



LABWORKS Enterprise LIMS 7.4

User's Guide

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Sign In

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

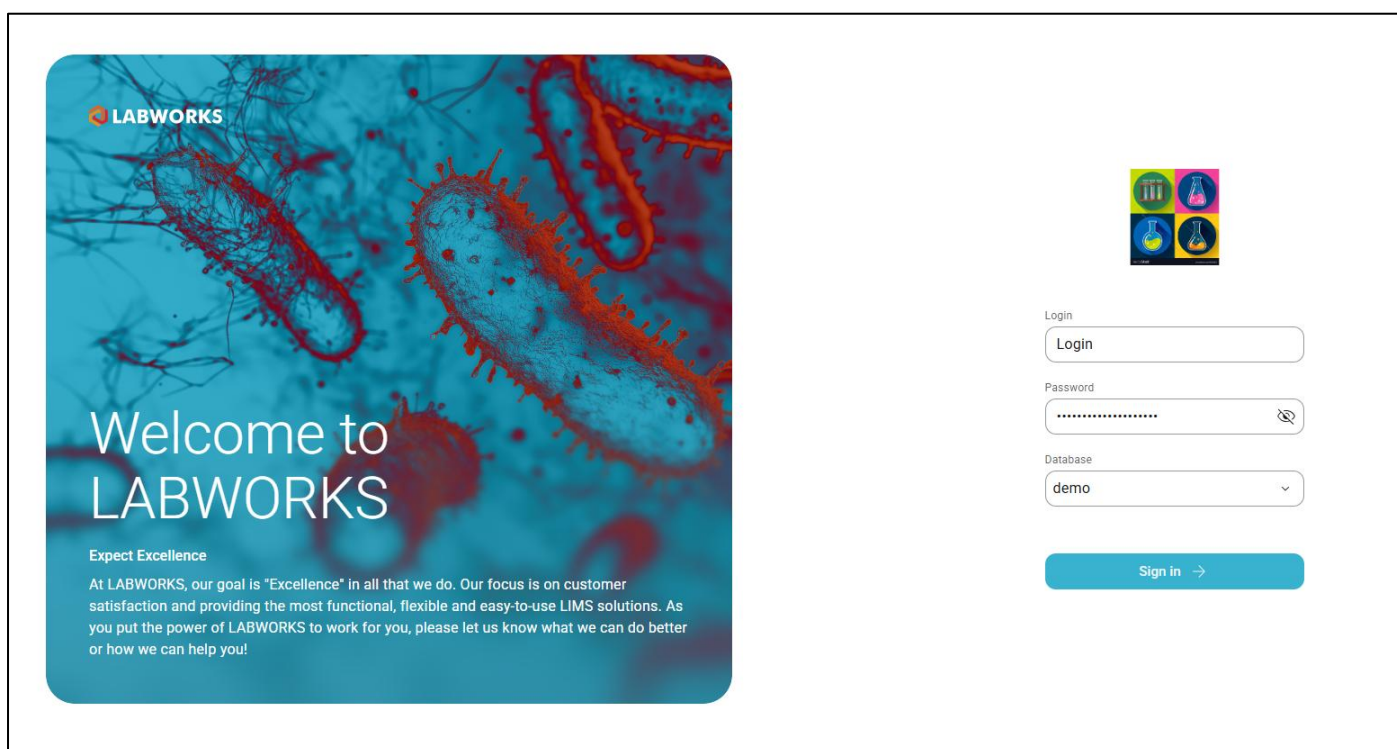
Supported desktop browser: Google Chrome.

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

The following information is required to access Labworks Enterprise LIMS:

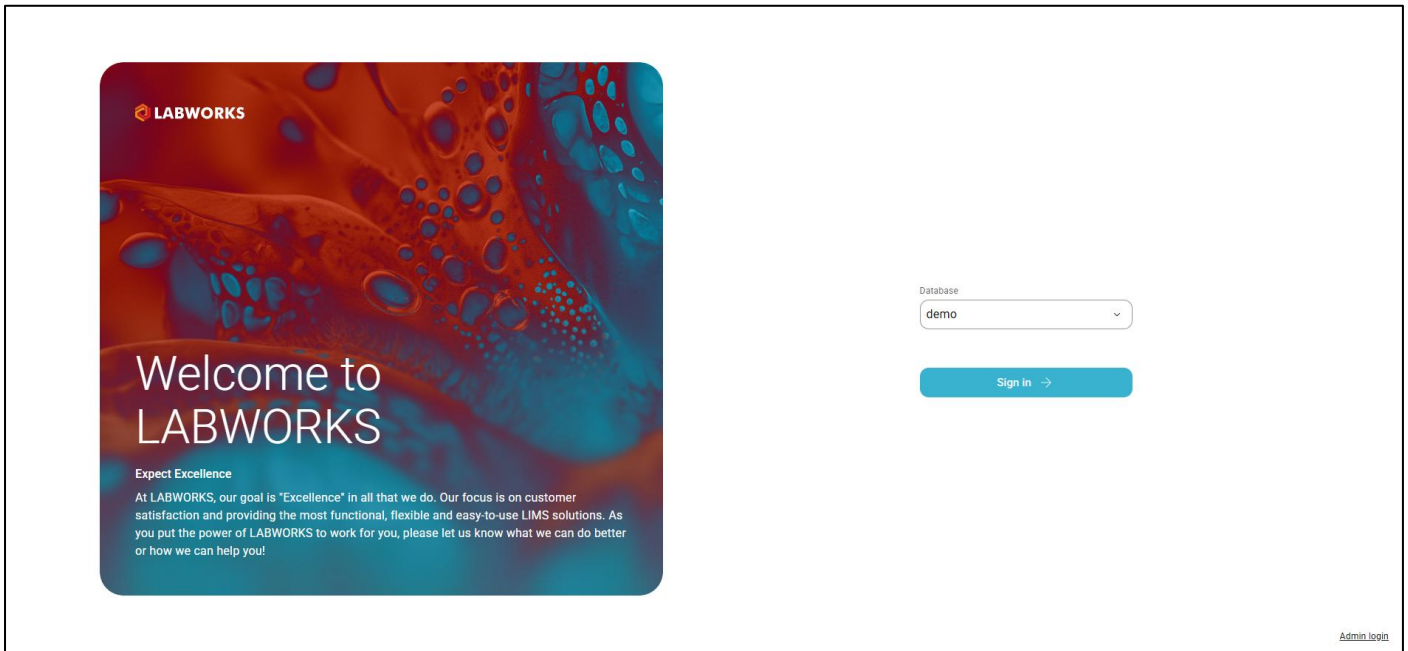
1. URL-address of Labworks Enterprise LIMS in your network.
2. Database name, when there is more than one database available.
3. Your login and password in the selected database.

The first screen you see when you access the Labworks Enterprise LIMS for the first time is the **Sign In** screen.



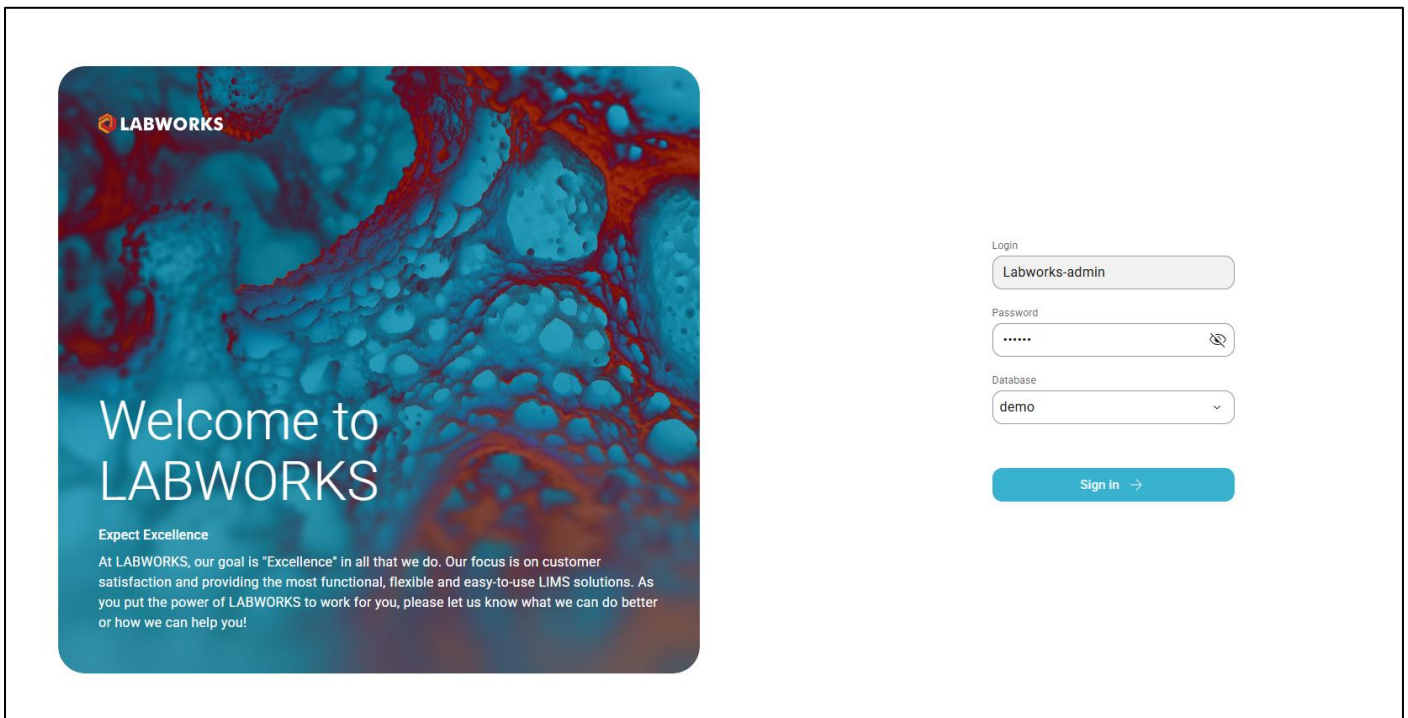
Once you fill up the form and click the "**Sign In**" button, the system will validate provided credentials and allow you to access the main interface of the application.

Labworks Enterprise LIMS supports single sign-on (SSO) authentication based on the OAuth2.0 standard. This allows you to log in through third-party services. If SSO is defined for the selected database, the "**Sign in**" button redirects you to the external OAuth page.



If a single database is available for the server, the system will automatically redirect you to the third-party service, bypassing Labworks Enterprise LIMS authorization screen.

Click the **Admin login** button to log in as Labworks-admin into the database.

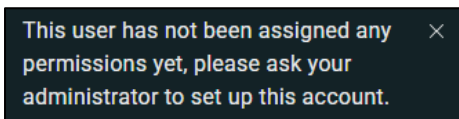


Alternatively, you can use the direct link "<https://<server address>/admin-login>" to get the Labworks-admin login screen.

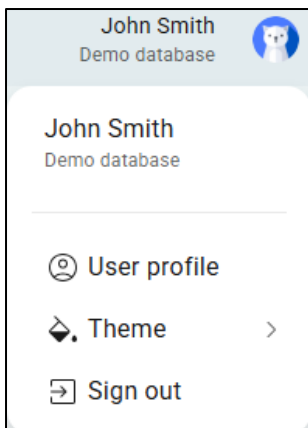
User Profile

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

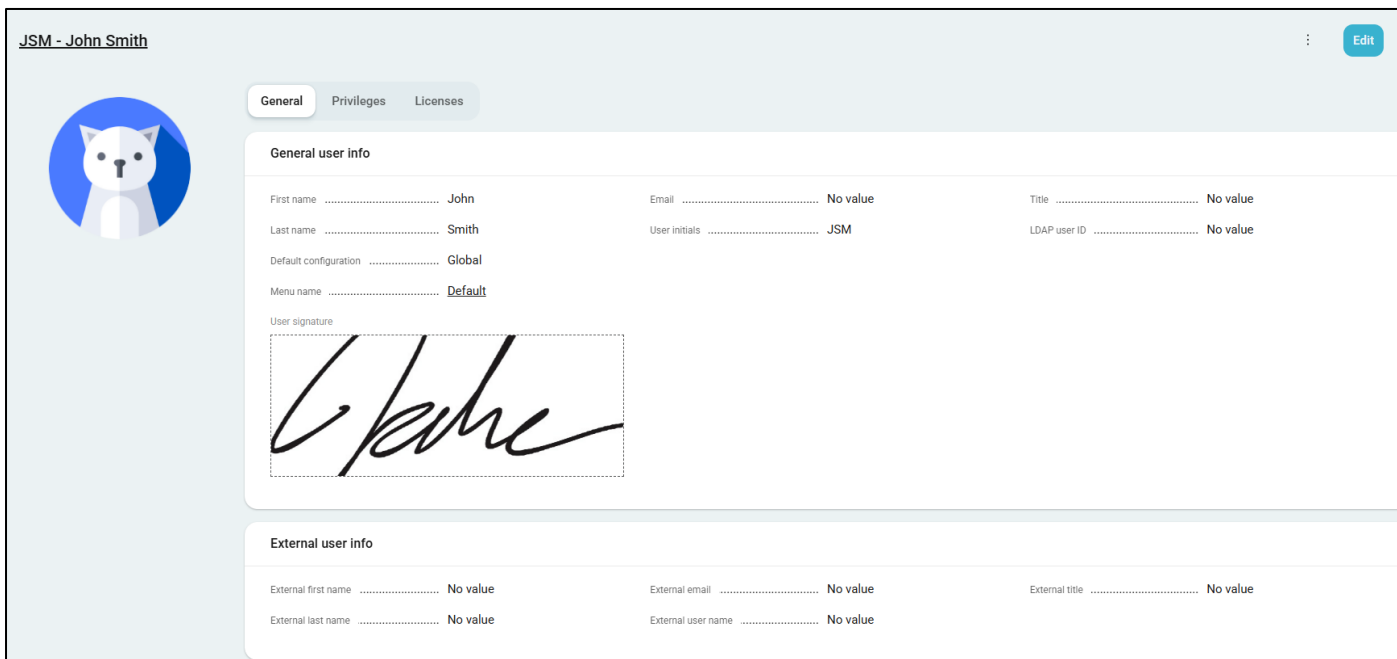
The system will display the following notification if there are no roles assigned to your profile:



You can access your profile by clicking the **User profile** menu item under the avatar at the top.



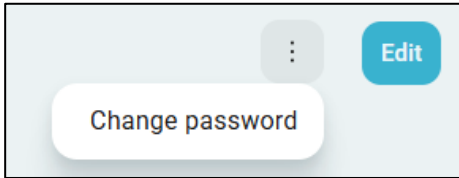
The **User Details** dialog will be open as a dialog on the General tab.



On the dialog, you can see the user details. Assigned groups and roles are displayed under the **"User groups"/"User roles"** labels.

By clicking the User Group value, the Group Details dialog is opened. You need to have **User group details** permission to be able to open the Group Details dialog.

You can change your password by clicking the **Change password** "dot-dot-dot" menu item.



The **Privileges** tab contains a list of sections with privileges which are assigned by checkboxes. You need to have **Manage users operations** permission to be able to modify privileges.

JSM - John Smith Read only ⓘ

General **Privileges** Licenses Show eLIMS privileges only

All (9)

- Analysis Management (3)
- Inventory Management (1)
- Sample and Result Management (3)
- System Configuration and Maintenance (2)

Privilege name	Description	Active
ANALVALIDATE	Validate analysis results	<input type="checkbox"/>
ASSIGN_ANALYST	Assign Analyst	<input type="checkbox"/>
ASSIGN_INST	Assign Instrument	<input type="checkbox"/>
CINV_OVRDEXPDATE	Chemical Inventory Override Expiry date	<input type="checkbox"/>
METHODREFEDIT	Add Custom Method Reference	<input type="checkbox"/>
NULL_REPL_VALUE	Allow Null Replicate result value	<input type="checkbox"/>
POST_REPL_VIOL	Post Replicate results with violation	<input type="checkbox"/>
PSREORDER	ProcessScheduler - ReOrder	<input type="checkbox"/>
SAMPLOCKOVERRIDE	Sample Lock Override	<input type="checkbox"/>

Close

The **Licenses** tab contains a list of available and assigned licenses. You need to have **Manage user license** permission to be able to modify the licenses.

JSM - John Smith Read only ⓘ

General Privileges **Licenses**

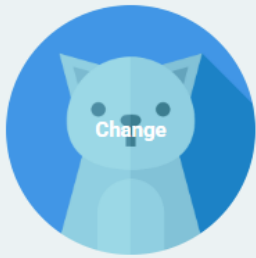
License name	Available	Assigned
eLIMS licenses Users with these licenses can login into eLIMS.		
No license	—	<input type="checkbox"/>
LABWORKS Enterprise LIMS	54	<input checked="" type="checkbox"/>
LABWORKS Enterprise LIMS Explorer	6	<input type="checkbox"/>
LABWORKS Enterprise LIMS Results Explorer	11	<input type="checkbox"/>
Extended eLIMS licenses Select additional licenses to unlock specific functionality.		
LABWORKS Enterprise LIMS SQC	0	<input type="checkbox"/>
Mobile licenses Users with these licenses can use the LABWORKS Mobile Connect App.		
Mobile Connect User License	66	<input checked="" type="checkbox"/>

Close

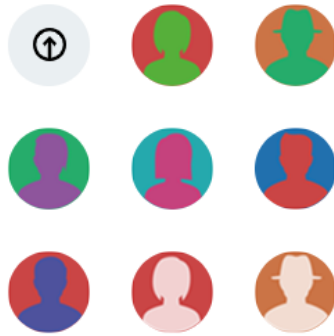
Click **Edit** to start editing user details. Click **Save** to save changes.

You can change your avatar to your own image or to one of the default images.

JSM - John Smith



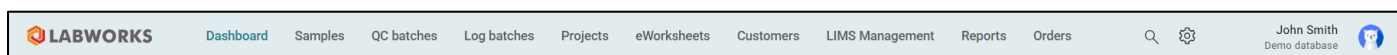
Choose Your Avatar



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 configurable areas. By default, they are:

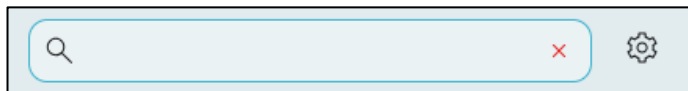
- **Dashboard** area contains configurable tiles with a visual representation of various summary data.
- **Samples** area provides various pages to manage samples: creating, viewing sample lists, searching, filtering, or inspecting particular samples.
- **QC Batches** area provides various pages to manage QC batches: creating, viewing QC batches list, quick accessing to regular QC batches daily work or inspecting particular QC batches.
- **Log batches** area provides pages to manage log batches: creating, viewing log batch lists, searching, filtering, or inspecting specific log batches.
- **Projects** area opens the Project management page to manage projects: creating, searching, or inspecting particular projects.
- **eWorksheets** area opens the eWorksheet management page to manage eWorksheets: creating, searching, or inspecting particular eWorksheets.
- **Customers** area opens the Customer management page to manage customers: creating, searching, or inspecting particular customers.
- **LIMS Management** area provides pages to manage analyses and locations definition: creating, searching, or inspecting particular objects.
- **Reports** area, where you can run Crystal dynamic reports without having to pre-select a set of samples.
- **Orders** area is available if Labworks Enterprise LIMS is integrated with Exchange Portal. You can click on the Order management link to open a list of orders on Exchange Portal.

The navigation menu can be customized individually for each user by the administrator.

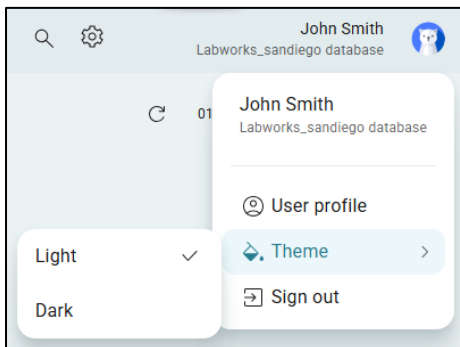
There is a non-configurable **Configuration** area that can be available by permitted users. Clicking the **gear icon**, various system settings will be provided.

Configuration, Customers and **LIMS Management** are areas of administration. Find the details on them in the LABWORKS Enterprise LIMS Installation Guide.

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.



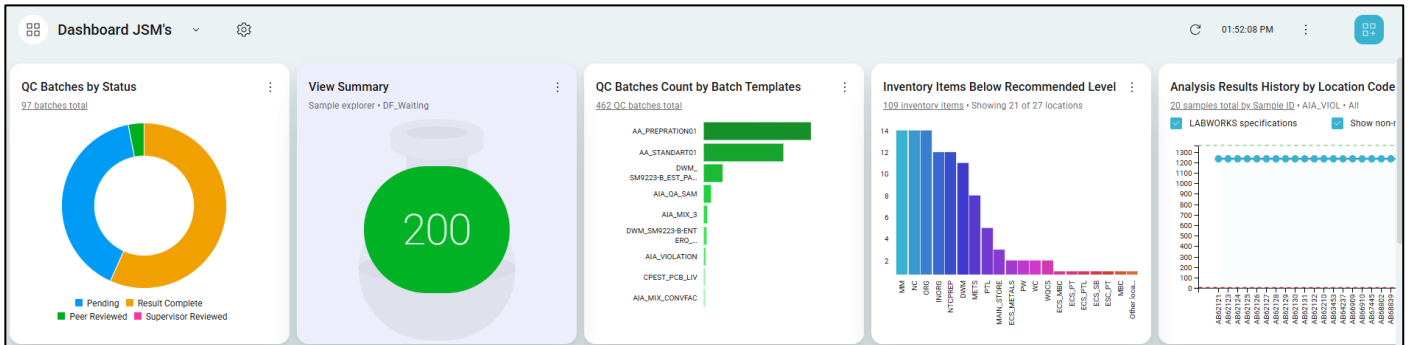
The user profile menu is used to navigate to the **User Profile** screen, switch the site theme between Light and Dark, and sign out of the application to end the session.



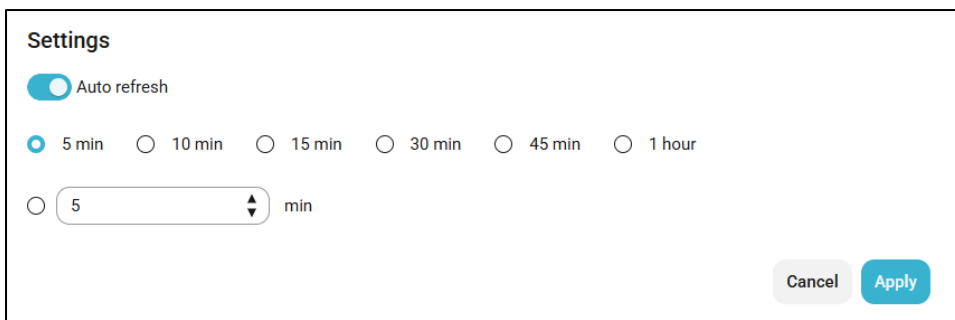
Dashboard

Dashboard is a screen that displays key metrics, indicators, and trends in the form of graphs, charts, and other visual elements. 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.



You can configure the time of tiles automatically updating in the **Settings** dialog. This dialog is opened by clicking on the **gear icon** near the dashboard name.

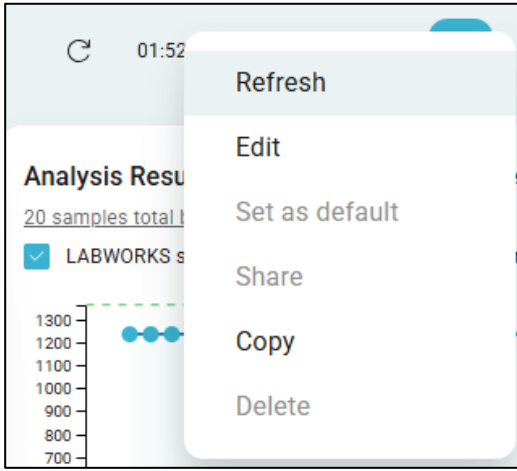


By default, the data displayed in the tiles updates automatically every five minutes.

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.



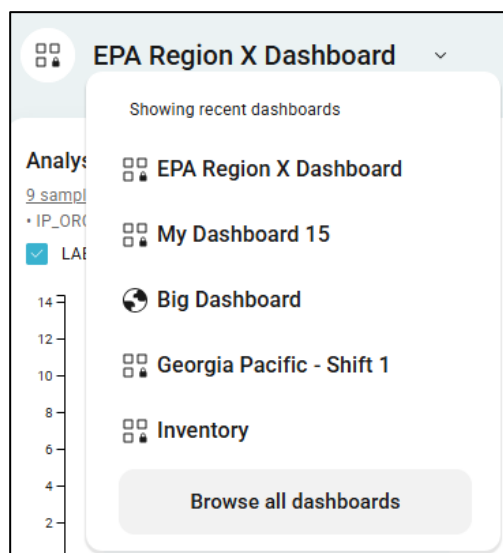
By clicking on charts inside the tiles you can navigate to the corresponded Explorer or Management screens with appropriate filters applied, to examine the data further.

Dashboard Selection

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

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

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.



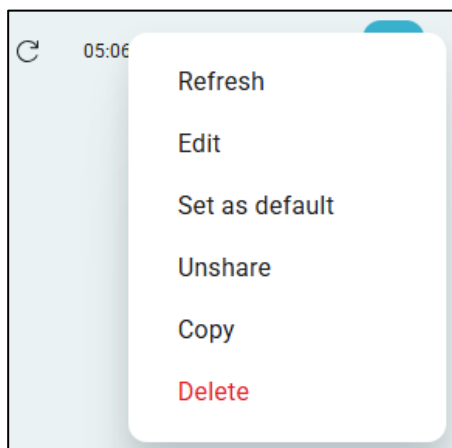
To access the full list of available dashboards, click "**Browse all dashboards**" button. The click opens the "**Dashboards**" sidebar, where you can search, filter and select any of available dashboards to be set as your dashboard.

Default Dashboard

The default is a dashboard displayed when you navigate to the **Dashboard** screen after sign in. However, you can open another dashboard and view it each time when you click the **Dashboard** menu item during a session. If you have no dashboard set as default, the global default dashboard will be displayed instead.

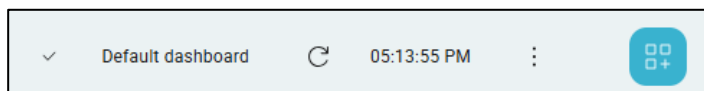
Since a public dashboard may be changed at any time by the owner, you can only set your own dashboard as a default one. To have the public dashboard set as your default, you have to create a private copy of that dashboard using the **Copy** action.

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.

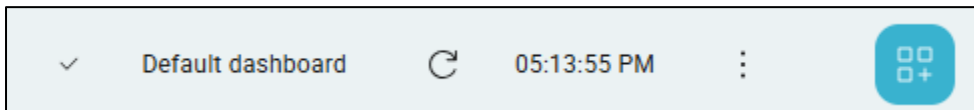
Now the dashboard is set as default, which is indicated by the check mark icon next to the dashboard title.



Dashboard Creation

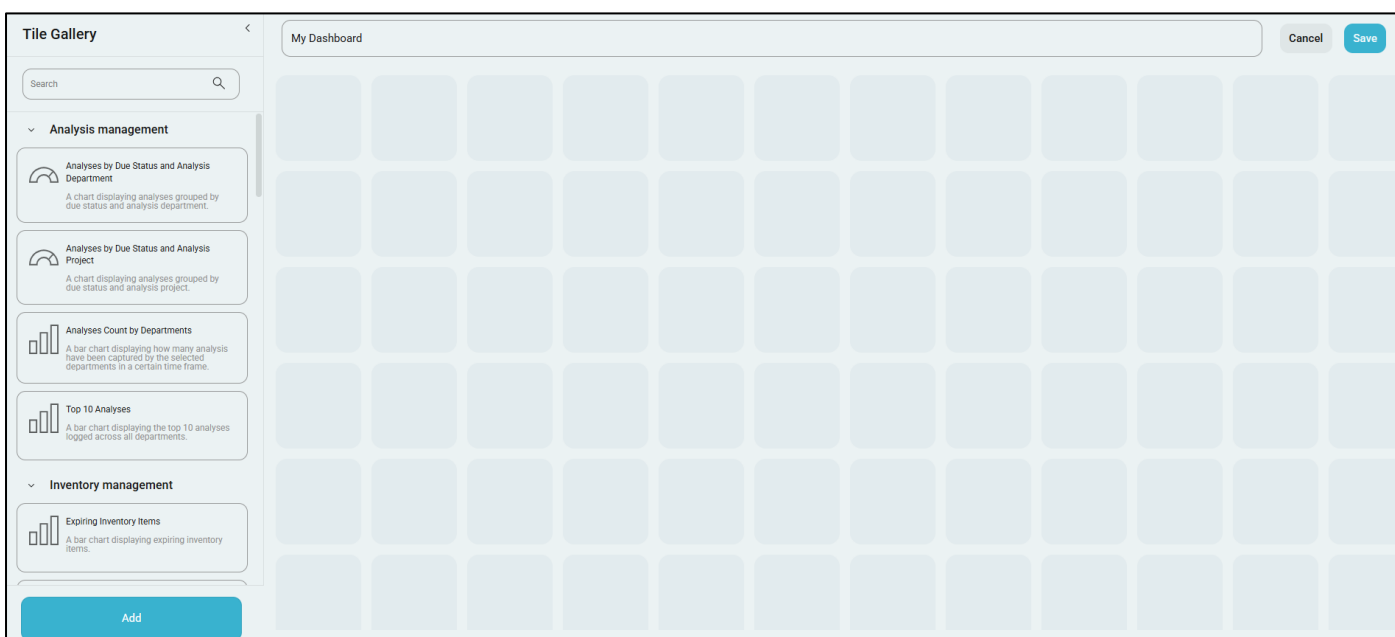
If you wish to have a custom dashboard you can either copy and edit an existing one or create your own

dashboard from scratch by clicking the  (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.

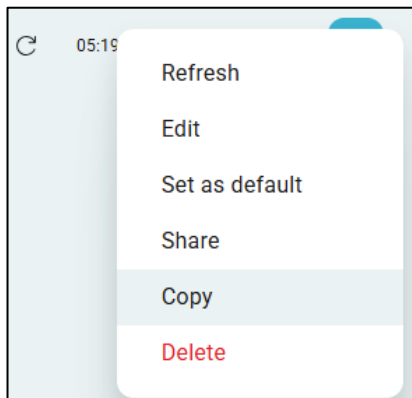
You will see an empty dashboard in the editing mode with the tile gallery opened on the left-hand side of the screen.



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

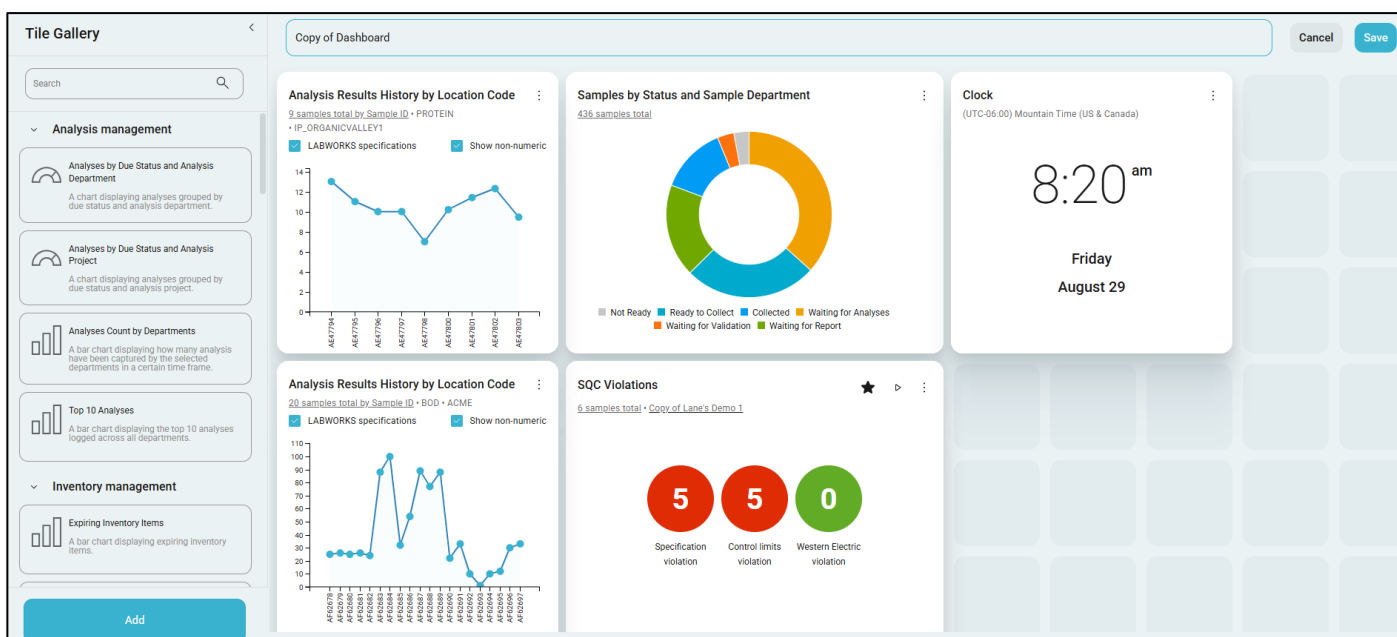
Dashboard Copying

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.

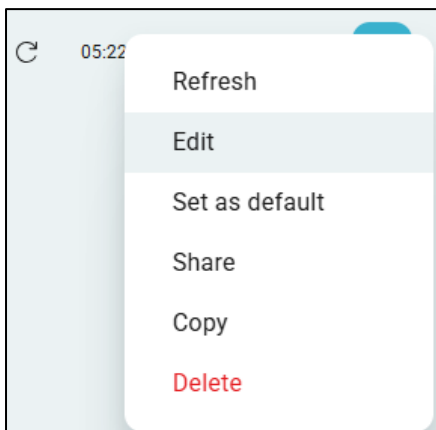


Add and configure tiles to your preference and click "**Save**" button to complete dashboard copying process.

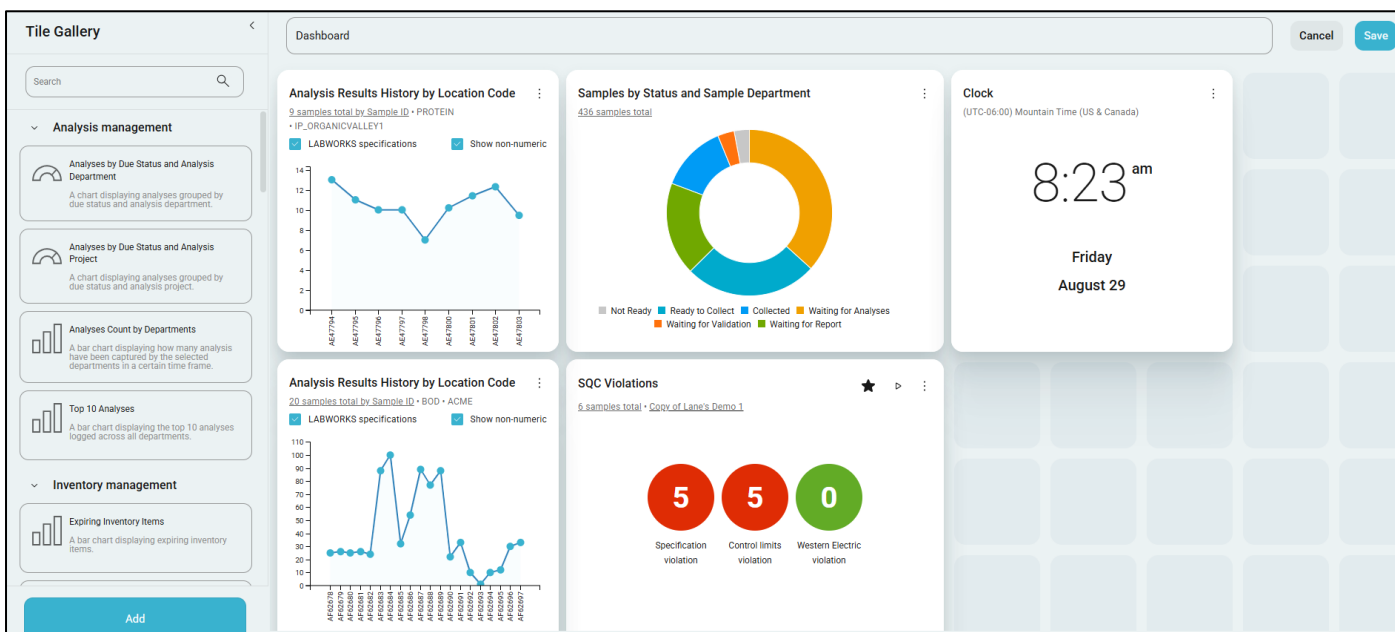
Dashboard Editing

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.

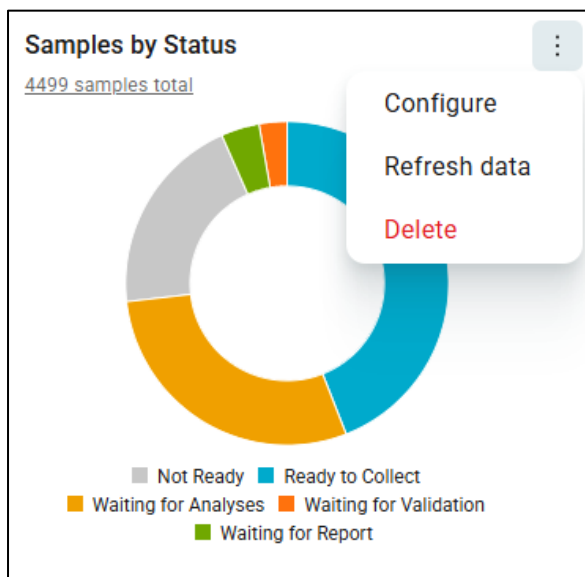
Dashboard Tile Editing

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.

Analysis Results History By Location Code

Note: tiles will only display last 20 results of last collected samples.

Location code
IP_ORGANICVALLEY1

Analysis code
PROTEIN

Representation type
 Sample ID
 Collected date

Cancel Apply

The availability of tile configuration options depends on your access to particular objects (for example, location or analysis codes). 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.

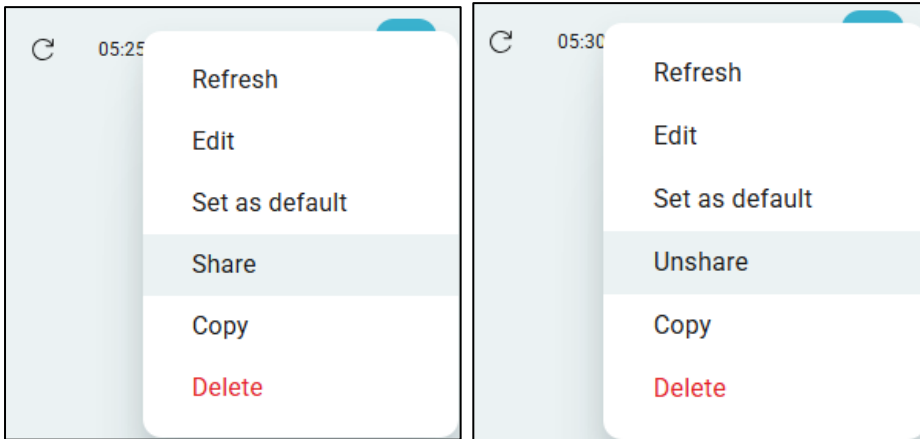
To discard all changes made to the dashboard, click "**Cancel**" button and confirm the action in the dialog window.

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.



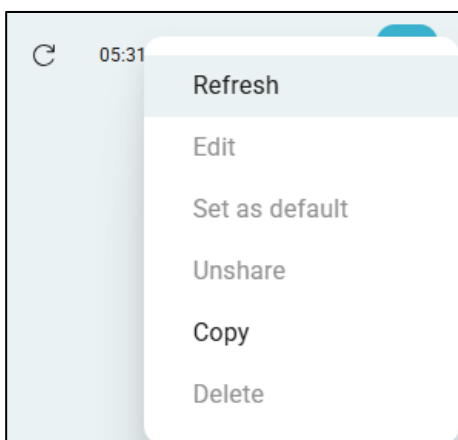
All other actions are still available to the dashboard owner.

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

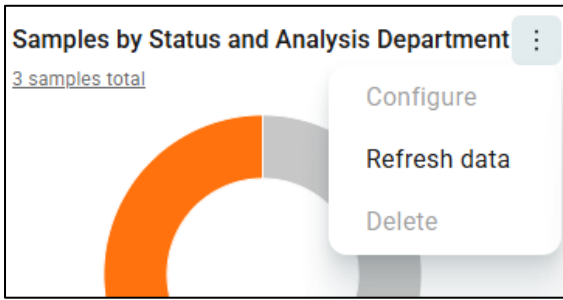
The summary is generated only for the data you have access to, so **different users may see different data on the same dashboard**, depending on their access level.

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.

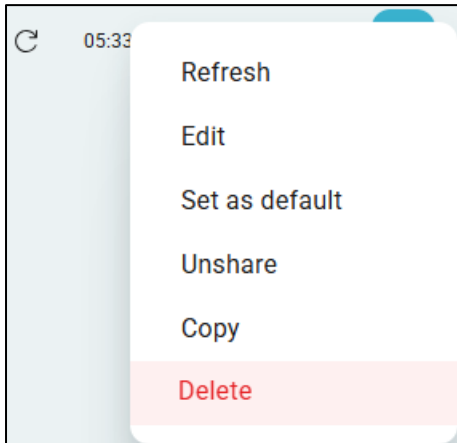
Private and deleted dashboards become unavailable to other users.

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.




Samples


Samples is an area of the system where users can access detailed information about the samples.


By default, there are the following options under the "**Samples**" section in the header:


1. Create samples
2. Work queue manager
3. Sample explorer
4. Collection group explorer
5. Container management
6. Sample scheduler
7. Result explorer
8. Import results


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


 - Open the **Container Management** screen in a new tab. Containers of the selected samples will be displayed.


 - Open **Receive samples** screen for the selected samples. The drop-down menu next to the button allows to select the template beforehand. By default, the last used template should be open. In the context menu this action is applied when you select the **Receive** menu item.

 - Open **Edit / review samples** screen for the selected samples. The drop-down menu next to the button allows to select the template beforehand. By default, the last used template should be open. In the context menu this action is applied when you select the **Edit / review** menu item.

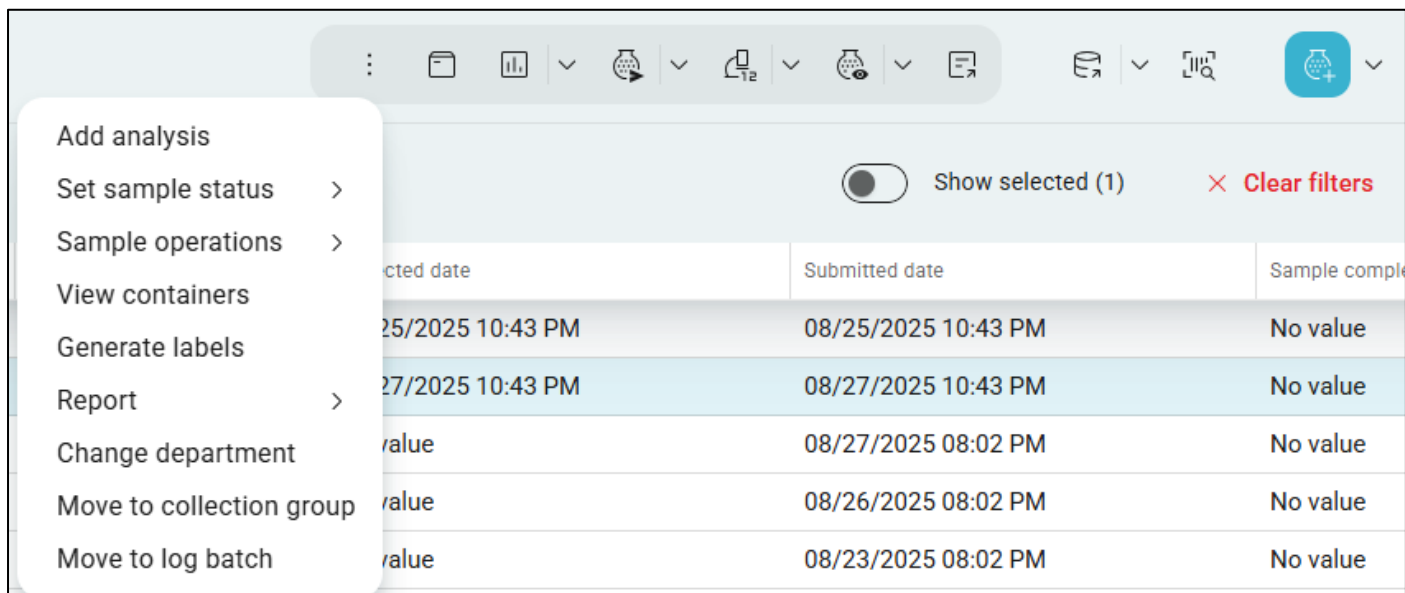
 - Open **Enter results** screen for the selected samples or analyses. The drop-down menu next to the button allows to select the template beforehand. By default, the last used template should be open. In the context menu this action is applied when you select the **Enter results** menu item.

