

## **External User Guide for the Zoma Fungal Diagnostics Laboratory Information Management System (LIMS)**

For ease of use, you can skip to the following sections as needed:

- [Registration](#)
- [Client Portal](#)
- [Sample Submission](#)
- [View Sample Progress and Results](#)
- [User Details](#)
- [Client Details](#)

### **Registration**

- From the website Home page ([www.zomafungal.com](http://www.zomafungal.com)), click the link “Client Registration” (Figure 1).



Figure 1.

- Complete the required details. (Figure 2).

Submission of this registration form will generate an acknowledgement screen and an **email** notifying you that your registration is pending approval and assigning you a unique **Client ID** for your centre or institution (hereby referred to as the Client).

**Please check your junk folder if you do not receive this email.**

Approve emails from [info@zomafungal.com](mailto:info@zomafungal.com) to avoid this happening in the future.

Figure 2.

Once your registration has been approved you will receive an email confirmation which contains your unique **User ID** (hereby referred to as the User, this is the individual who is submitting samples/ viewing results on behalf of the Client).

- Use the link and instructions provided in this email to set your password for the first time.
- You will need to enter your registered email address and unique User ID.

This will generate a password reset email to your account. Please use the link in this email to create or change your password. This unique, secure link will expire after **2 hours**. If you are unable to receive emails from Zoma Fungal Diagnostics Ltd. Please contact us and we will assist you in setting up a password without email verification.

Once you have set your own personal password you will receive an email confirming the changes to your account and can then use the link provided in the email to access sample submission and results via the **Client Portal**.

- You can now also use the Client Portal Link (Figure 3) on the website ([www.zomafungal.com](http://www.zomafungal.com)).
- You can also use the web address [clientportal.zomafungal.com](http://clientportal.zomafungal.com) in your browser to go to the portal.



Figure 3.

## Admin Users

The first User registration from a Client is automatically assigned as the Administrator (Admin) for that Client. Admins can manually add, remove, and manage other Users to the Client account from their personal log in page. See [Add/Manage Users \(Admin Only\)](#) for more guidance.

## Client Portal

Once you have entered the **Client Portal** using your email and password, use the toolbar at the top to navigate to each functional section (Figure 4; **Red**). There is a description of each functional option listed below the menu on the LIMS Home page (Figure 4; **Arrow**).

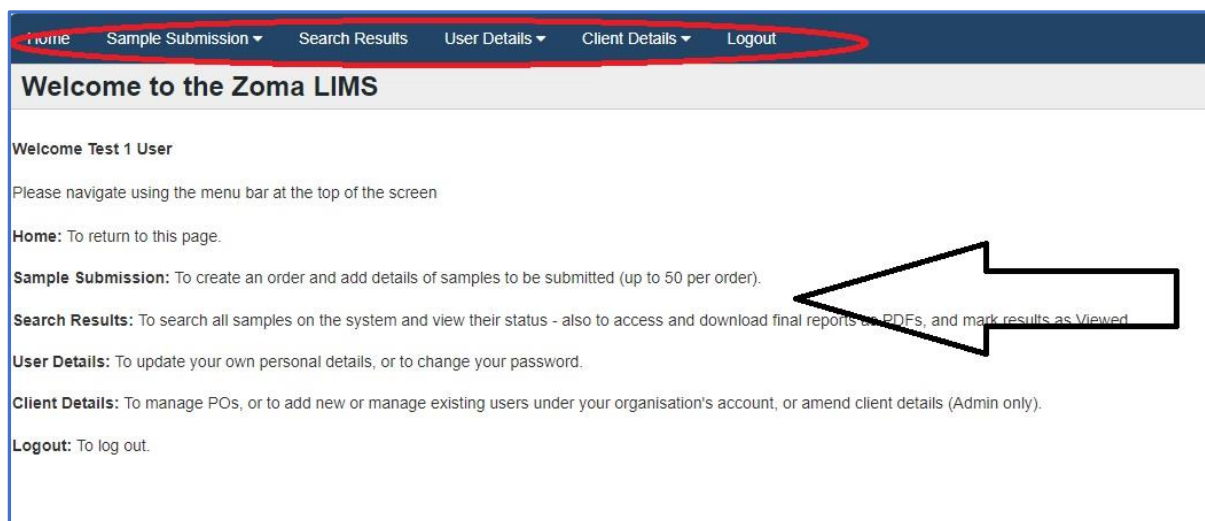


Figure 4.

