

Job Aid – Managing Lab Manifest Reports

This job aid provides step-by-step instructions on how to manage Manifest Reports.

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

My Workspace

Create a new lab order

 COVID-19 test requisition

 COVID-19 results report

[Continue on incomplete order](#)

Lab orders

[Manage lab orders](#)

Manage lab orders

Requisitions
Manifests

Destination lab

Status

Date range

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"/>	5UN3MGVZA	2022-08-29 12:14	AAFPTeal, Clare	Assessment centre	Sent to lab	4159000051	Rehal, Gunjan
<input type="checkbox"/>	PQAXHWRHW	2022-08-24 16:57	AAFONavy, Royal	Assessment centre	Sent to lab	4159000050	Rehal, Gunjan
<input type="checkbox"/>	PHX7GNJAN	2022-08-19 15:00	AAFPTeal, Clare	Assessment centre	Sent to lab	4159000050	Rehal, Gunjan
<input type="checkbox"/>	YWVSMBZU5	2022-08-17 15:09	AAFONavy, Royal	Assessment centre	Sent to lab	4159000049	Rehal, Gunjan
<input type="checkbox"/>	GAYFDZB2V	2022-08-15 14:29	AAFONavy, Royal	Assessment centre	Specimen Collected		Rehal, Gunjan

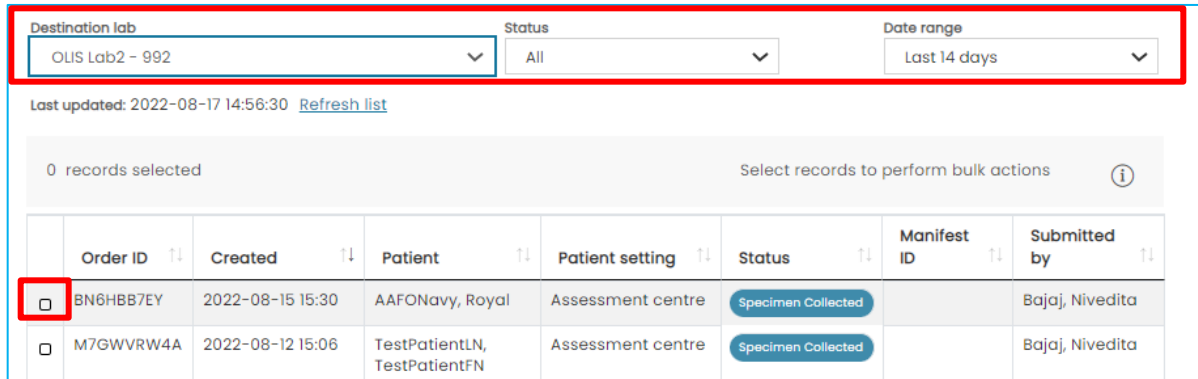
Show records First Previous 1 Next Last

Showing 1 to 5 of 5 records

Requisitions tab

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

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**.

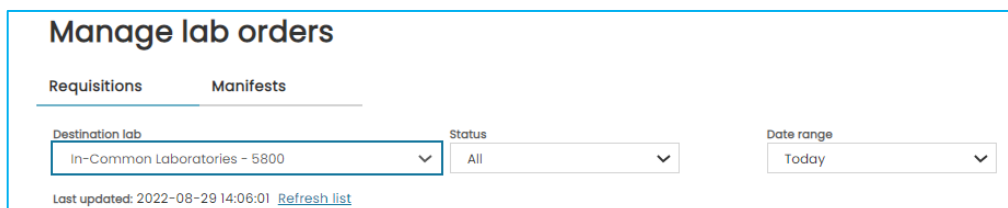


The screenshot shows the Requisitions tab interface. At the top, there are three filter dropdowns: "Destination lab" (set to "OLIS Lab2 - 992"), "Status" (set to "All"), and "Date range" (set to "Last 14 days"). Below the filters, it says "Last updated: 2022-08-17 14:56:30" with a "Refresh list" link. A selection bar shows "0 records selected" and "Select records to perform bulk actions" with an information icon. Below this is a table with the following columns: Order ID, Created, Patient, Patient setting, Status, Manifest ID, and Submitted by. Two rows are visible, both with a "Specimen Collected" status. The first row has Order ID "BN6HBB7EY" and Submitted by "Bajaj, Nivedita". The second row has Order ID "M7GWVRW4A" and Submitted by "Bajaj, Nivedita". A red box highlights the checkbox next to the first row's Order ID.

