ARUP® LABORATORIES

Gateway

ARUPLab.com

User Manual

August 2025

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Get started

Get started

Get your laboratory test directory up and running in three simple steps:

1. ## Customize your site

   You can upload your logo, change color settings, create a slide show, and more. See Customize your site's look and feel for step-by-step instructions. When you're done setting up your site, you'll provide your laboratory test directory URL to your users. Example URL: www.testmenu.com/yourclienttestdirectoryname

2. ## Customize your test layout

   Your tests will have a number of info fields like Test Name and Test Number. You can control how these fields are displayed on your tests by adding containers, assigning fields to containers, and assigning entry boxes to containers.

3. ## Upload your tests

   You can upload all your tests at once using an Excel spreadsheet.

Additional tasks

After setting up your site, you may need to perform some of these other tasks:

• Add a single test	• View reports
• Add/edit an ARUP test	• Set up site notifications
• Delete multiple tests	• Set up email notifications
• Create custom fields	• Manage your password

Browsers and screen resolution

We support Internet Explorer versions 8 through 11 and Google Chrome. A screen resolution setting of 1280x1060 is optimal. The administrator functions are not intended

for use on a mobile device.

Frequently asked questions

General information

Which browsers can I use with Gateway?

Refer to the ARUP Browser and Software Support Policy for up-to-date supported browsers at http://www.aruplab.com/about/support.

I have a great idea for a Gateway enhancement. Who do I contact?

Contact the Gateway Product Manager, Julie deCastro at julie.deCastro@aruplab.com or at (801) 583-2787 ext. 2089. For other inquiries on current Gateway functionality, please contact the Client Relations Training team at ClientRelationTraining915@aruplab.com or at (800) 242-2787, option 1.

I'm unable to log on to Gateway to make changes to my test directory. Why?

Verify that you have been given Gateway Admin permissions through Connect. The Gateway user name and password are the same as your Connect user name and password. Also ensure that your Connect user account has not been locked.

I just added a favicon to my Gateway, but I can't see it. Why?

If you are using Internet Explorer, you as the administrator may not immediately see the favicon on your browser tab after adding it. The favicon DOES display on other computers quickly, and will display on your computer if you clear your cache and/or restart your computer (may take up to 24 hours to display). The favicon will immediately display on the Chrome browser.

Managing tests

Why am I unable to edit a field on a test?

There are standard fields with ARUP tests that cannot be edited. However, all custom fields are editable, even in ARUP tests.

Not all test information is showing up in my test. Why?

Check to make sure the field you expect the information to appear in has been assigned to a container (tab). If the field has been assigned to a container and it is a custom field, ensure the field has been assigned as "public". If the field has been created as a "private" field, ensure the user has been given "View Private Data" permissions within Connect.

How can I add the same test field information to multiple tests?

The easiest way to quickly update multiple tests with the same information would be to edit a spreadsheet containing the tests to be updated. Enter the information in one of the tests and copy that cell to all other tests to be updated. Step-by-step instructions below:

1. Export the test directory.
2. Isolate tests to be updated (delete all other tests.)
3. Edit information in the appropriate field/cell.
4. Copy cell to all other tests.
5. Upload updated spreadsheet.

How do I prevent duplicate tests (the same test with different test names/numbers) from being created?

It is possible to create a "duplicate" test in your directory which contains identical test information, but the test names and/or numbers are different. This typically happens through the test upload process. If an existing test is re-uploaded with a different name, Gateway will recognize that test as a NEW test, not a test to be UPDATED. If a test name

or number needs to be updated, edit that test through the "Edit Test" function or upload the new test and delete the old one.

Is it possible to delete all of the tests in my test directory?

No, this function is restricted to only ARUP support staff. Contact the ARUP Client Relations Training Team to have all data deleted from your directory.

Can I format (bold, italics, color) the text within my test directory?

Yes, any non-ARUP test data and custom fields can be formatted with different font styles or colors, but must be HTML-formatted if using the Upload Test tool. Text can be edited manually through the "Edit Test" functionality using the editing tools shown below or via an upload for updating multiple tests at once. The main font (header text, container and field label text), and ARUP test information text cannot be customized.

"Edit Test" method:

"Upload" method:

ARUP updates and notifications

One of my ARUP tests is not automatically being updated.

Ensure the **Receive Automatic Updates** checkbox has been selected.

Will ARUP Synonyms overwrite manually-entered synonyms?

Unless the **Import ARUP Synonyms** checkbox is selected, the synonyms will not be over-ridden.

Why am I getting Invalid ARUP Test notifications?

This email is sent to Gateway Administrators who have signed up for email notifications within Connect. The purpose of these emails is to notify you when there is an invalid ARUP Test in your Gateway site. An invalid test is an inactive ARUP test. Although we automatically update changes made within ARUP tests that you have in your Gateway test directory, we do not add, delete or inactivate tests in your test directory. We notify clients of upcoming inactivation of tests through our Hot Line and these inactive test emails serve as a backup to that communication.

How do I correct invalid ARUP test numbers?

There are a few ways this can be resolved. When editing a test, do one of the following:

- Replace the ARUP test number with a valid test number.

- Deselect the **Receive Automatic Updates** checkbox which will convert the test from an ARUP test to an in-house test.

- Delete the test entirely if there are no plans to use the test as an in-house test.

Can I keep tests in my directory if the ARUP# is invalid?

Yes, the test can be retained in your directory, but the invalid ARUP test number should be removed to prevent receiving the Invalid ARUP Test email notifications.

Do new ARUP tests (or deleted tests) listed in Hot Line notifications automatically get added/deleted from my Gateway site?

No. Automatic updates will happen only on tests that have a valid ARUP test number entered in the ARUP test field AND the **Receive Automatic Updates** checkbox is selected. Tests that are replaced with a different test will not automatically be updated as this is an inactivation of one test and a creation of a new test. New tests and deleted tests are NOT automatically updated, these need to be manually added or removed.

How do I convert an ARUP test into an in-house test?

There are two ways to convert an ARUP test to an in-house test--through the Edit Test function for a single test and through the upload process to convert multiple tests at once.

"Edit Test" method:

Simply deselect the **Receive Automatic Updates** checkbox. This will make it possible to edit any test field with your own information since the automatic updates won't override your own data.

"Upload" method:

Isolate the tests to be converted to be the only tests within the spreadsheet. Under the Receive Automatic Updates column, change TRUE to FALSE, and upload the changes. This indicates that automatic updates will not occur, making the tests in-house tests.

Can I attach a Consult topic to an in-house test?

Yes. When editing the test, enter the ARUP test number that has the Consult topic to be displayed. Only select the **Display Consult Link** checkbox under the Import ARUP Test Data section. (Do not select Receive Automatic Updates.)

About links and documents

I need to create a "folder" to house procedure documents accessible to everyone on our home page. What is the best approach?

Use the parent link feature to display sidebar headings that can be collapsed or expanded. Multiple document links can be nested under the parent link and available for all users to view.

I've created a link to a document, but now it needs to be updated. Can I update my document without changing the link?

Yes, if you upload a new document (or image) and keep the file name the same, no changes are needed to the link.

We've changed our logo (or another image/document used on the site), how do I delete unused images or documents from the Gateway Server?

After selecting **Edit Test,** select any editable field to display the editing toolbox. Select **Image**, which will display the Image Properties window.

Select **Browse Server**. This will bring up the folders where all images and documents on your Gateway site are stored.

Locate and right-click on the file to be deleted. Select **Delete**. Then select **OK**.

Test upload information

I have a list of items to be displayed in a field. How do I enter that information into my spreadsheet?

Separate the items with a semicolon. Synonyms, Related Information, LOINC and Search Categories are the fields where the values need to be separated by a semicolon.

How do I add Related Information links through an upload?

Enter the information into the Related Information field within the upload spreadsheet. Separate the links with a semicolon and format the links as follows:

Text of link 1, <comma>, fully-qualified URL <semi-colon>, Text of link 2, <comma>, fully-qualified URL <semi-colon> , etc. For example:

Acro-
megaly,ht-
tps://arup-
con-
sul-

t.com/-
content/acromegaly;Hypercalcemia,https://arupconsult.com/content/hypercalcemia

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Specimen Preparation	Reported	ARUP Re|	Notes	Storage/T	ARUP Sto	Methodol|	Performe|	Synonym|	LOINC	Related Information			
2	Transfer 0.5 mL serum to an ARUP Standard Transport Tube. (Min: 0.25 mL)	1-3 days				Refrigerate		Semi-Quar	Sun, Tue, Wed, Fri, S	32031-7;		Acromegaly,https://arupcons ult.com/content/acromegaly; Hypercalcemia,https://arupco nsult.com/content/hypercalce mia			

Printing

How do I print a list of all tests in my directory?

Run a Test Export and select **PDF** as the Export Format. Within the export options, ensure the **Test List** checkbox has been selected and deselect the **All** checkbox.

Can I print my tests without images?

Yes. When exporting the test directory, within the Export Settings window, deselect the **All** and **Photos** checkboxes and select all other options to be printed.

Export Settings ✕

Subject

My Lab Test Directory

Message

Add your message here or leave blank

Export Options ⌃

☐ All   ☑ Alphabetize By Test Name
☐ Collection   ☐ Alphabetize By Test Number
☐ Ordering   ☐ Logo on Each Test
☐ Result Interpretation   ☐ Home Page
☐ Administrative   ☑ Test List
☐ Photos (if included)   ☐ Private Fields
☐ Show URL Addresses (if included)

✔ Export   Close

Search for a test

Search for a test using the search tool found at the top of the page.

> ✎ **Note**: The test search is for plain text only. Any HTML entered in the search field is stripped out of the search criteria. The HTML still displays in the Test Name of the test page.

Search using the following methods:

Browse A-Z

1. Select [Browse A-Z].

   A drop-down menu appears.

2. Select a letter in the menu.
   In the Results Found section, an alphabetical list of tests starting with the selected letter displays.

3. Select the appropriate test from the Results Found list to view the test information.

Select **#0-9** to view all tests that begin with a number.

Select **ALLERGENS** to view all the tests that begin with Allergen.

Quick search

1. Start typing the Test Name, synonym, CPT, or LOINC in the Search Box. Results will filter as you type.

2. Select a result to view the test information.

You can also search for tests by entering full or partial CPT codes, LOINC, or Synonyms.

The Quick Search displays the matching Test Names first, then Test Number second (limited to 10 results).

If no tests match your criteria, try a Full Search.

Full search

1. Enter the Test Name, synonym, CPT, or LOINC in the Search Box.

2. Select **Q Search** or press Enter. The Results Found list appears for all the tests that match the criteria you entered. This list displays the Test Name, Number, and Performing Lab.

3. Select a row to view the test information.

If you do not see your test, try changing your criteria to be more/less specific.

The Results Found list displays the matching Synonyms first, Test Names second, and Test Numbers third.

You can also search for tests by entering full or partial CPT codes, LOINC, or Synonyms.

Filter full search

After you have done a Full Search, you can filter the tests in the Results Found list. Simply type in the Search Box and the results will filter as you type.

All tests

To search for all tests available in your laboratory test directory, leave the Search Box blank and select **Search** or press Enter. This is helpful, for example, if you wish to view or print the entire test directory list.

Search categories

1. Search for a test using one of the above methods (excluding Quick Search).

2. On the Results page, look at the search categories on the right. The number of tests in each search category will appear next to the category in parenthesis.

3. Select the category name, and select the appropriate test to view the test information.

✎ **Note**: The "New" and "Updated" categories are default Search Categories. Tests will display in these categories for the length of time that is specified to display test statuses in the Settings tab in the Admin Control Panel.

View test history

Select the **History** link to see a list of the last 25 tests viewed.

Manage your password

1. Sign into ARUP Connect. Your Gateway password is also your password for ARUP Connect™.

2. Select your username in the upper-right corner, and select **My Account**.
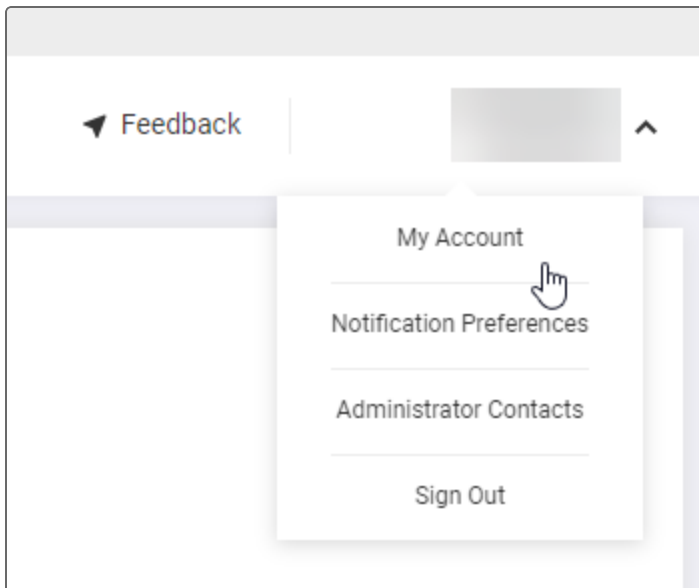
3. Go to the **Security** tab. You can change your password or security question on this tab.

For additional help, contact your ARUP Connect administrator or ARUP Client Services.

Customize your site

Customize your site's look and feel

Select **Admin**, and go to the **Settings** tab to customize the look and feel of your laboratory test directory.

Select **Save** at the bottom of the page when you are finished updating your settings.

Select the following links for step-by-step instructions:

Add a logo, header background image, and favicon

Add logo, header background image, and favicon

In the **Logo**, **Header Background Image**, or **Favicon** areas, select the **Select file...**

Select file... button to search for and select an image.

> 🖊 **Note**: The favicon is the icon that displays in the favorites and browser tab.

For best results:

- The favicon should be an .ico file and either 32x32 px or 16x16 px.
- If the logo is larger than 450px wide and/or 110px high, the image will be automatically resized.
- The header background image should be 1000px wide by 130px high.

Your image will save when you select **Save** at the bottom of the page.

Set logo link
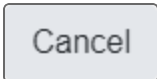
You can make your logo image a link to a web page by setting a logo link.

1. Select the **Set Logo Link** hyperlink next to the **Logo** field. The **Logo Link** dialog box opens.
2. Enter a valid URL.

3. Select **Save** [Save].
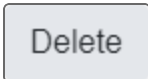
4. Select **Cancel** [Cancel] to close the Logo Link window.

Your link will be saved once you select **Save** at the bottom of the page.

Delete logo link

You can remove the logo link URL by selecting **Delete** [Delete] on the Logo Link window.

Delete logo, header background image, or favicon

1. Select the **Delete Logo**, **Delete Header Background Image**, or **Delete Favicon** checkboxes.

2. Select **Save** at the bottom of the page.

Add a test directory display name

In the **Test Directory Display Name** field, enter a name for your test directory. This name will be displayed on the home page as "[Test Directory Display Name]".
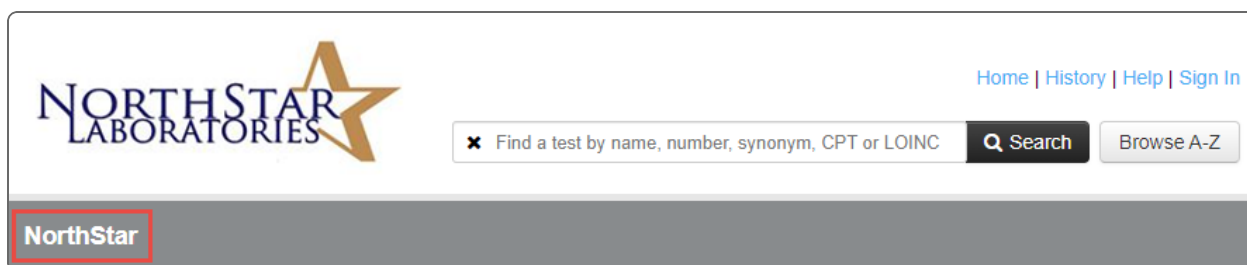
Change the days to display the test status

In the **Days to display test status** field, enter the number of days the test status (New/Updated) will be displayed next to new or updated tests in your test directory.

Notifications
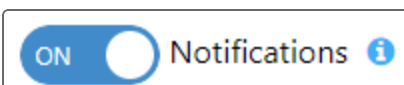
The **Notifications** toggle switch [ON ⚪ Notifications ⓘ] enables or disables the pop-up notifications that appear when a change has been made to a test in the test directory.

