PURPOSE

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

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

ACCESS CONTROL and SETUP

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

NOTES:

1. Your printer should be on and ready to print reports prior to logging into the system to avoid interruption of the printing process.

2. Your session will time out in one hour.

PROCEDURE

1. Open Web Browser and go to https://phlims.dshs.state.tx.us/
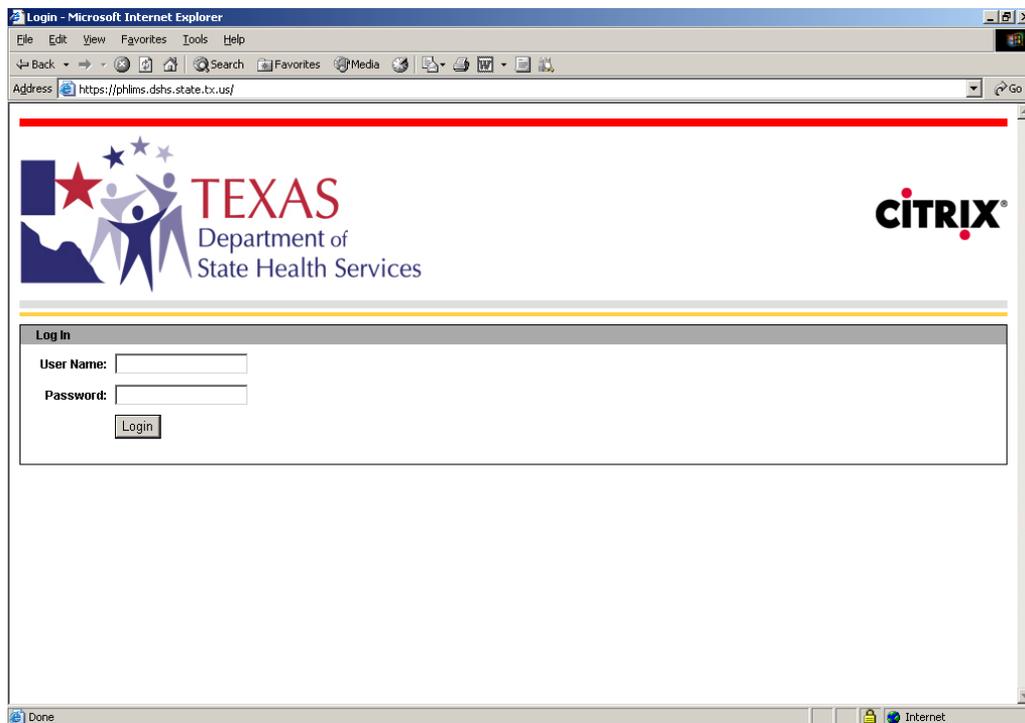
2. Enter User Name and Password; select Login. [At this point, reference the CITRIX installation document if not already configured.]
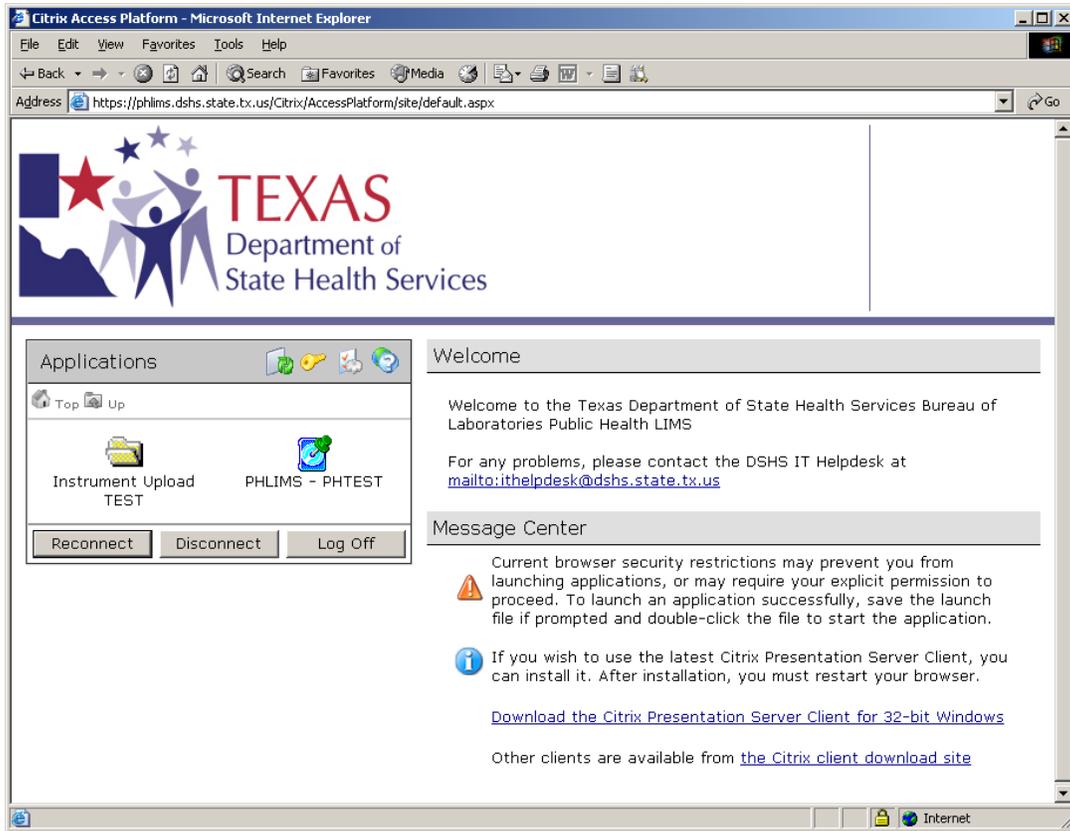
3. Select appropriate shortcut to start PHLIMS LabWare application. [Icons shown are for testing - most users will have only one Production icon to select.
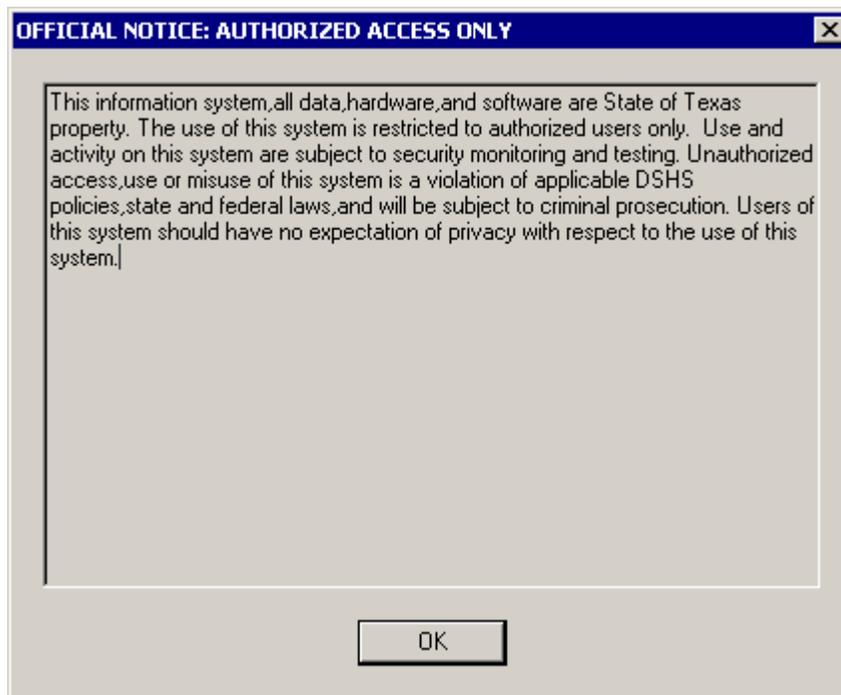
4. You will receive a DSHS Security page; review and select OK.

