



The Alpha Portal Quick User Guide

An easier way of working

- Improved efficiency with an end-to-end ordering process
- Reduced administration time
- Improved stock management
- Reduced storage requirements
- Direct to clinic, primary care or patient

Introducing The Alpha Portal

The Alpha Portal (TAP) is a new online ordering system from Alpha Laboratories, in collaboration with our fulfilment partner, Latcham. This initiative enables hospitals, trusts and service coordinators to log in and order patient kits for direct delivery to clinics, GP surgeries or directly to patients; revolutionising logistical processes by reducing the administrative burden.

This new system combats common issues such as dealing with bulk deliveries, HGV traffic on-site, storage limitations, postage administration and other logistical challenges. More importantly, an easier system reduces the risk of errors in vital services.

Each user will be required to place a bulk "call off" order. Unique log in credentials allow each user access to their site specific products and enables traceability of product ordering.

The user-friendly interface allows flexible management of urgent (24hr), ad-hoc (48hr) deliveries and forward ordering for the coming months, depending on the kits or service level required.

Additionally, TAP offers a significant time and cost saving approach, with a centralised postal tracking service which provides clear advantages above the obvious workflow improvements.

The following is a step-by-step guide to ensure successful ordering.

How The Alpha Portal Works



1. Setting up The Alpha Portal

The web-hosted portal is accessed via a secure login with defined authority levels.

If you are ordering boxes of patients kits e.g. FIT or Calprotectin kits for delivery to GP surgeries or clinics, the location and address information is added in a mass upload after being verified with Royal Mail.

This means that when ordering, an address can be easily accessed from a drop down list or autocomplete function.

If ordering IBDoc, the individual patient addresses are added as required by the clinic, but will be saved to an address book enabling easy access if further kits are needed in the future.

2. Log in access directs you to the portal. Once there, click on the appropriate icon for your order.

Please note: You will only see icons for product areas you have been signed up to.



Product Page



3. Once you have selected the appropriate icon, you will be guided to the relevant PRODUCT PAGE.

For boxes of patients kits e.g. FIT or Calprotectin, The PRODUCT PAGE shows a list of the kit components, the product code, and corresponding images for the specific kits that are available for your organisation.

Quantity available: xxx

'Quantity Available' shows how many boxes or individual kits are available to order. For example, single IBDoc kits, boxes of 20 (Calprotectin) or 50 kits (FIT).

Product Ordering Page



4. Click on 'VIEW PRODUCT' to go to the ordering page.

VIEW PRODUCT

'PRINT FILES' are accessible for the document components and where applicable will show each specific lot number of product that is available to order.



Under 'Order Quantity', type the number of boxes that you want to order. Once this has been entered, click 'ADD TO ORDER'. There is also an option to CANCEL the order if required.



Ordering IBDoc

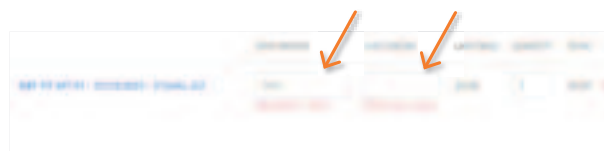
Enter the Patient ID number from the IBDoc Portal. If the patient is already on TAP, the name and delivery address will automatically populate from the previously entered information. Check and confirm that the address is correct. If a different address is required, then edit the information. If the patient is new to TAP, a screen will appear where the patient name and address information can be added.

The default ordering quantity for IBDoc is one kit. Once complete click 'Send IBDoc test kit to patient'. Once confirmed you can either exit or select 'Order another IBDoc Kit' if you are ordering for multiple patients.

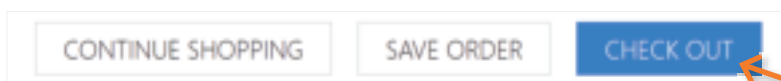
Your Order



5. Enter the delivery date required within the **'DATE NEEDED'** from the delivery availability calendar. Your customer PO number and Alpha reference number will be automatically populated.



Once completed click the **'CHECK OUT'** button to be directed to the DELIVERY PAGE.



Delivery Page



6. On the DELIVERY PAGE, enter any additional information that may be relevant for the delivery under **'Comments'**. This could be access codes or typical delivery information such as building opening times, which may be helpful.

Click on **'SEARCH FOR DELIVERY ADDRESS'**. Start typing a portion of the delivery address, the portal should start providing options for the delivery addresses available. Please note that only verified delivery addresses are included here. The addresses must be verified by the Royal Mail checking service before being provided to Alpha Laboratories, to be added to the system.



7. Finally click on **'SUBMIT ORDER'**, which will become available once the delivery details and purchase order fields have been completed.

SUBMIT ORDER

The fulfillment company will process and dispatch your order in line with the requested 'Date Needed'.

To sign up or for more information please contact us, visit: www.alphalabs.co.uk/contact