LIMSNET: A HOW-TO GUIDE FOR SAMPLE SUBMISSION
Objectives

- Demonstrate how to successfully log in to LIMSNet
- Successfully and correctly log samples into LIMSNet
- Successfully print cover-page and ship samples to ISDH Laboratories
- Show how to troubleshoot cover-page
- Successfully search for results in LIMSNet
- Demonstrate how to change and update personal information
Contact Information

EMAIL: LIMSAppSupport@isdh.in.gov

Help Desk Phone: (317) 921-5506

– **DO NOT** leave a message
– Please email or call again
LOGGING IN
Logging Into LIMSNet

https://eportal.isdh.in.gov/LIMSNET/Login.aspx

- Login to LIMSNet with your User Name and Password acquired from the LIMSNet Helpdesk

- Below the Login, are announcements which may be important to your work; please read these daily for updates

Your password **MUST** be reset every 2 MONTHS

This Friday, 4/14/2017 is the Good Friday Holiday. Lab will be closed

2/3/2017 – HIV-1 and HIV-2 antibody confirmatory test

Dear Submitter,

To provide your patients/clients with the best possible diagnostic care, we will be transitioning our HIV-1 and HIV-2 antibody confirmatory test from the Bio-Rad Multisport platform to the Bio-Rad Genexus platform on February 6th, 2017. The primary reason for this change is due to the discontinuation of Multisport confirmatory test by the manufacturer. The HIV Multisport confirmatory test has been replaced with the Genexus HIV 1/2 Supplemental Assay by Bio-Rad. The Bio-Rad Genexus HIV 1/2 Supplemental Assay will continue to provide the same high quality FDA approved HIV-1 and HIV-2 antibody confirmatory testing previously provided by the Bio-Rad Multisport platform. Serum specimens will be shipped at room temperature or on ice (2-8°C) to the ISDH Laboratories and must be received within seven (7) days of specimen collection.
Problems Logging In

If you see the following error message:

- Your user name and/or password is incorrect, or

- Your password has expired
  - [Click here](#) for a password reset email to be sent to you, or
  - [Call](#) the Helpdesk at 317-921-5506
ENTERING A SAMPLE

(EXAMPLE: Rabies)
Using LIMSNet

Click the drop down menu under “Log new test”. Choose desired test (in this example we will be completing Rabies request form)
Sample Demographic Information

Enter all required data noted by red asterisks "*"

If you have an internal Sample ID, or name of pet, enter it here.

Note: LIMSNet updates may result in additional red asterisks "*"
Sample Information

**Please provide as much sample information as possible. If unknown, please type UNKNOWN**

Enter required information as indicated by red asterisks “*”, along with any other relevant information.
Clinical Information-Animal

Continue to enter all known information. At the bottom, click "SAVE".

When submitted correctly, this message will display

**Success fully created test**

**NOTE**: If you do not see this message, please review the form/enter missing and/or required information, then click “SAVE” again.
SUBMITTING A SAMPLE

Printing Cover Page
Submitting a Sample

Click on Submit Tests

When you are ready to send a sample(s) to the ISDH Laboratories, select the desired entries under the SEND COLUMN and click on SUBMIT CHECKED SAMPLES.

You may EDIT/DELETE a test request from here.
Printing Cover Page

- After clicking Submit Checked Samples, a “Pop-Up” containing the Cover Page will appear.

- It contains a bar code and information for each sample.

**PRINT** this page and include it with your sample submission.

**PLEASE DO NOT WRITE ON THIS COVER PAGE.**

**NOTE:** No other paperwork is necessary with sample submission.
Troubleshooting Cover Page

If your cover page pop-up doesn’t appear, the pop-up blocker on your computer may be turned on. You may either turn it off, or follow these instructions:

1. Click on **Packages**
2. Click on **Cover Page** for appropriate sample or ship date
3. Check Pop-Up blocker on your computer, allow pop-ups for this site
TEST RESULT
SEARCH
Test Result Search

1. Enter Collection Date range and first and last name of exposed person (if applicable). Select test type.
2. Click Released radio button for completed results search only
3. Click **Search** button
Select report from list, and click “view” to print. Be sure status is “Released”. A pop-up window will appear with your report. You may print from that screen by hovering at the bottom, or by right-clicking.
SAMPLE INTEGRITY
Sample Collection

Sample Types:
- Animal head
- Bats (whole animal)

Packaging:
- Place sample in leak-proof container
- Place leak-proof container in insulated shipping carton with cold packs (do not use wet ice)
- Place LIMSNet Cover Page in separate zipper baggie, then place in shipping container
- Ship to laboratory ASAP, via courier, UPS, or FedEx
Sample Storage

All samples should be stored refrigerated (2-8°C) until shipped

- Freezing is not recommended, thawing may delay testing for up to 24 hours
- Samples should be submitted via LIMSNet
- ISDH Rabies sample collection and transport guidance:
CHANGING YOUR PERSONAL SETTINGS
Personalized Settings

In “Personalized Settings”, you have 3 options:
1. Change My Password
2. Change My Personal Information
3. Change My Password Recovery Question
Change my Password

Profile Settings

- Change My Password
- Change My Personal Information
- Change My Password Recovery Question

Passwords must contain all of the following:

- 1 Lowercase letter
- 1 Uppercase letter
- 1 Number
- 1 Character (non-letter or number)

And be a minimum of 8 characters long.

*All fields are required

Current Password:
New Password (15 characters max):
Verify Password:

Enter your current password BEFORE you enter your new password.
Change My Personal Information

*All fields are required
First Name: Jyl
Last Name: Madlem
Email Address: jmadlem@isdh.in.gov

You may also check this box to SUBSCRIBE TO EMAIL NOTIFICATIONS, allowing you to receive an email when a test result is posted.

If any changes are made, you must click on "UPDATE MY INFORMATION" here.

Your name/email may be updated here.
Change My Password Recovery Question

To change your recovery question/answer:
1. Enter your current password
2. Choose your question from the list
3. Provide your recovery answer.

When finished, click “UPDATE”.

*All fields are required
Current Password: 
Password Recovery Question: What is the name of the street you grew up on? 
Password Recovery Answer: 
Update
Contact Information

- Rabies Supervisor: Mark Glazier
  - mglazier@isdh.in.gov / 317-921-5842

- Rabies Microbiologist: Rhonda Stidham
  - rstidham@isdh.in.gov / 317-921-5834