

Manual WebLIMS 2.10

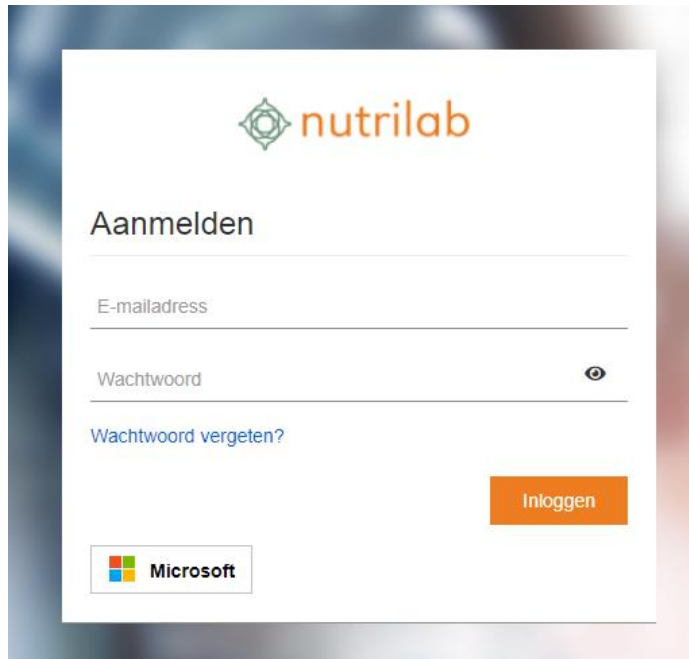
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Login

Go to nutrilab.WebLIMS.nl.

Please log in with your username and password.



The screenshot shows the Nutrilab login interface. At the top is the Nutrilab logo. Below it, the title 'Aanmelden' is displayed. There are two input fields: 'E-mailadress' and 'Wachtwoord'. The password field has an eye icon for toggling visibility. A link 'Wachtwoord vergeten?' is located below the password field. An orange 'Inloggen' button is positioned to the right of the password field. At the bottom left, there is a Microsoft logo and the text 'Microsoft'.

WebLIMS dashboard

After logging in, you will see the WebLIMS dashboard. Via this dashboard, you can go to the different pages within WebLIMS.

[Home](#) [Orders](#) [Samples](#) [Results](#) [Quotations](#) [Administration](#) [Help](#)

Messages about system maintenance, for example, will also be shared via this dashboard.

Logging new orders (samples)

There are several ways of logging new samples. The default method is to start from scratch for each new sample, fill in all the sample details and select the tests from your quotation. If you plan to use the same type of sample and test package more than once, it is more efficient to use templates. Another possibility is to simply copy a previous order and only change specific details, such as a batch code. In this case, you must ensure that the test package is still correct; otherwise, you may copy mistakes or outdated information. It is only possible to correctly copy an order within the same year, because you will receive a new quotation every year. For example, you can only copy orders in 2026 from orders that were created in 2026.

It is important to realise that you can only use tests that are available in your quotation and that most tests are specific to a certain type of matrix (food, feed, water or environmental samples).

When orders are booked via WebLIMS, you will have to place the order numbers from WebLIMS on the samples. Only the order numbers received at the laboratory will be booked.

In your order overview, you can quickly change the **sample description by clicking on the sample description, changing the name and pressing the small green Save symbol**. This is useful and time-saving when making a large bulk copy of samples, for example.

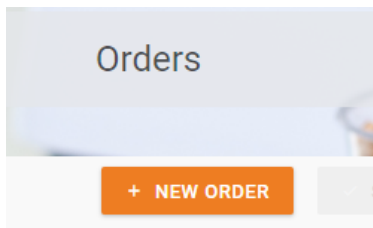
☐	↓ Id	Created on	Status	Submitted...	Client	Sample description	Quantity	Category
☐	248444		(Alle)					
☐	248444	31-7-2026	Stored		NUTRILAB - GIESSEN	WebLIMS manual sample test		Aardappelen (Eng)

Logging new orders from scratch

Select **Orders** from the menu bar.

