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LABWORKS 6.9 Installation Certification Document

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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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11.	GENERATE INVOICE	



Installation Tests

1. User Management

1.1. Create User

1) Launch LABWORKS Application and enter username/password credentials

LABWORKS - User Login		
LABWORKS	Available Database	Select Language
usr Password •	LABWORKS_68_TEST_CHEI LABWORKS_69_DEV LABWORKS_69_DEV_ORAC LW_68_DEV_Domain LWWATRD11_Oracle	Chinese Spanish Japanese German Italian Chinese-traditional
		Russian
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😂 Login		
Results		
Search		
Maintenance		
🔁 Utilities		
Deptions		
📴 Reports		
➢ Help		
		Activate Wir
Ready Licensed to: Hindustan Petroleum Corp Ltd.	Database: LABWORKS_69_DEV_ORACLE	Go to First Use rs #

 Navigate to File → SYSTEM MANAGER application. Click on "Create New" button. Enter user information and click "Create" button. Configure user privileges.



LABWORKS System Management					
ystem Control Data Field Names User Information	Privileges				Save and Exit
	User I	nformation		Active	
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	Nev	v User Information	Nam	e User	
		Active	ser II	DUSR	
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	 <u>F</u> irst name	Second	Tear	m Floating	-
	<u>L</u> ast name	User	Class	s Full	-
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	Password	1		,	
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	Team			Reset Password	·
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	User Class	Full		Clone <u>U</u> ser	
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					Go to Sett



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							User ID Email Team User Site User Class LDAP User ID	Floating		
								Reset Password Create New		
								Clone <u>U</u> ser Remove User		
									Activ	ate
							_		Go to S	Setti

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.

Login Available Database Select Language User LABWORKS_68_DEV LABWORKS_68_TEST USR2 LABWORKS_68_TEST French Password LABWORKS 69_DEV Chinese Image: I	LABWORKS - User Login		
Login Available Database Select Language User LABWORKS_68_DEV English USR2 LABWORKS_68_TEST French Password LABWORKS_69_DEV Spanish Japanese LW_68_DEV_Domain Japanese LWWATRD11_Oracle German Italian	Q LABWORKS		
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System Manager			
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Analysis List			
- Location List			
Result Entry Setup			
Excel Calculation Setup			
- Create/Modify Special Info Forms			
Create/Modify Pick Lists			
Mail List Setup			
- QC Batch Template Builder			
RS 232 Instrument Setup			
eWorksheet Template Builder 🧅			
Ready Licensed to: Hindustan Petroleum Corp Ltd. Database: LABWORKS_69_DEV_ORACLE		Second L	lser 🚲



2) Click on Location List option

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File View Tools Help											
New Search	😮 🕤										3
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Folder Items	x	Location code									
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- 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	t modified:			
LAB1							
Location description				_			
Project account code							
-NONE-							
TONE							
			Special info for	rm	Derver		
✓ Validate samples					Browse		
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U			Sample Owner			~	
Due date base option						*	
Collection date	Loca	ation Code / Sam	ple Read Owner			\sim	
 Submittal date 							
				Apply	OK	Car	ncel

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 Appedifications Calculation Special Info Result Source Audit Info Analysis Analysis code : TEST TEST Analysis CAS number : Method reference : Vork units : Special Info form: CAS number : Price : Vork units : Special Info form: 0 O Container Matrix 0 Browse Routing details : Department : 0 Processing For Replicate Settings Processing Select Replicate From N/A Select Replicate From N/A Hold times Days Hours : Mins : 1 0 0 Image: Quantitation details Reporting units : Default MDL : PQL : 0 Image: Quantitation details Reporting units : Default MDL : PQL : Analysis Reader Quantitation details Outer Ship Analysis Reader Analysis Reader Image:										
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File View Tools Help				
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69TEST				
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E ANL_CODE	69TEST	DRA	AFT ANALYSIS_ACTIVATE	
🗈 🛅 Container			ANALYSIS_CREATE	
Multi Component			ANALYSIS_MODIFY	
Narrative Text			ANALYSIS_RETIRE	
Single Component			ANALYSIS_SUSPEND	
-BTKN			Delete	
-CAH_TITER				
-CAS_VOL				
-DTKN				
-L2TKN				
-LTKN				
123				
18SRNA				
18SRRNA				
222				
69TEST				
9991				
A				
ABC				
ACETIC				
ACODE_1				
ACODE_2				
ACTIVATE				
ADREASON				
ADREASON1				
ADREASON12				
ADREASON123				
AG_LW				
AG_SW				
ALCNIR_PAB				
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2. Multi-Component Analysis: Click New. Enter Analysis code starting with \$ and enter Analysis Name=. Click Apply. Click OK.



