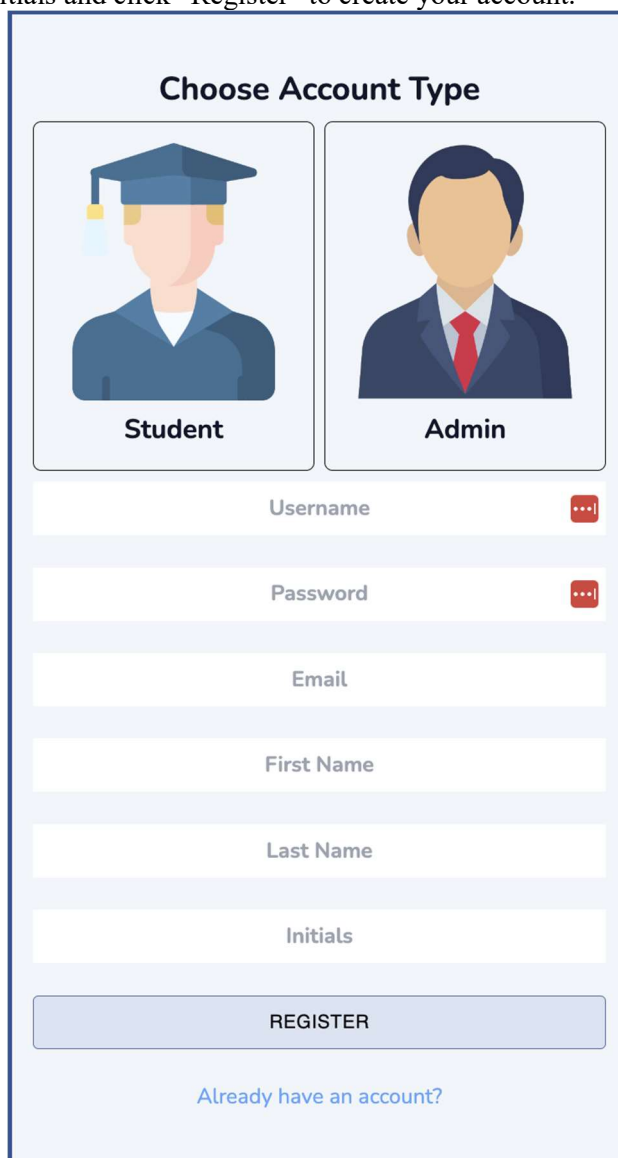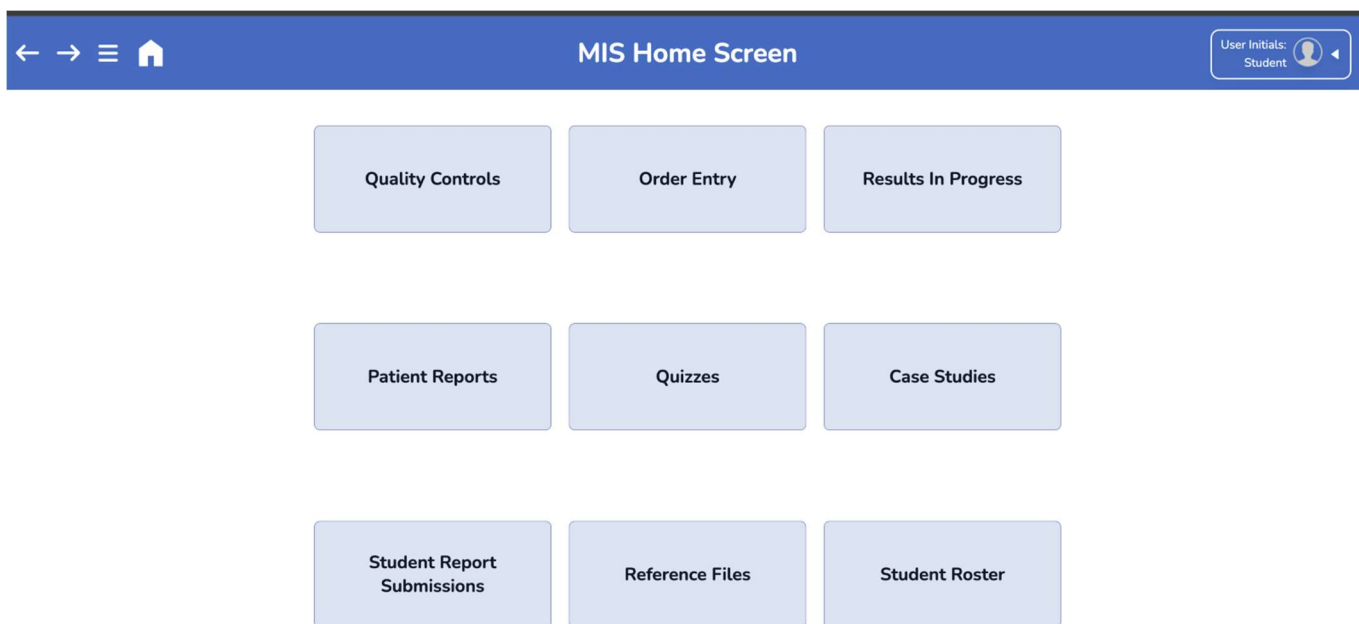**1.) Getting Started**

