

Manual Weblims 2

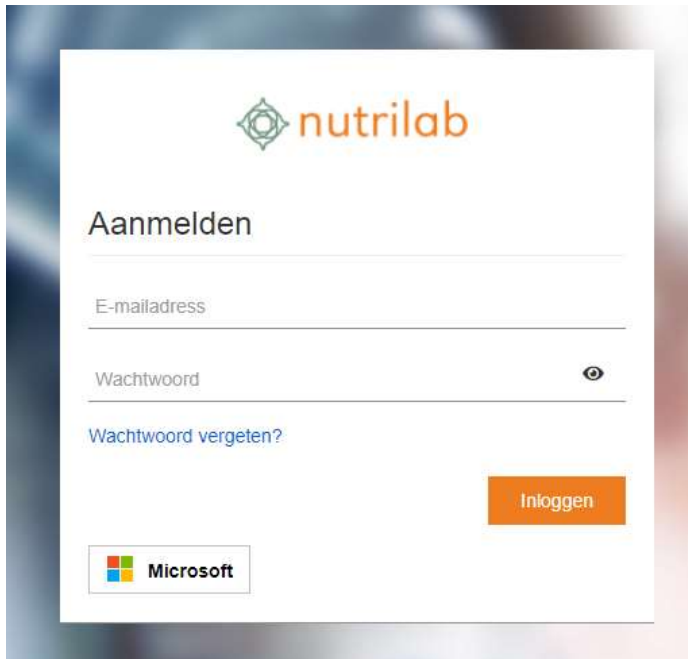
Content

Login	2
Weblims dashboard.....	2
Logging new orders (samples).....	2
Logging new orders from scratch	3
Making a template	5
Creating a new order with a template	6
Creating a new order by copying an older one	7
Viewing pending orders.....	7
Viewing results	8
Viewing quotations.....	9

Login

Go to nutrilab.weblims.nl.

Please login with your user name and password.



The screenshot shows the Nutrilab login interface. At the top is the Nutrilab logo. Below it, the heading 'Aanmelden' is displayed. There are two input fields: 'E-mailadress' and 'Wachtwoord'. The password field has an eye icon to toggle visibility. A link 'Wachtwoord vergeten?' is located below the password field. An orange 'Inloggen' button is positioned to the right. 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](#) ▾

Messages about maintenance of the system, 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 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 In this case you have to ascertain that the test package is still correct, otherwise you copy mistakes or outdated information.

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.

Logging new orders from scratch

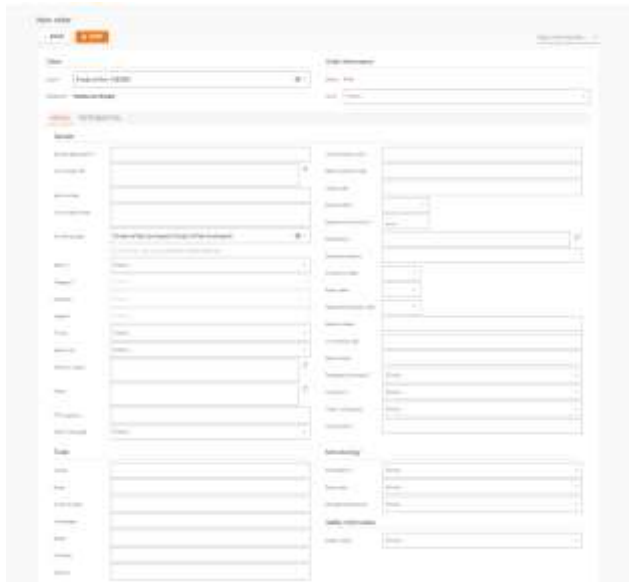
Select Orders from the menu bar

 Home
  **Orders**
 Samples
  Results
  Quotations
  Administration

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



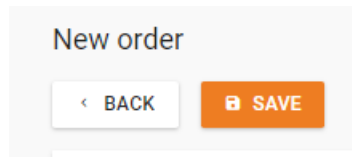
Now you're directed to the screen **Create order** where you may fill in all sample details under the tab **Details**:



The cells marked with a star (*) are compulsory.

