


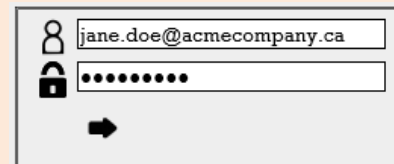


INTRODUCTION

Paracel Laboratories Ltd. is pleased to present **Element ClientConnect (ECC)** to our clients; an online real-time interface which enables access to your analytical reports in a convenient and secure environment.

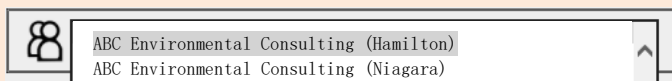
LOG IN

Begin your Element ClientConnect session by logging into the site using your email as your username  and a password  will be given you. Click the black arrow  or press 'enter' on your keyboard to continue.



An unsuccessful login attempt will result in the fields turning yellow. If the error persists, please contact your Paracel Account Manager to assist you.

*If you have been provided access to multiple client accounts- such as different offices from your company- your accounts will be listed in the Client List drop-down menu. To continue, select the account you wish to view.




Your credentials match multiple client accounts. Please select the client you wish to work under initially.

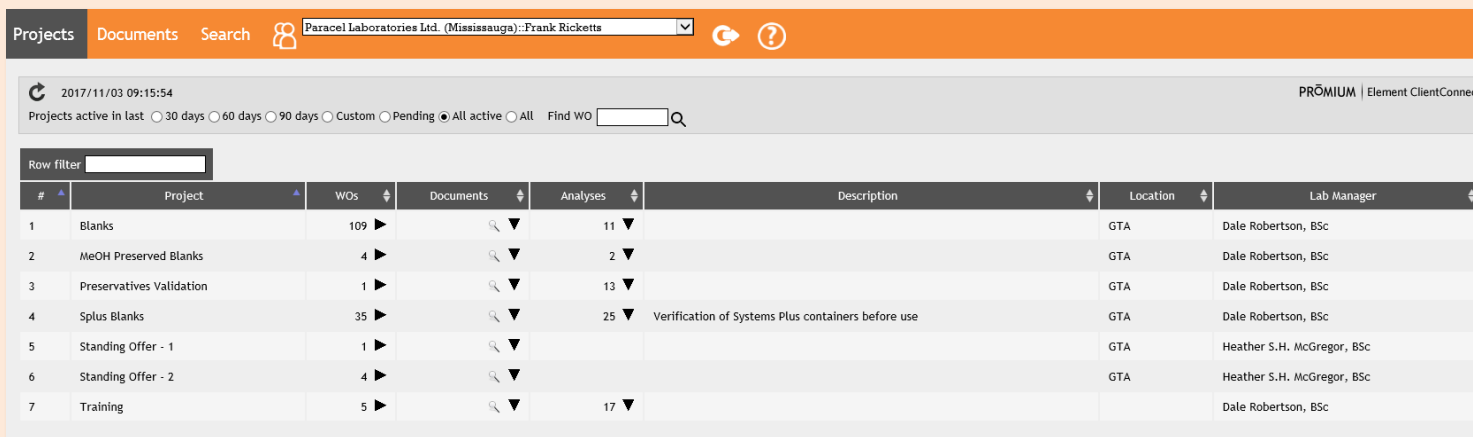
Once you have successfully logged in, you will be taken to the ECC **Projects** tab, highlighted in the top left corner.

#	Project	WOs	Documents	Analyses	Description	Location	Lab Manager
1	Blanks	109		11		GTA	Dale Robertson, BSc
2	MeOH Preserved Blanks	4		2		GTA	Dale Robertson, BSc
3	Preservatives Validation	1		13		GTA	Dale Robertson, BSc
4	Splus Blanks	35		25	Verification of Systems Plus containers before use	GTA	Dale Robertson, BSc
5	Standing Offer - 1	1				GTA	Heather S.H. McGregor, BSc
6	Standing Offer - 2	4				GTA	Heather S.H. McGregor, BSc
7	Training	5		17			Dale Robertson, BSc

PROJECTS

The **Projects** tab lists all your submissions organized by the **Project/Quote** Number that Paracel has provided for you on your quote. This page will provide you with the project associated work orders (**WOs**), **Documents** (e.g. Certificate of Analysis, EDDs, Chain of Custodies (COCs), Invoices, etc.) and list of **Analyses**.

