



Department of Health

Bureau of Public Health Laboratories



WEBLIMS - REPORT USER GUIDE

Welcome to WebLIMS – Report!

<u>Department:</u>	<u>LIMS</u>	<u>Version No.:</u>	<u>01-2.1.18</u>
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		Date issued	
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GENERAL INFORMATION

Purpose

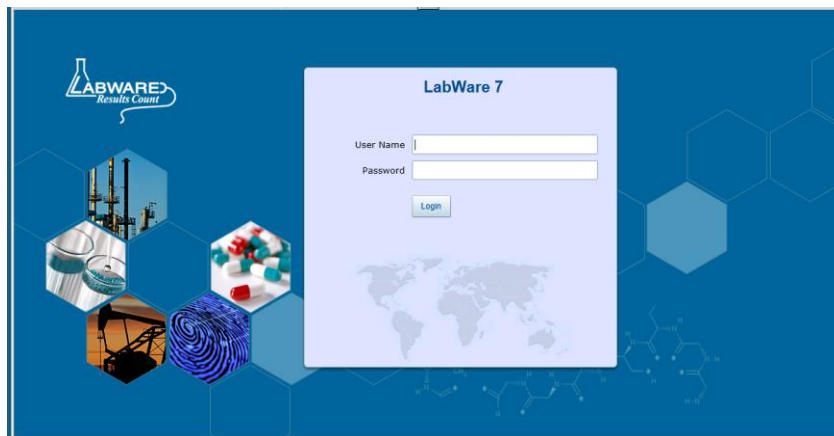
This SOP provides guidelines on how to use the LabWare WebLIMS Reporting Module which gives authorized submitters and epidemiologists access to LabWare to view and print reports for their patients or patients in their authorized territory/region.

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.

LOGGING IN

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

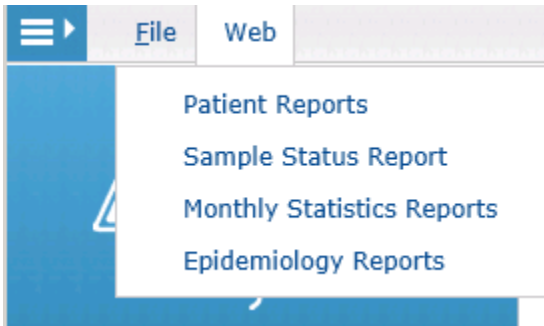


2. In the login page, enter the user name and password received from BPHL.
3. Click the LOGIN button.

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

REPORT SELECTION

1. In WebLIMS, select the "Web" tab to view the available reports.



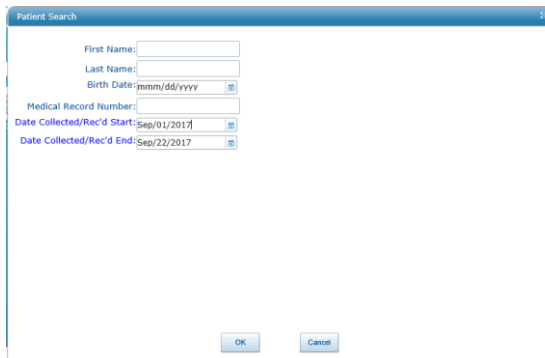
2. Select the desired report to run.
 - a. **Patient Reports:** Allows access to individual test reports for patients.
 - b. **Sample Status Report:** Allows access to status of samples submitted.
 - c. **Monthly Statistics Reports:**
 - i. **Monthly Statistics Report:** Provides monthly statistics by 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.

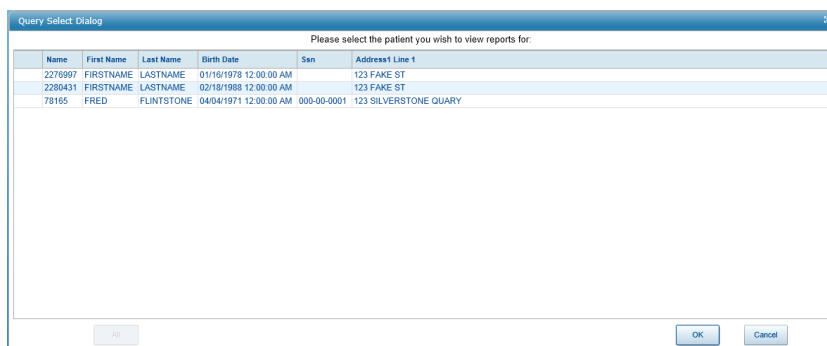


The Patient Search dialog box contains the following fields:

- First Name:
- Last Name:
- Birth Date:
- Medical Record Number:
- Date Collected/Rec'd Start:
- Date Collected/Rec'd End:

Buttons: OK, Cancel

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.