 - Generate labels for the selected samples. In the context menu this action is applied when you select the **Generate labels** menu item.

 - Export sample/analysis data. You can select the "Export all" or the "Export selected" option. Sample Explorer allows exporting current page option.

 - Select SQC routine. This is only available if you have a LABWORKS Enterprise LIMS SQC license. You can select a SQC routine, run it and get SQC charts based on the selected samples. The drop-down menu next to the button allows to select the routine beforehand.

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




- Add analysis – Add one or several analyses to sample. The **Add Analyses** window will be opened.
- Set sample status – Change the sample status to the selected one. The set of all available statuses, the set of statuses available for manual transitions, the status order, and colors are defined by the workflow architect. The desktop **State Management** application is used for configuring workflow architect templates.
- Sample operations -> Validate – Validate samples. The Validate Samples/Analyses page opens.
- Sample operations -> Reorder – Create samples based on the parent sample properties. The initial status and number of reordered samples are requested before reordering.
- Sample operations -> Apply analyte group – Allows users to apply **Analyte management group** to the whole sample or to the set of samples. The **Analyte Management Group** window opens. Check **Analyte Management Groups** section of this guide for more details.
- Sample operations -> Cancel – Cancel selected samples. Cancelled samples become locked. All analyses in these samples also become cancelled after applying this operation. If samples are validated, the Invalidate sample operation will also be applied.
- Sample operations -> Delete – Delete the selected samples from the system.
- View containers – Open the **Container Management** screen in a new tab. Described above.
- Generate labels – Generate labels for samples from the **Generate labels** window.
- Report -> Custody tracking report – Generate custody tracking report based on a selected template from the submenu.
- Report -> Results reports – Generate results report based on a selected template from the submenu. If the selected template is configured to receive parameters, then a Parameter dialog is shown to allow the user to set the values to be used by the report. The list of parameters of the templates is set in SAP Crystal Reports application.
- Report -> Progress report – Opens the Progress report page. It's a similar page to Enter Results, but no changes can be made in it.
- Change department – Change the sample's departments to the selected one from the **Change Department** window.

- Move to collection group – Move selected samples to a collection group that you select or create in the **Move to Collection Group** window.
- Move to log batch – Move selected samples 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 **Create Samples** screen. The drop-down menu next to the button allows to select the template beforehand.

Samples for the Exchange Portal

If your system is integrated with the Exchange Portal, there are two ways how portal's consumers can get the needed tests and their results;

- **Ordered samples**
 - Consumers can create orders in the Exchange Portal.
 - Such orders will become available for the laboratory in the Enterprise LIMS.
 - See the Create Samples section – Scan Orders and Look Up Order Samples subsections of this guide.
 - Laboratory users can create samples, based on these orders, and consumers will see all the results on the Exchange Portal, once they are ready.
- **LIMS samples**
 - Consumers can directly contact the laboratory and request the necessary tests.
 - Laboratory users can create samples, as usual.
 - See the Create Samples section of this guide, ignoring the Scan Orders and Look Up Order Samples subsections.
 - Laboratory users need to associate a sample with a customer.
 - This customer should be associated with a portal's organization.
 - This is the admin's responsibility. See details about the Customer Management in the Installation Guide.
 - Such samples will be automatically synchronized to the Exchange Portal and consumers will see all the results there, once they are ready.
- Other samples are considered as regular laboratory's samples and they are not available for portal's consumers.
 - They were not ordered.
 - They are not associated with customers or assigned customers are not associated with organizations.
 - Or the associated customer was disabled or its organization was inactive in the Portal at the moment of the sample's creation or assigning a customer to logged samples.

Only members of sample's organizations with appropriate permissions will see ordered or LIMS samples and their results on the Exchange Portal.

To make LIMS samples available for the Exchange Portal's consumers, the following conditions should be met:

- The integration with the Exchange Portal is turned on.
- The sample is associated with a customer and this customer is enabled.
- This customer is associated with a portal's organization and this organization is active in the Portal.

Please note that a LIMS sample will disappear from the Exchange Portal, if you make at least one of the following actions:

- Remove a customer from the sample.
- Remove an organization from the assigned to the sample customer.

- Assign a new customer without organization or with inactive organization to the sample.

And if any sample should become available to consumers, just assign an enabled customer with active organization to it.

The samples' organization plays the main role here. If you assigned another customer with active organization to a sample or associated the assigned customer with another organization, this sample becomes belonging to this new organization and only its members will see the sample on the Portal.

The customer's and organization's status (disabled/enabled, active/inactive) make sense at the moment of the sample's creation or assigning a customer to logged samples in the Enterprise LIMS system. It means that already existing LIMS samples still will be shown on the Portal and all changes will be pushed from LIMS to the Exchange Portal (e.g., results), even if after the sample's creation or assigning the customer, its customer became disabled and/or its organization became inactive. But newly created/associated samples with the same customer will not be available to consumers of the Exchange Portal. This is to ensure that consumers can have access to the results they paid for even if the contract is terminated or temporarily suspended.

In other words,

- If you changing anything in the chain "sample – customer – organization" (e.g., customer or customer's organization), the sample type or the sample's organization may be changed and such samples may appear or disappear from the Portal.
- But if the chain "sample – customer – organization" itself is not changed, just customer's or organization's status is updated, there will be no changes for existing samples. It will affect only new samples which will get the same chain.

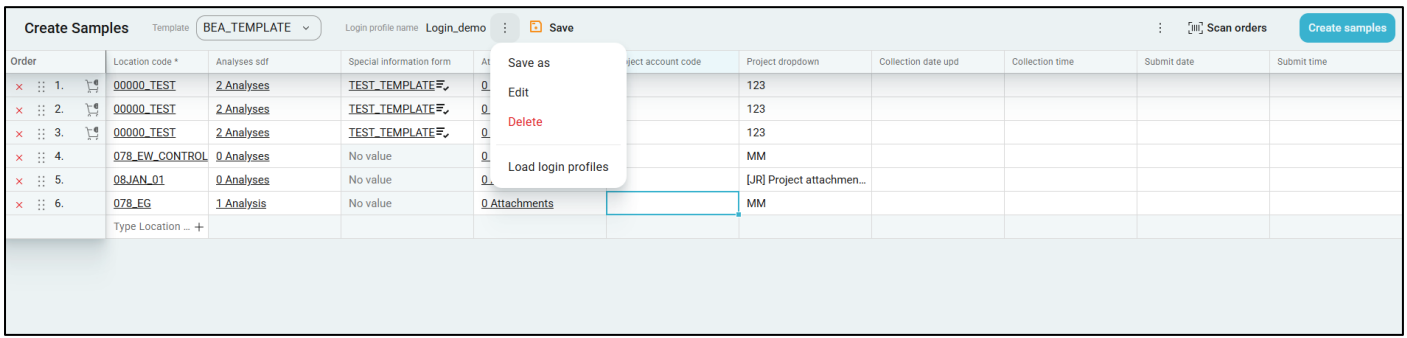
Please be careful when assigning customers to samples and contact your administrator to make sure that samples are available for consumers, when it is needed.

It is not recommended to assign customers to samples, which should not be visible for the portal's consumers, for example, QA and QC samples.

Customers and their organizations do not make sense for ordered samples. Their organization is always equal to the parent order's organization, independent of the assigned customer.


Create Samples

Create Samples screen is intended to provide a convenient way to add new samples to the system.




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 **Select Location Codes** window where you can browse all location codes with additional data and additional options to ease the process of sample addition.

To change the location code order, use drag-n-drop ().

If the integration with an exchange portal is set up, you can add samples by scanning orders using the **Scan Orders** dialog or viewing them via the **Look Up Order Samples** dialog.

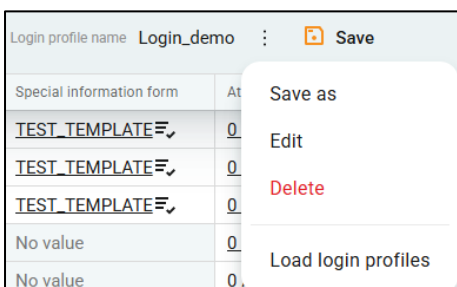
Click the  **Scan orders** button to open the **Scan Orders** dialog. To look up order samples, select the **Look up order samples** “dot-dot-dot” menu item.

Samples added by orders are marked with the  icon in the first column.

If a selected template allows, you can click on the **Order attachments** value to open the order attachments in Exchange Portal, or you can click the **Order ID** value to open the order general details in Exchange Portal.

The set of fields in the spreadsheet and date-time configuration are 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 dot-dot-dot menu button for the **Login profile** section and selecting the “**Save as**” option.



Save as Login Profile

Login profile name *

Start typing

Description

Category

Start typing

Cancel Save

The “**Load login profiles**” menu option will navigate you to the **Load Login Profiles** window where you can update, delete or load any of the available login profile data to the spreadsheet. The data can be loaded even if the currently selected template is different from the template used to save login profile. See the **Sample Login Profiles** section for more details.

When creating samples using login profile, collection and submission dates depend on RESET_COLLECT_AND_SUBMIT_ON_PROFILE_LOAD system setting. If this setting is “True”, collection and submission date and time fields will have empty values after samples creation. If the setting is “False”, collection and submission date and time fields will have values according to the used login profile.

After a login profile is loaded, its name is shown for the **Login profile** field. You can save changes to this login profile by clicking the **Save** button or the “**Save**” menu option. Or you can edit this profile or remove it.

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

For filling out the time type fields, a time picker is used. You can select any time value or click the “Now” button to select the current time.

Collection time

11:35 AM

12 AM

13 PM

01 PM

02




03

04

Set now Apply

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.

When analyses are assigned, you can hover over the <N> Analyses link and a tooltip with up to 10 analyses will be displayed.

Order	Location code *	Analyses	
✖ 1.	078_EG_CONTROL	3 Analyses	 WIDTH_STRE...  VELIGER_MO...  TOC_SED
	Type Location ... +		

The number of samples can be limited by the sample login template or system setting. In addition, note that Sample Login Desktop template may affect the values of the fields. For details, please refer to the Desktop documentation.

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

Create Sample

Initial status Ready to Collect ▾

Log batch option New Existing

Log batch name *

Log batch template OM ▾

Description

Attachment
 + Add specified attachment

Collection group


Collection group name *

Collection group owner initials *

Description

Cancel
Create

If you create a sample for a new log batch, specify all required log batch properties. 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.

If you create a sample for an existing log batch, select “**Existing**” option, click the  button, and select a log batch on the “**Log Batches**” dialog.

Create Sample

Initial status: Ready to Collect

Log batch option: New Existing

Log batch name *: No value

Collection group:

Collection group name *: 250820007

Collection group owner initials *: Public

Description:

Cancel Create

Log Batches

Log batch name	Log batch status	Description	Last modified date	Samples count
25240001	Draft	25240001	08/28/2025 10:48 AM	0 Samples
240926004	Active	240926004	08/28/2025 02:24 AM	1 Sample
25239064	Draft	25239064	08/27/2025 06:20 PM	1 Sample
25239063	Active	25239063	08/27/2025 06:19 PM	1 Sample
25149040	Active	25149040	08/27/2025 06:10 PM	2 Samples
25239062	Active	25239062	08/27/2025 05:51 PM	1 Sample
25239055	Active	25239055	08/27/2025 04:32 PM	1 Sample
25239054	Active	25239054	08/27/2025 04:24 PM	1 Sample
25239016	Active	25239016	08/27/2025 01:59 PM	1 Sample
25239012	Active	25239012	08/27/2025 01:41 PM	1 Sample

1 2 3 4 5 ... 377 378 → Items per page: 10 1-10 of 3777 log batches

Cancel Select

The samples 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. The Collection group checkbox is unchecked by default. When it is unchecked, the collection group fields below are hidden.

Specify the initial status for all samples in the batch.

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

1 Sample Has Been Successfully Created

You can view the newly created sample(s) in Work Queue Manager using the "View samples" button the "Enter results" button.

Close View log batch View samples

- Generate labels
- Receipts
- Routing sheets
- Worksheets

All information is now added to the system. Depending on your role permissions, you can have the following options: view the details of the samples (View samples button) and their log batch (View log batch

button) or proceed to the analysis result entry (Enter results option), either with the last used template, or with the template that you selected in the drop-down list next to the corresponding button.

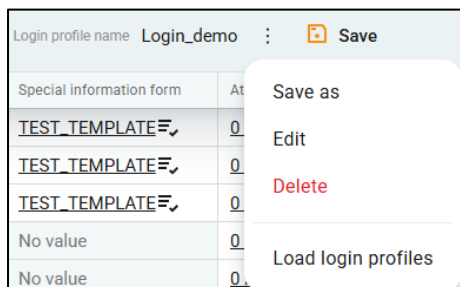
Samples may support reports depending on the template used during sample creation. This is indicated by the **Generate** drop-down menu in the top-right corner of the Create Samples Success window. Click on the corresponding report to print it or download it as a PDF file.

If it is configured in the applied login template, labels will be automatically generated and sent to a printer or downloaded as a PDF file. Please clarify with your administrator, which printer is configured as a printer for automatic labels printing.

Sample Login Profiles

A login profile is a reusable template that pre-fills the **Create Samples** page with your preferred locations, analyses and analyte settings.

The list of login profiles can be accessed by clicking the menu button for the **Login profile** section at the top of the **Create Samples** page and selecting the “Load login profiles” option.



Login profile name Login_demo : Save

Special information form	At	
TEST_TEMPLATE	0	Save as
TEST_TEMPLATE	0	Edit
TEST_TEMPLATE	0	Delete
No value	0	
No value	0	Load login profiles

Load Login Profiles

Login profile name	Description	Category	Last modified use...	Last modified ...
MM_DAILY_QC_HPC	Daily QC for HPC	MM	USR	06/19/2021 09:44 ...
MM_DAILY_QC_LTB	Daily QC for multiple tube...	MM	USR	06/19/2021 09:44 ...
ECS_PL_Long Day_week4	PL_Long_Day_week4	ECS_PL	USR	06/19/2021 09:44 ...
IGP_STORM_WATER	IGPStorm Water Monitori...	IGP	USR	06/19/2021 09:44 ...
Badger_Weekly	No value	WQCS	USR	06/19/2021 09:44 ...
CWA_LSI	CWA LSI Weekly samples	WQCS	USR	06/19/2021 09:44 ...
CWA_MONTHLY	No value	No value	USR	06/19/2021 09:44 ...
ECS_PL_Long Day_week1	PL_Long_Day_week1	ECS_PL	USR	06/19/2021 09:44 ...
ECS_PL_Long Day_week2	PL_Long_Day_week2	ECS_PL	USR	06/19/2021 09:44 ...
ECS_PL_Long Day_week3	PL_Long_Day_week3	ECS_PL	USR	06/19/2021 09:44 ...

1 2 ... 37 38 39 40 41 Items per page 10 391-400 of 403 results

Cancel Load profile

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

To use a particular login profile for sample login, click on it to mark it as the selected one, and then click the “Load profile” button. When a profile is loaded, all stored data is applied automatically to the sample you are creating.

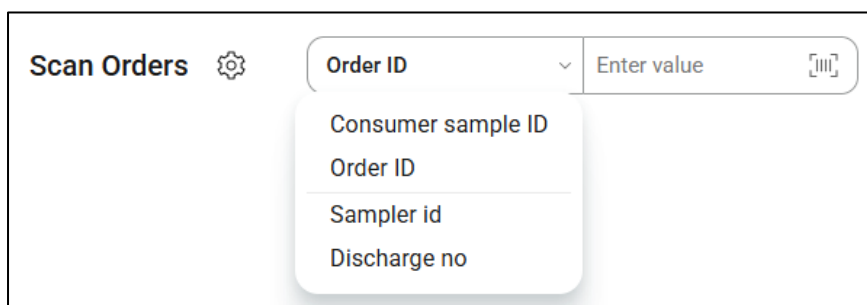
To load only the location codes mentioned in the profile, click on the corresponding option under the load profile button drop-down menu.

Scan Orders

The **Scan Orders** window provides a quick way to find samples from orders using bar code scanner. The dialog is available if the integration with an exchange portal is set up.

Consumer sample ID	Order created date	Location code	Order ID	Order status	Order organization name	Order consumer
Xp-26-1	06/30/2025 03:16 PM	078_EG	Xp-26	Completed	AK_ORG	
Xp-38-1	08/11/2025 12:12 PM	AIA_EWS_ONLY_PRIMARY	Xp-38	Completed	AK_ORG	
Xp-39-2	10/09/2023 08:26 PM	VCH-LOCATION	Xp-39	In progress	alanrw0910	
Xp-39-1	10/09/2023 08:26 PM	VCH-LOCATION	Xp-39	In progress	alanrw0910	
Xp-39-1	08/11/2025 12:25 PM	EP_DEF_LOCCODE	Xp-39	Completed	AK_ORG	

You can select by what value samples will be found: Order ID, Consumer Sample ID, or particular sample customer defined field. List of available customer-defined fields is configured by the LIMS_SCAN_SAMPLE_UDF system setting.

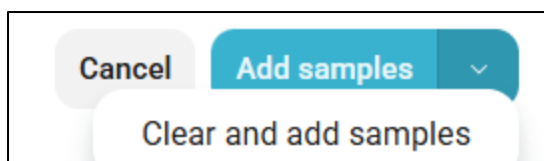


You can remove a particular sample by clicking the **X** icon near the Consumer sample ID, or delete all samples at once by clicking the **“Remove all”** button in the bottom of the window.

The set of displayed fields can be changed in the **“Settings”** window.

You can click on the **Order attachments** value to open the order attachments in Exchange Portal, or you can click the **Order ID** value to open the order general details in Exchange Portal if such columns are configured in settings.




When you are done scanning the orders/samples, you can either clear the sample login spreadsheet and add just scanned samples, or add the scanned sample IDs to the current sample list using the drop-down menu next to the **“Add samples”** button.



Look Up Order Samples

The Look Up Order Samples window is needed to find and select multiple consumer samples to populate the sample login spreadsheet. The dialog is available if the integration with an exchange portal is set up.

Look Up Order Samples  This dialog does not allow you to find order samples that have already been onboarded into the LIMS.  Order management

<input type="checkbox"/>	Consumer sample ID	Order created date	Location code	Order ID	Order status	Order organization name	Order consumer
<input type="checkbox"/>	Xp-39-1	08/11/2025 12:25 PM	EP_DEF_LOCCODE	Xp-39	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-38-1	08/11/2025 12:12 PM	AIA_EWS_ONLY_PRIMARY	Xp-38	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-26-1	06/30/2025 03:16 PM	078_EG	Xp-26	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-25-1	06/30/2025 02:19 PM	078_EG	Xp-25	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-21-1	06/24/2025 04:11 PM	078_EG	Xp-21	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-20-1	06/24/2025 04:10 PM	078_EG	Xp-20	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-19-1	06/24/2025 04:07 PM	078_EG	Xp-19	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-18-1	06/24/2025 04:02 PM	078_EG	Xp-18	Completed	 AK_ORG	
<input type="checkbox"/>	Xp-5-1	04/18/2025 12:53 PM	00000_TEST	Xp-5	Submitted	 AK_ORG	
<input type="checkbox"/>	Xp-4-1	04/17/2025 07:19 PM	00000_TEST	Xp-4	Submitted	 AK_ORG	

1 2 3 4 5 6 7 → Items per page 1-10 of 67 samples

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


You can click on the **Order attachments** value to open the order attachments in Exchange Portal, or you can click the **Order ID** value to open the order general details in Exchange Portal if such columns are configured in settings.

You can use sorting and filters to find the particular samples and preview all samples that you've selected with the **"View selected"** button in the top-right corner of the window.

When you are done selecting samples, you can either clear the sample login spreadsheet and add just selected samples, or add the selected samples to the current sample list using the drop-down menu next to the **"Add samples"** button.

Order list settings

The set of fields displayed in the **Scan Orders** and **Lok Up Orders** dialogs can be configured in the **Settings** window.

To access the window, click the  button near the title.

Settings + Add Field

Order	Field ID *
1.	Consumer sample ID
<input type="checkbox"/> 2.	Order created date
<input type="checkbox"/> 3.	Location code
<input type="checkbox"/> 4.	Order ID
<input type="checkbox"/> 5.	Order status
<input type="checkbox"/> 6.	Order organization name
<input type="checkbox"/> 7.	Order consumer

You can change the order of the fields, remove certain fields from the appropriate table or add new ones.

"Cancel" button discards all changes in the settings.

"Apply" button applies the settings and reloads the table.

Other users are not affected by your settings.

Sample Location Codes

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

Select Location Codes							
<input type="checkbox"/>	Location c...	Description	Count	Invoice name	Billing address line 1	Sample owner	Project account co
<input type="checkbox"/>	00000_TEST	Test Location Code DESC	0	No value	No value	DWM	No value
<input type="checkbox"/>	03-0270	Ballast Point Brewery Mir...	0	No value	No value	No value	123
<input type="checkbox"/>	078_EG	078 EG description	0	No value	No value	MM	MM
<input type="checkbox"/>	078_EG_CON...	078 EG CONTROL	0	No value	No value	MBOO_MM	No value
<input type="checkbox"/>	078_EW	078 EW	0	No value	No value	MBOO_MM	No value
<input type="checkbox"/>	078_EW_CON...	078 EW CONTROL	0	No value	No value	MBOO_MM	MM
<input type="checkbox"/>	08_JAN_02	No value	0	No value	No value	No value	No value
<input type="checkbox"/>	08JAN_01	No value	0	No value	No value	No value	No value
<input type="checkbox"/>	099_PG	PG test loccode	0	No value	No value	No value	No value
<input type="checkbox"/>	1_FOODWASTE	0	0	No value	No value	MBOO_MM	MM

1 2 3 4 5 ... 1674 1675 → Items per page 10 1-10 of 16741 location codes

Cancel Apply

The **“Count”** field corresponds to the number of samples you wish to add to the sample login spreadsheet with this location code. The number of samples can be limited by the sample login template or system setting.

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 Information

Special Information Form window contains additional sample fields.

Special Information Form - AIA_SPEC_ALL

Text_1	<input type="text"/>	TextLabel_1	<input type="text" value="No"/>	CheckBox_1	<input type="text" value="No"/>
PickType_1	<input type="text"/>	DateTime_1	<input type="text"/>		

Cancel Apply

The fields can be mandatory or optional and are inherited from the location code by default. For more details, please refer to the Special Information Form section below.

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

Sample Analyses

Analyses window lets you select the analyses and containers to be performed with a particular sample.

The 'Analyses' window features a search bar at the top with 'Enter Analysis code' and 'Enter Container code' fields, and 'Add analysis' and 'Add container' buttons. Below is a table with columns for Container ID, Container code, Container description, Tracking state, Container location, Analysis code, Analysis name, and Group source. The table shows three containers with 'Pending' tracking states and several associated analyses. At the bottom, there are 'Cancel' and 'Apply' buttons.

Container ID	Container code	Container description	Tracking state	Container location	Analysis code	Analysis name	Group source
No container	No value	No value	No value	No value			
Auto-generated	@10L_Jar_G(C)_<6C-05	10L Glass Clear Pickle Jar <6C	Pending	Created test	\$OS2V_EPA200...	QC MS2 Val for ICPMS_DIG_5...	#QSEPA200-8_5MET_D
Auto-generated	@10L_Jar_G(C)_<6C-06	10L Glass Clear Pickle Jar <6C	Pending	Created test	\$OSP_EPA200...	QC MS RPD for ICPMS_DIG_5...	#QSEPA200-8_5MET_D
Auto-generated	@10L_JAR_G(C)_<6C-07	10L Glass Clear Pickle Jar <6C	Pending	Created test	\$OXA_EPA200...	QC Ext Amt for ICPMS_DIG_5M...	#QSEPA200-8_5MET_D
					\$OXR_EPA200...	QC Ext Rec for ICPMS_DIG_5M...	#QSEPA200-8_5MET_D
					AIA_SINGLE_E...	AIA_SINGLE_EXCEL Analysis	No group
					IAMY-NAR-DE...	IAMY-NAR-DEFAULT Analysis	No group
					\$OXV_EPA200...	QC Ext Val for ICPMS_DIG_5M...	#QSEPA200-8_5MET_D

By default, the list of analyses is empty or populated with the default analyses for the sample location.

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

The set of displayed fields for containers can be changed in the **Settings** window.

The 'Settings' window has a table with 'Order' and 'Field ID *' columns. It lists five fields: Container ID, Container code, Container description, Tracking state, and Container location. There are 'Cancel' and 'Apply' buttons at the bottom.

Order	Field ID *
1.	Container ID
2.	Container code
3.	Container description
4.	Tracking state
5.	Container location

You can change the **“Tracking state”** of the container by clicking on the **“Set tracking state”** menu item from the dot-dot-dot or context menu.

The 'Set tracking state' dropdown menu shows three options: 'Received' (green), 'Missed' (red), and 'Not Available' (yellow). The current state is 'Pending' (blue).

When you select a value from the dropdown list, the **Set Tracking State** window will be opened.

The Group source column shows analysis codes of group analyses, if a test came from a group analysis.

To add an analysis, you need to type its name to the **“Enter analysis code”** input and select it from the suggested ones, or click the **“Add analysis”** button to open the **Add Analyses** window.

Add Analysis

Analysis code	Analysis name	Default Container
<input type="checkbox"/> SM9223-B_EST_OT_IC	Total coliforms	No value
<input type="checkbox"/> SPEC_GRAV_SLDS	Specific gravity/density	No value
<input type="checkbox"/> SPECIATION_2	BioMerieux Microbial Identification	No value
<input type="checkbox"/> SUB_BARCOCK	Subcontract Tests to Babcock	No value
<input type="checkbox"/> SUB_FRONTIER	Subcontract Tests to Frontier	No value
<input type="checkbox"/> SUB_TESTAMERICA	Subcontract Tests to Test America	No value
<input type="checkbox"/> SUB_WECK	Subcontract Tests to Weck	No value
<input type="checkbox"/> SUVA_CALC	Specific Ultraviolet Absorbance	No value
<input type="checkbox"/> T_VCH-SINGLE	Trip Blank for VCH-SINGLE Analysis	No value
<input type="checkbox"/> TBT_SLDS_PREP	TBT solids extraction	No value

1 2 ... 623 **624** 625 ... 628 629 Items per page 10 6231-6240 of 6286 results

Cancel Add

Moreover, you can open **Analysis Definition Details** by clicking the **Analysis code** link.

INR Edit

Active
 Analysis status

USR
 Last modified user initials

11/02/2022 06:34 PM
 Last modified date

TEST
 Analysis department

QA
 Analysis definition owner

QA
 Analysis owner

QA
 Analysis read owner

0d 0hr 21min
 Analysis hold time

0d 0hr 0min
 Regulation hold time

General Special information Dependent analyses

Analysis name ND_test_nr Work units 35.38 Analysis matrix No value

Method reference No value Invoiceable

Price 0 Reportable

CAS number No value

Customer defined fields

Default narrative text Load from analysis

Containers Add container

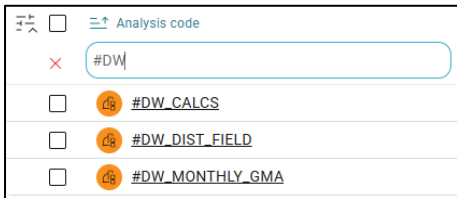
Close

Only analyses in active states are available in the Add analyses dialog. Analyses states can be configured in Desktop app – State Management.

Some analyses can be excluded from the list in the Add Analyses dialog due to blacklist rules. Analyses will be hidden if they are mentioned in the SL_ACODE_LIMITING setting in SYSMGR. It can be configured by Admin. Analyses from blacklist cannot be added during sample login process, but it is possible to add them to existing samples

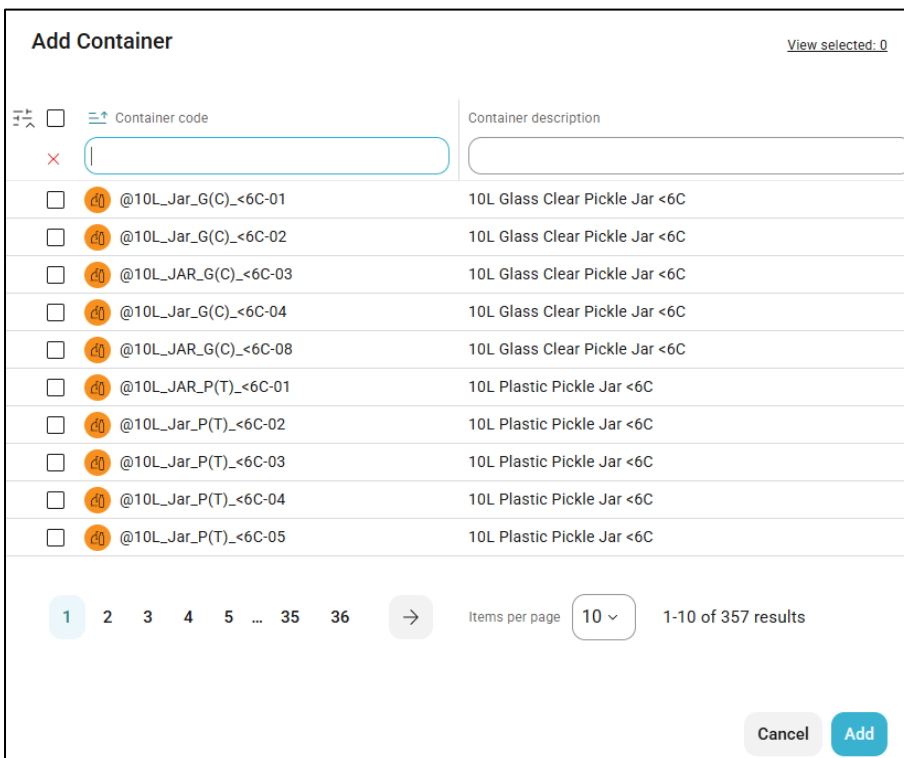
If USE_CONTAINER setting is on, the default containers of analyses will be displayed. The same containers will also be present in the **Analyses** pop-up when hovering over the Analyses link on the **Create Samples** page. If this setting is off, the containers will not be visible in both **Add Analyses** window and pop-up.

Also, you can see the details of the group analyses.



By clicking on the corresponding “**Analysis code**” value, the **Analysis Definition Details** dialog will be opened on the “**Study analyses**” tab where all nested analyses are listed.

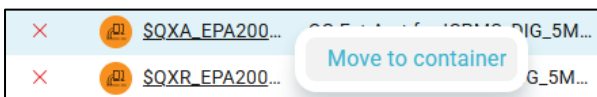
To add a container, you need to type its name to the “**Enter container code**” input and select it from the suggested ones, or click the “**Add container**” button in the top-right corner to open the **Add Container** window.



On the **Add Container** window you can sort, filter containers, and select the containers you wish to add to the sample.

You can move analyses between containers using drag-n-drop.

You can move analysis to another container by clicking the menu item “**Move to container**” for analysis from the context or dot-dot-dot menu.




The **Move to container** window will be opened.

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

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.


You can manage analytes of single- and multi-component analyses by clicking the A **Manage** button. Please check details on this functionality in the **Analyte Management** section.

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


You can delete a particular container by clicking the  icon near the container ID, or delete all containers at once by clicking the **“Delete all containers”** button in the bottom of the window.

You can delete a particular analysis by clicking the  icon near the analysis code.





















You can turn the **“Group by container”** toggle to OFF value, to view the flat list of analyses.



Analyses 




Group by container


Enter Analysis code  Add analysis

Analysis code Analysis name Group source

	 IAMY-NAR-DEFAULT	IAMY-NAR-DEFAULT Analysis	No group
	 SMULTI_RC	componentiums	No group
	 SQS2V_EPA200-8_5MET_D	QC MS2 Val for ICPMS_DIG_5Metals	#QSEPA200-8_5MET_D
	 SQSP_EPA200-8_5MET_D	QC MS RPD for ICPMS_DIG_5Metals	#QSEPA200-8_5MET_D
	 SQXA_EPA200-8_5MET_D	QC Ext Amt for ICPMS_DIG_5Metals	#QSEPA200-8_5MET_D
	 SQXR_EPA200-8_5MET_D	QC Ext Rec for ICPMS_DIG_5Metals	#QSEPA200-8_5MET_D
	 SQXV_EPA200-8_5MET_D	QC Ext Val for ICPMS_DIG_5Metals	#QSEPA200-8_5MET_D
	 SQZXR_EPA8290_SLDS	QC SUR Rec for Polychlorinated dioxins a	No group
	 SQZXR_TBT_WW	QC SUR Rec for Organotin compounds	No group
	 AIA_SINGLE_EXCEL	AIA_SINGLE_EXCEL Analysis	No group

1 2  Items per page 10  1-10 of 11 results

 Delete all analyses  Cancel  Apply








You can change analyses order using drag-n-drop ().

To delete all analyses at once click the **“Delete all analyses”** button in the bottom of the window.

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

Sample Attachments

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

Attachments		+ Add attachment	
Attachments			
  File name	Description	Type	
 test attachment.png	No value 		Store in the filesystem
 test.png	No value 		Store in the database

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

For detailed information about the attachment management, please refer to the "Attachments" section of this guide.

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										+ Add recipient	+ Add reference
✖	☰ Reference	Doctype	Addrtype	Primary	Proj name	Proj client	Proj contact	Proj phone	Proj email	Sampler contact	
✖	1f52c76e-c2c8-490e-b024-73db1a4f	OrganizationModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	
✖	1f52c76e-c2c8-490e-b024-73db1a4f	OrganizationModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	
✖	32195142-0c8a-4557-8029-6b9bdbc	OrganizationModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	
✖	32195142-0c8a-4557-8029-6b9bdbc	OrganizationModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	

✖ 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.

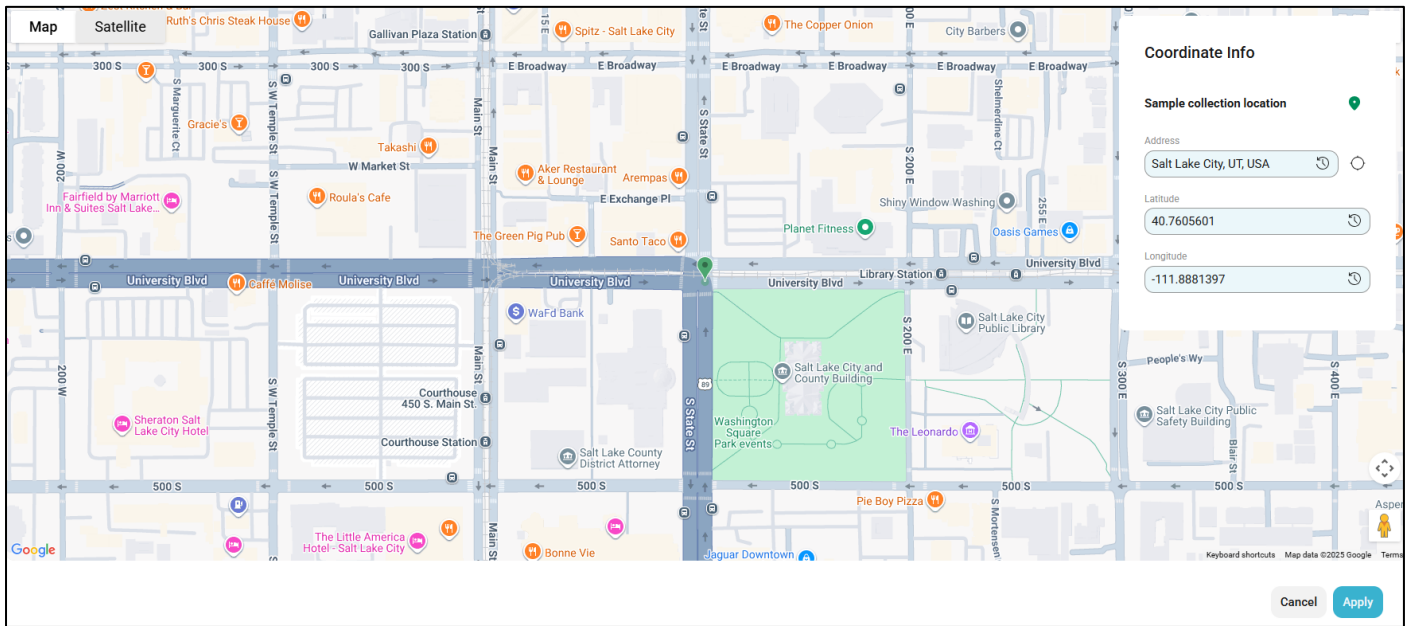
The users can be filtered and sorted or deleted from the list.

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

Recipients can also be added automatically when there is a default value for **Report Recipients** (MLREFERENCE) in a specific customer defined field of the location code (**MAILLIST_REF**). This can be configured in the desktop LABWORKS application.

Sample Coordinate Info

Coordinate info is a window for geographical sample data input.



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

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.

Work Queue Manager

Work Queue Manager is intended to view queue samples, analyses or tasks to quick access to regular daily work.

The page has three tabs: Samples, Analyses and Tasks.




The **Samples** tab displays a list of available samples that have not been completed or completed no more than a certain number of days ago.

Sample status	Sample ID	Location code DA	Customer tag	Requested date	Collected date	Sample department	Login Batch	Priority
Waiting for Validation (188)								
Waiting for Validation	AB65177	JB_LOCATION_3	No value	10/25/2024 03:18 ...	10/25/2024 03:18 ...	DWM	24299002	No v
Waiting for Validation	AB65081	1_FOODWASTE	No value	No value	10/15/2024 04:48 ...	MM	241014032	No v
Waiting for Validation	AB65079	1_FOODWASTE	No value	10/14/2024 10:15 ...	10/14/2024 10:15 ...	MM	241014030	No v
Waiting for Validation	AB65078	1_FOODWASTE	No value	10/14/2024 10:15 ...	10/14/2024 10:15 ...	MM	241014030	No v
Waiting for Validation	AB65077	1_FOODWASTE	No value	10/14/2024 10:15 ...	10/14/2024 10:15 ...	MM	241014030	No v
Waiting for Validation	AB65076	1_FOODWASTE	No value	No value	10/14/2024 09:48 ...	MM	241014030	No v
Waiting for Validation	AB65075	1_FOODWASTE	No value	No value	10/14/2024 09:48 ...	MM	241014030	No v
Waiting for Validation	AB65074	1_FOODWASTE	No value	No value	10/14/2024 09:48 ...	MM	241014030	No v
Waiting for Validation	AB65004	00000_TEST	No value	10/01/2024 09:29 ...	10/11/2024 06:06 ...	DWM	241011010	No v
Waiting for Validation	AB64995	1_SYS	No value	No value	10/10/2024 09:44 ...	DWML_WQCS	241010037	No v
Waiting for Validation	AB64994	10_SYS	No value	No value	10/10/2024 08:57 ...	DWML_WQCS	241010032	No v
Waiting for Validation	AB64967	1_SYS	No value	No value	10/08/2024 12:20 ...	DWML_WQCS	241007032	No v
Waiting for Validation	AB64965	1_FOODWASTE	No value	No value	10/08/2024 12:02 ...	MM	241007030	No v
Waiting for Validation	AB64957	03-0270	No value	No value	10/07/2024 05:49 ...	ADHOC	No value	No v
Waiting for Validation	AB64760	078_EG	No value	08/16/2024 08:02 ...	09/26/2024 08:39 ...	MM	240816013	No v

The **Analyses** tab displays a list of pending analyses or analyses waiting for validation. Users can switch the screen between two views: **Analysis pending** or **Waiting for validation** by clicking corresponding radio button on the left panel with global filters.

Overall due status	Analysis code	Analysis name	Location code DA	Due date	Priority	Assigned analyst I...	Assigned instrum...	QC batch
Overdue (35)								
Overdue	AB6...	\$A_VCH-M...	078_EG	12/04/2024 09:...	zustom	No value	No value	0 QC
Overdue	AB6...	Varvara_test_1_2	00000_TEST	05/13/2025 05:...	zustom	No value	No value	0 QC
Overdue	AB6...	\$AIAMUL	\$AIAMUL Analy...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	\$ALGAE_B...	Algae_bloom	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	\$CALCULA...	\$CALCULATED-...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	\$JB_MULTI	Multi-compone...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	A_VCH-SI...	Amt Spiked for ...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	CALCULAT...	CALCULATED-B...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	CALCULAT...	CALCULATED-E...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	D_VCH-SI...	Duplicate for V...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	F_VCH-SIN...	Fld Blank for V...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	L_VCH-SIN...	Initial Calb for ...	10/30/2024 12:...	zustom	No value	No value	1 QC
Overdue	AB6...	L_VCH-SIN...	Lab Control for ...	10/30/2024 12:...	zustom	No value	No value	1 QC

The **Tasks** tab displays a list of tasks for laboratory users.

Work queue manager  Samples Analyses **Tasks** 08:18:26 PM  













View **Default** : Grouping field **Workflow** Show selected (1) 12 Tasks

Filtering ✕ Reset filters

Task status
All ▼

Department
DWM ✕ ▼

Assigned user
Anyone ▼

Task status	Task title	Due date	Priority	Assigned user	Department	Created date
Open (1)						
Open	<input type="checkbox"/> task1	No value	Medium	 No value	DWM	06/04/2025 12:08 AM
In progress (10)						
In progress	<input type="checkbox"/> aatesttask01	08/26/2022 09:44 PM	Medium	 AAG	DWM	08/24/2022 10:46 PM
In progress	<input type="checkbox"/> AR TEST EV...	07/19/2022 04:59 PM	Medium	 AR	DWM	07/19/2022 04:59 PM
In progress	<input type="checkbox"/> eweqewewq	No value	Medium	 No value	DWM	06/21/2022 11:08 PM
In progress	<input type="checkbox"/> NDa12	11/08/2022 07:14 PM	Low	 ND	DWM	11/08/2022 07:13 PM
In progress	<input type="checkbox"/> taask	03/13/2024 10:26 PM	SAMP_RECEIVED	 RN	DWM	03/13/2024 10:31 PM
In progress	<input type="checkbox"/> task123	07/15/2022 09:31 PM	Medium	 VCH	DWM	06/23/2022 04:56 PM
In progress	<input type="checkbox"/> Test for ND	11/08/2022 07:14 PM	Low	 ND	DWM	11/08/2022 07:10 PM
In progress	<input type="checkbox"/> VA Test Tas...	08/14/2023 07:14 PM	Low	 VA	DWM	08/14/2023 07:20 PM
In progress	<input type="checkbox"/> VL13Task2	No value	No value	 VL	DWM	06/28/2022 05:14 AM
In progress	<input type="checkbox"/> VLRepeated2	No value	Medium	 ish	DWM	07/01/2022 04:11 AM
Closed (1)						
Closed	<input type="checkbox"/> 1234	03/25/2023 05:17 PM	No value	 1234567	DWM	12/26/2022 08:46 PM

Colored columns can be collapsed/expanded.

The data in all three tables can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction.