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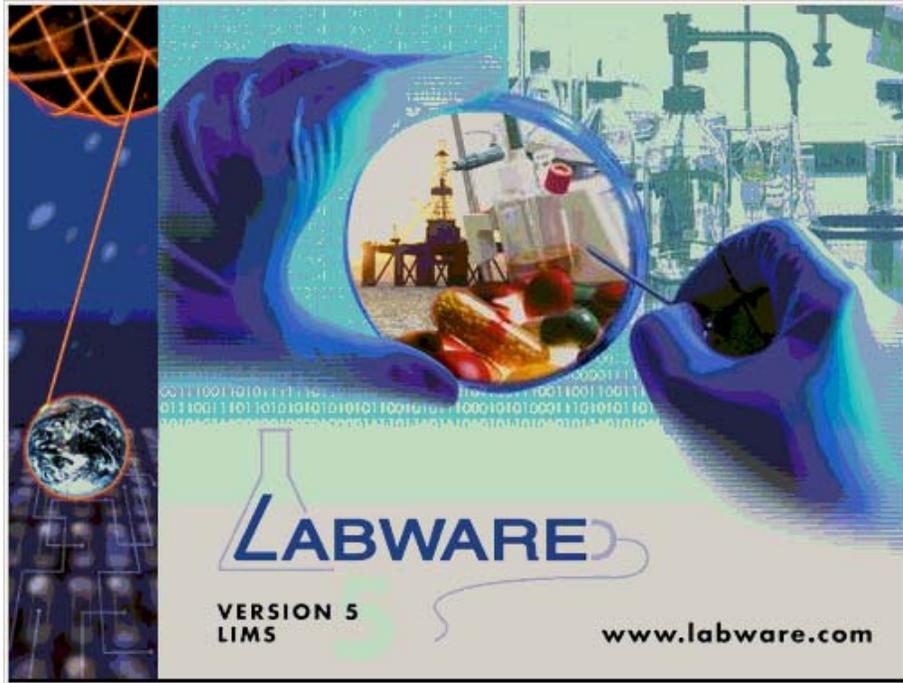
5. A CITRIX file access dialog may appear. Accept the default setting (No Access) and select OK.