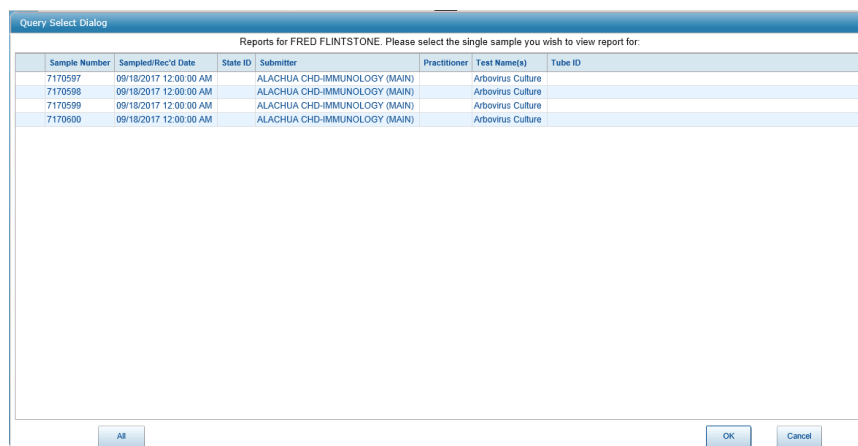
Query Select Dialog

Please select the patient you wish to view reports for:

Name	First Name	Last Name	Birth Date	Sex	Address Line 1
2276997	FIRSTNAME	LASTNAME	01/16/1978 12:00:00 AM		123 FAKE ST
2280431	FIRSTNAME	LASTNAME	02/18/1988 12:00:00 AM		123 FAKE ST
78165	FRED	FLINTSTONE	04/04/1971 12:00:00 AM	000-00-0001	123 SILVERSTONE QUARY

Buttons: All, OK, Cancel

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.



Query Select Dialog


Reports for FRED FLINTSTONE: Please select the single sample you wish to view report for:

Sample Number	Sampled/Rec'd Date	State ID	Submitter	Practitioner	Test Name(s)	Tube ID
7170597	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)		Arbovirus Culture	
7170598	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)		Arbovirus Culture	
7170599	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)		Arbovirus Culture	
7170600	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)		Arbovirus Culture	

Buttons: All, OK, Cancel

- Select the desired sample report, click "OK," to display the report.

LabWare LIMS ... WebMainMenu2 - Windows Internet Explorer



Department of Health

Bureau of Public Health Laboratories - Jacksonville

P.O. Box 210
Jacksonville, FL 32231

CLIA: 10D0045005

Service ID:

LIMS Report #: 7322898

Special Project:

Program Component:

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

Patient: FRED D FLINTSTONE
123 SILVERSTONE QUARY
GAINESVILLE, FL, 32607

Local Patient Id:

Date of Birth: 04/04/1971

Social Security #: 000-00-0001 **Gender:** Male

Race: White

Sample #: AMB17918123 (7170597)

Source: Blood

Additional Info:

Ordered Testcode: 1670

Practitioner: BHUMI PATEL

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.

Date Collected:

Date Received: 09/18/2017

Date Reported: 09/19/2017

Onset Date:

Fasting:

Pregnant:

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

Final

Z_SingleSampleFPH.rpt

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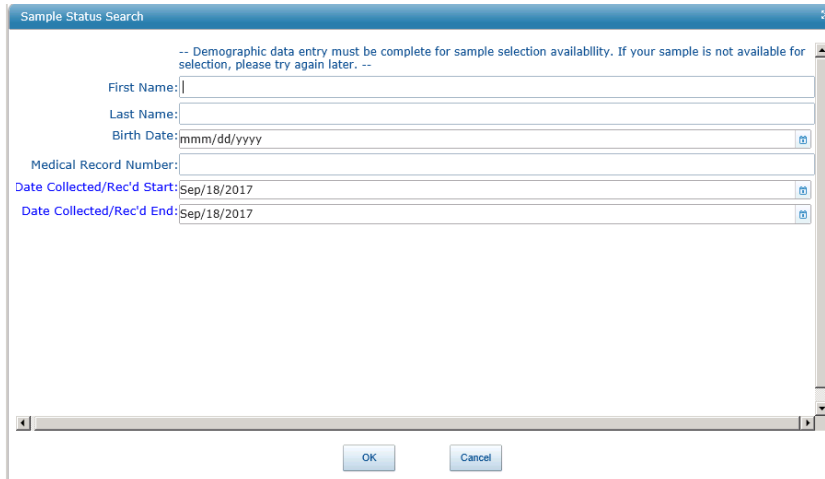
Print Date: 09/19/2017

- 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.



