



# **LABWORKS Enterprise LIMS**

## **User's Guide**

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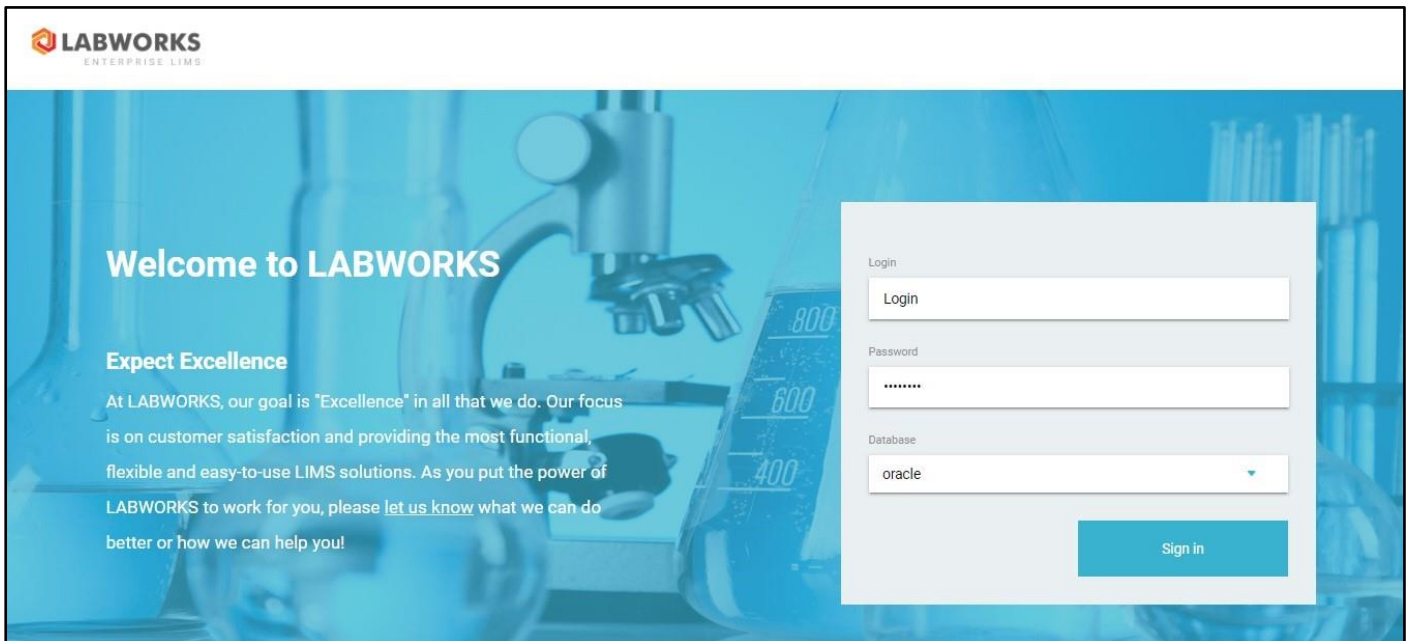
Last update: Mar 02, 2020

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# Sign In

The image shows the Labworks Enterprise LIMS sign-in interface. At the top left is the Labworks logo with the text 'LABWORKS ENTERPRISE LIMS'. The background is a blue-tinted image of laboratory glassware. On the left, the text 'Welcome to LABWORKS' is displayed in large white font, followed by 'Expect Excellence' in a smaller font. Below this, a paragraph states: 'At LABWORKS, our goal is "Excellence" in all that we do. Our focus is on customer satisfaction and providing the most functional, flexible and easy-to-use LIMS solutions. As you put the power of LABWORKS to work for you, please [let us know](#) what we can do better or how we can help you!'. On the right, there is a white login form with fields for 'Login', 'Password', and 'Database'. The 'Database' field is a dropdown menu currently showing 'oracle'. A blue 'Sign in' button is located at the bottom right of the form.

**LABWORKS**  
ENTERPRISE LIMS

## Welcome to LABWORKS

**Expect Excellence**

At LABWORKS, our goal is "Excellence" in all that we do. Our focus is on customer satisfaction and providing the most functional, flexible and easy-to-use LIMS solutions. As you put the power of LABWORKS to work for you, please [let us know](#) what we can do better or how we can help you!

Login

Login

Password

\*\*\*\*\*

Database

oracle

Sign in

Labworks Enterprise LIMS is a web application, so you need a web browser to access the system.

Supported desktop browsers:

- Edge
- Google Chrome
- Safari
- Firefox

Supported mobile browsers:

- Chrome
- Safari
- Edge

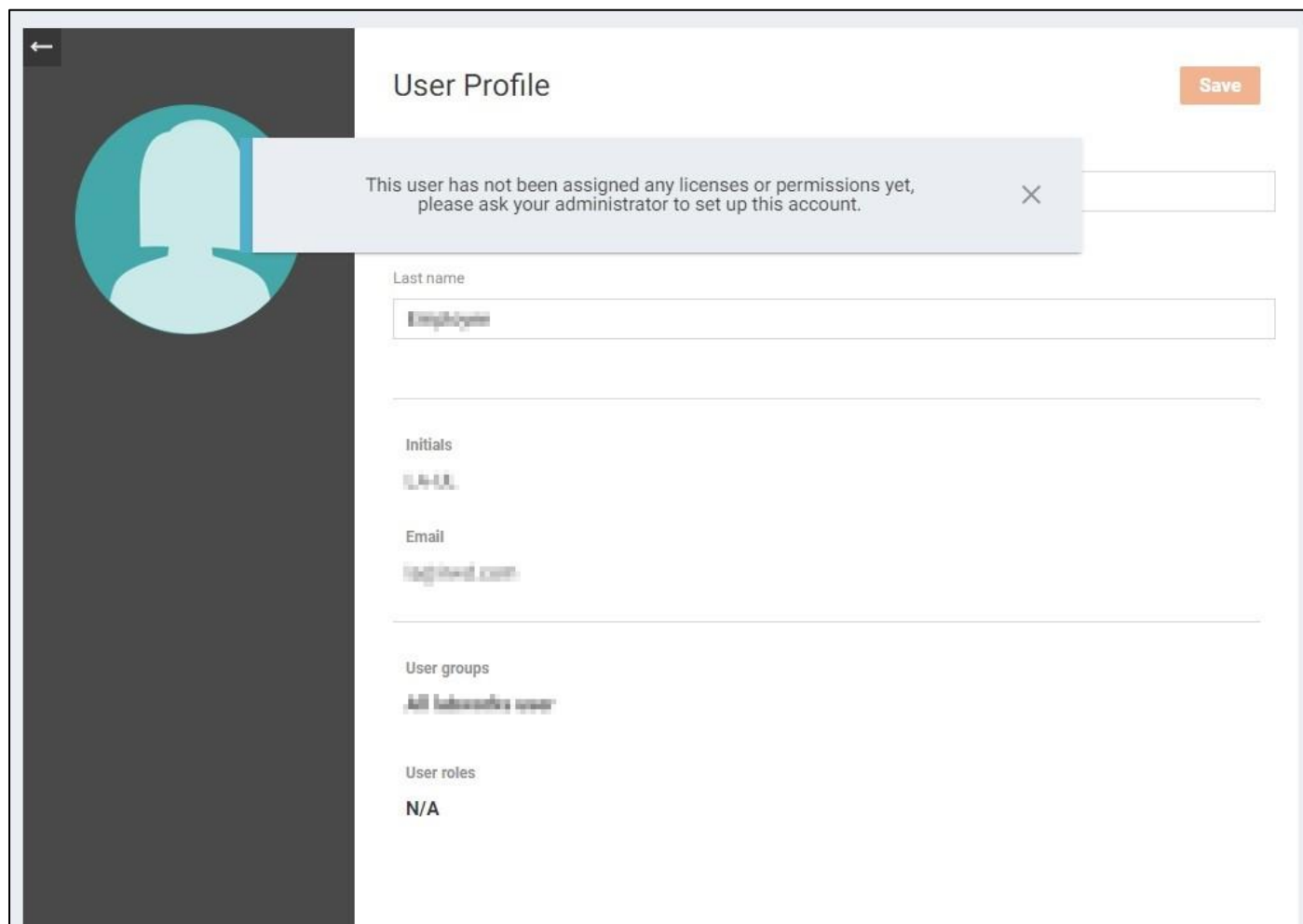
Please make sure that your browser is updated to the latest version.

The following information is required to access Labworks Enterprise LIMS:

1. URL-address of Labworks Enterprise LIMS in your network.
2. Database name, when there is more than one database available.
3. Your login and password in the selected database.

The first screen you see when you access the Labworks Enterprise LIMS for the first time is the **Sign In** screen. Once you fill up the form and click the "**Sign In**" button, the system will validate provided credentials and allow you to access the main interface of the application.

## User Profile



The image shows a 'User Profile' form. On the left is a dark sidebar with a teal circular profile icon. The main area has a title 'User Profile' and a 'Save' button. A light blue notification box with a close 'X' icon is overlaid on the form. The form contains several fields: 'Last name' with the value 'Employee', 'Initials' with 'LA-01', 'Email' with 'employee@lab.com', 'User groups' with 'All laboratory user', and 'User roles' with 'N/A'.

←

User Profile

Save

This user has not been assigned any licenses or permissions yet, please ask your administrator to set up this account. X

Last name

Employee

Initials

LA-01

Email

employee@lab.com

User groups

All laboratory user

User roles

N/A

In order to access various components of the Labworks Enterprise LIMS, a corresponding role must be assigned to your profile.

The system will display following notification in case if there are no roles assigned to your profile:

Please ask your administrator to assign certain roles to your profile.

Assigned roles are displayed on **User Profile** page under the "**User roles**" label.

# Application Interface



Upon a successful sign in to the Labworks Enterprise LIMS, the user is navigated to the main area of the application interface. All screens in this area share the same layout consisting of two components:

1. **Application Header** is shared between all screens. It contains the global navigation menu and the user profile menu.
2. **Content Block** displays screen-specific information.



The global navigation menu is used to switch between two areas:

1. **Dashboard** area contains configurable tiles with a visual representation of various summary data.
2. **Sample Management** displays all available samples in a list, with options to find, filter or inspect particular elements.

By clicking the **magnifier icon** you can open the **Search Form** and specify the text to search in the **Sample ID** field values of all available samples. Once the form is submitted, you are navigated to the **Sample Explorer** screen with a corresponding filter by **Sample ID** field applied, or the **Sample Details** screen, when there is only one sample found by this query.

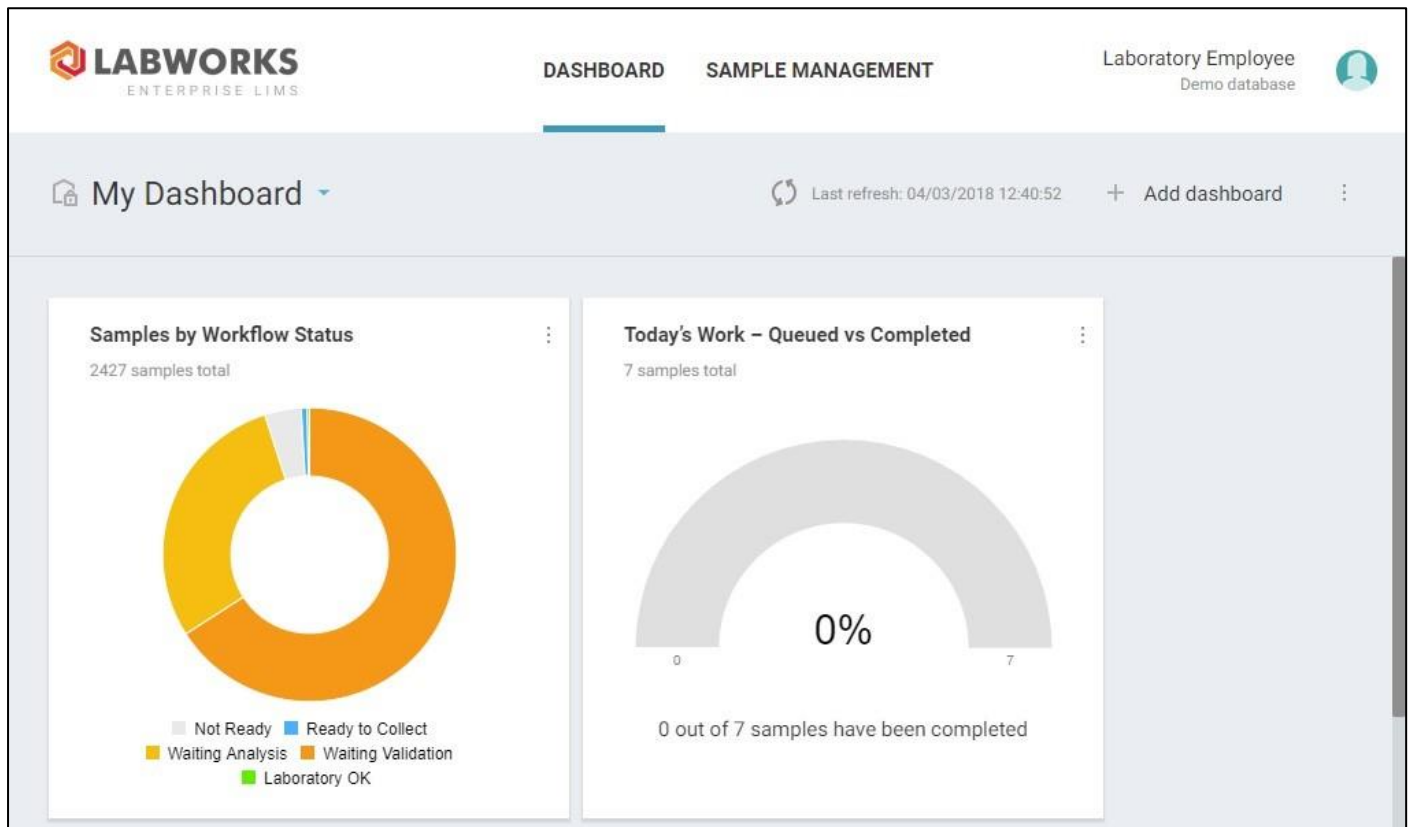
The user profile menu is used to navigate to the **User Profile** screen and sign out of the application to end the session.

# Dashboard

Dashboard is the first screen, the users with assigned roles see when they sign in to the system.

Every dashboard is a configurable set of tiles with a certain summary data.

The summary is generated only for the data you have access to, so **different users may see different data on the same dashboard**, depending on their access level.

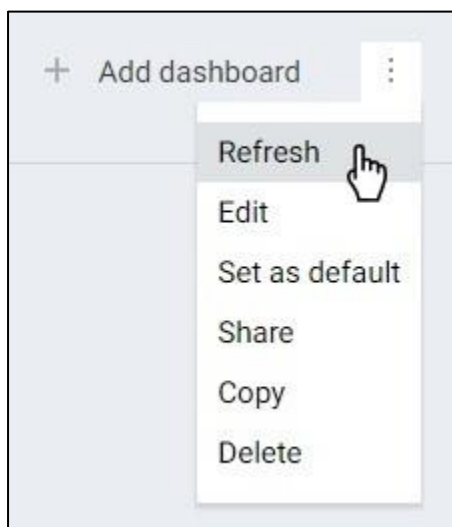


The data displayed in the tiles updates automatically every five minutes.

You can force the update of a particular tile by clicking "**Refresh data**" option in the tile action menu.



To force the update of the whole dashboard at once, click the **refresh icon** next to the "**Last refresh**" label or the "**Refresh**" option in the dashboard action menu.



By clicking on charts inside the tiles you can navigate to the **Sample Management** screen with appropriate filters applied, to examine the data further.

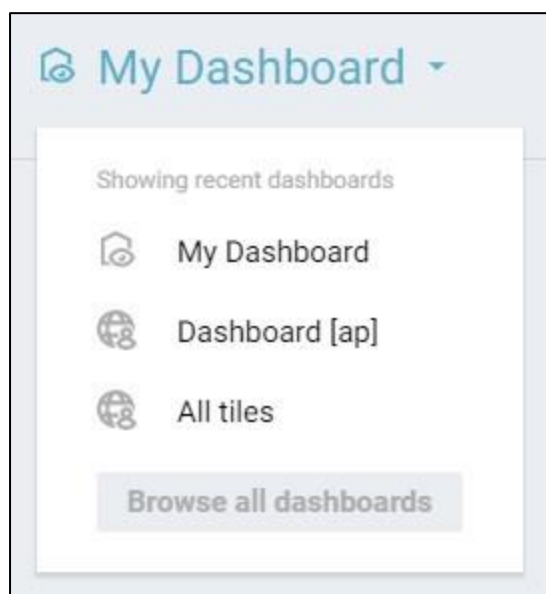


## Dashboard Selection

All dashboards can be divided into following groups by the level of access:

Icon	Access	Created by	Visible to	Configurable by
	Private (not shared)	Yourself	Yourself	Yourself
	Public (shared)	Yourself	All users	Yourself
	Public (shared)	Another user	All users	Dashboard creator

You can freely choose between your private dashboards or any of the public dashboards by clicking the dashboard title. The click propagates a window with a list of up to five recently viewed dashboards.



To access the full list of available dashboards, click "**Browse all dashboards**" button. The click opens the "**Dashboards**" sidebar, where you can search, filter and select any of available dashboards to be set as your dashboard.

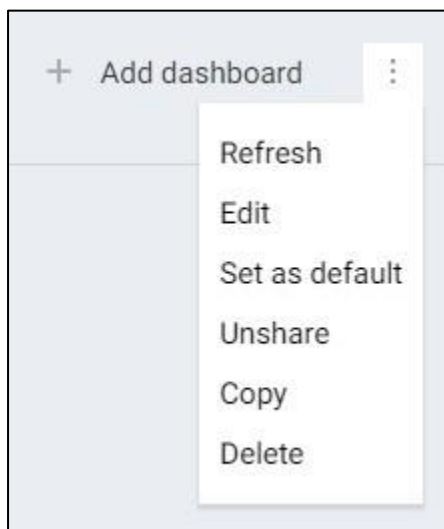
## Default Dashboard

The default is a dashboard displayed when you navigate to the **Dashboard** screen.

If you have no dashboard set as default, the global default dashboard will be displayed instead.

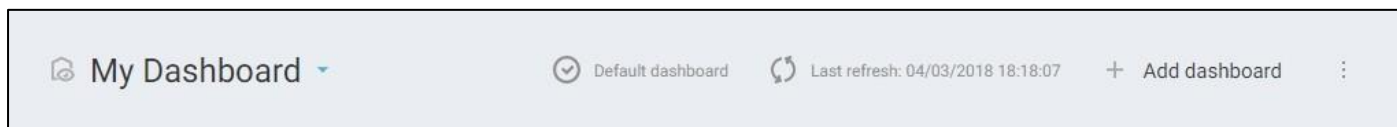
Since a public dashboard may be changed at any time by the owner, you can only set your own dashboard as a default one. To have the public dashboard set as your default, you have to create a private copy of that dashboard using the **Copy** action.

To set your own dashboard as a default, click the menu button on the right-hand side of the screen.



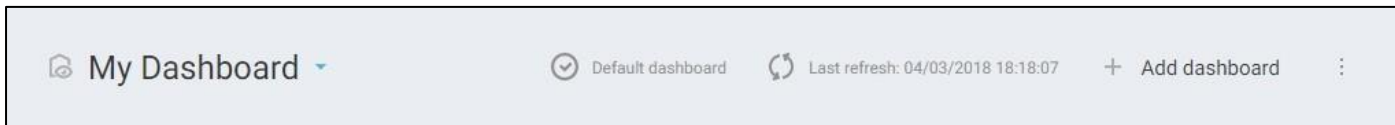
In the list of actions, find and click the "**Set as default**" option.

Now the dashboard is set as default, which is indicated by the check mark icon next to the dashboard title.



