

# Ordering Animal Clinical Chemistry Tests in Infoporte

- 1 Navigate to <https://infoporte.unc.edu/home/welcome.php>

- 2 UNC Internal users click "Login". External users skip to next step.

New to Infoporte?

Regardless of which reports that you are requesting access to, you need to agree to the [Terms of Use Policy](#) in ConnectCarolina before being granted access to InfoPorte Reporting. You can find the Terms of Use Policy by logging in to ConnectCarolina at [connectcarolina.unc.edu](http://connectcarolina.unc.edu). (You only need to have the basic access that all faculty and staff have to get to this page, and you get this access automatically.) Once you have logged in, click the NavBar on the far right and select Terms of Use Policy. After you review the policy, check the box to certify that you have read and agree to the Terms of Use and then click the Confirm button.

If you've accepted the Terms of Use Agreement and are still not able to log in, call 962-HELP and choose option 4.

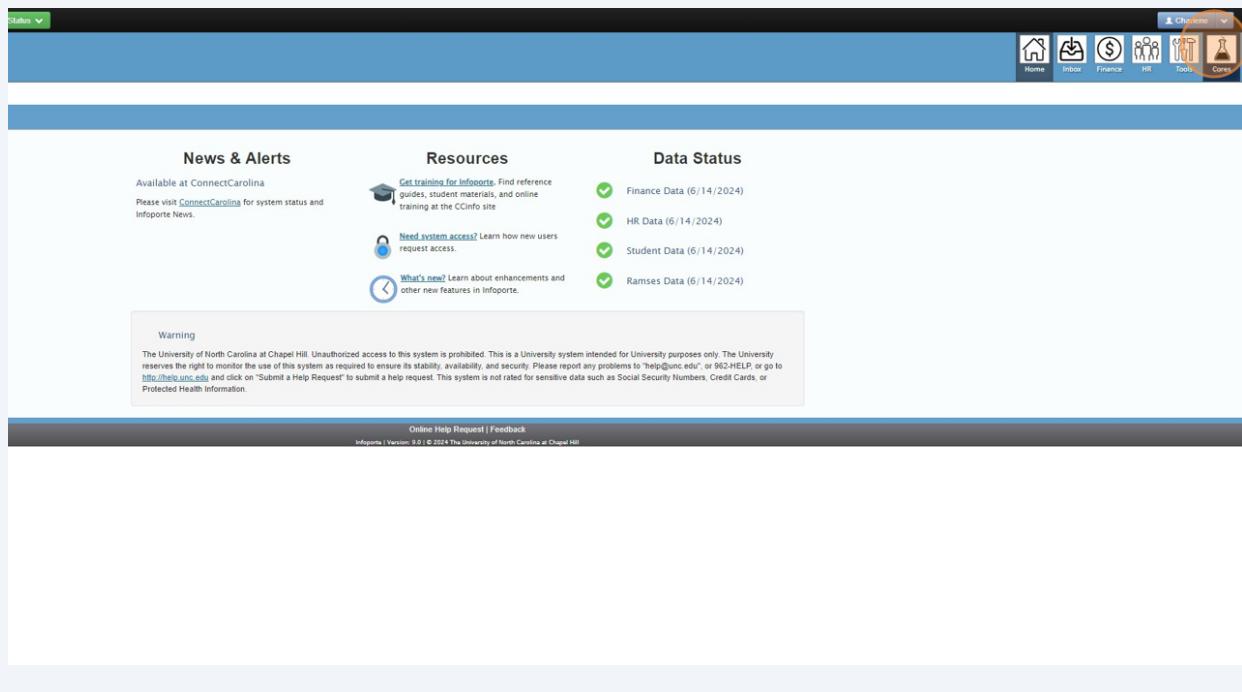
**Resources**

- [Get training for Infoporte](#). Find reference guides, student materials, and online training at the CCInfo site.
- [Need system access?](#) Learn how new users request access.
- [What's new?](#) Learn about enhancements and other new features in Infoporte.

