Department of Health
Bureau of Public Health Laboratories

WEBLIMS - REPORT USER GUIDE

Welcome to WebLIMS – Report!

Department:		LIMS		Version No.:		01-2.1.18	
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GENERAL INFORMATION

Purpose

This SOP provides guidelines on how to use the LabWare WebLIMS Reporting Module which gives authorized submitters and epidemiologists access to LabWare 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 – Report. 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. Click   https://weblims.floridapublichealthlab.com/
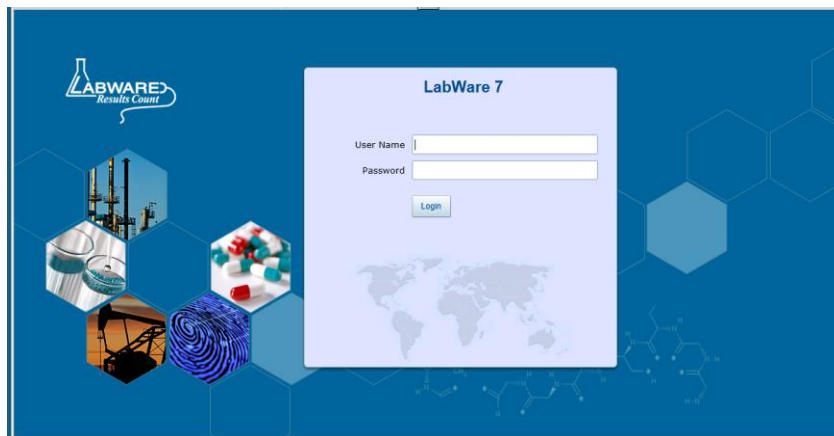

2. In the login page, enter the user name and password received from BPHL.
3. Click the LOGIN button.

PLEASE NOTE: Reports will only include samples authorized for viewing by the user. The user's professional organization and role dictate authorized samples. If the samples displayed are not consistent with those under the user's purview, please log out immediately and notify BPHL Help Desk at (904) 791-1744 or DLBPHLLAR@flhealth.gov

1. In WebLIMS, select the "Web" tab to view the available reports.
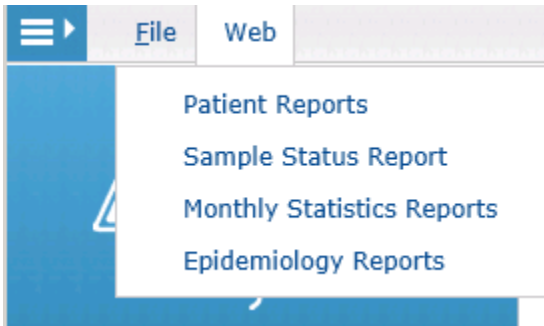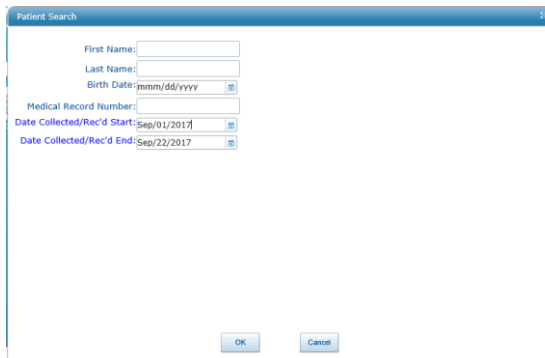
2. Select the desired report to run.
   a. **Patient Reports**: Allows access to individual test reports for patients.
   b. **Sample Status Report**: Allows access to status of samples submitted.
   c. **Monthly Statistics Reports**:
      i. **Monthly Statistics Report**: Provides monthly statistics 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.*

