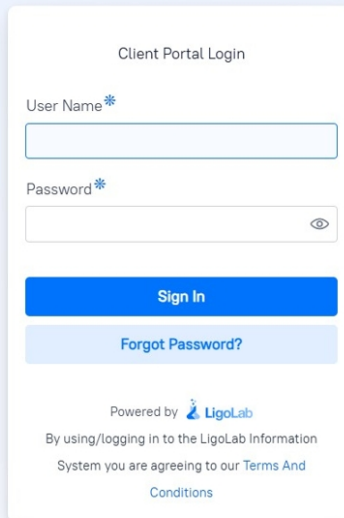


# How to Create a New Order in LigoLab Portal

- 1 Navigate to <https://sbmf.ligolab.com:5001/LigoLabServer/connect/login>



The screenshot shows a web browser window with a light blue background. In the center is a white login form titled "Client Portal Login". The form contains two input fields: "User Name\*" and "Password\*", both with asterisks indicating they are required. Below the password field is a small eye icon for toggling visibility. There are two buttons: a blue "Sign In" button and a light blue "Forgot Password?" button. At the bottom of the form, it says "Powered by LigoLab" with a small LigoLab logo. Below that, it states "By using/logging in to the LigoLab Information System you are agreeing to our Terms And Conditions", with "Terms And Conditions" being a clickable link.


Client Portal Login

User Name\*

Password\*

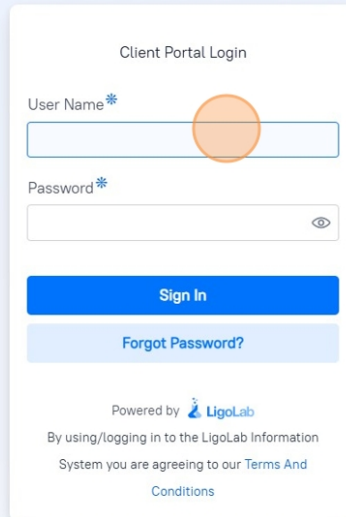
Sign In

Forgot Password?

Powered by  LigoLab

By using/logging in to the LigoLab Information System you are agreeing to our [Terms And Conditions](#)

2 Click this text field.




Client Portal Login

User Name\*

Password\*

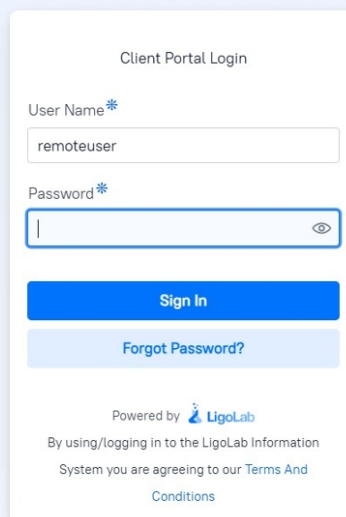
Sign In

Forgot Password?

Powered by  LigoLab

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3 Type your username then hit "**Tab**", type your password and click Sign In.




