

Sample Collection and Scheduling

Hawaii State Department of Health

Clean Water Branch

Safe Drinking Water Branch

Food Safety Branch

Food and Drug Branch

Document information:

Prepared for: Hawaii Department of Health (Environmental Department)

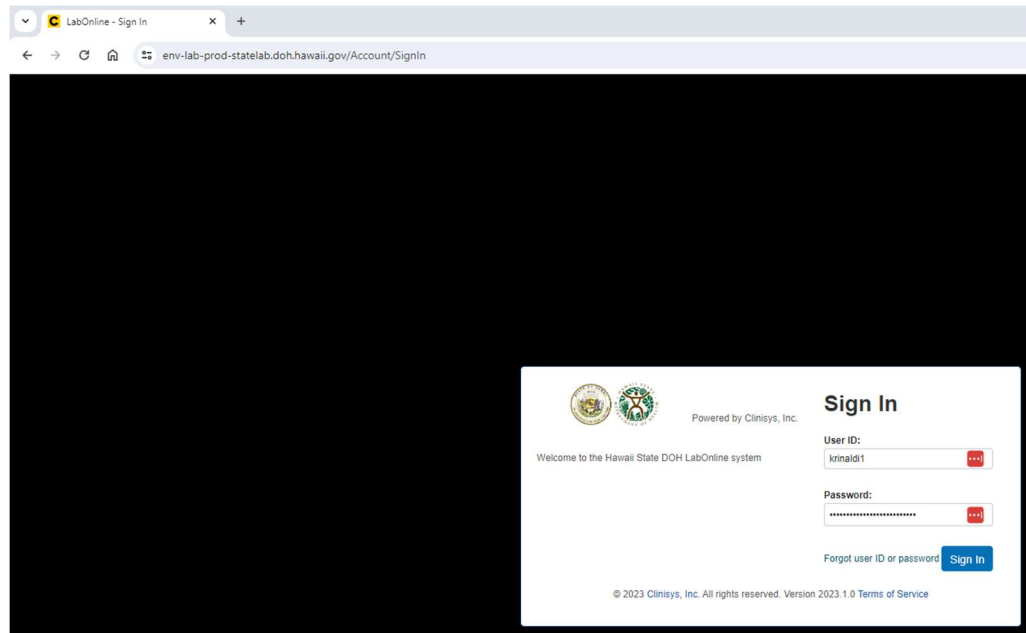
Prepared by: Kurt Rinaldi

Created Date: 02/19/2024

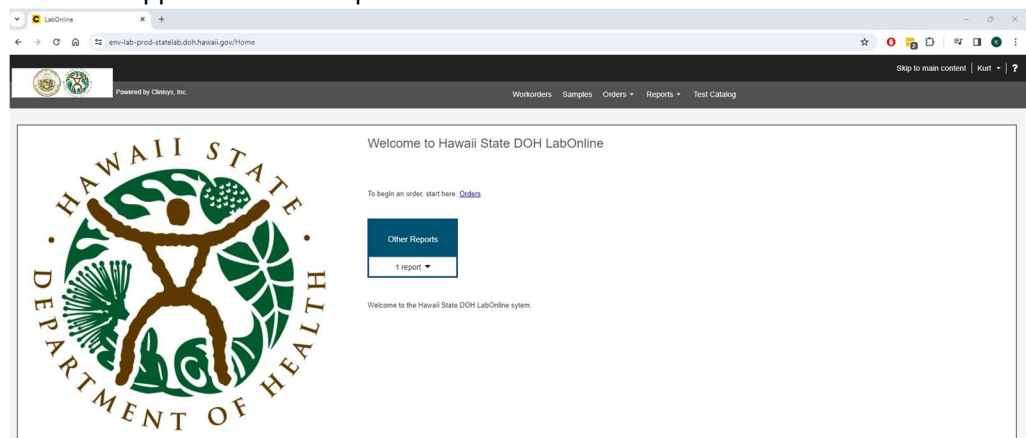
The Clinisys Laboratory Solutions (CLS) LabOnline Utility will be utilized by the Program teams for SDWB, CWB, FSB, FDB, and any other programs that will be delivering samples to the EHASB and DHLs. This document will provide guidance in how to use LabOnline for sample scheduling, report access, and user/collector management.

Logging into LabOnline

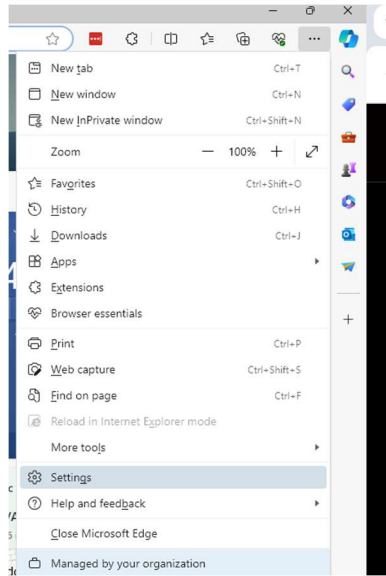
1. The EHASB LabOnline environment will be accessed via the following URL:
 - a. <https://env-lab-prod-statelab.doh.hawaii.gov/Home>
2. You will be presented with a Login Screen. Provide your user credentials and click the Sign In button.



- a.
3. You will enter the application and be presented with the dashboard.

