

# OpenELIS Web Portal User Guide

The OpenELIS Web Portal has been redesigned to be more responsive; it is now easier to use on tablets, laptops, and cell phones.

## Logging in

- Go to the State Hygienic Laboratory at The University of Iowa’s web site at [www.shl.uiowa.edu](http://www.shl.uiowa.edu) .
- Click on the green **Test Results** button on the left-hand side.
- Click on the green **OpenELIS** button.
- Login using your username and password. (This is a secure site. Your username and password are encrypted as they are sent for authorization.)
- If you use a shared computer, please click **Logout** on the **Account** menu and then close the browser after completing your session.
- Supported desktop web browsers are recent versions of: Firefox, Chrome, Opera, Safari, and Microsoft Edge (version 15 and above). Mobile browser compatibility includes Apple iPhone and iPad and Android devices.

## Account Menu

- The **Account** menu ([See Figure 1.](#)) in the top right corner of the **Home** page displays the name and username of the user.
- There are links to logout of the web portal and to change the user’s password.
- The user can adjust the font size of the screen text and change the Display Mode (Dark, Calm, Lite).
- There are also links to related forms and user guides.

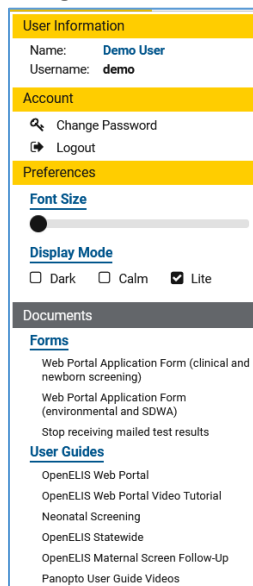


Figure 1 Account Menu

## Buttons and Menus

- The **Home** page of the OpenELIS Web Portal contains a button for each module for which you have been assigned permissions. The **Reports** menu also lists these modules. You can open a module by clicking on its button or selecting it from the Reports menu. ([See Figures 2 - 3.](#))

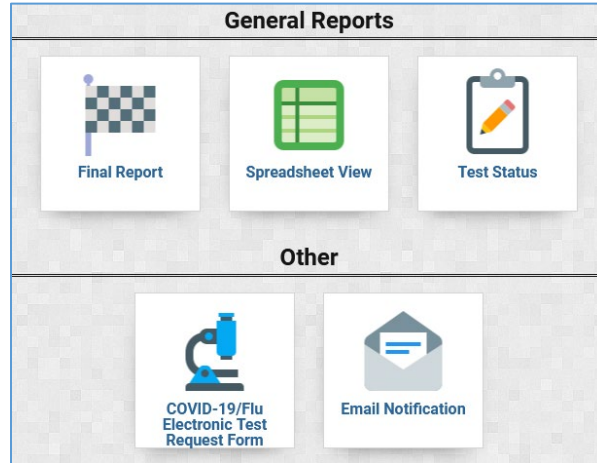


Figure 2 Module Buttons

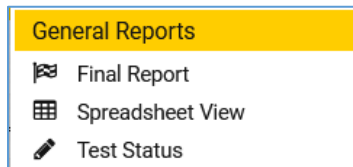

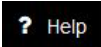


Figure 3 Reports Menu

## News

- The red badge above the newspaper icon  displays the number of news articles that are available pertaining to the laboratory and the web portal. Click on this icon to display the articles.

## Help Text

- A **Help** button  located in the lower right corner of each screen will display helpful information regarding the use of that screen.

## Searching for Your Organization’s Final Reports

- The first step to downloading your organization’s Final Reports is to conduct a search for the samples that have results available.
- Click on the **Final Report** button (or select it from the Reports menu).
- You only need to enter information in one field to conduct a search for your organization’s samples. Example fields include: **Collected Date**, **Released Date**, **Accession Number**, **Collector**, or **Patient's Last Name**. ([See Figures 4 - 6.](#))
- It is recommended that you click in a date field and use the calendar when entering a date to eliminate any formatting errors. Clicking on the word “TODAY” at the bottom of the calendar will insert the current date (or date and time). You can also type the dates if you prefer. All dates have the format of YYYY-MM-DD. **Released Date** also includes the time in the format of YYYY-MM-DD HH:MM.


