



Transportation Experts for the Medical Industry

www.lablogistics.com

ONLINE MANAGEMENT SYSTEM | Training Presentation 2022

www.LabLogistics.com

To access the online portal please click the **Account Login** link towards the top of www.LabLogistics.com



Drive For Us



(855) 522-5644



Account Login

SCHEDULE A DEMO

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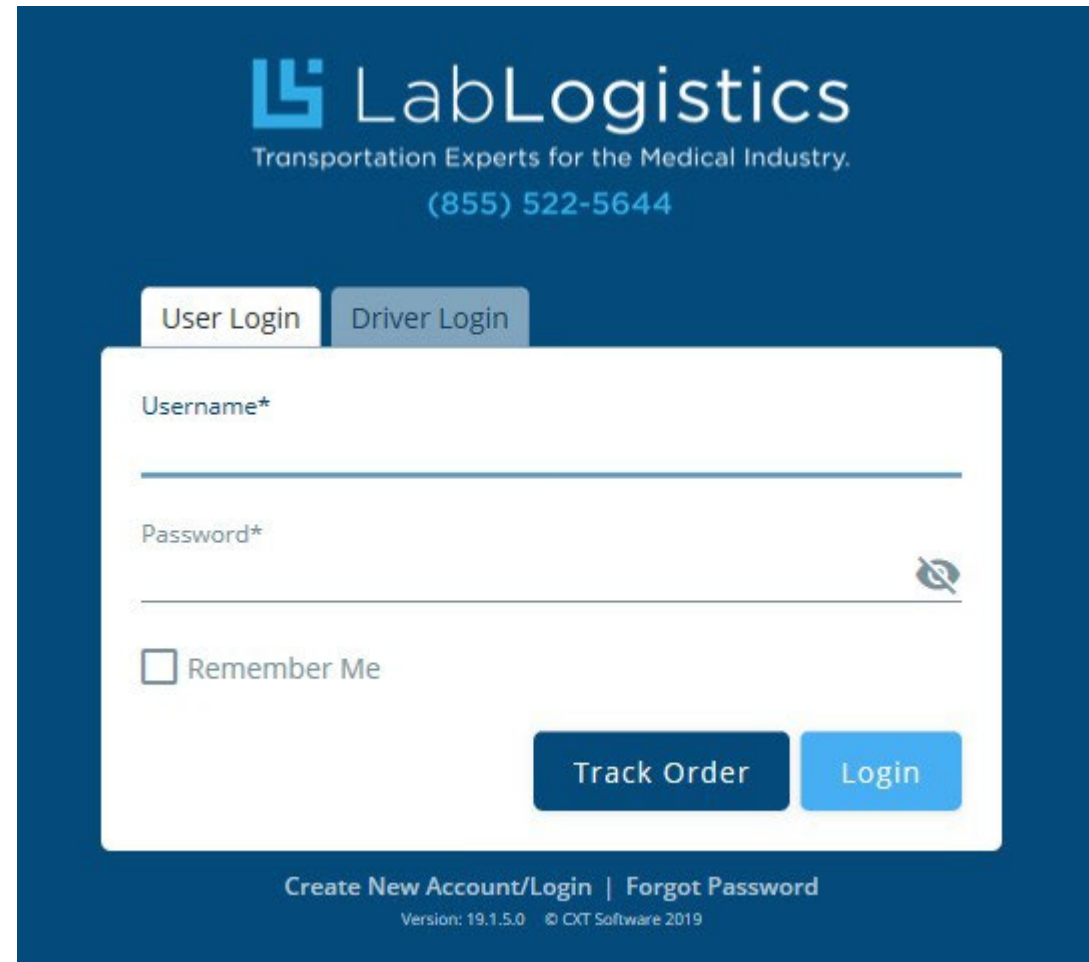
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Our new
Online Management System (OMS)
offers many features and gives you
more access to your information.

WELCOME SCREEN



The image shows a welcome screen for LabLogistics. At the top, the LabLogistics logo is displayed, consisting of a stylized 'L' icon followed by the text 'LabLogistics'. Below the logo, the tagline 'Transportation Experts for the Medical Industry.' is written, followed by the phone number '(855) 522-5644'. The screen features two tabs: 'User Login' and 'Driver Login'. The 'User Login' tab is active, showing a form with fields for 'Username*' and 'Password*'. The password field has a toggle icon to its right. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form are two buttons: 'Track Order' and 'Login'. At the very bottom of the screen, there are links for 'Create New Account/Login' and 'Forgot Password', and a footer line indicating 'Version: 19.1.5.0 © CXT Software 2019'.

