

Antibiotic Resistance Laboratory Network (ARLN) lab web portal (LWP) quick start guide

This guide will provide an overview of the Lab Web Portal, including how to create a new account, navigating the LWP, and how to check reports. Guidance on how to order tests and how to submit test requisition forms via the LWP is included in the colonization screening guidance documents which will be sent separately.

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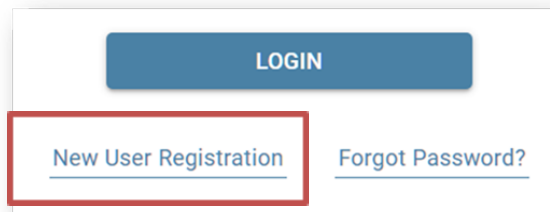
How to get started

The website

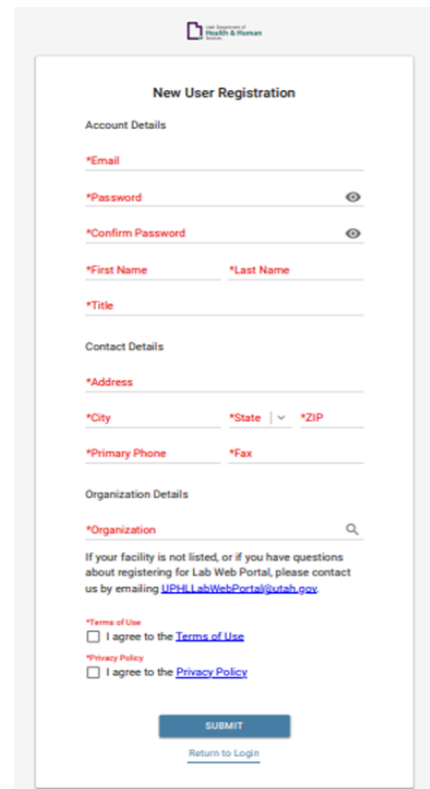
- Log into the lab web portal at <https://lwp-web.aimsplatform.com/ut/#/auth/login>.

Create new account

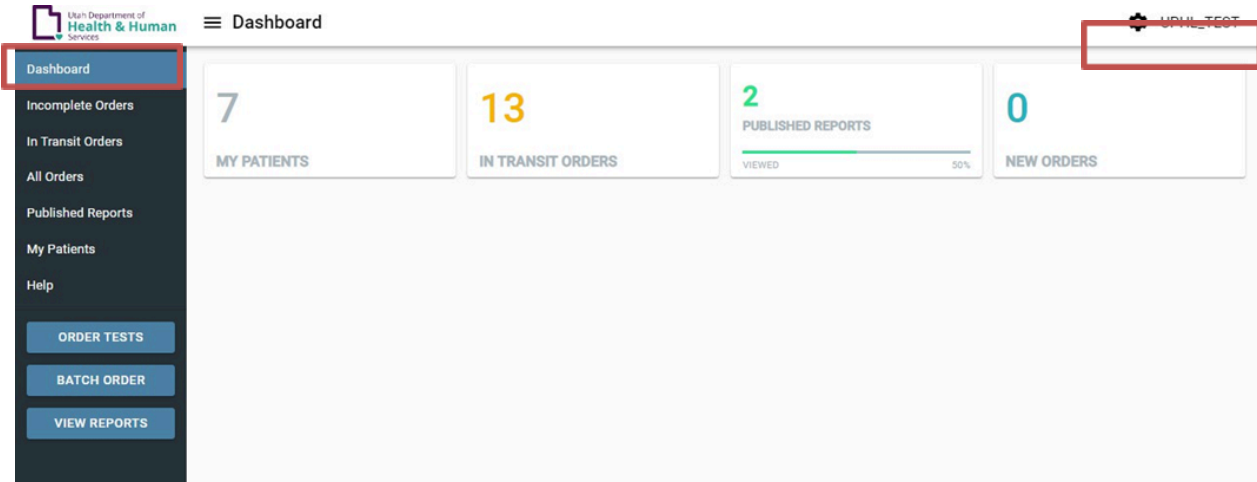
1. Click “New User Registration” under the Login button.



