



## **IDOH 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 ISDH21.



Sign In

Your Username

Your Password

SIGN IN

Remember Username

New to the Langham Portal? Forgot Password?

Register 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 Track Ship Analytics ISDH

Announcements

Welcome to the ISDH ordering portal! We have now added a product listing and updated portal guide in the “Documents” section. You will note that some items are FEMA, these items are approved only for LHDs and Hospitals. If you have issues logging on, please email [helpdesk@elangham.com](mailto:helpdesk@elangham.com), if you need assistance with using the portal to place an order, please call 317-471-5049 for assistance. Thanks! BINAXNOW is currently available on the portal. **Your order will require approvals and allocation limits are in place.** BinaxNOW test kits are **NOT** approved for **redistribution** to any LTC, hospital, EMS, EMA or any other entity. Please ensure you enter the sites you support in the special instructions and if you have a CLIA certificate, you must enter that as well.

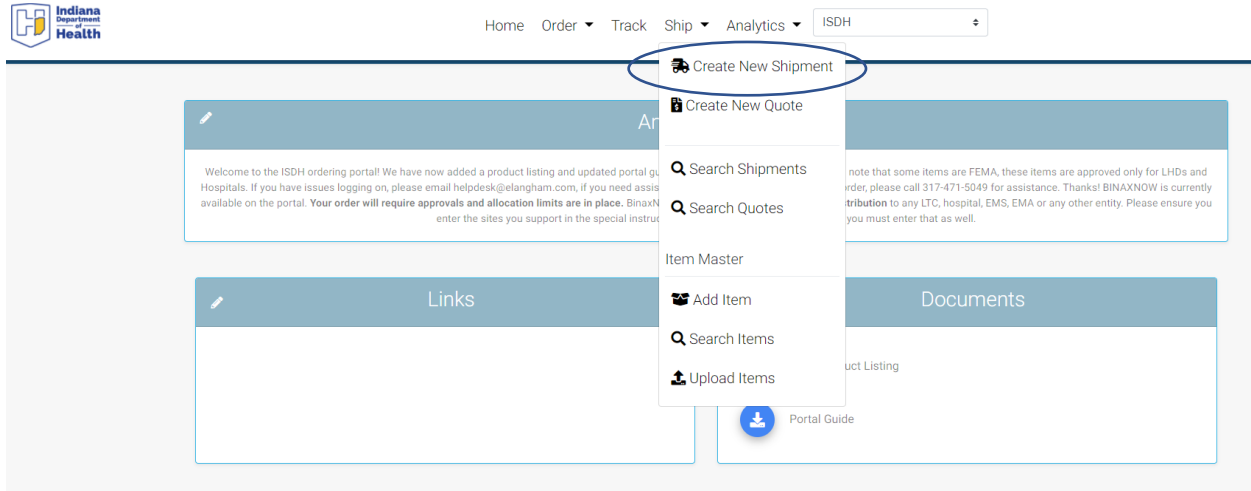
Links

Documents

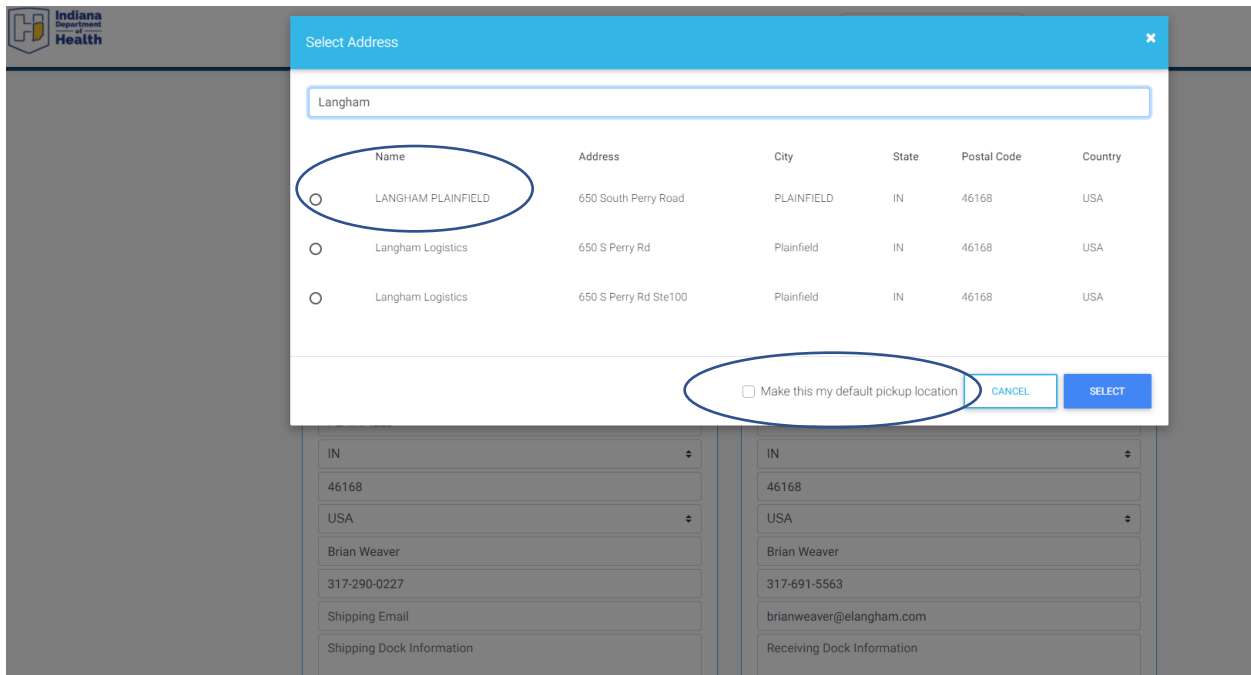
IDOH Product Listing

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	Ready	Close
01/18/2021 <input type="text"/>	08:00 <input type="text"/>	17:00 <input type="text"/>

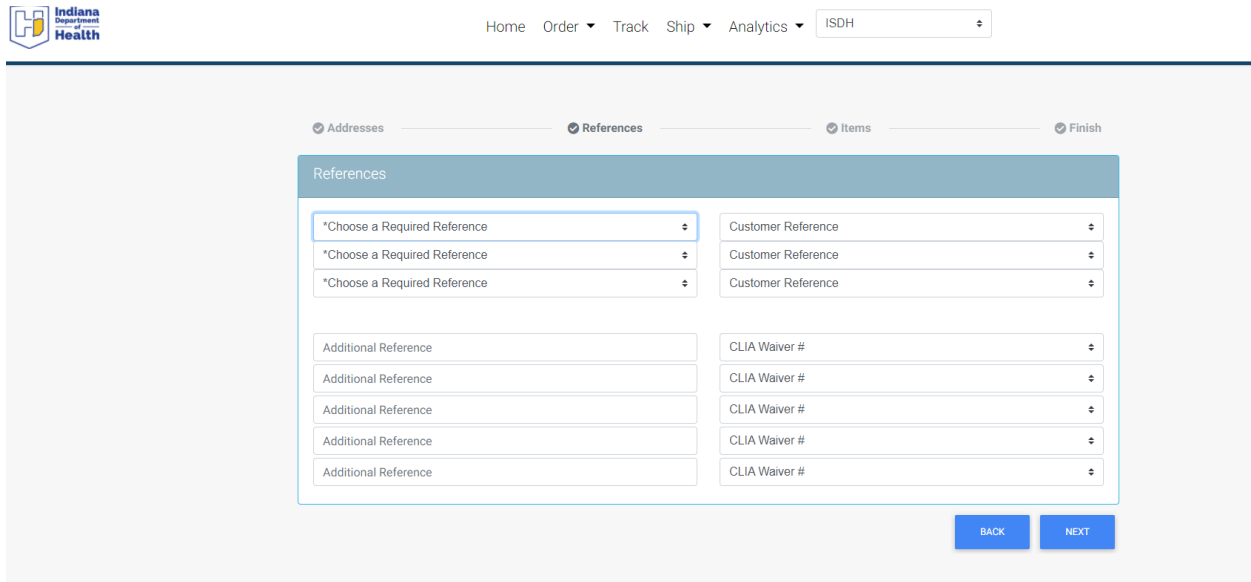
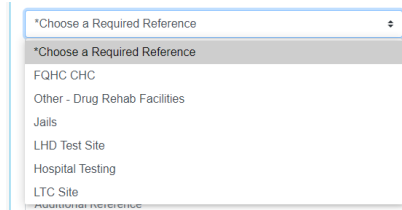
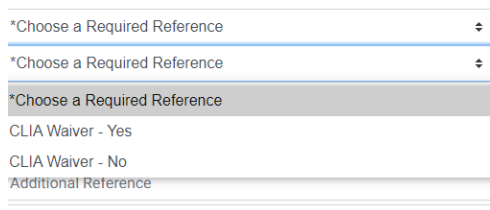
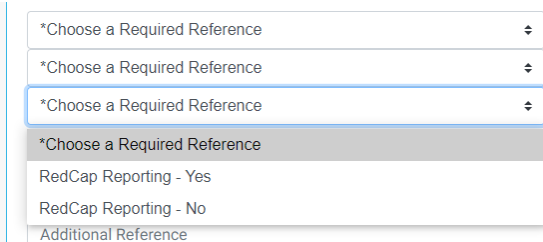
Inside Pickup  Liftgate  Limited Access  Residential

