

Wyoming Public Health Laboratory Web Portal (LWP)

Quick Start Guide - Environmental



Wyoming Public Health
— **LABORATORY** —



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Edition 1.2.

This document provides a quick overview of the Lab Web Portal **functionality**. Its goal is to guide you in performing basic portal tasks, like submitting test orders to the Wyoming State Public Health Laboratory, monitoring testing progress, and accessing published reports. Its content may differ in some details from implementation to implementation.

Document Revision History

Revision	Author	Date	Status and Description
1.0.	Laura Corvin	04-21-2020	Document created.
1.1.	Andrew Sinyaver	04-23-2020	Updated screenshots and formatting.
1.2.	Elizabeth White	03-15-2022	Updated screenshots and formatting for environmental water analysis.
1.3.	Elizabeth White	01-25-2024	Added Cancellation instructions

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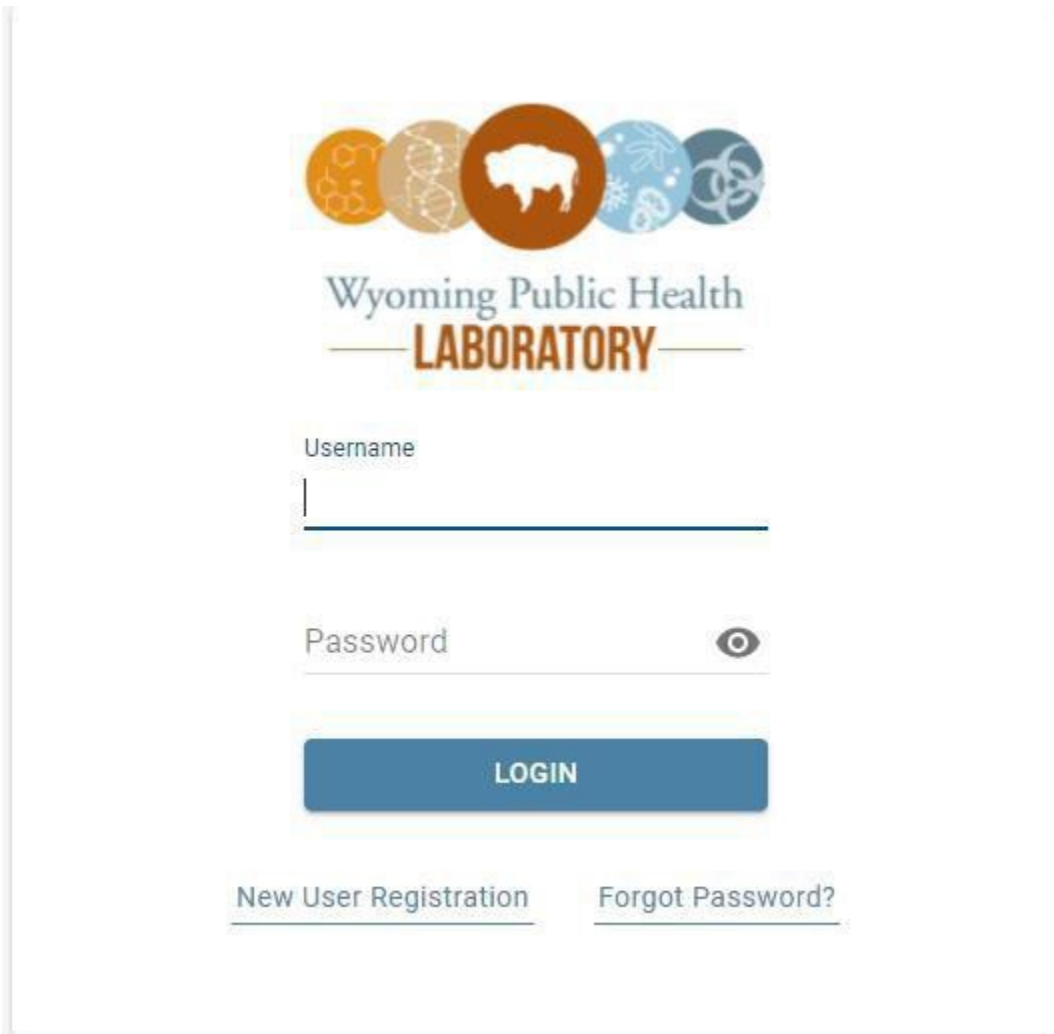
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Welcome to Lab Web Portal (LWP)

The Production URL


Access the Portal login page by using the following URL:

<https://lwp-web.aimsplatform.com/wy/#/auth/login>



Wyoming Public Health
LABORATORY

Username

Password 

LOGIN

[New User Registration](#) [Forgot Password?](#)

