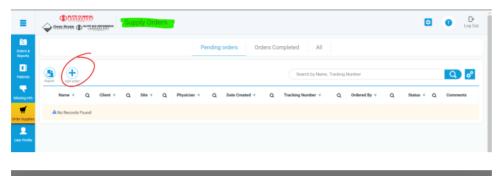
Elite Clinical Laboratory Client Portal "Quick Start Guide"

Ordering Supplies

- ♦ By default, a user begins in the "Pending Orders" tab of the Supply Orders page. Routinely, this tab will be empty, unless an order has only just been made.
- ♦ To create a new order, select the "Add Order" icon at the top of the page.





- ♦ Depending on the number of clients an individual user has access to, the "Order" window may pre-populate a Client and Site, or it may leave them blank to have one selected.
 - → The "Client" field must always be selected *before* the "Site" field, as "Site" options generate based on the selection made in the "Client" field.

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Quick Start Guide - Ordering Supplies | Page 1 of 3

- ♦ Unless a Client has multiple physicians and only one specific physician is requesting supplies, the physician field can be left blank. This field is entirely optional.
- ♦ Once the appropriate selections have been made, click "Next."

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Urine Toxicology Forms	Each	Biohazard Bags	Each	FedEx Clinical Bags	Each	
Oral Toxicology Forms	Each	Patient/Specimen Label Sheets	Each	FedEx Express Return Labels	Each	
Cardiovascular Genetic Testing Forms	Each	Urine Collection Pans	Each			
Pulmonary Genetic Testing Forms	Each					
Combined Cardio-Pulmonary Genet Testing Forms	ic Each					
Diabetes-Obesity Genetic Testing Forms	Each					
Hereditary Cancer (CGX) Genetic Testing Forms	Each					
Neurodegenerative Diseases (NDD/PAD) Genetic Testing Forms	Each					
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Order						088
Primary Immunodeficiency (PID) Genetic Testing Forms	Each					· ·
Pharmacogenomics (PGX) Forms	Each					
UTI Pathogens Forms	Each					
Respiratory Pathogen Panel (RPP) Forms	Each					
Covid-19 Forms	Each					
Wound Culture Forms	Each					
Neil Fungus Forms	Each					
Steelinen Protection V	-					
Urine Collection Cups	Each					
Urine Toxicology Specimen Tubes	Each					
UTI Pathogens Specimen Tubes	Each				ВАСК	SAVE
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Urine Collection Cups	Each					
Urine Taxicology Specimen Tubes	Each					
UTI Pathogens Specimen Tubes	Each					
Viral Test Kits (Covid & RPP)	Each					
Genetic Testing Buccal Swabs	Each					
Oral Toxicology Kits	Each					
Wound Culture Kits	Each					
Nail Fungus Kits	Each					
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- ♦ Materials have been grouped together based on purpose/type, for ease of identification.
 - → Enter the desired quantity of a specific item in the blank "Each" field to the right of an item.
 - \rightarrow Any uncertainties or specific requests should be entered into the "Comments" field at the bottom, to be reviewed by the shipping coordinator.
 - \rightarrow Once the appropriate selections have been made, click "Save."

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- ♦ After loading, the order will populate as a "New" order.
 - \rightarrow By selecting the details icon on the order, users can view the individual materials and quantities requested.
 - \rightarrow If any materials were forgotten, they can be added by selecting the "Add Material" icon.
 - → If any materials were mistakenly entered incorrectly, they can be edited by selecting the "Edit" icon for that material.

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