

OVDL CoreOne Client Portal Guide




Using the CoreOne OVDL portal, you can:

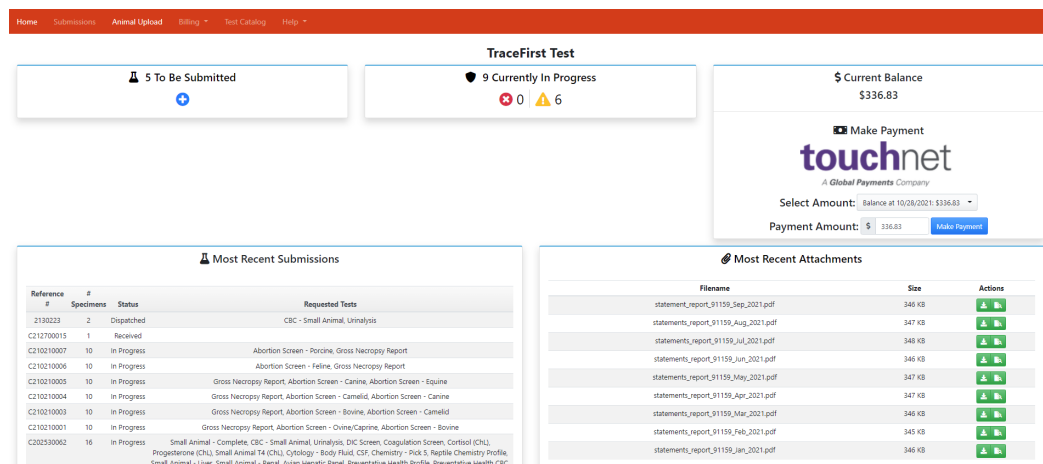
- Create submissions
- Upload the OVDL Microsoft® Excel spreadsheet template for bulk testing
- Check the progress of your submissions
- View finalized results and supplemental documents
- View and pay account charges

If you have an existing account with us, you will need to complete an Existing Client Account Update form. If you are new to OVDL, please complete our New Client Account Request Form. The business office will review and process your request. Once that process is complete, you will receive an email with instructions on how to log in.



















Home Dashboard

Once logged in, the Home dashboard provides a bird's-eye view of your submissions, accounting details, and attachments. Here, you can view:

1. The top left tile displays the blue New  icon to quickly create a new submission.
2. The top center tile displays any Rejected  or On Hold  submissions for easy management.
3. The top, right tile displays the Current Balance (if one exists), and provides the option to Make a Payment. If payments have been made in the last 7 days, they will appear here under Recent Payments.
4. The bottom left tile displays the Most Recent Submissions.
5. The bottom right tile displays the Most Recent Attachments, such as Final Monthly Statement PDF's, etc.



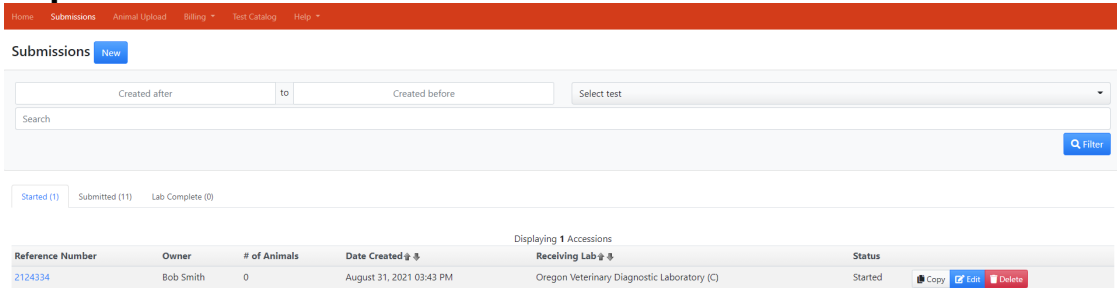
Reference #	# Specimens	Status	Requested Tests
Z130223	2	Dispatched	CBC - Small Animal, Urinalysis
C212700015	1	Received	
C210210007	10	In Progress	Abortion Screen - Porcine, Gross Necropsy Report
C210210006	10	In Progress	Abortion Screen - Feline, Gross Necropsy Report
C210210003	10	In Progress	Gross Necropsy Report, Abortion Screen - Canine, Abortion Screen - Equine
C210210004	10	In Progress	Gross Necropsy Report, Abortion Screen - Camelid, Abortion Screen - Canine
C210210003	10	In Progress	Gross Necropsy Report, Abortion Screen - Bovine, Abortion Screen - Camelid
C210210001	10	In Progress	Gross Necropsy Report, Abortion Screen - Ovina/Caprine, Abortion Screen - Bovine
C202530002	16	In Progress	Small Animal - Complete, CBC - Small Animal, Urinalysis, DIC Screen, Coagulation Screen, Cortisol (CHL), Progesterone (CHL), Small Animal 14 (CHL), Cytology - Body Fluid, CSF, Chemistry - Stick 9, Repeat Chemistry Profile, Small Animal - Liver, Small Animal - Renal, Avian Hepatic Panel, Preventative Health Profile, Preventative Health CBC,