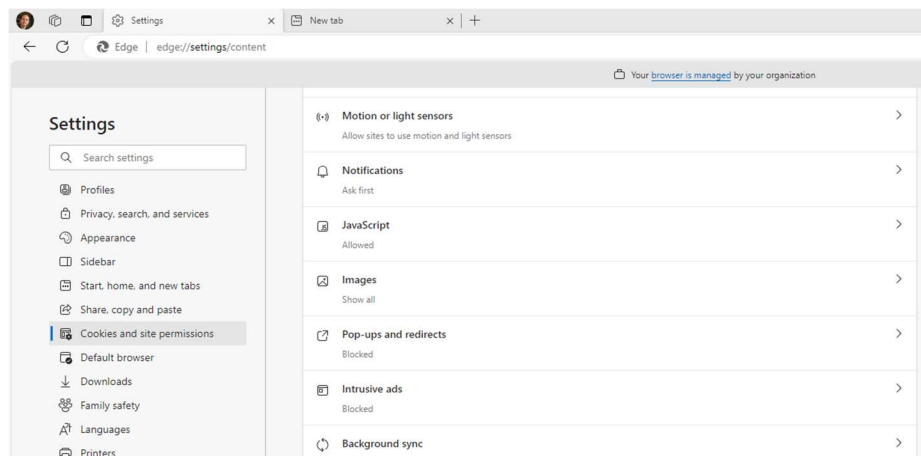


- a.
4. In order to effectively use the LabOnline website, pop-ups must be allowed. This will let the LabOnline system print reports, labels, chain of custodies, etc.
 - a. In Edge, go to the Settings options. For Chrome, skip to step "d".



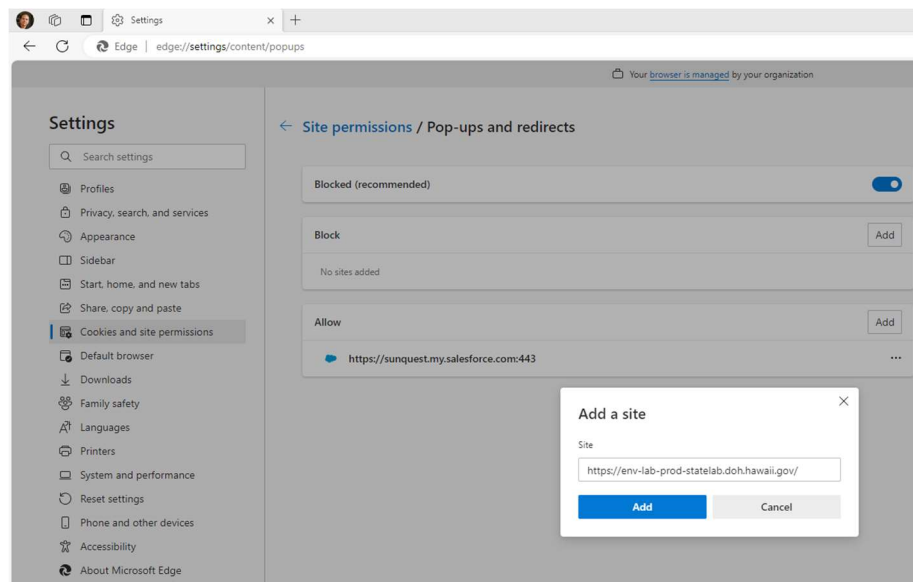
i.

b. From settings, go to Cookies and Site Permissions. Scroll down to “Pop-ups and redirects”.



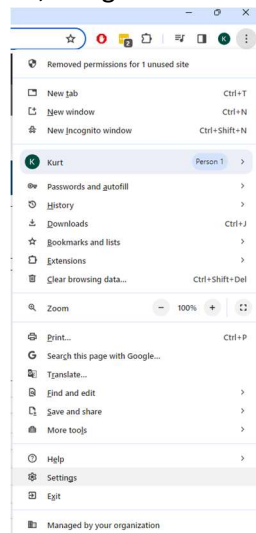
i.

c. Add the LabOnline URL to the Allow list.



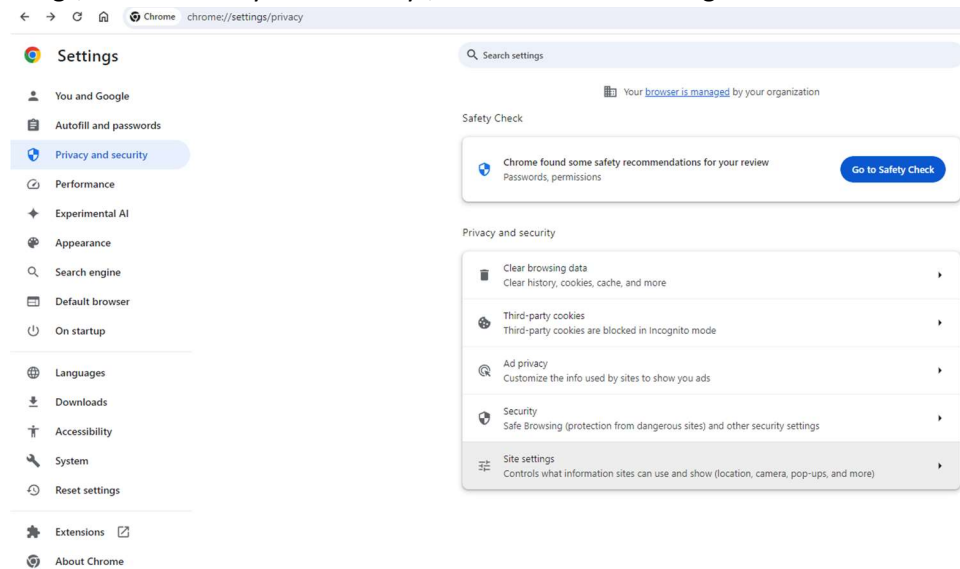
i.

d. In Chrome, navigate to Settings.