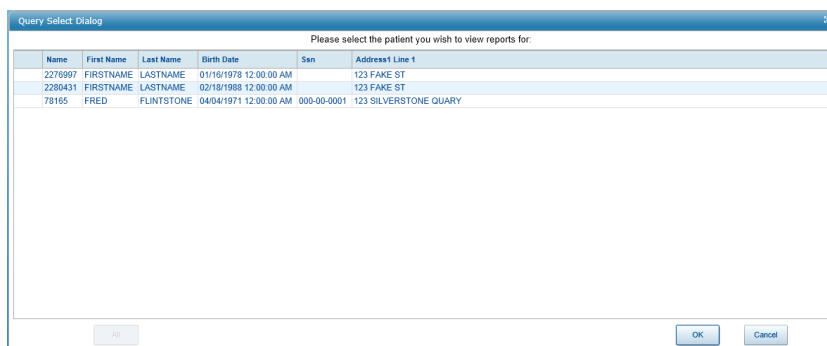1. Enter the desired report parameters in the Patient Search Screen.

2. The Date Collected/Rec'd Start and Date Collected/Rec'd End fields are required fields.
3. Select OK when finished.
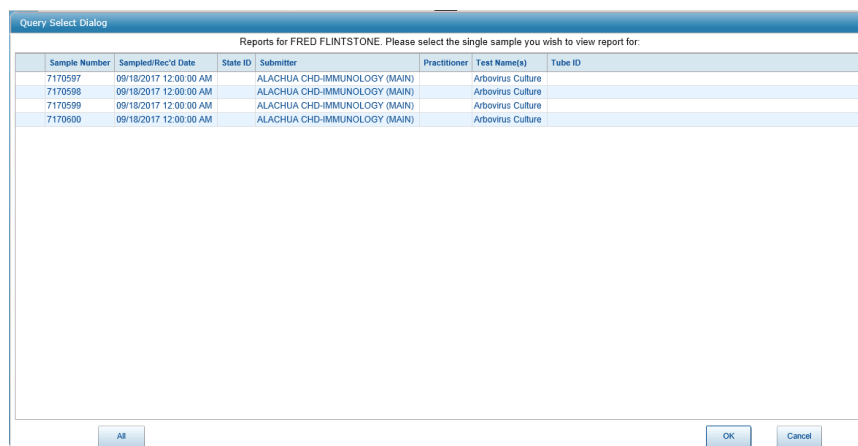4. The Query Select Dialog window will be displayed.

5. Select the patient and click "OK."
6. If the patient has
   a. only one report, that report will be displayed.
   b. multiple reports, a Sample Selection window will appear.
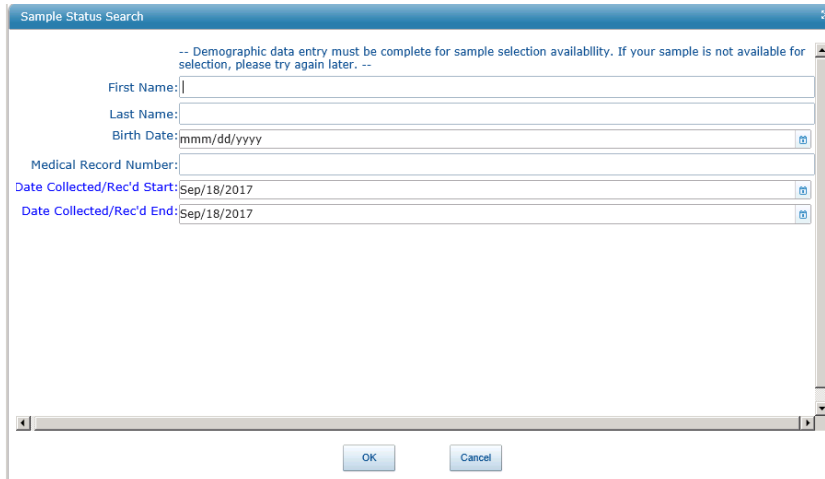
7. Select the desired sample report, click "OK," to display the report.

8. Print or save the report if desired by following the steps on Printing reports (P.19)

SAMPLE STATUS REPORT

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

1. Enter the desired parameters and click OK in the Sample Status Search Dialog box. Note the Date Collected Start and End fields are mandatory fields and require entries.