🔕 Add/Edit Analysis							×
Analysis Components ASpecifications C	alculation Special Info	Result Source	Audit Info				
Analysis							
Analysis code :		Analysis nan	ne:				
\$TEST		\$TEST Anal	ysis				
Method reference :							
	\sim						
Price :		Work units :		Special info	form:		
0 Container	Matrix	0			В	rowse	
		Deelingto Cat					
Department :		-Replicate Set	ungs				
		# Of Replica	ates 0	*			
		Processing]				
		Set	Analysis To	N/A		\sim	
		Select Rep	licate From	N/A		\sim	
Hold times	line i	Multicompone	nt details —				
		Component I	ist file :				
Regulation hold time		_					
Days Hours: N	Ains :	✓ Report	all specified o	components			
0 💠 0 🗘 0	▲	Add uns	specified com	ponents			
Quantitation details							
Reporting units :	Default MDL :						
	0.003						
Round off for calculations		Ownership					
○ Significant figures		Analysis Def	inition Owner	r		~	
Use MDL places		Sample An	alysis Owner	r		~	i
		Ana	alysis Reader			~	i l
\$TEST							
			1	Apply	OK	Can	cel

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



		ACastle	ations	Calculation	Consist To	6. D-	ault Course	Audit Tofe				
iiy: hal		aspecific	auons	Calculation	special In	IO RE	esuit Source	AUGIT INTO				
ICI	ysis component	iist .	-					646				1
	Component N	ame	Compo	onent Abbre	evation	Unit	MDL	CAS	PQI	. 4	REF	-
	A											-
	в											-
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1											>]
		lear Compor	antlist	Loads	rom Matha	4	Marga From	Method	Load From	Analysis		
		Licar compor	ient List	Load P	rom metho		merge From	meulou	Loau From	Andrysis		

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	- 0	×
Analysis Audit Info		
Analysis Analysis code :	Analysis name :	
@TEST	@TEST Analysis	
Method reference :	CAS number :	
~		
Price :	Work units : Default label format:	
0 Container Matrix	0	
Routing details : Department : Department :		
	2 months	
	Analysis Definition Owner	
	Sample Analysis Owner	
	Analysis Reader	
@TEST	Apply OK Cancel	

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.



(1)	
Add/Edit Analysis	- L X
Analysis Default Text Special Info Audit Info	
Analysis Analysis code :	Analysis name -
Method reference :	
Drice -	Work units : Special info form:
	O Prowse
Container Matrix	0 DIOWSE
Routing details :	
Department :	
Reportable	
Hold times Days Hours : Mins :	
Pagulation hold time	
Days Hours: Mins:	
	Quantita
	Ownership
	Sample Analysis Owner
	Analysis Reduer
	Apply OK Cancel



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

Add/Edit Analysis	— L X
Analysis StudyAnlsTabPage Audit Info	
Analysis	
Analysis code :	Analysis name :
#TEST	#TEST Analysis
Matrix	
PIDGIA	
Department :	
	Ownership
	Analysis Definition Owner
	Sample Analysis Owner
	Analysis Reader
#TEST	Apply OK Cancel
	Caller

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



٩	Add/Edit Analysis		– 🗆 X
Ana	lysis StudyAnlsTabPage Audit	Info	
Stu	idy group analyses :		
	StudyGroupAnalCode	Analysis Name	
1	TEST	TEST Analysis	
2	\$TEST	\$TEST Analysis	
3	!TEST	!TEST Analysis	
4	@TEST	@TEST Analysis	
	Clea	r Study Group Load	Merge
	#TEST		
2			Apply OK Cancel

4. Sample Login

4.1. Login a sample

- 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.