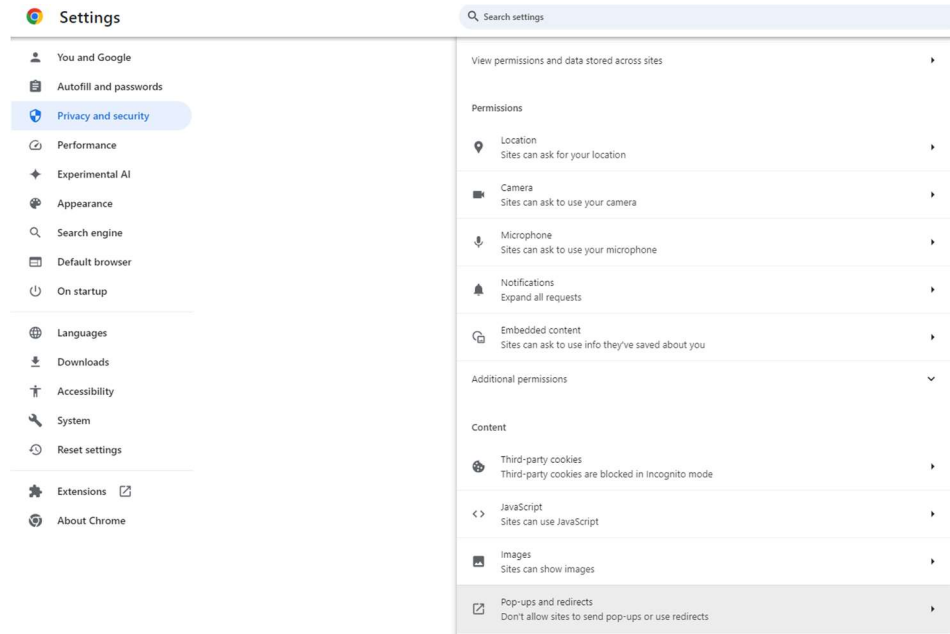
i.

e. From Settings, select “Privacy and Security”, and select “Site Settings”.

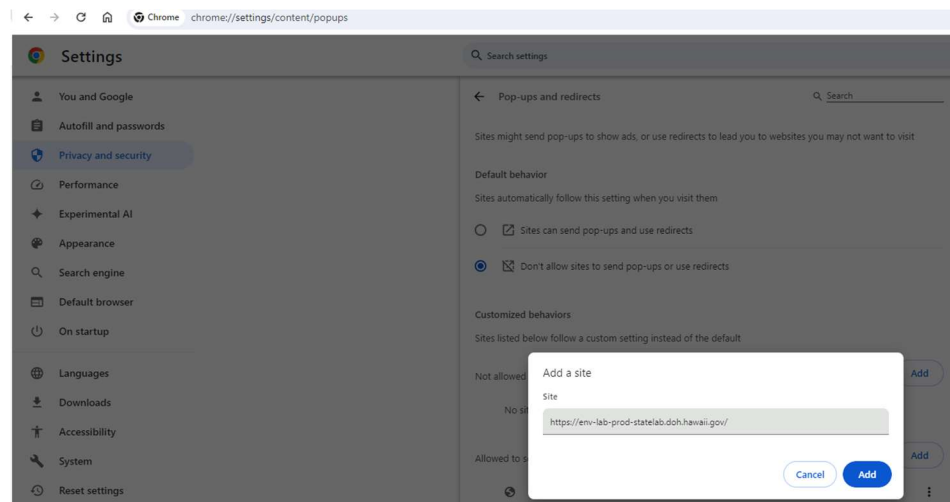


i.

f. Scroll down the list of Site Settings, and select “Pop-ups and redirects”.




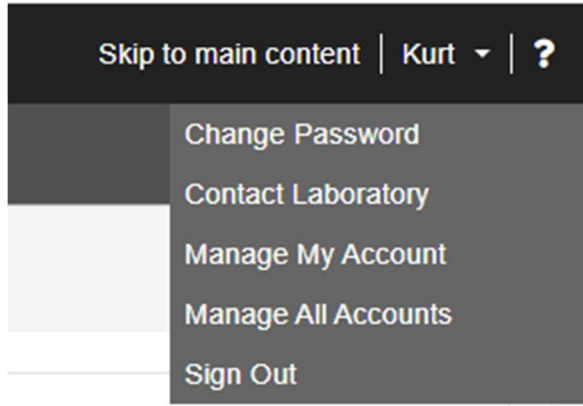
- i.
- g. Add the LabOnline site to the Allowed List.



