Quick Start Guide

Widgets

Learn How To:

1. What widgets are and their functionality.
2. How to customize widgets.

Widgets Explanation

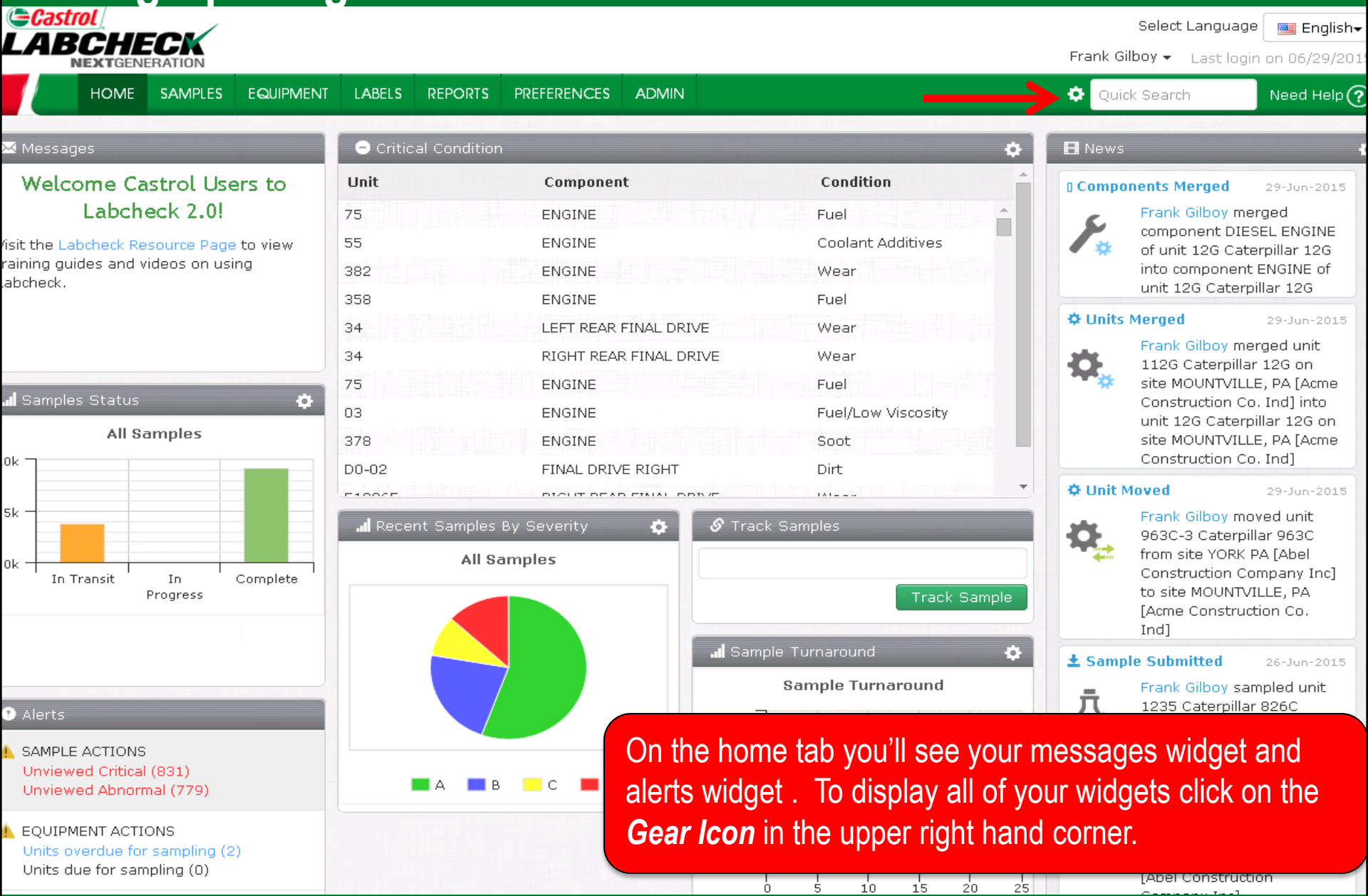
Widgets are graphical representations of your data that give you a higher level account overview. Below is a list of explanations for each widget:

Messages	• Displays your welcome message and other important notices
Alerts	• Sample Actions: Unviewed Critical & Abnormal reports • Equipment Actions: Units overdue for sampling & units coming due for sampling
Recent Samples by Severity	• Displays a graphical view of recent samples by severity
Samples Status	• Ensures you always know the status of your samples, whether in transit, in progress or complete.