2. Enter your email address. This will be your username for the portal.
3. Create a password for the portal and enter your name and title.
4. Enter the address of your primary facility.
5. Enter the name of your submitting facility into the “organization” field. A list of facilities currently in the portal will display as you type.
 - a. Select your facility from the pop-up list if it appears.
 - b. If you are affiliated with multiple facilities, choose one to complete your registration. Contact technical support after registering to have additional facilities added to your account.
6. Click on the “Terms of Use” and “Privacy Policy” links to review these documents. Check the box next to each document after you’ve reviewed it.
7. Click the “submit” button. You will receive an email confirmation once your registration is approved. You can log into the portal after you receive this email.

A screenshot of the 'New User Registration' form. The form is titled 'New User Registration' and is divided into three sections: 'Account Details', 'Contact Details', and 'Organization Details'. The 'Account Details' section includes fields for *Email, *Password, *Confirm Password, *First Name, *Last Name, and *Title. The 'Contact Details' section includes fields for *Address, *City, *State (with a dropdown arrow), *ZIP, *Primary Phone, and *Fax. The 'Organization Details' section includes a field for *Organization with a search icon. Below the form, there is a note: 'If your facility is not listed, or if you have questions about registering for Lab Web Portal, please contact us by emailing JIPHLabWebPortal@utah.gov'. At the bottom, there are two checkboxes: '*Terms of Use' with a link to 'Terms of Use' and '*Privacy Policy' with a link to 'Privacy Policy'. A blue 'SUBMIT' button is at the bottom right, and a 'Return to Login' link is below it.

Navigating the lab web portal

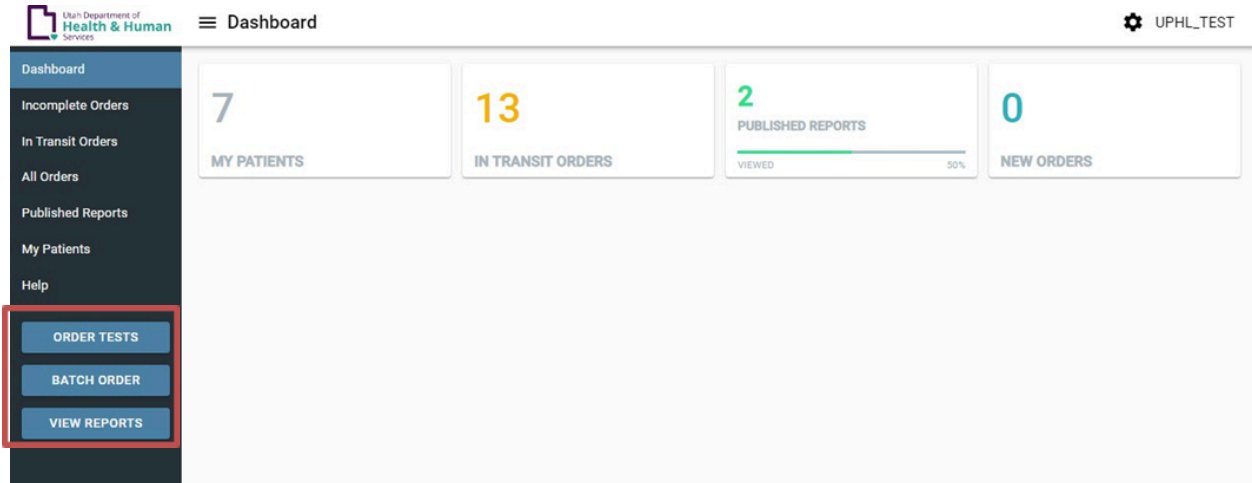


You can access the following information in your lab web portal account:

Note: Not every user role has access to all options.

- **Dashboard:** The first page you will see after logging in to the portal. It is the “control center” where you can view key performance indicators and charts, track order statuses, and view published patient reports.
 - Click on the gear icon in the upper right corner (next to your name) to edit the dashboard.
 - Click the 3 horizontal lines next to the logo in the upper left corner to collapse the dashboard. This functionality applies to other pages in the portal, too.
- **Incomplete orders:** Orders that have been started but not submitted.
- **In transit orders:** Orders that have been submitted but that the lab hasn’t received yet.
- **All orders:** A list of all the orders you’ve submitted.
- **Published reports:** Orders with published reports. Unread (not viewed) reports are shown in bold; read (viewed) reports are shown in normal font.
- **My patients:** A list of all your patients.
- **Help:** Get help to use the portal.

