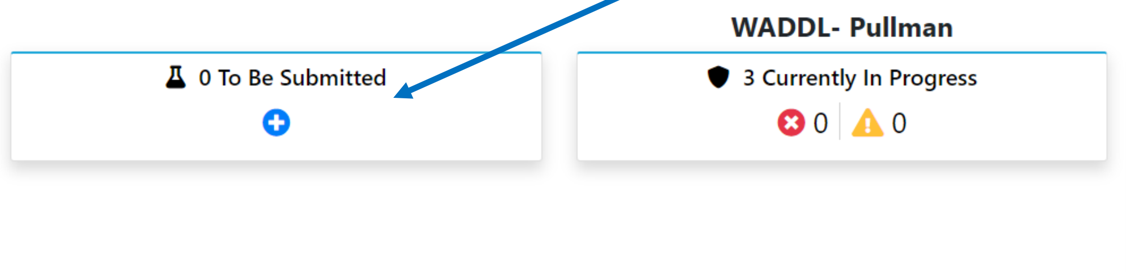
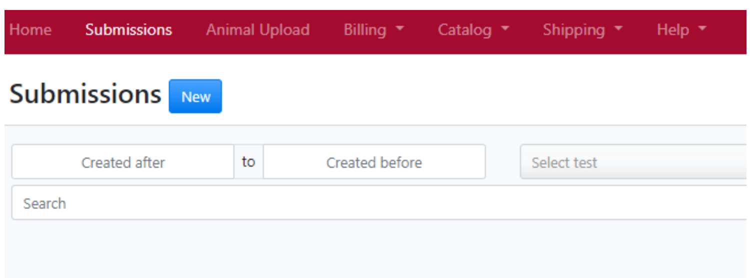
WADDL Online Submission Instructions

When you log into your online account, you will see two boxes at the top of the screen. One is your in-progress cases and the other is your cases to be submitted. To create a new online order, select the blue plus button in the To Be Submitted box.

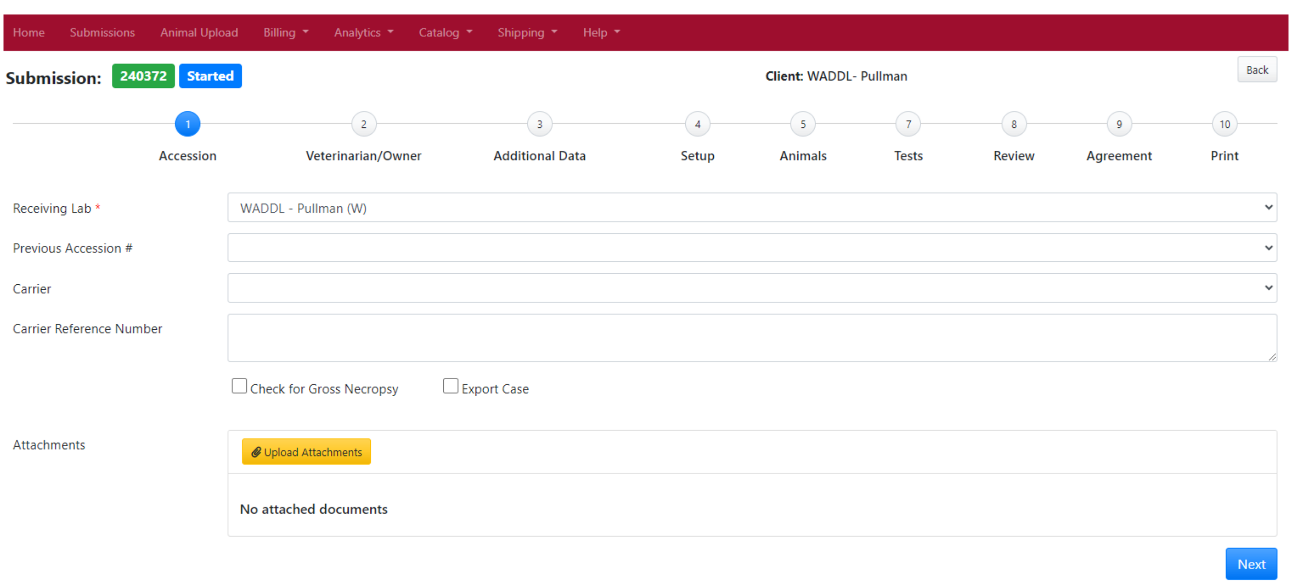


You can also start a new submission by going into the submission tab and clicking the New Button circled below.

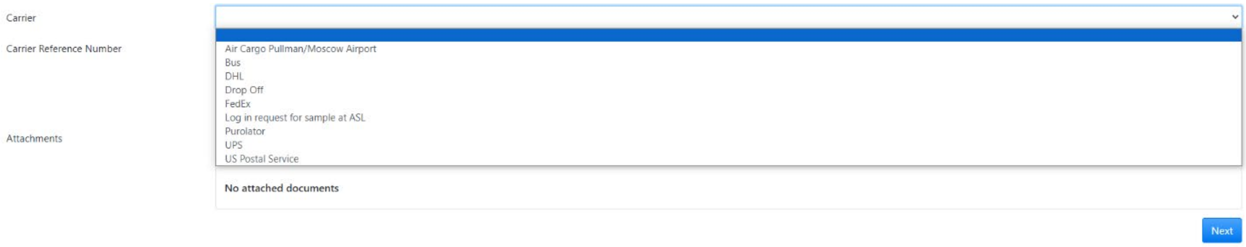


Once you have started a new submission (accession), your reference number will be at the top of your submission in green.