**Warning**

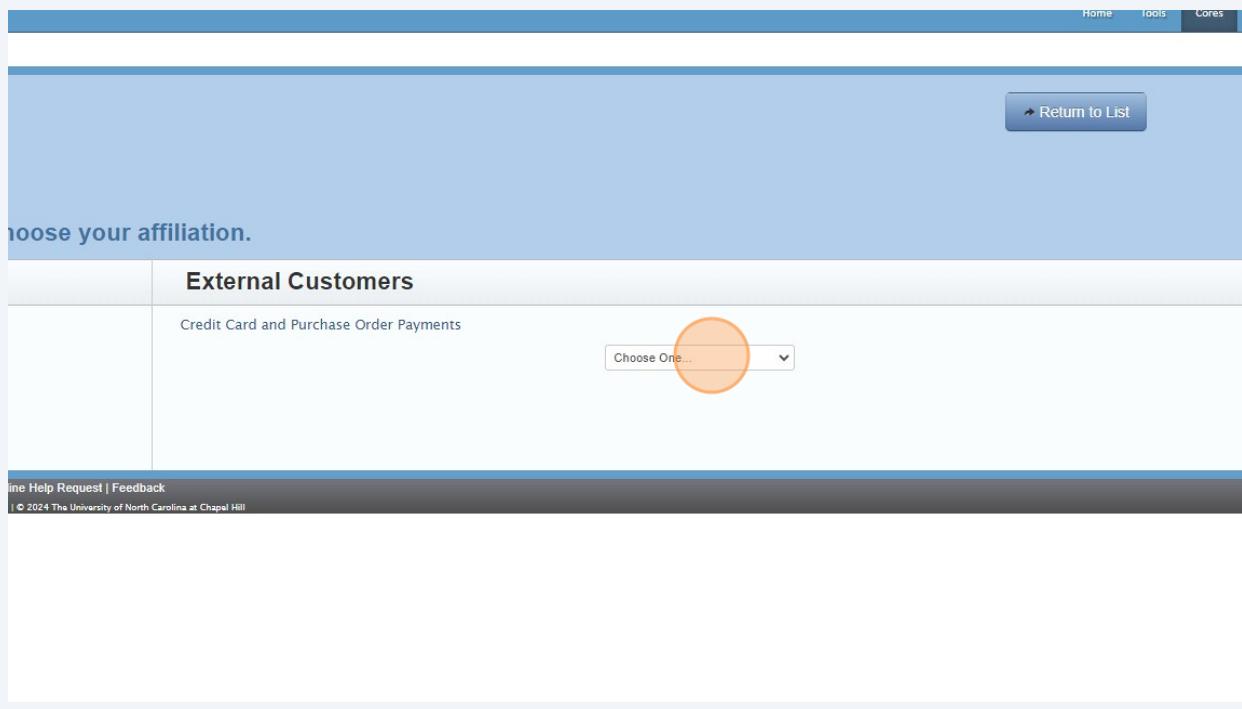
The University of North Carolina at Chapel Hill. Unauthorized access to this system is prohibited. This is a University system intended for Uni reserves the right to monitor the use of this system as required to ensure its stability, availability, and security. Please report any problems to <http://help.unc.edu> and click on "Submit a Help Request" to submit a help request. This system is not rated for sensitive data such as Social ! Protected Health Information.

### 3 All users Click "Cores" Button on far right of screen



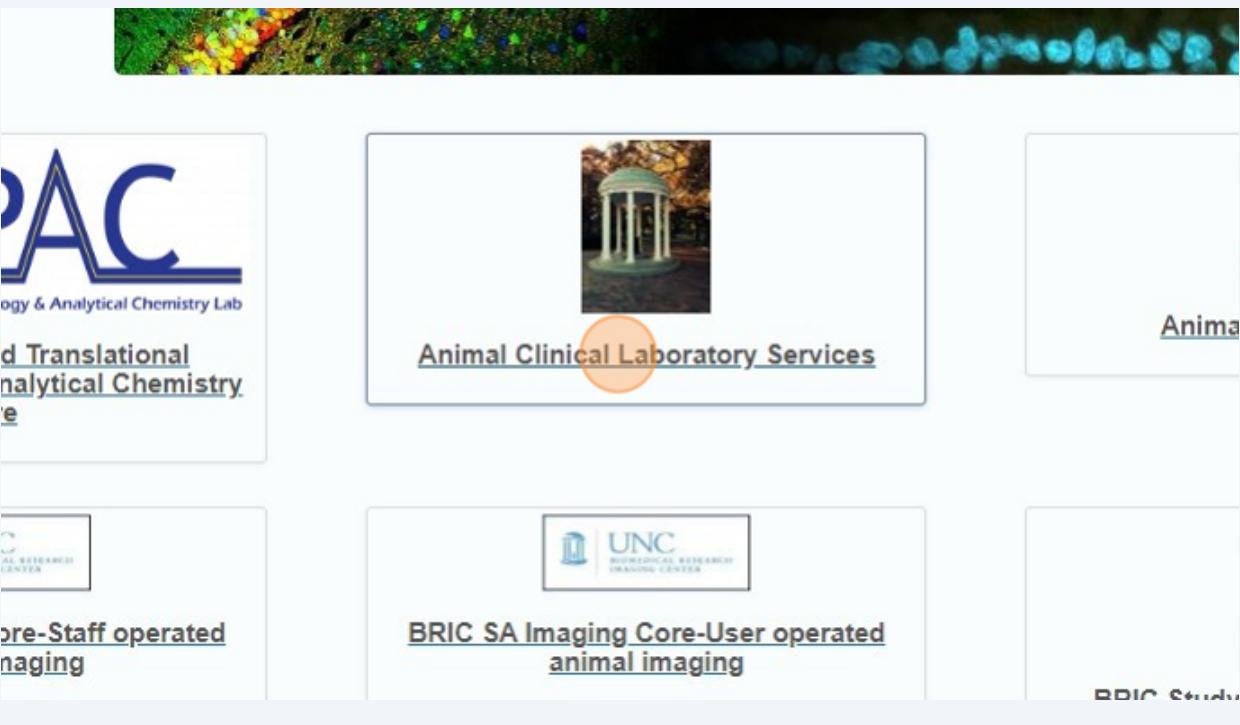
The screenshot shows the Infoporte system homepage. At the top, there is a navigation bar with icons for Home, Infoporte, Finance, HR, Tools, and Core. The 'Core' icon is highlighted with an orange circle. Below the navigation bar, there are three main sections: 'News & Alerts', 'Resources', and 'Data Status'. The 'Data Status' section lists several data sources with green checkmarks: Finance Data (6/14/2024), HR Data (6/14/2024), Student Data (6/14/2024), and Ramses Data (6/14/2024). A 'Warning' box at the bottom contains a message about unauthorized access and provides a link to submit a help request. At the very bottom of the page, there is a footer with links for Online Help Request and Feedback, and a copyright notice for The University of North Carolina at Chapel Hill.