2. Select the patient record to view in the Query Select Dialog box
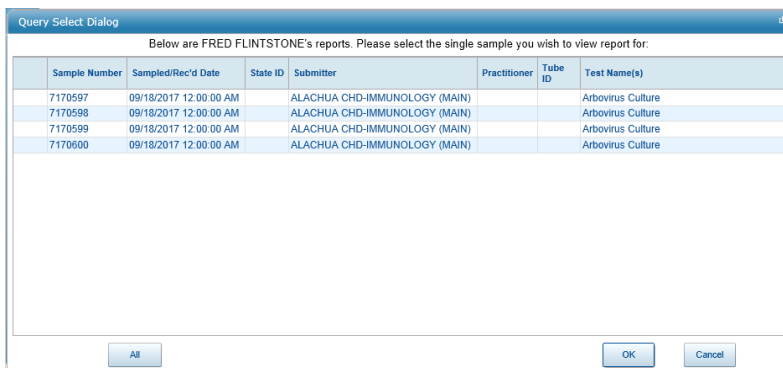
3. Click OK to view the reports of the selected patient.
4. Select the desired reports in the displayed Query Select Dialog box.

   PLEASE NOTE: Currently, sample reports will run for only one sample at a time.
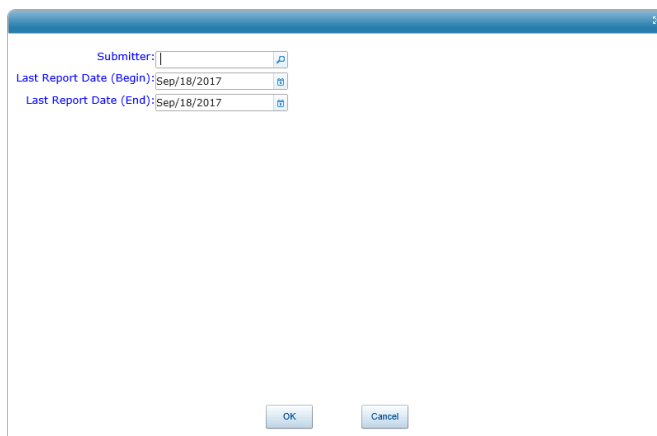
5. Select the desired sample and click "OK" to view the report.

MONTHLY STATISTICS REPORTS

*Monthly Statistics Reports include the **Monthly Statistics Report**, the **Abnormal Report** and the **Unsatisfactory Report**.*
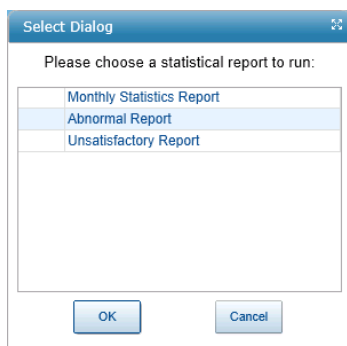
❖ *The **Monthly Statistics Report** provides monthly statistics by submitter as number of samples submitted and number of tests performed for each analysis within a given time period.*