🔕 Sample Login	lli. 🙃 🛨		dtp291		_ @ ×				-	٥	×
* *											
File Home Help											
Sample Login «				Sample Config	juration						
	Select Template (MYTEMPLATE Maximum Samples: 0 💭 Field Available Fields: Attachment Billing rate Check specifications Collection time	s Frozen	Name MYTEMPLATE 0 Omega Owner Selected Fields: FieldName Analyses Collection date	Field Alias Analyses Collection date	Field Width	ReadOnly	Save Mandatory	Save A	PickList PickList Select		ncel
Login Configuration Sample Configuration Login DateTime Configuration Location List Configuration Location List Configuration Logged Sample Status Configuration Paperwork Configuration User Program Configuration Group Configuration Persisted Group LABWORKS Reporting	Comments Disk Copy Do invoicing Do validation Due date DV_STATUS Invoice address Line 1 (BAD1) Invoicing address Line 2 (BAD2) Invoicing address Line 3 (BAD3) Invoicing address Line 4 (BAD4) Invoicing address Line 5 (BAD5) Location Description Mail list Number of Labels Number	•	LABWORKS Sample L	ogn 🗶			Ac	tivate \	Nindows		 ▲ ✓
	CPrice list	,					60	to setting	us to activate wi	ingeneration.	
							(LABWORK	S_69_DEV_ORACLE		SUSR2

- 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.

Sample Login									0 A
File Home Help									
Sample Login	Select Tem	nplate: MYTEMPLATE	-	Select	Initial Status: Waiting Anal	lysis	•		Log Samples
Sample Login	Note : Co	lumn header's in red col	or are I	mandatory fields.					
		Location code	Ana	Labworks Looged Sar	noles			- 8 🛛	
	1	PUNE	1						
	-				5	Sample(s) logged suc	cessfully : 1		
	2		$\left \right $	Logged Samples					
	3								
	4			AA00001					
	5								
	6								
	7								
	8	····							
	9		1						
	10								
	10		$\left \right $						
	11								
	12								
Login Configuration	13								
	14								
Sample Login	15							,	
Dersisted Group	16	· · · ·				ОК	Print		
LABWORKS Reporting	17		įΞĻ	naryses				Activate Windows	J
	 ITEST,#T 	rest,\$test,@test,test						Go to Settings to activate W	indows.
								ILABWORKS_69_DEV_ORACLE	SUSR2

a



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.

LABWORKS Result Entry		_		×
<u>File</u> Help				
	Available templates Sample_Down			
Sample IDs				
Search for samples by: ×	Selection Criteria			
Sample IDs Costion Code Costatus Cost selected samples Coss Reference Search External Files Stepped Query Cost Stepped Query Analyses Awaiting Results Analyses Awaiting Validation	Enter or scan Sample ID: Sample ID is View Selections Enter Selection Cancel			0
	Uncheck All Sample ID Sample Point Sample status Collection date Submit date AA000001 Pending 21-05-2019 00:00 21-05-2019 15:34	ŀ	Actival	te W
Number of samples found: 1				



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

🥥 Result E	ntry:										×
Enter key O Non	action: e (•	Right	C Down	Analys	es with replicates	•	×	Print	Save	Canc	el
Details	Anl Code Result	ITEST Pending	TEST	\$TEST Pending	@TEST						
				, , , , ,							
				E	nter, load, or modi	y results for sample analyses				Activat Go to Se	tting

- 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.





Imponent Result Entry for Sa	npie										
Sample ID: AA00006 Analysis: \$DEM0	h		-Ent	er key action: Right	C Down						Load Results
Location code: ST_MUMBAI Result file:	iiysis										Clear <u>R</u> esults
Validated: No		Units: MYSAM	PNO:								Display SOP
Start date: 27-05-2019	··· Start:ti	ne: 15:35 🗘	0	ilution factor	1						Sample Commen
End date: 27-05-2019 halytes waiting for replicates inp	End ti	ne: 15:35 🖨		Analyst	USR						Analysis Comme
Component Name	Viol	Result	Units	MDL	Raw Result	Result Method	Analyst	Start Date	Time	Manage Replicates	Ani Spec Info
3		5.0					USK	27-05-2019	12:32	Manage Replicates	Samp Spec Info
)										Manage Replicates Manage Replicates	Validate
											QA/QC Batch Inve
											Print
											Store and Move N
											Disgard Results

