



TUTORIAL II

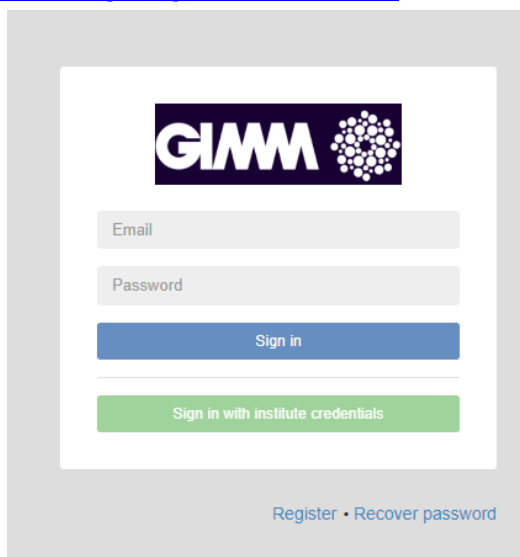
Submit Request on Agendo

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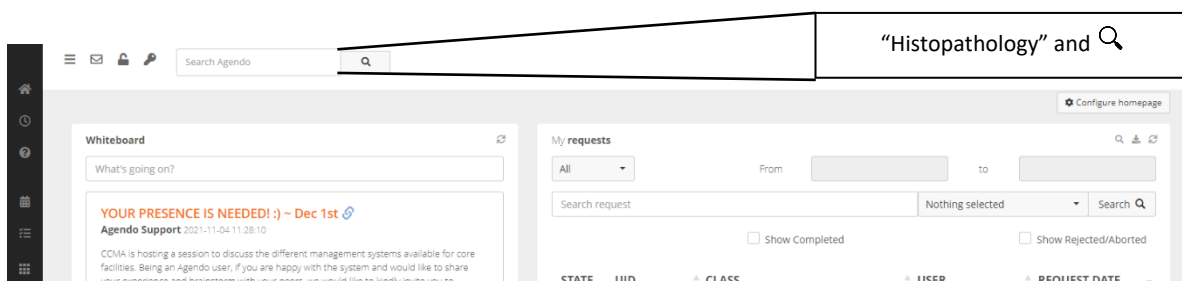
APPROVAL: Joana Rodrigues

Now that you have an Agendo Login and a financial virtual account with money (Tutorial I) you can submit a request.

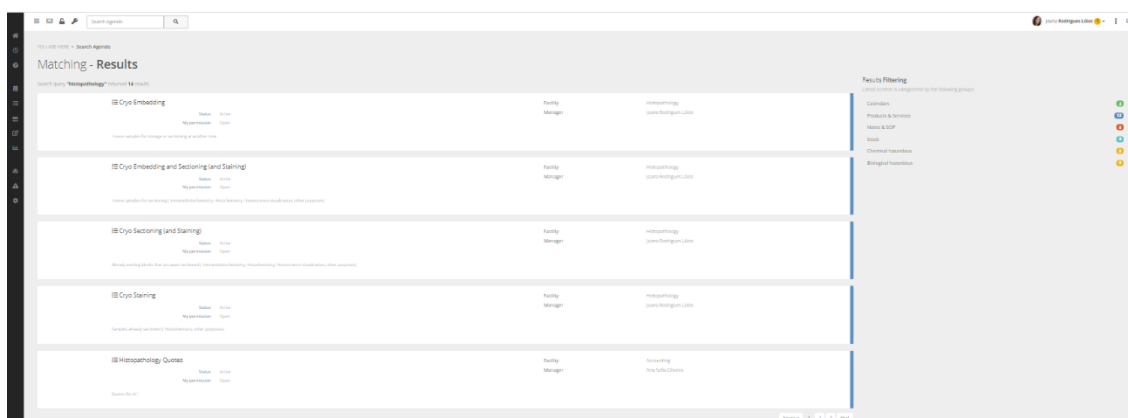
1. Go to the website: [Agendo - Login \(agendoscience.com\)](https://agendoscience.com)



2. Fill with your credentials and click on **“Sign in”**
3. Go to **“Search Agendo”** tab (top-left corner) and write **“Histopathology”**:



4. You will find a list of all the resources and requests available at our platform as shown in the image below:



- Click on the proper category. A pop-up window will appear. Request new permission by clicking **Save and return**. Once administrator gives you permission you can submit a request.

- Repeat steps 3 and 4 and select the proper category for your samples. A window similar to the one below should appear:

Note: Each category will have its own form. If you have any trouble filling it, please feel free to contact the Histopathology Platform by phone:

- Lisbon:** (+351 21 799 9411 and ask to call 47218 or 47230) Monday to Friday from 9:30 to 17:30h.
- Oeiras:** (+351 21 440 79 19) Monday to Friday from 9:30 to 17:30h.



7. After the form is carefully filed, click on **Submit**. From that moment onward, all communication will occur through Agendo, inside each request under the “Comment” section.

IMPORTANT NOTES

- a) Receiving date will be set once both the samples and the properly filled request are received by the Histopathology Platform.
- b) Urgent requests should be discussed with the platform before sample collection.
- c) Account to charge service from should always be selected by the user before submitting request.
- d) Publication and grant applications presenting data or methods from the Histopathology should include the following acknowledgment:

"This work was supported by the Histopathology of GIMM"

Please consider authorship when the scientific input provided allowed the successful outcome of your work. We thank you in advance for contributing to the success of our platform!

**VERSION CONTROL**

Number of Version	Date of version	Summary of changes
V1	27-09-2024	Original version