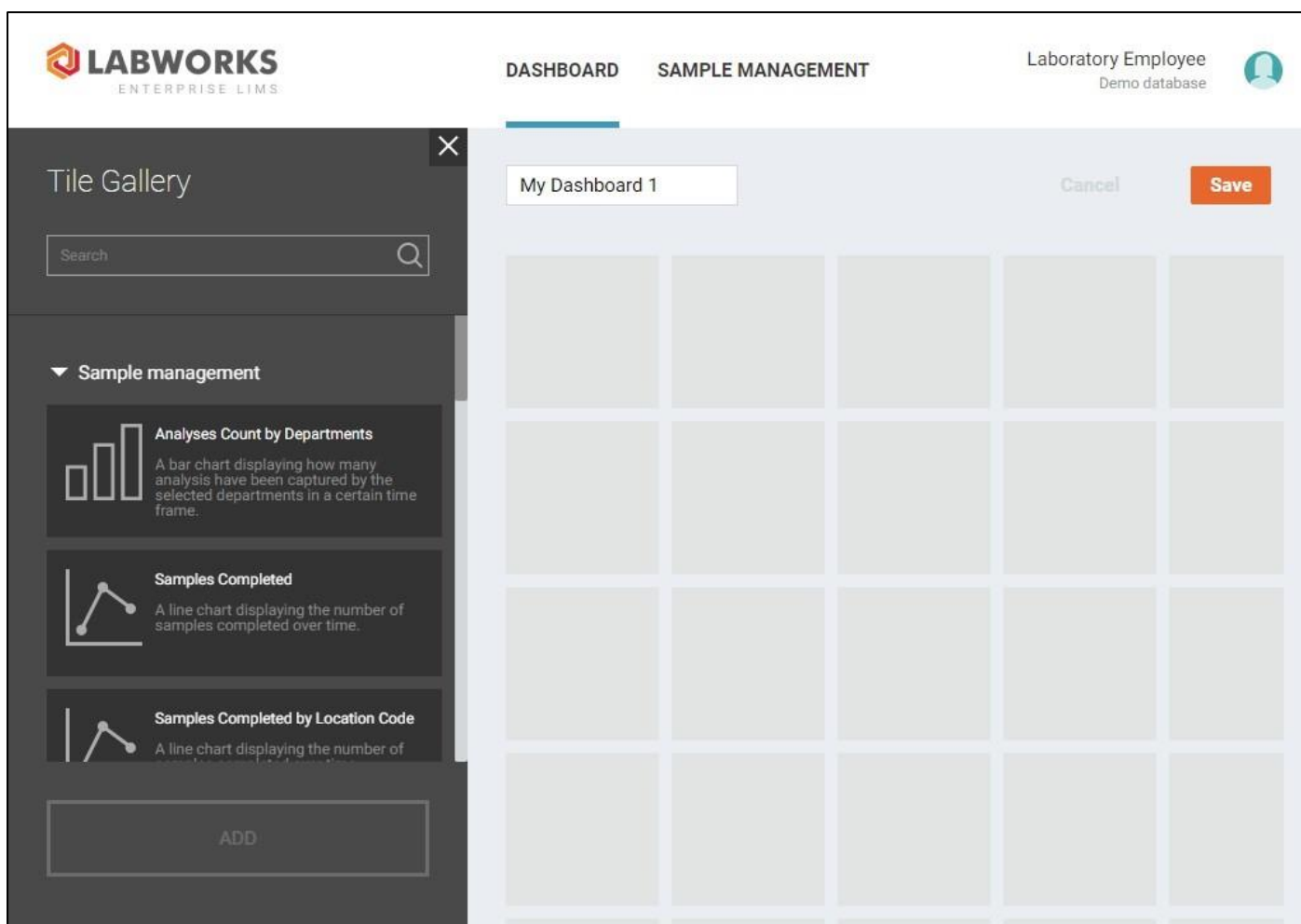
## Dashboard Creation

If you wish to have a custom dashboard you can either copy and edit an existing one or create your own dashboard from scratch by clicking "**Add dashboard**" button on the right-hand side of the **Dashboard** screen.



In the pop-up window, enter the desired dashboard name and click "**Create**" button.

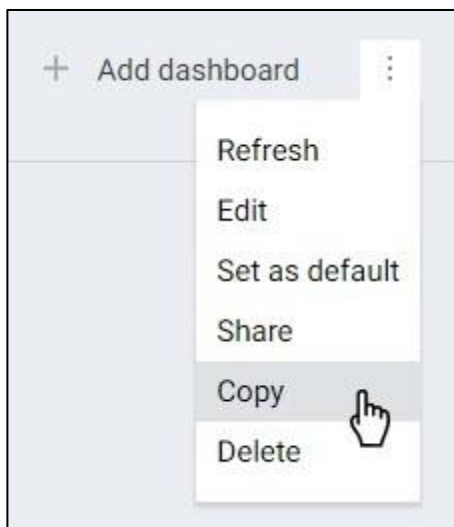
You will see an empty dashboard in the editing mode with the tile gallery opened on the left-hand side of the screen.



Add and configure tiles to your preference and click "**Save**" button to complete dashboard creation process.

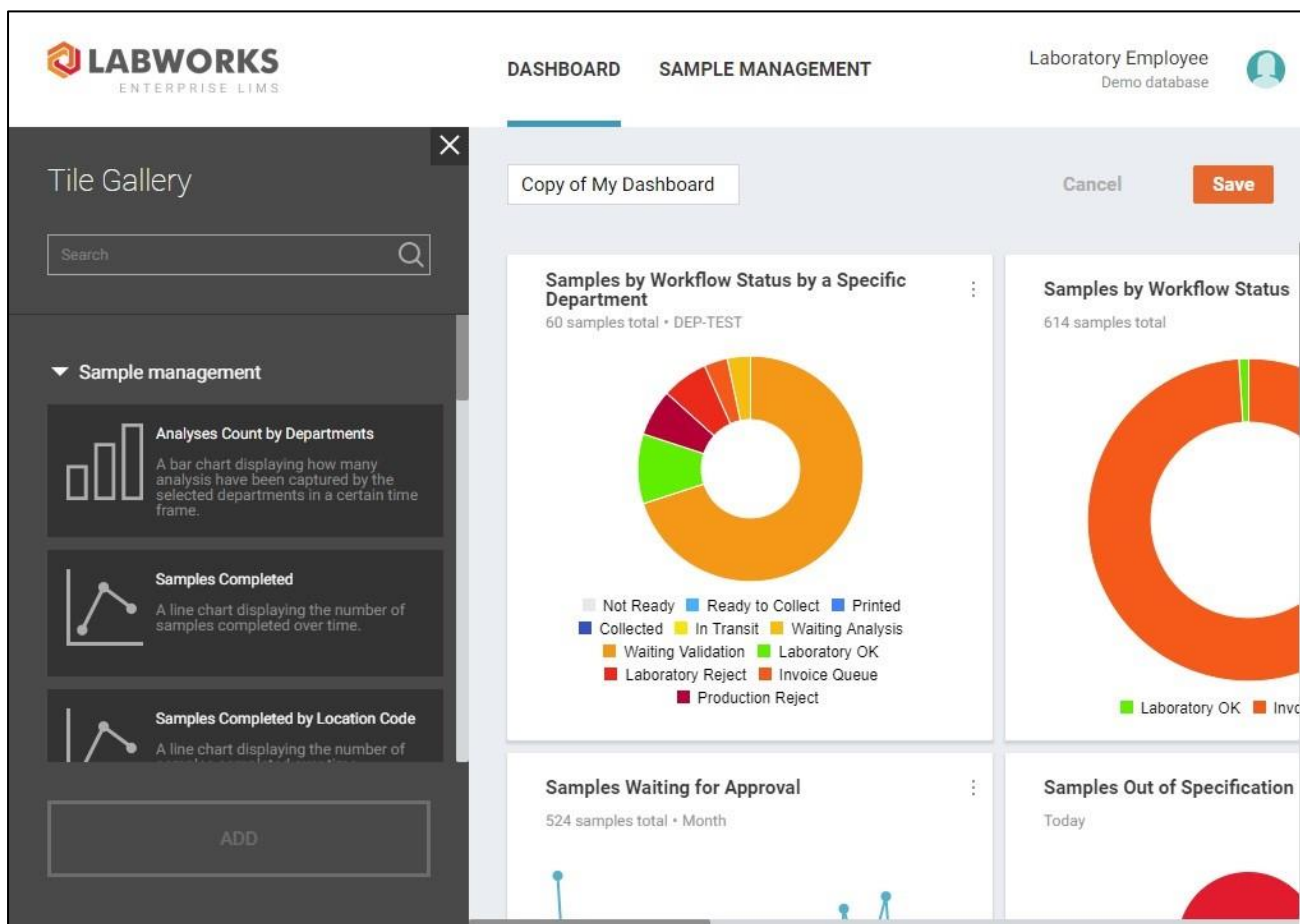
## Dashboard Copying

To copy an existing dashboard, select it in the list of dashboards, and click "**Copy**" option in the dashboard action menu.



In the pop-up window, enter the desired name for the copied dashboard and click "**Copy**" button.

You will see a copy of the dashboard in the editing mode with the tile gallery opened on the left-hand side of the screen.

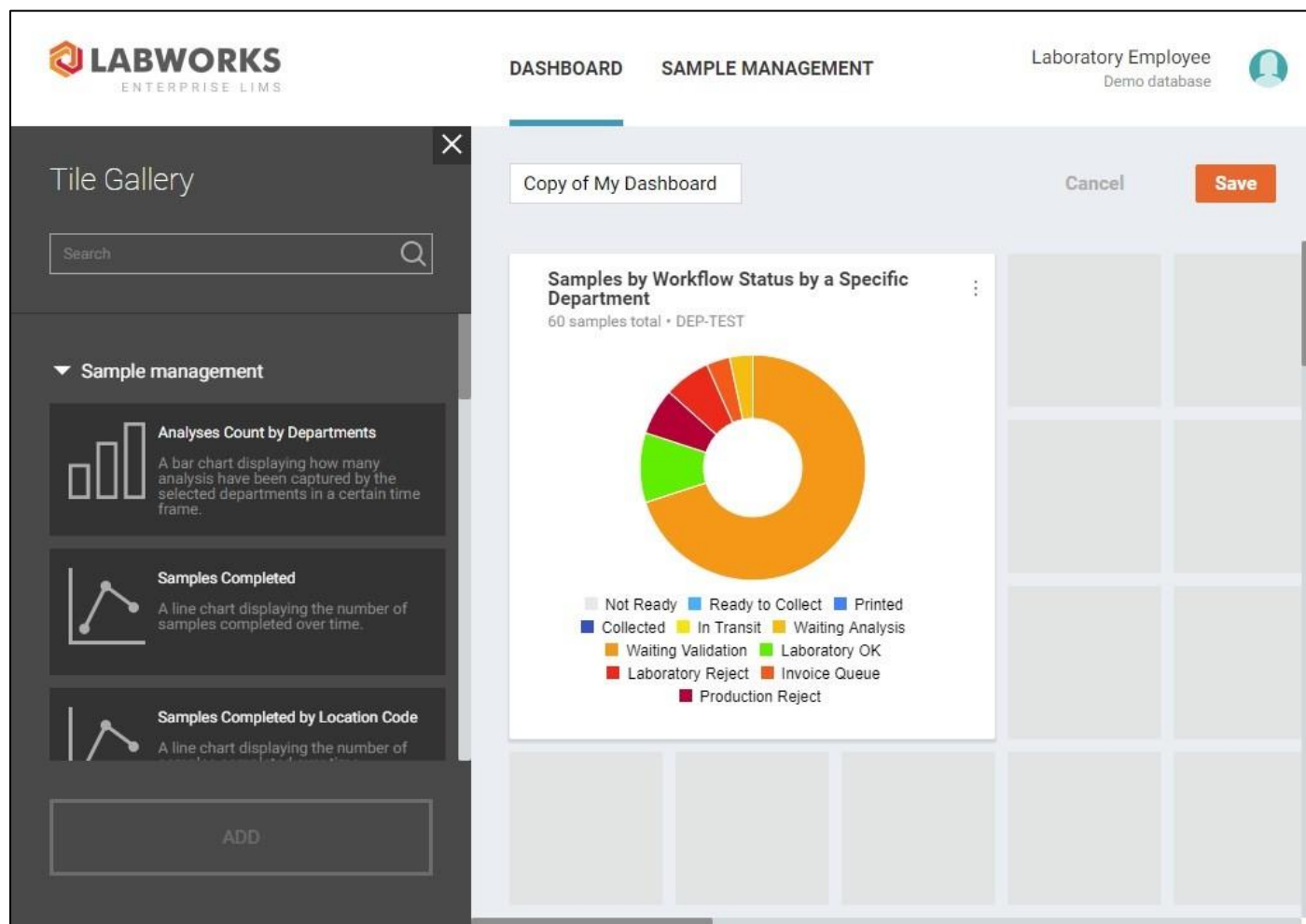


Add and configure tiles to your preference and click "**Save**" button to complete dashboard copying process.

## Dashboard Editing

You can edit only your own dashboards. If you wish to use an adjusted version of an existing dashboard of another user, you have to create a copy of that dashboard using the **Copy** action and edit the duplicate instead.

To edit a dashboard, select it in the list of dashboards, and click **"Edit"** option in the dashboard action menu. You will see the dashboard in the editing mode with the background filled with tile slots and the tile gallery opened on the left-hand side of the screen.



The tile gallery contains a grouped list of all available tile types with options to search through the tile names and collapse or expand a particular group.

While the dashboard is in the editing mode, you can perform following actions:

- **Rename the dashboard** in the text input field with the current dashboard name
- **Add tiles to the dashboard**
  - By selecting a tile in the tile gallery and clicking **"Add"** button that will add the tile to the next available space in the first row of the dashboard tile grid
  - By dragging a tile from the tile gallery with the left mouse button to the desired location in the dashboard
- **Relocate & reorder tiles** by dragging the tile within the dashboard bounds with the left mouse button

- **Resize tiles within the constraints of a particular tile type** by dragging tile border with the left mouse button

When you click "**Save**" button, the changes are applied to the dashboard and it leaves the editing mode.

The changes are reflected in the interface of other users once they refresh the dashboard, in case if the dashboard is public.

To discard all changes made to the dashboard, click "**Cancel**" button and confirm the action in the dialog window.

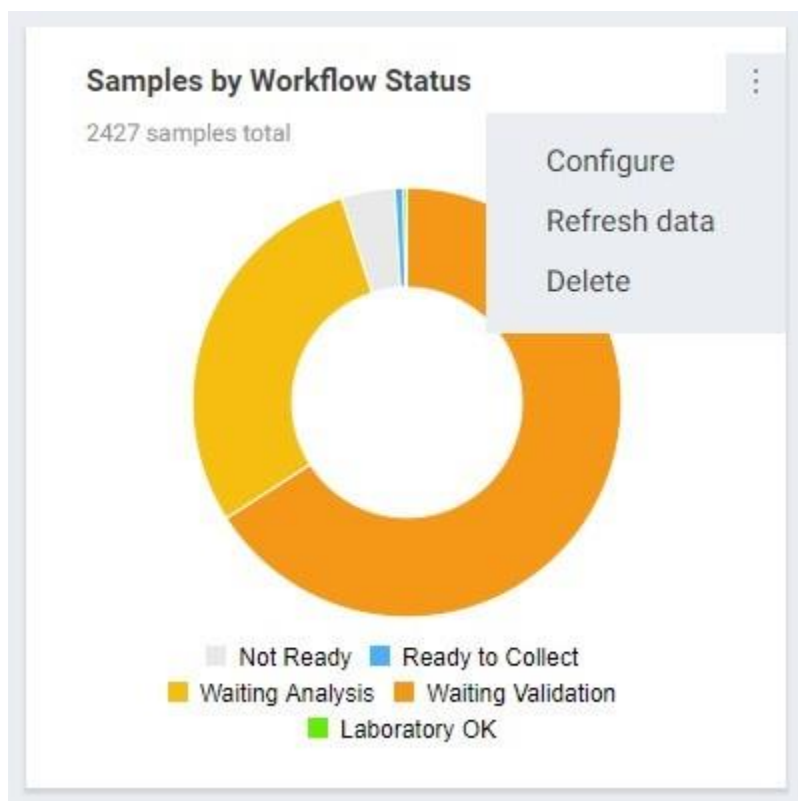
## Dashboard Tile Editing

Tile editing and deletion can be performed from the tile action menu toggled by the button on the right-hand side of the tile.

To delete a tile, click the "**Delete**" option in the tile action menu of a particular tile.

To edit a tile, click the "**Configure**" option.

The users can edit only the tiles of their own dashboards. The "**Configure**" and "**Delete**" options are not available to everyone else. If you wish to use an adjusted version of an existing dashboard of another user, you have to create a copy of that dashboard using the **Copy** action, and edit the duplicate instead.



The "**Configure**" option brings up a tile configuration window. The window contains different settings depending on the tile type:

**Location Code** - the tile data is filtered according to the specified location

**Sample Statuses** - the tile data is filtered according to selected sample statuses

**Departments** - the tile data is filtered according to selected departments

**Time periods** - the tile data is filtered according to the specified time period

**Miscellaneous** - special configuration options, not related to the sample management, e.g., the time zone and hour format settings for the clock tile

This is a dialog box titled "Samples Completed by Location Code" with a close button (X) in the top right corner. It contains two sections: "Time periods" and "Location code". The "Time periods" section has five radio button options: "Today", "1 week" (which is selected), "2 weeks", "3 weeks", and "Month". The "Location code" section has a text input field containing the value "001\_AP". At the bottom right, there are two buttons: "Cancel" and "Apply".

This is a dialog box titled "Clock" with a close button (X) in the top right corner. It contains two sections: "Format" and "Time zone". The "Format" section has two radio button options: "12 hour format" (which is selected) and "24 hour format". The "Time zone" section has a dropdown menu showing "(UTC+11:00) Solomon Is., New Caledonia". At the bottom right, there are two buttons: "Cancel" and "Apply".

The availability of tile configuration options depends on your access to particular locations and departments. When you copy a dashboard with unavailable data, a corresponding error message will be displayed in the tile configuration window

When you click "**Apply**" button, the changes are applied to the dashboard and it leaves the editing mode.

All changes made to the tiles are reflected in the interface of other users once they refresh the dashboard, in case if the dashboard is public.

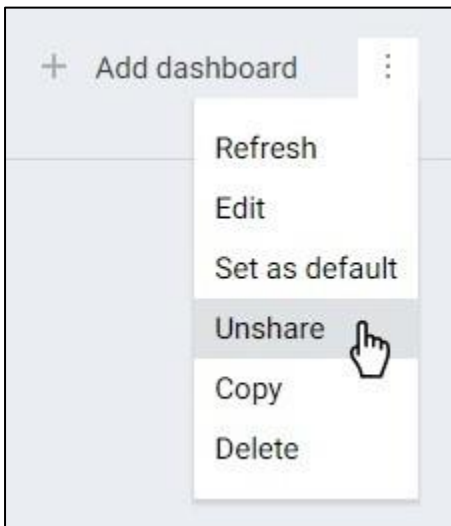
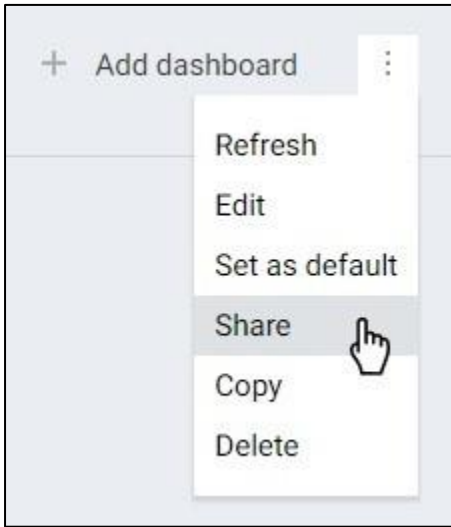
To discard all changes made to the dashboard, click "**Cancel**" button and confirm the action in the dialog window.



## Dashboard Sharing

Shared dashboard becomes publicly available to other users of the system.

To share a dashboard, select it in the list of dashboards, and click "**Share**" option in the dashboard action menu.



The "**Share**" option in the dashboard action menu is replaced by "**Unshare**" option once the dashboard is shared.

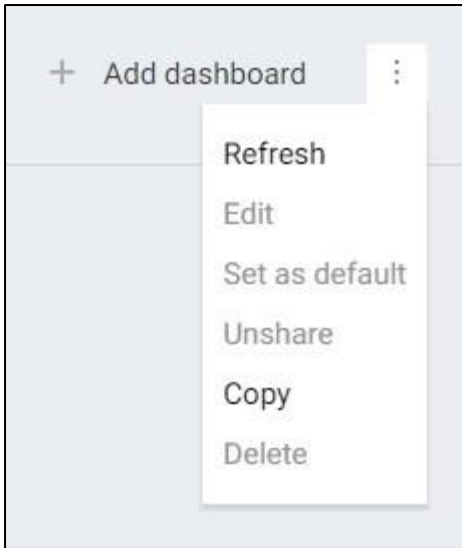
All other actions are still available to the dashboard owner.

Any change made to the public dashboard is reflected in the interface of other users viewing this dashboard.

The summary is generated only for the data you have access to, so **different users may see different data on the same dashboard**, depending on their access level.

The shared dashboard can be found by any user in the complete list of dashboards. The only options available to other users in the dashboard action menu are:

- **Refresh**
- **Copy**



The only option available to other users in the tile action menu is "**Refresh data**".



With the "**Unshare**" action you can reset the dashboard back to private.

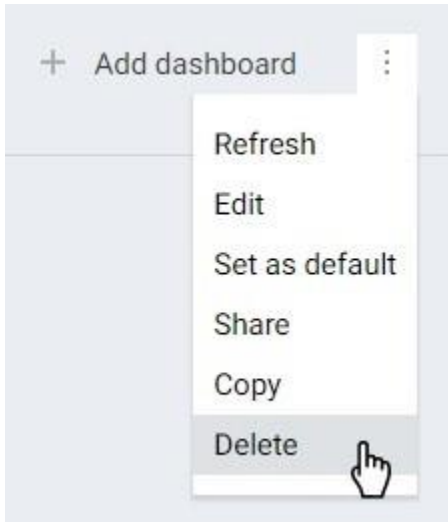
Private and deleted dashboards become unavailable to other users.

## Dashboard Deletion

You can delete only your own dashboard, regardless of it being private or public.