Default order:

- **Samples**
 - sample status in the order defined by the workflow architect,
 - descending order by sample ID.
- **Analyses**
 - overall due status – first overdue, and then closest to overdue statuses,
 - descending order by sample ID,
 - ascending alphabetical order by analysis code.
- **Tasks**
 - task status: Open, In progress, Closed,
 - ascending alphabetical order by the task title.

The data in all tables can be filtered by filters on the left panel. This panel can be collapsed/expanded.

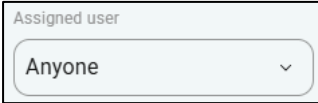
Possible filters:

- **Samples**
 - Sample status
 - Sample department
 - Customer name
 - Special information form
- **Analyses**
 - Overall due status
 - Sample department
 - Analysis code

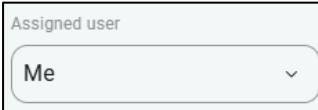
- Customer name
- Analysis department
- Project full name
- Assigned analyst initials
- Assigned instrument code
- QC batch ID
- Special information form
- **Tasks**
 - Task status
 - Department
 - Assigned user

The **Assigned user** filter can have the following values:

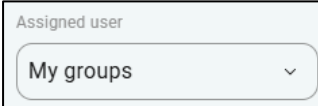
- anyone (no filter is applied by the Assigned user task property),

○ 

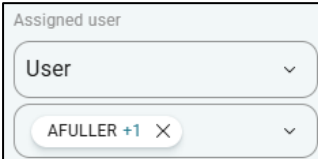
- yourself (tasks assigned to you),

○ 

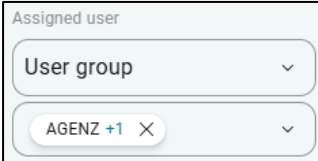
- my groups (tasks assigned to users who are included in the groups that you belong to),

○ 

- specified users (tasks assigned to the mentioned users),

○ 

- specified user groups (tasks assigned to users who are included in the mentioned user groups).

○ 

The data in all three tables can be grouped. The first column in a grouped view displays the grouping field value and total items inside the group.

Work queue manager

Samples Analyses Tasks

View: Default Grouping field: Customer name Show selected (4) 3 Samples

Filtering: Radius (3) Waiting for Analyses

Sample ID	Location code	Customer tag	Requested date	Collected date	Sample department
AB41428	EH300SD	No value	10/12/2021 10:00 AM	01/11/2021 09:34 PM	SWPP_MM
AB41403	QA_SSM2540D_E_WW_LCS	No value	No value	04/09/2022 10:00 AM	DWM
AB41397	QA_SMS210B_BOD_WW_M_	No value	No value	10/06/2021 10:00 AM	DWM_WQCS

Note: When grouping by date columns, time values are not considered. For example, records with dates "03/06/2020 12:55" and "03/06/2020 11:45" will be combined into one group "03/06/2020" after grouping.

Samples can be grouped by some sample properties as well as by customer defined sample fields. Analyses can be grouped by some sample and some analysis properties as well as by customer defined analysis fields. Tasks can be grouped by task properties.

The default sample, analysis or task grouping is "Workflow". This is a specific view that looks like sample grouping by statuses or analysis grouping by due statuses or task grouping by task statuses but does not have the grouping column and provides a visual group separator as the colored row.

Work queue manager

Samples Analyses Tasks

View: Default Grouping field: Workflow Show selected (0) 5750 Samples

Filtering: All

Sample status	Sample ID	Location code	Customer tag	Requested date	Collected date	Sample department	Login batch
Ready to Collect (4222)							
Ready to Collect	AB62175	00000_TEST	No value	03/06/2024 02:54 PM	03/06/2024 02:54 PM	ADHOC	240306001
Ready to Collect	AB62174	QA_SALGAE_BLOOM_CCV	No value	03/06/2024 01:36 AM	03/05/2024 03:00 AM	ADHOC	240305021
Ready to Collect	AB62173	03-0270	No value	03/06/2024 12:58 AM	03/06/2024 12:58 AM	ADHOC	240305020
Ready to Collect	AB58914	1_SYS	No value	10/09/2023 03:00 PM	No value	DWM_WQCS	231009022
Ready to Collect	AB58139	1_FOODWASTE	No value	09/05/2023 05:31 PM	09/05/2023 05:00 AM	MM	230905022
Ready to Collect	AB58137	03-0270	asd	09/05/2023 02:04 PM	09/05/2023 02:04 PM	123	230905002
Ready to Collect	AB58136	03-0270	No value	09/05/2023 01:52 PM	09/05/2023 01:52 PM	123	230905001
Ready to Collect	AB58133	1_FOODWASTE	No value	09/04/2023 09:35 PM	09/04/2023 09:35 PM	MM	230904040
Ready to Collect	AB58129	1_FOODWASTE	No value	09/04/2023 06:49 PM	09/04/2023 05:00 AM	MM	230904031
Ready to Collect	AB58124	03-0270	No value	09/04/2023 05:34 PM	09/04/2023 05:00 AM	123	230904026
Ready to Collect	AB58123	1_FOODWASTE	No value	09/04/2023 05:30 PM	09/04/2023 05:00 AM	MM	Y1_log_batch
Ready to Collect	AB58115	03-0270	No value	09/04/2023 04:25 PM	09/04/2023 04:25 PM	123	230904012
Not Collected (25)							
Not Collected	AB68818	00000_TEST	No value	07/30/2025 03:20 PM	07/30/2025 03:22 PM	ADHOC	25204043
Not Collected	AB68357	00000_TEST	No value	06/17/2025 12:38 PM	07/16/2025 05:17 PM	ALL	25168003
Not Collected	AB67991	00000_TEST	No value	No value	06/27/2025 04:28 PM	123	25178011
Not Collected	AB67773	08_JAN_02	No value	06/09/2025 05:00 PM	06/09/2025 05:00 PM	DWM_ECS	25160042
Not Collected	AB65516	QA_SCPST_PCB_LIV_CV	No value	12/02/2024 02:06 PM	12/17/2024 05:14 PM	ADHOC	24337031

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

You can select one or more samples/analyses/tasks in the lists and perform actions on them. All general actions on samples and analyses are described in the **Samples** section above.

To tasks, the following actions can be applied:

Refresh
Set tasks status >
Assign user >
Change priority >
Change department
Change due date
Copy
Delete

- Refresh – Refresh data for the selected tasks.
- Set task status – Change the task status to the selected one (Open, In progress, or Completed)
- Assign user - Assign this task to yourself (“me”) or to another user via the **Assign User** window.
- Change priority - Change the task priority to the selected one (High, Medium, Low).
- Change department – Change the task’s departments to the selected one from the **Change Department** window.
- Change due date - Change a due date to the selected tasks via the **Change Due Date** window.
- Copy – Create a copy of one particular task.
- Delete - Remove the selected tasks from the system.




- Allows adding tasks to the system. When clicking, the **Task Editing** dialog will be open.

To view the selected sample/analyses/tasks, turn on the “**Show selected**” toggle.

The total number of sample/analyses/tasks displayed on the screen is shown above the table.


The set of displayed fields can be changed in the **Settings** window for all three tabs.

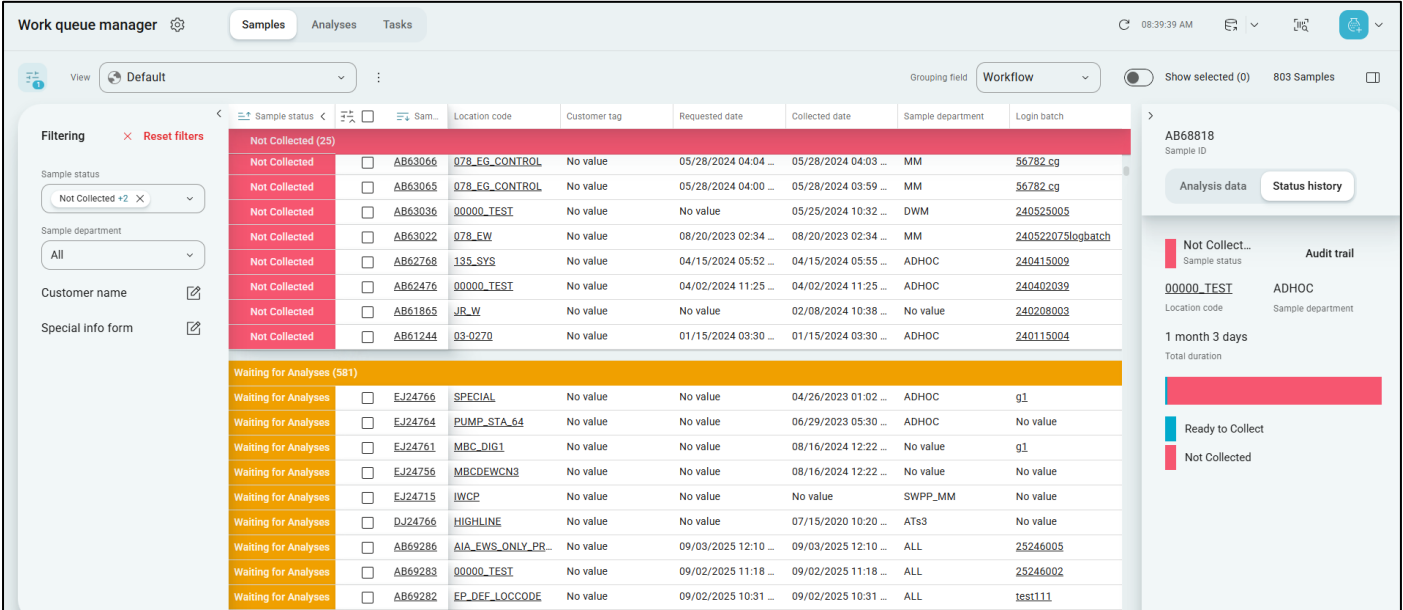
You can navigate to the details of a particular sample, analysis or tasks by clicking on corresponding fields within the table.

You can click the  button to refresh the data on the page or configure automatic refreshing in the **Settings** window. The last update time is displayed near the refresh button.

You can apply custom and public views to quickly search for needed items. See details in the **Views** section.

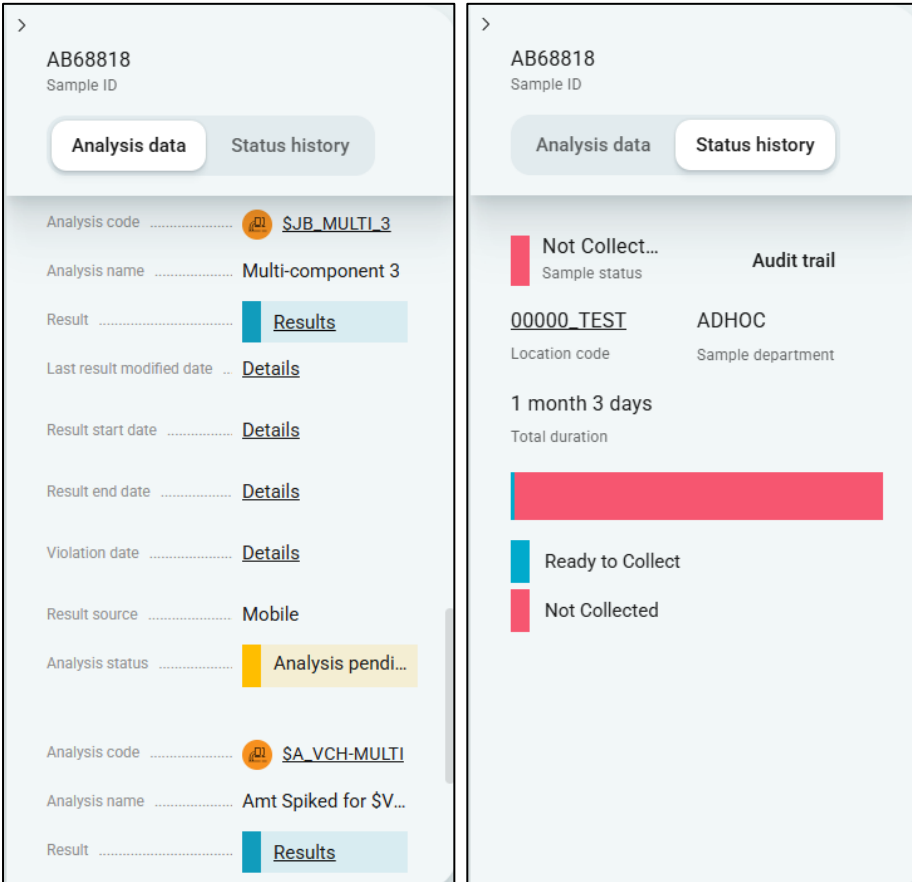
Sidebar

To view details for focused samples and analyses, you can enable the sidebar option. When clicking the  button, the sidebar will be open.



The screenshot shows the 'Work queue manager' interface. At the top, there are tabs for 'Samples', 'Analyses', and 'Tasks'. The 'Samples' tab is active. Below the tabs, there's a search bar and a 'View' dropdown set to 'Default'. A 'Grouping field' dropdown is set to 'Workflow'. On the right, there's a toggle for 'Show selected (0)' and a count of '803 Samples'. The main area is a table with columns: Sample status, Location code, Customer tag, Requested date, Collected date, Sample department, and Login batch. The table is divided into two sections: 'Not Collected (25)' and 'Waiting for Analyses (581)'. The 'Not Collected' section shows several rows with status 'Not Collected'. The 'Waiting for Analyses' section shows rows with status 'Waiting for Analyses'. On the right sidebar, details for sample 'AB68818' are shown, including 'Analysis data' and 'Status history' tabs. The 'Status history' tab is active, showing a legend with 'Not Collected' (red), 'Ready to Collect' (blue), and 'Not Collected' (red). Below the legend, there's a bar chart showing the duration of the sample's status.

For samples, it displays analysis data with the ability to enter/edit analysis results, and status history data.



The left screenshot shows the 'Analysis data' tab for sample 'AB68818'. It displays fields for 'Analysis code' (SJB_MULTI_3), 'Analysis name' (Multi-component 3), 'Result' (Results), 'Last result modified date' (Details), 'Result start date' (Details), 'Result end date' (Details), 'Violation date' (Details), 'Result source' (Mobile), and 'Analysis status' (Analysis pendi...). The right screenshot shows the 'Status history' tab for the same sample. It displays a legend with 'Not Collect...' (red), 'Ready to Collect' (blue), and 'Not Collected' (red). Below the legend, there's a bar chart showing the duration of the sample's status, with a red bar indicating 'Not Collected' for '1 month 3 days'.

For analyses, it displays several tabs: Result History, Control Chart. There is also "Calculations" tab for analyses with calculation. It contains information about both built in and excel calculations if they are

configured for the analysis. The Control chart tab is only available if you have a LABWORKS Enterprise LIMS SQC license.

AE32954
Sample ID

SECC_CAL
Analysis code

Result history Control chart

ILOT
Location Code

Sample ID Collected date

Showing last 7 samples logged with this analysis and location code. [Show more](#)

Show non-numeric

AE32954
Sample ID

SECC_CAL
Analysis code

Result history Control chart

Zoom reset

AE32954
Sample ID

SECC_CAL
Analysis code

Control chart Calculations

SECC_CAL = X1*3.28

Engine Built in engine

Calculation Defined - enabled

Non-numeric key res... . No value

Automatic recalculati... . Yes

Calculate MDL from k... . No

Input parameters


Variable X1

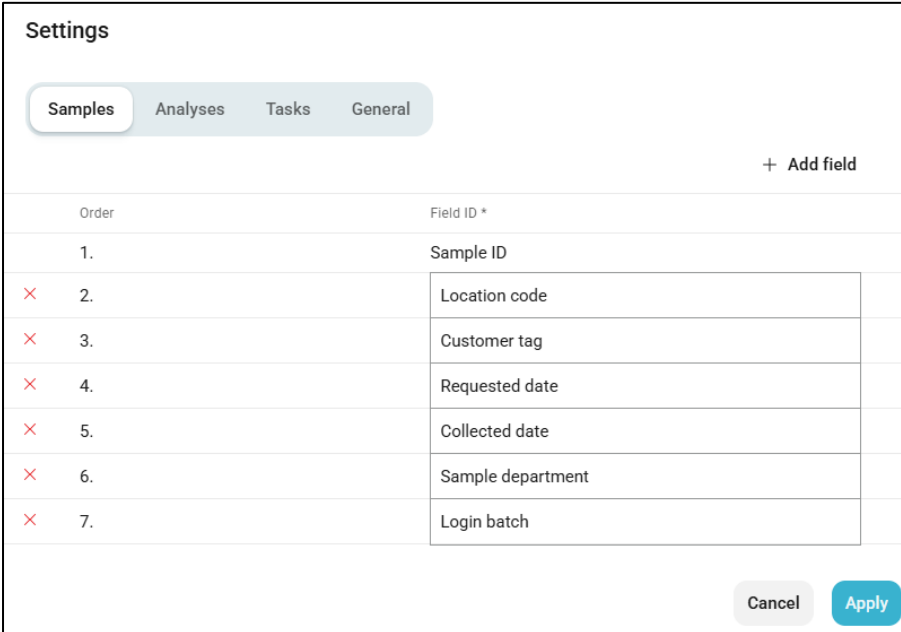
Analysis code SECC_FLD

Current value Pending

Settings

The set of fields displayed in the **Work Queue Manager** tables can be configured in the **Settings** window.

To access the window, click the  button near the title.



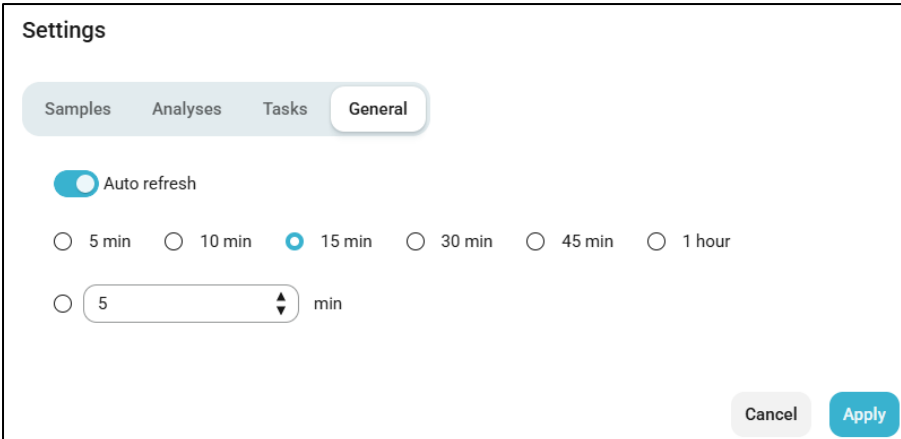
The screenshot shows the 'Settings' window with the 'Samples' tab selected. The window has a title bar 'Settings' and four tabs: 'Samples', 'Analyses', 'Tasks', and 'General'. Below the tabs is a '+ Add field' button. A table lists the fields in the 'Samples' table. The table has two columns: 'Order' and 'Field ID *'. The fields are: 1. Sample ID, 2. Location code, 3. Customer tag, 4. Requested date, 5. Collected date, 6. Sample department, and 7. Login batch. Each row has a red 'X' icon in the first column. At the bottom right, there are 'Cancel' and 'Apply' buttons.

Order	Field ID *
1.	Sample ID
× 2.	Location code
× 3.	Customer tag
× 4.	Requested date
× 5.	Collected date
× 6.	Sample department
× 7.	Login batch

On the **Samples**, **Analyses** and **Tasks** tabs, you can change the order of the fields, remove certain fields from the appropriate table or add new ones.

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

On the **General** tab, you can configure auto-refresh settings. If auto-refresh is turned on, the **Work Queue Manager** page is automatically refreshed based on the specified refresh period.



The screenshot shows the 'Settings' window with the 'General' tab selected. The window has a title bar 'Settings' and four tabs: 'Samples', 'Analyses', 'Tasks', and 'General'. Below the tabs, there is a toggle switch for 'Auto refresh' which is turned on. Below the toggle, there are radio buttons for refresh intervals: 5 min, 10 min, 15 min (selected), 30 min, 45 min, and 1 hour. Below the radio buttons, there is a dropdown menu with '5' selected and 'min' next to it. At the bottom right, there are 'Cancel' and 'Apply' buttons.

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

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

Other users are not affected by your settings.

Sample Explorer

Sample Explorer is one of the main screens of the **Samples** 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 ID	Location code	Location description	Sample status	Customer name	Project full name	Collected date	Submitted date	Sample complete
AB69237	03-0270	Ballast Point Brewery Miramar	Ready to Collect	No value	No value	09/01/2026 02:36 PM	09/01/2026 02:36 PM	No value
AB69286	AIA_EWS_ONLY_PRIMA...	No value	Waiting for Analyses	No value	No value	09/03/2025 12:10 AM	09/03/2025 12:10 AM	No value
AB69283	00000_TEST	Test Location Code DESC	Waiting for Analyses	No value	No value	09/02/2025 11:18 PM	09/02/2025 11:18 PM	No value
AB69280	EP_DEF_LOCCODE	Exchange Portal default location	Waiting for Analyses	No value	No value	09/02/2025 10:31 PM	09/02/2025 10:31 PM	No value
AB69281	EP_DEF_LOCCODE	Exchange Portal default location	Waiting for Analyses	No value	No value	09/02/2025 10:31 PM	09/02/2025 10:31 PM	No value
AB69282	EP_DEF_LOCCODE	Exchange Portal default location	Waiting for Analyses	No value	No value	09/02/2025 10:31 PM	09/02/2025 10:31 PM	No value
AB69279	00000_TEST	Test Location Code DESC	Not Ready	new_customer333	No value	09/02/2025 07:14 PM	09/02/2025 07:14 PM	No value
AB69278	00000_TEST	Test Location Code DESC	Not Ready	No value	No value	09/02/2025 07:13 PM	09/02/2025 07:13 PM	No value
AB69276	078_EG_CONTROL	078 EG CONTROL	Ready to Collect	No value	[AE] Attachments	09/02/2025 06:38 PM	09/02/2025 06:38 PM	No value
AB69277	078_EG	078 EG description	Ready to Collect	No value	MM	09/02/2025 06:38 PM	09/02/2025 06:38 PM	No value
AB69275	078_EG_CONTROL	078 EG CONTROL	Ready to Collect	No value	[AE] Attachments	09/02/2025 04:53 PM	09/02/2025 04:53 PM	No value
AB69274	078_EW	078 EW	Ready to Collect	No value	No value	09/02/2025 04:50 PM	09/02/2025 04:50 PM	No value
AB69272	03-0270	Ballast Point Brewery Miramar	Ready to Collect	No value	No value	09/02/2025 04:49 PM	09/02/2025 04:49 PM	No value
AB69273	078_EG	078 EG description	Ready to Collect	No value	MM	09/02/2025 04:49 PM	09/02/2025 04:49 PM	No value
AB69261	078_EW	078 EW	Ready to Collect	No value	No value	09/02/2025 04:42 PM	09/02/2025 04:42 PM	No value
AB69262	078_EW	078 EW	Ready to Collect	No value	No value	09/02/2025 04:42 PM	09/02/2025 04:42 PM	No value
AB69263	078_EW	078 EW	Ready to Collect	No value	No value	09/02/2025 04:42 PM	09/02/2025 04:42 PM	No value

When you click on the sample row, the element expands revealing the list of analyses performed with the sample. The number of displayed analyses is configured by Admin with a SYSMGR setting. If sample contains more analyses than the maximum number of items configured to display by default, "View all" button will be available. On click, all analyses will be shown in the list.

Sample ID	Location code	Location description	Sample status	Customer name	Project full name	Collected date	Submitted date	Sample complete
AB69264								
SQDV_E_	QC Dupl Val for Determin...	Results	Details	No value	Analysis pending	No value	Details	Details
SQDP_E_	QC Dup RPD for Determin...	Results	Details	No value	Analysis pending	No value	Details	Details
SQSA_	QC MS Amt for Determin...	Results	Details	No value	Analysis pending	No value	Details	Details
SQSR_	QC MS1 Rec for Determin...	Results	Details	No value	Analysis pending	No value	Details	Details
SQSV_	QC MS1 Val for Determin...	Results	Details	No value	Analysis pending	No value	Details	Details
SQXA_E_	QC Ext Amt for Determin...	Results	Details	No value	Analysis pending	No value	Details	Details
SQXB_E_	QC Ext Rec for Determina...	Results	Details	No value	Analysis pending	No value	Details	Details
SQXV_E_	QC Ext Val for Determina...	Results	Details	No value	Analysis pending	No value	Details	Details
SQLOQA_	QC LOQ Amt for Determi...	Results	Details	No value	Analysis pending	No value	Details	Details
SQLOQR_	QC LOQ Rec for Determi...	Results	Details	No value	Analysis pending	No value	Details	Details
SQLOQV_	QC LOQ Val for Determi...	Results	Details	No value	Analysis pending	No value	Details	Details
SQLOQA_	QC LLQC Amt for Determ...	Results	Details	No value	Analysis pending	No value	Details	Details
SQLOQR_	QC LLQC Rec for Determi...	Results	Details	No value	Analysis pending	No value	Details	Details
SQLOQV_	QC LLQC Val for Determi...	Results	Details	No value	Analysis pending	No value	Details	Details

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 enter result table by clicking the "Enter Results" button. If you change a result of a calculation input, the output result will be immediately recalculated unless the output analysis status is "Manually entered".

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


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

Analyte name	Result
Natrium	12
Kalium	12
Calcium	1
Magnesium	12
Cuprum	2
JB_custom_1	3
JB_custom_2	4
JB_custom_3	5

Close

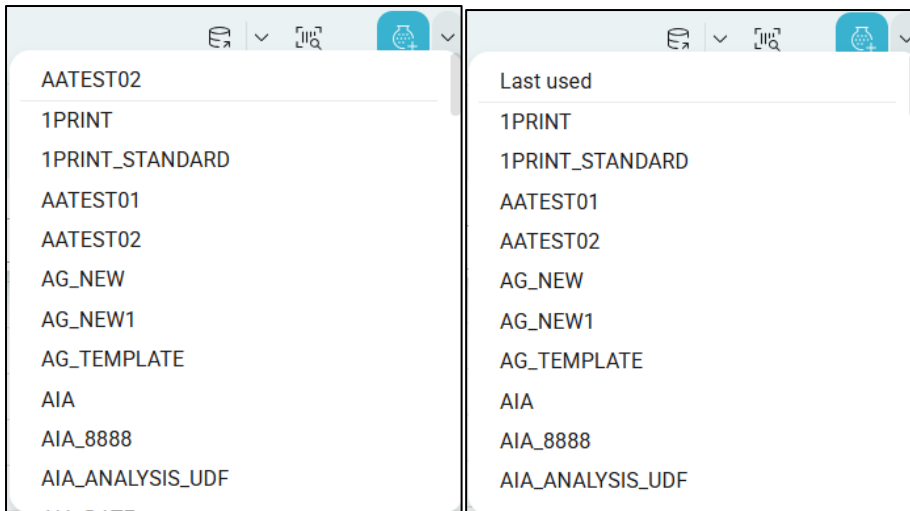
You can select one or more samples in the list and perform actions on them. All general actions on samples are described in the **Samples** section above.

You can apply custom and public views to quickly search for needed items. See details in the **Views** section.

You can also create samples from this page by clicking the  icon.

Clicking on the arrow near the **Create Samples** icon allows to view last used / default template for the

sample creation.



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. Empty collection groups are also shown on the **Collection Group Explorer**.

Collection group name	Description	Collection group owner initials	Collection group created date	Last collection group modified date	Samples count	Ready to collect
25246006	No value	Public	09/02/2025 02:23 PM	No value	2	2
25245019	No value	Public	09/02/2025 06:19 AM	No value	2	2
25233005	No value	JAZ	08/21/2025 01:53 AM	08/21/2025 01:53 AM	8	8
25231005	No value	JAZ	08/19/2025 02:41 AM	08/19/2025 06:12 AM	1	1
25227026	No value	JAZ	08/15/2025 05:15 AM	08/15/2025 05:19 AM	1	1
25227020	No value	USR	08/15/2025 04:05 AM	08/20/2025 06:36 AM	2	2
25227017	No value	Public	08/15/2025 03:05 AM	No value	1	1
25227015	No value	Public	08/15/2025 03:03 AM	No value	1	1
25227014	No value	Public	08/15/2025 03:01 AM	No value	1	1
25227002	No value	USR	08/14/2025 04:39 PM	08/15/2025 01:43 AM	7	2
25226006	No value	Public	08/13/2025 04:17 PM	No value	1	0
25225002	No value	USR	08/13/2025 01:08 AM	08/13/2025 03:14 AM	1	1
25225001	No value	Public	08/13/2025 12:28 AM	No value	1	1
25224030	No value	Public	08/12/2025 10:08 AM	No value	1	1
25224007	No value	USR	08/11/2025 03:41 PM	08/13/2025 06:04 AM	1	1
25224006	No value	Public	08/11/2025 02:41 PM	No value	1	1
25223027	No value	Public	08/11/2025 08:53 AM	No value	2	2

Collection groups can be in the following **statuses**:

- Pending - all samples are in Not Ready or Ready to Collect statuses.
- Completed - no samples in Not Ready or Ready to Collect statuses.
- Received - all samples are reviewed.
- In progress - in all other cases.

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. The number of displayed samples is configured the same way as the number of displayed analyses for a sample on the **Sample Explorer**. If collection group contains more samples than the maximum number of items configured to display by default, “View all” button will be available. On click, all elements will be shown in the list. Nested tables with analyses list for samples work the same way.

Collection group name	Description	Collection group owner initials	Collection group created date	Last collection group modified date	Samples count	Ready to collect		
<input type="checkbox"/> AB66254	00000_TEST	Test Location Code	Ready to Collect	No value	TestProjectJST	No value	01/10/2025 10:01 PM	No value
<input type="checkbox"/> AB66056	078_BKGR	078 BKGR	Ready to Collect	No value	TestProjectJST	No value	12/13/2024 10:01 PM	No value
<input type="checkbox"/> AB66057	00000_TEST	Test Location Code	Ready to Collect	No value	TestProjectJST	No value	12/13/2024 10:01 PM	No value
<input type="checkbox"/> AB66058	03-0270	Ballast Point Brewery Miramar	Ready to Collect	No value	TestProjectJST	No value	12/13/2024 10:01 PM	No value
<input type="checkbox"/> AB66059	00000_TEST	Test Location Code	Collected	No value	TestProjectJST	12/17/2024 12:51 PM	12/13/2024 10:01 PM	No value
<input type="checkbox"/> AB66432	078_BKGR	078 BKGR	Ready to Collect	No value	MM	12/03/2024 08:58 PM	12/03/2024 08:58 PM	No value
<input type="checkbox"/> AB65028	00000_TEST	Test Location Code	Ready to Collect	No value	No value	No value	10/11/2024 09:34 PM	No value

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

Collection group name	group modified date	Samples count	Ready to collect	Collected	Not collected	Collection group status
25218028	10:44 AM	6	6	0	0	Pending
25182064		5	5	0	0	P
25198078		5	5	0	0	P
25210056		5	5	0	0	P
25190044	11:37 AM	5	5	0	0	P
25211025	05:19 AM	5	3	1	1	Ir
25161085		3	3	0	0	P
25161167		3	2	0	0	Ir
25195063		3	3	0	0	P
25195082		3	3	0	0	P
25195110		3	3	0	0	P
25198036		3	3	0	0	P
25203018		3	1	0	0	P
25204043		3	3	0	0	P
25189057	12:41 AM	3	3	0	0	P

- Audit trail
- Edit
- Ungroup
- Delete
- Add analysis
- Edit/Review >
- Enter results >
- Set sample status >
- Sample operations >
- View containers
- Generate labels
- Report >
- Change department
- Move to collection group
- Move to log batch

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

- **Audit trail** opens the **Audit Trail** for the particular collection group.
- **Edit** opens a window where you can change the collection group attributes such as name, description and owner.
- **Ungroup** action removes all samples from the group as if they were added without a collection group. The group becomes empty after this action. However, the sample data is not lost, as all samples without a group are shown in the list under a dummy collection group that has no data and called “Ungrouped”.
- **Delete** action deletes the collection group. If there were any samples, they will be moved to “Ungrouped” group.

For empty collection groups the only available operations are: Audit trail, Edit, Delete.

You can select one or more samples in the list and perform actions on them. All general actions on samples are described in the **Samples** section above.

The actions can be applied both to individually selected samples and to the entire group via the “dot-dot-dot” menu.



You can also create samples from this page by clicking the  icon.

Clicking on the arrow near the **Create Samples** icon allows to view last used / default template for the sample creation.

[Create Samples] ▾

- AATEST02
- 1PRINT
- 1PRINT_STANDARD
- AATEST01
- AATEST02
- AG_NEW
- AG_NEW1
- AG_TEMPLATE
- AIA
- AIA_8888
- AIA_ANALYSIS_UDF

[Create Samples] ▾

Last used

- 1PRINT
- 1PRINT_STANDARD
- AATEST01
- AATEST02
- AG_NEW
- AG_NEW1
- AG_TEMPLATE
- AIA
- AIA_8888
- AIA_ANALYSIS_UDF

Explorer Settings

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

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

Settings

Samples **Analyses**

+ Add field

Order	Field ID *
1.	Sample ID
<input type="checkbox"/>	2. Location code
<input type="checkbox"/>	3. Comments
<input type="checkbox"/>	4. Replicates count
<input type="checkbox"/>	5. Location description
<input type="checkbox"/>	6. Sample status

Cancel **Apply**

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

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

"Cancel" button discards all changes in the settings.



"Apply" button applies the settings and reloads the table.

Other users are not affected by your settings.

Explorer Filters


The data in the **Explorer** 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  icon in the table header.
- **Views** available under the **View** drop-down list. See details in the **Views** section.
- **Advanced filters** available in the sidebar opened by clicking the  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  icon on the left-hand side of the table header and specify the filters. The filters will be applied as soon as you move the focus to another control or just press Enter.


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

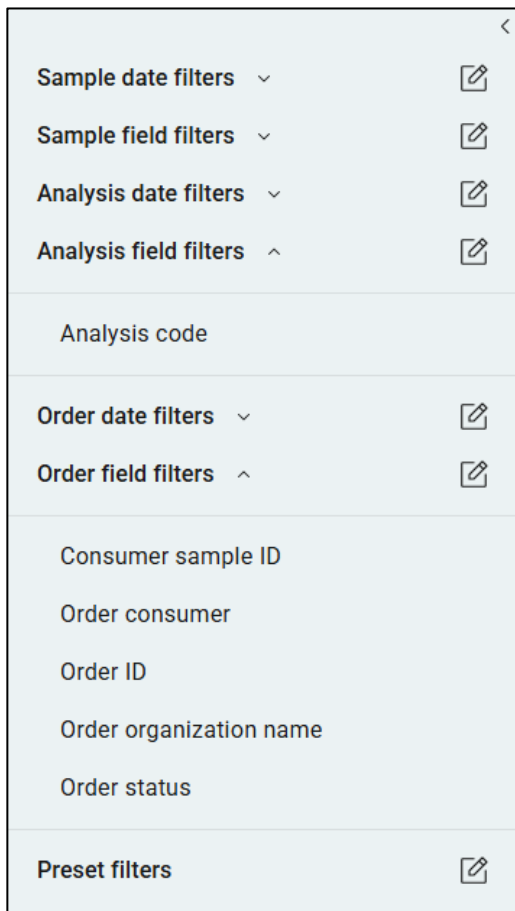
 <input type="checkbox"/>	Sample ID	Location code	Comments	Replicates count	Location description
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="From"/> <input type="text" value="To"/>	<input type="text"/>

Advanced Filters

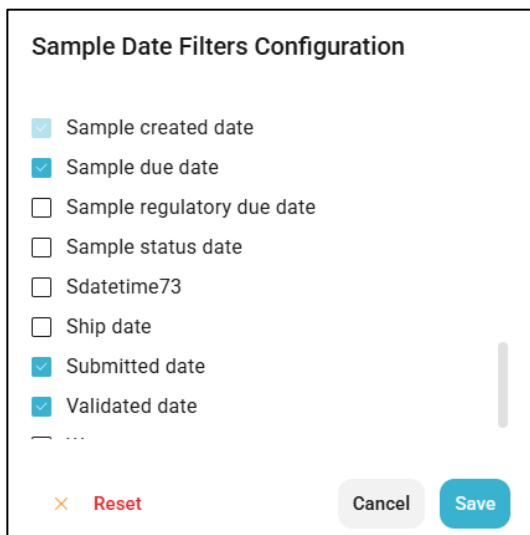
Advanced filters give you extended control over the table by allowing to filter the data by hidden fields.

The advanced filters are configured in the sidebar, where all available filters are listed in expandable groups.

The sidebar is toggled by the  icon above the table. The number on the icon shows the count of advanced and preset filters applied.



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



Clicking on a field name will open a dialog where you can enter filter values. The appearance of the dialog depends on the data type of the selected field. For example, date fields look like this:

Due Date

Calendar day

- Today
- Yesterday
- Last 7 days
- Last 15 days
- Last 30 days

Calendar week

- This week
- Last week

Calendar quarter

- This quarter
- Last quarter

Calendar year

- This year
- Last year
- Number of last days
- Custom period

Input fields for dates: 09/03/2025

Buttons: Cancel, Apply

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




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

 icon above the table.

Preset Filters

<input checked="" type="radio"/> Aging samples by departments	<input type="radio"/> Analyses count by departments
<input type="radio"/> Analysis results history by location code	<input type="radio"/> Last 15 viewed
<input type="radio"/> Out of specification in progress	<input type="radio"/> Samples by status
<input type="radio"/> Samples by status and analysis department	<input type="radio"/> Samples by status and sample department
<input type="radio"/> Samples completed	<input type="radio"/> Samples completed by department by day
<input type="radio"/> Samples completed by location code	<input type="radio"/> Samples out of specification in date range
<input type="radio"/> Samples waiting for approval	<input type="radio"/> Samples waiting for approval by departments
<input type="radio"/> Today's work overview	<input type="radio"/> Today's work – queued vs completed
<input type="radio"/> Top 10 analyses	<input type="radio"/> Top 10 location codes
<input type="radio"/> Top 10 location codes by completed samples	<input type="radio"/> Top 15 viewed

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

 Preset

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.

The following filters are available for the **QC Batch Explorer** page:

- “Last 15 viewed”
- “Top 15 viewed”
- “QC batches by status”
- “QC batches by status and batch template”
- “QC batches count by analysis department”
- “QC batches count by batch templates”

Preset Filters

Last 15 viewed Top 15 viewed

QC batches by status QC batches by status and batch template

QC batches count by analysis department QC batches count by batch templates

Cancel Apply

Only two filters are available for the **Log Batch Explorer** and the **Collection Group Explorer** pages:

- “Last 15 viewed”
- “Top 15 viewed”

Preset Filters

Last 15 viewed Top 15 viewed

Cancel Apply

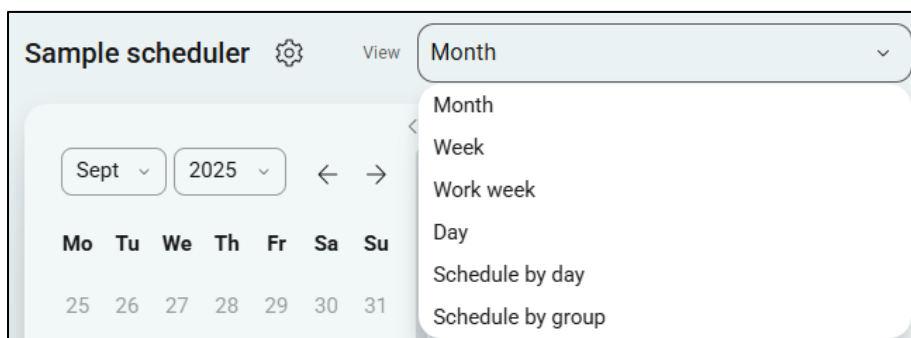
Sample Scheduler

Sample Scheduler is intended to manage events for samples creation, running programs, and tasks creation.

In the event start date-time the special schedule service should automatically do the following:

- Create scheduled samples
 - Once samples are created, you can find them in **Work Queue Manager** or **Explorers**.
- Run programs
- Create scheduled tasks
 - Once tasks are created, you can find them in **Work Queue Manager**.

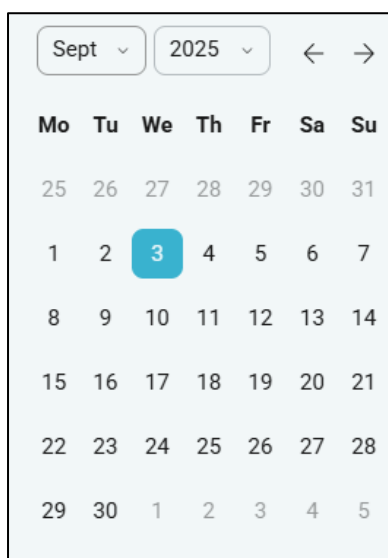
Events can be displayed on the page according to the selected view mode.



You can list periods by clicking on the \leftarrow \rightarrow icons.

Click the “**Today**” button to return to the current date.

Use the date-picker in the left panel to select the needed date or click the needed cells right on the calendar.



Wed	Thu
3	4
12:24 AM test 07:39 PM TEST_1	
10	11

Events in all view modes can be filtered by several options displayed on the left panel – **Events Filters**.

✕ Reset filters

Holidays

Event properties

Event title

Group

Project full name

Disabled

Completed

Event contains

^ Samples

Location code

Sample department

Customer name

Special information form

Programs

^ Tasks

Department


The Left panel with the date-picker and filters can be collapsed or expanded by clicking on the arrow icon.

Sept 2025 ← →

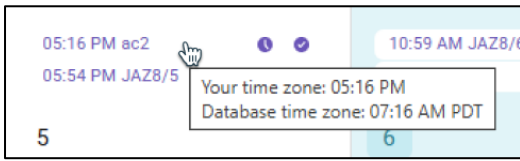
Mo Tu We Th Fr Sa Su Mon


25 26 27 28 29 30 31

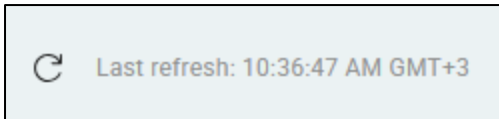
< Collapse filters


Click the  button to open the **Event Details** dialog to create an event. The dialog can also be open by double-clicking on a particular calendar cell.

Click on any event to open the **Event Details** dialog and view event parameters.

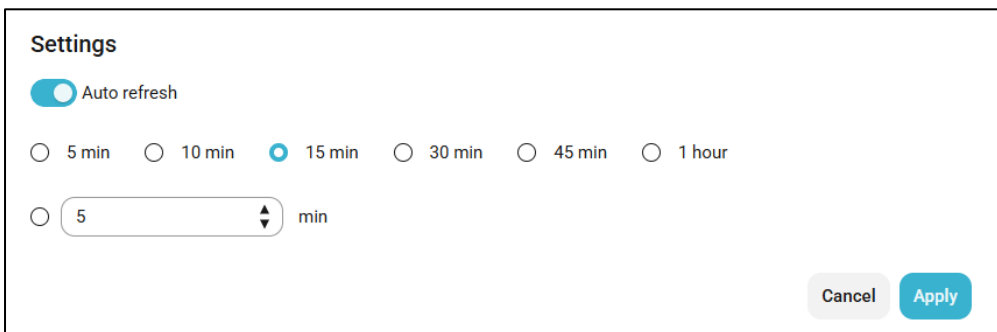


You can click the  button to refresh the data on the page. The last update time and time zone information is displayed near the refresh button.




Configure automatic refreshing in the **Settings** window that can be open by clicking on the gear icon near the screen title: .


If auto-refresh is turned on, the **Sample Scheduler** page is automatically refreshed based on the specified refresh period.



"**Cancel**" button discards all changes in the settings. "**Apply**" button applies the settings. Other users are not affected by your settings.

Event types

Events can be single ones or series of events. Events from a series are marked with the  icon. On the **Sample Scheduler** page, you can see every event in a series placed in the date or hour cell according to its start date-time.

Exceptions may appear in the series. They are marked with the  icon. An exceptional event is an event with any parameters that do not match the parameters of the entire series. If a particular event from a series has been modified by a user or a user has created some samples or tasks for the event, has run programs manually, then this event will be treated as an exception. Exceptions behave as single events but have a connection with the series. You can open the exceptional event details and switch to the general data for the series. Series changes will not be applied to exceptions.