- You may also narrow your search by entering information in multiple fields. For example, to find all of the samples that you collected and sent to the laboratory in December of 2020, enter your name (as it appeared on the collection form) in the **Collector** field and 2020-12-01 in the **Collected Date** Start field and 2020-12-31 in its End field. (See Figure 7.)
- A search may also be limited to one or more projects, reporting organizations, or a sample domain. If these fields are left empty, all samples to which you are authorized will be displayed regardless of their reporting organization, sample domain, or whether they have an assigned project. (See Figure 8.)
- The system supports wild card searches in the following fields: **Client Reference**, **Collector**, **Location**, **Patient's Last Name**, and **Patient's First Name**. To use this search method add an \* at the beginning and/or end of your search term. Below are three examples:
  - To see a list of samples for a patient whose last name starts with the letters "SCHM", enter SCHM\* in the **Patient's Last Name** field. Matches would include: SCHMIDT, SCHMITT, SCHMITZ, etc.
  - To see a list of samples for a patient whose first name ends with the letters "JO", enter \*JO in the **Patient's First Name** field. Matches would include: BETTY JO, BETTYJO, JO, etc.
  - To see a list of samples that were collected by a person with the name of "buck", enter \*buck\* in the **Collector** field. Matches would include: joseph buck, joe buck, j buck, buck joseph, buck joe, buck j, etc.
- Enter the **Patient's Date of Birth** in the Start field to search by that information. To search by a range of dates enter a Start date and an End date.
- Click on the Tool Tip  to the right of each field to view information about the use and format of that field.
- Click the **Find Samples** button to display a list of samples that match your search criteria. The **Reset** button clears all of the search fields.

Figure 4 Searching by a Collected Date Range

**Final Report Search**
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**ANY SAMPLES**

Collected Date:   ?

Released Date:   ?

Accession Number:   ?

Client Reference:  ?

Project:  ?

Organization:  ?

Sample Domain:  ?

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**ENVIRONMENTAL / SAFE DRINKING WATER SAMPLES ONLY**

Collector:  ?

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**ENVIRONMENTAL / SAFE DRINKING WATER / ANIMAL SAMPLES ONLY**

Location:  ?

---

**PATIENT SAMPLES ONLY**

Patient's Last Name:  ?

Patient's First Name:  ?

Patient's Date of Birth:   ?

Figure 5 Searching by a Released Date Range

**Final Report Search**
✕

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**ANY SAMPLES**

Collected Date:   ?

Released Date:   ?

Accession Number:   ?

Client Reference:  ?

Project:  ?

Organization:  ?

Sample Domain:  ?

---

**ENVIRONMENTAL / SAFE DRINKING WATER SAMPLES ONLY**

Collector:  ?

---

**ENVIRONMENTAL / SAFE DRINKING WATER / ANIMAL SAMPLES ONLY**

Location:  ?

---

**PATIENT SAMPLES ONLY**

Patient's Last Name:  ?

Patient's First Name:  ?

Patient's Date of Birth:   ?

Figure 6 Searching by a Patient's Last and First Name

**Final Report Search**
✕

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**ANY SAMPLES**

Collected Date:   ?

Released Date:   ?

Accession Number:   ?

Client Reference:  ?

Project:  ?

Organization:  ?

Sample Domain:  ?

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**ENVIRONMENTAL / SAFE DRINKING WATER SAMPLES ONLY**

Collector:  ?

---

**ENVIRONMENTAL / SAFE DRINKING WATER / ANIMAL SAMPLES ONLY**

Location:  ?

---

**PATIENT SAMPLES ONLY**

Patient's Last Name:  ?

Patient's First Name:  ?

Patient's Date of Birth:   ?

Figure 7 Searching by a Collected Date Range and Collector Name

Figure 8 Searching by a Collected Date Range and Sample Domain

## Viewing Your Organization's Final Reports



- A list of samples that match your search criteria will be displayed on the next screen. (See Figure 9.)
- To view reports for all of the listed samples, click the **Select All** button, and then the **Run Report** button.
- To view specific reports, check the boxes in front of their **Accession** numbers, and then click the **Run Report** button.
- The PDF reports of the selected samples will pop up. You may view, save, or print your PDF reports.
- The following are descriptions of each column on this screen.

**Accession:** The lab number assigned to the sample by the laboratory.

**Collected Date:** The date (and time if submitted) that the sample was collected. All dates and times have the format of YYYY-MM-DD HH:MM.

**Reference Information:** This information can be helpful in identifying a sample. The patient's name, date of birth (DoB), and gender are usually displayed for patient samples. The collector's name and the collection location is usually displayed for environmental and safe drinking water samples. The type of animal and the collection location is usually displayed for animal samples (e.g., rabies testing).

