

# **Online Submission Tool Guide**

Animal Health Monitoring



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### Go to

#### IDEXX BioAnalytics

## First Steps

- <u>Comprehensive Guide</u>
- Submission Form created
- Submissions list
- Questions?





### First Steps

- Register for a new account here: <u>https://www.idexxbioanalytics.eu/client-registration-form</u>
- Login at: <u>https://secure.idexxradil.com/customer/CSLogin.aspx</u>
- Go to *My Profile* to enter your *Billing Profile Data* and to check your *Client Profile Data*
- Go directly to Login when you already have an account
- If you forgot your password, please contact <u>idexxbioanalytics-europe@idexx.com</u>





#### **Getting Started**

- Go to Submit a Case to start a new case submission
- Select the Service Category
  - Health Monitoring e.g. Rodents and Rabbits
  - Aquatic Diagnostics e.g. Zebrafish, Xenopus
  - **Biologicals** e.g. Cells, Tumors, Antibodies
  - **Preclinical Research** not available in Europe





#### Overview





Copy/Paste or manually type data

Client Sample ID and species are required Fields

- Use Tool Palette e.g. to add more lines
- Import Spreadsheet

if you prefer to work offline

A template is available in the pop-up window once you click Import Spreadsheet

Please remember to enter each sample (e.g., Opti-spots, PCR sets, etc.) as an individual sample ID

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#### Samples and Services

You a D diction

#### IDEXX BioAnalytics

#### Customize your User Dictionary

Cells will turn yellow if a new value is entered

Check the dropdown menu if you already used another version of the value

If it's a new value, click *I* to add it to the dictionary. Confirm Add to Dictionary in the pop-up window.

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#### Samples and Services

#### **IDEXX BioAnalytics**

#### • Select samples

Select all sample which should be tested for the same service

Go to Add Services
 A pop-up window, with our Standard
 Services opens

If you have customized profiles, you will see *Your Custom Services* 

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

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		Client Sample ID*	<u>i</u> Species*	<u>i</u> Addl ID	<u>i</u> Investigator	<u>i</u> Building	<u>i</u> Area	<u>i</u> Room	<u>i</u> Rack	<u>i</u> Strain	<u>i</u> Sex	Approx <sup><i>i</i></sup> Date of Birth (DD-MMM-YY)	Date <u>i</u> Animal Placed (DD-MMM-YY)	<u>i</u> Other 1	<u>i</u> Other 2	<u>i</u> Other 3	<u>i</u> Other 4	Servic
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Select a Service				_
Standard Services	Serology + PCR HM	Serology + PCR Quarantine	PCR Panels	
	PCR Single Agents	Serology Panels	Serology Single Agents	
	Necropsy/Parasitology	Pathology/Histology	Microbiology	
	Microbiome			
Your Custom Services	PCR Panels			
Select Sample Types, Profiles a	nd Add-Ons			



#### Samples and Services- New Service Options

IDEXX **BioAnalytics** 

Serology + PCR HM

Serology + PCR Quarantine

**PCR** Panels

**PCR Single Agents** 

Serology Panels

Serology Single Agents

**NEW Service**: Select for (FELASA) 3R Health Monitoring

**NEW Service :** Select for (FELASA) 3R Quarantine combined with serology

Select for EDX and Quarantine without serology and other PCR Panels

**NEW Service:** Select for PCR Single agents (not added to existing profiles/add-ons)

Select for Serology Panels

**NEW Service:** Select for Serology Single agents (not added to existing profiles/add-ons)

Select a Service				_
Standard Services	Serology + PCR HM	Serology + PCR Quarantine	PCR Panels	
	PCR Single Agents	Serology Panels	Serology Single Agents	
	Necropsy/Parasitology	Pathology/Histology	Microbiology	
	Microbiome			
Your Custom Services	PCR Panels			
Select Sample Types, Profiles a	nd Add-Ons			

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#### Samples and Services – Serology + PCR Health Monitoring

- Select the Service Serology + PCR HM
- Select your Sample Types Multiple sample types can be selected
- Select your Profiles
   Serology and PCR component of the panels
   are separated, and you will need to select
   both of them
- Select single tests/Add-Ons if needed
   Use Search to find profiles and test easier
  - Use ? to get more information about the included tests and accepted material
- Click Add Selections