Events can be in the following execution states:





- Not executed (planned) events
- Events in progress
 - The schedule service is executing these events now.
 - The events cannot be edited, operations cannot be applied to them.
- Successfully executed events
 - The schedule service has completed its work, all samples and tasks have been created, all programs have run without errors.
- Executed with errors events
 - The schedule service has completed its work, but an error occurred.

If a user has created some samples or tasks for the event, has run programs manually, then this event will not be considered executed until the service has done its work at the scheduled time. Samples, tasks, programs will not be created/run again, the service will just check if they have been created, and if so, mark the event as executed.

Holidays are a separate type of events that just display various public holidays. They cannot be edited, moved, or deleted, their details cannot be open, operations cannot be applied to them.

You can disable events so that the scheduler service can skip them. The disabled events are marked with a more transparent background.

Below is the event types visualization for calendar views.

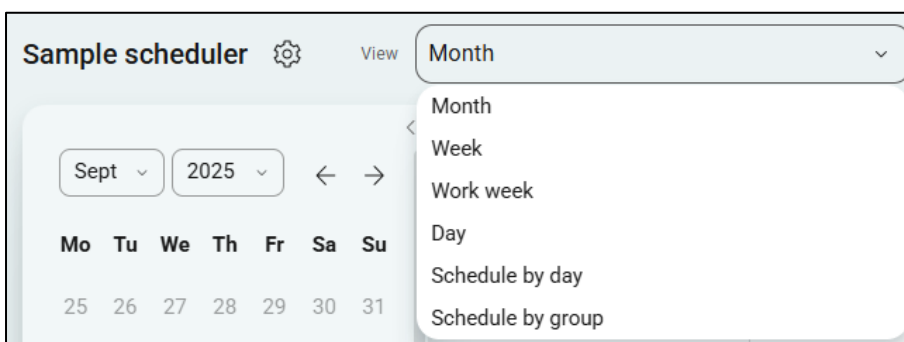
-  Not executed (planned) single events
-  Events from a series
-  Exceptional events in a series
-  Disabled events

- 01:20 PM YI XP samples  Events in progress
- 01:20 PM YI XP samples  Successfully executed events
- 01:20 PM YI XP samples  Executed with errors events
- Independence Day  Holidays

Sample Scheduler Views

You can switch the Sample Scheduler page between the following views:

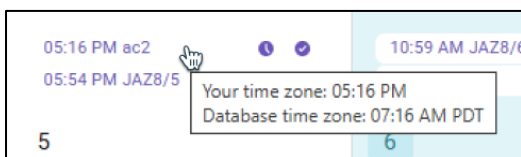
- Calendar views
 - Month
 - Week
 - Work week
 - Day
- List views
 - Schedule by day
 - Schedule by group



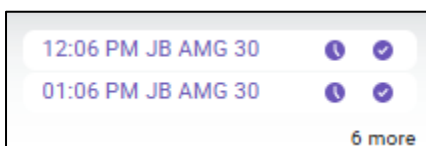
Calendar views display events in calendar cells. Please find more information about event visualization in the **Event types** section. In addition to the type, events contain a start date and a title in calendar views.



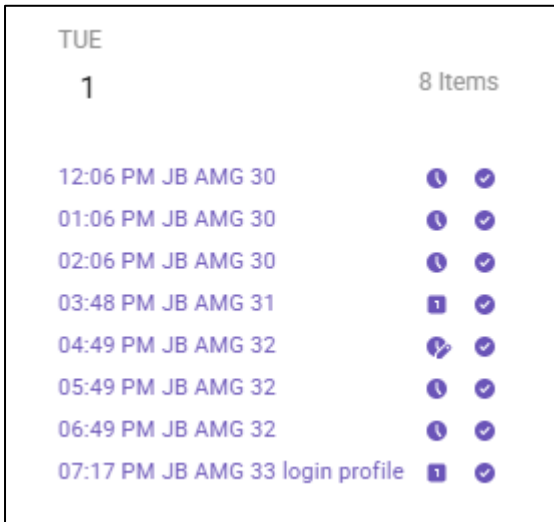
User can hover over an event and a tooltip with time zone information will be displayed. The same tooltip is displayed for event date/time fields on the **Bottom panel** and in the **Event Details** dialog.



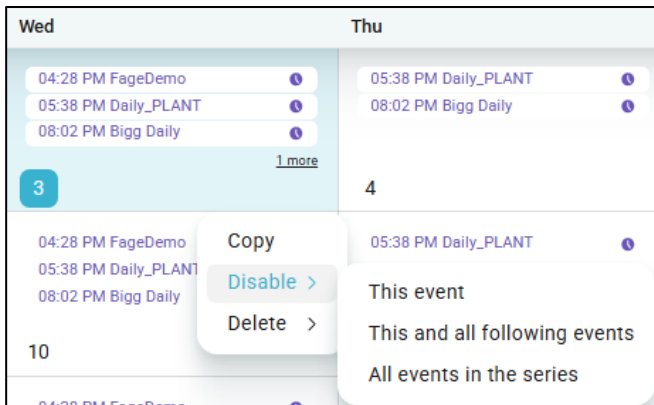
When all events do not fit the cell the "N more" link will be displayed.



Click on this link to see the whole list of events for this cell.



You can open the contextual menu by right mouse button clicking on an event. Select the needed option to perform event operations.



- Copy an event,
- Delete a particular event in the series, a particular and all following events, or all events in the series
- Disable a particular event in the series, a particular and all following events, or all events in the series.

Use drag-n-drop to move events from one calendar cell to another.

Dates and times depend on the user's locale, so other users in a different region may see events placed in different calendar or hour cells than you do.

Month view

Today ← → September 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
01:00 PM Q1 GW MONITORING 02:45 PM QUARTERLY GROU... 03:06 PM CEM_DEMO 5 more	05:38 PM Daily_PLANT 06:41 PM Weekly Planning 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily	05:38 PM Daily_PLANT 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily	08:02 PM Bigg Daily 1 more	08:02 PM Bigg Daily
1	2	3	4	5	6	7
04:28 PM FageDemo 05:38 PM Daily_PLANT 07:18 PM RD_Event1 2 more	05:38 PM Daily_PLANT 06:41 PM Weekly Planning 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	05:38 PM Daily_PLANT 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	08:02 PM Bigg Daily	08:02 PM Bigg Daily
8	9	10	11	12	13	14
04:28 PM FageDemo 05:38 PM Daily_PLANT 07:18 PM RD_Event1 2 more	05:38 PM Daily_PLANT 06:41 PM Weekly Planning 08:02 PM Bigg Daily 1 more	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	05:38 PM Daily_PLANT 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	08:02 PM Bigg Daily	08:02 PM Bigg Daily
15	16	17	18	19	20	21
04:28 PM FageDemo 05:38 PM Daily_PLANT 07:18 PM RD_Event1 2 more	05:38 PM Daily_PLANT 06:41 PM Weekly Planning 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	05:38 PM Daily_PLANT 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	08:02 PM Bigg Daily	08:02 PM Bigg Daily
22	23	24	25	26	27	28
04:28 PM FageDemo 05:38 PM Daily_PLANT 07:18 PM RD_Event1 2 more	05:38 PM Daily_PLANT 06:41 PM Weekly Planning 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 05:52 PM TRAINING 2 more	05:38 PM Daily_PLANT 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	08:02 PM Bigg Daily	08:02 PM Bigg Daily
29	30	1	2	3	4	5
04:28 PM FageDemo 05:38 PM Daily_PLANT 07:18 PM RD_Event1 2 more	05:38 PM Daily_PLANT 06:41 PM Weekly Planning 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	05:38 PM Daily_PLANT 08:02 PM Bigg Daily	04:28 PM FageDemo 05:38 PM Daily_PLANT 08:02 PM Bigg Daily 1 more	08:02 PM Bigg Daily	08:02 PM Bigg Daily

Events are represented in the calendar view for one month depending on the selected date on the date-picker (small calendar) or on the selected period in the header of the calendar.

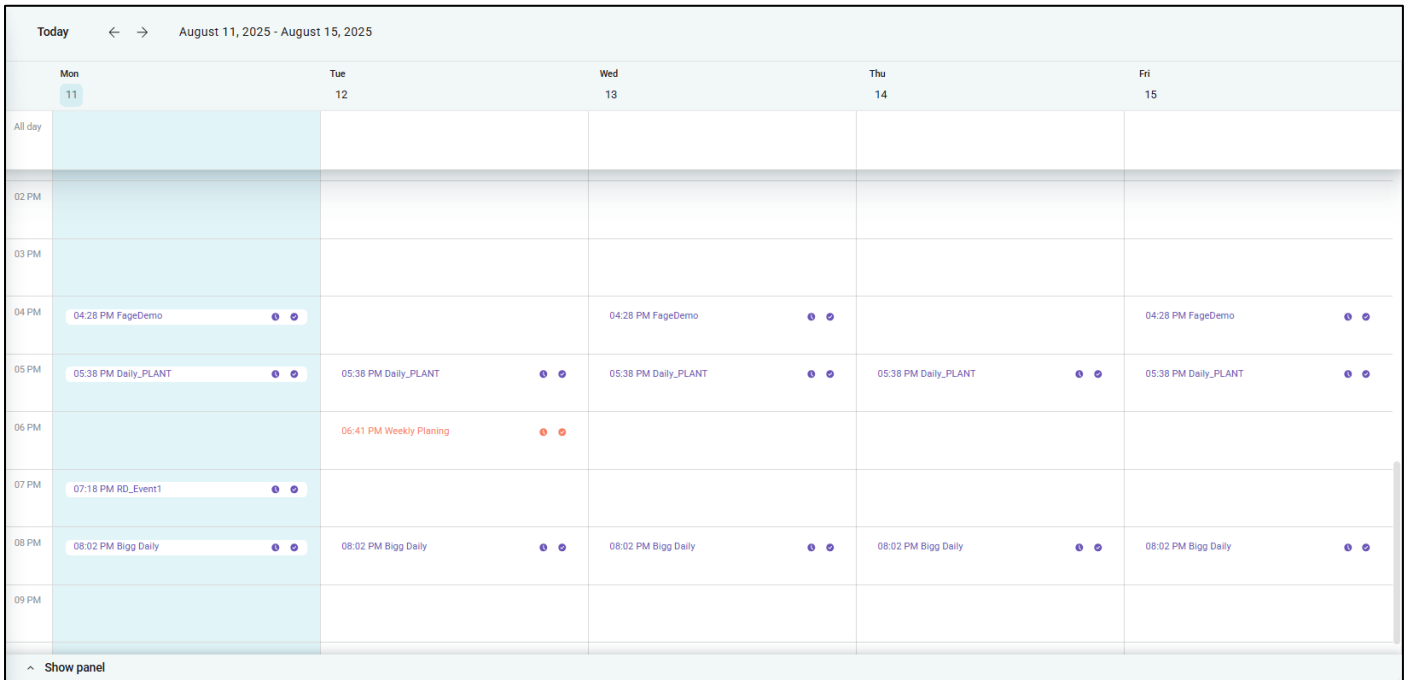


Week view

Today ← → August 11, 2025 - August 17, 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
11	12	13	14	15	16	17
All day						
03 PM						
04 PM	04:28 PM FageDemo	04:28 PM FageDemo		04:28 PM FageDemo		
05 PM	05:38 PM Daily_PLANT	05:38 PM Daily_PLANT	05:38 PM Daily_PLANT	05:38 PM Daily_PLANT	05:38 PM Daily_PLANT	
06 PM	06:41 PM Weekly Planning					
07 PM	07:18 PM RD_Event1					
08 PM	08:02 PM Bigg Daily	08:02 PM Bigg Daily	08:02 PM Bigg Daily	08:02 PM Bigg Daily	08:02 PM Bigg Daily	08:02 PM Bigg Daily
09 PM						
10 PM	10:43 PM StandardFEGrab	10:43 PM StandardFEGrab		10:43 PM StandardFEGrab		
^ Show panel						

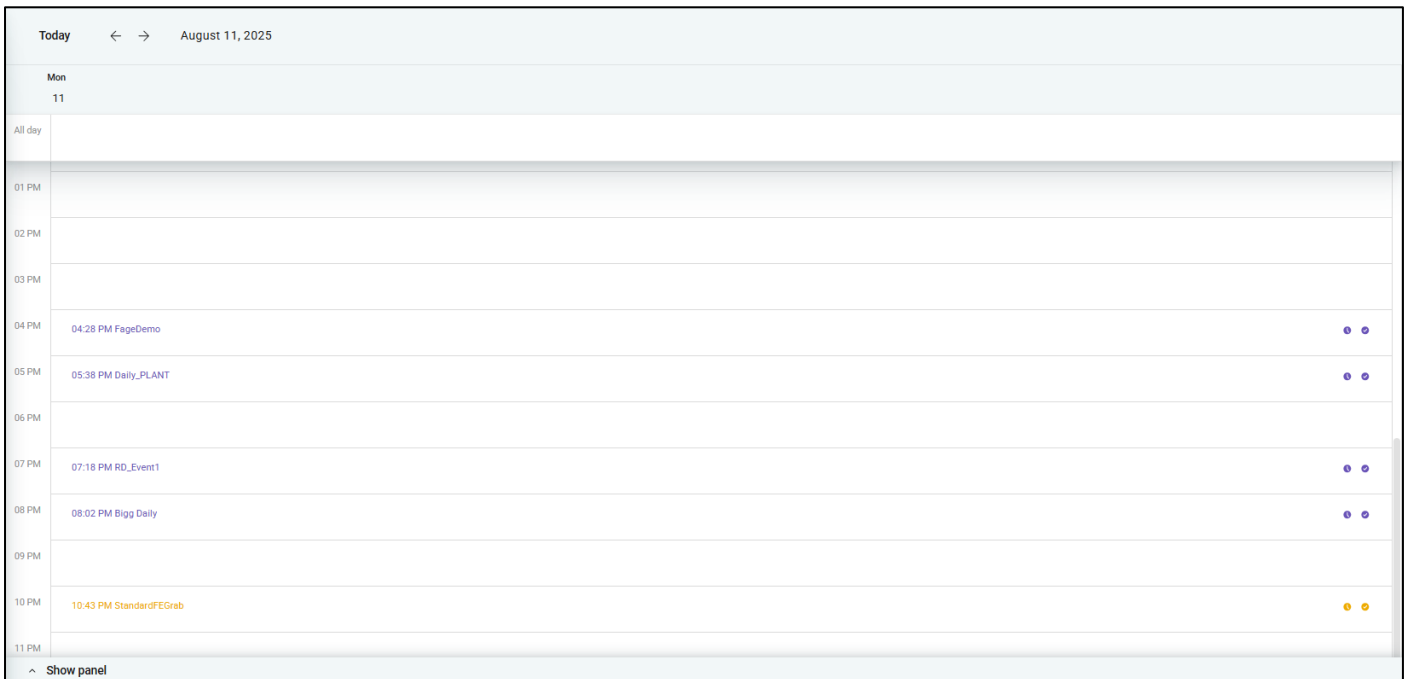
Events are represented in the calendar view for a particular week.

Work week



Events are represented in the calendar view for one week, but only weekdays from Monday to Friday are displayed in this mode.

Day view



Events are represented in hour cells for a particular day.

List views display events in lists.

You can perform event operations in list views mode by clicking the “dot-dot-dot” icon and selecting the needed option.

Use drag-n-drop to move events from one date/group to another.

By clicking on an event name, you can open the **Event Details** dialog.

All operations are also available by the right mouse button clicking. Use long tap on mobiles or tablets.

Schedule by day

Today		← → August 2025				
Day	Event title	Execution status	Period	Start time	Number of items	
August 23, 2025 (1)	Bigg_Daily	Executed	Daily	08:02 PM	1	
August 24, 2025 (1)	Bigg_Daily	Executed	Daily	08:02 PM	1	
August 25, 2025 (5)	FageDemo	Executed	Weekly	04:28 PM	1	
	Daily_PLANT	Executed	Weekly	05:38 PM	1	
	RD_Event1	Executed	Weekly	07:18 PM	1	
	Bigg_Daily	Executed	Daily	08:02 PM	1	
	StandardFEGrab	Executed	Weekly	10:43 PM	3	
August 26, 2025 (3)	Daily_PLANT	Executed	Weekly	05:38 PM	1	
	Weekly_Planning	Executed	Weekly	06:41 PM	2	
	Bigg_Daily	Executed	Daily	08:02 PM	1	
August 27, 2025 (4)	FageDemo	Executed	Weekly	04:28 PM	2	
	Daily_PLANT	Executed	Weekly	05:38 PM	1	
	Bigg_Daily	Executed	Daily	08:02 PM	1	
	StandardFEGrab	Executed	Weekly	10:43 PM	3	
August 28, 2025 (2)	Daily_PLANT	Executed	Weekly	05:38 PM	1	
	Bigg_Daily	Executed	Daily	08:02 PM	1	
August 29, 2025 (4)	FageDemo	Executed	Weekly	04:28 PM	2	
	Daily_PLANT	Executed	Weekly	05:38 PM	1	
	Bigg_Daily	Executed	Daily	08:02 PM	1	
	StandardFEGrab	Executed	Weekly	10:43 PM	3	
August 30, 2025 (1)	Bigg_Daily	Executed	Daily	08:02 PM	1	
August 31, 2025 (1)	Bigg_Daily	Executed	Daily	08:02 PM	1	

In this view mode, events are grouped by particular dates when they should be started.

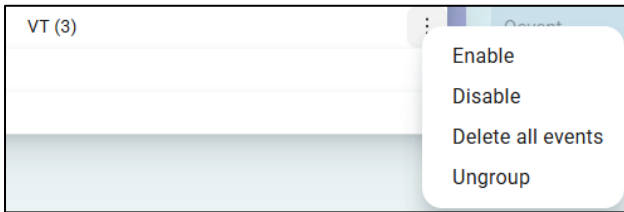
Only events for the selected month are displayed. If you want to see events for another month, please choose another date on the date-picker or in the header of the page.

Schedule by group

Group	Event title	Period	Start time	Number of items
Ungrouped (8)	yearly_event	Yearly	11/18/2021 01:00 AM	1
	yearly_event	Monthly	01/04/2022 02:24 AM	1
	Bigg_Daily	Daily	01/19/2022 09:02 PM	1
	Q1_GW_MONITORING	Quarterly	06/06/2022 01:00 PM	1
	Weekly_Planning	Weekly	07/19/2022 06:41 PM	2
	Weekly_Planning	Weekly	10/11/2022 06:41 PM	2
	TRAINING	Quarterly	07/13/2023 05:52 PM	2
345345	Hourly	09/30/2023 12:00 PM	2	
AMEREN_1 (1)	AMEREN_1	Yearly	03/25/2022 02:00 PM	3
BIGGS (3)	Bigg_Daily	Daily	05/19/2022 08:02 PM	1
	Daily_PLANT	Weekly	10/28/2022 05:38 PM	1
	Daily_PLANT	Weekly	11/28/2022 06:38 PM	1
EPROD-QTRLY (2)	CEM_DEMO	Quarterly	02/11/2022 04:06 PM	0
	PG event	Hourly	12/11/2023 04:18 PM	5
SNWAEvent1 (1)	RD_Event1	Weekly	03/16/2022 07:18 PM	1
StandardFEGrab (1)	StandardFEGrab	Weekly	10/31/2023 10:43 PM	3
WeeklyWater (2)	FageDemo	Weekly	03/23/2022 04:28 PM	2
	FageDemo	Weekly	11/02/2022 04:28 PM	2

Events can be united into different custom groups. Users can specify groups during events creation or editing. In the Schedule by group view mode, you can see events combined into these groups.

You can apply group operations by three dots icon clicking for an event group name:



- Enable or disable all events in the group,
- Delete all events in the group from the system,
- Ungroup
 - All events in the series will be added to the “Ungrouped” group, so that the Group property for them is empty.

Series of events are displayed as one row in this view mode.

Bottom Panel

You can open the bottom panel and see all events planned to a particular date and samples, programs, and tasks in them. Select the needed date on the date-picker and expand the bottom panel by clicking on the **Show panel** button at the bottom of the screen or click the needed date right in the calendar.

If you do not need it, just collapse the panel using the **Hide panel** button. You can expand it again at any time you want and resize to make more convenient to work with.

Event title	Period	Start time	Sample execution status	Location Code	Login profile name	Sample department	Sample ID
FageDemo(2)	Weekly	04:28 PM	Success	001	No value	City of Biggs	AF62568
			Success	MILK	No value	City of Biggs	AF62567
Daily_PLANI(1)	Weekly	05:38 PM	Success	FLTEFF1	No value	DEMO	AF62569
RD_Event1(1)	Weekly	07:18 PM	Success	001	No value	ENDAKO	AF62570
Bigg_Daily(1)	Daily	08:02 PM	Success	PE	No value	City of Biggs	AF62571
StandardFEGrab(3)	Weekly	10:43 PM	Success	FE_GRAB	No value	Distribution	AF62572
			Success	FE_GRAB	No value	Distribution	AF62573

The panel displays events and their samples, programs, and tasks. Use tabs to see the needed items.

On the bottom panel, you can find the event name with the number of items in brackets, its execution status, repeat parameters (period), and the start time.

Successfully executed events are marked with the icon.

Executed with errors events are marked with the icon.

Samples tab

Event title	Period	Start time	Sample execution status	Location Code	Login profile name	Sample department	Sample ID
FageDemo(2)	Weekly	04:28 PM	Success	001	No value	City of Biggs	AF62568
			Success	MILK	No value	City of Biggs	AF62567
Daily_PLANI(1)	Weekly	05:38 PM	Success	FLTEFF1	No value	DEMO	AF62569
RD_Event1(1)	Weekly	07:18 PM	Success	001	No value	ENDAKO	AF62570
Bigg_Daily(1)	Daily	08:02 PM	Success	PE	No value	City of Biggs	AF62571
StandardFEGrab(3)	Weekly	10:43 PM	Success	FE_GRAB	No value	Distribution	AF62572
			Success	FE_GRAB	No value	Distribution	AF62573

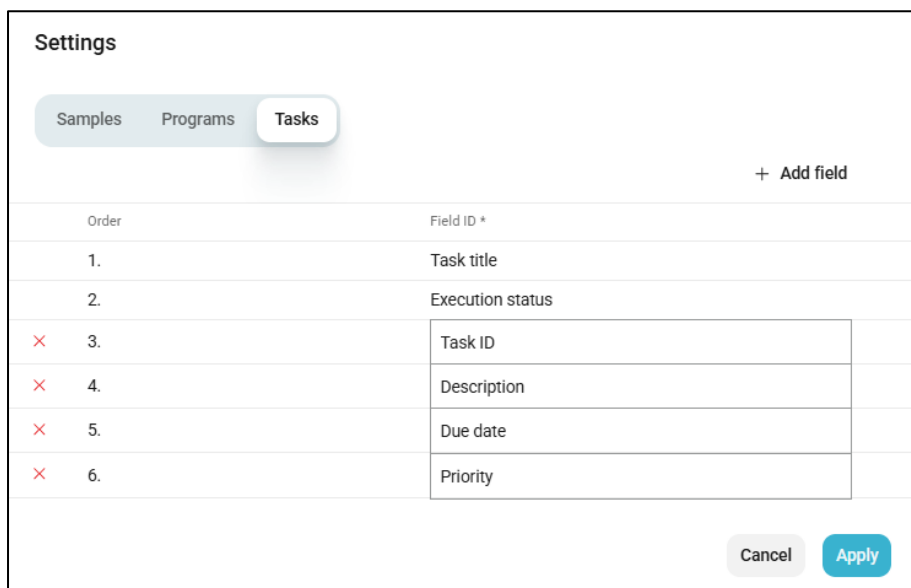
Programs tab

Event title	Period	Start time	Execution status	Program name	Parameters
program1(1)	Single	02:58 PM	Success	app	No value

Tasks tab

Event title	Period	Start time	Execution status	Task title	Task ID	Description	Due date	Priority
Weekly_Planning(1)	Weekly	06:41 PM	Success	Call	View details	No value	No value	Medium

The set of displayed fields can be changed in the **Settings** window for all three tabs. Click the gear icon to configure columns.



You can change the order of the fields, remove certain fields from the appropriate table or add new ones.


Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.


On the bottom panel, you can see the execution status of samples, programs, and tasks (how the schedule service has done its job):

- Not started. The schedule service has not started its work yet.
- In progress / Running. The schedule service has started its work but not finished yet.
- Success. Samples or tasks have been successfully created, programs have been successfully executed, without any errors.
- Error. Error occurred during samples, tasks creation or programs running.

Use filters and sorting for columns to find needed items.



Also, you can perform operations here for samples, programs, and tasks by right mouse button clicking or using the contextual menu (click the  icon):

- **Samples**
 - create samples manually before the event start date-time ;
 - reorder created samples;
 - view created samples in the Sample Explorer;
 - generate labels;
 - save custody tracking or result reports for already created samples;
 - move created samples to a collection group; or

- check error details for a sample if any errors occurred while trying to create a sample.
- **Programs**
 - test program and check its work;
 - run program manually before the event start date-time;
 - check output for a being running and executed program; and
 - stop running programs.
- **Tasks**
 - create tasks manually before the event start date-time;
 - check error details for a task if any errors occurred while trying to create a task.

The bottom panel displays samples, programs, and tasks as they were planned to be created or executed.

If a sample is successfully created, you can open its details by clicking on the Sample ID. The **Sample Details** dialog will be open.

If a task is created, you can open its details by clicking on the View task link. The **Task Details** dialog will be open.



Click on an event name to open the **Event Details** in view mode.



Event Filters

The screenshot shows a filter configuration panel with a light blue background. At the top right, there is a red 'X' icon followed by the text 'Reset filters'. Below this, the filters are organized into sections: 'Holidays' with a checked checkbox; 'Event properties' with 'Event title', 'Group', and 'Project full name' each having an edit icon; 'Disabled' and 'Completed' with checked checkboxes; 'Event contains' with a collapsed 'Samples' section (indicated by an upward arrow) containing 'Location code', 'Sample department', 'Customer name', and 'Special information form', each with an edit icon; a 'Programs' section with a checked checkbox; a collapsed 'Tasks' section (indicated by an upward arrow) containing 'Department' with an edit icon.

On the left panel, you can filter displayed events by described below parameters. Click the “**Reset filters**” button to reset all filters to default ones.

Event filters

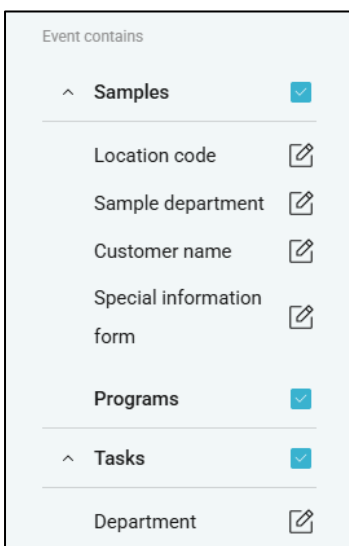
You can filter events by their parameters regardless of the samples, programs, and tasks included in them.

This screenshot shows the same filter configuration panel as above, but with specific values entered in the search fields. The 'Event title' field contains 'YI XP samples event' and the 'Project full name' field contains 'DWM_WQCS\ss'. Both fields have a red 'X' icon to the right, indicating they are active filters. The 'Holidays', 'Disabled', and 'Completed' checkboxes remain checked. The 'Samples' and 'Tasks' sections are still collapsed.

- Holidays
 - Display or hide Holidays
- Event title
 - Specify titles of needed events
 - Click the pencil icon to open the **Event Title** selection dialog and choose needed titles
- Group
 - Filter events by their custom groups
 - Click the pencil icon to open the **Event Group** selection dialog and choose needed groups
- Project full name
 - Filter events by a project they belong to.
 - Click the pencil icon to open the **Project Name** selection dialog and choose needed groups
- Disabled
 - Check the checkbox if you want to see disabled events
- Completed
 - Select this filter if you need to see completed events

Event items filters (samples, programs, tasks)

Events can contain samples, programs, and/or tasks. Use the following filters to find needed events containing these items:

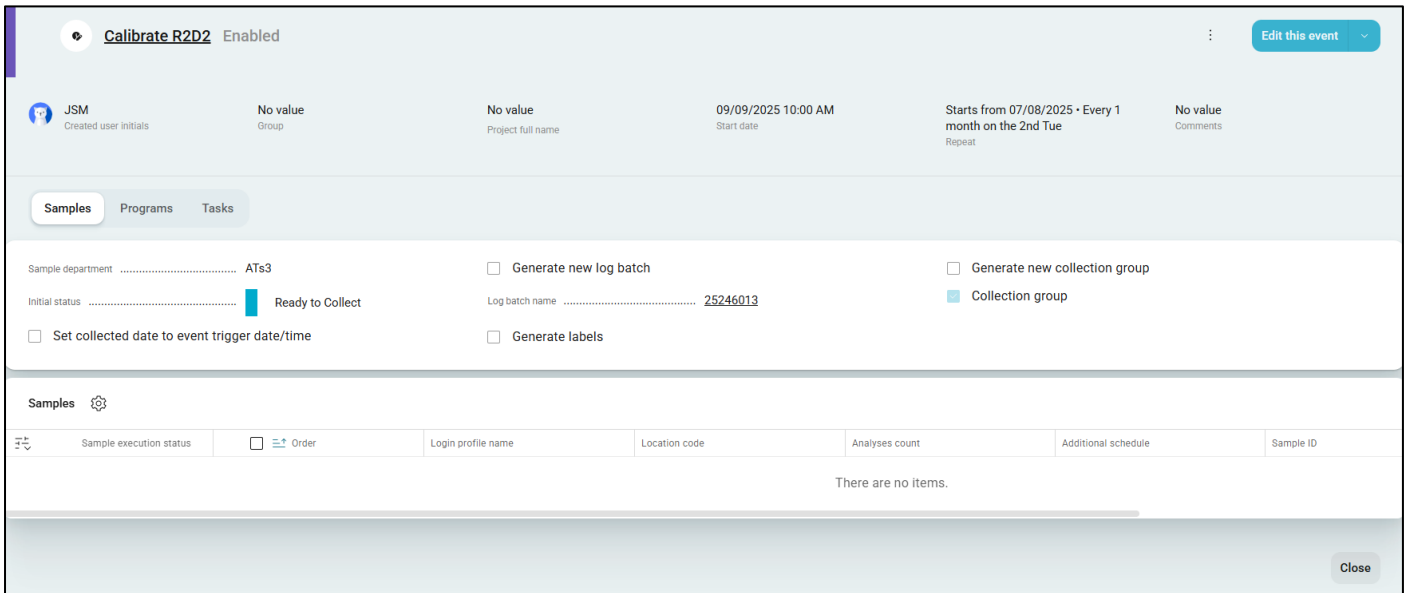


- Samples. Events for samples creation (contain samples).
 - Location code
 - Specify needed location codes.
 - Click the pencil icon to open the **Location Code** selection dialog and choose needed location codes.
 - Sample department
 - Select sample departments you are searching for.
 - Click the pencil icon to open the **Sample Department** selection dialog and choose needed sample departments.

- Customer name
 - Select customers you are searching for.
 - Click the pencil icon to open the **Customers** selection dialog and choose needed customers.
- Special information form
 - Select forms you are searching for.
 - Click the pencil icon to open the **Special Info Form** selection dialog and choose needed forms.
- Programs. Events for programs running (contain programs).
- Tasks. Events for tasks creation (contain tasks).
 - Department
 - Filter events with tasks by the task department.
 - Click the pencil icon to open the **Department** selection dialog and choose needed location codes.

Event Details

Click on any event to open the **Event Details** dialog and view event details.



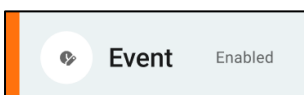
On the **Event Details** dialog, you can see all details of an event: which samples, tasks are scheduled to be created, programs to be executed, with what parameters, and with what frequency.

The dialog displays information about 1 particular clicked event.

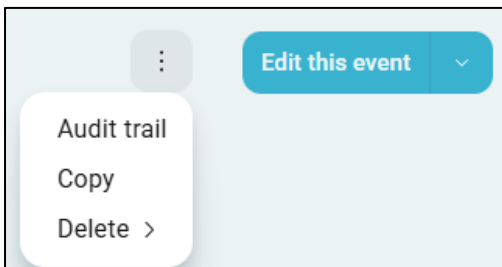
Events from the series are marked with the clock icon.



Exceptions in series are marked with the clock with a cross icon.



The “dot-dot-dot” menu provides users with the ability to perform actions on events.



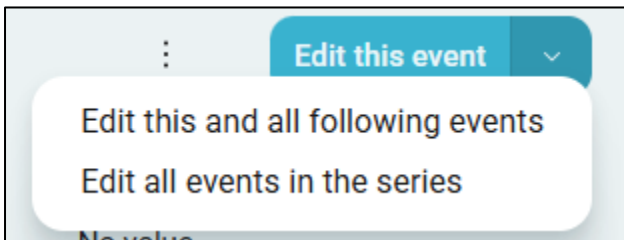
To open Audit Trails of the event, click the “**Audit trail**” menu option.

Select the “**Copy**” menu option to create a new event with the same parameters.

Click on the “**Delete**” option for single events or one of the sub-options for series to remove not needed events.

To edit the event, you can choose one of the following options:

- Edit this event
 - Edit this one event if the event is single and should not be repeated.
 - Select this option to edit one particular event in the series if for some reason it should be different from the rest of the series.
- Edit this and all following events
 - Choose this option if the part of the series should differ. The series will be split into 2 separate series: the first one will have parameters that were specified before editing, changes will be applied to the second series. The new series will include the open for editing event and all subsequent ones.
- Edit all events in the series
 - If you want to edit parameters for every event in the series, select this option.



Select the needed option and click the button (or double-click at any place on the dialog) to open the **Event Details Dialog in edit mode**. See details about **Event Editing** below in the corresponding section.

The top part of the dialog and tabs display information about this one open event, but also the repeat parameters of the whole series.


When the event has been executed you will see all data about that. For example, there is a monthly series, scheduled for the 15th, starting from January 1st. Today is March 1st. When clicking on the event of February 15th you will see the Start date 02/15, repeat parameters of the series, and the execution status of samples, programs, and tasks. The execution status displays how they were created or run:

- Not started - The schedule service has not started its work yet.
- In progress / Running – The schedule service has started its work but not finished yet.
- Success – Samples or tasks have been successfully created, programs have been successfully executed, without any errors.
- Error – Errors occurred during samples, tasks creation, or programs running.

Samples, programs, and tasks included in the event are divided into tabs.

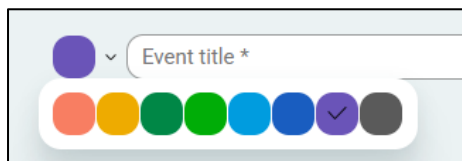
Event Creating



Click the  button to open the **Event Details** dialog to create an event. The dialog can also be open by double-clicking on a particular calendar cell.

The screenshot shows the 'Event Details' dialog. At the top, there is a purple circle with a white checkmark, followed by an 'Event title *' input field and an 'Enabled' checkbox. Below this, the user 'JSM' is shown with 'Created user initials'. There are input fields for 'Group', 'Project full name', and 'Start date *' (08/13/2025 09:00 AM), along with a 'Never Repeat' option and a 'Comments' field. A tabbed interface shows 'Samples' selected, with 'Programs' and 'Tasks' as options. Under 'Samples', there are dropdowns for 'Sample department *' and 'Initial status' (set to 'Ready to Collect'), and checkboxes for 'Generate new log batch', 'Generate new collection group', 'Collection group', and 'Generate labels'. A 'Set collected date to event trigger date/time' checkbox is also present. At the bottom, there is a table with columns: 'Order', 'Location code', 'Login profile name', 'Analyses count', and 'Additional schedule'. The table is currently empty, showing 'There are no items.' At the bottom right, there are 'Cancel' and 'Create' buttons.

The event will be displayed with the selected color on the **Sample Scheduler** page.



Specify the Event title to describe the event purpose.

Select an event group or create a new one if you want your event to be included in any group.

Specify the project, all samples should belong to.

Set the start date and time of a new event when you need the event to be executed.

Single events will be executed at this start date-time. For a series of events the start date-time determines the first boundary. Series contains the boundaries within which the events should be executed, in accordance with the repeat parameters. For example, you can create a monthly series, where every event should be executed 15th with the start date January 1st and the end date December 31st. In that case, events will be scheduled for January 15th, February 15th, etc. until December 15th. Each event in the series will be completed at the time of your choice in the start date-time field.

Repeat parameters are intended to specify the frequency of recurrence of events in a series. Click the pencil icon to open the **Repeat** dialog. Please find more details about the repeat parameters in the **Event Repeat** section in this document.

Repeat

Repeat

Never

Cancel Apply

Also, comments can be added to the event.

Events can be enabled or disabled. Disabled events will not be executed by the schedule service.

Enabled


Use tabs to add samples, programs, and tasks to the event. Please find more details about these tabs below in this document.

When all needed details are specified click the **“Create”** button to add a new event to the **Sample Scheduler**.

Event Editing

Edit mode for the **Event Details** dialog can be enabled by clicking on one of the **"Edit..."** buttons on the **Event Details** screen in view mode or by double-clicking any of the editable fields.

Certain fields of the event become editable and the **"Save"** and **"Cancel"** buttons appear to apply or discard the changes respectively.

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


To change repetition options, click on the pencil icon near the Repeat field to open the **Repeat** dialog. See more details in the **Event Repeat** section.

No longer needed events can be disabled – they will exist in the system, but will not be executed by the schedule service.

You can change the start date depending on the selected edit mode. If the event is single, it will be executed on this new date. If it is a series and one particular event is open in the “Edit this event” mode, the start date will be changed for this event in the series. If the “Edit this and all following events” mode was selected, the new values will set the date when the new series should start. In the “Edit all events in the series” mode, the start boundary of the whole series can be changed.

Samples, programs, and tasks can be edited for this event on the corresponding tabs.

Changes depend on the selected edit mode for the event.

If you clicked the “**Edit this event**” button you can edit a single event or one particular event in the series. In that case, this event becomes an exception in the series no matter what was edited. It will still be included to the series, but the series changes will not be applied to it. Exceptions are marked with the clock icon with a pencil  on the **Sample Scheduler**.

In this edit mode, all parameters of this particular event are displayed on the **Event Details** dialog. It means that you can see the execution status of samples, programs, and tasks, Sample IDs for created samples, links to created tasks.

If the “**Edit this and all following events**” button was clicked changes will be applied to this event and all following events in the series. The initial series will be divided into 2 independent series. The initial series will contain all events before the edited one and all parameters specified before editing. The new series will contain this and all subsequent events and changes will be applied to them.

In the “**Edit all events in the series**” mode, the “template” for all events in the series can be edited.

Changes will be applied to all events in the series.

Since in the “**Edit this and all following events**” and “**Edit all events in the series**” modes, several events are edited, the screen displays general data for the series, even if some events have different data. Information about samples and tasks creation, programs execution cannot be displayed.

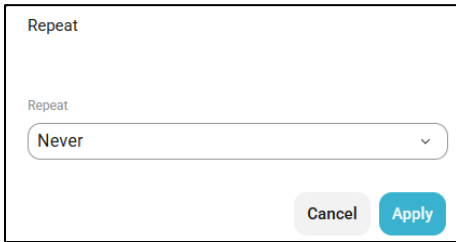
Different events can be included in the series that is being edited. And series changes (the “**Edit this and all following events**” and “**Edit all events in the series**” modes) will be applied by special rules and logic, depending on the event type:

- Events in progress – the schedule service has started its work on the event execution, but has not finished yet
 - Cannot be edited, operations and changes cannot be applied to them.
- Executed (successfully or with errors) events - the schedule service has done its work on the event execution.
 - The following changes will be applied:
 - General event changes (event title, color, group, comments)

- Disable/Enable
 - Deletion
 - Disable/Enable group of events
 - Group deletion of events (Ungroup or Delete all events)
- All other changes will not be applied (objects changes, event Repeat parameters and Start date changes).
- Exceptional events - if something in the event differs from the rest of the events in the series
 - All series changes cannot be applied to exceptions.
 - When you delete the series, exceptions will lose the link to the series and will become single events.
 - Group operations (enable/disable group, delete group, or ungroup) will be applied to exceptions.
 - You can edit exceptions using the “Edit this event” mode.
 - If change any parameters again in order they match the parameters of the whole series this event is still considered as an exception.

Event Repeat

Events can be single: it means that they should be executed only once. Select the “Never” option on the **Repeat** dialog for single events.

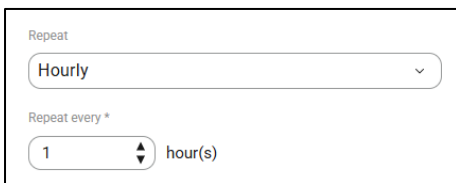


The image shows a dialog box titled "Repeat". It contains a dropdown menu with "Never" selected. Below the dropdown are two buttons: "Cancel" and "Apply".

You can also create events that will repeat at a certain frequency – a series of events.

Use other options on the **Repeat** dialog to specify repeat parameters of events.

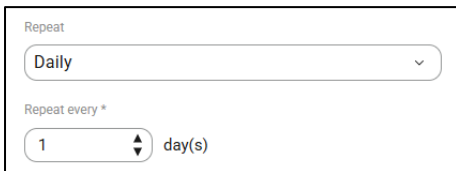
Hourly



The image shows a dialog box titled "Repeat". It contains a dropdown menu with "Hourly" selected. Below the dropdown is a label "Repeat every *" followed by a spinner box containing the number "1" and the text "hour(s)".

Events should be executed every 1 or several hours from the set start date-time of the series.

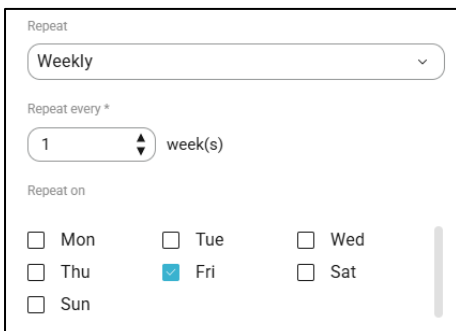
Daily



The image shows a dialog box titled "Repeat". It contains a dropdown menu with "Daily" selected. Below the dropdown is a label "Repeat every *" followed by a spinner box containing the number "1" and the text "day(s)".

Events should be executed every 1 or several days from the set start date of the series in the specified start time.

Weekly



The image shows a dialog box titled "Repeat". It contains a dropdown menu with "Weekly" selected. Below the dropdown is a label "Repeat every *" followed by a spinner box containing the number "1" and the text "week(s)". Below this is a section titled "Repeat on" with a list of days and checkboxes: Mon, Tue, Wed, Thu, Fri (checked), Sat, Sun.

Events should be executed every 1 or several weeks on the selected days of the week.

Monthly

Repeat

Monthly

Repeat every *

1 month(s)

Repeat on

Day 8

The Second Friday

Events should be executed every 1 or several months. Choose a particular date, for example, an event should run every 15th of a month, or specify the needed day of the week, for example, an event should run every last Friday of a month.

Quarterly

Repeat

Quarterly

Repeat every *

1 quarter(s)

Repeat on

Day 8 Second month

The Second Friday of Second month

Some events are needed to be executed quarterly. You can select a particular date of the first, the second, or the third month of a quarter. For example, I want my event to be run at the end of each quarter on the 25th (March 25th, June 25th, September 25th, December 25th). You can select a day of the week. For example, the first Monday of each quarter (January, April, July, October).

Yearly

Repeat

Yearly

Repeat every *

1 year(s)

Repeat on

Day 8 August

The Second Friday of August

The rarest events may recur once a year or several years. Choose the needed date and the month of the year or select the day of the week. For example, every December 25th of a year or the first Friday in January.

Completion of a series of events

Ends

No end date

By 11/08/2025

After 10 event(s)

A series can have no end date, so they are endless.

A series may have a final boundary, to which it should end. In that case, the last event in the series will be executed on the last suitable date within the boundaries between the start date and the end date of the series. Let's assume that we have a monthly event on every 15th with the start date January 1st and the end date December 31st. The last event in the series will be executed on December 15th.