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

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

etals	Anl Code	@ST	ITEST	\$TEST	\$DEMO	ACTIVATE	QAQC2	CHLORINE	TEST	DEFAULT	BR2	QAQC1	@TEST	
A00006	Result		Pending	Pending	Done									
oc Code: ST MUMBAI	MDL					1								1
	Result2													4
	PQL													
	Qualify													
	StartDate				27-05-2019									
	StartTime				15:35									
	Analyst				USR									
	EndTime				15:35									
	CAS #													
	DueDate	18-04-2016	18-04-2016	18-04-2016	18-04-2016	18-04-2016	18-04-2016	18-04-2016						4
	EndDate				27-05-2019									
	DilFactor	1				1	1	1						
	AsnInstr													4
	RawResult													4
	Result Method	-					-		-					4
	Units													4
A00051	Result						2			1.00				4
oc Code: DEFAULT	MDL									0.000565				4
	Result2											_		4
	PQL													4
	Qualify													4
	StartDate				_		11-10-2018	05-01-2017	05-01-2017	11-10-2018		_		4
	StartTime				_		12:23	17:16	17:16	12:23		_		4
	Analyst						USR		_	USR			_	4
	EndTime				_		12:23	17:16	17:16	12:23		_		4
	CAS #				_				1234			_		4
	DueDate				_		23-04-2016	23-04-2016	20-04-2016			_	_	4
	EndDate				_		11-10-2018	05-01-2017	05-01-2017	11-10-2018		_	_	4
	Dilhactor			-	_		1	1	1	1		_	_	4
	Asninstr		-	_	_	-	-					_	_	4
	Rawkesuit				_	_				1		_		4
	Result Method				_		•	2	•	_			_	4
	Units			_	_	_			100mi				_	4
AUUU78	Result				_	_			_	0.000565				4
C Code: DEFAULT	MDL									0.000565				4



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

1	🥥 Result Er	ntry:											\times
	C None	action:	Right	C Down	Analyse:	s with replicates 📃			×	Print	<u>S</u> ave	Cance	
	Details	Anl Code	ITEST	TEST	\$TEST	@TEST							
í I	AA00001	Result	Done	10	Done	12							
					Ent	ter, load, or modify	results for sample analy	/ses			4	activate to set	e ₩ tings

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.
- 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.
- 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.

ScanDaemon setup and configuration				_ 6 💌
File Help				
🗌 New 💕 🗙 🎯 🗿 🔲				
SEAL_AQ				C
Folder Items	x	Group Property	Value	
		Name	SEAL_AQ	
		Description		
AntomPaar_DMA		Wait Duration	00:00:10	
AntonPaar_DMA		Post Cycle Program		
		Post Cycle Program Parameters		
		ScanTarget 1		
		Process	Load Results	
🛅 LSC1 Quantismart		Scanned Folder	C:\LABWORKS\Seal	
CH Auto Titrator		Ele Pattern	*.05V	
CammaSpec		Instrument Type	NGTL CEG SC SEAL AO	
		Add Tests	NO	
		Change Begulte	VEC	
CammaSpec_68		Rename Rule		
Carlor PS_Service_68		File Dispection	None	
Canada Santa S	=	Hie Disposition	nore	
Canalana SEAL_AQ		Move or copy Polder		
Canton Gamma_Test		Post Processing Program		
		Post Processing Program Parameters		
		Enabled	YES	
Agilent_D_Oxy				
Aglent_2163				
Agient Gas Chromatographs (ASTM D-2				
LWNGII_AgilentChemCDS_ASTM_D_217				
Agient_EXLRPT				
LWNGII_AgientChemCDS_DHCA				
Mor_Change				
MILK_DHCA_1				
Change 1 DKI				
WNGIL Thermo KONE				
	-			
×				
SEAL_AQ	_	User:Analyst First User	Database:LW68Test	
				16:36
	p⊾	🗾 🔛 💌 💟	- 💘 🔍 🔍 🔍 - 🕅 🕅	27-05-2019

- 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.

C1		0			
				Calculate MDL	
C2		0	N	lon-numeric key value op	otions -
		õ		Don't perform calc	
		0		O Report as key value	
		0		Report as MDL	
		0		Report as < MDL	
		0		Report as 0	
		0			
		0			
		0			
nction :					
C2 (111 - 112) (2					
	nction :	nction :			Image: Second