Call-to-action buttons

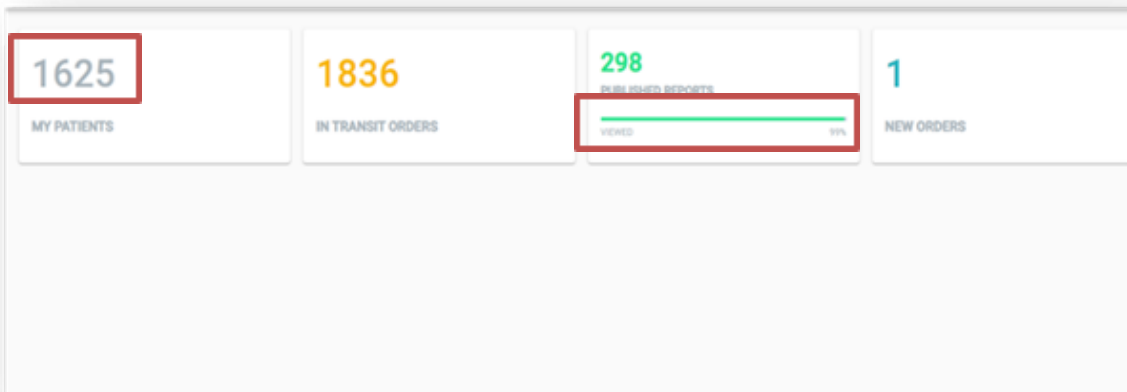


The screenshot shows the dashboard interface. On the left is a dark navigation panel with a menu. At the bottom of this panel, three blue buttons are highlighted with a red box: "ORDER TESTS", "BATCH ORDER", and "VIEW REPORTS". The main dashboard area contains four tiles: "MY PATIENTS" (7), "IN TRANSIT ORDERS" (13), "PUBLISHED REPORTS" (2) with a progress bar at 50%, and "NEW ORDERS" (0). The top right of the dashboard shows a settings gear icon and the text "UPHL_TEST".

These are 3 blue buttons on the bottom left side of the Navigation Panel.

- **Order tests:** Order a test through the test requisition form.
- **Batch Orders:** Upload multiple test orders at once.
- **View reports:** View all unread reports for your organization.

The tiles

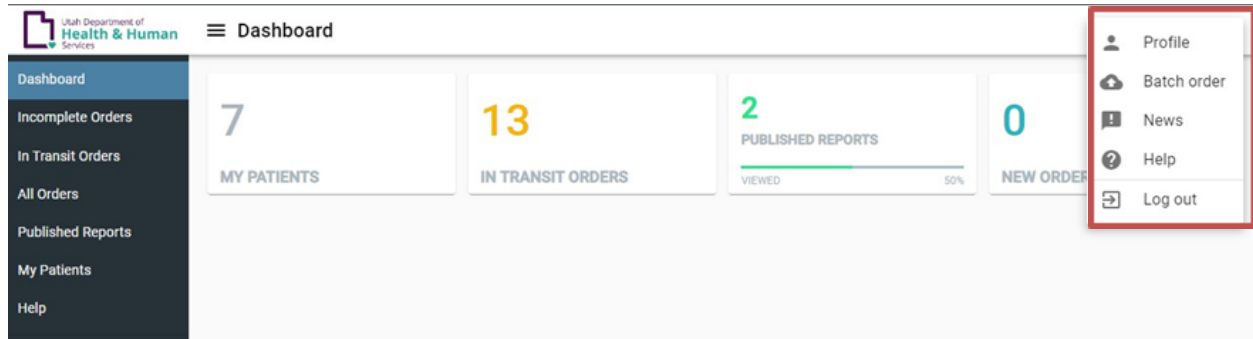


The screenshot shows the dashboard tiles. The "MY PATIENTS" tile has a counter of 1625, highlighted with a red box. The "IN TRANSIT ORDERS" tile has a counter of 1836. The "PUBLISHED REPORTS" tile has a counter of 298 and a progress bar at 99%, both highlighted with a red box. The "NEW ORDERS" tile has a counter of 1.