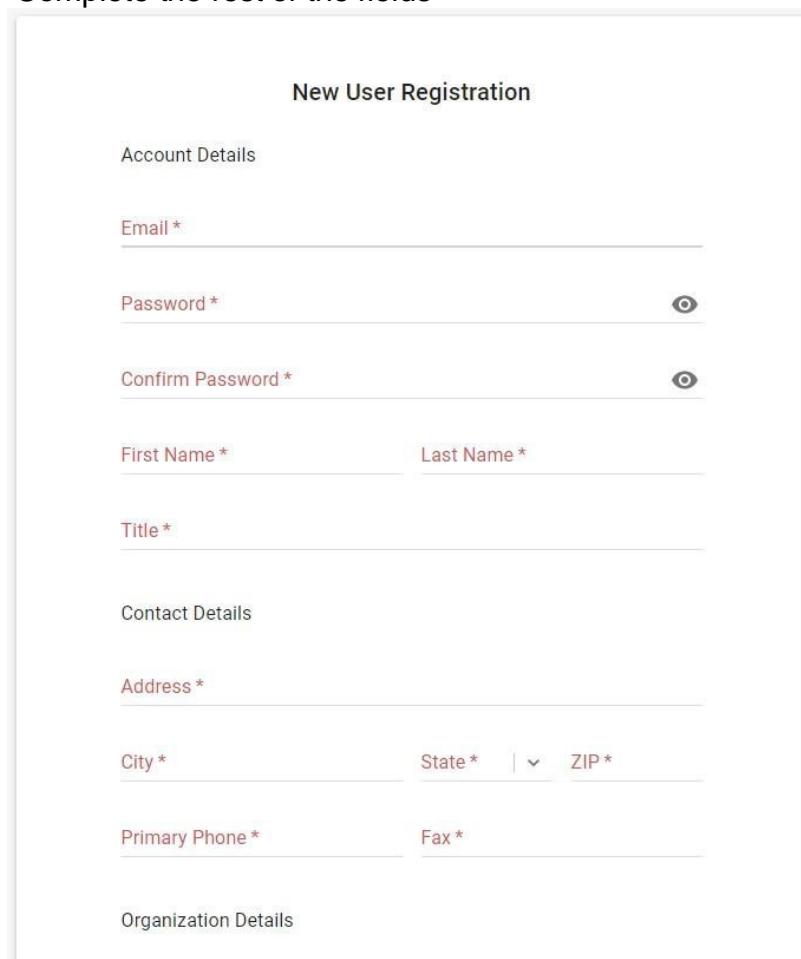
- Click **Order Support** link at the bottom of the page to view lab contacts and information on where to send your specimens.
- Click **Technical Support** link at the bottom of the page for technical support contacts.

Create New Account

1. Click **New User Registration** link under the **Login** button.



- **New User Registration** page is displayed.
 - Under the **Email** add an active work associated email, it will be used as a username.
 - Complete the rest of the fields

A screenshot of a "New User Registration" form. The form is titled "New User Registration" and is divided into three sections: "Account Details", "Contact Details", and "Organization Details".
Under "Account Details":

- Email *
- Password * (with an eye icon for visibility toggle)
- Confirm Password * (with an eye icon for visibility toggle)
- First Name * and Last Name * (two separate input fields)
- Title *

Under "Contact Details":

- Address *
- City * | State * (dropdown) | ZIP *
- Primary Phone * and Fax * (two separate input fields)

Under "Organization Details":

- Organization *

- Start typing the name of your submitting facility into **Organization** field to see if it already exists in the portal. If a match is found, select your facility from the popup list.

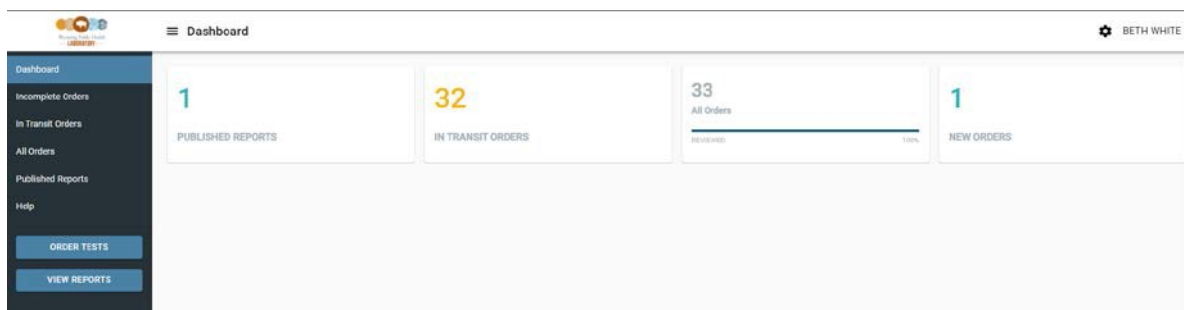
- If the name of your submitting facility is not in the **Organization** field please contact wdh-etor@wyo.gov.
- Review “Term of Use” and “Privacy Policy” documents by clicking on the links. Check the boxes next to “Terms of Use-”, “Privacy Policy” to agree. Agreement is required to request access.

The screenshot shows a web form titled "Organization Details". At the top, there is a search bar labeled "* Organization" with a magnifying glass icon. Below the search bar, a paragraph of text reads: "If your facility is not found in the Organization list above, please register as a new Submitting Facility by completing a 'Submitter Information Secure Fax Form'. You can find the SFF form on the [lab website](#)." Below this text, there are two sections for agreement. The first is labeled "* Terms of Use" and contains a checkbox followed by the text "I agree to the [Terms of Use](#)". The second is labeled "* Privacy Policy" and contains a checkbox followed by the text "I agree to the [Privacy Policy](#)". At the bottom of the form, there is a blue "SUBMIT" button and a link labeled "Return to Login".

