

Job Aid – Managing e-Orders in OLIS-MORE

This job aid provides step-by-step instructions on how to manage e-orders within the OLIS-MORE application.

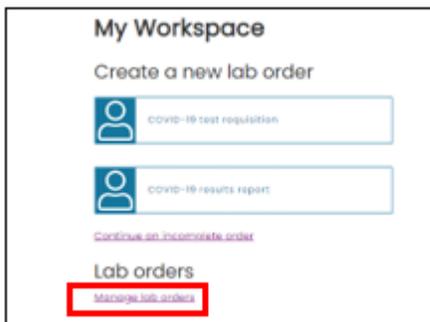
The Lab manifest acts as a packing slip for the site and lab, identifying specimens that have been sent to the lab in the transport box to ensure they have received the correct and total specimens for resulting.

The Lab manifest assists a site, particularly those with high volumes, in tracking the status of test requisition orders and specimens and identifying which have been sent to the lab for testing.

My Workspace - Lab Orders

Users with Test Requisition enrolment can view and manage e-orders.

- From My Workspace, click the Manage lab orders link to go to the Requisitions tab.



Manage lab orders

Requisitions Manifests

Destination lab: The Hospital For Sick Children - 4159 Status: All Date range: Last 14 days

Last updated: 2022-08-29 13:58:49 [Refresh list](#)

0 records selected Select records to perform bulk actions ⓘ

Order ID	Created	Patient	Patient setting	Status	Manifest ID	Submitted by
<input type="checkbox"/> SUN3MOVZA	2022-08-29 12:14	AAFPTeal, Clare	Assessment centre	Send to lab	4159000051	Rehal, Gunjan
<input type="checkbox"/> PQAXHWRHW	2022-08-24 16:57	AAFONavy, Royal	Assessment centre	Send to lab	4159000050	Rehal, Gunjan
<input type="checkbox"/> PHX7GNJAN	2022-08-19 15:00	AAFPTeal, Clare	Assessment centre	Send to lab	4159000050	Rehal, Gunjan
<input type="checkbox"/> YWV5MBZU5	2022-08-17 15:09	AAFONavy, Royal	Assessment centre	Send to lab	4159000049	Rehal, Gunjan
<input type="checkbox"/> GAYDZB2V	2022-08-15 14:29	AAFONavy, Royal	Assessment centre	Specimen Collected		Rehal, Gunjan

Show 50 records First Previous 1 Next Last

Showing 1 to 5 of 5 records

Requisitions tab

The Requisitions tab displays a list of requisitions that have been completed. From here users can select Destination lab, Status and Date range. Users can assign or re-assign requisitions to a manifest, and remove them from a manifest by clicking on the box beside the order ID.

When the user selects the **Requisitions** tab for the first time, the Destination lab will be displayed in alphabetic order for the site to select the lab you will be transporting the specimen to for testing.

Note: You can only assign or re-assign a requisition to a manifest if the requisition (lab order) has a status of **Specimen collected** or **manually printed**.

Destination lab: OUS Lab2 - 992 Status: All Date range: Last 14 days

Last updated: 2022-08-17 14:56:30 [Refresh list](#)

0 records selected Select records to perform bulk actions ⓘ

Order ID	Created	Patient	Patient setting	Status	Manifest ID	Submitted by
<input type="checkbox"/> BN6HBB7EY	2022-08-15 15:30	AAFONavy, Royal	Assessment centre	Specimen Collected		Bajaj, Nivedita
<input type="checkbox"/> M7GWVWRW4A	2022-08-12 15:06	TestPatientLN, TestPatientFN	Assessment centre	Specimen Collected		Bajaj, Nivedita

Select **Destination lab:**

Manage lab orders

Requisitions Manifests

Destination lab: In-Common Laboratories - 5800 Status: All Date range: Today

Last updated: 2022-08-29 14:06:01 [Refresh list](#)

1. Select **Status:** options are:

- Manually printed
- Specimen collected

- Assigned to manifest
- Sent to lab
- All (default)

2. Select Date range:

- Select a date range over the last 14 days.

A dropdown menu titled 'Date range' with 'Last 24 hours' selected and a downward arrow icon.

- Default is Last 24 hours.

3. Refresh list link:

Click the **Refresh list** link to refresh the page to include records added since the last page refresh. The **Last updated** timestamp is also updated.

A status bar containing the text 'Last updated: 2021-11-16 09:11:15' and a blue 'Refresh list' link.

Note: Pressing F5 or refreshing your browser will refresh the entire page.

4. Assign to manifest:

This function allows you to assign requisitions (lab orders) to either an existing manifest or a newly created one.

- Select Order ID to assign lab orders that have a status of Specimen collected or manually printed.
- Click Assign to manifest.

A table with one record selected. The 'Assign to manifest' button is highlighted with a red box. The table has columns for Order ID, Created, Patient, Patient setting, Status, Manifest ID, and Submitted by.