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"/> M7GWVRW4A	2022-08-12 15:06	TestPatientLN, TestPatientFN	Assessment centre	Specimen Collected		Bajaj, Nivedita

1. Select **Destination lab**:

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



The screenshot shows the "Manage lab orders" interface. It has two tabs: "Requisitions" (selected) and "Manifests". Below the tabs are three filter dropdowns: "Destination lab" (set to "In-Common Laboratories - 5800"), "Status" (set to "All"), and "Date range" (set to "Today"). Below the filters, it says "Last updated: 2022-08-29 14:06:01" with a "Refresh list" link.

2. Select **Status**: options are:

- Manually printed
- Specimen collected
- Assigned to manifest
- Sent to lab
- All (default)

3. Select **Date range**:

- Select a date range over the last 14 days.

- Default is Last 24 hours.

Date range

4. Refresh list link:

Click this link to refresh the page with the records added since the last page refresh. The **Last updated** timestamp is also updated.

Last updated: 2021-11-16 09:11:15 [Refresh list](#)

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

5. 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**.

1 records selected Clear all Assign to manifest ⓘ							
Order ID ↑↓	Created ↑↓	Patient ↑↓	Patient setting	Status	Manifest ID ↑↓	Submitted by ↑↓	
X-HYRNKBJR3	2021-11-16 09:13	smith, jim	Assessment centre	Manually printed		WanMinKee, Doreen	

Show records First Previous **1** Next Last

c. Select **New manifest** or **Existing manifest**:

- If you selected **Existing manifest**, select the manifest ID from the dropdown.

Assign to manifest

To which manifest would you like to assign the selected lab orders?

New manifest

Existing manifest

Manifest

Select manifest ID

d. Click **Assign**.

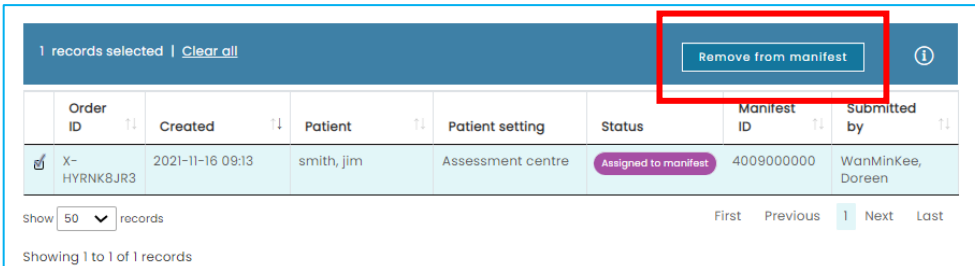
- If you selected **New manifest**, a notification is displayed. You will receive an alert upon assignment completion.

6. 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.



