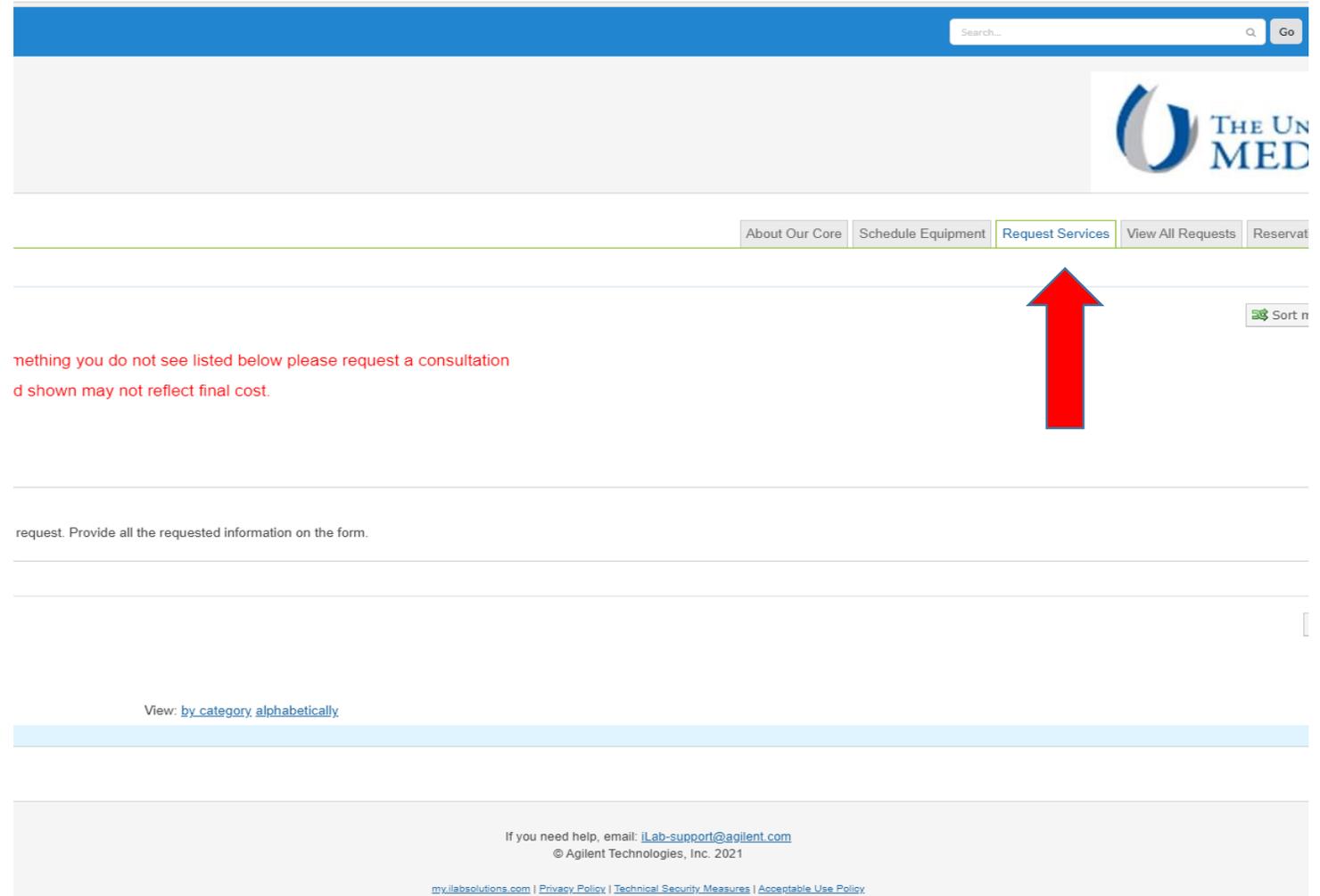


How to Submit Histology Samples Through The Online System-Tutorial

Josh Jefferson

1. You must register first as user or P.I.
2. Then you must first access the ilab website
(https://my.ilabsolutions.com/service_center/show_external/5601/histology_core#iLab%20Solutions) .

