## New CBC Submission Instructions

Instead of entering your CBC orders through Redcap, they will now be entered directly into the DAC iLab account. Instructions are included below.

Please note:

* The billing number used will need to be listed in your iLab account in order to complete your submission. You may need to work with your department administrator to get these added if they are not already.

You will no longer need to print paperwork. Please label your samples with the following information and ring the bell when you drop off your samples:

* Date
* Your name
* PI name

## CUSTOMER INSTRUCTIONS FOR CBC SUBMISSIONS

## To submit service project request:

* + - 1. Navigate to the VUMC DAC iLab Site.
      2. Open the “**Request Services”** tab.
      3. Click the “**request service”** buttonnext to the **Comparative Pathology Service** request.
      4. Select your **PI’s lab group** from the list of options.
         1. VUMC Investigators: Select the (VUMC) Lab
         2. VU Investigators: Select the (VU) Lab
         3. Investigators paying with **VA** Funds: Select the (VA-TVHS) Lab
         4. External Customers will have unique external lab groups per institution.
      5. Complete the custom form attached to the project request and “Save Completed Form”.
      6. Select your **billing number** in the payment information section.
      7. Click to “**Submit request to core”**