Filename	Size	Actions
statement_report_01159_Sep_2021.pdf	346 KB	 
statements_report_01159_Aug_2021.pdf	347 KB	 
statements_report_01159_Jul_2021.pdf	348 KB	 
statements_report_01159_Jun_2021.pdf	346 KB	 
statements_report_01159_May_2021.pdf	347 KB	 
statements_report_01159_Apr_2021.pdf	347 KB	 
statements_report_01159_Mar_2021.pdf	346 KB	 
statements_report_01159_Feb_2021.pdf	345 KB	 
statements_report_01159_Jan_2021.pdf	346 KB	 

Submissions

To create or view current and past submissions, click on the “Submissions” tab toward the top of the screen in the orange banner.

On the Submissions home screen, there are three tabs: **Started**, **Submitted**, and **Lab Complete**.



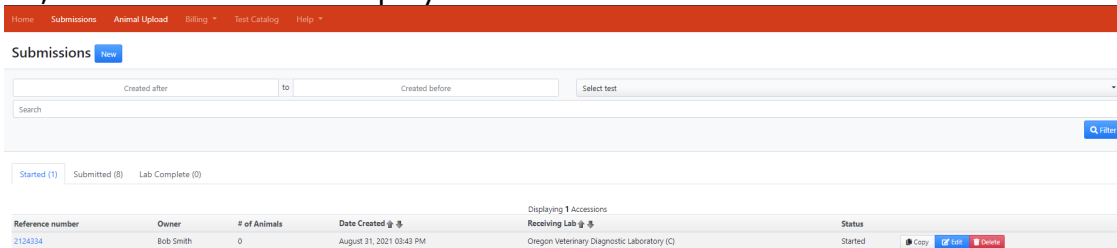
The screenshot shows the Submissions page with the 'Started' tab selected. The table below displays one submission:

Reference Number	Owner	# of Animals	Date Created	Receiving Lab	Status	
2124334	Bob Smith	0	August 31, 2021 03:43 PM	Oregon Veterinary Diagnostic Laboratory (C)	Started	Copy Edit Delete

Started

The **Started** tab lists submissions that have been created, but not yet completed and submitted to the lab.

The **Reference Number**, **Date Created**, **Receiving Lab**, **Carrier Tracking Number**, and **Statuses** are displayed for each submission draft.



The screenshot shows the Submissions page with the 'Submitted' tab selected. The table below displays one submission:

Reference number	Owner	# of Animals	Date Created	Receiving Lab	Status	
2124334	Bob Smith	0	August 31, 2021 03:43 PM	Oregon Veterinary Diagnostic Laboratory (C)	Started	Copy Edit Delete

Submitted

The Submitted tab lists submissions that have been submitted to the lab.

The **Reference number**, **Date Created**, **Receiving Lab**, and **Status** are displayed for each submission.

Home Submissions Animal Upload Billing Test Catalog Help

Submissions New

Created after to Created before Select test

Search Filter

Started (1) Submitted (8) Lab Complete (0)

Displaying all 8 Accessions

Reference number	Owner	# of Animals	Date Created	Receiving Lab	Status	Invoices
C212700015		1	September 27, 2021 09:45 AM	Oregon Veterinary Diagnostic Laboratory (C)	Received	<a>Copy
C210210007		1	January 21, 2021 07:11 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy
C210210006		1	January 21, 2021 07:09 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy
C210210005		1	January 21, 2021 07:07 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy
C210210004		1	January 21, 2021 07:05 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy
C210210003		1	January 21, 2021 07:02 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy
C210210001		1	January 21, 2021 06:57 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy
C202530062		1	September 09, 2020 02:36 PM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	<a>Copy <a>IV202530054 <a>Upload Report

Lab Complete

The **Lab Complete** tab lists submissions that have been completed by the lab.