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

nalysis Components ASpecifications Calculation	Special Info Result Source
Analysis	
Analysis code :	Analysis name :
\$C3	\$C3 Analysis
Method reference :	
Price :	Work units : Special info form:
0 Container Matri	x 0 Browse
Routing details :	Replicate Settings
Department :	and a second second
	# Of Replicates
Reportable	Processing
V Invoicable	Set Analysis To N/A 👻
	Select Replicate From N/A *
Hold times	Multicomponent details
Days Hours : Mins :	Component list file :
0 1 0 1	
Regulation hold time	Report all specified components
Days Hours: Mins:	Add unspecified components
0 🐳 0 🐳	
Quantitation details	
Reporting units : Defau	ult MDL :
Round off for calculations	Ownership
 Significant figures places 	Analysis Definition Owner
Use MDL places	Sample Analysis Owner 🗸 🗸
	Analysis Reader
- 53	
2	Apply OK Cancel

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

🔕 Sample Login							- 0 ×
A + +							
File Home Help							
Sample Login «	Select Temp	late: MYTEMPLATE	-	Select Initial	Status: Waiting Analysis		Log Samples
🐝 Sample Login	Note : Colu	ımn header's in red col	or are man	🔾 Labworks Logged Sa	mples	- 2 🛛	
		Location code	Analyses		Sample(s) logged successfully : 1		
	1	PUNE	Analy	Logged Samples			-
	2		Analy]	
	3		Analy	Sample number			
	4		Analy				
	5		Analy				
	6		Analy				
	7		Analy				
	8		Analy				
	9		Analy				
	10		Analy				
	11		Analy				
	12		Analy				
Login Configuration	13		Analy				
	14		Analy		OK Drint		
Descripted Group	15		Analy		OK		
persisted Group	16		Analys	ses			
LABWORKS Reporting	17	I	Analys	ses		Activate Windo	
	C1,C2,C3					Go to Settings to ac	tivate Windows.
						LABWORKS_69_DE	V_ORACLE SUSR2

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

🥥 Result Er	try:							—	
Enter key C None	action:	Right	C Down	Analyses	with replicates	×≣	Print	<u>S</u> ave	<u>C</u> ancel
Details	Anl Code	C1	C2	C3					
AA00041	Result								
									Activat
				Ent	er, load, or modify results for sample analyses				

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

🔕 Result E	ntry:					_	
Enter key O None	action: e (•	' Right	C Down	Analyses with replicates	int	<u>S</u> ave	Cancel
Details AA00041	Anl Code Result	C1 10	C2 20	C3 15			
							Activat
			Left dick resu	It cell to enter data, headers to display user, test, or sample info Right click for context menu			Go to Set

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.
- 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.



2 Even Custom Calculation Creation and N	Indification		- n v
	louncation		
Loaded calculation: TESTCALC	Load	Clea <u>r</u> <u>P</u> rint	Save Close
Last modified: 05-22-2019 16:57 Modified	iby: USR2		
Calculation description: TestCalc			
Excel workbook (.XLS) file: TEST	Excel worksheet name: Shee	t1 Macro:	
Header items to write to spreadsheet:			
Cell Address	<u> </u>		
	_		
 			
	-		
Calculation Header Information	Input and Output Paramete	ers	
Q Excel Custom Calculation Creation and N	lodification		– 🗆 X
· · · · · · · · · · · · · · · · · · ·		1	
Loaded calculation: TESTCALC	Load	Clear Print	Save Close
Last modified: 05-22-2019 16:59 Modified	iby: USR2		
		1	
Clear Params Load from	XL Calc Merge from XL Calc	Load from Analysis	Merge from Analysis
Input and output parameters for Excel c	ustom calculation:	Allow Duplicates	Auto-Increment Cell
Anl Code	Analyte Name	Result Item Input/	Output Cell Address
1 XC1	XC1 Analysis	Primary result	▼ A1
2 XC2	XC2 Analysis	Primary result Input	▼ B1
4	XC3 Analysis	Primary result	
5		Primary result 👻 Input	•
6		Primary result Input	
8		Primary result Input Input Input Input	
9		Primary result 🛛 🚽 Input	▼
10		Primary result Input Primary result Input	
11 12		Primary result Input Input	<u>▼</u>
13		Primary result Input	-
14		Primary result	
•			
Calculation Header Information	Input and Output Parame	eters	