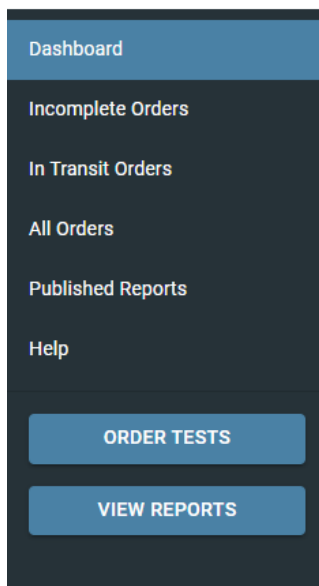
- Click on **Submit** to complete user registration process. A New User registration request will be sent to the portal admin for approval.
- Once the request is approved, the user will be notified via email and will be able to login to the portal.
- Once you have received an email indicating “Registration Received” and “Access Approved” please navigate back to the login page, type in the username and password and click on Login button to access the Portal.
- If you require access to multiple submitting accounts or sites, please contact wdh-etor@wyo.gov.

Navigating the LWP

The Navigation Panel



- **Dashboard** is the first page you will see after logging into the Portal. It is the “control center” of the LWP where you can view key performance indicators and charts, track status of the existing test order, and view published reports. The Dashboard is editable: ⚙️ click on the on the upper right corner, next to your name;

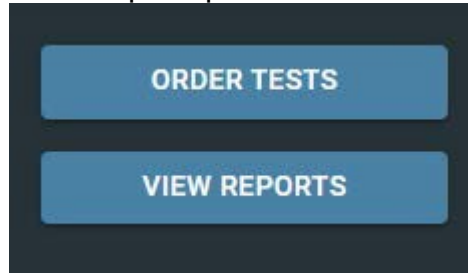


- **Incomplete Orders** – started, but not yet submitted orders;
- **In Transit Orders** – orders that have been submitted but not yet received by the lab;
- **All Orders** – all samples submitted by user organization regardless of status;
- **Published Reports** – orders with published reports. Shows all orders with published reports per user organization. Orders with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font;
- **Help** - view portal help.
- Collapse the Navigation Panel by clicking the ☰ button next to the logo in the upper left corner. This functionality applies to other pages in the portal as well.

The Call-to-Action buttons

There are 2 blue buttons on the bottom left side of the Navigation Panel.

Order Tests – order tests using a preconfigured Test Requisition Form;
View Reports – view all “unread” reports published for user organization;



The Tiles

The tiles you see on your Dashboard are your counters and key performance indicators. Click to open relevant data grids.



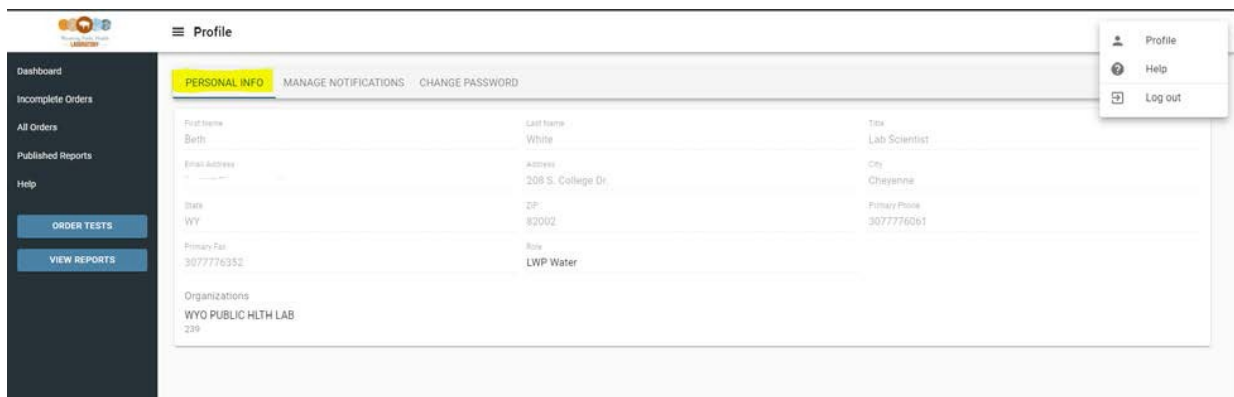
Number on top indicates total number of published reports for user organization
Progress bar indicates percentage of the “viewed” reports vs. “not viewed”.

User Drop-Down Menu

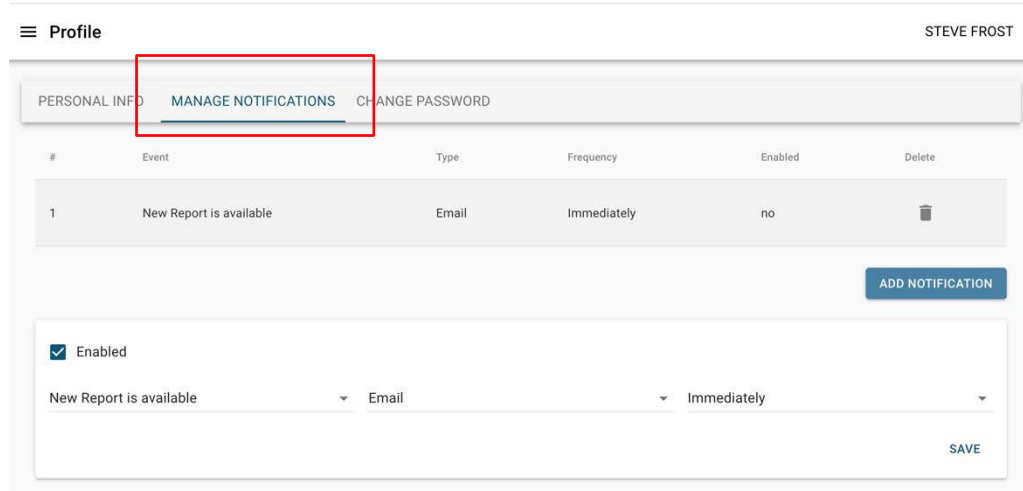
The drop-down menu on the upper right corner offers additional resources.