> ✎ **Note**: The **Notifications** toggle switch is turned on by default.
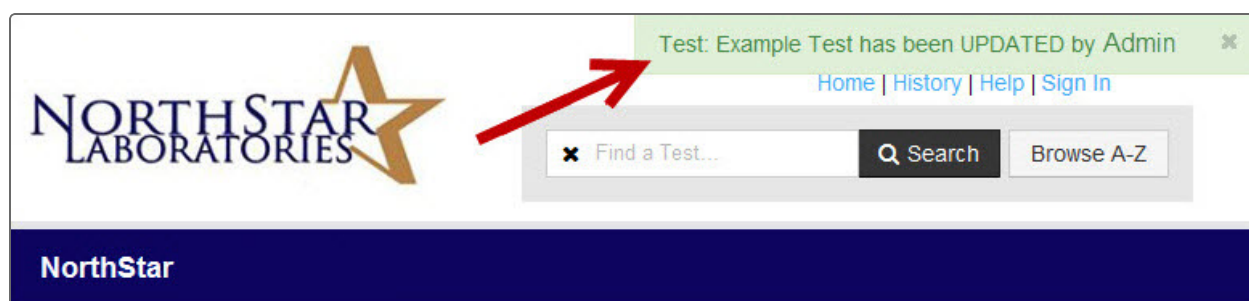
Search Suggestions

The **Search Suggestions** toggle switch controls whether search suggestions are visible when a term is entered in the Search field.

[ON ⚪ Search Suggestions ⓘ]
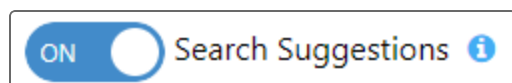
> ✎ **Note**: The **Search Suggestions** toggle switch is turned on by default.

Prioritize Client Managed Tests

The **Prioritize Client Managed Tests** toggle switch prioritizes whether client-managed tests display above ARUP-managed tests in the search results when searching for a test.

[ON ⚪ Prioritize Client Managed Tests ⓘ]
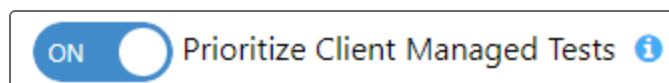
> ✎ **Note**: The **Prioritize Client Managed Tests** toggle switch is turned off by default.

Change the color settings

Select [⌄] to expand the Color Settings section.

- You can change the color settings of each area of your test directory by using the color palette or by entering the HTML color code into the display fields.

- Select next to the display field, if available, for an example of how editing the color of that field will change the color settings of your test directory. You can see all the color settings examples here.

- Select **Restore Default Color Scheme** to restore all your color settings to the default colors.

Build a slideshow

Select to expand the Slideshow section.

Use the Manage Slideshow Images section to build a slideshow that you can display on your home page.

Build a slideshow

> **Note**: **Important!** The file name for images that you upload here should not have spaces or special characters. File sizes must be less than **30mb**.

1. Select the **Active** checkbox.
2. Select the slideshow position from the drop-down list (above or below).
3. Enter the height (in pixels) of your tallest image in the Height box.
4. Select the **Select files...** button.
5. Select your image files and select **Open** in your browser's dialog box.
6. Select **Upload** .
7. Select . The Edit Slideshow Image dialog box opens.
8. Add a caption and modify the caption color options as needed.
9. Select **Save** .
10. Repeat steps 7 through 9 for each image as needed.
11. Select **Save** at the bottom of the page.

Add links to captions

To add a link to a caption, add the HTML code to the Caption box and select **Save**

Save .

Example Code:

Donate and save a life

Edit the home page HTML

The Home Page HTML text box controls the content displayed on the home page of your test directory. Enter the content you want displayed on your home page here, or copy and paste the content from another application. Before you select the text box, it will display in HTML. When you select the text box, the editing tool will display. Use the editing tool to format the content of your Launch Page.

Manage sidebar and footer links

In the Manage Sidebar and Footers section, you can add a link as a sidebar or footer.

- **Sidebar**: These links will appear in a list on the right side of your home page.
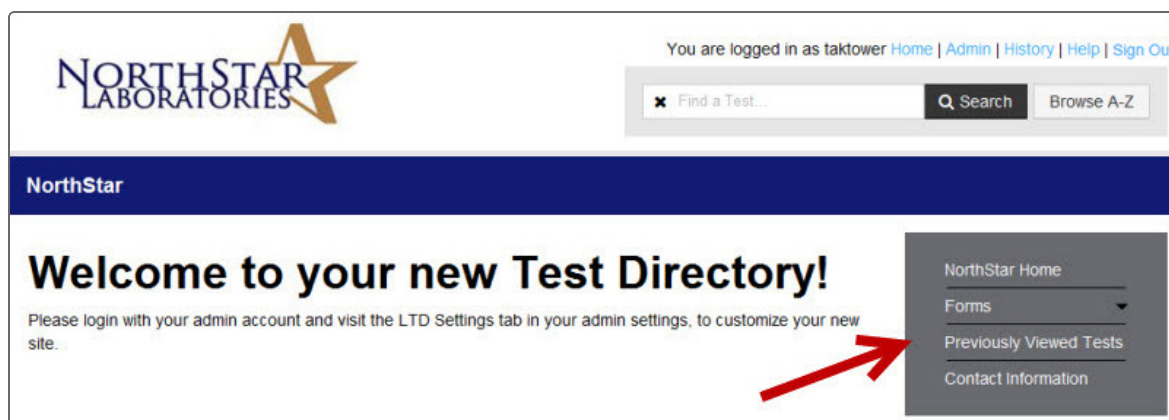
- **Footer**: These links will appear at the bottom of every page.

Add a link

1. Enter the **Title**. The title is the text that will display for your link.

2. (Optional) Select the Is Parent checkbox if the link you are adding will be used as a parent for sub-links.

3. Enter a valid **URL**or select a **Document** to link to from the drop-down menu. To choose a document from the drop-down menu, you will first need to Upload a new document.

4. Assign the link to be a **Sidebar**or **Footer** by using the **Sidebar or Footer** drop-down menu.

   > **Note**: You will need to scroll down to Sidebar\ to find your document if you use the **Select files...** button in the Links section.

5. (Optional) Choose a header from the **Parent Title** drop-down to assign your new link to dis-

play as a sub-link to the header. See Create a parent/header for sub-links for instructions.

6. Select **+Add** ![+ Add].

Create a parent/header for sub-links

1. Select the ☑ Is Parent checkbox.

2. Enter the title of the header in the **Title**field.

3. Select **+Add** ![+ Add].

Your header is now available to use as a header for sub-links.

You can also change a link to be a parent/header by selecting the row of an existing link, and selecting ☑ Is Parent in the Edit Link dialog box. This will clear out any existing link data except for the title because parent/headers will not link to documents or URL's.

Assign sidebar links to be sub-links

Assign any Sidebar link to appear as a sub-link on your home page.
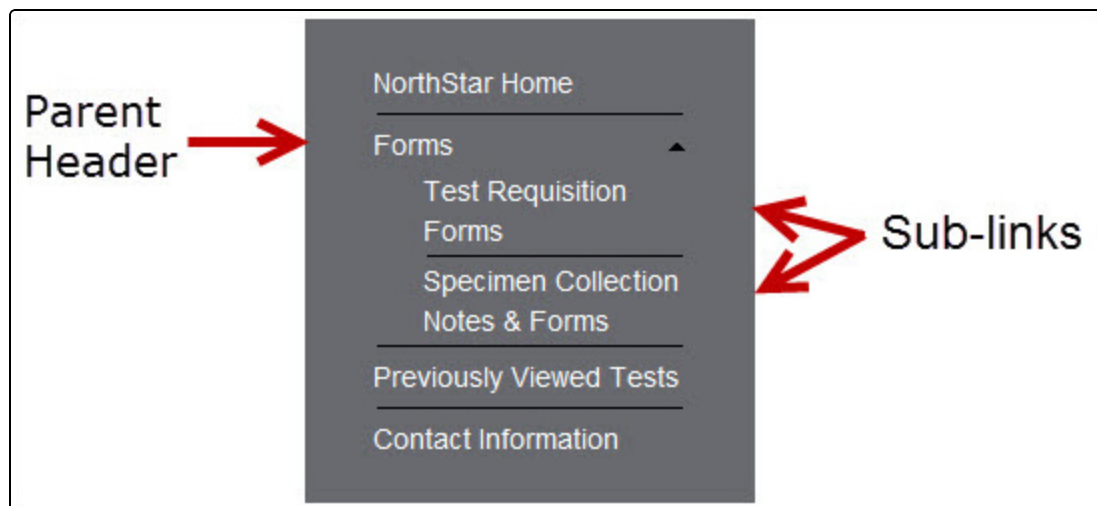
You may not create sub-links with Footer links.

1. Add a link and assign your link to a Link Header.
   OR
   Select the row of the Sidebar link you want to assign as a sub-link.

2. Select the Parent/Header from the **Parent Title** drop-down list.

3. Select **Save** [Save] .

Your link will now display as the parent link name listed in the Parent column on the table.

Title	URL	Location	Parent	
≡ NorthStar Home	http://www.northstarlab.com/	Sidebar		✎
≡ Forms		Sidebar		✎
≡ Test Requisition Forms	http://www.northstarlabs.com/testreq/forms	Sidebar	Forms	✎
≡ ARUP Home	https://www.aruplab.com	Sidebar	Partners	✎

Upload a new document

✎ **Note**: **Important!** The file name for documents that you upload here should not have spaces or special characters. File sizes must be less than **30mb**.

1. Select the **Select files...** [Select files...] button. The Document Upload dialog box opens.

2. Select the file and select **Open**.

3. Repeat steps 2 and 3 as needed.

4. Select **Upload** [Upload] when you have added all the files.
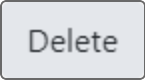
Edit a link

1. Select the row of the link you want to edit. The **Edit Link** dialog box opens.

2. Edit the **Title, URL, Sidebar or Footer, Parent Title** or **Document** as desired.

3. Select **Save** [Save] .

Delete a link

1. Select the row of the link you want to delete. The **Edit Link** dialog box opens.

2. Select **Delete** | Delete |.
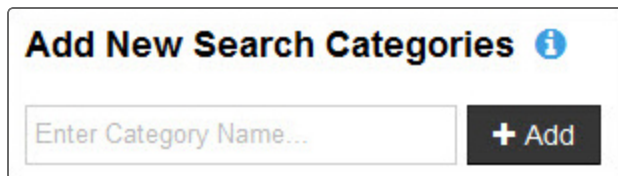
Add search categories

Select **Admin** and go to the **Search** tab to create Search categories (such as department, method, etc.). See Search categories for information about how to use these categories when searching for a test.

Create new search categories

On the Search tab, enter the category name and select **+ Add** .

Add New Search Categories ⓘ

Enter Category Name...   **+ Add**

Assign tests to a category

 When adding or editing a test, select the category in the categories entry box.

Note: A single test may be assigned to more than one category.

Assign the Test Search Categories field to a container

You can assign the Test Search Categories field to a tab or right margin container. This allows users to see which search categories are assigned to a test by simply viewing the test.

1. Select **Admin**, and go to the **Layout** tab.
2. In the lower portion of the page in the container list, select the row of a container. The **Edit Layout Information** dialog box appears.

3. In the **Container Fields** drop-down menu, select the **Test Search Categories** option, and
   select + Add .

4. Select ✔ Save . The Test Search Categories field now appears in the assigned tab or
   container on all tests.

Edit search categories

1. On the Search tab, select the row of the category. The Edit Category dialog box opens.

2. Edit the name, and select [✔ Save] to save your changes.

Delete search categories

1. On the Search tab, select the row of the category. The Edit Category dialog box opens.

Edit Category ✖

Categories can be assigned to a test when the test is open in edit mode or adding a new test.

Category Name

Search Category 1

[✔ Save] [✖ Delete]   [Close]

2. Select [✖ Delete] to delete the category.

Color settings examples

Select the links under **Color settings examples** in the right menu to see areas of the site where you can change the colors.

Test directory display name

In this example, the test directory display name is NorthStar.
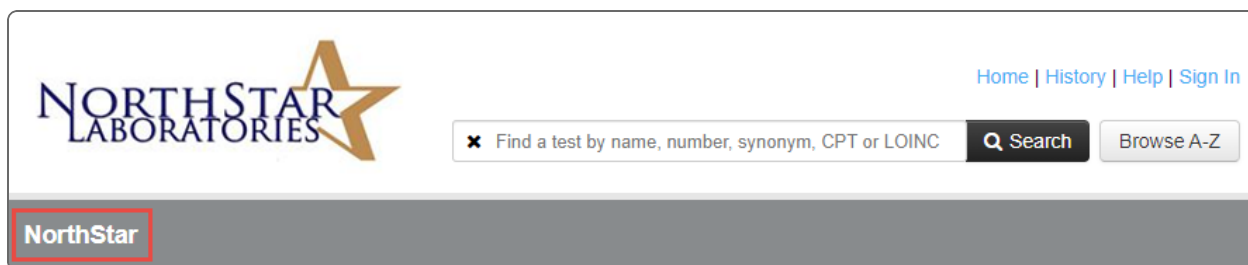
Header background color

In this example, the header background color has been changed to light blue.
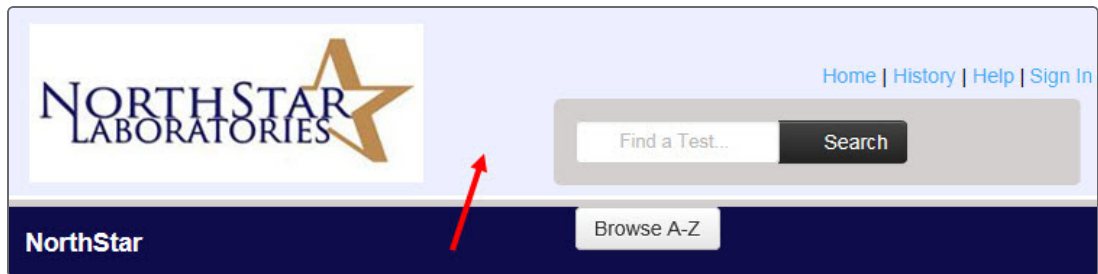
Primary row color

In this example, the primary row color has been changed to bright green.

Section Header Row

Selected Tabs

Alt row color

In this example, the alt row color has been changed to bright green.

Search Bar Container

Header Row Accents

Results Found: 8

Search Results

Test Number	Test Name	
79894	0051103	*UPDATED*
456789	ABL Mutation	*UPDATED*
4589564	Allergen, Mites	*NEW*
745238541	Allergens, Food, Common Adult	*NEW*

Link color

In this example, the link color has been changed to magenta.

A web-based tool to help your physicians

ARUP Gateway is a seamlessly branded web-based tool that is fully integrated with your test menu, providing automatic updates, a customized look and feel, real-time changes, and full control of site data. Because Gateway is hosted by ARUP, no IT support is required.

- Provides search function with access to test selection and interpretation guidelines (ARUP Consult®).
- Offers a fully branded look with the abililty to customize colors, layout, and logo.
- Includes initial data import, easy online editing, and automatic updates.

