

Lab Web Portal (LWP)

Rabies Quick Start Guide



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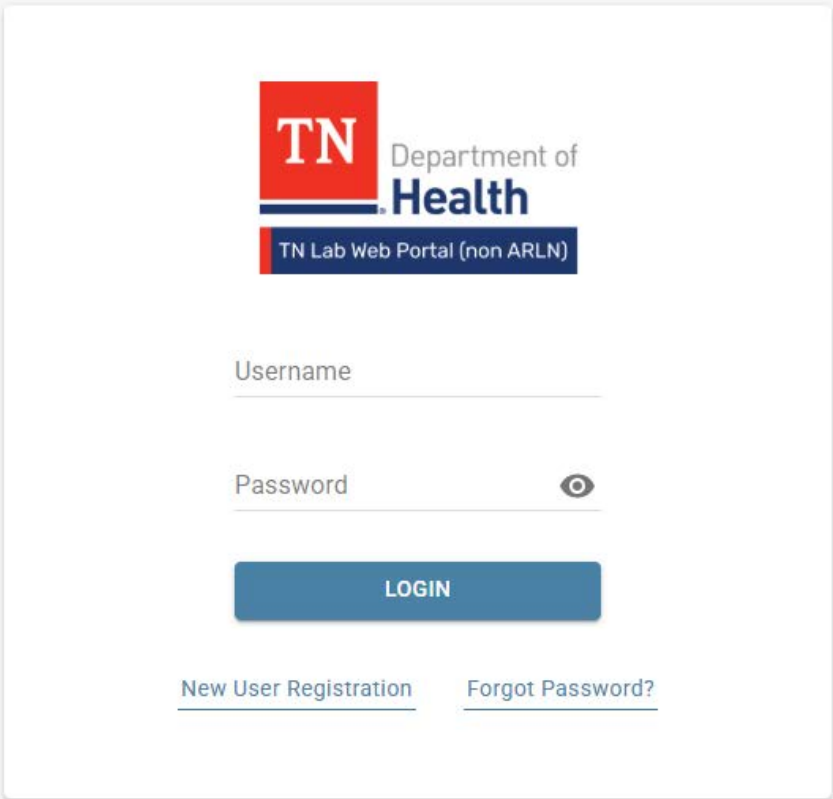
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Welcome to Lab Web Portal (LWP)

The Production URL

Access the Portal login page by using the following URL:

<https://prod.labwebportal.com/tnlabs>

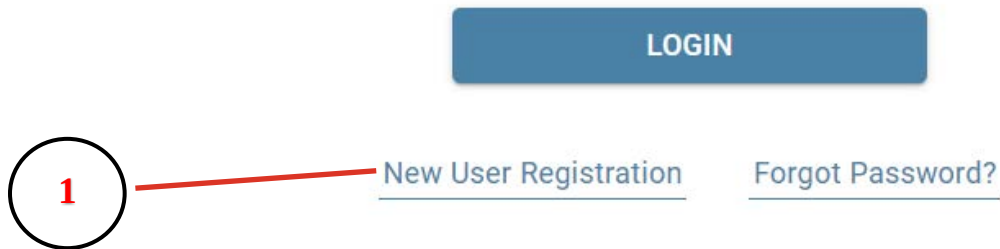


The screenshot shows the login page for the TN Lab Web Portal. At the top, there is a logo for the Tennessee Department of Health, consisting of a red square with 'TN' in white, followed by 'Department of Health' in blue. Below the logo is a blue bar with the text 'TN Lab Web Portal (non ARLN)'. The login form includes a 'Username' field, a 'Password' field with a toggle icon, and a blue 'LOGIN' button. Below the button are two links: 'New User Registration' and 'Forgot Password?'. At the bottom of the page, there is a footer with the text '2025 iConnect Consulting, Inc. Order Support Technical Support 22 Jul 2025 17:11 8.6.'.

- 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 email, it will be used as a username.
 - Complete the rest of the fields.
 - 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.
 - 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.
 - 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.
- Navigate back to the login page, type in the username and password and click on Login button to access the Portal.

New User Registration

Account Details

* Email

* Password 

* Confirm Password 

* First Name * Last Name

* Title

Contact Details

* Address

* City * State * ZIP

* Primary Phone * Fax

Organization Details

* Organization 

If you don't see your organization in the list, please contact the lab.

