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## **LABWORKS 6.9**

### **Installation Certification**

### **Document**

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**Last Updated:** May 2019

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## LABWORKS Installation Certification Document

The LABWORKS Installation Certification Document provides a set of tests that can be executed by the customer to certify that their install or upgrade is working as expected.

This document describes the Test Configuration, Test Execution and Expected Results.

Following will be the high level workflow for the tests to be performed:

- Setting up an analysis code (one for each type- single component, multi component, container)
- Setting up a location code
- Logging a sample
- Entering results
- Importing data (using scan daemon, multi component transfer and PR6)
- Performing calculations using the built-in calculation engine and excel
- Validating results
- Generating a report
- Creating a QA/QC batch

### Pre-requisites

LABWORKS configurations as defined in Installation Guide and Admin Guide.

**Test Summary**

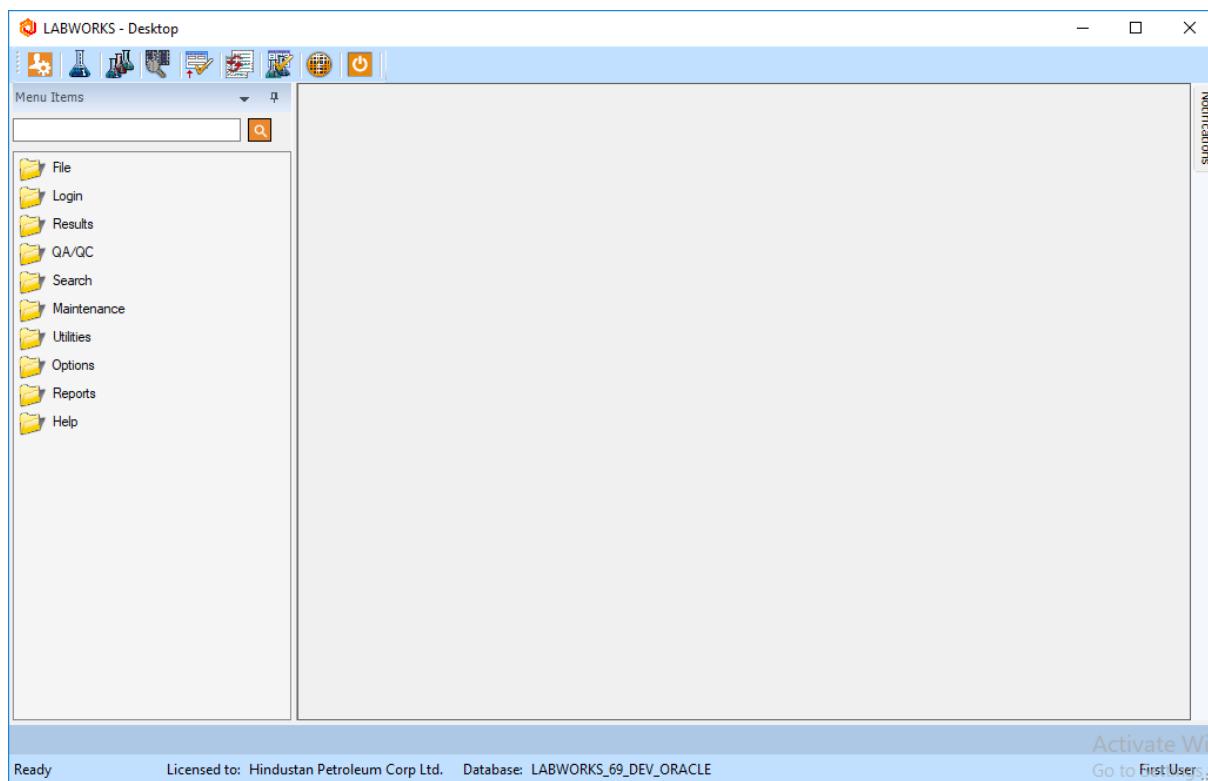
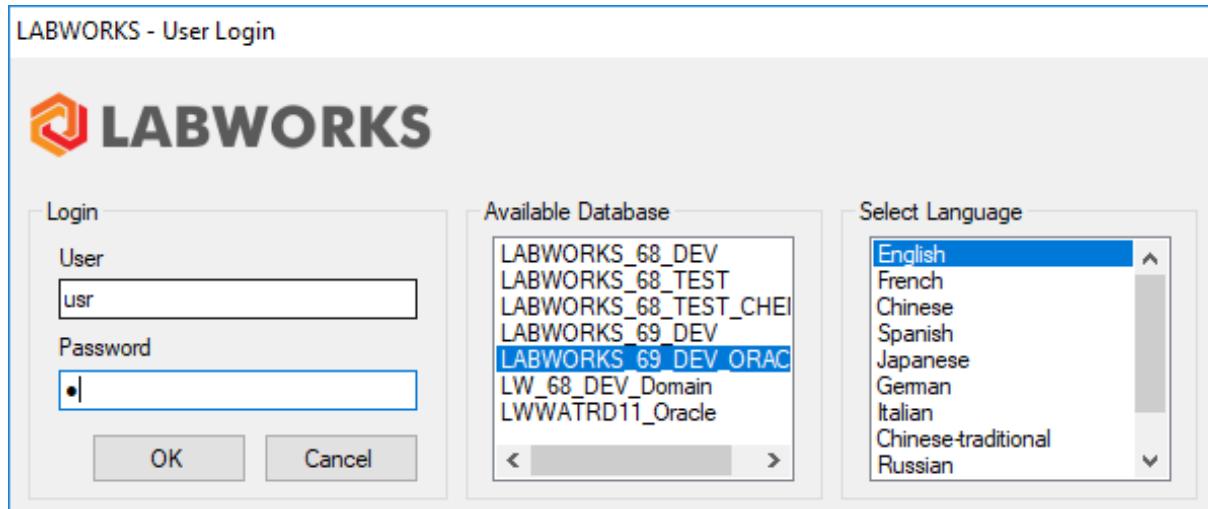
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## Installation Tests

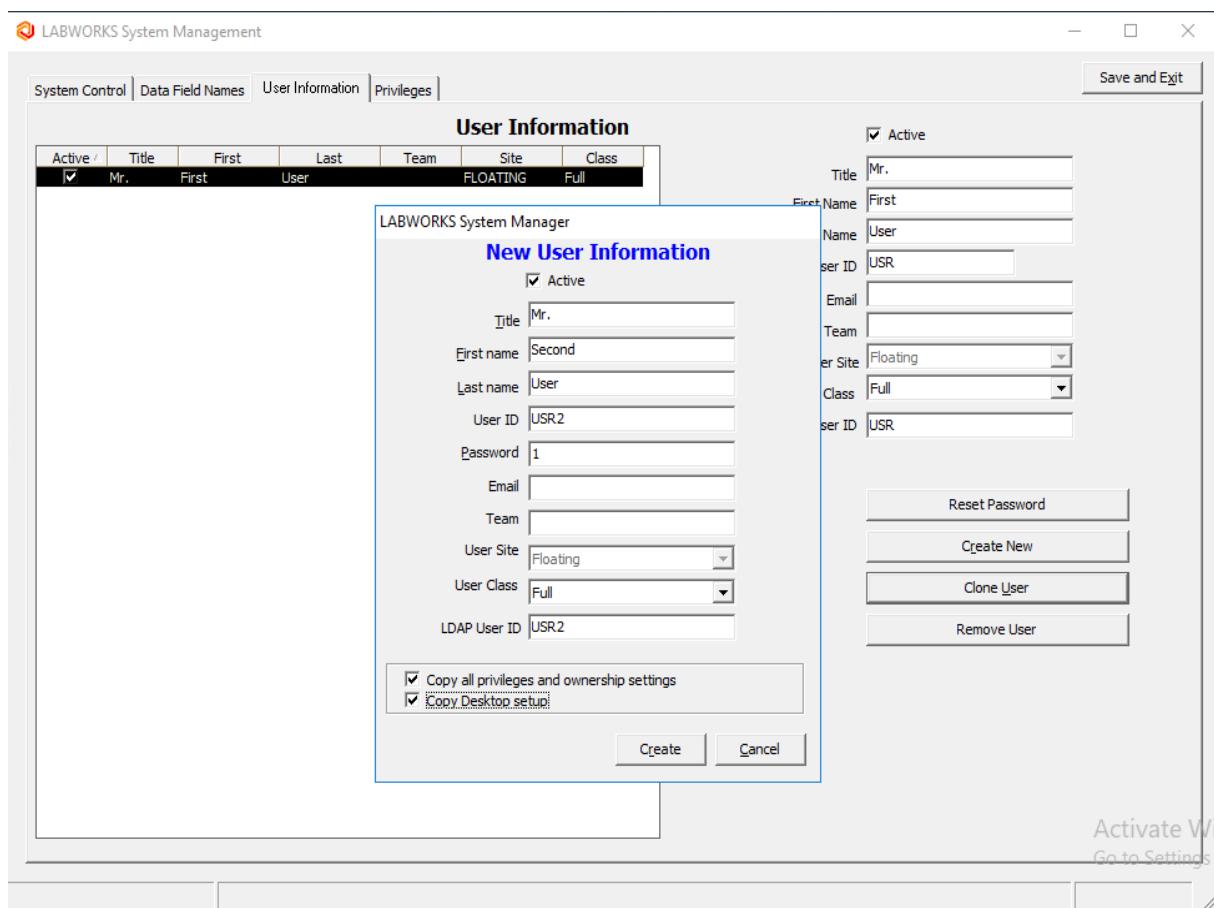
### 1. User Management

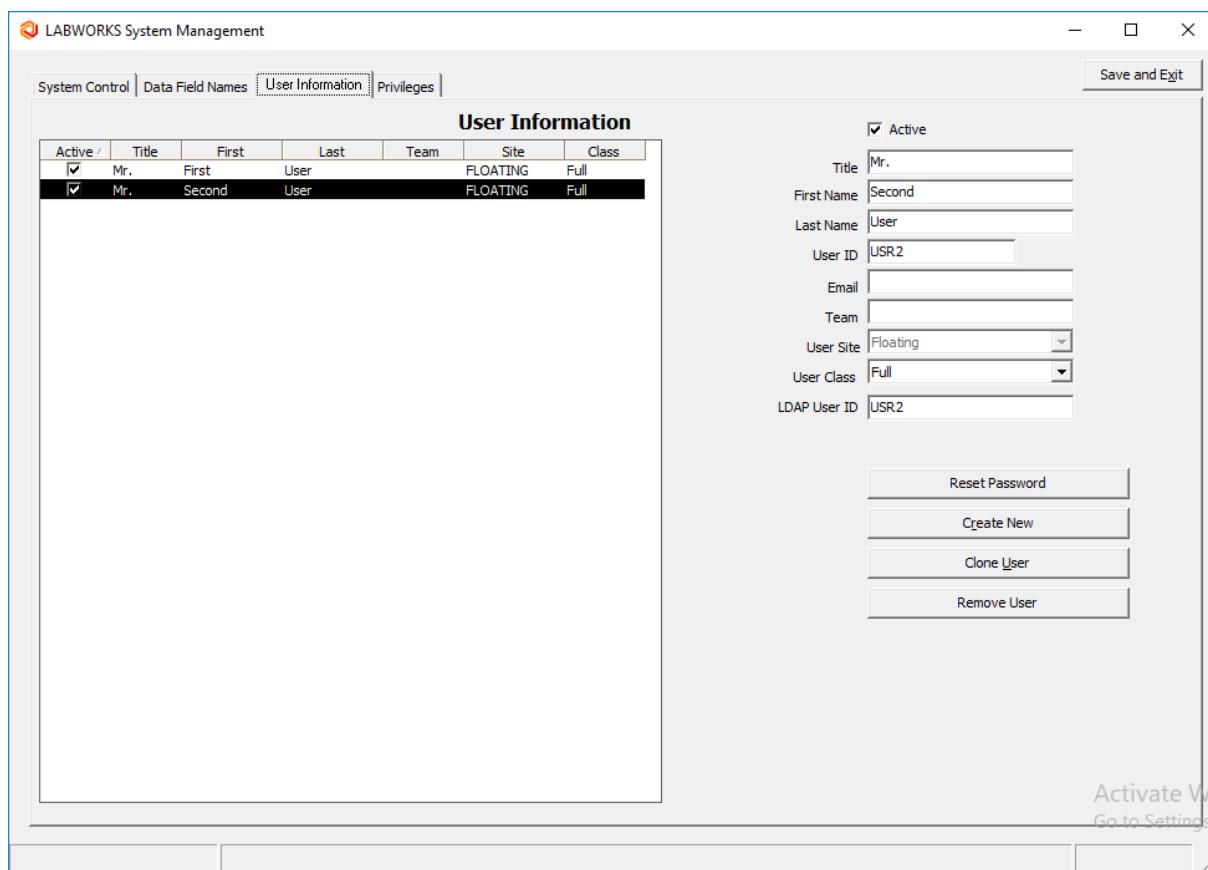
#### 1.1. Create User

- 1) Launch LABWORKS Application and enter username/password credentials



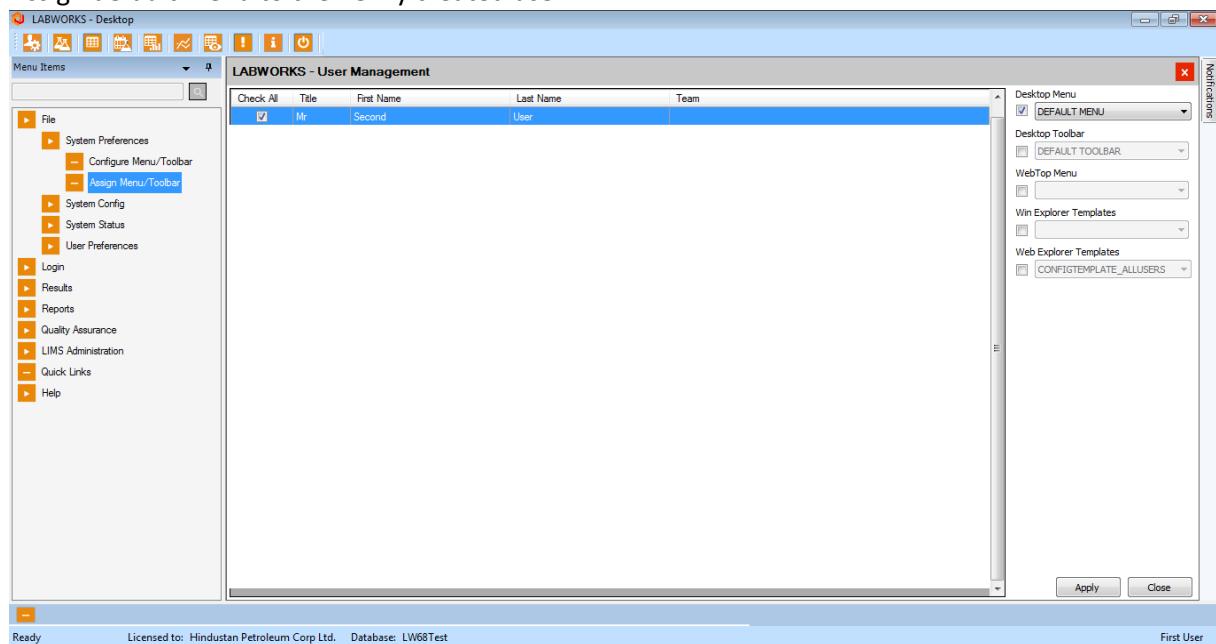
- 2) Navigate to File → SYSTEM MANAGER application. Click on “Create New” button. Enter user information and click “Create” button. Configure user privileges.