Note that deleted dashboard becomes unavailable to other users in case if it was public (shared with other users).

To delete a dashboard, select it in the list of dashboards, click "**Delete**" option in the dashboard action menu and confirm the action in the dialog window.




# Sample Management


**Sample Management** is an area of the system where users can access detailed information about the samples.


There are five options under the "Sample Management" section in the header:


1. Sample Login
2. Sample Explorer
3. Log Batch Explorer
4. QA/QC Batch Explorer
5. Collection Group Explorer

There is a set of buttons you will see on some of the screens that perform certain actions with the samples:

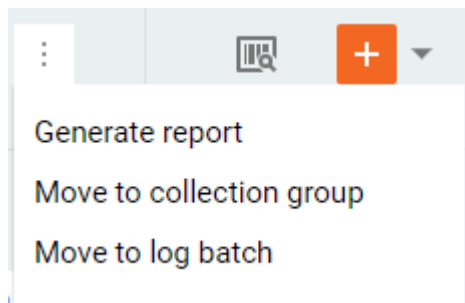
 - Open **Sample Review** window for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Sample Edit** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Result Entry** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Prints standard labels for the selected sample(s).


Some actions may be hidden under the action drop-down menu:



- Generate report – Creates a report of the type that you select in the appeared window.
- Move to collection group – Move selected sample(s) to a collection group that you select or create in the **Move to Collection Group** window.
- Move to log batch – Move selected sample(s) to a log batch that you select in the **Move to Log Batch** window.

There are also two buttons that help to find and add samples to the system.

 - Open **Scan Samples** window.

 - Open **Sample Login** screen. The drop-down menu next to the button allows to select the template beforehand.

## Sample Login

**Sample Login** screen is intended to provide a convenient way to add new samples to the system.

Samples Login

Template ALL\_FIELDS

⋮

Create samples

Order	Location code	A_TEST	AGENCY	Analyses	
✕ 1 ↓	102		IRWD	<a href="#">Analyses</a>	
✕ 2 ↑ ↓	102		IRWD	<a href="#">Analyses</a>	<a href="#">Attachments</a>
✕ 3 ↑ ↓	103		IRWD	<a href="#">Analyses</a>	<a href="#">Attachments</a>
✕ 4 ↑	101		IRWD	<a href="#">Analyses</a>	<a href="#">Attachments</a>
	Type code +				

The sample data should be filled in a spreadsheet with rows corresponding to particular samples and columns – to their fields. The spreadsheet supports MS Office Excel style operations.

By default, the spreadsheet is blank and in order to add a new sample you need to specify a location code. You can do this either by typing it in the location code field, or by clicking the plus icon in the field to open the **Location Code Selection Window**, where you can browse all location codes with additional data and additional options to ease the process of sample addition.

The set of fields in the spreadsheet is determined by the selected **Template** and can be changed anytime. Note that if you try to change the template while the spreadsheet is not blank, all sample data will be discarded upon confirmation.

However, you can save the sample data for later by clicking the menu button on the right-hand side and selecting the “Save as login group” option.

Save as Login Group

✕

Name

new login group

Description

for educational purposes

Category

Start typing

Cancel

Save

The “Manage login groups” option will navigate you to the **Manage Login Groups window** where you can update, delete or load any of the available login group data to the spreadsheet, except the collection and submission dates (as they depend on the template settings). The data can be loaded even if the currently selected template is different from the template used to save login group.

The fields may contain not just numbers, dates and text information, but also references to other entities.

You can assign analyses that should be performed with a certain sample, add attachments or specify contacts and mail groups that should receive notifications about the samples.

Once you have added all required information about the samples and clicked the “Create samples” button, you will see the **Create Samples** window where you will be asked to enter the information related to the whole batch of samples (log batch).

Create Samples

Department: AQUASPLASH

Process schedule status: Ready to collect

Log batch: 200301100244

Log batch template: LBTEMPLATENAME

Log batch description:

firstPrompt: Browse file

secondPrompt: evs7wwmsqbh41.jpg

Reference image: qb1y42qmak541.jpg

Collection group: [Orange square]

Group name: 200301100244

Owner: Public

Description:

Cancel Create

The log batch may have a log batch template when the sample login template allows it. If it does, you can select a log batch template, and the fields related to that template will be listed under the template name.

The log batch may also be assigned to a collection group on the right-hand side of the window. You are free to specify the details of the collection group as well as the owner.

When you are done adding all required information about the log batch, you can click “Create”.

2 Samples Have Been Successfully Created

Now you can view them in Explorer using the View button, or select the drop down on the button to modify Edit samples button or enter results using the Results Entry button.

View log batch

Close View on explorer Edit samples Results entry











Print labels  
Receipts  
Routing sheets  
Worksheets

All information is now added to the system and you can view the details of the samples and their log batch (if it was created with a template). You can also update the samples or proceed to the analysis result entry either with the template used last, or the template that you selected in the drop-down list next to the corresponding button.

Samples may support printable reports depending on the template used during Sample Login. This is indicated by the Print drop-down menu in the top-right corner of the Sample Login Success window. Click on the corresponding report to download it as PDF file.

## Sample Login Groups

The list of login groups can be accessed by clicking the menu button on the right-hand side of the **Sample Login** page and selecting the “Manage login groups” option.

Manage Login Groups						
	Name	Description	Modified user	Modified date	Category	
✖	AP-06-WEB-2	No value	 NP	03/06/2020 04:11 PM	No value	⋮
✖	kg_allfields_1	desc	 KG	03/06/2020 03:58 PM	kg_categ...	⋮
✖	AP-06-WEB	No value	 NP	03/06/2020 01:50 PM	No value	⋮
✖	AP-WEB-06-FOR-DESK	No value	 NP	03/06/2020 01:39 PM	No value	⋮
✖	AP-DESK-06-FOR-WEB	No value	 NP	03/06/2020 01:34 PM	No value	⋮
✖	AP-WEB-06	No value	 NP	03/06/2020 01:15 PM	No value	⋮
✖	AP-WEB	No value	 NP	03/06/2020 01:13 PM	No value	⋮
✖	AP-06-WEB-1	TEST	 NP	03/06/2020 01:05 PM	Approvelk...	⋮
✖	AP-RESAVE	No value	 NP	03/06/2020 12:54 PM	No value	⋮
✖	AP-06-DES	No value	 NP	03/06/2020 12:49 PM	No value	⋮
1-10 of 144 results    1 2 3 4 5 ... 14 15    ➔						
						<div>Cancel   Load group   ▼</div>

You can sort and filter the login groups to find the one you need, change the name, description or category of a particular group by selecting the “Edit” option in the group actions menu and delete login groups.

To use a particular login group for sample login, click on it to mark it as the selected one, and then click the “Load group” button.

To load only the location codes mentioned in the group, click on the corresponding option under the load group button drop-down menu.






































## Sample Location Codes

Location code selection window is needed to find and select multiple location codes in order to populate the sample login spreadsheet.

Select Location Codes

View selected: 3 ✖ Clear selection ✕

   Location code	Count	Localione	A test	Agency	B test	Csr numb	Discharge no	Dispos
 WGW	0  	Walnut GWT Facility	No value	IRWD	No value	No value	No value	ROUT
 WGWTEFFC	0  	Walnut GWT Facili...	No value	IRWD	No value	No value	No value	ROUT
 WGWTEFFG	0  	Walnut GWT Facili...	No value	IRWD	No value	No value	No value	ROUT
 WGWTEFFC	3  	Walnut GWT Facili...	No value	IRWD	No value	No value	No value	ROUT
 WGWTEFFG	2  	Walnut GWT Facili...	No value	IRWD	No value	No value	No value	ROUT
 WGWTEFFC	1  	Peters Canyon Ch...	No value	IRWD	No value	No value	No value	ROUT
 WGWTEFFC	0  	Peters Canyon Ch...	No value	IRWD	No value	No value	No value	ROUT
 WHATAU	0  	Whatney - Auto Ce...	No value	IRWD	No value	No value	No value	ROUT
 WHATAU_G	0  	Whatney - Auto Ce...	No value	IRWD	No value	No value	No value	ROUT
 WHATAU	0  	Whatney - Burroug...	No value	IRWD	No value	No value	No value	ROUT

1461-1470 of 1479 locations
1 2 ... 144 145 146 147 148



Cancel
Add

The “Count” field corresponds to the number of samples you wish to add to the sample login spreadsheet with this location code.

You can use sorting and filters to find the particular codes and preview all codes that you’ve selected with the “View selected” button in the top-right corner of the window.

Once you have selected all location codes that you need and specified the number of samples you want to add with a particular code, click the “Add” button, and the samples will be added to the very end of the sample login spreadsheet.

## Sample Special Info

Special Info window contains additional sample fields.

Special Info

ANALYZING AG...

IRWD

Digestion/Extra...

Digestion/Extra...

FRACTION AN...

None

Preparation/Pr...

Preparation/Pr...

QA/QC RESULT...

RESULT CONC...

SAMPLE MATR...

Cancel

Apply

All fields are optional and inherit from the location code by default.

Enter the corresponding sample data and click the “Apply” button to save it.

## Sample Analyses

Sample analyses window lets you select the analyses to be performed with a particular sample. You can filter and sort the selected analyses or remove them from the list.

Analyses

!FILAMNT

+ Add analysis

↑ Analysis code

Analysis description

Department

Hold time

Price

Invoic...

Method refer...

Repor...

Reporting unit

Special infor...

Work units

!ALGAL

Algal Identificati...

MICROBIO...

0

0

IRVINE

No value

No value

0

!BACTI

narrative analysis

MICROBIO...

0

0

API

No value

No value

0

!FILAMNT

Filament Charac...

MICROBIO...

0

0

IRVINE

No value

DEWATER

0

1-3 of 3 results

Delete all analyses

Cancel

Apply

By default, the list of analyses is empty or populated with the default analyses for the sample location and you have to type its name in the field to the left and select it from the suggested ones, or click the “Add analysis” button in the top-right corner to open the **Add Analyses** window.

On the **Add Analyses** window you can sort the analyses, filter them either by fields or by their Matrix settings, and select the analyses you wish to add to the sample.

Add Analyses

View selected: 0

Matrix settings

☐

 MAT-01

☐

 MAT-02

☐

 WATER

Analysis code

Analysis description

Department

Method reference

Hold time

Price

Invoice...

Reporta...

Reporting unit

Special informati...

Work units

#ANIONIC

Anions by Ion Chrom...

No value

No value

0

0

No value

No value

0

#AP\_CALC

#AP\_CALC Analysis

No value

No value

0

0

No value

No value

0

#AP\_FOR\_CAL...

analyses for calculat...

ap-analysis

No value

0

0

No value

No value

0

#AP\_GROUP

AP Group

No value

No value

0


0

No value

No value

0

You can enter an additional analysis information straight away by clicking on the analysis code. You will see a reduced version of the **Analysis Details** screen where you can fill some of the analysis fields even before the sample is added to the system.


X\_V
Cancel
Apply
✕

No value

Validation state

No value

Status

No value

Sample ID

CREEK

WQ ID Number

No value

Log batch test

GENERALATTACHMENTSREPLICATES

Number of replicates

0

Set analysis to

Minimum replicate captured

Select replicate from

Replicates inside MDL range

No value

All available replicates

Replicates inside MDL range

Close

If you wish to specify replicates for the analyses with components right away, you can open the “Replicates” tab and set the number of expected replicates as well as the logic for analysis result calculation.

Once you added all required analyses, click the “Apply” button.

## Sample Attachments

Samples may have files attached to them, and they are handled on the “Attachments” window.

Attachments

+ Add attachment

↑ File name

Type

Description

✖	1582243197423.jpg	Copy	No value
✖	photo_2020-01-26_10-53-50.jpg	Copy	No value

Cancel

Apply

The Sample may inherit some attachments from the location. In this case, you can’t delete or update them.

To attach a new file to the sample, click the “Add attachment” button in the top-right corner of the window, and select the file by clicking the “Browse file” button. You may add a description of the file if you wish.

When done, click the “Add” button and the attachment will be added to the list.

Add Attachment

File

1580254441103.jpg

Browse file

Description

My attachment

Cancel

Add

You can filter, sort delete attachments or update their description. Once you added all required attachments, click the “Apply” button.

## Sample Report Recipients

If you want someone to receive reports about a particular sample, you can use the report recipients window.

Report Recipients												✕
✕	↑ Reference	Doctype	Addrtype	Primary	Email	Fax number	Postal address	Addressee	Test string	Test	Test s	
✕	IDENTICAL	ident	ident	<input type="checkbox"/>	ident@mai...	No value	No value	No value	No value	No value	No v	
✕	MAILLIST	mail	mail	<input checked="" type="checkbox"/>	admin@m...	No value	No value	No value	No value	No value	No v	
✕	Delete all recipients											Cancel Apply

The Report Recipients window is available when you click on the “Report recipients” cell during the sample login. It contains a list of all users that should receive the reports.

To add users, click the “Add recipient” button on the top-right and select those that should receive the report. To add a group of users, use the “Add reference” button.

The users can be filtered and sorted or deleted from the list.

Once you added all recipients, click the “Apply” button.

## Sample Coordinate Info

Coordinate info is a window for geographical sample data input.

The screenshot displays the 'Coordinate Info' window. On the left, there is a sidebar with the title 'Coordinate Info'. Below the title, there is a section 'Sample collection location' with a green pin icon and the text 'Set point'. Below this, there are three input fields: 'Address', 'Latitude', and 'Longitude'. The main area of the window is a Google Map of Voronezh, Russia. The map shows several landmarks and streets, including 'Lenina Square', 'Ulitsa Kirova', and 'Platzhanskaya Ulitsa'. There are also labels for 'Pamyatnik A.S. Pushkinu', 'Pamyatnik A.V. Koltsovu', 'V.I. Lenin', 'Sberbank', 'The Government of the Voronezh region', 'Bronzovyy Lechebnyy Stul', 'Voronezhskaya Oblastnaya Universal...', 'Administration of Voronezh', 'MesTo', 'GRAND boutique', 'Antikafe Zheltyy Nosorog', and 'Mosigra Board Game'. At the bottom of the window, there is a 'Launch Google Maps' button with a checkmark icon, and 'Cancel' and 'Apply' buttons.

The window is available when you click on the Coordinate Info field value during the sample login.

You can only specify the **Sample collection location** by setting a location of a green pin on the map. Use the address field to find the needed location quicker.

Click the “Apply” button to save the coordinates.



# Sample Explorer

**Sample Explorer** is the main screen of the **Sample Management** area.

All available samples are displayed in rows with options to sort and filter the samples according to certain criteria.

The data in the table can be sorted by clicking the field labels in the headers of the main or nested tables.

Subsequent clicks on the same fields reverse the sorting direction.

Default order:

- **Samples** - descending chronological order by submission date
- **Analyses** - serial number of the analysis in the sample

The set of displayed fields can be changed in the "Settings" window.

Please refer to explorer filters for details about filtering options.

You can navigate to the details of a particular sample, analysis or analysis results by clicking on corresponding fields within the table.

Sample Explorer

ViewAll

Filters

Submitted dateLast 30 days

Clear filters

<div><div></div></div> <div><input type="checkbox"/> Sample ID</div>	Log batch test	Sample status Ion...	Collection status	Login user test	(Modified)	le adressee #1	Do specification check opti...
<div><input type="checkbox"/></div> AE36846	200306045507	<div><div></div>Ready to c...</div>	<div><div></div>Pending</div>	<div><div></div>NP</div>	03/06/2020 12:55 PM	No value	No
<div><input type="checkbox"/></div> AE36845	200306045023	<div><div></div>Ready to c...</div>	<div><div></div>Pending</div>	<div><div></div>NP</div>	03/06/2020 12:50 PM	No value	No
<div><input type="checkbox"/></div> AE36844	200306034523	<div><div></div>Ready to c...</div>	<div><div></div>Pending</div>	<div><div></div>NP</div>	03/06/2020 11:45 AM	No value	No
<div><input type="checkbox"/></div> AE36843	200306034229	<div><div></div>Ready to c...</div>	<div><div></div>Pending</div>	<div><div></div>APHAM</div>	03/06/2020 11:42 AM	No value	No
<div><input type="checkbox"/></div> AE36842	200306031531	<div><div></div>Not defined</div>	<div><div></div>Not defined</div>	<div><div></div>APHAM</div>	03/06/2020 11:16 AM	No value	No

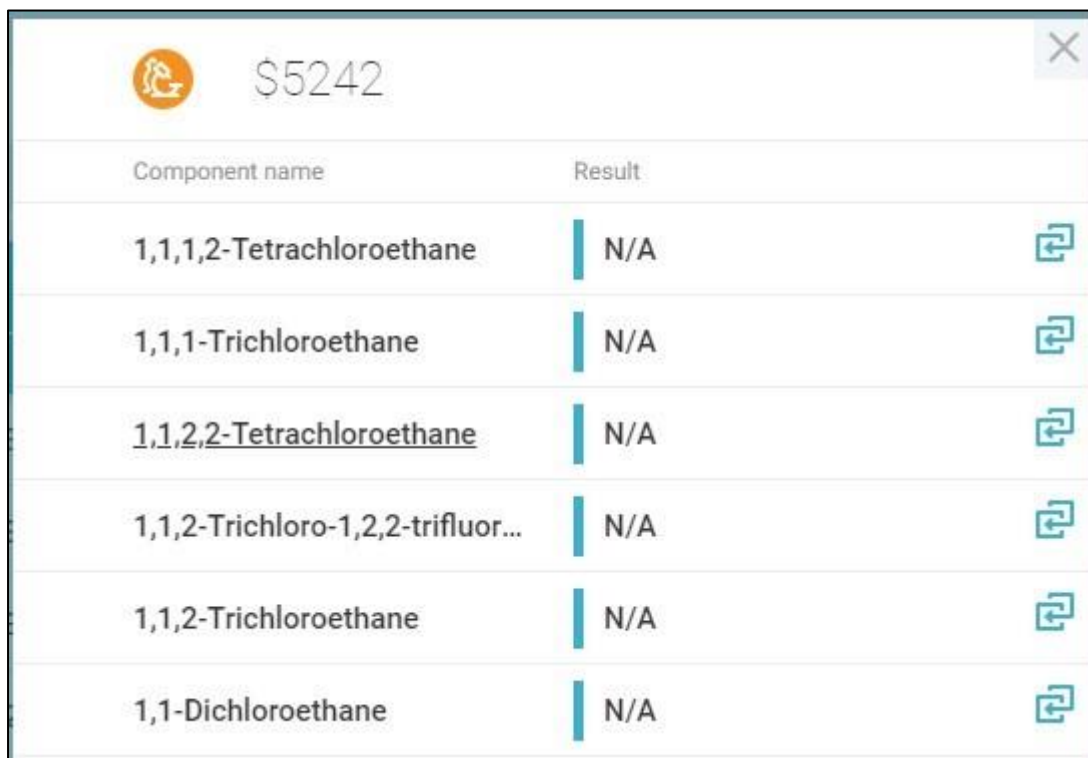
When you click on the sample row, the element expands revealing the list of analyses performed with the sample.

<input type="checkbox"/>	AE36846	200306045507	<div><div></div> Ready to c...</div>	<div><div></div> Pending</div>	<div><div></div> NP</div>	03/06/2020 12:55 PM	No value	No
<div><div></div></div>	Analysis code	Analysis name	Start date	End date	Result	Replicate ...	Analyst	Status
<div><div></div></div>	AP-ANALYSIS	My analysis	No value	No value	No value	Yes	<div><div></div></div> No value	<div><div></div></div> Analysis pend...
<div><div></div></div>	IAP_NAR	IAP_NAR Analysis	No value	No value	No value	No	<div><div></div></div> No value	<div><div></div></div> Analysis pend...
<div><div></div></div>	IAP_TEST	IAP_TEST Analysis	No value	No value	No value	No	<div><div></div></div> No value	<div><div></div></div> Analysis pend...
<div><div></div></div>	AP_A1	AP_A1 Analysis	No value	No value	No value	No	<div><div></div></div> No value	<div><div></div></div> Analysis pend...
<div><div></div></div>	AP_ALL	AP_ALL Analysis	No value	No value	No value	No	<div><div></div></div> No value	<div><div></div></div> Analysis pend...
1-5 of 9 analyses    1 2 →								

You can change the result of a particular analysis in the in-line mode according to the Inline result entry procedure or select a number of samples and fill their data on the result entry table by clicking the "**Enter Results**" button.


The **Analysis Replicates** screen of the single-component analysis can be accessed by clicking the value under the Replicate data.


The click on this value for multi-component analysis will open a window with a list of analysis components and their results. You can navigate to a particular component or browse its replicates from this window.





Component name	Result
1,1,1,2-Tetrachloroethane	N/A
1,1,1-Trichloroethane	N/A
1,1,2,2-Tetrachloroethane	N/A
1,1,2-Trichloro-1,2,2-trifluor...	N/A
1,1,2-Trichloroethane	N/A
1,1-Dichloroethane	N/A

There is a set of buttons you will see in the top-right corner of the Sample Explorer screen (some of them are visible only when you have at least one sample selected):

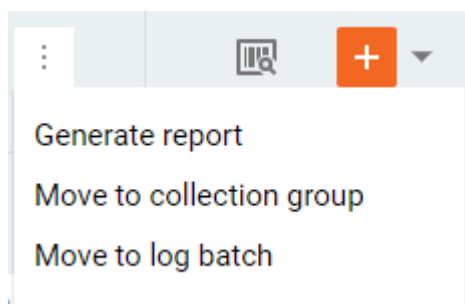
 - Open **Sample Review** window for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Sample Edit** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Result Entry** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Prints standard labels for the selected sample(s).