Profile

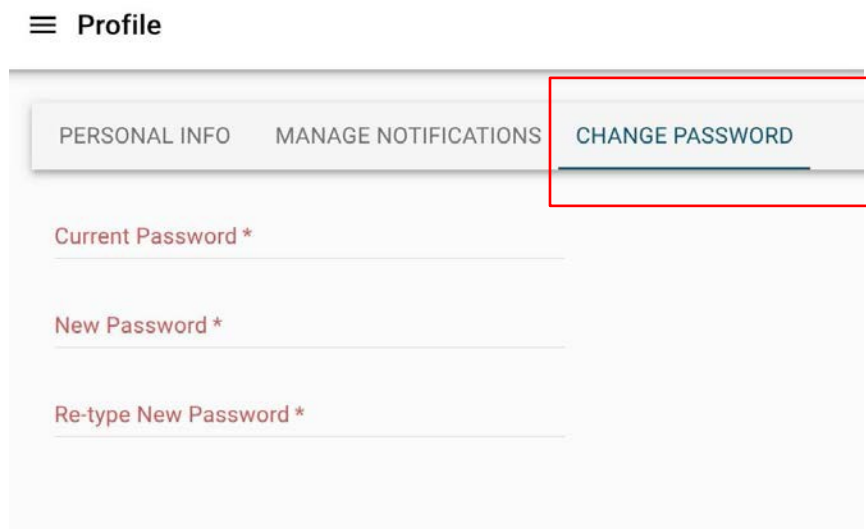
- **Personal Info** – view and edit your personal information;

A screenshot of a web application's user profile page. The page has a dark blue navigation sidebar on the left with links for 'Dashboard', 'Incomplete Orders', 'All Orders', 'Published Reports', and 'Help'. The main content area is titled 'Profile' and has a sub-header with 'PERSONAL INFO', 'MANAGE NOTIFICATIONS', and 'CHANGE PASSWORD'. The profile information is displayed in a table-like format with fields for First Name, Last Name, Title, Email Address, Address, City, State, ZIP, Primary Phone, and Row. Below this is a section for 'Organizations' listing 'WYO PUBLIC HLTH LAB' with ID '239'. A user drop-down menu is visible in the top right corner with options for 'Profile', 'Help', and 'Log out'.

- **Manage Notifications** - add personal preferences for Portal notification events;



- **Change Password** – use to change your password.



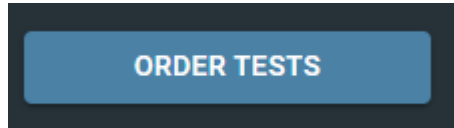
Help – Portal resources and frequently asked questions

Log out – to log out of Portal

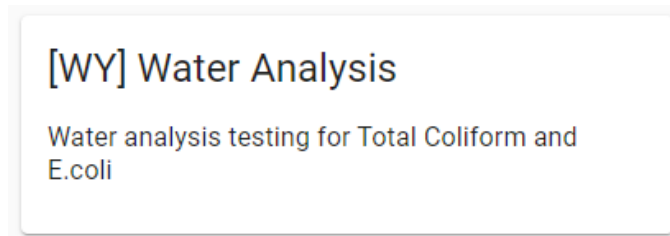
Order Tests

Test Requisition Form (TRF)

1. Click **ORDER TESTS** Call-to-Action button



2. Find the tile to the right of the Navigation Panel for the testing that you wish to order. Click on tile for Water Analysis Testing Test Request Form (TRF);



Note: The fields that are required are indicated in red with an asterisk.

- **Submitter Information section of TRF:**

Facility Name: will be based on your facility affiliation. If you are affiliated with a single facility the name will automatically be displayed. The EPA ID is automatically associated with the facility account. Contact the WPHL if you need update or make changes to facility information.

If you are associated with multiple facilities, you can choose which one to associate with the test order by clicking the **magnifying glass** button, selecting a facility from the lookup and clicking **Select**.

ACCOUNT INFORMATION			
*Facility Name		Facility ID	
WYO PUBLIC HLTH LAB		239	
Address			
MICROBIOLOGY SECTION			
City	State	Zip Code	
Cheyenne	WY	82002	
Phone Number	EPA ID		
(307) 777-7431			
Name of Contact	Contact Email		

Optional fields are available to enter the Name of Contact as well as Contact Email.

- **Sample Information section of TRF:**

Type in the **Bottle Barcode** from the barcode label on the side of the collection bottle.

Select **Sample Type** from the list of available values, if applicable provide the Original Sample ID;

Enter the **EPA Disposition** from the list of available values.

Choose the **Sampling Date and Time** from Calendar icon or type the desired date and time.

Provide the name of the sampler in the **Sampled By** field.

Please note that **Chlorine Level is required for all EPA samples.**

Choose a **Sample Collection Point** from the library by clicking the **magnifying glass** button or add a location to the library.

