

Manual Weblims 1

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Login

You will find a link to the portal Weblims on the homepage of Nutrilab. You can add it to the bookmarks in your web browser.

Please login with your user name and password.



Logging new orders (samples)

There are several ways of logging new samples. The default method is that for each new sample you log, you start from scratch and fill in all the sample details and select the test package. If you plan to use the same type of samples and test packages more than once, it is more efficient to make use of **templates**. Another possibility is that you simply copy a previous orders, and only change specific details, like a batch code. In this case you have to ascertain that the test package is still correct, otherwise you copy mistakes or outdated information.

Logging new orders from scratch

Select Orders from the menu bar

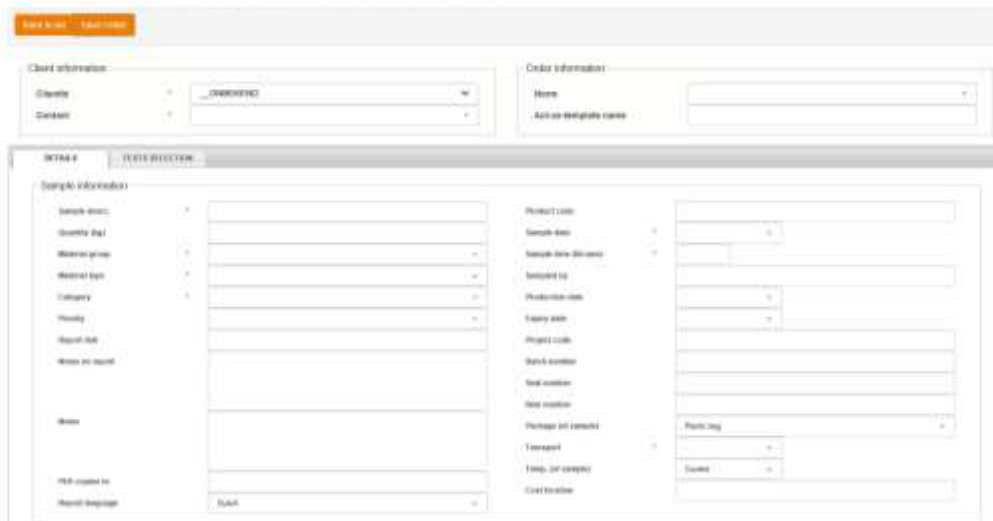


Now you will see a list of samples logged under your account. For a new order, click on **Create order** (next to template).



Now you're directed to the screen **Create order** where you may fill in all sample details under the tab **Details**:

Create order



The screenshot shows a web form for creating an order. It is divided into several sections:

- Client information:** Includes fields for Client (dropdown menu), Contact (dropdown menu), and a red star (*) next to the Client field.
- Order information:** Includes fields for Name (dropdown menu) and Address (text input).
- DETAILS / TESTS SELECTION:** This section is expanded and contains two columns of form fields:
 - Sample information:** Fields for Sample name, Quantity (kg), Material group, Material type, Category, Priority, Report type, and Units per report.
 - Product code:** Fields for Sample date, Sample time (hh:mm), Material type, Production date, Entry date, Project code, Batch number, Test number, and Site number.
 - Package (per container):** Fields for Package, Transport, Units (per sample), and Cost location.

