



Department of Health

Bureau of Public Health Laboratories



WEBLIMS - USER GUIDE

Welcome to WebLIMS!

Department	LIMS	Doc. Ver. No.	03
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GENERAL INFORMATION

Purpose

This SOP provides guidelines on how to use the LabWare WebLIMS Module which gives authorized submitters and epidemiologists¹ 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.


¹ 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.

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.

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.



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.

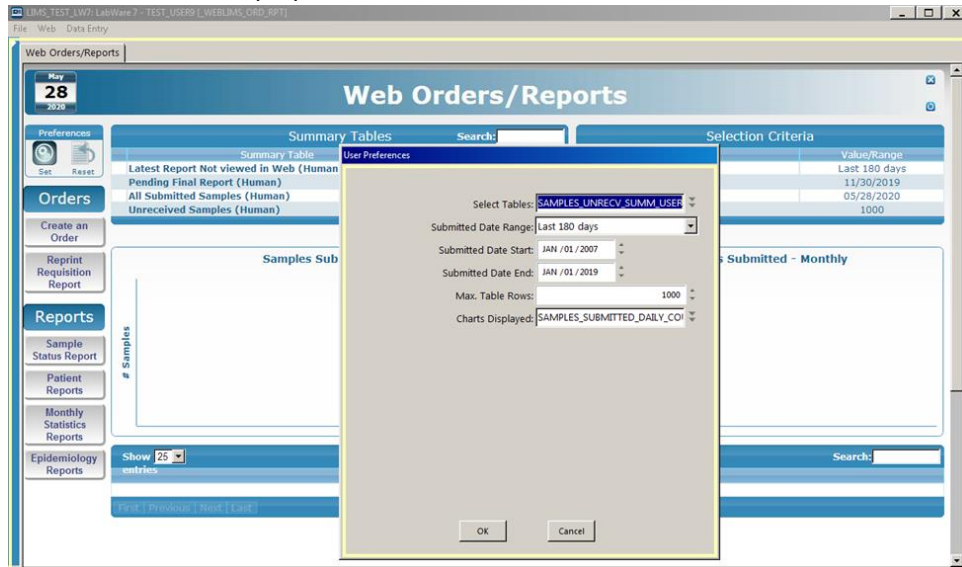


PLEASE NOTE: To place orders, User MUST select the “_WEBLIMS_ORD_RPT” Role

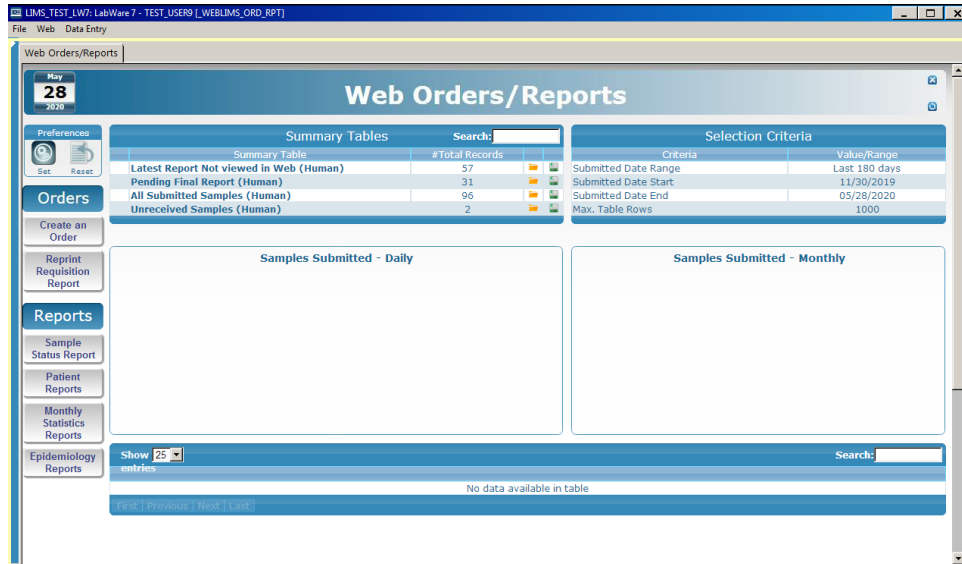
5. The workflow selection screen will be displayed.
- a. Click “Set” under Preferences to choose Summary Tables and desired parameters for Selection Criteria. Summary Tables, Selection Criteria and Charts will appear blank until parameters are selected. Once set, these preferences will be the default preferences for the user. These may be reset at any time by clicking “Reset”.



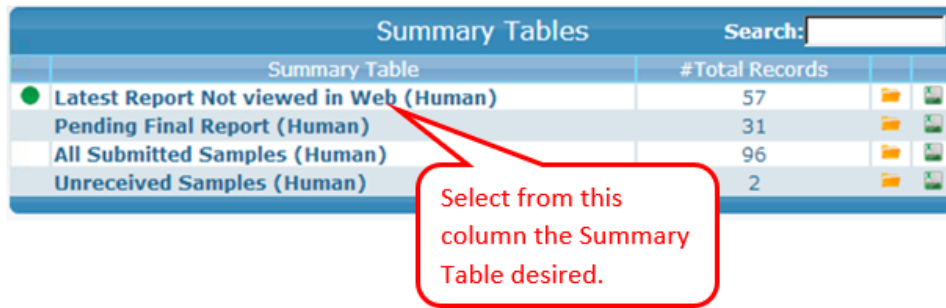
- b. The User Preferences Window will appear. Select Tables and choose Date Ranges, Max Rows and Charts Displayed here.



- c. The Summary Tables and Selection Criteria chosen will be listed.



- d. Select the desired Summary Table from the list to view.



Summary Table	#Total Records
Latest Report Not viewed in Web (Human)	57
Pending Final Report (Human)	31
All Submitted Samples (Human)	96
Unreceived Samples (Human)	2

- e. The Charts and Data for the Summary Table Selected will be displayed. The type of chart displayed will depend on the selection.

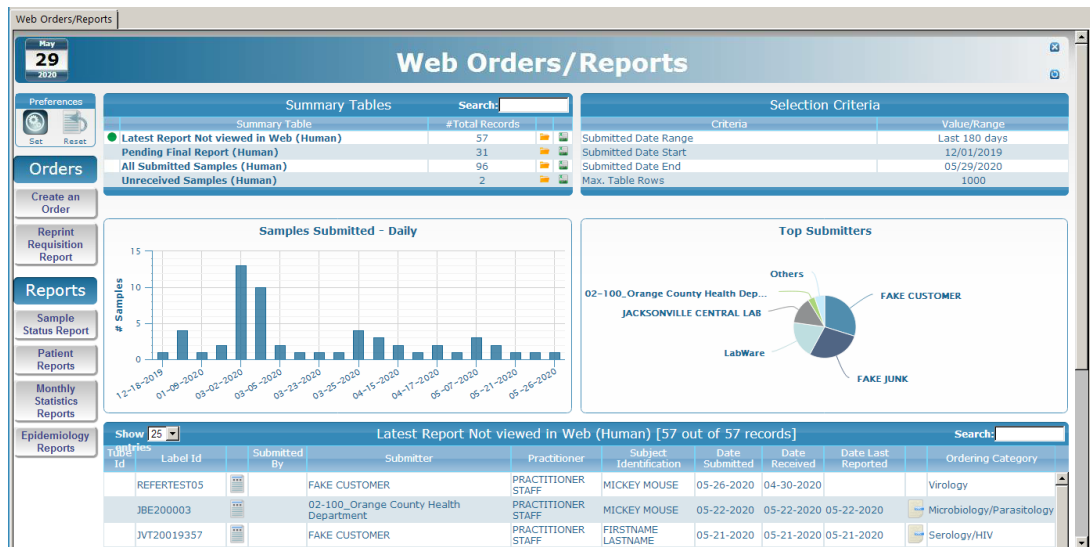


Table Id	Label Id	Submitted by	Submitter	Practitioner	Subject Identification	Date Submitted	Date Received	Date Last Reported	Ordering Category
REFERTEST05			FAKE CUSTOMER	PRACTITIONER STAFF	MICKEY MOUSE	05-26-2020	04-30-2020		Virology
JB200003			02-100_Orange County Health Department	PRACTITIONER STAFF	MICKEY MOUSE	05-22-2020	05-22-2020	05-22-2020	Microbiology/Parasitology
JVT20019357			FAKE CUSTOMER	PRACTITIONER STAFF	FIRSTNAME LASTNAME	05-21-2020	05-21-2020	05-21-2020	Serology/HIV

- f. If desired, the data for the Summary Table selected may be exported as an Excel file.



Summary Table	#Total Records
Latest Report Not viewed in Web (Human)	57
Pending Final Report (Human)	31
All Submitted Samples (Human)	96
Unreceived Samples (Human)	2

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, select from the Reports buttons on the Workflow:



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

General Search Information:

Most search fields (except dates) do not have to be entered completely. Search may be performed by entering the first few characters; however, please note partial matches will be displayed which contain the characters in any position, not only at the beginning. For instance, for the last name "Test", if only "Te" is entered, "Martes" would also be displayed in the search results for potential matches.