Order ID	Created	Patient	Patient setting	Status	Manifest ID	Submitted by
X-HYRNK8JR3	2021-11-16 09:13	smith, jim	Assessment centre	Manually printed		WanMinKee, Doreen

- Select **New manifest** or **Existing manifest**:
 - If you selected **Existing manifest**, select the manifest ID from the dropdown.

A dialog box titled 'Assign to manifest' with the question 'To which manifest would you like to assign the selected lab orders?'. It has two radio buttons: 'New manifest' and 'Existing manifest'. The 'Existing manifest' option is selected. Below it is a dropdown menu for 'Manifest' with '4009000000' selected. At the bottom are 'Assign' and 'Cancel' buttons.

- Click **Assign**.
- If you selected **New manifest**, a notification is displayed. You will receive an alert upon assignment completion.

5. Remove from manifest:

This function allows you to remove lab orders from a previously assigned manifest. They will revert to their original status of Specimen collected or Manually printed.

- Select **Order ID** to remove lab orders that are assigned to a manifest.
- Click **Remove** from manifest.

Note: You can remove multiple requisitions from one manifest. You cannot remove multiple requisitions from different manifests.

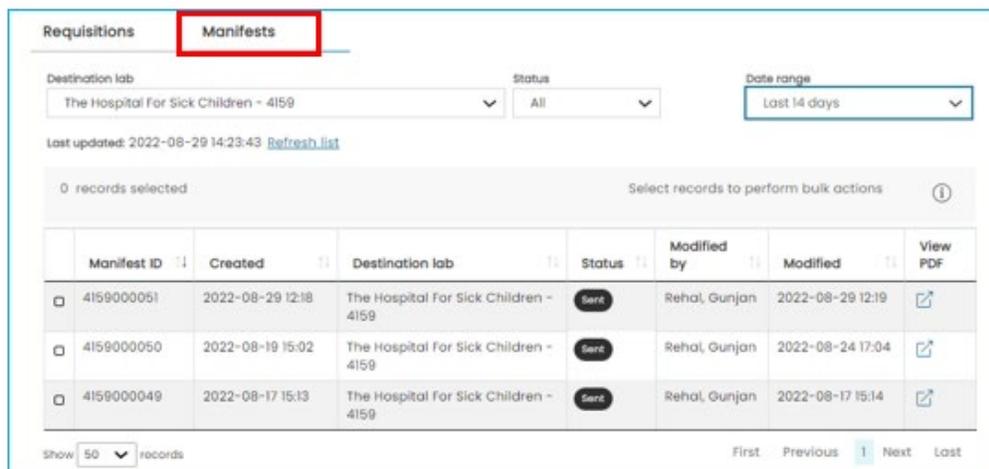


Manifest tab

Manage Lab Orders

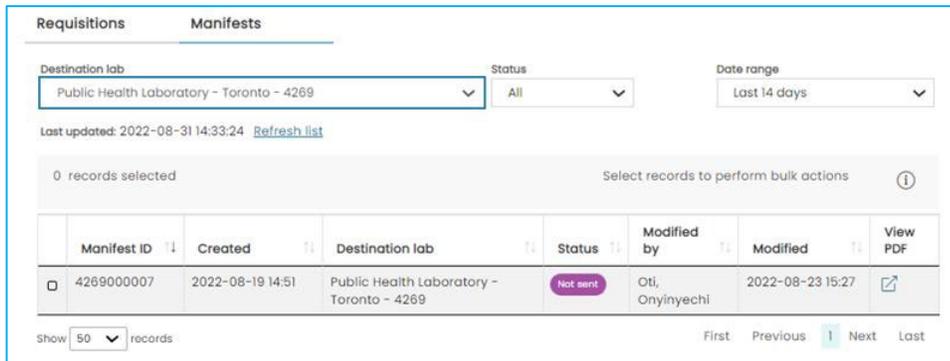
The Manifest tab displays lab orders that are assigned to either a new manifest or an existing manifest; specifically:

- The number of lab orders assigned to a particular manifest
- Manifest ID
- Any lab orders that failed to be assigned



Mark Manifest as sent

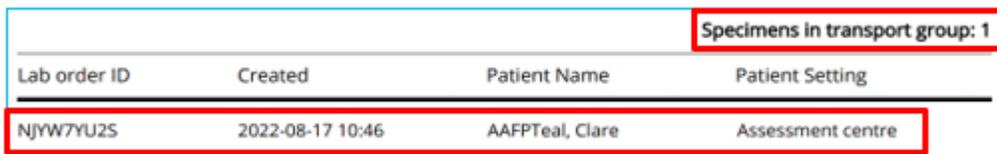
1. Select a manifest with the status of **Not sent** from the list.
 - All records with the status of Sent are grayed out.



