

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 Missouri State Public Health Laboratory’s web site at <https://health.mo.gov/lab/>.
- Click on the green **Test Results Reports** button on the right-hand side.
- Click on the green **OpenELIS Web Portal** 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.

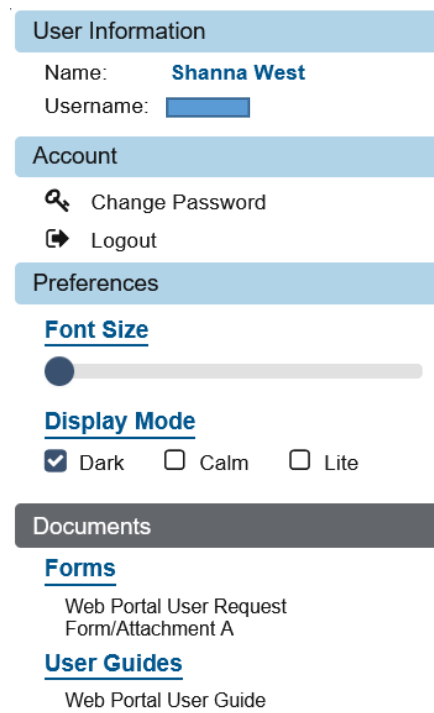


Figure 1 Account Menu

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.](#))

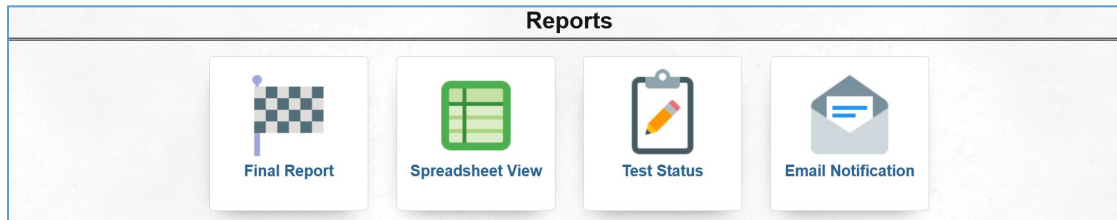


Figure 2 Module Buttons

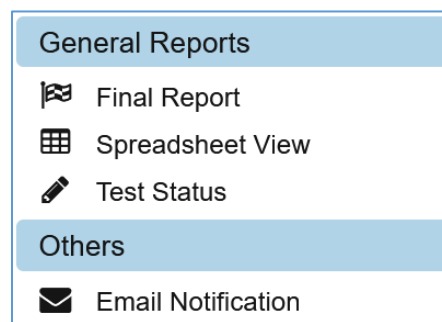



Figure 3 Reports Menu

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

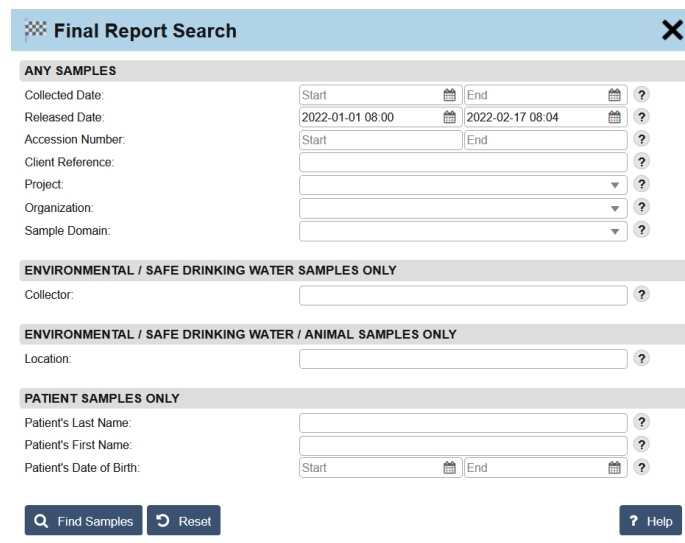
- A **Help** button  located in the lower right corner of each screen will display helpful information regarding the use of that screen.

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.



The screenshot shows a web interface titled "Final Report Search" with a close button (X) in the top right corner. The interface is divided into four main sections, each with a header and several input fields:

- ANY SAMPLES**: Includes fields for "Collected Date" (Start and End), "Released Date" (Start: 2022-01-01 08:00, End: 2022-02-17 08:04), "Accession Number" (Start and End), "Client Reference", "Project" (dropdown), "Organization" (dropdown), and "Sample Domain" (dropdown). Each field has a question mark icon to its right.
- ENVIRONMENTAL / SAFE DRINKING WATER SAMPLES ONLY**: Includes a "Collector" field with a question mark icon.
- ENVIRONMENTAL / SAFE DRINKING WATER / ANIMAL SAMPLES ONLY**: Includes a "Location" field with a question mark icon.
- PATIENT SAMPLES ONLY**: Includes fields for "Patient's Last Name", "Patient's First Name", and "Patient's Date of Birth" (Start and End), each with a question mark icon.

At the bottom of the form, there are three buttons: "Find Samples" (with a magnifying glass icon), "Reset" (with a circular arrow icon), and "Help" (with a question mark icon).