❖ *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.
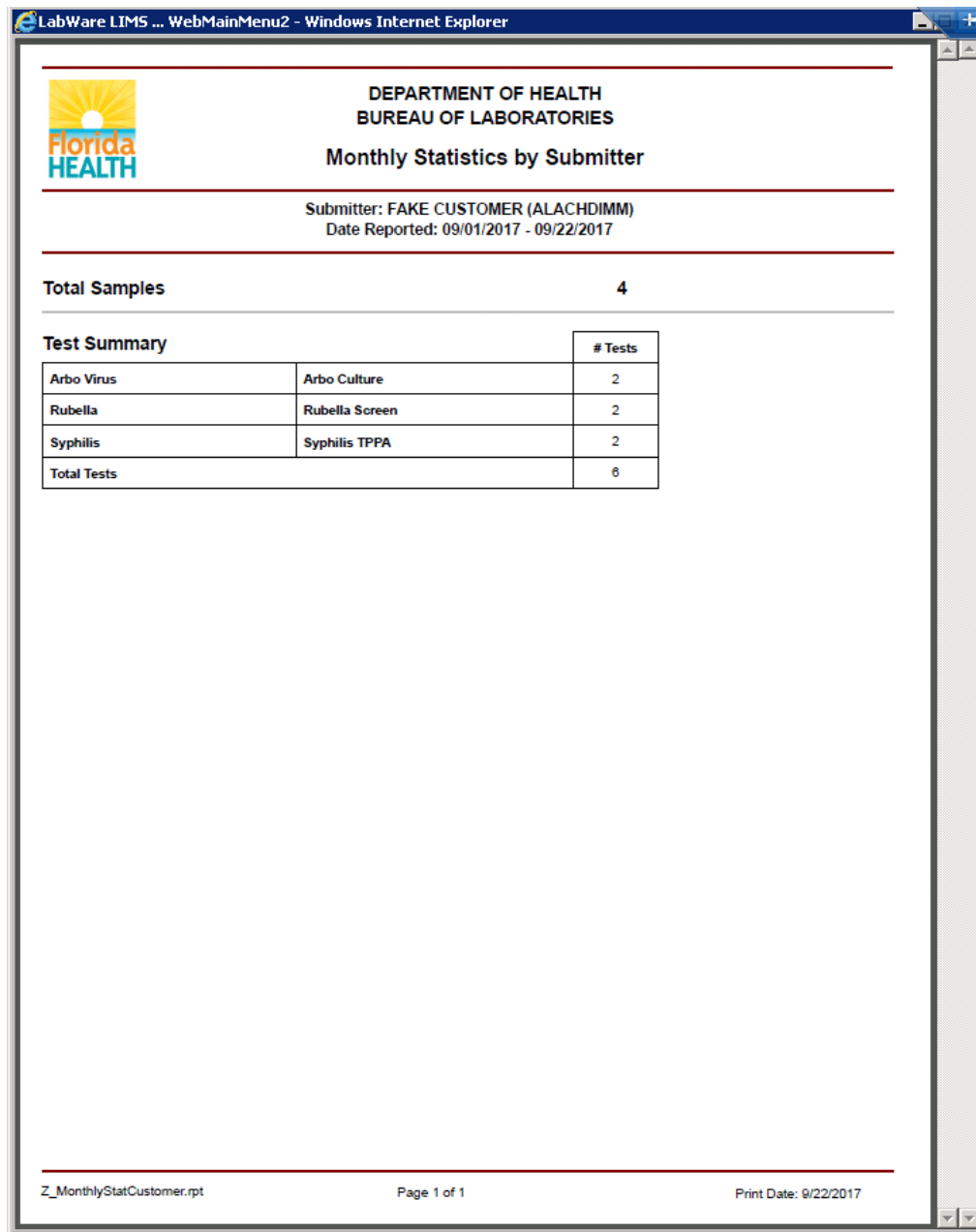

2. Click OK to continue.
3. There are 3 different statistical reports available.
4. In the displayed Select Dialog box, select the desired statistical report, and click "OK."

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:

DEPARTMENT OF HEALTH
BUREAU OF LABORATORIES

Monthly Statistics by Submitter

Submitter: FAKE CUSTOMER (ALACHDIMM)
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

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*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.

DEPARTMENT OF HEALTH
BUREAU OF LABORATORIES

Monthly Abnormals by Submitter

Submitter: FAKE CUSTOMER (ALACHDIMM)
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

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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 (ALACHDIMM)
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	

