

The Ohio State University Comparative Pathology & Digital Imaging Shared Resource eRAMP v.2 Users Guide

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Comparative Pathology & Digital Imaging Shared Resource

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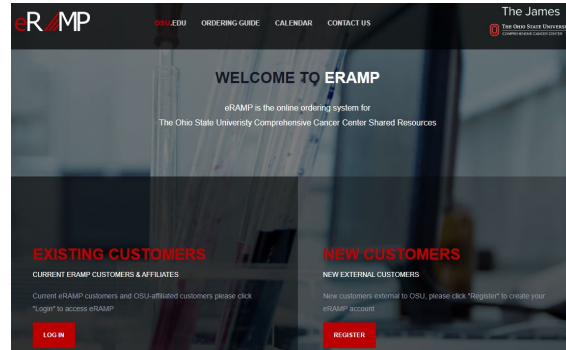
Thank you for choosing the Comparative Pathology & Digital Imaging Shared Resource (CPDISR) [formerly the Comparative Pathology & Mouse Phenotyping Shared Resource, CPMPSPR), part of the Comprehensive Cancer Center at The Ohio State University. Please use the following guide to place a new order for our services through eRAMP v.2, and do not hesitate to contact us with questions or for assistance with your order.

Quick Steps Guide

1. **Access eRAMP**
2. **Start a New Order**
3. **Select the CPDISR (note that eRAMP has not been updated with our new name yet)**
4. **Select the Service Area (Anatomic Pathology, Animal Histology, Human Histology, Digital Pathology)**
5. **Select the Sub-Service (Anatomic Pathology, Animal Histology, Clinical Pathology, Digital Pathology)**
6. **Select the PI and Add Collaborators (optional)**
7. **Enter Initial Submission Information, including Experimental History**
8. **Enter Animals/Cassettes/Samples**
9. **Select Products and the animals/cassettes to which the products will apply**
10. **Enter Worktags/Purchase Order Information in Billing Box**
11. **Upload Phenotyping Form if requesting Phenotyping Necropsy**
12. **Upload any notes/additional information for the CPDISR labs or pathologist**
13. **Double check your order and submit**
14. **Order will go to Workday for fiscal approval**
15. **After your request is approved, status of order will switch to Waiting on Customer**
16. **Schedule necropsy with CPDISR technician or drop off samples to 467/471 VMAB**
17. **Status of order will switch to Open when samples are checked in at CPDISR**
18. **You will receive an email when your order is complete**

1. Accessing eRAMP

Navigate to <https://eramp.osumc.edu/welcome>, the welcome page for eRAMP v.2.



- If you are an OSU user (including Nationwide Children's Hospital Investigators with an OSU login), you can enter your name.# and password after clicking the top OSU Affiliates button.
- If you are a non-OSU user and have an account, please use the right box.
- If you are a new user without an account, please click button for Non-OSU Users at the bottom of the screen, then click **Register as a new user** and submit the required information. After an eRAMP administrator approves your account, you will be able to submit orders.

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Application Authentication

By logging in, you acknowledge you are accessing an Ohio State information system; unauthorized use of this system is prohibited, and subject to criminal and/or civil penalties; your usage of this system may be monitored, recorded, and subject to audit and by accessing this system you consent to such monitoring and recording.

Choose your authentication method:

OSU Affiliates

Log in with your lastname.#

Non-OSU Users

Login With Your Non-OSU Address

OSU Users Login Here

Non-OSU Users Login Here

Choose your authentication method:

OSU Affiliates

Log in with your lastname.#

Non-OSU Users

Non-OSU Email Address

Password

Remember My Login

Login

Reset/Forgot your password? | Register as a new user

Need an account? Forget Your Login? Start Here

Questions? Need help? Email us at: cccdev@osumc.edu

2. Starting a New Order

After successfully accessing eRAMP, you'll be taken to a page showing any existing Shared Resource Orders you have. This includes orders for all CCC Shared Resources you have placed. To start a New Order, click the **+New Order** button at the top left of the screen:



