


If you have submitted samples to UTCVM before, then you already have a clinic account set up. To set up your password, click on the “Forgot your password?” link. An email to reset your password will be sent to the email that is on file with your account. Follow the instructions in the email. Need help? Email [utcoreone@utk.edu](mailto:utcoreone@utk.edu) or call the CoreOne help desk at 865-974-5771.



### Welcome to CoreOne For Labs

☐ Remember me

[SAML Log In](#) [Log In](#)

 [Forgot your password?](#)

All unauthorized access to this system is strictly prohibited.

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\*The “SAML Log In” is for UT employees only. If you are a client use “Log In”.



## Welcome to CoreOne For Labs

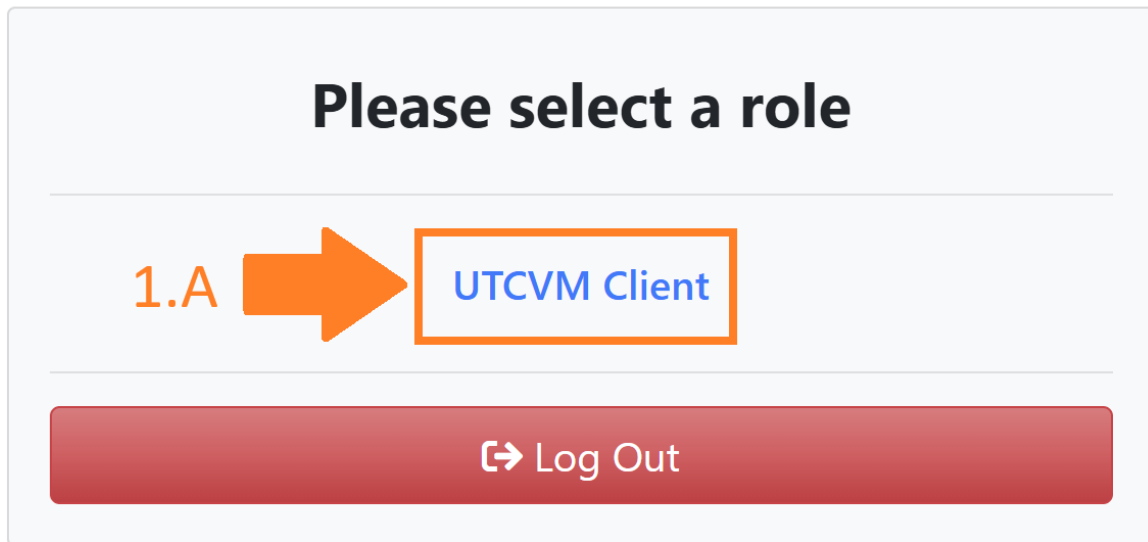
Email	
Password	
<input type="checkbox"/> Remember me	<div><div>SAML Log In</div><div>UT Employee Log In</div></div> <div><div>Log In</div><div>Client Log In</div></div>
<a href="#">Forgot your password?</a>	

All unauthorized access to this system is strictly prohibited.

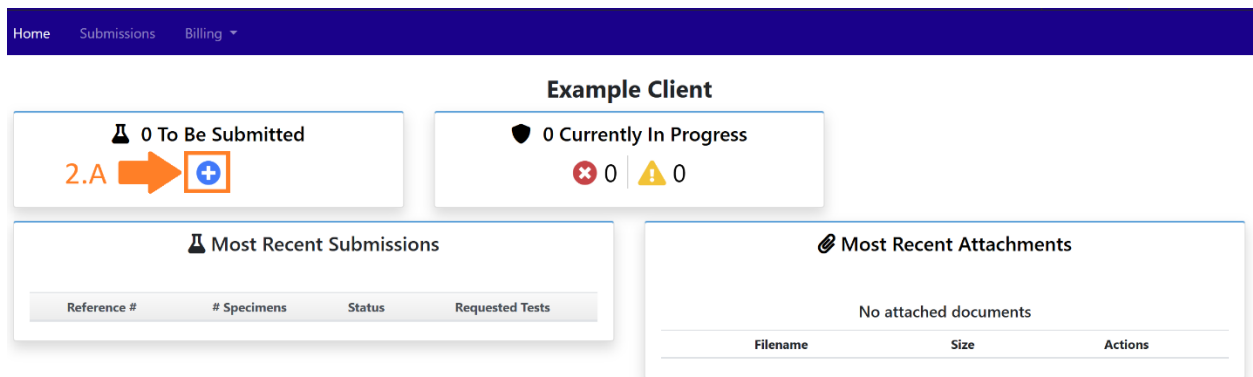
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1. A. Once you have logged in, select the “UTCVM Client” role.