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

1. Select one of the search options.

The screenshot shows a 'Search Dating' window with a 'Summary' tab. The 'Select search type' dropdown is set to 'Search by Patient'. Below it, the 'Submitter' dropdown is set to 'ORACHDCEN'. The 'Last Name' field contains 'Test'. The 'Birth Date' field is set to 'JAN /00 /0000'. The 'Medical Record Number', 'SSN', 'Street Address', and 'State ID' fields are empty. The 'Sampled or Received Date Range' field is set to 'NOV /24 /2024 - MAY /22 /2020'. The 'Tube ID' field is empty. Below the form is a table with columns: Sample Number, Patient First Name, Patient Last Name, PatientDOB, Patient Sex, Patient St Address, Tests, Customer Desc, Practitioner Name, Sampled Recd Date, Practitioner, Tube Id. The table is currently empty. At the bottom, there are 'OK' and 'Cancel' buttons, and a 'Search' button.

- a. If searching by Patient, enter the desired report parameters in the Patient Search Screen. The Last Name and Sampled or Received Date Range fields are required fields.

This screenshot is an annotated version of the Patient Search screen. A red box labeled 'Required Fields' points to the 'Last Name' field (containing 'Test') and the 'Sampled or Received Date Range' field (containing 'NOV /24 /2024 - MAY /22 /2020'). A red note below the date range field states: '*Date range defaults to last 6 months, but may be changed to desired dates.'

- b. If searching by Submitter, enter the desired report parameters in the Submitter Search Screen. The Submitter and Sampled or Received Date Range fields are required fields.

Clicking the Search Icon for the Submitter field will display all Submitters assigned to the user's access. If multiple locations are listed for the same Submitter name, care should be taken to select the Submitter entry with the correct address.

Submitter	Company Name	Description	DMS/External ID	Address	City	State	Zipcode
ALACHDHWP	ALACHUA CHD HEPATITIS ALACHUA	ALACHUA CHD HEPATITIS ALACHUA	0303AC	15330 NW US HWY 441 STE 10030	Alachua	FL	32615
ALACHDHS	ALACHUA COUNTY HEALTH DEPARTMENT	ALACHUA CHD ALACHUA	030329	15330 NW US HWY 441 STE 10030	Alachua	FL	32615
ALACHDAL1	ALACHUA CHD	ALACHUA CHD	03023A	15330 NW US HWY 441 STE 10030	Alachua	FL	32615
ALACHDAL2	ALACHUA CHD ALACHUA	ALACHUA CHD ALACHUA	03041A	15330 NW US HWY 441 STE 10030	Alachua	FL	32615
ALACHDAP	ALACHUA CHD - ALACHUA PEDIATRICS	ALACHUA CHD - ALACHUA PEDIATRICS	03029A	15330 NW US HWY 441 STE 10030	Alachua	FL	32615
ALACHDCOL	ALACHUA CHD-COLOSCOPY CLINIC (MAIN)	ALACHUA CHD-COLOSCOPY CLINIC	030FHM	224 SE 24TH STREET	Gainesville	FL	32641
ALACHDENV	ALACHUA CHD ENVIRONMENTAL HEALTH (ANTHONY DENNIS)	ALACHUA CHD ENVIRONMENTAL HEALTH(ANTHONY DENNIS)	03068A	224 SE 24TH STREET	Gainesville	FL	32641
ALACHDER	ALACHUA CHD EPIDEMIOLOGY	ALACHUA CHD EPIDEMIOLOGY	03068C	224 SE 24TH STREET	Gainesville	FL	32641
ALACHDERP	ALACHUA CHD - EPI (ALACHUA)	ALACHUA CHD EPIDEMIOLOGY-ALACHUA	0306AC	15330 NW US HWY 441 STE 10030	Alachua	FL	32615
ALACHDEXT	ALACHUA CHD EXTENDED HOURS MAIN SITE	ALACHUA CHD EXTENDED HOURS MAIN SITE	030EHA	224 SE 24TH STREET	Gainesville	FL	32641
ALACHDEXT1	ALACHUA CHD EXTENDED HOURS ALACHUA CLINIC	ALACHUA CHD EXTENDED HOURS ALACHUA CLINIC	030EHA	15120 NW 842N	Alachua	FL	32616
ALACHDFAM	ALACHUA CHD - FAMILY PLANNING(MAIN)	ALACHUA CHD - FAMILY PLANNING(MAIN)	03023AF	224 SE 24TH STREET	Gainesville	FL	32641
ALACHDFM	FEARNSIDE MAIN	ALACHUA CHD - FEARNSIDE MAIN	030191	3600 NE 15TH STREET	Gainesville	FL	32609
ALACHDFSCA	FSC ADULT HEALTH	ALACHUA CHD - FSC ADULT HEALTH	01FS37	3600 NE 15TH STREET	Gainesville	FL	32609
ALACHDFSCF	FSC FAMILY PLANNING	ALACHUA CHD - FSC FAMILY PLANNING	01FS23	3600 13TH STREET	Gainesville	FL	32608
ALACHDFSCP	FSC PEDIATRICS	ALACHUA CHD - FSC PEDIATRICS	01FS29	3600 NW 15TH STREET	Gainesville	FL	32608
ALACHDFSCS	FSC STD	ALACHUA CHD - FSC STD	01FS02	3600 NW 15TH STREET	Gainesville	FL	32608
ALACHDGAI	HS ALACHUA	HS ALACHUA	03019G	224 SE 24TH ST	Gainesville	FL	32641
ALACHDGA1	ALACHUA CHD PRIMARY CARE (MAIN)	ALACHUA CHD GAINESVILLE	03041A	224 SE 24TH STREET	Gainesville	FL	32641
ALACHDGAN	ALACHUA CHD SOUTHWEST SITE	ALACHUA CHD SOUTHWEST SITE	03015VV	816 SW 64TH TERRACE	Gainesville	FL	32607
ALACHDHAW	HAWTHORNE CLINIC	ALACHUA CHD HAWTHORNE	030193	PO BOX 1481	Hawthorne	FL	32640
ALACHDHP	ALACHUA CHD - HEPATITIS (MAIN)	ALACHUA CHD HEPATITIS	03068C	224 SE 24TH ST	Gainesville	FL	32641
ALACHDHIGH	HIGH SPRINGS CLINIC	ALACHUA CHD HIGH SPRINGS	030194	PO BOX 845	High Springs	FL	32655

If the LIMS Submitter code is known, this may be entered in the Submitter field. If only a few characters are entered in this field, pressing "Enter" will display all relevant submitter codes assigned to the user's access.

2. Select Search when finished.
3. The search results available for selection will be displayed at the bottom of the screen.

Search Dialog

Summary

Select search type: Search by Patient

Submitter: ORACHDCEN

Practitioner: [Empty]

First Name: test

Last Name: test

Birth Date: JAN /00 /0000

Medical Record Number: [Empty]

SSN: [Empty]

Street Address: [Empty]

State ID: [Empty]

Sampled or Received Date Range: NOV /29 /2014 - MAY /27 /2020

Tube ID: [Empty]

Sample Number	Patient First Name	Patient Last Name	Patient Dob	Patient Sex	Patient St Address	Tests	Customer Desc	Z Practitioner Name	Sampled Recd Date	Z State Id
7558754	TEST	TEST	12/31/2000 12:00:00 AM	O:CHD		HIV-1/2 Combo Ag/Ab Immunoassay Overall	ORANGE CHD CENTRAL	SOLERO, RICHARD	02/14/2018 12:00:00 AM	4861733462
8524646	TEST	TEST	12/31/2000 12:00:00 AM		6101 LAKE ELLENOR DR	Amplified GC/CT-Chlamydia	ORANGE CHD CENTRAL	DESALNBLA	10/24/2019 12:00:00 AM	4860635646
8524654	TEST	TEST	12/31/2000 12:00:00 AM		6101 LAKE ELLENOR DR	Amplified GC/CT-Chlamydia	ORANGE CHD CENTRAL	DESALNBLA	10/24/2019 12:00:00 AM	4860635646

OK WEBRPT_PTINT_BLANTONAM_BY_PATIENT - My last search for WEBRPT_PATIENT_RPT Select a search 0 of 3

Cancel Save Search Display Fields Search Select All

Search Results Panel

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.

