Wadsworth Center Laboratory Information Management System (CLIMS)
Quick Start Guide – Bulk Remote Orders

Getting Started
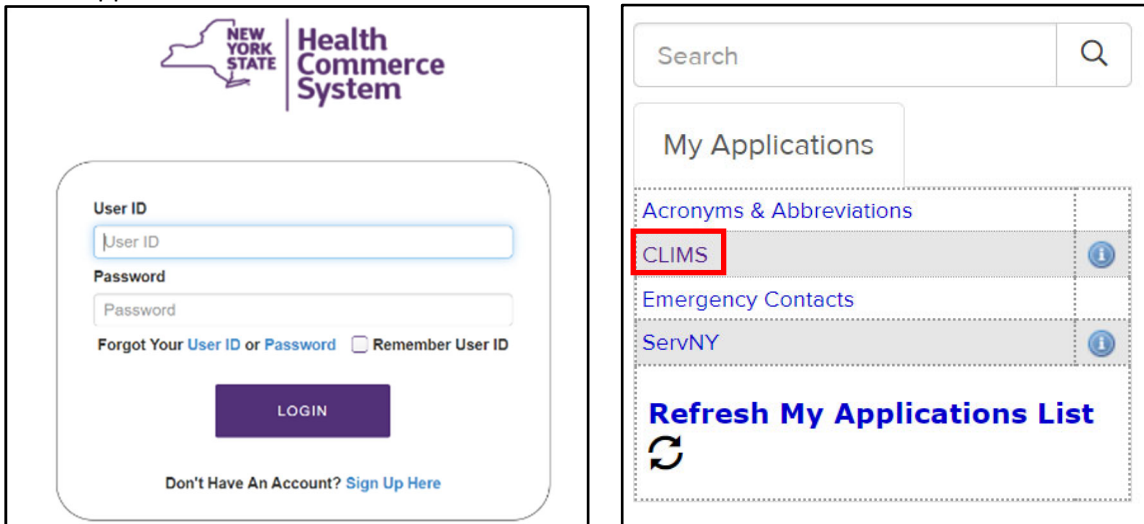
What do I need?

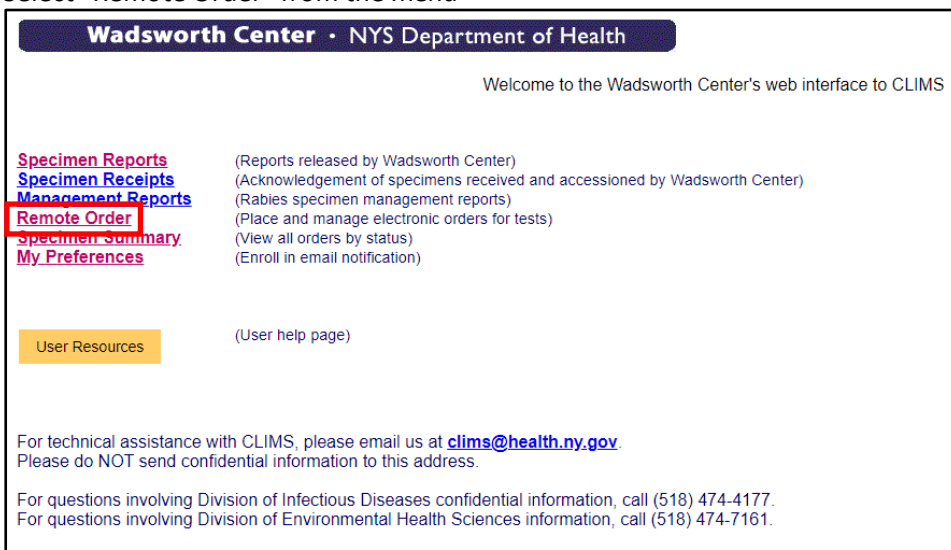Health Commerce System (HCS) account and access to the CLIMS application.

Remote Orders

How do I use Remote Order Entry (ROE) to place an order via spreadsheet upload?

1. Login to your HCS account and click on the CLIMS link (or use the Search feature) to open the CLIMS application.

2. Select "Remote Order" from the menu

(NOTE: The current version of the template and additional instructions on how to use it can be found by clicking "Download IDR Spreadsheet Template" on the Remote Order Menu below.)

3. Select "Upload IDR or COVID Spreadsheet" to order tests via a spreadsheet upload.

4. Select the Ordering Facility (if needed), click "Choose File" to open the dialog box, select the file for upload, and then click "Open."

5. Data is validated during the import and presented in a grid.
   - Click the yellow "i" icon for more information and the red "i" icon to review validation errors.
   - The "View Records with Error" checkbox can be used to select and display only records that need to be addressed.
   - Values can be edited directly in the grid by clicking on the field of interest. Or click the Edit icon to the left of the record to view and edit additional details.
   - The Export button can be used to download the spreadsheet with the changes made for a final record of submission.

The Submit button becomes available when errors are corrected. Click it to receive the Shipping Manifest which indicates the order is finalized and ready to ship.

*(NOTE: if any record in the order has a missing or future Collection Date, the entire order is treated as a Pre-Collection Order and the Shipping Manifest will **not** be created. Pre-Collection Orders are not ready to ship. Add the Collection Date(s) to finalize the order.)*

6. Print the manifest to submit with the specimen(s) using the "Print Order" button in the upper right corner. **Individual requisition forms are not needed.**