2. A. To submit an order, click on the blue “+” button



3. A. Select your mail carrier.

B. Here you can upload pdfs or photos.

[Home](#) [Submissions](#) [Billing](#) ▾

**Submission:** 252732 Started Client: Example Client Back

1

Accession

2

Veterinarian/Owner

3

Setup

4

Animals

5

Specimen

6

Tests

7

Review

8

Print

Receiving Lab \*  
UTCVM-DLS

Previous Accession #  
Nothing selected

Carrier  
Nothing selected

Carrier Reference Number

☐ Check for Gross Necropsy ☐ Export Case

Attachments

Upload Attachments

No attached documents

Next

4. A. Select the user account associated with your practice (client account).
- B. Type in the attending veterinarian here. Names in this field will appear on the client report.
- C. Add the owner or search for the owner.
- D. Input your patient's medical record number from your practice.
- E. Type in or copy & paste your patient's medical history here.

Home Submissions Billing

Submission: 252732 Started Client: Example Client Back

1 Accession 2 Veterinarian/Owner 3 Setup 4 Animals 5 Specimen 6 Tests 7 Review 8 Print

Veterinarian 4.A Nothing selected

Attention Veterinarian 4.B Type in the Attending Veterinarian Here

Owner 4.C Current Owner Add New Owner Search Existing Owner

There is no owner for this submission

To create and add a new Owner click Add New Owner To search and find an owner click Search Existing Owner

Medical Records Number: 4.D

Medical History: 4.E

Medical History Additional Information

Previous Next

5. A. Select the patient's taxon and sex code. Then fill in the patient's age and weight.

\*An example would be Taxon=Dog, Domestic::American Bulldog, Sex Code= Male Castrated (MC)

B. Select the specimen type, the specimen type description, transport medium, and the collection date of the specimen.

\*An example would be Specimen Type= Serum, Specimen Type Description= Acute, Transport Medium= Red Top Tube

[Home](#) [Submissions](#) [Billing](#) [+](#)

Submission: **252732** **Started** Client: Example Client [Back](#)

1

Accession

2

Veterinarian/Owner

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Setup

4

Animals

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Specimen

6

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7

Review

8

Print

I want to generate submission type with ☒ Animal ☐ Non-Animal [?](#)☐ I want to add animals and specimens using the upload template

Animal Information [?](#)

I want to add  Animal with this data :

Increment ID [?](#)

ID text entry

5.A

Taxon \*

Taxon

Sex Code

Please select sex

Age

Age

Unit of Age

Weight

Weight

Unit of Weight

Specimen Information [?](#)

I want to add  specimen(s) to each animal

Specimen 1

5.B

Specimen Type \*

Specimen Type

Specimen Type Description

Select Type Description

Transport Medium

Transport Medium

Collection Date

Select a Date

x

I want to add an incremental Specimen Name to each Specimen starting with  [?](#)

[Previous](#) [Next](#)

## 6. A. Type in the patient's ID/Name.

\*An example would be “Rex”

The screenshot shows the 'Animals' step (4) of a submission workflow. The submission number is 252732 and it is marked as 'Started'. The client is 'Example Client'. The workflow progress bar shows steps 1 through 8: Accession, Veterinarian/Owner, Setup, Animals (current), Specimen, Tests, Review, and Print. Below the progress bar, the 'Animal' section shows 'Submission Origin Type: Animal' and a count of 'You have 1 animal(s)'. There is a button to 'Add Animal' and a link to 'Update Animals Below' labeled '6.A'. A table lists the animal with columns: #, ID, Taxon, Sex Code, Age, and Weight. The first row shows animal #1 with ID 'ID', Taxon 'Canidae :: Dog, Domestic :: American Bulldog', Sex Code 'Male Castrated (MC)', Age '2 years', and Weight '80 lbs'. There is a 'Delete Animal' button and 'Previous' and 'Next Step' buttons at the bottom.