Sample Status Search

-- Demographic data entry must be complete for sample selection availability. If your sample is not available for selection, please try again later. --

First Name:

Last Name:

Birth Date:

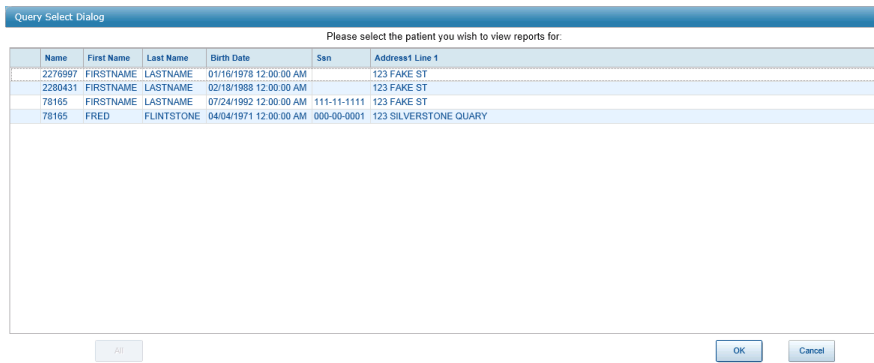
Medical Record Number:

Date Collected/Rec'd Start:

Date Collected/Rec'd End:

OK Cancel

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



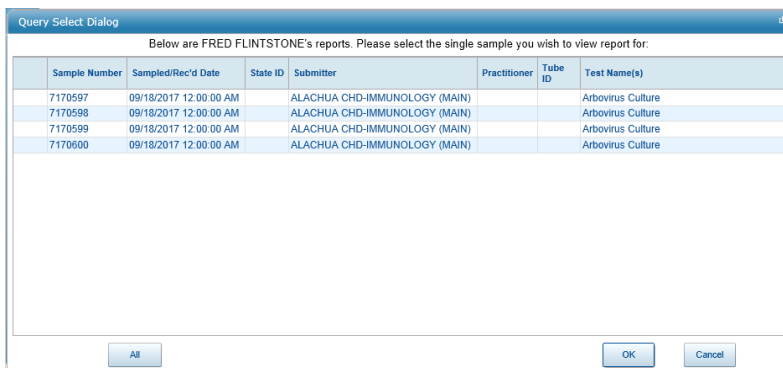
Query Select Dialog

Please select the patient you wish to view reports for:

Name	First Name	Last Name	Birth Date	Sex	Address Line 1
2276997	FIRSTNAME	LASTNAME	01/16/1978 12:00:00 AM		123 FAKE ST
2280431	FIRSTNAME	LASTNAME	02/18/1988 12:00:00 AM		123 FAKE ST
78165	FIRSTNAME	LASTNAME	07/24/1992 12:00:00 AM	111-11-1111	123 FAKE ST
78165	FRED	FLINTSTONE	04/04/1971 12:00:00 AM	000-00-0001	123 SILVERSTONE QUARY

All OK Cancel

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



Query Select Dialog

Below are FRED FLINTSTONE's reports. Please select the single sample you wish to view report for:

Sample Number	Sampled/Rec'd Date	State ID	Submitter	Practitioner	Tube ID	Test Name(s)
7170597	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)			Arbovirus Culture
7170598	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)			Arbovirus Culture
7170599	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)			Arbovirus Culture
7170600	09/18/2017 12:00:00 AM		ALACHUA CHD-IMMUNOLOGY (MAIN)			Arbovirus Culture

All OK Cancel

PLEASE NOTE: Currently, sample reports will run for only one sample at a time.

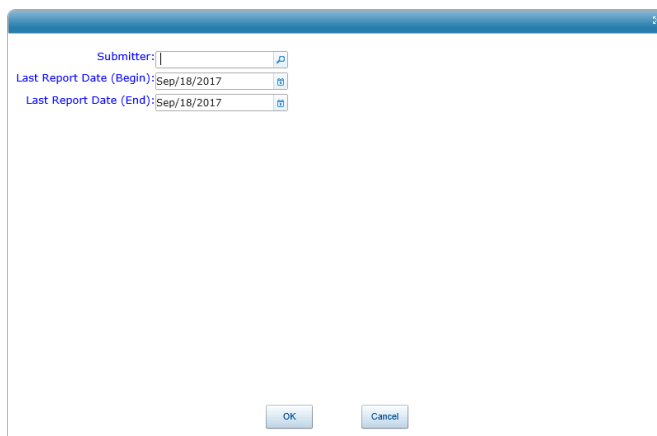
5. Select the desired sample and click "OK" to view the report.