Search Dialog

Summary

Select search type: Search by Patient

Submitter: ORACHDCEN

Practitioner: [Empty]

First Name: test

Last Name: test

Birth Date: JAN /00 /0000

Medical Record Number: [Empty]

SSN: [Empty]

Street Address: [Empty]

State ID: [Empty]

Sampled or Received Date Range: NOV /29 /2014 - MAY /27 /2020

Tube ID: [Empty]

Sample Number	Patient First Name	Patient Last Name	Patient Dob	Patient Sex	Patient St Address	Tests	Customer Desc	Z Practitioner Name	Sampled Recd Date	Z State Id
7558754	TEST	TEST	12/31/2000 12:00:00 AM	O:CHD		HIV-1/2 Combo Ag/Ab Immunoassay Overall	ORANGE CHD CENTRAL	SOLERO, RICHARD	02/14/2018 12:00:00 AM	4861733462
8524646	TEST	TEST	12/31/2000 12:00:00 AM		6101 LAKE ELLENOR DR	Amplified GC/CT-Chlamydia	ORANGE CHD CENTRAL	DESALNBLA	10/24/2019 12:00:00 AM	4860635646
8524654	TEST	TEST	12/31/2000 12:00:00 AM		6101 LAKE ELLENOR DR	Amplified GC/CT-Chlamydia	ORANGE CHD CENTRAL	DESALNBLA	10/24/2019 12:00:00 AM	4860635646


OK WEBRPT_PTINT_BLANTONAM_BY_PATIENT - My last search for WEBRPT_PATIENT_RPT Select a search 0 of 3

Cancel Save Search Display Fields Search Select All

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

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

6. 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: _____

Patient: userThree test

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 #: 234567881 Gender: Ambiguous
 Race: _____

Sample #: MCJ18020501 (24729)
 Source: Urine
 Additional Info: _____
 Order ID: mtc18011905
 Ordered Testcode: 0430
 Practitioner: YANA S BANKS
 Note: _____

Date Collected: 01/10/2018
 Date Received: 02/05/2018
 Date Reported: 02/05/2018
 State ID: _____
 Onset Date: _____
 Fasting: _____ Pregnant: No

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

7. Print or save the report if desired by following the steps on [Printing Reports](#) (P. 31).

SAMPLE STATUS REPORT

The **Sample Status Report** provides status of samples submitted. Unofficial Reports would be displayed under this option. Status of Samples (i.e., Pending, Cancelled, etc.) is displayed under "Results" on the Unofficial Reports. Final, Official Reports are obtained under Patient Reports.

1. Select Search Type.

As with Patient Reports: when searching by Patient, the Last Name and Sampled or Received Date Range fields are mandatory; when searching by Submitter, the Submitter and Sampled or Received Date Range fields are mandatory.

Enter the desired parameters and click Search in the Sample Status Search Dialog box.


Sample Number	Patient First Name	Patient Last Name	PatientDOB	Patient SSN	Patient St Address	Tests	Customer Desc	Phantitioner Name	Sampled Recd Date	State ID	Tube ID	Patient	Patient Rev No
750574	TEST	TEST	11/21/2000 12:00:00 AM	0000	0000	HR-13 Combo Ag-10 Immunostay Overall	ORANGE CHD CENTRAL	SOLENO, RICHARD	01/24/2018 11:00:00 AM	486173942	4810141295	190959	20
824854	TEST	TEST	11/21/2000 12:00:00 AM	6181	LAKE ELLENOR DR	Amplified GC-CT-Chlamydia	ORANGE CHD CENTRAL	DESAL, NELA	10/24/2019 12:00:00 AM	4860635646	4810130048	248150	4
824846	TEST	TEST	11/21/2000 12:00:00 AM	6181	LAKE ELLENOR DR	Amplified GC-CT-Chlamydia	ORANGE CHD CENTRAL	DESAL, NELA	10/24/2019 12:00:00 AM	4860635646	4810130048	248150	4

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

Sample Number	Patient First Name	Patient Last Name	PatientDOB	Patient SSN	Patient St Address	Tests	Customer Desc	Phantitioner Name	Sampled Recd Date	State ID	Tube ID	Patient	Patient Rev No
750574	TEST	TEST	11/21/2000 12:00:00 AM	0000	0000	HR-13 Combo Ag-10 Immunostay Overall	ORANGE CHD CENTRAL	SOLENO, RICHARD	01/24/2018 11:00:00 AM	486173942	4810141295	190959	20
824854	TEST	TEST	11/21/2000 12:00:00 AM	6181	LAKE ELLENOR DR	Amplified GC-CT-Chlamydia	ORANGE CHD CENTRAL	DESAL, NELA	10/24/2019 12:00:00 AM	4860635646	4810130048	248150	4
824846	TEST	TEST	11/21/2000 12:00:00 AM	6181	LAKE ELLENOR DR	Amplified GC-CT-Chlamydia	ORANGE CHD CENTRAL	DESAL, NELA	10/24/2019 12:00:00 AM	4860635646	4810130048	248150	4

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

- 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.



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

CLIA: 10D0645095

Service ID: USERFOUR TEST
 LIMS Report #:
 Special Project: Program Component: Miami, FL 33182

Submitter: ALACHUA COUNTY HEALTH DEPARTMENT
 15530 NW US HWY 441, STE 10010
 Alachua, FL 32816

Local Patient ID:
 Date of Birth: 01/31/1999
 Social Security #: 123967895
 Gender: Male
 Race: White

Sample #: MTC1802101 (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_SingleSampleFPFH.rpt
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Print Date: 05/18/2018



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

CLIA: 10D0645095

Service ID: 4810185046_201910241450_1
 LIMS Report #:
 Special Project: Program Component: 02CN

Submitter: CENTRAL SITE
 832 W CENTRAL BLVD
 Orlando, FL 32805

Patient: TEST TEST
 6101 LAKE ELLENOR DR
 EDGEWOOD, FL 32809

Local Patient ID:
 Date of Birth: 12/31/2000
 Social Security #:
 Gender: Male
 Race: American Indian or Alaska Native

Sample #: REJ2019005913 (8524646)
 Source: Urine
 Sample External ID:
 Order ID: 4810185046
 Ordered Testcode: 0430
 Practitioner: NILA DESAI
 Note:

Date Collected: 10/24/2019
 Date Received:
 Date Reported: 11/24/2019
 State ID: 4860635646
 Onset Date: 10/24/2019
 Fasting: Pregnant:

Note: Cancel Sample Reason: Sample logged more than 30 days ago and never received. Sample automatically canceled.

Test	Result	Reference Range	Date Approved
0430 Amplified Chlamydia	Cancelled		
Amplified Gonorrhea	Cancelled		

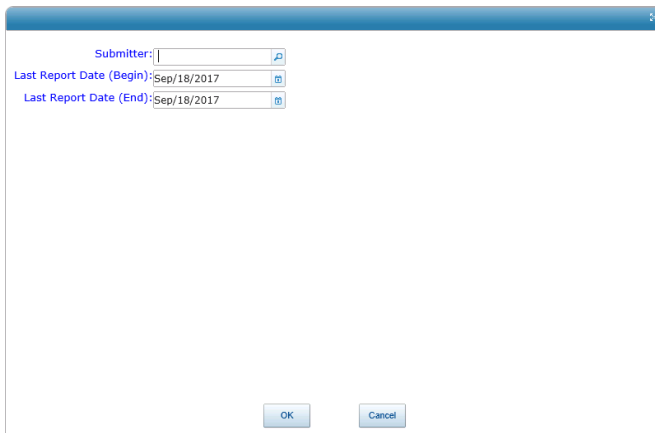
Z_SingleSampleFPFH.rpt
Page 1 of 1
Print Date: 05/28/2020

MONTHLY STATISTICS REPORTS

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

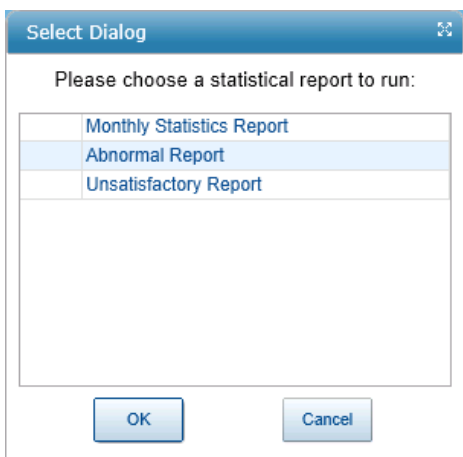
- ❖ The **Monthly Statistics Report** provides monthly statistics by submitter as number of samples submitted and number of tests performed for each analysis within a given time period.
- ❖ The **Abnormal Report** provides monthly abnormal samples by submitter. This report lists total number of samples 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 dialog box with a blue title bar. It contains three input fields: "Submitter:" (empty), "Last Report Date (Begin):" (containing "Sep/18/2017"), and "Last Report Date (End):" (containing "Sep/18/2017"). At the bottom are "OK" and "Cancel" buttons.

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."



