

## Using REF1 to order new CCFs


1. Begin by clicking on the CCF Reorder Form tab on the post-login screen and search for the **Client.Region** lab code (i.e. ABC.DOT or ABC.NDOT). If you would like a collection site printed, enter some basic information such as a city or state.

ORDER HISTORY **CCF REORDER FORM** SUPPLIES

### Chain of Custody (CCF) Reorder Form

SEARCH CCF ORDERS

Enter Lab Account Code, CCF Number, Order Number, ZIP Code or partial address from previous order

Lab Account Code <sup>?</sup>  

CCF Number/Barcode <sup>?</sup>  Order Number <sup>?</sup>

Min Date  Max Date

Clinic Address

Clinic City  Clinic State  Clinic ZIP

2. Choose the Form type and Collection Site that matches the form you need to print. Click on the Lab Account Code to preview the selected CCF.

Min Date  Max Date

### Click on the Lab Account Code to reorder CCF

Lab Account Code	Form	Client Address	Clinic Address	Order Number
<b>XYZ.XYZ1</b>	Non-Regulated Chain of Custody (CMCN000001)	XYZ.XYZ1/XYZ2 XYZ COMPANY 123 MAIN ST ANYTOWN, KS 00000	JOE SMITH YOUR COMPANY NAME 5537 EXAMPLE RD ANYWHERE, KS .....	89112799

- Click **Select this CCF** on the CCF Order Details pop-up window.

### CCF ORDER DETAILS ✕

<b>Lab Account Code:</b>	XYZ.XYZ1	<b>Clinic Id:</b>	YCN.LOC1
<b>Order Number:</b>	89112799	<b>Clinic Address:</b>	JOE SMITH YOUR COMPANY NAME 5537 EXAMPLE RD ANYWHERE, KS .....
<b>Order Date:</b>	08/23/2018 11:43 AM		
<b>Form:</b>	Non-Regulated Chain of Custody (CMCN000001)		

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**Select This CCF**

- On the CCF Reorder Form page, enter the **REF1** you need printed on the CCF. Once you have entered the updated REF1, click **Validate**. The account information shown on the review page will be printed on the CCF.

## CCF Reorder Form

### UPDATE CLIENT/CLINIC

<b>Product Found</b>		<b>Client ID</b>	XYZ
<b>Property</b>	<b>Value</b>	<b>Region ID</b>	XYZ1
Barcode	2051534500	<b>REF1</b>	12345
Part Number	CMCN000001	<b>REF2</b>	
<b>Selected Clinic</b>		<b>Validate</b>	
YOUR COMPANY NAME 5537 EXAMPLE RD ANYWHERE KS, .....			
<b>Change Clinic</b>	<b>Remove Clinic</b>		

- The rest of the CCF ordering process remains the same.