## 1.2. Assign Menu

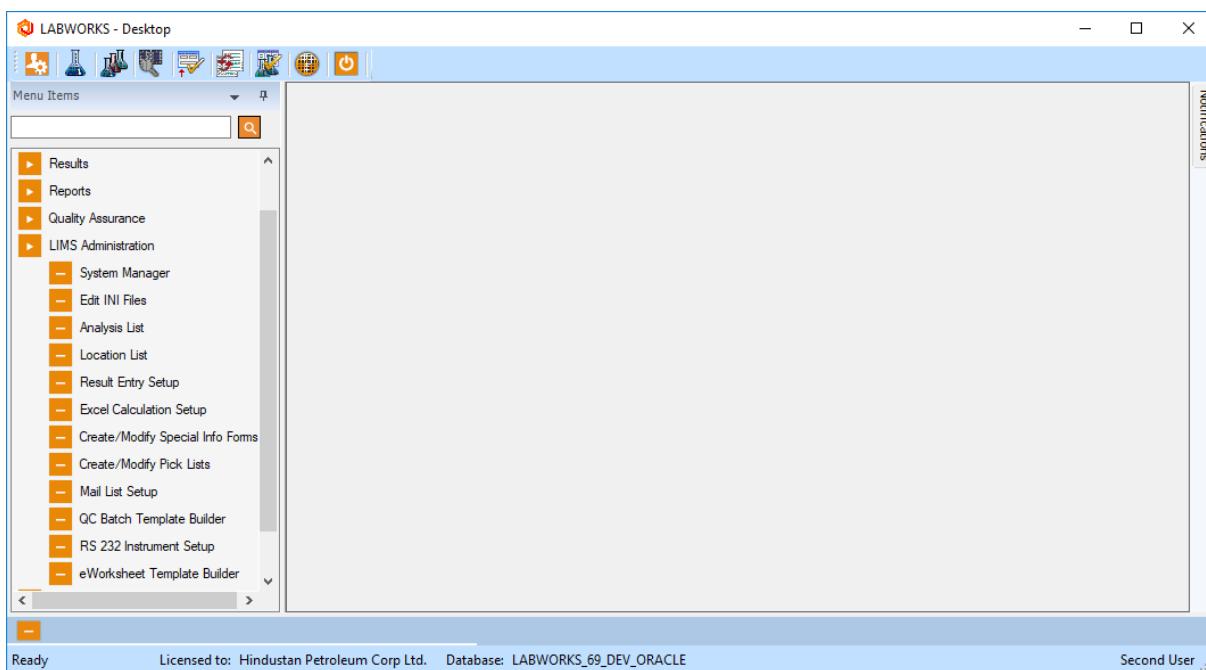
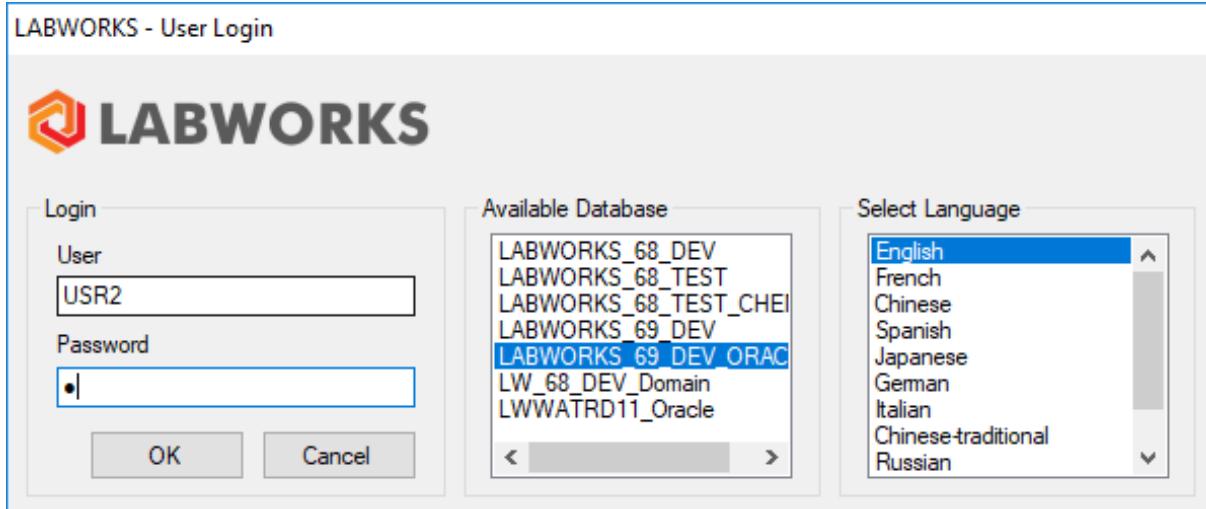
- 1) Assign default menu to the newly created user.



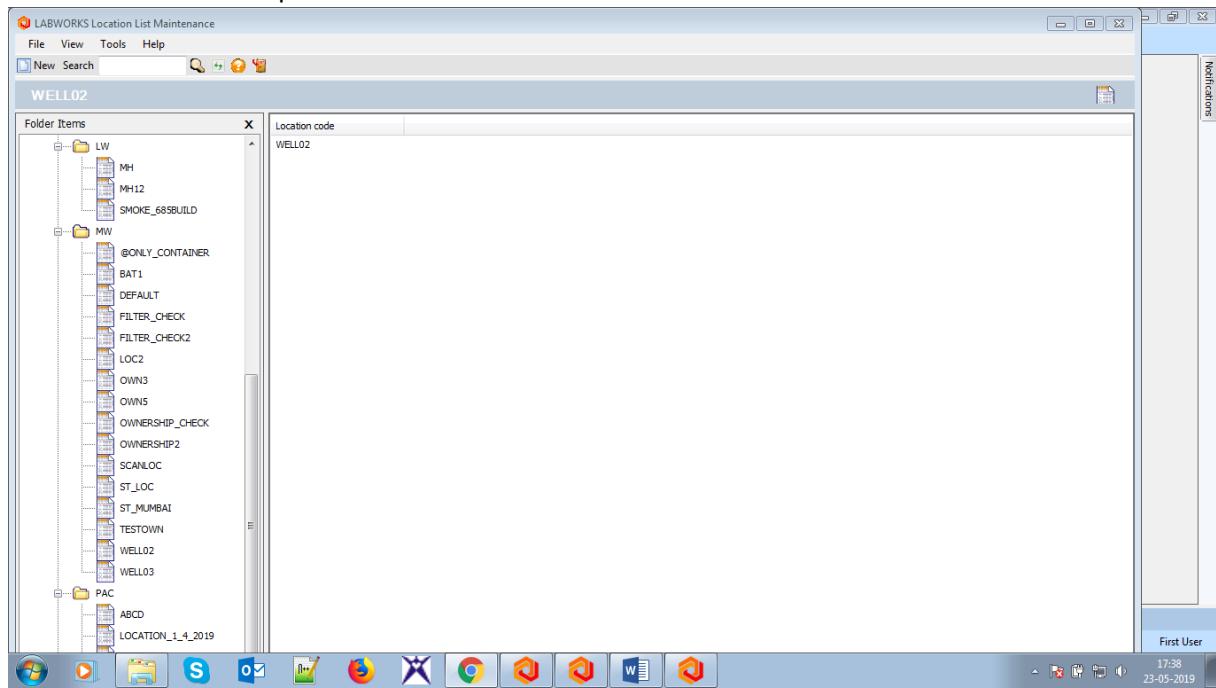
## 2. Location List Maintenance

### 2.1. Create Location Code

- 1) Launch LABWORKS Application and login using newly created user.



## 2) Click on Location List option



- 3) Click on 'New' Button
- 4) Enter following information
  1. Location code
  2. Location Description
  3. Hold Days
  4. Select Due date base option
  5. Select Invoice Samples check box
  6. Select Validate Sample Check box
  7. Select Check Specification Check box
  8. Disk Copy Final Report Check box
- 5) Click on Apply
- 6) Click on OK

**Create/Modify Location Code**

Location code | Options | User Fields | Analysis Order | Comments | Specifications | References

**Location**

Location code	Modified by: ---	Last modified: ---
LAB1		

Location description

Project account code

-NONE-

Invoice samples      Special info form

Validate samples

Check specifications

Disk copy final report

**Timing**

Hold days  Location Code Definition Owner

Due date base option

Collection date      Sample Owner

Submittal date      Location Code / Sample Read Owner



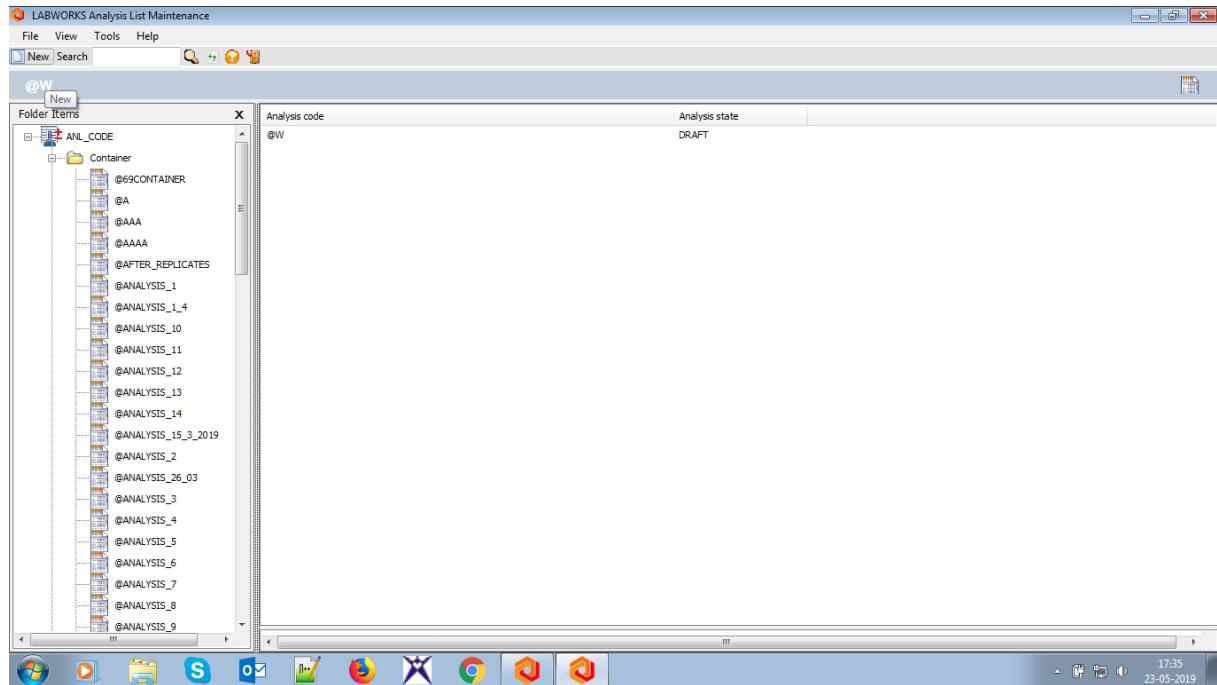
- 7) Location code should be added in Location Code list. (e.g. LAB1)

### 3. Analysis Maintenance Application

#### 3.1. Create Analysis Code

##### 1) Launch Analysis Maintenance.

Click on Analysis List maintenance application. Click on New button on 'LABWORKS Analysis List Maintenance' window.



##### 2) 'Add/Edit Analysis' window should open.

1. **Single Component Analysis:** Click New. Enter Analysis code and Analysis name. Click Apply. Click OK. Select the newly created Analysis code and right click. Select ANALYSIS\_ACTIVATE option.

**Add/Edit Analysis**

**Analysis**

Analysis code :	TEST	Analysis name :	TEST Analysis
Method reference :	<input type="button" value="▼"/>		
Price :	0	Work units :	Special info form:
	<input type="button" value="Container"/>	<input type="button" value="Matrix"/>	<input type="button" value="Browse"/>

**Routing details :**

Department :	<input type="button" value=""/>		
<input checked="" type="checkbox"/> Reportable			
<input checked="" type="checkbox"/> Invoicable			

**Replicate Settings**

# Of Replicates	0
Processing	<input type="button" value="Set Analysis To N/A"/>
Select Replicate From	<input type="button" value="N/A"/>

**Hold times**

Days	Hours :	Mins :
1	0	0

**Regulation hold time**

Days	Hours :	Mins :
1	0	0

**Quantitation details**

Reporting units :	Default MDL :	PQL :
<input type="button" value=""/>		

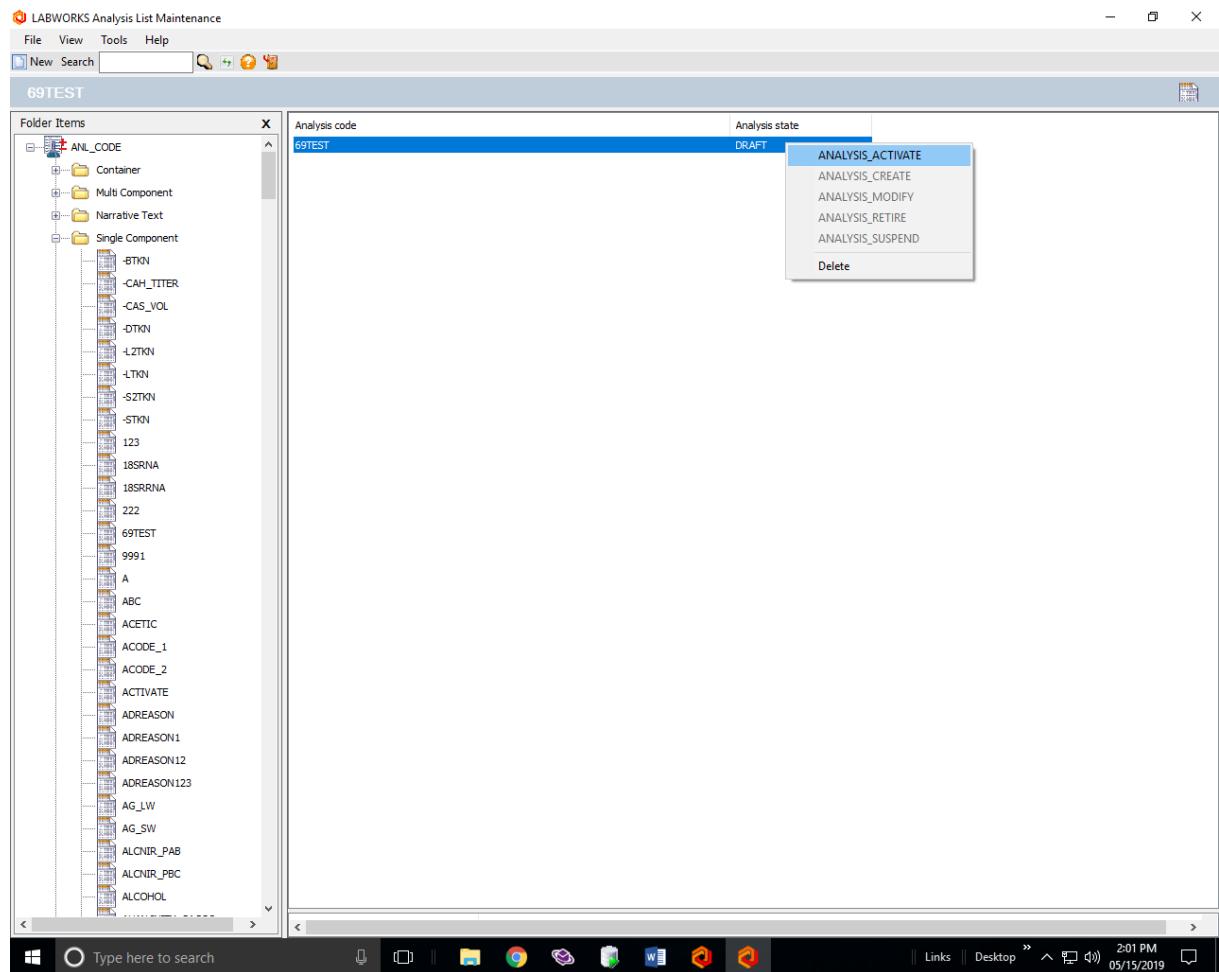
**Round off for calculations**

<input type="radio"/> Significant figures
<input checked="" type="radio"/> Use MDL places
<input type="radio"/> Use Ranges

**Ownership**

Analysis Definition Owner	<input type="button" value=""/>
Sample Analysis Owner	<input type="button" value=""/>
Analysis Reader	<input type="button" value=""/>

**TEST**



2. **Multi-Component Analysis:** Click New. Enter Analysis code starting with \$ and enter Analysis Name=. Click Apply. Click OK.

**Add/Edit Analysis**

**Analysis**

Analysis code :	\$TEST	Analysis name :	\$TEST Analysis
Method reference :	<input type="button" value="▼"/>		
Price :	0	Work units :	0
	<input type="button" value="Container"/>	<input type="button" value="Matrix"/>	<input type="button" value="Special info form"/> <input type="button" value="Browse"/>

**Routing details :**

Department :	<input type="button" value=""/>
<input checked="" type="checkbox"/> Reportable	
<input checked="" type="checkbox"/> Invoicable	

**Replicate Settings**

# Of Replicates	0
Processing	<input type="button" value="Set Analysis To N/A"/>
Select Replicate From	<input type="button" value="N/A"/>

**Hold times**

Days	Hours :	Mins :
0	0	0

**Regulation hold time**

Days	Hours :	Mins :
0	0	0

**Multicomponent details**

Component list file :
<input checked="" type="checkbox"/> Report all specified components
<input type="checkbox"/> Add unspecified components

**Quantitation details**

Reporting units :	Default MDL :
<input type="button" value=""/>	0.003

**Round off for calculations**

<input type="radio"/> Significant figures
<input checked="" type="radio"/> Use MDL places

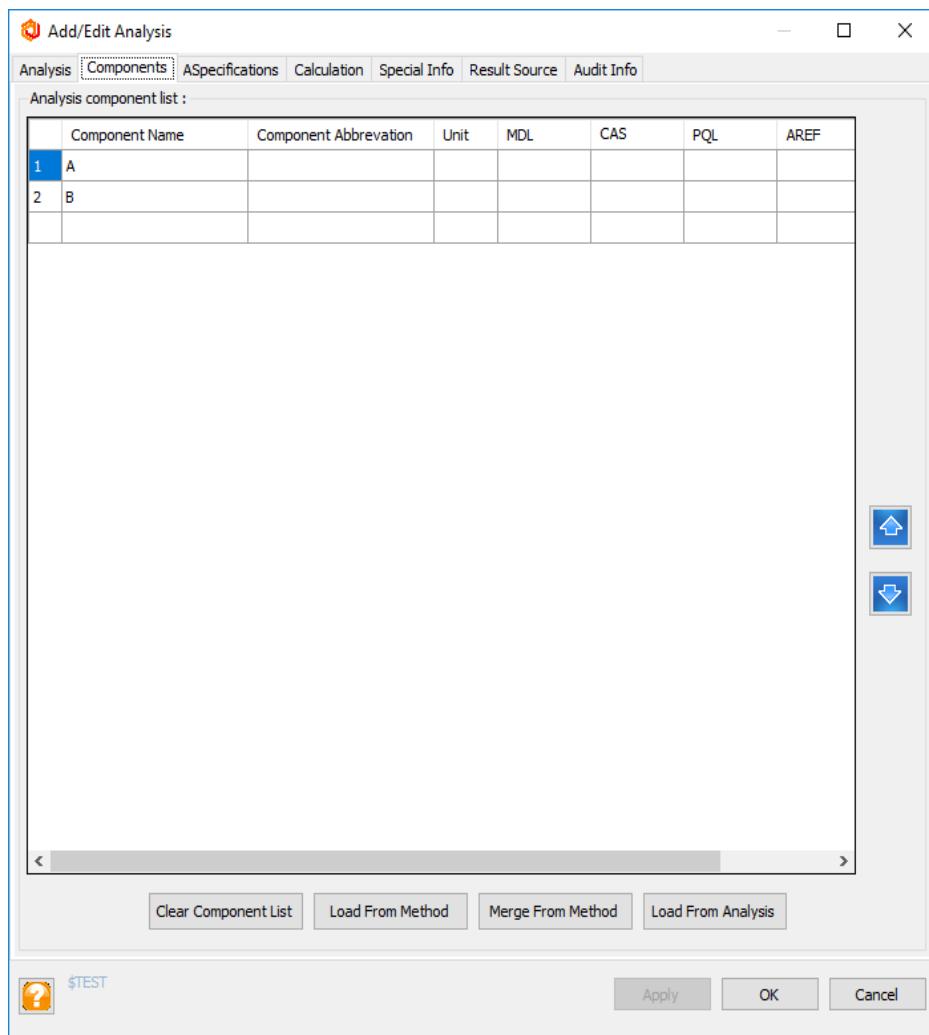
**Ownership**

Analysis Definition Owner	<input type="button" value=""/>
Sample Analysis Owner	<input type="button" value=""/>
Analysis Reader	<input type="button" value=""/>

**Buttons**

\$TEST

Go to Components tab and add Analytes. Click Apply. Click OK.



