Introduction

The Aegis Results Web Portal is a secure web site where Aegis clients can view, download and print laboratory reports. The portal will provide a history of all samples submitted to the laboratory within the past 30 days. It will also allow the user to search for reports or specific samples based on a variety of options (for example: case number, date collected, laboratory ID, etc.).

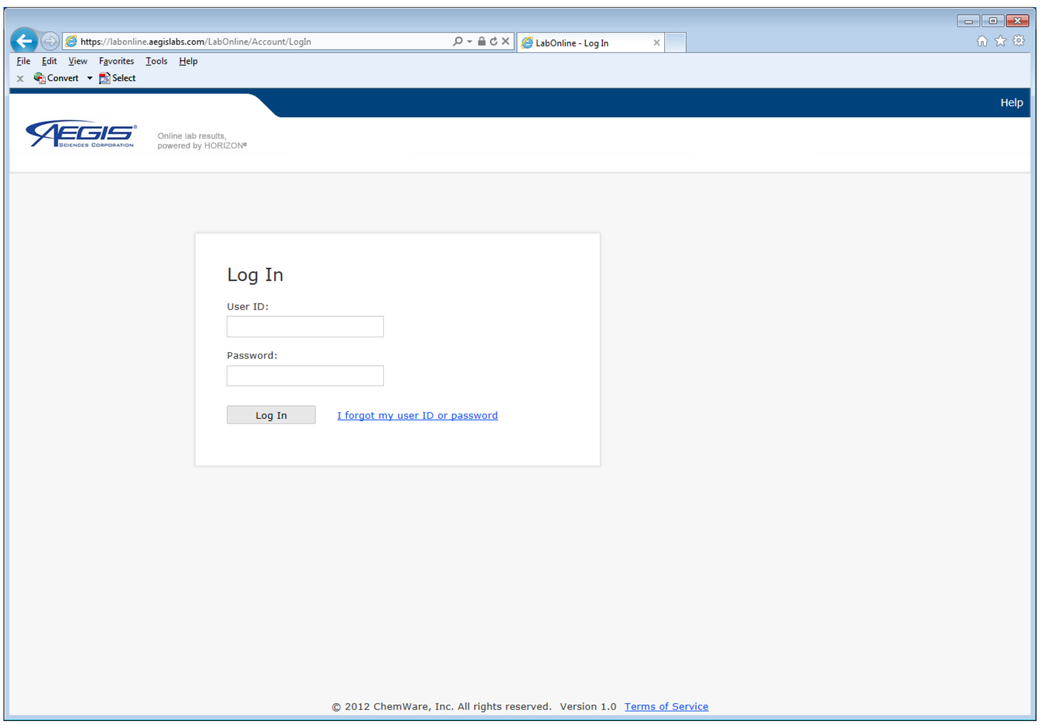
This document will provide an overview of how to login and access the sample information and reports on the portal.

Please contact Aegis client services for login ID and password information.

Step 1: Login

Open your internet browser[1] and enter the URL https://labonline.aegislabs.com/LabOnline. Enter your user ID and password provided by Aegis.