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

A Login window will appear:

7. Enter user name and password. The standard submitter role is "_DI_SB_AUS" (dial-in submitter for Austin Lab). If the user has multiple roles, they should select the appropriate role for the session. Select OK.
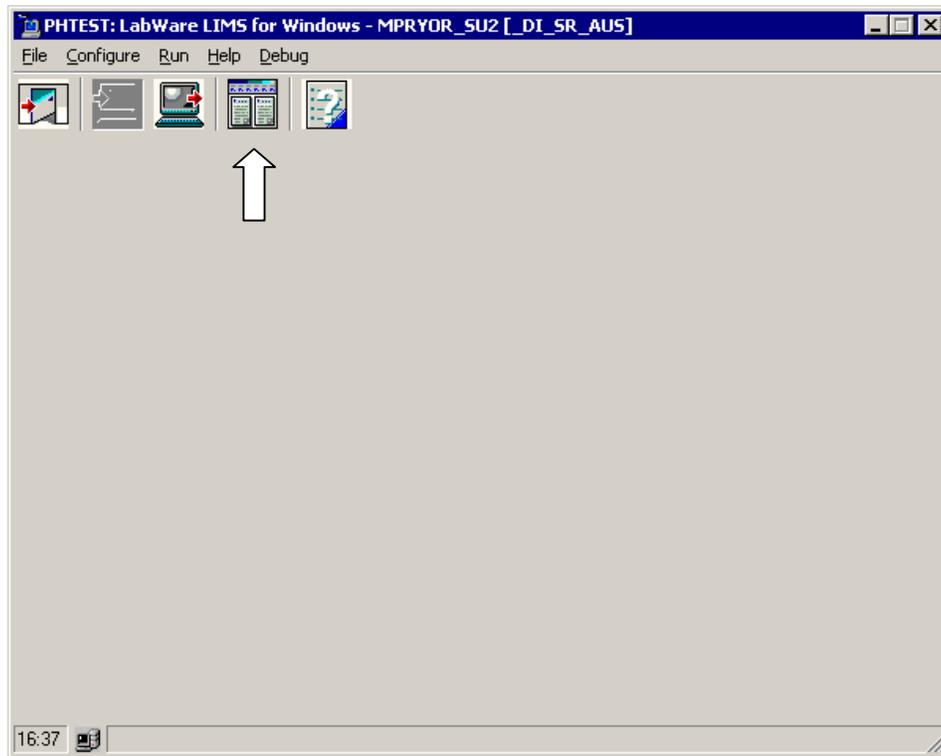
8. Click on Report icon or select the Run menu item, then Reports.
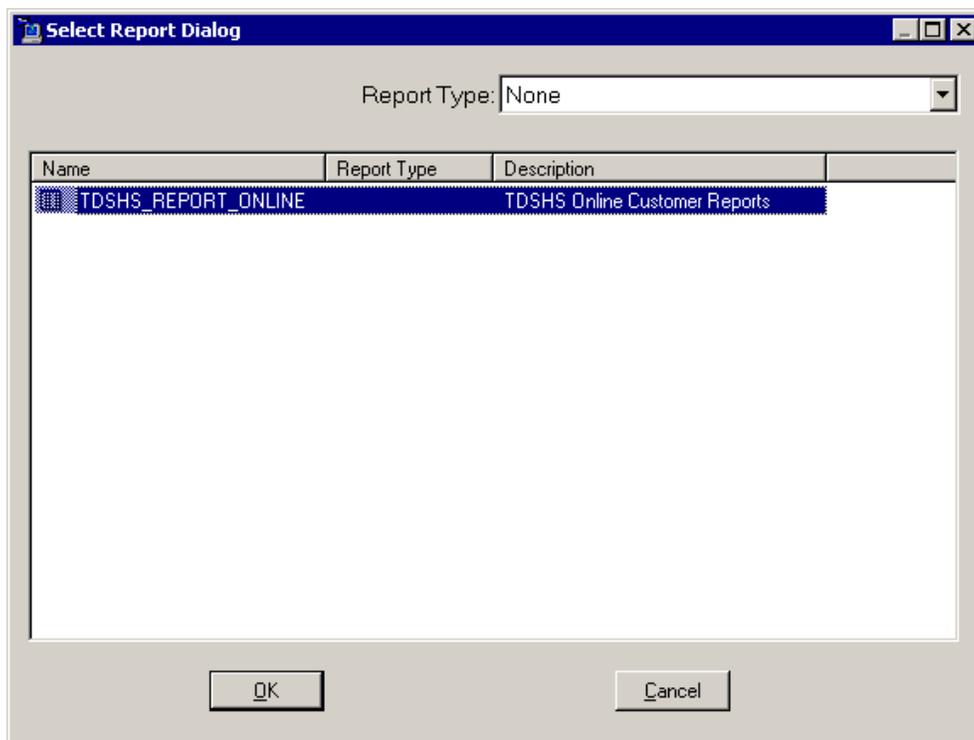
9. Select 'TDSHS_REPORT_ONLINE' entry, then OK