### 4 External users choose your affiliation: affiliate (NCSU only), academic (non profit), or corporate.



The screenshot shows a page titled 'Choose your affiliation.' with a sub-section titled 'External Customers'. A dropdown menu labeled 'Choose One...' is highlighted with an orange circle. At the top of the page, there is a navigation bar with icons for Home, Tools, and Cores. The 'Cores' icon is highlighted with an orange circle. In the bottom right corner of the main content area, there is a blue button labeled 'Return to List'. At the very bottom of the page, there is a footer with links for Online Help Request and Feedback, and a copyright notice for The University of North Carolina at Chapel Hill.

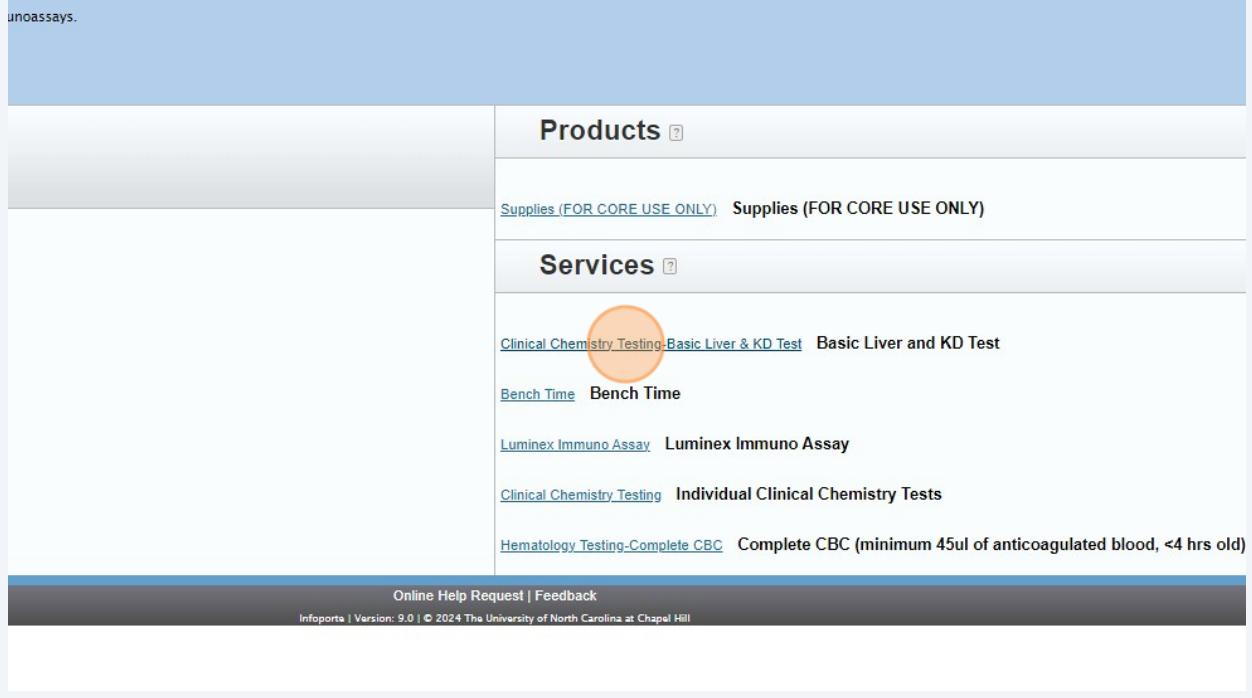
5 Click "Animal Clinical Laboratory Services"



The screenshot shows a grid of service offerings. In the top row, the 'Animal Clinical Laboratory Services' link is circled in orange. In the bottom row, the 'BRIC SA Imaging Core-User operated animal imaging' link is also circled in orange.

 PAC ogy & Analytical Chemistry Lab d Translational alytical Chemistry e	 <a href="#">Animal Clinical Laboratory Services</a>	 <a href="#">BRIC SA Imaging Core-User operated animal imaging</a>
 <a href="#">pre-Staff operated imaging</a>		 <a href="#">BRIC SA Imaging Core-User operated animal imaging</a>

6 Click "Clinical Chemistry Testing-Basic Liver & KD Test" or other relevant test.



The screenshot shows a 'Products' section with a 'Services' sub-section. The 'Clinical Chemistry Testing-Basic Liver & KD Test' link is circled in orange.

<a href="#">Supplies (FOR CORE USE ONLY)</a>	<a href="#">Supplies (FOR CORE USE ONLY)</a>
<b>Services</b>	
<a href="#">Clinical Chemistry Testing-Basic Liver &amp; KD Test</a>	
<a href="#">Bench Time</a>	
<a href="#">Luminex Immuno Assay</a>	
<a href="#">Clinical Chemistry Testing</a>	
<a href="#">Individual Clinical Chemistry Tests</a>	
<a href="#">Hematology Testing-Complete CBC</a>	
Complete CBC (minimum 45ul of anticoagulated blood, <4 hrs old)	

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7 Enter the quantity of samples requiring testing.

