

2012

# VIRAL LOAD SYSTEM

## USER GUIDE DOCUMENTATION

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## Table of Contents

INTRODUCTION .....	5
LOGIN .....	6
DATA CLERK MODULE .....	7
HOME PAGE .....	7
SAMPLES .....	8
Add a Sample .....	8
Adding Multiple Samples .....	9
Viewing Samples .....	9
LAB TECH MODULE .....	10
HOME PAGE .....	10
SAMPLES .....	11
Verify Batches .....	11
WORKSHEETS .....	13
Creating a worksheet .....	13
Update TAQMAN Results .....	14
Update ABBOTT Results .....	17
SECOND REVIEW OF UPDATED RESULTS .....	21
DISPATCH RESULTS .....	23
Printing Dispatched Results .....	24
REPORTS .....	25
LOG OUT .....	25

## TABLE OF FIGURES

Figure 1: Viral Load System Outlay .....	5
Figure 2: Log in Page .....	6
Figure 3 : Access system through EID System.....	6
Figure 4: Data Clerk Homepage .....	7
Figure 5 : Add Sample .....	8
Figure 6: Batches List.....	9
Figure 7: Batch Details View.....	9
Figure 8: Lab Tech homepage .....	10
Figure 9: Batches Awaiting Verification list.....	11
Figure 10 : Sample to be verified .....	11
Figure 11: Verify Sample Details .....	12
Figure 12: Sample Verification Complete.....	12
Figure 13: Create Taqman Worksheet .....	13
Figure 15: Create Abbott Worksheet .....	14
Figure 16: Taqman Worksheets In-Process.....	14
Figure 17: Locate CSV file with results .....	15
Figure 18: Taqman Results Approval .....	16
Figure 19: Confirmed Taqman Results (1st Review) .....	16
Figure 20: Abbott Worksheet In-Process .....	17
Figure 21: Open Abbott TXT result file with Excel .....	18
Figure 22: Save opened txt file as Excel .....	18
Figure 23: Locate Excel File with results for import.....	19
Figure 24: Abbott Results Approval .....	19
Figure 25: Confirmed Abbott Results (1st Review) .....	20

Figure 26: Worksheets awaiting second review .....	21
Figure 27: Selected worksheet for 2nd review .....	21
Figure 28: 2nd Review.....	22
Figure 29: Confirmed & Approved Worksheet ( 2nd Review) .....	22
Figure 30: Batches Ready for Dispatch .....	23
Figure 31: Confirm Batches for Dispatch .....	23
Figure 32: Dispatched Results .....	24
Figure 33: Printing Dispatched Results .....	24
Figure 34: Lab Reports Interface .....	25

## INTRODUCTION

The Viral Load System has two modules:

- Data Clerk module
- Lab Technologist module

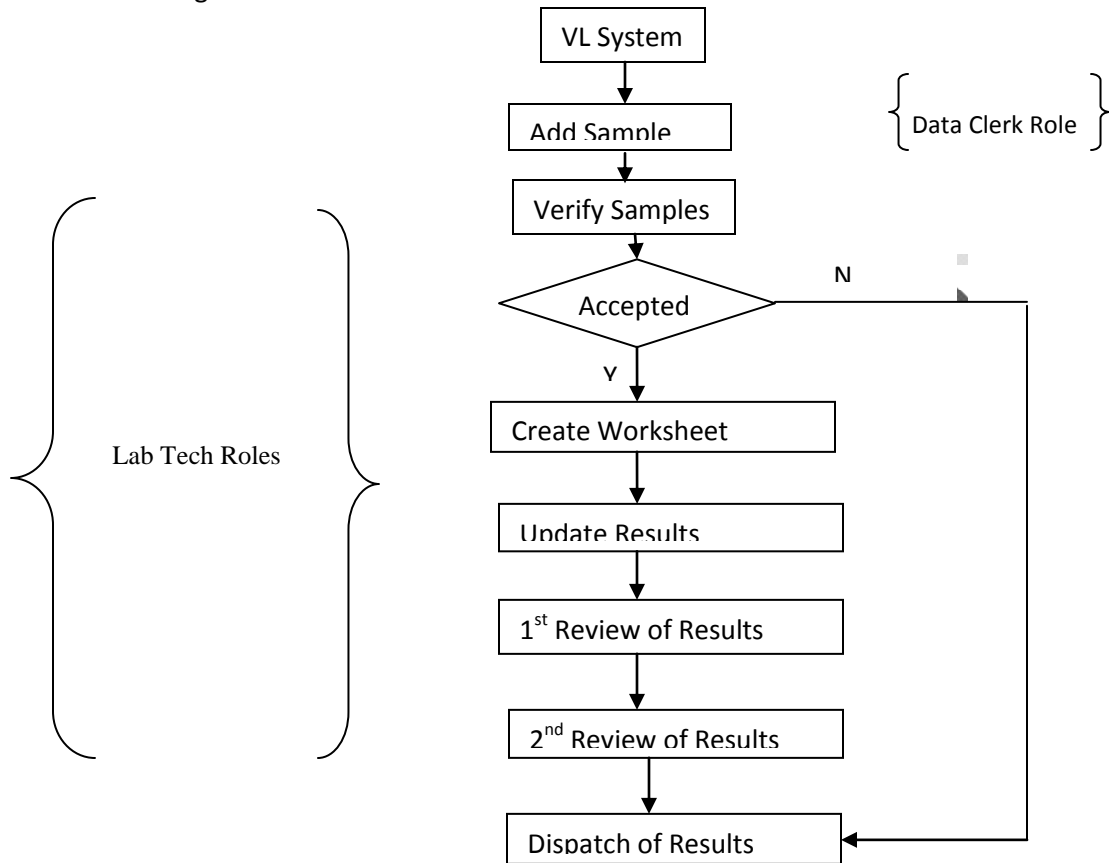


Figure 1: Viral Load System Outlay

## LOGIN

To access the viral load system, simply select the test type as 'Viral Load' in the log in page as shown below.

Figure 2: Log in Page

In addition, the system can be accessed through the EID system by switching the view to Viral Load as shown below.

---

Welcome **Lab Tech** - Ampath Reference Lab, Eldoret  
**Tuesday, 26 June 2012**  
<< [Switch to Viral Load](#) >>

---

Figure 3 : Access system through EID System

# DATA CLERK MODULE

## HOME PAGE

Shows quick links that aid in navigation through the system. They are as follows:

- **Add Samples:** This link directs the user to the add samples' page that allows elements of requisition form to be captured into the system
- **Samples:** This link directs the user to the samples' page that displays all the samples that have been input in the system.
- **Dispatched Results:** Displays the batches that have been packaged for sending back to the respective facilities.
- **Log out:** It ends the user's session and returns to the system log in page.



Figure 4: Data Clerk Homepage

## SAMPLES

### Add a Sample

The user should place the mouse over the **Add Samples** link on the quick menu bar.