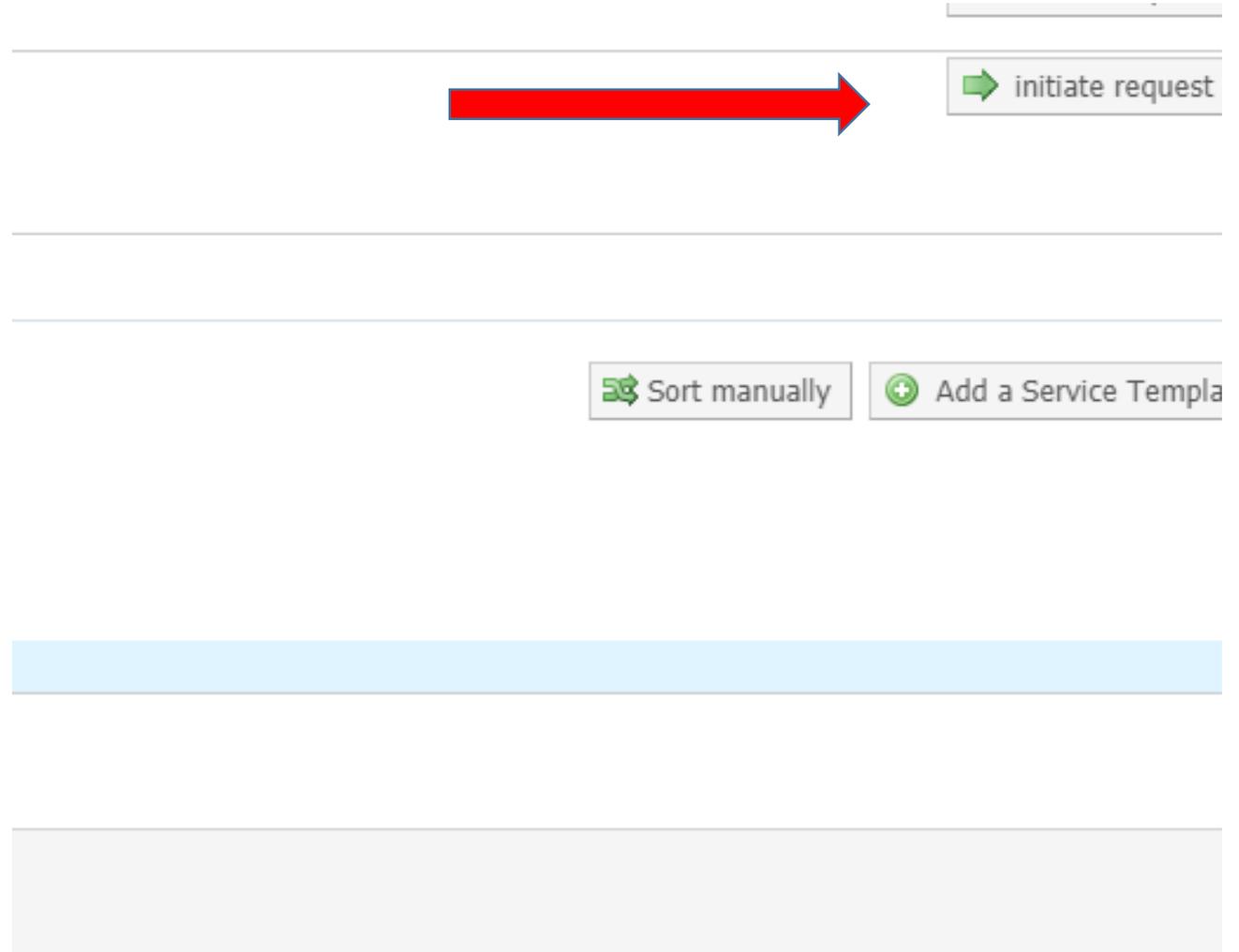
2. Click on Request Services



The screenshot shows the top navigation bar of the iLab website. The 'Request Services' link is highlighted in green and has a red arrow pointing to it. The website header includes a search bar, the Agilent logo, and the text 'THE UN MED'. Below the navigation bar, there is a message in red text: 'Nothing you do not see listed below please request a consultation' and 'Cost shown may not reflect final cost.' The footer contains contact information for iLab support and copyright information for Agilent Technologies, Inc. 2021.

