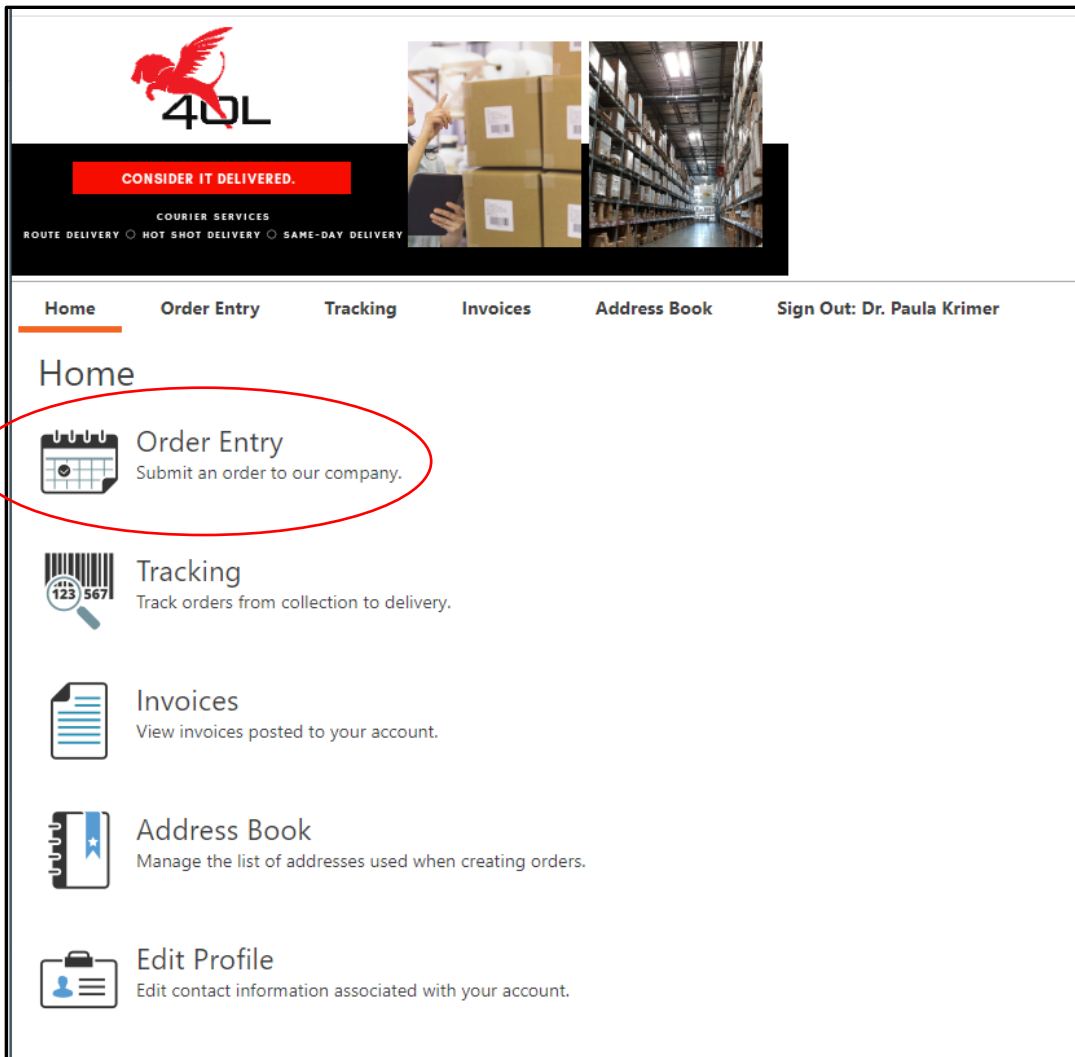


4QL ONLINE ORDERS

1. Log in to your account at <https://www.4qlsolution.com/>. If you need login credentials, call 678-631-9470 and reference UGA DLab
2. Select **Order Entry** from the home page



3. Choose the **Requested by** name (first time, then browser will remember), then select the **Collection Location** by using the **Search Address Book** to find your practice.

Customer Information

UGA- Athens Veterinary Diagnostic Lab (AVDL)
 501 DW Brooks Dr. Phone: 706-542-5568
 #150 Email: krimer@uga.edu
 Athens, GA 30602 Requested by: **Dr. Paula Krimer**
 Department:

Collection Location

Recently used locations:

Search address book:

Company	Contact	Address	City	State/Province
Test		Test		
Test Clinic	Paula Testing	1 Main street	Watkinsville	Georgia

Name:
 Contact:
 Phone:
 Email:

Address line 1:
 Address line 2:
 City:
 State/Province:
 Postal code:
 Country:

Delivery Location

Recently used locations:

Search address book:

Name:
 Contact:
 Phone:
 Email:

Address line 1:
 Address line 2:
 City:
 State/Province:
 Postal code:
 Country:

Service

Level of service:
 Description: Athens Veterinary Diagnostic Lab- Pickups

Description

Description:

