GENEKOR'S ONLINE PORTAL: HOW TO INSTRUCTIONS

1. Creation of a personal private web account
   - Fill out and send the web account creation request at
     support@genekor.com

Otherwise, ask from a partner of us to receive the completed request and get it delivered to the Customer Service Department of Genekor.

   - The Customer Service Department of Genekor will create for you your personal account. As soon as your account is activated you will receive a confirmation email in which your username, as you have set it, and a **temporary** password will be contained.

2. Connection to your personal account
   - In the confirmation email you are going to receive, you will be asked to follow a link and afterwards to enter your username and temporary password.
   - In your first connecting attempt you are going to be asked to change your current password and set a new one, for security reasons.

PLEASE LOGIN FIRST !

USERNAME

PASSWORD

LOGIN ➜

ⓘ Just click on the "login" button to continue.

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Secure Login by Relay

ENTER THE NEW PASSWORD !

NEW PASSWORD

RE-TYPE: NEW PASSWORD

CHANGE ➜

ⓘ Just click on the "change" button to continue.

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Secure Login by Relay

- As soon as you have set your new password you will be transferred in Genekor's new online results portal.

- You will be asked to enter you username and your **new** password as you have set them in the previous steps and after to click the 'login' option.

3. Administration of your personal account and results' search

- After you login to your personal account you have to select (by double clicking) the option 'Result List' in the menu that appears on the left in order to open the relevant window on the right as it is depicted on the image bellow.

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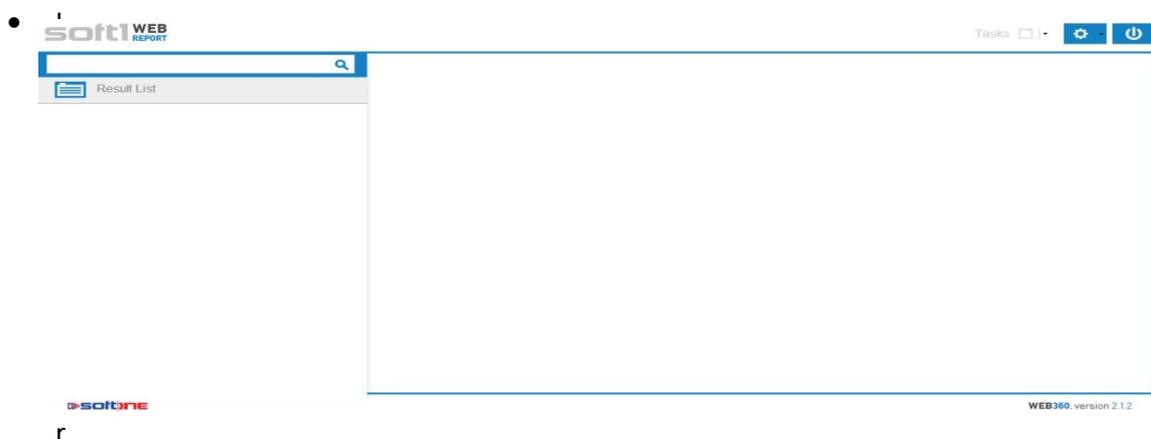
At the next window, you have the ability to set some filters in order to limit your search. The options you have are the next:

I.   Date range. Set the date range in order to search samples that were received by Genekor during (the last or current month for example)

II.   Requisition. Type the barcode of the sample if you know it, in order to search for the certain sample.

III. Code. Type the code of the sample that you have sent to us (for example the protocol number of the paraffin block, as it is written on the histopathology report.)

IV.   Patient. Type the patient's name and surname in order to find his/hers results.

V.   Exam. Type the name of the exam you are interested in (K-RAS for example) and afterwards click on the magnifier, in order to find all the results that you have received for a specific test

