

# OpenELIS Statewide 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.

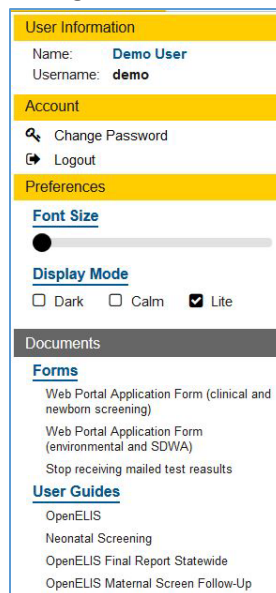


Figure 1 Account Menu

## 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.

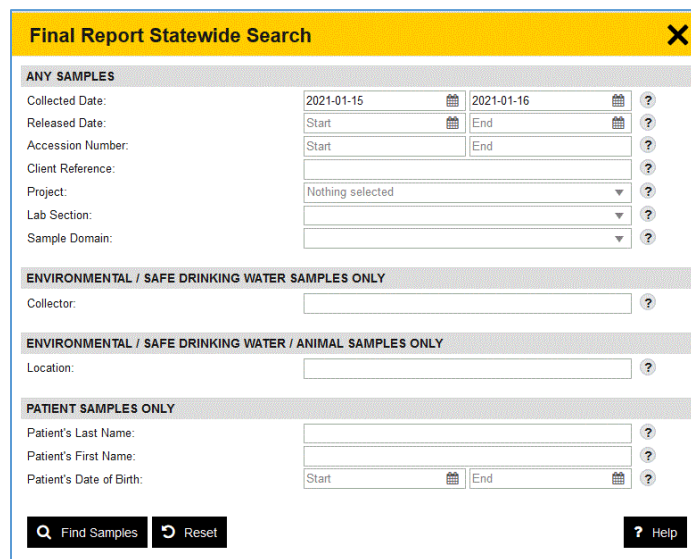
## Help Text

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

## Final Report Statewide Screen

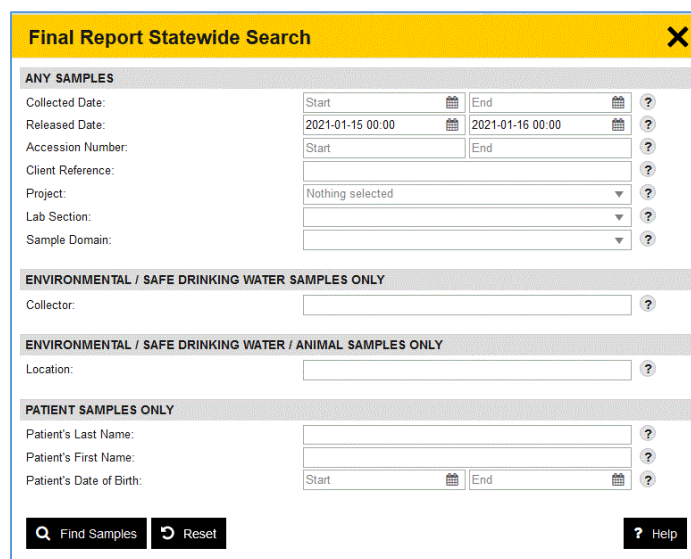
- The Final Report Statewide screen allows the user to search for and download the final reports for a particular sample domain(s) for samples that were submitted by organizations anywhere in a state or for patients that reside in a specified state. For instance, the user may have permissions to search for and download the final reports for any clinical samples submitted to the laboratory for patients that reside in a specified state.
- Click on the **Final Report Statewide** button (or select it from the Reports menu).
- You only need to enter information in one field to conduct a search for samples. Example fields include: **Collected Date**, **Released Date**, **Accession Number**, **Collector**, or **Patient's Last Name**. (See Figures 4-5.)
- 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 for patient Jane Doe who was born on May 3, 1985 enter DOE in the **Patient's Last Name** field, JANE in the **Patient's First Name** field, and 1985-05-03 in the **Patient's Date of Birth** Start field. (See Figure 6.)
- A search may also be limited to one or more projects, laboratory sections performing the testing, or a sample domain. If these fields are left empty, all samples to which you are authorized will be displayed regardless of the laboratory section that is performing the testing, the sample domain, or whether they have an assigned project. (See Figure 7.)

- 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.



The screenshot shows the 'Final Report Statewide Search' interface. Under the 'ANY SAMPLES' section, the 'Collected Date' field is set to a range from 2021-01-15 to 2021-01-16. Other fields like 'Released Date', 'Accession Number', 'Client Reference', 'Project', 'Lab Section', and 'Sample Domain' are also present with their respective search options. The 'ENVIRONMENTAL / SAFE DRINKING WATER SAMPLES ONLY' section has a 'Collector' field. The 'ENVIRONMENTAL / SAFE DRINKING WATER / ANIMAL SAMPLES ONLY' section has a 'Location' field. The 'PATIENT SAMPLES ONLY' section has fields for 'Patient's Last Name', 'Patient's First Name', and 'Patient's Date of Birth'. At the bottom, there are buttons for 'Find Samples', 'Reset', and 'Help'.