#	ID *	Taxon *	Sex Code	Age	Weight
1	ID	Canidae :: Dog, Domestic :: American Bulldog	Male Castrated (MC)	2 years	80 lbs

## 7. A. The specimen name is a unique identifier assigned by you, the submitter. This identifier will appear alongside results on your reports.

The screenshot shows the 'Specimen' step (5) of a submission workflow. The submission number is 252732 and it is marked as 'Started'. The client is 'Example Client'. The workflow progress bar shows steps 1 through 8: Accession, Veterinarian/Owner, Setup, Animals, Specimen (current), Tests, Review, and Print. Below the progress bar, the 'Specimens' section shows 'You have 1 specimen(s)'. There is a button to 'Add Specimen' and a link to 'Update Specimens Below' labeled '7.A'. A table lists the specimen with columns: #, Animal, Specimen Name, Specimen Type, Specimen Type Description, Transport Medium, and Collection Date. The first row shows specimen #1 for animal 'Rex' with Specimen Name 'Specimen Name', Specimen Type 'Serum (Serum)', Specimen Type Description 'Acute', Transport Medium 'Red Top Tube (RTT)', and Collection Date 'Tue, Sep 30 2025'. There is a 'Delete Specimen' button and 'Previous' and 'Next Step' buttons at the bottom.

#	Animal *	Specimen Name	Specimen Type *	Specimen Type Description	Transport Medium	Collection Date
1	Rex	Specimen Name	Serum (Serum)	Acute	Red Top Tube (RTT)	Tue, Sep 30 2025

8. A. Start typing what test you would like to order, and it will begin to autofill with options.
- B. You can view the tests offered by clicking on the “Test Catalog”. Keep in mind that you cannot select your test from the test catalog. You must start typing the test title in the search box (8. A)

Home Submissions Billing ▾

Submission: 252732 Started Client: Example Client Back

1 Accession 2 Veterinarian/Owner 3 Setup 4 Animals 5 Specimen 6 Tests 7 Review 8 Print

Animal Submission Origin Type: Animal  
ID Rex Taxon Canidae :: Dog, Domestic :: American Bulldog Sex Male Castrated Age 2 - years Weight 80 - lbs

☐ Select to search tests from all laboratory locations.

8. B Test Catalog

▼ Test 1 Delete Test

I want to add 8. A Start typing for search...

Add a description of the test you wish to order and which specimens to apply the test to if you are unable to locate the desired test.

Add Test

Previous Next

9. A. Once you have selected your test, choose what specimens you would like to apply the test to.

Home Submissions Billing ▾

Submission: 252732 Started Client: Example Client Back

1 Accession 2 Veterinarian/Owner 3 Setup 4 Animals 5 Specimen 6 Tests 7 Review 8 Print

Animal Submission Origin Type: Animal  
ID Rex Taxon Canidae :: Dog, Domestic :: American Bulldog Sex Male Castrated Age 2 - years Weight 80 - lbs

☐ Select to search tests from all laboratory locations.

Test Catalog

▼ Test 1 Delete Test

I want to add Albumin (CH025) x i

to the selected specimen(s)

9. A Serum (Acute) - Rex - Specimen Name x  
Search for specimens...

☒ All Specimens  
☐ All Serum (Acute) Specimens  
☒ Serum (Acute) - Rex - Specimen Name

Add Test

Previous Next



## 10. A. This page summarizes your order before submission.

[Home](#) [Submissions](#) [Billing](#) ▾

**Submission:** 252732 **Started** **Client:** Example Client [Back](#)

1  
Accession

2  
Veterinarian/Owner

3  
Setup

4  
Animals

5  
Specimen

6  
Tests

7  
Review

8  
Print

> Accession ☒ Edit

Receiving Lab	UTCVM-DLS	10.A	Carrier Reference Number	
Previous Accession #			Check for Gross Necropsy	No
Carrier	FedEx		Export Case	No