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

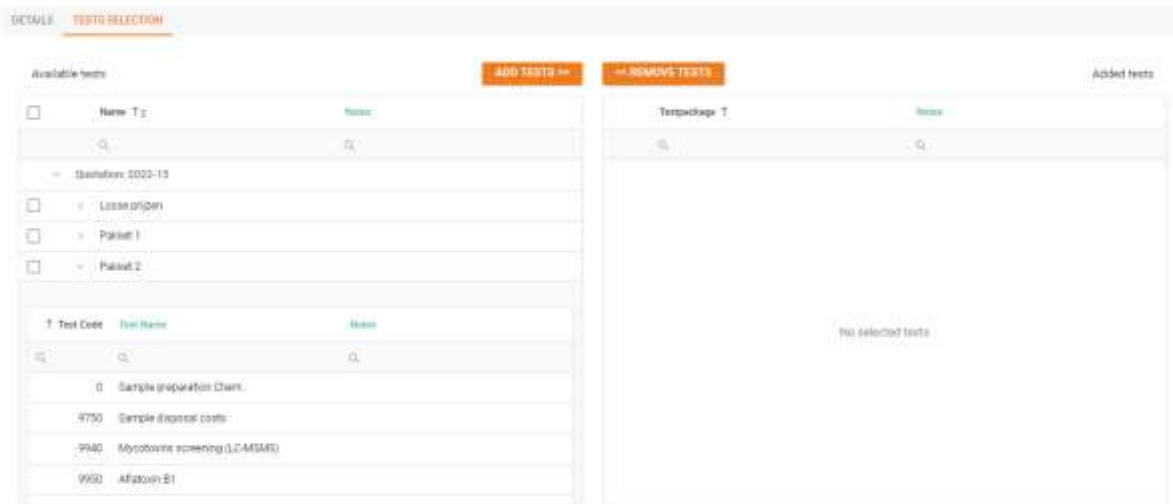
After filling in the details you must save with **Save Order**:



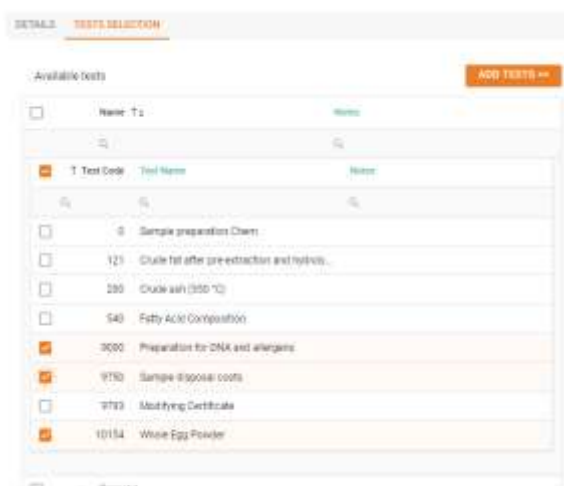
Now click on the tab **Test Selection** and select the tests you require:



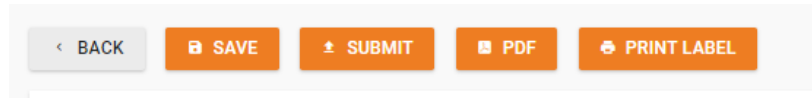
On the left you will see the test packages you can choose from (Available Tests). You can expand this to see all individual analyzes per test package. These are the tests for which you have a price in a quotation.