* Terms of Use
☐ I agree to the [Terms of Use](#)

* Privacy Policy
☐ I agree to the [Privacy Policy](#)

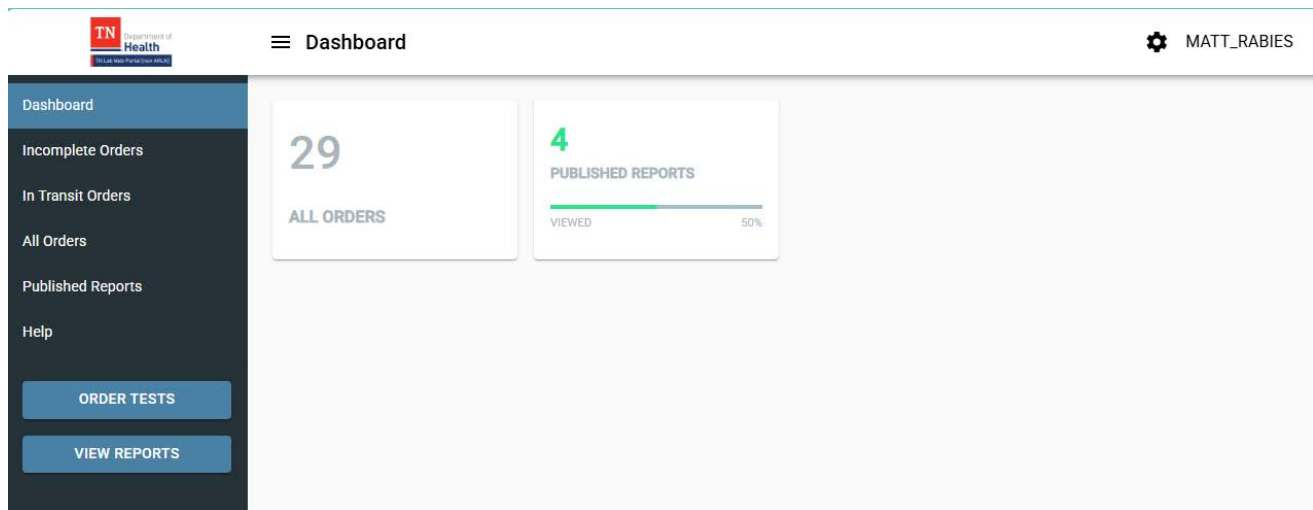
SUBMIT

[Return to Login](#)

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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 patient 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 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.

NOTE: Not every user role has access to all of the options.

The Call-to-Action buttons

There are 3 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 - Profile

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

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

The screenshot shows a 'Profile' page with a top navigation bar containing a hamburger menu icon, the text 'Profile', and the user name 'MATT_LWP_FACILITY_SUBMITTER_ALLTESTS'. Below the navigation bar, there is a tabbed interface with three tabs: 'PERSONAL INFO' (highlighted with a red box), 'MANAGE NOTIFICATIONS', and 'CHANGE PASSWORD'. The 'PERSONAL INFO' tab is active and displays a form with the following fields:

First Name	Last Name	Title
John	Doe	
Email Address	Address	City
mattfacilitysubmitter@tn.gov	123 Test Rd.	Nashville
State	ZIP	Primary Phone
TN	12345	9876543210
Primary Fax	Role	
	LWP_Facility_Submitter_AllTests	
Organizations		
Tennessee Dept of Health Lab Services - Nashville		
NCL		

At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'.