**Additional Information:** This information can also be useful in identifying a sample. The collection address and city (if submitted) are displayed for environmental samples. The PWS ID-PWS Name are displayed for safe drinking water samples. The health care provider's/veterinarian's/public health professional's name (if submitted) and submitting organization are displayed for patient and animal samples.

**Status:** The sample's status is shown here. "In Progress"  samples have one or more tests that are not yet complete and at least one test that is finished. The finished test's results are currently available on the Final Report. "Completed"  samples have finished testing and all of their results are available on the Final Report.

**Project:** The name of the project that has been assigned to the sample. A project can be used to group samples with a similar purpose.

**Attachments:** The number of documents attached to each sample (if any) are shown in this column in a red circle. First, click on the paper clip icon to display the list of attachments. (See Figure 10.) Next, click on the name

of the attachment that you want to display. Attachments may include the test request form (begins with the prefix "TRF"), original and subsequent versions of final reports (begin with the prefix "FinalReport"), copies of email correspondence, send-out lab reports, and laboratory instrument output.

Accession	Collected Date	Reference Information	Additional Information	Status	Project	Attachments
<input type="checkbox"/> 235901	2017-01-03 09:35	[Patient] DOE, JANE [DoB] 1995-06-30, Female	WELBY, MARCUS ANYTOWN HOSPITAL	✓		1
<input type="checkbox"/> 235905	2017-01-03 10:00	[Collector] mouse mickey [Location] dining hall	1000 MEDICAL ST ANYTOWN	⊘	01wqfmm	1
<input type="checkbox"/> 235911	2017-01-03 08:30	[Patient] DOE, JANE [DoB] 1995-06-30, Female	DOE, JOHN ANYTOWN HOSPITAL	✓		3
<input type="checkbox"/> 235912	2017-01-04 11:45	[Patient] DOE, JANE [DoB] 1995-06-30, Female	WELBY, MARCUS ANYTOWN HOSPITAL	✓		1
<input type="checkbox"/> 235913	2017-01-04 09:45	[Patient] DOE, JANE [DoB] 1995-06-30, Female	WELBY, MARCUS ANYTOWN HOSPITAL	✓		1
<input type="checkbox"/> 235935	2017-02-10 12:45	[Animal] Skunk	DOE, JOHN ANYTOWN HOSPITAL	✓		1
<input type="checkbox"/> 235940	2017-02-13 06:30	[Collector] potter harry [Location] lower level men's bathroom tap	IA5225209-IOWA CITY LANDFILL & RECYCLING	✓		2

7 samples have been found.

Figure 9 Final Report View

Report Name	Create Date
TRF-235911-CM-I.pdf	2017-06-01
FinalReport 235911 R 0	2017-06-01
Send-out Lab Report.pdf	2017-12-05

Figure 10 Sample Attachment List

## Spreadsheet View

- The Spreadsheet View screen will display your organization's results in a spreadsheet that you can sort and filter. It could be used to compare results from the same collection location or the same patient over time, to easily pick out abnormal results, or count the number of samples that were submitted or tests that were ordered over a given period. Click on the **Spreadsheet View** button (or select it from the Reports menu).
- The first step is to search for the results that you would like to be displayed in the spreadsheet. The Spreadsheet View search screen works the same way as the one for final reports. See [Searching for Your Organization's Final Reports](#) for suggestions on how to conduct a search.
- Use the **Open Query** button to navigate to a saved query (in XML format) that you would like to run. This feature is useful to generate a similar spreadsheet on a periodic basis without having to enter the search fields and select the data output fields.
- After entering your search information, click the **Continue to Report Fields** button to select the data that you want to be displayed on your spreadsheet. The **Reset** button clears all of the search fields. The **Help** button will display useful information regarding using this screen.

- On the next screen select the fields that you want to be displayed as columns on your spreadsheet. Individual fields can be selected or you can select all of the fields in a group by clicking the **Select All** button. (See Figures 11 - 12.)
- This screen also shows all of the test analytes and auxiliary data that match your search criteria. You need to select at least one **Test Analyte** or **Auxiliary Data** field to run the report. You can use the **Select All** button at the bottom if you want to output all of the available information in a group.
- The **Show analytes in single row per analysis?** option allows all of the test analyte values and auxiliary data for an analysis to be displayed as a single row on the spreadsheet.
- Click the **Run Report** button to generate the spreadsheet containing all of the data that you selected. You may view, save, or print your spreadsheet reports. (See Figures 13 - 14.)
- Use the **Save Query** button to save a query (in XML format) that you would like to run again in the future. This feature is useful to generate a similar spreadsheet on a periodic basis without having to enter all of the search fields and select the data output fields.

