



IDOH FRONTLINE ORDER ENTRY PORTAL GUIDE INSTRUCTIONS

Link to access portal: [Sign In | Langham Portal \(elangham.com\)](https://elangham.com)

If you are a first-time user, you will need to click "Register" and fill out the required information to be granted access. The registration key is FRONTLINE21



The screenshot shows the 'Sign In' page with the following elements:

- Input field for 'Your Username'
- Input field for 'Your Password'
- 'SIGN IN' button
- 'Remember Username' checkbox
- Links: 'New to the Langham Portal? Forgot Password?', 'Register', and 'Reset' (circled in blue)

Once you log in, you will be on the Home Page or Dashboard. In the Documents section you will notice there is a link to a portal guide (this document) and a product listing. The product listing should be reviewed or downloaded for reference on what items you can order and in what increments the item needs to be ordered in.

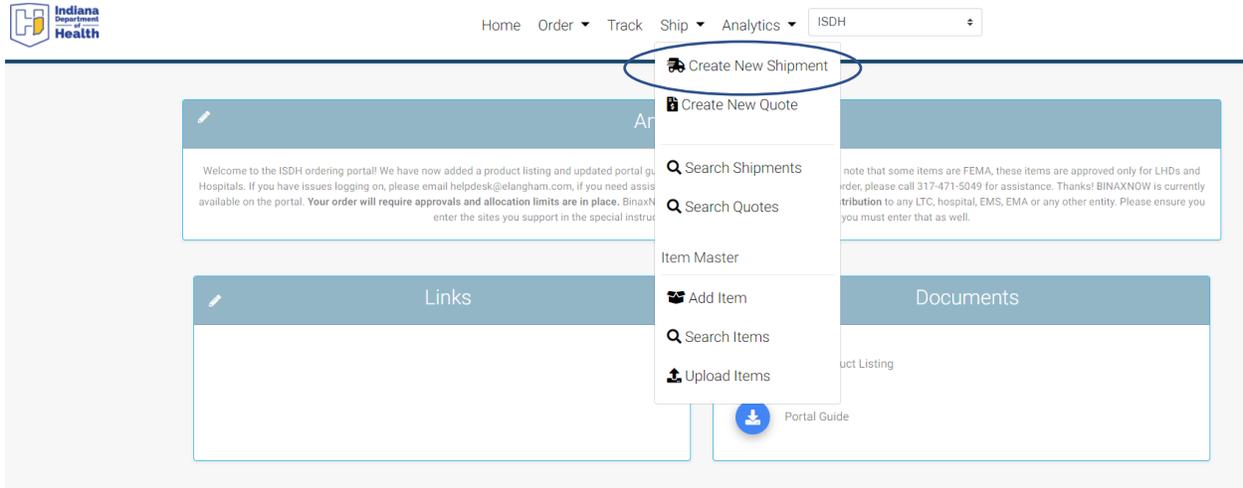