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

Profile STEVE FROST

PERSONAL INFO **MANAGE NOTIFICATIONS** CHANGE PASSWORD

#	Event	Type	Frequency	Enabled	Delete
1	New Report is available	Email	Immediately	no	

ADD NOTIFICATION

☒ Enabled

New Report is available Email Immediately

SAVE

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

Profile

PERSONAL INFO MANAGE NOTIFICATIONS **CHANGE PASSWORD**

Current Password *

New Password *

Re-type New Password *

- **News** - view portal news/announcements.
- **Log out** – to log out of Portal

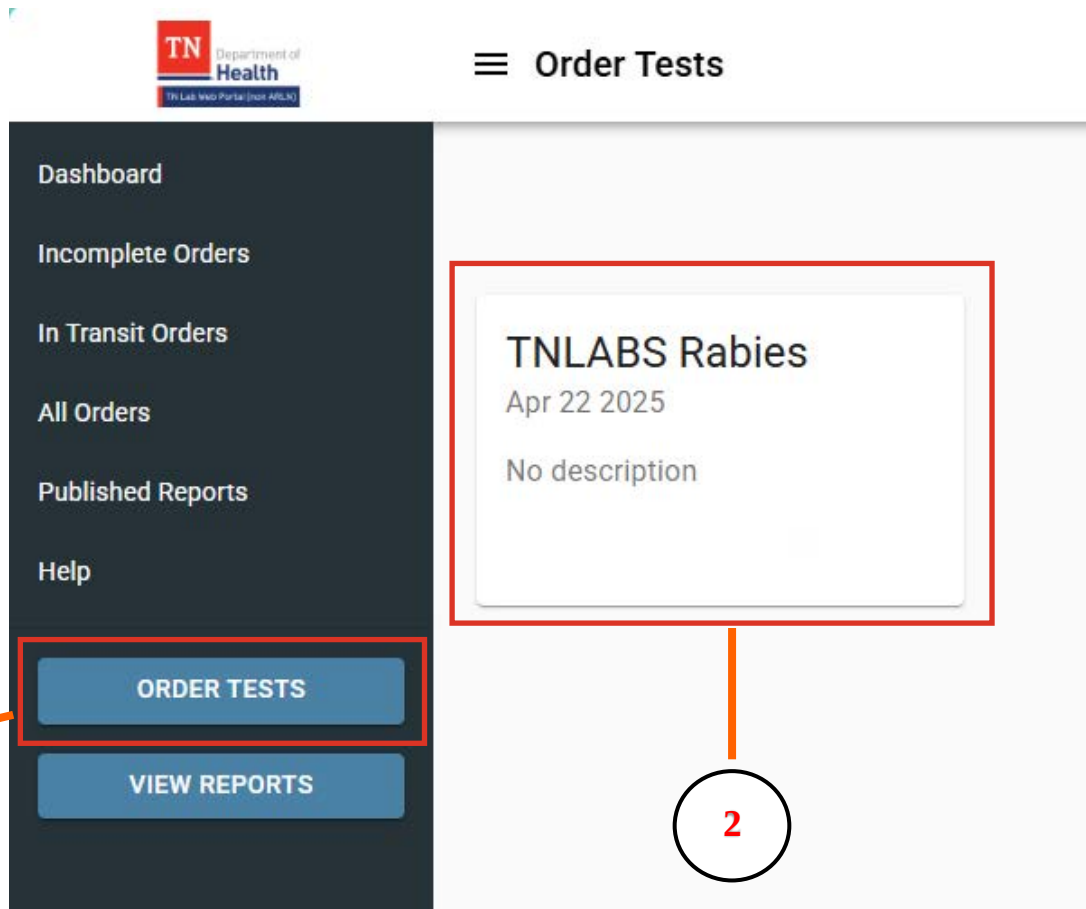
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Order Tests

Test Requisition Form (TRF)

1. Click **ORDER TESTS** Call-to-Action button and choose the "TNLABS Rabies" form to order tests;

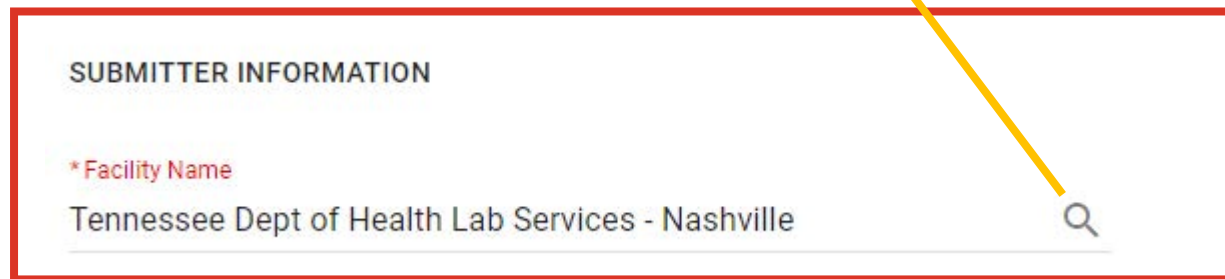
Note: You may have access to one or multiple forms depending on your user role.