Some functional sections have drop down menus which appear when you hover over them and allow quick access to other functions of the portal. Selecting Home from the top menu will always bring you back to this front page.

## Sample Submission

- When you hover over the **Sample Submission** tab, it turns **orange**, and a drop-down menu appears with options to **Create New Order** or **Edit Sample Details** (Figure 5; **Red**).

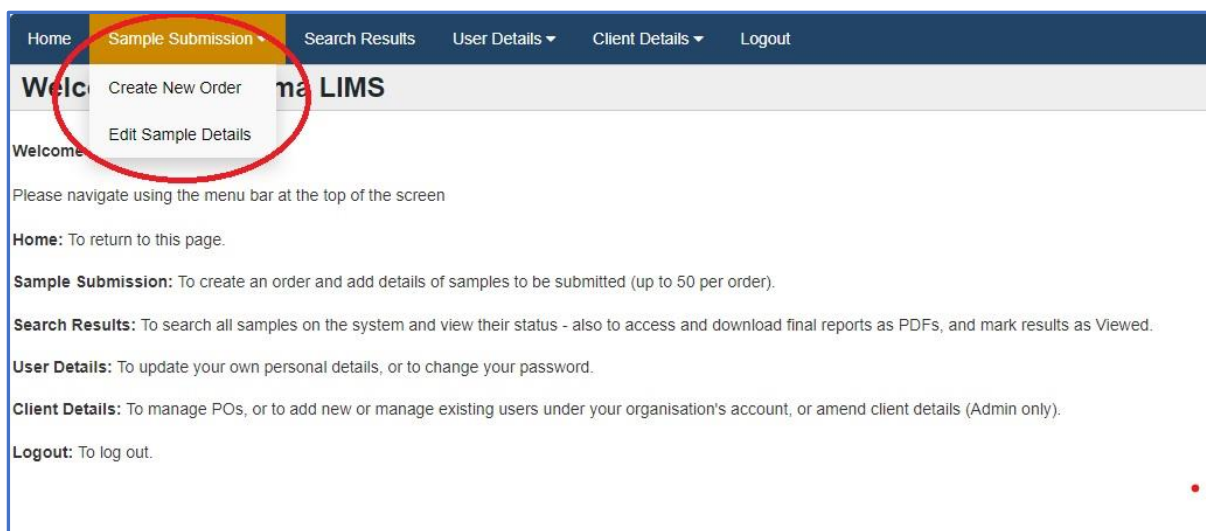



Figure 5.

- To submit a sample, or a series of samples, click **Create New Order** (Figure 6). The **Create New Order** page should have the Client name at the top (Figure 6; **Red**).
- Use the drop-down menu to select the number of samples your wish to submit (Figure 6; **Green**). You can submit up to 50 samples per order.

The screenshot shows the 'Create New Order' form in the Zoma LIMS interface. The form is titled 'Create New Order' and has a navigation bar at the top with links: Home, Sample Submission, Search Results, User Details, Client Details, and Logout. The form fields include: 'Client Name' (with a red circle around it), 'Test' (set to 'Test 1'), 'How many samples would you like to submit?' (set to '1'), 'PO Required' (set to 'Yes'), and 'Order PO' (set to '12345', highlighted with a blue circle). A grey message box states: 'Your organisation has stated that it requires a PO. POs that are not listed as cancelled or fully invoiced are listed below. Please select one, or if the applicable PO is not listed please add it under **Manage POs** first, before submitting an order.' At the bottom of the form is a blue 'SUBMIT' button, which is highlighted with a blue box.

Figure 6.

- If the Client requires a Purchase Order (PO) number, then you will also see a drop-down menu (beneath the grey message box) where you can select active PO numbers registered to the Client (Figure 6; [Blue](#)). It should default to the most recent PO. If the PO number you want to use is not visible, please go to “**Manage PO Numbers**” under the Client Details tab on the top menu and add the required details.
- Click  when you are ready to enter the sample information.
- You will be redirected to a the “**Edit Sample Details**” page where you can input the required information for each sample (Figure 7). A new order number will have been created against the date (Figure 7; [Red](#)). This order number can be used to group and track the samples entered against it.