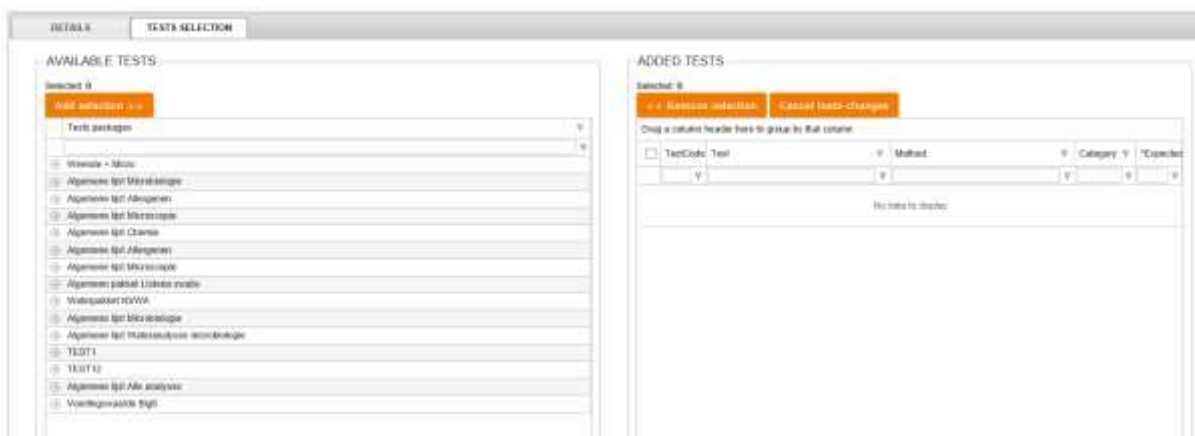
The cells marked with a red star (*) are compulsory. After filling in the details you must save with **Save Order**:



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



On the left side of the screen you'll see the test packages from which you may choose the tests (Available Tests). By clicking on a package, you can extend it and find the analyses you require. You can either search by test code or name (N.b. under **Administration/Tests Packages** you can make tailor-made testpackages with tests you often need).



The screenshot shows the 'TESTS SELECTION' interface. It is split into two main panels:

- AVAILABLE TESTS:** A list of test packages with a search bar and a red star (*) next to the search bar. The list includes various test packages like 'Water - Micro', 'Algemeen Ipt Microbiologie', etc.
- ADDED TESTS:** A table for the tests selected for the order. It has columns for TestCode, Test, Method, Category, and Expected. The table is currently empty, showing 'No tests to display'.

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

AVAILABLE TESTS

Selected: 14
 Add selection >>

Test packages

- Algemene IJG Microbiologie
- Algemene IJG Wateranalyses microbiologie
- TEST1
- TEST12
- Algemene IJG Afte analyses
- Viesdroegzaamheid IJG

TestCode	Test	Method	Categorie
0	Sample preparation		Overige bepalingen / Items
3	Melkzuur 60 °C		Vochtbepalingen
52	Crude Protein	Dumas, N x 6.25	Eiwitbepalingen
533	Crude Fat (after pre-extraction and hydrolysis)		Vetbepalingen
189	Dietary Fiber	(AOAC 991.43)	Carbidebepalingen
200	Crude Ash	550 °C	Ashbepalingen
250	Starch	(Polarimetric method)	Zetmeelbepalingen
300	Sugars, total as glucose		Suikers / koolhydraten
331	Carbohydrates (calculated)		Suikers / koolhydraten
540	Fatty Acid composition	(NFV-EN-ISO 5508-5509, BF3 method)	Vetzuuren

Page 1 of 2 (14 items)

Details >>>

When you're finished press **Save Order** and **Back to list** to return to the overview of all samples:

[Back to list](#)
[Save Order](#)
[Submit Order](#)
[PDF Summary](#)
[Sticker](#)

Because there are so many tests available, it can be hard to make the right choice. Our customer service department service@nutrilab.nl is there to help you. For instance by making test packages (**Tip:** under **Results** you'll find your complete history and the test codes used previously, or look at previous test certificates).

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



or delete them



When you're done editing and ready to send the samples to Nutrilab, select these stored orders and press **Submit selection**. The status will change into Submitted. Now they are visible in the LIMS system we use in the lab.

Create order --no template-- X Submit selection

Drag a column header here to group by that column

<input type="checkbox"/>			Order	Client
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		nutrilab
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	87767	Nutrilab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	85264	Nutrilab
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	82275	Nutrilab
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81630	Nutrilab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81345	Nutrilab

If you have a suitable labelprinter (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).

