

# Manual Weblims 2.0

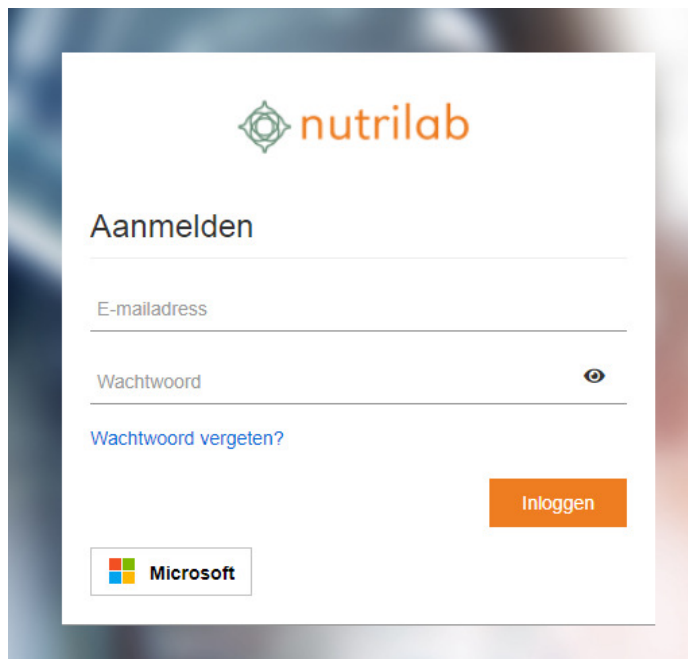
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## Login

Go to [nutrilab.weblims.nl](https://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 is the heading 'Aanmelden'. 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. 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



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 tests - from your quotation. If you plan to use the same type of samples and test package 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 In this case you have to ascertain that the test package is still correct, otherwise you copy mistakes or outdated information.

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

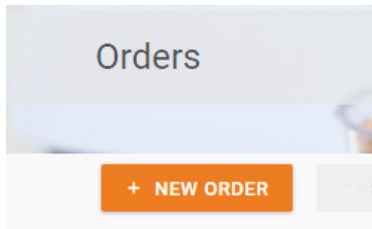
When orders are booked via weblims, you will have to place the order numbers from weblims on the samples. Only the order numbers received at the laboratory will be booked.

## Logging new orders from scratch

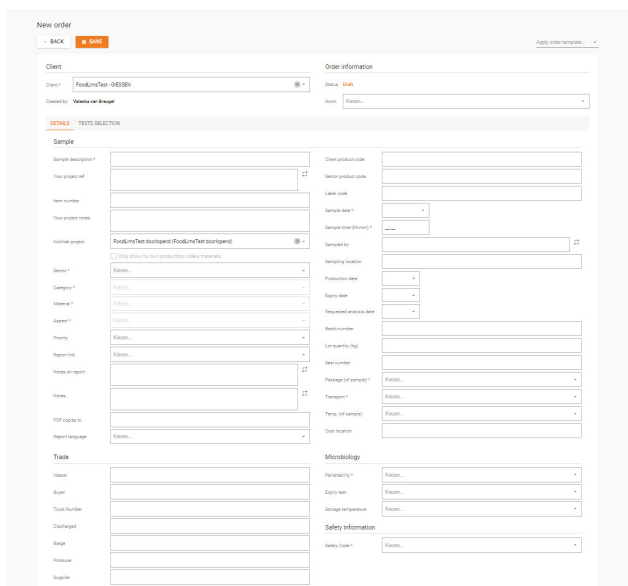
### Select Orders from the menu bar

[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

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 analyzes per test package. These are the tests for which 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 ↑ 2	Notes																		
	<input type="text"/>	<input type="text"/>																		
▼	Quotation: 2022-15																			
<input type="checkbox"/>	> Losse prijzen																			
<input type="checkbox"/>	> Pakket 1																			
<input type="checkbox"/>	▼ Pakket 2																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">↑ Test Code</th> <th style="width: 60%;">Test Name</th> <th style="width: 30%;">Notes</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>0</td> <td>Sample preparation Chem.</td> <td></td> </tr> <tr> <td>9750</td> <td>Sample disposal costs</td> <td></td> </tr> <tr> <td>9940</td> <td>Mycotoxins screening (LC-MSMS)</td> <td></td> </tr> <tr> <td>9950</td> <td>Aflatoxin B1</td> <td></td> </tr> </tbody> </table>	↑ Test Code	Test Name	Notes	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	Sample preparation Chem.		9750	Sample disposal costs		9940	Mycotoxins screening (LC-MSMS)		9950	Aflatoxin B1		
↑ Test Code	Test Name	Notes																		
<input type="text"/>	<input type="text"/>	<input type="text"/>																		
0	Sample preparation Chem.																			
9750	Sample disposal costs																			
9940	Mycotoxins screening (LC-MSMS)																			
9950	Aflatoxin B1																			

