

# ZoetisDx

## Quick Start Guide

You can access ZoetisDx at: [zoetisdx.com](https://zoetisdx.com).



### Register a Clinic

To register, select **Register your clinic here** to open the form.

1. Fill in information specific to the clinic in the designated fields. Required fields are **First name, Last name, Email address, Create a password, and Confirm password**.
2. Enter the business details. If you work with a business that already has an account with Zoetis, it can be searched by Zoetis account number or Zip Code. In addition, you can enter it manually.
  - a. To search by account number OR Zip Code, enter the Zoetis account number or Zip Code then select **CHECK**. Find your clinic information, choose the location, and select **ADD LOCATION**. Choose your role from the drop-down list then select **ADD**.
  - b. To enter manually, fill in information specific to the business in the designated fields. Required fields are **Business Name, Address Line 1, City, Select State, and Zip Code**.
3. Read the **Terms of Use, Privacy Policy, and End User License Agreement**. Select the checkbox upon completion.
4. Select **SUBMIT** to submit the registration, which will send additional instructions to your email.
5. Go to the email and validate the information to complete the registration.

**Note:** Zoetis uses a single sign-on authentication to access its full suite of applications. Changing your ZoetisDx password and/or updating your profile will be reflected across all other Zoetis applications.



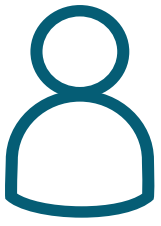
### Clinic Management

Select the **Clinic Management** icon on the left navigation menu to open the page and manage the clinic information. The **Clinic Management** page displays three sections:

1. **Business Details:** Make edits to the business details of the clinic.
2. **Reference Lab Management:** Displays the **Ref Lab ID** for the clinic and allows edits to the reference lab account.
  - a. To add a reference lab account, select the **Add Reference Lab Account** option.

FUSE Serial No.	Start Date	End Date	Action
VFU003666	31/12/1989 08:49 PM		Inactive <input type="checkbox"/> Active

3. **FUSE Management:** FUSE connection information is displayed in this section. To add a FUSE, select the **Add FUSE** option.



## User Management

Select the **User Management** icon on the left navigation menu to open the page and view user information for the ZoetisDx account. The **User Management** page displays all users who have access to ZoetisDx for the clinic.

- 1. Change User Status:** A toggle appears in the Status column to indicate if a user is active or inactive. Select the toggle to change the status of a user.
- 2. Edit User:** Find the User then select the pencil icon in the action column. In the edit screen, choose the role from a drop-down list and **Save Changes** to apply changes.
- 3. Add User:** Select **Add User** option and enter the First Name and Last Name, Role, and Email address. Select **Send Invite** to send an invite to a new user. Once submitted, the invite will be processed and sent to the designated user. You can add multiple users by choosing the **Add Multiple Users** option.



## User Settings

Select the **user profile** icon in the top right corner to open the user settings menu and edit the ZoetisDx account profile.

The user settings menu displays options to manage and edit the ZoetisDx account profile. The profile information, account settings, and account password can be changed in user settings. Additionally, the menu displays a Logout option to log out of ZoetisDx.

**Profile:** Select **Profile** in the user settings menu. The **About You** section appears. View the name linked to the ZoetisDx account profile.

**Account Settings:** Select **Account Settings** in the user settings menu. You can click on the pencil icon to edit the language, time zone, date format, 24-hour time, and notification preferences for the account.

**Edit Doctor ID Management:** To edit the doctor ID, select the **Doctor ID Management** section in the account settings and use the pencil icon that appears at the bottom of the section. The **Doctor ID Management** section displays the Ref Lab Provider ID and In Clinic Provider ID.

**Note:** Doctor ID Management section is displayed only for users with a doctor or clinic administrator role.



## Results

Select the **Results** icon on the left navigation menu to open the page and view results. The **Results** page displays a list of patients and their results; individual patients can be selected for more information. The list of patient results can be filtered.

- 1. Expand Patient Listing:** Select the desired patient to expand their listing. Cards appear for each test result. The vertical status bar on the left of the card displays the status of the result. **Green** indicates a completed test. **Red** indicates a canceled test.
- 2. Result status:** To change read status, select the New/Viewed icon within the test result card. This will allow the other users to see if a result has been acknowledged or needs review.
- 3. View result details:** Select the arrow icon on the test result card.
- 4. Patient information:** Select the **View more** arrow icon to open the **Patient Information** page.
- 5. Result Details page:** To view details such as date range, source, and panel or analysis type, select the arrow icon on a test result listed below the desired patient on the **Results** page.

Results can be **trended** by selecting listed test results.

Results					
All (60)					
Last Analysis	Patient ID	Patient Name	Owner Name	Species	Breed
New 25/09/2023 09:33 AM	Patid1139	Patname1139		Canine	
Basic CBC, Canine/Feline (healthy, non-geriatric) Ref Lab New	25/09/2023 09:33 AM	Comprehensive Diagnostic In Clinic Viewed	25/09/2023 05:53 AM	Critical Care Plus In Clinic New	25/09/2023 05:53 AM

View more >>

**Patient History:** The **Patient History** section displays a preview of the most recent test results for the patient. Select a result to view the result details. Select the **See full patient history** option to open the **Patient Information** page to view test results and full diagnostic history for that patient.



## Orders

The **Orders** page displays all orders, allows new orders to be created, and provides a status of the sample. Select the **Orders** icon on the left navigation menu to open the page and view or create new orders.

To create a new order, select the **Create New Order** option above the list of orders in the orders section. The **Create a New Reference Lab Order** form appears. Additionally, the list of orders can be filtered. To place an **Add On Order**, select the **Add a Panel/Test** option from the **Actions** button next to the order.

Created	Last Update	Order ID	Accession ID	Doctor Name	Patient ID	Patient Name	Owner Name	Species	Actions
25/09/2023 09:40 AM	25/09/2023 09:40 AM	1660497	2852845	Thomas Graves	1313671	Sadie	Myers	Canine	Actions
25/09/2023 09:33 AM	25/09/2023 09:33 AM	9057227	10633098	Rebecca Williams	Patid1139	Patname1139		Canine	Actions
25/09/2023 08:30 AM	25/09/2023 08:30 AM	9057225		Rebecca Williams	Pending	Pet558 Petown558	p Petown558	Canine	Add a Panel/Test Request a Consult View Accession Resul... View Order Manifest View Accession Notes
25/09/2023 08:19 AM	25/09/2023 08:19 AM	9057224	10633097	Rebecca Williams	202451	Pet112 Petown112	P Petown112	Canine	

**FILTERS** Clear All

**Patient**

Patient ID

Patient Name

Owner Name

**Species**

Species

**Requesting Doctor**

Search Requesting Doctor

**Order**

**Add On Order:** After selecting the **Add a Panel/Test** option from the **Actions** button, the **Add a Panel to Accession** screen appears. Next:

1. Select the **+** sign next to **Select Panels/Tests**. All tests offered are listed.
2. Use the Search field to filter for test name or all test fields.
3. If needed, select the blue "i" for more test information.
4. Select the check box for the desired test(s).
5. Choose **Next** to add the test(s), then input any required information.
6. Select **Submit** to add the test(s).

\* Add-ons can be ordered from the **Orders** page, the **Result Details** page, and the **Accession Results** page.