



OpenELIS Global

Laboratory Information System Software
Administrator Manual

Version 3.0

October 2023

For information on OpenELIS Global,
visit www.openelisglobal.org

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PART 1: INTRODUCTION

This Administrator Manual provides comprehensive instructions outlining step-by-step procedures for accessing and administering the OpenELIS Global system.

Intended Audience

This manual will be used by the administrator of the OpenELIS Global system. The OpenELIS Global system administrator will perform the administration functions of the system.

PART 2: NAVIGATING OpenELIS GLOBAL

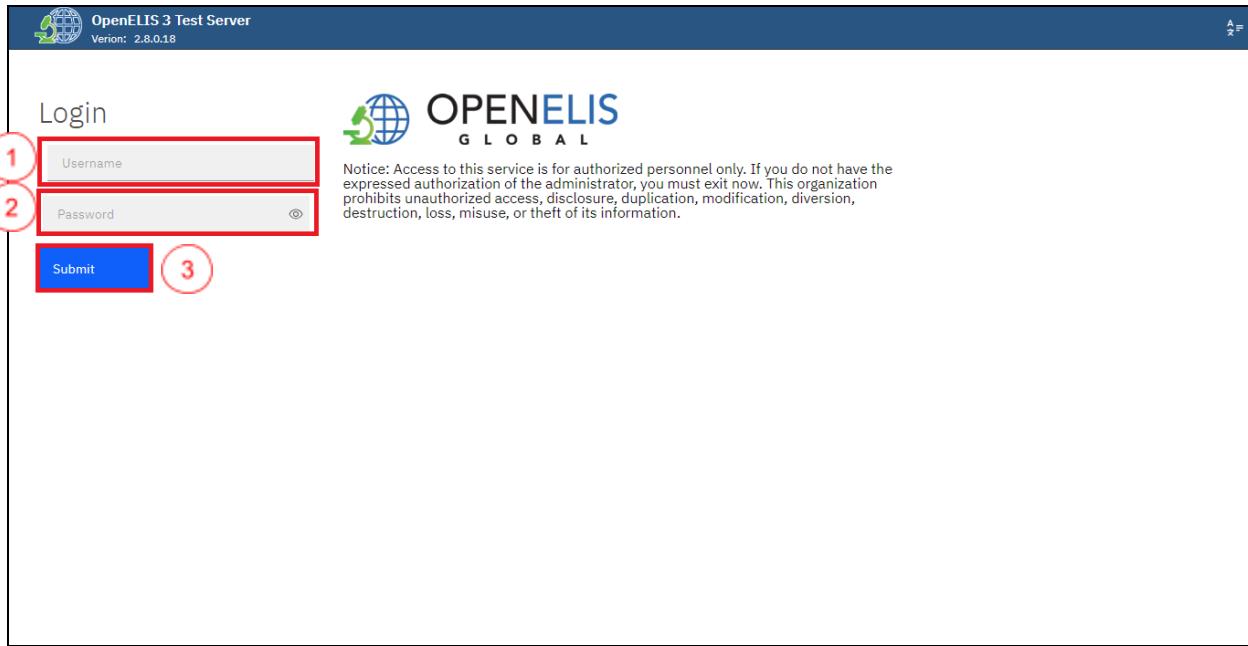
The OpenELIS Global system is made up of a variety of concise screens and workflows to help with the collection, management, and reporting of laboratory data. The use of this system is intended to provide a structured approach to managing the data within the clinical laboratory setting to ensure high-quality testing processes and results data that is then made accessible to external systems and people in the clinical, population, and programmatic health workflows.

How to login to OpenELIS

To login to OpeELIS, You will require a **username** and **password** obtained from the administrator of your OpenELIS instance.

1. Type in your **username** and **password** and click on the **Submit** button.

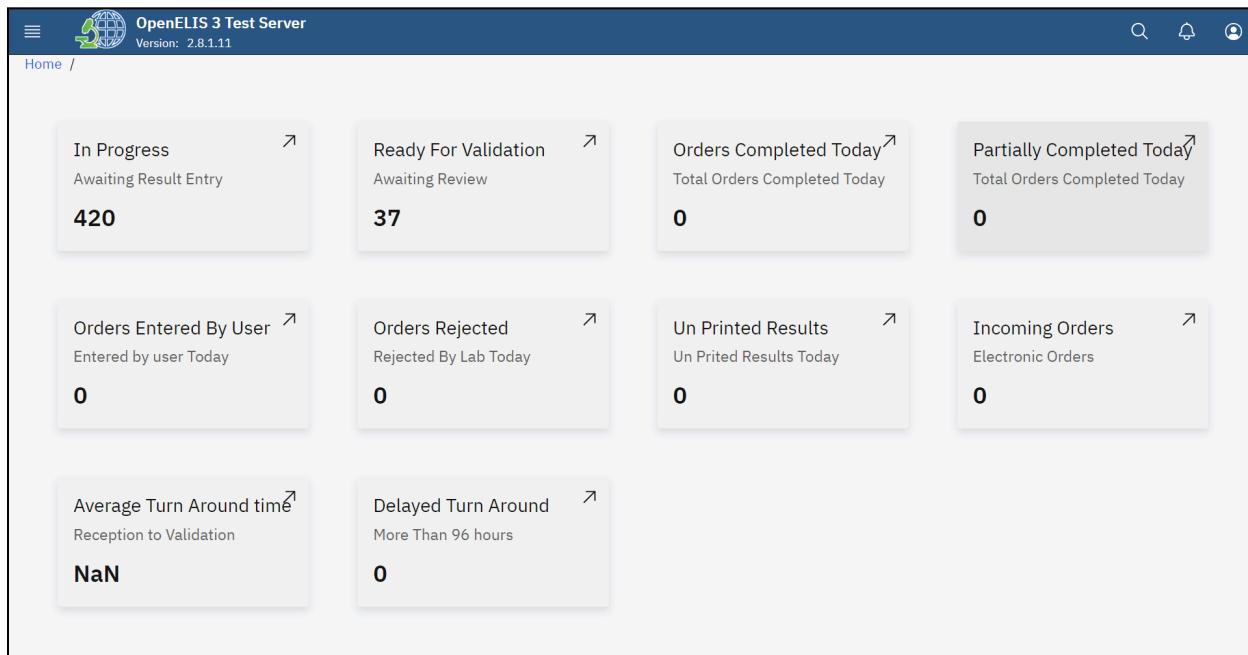
Notice: Access to this service is for authorized personnel only. If you do not have the expressed authorization of the administrator, you must exit now. This organization prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information.



The screenshot shows the OpenELIS 3 Test Server login page. At the top left, it says "OpenELIS 3 Test Server Version: 2.8.0.18". On the right, there's a user icon and a gear icon. The main area has a "Login" heading and a logo for "OPENELIS GLOBAL". Below the logo is a notice about unauthorized access. There are three red circles numbered 1, 2, and 3 pointing to the "Username" field, the "Password" field, and the "Submit" button respectively.

OpenELIS Global 3.0 Login page

Once you connect to OpenELIS Global, the home page will display the laboratory management statistics for your understanding of the current state of the lab testing processes.



OpenELIS Statistics

PART 3: ACCESSING THE OpenELIS GLOBAL ADMINISTRATION MODULE.

How to access the OpenELIS menu

1. To access the main menu, click on the menu icon at the top left side of the screen.

The screenshot shows the OpenELIS 3 Test Server dashboard. At the top left is a menu icon with a red circle containing the number '1'. The dashboard displays several status boxes:

- In Progress: Awaiting Result Entry (386)
- Ready For Validation: Awaiting Review (34)
- Orders Completed Today: Total Orders Completed Today (0)
- Partially Completed Today: Total Orders Completed Today (0)
- Orders Entered By User: Entered by user Today (0)
- Orders Rejected: Rejected By Lab Today (0)
- Un Printed Results: Un Printed Results Today (0)
- Incoming Orders: Electronic Orders (0)
- Average Turn Around time: Reception to Validation (NaN)
- Delayed Turn Around: More Than 96 hours (0)

Accessing OpenELIS 3 Menu

Upon clicking on the menu icon, the OpenELIS menu will be displayed on the left side of the screen with modules that reflect the main activities of the laboratory workflow. The cancel will close the side menu item.

The screenshot shows the OpenELIS Global Version 3 Menu. The left sidebar is highlighted with a red box, displaying a hierarchical menu structure:

- Order
- Patient
- Non-Conform
- Workplan
- Pathology
- Immunohistochemistry
- Cytology
- Results
- Validation
- Reports
- Admin

The main content area displays the same status metrics as the dashboard:

- Ready For Validation: Awaiting Review (36)
- Orders Completed Today: Total Orders Completed Today (0)
- Partially Completed Today: Total Orders Completed Today (0)
- Orders Rejected: Rejected By Lab Today (0)
- Un Printed Results: Un Printed Results Today (0)
- Incoming Orders: Electronic Orders (0)

OpenELIS Global Version 3 Menu

How to access the OpenELIS administrator module.

1. To access the administrator module, click on Admin under the OpenELIS menu.

The screenshot shows the OpenELIS 3 Test Server dashboard. On the left, there is a vertical navigation menu with items like Order, Patient, Non-Conform, Workplan, Pathology, Immunohistochemistry, Cytology, Results, Validation, Reports, and Admin. The Admin item is highlighted with a red box and has a red circle with the number '1' over it. The main area displays several status cards: 'Ready For Validation Awaiting Review' (36), 'Orders Completed Today Total Orders Completed Today' (0), 'Partially Completed Today Total Orders Completed Today' (0), 'Orders Rejected Rejected By Lab Today' (0), 'Un Printed Results Un Printed Results Today' (0), and 'Incoming Orders Electronic Orders' (0). The top right corner features a search icon, a bell icon, and a user profile icon.

Click on Admin

Note: Upon clicking on the admin module, the administration page for OpenELIS 3 system will be displayed.

This screenshot shows the 'Administration modules' page. The left sidebar lists several modules: Test Management, Lab Number Management, Program Entry, Menu Configuration, and Legacy Admin. The Legacy Admin item is highlighted with a red box and has a red circle with the number '2' over it. The rest of the page is currently blank.

Administration modules

2. Click on Legacy Admin.

This screenshot shows the master list page for the Legacy Admin module. The left sidebar is identical to the previous screenshot, showing Test Management, Lab Number Management, Program Entry, Menu Configuration, and Legacy Admin. The Legacy Admin item is highlighted with a red box and has a red circle with the number '2' over it. The main content area is currently empty.

Click on Legacy Admin

Note: Upon clicking on **Legacy Admin**, the master list page will be displayed

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

- Analyzer Test Names
- Barcode Configuration
- Batch test reassignment and cancellation
- Dictionary
- External Connections
- Field Validation Configuration
- List Plugins
- Menu Configuration
- Order Entry Configuration
- Organization
- Patient Entry Configuration
- Printed Reports Configuration
- Provider
- Result Entry Configuration
- Result Reporting Configuration
- Site Information
- Test Management
- Test Notification Configuration
- User Management
- Workplan Configuration

Legacy UI master list page

PART 4:BARCODE CONFIGURATION.

How to configure barcode labels

1. Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#).
2. Click on **Barcode Configuration** under the master list page.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

- Analyzer Test Names
- Barcode Configuration
- Batch test reassignment and cancellation
- Dictionary
- External Connections
- Field Validation Configuration
- List Plugins
- Menu Configuration
- Order Entry Configuration
- Organization
- Patient Entry Configuration
- Printed Reports Configuration
- Provider
- Result Entry Configuration
- Result Reporting Configuration
- Site Information
- Test Management
- Test Notification Configuration
- User Management
- Workplan Configuration

Click Barcode Configuration

Note: The barcode configuration page has three fields namely; **Number Barcode Label**, **Barcode Label Elements** and **Dimensions Barcode Label**.

3. In the **Number barcode Label** section, Configure the number of bar code labels to be printed with every order and specimen and indicate the number of bar code labels that can be printed for each order or specimen.

Note: Once the maximum has been reached, a user will be unable to print additional labels.

Barcode Configuration

Number Bar Code Label

Default Bar Code Labels

Indicate the default number of bar code labels which should be printed with every order and specimen

Order 2	Specimen 1
------------	---------------

Maximum Bar Code Labels

Indicate the maximum number of bar code labels that can be printed for each order or specimen. Once the maximum has been reached, a user will be unable to print additional labels.

Order 10	Specimen 1
-------------	---------------

Number barcode label

4. In the **Barcode Label Element** section, check the check the boxes next to the optional elements that should appear on the order and sample bar code labels

Bar Code Label Elements

Check the box next to the optional elements that should appear on the order and sample bar code labels.

Mandatory Elements

Order <ul style="list-style-type: none"> • Accession number • Patient ID • Site ID 	Specimen <ul style="list-style-type: none"> • Accession number • Patient ID • Patient Name • Patient Date of Birth
--	---

Optional Elements

Order None	Specimen <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Collection Date and Time <input checked="" type="checkbox"/> Collected By <input checked="" type="checkbox"/> Tests <input checked="" type="checkbox"/> Patient Sex
---------------	--

Barcode label element

5. The **Preprinted Barcode Accession number** when checked will make use the same accession number format and pool of available numbers as Order Entry Generation Prefix for pre-printed barcode labels

Preprinted Bar Code Accession number

5 Use the same accession number format and pool of available numbers as Order Entry Generation

Prefix for pre-printed barcode labels (4 characters):

NOTE: If this prefix has already been used, the numbering will continue from the last number generated

Preprinted barcode accession number

6. In the section **Dimensions Barcode Label**, indicate the dimensions that bar code labels should conform to when printing.

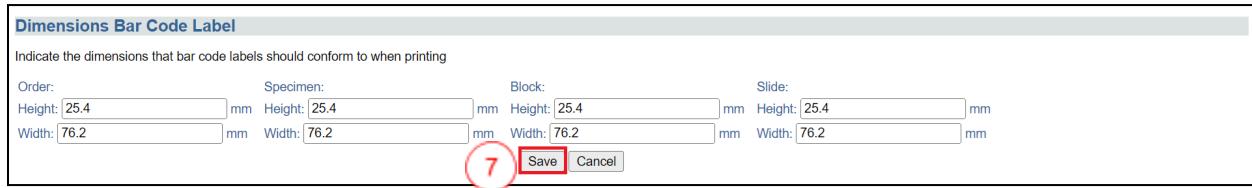
Dimensions Bar Code Label

Indicate the dimensions that bar code labels should conform to when printing

Order: Height: 25.4 mm	Specimen: Height: 25.4 mm	Block: Height: 25.4 mm	Slide: Height: 25.4 mm
Width: 76.2 mm	Width: 76.2 mm	Width: 76.2 mm	Width: 76.2 mm

Dimensions barcode label

7. Click on the **Save** button to save the configurations



Dimensions Bar Code Label

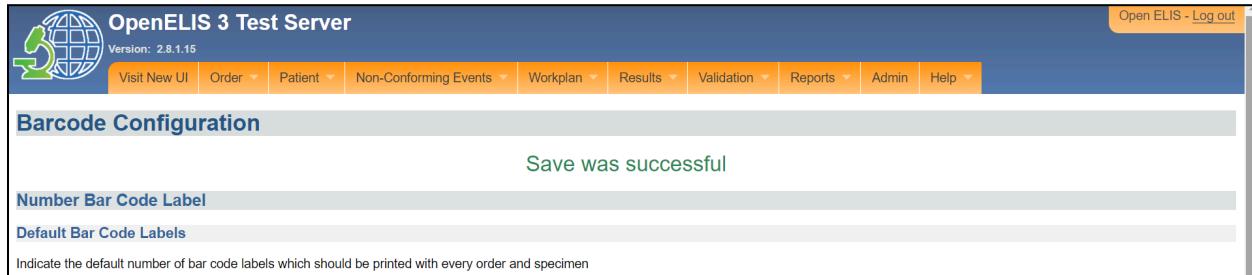
Indicate the dimensions that bar code labels should conform to when printing

Order:	Specimen:	Block:	Slide:
Height: 25.4 mm	Height: 25.4 mm	Height: 25.4 mm	Height: 25.4 mm
Width: 76.2 mm	Width: 76.2 mm	Width: 76.2 mm	Width: 76.2 mm

7 Save Cancel

Click save

The configuration will be saved successfully.



OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Barcode Configuration

Save was successful

Number Bar Code Label

Default Bar Code Labels

Indicate the default number of bar code labels which should be printed with every order and specimen

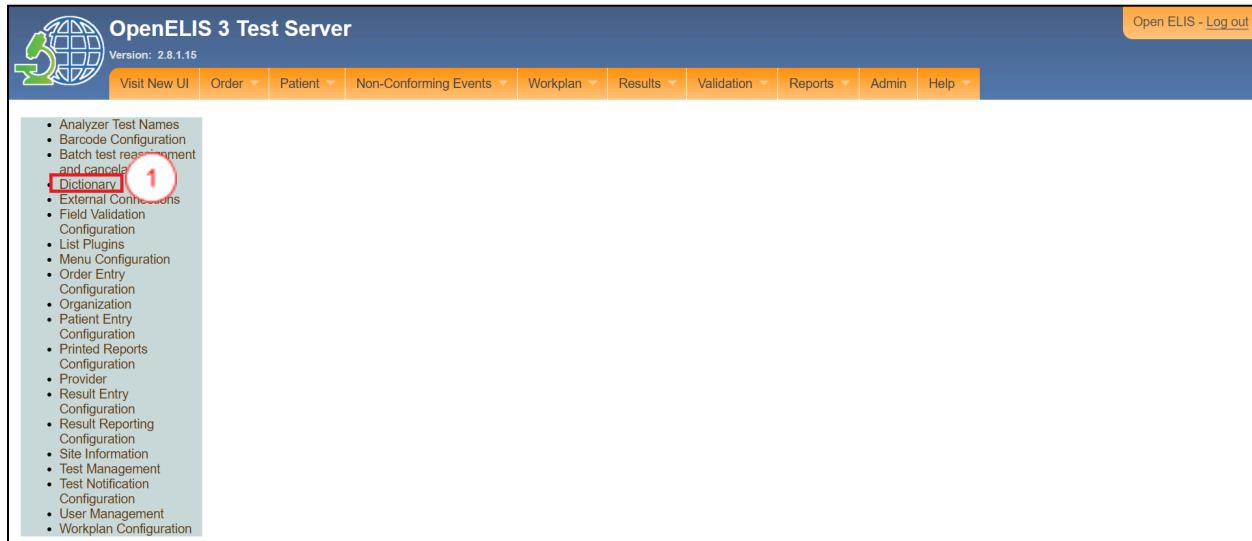
Configurations saved successful

PART 4: DICTIONARY.

The dictionary is a core component of the OpenELIS 3 Global system that allows the configuration of items such as programs by the administrator.

How to access the OpenELIS Global dictionary.

1. Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#).
2. Click on **Dictionary** under the master list page.



OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

- Analyzer Test Names
- Barcode Configuration
- Batch test reagent and cancel
- Dictionary 1
- External Communications
- Field Validation Configuration
- List Plugins
- Menu Configuration
- Order Entry Configuration
- Organization
- Patient Entry Configuration
- Printed Reports Configuration
- Provider
- Result Entry Configuration
- Result Reporting Configuration
- Site Information
- Test Management
- Test Notification Configuration
- User Management
- Workplan Configuration

Click on dictionary

Note: Upon clicking on the dictionary under the master page, the dictionary menu will be displayed. The menu displays a **Select** checkbox for an entry, **Category** of an entry, The **Dictionary Entry**, **Local Abbreviation** and the **Is Active** status of an entry.

The screenshot shows the OpenELIS 3 Test Server interface with the title "OpenELIS 3 Test Server" and version "2.8.1.15". The menu bar includes links for Visit New UI, Order, Patient, Non-Conforming Events, Workplan, Results, Validation, Reports, Admin, and Help. A sidebar on the left lists various configuration items. The main content area displays a table titled "Dictionary Entry" with the following columns: Select, Category, Dictionary Entry, Local Abbreviation, and Is Active. The table contains 20 entries, each with a checkbox for selection, a category code (CG), a detailed dictionary entry, a local abbreviation, and an is active status (Y or N). The last entry in the table is highlighted with a red border. Navigation buttons for "Previous" and "Next" are at the bottom of the table.

Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input type="checkbox"/>	CG	INFLUENZA VIRUS A RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H1 RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H5 RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H3 RNA DETECTED		Y
<input type="checkbox"/>	CG	PRELIMINARY POSITIVE		Y
<input type="checkbox"/>	CG	PRELIMINARY NEGATIVE		Y
<input type="checkbox"/>	CG	gram + rod		N
<input type="checkbox"/>	CG	gram - rod		N
<input type="checkbox"/>	CG	Bacillus species (not anthracis)		Y
<input type="checkbox"/>	CG	Coded comments need to be added		Y
<input type="checkbox"/>	CG	Brucella species		Y
<input type="checkbox"/>	CG	Giardia lamblia cysts		Y
<input type="checkbox"/>	CG	Giardia lamblia trophozoites		Y
<input type="checkbox"/>	CG	Entamoeba histolytica cysts		Y
<input type="checkbox"/>	CG	Unsat interpretation		Y
<input type="checkbox"/>	CG	UNINTERPRETABLE = Bands on Western Blot suggest possible HIV vaccine recipient.	H4	Y
<input type="checkbox"/>	CG	POSITIVE = Specific cytoplasmic staining present. Patient is positive for anti-HIV-1 antibody.	H5	Y
<input type="checkbox"/>	CG	NEGATIVE = No specific fluorescent staining present. Patient is negative for HIV-1 antibody.	H6	Y
<input type="checkbox"/>	CG	INDETERMINATE = Non-specific staining present. Please submit another specimen.	H7	Y
<input type="checkbox"/>	CG	NONREACTIVE = No anti-HIV-1 antibody detected.	H0	Y

Dictionary menu

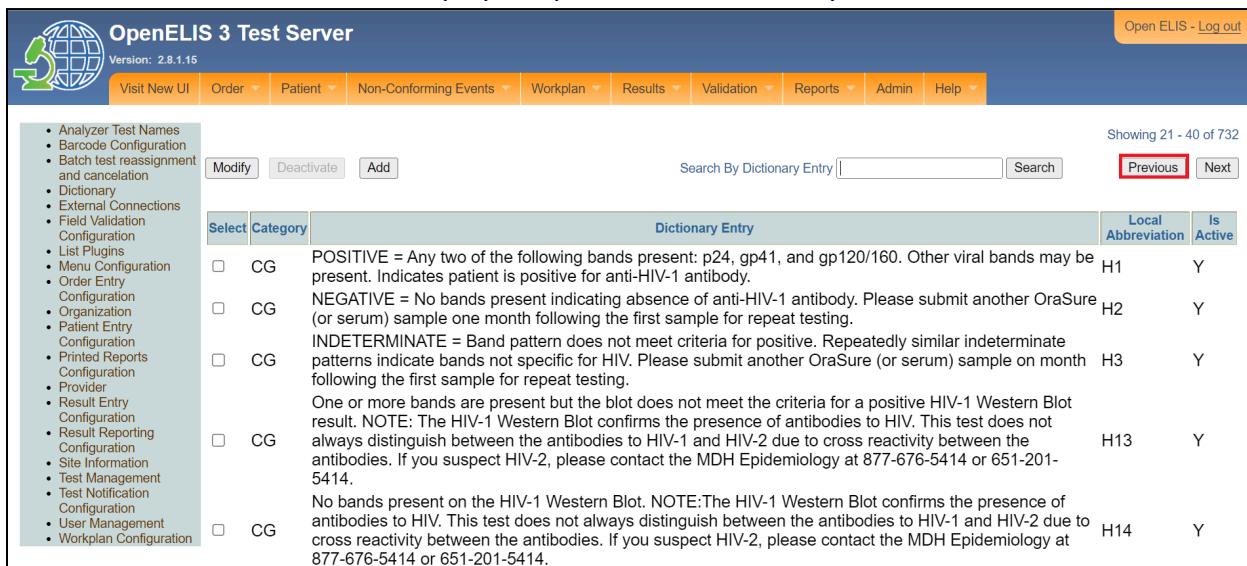
The **Next** button is used to display the next 20 dictionary entries.

This screenshot is identical to the one above, showing the same dictionary menu interface. The "Next" button at the bottom right of the table is highlighted with a red box to indicate it should be clicked to view the next set of entries.

Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input type="checkbox"/>	CG	INFLUENZA VIRUS A RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H1 RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H5 RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H3 RNA DETECTED		Y
<input type="checkbox"/>	CG	PRELIMINARY POSITIVE		Y
<input type="checkbox"/>	CG	PRELIMINARY NEGATIVE		Y
<input type="checkbox"/>	CG	gram + rod		N
<input type="checkbox"/>	CG	gram - rod		N
<input type="checkbox"/>	CG	Bacillus species (not anthracis)		Y
<input type="checkbox"/>	CG	Coded comments need to be added		Y
<input type="checkbox"/>	CG	Brucella species		Y
<input type="checkbox"/>	CG	Giardia lamblia cysts		Y
<input type="checkbox"/>	CG	Giardia lamblia trophozoites		Y
<input type="checkbox"/>	CG	Entamoeba histolytica cysts		Y
<input type="checkbox"/>	CG	Unsat interpretation		Y
<input type="checkbox"/>	CG	UNINTERPRETABLE = Bands on Western Blot suggest possible HIV vaccine recipient.	H4	Y
<input type="checkbox"/>	CG	POSITIVE = Specific cytoplasmic staining present. Patient is positive for anti-HIV-1 antibody.	H5	Y
<input type="checkbox"/>	CG	NEGATIVE = No specific fluorescent staining present. Patient is negative for HIV-1 antibody.	H6	Y
<input type="checkbox"/>	CG	INDETERMINATE = Non-specific staining present. Please submit another specimen.	H7	Y
<input type="checkbox"/>	CG	NONREACTIVE = No anti-HIV-1 antibody detected.	H0	Y

Navigating dictionary entries

The **Previous** button is used to display the previous 20 dictionary entries.



Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input type="checkbox"/>	CG	POSITIVE = Any two of the following bands present: p24, gp41, and gp120/160. Other viral bands may be present. Indicates patient is positive for anti-HIV-1 antibody.	H1	Y
<input type="checkbox"/>	CG	NEGATIVE = No bands present indicating absence of anti-HIV-1 antibody. Please submit another OraSure (or serum) sample one month following the first sample for repeat testing.	H2	Y
<input type="checkbox"/>	CG	INDETERMINATE = Band pattern does not meet criteria for positive. Repeatedly similar indeterminate patterns indicate bands not specific for HIV. Please submit another OraSure (or serum) sample on month following the first sample for repeat testing.	H3	Y
<input type="checkbox"/>	CG	One or more bands are present but the blot does not meet the criteria for a positive HIV-1 Western Blot result. NOTE: The HIV-1 Western Blot confirms the presence of antibodies to HIV. This test does not always distinguish between the antibodies to HIV-1 and HIV-2 due to cross reactivity between the antibodies. If you suspect HIV-2, please contact the MDH Epidemiology at 877-676-5414 or 651-201-5414.	H13	Y
<input type="checkbox"/>	CG	No bands present on the HIV-1 Western Blot. NOTE: The HIV-1 Western Blot confirms the presence of antibodies to HIV. This test does not always distinguish between the antibodies to HIV-1 and HIV-2 due to cross reactivity between the antibodies. If you suspect HIV-2, please contact the MDH Epidemiology at 877-676-5414 or 651-201-5414.	H14	Y

Navigating dictionary entries

How to search for a dictionary entry

1. To search for a dictionary entry, type the entry name in the **Search By Dictionary Entry**



Type the dictionary entry

2. Click on the **Search** button.



Click search on the button

The searched dictionary entry will be displayed.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Showing 1 - 1 of 1

Search By Dictionary Entry

Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input type="checkbox"/>	CG	Brucella species	Y	Y

Searched dictionary entry

How to modify a dictionary entry

1. To modify a dictionary entry, click on the **Select** checkbox next to the entry to select it.

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Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Showing 1 - 20 of 732

Search By Dictionary Entry

Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input checked="" type="checkbox"/>	CG	INFLUENZA VIRUS A RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H1 RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H5 RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H3 RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	PRELIMINARY POSITIVE	Y	Y
<input type="checkbox"/>	CG	PRELIMINARY NEGATIVE	Y	Y

Click on the select checkbox

2. Click on the **Modify** button.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Showing 1 - 20 of 732

Search By Dictionary Entry

Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input checked="" type="checkbox"/>	CG	INFLUENZA VIRUS A RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H1 RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H5 RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H3 RNA DETECTED	Y	Y
<input type="checkbox"/>	CG	PRELIMINARY POSITIVE	Y	Y
<input type="checkbox"/>	CG	PRELIMINARY NEGATIVE	Y	Y
<input type="checkbox"/>	CG	gram + rod	N	

Click modify

3. Edit the fields under the **Edit Dictionary** page. Fields marked with asterisks * are mandatory.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Edit Dictionary

Dictionary Number: Category:

Is Active:

Dictionary Entry: 3

Local Abbreviation:

Save **Exit** **Previous** **Next**

Edit fields

Note: The **Exit** button will close the Edit Dictionary page without saving. The **Next** button is used to display the next dictionary entry.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Edit Dictionary

Dictionary Number: Category:

Is Active:

Dictionary Entry:

Local Abbreviation:

Save **Exit** **Previous** **Next**

Exit edit dictionary page

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Edit Dictionary

Dictionary Number: Category:

Is Active:

Dictionary Entry:

Local Abbreviation:

Save **Exit** **Previous** Next

Next dictionary entry

4. Click on the **Save** button.

OpenELIS 3 Test Server
Version: 2.8.1.15

Edit Dictionary

Dictionary Number:

Category*:

Is Active*:

Dictionary Entry*:

Local Abbreviation*:

4 Save Exit

Previous Next

Click on the save button

How to add a dictionary entry

1. To add a dictionary entry, click on the **add** button.

OpenELIS 3 Test Server
Version: 2.8.1.15

Showing 1 - 20 of 732

Modify Deactivate 1 Add Search By Dictionary Entry Search Previous Next

Select	Category	Dictionary Entry	Local Abbreviation	Is Active
<input type="checkbox"/>	CG	INFLUENZA VIRUS A RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H1 RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H5 RNA DETECTED		Y
<input type="checkbox"/>	CG	INFLUENZA VIRUS A/H3 RNA DETECTED		Y
<input type="checkbox"/>	CG	PRELIMINARY POSITIVE		Y
<input type="checkbox"/>	CG	PRELIMINARY NEGATIVE		Y

Click on add button

Upon clicking on the **Add** button, The Add Dictionary form will appear. Fields with red asterisk * are mandatory to fill.

OpenELIS 3 Test Server
Version: 2.8.1.15

Edit Dictionary

Dictionary Number:

Category*:

Is Active*:

Dictionary Entry*:

Local Abbreviation*:

Save Exit

Previous Next

Edit dictionary page

2. Select the category from the drop-down menu 3.

OpenELIS 3 Test Server
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Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Edit Dictionary

Dictionary Number: 0
Category: Pathology - Pathologist Requests 2

Is Active: Y

Dictionary Entry: 3

Local Abbreviation: ROTATION 4

Save **Exit** **Previous** **Next**

Select category

3. Enter the Dictionary Entry and the Local Abbreviation.

OpenELIS 3 Test Server
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Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Edit Dictionary

Dictionary Number: 0
Category: Pathology - Pathologist Requests
Is Active: Y

Dictionary Entry: Rotate 90 degrees 3

Local Abbreviation: ROTATION 4

Save **Exit** **Previous** **Next**

Entry dictionary entry

4. Click on the Save button.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Edit Dictionary

Dictionary Number: 0
Category: Pathology - Pathologist Requests
Is Active: Y

Dictionary Entry: Rotate 90 degrees

Local Abbreviation: ROTATION 5

Save **Exit** **Previous** **Next**

Click save

The dictionary entry will be added successfully.

The screenshot shows the OpenELIS 3 Test Server interface. At the top, there's a navigation bar with links like Visit New UI, Order, Patient, Non-Conforming Events, Workplan, Results, Validation, Reports, Admin, and Help. On the right, there's a "Log out" button. Below the navigation, a sidebar on the left lists various configuration items: Analyzer Test Names, Barcode Configuration, Batch test reassignment and cancellation, Dictionary, External Connections, Field Validation Configuration, List Plugins, Menu Configuration, and Order Entry. A "Save was successful" message is displayed prominently. In the center, there's a table titled "Dictionary Entry" with columns for Select, Category, Dictionary Entry, Local Abbreviation, and Is Active. One row is visible: CG INFLUENZA VIRUS A RNA DETECTED, with Is Active checked (Y). There are also buttons for Modify, Deactivate, and Add.

Note: The dictionary entry will be listed under pathology requests.

This screenshot shows the Requests configuration page. On the left, there's a sidebar with a "Requests" section containing a dropdown menu with several options: Path Request, Rotate, Rotate 90 degrees, Stain A/Blue, Stain Congo Red, and Stain Giemsa. The "Rotate 90 degrees" option is highlighted with a red underline. The main area of the screen is a large, empty gray space.

Added dictionary entry

PART 4: TEST MANAGEMENT

How to access the test management configuration menu.

1. Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#).
2. Click on **Test Management** under the master list page.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

- Analyzer Test Names
- Barcode Configuration
- Batch test reassignment and cancellation
- Dictionary
- External Connections
- Field Validation Configuration
- List Plugins
- Menu Configuration
- Order Entry Configuration
- Organization
- Patient Entry Configuration
- Printed Reports Configuration
- Provider
- Result Entry Configuration
- Result Reporting Configuration
- Site Information
- Test Management **1**
- Test Notification Configuration
- User Management
- Workplan Configuration

Click on test management

Note: The test menu configuration page will be displayed. The page has two sections namely; **Spelling Corrections** and **Test Organization**.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Admin → Test Management

Spelling corrections

- Rename existing test names
Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports
- Rename Existing Panels
Use to correct the name of existing panels.
- Rename Existing Sample Types
Use to correct the name of existing sample types.
- Rename Existing Test Sections
Use to correct the name of existing test sections.
- Rename Existing Unit of Measure Entries
Use to correct the name of existing unit of measure entries.
- Rename existing result list options
Rename existing result list options
- Rename existing method names
Use to correct the name of existing methods

Spelling corrections

Test Organization

- View Test Catalog
View the current test catalog
- Manage Methods
Use to create a new method, activate or deactivate a method
- Add new tests
Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- Modify tests
Use to modify existing tests in the system.
- Activate/Deactivate tests
Use to activate or deactivate an existing test.
- Enable/disable test orderability
Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- Manage Test Units
Use to create, set display order or assign tests to test units
- Manage Sample Types
Use to create, set display order or assign tests to sample types
- Manage Units of Measure
Use to create Units of Measure
- Manage Panels
Use to create, set display order or assign tests to panels
- Add result select list
use to create result select list for test results
To change spelling of current result list entries use "Rename existing result list options"
- Manage Testing Algorithms and Reflex tests

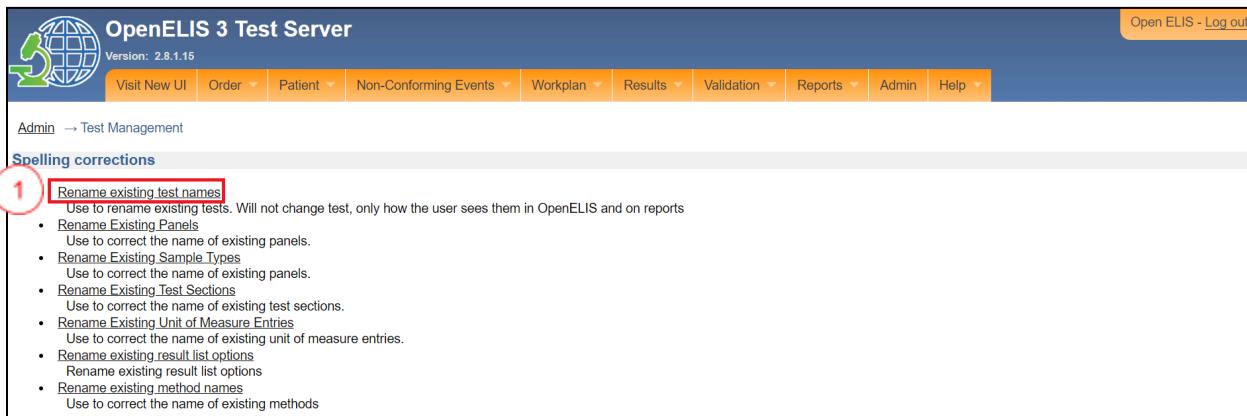
Test organization

PART 4 A: SPELLING CORRECTIONS

How to rename existing test names.

A test can be renamed due to spelling error or when the name of the test has changed. The person assigned administrator privileges to access the OpenELIS Global administrator module can rename an existing test.

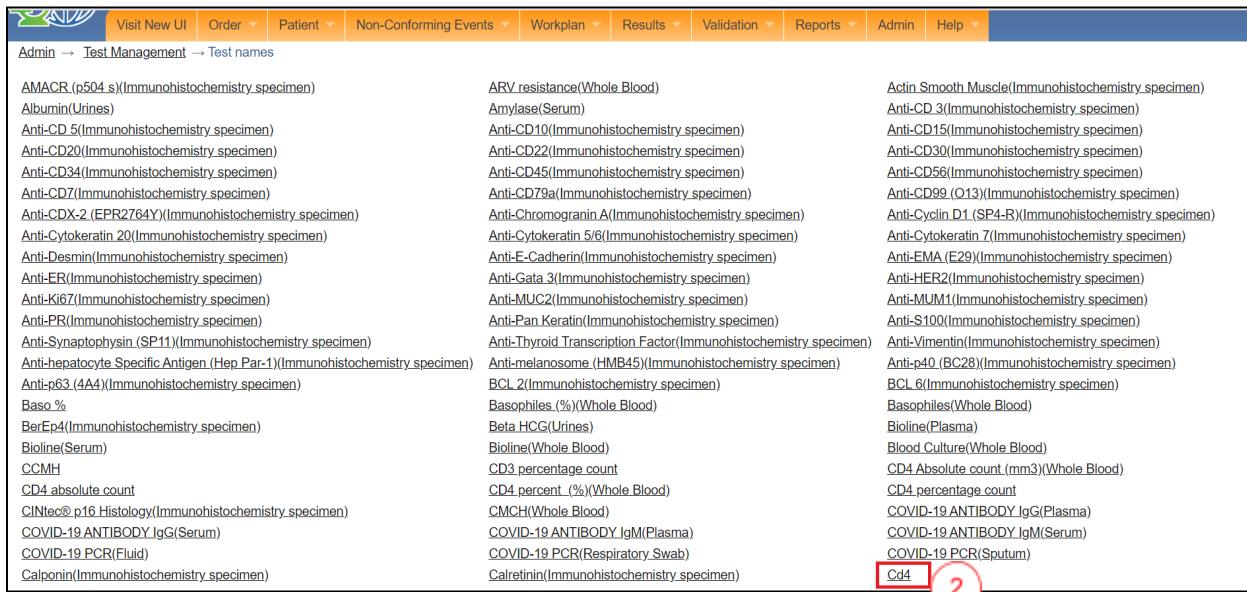
1. To rename an existing test name, click on rename existing test name under the spelling correction section. The test rename entry page will be displayed



The screenshot shows the OpenELIS 3 Test Server interface. At the top, there is a navigation bar with links for Visit New UI, Order, Patient, Non-Conforming Events, Workplan, Results, Validation, Reports, Admin, and Help. Below the navigation bar, the path Admin → Test Management is shown. Under the heading 'Spelling corrections', a red circle labeled '1' highlights the 'Rename existing test names' link. A tooltip for this link states: 'Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports'. Below the link, there is a list of other options: Rename Existing Panels, Rename Existing Sample Types, Rename Existing Test Sections, Rename Existing Unit of Measure Entries, Rename existing result list options, and Rename existing method names.

Click on rename existing test names

2. Click on the name of the test you would like to edit. The edit page will be displayed which allows you to edit the name.



The screenshot shows a list of test names in the OpenELIS interface. The list includes: ARV resistance(Whole Blood), Amylase(Serum), Anti-CD10(Immunohistochemistry specimen), Anti-CD22(Immunohistochemistry specimen), Anti-CD45(Immunohistochemistry specimen), Anti-CD79a(Immunohistochemistry specimen), Anti-Chromogranin A(Immunohistochemistry specimen), Anti-Cytokeratin 5/6(Immunohistochemistry specimen), Anti-E-Cadherin(Immunohistochemistry specimen), Anti-Gata 3(Immunohistochemistry specimen), Anti-MUC2(Immunohistochemistry specimen), Anti-Pan Keratin(Immunohistochemistry specimen), Anti-Thyroid Transcription Factor(Immunohistochemistry specimen), Anti-melanosome (HMB45)(Immunohistochemistry specimen), BCL 2(Immunohistochemistry specimen), Basophiles (%)(Whole Blood), Beta HCG(Urines), Bioline(Whole Blood), CD3 percentage count, CD4 percent (%)(Whole Blood), CMCH(Whole Blood), COVID-19 ANTIBODY IgM(Plasma), COVID-19 PCR(Respiratory Swab), Calretinin(Immunohistochemistry specimen), Actin Smooth Muscle(Immunohistochemistry specimen), Anti-CD3(Immunohistochemistry specimen), Anti-CD15(Immunohistochemistry specimen), Anti-CD30(Immunohistochemistry specimen), Anti-CD56(Immunohistochemistry specimen), Anti-CD99 (O13)(Immunohistochemistry specimen), Anti-Cyclin D1 (SP4-R)(Immunohistochemistry specimen), Anti-Cytokeratin 7(Immunohistochemistry specimen), Anti-EMA (E29)(Immunohistochemistry specimen), Anti-HER2(Immunohistochemistry specimen), Anti-MUM1(Immunohistochemistry specimen), Anti-S100(Immunohistochemistry specimen), Anti-Vimentin(Immunohistochemistry specimen), Anti-PA (BC28)(Immunohistochemistry specimen), BCL 6(Immunohistochemistry specimen), Basophiles(Whole Blood), Bioline(Plasma), Blood Culture(Whole Blood), CD4 Absolute count (mm3)(Whole Blood), CD4 percentage count, COVID-19 ANTIBODY IgG(Plasma), COVID-19 ANTIBODY IgM(Serum), COVID-19 PCR(Sputum), and Cd4. A red circle labeled '2' highlights the 'Cd4' test name.

Click on a test

Note: the edit page has four text fields that you will be required to fill in order to capture the following; name of the test in English, name of the test in French, name of the test on the

report in English, and name of the test on the report in English. If you do not have access to the name in English, you can enter a substitution element but it may be that it will not comply with the guidelines for laboratory information systems. Refer to your accrediting agency.

- Type the name in the fields. In this illustration, the current name for the test is **Cd4**. the letter **d** is incorrect. To correct this, the new name has been typed as **CD4**.

	Test Name		Reporting Test Name	
	English	French	English	French
Current:	Cd4	Cd4	Cd4	Cd4
New:	CD4	CD4	CD4	CD4

[Save](#) [Cancel](#)

Type new name

- Click on the **Save** button. Clicking on the **Cancel** button will cancel the editing.

	Test Name		Reporting Test Name	
	English	French	English	French
Current:	Cd4	Cd4	Cd4	Cd4
New:	CD4	CD4	CD4	CD4

[Save](#) [Cancel](#)

Click save

- Upon clicking on the **Save** button, confirm the names entered in each text field and click on the **Accept** button. The reject button will revert back to the test name editing page.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Test names

Confirmation

Test:Cd4

	Test Name		Reporting Test Name	
English	French	English	French	
Current: Cd4	Cd4	Cd4	Cd4	
New: CD4	CD4	CD4	CD4	
		5	<input type="button" value="Accept"/> <input type="button" value="Reject"/>	
AMACR (p504 s)(Immunohistochemistry specimen) Albumin(Urines)		ARV resistance(Whole Blood) Amylase(Serum)	Actin Smooth Muscle(Immunohistochemistry specimen) Anti-CD 3(Immunohistochemistry specimen)	

Click accept

The name of the test will be updated successfully.

OpenELIS 3 Test Server
Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Test names

AMACR (p504 s)(Immunohistochemistry specimen)	ARV resistance(Whole Blood)	Actin Smooth Muscle(Immunohistochemistry specimen)
Albumin(Urines)	Amylase(Serum)	Anti-CD 3(Immunohistochemistry specimen)
Anti-CD 5(Immunohistochemistry specimen)	Anti-CD10(Immunohistochemistry specimen)	Anti-CD15(Immunohistochemistry specimen)
Anti-CD20(Immunohistochemistry specimen)	Anti-CD22(Immunohistochemistry specimen)	Anti-CD30(Immunohistochemistry specimen)
Anti-CD34(Immunohistochemistry specimen)	Anti-CD45(Immunohistochemistry specimen)	Anti-CD56(Immunohistochemistry specimen)
Anti-CD7(Immunohistochemistry specimen)	Anti-CD79a(Immunohistochemistry specimen)	Anti-CD99 (O13)(Immunohistochemistry specimen)
Anti-CDX-2 (EPR2764Y)(Immunohistochemistry specimen)	Anti-Chromogranin A(Immunohistochemistry specimen)	Anti-Cyclin D1 (SP4-R)(Immunohistochemistry specimen)
Anti-Cytokeratin 20(Immunohistochemistry specimen)	Anti-Cytokeratin 5/6(Immunohistochemistry specimen)	Anti-Cytokeratin 7(Immunohistochemistry specimen)
Anti-Desmin(Immunohistochemistry specimen)	Anti-E-Cadherin(Immunohistochemistry specimen)	Anti-EMA (E29)(Immunohistochemistry specimen)
Anti-ER(Immunohistochemistry specimen)	Anti-Gata 3(Immunohistochemistry specimen)	Anti-HER2(Immunohistochemistry specimen)
Anti-Ki67(Immunohistochemistry specimen)	Anti-MUC2(Immunohistochemistry specimen)	Anti-MUM1(Immunohistochemistry specimen)
Anti-PR(Immunohistochemistry specimen)	Anti-Pan Keratin(Immunohistochemistry specimen)	Anti-S100(Immunohistochemistry specimen)
Anti-Synaptophysin (SP11)(Immunohistochemistry specimen)	Anti-Thyroid Transcription Factor(Immunohistochemistry specimen)	Anti-Vimentin(Immunohistochemistry specimen)
Anti-hepatocyte Specific Antigen (Hep Par-1)(Immunohistochemistry specimen)	Anti-melanosome (HMB45)(Immunohistochemistry specimen)	Anti-40 (BC28)(Immunohistochemistry specimen)
Anti-p63 (4A4)(Immunohistochemistry specimen)	BCL 2(Immunohistochemistry specimen)	BCL 6(Immunohistochemistry specimen)
Baso %	Basophiles (%)(Whole Blood)	Basophiles(Whole Blood)
BerEp4(Immunohistochemistry specimen)	Beta HCG(Urines)	Biotine(Plasma)
Biotin(Urines)	Biotine(Whole Blood)	Blood Culture(Whole Blood)
CCMH	CD3 percentage count	CD4
CD4 Absolute count (mm3)(Whole Blood)	CD4 absolute count	CD4 percent. (%)(Whole Blood)
CD4 percentage count	CINtec® p16 Histology(Immunohistochemistry specimen)	CMCH(Whole Blood)

Test name updated

How to rename an existing panel.

A panel can be renamed due to spelling error or when the name of the test has changed. The person assigned administrator privileges to access the OpenELIS Global administrator module can rename an existing test.

1. To rename an existing panel name, click on rename existing panel name under the spelling correction section. The panel rename entry page will be displayed

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management

Spelling corrections

- Rename existing test names
Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports
- Rename Existing Panels**
Use to correct the name of existing panels.
- Rename Existing Sample Types
Use to correct the name of existing sample types.
- Rename Existing Test Sections
Use to correct the name of existing test sections.
- Rename Existing Unit of Measure Entries
Use to correct the name of existing unit of measure entries.
- Rename existing result list options
Rename existing result list options
- Rename existing method names
Use to correct the name of existing methods

Click on rename existing panel

- Click on the name of the panel you would like to edit. The edit page will be displayed which allows you to edit the panel name. Fields marked with an asterisks (*) are mandatory. In this illustration, the **NFS** panel is clicked.

Note: if, however, you want to CANCEL the modification, CLICK on the **Finished**" button.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → label.panelName

Bilan Biochimique NFS Typage lymphocytaire
Serologie VIH Casey

Finished

Click on panel

- Type the English name for the panel.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → label.panelName

Edit

Panel:NFS

Panel Name	
Current:	French
NFS	NFS
New:	CBC

Save Cancel

Bilan Biochimique NFS Typage lymphocytaire
Serologie VIH Casey

Finished

Type English name for panel

- Type the French name for the panel.

 OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → label.panelName

Edit

Panel:NFS

Panel Name

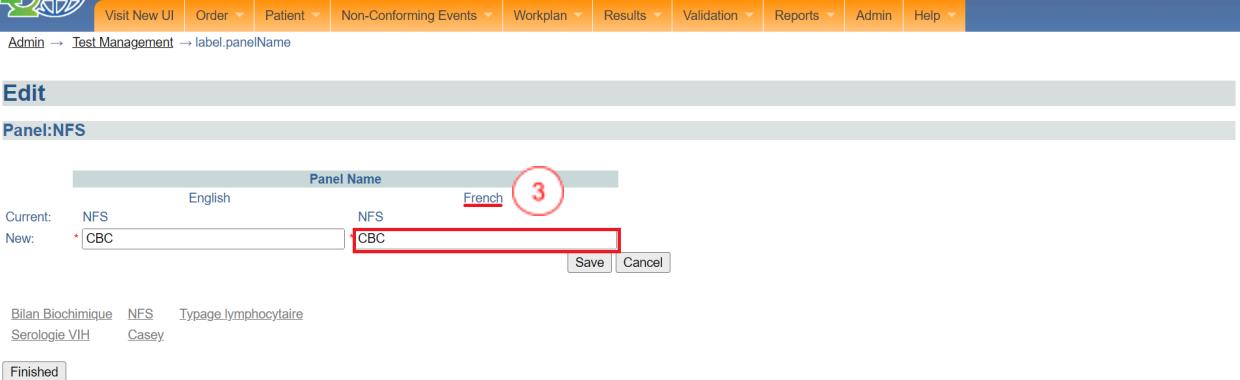
English	French
NFS	NFS

New: *CBC

Save Cancel

Bilan Biochimique NFS Typage lymphocytaire
Sérologie VIH Casey

Finished



Type French name for panel

Note: If you do not have access to the name in English, you can enter a substitution element but it may be that it will not comply with the guidelines for laboratory information systems. Refer to your accrediting agency.

