



# Department of Health

## Bureau of Public Health Laboratories



### WEBLIMS - USER GUIDE

Welcome to WebLIMS!

Department	LIMS		Doc. Ver. No.	02	
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## GENERAL INFORMATION

### Purpose

This SOP provides guidelines on how to use the LabWare WebLIMS Module which gives authorized submitters and epidemiologists<sup>1</sup> access to LabWare to submit orders and to view and print reports for their patients or patients in their authorized territory/region.

### Scope

This SOP is for all users of LabWare WebLIMS. Users consist of authorized personnel and sample submitters to Florida Department of Health Bureau of Public Health Laboratories as well as Florida Department of Health state and local epidemiologists.

---

<sup>1</sup> To become an authorized user, please visit <http://www.floridahealth.gov/programs-and-services/public-health-laboratories/weblims-ra.html> complete and submit the Computer Use and Confidentiality and WebLIMS Access Request Forms.

## BASIC CONVENTIONS USED

1. Blue field name: these are fields that require entry.

Tube Id:

An example:



2. : clicking this icon will display a list of options related to the field for selection.
3. Fields with drop down: generally these fields require user to enter the information by selecting from the drop down list.

Insurance Type:

An example:

4. There is a time-out function to the ordering process. This is approximately 10 minutes.
  - a. Once timed out, user will need to log back in and restart the process.

The image shows a login window titled "LabWare 7". At the top is a "Create New Session" button. Below it is a "Role" dropdown menu with "\_WEBLIMS" selected. At the bottom are "OK" and "Cancel" buttons. The background features a faint world map.

Click "Create New Session" to re-enter and start over.

## SYSTEM REQUIREMENTS

Browser options required for WebLIMS:

1. Allow session cookies
2. Allow pop-ups
3. Allow JavaScript

For help configuring your internet browser to allow these options, please refer to the [Troubleshooting section](#).

## LOGGING IN

1. Click <https://weblims.floridapublichealthlab.com/>



2. In the login page, enter the user name and password received from BPHL.
3. Click the LOGIN button.

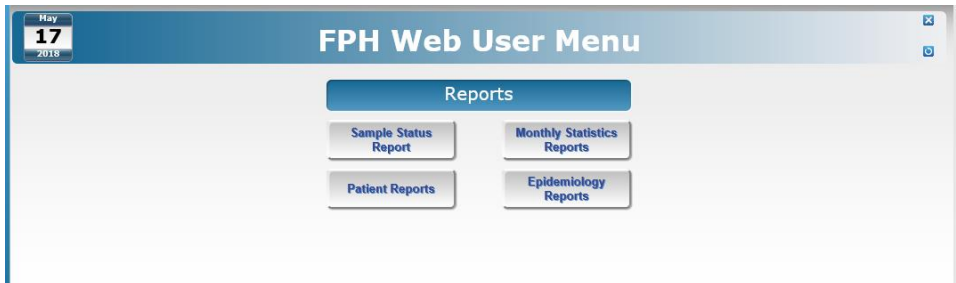


4. Select your role from the drop down menu and select OK.



The screenshot shows the LabWare 7 login interface. At the top, it says "LabWare 7". Below that is a "Create New Session" button. Underneath is a "Role" label followed by a dropdown menu currently showing "\_WEBLIMS\_ORD\_RPT". Below the dropdown are "OK" and "Cancel" buttons. At the bottom of the screen is a faint world map.

5. Please note that the workflow selection screen after login will vary depending on your role. For a "\_WEBLIMS" role, the selection screen will be:



The screenshot shows the "FPH Web User Menu" for a user with a "\_WEBLIMS" role. The header includes a calendar icon showing "May 17 2018" and the title "FPH Web User Menu". Below the header is a "Reports" section with four buttons: "Sample Status Report", "Monthly Statistics Reports", "Patient Reports", and "Epidemiology Reports".

For a "\_WEBLIMS\_ORD\_RPT" role, the selection screen will be:



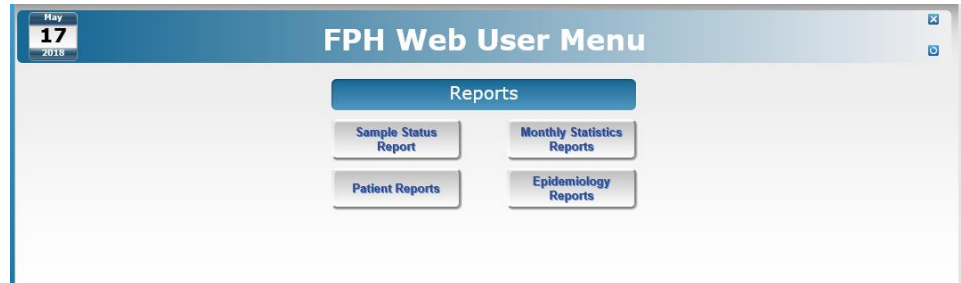
The screenshot shows the "Web Orders/Reports" interface for a user with a "\_WEBLIMS\_ORD\_RPT" role. The header includes a calendar icon showing "May 17 2018" and the title "Web Orders/Reports". Below the header are two main sections: "Orders" and "Reports". The "Orders" section has two buttons: "Create Order" and "Reprint Order Requisition". The "Reports" section has four buttons: "Sample Status Report", "Monthly Statistics Reports", "Patient Reports", and "Epidemiology Reports".

**PLEASE NOTE:** Users can only place orders for providers/practitioner authorized for the user. The user's professional organization and role dictate authorized providers/practitioners. If the providers/practitioners displayed are not consistent with those under the user's purview, please log out immediately and notify BPHL Help Desk at (904) 791-1567 or DLBPHLLAR@flhealth.gov

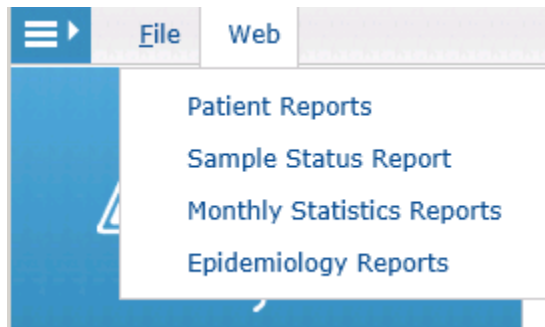
## REPORTS

### REPORT SELECTION

1. To view reports in WebLIMS, you may either select from:
  - a. The buttons on the Workflow:



- b. Or select the "Web" tab to view the available reports.



2. Select the desired report to run.
  - a. **Patient Reports:** Allows access to individual test reports for patients.
  - b. **Sample Status Report:** Allows access to status of samples submitted.
  - c. **Monthly Statistics Reports:**
    - i. **Monthly Statistics Report:** Provides monthly statistics by submitter as number of samples submitted and number of tests performed for each analysis within a given time period.
    - ii. **Abnormal Report:** Provides monthly abnormal samples by submitter. This report lists total number of samples submitted, total normal and abnormal samples, and test summary noting number of normal and abnormal tests for each analysis within a given time period.
    - iii. **Unsatisfactory Report:** Provides the number of unsatisfactory samples received from a submitter for a given time period. Sample Unsatisfactory Reasons are noted in the report if requested with details.
  - d. **Epidemiology Reports:** Provides the number of samples submitted by program and county and number of tests by program, analysis and county within a given time period.



3. To run subsequent reports, begin again at the Web tab, select the report to run and enter the parameters. Within the same session, the report parameters will repopulate with parameters last entered.

**PLEASE NOTE:** Ensure the Explorer Window is minimized. If the window is maximized, reports run will not be visible until the window is minimized.

## PATIENT REPORTS

Searching under **Patient Reports** allows access to individual test reports for patients.

1. Enter the desired report parameters in the Patient Search Screen.

The screenshot shows the 'Search Dialog' window with the following fields and values:

- Submitter ID: ALACHUALA
- Medical Record Number: (empty)
- SSN: (empty)
- Street Address: (empty)
- State ID: (empty)
- Sampled or Received Date: mm/dd/yyyy
- Tube ID: (empty)
- Patient Active Flag: T
- Sample Reported: T
- Practitioner ID: ALAC01
- First Name: (empty)
- Last Name: (empty)
- Birth Date: 05/01/1994

Below the form is a table with the following data:

Sample Number	First Name	Last Name	Birth Date	Sex	Street Address	Tests	Submitter	Practitioner	Sampled Recd Date	State Id	Tube Id
24729	userThree	test	02/02/1999 12:00:00 AM	234567891	Amplified GC/CT-Chlamydia	ALACHUA CHD ALACHUA	BANKS.YANA.S	01/10/2018 12:00:00 AM	mlc18011905		

At the bottom, there is a status bar with '0 of 1' results and buttons for 'OK', 'Cancel', 'Save Search', 'Refresh Results', 'Search', and 'Select All'.

2. The Submitter ID and Practitioner ID fields are required fields.
3. Select Search when finished.
4. The search results available for selection will be displayed at the bottom of the screen.

This screenshot is identical to the one above, but with a red rectangular box highlighting the table containing the search results. A red callout bubble points to this box with the text 'Search Results Panel'.

5. Search results may be sorted ascending or descending by clicking on any column header in the Search Results Panel. Results will be sorted by the information within the selected column.

Search Dialog

Summary

Birth Date: 01/01/1900 mm/dd/yyyy

Medical Record Number:

SSN:

Street Address:

State ID:

Sampled or Received Date: mm/dd/yyyy mm/dd/yyyy

Tube ID:

Patient Active Flag: T


Sample Reported: T

For example, here the results have been sorted by Sample Number in descending order. Click again and they will be sorted in ascending order of Sample Number.

Sample Number	First Name	Last Name	Birth Date	Sex	Street Address	Tests	Subscriber	Physician	Sampled/Received Date	State ID	Tube ID
23568	FIORETTI	FIORETTI	01/01/1900 12:00:00 AM	S	620010100 11111 MAIN RD	Adenovirus Culture	ALACHUA CHD ALACHUA BANKLYANA S	06/07/2016 12:00:00 AM			
23564	FELICIA	FAIRBANKS-JONES	12/23/1989 12:00:00 AM	F	422336309 2906 ATLANTIC BLVD	Adenovirus Culture	ALACHUA CHD ALACHUA BANKLYANA S	06/01/2016 12:00:00 AM			
23579	BOAT	BARANA	12/24/1977 12:00:00 AM	M	838122477 888 CHOCUITA WAY	Chlamydia IgG	ALACHUA CHD ALACHUA BANKLYANA S	05/26/2016 12:00:00 AM			
23558	FIORETTI	FIORETTI	01/01/1900 12:00:00 AM	S	620010100 11111 MAIN RD	RPR with Confirmatory RPR Reactive	ALACHUA CHD ALACHUA BANKLYANA S	05/25/2016 12:00:00 AM			
23518	FIORETTI	FIORETTI	01/01/1900 12:00:00 AM	S	620010100 11111 MAIN RD	Influenza A RT-PCR	ALACHUA CHD ALACHUA BANKLYANA S	05/18/2016 12:00:00 AM			
23508	FIORETTI	FIORETTI	01/01/1900 12:00:00 AM	S	620010100 11111 MAIN RD	Adenovirus Zika IgM	ALACHUA CHD ALACHUA BANKLYANA S	05/13/2016 12:00:00 AM			
23507	FIORETTI	FIORETTI	01/01/1900 12:00:00 AM	S	620010100 11111 MAIN RD	Adeno ZIKV IgM	ALACHUA CHD ALACHUA BANKLYANA S	05/01/2016 12:00:00 AM			

6. Select the report and click "OK", or double click the selected record.

7. The report will be displayed.



Department of Health

**Bureau of Public Health Laboratories - Jacksonville**

P.O. Box 210

Jacksonville, FL 32231

CLIA: 10D0845095

---

Service ID:

LIMS Report #: 3813

Special Project:

Program Component:

Submitter: ALACHUA COUNTY HEALTH DEPARTMENT  
15530 NW US HWY 441, STE 10010  
Alachua, FL 32815

Local Patient Id:

Date of Birth: 02/02/1999

Social Security #: 234567891

Gender: Ambiguous

Race:

---

Sample #: MCJ18020501 (24729)

Date Collected: 01/10/2018

Source: Urine

Date Received: 02/05/2018

Additional Info:

Date Reported: 02/05/2018

Order ID: mtc18011905

State ID:

Ordered Testcode: 0430

Onset Date:

Practitioner: YANA S BANKS

Fasting:

Pregnant: No

Note:

---

Test	Result	Reference Range	Date Approved
0430 Amplified Chlamydia	Negative	Negative	02/05/2018
Amplified Gonorrhea	Positive	Negative	

---

**Final**

Z\_SingleSampleFPH.rpt

Page 1 of 1

Print Date: 02/05/2018

8. Print or save the report if desired by following the steps on [Printing Reports](#) (P. 27).

## SAMPLE STATUS REPORT

The **Sample Status Report** provides status of samples submitted.