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User Login Driver Login

Username*

Password*


☐ Remember Me

Track Order Login

Create New Account/Login | Forgot Password
Version: 19.1.5.0 © CXT Software 2019

Upon logging in...


- **What's New: Displays Web Portal updates/features as they are released**
- **Place Order: This option allows you to place an order online**
- **Track Order: Track orders using the order number, references, or parcel barcodes**
- **Reports: Generate Reports Online or export into Excel**
- **Account Addresses: Customizable Address Book specific to your clients**
- **Order Templates: Save your order as a Template**





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Matt Everett


7132 - Ochsner Hea... ▾


 What's New


 Place Order


 Track Order

 Reports

 Address Book

 Order Templates

 User Profile

 Logout


Place Order

Create from Recent Orders

Create from Recent Templates

Origin

Enter in the Origin information for this order.

 No address currently selected

Search My Address Book

Enter a location

Phone

Contact

Pickup Schedule

☒ Ready Now ☐ Schedule Later

Pickup Date

Ready Now

Pickup Time


Ready Now

Pickup Timezone

Pickup Instructions

Destination

Enter in the Destination information for this order.

 No address currently selected

Search My Address Book

Enter a location

Delivery Instructions

Placing an Order:


- **Options for Entering Location/Address**
 - **Address Book: Search from your Personal Address Book**
 - **Manual Address Entry: Type in your Address manually**
 - **Create from Recent Orders: Displays orders recently entered by user**
 - **Create from Recent Templates**
- **Enter the following information:**
 - **Phone number**
 - **Contact name**
 - **Pickup Date**
 - **Pickup Time**
 - **Any Pickup instructions** - Include Suite/Room Number

Place Order

Create from Recent OrdersCreate from Recent Templates

Origin

Enter in the Origin information for this order.

 No address currently selected

Search My Address Book

Enter a location

Phone

Contact

Pickup Schedule

☒ Ready Now ☐ Schedule Later

Pickup Date

Ready Now

Pickup Time

Ready Now

Pickup Timezone


Pickup Instructions

Placing an Order:

- **Enter Destination Information**
 - **Enter address**
 - **Phone number**
 - **Attention To: Contact name**
 - **Any Delivery Instructions**
 - Include Suite/Room Number in this field

Destination

Enter in the Destination information for this order.

 No address currently selected

Search My Address Book

Enter a location

Phone

Attention To

Delivery Instructions

Order Detail:

- **Cost Center (if necessary):** Text fields for your records. Required
- **Name/Contact:** Name & phone number required
- **Order Type:** Set the Urgency on the order
- **Email Notifications:** Receive updates through Order Completion
- **Other fields are optional, but helpful if the information is known**

Order Information

Enter in the package/parcel information for this order.

Ochsner 7 Digit Cost Center *

Entered By/Contact Number *

Packaging Requirement

vehicle type

None

Total Pieces

0

Total Weight

0

+ Add Parcel

Order Type

Find and select an order type for your order.

	Order Type	Pickup Ready	Deliver By
<input type="checkbox"/>	Stat	10/09/2019 1:10 PM (EDT)	10/09/2019 3:10 PM (EDT)
<input type="checkbox"/>	Call In	10/09/2019 1:10 PM (EDT)	10/09/2019 9:10 PM (EDT)

Email Notifications

Choose up to 10 emails that you would like to receive notifications regarding this order. You can also choose which types of notifications you would like to be sent.

Add email addresses

Enter up to 10 email addresses to receive notifications

gcordone@lablogistics.com



Email notification when order is



Confirmed



Picked Up



Delivered

Order Templates:

- **Order Templates: Add, Edit or Remove commonly placed orders**
- **When all required information is entered, the 'Create Template' button will allow you to save the template for future use**

Order Templates

Search

New Template

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Results per page 10

Template Name	Origin	Destination	Actions
LL Transfer	Lab Logistics 486 Derby Turnpike Orange, CT 06477 1236	Lab Logistics 30 Railroad Ave West Haven, CT 06516	

New Template

You are about to create a new template. Please navigate to the Order Templates section to make updates to your saved entries.