Note: the fields that are required are indicated in red with an asterisk.

SAMPLE INFORMATION

*Bottle Barcode

Test

Collert Test

* Sample Type

Ground Water Repeat ⓘ Routine Special

*EPA Disposition

EPA Non-EPA Recreational

* Sampling Date and Time

* Sampled By

* Chlorine Level

* Sample Collection Point

Note: When “Repeat” sample type is selected, an optional field is displayed to provide the Original Sample ID.

* Sample Type

Ground Water Repeat ⓘ Routine Special

Note: For some “Repeat” sample types a Ground Water Rule (GWR) form must be provided with submission, if required by the EPA. This .pdf will print automatically once the sample is submitted. It will need to be completed by hand and submitted with the sample. Please disregard this form if it is not required for submission by EPA. If submitting multiple repeat samples, each sample will require a new test order. You can adjust your printer settings to only print the first page of the .pdf paperwork to avoid multiple copies of the ground water rule form.

When a “Repeat” sample type is selected a notification will display in the bottom right corner of the screen. The notification must be acknowledged before submission of the sample can be completed.



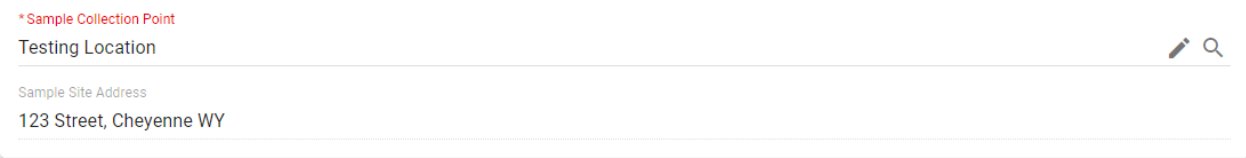
Choose a **Sample Collection Point** for the collected sample. Start by typing the sample location into the “Sample Collection Point” field and select the correct location from the displayed options;



Note: Confirm the sample collection point information matches your collection location information.

If the location of the collection point is not in the displayed options, use the **magnifying glass** icon to enter the detailed lookup. After confirming that the location is not in the system, use the **+** icon, to open the “Add Sample Collection Point” window.

Complete the “**Add Sample Collection Point**” form with all the necessary sample collection point information and click **Submit**. New location will be added to the system and related information propagated to the main form.

Note: Required fields indicated in red with an asterisk.



Edit location information by clicking on  icon.
Delete selected location information by clicking on  icon.

3. Click **Submit** button upon the completion to submit your order.

Note: If any of the required fields are not populated or populated incorrectly, an error will appear to show the missing fields. User can click on any field in the dialog to navigate to the exact place where field is located on the form to correct the issue.

Once test order is ready to be submitted, “Certification of Test Order” message is displayed. User needs to click AGREE to move forward.

Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.



Once test order has been submitted, confirmation message is displayed.

Note: The Portal Order ID (in bold below) uniquely identifies the test order in the system.

Order Placed

Your test order **OIDIL20000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.



Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

PRINT COPY ORDER CLOSE

- a. Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order except sample information.
- b. Click **Print** button to print the Order manifest in a PDF format.

Note: The barcode in the upper right corner represents the Portal Order ID.

Wyoming Public Health Laboratory 208 South College Drive Cheyenne, WY 82002	Water Analysis Date Submitted: 3/15/2022 10:48:57 AM MDT Submitted By: Beth White
	
Order ID: OIDWY22000009	
Account Information	
Facility Name: WYO PUBLIC HLTH LAB Address: MICROBIOLOGY SECTION Facility ID: 239 Phone Number: (307) 777-7431 City: Cheyenne State: WY Zip Code: 82002	
Name of Contact: _____ Contact Email: _____	
Sample Information	
Bottle Barcode: 123465 Test: ColiIert Test Sample Type: Routine EPA Disposition: Non-EPA Sampling Date and Time: 3/14/2022 10:24:00 AM MDT Sampled By: BEth Chlorine Level: 2 Sample Collection Point: that place with the water Sample Site Address: 12346	
THIS AREA FOR LAB USE ONLY	Set up Date _____ Time _____ Initials _____ Read Date _____ Time _____ Initials _____ Results _____ TC Results _____ EC Results _____
Call/Rejection log: Name of Contact _____ Date _____ Time _____ Initials _____	
<input type="checkbox"/> BP Invalid Sampling Point <input type="checkbox"/> BP Broke in Transit <input type="checkbox"/> CL Chlorine Present <input type="checkbox"/> EH Exceeds Holding Time <input type="checkbox"/> FZ Frozen Sample <input type="checkbox"/> HS Excessive Headspace <input type="checkbox"/> IN Insufficient Information <input type="checkbox"/> IP Improper Sampling <input type="checkbox"/> LA Lab Error <input type="checkbox"/> LT Leaked in Transit <input type="checkbox"/> VO Insufficient Volume <input type="checkbox"/> UR Unsatisfactory Result	
COMMENTS: 	

Ground water rule form will print with requisition, if applicable

WY and Tribal Ground Water Rule (GWR)

TRIGGERED GROUNDWATER SOURCE SAMPLING FORM

Sampler(s) Section (For field sampler use only)

Reminder: Collect GWR source samples anytime you have a routine RTCR positive result. Collect the same number of samples from each active groundwater source as the number of routine TC+ results received (e.g., if you have two routine TC+ results, you will need to collect two source water samples from each active groundwater source). Write the correct Sample Point Code on the form below (e.g. GWR WL), which may be found in the yearly Monitoring and Reporting Requirements document sent to all systems. The GWR source samples are in addition to your RTCR repeat samples. You cannot use RTCR samples as a GWR source sample, or vice versa.