> Veterinarian/Owner ☒ Edit

Veterinarian		Owner	Name : John Doe	Address : 2407 River Dr., Knoxville, TN, Tennessee, TN, 37996, US
Attention Veterinarian			Email :	Latitude :
			Phone :	Longitude :
			Fax :	Premises Number :

> Animal / Specimens ☒ Edit

Submission Origin Type	Animal	ID	Rex	Taxon	Canidae :: Dog, Domestic :: American Bulldog	Sex	Male Castrated	Age	2 years	Weight	80 lbs
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10.B. If you scroll down on the summary page you will find a box where you can add the patient's clinical history. A brief clinical history is strongly recommended for all cytology, biopsy, and necropsy submissions.

10.C. If you are ordering a necropsy, you can add pertinent information here.

10.D. If you do not have any clinical history or necropsy information to fill in, then you are ready to submit your order. Click submit.

The screenshot shows a submission summary page with the following sections:

- > Animal / Specimens** (with an **Edit** button):
  - Submission Origin Type: Animal
  - ID: Rex
  - Taxon: Canidae :: Dog, Domestic :: American Bulldog
  - Sex: Male Castrated
  - Age: 2 years
  - Weight: 80 lbs
  - Specimen Type: Serum (Serum)
  - Specimen Type Description: Acute
  - Name: Specimen Name
  - Transport Medium: Red Top Tube (RTT)
  - Collection Date: 09/30/2025
  - Tests Ordered: Albumin (CH025)
- > Clinical History** (labeled 10.B)
- > Necropsy** (labeled 10.C)
- > Tests** (with an **Edit** button):
  - 1 - Albumin (CH025)
  - Specimens: All Specimens
- > Attachments**: No attached documents

At the bottom right, there is a large orange arrow pointing to the **Submit** button, which is labeled 10.D Submit.

10.B&C. Expand the tab to see the fillable fields

The expanded view shows the following fields:

**Clinical History** (labeled 10.B):

- Clinical History: [Text input field]
- Clinical Diagnosis: [Text input field]
- Illness Date: [Calendar icon] Select a Date [X]
- Death Date: [Calendar icon] Select a Date [X]
- Treatment: [Text input field]
- Legal: ☐ Legal
- Insured: ☐ Insured
- Euthanized: ☐ Euthanized

**Necropsy** (labeled 10.C):

- External Exam: [Text input field]
- Respiratory: [Text input field]
- Circulatory: [Text input field]
- Digestive: [Text input field]
- Urogenital: [Text input field]
- Lymphatic: [Text input field]
- Endocrine: [Text input field]
- Musculoskeletal: [Text input field]
- Nervous: [Text input field]
- Necropsy Diagnosis: [Text input field]

11. A. Please print the submission form and place in the box with the specimen(s). For necropsy submissions, a copy of the printed submission form must accompany the body when it is delivered to UTCVM (regardless of who performs the body delivery).

11.B. When you are ready to finalize the submission, click “Complete Submission”

The screenshot shows a web interface for a submission workflow. At the top, there is a navigation bar with 'Home', 'Submissions', and 'Billing'. Below this, the submission status is shown as 'Submission: 252732' with a 'Started' label. The client is identified as 'Client: Example Client'. A progress bar with eight steps is displayed: 1. Accession, 2. Veterinarian/Owner, 3. Setup, 4. Animals, 5. Specimen, 6. Tests, 7. Review, and 8. Print. Step 8 is currently active. Below the progress bar, a text box contains the instruction: 'Please print the submission form and place in the box with the specimen(s)'. To the right of this text box is a 'Print Submission' button, which is highlighted with an orange box and labeled '11.A'. At the bottom right, there are two buttons: 'Previous' and 'Complete Submission'. The 'Complete Submission' button is highlighted with an orange box and labeled '11.B'.

Home Submissions Billing

Submission: 252732 Started Client: Example Client Back

1 2 3 4 5 6 7 8

Accession Veterinarian/Owner Setup Animals Specimen Tests Review Print

Please print the submission form and place in the box with the specimen(s). Print Submission 11.A

Previous Complete Submission 11.B