5. Click Save. The **confirmation** page will be displayed

 OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → label.panelName

Edit

Panel:NFS

Panel Name

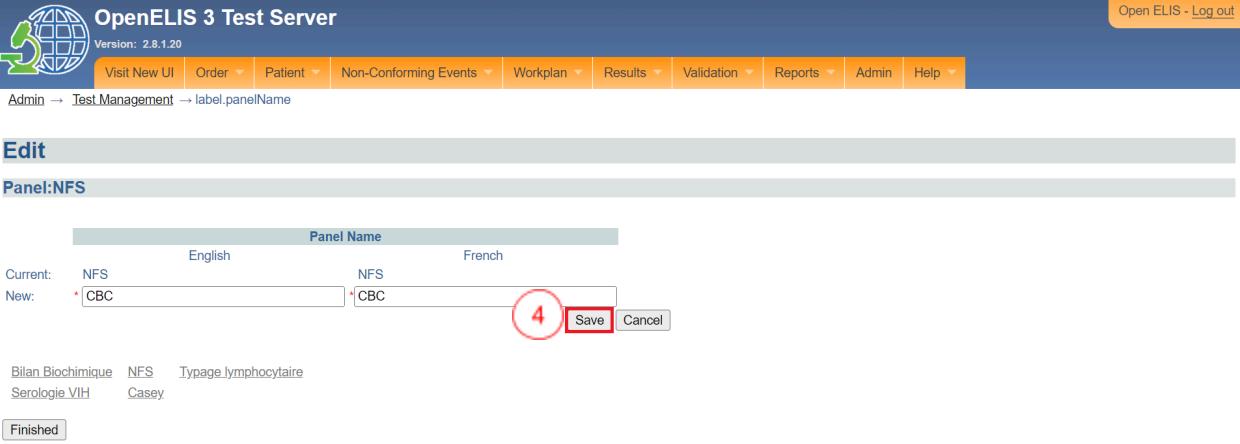
English	French
NFS	NFS

New: *CBC

Save Cancel

Bilan Biochimique NFS Typage lymphocytaire
Sérologie VIH Casey

Finished



Click save

6. Click on the **Accept** button. The panel will be renamed successfully. Otherwise, click on the reject button to reject the confirmation.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Admin → Test Management → label.panelName

Confirmation

Panel:NFS

	Panel Name	
Current:	NFS	English
New:	CBC	French

5

Bilan Biochimique NFS Typage lymphocytaire
Serologie VIH Casey

Click accept

7. Click on the **Finished** button.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Admin → Test Management → label.panelName

Bilan Biochimique CBC Typage lymphocytaire
Serologie VIH Casey

6

Click finished.

Note: The renamed panel will be displayed upon selecting the respective sample by the laboratory end users.

OpenELIS 3 Test Server
Version: 2.8.1.20

Collector

Order Panels

Search through the available panels

CBC
 Typage lymphocytaire
 Casey

Order Tests

White Blood Cells Count (WBC) Red Blood Cells Count (RBC) Hemoglobin Hematocrit Medium corpuscular volum TMCH
 CMCH Platelets Neutrophiles (%) Neutrophiles Eosinophiles (%) Eosinophiles Basophiles (%) Basophiles
 Lymphocytes (%) Lymphocytes (Abs) Monocytes (%) Monocytes (Abs) Red Blood Cell Description

CBC panel

How to rename existing sample types.

A sample can be renamed due to spelling error or when the name of the sample has changed. The person assigned administrator privileges to access the OpenELIS Global administrator module can rename an existing sample.

1. To rename an existing sample name, click on rename existing sample name under the spelling correction section. The sample rename entry page will be displayed.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management

Spelling corrections

- Rename existing test names
- Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports
- Rename Existing Panels
- Use to correct the name of existing panels.
- 1 Rename Existing Sample Types**
- Use to correct the name of existing panels.
- Rename Existing Test Sections
- Use to correct the name of existing test sections.
- Rename Existing Unit of Measure Entries
- Use to correct the name of existing unit of measure entries.
- Rename existing result list options
- Rename existing result list options
- Rename existing method names
- Use to correct the name of existing methods

Click on rename existing test sample type

2. Click on the name of the sample you would like to edit. The edit page will be displayed which allows you to edit the sample name. Fields marked with an asterisks (*) are mandatory. In this illustration, the **Sang total** panel is clicked.

Note: if, however, you want to CANCEL the modification, CLICK on the **Finished**" button.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Rename Existing Sample Types

Sputum	Respiratory Swab	Serum
Fluid	Plasma	Urides
2 Sang total	Tissue antemortem	Red Top
Tissue post mortem	Dry Tube	EDTA Tube
DBS	Stool Culture	Histopathology specimen
Immunohistochemistry specimen		

Finished

Click on sample

3. Type the English name for the sample.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Rename Existing Sample Types

Edit

Sample Type:Sang total

Sample Type Name	
Current:	Sang total
New:	<input type="text" value="Whole Blood"/> 3 French
Sputum Respiratory Swab Serum Fluid Plasma Urines Sang_total Tissue_antemortem Red.Top Tissue_post_mortem Dry.Tube EDTA.Tube DBS Stool_Culture Histopathology.specimen Immunohistochemistry.specimen	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Type English name for sample

4. Type the French name for the sample.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Rename Existing Sample Types

Edit

Sample Type:Sang total

Sample Type Name	
Current:	Sang total
New:	<input type="text" value="Whole Blood"/> 3 French
Sputum Respiratory Swab Serum Fluid Plasma Urines Sang_total Tissue_antemortem Red.Top Tissue_post_mortem Dry.Tube EDTA.Tube DBS Stool_Culture Histopathology.specimen Immunohistochemistry.specimen	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Type French name for sample

Note: If you do not have access to the name in English, you can enter a substitution element but it may be that it will not comply with the guidelines for laboratory information systems. Refer to your accrediting agency.

5. Click Save. The **confirmation** page will be displayed.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Rename Existing Sample Types

Edit

Sample Type:Sang total

Sample Type Name		
	English	French
Current:	Sang total	Sang total
New:	*Whole Blood	*Sang total

④ **Save** **Cancel**

Sputum Respiratory Swab Serum
 Fluid Plasma Urines
 Sang total Tissue antemortem Red Top
 Tissue post mortem Dry Tube EDTA Tube
 DBS Stool Culture Histopathology specimen
 Immunohistochemistry specimen

Finished

Click save

6. Click on the accept. Otherwise, click on the reject button to reject the confirmation. The panel will be renamed successfully.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Rename Existing Sample Types

Confirmation

Sample Type:Sang total

Sample Type Name		
	English	French
Current:	Sang total	Sang total
New:	Whole Blood	Sang total

⑤ **Accept** **Reject**

Sputum Respiratory Swab Serum
 Fluid Plasma Urines
 Sang total Tissue antemortem Red Top
 Tissue post mortem Dry Tube EDTA Tube
 DBS Stool Culture Histopathology specimen
 Immunohistochemistry specimen

Finished

Click accept

7. Click on the **Finished** button.

OpenELIS 3 Test Server
Version: 2.8.1.20

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Rename Existing Sample Types

Sputum	Respiratory Swab	Serum
Fluid	Plasma	Urines
Whole Blood	Tissue antemortem	Red Top
Tissue post mortem	Dry Tube	EDTA Tube
DBS	Stool Culture	Histopathology specimen
Immunohistochemistry specimen		

Finished ⑥

Click finished.

Note: The renamed sample will be displayed upon selecting the respective sample by the laboratory end users.

Sample 1*

Select sample type

- Select sample type
- Stool Culture
- EDTA Tube
- DBS
- Urides
- Serum
- Plasma
- Histopathology specimen
- Whole Blood**
- Immunohistochemistry specimen
- Tissue antemortem
- Tissue post mortem
- Red Top
- Respiratory Swab
- Sputum
- Fluid

Collection Time

07:37

Remove Sample

Choose Available panel

Whole blood sample

How to rename test sections.

1. To rename an existing test section, click on rename existing section name under the spelling correction section. The section rename entry page will be displayed.

OpenELIS 3 Test Server
Version: 2.8.1.20

Open ELIS - Log out

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management

Spelling corrections

- Rename existing test names
- Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports
- Rename Existing Panels
- Use to correct the name of existing panels.
- Rename Existing Sample Types
- Use to correct the name of existing sample types.
- Rename Existing Test Sections** (1)
- Use to correct the name of existing test sections.
- Rename Existing Unit of Measure Entries
- Use to correct the name of existing unit of measure entries.
- Rename existing result list options
- Rename existing result list options
- Rename existing method names
- Use to correct the name of existing methods

Click on rename existing test sections

2. Click on the name of the section you would like to edit. The edit page will be displayed which allows you to edit the section name. Fields marked with an asterisks (*) are mandatory. In this illustration, the section **Hematology** is clicked.

Note: if, however, you want to CANCEL the modification, CLICK on the **Finished**" button.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results

Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Sample Types

Biochemistry Hematology Serology-Immunology
Immunology Molecular Biology Immunohistochemistry
Cytology Serology Virology
Parasitology Pathology

Finished

Click on a section

3. Type the English name for the section

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results

Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Sample Types

Edit

Test Section:

Test Section Name	
	English French
Current:	Hematology Hématologie
New:	<input type="text" value="Hematology"/> 3 <input type="text" value="Hématologie"/>

Save Cancel

Biochemistry Hematology Serology-Immunology
Immunology Molecular Biology Immunohistochemistry
Cytology Serology Virology
Parasitology Pathology

Finished

Type the English name for section

4. Type the French name for the section.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytology Results
Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Sample Types

Edit

Test Section:

Test Section Name		
English	French	
Current: Hematology	Hématologie	
New: * Hematology	Hématologie	4
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Biochemistry Hematology Serology-Immunology
 Immunology Molecular Biology Immunohistochemistry
 Cytology Serology Virology
 Parasitology Pathology

Type the French name for section

Note: If you do not have access to the name in English, you can enter a substitution element but it may be that it will not comply with the guidelines for laboratory information systems. Refer to your accrediting agency.

- Click Save. The confirmation page will be displayed.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytology Results
Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Sample Types

Edit

Test Section:

Test Section Name		
English	French	
Current: Hematology	Hématologie	
New: * Hematology	*Hématologie	5 <input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Biochemistry Hematology Serology-Immunology
 Immunology Molecular Biology Immunohistochemistry
 Cytology Serology Virology
 Parasitology Pathology

Click save

- Click on the accept. The panel will be renamed successfully. Otherwise, click on the reject button to reject the confirmation.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results
Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Sample Types

Confirmation

Test Section:

Test Section Name		
	English	French
Current:	Hematology	Hématologie
New:	Hematology	Hématologie
(6) Accept Reject		
Biochemistry	Hematology	Serology-Immunology
Immunology	Molecular Biology	Immunohistochemistry
Cytology	Serology	Virology
Parasitology	Pathology	

Finished

Click accept

7. Click on the **Finished** button.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results
Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Sample Types

Biochemistry	Hematology	Serology-Immunology
Immunology	Molecular Biology	Immunohistochemistry
Cytology	Serology	Virology
Parasitology	Pathology	

Finished (7)

How to rename existing unit of measure entries.

1. To rename a unit of measure, click on rename existing unit of measure entries under the spelling correction section. The section rename entry page will be displayed.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results
Validation Reports Admin Billing Help

Admin → Test Management

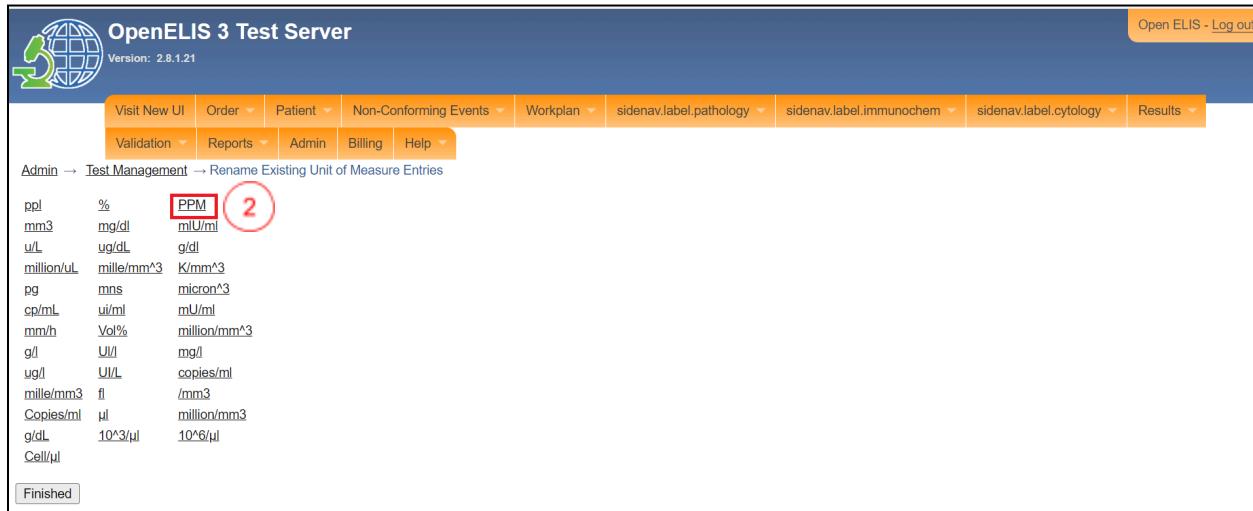
Spelling corrections

- Rename existing test names
 - Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports
- Rename Existing Panels
 - Use to correct the name of existing panels.
- Rename Existing Sample Types
 - Use to correct the name of existing panels.
- Rename Existing Test Sections
 - Use to correct the name of existing test sections.
- Rename Existing Unit of Measure Entries (1)
 - Use to correct the name of existing unit of measure entries.
- Rename existing result list options
 - Use to correct the name of existing result list options
- Rename existing method names
 - Use to correct the name of existing methods

Click on rename existing unit of measure entries

2. Click on the unit of measure entry you would like to edit. The edit page will be displayed which allows you to edit the name for the unit entry. Fields marked with an asterisks (*) are mandatory. In this illustration, **PPM** is clicked.

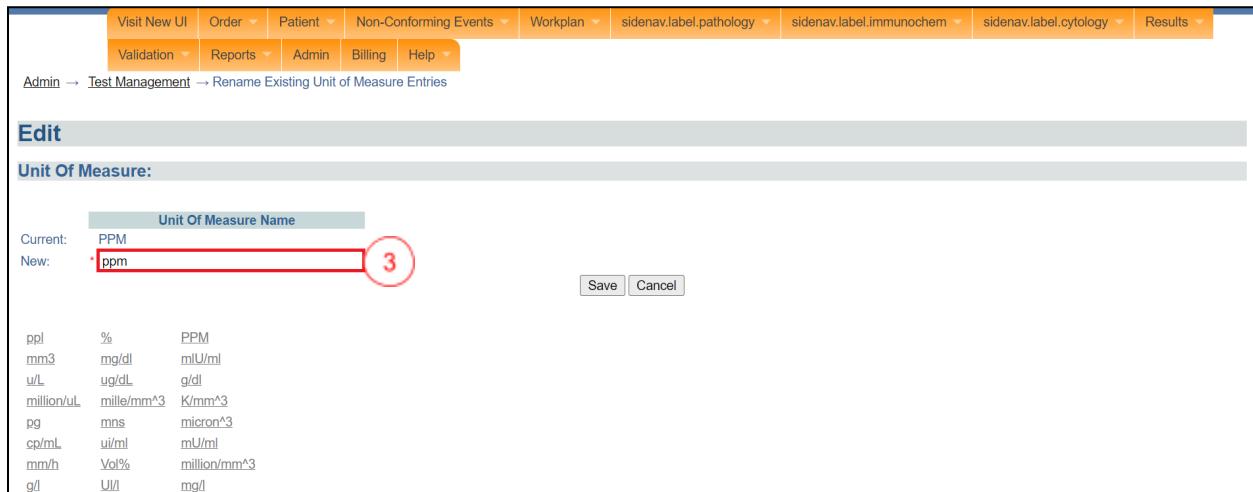
Note: if, however, you want to CANCEL the modification, CLICK on the **Finished**" button.



The screenshot shows the OpenELIS 3 Test Server interface. The top navigation bar includes links for Visit New UI, Order, Patient, Non-Conforming Events, Workplan, and various sidebar labels. Below the navigation is a secondary menu with Validation, Reports, Admin, Billing, and Help. The main content area displays a table of unit conversions, with 'ppm' and 'PPM' being listed. The 'PPM' row is circled in red with the number '2'. At the bottom of the page is a 'Finished' button.

Click on an entry

3. Type the new name for the entry.



The screenshot shows the 'Edit' page for 'Unit Of Measure'. The top navigation bar and secondary menu are identical to the previous screenshot. The main content area has a 'Edit' header and a 'Unit Of Measure' section. It shows a table of unit conversions. A specific row for 'ppm' is highlighted with a red circle and the number '3' around the 'ppm' entry in the 'New:' field. Below the table are 'Save' and 'Cancel' buttons.

Type the name for the entry

4. Click Save. The confirmation page will be displayed.

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytoLOGY Results

Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Unit of Measure Entries

Edit

Unit Of Measure:

Unit Of Measure Name		
Current:	PPM	
New:	• ppm	4 Save Cancel
ppl % PPM mm ³ mg/dl miU/ml uL ug/dL g/dL million/uL mille/mm ³ K/mm ³ pg mns micron ³ cp/mL ui/ml mU/ml mm/h Vol% million/mm ³ g/l U/l mg/l		

Click save

5. Click on the accept. The entry will be renamed successfully. Otherwise, click on the reject button to reject the confirmation.

Confirmation

Unit Of Measure:

Unit Of Measure Name		
Current:	PPM	
New:	ppm	5 Accept Reject
ppl % PPM mm ³ mg/dl miU/ml uL ug/dL g/dL million/uL mille/mm ³ K/mm ³ pg mns micron ³ cp/mL ui/ml mU/ml mm/h Vol% million/mm ³ g/l U/l mg/l ug/l U/L copies/ml mille/mm ³ fl /mm ³ Copies/ml pl million/mm ³ g/dL 10 ³ /uL 10 ⁶ /uL Cell/uL		
Finished		

Click accept

6. Click on the Finished button.

OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results

Validation Reports Admin Billing Help

Admin → Test Management → Rename Existing Unit of Measure Entries

ppl	%	ppm
mm3	mg/dL	mU/mL
uL	ug/dL	g/dL
million/uL	mille/mm ³	K/mm ³
pg	mns	micron ³
cp/mL	ui/ml	mU/ml
mm/h	Vol%	million/mm ³
g/L	U/L	mg/L
ug/L	U/L	copies/ml
mille/mm3	fL	/mm ³
Copies/ml	µL	million/mm ³
g/dL	10 ³ /µL	10 ⁶ /µL
Cell/µL		

Finished 6

Click finished

How to rename existing result list options.

1. To rename the result list options click on rename existing result list options under the spelling correction section. The result list options page will be displayed.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports

Admin Billing Help

Admin → Test Management

Spelling corrections

- Rename existing test names
 - Use to rename existing tests. Will not change test, only how the user sees them in OpenELIS and on reports
- Rename Existing Panels
 - Use to correct the name of existing panels.
- Rename Existing Sample Types
 - Use to correct the name of existing panels.
- Rename Existing Test Sections
 - Use to correct the name of existing test sections.
- Rename Existing Unit of Measure Entries
 - Use to correct the name of existing unit of measure entries.
- Rename existing result list options**
 - Use to correct the name of existing result list options
- Rename existing method names
 - Use to correct the name of existing methods

Click on rename existing result list options

2. Click on the name of the result list option you would like to edit. The edit page will be displayed which allows you to edit the result list option name. Fields marked with an asterisks (*) are mandatory. In this illustration, the **hiv1** is clicked.

Admin → Test Management → Rename existing result list options			
Positif	Négatif	Négatif	Positif +
Positif ++	Positif +++	Ouest	Negative
Indeterminate	Positive	Negative	Indeterminate
Invalid	2 hiv1	HIV2	HIVD
Invalid	Valid	SARS-CoV-2 RNA NOT DETECTED	SARS-CoV-2 RNA DETECTED
RETEST - INCONCLUSIVE	IgM DETECTED	IgM NOT DETECTED	IgG DETECTED
IgG NOT DETECTED	DENGUE VIRUS NOT DETECTED	DENGUE VIRUS TYPE1 DETECTED	DENGUE VIRUS TYPE2 DETECTED
Inconclusive	Positif VIH 1	Positif VIH 2	Positif VIH 1 et 2
Invalidé	HIV-1 DNA NOT DETECTED	HIV-1 DNA DETECTED	Ancylostoma Duodenale
Ascaris Lumbricoïdes	Chilomastix Mesnili	Dientamoeba Fragilis	Positive: Coccobacilli in clusters
Tres Positive	No comments.	S. aureus	C. albicans
INCONCLUSIVE	RESISTANT	SENSITIVE	Positif VIH1
PositifVIH2	Positif VIH1 et VIH2	Positif VIH2	Casey
Unsatisfactory	Indetermine	Positif HIV1	

Click on a result list option

3. Type the English name for the result list option.

Admin → Test Management → Rename existing result list options

English	French
hiv1	hiv1
English: <input type="text" value="HIV1"/>	French: <input type="text"/>

Save Cancel

Type English name for result list option

4. Type the French name for the result list option

Admin → Test Management → Rename existing result list options

English	French
hiv1	hiv1
English: <input type="text" value="HIV1"/>	French: <input type="text" value="HIV1"/>

Save Cancel

Positif Negatif Négatif Positif +

Type French name for result list option

Note: If you do not have access to the name in English, you can enter a substitution element but it may be that it will not comply with the guidelines for laboratory information systems. Refer to your accrediting agency.

5. Click on the **Save** button. However, if you want to CANCEL the renaming, click on the "Cancel" button.

Click save

Existing result list option renamed

How to rename existing methods name.

1. To rename existing methods name, click on existing methods name under the spelling correction section. The result list options page will be displayed.

Click on rename existing method names

2. Click on the name of the method you would like to edit. The edit page will be displayed which allows you to edit the method name. Fields marked with an asterisks (*) are mandatory. In this illustration, the **pcr** is clicked.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports Admin

Billing Help

Admin → Test Management → Rename Existing Sample Types

EIA	pcr	STAIN
CULTURE	PROBE	BIOCHEMICAL
Diane Test	HPLC	DNA SEQUENCING
AUTO	MANUAL	HIV_TEST_KIT
SYPHILIS_TEST_KIT		

Finished

Click on a method

Note: if, however, you want to CANCEL the modification, CLICK on the **Finished**" button.

3. Type the English name for the method.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports Admin

Billing Help

Admin → Test Management → Rename Existing Sample Types

Edit

Method Section:

Method Name	
English	French
Current: pcr	pcr
New: *PCR	

Save Cancel

Type English name for method

4. Type the French name for the method.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports Admin

Billing Help

Admin → Test Management → Rename Existing Sample Types

Edit

Method Section:

Method Name	
English	French
pcr	pcr
New: *PCR	*chaîne de la polymérase

Save Cancel

Type French name for method

Note: If you do not have access to the name in English, you can enter a substitution element but it may be that it will not comply with the guidelines for laboratory information systems. Refer to your accrediting agency.

5. Click **Save**. The confirmation page will be displayed.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports Admin
Billing Help

Admin → Test Management → Rename Existing Sample Types

Edit

Method Section:

Method Name	
English	French
Current: pcr	por
New: <input type="text" value="PCR"/>	<input type="text" value="chaîne de la polymérase"/>
4 Save Cancel	

Click save

6. Click on the **Accept** button The method will be renamed successfully.. Otherwise, click on the reject button to reject the confirmation.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports Admin
Billing Help

Admin → Test Management → Rename Existing Sample Types

Confirmation

Method Section:

Method Name	
English	French
Current: pcr	por
New: PCR	chaîne de la polymérase
5 Accept Reject	

Click accept

7. Click on the **Finished** button.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports Admin
Billing Help

Admin → Test Management → Rename Existing Sample Types

EIA	PCR	STAIN
CULTURE	PROBE	BIOCHEMICAL
Diane Test	HPLC	DNA SEQUENCING
AUTO	MANUAL	HIV_TEST_KIT
<u>SYPHILIS_TEST_KIT</u>		
6 Finished		

Click finished.

PART 4 B: TEST ORGANIZATION

How to view the test catalog

1. The test catalog is used for reading, searching and conducting audits of testing catalog. To access View Test Catalog, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#).
2. Click on **view test catalog** under **test organization**.

Test Organization

- **View Test Catalog** 1
 - View the current test catalog
- Manage Methods
 - Use to create a new method, activate or deactivate a method
- Add new tests
 - Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- Modify tests
 - Use to modify existing tests in the system.
- Activate/Deactivate tests
 - Use to activate or deactivate an existing test.
- Enable/disable test orderability
 - Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- Manage Test Units
 - Use to create, set display order or assign tests to test units
- Manage Sample Types
 - Use to create, set display order or assign tests to sample types
- Manage Units of Measure
 - Use to create Units of Measure
- Manage Panels
 - Use to create, set display order or assign tests to panels
- Add result select list
 - use to create result select list for test results
 - To change spelling of current result list entries use "Rename existing result list options"
- Manage Testing Algorithms and Reflex tests

Click view test catalog

3. Upon clicking on **view test catalog**, click on the show **Guide checkbox** to consult the definitions of terms used in the test catalog. The guide will appear on the same page.

OpenELIS 3 Test Server
Version: 2.8.1.21

Open ELIS - Log out

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytology Results

Validation Reports Admin Billing Help

Admin → Test Management → View Test Catalog

View Test Catalog

2 Show guide

Select test section to view catalog for that section

All

Biochemistry

Hematology

Immunohistochemistry

Immunology

Molecular Biology

Parasitology

Pathology

Serology

Serology-Immunology

Virology

Click show guide

Note: To close the guide, uncheck the show guide checkbox.

 **OpenELIS 3 Test Server**
Version: 2.8.1.21

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | sidenav.label.pathology | sidenav.label.immunochem | sidenav.label.cyto | Results
Validation | Reports | Admin | Billing | Help

Admin → Test Management → View Test Catalog

View Test Catalog

Show guide

Name The name of the test as it will appear within openELIS. Both English and French are shown

Report Name The name of the test as it will appear in reports. Both English and French are shown

Active/Not Active If the test is active it can be ordered on the order form or as part of a test algorithm. If it is not active it can not be ordered or be part of a test algorithm

Orderable/Not orderable If a test is active and orderable then it can be ordered on an order form. If it is active but not orderable then it will only be done if it is reflexed from another test

Test Unit Which section of the lab performs the test. This is also known as a test section.

Sample Type The type of sample on which the test can be done. If the intake technician is able to select the type of sample after they have ordered the test it will be marked as user to indicate that the user will select the type

Panel If this test is part of a test panel then the panel will be named here.

