Laboratory Testing Management® (LTM™) User Guide

Searching on the Orders page

In LTM, the Orders List page is where you can find all your scheduled, in-process, and completed orders.

To access this page, click the **ORDERS** tab at the top of the page from anywhere in LTM.

When you first navigate to the Orders List page, you will see the default search fields.


These fields are:

(1) A keyword search field where you can search by Order Number, Notes, Laboratory, or Customer

(2) The Order Status where you can filter the list to include only orders in a specific status, such as scheduled or approved

(3) A section to specify date ranges for the order or orders you are trying to locate.

(4) A checkbox where you can elect to view inactive orders.

When you first open the page, the only filter applied is the date filter. Here you will be shown all orders scheduled to arrive within a 6-week window from 4 weeks before and two weeks after the current date.

If you need to see older orders, or orders scheduled in the future, simply change the appropriate dates and click on the **Search** button (5).

For a more advanced search, click the **Advanced Filters** (6), which will give you more search options.

Let's take a look at each of the fields in the **Order** section:
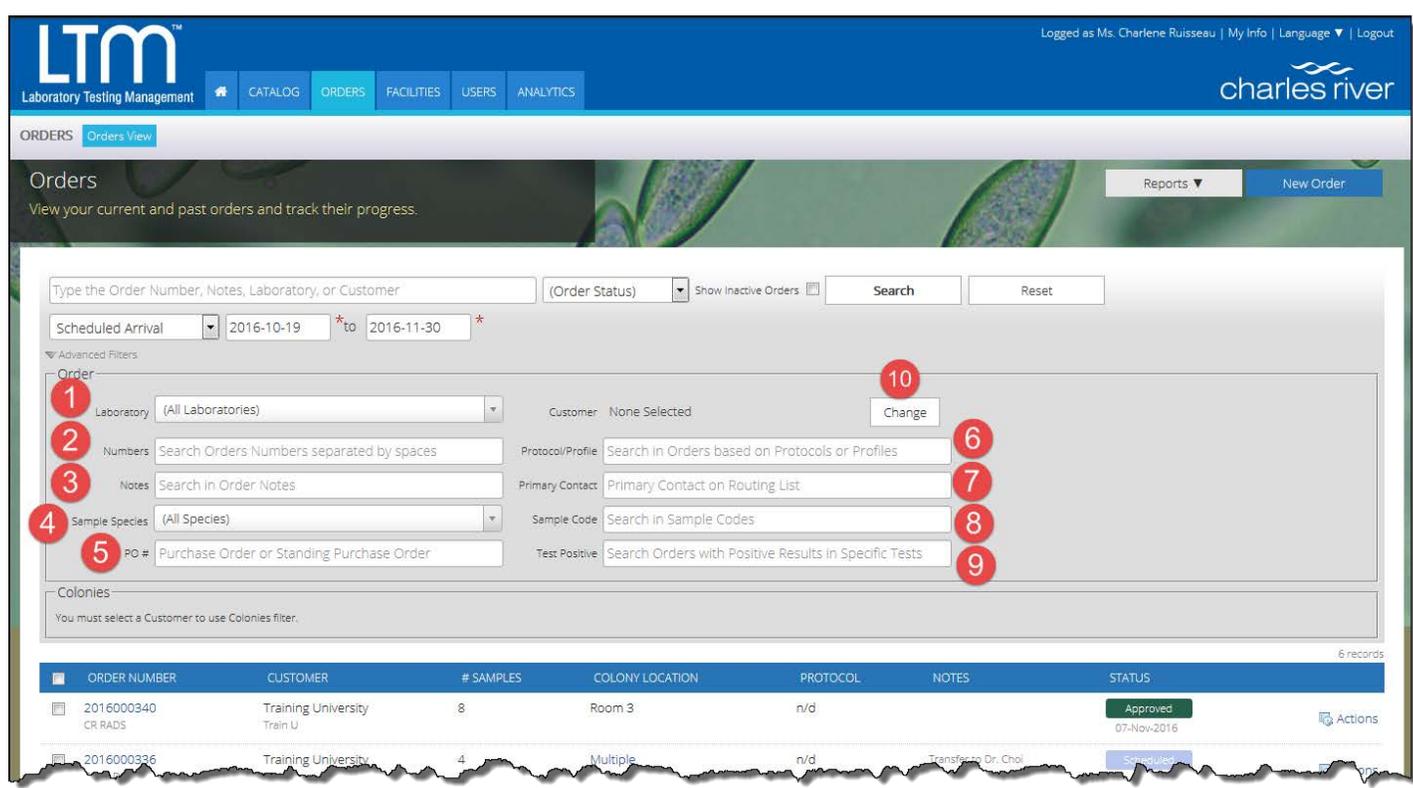
(1) **Laboratory**: If you submit samples to more than one lab, you can select a lab from this drop-down field.

