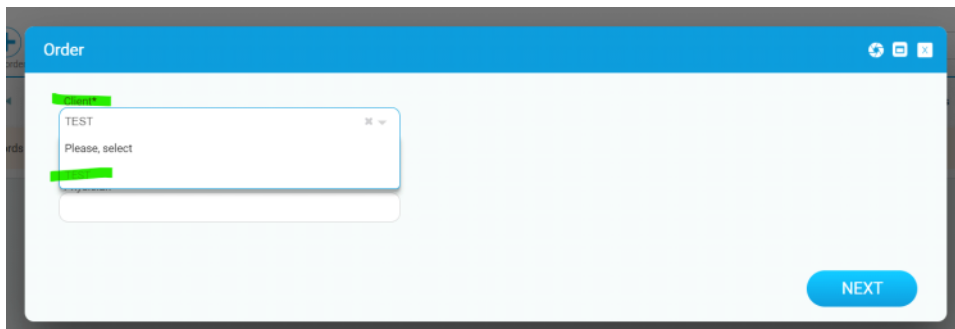
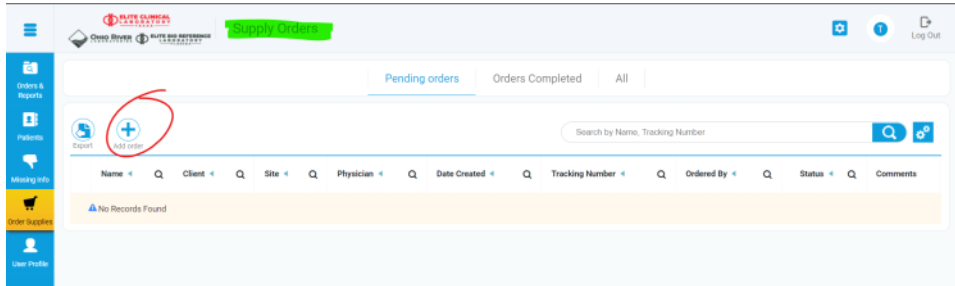


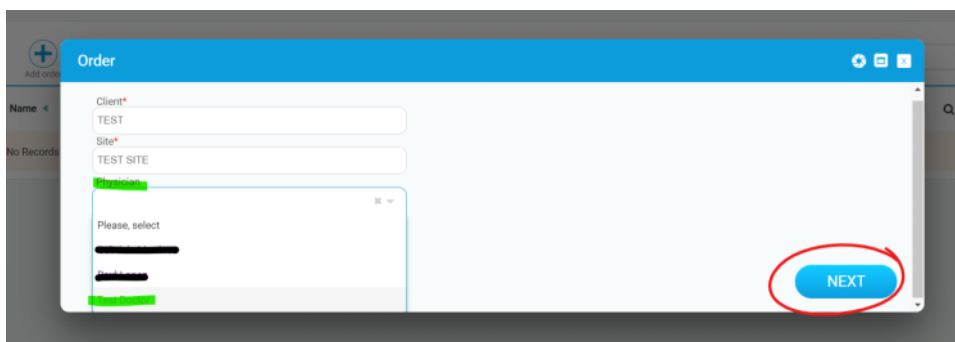
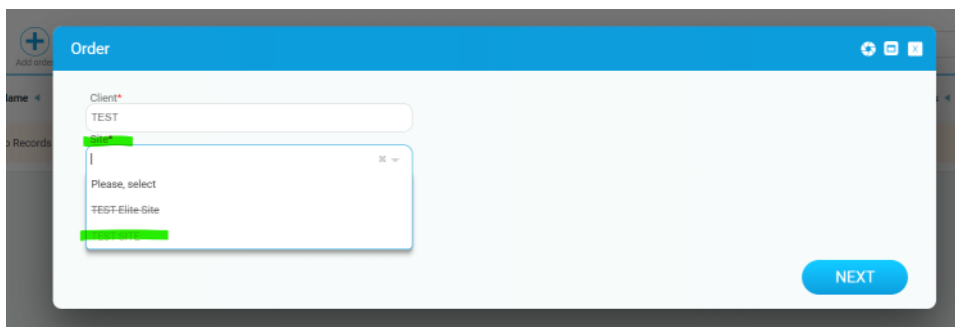
Elite Clinical Laboratory Client Portal "Quick Start Guide"

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.



- ✧ 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."

Order

Substance Use Assessment Forms Each

Urine Toxicology Forms Each

Oral Toxicology Forms Each

Cardiovascular Genetic Testing Forms Each

Pulmonary Genetic Testing Forms Each

Combined Cardio-Pulmonary Genetic Testing Forms Each

Diabetes-Obesity Genetic Testing Forms Each

Hereditary Cancer (CDK) Genetic Testing Forms Each

Neurodegenerative Diseases (NDD/PAD) Genetic Testing Forms Each

Biohazard Bags Each

Patient/Specimen Label Sheets Each

Urine Collection Pans Each

Shipping Materials

FedEx Clinical Bags Each

FedEx Express Return Labels Each

BACK SAVE

Order

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

Nail Fungus Forms Each

Urine Collection Cups Each

Urine Toxicology Specimen Tubes Each

UTI Pathogens Specimen Tubes Each

BACK SAVE

Order

Specimen Collection Kits

Urine Collection Cups Each

Urine Toxicology Specimen Tubes Each

UTI Pathogens Specimen Tubes Each

Viral Test Kits (Covid & RPP) Each

Genetic Testing Buccal Swabs Each

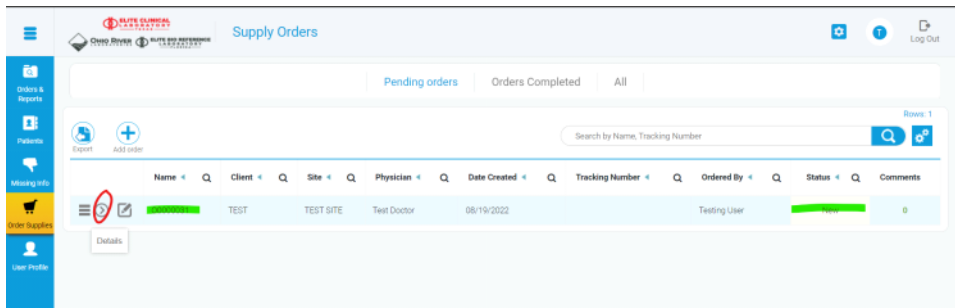
Oral Toxicology Kits Each

Wound Culture Kits Each

Nail Fungus Kits Each

BACK SAVE

- ✧ 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.
 - Any uncertainties or specific requests should be entered into the "Comments" field at the bottom, to be reviewed by the shipping coordinator.
 - Once the appropriate selections have been made, click "Save."



- ✧ After loading, the order will populate as a "New" order.
 - By selecting the details icon on the order, users can view the individual materials and quantities requested.
 - 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.