Result type The kind of result for this test

- N - Numeric. Accepts only numeric results in a text box. Results can be evaluated as to being in a normal or valid range
- A - Alphanumeric. Accepts either numeric or text in a text box. It will not be evaluated for being normal or valid
- R - Free text. Accepts up to 200 characters in a text area. It will not be evaluated for being normal or valid
- D - Select list. User will be able to select from a dropdown list. The normal value will be specified as the reference value
- M - Multi-select list. The user will be able to select one or more values from a dropdown list. No reference value will be specified
- C - Cascading multi-select list. Similar to multi-select but the user will be able to select multiple groups from the dropdown list.

uom Unit of measure for the test. This usually only applies to numeric or alphanumeric result types

Significant digits The number of significant digits for numeric results. Entered results will be rounded or padded to the correct number of digits. The normal range will also be displayed with the correct number of significant digits

Select values Only specified for select, multi-select or cascading multi-select results. These are the available selections shown to the user. If the selection is marked as "qualifiable" then when the user selects that value they will be able to enter additional information in a text box.

Reference value The value of a selection for a healthy person. Only given for select list results

Result limits The limits of normal and valid results for numeric tests. The values can depend on both the age and sex of the patient.

Sex If the sex of the patient matters for the given values it will be specified here

Age range If the age range (in months) matters for the given values it will be specified here

Normal range Any numeric result within this range is what is expected in a healthy person

Valid range Any numeric result not in this range is an indication that the test may not have been done correctly

Note: n/a means not available. The value is not specified

View test catalog

4. To view a catalog for a test, click on a checkbox corresponding to the test you want to see. In this illustration, the checkbox for the Molecular **Biology** test has been clicked.

Note: The list of tests and specifications appear on the same page. The specifications for each test are:

- a. Test Name
- b. Name in English and in French
- c. Name of reports
- d. Unit of Measure
- e. Test unit
- f. Sample Type
- g. Panel
- h. Result type
- i. Significant digits
- j. Reference Value
- k. Limits results by gender and age
 - i. normal range
 - ii. valid range

Note: The illustration below shows HIV VIRAL LOAD test catalog.

3

<input type="checkbox"/> All			
<input type="checkbox"/> Biochemistry			
<input type="checkbox"/> Hematology			
<input type="checkbox"/> Immunohistochemistry			
<input type="checkbox"/> Immunology			
<input checked="" type="checkbox"/> Molecular Biology			
<input type="checkbox"/> Parasitology			
<input type="checkbox"/> Pathology			
<input type="checkbox"/> Serology			
<input type="checkbox"/> Serology-Immunology			
<input type="checkbox"/> Virology			
Molecular Biology			
Name en. DENGUE PCR Active Test unit Molecular Biology uom n/a Select values	fr. DENGUE PCR Orderable Sample types DBS Significant digits n/a Invalid Inconclusive DENGUE VIRUS TYPE2 DETECTED DENGUE VIRUS TYPE1 DETECTED DENGUE VIRUS NOT DETECTED	Report Name en. Dengue virus RNA by qRT-PCR Panel None LOINC 7855-0	fr. Dengue virus RNA by qRT-PCR Result type D Reference value Any value
Name en. HIV INFANT VIRAL LOAD Active Test unit Molecular Biology uom n/a Select values	fr. HIV INFANT VIRAL LOAD Orderable Sample types DBS Significant digits n/a Invalid Inconclusive HIV-1 DNA DETECTED HIV-1 DNA NOT DETECTED	Report Name en. HIV-1 DNA by qRT-PCR Panel None LOINC	fr. HIV-1 DNA by qRT-PCR Result type D Reference value Any value
Name en. HIV VIRAL LOAD Active Test unit Molecular Biology uom n/a	fr. HIV VIRAL LOAD Orderable Sample types DBS Significant digits 2	Report Name en. HIV-1 RNA by qRT-PCR Panel None LOINC 10351-5 Result limits	fr. HIV-1 RNA by qRT-PCR Result type N
Sex	Age Range	Normal range	Valid range
n/a	Any Age	40.00-10000000.00	Any value
			Reporting Critical Range range Any value Any value

View molecular biology test catalog

Note: To learn more about the definition of the parameters for a test, consult the guide. In these illustrations, the significance for HIV VIRAL LOAD digit is set at 2 hence two decimal points.

4

Show guide

Name	The name of the test as it will appear within openELIS. Both English and French are shown
Report Name	The name of the test as it will appear in reports. Both English and French are shown
Active/Not Active	If the test is active it can be ordered on the order form or as part of a test algorithm. If it is not active it can not be ordered or be part of a test algorithm
Orderable/Not orderable	If a test is active and orderable then it can be ordered on an order form. If it is active but not orderable then it will only be done if it is reflexed from another test
Test Unit	Which section of the lab performs the test. This is also known as a test section.
Sample Type	The type of sample on which the test can be done. If the intake technician is able to select the type of sample after they have ordered the test it will be marked as user to indicate that the user will select the type
Panel	If this test is part of a test panel then the panel will be named here.
Result type	The kind of result for this test <ul style="list-style-type: none"> N - Numeric. Accepts only numeric results in a text box. Results can be evaluated as to being in a normal or valid range A - Alphanumeric. Accepts either numeric or text in a text box. It will not be evaluated for being normal or valid R - Free text. Accepts up to 200 characters in a text area. It will not be evaluated for being normal or valid D - Select list. User will be able to select from a dropdown list. The normal value will be specified as the reference value M - Multi-select list. The user will be able to select one or more values from a dropdown list. No reference value will be specified C - Cascading multi-select list. Similar to multi-select but the user will be able to select multiple groups from the dropdown list.
uom	Unit of measure for the test. This usually only applies to numeric or alphanumeric result types
Significant digits	The number of significant digits for numeric results. Entered results will be rounded or padded to the correct number of digits. The normal range will also be displayed with the correct number of significant digits
Select values	Only specified for select, multi-select or cascading multi-select results. These are the available selections shown to the user. If the selection is marked as "qualifiable" then when the user selects that value they will be able to enter additional information in a text box.

Definition of the parameters

Note: The All checkbox when clicked will select all the tests and display the respective test catalogs.

The screenshot shows the OpenELIS 3 Test Server interface. At the top, there is a navigation bar with links like 'Visit New UI', 'Order', 'Patient', 'Non-Conforming Events', 'Workplan', and 'Results'. Below the navigation bar, there is a secondary menu with 'Validation', 'Reports', 'Admin', 'Billing', and 'Help'. The main content area is titled 'View Test Catalog'. It includes a link 'Show guide' and a section titled 'Select test section to view catalog for that section'. A checkbox labeled 'All' is checked, and a list of test sections follows: Biochemistry, Hematology, Immunohistochemistry, Immunology, Molecular Biology, Parasitology, Pathology, Serology, Serology-Immunology, and Virology.

View all test catalogs

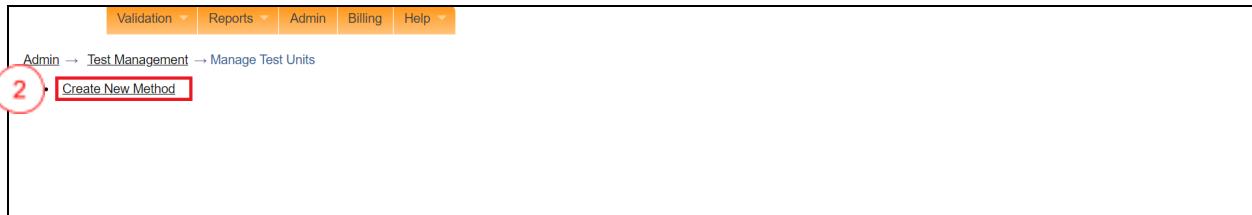
Manage methods

1. The **manage method** is used to create a new method, activate or deactivate a method.
Click on the menu item ,to access the manage method page. To access Manage Method, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#).
2. Click on **Manage Methods** under **test organization**.

The screenshot shows the OpenELIS 3 Test Server interface. At the top, there is a navigation bar with links like 'Visit New UI', 'Order', 'Patient', 'Non-Conforming Events', 'Workplan', and 'Results'. Below the navigation bar, there is a secondary menu with 'Validation', 'Reports', 'Admin', 'Billing', and 'Help'. The main content area is titled 'Test Organization'. It includes a link 'View Test Catalog' and a list of management options. One option, 'Manage Methods', is circled with a red circle and has a red border around it. Other options listed include 'Add new test', 'Modify tests', and 'Activate/Deactivate tests'.

Click on manage methods

3. Click on under the method management page.



Click new method

4.

How to add a new test

- To access Manage Method, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on add new test under the **test organization** section.

Test Organization

- View Test Catalog
- Manage Methods
- Add new tests (1)
- Modify tests
- Activate/Deactivate tests
- Enable/disable test orderability
- Manage Test Units
- Manage Sample Types
- Manage Units of Measure
- Manage Panels
- Add result select list
- Manage Testing Algorithms and Reflex tests

Click add new tests

Note: Upon clicking on **add new test**, the test add page will be displayed. Fields marked with asterisks * are mandatory. Therefore, this form cannot be saved without filling these fields. To learn more about the definitions of terms used in the test catalog, check the **Show guide** checkbox.

OpenELIS 3 Test Server
Version: 2.8.1.5

Admin → Test Management → Add new tests

Add new tests

Show guide

Test Name*	Test Section*	Panel	Result Type*
English <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
French <input type="text"/>			
Reporting Test Name*	Unit of Measure	LOINC	Antimicrobial Resistance <input type="checkbox"/>
English <input type="text"/>	<input type="text"/>	<input type="text"/>	Is Active <input checked="" type="checkbox"/>
French <input type="text"/>			Orderable <input checked="" type="checkbox"/>
			Notify Patient of Results <input type="checkbox"/>
			In Lab Only <input type="checkbox"/>

Next Back

Show guide checkbox

To close the guide, uncheck the **Show guide** checkbox

Version: 2.8.1.15

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Admin → Test Management → Add new tests

Add new tests

Show guide

* Indicates a required field

Name* The name of the test as it will appear within openELIS. Both English and French are required

Report Name* The name of the test as it will appear in reports. Both English and French are required. If the Name and reporting name are the same click on the button to copy the name

Test Section* The test section in which the test will be done

Panel If this test is part of a test panel then the panel can be added here. It is possible, but not usual, for a test to be in more than one panel

uom Unit of measure for the test. This usually only applies to numeric or alphanumeric result types

Result type* The kind of result for this test:

- Numeric - Accepts only numeric results in a text box. Results can be evaluated as to being in a normal or valid range
- Alphanumeric - Accepts either numeric or text in a text box. It will not be evaluated for being normal or valid
- Free text - Accepts up to 200 characters in a text area. It will not be evaluated for being normal or valid
- Select list - User will be able to select from a dropdown list. The normal value will be specified as the reference value
- Multi-select list - The user will be able to select one or more values from a dropdown list. No reference value will be specified
- Cascading multi-select list - Similar to multi-select but the user will be able to select multiple groups from the dropdown list.

Active If the test is active it can be ordered on the order form or as part of a test algorithm. If it is not active it can not be ordered or be part of a test algorithm

Orderable If a test is active and orderable then it can be ordered on an order form. If it is active but not orderable then it will only be done if it is reflexed from another test

Definition of terms

2. Fill in the English and French names for the test.

Validation Reports Admin Billing Help

Admin → Test Management → Add new tests

Add new tests

Show guide

Test Name* 2

English: Blood count	Test Section*	Panel	Result Type*
French: Formule sanguine		Multiple	

Reporting Test Name*

Copy from Test Name

English:	Unit of Measure	LOINC
French:		

Antimicrobial Resistance Is Active Orderable Notify Patient of Results In Lab Only

Next Back

Test names

3. Select a Test Section from the dropdown menu. In this illustration, **Hematology** is selected

Admin → Test Management → Add new tests

Add new tests

Show guide

Test Name*

English: Blood count	Test Section*	Panel	Result Type*
French: Formule sanguine	Hematology	Multiple	

Reporting Test Name*

Copy from Test Name

English:	Unit of Measure	LOINC
French:		

Antimicrobial Resistance Is Active Orderable Notify Patient of Results In Lab Only

Next Back

Test section

4. Select a panel for the test if the test should belong to a panel. In this illustration, CBC is selected. To remove a selected panel, click on the "X" next to the panel.

Validation Reports Admin Billing Help

Admin → Test Management → Add new tests

Add new tests

Show guide

Test Name* English: Blood count, French: Formule sanguine

Test Section* Hematology

Panel Multiple CBC

Result Type* LOINC

Reporting Test Name* Copy from Test Name

English:
French:

Unit of Measure

Antimicrobial Resistance
Is Active
Orderable
Notify Patient of Results
In Lab Only

Next Back

Select panel

5. Select the result type from the drop down menu. In this illustration, numeric is selected.

Validation Reports Admin Billing Help

Admin → Test Management → Add new tests

Add new tests

Show guide

Test Name* English: Blood count, French: Formule sanguine

Test Section* Hematology

Panel Multiple CBC

Result Type* Numeric LOINC

Reporting Test Name* Copy from Test Name

English:
French:

Unit of Measure

Antimicrobial Resistance
Is Active
Orderable
Notify Patient of Results
In Lab Only

Next Back

Result type

6. Select the unit of measure for the test. In this illustration, parts per million (ppm) is selected.

Validation Reports Admin Billing Help

Admin → Test Management → Add new tests

Add new tests

Show guide

Test Name* English: Blood count, French: Formule sanguine

Test Section* Hematology

Panel Multiple CBC

Result Type* Numeric LOINC

Unit of Measure ppm

Antimicrobial Resistance
Is Active
Orderable
Notify Patient of Results
In Lab Only

Next Back

Unit of measure

7. Click on the **Copy from Test Name** button under **Reporting Test Name** to automatically fill in the reporting test name in English and French.

[Validation](#) | [Reports](#) | [Admin](#) | [Billing](#) | [Help](#)

Admin → [Test Management](#) → Add new tests

Add new tests

Show guide

Test Name*	Test Section*	Panel	Result Type*
English: Blood count French: Formule sanguine	Hematology	Multiple CBC	Numeric LOINC
Reporting Test Name*	Unit of Measure	Antimicrobial Resistance <input type="checkbox"/> Is Active <input checked="" type="checkbox"/> Orderable <input checked="" type="checkbox"/> Notify Patient of Results <input type="checkbox"/> In Lab Only <input type="checkbox"/>	
English: Copy from Test Name French:	ppm		

[Next](#) [Back](#)

Copy from test name

Note: The **Is Active** and **Orderable** checkboxes are selected by default. This means that the test can be associated with an order and that the test can be put on an order form

[Validation](#) | [Reports](#) | [Admin](#) | [Billing](#) | [Help](#)

Admin → [Test Management](#) → Add new tests

Add new tests

Show guide

Test Name*	Test Section*	Panel	Result Type*
English: Blood count French: Formule sanguine	Hematology	Multiple CBC	Numeric LOINC
Reporting Test Name*	Unit of Measure	Antimicrobial Resistance <input type="checkbox"/> Is Active <input checked="" type="checkbox"/> Orderable <input checked="" type="checkbox"/> Notify Patient of Results <input type="checkbox"/> In Lab Only <input type="checkbox"/>	
English: Copy from Test Name French: Blood count Formule sanguine	ppm		

[Next](#) [Back](#)

Test is active and orderable

8. Click on the **Next** button. Otherwise, click the **Back** button to cancel.

[Validation](#) | [Reports](#) | [Admin](#) | [Billing](#) | [Help](#)

Admin → [Test Management](#) → Add new tests

Add new tests

Show guide

Test Name*	Test Section*	Panel	Result Type*
English: Blood count French: Formule sanguine	Hematology	Multiple CBC	Numeric LOINC
Reporting Test Name*	Unit of Measure	Antimicrobial Resistance <input type="checkbox"/> Is Active <input checked="" type="checkbox"/> Orderable <input checked="" type="checkbox"/> Notify Patient of Results <input type="checkbox"/> In Lab Only <input type="checkbox"/>	
English: Copy from Test Name French: Blood count Formule sanguine	ppm		

[Next](#) [Back](#)

Click next

9. Select the sample type for the test from the dropdown menu. In this illustration, serum is selected.

Validation Reports Admin Billing Help

Admin → Test Management → Add new tests → Select sample type

Add new tests

Show guide

Test Name
English: Blood count
French: Formule sanguine

Reporting Test Name
English: Blood count
French: Formule sanguine

Test Section

8 Sample Type* Multiple Serum

Test display order

Serum
COVID-19 ANTIBODY IgG
COVID-19 ANTIBODY IgM
DENGUE PCR

Select sample type

Note: You can order the display of the test by dragging the position.

Validation Reports Admin Billing Help

Admin → Test Management → Add new tests → Select sample type

Add new tests

Show guide

Test Name
English: Blood count
French: Formule sanguine

Reporting Test Name
English: Blood count
French: Formule sanguine

Test Section
Molecular Biology

Panel
CBC

Unit of Measure
ppm

LOINC

Result Type
Numeric

Sample Type* Multiple Serum

Test display order

Blood count
COVID-19 ANTIBODY IgG
COVID-19 ANTIBODY IgM
DENGUE PCR
HEPATITIS B VIRAL LOAD
HEPATITIS C VIRAL LOAD
HIV INFANT VIRAL LOAD
HIV VIRAL LOAD
GPT/ALAT

Test display order

10. Click on the **Next** button. Otherwise, click the **Back** button to cancel. Upon clicking on the next button, a section for setting the range for the test will be displayed on the same page.

LOINC

Result Type
Numeric

Antimicrobial Resistance
N

Is Active
Y

Orderable
Y

Notify Patient of Results
N

In Lab Only
N

9

Click next

How to add range for a test

The range panel is used to set the normal range, reporting range, valid range and critical range for the results of the newly created test. You have the option to set the sex dependency for either female or male. In this illustration age is used to set the range.

Is Active	Y										
Orderable	Y										
Notify Patient of Results	N										
In Lab Only	N										
Range											
<table border="1"> <thead> <tr> <th>Age range</th> <th>Normal range</th> <th>Reporting range</th> <th>Valid range</th> <th>Critical range</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 0 </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> </tr> </tbody> </table>		Age range	Normal range	Reporting range	Valid range	Critical range	<input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 0	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>
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Significant digits	<input type="text"/>										
<input type="button" value="Next"/> <input type="button" value="Back"/>											

Range panel

1. In this illustration, the age range has been set as 10 years for both male and females.

Notify Patient of Results	N										
In Lab Only	N										
Range											
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Significant digits	<input type="text"/>										
<input type="button" value="Next"/> <input type="button" value="Back"/>											

Set age range

Note: the age range is now set between 0-10 for both male and female.

Notify Patient of Results	N															
In Lab Only	N															
Range																
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Significant digits	<input type="text"/>															
<input type="button" value="Next"/> <input type="button" value="Back"/>																

Age range 0-10

2. Set the normal range for the test. In this illustration, the range is set between 5 and 10.

Orderable	Y															
Notify Patient of Results	N															
In Lab Only	N															
Range																
<table border="1"> <thead> <tr> <th>Age range</th> <th>Normal range</th> <th>Reporting range</th> <th>Valid range</th> <th>Critical range</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 0 </td> <td> <input type="text" value="0"/> <input type="text" value="10Y"/> <input type="button" value="▼"/> <input type="text" value="5"/> <input type="text" value="10"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> </tr> <tr> <td> <input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 10Y </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> <td> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> </td> </tr> </tbody> </table>		Age range	Normal range	Reporting range	Valid range	Critical range	<input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 0	<input type="text" value="0"/> <input type="text" value="10Y"/> <input type="button" value="▼"/> <input type="text" value="5"/> <input type="text" value="10"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/> <input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 10Y	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>	<input type="text" value="Infinity"/> <input type="button" value="▼"/> <input type="text" value="-Infinity"/>
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Significant digits	<input type="text"/>															
<input type="button" value="Next"/> <input type="button" value="Back"/>																

Normal range

3. Set the reporting range for the test. In this illustration, the range is set between 7 and 155.

Notify Patient of Results
N

In Lab Only
N

Range

Age range	Normal range	Reporting range	Valid range	Critical range
<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 0 10Y	<input type="button" value="▼"/> 5 10	<input type="button" value="7"/> 155	<input type="button" value="-Infinity"/> <input type="button" value="Infinity"/>	<input type="button" value="Remove"/>
<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 10Y	<input type="button" value="Infinity"/> <input type="button" value="▼"/> -Infinity	<input type="button" value="Infinity"/>	<input type="button" value="Remove"/>	
Significant digits <input type="text"/>				
<input type="button" value="Next"/> <input type="button" value="Back"/>				

Reporting range

- Set the valid range for the test. Ideally, this is the result you would expect to get from a live human. In this illustration, the range is set between 0 and 250. Essentially, this means the results cannot be below 0 and 250.

Orderable
Y

Notify Patient of Results
N

In Lab Only
N

Range

Age range	Normal range	Reporting range	Valid range	Critical range
<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 0 10Y	<input type="button" value="▼"/> 5 10	<input type="button" value="7"/> 155	<input type="button" value="0"/> 250	<input type="button" value="-Infinity"/> <input type="button" value="Infinity"/>
<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 10Y	<input type="button" value="Infinity"/> <input type="button" value="▼"/> -Infinity	<input type="button" value="Infinity"/>	<input type="button" value="Remove"/>	
Significant digits <input type="text"/>				
<input type="button" value="Next"/> <input type="button" value="Back"/>				

Valid range

- Set the valid range for the test. In this illustration, the range is set between 140 and 150.

Orderable
Y

Notify Patient of Results
N

In Lab Only
N

Range

Age range	Normal range	Reporting range	Valid range	Critical range
<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 0 10Y	<input type="button" value="▼"/> 5 10	<input type="button" value="7"/> 155	<input type="button" value="0"/> 250	<input type="button" value="140"/> <input type="button" value="250"/>
<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 10Y	<input type="button" value="Infinity"/> <input type="button" value="▼"/> -Infinity	<input type="button" value="Infinity"/>	<input type="button" value="Remove"/>	
Significant digits <input type="text"/>				
<input type="button" value="Next"/> <input type="button" value="Back"/>				

Critical range

Note: You can configure the normal range for different age brackets based on gender. In the illustration below the normal range for male is set between 8 and 25 for age above 10 years to infinity. Where as the the normal range for female is set between 7 and 30 for age 10 years to infinity

Notify Patient of Results
N

In Lab Only
N

Range

	Age range	Normal range	Reporting range	Valid range	Critical range
Sex dependent	<input type="checkbox"/> ♂ Y <input type="radio"/> M <input type="radio"/> D 0 10Y	<input type="text" value="5"/> <input type="text" value="10"/> <input type="text" value="7"/>	<input type="text" value="155"/> <input type="text" value="0"/> <input type="text" value="250"/>	<input type="text" value="140"/> <input type="text" value="250"/>	
Male	<input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 10Y	<input type="text" value="Infinity"/> <input type="text" value="8"/> <input type="text" value="25"/>			Remove
Female		<input type="text" value="7"/> <input type="text" value="30"/>			
Significant digits	<input type="text" value="2"/>	Next Back			

Normal range age 10 years to infinity for male and female

6. To set the significance digits, click on the show guide checkbox and consult the guide on the significant digits.

6

Show guide
* Indicates a required field

Overview
The results limits indicate the normal and valid result ranges for the new test. The ranges may be dependent on the sex and age of the patient. The inputs will expand as the selections are made

Sex dependent
Do the limits for this range depend on the sex of the patient. If selected then another normal range will be given for the age range

Age range
The upper end of the age range for the normal values. The lower age range will either be 0 or the value of the previous range. The age may be given in either months 'M' or years 'Y'. There are also some predefined age ranges in the dropdown. The value entered must be greater than the lower age range

Range
The lower and upper values for the normal range. The lower range must be less than the upper range. If the normal range is given as less than some value (< 15 g/l) then the entry would be a range of 0-15.

Reporting range
The range which will be used on reports. If the range is < 15 g/l then it will be entered as 0-15 in the range fields and < 15 in this field.

Valid Range
The valid range for this test

Significant digits
The number of significant digits for results. By example: if the significant digits are 2 and a result of 5 is entered then the result will be recorded as 5.00. If the result were entered as 5.237 then the result would be recorded as 5.24. 0 is not the same as blank. 0 means that results are only whole numbers. A blank means that whatever was entered is what would be recorded

7. Set the significant digit. In this illustration the significant digit is set to 2.

Notify Patient of Results
N

In Lab Only
N

Range

	Age range	Normal range	Reporting range	Valid range	Critical range
Sex dependent	<input type="checkbox"/> ♂ <input checked="" type="radio"/> M <input type="radio"/> D 0 10Y	<input type="text" value="5"/> <input type="text" value="10"/> <input type="text" value="7"/>	<input type="text" value="155"/> <input type="text" value="0"/> <input type="text" value="250"/>	<input type="text" value="140"/> <input type="text" value="250"/>	
Significant digits	<input type="text" value="2"/>	Next Back			

Set significant digit

8. Click on the **Next** button. Otherwise, click the **Back** button to cancel.

Orderable
Y

Notify Patient of Results
N

In Lab Only
N

Range

	Age range	Normal range	Reporting range	Valid range	Critical range
Sex dependent	<input type="checkbox"/> ♂ <input checked="" type="radio"/> M <input type="radio"/> D 0 10Y	<input type="text" value="5"/> <input type="text" value="10"/> <input type="text" value="7"/>	<input type="text" value="155"/> <input type="text" value="0"/> <input type="text" value="250"/>	<input type="text" value="140"/> <input type="text" value="250"/>	
Significant digits	<input type="text" value="2"/>	Next Back			

Click next

9. Click on the **accept** button. You will be navigated to the add new test page.

Is Active Y	Orderable Y	Notify Patient of Results N	In Lab Only N		
Range					
Age range		Normal range	Reporting range	Valid range	Critical range
<input type="checkbox"/> Sex dependent <input checked="" type="radio"/> Y <input type="radio"/> M <input type="radio"/> D 0 <input type="radio"/> 10Y		<input type="text" value="5"/> 5 <input type="text" value="10"/> 10 <input type="text" value="7"/> 7 <input type="text" value="155"/> 155	<input type="text" value="0"/> 0 <input type="text" value="250"/> 250	<input type="text" value="140"/> 140 <input type="text" value="250"/> 250	
Significant digits <input type="text" value="2"/>		9	Accept	Back	

Click accept

How to modify a test

1. You can modify existing tests in the system . To access the modify test option, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on modify test under the **test organization** section.