1. Enter the desired parameters and click Search in the Sample Status Search Dialog box. Note the Submitter ID and Practitioner ID fields are mandatory fields and require entries.

Search Dialog

Summary

-- Demographic data entry must be complete for sample selection availability. --

-- If your sample is not available for selection, please try again later. --

Submitter ID: ALACHUALA

Practitioner ID: ALAC01

Medical Record Number:

SSN:

Street Address:

State ID:

Sampled or Received Date: mm/dd/yyyy

Tube ID:

Patient Active Flag: T

Sample Data Entered: T

Sample Number	First Name	Last Name	Birth Date	Sex	Street Address	Tests	Submitter	Practitioner	Sampled Recd Date	State ID	Tube ID	Patient ID
24726	USERFOUR	TEST	01/31/1999 12:00:00 AM	123567895	AFB Culture	ALACHUA CHD ALACHUA	BANKS,YANA S	01/25/2018 12:00:00 AM				831
24727	userfourcase	test	01/31/1999 12:00:00 AM	AFB Culture	ALACHUA CHD ALACHUA	BANKS,YANA S	01/30/2018 12:00:00 AM					832
24728	userThree	test	02/02/1999 12:00:00 AM	234567891	Amplified GCCT-Chlamydia	ALACHUA CHD ALACHUA	BANKS,YANA S	01/10/2018 12:00:00 AM			mtc10011905	835

OK WEBRPT\_SAMPLE\_STATUS\_TEST\_USER1\_LAST My last search for WEBRPT\_SAMPLE\_STATUS Select a search 0 of 3

Cancel Search Search Search Select All

2. Select the patient record to view in the Query Select Dialog box

Search Dialog

Summary

-- Demographic data entry must be complete for sample selection availability. --

-- If your sample is not available for selection, please try again later. --

Submitter ID: ALACHUALA

Practitioner ID: ALAC01

Medical Record Number:

SSN:

Street Address:

State ID:

Sampled or Received Date: mm/dd/yyyy

Tube ID:

Patient Active Flag: T

Sample Data Entered: T


Sample Number	First Name	Last Name	Birth Date	Sex	Street Address	Tests	Submitter	Practitioner	Sampled Recd Date	State ID	Tube ID	Patient ID
24726	USERFOUR	TEST	01/31/1999 12:00:00 AM	123567895	AFB Culture	ALACHUA CHD ALACHUA	BANKS,YANA S	01/25/2018 12:00:00 AM				831
24727	userfourcase	test	01/31/1999 12:00:00 AM	AFB Culture	ALACHUA CHD ALACHUA	BANKS,YANA S	01/30/2018 12:00:00 AM					832
24728	userThree	test	02/02/1999 12:00:00 AM	234567891	Amplified GCCT-Chlamydia	ALACHUA CHD ALACHUA	BANKS,YANA S	01/10/2018 12:00:00 AM			mtc10011905	835

OK WEBRPT\_SAMPLE\_STATUS\_TEST\_USER1\_LAST My last search for WEBRPT\_SAMPLE\_STATUS Select a search 1 of 3

Cancel Search Search Search Select All

3. Click OK or double click to view the selected Sample Status reports.

4. The report will be displayed. Reports viewed under Sample Status Reports will always be labeled "Unofficial Report." Official reports may be viewed through the Patient Reports option.



CLIA: 10D0845095

*Department of Health*  
**Bureau of Public Health Laboratories - Jacksonville**  
 P.O. Box 210  
 Jacksonville, FL 32231

---

Service ID: \_\_\_\_\_

LIMS Report #: \_\_\_\_\_

Special Project: \_\_\_\_\_

Submitter: ALACHUA COUNTY HEALTH DEPARTMENT  
 15530 NW US HWY 441, STE 10010  
 Alachua, FL 32815

Patient: USERFOUR TEST

Program Component: Miami, FL 33152

Local Patient Id: \_\_\_\_\_

Date of Birth: 01/31/1999

Social Security #: 123567895

Race: White

Gender: Male

---

Sample #: MTC18020101 (24726)

Source: Sputum

Additional Info: \_\_\_\_\_

Ordered Testcode: 3100

Practitioner: YANA S BANKS

Note: \_\_\_\_\_

Date Collected: \_\_\_\_\_

Date Received: 01/25/2018

Date Reported: \_\_\_\_\_

Onset Date: \_\_\_\_\_

Fasting: \_\_\_\_\_

Pregnant: \_\_\_\_\_

---

Test	Result	Reference Range	Date Approved
3110 AFB Smear (Conc., Fluorochrome)	Pending		
3100 AFB Culture	Pending		

---

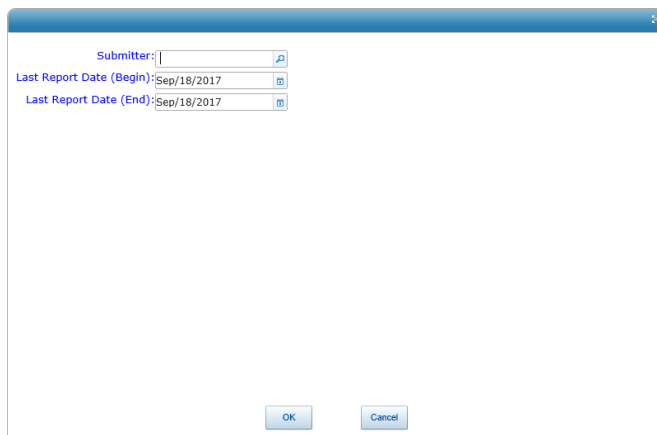
Z\_SingleSampleFPH.rpt
Page 1 of 1
Print Date: 05/18/2018

## MONTHLY STATISTICS REPORTS

**Monthly Statistics Reports** include the **Monthly Statistics Report**, the **Abnormal Report** and the **Unsatisfactory Report**.

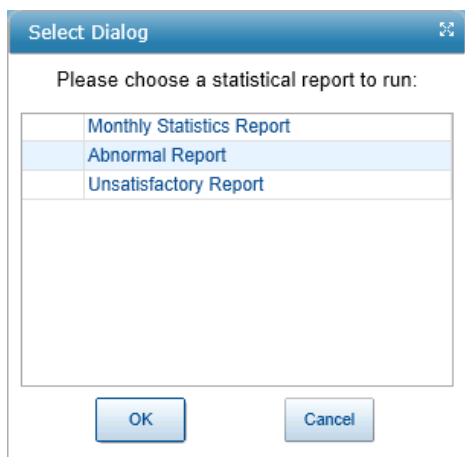
- ❖ The **Monthly Statistics Report** provides monthly statistics by submitter as number of samples submitted and number of tests performed for each analysis within a given time period.
- ❖ The **Abnormal Report** provides monthly abnormal samples by submitter. This report lists total number of samples submitted, total normal and abnormal samples, and test summary noting number of normal and abnormal tests for each analysis within a given time period.
- ❖ The **Unsatisfactory Report** will list the number of unsatisfactory samples received from a submitter for a given time period. It can be run in two ways- with or without details. Sample Unsatisfactory Reasons are noted in the details.

1. In the displayed dialog box, enter desired parameters in all three fields as they are mandatory.



A screenshot of a software dialog box. At the top, there is a blue header bar. Below it, there are three input fields: 'Submitter:' followed by a text box and a small icon; 'Last Report Date (Begin):' followed by a date box showing 'Sep/18/2017' and a small icon; and 'Last Report Date (End):' followed by a date box showing 'Sep/18/2017' and a small icon. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

2. Click OK to continue.
3. There are 3 different statistical reports available.
4. In the displayed Select Dialog box, select the desired statistical report, and click "OK."



A screenshot of a 'Select Dialog' box. It has a blue header bar with the title 'Select Dialog'. Below the header, the text 'Please choose a statistical report to run:' is displayed. Underneath this text is a list box containing three items: 'Monthly Statistics Report', 'Abnormal Report', and 'Unsatisfactory Report'. The 'Abnormal Report' item is currently selected and highlighted in blue. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.


## MONTHLY STATISTICS REPORT

The **Monthly Statistics Report** provides monthly statistics by submitter as number of samples submitted and number of tests performed for each analysis within a given time period.

5. When selecting the Monthly Statistics Report, a report like the following will be displayed:

LabWare LIMS ... WebMainMenu2 - Windows Internet Explorer

---



**DEPARTMENT OF HEALTH  
BUREAU OF LABORATORIES**  
**Monthly Statistics by Submitter**

---

Submitter: FAKE CUSTOMER (ALACHDMM)  
Date Reported: 09/01/2017 - 09/22/2017

---

**Total Samples** **4**

---

<b>Test Summary</b>		<b># Tests</b>
Arbo Virus	Arbo Culture	2
Rubella	Rubella Screen	2
Syphilis	Syphilis TPPA	2
<b>Total Tests</b>		<b>6</b>

---

Z\_MonthlyStatCustomer.rpt Page 1 of 1 Print Date: 9/22/2017

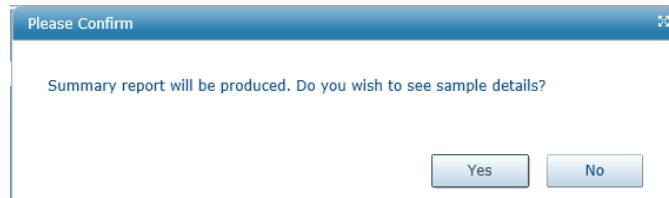


---

## ABNORMAL REPORT

The **Abnormal Report** provides monthly abnormal samples by submitter. This report lists total number of samples submitted, total normal and abnormal samples, and test summary noting number of normal and abnormal tests for each analysis within a given time period


6. When selecting Abnormal Report:
  - a. Select whether to run the report with or without details.



- b. The Abnormal Report (shown below) will be displayed.