Home Sample Submission Search Results User Details Client Details Logout

**Edit Sample details**

Order Date	Order ID	Zoma ID	Sample Collection Date	Sample Reference	Additional Reference	Sample Type	Sample Anatomical Site	Comment	Cancel Sample
11/06/2024		0000000148							
20/04/2024		0000000139							
18/04/2024		0000000131							
17/01/2024		0000000119							
14/01/2024		0000000115							

Records 1-8 of 8

Please ensure you do **not** mix samples from different orders in a single package.

You must label the package with your unique **Client ID** and unique **Order ID**. Each sample within the package must be individually labelled with your own **Client Ref** as entered on this page.


The order should be sent to:

Zoma Fungal Diagnostics Ltd.  
5 North Court  
Woodlands  
Bradley Stoke  
Bristol  
BS32 4NQ

Figure 7.





- Select  next to the new order you are creating.

This will allow you to see all the samples which make up the new Sample Order (Figure 8; Red). The orders are listed in ascending order of creation from newest to oldest, and the sample numbers in each order are listed in numerical order.

- Select  on the right of the row to add the required information for each sample (Figure 8; Green).

Home Sample Submission Search Results User Details Client Details Logout

**Edit Sample details**

Order Date	Order ID	Zoma ID	Sample Collection Date	Sample Reference	Additional Reference	Sample Type	Sample Anatomical Site	Comment	Cancel Sample
11/06/2024		0000000148							
		0000000747						No	
		0000000748						No	
		0000000749						No	
		0000000750						No	
20/04/2024		0000000139							
18/04/2024		0000000131							
17/01/2024		0000000119							
14/01/2024		0000000115							

Records 1-8 of 8

Please ensure you do **not** mix samples from different orders in a single package.

You must label the package with your unique **Client ID** and unique **Order ID**. Each sample within the package must be individually labelled with your own **Client Ref** as entered on this page.

The order should be sent to:

Zoma Fungal Diagnostics Ltd.  
5 North Court  
Woodlands  
Bradley Stoke  
Bristol  
BS32 4NQ

Figure 8.

- Select the first editable box “Sample Collection Date” (Figure 9; Red)

You can either type the date of sample collection in the format DD/MM/YY or use the Calendar symbol to select the date using the pop out calendar.

- Use the tab key to move through the completion of the sample submission information.
- Enter your unique Client sample reference number in “Sample Reference” (Figure 9; Green).

This is an essential requirement, and you will be unable to submit the sample without it. This can be a laboratory specimen number, hospital, or NHS number but it will be the way that you identify each sample once reports are generated. There is also the option to add a secondary “Additional Reference” for added security (Figure 9; Blue).

- Enter the “Sample Type” using the drop-down menu (Figure 9; Purple).


All sample types accepted for testing are listed here. This is a mandatory field for each sample.

- Enter “Sample Anatomical Site”, use the drop-down menu to select the anatomical site of the submitted sample (Figure 9; Orange).

This menu is altered by the selection made at “Sample Type”. This is a mandatory field for each sample. If the anatomical site is not stated, please select Unknown.

- Enter any clinically relevant information for the sample in the “Comments” box (Figure 9; Yellow).

This is a free text box to add any additional information which might be relevant to testing, such as animal contact, travel, and occupation. This is not a mandatory field.

- Once all the required sample information has been entered, click  to complete the sample detail submission.
- Repeat this process for all samples in the order.



**Edit Sample details**

Order Date	Order ID	Zoma ID	Sample Collection Date	Sample Reference	Additional Reference	Sample Type	Sample Anatomical Site	Comment	Cancelled Sample
11/06/2024		0000000148							
		0000000747					No options available		<input type="checkbox"/>
		0000000748							No <input type="checkbox"/> <a href="#">Edit</a>
		0000000749							No <input type="checkbox"/> <a href="#">Edit</a>
		0000000750							No <input type="checkbox"/> <a href="#">Edit</a>
30/04/2024		0000000139							
18/04/2024		0000000131							
17/01/2024		0000000119							
14/01/2024		0000000115							

Please ensure you do not mix samples from different orders in a single package.