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:

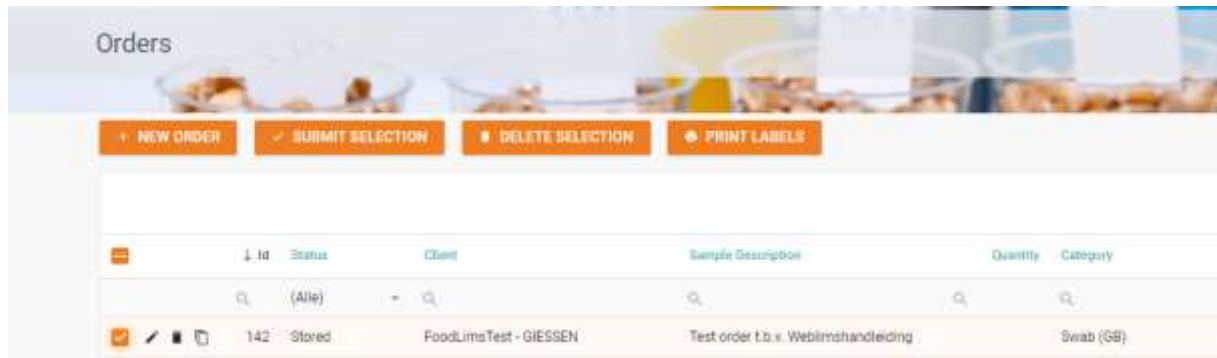


The orders you just logged have the status **Stored**. You can still edit them by pressing the **Edit** icon



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. (This step can also be done directly in the order).



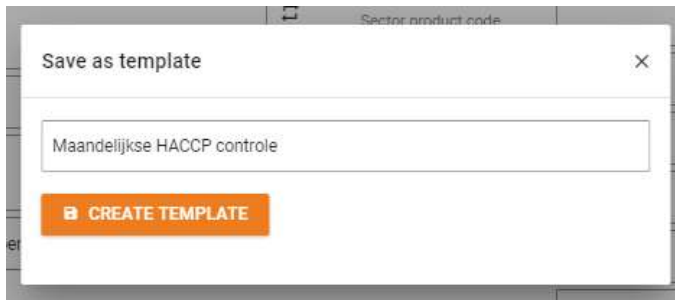
If you have a suitable labelprinter (e.g. a Dymo Labelwriter 450) you can now print the series of labels by selecting them and pressing **Print Labels** (a detailed printer manual is provided in Appendix I).

Making a template

This works in the same way as making a regular order from scratch. Please follow the instruction in the previous paragraph. Create a complete order including analyses. Click on save to save the order. Then click on the Save as template button.



Enter the name for the template and click on create template.



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



ID	Client name	Template Name	Category	Normal	Report	Template Description
23	FoodLincTest - GIESSEN	(2-4-2021) test	Zuivel (DE)	Ja (Eng)	Ja (Eng)	Test 12-4-2021
24	FoodLincTest - GIESSEN	kechierplate 220420	Sausen (DE)	Mixtest (Eng)	Mixtest (Eng)	Test 26-4-2021
27	FoodLincTest - GIESSEN	Maandelijkse HACCP controle	Zuivel (DE)	Ja (Eng)	Ja (Eng)	Test order 1 s.v. Wachtmomente...

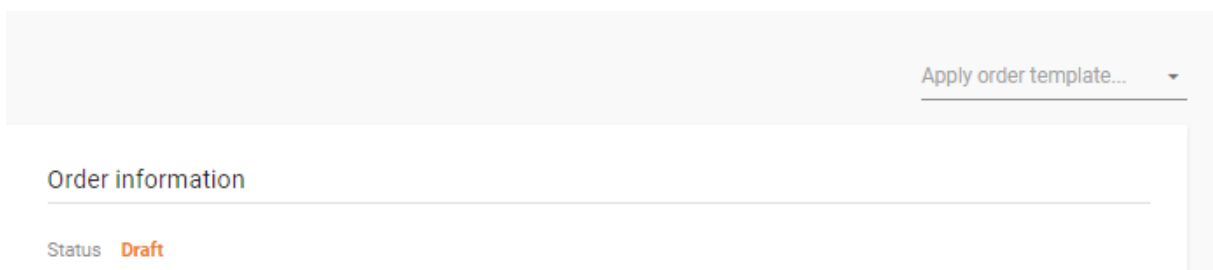
Creating a new order with a template

Under **Orders**, choose **new order**.