Some actions may be hidden under the action drop-down menu:



- Generate report – Creates a report of the type that you select in the appeared window.
- Move to collection group – Move selected sample(s) to a collection group that you select or create in the **Move to Collection Group** window.

- Move to log batch – Move selected sample(s) to a log batch that you select in the **Move to Log Batch** window.

There are also two buttons that help to find and add samples to the system.



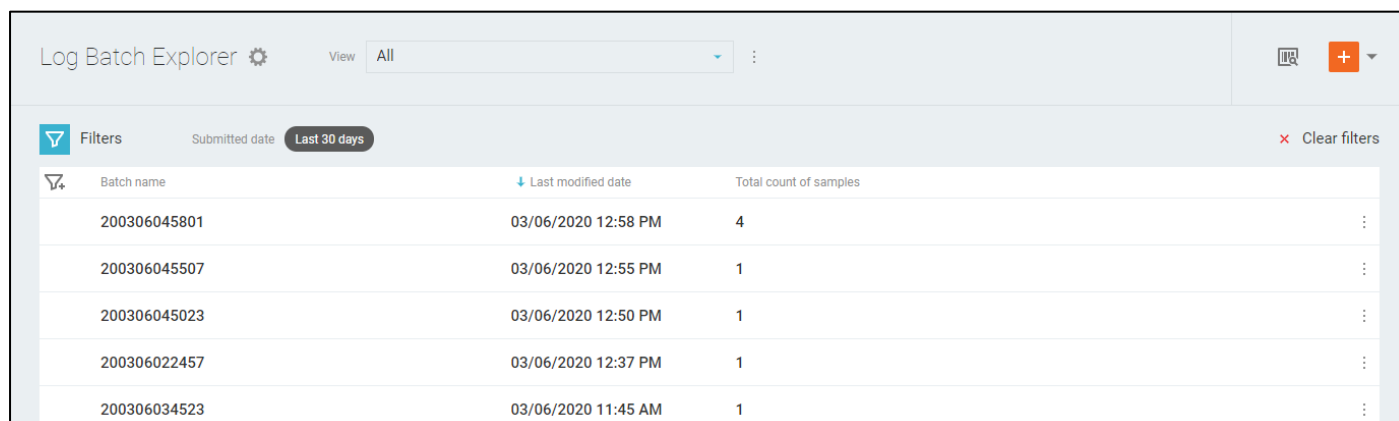
- Open **Scan Samples** window.



- Open **Sample Login** screen. The drop-down menu next to the button allows to select the template beforehand.

## Log Batch Explorer

**Log Batch Explorer** has functionality similar to the sample explorer with exception that the samples are grouped in log batches and there are additional ways to sort and filter the table by the log batch fields.



Batch name	Last modified date	Total count of samples
200306045801	03/06/2020 12:58 PM	4
200306045507	03/06/2020 12:55 PM	1
200306045023	03/06/2020 12:50 PM	1
200306022457	03/06/2020 12:37 PM	1
200306034523	03/06/2020 11:45 AM	1


When you click on the batch row, the element expands revealing the list of samples in that batch. The expanded element works the same way as the list of samples on the **Sample Explorer** screen.





Sample ID	Log batch	Location co...	Collected date	Submitted date	Date modified	Login user	Sample stat...
AE30426	LA012017	LARAW_C	01/20/2017 1...	03/31/2018 1...	04/06/2018 1...	LA	N/A
AE30427	LA012017	LAAWM...	01/20/2017 1...	03/31/2018 1...	04/06/2018 1...	LA	Waitin...
AE30428	LA012017	LAAWM...	01/20/2017 1...	03/31/2018 1...	03/31/2018 1...	LA	Waitin...
AE30429	LA012017	LASE_G	01/20/2017 1...	03/31/2018 1...	04/06/2018 1...	LA	N/A


1-4 of 4 results

There is a set of buttons you will see in the top-right corner of the Log Batch Explorer screen (some of them are visible only when you have at least one sample selected under a log batch):

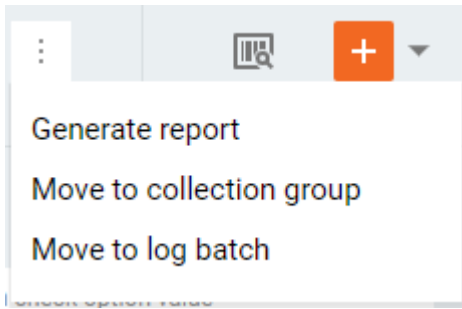
 - Open **Sample Review** window for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Sample Edit** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Result Entry** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Prints standard labels for the selected sample(s).


Some actions may be hidden under the action drop-down menu:



- Generate report – Creates a report of the type that you select in the appeared window.
- Move to collection group – Move selected sample(s) to a collection group that you select or create in the **Move to Collection Group** window.
- Move to log batch – Move selected sample(s) to a log batch that you select in the **Move to Log Batch** window.

There are also two buttons that help to find and add samples to the system.

 - Open **Scan Samples** window.

 - Open **Sample Login** screen. The drop-down menu next to the button allows to select the template beforehand.

Some log batches may contain various information depending on the template it was created with. This is indicated by an underline when you hover over the Batch name. Click on the batch name to open the **Log Batch Details** window.

## Log Batch Details

Certain log batch templates allow creation of complex log batches that may contain additional information related to all samples in the batch. The Log Batch Details window contains all information related to a particular log batch under the tabs.


The “General” tab contains the main log batch information along with the special forms data.

There are two types of special information forms:

1. Specified according to the log batch template with preset labels (prompts)
2. Unspecified special forms

Users can leave comments for the batch. The comments will appear in the bottom of the “General” tab.

200303070502 - Trafalgar square fountain water samples Edit


 **APHAM**  
Modified user  
  
03/03/2020 03:07 PM  
Modified date

GENERAL	SAMPLES	PARAMETERS	ATTACHMENTS	REPORT RECIPIENTS
Log batch temp... AP-TEST-SPECIN FO	Log batch 200303070502	Log batch desc... Trafalgar square fountain water sa mples		
▼ Special information forms				+ Add special information form
▶ Swamp chem				
▼ TEST				
Dewatering Acti... 1	Observed Color No value	Observed Odor No value		
Observed Oil an... 2	Observed Susp... No value	Observed Turbi... No value		
Receiving Water 3				
▼ Comments				
No value				

Close

The “Samples” tab displays a list of samples of that log batch with sorting and filtering options.

200303070502 - Trafalgar square fountain water samples Edit

 **APHAM**  
Modified user  
  
03/03/2020 03:07 PM  
Modified date

GENERAL	SAMPLES	PARAMETERS	ATTACHMENTS	REPORT RECIPIENTS		
Sample ID	Log batch t...	Location c...	Collected date	Submitted date (Modified)	Login user test	Sample stat...
AE36409	200303...	AT1_AN1	03/03/2020 0...	03/03/2020 0...	03/03/2020 0...	APHAM Not defin...
AE36408	200303...	AT2_AN1	03/03/2020 0...	03/03/2020 0...	03/03/2020 0...	APHAM Not defin...
1-2 of 2 samples						

Close

The “Parameters” tab contains custom fields of for this particular log batch. You can add, remove parameters, and set labels for the unspecified parameters.

200303070502 - Trafalgar square fountain water samples

Edit

APHAM

Modified user

03/03/2020 03:09 PM

Modified date

GENERAL

SAMPLES

PARAMETERS

ATTACHMENTS

REPORT RECIPIENTS

+ Add parameter

TEST

Active

Expected delive...

03/05/2020 03:09 PM

Close

The “Attachments” tab contains all attachments related to the log batch in two groups:

- 3. Attachments specified according to the log batch template
- 4. Unspecified attachments

200303070502 - Trafalgar square fountain water samples

Edit

APHAM

Modified user

03/03/2020 03:11 PM

Modified date

GENERAL

SAMPLES

PARAMETERS

ATTACHMENTS

REPORT RECIPIENTS

Specified

+ Add attachment

▽

Prompt

File name

Type

Created date

Uploader

the first doc

1582243197423.jpg

Copy

03/03/2020 03:11 PM

APHAM

Unspecified

+ Add attachment

▽

Prompt

File name

Type

Created date

Uploader

No value

book.pdf

Copy

03/03/2020 03:11 PM

APHAM

Close

The “Report recipients” tab is similar to the **Sample Report Recipients** window, as it contains a list of all users that should receive the reports about the log batch.

200303070502 - Trafalgar square fountain water samples

Edit

APHAM

Modified user

03/03/2020 03:12 PM

Modified date

GENERAL

SAMPLES

PARAMETERS

ATTACHMENTS

REPORT RECIPIENTS

+ Add recipient

+ Add reference

↑ Reference

Doctype

Addrtype

PriL

Email

Fax number

Postal add...

Addressee

Test string

Test

Test s

IDENTICAL

ident

ident

ident@...

No value

No value

No value

No value

No value

No v

Close

You can update the information displayed in the tabs or leave a comment by entering the “Edit” mode. To do this, you can click the “Edit” button at the top-right corner of the screen.

The “Edit” mode enables automatically when you update the batch by clicking on the following buttons:

- **Add special information form** button on the **General** tab,
- **Add parameter** button on the **Parameters** tab,
- **Add attachment** button on the **Attachments** tab,
- **Add recipient / Add reference** buttons on the **Report recipients** tab;

The “Edit” mode is indicated by the “Save” and “Cancel” button at the top-right corner of the window as well as some fields becoming editable.

200303070502 - Trafalgar square fountain water samples

Cancel

Save

APHAM

Modified user

03/03/2020 03:12 PM

Modified date

GENERAL

SAMPLES

PARAMETERS

ATTACHMENTS

REPORT RECIPIENTS

Log batc...

AP-TEST-SPECIN

Log batch

200303070502

Log batc...

Trafalgar square fo

FO

Special information forms

+ Add special information form

Swamp chem

TEST

Dewateri...

1

Observe...

Observe...

Observe...

2

Observe...

Observe...

Receivin...

3

Comments

APHAM

Please review ASAP

Your comment

Add

Close

Click the “Save” button to apply the changes, and “Cancel” – to revert them.

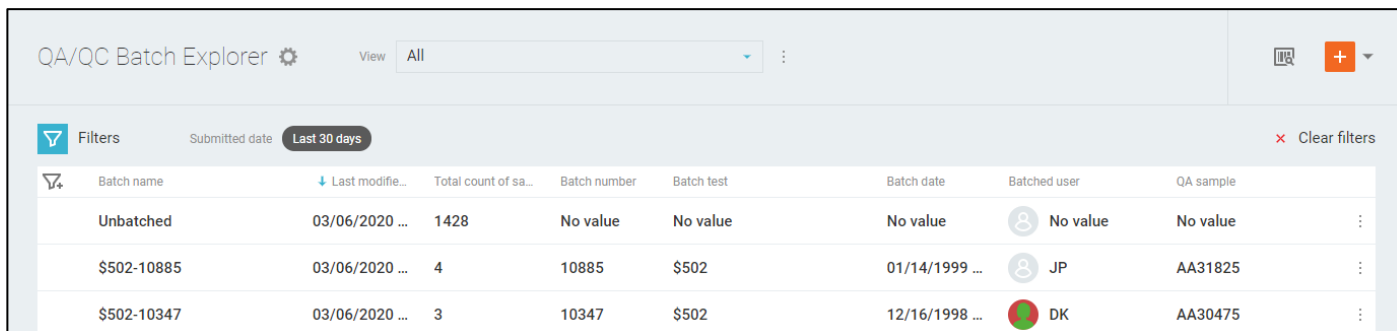
All changes made to the log batch are reflected in the Audit Trail, available under the drop-down menu on the top-right.



## QA/QC Batch Explorer


**QA/QC Batch Explorer** inherits the functions of log batch explorer, but displays the samples in QA/QC batches instead of log batches.


Note that the same sample may be a member of multiple QA/QC batches and represented in the table multiple times. These samples work synchronously when you perform certain actions with them, such as inline result entry.





Batch name	Last modified	Total count of sa...	Batch number	Batch test	Batch date	Batched user	QA sample
Unbatched	03/06/2020 ...	1428	No value	No value	No value	No value	No value
\$502-10885	03/06/2020 ...	4	10885	\$502	01/14/1999 ...	JP	AA31825
\$502-10347	03/06/2020 ...	3	10347	\$502	12/16/1998 ...	DK	AA30475

There is a set of buttons you will see in the top-right corner of the QA/QC Batch Explorer screen (some of them are visible only when you have at least one sample selected under a batch):

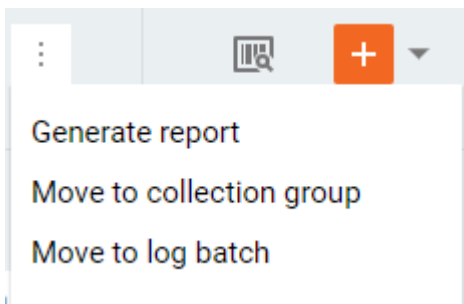
 - Open **Sample Review** window for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Sample Edit** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Result Entry** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Prints standard labels for the selected sample(s).

Some actions may be hidden under the action drop-down menu:



- Generate report – Creates a report of the type that you select in the appeared window.
- Move to collection group – Move selected sample(s) to a collection group that you select or create in the **Move to Collection Group** window.
- Move to log batch – Move selected sample(s) to a log batch that you select in the **Move to Log Batch** window.

There are also two buttons that help to find and add samples to the system.

 - Open **Scan Samples** window.



- Open **Sample Login** screen. The drop-down menu next to the button allows to select the template beforehand.

## Collection Group Explorer

Collection group explorer displays the information about the samples in a similar way to the **Sample Explorer**, except that all samples are shown under their respective collection groups. There are also special options to filter and sort by collection group fields.

To view the samples of a particular collection group, click on it to expand the list of samples. The list of samples supports sorting and filtering just like on the **Sample Explorer** page.

Collection Group Explorer

Filters Submitted date Last 366 days Clear filters

Name	Description	Owner	Created date	Modified date	Pending	Collected	Not collected	Status
200301051627	No value	Public	03/01/2020...	No value	1	1	0	Review...
Sample ID	Log batch test	Sample status	Collection status	Login user test	(Modified)	Locazione	le adressee #1	
<input type="checkbox"/> AE36176	200301051...	Not defined	Pending	MOWNERSHIPS	03/01/2020 01:17 ...	No value	No value	
<input type="checkbox"/> AE36177	200301051...	Waiting ...	Collected	MOWNERSHIPS	03/01/2020 02:58 ...	No value	No value	

1-2 of 2 samples

1-1 of 1 groups Samples selected: 0


There is a drop-down menu on the right-hand side of every collection group that contains the list of actions available to the user.


200228065404	No value	Public	02/28/2020 02:54 PM	No value	0	1	0	Completed	
200229071903	No value	NP	02/29/2020 03:19 PM	02/29/2020 05:29 PM	0	1	0	Review	Edit group
200301030617	No value	Public	03/01/2020 11:06 AM	No value	1	0	0	Pending	Print labels
200301031332	No value	Public	03/01/2020 11:13 AM	No value	1	1	0	In progress	Edit samples
200301040404	No value	Public	03/01/2020 12:04 PM	No value	1	0	0	Pending	Enter results
200301051627	No value	Public	03/01/2020 01:16 PM	No value	1	1	0	Review	Review
200302035142	No value	Public	03/02/2020 11:51 AM	No value	0	0	1	Completed	Mark reviewed


Apart from the regular actions, there are also ones available to collection groups only:


- **Edit group** opens a window where you can change the collection group attributes such as name, description and owner.
- **Audit trail** opens the **Audit Trail** for the particular collection group.
- **Ungroup** action deletes the collection group removing all samples from it as if they were added without a collection group. However, the sample data is not lost, as all samples of the same log batch without a group are shown in the list under a fake collection group that has no data and called "Ungrouped".

There is a set of buttons you will see in the top-right corner of the Collection Group Explorer screen (some of them are visible only when you have at least one sample selected under a collection group):

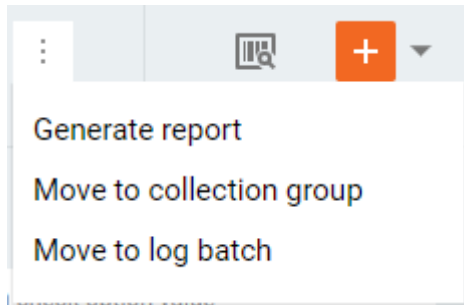
 - Open **Sample Review** window for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Sample Edit** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Open **Result Entry** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.

 - Prints standard labels for the selected sample(s).


Some actions may be hidden under the action drop-down menu:



- Generate report – Creates a report of the type that you select in the appeared window.
- Move to collection group – Move selected sample(s) to a collection group that you select or create in the **Move to Collection Group** window.
- Move to log batch – Move selected sample(s) to a log batch that you select in the **Move to Log Batch** window.

There are also two buttons that help to find and add samples to the system.

 - Open **Scan Samples** window.

 - Open **Sample Login** screen. The drop-down menu next to the button allows to select the template beforehand.

## Explorer Settings

The set of fields displayed in the **Sample Management Explorer** table can be configured in the "**Settings**" window.

To access the window, click the  **Column options** button above the sample explorer table.

The field configuration requires an appropriate privilege to be assigned to your profile. Once you have this privilege assigned, the "**Settings**" window becomes available in the edit mode.

Settings

+ Add field

Number	Field ID	Field name	
1.	Sample ID	Sample ID	
2. ↓	Location code	<input type="text" value="Location code"/>	×
3. ↑ ↓	Modified date	<input type="text" value="Modified date"/>	×
4. ↑ ↓	Sample status	<input type="text" value="Sample status"/>	×
5. ↑ ↓	Submitted date	<input type="text" value="Submitted date"/>	×
6. ↑ ↓	Expiration date	<input type="text" value="Expiration date"/>	×
7. ↑	Process scheduler location own...	<input type="text" value="Process scheduler location owner"/>	×

Cancel

Save

Here you can change the order of the fields, rename them, remove certain fields from the table or add new ones.

"**Cancel**" button discards all changes in the settings.

"**Save**" button applies the settings and reloads the table.

Other users are not affected by your settings.

## Explorer Filters

The data in the **Sample Management** area is displayed according to the filters.

You can narrow down the displayed data using four independent types of filters:

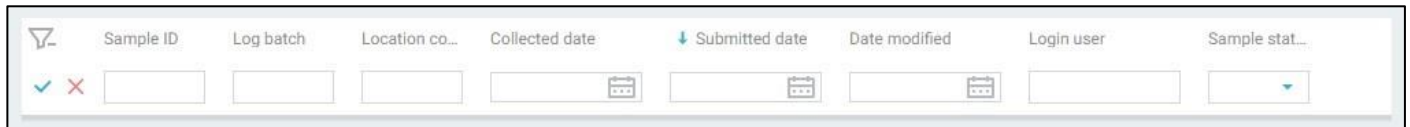
- **Quick Filters** available in the quick filter bar opened by clicking the **gray funnel icon** in the table header.
- **Views** available under the **View** drop-down list.
- **Advanced Filters** available in the sidebar opened by clicking the **white funnel icon** above the table.
- **Preset Filters** available in the very bottom of the sidebar.

## Quick Filters

**Quick Filters** allow you to apply simple filters directly from the tables.

To filter the elements, expand the quick filter bar by clicking the **funnel icon** on the left-hand side of the table header, specify the filters, and apply them by clicking **check mark icon** in the quick filter bar.

The **cross icon** in the quick filter bar clears all quick filters.