These are counters and key performance indicators.

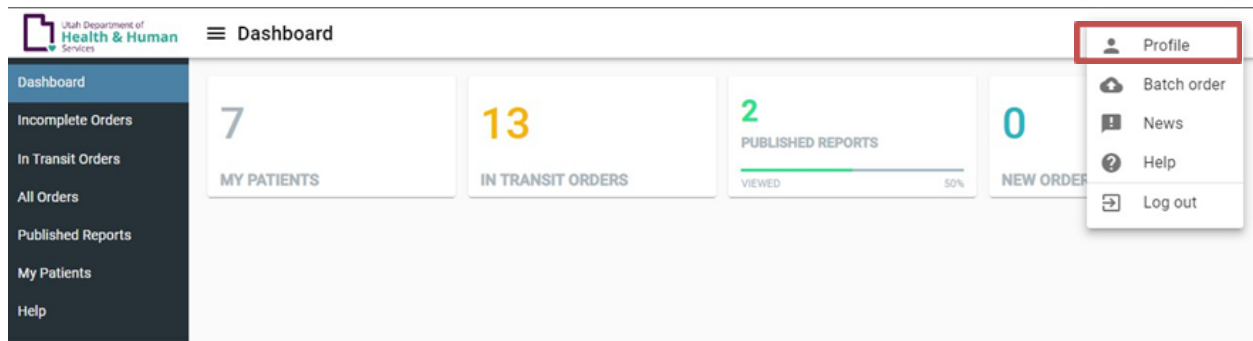
- Click on the number to open relevant data grids for each tile.
- The progress bar on the “published reports” tile shows the percentage of read reports in your account.

User drop-down menu

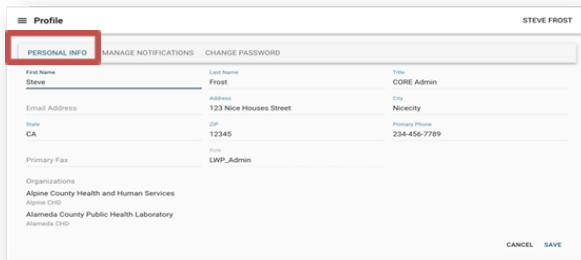


The drop-down menu on the upper right corner offers additional resources for your account.

Profile



- **Personal info:** View and edit your personal information.

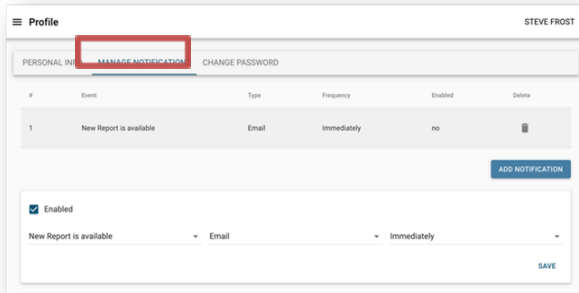


The screenshot shows the 'Profile' page for a user named Steve Frost. The page has three tabs: PERSONAL INFO (highlighted in red), MANAGE NOTIFICATIONS, and CHANGE PASSWORD. The personal information is displayed in a table format:

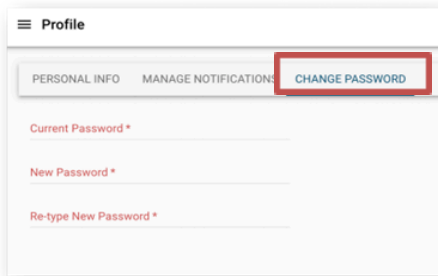
Field Name	Last Name	Title
First Name	Frost	CORE Admin
Email Address	123 Nice Houses Street	Nicecity
State	ZIP	Primary Phone
CA	12345	234-456-7789
Primary Fax	Title	
	LWP_Admin	

Below the table, there are sections for Organizations (Alameda County Health and Human Services, Alameda County Public Health Laboratory) and a CANCEL SAVE button at the bottom right.