Query Select Dialog

Select Categories/Subcats to Print

X Sample Category	X Sample Subcat	
CLIN_BACT	CULTURE	
MOLECULAR	PCR	
SEROLOGY	AMS	
PARASITE	PARASITE	

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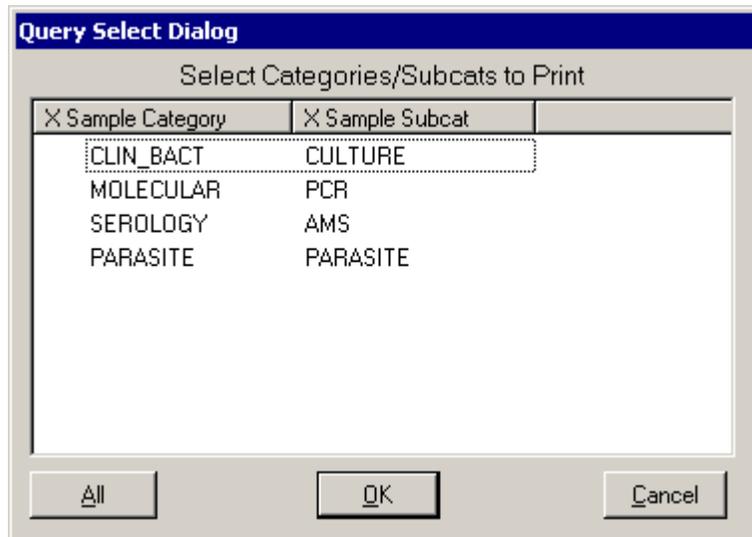
10. Select the laboratory that is appropriate for the type of test results you require. You can highlight more than one selection (with CTRL+select) or All categories. Click OK.

Select Dialog

Select Printer for ALL Reports

Microsoft XPS Document Writer
Microsoft Office Document Image Writer
Xerox WorkCentre Pro C2636 PS (from 0400983D) in session 6
Adobe PDF (from 0400983D) in session 6
/160.42.158.245/Xerox WorkCentre Pro C2636 PS on http: (from 0400983D) in session 6