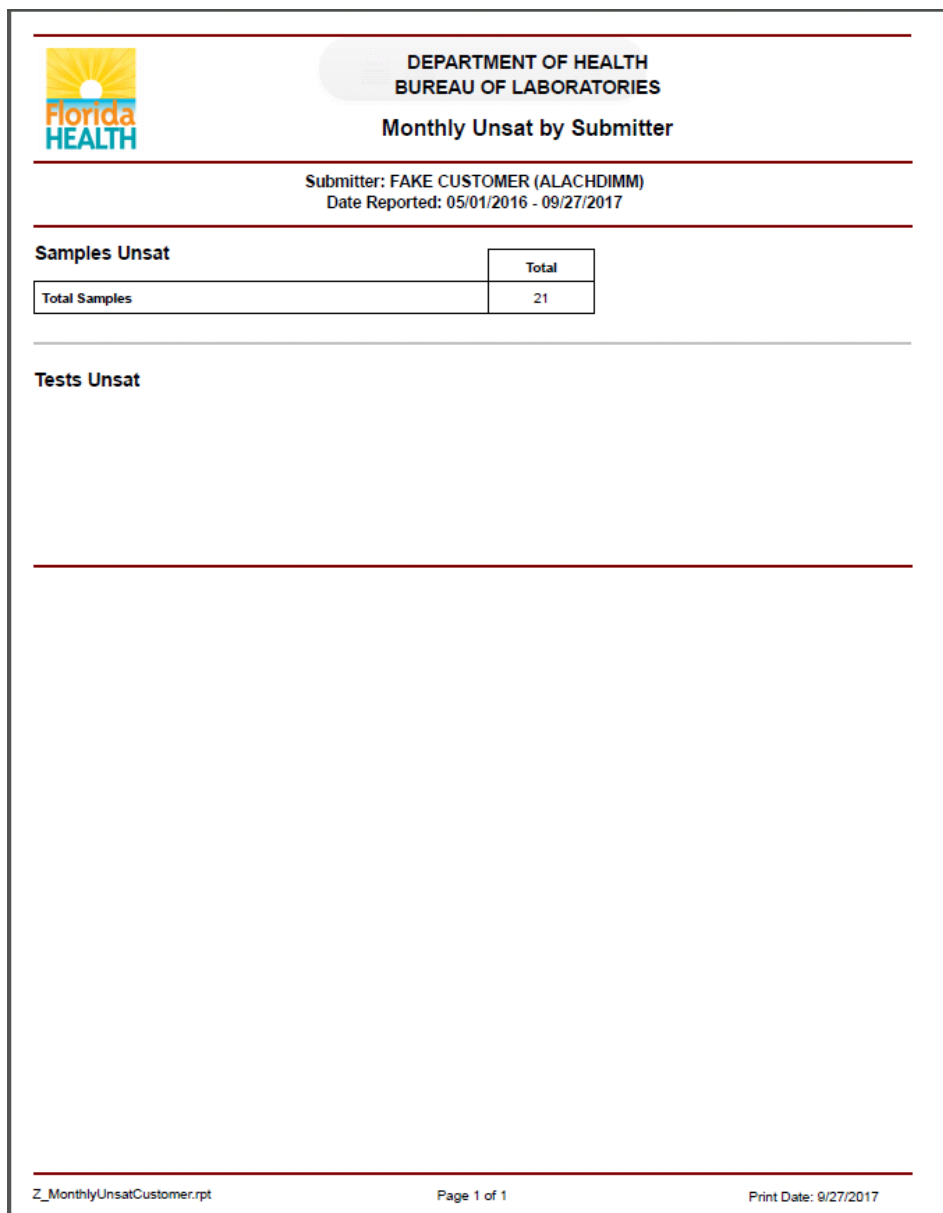|			
0245	Syphilis TPPA	Non-Reactive	
4000	Rubella Screen	Non-Immune	

8.50 x 11.00 in

*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.

Please Confirm	
Summary report will be produced. Do you wish to see sample details?	
	Yes No

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

DEPARTMENT OF HEALTH
BUREAU OF LABORATORIES

Monthly Unsat by Submitter

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

Samples Unsat

	Total
Total Samples	21

Tests Unsat

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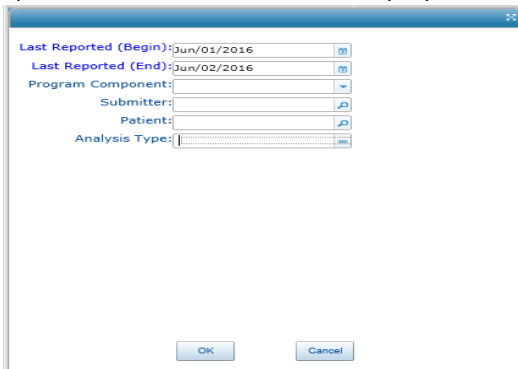
c. The following is the second page of the same report if requested with details

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

Unsat Details

Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
JSA17028298 (7144140)		FIRSTNAME A LASTNAME	08/16/1995	05/03/2017
Sample Unsat Reason:	Specimen in wrong/inappropriate collection kit.			