Create order --no template-- X Submit selection Delete selection Selection to Excel Print labels Refresh Clear filter Reset layout

Orders

Drag a column header here to group by that column

Total rows selected: 3

<input type="checkbox"/>			Order	Client	Debtorn	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		nutrilab		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	87767	Nutrilab		Test
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	85264	Nutrilab		test
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	82275	Nutrilab		TEST
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81630	Nutrilab		test 2018-2-26
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81345	Nutrilab		test 21-2-2018 2e
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81344	Nutrilab		test 21-2-2018
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81240	Nutrilab		test 20-2-2018 12:12
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81199	Nutrilab		test
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81174	Nutrilab		test
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	80216	Nutrilab		TEST ORDER WEBLIMS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	73202	Nutrilab		TEST OKTOBER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	70698	Nutrilab		TEST ORDER WEBLIMS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	70448	Nutrilab		TEST ORDER WEBLIMS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	69971	Nutrilab		TEST ORDER WEBLIMS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	69838	Nutrilab		TEST2017
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	67031	Nutrilab		TESTORDER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	63806	Nutrilab		TEST HOPPE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	63800	Nutrilab		TEST HOPPE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	59670	Nutrilab		TEST ORDER WEBLIMS 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	48226	Nutrilab		dwddf

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Making a template

This works in the same way as making a regular order from scratch. Please follow the instruction in the previous paragraph. Then, on the page **Details** fill in a name in the field **Act-as-template name**.

Order information

Order status **STORED**

Norm

Act-as-template name

In **Sample Description**, please select a logical name for the template. Here it's practical to include the term **Template**, so you can recognize this order in the overview of samples.



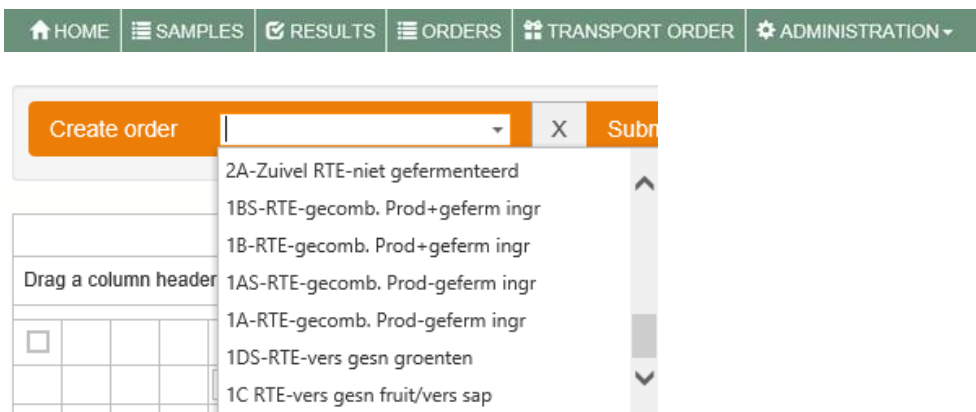
When you're done, press **Save Order**:



Please do not submit this order, so it will remain **Stored**. In this way you can still change it in the future if the test package or other properties change.

Creating a new order with a template

Under **Orders**, choose the appropriate template next to **Create order**. Then, press **Create order**.



You're now diverted to the screen **Details of Create order**. Here you can fill in the specifics of the new sample, such as the **Sample Description**, sample date, etc. When you're finished press **Save Order**. Now it's ready to submit.

Creating a new order by copying an older one

In the overview of **Orders**, choose one you want to copy. Click on the middle icon (Bulk Copy) next to the order number.

Drag a column header here to group by that column

<input type="checkbox"/>				Order	Client
Clea				<input type="text"/>	covid
<input type="checkbox"/>				230624	Covid Testen Nutrilab
<input type="checkbox"/>				230623	Covid Testen Nutrilab
<input type="checkbox"/>				230622	Covid Testen Nutrilab

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

Bulk copy orders ×

Order

Amount

Please note that each new sample will receive an index number between brackets. It is possible to continue with a previous list if you perform the bulk copy action with the last number in that list:

Covid-19 Teststraat Giessen (5135)
Covid-19 Teststraat Giessen (5134)
Covid-19 Teststraat Giessen (5133)
Covid-19 Teststraat Giessen (5132)

Viewing results

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



If you have access to more than one account, please select an account from the top.