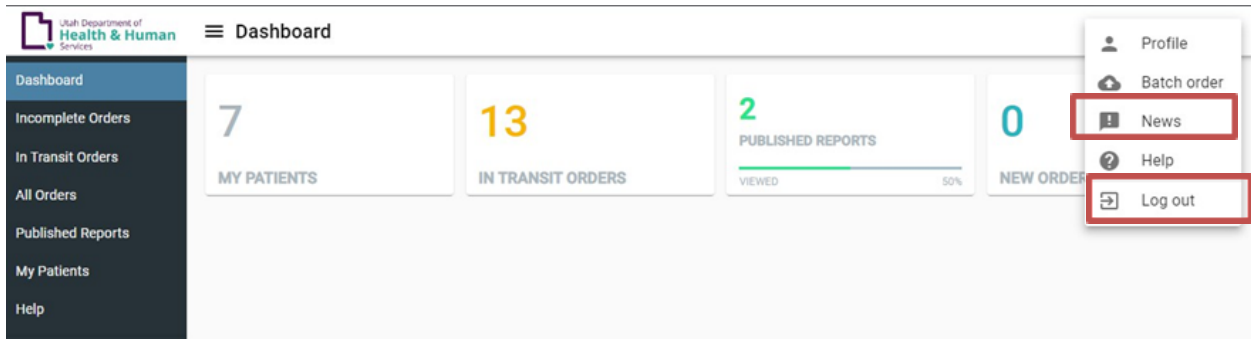
- **Manage notifications:** Manage notifications from the portal.



- **Change Password:** Change your password.



Other



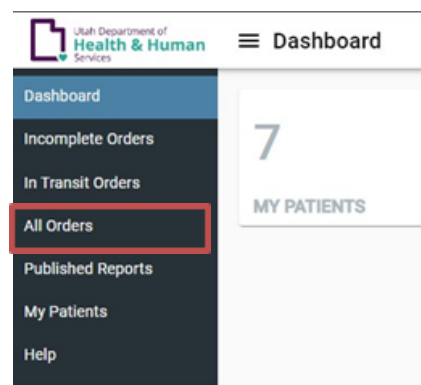
- **News:** View portal news and announcements.
- **Log out:** Log out of the portal.

Orders, reports, and patients

Order status

Click "all orders" in the navigation bar to check an order's status. Each order in this list will have one of the following statuses:

- **In transit:** Order has been submitted but not yet received by the lab.



- **ReceivedInLab:** Order has been received by the lab but not yet tested.
- **InProcess:** Order is being tested by the lab.
- **Released:** Testing is done, order is released, results reports published.
- **Canceled:** Order is canceled.

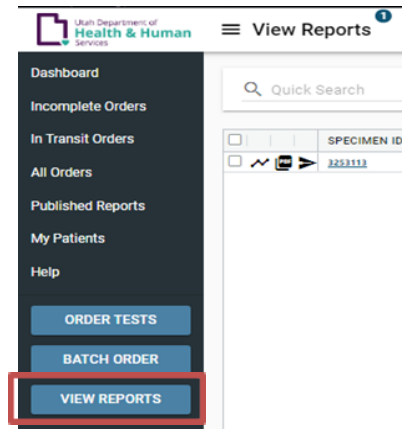
Hover your mouse over the line graph icon next to the order number to see its history.

Order reports

Unread reports

Click “view reports” in the navigation bar to see unread reports.

- The “view reports” header will include the number of unread reports in a blue circle.
- Unread reports will be bolded.
- After you’ve viewed the report, it will disappear from the “view reports” grid and move to the “published reports” grid.

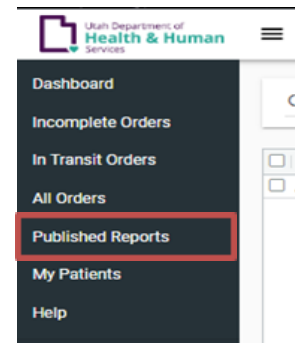


Published reports

Click “published reports” in the navigation bar to see a list of reports for each order.

