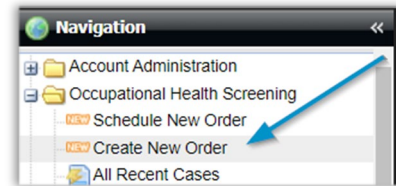


Creating an Order

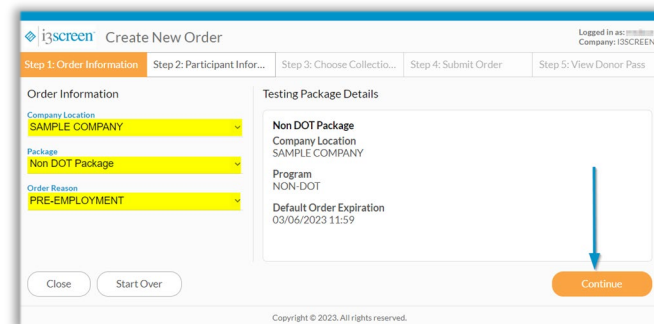
To initiate a new order, click Create New Order under Occupational Health Screening in Customer Administration. This will open a new browser tab.



Step 1: Order Information

Enter the Company Location, Package, and Order Reason. Click Continue to proceed to Step 2.

Note: Each step is displayed at the top during the ordering process.



Step 2: Participant Information

Enter the Participant Data.

The default search is the Customer Location address. Optional - Enter the participant address. Alternatively, the starting address can be adjusted during the collection site search.

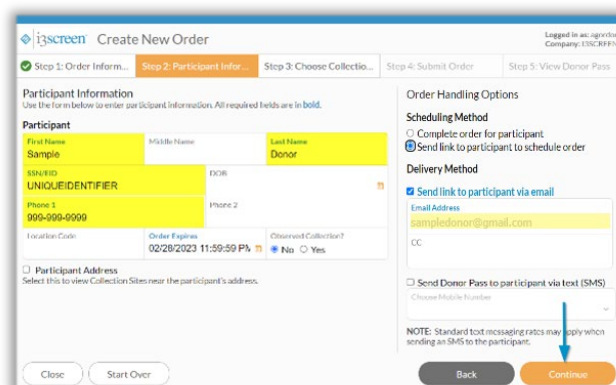
Select the preferred ordering process.

- 1) Scheduling Method
Send link to participant to schedule order

Select the Delivery Method (email or text).
Enter the donor email address or cell phone number.

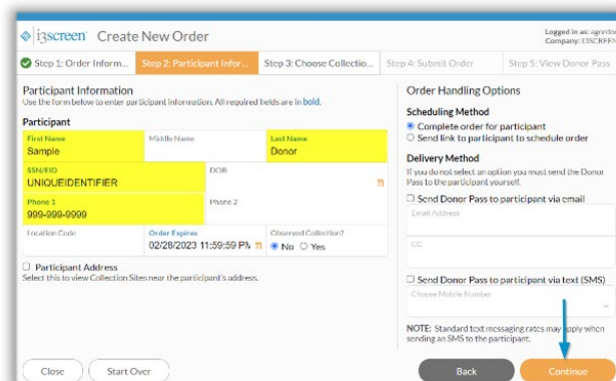
Click Continue

Review the Order and Participant Information and click Create Order (see Step 4 for screen shot).



- 2) Scheduling Method
Complete order for participant

Click Continue to proceed to Step 3.

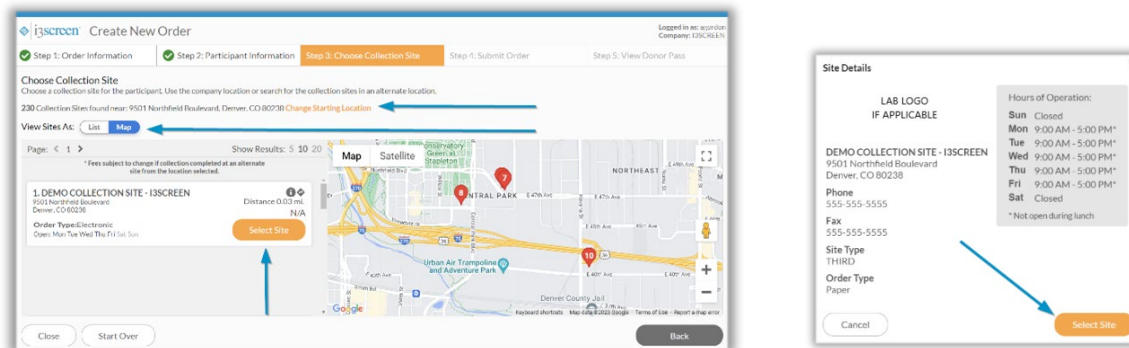


Step 3: Choose Collection Site

Search and select a collection site.