VI.   Status. Select according to the situation of the results (for example in lab, pending, completed etc.)

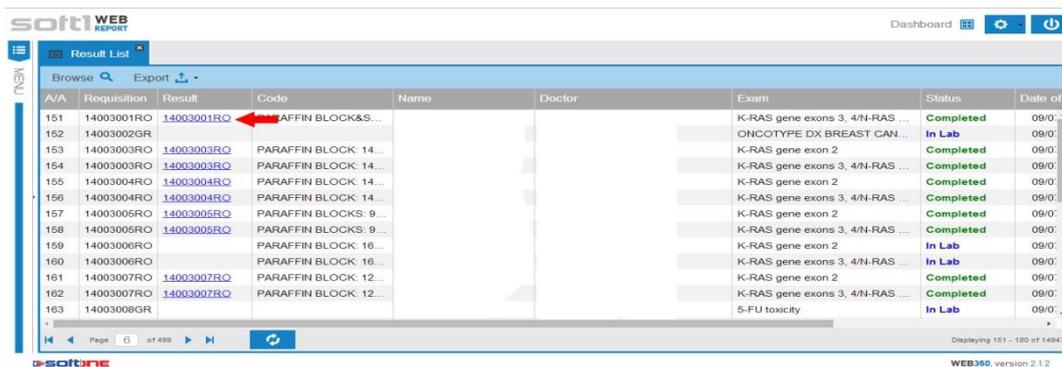**Important Note**: Use more than one filter in combination, in order to narrow your search
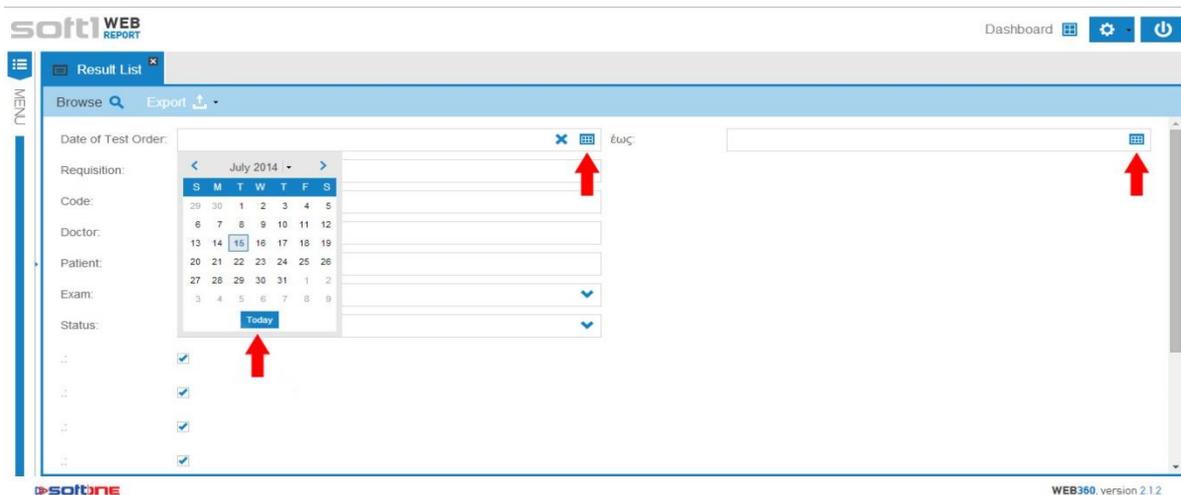
- As soon as you have set the search filters, click 'Browse' in order to see the list with the requested results.
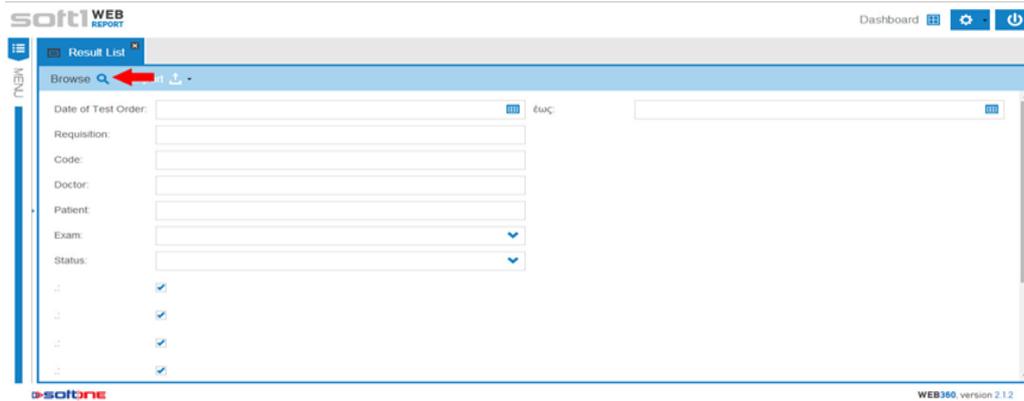
The list will appear will be like this.

- Click on the result you are interested in, under the 'Result' column in, order to open it.
- To log out, check the image bellow