The user may then enter the sample details into the fields provided on the form displayed and click on either **Save** to save the current sample from that facility and add other samples from the same facility.

VIRAL LOAD Quick Menu		ADD VIRAL LOAD SAMPLE	
<a href="#">Add Sample</a>		The fields indicated asterisk (*) are mandatory.	
<a href="#">Add Facility</a>			
<a href="#">User Manual</a>			
<a href="#">Download VL Form</a>			
<a href="#">Search Sample</a>			
<input type="text"/>	<input type="button" value="Go"/>		
<a href="#">Search Batch</a>			
<input type="text"/>	<input type="button" value="Go"/>		
<b>Date samples were dispatched</b> <input type="text"/>			
<b>* Facility Name</b>		<input type="text"/>	
<b>Patient Information</b>			
<b>* Patient CCC No</b>		<input type="text"/>	
<b>Sex</b>		<input type="radio"/> Male <input type="radio"/> Female	
<b>Age</b>		<input type="text"/> Years	
		<input type="text"/> Months	
<b>ART Initiation Date</b>		<input type="text"/>	
<b>PMTCT</b>		<input type="radio"/> Y <input type="radio"/> N	
<b>Patient/Caregiver Phone Number</b>		<input type="text"/>	
<b>Sample Information</b>			
<b>* Collection Date</b>		<input type="text"/>	
<b>History Information</b>			
<b>* Current Regimen</b>		<input type="text" value="Select One"/>	
<b>* Justification</b>		<input type="text" value="Select"/>	
<b>Other Information</b>			
<b>* Date Received</b>		<input type="text"/>	
<b>Comments / Requests / Issues ?</b>		<input type="text"/>	
<b>Lab Comments</b>		<input type="text"/>	
<input type="button" value="Save &amp; Release Sample"/>		<input type="button" value="Save &amp; Add Sample"/>	
<input type="button" value="Reset"/>			

Figure 5 : Add Sample



## Adding Multiple Samples

The user may click on the **Save & Add Sample** button at the bottom of the sample form. This will save the current sample information and display an empty sample form for the user to continue adding samples for the selected facility.

## Viewing Samples

The user should place the mouse over the **Samples** link on the menu bar and click on it.

The samples are displayed in batches as they had been received from the respective facilities showing the batch number, number of samples received, number of rejected samples, the samples with and without results.

BATCHES LIST Total Samples : 12

Viral Load Sample am/565/566 has been successfully added, in Batch 8

0/330

Select Date: 26 June 2012 Filter | Select Date Range: From 26 June 2012 To 26 June 2012 Filter

BATCH NO. 8

BATCH NO. 8

0/330

Health Facility : Ansoth | Provinces Rift Valley | District Eldoret East

Date Received : 26 Jun 2012

Sample Log											
Patient Information				Sample Information			History Information				
No	Patient CCC No	Sex	Age	Sample Type	Collection Date	Received Status	Current Regimen	ART Initiation Date	Justification	Viral Load	Task
1	am/565/566		Years		26 Jun 2012		Adult Second-Line ART	Jan-1970	Immunological (50% fall from treatment peak)		<a href="#">View Detail</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

BATCH NO. 8

0/330

Health Facility : Ansoth | Provinces Rift Valley | District Eldoret East

Date Received : 26 Jun 2012

Sample Log											
Patient Information				Sample Information			History Information				
No	Patient CCC No	Sex	Age	Sample Type	Collection Date	Received Status	Current Regimen	ART Initiation Date	Justification	Viral Load	Task
1	am/565/566		Years		26 Jun 2012		Adult Second-Line ART	Jan-1970	Immunological (50% fall from treatment peak)		<a href="#">View Detail</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Figure 7: Batch Details View

# LAB TECH MODULE

## HOME PAGE

Shows quick links that aid in navigation through the system. They are as follows:

- **Verify Samples:** This link directs the user to page that allows the lab tech to verify the details of the samples entered by the data clerk. He can either accept or reject sample.
- **Update Results:** This link directs the user to page that allows the lab tech to update results for any in-process worksheet that has a results.
- **Dispatch:** This link directs the user to page that allows the lab tech to dispatch complete batches with results so that results can be printed or emailed to facilities,
- **Samples:** This link directs the user to the samples' page that displays all the samples that have been input in the system.
- **Worksheets:** Displays the worksheets that have been created for processing.
- **Dispatched Results:** Displays the batches that have been packaged for sending back to the respective facilities.
- **Log out:** It ends the user's session and returns to the system log in page.

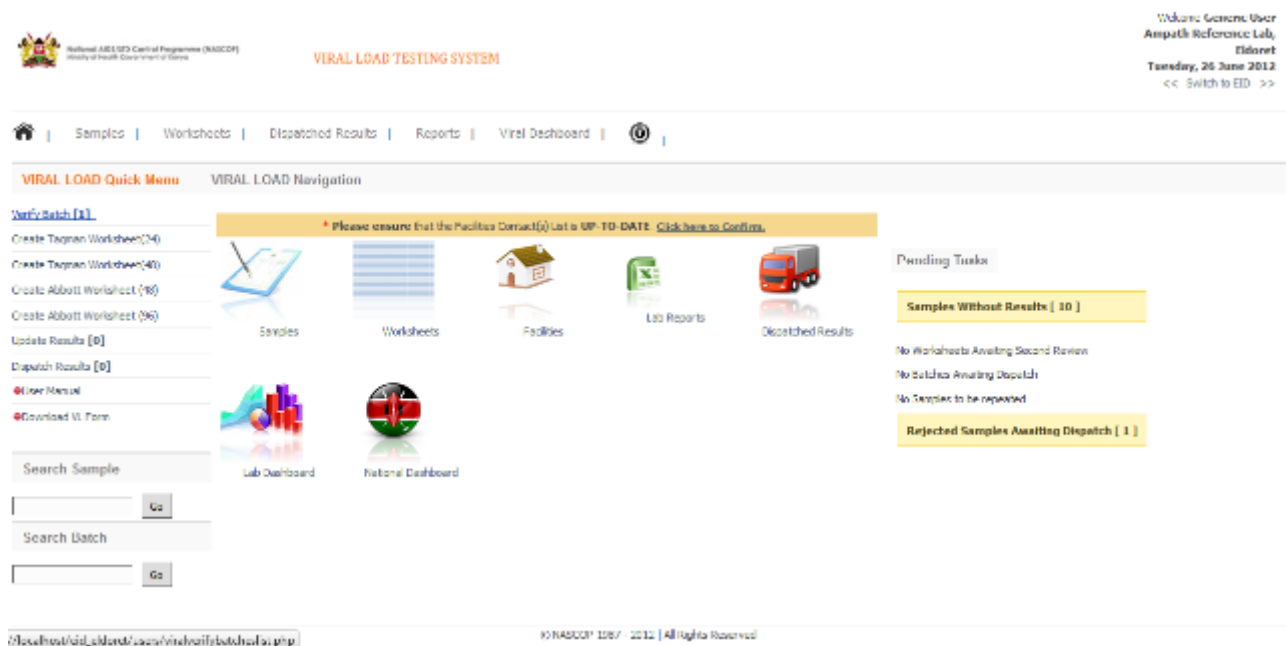


Figure 8: Lab Tech homepage

## SAMPLES

A worksheet is a laboratory spreadsheet layout that indicates the samples that need to be processed.