Home Order ▼ Track Ship ▼ Analytics ▼ ISDH

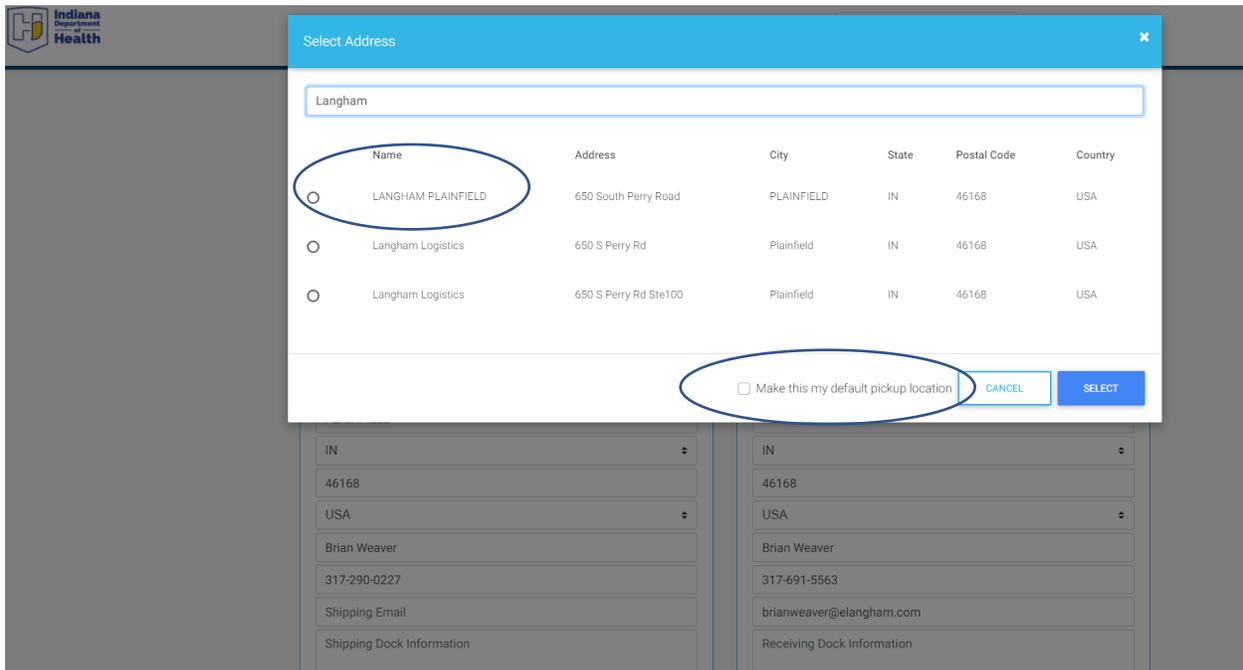
The screenshot shows the dashboard layout:

- Announcements** section with a welcome message.
- Links** section (empty).
- Documents** section containing:
 - 'IDOH Product Listing' (circled in blue)
 - 'Portal Guide'

Once you are ready to place your order you will go to “ship” and choose “Create New Shipment”



On the next screen, you will see Pickup & Delivery. On the pickup side, select the magnifying glass and search “Langham”. Choose the Langham Plainfield location. Before clicking “Select”, choose, “Make this my default pickup location”. Once you do that, the pickup side will always be filled in after you log into the portal



Then, on the delivery side, you will enter where you want the shipment to be delivered to. You do not need to select or change the delivery date. Name, phone & email are required. You do not need to choose any of the accessories as all orders come via a courier.