Client Portal Login

User Name\*

Password\*

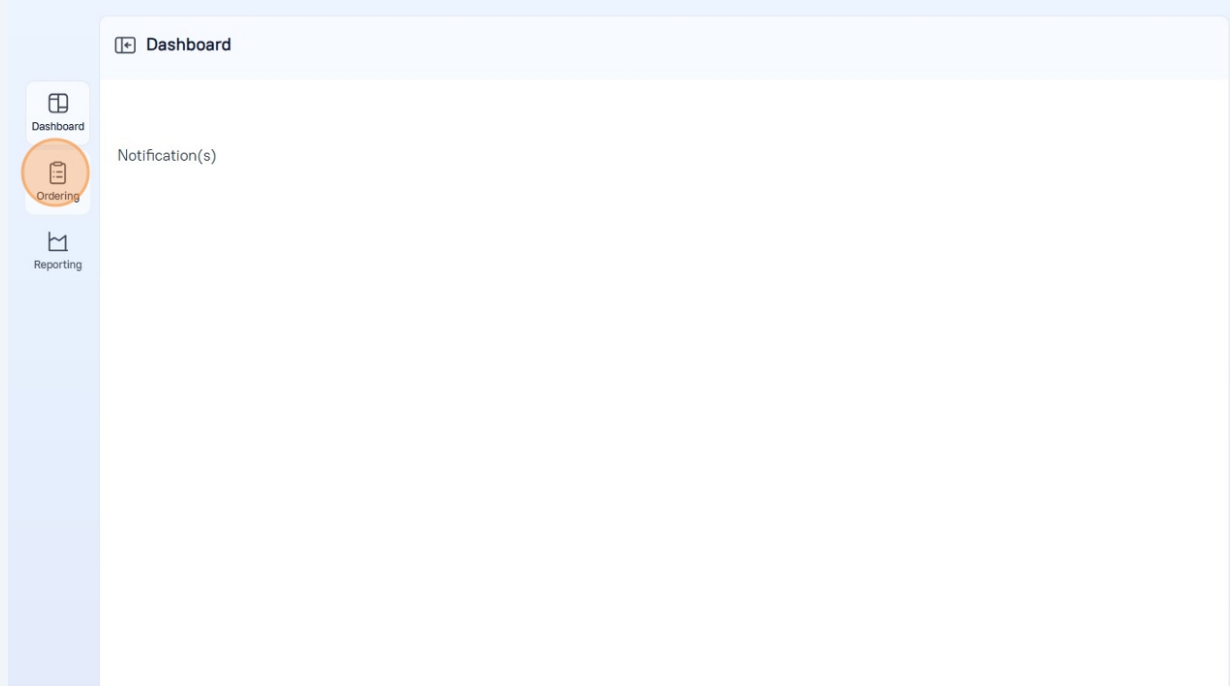
Sign In

Forgot Password?

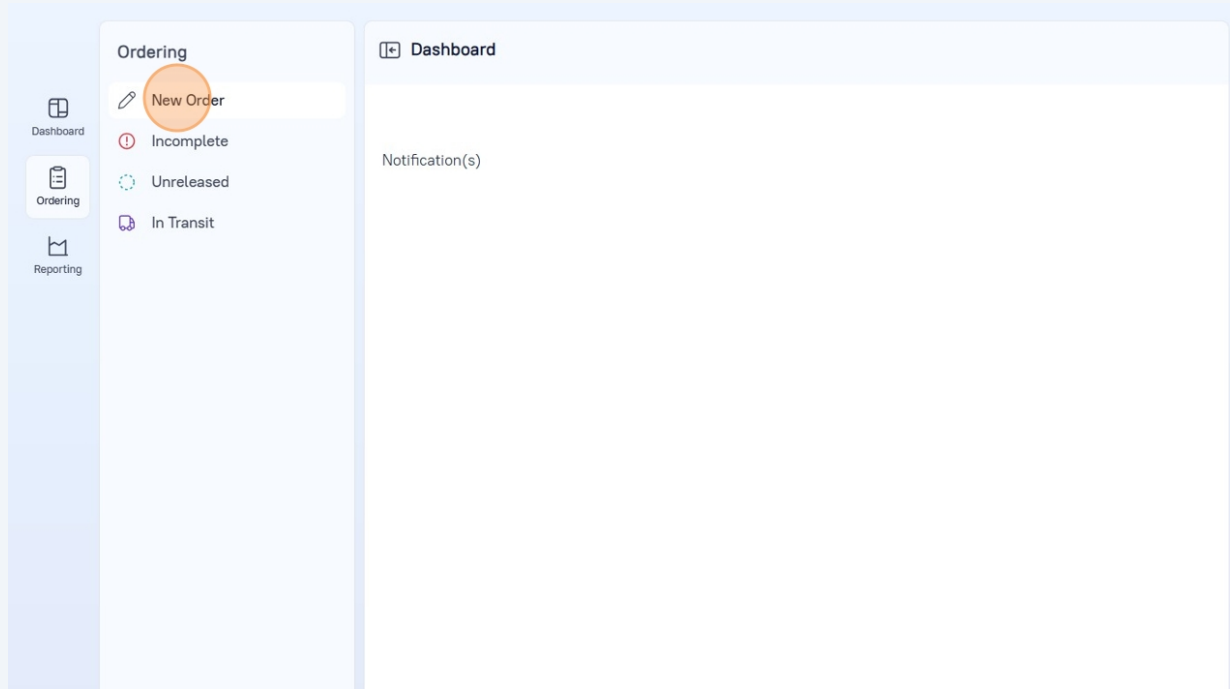
Powered by  LigoLab

By using/logging in to the LigoLab Information System you are agreeing to our [Terms And Conditions](#)