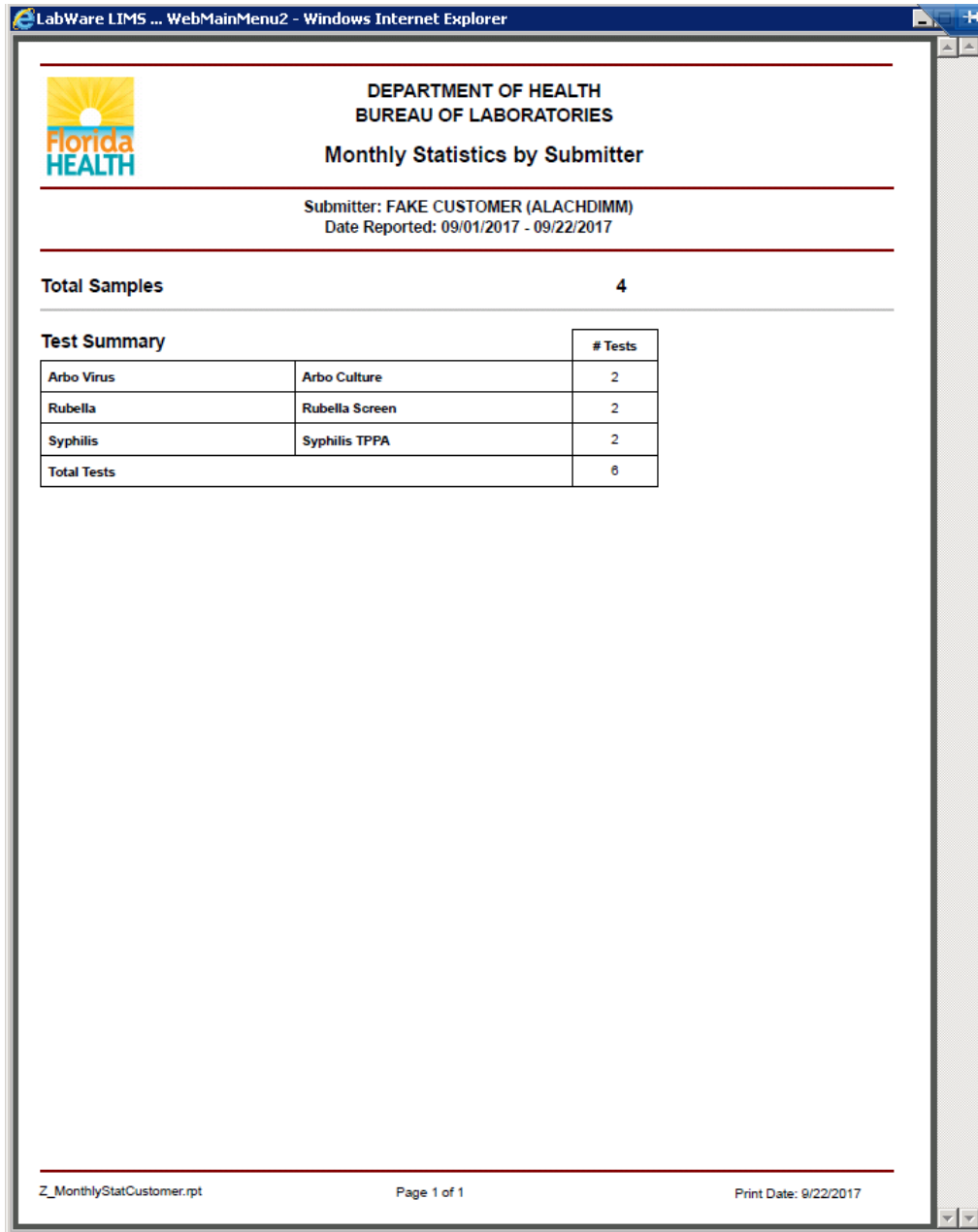
A "Select Dialog" box with a blue title bar. The text inside says "Please choose a statistical report to run:". Below this is a table with three rows: "Monthly Statistics Report", "Abnormal Report", and "Unsatisfactory Report". The "Abnormal Report" row is highlighted. At the bottom are "OK" and "Cancel" buttons.

Monthly Statistics Report
Abnormal Report
Unsatisfactory Report


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.

- 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

Test Summary

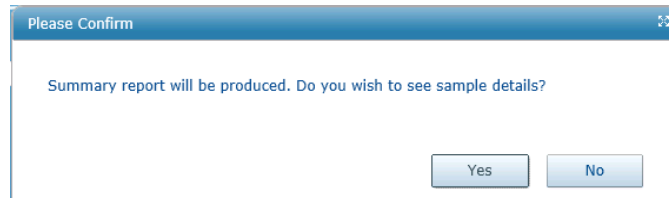
		# Tests
Arbo Virus	Arbo Culture	2
Rubella	Rubella Screen	2
Syphilis	Syphilis TPPA	2
Total Tests		6

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

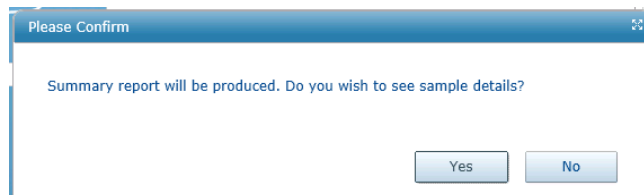
Abnormal Details (Abnormal Samples Only)

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

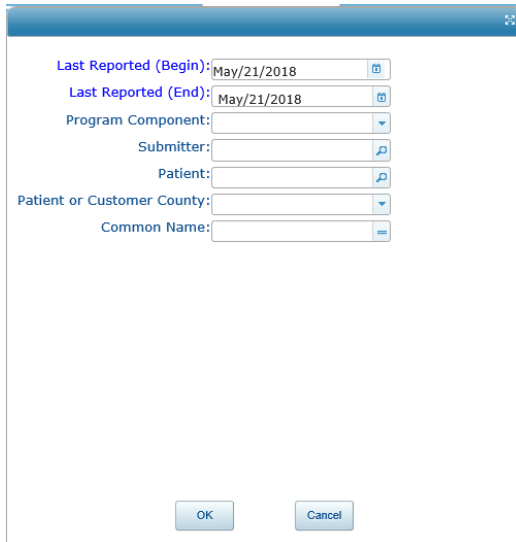
- c. This is the second page of the same report if requested with details

 DEPARTMENT OF HEALTH BUREAU OF LABORATORIES Monthly Unsat by Submitter				
Submitter: FAKE CUSTOMER (ALACHD IMM) Date Reported: 05/01/2016 - 09/27/2017				
Unsat Details				
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			
<hr/> 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.

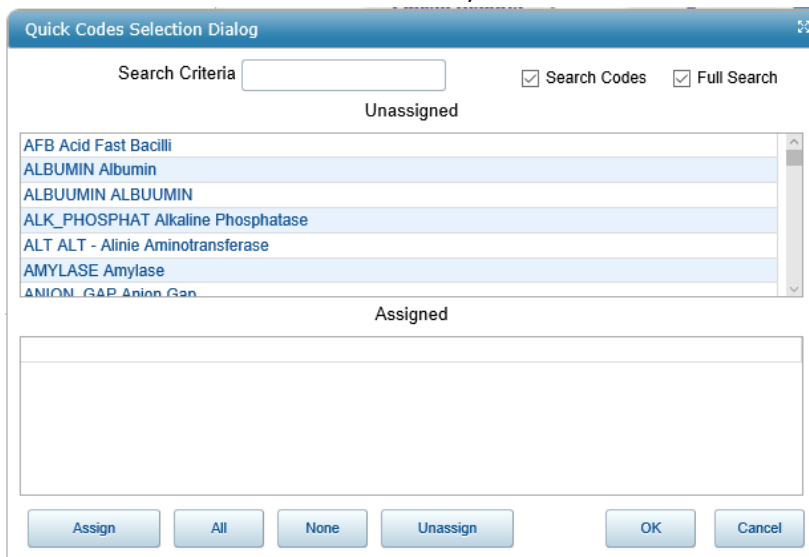


A screenshot of a dialog box for generating epidemiology reports. The dialog box has a blue title bar and contains the following fields:

- Last Reported (Begin): May/21/2018
- Last Reported (End): May/21/2018
- Program Component: (dropdown menu)
- Submitter: (text input)
- Patient: (text input)
- Patient or Customer County: (dropdown menu)
- Common Name: (text input)

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

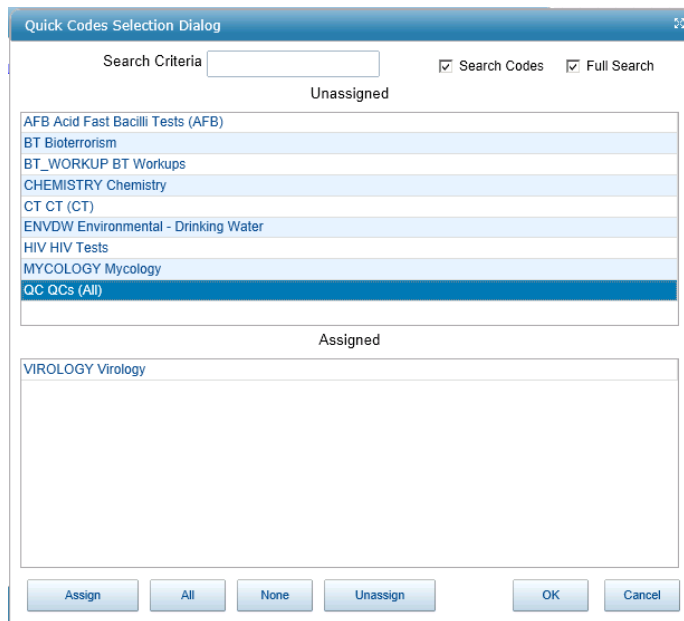
2. When entering filter for the Common Name (of the analysis type), a Quick Codes Selection Dialog box will appear.
3. LW allows a filter of one or more analysis via the Quick Codes Selection Dialog box.



