



Cyberlab New User Guide

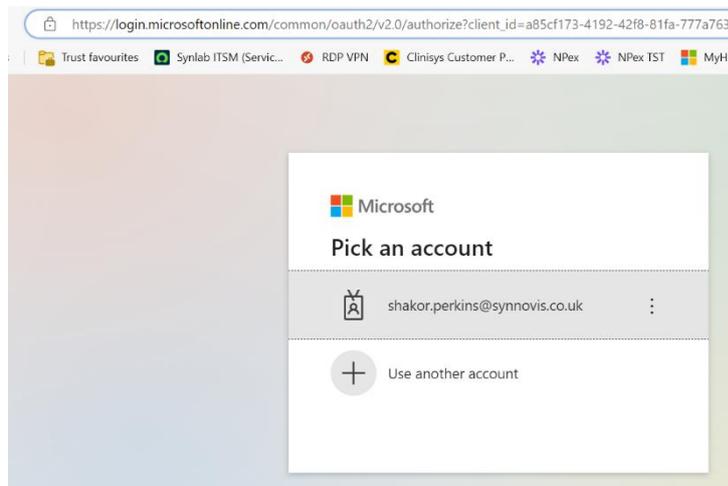
Logging into Cyberlab

1. Access the Login Page

Open your browser and navigate to: <https://cyberlab.synnovis.co.uk>.

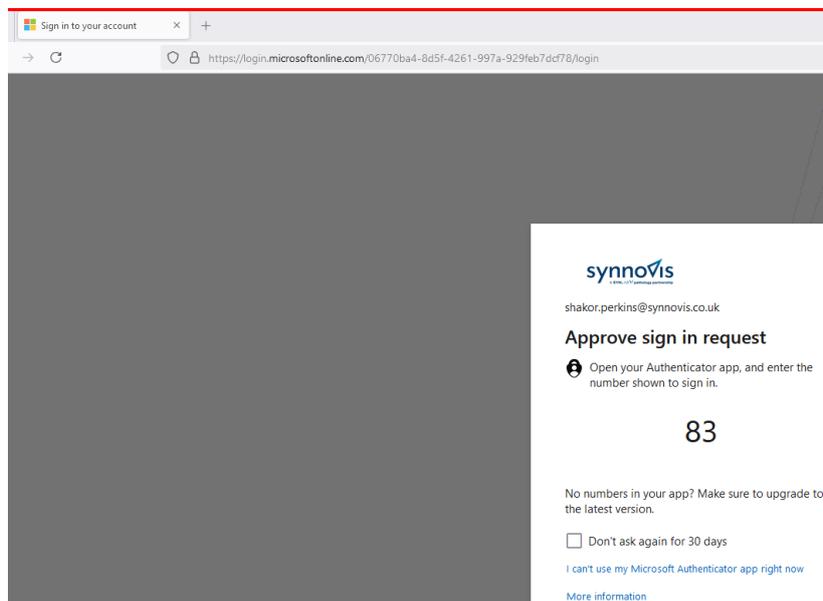
2. Enter Your Email Address

Use your work email address to log in.