4 Click on the ordering icon.



5 Click "New Order"



## 6 Click in the client field to enter your client ID.

The screenshot shows the 'Add / Edit Order' form. On the left is a sidebar with 'Ordering' selected. The main form has a 'Client Info' section with a 'Client' dropdown menu highlighted by an orange circle. Other fields include 'Provider', 'CC Provider(s)', 'Collected' (date and time), 'Priority', 'Patient Info' (Search Patient, Patient ID, First Name, Middle Name, Last Name, Sex, and DOB).

## 7 Click your client ID when you see it populated.

The screenshot shows the 'Add / Edit Order' form with the 'Client' dropdown menu open. The dropdown list contains several client IDs, with 'Test Client' highlighted by an orange circle. The list also includes 'Test Client by Marge', 'Test Deb Borsodi Train', 'TEST LOCATION NAME, LLC', 'TESTLOCATION', 'TestSBMF', 'TestClientGroup', 'Test Client Group Build', 'Test Deb Borsodi Train', 'TEST ACCOUNT NAME', and 'Somewhere'. The 'DOB' field is visible below the dropdown.

## 8 Click in the provider field and start typing your providers name.

The screenshot shows the 'Add / Edit Order' form. On the left is a sidebar with 'Ordering' selected. The main form has a 'Client Info' section with fields for 'Client' (populated with 'Test Client'), 'Provider' (highlighted with an orange circle), 'CC Provider(s)', and 'Collected' (date and time). Below this is a 'Patient Info' section with fields for 'Search Patient', 'Patient ID', 'First Name', 'Middle Name', 'Last Name', 'Sex', and 'DOB'.

## 9 Click on your provider once you see it populated.

The screenshot shows the 'Add / Edit Order' form after typing 'tes' in the 'Provider' field. A dropdown menu is open, displaying 'Doctor, Test' as a suggestion, which is highlighted with an orange circle. The rest of the form remains the same as in the previous step.

## 10 Click the calendar in the collected field.

The screenshot shows the 'Add / Edit Order' form. On the left is a sidebar with 'Dashboard', 'Ordering', and 'Reporting' sections. The 'Ordering' section has buttons for 'New Order', 'Incomplete', 'Unreleased', and 'In Transit'. The main form has a title 'Add / Edit Order' and two expandable sections: 'Client Info' and 'Patient Info'. In the 'Client Info' section, the 'Collected' field is highlighted with an orange circle, showing the date '11/10/2025' and a calendar icon. Other fields include 'Client' (Test Client), 'Provider' (Doctor, Test), 'CC Provider(s)', 'Search Patient', 'Patient ID', 'First Name', 'Middle Name', 'Last Name', 'Sex', and 'DOB'.

## 11 Click your DOS.

The screenshot shows the 'Add / Edit Order' form with a calendar pop-up. The calendar is for November 2025, with the date 10/10/2025 highlighted. The 'Collected' field in the form is now showing '11/10/2025'. The calendar pop-up also shows the month of December 2025. The form fields and sidebar are the same as in the previous screenshot.

## 12 Click in the First Name field and type the patients first name.

The screenshot shows a web application interface for patient information. On the left is a sidebar with a 'Dashboard' icon and three menu items: 'Ordering', 'Reporting', and 'In Transit'. The main content area is titled 'Client Info' and contains several fields. The 'First Name' field is highlighted with an orange circle. The 'Last Name' field is also highlighted with an orange circle. The 'DOB' field is highlighted with an orange circle. The 'Sex' field is highlighted with an orange circle. The 'Middle Name' field is highlighted with an orange circle. The 'Patient ID' field is highlighted with an orange circle. The 'Search Patient' field is highlighted with an orange circle. The 'CC Provider(s)' field is highlighted with an orange circle. The 'Collected' field is highlighted with an orange circle. The 'Provider' field is highlighted with an orange circle. The 'Client' field is highlighted with an orange circle. The 'Esc : Close' button is highlighted with an orange circle. The 'Save Incomplete' button is highlighted with an orange circle. The 'Save' button is highlighted with an orange circle. The 'Powered by LigoLab' logo is highlighted with an orange circle.

