Alltech
MYCOTOXIN MANAGEMENT

Alltech RAPIREAD™ Portal Instructions for use

Office Manager Guide

How to register to use the Alltech RAPIREAD Portal

As an Office Manager, you can manage several functions with the Secure Portal.

- Allocation of unique Sample ID's prior to Test Request submissions
- Managing Customers / Clients
- Inviting customers to sign up for an account
- Managing Salespersons
- Submitting a test request
- Viewing a test request
- Editing a test request
- Viewing internal recommendations
- Viewing the lab report

You first need to set yourself up as a user. To do this you need to:

- Email **rapiread@alltech.com** to confirm that you will be the person holding the Office Manager access credentials for your office
- Confirm which offices/regions/countries you will be responsible for
- Sign up to the Portal in the same way a Sales Person would
- We will assign Office Manager credentials to your account.

The two main functions an Office Manager fulfils via the Portal are:

Confirming one of your sales team as a user of the Portal

- Log onto the Portal using the Username and Password for your account
- Click on Manage Offices in the top navigation bar
- Find your office using the arrows or search box
- Click 'Manage sales team' under 'Operations' column
- Click on the red cross next to the relevant sales person to grant them access. You should then see a green tick – they are now enabled.

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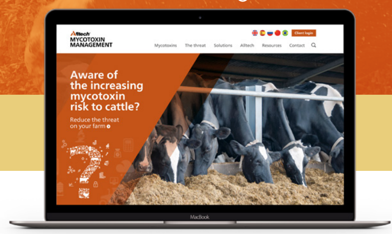

Create Alltech 37+ test requests on behalf of Customers

Log onto the Portal using the Username and Password for your account.

- Click on "Test Request" in the main navigation
- Enter in all of the test request details. Make sure to select the Customer / Contact to assign the request to the right person
- Enter in any comments for the Lab Technicians and Analysts.
- Click "Submit".

After a test request has been created an email will be sent to the 37+ Lab, which will require a Lab Technician to go in and acknowledge the receipt of the request by adding the Internal ID.

Once the Lab Technician has uploaded the 37+ Mycotoxin Assessment Report, a Mycotoxin Management Technical Team member will be able to add final comments to the report before it is pushed back to the Customer, Salesperson, and Office Manager. When the results are ready to view, you will receive an email notifying you that the results are available, you will then be able to log back into the Portal to see the final results, and view the internal recommendations that the Lab Analyst has provided.

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