	Testpackage ↑	Notes
	<input type="text"/>	<input type="text"/>
No selected tests		

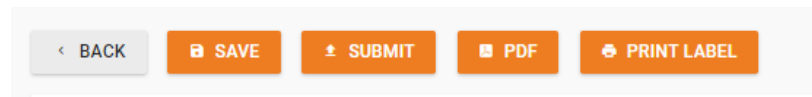
Mark the tests you require, then click on **Add selection** add them to the order. They will appear on the right side of the screen (**Added Tests**).

DETAILS **TESTS SELECTION**

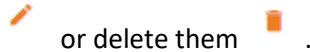
Available tests ADD TESTS >>

	Name ↑ 2	Notes																											
	<input type="text"/>	<input type="text"/>																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">↑ Test Code</th> <th style="width: 60%;">Test Name</th> <th style="width: 30%;">Notes</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0</td> <td>Sample preparation Chem.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>121</td> <td>Crude fat after pre-extraction and hydroly...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>200</td> <td>Crude ash (550 °C)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>540</td> <td>Fatty Acid Composition</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>9000</td> <td>Preparation for DNA and allergens</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>9750</td> <td>Sample disposal costs</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9793</td> <td>Modifying Certificate</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>10154</td> <td>Whole Egg Powder</td> </tr> </tbody> </table>	↑ Test Code	Test Name	Notes	<input type="checkbox"/>	0	Sample preparation Chem.	<input type="checkbox"/>	121	Crude fat after pre-extraction and hydroly...	<input type="checkbox"/>	200	Crude ash (550 °C)	<input type="checkbox"/>	540	Fatty Acid Composition	<input checked="" type="checkbox"/>	9000	Preparation for DNA and allergens	<input checked="" type="checkbox"/>	9750	Sample disposal costs	<input type="checkbox"/>	9793	Modifying Certificate	<input checked="" type="checkbox"/>	10154	Whole Egg Powder	
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<input checked="" type="checkbox"/>	9750	Sample disposal costs																											
<input type="checkbox"/>	9793	Modifying Certificate																											
<input checked="" type="checkbox"/>	10154	Whole Egg Powder																											

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

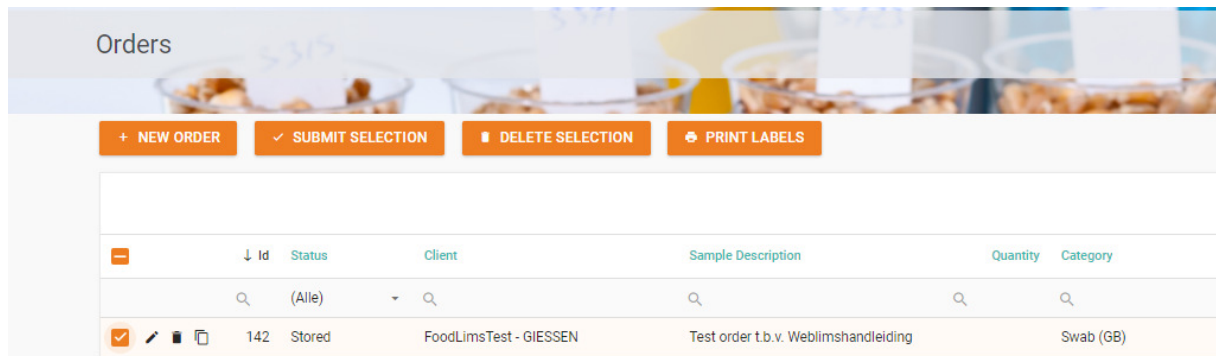


The orders you just logged have the status **Stored**. You can still edit them by pressing the **Edit** icon



or delete them .

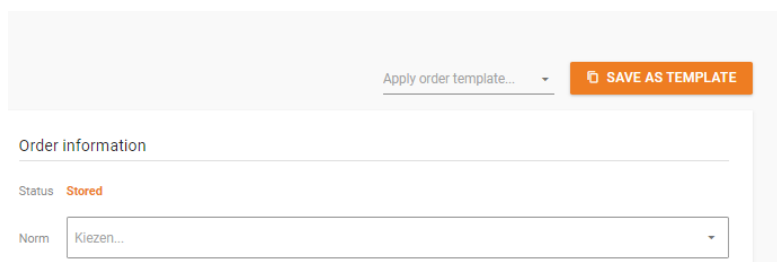
When you're done editing and ready to send the samples to Nutrilab, select these stored orders and press **Submit selection**. The status will change into Submitted. Now they are visible in the LIMS system we use in the lab. (This step can also be done directly in the order).