Note: The most recent report is always listed first.

- Click the PDF icon next to the order number to view all published reports for that order.



Published Reports		LIMS CONNECT					
	SPECIMEN ID	LIMSACCESSIONID	PATIENTNAME	PATIENTDATEOFBIRTH	DATECOLLECTED	DATERECEIVED	OUTCOME
<input type="checkbox"/>	OIDL200000059	C200002124801	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020 04:38 pm	SARS-Co
<input type="checkbox"/>	OIDL200000058	C20000211MB01	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020 04:10 pm	SARS-Co
<input type="checkbox"/>	OIDL200000057	C20000210MB01	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020 04:04 pm	Positive
<input type="checkbox"/>	OIDL200000056	C20000209MB01	Silly, String R	04/12/1977	04/21/2020 02:18 pm	04/21/2020 02:24 pm	SARS-Co
<input type="checkbox"/>	OIDL200000053	C20000206MB01	Washington, George	09/10/1910	04/21/2020 12:13 pm	04/21/2020 01:13 pm	Positive
<input type="checkbox"/>	OIDL200000039	N20000191MB01	TEST, TEST	09/08/1965	04/20/2020 08:12 am	04/20/2020 01:20 pm	SARS-Co

- Unread reports will have an open green circle and the words “new” in a red highlight.
- The report’s PDF file name will include the type of report (final, accessioning, etc.).

Download Order Summary



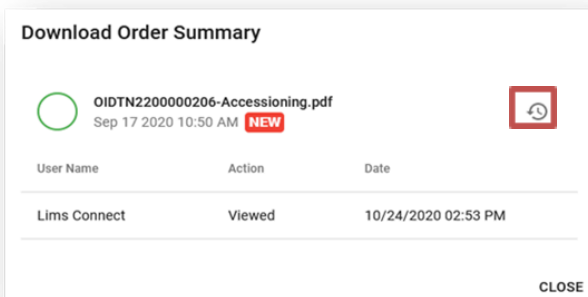
OIDTN2200000206-Accessing.pdf
Sep 17 2020 10:50 AM

NEW



CLOSE

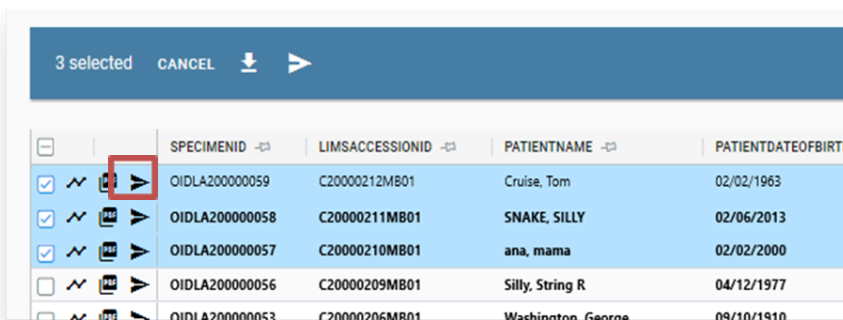
- Click the clock arrow icon on the right side of the page to open the report history. This will show an audit trail of every action on the report (viewed, shared, etc.)



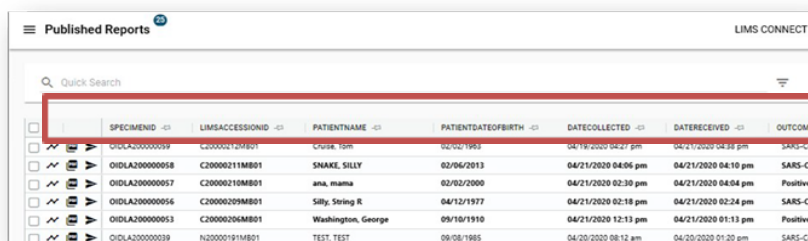
- Click the paper airplane icon to send a published report directly from the portal. You can send multiple reports at a time.

Note: The recipient will get temporary portal access to download the reports.

- Type in the subject line, the recipient's email address, and a message, then click "submit."