Export to Excel

WebIMS Order#	Lab-nr	Date ready	Date received	Sample desc	Product code	Testcode	Method	Unit	Value	Result	Unit	Result	Comments	Year	Verified	Approved	Status
	62207	15-5-2018	15-5-2018	POPELJE CURRY OVERCOAT	604	Subst. Test	ICP-MS/AA/MS	g		2769	mg/kg	04 - 100% mg/kg	Startdate analysis: 15-05-2018 enddate: 17-05-2018				OK
	62207	15-5-2018	15-5-2018	POPELJE CURRY OVERCOAT	604	Subst. Test	ICP-MS/AA/MS	g		2769	mg/kg	04 - 100% mg/kg	Startdate analysis: 15-05-2018 enddate: 17-05-2018				OK
	62208	15-5-2018	15-5-2018	SOYBEAN MEAL MELINDA POWELL CURRY OVERCOAT	604	Subst. Test	ICP-MS/AA/MS	g		23	mg/kg		Startdate analysis: 15-05-2018 enddate: 17-05-2018				OK
	62208	15-5-2018	15-5-2018	SOYBEAN MEAL MELINDA POWELL CURRY OVERCOAT	604	Subst. Test	ICP-MS/AA/MS	g		23	mg/kg		Startdate analysis: 15-05-2018 enddate: 17-05-2018				OK
	62204	15-5-2018	15-5-2018	SOYBEAN MEAL MELINDA POWELL CURRY OVERCOAT	604	Subst. Test	ICP-MS/AA/MS	g		31	mg/kg		Startdate analysis: 15-05-2018 enddate: 17-05-2018				OK
	62204	15-5-2018	15-5-2018	SOYBEAN MEAL MELINDA POWELL CURRY OVERCOAT	604	Subst. Test	ICP-MS/AA/MS	g		31	mg/kg		Startdate analysis: 15-05-2018 enddate: 17-05-2018				OK

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In the search field on the top of each column you can enter your search term to limit the selection.

E.g. Sample description:

Export to Excel

WebIMS Order#	Lab-nr	Date ready	Date received	Sample description	Product code	Testcode
				soy		
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		2
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		50
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		52
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		100
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		150
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		200
	622116	22-5-2018	14-5-2018	SOYBEAN MEAL		9980

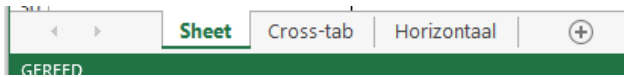
And or combine search terms, e.g. a test code:\

Lab-nr	Date ready	Date received	Sample description	Product code	Testcode	Testname
			soy		200	
622116	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622115	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622114	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622113	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622112	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
621919	22-5-2018	11-5-2018	SOYA RUM OIL		200	Crude Ash
621916	22-5-2018	11-5-2018	SOYBEAN MEAL		200	Crude Ash

To export to excel, please click on:

Export to Excel

The export-file has 3 tabs, each with the results in a different format:



Creating/Editing a test package

Testpackages help you to find the tests that are relevant for you much easier. Nutrilab can prepare testpackages for you based on your price quotes, but you can also compose your own testpackages for frequently recurring combinations of product and tests. Applicable tests can be found on the COA's of previous samples.

When you want to create or edit a test package, select Tests Packages from the Administration submenu.



Then choose either **Create testpackage** or **Edit**:

Create testpackage
Refresh
Clear filter
Reset layout

Drag a column header here to group by that column		
		Name
		<input type="text"/>
Delete	Edit	Bakkerijproducten microbiologie

For new test packages give a name and description. Mark Separate Tests

Name:	<input style="width: 90%;" type="text" value="Demo Testpackage"/>
Description	<input style="width: 90%;" type="text" value="Demo Testpackage"/>
Package Id	<input style="width: 90%;" type="text"/>
Separate Tests	<input checked="" type="checkbox"/>
ClientId	<input style="width: 90%;" type="text" value="DEMO_WEBLIMS"/>

Find the test(s) you want to add to the test package by using the Nutrilab test code and tick the box:

AVAILABLE TESTS

Selected: 1

[Add selection \(+\)](#)

<input type="checkbox"/>	TestCode	TestDescription	
<input type="checkbox"/>	550		
Category: <input type="text" value="550"/>			
Category: Antibiotica			
Category: Levensingen / Bacterien			
Category: NIRS-bepalingen			
Category: Organic Acids			
Category: Overige bepalingen / items			
<input type="checkbox"/>	300	pH	
<input type="checkbox"/>	850	pH (p=2 #850)	