### Verify Batches

The user should place the mouse over the **verify batches** link on the quick menu bar and click on it.

A list of all the batches awaiting verification will be displayed as shown below.

Click on **view samples for approval** to list the samples to be verified in the selected batch.

Batch No	Facility	Date Received	No. of Samples	No. of Rejected Samples	Samples With Results	Samples With In Results	Task
8	Ampath	26-Jun-2012	1	0	0	1	<a href="#">View Samples for approval [1]</a>

Figure 9: Batches Awaiting Verification list

Click on **approve** link to verify details for the selected sample.

VIRAL LOAD Quick Menu

BATCH NO. 8

Verify Batch [1]

Create Tasman Worksheet (24)

Create Tazman Worksheet (16)

Create Abbot Worksheet (16)

Create Abbot Worksheet (16)

Update Results [0]

Deplan Results [0]

⚙️ User Manual

⬇️ Download K Form

Health Facility : Anpath | Province: RTH Valley | District: Eldoret East

Date Received : 26-Jun-2012

Sample Log

Patient Information				Sample Information			History Information				
No	Patient CCC No	Sex	Age	Sample Type	Collection Date	Received Status	Current Regimen	ART Initiation Date	Justification	Viral Load	Task
1	am/565/566	Male	Years		26-Jun-2012		Adult Second Line ART	Jan-1972	Immunological (50% fall from treatment peak)		<a href="#">View Detail</a>   <a href="#">Approve</a>

Search Sample

Click to approve and add extra information on a

Figure 10 : Sample to be verified

Enter the sample type and the received status for the selected sample as shown below.

**VIRAL LOAD Quick Menu**

**VERIFY SAMPLE:** am/565/566

Verify Batch [1]
 

Create Tagman Worksheet(24)
 Create Tagman Worksheet(48)
 Create Abbott Worksheet (48)
 Create Abbott Worksheet (96)
 Update Results [0]
 Dispatch Results [0]
 User Manual
 Download VL Form

The fields indicated asterisk (\*) are mandatory.

Facility	Ampath	District	Eldoret East
Sample Information			
Patient CCC #	am/565/566		
Date of Collection	26-Jun-2012	Date Dispatched From Facility	26-Jun-2012
Date Received	26-Jun-2012		
* Type of Sample	Whole Blood Venous EDTA		
* Received Status	<div>                     Select One                     <div>                         Select One                         Accepted                         Rejected                         Repeat                     </div> </div> Please Select Received Status!		
Lab Comments			
<div>                         Save &amp; Load Next Sample in the Batch                         Cancel Verification                         Reset                     </div>			

Figure 11: Verify Sample Details

On successful verification, a notification will be displayed as shown below.

**VIRAL LOAD Quick Menu**

**BATCH NO.** 0

Verify Batch [0]
 

Create Tagman Worksheet(24)
 Create Tagman Worksheet(48)
 Create Abbott Worksheet (48)
 Create Abbott Worksheet (96)
 Update Results [0]
 Dispatch Results [0]
 User Manual
 Download VL Form

Sample am/565/566 has successfully been confirmed and verified.

Health Facility : Ampath | Province RTR Valley | District Eldoret East

Date Received : 26-Jun-2012

Sample Log											
Patient Information				Sample Information			History Information				
No	Patient CCC No	Sex	Age	Sample Type	Collection Date	Received Status	Current Regimen	ART Initiation Date	Justification	Viral Load	Task
1	am/565/566	Female	22	EDT	26-Jun-2012	Accepted	Adult Second-Line ART	26-Jun-2012	Transitional (20% fall from treatment peak)		Viral Load (TST) Approved

Figure 12: Sample Verification Complete

## WORKSHEETS

A worksheet is a laboratory spreadsheet layout that indicates the samples that need to be processed.

### Creating a worksheet












The user should place the mouse over the **Create Worksheet** link on the quick menu bar and click on it. This can either be Abbott or Taqman.

The minimum number of samples required for creating worksheet is 9.

CREATE WORKSHEET / TEMPLATES

Worksheet Template No	1	LOT NO	m573765		DATE CUT	
Date Created	29 Jun 2012	HIOCAP KIT No			Reviewed By	N/A
Created by	Generic User	Batch #			Date Reviewed	N/A
Spak Kit No	350888	KIT EXP				

11 WORKSHEET SAMPLES (9 Selected)

HC	LPC	RPC	Sample ID: VL/ndy/677 Lab Code : 4 	Sample ID: VL/A/LALE/001 Lab Code : 2 Select Dilution Factor <input type="text"/> 	Sample ID: VL/A/LALE/002 Lab Code : 3 
Sample ID: VL/A/LALE/003 Lab Code : 4 	Sample ID: and/66/7 Lab Code : 5 	Sample ID: che/67/677 Lab Code : 6 Select Dilution Factor <input type="text"/> 	Sample ID: che/m/7878/55 Lab Code : 7 	Sample ID: 666/angas/78 Lab Code : 9 	Sample ID: Inaga/667/101 Lab Code : 10 
Sample ID: che/66/66 Lab Code : 11 	Sample ID: am/66/666 Lab Code : 12 				

Save & Print Worksheet

Figure 13: Create Taqman Worksheet

CREATE ABBOTT WORKSHEET / TEMPLATES












WorkSheet Details			Extraction Reagent		Amplification Reagent		
Worksheet/Template No	3		Sample Prep	Bulk Lysis Buffer	Control	Calibrator	Amplification KIT
Date Created	26-Jun-2012	Lot No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Created By	Generic User	Expiry Dates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 WORKSHEET SAMPLES (3 Controls)							
NC	LPC	HPC	Sample ID: VL/soy/677 Lab Code : 1 	Sample ID: VL/ALALE/001 Lab Code : 2 	Sample ID: VL/ALALE/002 Lab Code : 3 	Sample ID: VL/ALALE/003 Lab Code : 4 	Sample ID: emd/3677 Lab Code : 5 
Sample ID: che/57/677 Lab Code : 6 	Sample ID: chemo/7878/55 Lab Code : 7 	Sample ID: 5656/angas/78 Lab Code : 8 	Sample ID: Inags/567/101 Lab Code : 9 	Sample ID: che/90/56 Lab Code : 10 	Sample ID: am/565/566 Lab Code : 11 		
<a href="#">Save &amp; Print Worksheet</a>							

Figure 14: Create Abbott Worksheet

## Update TAQMAN Results

Click on **Update Results** link on the **Quick Menu**.

