

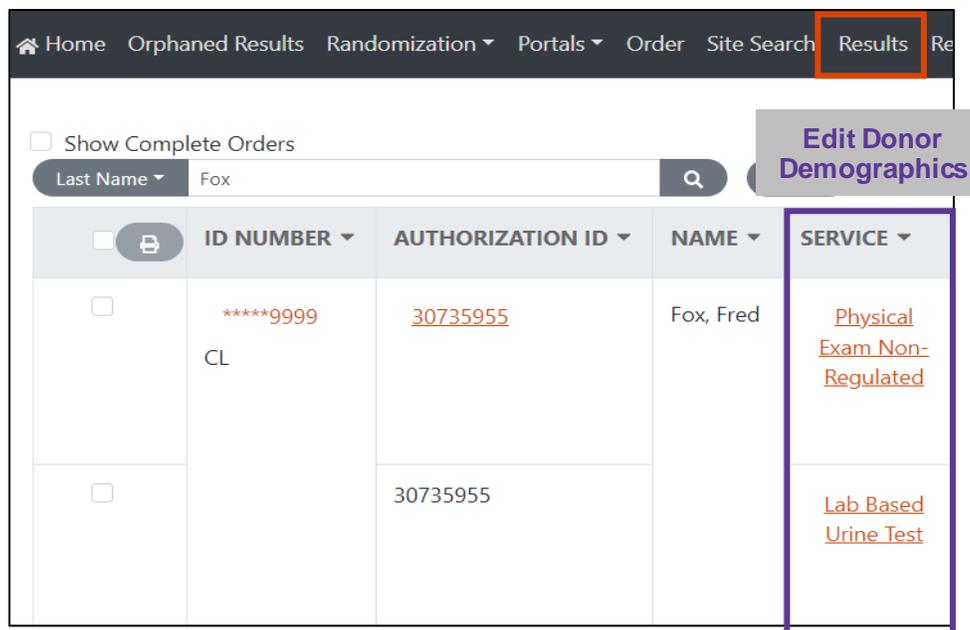
WORKFORCE: ORDERING EDITING

ORDERING

- For orders submitted from the **Order tab** and for which the service has not started, the following fields can now be edited from the **Results tab**:

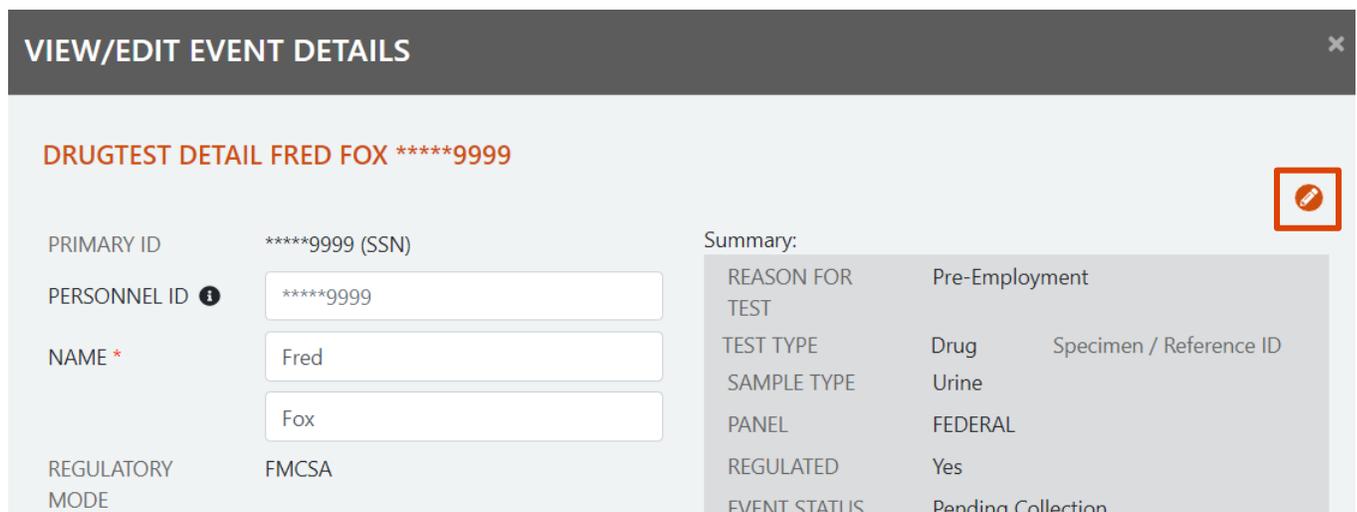
*Donor Demographics

- Click the service link in the service column for the order.