At any time you can update the information you see on the screen by clicking on the **refresh** icon .



#	Project	WOs	Documents	Analyses	Description	Location	Lab Manager
1	Blanks	109		11		GTA	Dale Robertson, BSc
2	MeOH Preserved Blanks	4		2		GTA	Dale Robertson, BSc
3	Preservatives Validation	1		13		GTA	Dale Robertson, BSc
4	Splus Blanks	35		25	Verification of Systems Plus containers before use	GTA	Dale Robertson, BSc
5	Standing Offer - 1	1				GTA	Heather S.H. McGregor, BSc
6	Standing Offer - 2	4				GTA	Heather S.H. McGregor, BSc
7	Training	5		17			Dale Robertson, BSc

You can search for and filter out specific **Projects** in several different ways:

Projects active in last 30 days 60 days 90 days Custom Pending All active All Find WO

1) Active

Choose 30, 60 or 90 days from when a project was last used for a submission.

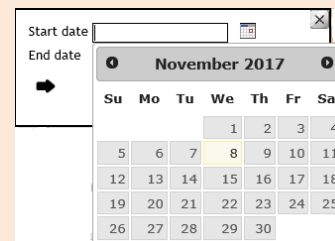
Projects active in last 30 days 60 days 90 days

2) Custom

Click on **Custom** to enter your start and end date range. You can use the [calendar](#)



for a convenient way to enter those dates.



3) All Active

Shows the list of all your projects, over all date ranges, which contain at least one (1) submission.

4) All

Shows the entire list of all your projects, including **both active** and **pending** over all date ranges

5) Find WO

If you just need to find a specific **WO**, enter the number in the Find WO box.

Find WO

WO #	Samples	Results	Documents	Project Number	Sampled Date	Received Date	Due Date	Status	Status Date
1738507	2			Montly QC	2017/09/22	2017/09/22	2017/09/28	Invoiced	2017/09/22

The **WO** number must be a **complete** and **exact match**, if not the search field will highlight yellow.

Find WO

6) Row filter

This is unbiased search criteria and does not need to be complete and exact. Start entering a **Date, Status, Project Number** or **WO#** and it will begin to filter as each character is entered into the Row filter box.

Row filter

To go back to the **Projects** main page, click on the **Projects** tab in the top left corner of the page.

WORK ORDERS (WOs)

The **WOs** drop down provides you with a list of all your submissions that identify with a Paracel Labs work order number.

To view the list of **WOs** for a project, click on the number or the black arrow.



The expanded list will provide you with all the information in regards to your work orders, including the analytical **Results**, associated **Documents**, your **Project Number**, **Received** and **Due Date**, and the current **Status** of your work within the lab.

WO #	Samples	Results	Documents	Project Number	Sampled Date	Received Date	Due Date	Status	Status Date
1440083	6			Splus Blanks-Sep 30/14	2014/09/30	2014/09/30	2014/10/07	Invoiced	2014/10/07
1539200	2			Splus Blanks September 23, 2015	2015/09/22	2015/09/23	2015/09/29	Invoiced	2015/09/30
1639199	4			Splus Blanks September 20, 2016	2016/09/19	2016/09/20	2016/09/27	Invoiced	2016/09/27
1543130	2			Splus Blanks October 20, 2015	2015/10/20	2015/10/20	2015/10/26	Invoiced	2015/10/27
1449073	1			Splus Blanks Nov.26, 2014 (120mL re-test)	2014/12/02	2014/12/02	2014/12/08	Invoiced	2014/12/08
1448157	2			Splus Blanks Nov.26, 2014	2014/11/26	2014/11/26	2014/12/02	Invoiced	2014/12/08
1447017	6			Splus Blanks Nov.17, 2014	2014/11/14	2014/11/17	2014/11/21	Invoiced	2014/11/21
1522035	1			Splus Blanks May 25, 2015	2015/05/25	2015/05/25	2015/05/29	Completed	2015/06/03

Search for any work order(s) by using the Row filter box. You can search any of the fields.