[Home](#) [Orders](#) [Samples](#) [Results](#) [Quotations](#) [Administration](#) [Help](#)

You will now see a list of samples logged under your account. To create a new order, click 'NEW ORDER'.



You will now be directed to the Create order screen, where you can fill in all sample details under the Details tab:

New order

[BACK](#) [ADD](#)

Apply order template

Client

Client:

Order information

Status:

Client ref:

Order ref:

DETAILS **TESTS SELECTION**

Sample

Sample description*

Your project ref

Item number

Your project notes

Material project

☐ Only when my own production order materials

Sector*

Category*

Material*

Aspect*

Priority

Report date

Notes on report

Notes

PDF requests

Report language

Trade

Vendor

Buyer

Trade Number

Contract ref

Range

Product

Supplier

Client product code

Order product code

Label code

Sample date*

Sample time (HH:MM)*

Sample type

Sampling location

Production date

Expiry date

Prepared analysis date

Batch number

Lot number (kg)

Lot number

Package (of sample)*

Transport*

Temp. (of sample)

Order location

Microbiology

Microbiology*

Expiry date

Storage temperature

Safety information

Safety Code*

The fields marked with an a star (*) are compulsory.

- Sample description
- Sector
- Category
- Material
- Aspect
- Sample date
- Sample time
- Package (of sample)
- Transport
- Perishability
- Safety code

Now click on the tab **Test Selection** and select the tests you require:

DETAILS **TESTS SELECTION**

On the left, you will see the projects and/or quotation you can choose from (Available Tests). You can expand this to see all individual analyses per test package. These are the tests that are available in your quotation for the specific matrix you selected in DETAILS. Please contact our Customer Care or Sales department to add tests to your quotation.

DETAILS **TESTS SELECTION**

Available tests

ADD TESTS >>

<< REMOVE TESTS

Added tests

☐	Name ↑ ↓	Notes
	Quotation: 2022-15	
☐	> Losse prijzen	
☐	> Pakket 1	
☐	> Pakket 2	

↑ Test Code	Test Name	Notes
0	Sample preparation Chem.	
9750	Sample disposal costs	
9940	Mycotoxins screening (LC-MSMS)	
9950	Aflatoxin B1	

Testpackage ↑	Notes
No selected tests	

Mark the tests you require, then click Add selection to add them to the order. They will appear on the right side of the screen (Added Tests).

DETAILS **TESTS SELECTION** FILES

Available tests

Search by test name (+ Enter)

ADD TESTS >>

☐	Name ↓	Notes
☐	Eiwit	

↑ Code	Short Test Name	Full Test Name	Test Method	Notes	
☐	50.1	Crude Protein - Kjeld...	A050 - Crude Protein - ...	A050 - In-house meth...	Voedingsmiddelen
☐	52.1	Crude Protein - Duma...	A052 - Crude Protein - ...	A052 - In-house meth...	Voedingsmiddelen
☐	68	In Vitro Indigestible Pr...	In Vitro Indigestible Pr...	(Boisen and Fernande...	
☐	72	Pepsin Digestibility (0...	Pepsin Digestibility (0...		Diervoeding
☐	80	Protein Dispergeerbaa...	Protein Dispergeerbaa...	(AOCS Ba 10-09 2017)	Sojaproducten
☐	82	Protein dispersibility i...	Protein dispersibility i...	AOCS Ba 10-65 2009	Sojaproducten
☐	83	Protein Solubility Inde...	Protein Solubility Inde...	(based on NEN-EN-IS...	Diervoedergrondstoffen
☐	89.1	Nitroen (N) - Dumas	A052 - Nitroen (N) - ...	A052 - In-house meth...	Voedingsmiddelen