The starting address can be changed by clicking the orange text **Change Start Location**. Review available collection sites in the area. Click the List/Map button to toggle between the List or Map view.

Click **Select Site** to view more detail about the collection site. Click **Select Site** again to confirm the collection site selection for the order and proceed to Step 4.



Site Details

LAB LOGO
IF APPLICABLE

Hours of Operation:
Sun Closed
Mon 9:00 AM - 5:00 PM*
Tue 9:00 AM - 5:00 PM*
Wed 9:00 AM - 5:00 PM*
Thu 9:00 AM - 5:00 PM*
Fri 9:00 AM - 5:00 PM*
Sat Closed
* Not open during lunch

DEMO COLLECTION SITE - I3SCREEN
9501 Northfield Boulevard
Denver, CO 80238

Phone
555-555-5555

Fax
555-555-5555

Site Type
THIRD

Order Type
Paper

Cancel Select Site

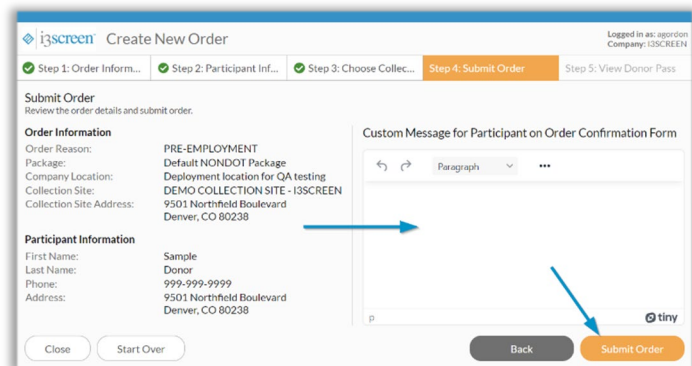
Step 4: Submit Order

Review the Order and Participant Information. Click **Back** if the information needs to be changed prior to generating the Donor Pass.

Optional - Enter a Custom Message for the Participant which will appear on the donor pass.

Click **Submit Order**.

Note: This is Step 3 when sending a link via email or text message.



Submit Order

Review the order details and submit order.

Order Information

Order Reason: PRE-EMPLOYMENT
Package: Default NONDOT Package
Company Location: Deployment location for QA testing
Collection Site: DEMO COLLECTION SITE - I3SCREEN
Collection Site Address: 9501 Northfield Boulevard
Denver, CO 80238

Participant Information

Sample
First Name: Donor
Last Name: 999-999-9999
Phone: 9501 Northfield Boulevard
Address: Denver, CO 80238

Custom Message for Participant on Order Confirmation Form

Paragraph

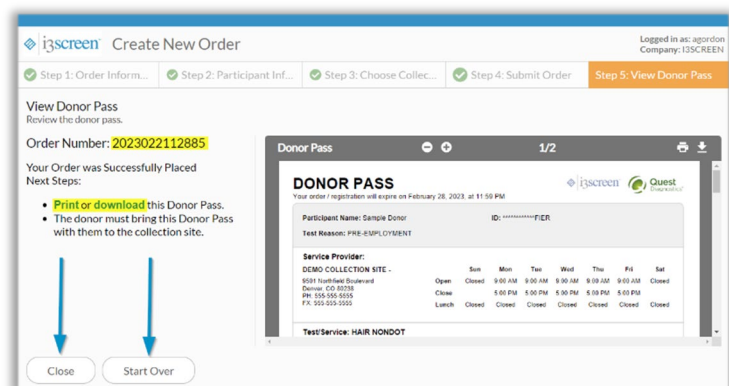
Close Start Over Back Submit Order

Step 5: View Donor Pass

View the Donor Pass.

Services that are electronic will show a barcode with the Order Number. The Donor Pass can be printed or downloaded as needed.

Click **Close** to exit or **Start Over** to initiate a new order.



View Donor Pass

Review the donor pass.

Order Number: 2023022112885

Your Order was Successfully Placed

Next Steps:

- Print or download this Donor Pass.
- The donor must bring this Donor Pass with them to the collection site.

Close Start Over

DONOR PASS

Your order / registration will expire on February 28, 2023, at 11:59 PM

Participant Name: Sample Donor
ID: *****FIER

Test Reason: PRE-EMPLOYMENT

Service Provider:
DEMO COLLECTION SITE -
9501 Northfield Boulevard
Denver, CO 80238
PH: 555-555-5555
FX: 555-555-5555

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Open	Closed	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	Closed
Close	Closed	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	Closed
Lunch	Closed	Closed	Closed	Closed	Closed	Closed	Closed

Test/Service: HAIR NONDOT