Manual Weblims 1

Content

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 In this case you have to ascertain that the test package is still correct, otherwise you copy mistakes or outdated information.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
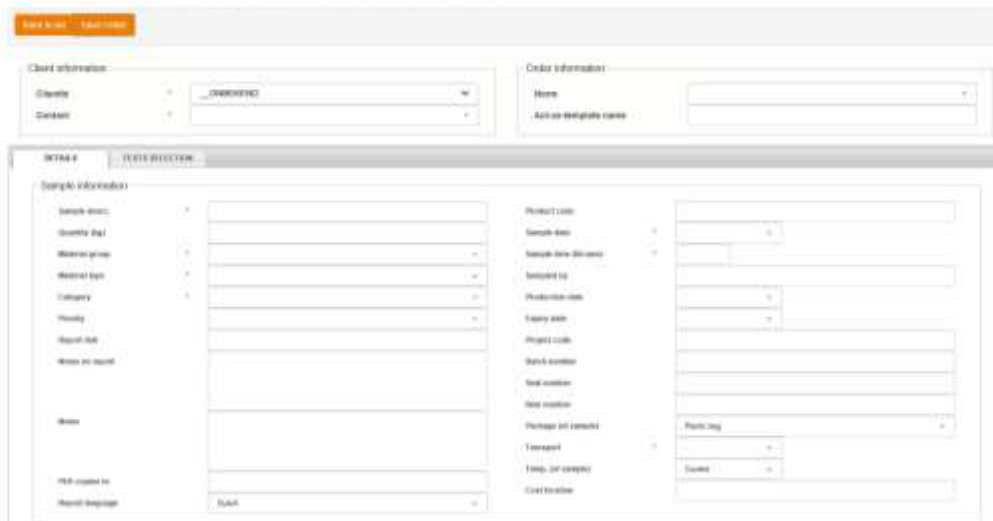
Select Orders from the menu bar

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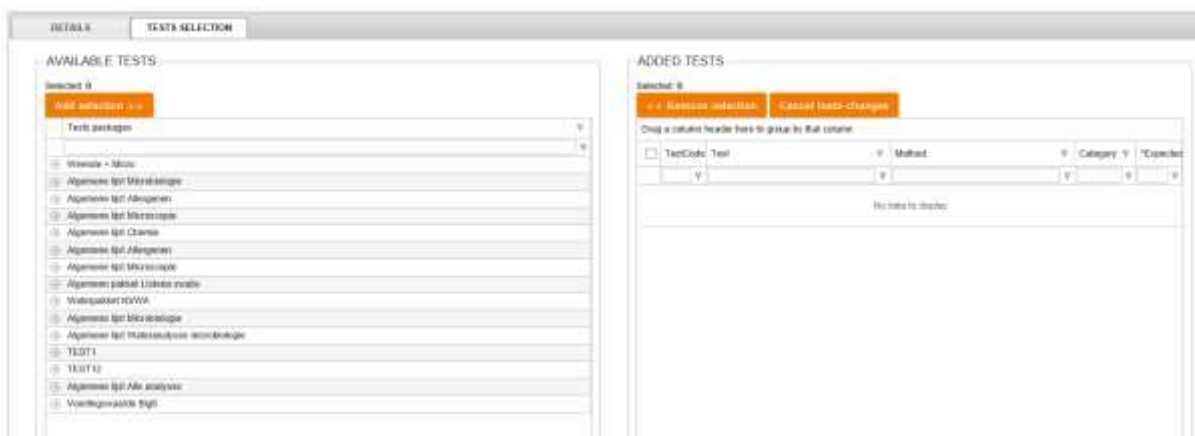
The cells marked with a red star (*) are compulsory. After filling in the details you must save with **Save Order**:

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 tailormade testpackages with tests you often need).

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**).

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

Because there are so many tests available, it is 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.

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).

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**.