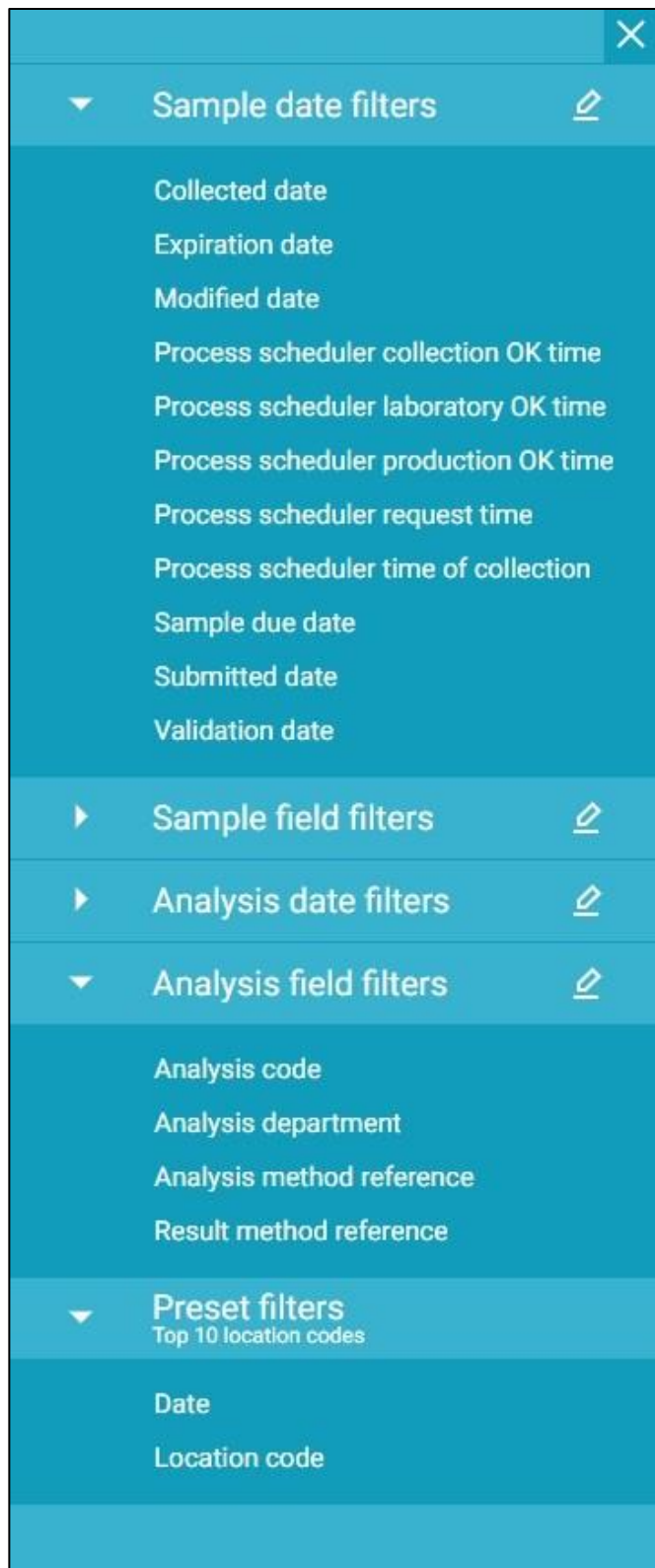
The screenshot shows a horizontal quick filter bar. On the far left is a funnel icon. Next to it are two small icons: a green checkmark and a red cross. The bar contains eight filter input fields, each with a label above it: 'Sample ID', 'Log batch', 'Location co...', 'Collected date', 'Submitted date' (with a green downward arrow icon), 'Date modified', 'Login user', and 'Sample stat...'. The 'Collected date', 'Submitted date', and 'Date modified' fields have calendar icons to their right. The 'Sample stat...' field has a dropdown arrow icon to its right.

## Advanced Filters

Advanced filters give you extended control over the table by allowing to filter the data by hidden fields.

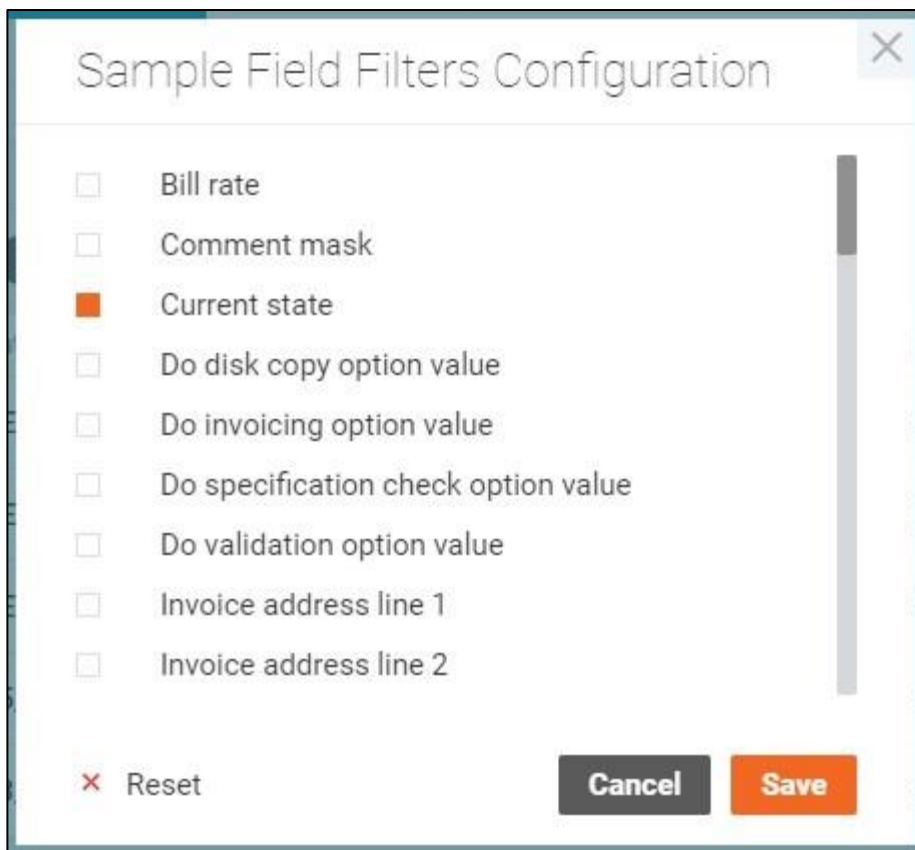
The **Advanced Filters** are configured in the sidebar, where all available filters are listed in expandable groups.

The sidebar is toggled by the **funnel icon** above the table.



By clicking the **pencil icon** next to the group name, you can select filters that should appear in the sidebar.





The advanced filters are divided into three groups:

- **Sample filters** applied to the lists of samples
- **Analysis filters** applied to the lists of analyses
- **QA/QC batch filters** applied to the list of QA/QC batches (Appears on QA/QC batch explorer only)
- **Collection group filters** applied to the list of Collection groups (Appears on Collection group explorer only)

Sample and analysis filters are also divided into groups by field data type:

- **Date filters** applied to all fields of date-time data type
- **Field filters** applied to the fields of other data types

Expiration Date

Calendar day

☒ Today
☐ Number of last days

☐ Yesterday
☐ Last 7 days
☐ Last 15 days
☐ Last 30 days

☐ Custom period
 01/23/2019

Calendar week

☐ This week
☐ Last week

Calendar quarter

☐ This quarter
☐ Last quarter

Calendar year

☐ This year
☐ Last year

Cancel

Apply

Sample Status

☐ ☐ Not ready
☐ ☐ Ready to collect

☐ ☐ Printed
☐ ☐ Collected

☐ ☐ In transit
☐ ☐ Waiting analysis

☐ ☐ Waiting validation
☐ ☐ Laboratory OK

☐ ☐ Laboratory reject
☐ ☐ Invoice queue

☐ ☐ Production OK
☐ ☐ Production reject

☐ ☐ Completed
☐ ☐ Not collected

Cancel

Apply

Once you specify an advanced filter, it appears in the new chip above the explorer table.

Filters

Submitted date

Last 7 days

Sample status

Not Ready ×

Collected ×

Completed ×

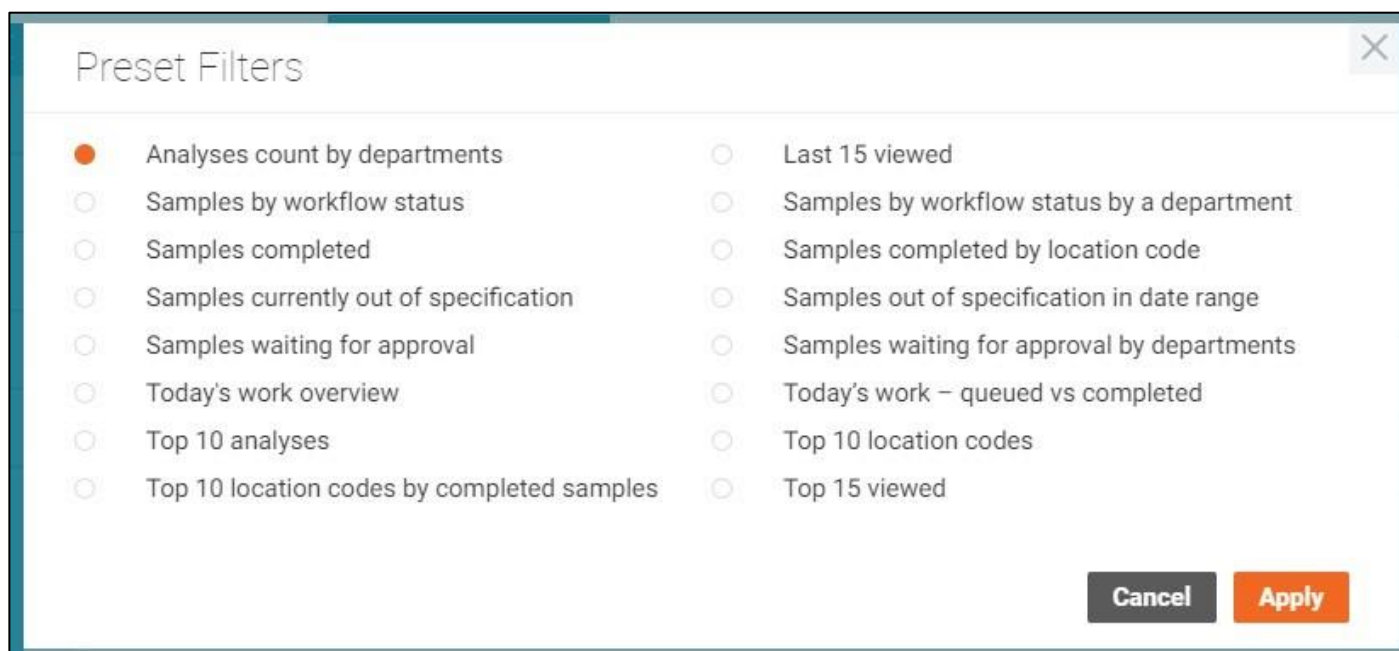
× Clear filters

You can adjust the filter by clicking on a particular chip or remove it with the **cross icon** inside the chip.

**"Clear filters"** button on the right-hand side of the screen removes all custom filters applying only the default ones instead.

## Preset Filters

The **Preset Filters** contain most popular sets of filters. You can find them in the sidebar toggled by the **funnel icon** above the table.



Preset Filters

- ☒ Analyses count by departments
- ☐ Samples by workflow status
- ☐ Samples completed
- ☐ Samples currently out of specification
- ☐ Samples waiting for approval
- ☐ Today's work overview
- ☐ Top 10 analyses
- ☐ Top 10 location codes by completed samples
- ☐ Last 15 viewed
- ☐ Samples by workflow status by a department
- ☐ Samples completed by location code
- ☐ Samples out of specification in date range
- ☐ Samples waiting for approval by departments
- ☐ Today's work – queued vs completed
- ☐ Top 10 location codes
- ☐ Top 15 viewed

Cancel Apply

Once you apply one of the presets, this will be indicated above the explorer table.



Filters

Preset: Top 10 location codes X

Location codes: 000 +1

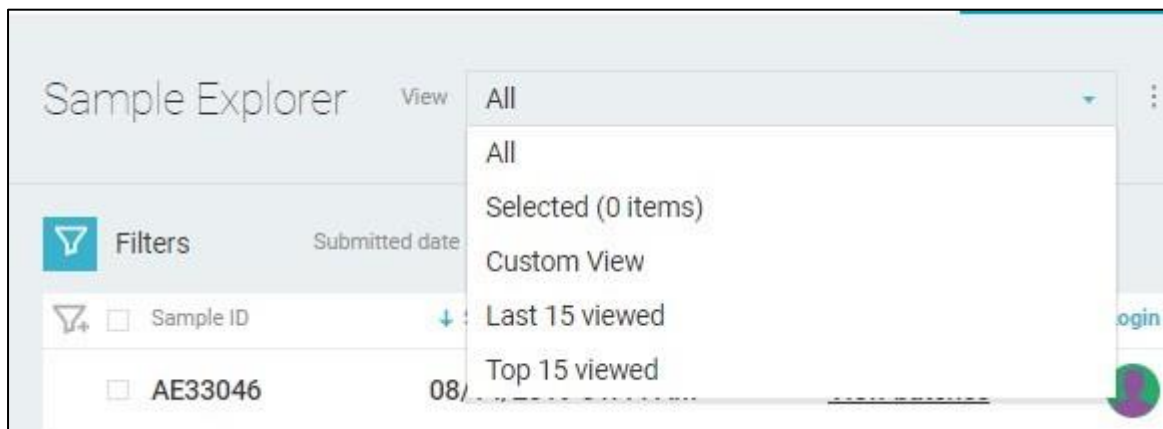
Date: Last 10 days

You can adjust the filter by clicking on the corresponding chips or by opening the sidebar and changing the preset filter values there.

The dashboard tiles apply one of these presets automatically when you navigate to the sample explorer by clicking on the dashboard tile chart.

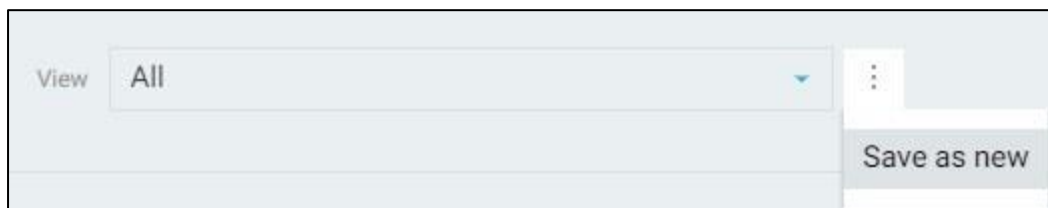
## Views

The **Views** work like your personal preset filters that can be customized and saved for later. Views are saved separately for each sample management table and available only to the user who created them.



The default view "**All**" displays data about all samples submitted within the last 30 days.

You can create a new view by applying desired filters (quick or advanced) to the table and selecting the "**Save as new**" option under the drop-down menu next to the **View** field.

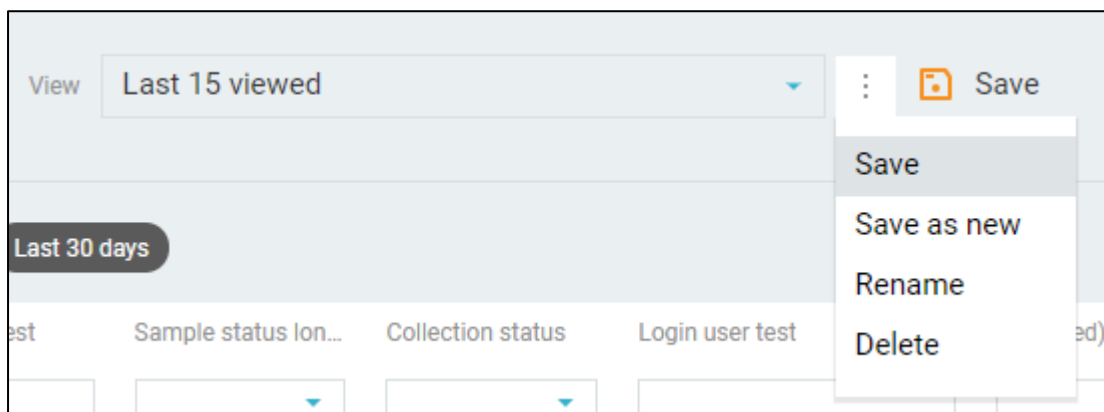


Once you provide the name and click the "**Create**" button, the new view becomes available as one of the **View** field options and applied as the active one.

You can update the custom view while it is active by adjusting filters and clicking the "**Save**" button appeared next to the **View** field.

To rename custom view, select the "**Rename**" option under the drop-down menu next to the **View** field.

To delete it, select the "**Delete**" option.



## Reports

There is an option to export the data displayed on the **Sample Explorer** screen to a PDF file using **Reports**.

To build a report, select a set of samples by clicking checkboxes on the left-hand side of corresponding entries.

The desktop version of the web application provides the following key modifiers to ease the selection process:

**Ctrl (Control) + Left Mouse Button Click** (on the whole entry)

- Toggles the selection of the sample instead of navigating to the Sample Details screen.

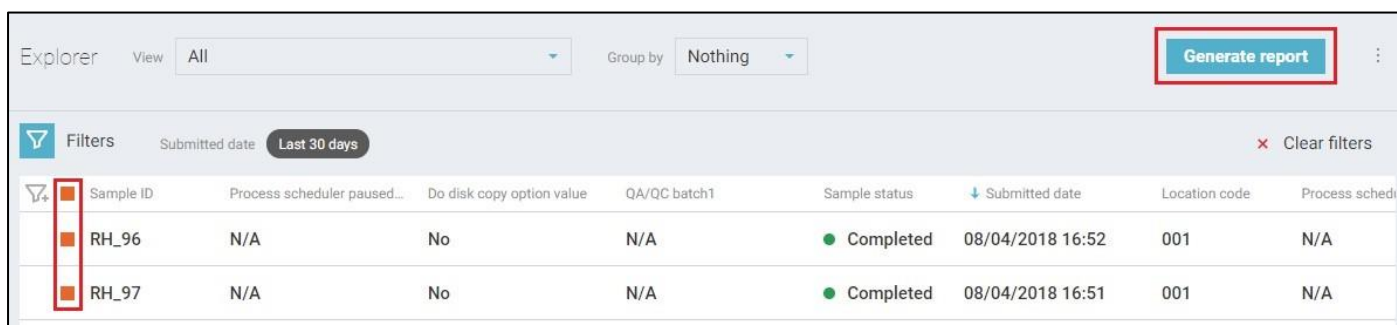
**Shift + Left Mouse Button Click** (on the whole entry)

- Toggles the selection of multiple samples in a range

You can preview the selection either by applying corresponding filter in the "**View**" drop-down list or by clicking the "**Samples selected: #**" button in the bottom-right corner of the screen.

To clear the selection, click the "**Clear selection**" button in the bottom-right corner of the screen.

Once the selection is complete, click the "**Generate report**" button in the top-right corner of the screen.

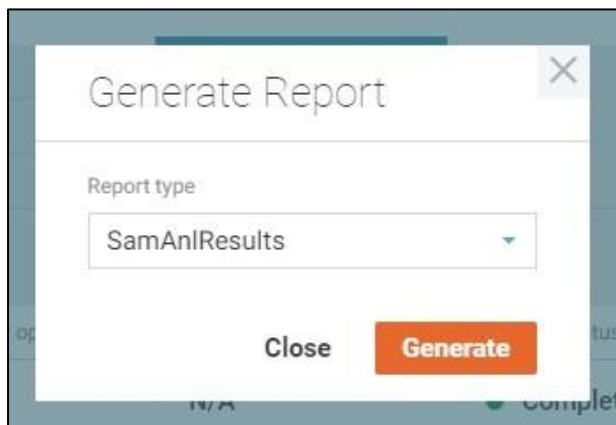


Explorer	View	All	Group by	Nothing	<b>Generate report</b>			
Filters		Submitted date		Last 30 days		✕ Clear filters		
<input checked="" type="checkbox"/>	Sample ID	Process scheduler paused...	Do disk copy option value	QA/QC batch1	Sample status	Submitted date	Location code	Process sched
<input checked="" type="checkbox"/>	RH_96	N/A	No	N/A	Completed	08/04/2018 16:52	001	N/A
<input checked="" type="checkbox"/>	RH_97	N/A	No	N/A	Completed	08/04/2018 16:51	001	N/A

The report generation dialog provides an option to select one of the report templates defined in the system by the administrator.

Report templates are responsible for the way the data is formatted.




Click the "**Generate**" button to perform the generation of a report according to the selected template and receive the PDF file.



## Sample Details

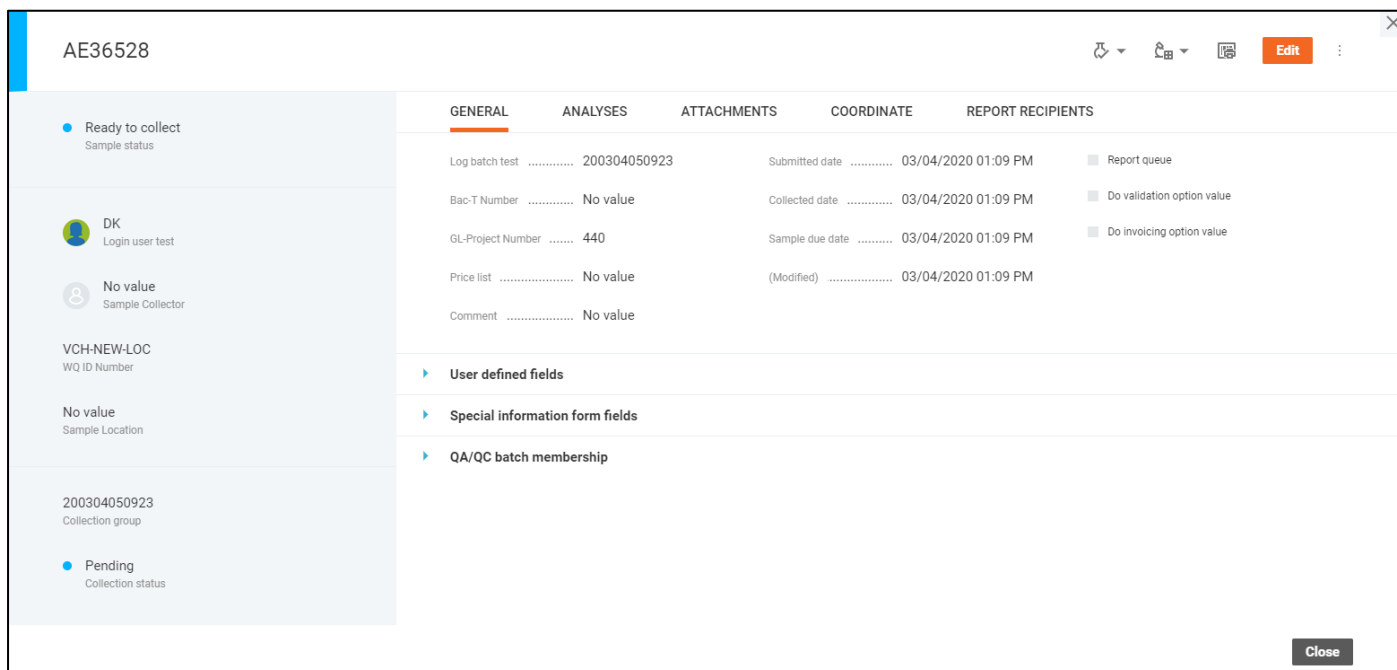
**Sample Details** screen displays all information about the sample and all related analyses.