Once you have completed the installation guide, you can now begin using our software. You will be greeted with a login page that has two different types of accounts, student and admin. Now if you already have an account, you will select your account type and enter your username and password and select login. If you don't have an account, you can click on the "Don't have an account" link underneath the login. Shown in the picture below is what the new account creation looks like. First you select whether you are a student or an admin. Select your username and password which should contain an uppercase letter, lowercase letter, a number and a non-alphanumeric character. To finish up you'll enter information for full name email and initials and click "Register" to create your account.

Once you have correctly logged into your account, you will be taken to the admin home screen shown below. To start the process of creating a Quality Control, navigate to Quality Controls > Order Controls > Molecular which will show the list of Controls that can be created.

User Initials:
Student

| Quality Controls | Order Entry | Results In Progress |

| Patient Reports | Quizzes | Case Studies |

| Student Report Submissions | Reference Files | Student Roster |

From this list, you can drag and drop the panels that they would like to order which will be shown in the "Selected QC" column. If you want to clear all of your already selected QC panels, you can select the "Clear Selection" button in the middle of the page. Once you are happy with your selection, select the "Order Selected QC" button in the middle which will confirm your selected panels. To start working on those panels, a third button will appear labeled "Review QC". Selecting this button will take you to the page to start working on those. Another option is to go Home>Results in Progress which also does the same thing as the previously mentioned button.
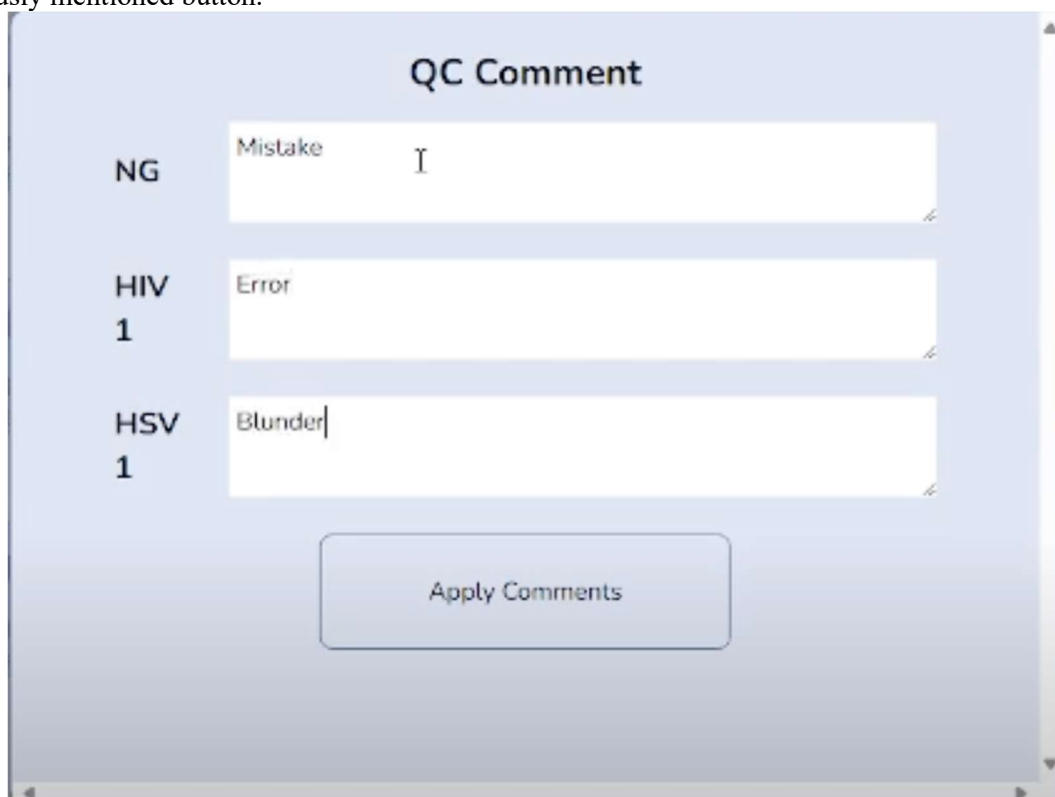
A list of Ordered QCs should be displayed on your screen, but if you believe that they are missing, go back to the start of the section and confirm you have correctly done everything. If everything looks correct, to begin working on a Quality Control, click which one you want to work on which will select it and highlight it blue. To start working on it, click the "Select QC" button to confirm your selection.

