

# Wadsworth Center Laboratory Information Management System (CLIMS) Quick Start Guide – Order Management

## Getting Started

### What do I need?

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

## Order Management

### How do I view, update, or check the status of an order in CLIMS?

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

The image shows two screenshots from the Health Commerce System. The left screenshot is the login page, featuring the New York State Health Commerce System logo, a search bar, and a login form with fields for User ID and Password. Below the form are links for 'Forgot Your User ID or Password', a 'Remember User ID' checkbox, a 'LOGIN' button, and a 'Sign Up Here' link. The right screenshot shows the 'My Applications' page, which includes a search bar and a list of applications: Acronyms & Abbreviations, CLIMS, Comdir Search and Export Tool, ECLRS Lab Live Reporting, Emergency Contacts, and ServNY. A 'Refresh My Applications List' button with a circular arrow icon is at the bottom.

2. Select “Remote Order” and then “Order Management.”

The image shows two screenshots from the Wadsworth Center CLIMS interface. The left screenshot is the main dashboard, titled 'Wadsworth Center - NYS Department of Health'. It features a navigation menu with links for 'Specimen Reports', 'Specimen Receipts', 'Management Reports', 'Remote Order', 'Remote Summary', 'My Preferences', and 'User Resources'. The 'Remote Order' link is highlighted with a red box. The right screenshot is the 'Remote Order Menu' page, also titled 'Wadsworth Center - NYS Department of Health'. It displays the 'Order Testing' section for the 'Division of Infectious Diseases (Human, Animal, Food, Environmental)'. Under 'Upload Files', there are links for 'Upload IDR or COVID Spreadsheet', 'Upload ILLT and Wastewater files', and 'Download IDR Spreadsheet Template'. Under 'View/Edit Orders', the 'Order Management' link is highlighted with a red box. Other links include 'Legacy - Show Pre Collection Orders', 'Legacy - Show Orders Pending Receipt', and 'Legacy - Show Pending Shipments'. A 'Reference Guide' link is also present.

- After selecting the facility (if needed), orders are separated onto four different tabs based on their status.

Order Management

Orders for PF18523 - WADSWORTH CENTER - DAVID AXELROD INSTITUTE

Select Facility: PF18523 - WADSWORTH CENTER - DAVID AXELROD INSTITUTE Change to Legacy View

Displaying orders in Summary View

In Progress 2 Pre Collection Orders 2 Submitted 0 Received / Accessioned 0

Collapse All Submitted Orders Global Filter

Tracking Id	Source	Order Type	Total Patients	Total Samples	Staff	Last updated	Action
> SHIP_EPL01_MAY_3_2023_02_45_43_PM	IDR_SPREADSHEET New	HUMAN	4	4	EPL01	05/03/2023	
✓ SHIP_EPL01_MAY_3_2023_10_59_04_AM	IDR_SPREADSHEET New	HUMAN	5	5	EPL01	05/03/2023	


Accession Id	Submitter Patient Id	Last Name	Submitter Specimen Id	Action
IDR2300009924	456	MONDAY	123	
IDR2300009925	457	TUESDAY	124	
IDR2300009926	458	WEDNESDAY	125	
IDR2300009927	459	THURSDAY	126	
IDR2300009928	460	FRIDAY	127	

Total Records: 5  
Total Submitted Records: 2

- Orders on the “In Progress” tab have been saved by the user or automatically saved by the system before submission as a Pre-Collection or finalized order.
- “Pre-Collection Orders” have been submitted with missing or Collection Dates in the future. When specimen collection has been completed, the order can be updated and finalized for shipping.
- Orders on the “Submitted” tab have been finalized. They are ready to be shipped or have already been shipped but are not yet physically received at Wadsworth Center.
- Orders on the “Received/Accessioned” tab have been physically received and accessioned by the laboratory at Wadsworth Center, but results are not yet available.

*NOTE: When final results have been released by the laboratory, the order will no longer be available in Order Management. Results can be accessed by selecting “Specimen Reports” on the CLIMS home page.*

Additional tips:

- Quickly access the shipping manifest for finalized orders using the green truck icon. 
- Use the accordion controls to expand or collapse additional details from the order.
- Sort columns or use the search box to quickly find a record of interest.
- Open the order to view or edit additional details by clicking the hyperlink.
- Delete the entire order or specific specimens or tests within the order as needed with the red trash can icon. 