Standard Services	Serology + PCR HM         Serology + PCR Quarantine           PCR Single Agents         Serology Panels           Necropsy/Parasitology         Pathology/Histology           Microbiome         Microbiome	PCR Panels Serology Single Agents Microbiology	/ON
Your Custom Services	PCR Panels		
elect Sample Types, Profiles and A	Add-Ons		
Select at least one	Search		
Sample Types	Set	lect at least one	
	Brofiles	Add-Ons	
☑ O ti-Spot	Mouse 3R FELASA Annual (PCR)	Campylobacter coli	0
P It Swab	Mouse 3R FELASA Annual (Serology)	Clostridium piliforme	0
Serum	□ Mouse 3R FELASA Quarterly (PCR)		7
U Other	Mouse 3R FELASA Quarterly (Serology)		
	Mouse 3R FELASA Quarterly SOPF (PCR)		



#### This service allows you, if needed, to add a serological sample to your quarantine PCR sample. Quarantine via PCR only panels can be selected in the PCR panels section

- Select the Service
  - Serology + PCR Quarantine
- Select your Sample Types Multiple sample types can be selected
- Select your Profiles
   Choose any combination of serology and PCR to meet your testing needs
- Select single tests/Add-Ons if needed

Use *Search* to find profiles and test easier

Use ? to get more information about the included tests and accepted material

Click Add Selections

Standard Services     Serology + PCR HM     Serology + PCR Quarantine     PCR Panels       PCR Single Agents     Serology / anera     Serology Single Agents       Necropsy/Parasitology     Microbiology     Microbiology       Your Custom Services     PCR Panels
PCR Single Agents Serology Single Agents Serology Single Agents Necropsy/Parasitology Pathology/Histology Microbiology Microbiology Single Agents Serology Sero
Necropsy/Parasitology       Pathology/Histology       Microbiology         Your Custom Services       PCR Panels         elect Sample Types, Profiles and Add-Ons
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Select at least one Search
Sample Types
Cral Swab Select at least one
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Er //ronmental     Profiles     Add-Ons       Profiles     Add-Ons
Er Vironmental     Fe kas     Opti-Spot     Opti-Spot     Campylobacter coli
Image: Profiles       Profiles       Add-Ons         Image: Profiles       Add-Ons       Image: Profiles         Image: Profiles       Image: Profiles       Image: Profiles         Image: Profiles
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Sample Types Cral Swab Select at least one
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Fer/ironmental     Profiles     Add-Ons
] Environmental
Profiles Add-Ons
Er /ironmental Profiles Add-Ons
Ervironmental
Oral Swab     Select at least one
Sample Types



#### Samples and Services - Serology

- Select the Service Serology Panels
- Select your Sample Type
- Select your *Profile*
- Select single tests/Add-Ons if needed
   Use Search to find profiles and test easier
   Use ? to get more information about the included tests and accepted material
- Click Add Selections

Standard Services	Samlany + DCD UM	Secology + DCD Ouscapting	DCP Danale	
	PCR Single Agents	Serology Panels	Serology Single Agents	
	Necropsy/Parasitology	Pathology/Histology	Microbiology	
	Microbiome			
Your Custom Services	PCR Panels			
elect Sample Types Profiles and A	dd-Ons			
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Select at least one	Land T			
ociect at reast one	Search			
Sample Types				
Opti-Spot		Select a	at least one	
		Profiles	Add-Ons	
L Other	Mouse 3P FF	ASA Quarterly (Serology)	Borna disease virus	0
	Mouse 3P FE	ASA Annual (Serology)	CAR bacillus	0
	Mouse 3R Co	mprehensive (Serology)		0
	Mouse 3R Pa	rvovirus Profile (Serology)		0
	Other			0
			Hantaan	0
			K virus	0
				0
			LDEV	0
			MAV1	0
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			□ MHV	0
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				0

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#### Samples and Services - PCR

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- Select the Service PCR Panels
- Select your Sample Types

If you submit a set, e.g. Feces + Pelt Swab (=Fur Swab) + Dry Oral Swab, please select all sample types within one sample ID

- Select your *Profile*
- Select single tests/Add-Ons if needed

Use *Search* to find profiles and test easier Use ? to get more information about the included tests and accepted material