Test Organization
<ul style="list-style-type: none"> View Test Catalog View the current test catalog Manage Methods Use to create a new method, activate or deactivate a method Add new tests Use to add new tests to the system. Modification of existing tests should be done through the other test management links Modify tests 1 Use to modify existing tests in the system. Activate/Deactivate tests Use to activate or deactivate an existing test. Enable/disable test orderability Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex Manage Test Units Use to create, set display order or assign tests to test units Manage Sample Types Use to create, set display order or assign tests to sample types Manage Units of Measure Use to create Units of Measure Manage Panels Use to create, set display order or assign tests to panels Add result select list use to create result select list for test results To change spelling of current result list entries use "Rename existing result list options" Manage Testing Algorithms and Reflex tests

Click modify test

Note: Upon clicking on **modify test**, the test modification page will be displayed. To learn more about the definitions of terms used in the test modification page, check the **Show guide** checkbox.

<input type="checkbox"/> Show guide	Next	Back
<ul style="list-style-type: none"> AMACR (p504 s)(Immunohistochemistry specimen) Albumin(Urines) Anti-CD 5(Immunohistochemistry specimen) Anti-CD20(Immunohistochemistry specimen) Anti-CD34(Immunohistochemistry specimen) Anti-CD7(Immunohistochemistry specimen) Anti-CDX-2 (EPR2764Y)(Immunohistochemistry specimen) Anti-Cytokeratin 20(Immunohistochemistry specimen) Anti-Desmin(Immunohistochemistry specimen) Anti-ER(Immunohistochemistry specimen) Anti-Ki67(Immunohistochemistry specimen) Anti-PR(Immunohistochemistry specimen) 	<ul style="list-style-type: none"> ARV resistance(Whole Blood) Amylase(Serum) Anti-CD10(Immunohistochemistry specimen) Anti-CD22(Immunohistochemistry specimen) Anti-CD45(Immunohistochemistry specimen) Anti-CD79a(Immunohistochemistry specimen) Anti-Chromogranin A(Immunohistochemistry specimen) Anti-Cytokeratin 5/6(Immunohistochemistry specimen) Anti-E-Cadherin(Immunohistochemistry specimen) Anti-Gata 3(Immunohistochemistry specimen) Anti-MUC2(Immunohistochemistry specimen) Anti-Pan Keratin(Immunohistochemistry specimen) 	<ul style="list-style-type: none"> Actin Smooth Muscle(Immunohistochemistry specimen) Anti-CD 3(Immunohistochemistry specimen) Anti-CD15(Immunohistochemistry specimen) Anti-CD30(Immunohistochemistry specimen) Anti-CD56(Immunohistochemistry specimen) Anti-CD99 (O13)(Immunohistochemistry specimen) Anti-Cyclin D1 (SP4-2)(Immunohistochemistry specimen) Anti-Cytokeratin 7(Immunohistochemistry specimen) Anti-EMA (E29)(Immunohistochemistry specimen) Anti-HER2(Immunohistochemistry specimen) Anti-MUM1(Immunohistochemistry specimen) Anti-S100(Immunohistochemistry specimen)

Show guide checkbox

To close the guide, uncheck the **Show guide** checkbox

Modify tests

Show guide

* Indicates a required field

Name* The name of the test as it will appear within openELIS. Both English and French are required

Report Name* The name of the test as it will appear in reports. Both English and French are required. If the Name and reporting name are the same click on the button to copy the name

Test Section* The test section in which the test will be done

Panel If this test is part of a test panel then the panel can be added here. It is possible, but not usual, for a test to be in more than one panel

uom Unit of measure for the test. This usually only applies to numeric or alphanumeric result types

Result type* The kind of result for this test:

- Numeric - Accepts only numeric results in a text box. Results can be evaluated as to being in a normal or a valid range
- Alphanumeric - Accepts either numeric or text in a text box. It will not be evaluated for being normal or valid
- Free text - Accepts up to 200 characters in a text area. It will not be evaluated for being normal or valid
- Select list - User will be able to select from a dropdown list. The normal value will be specified as the reference value
- Multi-select list - The user will be able to select one or more values from a dropdown list. No reference value will be specified
- Cascading multi-select list - Similar to multi-select but the user will be able to select multiple groups from the dropdown list.

Active If the test is active it can be ordered on the order form or as part of a test algorithm. If it is not active it can not be ordered or be part of a test algorithm

Orderable If a test is active and orderable then it can be ordered on an order form. If it is active but not orderable then it will only be done if it is reflexed from another test

[Next](#) [Back](#)

AMACR (p504 s)(Immunohistochemistry specimen)	ARV resistance(Whole Blood)	Actin Smooth Muscle(Immunohistochemistry specimen)
Albumin(Urines)	Amylase(Serum)	Anti-CD 3(Immunohistochemistry specimen)

Close guide

2. To modify a test, click on the test from the list. In this illustration, Test(Red Top) is clicked. The test edit section will be expanded on the same page.

Mono %	Monocytes.(%) (Whole Blood)	Monocytes.(Abs)(Whole Blood)
Murex	Murex(Plasma)	Murex(Serum)
Myogenin (F5D)(Immunohistochemistry specimen)	Napsin A (MRO-60)(Immunohistochemistry specimen)	Neut %
Neutrophiles. %(Whole Blood)	Neutrophiles(Whole Blood)	P 53(Immunohistochemistry specimen)
P24 Ag(Plasma)	P24 Ag(Serum)	PEN(Whole Blood)
PLQ	Pax 5(Immunohistochemistry specimen)	Pax 8(Immunohistochemistry specimen)
Platelets(Whole Blood)	Proteinuria dipstick(Urines)	RBC Qual(Whole Blood)
Red Blood Cell Description(Whole Blood)	Red Blood Cells Count (RBC)(Whole Blood)	Stat-Pak(Plasma)
Stat-Pak(Serum)	Stat-Pak(Whole Blood)	Stool Culture(Stool Culture)
TCMH	TMCH(Whole Blood)	Test(Red Top)
Thyroglobulin (2H11+6E1)(Immunohistochemistry specimen)	Total cholesterol(Serum)	Transaminases ALTL
Transaminases ASTL	Triglycerides(Serum)	Urine pregnancy test(Urines)
VGM	Viral Load	Viral load(Whole Blood)
Vironostika	Vironostika(Plasma)	Vironostika(Serum)
Vironostika(Whole Blood)	Western blot HIV(Plasma)	Western blot HIV(Serum)
White Blood Cells Count (WBC)(Whole Blood)	Wilms	

[Finished](#)

Click on test to modify

Edit

Test:Test(Red Top)

Name en. Test Active Test unit Hematology uom n/a Select values	fr. Test false Sample types Red Top Significant digits n/a Unsatisfactory Negative Invalid Indeterminate Casey	Report Name en. Test Orderable Panel None LOINC	fr. Test Result type D Reference value n/a
--	--	---	--

Modify tests

Show guide

Test Name* English: Test French: Test	Test Section* Hematology	Panel Multiple	Result Type* Select List
Reporting Test Name* Copy from Test Name English: Test French: Test	LOINC	Unit of Measure	Antimicrobial Resistance <input type="checkbox"/> Is Active <input checked="" type="checkbox"/> Orderable <input checked="" type="checkbox"/> Notify Patient of Results <input type="checkbox"/> In Lab Only <input type="checkbox"/>

Next **Back**

Test modification section

3. Edit the desired fields. In this illustration, the test is edited as Red top for both English and French names.

Edit

Test:Test(Red Top)

Name en. Test Active Test unit Hematology uom n/a Select values	fr. Test false Sample types Red Top Significant digits n/a Unsatisfactory Negative Invalid Indeterminate Casey	Report Name en. Test Orderable Panel None LOINC	fr. Test Result type D Reference value n/a
--	--	---	--

Modify tests

Show guide

Test Name* English: Red Top French: à dessus rouge	Test Section* Hematology	Panel Multiple	Result Type* Numeric
Reporting Test Name* Copy from Test Name English: Red Top French: à dessus rouge	LOINC	Unit of Measure ppm	Antimicrobial Resistance <input type="checkbox"/> Is Active <input checked="" type="checkbox"/> Orderable <input checked="" type="checkbox"/> Notify Patient of Results <input type="checkbox"/> In Lab Only <input type="checkbox"/>

Next **Back**

Edit test

Note: consideration should be taken in ensuring that the **panel**, **results type**, **unit of measure** fields are entered. **The Reporting Test Name** fields should also be fields upon editing the test by clicking on the **The Copy from Test Name** button.

4. Click on the Next button

Edit

Test:Test(Red Top)

Name en. Test Active Test unit Hematology uom n/a Select values	fr. Test false Sample types Red Top Significant digits n/a Unsatisfactory Negative Invalid Indeterminate Casey	Report Name en. Test Orderable Panel None LOINC	fr. Test Result type D Reference value n/a
--	--	---	--

Modify tests

Show guide

Test Name* English: Red Top French: à dessus rouge	Test Section* Hematology	Panel Multiple	Result Type* Numeric
Reporting Test Name* Copy from Test Name English: Red Top French: à dessus rouge	LOINC	Unit of Measure ppm	Antimicrobial Resistance <input type="checkbox"/> Is Active <input checked="" type="checkbox"/> Orderable <input checked="" type="checkbox"/> Notify Patient of Results <input type="checkbox"/> In Lab Only <input type="checkbox"/>
4		Next	Back

5. Click on the Edit results ranges button. see the [how to add range for a test](#) section on.

Is Active Y	Orderable Y	Notify Patient of Results N	In Lab Only N																													
Edit Result Ranges 5																																
<table border="1"> <tr> <th colspan="2">Range</th> <th>Age range</th> <th>Normal range</th> <th>Reporting range</th> <th>Valid range</th> <th>Critical range</th> </tr> <tr> <td>Sex dependent</td> <td><input type="checkbox"/> Y <input checked="" type="radio"/> M <input type="radio"/> O <input type="radio"/> D 0</td> <td>10</td> <td>5</td> <td>10</td> <td>7</td> <td>155</td> <td>140</td> <td>250</td> <td>0</td> <td>250</td> </tr> <tr> <td colspan="2">Significant digits 2</td> <td colspan="9">Next Back</td> </tr> </table>				Range		Age range	Normal range	Reporting range	Valid range	Critical range	Sex dependent	<input type="checkbox"/> Y <input checked="" type="radio"/> M <input type="radio"/> O <input type="radio"/> D 0	10	5	10	7	155	140	250	0	250	Significant digits 2		Next Back								
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Significant digits 2		Next Back																														

Edit result range

6. Click on the Next button.

Is Active Y	Orderable Y	Notify Patient of Results N	In Lab Only N																													
Edit Result Ranges																																
<table border="1"> <tr> <th colspan="2">Range</th> <th>Age range</th> <th>Normal range</th> <th>Reporting range</th> <th>Valid range</th> <th>Critical range</th> </tr> <tr> <td>Sex dependent</td> <td><input type="checkbox"/> Y <input checked="" type="radio"/> M <input type="radio"/> O <input type="radio"/> D 0</td> <td>10</td> <td>5</td> <td>10</td> <td>7</td> <td>155</td> <td>140</td> <td>250</td> <td>0</td> <td>250</td> </tr> <tr> <td colspan="2">Significant digits 2</td> <td colspan="9">6 Next Back</td> </tr> </table>				Range		Age range	Normal range	Reporting range	Valid range	Critical range	Sex dependent	<input type="checkbox"/> Y <input checked="" type="radio"/> M <input type="radio"/> O <input type="radio"/> D 0	10	5	10	7	155	140	250	0	250	Significant digits 2		6 Next Back								
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Significant digits 2		6 Next Back																														

Click next

7. Click on the finished button at the bottom of the page.

Red Blood Cell Description(Whole Blood)	Red Blood Cells Count (RBC)(Whole Blood)	Stat-Pak(Plasma)
Stat-Pak(Serum)	Stat-Pak(Whole Blood)	Stool Culture(Stool_Culture)
TCMH	TMCH(Whole Blood)	Test(Red Top)
Thyroglobulin (2H11+6E1)(Immunohistochemistry specimen)	Total cholesterol(Serum)	Transaminases ALTL
Transaminases ASTL	Triglycerides(Serum)	Urine pregnancy test(Uries)
VGM	Viral Load	Viral load(Whole Blood)
Vironostika	Vironostika(Plasma)	Vironostika(Serum)
Vironostika(Whole Blood)	Western blot HIV(Plasma)	Western blot HIV(Serum)
White Blood Cells Count (WBC)(Whole Blood)	Wtms	

Finished

7

Click finished

How to activate or deactivate a test

1. A test must be active for it to be used in laboratory orders. To activate a test, click on To access the add result select list, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on **activate /deactivate tests** under the **test organization** section.

Test Organization	
1	<ul style="list-style-type: none"> View Test Catalog <ul style="list-style-type: none"> View the current test catalog Manage Methods <ul style="list-style-type: none"> Use to create a new method, activate or deactivate a method Add new test <ul style="list-style-type: none"> Use to add new tests to the system. Modification of existing tests should be done through the other test management links Modify tests <ul style="list-style-type: none"> Use to modify existing tests in the system. Activate/Deactivate tests <ul style="list-style-type: none"> Use to activate or deactivate an existing test. Enable/disable test orderability <ul style="list-style-type: none"> Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex Manage Test Units <ul style="list-style-type: none"> Use to create, set display order or assign tests to test units Manage Sample Types <ul style="list-style-type: none"> Use to create, set display order or assign tests to sample types Manage Units of Measure <ul style="list-style-type: none"> Use to create Units of Measure Manage Panels <ul style="list-style-type: none"> Use to create, set display order or assign tests to panels Add result select list <ul style="list-style-type: none"> use to create result select list for test results To change spelling of current result list entries use "Rename existing result list options" Manage Testing Algorithms and Reflex tests

Click activate/deactivate tests

2. Upon clicking on activate /deactivate tests, the test activation page will be displayed. Active Tests: a checked box indicates an already active test. To activate a test, check the box.

Test Activation

Active Tests: a checked box indicates an already active test. To activate a test, check the box; to deactivate, uncheck the box. Any sample types without an existing active test are deactivated and appear at the bottom, under 'Inactive Sample Types'. If one of the tests is activated, the sample type will be activated.

Respiratory Swab	<input checked="" type="checkbox"/> COVID-19 PCR			
Serum	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG <input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD <input checked="" type="checkbox"/> GOT/ASAT <input checked="" type="checkbox"/> HDL cholesterol <input checked="" type="checkbox"/> Western blot HIV <input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM <input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD <input checked="" type="checkbox"/> Creatinine <input checked="" type="checkbox"/> Triglycerides <input checked="" type="checkbox"/> Bioline <input checked="" type="checkbox"/> P24 Ag	<input checked="" type="checkbox"/> DENGUE PCR <input checked="" type="checkbox"/> HIV VIRAL LOAD <input checked="" type="checkbox"/> Amylase <input checked="" type="checkbox"/> HIV rapid test HIV <input checked="" type="checkbox"/> Determine <input checked="" type="checkbox"/> Stat-Pak	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD <input checked="" type="checkbox"/> GPT/ALAT <input checked="" type="checkbox"/> Total cholesterol <input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen) <input checked="" type="checkbox"/> Murex <input checked="" type="checkbox"/> Genie III
Fluid	<input checked="" type="checkbox"/> COVID-19 PCR			
Plasma	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM <input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD <input checked="" type="checkbox"/> Western blot HIV <input checked="" type="checkbox"/> Determine <input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG	<input checked="" type="checkbox"/> DENGUE PCR <input checked="" type="checkbox"/> HIV VIRAL LOAD <input checked="" type="checkbox"/> Bioline <input checked="" type="checkbox"/> Murex	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD <input checked="" type="checkbox"/> Glucose <input checked="" type="checkbox"/> Stat-Pak <input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD <input checked="" type="checkbox"/> HIV rapid test HIV <input checked="" type="checkbox"/> Genie III <input checked="" type="checkbox"/> P24 Ag
Urine	<input checked="" type="checkbox"/> Albumin	<input checked="" type="checkbox"/> Beta HCG	<input checked="" type="checkbox"/> Urine pregnancy test	<input checked="" type="checkbox"/> Proteinuria dipstick

2

click on a check box

3. Click on the save button at the bottom of the page.

<input checked="" type="checkbox"/> Anti-p40 (BC28)	<input checked="" type="checkbox"/> Anti-p63 (4A4)	<input checked="" type="checkbox"/> Anti-Pan Keratin	<input checked="" type="checkbox"/> Anti-PR
<input checked="" type="checkbox"/> Anti-S100	<input checked="" type="checkbox"/> Anti-Synaptophysin (SP11)	<input checked="" type="checkbox"/> Anti-Thyroid Transcription Factor	<input checked="" type="checkbox"/> Anti-Vimentin
<input checked="" type="checkbox"/> BCL 2	<input checked="" type="checkbox"/> BCL 6	<input checked="" type="checkbox"/> BerEp4	<input checked="" type="checkbox"/> Calponin
<input checked="" type="checkbox"/> Calretinin	<input checked="" type="checkbox"/> CINtec® p16 Histology	<input checked="" type="checkbox"/> DOG1 (SP31)	<input checked="" type="checkbox"/> Glial Fibrillary Acidic Protein
<input checked="" type="checkbox"/> Her2 Dual ISH	<input checked="" type="checkbox"/> Inhibin	<input checked="" type="checkbox"/> Myogenin (F5D)	<input checked="" type="checkbox"/> Napsin A (MRQ-60)
<input checked="" type="checkbox"/> P 53	<input checked="" type="checkbox"/> Pax 5	<input checked="" type="checkbox"/> Pax 8	<input checked="" type="checkbox"/> Thyroglobulin (2H11+6E1)
<input checked="" type="checkbox"/> Wilms' tumor 1 protein (WT1)			
Sputum			
<input checked="" type="checkbox"/> COVID-19 PCR			

3

Save Cancel

Click save

4. To sort the tests to indicate how they will be displayed, Click on the test to drag it to a desired position; this is optional. Otherwise, click on the Next button.

Plasma
<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM
<input checked="" type="checkbox"/> DENGUE PCR
<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD
<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD
<input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD
<input checked="" type="checkbox"/> HIV VIRAL LOAD
<input checked="" type="checkbox"/> Glucose
<input checked="" type="checkbox"/> HIV rapid test HIV
<input checked="" type="checkbox"/> Western blot HIV
<input checked="" type="checkbox"/> Bioline
<input checked="" type="checkbox"/> Stat-Pak
<input checked="" type="checkbox"/> Genie III
<input checked="" type="checkbox"/> Determine
<input checked="" type="checkbox"/> Murex
<input checked="" type="checkbox"/> Vironostika
<input checked="" type="checkbox"/> P24 Ag
<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG

4

Next Previous

5. Verify the activation of the test by clicking on the **Accept** button. The test will be activated successfully.

Validation Reports Admin Billing Help

Admin → Test Management → Test Activation → Sort → Confirmation

Verify: Activated/de-activated tests

Verify that these are the changes you want to make. If correct then save. If not correct use the back button to make the correct changes

The following tests will be activated:

Plasma
COVID-19 ANTIBODY IgG

Test display order

Plasma
COVID-19 ANTIBODY IgM
DENGUE PCR
HEPATITIS B VIRAL LOAD
HEPATITIS C VIRAL LOAD
HIV INFANT VIRAL LOAD
HIV VIRAL LOAD
Glucose
HIV rapid test HIV
Western blot HIV
Bioline
Stat-Pak
Genie III
Determine
Murex
Vironostika
P24 Ag
COVID-19 ANTIBODY IgG

5 Accept Previous

Click accept

Test Activation

Active Tests: a checked box indicates an already active test. To activate a test, check the box; to deactivate, uncheck the box. Any sample types without an existing active test are deactivated and appear at the bottom, under 'Inactive Sample Types'. If one of the tests is activated, the sample type will be activated.

Respiratory Swab	<input checked="" type="checkbox"/> COVID-19 PCR
Serum	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG <input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM <input checked="" type="checkbox"/> DENGUE PCR <input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD
	<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD <input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD <input checked="" type="checkbox"/> HIV VIRAL LOAD <input checked="" type="checkbox"/> GPT/ALAT
	<input checked="" type="checkbox"/> GOT/ASAT <input checked="" type="checkbox"/> Creatinine <input checked="" type="checkbox"/> Amylase <input checked="" type="checkbox"/> Total cholesterol
	<input checked="" type="checkbox"/> HDL cholesterol <input checked="" type="checkbox"/> Triglycerides <input checked="" type="checkbox"/> HIV rapid test HIV <input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen)
	<input checked="" type="checkbox"/> Western blot HIV <input checked="" type="checkbox"/> Bioline <input checked="" type="checkbox"/> Determine <input checked="" type="checkbox"/> Murex
	<input checked="" type="checkbox"/> Vironostika <input checked="" type="checkbox"/> P24 Ag <input checked="" type="checkbox"/> Stat-Pak <input checked="" type="checkbox"/> Genie III
Fluid	<input checked="" type="checkbox"/> COVID-19 PCR
Plasma	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM <input checked="" type="checkbox"/> DENGUE PCR <input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD <input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD
	<input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD <input checked="" type="checkbox"/> HIV VIRAL LOAD <input checked="" type="checkbox"/> Glucose <input checked="" type="checkbox"/> HIV rapid test HIV
	<input checked="" type="checkbox"/> Western blot HIV <input checked="" type="checkbox"/> Bioline <input checked="" type="checkbox"/> Stat-Pak <input checked="" type="checkbox"/> Genie III
	<input checked="" type="checkbox"/> Determine <input checked="" type="checkbox"/> Murex <input checked="" type="checkbox"/> Vironostika <input checked="" type="checkbox"/> P24 Ag
Urine	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG <input checked="" type="checkbox"/> Beta HCG <input checked="" type="checkbox"/> Urine pregnancy test <input checked="" type="checkbox"/> Proteinuria dipstick
Whole Blood	<input checked="" type="checkbox"/> Blood Culture <input checked="" type="checkbox"/> White Blood Cell Count (WBC) <input checked="" type="checkbox"/> Red Blood Cell Count (RBC) <input checked="" type="checkbox"/> Hemoglobin

Test activated

6. To deactivate a test, click on a checkbox for an active test.

Test Activation

Active Tests: a checked box indicates an already active test. To activate a test, check the box; to deactivate, uncheck the box. Any sample types without an existing active test are deactivated and appear at the bottom, under 'Inactive Sample Types'. If one of the tests is activated, the sample type will be activated.