| <input type="checkbox"/> | ID NUMBER | AUTHORIZATION ID | NAME | SERVICE |
|--------------------------|----------------|--------------------------|-----------|---|
| <input type="checkbox"/> | ****9999 CL | 30735955 | Fox, Fred | Physical Exam Non-Regulated |
| <input type="checkbox"/> | | 30735955 | | Lab Based Urine Test |

- Click on the **pencil icon** to open the editable fields in this window.



VIEW/EDIT EVENT DETAILS

DRUGTEST DETAIL FRED FOX **9999**

PRIMARY ID: ****9999 (SSN)

PERSONNEL ID:

NAME:

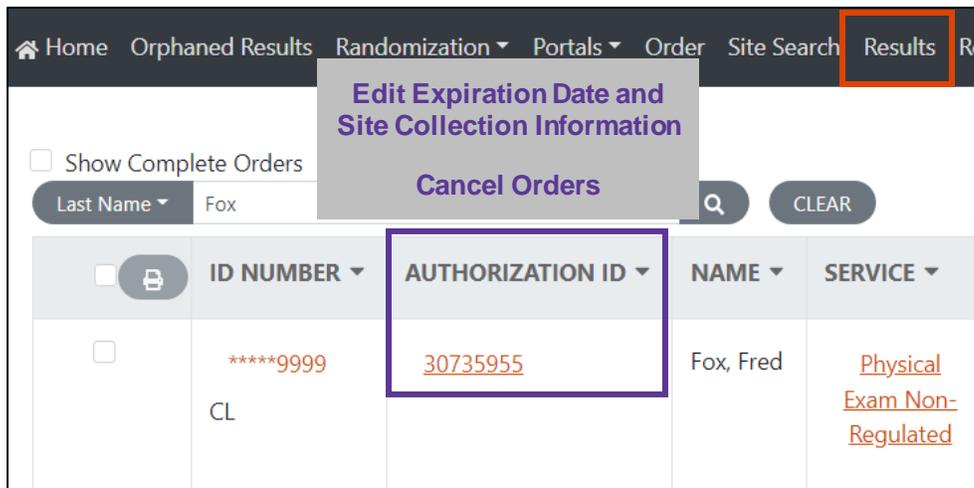
REGULATORY MODE: FMCSA

Summary:

| | |
|-----------------|--------------------|
| REASON FOR TEST | Pre-Employment |
| TEST TYPE | Drug |
| SAMPLE TYPE | Urine |
| PANEL | FEDERAL |
| REGULATED | Yes |
| EVENT STATUS | Pending Collection |

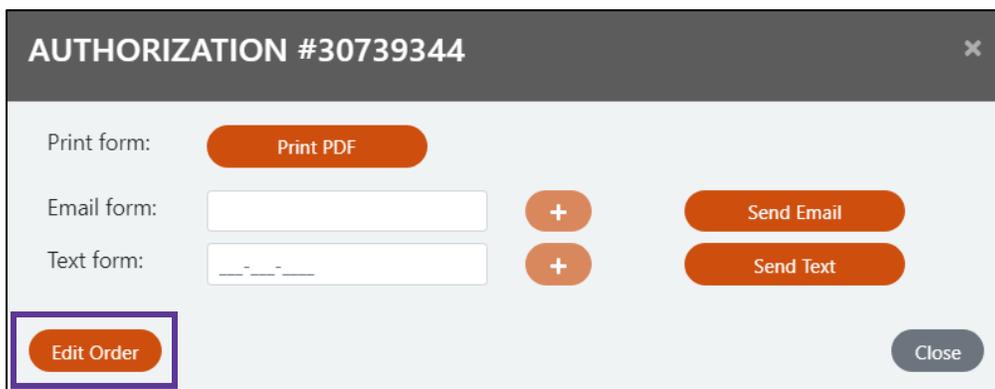
* Expiration Date, Collection Site Information, and CANCELING Orders