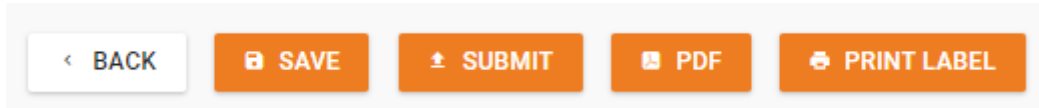
You will now enter the **Create order** screen where you can enter all the details of your sample.

Choose **Apply order template** at the top right.




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

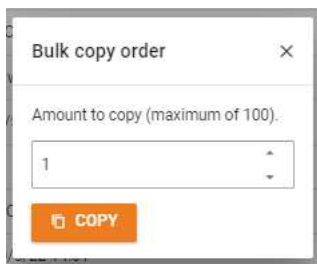
When you are done with this, you can save the order with **Save**. The order is ready to send to Nutrilab. Click on **submit** to send the assignment to the laboratory. Print a label for the sample.



Creating a new order by copying an older one

In the overview of **Orders**, choose one you want to copy. Click on the most right 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 you want to log large series of samples, like for instance swabs.



The next steps are the same as when creating a new order via templates.

Viewing pending orders

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

Go to Samples in the main menu.



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






The expected date that the results will be ready is communicated in the 'planned ready date' column.

A search can be performed on various parameters in the datagrid.

Folder	Item Name	PO Number	Project Number	Project Description	Order Number	Workflow Order No.	Barcode Sample ID	Sample Description	Sample Date	Request Date	Request Due
N00002199	FoodLmsTest		FoodLmsTest de...		N00002199012			Huisvuur Groer...	15-3-2022 16:40	15-3-2022 16:42	15-3-2022 16

At the top right of the data grid, an export of all data from a search can be made, but the search can also be reset here.



Icon	Definition	Function
	Export all data	Export all data to an Excel file
	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 it or selection.



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

Folder Id	Order Number	Test	Workline Order No...	Test Group	Client Sample Id	Sample Descript...	Test Code	Analyte
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E.g. Folder ID:



Folder Id	Test Code	Analyte	Res
<input type="text" value="2231"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
N00002231	200	Ruw As	1,2
N00002231	731	Aeroob mesofiel ...	< 1

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



Folder Id	Test Code	Analyte	Re
<input type="text" value="2231"/>	<input type="text" value="731"/>	<input type="text"/>	<input type="text"/>
N00002231	731	Aerob mesofiel ...	< 1
N00002231	731	Aerob mesofiel ...	10



To export to excel, please click on:

Viewing quotations

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

Go to Quotations in the main menu.



Your different offers can be found here by clicking on the offer and expanding the different packages below.

Werkel Project	Quota ID	Quota Ref	Start Date	Expired Date
food	15			
FoodLmsTest doorlopen	2022-15	Doorlopende offer	15-5-2022	

Package Ref	Package Name	Price	Package Price	Notes on Package
	Paquet 1	929		

Testcode T	Test Name	Test Price	Notes on Test
0	Monstervoorbehandeling Chemie	4	
73E	Voorbehandeling microbiologie (DQ 4887)	4	
73E	Ureegelaanalyse milt	4	
731	Aerob mesofiel kweek: 30 °C (gelokaliseerd aan ISO 4833)	4	
760	Enterobacteriaceae 37 °C (gelokaliseerd aan ISO 21538-2; niet bevestigd)	4	

Pagina 1 van 1 (2 items)

