



Quick navigation guide for mylab

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Accessing mylab

To access Hill Labs' mylab, visit <u>https://portal.hill-laboratories.com/</u> On the mylab homepage, there are three options to choose from. "Laboratory Tests", "Sampling Supplies" and "My Jobs".



Laboratory Tests

Within "Laboratory Tests", you can order tests ahead of time to speed up the lab process and receive results faster. You can view test prices and our test catalogue.

If you are a first time user of mylab you will be presented with the Persona selection screen. Each persona contains tests which relate to its title.

and mylab		Home Order Sampling Supplies	Order Lab Tests My Jobs Contact Us
Select a Role Let's get started. Tell us what you will be test	ing for:		
EVERYONE	AGRICULTURE	HORTICULTURE	INDUSTRY AND MANUFACTURING
FACILITIES MANAGEMENT	HOUSEHOLD	LIFESTYLE BLOCK	ENVIRONMENTAL MONITORING
HONEY	Food safety and NUTRITION		



Order Laboratory	Tests	You are ordering 1 sample	Agriculture Tests Change (Price Excludes GST)
Sample Name 🗅	Sample Type		Q Search for a test
Enter Sample Name	💿 🛇 Search	~ 😸 E	Drag and drop tests to your samples
Drag your analytical test here			Total Cadmium in Soil \$18.00 ;
			○ Total Copper in Soil or Compost \$11.00 ÷
			🔿 Total Sulphur in Soil \$9.00 🗄
			C 120+ Pesticide Residue Suite (MR2) \$284.00
			230+ Pesticide Residue Suite (MR1) \$284.00 ;
			CO 300+ Pesticide Residue Suite (MR3) \$542.00 ±
			300+ Peszieide Residue Suite (MR3) 8542.00 *Piesse note: For any tests not displaying a price, this will

If the test you require cannot be found in the list, you may need to change the test persona. To change the test persona, select *"Change"*. A list of personas will pop up; select the persona where your test is likely to sit. If the required test still cannot be found please email the team at **cx@hill-labs.co.nz**.

A	griculture Tests Chang	<u>je</u>			
(F	rice Excludes GST)				
	Everyone				
R	Agriculture				
ø	Horticulture	s			
ŝ	Industry and Manufacturing				
ŝ	Facilities Management		\$18.00	:	
岱	Household	post	\$11.00	:	
ݾ	Lifestyle Block		\$9.00		
٥	Environmental Monitoring		\$9.00	•	
Ţ	Honey	e (MR2)	\$284.00	:	
×	Food Safety and Nutrition	e (MR1)	\$284.00	:	
C	C 300+ Pesticide Residue Su	ite (MR3)	\$542.00	:	•

If you select the ellipsis on the right-hand side of the test list price, you are given two options, "+, Add to all samples" or "(), Show test info".

The "+ Add to all samples" function will add that test to all samples you have ordered on the left-hand side of the page.

The "⁽¹⁾ Show test info" function will pop up a box with more info about the test. You will find typical turnaround time and the measurands reported.

\heartsuit	230+ Pesticide Residue Suite (MR1)	\$284.00
\heartsuit	300+ Pesticide Residue Suite (MR3)	\$542.00 + Add to all samples
\heartsuit	Acidic Herbicide Test Suite	\$341.00 Show test info

If you cannot see the test you require in the test list, you may need scroll down using the scroll bar.



You can search for test types by name or analyte name, using the search bar function.



Samples

The field under the heading "Sample Name" is where you add a name to identify your sample. This should be a name that is meaningful to you, and it will show on your report.

O If you have samples with more than one name, you can add this further through the sample submission process.

The sample type field is where you select the type of sample you are submitting for testing. You can type the sample type you are submitting or scroll and search for the sample type.

#	Sample Name 🗓			Sample Type			
1	Enter Sample Name	0	\bigcirc	Search	\sim	⊗	:
	Drag your analytical test here						

When you select a sample type you may be given the option if you would like us to add any recommended testing, you can select yes or no. If you choose to add the recommended testing, you will be able to remove this later if you wish to.





Order Laboratory Tests

Sample Name 🛍	Sample Type	
Fuji	⑦ 〇 Apple	× 😽
120+ Pesticide Residue Suite (MR	2) x	

Bulk Samples

To add more than one sample at a time you can enter the number of samples in the grey field at the bottom of the page and click *"Add More Samples"*.

- 1 + Add More Samples	
------------------------	--

Clicking the clipboard icon next to the "Sample Name" heading will open a "Paste Sample Names: clipboard. Each new line named or numbered will result in that amount of samples being added to your order.



