

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 tabs at the upper left side of the screen labeled 'Projects', 'Documents', and 'Search' (Tip: hovering your mouse over icons/buttons will tell you what they do):

- **Projects-** These are laboratory designated project names; generally designated by the frequency of the monitoring, permit type, and/or matrix of the sample.
 - With the 'Projects' screen, you can view projects active with the last 30, 60, 90 days, or other options such as 'Custom' (calendar window will appear when selected), 'All active', or 'All'.
Please note: *ClientConnect* will run slower when the selected active range is larger.
 - You can also type in Legend's Laboratory ID or Work Order or 'WO' number in the search field at the top.
 - By clicking on the title of the column, it will sort the items in each column in the opposite order.
 - The numbers listed in the columns indicate the number of items available for the column.
 - By clicking on the black arrows pointing down ▼ under 'Documents', 'Analyses', etc., the additional information will appear under the Project Name. Click on ▲ to minimize the information again.

- By clicking on the black arrows pointing right ► under the 'WO' column, it will open a new screen and display the work orders and the samples associated with those work orders. There you can sort by 'Sampled Date', 'Received Date', 'Status', etc., and see specific sample information, including the results by clicking on the down arrows ▼ under 'Samples' and then the arrow under 'Results'.
 - In the 'Results' area, you can also do the following (by checking the boxes on the left side of the screen) and then selecting:
 - 'Data Export'- the button that looks like a can and an arrow point right.
 - View 'Sample History'- the button that looks like a clock in front of a graph. This feature will may also graph historical data.
- **Documents-** View and search for actual laboratory reports and EDD files here.
- **Search-** Please note: Loading this screen may take a few minutes.
 - Under the 'Search' screen, you can customize your search according to laboratory 'Project Name', 'Sampled dates', laboratory 'Sample names', 'Analyses', or 'Analyte'. The fewer selections made, the more successful your search results will be.
 - Once you make your selections, you can choose:
 - 'Data Export'- the button that looks like a can and an arrow point right.
 - 'Sample History'- the button that looks like a clock in front of a graph. This feature will may also graph historical data.
 - 'Documents'- the button that looks like the cover of a report.

If You Need Assistance...

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.