Select the Analysis code and right click. Select ANALYSIS\_ACTIVATE option.

3. **Container Analysis:** Click New. Enter Analysis code starting with @. Click Apply. Click OK. Select the Analysis code and right click. Select ANALYSIS\_ACTIVATE option.

 Add/Edit Analysis

**Analysis**

Analysis code :	@TEST	Analysis name :	@TEST Analysis
Method reference :	<input type="button" value=""/>		
Price :	0	Container	Matrix
Work units :	0		
Default label format:		<input type="button" value=""/>	

Routing details :

Department :	<input type="button" value=""/>		
<input checked="" type="checkbox"/> Reportable	<input checked="" type="checkbox"/> Invoicable		

Hold times

Days	Hours :	Mins :
1	0	0

Regulation hold time

Days	Hours :	Mins :
1	0	0

Ownership

Analysis Definition Owner	<input type="button" value=""/>
Sample Analysis Owner	<input type="button" value=""/>
Analysis Reader	<input type="button" value=""/>

 @TEST     

- 4. Narrative Analysis:** Click New. Enter Analysis code starting with ! Click Apply. Click OK. Select the Analysis code and right click. Select ANALYSIS\_ACTIVATE option.

**Add/Edit Analysis**

Analysis Default Text Special Info Audit Info

**Analysis**

Analysis code :

Method reference :

Price :  Container Matrix

Analysis name :

CAS number :

Work units :  Special info form:  Browse

**Routing details :**

Department :

Reportable  
 Invoicable

**Hold times**

Days Hours Mins :  
1 0 0

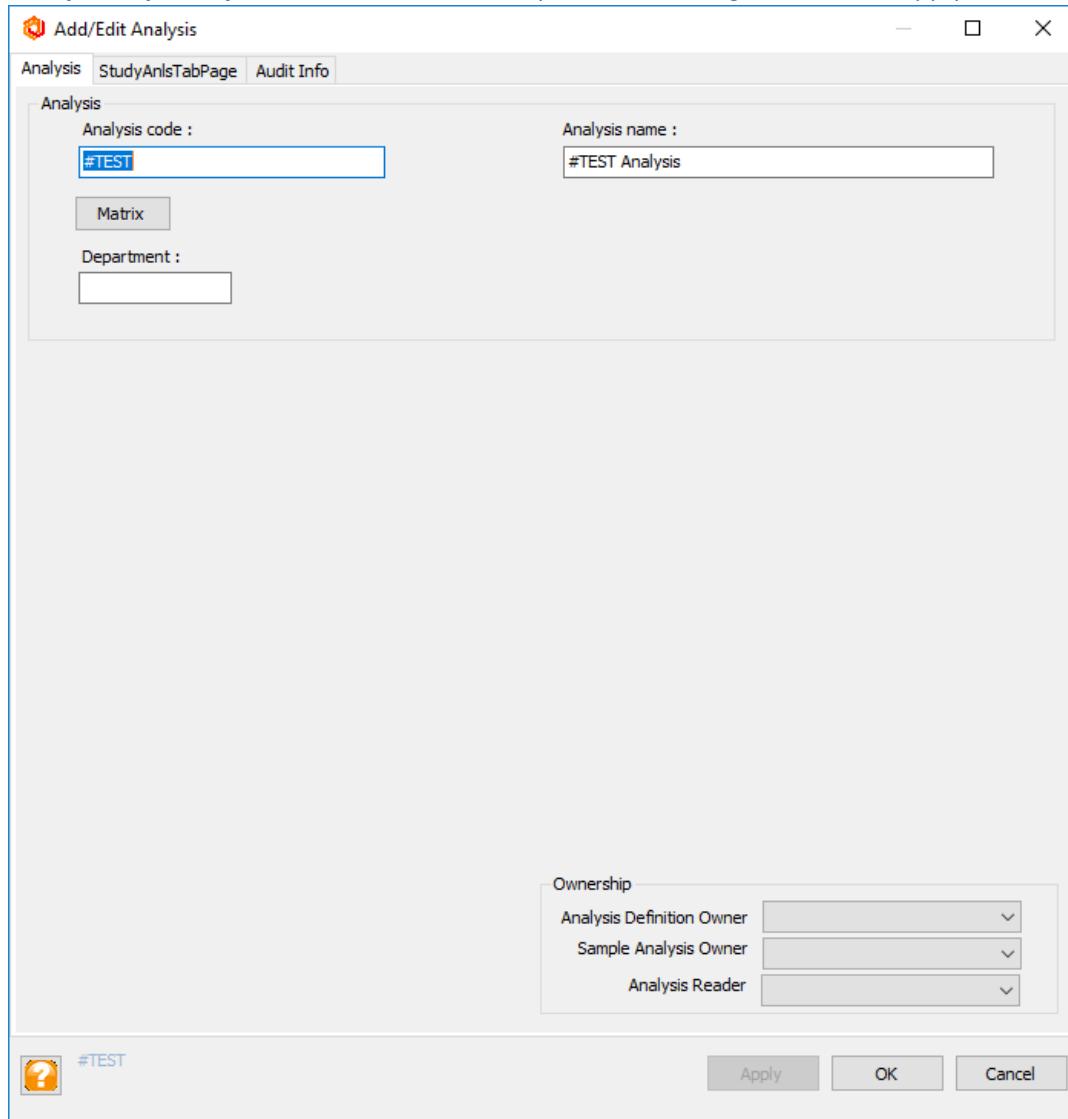
**Regulation hold time**

Days Hours Mins :  
1 0 0

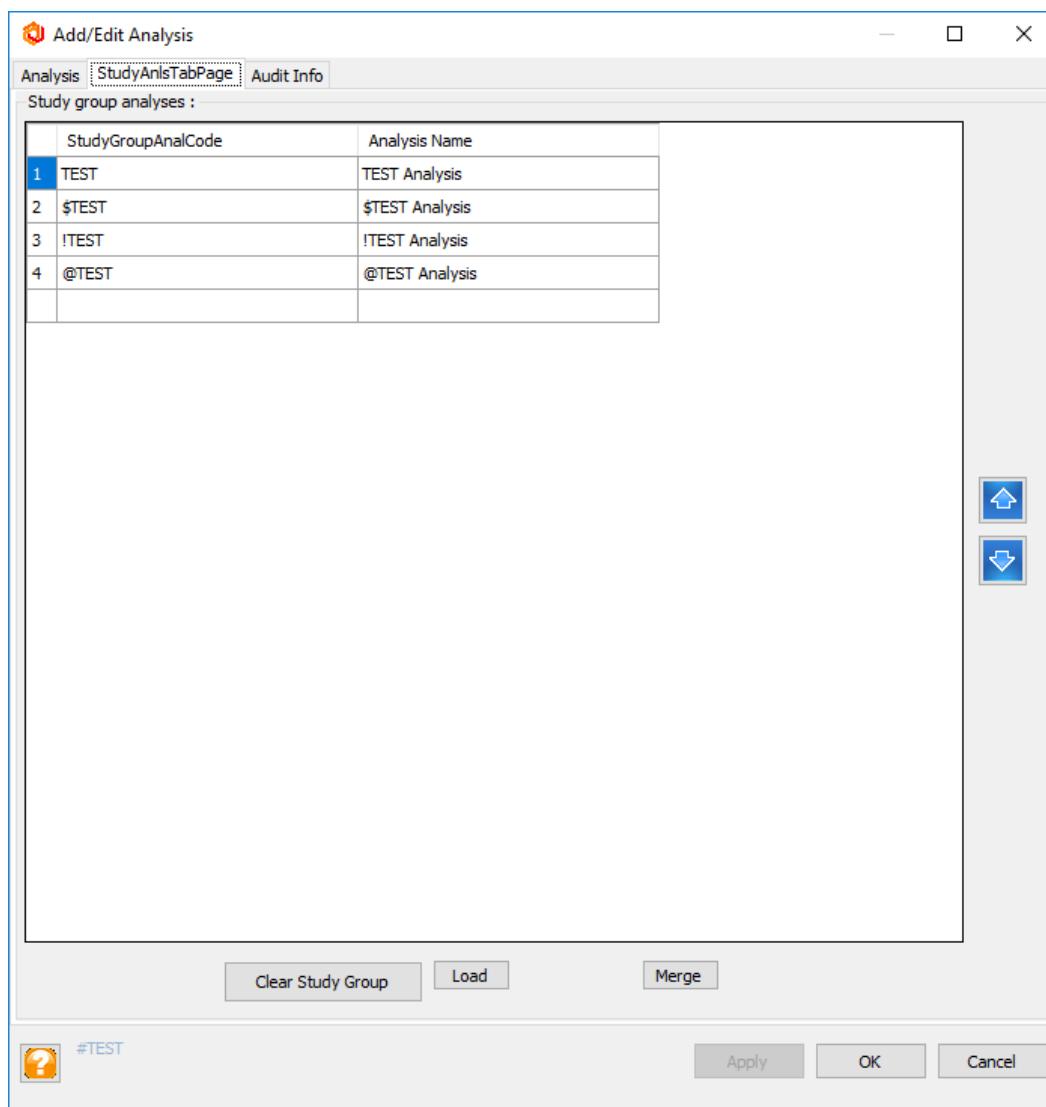
**Ownership**

Analysis Definition Owner   
Sample Analysis Owner   
Analysis Reader

!TEST  Apply OK Cancel

**5. Study Group Analysis:** Click New. Enter Analysis code starting with #. Click Apply.

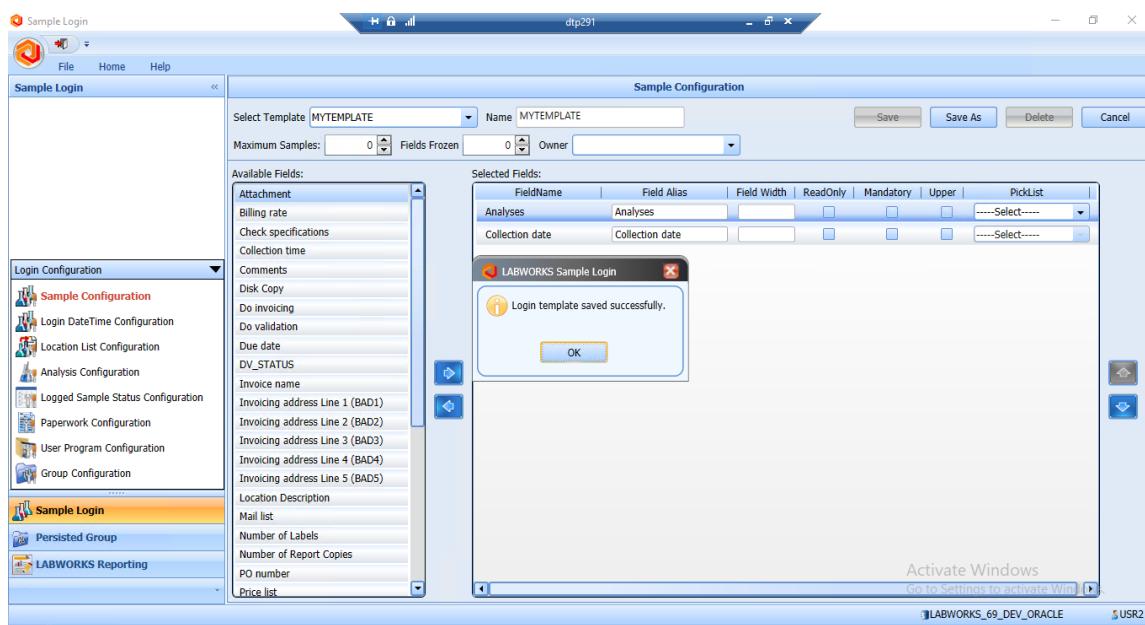
Go to second tab and add analyses. Click Apply. Click OK.



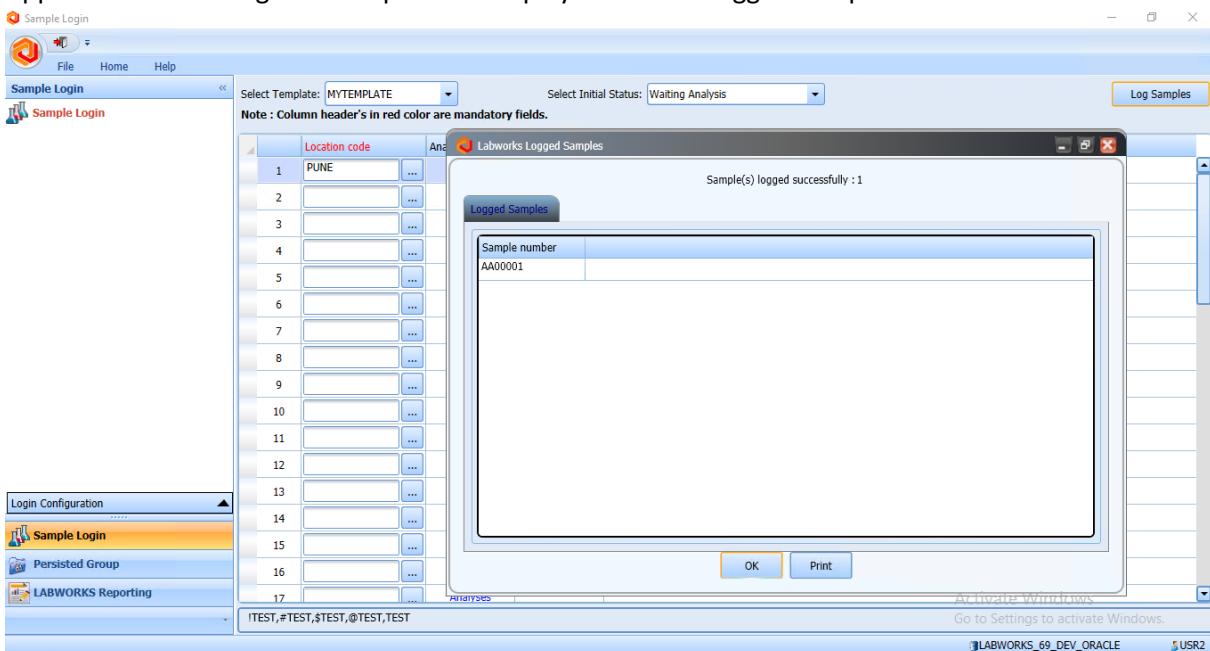
#### 4. Sample Login

##### 4.1. Login a sample

- 1) Click on 'LWSampleLogin.exe' application. Select database, enter username, password and click on 'Ok' button. Click on 'Login Configuration' menu from toolbar. Click on 'Select Template' dropdown.
- 2) Enter name of the new template to be added in 'Name' textbox. Select any one field from 'Available Fields' list and click on forward arrow. Verify selected field name after adding it to 'Selected Fields'. Click on 'Save' button.
- 3) 'Login template saved successfully' message should be displayed.