There is a set of special buttons in the right-hand side of the screen:

-  - Open **Sample Review** window for the current sample. The drop-down menu next to the button allows to select the template beforehand.
-  - Open **Result Entry** screen for the selected sample(s). The drop-down menu next to the button allows to select the template beforehand.
-  - Prints standard labels for the current sample.
- "Edit" button enables the **Sample Editing** screen.
- Special action menu options:
  - "Status History" option opens the **Sample Status History** window with the information on sample status changes.
  - "Audit Trail" option allows you to browse all changes made to the sample on the **Audit Trail** screen.
  - "Move to collection group" option needed to move the sample to another collection group or create a new one for it.

The sample data is displayed on multiple tabs:

**General** tab contains the main sample data that is organized in expandable.



AE36528

Ready to collect  
Sample status

DK  
Login user test

No value  
Sample Collector

VCH-NEW-LOC  
WQ ID Number

No value  
Sample Location

200304050923  
Collection group

Pending  
Collection status

GENERAL ANALYSES ATTACHMENTS COORDINATE REPORT RECIPIENTS

Log batch test ..... 200304050923 Submitted date ..... 03/04/2020 01:09 PM Report queue

Bac-T Number ..... No value Collected date ..... 03/04/2020 01:09 PM Do validation option value

GL-Project Number ..... 440 Sample due date ..... 03/04/2020 01:09 PM Do invoicing option value

Price list ..... No value (Modified) ..... 03/04/2020 01:09 PM

Comment ..... No value

▶ User defined fields

▶ Special information form fields

▶ QA/QC batch membership

Close

The related analyses are displayed under the **Analyses** tab in a list with filtering options. You can navigate to a particular analysis by clicking the analysis code, or enter the result directly in the list.

AE36528

Edit

Ready to collect

Sample status

DK

Login user test

No value

Sample Collector

VCH-NEW-LOC

WQ ID Number

No value

Sample Location

200304050923

Collection group

Pending

Collection status

GENERAL

ANALYSES

ATTACHMENTS

COORDINATE

REPORT RECIPIENTS

Analysis code	Analysis name	Start date	End date	Result	Replica...	Analyst	Status
L1CLO2	LCS1 Res for C...	No value	No value	No value	No	No value	Analysis p...
R_TP_S	Total Phosphor...	No value	No value	No value	No	No value	Analysis p...
S_CD	Cadmium - GFAA	No value	No value	No value	No	No value	Analysis p...
VCH-TES...	VCH-TEST-14 A...	No value	No value	No value	Yes	No value	Analysis p...

Close

You can change the result of a particular analysis in the in-line mode by clicking the result value. You can select one of the suggested results or specify a custom one. To discard or apply the changes made to the result, click the corresponding button appeared on the right-hand side of the field.

When the analysis has replicates, you can access the **Analysis Replicates** screen by clicking the "Yes" button under the Replicate data.

The sample attachments are listed under the **Attachments** tab. You can manage them by entering the **Sample Editing** mode.

AE36528

Edit

Ready to collect

Sample status

DK

Login user test

No value

Sample Collector

VCH-NEW-LOC

WQ ID Number

No value

Sample Location

200304050923

Collection group

Pending

Collection status

GENERAL

ANALYSES

ATTACHMENTS

COORDINATE

REPORT RECIPIENTS

+ Add attachment

File name	Description	Type	Created date	Uploader
C:\Users\dev1\Pictures\je...	text	Copy	03/03/2020 11:10 AM	VCH
C:\Users\dev1\Pictures\e...	empty	Copy	03/03/2020 11:10 AM	VCH
C:\Users\dev1\Pictures\b...	bmp link	Copy	03/03/2020 11:10 AM	VCH
C:\Users\dev1\Pictures\N...	new bit copy	Copy	03/03/2020 11:10 AM	VCH
C:\Users\dev1\Pictures\TI...	tif copy	Copy	03/03/2020 11:10 AM	VCH
C:\Users\dev1\Pictures\q...	copy location	Copy	03/03/2020 11:10 AM	VCH
C:\Users\dev1\Pictures\N...	link modify location	Copy	03/03/2020 11:10 AM	VCH

Close

The **Coordinate** tab shows a map with the sample and field collection locations.

During the sample login, you can only specify the **Sample collection location** by setting a location of a green pin on the map. But once the sample is collected, you can also set the Field collection location.

When the sample has both locations specified, the distance between them will be displayed below.




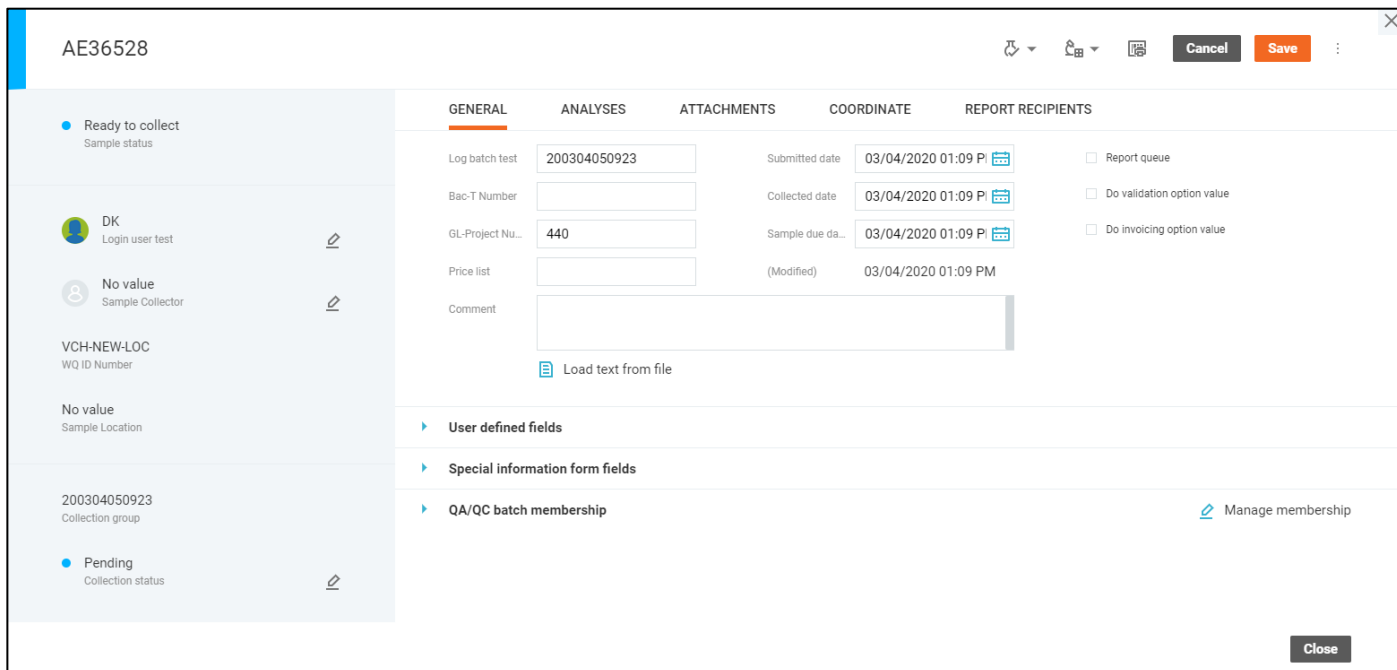


## Sample Editing

**Sample Editing** screen is enabled when you press the **"Edit"** button on the **Sample Details** screen, by double-clicking any of the editable fields or with the "Add attachment/recipient/reference" button in the tabs.

In the edit mode, certain fields of the sample on all tabs become editable and the **"Edit"** button is replaced with **"Save"** and **"Cancel"** buttons that apply or discard the changes respectively.

Every change test can be discarded separately by the **"Discard"** button  next to the updated field.



AE36528

Ready to collect  
Sample status

DK  
Login user test

No value  
Sample Collector

VCH-NEW-LOC  
WQ ID Number

No value  
Sample Location

200304050923  
Collection group

Pending  
Collection status

GENERAL ANALYSES ATTACHMENTS COORDINATE REPORT RECIPIENTS

Log batch test 200304050923 Submitted date 03/04/2020 01:09 PM

Bac-T Number Collected date 03/04/2020 01:09 PM

GL-Project Nu... 440 Sample due da... 03/04/2020 01:09 PM

Price list (Modified) 03/04/2020 01:09 PM

Comment

Load text from file

Report queue

Do validation option value

Do invoicing option value

User defined fields

Special information form fields

QA/QC batch membership

Manage membership

Cancel Save

Close

The Login user and Sample collector can be selected in the user selection window opened by the corresponding buttons next to these fields.

The available users are displayed in a paginated list with sorting and filtering options.

To set a user as the login user or the sample collector, select him in the list and click the **"Apply"** button.



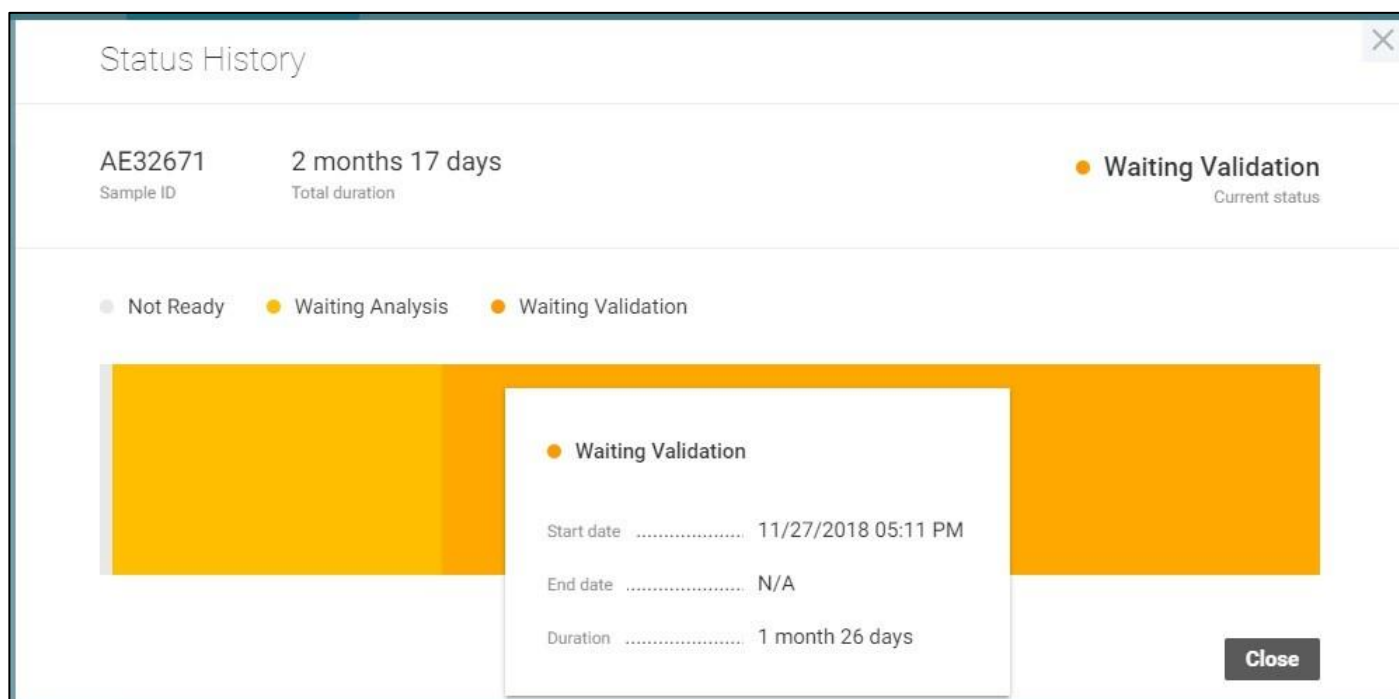
## Sample Status History

The **Sample Status History** screen is where you can see how the status of the sample has been changing over time.

The history of statuses is displayed in the chart in chronological order and color-coded according to the legend.

The "**Production OK**" and "**Completed**" statuses are excluded from the chart when the sample has one of these statuses as the final one.

You can see the exact time when the sample entered and left a certain status as well as its time period by hovering the cursor over a certain status in the chart.



## Analysis Details

**Analysis Details** screen displays all information about the analysis performed with a certain sample.

There are four types of analyses with common parameters as well as specific ones.



Narrative analyses have a specific field "**Narrative text**" that is considered as a result of the analysis.



Bottle analyses have an additional field called "**Location**" that does not correspond to the location of the sample, and considered as the result of the analysis as well.



Single and



multi-component analyses contain components with their own parameters.

S\_CD - Cadmium - GFAA

Validate Reorder Scratch

Not valid  
Validation state

Analysis pending  
Status

No value  
Analyst

AE36528  
Sample ID

VCH-NEW-LOC  
WG ID Number

200304050923  
Log batch test

GENERAL ATTACHMENTS

Analysis name ..... Cadmium - GFAA

Method reference ..... MS Res

Rlt source ..... No value

Comment ..... No value

Assigned instrument ..... No value

Assigned analyst ..... No value

Price ..... 0

Start date ..... No value

End date ..... No value

Due date ..... 03/04/2020 01:09 PM

CAS number ..... No value

Special information form fields

Cadmium - GFAA

Upper specification ..... No value

Upper warning ..... No value

Target ..... No value

Lower warning ..... No value

Lower specification ..... No value

Replicate data ..... No

Result ..... No value

Secondary result ..... No value

Qualifier ..... No value

MDL ..... No value

Dilution factor ..... 1

Viol ..... No value

PQL ..... No value

Result unit ..... ug/L

Raw result ..... No value

Result method ..... MS Res

Result history Replicates

Close

There is a number of buttons in the right-hand side of the screen:

- "**Edit**" button that enables the **Analysis Editing** screen.
- "**Audit Trail**" button that allows you to browse all changes made to the analysis on the **Audit Trail** screen.

The detailed information about the results of other samples underwent this analysis is available on the **Result History** screen, activated by the "**Result History**" button next to the corresponding component. This option is applicable for single and multi-component analyses only.

Single and multi-component analyses may also have replicates. They are displayed on the **Analysis Replicates** screen accessed by clicking the "**Replicates**" button next to the corresponding component.

The click on the sample batch name navigates you to the **Explorer** with corresponding batch filter applied.

You can perform following actions with the analysis using the button on the left-hand side of the screen:

- Validate (mark as valid)
- Invalidate (mark as invalid)
- Reorder (request reanalysis)
- Scratch (cancel the analysis)

The exact set of available actions depends on the current status of the analysis.

The Attachments related to the Analysis are displayed under the “Attachments” tab, with sorting and filtering options. You can manage Attachments on the **Analysis Editing** screen.

## Analysis Editing

**Analysis Editing** screen is enabled when you press the **"Edit"** button on the **Analysis Details** screen or by double-clicking any of the editable fields.

In the edit mode, certain fields of the analysis become editable and the **"Edit"** button is replaced with **"Save"** and **"Cancel"** buttons that apply or discard the changes respectively.

Note that every change to the analysis while it is in the **"Validated"** state, changes it to **"Not Valid"**.

Every change can be discarded separately by the **"Discard"** button next to the updated field.

The screenshot shows the 'Analysis Editing' interface for 'IAP\_NAR - IAP\_NAR Analysis'. The interface is divided into a left sidebar and a main content area. The sidebar contains a status indicator (red dot for 'Not valid', yellow dot for 'Analysis pending'), a user selection button (person icon), and three sample identifiers: 'AE36831 Sample ID', 'AP-LOCCODE WQ ID Number', and '200305041123 Log batch test'. The main content area has two tabs: 'GENERAL' (selected) and 'ATTACHMENTS'. The 'GENERAL' tab displays a form with fields for 'Analysis name' (IAP\_NAR Analysis), 'Assigned instr...' (No value), 'Start date' (calendar icon), 'Method referen...' (No value), 'Assigned analy...' (No value), 'End date' (calendar icon), 'Rit source' (No value), 'Price' (0), 'Due date' (03/06/2020 12:11 AM), 'CAS number' (No value), and 'Comment' (text area). Below the form is a 'Load text from file' button. A section titled 'Special information form fields' contains a sub-section 'IAP\_NAR Analysis' with a 'Narrative text' field. A 'Result history' link is visible. At the top right are 'Cancel' and 'Save' buttons. At the bottom right is a 'Close' button.

The Analyst can be selected in the user selection window opened by the button next to the field.

The potential analysts are displayed in a paginated list with sorting and filtering options.

To set a user as the analyst, select him in the list and click the **"Apply"** button.

Analyst

Initials	First and last name
DLC	Debbi Clark
DWILSON	Dennis Wilson
FS	Frank Soto
HC	Henry Cheesman
JH	John Hayes
JPOULSON	Jesper Poulson
JPOURMANSOUR	Jaleh Pourmansour
KT	Sumkit "Kit" Rattan
LB	Leo Bercovici
LDO	Lars D. Oldewage

11-20 of 28 users
1
2
3
←
→

Cancel
Apply

It is possible to add custom components to multi-component analysis, beside the default ones that have "From definition" label on them, by clicking the "Add Component" button and submitting the form with component details in the activated window. The custom components can be renamed or deleted later.

Add Component

Name

Tetra

Result

Secondary result

Qualifier

MDL

Dilution factor

1

PQL

Result unit

ug/L

Raw result

Result method

EPA 200.8/6020

Result start date

Result end date

Cancel
Add

## In-line Result Entry

It is possible to enter the analysis results across the application using the in-line result entry function.

Note that every change to the analysis while it is in the "**Validated**" state, changes it to "**Not Valid**", although it is not visible in the in-line result entry.

The results for single-component and bottle analyses can be entered directly in the list with the analysis by clicking the result value. To discard or apply the updated value, you have to click the corresponding button appeared to the right.



A screenshot of the in-line result entry interface. It features a blue header bar with the word "Result" in white. Below the header is a white input field containing the number "39". To the right of the input field are two small circular buttons: a red one with a white 'x' and a green one with a white checkmark.

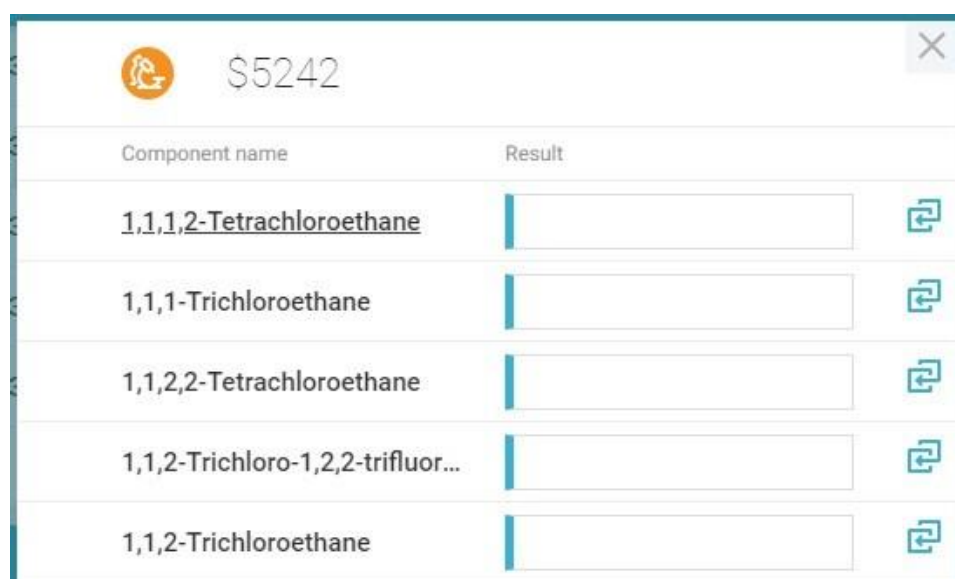
The narrative analysis, on the other hand, shows a dialog window when you click on the result value.

You can update the result by changing the narrative text and clicking the "**Save**" button.



