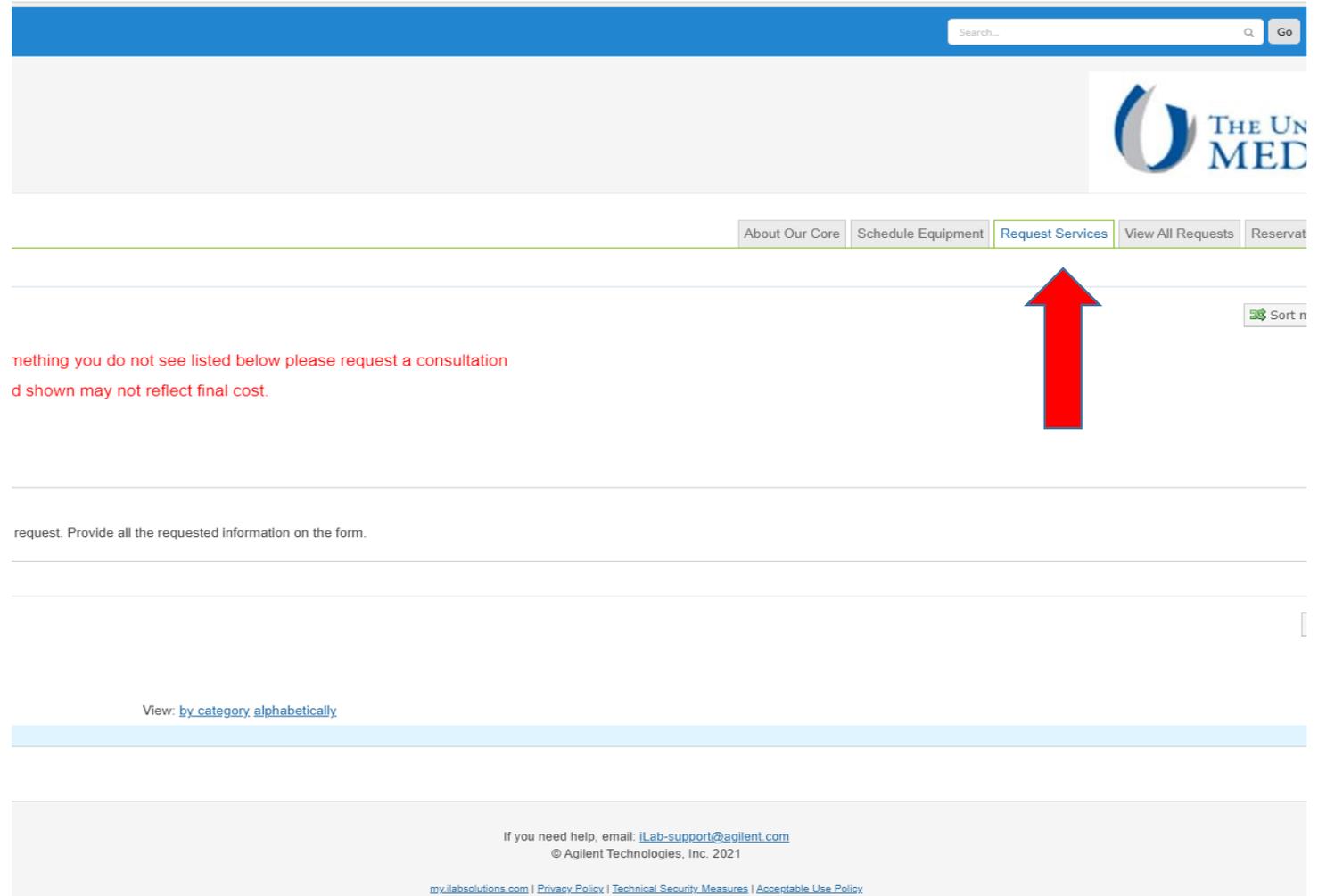


How to Submit Histology Samples Through The Online System-Tutorial

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) .