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.
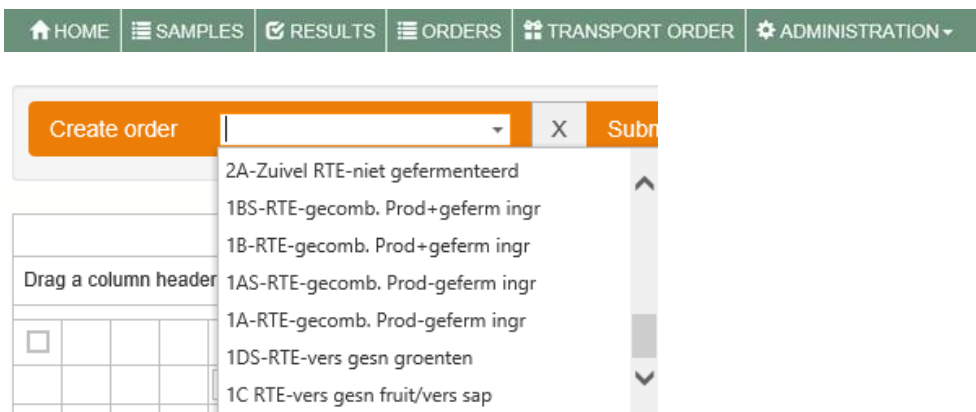

When you're done, press **Save Order**:

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.

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

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

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.

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

E.g. Sample description:

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

To export to excel, please click on:

The export-file has 3 tabs, each with the results in a different format:
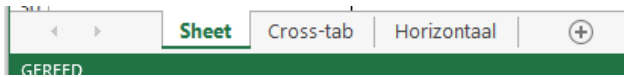
Creating/Editing a test package

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 testspackage** or **Edit**:

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

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

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:
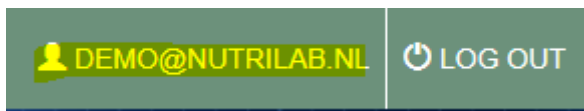
Provide a new password and press **Update**

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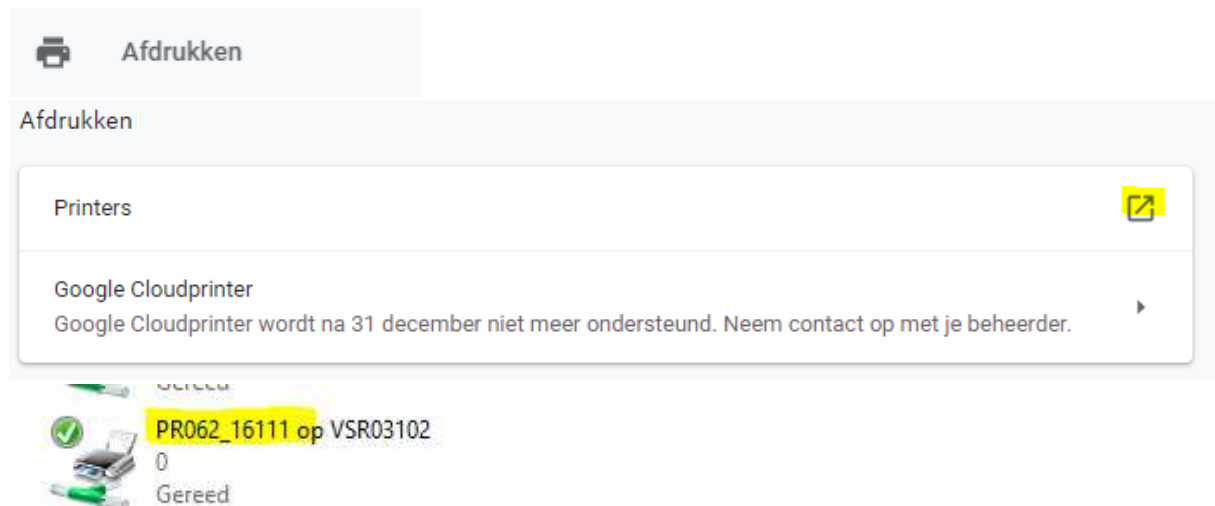
Then in Weblims Orders **you'll need to change the** label settings by pressing the Edit button in front of one of the orders in the list:

				Order	Client
☐					
☐	✖		✏	221776	DEMO WEBLIMS

Then press Sticker..