The screenshot shows the 'Spreadsheet View Selection' window with the following sections:

- Fields that apply to ANY sample domain:**

Sample	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Accession #	<input checked="" type="checkbox"/> Collected Date	<input checked="" type="checkbox"/> Received Date	<input checked="" type="checkbox"/> Released Date	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Project	<input checked="" type="checkbox"/> Client Refer
Analysis	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Test	<input checked="" type="checkbox"/> Method	<input checked="" type="checkbox"/> Revision	<input checked="" type="checkbox"/> Unit	<input checked="" type="checkbox"/> Started Date	<input checked="" type="checkbox"/> Completed Date	<input checked="" type="checkbox"/> Released
Organization	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Apt/Suite #	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Zip Code	
- Fields that apply to a SPECIFIC sample domain:**

Animal	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> Common Name	<input type="checkbox"/> Scientific Name	<input type="checkbox"/> Provider Last Name	<input type="checkbox"/> Provider First Name	<input type="checkbox"/> Provider Phone Number
Clinical	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Patient Last Name	<input checked="" type="checkbox"/> Patient First Name	<input checked="" type="checkbox"/> Patient Middle Name	<input checked="" type="checkbox"/> Birth Date	<input checked="" type="checkbox"/> Gender
Environmental	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> Collector	<input type="checkbox"/> Location	<input type="checkbox"/> Location City	<input type="checkbox"/> Collector Phone #	<input type="checkbox"/> Sample Description
Newborn Screening	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> Patient Last Name	<input type="checkbox"/> Patient First Name	<input type="checkbox"/> Gestational Age	<input type="checkbox"/> Weight	<input type="checkbox"/> Clinical Factors
Safe Drinking Water	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> PWS ID	<input type="checkbox"/> PWS Name	<input type="checkbox"/> Collector	<input type="checkbox"/> Location	<input type="checkbox"/> Facility ID
- TEST ANALYTE:**
  - 2019 Novel Coronavirus RNA
  - Accession # 1st Tri Sample
  - Accession # 2nd Tri Sample
  - Acetylcholinesterase
  - Acid Fast Bacillus
  - Adenovirus DNA
  - AFP MoM
  - Age Related DS Risk
  - Amino acidemias interpretation
  - Biotinidase deficiency interpretation
- AUXILIARY DATA:**
  - Animal Vaccinated
  - Another Animal Exposed
  - County
  - Date of Animal Death
  - Date of Symptom Onset (if symptomatic)
  - Date test ordered
  - Employed in healthcare
  - Exposed Animal Exposure Date
  - Exposed Animal Owner
  - Exposed Animal Owner Phone #
- Show analytes in single row per analysis?
- Buttons: **Run Report**, **Save Query**, **Help**

Figure 11 Selecting Fields to Output to Your Spreadsheet for Clinical Samples

**Spreadsheet View Selection** [X]

← Back

**Fields that apply to ANY sample domain.**

Sample	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Accession #	<input checked="" type="checkbox"/> Collected Date	<input checked="" type="checkbox"/> Received Date	<input checked="" type="checkbox"/> Released Date	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Project	<input checked="" type="checkbox"/> Client Refer
Analysis	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Test	<input checked="" type="checkbox"/> Method	<input checked="" type="checkbox"/> Revision	<input checked="" type="checkbox"/> Unit	<input checked="" type="checkbox"/> Started Date	<input checked="" type="checkbox"/> Completed Date	<input checked="" type="checkbox"/> Released C
Organization	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Apt/Suite #	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Zip Code	

**Fields that apply to a SPECIFIC sample domain.**

Animal	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> Common Name	<input type="checkbox"/> Scientific Name	<input type="checkbox"/> Provider Last Name	<input type="checkbox"/> Provider First Name	<input type="checkbox"/> Provider Phone Number
Clinical	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> Patient Last Name	<input type="checkbox"/> Patient First Name	<input type="checkbox"/> Patient Middle Name	<input type="checkbox"/> Birth Date	<input type="checkbox"/> Gender
Environmental	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> Collector	<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Location City	<input checked="" type="checkbox"/> Collector Phone #	<input checked="" type="checkbox"/> Sample Description
Newborn Screening	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input type="checkbox"/> Patient Last Name	<input type="checkbox"/> Patient First Name	<input type="checkbox"/> Gestational Age	<input type="checkbox"/> Weight	<input type="checkbox"/> Clinical Factors
Safe Drinking Water	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	<input checked="" type="checkbox"/> PWS ID	<input checked="" type="checkbox"/> PWS Name	<input checked="" type="checkbox"/> Collector	<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Facility ID