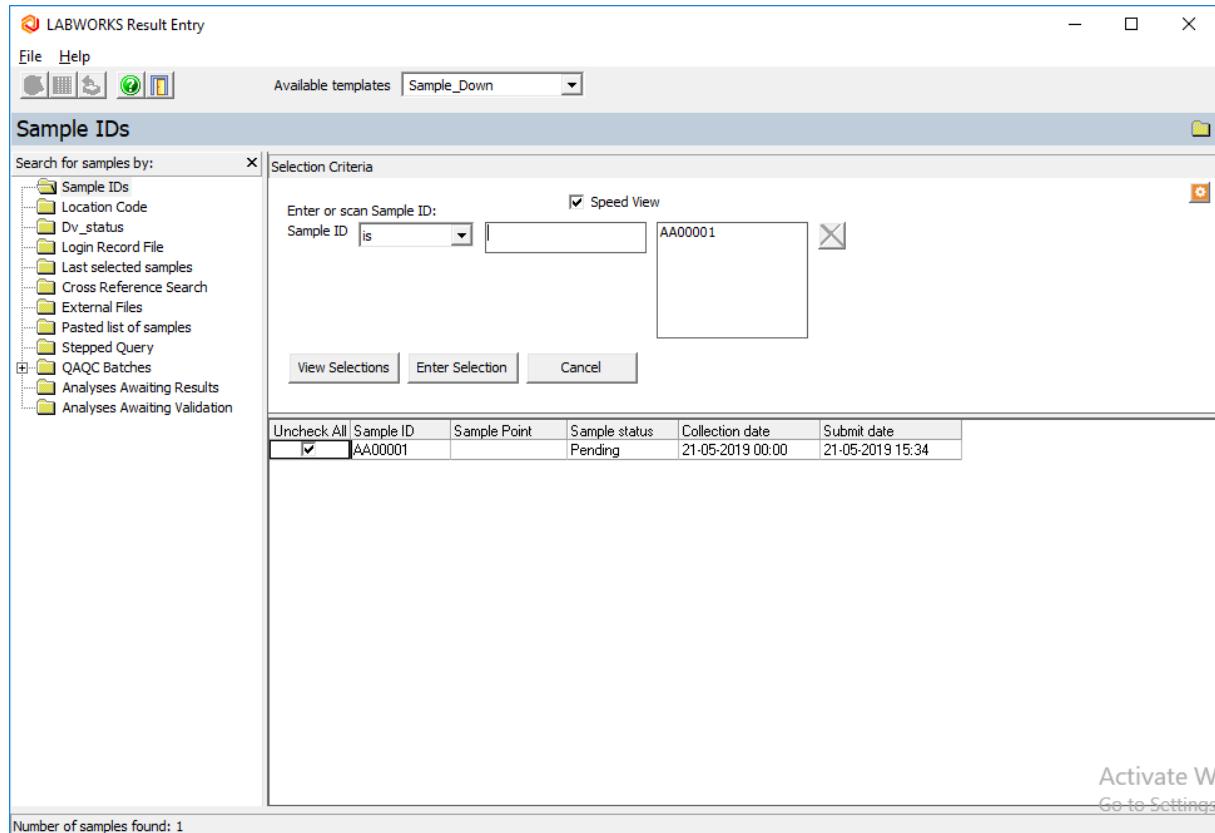
- 4) From 'Sample Login' window, select template name created in the previous step. Click on ellipsis button for the location code from the grid. Select one or more location code and click on close button.
- 5) Change the Replicate Settings from Analysis Details pop-up message. Enter number of Replicates, Set analysis To, Select Replicate From fields.
- 6) Click on 'Log Samples' button. Click on 'Ok' button.
- 7) Application should log new samples and display 'Labworks Logged Samples' window.



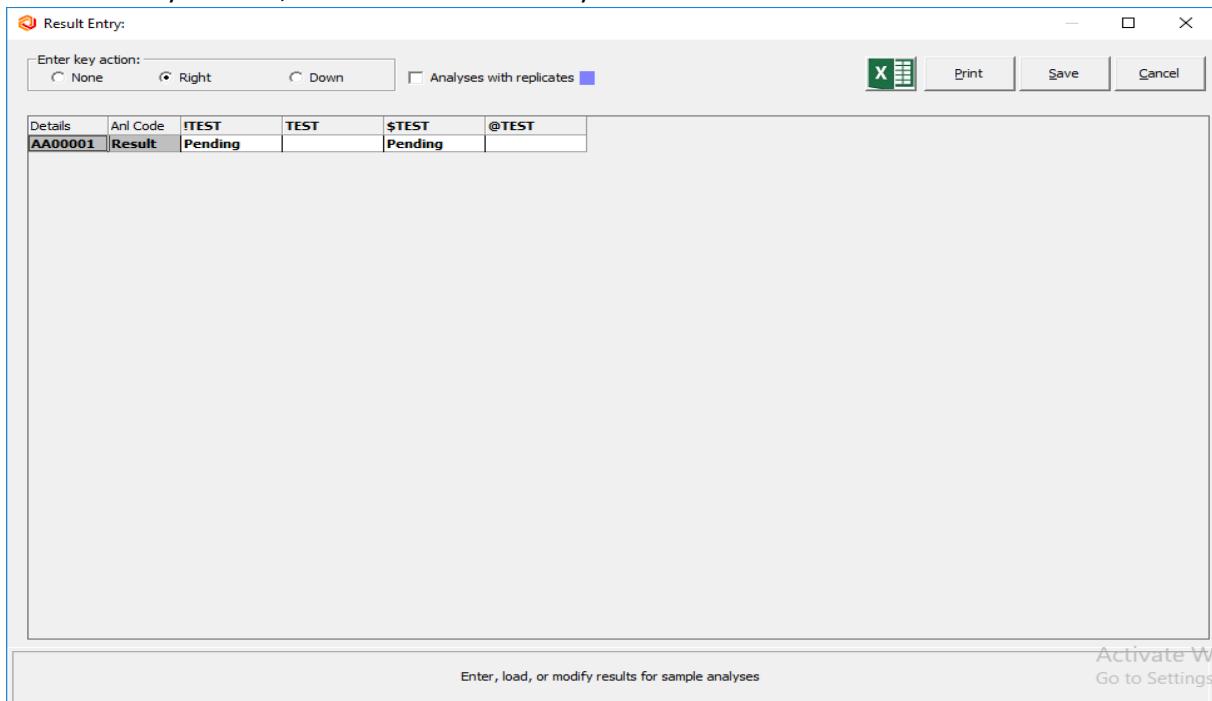
## 5. Result Entry

### 5.1. Result Entry

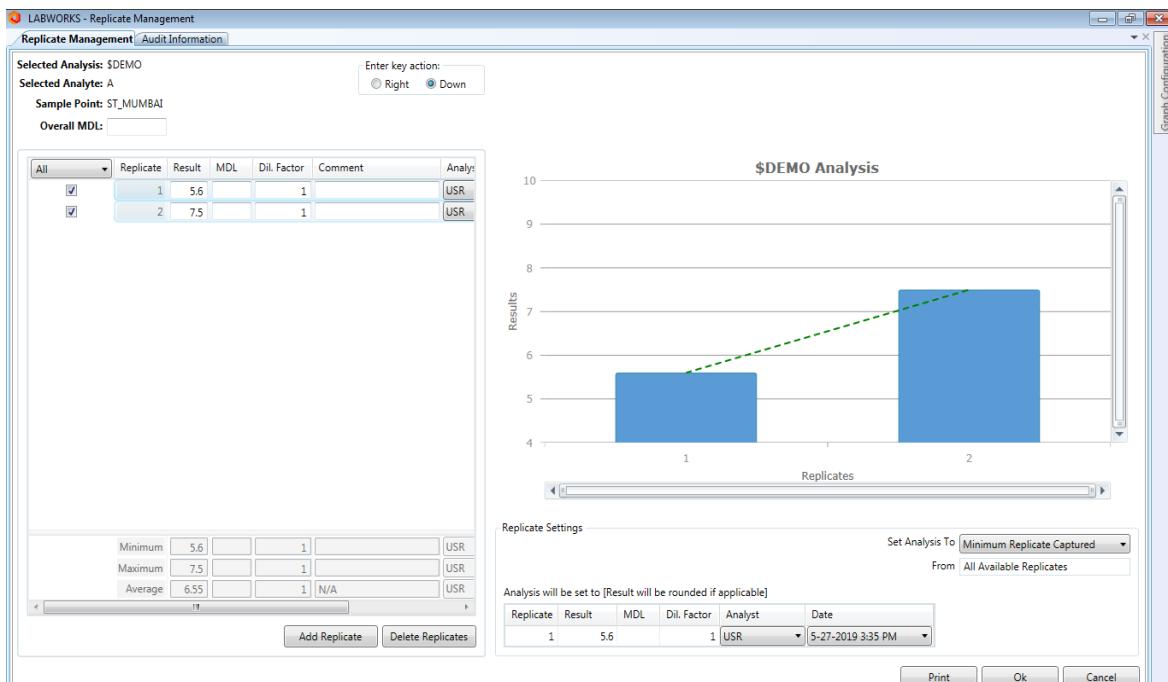
- 1) Click on 'ResultsEntry6.exe' application. Click on Result Entry. Select Sample ID. Enter Sample Number. Click on View Selections. Click on Enter Selection.



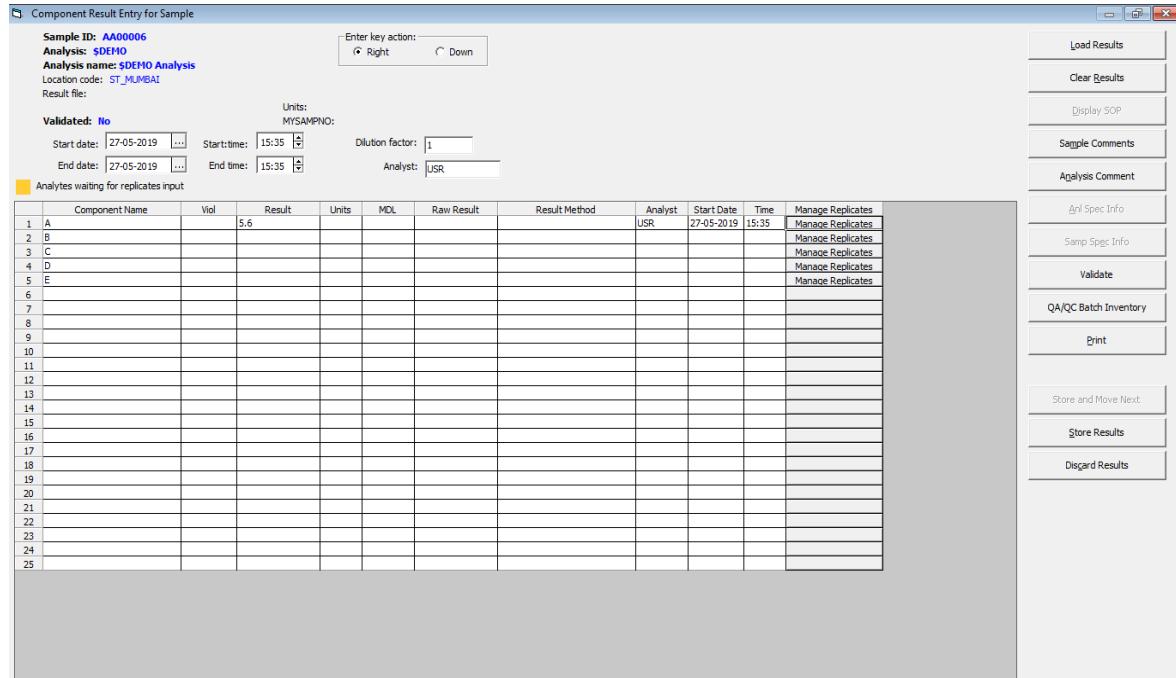
- 2) In Result Entry window, enter results for all analysis.



- 3) User should be able to view already added replicate information for single and multi-component analysis samples.  
 4) If logged-in user has “Add/Delete replicates” rights then replicates should be added or deleted and result value should be changed accordingly.

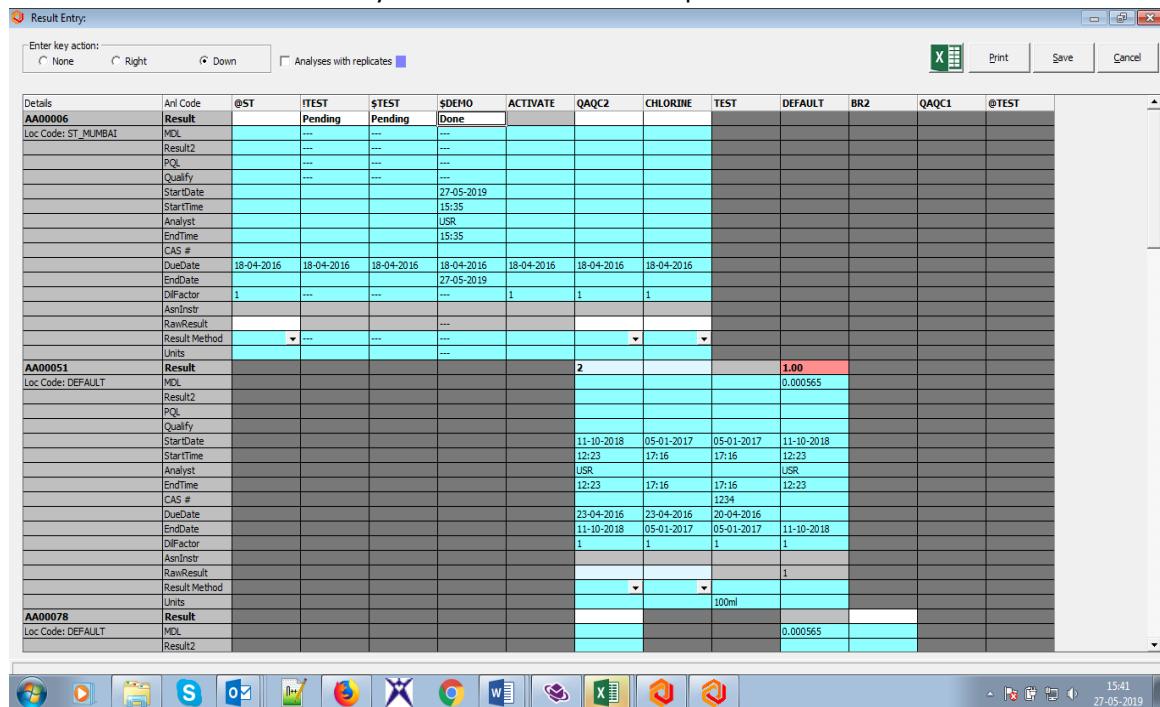


5) Click on “Store Results” button for Multi-Component Analysis.



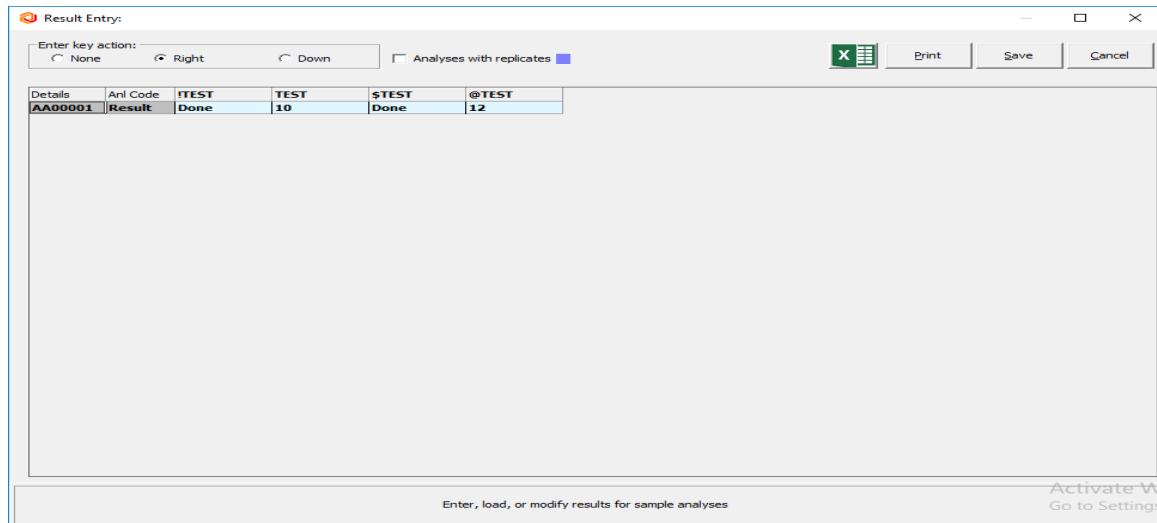
The screenshot shows the "Component Result Entry for Sample" dialog box. At the top, it displays sample information: Sample ID: AA00006, Analysis: \$DEMO, Analysis name: \$DEMO Analysis, Location code: ST\_MUMBAI, and Result file: MYSAMPPNO. Below this, there are fields for Start date, End date, Start time, End time, Dilution factor, and Analyst. A note indicates "Validated: No". The main area is a table titled "Component Name" with rows numbered 1 to 25. Column headers include Component Name, Viol, Result, Units, MDL, Raw Result, Result Method, Analyst, Start Date, Time, and Manage Replicates. Row 1 contains data for component A with Result: 5.6, Analyst: USR, and Start Date: 27-05-2019, Time: 15:35. All other rows are empty. On the right side of the dialog, there is a vertical toolbar with various buttons: Load Results, Clear Results, Display SOP, Sample Comments, Analysis Comment, Anl Spec Info, Samp Spec Info, Validate, QA/QC Batch Inventory, Print, Store and Move Next, Store Results (which is highlighted in yellow), and Discard Results.

6) Click on “Save” button for analysis other than Multi-Component.



The screenshot shows the "Result Entry" dialog box. At the top, it displays analysis details: Anl Code: AA00006, Result: Pending, and Activation status: Done. Below this, there is a table with rows for different analyses. The first row (AA00006) has columns for Details, Anl Code, @ST, TEST, \$TEST, \$DEMO, ACTIVATE, QAQC2, CHLORINE, TEST, DEFAULT, BR2, QAQC1, and @TEST. The second row (AA00051) has similar columns. The third row (AA00078) also has similar columns. The bottom of the dialog features a toolbar with icons for various applications like Windows, Internet Explorer, and Microsoft Office, along with a status bar showing the time (15:41) and date (27-05-2019).

- 7) Select Last Selected Samples. Click on 'View Selection'. User should view previously stored results.



## 6. Importing Results

### 6.1. Result Entry

#### **6.1.1. PR6 File Format – Single Component**

- 1) Pre-requisite -
  1. Create Analysis SC1, SC2.
  2. Create new Sample with analysis SC1 and SC2.
  3. Create PR6 input file for the newly created samples.
- 2) Launch ResultsEntry6.exe. Go to Import instrument Results. Select Labworks PR6 file format. Select PR6 input file. Click ok.
- 3) Click “Save” on Result Entry Screen.

#### **6.1.2. PR6 File Format – Multi-Component:**

- 1) Pre-requisite -
  1. Create Analysis \$TestMCT with components A and B.
  2. Create new Sample with analysis \$TestMCT.
  3. Create PR6 input file for the newly created samples.
- 2) Launch ResultsEntry6.exe. Select sample created in step 1. Go to Modify Results for \$TestMCT Multicomponent Analysis. Click on Load Result. Select Labworks PR6 file format. Select PR6 input file.
- 3) Click on Store Result. Click on Save Results.