Public Water System (PWS) Name:				Sampler's Name:			
PWS Identification Number (PWSID):				Cell Phone Number:			
PWS Street Address:			City:	State:	Zip Code:		
Comments: (List sources that were inactive or any other information regarding why all groundwater sources were not sampled)							
Sample Collection		Sample Point Code		Groundwater Sample Type- Check One			
		(Found in the yearly Monitoring and Reporting Requirements document in the GWR section.)		Triggered - 1st source sample(s) after being notified of a routine RTCR positive Additional Routines - Required 5 source samples after a GWR EC+ routine result Replacement- If a sample wasn't analyzed previously (e.g. over holding time)			
Date	Time			<input type="checkbox"/> Triggered	<input type="checkbox"/> Additional Following EC+	<input type="checkbox"/> Replacement	
				<input type="checkbox"/> Triggered	<input type="checkbox"/> Additional Following EC+	<input type="checkbox"/> Replacement	
				<input type="checkbox"/> Triggered	<input type="checkbox"/> Additional Following EC+	<input type="checkbox"/> Replacement	
				<input type="checkbox"/> Triggered	<input type="checkbox"/> Additional Following EC+	<input type="checkbox"/> Replacement	
				<input type="checkbox"/> Triggered	<input type="checkbox"/> Additional Following EC+	<input type="checkbox"/> Replacement	
Sampler(s) name (Print):			Sampler(s) signature:			Date signed:	

Laboratory Section (For laboratory use only):

Laboratory Name:			Laboratory Phone Number:			Date/Time Sample Received:			
Lab Specimen ID	Sample Location	Analytical Method Used	Total Coliform P/A/NA	E. coli P/A/NA	Analysis Start		Analysis Complete		Comments
					Date	Time	Date	Time	

A printed copy of the manifest should always accompany the specimen when possible.

The Order manifest can be accessed at any point by clicking on the value under Portal Id column in the **All Orders** data grid.

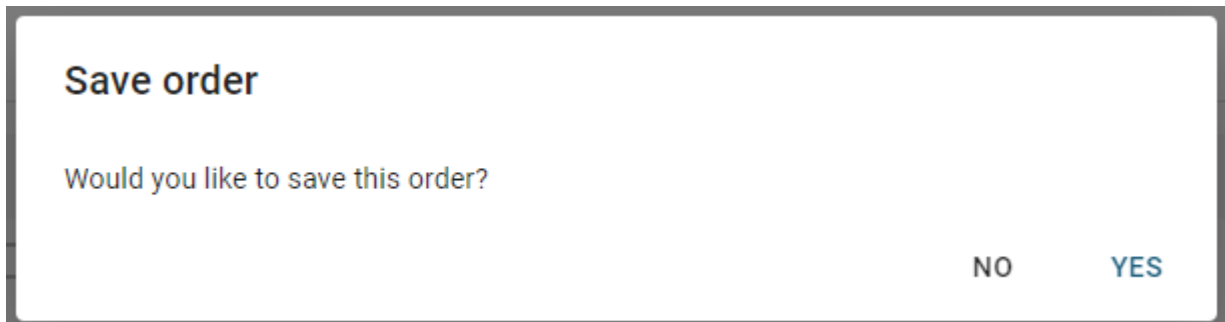
Saving Test Orders

Incomplete test orders can be saved to be completed and submitted later.

- Click the **Save** button in the bottom right corner of the TRF.



- Click **Yes** in the dialog below.



Confirmation message is displayed.

Note: The Portal Order ID uniquely identifies test order in the system.



The saved order will be placed in the **Incomplete Orders**. A navigation link will be accessible on the **Dashboard**.

To retrieve the saved order, go to the **Incomplete Orders** navigation link, locate the order record and click on it.

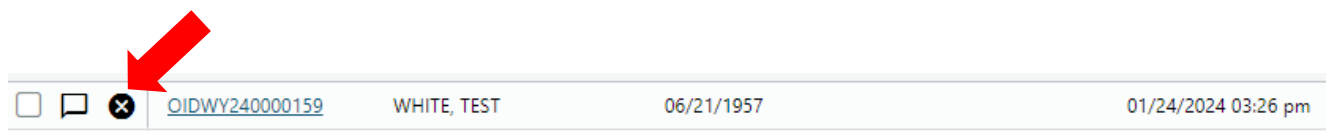
To discard saved order, click on  icon.

Canceling Orders

Test orders can be only be cancelled if sample are still 'In Transit'. To cancel a test order select the 'In Transit' tile from the dashboard.



Locate the sample that you want to cancel and click the circle with the X in the middle.



Complete the reason for the cancellation. This will be displayed in the comments section on the portal.

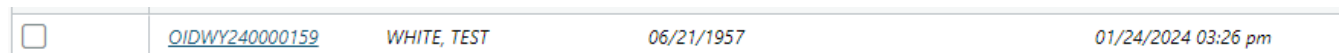
Cancel Order

Once order is cancelled it can't be brought back. Continue?

* Reason

NO YES

The canceled samples will display greyed out and italicized.