A series may contain a specified number of events. For example, if we have a daily series started from January 1st with 10 occurrences the last event will be executed on January 10th.

The "series" implies that each event in it will create samples, run programs or create tasks according to the template that was set on the details of the event. But there can be exceptions in the series if any particular event should have other parameters. Please see more details on how it may occur in the **Edit Events** section.

Exceptional events are still considered as a part of the series, but there are some rules on how the series changes can be applied to them.

Samples

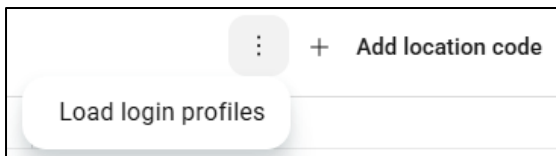
Event creation mode

Open the **Samples** tab of the **Event Details** dialog to configure samples that should be created by your events.

You can specify general parameters for all samples:

- Sample department
- Initial sample status
 - Samples created by the schedule service will have this status.
- Log batch details
 - You can select one of the existing log batches or ask to generate a new log batch for samples when executing each event in the series.
 - If you select a new log batch generation, you can specify the batch description.
- Collection group parameters
 - If a collection group is needed, select one of the existing collection groups, create a new one or configure this parameter to automatically generate it each time when creating samples for this event.
 - Click the pencil icon to open the **Select collection group** dialog, if you need to select 1 of the existing groups or create a new one.
 - See more details about log batches and collection groups in the **Create Samples** section of this document.
- Check the **Set collected date to event trigger date/time** checkbox to fill the Collected date with the current date/time, when creating new samples.
- Check the **Generate labels** checkbox and select the values for the **Destination**, **Label name** and **Label format** fields for labels to be printed at the event execution.

Add samples to the event by clicking the **Add location code** button (the **Select Location Codes** dialog will be open) or use login profiles.



See more details about login profiles in the **Sample Login Profiles** section of this document. Unlike Create Samples, on the Event Details, users can load login profiles, but cannot save them.

When samples are added, they are displayed in the table. You can filter, sort, or delete added samples in the event.

At the configured dates of events, samples will be created in the system based on the selected location codes with the specified parameters.

The maximum of possible logged samples can be limited by the system setting.

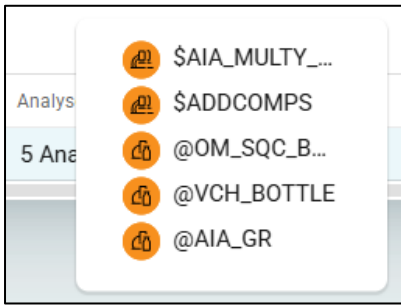
Event view mode

A screenshot of the 'Event view mode' interface. At the top, there are three tabs: 'Samples', 'Programs', and 'Tasks'. Below the tabs, there are several configuration options: 'Sample department' set to 'ADHOC', 'Initial status' set to 'Ready to Collect', and 'Log batch name' set to '25218012'. There are also checkboxes for 'Generate new log batch', 'Generate new collection group', 'Set collected date to event trigger date/t...', and 'Generate labels'. Below the configuration is a table with the following data:

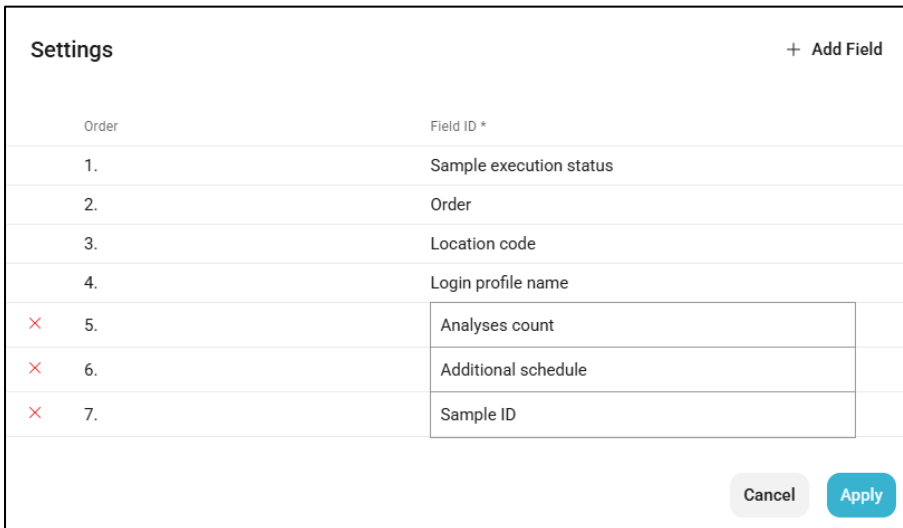
Sample exe...	Order	Location code	Login profile name	Analyses count	Additional schedule	Sample ID
Success	1	00000_TEST	No value	5 Analyses	No value	AB68916
Not started	2	078_EG_CONTROL	No value	0 Analyses	No value	

All sample details on how they were planned to be created are displayed on this tab of the **Event Details** dialog.

When analyses are assigned, you can hover over the <N> Analyses link and a tooltip with up to 10 analyses will be displayed.



You can configure the set of displayed columns by clicking the gear icon. Change the order of the fields, remove certain fields or add new ones according to your preferences in the **Settings** window.



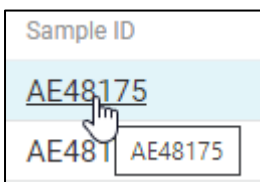
Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can filter or sort samples in the table according to your preferences.

Planned samples may differ from created ones because they could be edited after creation.

To see the details with which they were planned, click on the Location code name. The **Location Code Details** dialog in the view mode displays all parameters with which the sample has been planned to be created.

If samples have been successfully created you will see links to them.

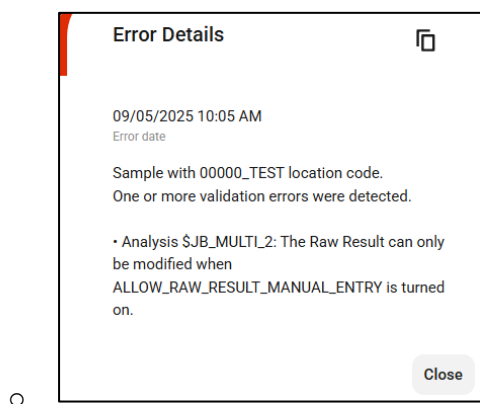


Click on the Sample ID to open the **Sample Details** dialog of this created sample.

On the **Samples tab** of the **Event Details** dialog in view mode, you can select samples with checkboxes and apply the following operations to them:

- Create samples
 -
 - "Not started" samples can be created before the event start time if it is needed.

- Manually created samples will not be created again by the schedule service.
- Reorder samples
 - Successfully created samples can be reordered.
 - Create samples based on the parent sample properties. The initial status and number of reordered samples are requested before reordering.
- View samples
 - Successfully created samples can be opened in the Sample Explorer.
 - If the selected samples are included into collection groups, the Collection group Explorer will be opened.
- Generate labels
 - Labels can be generated and printed for successfully created samples.
- Report -> Custody tracking report
 - Generate custody tracking report based on a selected template from the submenu (for successfully created samples).
- Report -> Results reports
 - Generate results report based on a selected template from the submenu (for successfully created samples).
- Report -> Progress report
 - Opens the Progress report page. It's a similar page to Enter Results, but no changes can be made in it.
- Move to collection group
 - Move selected samples (successfully created) to a collection group that you select or create in the **Move to Collection Group** window.
- Check error details
 - When any errors occurred during the sample creation you can find them on the **Error Details** window.
 - Please select one sample to check the error details.



Event edit mode

Samples Programs Tasks

Sample department:
 Generate new log batch
 Generate new collection group

Initial status:
 Log batch name *:

Set collected date to event trigger date/t...
 Generate labels

Samples ⋮ + Add location code

	Sample exe...	Order	Location code	Login profile name	Analyses count	Additional schedule	Sample ID
	Success	1	<u>00000_TEST</u>	No value	<u>5 Analyses</u>	No value	<u>AB68916</u>
×	Not started	2	<u>078_EG_CONTROL</u>	No value	<u>0 Analyses</u>	No value	

Click on the Location code name to open the **Location Code Details** dialog in edit mode, change needed data and click on the **“Apply”** button.

Only the customer defined fields currently created in the DB are displayed in the Location Code Details dialog. At the event execution time, only the customer defined fields existing in the DB at that moment are saved.

Also, the order of samples can be changed by drag-n-drop.



Samples


	Sample execution status	Order	Location code
	Success	2	<u>JB_LOCCODE_2</u>
	Success	1	<u>00000_TEST</u>
	Success	3	<u>JB_NEW_LOCCODE</u>




Please note that samples in progress (the schedule service is creating them now) cannot be edited, operations cannot be applied to them.



Select Location Codes

The **Select Location Codes** window is needed to find and select multiple location codes and add them to the event.

Select Location Codes  View selected: 2  Clear selection

 Location code	Description	Count
<input type="checkbox"/> ZENRET	Zenon Pretreatment unit - effluent	0
<input type="checkbox"/> ZID_1_202_FT	Waiver study samples.	0
<input type="checkbox"/> ZID_1_222_FT	Waiver study samples.	0
<input checked="" type="checkbox"/> ZID_1_242_FT	Waiver study samples.	1
<input checked="" type="checkbox"/> ZID_1_262_FT	Waiver study samples.	1
<input type="checkbox"/> ZID_1_282_FT	Waiver study samples.	0
<input type="checkbox"/> ZID_1_302_FT	Waiver study samples.	0
<input type="checkbox"/> ZIONXRIVERDALE	0	0
<input type="checkbox"/> ZR_G01	ZR_G01	0
<input type="checkbox"/> ZR_G02	ZR_G02	0

1 2 ... 1671 1672 1673 1674 1675   Items per page 10  16731-16740 of 16741 location codes



The “**Count**” field corresponds to the number of samples you wish to add to the event 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.

The set of columns on the **Select Location Codes** dialog can be configured. Click the gear icon to open the **Settings** window.

Settings + Add Field

Order	Field ID *
1.	Location code
2.	Description
3.	Count

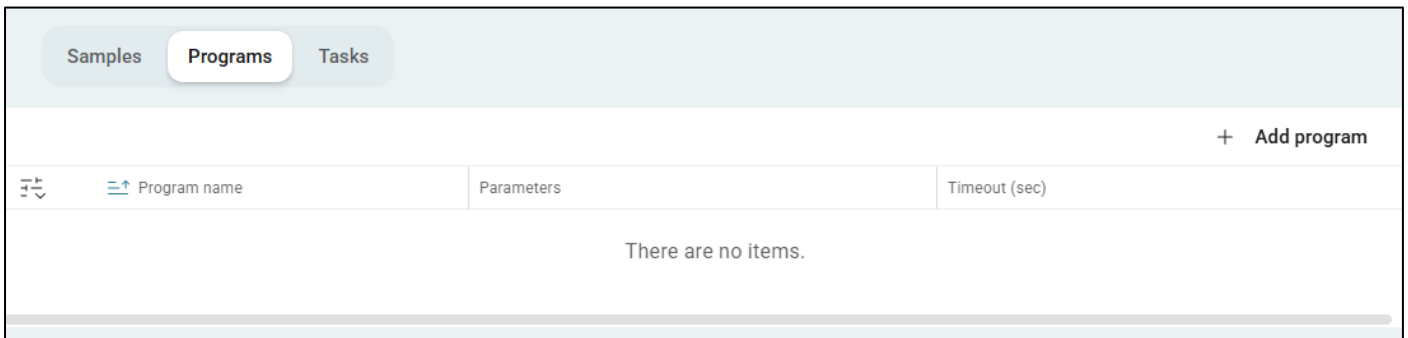
Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

By default, you will see only the Location code, Description, and Count. But you can add all sample fields if required.

Once you have selected all location codes that you need and have 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 event.

Programs

Event creation mode



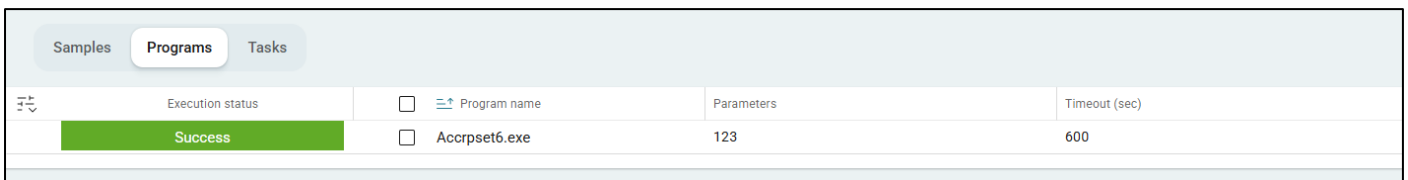
You can schedule the launch of different programs. For example, run some scripts, prepare some processes (e.g., inventory, cleanup, etc.) to perform analysis, or automatically generate a report at a certain time.

Open the **Programs** tab of the **Event Details** dialog to configure programs that should be executed by your events.

Click the “**Add program**” button to open the **Add Program** dialog.

When programs are added they are displayed in the table. You can filter, sort, or delete added programs in the event.

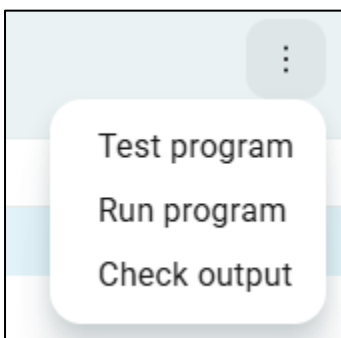
Event view mode



On this tab of the **Event Details** dialog, you can see program parameters with which they were scheduled to launch.

Apply sorting and filtering for more convenient work with the table.

To apply program actions, select items, click the “dot-dot-dot” menu icon and choose the needed option or open the context menu by the right mouse button clicking on records in the table.



Select one program and click the “Test program” option to try and see how it works. The **Test program** dialog will be open.

Accrps6.exe
⏹ Stop running

Testing a program will not store its STDOUT/STDERR data or exitcode. It is used for parameter tweaking.

00:00.000
Run time

No value
Exit code

Standard output
Standard error

Start program
 Sample AE23345 has been updated
 Sample AE23346 has been updated
 Sample AE23347 has been updated
 Sample AE23348 has been updated
 Sample AE23345 has been updated
 Sample AE23346 has been updated
 Sample AE23347 has been updated
 Sample AE23348 has been updated

You can see a standard output, errors, run time, and exit code of the program. To stop testing click the **“Stop running”** button. If any errors occurred, you can edit the program and check it again. This action will not store the output, error details, and exit code, but it really runs the program. Please take it into account if e.g., you need to run DB scripts.

If you need to execute a program before the event start time, select the “Run program” option. Running a program will change the execution status of the program in the event. Output, error details and exit code will be recorded, so you can check them later. Programs can be launched as many times as you need. In the event start time programs will be run once again by the schedule service.

When the program is being executed (by the schedule service or by users manually) it can be stopped by clicking the “Stop running” menu option. The program will receive the "Error" execution status and there will be information in the output data that the program running was interrupted by a user manually.

You can check output for any 1 program by clicking on the “Check output” menu option. It will open the **Check output** dialog.

LABWORKS Diagnostic Tool.exe

Error
Execution status

10:00.457
Run time

-1
Exit code

Standard output
Standard error

Killed by timeout.

Program execution status, run time, exit code, output, and error details are displayed in this window. If the program is being executed now it can be stopped by clicking the **“Stop running”** button. The output data will be stored for the last program launch for every event.

Event edit mode

Samples Programs Tasks			
+ Add program			
Execution status	Program name	Parameters	Timeout (sec)
Success	Accrpsct6.exe	123	600

To edit programs, click on the Program name – the **Edit Program** window will be open.

Edit Program

Program name *

LABWORKS Diagnostic Tool.exe

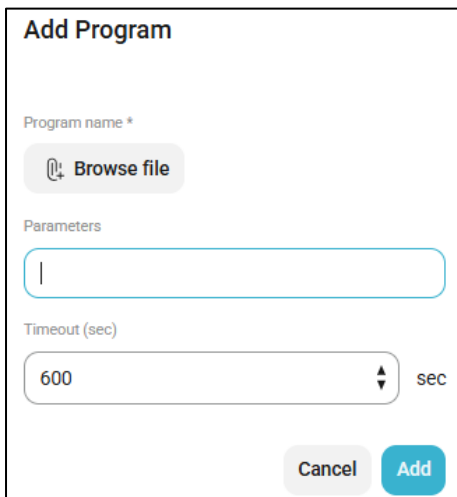
Parameters

Timeout (sec)

sec

Select another program by clicking the **“Browse file”** button or change parameters, the timeout and click the **“Apply”** button.

Add Program



Add Program

Program name *

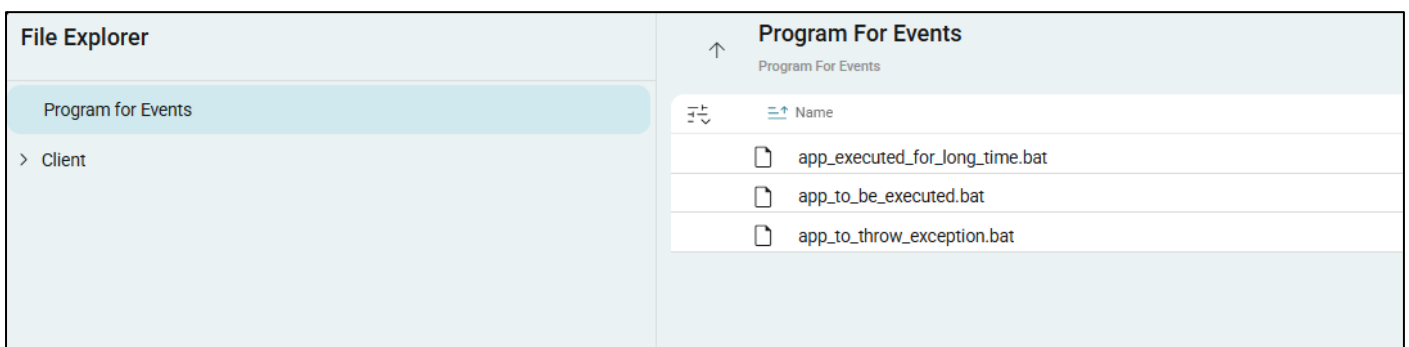
Parameters

Timeout (sec)

600 sec

You should choose the needed application, set parameters, and specify timeout – the maximum time the application should work for, after that execution should be stopped.

Programs can be browsed from paths configured by administrators in the web.config file. When clicking the **“Browse file”** button the **File Explorer** dialog with these configured folders will be open.



Use the left panel or breadcrumbs to navigate between folders and subfolders. You can sort or filter subfolders and programs.

To select the program, click on it. Click the **“Apply”** button to apply your selection and add the program to the **Add program** dialog.

Only .exe and .bat files are available for events.

Please note that running such programs is incredibly bad practice as they are prone to system command injection. Be careful.

If you need to schedule the execution of any program, first, create it and place in one of these folders specified in the web.config file.

Please check the program code before adding it to an event. Parameters and their format depend on the program. The Parameters field can be empty.

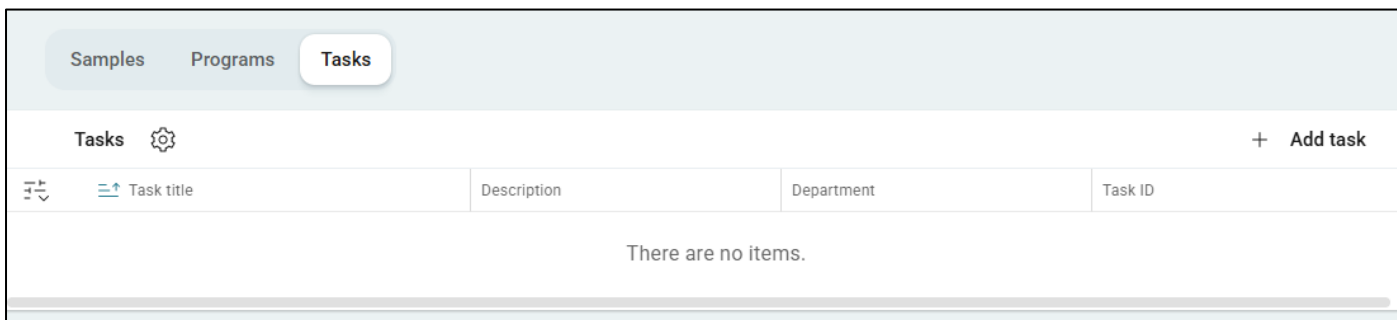
You also are able to test programs on the **Sample Scheduler** page.

Removed from the path programs will not be executed.

When a program is selected and parameters are specified, click the **“Add”** button to add the program to the event.

Tasks

Event creation mode



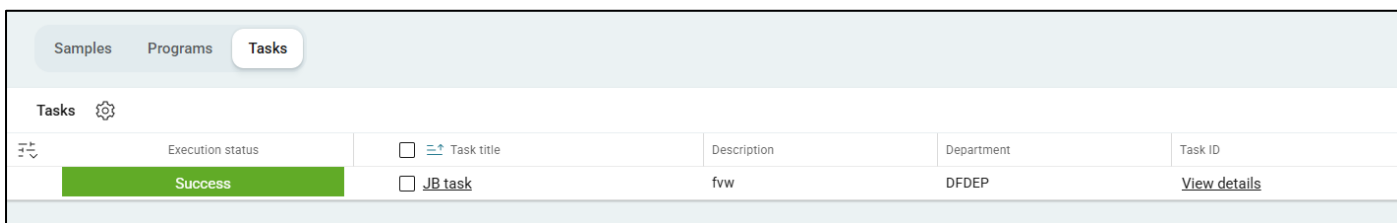
Open the **Tasks** tab of the **Event Details** dialog to configure tasks that should be created by your events. Tasks can be assigned to laboratory users, for example, to prepare reports, check or clean equipment.

To add tasks to an event, click the **“Add task”** button – the **Task Details** dialog will be open in creation mode.

When tasks are added they are displayed in the table. You can filter, sort, or delete added tasks in the event.

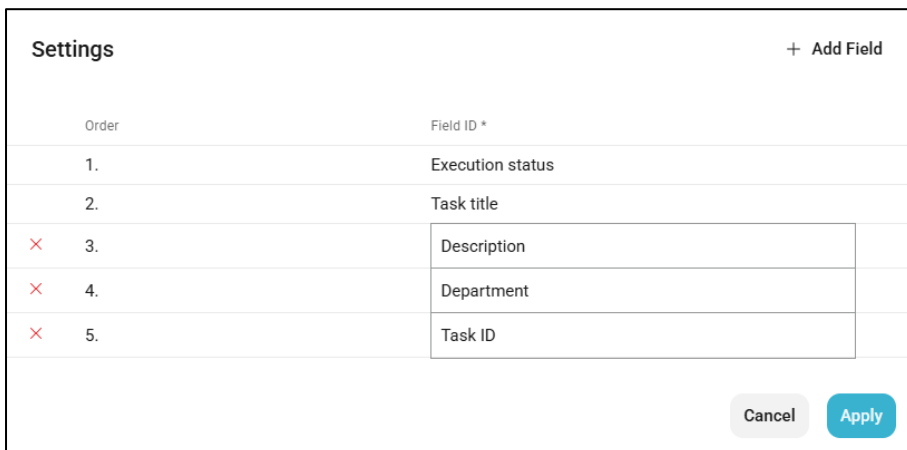
In the event start date-time, the task will be created in the system with the specified parameters and users will be able to see it in **Work Queue Manager – Tasks** tab.

Event view mode



This tab of the **Event Details** dialog displays parameters with which tasks were scheduled.

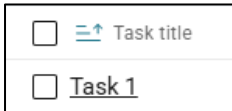
Click on the gear icon to open the **Settings** window and configure columns displaying. You can change the order of the fields, remove certain fields, or add new ones.



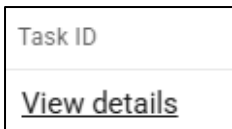
Use filters and sorting for the table with tasks if needed.

Scheduled tasks may differ from created ones because they could be edited after creation.

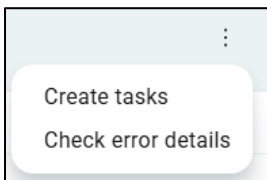
To see the details with which they were planned, click on the Task title and open the **Task Details (Scheduled)** dialog in the view mode.



This window displays all parameters with which the task has been planned to be created.

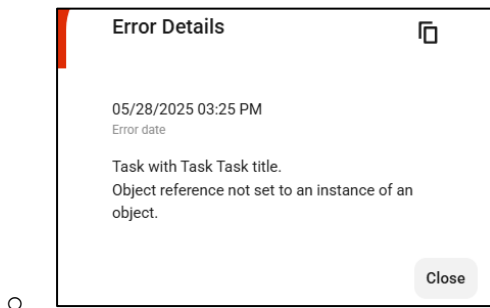


If tasks have been successfully created, click on the View details link to open the **Task Details** dialog of this created task.






On the **Tasks tab** of the **Event Details** dialog in view mode, you can select tasks with checkboxes and apply the following operations to them:

- Create task
 - “Not started” tasks can be created before the event start time if it is needed.
 - Manually created tasks will not be created again by the schedule service.
- Check error details
 - When any errors occurred during the task creation you can find them on the **Error Details** window.
 - Please select one task to check error details.



Event edit mode

Samples Programs Tasks					
Tasks  + Add task					
	Execution status	 Task title	Description	Department	Task ID
	Success	JB task	fvw	DFDEP	View details

If you want to edit **scheduled** tasks, click on the Task title to open the **Task Details** dialog in edit mode, change needed data and click the “**Apply**” button.

If you want to edit **created** tasks, click on the [View details](#) link to open the **Task Details** dialog of this created task, change needed data and click the “**Save**” button.

Please note that tasks in progress (the schedule service is creating them now) cannot be edited, operations cannot be applied to them.

Location Code Details

The **Location Code Details** window displays all data with which the sample is scheduled to be created.

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

The related analyses and containers are displayed under the **Analyses** tab in a list with filtering options.

Container code	Container description	Container location	Tracking state	Analysis name	Price	Assigned analyst	Assigned instrument
No con...	No value	No value	No value	IAMY_9425_NAR...	No value	No value	No value
No con...	No value	No value	No value	ICOPY_OF_IAMY...	No value	No value	No value
Auto-g...	@10L_JAR...	10L Glass Clear ...	create samples Pending	IDEFAULT-NARR...	No value	No value	No value

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

The set of displayed fields for containers and analyses can be changed in the **Settings** window.

Settings

Containers **Analyses**

+ Add field

Order	Field ID *
1.	Container ID
✕ 2.	Container code
✕ 3.	Container description
✕ 4.	Container location
✕ 5.	Tracking state

Cancel **Apply**

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can navigate to a particular analysis by clicking a value for the “**Analysis code**” field, or to a particular container by clicking a value for the “**Container ID**” field.

To view the flat analyses list, the toggle “**Group by container**” should be turned off.

Analyses Group by container Add analysis

Analysis code	Analysis name	Price	Assigned analyst initials	Assigned instrument code	Due date
✕ IAMY_9425_N...	IAMY_9425_NAR Analysis	No value	No value	No value	No value
✕ ICOPY_OF_IA...	ICOPY_OF_IAMY_9425_NAR A...	No value	No value	No value	No value
✕ IDEFAULT-NAR...	IDEFAULT-NARRATIVE Analysis	No value	No value	No value	No value

Items per page 1-3 of 3 results

If the sample is included in the series of events, the **Additional schedule** tab is available. It displays information about additional analyses that should be added to the main analyses list of the sample with a rarer frequency.

General **Analyses** **Additional schedule** Special information Attachments Coordinate Report recipients

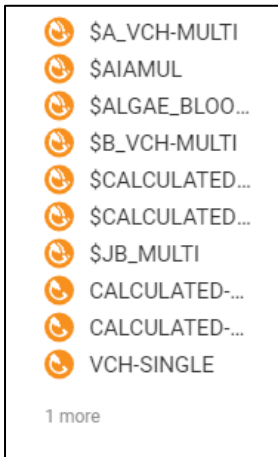
Starts from 05/28/2025 • Every 1 day
The series schedule

Additional scheduled analyses only get added to samples that are created the same day as the additional schedule.

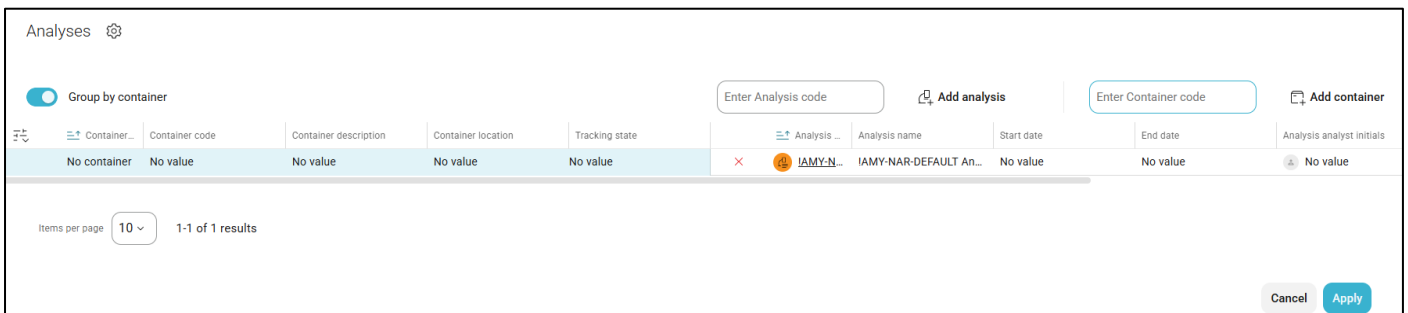
+ Add schedule

Interval type	Parameters	Analyses
✕ <input type="text" value="Every"/>	<input type="text" value="10"/> event(s)	Analyses
✕ <input type="text" value="Weekly"/>	<input type="text" value="Wednesday"/>	Analyses

You can hover over the [Analyses](#) link and a tooltip with up to 10 analyses will be displayed.

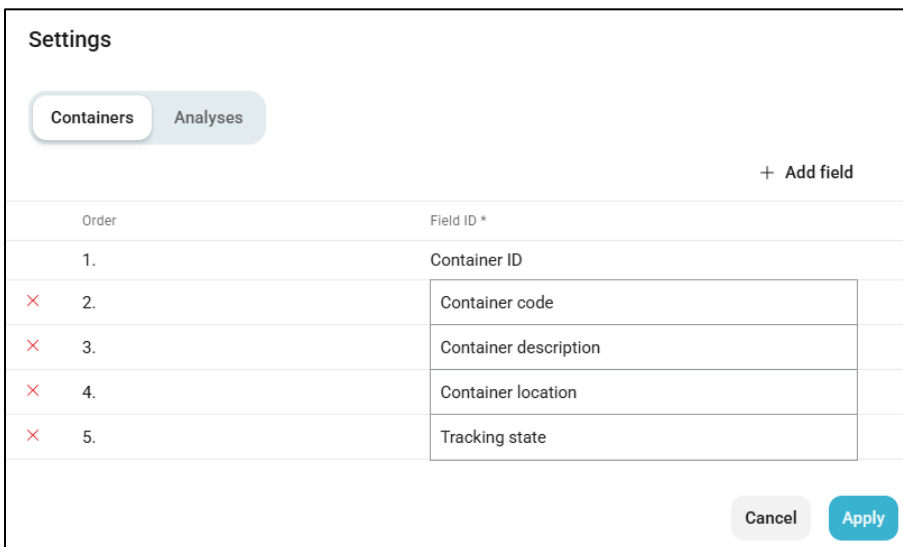


Click on the [Analyses](#) link to open the **Analyses** window and see the list of additional analyses.



If a container is already used in other schedules (main or additional), the information icon is displayed near the container code, with the hint on hover “The container is already used in the main or additional event schedule.”

The set of displayed fields for containers and analyses can be changed in the **Settings** window.



Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can navigate to a particular analysis by clicking a value for the “**Analysis code**” field, or to a particular container by clicking a value for the “**Container ID**” field.

To view the flat analyses list, the toggle “**Group by container**” should be turned off.

Analyses

Group by container

Enter Analysis code Add analysis

Analysis code	Analysis name	Start date	End date	Analysis analyst initials	Analysis status	Assigned instrument code	Due date
IAMY-NAR-DEF	IAMY-NAR-DEFAULT Analysis	No value	No value	No value	No value	No value	No value

Items per page 1-1 of 1 results

Delete all analyses Cancel

Additional fields are shown on the **Special information** tab. The set of fields is specified by the location code specifications.

General Analyses **Special information** Attachments Coordinate Report recipients

Info Input 1 No value CHECK_BOX_1 No Take sample? No value

The future sample attachments are listed under the **Attachments** tab. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

General Analyses Special information **Attachments** Coordinate Report recipients

Attachments

File name	Description	Type
test attachment.png	No value	Store in the filesystem

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

Since during the sample login, only the **Sample collection location** can be specified, the Field collection location is not displayed on this dialog.

General Analyses Special information Attachments **Coordinate** Report recipients

Map

Sample collection location

No value

Address

36.2561
Latitude

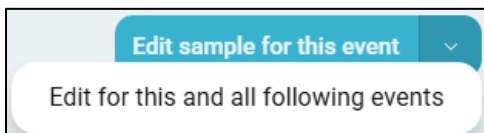
-115.4272
Longitude

The **Report recipients** tab contains users that receive sample reports.

Report recipients										
Reference	Doctype	Addrtype	Primary	Proj name	Proj client	Proj contact	Proj phone	Proj email	Sampler c	
32195142-0cba...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	
32195142-0cba...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	
68c23485-8ee4-...	OrderModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	

Location Code Details can be edited when the event is open in one of the edit modes, or during event creation. Or you can click one of the Edit buttons:

- Edit sample for this event button to edit a location code for 1 particular opened event.
- Edit sample for this and all following events to update the location code for this event and all following events in the series.



Location Code Editing

00000_TEST Cancel Apply

Not defined
Sample status

00000_TEST
Location code

Location description
Test Location Code

Rush
Priority *

No value
Sample due date

No value
Sample collector

No value
Collected date

No value
Submitted date

No value
Customer name

General | Analyses | Additional schedule | Special information | Attachments | Coordinate | Report recipients

Purchase order number:

Priority *:

Sample due date:

Comments:

Project full name:

Project account code:

Customer tag:

Report:

Report name:

Report copies:

Last modified date:

Collected date:

Submitted date:

Sample regulatory due date:

Report date:


Customer defined fields

Secondary information

Close

The dialog can be open in edit mode by clicking on the location code name when the event is edited or during the event creation. Or by clicking one of the Edit buttons on the **Location Code Details**.


Specify needed parameters, add analyses, attachments, coordinate info, and report recipients. Find more details about samples creation in the **Create Samples** section of this guide.

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

The sample status is not defined because this sample is not created yet. This is a "template" by which the sample is scheduled to be created.

Analyses and containers can be added on the **Analyses** tab.

General | **Analyses** | Additional schedule | Special information | Attachments | Coordinate | Report recipients

Analyses  Group by container + Add analysis + Add container

Container code	Container description	Container location	Tracking state	Analysis name	Price	Assigned analyst	Assigned instrument
No con...	No value	No value	No value	SADDCOMPS An...	No value	No value	No value
Auto-g...	@10L_JAR_...	No value	Created				No analyses
Auto-g...	@10L_JAR_...	No value	Created				No analyses

Items per page: 10 | 1-3 of 3 results

× Delete all containers Close

To add a new analysis, select a container and click the **“Add analysis”** button in the top-right corner of the table. The **Add analyses** dialog will be opened.

Add Analysis

	Analysis code	Analysis name	Default Container
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SM9223-B_EST_OT_TC	Total coliforms	No value
<input type="checkbox"/>	SPEC_GRAV_SLDS	Specific gravity/density	No value
<input type="checkbox"/>	SPECIATION_2	BioMerieux Microbial Identification	No value
<input type="checkbox"/>	SUB_BARCOCK	Subcontract Tests to Babcock	No value
<input type="checkbox"/>	SUB_FRONTIER	Subcontract Tests to Frontier	No value
<input type="checkbox"/>	SUB_TESTAMERICA	Subcontract Tests to Test America	No value
<input type="checkbox"/>	SUB_WECK	Subcontract Tests to Weck	No value
<input type="checkbox"/>	SUVA_CALC	Specific Ultraviolet Absorbance	No value
<input type="checkbox"/>	T_VCH-SINGLE	Trip Blank for VCH-SINGLE Analysis	No value
<input type="checkbox"/>	TBT_SLDS_PREP	TBT solids extraction	No value

1 2 ... 623 **624** 625 ... 628 629
← →
Items per page 10
6231-6240 of 6286 results

Cancel Add

Only analyses in active states are available in the Add analyses dialog. Analyses states can be configured in Desktop app – State Management.

Some analyses can be excluded from the list in the Add Analyses dialog due to blacklist rules. Analyses will be hidden if they are mentioned in the SL_ACODE_LIMITING setting in SYSMGR. It can be configured by Admin.

Analyses from blacklist cannot be added to planned samples, but it is possible to add them to existing samples.

You can select analyses and click the **“Add”** button. These analyses will be added to the selected container.

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.

TOC_SED - Total organic carbon Cancel Apply

No value
Analysis status

No value
Validation state

No value
Validation user initials

No value
Validation date

No value
Sample ID

00000_TEST
Location code

25168003
Login batch

Container ID
Start typing

No value
Customer name

General | Special information | Attachments | Replicates

Method reference: TOCN/SW9060

Assigned instrument code: Start typing

Due date:

Price*: 0

Assigned analyst initials: Start typing

Invoiceable

Comments:

Analysis department: ECS_METALS

Reportable

Analysis hold time: 262800

Work units: No value

Customer defined fields

Total organic carbon Manage

Upper specification	No value	CAS number	No value	Result unit	%
Upper warning	No value	MDL	0.07	Result method	No value
Target	No value	PQL	No value		
Lower warning	No value				
Lower specification	No value				

Close

To remove an analysis from a sample, click the icon near the analysis code.

To add a new container, click the **“Add container”** button in the top-right corner to open the **Add Container** window.

Add Container View selected: 0

Container code

Container description

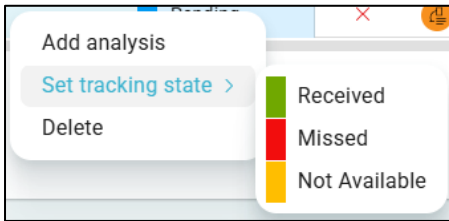
<input type="checkbox"/>		@10L_Jar_G(C)<6C-01	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_G(C)<6C-02	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_G(C)<6C-03	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_G(C)<6C-04	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_G(C)<6C-05	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_G(C)<6C-06	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_G(C)<6C-07	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_G(C)<6C-08	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_P(T)<6C-01	10L Plastic Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_P(T)<6C-02	10L Plastic Pickle Jar <6C

1 2 3 4 5 ... 35 36 Items per page 10 1-10 of 360 results

Cancel Add

On the **Add Container** window you can sort, filter containers, and select the containers you wish to add.

You can change the **“Tracking state”** of the container by clicking on the **“Set tracking state”** menu item from the dot-dot-dot or context menu.




When you select a value from the dropdown list, the **Set Tracking State** window will be opened.

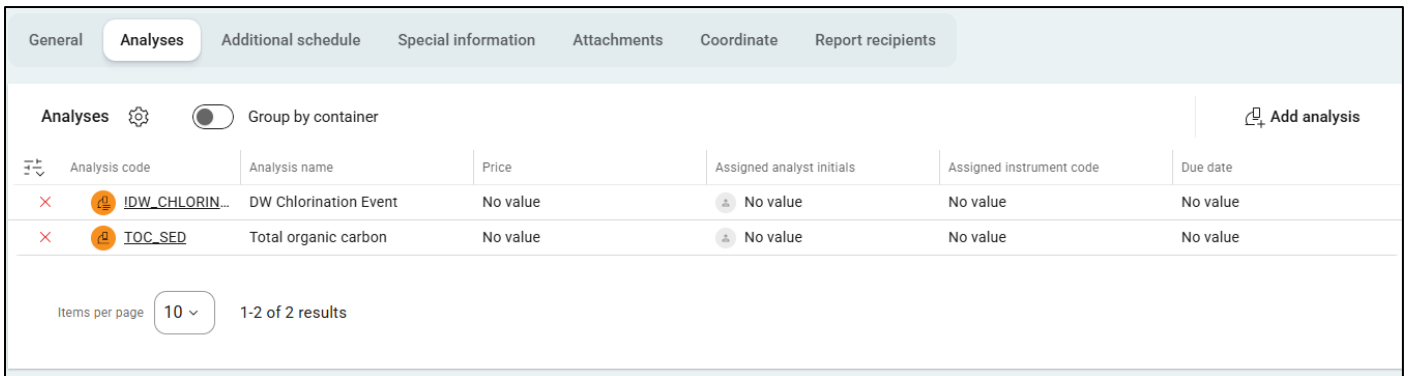
You can move analyses between containers using drag-n-drop.

You can move analysis to another container by clicking the menu item **“Move to container”** for analysis from the context or dot-dot-dot menu.

The **Move to container** window will be opened.

You can delete a particular container by clicking the  icon near the container ID, or delete all containers at once by clicking the **“Delete all containers”** button in the bottom of the window.

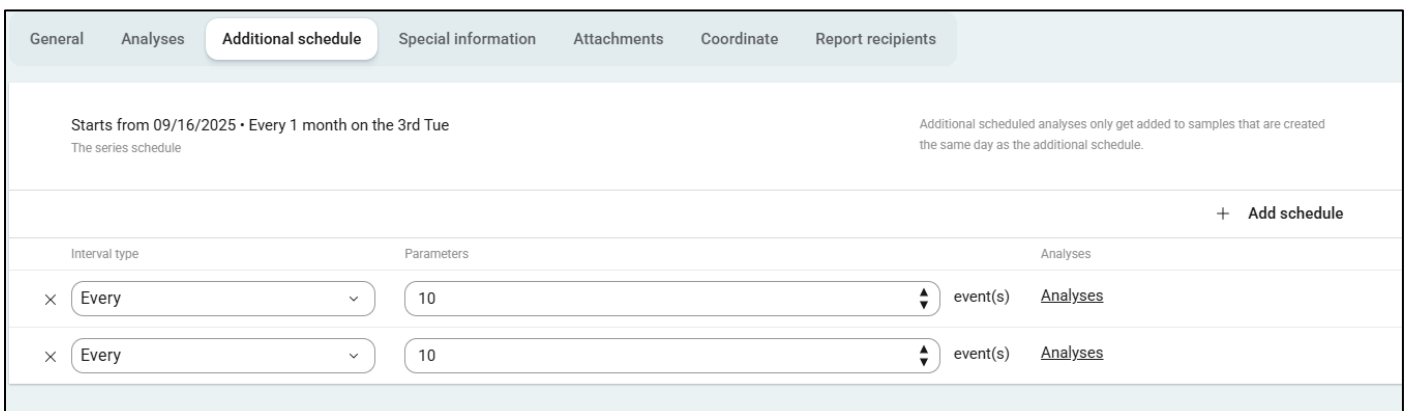
When you turn the **“Group by container”** toggle to OFF value, the flat list of analyses will be displayed.



You can change analyses order using drag-n-drop.

To delete all analyses at once click the **“Delete all analyses”** button in the bottom of the window.

Scheduled samples in a series of events contain a special tab – **Additional Schedule**.




Usual events in the series will contain only analyses specified on the Analyses tab. But some events in the series, with a rarer frequency, will include a list of additional analyses that must be generated for this sample. For example, if you have a daily series and need to create a sample with TSS analysis, the sample with TSS analysis will be added to the system every day. But you can set the additional schedule: once a

week on Mondays generate an additional analysis #HARD. So that the sample created on Mondays will contain TSS and #HARD analyses both.

