

# Manual Weblims 2020

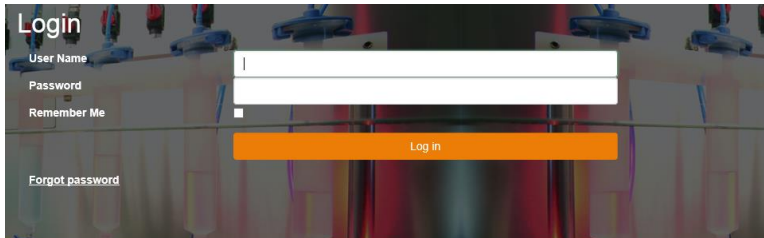
## Content

Login .....	2
Logging new orders (samples) .....	2
Logging new orders from scratch .....	2
Making a template .....	5
Creating a new order with a template .....	6
Creating a new order by copying an older one .....	6
Viewing results .....	7
Creating/Editing a test package .....	9
Changing your password .....	10
APPENDIX I PRINTER MANUAL .....	11
Dymo 450 labelwriter with 11354-multi-purpose labels. ....	11
Installing the printer .....	11
Further preparation: label settings in weblims .....	11

## 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.



**Login**

User Name

Password

Remember Me ☐

[Forgot password](#)

[Log in](#)

## Logging new orders (samples)

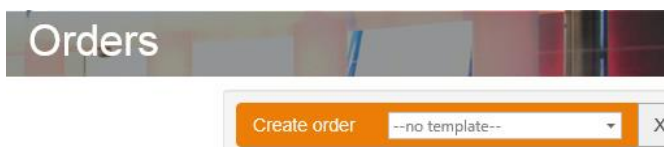
There are several ways of logging new samples. The default method is that for each new sample you log, you start from scratch and fill in all the sample details and select the test package. If you plan to use the same type of samples and test packages more than once, it is more efficient to make use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 In this case you have to ascertain that the test package is still correct, otherwise you copy mistakes or outdated information.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

[Back to list](#)
[Save Order](#)

Client information

ClientId

\*
\_ONBEKEND

Contact

\*

Order information

Norm

Act-as-template name

DETAILS
TESTS SELECTION

Sample information

Sample descr.

\*

Quantity (kg)

\*

Material group

\*

Material type

\*

Category

\*

Priority

\*

Report link

Notes on report

Notes

PDF-copies to

Report language

Dutch

Product code

Sample date

\*

Sample time (hh:mm)

\*

Sampled by

Production date

Expiry date

Project code

Batch number

Seal number

Item number

Package (of sample)

Plastic bag

Transport

\*

Temp. (of sample)

Cooled

Cost location

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

[Back to list](#)
[Save Order](#)

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

DETAILS
TESTS SELECTION

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).

DETAILS
TESTS SELECTION

AVAILABLE TESTS

Selected: 0

Add selection >>

Tests packages

Weende + Micro

Algemene lijst Microbiologie

Algemene lijst Allergenen

Algemene lijst Microscopie

Algemene lijst Chemie

Algemene lijst Allergenen

Algemene lijst Microscopie

Algemeen pakket Listeria svabs

Waterpakket NVWA

Algemene lijst Microbiologie

Algemene lijst Wateranalyses microbiologie

TEST1

TEST12

Algemene lijst Alle analyses

Voedingswaarde Big8

ADDED TESTS

Selected: 0

<< Remove selection
Cancel tests-changes

Drag a column header here to group by that column

☐ TestCode
Test

☐ Method

☐ Category

☐ \*Expected

No data 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 >>](#)

Tests packages

- Algemene lijst Microbiologie
- Algemene lijst Wateranalyses microbiologie
- TEST1
- TEST12
- Algemene lijst Alle analyses
- Voedingswaarde Big8

<input checked="" type="checkbox"/>	TestCode	Test	Method	Category
<input checked="" type="checkbox"/>	0	Sample preparation		Overige bepalingen / items
<input checked="" type="checkbox"/>	3	Moisture 80 °C		Vochtbepalen
<input checked="" type="checkbox"/>	52	Crude Protein	(Dumas, N x 6.25)	Eiwitbepalingen
<input checked="" type="checkbox"/>	120	Crude Fat (after pre-extraction and hydrolysis)		Vet-bepalingen
<input checked="" type="checkbox"/>	190	Dietary Fiber	(AOAC 991.43)	Celstofbepalingen
<input checked="" type="checkbox"/>	200	Crude Ash	(550 °C)	Asbepalingen
<input checked="" type="checkbox"/>	250	Starch	(Polarimetric method)	Zetmeelbepalingen
<input checked="" type="checkbox"/>	300	Sugars, total as glucose		Suikers / koolhydraten
<input checked="" type="checkbox"/>	331	Carbohydrates (calculated)		Suikers / koolhydraten
<input checked="" type="checkbox"/>	540	Fatty Acid composition	(NEN-EN-ISO 5508+5509, BF3 method)	Vetzuren