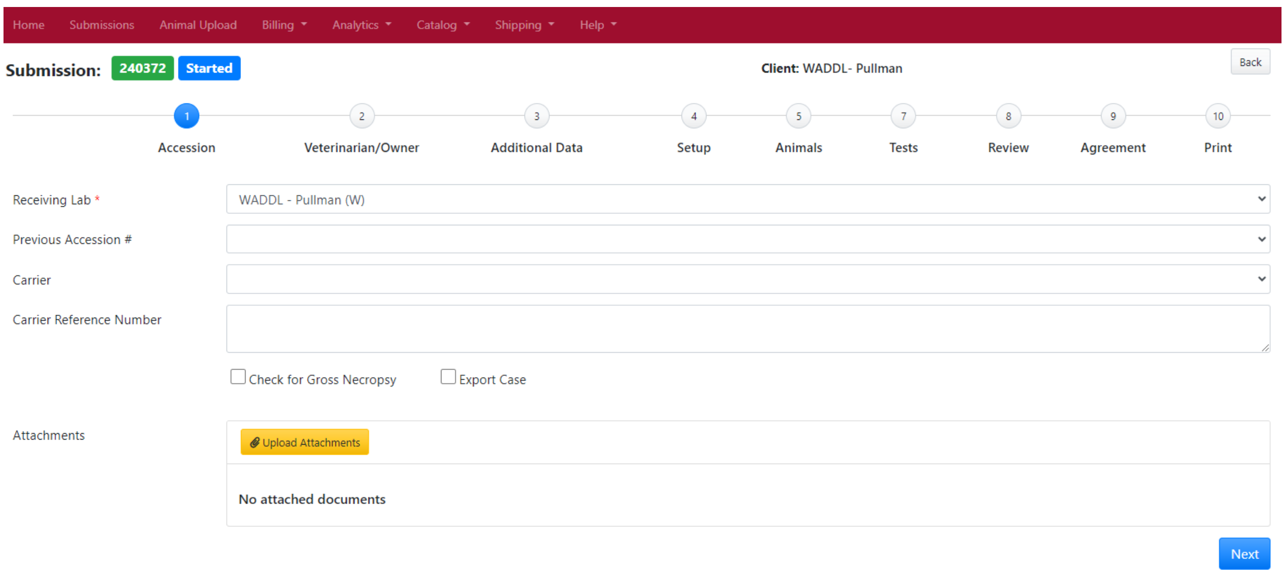
1. On step one you will want to select the receiving lab. The receiving lab will be where you are sending your samples to and who is providing the tests you have requested to be performed. The previous accession # is where you can indicate a previous case number that is related to this new case you are submitting. You would want to indicate a previous accession # if you were resubmitting new or additional samples for animal that you have previously submitted for.



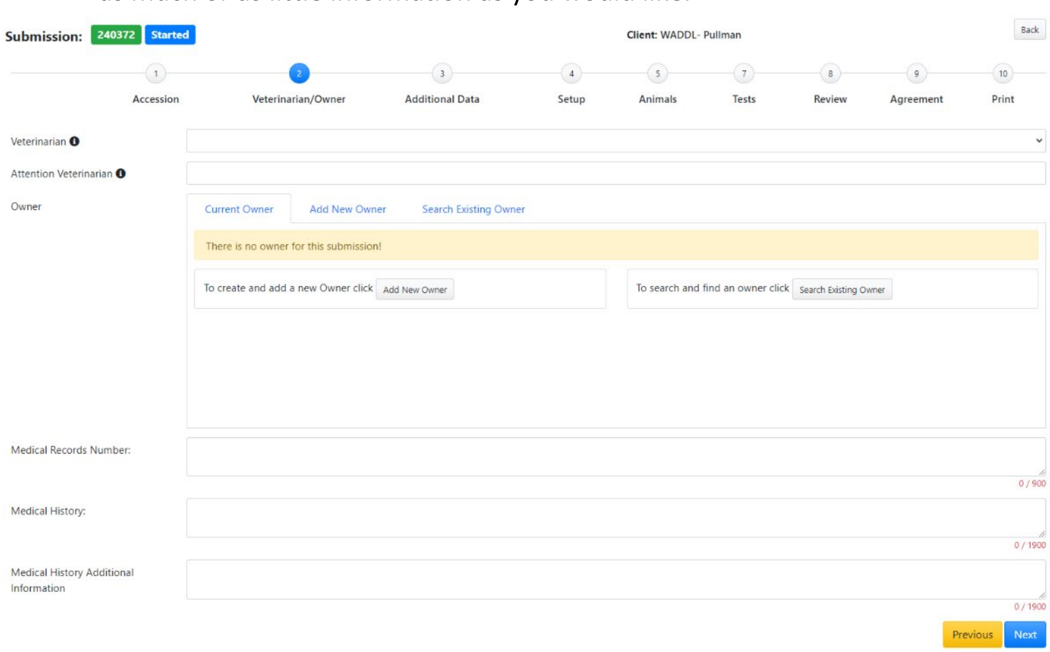
The carrier and carrier reference field are where you would indicate which shipping provider you are using and a tracking number if you have it. If you do not know which Carrier (shipping provider) you will be using or have a carrier reference number (tracking number) you may leave these areas blank.



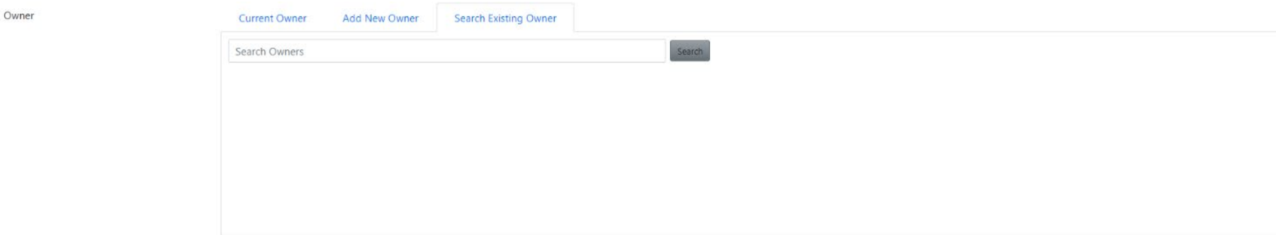
If you are submitting an animal for necropsy, please check the box for Gross necropsy. If you have any attachments such as medical files, pictures, or any other supporting documentation you would like to add, please upload under the attachment section.



