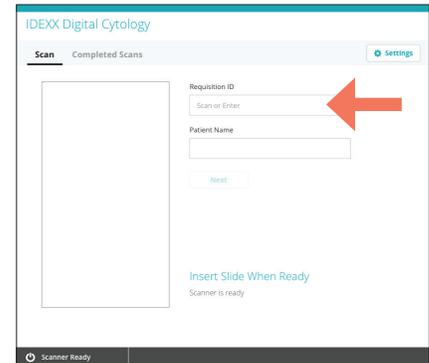
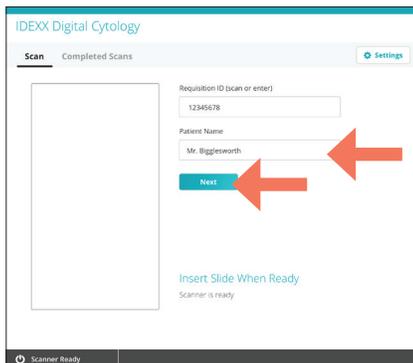


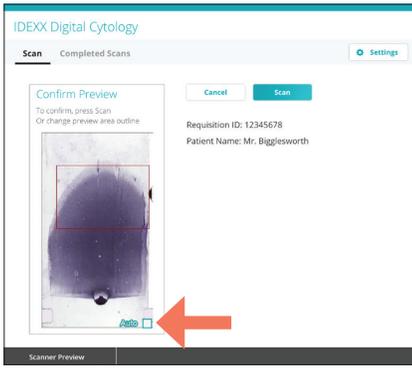
How to submit a slide to IDEXX Reference Laboratories



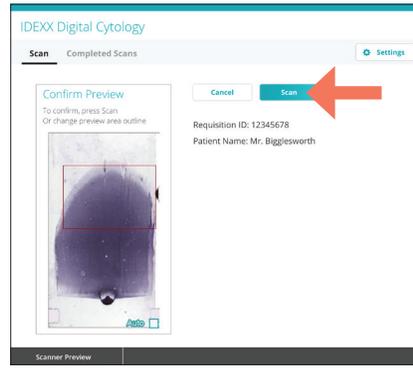
1. Create and print the patient requisition form using VetConnect* PLUS or your compatible practice management system.
2. Launch the IDEXX Digital Cytology* Instrument software from the computer desktop.
3. From the Home screen, tap the **Requestion ID** field and use the handheld scanner to scan the bar code on the printed requisition form.



4. Enter the patient's name in the **Patient Name** field and then tap **Next**.
5. Insert the stained slide into the slide tray:
 - a. Holding the slide face up by the labeled/frosted end, slide the opposite end of the slide under the black tab in the tray.
 - b. Pull back the arm on the labeled/frosted end of the slide and align the arm with the end of the slide.
 - c. Pull back the bow near the top of the slide to lock the slide into place.
6. Gently insert the slide tray into the instrument until it stops (do not force it in as scan errors may result). The instrument will automatically pull in the slide tray.



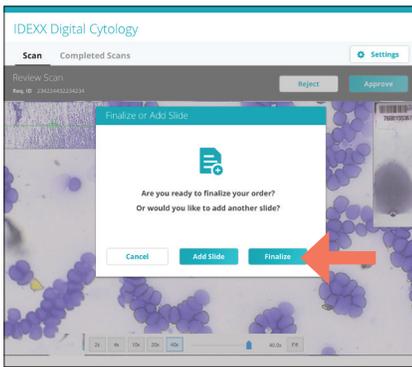
7. A preview appears allowing you to view the scan area before you submit the slide. If you would like to edit the scan area, clear the **Auto** check box on the lower-right corner of the preview image and then redraw the scan area.



8. Tap **Scan**. Total scan time and time remaining are displayed. After completion of the scan, the Review Scan screen appears.



9. Tap **Approve**.
Note: If you are not happy with the slide image, tap **Reject** and scan a new slide.

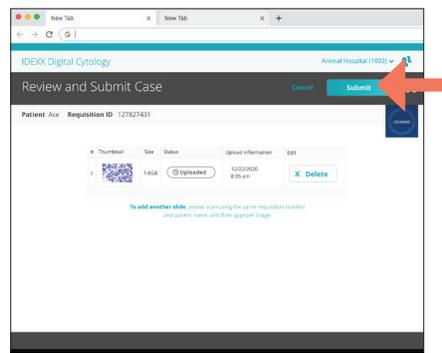


10. If you are finished scanning slides for this patient, tap **Finalize**. A new web browser tab appears where you can view uploaded slides at digitalcytology.idexx.com.

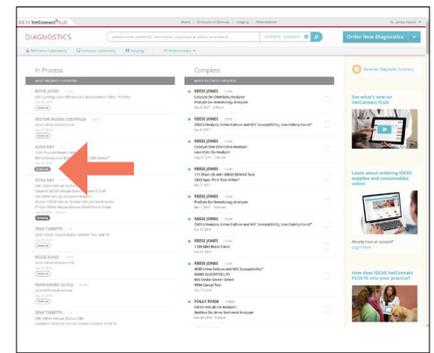
OR

To submit an additional slide for this case, tap **Add Slide** and repeat steps 5–10.

Note: Only two slides per case may be submitted for IDEXX Pathology review.



11. Review the case slides, keeping the best 1–2 slides, and then tap **Submit** to send your slides to an IDEXX pathologist.
Note: Slides can still be submitted even if they have an “uploading” status.



Slide images have successfully reached the IDEXX Pathology laboratory when the VetConnect PLUS status has changed from “Ordered” to “At the Lab.”

Have questions? Call IDEXX Technical and Customer Support at **1-800-248-2483**.