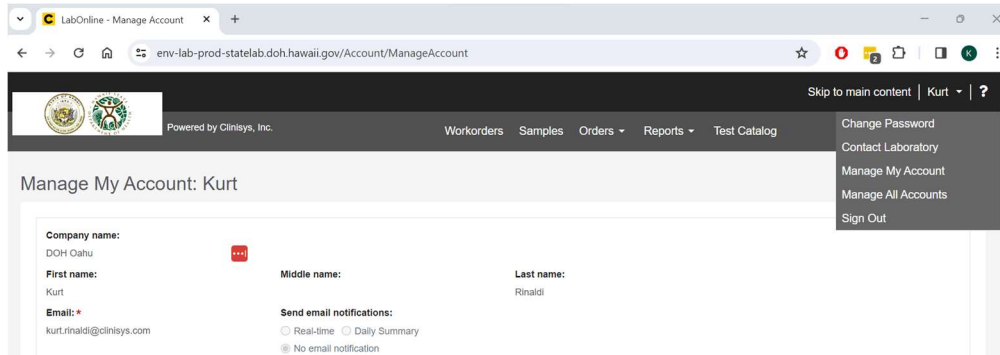
- i.
- 5. Refer to the various sections in this guide to proceed with LabOnline activities.

User/Collector Management

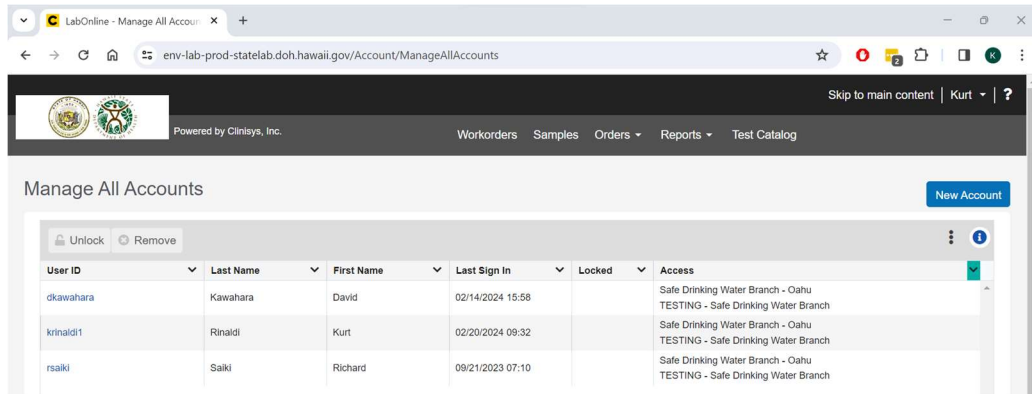
1. LabOnline users that have the appropriate permissions can manage their users and collectors.
2. Click the  button next to your first name, to display the account management options.



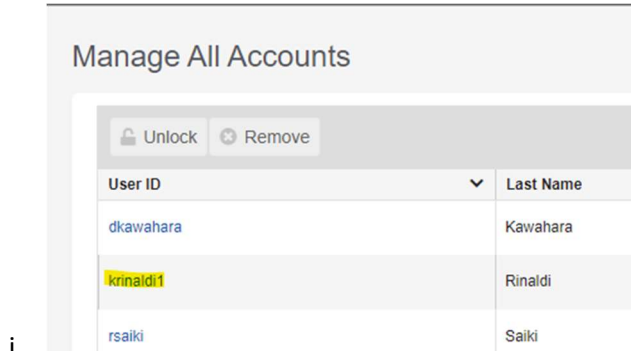
- a.
- All users can manage their own settings using “Manage My Account”.



- a.
- Certain users that can use the “Manage All Accounts” option can manage the list of collectors for their respective organizations. These users can click “Manage All Accounts” to do this.



- a.
- Clicking a User ID hyperlink will display the account settings of a particular user.



i.

- c. On this page you will be able to alter the permissions of a user, and add them to any client that you are allowed to manage.

User Account: krinaldi1 (Kurt Rinaldi)

[Back to Manage All Accounts](#)

First name: Kurt Middle name: Last name: * Rinaldi

Company name: DOH Oahu Email: * kurt.rinaldi@clinisys.com

Permissions

+ New Scope - Remove

Safe Drinking Water Branch - Oahu *
TESTING - Safe Drinking Water Branch *

Client: Safe Drinking Water Branch - Oahu
Client settings apply to all items associated with the client.
Contact the laboratory to remove users with access permissions.

SETTINGS

View data
 Receive reports
 Order tests

Other access: * Shipment recipient

i.

- d. In order to create a new user/collector, Click “New Account” from the Manage All Accounts page.

Manage All Accounts New Account

Unlock Remove

User ID	Last Name	First Name	Last Sign In	Locked	Access
dkawahara	Kawahara	David	02/14/2024 15:58		Safe Drinking Water Branch - Oahu TESTING - Safe Drinking Water Branch
krinaldi1	Rinaldi	Kurt	02/20/2024 09:32		Safe Drinking Water Branch - Oahu TESTING - Safe Drinking Water Branch
rsalki	Salki	Richard	09/21/2023 07:10		Safe Drinking Water Branch - Oahu TESTING - Safe Drinking Water Branch

i.

- e. Enter the new user’s information in the form. To attach the user to more than one Client, use the green “+” button next to the “Client Access” selector to do so.

New User Account

[Back to Manage All Accounts](#)

First name: Middle name: Last name: *

Company name: DOH Oahu

Email: * (User ID)

Confirm email: *

Client access: *
Select... + -

Save Cancel

i.

- f. In order to remove a user from having access to LabOnline, click on the row of user to highlight the row. This will activate the “Remove” button, which you can click to remove the user.

Manage All Accounts

Unlock Remove

User ID	Last Name	First Name	Last Sign In	Loc
dkawahara	Kawahara	David	02/14/2024 15:58	
krinaldi1	Rinaldi	Kurt	02/20/2024 09:32	
rsaiki	Saiki	Richard	09/21/2023 07:10	

i.