Row filter Splus Blanks

WO #	Samples	Results	Documents
1611135	1		
1613135	2		

Row filter Splus Blanks

WO #	Samples	Results	Documents	Project Number
1418090	1			SPlus Blanks - Mississauga 29APR14
1421181	5			SPlus Blanks - Mississauga 22MAY14
1421077	2			SPlus Blanks - Mississauga 20MAY14
1428182	5			Splus Blanks - Mississauga 08JUL2014
1414099	2			SPlus Blanks - Mississauga 01APR14

SAMPLES

To view the samples details of all your work orders at a single glance, click on the Samples arrows **Samples ▼ ▲** to toggle between expanding and collapsing all the work orders in the list.

This page provides you with the details of your samples, including **Sample** identification, **Matrix**, **Sampled** date, **Received** date, **Analysis**, turnaround time (TAT) requested and **Status** within the lab.

WO #	Samples	Results	Documents	Project Number	Sampled Date	Received Date		
1732198	1 ▲	▼	🔍 ▼	SPlus Blanks Aug.10/17	2017/08/10	2017/08/10		
#	Sample	Matrix	Sampled	Received	Analysis	TAT	Status	Status Date
01	C1000/PC/LP3 Lot# 61330	Water	2017/08/10 09:19 (Eastern)	2017/08/10	Metals, ICP-MS	2	Reported	2017/08/14
1732294	4 ▲	▼	🔍 ▼	Splus Blanks	2017/08/09	2017/08/10		
#	Sample	Matrix	Sampled	Received	Analysis	TAT	Status	Status Date
01	C500/PC/LP3G Lot #61324	Water	2017/08/09 09:00 (Eastern)	2017/08/10	Conductivity	4	Reported	2017/08/16
02	GL500A/PCP12/LP3P Lo#61326	Water	2017/08/09 09:00 (Eastern)	2017/08/10	PHCs F2 to F4	4	Reported	2017/08/16
03	GSJ250/PC/LP4 Lot #61327	Water	2017/08/09 09:00 (Eastern)	2017/08/10	Metals by ICP-MS, Water low level scan	4	[Group]	2017/08/10
					Metals, ICP-MS	4	Reported	2017/08/16
					PHCs F2 to F4	4	Reported	2017/08/16
04	GL1A/PC/LP3 Lot #61325	Water	2017/08/09 09:00 (Eastern)	2017/08/10	PAHs by GC-MS	4	Reported	2017/08/16
					SVOCs - BNAs, standard scan	4	Reported	2017/08/16

Or, expand and collapse individual work orders as needed.

WO #	Samples	Results	Documents	Project Number	Sampled Date	Received Date		
1732198	1 ▼	▼	🔍 ▼	SPlus Blanks Aug.10/17	2017/08/10	2017/08/10		
1732294	4 ▲	▼	🔍 ▼	Splus Blanks	2017/08/09	2017/08/10		
#	Sample	Matrix	Sampled	Received	Analysis	TAT	Status	Status Date
01	C500/PC/LP3G Lot #61324	Water	2017/08/09 09:00 (Eastern)	2017/08/10	Conductivity	4	Reported	2017/08/16
02	GL500A/PCP12/LP3P Lo#61326	Water	2017/08/09 09:00 (Eastern)	2017/08/10	PHCs F2 to F4	4	Reported	2017/08/16
03	GSJ250/PC/LP4 Lot #61327	Water	2017/08/09 09:00 (Eastern)	2017/08/10	Metals by ICP-MS, Water low level scan	4	[Group]	2017/08/10
					Metals, ICP-MS	4	Reported	2017/08/16

RESULTS

This drop-down will list the analytical data for the **Sample**, including the **Analysis**, sample **Matrix**, **Analyte**, reporting **Units**, reporting **Limit**, analytical **Result** and report **Qualifiers** (if applicable).

