

# Instruction "order analyses and redeem"

## Step 1: Order process

Insert the desired analyses to the cart.

Log on with your personal data.

Pay with the selected distribution method.

## Step 2: Redeem the analyses (specification of the species to be examined)

When and how many analyses you redeem, can you decide freely and individually.

Redeem the analyses directly after the order process:

After completing the payment you can find the bought analyzes as credit in the menu item "My laboratory". Please specify in the corresponding selection field(s) the bird species and the ring number(s). The entered data will be stored automatically. Larger orders can be recorded in this way on separate days.

The screenshot shows a web interface with a navigation bar at the top containing "Kundenbereich" and "Mein Labor". Below this is a table titled "Ihre letzten Sendungen mehr anzeigen" with columns: Datum, Sendung, Status, Sendungsformular, Übersicht, and Befunde. The table contains three rows of order data. Below the table is a section titled "Ihre DNA-Analysen Details / Bearbeitung / Suche" with buttons for "Guthaben", "Beauftragt", "In Bearbeitung", "Abgeschlossen", and "Alle Analysen", along with a "Analyse kaufen" button. A text box prompts the user to enter bird species and ring numbers, with a "Sendung erstellen" button. At the bottom is a table with columns: DNA-Analysen, Dt. Name, Wiss. Name, and Ringnummer, containing several analysis options.

Datum	Sendung	Status	Sendungsformular	Übersicht	Befunde
2021-04-08 06:01:40	15717	Wir erwarten Ihre Sendung			
2021-04-07 14:43:27	15716	Wir erwarten Ihre Sendung			
2021-04-06 19:47:40	15709	Abgeschlossen			

Ihre DNA-Analysen Details / Bearbeitung / Suche

Tragen Sie hier die zu untersuchende(n) Vogelart(en) ein und erstellen nach Eingabe aller Daten eine Sendung.

Wichtig: Drucken Sie das automatisch erstellte Sendungsformular aus und legen es den Proben bei.

DNA-Analysen	Dt. Name	Wiss. Name	Ringnummer
<input type="checkbox"/>	Geschlecht	Vogelart wählen	Vogelart wählen optional
<input type="checkbox"/>	Geschlecht	Vogelart wählen	Vogelart wählen optional
<input type="checkbox"/>	APV, PBFD	Vogelart wählen	Vogelart wählen optional
<input type="checkbox"/>	APV, PBFD	Vogelart wählen	Vogelart wählen optional
<input type="checkbox"/>	APV, Chlamydien, Herpesvire...	Vogelart wählen	Vogelart wählen optional
<input type="checkbox"/>	Herpesviren, PBFD, PDD, Ge...	Vogelart wählen	Vogelart wählen optional

Once all data are entered, you merge the analyses by a mouse click on "Create a shipment" into one shipment.

Print out the shipment form and check the details carefully, correct erroneous information with the "pencil icon".

If everything is correct, label the sample bags with the item number (Pos.-No.) stated on the shipment form and send the samples to our laboratory.

Redeem the analyses at a later date:

Log on with your password. In the menu item "My Laboratory" you will find under the heading "Credit" all already paid, but not yet ordered analyses.

Please enter in the corresponding selection field(s) the bird species and optionally the ring number(s). The entered data will be stored automatically. Larger orders can be recorded in this way on separate days.

Once all data are entered, you merge the analyses by a mouse click on "Create a shipment" into one shipment.

Print out the shipment form and check the details carefully, correct erroneous information with the "pencil icon".

If everything is correct, label the sample bags with the item number (Pos.-No.) stated on the shipment form and send the samples to our laboratory.

**IMPORTANT:** A processing of the samples is only possible with the enclosed shipment form!

From receiving the mail, we need 2-3 days for processing the samples. Once the results are available, you will be automatically notified by email optional via SMS. The relevant certificates/findings with authenticity verification (QR code) are then available in your account "My Laboratory" ready to print as PDF document.

Each certificate/result will be archived in your customer account. You have always the opportunity to search for certificates/results issued to date or to transfer these to the name of a new owner. Searching for bird species, ring number or sex of the animals is also possible.