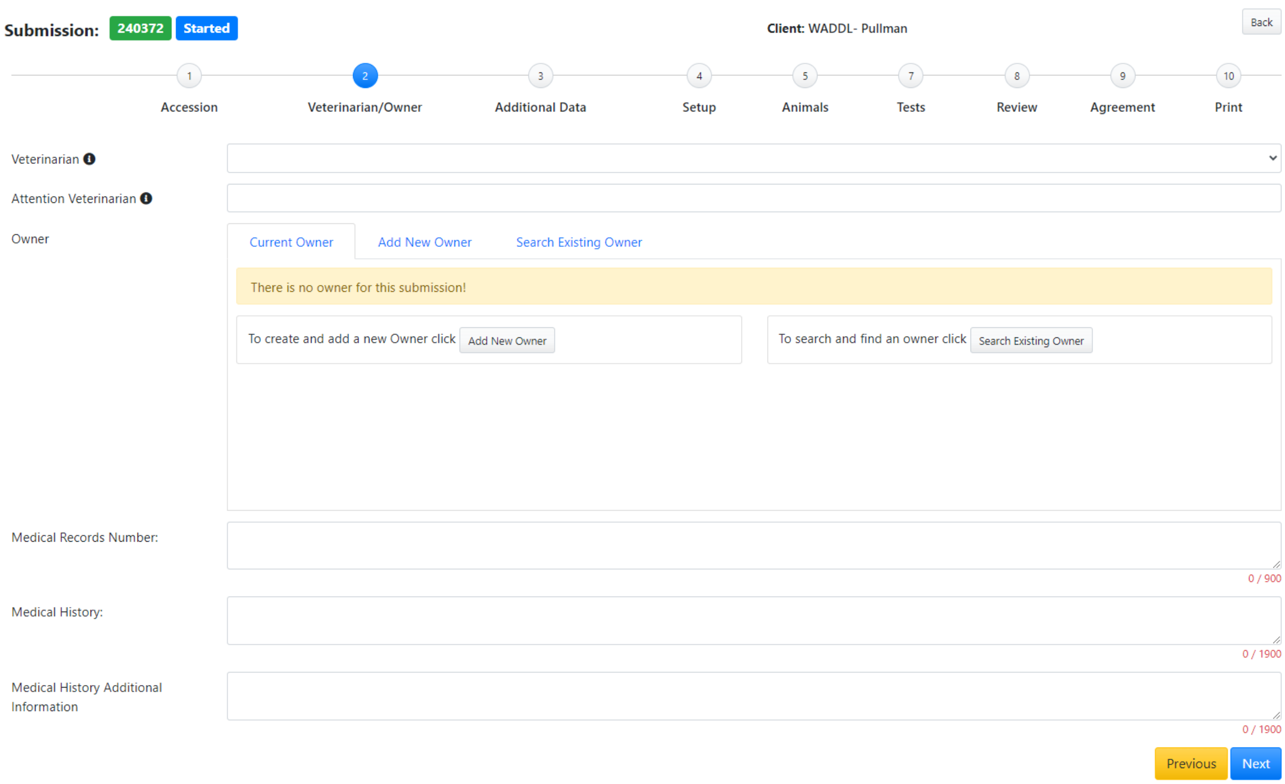
2. On step two you will enter the Veterinarians name (if applicable) and the owner information. To add an owner please select Add New Owner and enter in the owner information. You may add as much or as little information as you would like.



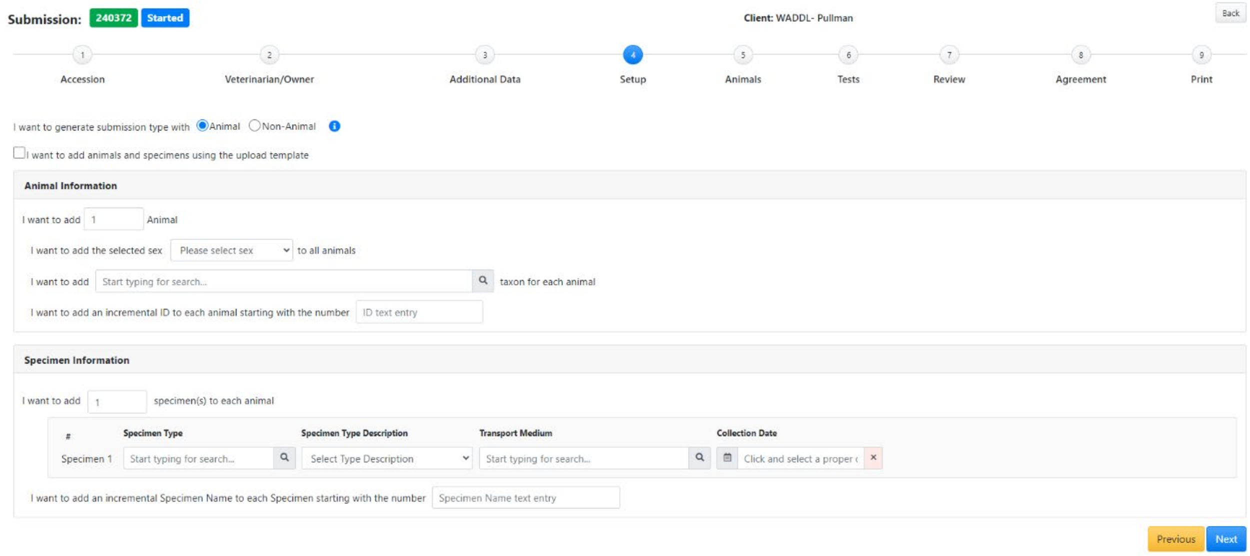
If you are submitting for a previously used client, you may select Search Existing Owner. This will allow you to select a previously used owner and will autofill the owner information.



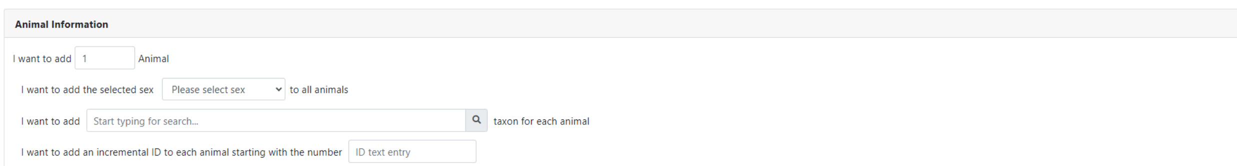
On this step you may indicate a medical records number, pertinent medical history, and any additional medical history that you want. You do not need to fill out these fields as they are not required. Click the next button to proceed.



