How to Create a New Order in LigoLab Portal

1   Navigate to **https://sbmf.ligolab.com:5001/LigoLabServer/connect/login**

2 Click this text field.

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

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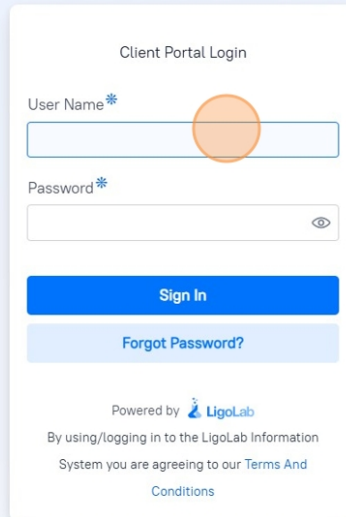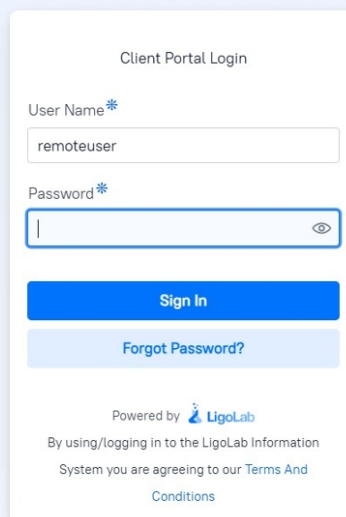
Client Portal Login

User Name *

remoteuser

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.