A screenshot of a narrative analysis dialog window. The window has a title bar with a magnifying glass icon and the text "IBACTI". Below the title bar is a section labeled "Narrative text" with a large, empty text area. At the bottom of the window are two buttons: "Cancel" and "Save".

The multi-component analyses open a window with a list of components and their results. You can specify the value of each component in the window and apply them by clicking the "**Save**" button.



A screenshot of a multi-component analysis dialog window. The window has a title bar with a magnifying glass icon and the text "S5242". Below the title bar is a table with two columns: "Component name" and "Result". The table contains five rows of data, each with a component name and an empty result field. To the right of each result field is a small circular button with a green checkmark.

Component name	Result
1,1,1,2-Tetrachloroethane	
1,1,1-Trichloroethane	
1,1,2,2-Tetrachloroethane	
1,1,2-Trichloro-1,2,2-trifluor...	
1,1,2-Trichloroethane	

Note that changing analysis result may affect the result of another analysis if it is a part of calculation.



## Result Entry Table

The **Result Entry** screen provides an option to enter results for multiple analyses at once.

All information on selected samples with corresponding analyses and their results is displayed in the form of a spreadsheet.

Result Entry

Highlight: 

Nothing

Show comments

Template: 


BART

Revert

Save

	Sample ID	Location code	Location desc...	Collected	Sample collec...	Properties	<div><div></div>NO3_FI</div>	<div><div></div>TIN</div>	<div><div></div>TN</div>	<div><div></div>X_AS_S</div>
Code							NO3_FI	TIN	TN	X_AS_S
Name							Nitrate as N - Calcul...	30Total Inorganic Ni...	Total Nitrogen (calc...	X_AS_S Analysis
Units							mg-N/L	mg-N/L	mg-N/L	mg/dry kg
MDL							0.020	1.23		0.45
AE32777	AE32777	001_AP	Pond A Influent San Joaquin Marsh	02/28/2020 03:00 PM	AA-TEST	Result		2	5	
						MDL	0.020	1.23	2	
AE32780	AE32780	000	LIMS FIX	03/25/2020 03:00 PM		Result				00
						MDL				1
AE32804	AE32804	001_AP	Pond A Influent San Joaquin Marsh	03/12/2019 03:00 PM		Result				
						MDL				
AE32830	AE32830	001	Pond A Influent San Joaquin Marsh	03/24/2019 02:59 PM		Result				
						MDL				
AE32831	AE32831	TEST_LOCC ODE_0077	test	03/24/2019 03:02 PM		Result				
						MDL				

There is a number of display controls at the top part of the screen.

Control Element	Description
	Whether to display samples vertically or horizontally.
<div>Nothing</div> <div> <input type="checkbox"/> Nothing           <input type="checkbox"/> Replicates         </div>	Allows enabling indicators telling that the analysis has replicates or that the analysis is complete.
<input type="checkbox"/> Show comments	Determines whether to display the comment indicator next to the analysis results.
<div>Template</div> <div>INITIAL</div>	The set of displayed sample fields, analysis fields and the order of elements is determined by the currently applied template.

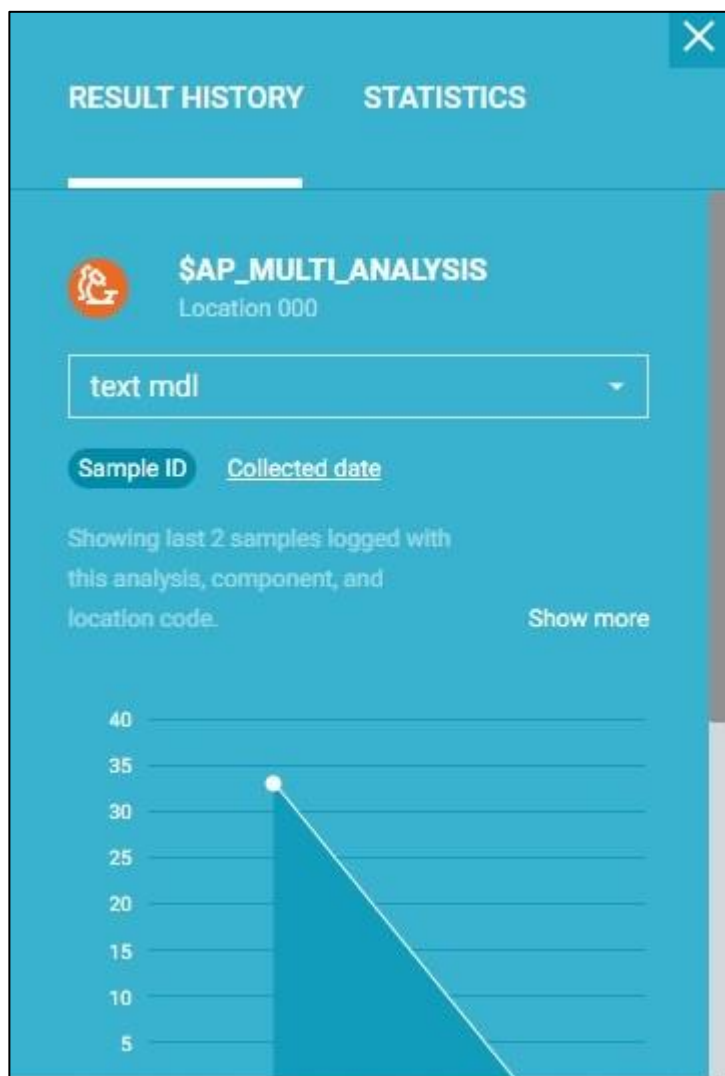
You can navigate to a particular sample, analysis or its replicates through the context menu opened by right-clicking corresponding cell in the spreadsheet.

The spreadsheet data can be copied from or pasted to Microsoft Office Excel spreadsheet via clipboard using context menu and key combinations. Please note that the clipboard may work differently compared to desktop applications. For instance, the source screen should be active when you copy and paste using the context menu.

You can view the details about the calculation using the same context menu if the analysis participates in the calculation.

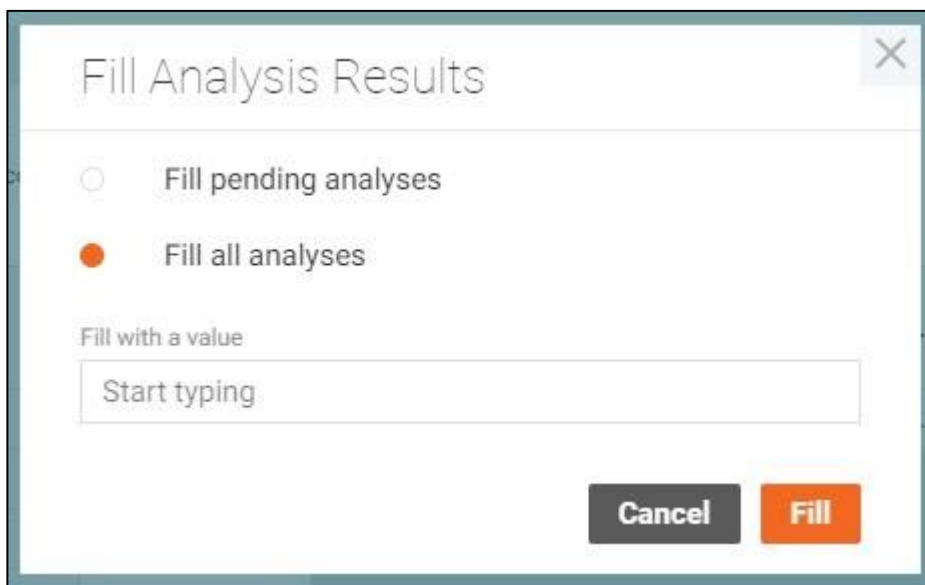
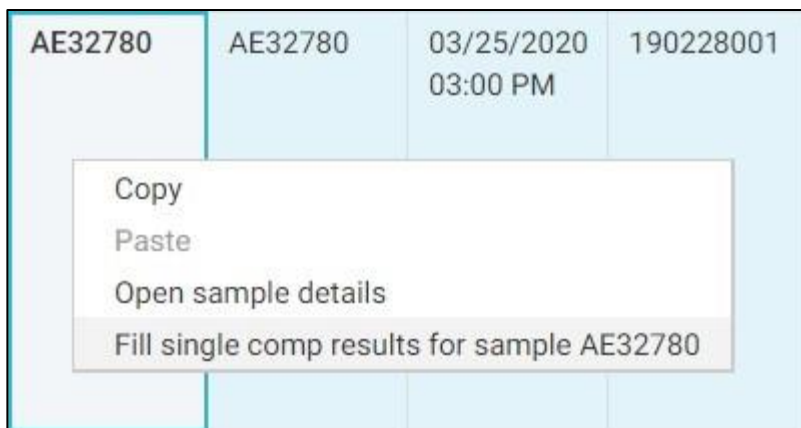
The result history can be viewed by clicking on the corresponding icon in the top-right corner of the table. It will be displayed in a sidebar and update accordingly when you select different analysis result cells in the table. It shows information about up to 10 latest samples underwent the analysis.

The "**Statistics**" tab contains only the samples displayed in the table at the moment.



To add one of the displayed analyses to a sample, select the "**Add analysis to sample**" option under the context menu opened by right-clicking at the intersection of the sample and corresponding analysis.

To update analysis comment, select the "**Comment**" option under the context menu opened by right-clicking any of the analysis field values.



You can update any of the displayed field values by typing directly in the spreadsheet or using the **"Fill Analysis Results"** dialog window for single-component analyses. It can be opened by the corresponding option under the context menu opened by right-clicking on a particular row, column, or cell range. The value entered in this window is applied to all analyses in the selected range.

LABWORKS

ENTERPRISE LIMS

DASHBOARD

SAMPLE MANAGEMENT

CONFIGURATION

Q

Labworks User  
lwwd\_n database

\$5242 - 1,1,1,2-Tetrachloroethan

Components

Show replicates

	Result	MDL	Secondary result	Qualifier
3.2	1			
1,1,1,2-Tetrachloroethane	0.75	0.093		
1,1,1-Trichloroethane	0	0.10		
1,1,2,2-Tetrachloroethane	NOT DETECTED	0.086		
1,1,2-Trichloro-1,2,2-trifluoroethane	0.62	0.19		
1,1,2-Trichloroethane	0.26	0.11		
1,1-Dichloroethane	<2	0.094		
1,1-Dichloroethene	>1	0.10		
1,1-Dichloropropene	0	0.088		
1,2,3-Trichlorobenzene	1.15	0.11		
1,2,3-Trichloropropane	0.75	0.087		
1,2,4-Trichlorobenzene	1.14	0.13		
1,2,4-Trimethylbenzene	NOT DETECTED	0.10		

Cancel

Apply

The click on multi-component analysis result value opens a dialog window dedicated to this particular analysis. You can enter the data for any of the components either manually or through "**Fill Analysis Results**" dialog and click the "**Apply**" button to close the window.

All changes made on the Result Entry screen can be saved by clicking the "**Save**" button in the top-right corner of the screen.

To discard the changes, click the "**Revert**" button.

Note that, like with inline result entry, every change made to the analysis while it is in the "**Validated**" state, sets it to "**Not Valid**", although this is not indicated on **Result Entry** screen.

## Analysis Result History

You can access the **Analysis Result History** screen from analysis details or the result entry table.

The screen contains details about the results of a particular analysis with a list of results of related samples taken in the specified location. Note that only those samples the user has access to are taken into account.

The first part of the screen contains general information about the analysis with the most recent result values displayed in a chart. The data in the chart may be ordered either by **Sample ID** or the **Collected date** field for single- and multi-component analyses. Bottle analyses display up to 20 most recent locations with their corresponding numbers of occurrences in form of a chart. Narrative analyses display a list of results with the number of occurrences of each particular result.

The second part of the screen is a list of affected samples with an option to sort and filter by corresponding fields.

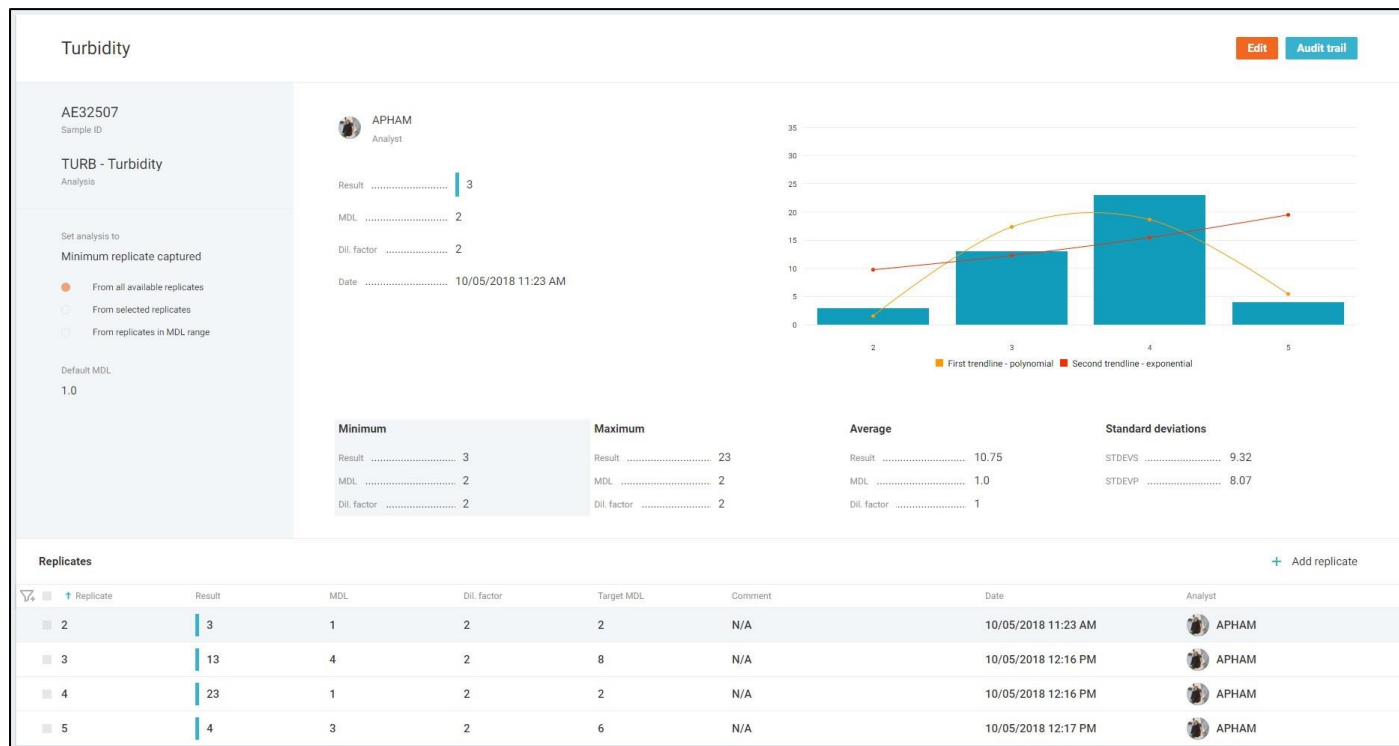
The results are color-coded according to the **Analysis Legend**.



## Analysis Replicates

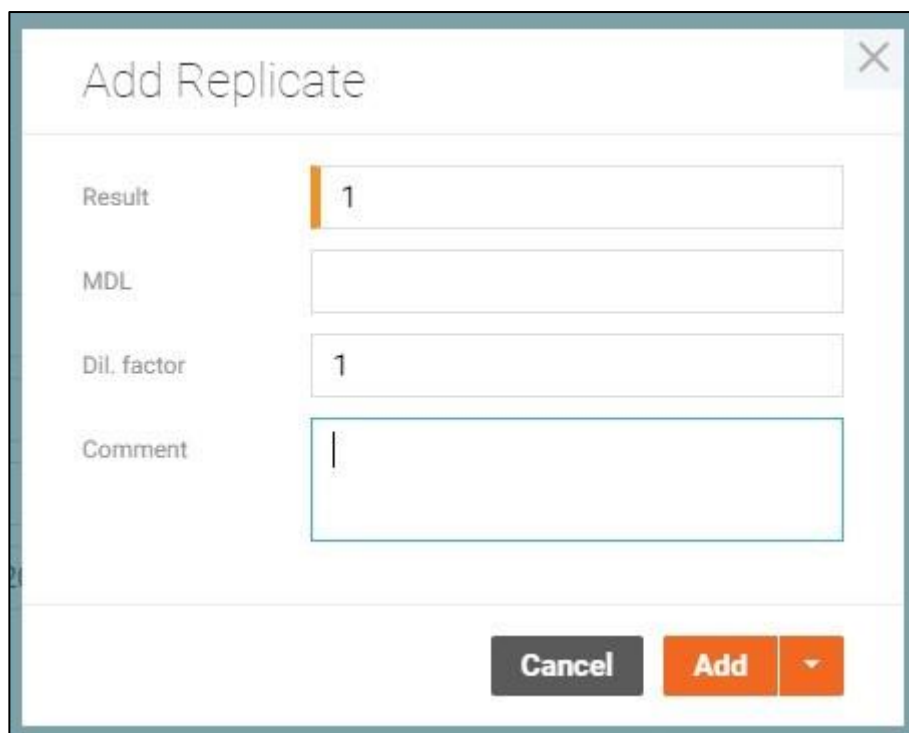
**Analysis Replicates** screen displays the details about the replicates - a set of repetitions of the analysis intended to test for the deviation of the results.

The **"Edit"** button on the right-hand side of the screen enables the **Analysis Replicates Editing** screen and the **"Audit Trail"** button allows you to browse all changes made to the replicates of a certain analysis on the **Audit Trail** screen.



The replicates can be added in the window that can be accessed by clicking the **"Add replicate"** button in the right-hand side of the **"Replicates"** table.

To be able to add multiple replicates without closing the window, please select the **"Add multiple"** option under the drop-down menu next to the **"Add"** button.



The image shows a dialog box titled "Add Replicate" with a close button (X) in the top right corner. The dialog contains four input fields: "Result" with the value "1", "MDL" which is empty, "Dil. factor" with the value "1", and "Comment" which is empty. At the bottom of the dialog are three buttons: "Cancel", "Add", and a dropdown arrow button.

Field	Value
Result	1
MDL	
Dil. factor	1
Comment	

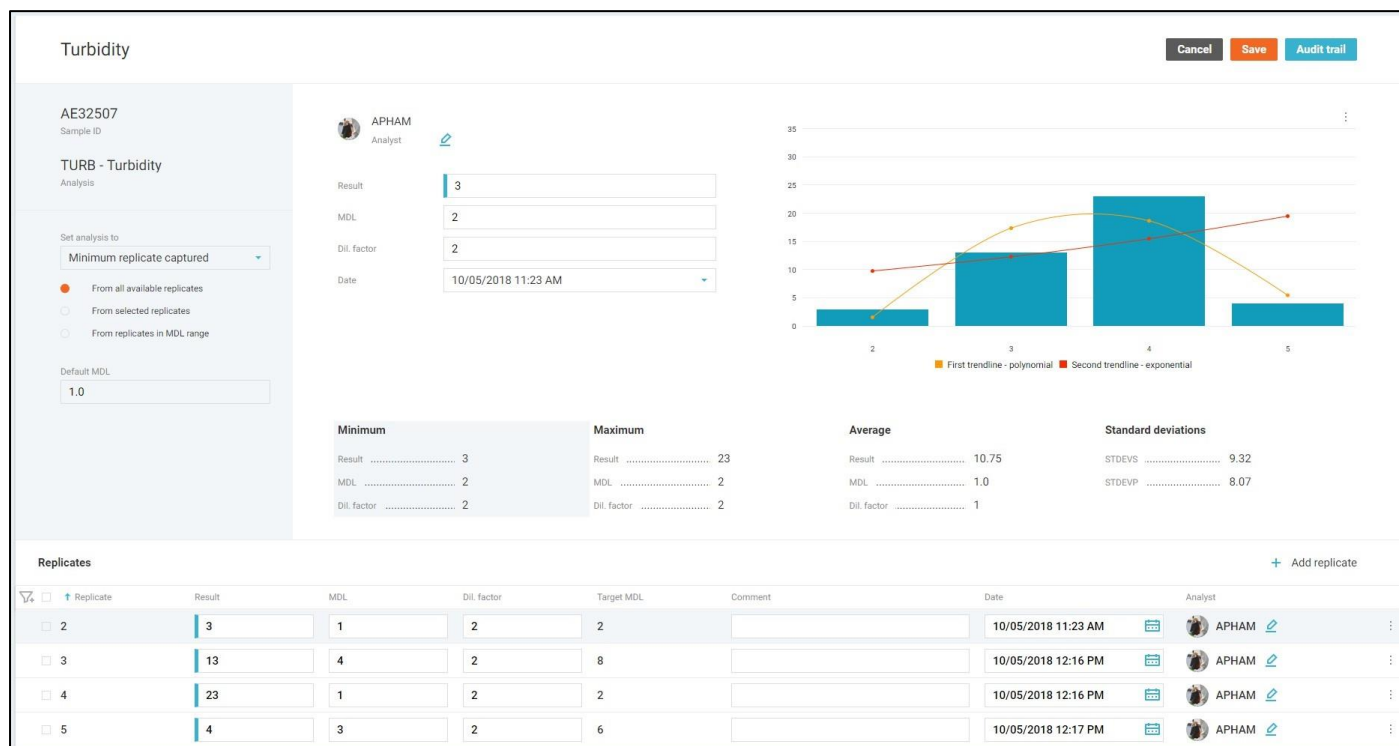
Upon addition, the replicate becomes available in the "**Replicates**" table changing the screen to the editing mode automatically.