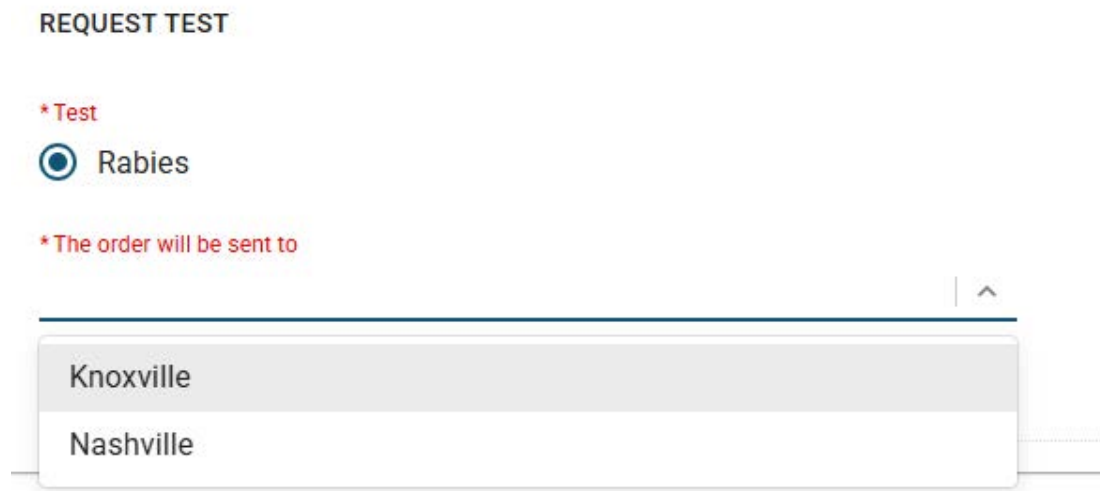
- **Submitter Information section of TRF:**

Facility Name: will be based on your facility affiliation. If you are affiliated with a single facility the name will automatically be displayed.

If you are associated with multiple facilities, you can choose one associated with the test order by clicking the **magnifying glass** button, selecting a facility in the lookup and clicking **SELECT**.



- **Request Test Section of TRF:** Select from the dropdown the laboratory the test will be sent to.



- **Specimen Collection Information Section of TRF:**

Enter the date of specimen collection using the calendar icon. 📅

Select the kind of animal being submitted from the dropdown.

If the animal submitted had an owner, list the owner's information below the animal selection.

SPECIMEN COLLECTION INFORMATION

*Date Specimen Collected

Submitter Specimen ID Number

*Kind of Animal

Owner Last Name

Owner First Name

Owner Middle Initial

Owner Phone Number

Specimen Collector Name

Phone Number

Address of Collection

City

*State

TN

*Incident County

Zip Code

GPS Location

Is Owner Address The Same Address Where Incident Occurred?

☐ Yes

☐ No

List the specimen collector's name, phone number and address of collection.

If the animal owner's address is different from the address of collection, this can be entered under the GPS Location field.

Note: Fields highlighted **red** are required for submission.

- **Public Health Risk Assessment Information section of TRF:**

- Select one or more screening reasons using the check boxes.

Note: If 'Person Exposed' or 'Other Animal Exposed' are selected, new sections will open on the bottom of the form to give more information on the person or animal exposed.

PUBLIC HEALTH RISK ASSESSMENT INFORMATION

* Screening Reasons

☐ Person Exposed ☐ Other Animal Exposed ☐ Surveillance

Was the Animal Submitted Exposed to a Farm, Agriculture, and/or Raw Milk Source?

☐ Yes ☐ No

Has a Public Health Official been contacted regarding this submission?

☐ Yes ☐ No

Was the attack provoked?

