

# LigoWeb Remote Access Guide

The *LigoWeb Report Portal* is a **Java** based browser application that can be accessed on all major browsers. The prerequisite to launch the application is to have an **active copy of Java** pre-installed on your workstation. Once this is activated, please ensure that there is nothing on your local network preventing communication with the database otherwise you will **NOT** be able to launch the portal.

If you're unable to load the portal, please contact your local IT support to correct issues.

To log in, please use the direct link <https://pacrim.ligolab.com:5001/LigoLabServer/WebApp/>. If the Java platform is installed and working, you should be able to view the login screen (pictured below).



## Account Set-Up

If you are already a client of Pacific Rim Pathology and would like to set up a remote user account, please contact our Regional Accounts Manager, **Ray Jordan** ([ray.jordan@pacificrimpathology.com](mailto:ray.jordan@pacificrimpathology.com)).

The information required to set up a remote user account include the following:

1. **First Name** and **Last Name** of any user(s) that will need account access.
2. **Email Address** to contact user with their login credentials once the account is activated.
3. Which **Location(s)** (and **Doctor(s)** if applicable) that the user account will require access to.

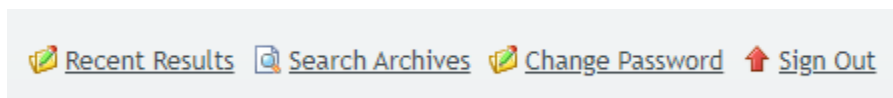
You will be forwarded an email with a username and password along with instructions for access and navigation. If you require a more in-depth tutorial, please review the next part of this document and/or view the training video posted on our website at [www.pacificrimpathology.com/web-reporting](http://www.pacificrimpathology.com/web-reporting)

## Portal Access/Navigation

1. The report portal may be accessed via the following link:  
<https://pacrim.ligolab.com:5001/LigoLabServer/WebApp/>
2. On the initial login screen, please enter the user credentials that were provided via email. Your **password** will be the default password provided to you via email; this can be changed within the portal after initial entry:



3. Near the top of your home screen there is a menu listing the following options for navigation:



- a. **Recent Results** – Home page displaying all reports from the last 30 days.
  - b. **Search Archives** – Database search to find reports older than 30 days.
  - c. **Change Password** – Option to update your current password.
  - d. **Sign Out** – Exit your current viewing session.
4. The home screen will display all **Recent Results** from the last month. Anything older than 30 days will require you to search via **Search Archives**.

If there is a missing test result, your account may be lacking a necessary access permission.

To correct this or any other issues you may be facing, please detail your problem(s) in an email and forward to [shamim.ahmed@pacificrimpathology.com](mailto:shamim.ahmed@pacificrimpathology.com)

- To view a report, you need to check it off for selection and then click either **View Selected** to open the *PDF viewer* or **Download Selected** to download a PDF copy of the report as highlighted below.

If there are multiple reports listed, you may check off multiple entries which will allow you to open a multi-document PDF preview or download all reports at once:

Recent Results [1]

Accession	First Name	Last Name	DOB	Provider	Stage	Collected	Released	ResultID	<input checked="" type="checkbox"/>	Attachment
<a href="#">10016440</a>	INTERFACE	TESTING	03/27/1973	Client Client	Final	04/30/2020 13:25	05/04/2020 11:15	CL20-002112	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

View Selected Download Selected F1 : Refresh

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- To view previous reports released more than a month earlier, click **Search Archives** to open up an entry page from which you can specify your search parameters.

Some of the parameters to narrow down search results that can be specified are highlighted below and include released and collected times, patient demographics, or additional identifiers.

Recent Results Search Archives Change Password Sign Out

**Released**  
From: [ ] To: [ ]

**Collected**  
From: [ ] To: [ ]

**Patient**  
ID: [ ] First Name: [ ] Last Name: [ ] DOB: [ ]

**Identification**  
Accession: [ ] Ref ID: [ ] Result ID: [ ]

**Report**  
Report Group: [ ] Stage: [ All ]

- After specifying your search parameters, click **[F1]** or press the **F1: Refresh** button located at the bottom menu on the page to refresh the search results.

F9 : Clear View Selected Download Selected F1 : Refresh

- After refreshing search results, check off entries to view/download as detailed earlier.
- When your session is complete, click the **Sign Out** button located at the top of the page to exit the web portal.