<input checked="" type="checkbox"/> Respiratory Swab <input checked="" type="checkbox"/> COVID-19 PCR Serum	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG <input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD <input checked="" type="checkbox"/> GOT/ASAT <input checked="" type="checkbox"/> HDL cholesterol <input checked="" type="checkbox"/> Western blot HIV <input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM <input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD <input checked="" type="checkbox"/> Creatinine <input checked="" type="checkbox"/> Triglycerides <input checked="" type="checkbox"/> Bioline <input checked="" type="checkbox"/> P24 Ag	<input checked="" type="checkbox"/> DENGUE PCR <input checked="" type="checkbox"/> HIV VIRAL LOAD <input checked="" type="checkbox"/> Amylase <input checked="" type="checkbox"/> HIV rapid test HIV <input checked="" type="checkbox"/> Determine <input checked="" type="checkbox"/> Stat-Pak	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD <input checked="" type="checkbox"/> GPT/ALAT <input checked="" type="checkbox"/> Total cholesterol <input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen) <input checked="" type="checkbox"/> Murex <input checked="" type="checkbox"/> Genie III
Fluid	<input checked="" type="checkbox"/> COVID-19 PCR			
Plasma	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM <input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD <input checked="" type="checkbox"/> Western blot HIV <input checked="" type="checkbox"/> Determine	<input checked="" type="checkbox"/> DENGUE PCR <input checked="" type="checkbox"/> HIV VIRAL LOAD <input checked="" type="checkbox"/> Bioline <input checked="" type="checkbox"/> Murex	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD <input checked="" type="checkbox"/> Glucose <input checked="" type="checkbox"/> Stat-Pak <input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD <input checked="" type="checkbox"/> HIV rapid test HIV <input checked="" type="checkbox"/> Genie III <input checked="" type="checkbox"/> P24 Ag

Click on a checkbox for the test

7. Click on the Save button at the bottom of the page.

Blood Sample			
Immunohistochemistry specimen			
<input checked="" type="checkbox"/> Actin Smooth Muscle <input checked="" type="checkbox"/> Anti-CD10 <input checked="" type="checkbox"/> Anti-CD30 <input checked="" type="checkbox"/> Anti-CD7 <input checked="" type="checkbox"/> Anti-Chromogranin A <input checked="" type="checkbox"/> Anti-Cytokeratin 7 <input checked="" type="checkbox"/> Anti-ER <input checked="" type="checkbox"/> Anti-Ki67 <input checked="" type="checkbox"/> Anti-p40 (BC28) <input checked="" type="checkbox"/> Anti-S100 <input checked="" type="checkbox"/> BCL 2 <input checked="" type="checkbox"/> Calretinin <input checked="" type="checkbox"/> Her2 Dual ISH <input checked="" type="checkbox"/> P 53 <input checked="" type="checkbox"/> Wilms' tumor 1 protein (WT1)			
<input checked="" type="checkbox"/> AMACR (p504 s) <input checked="" type="checkbox"/> Anti-CD15 <input checked="" type="checkbox"/> Anti-CD34 <input checked="" type="checkbox"/> Anti-CD79a <input checked="" type="checkbox"/> Anti-Cyclin D1 (SP4-R) <input checked="" type="checkbox"/> Anti-Desmin <input checked="" type="checkbox"/> Anti-Gata 3 <input checked="" type="checkbox"/> Anti-melanosome (HMB45) <input checked="" type="checkbox"/> Anti-p63 (4A4) <input checked="" type="checkbox"/> Anti-Synaptophysin (SP11) <input checked="" type="checkbox"/> BCL 6 <input checked="" type="checkbox"/> CINtec® p16 Histology <input checked="" type="checkbox"/> Inhibin <input checked="" type="checkbox"/> Pax 5			
<input checked="" type="checkbox"/> Anti-CD 3 <input checked="" type="checkbox"/> Anti-CD20 <input checked="" type="checkbox"/> Anti-CD45 <input checked="" type="checkbox"/> Anti-CD99 (O13) <input checked="" type="checkbox"/> Anti-Cytokeratin 20 <input checked="" type="checkbox"/> Anti-E-Cadherin <input checked="" type="checkbox"/> Anti-hepatocyte Specific Antigen (Hep Par-1) <input checked="" type="checkbox"/> Anti-MUC2 <input checked="" type="checkbox"/> Anti-Pan Keratin <input checked="" type="checkbox"/> Anti-Thyroid Transcription Factor <input checked="" type="checkbox"/> BerEp4 <input checked="" type="checkbox"/> DOG1 (SP31) <input checked="" type="checkbox"/> Myogenin (F5D) <input checked="" type="checkbox"/> Pax 8			
<input checked="" type="checkbox"/> Anti-CD 5 <input checked="" type="checkbox"/> Anti-CD22 <input checked="" type="checkbox"/> Anti-CD56 <input checked="" type="checkbox"/> Anti-CDX-2 (EPR2764Y) <input checked="" type="checkbox"/> Anti-Cytokeratin 5/6 <input checked="" type="checkbox"/> Anti-EMA (E29) <input checked="" type="checkbox"/> Anti-HER2 <input checked="" type="checkbox"/> Anti-MUM1 <input checked="" type="checkbox"/> Anti-PR <input checked="" type="checkbox"/> Anti-Vimentin <input checked="" type="checkbox"/> Calponin <input checked="" type="checkbox"/> Glial Fibrillary Acidic Protein <input checked="" type="checkbox"/> Napsin A (MRQ-60) <input checked="" type="checkbox"/> Thyroglobulin (2H11+6E1)			
Sputum <input checked="" type="checkbox"/> COVID-19 PCR			
<input checked="" type="checkbox"/> 2 <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

8. Verify the deactivation of the test by clicking on the Accept button.

Validation ▾ Reports ▾ Admin Billing Help ▾ Admin → Test Management → Test Activation → Confirmation					
Verify: Activated/de-activated tests					
Verify that these are the changes you want to make. If correct then save. If not correct use the back button to make the correct changes					
The following tests will be deactivated: Respiratory Swab COVID-19 PCR					
The following sample types will be deactivated because they have no tests: Respiratory Swab					
<input checked="" type="checkbox"/> 3 <input type="button" value="Accept"/> <input type="button" value="Previous"/>					

<input type="checkbox"/> Anti-ER	<input type="checkbox"/> Anti-Gata 3	<input type="checkbox"/> Anti-Hepatocyte Specific Antigen (Hep Par-1)	<input type="checkbox"/> Anti-HER2
<input checked="" type="checkbox"/> Anti-Ki67	<input type="checkbox"/> Anti-melanosome (HMB45)	<input checked="" type="checkbox"/> Anti-MUC2	<input checked="" type="checkbox"/> Anti-MUM1
<input checked="" type="checkbox"/> Anti-p40 (BC28)	<input type="checkbox"/> Anti-p63 (4A4)	<input checked="" type="checkbox"/> Anti-Pan Keratin	<input checked="" type="checkbox"/> Anti-PR
<input checked="" type="checkbox"/> Anti-S100	<input type="checkbox"/> Anti-Synaptophysin (SP11)	<input checked="" type="checkbox"/> Anti-Thyroid Transcription Factor	<input checked="" type="checkbox"/> Anti-Vimentin
<input checked="" type="checkbox"/> BCL 2	<input type="checkbox"/> BCL 6	<input checked="" type="checkbox"/> BerEp4	<input checked="" type="checkbox"/> Calponin
<input checked="" type="checkbox"/> Calretinin	<input type="checkbox"/> CINtec® p16 Histology	<input checked="" type="checkbox"/> DOG1 (SP31)	<input checked="" type="checkbox"/> Glial Fibrillary Acidic Protein
<input checked="" type="checkbox"/> Her2 Dual ISH	<input type="checkbox"/> Inhibin	<input checked="" type="checkbox"/> Myogenin (F5D)	<input checked="" type="checkbox"/> Napsin A (MRQ-60)
<input checked="" type="checkbox"/> P 53	<input type="checkbox"/> Pax 5	<input checked="" type="checkbox"/> Pax 8	<input checked="" type="checkbox"/> Thyroglobulin (2H11+6E1)
Sputum			
<input checked="" type="checkbox"/> COVID-19 PCR			
<u>Inactive Sample Types</u>			
Respiratory Swab			
<input type="checkbox"/> COVID-19 PCR			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Test deactivated successfully

Note: Any sample types without an existing active test are deactivated and appear at the bottom, under 'Inactive Sample Types'. If one of the tests is activated, the sample type will be activated.

<input checked="" type="checkbox"/> Actin Smooth Muscle	<input type="checkbox"/> AMACR (p504 s)	<input checked="" type="checkbox"/> Anti-CD 3	<input checked="" type="checkbox"/> Anti-CD 5
<input checked="" type="checkbox"/> Anti-CD10	<input checked="" type="checkbox"/> Anti-CD15	<input checked="" type="checkbox"/> Anti-CD20	<input checked="" type="checkbox"/> Anti-CD22
<input checked="" type="checkbox"/> Anti-CD30	<input checked="" type="checkbox"/> Anti-CD34	<input checked="" type="checkbox"/> Anti-CD45	<input checked="" type="checkbox"/> Anti-CD56
<input checked="" type="checkbox"/> Anti-CD7	<input checked="" type="checkbox"/> Anti-CD79a	<input checked="" type="checkbox"/> Anti-CD99 (O13)	<input checked="" type="checkbox"/> Anti-CDX-2 (EPR2764Y)
<input checked="" type="checkbox"/> Anti-Chromogranin A	<input checked="" type="checkbox"/> Anti-Cyclin D1 (SP4-R)	<input checked="" type="checkbox"/> Anti-Cytokeratin 20	<input checked="" type="checkbox"/> Anti-Cytokeratin 5/6
<input checked="" type="checkbox"/> Anti-Cytokeratin 7	<input checked="" type="checkbox"/> Anti-Desmin	<input checked="" type="checkbox"/> Anti-E-Cadherin	<input checked="" type="checkbox"/> Anti-EMA (E29)
<input checked="" type="checkbox"/> Anti-ER	<input checked="" type="checkbox"/> Anti-Gata 3	<input checked="" type="checkbox"/> Anti-hepatocyte Specific Antigen (Hep Par-1)	<input checked="" type="checkbox"/> Anti-HER2
<input checked="" type="checkbox"/> Anti-Ki67	<input checked="" type="checkbox"/> Anti-melanosome (HMB45)	<input checked="" type="checkbox"/> Anti-MUC2	<input checked="" type="checkbox"/> Anti-MUM1
<input checked="" type="checkbox"/> Anti-p40 (BC28)	<input checked="" type="checkbox"/> Anti-p63 (4A4)	<input checked="" type="checkbox"/> Anti-Pan Keratin	<input checked="" type="checkbox"/> Anti-PR
<input checked="" type="checkbox"/> Anti-S100	<input checked="" type="checkbox"/> Anti-Synaptophysin (SP11)	<input checked="" type="checkbox"/> Anti-Thyroid Transcription Factor	<input checked="" type="checkbox"/> Anti-Vimentin
<input checked="" type="checkbox"/> BCL 2	<input checked="" type="checkbox"/> BCL 6	<input checked="" type="checkbox"/> BerEp4	<input checked="" type="checkbox"/> Calponin
<input checked="" type="checkbox"/> Calretinin	<input checked="" type="checkbox"/> CINtec® p16 Histology	<input checked="" type="checkbox"/> DOG1 (SP31)	<input checked="" type="checkbox"/> Glial Fibrillary Acidic Protein
<input checked="" type="checkbox"/> Her2 Dual ISH	<input checked="" type="checkbox"/> Inhibin	<input checked="" type="checkbox"/> Myogenin (F5D)	<input checked="" type="checkbox"/> Napsin A (MRQ-60)
<input checked="" type="checkbox"/> P 53	<input checked="" type="checkbox"/> Pax 5	<input checked="" type="checkbox"/> Pax 8	<input checked="" type="checkbox"/> Thyroglobulin (2H11+6E1)
Sputum			
<input checked="" type="checkbox"/> COVID-19 PCR			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			
<u>Inactive Sample Types</u>			

Inactive sample

How to enable or disable test orderability

Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex

1. To enable or disable test orderability, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on enable or disable test orderability under the **test organization** section.

Test Organization

- [View Test Catalog](#)
View the current test catalog
- [Manage Methods](#)
Use to create a new method, activate or deactivate a method
- [Add new tests](#)
Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- [Modify tests](#)
Use to modify existing tests in the system.
- [Activate/Deactivate tests](#)
Use to activate or deactivate an existing test.
- 1 [Enable/disable test orderability](#)
tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- [Manage Test Units](#)
Use to create, set display order or assign tests to test units
- [Manage Sample Types](#)
Use to create, set display order or assign tests to sample types
- [Manage Units of Measure](#)
Use to create Units of Measure
- [Manage Panels](#)
Use to create, set display order or assign tests to panels

Click on enable or disable test orderability

Note: Test with checks are orderable, those without checks are not orderable. Change checks to change status. For a test to be able to be ordered on intake it must be both active and orderable. Tests which are active but not orderable may be requested as part of a test reflex.

Validation Reports Admin Billing Help

Admin → Test Management → Enable/disable test orderability

Enable/disable test orderability

Test with checks are orderable, those without checks are not orderable. Change checks to change status. For a test to be able to be ordered on intake it must be both active and orderable. Tests which are active but not orderable may be requested as part of a test reflex.

Serum				
<input checked="" type="checkbox"/> Amylase	<input checked="" type="checkbox"/> Bioline	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM	
<input checked="" type="checkbox"/> Creatinine	<input checked="" type="checkbox"/> DENGUE PCR	<input checked="" type="checkbox"/> Determine	<input checked="" type="checkbox"/> GOT/ASAT	
<input checked="" type="checkbox"/> GPT/ALAT	<input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen)	<input checked="" type="checkbox"/> HDL cholesterol	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD	
<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD	<input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD	<input checked="" type="checkbox"/> HIV VIRAL LOAD	<input checked="" type="checkbox"/> HIV rapid test HIV	
<input checked="" type="checkbox"/> Murex	<input checked="" type="checkbox"/> P24 Ag	<input checked="" type="checkbox"/> Total cholesterol	<input checked="" type="checkbox"/> Triglycerides	
<input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> Western blot HIV			
<input type="checkbox"/> Stat-Pak	<input type="checkbox"/> Genie III			
Fluid				
<input checked="" type="checkbox"/> COVID-19 PCR				
Plasma				

Enable or disable test orderability page

2. In this illustration, the orderability of the test **Stat-Pak** will be enabled by checking the checkbox.

Validation Reports Admin Billing Help

Admin → Test Management → Enable/disable test orderability

Enable/disable test orderability

Test with checks are orderable, those without checks are not orderable. Change checks to change status. For a test to be able to be ordered on intake it must be both active and orderable. Tests which are active but not orderable may be requested as part of a test reflex.

Serum				
<input checked="" type="checkbox"/> Amylase	<input checked="" type="checkbox"/> Bioline	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM	
<input checked="" type="checkbox"/> Creatinine	<input checked="" type="checkbox"/> DENGUE PCR	<input checked="" type="checkbox"/> Determine	<input checked="" type="checkbox"/> GOT/ASAT	
<input checked="" type="checkbox"/> GPT/ALAT	<input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen)	<input checked="" type="checkbox"/> HDL cholesterol	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD	
<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD	<input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD	<input checked="" type="checkbox"/> HIV VIRAL LOAD	<input checked="" type="checkbox"/> HIV rapid test HIV	
<input checked="" type="checkbox"/> Murex	<input checked="" type="checkbox"/> P24 Ag	<input checked="" type="checkbox"/> Total cholesterol	<input checked="" type="checkbox"/> Triglycerides	
<input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> Western blot HIV			
2 <input checked="" type="checkbox"/> Stat-Pak	<input type="checkbox"/> Genie III			
Fluid				
<input checked="" type="checkbox"/> COVID-19 PCR				
Plasma				

Click on the test

3. Click on the next button at the bottom of the page

<input checked="" type="checkbox"/> Anti-CD30	<input checked="" type="checkbox"/> Anti-CD34	<input checked="" type="checkbox"/> Anti-CD45	<input checked="" type="checkbox"/> Anti-CD56
<input checked="" type="checkbox"/> Anti-CD7	<input checked="" type="checkbox"/> Anti-CD79a	<input checked="" type="checkbox"/> Anti-CD99 (O13)	<input checked="" type="checkbox"/> Anti-CDX-2 (EPR2764Y)
<input checked="" type="checkbox"/> Anti-Chromogranin A	<input checked="" type="checkbox"/> Anti-Cyclin D1 (SP4-R)	<input checked="" type="checkbox"/> Anti-Cytokeratin 20	<input checked="" type="checkbox"/> Anti-Cytokeratin 5/6
<input checked="" type="checkbox"/> Anti-Cytokeratin 7	<input checked="" type="checkbox"/> Anti-Desmin	<input checked="" type="checkbox"/> Anti-E-Cadherin	<input checked="" type="checkbox"/> Anti-EMA (E29)
<input checked="" type="checkbox"/> Anti-ER	<input checked="" type="checkbox"/> Anti-Gata 3	<input checked="" type="checkbox"/> Anti-HER2	<input checked="" type="checkbox"/> Anti-Ki67
<input checked="" type="checkbox"/> Anti-MUC2	<input checked="" type="checkbox"/> Anti-MUM1	<input checked="" type="checkbox"/> Anti-PR	<input checked="" type="checkbox"/> Anti-Pan Keratin
<input checked="" type="checkbox"/> Anti-S100	<input checked="" type="checkbox"/> Anti-Synaptophysin (SP11)	<input checked="" type="checkbox"/> Anti-Thyroid Transcription Factor	<input checked="" type="checkbox"/> Anti-Vimentin
<input checked="" type="checkbox"/> Anti-hepatocyte Specific Antigen (Hep Par-1)	<input checked="" type="checkbox"/> Anti-melanosome (HMB45)	<input checked="" type="checkbox"/> Anti-p40 (BC28)	<input checked="" type="checkbox"/> Anti-p63 (4A4)
<input checked="" type="checkbox"/> BCL 2	<input checked="" type="checkbox"/> BCL 6	<input checked="" type="checkbox"/> BerEp4	<input checked="" type="checkbox"/> CINtec® p16 Histology
<input checked="" type="checkbox"/> Calponin	<input checked="" type="checkbox"/> Calretinin	<input checked="" type="checkbox"/> DOG1 (SP31)	<input checked="" type="checkbox"/> Glial Fibrillary Acidic Protein
<input checked="" type="checkbox"/> Her2 Dual ISH	<input checked="" type="checkbox"/> Inhibin	<input checked="" type="checkbox"/> Myogenin (F5D)	<input checked="" type="checkbox"/> Napsin A (MRQ-60)
<input checked="" type="checkbox"/> P 53	<input checked="" type="checkbox"/> Pax 5	<input checked="" type="checkbox"/> Pax 8	<input checked="" type="checkbox"/> Thyroglobulin (2H11+6E1)
<input checked="" type="checkbox"/> Wilms' tumor 1 protein (WT1)			
Sputum			
<input checked="" type="checkbox"/> COVID-19 PCR			

3 **Next** **Cancel**

Click next

4. Click on the Accept button to verify that these are the changes you want to make. In test orderability will be enabled successfully.

Validation	Reports	Admin	Billing	Help
Admin → Test Management → Enable/disable test orderability → Confirmation				
Verify: Enable/disable test orderability				
Verify that these are the changes you want to make. If correct then save. If not correct use the back button to make the correct changes				
The following tests will be orderable from the order form.				
Serum Stat-Pak				
4 Accept Back				

Click accept

Validation	Reports	Admin	Billing	Help																																													
Admin → Test Management → Enable/disable test orderability																																																	
Enable/disable test orderability																																																	
Test with checks are orderable, those without checks are not orderable. Change checks to change status. For a test to be able to be ordered on intake it must be both active and orderable. Tests which are active but not orderable may be requested as part of a test reflex.																																																	
<table border="0"> <tbody> <tr><td>Serum</td><td><input checked="" type="checkbox"/> Amylase</td><td><input checked="" type="checkbox"/> Bioline</td><td><input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG</td><td><input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM</td></tr> <tr><td></td><td><input checked="" type="checkbox"/> Creatinine</td><td><input checked="" type="checkbox"/> DENGUE PCR</td><td><input checked="" type="checkbox"/> Determine</td><td><input checked="" type="checkbox"/> GOT/ASAT</td></tr> <tr><td></td><td><input checked="" type="checkbox"/> GPT/ALAT</td><td><input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen)</td><td><input checked="" type="checkbox"/> HDL cholesterol</td><td><input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD</td></tr> <tr><td></td><td><input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD</td><td><input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD</td><td><input checked="" type="checkbox"/> HIV VIRAL LOAD</td><td><input checked="" type="checkbox"/> HIV rapid test HIV</td></tr> <tr><td></td><td><input checked="" type="checkbox"/> Murex</td><td><input checked="" type="checkbox"/> P24 Ag</td><td><input checked="" type="checkbox"/> Stat-Pak</td><td><input checked="" type="checkbox"/> Total cholesterol</td></tr> <tr><td></td><td><input checked="" type="checkbox"/> Triglycerides</td><td><input checked="" type="checkbox"/> Vironostika</td><td><input checked="" type="checkbox"/> Western blot HIV</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Genie III</td><td></td><td></td><td></td></tr> <tr><td>Fluid</td><td><input checked="" type="checkbox"/> COVID-19 PCR</td><td></td><td></td><td></td></tr> <tr><td>Plasma</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					Serum	<input checked="" type="checkbox"/> Amylase	<input checked="" type="checkbox"/> Bioline	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM		<input checked="" type="checkbox"/> Creatinine	<input checked="" type="checkbox"/> DENGUE PCR	<input checked="" type="checkbox"/> Determine	<input checked="" type="checkbox"/> GOT/ASAT		<input checked="" type="checkbox"/> GPT/ALAT	<input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen)	<input checked="" type="checkbox"/> HDL cholesterol	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD		<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD	<input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD	<input checked="" type="checkbox"/> HIV VIRAL LOAD	<input checked="" type="checkbox"/> HIV rapid test HIV		<input checked="" type="checkbox"/> Murex	<input checked="" type="checkbox"/> P24 Ag	<input checked="" type="checkbox"/> Stat-Pak	<input checked="" type="checkbox"/> Total cholesterol		<input checked="" type="checkbox"/> Triglycerides	<input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> Western blot HIV			<input type="checkbox"/> Genie III				Fluid	<input checked="" type="checkbox"/> COVID-19 PCR				Plasma				
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	<input type="checkbox"/> Genie III																																																
Fluid	<input checked="" type="checkbox"/> COVID-19 PCR																																																
Plasma																																																	

Test orderability enabled

5. To change the test orderability for a test, click on the checkbox of the desired test.

Enable/disable test orderability

Test with checks are orderable, those without checks are not orderable. Change checks to change status. For a test to be able to be ordered on intake it must be both active and orderable. Tests which are active but not orderable may be requested as part of a test reflex.

Serum

- Amylase
- Creatinine
- GPT/ALAT
- HEPATITIS C VIRAL LOAD
- 1** Murex
- Triglycerides
- Genie III

- Bioline
- DENGUE PCR
- HBsAg (Hepatitis B surface antigen)
- HIV INFANT VIRAL LOAD
- P24 Ag
- Vironostika

- COVID-19 ANTIBODY IgG
- Determine
- HDL cholesterol
- HIV VIRAL LOAD
- Stat-Pak
- Western blot HIV

- COVID-19 ANTIBODY IgM
- GOT/ASAT
- HEPATITIS B VIRAL LOAD
- HIV rapid test HIV
- Total cholesterol

Fluid

- COVID-19 PCR

Plasma

- Bioline
- Determine
- HIV INFANT VIRAL LOAD
- P24 Ag
- Stat-Pak

- COVID-19 ANTIBODY IgG
- Glucose
- HIV VIRAL LOAD
- Vironostika
- Genie III

- COVID-19 ANTIBODY IgM
- HEPATITIS B VIRAL LOAD
- HIV rapid test HIV
- Western blot HIV

- DENGUE PCR
- HEPATITIS C VIRAL LOAD
- Murex

Urine

None

Click on checkbox

6. Click on the Next button.

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> Anti-S100 | <input checked="" type="checkbox"/> Anti-Synaptophysin (SP11) | <input checked="" type="checkbox"/> Anti-Thyroid Transcription Factor | <input checked="" type="checkbox"/> Anti-Vimentin |
| <input checked="" type="checkbox"/> Anti-hepatocyte Specific Antigen (Hep Par-1) | <input checked="" type="checkbox"/> Anti-melanosome (HMB45) | <input checked="" type="checkbox"/> Anti-p40 (BC28) | <input checked="" type="checkbox"/> Anti-p63 (4A4) |
| <input checked="" type="checkbox"/> BCL 2 | <input checked="" type="checkbox"/> BCL 6 | <input checked="" type="checkbox"/> BerEp4 | <input checked="" type="checkbox"/> CINtec® p16 Histology |
| <input checked="" type="checkbox"/> Calponin | <input checked="" type="checkbox"/> Calretinin | <input checked="" type="checkbox"/> DOG1 (SP31) | <input checked="" type="checkbox"/> Glial Fibrillary Acidic Protein |
| <input checked="" type="checkbox"/> Her2 Dual ISH | <input checked="" type="checkbox"/> Inhibin | <input checked="" type="checkbox"/> Myogenin (F5D) | <input checked="" type="checkbox"/> Napsin A (MRQ-60) |
| <input checked="" type="checkbox"/> P 53 | <input checked="" type="checkbox"/> Pax 5 | <input checked="" type="checkbox"/> Pax 8 | <input checked="" type="checkbox"/> Thyroglobulin (2H11+6E1) |
| <input checked="" type="checkbox"/> Wilms' tumor 1 protein (WT1) | | | |

Sputum

- COVID-19 PCR

2

Click next

7. Click on the **Accept** button to verify that these are the changes you want to make. The test will be disabled successfully.

Validation Reports Admin Billing Help

Admin → Test Management → Enable/disable test orderability → Confirmation

Verify: Enable/disable test orderability

Verify that these are the changes you want to make. If correct then save. If not correct use the back button to make the correct changes

The following tests will not be orderable on order form. They will only be orderable as a reflexed test.

Serum
Murex

3

Click accept

Validation Reports Admin Billing Help

Admin → Test Management → Enable/disable test orderability

Enable/disable test orderability

Test with checks are orderable, those without checks are not orderable. Change checks to change status. For a test to be able to be ordered on intake it must be both active and orderable. Tests which are active but not orderable may be requested as part of a test reflex.

Serum				
<input checked="" type="checkbox"/> Amylase	<input checked="" type="checkbox"/> Bioline	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgG	<input checked="" type="checkbox"/> COVID-19 ANTIBODY IgM	
<input checked="" type="checkbox"/> Creatinine	<input checked="" type="checkbox"/> DENGUE PCR	<input checked="" type="checkbox"/> Determine	<input checked="" type="checkbox"/> GOT/ASAT	
<input checked="" type="checkbox"/> GPT/LALT	<input checked="" type="checkbox"/> HBsAg (Hepatitis B surface antigen)	<input checked="" type="checkbox"/> HDL cholesterol	<input checked="" type="checkbox"/> HEPATITIS B VIRAL LOAD	
<input checked="" type="checkbox"/> HEPATITIS C VIRAL LOAD	<input checked="" type="checkbox"/> HIV INFANT VIRAL LOAD	<input checked="" type="checkbox"/> HIV VIRAL LOAD	<input checked="" type="checkbox"/> HIV rapid test HIV	
<input checked="" type="checkbox"/> P24 Ag	<input checked="" type="checkbox"/> Stat-Pak	<input checked="" type="checkbox"/> Total cholesterol	<input checked="" type="checkbox"/> Triglycerides	
<input checked="" type="checkbox"/> Vironostika	<input checked="" type="checkbox"/> Western blot HIV			
<input type="checkbox"/> Murex	<input type="checkbox"/> Genie III			
Fluid				
	<input checked="" type="checkbox"/> COVID-19 PCR			

Test disabled successfully

Manage test units

1. The manage test unit is used to create, set display order or assign tests to test units. To access the manage test unit, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on manage test unit under the **test organization** section.