	Dashboard
Dashboard	
Ordering	Notification(s)
Reporting	

5 Click "New Order"

	Ordering	Dashboard
Dashboard	✏ New Order	
Ordering	⊘ Incomplete	Notification(s)
Reporting	⟳ Unreleased	
	🚚 In Transit	
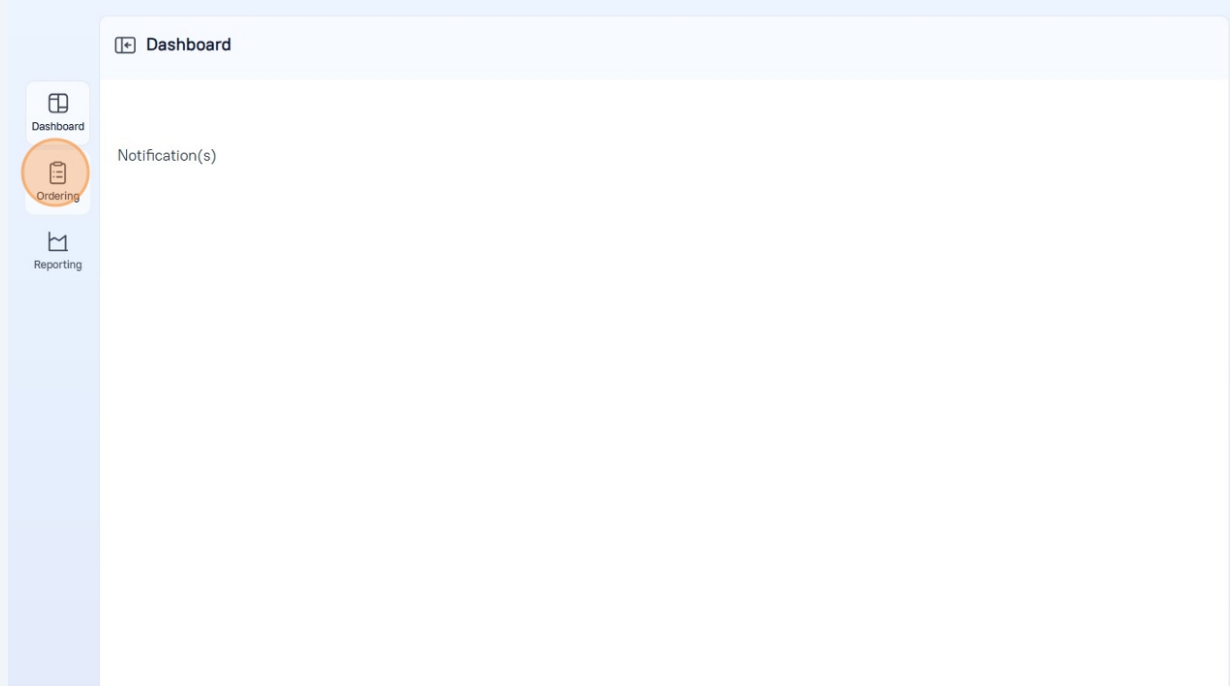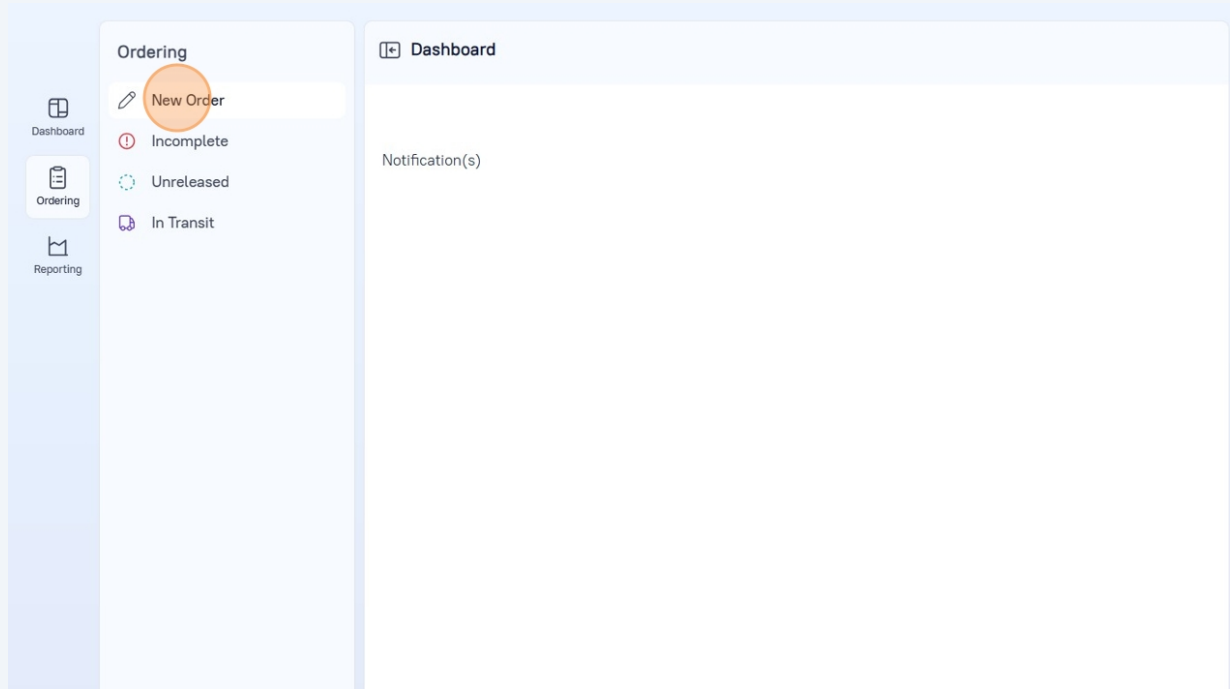
6 Click in the client field to enter your client ID.

Ordering

Dashboard

Ordering

Reporting

🖊 New Order
⊘ Incomplete
⟳ Unreleased
🚚 In Transit

⊞ Add / Edit Order

∨ Client Info

Client *
[⌄]

Provider *
[⌄]

CC Provider(s)
[⌄]

Collected *
[11/10/2025 📅] [9:20 AM 🕐]

Priority
[Routine ⌄]

∨ Patient Info

Search Patient
[⌄]

Patient ID
[   ]

First Name *
[   ]

Middle Name
[   ]

Last Name *
[   ]

Sex *
[⌄]

DOB *
[   ]

---

7 Click your client ID when you see it populated.

Ordering

Dashboard

Ordering

Reporting

🖊 New Order
⊘ Incomplete
⟳ Unreleased
🚚 In Transit

⊞ Add / Edit Order

∨ Client Info

Client *
[test   ⌄]

Provider *
[⌄]

Test Client	TestClientGroup	Somewhe
Test Client by Marge	Test Client Group Build	
Test Deb Borsodi Train	Test Deb Borsodi Train	
TEST LOCATION NAME, LLC	TEST ACCOUNT NAME	Princeton
TESTLOCATION	SBMF Test	
TestSBMF	TestSBMF	