Back to list | Save Order | Submit Order | PDF Summary | Sticker
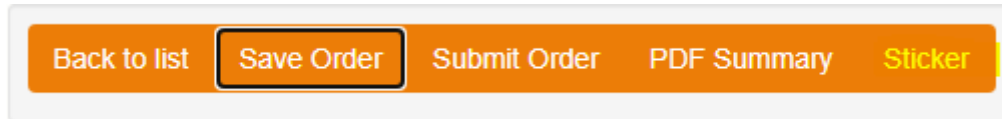
..and change the dimensions into 57mm x 32 mm

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)   57

Height (mm) (default 32)   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

Sticker (2).pdf   ⌃

And press the printer icon:

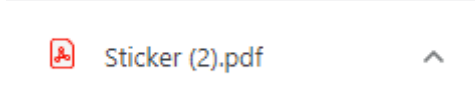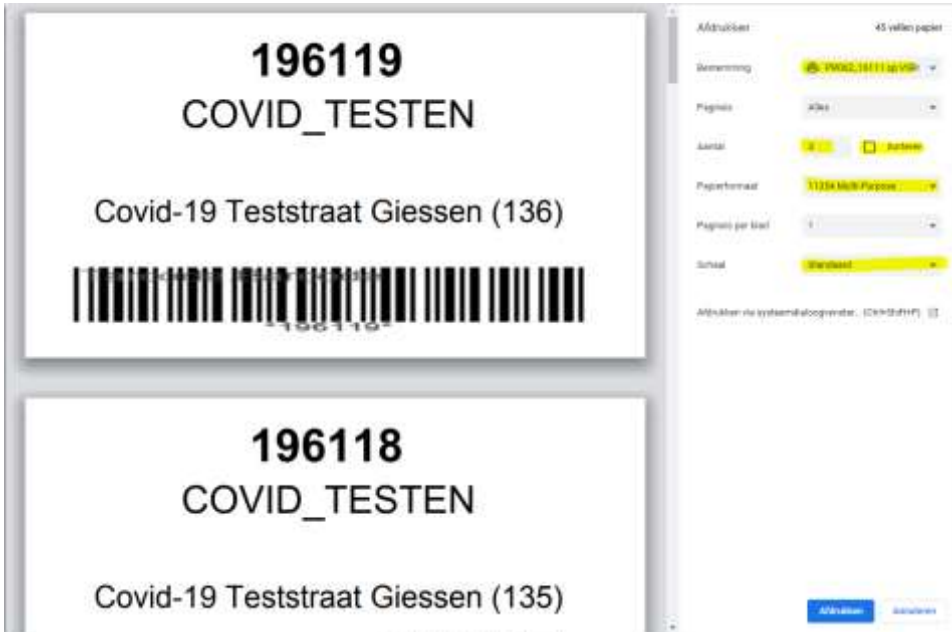Select the 11354 Multi-Purpose labels. Choose the amount of labels per order.

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 selected

				Order	Client		Debtorn	Description
☑					🔍		🔍	🔍
☑	✖	📋	📝	221776	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (12)
☑	✖	📋	📝	221775	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (11)
☑	✖	📋	📝	221774	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (10)
☑	✖	📋	📝	221773	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (9)
☑	✖	📋	📝	221772	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (8)
☐	✖	📋	📝	213205	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (7)
☐	✖	📋	📝	213203	DEMO WEBLIMS			Covid-19 Teststraat Den Haag (1)
☐	✖	📋	📝	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.