LabWare LIMS ... WebMainMenu2 - Windows Internet Explorer

---



DEPARTMENT OF HEALTH  
BUREAU OF LABORATORIES

**Monthly Abnormals by Submitter**

---

Submitter: FAKE CUSTOMER (ALACHDMM)  
Date Reported: 09/01/2017 - 09/22/2017

---

**Sample Summary**

	Normal	Abnormal	Total
Total Samples	2	2	4

---

**Test Summary**

		Normal	Abnormal	Total
Arbo Virus	Arbo Culture	2	0	2
Rubella	Rubella Screen	1	1	2
Syphilis	Syphilis TPPA	1	1	2
Total Tests		4	2	6

---

Z\_MonthlyAbnormalCustomer.rpt

Page 1 of 1

Print Date: 9/22/2017

8.50 x 11.00 in

The following is the second page of the same Abnormal Report if requested with details:



DEPARTMENT OF HEALTH  
BUREAU OF LABORATORIES  
Monthly Abnormals by Submitter

Submitter: FAKE CUSTOMER (ALACHDMM)  
Date Reported: 09/01/2017 - 09/22/2017

Abnormal Details (Abnormal Samples Only)

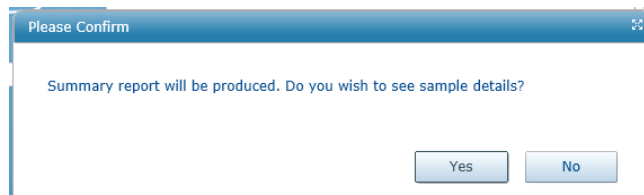
Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
AMB17918125 (7170599)		FRED D FLINTSTONE	04/04/1971	
0245	Syphilis TPPA	Reactive		
4000	Rubella Screen	Immune		
Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
AMB17918126 (7170600)		FRED D FLINTSTONE	04/04/1971	
0245	Syphilis TPPA	Non-Reactive		
4000	Rubella Screen	Non-Immune		

---

## UNSATISFACTORY REPORT

The **Unsatisfactory Report** will list the number of unsatisfactory samples received from a submitter for a given time period. It can be run in two ways- with or without details. Sample Unsatisfactory Reasons are noted in the details.

7. When selecting Unsatisfactory Report:
  - a. Select whether to run the report with or without details.



- b. The Unsatisfactory Report without detail (shown below) will be displayed.



DEPARTMENT OF HEALTH  
BUREAU OF LABORATORIES

Monthly Unsat by Submitter


Submitter: FAKE CUSTOMER (ALACHDMM)  
Date Reported: 05/01/2016 - 09/27/2017

Samples Unsat

	Total
Total Samples	21

Tests Unsat

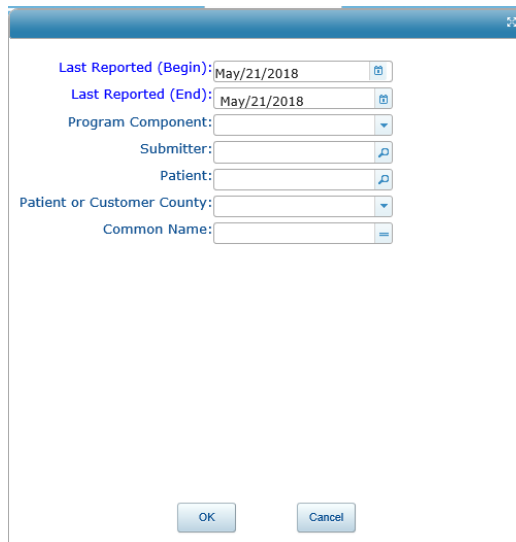
- c. This is the second page of the same report if requested with details

	<b>DEPARTMENT OF HEALTH BUREAU OF LABORATORIES</b>
<b>Monthly Unsat by Submitter</b>	
Submitter: FAKE CUSTOMER (ALACHDMM) Date Reported: 05/01/2016 - 09/27/2017	
<b>Unsat Details</b>	
Sample ID JSA17028298 (7144140)	Local Patient ID Patient FIRSTNAME A LASTNAME Birth Date 08/16/1995 Date Sampled 05/03/2017
Sample Unsat Reason:	Specimen in wrong/inappropriate collection kit.
Test Amplified GC/CT	Unsat Reason Sample Unsat
Sample ID JMM17000117 (7144141)	Local Patient ID Patient FIRSTNAME A LASTNAME Birth Date 08/16/1995 Date Sampled 05/03/2017
Test GC Culture	Unsat Reason User canceled Test
Sample ID JRU16000235 (6528344)	Local Patient ID Patient FIRSTNAME A LASTNAME Birth Date 09/04/1969 Date Sampled 05/20/2016
Sample Unsat Reason:	mismatched hx/spec. I.D.
Test HIV 1/2 Ag/Ab Combo	Unsat Reason Sample Unsat
Sample ID JRU16000736 (6877575)	Local Patient ID Patient FIRSTNAME B LASTNAME Birth Date 09/27/1970 Date Sampled 11/21/2016
Sample Unsat Reason:	WRONG SPECIMEN RECEIVED
Test CD4/CD8	Unsat Reason Sample Unsat
Sample ID JRU17000266 (7128656)	Local Patient ID Patient FIRSTNAME D LASTNAME Birth Date 03/12/1982 Date Sampled 04/25/2017
Sample Unsat Reason:	quantity not sufficient
Test HIV-1 Viral Load	Unsat Reason Sample Unsat
Z_MonthlyUnsatCustomer.rpt	
Page 2 of 6	
Print Date: 9/27/2017	

## EPIDEMIOLOGY REPORTS

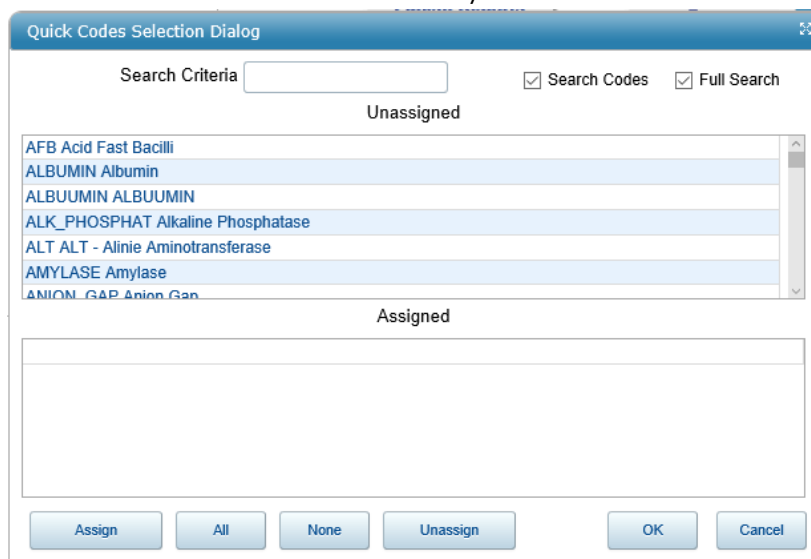
**Epidemiology Reports** provide the number of samples submitted by program and county and number of tests by program, analysis and county within a given time period.

1. Enter information for the mandatory fields (Last Reported Begin and End) and other parameters if desired in the displayed dialog box. If non-mandatory fields are left blank, the report will show all data within the date range entered.



A screenshot of a dialog box titled "Epidemiology Reports". It contains several input fields: "Last Reported (Begin):" with a date picker set to "May/21/2018", "Last Reported (End):" with a date picker set to "May/21/2018", "Program Component:" with a dropdown menu, "Submitter:" with a text field and a magnifying glass icon, "Patient:" with a text field and a magnifying glass icon, "Patient or Customer County:" with a dropdown menu, and "Common Name:" with a text field and a magnifying glass icon. At the bottom are "OK" and "Cancel" buttons.

2. When entering filter for the **Common Name (of the analysis type)**, a Quick Codes Selection Dialog box will appear.
3. LW allows a filter of one or more analysis via the Quick Codes Selection Dialog box.



A screenshot of a dialog box titled "Quick Codes Selection Dialog". It has a "Search Criteria" text field and two checked checkboxes: "Search Codes" and "Full Search". Below these is a section labeled "Unassigned" containing a list of medical codes: "AFB Acid Fast Bacilli", "ALBUMIN Albumin", "ALBUUMIN ALBUUMIN", "ALK\_PHOSPHAT Alkaline Phosphatase", "ALT ALT - Aline Amino transferase", "AMYLASE Amylase", and "ANION\_GAP Anion Gap". Below the list is a section labeled "Assigned" with an empty list box. At the bottom are buttons for "Assign", "All", "None", "Unassign", "OK", and "Cancel".

4. Select the desired analyses by one of the following options:
  - a. Click on the desired analysis category you would like to select and that category will be highlighted. You may either
    - i. click the "Assign" button at the bottom of the window, to add the selection to the bottom pane of the window;
    - ii. or just double click the desired category to assign it for the report. The selection will be added to the bottom pane of the window.
  - b. To select more than one items
    - i. Choosing single item: Highlight the desired item and click Assign.

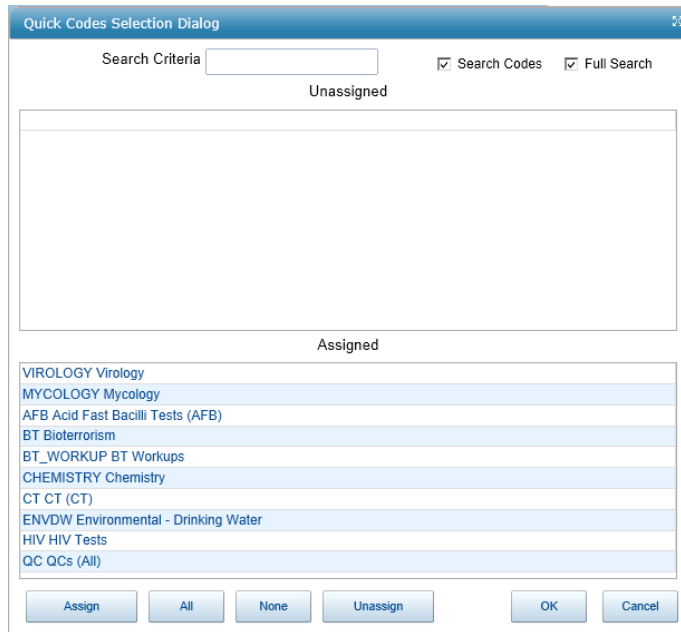
The screenshot shows the 'Quick Codes Selection Dialog' window. At the top, there is a 'Search Criteria' text box and two checked checkboxes: 'Search Codes' and 'Full Search'. Below this, the window is divided into two main sections: 'Unassigned' and 'Assigned'. The 'Unassigned' section contains a list of analysis categories: AFB Acid Fast Bacilli Tests (AFB), BT Bioterrorism, BT\_WORKUP BT Workups, CHEMISTRY Chemistry, CT CT (CT), ENVDPW Environmental - Drinking Water, HIV HIV Tests, MYCOLOGY Mycology, and QC QCs (All). The 'QC QCs (All)' item is currently selected and highlighted in blue. The 'Assigned' section is currently empty. At the bottom of the dialog, there are buttons for 'Assign', 'All', 'None', 'Unassign', 'OK', and 'Cancel'.

- ii. Choosing more than 1 item but not all: repeat the above step for the next item.