1. Click on the Authorization link found in the Authorization column.



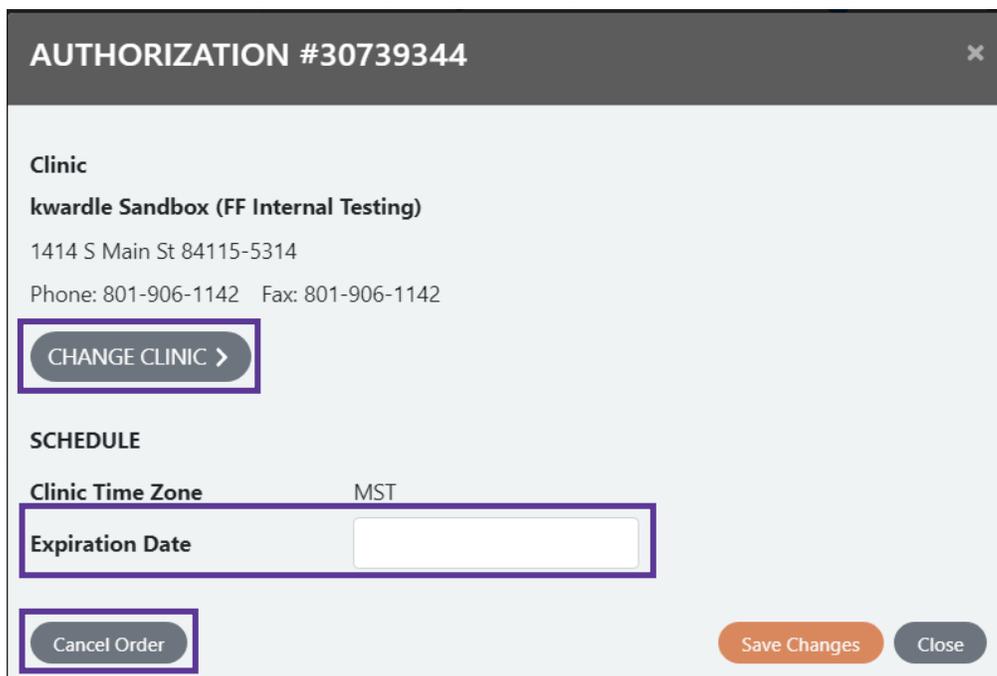
The screenshot shows a web application interface with a navigation bar at the top containing links: Home, Orphaned Results, Randomization, Portals, Order, Site Search, Results, and Re. The 'Results' link is highlighted with a red box. Below the navigation bar is a search area with a 'Show Complete Orders' checkbox, a 'Last Name' dropdown menu with 'Fox' selected, and a search button with a magnifying glass icon and a 'CLEAR' button. A modal overlay is present in the center, titled 'Edit Expiration Date and Site Collection Information' and 'Cancel Orders'. Below the modal is a table with the following columns: ID NUMBER, AUTHORIZATION ID, NAME, and SERVICE. The table contains one row with the following data: ID NUMBER: ****9999, AUTHORIZATION ID: 30735955 (highlighted with a purple box), NAME: Fox, Fred, and SERVICE: Physical Exam Non-Regulated.

2. Click on **Edit Order**.



The screenshot shows a window titled 'AUTHORIZATION #30739344'. The window contains several options for interacting with the authorization: 'Print form:' with a 'Print PDF' button; 'Email form:' with an input field, a '+' button, and a 'Send Email' button; 'Text form:' with an input field, a '+' button, and a 'Send Text' button; and an 'Edit Order' button (highlighted with a purple box) and a 'Close' button.