Paste Sample Names		×
Sample Name		
You can copy your sample names f list of sample names directly into t sample is listed on a separate line.	from a spreadsheet or fr he above text box. Ensu	ee type your re each
Clear	(Save

Sampling Supplies

In the Order Sampling Supplies menu, you can browse through various categories of supplies. These include containers, sampling kits, and other necessary materials.



°∭⊖ ^O mylab	Home	Order Sampling Supplies	Order Lab Tests	Honey Blending	Honey Forecasting	My Jobs	Contact Us
Order Sampling Supplies	;				Showing tests for: Every	/one	V
If you can't find what you are looking for, call us on 0508 HIL	LL LAB (0508 44 5	55 22) or email mail@hill-labs.co.	nz				
Available Sampling Supplies					I	Ay Cart	
> DIY Sampling Kits (testing charges apply	y)						
 Logistics (All) 						= L	
> Sample Packaging (All)					Your	cart is empty	
> Sampling - Plant and Feed							
> Sampling - Soil/Sludge/Compost/Media							
> Sampling Tools							
> Supplied Solutions and Solution Contain	ers						

Click on the drop-down arrow to expand and show the items within the category listed. You can see descriptions, quantities, and any special instructions for use by clicking the More Information button.

ີ Mylab	Home Ord	er Sampling Supplies	Order Lab Tests	Honey Blending	Honey Forecasting	My Jobs	Contact Us
Order Sampling Supplies					Showing tests for: Every	one	
If you can't find what you are looking for, call us on 0508 HILL LAR	8 (0508 44 555 22) o	r email mail@hill-labs.co	.nz				
Available Sampling Supplies					N	ly Cart	
 DIY Sampling Kits (testing charges apply) 						•	
> Animal Feed					1		
∨ Food					Your c	art is empty	
Pesticide Residue Sampling Kit FnCKit More Information	Quantity	Free M Testing charg	it es apply	Add to Cart]
> Honey							
> Other							
> Plant							
> Soil							
> Water and Effluent							
> Logistics (All)							
> Sample Packaging (All)							
> Sampling - Plant and Feed							
> Sampling - Soil/Sludge/Compost/Media							
> Sampling - Surfaces							
> Sampling Tools							

Select the quantity you need by clicking the + or – symbols, then add the item(s) to your cart by clicking the Add to Cart button.

After adding all necessary items, click the yellow Place Order button under the Order Summary heading.



ີ ເຫັບ mylab	Home	Order Sampling Supplies	Order Lab Tests	Honey Blending	Honey Forecasting	My Jobs	Contact Us
Review Order	🔿 Order I	References >	(◯) De	livery) 4 P	lace Order	
Review your order	Irder button V	ur order has not heen placed ve	**		0.40	Summan.	
Your Details	Edit	Delivery Details	7L.	Edit	✓ Sampling Supp	r Summary lies	\$0.00
Name: Tyler		Recipient Info:	C/- R J Hill Laboratorie	s Limited	C Honey Sampling Ki Qty: 1	t	Free Kit
Email: mylabhill@gmail.com Phone: - Mobile:		Delivery Address:	28 Duke Street, Frankton, Hamilton 3204, New Zealand		Total		\$0.00 excl. GST
Company: R J Hill Laboratories Limited		Delivery Instructions:	-		P	lace Order	
References	Edit				М	anage Cart	
Order Reference: - Purchase Order Number: - Other Reference: -							
← Previous							

Ensure you have the correct quantities and items. Also check your contact details and your delivery address are correct.

When you are ready to order, click the yellow," Place Order" button under the Order Summary heading. When your order has been successfully placed you will be presented with the pop-up message below.

mylab		Home	Order Sampling Supplies	Order Lab Tests My Jobs Contact Us
Review Order	\odot	Your order was placed successfully You will receive confirmation of this order in your	email shortly.	
Contact Details	>	ок		Place Order
Review your order				
Please check the information below, then cl	lick the Place Order button. You	ir order has not been placed yet.		Order Summary
Your Details Name: Ernail: Phone: Mobile: Company:	Edit	References Order Reference: Purchase Order Number: Other Reference:	6.8	Your cart is empty
Hill Labs		CONTACT US 0508 HILLAB (0508 44 555 22) +64 7 858 2000 mail@hill-labs.co.nz	QUICK LINKS Terms of Trade End-User Licence Agreement Privacy Statement	SITE M A P Home Order Sampling Supplies Order Lab Tests

You can track the status of your order through the My Jobs section of mylab. Your sampling supplies order will be categised by job type "Supplies". You can also access links to the courier services to track delivery of your parcels.

My Jobs

KB Item: 59062



The My Jobs menu is where you can track progress of your testing, view reports, invoices and job details. This includes historical jobs which may have been submitted manually using paper submission forms. You can track the progress of you supplied item orders and access links to the courier services delivering your parcels.