This screenshot shows the 'Quick Codes Selection Dialog' window after multiple selections. In the 'Unassigned' list, 'QC QCs (All)' remains selected. Additionally, 'HIV HIV Tests' and 'ENVDPW Environmental - Drinking Water' are now highlighted in blue. In the 'Assigned' list, 'VIROLOGY Virology' and 'MYCOLOGY Mycology' are listed. The 'Assign' button at the bottom is now disabled (grayed out), while the other buttons remain active.

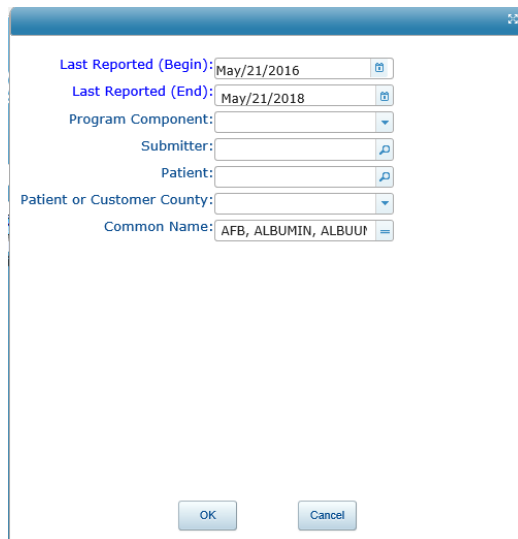


- iii. Choosing all the items: select the ALL button.



The "Quick Codes Selection Dialog" window features a search interface. At the top, there is a "Search Criteria" text box, followed by two checked checkboxes: "Search Codes" and "Full Search". Below these is a large, empty rectangular area labeled "Unassigned". Underneath this area is a list of codes under the heading "Assigned". The list includes: "VIROLOGY Virology", "MYCOLOGY Mycology", "AFB Acid Fast Bacilli Tests (AFB)", "BT Bioterrorism", "BT\_WORKUP BT Workups", "CHEMISTRY Chemistry", "CT CT (CT)", "ENVWDW Environmental - Drinking Water", "HIV HIV Tests", and "QC QCs (All)". At the bottom of the dialog, there are five buttons: "Assign", "All", "None", "Unassign", and "OK", followed by a "Cancel" button.


5. When all the desired analyses are selected, click OK. The selection(s) will appear in the Analysis field displayed in step 1 above.



The parameter selection dialog contains several input fields. "Last Reported (Begin)" is set to "May/21/2016" and "Last Reported (End)" is set to "May/21/2018", both with calendar icons. "Program Component:" is a dropdown menu. "Submitter:" and "Patient:" are text boxes with user selection icons. "Patient or Customer County:" is a dropdown menu. "Common Name:" is a text box containing "AFB, ALBUMIN, ALBUU". At the bottom are "OK" and "Cancel" buttons.

6. If the entered parameters are satisfactory, click "OK" to display the report.

7. The following is an example of an Epidemiology Report:



DEPARTMENT OF HEALTH  
BUREAU OF LABORATORIES

**Program Component by County**

---

Counties: Orange

Analysis Types: AFB, BT, BT\_WORKUP, CHEMISTRY, CT, ENV/DW, HIV, MYCOLOGY, QC, VIROLOGY

Date Reported: 06/01/2016 - 06/02/2016


---

# Samples by Program and County

---

Program	48 Orange	Total
02	2	2
03	32	32
04	1	1
18	4	4
23	17	17
Total	56	56

Z\_MonthlyProgramCounty.rpt
Page 1 of 2
Print Date: 10/5/2017



DEPARTMENT OF HEALTH  
BUREAU OF LABORATORIES

**Program Component by County**

---

# Tests by Program and County

---

Program	Analysis	48	Total
02	HIV 1/2 Ag/Ab Combo	2	2
	Program Subtotal	2	2
03	HIV-1 Viral Load	32	32
	Program Subtotal	32	32
04	HIV 1/2 Ag/Ab Combo	1	1
	HIV 1/2 Ag/Ab Diff	1	1
	Program Subtotal	2	2
18	HIV 1/2 Ag/Ab Combo	4	4
	Program Subtotal	4	4
23	HIV 1/2 Ag/Ab Combo	17	17
	Program Subtotal	17	17
Grand Total		57	57

Z\_MonthlyProgramCounty.rpt
Page 2 of 2
Print Date: 10/5/2017

## PRINTING REPORTS

1. If no print icon displays, right click on the report to display the shortcut menu.

LabWare LIMS ... WebMainMenu2 - Windows Internet Explorer

**Florida HEALTH**

CLIA: 10D0845085

*Department of Health*  
**Bureau of Public Health Laboratories - Jacksonville**  
P.O. Box 210  
Jacksonville, FL 32231

---

**Service ID:** LIMS Report #: 7322898  
**Special Project:** Program Component: GAINESVILLE, FL 32807

**Submitter:** FAKE CUSTOMER  
224 SE 24TH STREET  
Gainesville, FL 32641

**Patient:** FRED D FLINTSTONE  
123 SILVERSTONE QUARY  
GAINESVILLE, FL 32807

**Local Patient Id:**  
**Date of Birth:** 04/04/1971  
**Social Security #:** 000-00-0001 **Gender:** Male  
**Race:** White

---

**Sample #:** AMB17918123 (7170597) **Date Collected:**  
**Source:** Blood **Date Received:** 09/18/2017  
**Additional Info:** **Date Reported:** 09/19/2017  
**Ordered Testcode:** 1670 **Onset Date:**  
**Practitioner:** BHUMI PATEL **Fasting:** **Pregnant:**  
**Note:** Virus isolation attempts are performed in cell culture. A positive culture is indicative of active infection with this virus. A negative result (no virus isolated) may be due to lack of current infection but it may also be due to inadequate sample collection and/or specimen handling prior to receipt in the laboratory.

---

Test	Result	Reference Range	Date Approved
1670 Arbovirus Culture	Virus Isolated		09/19/2017
Virus Isolated	Zika virus		

---

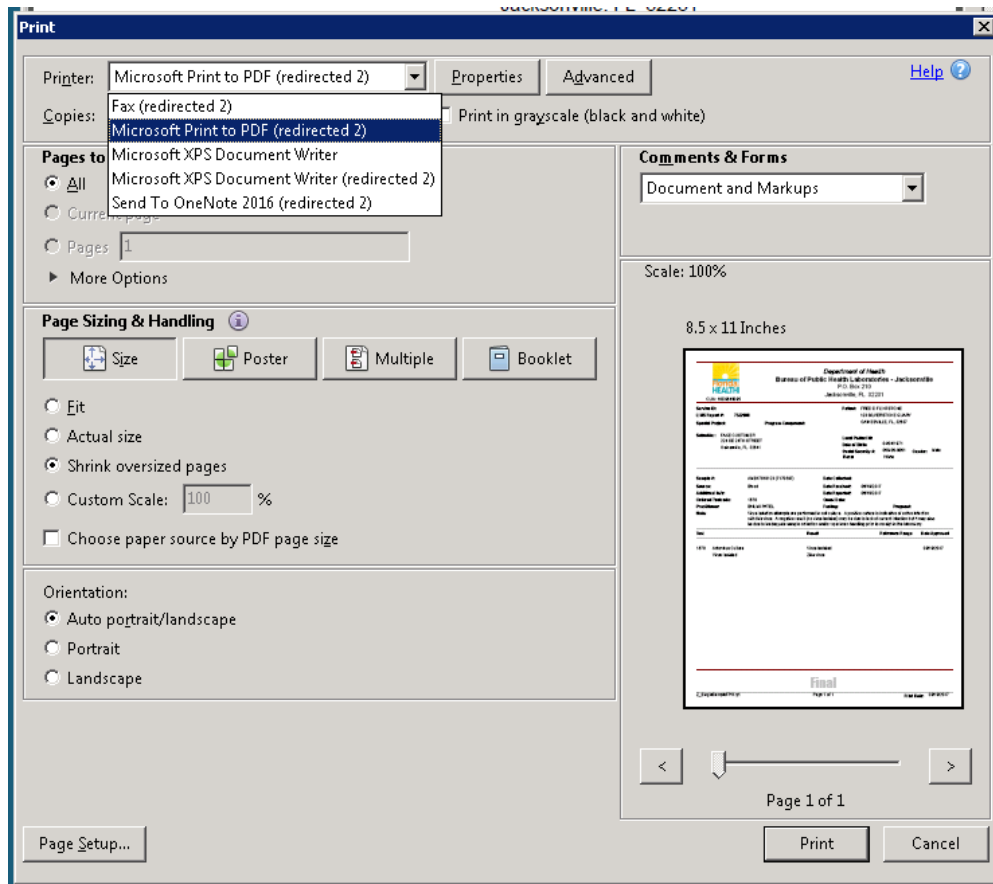
**Final**

Z\_SingleSampleFPH.rpt Page 1 of 1 Print Date: 09/19/2017

- ✓ Select Tool
- Hand Tool
- Marquee Zoom
- Previous View Alt+Left Arrow
- Rotate Clockwise Shift+Ctrl+Plus
- Print... Ctrl+P
- Find Ctrl+F
- Document Properties...
- Show Navigation Pane Buttons

2. SELECT "Save As" or "Print."  
Available functions will depend upon the user's internet browser and PDF application.

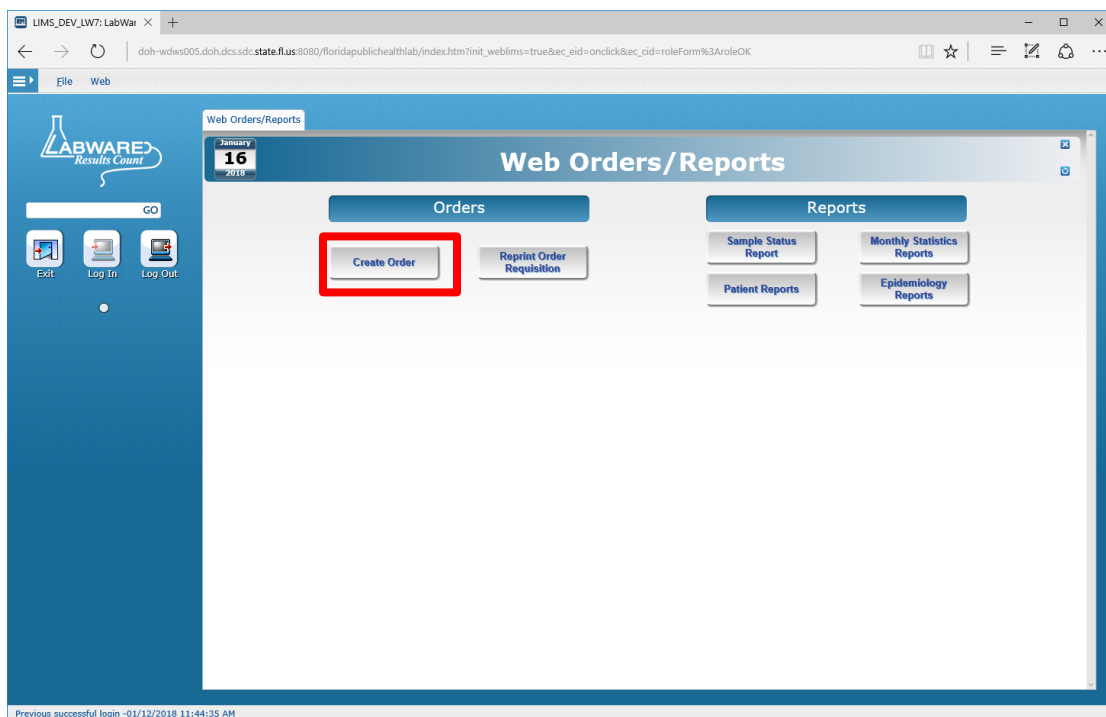
3. In the Print Dialog Window you may choose to save the document as a PDF, or to fax the document or send it to a printer.