Dashboard

Ordering

Reporting

In Transit

Client Info

Client \*

Test Client

Provider \*

Doctor, Test

CC Provider(s)

Collected \*

11/3/2025

9:20 AM

Search Patient

Patient ID

test

First Name \*

Middle Name

Last Name \*

Sex \*

DOB \*

MM/DD/YYYY

Street

Unit

City

State

Esc : Close

Save Incomplete

Save

Powered by LigoLab

## 13 Click in the last name field and type in the patients last name.

The screenshot shows the same web application interface as the previous one, but with the 'Last Name' field highlighted with an orange circle. The 'First Name' field now contains the text 'test'. The 'DOB' field is highlighted with an orange circle. The 'Sex' field is highlighted with an orange circle. The 'Middle Name' field is highlighted with an orange circle. The 'Patient ID' field is highlighted with an orange circle. The 'Search Patient' field is highlighted with an orange circle. The 'CC Provider(s)' field is highlighted with an orange circle. The 'Collected' field is highlighted with an orange circle. The 'Provider' field is highlighted with an orange circle. The 'Client' field is highlighted with an orange circle. The 'Esc : Close' button is highlighted with an orange circle. The 'Save Incomplete' button is highlighted with an orange circle. The 'Save' button is highlighted with an orange circle. The 'Powered by LigoLab' logo is highlighted with an orange circle.

Dashboard

Ordering

Reporting

In Transit

Client Info

Client \*

Test Client

Provider \*

Doctor, Test

CC Provider(s)

Collected \*

11/3/2025

9:20 AM

Search Patient

Patient ID

test

First Name \*

Middle Name

Last Name \*

Sex \*

DOB \*

MM/DD/YYYY

Street

Unit

City

State

Esc : Close

Save Incomplete

Save

Powered by LigoLab

**14** Click the down arrow in the Sex field to select the patients sex at birth.

The screenshot shows the LigoLab patient information form. On the left is a sidebar with 'Dashboard', 'Ordering', and 'Reporting' icons. The main form is divided into 'Client Info' and 'Patient Info' sections. In the 'Client Info' section, 'Client' is 'Test Client' and 'Provider' is 'Doctor, Test'. 'Collected' is set to '11/3/2025' at '9:20 AM'. In the 'Patient Info' section, 'First Name' is 'test' and 'Last Name' is 'test'. The 'Sex' dropdown menu is open, showing 'Female', 'Male', and 'Other' options, with 'Female' selected. The 'DOB' field is empty with a placeholder 'MM/DD/YYYY'. At the bottom are buttons for 'Esc : Close', 'Save Incomplete', and 'Save'. The form is powered by LigoLab.

**15** Click the "DOB" field and type the patients date of birth.

The screenshot shows the same LigoLab patient information form. The 'Sex' dropdown menu is now closed, and 'Female' is selected. The 'DOB' field is highlighted with an orange circle, indicating it is the next field to be clicked and filled with the patient's date of birth. The 'DOB' field has a placeholder 'MM/DD/YYYY'. The other fields and buttons remain the same as in the previous screenshot.



16

Click in the ICD Code field and type in an ICD Code that is associated with the order.

17

Click on the correct ICD Code for your order.

18 Click "Surgical", or the name of the test type you are ordering.

The screenshot shows the LigoLab Ordering interface. On the left sidebar, there are icons for Dashboard, Ordering, and Reporting. The Ordering section is active, showing a list of items: New Order, Incomplete, Unreleased, and In Transit. The main content area is titled 'Ordering' and contains several sections: ICD Code and Name fields, a Test Info section with a search bar and tabs for Surgical, Molecular, Clinical, and Cytology, a table for Test details, an Additional Info section, a Specimen Info section with Add Specimen and Quick Add Specimen fields, and a Payment Info section. The 'Surgical' tab is selected, and a dropdown menu is open showing 'Prostate (12 part)'.