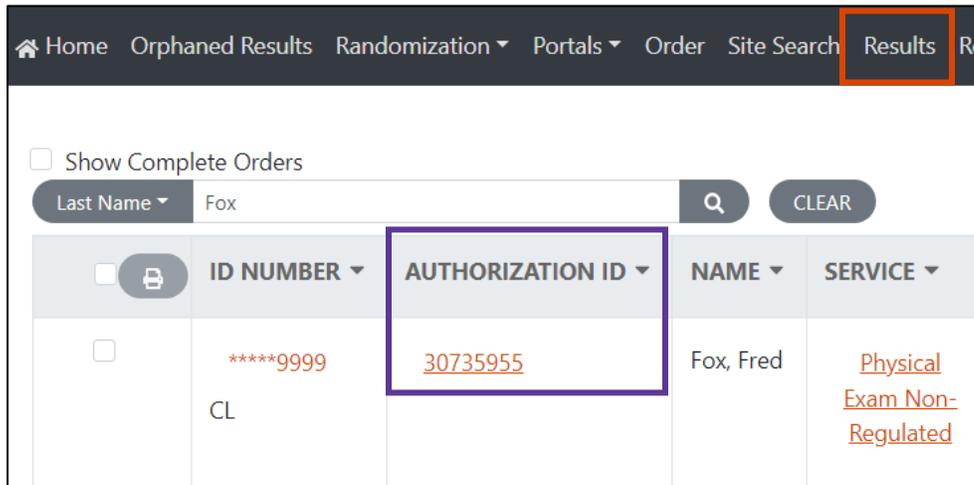
3. Change the selected clinic, add/change the expiration date, and cancel the order in this window.



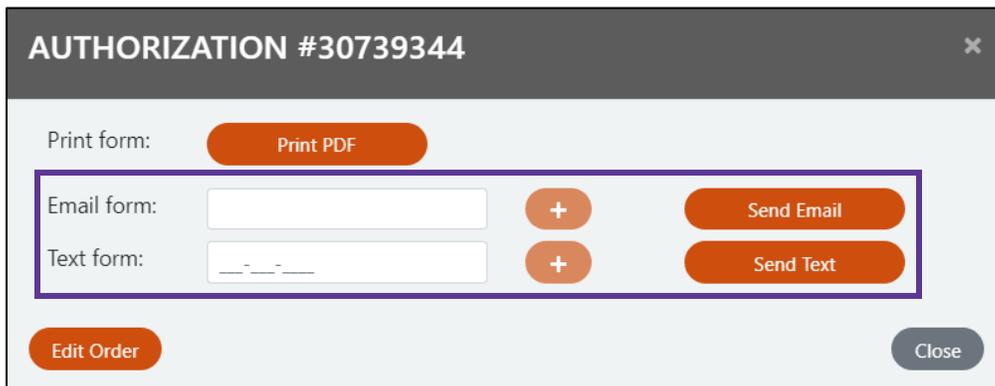
The screenshot shows the same 'AUTHORIZATION #30739344' window, but with more details visible. The 'Clinic' section is expanded, showing 'kwardle Sandbox (FF Internal Testing)' with address '1414 S Main St 84115-5314', phone '801-906-1142', and fax '801-906-1142'. Below the clinic information is a 'CHANGE CLINIC >' button (highlighted with a purple box). The 'SCHEDULE' section is also expanded, showing 'Clinic Time Zone' as 'MST' and an 'Expiration Date' input field (highlighted with a purple box). At the bottom of the window, there is a 'Cancel Order' button (highlighted with a purple box), a 'Save Changes' button, and a 'Close' button.

*** MAKE SURE TO TEXT/EMAIL THE UPDATED AUTHORIZATION FORM TO THE DONOR.**

1. On the Results tab, click on the authorization link found in the Authorization ID column. (Same path as editing the order)



2. Print the PDF or enter the donor's email/mobile phone number. Make sure to click the **Send Email/Send Text** button(s) before you close the window. This will ensure that the donor has the most up-to-date authorization form when they visit the clinic.



OTHER UPDATES

- The username of the user who edits/cancels an order will be displayed for reference.
- Orders submitted from the Randomization tab cannot be edited or canceled to ensure the validity of the Random data.