(2) **Numbers**: In this field, you can search by order number. If you want to search for multiple order numbers, simply add a space in between the numbers (e.g., 2016000234 2016004937 2016009873).

(3) **Notes**: This field will search for any text that was added in the Notes field of your orders. It will look for an exact match of what you type. However, it is not case-sensitive. A helpful hint here is that less is more, if you don't know the exact format of the text as it was written. For example, if you know your colleague, Dr. Yuri Zhivago's name is listed in the Notes, but could be written as **Yuri Zhivago**, **Dr. Zhivago**, or **Y. Zhivago**, it would make sense just to search for **Zhivago**.

(4) **Sample species**: This allows you to narrow your search to include orders where the selected sample species is tested.

(5) **Purchase Order**: This field, which includes regular purchase orders and standing purchase orders, allows you to search for orders referencing a specific PO number.

(6) **Protocol/Profile**: Here you can search for orders that include a specific protocol or profile.

(7) **Primary Contact**: This is used to narrow down your list of orders to those that have a specific person set as the primary contact for that order. The primary contact is set on the notification list on the **ROUTING LIST** tab for the order.
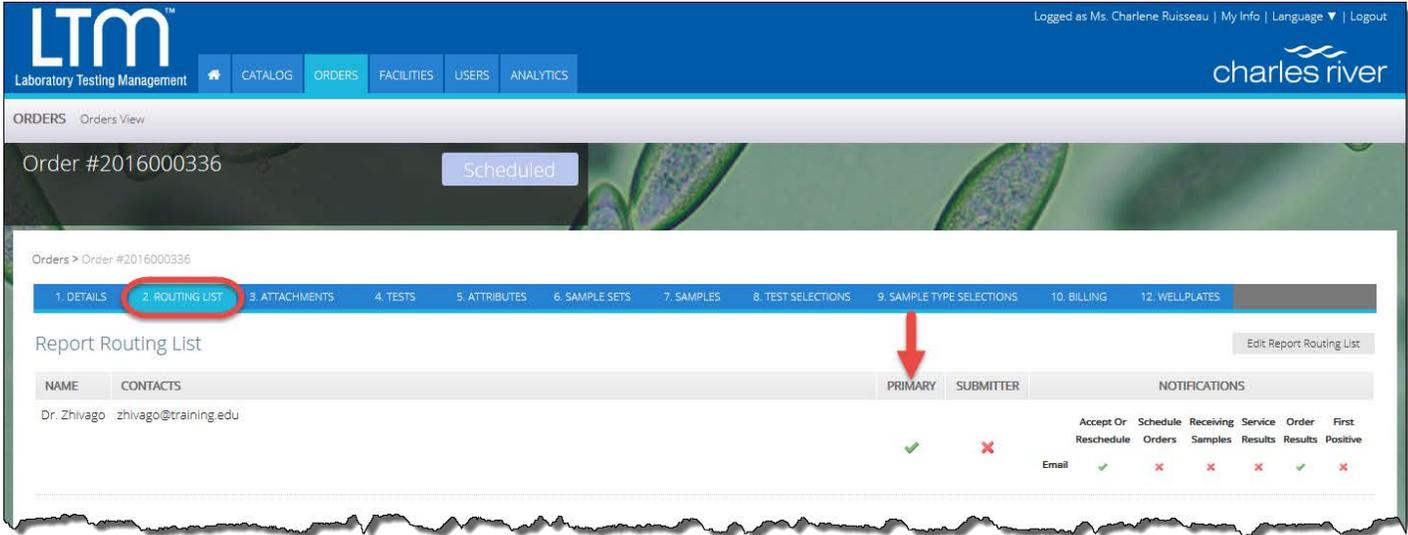

(8) **Sample Code**: If you are looking for a particular sample and know its code, you can search for the order it was tested under by using this field.