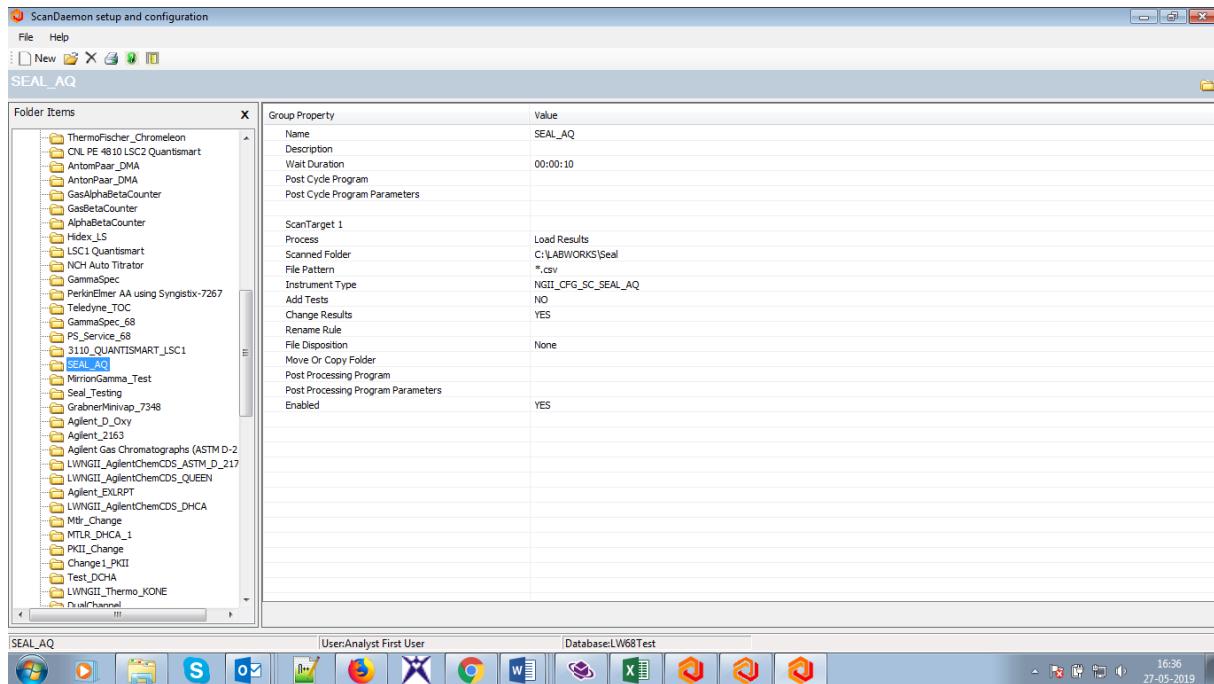
## 6.2. Multi-Component Transfer

### 6.2.1. PR6 File Format

- 1) Pre-requisite
  1. Create Analysis \$TestMCT with components A and B.
  2. Create new Sample with analyiss \$TestMCT.
  3. Create PR6 input file for the newly created samples.
- 2) Launch LW Multicomponent Transfer application (LWMultiComponentTransfer.exe). Login with valid credentials.
- 3) Select result file mode. Click Add file to List. Select Labworks PR6 file format. Select updated PR6 file. Click Find Samples. Click Review. Close Result Review sample window.  
Click Save Results. Launch Results Entry. Open the sample details for which results is posted.

## 6.3. Scan Daemon

- 1) Go to C:\LABWORKS\LWEXE\Server path. Launch ScanDaemon Setup and Configuration application (LWScanDaemonConfiguration.exe). Create a ScanGroup by entering appropriate ScanGroup properties. Click "OK" button.



- 4) Go to C:\LABWORKS\LWEXE\Server path. Launch 'LW Service Controller' application (LWServiceControllers.exe). Click on 'ScanDaemon Service Controller' tab. Select Scan Group from 'Available Scan groups' dropdown and click on 'Start group scanning process' button. Status should be displayed as "Waiting" in Orange color.
- 5) Let the application scan the files as configured for the scan group through the service.
- 6) Launch Result Entry application. Check that all the results corresponding to the respective samples are displayed.

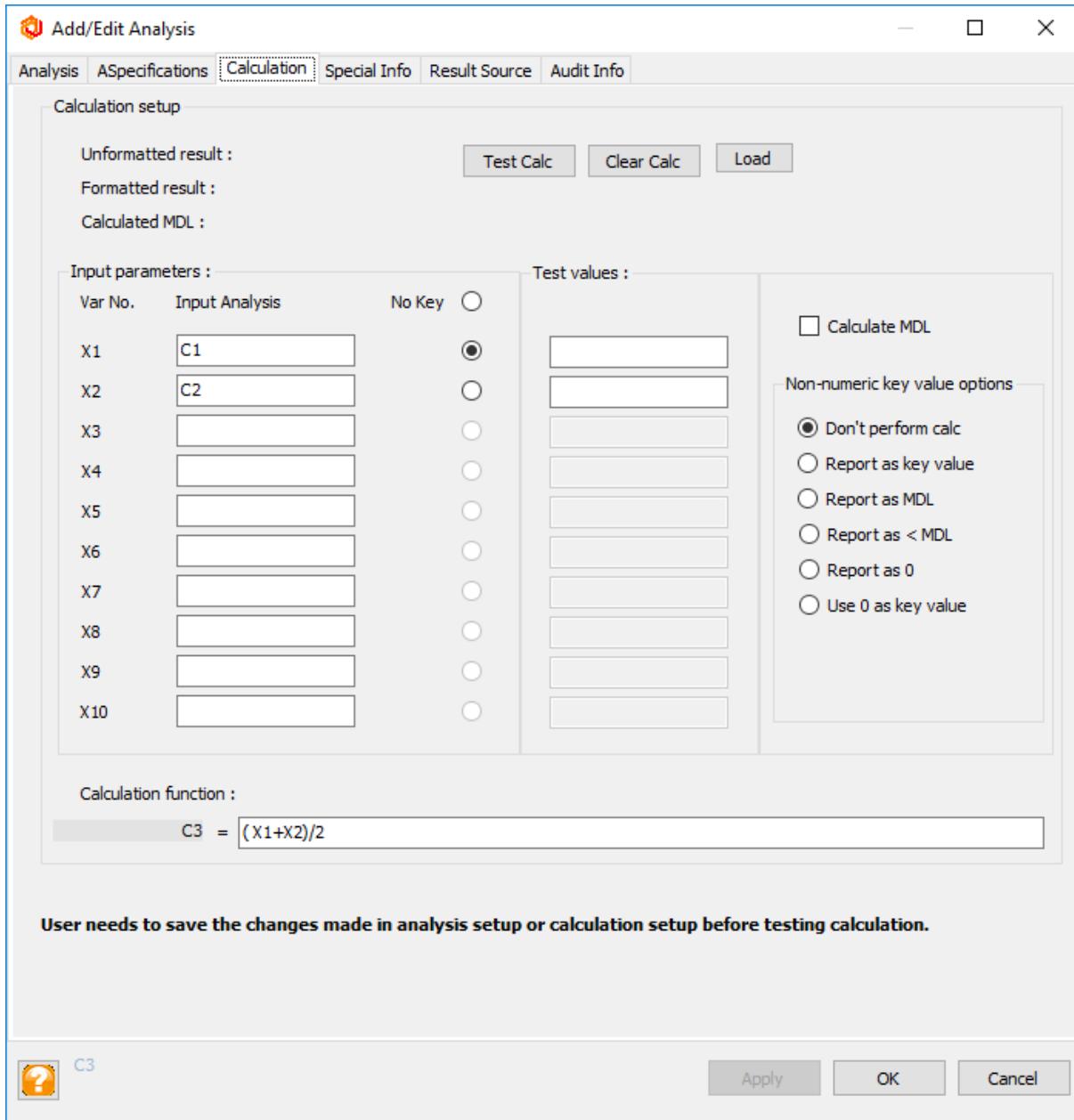
## 7. Performing Calculations

### 7.1. Built-in

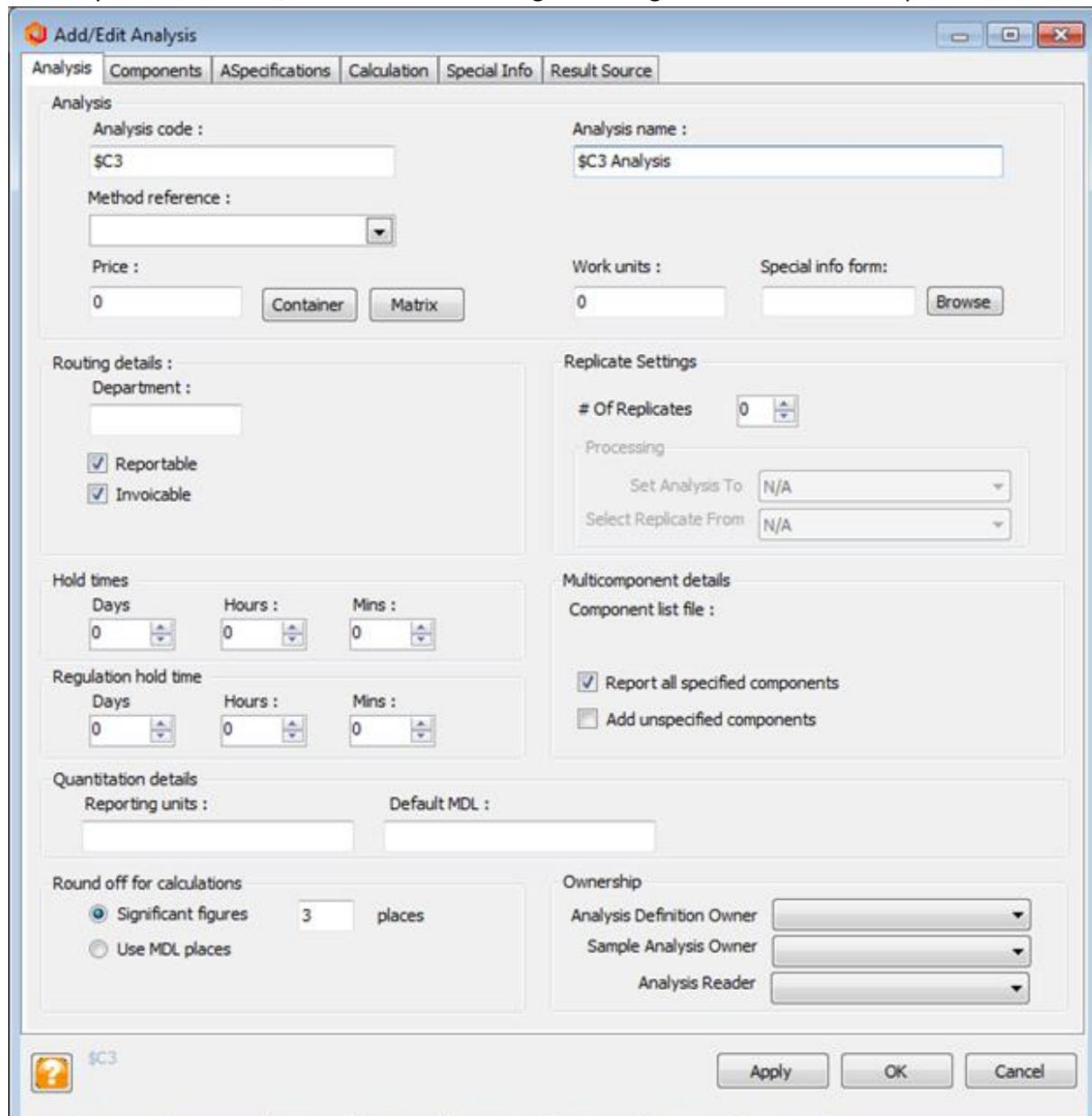
#### 1) Precondition :

Go to System Manager Application and select Use\_Calculation\_Engine checkbox.

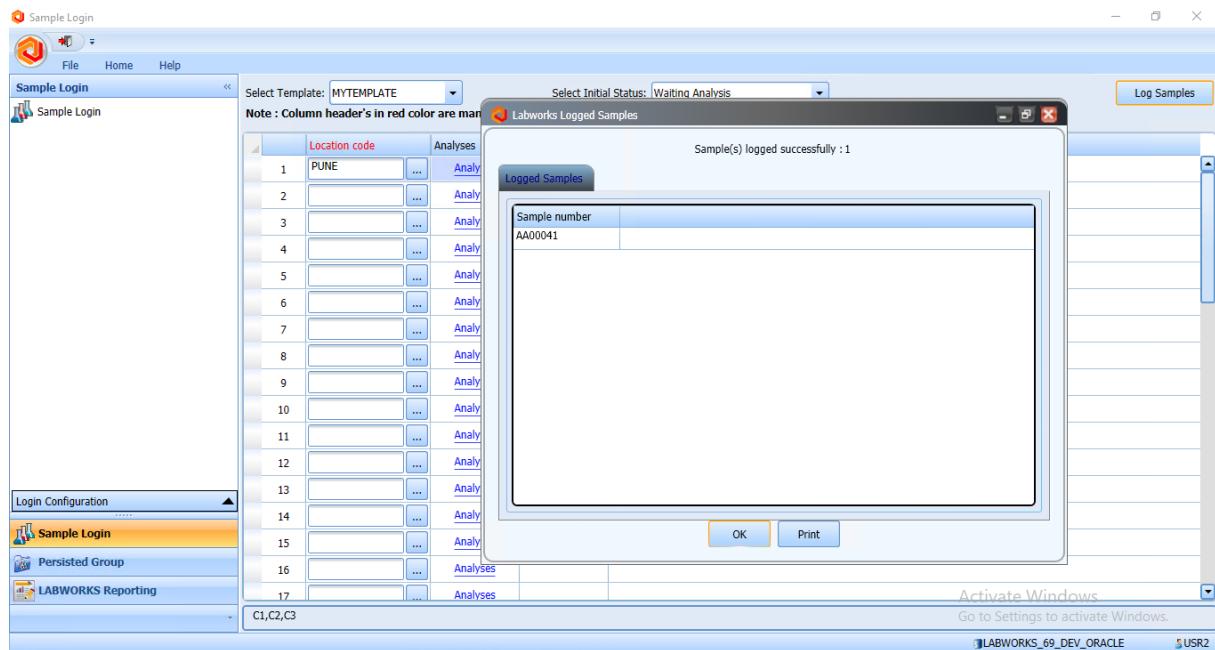
#### 2) Create ACODEs \$C1, \$C2 & \$C3 with analytes a,b,c,d. For \$C3, Calculation tab has X1=\$C1, X2=\$C2. Calculation function=X1+X2. Create a sample with ACODEs: \$C1, \$C2 and \$C3.



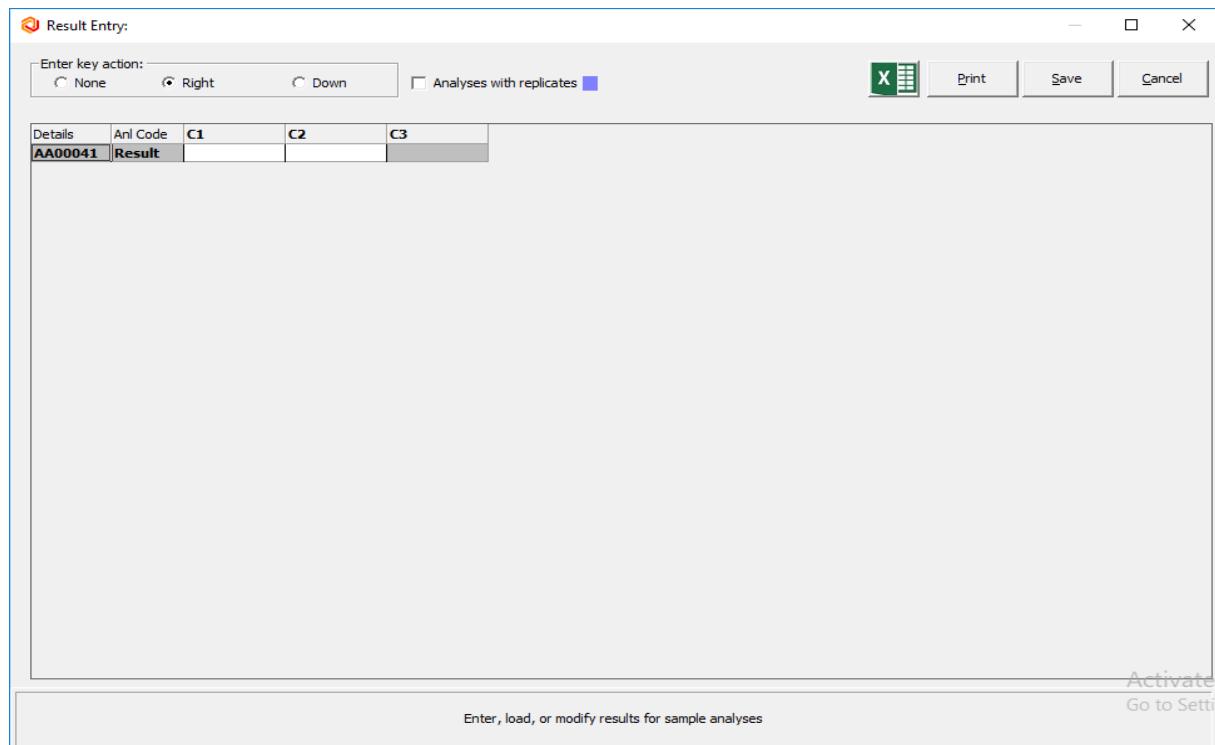
- 3) On Analysis Maintenance, select radio button “Significant Figures” and enter no. of places as 3.