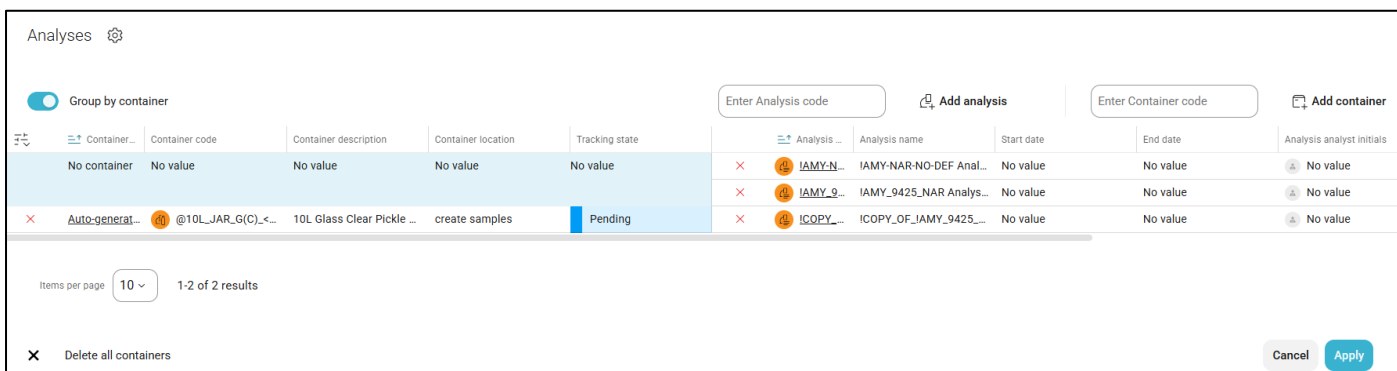
The additional schedule should match the main schedule of the series. You can find details of the repeat parameters at the top of the tab to prevent mistakes. Please do not forget to change the additional schedule when changing the main schedule of the series.

The additional schedule is similar to the main repeat parameters of a series that are described in the **Event Repeat** section in this document, but it should be rarer than the main event schedule. Also, you can schedule additional analyses every few events, for example, every 10 events.



Interval type: Every
Parameters: 10 event(s) [Analyses](#)

You can add several additional sets of analyses to one sample. Once the additional schedule is specified click on the [Analyses](#) link.



Analyses

Group by container

Enter Analysis code Enter Container code

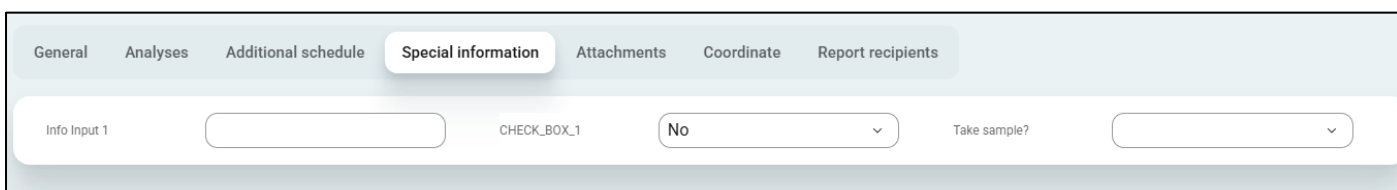
Container	Container code	Container description	Container location	Tracking state	Analysis	Analysis name	Start date	End date	Analysis analyst initials	
No container	No value	No value	No value	No value	✗	IAMY_N	IAMY-NAR-NO-DEF Anal...	No value	No value	No value
✗	@10L_JAR_G(C)_<...	10L Glass Clear Pickle ...	create samples	Pending	✗	IAMY_9	IAMY_9425_NAR Analys...	No value	No value	No value
					✗	ICOPY_	ICOPY_OF_IAMY_9425_...	No value	No value	No value

Items per page: 10 1-2 of 2 results

The **Analyses** window will be opened, see details for this window in the **Sample Analyses** section.

To apply changes to the event, click the “**Apply**” button on the **Location Code Details** dialog in edit mode dialog. To save the sample in the event click the “**Save**” button on the **Event Details** dialog in edit mode or the “**Create**” button on the **Event Details** dialog.

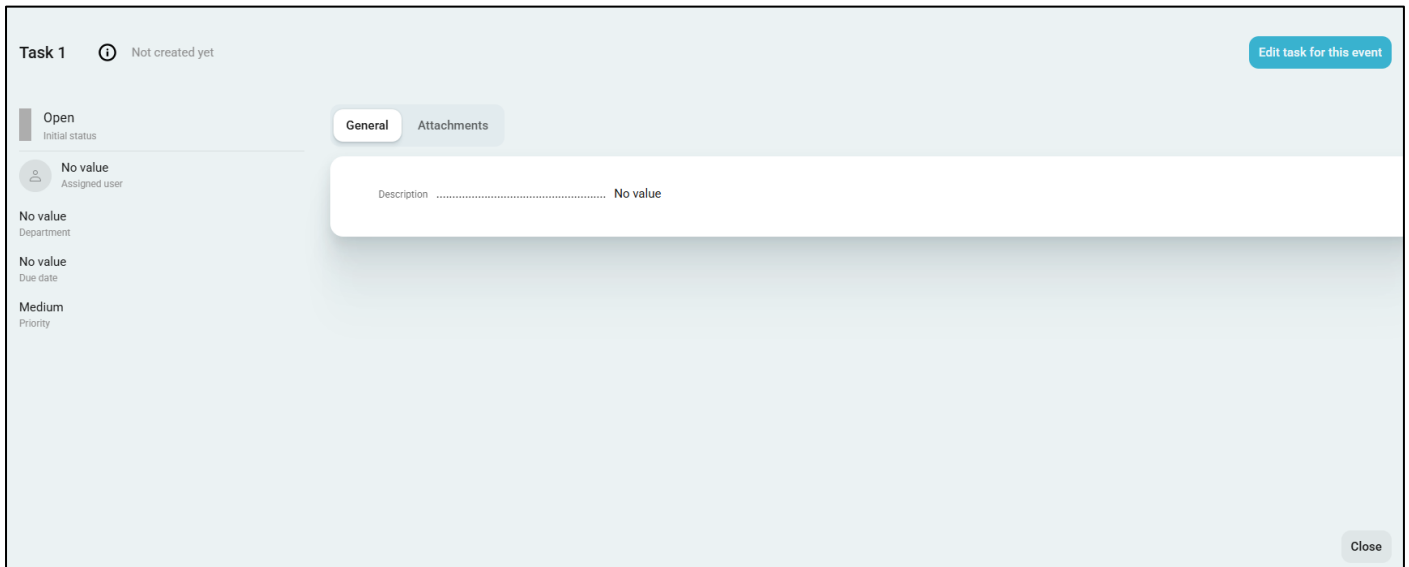
Additional fields can be filled out on the **Special Information** tab.



General Analyses Additional schedule **Special information** Attachments Coordinate Report recipients

Info Input 1 CHECK_BOX_1 No Take sample?

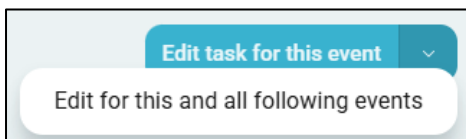
Task Details (Scheduled)



Task Details screen for scheduled tasks displays all information with which the task is planned to be created. To distinguish scheduled tasks from already created ones, the “Not created yet” icon is displayed. On the **General** tab, you can see the task description. On the **Attachments** tab, the task attachments are listed. You can filter or sort them.

Scheduled **Task Details** can be edited when the event is open in one of the edit modes, or during event creation. Or you can click one of the Edit buttons:

- Edit task for this event button to edit a task for 1 particular opened event.
- Edit task for this and all following events to update the task for this event and all following events in the series.



Task Creating (Scheduled)

Task title *

Open
Initial status

General Attachments

No value
Assigned user

Department

Due date

Priority
Medium

Description

Cancel Add

To add tasks to an event, click the **“Add task”** button – the **Task Details** dialog will be open in creation mode.

On the dialog, you can specify task parameters, assign it to any user, set priority and initial status. Also, you can attach files if needed.

Set the task title so that assignee can understand what it is about.

The Initial status is intended to select the status with which the task will be created. There are the following options:

- Open
- In progress
- Closed

Click the pencil icon near the Assigned user to open the **Assign User** dialog.

Users

≡	↕	User initials	First and last name
👤		SECT_WQCS	xWQCS_LA Owner
👤		SH	Sarah Huang
👤		SHAJIEGHRARI	Shadi Haji Eghrari
👤		SIRODRIGUEZ	Sonia Rodriguez
👤		SJAEGER	Stephanie Jaeger
👤		SMBAYOOZ	Susan Bayooz
👤		SMITHSR	Stephanie Smith
👤		SP	Sergey Pavlov
👤		sr	Steve Rogers
👤		SRREYES	Stacey Reyes

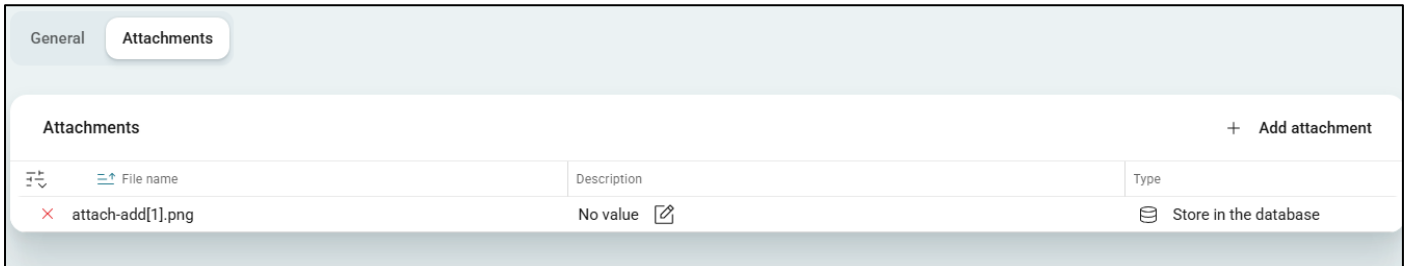
1 2 ... 43 44 45 ... 54 55 < > Items per page 10 431-440 of 543 users

Cancel Apply

The potential users are displayed in a paginated list with sorting and filtering options. To assign a user, select him/her in the list and click the **"Apply"** button.

Add a description for the future task: what should be done.

If you want to add attachments, open the **Attachments** tab. For detailed information about the attachment management, please refer to the "Attachments" section of this guide.




Once you added all required information, click the **"Add"** button on the dialog and the task will be added to the event.

Task Editing (Scheduled)

The screenshot shows a 'Task Editing (Scheduled)' dialog box. At the top, there is a title bar with the text 'Task 1' and two buttons: 'Cancel' and 'Apply'. Below the title bar, on the left side, there are several fields: 'Open' with a dropdown arrow and 'Initial status' below it; 'No value' with 'Assigned user' and a checkmark icon; 'Department' with a dropdown arrow and 'ADHOC' selected; 'Due date' with a calendar icon and '07/25/2025 11:34 AM' selected; and 'Priority' with a dropdown arrow and 'SAMP_RECEIVED' selected. In the center, there are two tabs: 'General' (active) and 'Attachments'. Below the tabs is a large text area labeled 'Description'. At the bottom right corner, there is a 'Close' button.

The dialog can be open in edit mode by clicking on the task name when the event is edited or during the event creation. Or by clicking on the one of Edit buttons on the **Task Details** (Scheduled).

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

You can specify the initial status with which the task will be created in the system, assign the task to any user, select the task department, due date and set the priority.

To apply changes to the event, click the "**Apply**" button on the **Task Details** dialog in edit mode. To save the task in the event click the "**Save**" button on the **Event Details** dialog in edit mode or the "**Create**" button on the **Event Details** dialog in creation mode.

Sample Details

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

The representation of the data depends on the global configuration done by admins:

- The page header
- The list of shown tabs, their names and order
- Fields, displayed on the left panel
- Sections and fields in them, shown on the General tab
- Sections and fields in them, shown on the Exchange Portal tab

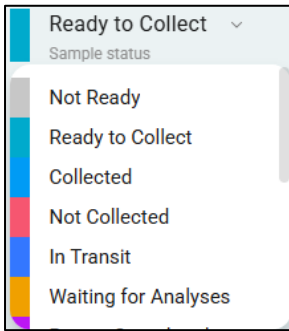
Please note, that in the current document, one of possible configurations is described and it may differ from your Enterprise LIMS.

The “dot-dot-dot” menu provides users with the ability to perform actions on samples. All general actions on samples are described in the **Samples** section above.

The "**Audit Trail**" option allows you to browse all changes made to the sample on the **Audit Trail** window.

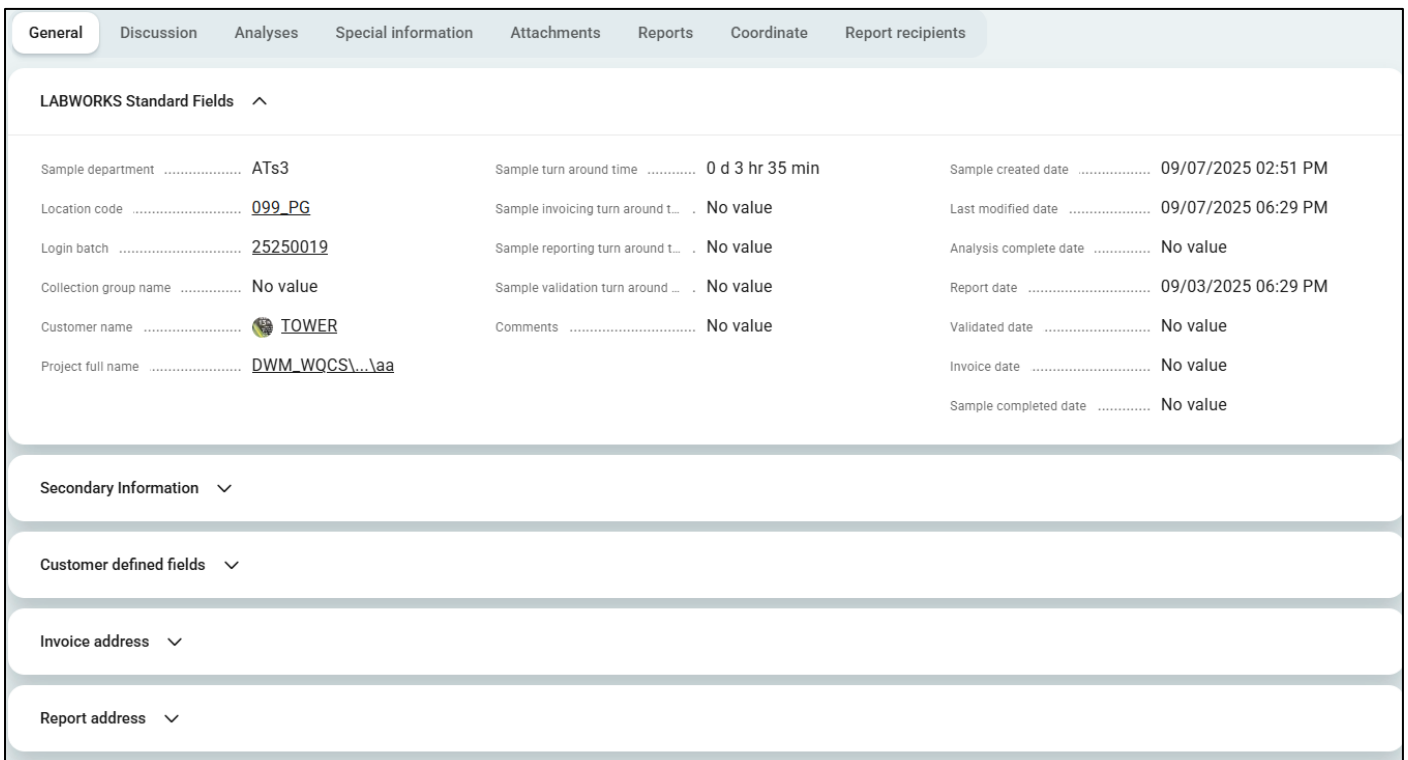
The "**Status history**" option opens the **Status History** window with the information on sample status changes.

You can change the “**Sample Status**” by selecting a value from the dropdown list.



The sample data is displayed on multiple tabs:

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



The click on the **Login batch** opens the **Log Batch Details** page.

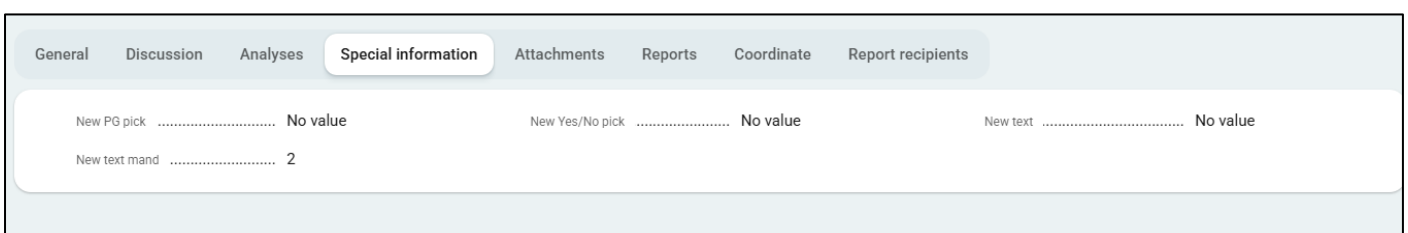
The click on the **Location code** opens the **Location Details** dialog.

The click on the **Customer name** opens the **Customer Details** dialog.

The click on the **Project full name** opens the **Project Details** page.

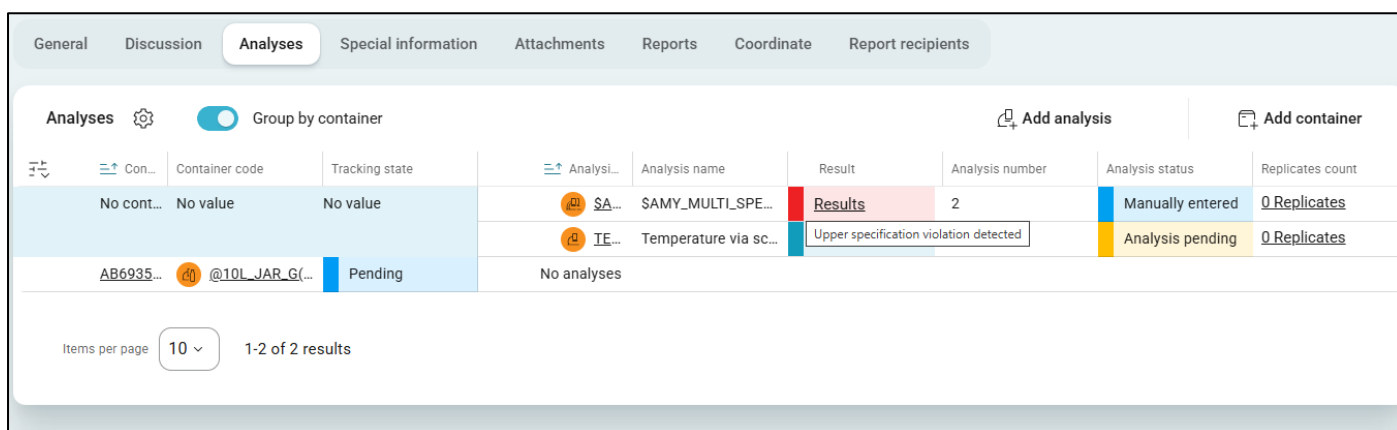
On the **Discussion** tab you can discuss the sample with other users. Find the details on this functionality in the “Discussion” section of this guide.

The **Special information** tab contains additional sample fields.




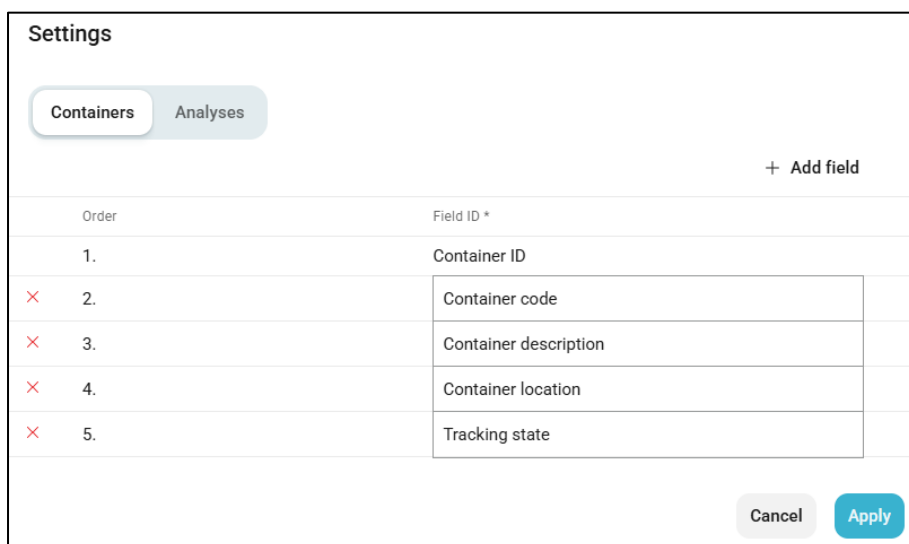
The set of fields on the Special information form depends on the selected location code.

The related analyses and containers are displayed under the **Analyses** tab in a list with filtering options.



The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

The set of displayed fields for containers and analyses can be changed in the **Settings** window. It can be opened by clicking on the  icon.



Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can navigate to a particular analysis by clicking a value for the **“Analysis code”** field, or to a particular container by clicking a value for the **“Container ID”** field.

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. If you change a result of a calculation input, the output result will be immediately recalculated unless the output analysis status is “Manually entered”. To discard or apply the changes made to the result, click the corresponding button appeared on the right-hand side of the field.

Colored bars in the Result field:

- If a single-component analysis has specifications and its result has a violation, a color bar corresponding to the detected violation is displayed next to the Result value. Please see the **Analyses** section of the User Guide.
- If the analysis is a multi-component one, a similar approach is used: results for multi-component analysis have a color bar next to the Results link.
- If there is no violation, the color bar is blue with a tooltip "No violation"
- If there is only one violation in all analytes, its color bar and tooltip are displayed.
- If a multi-component analysis has multiple result violations, then the color bar and the tooltip with the highest priority is displayed.

Here are the violations priorities in descending order:

- "Upper specification violation detected" — red color bar;
- "Lower specification violation detected" — red color bar;
- "Target specification violation detected" — red color bar;
- "Upper warning threshold reached" — yellow color bar;
- "Lower warning threshold reached" — yellow color bar;
- "No violation" — blue color bar.

Please note that Custom specifications, if available (these are added by Admins), do not have violations.


Container code	Tracking state	Analysis name	Result	Analysis number	Analysis status	Replicates count
No cont...	No value	\$AMY_MULTISPE...	Results	2	Manually entered	0 Replicates
AB6935...	Pending	Temperature via sc...	Upper specification violation detected		Analysis pending	0 Replicates
No analyses						

For analyses without results, a blue bar is displayed. And if the analysis was just added and not saved yet, no color bar is used.

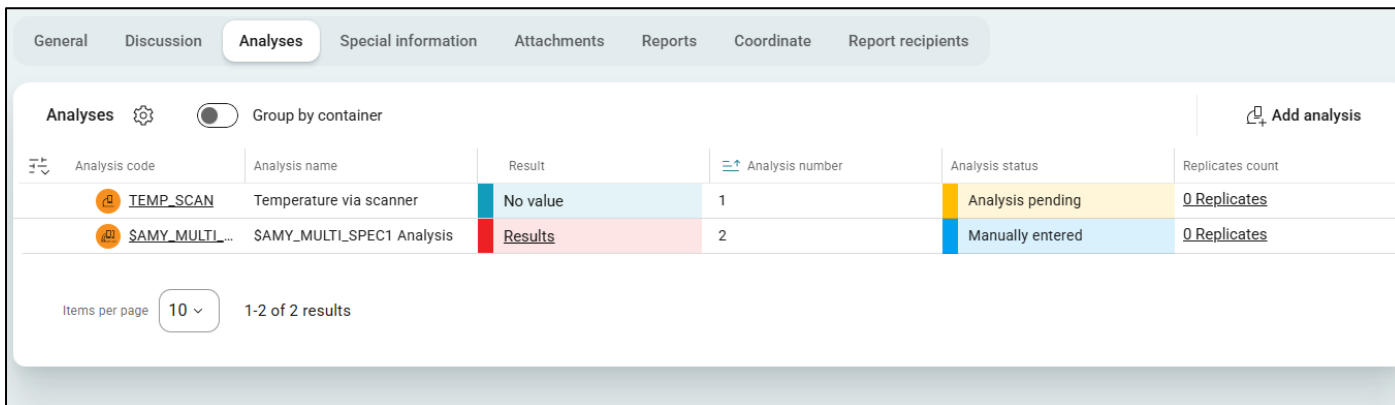
When the analysis has replicates, you can access the **Analysis Replicates** screen by clicking the [<X> Replicates](#) clickable label under the “**Replicates count**” column.

The “dot-dot-dot” and context menus provide users with the ability to perform actions on containers. All general actions on containers are described in the **Containers** section.

- Add analysis
- Generate labels
- Set tracking state >
- Dispose
- Move
- View history

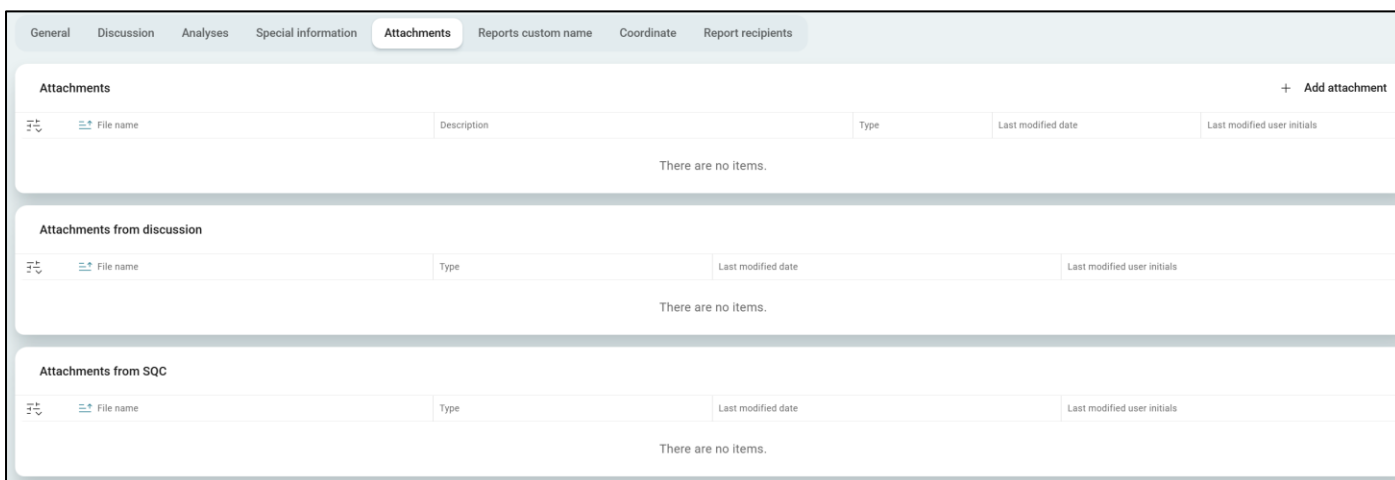
You can select an analysis and generate labels for it by clicking the  icon or the “**Generate labels**” menu item. The **Generate labels** window will be opened.

To view the flat analyses list for a sample, the toggle “**Group by container**” should be turned off.

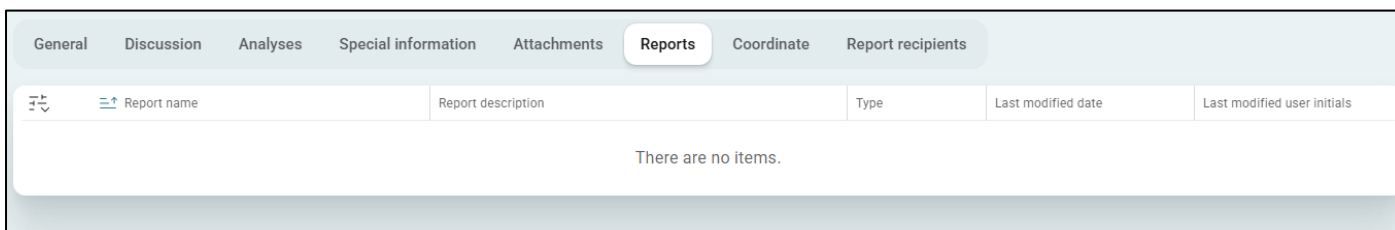


Analysis code	Analysis name	Result	Analysis number	Analysis status	Replicates count
TEMP_SCAN	Temperature via scanner	No value	1	Analysis pending	0 Replicates
SAMY_MULTI...	SAMY_MULTI_SPEC1 Analysis	Results	2	Manually entered	0 Replicates

The sample attachments are listed under the **Attachments** tab. You can manage them by entering the **Sample Editing** mode. If you have a LABWORKS Enterprise LIMS SQC license you can see an additional section Attachments from SQC. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.



The sample reports saved in the database are listed under the **Reports** tab. You can edit the reports description by entering the **Sample Editing** mode. Sample reports cannot be added or removed manually.



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.

General Discussion Analyses Special information Attachments Reports **Coordinate** Report recipients

Sample collection location
 Salt Lake City International Airport (SLC), West Terminal Drive, Salt Lake City, UT, USA
 Address
 40.7771198
 Latitude
 -111.9813838
 Longitude

Field collection location
 Salt Lake City, UT, USA
 Address
 40.7605601
 Latitude
 -111.8881397
 Longitude

5.011 mi
 Distance

The **Report recipients** tab contains users that receive sample reports.

General Discussion Analyses Special information Attachments Reports Coordinate **Report recipients**

Report recipients											+ Add recipient	+ Add reference
Reference	Doctype	Addrtype	Primary	Proj name	Proj client	Proj contact	Proj phone	Proj email	Sampler c			
1f52c76e-c2c8-...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value			
1f52c76e-c2c8-...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value			
32195142-0cba...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value			
32195142-0cba...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value			
68c23485-8ee4-...	OrderModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value			

If a sample is included in an order or automatically pushed to the Exchange Portal based on the assigned customer, the **Exchange Portal** tab should be displayed on the Sample Details page. The tab shows the order and/or organization data in read-only mode. The detailed order information can be viewed and edited from the LABWORKS Exchange Portal.

You can click on the **Order attachments** value to open the order attachments in Exchange Portal. You can click the **Order ID** value to open the order general details in Exchange Portal.

Detailed order information can be viewed and edited from the LABWORKS Exchange Portal.

LABWORKS standard fields ^

Consumer sample ID Xp-104-1  Organization name  VA  Order organization name  VA 
Description No value Organization status  Active

Order fields v

Customer defined fields v

Report address 123 v

Invoice address v


CC addresses v

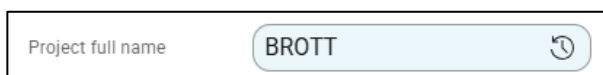
Sample Editing


Sample Editing mode 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 analysis / container / 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.

If fields are duplicated on the left panel and on the General tab, the most part of them can be edited on the General tab only.

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

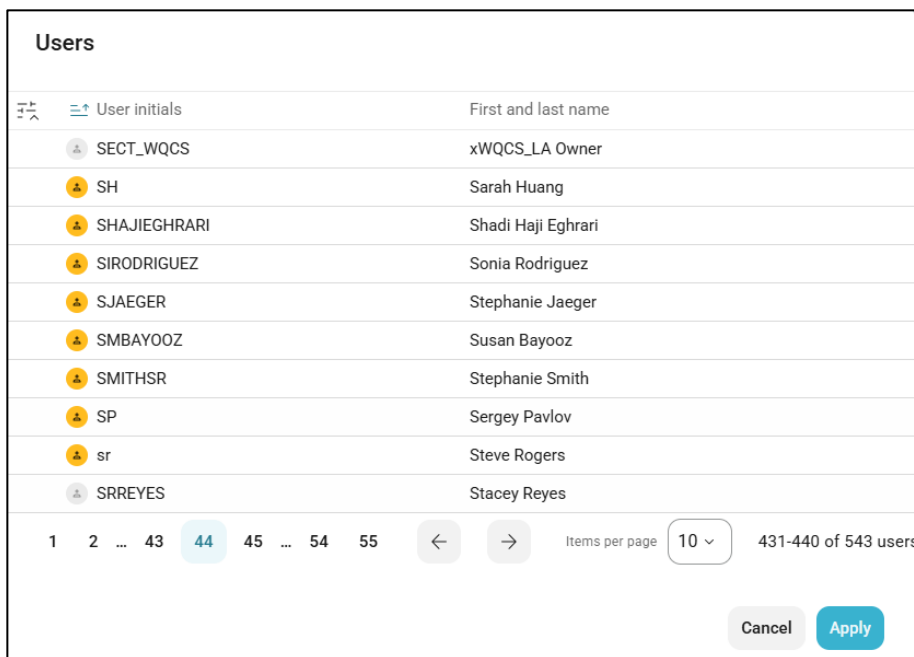


Project full name 

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.

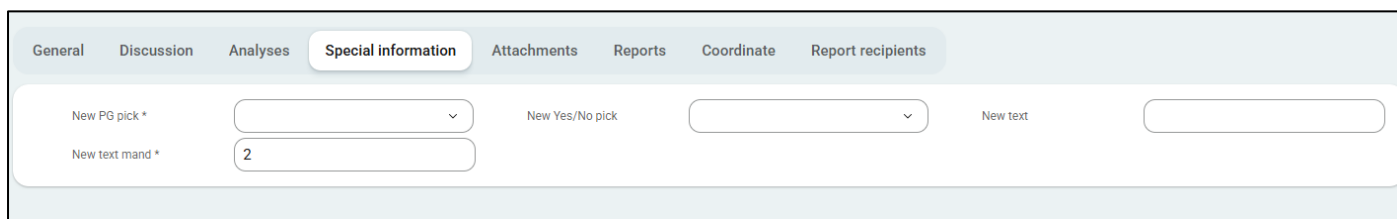


Users

User initials	First and last name
SECT_WQCS	xWQCS_LA Owner
SH	Sarah Huang
SHAJIEGHRARI	Shadi Haji Eghrari
SIRODRIGUEZ	Sonia Rodriguez
SJAEGER	Stephanie Jaeger
SMBAYOOZ	Susan Bayooz
SMITHSR	Stephanie Smith
SP	Sergey Pavlov
sr	Steve Rogers
SRREYES	Stacey Reyes

1 2 ... 43 44 45 ... 54 55   Items per page 10 431-440 of 543 users

Additional fields can be filled out on the **Special information** tab.



General Discussion Analyses **Special information** Attachments Reports Coordinate Report recipients

New PG pick * New Yes/No pick New text

New text mand *

Analyses and containers can be added to this sample on the **Analyses** tab.

General Discussion Analyses Special information Attachments Reports Coordinate Report recipients										
Analyses <input checked="" type="checkbox"/> Group by container				Add analysis		Add container				
Cont...	Container code	Tracking state	Analysis ...	Analysis name	Result	Analysis number	Analysis status	Replicates count		
No contai...	No value	No value	SA...	SAMY_MULTI_SPEC...	Results	2	Manually entered	0 Replicates		
			IE...	Temperature via sca...	No value	1	Analysis pending	0 Replicates		
	AB69356-A	@10L_JAR_G(...)	Pending							No analyses

Items per page 10 1-2 of 2 results

To add a new analysis to the sample, click the **“Add analysis”** button in the top-right corner of the table. The **Add analyses** dialog will be opened.

Add Analysis

Analysis code	Analysis name	Default Container
<input type="checkbox"/> SM9223-B_EST_OT_IC	Total coliforms	No value
<input type="checkbox"/> SPEC_GRAV_SLDS	Specific gravity/density	No value
<input type="checkbox"/> SPECIATION_2	BioMerieux Microbial Identification	No value
<input type="checkbox"/> SUB_BARCOCK	Subcontract Tests to Babcock	No value
<input type="checkbox"/> SUB_FRONTIER	Subcontract Tests to Frontier	No value
<input type="checkbox"/> SUB_TESTAMERICA	Subcontract Tests to Test America	No value
<input type="checkbox"/> SUB_WECK	Subcontract Tests to Weck	No value
<input type="checkbox"/> SUVA_CALC	Specific Ultraviolet Absorbance	No value
<input type="checkbox"/> T_VCH-SINGLE	Trip Blank for VCH-SINGLE Analysis	No value
<input type="checkbox"/> TBT_SLDS_PREP	TBT solids extraction	No value

1 2 ... 623 624 625 ... 628 629 Items per page 10 6231-6240 of 6286 results

You can select analyses and click the **“Add”** button. These analyses will be added to the table.

To remove an analysis from a sample, click the icon near the analysis code.

To add a new container, click the **“Add container”** button in the top-right corner to open the **Add Container** window.

Add Container View selected: 0

<input type="checkbox"/>		@10L_Jar_G(C)_<6C-01	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_G(C)_<6C-02	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_G(C)_<6C-03	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_G(C)_<6C-04	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_G(C)_<6C-08	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>		@10L_JAR_P(T)_<6C-01	10L Plastic Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_P(T)_<6C-02	10L Plastic Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_P(T)_<6C-03	10L Plastic Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_P(T)_<6C-04	10L Plastic Pickle Jar <6C
<input type="checkbox"/>		@10L_Jar_P(T)_<6C-05	10L Plastic Pickle Jar <6C

1
2
3
4
5
...
35
36
→

Items per page 10

1-10 of 357 results

Cancel
Add

On the **Add Container** window you can sort, filter containers, and select the containers you wish to add to the sample.

To remove a container from a sample, click the icon near the container ID.

You can move analyses between containers using drag-n-drop.

You can move analysis to another container by clicking the menu item **“Move to container”** for analysis from the context or dot-dot-dot menu. The **Move to container** window will be opened. You can select an existing container inside the sample or add a new one.

Move To Container

Containers

Containers in the sample
 Add new container

Container ID	Container code	Container description
No container	No value	No value
AB69356-A	@10L_JAR_G(C)_<6C-03	10L Glass Clear Pickle Jar <6C

Items per page 10

1-2 of 2 results

Cancel
Apply

When you turn the **“Group by container”** toggle to OFF value, the flat list of analyses will be displayed.

General Discussion Analyses Special information Attachments Reports Coordinate Report recipients							
Analyses <input type="checkbox"/> Group by container Add analysis							
	Analysis code	Analysis name	Result		Analysis number	Analysis status	Replicates count
	TEMP_SCAN	Temperature via scanner	No value		1	Analysis pending	0 Replicates
	\$AMY_MULTIS...	\$AMY_MULTISPEC1 Analysis	Results		2	Manually entered	0 Replicates

Items per page: 1-2 of 2 results

You can change analyses order using drag-n-drop.

Participating in discussions does not change the view/edit mode.

If a sample is already validated, each sample's and its child objects' (analyses, replicates, containers) modification will cause the sample's revalidation.

Sample Status History

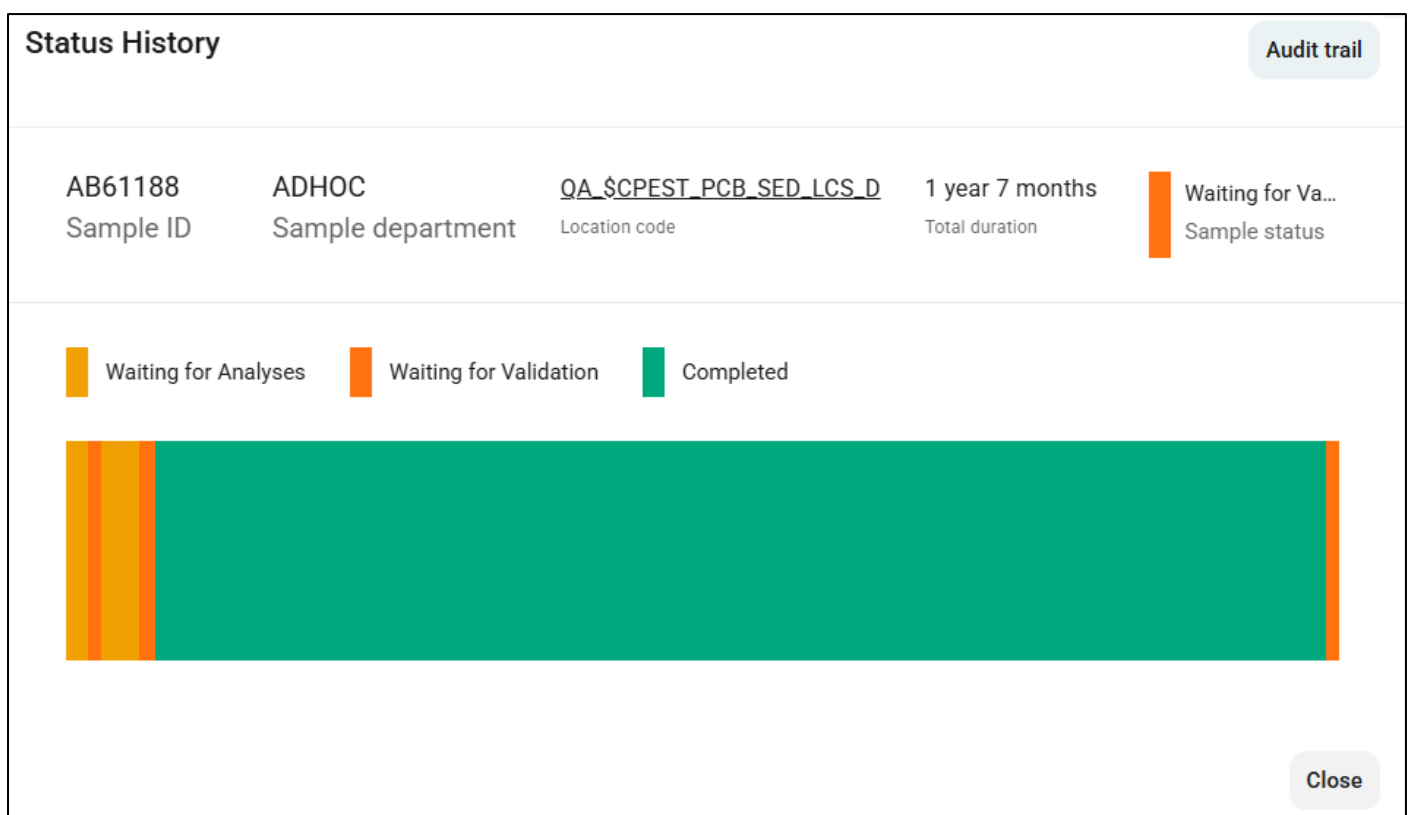
The **Status History** screen is where you can see how the status of the sample has been changing over time.

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

The set of sample statuses and their colors are defined by the workflow architect template. It is configured by the desktop State Management application.

The "**Completed**" status, defined by the default workflow architect template, is excluded from the chart when the sample has it 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.



You can see the audit trail where logs are filtered only by status changes.







Analyses

Analysis is a test performed by a laboratory on a particular sample for the purpose of determining the presence, absence, or concentration of various substances in the sample.



The following **types of analyses** exist in the LABWORKS system:

-  Narrative analysis
-  Single-component analysis
-  Multi-component analysis
-  Bottle analysis
-  Group analysis



Analyses can be in the following **statuses**:


-  Analysis pending – primary result(s) not entered.
-  Manually entered - primary result(s) entered manually.
-  Uploaded from file - primary result(s) uploaded from file.
-  Calculated - primary result(s) automatically calculated based on a defined formula.
-  Pre-defined - primary result(s) automatically set to a value(s) specified by default for the analysis.
-  Cancelled – analysis cancelled.

Analyses can be in the following **validation states**:


-  Validated – analyses that have been validated by analyst.
-  Not valid – analyses that have not been validated yet.


