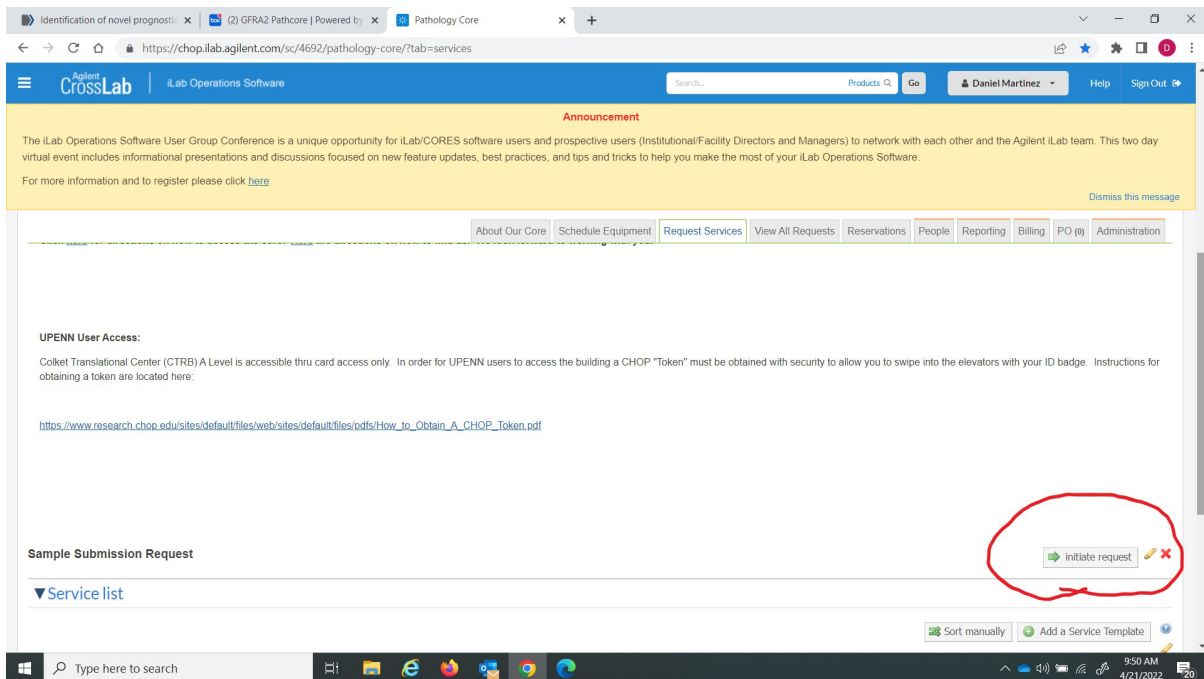
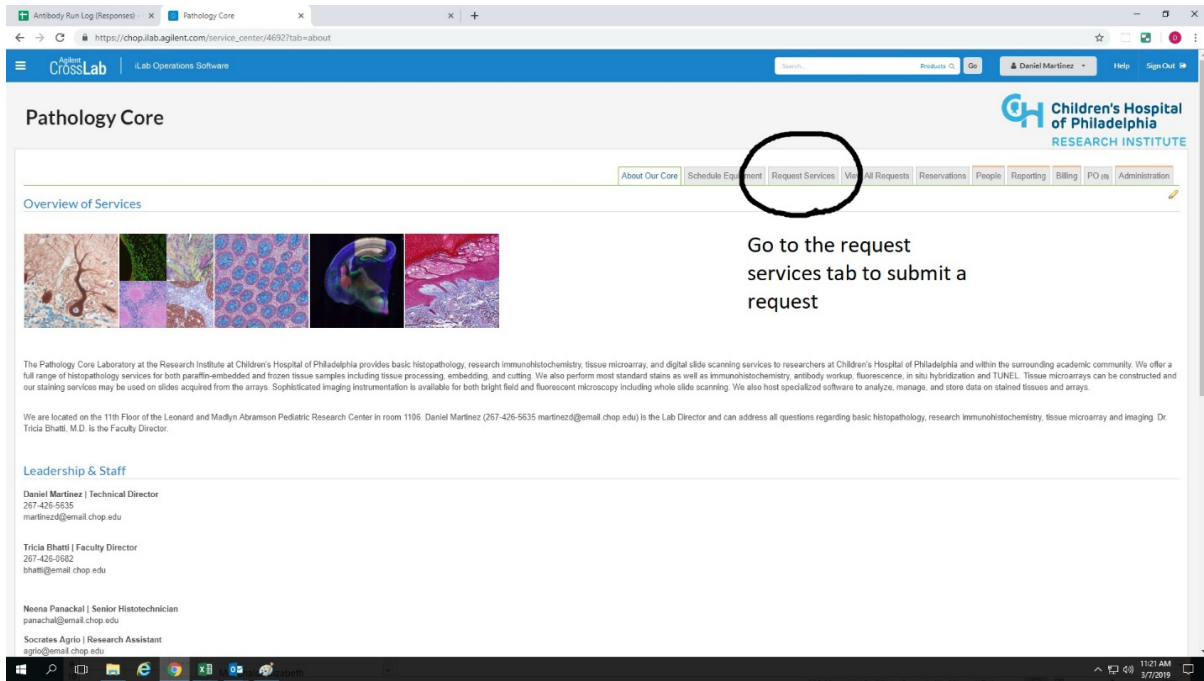