Test Organization

- [View Test Catalog](#)
View the current test catalog
- [Manage Methods](#)
Use to create a new method, activate or deactivate a method
- [Add new tests](#)
Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- [Modify tests](#)
Use to modify existing tests in the system.
- [Activate/Deactivate tests](#)
Use to activate or deactivate an existing test.
- [Enable/disable test orderability](#)
Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- 1. [Manage Test Units](#)
Use to create, set display order or assign tests to test units
- [Manage Sample Types](#)
Use to create, set display order or assign tests to sample types
- [Manage Units of Measure](#)
Use to create Units of Measure
- [Manage Panels](#)
Use to create, set display order or assign tests to panels
- [Add result select list](#)
Use to create result select list for test results
To change spelling of current result list entries use "Rename existing result list options"
- [Manage Testing Algorithms and Reflex tests](#)

Click manage test units

How to create a new test unit

1. Click on **create new test unit** under the manage test unit page.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units

1. • [Create New Test Unit](#)

- Set Test Unit Order
- Test Assignment

Click on create new test unit

2. Enter both the English and French names for the new test unit. In this illustration, "Test" is entered.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Create New Test Unit

Edit

Create New Test Unit

New Unit Test	
English	French
<input type="text" value="Test"/>	<input type="text" value="Test"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Existing Test Units

Biochemistry	Hematology	Serology-Immunology	Immunology
Molecular Biology	Immunohistochemistry	Cytology	Serology
Virology	Parasitology	Pathology	

Inactive Test Units. Assign tests to activate.

user	Virology DNA PCR	Virology Viral Load	ECBU
VCT	Bacteria	Mycobacteriology	Hemato-Immunology

Enter test unit names

3. Click on the **Save** button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Create New Test Unit

Edit

Create New Test Unit

New Unit Test	
English	French
<input type="text" value="Test"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Existing Test Units

Biochemistry	Hematology	Serology-Immunology	Immunology
Molecular Biology	Immunohistochemistry	Cytology	Serology
Virology	Parasitology	Pathology	

Inactive Test Units. Assign tests to activate.

user	Virology DNA PCR	Virology Viral Load	ECBU
VCT	Bacteria	Mycobacteriology	Hemato-Immunology

Click save

4. Click on the **Accept** button. The newly created test unit will be listed under the **inactive test units** section.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Create New Test Unit

Confirmation

Create New Test Unit

New Unit Test	
English	French
Test	Test
This test unit will not be active until at least one test has been assigned to it.	
<input type="button" value="Accept"/> <input type="button" value="Reject"/>	

Existing Test Units

Biochemistry	Hematology	Serology-Immunology	Immunology
Molecular Biology	Immunohistochemistry	Cytology	Serology
Virology	Parasitology	Pathology	

Click accept

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Create New Test Unit

Edit

Create New Test Unit

New Unit Test

English	French
<input type="text"/>	<input type="text"/>

Save Cancel

Existing Test Units

Biochemistry	Hematology	Serology-Immunology	Immunology
Molecular Biology	Immunohistochemistry	Cytology	Serology
Virology	Parasitology	Pathology	

Inactive Test Units. Assign tests to activate.

user	Virology DNA PCR	Virology Viral Load	ECBU
VCT	Bacteria	Mycobacteriology	Hemato-Immunology
Test			

Inactive test unit

How to assign a test to a new test unit

1. Click on the **test assignment** under the manage sample type page.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units

- Create New Test Unit
- Set Test Unit Order
- 1 • Test Assignment

Click test assignment

2. Select the test to re-assign to a different lab unit by clicking the test name. In this illustration, **Amylase (serum)** under Biochemistry is clicked.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Test Assignment

Select

Test Assignment

Select tests to re-assign to a different lab unit by clicking the test name; they are displayed under their currently assigned lab unit.

Biochemistry		
2 Amylase(Serum)	Glucose(Plasma)	Glycémie
Créatininémie	Transaminases ALT	Transaminases AST
Albumin(Urines)	Creatinine(Serum)	Total cholesterol(Serum)
HDL cholesterol(Serum)	Beta HCG(Urines)	Proteinuria dipstick(Urines)
Urine pregnancy test(Urines)	GPT/ALAT(Serum)	GOT/ASAT(Serum)
Triglycerides(Serum)		

Hematology

HCT	GB	PLQ
-----	----	-----

Click test to re-assign

3. Select the test unit from the assign test section drop-down menu.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Test Assignment

Edit

Test Assignment

Test: Amylase(Serum)

Assign to test section: 3

Biochemistry

Amylase(Serum)	Glucose(Plasma)	Glycémie
Créatininémie	Transaminases ALTL	Transaminases ASTL
Albumin(Urines)	Creatinine(Serum)	Total cholesterol(Serum)
HDL cholesterol(Serum)	Beta HCG(Urines)	Proteinuria dipstick(Urines)
Urine pregnancy test(Urines)	GPT/ALAT(Serum)	GOT/ASAT(Serum)
Triglycerides(Serum)		

Assign to test section

4. Click on the **Save** button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Test Assignment

Edit

Test Assignment

Test: Amylase(Serum)

Assign to test section: 4

Biochemistry

Amylase(Serum)	Glucose(Plasma)	Glycémie
Créatininémie	Transaminases ALTL	Transaminases ASTL
Albumin(Urines)	Creatinine(Serum)	Total cholesterol(Serum)
HDL cholesterol(Serum)	Beta HCG(Urines)	Proteinuria dipstick(Urines)
Urine pregnancy test(Urines)	GPT/ALAT(Serum)	GOT/ASAT(Serum)
Triglycerides(Serum)		

Click save

5. Click on the **Accept** button. The test will be reassigned to the newly created test unit.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Test Assignment

Confirmation

Test Assignment

Test: Amylase(Serum)

Assign to test section:

Amylase(Serum) will be moved from Biochemistry to Test. 5

Biochemistry

Amylase(Serum)	Glucose(Plasma)	Glycémie
Créatininémie	Transaminases ALTL	Transaminases ASTL

Click accept

Cytology		
Test		
	<u>Amylase(Serum)</u>	
Serology		
	Innolia	Vironostika
	Integral	Murex
Virology		
	Génotypage	Viral Load
	EBV (EBNA).IgG(EDTA Tube)	DNA PCR
Parasitology		
	Stool Culture(Stool Culture)	

Test reassigned to new test unit

How to set test unit order

1. Click on Set test unit order

Validation	Reports	Admin	Billing	Help
Admin → Test Management → Manage Test Units				
1	Create New Test Unit	Set Test Unit Order	Test Assignment	

Click set sample type order

- To reorder the display, click on a sample and drag the position using the arrow to the position you desire. In this illustration, the **test** unit position will be repositioned to the bottom.

Validation	Reports	Admin	Billing	Help
Admin → Test Management → Manage Test Units → Set Test Unit Order				
Edit				
Sort lab units by clicking a unit and dragging it into the proper order.				
Only test sections with tests assigned may be ordered. For new sections please assign tests before ordering.				
<ul style="list-style-type: none"> ♦ Biochemistry ♦ Hematology ♦ Serology-Immunology ♦ Immunology ♦ Molecular Biology ♦ Immunohistochemistry ♦ Cytology 2 Test ♦ Serology ♦ Virology ♦ Parasitology ♦ Pathology 				

Click to drag position

- Notice the position of the **test** unit. Click on the **Next** button.

Edit

Sort lab units by clicking a unit and dragging it into the proper order.

Only test sections with tests assigned may be ordered. For new sections please assign tests before ordering.

↳ Biochemistry
↳ Hematology
↳ Serology-Immunology
↳ Immunology
↳ Molecular Biology
↳ Immunohistochemistry
↳ Cytology
↳ Serology
↳ Virology
↳ Parasitology
↳ Pathology
↳ Test

3

Click next

4. Click on the **Accept** button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Test Units → Set Test Unit Order

Confirmation

↳ Biochemistry
↳ Hematology
↳ Serology-Immunology
↳ Immunology
↳ Molecular Biology
↳ Immunohistochemistry
↳ Cytology
↳ Serology
↳ Virology
↳ Parasitology
↳ Pathology
↳ Test

4

Click accept

How to add result select list

1. The add result select list is used to create a result select list for available tests. To access the add result select list, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on add result select list under the **test organization** section.

Test Organization

- [View Test Catalog](#)
View the current test catalog
- [Manage Methods](#)
Use to create a new method, activate or deactivate a method
- [Add new tests](#)
Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- [Modify tests](#)
Use to modify existing tests in the system.
- [Activate/Deactivate tests](#)
Use to activate or deactivate an existing test.
- [Enable/disable test orderability](#)
Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- [Manage Test Units](#)
Use to create, set display order or assign tests to test units
- [Manage Sample Types](#)
Use to create, set display order or assign tests to sample types
- [Manage Units of Measure](#)
Use to create Units of Measure
- [Manage Panels](#)
Use to create, set display order or assign tests to panels
- **Add result select list**
use to create result select list for test results
To change spelling of current result list entries use "Rename existing result list options"
- [Manage Testing Algorithms and Reflex tests](#)

1

Click add result select list

2. Enter both English and French for the new selection you wish to add the list to. In this illustration, **test** has been entered.

Admin → [Test Management](#) → Result select list

Create new result selection option

Enter both English and French for new selection option. If you don't know the translation then the entered term will be used for both languages.

English <input type="text" value="test"/>	French <input type="text" value="test"/>
---	--

2

[Next](#) [Cancel](#)

Enter name for selection

3. Click on the **Next** button.

Admin → [Test Management](#) → Result select list

Create new result selection option

Enter both English and French for new selection option. If you don't know the translation then the entered term will be used for both languages.

English <input type="text" value="test"/>	French <input type="text" value="test"/>
---	--

3

[Next](#) [Cancel](#)

Click next

4. Click on the **Save** button.

Assign new result selection to test

The new entry may be assigned to tests or it may be saved without assignment. Select one or more tests for assignment and then adjust the display order. If the new entry should be the normal range value for the selected test check the box labeled "Normal". If it is desired that the technician should enter text with the result selection to further qualify the results then check the box labeled "Qualifiable". For instance; if the options are a list of organisms and the last option is "Other" then the user could enter an organism not on the list.

New select list option

English	French
test	test

(4) Save Back

Available Tests

Bioline	Bioline(Plasma)	Bioline(Sang total)	Bioline(Serum)
Blood Culture(Sang total)	COVID-19ANTIBODYIgG(Plasma)	COVID-19ANTIBODYIgG(Serum)	COVID-19ANTIBODYIgM(Plasma)
COVID-19ANTIBODYIgM(Serum)	COVIDPCR(Fluid)	COVIDPCR(Respiratory Swab)	COVIDPCR(Sputum)
DENGUEPCR(DBS)	DENGUEPCR(Plasma)	DENGUEPCR(Serum)	Determine(Plasma)
Determine(Sang total)	Determine(Sérum)	DNA PCR	EBV (EBNA) IgG(EDTA Tube)
ERY(Sang total)	Genie II	Genie II 10	Genie II 100
Genie III(Plasma)	Genie III(Sang total)	Genie III(Serum)	HBs AG (antigén australia)(Serum)

Click save

5. To assign the new result, click on an available test.

Assign new result selection to test

The new entry may be assigned to tests or it may be saved without assignment. Select one or more tests for assignment and then adjust the display order. If the new entry should be the normal range value for the selected test check the box labeled "Normal". If it is desired that the technician should enter text with the result selection to further qualify the results then check the box labeled "Qualifiable". For instance; if the options are a list of organisms and the last option is "Other" then the user could enter an organism not on the list.

New select list option

English	French
test	test

Save Back

Available Tests

Bioline	Bioline(Plasma)	Bioline(Sang total)	Bioline(Serum)
Blood Culture(Sang total)	COVID-19ANTIBODYIgG(Plasma)	COVID-19ANTIBODYIgG(Serum)	COVID-19ANTIBODYIgM(Plasma)
COVID-19ANTIBODYIgM(Serum)	COVIDPCR(Fluid)	COVIDPCR(Respiratory Swab)	COVIDPCR(Sputum)
DENGUEPCR(DBS)	DENGUEPCR(Plasma)	DENGUEPCR(Serum)	Determine(Plasma)
Determine(Sang total)	Determine(Sérum)	DNA PCR	EBV (EBNA) IgG(EDTA Tube)
ERY(Sang total)	Genie II	Genie II 10	Genie II 100
Genie III(Plasma)	Genie III(Sang total)	Genie III(Serum)	HBs AG (antigén australia)(Serum)
HIVINFANTVIRALLOAD(DBS)	HIVINFANTVIRALLOAD(Plasma)	HIVINFANTVIRALLOAD(Serum)	Innolia
Integral	Murex	Murex(Plasma)	Murex(Serum)
p24 Ag	P24 Ag(Plasma)	P24 Ag(Serum)	PEN(Sang total)
Protéinurie sur bandelette(Urine)	RBC Qual(Sang total)	Red Blood Cell Description(Sang total)	Stat-Pak(Plasma)
Stat-Pak(Sang total)	Stat-Pak(Sérum)	Stool Culture(Stool Culture)	Test rapide HIV(Plasma)
Test rapide HIV(Sang total)	Test rapide HIV(Serum)	Test(Sang total)	Test urinaire de grossesse(Urine)
Vironostika	Vironostika(Plasma)	Vironostika(Serum)	Western Blot 1
Western Blot 2	Western blot VIH(Plasma)	Western blot VIH(Serum)	

Click on an a test

6. The result “test” will be added to the available test. Click on the **save** button.

New select list option

	English	French
test	test	

Test(Sang total)

‡	Indeterminate
‡	Invalid
‡	Negative
‡	Positive
‡	Unsatisfactory
‡	Casey
‡	test

Normal
 Qualifiable

6 Save Back
Available Tests

Click save

7. Click on the Accept button. The result will be added successfully. The select list option can now be assigned to a new test.

Verify that the new entry and assignment to tests is correct. If it is then accept the new entry, otherwise use the back button to correct the entry

New select list option

	English	French
test	test	

Test(Sang total)

‡	Indeterminate
‡	Invalid
‡	Negative
‡	Positive
‡	Unsatisfactory
‡	Casey
‡	test

Normal
 Qualifiable

7 Accept Back
Available Tests

Click accept

Manage sample types

2. The manage sample type is used to create, set display order or assign tests to sample types. To access the add result select list, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on add result select list under the **test organization** section.

Use to correct the names of existing methods

Test Organization

- [View Test Catalog](#)
View the current test catalog
- [Manage Methods](#)
Use to create a new method, activate or deactivate a method
- [Add new tests](#)
Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- [Modify tests](#)
Use to modify existing tests in the system.
- [Activate/Deactivate tests](#)
Use to activate or deactivate an existing test.
- [Enable/disable test orderability](#)
Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- [Manage Test Units](#)
Use to create, set display order or assign tests to test units
- [Manage Sample Types](#)
1 Use to create, set display order or assign tests to sample types
- [Manage Units of Measure](#)
Use to create Units of Measure
- [Manage Panels](#)
Use to create, set display order or assign tests to panels
- [Add result select list](#)
use to create result select list for test results
To change spelling of current result list entries use "Rename existing result list options"
- [Manage Testing Algorithms and Reflex tests](#)

Click manage sample types

How to create a new sample type

5. Click on **create a new sample type** under the manage sample type page

Validation | Reports | Admin | Billing | Help ▾

Admin → Test Management → Manage Sample Types

- [Create New Sample Type](#)
1
- [Set Sample Type Order](#)
- [Test Assignment](#)

Click create new sample type

6. Enter both the English and French names for the new sample type. In this illustration, a purple top vacutainer is entered.

Edit

Create New Sample Type

New Sample Type	
English	French
purple top vacutainer	vacutainer violet

2

Next | Previous

Existing Sample Types

Sputum	Respiratory Swab	Serum	Fluid
Plasma	Urides	Whole Blood	Tissue antemortem
Red Top	Tissue post mortem	Dry Tube	EDTA Tube
DBS	Stool Culture	Histopathology specimen	Immunohistochemistry specimen

Inactive Sample Types. Assign tests to activate.

Variable

Enter sample names

7. Click on the Next button.

Edit

Create New Sample Type

New Sample Type	
English	French
purple top vacutainer	vacutainer violet

(3) **Next** Previous

Existing Sample Types

Sputum	Respiratory Swab	Serum	Fluid
Plasma	Urinus	Whole Blood	Tissue antemortem
Red Top	Tissue post mortem	Dry Tube	EDTA Tube
DBS	Stool Culture	Histopathology specimen	Immunohistochemistry specimen

Inactive Sample Types. Assign tests to activate.

Variable

Click next

8. Click on the **Accept** button. The newly created sample type will be listed under the **inactive sample types** section.

Confirmation

Create New Sample Type

New Sample Type	
English	French
purple top vacutainer	vacutainer violet

This sample type will not be active until at least one test has been assigned to it.

(4) **Accept** Reject

Existing Sample Types

Sputum	Respiratory Swab	Serum	Fluid
Plasma	Urinus	Whole Blood	Tissue antemortem
Red Top	Tissue post mortem	Dry Tube	EDTA Tube
DBS	Stool Culture	Histopathology specimen	Immunohistochemistry specimen

Click accept

Edit

Create New Sample Type

New Sample Type	
English	French
<input type="text"/>	<input type="text"/>

Next Previous

Existing Sample Types

Sputum	Respiratory Swab	Serum	Fluid
Plasma	Urinus	Whole Blood	Tissue antemortem
Red Top	Tissue post mortem	Dry Tube	EDTA Tube
DBS	Stool Culture	Histopathology specimen	Immunohistochemistry specimen

Inactive Sample Types. Assign tests to activate.

Variable purple top vacutainer

Inactive sample

How to assign a test to a new sample type

1. Click on the **test assignment** under the manage sample type page.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Sample Types

- Create New Sample Type
- Set Sample Type Order
- Test Assignment**

Click test assignment

2. Click on a test under the test assignment page. In this illustration, Blood count (serum)

Select

Test Assignment

Select tests to re-assign to a different sample type by clicking the test name; they are displayed under their currently assigned sample type.

Sputum

[COVID-19 PCR\(Sputum\)](#)

Respiratory Swab

[COVID-19 PCR\(Respiratory Swab\)](#)

Serum

Amylase(Serum)	Bioline(Serum)
COVID-19 ANTIBODY IgG(Serum)	COVID-19 ANTIBODY IgM(Serum)
DENGUE PCR(Serum)	Determine(Serum)
GOT/ASAT(Serum)	GPT/ALAT(Serum)
HDL cholesterol(Serum)	HEPATITIS B VIRAL LOAD(Serum)
HIV INFANT VIRAL LOAD(Serum)	HIV rapid test HIV(Serum)
Murex(Serum)	P24 Ag(Serum)
Total cholesterol(Serum)	Triglycerides(Serum)
Western blot HIV(Serum)	

Fluid

Click on a test

3. Select the sample type to assign from the dropdown menu. The **purple top vacutainer** is selected.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Sample Types → Test Assignment

Edit

Test Assignment

Test: Blood count(Serum)

Assign to sample type: **3**

[Next](#) [Previous](#)

Sputum

[COVID-19 PCR\(Sputum\)](#)

Respiratory Swab

[COVID-19 PCR\(Respiratory Swab\)](#)

Serum

Select sample type

4. Click on the **Next** button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Sample Types → Test Assignment

Edit

Test Assignment

Test: Blood count(Serum)

Assign to sample type: purple top vacutainer

4

Sputum

[COVID-19 PCR\(Sputum\)](#)

Respiratory Swab

[COVID-19 PCR\(Respiratory Swab\)](#)

Serum

Click next

5. Click on the **Accept** button. The test will be added to the sample.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Sample Types → Test Assignment

Confirmation

Test Assignment

Test: Blood count(Serum)

Assign to sample type: purple top vacutainer

Blood count(Serum) will be moved from Serum to purple top vacutainer.

5

Sputum

[COVID-19 PCR\(Sputum\)](#)

Respiratory Swab

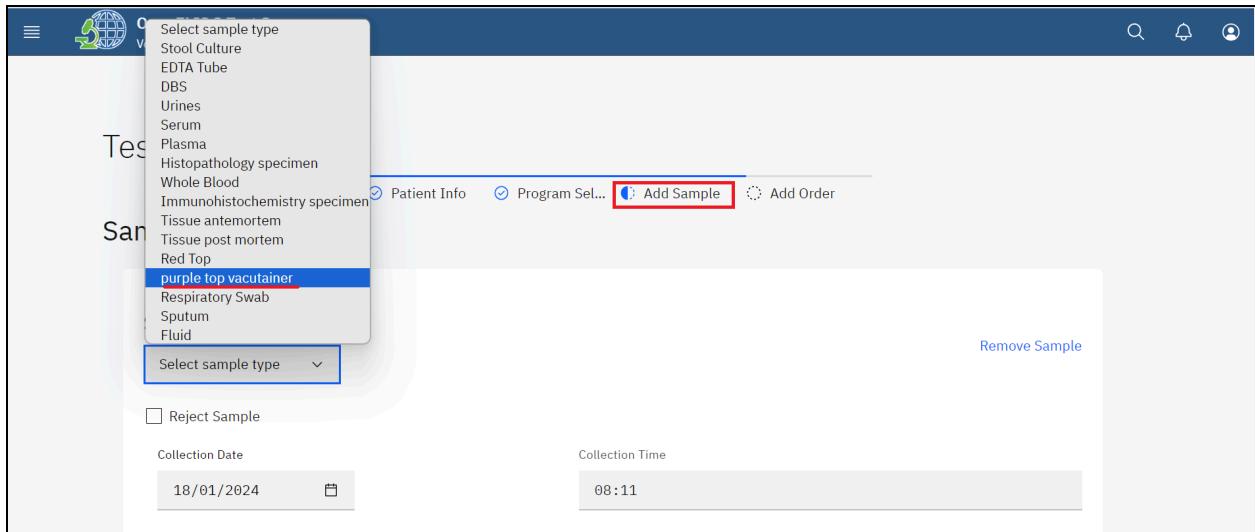
[COVID-19 PCR\(Respiratory Swab\)](#)

Click accept

Immunohistochemistry specimen	
Actin Smooth Muscle(Immunohistochemistry specimen)	AMACR (p504 s)(Immunohistochemistry specimen)
Anti-CD 5(Immunohistochemistry specimen)	Anti-CD10(Immunohistochemistry specimen)
Anti-CD20(Immunohistochemistry specimen)	Anti-CD22(Immunohistochemistry specimen)
Anti-CD34(Immunohistochemistry specimen)	Anti-CD45(Immunohistochemistry specimen)
Anti-CD7(Immunohistochemistry specimen)	Anti-CD79a(Immunohistochemistry specimen)
Anti-CDX-2 (EPR2764Y)(Immunohistochemistry specimen)	Anti-Chromogranin A(Immunohistochemistry specimen)
Anti-Cytokeratin 20(Immunohistochemistry specimen)	Anti-Cytokeratin 5/6(Immunohistochemistry specimen)
Anti-Desmin(Immunohistochemistry specimen)	Anti-E-Cadherin(Immunohistochemistry specimen)
Anti-ER(Immunohistochemistry specimen)	Anti-Gata 3(Immunohistochemistry specimen)
Anti-HER2(Immunohistochemistry specimen)	Anti-Ki67(Immunohistochemistry specimen)
Anti-MUC2(Immunohistochemistry specimen)	Anti-MUM1(Immunohistochemistry specimen)
Anti-p63 (4A4)(Immunohistochemistry specimen)	Anti-Pan Keratin(Immunohistochemistry specimen)
Anti-S100(Immunohistochemistry specimen)	Anti-Synaptophysin (SP11)(Immunohistochemistry specimen)
Anti-Vimentin(Immunohistochemistry specimen)	BCL 2(Immunohistochemistry specimen)
BerEp4(Immunohistochemistry specimen)	Calponin(Immunohistochemistry specimen)
CINtec® p16 Histology(Immunohistochemistry specimen)	DOG1(SP31)(Immunohistochemistry specimen)
Her2 Dual ISH(Immunohistochemistry specimen)	Inhibin(Immunohistochemistry specimen)
Napsin A (MRQ-60)(Immunohistochemistry specimen)	P 53(Immunohistochemistry specimen)
Pax 8(Immunohistochemistry specimen)	Thyroglobulin (2H11+6E1)(Immunohistochemistry specimen)
purple top vacutainer	
Blood count(Serum)	

Test added to sample type

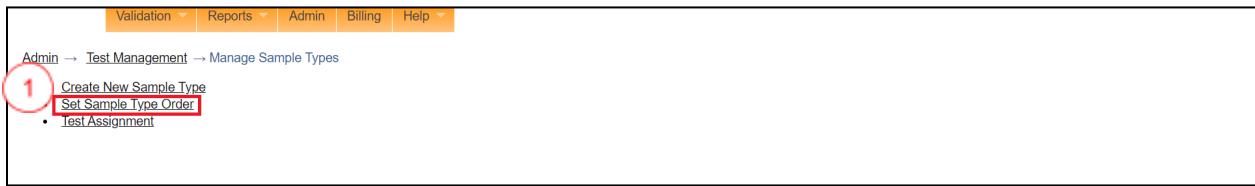
Note: The laboratory team can now access the newly created sample type.



Adding the new sample to an order

How to establish the display order for samples

1. Click on Set Sample Type Order



Click set sample type order

2. To reorder the display, click on a sample and drag the position using the arrow to the position you desire. In this illustration, the **purple top vacutainer** sample type position will be repositioned to the bottom.

 OpenELIS 3 Test Server
Version: 2.8.1.21

Open ELIS - Log out

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results
Validation Reports Admin Billing Help

Admin → Test Management → Manage Sample Types → Set Sample Type Order

Edit

Sort sample types by clicking a type and dragging it into the proper order.

Only sample types with tests assigned may be ordered. For new types please assign tests before ordering.

2

• Purple top vacutainer
• Sputum
• Respiratory Swab
• Serum
• Fluid
• Plasma
• Urines
• Whole Blood
• Tissue antemortem
• Red Top
• Variable
• Tissue post mortem
• Dry Tube
• EDTA Tube
• DBS
• Stool Culture
• Histopathology specimen
• Immunohistochemistry specimen

Next Previous

Click to drag position

3. Notice the position of the purple **top vacutainer** sample type. Click on the **Next** button.

 OpenELIS 3 Test Server
Version: 2.8.1.21

Visit New UI Order Patient Non-Conforming Events Workplan sidenav.label.pathology sidenav.label.immunochem sidenav.label.cytopathology Results
Validation Reports Admin Billing Help

Admin → Test Management → Manage Sample Types → Set Sample Type Order

Edit

Sort sample types by clicking a type and dragging it into the proper order.

Only sample types with tests assigned may be ordered. For new types please assign tests before ordering.

• Sputum
• Respiratory Swab
• Serum
• Fluid
• Plasma
• Urines
• Whole Blood
• Tissue antemortem
• Red Top
• Variable
• Tissue post mortem
• Dry Tube
• EDTA Tube
• DBS
• Stool Culture
• Histopathology specimen
• Immunohistochemistry specimen
• purple top vacutainer

(3) Next Previous

Click next

4. Click on the Accept button

• Variable
• Tissue post mortem
• Dry Tube
• EDTA Tube
• DBS
• Stool Culture
• Histopathology specimen
• Immunohistochemistry specimen
• purple top vacutainer

(4) Accept Reject

Click accept

How to create a unit of measure

1. The manage unit of measure is used to create units of measure. To access the manage unit of measure, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click the manage unit of measure under the **test organization** section.

