

Version: 1.0 **Last Updated:** January 27, 2026 **URL:** t-link-production.vercel.app

1. Getting Started

1.1 Accessing T-Link

- 1 Open your web browser and navigate to: <https://t-link-production.vercel.app>
- 2 You will see the T-Link login page with the company logo

1.2 Logging In

- 1 Enter your **Email Address** (must be pre-authorized by an administrator)
- 2 Enter your **Password**
- 3 Click **Sign In**



Security Note

After 5 failed login attempts, your account will be temporarily locked for 15 minutes.

1.3 User Roles

Role	Access Level
Lab Staff	Sample Inventory, Test Methods, Shipment Creation
Admin	All Lab Staff functions + User management

2. Dashboard Overview

After logging in, you'll see the **T-Link Dashboard** with three main action buttons:

Button	Function
Test Methods	Manage testing procedures and documentation
Sample Inventory	Track chemical samples, CoAs, and SDS documents
Shipment Logistics	Create and manage outbound shipments

Navigation

- **Help Button** - Top right corner, access user manual and support
- **Sign Out** - Top right corner, securely logs you out

3. Sample Inventory Management

3.1 Dashboard Statistics

At the top of the page, you'll see real-time statistics:

- **Total Samples** - All samples in the system
- **Active Samples** - Currently active inventory
- **Expired Samples** - Samples past expiration date
- **Expiring Soon** - Samples expiring in 30/60/90 days
- **With CoA** - Samples with Certificate of Analysis attached
- **With SDS** - Samples with Safety Data Sheet attached

3.2 Adding a New Sample

- 1 Click **+ Add Sample** button
- 2 Fill in the required fields (Chemical Name, Lot Number, Received Date, Quantity)

3 Attach CoA and SDS files if available

4 Click **Save Sample**

Field	Description	Required
Chemical Name	Full name of the chemical	Yes
Lot Number	Unique lot identifier	Yes
Received Date	Date sample was received	Yes
Quantity	Amount in stock	Yes
CAS Number	Chemical Abstracts Service number	No
Expiration Date	When the sample expires	Recommended
UN Number	DOT hazmat identifier	For HazMat
Hazard Class	DOT classification (1-9)	For HazMat

3.3 Expiration Badges

Samples display colored badges based on expiration status:

- **Valid** - More than 90 days until expiration
- **60-90 days** - Expires in 60-90 days
- **30-60 days** - Expires in 30-60 days
- **Expires Soon** - Less than 30 days
- **Expired** - Past expiration date

4. Test Methods Library

The Test Methods Library displays all testing procedures with:

- **TM Number** - Unique identifier (e.g., TM-001)
- **Title** - Test method name
- **Version** - Current version number
- **Status** - Active, Draft, or Archived
- **Document** - Attached PDF file

Adding a New Test Method

- 1 Click + **Add Test Method**
- 2 Fill in TM Number, Title, Version, and Description
- 3 Upload the test method PDF document
- 4 Click **Save**

5. Shipment Logistics

5.1 Creating a New Shipment

- 1 Click + **Create Shipment**
- 2 Select samples from the dropdown and enter quantities
- 3 Enter recipient contact information and address
- 4 Review HazMat information (auto-populated)
- 5 Click **Create Shipment**

5.2 HazMat Information

For hazardous materials, the following is auto-populated:

- **UN Number** - United Nations hazard ID
- **Hazard Class** - DOT classification (1-9)
- **Packing Group** - Severity level (I, II, or III)
- **Proper Shipping Name** - Official DOT name
- **Emergency Contact** - Required 24/7 contact



Required Supplies

The system automatically calculates required packaging based on quantity.

6. Processing Dashboard

Processing Workflow

- 1 **Review Shipment** - Verify all details are correct
- 2 **Print SDS** - Print Safety Data Sheets for inclusion
- 3 **Validate Address** - FedEx verifies the destination
- 4 **Get Rate Quote** - Select service and get shipping cost
- 5 **Generate Label** - Create FedEx shipping label
- 6 **Print Labels** - Print shipping and HazMat labels
- 7 **Record Supplies** - Update supply inventory

7. Supply Inventory

Stock Status Indicators

Color	Status	Action
Green	In Stock	None needed
Yellow	Low Stock	Plan reorder
Red	Reorder Needed	Order immediately

8. Support System

Support Types

Type	Contact	Use For
Technical Support	jhunzie@ajwalabs.com	Portal access, login issues, software bugs
Lab Support	eboak@ajwalabs.com	Sample questions, testing procedures, CoA/SDS



Quick Access

Click the

Help

button in the top-right corner to access support from any page.

9. Troubleshooting

Common Issues

Cannot Login

- Verify email is spelled correctly

- Check for CAPS LOCK
- After 5 failed attempts, wait 15 minutes
- Contact admin for password reset

Document Won't Download

- Check popup blocker settings
- Try right-click → "Open in new tab"
- Clear browser cache

FedEx Label Not Generating

- Validate the destination address first
- Check all required fields are filled
- Ensure weight is entered
- Try a different service type

Browser Requirements

For best experience, use:

- Google Chrome (recommended)
- Microsoft Edge
- Mozilla Firefox
- Safari (Mac)

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T-Link: Teleos Logistics and Information Network

Developed by