Note: Canceled submissions cannot be brought back. If you accidentally cancel a test you will need to resubmit the sample.

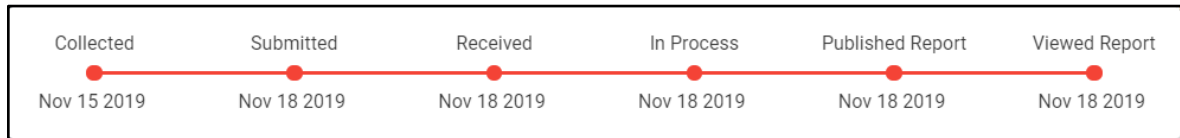
Accessing Orders and Reports

Tracking Order Status

To see a status of your test order, open **All Orders** grid, locate your order and look for a value in the **Status** column. It can be one of the following:

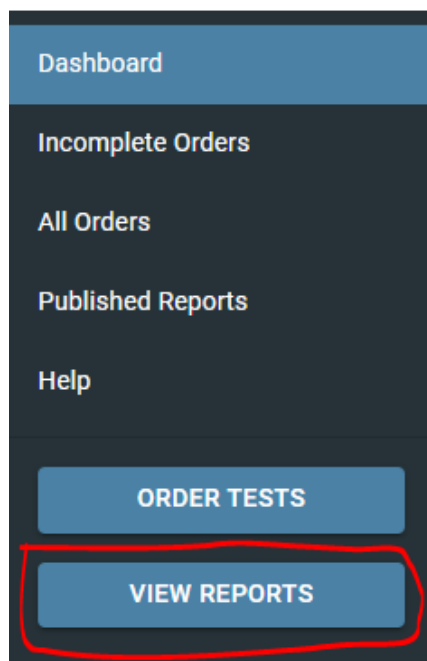
- **InTransit** – order has been submitted but not yet received by the lab
- **ReceivedInLab** – order has been received in lab but not yet tested
- **InProcess** – order is being tested by the lab
- **Released** – testing is done, order is released, results reports published
- **Canceled** – order is canceled

To view order related events across time, open **All Orders** grid, locate your order and hover over  icon:




Viewing Reports

Click the **VIEW REPORTS** Call-to-Action button in the navigation bar to view new (i.e. unread) published reports.

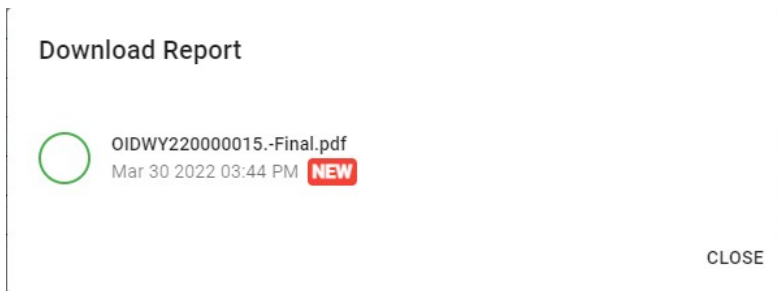



The **Unread Reports** grid is displayed.

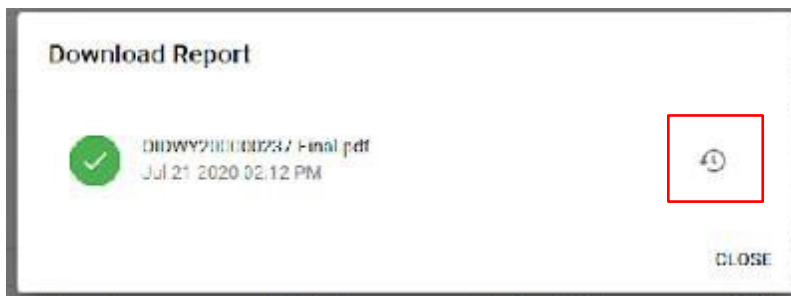
- Unread orders are displayed in bold.
- Once report has been viewed, the order disappears from the Unread Reports grid and moves to the Published Reports grid.
- Click on  icon to view all published reports associated with an order.


Note: Latest report always appears on top.

Unopened report will have a “NEW” tag in red and no checkmark inside the green circle. The type of the report (Final, etc.) will be displayed as a part of the PDF name.



Use  to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)





Click on  icon to share published report with a 3rd party. Populate Subject, Email addresses, Message and click Submit