To view the sample details of all your work orders at a single glance, click on the Results arrows **Results ▼ ▲**

WO #	Samples	Results	Documents	Project Number	Sampled Date	Received Date	Due Date	Status
1508038	59 ▼		🔍 ▼	[none]	2014/11/13	2015/02/17	2015/02/23	Cancelled
1729041	4 ▼	▼	🔍 ▼	PCM Asbestos Test Report	2017/07/17	2017/07/17	2017/07/21	Invoiced
1648210	2 ▼	▼	🔍 ▼	[none]	2016/11/20	2016/11/23	2016/11/29	Invoiced
1429121	3 ▼	▲	🔍 ▼	[none]	2014/07/15	2014/07/16	2014/07/16	Invoiced
#	Sample	Analysis	Matrix	Analyte	Units	Rep Limit	Result	Qualifiers
01	Pipe Wrap - 1	Asbestos, PLM Visual Estimation	Other	Cellulose	% by Wt.	0.5	5.0	
				Chrysotile	% by Wt.	0.5	30.0	
				Non-Fibers	% by Wt.	0.5	65.0	
02	Pipe Wrap - 2	Asbestos, PLM Visual Estimation	Other	not analyzed	% by Wt.	0.5	<0.5	
03	Pipe Wrap - 3	Asbestos, PLM Visual Estimation	Other	not analyzed	% by Wt.	0.5	<0.5	

Report **Qualifiers** are displayed as an alphanumeric code. To view the details of the qualifier, hover your mouse over the code and its description will be revealed.

Analyte	Units	Rep Limit	Result	Qualifiers
F3 PHCs (C16-C34)	ug/g dry			GC-FID signal did not return to baseline by C50
F4 PHCs (C34-C50)	ug/g dry	6	3930	ORG01

DOCUMENTS

Here you will find a library of your work order documents, such as **Certificate of Analysis**, **EDDs**, Chain of Custody (**COC**), **Invoices**, etc., that can be viewed and/or downloaded at your convenience.

There are four types/levels for documents in ECC:

- **Invoice** – related only to invoices
- **Work Order** – related to work orders (WOs) (i.e. COC files, Final Results Reports, EDDs, etc.).

To view the list of documents, click on the magnifying glass or the black expand arrow.

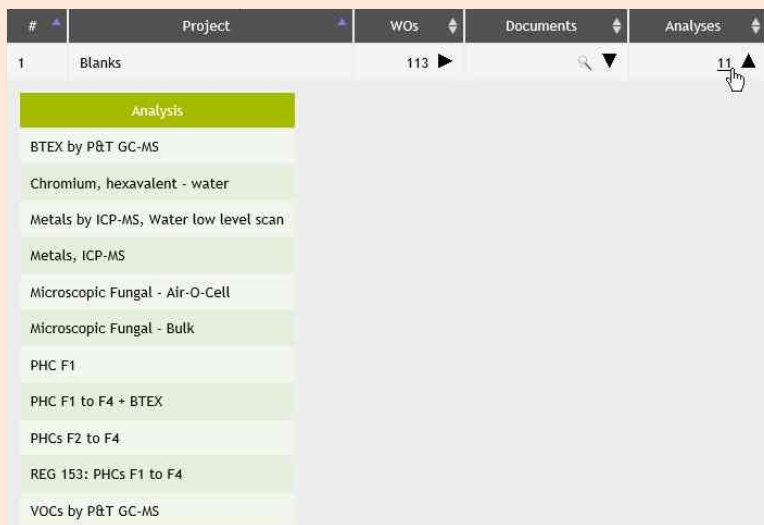
WO #	Samples	Results	Documents	Project Number	Sampled Date
1440083	6			Splus Blanks-Sep 30/14	2014/09/30
1539200	2		Look for documents for this work order	Splus Blanks September 23, 2015	2015/09/22
1639199	4			Splus Blanks September 20, 2016	2016/09/19
1543130	2			Splus Blanks October 20, 2015	2015/10/20
1449073	1			Splus Blanks Nov.26, 2014 (120mL re-test)	2014/12/02

To view and/or download a document, click on the link in the document name.


WO #	Samples	Results	Documents	Project Number
1726195	2		3	17497-DSS
Type	Name	Date	Size	
Work Order	1726195 FINAL 30 Jun 17 0942.PDF	2017/06/30 09:47	278 KB	
Work Order	1726195 FINAL 30 Jun 17 0942.xls	2017/06/30 09:42	14 KB	
Work Order	1726195_COC_1.jpg	2017/06/28 12:27	488 KB	


ANALYSIS

This drop-down will list all the **Analysis** associated with your project. Expand or collapse the list by clicking on the number of analysis identifier or the black arrow ▼.