Addresses References Items Finish

Pickup

Pickup Date: 01/18/2021

Ready: 08:00 Close: 17:00

LANGHAM PLAINFIELD

650 South Perry Road

Building, Suite Number

PLAINFIELD

IN

46168

USA

Brian Weaver

317-290-0227

Shipping Email

Shipping Dock Information

Inside Pickup Liftgate Limited Access Residential

Delivery

Delivery Date: 01/18/2021

Open: 08:00 Deliver By: 17:00

Langham Logistics

650 S Perry Rd

Building, Suite Number

Plainfield

IN

46168

USA

Brian Weaver

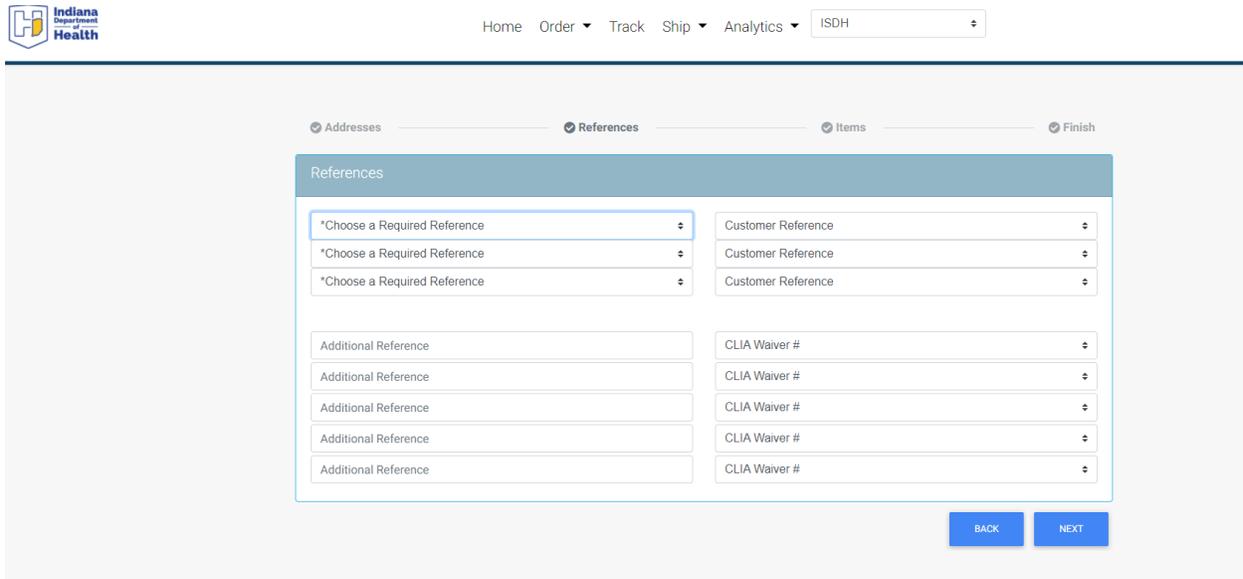
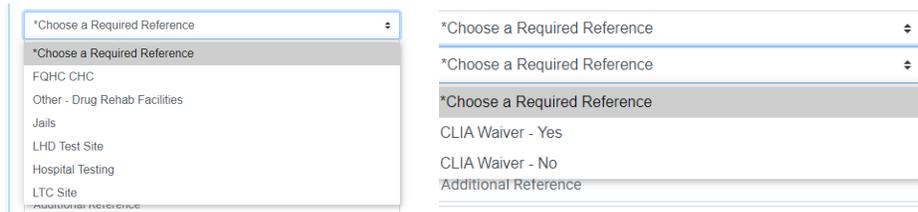
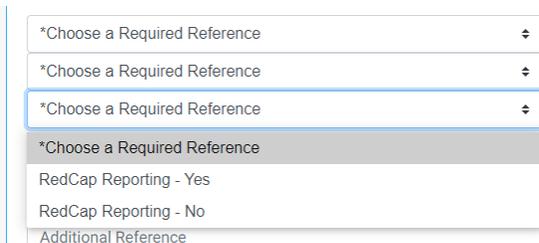
317-691-5563