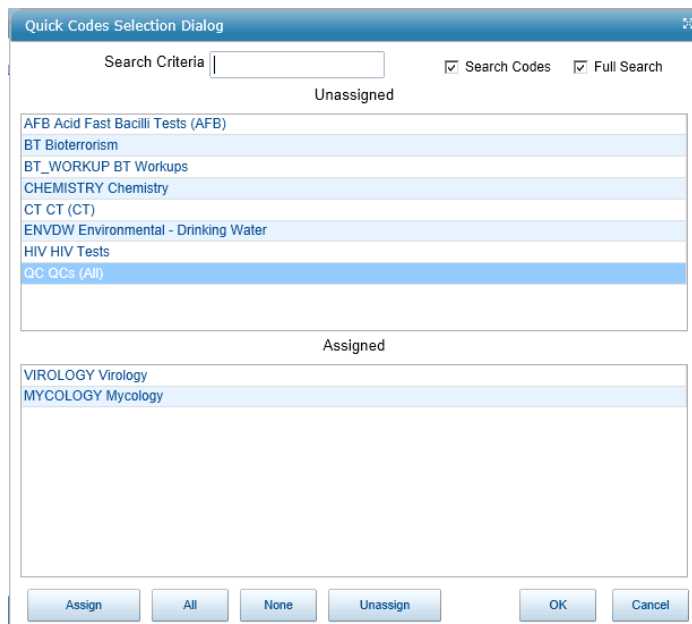
A screenshot of the "Quick Codes Selection Dialog" box. The dialog box has a blue title bar and contains the following elements:

- Search Criteria: (text input)
- Search Codes
- Full Search
- Unassigned
- List of codes (scrollable):
 - AFB Acid Fast Bacilli
 - ALBUMIN Albumin
 - ALBUUMIN ALBUUMIN
 - ALK_PHOSPHAT Alkaline Phosphatase
 - ALT ALT - Alinie Aminotransferase
 - AMYLASE Amylase
 - ANION_GAP Anion Gap
- Assigned
- Empty text input field
- Buttons: Assign, All, None, Unassign, OK, Cancel

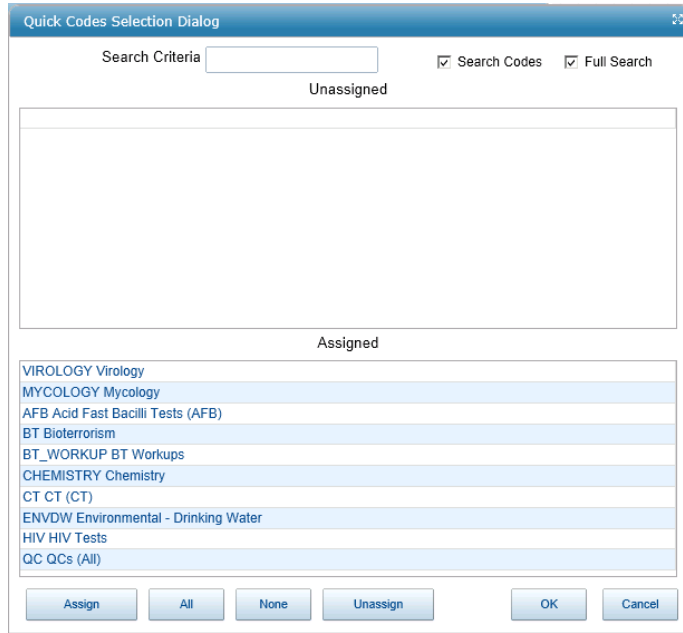
4. Select the desired analyses by one of the following options:
 - a. Click on the desired analysis category you would like to select and that category will be highlighted. You may either
 - i. click the "Assign" button at the bottom of the window, to add the selection to the bottom pane of the window;
 - 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.



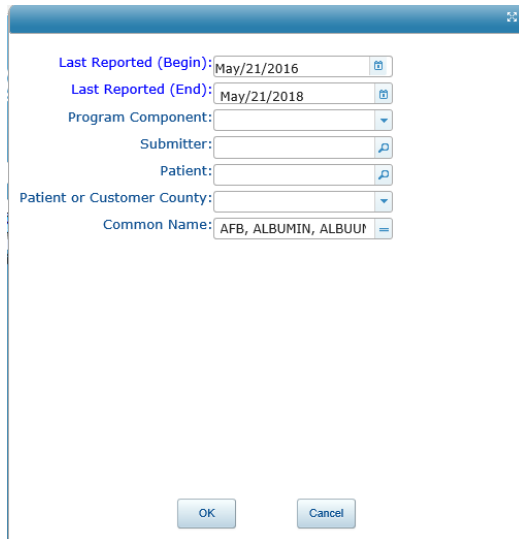
- ii. Choosing more than 1 item but not all: repeat the above step for the next item.



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




- 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, ENVDW, 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

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

CLIA: 10D0845095

Service ID: Patient: FRED D FLINTSTONE
 LIMS Report #: 7322898 123 SILVERSTONE QUARY
 Special Project: Program Component: GAINESVILLE, FL, 32607

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

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		

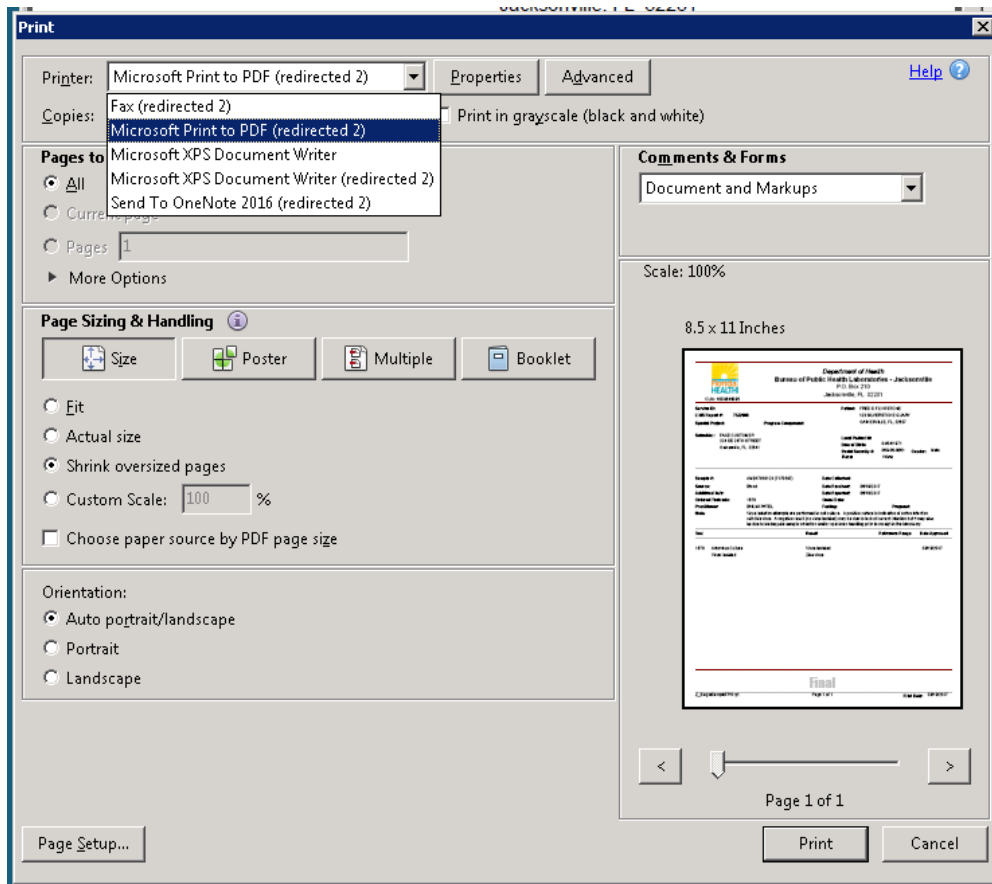
Final

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.

- 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.



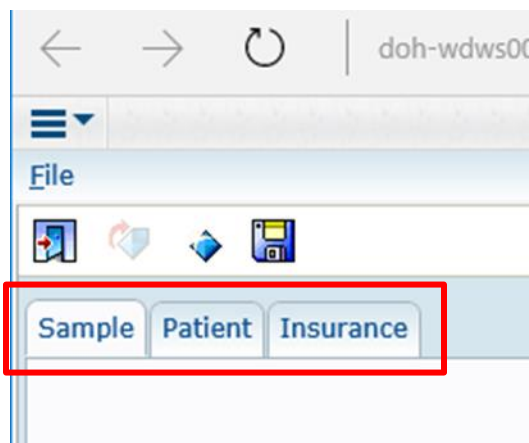
ORDERING

CREATE ORDERS



1. In WebLIMS, select Create Order

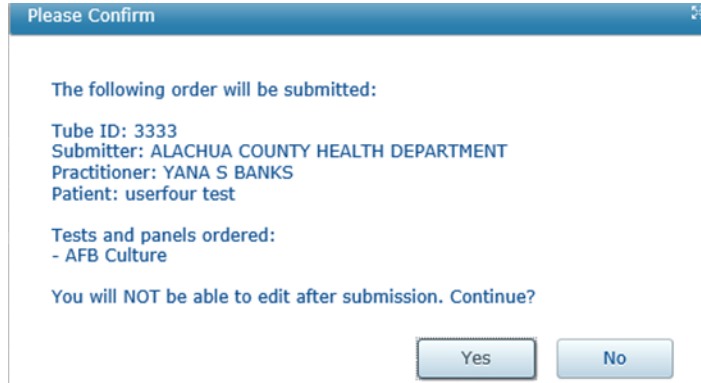


2. There are 3 tabs in the Clinical Testing Order Form page. Enter information in all the required fields in all the tabs. Detail of entries for the fields in the 3 tabs can be found in later sections.



- 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.

3. 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.