DOB *
[   ]

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

Ordering

Dashboard

⬚ New Order
⊘ Incomplete
⊙ Unreleased
🚚 In Transit

Ordering

Reporting

▣ Add / Edit Order

⌄ Client Info

Client *
Test Client   ✕ ⌄

Provider *
[⌄]

CC Provider(s)
[⌄]

Collected *
11/10/2025   🗓   9:20 AM   🕐

⌄ Patient Info

Search Patient
[⌄]

Patient ID
[   ]

First Name *
[   ]

Middle Name
[   ]

Last Name *
[   ]

Sex *
[⌄]

DOB *
[MM/DD/YYYY]

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9 Click on your provider once you see it populated.

Ordering

Dashboard

⬚ New Order
⊘ Incomplete
⊙ Unreleased
🚚 In Transit

Ordering

Reporting

▣ Add / Edit Order

⌄ Client Info

Client *
Test Client   ✕ ⌄

Provider *
tes   ⌄

CC Provider(s)

Doctor, Test

⌄ Patient Info

Search Patient
[⌄]

Patient ID
[   ]

First Name *
[   ]

Middle Name
[   ]

Last Name *
[   ]

Sex *
[⌄]

DOB *
[MM/DD/YYYY]

10   Click the calendar in the collected field.

Ordering	⊞ Add / Edit Order

Ordering
- 🖉 New Order
- ⊙ Incomplete
- ⊙ Unreleased
- 🚚 In Transit

⊞ Dashboard
📋 Ordering
⋔ Reporting

⌄ Client Info

Client *
| Test Client   ✕ ⌄ |

Provider *
| Doctor, Test   ✕ ⌄ |

CC Provider(s)
| ⌄ |

Collected *
| 11/10/2025 | 🗓 | 9:20 AM 🕐 |

⌄ Patient Info

Search Patient
| ⌄ |

Patient ID
| |

First Name *
| |

Middle Name
| |

Last Name *
| |

Sex *
| ⌄ |

DOB *
| MM/DD/YYYY |

---

11   Click your DOS.

🖉 New Order
⊙ Incomplete
⊙ Unreleased
🚚 In Transit

⊞ Dashboard
📋 Ordering
⋔ Reporting

⌄ Client Info

Client *
| Test Client   ✕ ⌄ |

Provider *
| Doctor, Test   ✕ ⌄ |

CC Provider(s)
| ⌄ |

Collected *
| 11/10/2025 | 🗓 | 9:20 AM 🕐 |

⌄ Patient Info

Search Patient
| ⌄ |

Patient ID
| |

Middle Name
| |

Last Name

DOB *
| MM/DD/YYYY |

Street
| |

Esc : Clos

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13

2024
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2025
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2026
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2027
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2028

Today   Cancel

State
| ⌄ |

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R

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

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

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

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

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.

Ordering

🖊 New Order
⊘ Incomplete
◌ Unreleased
In Transit

ICD Code ⇕   Name ⇕

⌄ Test Info

Search Tests/Panels

Surgi...   Cinical   Cytology

Surgical

Prostate (12 part)

Panel ⇕   Panel Code ⇕   Tes...   Panel Code ⇕

⌄ Additional Info

⌄ Specimen Info

Add Specimen   Quick Add Specimen

Vessel Type ⇕   Specimen Source ⇕   Description ⇕

⌄ Payment Info

Add Payment

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19 Click in the "Quick Add Specimen" field.

Incomplete
Unreleased
In Transit

⌄ Test Info

Search Tests/Panels

Surgical   Molecular   Cinical   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 ⇕

⌄ Payment Info

Add Payment

Esc : Close   Save Incomplete   Save

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20 Type btl and hit "**Enter**"

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

22   Click here.

Vessel Type ⇕	Specimen Source ⇕	Description ⇕
Bottle/Container	–	skin, left lower lip

∨ Additional Info

∨ Specimen Info

Add Specimen

Quick Add Specimen

∨ Payment Info

Add Payment

Client

∨ Attached documents

Esc : Close   Save Incomplete   Save

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23   Click "Patient"

∨ 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

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24 Click "Save"

Vessel Type ⇕	Specimen Source ⇕	Description ⇕	
Bottle/Container	– ⌄	skin, left lower lip	🗑

⌄ Payment Info

Add Payment

⌄

Client	⌃ ⌄ 🗑
Patient	⌃ ⌄ 🗑

⌄ Attached documents

Document ⇕	🗑 ⇕

Esc : Close   Save Incomplete   **Save**   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.