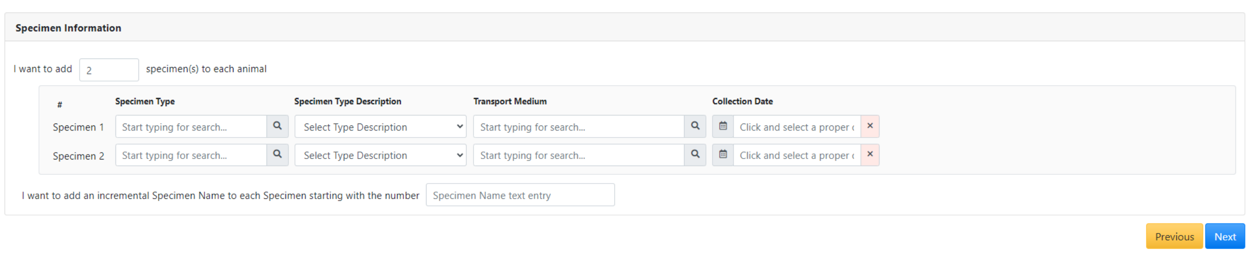
3. **This step is for if you are submitting for a necropsy only. If this does not pertain to you, you may continue to the next step.** If you are submitting for a necropsy, you may indicate here if you would like cremation or a clay paw print in addition to the necropsy. Additional information regarding pricing can be found on our website under the test and fees page. Click the next button to proceed.
4. On step 4 you will add how many animals you are submitting for and how many specimens each animal will have. Non- Animal submissions are for food safety testing and should be submitted to the WADDL- Puyallup lab. More information regarding submission type can be found by hovering over the information circle. **If you are submitting for multiple animals and want to use our Multiple Animal Upload excel or use our Animal Identification and Upload template, please see page 8.**



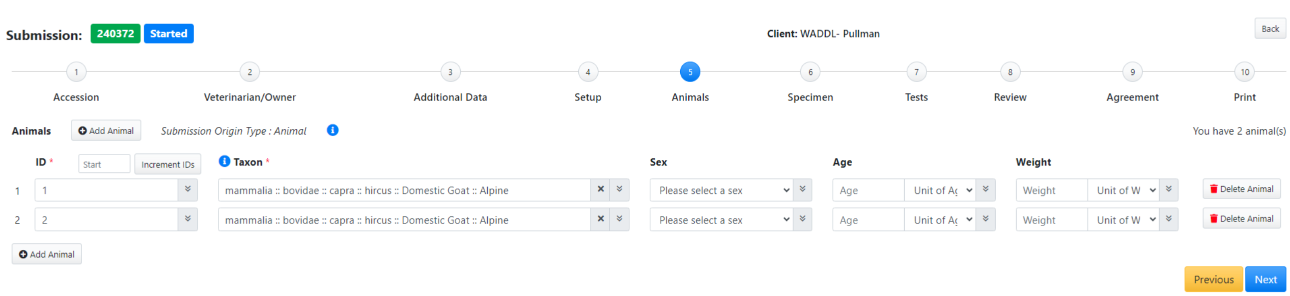
You may add the sex of the animal here as well. If you are submitting samples for animals of more than one sex, you may leave that box blank. You may also search for the species of animal you are submitting for by free typing into the box. If you are submitting for more than one species, you may either select the species that you are submitting majority of your samples for, or you may leave this box blank and enter in the species on the next page. The incremental ID box may be used if your animals do not have unique names or IDs and follow in chronological order. If your animals have unique tag numbers or names, please leave this box blank.



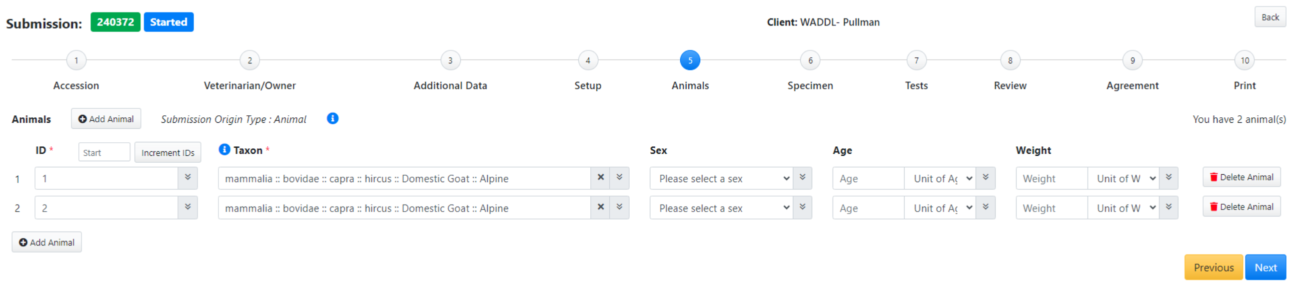
On this page you may also in the specimen information that you would like to your animals. You can choose the number of specimens you are adding to each animal. If you choose 1, you are adding one specimen to each of your animals, if you choose 2, you are adding 2 specimens to each animal. You may also add the specimen information on this page or wait until step 6. **The specimen type description is not required.** Once you have filled out as much or as little information as you would like, please click the next button to proceed.



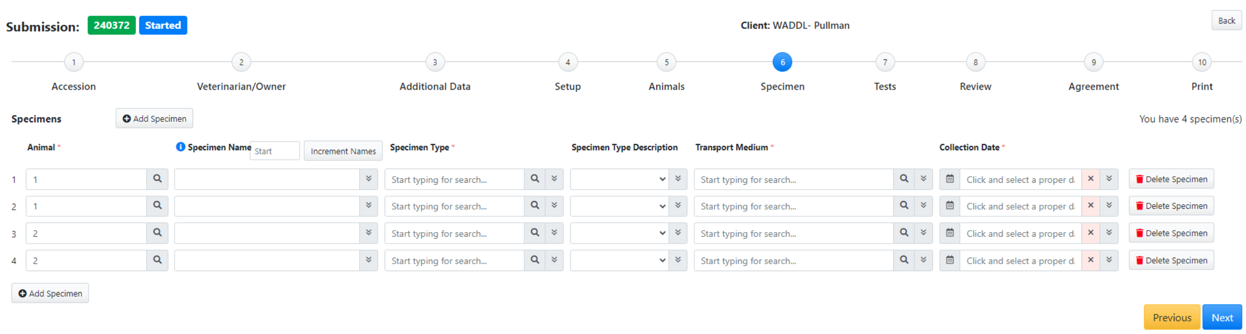
5. On this page you will add the animal ID, Taxon (breed), sex (optional), and weight (optional) of the animals you are submitting samples for. If you added this information on step 4 this information will be auto populated, and you may proceed to the next step.



