

Element Web User Guide

Paracel Laboratories Ltd. is pleased to provide online access to our Element Web, a real time version of our database which enables our clients to access their analytical reports in a secure environment. We have provided this User Guide to our clients so they can familiarize themselves with our system. If you have any questions, concerns or comments in regards to this site, please don't hesitate to pass these along to any of our Service Team.

There are two ways you can initiate the site. You can type the following link into your web browser: <http://www.paracellabs.com/ElementWeb/> or go to www.paracellabs.com and select the 'Login to Element Web' button at the top right hand corner of the main page.

Log In

Once the site has been initiated you will be taken to the **Log In** page. Paracel will provide you with your username and password, enter this information into this screen and proceed by selecting the **Log In** button.

Note: If you are a Multi-User Client, which enables you to access several different accounts, ensure the 'Multi-Client User' box is checked to provide you access to the **Client Selection** screen where you can choose the specific account to view.

Client Selection

This screen enables you to choose which account to view. A Multi-Client User has been provided access to several different accounts, enabling you to view data from different offices of your company. Your available accounts will be listed in the **Client List** drop-down menu, select the account you wish to view and press the **Select** button. However, if you are not a Multi-Client User, the drop-down menu will only list the account you are able to access.

Contact Info

This screen allows you to verify that you have accessed the proper account and provides you the ability to confirm the account information for your company. If there are any changes to this

information, select the highlighted **project manager** which will link you to an email submission form, this will be forwarded to your project manager and we will update our system accordingly.

This screen also enables you to perform a work order search under a specific date range of when the work order was submitted to the laboratory. In the **Select Received Date Range** section, you can either enter your specific dates or choose them from the calendar option provided to the right of the data entry box.

Once the date range has been entered, you have two options. The first is to simply choose the **Select** button and proceed to the **Select Work Order** page. However, to modify your search, once the date ranges have been entered, choose the **Advanced Search** option from the toolbar at the top of the page.

Select Work Order

Once you have selected your date range and chosen the **Select** button, you will be taken to the **Select Work Order** page which provides you with a drop-down menu of the work orders within this range. This option is best if you know the work order number of the data file you require. Choose the work order from the drop-down menu and choose the **Select** button which will forward you to the **Work Order Info** page. Again, we have provided the option to advance your search criteria, simply choose the **Advanced Search** button to modify your search fields.

Element Web User Guide

Advanced Search

This screen allows you to modify your date range search for more specific information of the work order. This page lists the several search fields, including:

- Project Number – client job number
- Client Manager – client who submitted the work order
- Lab Manager – Paracel division manager
- Status – status of file within the lab
- COC Number – Chain of Custody the work order was submitted under
- Sample Name – client sample identifier
- Analysis Description – analytical type sample was submitted for

Each search field will provide you with a drop-down menu which will include all the information for the work orders submitted through the date range you have specified. Once you have selected the additional search queries, choose the **Search** button which will take you to the **Search Results** page. To clear all query fields to start a new search, select the **New Search** button.

Search Results

This page will list all the work orders which meet your search criteria. To view the data for a specific work order, select the highlighted hyperlink work order number and you will be forwarded to the **Work Order Info** page for that specific work order. If the work order you require is not listed, revise your search by choosing the **Advanced Search** option from the toolbar. If you need to revise your date range, once you have returned to the **Advanced Search** page, select the **New Search** button and you will be returned to the **Contact Info** page to modify the date range.

Work Order Info

Once you have selected the appropriate work order number through either the **Select Work Order** or **Search Results** pages, you will be taken to the **Work Order Info** page for this specific work order. This screen will provide you with all the pertinent

information in regards to the work order, including reporting and invoicing contacts, each sample submitted under this work order and the associated analytical. To view the data for a specific sample, select the highlighted sample identifier and you will be forwarded to the **Results** page. This screen also provides you the option to view different work orders by selecting a new work order through the **Work Order** drop-down menu.

Results

This screen provides you with the data for the specific sample selected on the **Work Order Info** page. This screen will list the analytical data for the sample, including analyte, concentration, prep and analysis dates and method references. To view additional sample data within this work order, utilize either the drop-down menu or arrows under the **Sample Analysis** header. To return to the **Work Order Info** page, select the **Work Order** button below the **Back To:** header.

Log Out

It is imperative that you log out of the system once you have completed your session instead of merely closing the browser, failure to do so will not eliminate the temporary session folders that are created. Paracel has taken all the necessary precautions to provide you with secure access to your data, please help us to maintain that security by ensuring to log out when you have completed your Element Web session.

Help

The **Help** option in the toolbar along the top of each Element Web page is there to provide you additional information in regards to the terminology and statuses used throughout Element Web, including analysis status, work order status and notes and definitions. If you require any additional support in utilizing the site, questions can be submitted through the **Log In** page by choosing the email link provided, by emailing our IT staff directly at itsupport@paracellabs.com or by calling any of our Service Team at 1-800-749-1947.