Identify the particular worksheet to update results from the worksheets' list page that will be displayed as below:

WORKSHEET LIST															
[ All Worksheets   In-Process   Tested   Approved   Cancelled ]															
Filter Worksheets by Date Created: Select Date: 26 June 2012 Filter   Select Date Range: From: 26 June 2012 To: 26 June 2012 Filter															
Total In-Process Worksheets: [ 1 ]															
#	Date Created	Created By	Type	Status	< 100	Undetected	Failed	On 2nd Review	No Results	Total	Date Run	Date Updated	Date Reviewed (1st)	Date Reviewed (2nd)	Task
1	26 Jun 2012	Generic User	TaqMan	In-Process	0	10	0	0	5	10					<a href="#">View Details</a>   <a href="#">Print Worksheet</a>   <a href="#">Cancel Worksheet</a>   <a href="#">Update Results</a>

Figure 15: Taqman Worksheets In-Process

Click on **Update Results** link.

The user will be prompted to **locate the results file in CSV format to import** into the system as show below:

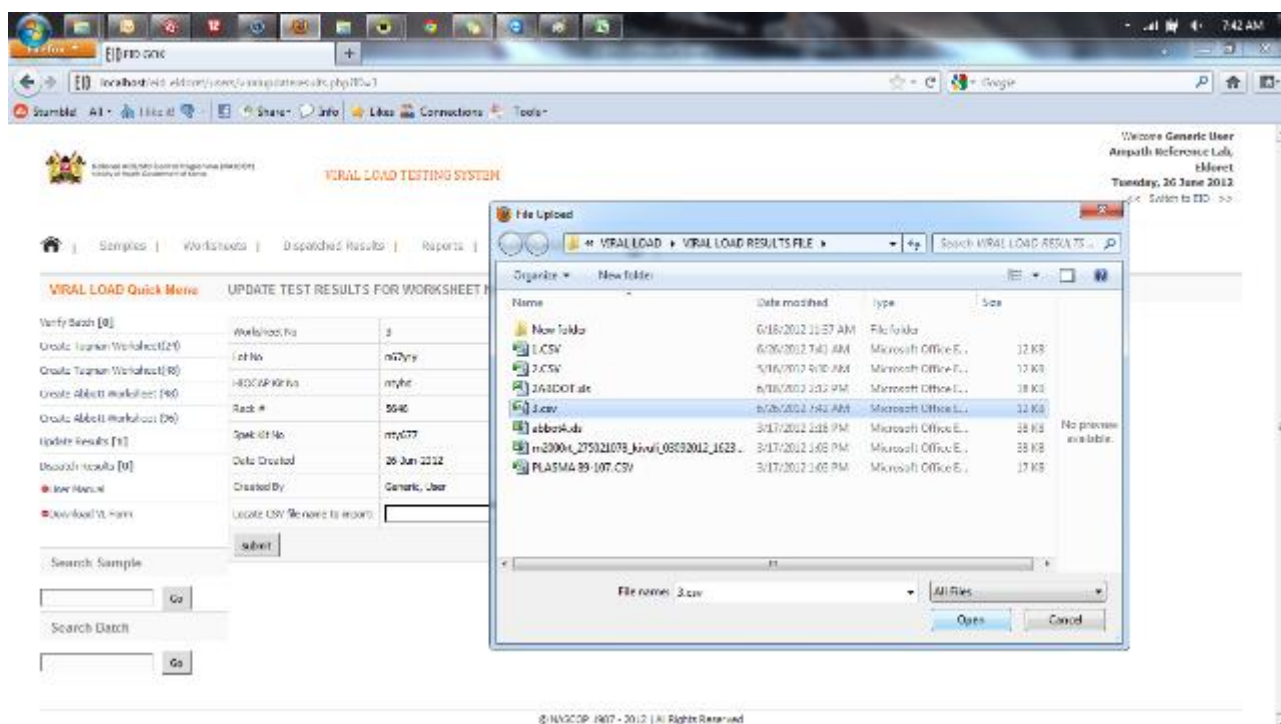


Figure 16: Locate CSV file with results

The CSV file **must** be saved in following format: worksheetno.csv e.g. 3.csv. Failure to save in this format will result in inability to upload results.

Upon successful upload of results, a results confirmation page will be loaded as shown below.

The screenshot shows the 'RESULTS APPROVAL FOR WORKSHEET NO. 3' confirmation page. The page displays a table with columns for 'WORKSHEET NO.', 'Labs', 'Date Created', 'Created By', 'Status', 'Labs', 'Date Created', 'Created By', 'Status', 'Labs', 'Date Created', 'Created By', 'Status', 'Labs', 'Date Created', 'Created By', 'Status'. The table contains data for various samples, including 'Sample ID', 'Lab ID', 'Name', 'Email', 'Status', 'Date Created', 'Created By', 'Status', 'Labs', 'Date Created', 'Created By', 'Status', 'Labs', 'Date Created', 'Created By', 'Status'.

Sample ID	Lab ID	Name	Email	Status	Date Created	Created By	Status	Labs	Date Created	Created By	Status	Labs	Date Created	Created By	Status
101	1	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	101	20-Jun-2012	Generic User	Completed	101	20-Jun-2012	Generic User	Completed
102	2	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	102	20-Jun-2012	Generic User	Completed	102	20-Jun-2012	Generic User	Completed
103	3	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	103	20-Jun-2012	Generic User	Completed	103	20-Jun-2012	Generic User	Completed
104	4	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	104	20-Jun-2012	Generic User	Completed	104	20-Jun-2012	Generic User	Completed
105	5	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	105	20-Jun-2012	Generic User	Completed	105	20-Jun-2012	Generic User	Completed
106	6	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	106	20-Jun-2012	Generic User	Completed	106	20-Jun-2012	Generic User	Completed
107	7	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	107	20-Jun-2012	Generic User	Completed	107	20-Jun-2012	Generic User	Completed
108	8	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	108	20-Jun-2012	Generic User	Completed	108	20-Jun-2012	Generic User	Completed
109	9	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	109	20-Jun-2012	Generic User	Completed	109	20-Jun-2012	Generic User	Completed
110	10	Target Test Submitter	targettest@submitter.com	Completed	20-Jun-2012	Generic User	Completed	110	20-Jun-2012	Generic User	Completed	110	20-Jun-2012	Generic User	Completed

Here the lab tech approves the samples either for rerun or dispatch depending on the result , run.

Once lab tech has approved all the samples result and action ( rerun or dispatch ) he clicks on **'Confirm & Approve Results'** button as shown below .





## Update ABBOTT Results

Click on **Update Results** link on the **Quick Menu**.