Widgets Explanation – Continued

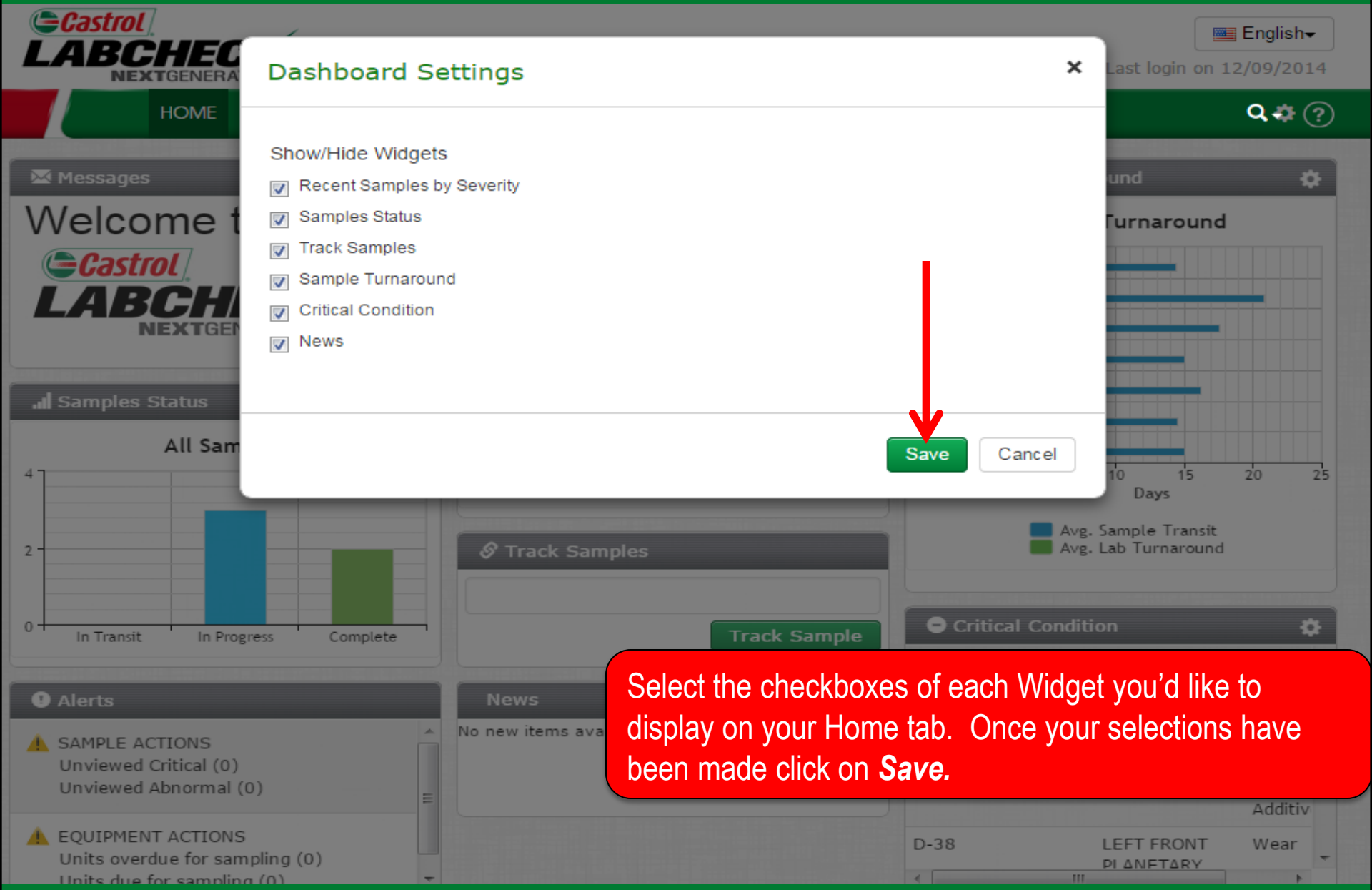
Track Samples	• Type in your tracking number to see if recently sent samples were received or completed.
Sample Turnaround	• Displays the average amount of time for samples in transit to arrive at our facilities and the average time our lab took to complete the samples.
Critical Condition	• Displays a list of current units and components that have critical conditions
News	• Displays recent updates made in the Labcheck system.

