LEGEND *CLIENTCONNECT*

A Quick-Start Guide

What is *ClientConnect*?

ClientConnect is LEGEND's newer and faster online data access portal, which is accessible through our website, www.legend-group.com. *ClientConnect* allows LEGEND clients to obtain real-time status updates on samples/projects, view results and download final reports and electronic data deliverables – all in a secure and easy-to-navigate manner.

Getting Started with Online Data Access

To begin using *ClientConnect*, contact your LEGEND Project Manager who will set you up with a user name and password. Your user name is typically your full e-mail address, and you are free to select any password. If you ever forget your password or need to change it, simply call or e-mail your Project Manager to reset it.

Navigating *ClientConnect*

Once you are logged into *ClientConnect*, you will see three main windows. All of the windows can be enlarged or reduced in size for easier viewing by clicking and dragging the triangle in the lower right hand corner of each window.

On the left hand side, you will see windows indicating your login status and client contact information. On the right hand side will be the window for performing searches.

Searching for Projects or Results

Simple Searches: The easiest way to search for projects/results is by highlighting the date(s) samples were received by the laboratory. Use the 'SHIFT' key and your mouse to highlight the appropriate dates. Then click 'SEARCH' (You may need to scroll down to view this key). A window containing the work orders received by the laboratory on these dates will appear. Next to each work order, you will see the following:

- Info (Sample receipt information and status)
- Results
- PDF reports, Electronic Data Deliverables (EDDs)

You can click on any of these items to view the information in a pop-up window.

Advanced Searches: Advanced searches are performed exactly like simple searches except that more search criteria are selected. For advanced searches, you can select the specific project in addition to or in lieu of the date of receipt.

To restart any search, click the 'CLEAR' tab and select new search criteria.

<u>If You Need Assistance…</u>

If you have any questions or need help using *ClientConnect*, please contact your Project Manager or LEGEND's Client Services Department at (602) 324-6100 and press '0' for assistance.