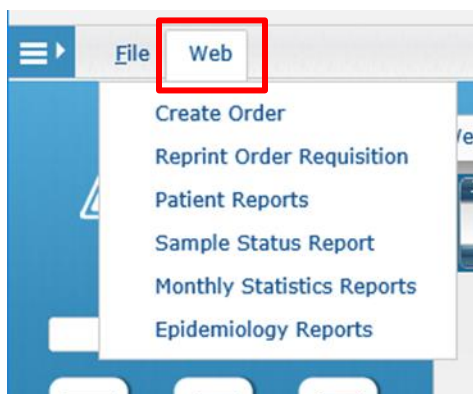
## ORDERING

### CREATE ORDERS

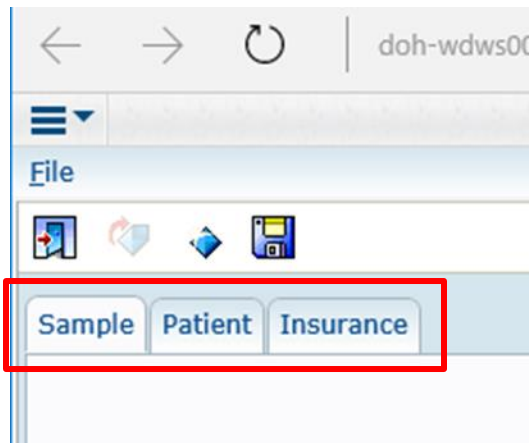
1. In WebLIMS, select Create Order





2. As an alternate, select the Create Order from the drop down



3. There are 3 tabs in the Clinical Testing Order Form page. Enter information in all the required fields in all the tabs. Detail of entries for the fields in the 3 tabs can be found in later sections.



- a. Sample tab: collects sample related information.
  - b. Patient: collects patient related information.
  - c. Insurance: collects patient insurance information. This is required entry if it is noted on the Patient tab that patient has insurance. Otherwise, this tab would not be available for entry.
4. Once all data are entered in all the tabs, in order for the order to be submitted, the order must be saved.
    - a. Note:
      - i. It is important to SAVE  the order to submit.
      - ii. Selecting the CLOSE  on the upper right hand corner of the window would bypass a lot of programming and the order will **NOT** be submitted.
    - b. Select YES or NO as desired in the PLEASE CONFIRM dialogue box.

A 'Please Confirm' dialog box with a blue header. The text inside reads: 'The following order will be submitted:', followed by 'Tube ID: 3333', 'Submitter: ALACHUA COUNTY HEALTH DEPARTMENT', 'Practitioner: YANA S BANKS', and 'Patient: userfour test'. Below this, it says 'Tests and panels ordered: - AFB Culture'. At the bottom, it asks 'You will NOT be able to edit after submission. Continue?' with 'Yes' and 'No' buttons.

5. After selecting YES to submit the order, the requisition for the sample will be displayed.

Bureau of Public Health Laboratories (BPHL)

DH1847, 17

FOR BPHL USE ONLY

SUBMITTER: PLACE LABELS HERE

Submission No: 600      Submission Date: 05/21/2018  
 Receiving Lab: Jacksonville Lab      Submitted By: Test User1

Sample Information	
Tube ID:      mtc999	ICD-10 Diagnosis Codes:
Specimen Type:      Sputum	Program Component:
Date of Collection:      05/17/2018	Special Project ID:

Patient Information	Submitter/Health Care Provider
Patient ID:	Facility Name:      ALACHUA COUNTY HEALTH
Name:      user test	DEPARTMENT
Date of Birth:      01/01/2000      Gender:      Female	Physician:      YANA S BANKS
SSN:	Phys-Sent ID:
Race:	Address:      15530 NW US HWY 441, STE 10010
Ethnicity:	Alachua FL 32615
Address:	
County:	
Phone:	





Insurance Information	
Primary Insurance	
Name:      state	
Policy No:      Ins1111	
Group No:      1111	
Address:	

Clinical History	
Fasting:	Pregnant:      No
Symptoms:	Travel In US:
Onset Date:	Travel Outside US:
	Travel History:

Ordered Testing - TB/Mycobacteriology
AFB Culture

Print Date: 05/21/2018

6. If desired, print or save the requisition by following the steps on [Printing Reports](#) (P. 27)

- a. To exit, select  , Or  on the tab  PDF Viewer - WebOrder 

- b. Select "Yes" if the following dialog box appears to close the Order window.

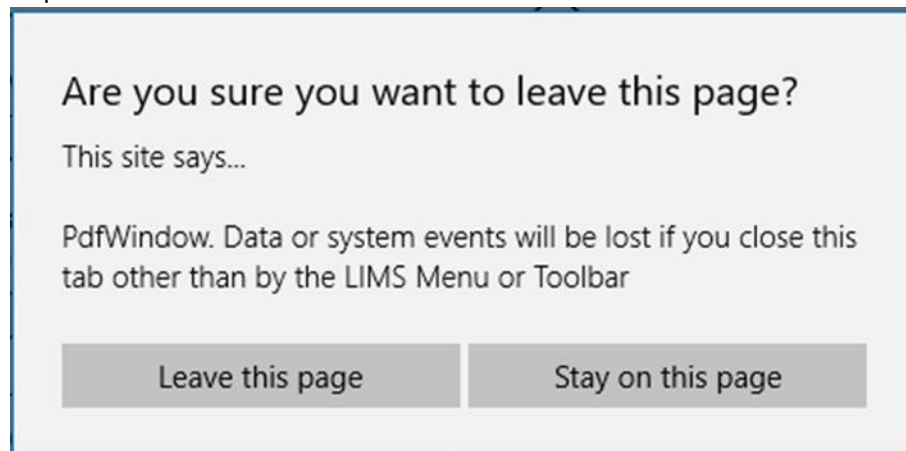
Web Browser

The site you're on is trying to close this tab. Do you want to close this tab?

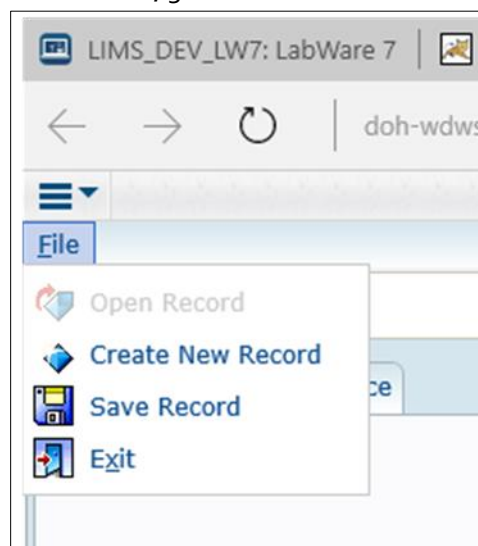
Yes

No

If the following dialog box appears, select "LEAVE THIS PAGE" if completely finished with the Requisition PDF, or select "STAY ON THIS PAGE" to keep open a tab for this requisition.

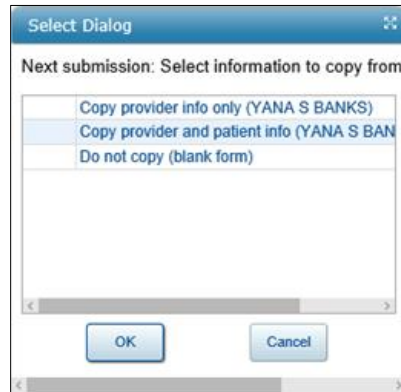


7. To create new order, go to FILE > Create New Record





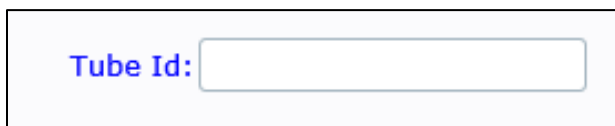
8. Select the appropriate option at the following dialog box. The default information is specific to the user.



- a. When selecting one of the "COPY ..." options, the provider (and the patient information) of the previous submitted order will be automatically populated in the new order.
- b. Otherwise repeat steps for creating new orders.

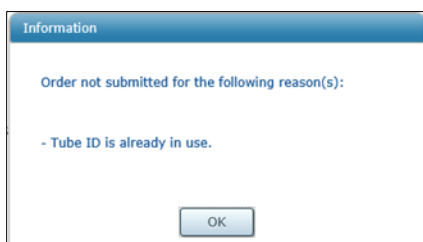
## SAMPLE TAB FIELD ENTRY INFORMATION

### TUBE ID



The screenshot shows a rectangular box with a light blue background. Inside the box, the text "Tube Id:" is displayed in blue. To the right of the text is a white rectangular input field with a thin blue border.


1. It is a required entry.
2. This identifies the sample submitted. Only unique numbers are to be used. If by chance a duplicate ID was entered, LabWare will not save the order and require correction.



3. The unique ID: these IDs must be unique in a global sense among all samples submitted to BPHL.
  - a. They can be generated by the submitter or
  - b. Interested providers may request a list of numbers unique from BPHL

---

SUBMITTER (HOSPITAL, CLINIC, OFFICE, ETC):


Submitter (Hospital, Clinic, Office, etc.):  

-- ALACHUA COUNTY  
HEALTH DEPARTMENT --

-- 15530 NW US HWY 441,  
STE 10010 --

-- Alachua FL 32615 --

-----  
-----

1. This is a required entry.
2. It defaults to the LabWare code for the first of the submitters authorized to the user. The expanded information of the submitter will be listed below the field.
3. If a different submitter is desired, clicking the  on the right end of the field will display a list of available submitter for the particular users. Select the desired submitter and click OK.

Distinct Customers by User


Customer	Company Name	Address1
ALACHDALA	ALACHUA COUNTY HEALTH DEPARTMENT	15530 NW US HWY 441, STE

Prev Page Next Page OK Cancel

---

## PRACTITIONER (DOCTOR, CLINICIAN, ETC.)

Practitioner (Doctor, Clinician, etc.):  

1. This is a required entry.
2. It defaults to the LabWare code for the first of the practitioner authorized to the user. The expanded information of the practitioners will be listed below the field.
3. If a different practitioner is desired, clicking the  on the right end of the field will display a list of available submitter for the particular users. Select the desired practitioner and click OK.


Name	Description	National Provider ID	Practitioner Type	First Name	Last Name
ALAC01	BANKS, YANA S	1225140197		YANA	BANKS

Prev Page   Next Page   OK   Cancel

---

## RECEIVING LAB

Receiving Lab: JACKSONVILLE 

1. This is a required entry.
2. It defaults to the BPHL that is associated to the submitter.
3. It can be changed to any of the three BPHL by selecting  to expand the list of available options.