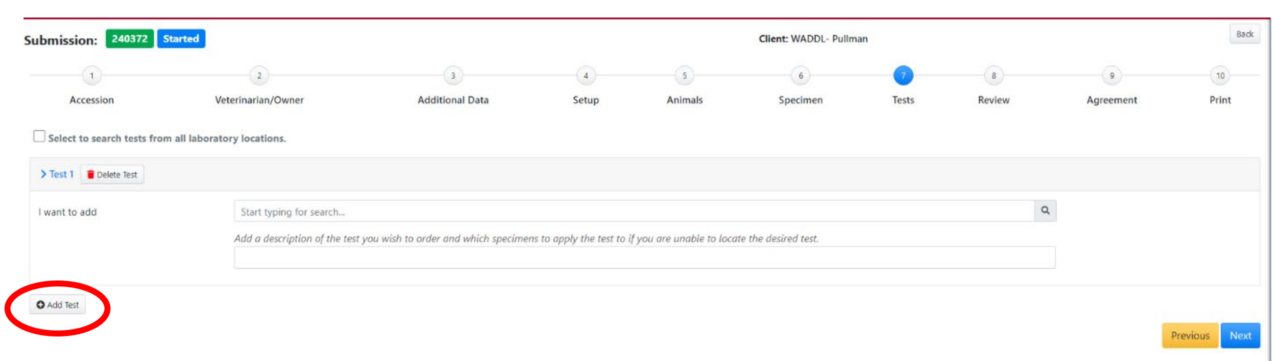
Here you may also change the IDs to a unique name/number and alter the animal taxon if desired. By clicking the double down arrows, you can autofill the spaces below to what you have selected. You may also add additional animals at this step and the number of specimens previously selected will be applied to any new animal added. Once you have added your animal's information you may click the next button and proceed.



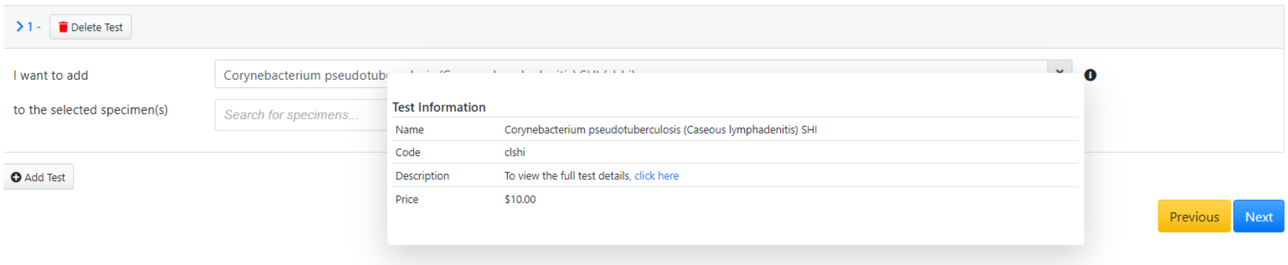
6. On this page you will add in the specimens you are submitting for each animal you have added. The specimen's name can be changed to match the animal ID or can be numbered separately. You will add in the specimen type (i.e., blood, feces, tissues), the transport medium (red top tube, bag, jar) and the collection date. The specimen type description is not required and can be left blank. Click the next button to proceed.



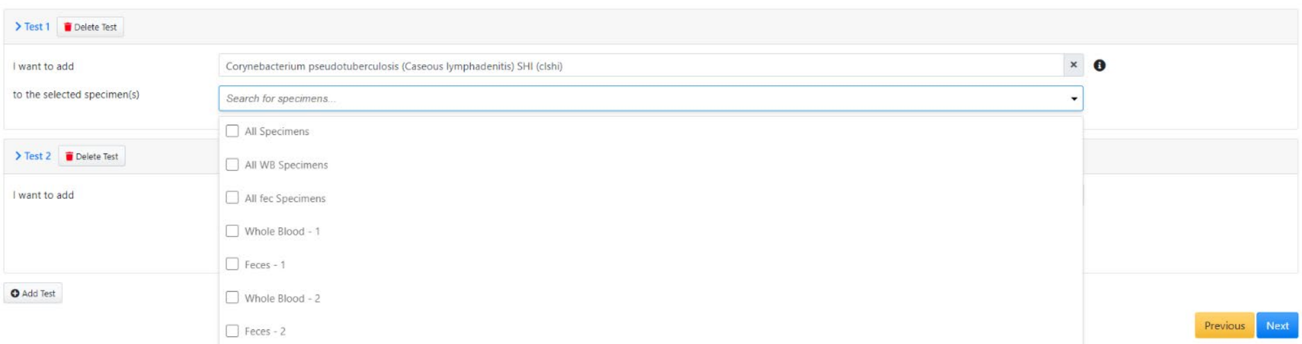
7. This page is where you will request the tests you want. If you are doing more than one test, select the add test button circled in red. To view all tests offered from all lab sections check the box above the test. To select a test begin typing into the search bar and select the test you would like to add. If you are unable to find the test you are looking for you may free type into the area below the search bar and put what tests you are interested in.



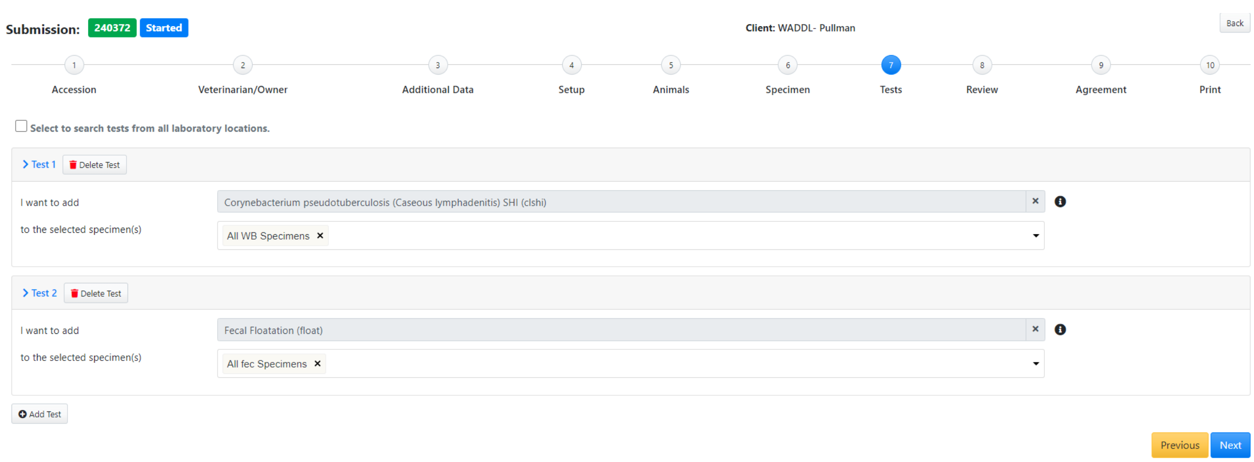
Once you have selected your test you can view test information and pricing by hovering over the information circle. This can be useful when estimating how much testing will cost.