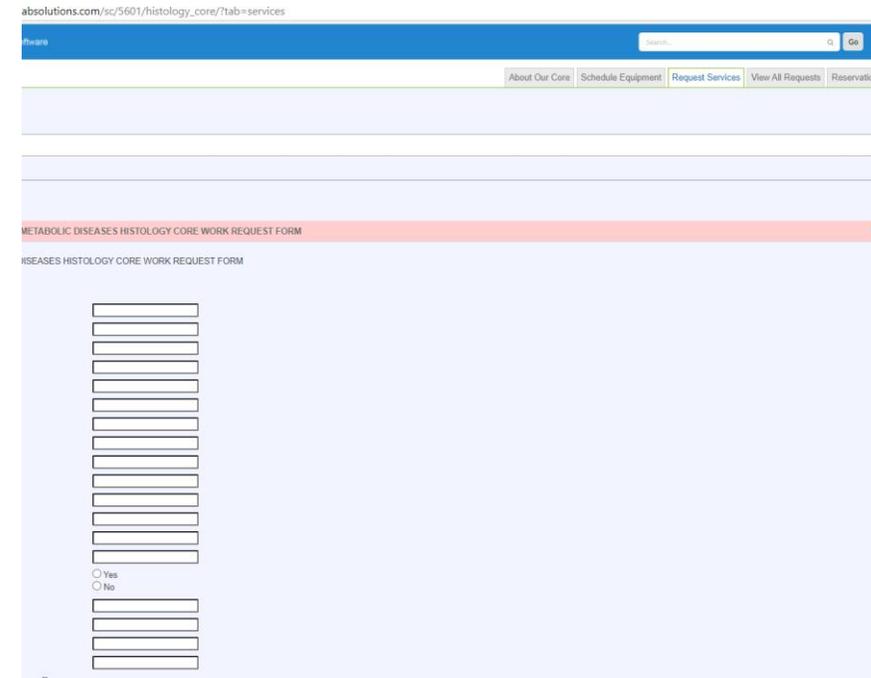
Initiate Request

1. Click on initiate request
2. Then the service request page will come up and you will select your designated laboratory Principal Investigator of funding source.
3. Then click proceed.

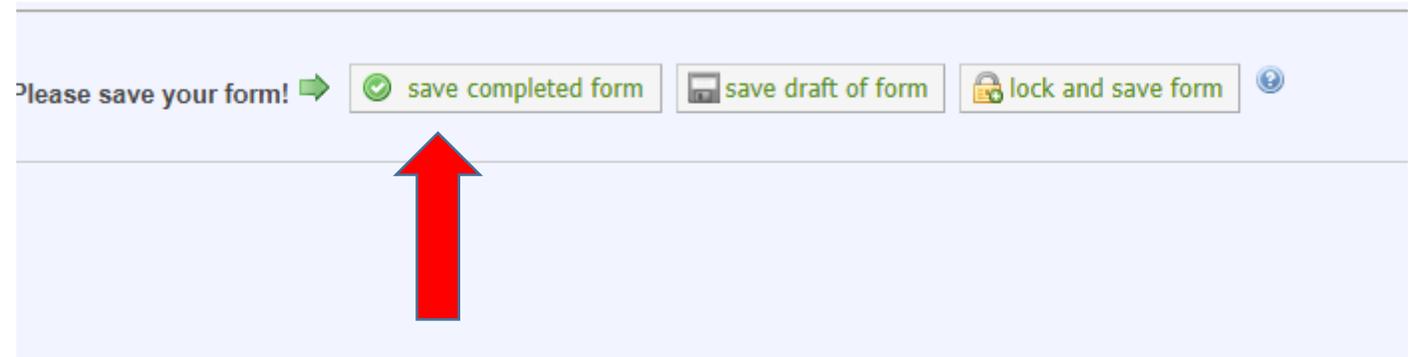


Submission Form

1. Complete the submission form as usual and click save completed form.
2. Then click on **add service**.



The screenshot shows a web browser window with the URL 'absolutions.com/sc/5601/histology_core/?tab=services'. The browser's address bar contains the text 'Please save your form!'. The page has a blue header with a search bar and navigation links: 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', and 'Reservation'. Below the header is a light blue navigation bar. The main content area has a pink header with the text 'METABOLIC DISEASES HISTOLOGY CORE WORK REQUEST FORM'. Below this is a light blue form area with the title 'METABOLIC DISEASES HISTOLOGY CORE WORK REQUEST FORM'. The form contains several input fields, a radio button for 'Yes', a radio button for 'No', and several more input fields.