☐ Yes ☐ No

Date Of Death

Method of Death

☐ Humanely euthanized ☐ Killed by another animal ☐ Terminated, slaughtered, exterminated ☐ Illness ☐ Trauma

☐ Unknown ☐ Other

List of Clinical Signs

Vaccination History

Date of First Clinical Signs

International Travel/Importation within 1 year?

☐ Yes ☐ No

Additional Specimen Information

- Answer the remaining public health risk assessment questions related to the specimen being submitted

If **Person Exposed** or **Other Animal Exposed** are selected for Screening Reasons, new sections will open on the bottom of the form. Select the number of people or animals exposed from the dropdown.

Up to five people or animals may be selected.

PERSONS EXPOSED

* Number of people exposed?

▼

OTHER ANIMALS EXPOSED

* Number of animals exposed?

▼

- **Persons Exposed section of TRF:**

After the number of people exposed has been selected, fields will appear to give more detailed information about the exposed individuals.

PERSONS EXPOSED

* Number of people exposed?

1 X ▼

Person Exposed 1

* Person 1 Last Name

* Person 1 First Name

Person 1 Middle Initial

Person 1 Sex

☐ Male ☐ Female

Person 1 Date of Birth

📅

Person 1 Date Of Exposure

📅

Person 1 Phone

Person 1 Is The Same Address Where Incident Occurred?

☐ Yes ☐ No

Person 1 Type of Exposure

☐ Bite ☐ Saliva Contact ☐ Neurological Tissue ☐ Other

Person 1 Exposure Site

☐ Arm ☐ Foot ☐ Hand ☐ Head ☐ Leg ☐ Throat ☐ Torso ☐ Other

- **Other Animals Exposed section of TRF:**

After the Number of Other Animals Exposed has been selected, fields will appear to give more detailed information about the exposed animals.

OTHER ANIMALS EXPOSED^

* Number of animals exposed?

2

X | v

Animal Exposed 1

* Animal 1 Type of Animal Exposed

v

Animal 1 Date Of Exposure

📅

Animal 1 Owner Last Name

Animal 1 Owner First Name

Animal 1 Owner Middle Initial

Animal 1 Owner Phone Number

Animal 1 Is The Same Address Where Incident Occurred?

☐ Yes ☐ No

Animal Exposed 2

* Animal 2 Type of Animal Exposed

v

Animal 2 Date Of Exposure

📅

Animal 2 Owner Last Name

Animal 2 Owner First Name

Animal 2 Owner Middle Initial

Animal 2 Owner Phone Number

Animal 2 Is The Same Address Where Incident Occurred?

☐ Yes ☐ No

Contents

SUBMITTER INFORMATION

✓ * Submitter Name

REQUEST TEST

✓ * Test

* The order will be sent to

SPECIMEN COLLECTION INFORMATION

✓ * Date Specimen Collected

Submitter Specimen ID Number

* Kind of Animal

Owner Last Name

Owner First Name

Owner Middle Initial

Owner Phone Number

The Contents panel on the right side of the TRF will indicate which fields are required with **red** highlighting. Once fields are correctly filled, the highlighted color will turn to **green**.

Click Submit button upon the completion to submit your order.

Note: If any of the required fields are not populated or populated incorrectly, a red exclamation point  will appear in the Contents panel indicating what information is missing.

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.

CANCEL AGREE

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 **AIDTL250000031** 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

1. Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order.
2. Click **Print** button to print the Order manifest in a PDF format. The Order manifest can be accessed at any point by clicking on the value under Portal Id column in the All Orders data grid. The barcode in the upper right corner represents the Portal Order ID that will be scanned by the laboratory to receive the specimen in.

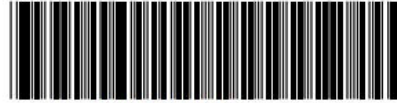
Note: A printed copy of the Order manifest should always accompany the specimen or be emailed to the laboratory at NCL.Rabies@tn.gov for Nashville laboratory or KRL.Rabies@tn.gov for Knoxville laboratory.

When emailing the Order manifest the Portal Order ID should also be written on the shipping container.