Data grids

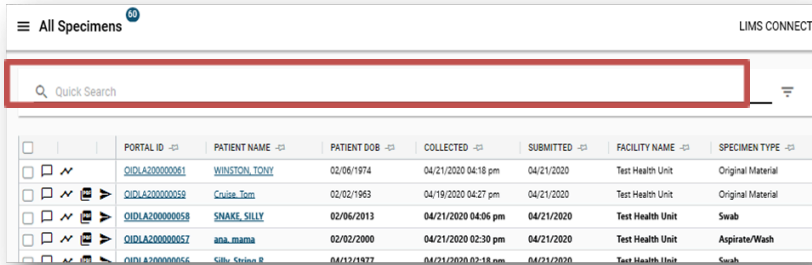


Use these guidelines to manage data grids in the portal:

- Click on any column header to sort the grid.
- To sort by multiple columns, click and hold Shift and click on the column headers.
- Click on the pushpin icon to pin one or multiple columns to the left side of the grid.

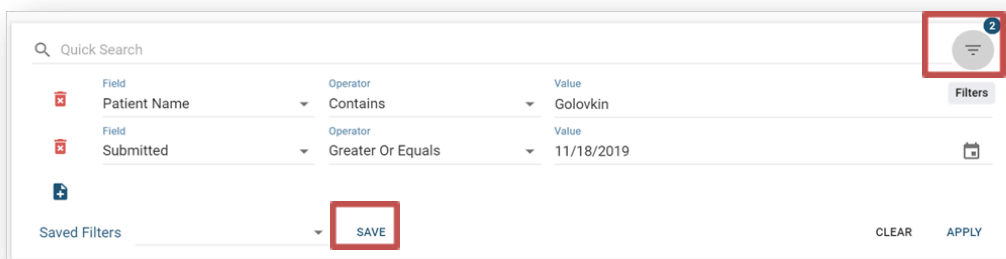
Quick search

- Use the “quick search” box at the top of the page to search across all columns in the grid.



PORTAL ID	PATIENT NAME	PATIENT DOB	COLLECTED	SUBMITTED	FACILITY NAME	SPECIMEN TYPE
OIDLA200000061	WINSTON, TONY	02/06/1974	04/21/2020 04:18 pm	04/21/2020	Test Health Unit	Original Material
OIDLA200000059	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020	Test Health Unit	Original Material
OIDLA200000058	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020	Test Health Unit	Swab
OIDLA200000057	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020	Test Health Unit	Aspirate/Wash
OIDLA200000056	Silly, Shines R	04/13/1977	04/21/2020 02:18 pm	04/21/2020	Test Health Unit	Swab

- Click the icon with 3 horizontal lines on the right side of the page to open the filter panel. This will give you advanced search options such as searching multiple fields at the same time, date ranges, etc.
- Use the “save” button to save filters for repeated searches.



Quick Search

Field	Operator	Value
Patient Name	Contains	Golovkin
Submitted	Greater Or Equals	11/18/2019

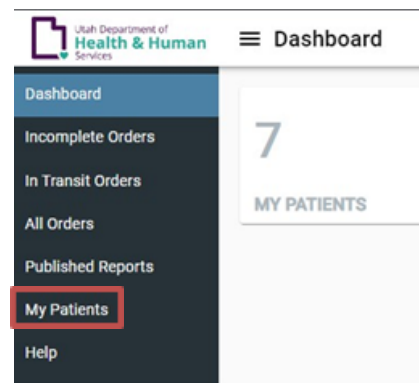
Filters

Saved Filters SAVE CLEAR APPLY

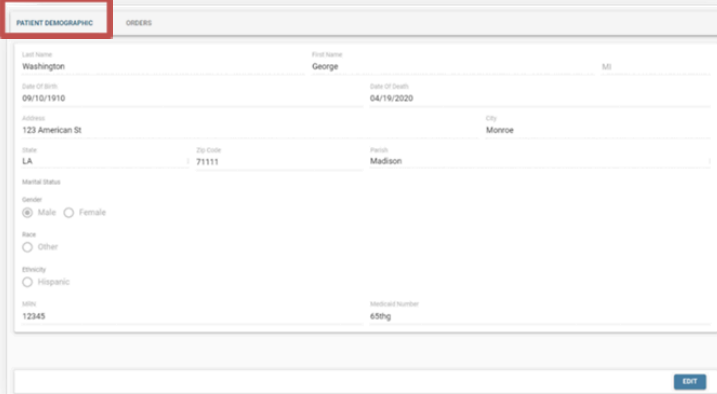
Patient information

Click “my patients” in the navigation bar to access their information. **Note:** Patient page can also be accessed from All Orders grid by clicking on a Patient Name.