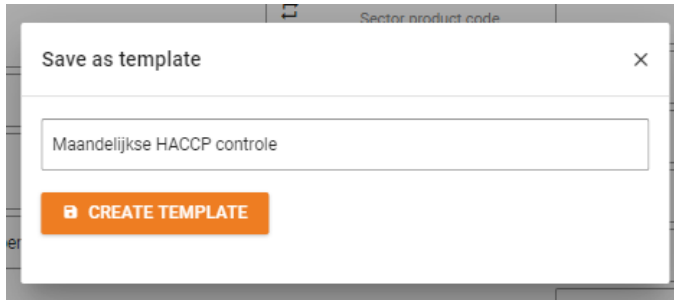
If you have a suitable labelprinter (e.g. a Dymo Labelwriter 450) you can now print the series of labels by selecting them and pressing **Print Labels** (a detailed printer manual is provided in Appendix I).

## 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 and the generic sample details. Click on the Save as template button.



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



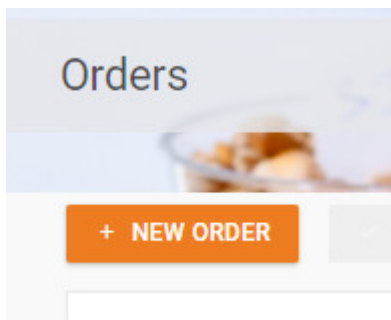
A list of templates can be found under Administration ⇒ Order templates. Unused templates can be removed from this list.

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

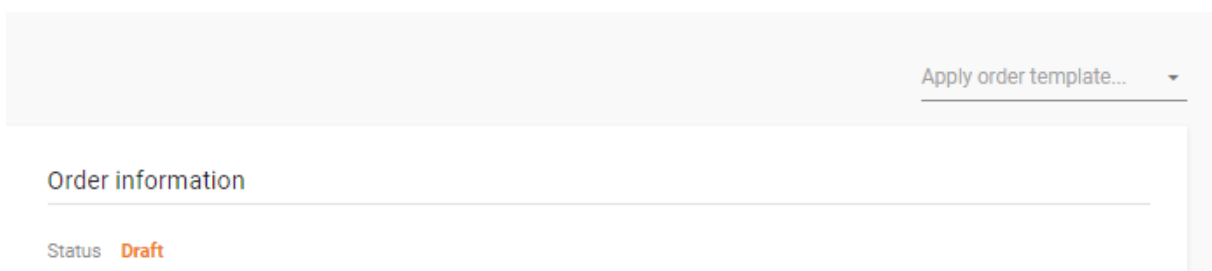
### Order templates

<span>🔍 Zoeken...</span>						
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. Webimshandleid...

Creating a new order with a template  
Under **Orders**, choose **new order**.

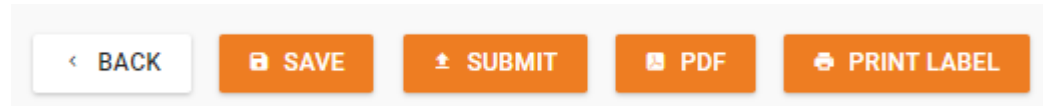


You will now enter the **Create order** screen where you first choose **Apply order template** at the top right



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.

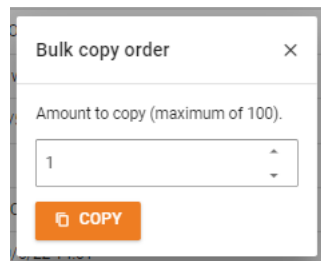


### Creating a new order by copying an older one

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 is possible). This is particularly helpful if 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. 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.



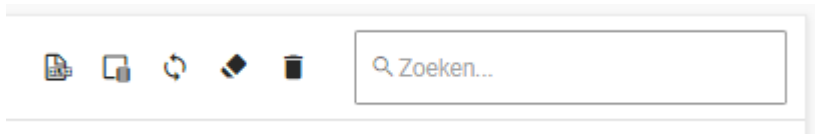
A selection of samples can be made on the basis of, for example, folder or order number, but also on the basis of PO number, sample description and batch number.






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 ↑ 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, 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. Very crude format. 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 it or selection.