Header link color

In this example, the header link color has been changed to light blue.
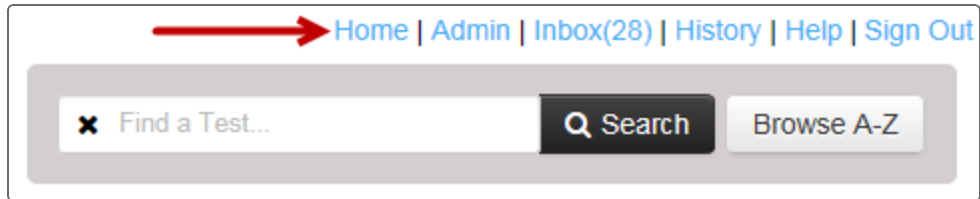
Sidebar color

In this example, the sidebar color has been changed to blue.
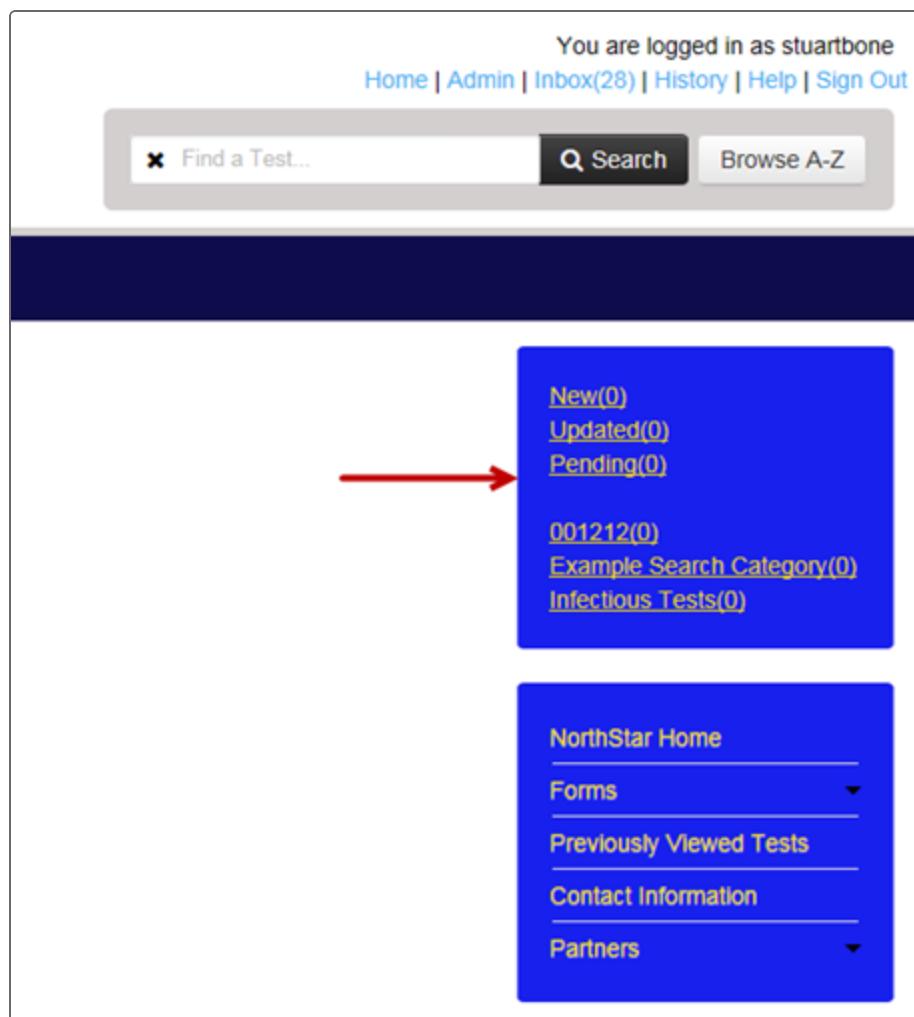
Sidebar link color

In this example, the sidebar link color has been changed to yellow.
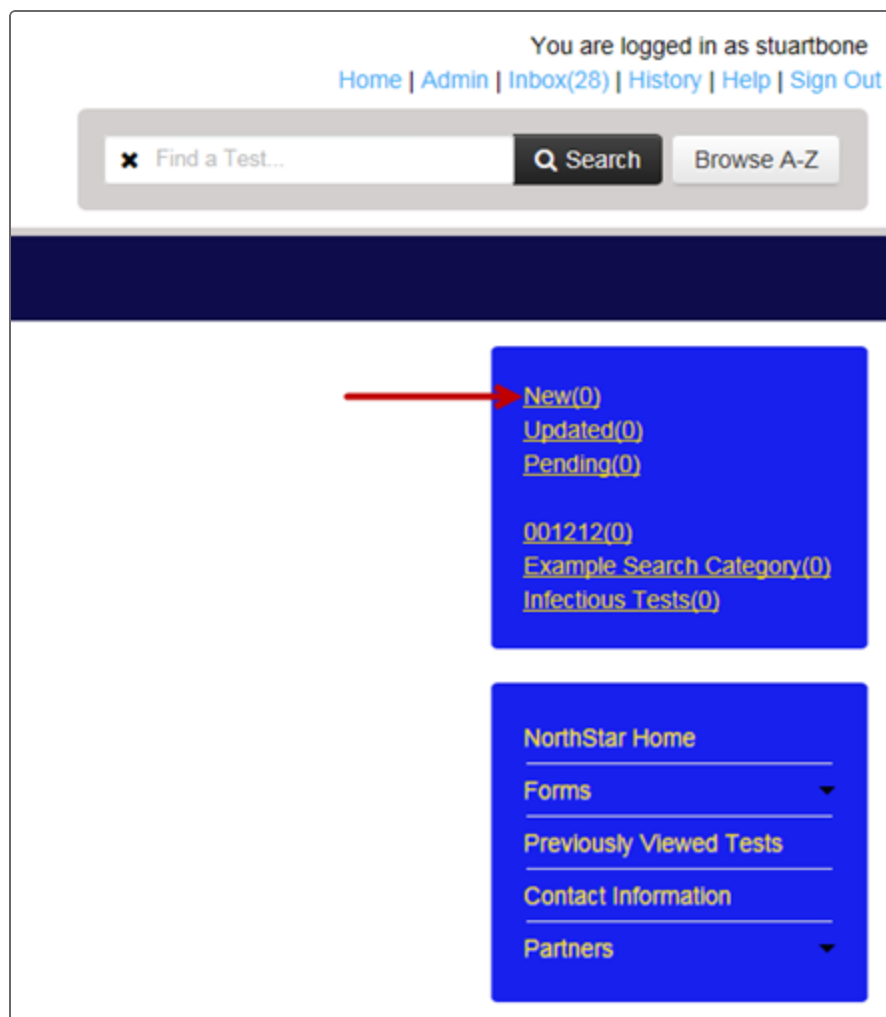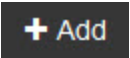
Customize your test layout

Add containers

Containers are the tabs and the right margin groupings that contain the entry fields on your tests. Select the following links for step-by-step instructions:
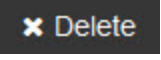
Add new container

1. Select **Admin**, and go to the **Layout** tab.

2. Enter a name in the **Enter Container Name** field under Add New Test Container.

3. In the drop-down menu assign your container location to be either **Tab** or **Right Margin**.

   - **Tab**: Displays the container as a tab. See Test detail tabs for more information.

   - **Right Margin**: Displays the container on the right side the test. See Right Margin containers for more information.

4. Select **+ Add**. The name of your container appears in the container list.

5. Assign fields to your new container. See Assign (map) fields to containers.

6. Select **Save** at the bottom of the page.

Edit the title/location of container

1. Select **Admin**, and go to the **Layout** tab.

2. Select the row of the container you want to edit from the container list. The **Edit Layout Information** dialog box opens.

3. Edit the **Title** and/or **Location**.

4. Select **✔ Save**.

Delete a container

1. Select **Admin**, and go to the **Layout** tab.

2. Select the row of the container you want to delete from the container list. The **Edit Layout Information** dialog box opens.

3. Select **✕ Delete**.

Assign (map) fields to containers
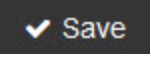
1. Select **Admin**, and go to the **Layout** tab.

2. In the lower portion of the page in the container list, select the row of a container. The **Edit Layout Information** dialog box appears.

3. In the **Container Fields** drop-down menu, select a field, and select **✚ Add**.

> ✎ **Note**: If a needed field doesn't appear in the drop-down, create a custom field.

4. Continue to add fields as needed.

5. Select **✔ Save**. The field now appears in the assigned tab or container on all tests.

Remove fields from a container

1. Select **Admin**, and go to the **Layout** tab.

2. Select the row of a container from the container list. The **Edit Layout Information** dialog box appears.

3. Select the "X" on the row of the field you want to remove from the container.

4. Select **✔ Save**
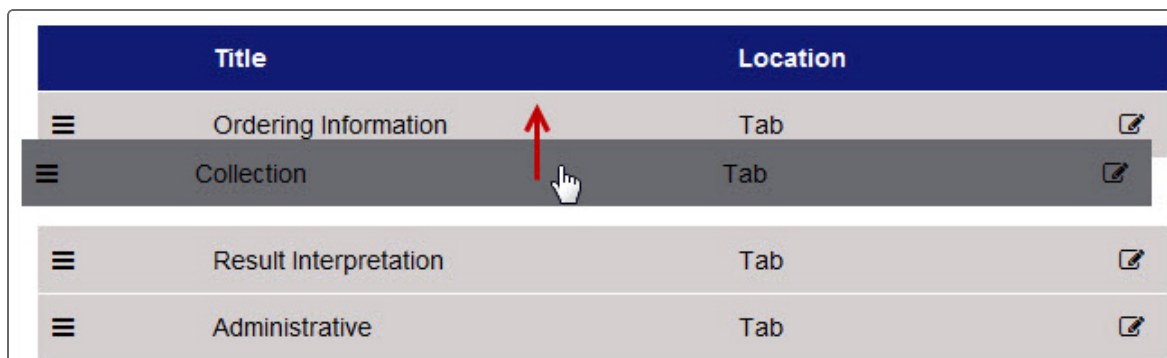
> ✎ **Note**: You cannot delete a Standard field from a container unless it has been assigned to another container.

Arrange field/container order

Arrange container order

1. Select **Admin**, and go to the **Layout** tab.

2. Drag and drop the rows in the container list.

Title		Location	
☰	Ordering Information	Tab	✎
☰	Collection	Tab	✎
☰	Result Interpretation	Tab	✎
☰	Administrative	Tab	✎

Arrange field order

1. Select **Admin**, and go to the **Layout** tab.

2. Select the row of the container. The **Edit Layout Information** dialog box appears.

3. Drag and drop the rows in the Container Fields list.

4. Select ✔ Save .

Entry Boxes

Entry boxes are additional entry fields on tests. They appear on the right side of the Add Test and Edit Test pages.

[1] Example Entry Box.

[2] Displays the name of the Container(s) the field has been assigned or mapped to.

When a test is saved, the entry box field information moves to the container it's assigned to, whether in a test detail tab or a Right Margin container.

Assign an entry box to a container

1. Select **Admin**, and go to the **Layout** tab.

2. Select the row of the container you want to assign the entry box field to. The **Edit Layout Information** dialog box appears.

3. Select the **Related Information, Submit with Order, LOINC,** or **Synonyms** entry box field from the **Container Fields** drop-down.

4. Select **+ Add** .

5. Continue adding entry box fields to the selected container as needed.

6. Select **✔ Save** .

7. Select **Save** at the bottom of the page to save all your changes.

Your entry box field is now mapped to a container.

Entry boxes controlled by test display settings

The **Synonyms** and **LOINC** entry boxes will not display when viewing a test unless you activate the display setting found in the Admin Control Panel on the Layout tab.

> ✎ **Note**: Right margin containers look similar to entry boxes in Add Test and Edit Test views. Remember that entry boxes do not display in the right margin when viewing a test. Only containers assigned to display in the right margin will display in the right margin when viewing a test.

Categories entry box

Select a category checkbox to assign the test to a Search category, which must first be set up using the Search tab in the Admin Control Panel. Users will be able to search by this category when they search for a test.

> ✎ **Note**: A single test may be assigned to multiple categories.

Categories

☐ Example Search Category

☐ Infectious Tests

Create custom fields

Custom Fields are fields that are specific to your laboratory test directory.
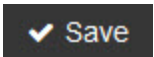
Create a custom field

1. Select **Admin**, and go to the **Custom Fields** tab.

2. Enter the Field Name.

3. Select whether the field is **Public** or **Private**.

   - **Private**: Only visible to users who log in to Gateway with a user name and password.

   - **Public**: Visible to anyone who views your tests.

4. (Optional) Select the **Container** to assign the field to. If you choose not to assign the container here, you can assign it in the Layout tab.

5. Select **+ Add**.

   > ✎ **Note**: You can arrange the custom field order within the container (see Add containers).
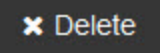
Edit a custom field

1. Select **Admin**, and go to the **Custom Fields** tab.

2. Select the row of the custom field.

3. Change the **Field Name** or **Visibility** as needed.

   - **Private**: Only visible to users who log in to Gateway with a user name and password.

   - **Public**: Visible to anyone who views your tests.

4. Select **✔ Save**.

   > ✎ **Note**: You cannot assign/change the container when editing the field. See Add containers for information about assigning a custom field to a container.

Delete a custom field

1. Select **Admin**, and go to the **Custom Fields** tab.

2. Select the row of the custom field. The **Edit Custom Field** dialog box opens.

3. Select ✖ Delete .

Display search synonyms
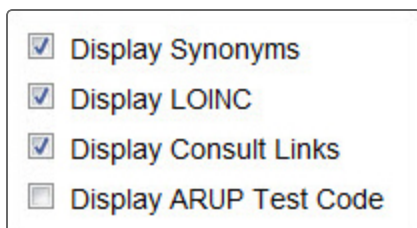
To turn on the display of synonyms, use the [Test Display Settings](#) in the Layout tab.

To learn more about synonyms, select the following links:

- [Test Field Information](#)
- [Synonym Options](#)
- [Import Options](#)
- [Entry Boxes](#)

Change test display settings

1. Select **Admin**, and go to the **Layout** tab.

2. Activate/deactivate the Test Display Settings options to globally control the display of these fields in test view.

   ☑ Display Synonyms
   ☑ Display LOINC
   ☑ Display Consult Links
   ☐ Display ARUP Test Code

   - **Display Synonyms**: Administrators will always be able to view/edit this field as an [entry box](#) in the add/edit a test page. However, synonyms that you enter for each test will only be viewable in Test View if you activate the display setting here.

   - **Display LOINC**: This field will display as an [entry box](#) in the add/edit a test page when this setting is activated. When this setting is not activated, the LOINC entry box will not appear in the add/edit a test page. The LOINC that is entered for each test will only be viewable in Test View if you activate the display setting here.

   - **Display Consult Links**: Activating this setting will display for Consult Links for every ARUP test (if available) in your laboratory test directory.

   - **Display ARUP Test Code**: Activating this setting will display the ARUP test code for every ARUP test in Test View. The ARUP Test Code field will appear in the Administration tab in Test View.

Change comment requirements

You can require users to make a comment when adding or editing a test. You can also make comments optional or hide the comment field.

1. Select **Admin**, and go to the **Layout** tab.

2. Select the **Test Change Comments** drop-down menu.
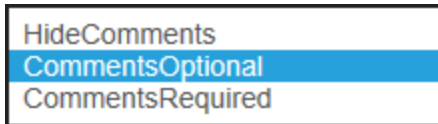
- **HideComments** - Comments are not required when saving, and the applicable comments dialog box doesn't display.

- **CommentsOptional** - Comments are optional when saving. This option is the default setting.

- **CommentsRequired** - Comments are required when saving.

Add/edit tests

Upload multiple tests

Go to **Admin** > **Upload Tests**. Follow the steps below to upload multiple tests from an
Excel or CSV spreadsheet and supporting files. The Step Flow displays the current step
you are on as you move through the process.

① Upload Files	② Match Fields	③ Review	④ Published

1. Create an Excel or CSV spreadsheet containing all your tests

> 💡 **Tip:** Select the **download the Excel file Upload_Template.xlsx** or **download the
> CSV Upload_Template.csv** links to use a template for creating your spread-
> sheet.

In your Excel (.xlsx or .xls) or CSV (.csv) spreadsheet, do the following:

1. In the first row, enter field names for every field (column headings).

   ○ Include columns for **Test Number**, **Test Name**, **ARUP Test Number**, **Test Man-
   aged by**, and **Use ARUP Test Name** (these are required fields).

   ○ Include a column for every field in your laboratory test directory, including cus-
   tom fields.

2. Add a row for each test and include the information for each column, as
   needed.

   ○ Include the file name for any document or image files you want included with
   the test, including the extension (for example, documentname.pdf, image-
   name.jpg). For a list of file and image type options, see <u>supported document
   and image file types</u>.

   ### Spreadsheet details

Required fields

Test Number: Test number or test code that will display in your test directory. It is searchable and can be changed, even on ARUP Tests.

Test Name: Test name that will display in your test directory. It is searchable and can be changed, even on ARUP Tests.

ARUP Test Number: If the test is an ARUP managed test, you want to display the ARUP Consult disease topic, or you want to import any ARUP test information for your own client managed test, you must provide the ARUP test number here.

Test Managed by: This must be populated with either *Client* or *ARUP* to indicate who manages the test information for this test. If you indicate it is managed by ARUP, then we will update this test with our test information on a nightly basis. If you indicate it is managed by Client, then you are responsible for populating and maintaining this test information. You can import ARUP test information as a baseline by entering *Yes* in the **Import ARUP Test Information** column in the spreadsheet template, and then include any changes in test information that isn't appropriate for your test.

Performing Lab: If this test is managed by ARUP, then we will update this field with our lab information on a nightly basis. If you indicate it is managed by Client, then you are responsible for populating and maintaining this field. This field displays on the results page when searching for tests.

Use ARUP Test Name: If you have a test number in the **ARUP Test Number** field, then you will need to indicate with a *Yes* or a *No* whether you want to use ARUP's test name.

Other spreadsheet details

Display ARUP Consult: If you would like to display the ARUP Consult decision support information on a client managed test, enter *Yes* in this field and enter the ARUP test number in the **ARUP Test Number** field.

Start Date: Date a test will be or was activated.

End Date: Date a test will be or was inactivated. An inactive test cannot be viewed by anyone who is not signed in. Inactive tests remain in the test directory. Only when a test is deleted will it no longer be available in the directory.

Test Search Categories: Act similar to filters for your test directory. You can create as many search categories that are useful to you and your audience; include a semicolon (;) between the search categories. You do not need include spaces. One test can reside in many test search categories.