19 Click in the "Quick Add Specimen" field.

The screenshot shows the LigoLab Ordering interface. On the left sidebar, there are icons for Dashboard, Ordering, and Reporting. The Ordering section is active, showing a list of items: Incomplete, Unreleased, and In Transit. The main content area is titled 'Ordering' and contains several sections: Test Info section with a search bar and tabs for Surgical, Molecular, Clinical, and Cytology, a table for Test details, an Additional Info section, a Specimen Info section with Add Specimen and Quick Add Specimen fields, and a Payment Info section. The 'Quick Add Specimen' field is highlighted with a blue border and an orange circle. The 'Surgical' tab is selected, and the table shows 'Surgical' with '999' in the Test Code column.

## 20 Type btl and hit "Enter"

Dashboard

Ordering

Reporting

Incomplete

Unreleased

In Transit

Test Info

Search Tests/Panels

Surgical Molecular Clinical Cytology

Panel Panel Code Test Test Code Panel Code

Surgical 999

Additional Info

Specimen Info

Add Specimen Quick Add Specimen

Vessel Type Specimen Source Description

Bottle/Container -

Payment Info

Add Payment

Esc : Close Save Incomplete Save

Powered by LigoLab

## 21 Click in the description field and type the specimen ID(ie: skin left lower lip, kidney, breast needle at 1 o'clock etc.

Dashboard

New Order

Ordering

Reporting

Incomplete

Unreleased

In Transit

Surgical 999

Additional Info

Specimen Info

Add Specimen Quick Add Specimen

Vessel Type Specimen Source Description

Bottle/Container -

Payment Info

Add Payment

Client

Attached documents

Esc : Close Save Incomplete Save

Powered by LigoLab

## 22 Click here.

Dashboard

- Incomplete
- Unreleased
- In Transit

Ordering

Reporting

R

Additional Info

Specimen Info

Add Specimen

Quick Add Specimen

Vessel Type

Specimen Source

Description

Bottle/Container

skin, left lower lip

Payment Info

Add Payment

Client

Attached documents

Esc : Close

Save Incomplete

Save

Powered by LigoLab

## 23 Click "Patient"

Dashboard

- Incomplete
- Unreleased
- In Transit

Ordering

Reporting

R

Additional Info

Specimen Info

Add Specimen

Quick Add Specimen

Vessel Type

Specimen Source

Description

Bottle/Container

skin, left lower lip

Cash

Credit Card

Patient

Client

Attached documents

Esc : Close

Save Incomplete

Save

Powered by LigoLab

## 24 Click "Save"

The screenshot displays a software interface for LigoLab. On the left is a sidebar with navigation icons for Dashboard, Ordering, and Reporting. The main area is divided into sections: 'Incomplete' (with a red warning icon), 'Unreleased' (with a green circle icon), and 'In Transit' (with a purple truck icon). The central form contains fields for 'Vessel Type' (set to 'Bottle/Container'), 'Specimen Source' (set to '-'), and 'Description' (set to 'skin, left lower lip'). Below these is a 'Payment Info' section with an 'Add Payment' dropdown. Further down are 'Client' and 'Patient' fields, each with up/down arrows and a trash icon. An 'Attached documents' section follows, with a 'Document' field and a trash icon. At the bottom right, there are three buttons: 'Esc : Close', 'Save Incomplete', and 'Save' (which is highlighted with a red circle). The footer indicates 'Powered by LigoLab'.

## 25 A second window will appear that will show your order. If everything looks correct, hit the print button at the top right corner.

26 Click "Esc : Close" once you have printed your order.

The screenshot shows a web application interface for patient information. The form is titled "Patient Information" and contains several sections: "Patient ID:", "Patient Name: test, test", "DOB: Age: Sex: Female", "Street:", "City:", "State: Select Zip:", "Billing Data", "AUX Info", and "Tests Ordered". The "Tests Ordered" section contains a table with columns "Tests", "Code", and "Name". The table has one row with "Code" 999 and "Name" Surgical. Below the table, it says "ICD-10 Code(s): C44.01 Basal cell carcinoma of skin of lip". At the bottom of the form, there is a blue button labeled "Esc : Close" which is highlighted with an orange circle. The form is part of a larger application with a sidebar on the left containing "Dashboard", "Ordering", and "Reporting" icons. The top of the form has a header with navigation icons and a search bar.