Page 1 of 2 (14 items) [1](#) [2](#)

[Create Filter](#)

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 is can be hard to make the right choice. Our customer service department [service@nutrilab.nl](mailto: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

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

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

Page 1 of 8 (147 items)
1
2
3
4
5
6
7
8

## 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**.

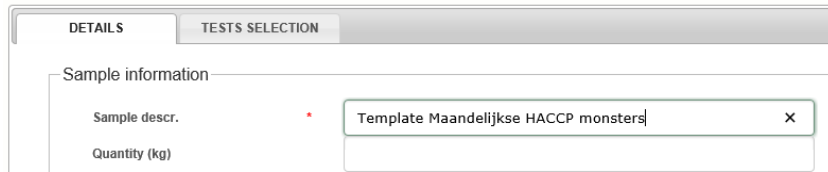
Order information

Order status
**STORED**

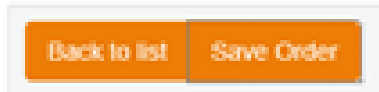
Norm

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.



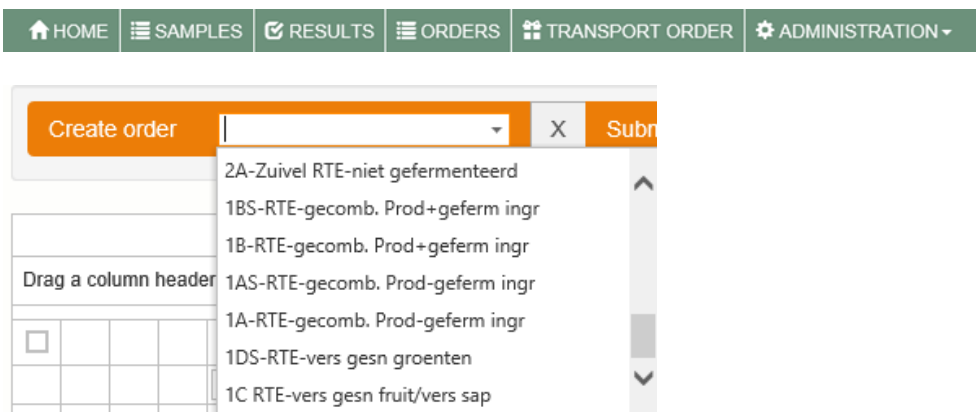
When you're done, press **Save Order**:



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
<a href="#">Clea</a>				<input type="text" value=""/>	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 want to log large series of samples, like for instance swabs.

### Bulk copy orders

Order

230624

Amount

1

Copy Cancel

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:

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.

**NUTRILAB** Refresh Show column chooser Refresh Clear filter Reset layout

Export to Excel

WebLIMS OrderNr	Lab-nr	Date ready	Date received	Sample desc.	Product code	Testcod	Testname	Method	Accr.	Note	Result	Unit	Remark	Comments	Norm	Low/Non	High/Non	Status
	622187	17-5-2018	15-5-2018	PEPSELS CARRY OVERCONT		6011	Sodium (Na)	(ICP-OES; A6000)	Q		27000	mg/kg	Ind.: >2500 mg/kg	Startdatum analyse: 15-05-2018, einddatum: 17-05-2018.				N/A
	622187	17-5-2018	15-5-2018	PEPSELS CARRY OVERCONT		6011	Sodium (Na)	(ICP-OES; A6000)	Q		27000	mg/kg	Ind.: >2500 mg/kg	Startdatum analyse: 15-05-2018, einddatum: 17-05-2018.				N/A
	622185	17-5-2018	15-5-2018	KOFFIEBON (NA MALING PEPSELS) CARRY OVERCONT		6011	Sodium (Na)	(ICP-OES; A6000)	Q		25	mg/kg		Startdatum analyse: 15-05-2018, einddatum: 17-05-2018.				N/A
	622185	17-5-2018	15-5-2018	KOFFIEBON (NA MALING PEPSELS) CARRY OVERCONT		6011	Sodium (Na)	(ICP-OES; A6000)	Q		25	mg/kg		Startdatum analyse: 15-05-2018, einddatum: 17-05-2018.				N/A
	622184	17-5-2018	15-5-2018	KOFFIEBON (NA EXTRA SCHOONMA MOLEN) CARRY OVERCONT		6011	Sodium (Na)	(ICP-OES; A6000)	Q		31	mg/kg		Startdatum analyse: 15-05-2018, einddatum: 17-05-2018.				N/A
	622184	17-5-2018	15-5-2018	KOFFIEBON (NA EXTRA SCHOONMA MOLEN) CARRY OVERCONT		6011	Sodium (Na)	(ICP-OES; A6000)	Q		31	mg/kg		Startdatum analyse: 15-05-2018, einddatum: 17-05-2018.				N/A