CPT: You can add as many CPT codes as you want to client managed tests; include a semi-colon (;) between the codes. You cannot change or add CPT codes to ARUP Managed tests. CPTs are also searchable.

LOINC: You can add as many LOINCs as you wish to client managed tests; include a semi-colon (;) between the codes. You cannot change or add LOINCs to ARUP Managed tests. LOINCs are also searchable.

Related Information: Displays hyperlink text that takes the audience to a specific URL. It requires that you provide the name of the link, a comma, and then the URL (for example, name of your link, www.aruplab.com). You can add as many links as you want to any test; include a semi-colon (;) between the links.

Submit with Order: Displays hyperlink text that takes the audience to a specific URL. It requires that you provide the name of the link, a comma, and then the URL (for example, name of your link, www.aruplab.com). You can add as many links as you want to any test; include a semi-colon (;) between the links.

Synonyms: You can add as many synonyms as you want to any test; include a semi-colon (;) between the synonyms. You cannot change synonyms on ARUP Managed tests, but you can add more. Synonyms are also searchable.

Additional spreadsheet information

- All other fields can include text, numbers, or formatting if you choose.

- ○ Document or image file names must not have spaces in their names and must include the file extension (for example, document.pdf or redtube.jpg).

- ○ Your spreadsheet should contain only one sheet.

- ○ Your spreadsheet cannot contain any filter(s).

Select the thumbnail below to view an example spreadsheet.

	A	B	C	D	E	F	G	
1	Test Number	Test Name	ARUP Test Number	Test Managed By	Use ARUP Test Name	Tube Example	Display ARUP Consult	Special Instr
2	779485	MYCOPLASMA PNEUMONIAE DNA PCR, QUAL	60256	Client	No	Example.pdf	No	Mycoplasma Mycoplamsa
3	165478	ALLERGEN, VENOM, HONEY BEE	55400	ARUP	Yes	RedTube.jpg	Yes	Separate ser Transport Tu Identify caus

2. Upload your test information and supporting documents/images

Upload test information

1. On the **Upload Tests** tab on the **Admin** page, choose **Select file...** and navigate to your test upload file then double-click or select **Open**. The application processes and uploads your test information.

2. Any errors found in your upload file display. If you do have errors, you will need to resolve them and upload the file again before the **Match Fields** option becomes active and you can go to step 3. Match your test upload file fields with your test directory fields.

Upload supporting documents/images

If you don't have any supporting documents or images to upload, go to step 3. Match your test upload file fields with your test directory fields.

1. You can select and drag your files to the **Drop files here to upload** area or choose **Select files...** to navigate to your file(s) and double-click or select **Open**. Continue to add all the files you want to upload. For a list of file and image type options, see supported document and image file types.

> ⊘ **Caution:** The file name (including extension) must exactly match the information in your spreadsheet

2. Select **Upload** [Upload]. A message displays the upload status of your document/image file(s).

Supported document file types	.7z, .aiff, .avi, .csv, .doc, .docx, .fla, .flv, .gz, .gzip, .mid, .mov, .mp3, .mp4, .mpc, .mpeg, .mpg, .ods, .odt, .pdf, .ppt, .pptx, .pxd, .qt, .ram, .rar, .rm, .rmi, .rmvb, .rtf, .sdc, .sitd, .swf, .sxc, .sxw, .tar, .tgz, .tif, .tiff, .txt, .vsd, .wav, .wma, .wmv, .xls, .xlsx, .zip
Supported image file types	.bmp, .gif, .jpeg, .jpg, .png

3. Match your test upload file fields with your test directory fields

1. Select **Match Fields** [Match Fields]. The application automatically attempts to match all possible fields.

> ✏️ **Note**: If you do not want to import data for a field, select **Ignore This Field**. You can also select the **Ignore All Fields** link if you do not want to import any field data.

2. Using the drop-down menus, match fields from your test upload file (left side) to the fields in your test directory (right side). Required fields have already been matched and cannot be changed.

> ✏️ **Note**: All matched fields will overwrite existing values except for ARUP standard fields. Search categories and synonyms will append to the current values.

The following icons display the status next to each field.

✔️	Field is matched. You can move to the next step.
👁️	Field will be ignored. You can move to the next step.

> ⚠️ Field is not yet matched. You will need to select a field before moving to the next step.

After making a valid selection for all fields, the **Review** [Review] option becomes available and you can move to step .

4. Review and submit your test information

1. Select **Review** [Review]. All your current test information for upload displays for review.

2. You can select column headers to sort (ascending and descending) information or select the **right arrow** ▶ next to a test to expand and view all test-specific information.

▶	ARUP 2002434	(1,3)-Beta-D-Glucan (Fungitell(R))
▶	01 test	01 test
▶	01new tes	01new test - symbols
▶	01special	01special

If you have any errors, the following message displays. Select **download the error file TestError** link to view the errors.

> There are test(s) with error(s) in the Test Upload File. Please download the error file TestError.xlsx

> 📝 **Note**: Tests with unresolved errors will not be uploaded to your test directory.
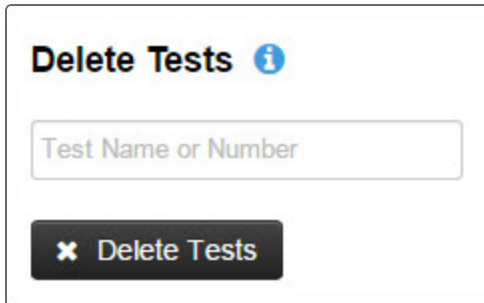
3. Select **Publish**. A message displays all successful and unsuccessful tests that were created or updated in your test directory. If you have any errors, you can view them by select-

ing the **download the error file TestError** link.

5 Test(s) had errors and were not updated/created
To review those errors please download the error file TestError.xlsx

Delete multiple tests

1. Select **Admin**, and select the **Delete Tests** tab.

2. In the **Test Name or Number**field, begin typing a test name or number, and select the correct test. It will appear in the list to be deleted.

3. Repeat steps 1-2 for all tests that you want deleted.

4. Select **Delete Tests**. The **Delete Test Comments** dialog box opens.

5. Enter your test deletion reasons in the text box, and select **Delete Tests**.

Add/edit/copy/delete a single test

These instructions explain how to add an individual test to your laboratory test directory. To upload all of your tests from an Excel or CSV spreadsheet see Upload multiple tests.

> ✏️ **Note**: Save your work regularly, as the Gateway system will log you out after 2 hours. When the system logs you out, you will be required to log in again and **any unsaved work will be lost**.

Add a single test

1. Select **Add Test** Add Test in the lower portion of the page.

   > ✏️ **Note**: You can also copy existing tests in your laboratory test directory to expedite the creation process. See the Copy a single test topic.

2. Enter a **Test Number** and **Test Name**.

3. Choose a **Start Date**, or leave the current date. The start date determines when the test shows publicly.

4. (Optional) Choose a **Test End Date**. Leave the field blank if you want the test to remain active until you manually choose to remove the test.

5. Enter the information required for each field found in the Test detail tabs, Right Margin containers, and Entry Boxes (if available).

   > ✏️ **Note**: Use the Editing tool to modify the format of your text and include links, images, documents, and tables in your fields. The editing tool opens when you click inside the applicable field.

6. Select **Publish** in the lower portion of the page.

   > ✏️ **Note**: If you're not ready to publish, select **Save Draft** to save your work and return later. To access a draft, select **Admin** and then the **Test Submission** tab. Drafts appear in the Test(s) Draft list.

   The **Test Detail** dialog box opens.

7. If needed, select an **Effective Date**. This is the date the test will become active.

8. Enter any comments in the **Comments** text box.

> ✎ **Note**: A comment may not be required based on settings. See Change comment requirements for more information.

9. Select **Save**.

Add a test performed by ARUP

To add a test that is performed by ARUP to your laboratory test directory, see Add/edit an ARUP test.

Edit a single test

You can edit existing tests in your laboratory test directory. You can also save edits to be released at a future date as pending changes. To edit an existing test in your laboratory test directory:

1. Search for the test.

2. Select the appropriate test.

3. Select **Edit Test** at the bottom of the screen.

4. Enter/edit any fields as necessary.

5. Select **Publish** at the bottom of the screen.

> ✎ **Note**: If you're not ready to publish, select **Save Draft** to save your work and return later. You can locate the draft later by searching or by selecting **Admin** and then the **Test Submission** tab. Drafts appear in the Test(s) Draft list.

   The **Test Detail** dialog box opens.

6. If needed, select an **Effective Date**. This is the date the edits will become active. See Add pending (time-delayed) changes for more information.

7. Enter any test change comments in the **Comments** text box.

> ✎ **Note**: A comment may not be required based on settings. See Change comment requirements for more information.

8. Select **Save**.

> ✎ **Note**: If you need to edit a test that has imported ARUP data, see edit an ARUP test.

Copy a single test

You can copy existing tests in your laboratory test directory to expedite the creation process. To copy an existing test in your laboratory test directory:

1. [Search for the test](#).

2. Select the appropriate test.

3. Select **Copy Test** at the bottom of the screen. A copy of the test opens.

    > **Note**: The test number, name, start date, and end date information is not included in the copy. Pending, draft, or submitted tests cannot be copied.

4. Enter/edit any fields as necessary.

5. Select **Publish** at the bottom of the screen.

    > **Note**: If you're not ready to publish, select **Save Draft** to save your work and return later. You can locate the draft later by [searching](#) or by selecting **Admin** and then the **Test Submission** tab. Drafts appear in the Test(s) Draft list.

6. The **Test Detail** dialog box opens.

7. If needed, select an **Effective Date**. This is the date the edits will become active. See [Add pending (time-delayed) changes](#) for more information.

8. Enter any test change comments in the **Comments** text box.

    > **Note**: A comment may not be required based on settings. See [Change comment requirements](#) for more information.

9. Select **Save**.

Delete a single test

> **Note**: Deleting a test cannot be undone. To restore a test, you will need to [add the test](#) as you would a new test.

1. [Search for the test](#).

2. Select the appropriate test.

3. Select **Delete Test** at the bottom of the screen.

    The **Delete Test Comments** dialog box opens.

4. Enter your test deletion reasons in the text box.

5. Select **Delete**.

Entry Boxes

Entry boxes are additional entry fields on tests. They appear on the right side of the [Add Test](#) and [Edit Test](#) pages.

[1] Example Entry Box.

[2] Displays the name of the Container(s) the field has been assigned or mapped to.

When a test is saved, the entry box field information moves to the container it's assigned to, whether in a [test detail tab](#) or a [Right Margin container](#).

Assign an entry box to a container

1. Select **Admin**, and go to the **Layout** tab.

2. Select the row of the container you want to assign the entry box field to. The **Edit Layout Information** dialog box appears.

3. Select the **Related Information, Submit with Order, LOINC,** or **Synonyms** entry box field from the **Container Fields** drop-down.

4. Select [**+ Add**].

5. Continue adding entry box fields to the selected container as needed.

6. Select [**✔ Save**].

7. Select **Save** at the bottom of the page to save all your changes.

Your entry box field is now mapped to a container.

Entry boxes controlled by test display settings

The **Synonyms** and **LOINC** entry boxes will not display when viewing a test unless you activate the display setting found in the Admin Control Panel on the Layout tab.

> **Note**: Right margin containers look similar to entry boxes in Add Test and Edit Test views. Remember that entry boxes do not display in the right margin when viewing a test. Only containers assigned to display in the right margin will display in the right margin when viewing a test.

Categories entry box

Select a category checkbox to assign the test to a Search category, which must first be set up using the Search tab in the Admin Control Panel. Users will be able to search by this category when they search for a test.

> **Note**: A single test may be assigned to multiple categories.

Right Margin containers

When [adding](#) or [editing](#) a test, enter test information in the Right Margin containers or [test detail tabs](#). Right margin containers appear on the right side of the Add Test and Edit Test page below the Related Information, Submit with Order, LOINC, and Synonyms entry boxes.

After you save your test, the information you enter will display in the right margin. In the following example, the Administrative container has been configured to display in the

right margin.

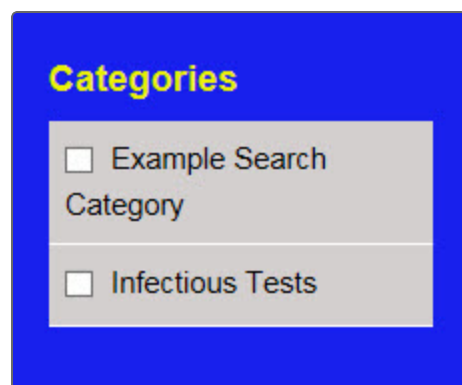To configure right margin containers and test detail tabs, see Add containers.

> ✏️ **Note**: Right margin containers look similar to entry boxes in Add Test and Edit Test views. Remember that entry boxes do not display in the right margin when viewing a test. Only containers assigned to display in the right margin will display in the right margin when viewing a test.

Test field information

The following table explains the field details in the Add or Edit Test views. See Test detail tabs, Right Margin containers, and Entry Boxes for information about additional fields.

For information about submitting a test for review, see Test Submission.

Field	Requirements	Description
Test Number	Up to 50 characters	The test number your clients will use for ordering this test. The number may be the same as the ARUP test number, or it may be different.
Test Name	Up to 500 characters	The test name your clients will use when ordering this test. The name may be the same as the ARUP test number, or it may be different.
Test Start Date	Optional	Use to schedule a start date for the test to occur in the future. Enter a start date, or use the calendar tool to choose the date. Activation will occur at 12 a.m. on that date. By default, the current date is automatically entered for the Start Date. If the default date is not changed, the test will become active immediately upon saving the test. When a test is entered with a start date in the future, it will be listed in your test directory with an "Inactive" status.
Test End Date	Optional	Use to schedule an end date to inactivate a test in the future. Enter the Test End Date, or use the calendar tool to choose the date. The test will be inactivated at 12 a.m. on the date you enter. By default, the Test End Date is left blank, and will remain active indefinitely until either a date is entered here, or the test is deleted. When a test exists in a test directory past its end date, the test will be listed in your test directory

		with an "Inactive" status until it is deleted. To edit the Test End Date on an existing test, select the ⊗icon and select a new end date.
ARUP Test Number	Add/edit an ARUP test 7 digit number	Enter a valid ARUP test number to import ARUP test data. Results will filter as you type.
Client or ARUP toggle switch	Must select one or the other. Default value is Client.	Select **Client** if you want to manage the test information for this test (default option). You can still import ARUP test information and make modifications to any field. Select **ARUP** If you want to import all ARUP standard fields. select the toggle to change to ARUP. All fields will be updated with ARUP data. You will only be able to edit the **Synonyms**, **Storage Transport Temperature**, and **Reported information** fields.
Import Options	Add/edit an ARUP test Activate/deactivate	Activate/deactivate the following options to indicate which ARUP test data to import. • Display Consult Link: Activate this box to have ARUP Consult links displayed for this test once you save the test. • Use ARUP Test Name: Activate this checkbox to use the ARUP Test Name. When you select the checkbox, the **Test Name** field is populated with the ARUP Test Name and cannot be edited. If you clear the checkbox, you can then edit the test name. **Note**: Some of these options will display/not display based on the system settings. See Change test display settings for additional information.
Related Information	Entry Box Text to Display: Up to 250 characters	Use to create links to other URLs with related information about your test. Enter the "text to display" as you want it to appear on your laboratory test dir-

	URL: Up to 500 characters	ectory. Enter a valid URL. Select **+ Add**. If this entry box has not been mapped, go to the Layout tab to assign the Related Information field to a Container.
Submit with Order	[Entry Box](#) Text to Display: Up to 250 characters URL: Up to 500 characters	Use to create links to other URLs with related information about your test. Enter the "text to display" as you want it to appear on your laboratory test directory. Enter a valid URL. Select **+ Add**. If this entry box has not been mapped, go to the Layout tab to assign the Submit with Order field to a Container.
LOINC	[Entry Box](#) LOINC: Up to 500 characters	Use to enter the LOINC for a test. Enter the LOINC, and select **+ Add**. **Note**: The text entered in this field will only display/not display based on system settings. See [Change test display settings](#) for more information.
Synonyms	[Entry Box](#) Synonym: Up to 500 characters	Use this field to add your own synonyms for a test. Enter the synonyms, and select **+ Add**. **Note**: The text entered in this field will only display/not display based on system settings. See [Change test display settings](#) for more information.

See [Test detail tabs](#), [Right Margin containers](#), and [Entry Boxes](#) for information about additional fields.

Test detail tabs

When adding or editing a test, enter test information in the test detail tabs or Right Margin containers. Any fields that you leave blank will not appear when viewing a test in your laboratory test directory. Test detail tabs appear below the Import ARUP Test Data section.

After you save the test, the test detail tabs appear at the top of the page.

