IDR Spreadsheet Upload

Access IDR or COVID Upload Screen

1

Specimen Rec
Management F
Remote Order
Specimen Sun
Mv Preference
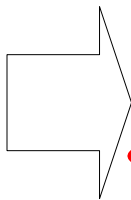
Division of Infectious Diseases
(Human, Animal, Food, Environmental)

Place Single Order (DOH-4463)

Place Multiple Orders

2

- **Upload IDR or COVID Spreadsheet**
- **Upload a File** - supports additional/alternate file types
- **Download IDR Spreadsheet Template** - This can be used for COVID reporting as well

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Upload an IDR or COVID Spreadsheet

Infectious Diseases Remote Order Entry:

Upload a file

3 Facility Selection

Note: If user has multiple facilities, they must select one to work with

Ordering
Facility :

Select Facility

Choose File No file chosen   **4** Select File

Get blank
Template

Download IDR template

IDR User Guide ← View IDR User Guide

Note: Users can upload IDR spreadsheets or legacy COVID spreadsheets version from 9 to 13

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PFI0000 - INTERNAL TEST FOR EPTRS

Choose File IDR Template.xlsx

Note: Uploaded file will be validated with results displayed in grid

Importing and validating data, this may take a while ... Please wait!

Results displayed for uploaded IDR or COVID spreadsheet

6 Uploaded spreadsheet displays in grid for review

Display only rows with errors

Fields with incorrect or missing data highlighted

☑ View Records with Errors

Action	ID	Test Name*
✎	1 ⓘ	Dengue Virus
✎	4 ⓘ	Gastroenteric Virus Culture
✎	10 ⓘ	Legionella Identification Isolate

3 of 10 records

Selecting icon shows details of all errors in row

☐ View Records with Errors   List of Human Records   ⬇ Export

Action	ID	Test Name*	Specimen Source Type*	Suspected Agent*	Submitter
✎	1 ⓘ	Dengue Virus	Aspir...		0
✎	2	Antifungal Susceptibility Testing for CDC ARLN	Artificial Sample	...ngal	0:
✎	3	Blastomyces dermatitidis Identification	Aspirate	Blastomycer	0:
✎	4 ⓘ	Gastroenteric Virus Culture	Axilla Swab		0
✎		Encephalitis Testing		Encephalitis	0:
				FRANCISELLA TULARENSIS	0:

Invalid Data ✕

Please check errors on row 4 for columns:
Suspected Agent *
and check length for field(s):
Patient name, First*

Close

Search tool can filter results in grid, record count will display filtered count

🔍 Search ✕

10 of 10 records ⟹ 1 of 10 records

Pagination controls allow selecting number of records per page to show

⏮ ◁ 1 ▷ ⏭ 25 ⌄

| 10 |
| 25 |
| 50 |
| 100 |

Special Instructions include shipping instructions and requirement of Pre-Approval

— Special Instructions

Collapse/Expand Special Instructions

Flavivirus RNA by RT-PCR : - For potential travel relat...
'Non-Permitted Lab Test Request' approval from the ...
2892 or 518-474-4177 prior to submitting specimens. ...
Brucella species Identification : - Notify the Wadswor...

Ordering

Export allows user to download current data into an Excel file

Users can update values directly in the grid or via the details window

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View Records with Errors		List of Human Records			⬇ Export
Action	**ID**	**Test Name***	**Specimen Source Type***	**Suspected Agent***	**Submitter**
✏	1 ⓘ	Dengue Virus	Aspirate	stuff	0
✏	2	Antifungal Susceptibility Testing for CDC ARLN	Artificial Sample	Fungal	02
✏	3	Blastomyces dermatitidis Identification	Aspirate	Blastomycer	02
✏	4 ⓘ	Gastroenteric Virus Culture			0
✏	5	Encephalitis Testing Summer Panel (June 1 thru November 30)	Amniotic fluid	Encephalitis	02
✏	6	Francisella tularensis Identificati		FRANCISELLA TULARENSIS	02

Blank Suspected Agent with no default will be left blank on import

Blank Suspected Agent values will be auto-populated on import

Displays detail window for selected record

Detail Window

Accordion sections with individual record's data

❯ Test Information
❯ Provider Information
❯ Patient
❯ Patient Address
❯ Patient Work
❯ Race / Ethnicity
❯ Demographic Information
❯ Exposure Information
❯ Other Information

Expand or collapse all accordion sections

✔ Expand All Accordions

Note: records with errors will automatically expand accordion sections containing errors

⌄ Test Information

Test Name: *   Please select Test
                    Test Name is required.