4. 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



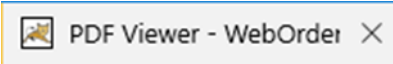
SUBMITTER: PLACE LABELS HERE

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

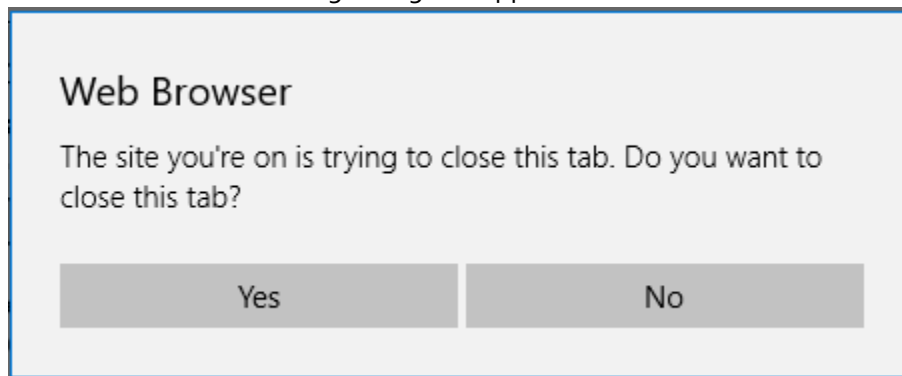
Sample Information	
Tube ID: mic999	ICD-10 Diagnosis Codes:
Specimen Type: Sputum	Program Component:
Date of Collection: 05/17/2018	Special Project ID:
Patient Information	Submitter/Health Care Provider
Patient ID:	Facility Name: ALACHUA COUNTY HEALTH DEPARTMENT
Name: user test	Physician: YANA S BANKS
Date of Birth: 01/01/2000 Gender: Female	Phys-Sent ID:
SSN: HMS State ID:	Address: 15530 NW US HWY 441, STE 10010 Alachua FL 32615
Race:	
Ethnicity:	
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

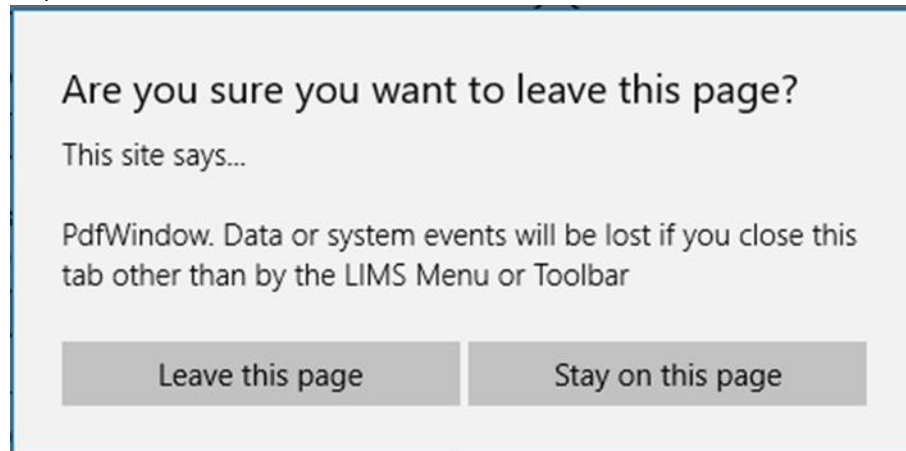
5. If desired, print or save the requisition by following the steps on [Printing Reports \(P. 31\)](#)

- a. To exit, select  , Or  on the tab 

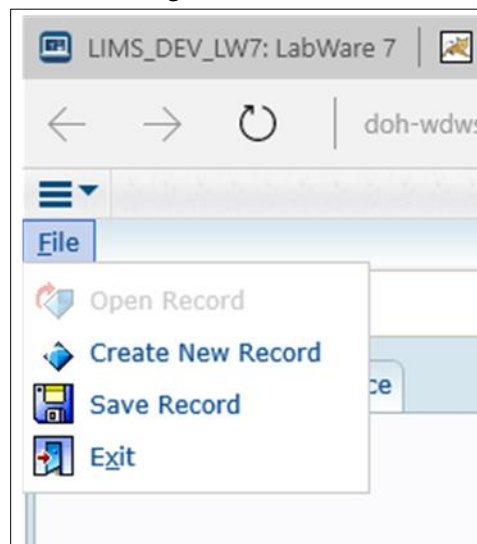
- b. Select "Yes" if the following dialog box appears to close the Order window.



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.



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



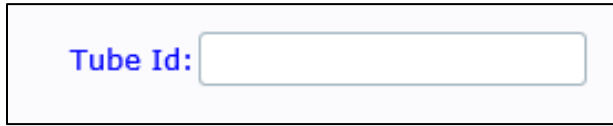
7. Select the appropriate option at the following dialog box. The default information is specific to the user.



- 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.

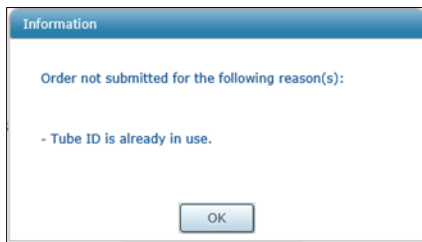
SAMPLE TAB FIELD ENTRY INFORMATION

TUBE ID




The image shows a rectangular box with a light gray background. On the left side of the box, the text "Tube Id:" is written in blue. To the right of this text is a white rectangular input field with a thin gray 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

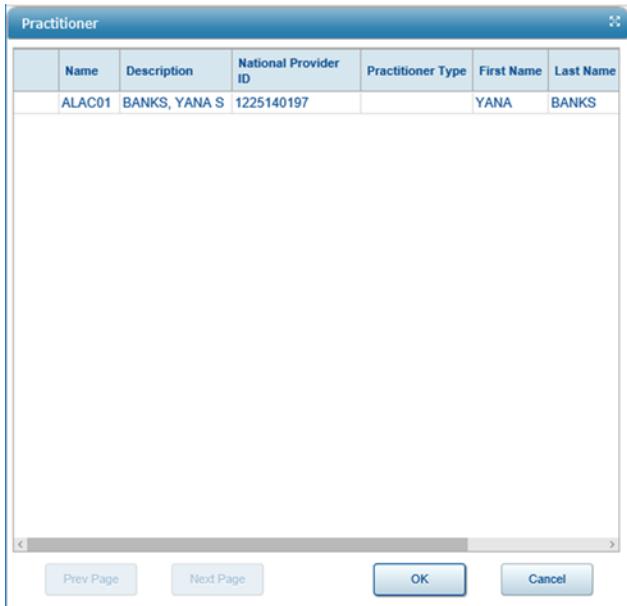
Customer	Company Name	Address1
ALACHDALA	ALACHUA COUNTY HEALTH DEPARTMENT	15530 NW US HWY 441, STE

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.




The dialog box titled "Practitioner" contains a table with the following data:

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

At the bottom of the dialog box are four buttons: "Prev Page", "Next Page", "OK", and "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

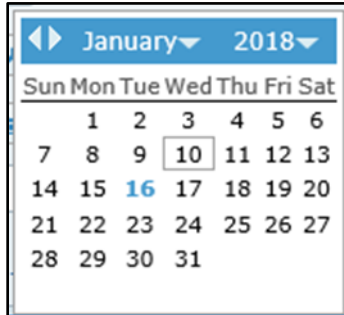
4. Select the desired lab and click OK.

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 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

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

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

TEST CATEGORY

Testing Category:	<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.

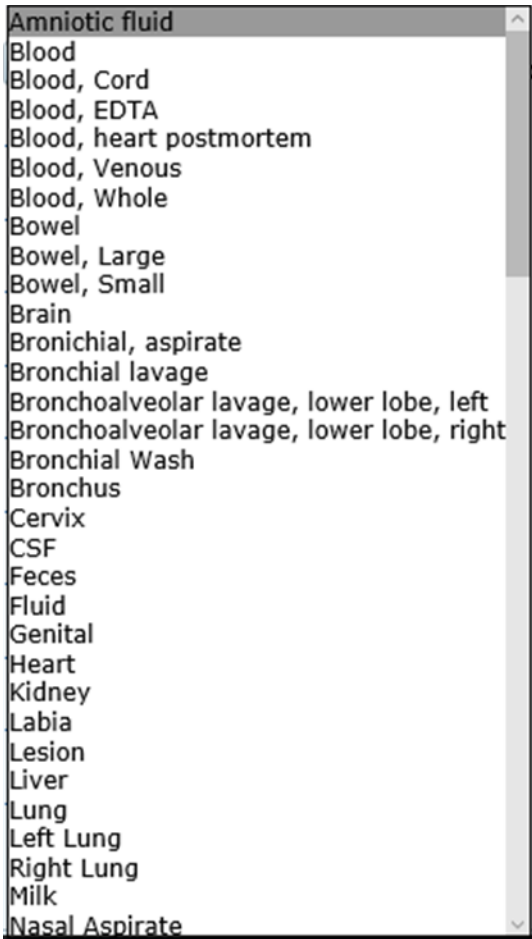
TB/Mycobacteriology
Microbiology/Parasitology
Serology/HIV
Virology

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.