The **Reference Number, Date Created, Receiving Lab, Carrier Tracking Number, and Status** are displayed for each completed submission.

Home Submissions Animal Upload Billing Test Catalog Help

Submissions New

Created after to Created before Select test

Search Filter

Started (14) Submitted (57) Lab Complete (10)

Displaying all 10 Accessions

Reference number	Owner	# of Animals	Date Created	Receiving Lab	Status	Invoices
C212660001		1	September 23, 2021 01:01 PM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV212660001 <a>Copy <a>Upload Report
C210620001		1	March 03, 2021 08:28 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV210620001 <a>Copy <a>Upload Report
C203390003		1	December 04, 2020 07:26 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV203390003 , <a>IV-203420001 <a>Copy <a>Upload Report
C203390002		1	December 04, 2020 07:25 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV203390002 <a>Copy <a>Upload Report
C203390001		1	December 04, 2020 07:25 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV203390001 <a>Copy <a>Upload Report
C202940003	New Owner and stuff	1	October 20, 2020 02:34 PM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV202940003 <a>Copy <a>Upload Report
202041 / C202940001		1	October 20, 2020 05:28 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV202940001 <a>Copy <a>Upload Report
C202660004	OSU	2	September 24, 2020 10:44 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV202660003 <a>Copy <a>Upload Report
C202660002		1	September 16, 2020 02:39 PM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV202660002 <a>Copy <a>Upload Report
C202660001		2	September 16, 2020 08:58 AM	Oregon Veterinary Diagnostic Laboratory (C)	Finalized	<a>IV202660001 <a>Copy <a>Upload Report

Animal Upload

In Cases where many animals are included in a submission, users can download a spreadsheet template to upload the animals in bulk.

Home Submissions Animal Upload Billing Test Catalog Help

Home > Animal Upload Back

Upload

Accessions Select Submission

Choose File No file chosen

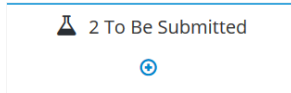
Download templates and guidelines

- Excel templates

Upload Cancel

Creating a Submission

On the **Home** dashboard, click the blue **Add (plus sign)** icon. (Or the blue **New** button on the **Submissions** tab.)



Tip: To copy details of an existing submission into a new submission, use the **Duplicate** icon on the **Submissions** page.

Submission Details

On the Submissions home screen, click on the “New” button in the top left corner to create a new submission. Throughout the submission process, you’ll notice some fields have a red asterisk. This indicates a required field. You will not be able to complete your submission if any of the required fields are left blank.

When completing these fields, you have two options. The first option is to use the drop-down menu to select an item while the second item is to type in your selection. Each field is auto-populated, therefore only current menu items can be selected.

Through the submission process, if you are unsure of what option to select, please hand-write information on the submission form after it’s been printed.

With all submissions, you'll need to start with the "Submission Details" block.

1. The first field indicates the location of Oregon Veterinary Diagnostic Laboratory.
2. In the next field you can check boxes to indicate whether necropsy services are needed or if you're submitting an export case.
3. The Previous accession field indicates if your current submission is in relation to a previous submission.
4. The next field indicates the mail carrier transporting the sample.
5. Carrier Reference Number.
6. The owner's details field can be used to enter information about the animal's owner.

Owner

▼ Owner Details

Search Existing Owner

Name

Email

Phone

Fax

Address line 1

Address line 2

City

Country

State

ZIP

Country UNITED STATES (US)

Latitude

Longitude

Premises number

Once entered, this information is saved and can be used again for future submissions.

7. The veterinarian who is submitting the sample.
8. The number of animals in the group
9. A comment box for any additional information.