Laboratory Groups

Name	Description
JACKSONVILLE	Jacksonville Lab
MIAMI	Miami Lab
TAMPA	Tampa Lab

OK Cancel

4. Select the desired lab and click OK.


---

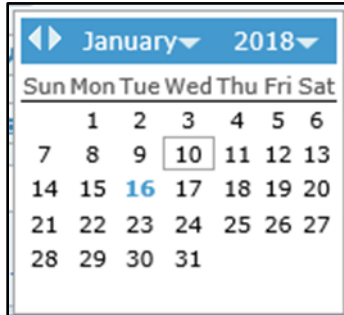
## SPECIMEN COLLECTION DATE

**Specimen Collection Date:**  

1. This is a required entry.
2. Enter the date in the format listed.




3. Click  to open the calendar.



4. Select the desired date to enter into the field.

## ICD-10 CODE

ICD-10 Code 2:  

1. This is a not a required entry field.
2. There are 2 ICD-10 code for use.
3. Click  to see available options of ICD-10 code.

ICD10 Codes						
	Icd10 Code	Description	Category	Sub Category	Sub Class	Sub Sub Class
	A00	Cholera	A00			
	A00.0	Cholera due to <i>Vibrio cholerae</i> 01, biovar cholerae	A00	A00.0		
	A00.1	Cholera due to <i>Vibrio cholerae</i> 01, biovar eltor	A00	A00.1		
	A00.9	Cholera, unspecified	A00	A00.9		
	A01	Typhoid and paratyphoid fevers	A01			
	A01.0	Typhoid fever	A01	A01.0		
	A01.00	Typhoid fever, unspecified	A01	A01.0	A01.00	
	A01.01	Typhoid meningitis	A01	A01.0	A01.01	
	A01.02	Typhoid fever with heart involvement	A01	A01.0	A01.02	
	A01.03	Typhoid pneumonia	A01	A01.0	A01.03	
	A01.04	Typhoid arthritis	A01	A01.0	A01.04	
	A01.05	Typhoid osteomyelitis	A01	A01.0	A01.05	
	A01.09	Typhoid fever with other complications	A01	A01.0	A01.09	
	A01.1	Paratyphoid fever A	A01	A01.1		
	A01.2	Paratyphoid fever B	A01	A01.2		
	A01.3	Paratyphoid fever C	A01	A01.3		
	A01.4	Paratyphoid fever, unspecified	A01	A01.4		
	A02	Other salmonella infections	A02			
	A02.0	Salmonella enteritis	A02	A02.0		
	A02.1	Salmonella sepsis	A02	A02.1		

Prev Page Next Page OK Cancel

---

## OUTBREAK RELATED


Outbreak Related:

1. This is a not a required entry field.
2. Select from the drop down to indicate if the testing is related to an outbreak.
3. This information is helpful when there is an investigation of an outbreak.

---

## PROGRAM COMPONENT

Program Component:

1. This is a not a required entry field.
2. Click  to select from the list of available program component codes.

Program Components

Name	Description
00	Unknown
012B	
012L	
012N	
019	
01D	
01M	
01S	
01X	
01Z	
02	STD
0202	std
0203	
0213	
022	
0223	
022A	
022B	
022C	
022D	
022E	
022G	
022H	

OK Cancel



---

## SPECIAL PROJECT ID AND COMMENTS

<b>Special Project ID:</b> <input type="text"/>
<b>Comments:</b> <input type="text"/>

1. Neither of these fields are required entry field.
2. Enter information as desired in these fields.

---

## TEST CATEGORY

<b>Testing Category:</b> <input type="text"/>
---

1. This is a required entry field.
2. The drop down is empty if the RECEIVING LAB was not entered.
3. Select from the drop down one of the test category.


TB/Mycobacteriology Microbiology/Parasitology Serology/HIV Virology
--

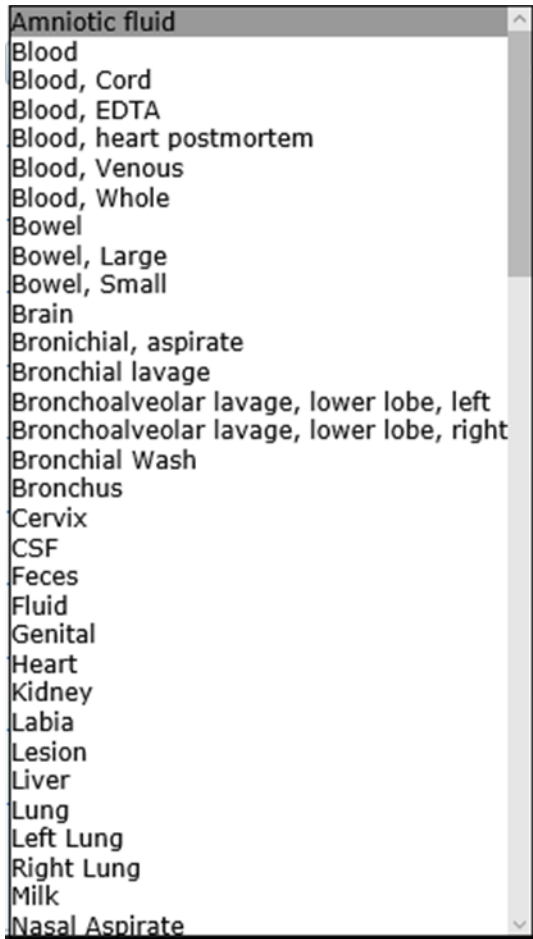
4. All available tests for ordering are grouped under one of these category.

---

## SPECIMEN SOURCE

**Specimen Source:**

1. This is a required entry field.
2. The options available in this field is dependent on the Test Category selected.
3. Click  to view available choices.



A dropdown menu showing a list of specimen sources. The list is scrollable and includes the following items: Amniotic fluid, Blood, Blood, Cord, Blood, EDTA, Blood, heart postmortem, Blood, Venous, Blood, Whole, Bowel, Bowel, Large, Bowel, Small, Brain, Bronchial, aspirate, Bronchial lavage, Bronchoalveolar lavage, lower lobe, left, Bronchoalveolar lavage, lower lobe, right, Bronchial Wash, Bronchus, Cervix, CSF, Feces, Fluid, Genital, Heart, Kidney, Labia, Lesion, Liver, Lung, Left Lung, Right Lung, Milk, and Nasal Aspirate.

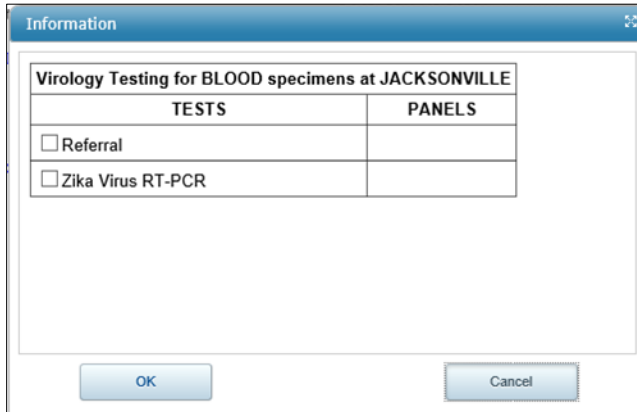
4. The tests available for selection is dependent on the specimen source. Therefore, if the desired test is not available under one specimen source, you may need to select a different but similar specimen source.

---

## SELECT TESTS AND PANELS



1. This is a required entry.
2. The available options of tests and panels are dependent on the specimen source.
3. The list would be blank if either (or both) Test Category or (and) Specimen Source is (are) blank.
4. An example of the list displayed after clicking the button:

An "Information" dialog box with a blue title bar. Inside, a table titled "Virology Testing for BLOOD specimens at JACKSONVILLE" is displayed. The table has two columns: "TESTS" and "PANELS". There are two rows of data, each with a checkbox in the "TESTS" column. Below the table are "OK" and "Cancel" buttons.

Virology Testing for BLOOD specimens at JACKSONVILLE	
TESTS	PANELS
<input type="checkbox"/> Referral	
<input type="checkbox"/> Zika Virus RT-PCR	

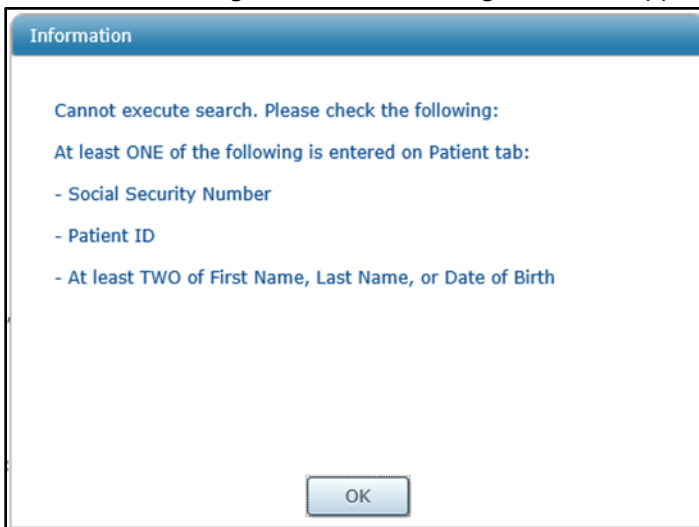
5. Select ALL the tests and panels desired.
6. Click OK to save.

## PATIENT TAB FIELDS ENTRY INFORMATION

### SEARCH FOR PATIENT



1. Click this button to search for Patient only AFTER at least one of the following information is entered on the Patient tab.
  - a. Social Security number
  - b. Patient ID – this refers to the patient identifier created by LabWare
  - c. At least TWO of First Name, Last Name or Date of Birth
2. If not, the following informational dialogue box will appear.




3. Once the search conditions are met, all relevant patient information will be filled in if the patient existed in the LabWare database.
4. User may correct/update the information as appropriate.


---

#### FIRST NAME, LAST NAME, DOB

**First Name:**

**Last Name:**

**Birth Date:**  

1. These are required entry fields after the Patient Search Process.
2. Do not include the suffixes, such as Jr., Sr., II etc. in the Last name or the first name. There is a specific field for that piece of the information.
3. For the Birth Date, click  to access the calendar for selection of date.

---

#### NAME SUFFIX

**Name Suffix:**  

1. This is an optional entry field.
2. Select from the drop down for the appropriate suffix to use.
3. Leave blank if not applicable.

---

#### PATIENT ID

**Patient ID (MRN, Chart, Prison, etc.):**

1. This is an optional entry field. However, if this is available, the Patient Search Process can be carried out with just this piece of information.
2. When search, this information and the submitter are searched as a pair.

---

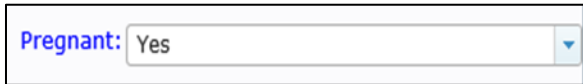
#### SOCIAL SECURITY NUMBER

**Social Security Number:**

1. This is not a required entry field. However, if this is available, the Patient Search Process can be carried out with just this piece of information.
2. When entering this information, it is not important to include the "-".

---

## PREGNANT

A screenshot of a web form element. It consists of a label 'Pregnant:' in blue text followed by a dropdown menu. The dropdown menu is open, showing the selected value 'Yes' and a small blue downward arrow on the right side.

1. This is a required entry field.
2. Select dropdown to see all available options.

---

## HAS INSURANCE

A screenshot of a web form element. It consists of a label 'Has Insurance:' in blue text followed by a dropdown menu. The dropdown menu is open, showing the selected value 'Yes' and a small blue downward arrow on the right side.

1. This is a required entry field.
2. When selecting YES, entry of at least one Insurance on the Insurance tab is required.

## INSURANCE TAB FIELDS ENTRY INFORMATION

When the HAS INSURANCE field on the Patient Tab is YES, the first set of insurance information on this tab is required. If patient has more than one insurance, fill out the INSURANCE 2 and INSURANCE 3 as appropriate.

