1. Log in and Synchronise

eLABS

Login Page

ALL USERS: *
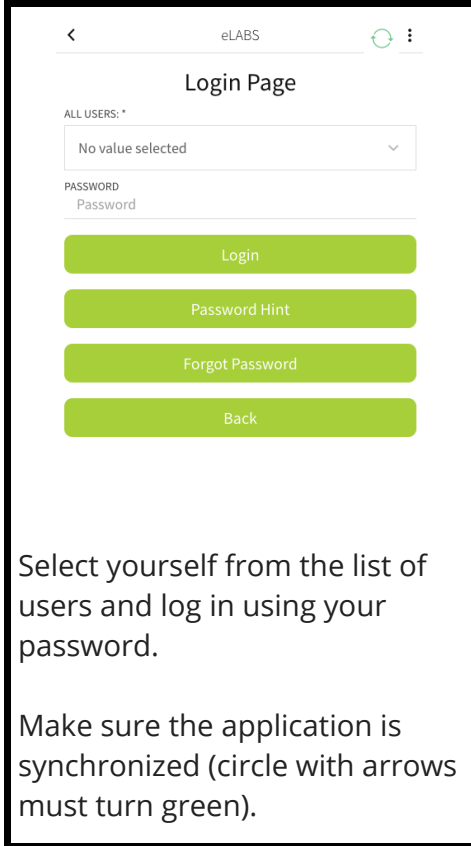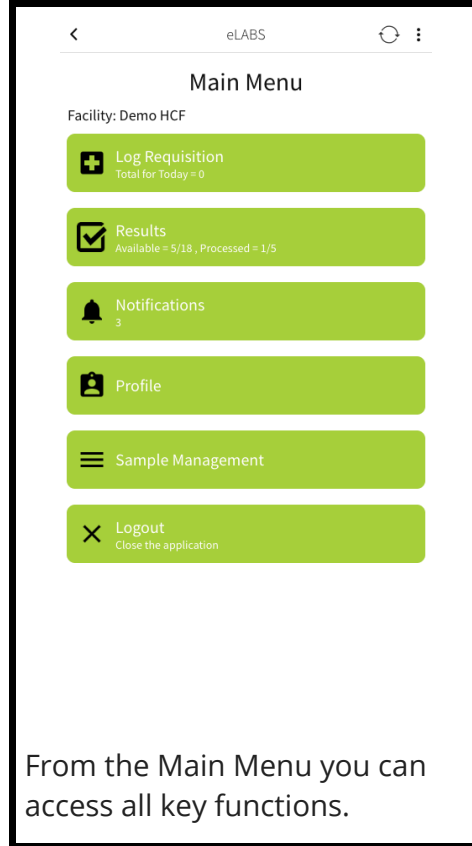No value selected

PASSWORD
Password

Login

Password Hint

Forgot Password

Back

Select yourself from the list of users and log in using your password.
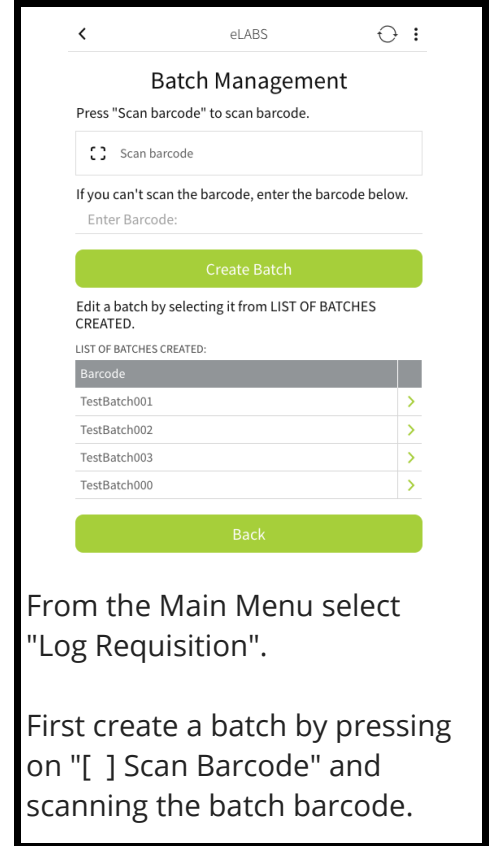
Make sure the application is synchronized (circle with arrows must turn green).