MONTHLY STATISTICS REPORTS

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

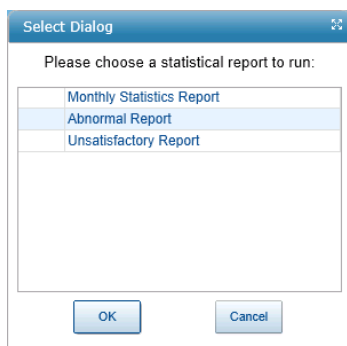
- ❖ The **Monthly Statistics Report** provides monthly statistics by submitter as number of samples submitted and number of tests performed for each analysis within a given time period.
- ❖ The **Abnormal Report** provides monthly abnormal samples by submitter. This report lists total number of samples 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.



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

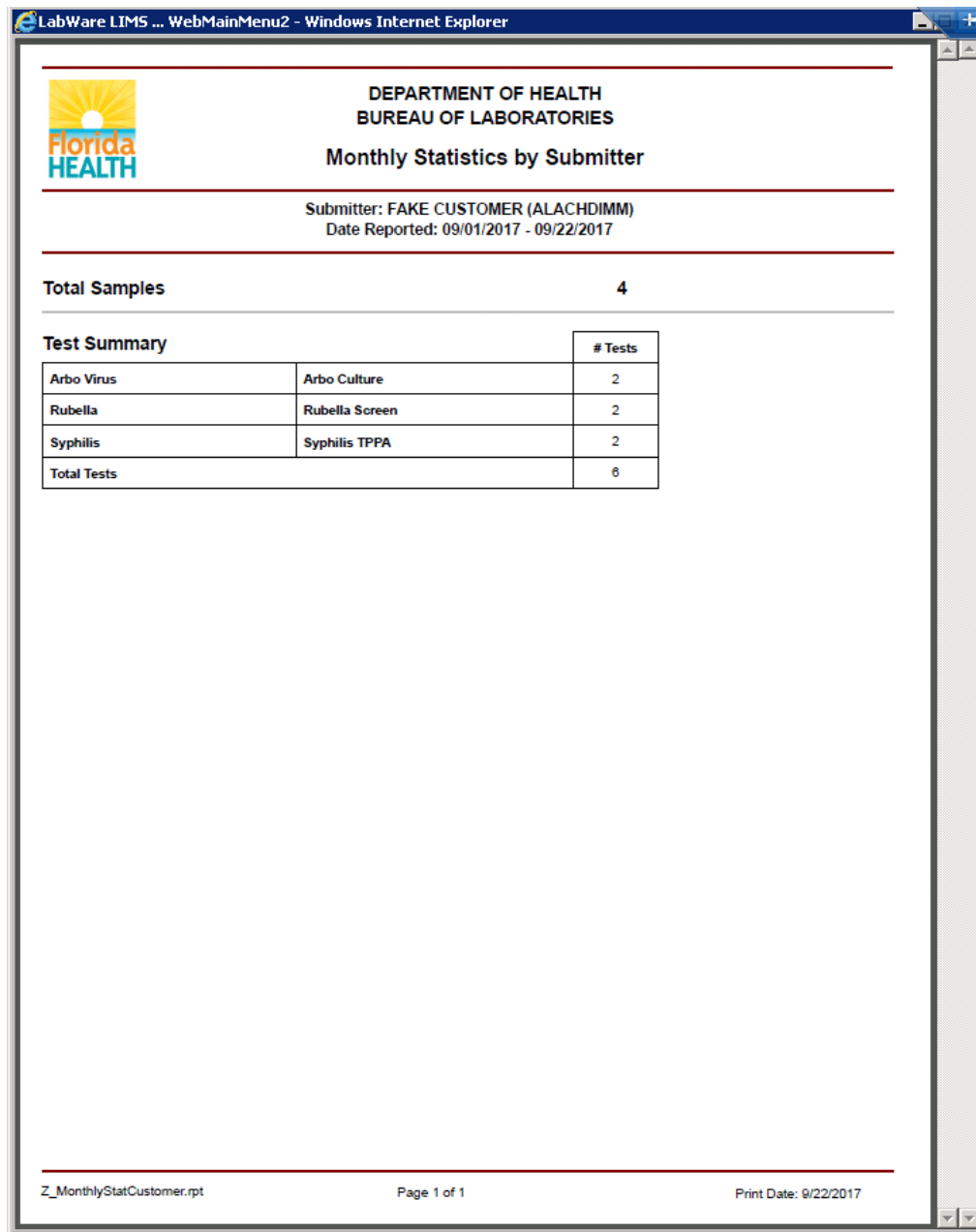
2. Click OK to continue.
3. There are 3 different statistical reports available.
4. In the displayed Select Dialog box, select the desired statistical report, and click "OK."