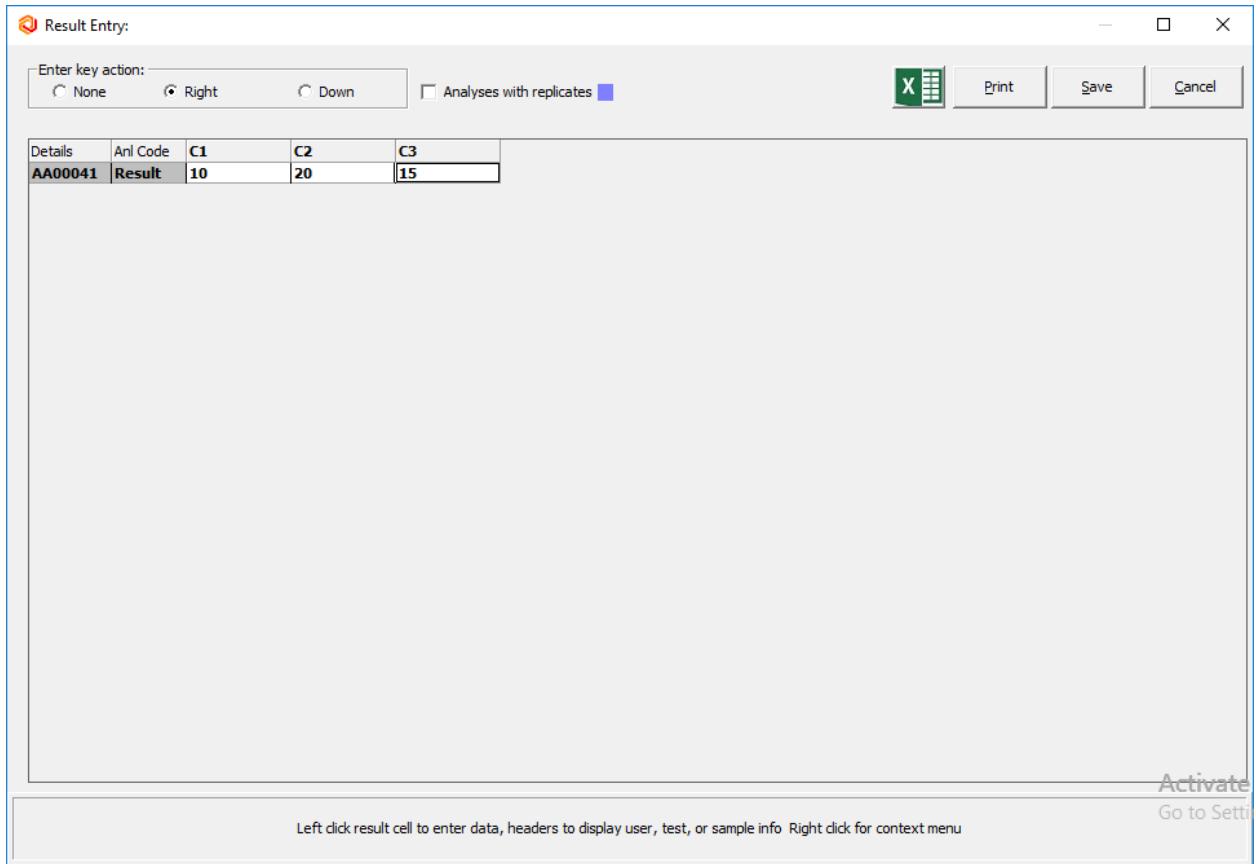
- 4) Create a sample ID with ACODES: \$C1, \$C2 and \$C3.



- 5) Launch Result Entry application. Click on Result Entry. Select Sample ID. Enter Sample Number. Click on View Selections. Click on Enter Selection.



- 6) Enter results for analysis \$C1 and \$C2. Result value should be automatically calculated for \$C3.



The screenshot shows the 'Result Entry' dialog box. At the top, there are options for 'Enter key action' (None, Right, Down), a checkbox for 'Analyses with replicates', and buttons for 'Print', 'Save', and 'Cancel'. Below this is a table with five columns: Details, Anl Code, C1, C2, and C3. The first row contains 'AA00041' and 'Result'. The 'Result' cell under 'Anl Code' is selected. The 'C1' cell contains '10', 'C2' contains '20', and 'C3' contains '15'. A status bar at the bottom indicates: 'Activate' and 'Go to Settings', and provides instructions: 'Left click result cell to enter data, headers to display user, test, or sample info Right click for context menu'.

Details	Anl Code	C1	C2	C3
AA00041	Result	10	20	15

## 7.2. Excel

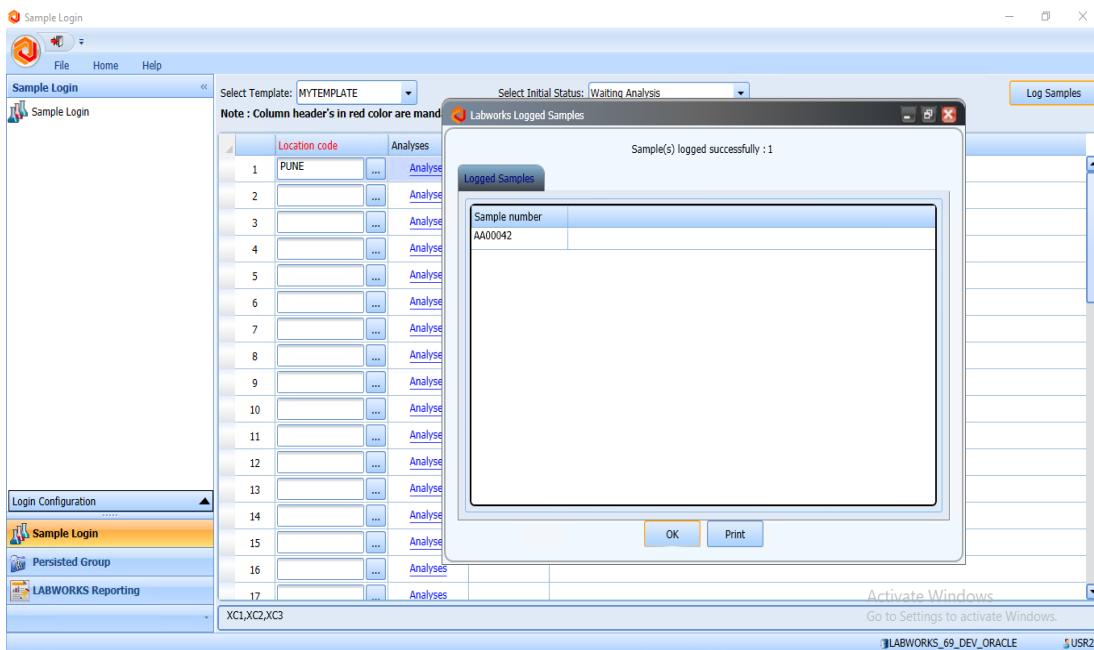
- 1) Create excel document and place it at C:\LABWORKS\LWDATA\xlcalc. Launch Excel Calculation Setup. Click Setup. Click Modify. On Calculation Header Information tab, select .XLS file having result data and calculation formula. Enter Sheet name.
- 2) On Input and Output Parameters tab, click Load from Analysis and select \$XC1, \$XC2 and \$XC3. For \$XC1 and \$XC2, select Input and enter cell address. For \$XC3, select Output and enter cell address. Click Save.

Loaded calculation: TESTCALC

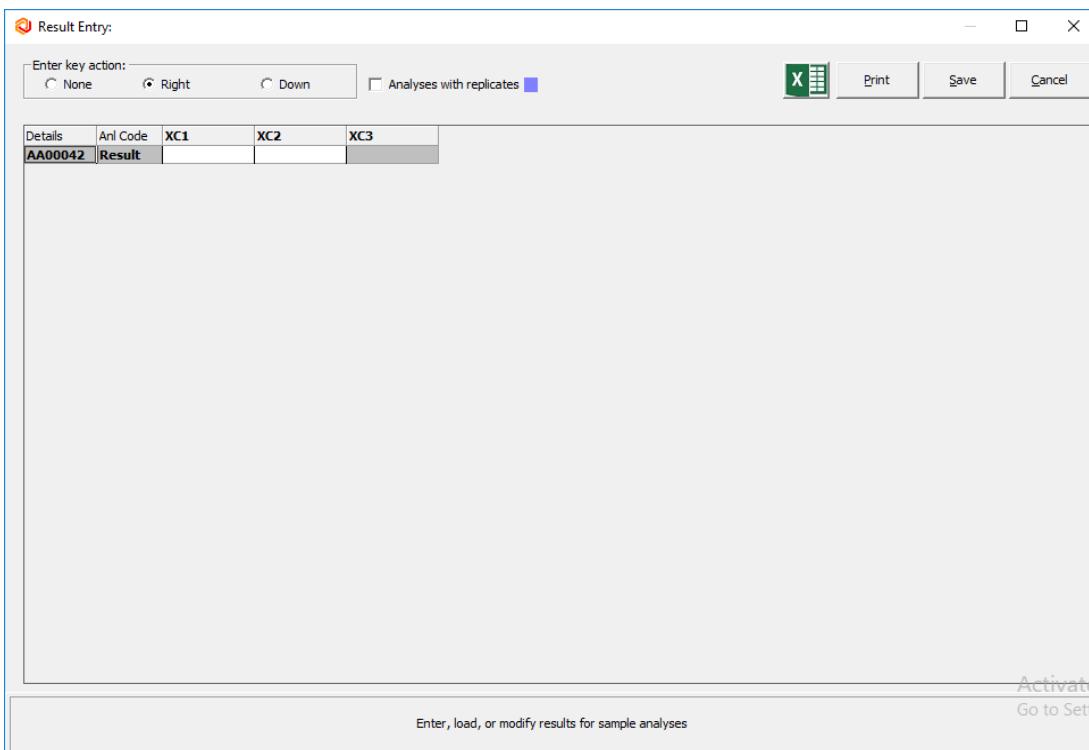
Last modified: 05-22-2019 16:59 Modified by: USR2

<input type="button" value="Clear Params"/>	<input type="button" value="Load from XL Calc"/>	<input type="button" value="Merge from XL Calc"/>	<input type="button" value="Load from Analysis"/>	<input type="button" value="Merge from Analysis"/>
Input and output parameters for Excel custom calculation:				
			<input type="checkbox"/> Allow Duplicates	<input type="checkbox"/> Auto-Increment Cell
Anl Code	Analyte Name	Result Item	Input/Output	Cell Address
1 XC1	XC1 Analysis	Primary result	Input	A1
2 XC2	XC2 Analysis	Primary result	Input	B1
3 XC3	XC3 Analysis	Primary result	Output	C1
4		Primary result	Input	
5		Primary result	Input	
6		Primary result	Input	
7		Primary result	Input	
8		Primary result	Input	
9		Primary result	Input	
10		Primary result	Input	
11		Primary result	Input	
12		Primary result	Input	
13		Primary result	Input	
14		Primary result	Input	
15		Primary result	Input	

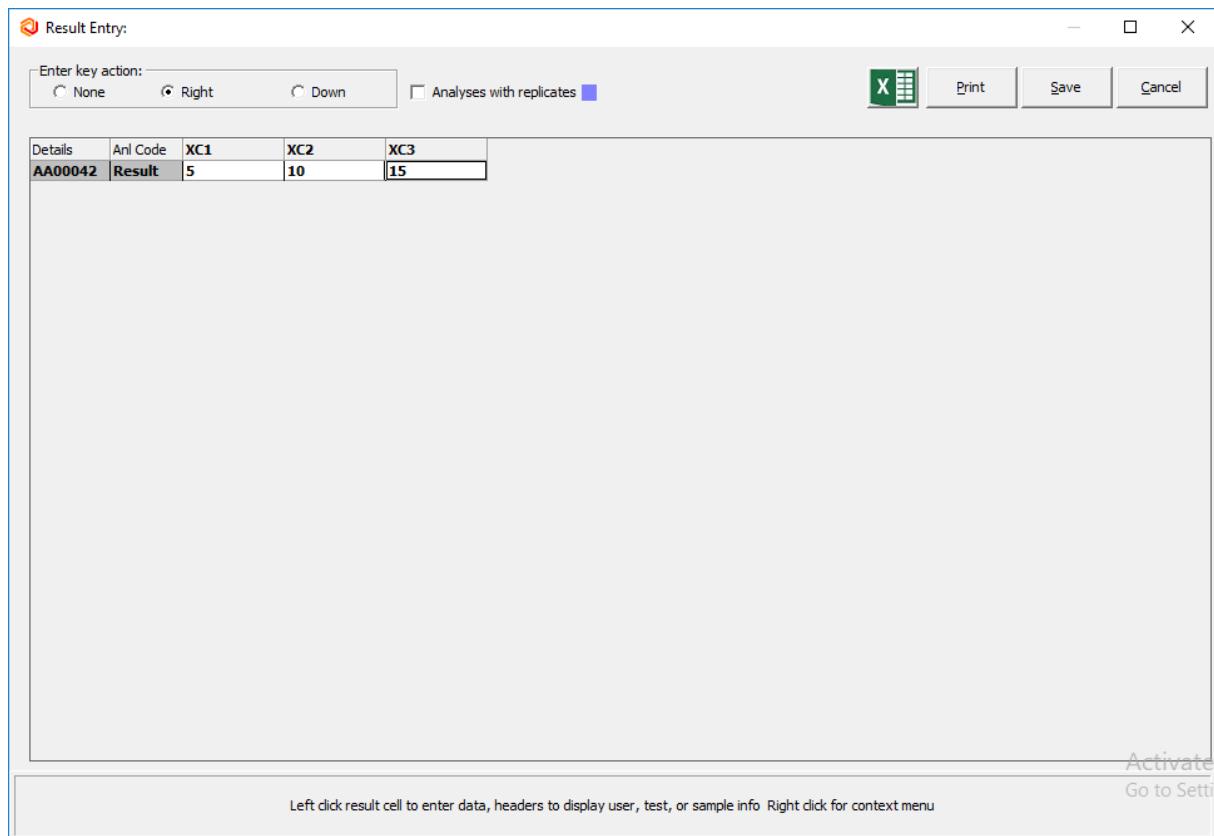
- 3) Log-in samples for with ACodes created in above steps.



- 4) Launch Result Entry application. Click on Result Entry. Select Sample ID. Enter Sample Number. Click on View Selections. Click on Enter Selection.



- 5) Enter results for analysis \$XC1 and \$XC2. Result value should be automatically calculated for \$XC3.