When you are finished, press Save Order and Back to list to return to the overview of all samples:

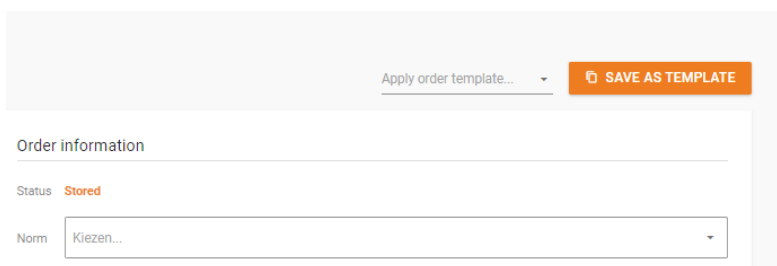
The orders you have just logged have the status Stored. You can still edit them by pressing the Edit icon or delete them by pressing the Delete icon.

When you are done editing and ready to send the samples to Nutrilab, select these stored orders and press Submit selection. The status will change to Submitted. They are now visible in the LIMS system we use in the lab. This step can also be completed directly in the order.

If you have a suitable label printer (e.g. a DYMO LabelWriter 450), you can now print the series of labels by selecting them and pressing Print Labels (a detailed printer manual is provided in Appendix I).

Making a template

This works in the same way as making a regular order from scratch. Please follow the instructions in the previous paragraph. Create a complete order, including analyses and the generic sample details. Click the Save as template button.



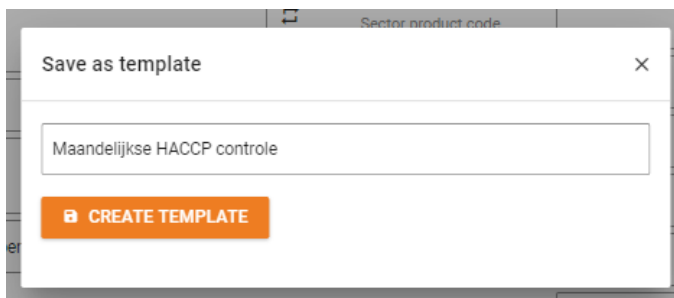
Apply order template... [SAVE AS TEMPLATE](#)

Order information

Status **Stored**

Norm

Enter a name for the template and click Create template.



Save as template

[CREATE TEMPLATE](#)

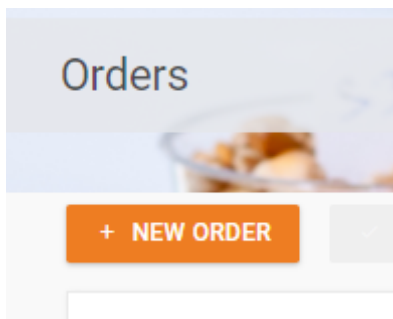
A list of templates can be found under Administration > Order templates. Unused templates can be removed from this list.

Order templates

Zoeken...						
Id	Client name ↑	Template Name	Category	Material	Aspect	Sample Description
23	FoodLimsTest - GIESSEN	12-4-2021 test	Zuivel (GB)	IJs (Eng)	IJs (Eng)	Test 12-4-2021
34	FoodLimsTest - GIESSEN	testtemplate 220426	Sauzen (GB)	Mosterd (Eng)	Mosterd (Eng)	Test 26-4-2022
37	FoodLimsTest - GIESSEN	Maandelijkse HACCP controle	Swab (GB)	Swab (Eng)	Swab (Eng)	Test order t.b.v. Weblimshandleidi...

Creating a new order with a template

Under Orders, choose New order.



You will now enter the Create order screen, where you first choose Apply order template at the top right.

Apply order template...

Order information

Status **Draft**

The template is applied to the new order. Complete the specific details for this sample, such as Sample Description, Sample date and Sample time. If necessary, the tests for the order can still be adjusted.