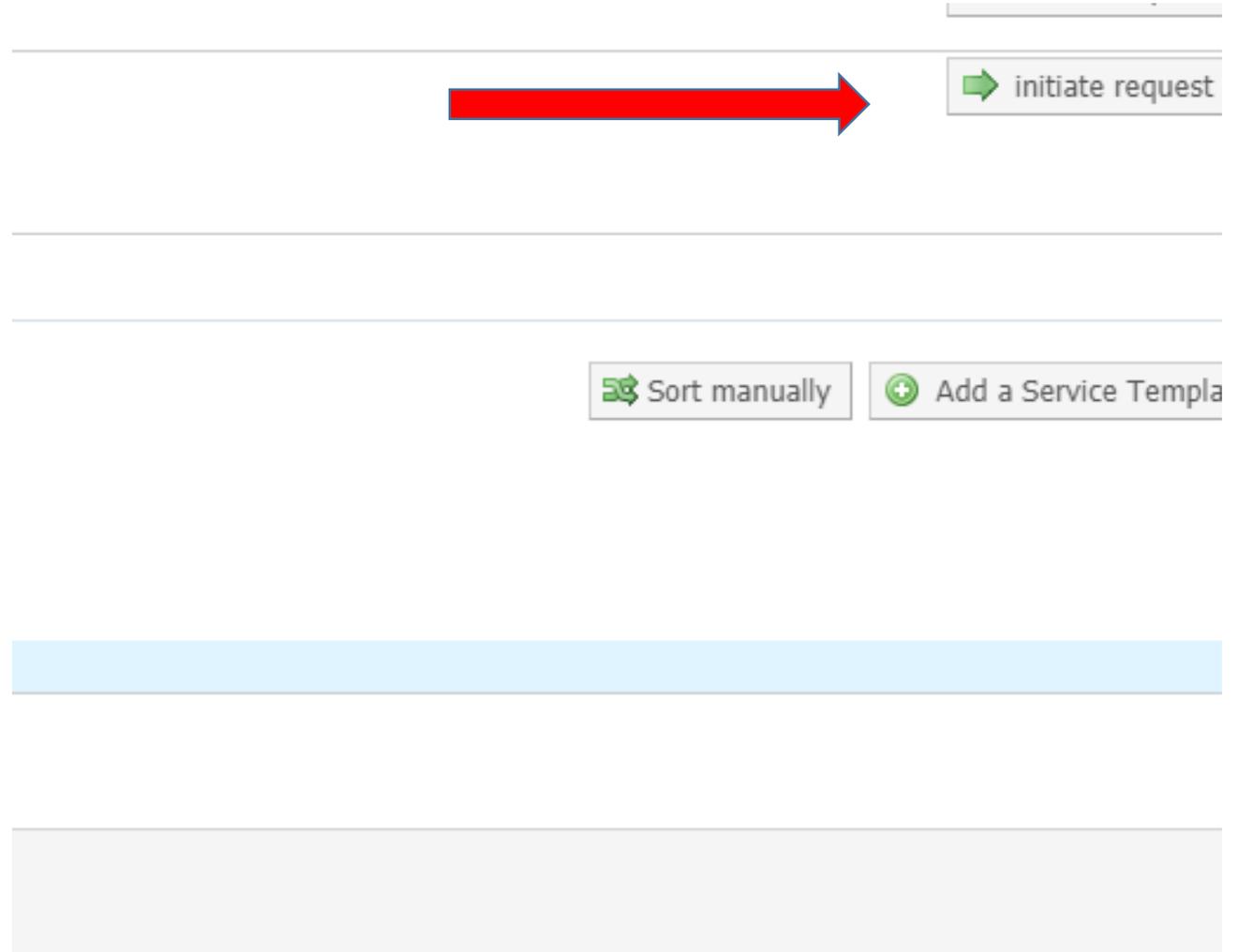
2. Click on Request Services



The screenshot displays the top navigation bar of the Agilent iLab Solutions website. The 'Request Services' link is highlighted with a red arrow. Below the navigation bar, there is a search bar and the Agilent logo. The main content area contains a red message: 'Nothing you do not see listed below please request a consultation. Prices shown may not reflect final cost.' Below this message, there is a form for requesting services, with the text 'request. Provide all the requested information on the form.' and a 'View: by category, alphabetically' link. The footer contains contact information for iLab support and copyright information for Agilent Technologies, Inc. 2021.