Serum Test

🖨 ✉

| Ordering | Collection | Result Interpretation | Administrative |

Performed

Wed, Sat

Methodology

Quantitative Nephelometry

To configure test detail tabs and right margin containers, see Add containers.

Display search synonyms

To turn on the display of synonyms, use the [Test Display Settings](#) in the Layout tab.

To learn more about synonyms, select the following links:
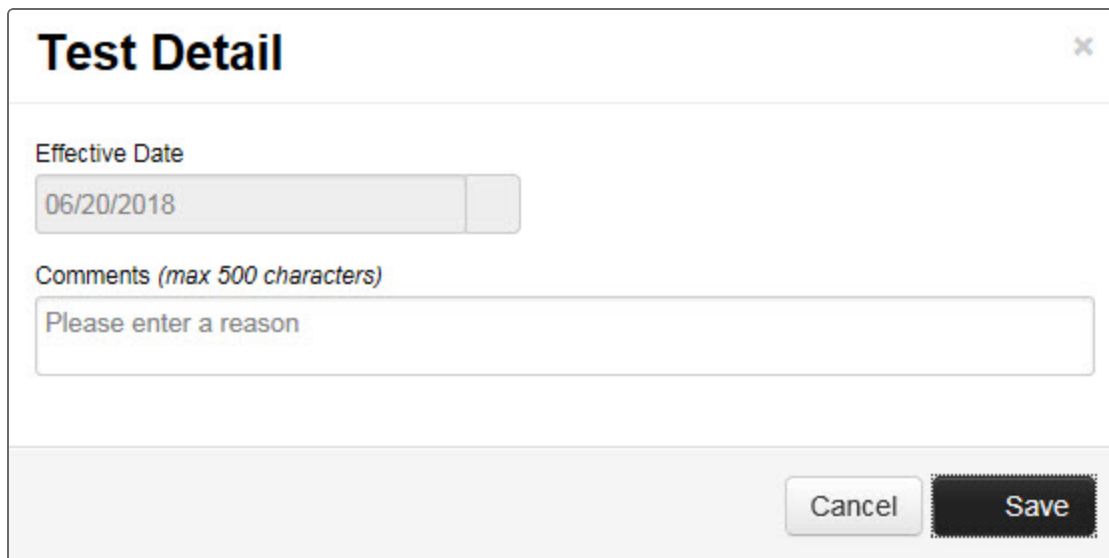
- [Test Field Information](#)
- [Synonym Options](#)
- [Import Options](#)
- [Entry Boxes](#)

Add pending (time-delayed) changes

You can edit a test and save the edit as a pending change for release at a later date.

Add pending changes

1. Edit a test as outlined in the [Edit a single test](#) process.
2. Select **Save**. The Test Detail dialog box opens.

3. In the **Effective Date** field, select the future date when you want the changes to become active.
4. Select **Save**.

View pending changes

1. Open a test with pending changes. You can search for the test or select the **Pending** search category list from the home page.

2. Select the **Edit Pending Changes** button at the bottom of the page. Information that has a pending change displays with a red exclamation point.

Delete or revert pending changes

1. Open the test with pending changes. You can search for the test or use the **Pending** search category list from the home page.

2. Select the **Edit Pending Changes** button at the bottom of the page.

3. Information that has a pending change displays with a red exclamation point.

4. Select the **Revert** link next to any pending change to revert back to the current value. You can also select **Delete Pending Changes** at the bottom of the screen to delete all displayed pending changes for the test.

Add/edit/copy an ARUP test

You may import ARUP test data when adding or editing a test.

Add a test

1. Select **Add Test** Add Test in the lower portion of the page.

   > ✏️ **Note**: You can also copy existing ARUP tests in your laboratory test directory to expedite the creation process. See the Copy a single test topic.

2. Enter a **Test Number** and **Test Name**.

3. Choose a **Test Start Date**, or leave the current date. The start date determines when the test shows publicly.

4. (Optional) Choose a **Test End Date**. Leave the field blank if you want the test to remain active until you manually choose to remove the test.

5. Enter a valid ARUP test number in the **ARUP Test Number** field. Results filter as you type.

   Import ARUP Test Data ❓

   ARUP Test Number: 2010161

   Test Managed By: Client

   ☑ Display Consult Link
   ☐ Use ARUP Test Name

   Import ARUP Test Information

6. Use the **Test Managed By** toggle switch to select one of the following options:

   • Select **Client** if you want to enter the information for this test (default option). You can still import ARUP test information and then make modifications to any field.

   • Select **ARUP** If you want to import all ARUP standard fields. If you select this option, you will only be able to edit the **Synonyms**, **Storage Transport Temperature**, and **Reported information** fields.

> ✏️ **Note**: If you select **ARUP** after you have entered test information into the fields, the information you have previously entered will be overwritten by ARUP test data.

7. Activate/Deactivate the import options.

8. Enter or modify any information in the available fields. The fields that allow you to add or modify information depend on your selection in the **Test Managed By** field.

9. Select **Publish** in the lower portion of the page.

> ✏️ **Note**: If you're not ready to publish, select **Save Draft** to save your work and return later. To access a draft, select **Admin** and then the **Test Submission** tab. Drafts appear in the Test(s) Draft list.

The **Test Detail** dialog box opens.

10. If needed, select an **Effective Date**. This is the date the test will become active.

11. Enter any comments in the **Comments** text box.

> ✏️ **Note**: A comment may not be required based on settings. See Change comment requirements for more information.

12. Select **Save**.

Edit a test

1. Search for the test.

2. Select the appropriate test.

3. Select **Edit Test** in the lower portion of the page.

4. Type the ARUP test in the **ARUP Test Number** field. Results will filter as you type.

5. Use the **Test Managed By** toggle switch to select one of the following options:

   - Select **Client** if you want to manage the test information for this test (default option). You can still import ARUP test information and make modifications to any field.

   - Select **ARUP** If you want to import all ARUP standard fields. select the toggle to change to ARUP. All fields will be updated with ARUP data. You will only be able to edit the **Synonyms**, **Storage Transport Temperature**, and **Reported information** fields.

> ✎ **Note**: If you select **ARUP** after you have entered test information into the fields, the information you have previously entered will be overwritten by ARUP test data.

6. Activate/Deactivate the import options.

7. Make any of your additional edits in the available fields. The fields that can be edited depend on your selection in the **Test Managed By** field.

8. Select **Publish** in the lower portion of the page.

> ✎ **Note**: If you're not ready to publish, select **Save Draft** to save your work and return later. You can locate the draft later by searching or by selecting **Admin** and then the **Test Submission** tab. Drafts appear in the Test(s) Draft list.

The **Test Detail** dialog box opens.

9. If needed, select an **Effective Date**. This is the date the edits will become active. See Add pending (time-delayed) changes for more information.

10. Enter any test change comments in the **Comments** text box.

> ✎ **Note**: A comment may not be required based on settings. See Change comment requirements for more information.

11. Select **Save**.

Copy a test

You can copy existing ARUP tests in your laboratory test directory to expedite the creation process. To copy an existing test in your laboratory test directory:

1. Search for the test.

2. Select the appropriate test.

3. Select **Copy Test** at the bottom of the screen. A copy of the test opens.

> ✎ **Note**: The test number, name, start date, and end date information is not included in the copy. Pending, draft, or submitted tests cannot be copied.

4. Enter/edit any fields as necessary.

5. Select **Publish** at the bottom of the screen.

> ✎ **Note**: If you're not ready to publish, select **Save Draft** to save your work and return later. You can locate the draft later by searching or by selecting **Admin** and then the **Test Submission** tab. Drafts appear in the Test(s) Draft list.

6. The **Test Detail** dialog box opens.

7. If needed, select an **Effective Date**. This is the date the edits will become active. See Add pending (time-delayed) changes for more information.

8. Enter any test change comments in the **Comments** text box.

> ✎ **Note**: A comment may not be required based on settings. See Change comment requirements for more information.
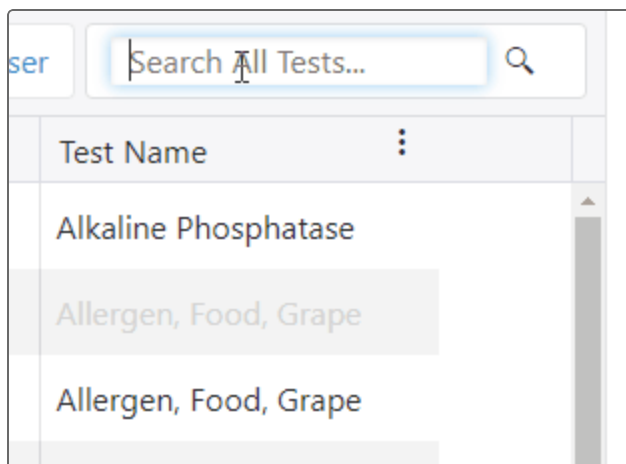
9. Select **Save**.

Edit multiple tests

Select **Admin** and **Edit Tests** to view all active and inactive tests in your directory and edit multiple tests at the same time.

Search, filter, and organize your test list

Search

- Begin entering search criteria in the **Search All Tests...** field. The list filters as you type.

> 💡 **Tip:** Search criteria can include custom fields, PDFs, and image names.

Filter

- Select the **ARUP** and/or **Client** checkboxes to include tests managed by ARUP, Client, or both.

  ☑ ARUP ☑ Client

- Select **Active** or **Inactive** to toggle which tests display in the list.

  Active (13) Inactive (3)

- Select the Edit Column Settings ⠿ icon and choose **Sort Ascending** or **Sort Descending** to sort the column accordingly. You can also select the column name to toggle from ascending to descending. An arrow next to the column name lets you know the sorting direction.

  Test Name ↑

- Select the Edit Column Settings ⠿ icon and then **Filter** to open additional filtering options for that column. Enter the desired values and select **Filter**.

  Show items with value that:
  Contains ▾
  Allergy
  And ▾
  Contains ▾
  Test
  Filter   Clear

Organize

- Select **Column Chooser** [⚙ Column Chooser] and select the columns (8 maximum) you want to display in your current workspace. Then select **Apply**.

Select the columns to display in your workspace. Maximum 8 columns.

☑ Collect

☑ Specimen Preparation

☑ Stability (from collection to initiation)

☑ Remarks

☑ Performed

☑ Reference Interval

☑ CPT Codes

☑ Synonyms

☐ Use ARUP Test Name

8 / 8   Cancel   Apply

> ✎ **Note**: Test Number and Test Name fields cannot be removed from your work-space.

- Select the Edit Column Settings ⋮ icon and then **Set Column Position** to choose either **Stick Column** (column will stay in position as you scroll horizontally) or **Unstick Column** (column will not stay in position as you scroll horizontally).

- Select and drag any column header to another position to rearrange columns.

- Select and drag any column header divider to change the width of the column.

> ⚠ **Caution:** Changes made to the test list will not be saved after signing out of your current session.

Edit multiple tests

1. Select and edit test information by using one of the following methods. Fields that are grayed out cannot be edited.

   - **Edit single test fields**: Click in any test field and make your edits.

   - **Edit multiple test fields**: Select the checkboxes in the left column of multiple tests and select **Edit** at the top. Select **Apply** after making your edits.

> 💡 **Tip:** You can select the checkbox at the top of the left column to select all tests currently displaying in the Edit Tests list.

Editing functionality varies depending on the field you select. See the [table](#) below for additional information.

2. Any edits with validation errors display at the top of the list. Select **Fix Errors** to view and resolve any errors. If no errors display, go to [step 3](#).
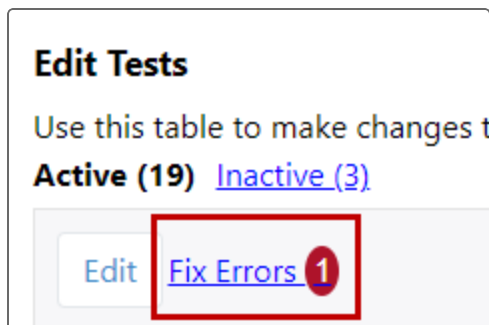
> ✏️ **Note**: All edits are validated by the system and any errors need to be resolved before moving to the next step.

3. Select **Review Edits** above the test list or **Review Edits** below the test list.

4. Review your test edits. If you want to remove an edit, select **Delete**.

5. Select **Submit**.

6. In the **Effective Date** field, select a date for the test edits to become active.

7. In the **Comments** area, add any comments for the test edits.

> ✏️ **Note**: Depending on your current Gateway settings, adding comments may be unavailable, optional, or required.
>
> Comments (max 500 characters) *Comment is required.

8. Select **Publish**. A confirmation displays once your edits save successfully.

Fields	Editing Functionality
Any fields (major-ity) without a description below	In the text editor that opens, make your edits and select **Apply**.
Test Number, Test Name, and ARUP Test Number fields	Select in the field and make your edits. Free text fields. ✎ **Note**: If the Use ARUP Test Name field checkbox is selected (**True**), you cannot edit the Test Name field.
Synonyms and LOINC fields	In the dialog box that opens, enter the synonym or LOINC you want to add and select **+Add**. You can add the pipe character (|) between entries to add multiple entries. When you are finished select **Apply**.
Use ARUP Test Name field	Select the checkbox (**True**) to use the ARUP test name and information. Clear the checkbox to not use the ARUP test name. ☑ ✎ **Note**: When selected (**True**) all ARUP standard fields will be updated with ARUP test information except for the Synonym field, which will retain previous entries.
Test Search Cat-egories field	In the dialog box that opens, select the checkbox(es) next to the search categories you want to include and select **Apply**.
Related Inform-ation field	In the dialog box that opens, enter the text and URL of the information you want to associate with the test and select **+Add**. When you are fin-ished select **Apply**.
Submit with Order field	In the dialog box that opens, enter the text and URL of the information you want to associate with the test and select **+Add**. When you are fin-ished select **Apply**.

Fields	Editing Functionality
Date fields	Select the Calendar icon to open a date picker and select a date.

Editing tool

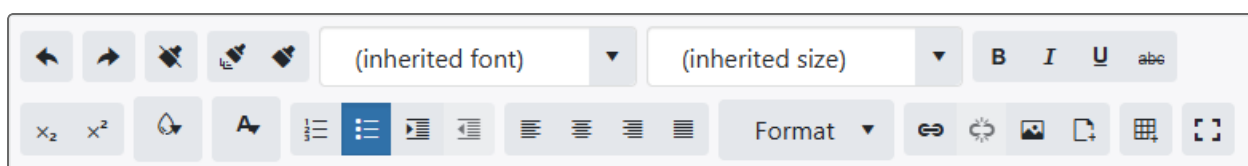> 🖊 **Note**: Save your work regularly, as the Gateway system will log you out after 2 hours. When the system logs you out, you will be required to log in again and **any unsaved work will be lost**.
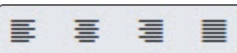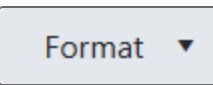
Overview

In large text fields, you can use the editing tool to format your text and include links, images, files, and tables. The editing tool appears when you select a large text field.

Tools

Icon	Tool	Description
←	Undo	Reverse the last action you performed.
→	Redo	Repeat the last action that was performed.
🖌	Remove formatting	Remove bold, italic, strike through, subscript and super-script formatting.
🖌 🖌	Copy and Apply formatting	Copy the formatting of the text where your cursor rests. Apply that formatting to other text.
B *I* <u>U</u> abc	Bold, Italic, Underline, Strike through	Apply these options to the highlighted text.

	Subscript, Superscript	For subscript (lowered) or superscript (raised) text, high-light the text and select the applicable button.
	Background and Text color	Choose a color for the background and text displayed in the field by entering a hexadecimal color value or select-ing a color on the palette.
	Numbered, Bulleted list	Select one or more paragraphs and then select either the number or bullet option to apply this format to the selected paragraphs.
	Increase and Decrease indent	Increase indent (move text to the right) or decrease indent (move text to the left). This format applies to an entire paragraph.
	Text align-ment	Select the preferred alignment. This selection applies to an entire paragraph.
Format ▼	Paragraph format	Choose pre-defined formatting for an entire paragraph. The line spacing defaults to single spacing.
	Links	Add and delete links. See Insert links for more inform-ation.
	Insert image	Insert an image. See Insert images for more inform-ation.
	Insert file	Insert a document, video, or other media. See Insert files for more information.
	Insert table	Insert a table. See Insert tables for more information.
	Full screen	Maximize the editing tool and view browser window in full screen.

Insert files

You can insert files in large text fields.

The following document file types are supported. Files may not exceed 10 MB in size.

