

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

## Getting Started

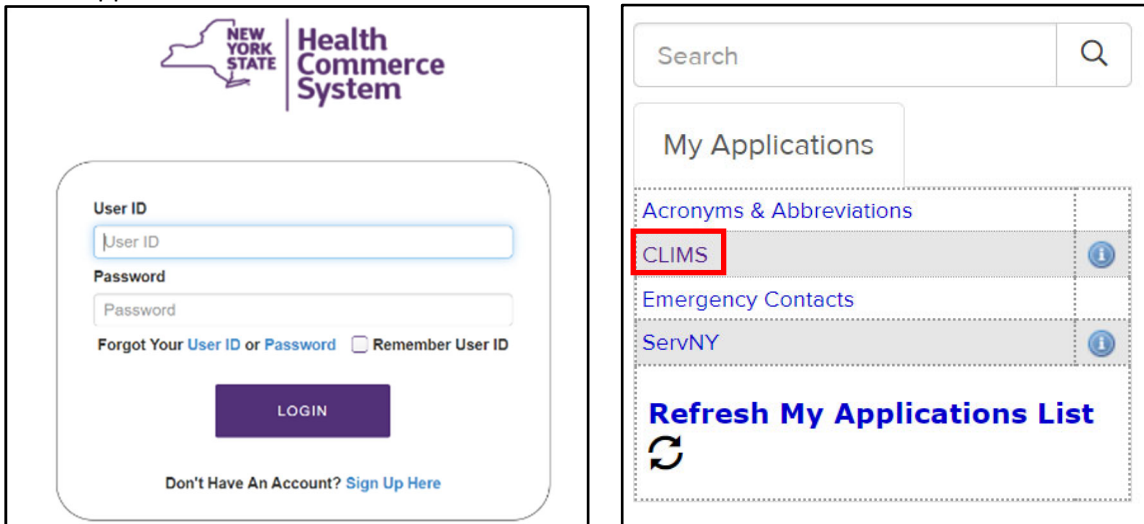
### What do I need?

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

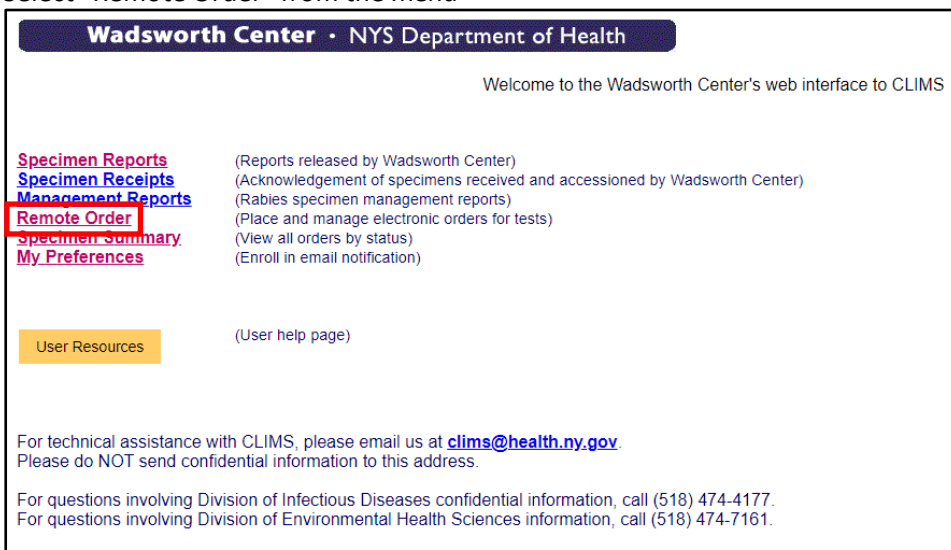
## Remote Orders

### 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.

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### Remote Order Menu

**Order Testing**

Division of Infectious Diseases  
(Human, Animal, Food, Environmental)

[Place Order \(DOH-4463\)](#)

**Upload Files**

- Upload IDR or COVID Spreadsheet** - allows upload of orders via spreadsheet
- [Upload IDR and Wastewater Files](#)
- [Download IDR Spreadsheet Template](#) - can be used for COVID test orders to Wadsworth Center

**View/Edit Orders**

- [Order Management](#) - view/edit orders for human specimens
- [Legacy - Show Pre Collection Orders](#) - animal, food, environmental and biomonitoring samples only - use Order Management for all other human specimens
- [Legacy - Show Orders Pending Receipt](#) - animal, food, and environmental samples only - use Order Management for human specimens
- [Legacy - Show Pending Shipments](#) - animal, food, and environmental samples only - use Order Management for human specimens

[Reference Guide](#) - [ROE Update](#)

[Reference Guide](#) - [legacy](#)

[Search Catalog](#)

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

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### Infectious Diseases Remote Order Entry: PFI8523 - WADSWORTH CENTER - DAVID AXELROD INSTITUTE

**Upload a file**

Ordering Facility: PFI8523 - WADSWORTH CENTER - DAVID AXELROD INSTITUTE

Laboratory report will be sent Attention To: Optional

[Choose File](#) No file chosen

[Download IDR template](#)

[IDR User Guide](#)

**Open**

This PC > Documents > CLIMS > bulk uploads

Name	Date modified	Type	Size
IDR Template upload 2023-0503.xlsx	5/5/2023 1:41 PM	Microsoft Excel W...	143 KB

File name: IDR Template upload 2023-0503.xlsx

All Files (\*.\*)

[Open](#) [Cancel](#)

- 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.

Active	ID	Test Name*	Specimen Source Type*	Suspected Agent*	Submitter Specimen ID*	Submitter Patient ID*	Collection date*	Collection time	Patient name, Last*	Patient name, First*	Patient Birthdate*	Patient Sex*	Patient State*	NYS County*
	1	Viral Encephalitis Panel-Winter Dec 1-May 31	Cerebral spinal fluid	ENCEPHALITIS CAUSING VIRUSES	123	456	05/01/2023		Monday	Amy	01/01/1980	Female	NY	Albany
	2	Arbovirus Screen, Serology, CSF	Serum	WEST NILE VIRUS	124	457	05/01/2023		Tuesday	Bill	02/02/1980	Male	NY	Albany
	3	Flavivirus Polyvalent IMA Serology	Serum	FLAVIVIRUS	125	458	05/01/2023		Wednesday	Cathy	03/03/1970	Please select	NY	Albany
	4	Flavivirus RNA by RT-PCR	Cerebral spinal fluid	FLAVIVIRUS	126	459	05/01/2023		Thursday	Douglas	04/04/1980	Please select	NY	Albany

4 of 4 records

Buttons: Submit, Cancel, Back, CLIMS Home

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.)*

- 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.**

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Shipping Manifest for WADSWORTH CENTER

Facility: WADSWORTH CENTER  
120 NEW SCOTLAND AVE  
ALBANY, New York, 12208  
Phone:518

Ship to: DAVID AXELROD INSTITUTE - WADSWORTH CENTER  
NYS DEPARTMENT OF HEALTH  
120 NEW SCOTLAND AVENUE  
ALBANY  
NY 12208

Tracking Id : SHIP\_EPL01\_MAY\_3\_2023\_02\_45\_43\_PM

Shipping Comments:

SHIP2348743

Accession Id	Specimen Id
IDR2300005930	123
IDR2300005931	124
	125

Suspected agent: ENCEPHALITIS CAUSING VIRUSES

Suspected agent: WEST NILE VIRUS

Print dialog box: Print tab - Google Chrome, about:blank, 1 sheet of paper, Destination: HP LaserJet MFP M22, Pages: All, Copies: 1, Print, Cancel