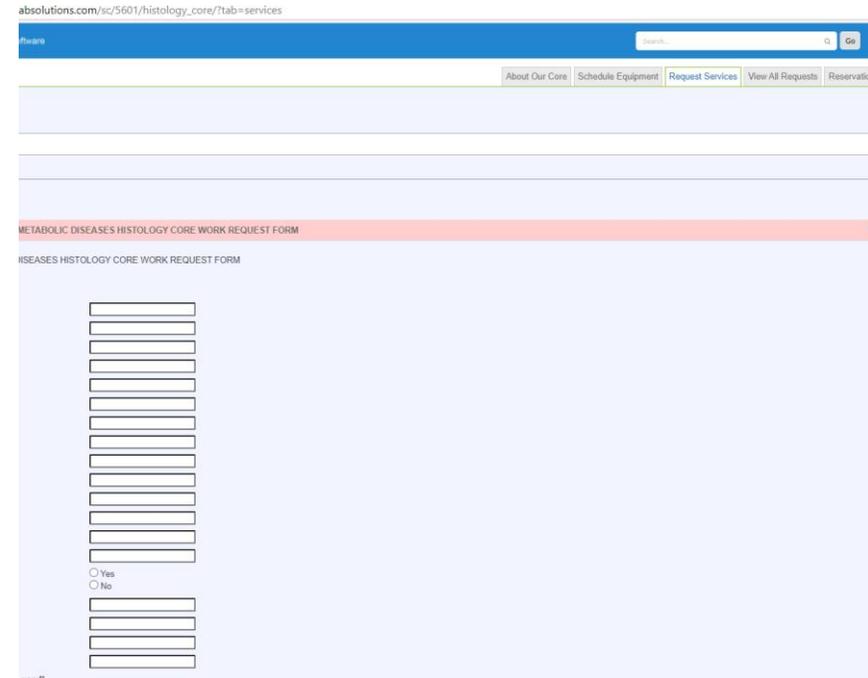
Initiate Request

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.

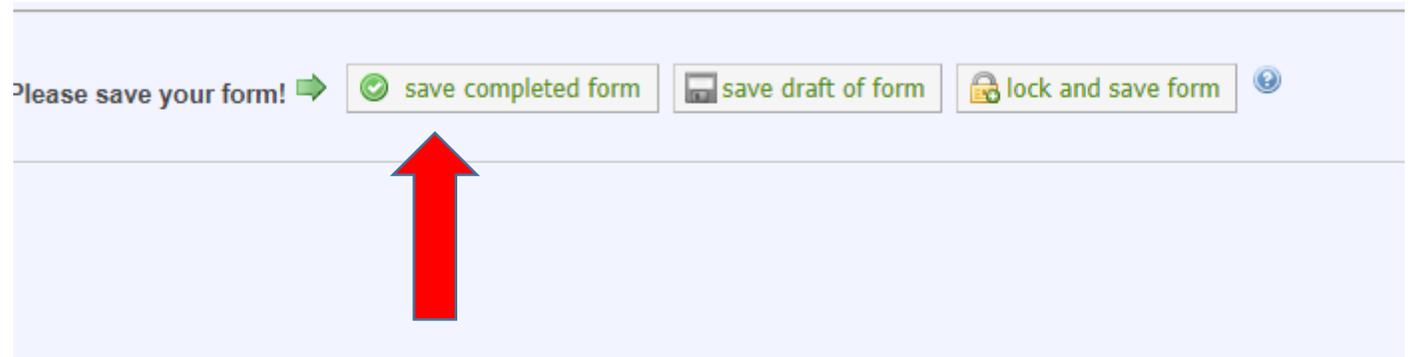


Submission Form

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 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 content area. A red horizontal bar highlights the title 'METABOLIC DISEASES HISTOLOGY CORE WORK REQUEST FORM'. The form itself is titled 'DISEASES HISTOLOGY CORE WORK REQUEST FORM' and contains several input fields, including a vertical stack of text boxes, radio buttons for 'Yes' and 'No', and a few more text boxes at the bottom.