- .7z, .aiff, .asf, .avi, .csv, .doc, .docx, .fla, .flv, .gz, .gzip, .mid, .mov, .mp3, .mp4, .mpc, .mpeg, .mpg, .ods, .odt, .pdf, .ppt, .pptx, .pxd, .qt, .ram, .rar, .rm, .rmi, .rmvb, .rtf, .sdc, .sitd, .swf, .sxc, .sxw, .tar, .tgz, .tif, .tiff, .txt, .vsd, .wav, .wma, .wmv, .xls, .xlsx, .zip

For information about inserting image files, see [Insert images](#).

Insert file

1. Place your cursor in the text field, and select the Insert file icon .

2. In the Insert file dialog box, select a file currently available on the server.

Or select **+ Upload** to locate a file on your computer and add it to the server using your browser's file explorer. Then select the file.
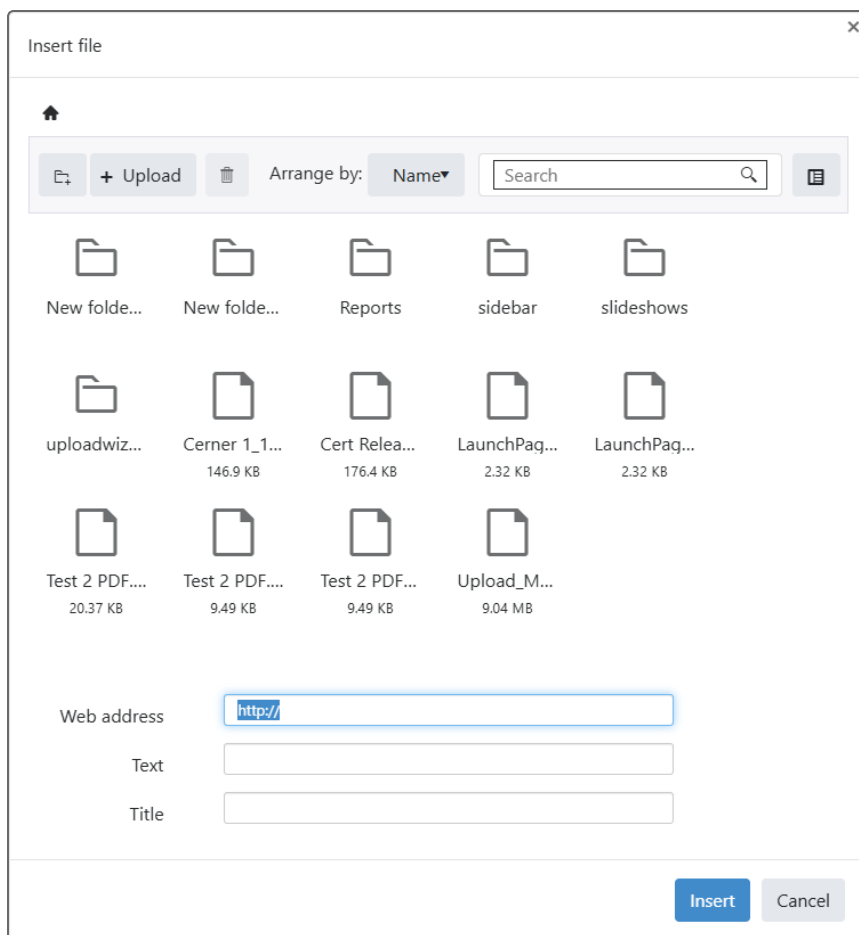
>   **Note**: In the Insert file dialog box, you can add a folder to organize your files by selecting the Add icon . You can delete an item by selecting the item and then selecting the Delete icon .

3. With the address in the **Web address** field, enter text and a title in the other fields, if needed.

4. Select **Insert**.

Insert images

You can insert images in large text fields.

The following image file types are supported:

- .bmp, .gif, .jpeg, .jpg, .png

Insert image

1. Place your cursor in the text field, and select the Insert image icon 🖼 .

2. In the Insert image dialog box, select an image currently available on the server.

   Or select **+ Upload** to locate a file on your computer and add it to the server using your browser's file explorer. Then select the file.

> **Note**: In the Insert image dialog box, you can add a folder to organize your files by selecting the Add icon ⊡. You can delete an item by selecting the item and then selecting the Delete icon ☒.

> **Note**: You can insert an image from the internet by simply entering the address in the **Web address** field.

3. With the address in the **Web address** field, enter alternate text and a width and height by pixels, if needed.
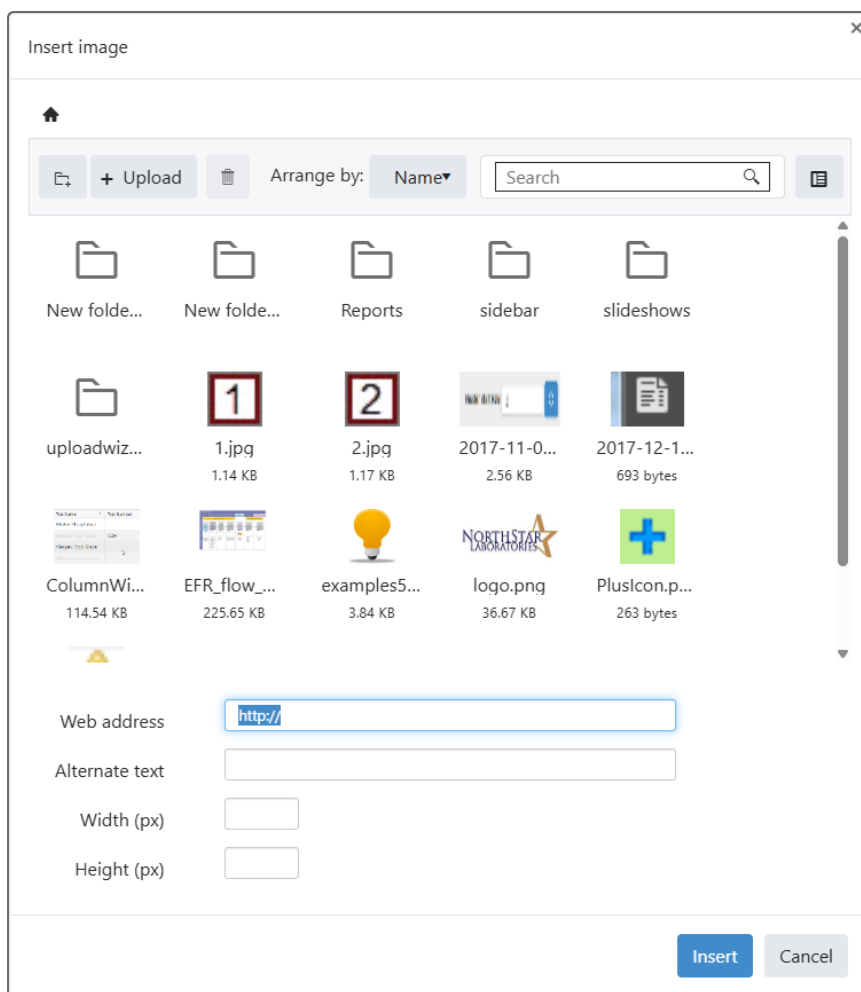
4. Select **Insert**.

Insert links

You can insert links in large text fields.

1. Place your cursor in the text field, and select the Insert hyperlink icon .

2. In the Insert hyperlink dialog box, enter a web address, link text, and a tooltip.

3. Select the **Open link in new window** checkbox if the link should open in a new window.

4. Select **Insert**.

Insert anchors

Insert tables

You can insert tables in large text fields.

1. Place your cursor in the text field, and select the Create a table icon .

2. Hover over the grid to choose the number of columns and rows. Click to insert the table.

   Or select **Table Wizard**. The Table Wizard dialog box appears where you can format the table, cells, and accessibility. When you are finished, select **Ok** to insert the table.

3. Enter the information in the table cells.

Upload files to the server

Spell check

Hotlines

Newtest(s) added during Hotlines will not be added automatically to your laboratory test directory. You will need to add these tests manually on a case by case basis.

Deletedtest(s) removed during Hotlines will not be removed automatically to your laboratory test directory. You will need to delete these tests manually.

Submit tests

Submitter role workflow

This topic covers your workflow if your organization is using the **Submitter** role.

A **Submitter** user adds or edits a test and submits it for review by an Admin user.

An **Admin** user can then edit and/or publish the test. They can also reject the test and send it back to the Submitter user for further editing.

Submit a test for review

1. Select **Add Test** **Add Test** in the lower portion of the page.

   > ✎ **Note**: You can also copy existing tests in your laboratory test directory to exped-ite the creation process. See the [Copy a single test](#) topic.

2. Enter a **Test Number** and **Test Name**.

3. Choose a **Start Date**, or leave the current date. The start date determines when the test shows publicly.

4. (Optional) Choose a **Test End Date**. Leave the field blank if you want the test to remain act-ive until you manually choose to remove the test.

5. Enter the information required for each field found in the [Test detail tabs](#), [Right Margin containers](#), and [Entry Boxes](#) (if available).

   > ✎ **Note**: Use the [Editing tool](#) to modify the format of your text and include links, images, documents, and tables in your fields. The editing tool opens when you click inside the applicable field.

6. Select **Submit** in the lower portion of the page. Or select **Save Draft** to save your progress and return later.

   | Submit | Save Draft |

   If you select **Submit**, the **Test Detail** dialog box opens.

7. If needed, select an **Effective Date**. This is the date the test will become active.

8. Enter any comments in the **Comments** text box.

> ✎ **Note**: A comment may not be required based on settings.

9. Select **Save**.

Submit an ARUP test for review

1. Select **Add Test** [Add Test] in the lower portion of the page.

> ✎ **Note**: You can also copy existing ARUP tests in your laboratory test directory to expedite the creation process. See the Copy a single test topic.

2. Enter a **Test Number** and **Test Name**.

3. Choose a **Test Start Date**, or leave the current date. The start date determines when the test shows publicly.

4. (Optional) Choose a **Test End Date**. Leave the field blank if you want the test to remain active until you manually choose to remove the test.

5. Enter a valid ARUP test number in the **ARUP Test Number** field. Results filter as you type.

Import ARUP Test Data ❔

ARUP Test Number   Test Managed By

2010161   (Client)   ☑ Display Consult Link
                                                          ☐ Use ARUP Test Name
Import ARUP Test Information

6. Use the **Test Managed By** toggle switch to select one of the following options:

- Select **Client** if you want to enter the information for this test (default option). You can still import ARUP test information and then make modifications to any field.

- Select **ARUP** If you want to import all ARUP standard fields. If you select this option, you will only be able to edit the **Synonyms**, **Storage Transport Temperature**, and **Reported information** fields.

> ✎ **Note**: If you select **ARUP** after you have entered test information into the fields, the information you have previously entered will be overwritten by ARUP test data.

7. Activate/Deactivate the import options.

8. Enter or modify any information in the available fields. The fields that allow you to add or modify information depend on your selection in the **Test Managed By** field.

9. Select **Submit** in the lower portion of the page. Or select **Save Draft** to save your progress and return later.

   | Submit | Save Draft |

   If you select **Submit**, the **Test Detail** dialog box opens.

10. If needed, select an **Effective Date**. This is the date the test will become active.

11. Enter any comments in the **Comments** text box.

> ✎ **Note**: A comment may not be required based on settings.

12. Select **Save**.

Edit and submit an existing test for review

1. Search for the test, and select the appropriate test.

2. Select **Edit Test** at the bottom of the page.

3. Edit any field. See Test field information for help with the fields.

4. Select **Submit** in the lower portion of the page. Or select **Save Draft** to save your progress and return later.

   | Submit | Save Draft |

> ✎ **Note**: An existing test that has changes submitted or a draft saved is still visible in your test directory in its original form. When viewing the test, select **View Draft** or **View Submission** in the lower portion of the page to see the changes.

   If you select **Submit**, the **Test Detail** dialog box opens.

5. If needed, select an **Effective Date**. This is the date the edits will become active.

6. Enter any test change comments in the **Comments** text box.

> Note: A comment may not be required based on settings.

7. Select **Save**.

View test drafts and submissions

1. Select **Admin** in the upper-right corner of the page.

Home | Admin | History | Help | Sign Out

- If you are a Submitter user, you will see a "Test(s) Draft" list and a "Test(s) Waiting to be Published" list. If a test you submitted has been rejected and needs more attention from you, it will appear in the "Test(s) Draft" list with information in the Comments column.

- If you are an Admin user, you will see the Admin Control Panel. Select the **Test Submission** tab to view the "Test(s) Waiting to be Published" and "Test(s) Draft" lists.

  > **Tip:** Select the menu icon on a column header to sort the data by that column, to filter by that column, or to adjust the column position.

2. Select a test from one of the lists to view the test draft or submission.

> Note: If it's an existing test that has changes submitted or a draft saved, select **View Draft** or **View Submission** in the lower portion of the page to see the changes.

Edit test drafts and submissions

1. When viewing a test draft or submission, select **Edit Draft** or **Edit Submission** in the lower portion of the page.
2. Edit any fields. See [Test field information](#) for help with the fields.
3. Select **Save** or **Save Draft**.

Reject or publish test submissions

When a test is submitted for review, Admins will see the test in the "Test(s) Waiting to be Published" list on the Test Submission tab. Admins will also receive an email notification about the submission. After opening and reviewing a test submission, an Admin

can reject or publish it.

> ✏️ **Note**: An existing test that has changes submitted or a draft saved is still visible in your test directory in its original form. When viewing the test, select **View Draft** or **View Submission** in the lower portion of the page to see the changes.

Reject

1. At the bottom of the test submission page, select **Reject**.

2. In the Reject Submission dialog box, enter any comments.

   - Select **Save Draft** to move the test to the "Test(s) Draft" list. The Submitter user will see the test and your comments in their "Test(s) Draft" list. They will also receive a notification email.

   - Select **Reject / Delete** to delete the test submission completely. Once deleted, the test information cannot be recovered.

     > ✏️ **Note**: An existing test that is submitted with changes and then rejected is not deleted. Only the submitted changes are deleted.

Publish

- At the bottom of the test submission page, select **Publish**. The test is published to your test directory according to the effective and/or start dates.

Reports

View reports

Select **Admin** and go to the **Reports** tab to view reports.

SecurityLog

This report shows a list of users who have logged into your laboratory test directory and their IP addresses.

To view the report, select the report type, select a date range, and select **Generate Report**.

UserAudit

This report shows the date and time that individual tests were viewed.

To view the report, select the report type, select a date range, and select **Generate Report**.

AdminAudit

This report shows an audit of all the changes made to your laboratory test directory by administrators.

To view the report, select the report type, select a date range, and select **Generate Report**.

Analytics

Select Analytics to email an Excel file that shows test views during a specified time period.
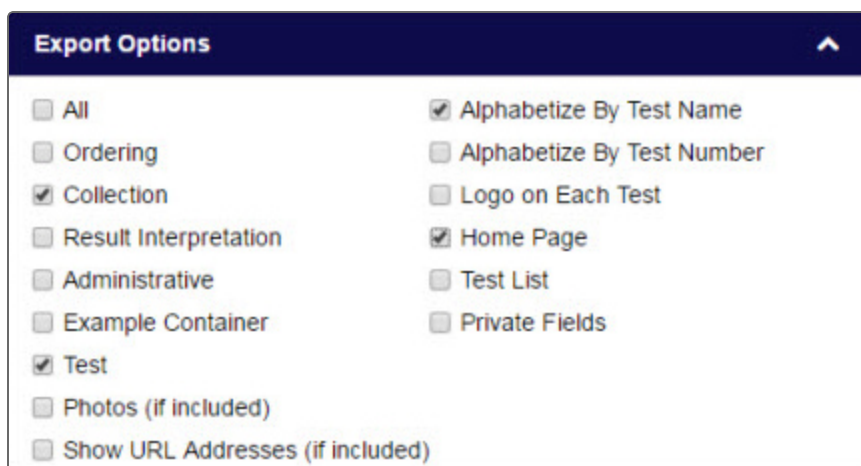
1. Select **Analytics** from the **Report Type** drop-down menu.

2. Choose the **Start Date** and **End Date**.

3. Select **Generate Report**. The **Export Settings** dialog box opens.

4. In the **Email Address** field, enter the email address of any recipient(s) to receive the report.

5. In the **Subject** field, enter a subject for the export.

6. In the **Message** field, enter a message for the export, if applicable.

7. Select **Export**. An email containing a link to the exported test information is sent to all recipients. The recipients can open the link and print or save the information.

TestExport

Select TestExport to email an Excel or PDF file with a list of all tests currently found in your laboratory test directory. Note that this can be a very large report and may take a few moments to generate.

1. Select **TestExport** from the **Report Type** drop-down menu.

2. Select **Generate Report**. The **Export Settings** dialog box opens.

3. If you want to exclude inactive tests from the report, select the **Exclude Inactive Tests** checkbox.

4. Choose the **Export Format** (Excel or PDF) from the drop-down menu.

5. In the **Email Address** field, enter the email address of any recipient(s) you want to receive the export email.

6. In the **Subject** field, enter a subject for the export.

7. In the **Message**field, enter a message for the export, if applicable.

8. If you selected PDF format, you can select to expand an **Export Options** section at the bottom of the dialog box where you can include or exclude additional options.