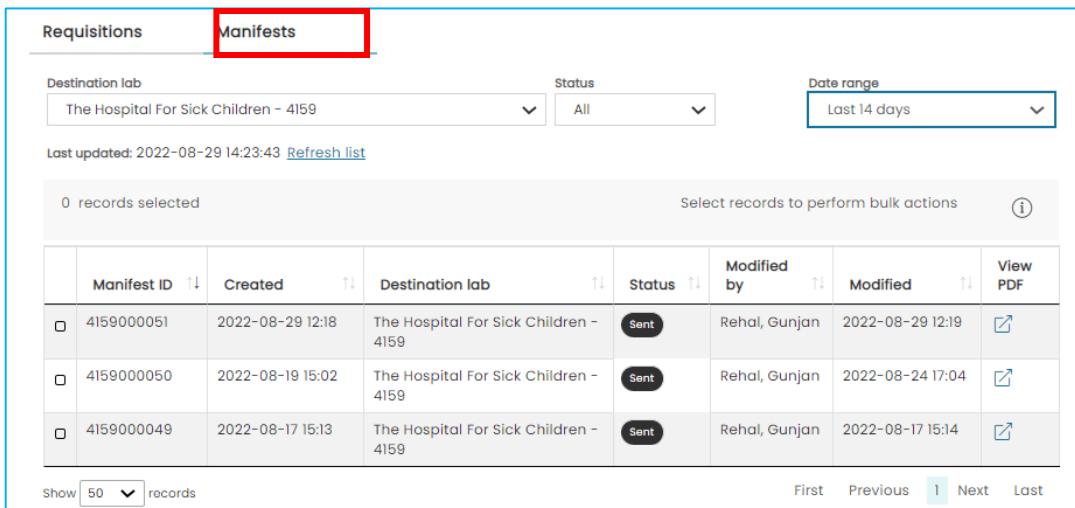
The screenshot shows a table with one record selected. The 'Remove from manifest' button is highlighted with a red box. The table columns are: Order ID, Created, Patient, Patient setting, Status, Manifest ID, and Submitted by. The record has Order ID X-HYRNK8JR3, Created 2021-11-16 09:13, Patient smith, jim, Patient setting Assessment centre, Status Assigned to manifest, Manifest ID 400900000, and Submitted by WanMinKee, Doreen.

Order ID	Created	Patient	Patient setting	Status	Manifest ID	Submitted by
X-HYRNK8JR3	2021-11-16 09:13	smith, jim	Assessment centre	Assigned to manifest	400900000	WanMinKee, Doreen

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



The screenshot shows the Manifests tab selected. It includes filters for Destination lab (The Hospital For Sick Children - 4159), Status (All), and Date range (Last 14 days). The table shows 0 records selected. The table columns are: Manifest ID, Created, Destination lab, Status, Modified by, Modified, and View PDF. The table contains three records, all with Status Sent.

Manifest ID	Created	Destination lab	Status	Modified by	Modified	View PDF
4159000051	2022-08-29 12:18	The Hospital For Sick Children - 4159	Sent	Rehal, Gunjan	2022-08-29 12:19	
4159000050	2022-08-19 15:02	The Hospital For Sick Children - 4159	Sent	Rehal, Gunjan	2022-08-24 17:04	
4159000049	2022-08-17 15:13	The Hospital For Sick Children - 4159	Sent	Rehal, Gunjan	2022-08-17 15:14	

Mark Manifest as sent

- 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 the 'Manifests' tab in a software interface. 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 selection bar 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 navigation buttons: First, Previous, Next, Last.

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.

Specimens in transport group: 1			
Lab order ID	Created	Patient Name	Patient Setting
NJYW7YU2S	2022-08-17 10:46	AAFPTeal, Clare	Assessment centre

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 the 'Manifests' interface with '1 records selected' and a 'Clear all' link. A 'Mark as not sent' button is visible in the top right. The table below shows two records. The first record (Manifest ID 4009000001) has a status of 'Sent' and is highlighted. The second record (Manifest ID 4009000000) has a status of 'Not sent' and is grayed out. The table columns are Manifest ID, Created, Destination lab, Status, Modified by, Modified, and View PDF. At the bottom, it shows 'Show 50 records' and navigation buttons: First, Previous, Next, Last.

The screenshot shows a dialog box titled 'Mark manifest(s) as "not sent"'. It asks: 'Are you sure you want to change the status of 1 manifest(s) to "not sent"? Status of orders associated to the manifest(s) will be changed to "sent to lab".' There are two buttons: 'Yes, mark as "not sent"' and 'Cancel'.

The screenshot shows a dialog box titled 'Mark manifest(s) as "not sent"'. It asks: 'Are you sure you want to change the status of 1 manifest(s) to "not sent"? Status of orders associated to the manifest(s) will be changed back to "assigned to manifest".' There are two buttons: 'Yes, mark as "not sent"' and 'Cancel'.

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		The Hospital For Sick Children	
Ramsay, Valerie		4159	
Printed on: 2022-08-29 14:36			
		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