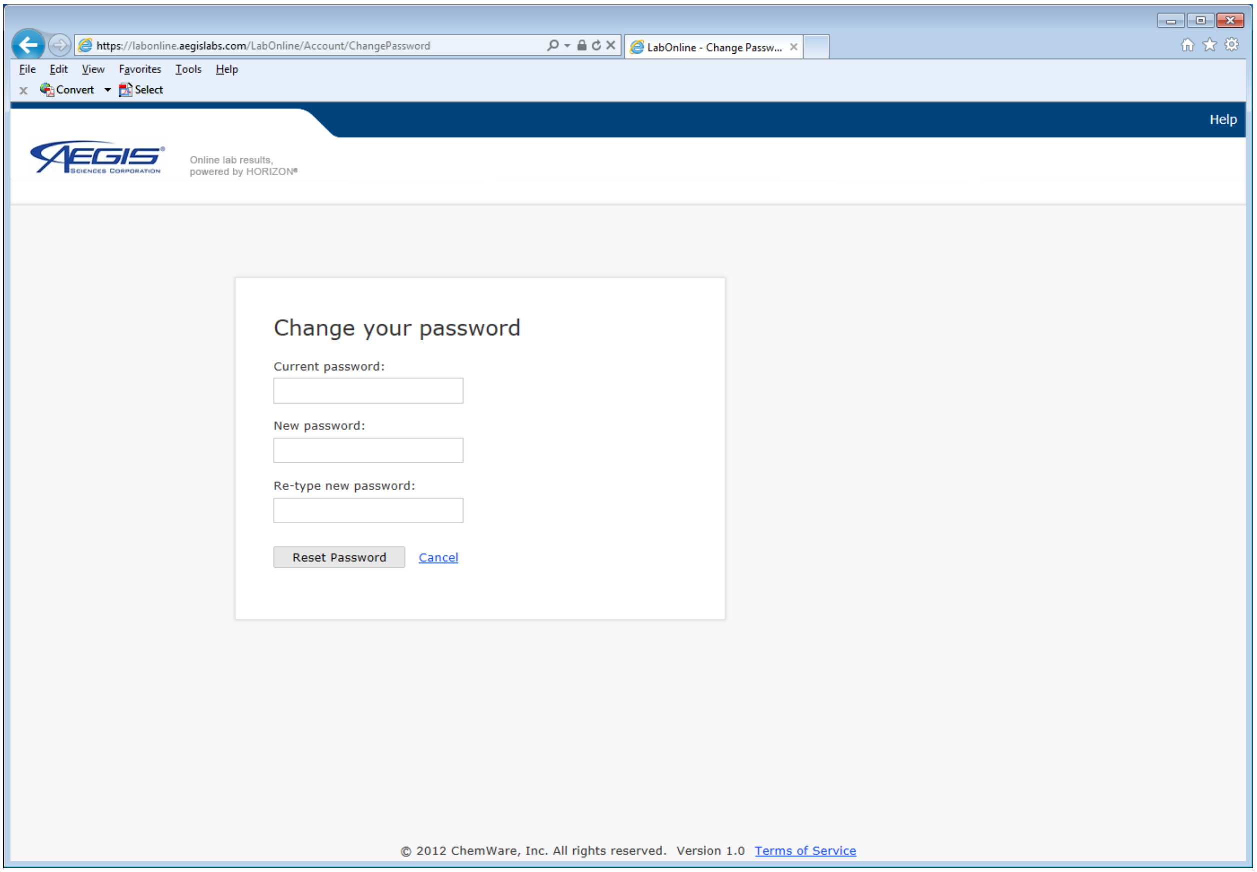
Note: The minimum screen resolution for LabOnline is 1024 x 768 pixels. The maximum screen resolution for LabOnline is 1920 x 1080 pixels.



[1] The following browsers are supported: Internet Explorer 8 and higher; Google Chrome; Mozilla Firefox, and Safari. IE 11 must have aegislabs.com entered in the compatibility list.

Step 2: Password Change

If you have not changed your password from the one provided, you can change it at the following screen. This screen will display each time you login until you change your password.



Step 3: My Dashboard

After login you will be at the dashboard page. This page has the menu across the top. There is a shortcut hyperlink in the lower right part of the screen that will take you to a page that displays a list of all reports that have not been viewed or downloaded.

Please note that from time to time the messages and/or images on the dashboard page may change, to reflect new or updated information from the laboratory.

