
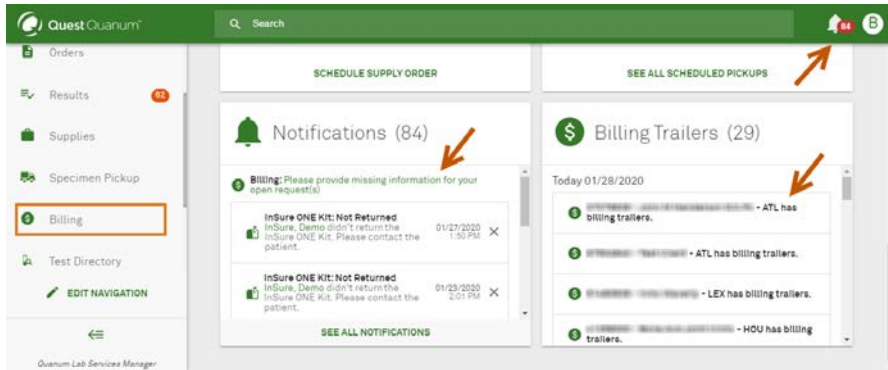


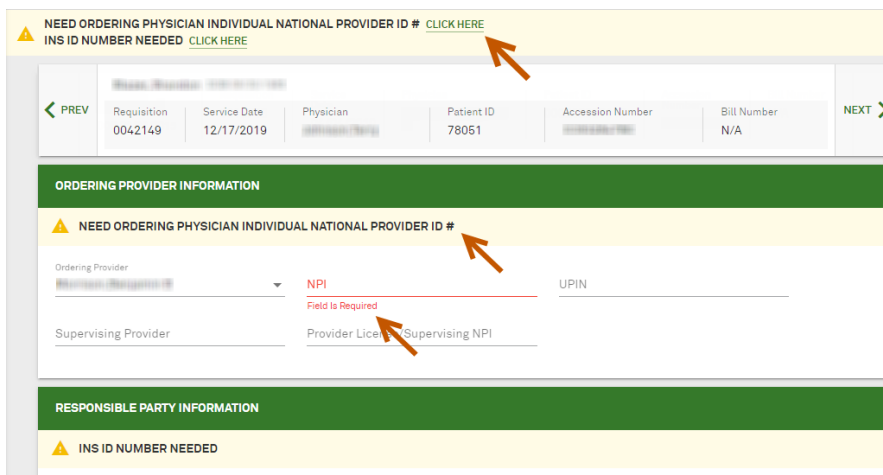
Resolving billing trailers online

- 1 Access [Quantum Lab Services Manager](#) and click *Home* in the left navigation pane. General billing trailer notifications appear in the *Notifications* module and via the notifications icon (). Client-specific notifications appear in the *Billing Trailers* module.

To directly access the *Billing Trailers* page, click *Billing* in the left navigation pane, and then click *Billing Trailers*.

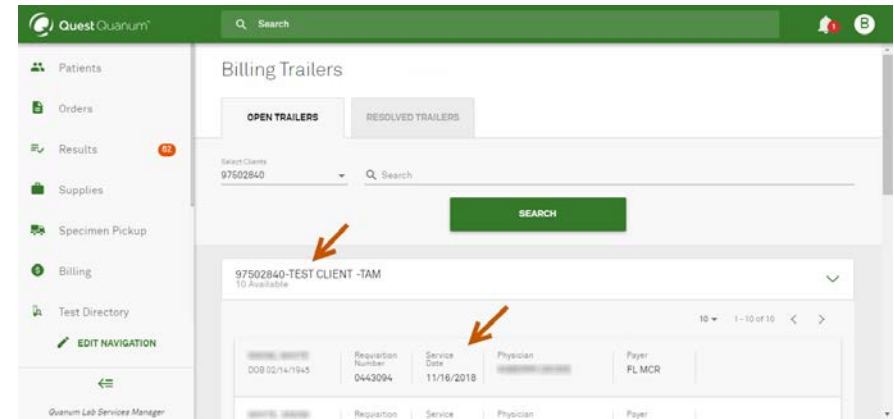


- 3 Review the trailer to locate the field(s) with missing or incomplete information, indicated with a message at the top of the page and in the corresponding section. In most cases, the specific field is also highlighted in red.



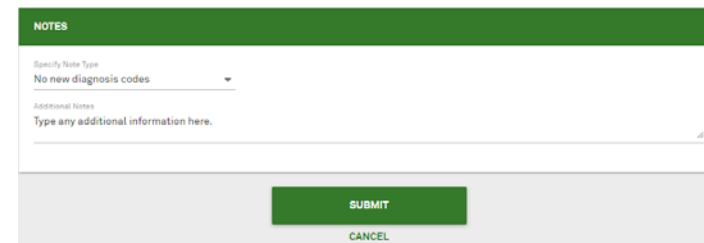
- 2 On the *Billing Trailers* page, locate the desired client account, or search for specific trailers by selecting one or more client(s) from the list and/or by using the *Search* field.

Click a client account to view their open trailers, and then click the desired trailer.



- 4 Click a link at the top to quickly access the corresponding section, provide the requested information for each item listed, and then click *Submit*.

Before submitting any updates, you can also provide additional information (for example, why no updates could be made). To do so, click the desired note type in the *Notes* section, and then type any additional notes as needed.



Tip: To advance to another open trailer for the currently selected client account(s), click either [PREV](#) or [NEXT](#) at the top of the page.