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


-  The result is out of specification range
-  The result is out of warning range but within the specification range


-  The result is within the warning range

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

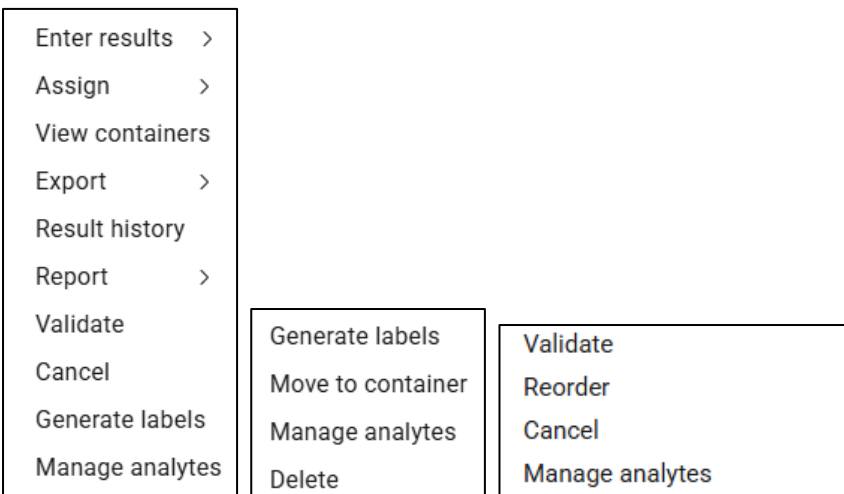
 - Open the **Container Management** screen in a new tab. Corresponded containers will be displayed. In the context menu this action is applied when you select the **View containers** menu item.

 - Open **Enter results** screen for the selected analyses. The drop-down menu next to the button allows to select the template beforehand. By default, the last used template should be open. In the context menu this action is applied when you select the **Enter results** menu item.

 - Generate labels for the selected analyses. In the context menu this action is applied when you select the **Generate labels** menu item.

 - Export sample/analysis data. You can select the “Export all” or the “Export selected” option.

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



- Assign analyst - Assign an analyst to the selected analyses via the **Assign Analyst** window.
- Assign instrument - Assign an instrument to the selected analyses via the **Assign Instrument** window.
- Assign due date - Assign a due date to the selected analyses via the **Assign Due Date** window.
- Result history - Open the **Result History** window for the selected analysis.
- Report -> Custody tracking report – Generate custody tracking report based on a selected template from the submenu.
- Report -> Results reports – Generate results report based on a selected template from the submenu. If the selected template is configured to receive parameters, then a Parameter dialog is shown to allow the user to set the values to be used by the report. The list of parameters of the templates is set in SAP Crystal Reports application.
- Report -> Progress report – Opens the Progress report page. It’s a similar page to Enter Results, but no changes can be made in it.

- Validate – Validate analyses. Set the analyses validation state to “Validated”. If this operation applies from the **Work Queue Management** page (Analyses tab), it opens the **Validate Samples/Analyses** page populated by the selected analyses and their samples.
- Invalidate - Invalidate analyses. Set the analyses validation state to “Not valid”.
- Cancel – Cancel analyses.
- Reorder – Reorder analyses. Clear their results or set them by default.
- Move to container – Move analyses to a container via the **Move To Container** window.
- Manage analytes – Show or hide analytes, setting up result conditioning rules for analytes, change the analytes order via the **Manage Analytes** window.
- Delete – Delete analyses from the system.

Analysis Details

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

The representation of the data depends on the global configuration done by admins:

- The page header
- The list of shown tabs, their names and order
- Fields, displayed on the left panel
- Sections and fields in them, shown on the General tab
 - Including result fields, depending on the analysis type

Please note, that in the current document, one of possible configurations is described and it may differ from your Enterprise LIMS.

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

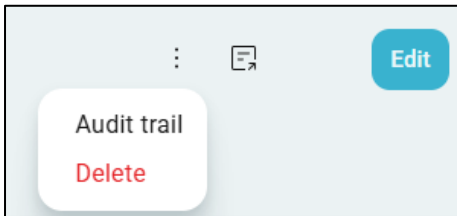


multi-component analyses contain analytes with their own parameters.


LABWORKS standard section test			
Analysis name	SAMY_MULTI_SPEC1 Analysis	Analysis analyst initials	JSM
Analysis department	No value	Assigned analyst initials	No value
Price	0	Instrument code	No value
Result source	MANUAL ENTRY	Assigned instrument code	No value
Method reference	No value	Comments	No value
Analysis hold time	0		
Start date			09/07/2025 06:22 PM
End date			09/07/2025 06:22 PM
Preparation date			No value
Work units			0
Reportable			<input checked="" type="checkbox"/>
Invoiceable			<input type="checkbox"/>

Analytes			
comp1		From definition	
Analyte analyst initials	No value	Result	55
Upper specification	-1	Secondary result	No value
Upper warning	-2	Qualifier	No value
Target	No value	MDL	No value
Lower warning	-4	PDL	No value
Lower specification	-5	Dilution factor	1
BAD_TEST	No value	Laboratory	No value
PDP_000	No value	Comments	No value
PDP_TESTNO	No value		
CAS number	No value		
Result unit			No value
Raw result			55
Raw MDL			No value
Raw PDL			No value
Result method			No value
Result start date			09/07/2025 06:22 PM
Result end date			09/07/2025 06:22 PM
Result source			MANUAL ENTRY
Preparation batch ID			No value
Result instrument code			No value

The "dot-dot-dot" menu provides users with the ability to perform actions on an analysis.



- The **“Edit”** button enables the **Analysis Editing** screen.
- The **“Audit Trail”** menu item allows you to browse all changes made to an analysis in the **Audit Trail** window.
- The **“Delete”** menu item allows you to delete an analysis from the system.

Clicking on the  icon will open the **Generate labels** window.

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 analyte.

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

The click on the **Log batch** opens the **Log Batch Details** page.

The click on the **Sample ID** opens the **Sample Details** page.

The click on the **Customer name** opens the **Customer Details** dialog.

The click on the **Container ID** opens the **Container Details** dialog.

The click on the **QC batch ID** opens the **QC Batch Details** page.

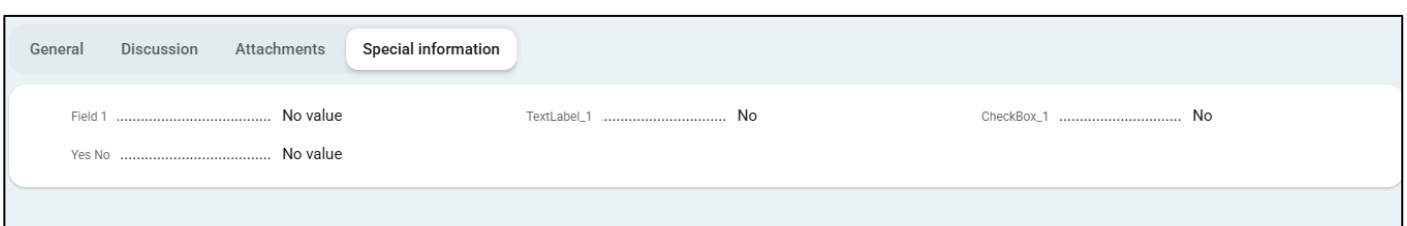
You can perform following actions with the analysis using the button on the left-hand side of the screen:

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


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

On the **Discussion** tab you can discuss the analysis with other users. Find the details on this functionality in the **“Discussion”** section of this guide.

Additional fields are displayed on the **Special information** tab. The set of fields depends on the analysis code specifications configured on Desktop.



You can see the list of QC batch inventories assigned to the analysis in the **QC Batch Inventory** tab.

QC batch inventory								
QC batch ID	Item barcode ID	Item code	Item name	Consumption quantity	Consumption units	Expiration date	Certificate of analysis	
AIA_INVENTORY-15134 (4)	124	AIA_MIXT...	AIA_MIXTURE1323	10.97	kg	12/01/2022 11:00 AM	No	
	TRAINING_BUNDL...	TRAINING_BUNDLE	Training Bundle	1	No.	03/26/2020 10:00 AM		Yes
	TRAINING_S2-7	TRAINING_S2	TRAINING STAND...	10	MI	07/13/2019 10:00 AM	No	
	VTPrefix2	VT_code	VT_code name	18	kg	01/15/2025 10:36 PM	No	


The Attachments related to the Analysis are displayed under the **Attachments** tab. You can manage Attachments on the **Analysis Editing** mode. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

Analysis Editing

Analysis Editing mode 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 **"Revert"** button  next to the updated field.

Field	Value
Analysis name	SAMY_MULTI_SPEC1 Analysis
Analysis department	No value
Price *	0
Result source	MANUAL ENTRY
Method reference	No value
Analysis hold time	0
Customer name	TOWER
OC batch ID	No value
Analysis analyst initials	JSM
Assigned analyst initials	
Instrument code	ECS-BAL-001
Assigned instrument code	Start typing
Login batch	25250019
Container ID	AB69356-A
Replicate data	<input type="checkbox"/>
Sample ID	AB69356
Start date	09/07/2025 06:22 PM
End date	09/07/2025 06:22 PM
Preparation date	
Reportable	<input type="checkbox"/>
Invoiceable	<input type="checkbox"/>
Work units	0
Location code	099_PG

Field	Value
Analysis analyst initials	Start typing
Upper specification	-1
Upper warning	-2
Target	No value
Lower warning	-4
Lower specification	-5
BAD_TEST	No value
PDP_OGG	No value
PDP_TESTND	No value
CAS number	No value
Result	55
Secondary result	
Qualifier	
MDL	
PDL	
Dilution factor *	1
Laboratory	
Comments	
Result unit	
Raw result	55
Raw MDL	No value
Raw PQL	No value
Result method	Start typing
Result start date	09/07/2025 06:22 PM
Result end date	09/07/2025 06:22 PM
Result source	MANUAL ENTRY
Result QC batch ID	No value
Preparation batch ID	No value




Only users trained to perform the analysis can be set as analysts.

In the **Analytes** section you can edit analytes data (Qualifier, MDL values, Analyst, etc.), result specifications, and manage analytes order. Custom specifications can be optionally available below the Standard specifications, if they were added by an Admin.

You can also manage analytes visibility and result conditioning rules applied via **Manage Analytes** dialog. Check for more details in the **Analyte Management** section of this guide.

Analytes ^ + Add ^ Manage


Chromium – Cr ^ From definition Result history ^ Replicates

























<input checked="" type="checkbox"/> Reportable result <input type="checkbox"/> Replicate data Analyte analyst initials <input type="text" value="Start typing"/> Upper specification █ 15 Upper warning █ 12 Target █ 8 Lower warning █ 5 Lower specification █ 2 CAS number 1	Result <input type="text" value="5"/> Violation type <input type="text" value="0"/> Violation value <input type="text" value="No value"/> Violation user initials <input type="text" value="No value"/> Violation date <input type="text" value="No value"/> Secondary result <input type="text"/> Qualifier <input type="text"/> MDL <input type="text" value="1"/> Laboratory <input type="text"/> Last result modified date 07/29/2025 12:50 PM Last result modified us...  NE Comments <input type="text"/>	Dilution factor * <input type="text" value="1"/> PQL <input type="text" value="1"/> Result unit <input type="text" value="mg/ml"/> Raw result <input type="text" value="5"/> Raw MDL <input type="text" value="No value"/> Raw PQL <input type="text" value="No value"/> Result method <input type="text" value="EPA 1623-1"/> Result start date <input type="text" value="07/29/2025 12:50 PM"/>  Result end date <input type="text" value="07/29/2025 12:50 PM"/>  Result source <input type="text" value="eWorksheet: 12293"/> Result QC batch ID <input type="text" value="No value"/> Preparation batch ID <input type="text" value="No value"/> Result instrument code <input type="text" value="No value"/>
--	---	--

It is possible to add custom analytes to multi-component analysis, beside the default ones that have **"From definition"** label on them, by clicking the **"Add"** button, choosing the analyte from the dropdown and submitting the form with analyte details in the Analytes section. The custom analytes can be renamed or deleted later.

Add Custom Analyte

Analyte name JB

It is possible to change the order of the analytes in the analysis by drag-and-dropping the rows using  icon on the left side of the analyte name in the Analytes section in the Editing mode. This allows users to define which analytes will show up first/last in the list/dropdowns throughout the whole system where analytes can be displayed.

Analytes ⓘ ∨		Manage	
 Ferrum – Fe	∨ <i>From definition</i>	 Result history	 Replicates
 Technetium – Tc	∨ <i>From definition</i>	 Result history	 Replicates
 Chromium – Cr	∨ <i>From definition</i>	 Result history	 Replicates
 Manganum – Mn	∨ <i>From definition</i>	 Result history	 Replicates
 Cobaltum – Co	∨ <i>From definition</i>	 Result history	 Replicates
 Niccolum – Ni	∨ <i>From definition</i>	 Result history	 Replicates
 Molybdenum – Mo	∨ <i>From definition</i>	 Result history	 Replicates
 Rhodium – Rh	∨ <i>From definition</i>	 Result history	 Replicates

Changing the analytes order in the Analytes section or applying changes via Manage Analytes dialog hides all custom analytes of an analysis.

Participating in discussions does not change the view/edit mode.

Additional fields can be filled out on the **Special information** tab.

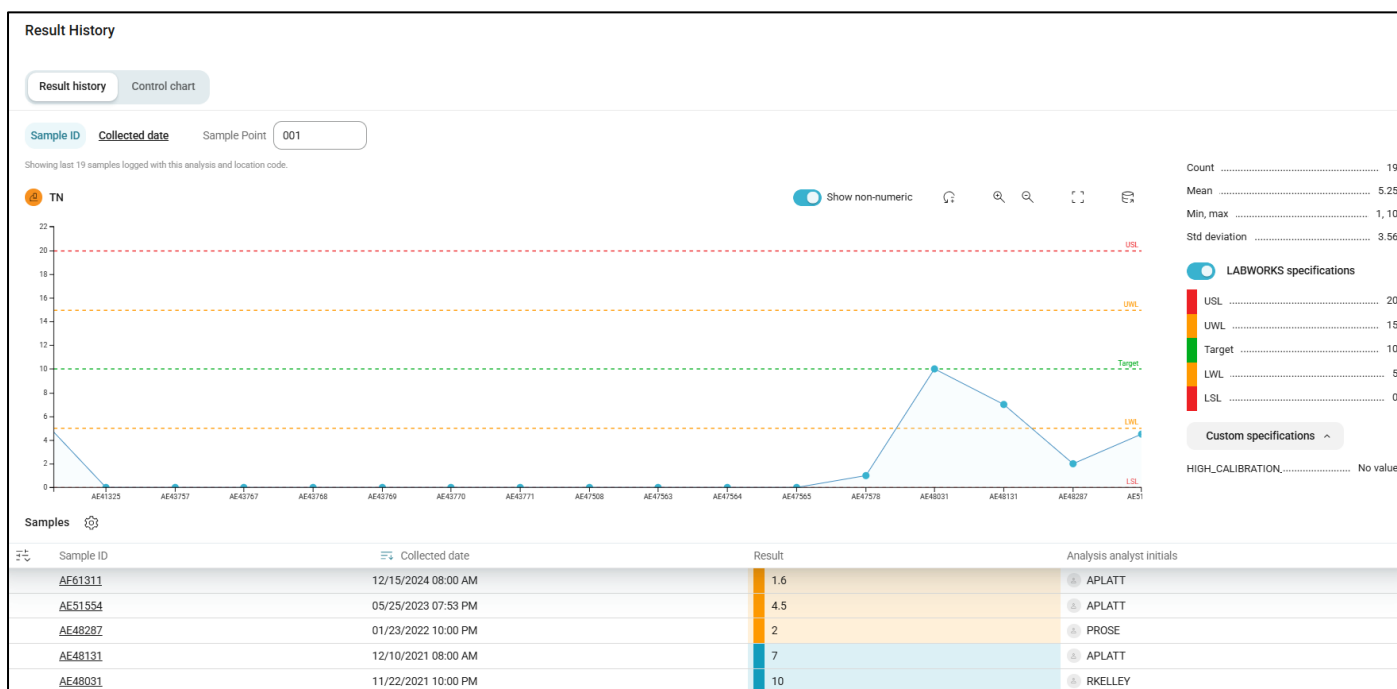
General	Discussion	Attachments	Special information
Field 1	<input type="text"/>	TextLabel_1	No ∨
Yes No	<input type="text"/>	CheckBox_1	No ∨

Analysis Result History

You can access the **Result History** screen from Analysis Details, Work Queue Manager page, or the Enter Results table.

The screen contains **Result history** tab and **Control chart** tab.

Result history tab 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. You can show or hide lines for analysis specifications on a chart by clicking the “Show” checkbox. You can zoom in or zoom out the chart by clicking on the corresponded buttons and . You can reset zoom by click on the reset button. You can also open the chart in the **Full screen** mode by clicking on the . Also, you can export chart data to the excel file by clicking on the .

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.

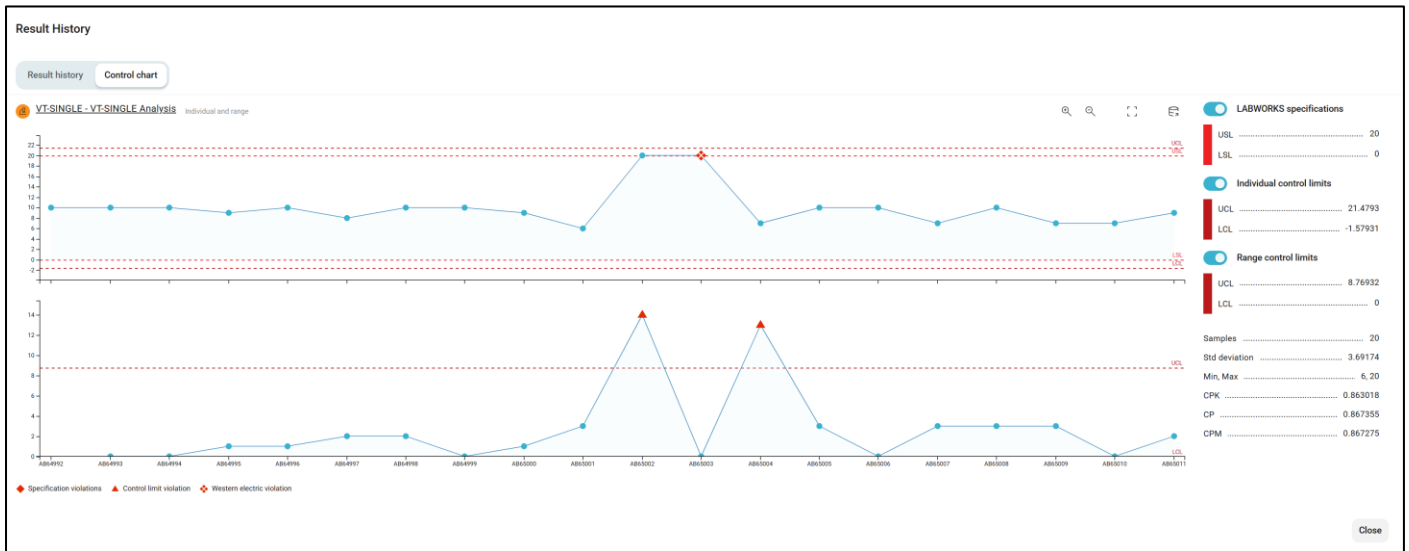
Non-numeric results can be displayed or hidden depending on the **Show non-numeric** toggle state.

You can also click on the “Custom specifications” to expand a panel with custom specifications.

Custom specifications can be optionally added by an Admin. They are displayed on the Result History screen in read only mode.

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

Control chart tab is only available if you have a LABWORKS Enterprise LIMS SQC license. This tab provides a visual representation of process variation over time and enables timely detection of potential issues. You can view the SQC chart based on the default routine settings. Details for the control chart settings you can find in LABWORKS Enterprise LIMS Installation Guide, **SQC Configuration** section. More about SQC charts you can find below in the **SQC Charts** section.



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** mode and the **"Audit Trail"** button allows you to browse all changes made to the replicates of a certain analysis on the **Audit Trail** screen.

Temperature via scanner Audit trail Edit

AB69200
Sample ID

TEMP_SCAN - Temperature via scanner
Analysis

Set analysis to

Average replicate captured

From all available replicates
 From selected replicates
 From replicates in MDL range

USR
Analysis analyst initials

Result 2
 MDL No value
 Dilution factor 1
 Result start date 08/26/2025 05:04 PM
 Result end date 08/26/2025 05:04 PM
 Qualifier No value

Minimum Maximum Average Standard deviations

Result 1 Result 3 Result 2 STDEVS 1
 MDL 0 MDL 0 MDL No value STDEVP 0.82
 Dilution factor 1 Dilution factor 1 Dilution factor 1

Replicates Add replicate

Replicate	Result	MDL	Dilution factor	Target MDL	Comments	Start date	End date	Analyst	Qualifier
1	1	No value	1	0	No value	08/26/2025 05:04 PM	08/26/2025 05:04 PM	USR	No value
2	2	No value	1	0	No value	08/26/2025 05:04 PM	08/26/2025 05:04 PM	USR	No value
3	3	No value	1	0	No value	08/26/2025 05:04 PM	08/26/2025 05:04 PM	USR	No value

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 and new"** option under the drop-down menu next to the **"Add and close"** button.

Add Replicate

Result

MDL

Dilution factor *

Qualifier

Comments

▼

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 Editing mode 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"** button.

Temperature via scanner Audit trail Cancel Save

AB69200
Sample ID

TEMP_SCAN - Temperature via scanner
Analysis

Set analysis to
Average replicate captured

From all available replicates
 From selected replicates
 From replicates in MDL range

Analysis analyst ini.: USR
 Result: 2
 MDL: 0
 Dilution factor *: 1
 Result start date *: 08/26/2025 05:04 PM
 Result end date *: 08/26/2025 05:04 PM
 Qualifier: Start typing

Minimum: Result 1, MDL 0, Dilution factor 1
 Maximum: Result 3, MDL 0, Dilution factor 1
 Average: Result 2, MDL No value, Dilution factor 1
 Standard deviations: STDEVS 1, STDEVP 0.82

Replicate	Result	MDL	Dilution factor *	Target MDL	Comments	Start date	End date	Analyst	Qualifier
1	1		1	0		08/26/2025 05:04 PM	08/26/2025 05:04 PM	Start typing	Start typing
2	2		1	0		08/26/2025 05:04 PM	08/26/2025 05:04 PM	Start typing	Start typing
3	3		1	0		08/26/2025 05:04 PM	08/26/2025 05:04 PM	Start typing	Start typing

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 and new"** option under the drop-down menu next to the **"Add and close"** button.

Add Replicate

Result: [input field]

MDL: [input field]

Dilution factor *: 1

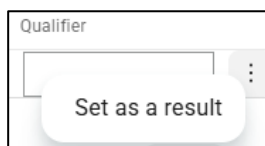
Qualifier: Start typing

Comments: [input field]

Cancel Add and close

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 **"Revert"** button next to the updated field in the table.

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

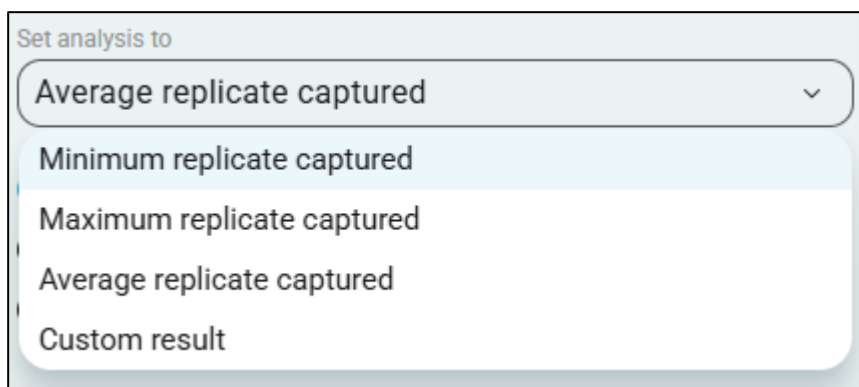


Use the cross buttons on the left to delete replicates.

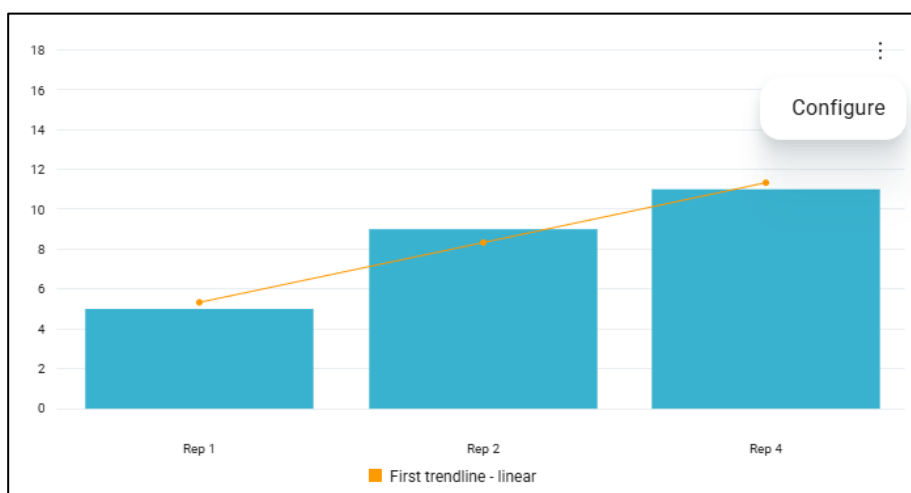
When there are multiple replicates, you can also set the output result using the automatic options to the left from the chart:

- 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.

Configuration

First trendline

Second trendline Order

Boundary lines

Error bar

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.


In-line Result Entry

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

Only users trained to perform an analysis can edit this analysis. This rule applies to the entire site.

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.

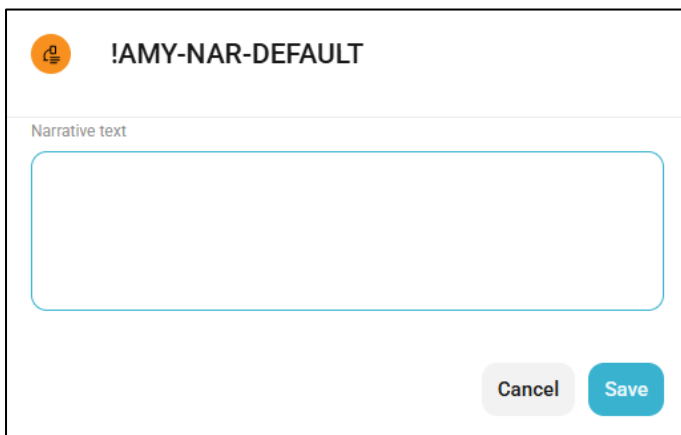
The results for single-component and bottle analyses can be entered directly in the list with the analysis by clicking the result value. To discard or apply the updated value, you have to click the corresponding button appeared to the right.



Result
53

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.

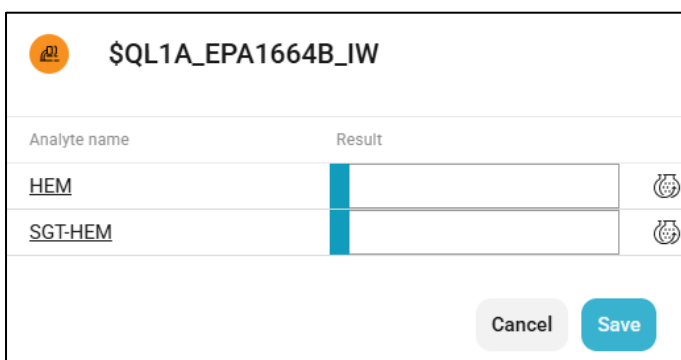


!AMY-NAR-DEFAULT

Narrative text

Cancel Save

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



\$QL1A_EPA1664B_IW

Analyte name	Result
HEM	
SGT-HEM	

Cancel Save

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

Analyte Management

Analyte Management lets users configure how each analyte in an analysis behaves across the entire system and it consists of the following tools:

- **Analyte visibility** – allows to decide which analytes are shown to users, taken into calculations, reports, and their order in the analysis.
- **Result conditioning rules (RC rules)** – allow to enforce laboratory-defined reporting thresholds: if a numeric result falls below a certain reporting limit or MDL, eLIMS can automatically substitute the stored result and/or qualifier.
- **Analyte Management Groups (AMGs)** – allows to save a complete visibility and RC rules configuration as a named preset, then load it into other analyses to avoid repetitive manual setup.

All three elements can be configured and applied in the **Analytes** section in the **General** tab in the **Analysis Editing** mode through the **Manage Analytes** dialog.

Field	Value
Reportable result	<input checked="" type="checkbox"/>
Replicate data	<input type="checkbox"/>
Result	<input type="text"/>
Violation type	0
Dilution factor *	1
Violation value	No value
PQL	<input type="text"/>
Violation user i...	No value
Result unit	tst
Raw result	<input type="text"/>
Analyte analys...	Start typing
Violation date	No value
Raw MDL	No value
Upper specific...	No value
Upper warning	No value
Secondary res...	<input type="text"/>
Raw PQL	No value

Manage Analytes

Manage Analytes dialog can be open via the **Manage** button in the **Analysis Details** page in the Editing mode or through the contextual menu (available by right click on the Analysis row in the analyses lists).

The dialog allows you to manually choose which analytes will be visible, define result conditioning rules for each analyte, load a preset (AMG group) of rules, save defined values as a new AMG group.

The dialog supports only **multi-component** and **single-component** analyses.

Analyte name	Result unit	MDL	Visible	Report limit	LT RL result	LT RL qual	GT RL qual	LT MDL result	LT MDL qual
Natrium	un	5	<input checked="" type="checkbox"/>	0					
Kalium	un	2	<input checked="" type="checkbox"/>	0					
Calcium	un	1	<input checked="" type="checkbox"/>	0					
Magnesium	un	5	<input checked="" type="checkbox"/>	0					
Cuprum	un	3	<input checked="" type="checkbox"/>	0					

You can choose which analytes will be visible in the system by clicking on the checkbox in the **“Visible”** column near each row. The column is hidden for single-component analyses because the single analyte is always shown.

The visibility settings will be used throughout the whole eLIMS where the analytes can be displayed. Analytes will be displayed in their defined order. Hidden analytes are still stored in the database; their results (if any exist) are not deleted but they will not be visible and not included in the calculations and analysis status change logic.

Applying of visibility settings to analytes triggers analysis invalidation, recalculation of an analysis status, re-run of calculations and revalidation of a sample.

You can define **Result Conditioning rules** for each analyte of an analysis by specifying Report Limit, LT RL result, etc. Check **Result Posting – Result Conditioning** section of this guide for more details.

It is possible to save the preset as an AM Group in the **Manage Analytes** dialog through the dot-dot-dot menu.

Manage Analytes AM group name MAM

Save as
Load AM Group

Analyte name:JB	MDL	Visible	Report limit	LT RL result	LT RL qual	GT RL qual	LT MDL
Chromium	mg/ml	1	0				
Manganum	mg	1	0				
Ferrum	mg	1	0				
Cobaltum	mg	1	0				
Niccolum	mg	1	0				
Molybdenum	mg	1	0				
Technetium	mg	1	0				
Ruthenium	mg	1	0				
Rhodium	mg	1	0				
Palladium	mg	1	0				

Cancel Apply

By clicking on the **Save as** button the **AM Group dialog** is open in the Creating mode.

AM group name *

No value
Last modified user initials

Description

No value
Last modified date

Analyses/Analytes + Add analyte

	Analysis code	Analyte name	Result unit	MDL	Report limit	LT RL re...	LT RL
✕	\$VT-MULTI	4	rundef	0.038	20		
✕	\$VT-MULTI	1			0		
✕	\$VT-MULTI	3	rundef	0.038	0		
✕	\$VT-MULTI	2			0		

Cancel Create

It is possible to load an **AM Group** in the **Manage Analytes dialog** through the dot-dot-dot menu.

Manage Analytes AM group name MAM

Save as
Load AM Group

Analyte name:JB	MDL	Visible	Report limit	LT RL result	LT RL qual	GT RL qual	LT MDL
Chromium	mg/ml	1	0				
Manganum	mg	1	0				
Ferrum	mg	1	0				
Cobaltum	mg	1	0				
Niccolum	mg	1	0				
Molybdenum	mg	1	0				
Technetium	mg	1	0				
Ruthenium	mg	1	0				
Rhodium	mg	1	0				
Palladium	mg	1	0				

Cancel Apply

You can remove all configured visibility settings and RC rules definitions by clicking on the **Reset to definition** button in the dot-dot-dot menu in the top right corner of the **Manage Analytes** dialog.

The screenshot shows the 'Manage Analytes' dialog for the 'MAM' group. It features a table with columns for Analyte name, Result unit, MDL, Visible, Report limit, LT RL result, LT RL qual, and GT RL qual. A 'Reset to definition' button is located in the top right corner of the dialog.

Analyte name	Result unit	MDL	Visible	Report limit	LT RL result	LT RL qual	GT RL qual
Natrium	un	5	<input checked="" type="checkbox"/>	20	8	GG	NN
Kalium	un	2	<input checked="" type="checkbox"/>	20	8	BB	
Calcium	un	1	<input checked="" type="checkbox"/>	20	8	TT	NN
Magnesium	un	5	<input checked="" type="checkbox"/>	20	8	EE	
Cuprum	un	3	<input checked="" type="checkbox"/>	20	8	BB	LL

By clicking on the **Load AM Group** button, the **Load AM Group** dialog is open.

The screenshot shows the 'Load AM Group' dialog with a list of AM groups. The table includes columns for AM group name, Description, Last modified date, and Last modified user initials. The 'JB AMG 2' group is highlighted in blue.

AM group name	Description	Last modified date	Last modified user initials
\$ADDCOMPS	SALGAE_BLOOM	08/05/2025 12:27 PM	USR
1111	No value	07/08/2025 05:32 PM	USR
112211	No value	07/08/2025 05:34 PM	USR
12	No value	07/08/2025 05:35 PM	USR
ac	No value	07/08/2025 05:37 PM	USR
ac1	No value	07/08/2025 05:42 PM	USR
ac2	No value	08/06/2025 09:45 PM	USR
ac22	wewew	07/08/2025 06:38 PM	USR
g	No value	05/20/2025 12:27 AM	JB
JB AMG 11	JB AM group	05/21/2025 03:10 PM	JB
JB AMG 18	JB AM group 18	05/21/2025 03:39 PM	JZB2
JB AMG 2	JB AM group 2	05/05/2025 11:24 PM	JB
JB AMG 21	JB AMG 21	05/21/2025 03:52 PM	JB
JB AMG 5	JB AM group 5	05/21/2025 03:20 PM	JB
JB_AMG_10	JB	07/08/2025 03:14 PM	JB
JB_AMG_14	JB	06/26/2025 06:36 PM	USR
JB_AMG_22	No value	08/05/2025 10:38 PM	JB
JB_AMG_23	JB	06/16/2025 06:16 PM	JB
JB_AMG_25	JB	08/06/2025 11:45 AM	JB
JB_AMG_26	JB	06/23/2025 04:05 PM	JB

When you open the dialog, the system lists only AM Groups that are configured for the currently selected analysis. In other words, groups that include at least one analyte from this analysis will be visible in the list. If no groups are configured for this analysis, the list will be empty.

You can click on **AM Group** name in the list to open and view its details.

You can load only one group at a time. When loading you can choose either to clear the already applied analytes visibility settings, RC rules definitions and analytes order before loading a group or not. If not, new AM group settings will not be applied to the analytes and only new analytes with their settings will be added.

When you apply an **AM Group**, the system updates only the analytes that overlap between the group and the current analysis. Example: If the group contains analytes A, B, C and the analysis contains B, C, D, only B and C are affected.

Analyte Management Group Details

An **Analyte Management Group** can be open by clicking on its name in the **Load AM Group dialog**. The AM Group packages a complete analyte configuration— visibility pattern, all result-conditioning values and the order in which the analytes appear—under a single name.

Saving common setups as **AMGs** lets you reuse it in any other analysis with a single load action, ensuring consistency and saving time.

TEST_DK Edit

USR
Last modified user initials

06/27/2025 05:33 PM
Last modified date

Description AM Group-A1

Analyses/Analytes + Add analyte

Analysis code	Analyte name	Result unit	MDL	Report limit	LT RL re...	LT RL qual	GT RL q...	LT MDL r...	LT MDL ...
SA_VCH-MULTI	comp2		A_MDL2	20	15	ltriq2	gtriq2	12	ltmiq2
SA_VCH-MULTI	comp3	4	A_MDL3	21	16	ltriq3	gtriq3	13	ltmiq3
SA	1			222					

Close

Analyte Management Group Creating

You can create a new AM Group by clicking on the **Save as** button in the **Manage Analytes dialog** when working on the analyte's visibility, order and RC rules.

By clicking on the **Save as** button an AM Group dialog is open in Creating mode pre-filled with the analytes information from the **Manage Analytes dialog**


	Analysis code	Analyte name	Result unit	MDL	Report limit	LT RL re...	LT RL
✖	\$VT-MULTI	4	rundef	0.038	20		
✖	\$VT-MULTI	1			0		
✖	\$VT-MULTI	3	rundef	0.038	0		
✖	\$VT-MULTI	2			0		

You can specify the AM Group name in the header of the dialog window. The name will be visible in the Load AM Group dialog.

It is also possible to add a description in a text format.

Description

AM Group name and its description tell other users what the preset is for and appear in the “Load AMG” dialog and Manage Analytes dialog if any AM Group is applied to the analysis.

You can arrange the analytes order – drag any row up or down by clicking and holding on the  icon in the first column in the analytes list. The order you set here is the order users will see in any analytes list/dropdown in the system when they load this AMG in the Manage Analytes dialog and click Apply.

	Analysis code	Analyte name	Result unit	MDL	Report limit	LT RL re...	LT RL
✖	\$A_VCH-MULTI	comp2		A_MDL2	20	15	ltrlq:
✖	\$A	1			222		
✖	\$A_VCH-MULTI	comp3	4	A_MDL3	21	16	ltrlq:

You can remove unwanted analytes by pressing the cross button and confirm the deletion action then press Delete in the confirmation prompts. The rows disappear from the grid and will no longer be part of the AM Group after you save.

It is possible to add new analytes by clicking the **Add analyte** button to open a search dialog that lists every active single- or multi-component analyte.

Add Analyte View selected: 0

<input type="checkbox"/>	<input type="text"/>	Analysis code	Analyte name:JB	Analyte abbreviation	Result method	Result unit	CAS number
<input type="checkbox"/>	<input type="text"/>						
<input type="checkbox"/>		\$	test	ttt	SM 9221 B,C,E	1	1
<input type="checkbox"/>		\$	test 1	eee	SM 9221 B,C,E	2	2
<input type="checkbox"/>		\$_TEST	test	ttt	SM 9221 B,C,E	1	1
<input type="checkbox"/>		\$_TEST	test 1	eee	SM 9221 B,C,E	2	2
<input type="checkbox"/>		\$A	2	No value	No value	No value	No value
<input type="checkbox"/>		\$A_VCH-MULTI	comp1	No value	turbo_method	No value	No value
<input type="checkbox"/>		\$AA_TAR01	comp01	No value	No value	No value	No value

For each analyte you can define Result-Conditioning values – type numbers or qualifiers in the Report-Limit fields (Report limit, LT RL result / qual, GT RL qual, LT MDL result / qual). Leaving a cell blank means no substitution rule is applied for that branch. Check for more details on the **RC rules** in the **Results Posting** section of this guide.

When an AM Group is no longer needed you can delete it by clicking on the **Delete** button in the dot-dot-dot menu of the AM Group, removing it from the “Load AMG” list.

TEST_DK Edit

USR
Last modified user initials

06/27/2025 05:33 PM
Last modified date

Description AM Group-A1 Delete

Analyses/Analytes + Add analyte

<input type="checkbox"/>	Analysis code	Analyte name	Result unit	MDL	Report limit	LT RL re...	LT RL qual
<input type="checkbox"/>	\$A_VCH-MULTI	comp2		A_MDL2	20	15	ltriq2
<input type="checkbox"/>	\$A_VCH-MULTI	comp3	4	A_MDL3	21	16	ltriq3
<input type="checkbox"/>	\$A	1			222		


Close


Analyte Management Group Editing

AM Group Editing mode is enabled when you press the **“Edit”** button on the **AM Group Details** screen, or by double-clicking in any place on the dialog window.

Analysis code	Analyte name	Result unit	MDL	Report limit	LT RL re...	LT RL qual
\$A_VCH-MULTI	comp2		A_MDL2	20	15	ltrlq2
\$A_VCH-MULTI	comp3	4	A_MDL3	21	16	ltrlq3
\$A	1			222		

In the edit mode, AM group fields become editable and the **“Edit”** button is replaced with **“Save”** and **“Cancel”** buttons that apply or discard the changes respectively.

Every change can be discarded separately by the **“Revert”** button  next to the updated field.

Description 

You can see how to edit AM Group fields in the **Analyte Management Group Creating** section above.

Containers


Container is a type of analysis (bottle analysis) that has some specific properties and operations.


Containers are like analyses, so they have analysis-specific details and container-specific details.


Containers can be in the following states, based on a **disposal status**:

- Active – containers that have not been disposed yet and the check date of the sample that includes the container is less than the configured days count.
- Ready for disposal – containers that have not been disposed yet and the check date of the sample that includes the container is more than the configured days count.
- Disposed – container that have been moved to a disposal location.

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

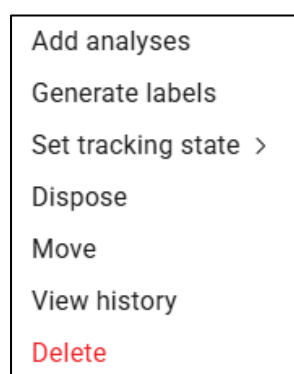
 - Open the **Generate labels** window. To generate labels for a container, you need to select a printer in the “**Destination**” picker, a label name in the “**Label name**” picker, a label format in the “**Label format**” picker and click the “**Generate**” button.

 **Add analysis** - Open the **Add analyses** window.

 **Container history** - Open the **Container history** window.

 - Create a container. The **Container Creating** window will be opened.

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



- Add analysis – Open the **Add analyses** window.
- Generate labels – Open the **Generate labels** window. Described above.
- Set tracking state – Change the container tracking state to the selected one. The set of all available states, the set of states available for manual transitions, the states order, and colors are defined by the workflow architect. The desktop **State Management** application is used for configuring workflow architect templates. The **Set Tracking State** window will be opened.
- Dispose – Open the **Dispose container** window.

- Move – Open the **Move container** window.
- View history – Open the **Container history** window.
- Delete – Delete the selected container from the system.

There is also additional button that helps to find and add containers to the system:

 - Open **Scan Containers** window.

Container Management

The **Container Management** page is intended to view containers where samples are stored and a list of analyses for each container.

The table displays a list of containers that have not been disposed yet.

The screenshot shows the 'Container management' interface. At the top, there is a 'Show analyses' toggle which is turned on. Below this, there are search and filter fields for 'Sample ID', 'Container ID', 'Container code', 'Container description', 'Tracking state', 'Container location', and 'Sample status'. A 'Grouping field' dropdown is set to 'Sample ID'. On the right, it says 'Show selected (0)' and '3890 Containers'. On the left, a 'Filtering' sidebar is visible with options for 'Tracking state' (All), 'Container ID', 'Type', 'Container code', 'Container location' (All), 'QC batch ID' (All), and 'Disposal state' (Active, Ready for disposal, Disposed).

Sample ID	Container ID	Container code	Container description	Tracking state	Container location	Sample status
AA09678 (4)	<input type="checkbox"/> AA09678-A	@VCH_BOTTLE	No value	Pending	Created test	Waiting for An
	<input type="checkbox"/> AA09678-B	@10L_Jar_G(C)_<6...	10L Glass Clear Pickle J...	Pending	Created test	Waiting for An
	<input type="checkbox"/> AA09678-C	@10L_Jar_G(C)_<6...	Hello World	Pending	Created test	Waiting for An
	<input type="checkbox"/> AA09678-D	@1L_G(A)_<6C-15	1L Glass Amber <6C	Pending	Created test	Waiting for An
AB24889 (4)	<input type="checkbox"/> AB24889-1	@250ML_P(T)_H2...	250mL Plastic Transluc...	Pending	`111111	Waiting for An
	<input type="checkbox"/> AB24889-D	@10L_JAR_G(C)_<...	10L Glass Clear Pickle J...	Pending	Created test	Waiting for An
	<input type="checkbox"/> AB24889-E	@10L_JAR_G(C)_<...	10L Glass Clear Pickle J...	Pending	Created test	Waiting for An
	<input type="checkbox"/> AB24889-F	@10L_JAR_G(C)_<...	10L Glass Clear Pickle J...	Pending	Created test	Waiting for An
AB24917 (1)	<input type="checkbox"/> AB24917-1	@500ML_P(A)_NA...	500mL Plastic Amber N...	Pending	Laboratory	Waiting for An

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

You can select one or more containers in the lists and perform actions on them. All general actions on containers are described in the **Containers** section above.