**TEST ANALYTE**

- 1,1,1-Trichloroethane
- 1,1,2-Trichloroethane
- 1,1-Dichloroethane
- 1,2,4-Trichlorobenzene
- 1,2-Dichloroethane
- 1,2-Dichloropropane
- 2,4-D
- Ammonia nitrogen as N
- AMPA
- Asbestos

Select All  Unselect All

**AUXILIARY DATA**

- Facility Id
- Free Chlorine
- PWS Id
- Sample Category
- Sample Collection Point Id
- Sample Type
- Total Chlorine

Select All  Unselect All

Show analytes in single row per analysis?

Figure 12 Selecting Fields to Output to Your Spreadsheet for Environmental and Safe Drinking Water Samples

	A	B	C	D	E	F	G	H	I	J
	Accession #	Collected Date	Client Reference	Test	Method	Patient Last Name	Patient First Name	Analyte	Value	Modifier
1	11226	2015-10-16 10:53	07882246	Chlamydia/Gonorrhoeae	Transcription-Mediated Amplification	TESTSHW	HARPO	Chlamydia rRNA	Detected	
2	11226	2015-10-16 10:53	07882246	Chlamydia/Gonorrhoeae	Transcription-Mediated Amplification	TESTSHW	HARPO	Gonorrhoeae rRNA	Detected	
3	11283	2016-06-14 08:29	00000655	Hepatitis C Total Antibody	CMIA	BEAKER	FEMALETWENTY	Hepatitis C Total Antibody	Reactive	
4	12520	2016-06-01 05:10		Influenza A	Polymerase Chain Reaction (PCR)	TEST	JONNY	Influenza A RNA	Detected	
5	12520	2016-06-01 05:10		Influenza B	Polymerase Chain Reaction (PCR)	TEST	JONNY	Influenza B RNA	Detected	
6	18765	2017-08-21 08:45	8932476923	Influenza A	Polymerase Chain Reaction (PCR)	SAWYER	TOM	Influenza A RNA	Not Detected	
7	18765	2017-08-21 08:45	8932476923	Influenza B	Polymerase Chain Reaction (PCR)	SAWYER	TOM	Influenza B RNA	Detected	
8	36589	2020-05-05 15:45		2019 Novel Coronavirus	Real-Time PCR	MOUSE	PINKY	2019 Novel Coronavirus RNA	Not Detected	
9	36590	2020-05-05 16:01		2019 Novel Coronavirus	Real-Time PCR	MOUSE	RICKY	2019 Novel Coronavirus RNA	Positive 2019-nCoV	
10	378939	2017-11-15 09:15	1237/t128456789	Acid Fast Bacillus	Bacterial Culture	FINN	HUCKLEBERRY	Acid Fast Bacillus	No Acid Fast Bacillus isolated after 3 weeks	
11	378939	2017-11-15 09:15	1237/t128456789	Fluorescent Stain for AFB	Fluorochrome (Auramine-Rhodamine Stain)	FINN	HUCKLEBERRY	Acid Fast Bacillus	Positive	1+
12	378939	2017-11-15 09:15	1237/t128456789	Acid Fast Bacillus	Bacterial Culture	FINN	HUCKLEBERRY	Acid Fast Bacillus	Acid Fast Bacillus isolated	