3. Select the CPDISR/Comparative Pathology and Digital Imaging Shared Resource

CLAMS i Comprehensive Lab Animal Monitoring System	CMIF Microscopy
CPDISR i Comparative Pathology and Digital Imaging Shared Resource	CTSSR Clinical Transla
GEdSR i	GEMMC

4. Select the Shared Resource Service Category



Then Select Sub-service



Tips for choosing the best Service Category for your order:

- When in doubt, contact us by phone or email for assistance!
- **ALL** service categories are available when you begin with Anatomic Pathology or Histology
- If you will be submitting animals for necropsy, choose Anatomic Pathology (and call our main CPDISR laboratory to schedule with our necropsy technician! All necropsies **MUST** be scheduled ahead of time)
- If you will be submitting a request for products including the service of one of board-certified veterinary pathologists, choose Anatomic Pathology (includes Biopsy)
- If you already have paraffin or frozen blocks, choose Histology
- If you are requesting only slide preparation, immunohistochemistry and/or special histochemical stains from provided blocks or slides, choose Histology
- If you need services from more than one category (necropsy + blood work, for example) choose Anatomic Pathology
- For services related only to bloodwork (serum chemistry, hematology), urinalysis or cytology, choose Clinical Pathology
- Our limited Radiography services are found under Imaging

5. Select a Principal Investigator

This can be accomplished either by scrolling through pages until you find the name of the PI, or you can click the icon next to **Last Name** to filter by typing.

Select a Principal Investigator

Is This Order Federally Funded?

Click Here

Last Name	First Name
Aarnes	
Abamonte	
Abas	Motaz
Abbot	Patrick

Type PI Last Name Here and Click Filter

6. Add Collaborators (optional)

If there are collaborators involved in a specific project that your group would like to receive access to the submission and subsequent emails/reports/uploads, you can add them in this step. Addition of collaborators is optional. If there are no collaborators to add, click **Save and Next**.

7. Edit Submission Information

This is one of the most important steps in creating a new order. Most of this information is required to submit an order to CPDISR, so please fill this out as completely as possible, including vivarium and room numbers, veterinarians (especially if in an OSU facility), and experimental history.

- **Related Accession Number:** optional. Use this box if this is one submission in a series of related orders, a second run of the same experiment that a pathologist is evaluating, slides for which you need a similar service complete, etc. You can add information about this in the experimental history box.
- The ULAR number is optional and does not apply in all submissions. If you do not have/know this number, leave the box blank.
- **The Experimental History box is very important!** Include information like mouse strain/background, experimental conditions, which animal/cassette is in each treatment group, your research question and/or hypothesis, and further specific information about the products you are requesting. The more information you give us, the better and more useful information we can provide you, especially if submitting for evaluation by one of our three CPDISR board-certified veterinary pathologists.

Experimental History/ Reason for Submission/ Special Instructions*

Experimental history is very important! Give us as much information as you can, for example: mouse strain, GEM status, information about your specific model, treatment, description of groups if comparing control vs. treated, hypothesis driving the study, any known/expected outcomes, what you need from us, tissues on which you want us to particularly focus, etc. etc. The more information we get from our investigators, the better interpretation the pathologist can provide!

If you are working with a **specific pathologist**, you can indicate this in the Experimental History box.

- Finally, indicate what you would like done with remaining tissues, blocks and slides associated with your submission. We cannot store any of these materials long term.
- If you submit an order through anatomic pathology with a pathologist evaluating your slides, the materials will be available for pickup upon order completion in 467/471 VMAB.
- If you submit an order that involves only Histology services, the materials will be available for pickup upon order completion in our histology laboratory in 302 Goss.

Edit Submission Info x

Add related accessions here
(optional)

Related Accession Number	Vivarium*	Room Number*	Veterinarian*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select Veterinarian"/>
IACUC Protocol #*	ULAR Number(s)		
<input type="text"/>	<input type="text"/>		

Experimental History/ Reason for Submission/ Special Instructions*

Enter Text

Do you want any fresh/frozen tissues/fluids saved for you? NO

Do you want the fixed tissues that remain after trimming to be returned? NO

Do you want the paraffin blocks returned? NO

Do you want the glass slides returned? NO

8. Add Animals (if Anatomic Pathology), Cassettes (if Histology), Samples (if Clinical Pathology)

There are two ways to enter and generate a table of the animals/cassettes/samples to be submitted. 1) Enter the information by hand 2) Upload a CSV spreadsheet.