You must label the package with your unique **Client ID** and unique **Order ID**. Each sample within the package must be individually labelled with your own **Client Ref** as entered on this page.

The order should be sent to:

Zoma Fungal Diagnostics Ltd  
5 North Court  
Woodlands  
Bradley Stoke  
Bristol  
BS32 4NQ

Records 1-8 of 8

Figure 9.

- When all the required sample information for each sample in the order has been entered (Figure 10), you can either log out, return to the Home screen, or navigate elsewhere in the portal.

The samples submitted will remain visible in the “Edit Sample Details” window until they have been marked as received at Zoma Fungal Diagnostics Ltd. You can still add additional information once samples have been dispatched. However, once samples have been received, they are no longer available for editing and will no longer appear in this list.

- You are ready to send your samples for testing to the address below:

Zoma Fungal Diagnostics Ltd  
5 North Court, The Courtyard  
Woodlands  
Bradley Stoke  
Bristol  
BS32 4NQ

If you are a client who uses **Hayes DX** service, you can send your samples to us using the following details:

Zoma Fungal Diagnostics Ltd  
DX Number: 433601  
DX Exchange: BRISTOL 99 BS

For more information on how to send your samples to Zoma Fungal Diagnostics Ltd, please see the document “How to Send Samples to Zoma” (ZOMA.BENCH10) available from the website ([www.zomafungal.com](http://www.zomafungal.com)).

Home

Sample Submission

Search Results

User Details

Client Details

Logout

Edit Sample details

Order Date	Order ID	Zoma ID	Sample Collection Date	Sample Reference	Additional Reference	Sample Type	Sample Anatomical Site	Comment	Cancel Sample
11/06/2024									
	<div><div></div>0000000148</div>								
		0000000747	06/06/2024	12345	12345	Nail	Toe	No	<div><div></div>Edit</div>
		0000000748	07/06/2024	6789	6789	Skin	Unknown	No	<div><div></div>Edit</div>
		0000000749	04/06/2024	9876	9876	Skin	Back	?pityriasis versicolor	No <div><div></div>Edit</div>
		0000000750	03/06/2024	54321	54321	Hair	Eyebrow	?mange	No <div><div></div>Edit</div>
30/04/2024									
	<div><div></div>0000000139</div>								
18/04/2024									
	<div><div></div>0000000131</div>								
17/01/2024									
	<div><div></div>0000000119</div>								
14/01/2024									
	<div><div></div>0000000115</div>								
					Records 1-6 of 8				

Please ensure you do not mix samples from different orders in a single package.

You must label the package with your unique Client ID and unique Order ID.

Each sample within the package must be individually labelled with your own Client Ref as entered on this page.

The order should be sent to:

Zoma Fungal Diagnostics Ltd.

5 North Court

Woodlands

Bradley Stoke

Bristol

BS32 4NQ

Figure 10.

## View Sample Progress and Results

- Sample progress and status can be viewed under “Search Results” (Figure 11).

Home Sample Submission **Search Results** User Details Client Details Logout

**Search Results** Search Results

Enter **Sample Reference** or **Order ID** to search, or leave blank to view all Samples.

Sample Reference

Order ID

Results Viewed ☐ Yes ☐ No ☒ Any

**SEARCH**

Figure 11.