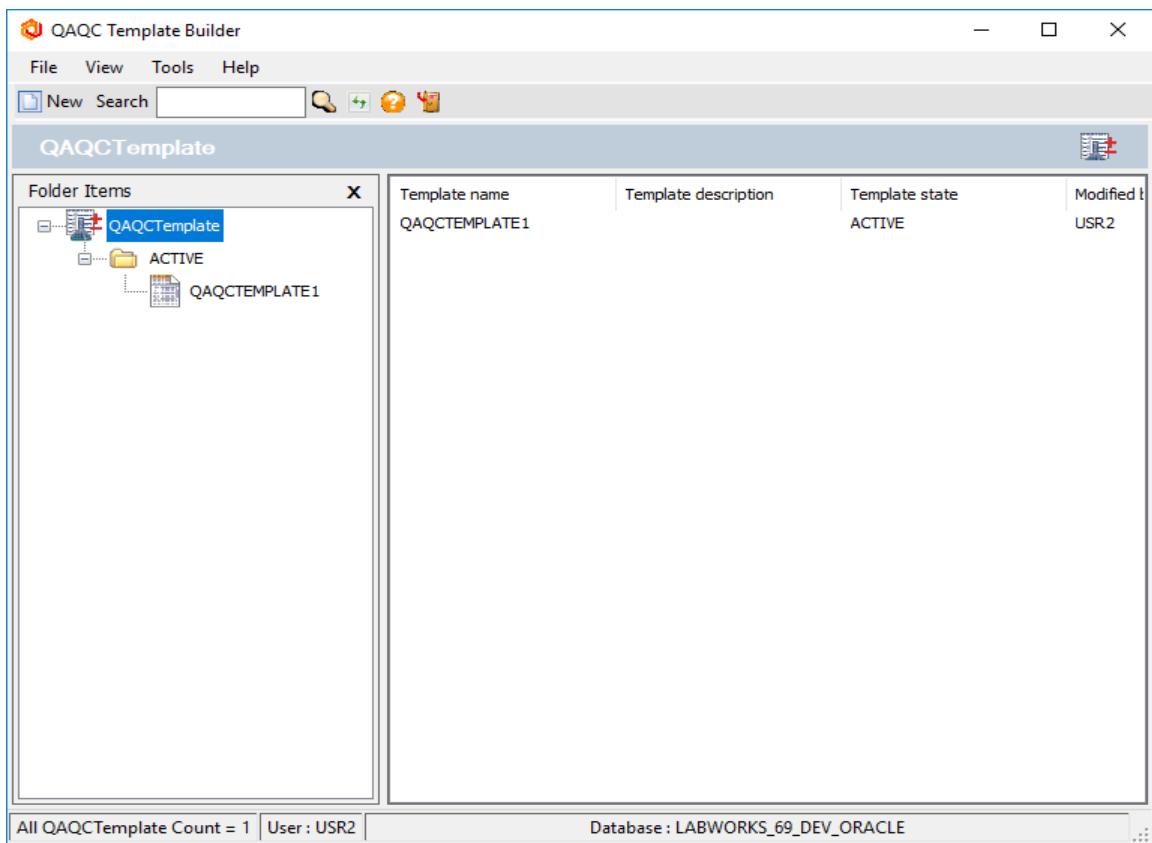
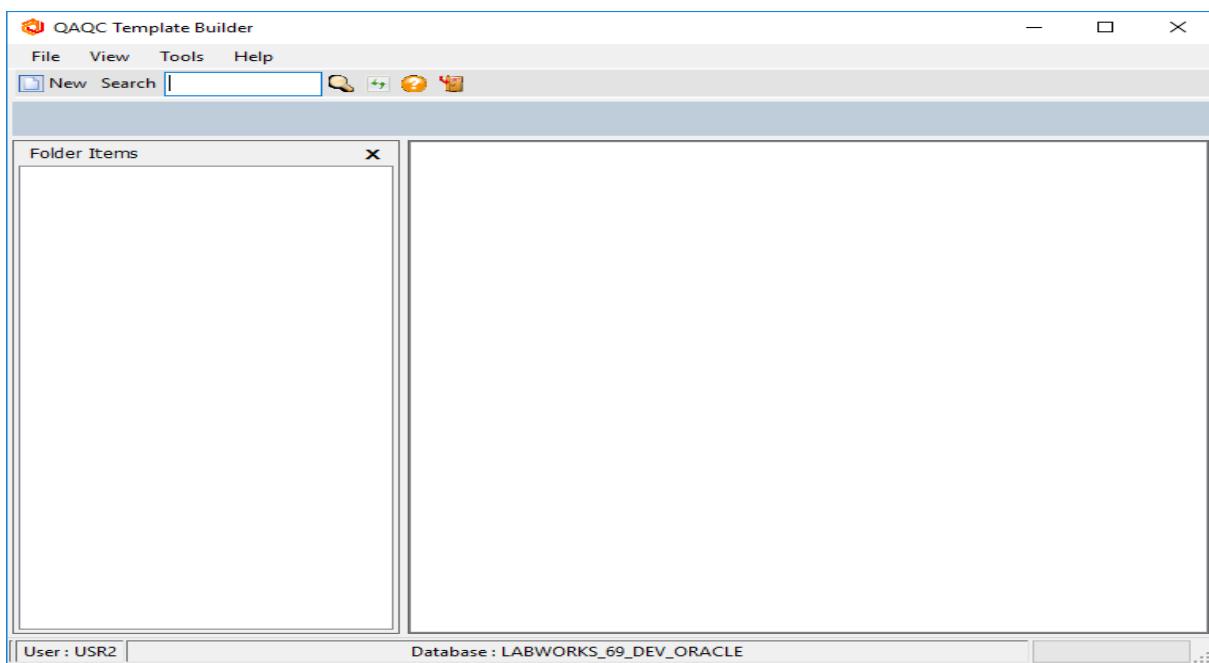
The screenshot shows the 'Result Entry' dialog box. At the top, there is a toolbar with buttons for 'Enter key action' (None, Right, Down), a checkbox for 'Analyses with replicates', and standard window controls (Minimize, Maximize, Close). Below the toolbar is a table with three columns labeled XC1, XC2, and XC3. The first row contains 'AA00042' and 'Result'. The second row contains the values '5', '10', and '15' respectively. The cell containing '15' is highlighted with a blue border. To the right of the table are buttons for 'Print', 'Save', and 'Cancel'. At the bottom of the dialog box, there is a message: 'Left click result cell to enter data, headers to display user, test, or sample info. Right click for context menu'. On the far right, there are 'Activate' and 'Go to Setti' buttons.

Details	Anl Code	XC1	XC2	XC3
AA00042	Result	5	10	15

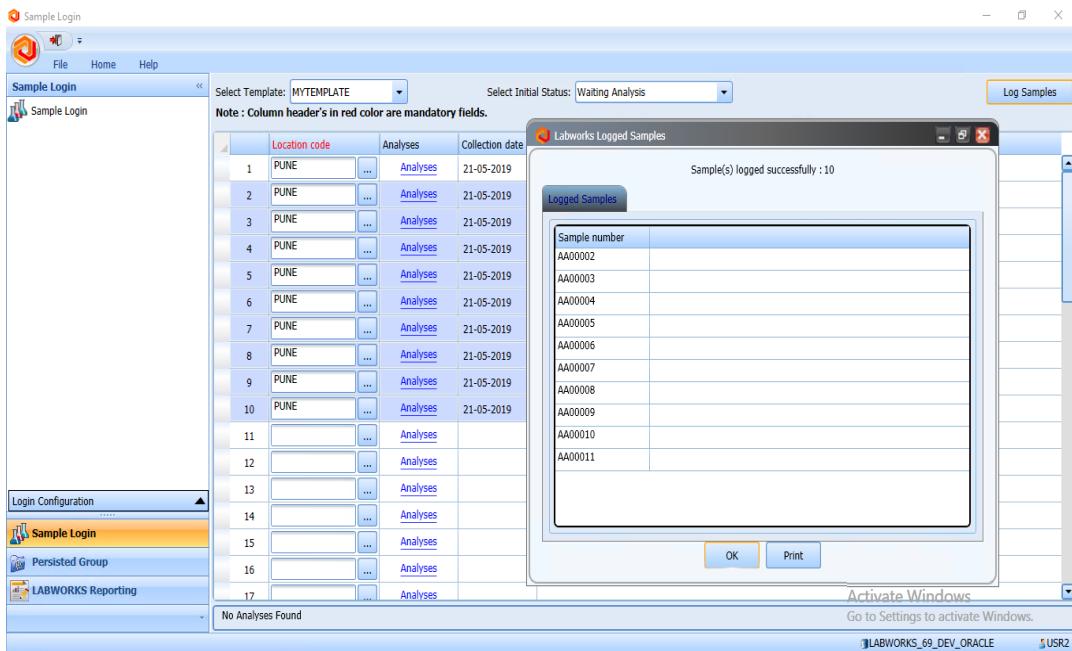
## 8. Generate QA/QC Batch

### 8.1. QA/QC Template Builder

- 2) Click on 'LWQAQCTemplateBuilder.exe'. Click on 'New' button. Enter the template details in Main tab. Enter the sequence details in Sequence tab. Newly created QA QC Template is displayed in the list.

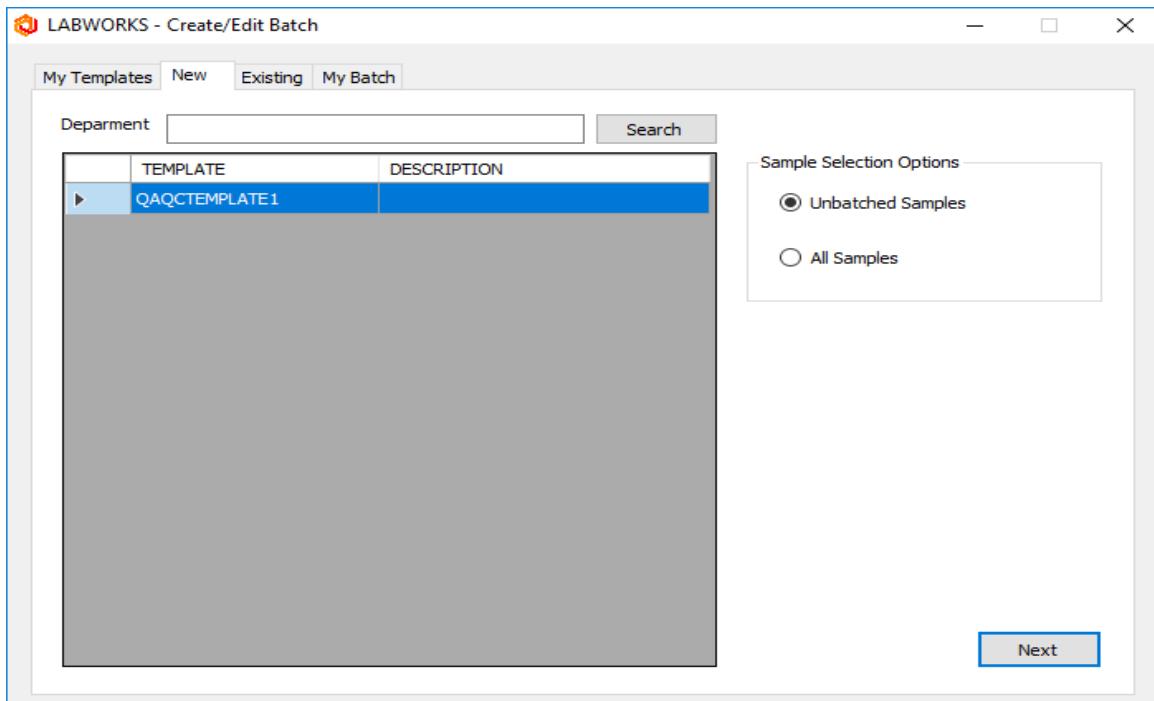


- 3) Launch “LWSampleLogin.exe”. Login samples to be included in the batch.

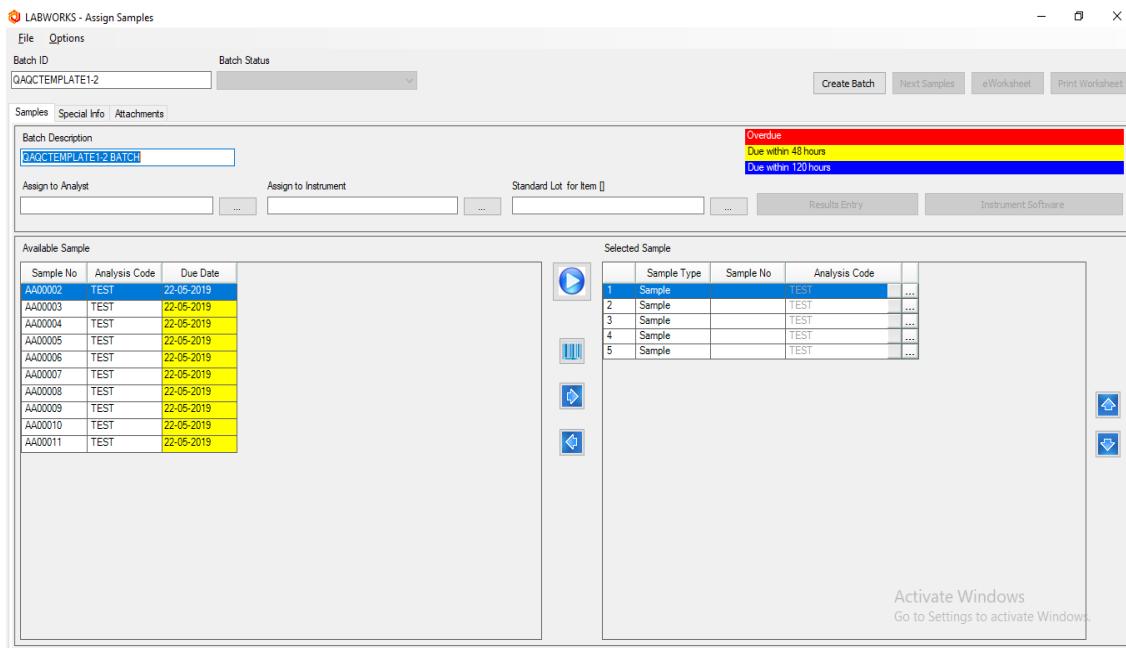


## 8.2. QA/QC Batch Builder

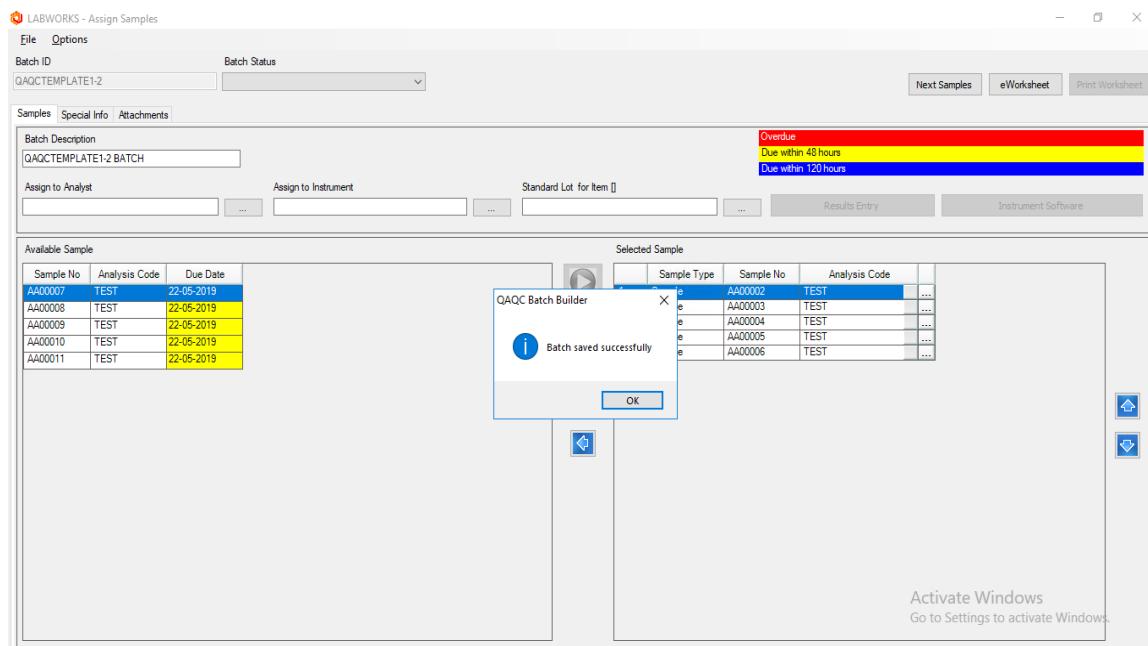
- 1) Launch “LWQAQCBatchBuilder.exe”. Select the newly created template, radio button for sample selection option as “Unbatched Samples” and click on 'Next' button.



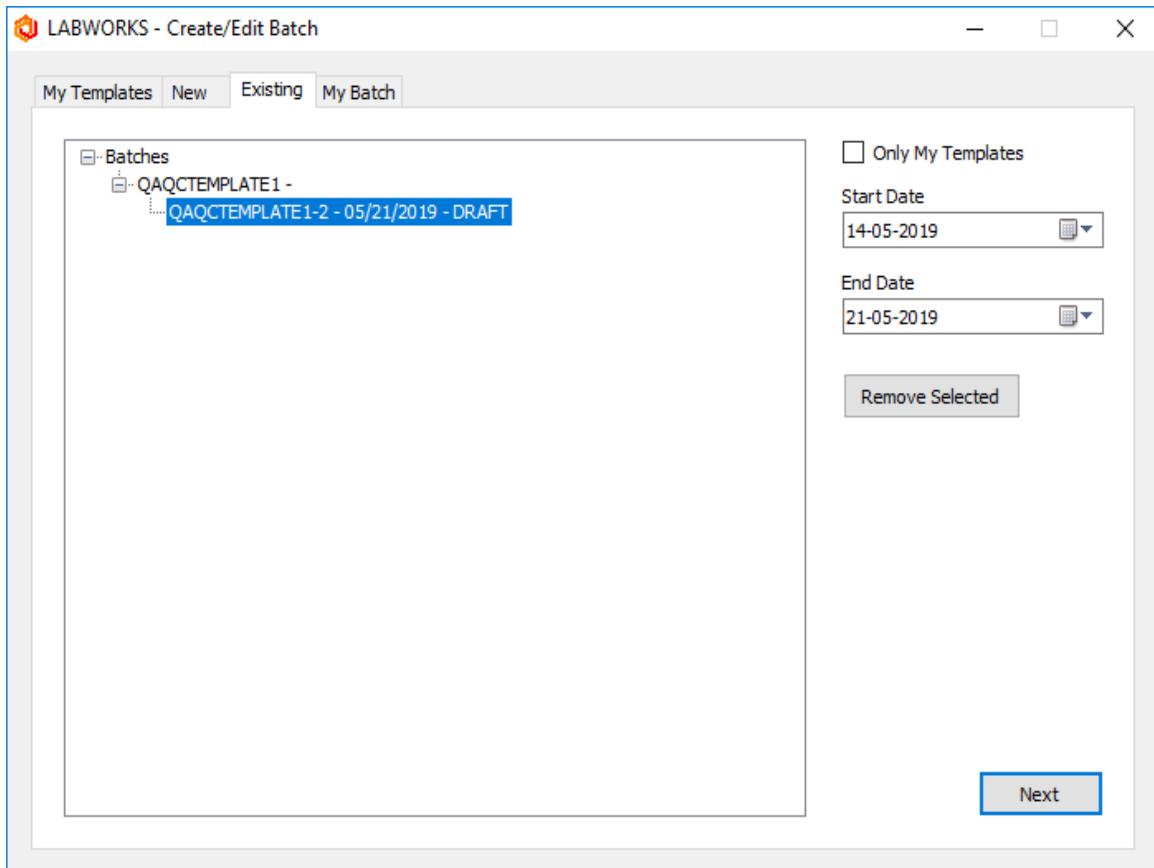
- 2) Select the samples from “Available Samples” list and click “Auto-fill” button to move the samples to “Selected Sample” list.



- 3) Click on 'Create Batch' button. “Batch saved successfully” message should be displayed.