SAMPLE HISTORY

The sample history  tool allows you to compare reported results from various WO# and trend this data in order to track changes over time or variances between site locations.

To begin, check mark the work orders that you would like to trend and then click on the sample history button  to view your criteria options.

<input type="checkbox"/>	WO #	Samples	Results	Documents	Project Number	Sampled Date
<input type="checkbox"/>	1711423	8 ▼	▼	🔍 ▼	Splus Blanks March 16	2017/03/15
<input checked="" type="checkbox"/>	1707308	2 ▼	▼	🔍 ▼	Splus Blanks (Feb 16)	2017/02/15
<input checked="" type="checkbox"/>	1705115	2 ▼	▼	🔍 ▼	Splus Blanks Jan 31/17	2017/01/30


Choose your criteria:

- Sampled dates
- Sample names
- Analyses
- Analytes

Or leave unchosen, which selects all.

Work order count: 2

Sampled dates (All)	Sample names 4 / 17	Analyses 2 / 19	Analytes 3 / 91
<input type="checkbox"/>	BH1-SS1	Prep - Metals - ICP-OES	trans-1,3-Dichloropropylene
<input type="checkbox"/>	BH1-SS2	REG 153: Inorganics + Metals, soil, full list	Trichloroethylene
<input type="checkbox"/>	BH1-SS6	REG 153: Metals by ICP/OES, soil	Trichlorofluoromethane
<input type="checkbox"/>	BH2-SS1	REG 153: PAHs by GC-MS	Uranium
<input type="checkbox"/>	BH2-SS5	REG 153: PHCs F1 to F4 + BTEX - SOIL	Vanadium
<input type="checkbox"/>	BH3-SS1	REG 153: VOCs by P&T GC/MS	Vinyl chloride
<input type="checkbox"/>	BH3-SS2	SAR	Xylenes, total
<input type="checkbox"/>	BH4-SS1	Solids, %	Zinc


Click on the black arrow  to generate the sample history report.

The generated sample history report allows you to compare your analytes of interest from different projects, giving you an average of the values, the max. and min.

Work order count: 2

Sampled dates (All) Sample names (All) Analyses 1 / 25 Analytes 5 / 93

Analysis	Analyte	Units	2017/10/25 1745299-13 BH7-SS1	2017/10/25 1745299-10 BH6-SS2	2017/10/25 1745299-09 BH5-SS3	2017/10/25 1745299-06 BH4-SS1	2017/10/25 1745299-04 BH3-SS1	2017/10/25 1745299-01 BH1-SS2	Min	Avg	Max
REG 153: Metals by ICP/OES, soil	Barium	ug/g dry	21.7	54.5	61.7	57.1	68.3	73.0	21.7	56	73
REG 153: Metals by ICP/OES, soil	Cadmium	ug/g dry	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	0	0	0
REG 153: Metals by ICP/OES, soil	Cobalt	ug/g dry	3.1	8.0	8.5	5.5	6.5	10.6	3.1	7	10.6
REG 153: Metals by ICP/OES, soil	Lead	ug/g dry	26.8	10.2	11.3	43.9	9.6	13.7	9.6	19.2	43.9
REG 153: Metals by ICP/OES, soil	Nickel	ug/g dry	6.6	18.8	19.3	12.8	13.2	26.6	6.6	16.2	26.6

If you need to modify the search criteria, click on  to show the options.