Setting Up Widgets

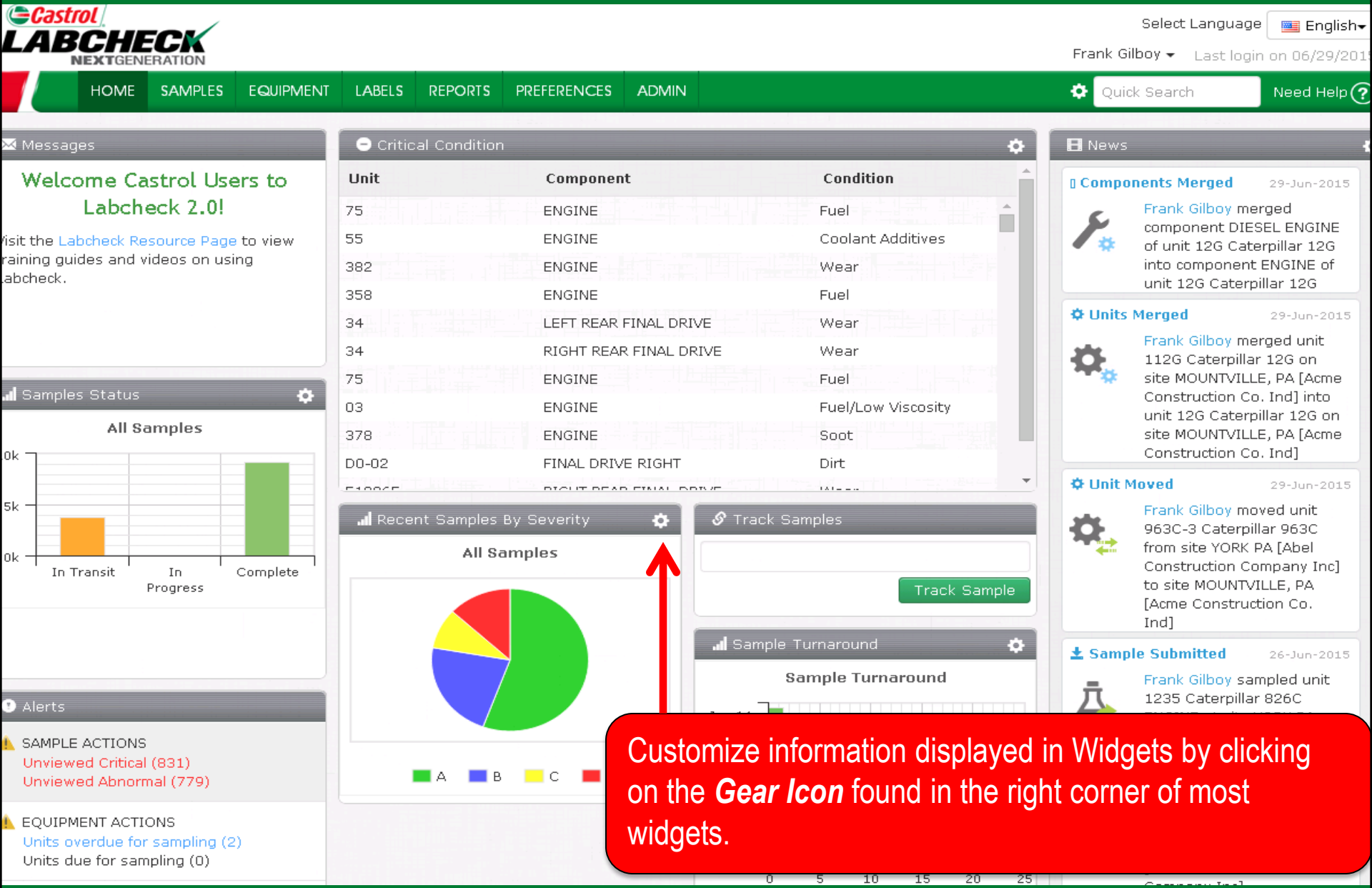


On the home tab you'll see your messages widget and alerts widget . To display all of your widgets click on the ***Gear Icon*** in the upper right hand corner.