When you are done, you can save the order by clicking Save. The order is ready to send to Nutrilab. Click Submit to send the assignment to the laboratory. Print a label for the sample.

< BACK

SAVE

SUBMIT

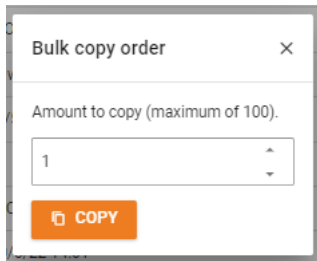
PDF

PRINT LABEL

Creating a new order by copying an older one

In the Orders overview, choose the order you want to copy. Click the rightmost icon (Bulk Copy) next to the order number.

Now select the number of copies you want to make (up to 20 is possible). This is particularly helpful if you want to log a large series of samples, such as swabs.



A dialog box titled "Bulk copy order" with a close button (X). It contains a label "Amount to copy (maximum of 100)." and a numeric input field with the value "1". Below the input field is an orange button with a copy icon and the text "COPY".

The next steps are the same as when creating a new order using a template. The copies are numbered:

Nutrilab - VALIDATIE-monsters - Gi...	(2) _
Nutrilab - VALIDATIE-monsters - Gi...	(1) _
Nutrilab - VALIDATIE-monsters - Gi...	_

Viewing pending orders

Under Samples, you can view current orders within Nutrilab and orders that are ready.

Go to Samples in the main menu.

[Home](#)
[Orders](#)
[Samples](#)
[Results](#)
[Quotations](#)
[Administration](#)

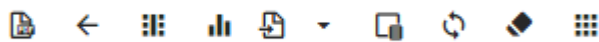
A selection of samples can be made on the basis of, for example, a folder or order number, but also on the basis of a PO number, sample description or batch number.

The expected date on which the results will be ready is shown in the 'planned ready date' column.

A search can be performed using various parameters in the data grid.

Folder ↑ 1	Client Name	Po Number	Project Number	Project Description	Order Number ↓ 2	WebLims Order Nu...	Client Sample Id	Sample Description	Sample Date	Register Date	Requested Sta
🔍	🔍 food	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍
N00002169	FoodLimsTest		FoodLimsTest do...		N00002169012			Heranalyse Order...	13-3-2022 16:40	15-3-2022 16:42	15-3-2022 16:

At the top right of the data grid, you can export all data from a search or reset the search.



Icon	Definition	Function
	Export all data	Export all data to an Excel file. The format is basic. A more convenient format can be downloaded from Results/Trend Analyse.
	Column selector	Drag unused columns to the open white area to create an overview of the data you want to see.
	Refresh	Refresh all data under Samples.
	Reset filter	Reset all searches made.
	Reset grid settings	Reset the grid to the original settings. When columns are dragged out under the column picker, they will reappear in the grid.

Viewing results

When you select Results in the top menu bar, you can view the complete sample history of your company and download all results or a selection.

[Home](#)
[Orders](#)
[Samples](#)
[Results](#)
[Quotations](#)
[Administration](#)

In the search field at the top of each column, you can enter a search term to limit the selection.

☐	Folder Id	Order Number	Test	Webilms Order Nu...	Test Group	Client Sample Id	Sample Descrip... ↓	Test Code	Analyte

For example, Sample description:

Sample Description

CT SF **Skew**ers B3 BLANCO Micro+A...

You can also combine search terms, e.g. with a test name:

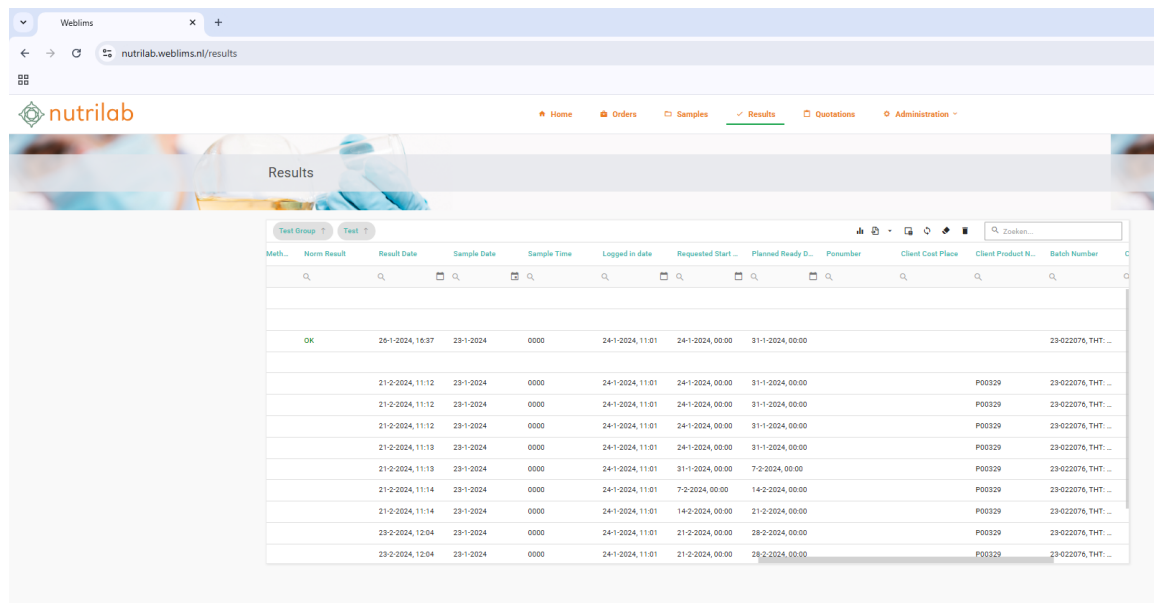
Sample Description	Analyte
skew	lis

CT SF Skewers B3 BLANCO Micro+A...	Listeria monocyt...
---	----------------------------

To export to Excel, please click Trend Analyse:

If you have limited your selection to one test, the third tab in the export contains a trend analysis of the results. The other tabs of the Excel file contain the results, either as one line per result or in a matrix, with one line per sample.

Use the grey bar at the bottom of the window to view more criteria.



Method	Norm Result	Result Date	Sample Date	Sample Time	Logged in date	Requested Start	Planned Ready D.	Ponumber	Client Cost Place	Client Product N.	Batch Number
OK		26-1-2024, 16:37	23-1-2024	0000	24-1-2024, 11:01	24-1-2024, 00:00	31-1-2024, 00:00				23-022076, THF...
		21-2-2024, 11:12	23-1-2024	0000	24-1-2024, 11:01	24-1-2024, 00:00	31-1-2024, 00:00			P00329	23-022076, THF...
		21-2-2024, 11:12	23-1-2024	0000	24-1-2024, 11:01	24-1-2024, 00:00	31-1-2024, 00:00			P00329	23-022076, THF...
		21-2-2024, 11:12	23-1-2024	0000	24-1-2024, 11:01	24-1-2024, 00:00	31-1-2024, 00:00			P00329	23-022076, THF...
		21-2-2024, 11:13	23-1-2024	0000	24-1-2024, 11:01	24-1-2024, 00:00	31-1-2024, 00:00			P00329	23-022076, THF...
		21-2-2024, 11:13	23-1-2024	0000	24-1-2024, 11:01	31-1-2024, 00:00	7-2-2024, 00:00			P00329	23-022076, THF...
		21-2-2024, 11:14	23-1-2024	0000	24-1-2024, 11:01	7-2-2024, 00:00	14-2-2024, 00:00			P00329	23-022076, THF...
		21-2-2024, 11:14	23-1-2024	0000	24-1-2024, 11:01	14-2-2024, 00:00	21-2-2024, 00:00			P00329	23-022076, THF...
		23-2-2024, 12:04	23-1-2024	0000	24-1-2024, 11:01	21-2-2024, 00:00	28-2-2024, 00:00			P00329	23-022076, THF...
		23-2-2024, 12:04	23-1-2024	0000	24-1-2024, 11:01	21-2-2024, 00:00	28-2-2024, 00:00			P00329	23-022076, THF...