 Home
  Orders
  Samples
  **Results**
 Quotations
  Administration ▾

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

<input type="checkbox"/>	Folder Id	Order Number	Test	Weblims Order Nu...	Test Group	Client Sample Id	Sample Descrip... ↓	Test Code	Analyte
	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍

E.g. Sample description:



### Sample Description

skew

CT SF Skewers B3 BLANCO Micro+A...

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

Sample Description

Analyte

skew

lis

CT SF Skewers B3 BLANCO Micro+A...

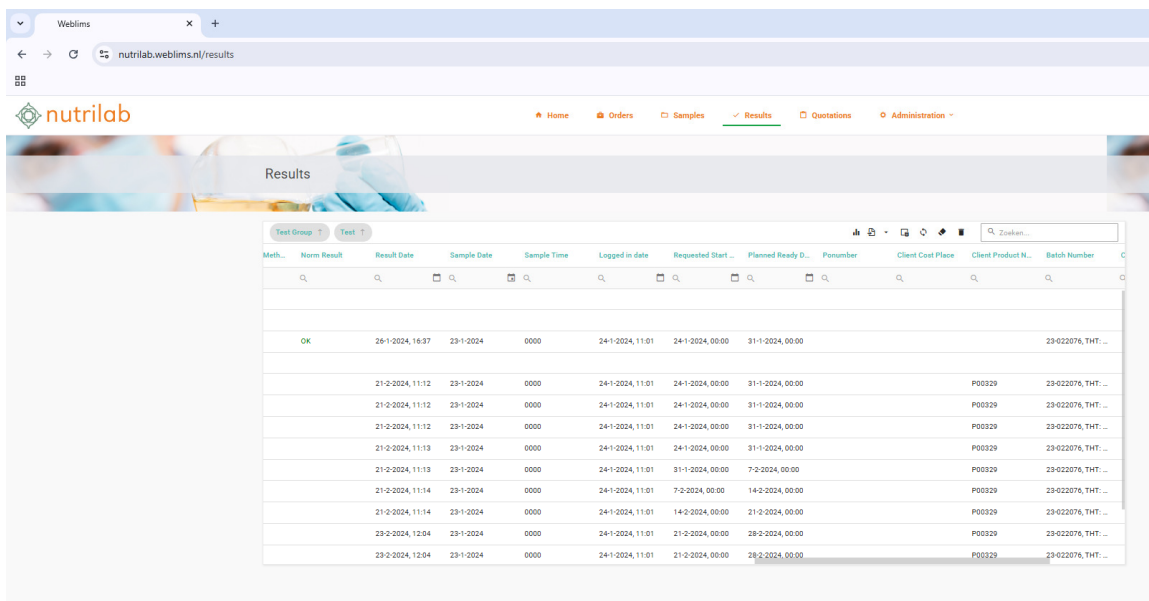
Listeria monocyt...



To export to excel, please click on Trend Analyse:

If you have limited your selection to one test, the third tab in the export contains a trend analysis of 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.



Meth...	Norm Result	Result Date	Sample Date	Sample Time	Logged in date	Requested Start	Planned Ready D...	Pommer	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	23-2-2024, 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	23-2-2024, 00:00		P00329		23-022076, THF...

## Viewing quotations

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

Go to Quotations in the main menu.

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

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

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

Package Ref# ↑	Package Name	ID	Sep. tests?	Package Price	Notes on Package
	Pakket 1	829	<input checked="" type="checkbox"/>		

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

Pagina 1 van 1 (2 items) 1

## Assessment of results

It's possible to let the system assess a result and print the conclusion (OK of NOK) on the certificate of analysis. To enable this feature you have to create a norm and link that 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

[+ NEW NORM](#)

Now choose a name and select a client:

### Create norm

Name *	<input type="text" value="Naam norm"/>
Client *	<input type="text" value="Nutrilab - ringtesten - Giessen"/>
Active	<input checked="" type="checkbox"/>

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

Quotation: 2023-90  
 New Package

	↑ Test Code	Test Name
<input type="checkbox"/>	0	Sample preparation Chem.
<input checked="" type="checkbox"/>	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 on a quality parameter.
2. **Undesirable:** use only the upper limit ( $\leq$  limit = OK;  $>$  limit = NOK). For detection methods like Salmonella spp choose 0 as the upper limit
3. **Incidence:** for  $n=5$  microbiological counts one often uses incidences with the parameters  $c$ ,  $m$  and  $M$ . In the example below:  $c=2$ ,  $m=100$ ,  $M=1000$ .

Here 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

OPSLAAN

When you're finished, save your norm:

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

#### Order information

Status **Draft**

Norm

Use norm on report

Now choose either  **SAVE ORDER** or  **SAVE AS TEMPLATE**