Submitter Specimen ID: *   021120-1

Required items indicated with red astrisk
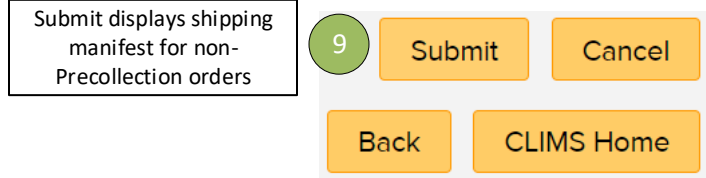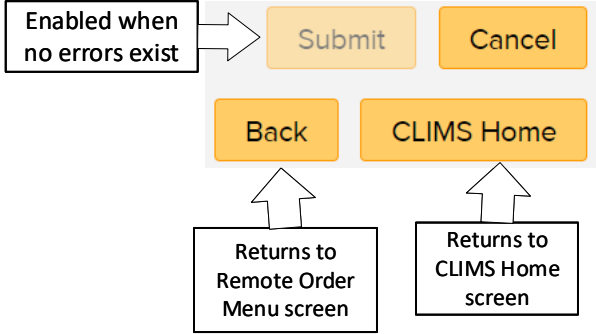
Errors indicated with red text

Retain changes and return to results grid

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Update   Cancel

Discard changes and return to results grid

Enabled when no errors exist → Submit Cancel

Back CLIMS Home

Returns to Remote Order Menu screen

Returns to CLIMS Home screen

Submit displays shipping manifest for non-Precollection orders

9 Submit Cancel

Back CLIMS Home

Shipping manifest displays for orders not Pre-Collection

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Opens Print window allowing printing or saving as PDF → Print order

Shipping Manifest for ALBMEDPED - ALBANY MEDICAL CENTER PEDIATRIC INFECTIOUS DISEASES

Facility : ALBMEDPED - ALBANY MEDICAL CENTER PEDIATRIC INFECTIOUS DISEASES
22 NEW SCOTLAND AVENUE
ALBANY New York 12208
Phone: (518) 262-5332 Fax (518) 262-5301

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

Submitter shipment Id : SHIP_AXP19_AUG_3_2021_04_00_PM

Shipping Comments:

SHIP1835906

Comments print on Shipping Manifest

Accession Id	Specimen Id	Source	Patient Name/ MRN	DOB	Sex		Tests Requested
IDR2100053566	021120-1	Aspirate	SHMOE	10/04/1956	Male		SARS-CoV-2 Test Genome Sequencing
IDR2100053567	021120-2	Artificial Sample	DORCHESTER	09/03/1988	Female	07/12/2021	SARS-CoV-2 Test Genome Sequencing
IDR2100053568	021120-3	Aspirate	WAYNEVILLI	08/05/1945	Unknown	07/12/2021	Blastomyces dermatitidis Identification
IDR2100053569	021120-4	Axilla Swab		07/02/1977	None Assigned	07/12/2021	Gastroenteric Virus Culture

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Help Page can be accessed from the Remote Order Entry menu for additional information

IDR Spreadsheet Template

Use Microsoft Excel or other spreadsheet software to enter data for multiple Infectious Diseases Requisition (DOH-4463) orders for Human Specimen testing.

- Submission of bulk orders can be done more efficiently, compared to manually entering these one at a time in CLIMS.
- Data entry can be performed offline (no internet connection is needed for data entry).
- You can collect, store, and prepare samples over a period of time, and upload your final submission when you are ready to ship samples to Wadsworth.
- Organizations that have technical expertise can extract and format data from their LIMS or other system, potentially avoiding the need for manual data entry.

Please note that this feature is intended to be a convenience for bulk order submission. Prior to uploading your orders, you must familiarize yourself with sample preparation and submission instructions provided in Wadsworth Center's **Test Catalog**

View the Test Catalog

Constraining the Template

You can download a universal **IDR Spreadsheet Template** wh   mple submissions. Because it supports many diverse scenarios, most users will want to work with a constrained version of the template. Once you create or acquire a constrained temp   y and reuse that constrained template for your submissions.

Current version of the full IDR Template

For certain outbreaks, contracts, and special projects, Wadsworth Center laboratory staff may provide you with a constrained template that is pre-configured to streamline the submission process for you.

If you are creating your own constrained template, please follow these guidelines to ensure that your completed spreadsheets can be uploaded:

1. Do NOT remove predefined cell formatting or validation rules.
2. Do NOT insert or delete any columns. To make your constrained template easier to use, feel free to pre-populate and/or hide any columns you will not use during routine data entry.
3. Do NOT modify or delete the first two rows of the spreadsheet. By default, row 2 is hidden; your data will start on row 3.
4. The "Lists" worksheet of the template contains the set of currently supported codes (for Test, Specimen Type, etc.). Do NOT modify any entries in this tab.
5. You can use the "ShortLists" tab to capture subsets of codes you will use most frequently. For example, you can create a Short List containing Serum and Cerebral spinal fluid, if you only will submit those two types of samples. Please do NOT alter or add entries in the ShortLists tab that are not also available in the full List.
6. Using ShortLists for data entry can be enabled or disabled by selecting the checkbox associated with the Test Name, Specimen Source Type, and Submitted in/on columns.

Help For IDR Spreadsheets:

- **How To Upload IDR Spreadsheet**

Opens the user guide

Upload IDR or COVID Spreadsheet
Remote Order Menu

Opens the Upload IDR or COVID Spreadsheet screen