2. Main Menu

eLABS

Main Menu

Facility: Demo HCF

Log Requisition
Total for Today = 0

Results
Available = 5/18 , Processed = 1/5

Notifications
3

Profile

Sample Management

Logout
Close the application

From the Main Menu you can access all key functions.

3. Create a Batch

eLABS

Batch Management

Press "Scan barcode" to scan barcode.

Scan barcode

If you can't scan the barcode, enter the barcode below.
Enter Barcode:

Create Batch

Edit a batch by selecting it from LIST OF BATCHES CREATED.

LIST OF BATCHES CREATED:

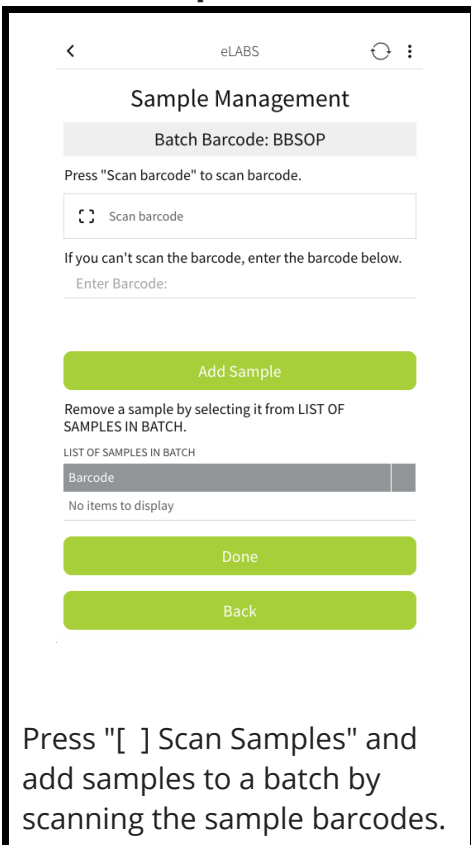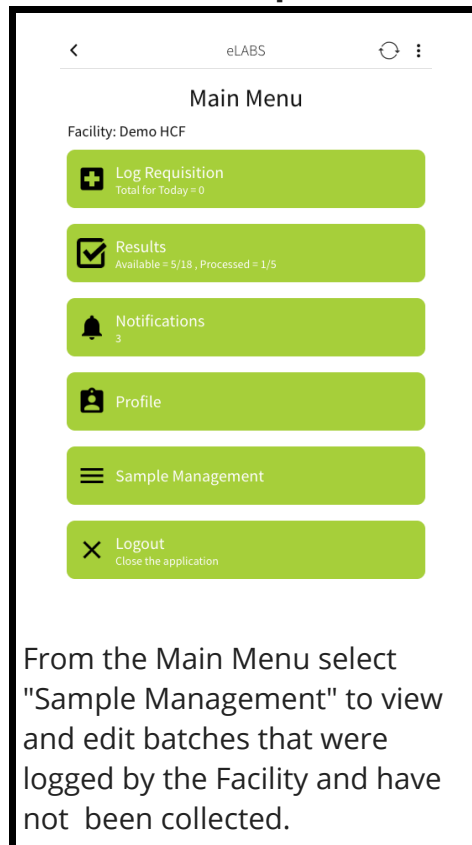| Barcode	
TestBatch001	›
TestBatch002	›
TestBatch003	›
TestBatch000	›

Back

From the Main Menu select "Log Requisition".