Q Sample Login										- 0 ×
File Home Help										
Sample Login	« Sele	ct Temp	olate: MYTEMPLATE			Select Initial Stat	us: Waiting Analysis	•		Log Samples
Nample Login	Not	e : Colu	umn header's in red o	olor are	mand	Uabworks Logged Samp	les		- 8 🛛	
			Location code	Anal	lyses		Sample(s) log	gged successfully : 1		
		1	PUNE		Analyse	Logged Samples			_	
		2			Analyse	Cample number				
		3			Analyse	AA00042				
		4			Analyse					
		5			Analyse					
		0			Analyse					
		/ 0			Analyse					
		9			Analyse					
		10			Analyse					
		11			Analyse					
		12			Analyse					
		13			Analyse					
Login Configuration		14			Analyse					
Sample Login		15			Analyse		ОК	Print		
Persisted Group		16			Analyses					
LABWORKS Reporting		17]	Analyses				Activate Windo	ows.
	XC	1,XC2,X	C3						Go to Settings to ac	tivate Windows.
									IABWORKS_69_DE	V_ORACLEUSR2

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.

🥥 Result E	ntry:								_		Х
Enter key Ö Non	action:	Right	C Down	Analyses	s with replicates		x	<u>P</u> rint	Save	Cano	cel
Details AA00042	Anl Code Result	XC1 5	XC2 10	XC3 15]						
										A _+:	
			Left dick rest	ult cell to enter data	a, headers to display user, test,	or sample info Right dick for	context menu			Go to	Sett

- 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.



🔕 QAQC Template Builder	-	\times
File View Tools Help		
New Search Search Search		
Folder Items X		

🕲 QAQC Template Builder				- 1	⊐ ×
File View Tools Help					
🗋 New Search	2 🗑				
QAQCTemplate					
Folder Items X	Template name	Template description	Template state		Modified t
QAQCTEMPLATE 1	QAQCTEMPLATE1		ACTIVE		USR2
All QAQCTemplate Count = 1 User : USR2	Da	tabase : LABWORKS_69_DEV_	ORACLE		

3) Launch "LWSampleLogin.exe". Login samples to be included in the batch.

🥥 Sample Login												-	٥	\times
File Home Help														
Sample Login «	Sele	ct Temp	late: MYTEMPLATE	•	Select Ini	itial St	atus: Waiting Analysis		•				Log Sampl	es
🐝 Sample Login	Not	e : Colu	mn header's in red col	or are mandatory	fields.									
			Location code	Analyses	Collection date		Labworks Logged Sarr	nples				5 🔀		
		1	PUNE	Analyses	21-05-2019			Sar	nple(s) logg	ed successfully :	: 10			
		2	PUNE	Analyses	21-05-2019		Logged Samples							
		3	PUNE	Analyses	21-05-2019		<u> </u>							
		4	PUNE	Analyses	21-05-2019		Sample number AA00002					4		
		5	PUNE	Analyses	21-05-2019		AA00003					-		
		6	PUNE	Analyses	21-05-2019		AA00004							
		7	PUNE	Analyses	21-05-2019		AA00005							
		8	PUNE	Analyses	21-05-2019		AA00006					_		
		9	PUNE	Analyses	21-05-2019		AA00008					-		
		10	PUNE	Analyses	21-05-2019		AA00009					-		
		11		Analyses			AA00010					-		
		12		Analyses			AA00011							
Login Configuration		13		Analyses										
		14		Analyses										
Sample Login		15		Analyses			L							
Persisted Group		16		Analyses					OK	Print	J	J		
LABWORKS Reporting		17	[Analyses		1					Activate Window	vs		•
	No	Analyse	s Found								Go to Settings to acti	vate Wi	ndows.	
											JLABWORKS_69_DEV	ORACLE	3	USR2

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.

	- Create/Edit Batch	tch		-		×
Deparment			Search			
TE QA	EMPLATE AQCTEMPLATE 1	DESCRIPTION		Sample Selection Options	Next	



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

LABWORKS -	Assign Samples										-	0
File Ontions												
Inter D		Patab	Outur									
	10	Batch	Status									
AQUIEMPLATE	1-2			\sim					Create Batch	Next Samples	eWorksheet	
Samples Special	Info Attachment	3										
Batch Descriptio	0							Overdue	•			
DAOCTEMPLA	TE1-2 RATCH							Due with	nin 48 hours			
								Due with	nin 120 hours			
Assign to Analys	t		Assign to Instrument		Standard Lot for Iten	0						
											Instrument Softwar	P
Available Sample	e					Select	ed Sample					
Sample No	Analysis Code	Due Date					Sample Type	Sample No	Analysis Code			
AA00002	TEST	22-05-2019				1	Sample		TEST			
AA00003	TEST	22-05-2019				2	Sample		TEST			
AA00004	TEST	22-05-2019				3	Sample		TEST			
AA00005	TEST	22-05-2019			in our	4	Sample		TEST			
AA00006	TEST	22-05-2019				5	Sample		TEST			
AA00007	TEST	22-05-2019										
AA00008	TEST	22-05-2019										
AA00009	TEST	22-05-2019										
AA00010	TEST	22-05-2019										
AA00011	TEST	22-05-2019			(1)							
										Activate	Windows	
												dows.