A screenshot of a 'Select Dialog' box. The title bar says 'Select Dialog'. Inside, it says 'Please choose a statistical report to run:'. Below this text is a list box containing three items: 'Monthly Statistics Report', 'Abnormal Report', and 'Unsatisfactory Report'. The 'Abnormal Report' is currently selected and highlighted. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

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**

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

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.

Please Confirm


Summary report will be produced. Do you wish to see sample details?

Yes

No

- 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.rptPage 1 of 1Print Date: 9/22/20178.50 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		

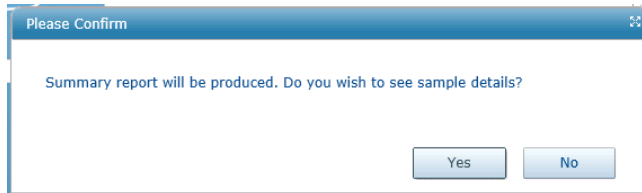
2 - MonthlyAbnormalCustomer.rpt
8.50 x 11.00 in

Page 2 of 2

Print Date: 9/22/2017

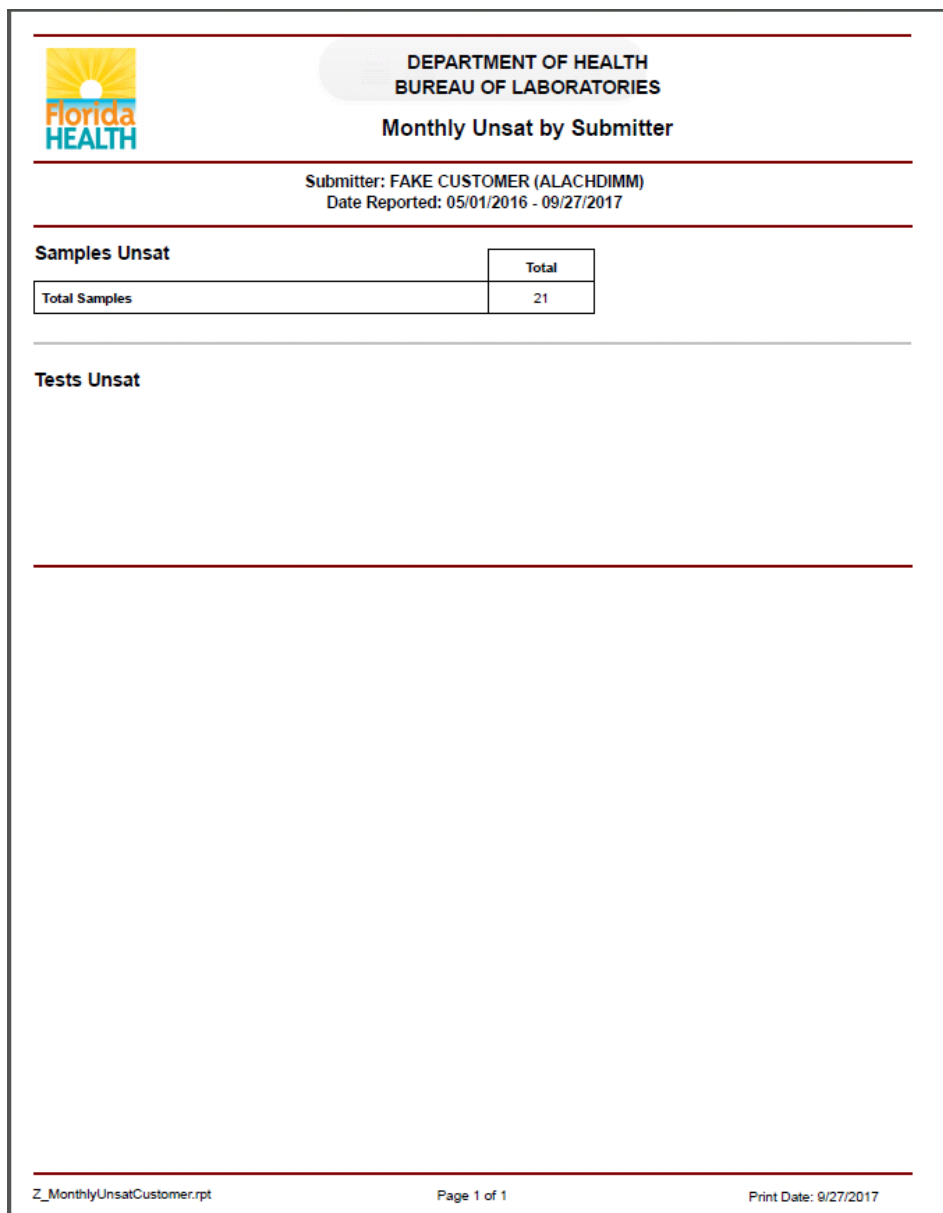
The **Unsatisfactory Report** will list the number of unsatisfactory samples received from a submitter for a given time period. It can be run in two ways- with or without details. Sample Unsatisfactory Reasons are noted in the details.