Identify the particular worksheet to update results from the worksheets' list page that will be displayed as below:

WORKSHEET LIST

All Worksheets | In Process | Tested | Approved | Cancelled |

Filter Worksheets by Date Created: Select Date 26 June 2012 Filter | Select Date Range: From 26 June 2012 To 26 June 2012 Filter

Total In Process Worksheets: 1

#	Date Created	Created By	Type	Status	Samples						Date Run	Date Updated	Date Reviewed (1st)	Date Reviewed (2nd)	Task
					< LDL	Detected	Isolated	On 2nd Review	No Result	Total					
2	26-Jun-2012	Genetic Data	Abbott	In Process	0	20	0	0		1	11				<a href="#">View Details</a>   <a href="#">Print Worksheet</a>   <a href="#">Cancel Worksheet</a>   <a href="#">Update Results</a>

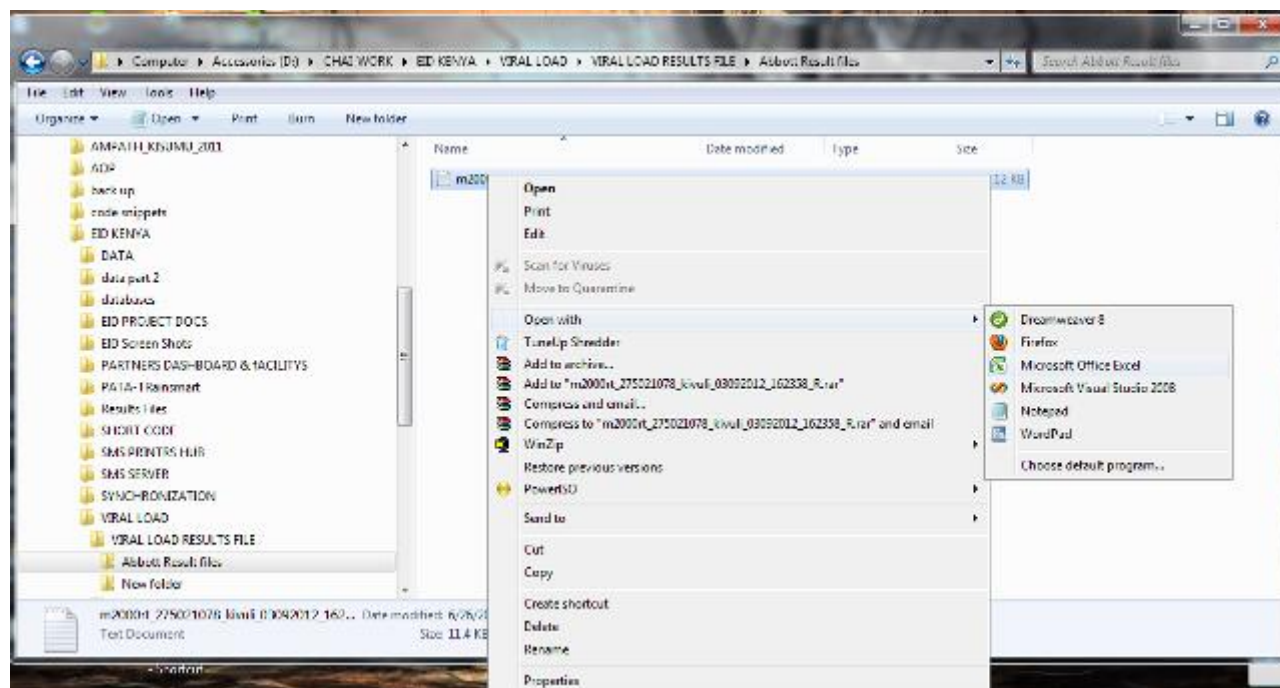
Click to Update Results Worksheet

Figure 19: Abbott Worksheet In-Process

The Result file from Abbott is a text file but for upload to system it must be converted to excel as outlined below.

## How To Convert ABBOTT Results txt File to Excel

Open the notepad (txt File) results document with Excel as shown below:



The text document will be opened in excel as follows showing the plate details;

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Sample ID	Patient Name	Assay Name	Result	Interpretation	Flags	Target Cycle	Cycle Error	CO Assay	Cat Read	Read	Control	Control	Control	Calibra	Calibra	Calibra	Result
A1	1 Patient	HIV0.6ml	4								N/A	N/A	N/A	N/A	N/A	N/A	
A2	9 Patient	HIV0.6ml	4								N/A	N/A	N/A	N/A	N/A	N/A	
A3	17 Patient	HIV0.6ml	4	3,107 Copies / mL		20.83	22.77		434358	434358	N/A	N/A	N/A	N/A	N/A	N/A	
A4	25 Patient	HIV0.6ml	4	Not detect	Target not detected	-1	21.8		434358	434358	N/A	N/A	N/A	N/A	N/A	N/A	
A5	39 Patient	HIV0.6ml	4	Not detect	Target not detected	-1	21.8		434358	434358	N/A	N/A	N/A	N/A	N/A	N/A	

The spreadsheet also includes a 'Save As' dialog box on the left, showing options to save the file as a Workbook, Macro-Enabled Workbook, Binary Workbook, or PDF. The 'Save As' button is highlighted.

Click on **Update Results** link.

18

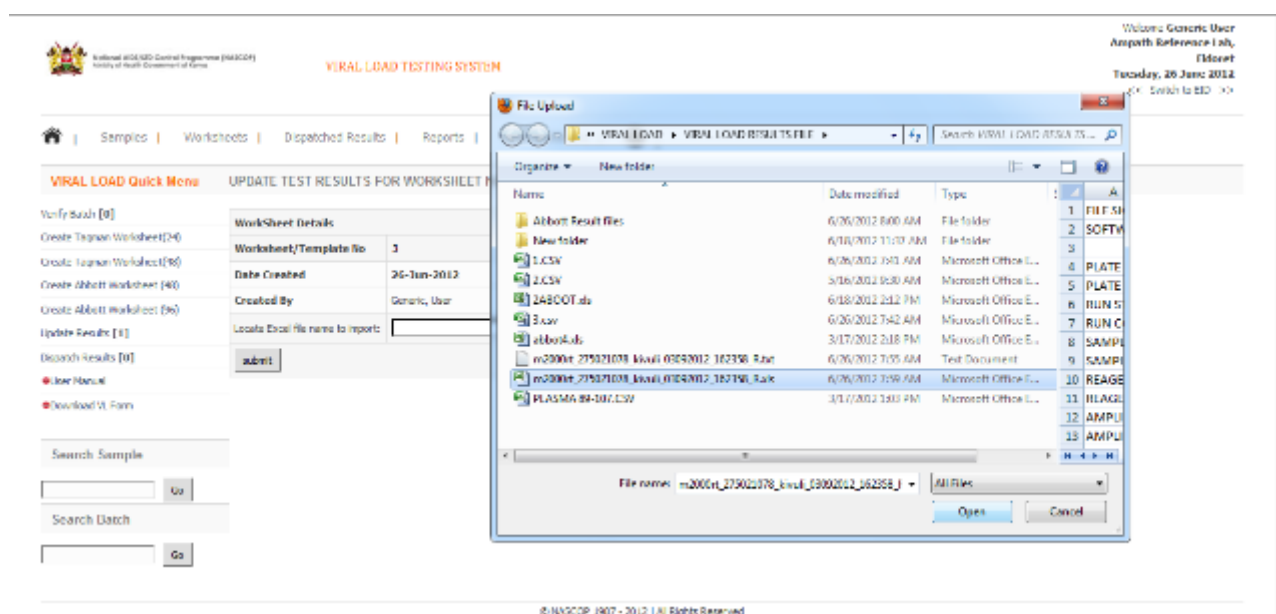


Figure 22: Locate Excel File with results for import

Upon successful upload of results, a results confirmation page will be loaded as shown below