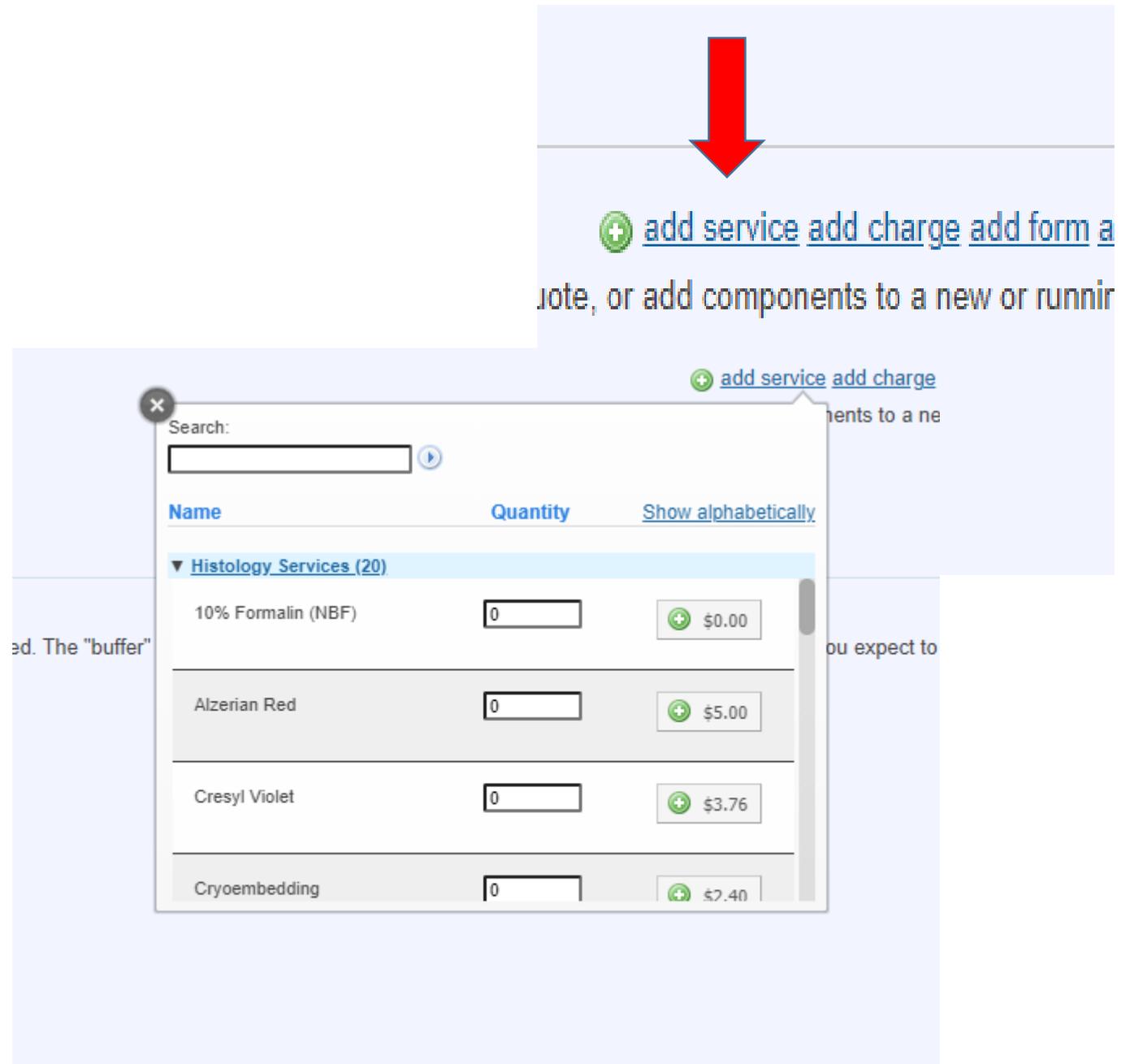


This screenshot shows the bottom section of the form, which is a light blue bar. It starts with the text 'Please save your form!' followed by a green arrow icon. There are three buttons: 'save completed form' (with a green checkmark icon), 'save draft of form' (with a floppy disk icon), and 'lock and save form' (with a padlock icon). A red arrow points upwards from below 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 and the text "add service add charge add form a" above the search bar. Below the search bar, there is a table with columns for Name, Quantity, and Show alphabetically. The table lists several histology services with their respective prices and a green plus icon next to each price field.

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="\$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 %

100.0% Total Allocated ⓘ

Skip approval? ⓘ



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