| OK | Cancel |
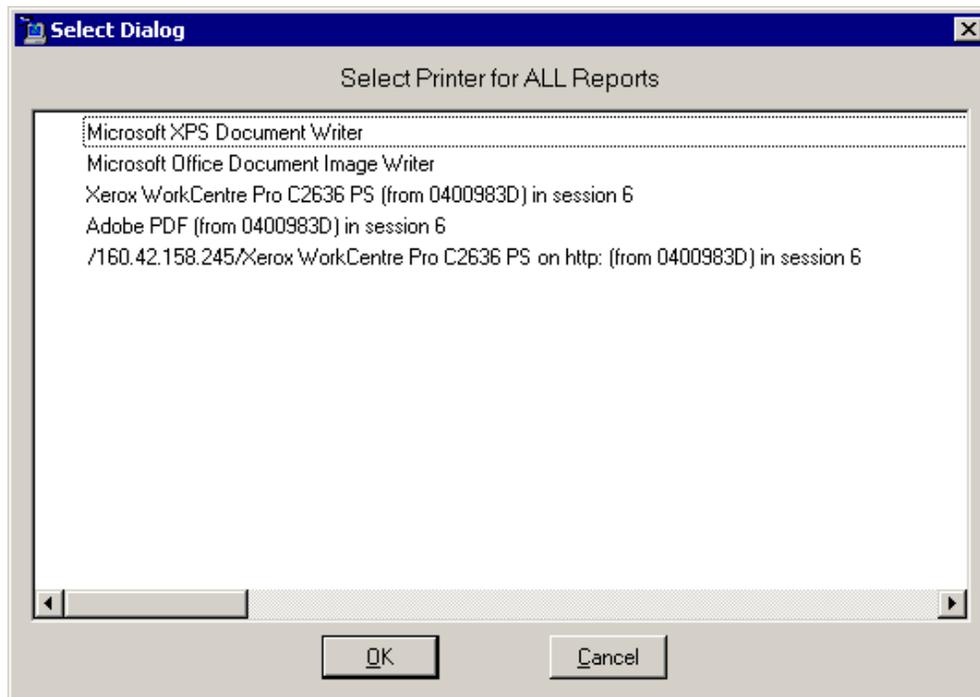
11. Select correct local or network printer, then OK.
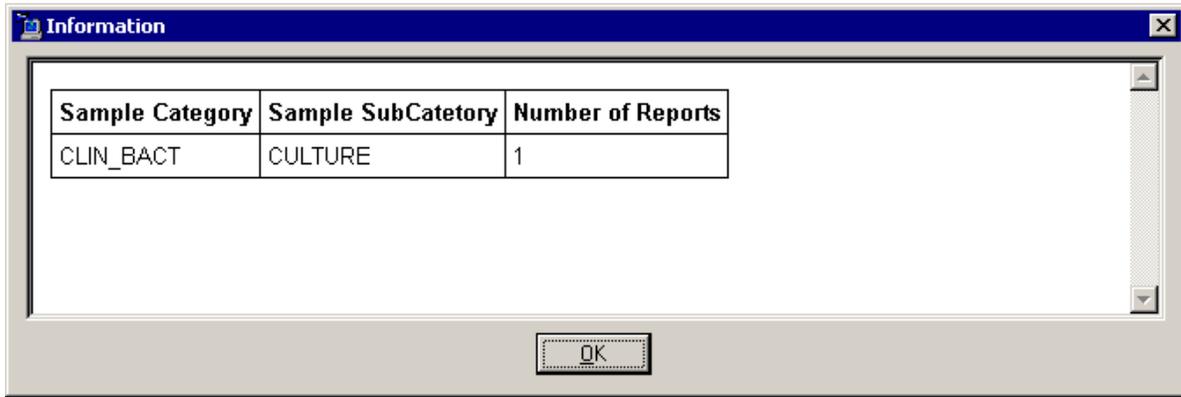
12. Confirm the number of reports to be printed, then select OK.
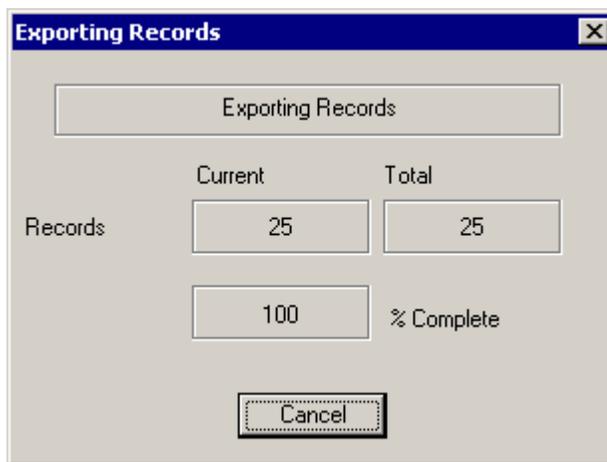
13. Wait while LabWare builds the report and sends the job to the printer.
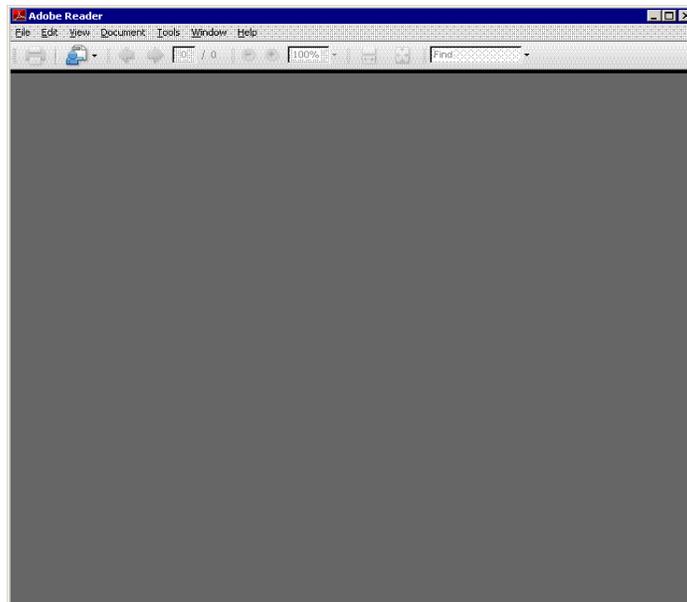