Patient Information

Patient ID:
Patient Name: test, test
DOB: Age: Sex: Female
Street:
City:
State: Select Zip:

Billing Data

AUX Info

Tests Ordered

Tests
Code   Name
999   Surgical

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

Esc : Close

∨ Additional Info

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27 Click "Unreleased"

Ordering   ⊞ Incomplete

⊞ Dashboard   ✎ New Order

                   ⊘ Incomplete   Req ID ⇕   Patient ⇕   DOB ⇕   Client ⇕   Provider ⇕

🖹 Ordering   ⊙ Unreleased

                   🚚 In Transit

🗠 Reporting

                                                        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	Unreleased 1				
New Order	Client				
Incomplete					
Unreleased					
In Transit	Req ID ⇕	Patient ⇕	DOB ⇕	Client ⇕	Provider
	10153011	test, test	01/01/2025	Test Client	Doctor, T

29 Click "Release Selected Orders"

Incomplete	Client				
Unreleased					
In Transit	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"
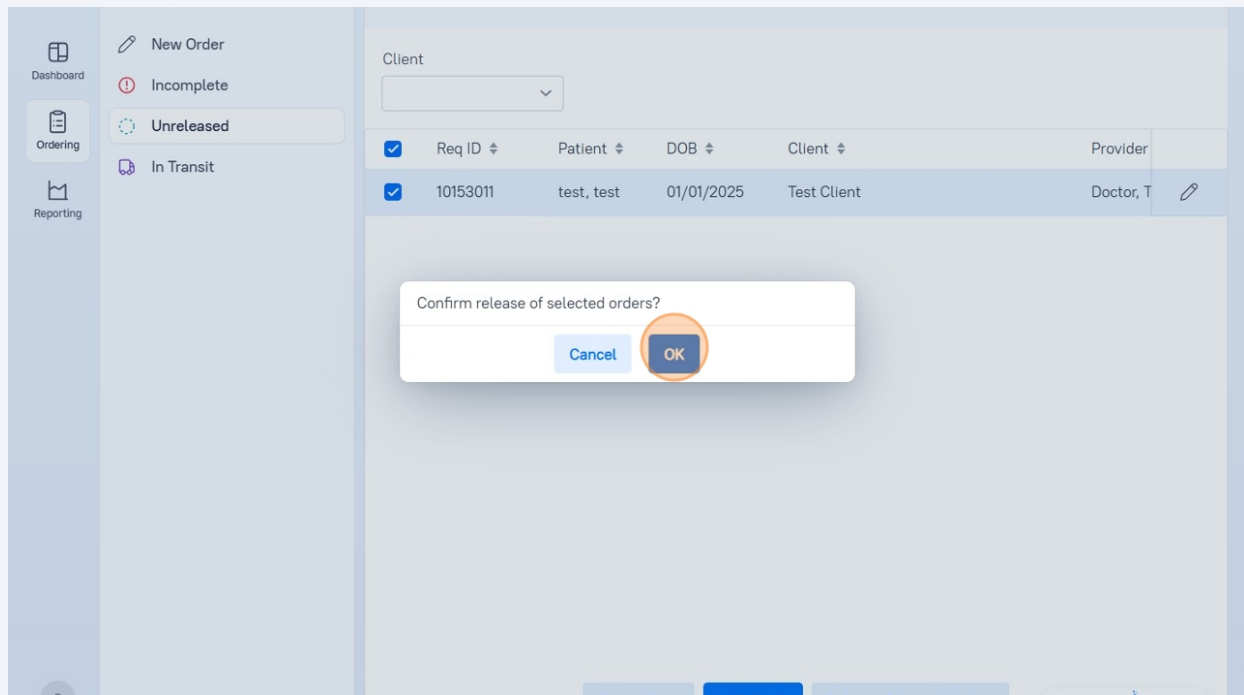
31 Click "Refresh" to ensure all the order you wanted to release were released. They should no longer be in the que.