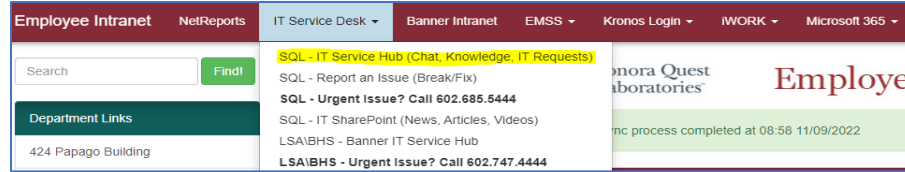


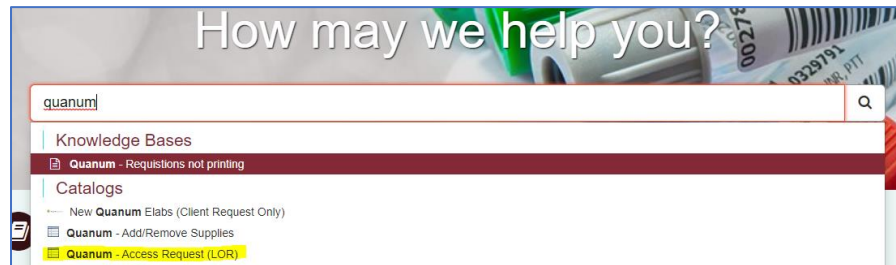
How to process New Users for TSO with Ref labs

Quantum

- Requests must be processed from SQL Service Now
 - From the SQL intranet home page click on IT Service Hub (Chat, Knowledge, IT Requests)



- This screen will then appear and in the search box you will type out Quantum
- And choose Quantum – Access Request (LOR)



- You will then fill out the information requested and once the form is complete you will click on the Order Now icon and request is complete.

Quantum - Access Request (LOR)

Request new, change or remove Quantum Labs Orders and Results (LO&R) access.

Login Website: <https://cas2.questdiagnostics.com>

* Indicates required

* Requested By:
Tamara Ferguson

* Request Type
-- None --

* Employee First Name

* Employee's Last Name

* Lawson ID

Quantum Username

Quantity: 1

Delivery Time: 1 Day

Order Now

Required information

Request Type Employee First Name

Employee's Last Name Lawson ID

Access Type Site Code Performing Site

Accounts

How to process New Users for TSO with Ref labs

* Access Type
☐ IOP
☐ PSC
☐ Client Services
☐ Hospital

* Site Code
[Dropdown menu]

Always Print Specimen Requirements Page
[Yes/No dropdown menu]

* Performing Site
☐ QSO
☐ MET
☐ SJC

* Accounts
[Text input field]

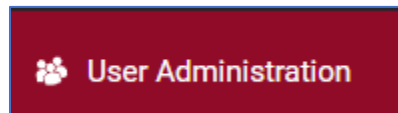
Special Instructions
[Text input field]

[Add attachments button]

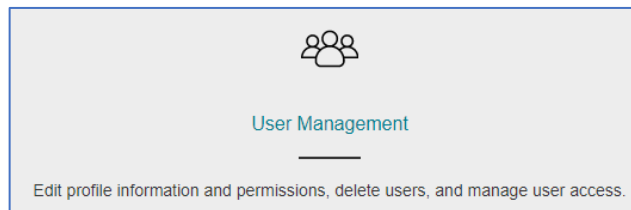
-
- Be sure to include the correct account numbers for your location.
 - Interface and non-interface SQL account numbers
 - SJC account number

ARUP

- User admin for your location will log into ARUP Connect
 - Do not have new team members contact ARUP for set-up, the permissions are not accurate and the user name does not follow system standard.
- Select “User Administration” from the side bar menu



- Access the User Management

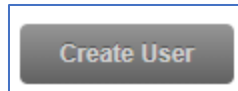


- Select the “Create New Account”



- Complete the profile with the team members information
 - User Name
 - Email is the required user name with Single Sign-on process
 - First Name
 - Last Name
 - Email (this will be used to reset password if they are locked out)
 - Optional fields
 - Phone, Supervisor, Facility and Location Description
 - Select “create User” to move to permissions

How to process New Users for TSO with Ref labs



-
- Once User name has been created – select tab to assign permissions
 - Permissions – Select the account number from the dropdown
 - eExcept
 - Order Entry
 - Order Status and Results
 - Pricing
 - Test delay notifications
 - eInvoice – for staff required to review and approve invoices for payment
 - eSupply for staff who are responsible to order supplies

MAYO

- Team member to register on the MCL webpage to start the process.
- <https://www.mayocliniclabs.com/>



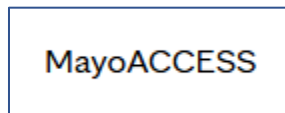
MayoACCESS

MayoLINK

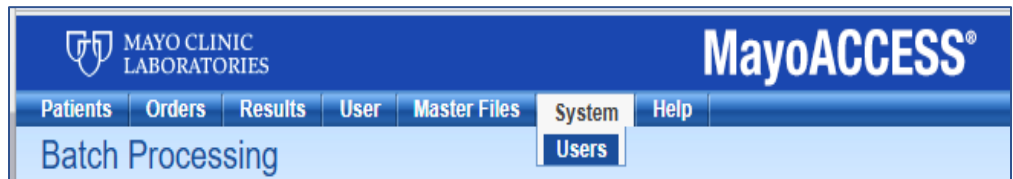


My Dashboard

-
- The User Admin will then follow the following steps to assign access to the team member
 - Admin will need to log into MAYO and branch to the MayoACCESS portal