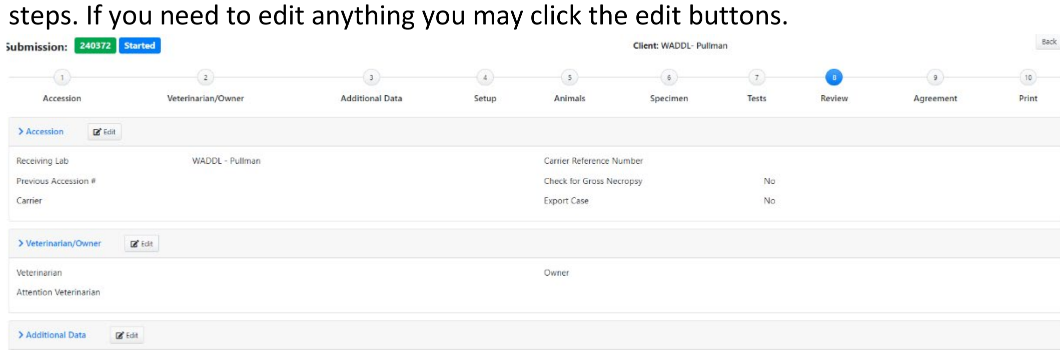
After you have selected your test, you can select which specimen you are wanting to add that test to by clicking the drop-down menu below the test. You can choose to add that test to all specimens, all specimens based on sample type or individual specimens.



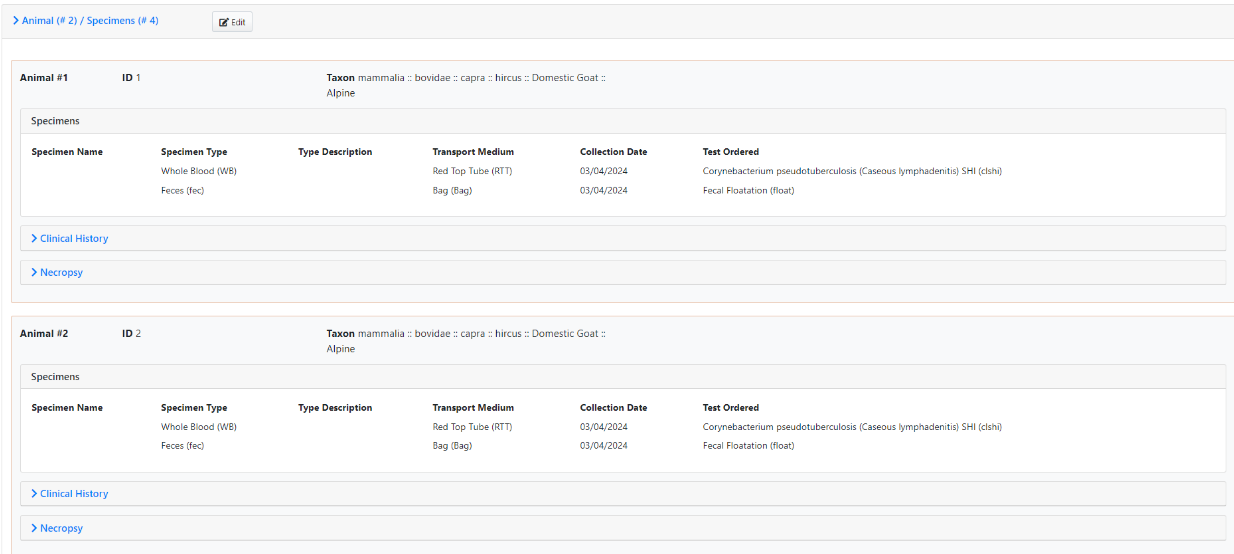
Once you have selected your tests and the specimens you want that test to be run on your page will look like the one below. If you have added all the tests, you are wanting done you may proceed to the next page by clicking the next button.



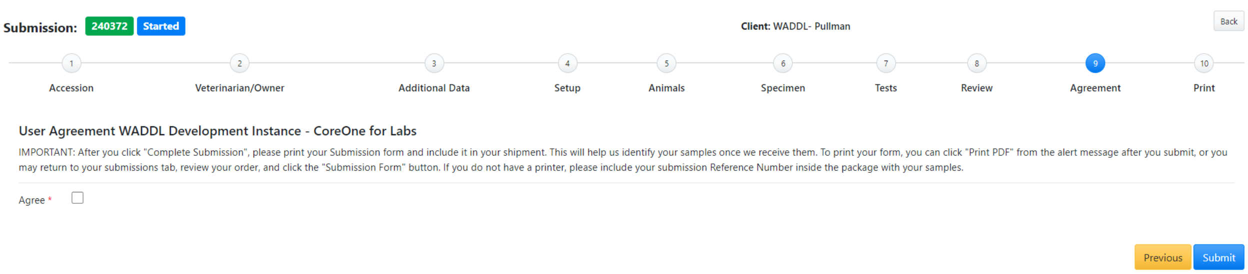
8. This page is where you will review all the information you have just entered in the previous steps. If you need to edit anything you may click the edit buttons.



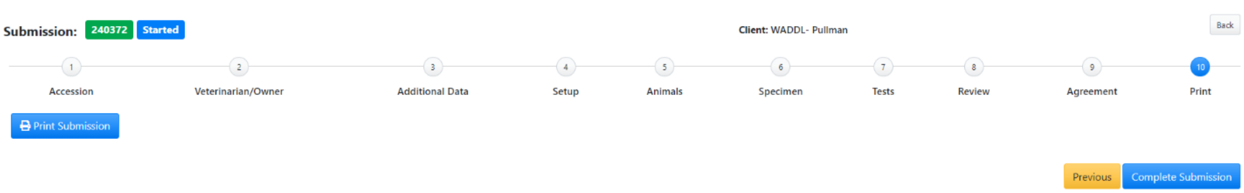
Your animals will be listed by ID number and/or name that is associated with it. The specimen and tests requested will be listed with the animal as well. If you need to make any edits to the specimens or tests requested, you may click the edit button circled in red and it will take you back to step 5. Here you may add any clinical history to each animal, but it is not required. If everything looks correct on this screen you may click the next button to proceed to the agreement page.



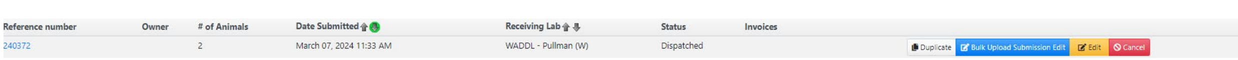
9. If you have reviewed all the information in the previous steps, you will click the agree box and proceed by hitting the submit button.