RESULTS APPROVAL FOR WORKSHEET NO 3

Cancel Result Update & Re-update Worksheet

Test Results for Worksheet No. 3 have been successfully updated.  
They may be approved for Release or Dispatch Status.  
Please note, it is only after approval that a sample can be rerun or dispatched

< LBL	DELETED	PAUSED	NO NAME	Total
3	0	0	0	11

Worksheet Details			Correction Reagent		Amplification Reagent		
Worksheet Template No	23		Sample Prep	Bulk Lyse Buffer	Control	Calibrator	Amplification Kit
Date Created	26-Jun-2012	Lot No	SPIN				
Created By	Generic User	Expiry Date	24-Aug-2012				
Type	Abbott	Status	Tested	Date Run	26-Feb-2012		
Date Updated	26-Jun-2012	Updated By	Generic User	Date Reviewed		Reviewed By	

Sample ID	Lab ID	Run	Result	Interpretation	Units	Action	Reviewed (1st)	Date Reviewed (1st)	Reviewed By (1st)	Reviewed (2nd)	Date Reviewed (2nd)	Reviewed By (2nd)	Task
HFC	-	-	Pass	Control									
IPC	-	-	Pass	Control									
MC	-	-	Pass	Control									
VT0000	-	-	Pass	Control									
W000001	3	1	Target Not Detected	< 1.0E copies/ml		Dispatch							Dispatch Run
W000002	3	1	Target Not Detected	< 1.0E copies/ml		Dispatch							Dispatch Run
W000003	3	1	Failed			Rerun							Dispatch Run
W000004	3	1	Failed			Rerun							Dispatch Run
W000005	3	1	Target Not Detected	< 1.0E copies/ml		Dispatch							Dispatch Run

Figure 23: Abbott Results Approval

Here the lab tech approves the samples either for rerun or dispatch depending on the result, run.

The user can click on the button **'Cancel Result Update & Reupdate Worksheet'** to undo the result update and do it again.

Once lab tech has approved all the samples result and action ( rerun or dispatch ) he clicks on **'Confirm & Approve Results'** button as shown below .

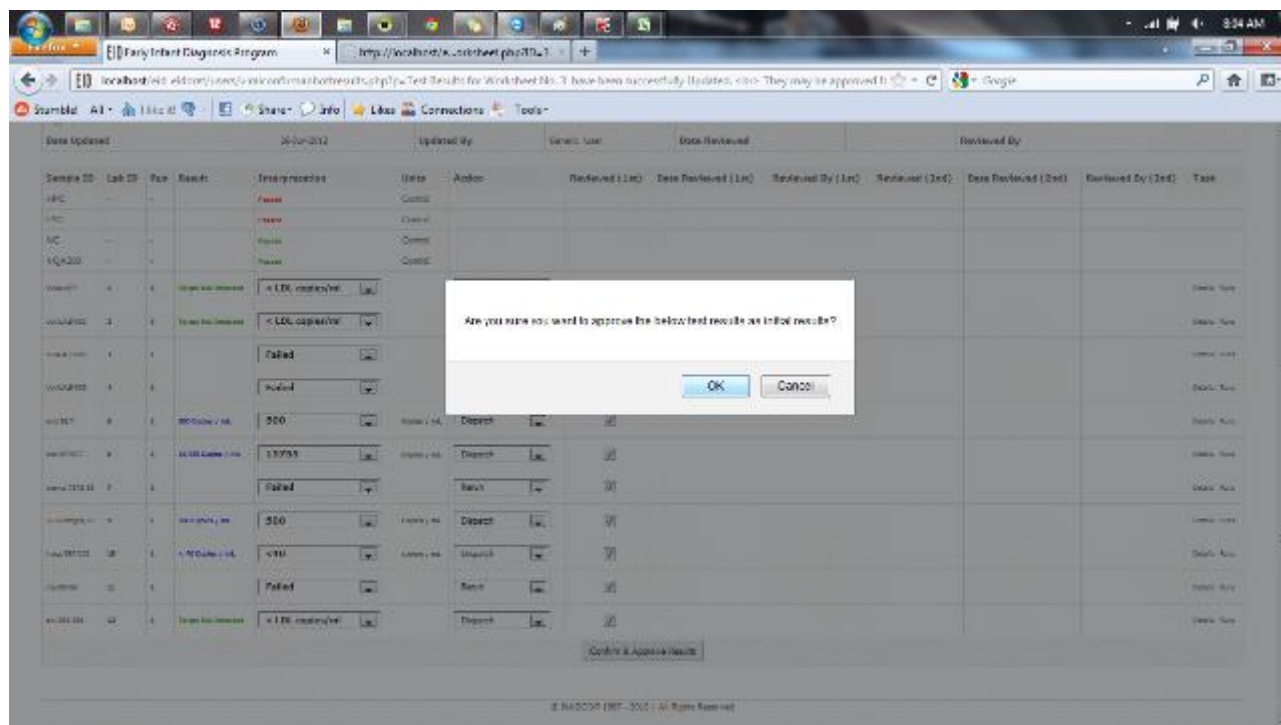


Figure 24: Confirmed Abbott Results (1st Review)

## SECOND REVIEW OF UPDATED RESULTS

This is done by another lab tech (other than the one who uploaded and approved the results first time).

Whenever the other lab tech logs in, a notice '**Worksheets awaiting second review**' will be shown prompting him to click on it so as to review the worksheet and release samples for dispatch.

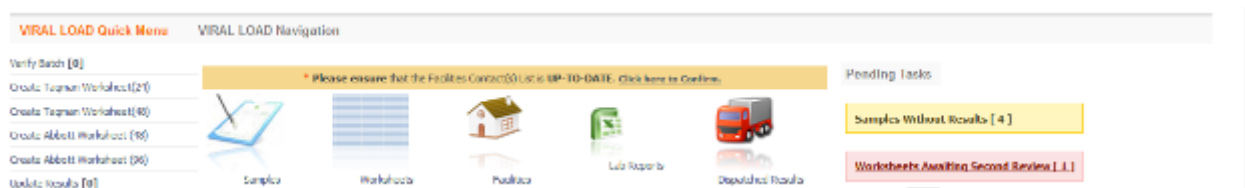


Figure 25: Worksheets awaiting second review

Click on **Review Worksheet results (2<sup>nd</sup> review)** link as shown below.