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



A dialog box titled "Please Confirm" with a blue header bar. The text inside reads: "Summary report will be produced. Do you wish to see sample details?". At the bottom right, there are two buttons: "Yes" and "No".

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




The report is titled "Monthly Unsatisfactory Report by Submitter" and is from the "DEPARTMENT OF HEALTH BUREAU OF LABORATORIES". It includes the Florida Health logo. The submitter is "FAKE CUSTOMER (ALACHDMM)" and the date range is "05/01/2016 - 09/27/2017".

Samples Unsat	
	Total
Total Samples	21

Below the table, there is a section titled "Tests Unsat" which is currently empty.

At the bottom of the report, it says "Z_MonthlyUnsatCustomer.rpt", "Page 1 of 1", and "Print Date: 9/27/2017".

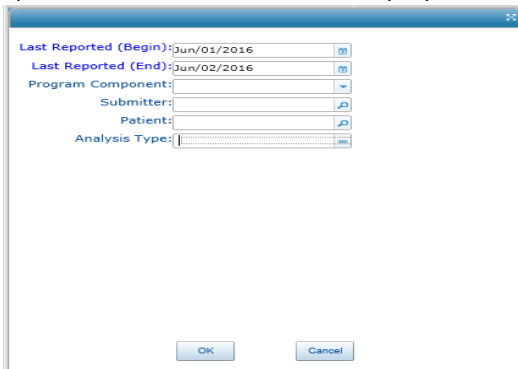
- c. The following is the second page of the same report if requested with details

		DEPARTMENT OF HEALTH BUREAU OF LABORATORIES		
Monthly Unsat by Submitter				
Submitter: FAKE CUSTOMER (ALACHDMM) 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 09/04/1989	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

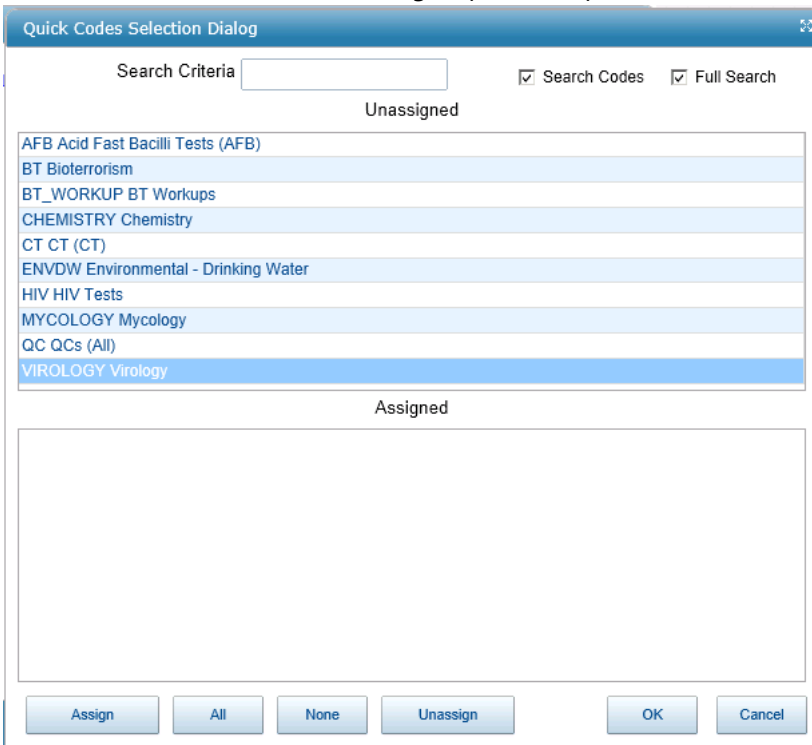
Epidemiology Reports provide the number of samples submitted by program and county and number of tests by program, analysis and county within a given time period.

1. Enter information for the mandatory fields (Last Reported Begin and End) and other parameters if desired in the displayed dialog box.



A screenshot of a dialog box titled "Epidemiology Reports". It contains several input fields: "Last Reported (Begin)" with a date picker set to "Jun/01/2016", "Last Reported (End)" with a date picker set to "Jun/02/2016", "Program Component:" with a dropdown arrow, "Submitter:" with a text field and a search icon, "Patient:" with a text field and a search icon, and "Analysis Type:" with a text field and a search icon. At the bottom are "OK" and "Cancel" buttons.

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.