4. Select the **Delivery Location** as AVDL Pick-up

Customer Information

UGA- Athens Veterinary Diagnostic Lab (AVDL)
 501 DW Brooks Dr. Phone: 706-542-5568
 #150 Email: krimer@uga.edu
 Athens, GA 30602 Requested by: Dr. Paula Krimer
 Department:

Collection Location

Recently used locations:

Search address book:

Name:
 Contact:
 Phone:
 Email:

Address line 1:
 Address line 2:
 City:
 State/Province:
 Postal code:
 Country:

Notes: test clinic

Delivery Location

Recently used locations:

Search:

Company	Contact	Address	City	State/Province
Athens Veterinary Diagnostic Laboratory (501 DW Brooks Dr.	Athens	GA

Name:
 Contact:
 Phone:
 Email:

Address line 1:
 Address line 2:
 City:
 State/Province:
 Postal code:
 Country:

Service

Level of service:
 Description: Athens Veterinary Diagnostic Lab- Pickups

Description

Description:

5. Click the appropriate **Option** box for your specimens (circled); refrigerated, room temperature, and any whole bodies. If submitting a whole body, also enter a **Description** of the shipment. In the box for **Quantity**, enter the number of **specimen bags** for pickup

The screenshot shows a web form for specimen pickup. The form is divided into two main columns: **Service** and **Description**.

Service Section:

- Level of service: (AVDL) - Pickup
- Description: **Athens Veterinary Diagnostic Lab- Pickups:**
- Instructions: -Orders placed by 2pm will be picked up the same-day of request, between 2pm-7pm. -Orders placed after 2pm will be picked up the next business day, between 2pm-7pm.
- PLEASE FOLLOW INSTRUCTIONS TO COMPLETE PICKUP REQUEST:**
- 1. Select specimen type under the **OPTIONS** section. (Check all that apply)
- 2. Enter the number of specimen bags being picked up in the **QUANTITY** section.
- 3. Submit your order
- ***No payment is required at the time of booking. All charges will be billed to you directly from **AVDL- DLab*****
- Ready for collection by: 1/16/2020 1:43 PM
- Deliver by: 1/16/2020 10:00 PM
- Current time: 1/16/2020 1:43 PM
- Times are shown as (UTC-05:00) Eastern Time (US & Canada)

Options Section (Circled):

- Refrigerated Specimen
- Whole Body
- Room Temperature Specimen

Description Section:

- Description: Extra info goes here
- Reference #: [input field]
- Purchase order #: [input field]
- Declared value: 0
- Quantity: 0 (Annotated with a red arrow and the text "# of bags")
- Weight: 0
- Dimensions: Length: 0, Width: 0, Height: 0
- Vehicle type: Any

Submit Order Section:

- Calculate Price for this Order
- Submit Order Now (Annotated with a red arrow and a box containing the text "When ready to order, submit order here")

6. Click **Submit Order Now**. A message will appear after a successful order with pickup details.

The screenshot shows the 4th Quarter Logistics Solutions (4QL) website interface. At the top, there is a header with the 4QL logo and a navigation menu. The 'Order Entry' menu item is highlighted with a red circle. Below the navigation menu, the main content area displays 'Order Submitted' in a large font, followed by a confirmation message: 'Your request has been submitted successfully. You may wish to print this page as a record of your transaction.' Below this message are three buttons: 'Print Shipping Label', 'Print Waybill', and 'Print Bill of Lading'. A note below the buttons states: 'Note: Viewing and printing of the shipping label, waybill, and bill of lading may require that Adobe Reader be installed on your computer. If you do not have it installed, click here to download Adobe Reader.' The order details section includes: Tracking number: 902167097, Date submitted: Wednesday, January 15, 2020 at 1:14 PM, Customer: UGA- Athens Veterinary Diagnostic Lab (AVDL), Amy Lavender, Due date: Wednesday, January 15, 2020 at 10:00 PM, Level of service: (AVDL) - Pickup, Description: (blank), Weight: (blank), Total cost: \$10.00, Requested by: Dr. Paula Krimer. Below the order details, there are two columns for 'Collection Location' and 'Delivery Location'. The 'Collection Location' column lists: Address: Test Clinic, Paula Testing, 1 Main street, Watkinsville, Georgia 30677; Phone: 706-542-5568; Email: krimerp@uga.edu. The 'Delivery Location' column lists: Address: Athens Veterinary Diagnostic Laboratory (AVDL), 501 DW Brooks Dr., Rm 150, Athens, GA 30602; Phone: 706-542-5568; Email: athndlab@uga.edu. At the bottom of the page, there is a button labeled 'Go to Tracking Page...' and a footer message: 'Thank you for using 4th Quarter Logistics Solutions, LLC!'.

View All Orders

1. From the **Home** page, select **Tracking**
2. The page will display your list of orders, with columns showing tracking numbers, delivery status, and other information. From this page, orders may be viewed by date from the **Date range** drop-down menu