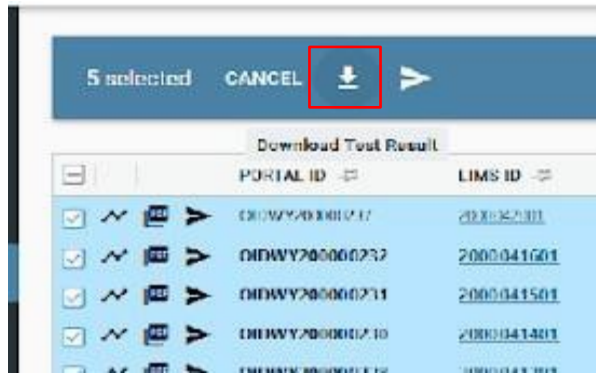
Published Reports BETH WHITE

Quick Search

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PORTAL ID	SPECIMEN ID	SAMPLING DATE	DATE RECEIVED	OUTCOME	DATE RELEASED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000022	2200003001	03/30/2022 11:00 am	03/31/2022 03:33 pm	Please see attached report	03/31/2022 03:37 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000021	2200002801	03/30/2022 12:25 pm	03/31/2022 03:33 pm	Please see attached report	03/31/2022 03:37 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000020	2200002801	03/31/2022 11:25 am	03/31/2022 03:33 pm	Please see attached report	03/31/2022 03:37 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000017	2200002501	03/30/2022 02:17 am	03/30/2022 03:37 pm	Please see attached report	03/30/2022 03:43 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000016	2200002401	03/29/2022 06:17 am	03/30/2022 03:37 pm	Please see attached report	03/30/2022 03:43 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000015	2200002301	01/30/2022 09:26 am	03/30/2022 03:20 pm	Please see attached report	03/30/2022 03:43 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000014	2200002201	03/30/2022 09:18 am	03/30/2022 03:37 pm	Please see attached report	03/30/2022 03:43 pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIDWY220000012	2200002001	03/30/2022 09:01 am	03/30/2022 09:11 am	Please see attached report	03/31/2022 03:37 pm


Note: Recipient will get temporary access to the portal to download shared reports.

To download or share multiple reports at once, select multiple orders and then click on  to download a single PDF with multiple reports  or to share multiple reports at once. Reports can also be viewed in the **All Orders** data grid.



Data grids


Click on any column in the grid to order by it. To order by multiple columns, click and hold Shift and click on the columns to order.

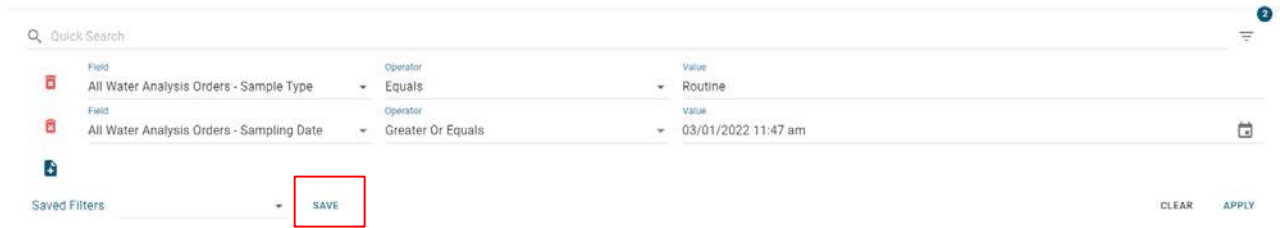
Click on  to pin one or multiple columns to the left side of the grid.

Quick Search

Use “Quick Search” box at the top to search across all columns in the grid:

	PORTAL ID	SPECIMEN ID	SAMPLING DATE	DATE SUBMITTED	FACILITY NAME	STATUS	OUTCOME	SAMPLE TYPE	BOTTLE BARCODE	DATE RE
<input type="checkbox"/>	>	QIDWY220000022	03/16/2022 09:48 am	03/17/2022 10:12 am	WYO PUBLIC HLTH LAB	InTransit		Repeat	1456451	
<input type="checkbox"/>	>	QIDWY220000022	03/15/2022 09:08 am	03/16/2022 05:09 am	WYO PUBLIC HLTH LAB	InTransit		Ground Water	test	
<input type="checkbox"/>	>	QIDWY220000023	03/16/2022 04:31 am	03/16/2022 04:33 am	WYO PUBLIC HLTH LAB	InTransit		Ground Water	1	
<input type="checkbox"/>	>	QIDWY220000024	01/19/2022 03:53 am	01/19/2022 03:58 am	WYO PUBLIC HLTH LAB	InTransit		Special	3	
<input type="checkbox"/>	>	QIDWY220000023	01/19/2022 03:53 am	01/19/2022 03:58 am	WYO PUBLIC HLTH LAB	InTransit		Special	3	
<input type="checkbox"/>	>	QIDWY220000023	01/19/2022 03:53 am	01/19/2022 03:56 am	WYO PUBLIC HLTH LAB	InTransit		Repeat	3	
<input type="checkbox"/>	>	QIDWY220000021	01/19/2022 03:53 am	01/19/2022 03:53 am	WYO PUBLIC HLTH LAB	InTransit		Ground Water	3	
<input type="checkbox"/>	>	QIDWY220000024	01/12/2022 11:40 am	01/12/2022 11:39 am	WYO PUBLIC HLTH LAB	InTransit		Ground Water	www	
<input type="checkbox"/>	>	QIDWY220000022	01/12/2022 11:20 am	01/12/2022 11:18 am	WYO PUBLIC HLTH LAB	InTransit		Repeat	8-888	
<input type="checkbox"/>	>	QIDWY220000022	01/12/2022 08:09 am	01/12/2022 08:08 am	WYO PUBLIC HLTH LAB	Pending Review		Ground Water	test	05/07
<input type="checkbox"/>	>	QIDWY210000127	11/17/2021 10:37 am	11/17/2021 10:37 am	WYO PUBLIC HLTH LAB	InTransit		Special	14564	
<input type="checkbox"/>	>	QIDWY210000106	11/17/2021 10:30 am	11/17/2021 10:37 am	WYO PUBLIC HLTH LAB	InTransit		Ground Water	213123	

Click on  button to open filter panel for advance search options like searching on multiple fields at the same time, use date ranges, etc.



Use the SAVE button to save filters for repeated searches.