When the analysis has at least one replicate, the information is also displayed in the chart.

## Analysis Replicates Editing

**Analysis Replicates** screen is enabled when you press the **"Edit"** button on the **Analysis Replicates** screen or by double-clicking any of the editable fields.

In the edit mode, certain fields of the analysis become editable and the **"Edit"** button is replaced with **"Save"** and **"Cancel"** buttons that apply or discard the changes respectively.



The replicates can be added in the window that can be accessed by clicking the **"Add replicate"** button in the right-hand side of the **"Replicates"** table.

To be able to add multiple replicates without closing the window, please select the **"Add multiple"** option under the drop-down menu next to the **"Add"** button.

The **"Default MDL"** field value will be used as the default one for new replicates.



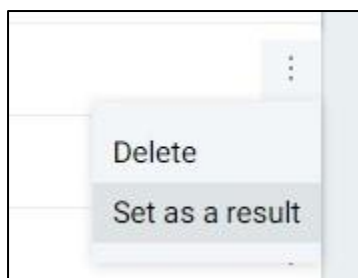
The 'Add Replicate' dialog box is shown with the following fields and values:

Field	Value
Result	1
MDL	
Dil. factor	1
Comment	

Buttons at the bottom: Cancel, Add, and a dropdown arrow.

Upon addition, the replicate becomes available in the "**Replicates**" table, where you can change the data of each replicate directly anytime. Every change can be discarded separately by the "**Discard**" button next to the updated field in the table.

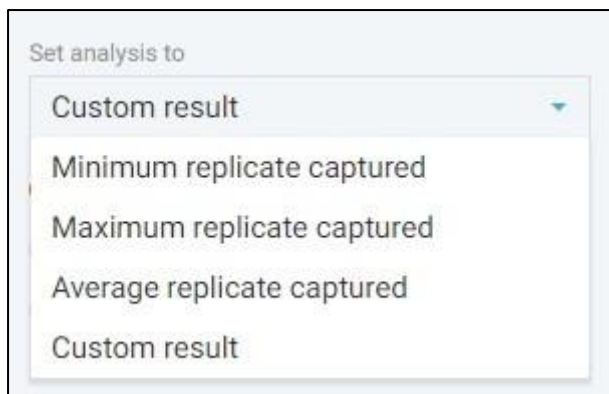
The drop-down menu to the right of each replicate can be used to delete it or set the replicate data as the output data of the analysis.



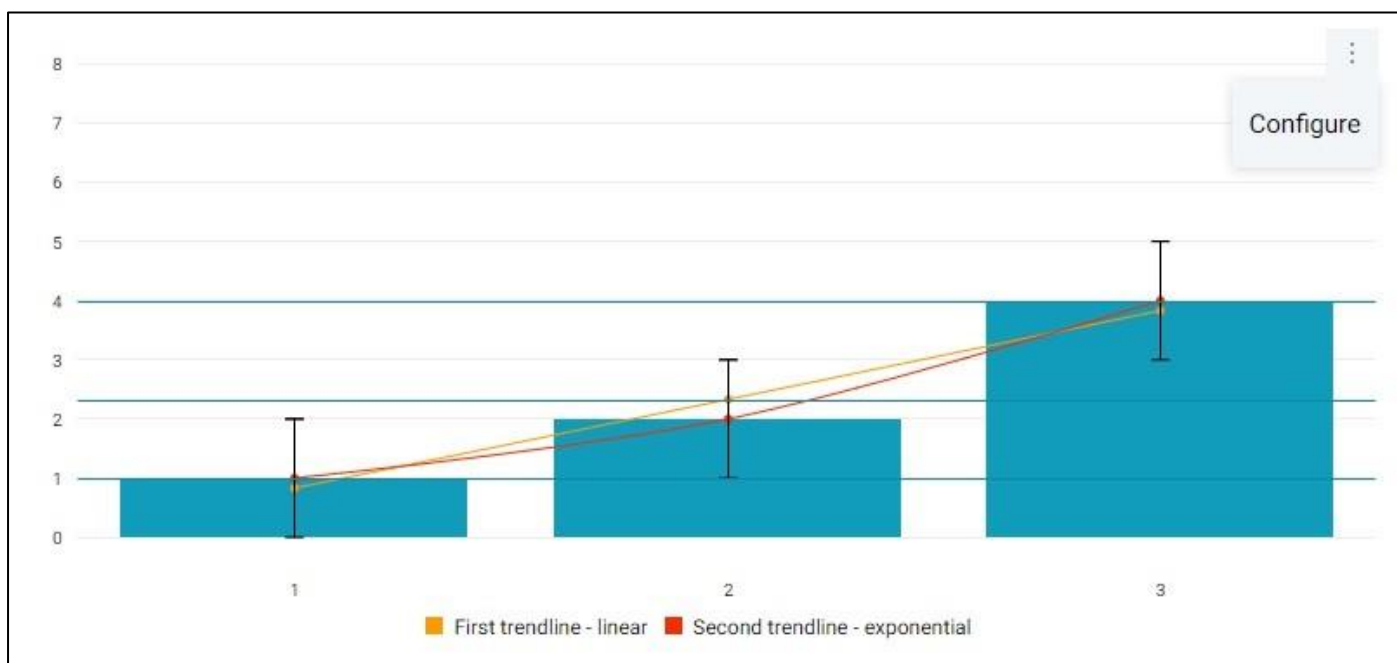
When there are multiple replicates, you can also set the output result using the automatic options to the left from the chart:

- Minimum replicate captured - the replicate with minimum result value will be set as the output data.
- Maximum replicate captured - the replicate with maximum result value will be set as the output data.
- Average replicate captured - the average result value will be set as the output data.
- Custom result - the result can be specified manually by typing into the output data fields.

You can also limit the set of involved replicates by taking into account only the replicates in MDL range, or by selecting multiple replicates in the table and checking the "**From selected replicates**" option below the "**Set analysis to**" drop-down list.



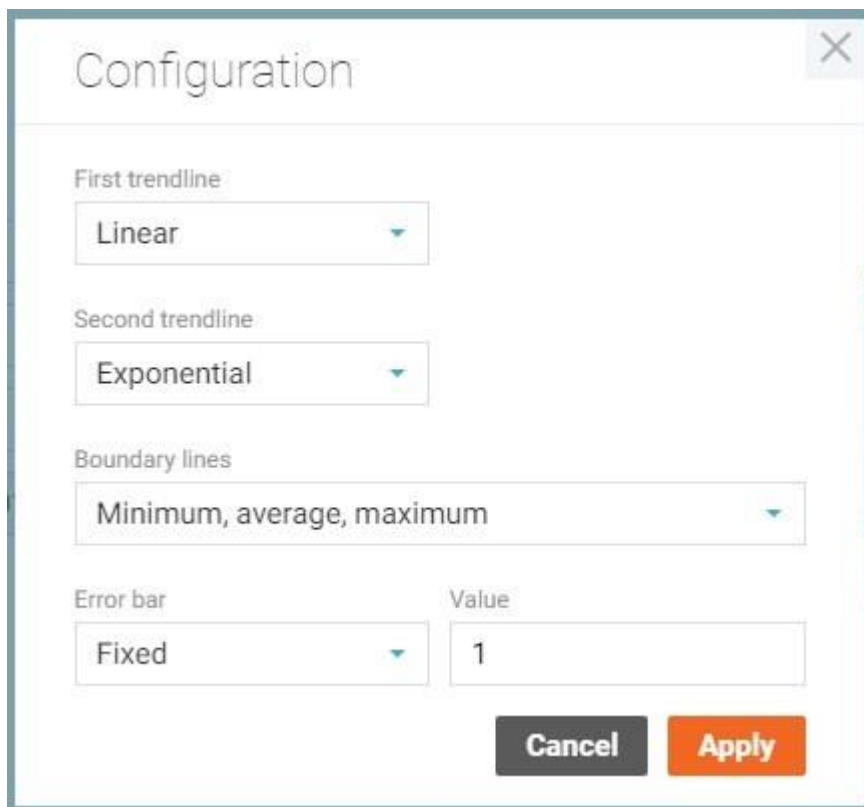
The way the replicate data is displayed in the chart can also be configured. To access the configuration window, click the **"Configure"** button under the drop-down menu in the top-right corner of the chart.



You can choose to display up to two trendlines with a number of preset functions, some of which are parametric.

There is an option to display boundary lines corresponding to the minimum, maximum and the average values.

The chart also allows you to configure the error bar display with multiple options.



The image shows a 'Configuration' dialog box with a close button (X) in the top right corner. It contains four main sections: 'First trendline' with a dropdown menu set to 'Linear'; 'Second trendline' with a dropdown menu set to 'Exponential'; 'Boundary lines' with a dropdown menu set to 'Minimum, average, maximum'; and 'Error bar' with a dropdown menu set to 'Fixed'. To the right of the 'Error bar' dropdown is a 'Value' input field containing the number '1'. At the bottom right are two buttons: 'Cancel' and 'Apply'.

Configuration

First trendline

Linear

Second trendline

Exponential

Boundary lines

Minimum, average, maximum

Error bar

Fixed

Value

1

Cancel Apply

When you want to set the intersection of the trendlines as the output result value, you can click a certain point on the chart. The chart can be zoomed in and out using the mouse wheel, and panned by holding the left mouse button.

## Sample Edit

**Sample Edit** screen provides a way to update samples in form of a spreadsheet that may contain one or many samples. The spreadsheet supports MS Office Excel style operations. You can navigate to this screen mainly from the main **Sample Explorer** screens by performing the **Edit** action with samples and groups of samples.

Samples Edit    Template    33    Save

Sample ID	Location code	Collection status	PO number	Price list	Report	Report address line 1
AE35589	VCH-LOC-1	Pending		123		rep address 1
AE35590	VCH-LOC-1	Collected	123	12		rep address 1

The set of fields available for editing depends on the selected template and the field data input works the same way as it does on the **Sample Login** screen.

In case if you want to revert your changes, click the “Revert changes” button next to the “Save” button.

When you are done editing samples, click the “Save” button to apply the changes.

## Sample Review

Sample Review screen is similar to the **Sample Edit** screen, except that after the sample data is saved, the samples automatically become reviewed.

Samples Review							Template	ALL_FIELDS	Save and mark reviewed
Sample ID		Billing rate	Check specifications	Collection date	Collection time	Comments	Coordinate Info		
AE35160		100	<input type="checkbox"/>			<a href="#">Comment</a>	<a href="#">Not set</a>		
AE35161		100	<input type="checkbox"/>			<a href="#">Comment</a>	<a href="#">Not set</a>		

You can review the samples by selecting the “Review” option under the sample group action menu one of the following screens:

- Log Batch Explorer
- QA/QC Batch Explorer
- Collection Group Explorer

Additionally, you will find the “Review” button as a flask icon with a check mark on most screens of the Sample Management. You can either click on this icon to navigate to the **Samples Review** with a template that you used last, or select a particular template by selecting it in the drop-down list next to this button.

View selected: 3

33

ALIASSPECMAX

ALL\_FIELDS

If you want to skip the editing process and just mark the sample group as reviewed, you can select the “Mark as reviewed” option under the sample group action menu. In this case, you will need to select a template and provide a review comment for the **Audit Trail** entry.

Review Samples

Comment

Select a template for custody tracking report

ALL\_FIELDS

Cancel

Review

## Scan Samples

The Scan Samples window provides a quick way to find samples using bar code scanner.

Open the Scan Samples window and enter (with or without the bar code scanner) as many Container IDs or Sample IDs as you want to the field in the top-right to add them to the selection list.

Scan Samples

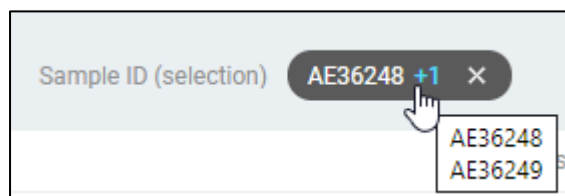
Enter sample or container ...

Sample ID	Log batch	Location code	Collected date	Submitted date	Sample status
✖ AE36244	200302073402	DARIA_LOCATI...	03/27/2020 11:...	02/18/2020 11:...	● Ready to collect
✖ AE36245	200302074018	AP-LOCCODE	03/02/2020 10:...	03/01/2020 10:...	Not defined
✖ AE36249	200302080617	DARIA_LOCATI...	03/27/2020 11:...	02/18/2020 11:...	● Collected

Cancel

Apply selection

When you are done scanning the samples, you can either clear the Sample ID filter on the **Sample Explorer** and apply the selection as is, or add the scanned sample IDs to the current selection using the drop-down menu next to the “Apply selection” button.



The **Sample Explorer** should have these sample IDs displayed in the applied filters' area.

## Audit Trail

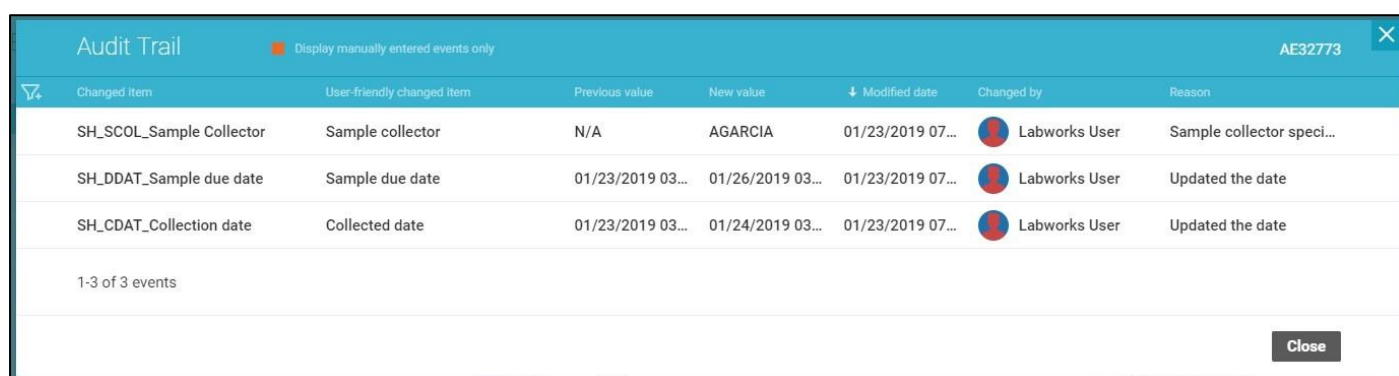
The audit trail is a list of changes made to a certain sample, analysis or a replicate, that is displayed in the top right corner of the window.

The elements are displayed can be sorted by clicking the labels in the header of the table. Subsequent clicks reverse the sorting order.

To filter the elements, expand the quick filter bar by clicking the **funnel icon** on the left-hand side of the window, specify the filtering options, and apply them by clicking **check mark icon** in the quick filter bar.

The **cross icon** in the quick filter bar resets the filter.

In order to see the additional events, such as the automatic ones, you can uncheck the "**Display manually entered events only**" checkbox in the top of the window.

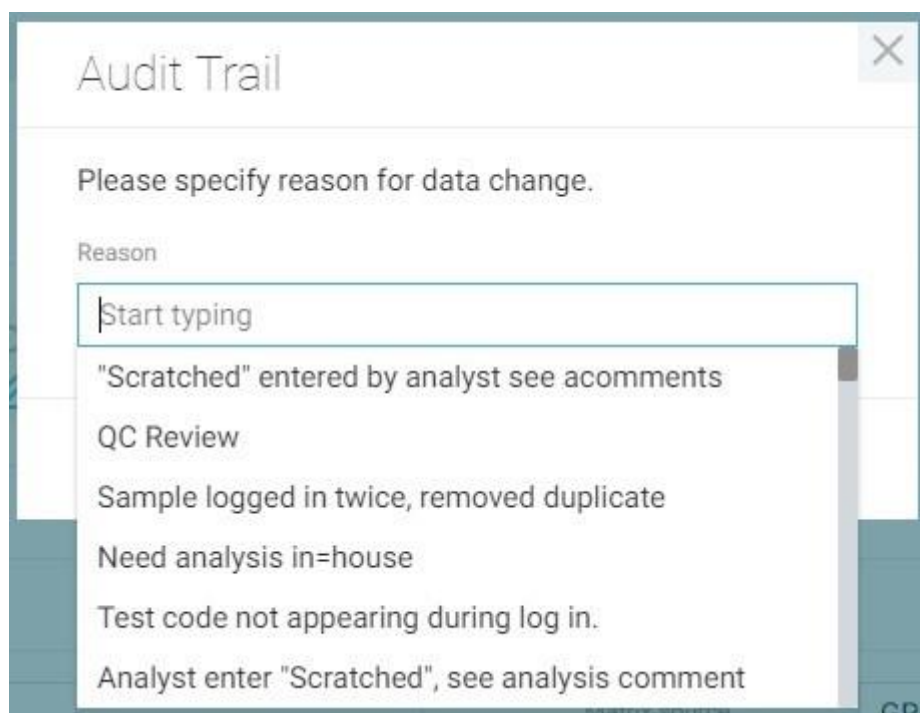


The screenshot shows the 'Audit Trail' window for sample AE32773. It features a checkbox 'Display manually entered events only' which is checked. Below the header, there is a table with 7 columns: 'Changed Item', 'User-friendly changed item', 'Previous value', 'New value', 'Modified date', 'Changed by', and 'Reason'. Three rows of data are visible, all showing changes made by 'Labworks User' on 01/23/2019. The first row shows 'SH\_SCOL\_Sample Collector' changing from 'N/A' to 'AGARCIA'. The second row shows 'SH\_DDAT\_Sample due date' changing from '01/23/2019 03...' to '01/26/2019 03...'. The third row shows 'SH\_CDAT\_Collection date' changing from '01/23/2019 03...' to '01/24/2019 03...'. At the bottom left, it says '1-3 of 3 events'. A 'Close' button is at the bottom right.

Changed Item	User-friendly changed item	Previous value	New value	Modified date	Changed by	Reason
SH_SCOL_Sample Collector	Sample collector	N/A	AGARCIA	01/23/2019 07...	Labworks User	Sample collector speci...
SH_DDAT_Sample due date	Sample due date	01/23/2019 03...	01/26/2019 03...	01/23/2019 07...	Labworks User	Updated the date
SH_CDAT_Collection date	Collected date	01/23/2019 03...	01/24/2019 03...	01/23/2019 07...	Labworks User	Updated the date

Certain actions, such as sample editing or analysis editing may request a reason to be specified.

You can select one of the common reasons by selecting one from the proposed list, or type a custom comment in the window opened after you apply the changes.



The screenshot shows a dialog box titled 'Audit Trail' with a close button. It contains the text 'Please specify reason for data change.' and a 'Reason' label. Below this is a text input field with the placeholder 'Start typing'. A dropdown menu is open, showing a list of reasons: 'Scratched' entered by analyst see acomments, QC Review, Sample logged in twice, removed duplicate, Need analysis in=house, Test code not appearing during log in., and Analyst enter "Scratched", see analysis comment.

# Analysis Legend

## Analysis Types



Narrative analysis



Single-component analysis



Multi-component analysis



Bottle analysis



Group analysis

## Analysis States



Validated



Not valid

## Analysis Statuses



Analysis pending



Manually entered



Uploaded from file



Calculated



Scratched

## Analysis Result Colors

The color of the bar next to the analysis result value depends on the specification violation:



The result exceeds specification range



The result is exceeding warning range but within the specification range







The result is within the warning range







# Sample Legend

## Sample Statuses

-  Not ready
-  Ready to Collect
-  Printed
-  Collected
-  In Transit
-  Waiting Analysis
-  Waiting Validation
-  Invoice Queue
-  Laboratory Reject
-  Production Reject
-  Laboratory OK
-  Production OK
-  Completed
-  N/A
-  Not collected

## Collection Group Statuses

-  Pending (all samples are in Pending status)
-  In progress (at least one sample is in either Collected or Not Collected state)
-  Completed (all samples are either in Collected or Not Collected state)
-  Reviewed (all samples are reviewed)

## Checksum Violations

Checksum violation detection module is one of the Labworks Enterprise LIMS security features.

Only the data collected by the Labworks Desktop Application and Labworks Enterprise LIMS is considered as valid. So, when the database is changed directly, the checksum violation detection module notifies the user about the infiltration.

The module covers changes to the most sensitive data:

- Results of analyses
- Audit trail entries

The notification messages are displayed on the **Analysis Details** or **Audit Trail** screens when any modifications to corresponding data have occurred from outside the system.

Loaded data contains one or more check sum violations! The following analysis results have violations:  
'Temperature (Field)'



Loaded data contains one or more check sum violations! The following audit trail records have violations:  
'MF\_TCOL\_Total Coliform, Membrane-Filter: Result' modified at '11/17/1997 11:16'