Viewing Capacity from LabOnline

- In order to view current capacity levels for the laboratory, a user can run a query to see the real-time capacity of the lab for the various tests that the user might sample for.
 - Note: daily capacity reports will be generated and available to LabOnline users every morning. Steps 2-8 describe the process of manually running a capacity report.
- From the LabOnline dashboard page, select Reports→Queries.

a.

- Select the query that corresponds to your program (note: in production, users will be divided into their respective programs, so only the options relevant to your program will be displayed).
- Click Run.

Query Name	Description
CWB4WKCAP	CWB 4-Week Capacity
SDWB4WKCAP	SDWB 4-Week Capacity

a.

- The Query Criteria form will open. Click Done to start the report execution.

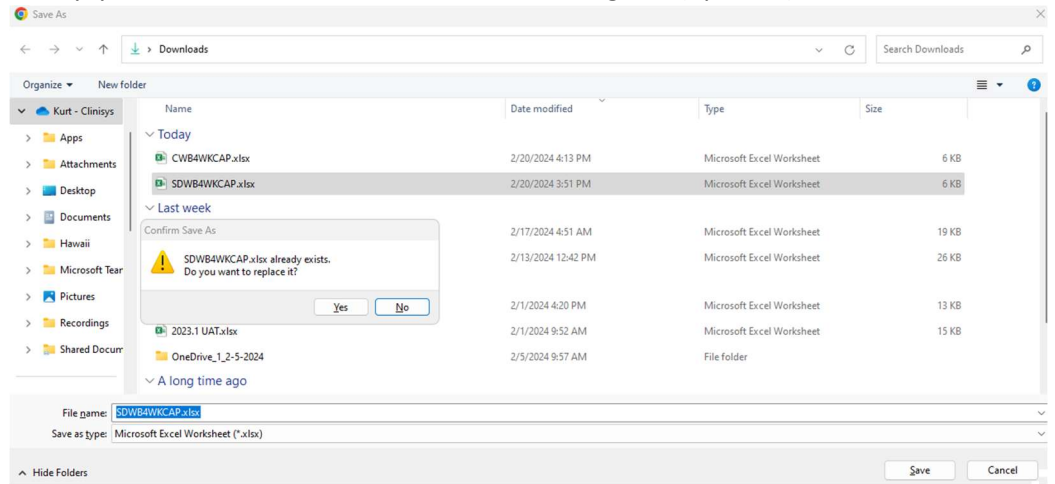
Query Criteria

Query: SDWB4WKCAP

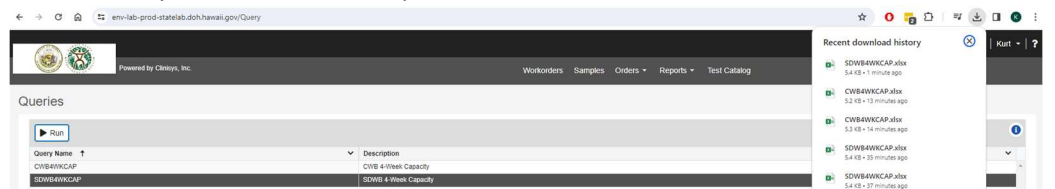
Column:	Operator:	Value:
Client	equals	Safe Drinking Water Branch - Oahu
Select...	Select...	

Done Cancel

- a.
- You will be prompted to download your Capacity query report. If there is an existing report from a previous day, you can click that and overwrite the existing one (optional).



- a.
- After downloading, depending on your browser settings the file may open automatically, or you may need to look at your downloads to open it.



- a.
- The file will open in Excel and show the current capacity in the lab for particular tests. Empty cells indicate that the lab will not accept samples on that collection date. Numbers indicate the number of tests of that type that can be scheduled for that day. Note, in this screenshot you may see negative numbers, in production this would not be allowed.

AutoSave Off SDWB4WKCAP.xlsx - Protected View - Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

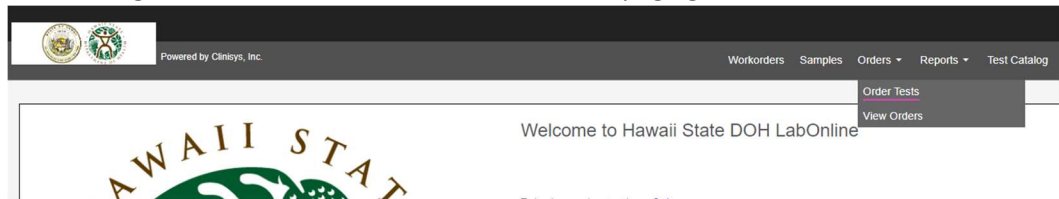
A2 Thursday

	A	B	C	D	E	F	
1	Day	Date	GLY	CARB	EDB	SOC	HERB
2	Thursday	02/15/2024					
3	Friday	02/16/2024					
4	Monday	02/19/2024					
5	Tuesday	02/20/2024		13	17	-6	-6
6	Wednesday	02/21/2024		13	17	-6	-6
7	Thursday	02/22/2024		14	18	-5	-5
8	Friday	02/23/2024					
9	Monday	02/26/2024					
10	Tuesday	02/27/2024					
11	Wednesday	02/28/2024					
12	Thursday	02/29/2024					
13	Friday	03/01/2024					
14	Monday	03/04/2024					
15	Tuesday	03/05/2024		14	18	-5	-5
16	Wednesday	03/06/2024		14	18	-5	-5
17	Thursday	03/07/2024		14	18	-5	-5
18	Friday	03/08/2024					
19	Monday	03/11/2024					
20	Tuesday	03/12/2024					
21	Wednesday	03/13/2024					

a.

