FACTSHEET 06 – Adding the Orphanet EUGT number to an EMQN laboratory account

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CROSS REFERENCES
- None

SCOPE
This factsheet has been written as a guide to help EMQN members add the Orphanet EUGT number to their laboratory account details. **Note, this can only be done by the Primary account holder** – additional staff member’s registered to an account cannot add the EUGT number.

INSTRUCTIONS
1. Go to the EMQN website ([www.emqn.org](http://www.emqn.org))
2. Click on “Laboratory Summary” menu button.
3. Click on “Edit laboratory details” button (figure 1).
4. Add your laboratory’s Orphanet EUGT number then click “Save” (figure 2) then close out of the page.
5. The Orphanet EUGT number is displayed along with the lab contact details (figure 3).

Figure 2
QA Manager
EMQN

Manage Laboratory

Laboratory Details
Use this page to manage any laboratory information.

- Lab Name: EMQN Test Account
- Lab Number: 0000
- Orphanet (EUGT) Number: GB11213639875

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Figure 3
QA Manager
EMQN

Organisation Details

- Laboratory summary for EMQN Test Account 0000
- Laboratory name: EMQN Test Account
- Laboratory number: 0000
- Orphanet (EUGT) Number: GB11213639875

Edit laboratory details

Primary Contact
- Dr Andy Office
  orphanet@emqn.org
  Tel: +441612790691
  Mobile: +447539957289
- GMI Manchester
- Manchester Road
- Manchester
- M3 3NL
- United Kingdom

Billing
- Mr Mike Rees
  labmanager@emqn.org
  Tel: 123456

Shipping
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  orphaneq@emqn.org
  Tel: +441612790691
  Fax: +441234567890
  Mobile: +447539957289
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  Town 2
  Manchester
  M1 3AB
  United Kingdom

Contact
- Edit Contact