The screenshot shows a web interface for 'Manifests'. At the top, there are filters for 'Destination lab' (Public Health Laboratory - Toronto - 4269), 'Status' (All), and 'Date range' (Last 14 days). Below the filters, it says 'Last updated: 2022-08-31 14:33:24' and 'Refresh list'. A toolbar indicates '0 records selected' and 'Select records to perform bulk actions'. The main table has columns: Manifest ID, Created, Destination lab, Status, Modified by, Modified, and View PDF. One record is visible with Manifest ID 4269000007, Created 2022-08-19 14:51, Destination lab Public Health Laboratory - Toronto - 4269, Status 'Not sent', Modified by Oti, Onyinyechi, and Modified 2022-08-23 15:27. At the bottom, it shows 'Show 50 records' and pagination controls.

2. Click the **Not sent** button in the **Status** column. You can select as many manifests as you want.
3. Confirm by clicking **Yes, mark as 'sent'**.
4. All selected manifests will be marked as **sent**.

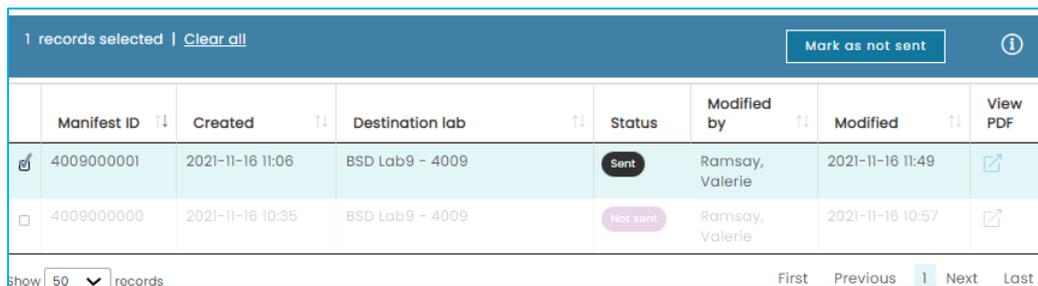
Note: The lab orders assigned should match the number of lab orders in the manifest.



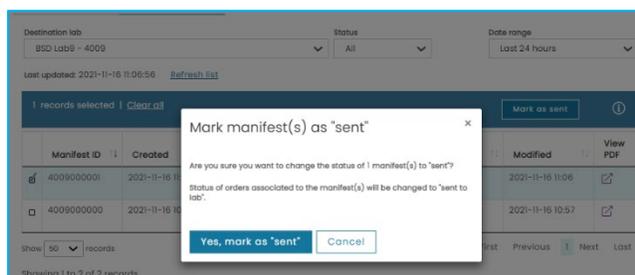
The screenshot shows a table with columns: Lab order ID, Created, Patient Name, and Patient Setting. A red box highlights the first row: Lab order ID NJYW7YU2S, Created 2022-08-17 10:46, Patient Name AAFPTeal, Clare, and Patient Setting Assessment centre. Another red box highlights the text 'Specimens in transport group: 1' in the top right corner of the table area.

Mark Manifest as not sent

1. Select a manifest with the status of **Sent** from the list.
 - All records with the status of **Not sent** are grayed out.



The screenshot shows a web interface for 'Manifests'. At the top, it says '1 records selected | Clear all' and 'Mark as not sent'. The main table has columns: Manifest ID, Created, Destination lab, Status, Modified by, Modified, and View PDF. Two records are visible: the first with Manifest ID 4009000001, Created 2021-11-16 11:06, Destination lab BSD Lab9 - 4009, Status 'Sent', Modified by Ramsay, Valerie, and Modified 2021-11-16 11:49; the second with Manifest ID 4009000000, Created 2021-11-16 10:35, Destination lab BSD Lab9 - 4009, Status 'Not sent', Modified by Ramsay, Valerie, and Modified 2021-11-16 10:57. At the bottom, it shows 'show 50 records' and pagination controls.



2. Click the **Sent** button in the **Status** column. You can select as many manifests as you want.

3. Confirm by clicking Yes, mark as 'not sent'.
4. All selected manifests will be marked as Not sent.

Viewing the manifest PDF

This document displays the following information for the lab orders assigned to the manifest, along with the count of lab orders:

- Specimens in transport group identified
- Lab order IDs
- Order Date
- Time
- Patient Last, First Name
- Patient Setting

To view the Manifest, click on View PDF.

OLIS MORE Specimen Manifest		Manifest ID: 4159000051	
Created by:		Destination lab:	
OLIS BSD Ramsay, Valerie Printed on: 2022-08-29 14:36		The Hospital For Sick Children 4159	
Specimens in transport group: 1			
Lab order ID	Created	Patient Name	Patient Setting
5UN3MGVZA	2022-08-29 12:14	AAFPTeal, Clare	Assessment centre

Notes:

- The first four digits of the Manifest ID are associated with the Destination Lab ID
- The Footer displays the page number and Manifest ID

Need this information in an accessible format? 1-877-280-8538, TTY 1-800-855-0511, info@ontariohealth.ca.

Document disponible en français en contactant info@ontariohealth.ca