Work order count: 1


Sampled dates (All) Sample names (All) Analyses (All) Analytes (All)

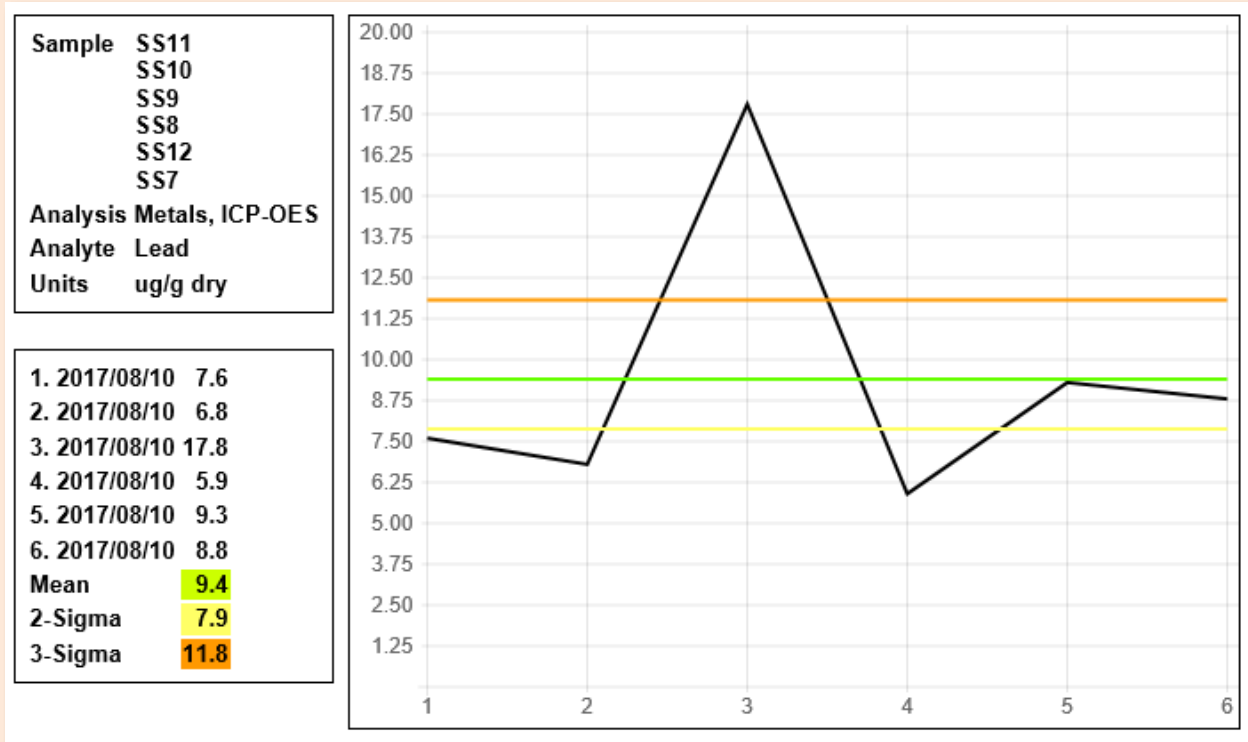
Trip Blank-17F2213

VOCs by P&T GC-MS

- 1,1,1,2-Tetrachloroethane
- 1,1,1-Trichloroethane
- 1,1,2,2-Tetrachloroethane
- 1,1,2-Trichloroethane
- 1,1-Dichloroethane
- 1,1-Dichloroethylene
- 1,2-Dibromoethane
- 1,2-Dichlorobenzene

To export the data to a CSV file, click on .

ECC provides you the option to graph data by clicking on the graph icon . The graph's legend includes the analytical results, statistical mean and standard deviation (2-Sigma and 3-Sigma).



DOCUMENTS

If you need to search for any **Documents** related to **Client, Project, Work Orders** or **Invoices**, you can search for them directly from the **Documents** tab to the right on the **Projects** tab at the top of the web page.

Search the library of documents using a combination of the Files created in last, Projects active in last and Row filter search functions.

Files created in last 30 days 60 days 90 days All Custom
 Projects active in last 30 days 60 days 90 days Custom Pending All active All

Click on the link in the document name to view and/or download the file.

Projects Documents Search ↻ ?