1) For many orders, entering the information may be faster than creating a CSV file. First, enter the number of animals you will submit. Select the species and strain/breed from the dropdown menus. Enter the date of birth of the animals by hand, or click the calendar icon to select a date on a pop-up calendar. Select the sex of the animal, then tell us whether the animals to be submitted are GEMs – genetically engineered mice. **ALL** of this information is very important, including details like date of birth.

Add Animals ×

1 2
Form Entry Upload CSV

Number of Animals* This field is required
This field must be greater than 0. You can add any number

Species*

Strain/Breed* These are very important!

D.O.B Different strains, ages and sexes have different background lesions. This helps the pathologist!

Sex*

Engineered Mouse (GEM)?

Generate Table

Animal ID	Species	Strain	D.O.B	Sex	GEM
-----------	---------	--------	-------	-----	-----

After you have entered your information, click the red **Generate Table** button. This will generate an animal table. The information in this table can be altered – for example, if you have multiple sexes of mice to submit, you can change this information in dropdowns in the table before proceeding. The same is true if entering information to generate a Cassette Table via the Histology Service Category.

Use this button to add more animals

Add to Table

Animal ID	Species	Strain	D.O.B	Sex	GEM
<input type="text"/>	Mouse (Classic Lab)	B6	10/8/2018	female-intact	<input type="checkbox"/> Remove
<input type="text"/>	Mouse (Classic Lab)	B6	10/8/2018	female-intact	<input type="checkbox"/> Remove
<input type="text"/>	Mouse (Classic Lab)	B6	10/8/2018	female-intact	<input type="checkbox"/> Remove
<input type="text"/>	Mouse (Classic Lab)	B6	10/8/2018	female-intact	<input type="checkbox"/> Remove

Enter a unique identifier for each animal in these boxes

All of these parameters can be changed after the table is generated. You can also remove animals by clicking the trash can at the far right.

Cancel Save Save and Next

Click here when your table is done!

2) If you have a large number of animals/cassettes and changing information by hand will be time consuming, uploading a CSV file might be a helpful option. If you plan to upload a CSV to generate your animal table, **the terms used in the CSV MUST EXACTLY match those in the dropdown menus**, or the uploaded file will fail to generate a table.

- Click the Upload CSV link on the Add Animals window.
- Two buttons will be at the top of the new view: Download Accepted Values and Download Upload Template.
- **Download Accepted Values:** downloads a CSV file containing all the terms necessary to make your own CSV file.
- **Download Upload Template:** downloads a template for you to fill with your animal information (using the terms from the Accepted Values file). You will fill this sheet, save it to your computer **as a CSV file** and then upload it to this window by clicking the gray **Select Files** button.
- **YOU MUST** upload a CSV file, so make sure you save your template to your computer in this format rather than another spreadsheet format.
- If the upload fails or fails to generate an animal table, check to make sure you have used only accepted values in all of the fields.
- We recommend you copy terms directly from the Accepted Values file.

This button will download a CSV with all of the accepted terms for the file you will select.

1 Form Entry 2 Upload CSV

Download Accepted Values Download Upload Template

Select files...

Animal ID	Species	Strain	D.O.B	Sex	GEM
-----------	---------	--------	-------	-----	-----

Cancel Save Save and Next

After you fill the CSV template with your animal information, save it to your computer. Then click this button and select the file you just saved.

This button will download a CSV template for your submission. The only box you can "freehand" is the Animal ID; we recommend you directly copy values for all other boxes from the Accepted Values CSV.