Scheduling Sample Collection

- To begin scheduling a collection event, from the Dashboard page go to Orders → Order Tests.



a.

- From the Order Tests page, select the client for which you are scheduling, and the profile/project related to this event.

Order Tests

SELECT CLIENT & PROFILE

Client: *
Safe Drinking Water Branch - Oahu

Profile: *
Select...

HI0000306
HI0000309
HI0000326
Special Projects

a.

- Define all fields that have a red asterisk (*).
- For Workorder ID, best practice in CLS LIMS is to use your initials with the collection date.

Order Tests

SELECT CLIENT & PROFILE

Client: * Safe Drinking Water Branch - Oahu Profile: * HI0000309

ADD SAMPLES AND TESTS

My workorder ID: * KR 02-20-2024

Test reason: Select... Lab site: * DOHO

a.

- For multiple events in a day, add an additional number to the ID.

ADD SAMPLES AND TESTS

My workorder ID: * KR 02-20-2024 1

Test reason: Select... Lab site: * DOHO

a. Samples

- In the Samples section, use the Line Item selector to select a sample template.

Samples

Add Copy Delete

My sample ID	Collection site	Matrix
1		

Line Item: * Select...

- [1] Colisure
- [2] Lead and Copper
- [3] THM
- [4] Chemistry

a.

- Type in a custom value for the Sample ID, or select the Sample ID from the template list.

Order Tests

SELECT CLIENT & PROFILE

Client: * Safe Drinking Water Branch - Oahu Profile: * HI0000309

ADD SAMPLES AND TESTS

My workorder ID: * KR 02-20-2024 1

Test reason: Select... Lab site: * DOHO

Samples

Add Copy Delete

My sample ID	Collection site	Matrix
1	THM	Drinking Water

Line Item: * [3] THM My sample ID: * THM

Collection site: Select...

Matrix: * Drinking Water

a.

- Select the Collection Site for the sample. When the list appears, you can type in filters to show locations that contain the string of characters. If your location is unavailable, please contact your client's administrator or CLS LIMS administrators to have the location added to the list. Alternatively, use the "Description" field to enter an ad-hoc location (i.e., one-time sampling location).

Samples

Add Copy Delete

My sample ID	Collection site	Matrix
1	THM	Drinking Water

Line item: * [3] THM

Collection site: Select...

kau

- #17 KAUMAKANI VILLAGE
- #175 KAUMAKANI
- #404 KAUMAKANI AVE.
- #425 KAUMAKANI AVE.
- #70 KAUMAKANI VILLAGE
- 1-0902 KAUMUALII HWY.
- 1-0950 KAUMUALII HWY.

a.

- Select the Matrix (if not already provided), choose yourself as the collector, and select the expected Collect Date for the event.

Samples

My sample ID	Collection site	Matrix
1 THM	#175 KAUMAKANI	Drinking Water

Line Item: [X] THM
 My sample ID: THM
 Collection site: #175 KAUMAKANI
 Matrix: Drinking Water
 Collector: Rhoads, Kurt
 Collected: 02/20/2024
 Description:

a.

10. Review the Tests and Containers list to confirm the template matches the sample's intended purpose. Containers that are not "attached" to tests will be considered duplicate containers for the lab's use (i.e., for spiking, duplication, etc.) Note: Field tests will be assigned the "No Container" line, since they will be measured in the field and will not have an actual container assignment.

Samples

My sample ID	Collection site	Matrix
1 THM	#175 KAUMAKANI	Drinking Water

Tests & Containers

Container Type	Preservative	4000-PPH	6324-THM	175-1-PTMP
No Container (NONE)	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clear Glass 40-mL Vial (CG40ML)	HCl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clear Glass 40-mL Vial (CG40ML)	HCl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Glass 40-mL Vial (CG40ML)	HCl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

a.

11. If additional information is required by the order, you may need to enter that information in this section:

Samples

My sample ID	Collection site	Matrix
1 THM	#175 KAUMAKANI	Drinking Water

Container Type: No Container (NONE), Clear Glass 40-mL Vial (CG40ML), Clear Glass 40-mL Vial (CG40ML), Clear Glass 40-mL Vial (CG40ML)
 Preservative: None, HCl, HCl, HCl

Comments:

ENTER ADDITIONAL SAMPLE INFORMATION
 No additional information is needed

a.

12. To add additional samples to the event, use the Add button, or use the Copy button to make an exact copy of the previous sample, with the exception of the Collection Site and Sample ID fields.

ADD SAMPLES AND TESTS

My workorder ID: KR 02-20-2024 1
 Test reason: Select...
 Lab site: DDHD

Samples

My sample ID	Collection site	Matrix
1 THM	#175 KAUMAKANI	Drinking Water

Line Item: [X] THM
 My sample ID: THM
 Collection site: #175 KAUMAKANI
 Matrix: Drinking Water
 Collector: Rhoads, Kurt
 Collected: 02/20/2024
 Description:

Tests & Containers

Container Type	Preservative	4000-PPH	6324-THM	175-1-PTMP
No Container (NONE)	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clear Glass 40-mL Vial (CG40ML)	HCl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clear Glass 40-mL Vial (CG40ML)	HCl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Glass 40-mL Vial (CG40ML)	HCl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

a.