## Clinical Chemistry Testing-Basic Liver & KD Test

ALT, ALP, AST, BUN, CREAT 60ul

### Basic Liver & KD Test : \$55.00

Quantity  

Special Instructions

\* Please prioritize order of testing: 

Please prioritize order of testing: 

Please prioritize order of testing: 

Please prioritize order of testing: 

Please prioritize order of testing: 

8 Click dropdown and indicate if you want to prioritize testing if sample is short.

## Clinical Chemistry Testing-Basic Liver & KD Test

ALT, ALP, AST, BUN, CREAT 60ul

### Basic Liver & KD Test : \$55.00

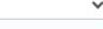
Quantity  

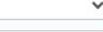
Special Instructions

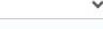
\* Please prioritize order of testing:  

Please prioritize order of testing: 

Please prioritize order of testing: 

Please prioritize order of testing: 

Please prioritize order of testing: 

Please prioritize order of testing: 

Attached Document

9 Enter all requested tests from dropdowns.

### sic Liver & KD Test : \$55.00

Quantity

Special Instructions

\* Please prioritize order of testing:

10 Click "special instructions" box and enter any relevant information for the samples.

### al Chemistry Testing-Basic Liver & KD Test ?

AST, BUN, CREAT 60ul

### Liver & KD Test : \$55.00

Quantity

Special Instructions

\* Please prioritize order of testing:

11 Click "Add to Cart" at the bottom of the screen.

er & KD Test : \$55.00

Quantity	4	<input checked="" type="checkbox"/> Special Instructions	Total	220.00
<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">special instructions</div>				
Max length: 300 chars.				
<p>* Please prioritize order of testing: If specimen volume is short, I ▼</p> <p>Please prioritize order of testing: ALT ▼</p> <p>Please prioritize order of testing: ALP ▼</p> <p>Please prioritize order of testing: AST ▼</p> <p>Please prioritize order of testing: BUN ▼</p> <p>Please prioritize order of testing: ▼</p>				
<b>Subtotal</b> 220.00				
<b>Attached Documents</b>				
Label	File	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Clear"/>	
Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB				
<input checked="" type="checkbox"/> Return to List? <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 10px; background-color: #fff;">Add to cart</span> <input type="button" value="Cancel"/>				
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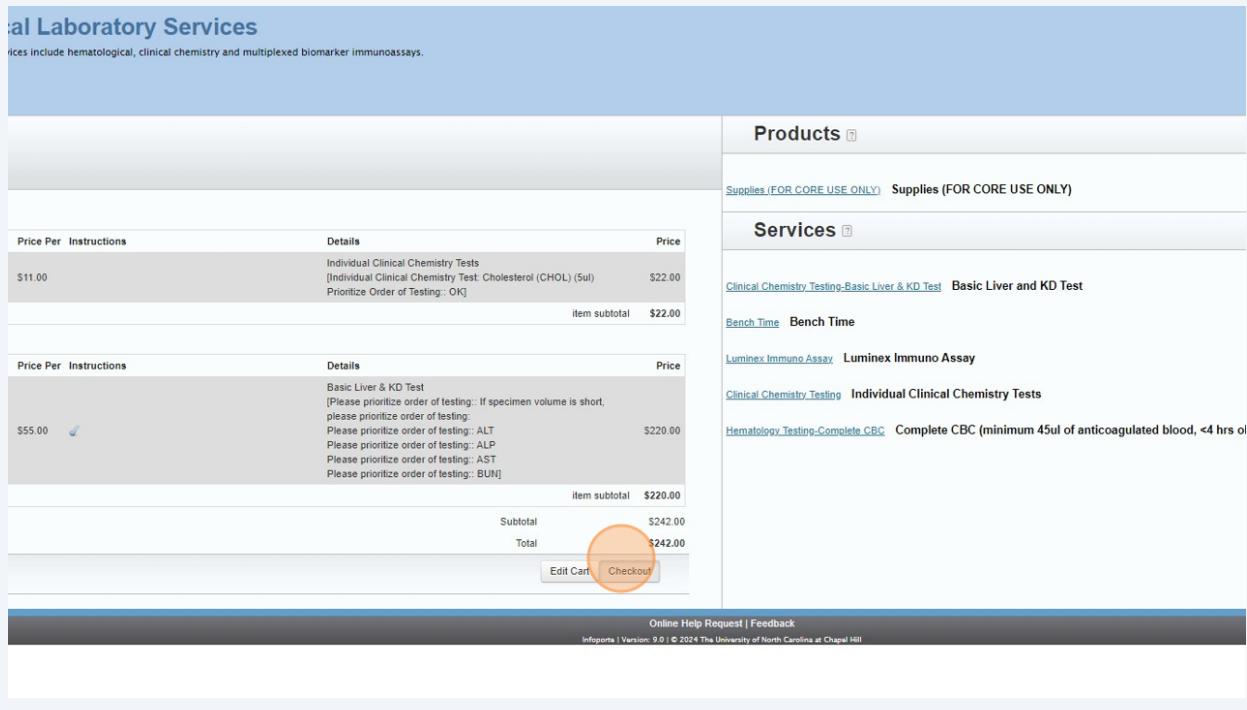
12 Continue the submission process until you have requested all required tests.