Click Add Selections

		Serology Single Agents	
	Necropsy/Parasitology Pathology/Histology Microbiome	Microbiology	
our Custom Services	PCR Panels		
elect Sample Types, Profiles and Ac	dd-Ons		
	Add Selections		
Select at least one			
Sciect at least one	Search		
San ple Types			
✓ Dry Oral Swab	Select a	t least one	
Environmental			
✓ Feces	Profiles	Add-Ons	0
Pelt Swab	Mouse 3R FELASA Quarterly (PCR)	Yersinia pseudotuperculosis	0
		Bordetella psoudobinzii/binzii Rordetella psoudobinzii/binzii	0
Whole Animal	Mouse 3R FELASA quality SOFT (FCR C		õ
Other		Gampylobacter coli	0
	Mouse 3R Quarantine Plus (PCR)	Campylobacter ieiuni	0
	Mouse 3R Quarantine Quarterly SOPF (PCR)	Chilomastix spp.	0
	Θ	Citrobacter rodentium	0
		Clostridium perfringens Enterotoxin	0
	Mouse 3R Quarantine Annual SOPF (PCR)		
	Mouse 3R Quarantine Annual SOPF (PCR) Mouse 3R EDx Quarterly (PCR)	Clostridium piliforme	0
	Mouse 3R Quarantine Annual SOPF (PCR) Mouse 3R EDx Quarterly (PCR) Mouse 3R EDx Annual (PCR)	Clostridium piliforme Corynebacterium bovis + Corynebacteriu	Ø Im sp.
	Mouse 3R Quarantine Annual SOPF (PCR)     Mouse 3R EDx Quarterly (PCR)     Mouse 3R EDx Annual (PCR)     Mouse 3R EDx SOPF Quarterly (PCR)	Clostridium piliforme Corynebacterium bovis + Corynebacteriu (HAC2)	0 Im sp. 0
	Mouse 3R Quarantine Annual SOPF (PCR)     Mouse 3R EDX Quarterly (PCR)     Mouse 3R EDX Annual (PCR)     Mouse 3R EDX SOPF Quarterly (PCR)     Mouse 3R EDX SOPF Annual (PCR)	Clostridium piliforme Corynebacterium bovis + Corynebacteriu (HAC2) Corynebacterium kutscheri	0 Im sp. 0 0
	Mouse 3R Quarantine Annual SOPF (PCR)     Mouse 3R EDx Quarterly (PCR)     Mouse 3R EDx Annual (PCR)     Mouse 3R EDx SOPF Quarterly (PCR)     Mouse 3R EDx SOPF Annual (PCR)     Mouse 3R Parvovirus Profile	Clostridium piliforme Corynebacterium bovis + Corynebacteriu (HAC2) Corynebacterium kutscheri Cryptosporidium spp.	ତ Im sp. ତ ତ
	Mouse 3R Quarantine Annual SOPF (PCR)     Mouse 3R EDx Quarterly (PCR)     Mouse 3R EDx SOPF Quarterly (PCR)     Mouse 3R EDx SOPF Quarterly (PCR)     Mouse 3R EDx SOPF Annual (PCR)     Mouse 3R Parvovirus Profile     Mouse 3R Opportunistic Profile (PCR)	Clostridium piliforme Corynebacterium bovis + Corynebacteriu (HAC2) Corynebacterium kutscheri Cryptosporidium spp. Demodex musculi	O Im sp. O O O



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### Samples and Services - Other

Continue the same if you have samples for: Parasitology Pathology/Histology

Microbiology Microbiome

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		PCR Single Agents Serology Panels Necropsy/Parasitology Pathology	Serology Single Agents Microbiology	ports	\$017-
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elect a Service				-
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#### Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

Added	Service	<b>s</b> (View/Edi	it/Delete)	PCR Se	rology														
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1		A1	mouse 🔻		Life Science 2020	▼		222 🔻	D52 🔻				•		٧	•	₹		Serology
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4		A4	mouse v		Life Science 2020	▼		222 🔻	D52 🔻	T	T			▼	V	₹	▼	▼	