First create a batch by pressing on "[ ] Scan Barcode" and scanning the batch barcode.
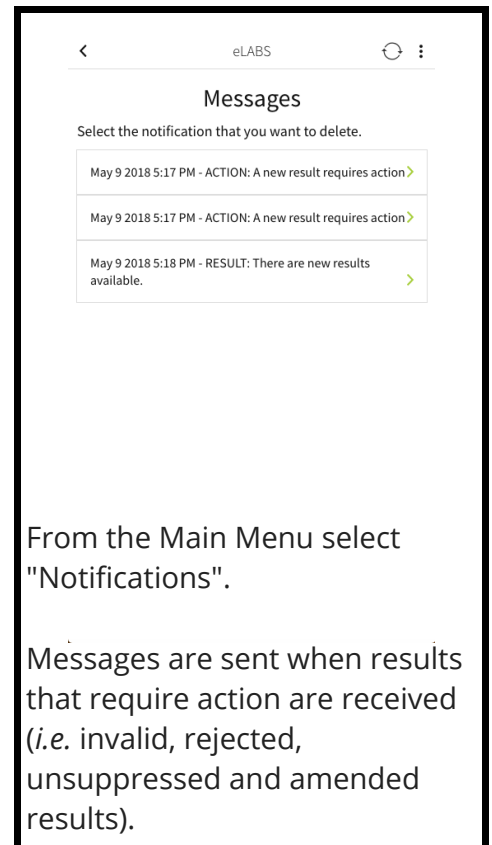
4. Add Samples to a Batch

eLABS

Sample Management

Batch Barcode: BBSOP

Press "Scan barcode" to scan barcode.

Scan barcode

If you can't scan the barcode, enter the barcode below.
Enter Barcode:

Add Sample

Remove a sample by selecting it from LIST OF SAMPLES IN BATCH.

LIST OF SAMPLES IN BATCH

Barcode	
No items to display	

Done

Back

Press "[ ] Scan Samples" and add samples to a batch by scanning the sample barcodes.

5. View/Edit Requisitions

eLABS

Main Menu

Facility: Demo HCF

Log Requisition
Total for Today = 0

Results
Available = 5/18 , Processed = 1/5

Notifications
3

Profile

Sample Management

Logout
Close the application

From the Main Menu select "Sample Management" to view and edit batches that were logged by the Facility and have not been collected.

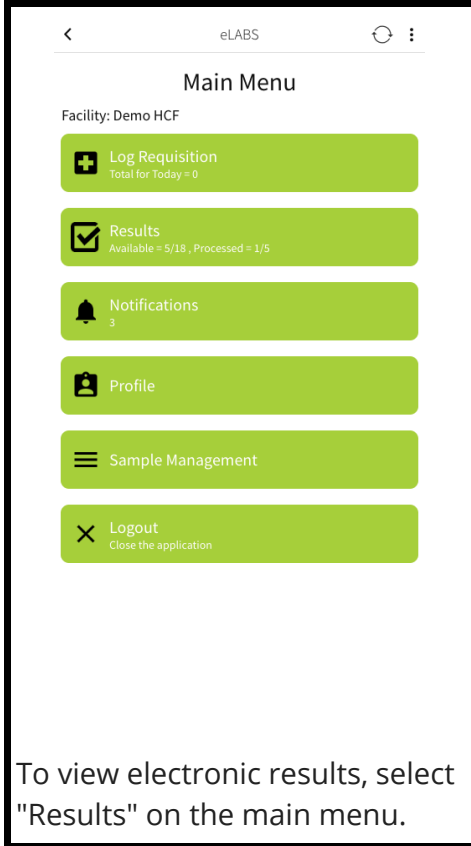## 6. Result Notifications

eLABS

Messages

Select the notification that you want to delete.

May 9 2018 5:17 PM - ACTION: A new result requires action ›

May 9 2018 5:17 PM - ACTION: A new result requires action ›

May 9 2018 5:18 PM - RESULT: There are new results available. ›

From the Main Menu select "Notifications".

Messages are sent when results that require action are received (*i.e.* invalid, rejected, unsuppressed and amended results).
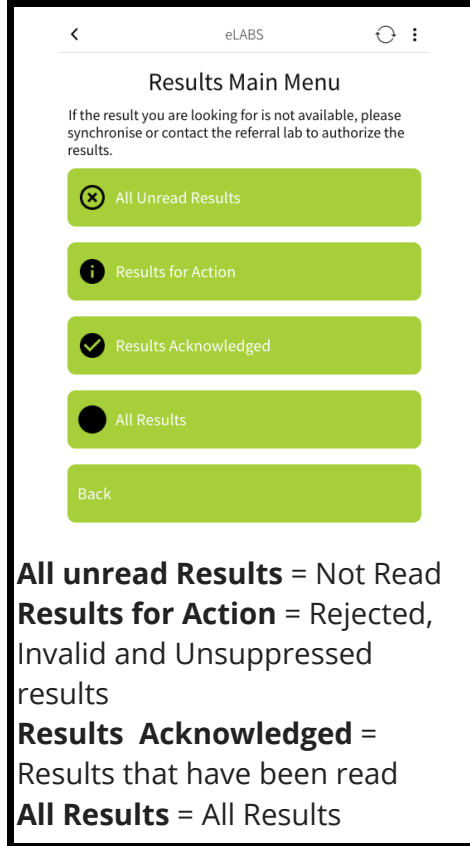
7. Results