Test	Unsat Reason
Amplified GC/CT	Sample Unsat

Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
JMM17000117 (7144141)		FIRSTNAME A LASTNAME	08/16/1995	05/03/2017

Test	Unsat Reason
GC Culture	User canceled Test

Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
JRU16000235 (6528344)		FIRSTNAME A LASTNAME	09/04/1969	05/20/2016
Sample Unsat Reason:	mismatched hx/spec. I.D.			

Test	Unsat Reason
HIV 1/2 Ag/Ab Combo	Sample Unsat

Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
JRU16000736 (6877575)		FIRSTNAME B LASTNAME	09/27/1970	11/21/2016
Sample Unsat Reason:	WRONG SPECIMEN RECEIVED			

Test	Unsat Reason
CD4/CD8	Sample Unsat

Sample ID	Local Patient ID	Patient	Birth Date	Date Sampled
JRU17000266 (7128656)		FIRSTNAME D LASTNAME	03/12/1982	04/25/2017
Sample Unsat Reason:	quantity not sufficient			

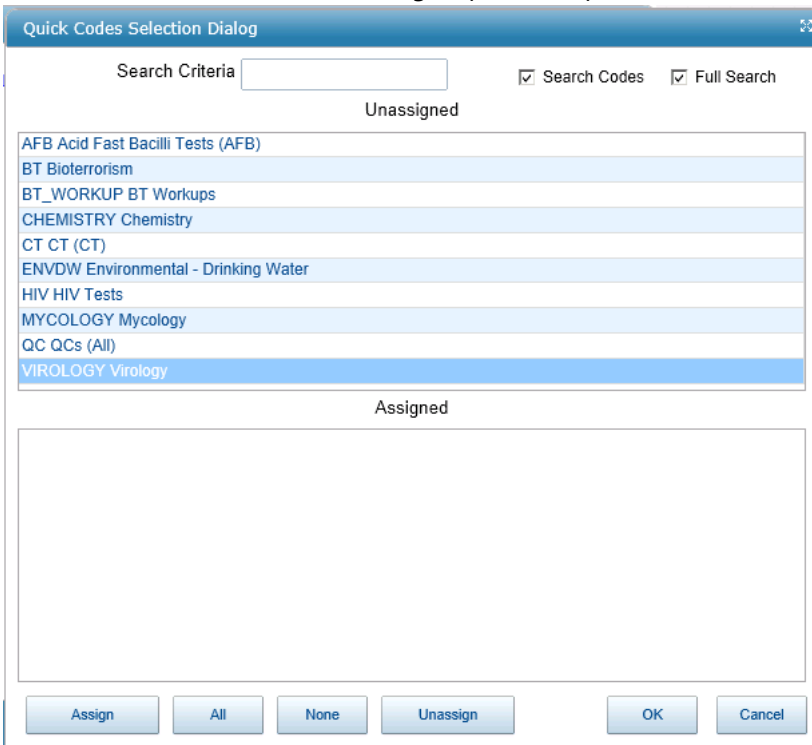| Test	Unsat Reason
HIV-1 Viral Load	Sample Unsat

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.

2. When entering filter for the Analysis Type, a Quick Codes Selection Dialog box will appear.
3. LW allows a filter of one or more groups of analysis via the Quick Codes Selection Dialog box.