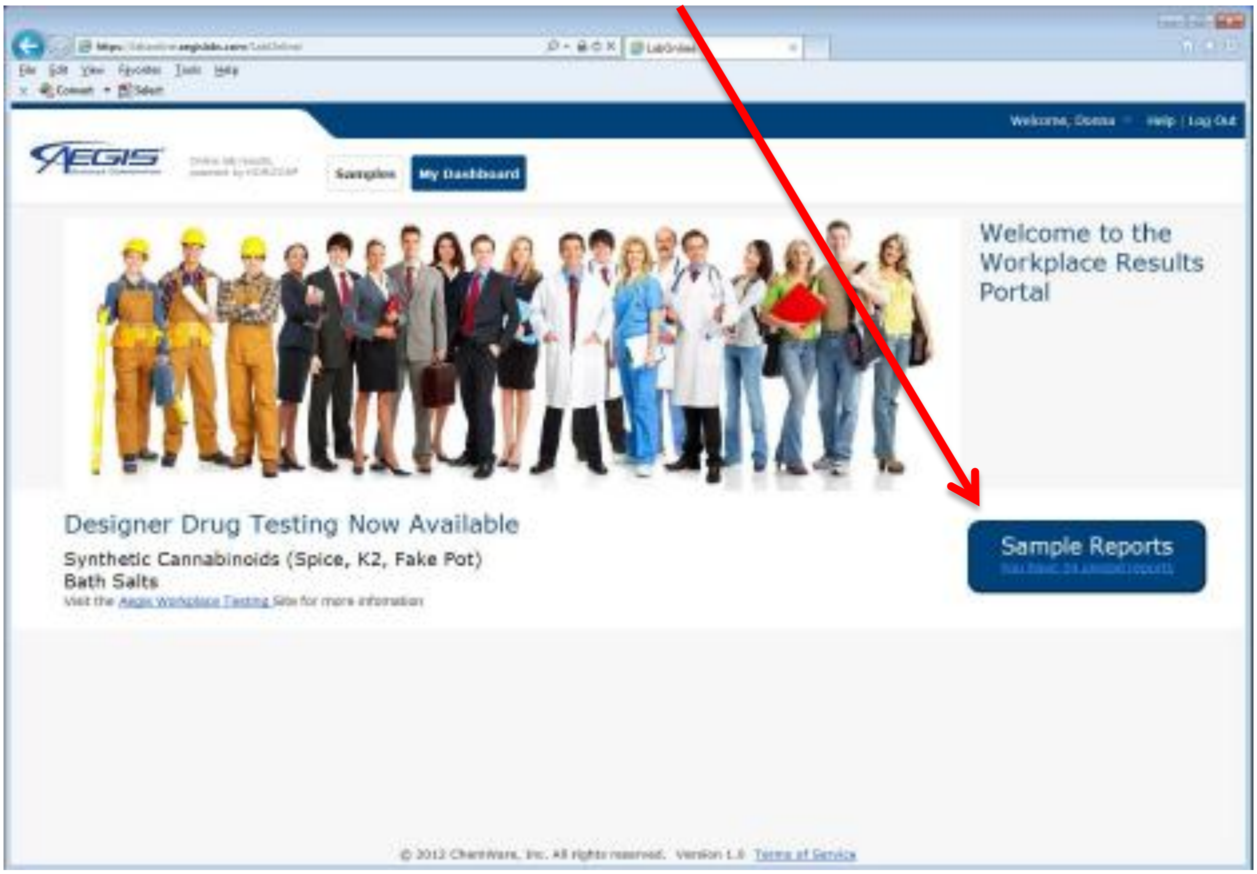


Figure 1: Dashboard Screen

365 Great Circle Road
Nashville, TN 37228

501 Great Circle Road
Nashville, TN 37228

515 Great Circle Road · Nashville, TN 37228
615.255.2400 · Fax 615.255.3030 · 800.533.7052
www.aegislabs.com

345 Hill Avenue
Nashville, TN 37210

336 Hill Avenue
Nashville, TN 37210

Step 4: Configure the Samples View

The donor SSN is displayed in the Description field. You need to unhide this field and arrange it next to the Sample ID field.

1. Right click on the column headers.
2. Select Display Columns from the context menu.
3. Scroll down and check the Description column.

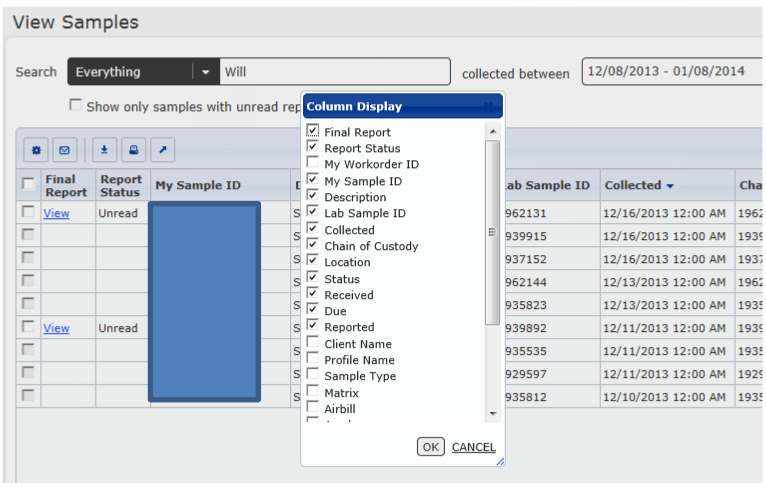


Figure 2: Available Columns for Display

4. Uncheck the My Workorder ID and Lab Workorder ID columns (and any other columns you do not want to see).
5. Click the OK button.
6. Click and drag the Description column so it is next to the My Sample ID column.

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Step 5: View Samples

Clicking on the Samples tab or on the Sample Reports hyperlink will display the View Samples page. This page enables you to search for samples that were submitted to the laboratory and view reports.