You should now have an Animal or Cassette Table. Double check all of the information before proceeding to add products. **Helpful tip:** if you have many animals or cassettes and need to order the same products for all of them, click **Save** rather than **Save and Next**. You can select all of the animals or cassettes list in the submission overview.

eRAMP Existing Orders + New Order The James THE OHIO STATE UNIVERSITY COMPREHENSIVE CANCER CENTER

Comparative Pathology and Mouse Phenotyping
- Anatomic Pathology

Order #: Status: Unsubmitted eRequest #: N/A Order Total: \$528.00 eRequest Amount: \$0.00 *Buffer Amount Included*

Blackout Events

Order Info

Accession #:

People

PI: Requested By: Order Collaborators: N/A

Assigned To: N/A

Anatomic Pathology - Info Message

Entering multiple animals is a two step process ...

Submission Info

Related Accession #	Room #	Vivarium	Veterinarian	ULAR Number(s)	Tissues Saved?	Tissues Returned?	Paraffin Blocks Returned?	Slides Returned?	Experimental History / Reason for Submission / Special Instructions
			Bergdall, Valerie		Yes	Yes	Yes	Yes	Experimental history is very important! Give us as much information as you can, for example: mouse strain, GEM status, information about your specific model, treatment, description of groups if comparing control vs. treated, hypothesis driving the study, any known/expected outcomes, what you need from us, tissues on which you want us to particularly focus, etc. etc. The more information we get from our investigators, the better interpretation the pathologist can provide!

Animals

Select All Clear Selection

	Animal Id	Species	Strain	D.O.B	Gender	GEM?	Commands
<input type="checkbox"/>	Squeaker 1	Mouse (Classic Lab)	B6	10/7/18	female-intact	No	Edit Remove
<input type="checkbox"/>	Squeaker 2	Mouse (Classic Lab)	B6	10/7/18	female-intact	No	Edit Remove

Request Quote Submit Order Print Order Cancel Order

Animals

Select All Clear Selection

Animal Id	Species	Strain	D.O.B	Gender	GEM?	Commands
<input type="checkbox"/> Squeaker 1	Mouse (Classic Lab)	B6	10/7/18	female-intact	No	Edit Remove
<input type="checkbox"/> Squeaker 2	Mouse (Classic Lab)	B6	10/7/18	female-intact	No	Edit Remove
<input type="checkbox"/> Squeaker 3	Mouse (Classic Lab)	B6	10/7/18	female-intact	No	Edit Remove
<input type="checkbox"/> Squeaker 4	Mouse (Classic Lab)	B6	10/7/18	female-intact	No	Edit Remove

If you clicked "Save" rather than "Save and Next" after generating your Animal Table, Click this button in the animal list.

Then click the shopping cart after selecting all of the animals. This will take you to the Add Products window, where you can apply products to all animals in your order.

9. Add Products

Products are divided by service area. All services are available if you selected Anatomic Pathology or Histology at the beginning of your order, so you should see all four service areas listed under **Categories** on the left side of this window regardless of whether you have generated an Animal Table or Cassette Table.

- Any product involving the services of one of our three board-certified veterinary pathologists will appear under **Anatomic Pathology**.
- Immunohistochemistry, special stains, processing/embedding/cutting, and other histology services that do NOT involve a pathologist will appear under **Histology**.
- **Clinical Pathology** services including hematology, cytology, serum chemistry, and urinalysis will appear under this heading.
- **Imaging** includes our limited radiography services.

The bottom of this window includes a box called **Apply products to each of these animals**. If you selected all of the animals in your order in the Animals list in the submission overview, all of the animals should appear as individual gray boxes here. If you did not, you can click in this box and select all or some of your animals. You are then ready to apply products. Several examples will be given.

Categories	Product Catalog	Shopping Cart
<ul style="list-style-type: none"> All Products ▶ Anatomic Path ▶ Clinical Path ▶ Histology ▶ Imaging 	<ul style="list-style-type: none"> Aperio: Aperio Scan 1"x3" slide @ 20x \$25.00/Slides Aperio: Aperio Scan 1"x3" slide @ 40x \$25.00/Slide Aperio: Aperio Scan 2"x3" slide @ 40x \$25.00/Slide Aperio: Quantitative Image Analysis /slide (w/out slide prep) \$100.00/Slide Biopsy: >1 Tissue/1 Slide \$100.00/animal Biopsy: 1 Tissue/1 Slide \$65.00/animal Complete Necropsy: Mouse/Gerbil/Hamster \$200.00/animal Comprehensive Necropsy: Mouse/Rat 	<p>Your shopping cart is empty</p>

