Using the CoreOne TVMDL portal, you can:
- Create submissions
- Upload the TVMDL Microsoft® Excel spreadsheet template for bulk testing
- View and pay account charges

If you created an account in our previous portal, you will need to update your password before you will have the ability to login to our current portal. If you did not have an account with our previous portal, contact TVMDL’s College Station laboratory and someone will assist you with setting up an account with our new portal.

Dashboard
Upon login, you will see the home screen dashboard. This dashboard gives you a bird’s eye view of your current and past accessions. Here, you can view 1. submissions you have started, but have yet to submit, 2. the number of accessions you have in progress, 3. your current account balance and pay a specific amount, and 4. your most recent submissions and their status within the laboratory.

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

On the Submissions home screen, there’s three tabs. The “In Progress” tab shows all submissions you have started, but have yet to submit. The “Submitted” tab shows all submissions you have submitted to TVMDL and the “Lab Complete” tab shows all submissions TVMDL has finalized. Throughout each of these three tabs, you’ll notice various icons at the end of each row. These icons allow you to view a submission in more detail, edit a submission, if it hasn’t been shipped yet, duplicate a submission, or delete a submission.

[Icons for View, Edit, Duplicate, and Delete]
**Creating a Submission**

On the Submissions home screen, click on the “New” button in 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 TVMDL location you intend on submitting your sample to. 2. In the next field you can check boxes to indicate whether a gross necropsy is needed or if you’re submitting an export case. 3. The following field indicates if your current submission is in relation to a previous accession. 4. The next field indicates the mail carrier transporting the sample. 5. The owner’s details field can be used to entered information about the animal’s owner. Once entered, this information is saved and can be used again for future submissions. 6. The remaining fields indicate the veterinarian submitting the sample, and, for group testing, 7. the number of animals.

![Submission Details Block](image)

**Adding an Animal**

To add an animal to your submission, click the “Add Animal/Group” button.

Select a form of identification. If you’re submitting a sample from a non-agricultural animal, select the “No ID” option. Once a form of identification is entered, type in either an identifying name or number for the animal. Once this block is complete, click “Next”.

When entering an animal’s species or breed, you again have two options for completing this field. You can
either choose an option from our drop-down menu or type in part of an animal’s taxonomy, such as breed. This is often the quicker option.

Select an animal’s sex code and click “Next”.

The next two blocks are optional. Although there are fields that are not mandatory for submission, the more information you can provide to TVMDL to easier it will be for us to assist you.

Once an animal is entered, you will then need to add the specimens you intend on submitting and the tests you are requesting for that animal.
Adding a Specimen
First, select your specimen type. If necessary, add a description for your specimen. Next, select the transport medium, date of collection, if necessary, and the condition in which you are submitting your specimen.

Once a specimen has been added, select the test or tests you are requesting. You can select a test from our drop-down menu or type in the test name or test code. Again, if you are unsure of one of your selections, you can always hand-write information on your submission form once it’s printed. Once complete, click “save”.

![Specimen Details Screen](image-url)
After an animal has been entered and you have added your specimen and requested test(s), you have the option to include a necropsy report or duplicate an animal.

*Check for gross necropsy*  
*Previous accession #*  
*Carrier*  
*Owner*  
*Veterinarian*  
*Animals in group*

**Additional Useful Submission Features**

Up above, the 1. “Add Non-Animal Specimen” can be used if you are submitting a specimen not associated with a specific animal.

The next three options are helpful if there are multiple animals associated with your submission. You have the option of 2. adding the same specimen or 3. test to all animals in a group. 4. The last option is helpful if you are testing a large number of animals, such as an entire cattle herd.

**Uploading the TVMDL Microsoft® Excel Template for Bulk Testing**

Using the “Upload Animals” button, you can access a Microsoft® Excel spreadsheet. This spreadsheet is helpful when testing a large group of animals. On the spreadsheet, enter all animals on the first tab, review the spreadsheet’s short codes on the second tab, and if you have any questions, refer to the instructions on the third tab. Save the spreadsheet and upload it to the portal using either the “Upload Animals” button or the “Animal Upload” option in the top menu. This is the quicker option for bulk testing as opposed to manually entering every animal. This feature will only work if the TVMDL spreadsheet template is used.
Once you have entered all animals, specimens, and requested tests, save your submission.

On the Submission Review screen you can review your submission. If all information has been entered correctly, click on the 1. PDF icon next to your submission number and print your submission form. As a reminder, if there is any information you are unsure about, please hand-write information on your submission form.

Once your submission form has been printed, place it in your shipment. The final step in the submission process is clicking the 2. “Complete Submission” button. This step is necessary in order for TVMDL to receive your submission.

Once complete, your specimen is ready for shipment.

**Viewing and Paying Charges**

To view and pay charges, click on the “Charges” tab in the top menu.

Here, you can view all your current, unpaid charges. You can see a submission’s invoice number, the submission’s date, the date your invoice is due, any accredited amounts, the outstanding amount on an invoice and the total charge. You also have the option to view a charge in detail, view the charge’s invoice, or pay the charge. As a note, each of these invoices refers to a specific accession. TVMDL will generate a statement at the end of each month that will cover all your accessions from the past month. You will have the ability to pay for all accessions from that statement.

For all questions regarding CoreOne TVMDL portal, call the College Station laboratory at 1.888.646.5623.