14. Adobe Reader window will open without displaying the report. You can close this window and return to the LabWare application.
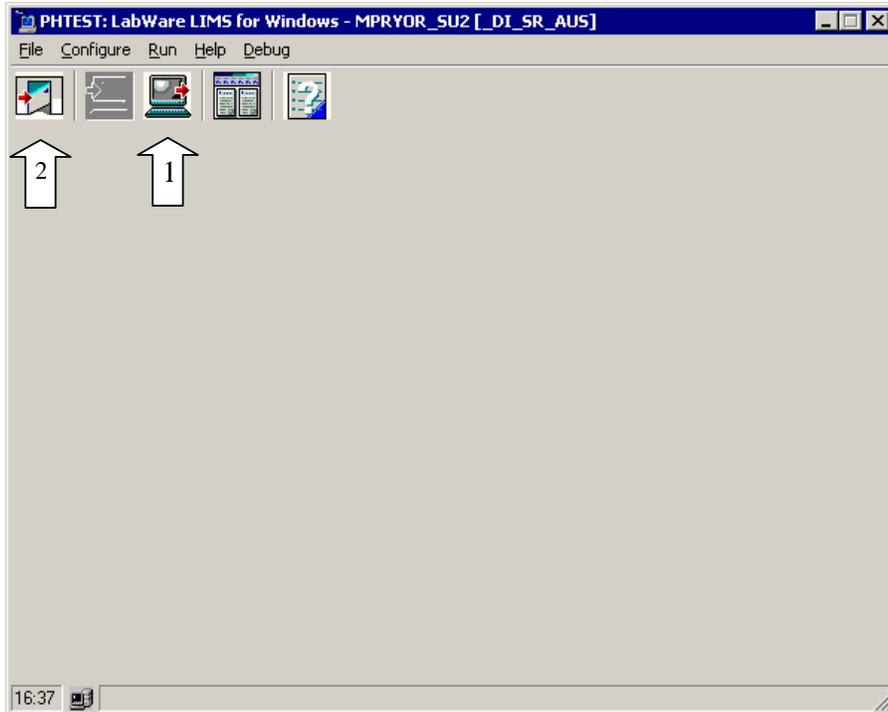
15. To logout of LabWare, select the middle icon (1), then the left icon (2) to exit the application.
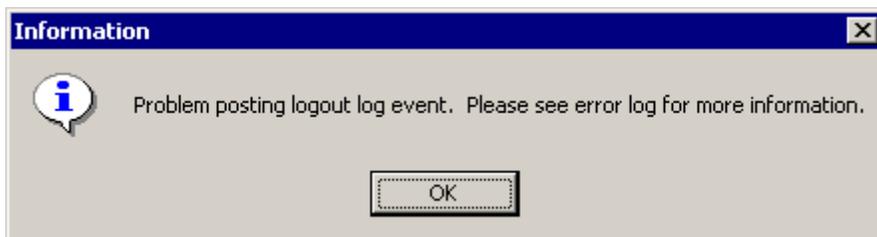
16. You might receive an error on logout. Please ignore and select OK.

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

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