<p>Price</p> <p>If specimen volume is short, I ▼</p> <p>ALT \$220.00</p> <p>ALP</p> <p>AST</p> <p>BUN] item subtotal \$220.00</p> <p>Subtotal \$220.00</p> <p>Total \$220.00</p> <p><input type="button" value="Edit Cart"/> <input type="button" value="Checkout"/></p>	<h2>Services</h2> <p><u><a href="#">Clinical Chemistry Testing-Basic Liver &amp; KD Test</a></u> <b>Basic Liver and KD Test</b></p> <p><u><a href="#">Bench Time</a></u> <b>Bench Time</b></p> <p><u><a href="#">Luminex Immuno Assay</a></u> <b>Luminex Immuno Assay</b></p> <p><u><a href="#">Clinical Chemistry Testing</a></u> <b>Individual Clinical Chemistry Tests</b></p> <p><u><a href="#">Hematology Testing-Complete CBC</a></u> <b>Complete CBC (minimum 45ul of anticoagulated blood)</b></p>
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13 When all requests are showing in your cart, click "Checkout".



Clinical Laboratory Services

Services include hematological, clinical chemistry and multiplexed biomarker immunoassays.

**Products**

[Supplies \(FOR CORE USE ONLY\)](#) [Supplies \(FOR CORE USE ONLY\)](#)

**Services**

[Clinical Chemistry Testing-Basic Liver & KD Test](#) [Basic Liver and KD Test](#)

**Bench Time** Bench Time

[Luminex Immuno Assay](#) [Luminex Immuno Assay](#)

[Clinical Chemistry Testing](#) [Individual Clinical Chemistry Tests](#)

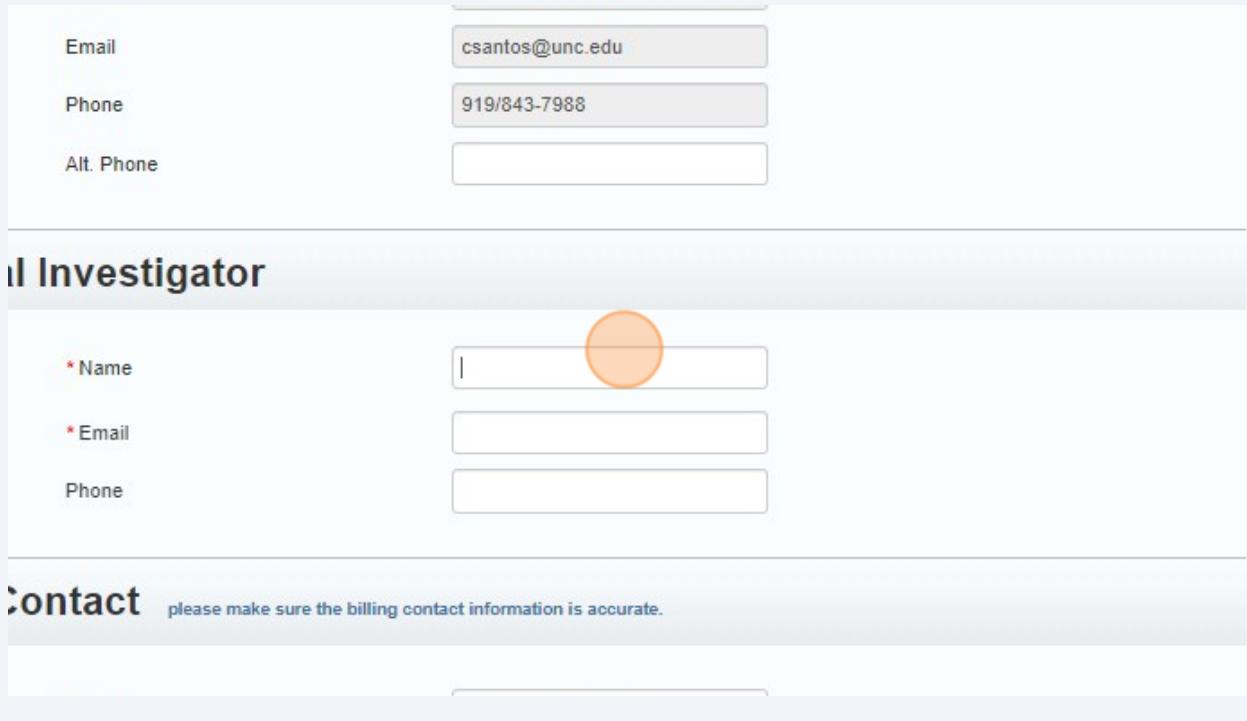
[Hematology Testing-Complete CBC](#) Complete CBC (minimum 45ul of anticoagulated blood, <4 hrs ol

Price Per Instructions	Details	Price
\$11.00	Individual Clinical Chemistry Tests (Individual Clinical Chemistry Test: Cholesterol (CHOL) (5ul) Prioritize Order of Testing: OK)	\$22.00
		Item subtotal \$22.00
\$55.00	Basic Liver & KD Test [Please prioritize order of testing: If specimen volume is short, please prioritize order of testing: Please prioritize order of testing: ALT Please prioritize order of testing: ALP Please prioritize order of testing: AST Please prioritize order of testing: BUN]	\$220.00
		Item subtotal \$220.00
	Subtotal	\$242.00
	Total	\$242.00
	<a href="#">Edit Cart</a>	<a href="#">Checkout</a>

Online Help Request | Feedback

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14 Enter the Principal Investigators last name. The system will automatically populate the information for Internal to UNC requests.