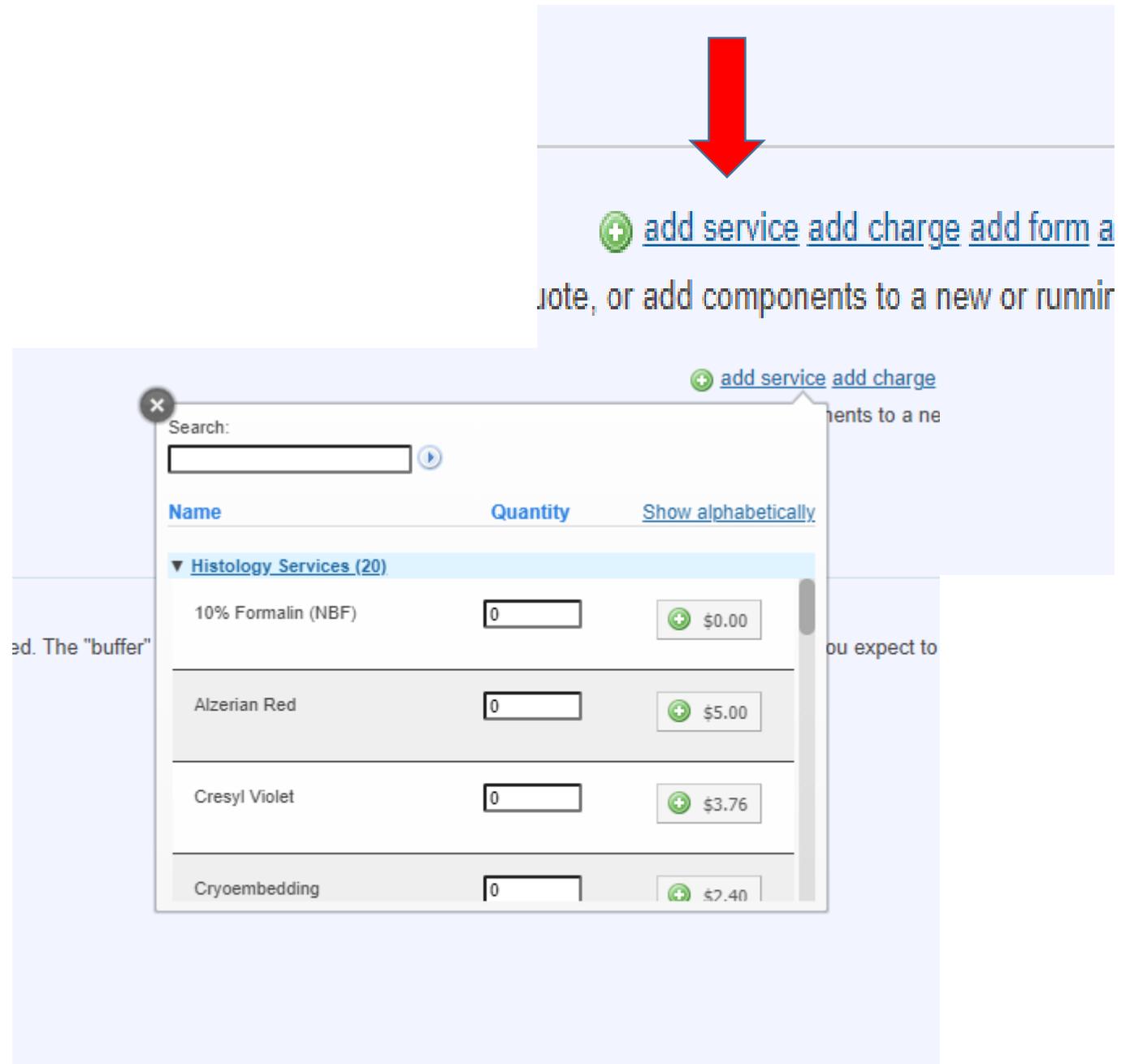


The screenshot shows a light blue bar with the text 'Please save your form!' followed by a green arrow icon. There are three buttons: 'save completed form' with a green checkmark icon, 'save draft of form' with a floppy disk icon, and 'lock and save form' with a lock icon. A red arrow points to the 'save completed form' button.

Add services to start creating billable charges

1. Click “add services” tab and a snap and a tab will pop down.
2. Scroll down and select how many samples you will have to be processed, stain and cut.
3. Once you put a number in the quantity box, then you will click the green plus symbol and it will add it to your form.

(It will be shown in the next slide.)



The screenshot shows a software interface with a search bar and a list of services. A red arrow points to a green plus icon above the list. The list is titled "Histology Services (20)" and has columns for "Name", "Quantity", and "Show alphabetically". The services listed are:

| Name | Quantity | Price |
|--------------------|----------|--------|
| 10% Formalin (NBF) | 0 | \$0.00 |
| Alzerian Red | 0 | \$5.00 |
| Cresyl Violet | 0 | \$3.76 |
| Cryoembedding | 0 | \$2.40 |

add service add charge

Search:

Name Quantity Show alphabetically

▼ Histology Services (20)

| | | |
|--------------------|--------------------------------|-------------------------------------|
| 10% Formalin (NBF) | <input type="text" value="0"/> | <input type="text" value="\$0.00"/> |
| Alzerian Red | <input type="text" value="0"/> | <input type="text" value="\$5.00"/> |
| Cresyl Violet | <input type="text" value="0"/> | <input type="text" value="\$3.76"/> |
| Cryoembedding | <input type="text" value="0"/> | <input type="text" value="\$7.40"/> |

1. Once you begin adding services, they will show up on your online submission form. The example provided at the bottom is exactly what it will look like. For all paraffin embedded sample stains, you must select the processing and embedding as it is a prerequisite.