Setting Up Widgets

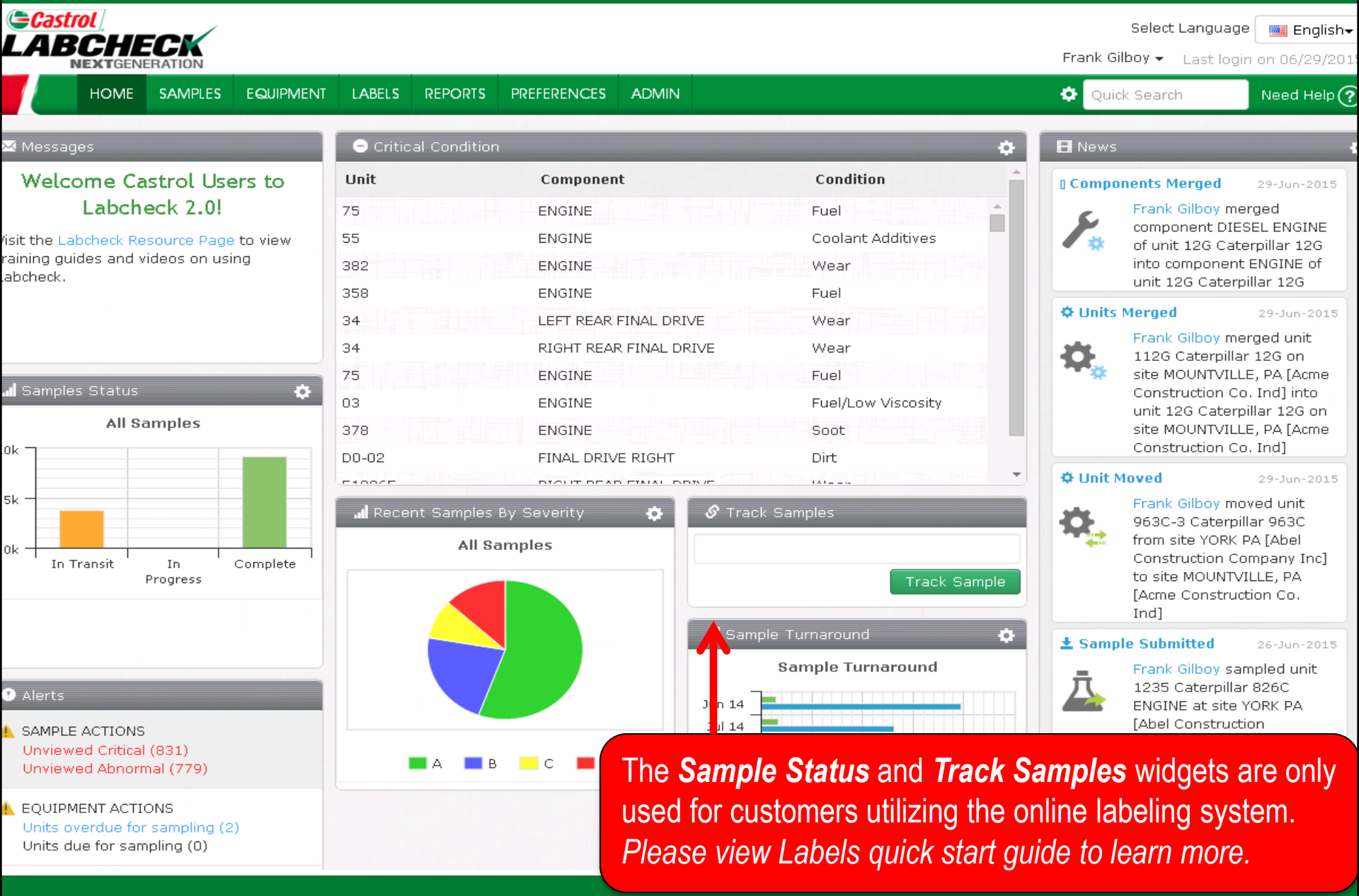


Customizing Widgets



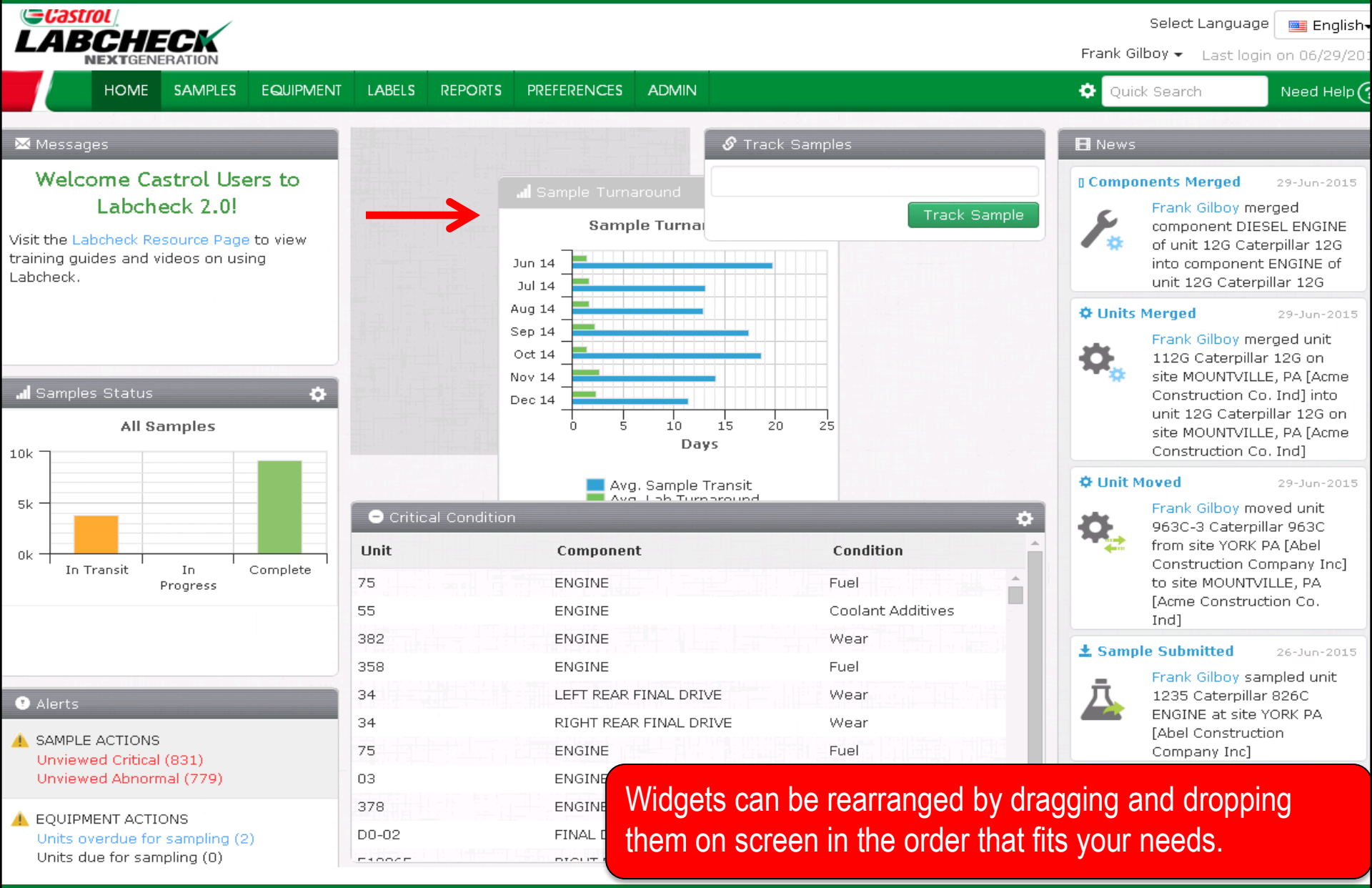
Customize information displayed in Widgets by clicking on the ***Gear Icon*** found in the right corner of most widgets.

Sample Status & Track Samples



The ***Sample Status*** and ***Track Samples*** widgets are only used for customers utilizing the online labeling system. *Please view Labels quick start guide to learn more.*

Rearrange Widgets



Widgets can be rearranged by dragging and dropping them on screen in the order that fits your needs.

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