Tests	Code	Name
	999	Surgical

ICD-10 Code(s):  
C44.01 Basal cell carcinoma of skin of lip

Esc : Close

27 Click "Unreleased"

The screenshot shows the "Ordering" section of a web application. The "Unreleased" option is highlighted with an orange circle. The "Unreleased" section displays a table with columns: "Req ID", "Patient", "DOB", "Client", and "Provider". The table is currently empty, and the text "No Incomplete Orders" is displayed below it. The "Ordering" section also includes "New Order", "Incomplete", and "In Transit" options. The sidebar on the left contains "Dashboard", "Ordering", and "Reporting" icons. The top of the form has a header with navigation icons and a search bar.

Req ID	Patient	DOB	Client	Provider
--------	---------	-----	--------	----------

No Incomplete Orders

28

Click this checkbox if you wish to release all orders. If not, only select the boxes associated with the orders you wish to release.

Ordering

- New Order
- Incomplete
- Unreleased
- In Transit

Unreleased 1

Client

Req ID	Patient	DOB	Client	Provider
10153011	test, test	01/01/2025	Test Client	Doctor, T

29

Click "Release Selected Orders"

Ordering

- Incomplete
- Unreleased
- In Transit

Unreleased 1

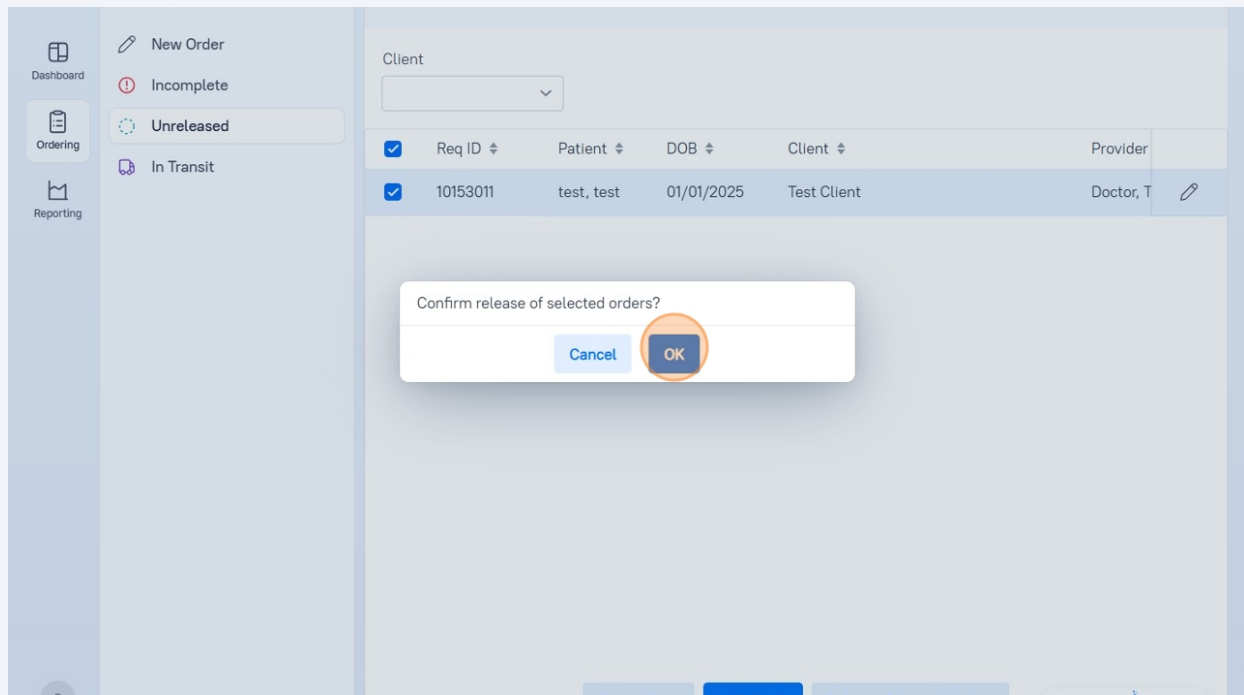
Client

Req ID	Patient	DOB	Client	Provider
10153011	test, test	01/01/2025	Test Client	Doctor, T

Alt-c : Clear Refresh Release Selected Orders

Powered by LigoLab

### 30 Click "OK"



### 31 Click "Refresh" to ensure all the order you wanted to release were released. They should no longer be in the que.