ADDED TESTS

Selected: 6

[Remove selection](#)

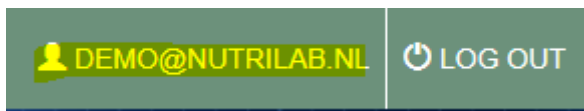
<input type="checkbox"/>	TestCode	TestDescription	Category
<input type="checkbox"/>	10	Moisture 100 °C on Sert (oven, method A010)	Vochtbepalingen
<input type="checkbox"/>	40	Dry Matter	Vochtbepalingen
<input type="checkbox"/>	425	Chloride as NaCl - titrimetrically (A425)	Macro-elementen
<input type="checkbox"/>	9128	Total protein (Method F85P)	Overige bepalingen / items
<input type="checkbox"/>	9476	Citric acid (HPLC)	Organic Acids
<input type="checkbox"/>	9400	Lactic acid (HPLC)	Organic Acids
<input type="checkbox"/>	9440	Acetic acid (HPLC)	Organic Acids

Then press **Add selection**. When you're done, press **Save**. By pressing **Cancel** you will return to the overview of your test packages.

Changing your password

We advise you to change your password regularly. Especially if you share an account with a group of people.

To change your password press on your mail address on the top bar:



Provide a new password and press **Update**

Cancel
Update

Your username demo@nutrilab.nl

Leave the password-fields blank if you do not want the password to be changed.

Your password


Confirm password

APPENDIX I PRINTER MANUAL

Dymo 450 labelwriter with 11354-multi-purpose labels.

Other labelwriters might equally work well, but this combination is tested and recommended by Nutrilab.

Installing the printer

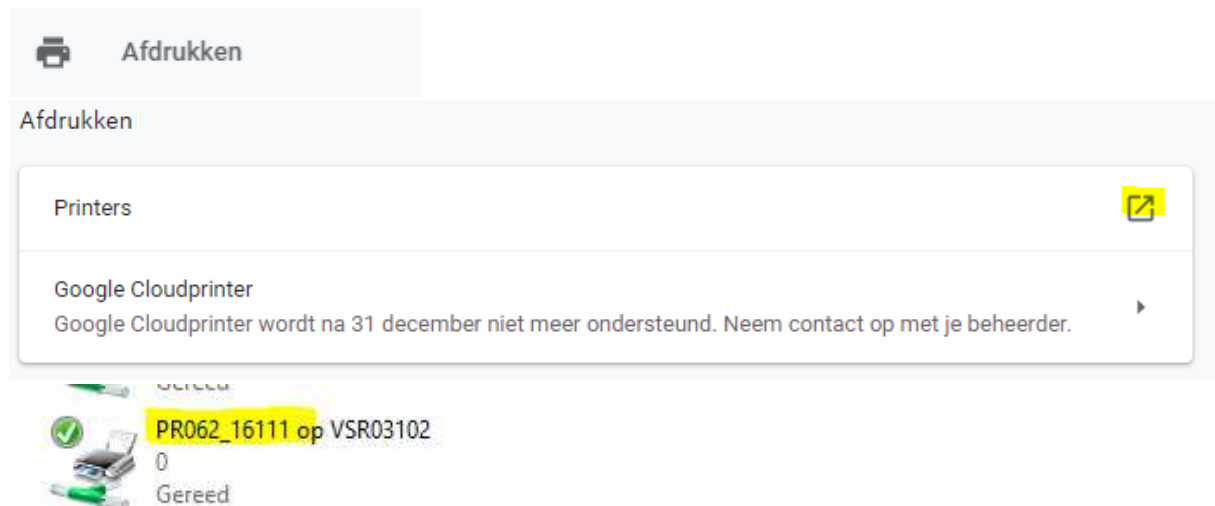
1. Follow the manual provided with the Dymo labelwriter 450
2. Then go to the advanced Windows  setting and select the 11354 multi-purpose labels as the default and allow that barcodes can be printed.
3. These labels can be ordered from etiketten.nl:
<https://www.etiketten.nl/dymo/833-11354-dymo-labels-57x32-mm-.html>
These stick better than the original Dymo labels!
4. For use in a network environment a Dymo Labelwriter Print Server is required