(9) **Test Positive**: If you are only concerned with orders containing positive results for a specific agent, you can filter using this field. If you are looking for more robust searching on tests and results, another option is to search on the **ANALYTICS** tab.
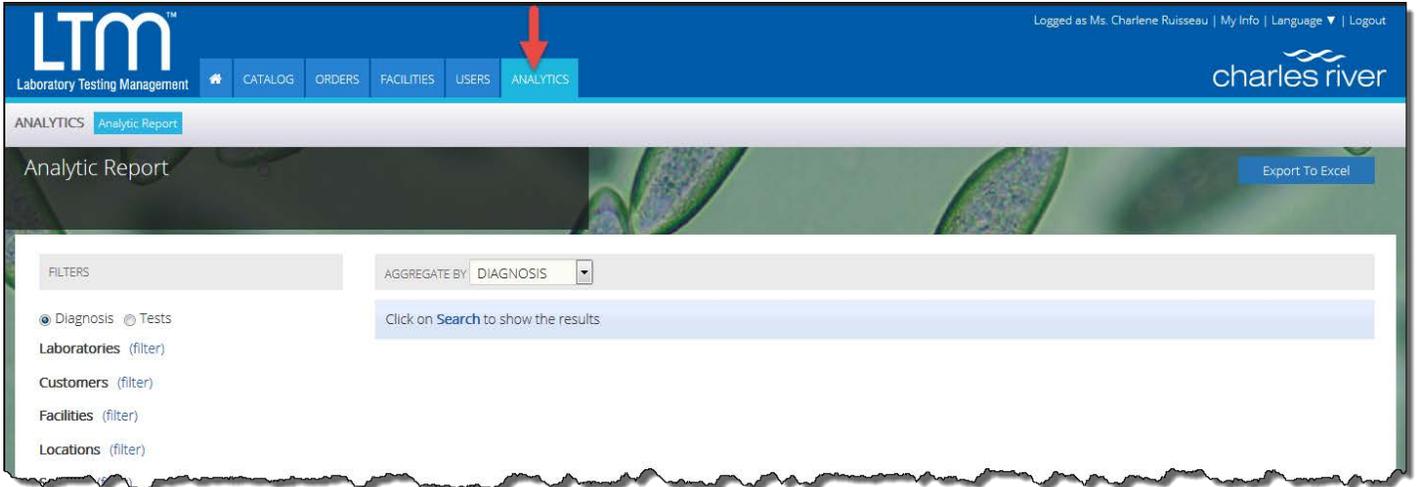
(10) **Customer**: If you have user access to more than one customer account, you can select among them with this field.

You can add in a customer by clicking the **Change** button, and then double clicking to see the customer accounts to which you have been granted user access. Select the appropriate one and Click **OK** to add it.
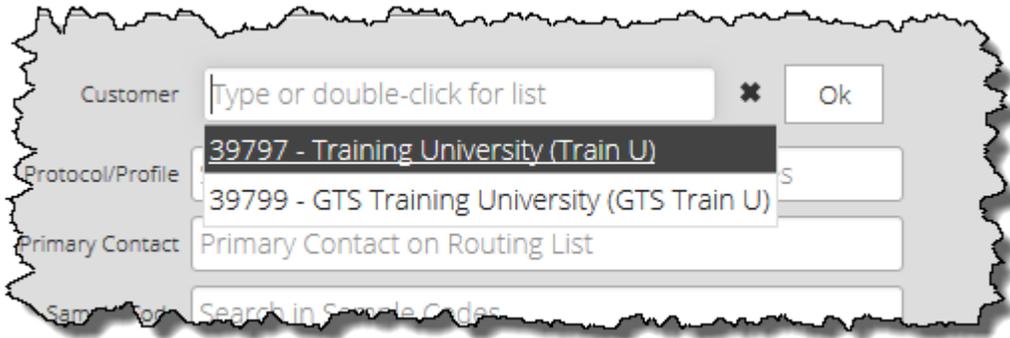
Once you have selected a customer account, the search fields in the **Colonies** section are now available for searching.

If you are tracking your colony information in LTM, you will first need to select a customer account- even if you only have access to one. Once you have done this, you can use these search fields for **Location** (1), **Species** (2), **Strain** (3), and **Colony** (4).

One you have entered in your search parameters, simply click the **Search** button at the top of the page to see the results of your search.