

## **IDOH FRONTLINE ORDER ENTRY PORTAL GUIDE INSTRUCTIONS**

Link to access portal: Sign In | Langham Portal (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

Lan	Isham LOGISTICS
	Sign In
	Your Username
	Your Password
	SIGN IN
	New to the Langham Portal? Register Forgot Password? Reset

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 🕶	r Track Ship ▼ Analytics	S ▼ ISDH ¢
1		Announcements	3
Hospitals. If you have	ssues logging on, please email helpdesk@elangham.com, if y Your order will require approvals and allocation limits are in	you need assistance with using the porta place. BinaxNOW test kits are NOT appr	ction. You will note that some items are FEMA, these items are approved only for LHDs and to place an order, please call 317-471-5049 for assistance. Thanks BINAXMOW is currently oved for <b>redistribution</b> to any LTC, hospital, EMS, EMA or any other entity. Please ensure you JA certificate, you must enter that as well.
1	Links	1	Documents
		٩	IDOH Product Listing
			Portal Guide



Once you are ready to place you order you will go to "ship" and choose "Create New Shipment"

ina <sup>nent</sup> Ith	Home Order ▼ Track		сн €
1	Ar	Create New Shipment	>
Hospitals. If you h	ISDH ordering portall We have now added a product listing and updated portal gu nave issues logging on, please email helpdesk@elangham.com, if you need assis ortal. Your order will require approvals and allocation limits are in place. BinaxN enter the sites you support in the special instru	Q Search Quotes	note that some items are FEMA, these items are approved only for LHDs an rder, please call 317-471-5049 for assistance. Thanks! BINAXNOW is current tribution to any UTC, hospital, EMS, EMA or any other entity. Please ensure yo you must enter that as well.
		Item Master	
1	Links	📽 Add Item	Documents
		<b>Q</b> Search Items	
		🏦 Upload Items	uct Listing
		Portal Gu	ide

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

Selec	Address					:
Lan	ham					
	Name	Address	City	State	Postal Code	Country
(e	LANGHAM PLAINFIELD	650 South Perry Road	PLAINFIELD	IN	46168	USA
0	Langham Logistics	650 S Perry Rd	Plainfield	IN	46168	USA
0	Langham Logistics	650 S Perry Rd Ste100	Plainfield	IN	46168	USA
IN			Make this my defau	It pickup local	tion CANCEL	SELECT
	168		46168			•
U	ŝA	\$	USA			\$
Br	an Weaver		Brian Weaver			
31	7-290-0227		317-691-5563			
	ipping Email		brianweaver@elar			
Sh	ipping Dock Information		Receiving Dock In	formation		



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 accessorials as all orders come via a courier.

heparana deparana deparana Health	Hor	me Order 🕶 Track	Ship 🔻	Analytics - ISDH	*
	🖉 Addresses	References		Ottems	© Finish
		٩		Delivery	
	Pickup Date     Ready       01/18/2021     Imit 08:00       LANGHAM PLAINFIELD       650 South Perry Road       Building, Suite Number       PLAINFIELD       IN       46168       USA       Brian Weaver       317-290-0227       Shipping Email       Shipping Dock Information			Delivery Date Open 01/18/2021  08:00 ¢ Langham Logistics 650 S Perry Rd Building, Suite Number Plainfield IN 46168 USA Brian Weaver 317-691-5563 brianweaver@elangham.com Receiving Dock Information	Deliver By
	🗌 Inside Pickun 🗌 Liftgate 🗍 Lim	ited Access 🗌 Residential		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.

Health		Home Order 🕶 Track Ship	<ul> <li>Analyti</li> </ul>	ics - ISDH	÷
	Addresses	References		🖉 ltems	🔿 Finish
	References				
	*Choose a Required Refere	ence ¢	Custom	er Reference	¢
	*Choose a Required Refere	ence ¢	Custom	er Reference	¢
	*Choose a Required Refere	ence \$	Custom	er Reference	¢
	Additional Reference		CLIA Wa	aiver #	¢
	Additional Reference		CLIA Wa	aiver #	¢
	Additional Reference		CLIA Wa	aiver #	¢
	Additional Reference		CLIA Wa	aiver #	÷
	Additional Reference		CLIA Wa	aiver #	¢
					BACK NEXT
*Choose a Required Reference		noose a Required Reference		÷	
*Choose a Required Reference	*CI	noose a Required Reference		÷	
FQHC CHC Other - Drug Rehab Facilities	*0	noose a Required Reference			
Jails		IA Waiver - Yes			
LHD Test Site		A Waiver - No			
Hospital Testing LTC Site		ditional Reference			

*Choose a Required Reference	÷
*Choose a Required Reference	÷
*Choose a Required Reference	÷
*Choose a Required Reference	
RedCap Reporting - Yes	
RedCap Reporting - No	
Additional Reference	



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.

Indiana Department Health		Hor	ne Order 🕶 Track	Ship 👻 Analytics 👻	ISDH	¢
	Address	ses	References		🕑 Items	🖉 Finish
	Your Shi	pping Items				
	Item 1				٩	^ <b>-</b>
	Detai		Control			
	1	9	Description	Class		
	1	95-000	Package Type Pallets	€ 50	\$	
	1	95-080				
			Pounds	♦ Total	\$	
		ngth	Width	Height		
		ength	Width	Height		
		ual Cost (USD)				
		Hazardous 🗌 Ten	np Control			

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			
195-000	BinaxNOWTM Cards	(FEMA) 1 EA =	40 Card Kits	
Quantity	Package Type	Cla	ass	
Quantity	Eaches	\$	50	÷
Weight				
1.81	Pounds	\$	Total	\$
Length	Width	He	eight	
1.4	1	1	1.3	
Actual Cost (USD)				
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.

	Description			
195-000		rds (FEMA) 1	EA = 40 Card Kits	
Quantity	Package Type		Class	
Quantity	Eaches	\$	50	÷
Weight				
1.81	Pounds	\$	Total	÷
Length	Width		Height	
1.4	1		1.3	
Actual Cost (USD)				
0				
Hazardous	Temp Control			
em 2				

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.

lickup	Delivery				References		
L000017788 LANGHAM PLAINFIELD	L000017865 Langham Lo				Customer	0.1	er - Drug Rehab
650 South Perry Road	650 S Perry F				Reference	Fac	lities
PLAINFIELD, IN 46168 USA	Plainfield, IN	46168 US	A		Customer Reference Customer		A Waiver - No Cap Reporting -
Shipping Contact: Brian Weaver Phone 317-290-0227 Email	Receiving Co Phone 317-6 Email brianw	91-5563	an Weaver angham.com		Reference	Yes	
Ship: 01/18/2021 08:00 - 17:00	Deliver: 01/1	8/2021 08	3:00 - 17:00				
hipping Items							
Shipping Items Item Description		Qty	Weight	Class	Dimensions	Temp Control	Hazmat
	40 Card Kits	Qty 5 EA	Weight 1.81 Total	Class 50	Dimensions 1.4×1×1.3	Temp Control	Həzmat
Item Description	40 Card Kits					Temp Control	Hazmat
	40 Card Kits					Temp Control	Hazmat
Item Description 195-000 BinaxNOWTM Cards (FEMA) 1 EA =	40 Card Kits					Temp Control	Hazmat
Item Description 195-000 BinaxNOWTM Cards (FEMA) 1 EA =	40 Card Kits					Temp Control	Hazmat