Apply products to each of these animals:

Click to select an Animal

Cancel Add Products

Example: Necropsy on Four Classic Laboratory Mice:

Categories	Product Catalog	Shopping Cart					
<ul style="list-style-type: none"> All Products ▼ Anatomic Path <ul style="list-style-type: none"> ▶ Biopsy ▶ Complete Necropsy ▶ Comprehensive Necropsy ▶ Embryo Evaluation ▶ Gross Necropsy ▶ Miscellaneous ▶ Mouse Phenotyping Necropsy ▶ Slide Evaluation ▶ Clinical Path 	<ul style="list-style-type: none"> Complete Necropsy: Mouse/Gerbil/Hamster \$200.00/animal 	<table border="0"> <tr> <td>Complete Necropsy: Mouse/Gerbil/Hamster</td> <td style="text-align: right;">\$200.00/animal</td> <td style="text-align: right;">Qty:</td> <td style="border: 1px solid gray; width: 50px; text-align: center;">1</td> <td style="text-align: center;">✕</td> </tr> </table>	Complete Necropsy: Mouse/Gerbil/Hamster	\$200.00/animal	Qty:	1	✕
Complete Necropsy: Mouse/Gerbil/Hamster	\$200.00/animal	Qty:	1	✕			

Apply products to each of these animals:

ID: Squeaker 1 - Strain: B6 ✕ ID: Squeaker 2 - Strain: B6 ✕ ID: Squeaker 3 - Strain: B6 ✕ ID: Squeaker 4 - Strain: B6 ✕

Note that only ONE Complete Necropsy is selected in the far left panel. Since you are applying this to multiple animals (listed below in gray), you only order one necropsy per animal. If this was the only service required, you would click **Add Products** and return to the submission overview.

If you have conducted necropsies and tissue harvest on your animals prior to submission, you may start with Anatomic Pathology (if submitting tissues) or Histology (if submitting blocks or slides) when you initiate your order. If you generate a cassette table, be sure to match the cassette labels to the labels on the blocks or slides you plan to submit. A cassette table gives you the option of adding multiple cassettes per animal ID. Speak with one of our pathologists or one of our technicians to determine the best submission format for your project!

Add Cassettes ×

Form Entry Upload CSV

Select common attributes for a batch of cassettes ⓘ

Number of Cassettes*
 This field is required

Animal ID/Animal Accession Species Cassette Color Tissue Type Fixative Type Fixative Length

Generate Table

Cassette ID*	Animal ID	Species*	Cassette Color*	Tissue Type*	Fixation Type*	Length of Fixation*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save **Save and Next**

These can be left blank initially while entering batch information for cassettes if you are submitting blocks rather than tissues, then added after generating a cassette table.

This information is important and helps our histology lab determine what kind of samples you have submitted and the handling requirements to process your order.

Here is a completed cassette table. Note the multiple cassettes per animal.

Add to Table

Cassette ID*	Animal ID	Species*	Cassette Color*	Tissue Type*	Fixation Type*	Length of Fixation*	
<input type="text" value="1"/>	<input type="text" value="Squeaker 1"/>	<input type="text" value="Mouse (Classic Lab)"/>	<input type="text" value="Red"/>	<input type="text" value="Paraffin block"/>	<input type="text" value="10% NBF"/>	<input type="text" value="24-48 hrs"/>	<input type="text" value="Remove"/>
<input type="text" value="2"/>	<input type="text" value="Squeaker 1"/>	<input type="text" value="Mouse (Classic Lab)"/>	<input type="text" value="Red"/>	<input type="text" value="Paraffin block"/>	<input type="text" value="10% NBF"/>	<input type="text" value="24-48 hrs"/>	<input type="text" value="Remove"/>
<input type="text" value="1"/>	<input type="text" value="Squeaker 2"/>	<input type="text" value="Mouse (Classic Lab)"/>	<input type="text" value="Red"/>	<input type="text" value="Paraffin block"/>	<input type="text" value="10% NBF"/>	<input type="text" value="24-48 hrs"/>	<input type="text" value="Remove"/>
<input type="text" value="2"/>	<input type="text" value="Squeaker 2"/>	<input type="text" value="Mouse (Classic Lab)"/>	<input type="text" value="Red"/>	<input type="text" value="Paraffin block"/>	<input type="text" value="10% NBF"/>	<input type="text" value="24-48 hrs"/>	<input type="text" value="Remove"/>