ഀൣ ^C my	lab													Home	Or	der Sampling Supplie:	Order Lab Tes	sts Hor	iey Blending	Honey For	ecastin	g My Jobs	Conta	ct Us
My Jobs This displays	obs Search Jobs the most rece	nt 200 jobs where t	you are the primary co	ntact.																				**
Drag a column	header and dro	p it here to group by th	nat column																5	how/Hide Columns	F	lefresh Jobs	Reset Layout	
Order	Job	Job Type	🕇 Order Date 👃	Status	T	Progress ()		Lab Priority	Ŧ	Target Date	Date Received	Client Reference	Ŧ	Client Order No.	Ŧ	Quote Number	Contact Name	Ŧ	Client Nan	e	T C	arge To Name	т	
575682		C Supplies	24-Feb-2025	Received				Normal		26-Feb-2025														
559145	3770734	A Test	04-Feb-2025	Cancelled			0%	Normal		11-Feb-2025	05-Feb-2025	TEST		TEST										•
548104	3758726	A Test	20-Jan-2025	Cancelled			0%	Normal		23-Jan-2025	20-Jan-2025													
545401	3755703	A Test	15-Jan-2025	Cancelled			0%	Normal		21-Jan-2025	16-Jan-2025													
498200	3705001	A Test	31-Oct-2024	Cancelled			0%	Normal		06-Nov-2024	01-Nov-2024	TESTING/TRAINING ON	ILY			134414								
488535	3695012	A Test	16-Dot-2024	Cancelled			0%	Normal		21-Jan-2025	16-Jan-2025													
488535	3695011	A Test	16-0ct-2024	Cancelled			0%	Normal		21-Jan-2025	16-Jan-2025													
487301	3693795	A Test	15-Oct-2024	Cancelled			0%	Normal		18-Oct-2024	15-Oct-2024													
487301	3693794	A Test	15-Det-2024	Cancelled			0%	Normal		18-Oct-2024	15-Oct-2024													
480784	3686777	A Test	04-0ct-2024	Cancelled			0%	Normal		09-Oct-2024	04-Oct-2024			Honey NZ										
453349	3660290	<table-cell> Supplies</table-cell>	28-Aug-2024	Finished				Normal		02-Sep-2024														•
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You will have access to two or three tabs within My Jobs. If you are part of an organisation, you will see Jobs, All Jobs and Search Jobs. If you are registered as an individual contact with Hill Labs, you will see Jobs and Search Jobs.

Within Jobs you can access any jobs you have submitted. The most recent 200 jobs will be displayed over two pages. Any jobs not showing can be accessed within the Search Jobs tab.

In the All Jobs section, you can view any jobs submitted by others in your organisation, provided they have opted to share their jobs within the organisation. If you cannot see jobs submitted by others in your organisation, please contact the team at cx@hilllabs.co.nz.

Within Search Jobs you can use search parameters to filter jobs

°∭C <mark>mylab</mark>						Home	Order Sampling Su	pplies Order Lab Test:	3 My Jobs	Contact U
My Jobs										
Jobs All Jobs Search Jobs										**
This will find jobs where you are the primary contact, or t	ne user in your organisation has chosen to share the	eir jobs within the organisat	tion. If you have questions, contact us.							
✓ Search Jobs										
Keyword:		۲	Lab Job Number:		0	Primary Contact Na	me:			0
Find las	t 25 v Jobs		Client Order Number:		0	Submitter Na	me:			0
v Incl	ude Jobs from Other Users in My Organisation cludes hidden ones)		Lab Order Number:		0	Client Na	me:			1
	y return unfinished jobs		Job Type:		× 0	Charge To Na	me:			0
Earliest Date : 2023-	12-18 📋		Sample Name/Id:		٢	Client Refere	ice:			0
Latest Date : 2024-	12-18 📋		Quote Number:		0	Additional	Ref:			0
				Search						
Drag a column header and drop it here to group by that column								Show/Hide Columns R	lefresh Jobs	Reset Layout
Job Job Type 🝸 Order Date	Progress ① ↑ Status	Lab Priority 🝸 1	Farget Date Date Received	Client Reference 🛛 🝸	Client Order No.	Quote Number 🝸 Contact Name	T Client Nat	me 🝸 Ch	arge To Name	Ŧ

Support

If you encounter any issues, you can contact Hill Labs for assistance

Customer Experience Team: <u>cx@hill-labs.co.nz</u>

Version: 1

Business Support: <u>mail@hill-labs.co.nz</u> or call 0508 44 555 22 (07 858 2000)