Figure 4 Searching by a Collected Date Range



The screenshot shows the 'Final Report Statewide Search' interface. Under the 'ANY SAMPLES' section, the 'Released Date' field is set to a range from 2021-01-15 00:00 to 2021-01-16 00:00. Other fields like 'Collected Date', 'Accession Number', 'Client Reference', 'Project', 'Lab Section', and 'Sample Domain' are also present with their respective search options. The 'ENVIRONMENTAL / SAFE DRINKING WATER SAMPLES ONLY' section has a 'Collector' field. The 'ENVIRONMENTAL / SAFE DRINKING WATER / ANIMAL SAMPLES ONLY' section has a 'Location' field. The 'PATIENT SAMPLES ONLY' section has fields for 'Patient's Last Name', 'Patient's First Name', and 'Patient's Date of Birth'. At the bottom, there are buttons for 'Find Samples', 'Reset', and 'Help'.

Figure 5 Searching by a Released Date Range

Figure 6 Searching by a Patient's Last Name, First Name, and Date of Birth

Figure 7 Searching by a Released Date Range and Multiple Lab Sections

## Viewing Final Reports

- A list of samples that match your search criteria will be displayed on the next screen. (See Figure 8.)
- 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.

**Lab Section:** The name(s) of the laboratory section(s) that performed the test(s) on the sample.

**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 9.) 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.

Final Report Statewide View							
Accession	Collected Date	Reference Information	Additional Information	Status	Project	Lab Section	Attachments
<input type="checkbox"/> 300962	2015-12-03 06:00	[Patient] [DoB] MOUSE, MICKEY 1960-08-19, Male	MERCY MEDICAL CENTER - DUBUQUE			bacteriology-ic	2
<input type="checkbox"/> 324713	2015-12-21 09:10	[Patient] [DoB] MOUSE, MICKEY 1960-08-19, Male	METROPOLITAN MEDICAL LAB			bacteriology-ic	2
<input checked="" type="checkbox"/> 345000	2016-02-25 10:00	[Patient] [DoB] MOUSE, MICKEY 1960-08-19, Male	SMITH, MARK METROPOLITAN MEDICAL LAB CLIENT SERVICES			bacteriology-ic	2
<input checked="" type="checkbox"/> 1000137	2016-04-12 10:20	[Patient] [DoB] MOUSE, MICKEY 1960-08-19, Male	FRANCISCAN SKEMP HEALTHCARE			bacteriology-ic molecular-ic	2

4 samples have been found.

Figure 8 Final Report Statewide View

Attachments	
Accession Number:	235911
Collected Date:	2017-01-03
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 9 Sample Attachment List


## Test Status Statewide Screen

- The Test Status Statewide screen will display the status of each test that is being performed on the queried samples. The Collected Date, Received Date, Client Reference, and any QA Events will also be shown. The user will have access to view the status of any test of a particular sample domain(s) for samples that were submitted by organizations anywhere in a state or for patients that reside in a specified state. For instance, the user may have permissions to view the status of any clinical samples submitted to the laboratory for patients that reside in a specified state.
- Click on the **Test Status Statewide** button (or select it from the Reports menu).
- The first step is to search for your desired samples. The Test Status Statewide search screen works the same way as the Final Report Statewide search screen. See [Final Report Statewide Screen](#) 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. ([See Figure 10.](#)) 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.
- 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.

**Lab Section:** The name of the laboratory section that performed each test on the sample.

**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.

**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 Statewide View							
Accession	Sample/Test Description	Lab Section	Status	Collected Date	Received Date	Client Reference	QA Event
300962	MOUSE, MICKEY, A						
	Salmonella, Bacterial Culture	bacteriology-ic	✓	2015-12-03 06:00	2015-12-05 10:35		
324713	MOUSE, MICKEY, A <sub>1</sub>						
	Salmonella, Bacterial Culture	bacteriology-ic	✓	2015-12-21 09:10	2015-12-22 11:13		1. Improper sample collection.
345000	MOUSE, MICKEY, A					918781856	
	E.coli O157 & Other STEC, Bacterial Culture	bacteriology-ic	✓	2016-02-25 10:00	2016-02-25 15:02		
1000116	MOUSE, MICKEY, A <sub>1</sub>						
	Reference Bacteriology, Bacterial Culture <sub>2</sub>	bacteriology-ic	⊘	2016-03-31	2016-04-11 11:02		1. Test request form is either not current or incorrect. Please contact SHL to obtain a current/correct test request form. 2. Provider has requested a change of test.
	Bacterial Identification, MALDI-TOF Spectrometry	bacteriology-ic	⊘				
	MALDI-TOF Preparation, Extraction	bacteriology-ic	⊘				
1000137	MOUSE, MICKEY, A						
	Molecular Serotyping, Polymerase Chain Reaction (PCR)	bacteriology-ic	✓	2016-04-12 10:20	2016-04-13 10:30		
	Enteric Pathogen Identification/Serotyping, Agglutination	bacteriology-ic	⊘				
	Legionella pneumophila, Polymerase Chain Reaction (PCR)	molecular-ic	✓				

5 samples have been found.

Figure 10 Test Status Statewide View

## Changing Your Password

- Click **Change Password** on the Account menu and follow the designated steps. The State Hygienic Laboratory aligns with the University of Iowa’s enterprise password policy.
- 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.