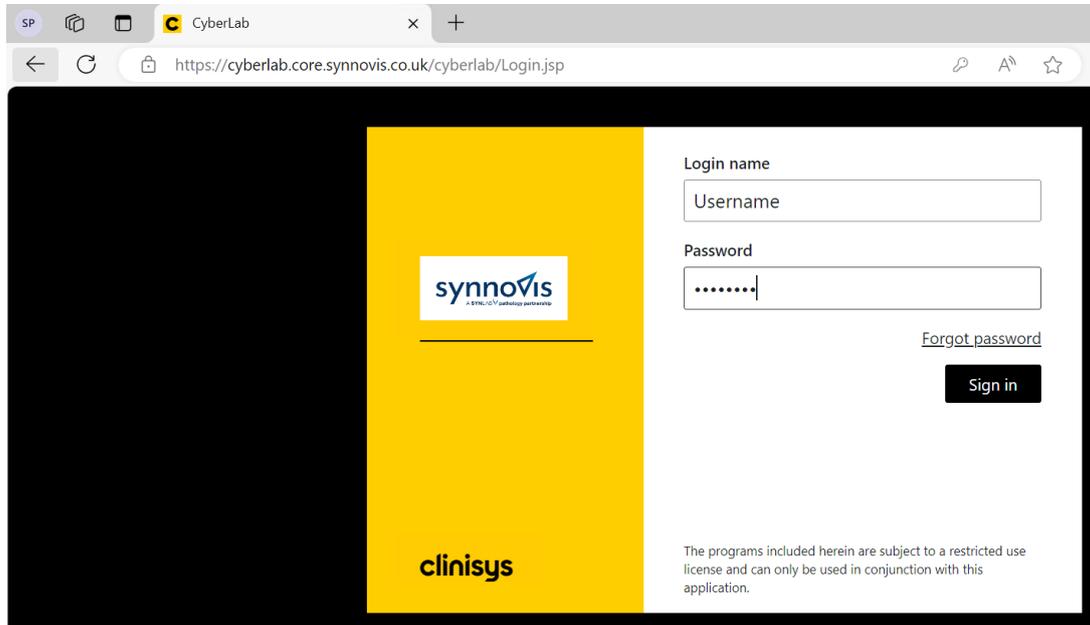
3. Authenticate with Microsoft Authenticator

After entering your email and password, you will be prompted to verify your identity using Microsoft Authenticator (or the authenticator linked to your work email). Follow the instructions provided by the app.



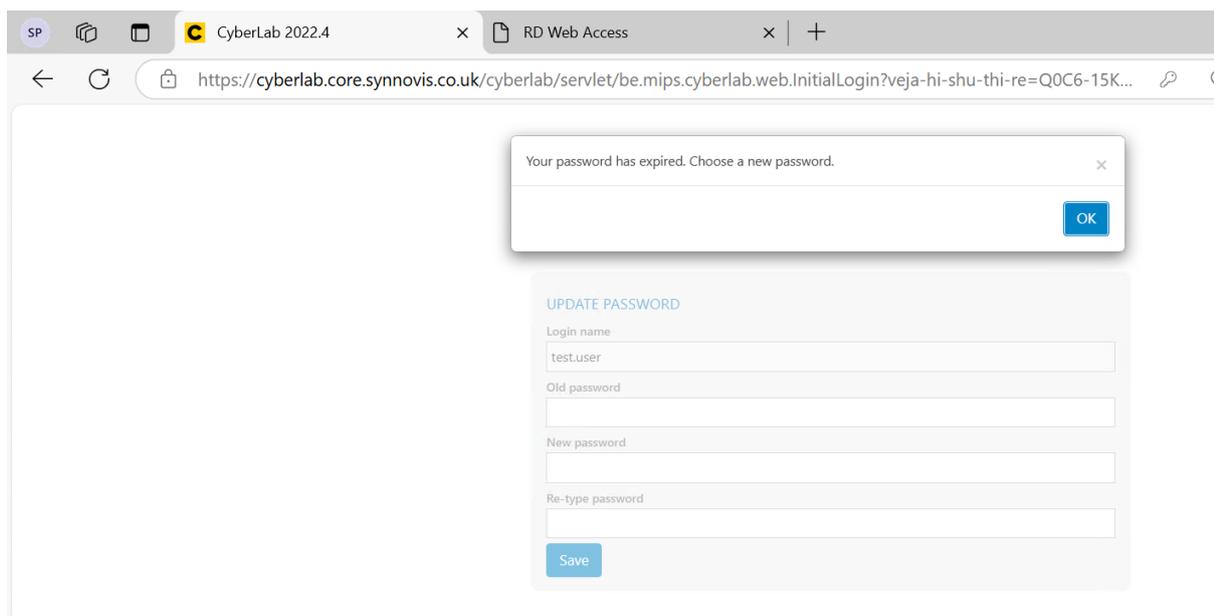
4. Complete Your Login

Once authenticated, the Cyberlab login screen will appear. Enter your Cyberlab login credentials (username and password).