Test Organization

- [View Test Catalog](#)
View the current test catalog
- [Manage Methods](#)
Use to create a new method, activate or deactivate a method
- [Add new tests](#)
Use to add new tests to the system. Modification of existing tests should be done through the other test management links
- [Modify tests](#)
Use to modify existing tests in the system.
- [Activate/Deactivate tests](#)
Use to activate or deactivate an existing test.
- [Enable/disable test orderability](#)
Tests that are orderable can be ordered on intake. If they are not orderable then they can only be ordered as a result of a reflex
- [Manage Test Units](#)
Use to create, set display order or assign tests to test units
- [Manage Sample Types](#)
Use to create, set display order or assign tests to sample types
- 1 [Manage Units of Measure](#)**
Use to create Units of Measure
- [Manage Panels](#)
Use to create, set display order or assign tests to panels
- [Add result select list](#)
use to create result select list for test results
To change spelling of current result list entries use "Rename existing result list options"
- [Manage Testing Algorithms and Reflex tests](#)

Click manage unit of measure

2. Click on unit of measure

Validation Reports Admin Billing Help

Admin → Test Management → Manage Units of Measure

2 [Create New Units of Measure](#)

Click new unit of measure

3. Enter the unit of measure under the text box. In this illustration, Micrograms per litre (mcg/L) is entered.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Units of Measure → Create New Units of Measure

3

Create New Units of Measure

Create a new Unit of Measure

ppi	%	ppm	mm ³
mg/dl	mIU/ml	uL	ug/dL
g/dl	million/uL	mille/mm ³	K/mm ³
pg	mns	micron ³	cp/mL
ui/ml	mU/ml	mm/h	Vol%

Enter unit of measure

4. Click on the Next button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Units of Measure → Create New Units of Measure

Edit

Create New Units of Measure

Create a new Unit of Measure

4 [Next](#) [Previous](#)

Current Unit of Measure

ppi	%	ppm	mm ³
mg/dl	mIU/ml	uL	ug/dL
g/dl	million/uL	mille/mm ³	K/mm ³
pg	mns	micron ³	cp/mL
ui/ml	mU/ml	mm/h	Vol%

Click next

5. Click on the Accept button. The new unit of measure will be created successfully. Otherwise, click on the **Reject** button to cancel.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Units of Measure → Create New Units of Measure

Confirmation

Create New Units of Measure

Create a new Unit of Measure

mca/l

5 **Accept** **Reject**

Current Unit of Measure

ppl	%	ppm	mm ³
mg/dl	mlU/ml	u/L	ug/dL
g/dl	million/uL	mille/mm ³	K/mm ³
pg	mns	micron ³	cp/mL
ui/ml	mlU/ml	mm/h	Vol%
million/mm ³	g/l	UI/l	mg/l
Cell/µl	mca/l	copies/ml	mmile/mm ³
		Copies/ml	µl
		10 ³ /µl	10 ⁶ /µl

Click accept

Current Unit of Measure

ppl	%	ppm	mm ³
mg/dl	mlU/ml	u/L	ug/dL
g/dl	million/uL	mille/mm ³	K/mm ³
pg	mns	micron ³	cp/mL
ui/ml	mlU/ml	mm/h	Vol%
million/mm ³	g/l	UI/l	mg/l
ug/l	UI/L	copies/ml	mmile/mm ³
fL	/mm ³	Copies/ml	µl
million/mm ³	g/dL	10 ³ /µl	10 ⁶ /µl
Cell/µl	mca/l		

Unit of measure listed successfully

Manage panels

1. The **manage panels** is used to create, set display order or assign tests to panels. To access the manage panel option, Follow steps 1 and 2 under [how to access the OpenELIS administrator module](#). Click on add result select list under the **test organization** section.

How to create a panel

1. Click on **create a new panel** under the type page

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels

1 **Create New Panel**
• Set Panel Order
• Test Assignment

Click create new

2. Enter both the English and French names for the new sample type. In this illustration, **test panel** is entered.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Create New Panel

Edit

Create New Panel

New Panel		
English	French	Sample Type
Test panel	Panneau de test	<input type="button" value="▼"/>
<input type="button" value="Next"/> <input type="button" value="Previous"/>		

Existing Panels

- Sputum
- Respiratory Swab
- Serum
 - Bilan Biochimique , Serologie VIH
- Fluid

Enter panel names

3. Select the sample type from the Sample Type drop-down menu. In this illustration, Whole blood is selected.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Create New Panel

Edit

Create New Panel

New Panel		
English	French	Sample Type
Test panel	Panneau de test	<input checked="" type="checkbox" value="Whole Blood"/> <input type="button" value="▼"/>
<input type="button" value="Next"/> <input type="button" value="Previous"/>		

Existing Panels

- Sputum
- Respiratory Swab
- Serum
 - Bilan Biochimique , Serologie VIH
- Fluid

Select sample type

4. Click on the Next button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Create New Panel

Edit

Create New Panel

New Panel		
English	French	Sample Type
Test panel	Panneau de test	<input checked="" type="checkbox" value="Whole Blood"/> <input type="button" value="▼"/>
<input type="button" value="Next"/> <input type="button" value="Previous"/>		

Existing Panels

- Sputum
- Respiratory Swab
- Serum
 - Bilan Biochimique , Serologie VIH
- Fluid

Click next

- Click on the **Accept** button. The newly created panel will be listed under the **inactive panel** section.

Admin → Test Management → Manage Panels → Create New Panel

Confirmation

Create New Panel

New Panel		
English	French	Sample Type
Test panel	Panneau de test	Whole Blood

This panel will not be active until at least one test has been assigned to it.

5

Existing Panels

Click accept

Inactive Panels (Assign tests to activate)

- Sputum
- Respiratory Swab
- Serum
- Fluid
- Plasma
- Urinus
- Whole Blood
 - Test panel
- Tissue antemortem
- Red Top
- Tissue post mortem
- Dry Tube

Inactive panels

How to assign a test to a new panel

- Click on the **test assignment** under the page.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels

- Create New Panel
- Set Panel Order
- 1

Click test assignment

- Select the panel to assign tests to under the panel drop-down menu.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel: 2

Test	Bilan Biochimique CBC Typage lymphocytaire Sérologie VIH Casey
	Test panel

3

Available Tests (Whole Blood)

- ARV resistance
- Basophiles
- Basophiles (%)
- Bioline
- Blood Culture
- CD4 Absolute count (mm³)
- CD4 percent (%)
- CMCH
- Eosinophiles
- Eosinophiles (%)
- ERY
- Genie III

Save

Click on a panel

3. Click on the test to be assigned to the panel under available tests.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel:

Test panel Tests

Available Tests (Whole Blood)

- ARV resistance
- Basophiles
- Basophiles (%)
- Bioline
- Blood Culture
- CD4 Absolute count (mm³)
- CD4 percent (%)
- CMCH
- Eosinophiles
- Eosinophiles (%)
- ERY
- Genie III

Save

4

Click on a test to select

4. To select multiple tests, hold the SHIFT key on your windows operating system and click on the desired tests.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel:

Test panel Tests

Available Tests (Whole Blood)

- ARV resistance
- Basophiles
- Basophiles (%)
- Bioline
- Blood Culture
- CD4 Absolute count (mm³)
- CD4 percent (%)
- CMCH
- Eosinophiles
- Eosinophiles (%)
- ERY
- Genie III

Save

4

Selecting multiple tests

5. Click on the < arrow to move the selected test(s) under the panel.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel:

Test panel Tests

Available Tests (Whole Blood)

ARV resistance
Basophiles
Basophiles (%)
Bioline
Blood Culture
CD4 Absolute count (mm3)
CD4 percent (%)
CMCH
Eosinophiles
Eosinophiles (%)
ERY
Genie III

Save

Move tests to panel.

Note: To remove a test from the panel, click on the test to select it then click on the > arrow.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel:

Test panel Tests

Available Tests (Whole Blood)

ARV resistance
Basophiles
Basophiles (%)
Bioline
Eosinophiles
Eosinophiles (%)
ERY
Genie III
Hematocrit
Hemoglobin
HIV rapid test HIV
Lymphocytes (%)

Save

Removing a test

6. Click on the **Save** button. A “save successful” message will be displayed.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel:

Test panel Tests

- Blood Culture
- CD4 Absolute count (mm³)
- CD4 percent (%)
- CMCH

< >

Available Tests (Whole Blood)

- ARV resistance
- Basophiles
- Basophiles (%)
- Bioline
- Eosinophiles
- Eosinophiles (%)
- ERY
- Genie III
- Hematocrit
- Hemoglobin
- HIV rapid test HIV
- Lymphocytes (%)

6

Click save

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Test Assignment

Select

Test Assignment

Panel:

Test panel Tests

- Blood Culture

Available Tests (Whole Blood)

- ARV resistance

Save was successful

Tests assigned successfully

Note: The laboratory team can now access the newly created panel.

OpenELIS 3 Test Server
Version: 2.8.1.21

Test Request

[Patient Info](#) [Program Sel...](#) [Add Sample](#) [Add Order](#)

Sample

Sample 1*

[Remove Sample](#)

Reject Sample

Collection Date: 19/01/2024 [Edit](#) Collection Time: 00:28

Collector: [Edit](#)

Order Panels

[Test panel](#) [X](#)

Search through the available panels

CBC
 Typage lymphocytaire
 Casey
 Test panel

Order Tests

[Blood Culture](#) [X](#) [CD4 Absolute count \(mm3\)](#) [X](#) [CD4 percent \(%\)](#) [X](#) [CMCH](#) [X](#)

Adding the new panel to an order

How to establish the display order for panels

1. Click on Set Panel Order

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels

1: [Create New Panel](#) [Set Panel Order](#) [Test Assignment](#)

Click set panel order

- To reorder the display, click on a panel and drag the position using the arrow to the position you desire. In this illustration, the **test panel** position will be repositioned to the top.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Set Panel Order

Edit

Sort panels by clicking a type and dragging it into the proper order.

Only panels with tests assigned may be ordered. For new panels please assign tests before ordering.

• Bilan Biochimique
• CBC
• Typage lymphocytaire
• Serologie VIH
• Casey
• Test panel

Next Previous

Existing Panels

Sputum

Click to drag position

3. Notice the position of the **test panel**. Click on the **Next** button.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Set Panel Order

Edit

Sort panels by clicking a type and dragging it into the proper order.

Only panels with tests assigned may be ordered. For new panels please assign tests before ordering.

• Test panel
• Bilan Biochimique
• CBC
• Typage lymphocytaire
• Serologie VIH
• Casey

② Next Previous

Existing Panels

Click next

4. Click on the **Accept** button. The panel display position will be reordered successfully.

Validation Reports Admin Billing Help

Admin → Test Management → Manage Panels → Set Panel Order

Confirmation

• Test panel
• Bilan Biochimique
• CBC
• Typage lymphocytaire
• Serologie VIH
• Casey

③ Accept Reject

Existing Panels

Sputum

Click accept

PART 5: USER MANAGEMENT

How to access the user management module

1. To access the main menu, click on the menu icon at the top left side of the screen.

The screenshot shows the OpenELIS 3 Test Server home page with a dark blue header. The header includes the server name "OpenELIS 3 Test Server" and version "Version: 2.8.0.18". On the far right are search, notification, and user icons. Below the header is a breadcrumb trail: "Home /". The main area consists of several cards arranged in a grid:

- In Progress**: Awaiting Result Entry (386)
- Ready For Validation**: Awaiting Review (34)
- Orders Completed Today**: Total Orders Completed Today (0)
- Partially Completed Today**: Total Orders Completed Today (0)
- Orders Entered By User**: Entered by user Today (0)
- Orders Rejected**: Rejected By Lab Today (0)
- Un Printed Results**: Un Printed Results Today (0)
- Incoming Orders**: Electronic Orders (0)
- Average Turn Around time**: Reception to Validation (NaN)
- Delayed Turn Around**: More Than 96 hours (0)

Accessing OpenELIS 3 Menu

2. Upon clicking on the menu icon, click on **Admin**.

The screenshot shows the same OpenELIS 3 Test Server home page as above, but with a red box highlighting the "Admin" menu item in the sidebar. The sidebar also has a red circle with the number "2" on it. The rest of the interface is identical to the first screenshot.

Click admin

3. Click on legacy admin



Click on legacy admin

Upon clicking on legacy admin, the master list page will be displayed. The user management menu item is listed on this page

A screenshot of the User Management master list page. At the top, there's a navigation bar with various links: "Visit New UI", "Order", "Patient", "Non-Conforming Events", "Workplan", "Pathology", "Immunohistochemistry", "Cytology", "Results", "Validation", and "Reports". Below the navigation bar is a secondary navigation bar with "Admin", "Billing", and "Help" buttons. The main content area contains a list of configuration items, including "Analyzer Test Names", "Barcode Configuration", "Batch test reassignment and cancellation", "Dictionary", "External Connections", "Field Validation Configuration", "List Plugins", "Menu Configuration", "Order Entry Configuration", "Organization", "Patient Entry Configuration", "Printed Reports Configuration", "Provider", "Result Entry Configuration", "Result Reporting Configuration", "Site Information", "Test Management", "Test Notification Configuration", "User Management", and "Workplan Configuration". The "User Management" item is highlighted with a red box and circled with a red number "1".

User management

How to add a new user

1. To add a new user, click on user management.

A screenshot of the User Management master list page. At the top, there's a navigation bar with various links: "Visit New UI", "Order", "Patient", "Non-Conforming Events", "Workplan", "Pathology", "Immunohistochemistry", "Cytology", "Results", "Validation", and "Reports". Below the navigation bar is a secondary navigation bar with "Admin", "Billing", and "Help" buttons. The main content area contains a list of configuration items, including "Analyzer Test Names", "Barcode Configuration", "Batch test reassignment and cancellation", "Dictionary", "External Connections", "Field Validation Configuration", "List Plugins", "Menu Configuration", "Order Entry Configuration", "Organization", "Patient Entry Configuration", "Printed Reports Configuration", "Provider", "Result Entry Configuration", "Result Reporting Configuration", "Site Information", "Test Management", "Test Notification Configuration", "User Management", and "Workplan Configuration". The "User Management" item is highlighted with a red box and circled with a red number "1".

Click user management

Note: Upon clicking on user management, the user management page will be displayed. This page displays a list of system user accounts.

The screenshot shows the 'User Management' page with the following details:

- Header:** Version: 2.8.1.22, Visit New UI, Order, Patient, Non-Conforming Events, Workplan, Pathology, Immunohistochemistry, Cytology, Results, Validation, Reports. Admin, Billing, Help.
- Left Sidebar:** A vertical list of system configuration items including Analyzer Test Names, Barcode Configuration, Batch test reassignment and cancellation, Dictionary, External Connections, Field Validation Configuration, List Plugins, Menu Configuration, Order Entry Configuration, Organization, Patient Entry Configuration, Printed Reports Configuration, Provider, Result Entry Configuration, Result Reporting Configuration, Site Information, Test Management, Test Notification Configuration, User Management, and Workplan Configuration.
- Section Header:** User Management
- Text:** Select a User to Modify or to Deactivate. You can set a Filter, Search for users, or Add a User along with the controls at the top.
- Buttons:** Modify, Deactivate, Add New user, Search By User Names, Search, Previous, Next.
- Filters:** Filters: [dropdown], By Lab Unit Roles, Only Active, Only Administrator.
- Table:** A grid of user information with columns: Select, System User Last Name, System User First Names, System User Login Name, Password Expiration Date, Account Locked, Account Disabled, Is Active, User Time Out (minutes). The data is as follows:

Select	System User Last Name	System User First Names	System User Login Name	Password Expiration Date	Account Locked	Account Disabled	Is Active	User Time Out (minutes)
<input type="checkbox"/>	ELIS	Open	admin	19/05/2028	N	N	Y	220
<input type="checkbox"/>	User	Demo	demo	04/12/2033	N	N	Y	480
<input type="checkbox"/>	Moses	Mutesa	mozzy	08/01/2034	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Ragobur	Priya	priya	22/09/2033	N	N	Y	480
<input type="checkbox"/>	External	Service	serviceUser				N	
<input type="checkbox"/>	Test	Test	Test	14/09/2033	N	N	Y	480

- Buttons:** Previous, Next.

User management

Note: Use the **Next** button to see more system users. Use the **Previous** button to view the previous page of system users. The buttons are active when the list of users is large.

The screenshot shows the 'User Management' page with the following details:

- Header:** Version: 2.8.1.22, Visit New UI, Order, Patient, Non-Conforming Events, Workplan, Pathology, Immunohistochemistry, Cytology, Results, Validation, Reports. Admin, Billing, Help.
- Left Sidebar:** A vertical list of system configuration items including Analyzer Test Names, Barcode Configuration, Batch test reassignment and cancellation, Dictionary, External Connections, Field Validation Configuration, List Plugins, Menu Configuration, Order Entry Configuration, Organization, Patient Entry Configuration, Printed Reports Configuration, Provider, Result Entry Configuration, Result Reporting Configuration, Site Information, Test Management, Test Notification Configuration, User Management, and Workplan Configuration.
- Section Header:** User Management
- Text:** Select a User to Modify or to Deactivate. You can set a Filter, Search for users, or Add a User along with the controls at the top.
- Buttons:** Modify, Deactivate, Add New user, Search By User Names, Search, Previous, Next.
- Filters:** Filters: [dropdown], By Lab Unit Roles, Only Active, Only Administrator.
- Table:** A grid of user information with columns: Select, System User Last Name, System User First Names, System User Login Name, Password Expiration Date, Account Locked, Account Disabled, Is Active, User Time Out (minutes). The data is as follows:

Select	System User Last Name	System User First Names	System User Login Name	Password Expiration Date	Account Locked	Account Disabled	Is Active	User Time Out (minutes)
<input type="checkbox"/>	ELIS	Open	admin	19/05/2028	N	N	Y	220
<input type="checkbox"/>	User	Demo	demo	04/12/2033	N	N	Y	480
<input type="checkbox"/>	Moses	Mutesa	mozzy	08/01/2034	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Ragobur	Priya	priya	22/09/2033	N	N	Y	480
<input type="checkbox"/>	External	Service	serviceUser				N	
<input type="checkbox"/>	Test	Test	Test	14/09/2033	N	N	Y	480

- Buttons:** Previous, Next (highlighted with a red box).

Next button

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports

Admin Billing Help

User Management

Select a User to Modify or to Deactivate . You can set a Filter ,Search for users, or Add a User along with the controls at the top

Showing 1 - 8 of 8

Modify Deactivate Add New user Search By User Names Previous Next

Filters : By Lab Unit Roles Only Active Only Administrator

Select	System User Last Name	System User First Names	System User Login Name	Password Expiration Date	Account Locked	Account Disabled	Is Active	User Time Out (minutes)
<input type="checkbox"/>	ELIS	Open	admin	19/05/2028	N	N	Y	220
<input type="checkbox"/>	User	Demo	demo	04/12/2033	N	N	Y	480
<input type="checkbox"/>	Moses	Mutesa	mozzy	08/01/2034	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Ragobur	Priya	priya	22/09/2033	N	N	Y	480
<input type="checkbox"/>	External	Service	serviceUser				N	
<input type="checkbox"/>	Test	Test	Test	14/09/2033	N	N	Y	480

Previous Next

Previous button

2. To add a new user, click on the **Add New User** button. The new user form will be displayed. Fields marked with a red asterisk * are mandatory to fill.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports

Admin Billing Help

User Management

Select a User to Modify or to Deactivate . You can set a Filter ,Search for users, or Add a User along with the controls at the top

Showing 1 - 8 of 8

Modify Deactivate Add New user 2 Search By User Names Previous Next

Filters : By Lab Unit Roles Only Active Only Administrator

Select	System User Last Name	System User First Names	System User Login Name	Password Expiration Date	Account Locked	Account Disabled	Is Active	User Time Out (minutes)
<input type="checkbox"/>	ELIS	Open	admin	19/05/2028	N	N	Y	220
<input type="checkbox"/>	User	Demo	demo	04/12/2033	N	N	Y	480
<input type="checkbox"/>	Moses	Mutesa	mozzy	08/01/2034	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Perera	Dr	perera	29/09/2033	N	N	Y	480
<input type="checkbox"/>	Ragobur	Priya	priya	22/09/2033	N	N	Y	480
<input type="checkbox"/>	External	Service	serviceUser				N	
<input type="checkbox"/>	Test	Test	Test	14/09/2033	N	N	Y	480

Previous Next

Click add new user

3. Fill in the **Login Name, Password, First Name and Last Name**.

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports

Admin Billing Help

Add User

Login Name * 3

Password must:
 • Must Be at least 7 characters
 • May contain upper and lower case letters or numbers
 • Must contain at least one of the following characters: *, \$, #, !
 • Must not contain any other characters

Password * 4

Repeat Password *

First Name * 5

Last Name *

Password Expiration Date *

User Time Out (minutes) 6

Account Locked Y N

Account Disabled Y N

Is Active Y N

Fill in account details

4. Fill in the **Password Expired Date**, **User Time Out** in minutes or leave the default values

Visit New UI Order Patient Non-Conforming Events Workplan Pathology Immunohistochemistry Cytology Results Validation Reports

Admin Billing Help

Add User

Login Name *

Report Non-Conforming Event

View New Non-Conforming Events

Corrective actions

Password must:
 • Must Be at least 7 characters
 • May contain upper and lower case letters or numbers
 • Must contain at least one of the following characters: *, \$, #, !
 • Must not contain any other characters

Password *

Repeat Password *

First Name *

Last Name *

Password Expiration Date * 6

User Time Out (minutes)

Account Locked Y N

Account Disabled Y N

Is Active Y N

Password expiration and user time out

5. Select Y (Yes) or N (No) radio buttons for : Account Locked Account Disabled Is Active.

Add User

Login Name *

Password must:

- Must Be at least 7 characters
- May contain upper and lower case letters or numbers
- Must contain at least one of the following characters: *, \$, #, !
- Must not contain any other characters

Password *

Repeat Password *

First Name *

Last Name *

Password Expiration Date *

User Time Out (minutes)

Account Locked Y N

Account Disabled Y N

Is Active Y N

Select radio buttons

Note: To assign permissions to the account, you use the **Copy Permissions** feature to copy the permissions of an existing user. Ensure that you have filled all the information above and enter the **user name** whose permissions you want to copy into the box and click apply.

User Account Administrator (has access to all the user account administration features ,but not any other admin functions)

The Lab Unit Roles are: Reception (Access to the Order, Patient, and Non-Conformity Tabs), Results (Access to the Work Plan, Non-Conformity, and Results Tabs), Validation (Access to the Validation and Non-Conformity Tabs).
Reports (Access to Reports Tab except CSV export only Available for Global Administrators).
To assign Lab Unit Roles ,select all lab units or the specific lab unit from the drop down and select any roles you would like to set.

You can also use the Copy Permissions Feature to copy the permissions of an existing user. Ensure that you have filled all the information above and enter the user name whose permissions you want to copy into the box and click apply.

Copy Permissions From User: Mo 1 3

Global Roles 2
 Analyser Import
 Audit Trail
 Cytopathologist
 Global Administrator
 Mozzy | Mutesa Moses

Copy permissions

6. Select the checkboxes for the global roles that can be performed using the account.

Note: The available **Global Roles** are: Global Administrator (Access to all Admin Functions) Audit Trail (Access to all Audit Trail) ,User Account Administrator (has access to all the user account administration features ,but not any other admin functions).

Roles

There are two types of Roles. Global Roles which are set for the entire application and Lab Unit Roles which can be set for all Lab Units or specific Lab Units.

The available Global Roles are: Global Administrator (Access to all Admin Functions) ,Audit Trail (Access to all Audit Trail) ,User Account Administrator (has access to all the user account administration features ,but not any other admin functions)

The Lab Unit Roles are: Reception (Access to the Order, Patient, and Non-Conformity Tabs), Results (Access to the Work Plan, Non-Conformity, and Results Tabs), Validation (Access to the Validation and Non-Conformity Tabs).
Reports (Access to Reports Tab except CSV export only Available for Global Administrators).
To assign Lab Unit Roles ,select all lab units or the specific lab unit from the drop down and select any roles you would like to set.

You can also use the Copy Permissions Feature to copy the permissions of an existing user. Ensure that you have filled all the information above and enter the user name whose permissions you want to copy into the box and click apply.

Copy Permissions From User 7

Global Roles
 Analyser Import
 Audit Trail
 Cytopathologist
 Global Administrator
 Pathologist
 User Account Administrator

Set account global role(s)

- To assign Lab Unit Roles ,select all lab units or the specific lab unit from the drop down and select any roles you would like to set.

Note: The **Lab Unit Roles** are: Reception (Access to the Order, Patient, and Non-Conformity Tabs) ,Results (Access to the Work Plan, Non-Conformity, and Results Tabs) ,Validation (Access to the Validation and Non-Conformity Tabs) , Reports (Access to Reports Tab except CSV export only Available for Global Administrators). In this illustration, **All Lab Unit** is the default lab unit role. The **All Permissions** checkbox is selected.

You can also use the Copy Permissions Feature to copy the permissions of an existing user. Ensure that you have filled all the information above and enter the user name whose permissions you want to copy into the box and click apply.

Copy Permissions From User

Global Roles

- Analyser Import
- Audit Trail
- Cytopathologist
- Global Administrator
- Pathologist
- User Account Administrator

Lab Unit Roles 8

- All Lab Units
- All Permissions
- Reception
- Reports
- Results
- Validation

Set lab unit roles

- Click on the **Save** button. The user will be added successfully. The **Exit** button is used to cancel the add new user.

You can also use the Copy Permissions Feature to copy the permissions of an existing user. Ensure that you have filled all the information above and enter the user name whose permissions you want to copy into the box and click apply.

Copy Permissions From User

Global Roles

- Analyser Import
- Audit Trail
- Cytopathologist
- Global Administrator
- Pathologist
- User Account Administrator

Lab Unit Roles

- All Lab Units
- All Permissions
- Reception
- Reports
- Results
- Validation

Click save

Add User

Save was successful

Login Name *

Password must:

- Must Be at least 7 characters
- May contain upper and lower case letters or numbers
- Must contain at least one of the following characters: *, \$, #, !
- Must not contain any other characters

Password *

Repeat Password *

Account created successfully