New Template Name *

Cancel

Save

Email/SMS Text Alert Notifications

Choose up to 10 emails and/or phone numbers to receive status alert notifications for preferences below.

Add Contacts

Enter up to 10 email addresses and/or phone numbers to receive noti

Send notifications for the following status events

☒ Confirmed

☒ Picked Up

☒ Delivered

Clear

Create Template

Order Confirmation:

Tracking Number

- **Attachments: Attach a document to your Order**
- **Print Shipping Label: Attach a Shipping Label to your package**
- **Email Shipping Label: Send a Shipping Label via E-Mail**
- **Print Receipt: Prints a Receipt of the Order**
- **Create Template: Save this Order as a Template for future use**
- **Create Duplicate Order: Create a new order with the same detail**
- **Create a Round Trip: Create a Return trip for your Order**
- **Create a Continuation: Continue your package to a 3rd destination**
- **Create Using the Same Origin: Place a new order using the same Origin**
- **Create Using the Same Destination: Place a new order using the same Destination**

Order Confirmation

Tracking Number: 2844704

Your order has been submitted successfully!



Attachments



Print Shipping Label



Email Shipping Label



Print Receipt



Create Template



Create a Duplicate Order



Create a Round Trip



Create a Continuation



Create Using The Same Origin



Create Using The Same
Destination

- **Quick Search: Quickly pull the last 10, 50 or 100 Orders**
- **Manual Search: Search using specific Information**

- **Quick Search: Quickly pull the last 10, 50 or 100 Orders**
- **Manual Search: Search using specific Information**

Quick Search

Last 10

Last 50

Last 100

Search

Tracking Info

Enter Tracking Info

Enter up to 10 Tracking Numbers, References, or Parcel Barcodes

Start Date*2019-09-09

End Date*2019-11-09

☐ Include partial matches

Reset

Search

2844704

Order Type

Stat

Origin

Destination

Reference 1

Parcels

POD

0

Ordered

Picked Up

Cancelled

2826124

Order Type

TEST

Origin

Test Account

Destination

Test Account

Reference 1

Parcels

10

POD

Test

Ordered

Picked Up

Delivered

2826122

Order Type

TEST

Origin

Test Account

Destination

Test Account

Reference 1

Parcels

0

POD

Test

Ordered

Picked Up

Delivered

Reports:

- **Generate Report: Define your Report Parameters and view Online or export into Excel**
- **Quick Search: Quickly pull stop detail for the last 10, 50 or 100 Orders**

Reports

Quick Search

Last 10

Last 50

Last 100

Report Criteria

Choose a Report*

General Report

From*

2019-09-09



To*

2019-11-09



☐ Export data to CSV

Reset Criteria

Report Filter

Filter field



Filter type



Filter text

Generate Report

Address Book:

- **Address Book: Look up locations**
- **Actions: Set location as your Default Origin or Destination for quicker Order placement**

Address Book

Search

#A B C D E F G H I J K L M N O P Q R S T U **V** W X Y Z

Items per page: 101 – 10 of 10<<<>>>

Name	Address	Phone	Actions
Va Hospital - Ohs	2400 Canal Street New Orleans, LA 70119		<div></div>
Vascular Medicine Lab - Ohs - Metairie 1012140	2005 Veterans Memorial Blvd Metairie, LA 70002		<div>Edit</div>
Vascular Surgery - Ohs - Westbank 1012179	120 Ochsner Blvd, Ste 310 Gretna, LA 70056		<div>Delete</div>
Vein Clinic - Ohs - Covington 1012144	1000 Ochsner Blvd Covington, LA 70433		<div>Set as Origin Address</div>
Veterans Warehouse - Ohs - Ochsner - 1122038	4400 Veterans Memorial Blvd Metairie, LA 70006		<div>Set as Destination Address</div>
Vision Center - Ohs - Baptist 5202011	2820 Napoleon Ave, 2nd Fl New Orleans, LA 70115		<div></div>
Vision Center - Ohs - Br Oneal Plaza 1 5202010	16777 Medical Center Dr, 2nd Fl Baton Rouge, LA 70816		<div></div>



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