Viewing quotations

Under the Quotations tab, you can view the current quotations you have within Nutrilab.

Go to Quotations in the main menu.

[Home](#) [Orders](#) [Samples](#) [Results](#) [Quotations](#) [Administration](#)

Your different quotations can be found here by clicking on a quotation and expanding the different packages below.


YOUR PARTNER IN QUALITY ASSURANCE

[LOGIN](#)

Nutrilab Project ↑	Quote ID	Quote Ref#	Start Date	Expired Date
food				
FoodLimsTest doorlopend	2022-15	Doorlopende offere	15-3-2022	

Package Ref# ↑	Package Name	ID	Sep. tests?	Package Price	Notes on Package
▼	Pakket 1	629	☒	€ [REDACTED]	

Testcode ↑	Test Name	Test Price	Notes on Test
0	Monstervoorbehandeling Chemie	€ [REDACTED]	
730	Voorbehandeling microbiologie (ISO 6887)	€ [REDACTED]	
730	Inweeg telanalyse micro	€ [REDACTED]	
731	Aeroob mesofiel kiemgetal 30 °C (gelijkwaardig aan ISO 4833)	€ [REDACTED]	
760	Enterobacteriaceae 37 °C (gelijkw. NEN-ISO 21528-2; niet bevestigd)	€ [REDACTED]	

Pagina 1 van 1 (2 items) 1

Assessment of results

It is possible to let the system assess a result and print the conclusion (OK or NOK) on the certificate of analysis. To enable this feature, you have to create a norm and link it to an order or template.

To create or edit a norm, go to Administration in the top menu bar and select Norms. Now click on

Now choose a name and select a client:

Create norm

Name *

Client *

Active
☒

Now select the test(s) for the parameter(s) you want assessed, and then click Add Test.

Quotation: 2023-90

New Package

	↑ Test Code	Test Name
☐	0	Sample preparation Chem.
☒	203	Crude Ash (900 °C)

There are three options for the type of assessment the system can perform:

1. **Quality specification: upper and lower limits for a quality parameter.**
2. **Undesirable: use only the upper limit ($\leq$ limit = OK; $>$ limit = NOK). For detection methods such as *Salmonella spp.*, choose 0 as the upper limit.**

3. Incidence: for $n = 5$ microbiological counts, incidences with the parameters c , m and M are often used. In the example below: $c = 2$, $m = 100$, $M = 1000$.

Here is an example of all options:

Test: 10420 Musterd (ELISA)				
Mosterd (ELISA R6152)	0,000	1,500		Undesirable
Test: 203 Crude Ash (900 °C)				
Ruw as (900 °C)	2,000	4,000		Quality specification
Test: 8779 Moulds 25 °C (n=5)				
Schimmels 25 °C, n=5 (methode A771)@221214142043	100,000	1.000,000	2	Incidence
Schimmels 25 °C, n=5 (methode A771)@221214142446	100,000	1.000,000	2	Incidence
Schimmels 25 °C, n=5 (methode A771)@221214142452	100,000	1.000,000	2	Incidence
Schimmels 25 °C, n=5 (methode A771)@221214142459	100,000	1.000,000	2	Incidence
Schimmels 25 °C, n=5 (methode A771)@221214142504	100,000	1.000,000	2	Incidence

When you are finished, save your norm:

The next step is to link the norm to a template or order. Go to either Administration > Templates or Orders. Open the order or template. Select the applicable norm and tick Use norm on report.

Order information

Status **Draft**

Norm **Test normen**

Use norm on report ☒

Now choose either Save Order or Save as Template.