Cancel Save **Save and Next**

Note that there are two animals (Squeaker 1 and Squeaker 2) and two cassettes per animal.

Like the Animal Table, most of these fields can be changed after a cassette table is generated. Cassettes can also be removed from the list.

Example: Multiple Histology Products and Slide Review by a Pathologist:

Add Products ×

Categories	Product Catalog	Shopping Cart
<ul style="list-style-type: none"> ▶ Slide Evaluation ▶ Clinical Path ▼ Histology <ul style="list-style-type: none"> ▶ Immunohistochemical Stains - Customized ▶ Immunohistochemical Stains - Mouse ▶ Immunohistochemical Stains - Rat ▶ Misc ▶ Routine Histology ▶ Slide Scanning - Aperio 	<p>Slide Evaluation: Multiple Tissues/Slides \$70.00/Slide</p> <p>Slide Evaluation: Quantitative Image Analysis /slide (w/out slide prep) \$100.00/Slide</p> <p>Slide Evaluation: Single Tissue/Single Slide \$50.00/Slide</p>	<p>Routine Histology:</p> <p>Process, Embed, Cut 1 section, H&E \$12.00/Block Qty: <input type="text" value="1"/></p> <p>Immunohistochemical Stains - Mouse: CD31 \$40.00/Slide Qty: <input type="text" value="1"/></p> <p>Special Histochemical Stain - Level III: Bielschowski's \$30.00/Slide Qty: <input type="text" value="1"/></p>

Apply products to each of these animals:

ID: Squeaker 1 - Strain: B6 ✕
ID: Squeaker 2 - Strain: B6 ✕
ID: Squeaker 3 - Strain: B6 ✕
ID: Squeaker 4 - Strain: B6 ✕

Here, for each cassette/block, the order contains the routine histology services of processing and embedding tissue and cutting one H&E slide, one standard immunohistochemistry for mouse tissue, one level III special histochemical stain, and finally a slide evaluation. All of these services are under Histology except for the slide evaluation, which is completed by a pathologist and therefore under Anatomic Pathology. In this case, more than one slide evaluation could be ordered per cassette to account for the IHC and special stain.

If an investigator were submitting tissues and wanted a pathologist to review an H&E before the special stains and IHC, a Biopsy makes more sense as it includes all services from tissue to H&E and a pathologist's interpretation on submitted tissue. In this case, IHC and special stains would be additional, as would slide evaluation of those products.

Categories	Product Catalog	Shopping Cart
<ul style="list-style-type: none"> All Products ▼ Anatomic Path <ul style="list-style-type: none"> ▶ Biopsy ▶ Complete Necropsy ▶ Comprehensive Necropsy ▶ Embryo Evaluation ▶ Gross Necropsy ▶ Miscellaneous ▶ Mouse Phenotyping Necropsy ▶ Slide Evaluation ▶ Clinical Path 	<p>Biopsy: >1 Tissue/1 Slide \$100.00/animal</p> <p>Biopsy: 1 Tissue/1 Slide \$65.00/animal</p>	<p>Biopsy: 1 Tissue/1 Slide \$65.00/animal Qty: <input type="text" value="1"/></p>

Apply products to each of these animals:

ID: Squeaker 1 - Strain: B6 ✕
ID: Squeaker 2 - Strain: B6 ✕
ID: Squeaker 3 - Strain: B6 ✕
ID: Squeaker 4 - Strain: B6 ✕