### INSURANCE TYPE

Insurance Type:

Primary Insurance  
Secondary Insurance  
Medicaid Insurance  
Medicare Insurance

### INSURANCE NAME, POLICY NO., GROUP NO.

Insurance Name:

Policy No:

Group No:

Complete the patient's insurance information in the above mandatory fields.

### OTHER INSURANCE INFORMATION

Address:

Zipcode:

City:

State:

The above fields are not mandatory, but should be completed if available.

---

INSURANCE 2, INSURANCE 3

If the patient has secondary and/or tertiary insurance, fill in the same way as Insurance 1 as applicable.



## REPRINT ORDER REQUISITIONS

If a copy of a previous requisition is needed, the requisition may be reprinted through **Reprint Order Requisition**.

The screenshot shows the 'Web Orders/Reports' interface. At the top, there is a date selector for May 21, 2018. Below this, the title 'Web Orders/Reports' is displayed. Underneath the title, there is a section labeled 'Orders'. Within this section, there are two buttons: 'Create Order' and 'Reprint Order Requisition'. The 'Reprint Order Requisition' button is highlighted with a red rectangular box.

1. Enter the desired report parameters in the Search Dialog. Please note "Customer" is a mandatory field.

The screenshot shows the 'Search Dialog' interface. It has a 'Summary' tab selected. The 'Customer' field is populated with 'ALACHDALA'. Below it, there are several lines of address information: '-- ALACHUA COUNTY HEALTH DEPARTMENT --', '-- 15530 NW US HWY 441, STE 10010 --', and '-- Alachua FL 32615 --'. The 'Practitioner' field is populated with 'ALAC01'. Below it, there is a line of practitioner information: '-- YANA BANKS --'. To the right of these fields, there are several input fields for search criteria: 'Web Order Id:', 'Patient First Name:', 'Patient Last Name:', 'Patient Birth Date:' (with two date pickers), 'Patient Med Rec No:', 'Tube Id:', and 'Sampled Date:' (with two date pickers). Below these fields, there is a table with columns: 'Web Order Id', 'Patient First Name', 'Patient Last Name', 'Patient Birth Date', 'Patient Med Rec No', 'Tube Id', and 'Sampled Date'. The table is currently empty. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons on the left, and a 'Select a search' dropdown menu on the right. Below the dropdown menu, there are buttons for 'Save Search', 'Display Fields', 'Search', and 'Select All'. The status '0 of: 0' is displayed on the right side of the dialog.

2. Select Search when finished.

3. The search results available for selection will be displayed at the bottom of the screen.

The screenshot shows the 'Search Dialog' window. The 'Summary' tab is active. Search criteria include: Customer: ALACHDALA, Patient Birth Date: 01/01/2001, Patient Med Rec No: (empty), Tube Id: (empty), Sampled Date: mm/dd/yyyy, Practitioner: ALAC01, Web Order Id: (empty), and Patient First Name: (empty). Below the criteria is a table of search results. The table has columns: Web Order Id, Patient First Name, Patient Last Name, Patient Birth Date, Patient Med Rec No, Tube Id, and Sampled Date. The results are sorted by Web Order Id in ascending order. At the bottom of the dialog are buttons for OK, Cancel, Save Search, Display Fields, Search, and Select All.

Web Order Id	Patient First Name	Patient Last Name	Patient Birth Date	Patient Med Rec No	Tube Id	Sampled Date
546	userTwo	test	01/02/2018 12:00:00 AM		2222	01/20/2018 12:00:00 AM
542	userThree	test	01/01/2018 12:00:00 AM		1111	01/20/2018 12:00:00 AM
602	userOne	Test	01/01/2001 12:00:00 AM		mtc888	05/21/2018 12:00:00 AM
603	userOne	Test	01/01/2001 12:00:00 AM		mtc777	05/21/2018 12:00:00 AM
604	userOne	Test	01/01/2001 12:00:00 AM		mtc777-2	05/21/2018 12:00:00 AM
605	userOne	Test	01/01/2001 12:00:00 AM		mtc777-3	05/21/2018 12:00:00 AM
606	userOne	Test	01/01/2001 12:00:00 AM		mtc777-4	05/21/2018 12:00:00 AM

4. Search results may be sorted ascending or descending by clicking on any column header in the Search Results Panel. Results will be sorted by the information within the selected column.

This screenshot is similar to the previous one but includes annotations. A red callout box on the left says: "For example, here the results have been sorted by Web Order ID in ascending order. Click again and they will be sorted in descending order of Web Order ID." A red rectangle highlights the table of search results. A red callout box on the right points to this table and says: "Search Results Panel". The table data is the same as in the previous screenshot.

Web Order Id	Patient First Name	Patient Last Name	Patient Birth Date	Patient Med Rec No	Tube Id	Sampled Date
546	userTwo	test	01/02/2018 12:00:00 AM		2222	01/20/2018 12:00:00 AM
542	userThree	test	01/01/2018 12:00:00 AM		1111	01/20/2018 12:00:00 AM
602	userOne	Test	01/01/2001 12:00:00 AM		mtc888	05/21/2018 12:00:00 AM
603	userOne	Test	01/01/2001 12:00:00 AM		mtc777	05/21/2018 12:00:00 AM
604	userOne	Test	01/01/2001 12:00:00 AM		mtc777-2	05/21/2018 12:00:00 AM
605	userOne	Test	01/01/2001 12:00:00 AM		mtc777-3	05/21/2018 12:00:00 AM
606	userOne	Test	01/01/2001 12:00:00 AM		mtc777-4	05/21/2018 12:00:00 AM

5. Select the requisition desired and click "OK", or double click the selected record.

6. The requisition will be displayed.

Bureau of Public Health Laboratories (BPHL)

DH1847, 17

FOR BPHL USE ONLY

SUBMITTER: PLACE LABELS HERE

Submission No: 609

Receiving Lab: Jacksonville Lab

Submission Date: 05/21/2018

Submitted By: Test User1

**Sample Information**

Tube ID: mtc777-7

Specimen Type: Serum

Date of Collection: 05/21/2018

ICD-10 Diagnosis Codes:

Program Component:

Special Project ID:

**Patient Information**

Patient ID:

Name: userOne Test

Date of Birth: 01/01/2001 Gender: Male

SSN: HMS State ID:

Race:

Ethnicity:

Address:

County:

Phone:

**Submitter/Health Care Provider**

Facility Name: ALACHUA COUNTY HEALTH  
DEPARTMENT  
YANA S BANKS

Physician:

Phys-Sent ID:

Address: 15530 NW US HWY 441, STE 10010

Alachua FL 32615

**Clinical History**

Fasting:

Pregnant: No

Symptoms:

Onset Date:

Travel In US:

Travel Outside US:

Travel History:

**Ordered Testing - Serology/HIV**

Syphilis RPR Qual

Print Date: 05/21/2018

7. Print or save the requisition if desired by following the steps on [Printing Reports](#) (P. 27)

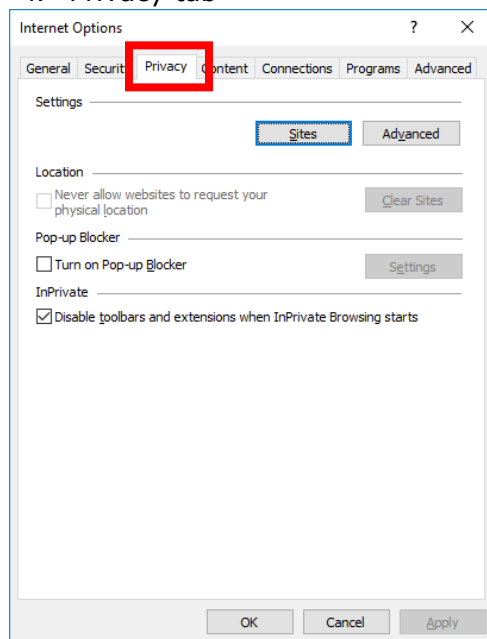
## TROUBLESHOOTING

### BROWSER OPTION CONFIGURATION

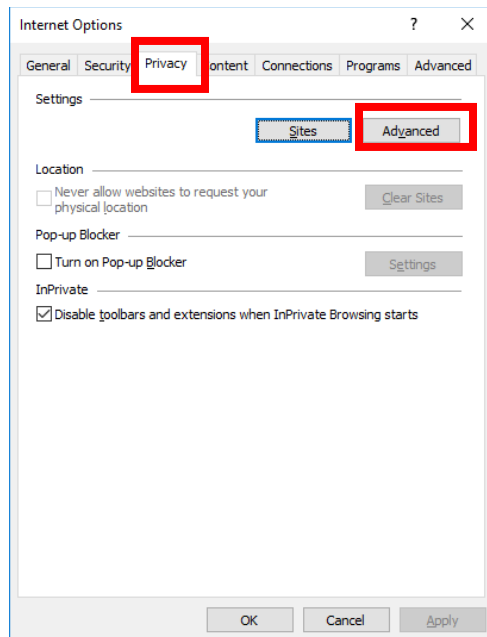
The following examples of how to configure your browser to allow session cookies, pop-ups and JavaScript are from Internet Explorer.

Steps to configure:

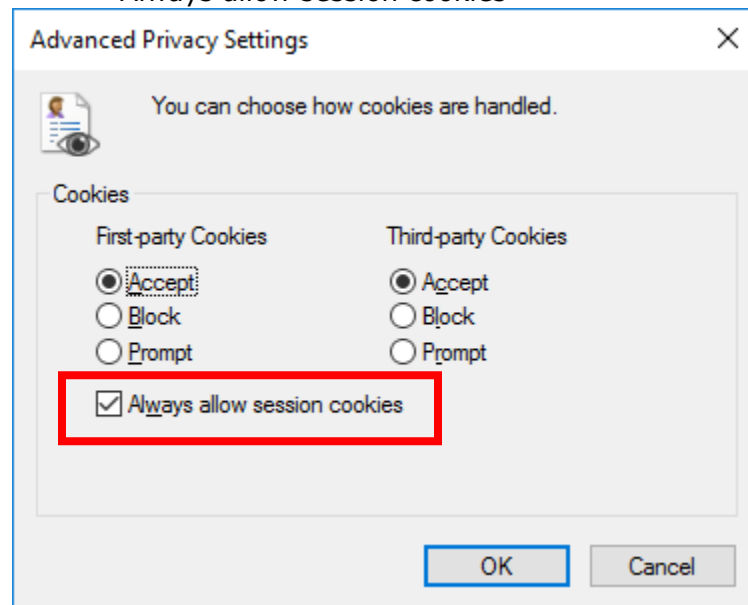
1. Copy the WebLIMS URL from the URL bar in Internet Explorer.
2. All settings are configured under the Tools | Internet Options menus
  - a. Allow session cookies:
    - i. Privacy tab