Figure 13 Spreadsheet View of Clinical Samples

	A	B	C	D	E	F	G	H	I	J	K
	Accession #	Collected Date	Received Date	Test	Method	Analysis Released Date	Analyte	Value	Uncertainty	Quant Limit	MCL
1	378947	2018-01-22 09:00	2018-01-22 12:10	Gross Alpha (excluding Uranium)	EPA 900.0/200.8	2018-01-24 15:47	Gross Alpha excluding Uranium	1.9	1.7	1.2	15
2	378947	2018-01-22 09:00	2018-01-22 12:10	Uranium	EPA 200.8	2018-01-24 15:40	Uranium	31		1.0	30
3	378947	2018-01-22 09:00	2018-01-22 12:10	Gross Alpha (including Uranium)	EPA 900.0	2018-01-24 15:41	Gross Alpha including Uranium	22.7	1.7	1.2	
4	378949	2018-01-22 08:30	2018-01-22 13:15	Total Coliform and E.coli Bacteria	9223B-18PA	2018-01-25 15:06	E.coli	Absent			
5	378949	2018-01-22 08:30	2018-01-22 13:15	Total Coliform and E.coli Bacteria	9223B-18PA	2018-01-25 15:06	Total Coliform Bacteria	Absent, Bacterially Safe			
6	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Bromoacetic acid	<0.001		0.001	0.060
7	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Chloroacetic acid	<0.002		0.002	0.060
8	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Dibromoacetic acid	<0.001		0.001	0.060
9	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Dichloroacetic acid	0.009		0.001	0.060
10	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Total Haloacetic Acids (HAA5)	0.015		0.006	0.060
11	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Trichloroacetic acid	0.005		0.001	0.060
12	378983	2019-01-15 14:30	2019-01-16 10:35	Haloacetic Acids (HAAs)	EPA 552.2	2019-01-23 14:18	Trichloroacetic acid	0.005		0.001	0.060

Figure 14 Spreadsheet View of Safe Drinking Water Samples

**Disclaimer**

Results from the **Spreadsheet View** represent analytical values as of the date they are generated. Future revisions may affect these results and official final results should be reviewed from the **Final Report** option to assure their accuracy.





## Test Status

- The Test Status screen will display the status of each test that is being performed on your organization's samples. The Collected Date, Received Date, Client Reference, and any QA Events will also be shown. Click on the **Test Status** button (or select it from the Reports menu).
- The first step is to search for your desired samples. The Test Status search screen works the same way as the one for final reports. See [Searching for Your Organization's Final Reports](#) for suggestions on how to conduct a search.
- After entering your search information, click the **Find Samples** button. The **Reset** button clears all of the search fields.
- A list of samples matching your search criteria will be displayed on the next screen. The real-time status of each test that is being performed is shown. Samples will not be displayed until they have been entered into and verified through the laboratory's information system. (See Figure 15.)
- The following are descriptions of each column on this screen.

**Accession:** The lab number assigned to the sample by the laboratory.

**Sample/Test Description:** The Sample Description is displayed in the first row for each Accession number. The patient's name (in uppercase letters) is usually displayed for patient samples. The collector's name (in lowercase letters) is usually displayed for environmental and safe drinking water samples. The type of animal is displayed for animal samples (e.g., rabies testing). The Test Descriptions are displayed in the remaining rows for each Accession number. They consist of the "test name, method name". There may be a footnote at the end of a Sample or Test Description which is explained in the QA Event column. If a footnote is after the Sample Description, it applies to the entire sample. If a footnote is after a Test Description, it only applies to that test.

**Status:** The test's status is shown here. "In Progress"  tests have not been finished. "Completed"  tests have finished testing and their results are available on the Final Report or through the Spreadsheet View.

**Collected Date:** The date (and time if submitted) that the sample was collected. All dates and times have the format of YYYY-MM-DD HH:MM.

**Received Date:** The date and time that the sample was received at the laboratory. All dates and times have the format of YYYY-MM-DD HH:MM.

**Client Reference:** An item of information that helps to identify a sample. It could be the organization's lab number, a patient ID/Chart ID/Medical Record Number, or another identifier for a sample.

**QA Event:** Any quality assurance issue that applies to the entire sample or an individual test is displayed in this column.

Test Status View						
Accession	Sample/Test Description	Status	Collected Date	Received Date	Client Reference	QA Event
37565	MOUSE, GREENY, E.coli O157 & Other STEC, Bacterial Culture for Exclusion <sup>2</sup> Enteric Pathogen Identification/Serotyping, Agglutination	✓	2020-02-01 10:10	2020-02-03 11:23	728927672	1. There was an error in sample collection date/time (e.g. missing, mismatched, postdated or incorrect). 2. Previous test result was incorrect. The corrected result is included on this report.
	Enteric Pathogen Identification/Serotyping, Next Generation Sequencing	⊘				
37566	hayek mike, Metals, EPA 200.8	⊘	2020-02-13 09:45	2020-02-13 11:40	62181991	1. Sample was leaking upon receipt. Integrity of sample is questionable.