Figure 4 Searching by a Released Date Range

Final Report Search
✕

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 5 Searching by a Collected Date Range

Final Report Search
✕

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
✕

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 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"/> 506812		[Patient] A. F [DoB] 2000-01-01	MSPHL	✓		1
<input type="checkbox"/> 506813	2020-12-29	[Patient] GIBBS, JETHRO [DoB] 1950-01-01, Male	MSPHL	✓		1
<input type="checkbox"/> 506814		[Patient] A. E [DoB] 2000-01-01	MSPHL	✓		1
<input type="checkbox"/> 506815		[Patient] A. B [DoB] 2000-01-01, Male	MSPHL	✓		1
<input type="checkbox"/> 506816		[Patient] A. C [DoB] 2000-01-01	MSPHL	✓		1
<input type="checkbox"/> 506817		[Patient] A. D [DoB] 2000-01-01	MSPHL	✓		1

6 samples have been found.

Figure 9 Final Report View

Report Name	Create Date
FinalReport 506813 R 0 - 2021-01-13 11:15	2021-01-13

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.

Spreadsheet View Selection [Close]

[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
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"/> Release Date
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"/> Newborn Last Name	<input type="checkbox"/> Newborn 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-nCoV
- Alpha
- Arsenic
- AU/mL
- Bacillus anthracis
- Beta
- Brucella species
- Cadmium
- Cesium-134 + Cesium-137
- Chlamydia trachomatis rRNA

Select All Unselect All

AUXILIARY DATA

- County
- CT/GC Screening
- Date of symptom onset
- Date Test Ordered
- Does individual work in healthcare with patient contact
- Does the individual reside in a congregate care setting
- HIV Rapid Testing
- ICD-10 Diagnosis Code Additional
- ICD-10 Diagnosis Code Primary

Select All Unselect All

Show analytes in single row per analysis?

[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
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"/> Release
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 Num
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"/> Newborn Last Name	<input type="checkbox"/> Newborn 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

- STEC 2
- TB1
- TB2
- Total Coliform Bacteria
- Treponema pallidum Ab by CMIA
- VDRL Titer-CSF
- VDRL-CSF
- Water Activity
- Yersinia pestis

Select All Unselect All

AUXILIARY DATA

- Insurance Information
- Is the individual experiencing symptoms?
- Is the individual in an intensive care unit?
- Is this the individual's first test for COVID-19?
- LOT NUMBER
- Medicaid Number/DCN
- Medical Record/Chart Number
- Member ID Number
- MMR Vaccination Date

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
1	Accession #	Collected Date	Client Reference	Test	Method	Patient Last Name	Patient First Name	Analyte	Value	Modifier
2	11226	2015-10-16 10:53	07882246	Chlamydia/Gonorrhoeae	Transcription-Mediated Amplification	TESTSHW	HARPO	Chlamydia rRNA	Detected	
3	11226	2015-10-16 10:53	07882246	Chlamydia/Gonorrhoeae	Transcription-Mediated Amplification	TESTSHW	HARPO	Gonorrhoeae rRNA	Detected	
4	11283	2016-06-14 08:29	00000655	Hepatitis C Total Antibody	CMIA	BEAKER	FEMALETWENTY	Hepatitis C Total Antibody	Reactive	
5	12520	2016-06-01 05:10		Influenza A	Polymerase Chain Reaction (PCR)	TEST	JONNY	Influenza A RNA	Detected	
6	12520	2016-06-01 05:10		Influenza B	Polymerase Chain Reaction (PCR)	TEST	JONNY	Influenza B RNA	Detected	
7	18765	2017-08-21 08:45	8932476923	Influenza A	Polymerase Chain Reaction (PCR)	SAWYER	TOM	Influenza A RNA	Not Detected	
8	18765	2017-08-21 08:45	8932476923	Influenza B	Polymerase Chain Reaction (PCR)	SAWYER	TOM	Influenza B RNA	Detected	
9	36589	2020-05-05 15:45		2019 Novel Coronavirus	Real-Time PCR	MOUSE	PINKY	2019 Novel Coronavirus RNA	Not Detected	
10	36590	2020-05-05 16:01		2019 Novel Coronavirus	Real-Time PCR	MOUSE	RICKY	2019 Novel Coronavirus RNA	Positive 2019-nCoV	
11	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	
12	378939	2017-11-15 09:15	1237/t128456789	Fluorescent Stain for AFB	Fluorochrome (Auramine-Rhodamine Stain)	FINN	HUCKLEBERRY	Acid Fast Bacillus	Positive	1+
13	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
1	Accession #	Collected Date	Received Date	Test	Method	Analysis Released Date	Analyte	Value	Uncertainty	Quant Limit	MCL
2	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
3	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
4	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	
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	E.coli	Absent			
6	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			
7	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
8	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
9	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
10	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
11	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 (HAAs)	0.015		0.006	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.

Accession	Sample/Test Description	Status	Collected Date	Received Date	Client Reference	QA Event
507451	13. GOOD Chlamydia/Gonorrhea NAAT, Transcription-Mediated Amplification	✓	2021-04-30	2021-05-03 15:23	383531	1. Sample received from client without identification on container. Sample was unsatisfactory for testing.
507452	14. GOOD Chlamydia/Gonorrhea NAAT, Transcription-Mediated Amplification	✓	2021-04-30	2021-05-03 15:23		1. Sample received from client without identification on container. Sample was unsatisfactory for testing.

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:

Email:

Filter By:

Filter Match:

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
✕

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
MSPHL	shanna.west@health.mo.gov	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSPHL	shanna.west@health.mo.gov	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add
– Remove
Save Changes

? Help

Figure 17 Editing an Email Notification

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.
- If a password is forgotten or lost or account is locked due to three failed attempts to login, please call the State of Missouri IT Help Desk at 573-751-6388 or 800-347-0887.

Questions/Help

- Questions regarding the OpenELIS Web Portal may be directed to MSPHLInformatics@health.mo.gov or to 573/522-9560.