3) Click on 'Create Batch' button. "Batch saved successfully" message should be displayed.

LABWORKS - Assign Samples				- a >
File Options				
atch ID AQCTEMPLATE1-2	Batch Status	v		Next Samples eWorksheet Print Workshee
Batch Description QAQCTEMPLATE1-2 BATCH			Overdue Due within 48 hours Due within 120 hours	
Assign to Analyst	Assign to Instrument	Standard Lot for Item []	Results Entry	Instrument Software
Available Sample		Selected Sample		
Sample No Analysis Code AA00007 TEST 22-0 AA00008 TEST 22-0 AA00009 TEST 22-0 AA00010 TEST 22-0 AA00011 TEST 22-0	Jue Date 5-2019 5-2019 5-2019 5-2019 5-2019 6-2019	QAQC Batch Builder X Batch Saved successfully	Ap0002 TEST AA0003 TEST AA00004 TEST AA00005 TEST AA00005 TEST AA00005 TEST AA00005 TEST	
				•
				Activate Windows Go to Settings to activate Windows.



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

🕲 LABWORKS - Create/Edit Batch	– 🗆 X
My Templates New Existing My Batch	
Batches QAQCTEMPLATE1- QAQCTEMPLATE1-2-05/21/2019-DRAFT	Only My Templates Start Date 14-05-2019 End Date 21-05-2019 Remove Selected Next
	Next

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.

🔕 LABWORKS Sample and Analysis Validation —	o x
<u>F</u> ile <u>H</u> elp	
Last selected samples	
Search for samples by: × Sample IDs Most recently selected samples: 21-05-2019 15:40 Location Code Samples found: 1 Dv_status Ist selected samples Cross Reference Search View Selections External Files View Selections Pasted list of samples Stepped Query QAQC Batches Cancel	Ø
Samples Awaiting Validation - Ana Uncheck All Sample ID Location code Sample status Collection date AA00001 PUNE Validation queue 21-05-2019 00:0	Submit date 30 21-05-2019 1
< >> < Number of samples found: 1	<u> </u>
Q LABWORKS Sample and Analysis Validation — □ × <u>File</u> <u>H</u> elp	
Selected samples: Previously validated: 0	

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

Ready to validate: 1 Not ready to validate: 0

Number of selected samples: 1



Multi-Sample Va	lidation - Samp	le Analysis	Orders				_		×
Unord	ered analysis	Į	10.00	Set price 10.00	Projected price				
Analyses Ordered	Sample ID	AA00001							•
	Loc Code	PUNE	Cancel						
	DV_STATUS		Validate	e all completed analyses for sa	ample AA00001				
ITEST	Status	Not vali	U. P		4.00001				
!TEST Analysis	Result	Complete	Unvalid	hate all analyses for sample. A	A00001				
	Rlt Source	Manual	Set all a	analysis prices for sample AA	00001				
	Price	0.00	Reorde	r all analyses for sample AA0	0001				
	Start Date	21-05-20-							
	End Date 21-05-2019 15:41:00								
	Analyst	USR2							
TEST	Status	Not valid	1						
TEST Analysis	Result	10							
	RIt Source	Manual							
	Price	0.00							
	Start Date	21-05-201	19 15:41:00						
	End Date	21-05-201	19 15:41:00						
	Analyst	USR2							
\$TEST	Status	Not valid	1						
\$TEST Analysis	Result	Complete							
	RIt Source	Manual							-
					-				
Sample header in	fo	Commen	nts	Special information	Analysis order		Setup	headers	
	Click analysis disp	position to cl	hange, result t	to view detail, or price to set pric	e. Right dick header for blo	ck operation	ıs.		