2 samples have been found.

Figure 15 Test Status View

## Email Notification

- The laboratory can send an email to specified email addresses whenever a new sample is received or when a result is available. You can choose whether the notification emails are sent for either or both types of events. Click on the **Email Notification** button (or select it from the Reports menu).
- You can also add a filter so that you will only receive email notifications from the laboratory that match that filter. This allows the user to only receive email notifications for samples that she collects, where she is the provider, or that have a specific Client Reference or assigned project.

To Add an Email Notification Entry ([See Figure 16.](#))

- Click on the **Add** button to enter a new email address.
- Select your organization from the dropdown list in the **Organization** field.
- Enter your email address in the **Email** field.
- If you wish to add an email notification filter, select the **Filter By** option (Client Reference, Collector, Provider, or Project) by which you want to filter your email notifications. Next, enter the text that you want to match your filter in the **Filter Match** field. Examples include the last name of the collector or provider, the name of the project, or a common word or number that is used in the Client Reference field of your organization's samples.
- Check **Received** or **Released** or both to receive notifications for each type of event.
- Click the **OK** button and then the **Save Changes** button to complete the process.

**Add Email Notify**
✕

Organization: ANYTOWN HOSPITAL ▼

Email: marcus.welby@anytownhospital.org

Filter By: Provider ▼

Filter Match: WELBY

Received:

Released:

Figure 16 Adding an Email Notification

To Edit an Existing Entry ([See Figure 17.](#))

- Click on any cell in the entry that you want to edit.
- Edit the information.

- Click the **Save Changes** button to complete the process.

**Email Notification** [X]

The laboratory can send an email to specified email addresses whenever a new sample is received or when a result is available. You can choose whether the notification emails are sent for either or both types of events. You can also add a filter so that you will only receive email notifications from the laboratory that match that filter. This allows the user to only receive email notifications for samples that she collects, where she is the provider, or that have a specific Client Reference or assigned project.

Organization	Email	Filter By	Filter Match	Received	Released
ANYTOWN HOSPITAL	marcus.welby@anytownhospital.org	Provider	WELBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ANYTOWN HOSPITAL	laboratory@anytownhospital.org			<input checked="" type="checkbox"/>	<input type="checkbox"/>
ANYTOWN HOSPITAL	laboratory@anytownhospital.org			<input type="checkbox"/>	<input checked="" type="checkbox"/>
ANYTOWN HOSPITAL	nursing@anytownhospital.org			<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add   - Remove   Save Changes   ? Help

Figure 17 Editing an Email Notification

To Remove an Email Notification Entry

- Select the entry that you want to remove. Click the **Remove** button.

## COVID-19/Flu Electronic Test Request Form

- Organizations can now order Coronavirus (COVID-19) tests and the Influenza SARS-CoV-2 (Flu SC2) Multiplex test electronically through the COVID-19/Flu Electronic Test Request Form. This form increases SHL’s capability to deliver COVID and Influenza test results faster to our clients since we do not have to enter this information manually into our information system. It also prevents transcription errors that can occur through manual data entry by our staff. Click on the **COVID-19/Flu Electronic Test Request Form** button (or select it from the Other menu).
- Fields marked with an \* are required. You cannot submit the form without an entry in these fields.
- You can use the Tab key to move through the fields. You can use your mouse to select an answer from a dropdown list. Alternatively, enter the first letter of your selection (or arrow down to it) and then press the Enter key to select that item.
- All dates have a format of YYYY-MM-DD. It is recommended that you click in a date field and use the calendar when entering a date to eliminate any formatting errors. Clicking on the word “TODAY” at the bottom of the calendar will insert the current date. You can also type the date if you prefer. All phone numbers have a format of 111/111-1111.
- Select the organization that you want to receive the results in the **Reporting Organization Information** section. (See Figure 18.) Only one organization can receive the test results through the OpenELIS Web Portal.

**COVID-19/Flu Electronic Test Request Form**

(\* means required field)

**REPORTING ORGANIZATION INFORMATION**

Organization: \*   9055 - ANYTOWN HOSPITAL

Figure 18 Reporting Organization Information

- The last and first name of the ordering health care provider must be entered in the **Ordering Health Care Provider Information** section. (See Figure 19.) The provider’s National Provider Identifier (NPI) and phone number are also useful to laboratory staff and public health epidemiologists.