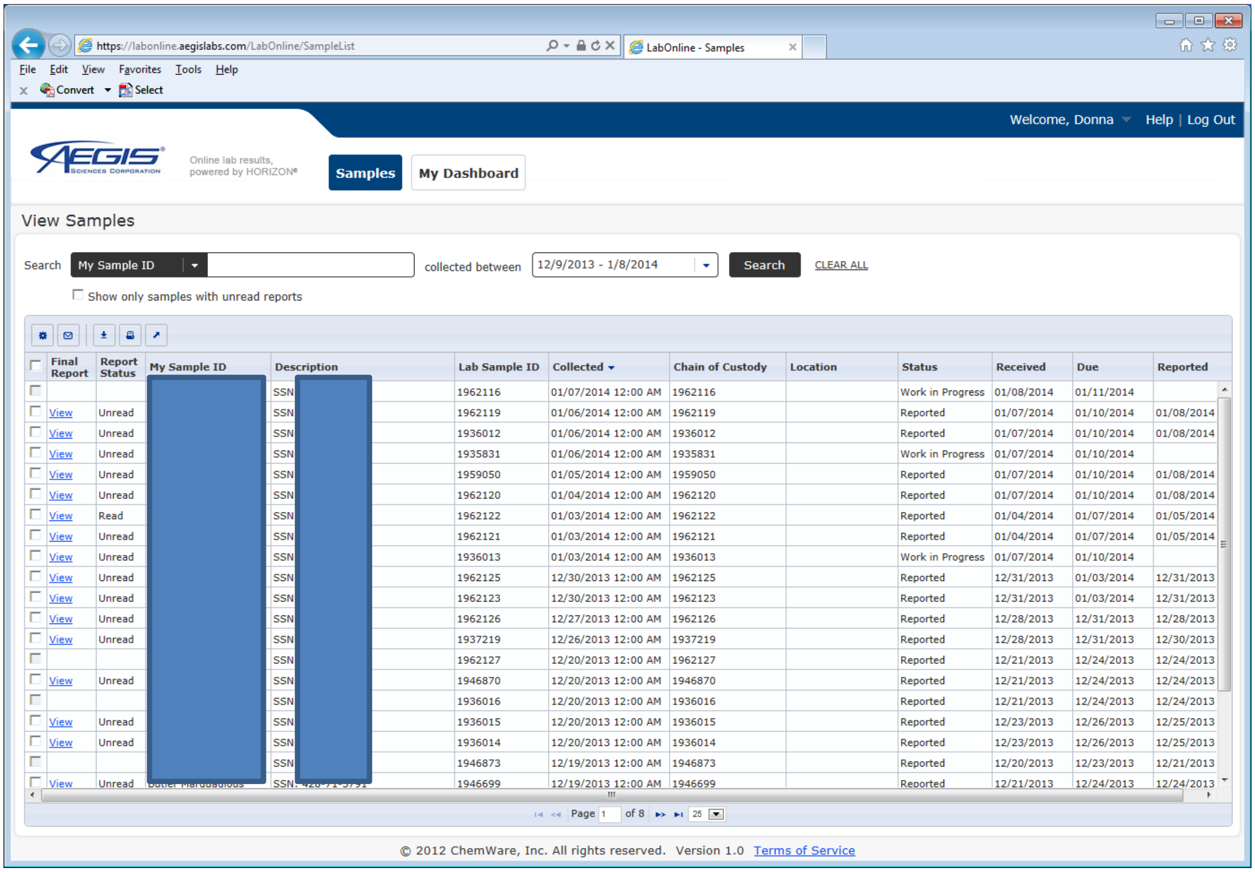
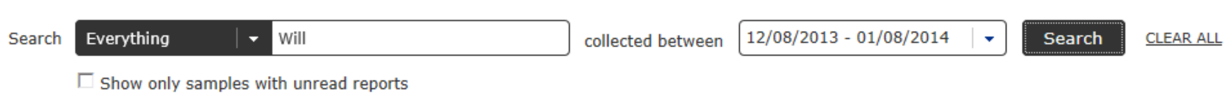


Figure 5: Samples Screen

The page automatically displays the past 30 days of reports. You can change the date range and/or search criteria and click the Search button to execute a new query.

Choose "Everything" in the Search criteria to search all text fields for your search text. For example, the following search will display all records with "Will" in the first name or last name (case insensitive).



Step 6: View a Report

To view a report, click on the View hyperlink in the samples grid. When a report is viewed, the next time the grid is refreshed the Report Status will display “Read”. You can toggle this field back and forth to manage when reports are viewed by checking the rows and clicking the  icon in the toolbar above the grid.

Step 7: Print and/or Download Reports

To print reports, check the report that you want to print and click the print icon. 

To download reports, check the report that you want to download and click the download icon.