2017/11/24 16:49:21 PRÖMIUM | Element ClientConnect

Files created in last 30 days 60 days 90 days All Custom
 Projects active in last 30 days 60 days 90 days Custom Pending All active All

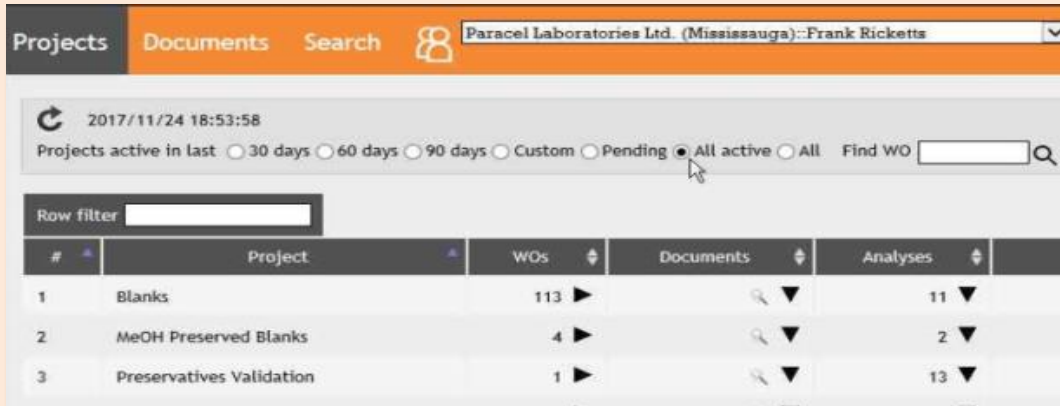
Row filter


Type	WO #	Project	Name	Date	Size
Work Order	1705115	Splus Blanks	1705115_COC_1.jpg	2017/02/01 11:29	697 KB
Work Order	1707308	Splus Blanks	1707308_COC_1.jpg	2017/02/17 12:30	251 KB
Work Order	1711423	Splus Blanks	1711423_COC_1.jpg	2017/03/22 12:29	324 KB
Work Order	1715435	Blanks	1715435 SPlus Blanks (M) 20 Apr 17 1426.PDF	2017/04/20 14:27	495 KB
Work Order	1716220	Blanks	1716220 SPlus (M) 24 Apr 17 1724.PDF	2017/04/24 17:27	419 KB
Work Order	1721379	Blanks	1721379 SPlus (M) FINAL 01 Jun 17 2119.PDF	2017/06/01 21:21	467 KB
Work Order	1724362	Blanks	1724362 SPlus (M) FINAL 22 Jun 17 0920.PDF	2017/06/22 09:21	475 KB
Work Order	1728202	Splus Blanks	1728202 SPlus Blanks (M) FINAL 17 Jul 17 1724.PDF	2017/07/17 17:25	449 KB
Work Order	1728202	Splus Blanks	1728202_COC_1.jpg	2017/07/13 13:17	238 KB
Work Order	1731004	Splus Blanks	1731004 SPlus (M) FINAL 01 Aug 17 1243.PDF	2017/08/01 13:37	205 KB

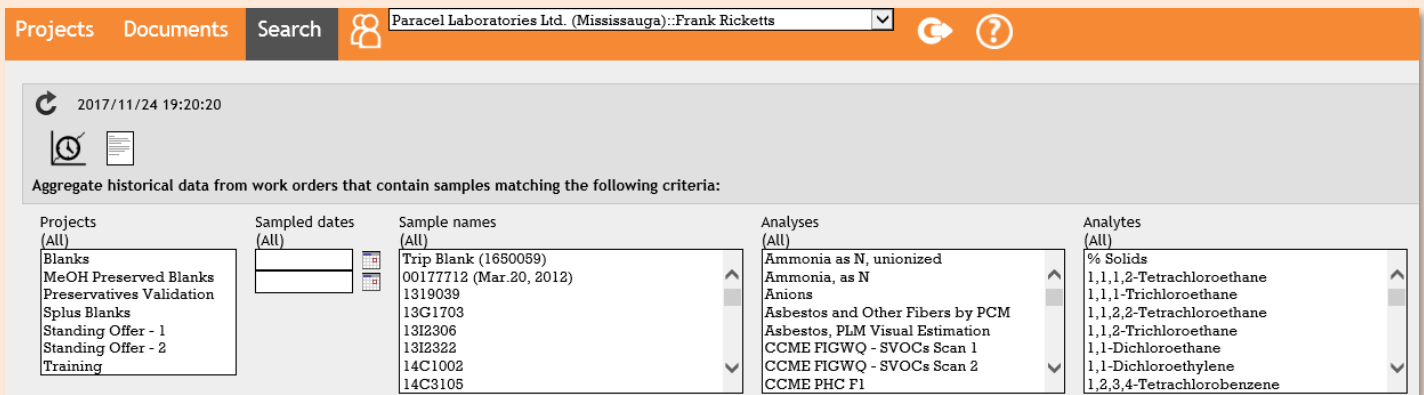
SEARCH


You can view Sample history for multiple projects at once by accessing the **Search** tab at the top of the screen, to the right of **Projects** and **Document**.