13. Example of Copy Sample fields.

a.

14. For copied samples, supply the Sample ID and Collection Site values for the new sample.

15. Repeat steps 12-14 until the event contains the correct number of samples.

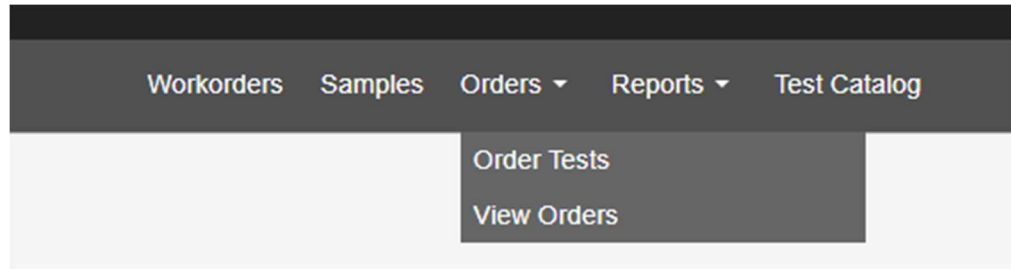
16. When the event is complete, you may either click Save to hold the event for further editing, or click Save and Submit to create the order in CLS LIMS.

a.

17. Once Saved, or Saved and Submitted, the order fields will be cleared and prepared for a new collection event to be created. Certain fields will remain populated for ease of use.

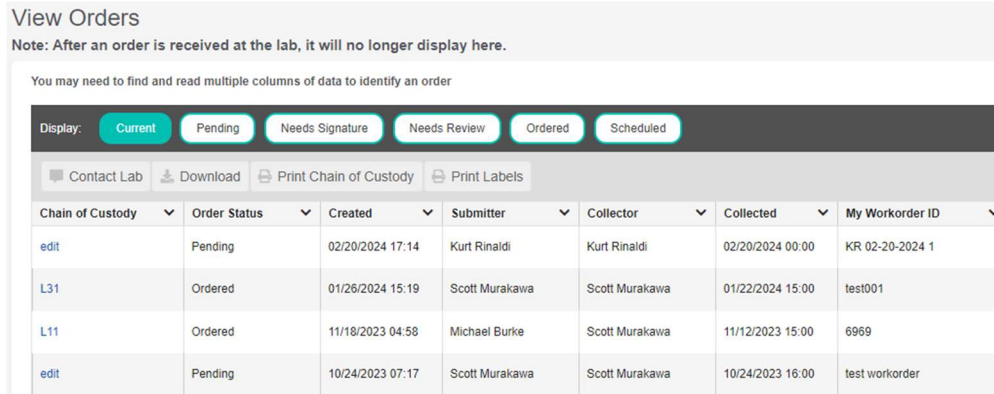
a.

18. To review orders, print labels, print chain of custody forms, etc., select Orders → View Orders.



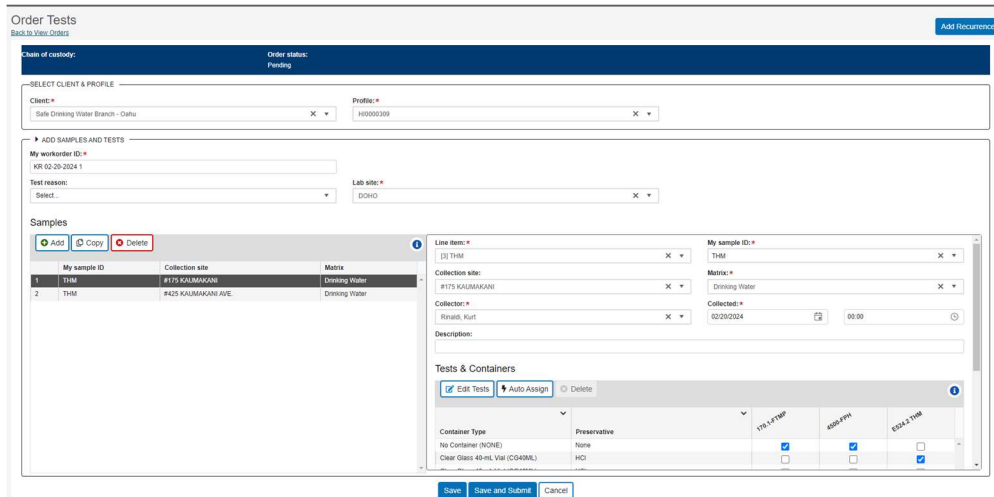
a.

19. Orders that have been sent to the LIMS will have a Chain of Custody value, while orders that have not yet been sent will have a link to Edit (and then Submit).



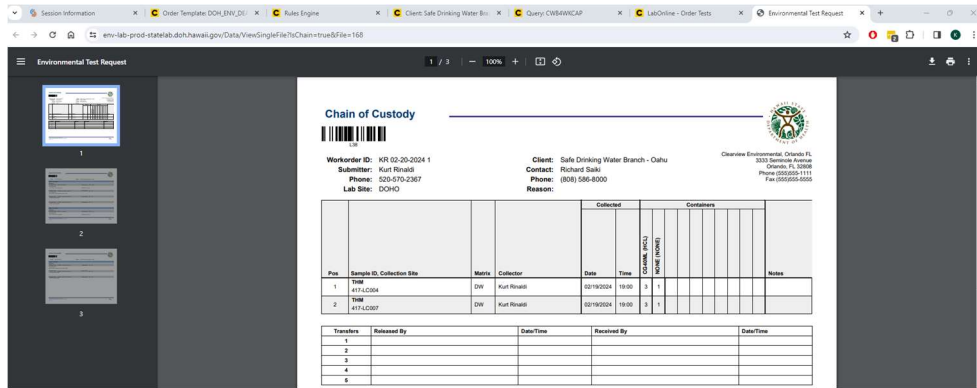
a.