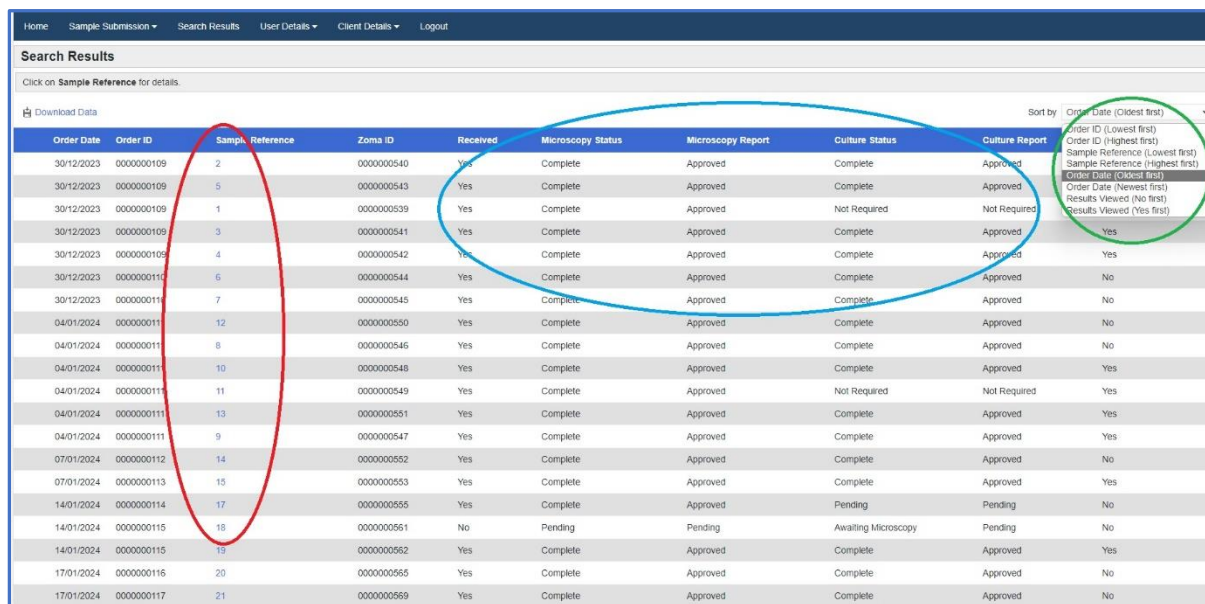
- You should use your Sample Reference Number if you wish to view a specific sample, or the specific Order ID number to narrow search parameters to a small batch of samples (Figure 11). Click **SEARCH** to find the samples.

If you do not enter any details, click **SEARCH** to view all the samples submitted by your institution (Client), and their status.

Status and results can be viewed by any User who is registered with the Client. Results can also be filtered by using the “Results Viewed” toggle. If you are wanting to search all available results leave the toggle on “any”. If you wish to only see those results which have not yet been viewed, set the search toggle to “no”. If you only want to see results which have already been viewed, then set the toggle to “yes”.

- To view the status and available results, click the Sample Reference number to open the available report (Figure 12; Red).

Results can be sorted by several parameters using the drop-down box such as Order date, Results Viewed or Reference Number (Figure 12; Green). Status of each sample can be viewed in the columns next to each sample (Figure 12, Blue).



Order Date	Order ID	Sample Reference	Zoma ID	Received	Microscopy Status	Microscopy Report	Culture Status	Culture Report
30/12/2023	0000000109	2	0000000540	Yes	Complete	Approved	Complete	Approved
30/12/2023	0000000109	5	0000000543	Yes	Complete	Approved	Complete	Approved
30/12/2023	0000000109	1	0000000539	Yes	Complete	Approved	Not Required	Not Required
30/12/2023	0000000109	3	0000000541	Yes	Complete	Approved	Complete	Approved
30/12/2023	0000000109	4	0000000542	Yes	Complete	Approved	Complete	Approved
30/12/2023	0000000110	6	0000000544	Yes	Complete	Approved	Complete	Approved
30/12/2023	0000000111	7	0000000545	Yes	Complete	Approved	Complete	Approved
04/01/2024	0000000111	12	0000000550	Yes	Complete	Approved	Complete	Approved
04/01/2024	0000000111	8	0000000546	Yes	Complete	Approved	Complete	Approved
04/01/2024	0000000111	10	0000000548	Yes	Complete	Approved	Complete	Approved
04/01/2024	0000000111	11	0000000549	Yes	Complete	Approved	Not Required	Not Required
04/01/2024	0000000111	13	0000000551	Yes	Complete	Approved	Complete	Approved
04/01/2024	0000000111	9	0000000547	Yes	Complete	Approved	Complete	Approved
07/01/2024	0000000112	14	0000000552	Yes	Complete	Approved	Complete	Approved
07/01/2024	0000000113	15	0000000553	Yes	Complete	Approved	Complete	Approved
14/01/2024	0000000114	17	0000000555	Yes	Complete	Approved	Pending	Pending
14/01/2024	0000000115	18	0000000561	No	Pending	Pending	Awaiting Microscopy	Pending
14/01/2024	0000000115	19	0000000562	Yes	Complete	Approved	Complete	Approved
17/01/2024	0000000116	20	0000000565	Yes	Complete	Approved	Complete	Approved
17/01/2024	0000000117	21	0000000569	Yes	Complete	Approved	Complete	Approved


Figure 12.


