TO: OUR VALUED CLIENTS
**FROM:**   ACULABS, INC.
RE: PRINTING ORDERS

In order to print an order, you must log into the Aculabs web portal.

Select "Order" from the left-hand sidebar and then click "Order Log" from the drop-down menu.

Once on the Order Log page, you must provide your specific search criteria.
Various search criteria can generate different search results:

- **Patient Details (Last Name, First Name, Patient ID**): Search via information of patient
- **Order #:** Search for specific order by the order number.
- **Test Code:** Search for orders containing specific test codes.
- **Acct Unit:** Search for orders for patients on specific units.
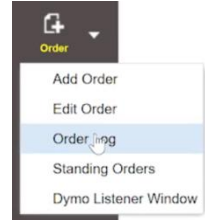
You must specify the date range you'd like a list of orders for.
The date your search will be for is indicated next to the "Date:" text field.

- **Order Date:** Searches for results based on the date that the order was placed.
- **Collection Date:** Searches for results based on the date that the order is to be collected.
- **Today:** Automatically selects the present day as the search date.
- **Yesterday:** Automatically selects the previous day as the search date.
- **Range:** Allows you to input a range of specifics date to search between.

You may click the calendar icon next to "Date" to select a date via a calendar control tool, as well.

Once you set your criteria, click the Search button in the bottom right-hand side of the screen. You will see all orders that match your criteria. Check off the orders you will like printed and then select "Print Checked" to print the orders you have chosen. If you want to print **all** orders listed, click ☐ Check All and then click "Print Checked".

To print the Order Log for your unit's lab book & place in front of the orders, select "Print List".
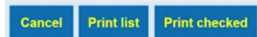
The print jobs will open up a new tab and generate the print queue. If you selected multiple orders, they will generate within a single print job for convenience; if you use this function to generate a PDF, it will generate as one file.

You then must select your printer based on facility's set-up and then print. Once printed, the print queue will close. You may deselect your orders and click "Cancel" to then exit the Order menu.