Once the selection has been made, you will be taken to the results page where you will be able to enter in the values for each analyte in the QC. When scanning over the QC, if you see a value in the expected value area that you want to be changed, you will need to go back and edit it. This can be navigated to by doing the following, Home>Quality Controls>QC Builder>Molecular>QC Panels> The QC you want to edit to select the file>"Edit QC File" button. Finally, you can select the expected range of the analyte you want to edit and then change the value. After navigating back to the QC results you can now see the value has changed.

After confirming the analyte information is correct you can now start inputting the values. Select the input field of the first analyte and enter the value. After the first analyte has been selected, all the user needs to do to move to the next analyte is press the "Enter" key on their keyboard and this process remains the same throughout the rest of the analytes.

After you have inputted the expected range value on each analyte, if any of the values are off you will be required to enter a comment. The comment field, which is shown below, shows each analyte that requires a comment, and the QC can't be submitted until each analyte that requires a comment has one. To submit these comments, click the "Apply Comments" button which will take you back to the previous

page. The "Accept QC" button will no longer be greyed out and you can now submit the QC using the previously mentioned button.

The final section of this manual will go over the Review Controls section. This can be navigated to by the process Home>Quality Control> Review Controls>Molecular. This will show the list of Quality Controls in the Molecular department. From this list the user can click one of the QCs which will highlight it then select the "Select QC" button to move on to the next portion. The user should now see the list of Analytes from the QC that was selected. The process for selecting is like the previous screen, click on a analyte to select it then click on the "Qualitative Analysis" button to confirm the selection. A modal should now pop up asking the user to select the date range that they would like to view. Input the date in the format MM/DD/YYYY to get the correct results. The output of the report will show you all instances in the date range that was inputted. You will be able to put a comment if you have any concerns using the "Comment" button. This button will still be what you use if you have no comments and want to approve the report it will just make a default comment for you. Finally you can save it as a report.