- All available results for that sample should be visible as shown in Figure 13.

The report, along with all relevant information for the sample, can be viewed in this window (Figure 13).

- Reports can be printed or downloaded as a PDF from the link at the top (Figure 13a; Red).
- Reports can be marked as viewed by using the blue **MARK RESULT AS VIEWED** button at the bottom of the page (Figure 13b).


Once results have been marked as viewed, they will only be available via the search function. It is possible to adjust the search parameters to look for viewed reports only if you need to re-access them. All available reports will be accessible in this way regardless of status.

 Download PDF



**Zoma Fungal Diagnostics Ltd.**  
 5 North Court, Woodlands, Bradley Stoke,  
 Bristol, BS32 4NQ  
[info@zomafungal.com](mailto:info@zomafungal.com)  
 Tel: 0117 462 1485

**Sample Details**

<b>Client Name:</b>	Test 1
<b>Sample Reference:</b>	 <small>20</small>
<b>Additional Ref:</b>	Zoma ID: 0000000565
<b>Order ID:</b> 0000000116	<b>Received Date:</b> 17/01/2024
<b>Order Date:</b> 17/01/2024	<b>Microscopy Status:</b> Complete
<b>Sample Type:</b> Hair	<b>Microscopy Result Date:</b> 17/01/2024
<b>Sample Anatomical Site:</b> Head	<b>Culture Status:</b> Complete
<b>Sample Collection Date:</b> 16/01/2024	<b>Culture Result Date:</b> 17/01/2024
<b>Sample Comments:</b>	

**Microscopy Final Report**

**Microscopy Result:** No fungal elements detected  
**Microscopy Comments:**  
 Culture result to follow

**Approved By:**

Zoe Patterson
17/01/2024 11:53

**Culture Final Report**

**Culture Result:** No significant growth  
**Culture Comments:**

**Approved By:**

Zoe Patterson
17/01/2024 11:55

MARK RESULT AS VIEWED

BACK

Figure 13.

## User Details

### Update My Details

This allows any user to change their names or deactivate their account. If your account is deactivated, you will no longer be able to access your account. If you wish to change your email address you must do this via your local Admin User.

### Change Password

This link will open in a new tab and allow the User to change their password without an email verification process. You will need to know what your current password is. This tab can also be accessed using [passwordchange.zomafungal.com](https://passwordchange.zomafungal.com).

If you do not know your password, and need to reset it, use the link displayed on the log on screen, or go to [passwordreset.zomafungal.com](https://passwordreset.zomafungal.com). You will need the email address that you registered with and your unique User ID.

## Client Details

### Manage POs

This section allows for the entry and management of purchase order details which may be required by the Client. Enter the details as required using the same tab process as used for sample submission.

### Add/Manage Users (Admin Only)

Admin users (the first registered user from a Client) can use this form to add other users from their centre to the system. It is the responsibility of the Admin to manage their user's accessibility. The number of users for a client centre is not limited but any users added in this manner will not have Admin privileges. If you require additional Admin users, you will need to contact Zoma Fungal Diagnostics Ltd Administration to do this.

**New users only become active once the box is ticked in the "Account Active" column.**

Each user is given a unique User ID, and this will be emailed to them so they can complete the set-up process by creating a password. This must be done before first use. Each sample submitted is logged against a User ID, so samples are fully traceable within your own User group.

### Update / Amend Organisation Details (Admin only)

This section allows all the details of the organisation/ institution (Client) to be updated by the Admin user. This includes essential information such as billing details, contact names, and addresses.

## Log Out

This tab allows the User to Log Out of the Zoma LIMS. We recommend all users log out when they have finished using the system for entering samples or viewing results.