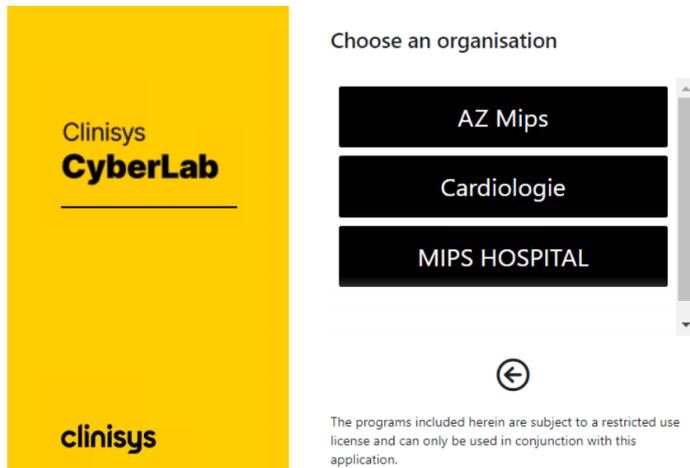
5. First-Time Login Password Reset

If this is your first time logging in, you will be prompted to reset your password. Follow the on-screen instructions to complete the reset process.



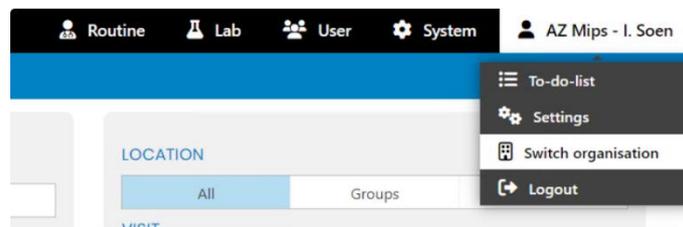
Multiple Organisations

If your account is linked to multiple organisations, then you also need to select the organisation for which you want to log in.



It is still possible to switch to another organisation while you are already logged in:

1. Click your username in the global menu.
2. Click **Switch organisation** and select another organisation.



When switching to another organisation, the access rights for the account linked to the selected organisation will be applied.

Searching for a Patient

Once logged in, you will land on the **Patient Results Consultation** screen. To search for a patient:

1. **Enter Search Criteria:**

- **Name Search:** Enter the patient's surname and/or first name to see a list of matching patients within your organization.
- **Patient Code:** If available, enter the unique identification number for the patient.
- **Date of Birth:** Enter the patient's date of birth in the **Birth Date** field.

2. **Execute the Search:**

Click the **Search** button in the top-right corner or press **Enter**.

3. **Review Search Results:**

A list of matching patients will appear. If results span multiple pages, use the scroll bar to navigate through them.

4. **Select a Patient:**

Click on the patient's name to view their available sample list.

Viewing Test Results

1. **Access Sample List:** After selecting a patient, the sample list for that patient will be displayed.

2. **Select a Test:**

Click on a test to view the detailed results.

3. **Navigate Results:**

- To return to the sample list, click the **Back** button in your browser.
- To view additional results, use the arrow buttons to navigate between pages of results.

4. **Return to Patient Search List:** Click the **Back to List** button at the top-right corner of the screen to return to the main search results.

Additional Resource

Tips and Troubleshooting

Session Timeout: If your session times out, close the pop-up notification and reload the Cyberlab page.

Search Accuracy: Ensure spelling is correct and patient details match the records in the system.

For further assistance, contact the Cyberlab support team at cyberlab@synnovis.co.uk