Further preparation: label settings in weblims




1. Log into weblims

Use the browser settings to select the Dymo Labelwriter:

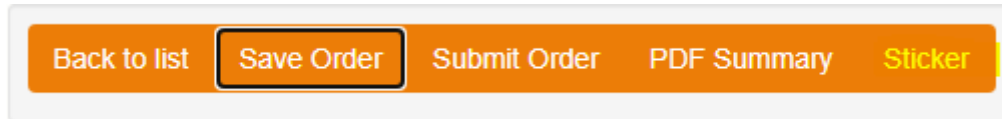
In Chrome:



Then in Weblims Orders **you'll need to change the** label settings by pressing the Edit button in front of one of the orders in the list:

<input type="checkbox"/>				Order	Client
				<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				221776	DEMO WEBLIMS

Then press Sticker..



..and change the dimensions into 57mm x 32 mm

Back
Create Sticker
 Directly to printer

(The order has to be saved to see the latest data of the order.)

Details

Width (mm) (default 57)

Height (mm) (default 32)

Data preview

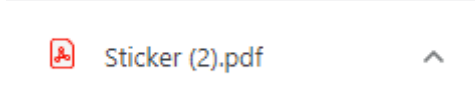
221776

DEMO_WEBLIMS

Covid-19 Teststraat Den Haag (12)

221776

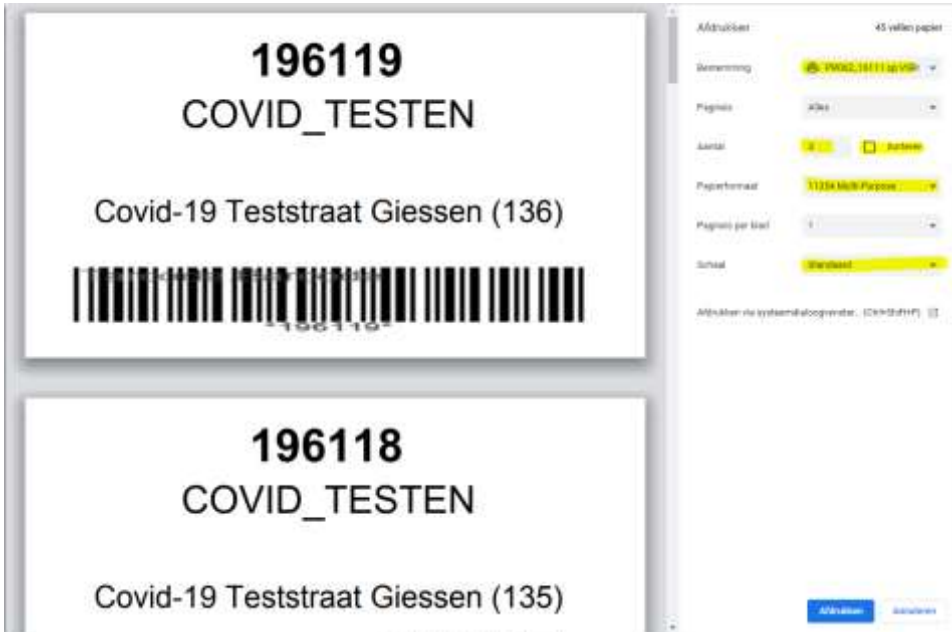
Deselect Directly to printer, and then press Create Sticker. Double click on the pdf for the preview



And press the printer icon:



Select the 11354 Multi-Purpose labels. Choose the amount of labels per order.



Please test and print the label.

Once the settings are right, you can print series of labels in Orders by selecting the orders you require.

Create order					--no template--	X	Submit selection	Delete selection	Selection to Excel	Print labels
Orders										
Drag a column header here to group by that column										
										Total rows selectec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Order	Client	Debto	rn	Description			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	221776	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (12)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	221775	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (11)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	221774	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (10)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	221773	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (9)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	221772	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (8)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	213205	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (7)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	213203	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (1)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	213202	DEMO WEBLIMS			Covid-19 Teststraat Demo (7)			

It's possible to print more than one copy of each label, but if you do so **you're asked to** Sort or not. Then press Print.