2. Example one. Technician A submitted 5 samples to the core for histology processing. According to her form she wants the samples to be processed and embedded plus one h&e per slide and 10 unstained slides for a total of 11 slides cut per sample.
3. If everything looks correct scroll down the page to the cost section and fill out the billing information.

Please save your form!

| Date | Service | Quantity | Unit Price | Total | Billing Status | Work Status |
|-----------------|--|-----------------------------------|------------|---------|----------------|-------------|
| Mar 10 01:34 PM | Paraffin Embedding Histology Services | <input type="text" value="5.0"/> | \$1.81 | \$9.05 | Not Ready To | Proposed |
| Mar 10 01:34 PM | Paraffin Processing Histology Services | <input type="text" value="5.0"/> | \$2.42 | \$12.10 | Not Ready To | Proposed |
| Mar 10 01:34 PM | Paraffin Sectioning Histology Services | <input type="text" value="10.0"/> | \$2.10 | \$21.00 | Not Ready To | Proposed |
| Mar 10 01:34 PM | Hematoxylin/Eosin Staining (H&E) Histology Services | <input type="text" value="10.0"/> | \$3.72 | \$37.20 | Not Ready To | Proposed |

add service add charge add form add miles

1. You will be shown the **projected cost of your project**. You can scroll back up and adjust your quantity submission if needed and it will recalculate the price. Once you have made the needed corrections and everything looks correct, then click “ **submit request to researcher**” at the bottom of the page .

Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

▼ Add value or percent buffer:
as percentage ▼ amount: %

▼ Quote (total predicted cost):
 (automatic total of any services, charges or buffer added to this request)

Payment Information

Please enter the Accounting Code ⓘ

| | |
|--|----------------------|
| % | Accounting Code ⓘ |
| 1 <input type="text" value="100.0"/> % | <input type="text"/> |

100.0% Total Allocated ⓘ

Skip approval? ⓘ

If you are still having problems please call me at 601-329-3846.