Delivery
🔍

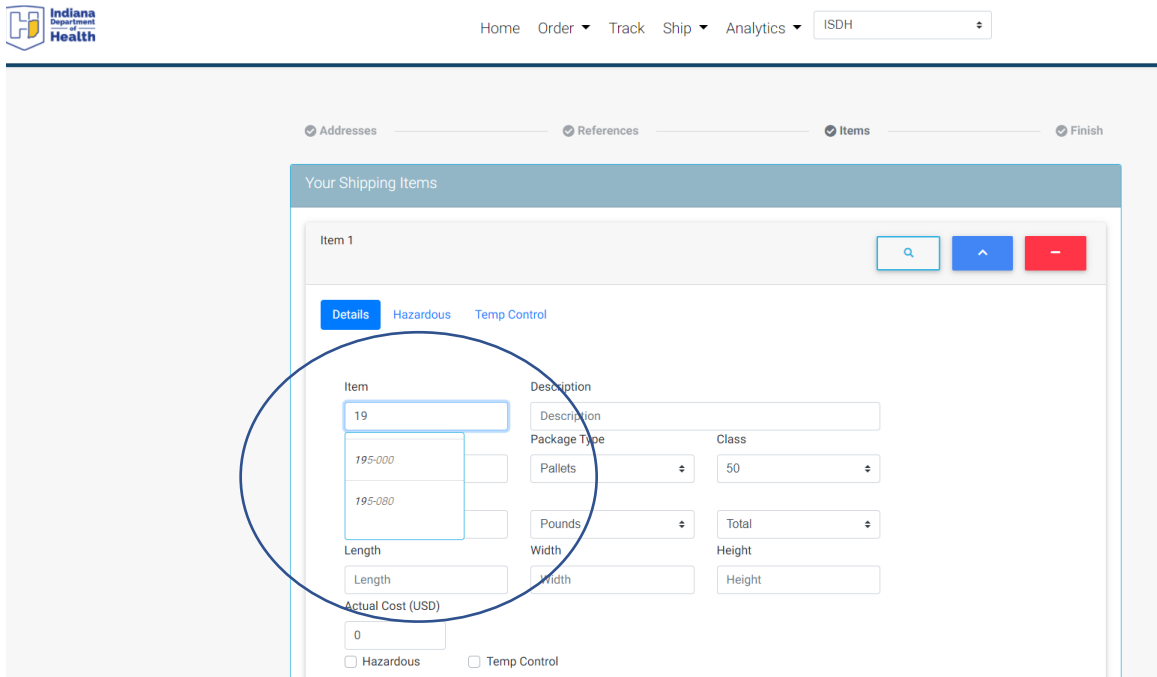
Delivery Date	Open	Deliver By
01/18/2021 <input type="text"/>	08:00 <input type="text"/>	17:00 <input type="text"/>

Appt Required  Inside Delivery  Liftgate  Limited Access

The next step is to answer the required references. First choose your site type, second reference is to answer yes or no as to whether you have a CLIA waiver # (required for Binax orders) and then third reference is to state yes or no if you are reporting in RedCap. Examples of how this looks is posted below. If you have a CLIA Waiver, the number, starting with 15D, should be entered in the "Additional Reference" section.

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	Class
<input type="text" value="Quantity"/>	<input type="text" value="Eaches"/>	<input type="text" value="50"/>
Weight	<input type="text" value="Pounds"/>	<input type="text" value="Total"/>
<input type="text" value="1.81"/>	<input type="text" value="1"/>	<input type="text" value="1.3"/>
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 adding an item. The 'Item 1' section is filled out with the following details:

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

Below this, the 'Item 2' section is visible, circled in blue. It contains a search icon, a plus sign, and a minus sign. Below these are the same 'Details', 'Hazardous', and 'Temp Control' tabs as seen in the 'Item 1' section.

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. It is divided into four main sections: Addresses, References, Items, and Special Instructions.

- Addresses:** 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) and 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:** A table listing the items to be shipped.
- Special Instructions:** A section for any special instructions.

At the bottom of the screen, there are two buttons: 'BACK' and 'FINISH', which are circled in blue.