brianweaver@elangham.com

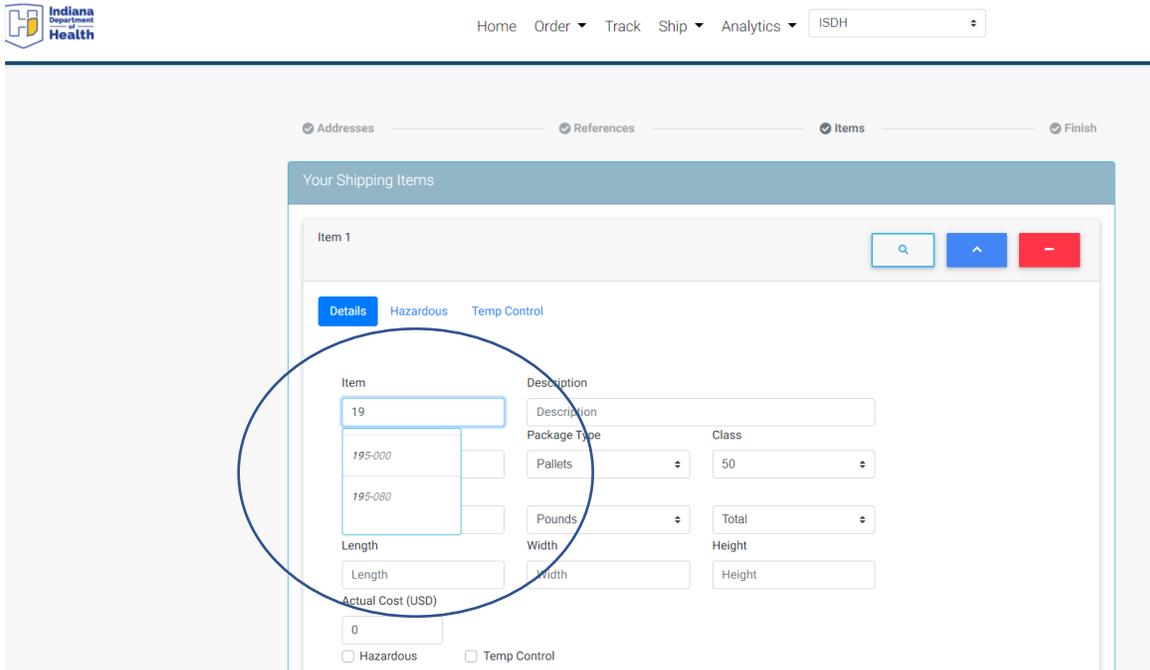
Receiving Dock Information

Appt Required Inside Delivery Liftgate Limited Access

The next step is to answer the required references. You will need to enter your # of employees, select your facility type and your CISA type. Examples of how this looks is posted below. Your screen will be different but the drop down and entry area is the same.

The "Items" screen, which is next, is where you order your materials. Please reference the product listing from the Home page. Once you begin entering the item code, you will see it as an option on your screen to select.



One item is selected, hit the tab key and all the cells will populate, except for the quantity cell. Enter in your desired amount.

Item	Description
<input type="text" value="195-000"/>	<input type="text" value="BinaxNOW™ Cards (FEMA) 1 EA = 40 Card Kits"/>
Quantity	Package Type
<input type="text" value="Quantity"/>	<input type="text" value="Eaches"/>
Weight	Class
<input type="text" value="1.81"/>	<input type="text" value="50"/>
Length	Height
<input type="text" value="1.4"/>	<input type="text" value="1.3"/>
Actual Cost (USD)	
<input type="text" value="0"/>	



If you want to order more than one item, click the plus sign at the bottom of this screen and then a secondary location to enter your next item will appear.

The screenshot shows a form for 'Item 1' with the following fields:

- Item: 195-000
- Description: BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits
- Quantity: Quantity
- Package Type: Eaches
- Class: 50
- Weight: 1.81
- Unit: Pounds
- Total: Total
- Length: 1.4
- Width: 1
- Height: 1.3
- Actual Cost (USD): 0
- Hazardous
- Temp Control

Below the 'Item 1' form, a section for 'Item 2' is visible, containing a search icon, a plus sign, and a minus sign. This section is circled in blue.

Click Next and the last screen is a summary of what you ordered. Please review prior to clicking "Finish". Once the order is finished, you will receive an order confirmation in your email within 2-3 minutes.

The screenshot shows the 'Finish' summary screen with the following sections:

- Pickup:** L000017788, LANGHAM PLAINFIELD, 650 South Perry Road, PLAINFIELD, IN 46168 USA, Shipping Contact: Brian Weaver, Phone 317-290-0227, Email, Ship: 01/18/2021 08:00 - 17:00
- Delivery:** L000017865, Langham Logistics, 650 S Perry Rd, Plainfield, IN 46168 USA, Receiving Contact: Brian Weaver, Phone 317-691-5563, Email brianweaver@elangham.com, Deliver: 01/18/2021 08:00 - 17:00
- References:** Customer Reference: Other - Drug Rehab Facilities, CLIA Waiver - No, RedCap Reporting - Yes
- Shipping Items:**

Item	Description	Qty	Weight	Class	Dimensions	Temp Control	Hazmat
195-000	BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits	5 EA	1.81 Total	50	1.4 x 1 x 1.3		

At the bottom, there is a 'Special Instructions' field and two buttons: 'BACK' and 'FINISH'. These buttons are circled in blue.