20. Editing an order returns you to the Order page, where you can revise the order further before submitting. Note: orders must be submitted before they can be collected.



a.

21. When the order is saved and submitted, a Chain of Custody will be created. Depending on your browser settings, this may prompt a download, or open a new tab with the chain of custody.

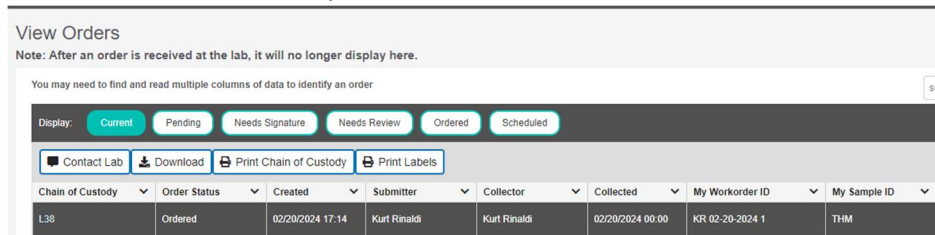


a.

22. If printing is required, use the print option.

a. Note: If you are intending to use the Clinisys Field App for collection, printing is not required.

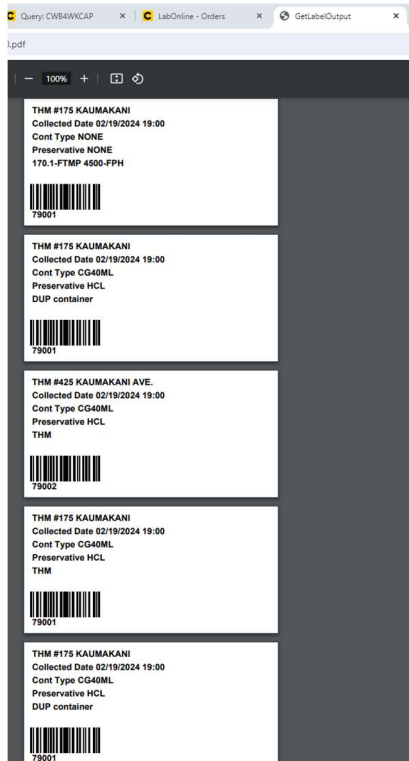
23. From the View Orders screen, selecting an event that is in the Ordered status will give you the option to Print the Chain of Custody or Print Labels for the order.



a.

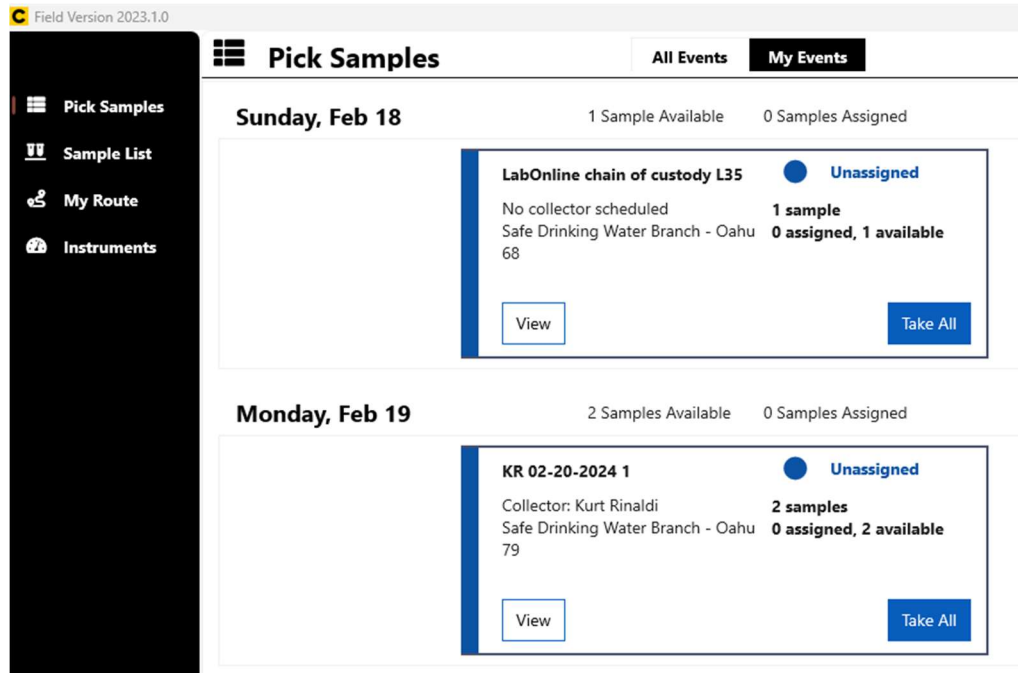
24. Selecting Print Labels will generate labels for the order, and prepare the order for Field Collection.

a. Example labels output:



b.

25. The event will be transmitted to the CLS LIMS and ready for Field Collection.



a.

26. For Field Collection support, refer to the Help Guide provided within the Field application, which is accessed at the bottom left portion of the app screen.



a.