9. Select **Export**. An email containing a link to the exported test information is sent to all recipients. The recipients can open the link and print or save the information.

TestChangeAudit

Select TestChangeAudit to generate and email a list of all test changes, the users who made the changes, and regulatory compliance changes, in an HTML format.

1. Select **TestChangeAudit**from the **Report Type** drop-down menu. The search criteria box opens.

2. Choose the **Start Date**and **End Date** with the calendar tool to choose a date range for your report.

3. Enter the test name(s) or number(s) into the search box and select the test(s) you want to include in the report. The selected test(s) display below the search criteria box.
   OR
   Activate the **Include All Tests**checkbox test type(s) (**Active**, **Inactive**, **Deleted**) that you want to include in the report.

> ✎ **Note**: When activating any of the **Include All Tests**checkboxes, all tests you have entered are removed from beneath the search criteria box.

4. Select **Generate Report**. The **Export Settings** dialog box opens.

5. In the **Export Format** drop-down menu, select a report format: **Excel** or **HTML**.

6. In the **Email Address**field, enter the email address of any recipient(s) you want to receive the export email.

7. In the **Subject** field, enter a subject for the report.

8. In the **Message**field, enter a message for the export, if applicable.

9. Select **Export**. An email containing a link to the exported test information is sent to all recipients. The recipients can open the link and print or save the information.

TestSnapshot

Select TestSnapshot report to generate and email a snapshot export of how a test appeared in Gateway on a selected date for validation purposes.

1. Select **TestSnapshot**from the **Report Type** drop-down menu.

2. In the **Date** field, select the date that you want to view a snapshot of the test.

3. In the **Test Name or Number**field, enter the test name or number for the test you want to view.

4. Select **Generate Report**. The **Export Settings** dialog box opens.

5. The **Export Format** drop-down menu is set to PDF, and cannot be changed.

6. In the **Email Address**field, enter the email address of any recipient(s) you want to receive the export email.

7. In the **Subject** field, enter a subject for the report.

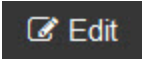8. In the **Message**field, enter a message for the export, if applicable.

9. Select **Export**. An email containing the exported test information is sent to all recipients.

Notifications

Select Notifications to generate and email a report that lists when a notification was created, who created it, if it was a site or test notification, the notification message, and the start/end dates.
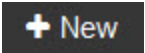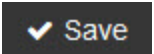
1. Select **Notifications**from the **Report Type** drop-down menu. The **Start Date** and **End Date** fields appear.

2. Choose the **Start Date** and **End Date** with the calendar tool to choose a date range for your report.

3. Select **Generate Report**. The **Export Settings** dialog box opens.

4. In the **Email Address** field, enter the email address of any recipient(s) you want to receive the export email.

5. In the **Subject**field, enter a subject for the report.

6. In the **Message**field, enter a message for the export, if applicable.

7. Select **Export**. An email containing a link to the exported notification information is sent to all recipients. The recipients can open the link and print or save the information.

8. Select **Close** when you are finished.

Create test books

You can create and export custom books that include specific tests from your laboratory test directory.
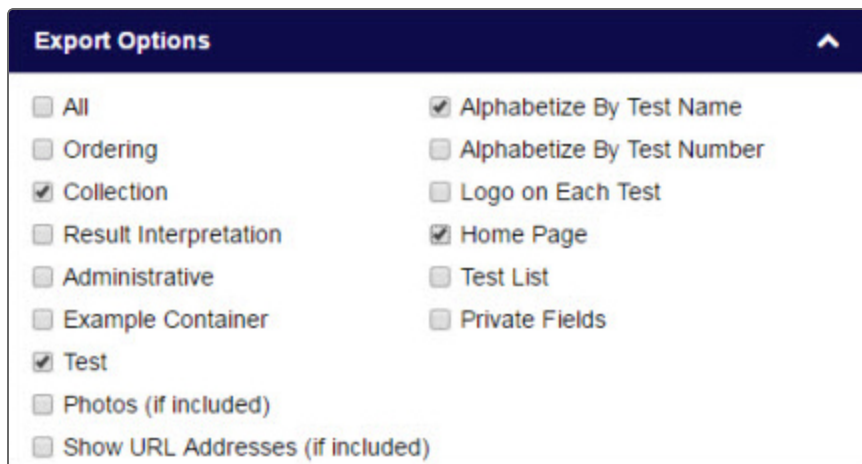
Create a new test book

1. Select **Admin**, and go to the **Reports** tab.

2. In the **Test Books** area, select ![+ New].

3. In the **Test Book Name** field, enter a name for the test book.

4. Select the plus icon ![+] next to each test you want to include in the test book. A check mark ![✓] displays next to each test currently selected.

5. Select ![✓ Save] at the bottom of the page.

Export a test book

1. Select **Admin**, and go to the **Reports** tab.

2. In the **Test Books** area, select the test book name in the **Test Book** drop-down menu.

3. Select **Generate Test Book**. The **Export Settings** dialog box opens.

4. If you want to exclude inactive tests from the report, select the **Exclude Inactive Tests** checkbox.

5. Choose the **Export Format** (Excel or PDF) from the drop-down menu.

6. In the **Email Address** field, enter the email addresses of any recipients you want to receive the export email.

7. In the **Subject** field, enter a subject for the export.

8. In the **Message** field, enter a message for the export, if applicable.

9. If you selected PDF format, you can select to expand an **Export Options** section at the bottom of the dialog box where you can include or exclude additional options.

10. Select **Export.** An email containing a link to the exported test information is sent to all recipients. The recipients can open the link and print or save the information.

11. Select **Close** when you are finished.

Edit a test book

1. In the **Test Books** area, select the test book name in the **Test Book** drop-down menu.

2. Select [☑ Edit] . The test book opens.

3. Select [➕] next to each test you want to include in the test book.

4. Select [✔] next to each test you want to deselect and not include in the test book.

5. Select [✔ Save] when you are finished editing the test.

Communications

Set up site notifications

Select **Admin**, and go to the **Notifications** tab to manage critical notifications in your Gateway site. Notifications from Gateway Admins to users in their directory, are for critical notifications only.

Create a new site wide notification

A site wide notification appears when a user first visits a Gateway site. The notification displays with each new browsing session. Only one active site wide notification is allowed at a time.

1. Select **+Add New Notification** **+ Add New Notification**. The **Notification Builder** dialog box appears.

2. Enter a start date and end date.

   > **Note**: The end date is inclusive, and the notification will end after 11:59 pm server time.

3. Enter a subject if needed.

4. Select the **Site Wide** option.

5. Enter the notification text in the **Message** field. See the [Editing tool](#) for information about modifying the format of your text and adding links, anchors, images, documents, videos, and tables.

6. Select **Save** **Save**.

Create a new test specific notification

A test specific notification appears when a user first views a test. Only one active test specific notification per test is allowed at a time.

1. Select **+Add New Notification** **+ Add New Notification** . The **Notification Builder**dialog box appears.

2. Enter a start date and end date.

> ✏️ **Note**: The end date is inclusive and the notification will end after 11:59 pm server time.

3. Enter a subject if needed.

4. Select the **Test Specific**option. A test entry box appears.

5. Enter all test(s) you want included on the notification.

6. Enter the notification text in the **Message**field. See the [Editing tool](#) for information about modifying the format of your text and adding links, anchors, images, documents, videos, and tables.

7. Select **Save** **Save** .

Search for a notification

1. Enter your search criteria in the **Search Notifications** search field.

2. Select **Search**. The search results display.

Edit a notification that is not active

You can edit notifications that are not currently active. For active notifications, you can only edit the **End Date**. The 👁 icon indicates that a notification is currently active.

1. Select the notification you want to edit. The Notification Builder dialog box appears.

2. Make any changes and select **Save** **Save** . The notification is updated.

Delete a notification

You can delete a notification that is active, occurred in the past, or occurs in the future.
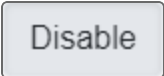
1. Locate the notification(s) you want to delete.

2. Select the checkbox next to the notification(s). Once you have selected at least one notification, the Delete button becomes active. You can select individual notifications or select the checkbox next to the Subject column header to select all notifications.
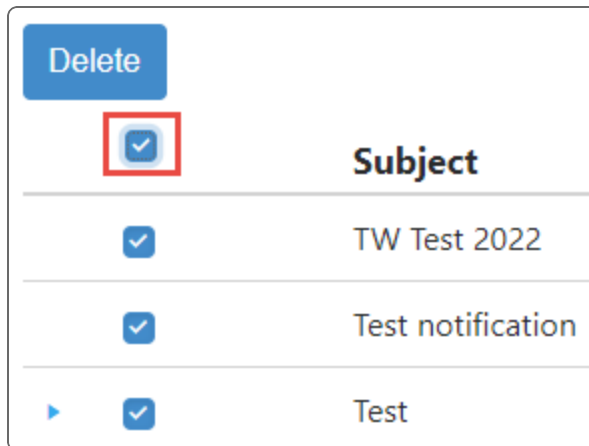
3. Select **Delete** . The **Delete Notifications** dialog box appears.

4. Select **Delete** . The notification(s) is deleted.

Disable a notification

You can disable a notification that is currently active.

1. Select the notification. The **Notification Builder** dialog box appears.

2. Select **Disable** . The notification is disabled and will no longer appear for users.

Notification types

Two types of notifications may display for a Gateway administrator when they log into their Gateway site:

- **Informational**

  This type of notification is informational and displays in blue.
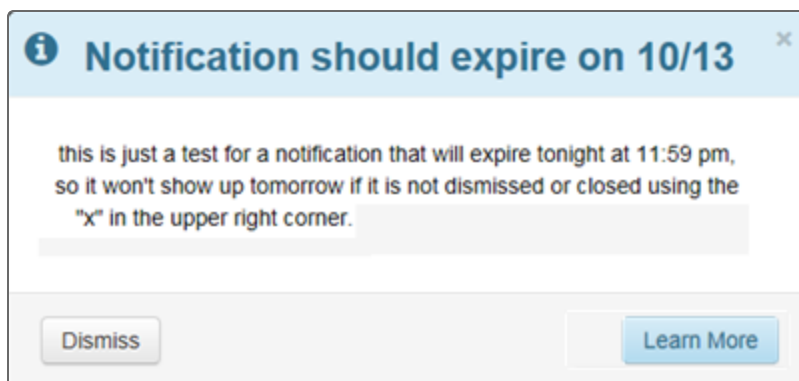
- **Warning**

  This type of notification is a warning and displays in red.
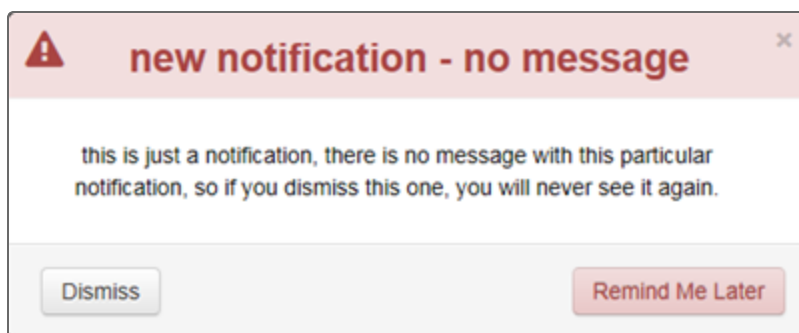
Select the **Learn More** button to view the message that is associated with the notification.

Select the **Remind Me Later** button to be reminded about the notification the next time you log in.

Select the **Dismiss** button to dismiss the notification.

Set up email notifications

You can receive email notifications when an upload completes or when there is an invalid ARUP test.

1. Log in to ARUP Connect: https://connect.aruplab.com

2. Select the **Notification Settings** icon ⚙ at the top of the page.

3. Scroll down to **ARUP Gateway**.

4. Select the checkboxes next to the notification you want to receive.

5. Use the drop-down menus to modify the frequency, if needed.

6. Select **Save**.

Gateway

ADMIN

Send a notification when:

☑ an upload completes

Every Upload ▼

☑ there is an invalid ARUP test

Every test ▼

Inbox

Select **Inbox** at the top of the page to manage your messages.

Archive a message

1. Locate the message(s) you want to archive, and select their checkbox(es).

2. Select the [icon] icon in the header row. The message(s) is archived.

> **Note**: You can also archive a message after opening the message and then selecting the [icon] icon.

Delete a message

1. Locate the message(s) you want to delete, and select their checkbox(es).

2. Select the [icon] icon in the header row. A dialog box opens asking you to confirm.

3. Select **OK**. The message(s) is deleted.

> **Note**: You can also delete a message after opening the message and then selecting the [icon] icon.

Mark a message as new

1. Locate the message(s) you want to mark as new, and select the checkbox(es) next to the message(s).

2. Select the [icon] icon in the header row. The selected message(s) is marked as new.

Mark a message as read

1. Locate the message(s) you want to mark as read, and select the checkbox(es) next to the message(s).

2. Select the ⊠ icon in the header row. The selected message(s) is marked as read.

Search for a message

1. Enter your search criteria in the **Search Messages** search field in the left-hand panel.

2. Select the Q icon. The message results display.

Message page details

The following icons appear on the message page.

▶View the next message in your inbox.

◀View the previous message in your inbox.

⏪Return to your inbox.

✖Close the message and return to your Inbox.

Email or print a test

Email test information

To send an email containing the link to test information for an individual test, do the following:

1. Select ⊠ next to the test number at the top of the view test information page. The **Send Test Link By Email** dialog appears.

2. Enter the relevant information for the email message.

3. Select **Send**.

Print test information

To print the test information for an individual test, do the following:

1. Select ⎙ next to the test number at the top of the view test information page. The **Print Options** dialog box opens.

2. Select the checkboxes next to the information you want to include in the print version.

3. Select **Print**.

Other topics

Frequently asked questions

General information

Which browsers can I use with Gateway?

Refer to the ARUP Browser and Software Support Policy for up-to-date supported browsers at http://www.aruplab.com/about/support.

I have a great idea for a Gateway enhancement. Who do I contact?

Contact the Gateway Product Manager, Julie deCastro at julie.deCastro@aruplab.com or at (801) 583-2787 ext. 2089. For other inquiries on current Gateway functionality, please contact the Client Relations Training team at ClientRelationTraining915@aruplab.com or at (800) 242-2787, option 1.

I'm unable to log on to Gateway to make changes to my test directory. Why?

Verify that you have been given Gateway Admin permissions through Connect. The Gateway user name and password are the same as your Connect user name and password. Also ensure that your Connect user account has not been locked.

I just added a favicon to my Gateway, but I can't see it. Why?

If you are using Internet Explorer, you as the administrator may not immediately see the favicon on your browser tab after adding it. The favicon DOES display on other computers quickly, and will display on your computer if you clear your cache and/or restart your computer (may take up to 24 hours to display). The favicon will immediately display on the Chrome browser.

Managing tests

Why am I unable to edit a field on a test?

There are standard fields with ARUP tests that cannot be edited. However, all custom fields are editable, even in ARUP tests.

Not all test information is showing up in my test. Why?

Check to make sure the field you expect the information to appear in has been assigned to a container (tab). If the field has been assigned to a container and it is a custom field, ensure the field has been assigned as "public". If the field has been created as a "private" field, ensure the user has been given "View Private Data" permissions within Connect.

How can I add the same test field information to multiple tests?

The easiest way to quickly update multiple tests with the same information would be to edit a spreadsheet containing the tests to be updated. Enter the information in one of the tests and copy that cell to all other tests to be updated. Step-by-step instructions below:

1. Export the test directory.
2. Isolate tests to be updated (delete all other tests.)
3. Edit information in the appropriate field/cell.
4. Copy cell to all other tests.
5. Upload updated spreadsheet.

How do I prevent duplicate tests (the same test with different test names/numbers) from being created?

It is possible to create a "duplicate" test in your directory which contains identical test information, but the test names and/or numbers are different. This typically happens through the test upload process. If an existing test is re-uploaded with a different name, Gateway will recognize that test as a NEW test, not a test to be UPDATED. If a test name

or number needs to be updated, edit that test through the "Edit Test" function or upload the new test and delete the old one.

Is it possible to delete all of the tests in my test directory?

No, this function is restricted to only ARUP support staff. Contact the ARUP Client Relations Training Team to have all data deleted from your directory.

Can I format (bold, italics, color) the text within my test directory?

Yes, any non-ARUP test data and custom fields can be formatted with different font styles or colors, but must be HTML-formatted if using the Upload Test tool. Text can be edited manually through the "Edit Test" functionality using the editing tools shown below or via an upload for updating multiple tests at once. The main font (header text, container and field label text), and ARUP test information text cannot be customized.