Email	csantos@unc.edu
Phone	919/843-7988
Alt. Phone	

**Principal Investigator**

\* Name

\* Email

Phone

**Contact** please make sure the billing contact information is accurate.

**15** Enter the submitting Principal Investigators last name. The system will automatically populate the information for Internal to UNC requests. For external requests, manually enter all required information.

**Principal Investigator**

* Name	<input type="text" value="Wilkerson"/>
* Email	<input type="text" value=""/>
Phone	<input type="text" value=""/>

**Billing Contact** please make sure the billing contact is the same as the PI

* Name	<input type="text" value="Wilkerson, Gregory K (413804)"/>
* Billing Address	<input type="text" value="Comparative Medicine"/>
Billing Address 2	<input type="text" value=""/>
* City	<input type="text" value="Chapel Hill"/>
* State/Province	<input type="text" value="NC"/>
* Zip	<input type="text" value="27599"/>
* Country	<input type="text" value="United States"/>

**16** Attach Sample Lists to the order.

**Attach Documents to Order 88-177830**

<input type="text" value=""/>	<input type="text" value="Label"/>	<input type="text" value="File"/>
<input type="button" value="Choose File"/> No file chosen		
Allowed file types: word, excel, pdf, gif, jpeg, png, text. <small>File size limit is 16MB</small>		

**Account**

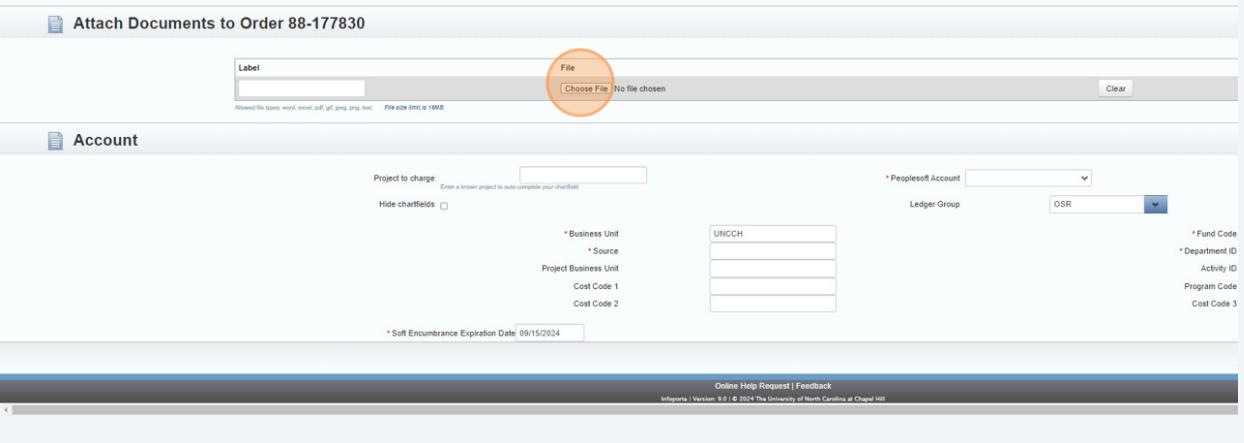
Project to charge	<input type="text" value=""/>
Enter a known project to auto-complete your chartfield	
Hide chartfields	<input type="checkbox"/>
* Business Unit	
* Source	
Project Business Unit	

## 17 Attach Sample Lists to the order.



**Clinical Chemistry Testing-Basic Liver & KD Test**

Name	Qty/Hrs	Price Per	Instructions	Details
Basic Liver & KD Test	4	\$55.00	special instructions	Basic Liver & KD Test [Please prioritize order of testing: If specimen volume is short, please prioritize on ALT, ALP, AST, BUN] Please prioritize order of testing: ALT Please prioritize order of testing: ALP Please prioritize order of testing: AST Please prioritize order of testing: BUN]

**Attach Documents to Order 88-177830**

Label   
File

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

**Account**

Project to charge  Enter a known project to auto complete your chartfield  
Hide chartfields

\* Peoplesoft Account   
\* Fund Code  
\* Department ID  
\* Activity ID  
\* Program Code  
\* Cost Code 3