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

🔕 Multi-	Sample Va	lidation	- Sample	Header Fields						_		×
										Save		Cancel
Sample ID	Validate	Previous Validated	ly I	Analyses Validated	Any Viols	Audit Trail	QA/QC Data	Loc Code	Sample Collctr	Col Date	ColTime	Sub Date
AA00001	 Image: A set of the set of the	No		Yes	No	Yes	No	PUNE		21-05-2019	00:00	21-05-20
1						1						
<u> </u>												
Sampl	e header	info		Comments		Special inf	ormation	Ani	alysis order	S	etup heade	ers
			Click he	re to save samp	le validation	ns, analysis di	spositions, and	price or com	ment modification	s		



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

LABWORKS Sample and Analysis	Validation			_		×
File Help						
Last selected samples						
Search for samples by: × Search for sample IDs Cocation Code Cocation Code Cocation Code Cocation Record File Coross Reference Search Cocation Stepped Query Cocation Stepped Query Cocation Stepped Analyses Awaiting Validation Cocation Samples Awaiting Validation Cocatio	Most recently selected san Samples found: 1	nples: 21-05-2019	ancel			0
Samples Awaiting Validation - Ana	Lincheck All Sample ID	Location code	Sample status	Collection date	Submit r	late
		PLINE	Benort queue	21-05-2019-00:00	21-05-2	119 15 3
<	•					
Number of samples found: 1						Ac

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

10. Generate Report

 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".

Q LABWORKS Zip Reports					
Report Type	Samples Awaiting Reporti	ng			_
Access Crystal GR_Frod_Product GR_Frod_Multi GR_STANDARD_REPLICATE SampleReceipt SampleReceipt GR_Standard_Standard SampleReceipt GR_Standard GR_Standard	Search for samples by: X Sample IDs Sample IDs Labworks Log Batch No. Last selected samples Persisted Groups Coss Reference Search External Files Pasted list of samples Stepped Query Cas QAQC Batches Steppes Awaiting Reporting	Samples Awaiting Reportin Samples in queue: 14 View Selections Ei	ig 7 Iter Selection Cancel]	Ø
	Samples Awaiting Validation Samples Awaiting Validation - Ana Samples Awaiting Validation - Ana	Check All Sample ID V AA00032 V AA00033 V AA00039 V AA00048 V AA00055 AA00055 AA00055 AA00055 AA000055 AA000059 AA000059 AA000059 AA000059 AA000059 AA000059 AA000059 AA000054 AA000053 AA000053	Location code ST_NEW ST_PUNE ST_PUNE ST_NEW ST_NEW ST_NEW ST_NEW ST_NEW ST_PUNE ST_PUNE ST_PUNE ST_PUNE	Location description new pune new DEFAULT pune new pune new pune new pune pune pune	Collectio - 13-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27 20-04-27
4 III >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Number of samples found: 1467				



2) Report file is generated.

😧 Crystal Report							
🚣 🚑 🖉 🇞 🗊 🏣 H 🗵 🖂 H 💷	/1 🦓 🔍 •						SAP CRYSTAL REPORTS* 🗙
AA00032 AA00038 AA00039 AA00048 AA00048 AA00048 AA00048 AA00048	SAMPLE R	ABWORKS AMPLE RESULTS REPORT REPORT TO			Report Date Report Date Report Time ple Delivery Group (SDG): XT ID :	I Quality = 25.05-3019 = 17:12:05	
	Sample ID AA00032	Sample Point Collected :04 1 ST_NEW	Analysis Code 92016 @ST	Analyte Name Container analyte	Result Units PENDONO	MDL Method Reference method 4	
	AA00035	ST_NEW Collected :04/2 ST_PUNE ST_PUNE ST_PUNE ST_PUNE	1851 02016 SDEMO SST IST ST	TEST Andyres SDEMO Analyris multi andyte Narative analyte Single analyte	PENDONO PENDONO PENDONO PENDONO PENDONO	umple4 method 3	
	AA00039	Collected :04/2 ST_NEW ST_NEW	02016 TEST @ST	TEST Andysis Costainer andyte	PENDONG PENDONG	sample4 method 4	
Current Page No.: 1	Total Pi	Collected :04/2 spe No.: 1	02016		Zoom Factor	100%	

11. Generate Invoice

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

LABWORKS Invoicing Module								
<u>File</u> Options <u>H</u> elp								
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2) Invoice should be generated as per the configured format.