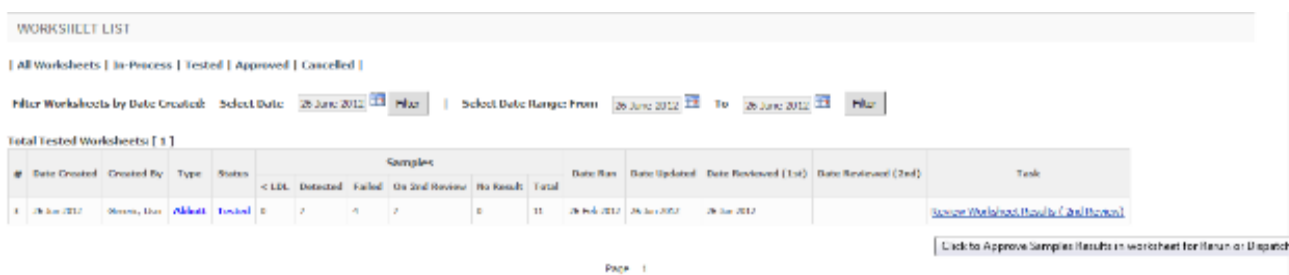


Figure 26: Selected worksheet for 2nd review

The worksheet will be loaded with the 1<sup>st</sup> review results and action.

Here the lab tech approves the samples either for rerun or dispatch depending on the result, and what the 1<sup>st</sup> lab tech approved.

RESULTS APPROVAL FOR WORKSHEET NO 3													
< LOD		DETECTED		FAILED		NO RESULT		ON 2ND REVIEW		Total			
7		0		1		2		7		11			
Worksheet No		3				KIT EXP		Date Reviewed (1st)		26 Jun 2012			
Status		Tested		Lot No		Batch Cat		Reviewed By (1st)		Generic User			
Date Created		26-Jun-2012		HQCAP KIT No		Date Recd		26-Jun-2012		Date Reviewed (2nd)			
Created By		Generic User		Batch #		Date Updated		26-Jun-2012		Reviewed By (2nd)			
Type		Abbot		Spec ID No		Updated By		Generic User					

Sample ID	Lab ID	Run	Result	Units	Interpretation	Action	Reviewed (1st)	Date Reviewed (1st)	Reviewed By (1st)	Reviewed (2nd)	Date Reviewed (2nd)	Reviewed By (2nd)	Task
IPC	-	-	Passed		Control								
IPC	-	-	Passed		Control								
NC	-	-	Passed		Control								
VJ00507	1	1	Target Not Detected		< LOD copies/ml	Dispatch	[X]	26-Jun-2012	Generic User	[X]			Details   Run
VJ00508	2	1	Target Not Detected		< LOD copies/ml	Dispatch	[X]	26-Jun-2012	Generic User	[X]			Details   Run
VJ00509	3	1			Failed	Review	[X]	26-Jun-2012	Generic User	[X]	26-Jun-2012	Generic User	Details   Run
VJ00510	4	1			Failed	Review	[X]	26-Jun-2012	Generic User	[X]	26-Jun-2012	Generic User	Details   Run
end507	5	1	500 Copies / ml	Copies / ml	500	Dispatch	[X]	26-Jun-2012	Generic User	[X]			Details   Run
ch00507	6	1	15,755 Copies / ml	Copies / ml	15755	Dispatch	[X]	26-Jun-2012	Generic User	[X]			Details   Run

Figure 27: 2nd Review

Once lab tech has approved all the samples result and action ( rerun or dispatch ) he clicks on **‘Confirm & Approve Results’** button as shown below .

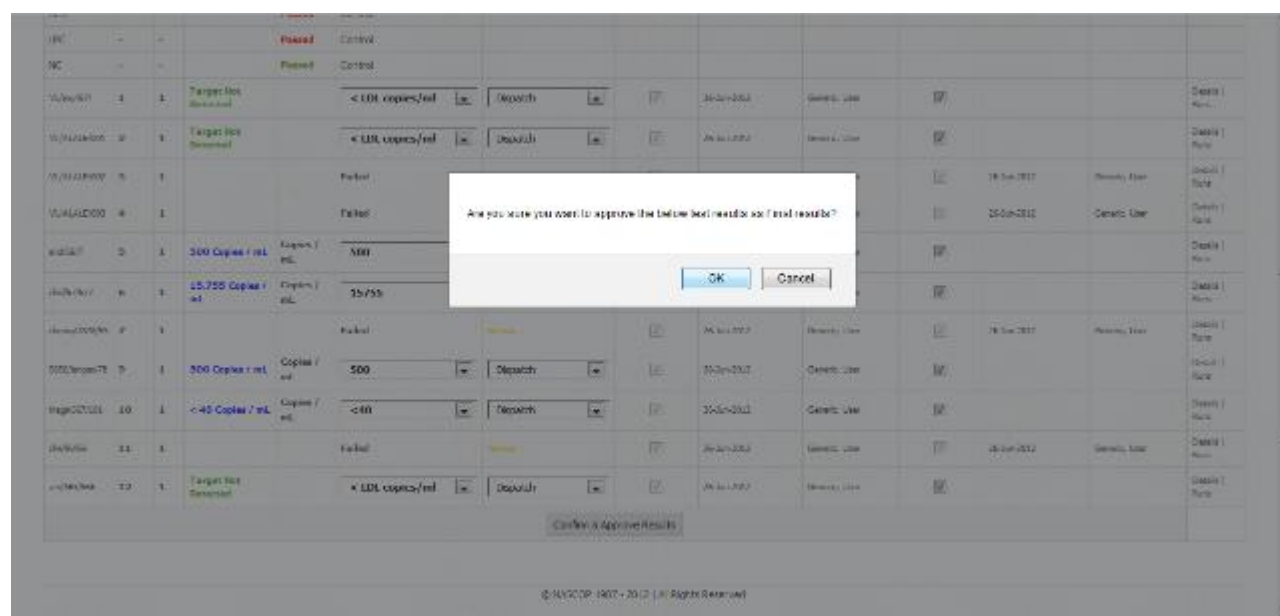


Figure 28: Confirmed & Approved Worksheet ( 2nd Review)

All complete batches will be released for dispatch . The dispatch Process is outlined in next section

## DISPATCH RESULTS

Place the mouse over the **Dispatch Results** Link and click on it.

Check	Batch No	Facility	Email Address	Date Received	No. of Samples	Rejected	Date Tested	Date Updated	Detected	<C ID#	Redraw	Failed	Delay (days)
<input type="checkbox"/>	1	Soy Health Centre		05-May-2012	1		26-Feb-2012	26-Jun-2012		1	0	0	1
<input type="checkbox"/>	3	Endeavour Sub-District Hospital		15-May-2012	1		26-Feb-2012	26-Jun-2012	1		0	0	1
<input type="checkbox"/>	5	Burnt Forest Catholic Dispensary		15-May-2012	1	1					0	0	
<input type="checkbox"/>	6	Linger Rows		15-May-2012	2		26-Feb-2012	26-Jun-2012	2		0	0	1
<input type="checkbox"/>	8	Aspath		25-Jun-2012	1		26-Feb-2012	26-Jun-2012		1	0	0	1

Figure 29: Batches Ready for Dispatch

Select the batches that you would like to dispatch from the system by clicking on the respective check boxes.