A screenshot of a dialog box titled "Quick Codes Selection Dialog". It has a "Search Criteria" text field, a "Search Codes" checkbox (checked), and a "Full Search" checkbox (checked). Below these is a list of categories under the heading "Unassigned": AFB Acid Fast Bacilli Tests (AFB), BT Bioterrorism, BT_WORKUP BT Workups, CHEMISTRY Chemistry, CT CT (CT), ENVWDW Environmental - Drinking Water, HIV HIV Tests, MYCOLOGY Mycology, QC QCs (All), and VIROLOGY Virology. Below this list is an empty box under the heading "Assigned". At the bottom are buttons for "Assign", "All", "None", "Unassign", "OK", and "Cancel".

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.

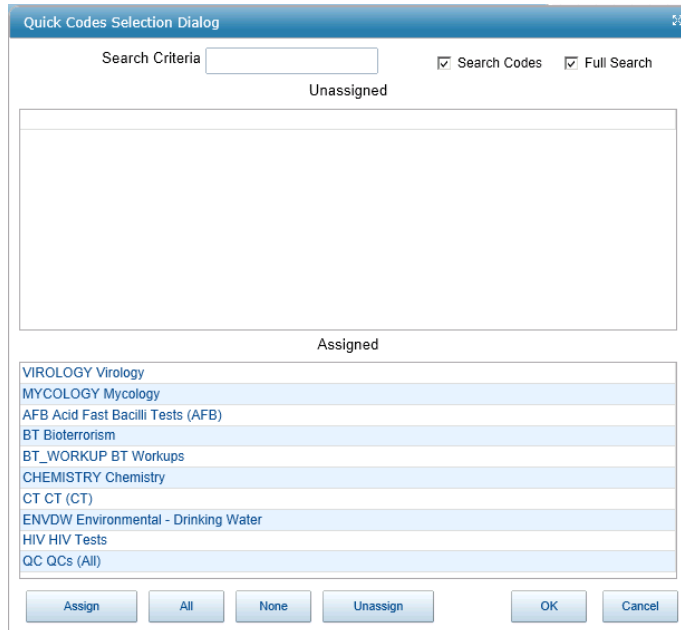
- b. To select more than one items
- Choosing single item: Highlight the desired item and click Assign.

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 items: AFB Acid Fast Bacilli Tests (AFB), BT Bioterrorism, BT_WORKUP BT Workups, CHEMISTRY Chemistry, CT CT (CT), ENVWD Environmental - Drinking Water, HIV HIV Tests, MYCOLOGY Mycology, and QC QCs (All). The 'QC QCs (All)' item is highlighted in blue. The 'Assigned' section contains a single item: VIROLOGY Virology. At the bottom of the dialog, there are six buttons: 'Assign', 'All', 'None', 'Unassign', 'OK', and 'Cancel'.

- 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 a second selection. The 'Unassigned' section still contains the same list of items as the first screenshot, with 'QC QCs (All)' highlighted. The 'Assigned' section now contains two items: VIROLOGY Virology and MYCOLOGY Mycology. The 'Assign' button at the bottom is now disabled, while the other buttons remain active.

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

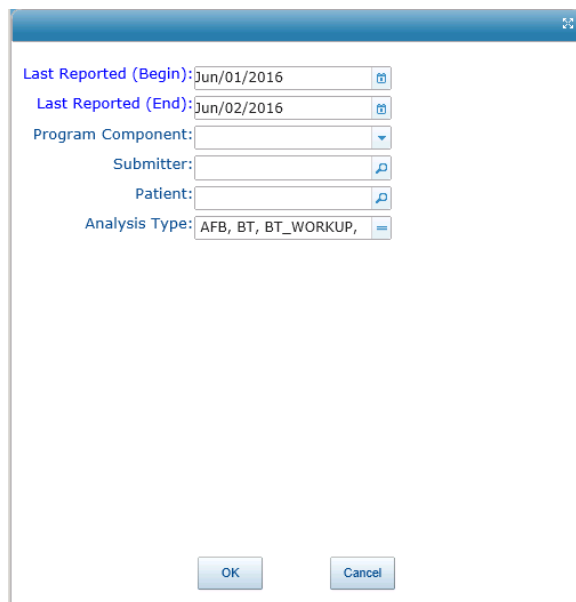


The "Quick Codes Selection Dialog" box features a search criteria input field and two checked checkboxes: "Search Codes" and "Full Search". It is divided into two sections: "Unassigned" (an empty list) and "Assigned" (a list of codes). The "Assigned" list includes: VIROLOGY Virology, MYCOLOGY Mycology, AFB Acid Fast Bacilli Tests (AFB), BT Bioterrorism, BT_WORKUP BT Workups, CHEMISTRY Chemistry, CT CT (CT), ENVOW Environmental - Drinking Water, HIV HIV Tests, and QC QCs (All). At the bottom, there are buttons for "Assign", "All", "None", "Unassign", "OK", and "Cancel".