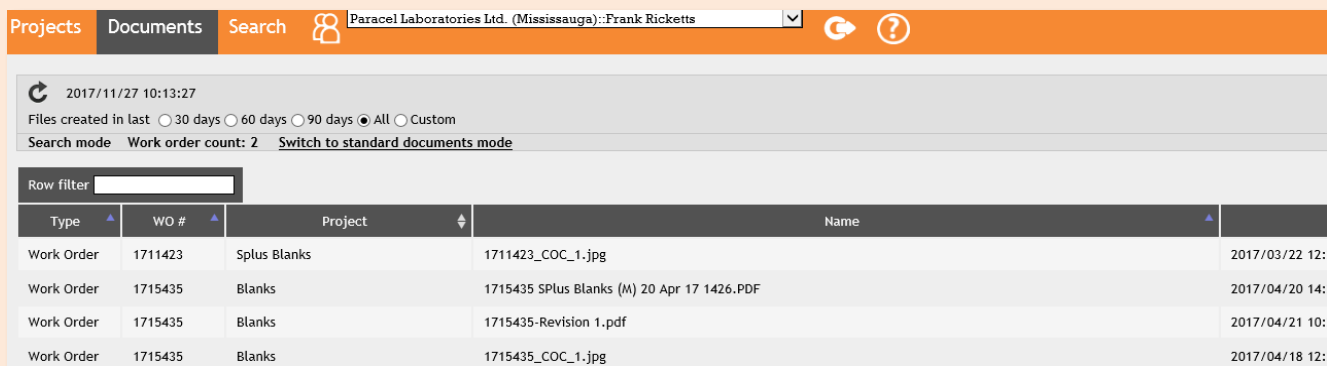
Choose the projects you need included in the report by selecting some active criteria from the **Projects** tab.



Then go to the **Search** tab to view your options. After choosing your criteria, click on the sample history button  to generate the report.




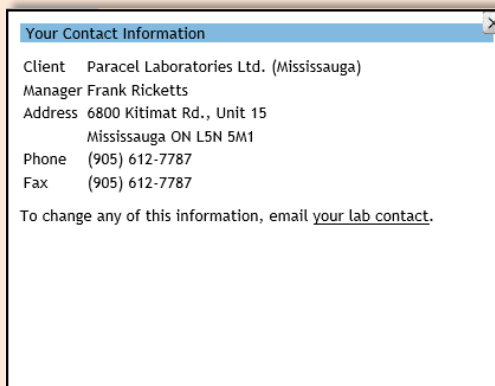
Documents can also be accessed directly from the **Search** tab. Select your criteria and then click on the documents  icon to view the document list.



CONTACT INFO


This screen allows you to verify that you have accessed the proper account and provides you the ability to confirm your contact information.

Click on the tab  to view this information.

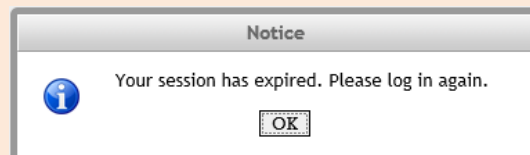


If there are any changes to this information, click on the [your lab contact](#) email link to correspond with a Paracel Lab Manager to update our system accordingly.


LOGOUT

It is imperative that you log out  of the system once you have completed your session instead of merely closing the browser.

Paracel Labs has taken precautions to provide you with secure access to your data, so the ECC will automatically log you off your session after a certain amount of time of user inactivity.



HELP

The Help option  is here to provide you with answers to your questions with regards to Element ClientConnect.

If you require any additional support in utilizing the site, please submit your questions via email our IT staff at <mailto:itsupport@paracellabs.com> or by calling any of our Service Team at 1-800-749-1947.