4. Select the desired group of analysis 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.
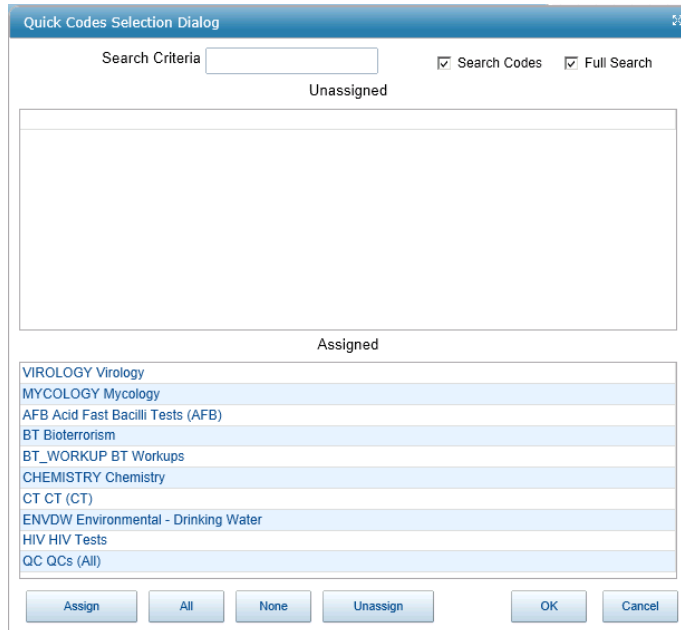
b. To select more than one items
   i. Choosing single item: Highlight the desired item and click Assign.

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

iii.   Choosing all the item: 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

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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

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1. Right click at the report to display the shortcut menu.

2. SELECT "Print"
3. In the Print Dialog Window select Microsoft Print to PDF to save the document, or chose to fax the document or send it to a printer.
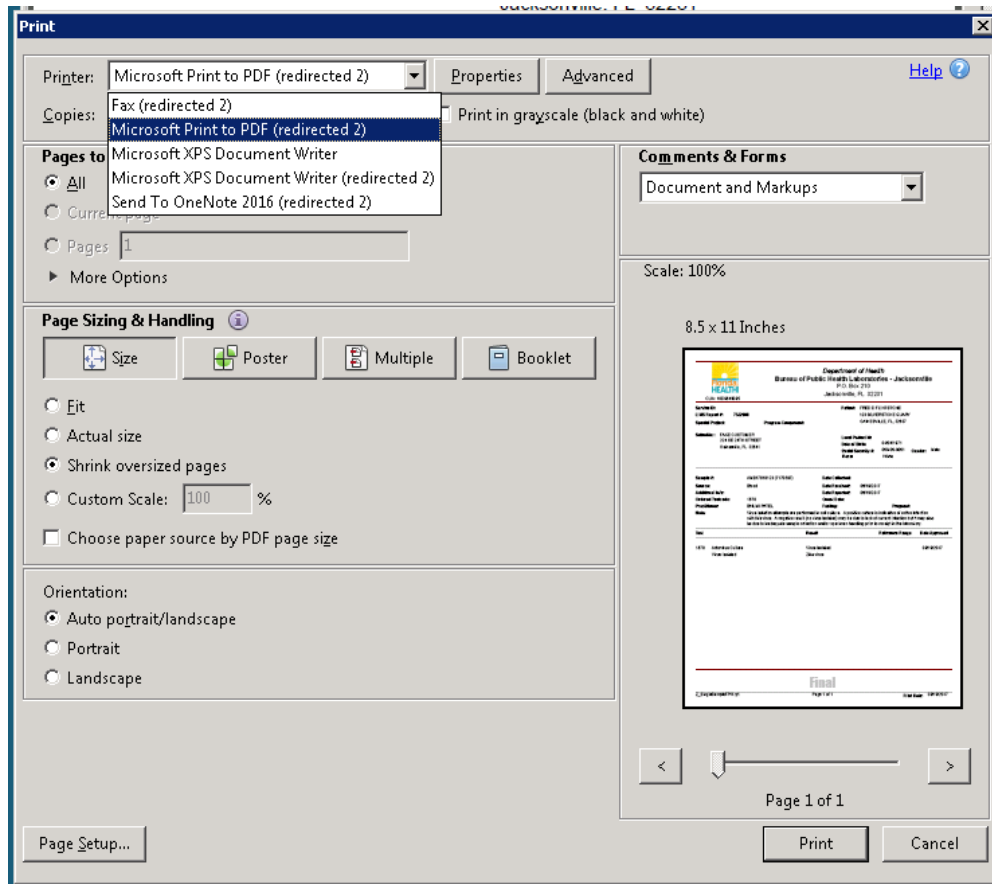
CONTACT INFORMATION

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