10. After hitting the submit button this page gives you the opportunity to print out your submission. The pdf copy will appear in a second screen to allow you to download and print. You will want to include a printed copy of your online submission in with your samples. Once you have printed your submission you will proceed with the complete submission button.

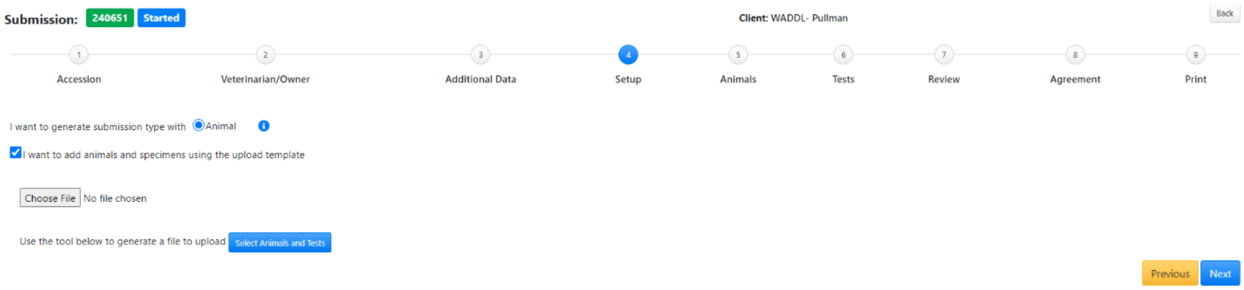


11. After hitting complete submission your submission will be moved to the submitted tab and will look like the submission below. You may still edit your submission up until we receive your samples. Once we receive your samples, please call us at 509-335-9696 and we can make any corrections that are needed.

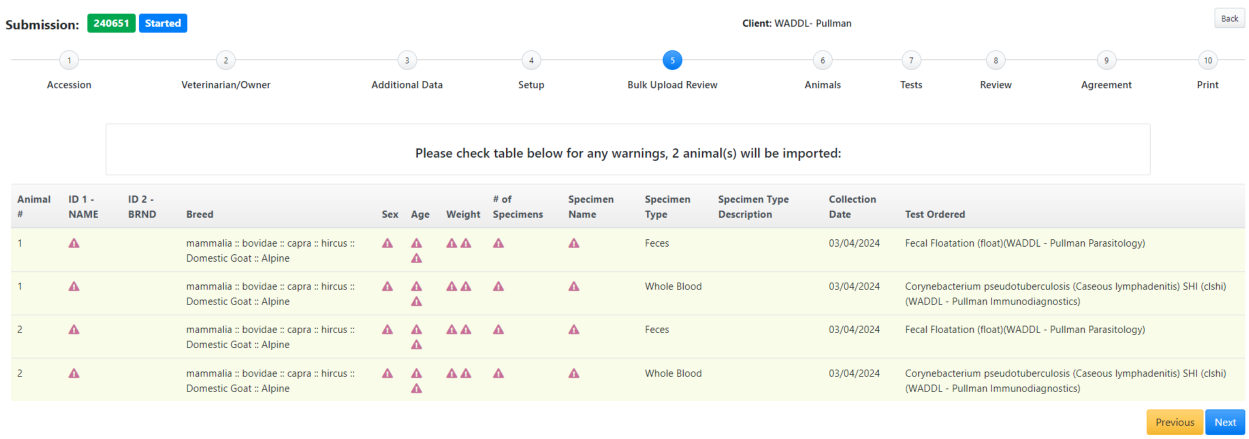


Multiple Animal Upload Help

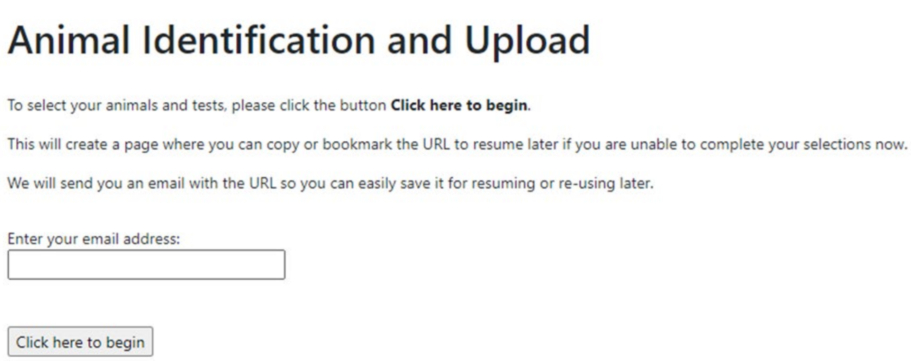
After finishing steps 1-3 you will want to select the box circled below to either upload the multiple animal excel template or to use our Animal Identification and Upload template.



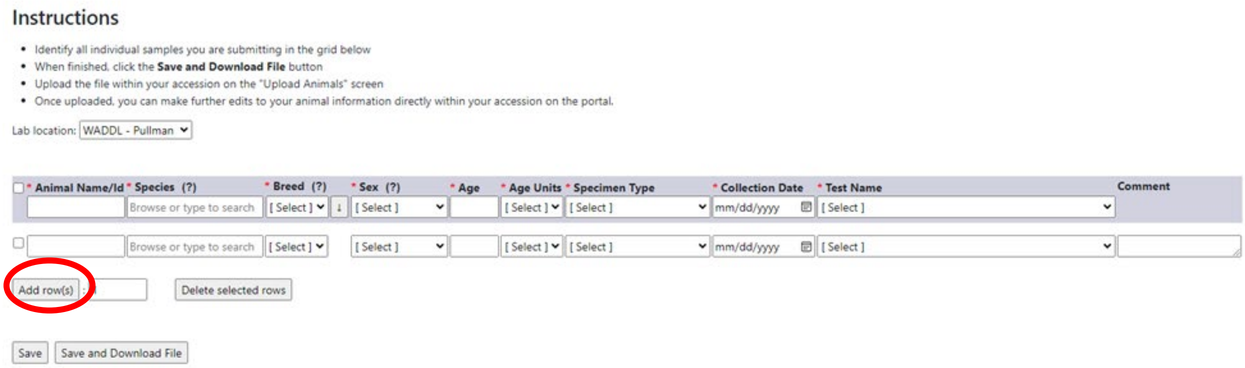
To use the multiple animals excel select choose file and upload the excel. If you do not already have the excel template, please call us at 509-335-9696 and we can email over the excel template. Once you have uploaded the excel you will proceed to the bulk upload review. If the information looks correct you may proceed (ignore the warnings) to the next steps outlined in pages 1-7. Any information may be changed in the following steps.