Animal Details

Animal Details

The Submission Type indicates the type of samples submitted

Submission Origin Type Animal

▼ Signalment

Tag type

Number/Name

Note: Multiple animal IDs/Names can be entered per animal, separated by commas

Species/Breed *

Sex Code *

Age

Weight

Years Months Weeks Days Fetus

Lbs Kg

Next

> Clinical History

Save



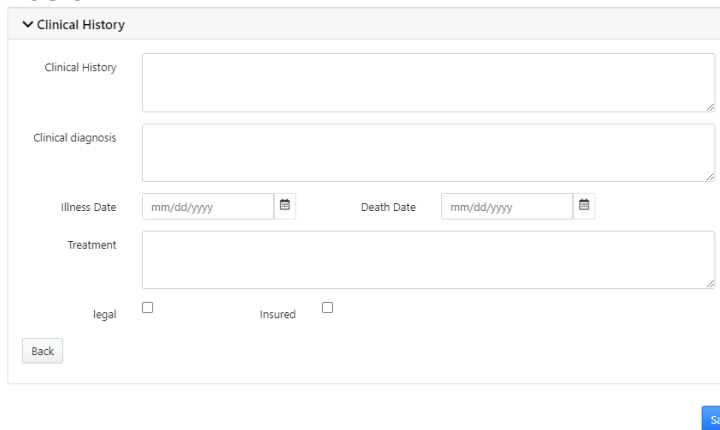
Here, the user can enter a variety of information depending on the selection of either Animal or Product for the **Submission Origin Type**:

- Animal
 - Tag Type
 - Number/Name for the animal or tag
 - Program
 - Sex code
 - Age
 - Weight
- Product
 - Tag Type
 - Number/Name
 - Weight

When adding a product, the **Program**, **Sex Code**, and **Age** fields will be greyed out as they are not needed.

Clinical History

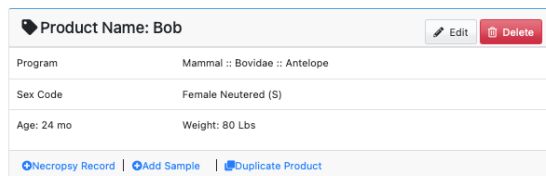
When selecting an animal, the user has the option to enter the animal's **Clinical History**, **Clinical Diagnosis**, and other details such as the **Illness Date** and **Death Date**, **Treatment**, and whether the animal is **Legal** and/or **Insured**. These options are available in an expandable modal below the Product/Animal information as seen below:



The screenshot shows a modal window titled "Clinical History" with a dropdown arrow. It contains several input fields: "Clinical History" (a large text area), "Clinical diagnosis" (a large text area), "Illness Date" (a date picker with "mm/dd/yyyy" format), "Death Date" (a date picker with "mm/dd/yyyy" format), and "Treatment" (a large text area). Below these fields are two checkboxes: "legal" and "Insured". At the bottom left is a "Back" button, and at the bottom right is a blue "Save" button.

When finished adding animal details, click the blue **Save** button.

The product and its details will now be displayed at the bottom of the **Submission**.



The screenshot shows a product details card for "Product Name: Bob". It includes "Edit" and "Delete" buttons. The details are as follows:

Program	Mammal :: Bovidae :: Antelope
Sex Code	Female Neutered (S)
Age: 24 mo	Weight: 80 Lbs

At the bottom, there are three links: "Necropsy Record", "Add Sample", and "Duplicate Product".

Icons in the top right corner allow users to edit or delete details.

For individual animals, links along the bottom allow users to add a **Necropsy Record**, **Add Sample**, and/or **Duplicate Product**.

Duplicating animals will copy all details and tests to the new animal record.

Tip: For multiple animal accessions, add the animals first, then use the grey **Add Sample to All Products/Groups** and **Add Tests to All Products/Groups** buttons to add specimens and tests in bulk.

Add Sample to All Groups/Products

Once products have been added and their details have been saved, add the sample(s).

To add sample(s) to all products, click the grey **Add Samples to All Products/Groups** button.



The **Sample Details** window will be displayed.

Enter the **Specimen Type**, **Specimen Type Description** (*optional*), **Name** (*optional*), **Transport Medium**, **Collection Date**, **Condition** (*optional*), **Temperature** (*optional*), **Weight** (*optional*).

A screenshot of the "Specimen Details" form. The form has a title bar with "Specimen Details" and a close button. Below the title bar, it says "The Submission Type indicates the type of samples submitted". There is a dropdown menu for "Submission Origin Type" with "Animal" selected. A section titled "Specimen" contains several fields: "Specimen Type" (dropdown), "Specimen Type Description" (dropdown), "Name" (text input), "Transport Medium" (dropdown), "Collection Date" (calendar icon and "mm/dd/yyyy" text), "Condition" (dropdown), "Temperature" (text input with radio buttons for "°C" and "°F", "°C" is selected), and "Weight" (text input with radio buttons for "g" and "units", "g" is selected). At the bottom right of the form is a "Next" button. Below the form is a blue "Save" button and a link "> Request Tests".

