# PURPOSE

The Department of State Health Services (DSHS) Laboratory is implementing a new Public Health Laboratory Information Management System (PHLIMS). This system replaces COHORT with the LabWare software application.

Submitters have the option of acquiring their DSHS Laboratory test results by mail, fax or online access. The Online Access option is the subject of this procedure document.

# **ACCESS CONTROL and SETUP**

The first step is to complete the Access Control forms and send to DSHS. A user name and password will be provided to each qualified user. Upon initial login, the user will need to download the CITRIX Web Client in order to run the application. Details on this procedure are contained in the procedure "Loading Citrix Client for PHLIMS Access" document.

# NOTES:

- 1. Your printer should be on and ready to print reports prior to logging into the system to avoid interruption of the printing process.
- 2. Your session will time out in one hour.

# PROCEDURE

1. Open Web Browser and go to <u>https://phlims.dshs.state.tx.us/</u>



2. Enter User Name and Password; select Login. [At this point, reference the CITRIX installation document if not already configured.]

# PHLIMS Procedure - Accessing Submitter Reports in LabWare



3. Select appropriate shortcut to start PHLIMS LabWare application. [Icons shown are for testing - most users will have only one Production icon to select.

FFICIAL NOTICE: AUTHORIZED ACCESS ONLY
This information system,all data, hardware, and software are State of Texas property. The use of this system is restricted to authorized users only. Use and activity on this system are subject to security monitoring and testing. Unauthorized access, use or misuse of this system is a violation of applicable DSHS policies, state and federal laws, and will be subject to criminal prosecution. Users of this system should have no expectation of privacy with respect to the use of this system.]
ОК

4. You will receive a DSHS Security page; review and select OK.

Wait while the application loads.



Client File Security	×
	CITRIX
A server application is requesting access local client files.	s to your
<ul> <li>What access do you want to grant?—</li> <li>No Access</li> <li>Read Access</li> </ul>	
© Eull Access	
Do you want to be asked again? Always ask me Never ask me again for this site Never ask me again	
<u>Q</u> K <u>Cancel</u>	J

5. A CITRIX file access dialog may appear. Accept the default setting (No Access) and select OK.

# PHLIMS Procedure - Accessing Submitter Reports in LabWare



6. Login to LIMS by clicking n the second icon from the left.

#### A Login window will appear:

Please Log In		
9	User Name:	mpryor
× ·	Password:	
	Role:	_DI_SB_AUS
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7. Enter user name and password. The standard submitter role is "\_DI\_SB\_AUS" (dial-in submitter for Austin Lab). If the user has multiple roles, they should select the appropriate role for the session. Select OK.

PHLIMS Procedure - Accessing Submitter Reports in LabWare



8. Click on Report icon or select the Run menu item, then Reports.

📜 Select Report Dialog			_ 🗆 ×
	Report Type	None	•
Name	Report Type	Description	
TDSHS_REPORT_ONLINE		TDSHS Online Customer Reports	
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9. Select 'TDSHS\_REPORT\_ONLINE' entry, then OK

PHLIMS Procedure – Accessing Submitter Reports in LabWare

Q	Query Select Dialog				
	Select Categories/Subcats to Print				
	X Sample Category	X Sample Subcat			
	CLIN_BACT	CULTURE	)		
	MOLECULAR	PCR			
	SEROLOGY	AMS			
	PARASITE	PARASITE			
	AII 1	ΟΚ	Cancel		

10. Select the laboratory that is appropriate for the type of test results you require. You can highlight more than one selection (with CTRL+select) or All categories. Click OK.

🔁 Select Dialog 🛛 🛛
Select Printer for ALL Reports
Microsoft XPS Document Writer
Microsoft Office Document Image Writer
Xerox WorkCentre Pro C2636 PS (from 0400983D) in session 6
Adobe PDF (from 0400983D) in session 6
/160.42.158.245/Xerox WorkCentre Pro C2636 PS on http: (from 0400983D) in session 6
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11. Select correct local or network printer, then OK.

Information			
Sample Category	Sample SubCatetory	Number of Reports	
CLIN_BACT	CULTURE	1	
		<u> </u>	

12. Confirm the number of reports to be printed, then select OK.

Ехр	Exporting Records			×
[	Exporting Records			
		Current	Total	
Red	cords	25	25	
		100	% Complete	
		Cancel		

13. Wait while LabWare builds the report and sends the job to the printer.



14. Adobe Reader window will open without displaying the report. You can close this window and return to the LabWare application.



15. To logout of LabWare, select the middle icon (1), then the left icon (2) to exit the application.



16. You might receive an error on logout. Please ignore and select OK.

Before logging out, you may return to Step #10 to print additional report categories if "All" report categories were not selected. <u>Each test result report can be printed only **once**</u>. For reprints, please contact the DSHS Laboratory Reporting Group at 1-888-963-7111 ext. 2377.

If you encounter any difficulties with accessing this application, please contact the DSHS Laboratory Application Support area via email at <u>LabAppSupport@dshs.state.tx.us</u> or contact the ITHelpDesk at 1-888-963-7111 ext. 7257 or via email at <u>ITHelpDesk@dshs.state.tx.us</u>.