Example: Ordering slides and Aperio slide scans when submitting a paraffin block

Cassettes								
	Cassette ID	Animal ID	Species	Cassette Color	Tissue Type	Fixation Type	Length of Fixation	Commands
<input type="checkbox"/>	1	Squeaker 1	Mouse (Classic Lab)	Red	Paraffin block	10% NBF	24-48 hrs	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
<input type="checkbox"/>	2	Squeaker 1	Mouse (Classic Lab)	Red	Paraffin block	10% NBF	24-48 hrs	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
<input type="checkbox"/>	1	Squeaker 2	Mouse (Classic Lab)	Red	Paraffin block	10% NBF	24-48 hrs	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
<input type="checkbox"/>	2	Squeaker 2	Mouse (Classic Lab)	Red	Paraffin block	10% NBF	24-48 hrs	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Here, the investigator needs to have slides made from a provided block and wants the slides to be scanned and digitized:

Add Products

Categories

- Customized
- ▶ Immunohistochemical Stains
- Mouse
- Immunohistochemical Stains
- Rat
- ▶ Misc
- ▶ Routine Histology
- ▶ **Slide Scanning - Aperio**
- ▶ Special Histochemical Stain - Level I
- ▶ Special Histochemical Stain - Level II

Product Catalog

- Slide Scanning - Aperio: Aperio Scan 1"x3" slide @ 20x \$25.00/Slide
- Slide Scanning - Aperio: Aperio Scan 1"x3" slide @ 40x \$25.00/Slide
- Slide Scanning - Aperio: Aperio Scan 2"x3" slide @ 40x \$25.00/Slide
- Slide Scanning - Aperio: Quantitative Image Analysis /slide (w/out slide prep) \$100.00/Slide

Shopping Cart

Routine Histology:
Cut section from provided block, H&E Qty: 1

Special Histochemical Stain - Level I: PAS Slide Scanning - Aperio: Aperio Scan Qty: 1

Apply products to each of these cassettes:

ID: 1 - Animal: Squeaker 1 ID: 2 - Animal: Squeaker 1 ID: 1 - Animal: Squeaker 2 ID: 2 - Animal: Squeaker 2

Note that the IDs at the bottom of the Add Products window include the cassette ID and the animal ID. All of these products appear under Histology. In this example, if the investigator wants both the H&E and special stain slides for a given cassette scanned, two Aperio Scans would be ordered per cassette. Since the products window does not have space for an explanation of requested services, there are two ways to communicate your needs to CPDISR personnel:

- Explain your request in the Experimental History box at the start of your submission
 - Upload an explanation document in the Notes List of the Submission overview
- Please don't hesitate to reach out to a pathologist or technician for assistance or discuss the best options for your project.

After applying all desired products, click the red **Apply Products** button.

10. Double Check the Products List

After you add products, you can double check your submission by scrolling through the Products list. If you need to add additional products to any Animal/Cassette ID, you can click the + at the top right of the Products list to return to the Add Products window.

Click here to delete or change the quantity of a product line

	Product Name	Quantity	Unit Price	Buffer %	Reporting Units	Line Charge	Status	Date Completed	
-	Stain - Level III: Bielschowski's	1 Slide	\$50.00			\$50.00	Open	N/A	
+	Slide Evaluation: Single Tissue/Single Slide	1 Slide	\$50.00			\$50.00	Open	N/A	
▼ Animal ID: Squeaker 2 Strain: B6									
+	Routine Histology: Process, Embed, Cut 1 section, etc.	1 Block	\$12.00			\$12.00	Open	N/A	

The Products list includes all products added to an individual Animal/Cassette ID

Scroll through to check the products you have added

11. Upload Phenotyping Submission Form (if required) and Notes

After checking your products, scroll down to the final lists in the Submission overview:

Forms

Name		Actions
+ Phenotyping Pre-Submission Form	-This is required if you are submitting animals for a phenotyping necropsy	

Billing

12. You will enter your billing information.

There is no billing to display. OSU users, this will be your Worktag information
 Non OSU users this will be your PO information.
 Please use your preliminary order to obtain the

Notes / Attachments (Optional) PO. We do not issue quotes.


There are no notes to display.

