


ECC Test Lab Online Ordering

As soon as ECC Test Lab has entered you into our reLIMS Online Ordering System, you will receive an introduction email prompting you to change your password. Once you've done that, you can order tests and review all your COAs without delay.

If you've forgotten your password, simply email info@ecctestlab.com and request a reset.



Your Email

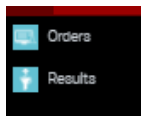
Your Name

Password

Confirm Password

Powered by reLIMS

Looking up Orders & Results



On the left side of the screen, the two options are ORDERS or RESULTS. The ORDERS page allows you to look at any orders you've placed for testing samples, the name of the sample, and the status (complete, in process, or accepted).

Order ID	Order Date	Customer	Sample Images	Batch ID	Batch Size	Batch Unit	Sample Name	Category	Classification	Sample Received Date	Status
2265	06/22/2020 20:00:00	Hemp Hemp			0.00	Grams	Sample Hemp Sample	Topics			Sample Processing
2054	04/29/2020 20:00:00	Hemp Hemp			0.00	Grams	beox 5	Plant			Sample Accept
2053	04/27/2020 20:00:00	Hemp Hemp	leaf.jpg	815	10.00	Grams	Cherry Wine	Beverage			Completed
2041	04/22/2020 20:00:00	Hemp Hemp	RAW_0138.JPG	801	0.00	Grams	Hemp Extract	Extracts		04/23/2020	Completed
2040	04/21/2020 20:00:00	Hemp Hemp	leaf.jpg	800	0.00	Grams	Cherry Wine	Flower-Cured		04/22/2020	Completed

Switching to the RESULTS page gives you access to completed COAs. Click on the PDF symbol on the right side of the table.

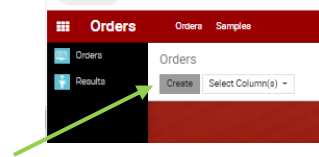
Result ID	Order ID	Order Receive Date	Customer	Batch ID	Batch Size	Batch Unit	Status
REC2268	2265	06/22/2020 20:00:00	Hemp Hemp		0.00	Grams	Ready To Approve
REC2110	2054	04/29/2020 20:00:00	Hemp Hemp		0.00	Grams	Pending
REC2091	2053	04/27/2020 20:00:00	Hemp Hemp	815	10.00	Grams	Approved
REC2039	2040	04/21/2020 20:00:00	Hemp Hemp	800	0.00	Grams	Approved



10329 Stony Run Lane, Ashland, VA 23005
 540-682-3765 | info@ecctestlab.com
www.ecctestlab.com

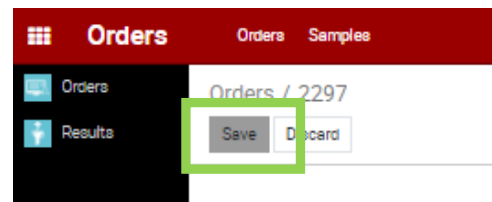
Placing a New Order

1. On the ORDERS page, click the Create button at the top.
2. There are FOUR blanks that need information.
 - a. **Customer** - Your company will show up in the drop-down menu
 - b. **Order Date** should automatically be filled in, but good to check it.
 - c. Choose the **Category** from the drop-down menu (biomass, edibles, topical, extract, etc)
 - d. **Sample Name** – Type in the sample name you want to appear on the COA.



3. Scroll to the bottom of the ORDER page to select testing options by checking the box next to the test. If you select Flower Package, Smokable Flower Package, Product Package all the tests in those packages will appear below. Or you can select individual tests.

4. Hit the SAVE button. The order will be sent to ECC Test Lab once you SAVE it.

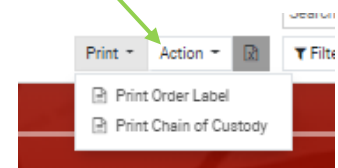


5. Download or print the Chain of Custody by using the 'Action' button at the top and selecting 'Print Chain of Custody'. Include the Chain of Custody in the envelope or package with your sample.



6. Mail samples and Chain of Custody to:

ECC Test Lab
3154 State Street, Suite 2010
Blacksburg, VA 24060



3154 State Street, Suite 2010, Blacksburg, VA 24060
 540-682-3765 | info@ecctestlab.com
 www.ecctestlab.com