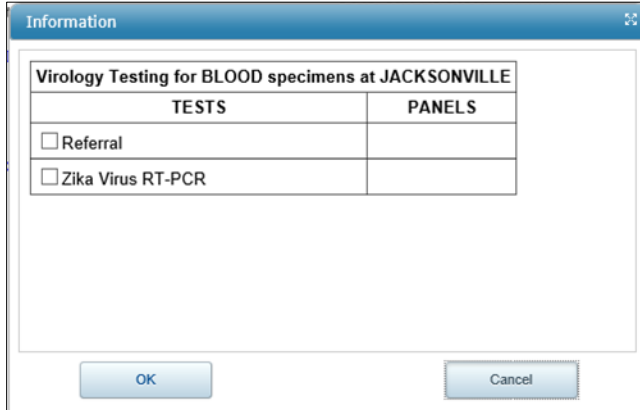


4. The tests available for selection is dependent on the specimen source. Therefore, if the desired test is not available under one specimen source, you may need to select a different but similar specimen source.

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:



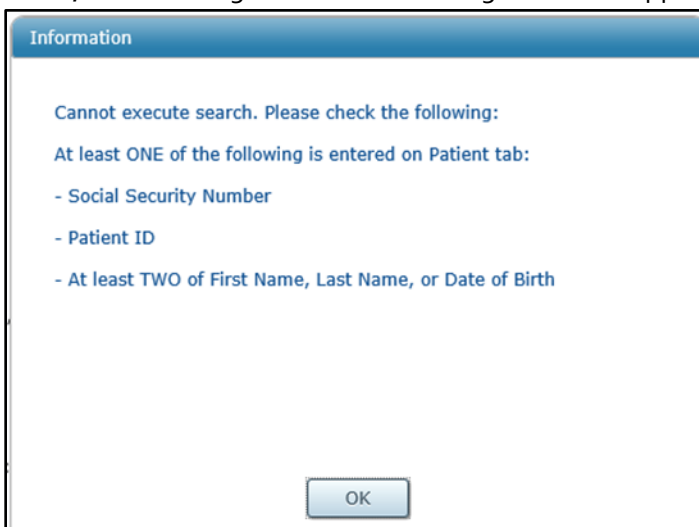
5. Select ALL the tests and panels desired.
6. Click OK to save.

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

Pregnant: Yes

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

HAS INSURANCE

Has Insurance: Yes

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**.



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

The screenshot shows the 'Search Dialog' window. It has a 'Summary' tab and several input fields for search parameters. The 'Customer' field is filled with 'ALACHDALA'. The 'Practitioner' field is filled with 'ALAC01'. The 'Web Order Id', 'Patient First Name', 'Patient Last Name', 'Patient Birth Date', 'Patient Med Rec No', 'Tube Id', and 'Sampled Date' fields are empty. The 'Sampled Date' field has a date range selector. Below the input fields is a table with columns for '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, and a search bar with 'Select a search' and '0 of 0' text. There are also 'Save Search', 'Display Fields', 'Search', and 'Select All' buttons.

2. Select Search when finished.

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

The screenshot shows a 'Search Dialog' window with a 'Summary' section containing various search criteria fields. Below this is a table of search results. The table has the following 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.

Web Order Id	Patient First Name	Patient Last Name	Patient Birth Date	Patient Med Rec No	Tube Id	Sampled Date
546	userTwo	test	01/02/2010 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

- 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 explains that clicking a column header sorts the results. A red box highlights the table area, which is labeled 'Search Results Panel' in a callout on the right.

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.

Search Results Panel

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

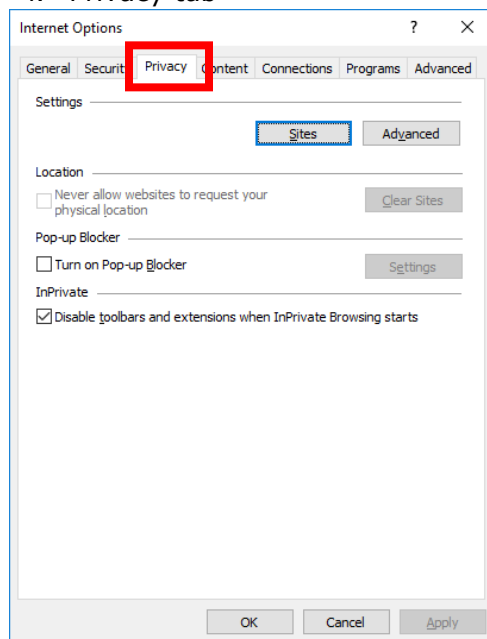
TROUBLESHOOTING

BROWSER OPTION CONFIGURATION

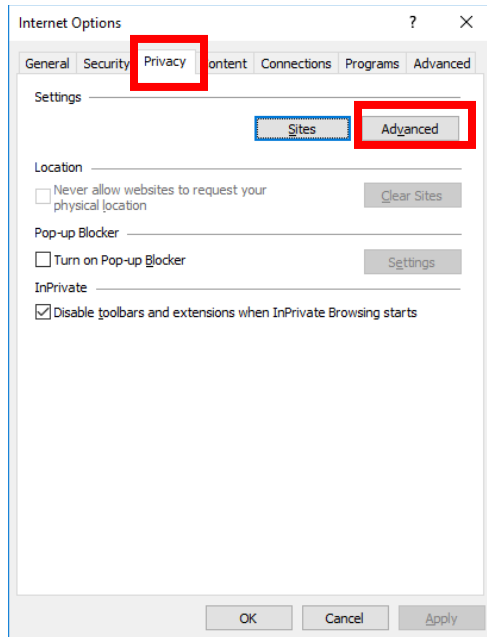
The following examples of how to configure your browser to allow session cookies, pop-ups and JavaScript are from Internet Explorer.

Steps to configure:

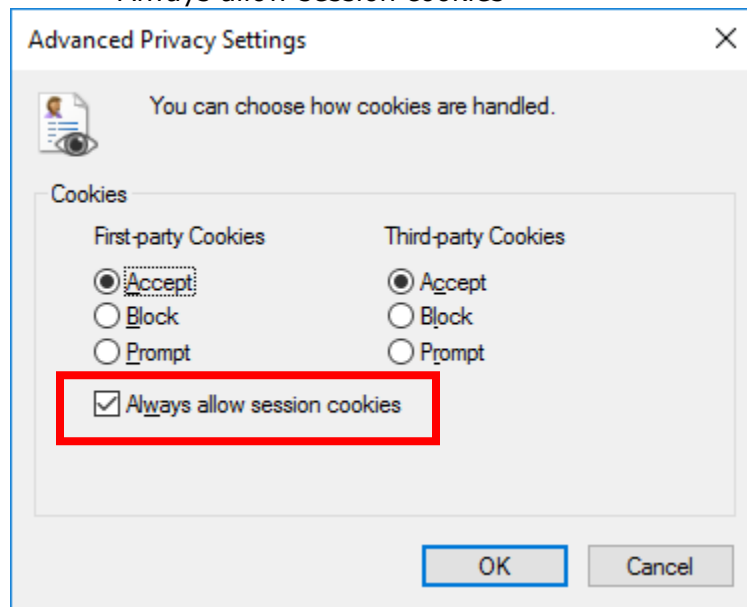
1. Copy the WebLIMS URL from the URL bar in Internet Explorer.
2. All settings are configured under the Tools | Internet Options menus
 - a. Allow session cookies:
 - i. Privacy tab



ii. Click on Advanced

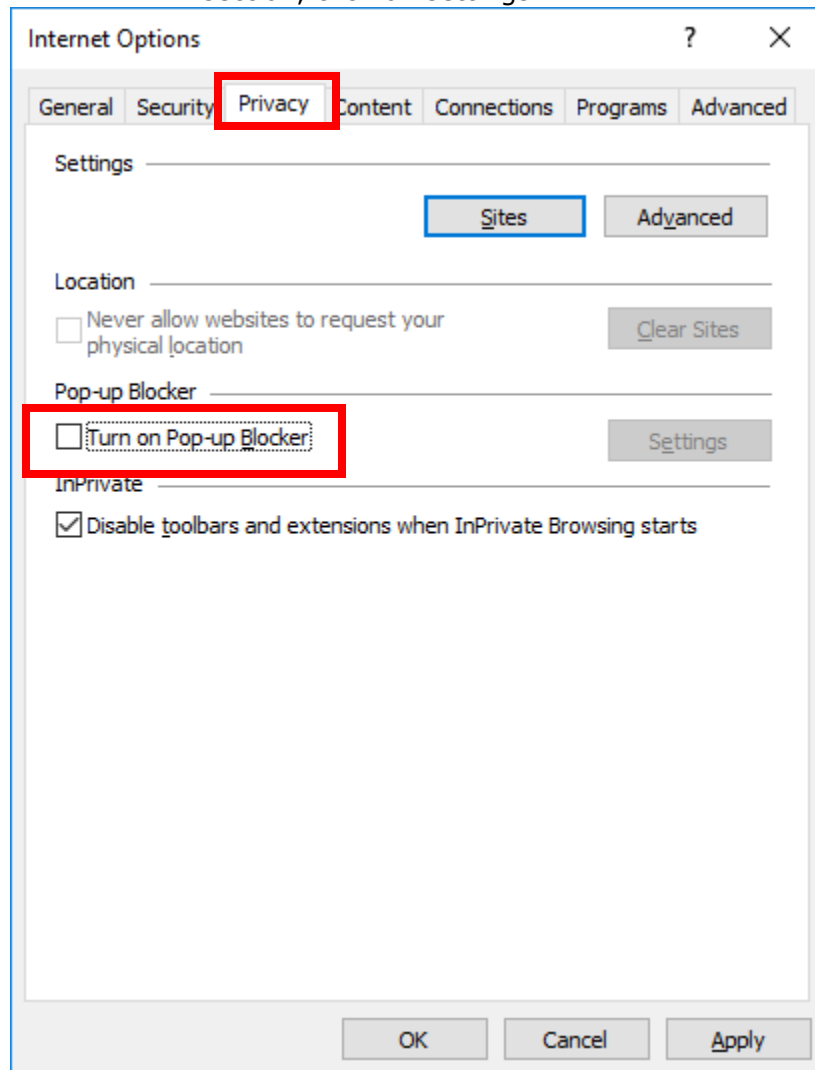


iii. Select the checkboxes for "Override automatic cookie handling" and "Always allow session cookies"