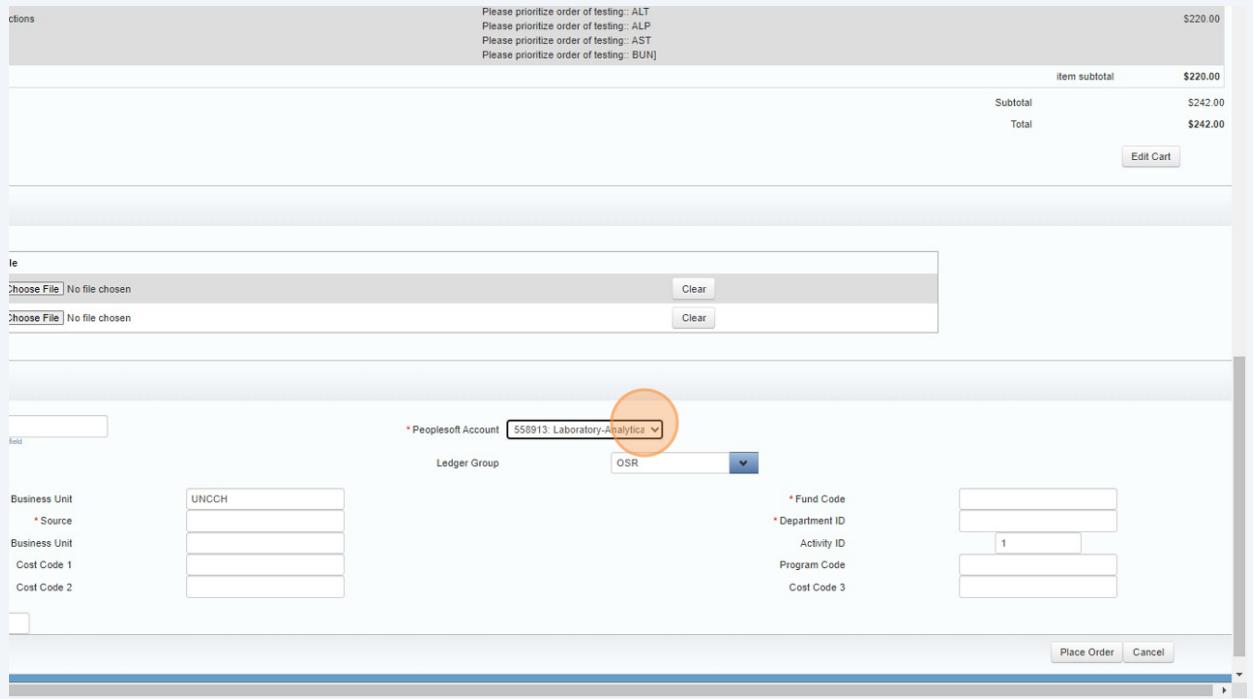
Ledger Group    
\* Fund Code  
\* Department ID  
\* Activity ID  
\* Program Code  
\* Cost Code 3

Business Unit   
\* Source   
Project Business Unit   
Cost Code 1   
Cost Code 2

\* Soft Encumbrance Expiration Date: 09/15/2024

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## 18 Choose the Peoplesoft account 558913 for Laboratory Services.



**Actions**

	Please prioritize order of testing: ALT Please prioritize order of testing: ALP Please prioritize order of testing: AST Please prioritize order of testing: BUN]		\$220.00
		item subtotal	\$220.00
		Subtotal	\$242.00
		Total	\$242.00

**Label**  
 No file chosen   
 No file chosen

**PeopleSoft Account**    
\* Peoplesoft Account   
\* Fund Code  
\* Department ID  
\* Activity ID  
\* Program Code  
\* Cost Code 3