- Open the System Users



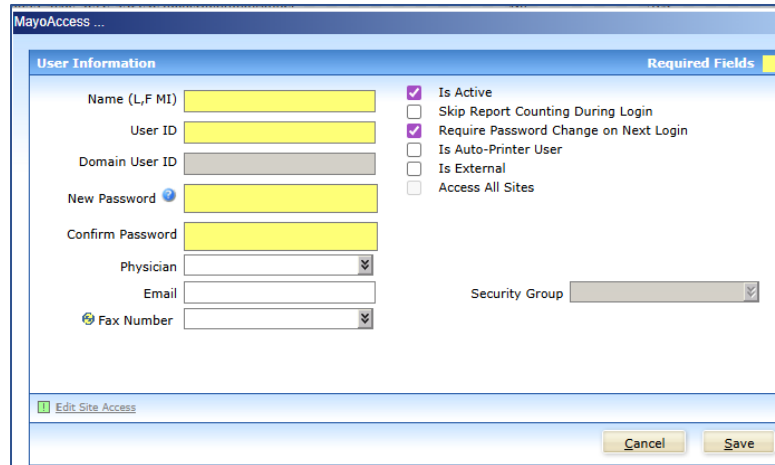
- Click on "New User" in bottom left corner



- Complete the User Information

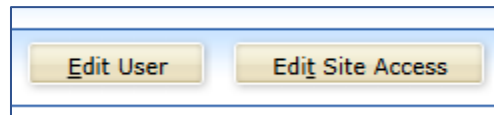
- Be sure to list name as Last,First
 - Do not include a space between names
 - User ID is the team member email
 - Temp Password that will be shared with new team member
 - Ensure two areas are checked on right
 - In Active and Require Password Change on Next Login

How to process New Users for TSO with Ref labs



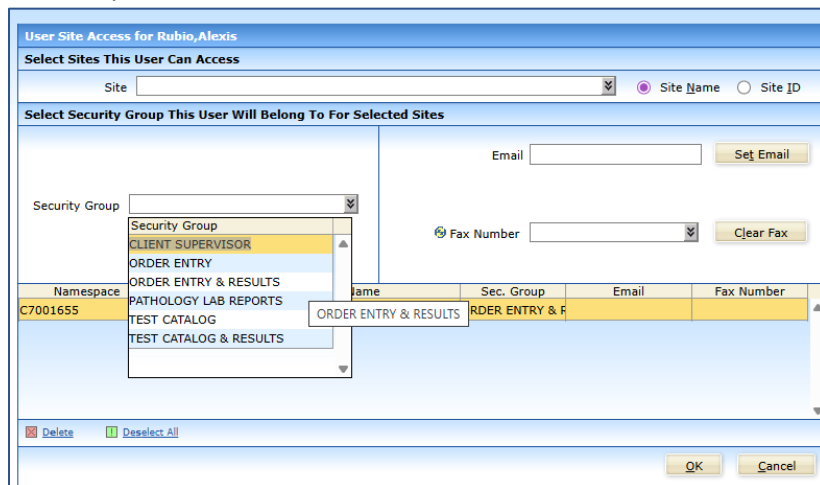
The 'MayoAccess ...' window displays the 'User Information' form. It includes fields for Name (L,F MI), User ID, Domain User ID, New Password, Confirm Password, Physician, Email, and Fax Number. On the right, there are checkboxes for 'Is Active', 'Skip Report Counting During Login', 'Require Password Change on Next Login', 'Is Auto-Printer User', 'Is External', and 'Access All Sites'. A 'Security Group' dropdown is also present. At the bottom, there is an 'Edit Site Access' link and 'Cancel' and 'Save' buttons.

- Select Save
- Select Edit Site Access



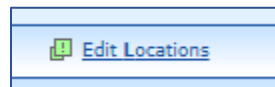
A button bar containing two buttons: 'Edit User' and 'Edit Site Access'.

- Site – will be the site team member is working
- Security group
 - Order Entry & Results
 - Client Supervisor is reserved for user admins



The 'User Site Access for Rubio, Alexis' window shows options to 'Select Sites This User Can Access' and 'Select Security Group This User Will Belong To For Selected Sites'. It includes a 'Site' dropdown, radio buttons for 'Site Name' and 'Site ID', and a 'Security Group' dropdown. A table lists available sites with columns for Name, Sec. Group, Email, and Fax Number. The table includes entries for 'CLIENT SUPERVISOR', 'ORDER ENTRY', 'ORDER ENTRY & RESULTS', 'PATHOLOGY LAB REPORTS', 'TEST CATALOG', and 'TEST CATALOG & RESULTS'. At the bottom, there are 'Delete' and 'Deselect All' buttons, and 'OK' and 'Cancel' buttons.

- Select Ok
- Select Edit Locations in bottom left corner



A button labeled 'Edit Locations' with a small icon to its left.

- Using the dropdown – select site for team member to access

How to process New Users for TSO with Ref labs

Site User Location

Select a Site to Add Locations

Site

Select Location to Add

Location

☐ Always Allow Access to All Locations

User Locations

Locations

- o Select ok