



**Wisconsin Veterinary
Diagnostic Laboratory**
UNIVERSITY OF WISCONSIN-MADISON

Instructions for Sending Electronic Accession Details

WVDL now provides a template Excel spreadsheet that makes it possible for clients to electronically provide details for submissions. This can be very helpful for DVM's and clinic staff as well as the WVDL. In prototyping this feature we have found it eliminates data entry errors and saves hours of time spent both by both submitters and the lab, especially on larger submissions.

A few things to be aware of when using this Excel spreadsheet are:

- > When creating a new Excel file to send for a specific accession, be sure to change the name of the file from "WVDL_Submission_Spreadsheet.xlsx" to a name containing the owner's name and date (e.g., Joe.Farmer-2012.08.12.xlsx). Then attach the completed and properly named file to an email message addressed to submissions@wvdl.wisc.edu. If possible please indicate in the email message the date you will be shipping the specimens to the lab.
- > Animal identification, secondary identification, species, breed, sex, and age are all fields that our Laboratory System can import from the spreadsheet. The minimum required fields are animal ID and species. For age please use 1D for 1 day, 3M for 3 months, 2Y for two years, and so on. You can use >3Y also for older animals where exact age is unknown or unimportant.
- > It is still required that an appropriate regular WVDL submission form (<http://www.wvdl.wisc.edu/Forms.asp>) be completed with the required fields filled in, especially owner information, clinic information, DVM signature, reason for testing, and test(s) requested. The information submitted on the spreadsheet does NOT have to be included on the paper submission form.
- > If duplicate animal ID's are entered into the spreadsheet, the duplicate will highlight in **red** font. Please eliminate duplication by whatever means necessary. You may choose to omit one of the specimens, or you might add A and B suffixes to the two animal ID's. Make these changes both in the spreadsheet and on the specimen containers.
- > Print a copy of the spreadsheet and include it with the shipment of specimens to the lab.

If you have any questions or comments, please don't hesitate to contact us:

submissions@wvdl.wisc.edu

1-800-608-8387