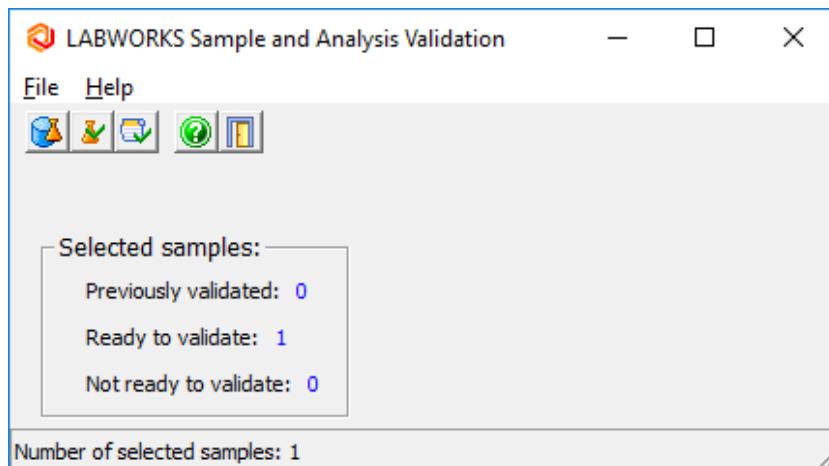
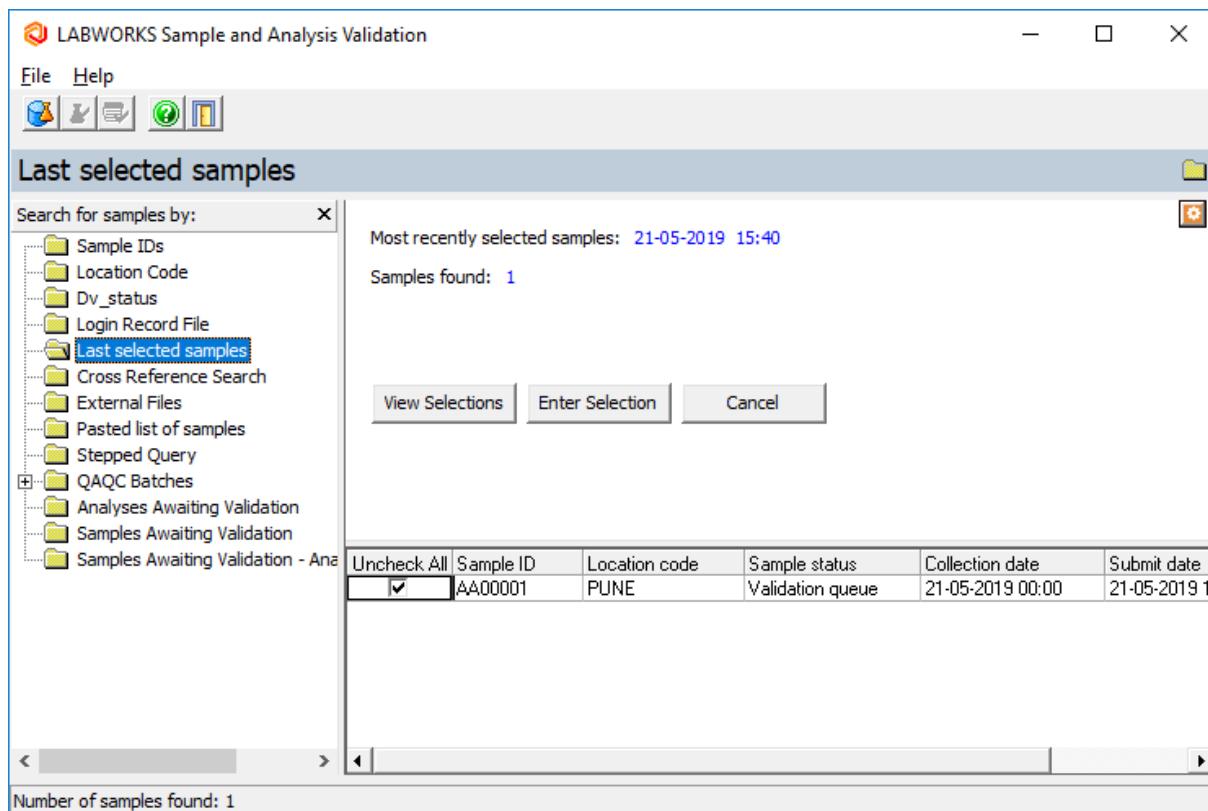


- 4) Go to "Existing" tab. The newly created batch should be displayed with "DRAFT" status.



## 9. Validate Result

- 1) Launch Sample and Analysis validation application.
- 2) Select Sample ID option from Search for Sample By. Enter Sample Number (select sample number such that it is already having status as 'Validation queue'). Click on View Selection. Click on Enter Selection.



- 3) Go to 'Analysis Order' Tab. Right Click on Analysis Order column. Select 'Validate all complete Analyses in sheet'.

**Multi-Sample Validation - Sample Analysis Orders**

Unordered analysis		10.00	Set price	10.00	Projected price
Analyses Ordered	Sample ID	AA00001			
	Loc Code	PUNE			
	DV_STATUS				
<b>TEST</b>	Status	<b>Not valid</b>			
TEST Analysis	Result	Complete			
---	Rlt Source	Manual			
	Price	0.00			
	Start Date	21-05-2019 15:41:00			
	End Date	21-05-2019 15:41:00			
	Analyst	USR2			
<b>TEST</b>	Status	<b>Not valid</b>			
TEST Analysis	Result	10			
---	Rlt Source	Manual			
	Price	0.00			
	Start Date	21-05-2019 15:41:00			
	End Date	21-05-2019 15:41:00			
	Analyst	USR2			
<b>\$TEST</b>	Status	<b>Not valid</b>			
\$TEST Analysis	Result	Complete			
---	Rlt Source	Manual			

Cancel  
 Validate all completed analyses for sample AA00001  
 Unvalidate all analyses for sample AA00001  
 Set all analysis prices for sample AA00001  
 Reorder all analyses for sample AA00001

Sample header info      Comments      Special information      **Analysis order**      Setup headers

Click analysis disposition to change, result to view detail, or price to set price. Right click header for block operations.

- 4) Select 'Sample header info' tab. Select Validate Now check box. Click on "Save" button.

**Multi-Sample Validation - Sample Header Fields**

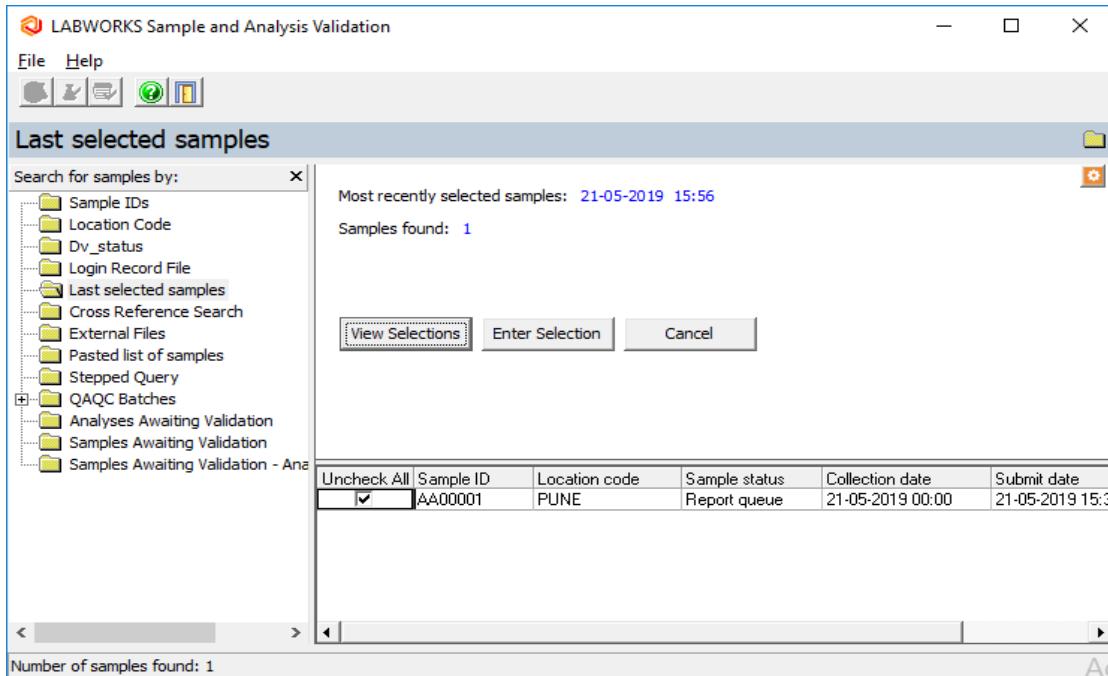
Sample ID	Validate	Previously Validated	Analyses Validated	Any Viols	Audit Trail	QA/QC Data	Loc Code	Sample Colctr	Col Date	ColTime	Sub Date
AA00001	<input checked="" type="checkbox"/>	No	Yes	No	Yes	No	PUNE		21-05-2019	00:00	21-05-2019

Save      Cancel

Sample header info      Comments      Special information      Analysis order      Setup headers

Click here to save sample validations, analysis dispositions, and price or comment modifications

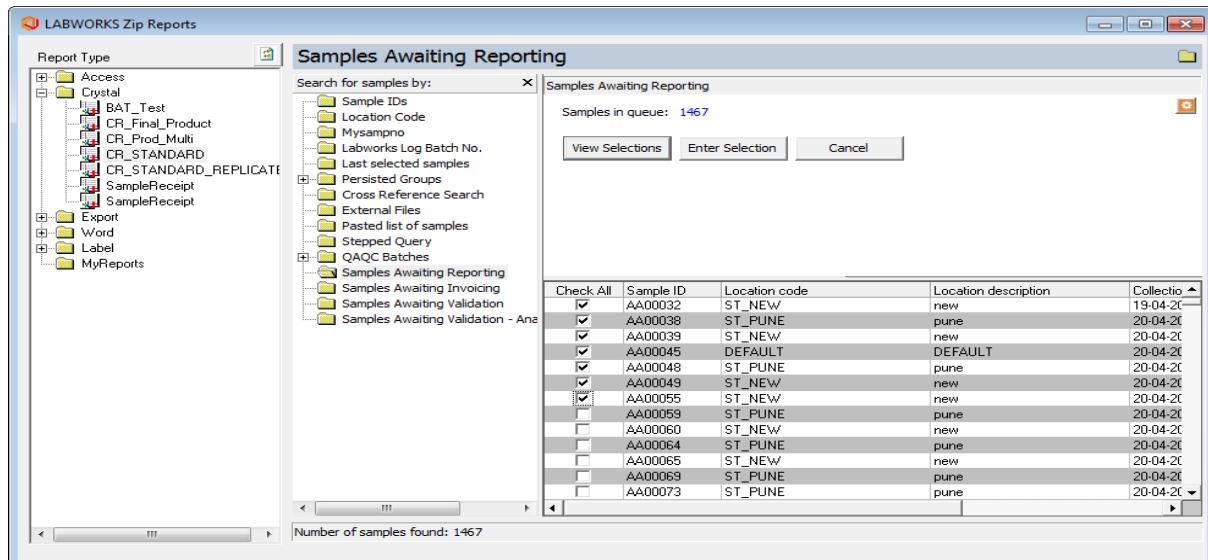
- 5) Select 'Last Selected Sample' option. Click on View Selection button.



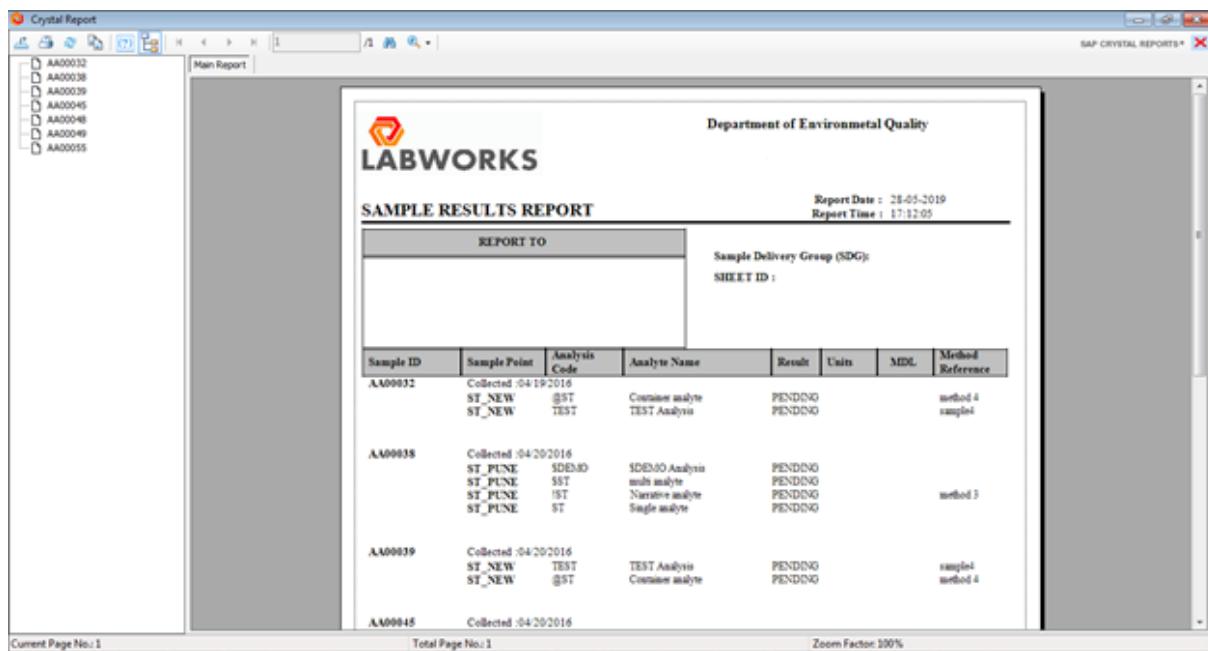
- 6) Status of the selected sample should be displayed as 'Report Queue'.

## 10. Generate Report

- 1) Launch Zip Report (ZipReport6.exe) application with valid LABWORKS credentials. Select "CR\_STANDARD" report and select applicable samples using "Sample Search" window. Click "Enter Selection".



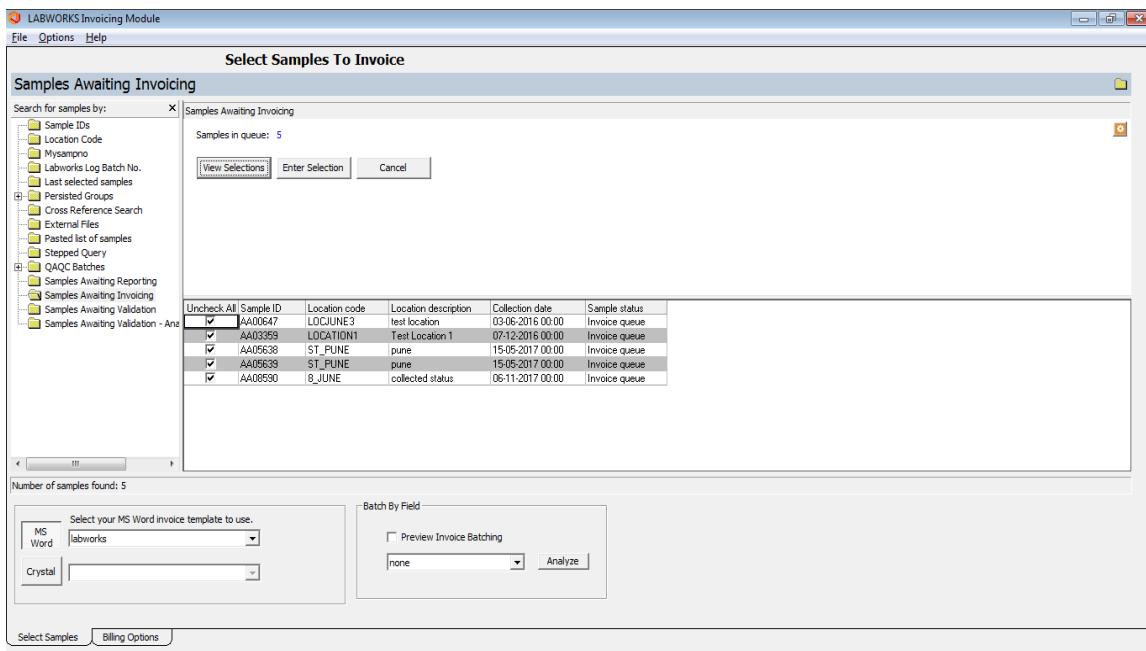
- 2) Report file is generated.



Sample ID	Sample Point	Analysis Code	Analyte Name	Result	Units	MDL	Method Reference
AA00032	Collected :04/19/2016 ST_NEW ST_NEW	@ST TEST	Container analyte TEST Analysis	PENDING PENDING			method 4 sampled
AA00038	Collected :04/20/2016 ST_PUNE ST_PUNE ST_PUNE ST_PUNE	SDEMO SST IST ST	SDEMO Analysis multi analyte Nanotive analyte Single analyte	PENDING PENDING PENDING PENDING			method 3
AA00039	Collected :04/20/2016 ST_NEW ST_NEW	TEST @ST	TEST Analysis Container analyte	PENDING PENDING			sampled method 4
AA00045	Collected :04/20/2016						

## 11. Generate Invoice

- 1) Launch “Sample Invoice” application (LWWinV6.exe). Select “Samples Awaiting Invoicing” option. Click “View Selection” and “Enter Selection”.



Uncheck All	Sample ID	Location code	Location description	Collection date	Sample status
<input checked="" type="checkbox"/>	AA00647	LOCATION3	test location	03-01-2016 00:00	Invoice queue
<input checked="" type="checkbox"/>	AA03359	LOCATION1	Test Location 1	07-12-2016 00:00	Invoice queue
<input checked="" type="checkbox"/>	AA05638	ST_PUNE	pune	15-05-2017 00:00	Invoice queue
<input checked="" type="checkbox"/>	AA05639	ST_PUNE	pune	15-05-2017 00:00	Invoice queue
<input checked="" type="checkbox"/>	AA08590	B_JUNE	collected status	06-11-2017 00:00	Invoice queue

- 2) Invoice should be generated as per the configured format.