"Edit Test" method:

"Upload" method:

ARUP updates and notifications

One of my ARUP tests is not automatically being updated.

Ensure the **Receive Automatic Updates** checkbox has been selected.

Will ARUP Synonyms overwrite manually-entered synonyms?

Unless the **Import ARUP Synonyms** checkbox is selected, the synonyms will not be over-ridden.

Why am I getting Invalid ARUP Test notifications?

This email is sent to Gateway Administrators who have signed up for email notifications within Connect. The purpose of these emails is to notify you when there is an invalid ARUP Test in your Gateway site. An invalid test is an inactive ARUP test. Although we automatically update changes made within ARUP tests that you have in your Gateway test directory, we do not add, delete or inactivate tests in your test directory. We notify clients of upcoming inactivation of tests through our Hot Line and these inactive test emails serve as a backup to that communication.

How do I correct invalid ARUP test numbers?

There are a few ways this can be resolved. When editing a test, do one of the following:
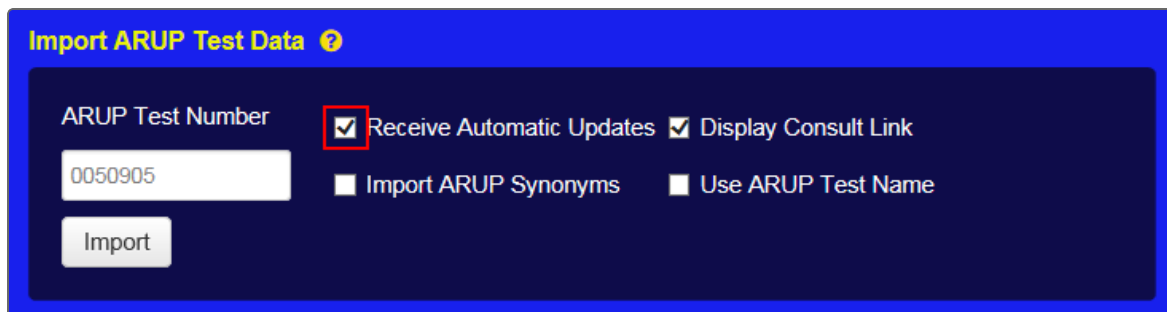
- Replace the ARUP test number with a valid test number.

- Deselect the **Receive Automatic Updates** checkbox which will convert the test from an ARUP test to an in-house test.
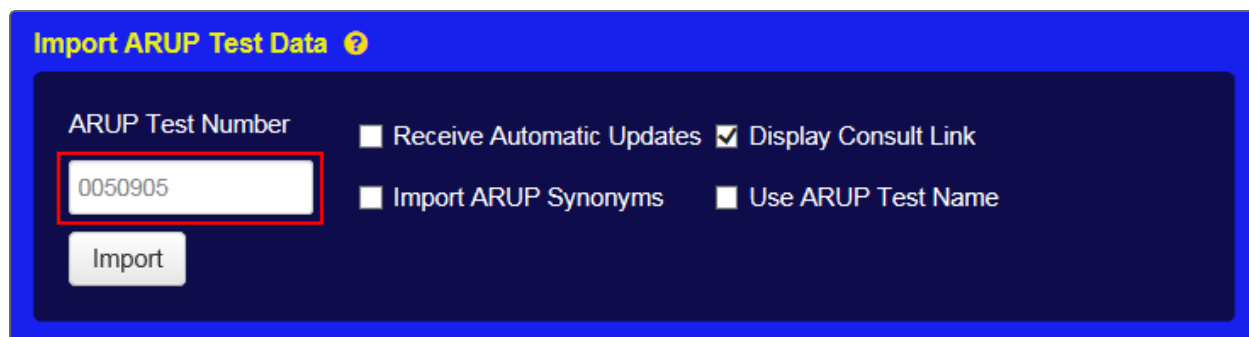

- Delete the test entirely if there are no plans to use the test as an in-house test.

Can I keep tests in my directory if the ARUP# is invalid?

Yes, the test can be retained in your directory, but the invalid ARUP test number should be removed to prevent receiving the Invalid ARUP Test email notifications.

Do new ARUP tests (or deleted tests) listed in Hot Line notifications automatically get added/deleted from my Gateway site?

No. Automatic updates will happen only on tests that have a valid ARUP test number entered in the ARUP test field AND the **Receive Automatic Updates** checkbox is selected. Tests that are replaced with a different test will not automatically be updated as this is an inactivation of one test and a creation of a new test. New tests and deleted tests are NOT automatically updated, these need to be manually added or removed.

How do I convert an ARUP test into an in-house test?

There are two ways to convert an ARUP test to an in-house test--through the Edit Test function for a single test and through the upload process to convert multiple tests at once.

"Edit Test" method:

Simply deselect the **Receive Automatic Updates** checkbox. This will make it possible to edit any test field with your own information since the automatic updates won't override your own data.

"Upload" method:

Isolate the tests to be converted to be the only tests within the spreadsheet. Under the Receive Automatic Updates column, change TRUE to FALSE, and upload the changes. This indicates that automatic updates will not occur, making the tests in-house tests.

Can I attach a Consult topic to an in-house test?

Yes. When editing the test, enter the ARUP test number that has the Consult topic to be displayed. Only select the **Display Consult Link** checkbox under the Import ARUP Test Data section. (Do not select Receive Automatic Updates.)

About links and documents

I need to create a "folder" to house procedure documents accessible to everyone on our home page. What is the best approach?

Use the parent link feature to display sidebar headings that can be collapsed or expanded. Multiple document links can be nested under the parent link and available for all users to view.
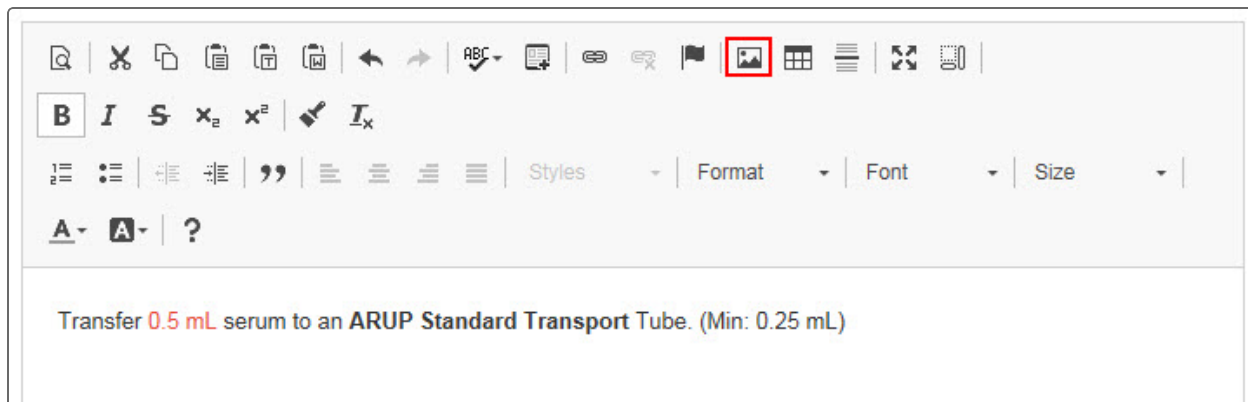
I've created a link to a document, but now it needs to be updated. Can I update my document without changing the link?
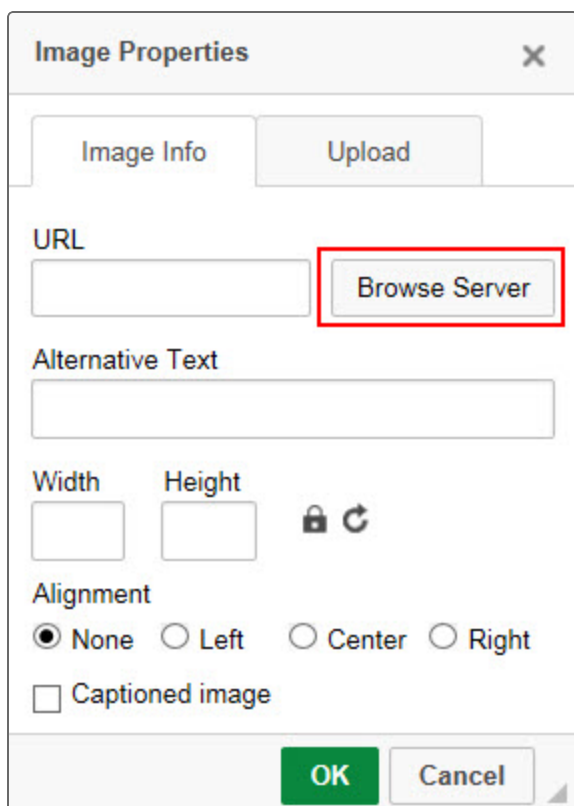
Yes, if you upload a new document (or image) and keep the file name the same, no changes are needed to the link.

We've changed our logo (or another image/document used on the site), how do I delete unused images or documents from the Gateway Server?
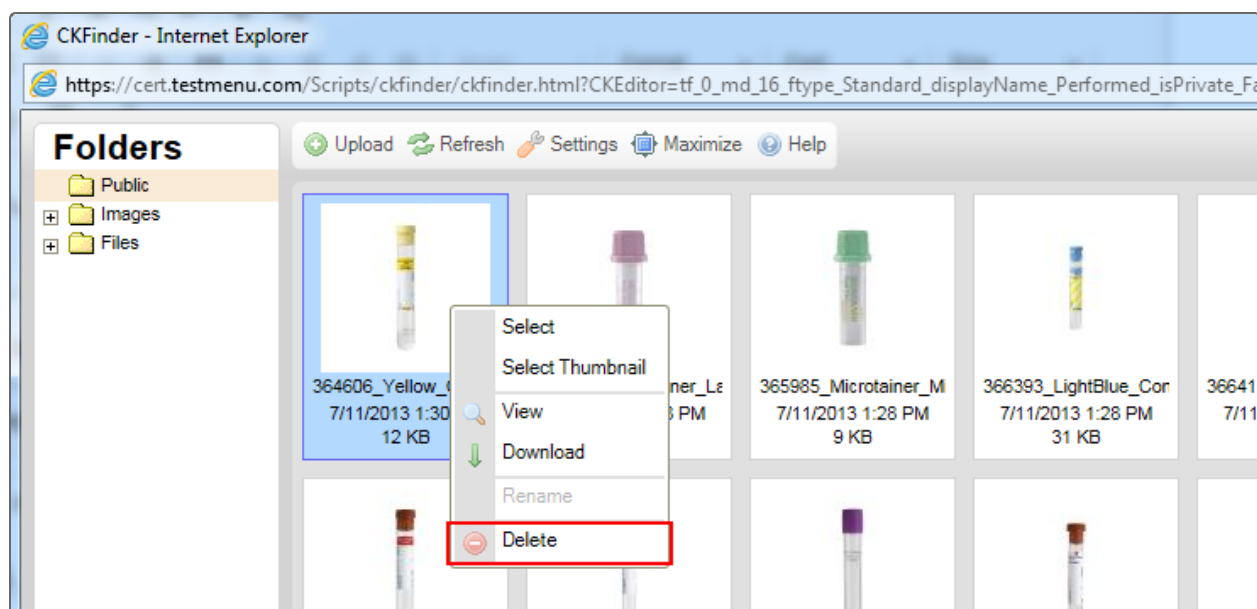
After selecting **Edit Test**, select any editable field to display the editing toolbox. Select **Image**, which will display the Image Properties window.

Select **Browse Server**. This will bring up the folders where all images and documents on your Gateway site are stored.

Locate and right-click on the file to be deleted. Select **Delete**. Then select **OK**.

Test upload information

I have a list of items to be displayed in a field. How do I enter that information into my spreadsheet?

Separate the items with a semicolon. Synonyms, Related Information, LOINC and Search Categories are the fields where the values need to be separated by a semicolon.

How do I add Related Information links through an upload?

Enter the information into the Related Information field within the upload spreadsheet. Separate the links with a semicolon and format the links as follows:

Text of link 1, <comma>, fully-qualified URL <semi-colon>, Text of link 2, <comma>, fully-qualified URL <semi-colon> , etc. For example:

Acro-
megaly,ht-
tps://arup-
con-
sul-

t.com/-

content/acromegaly;Hypercalcemia,https://arupconsult.com/content/hypercalcemia

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Specimen Preparation	Reported	ARUP Rep	Notes	Storage/T	ARUP Sto	Methodol	Performe	Synonyms	LOINC	Related Information			
2	Transfer 0.5 mL serum to an ARUP Standard Transport Tube. (Min: 0.25 mL)	1-3 days			Refrigerate		Semi-Quar	Sun, Tue, Wed, Fri, S	32031-7;		Acromegaly,https://arupcons ult.com/content/acromegaly; Hypercalcemia,https://arupco nsult.com/content/hypercalce mia			

Printing

How do I print a list of all tests in my directory?

Run a Test Export and select **PDF** as the Export Format. Within the export options, ensure the **Test List** checkbox has been selected and deselect the **All** checkbox.

Can I print my tests without images?

Yes. When exporting the test directory, within the Export Settings window, deselect the **All** and **Photos** checkboxes and select all other options to be printed.

Export Settings ✕

Subject

My Lab Test Directory

Message

Add your message here or leave blank

Export Options ⌃

☐ All ☑ Alphabetize By Test Name
☐ Collection ☐ Alphabetize By Test Number
☐ Ordering ☐ Logo on Each Test
☐ Result Interpretation ☐ Home Page
☐ Administrative ☑ Test List
☐ Photos (if included) ☐ Private Fields
☐ Show URL Addresses (if included)

✔ Export   Close

Search for a test

Search for a test using the search tool found at the top of the page.

> ✎ **Note**: The test search is for plain text only. Any HTML entered in the search field is stripped out of the search criteria. The HTML still displays in the Test Name of the test page.

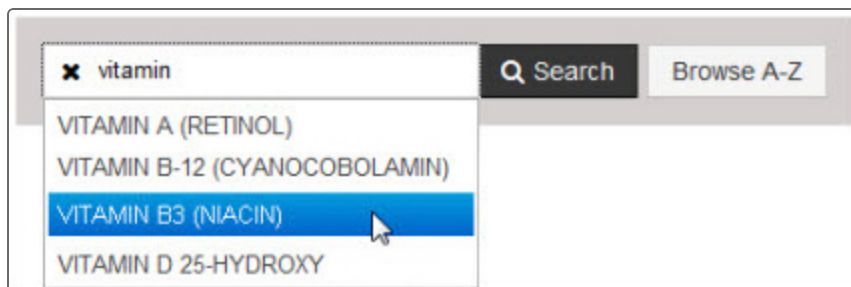Search using the following methods:

Browse A-Z

1. Select | Browse A-Z |.

    A drop-down menu appears.

2. Select a letter in the menu.
    In the Results Found section, an alphabetical list of tests starting with the selected letter displays.

3. Select the appropriate test from the Results Found list to view the test information.

Select **#0-9**to view all tests that begin with a number.

Select **ALLERGENS** to view all the tests that begin with Allergen.

Quick search

1. Start typing the Test Name, synonym, CPT, or LOINC in the Search Box. Results will filter as you type.

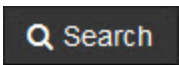2. Select a result to view the test information.

You can also search for tests by entering full or partial CPT codes, LOINC, or Synonyms.

The Quick Search displays the matching Test Names first, then Test Number second (limited to 10 results).

If no tests match your criteria, try a Full Search.

Full search

1. Enter the Test Name, synonym, CPT, or LOINC in the Search Box.

2. Select ![Q Search] or press Enter. The Results Found list appears for all the tests that match the criteria you entered. This list displays the Test Name, Number, and Performing Lab.

3. Select a row to view the test information.

If you do not see your test, try changing your criteria to be more/less specific.

The Results Found list displays the matching Synonyms first, Test Names second, and Test Numbers third.

You can also search for tests by entering full or partial CPT codes, LOINC, or Synonyms.

Filter full search

After you have done a Full Search, you can filter the tests in the Results Found list. Simply type in the Search Box and the results will filter as you type.

All tests

To search for all tests available in your laboratory test directory, leave the Search Box blank and select **Search**or press Enter. This is helpful, for example, if you wish to view or print the entire test directory list.

Search categories

1. Search for a test using one of the above methods (excluding Quick Search).

2. On the Results page, look at the search categories on the right. The number of tests in each search category will appear next to the category in parenthesis.

3. Select the category name, and select the appropriate test to view the test information.

Note: The "New" and "Updated" categories are default Search Categories. Tests will display in these categories for the length of time that is specified to display test statuses in the Settings tab in the Admin Control Panel.

View test history

Select the **History** link to see a list of the last 25 tests viewed.