-This allows you to up load documents or information to help CPDISR personnel. This could include orientation diagrams, instructions on how you want your samples handled/ processed, or details on experiment groups for your Pathologists.
 Non-OSU users are required to upload a copy of their PO here.

12. Enter Billing Information: Worktags or Purchase Order

The final step in creating an order is entering your billing information.

Billing

Click Here to add billing information → 

There is no billing to display.

- OSU Users: Enter the appropriate Worktag information as you would for any Workday Requisition. You can add multiple accounts and divide the order by percentage from each account.
- Non-OSU Users: Enter your Purchase Order information.

Add Billing

×

Org Code	Fund #	Project #	Program #	User Defined #	Business Purpose #	Workflow Org #	Percentage
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Click Here to add an account if you have not placed an order in eRAMP v2 →

Add Account

Cancel

Save

13. Submitting Your Completed Order

After entering billing information, the red **Submit Order** button at the bottom of the Submission overview should highlight, allowing you to submit your order to Workday for fiscal approval. Before clicking this button, the order status on the left information panel will read “Unsubmitted.”

- Following submission in eRAMP, the order status will change to “Waiting on Customer” (this will change to “Pending Workday” in the future)
- When fiscal approval is granted, the order status will remain “Waiting on Customer” (this will remain “Waiting on Customer”)
- After you receive notification that your order has been approved, you may submit your samples to our CPDISR Lab or our Histology Lab (for histology only or Aperio scanning)
 - CPDISR Main Lab: 467/471 Veterinary Medicine Academic Building
 - Histology Lab: 302 Goss Laboratory
- After your samples are logged in our system, the order status changes to “Open”
- Your order status will not change again until all tasks are finished, at which time the status will become “Completed”

- You will receive an email when your order status becomes “Completed” and you can pick up your materials at the drop off location.
- **If you utilized one of our pathologists, a Pathology Report +/- other documents will be uploaded to the Notes list in eRAMP.**

↑
The Information Panel

↑
When you have entered all required information and are ready to send the request for approval, click here!

Other useful information:

- eRAMP adds a set buffer amount to every order to cover unexpected overages.
- CPDISR uses an Accession number system for all orders submitted through our shared resource to track orders. If you wish to link separate submissions because they are experimental replications, from the same study, etc. please use this number when submitting your next associated order (see **7. Edit Submission Information**)
- The individual requesting services is most often from the same laboratory as the PI, however occasionally a member of the CPDISR team helps to place an order through their own eRAMP login to ensure all needed services are added. In such a case, the “Requested by:” box in the order information panel will list the person from the CPDISR.
- The “Assigned To:” box will read N/A unless you have requested products that include the service of one of our pathologists. The pathologist to which the order is assigned will appear in this box.

Comparative Pathology and Mouse Phenotyping -

Anatomic Pathology  -Service Category of your order

Order #: 0 -The eRamp order number

Status: Unsubmitted -The status of your order

RQ #: N/A -The Requisition number (do not use this, it pertains to the financial transaction)


Order Total: \$0.00 -The price the order is expected to cost

RQ Amount: *Buffer Amount Included* -eRamp adds a set buffer amount to every order. You will not be charged this amount unless necessary

Order Info

Accession #: N/A The CPDISR specific accession number specific to your order
Use this 2021-xx-XXXX number when inquiring or referencing your order

People

PI:  -The PI that the account is listed under.

Assigned To: N/A -The Pathologist your order is assigned to (if any)

Anatomic Pathology - Info Message

Order Status Key:

- **Unsubmitted:** you have not clicked the “Submit Order” button or have not yet entered all of the required information.
- **Waiting on Customer:** your order has been submitted and is pending Workday approval (this status will change to “Pending Workday” in the future).
- **Waiting on Customer:** your status will remain “Waiting on Customer” after Workday approval, at which time you can deliver your submission materials to the appropriate CPDISR location.
- **Open:** the CPDISR has received and logged your samples and work is under way.
- **Completed:** your order and all associated tasks have been completed. You can collect your materials at the point of drop off. If you had Aperio Slide Scanning done, please contact us to determine how much digital storage space you will need to bring to collect your digitized slides – these files are VERY large.