Rabies Order PDF

Nashville Central Laboratory
 630 Hart Lane, Nashville, TN 37216
 (615) 262-6300
 Kara Levinson, PhD, MPH, D(ABMM), Director

Rabies
 Date Submitted: 8/7/2025 3:22:48 PM CST
 Submitted By: Matt_Rabies



Order ID: AIDTL250000032

Submitter Information		
Submitter Name: Tennessee Dept of Health Lab Services - Nashville		
Address: 630 Hart Lane City: Nashville		
State: TN	County:	Zip Code: 37247
Phone Number: (615) 262-6300	Fax Number: (615) 262-6393	Email:
Request Test		
Test: Rabies		
The order will be sent to: Nashville		
Laboratory Address: 630 Hart Lane, Nashville, TN 37216		
Specimen Collection Information		
Date Specimen Collected: 8/7/2025		
Kind of Animal: Dog		
Owner Last Name: Dogownerlast	Owner First Name: Dogownerfirst	Owner Middle Initial:
Owner Phone Number: (897) 658-5625		
Specimen Collector Name: Joe Collector	Phone Number: (859) 785-9658	
Address of Collection: 123 Collector Ln.	City: Nashville	
State: TN	Incident County: Davidson	Zip Code: 85968
Is Owner Address The Same Address Where Incident Occurred: Yes		
Public Health Risk Assessment Information		
Screening Reasons: Other Animal Exposed, Person Exposed		
Was the Animal Submitted Exposed to a Farm, Agriculture, and/or Raw Milk Source: No		
Has a Public Health Official been contacted regarding this submission: Yes	Name of Contact: Sam Publichealth	
Was the attack provoked: No	Date Of Death: 8/7/2025	
Method of Death: Humanely euthanized		
List of Clinical Signs: None		
Vaccination History: Unknown		
Date of First Clinical Signs: 8/5/2025		
International Travel/Importation within 1 year: No		
Persons Exposed		
Number of people exposed: 1		
Person Exposed 1		
Person 1 Last Name: Dogbitelast	Person 1 First Name: Dogbitefirst	Person 1 Middle Initial:
Person 1 Sex: Male	Person 1 Date of Birth: 1/2/1982	
1 Person Date Of Exposure: 8/7/2025	Person 1 Phone: (896) 859-8654	
Person 1 Is The Same Address Where Incident Occurred: Yes		
1 Person Type of Exposure: Bite		
Person 1 Exposure Site: Arm		

Other Animals Exposed		
Number of animals exposed: 1		
Animal Exposed 1		
Animal 1 Type of Animal Exposed: Cat		Animal 1 Date Of Exposure: 8/7/2025
Animal 1 Last Name: Dogbitelast	Animal 1 First Name: Dogbitefirst	Animal 1 Middle Initial:
Animal 1 Owner Phone Number: (968) 965-8965		
Animal 1 Is The Same Address Where Incident Occurred: Yes		

Order ID: AIDTL250000032

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 Test Order form.
- Click **Yes** in the dialog below.

Save order

Would you like to save this order?

CANCEL YES

Confirmation message is displayed.

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

Order saved

Your test order has been saved as **OIDIL200000013** in Incomplete Orders.

CLOSE

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.

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:

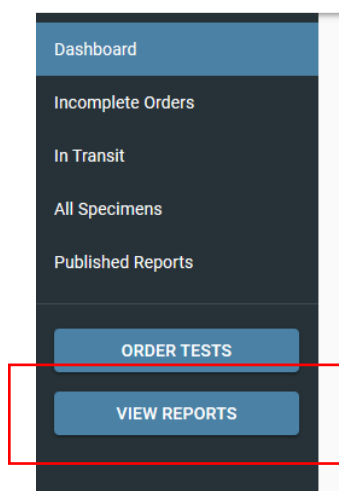
- **InTransit** – order has been submitted but not yet received by the lab
- **ReceivedInLab** – order has been received in lab but not yet tested
- **InProcess** – order is being tested by the lab
- **Released** – testing is done, order is released, results reports published
- **Canceled** – order is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

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



Viewing Reports

To view new (i.e. unread) published reports, click **VIEW REPORTS** button in the navigation bar.



The **Unread Reports** grid is displayed.

- Not viewed 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.