Click on the **Proceed** button to confirm the batches selected.

The **confirm dispatch results'** page will be displayed. The user would have to confirm the batches to dispatch by selecting them from the list displayed and click on the **Confirm Dispatch** button.

A list showing all the batches that have been dispatched shall be displayed.

Check	Batch No	Facility	Date Received	No. of Samples	Rejected	Date Tested	Date Updated	Detected	<C ID#	Redraw	Failed	Delay
<input checked="" type="checkbox"/>	1	Soy Health Centre	05-May-2012	1		26-Feb-2012	26-Jun-2012		1	0	0	1
<input checked="" type="checkbox"/>	3	Endeavour Sub-District H	15-May-2012	1		26-Feb-2012	26-Jun-2012	1		0	0	1
<input checked="" type="checkbox"/>	5	Burnt Forest Catholic Dis	15-May-2012	1	1					0	0	
<input checked="" type="checkbox"/>	6	Linger Rows	15-May-2012	2		26-Feb-2012	26-Jun-2012	2		0	0	1
<input checked="" type="checkbox"/>	8	Aspath	25-Jun-2012	1		26-Feb-2012	26-Jun-2012		1	0	0	1

Figure 30: Confirm Batches for Dispatch

The user will be directed to "**Dispatched Results**" page where he can print results, email or sms results.

DISPATCHED RESULTS | DISPATCHED REJECTED SAMPLES | SMS LOG

Batch Dispatch Details Successfully Updated.

Key: Detected Viral Count in Numbers | < LDL Target No Detected | Failed Error: Blank | Redraw Collected New Sample | WT Turn Around Time in Days

Search Batch:

Go

Batch No	Facility	Date Received	Date Tested	Date Updated	# Samples	Detected	< LDL	Redraw	Failed	Rejected	Date Dispatched	DT	Email Sent	Action	
0	Ampath	25-Jun-2012	25-Feb-2012	25-Jun-2012	1	0	1	0	0	0	25-Jun-2012	2	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
0	Lungus Roka	15-May-2012	25-Feb-2012	25-Jun-2012	2	2	0	0	0	0	25-Jun-2012	21	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
5	Saint Forest Catholic Dispensary	15-May-2012	25-Feb-2012	25-Jun-2012	1	1	0	0	0	1	25-Jun-2012	2	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
3	Endabese Sub-District Hospital	15-May-2012	25-Feb-2012	25-Jun-2012	1	1	0	0	0	0	25-Jun-2012	21	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
1	Kay Health Centre	05-May-2012	25-Feb-2012	25-Jun-2012	1	0	1	0	0	0	25-Jun-2012	36	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>

Figure 31: Dispatched Results

## Printing Dispatched Results

The user should place the mouse over the **Dispatched Results** link on the menu bar and click on it.

A list showing all the batches that have been dispatched shall be displayed.

DISPATCHED RESULTS | DISPATCHED REJECTED SAMPLES | SMS LOG

Batch Dispatch Details Successfully Updated.

Key: Detected Viral Count in Numbers | < LDL Target No Detected | Failed Error: Blank | Redraw Collected New Sample | WT Turn Around Time in Days

Search Batch:

Go

Batch No	Facility	Date Received	Date Tested	Date Updated	# Samples	Detected	< LDL	Redraw	Failed	Rejected	Date Dispatched	DT	Email Sent	Action	
0	Ampath	25-Jun-2012	25-Feb-2012	25-Jun-2012	1	0	1	0	0	0	25-Jun-2012	2	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
0	Lungus Roka	15-May-2012	25-Feb-2012	25-Jun-2012	2	2	0	0	0	0	25-Jun-2012	21	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
5	Saint Forest Catholic Dispensary	15-May-2012	25-Feb-2012	25-Jun-2012	1	1	0	0	0	1	25-Jun-2012	2	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
3	Endabese Sub-District Hospital	15-May-2012	25-Feb-2012	25-Jun-2012	1	1	0	0	0	0	25-Jun-2012	21	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>
1	Kay Health Centre	05-May-2012	25-Feb-2012	25-Jun-2012	1	0	1	0	0	0	25-Jun-2012	36	1	N	<a href="#">Summary</a>   <a href="#">Individual</a>   <a href="#">Envelope</a>   <a href="#">?</a>

Figure 32: Printing Dispatched Results

Click on the **Summary** link to get all the samples in the batch with their results

Click on the **Individual** link to print out individual samples results from the selected batch.

## Emailing Dispatched Results

If the facility has an email ( either facility email or contact person email(s) ) an envelope will appear else a question mark.

Click on the **Envelope** link to send out an email to the respective facilities with attachments of the summary and individual sample results.

Click on the **?** link to edit facility details and enter the facility and/or contact email so as to be able to send results via email.



## REPORTS

To access the reports page, the user should move the mouse over the **Reports** link on the menu bar and click on it.

A page shall be displayed showing the available reporting filters.

The user may select the preferred filter criteria and click on the **Generate** button to generate the report.

### N/B

**Sample Log:** This will generate an excel file with all the samples received in the lab whether tested or not.

**Test Outcome Report:** This will generate a file ( pdf or excel ) depending on the criteria selected.

LAB REPORTS

[Sample Log \[ All Received Samples \]](#)

Please select a date or date range to view samples received in Lab for that duration .

Select Date	26 June 2012	Download Report	Select Date Range : From	26 June 2012	To	26 June 2012	Download Report
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[Test Outcome Report \[ All Tested Samples \]](#)

**Regional / Facility Reports**

Facility	<input type="text"/>	Start Date	26 June 2012	End Date	26 June 2012	Generate Report
Province	Select One	Start Date	26 June 2012	End Date	26 June 2012	Generate Report
County	<input type="text"/>	Start Date	26 June 2012	End Date	26 June 2012	Generate Report
District	<input type="text"/>	Start Date	26 June 2012	End Date	26 June 2012	Generate Report

**Lab Reports**

Summary Report shows all tested samples & their outcomes. \*\* Detailed Report shows the individual sample details for samples tested in selected criteria

Weekly / Date Range Report	Start Date	26 June 2012	End Date	26 June 2012	Generate Summary Report	Generate Detailed Report	Generate Kit Used Report
Monthly Report	Month	Select One	Year	2012	Generate Summary Report	Generate Detailed Report	Generate Kit Used Report
Quarterly Report	Quarter	Select One	Year	2012	Generate Summary Report	Generate Detailed Report	Generate Kit Used Report
Yearly Report	Year	2012			Generate Summary Report	Generate Detailed Report	Generate Kit Used Report

Figure 33: Lab Reports Interface

## LOG OUT

To exit the system, place the mouse over the **Log Out** link on the menu bar.