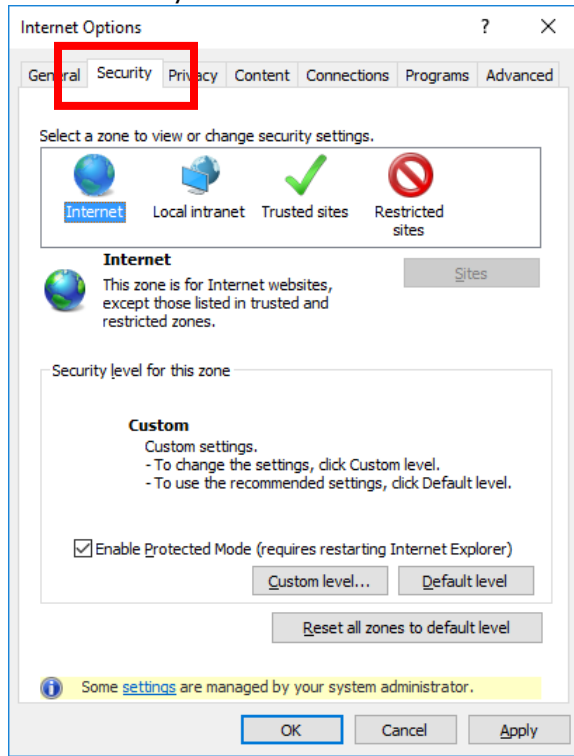
iv. Click OK

- 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

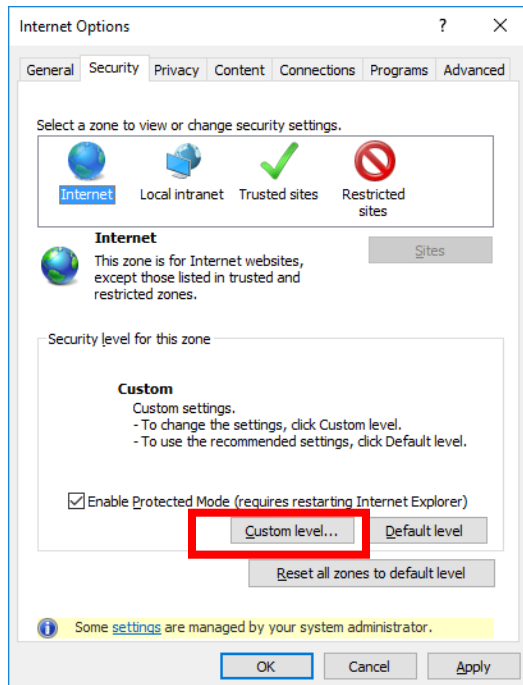


3. Paste the WebLIMS URL from the URL bar in Internet Explorer from Step 1

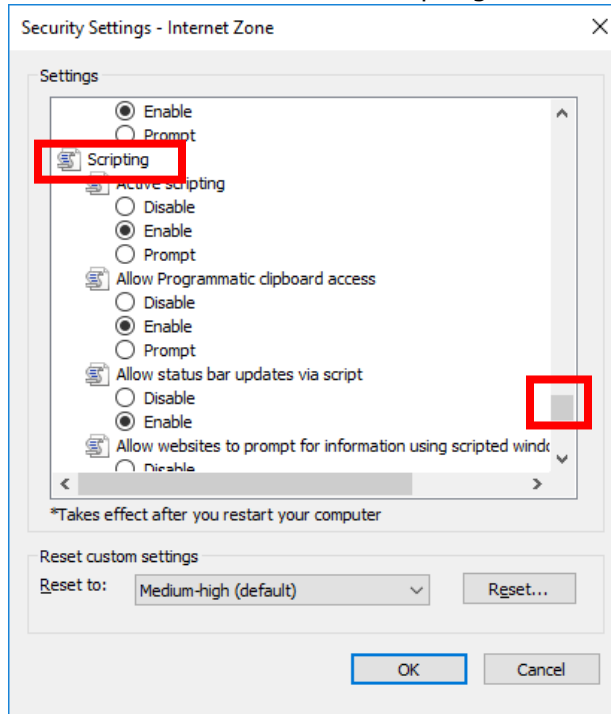
- c. Allow JavaScript:
 - i. Security tab



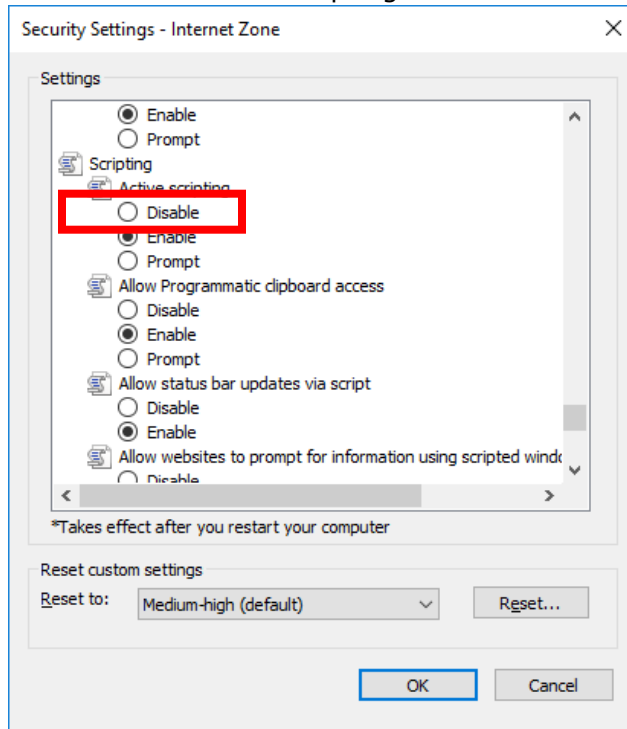
- ii. Click on "Custom Level"



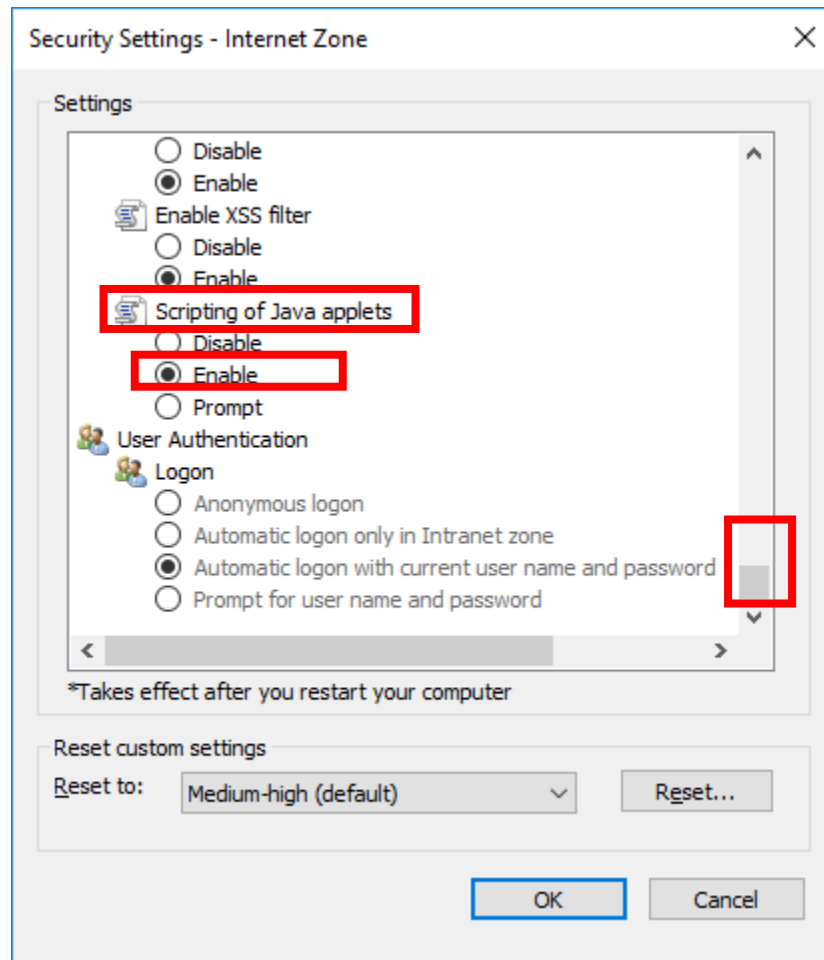
iii. Scroll down to the "Scripting" section near the bottom



iv. Enable "Active Scripting"



- v. Enable "Scripting of Java applets".



CONTACT INFORMATION

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