WADDL Online Submission Instructions

When you log into your online account, you will see two boxes at the top of the screen. One is your in-progress cases and the other is your cases to be submitted. If your new order is similar to a previous submission, you can duplicate the previous order instead of creating a new order. To view this process, please see the duplication section. To create a new online order, select the blue plus button in the To Be Submitted box.

Once you have started a new accession, your order number will be at the top of your submission in green.

1. To begin make sure that the receiving lab is WADDL. If you are submitting for a necropsy or a send out case, please select the coordinating boxes. If there are any previous WADDL cases for the same animal, please put the case numbers in the Previous Accession # section. Use the drop-down arrow to select what carrier service you are using if you are shipping your sample.
2. If you are a Vet or are using a vet service to send in samples, type in or select the name of the veterinarian or case coordinator. If you free type in a name in the attention vet box it will override the name from the drop-down area.
3. Select the drop down for Owner Details and fill in as much detail as you can. If you are a clinic, you can search for an existing owner if you have sent their samples to us before.
1. After the owner information is filled out you can add any comments for the lab about testing or billing into the comment section.

2. At this point you can add a single animal or use our multiple animals excel if you are sending in for a herd (see bottom page for help with the excel).
1. Once you have selected the Add Single Animal you can add in the tag number type (if applicable) and the animal number or name.
2. The species and the breed are required. Our system is very specific so make sure to write out the breed. (Ex. for a cat make sure to write out domestic cat instead of just cat)
3. Enter in the sex, age and weight of the animal then click on either next or clinical history.
In this section, fill out any additional history for the animal that you are submitting for. If the animal is insured, select the insured box.

*If this case is a potential legal case, please select the legal box to notify the lab*

Once all information is filled in click on the save button.

1. From this point you can add another animal following the steps above or duplicate the animal if you are sending in 2 different types of samples
2. To add specimens to one animal, select Add Specimen at the bottom of the animal’s area or to add the same specimen type to a group, select the Add Specimen to All Animals/Groups.
1. In this section, add in the specimen type with a description from the drop-down options. The transport medium and collection date are also required.

2. To add tests, click the next button or the drop-down arrow in front of the Request Tests tab.
1. Search for the correct test and click on it. From this point you can click save or Add Test to add another test to the same specimen.

2. If you have any questions about the test or price, click on the green icon and the link and it open a new tab to show you that test on our WADDL website.

3. When you are done adding the tests click the blue save button.

4. When all information is added, and you are ready to move on select the save button on the bottom right side of the page.

1. If any changes need to be made from this point, select the gray button located on the top left.

2. If everything looks correct, select the green Complete Submission button to finish your accession.
3. Please print out the submission form and include it in the package with your samples, either
from the pop-up prompt, , or by returning to the
submitted case and clicking the PDF button.

Shipping

If you’d like to take advantage of our discounted FedEx shipping, you can request a shipping
label by clicking “Create Shipping Label” under “Shipping” on the top bar of options.

This will bring you to the FedEx Label request page which will prompt you to fill in the reference
number, lab location, your shipping address and phone number. Please be sure to include the
reference number for your order as this identifies the samples.
Duplication Of Cases

If you frequently submit similar cases, you are able to duplicate a previous case instead of starting from scratch. To duplicate a case, click the submissions tab.

Find the case that is the one you would like to duplicate and click the copy button.
This will create a duplicated accession which you can then edit to change the owner, animal information, tests, uploads, etc. Once completed, you can click the save button. Review your order to make sure it is correct, then click the complete submission button.