PATHOLOGY CORE

iLab Submission Form Instructions

Once you are logged into iLab and are on the path core landing page you go to the request services tab:



PATHOLOGY CORE

iLab Submission Form Instructions

Users that are linked to more than one lab or PI may need to select with lab they are ordering for here:

The screenshot shows the 'Sample Submission Request' form in the Pathology Core iLab system. The form is titled 'Sample Submission Request' and has a search bar for 'person'. Below the search bar, there is a dropdown menu for 'search within' with options 'current customers' and 'this institution'. The form is part of the 'Pathology Core' section, which includes links for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', 'PO's', and 'Administration'. The form is currently in a 'Not Started' state.

If you are only associated with one lab then you will go directly here and can start entering the order and specimen information:

The screenshot shows the 'Sample Submission Request' form in the Pathology Core iLab system, now with a completed form. The form is titled 'Sample Submission Request' and has a search bar for 'person'. Below the search bar, there is a dropdown menu for 'search within' with options 'current customers' and 'this institution'. The form is part of the 'Pathology Core' section, which includes links for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', 'PO's', and 'Administration'. The form is currently in a 'Not Started' state. A large arrow points to the 'Fill in order and sample information where applicable' section, which includes fields for 'Request Name', 'Customer', 'Email', 'Phone', 'Specimen Date', 'Fixation', 'Fixation Time', 'Species', 'IRB Protocol #', and 'Tissue Type'.

PATHOLOGY CORE

iLab Submission Form Instructions

You will need to expand the services categories to order individual services here:

The screenshot shows the iLab Submission Form interface. At the top, there is a navigation bar with links like 'About Our Core', 'Schedule Equipment', 'Request Services', etc. Below this, there is a section for 'Total # of Specimens' and a list of services categories: Histology, Staining, Imaging, and Other Services. A red arrow points to the 'Add selected services' button, which is located below the list of services. The button is labeled 'Add selected services' and has a plus icon.

Specify the total number or quantity of samples you are ordering for each service. Use the comments box to specify any details that we would need to know for your order (sample orientation, etc). Make sure to click on the add services tab in order to total your charges for the order:

The screenshot shows the iLab Submission Form interface. At the top, there is a navigation bar with links like 'About Our Core', 'Schedule Equipment', 'Request Services', etc. Below this, there is a section for 'Total # of Specimens' and a list of services categories: Histology, Staining, Imaging, and Other Services. A red arrow points to the 'Add selected services' button, which is located below the list of services. The button is labeled 'Add selected services' and has a plus icon.

Include the total number of samples for each service and any comments here. Make sure you click the "Add selected services button to total the charges

PATHOLOGY CORE

iLab Submission Form Instructions

Select the account or PO that we will use for invoicing the order. Once you click on the submit tab on the bottom order will be submitted in iLab and the order will be entered into our queue.

The screenshot shows the iLab submission form. The '2) Cost' section includes a 'Quote (total predicted cost)' of \$40.00. The '3) Payment Information' section has a 'Fund' dropdown menu with a large arrow pointing to it. Below the dropdown is a 'Split Charge' button. At the bottom right, the 'submit request to researcher' button is circled. The form also includes a 'Skip approval?' checkbox and a 'Save draft request' button.

When you drop off your samples find one of the core lab techs in the lab and we will pull up your order and make sure everything is clear and we don't have any questions. Thank you!