ORDERING HEALTH CARE PROVIDER INFORMATION			
Last Name: *	DOE	First Name: *	JANE
NPI:	0123456789	Phone Number:	319/555-1818

Figure 19 Ordering Health Care Provider Information

- The date that the sample was (or will be) collected must be entered in the **Sample Information** section. (See [Figure 20.](#))

SAMPLE INFORMATION	
Collected Date: *	2021-01-26

Figure 20 Sample Information

- At least one test must be selected along with its corresponding sample type in the **Test(s) Being Requested** section. (See [Figure 21.](#)) If you want to order a second type of test on the patient, select the test and its corresponding sample type.

TEST(S) BEING REQUESTED			
1.	Available Tests: *	2019 Novel Coronavirus Diagnostic Test	+
	Sample Type: *	Nasopharyngeal swab	
2.	Available Tests:	SARS-CoV-2 Next Generation Sequencing	+ -
	Sample Type:	Nasopharyngeal swab	

Figure 21 Test(s) Being Requested

- If you would like to enter a Patient ID, MRN (Medical Record Number), Chart Number, or Account Number for the patient, enter it in the Client Reference field in the **Patient Information** section. (See [Figure 22.](#)) Those organizations that are testing multiple facilities (such as county health departments) could also use this field to identify the facility that is being tested (i.e., Oak Tree Care).
- The last name, legal first name, date of birth, and complete address of the patient must be entered. The patient's middle name, phone number, gender, race, and ethnicity are useful to IDPH epidemiologists.

PATIENT INFORMATION			
Client Reference:	82792827		
Last Name: *	DOE	Legal First Name: *	JOHN
Middle Name:	WALTER	Date of Birth: *	1942-10-15
Address: *	896 34TH ST #4	City: *	ANYTOWN
State: *	IA	Zip Code: *	50000
Phone Number:	319/555-1212	Gender:	Male
Race:	White, Black	Ethnicity:	Hispanic

Figure 22 Patient Information

- The remainder of the questions are requested to be answered by the United States Department of Health and Human Services (HHS) and State Hygienic Laboratory staff to assist with testing and epidemiological investigations. (See [Figure 23.](#)) The majority of these questions can be answered with a Yes/No/Unknown answer or a date. "Date test ordered" is the date that you complete this form. The last two questions should be answered if the SARS-CoV-2 Next Generation Sequencing test is being ordered.

REQUESTED INFORMATION	
Question	Response
Hospitalized (inpatient/admitted)	Yes
Influenza Rapid Test Result	Not Performed
SARS-CoV-2 Rapid Test Result	Positive
Resident in a congregate care setting	Yes
Patient residence county	BREMER
Date test ordered	2023-02-21
PCR Performed?	Yes
Viral Ct values	<input type="text"/>

Figure 23 Requested Information

- Noteworthy information is listed in the **Additional Information** section at the bottom of the screen.
- When you have finished entering the information click the **Generate Form** button. **A PDF copy of the test request form should pop-up. Print it out and package it with the sample.** If it does not pop-up, you may have to allow pop-ups to be displayed for this web site. Call SHL Web Portal Support at 319/335-4358 or your IT staff for assistance, if needed. You may need to re-enter the information after pop-ups are allowed in order to display the PDF version of your test request form.
- You can correct any of the information on the paper copy of the test request form, if necessary. Strike through the incorrect information and hand write the correct information. You do not need to re-enter the information on this screen to correct one or two pieces of information.
- It is perfectly acceptable to enter the information into this form and print the PDF version of the test request form several days in advance of when the sample will be collected. If the Collected Date changes, correct it on the paper copy of the test request form.
- You only need to contact the State Hygienic Laboratory to cancel a test if you have already sent the sample. There is no need to contact the State Hygienic Laboratory to cancel an electronic test order if you do not ship the sample.
- After clicking the **Generate Form** button all of the information will remain in the fields except for the **Patient Information** and **Requested Information**. This allows the user to enter a batch of samples with the same reporting organization, provider, collection date, and test(s) requested and corresponding sample type(s) without having to re-enter this information for every patient. If you want to clear all of the fields on the form click the **Reset** button.

## Changing Your Password

- Click **Change Password** on the Account menu and follow the designated steps.
- Keep your new password secure. If you must write it down, be sure to keep it in a safe place.

## Questions/Help

- Questions regarding the OpenELIS Web Portal may be directed to [shl-webportalsupport@uiowa.edu](mailto:shl-webportalsupport@uiowa.edu) or to 319/335-4358.