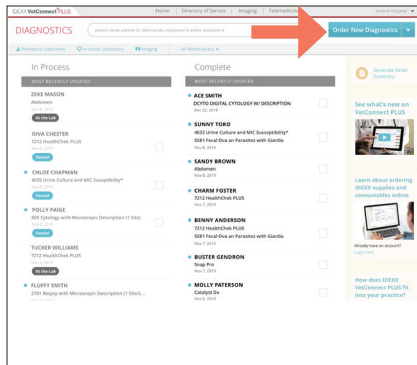


How to submit a slide to IDEXX Reference Laboratories

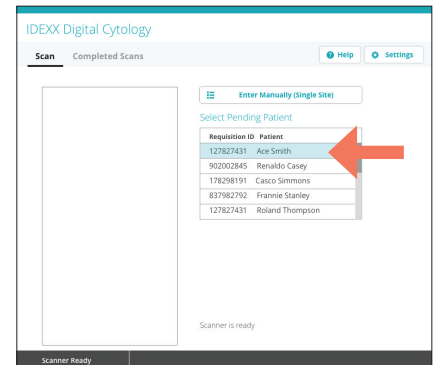
To ensure the most efficient experience for your case(s), follow these important steps to avoid common submission issues, such as out-of-focus images and improperly seated slides (software version 1.0.3.39 or later is required for multi-site submissions).



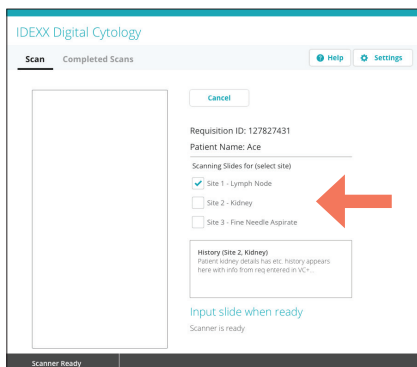
1. Using VetConnect* PLUS or your compatible practice management system, click **Order New Diagnostic** and select the code you want to order (e.g., DCYTO or DCBCPR). Print the patient requisition form, if desired.



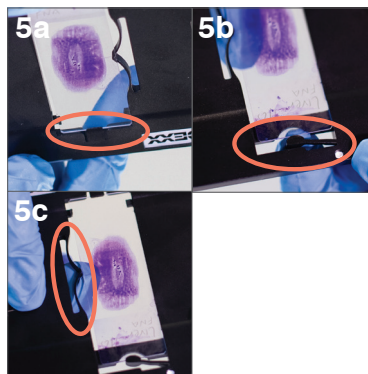
2. Launch the IDEXX Digital Cytology* Instrument software from the computer desktop.



3. From the Home screen, select the patient whose slide you are scanning from the **Select Pending Patient** list.
OR
Tap **Enter Manually (Single Site)** and use the handheld scanner to scan the bar code on the printed requisition form (or enter the code manually).



4. Select which site you would like to scan (the sites autopopulate based on the information entered in step 1).

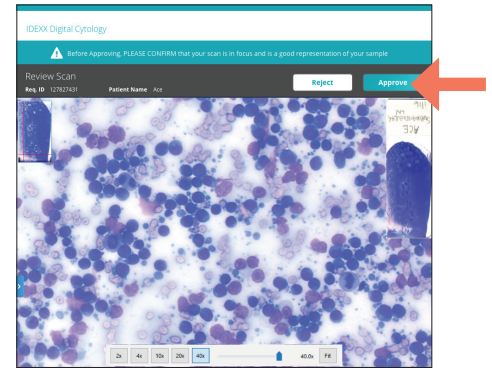
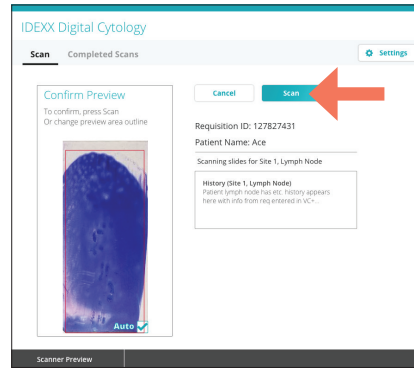
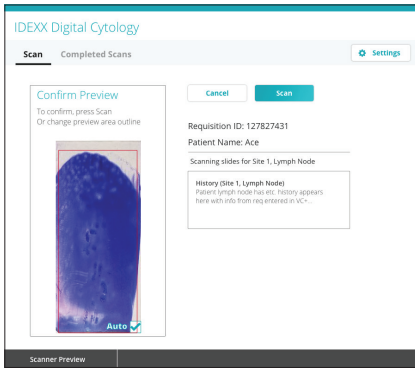


5. Insert the stained slide into the slide tray:
a. Holding the slide face up by the labeled/frosted end, slide the opposite end of the slide under the black tab in the tray.
b. Pull back the arm on the labeled/frosted end of the slide and align the arm with the end of the slide.
c. Pull back the bow 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.

IMPORTANT: To avoid blurry images and/or the need to resubmit, ensure the slide is right-side up and the slide is flush with the slide tray.



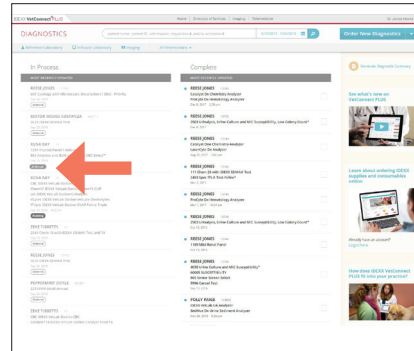
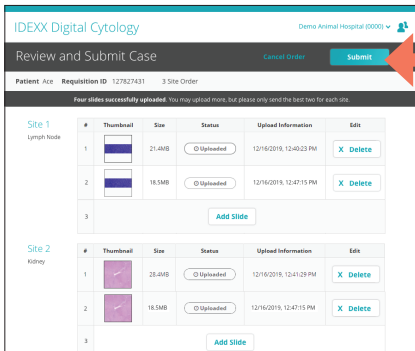
7. Review the scan preview. It is recommended that you use the default scan area for all sample types other than blood smears.

For blood smears: If the feathered edge is not included in the scan preview, clear the **Auto** checkbox on the lower-right corner of the preview image and then redraw the scan area to include the feathered edge.

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

9. Verify that the image is in focus, has good resolution, and that you're satisfied with the representation of the sample and cells. Then tap **Approve**.

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



10. Review the case slides, keeping the best 1–2 slides per site.

If you're finished scanning slides for the patient, tap **Submit** to send your slides to an IDEXX pathologist.

OR

If you need to submit additional slides for this case, tap **Add Slide** and repeat steps 4–9.

Note: Up to two slides can be submitted per site (exception: up to six slides can be submitted for lymph nodes).

After submitting, you can check VetConnect PLUS for results 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**.