Click the blue **Save** button to complete the addition of the sample(s) to all products/groups.

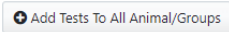
The **Sample** will now appear along with the details for each product/group.



Add Tests to All Groups/Products

Once samples have been added, order the desired tests.

To order tests for all products, click the grey **Add Tests to All Products/Groups** button.



The **Request Tests** window will be displayed.

Search for and select the test to be added.

To add more than one test, use the grey **Add Test** button.

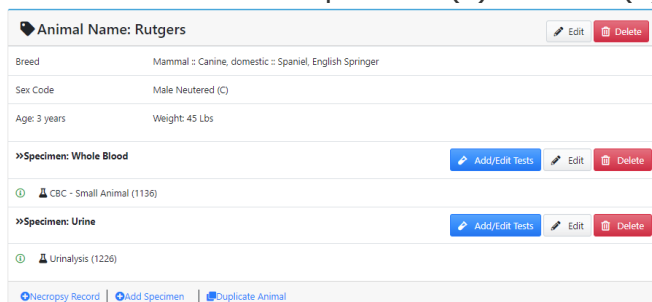


When all tests have been added, click the blue **Save** button.

The **Test(s)** will now appear below the specimen details for each product/group.



Once you click on the save button, the user will see a summary screen displaying the animal details with the specimen(s) and test(s) ordered.



Complete the Submission

Once the details have been entered, and the samples and tests have been added, they will be displayed on the bottom. When data has been reviewed, click the blue save button in the lower right to display the **Submission Review** page.

The screenshot shows the 'Submission Review' page for submission ID 210023. The page is divided into several sections:

- Accession Info:** Receiving Lab (Oregon Veterinary Diagnostic Laboratory (C)), Necropsy Services (No), Export Data (No), Previous Accession #, and Carrier (UPS).
- Owner:** No owner.
- Client:** Name, Telephone, Address Line 1 (199 Gibson Creek Rd), City/State/ZIP (Bryan TX 77866), and Country.
- Animals In Group:** 1.
- Comments:** No Comments.
- Animals:** A table with columns for ID/Name, Rutgers, Sex, Age, Weight, Height, and Insured. The animal is a 3-year-old female dog.
- Specimens:** Two specimens are listed: 'Whole Blood (Whole Blood)' and 'Urine (Urine)'. Each specimen has a 'Specimen Type Description', 'Transport Medium', 'Collection Date', 'Condition', 'Temperature', and 'Weight'.
- Requested Tests:** Two tests are listed: 'CBC - Small Animal (1130)' and 'Urinalysis (1226)'. Each test has a 'Test ID' and a 'Test Name'.

A green 'Complete Submission' button is located in the bottom right corner of the page.

If no changes are required, click the green **Complete Submission** button in the bottom right corner.

The submission will be sent to the lab and the user will be returned to the **Submitted** tab of the **Submissions** page.

The screenshot shows the 'Submissions' page with a yellow announcement bar at the top: 'Submission Successful. Print PDF'. Below the announcement bar, there is a search filter and a table of submissions.

Reference number	Owner	# of Animals	Date Created	Receiving Lab	Status	Invoices
210023		1	October 29, 2021 12:52 PM	Oregon Veterinary Diagnostic Laboratory (C)	Dispatched	
C212700015		1	September 27, 2021 09:46 AM	Oregon Veterinary Diagnostic Laboratory (C)	Received	
C210210007		1	January 21, 2021 07:11 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	
C210210006		1	January 21, 2021 07:09 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	
C210210005		1	January 21, 2021 07:07 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	
C210210004		1	January 21, 2021 07:05 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	
C210210003		1	January 21, 2021 07:02 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	
C210210001		1	January 21, 2021 06:57 AM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	
C202530062		1	September 09, 2020 02:36 PM	Oregon Veterinary Diagnostic Laboratory (C)	In Progress	

Note: See the Announcement bar in yellow confirming the submission was successful and to print the PDF of the submission to send with the specimens.

The submission will be listed on the **Submitted** tab and can be monitored using the **View** icon in the right column.