Page 1 of 711 (17767 items) 1 2 3 4 5 6 7 ... 709 710 711

Create Filter

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

WebLIMS OrderNr	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:\

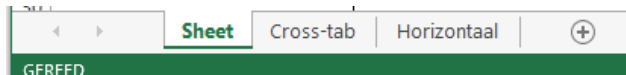
Lab-nr	Date ready	Date received	Sample description	Product code	Testcode	Testname
			soy		200	
622116	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622115	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622114	22-5-2018	14-5-2018	SOYBEAN MEAL		200	Crude Ash
622113	22-5-2018	14-5-2018	SOYBEAN MEAL		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
Delete	Edit	Bakkerijproducten microbiologie

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

Name:	<input type="text" value="Demo Testpackage"/>
Description	<input type="text" value="Demo Testpackage"/>
Package Id	<input type="text"/>
Separate Tests	<input checked="" type="checkbox"/>
ClientId	<input 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	pH	
<input type="checkbox"/>	8550	pH [n=2 #550]	

#### ADDED TESTS

Selected: 0

[<< Rem. selection](#)

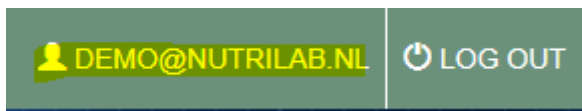
<input type="checkbox"/>	TestCode	TestDescription	Category
<input type="checkbox"/>	10	Moisture 103 °C on Sand (oven; method A010)	Vochtbepalen
<input type="checkbox"/>	40	Dry Matter	Vochtbepalen
<input type="checkbox"/>	425	Chloride, as NaCl - titrimetrically (A425)	Macro-elementen
<input type="checkbox"/>	9128	Total phenols (Method FSSP)	Overige bepalingen / items
<input type="checkbox"/>	9415	Citric acid (HPLC)	Organic Acids
<input type="checkbox"/>	9420	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 blanc 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

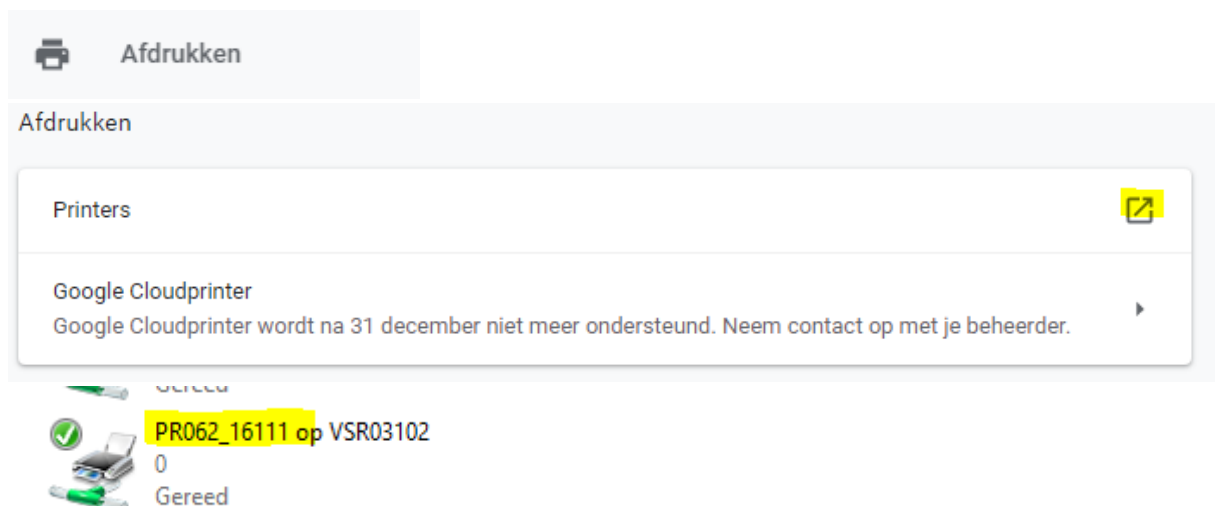
1. Follow the manual provided with the Dymo labelwriter 450
2. Then go to the advanced Windows  setting and select the 11354 multi-purpose labels as the default and allow that barcodes can be printed.
3. These labels can be ordered from etiketten.nl:  
<https://www.etiketten.nl/dymo/833-11354-dymo-labels-57x32-mm-.html>  
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..**

[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)

Height (mm) (default 32)

#### Data preview



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 selectec
<input type="checkbox"/>			Order	Client	Debtorn	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**.