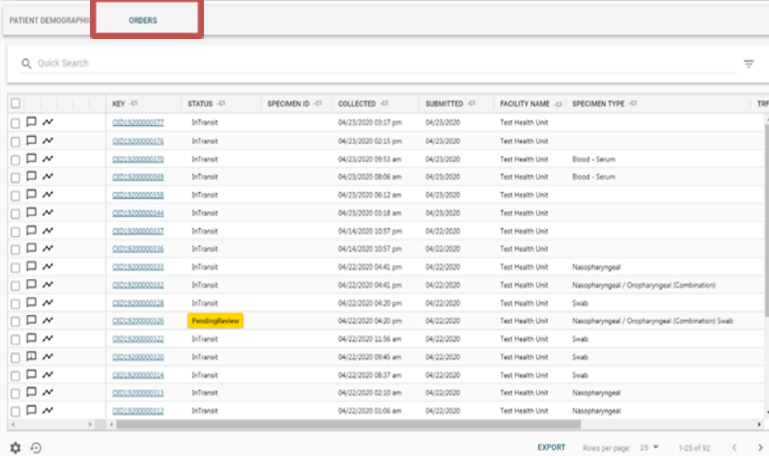
Search and click on the patient record to open the patient information page:



- **Patient Demographics:** Shows the patient demographic information. You can edit this information.



- **Orders:** Shows all submitted orders for the patient. This list is also filtered by the organizations the user has access to.



KEY	STATUS	SPECIMEN ID	COLLECTED	SUBMITTED	FACILITY NAME	SPECIMEN TYPE
CDU13000000137	In Transit		04/23/2020 03:17 pm	04/23/2020	Test Health Unit	
CDU13000000138	In Transit		04/23/2020 02:15 pm	04/23/2020	Test Health Unit	
CDU13000000139	In Transit		04/23/2020 08:53 am	04/23/2020	Test Health Unit	Blood - Serum
CDU13000000140	In Transit		04/23/2020 08:06 am	04/23/2020	Test Health Unit	Blood - Serum
CDU13000000141	In Transit		04/23/2020 06:12 am	04/23/2020	Test Health Unit	
CDU13000000144	In Transit		04/23/2020 03:38 am	04/23/2020	Test Health Unit	
CDU13000000137	In Transit		04/14/2020 10:57 pm	04/22/2020	Test Health Unit	
CDU13000000136	In Transit		04/14/2020 10:57 pm	04/22/2020	Test Health Unit	
CDU13000000131	In Transit		04/22/2020 04:45 pm	04/22/2020	Test Health Unit	Nasopharyngeal
CDU13000000132	In Transit		04/22/2020 04:45 pm	04/22/2020	Test Health Unit	Nasopharyngeal / Oropharyngeal (Combinator)
CDU13000000128	In Transit		04/22/2020 04:20 pm	04/22/2020	Test Health Unit	Swab
CDU13000000126	Pending Review		04/22/2020 04:20 pm	04/22/2020	Test Health Unit	Nasopharyngeal / Oropharyngeal (Combinator) Swab
CDU13000000122	In Transit		04/22/2020 11:56 am	04/22/2020	Test Health Unit	Swab
CDU13000000120	In Transit		04/22/2020 09:45 am	04/22/2020	Test Health Unit	Swab
CDU13000000114	In Transit		04/22/2020 08:37 am	04/22/2020	Test Health Unit	Swab
CDU13000000111	In Transit		04/22/2020 02:10 am	04/22/2020	Test Health Unit	Nasopharyngeal
CDU13000000112	In Transit		04/22/2020 01:06 am	04/22/2020	Test Health Unit	Nasopharyngeal

Contact us

Email arlnutah@utah.gov if you have questions.