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500

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		Sample ID*	Species*	Addi IE	) Investigator	Building	Area	Room	Rack	Strain	Sex	Date of Birth (DD-MMM-YY)	Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Servic
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2		A2	mouse v		Life Science 2020		222 🔻	D52 🔻	▼	▼	▼		T		•	•		Serolo
3		A3	mouse v		Life Science 2020		222 🔻	D52 🔻		₹	▼		T	v		v		PCR
4		A4	mouse v		Life Science 2020		222 🔻	D52 🔻						▼	V			

 Check the selected service See chosen tests in the last column or

above the table Click on the service for further information

or if you would like to *Delete* it



#### Samples and Services

#### • Check if:

- All lines include a *Client Sample ID*
- All lines include a *Species*
- All lines include a Service
- Delete empty lines, using i
- Continue to Order/Billing Details

Supplex and Services         Starter and select at least one sample below that you'd like to apply a service (or a group of services) to You may select multiple samples. But not boose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 services (New/EGUDENE)         Contract of the select of the select d least one samples. The select d least one samples. Bepeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 services (New/EGUDENE)         Image:	1) San	1) Samples and Services 2) Order/Billing Details 3) Submission Review												Su	Submitter: IDEXX Laboratories				
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#### **Order/Billing Details**

- Enter your order details as available
  - Mandatory fields are marked with a red star \*
  - Make sure your invoice address is included, if not *Edit Billing Info*
  - If you work with *Purchase Orders* (POs), enter the number and submit your PO document to <u>idexxbioanalytics-europe@idexx.com</u>
  - Use *Submission Name* to find the form easier within your submission list
- Continue to Submission Review

1) Samples and Services 2) Order/Billing Details	3) Submission Review	Order/Billing	Details	
Order Details Payment Info		_		
Purchase Order <sup>i</sup> [12345 Quote Number <sup>i</sup>	Send Invoice/Charges To <sup>i</sup> IDEXX 004971416483186 Edit Billing Info			
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Case Info Study ID <sup>i</sup> Room D52				
Client Case Number <sup>i</sup>	ards, including radioactivity, associated with th	nese samples? <sup>i</sup>		
Special Test Instructions				
Any Additional Comments? Include any importan	nt History, Clinical Signs or other information yo	2 would like. <sup>i</sup>		
	« Samples and Services	Cancel and Exit	Save and Exit	Submission Review »



#### Submission Review

#### IDEXX BioAnalytics

Check your submission

#### **Everything correct?**

Finalize with:SubmitNeed to correct something?Go back to:Order/Billing Details

#### Want to continue later?

Go to:

o: Save and Exit

		Please review the following inf	ormation before confirming your order	. If anything is incorrect, please go l	back to a previ	ous step and fix before	submitting.	
				Submit				
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			Case Subn	nission Packing Slip				
Send Report To: IDEXX Laboratories 28/3 Moenike street Ludwigsburg, 71636 Germany +49 (0) 7141 64 83585 adaobi-udob@jdexx.com; Massimo-Foa@jdexx.com				Bill To: IDEXX 004971416483186				
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#### Submission Form created

1) Samples

#### IDEXX **BioAnalytics**

#### and print your submission form View You will also receive and email with the pdf

We will receive the submission form automatically

You can find the submission form within your submission list

- Put a printed copy into the box with your samples
- Recognized any mistakes? You cannot modify already submitted forms You can <u>clone</u> and submit a corrected form

Please contact idexxbioanalytics-europe@idexx.com with the according Order Confirmation Number, we can delete the incorrect form

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Samples and Services 2) Order/Billing Details 3) Submission Review		Submiss	ion Review				Submitter: IDEXX Laboratories		
	Order Confirr	mation N	umber: 20091	1-090	1-W				
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adaobi-udobi@idexx.com. Massimo-Foa@idexx.com	-		Case Sub	missio	n Pac	king Slip			
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	Ship to Lab: Kornwesth	eim, Germany	,	Quote Number:					
	Species: mouse				Total # d	of Samples: 3			
	Facility: ALL				Health H	lazards:			
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(Serology),Mouse 3R FELASA Annual (PCR) Comments: Special Test Instructions:									
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by us

#### Submissions List

#### IDEXX BioAnalytics

- Find incomplete and submitted forms in your Submissions List
   Go to Submissions
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- Clone existing forms for similar submissions

Use *Only Show Named Submissions* to have a better view

 View/Download pdfs of submitted forms Click on the *Confirmation Number*

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#### Questions?

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