Published Reports 25 LIMS CONNECT

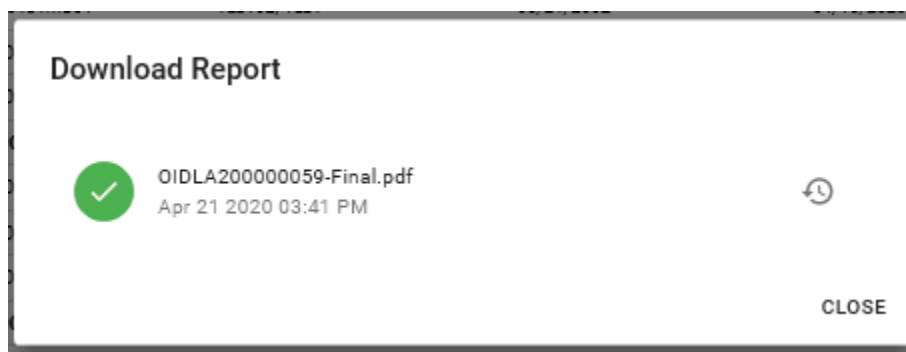
Quick Search

		SPECIMENID ↕	LIMSACCESSIONID ↕	PATIENTNAME ↕	PATIENTDATEOFBIRTH ↕	DATECOLLECTED ↕	DATERECEIVED ↕	OUTCOME
☐		OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020 04:38 pm	SARS-Co
☐		OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020 04:10 pm	SARS-Co
☐		OIDLA200000057	C20000210MB01	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020 04:04 pm	Positive
☐		OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977	04/21/2020 02:18 pm	04/21/2020 02:24 pm	SARS-Co
☐		OIDLA200000053	C20000206MB01	Washington, George	09/10/1910	04/21/2020 12:13 pm	04/21/2020 01:13 pm	Positive
☐		OIDLA200000039	N20000191MB01	TEST, TEST	09/08/1985	04/20/2020 08:12 am	04/20/2020 01:20 pm	SARS-Co

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

Note: recipient will get temporary access to the portal to download shared reports. To download or share multiple patient reports at once, select multiple orders and then click

on to download a single PDF with multiple patient reports or to share multiple reports at once. Results Reports can also be viewed in the **All Specimens** data grid.

☐					PORTAL ID 	SUBMITTER SPECIMEN ID 	LIMS ACCESSION ID 	TEST 	KIND OF ANIMAL 
☐					AIDTL250000032		N25R000908-01	Rabies	Dog
☐					AIDTL250000031		N25R000907-01	Rabies	Bat
☐					AIDTL250000030		N25R000887-01	Rabies	Dog
☐					AIDTL250000029		N25R000886-01	Rabies	Dog
☐					AIDTL250000028		N25R000883-01	Rabies	Bat
☐					AIDTL250000027		N25R000882-01	Rabies	Bat
☐					AIDTL250000026		N25R000881-01	Rabies	Dog

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:

All Rabies Orders										MATT_RABIES	
Quick Search											
		PORTAL ID	SUBMITTER SPECIMEN ID	LIMS ACCESSION ID	TEST	KIND OF ANIMAL	DATE SUBMITTED	DATE OF DEATH	STATUS	DATE RECEIVED	OUTCOME
☐	☒	AIDTL250000032		N25R000908-01	Rabies	Dog	08/07/2025	08/07/2025	InTransit		Pending
☐	☒	AIDTL250000031		N25R000907-01	Rabies	Bat	08/07/2025		InTransit		Pending
☐	☒	AIDTL250000030		N25R000887-01	Rabies	Dog	08/05/2025	08/05/2025	InTransit		Pending
☐	☒	AIDTL250000029		N25R000886-01	Rabies	Dog	08/05/2025	08/05/2025	InTransit		Pending
☐	☒	AIDTL250000028		N25R000883-01	Rabies	Bat	08/05/2025		InTransit		Pending
☐	☒	AIDTL250000027		N25R000882-01	Rabies	Bat	08/05/2025		InTransit		Pending
☐	☒	AIDTL250000026		N25R000881-01	Rabies	Dog	08/05/2025		InTransit		Pending

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

Quick Search

Field	Operator	Value
 Patient Name	Contains	Golovkin
 Submitted	Greater Or Equals	11/18/2019

 Saved Filters  **SAVE** CLEAR APPLY

Filters 2

Use the SAVE button to save filters for repeated searches.