Unassigned

Assigned
VIROLOGY Virology
MYCOLOGY Mycology
AFB Acid Fast Bacilli Tests (AFB)
BT Bioterrorism
BT_WORKUP BT Workups
CHEMISTRY Chemistry
CT CT (CT)
ENVOW Environmental - Drinking Water
HIV HIV Tests
QC QCs (All)

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



This dialog box contains several input fields: "Last Reported (Begin)" with a date picker set to Jun/01/2016, "Last Reported (End)" with a date picker set to Jun/02/2016, "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, and "Analysis Type" with a text field containing "AFB, BT, BT_WORKUP," and a dropdown arrow. "OK" and "Cancel" buttons are at the bottom.

Last Reported (Begin): Jun/01/2016

Last Reported (End): Jun/02/2016

Program Component: [Dropdown]


Submitter: [Text Field]

Patient: [Text Field]

Analysis Type: AFB, BT, BT_WORKUP, [Dropdown]

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
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Print Date: 10/5/2017

PRINTING REPORTS

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

LabWare LIMS ... WebMainMenu2 - Windows Internet Explorer



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

CLIA: 10D0845085

Service ID:		Patient:	FRED D FLINTSTONE
LIMS Report #:	7322898		123 SILVERSTONE QUARY
Special Project:		Program Component:	GAINESVILLE, FL, 32807

Submitter:	FAKE CUSTOMER 224 SE 24TH STREET Gainesville, FL 32641	Local Patient Id:	
		Date of Birth:	04/04/1971
		Social Security #:	000-00-0001
		Race:	White
		Gender:	Male

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:	
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.		

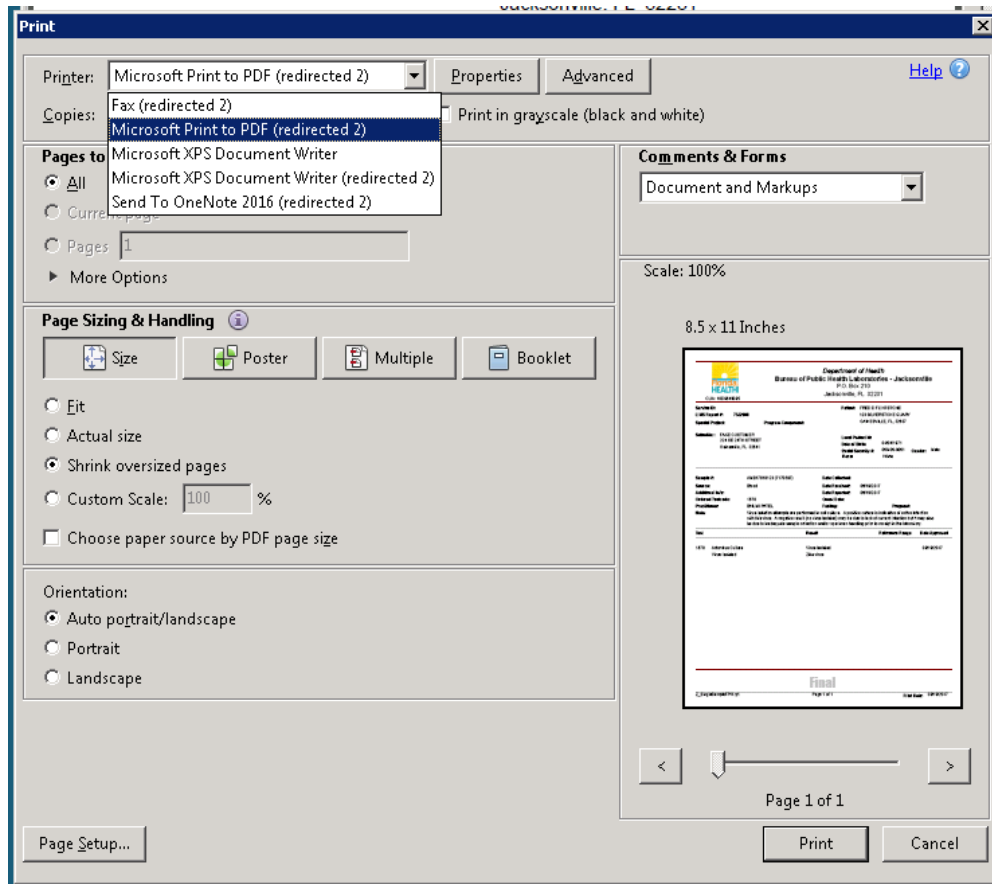
Test	Result	Reference Range	Date Approved
1670 Arbovirus Culture	Virus Isolated		09/19/2017
Virus Isolated	Zika virus		

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 "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

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WebLIMS functionality	"	"	"	