ii. Click on Advanced

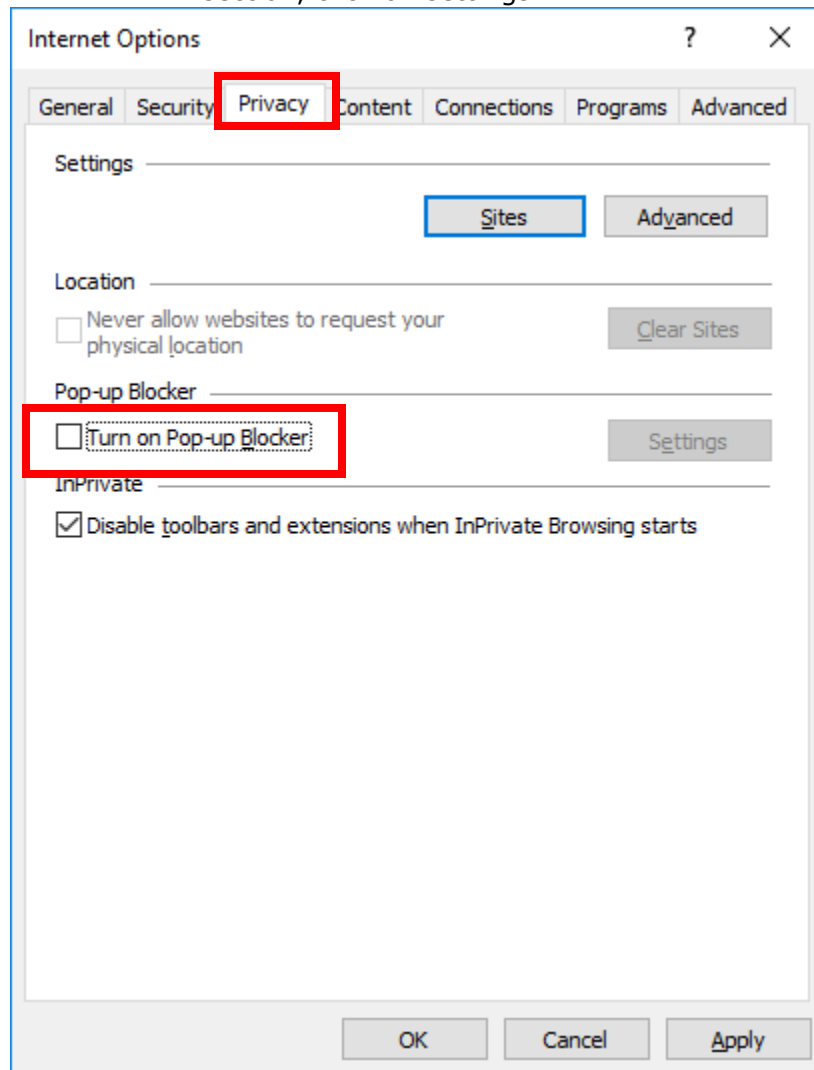


iii. Select the checkboxes for "Override automatic cookie handling" and "Always allow session cookies"

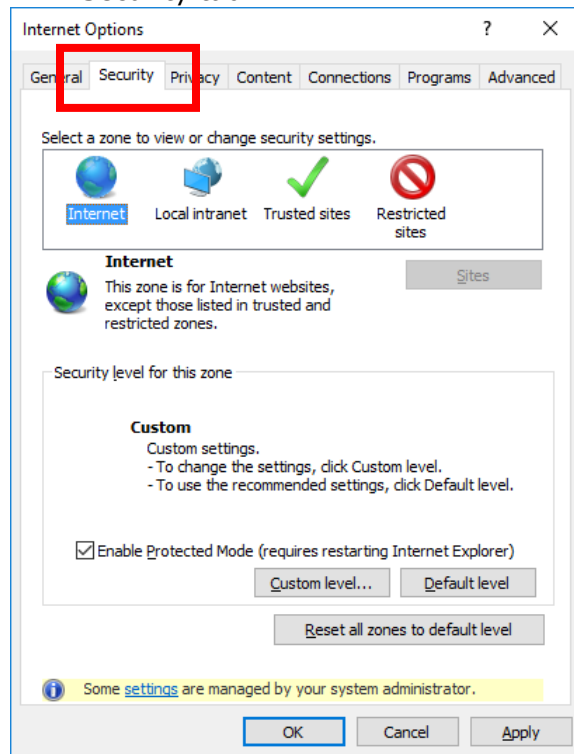


iv. Click OK

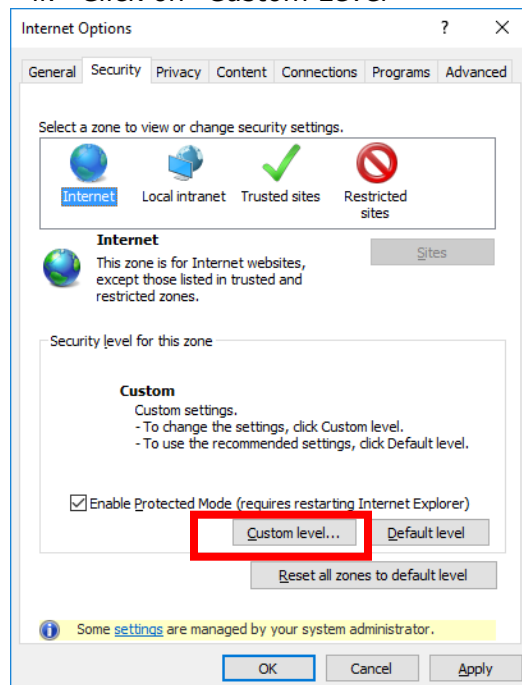
- b. Allow pop-ups:
  - i. While still in the Privacy tab
    - 1. Under the Pop-up Blocker section, **deselect** "Turn on Pop-up Blocker"
    - 2. If unable to do so due to business rules, Under Pop-up Blocker section, click on settings



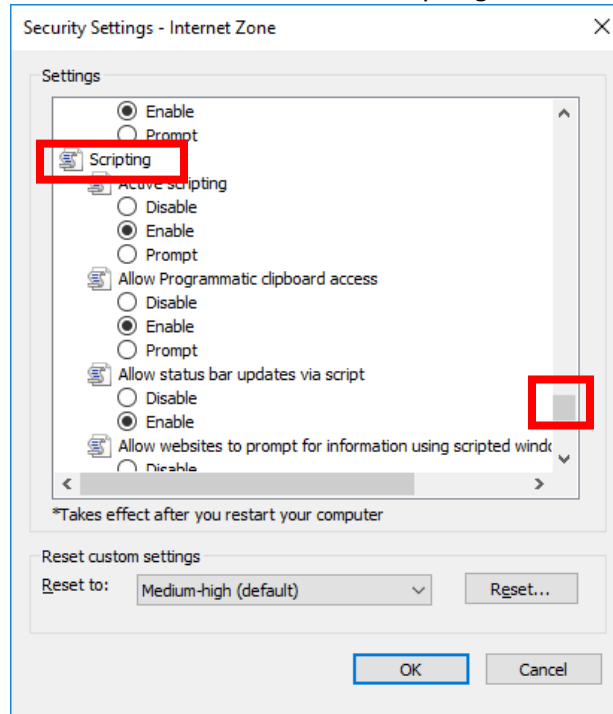
3. Paste the WebLIMS URL from the URL bar in Internet Explorer from Step 1
- c. Allow JavaScript:
  - i. Security tab



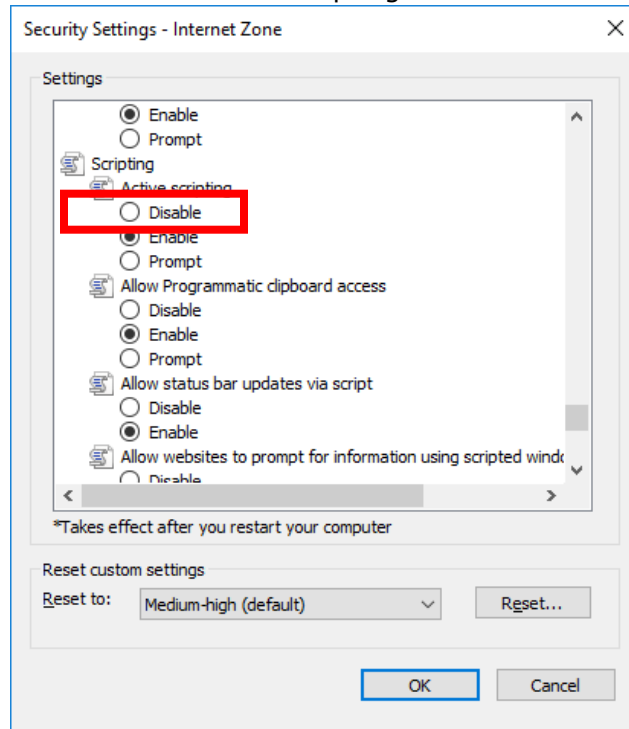
- ii. Click on "Custom Level"



iii. Scroll down to the "Scripting" section near the bottom

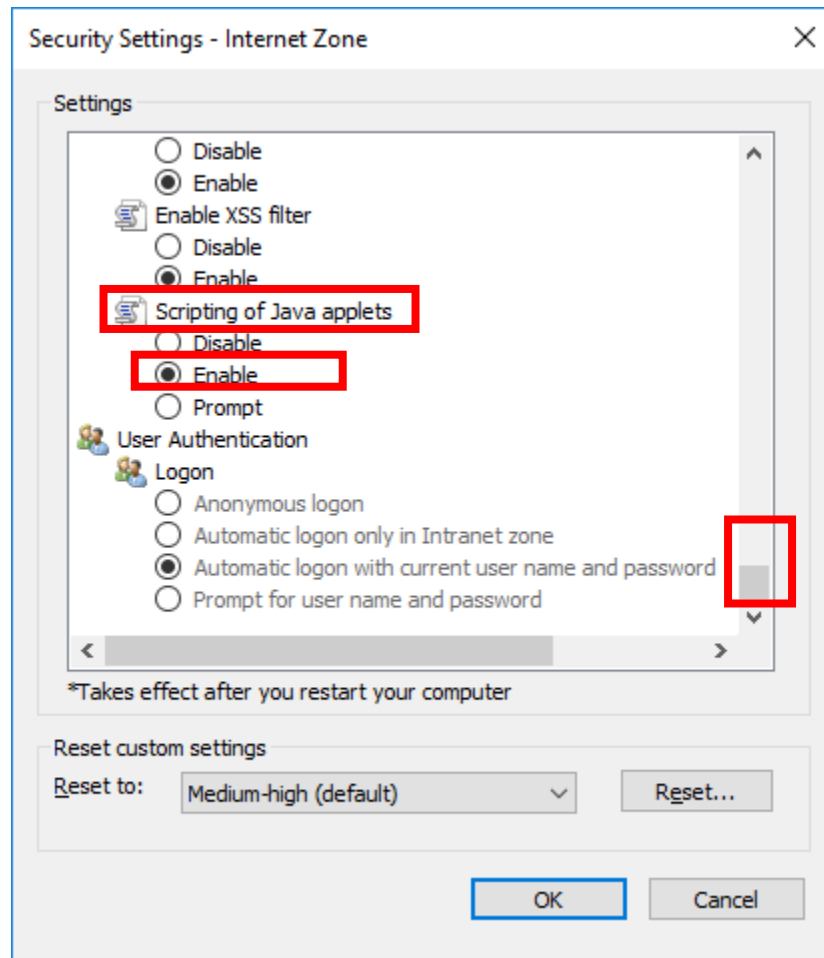


iv. Enable "Active Scripting"





- v. Enable "Scripting of Java applets".



## CONTACT INFORMATION

Issue	Contact	Email	Tel	Fax
Access to WebLIMS	<b><u>BPHL Help Desk</u></b>	DLBPHLLAR@flhealth.gov	(904) 791 – 1744	(904) 791-1567
WebLIMS functionality	"	"	"	