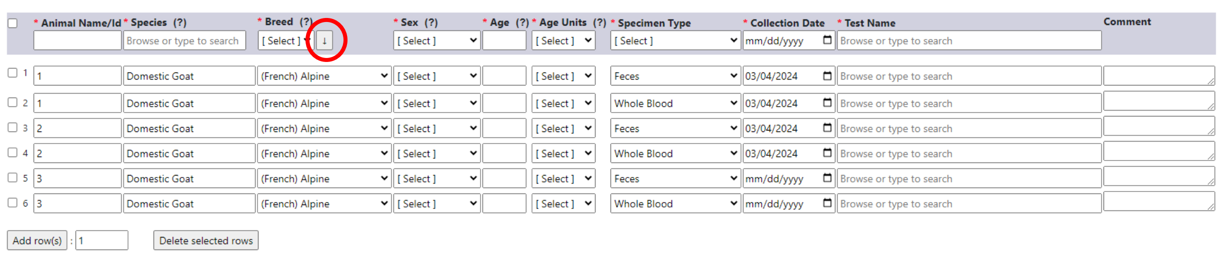
To use the Animal Identification and Upload select the blue button to use the animal upload tool. This will open a new tab in your browser labeled Animal Identification ad Upload. You must enter in your email address to begin.



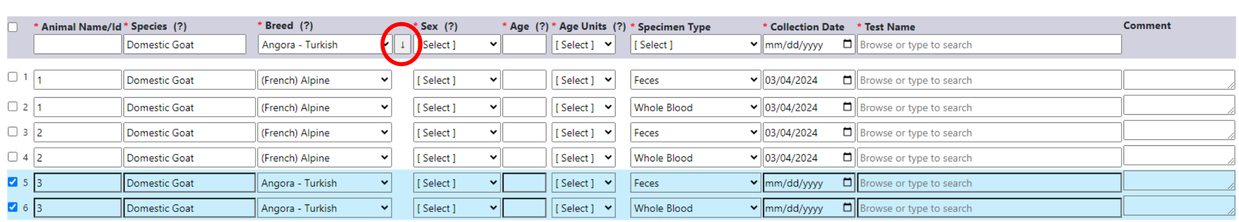
Before entering any information into the provided boxes, add the number of rows you need by typing into the box next to the “add row(s)” box.



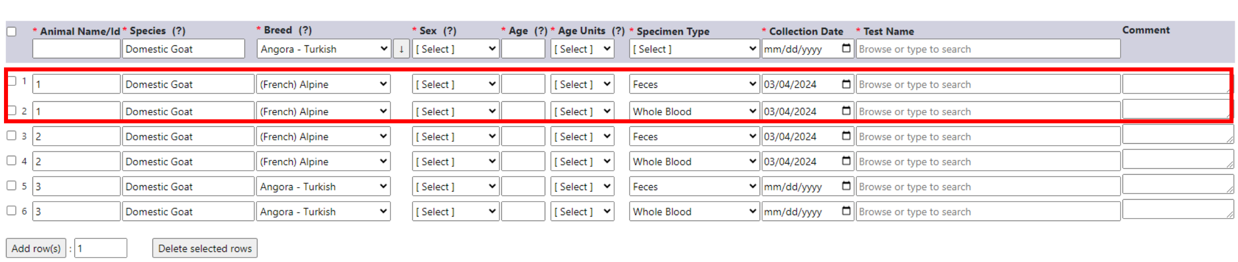
Once you have added the number of rows you would like you may begin entering the information for each of your animals. The top row highlighted in blue can be used to autofill any information to the rows added below. This can be extremely useful if you are submitting multiple animals of the same species/breed or that are needing the same testing done. You can also manually enter each Animal ID, Species, Breed, Sex (optional), Age (optional), Specimen Type, Collection Date and Test name for each animal by typing in the rows below. To autofill any information typed into the blue highlighted row, click the Down arrow located in between breed and sex.



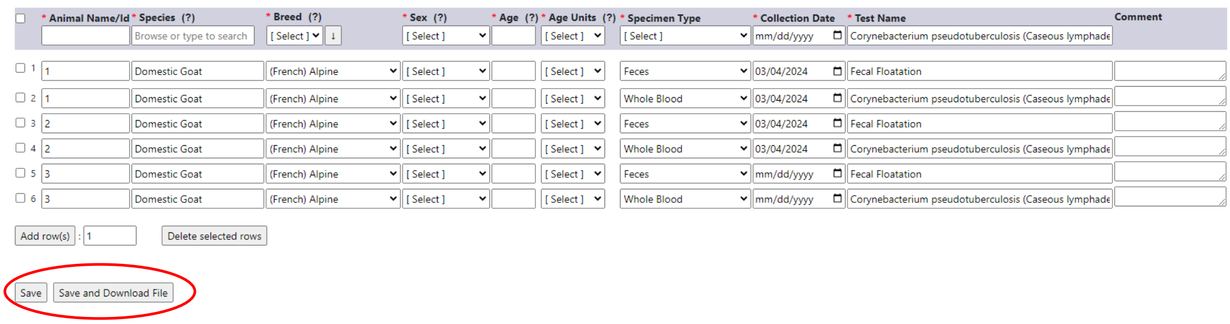
If you have some animals that are of a different species/breed, or you would like them to have different tests added you may also check the small boxes located next to each row and use the above highlighted row to autofill those specific rows below.



If you are adding animals with multiple specimen types, create a new row and add the specimen type and additional test requested. Be sure to include the corelating Animal Name/ID so the specimens can be matched with the correct animal.



Once you have added the Animal ID, Species, Breed, Specimen Type, Collection Date and Test name you may proceed by clicking save or save and Download file. Clicking the Save button will allow you to return to your submission page via the URL link provided in the beginning if you are not ready to submit right then. Clicking the Save and Download File button will download an excel file to your computer, you will then upload that file to the accession made in the client portal.



You will return to the submission in core one and select your newly downloaded animal upload file. You will then proceed o the bulk upload review page. If everything looks correct so far you may proceed to the next page (ignore the warnings). You will then proceed with your submission like the steps on pages 1-7 until you have completed your submission.