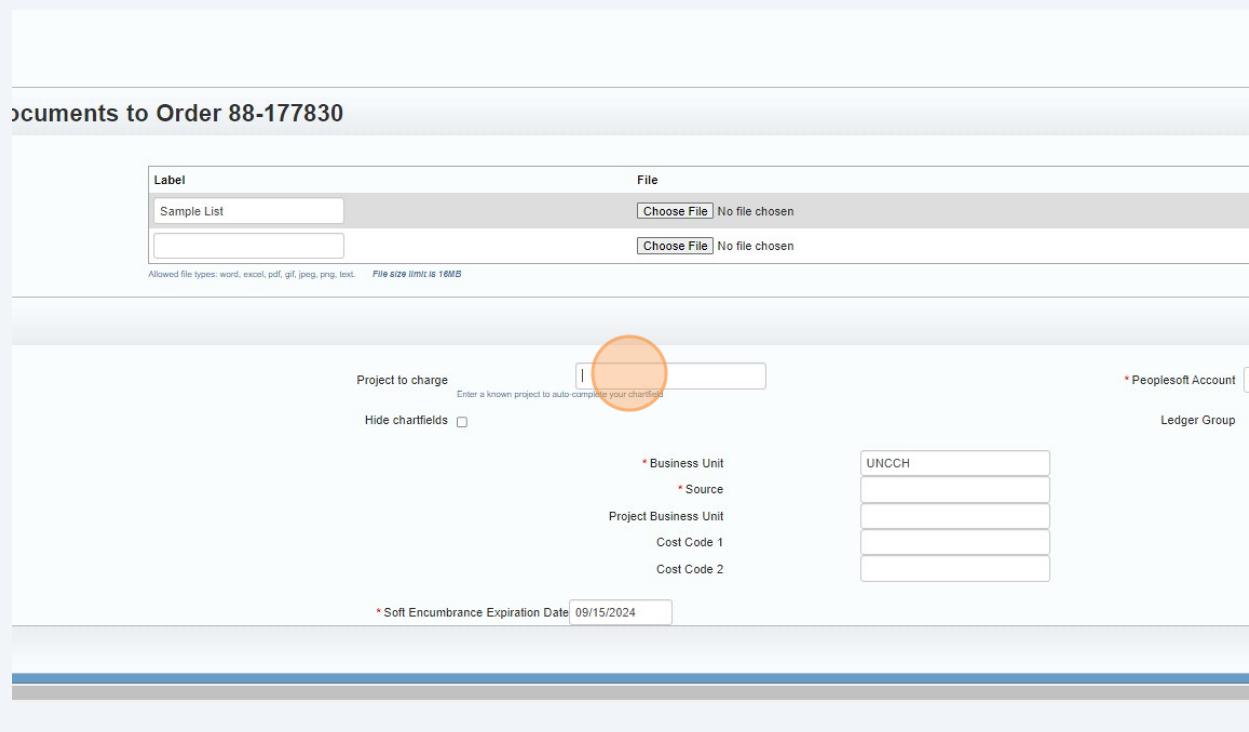
**Account**

Business Unit   
\* Source   
Project Business Unit   
Cost Code 1   
Cost Code 2   
Ledger Group    
\* Fund Code  
\* Department ID  
\* Activity ID  
\* Program Code  
\* Cost Code 3

**Place Order** **Cancel**

19

For UNC Internal order, enter the complete CFS to bill for services. For external requests, manually enter all required information.



Documents to Order 88-177830

Label

Sample List

File

Choose File | No file chosen

Choose File | No file chosen

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Project to charge

Enter a known project to auto complete your chargefield

Hide chartfields

\* Peoplesoft Account

Ledger Group

\* Business Unit

\* Source

Project Business Unit

Cost Code 1

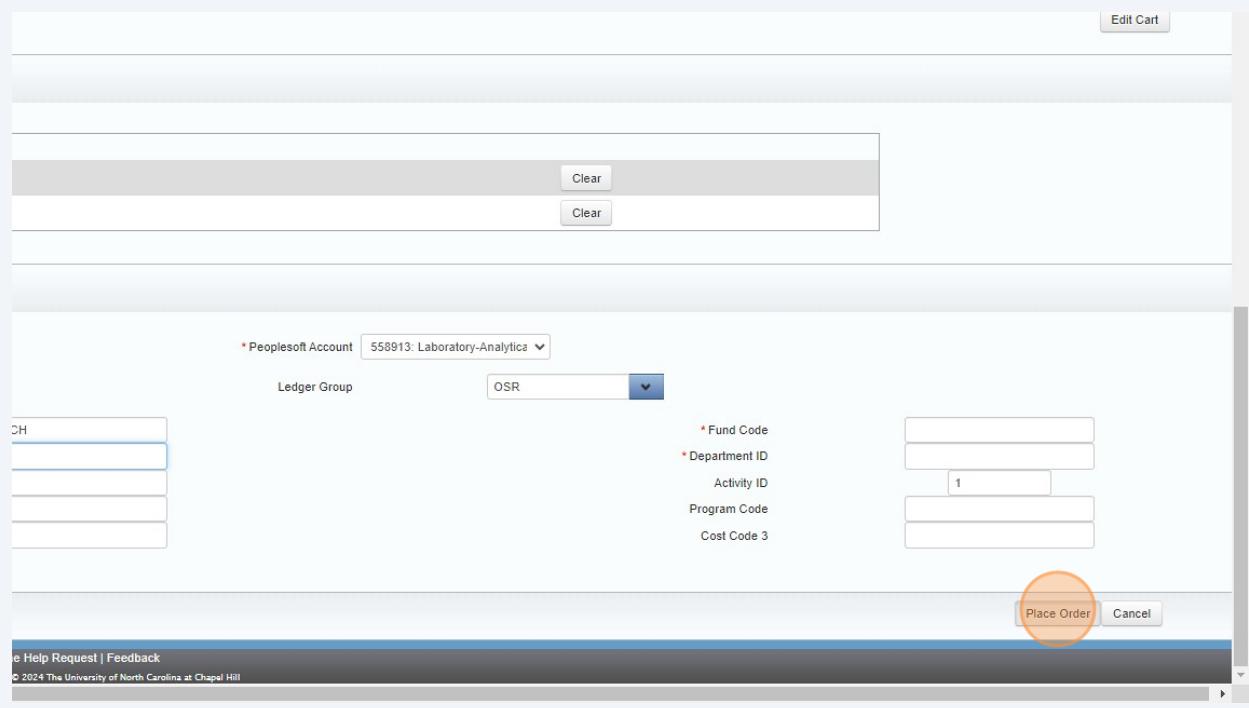
Cost Code 2

UNCCH

\* Soft Encumbrance Expiration Date: 09/15/2024

20

Click the "Place Order" button after entering billing information. Label your samples with the accession number attached to the order request.



Edit Cart

Clear

Clear

\* Peoplesoft Account: 558913: Laboratory-Analytica

Ledger Group: OSR

CH

\* Fund Code

\* Department ID

Activity ID

Program Code

Cost Code 3

1

Place Order Cancel

Help Request | Feedback

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