How to Print Requests

(to be done AFTER request has been submitted to the core)

To print a copy of your request, follow the steps below:

Step 1: Navigate to the "View My Requests" tab

Step 2: Locate the correct request

Step 3: Click on the pencil and arrow icon

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Step 4: Click "Print"

Step 5: Select "Overview" and "Forms" checkboxes to be included

Step 6: Click "pdf" and either choose "Open with" or "Save File"

Step 7: Print the request to your local printer

Step 8: Bring the printed copy of your request to the Histology core with your specimens

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Payment Information Charges Milestones Forms Samples	Step 8: Bring the printed copy of your request to the Histology core with your specimens		
Comments Attachment List History Contact Information			
Step 6: Click "pdf"			
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