Main Menu

Facility: Demo HCF

- **Log Requisition** — Total for Today = 0
- **Results** — Available = 5/18 , Processed = 1/5
- **Notifications** — 3
- **Profile**
- **Sample Management**
- **Logout** — Close the application

To view electronic results, select "Results" on the main menu.
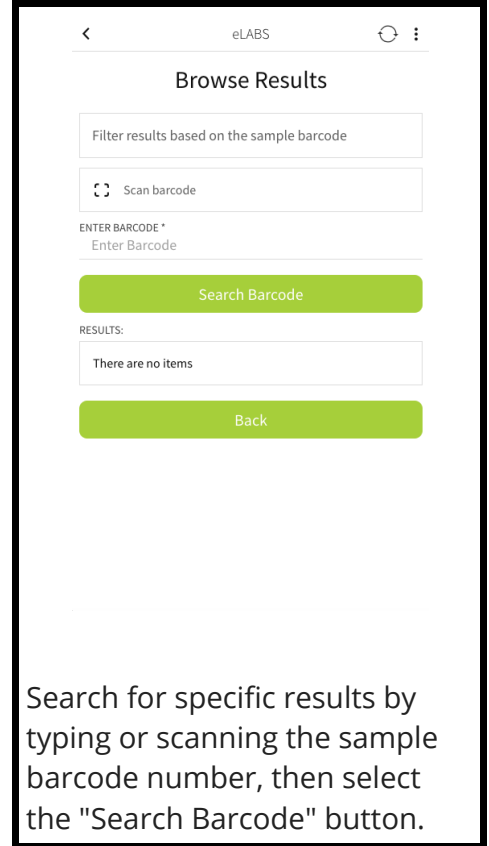
8. Result Categories

Results Main Menu

If the result you are looking for is not available, please synchronise or contact the referral lab to authorize the results.

- **All Unread Results**
- **Results for Action**
- **Results Acknowledged**
- **All Results**
- **Back**

All unread Results = Not Read
Results for Action = Rejected, Invalid and Unsuppressed results
Results Acknowledged = Results that have been read
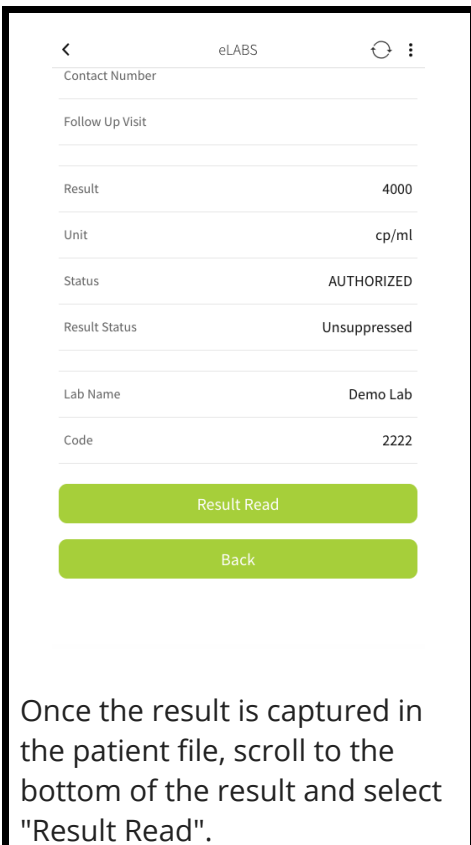**All Results** = All Results

9. Browse results

Browse Results

Filter results based on the sample barcode

[ ] Scan barcode

ENTER BARCODE *
Enter Barcode

Search Barcode

RESULTS:

There are no items

Back

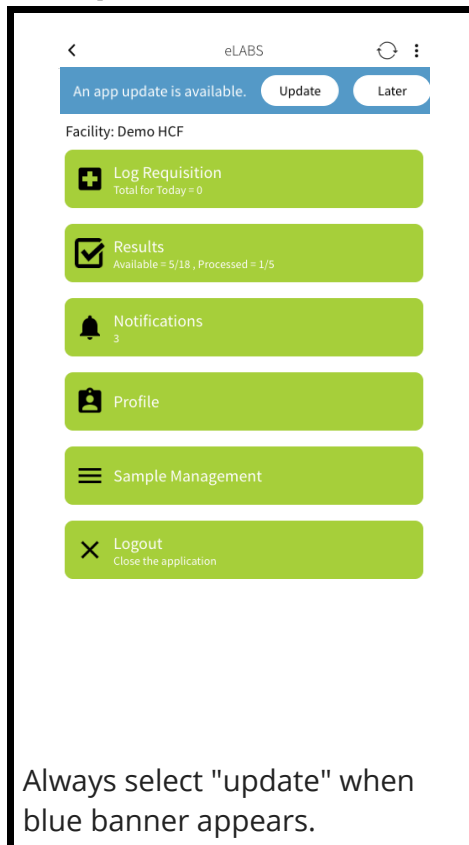Search for specific results by typing or scanning the sample barcode number, then select the "Search Barcode" button.

10. Record Result

Contact Number	
Follow Up Visit	
Result	4000
Unit	cp/ml
Status	AUTHORIZED
Result Status	Unsuppressed
Lab Name	Demo Lab
Code	2222

Result Read

Back

Once the result is captured in the patient file, scroll to the bottom of the result and select "Result Read".

11. Update

An app update is available. **Update** **Later**

Facility: Demo HCF

- **Log Requisition** — Total for Today = 0
- **Results** — Available = 5/18 , Processed = 1/5
- **Notifications** — 3
- **Profile**
- **Sample Management**
- **Logout** — Close the application

Always select "update" when blue banner appears.

Important things to remember

Navigating through your app

When you navigate through your app it is very important to use the navigation buttons within the application. Do not use the back, menu or exit button on your mobile device. When doing this you risk losing information and reversing a process that you have started.Next, fill details of person from which samples are collected.
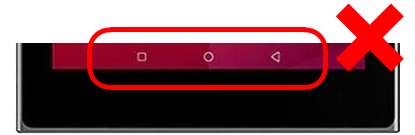
Mobile Data settings

Your app is designed to work together with your internet connection and your device's GPS tracking. That is why it is very important to keep these settings on at all times. With these settings switched off, it is impossible for your data to be uploaded into the web portal.
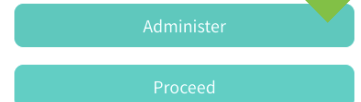
Under these circumstances, the web portal will generate a report that reflects your facility as a facility that does not capture data. Always check the **Mobile Data/internet** setting as the first troubleshooting step and ensure that it remains switched on at all times.
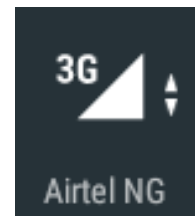
Ensuring that the data you captured is properly stored and synchronised

Synchronisation is the process that your app uses to upload data from your app to the main web portal and vice versa. If a new stock item is added to your facility and you do not synchronise your app, the changes will not appear on your app. Synchronisation is also important for updating your application. If a new version of the app has been released and you do not synchronise your app, you will not have access to the new features of the app.

Remember to always sync your app before you exit, and make sure that your **Mobile Data** and **GPS/Location** settings are on before you attempt to synchronise. Synchronisation will be in progress while the circle at the top of the screen is spinning and turn green once it has completed.

Device, SIM and App functions

Your SIM card. device and app have been configured to function as a unit, therefore we advise you to not remove and replace your SIM card with which your device and app was registered. Doing so may result in your app not functioning properly. Use the support details provided to confirm a SIM change.

Device memory

Your app has been created to automatically store information that you have captured on your device when there is no network or internet coverage. The device will automatically synchronise data at a later stage when or where you do have coverage. That is why it is very important to always keep enough memory open for storing data captured while being offline. If there is no memory or too little memory on your device you risk losing the data you may have captured. Therefore, please refrain from storing any unnecessary material - such as audio or video files - on the device.