You can select an analysis in the lists and perform actions on it.

- Generate labels
- Move to container
- Manage analytes
- Delete

- Generate labels – Open the **Generate labels** window.
- Move to container – Open the **Move to container** window.
- Manage analytes – Open the **Manage Analytes** window
- Delete – Delete the selected analysis.

To view the analyses inside containers, the toggle "**Show analyses**" should be used. By default, the value is turned on.


To view the selected containers, turn on the "**Show selected**" toggle.

The total number of displayed on the screen containers is shown above the table.

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

You can navigate to the details of a particular container by clicking on the “**Container ID**” field within the table.

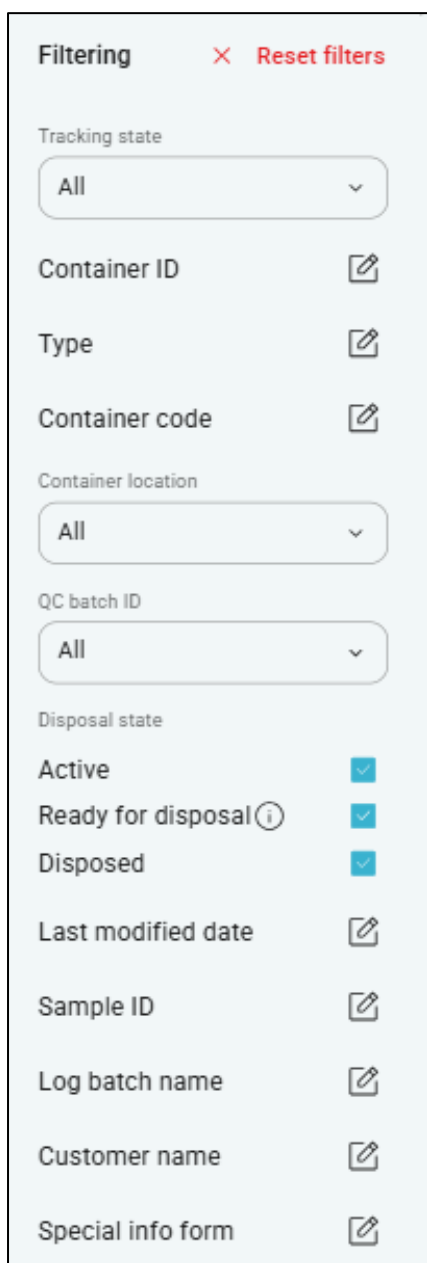
You can navigate to the details of a particular analysis by clicking on the “**Analysis code**” field within the table.

You can click the  button to refresh the data on the page or configure automatic refreshing in the **Settings** window. The last update time is displayed near the refresh button.

The data can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction:


- Default sorting: ascending order by container ID.
- Default sorting for analyses inside a container: ascending order by analysis code.


The data can be filtered by filters on the left panel. This panel can be collapsed/expanded.




Filtering ✕ Reset filters

Tracking state
All

Container ID 

Type 


Container code 

Container location
All


QC batch ID
All


Disposal state


Active


Ready for disposal 


Disposed

Last modified date 

Sample ID 

Log batch name 

Customer name 

Special info form 

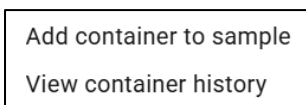
Possible filters:

- tracking state
- container ID
- container type
- container code
- container location
- QC batch ID
- disposal state
 - active – by default is turned on
 - ready for disposal – by default is turned on
 - disposed – by default is turned off
- Last modified date
- Sample ID
- Log batch name
- Customer name
- Special info form

The data can be grouped. The first column in a grouped view displays the grouping field value and total items inside the group:

- The default grouping is by “**Sample ID**”.

When grouping is by “**Sample ID**”, you can select a sample in the lists and perform actions on it.




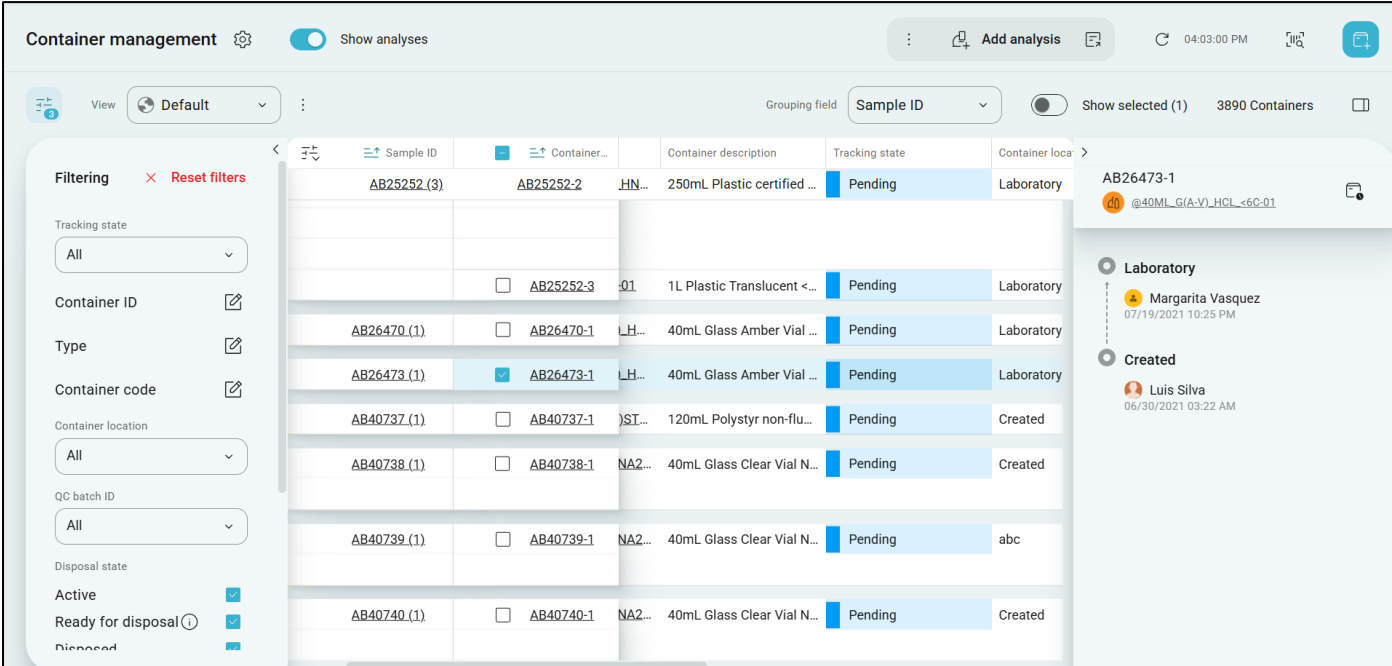
- Add container to sample – Open the **Add container** window.
- View container history – Open the **Container history** window.

Also, you can navigate to the details of a particular sample by clicking on the “**Sample ID**” field within the table.

Note: When grouping by date columns, time values are not considered. For example, records with dates "03/09/2021 12:55" and "03/09/2021 11:45" will be combined into one group "03/09/2021" after grouping.

Sidebar

To view details for a selected container, you can enable the sidebar option. When clicking the  button, the sidebar will be opened.



The screenshot displays the 'Container management' interface. On the left, there is a 'Filtering' sidebar with options for Tracking state, Container ID, Type, Container code, Container location, QC batch ID, and Disposal state. The main area shows a table of containers with columns for Sample ID, Container ID, Container description, Tracking state, and Container location. The container AB26473-1 is selected. On the right, a sidebar shows the details for the selected container, including its location (Laboratory) and a list of users who have interacted with it.

Sample ID	Container ID	Container description	Tracking state	Container location
AB25252 (3)	AB25252-2	250mL Plastic certified ...	Pending	Laboratory
	<input type="checkbox"/> AB25252-3	1L Plastic Translucent <...	Pending	Laboratory
AB26470 (1)	<input type="checkbox"/> AB26470-1	40mL Glass Amber Vial ...	Pending	Laboratory
AB26473 (1)	<input checked="" type="checkbox"/> AB26473-1	40mL Glass Amber Vial ...	Pending	Laboratory
AB40737 (1)	<input type="checkbox"/> AB40737-1	120mL Polystyr non-flu...	Pending	Created
AB40738 (1)	<input type="checkbox"/> AB40738-1	40mL Glass Clear Vial N...	Pending	Created
AB40739 (1)	<input type="checkbox"/> AB40739-1	40mL Glass Clear Vial N...	Pending	abc
AB40740 (1)	<input type="checkbox"/> AB40740-1	40mL Glass Clear Vial N...	Pending	Created

AB26473-1
@40ML_G(A-V)_HCL <6C-01

Laboratory
Margarita Vasquez
07/19/2021 10:25 PM


Created
Luis Silva
06/30/2021 03:22 AM

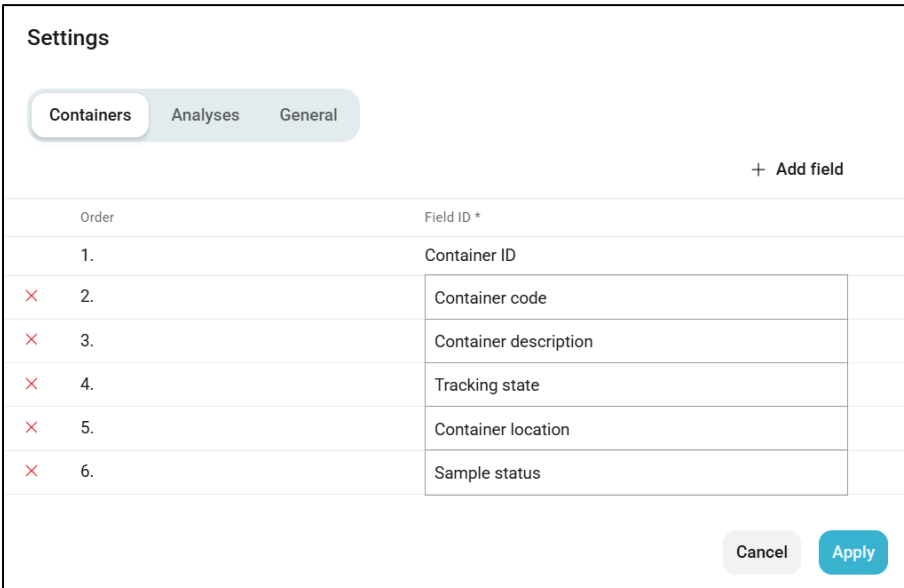
It displays the brief history of a container moving through different locations. The last location is displayed on the top.

To view the full history for a container, you can click the **“Container history”** or **“More details”** buttons, the **Container History** window will be opened.

Settings

The set of fields displayed in the table can be configured in the **Settings** window.

To access the window, click the  button near the title.



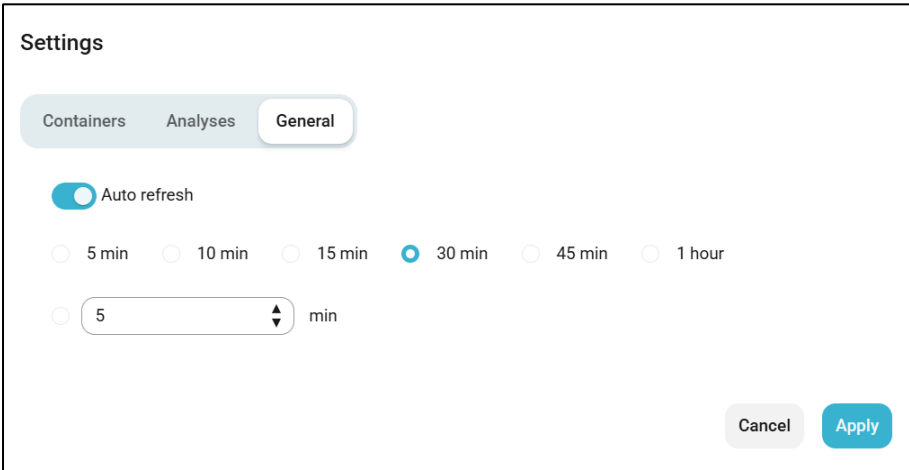
The screenshot shows the 'Settings' window with the 'Containers' tab selected. At the top, there are three tabs: 'Containers', 'Analyses', and 'General'. Below the tabs is a '+ Add field' button. A table lists the current fields with their order and field IDs. Each row has a red 'X' icon to its left, indicating it can be removed. At the bottom right, there are 'Cancel' and 'Apply' buttons.

Order	Field ID *
1.	Container ID
2.	Container code
3.	Container description
4.	Tracking state
5.	Container location
6.	Sample status

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

On the **Containers** and **Analyses** tabs, you can change the order of the fields, remove certain fields from the appropriate table or add new ones.

On the **General** tab, you can configure auto-refresh settings. If auto-refresh is turned on, the **Container Management** page is automatically refreshed based on the specified refresh period.




The screenshot shows the 'Settings' window with the 'General' tab selected. At the top, there are three tabs: 'Containers', 'Analyses', and 'General'. Below the tabs, there is a toggle switch for 'Auto refresh' which is turned on. Underneath, there are radio buttons for refresh intervals: 5 min, 10 min, 15 min, 30 min (selected), 45 min, and 1 hour. Below these is a dropdown menu showing '5' and 'min'. At the bottom right, there are 'Cancel' and 'Apply' buttons.

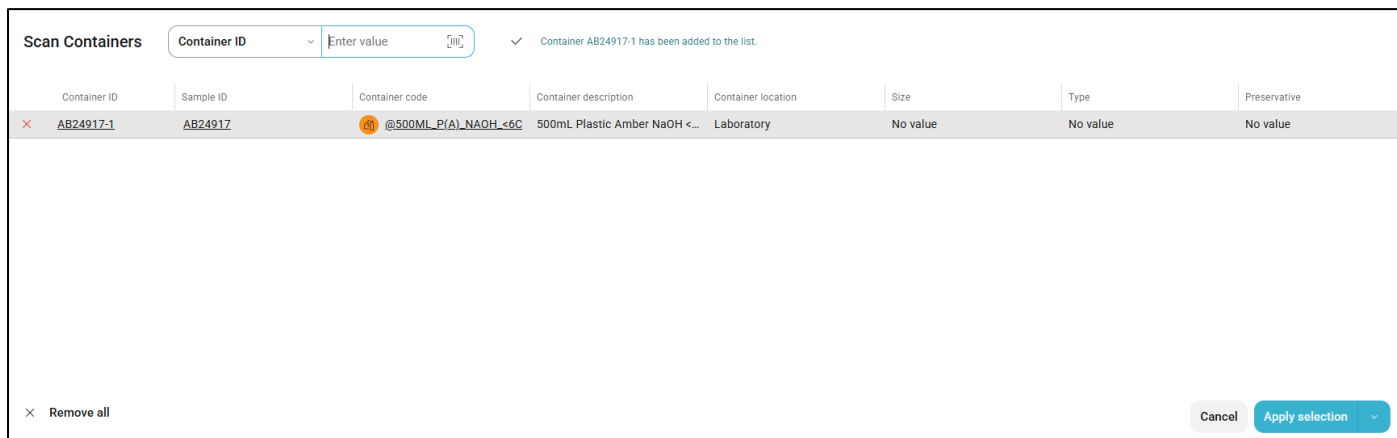
“**Cancel**” button discards all changes in the settings.

“**Apply**” button applies the settings and reloads the table.

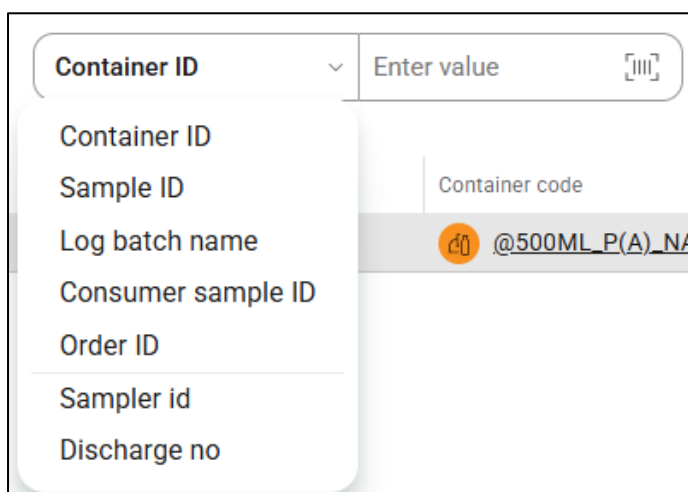
Other users are not affected by your settings.


Scan Containers

Click the  button to open the **Scan Containers** window. It provides a quick way to find containers using the bar code scanner.

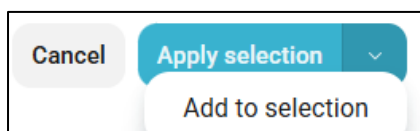


You can select by what value containers will be found: Container ID, Sample ID, Log batch name, Consumer sample ID, Order ID, or specifically configured customer defined fields.

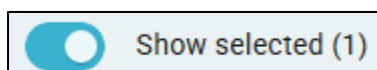


You can remove a particular container by clicking the  icon near the Container ID, or delete all containers at once by clicking the **“Remove all”** button in the bottom of the window.

When you are done scanning the containers, you can clear the current **Container Management** screen selection and apply the selection as is, or add scanned containers to the current selection using the drop-down menu next to the **“Apply selection”** button.








After the **Scan Containers** window applying, the **“Show selected”** toggle will be turned on, the **Container Management** screen table will be filtered by selected containers.





Container History

The **Container History** window displays the history of a container movements between locations.






Container History 						
	Sample ID	Container ID	Container location	Moved by	 Movement date	Movement reason
	AB24917	AB24917-1	Laboratory	 Margarita Vasquez	06/17/2021 02:38 AM	Receipt
	AB24917	AB24917-1	Created	 Margarita Vasquez	06/17/2021 01:27 AM	CREATED

Items per page 1-2 of 2 items




You can print the table by clicking on  the icon.

If this window is opened for a sample, it displays the history of all containers for this sample.

Container History 						
	Sample ID	Container ID	Container location	Moved by	 Movement date	Movement reason
	AB40742	AB40742-1	Created	 Automation User	10/01/2021 10:07 AM	CREATED
	AB40742	AB40742-2	Created	 Automation User	10/01/2021 10:07 AM	CREATED

Items per page 1-2 of 2 items



Add Container

The **Add Container** window displays the list of container codes, that are available to the sample.

Add Container View selected: 0

Container code Container description

<input type="checkbox"/>	@10L_Jar_G(C)<6C-01	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>	@10L_Jar_G(C)<6C-02	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>	@10L_JAR_G(C)<6C-03	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>	@10L_Jar_G(C)<6C-04	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>	@10L_JAR_G(C)<6C-08	10L Glass Clear Pickle Jar <6C
<input type="checkbox"/>	@10L_JAR_P(T)<6C-01	10L Plastic Pickle Jar <6C
<input type="checkbox"/>	@10L_Jar_P(T)<6C-02	10L Plastic Pickle Jar <6C
<input type="checkbox"/>	@10L_Jar_P(T)<6C-03	10L Plastic Pickle Jar <6C
<input type="checkbox"/>	@10L_Jar_P(T)<6C-04	10L Plastic Pickle Jar <6C
<input type="checkbox"/>	@10L_Jar_P(T)<6C-05	10L Plastic Pickle Jar <6C

1 2 3 4 5 ... 35 36 Items per page 10 1-10 of 357 results

You can sort, filter, and select the containers you wish to add to the sample.

Set Tracking State

The **Set Tracking State** window is used for changing the container tracking state to the selected one.

Set Tracking State

Received
Tracking state

Container location

Movement reason

Movement date
09/08/2025 09:46 AM

Container receiving temperature *

Login
USR

Password

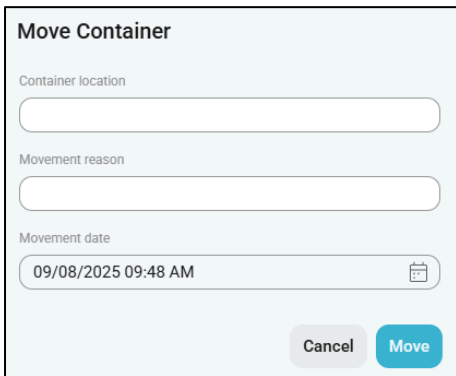
Cancel Sign and set

You need to enter values for the **“Container location”**, **“Movement reason”** and **“Movement date”** fields, sign the change, and click to the **“Sign and set”** button.

If the tracking state is set to **“Received”**, you need to enter the **“Container receiving temperature”** value.

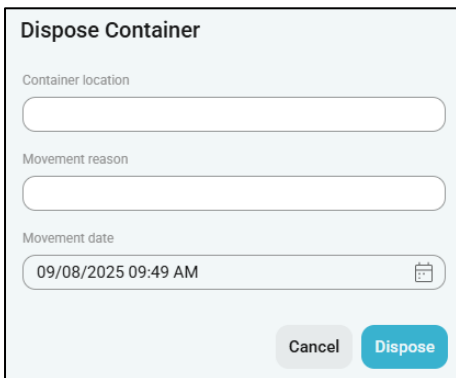
Move / Dispose Container

The **Move Container** window is used to move containers from one location to another.



The screenshot shows a window titled "Move Container". It contains three input fields: "Container location", "Movement reason", and "Movement date". The "Movement date" field is pre-filled with "09/08/2025 09:48 AM" and includes a calendar icon. At the bottom right, there are two buttons: "Cancel" and "Move".

The **Dispose Container** window is used to dispose containers: move to a disposal location and mark containers as disposed.



The screenshot shows a window titled "Dispose Container". It contains three input fields: "Container location", "Movement reason", and "Movement date". The "Movement date" field is pre-filled with "09/08/2025 09:49 AM" and includes a calendar icon. At the bottom right, there are two buttons: "Cancel" and "Dispose".

You need to enter values for the **“Container location”**, **“Movement reason”** and **“Movement date”** fields and click to the **“Move”** / **“Dispose”** button.

Move To Container

The **Move To Container** window is used to move analysis from one container to another.

You can choose to move analysis to the existed container of this sample, for that the radio button should be set to the **“Containers in the sample”** value.

The screenshot shows the 'Move To Container' dialog box. At the top, the title is 'Move To Container'. Below it, under the 'Containers' section, the radio button for 'Containers in the sample' is selected. Below this is a table with three columns: 'Container ID', 'Container code', and 'Container description'. The first row shows 'No container', 'No value', and 'No value'. The second row shows 'AB40738-1', '@40ML_G(CV)NA2S2O3_4C-01', and '40mL Glass Clear Vial Na-Thiosulfat...'. At the bottom left, there is a dropdown for 'Items per page' set to '10' and the text '1-2 of 2 results'. At the bottom right, there are 'Cancel' and 'Move' buttons.

Container ID	Container code	Container description
No container	No value	No value
AB40738-1	@40ML_G(CV)NA2S2O3_4C-01	40mL Glass Clear Vial Na-Thiosulfat...

You need to select a container from the list and click the **“Move”** button.

Also, you can add a new container for the sample and move this analysis there, for that the radio button should be set to the **“Add new container”** value.

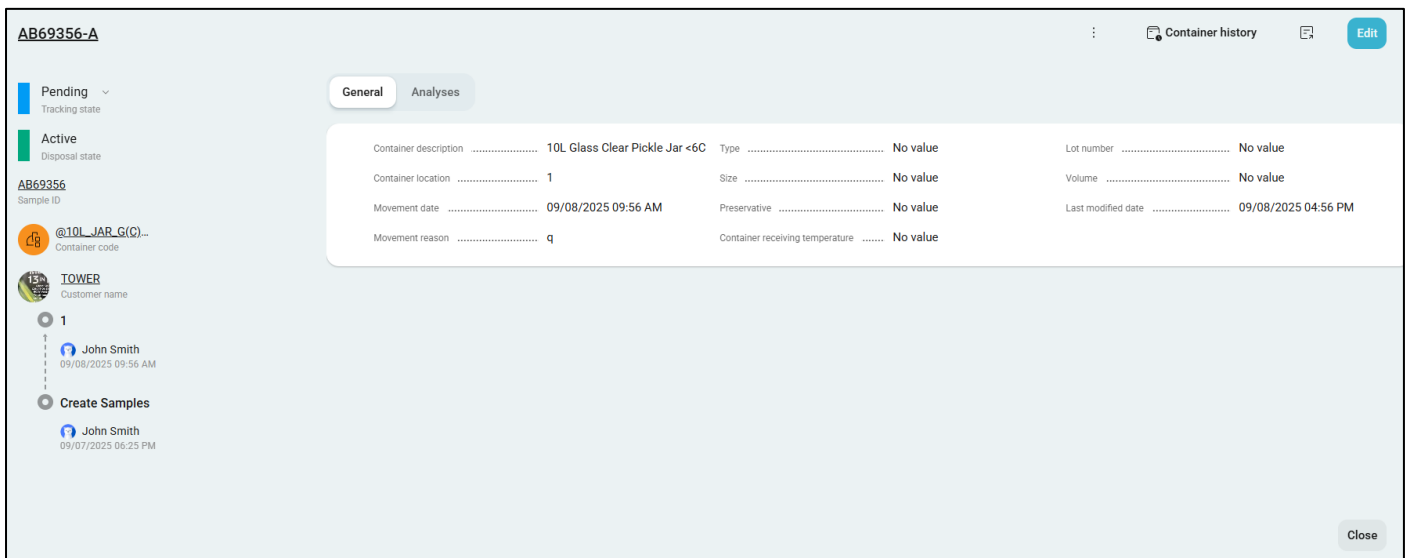
The screenshot shows the 'Move To Container' dialog box. At the top, the title is 'Move To Container'. Below it, under the 'Containers' section, the radio button for 'Add new container' is selected. Below this is a table with two columns: 'Container code' and 'Container description'. The table lists 10 container codes and their descriptions, such as '@10L_Jar_G(C)<6C-01' and '10L Glass Clear Pickle Jar <6C'. At the bottom left, there is a pagination control showing '1 2 3 4 5 ... 36 37' and a right arrow. To the right of the pagination is a dropdown for 'Items per page' set to '10' and the text '1-10 of 362 results'. At the bottom right, there are 'Cancel' and 'Move' buttons.

Container code	Container description
@10L_Jar_G(C)<6C-01	10L Glass Clear Pickle Jar <6C
@10L_Jar_G(C)<6C-02	10L Glass Clear Pickle Jar <6C
@10L_JAR_G(C)<6C-03	10L Glass Clear Pickle Jar <6C
@10L_Jar_G(C)<6C-04	10L Glass Clear Pickle Jar <6C
@10L_Jar_G(C)<6C-05	10L Glass Clear Pickle Jar <6C
@10L_Jar_G(C)<6C-06	10L Glass Clear Pickle Jar <6C
@10L_JAR_G(C)<6C-07	10L Glass Clear Pickle Jar <6C
@10L_JAR_G(C)<6C-08	10L Glass Clear Pickle Jar <6C
@10L_JAR_P(T)<6C-01	10L Plastic Pickle Jar <6C
@10L_Jar_P(T)<6C-02	10L Plastic Pickle Jar <6C

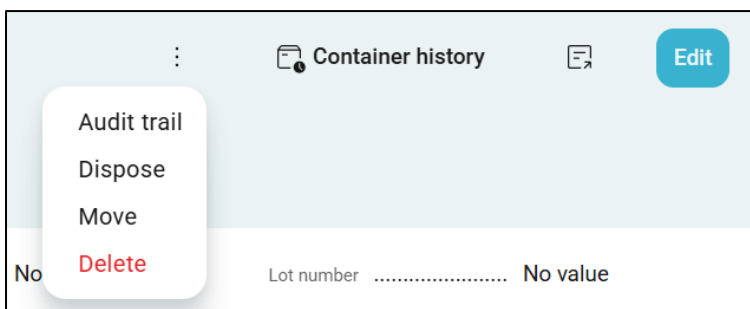
You need to select a container code for the new added container and click the **“Move”** button.

Container Details

Container Details screen displays all information about a container.



The “dot-dot-dot” menu provides users with the ability to perform actions on a container. All general actions on containers are described in the **Containers** section above.

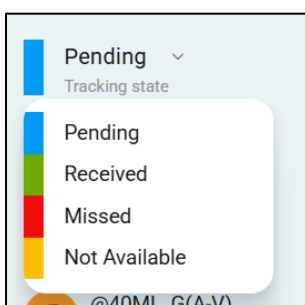


The **“Audit Trail”** option allows you to browse all changes made to the container in the **Audit Trail** window.

Clicking on the  icon will open the **Generate labels** window.

To view the full history for a container, you can click the **“More details”** button or **“Container history”** in the header, the **Container History** window will be opened.

You can change the **“Tracking state”** of the container by selecting a value from the dropdown list.



The **Set Tracking State** window will be opened.

The click on the **“Sample ID”** value opens the **Sample Details** screen in a new tab.

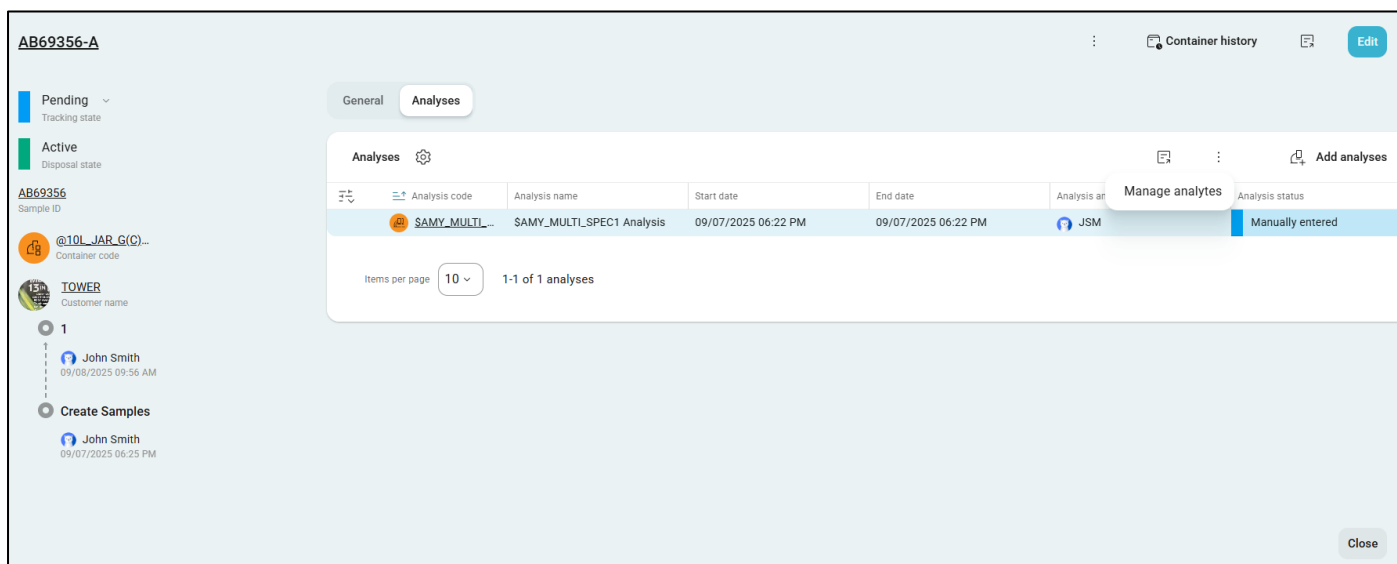
The click on the “**Customer name**” value opens the **Customer Details** dialog.

Click to the “**Container code**” value to open the Analysis Details window for the bottle analysis for that container code.

The other container data is displayed on multiple tabs:

The **General** tab contains the main information for a container.

The related analyses for the current container are displayed on the **Analyses** tab in a list with filtering options. You can navigate to a particular analysis by clicking the “**Analysis code**” field value.



You can **Manage Analytes** of the selected analysis by clicking on the **Manage Analytes** button available through contextual menu or the dot-dot-dot menu in the top right corner of the analyses list on the screen. Check **Analyte Management** section of this guide for more details on the operation.

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

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

Settings
+ Add Field

Order	Field ID *	
1.	Analysis code	
✕ 2.	Result	
✕ 3.	Analysis analyst	
✕ 4.	Analysis department	
✕ 5.	Validation date	
✕ 6.	Analysis hold time	
✕ 7.	Analysis name	
✕ 8.	Analysis number	
✕ 9.	Assigned analyst initials	

Cancel Apply

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

Container Creating



Click the  button to open the **Container Details** screen to create a container.

Create Container

Sample ID *
Start typing

Container code *
Start typing

No value
Customer name

General Analyses

Container description
Container location
Created Test
Type
Size
Preservative
Container receiving temperature
Lot number
Volume

Cancel Create

You need to select a sample in the **Sample ID** field and a container code in the **Container code** field.

If this container code has default values, you can load them, the **Confirmation dialog** will be shown.

Confirmation

Do you want to also load the type/size/preservative settings for this container code?

No Yes

You can enter or change values for a container on the **General** tab.

Analyses can be added to this container on the **Analyses** tab.

General Analyses

Analyses ⚙️

Add analyses

Analysis code	Analysis name	Start date	End date	Analysis analyst initials	Analysis status
---------------	---------------	------------	----------	---------------------------	-----------------

To add a new analysis to the container, click the **“Add analysis”** button in the top-right corner of the table.

The **Add analyses** dialog will be opened.

Add Analysis

<input type="checkbox"/>	Analysis code	Analysis name	Default Container
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SM9223-B_EST_OT_TC	Total coliforms	No value
<input type="checkbox"/>	SPEC_GRAV_SLDS	Specific gravity/density	No value
<input type="checkbox"/>	SPECIATION_2	BioMerieux Microbial Identification	No value
<input type="checkbox"/>	SUB_BARCOCK	Subcontract Tests to Babcock	No value
<input type="checkbox"/>	SUB_FRONTIER	Subcontract Tests to Frontier	No value
<input type="checkbox"/>	SUB_TESTAMERICA	Subcontract Tests to Test America	No value
<input type="checkbox"/>	SUB_WECK	Subcontract Tests to Weck	No value
<input type="checkbox"/>	SUVA_CALC	Specific Ultraviolet Absorbance	No value
<input type="checkbox"/>	T_VCH-SINGLE	Trip Blank for VCH-SINGLE Analysis	No value
<input type="checkbox"/>	TBT_SLDS_PREP	TBT solids extraction	No value

1 2 ... 623 **624** 625 ... 628 629 Items per page 6231-6240 of 6286 results

You can select analyses and click the **“Add”** button. These analyses will be added to the table.

To remove an analysis from a container, click the icon for the row.

Container Editing

Container Editing mode is enabled when you press the **“Edit”** button on the **Container Details** screen, by double-clicking any of the editable fields or with the **“Add analysis”** button on the **Analyses** tab.


The screenshot displays the 'Container Editing' interface for container EJ24764-R. The interface is divided into several sections:

- Header:** Container ID 'EJ24764-R', 'Container history' link, and 'Cancel'/'Save' buttons.
- Left Sidebar:** Shows tracking state (Pending), disposal state (Active), sample ID (EJ24764), container code (@10L_Jar_G(C)...), customer name (No value), and a 'Created Test' entry by John Smith on 09/08/2025 10:09 AM.
- Main Editing Area:** Features 'General' and 'Analyses' tabs. Below the tabs is a table of container details with input fields for editing:

Field	Value	Field	Value	Field	Value
Container description	<input type="text"/>	Type	<input type="text"/>	Lot number	<input type="text"/>
Container location	Created Test	Size	<input type="text"/>	Volume	<input type="text"/>
Movement date	09/08/2025 10:09 AM	Preservative	<input type="text"/>	Last modified date	09/08/2025 05:09 PM
Movement reason	New sample submitted to laboratory test	Container receiving temperature	<input type="text"/>		

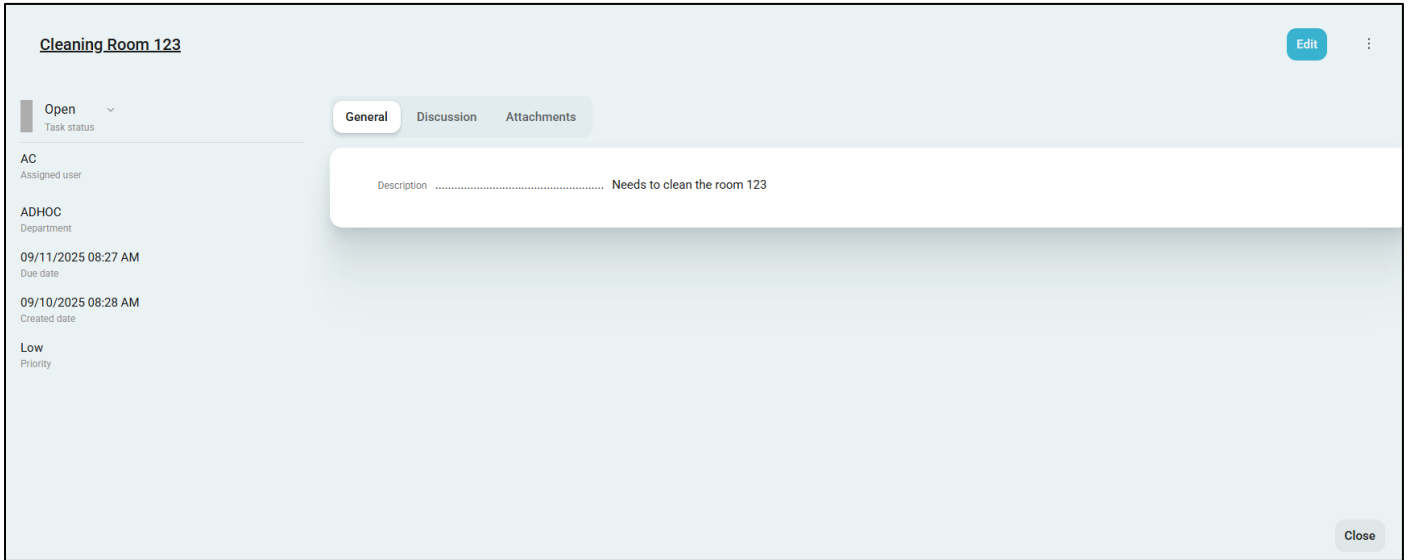
A 'Close' button is located in the bottom right corner of the interface.

In the edit mode, container fields become editable and the **“Edit”** button is replaced with **“Save”** and **“Cancel”** buttons that apply or discard the changes respectively.

Every change can be discarded separately by the **“Revert”** button  next to the updated field.

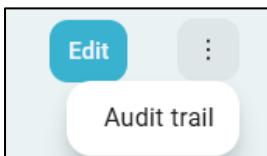
You can see how to edit container fields in the **Container Creating** section above.

Task Details



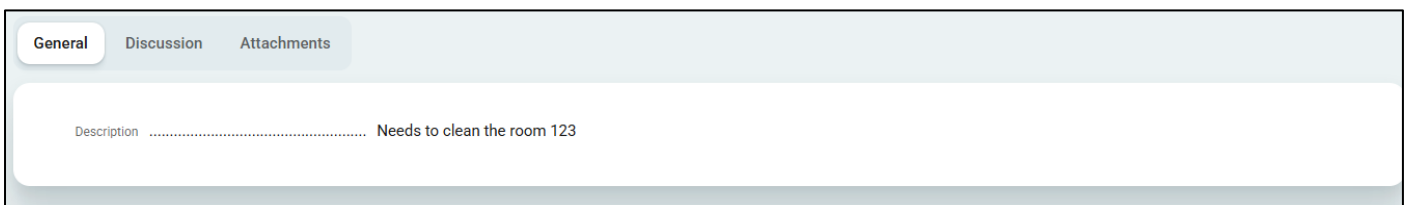
Task Details screen displays all information about the task.

The “dot-dot-dot” menu provides users with the ability to select the "**Audit Trail**" option and browse all changes made to the task on the **Audit Trail** window.



The task data is displayed on 3 tabs.

The **General** tab contains the task description.



On the **Discussion** tab you can discuss the task with other users. Find the details on this functionality in the “Discussion” section of this guide.

The task attachments are listed under the **Attachments** tab. You can manage attachments by entering the **Task Editing** mode. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

General Discussion **Attachments**

Attachments + Add attachment

File name	Description	Type	Last modified date	Last modified user initials
test.png	No value	Store in the filesystem	10/06/2025 08:38 PM	USR

Attachments from discussion

File name	Type	Last modified date	Last modified user initials
There are no items.			


To enable the edit mode for the **Task Details** dialog, click on the **“Edit”** button.

Task Editing

Task Editing mode can be enabled when pressing the **"Edit"** button on the **Task Details** screen, by double-clicking any of the editable fields or with the **"Add attachment"** button in the tabs.

The screenshot shows the 'Task Editing' interface for a task titled 'Cleaning Room 123'. At the top, there is a search bar with the text 'Cleaning Room 123', a 'Cancel' button, a 'Save' button, and a menu icon. Below this, there are three tabs: 'General', 'Discussion', and 'Attachments'. The 'General' tab is active. On the left side, there is a sidebar with the following fields: 'Open' (Task status), 'AC' (Assigned user), 'Department' (ADHOC), 'Due date' (09/11/2025 08:27 AM), '09/10/2025 08:28 AM' (Created date), and 'Priority' (Low). The main content area has a 'Description' field with the text 'Needs to clean the room 123'. At the bottom right, there is a 'Close' button.

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

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

A close-up of the 'Department' field in edit mode. The field contains the text 'DFDEP' and has a 'Revert' button (a circular arrow icon) and a dropdown arrow next to it.

The Assigned user can be selected in the user selection window opened by the pencil icon next to this field.

The screenshot shows a 'Users' selection window. It has a title 'Users' and a search icon. Below the title, there are two columns: 'User initials' and 'First and last name'. The table contains the following data:

User initials	First and last name
SECT_WQCS	xWQCS_LA Owner
SH	Sarah Huang
SHAJIEGHRARI	Shadi Haji Eghrari
SIRODRIGUEZ	Sonia Rodriguez
S.JAEGER	Stephanie Jaeger
SMBAYOOZ	Susan Bayooz
SMITHSR	Stephanie Smith
SP	Sergey Pavlov
sr	Steve Rogers
SRREYES	Stacey Reyes

At the bottom of the window, there is a pagination bar with the text '1 2 ... 43 44 45 ... 54 55', a 'Items per page' dropdown set to '10', and the text '431-440 of 543 users'. There are also 'Cancel' and 'Apply' buttons at the bottom right.

The potential users are displayed in a paginated list with sorting and filtering options. To assign a user, select him/her in the list and click the **"Apply"** button.

Tasks may have files attached to them, and they are handled on the **Attachments** window.

The screenshot shows a web interface with three tabs: "General", "Discussion", and "Attachments". The "Attachments" tab is active. Below the tabs is a section titled "Attachments" with a "+ Add attachment" button. It contains a table with the following data:

File name	Description	Type	Last modified date	Last modified user initials
test.png	No value	Store in the filesystem	10/06/2025 08:38 PM	USR

Below this table is another section titled "Attachments from discussion" with a table that is currently empty, displaying the message "There are no items."

For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

Participating in discussions does not change the view/edit mode.

Enter Results

The **Enter Results** screen provides an option to enter results for multiple analyses at once.

If it is configured for the system, to edit already validated analyses, users should have special privileges (SAMPLOCKOVERRIDE).




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


Location code	Properties	Analysis code	Analysis name	Result	Preparation date	Start date	Start time	Result unit	Qualifier	Dilution factor	Validated
QA_ŠPEST...		SQZR_CPEST_PCB_LIV	QC SURR Rec for CPES...	Pending		09/10/2025	08:00 AM			1	<input type="checkbox"/>
		\$QZA_CPEST_PCB_LIV	QC SURR Amt for CPE...	Pending		09/10/2025	08:00 AM			1	<input type="checkbox"/>
		IAATEST#	laatest#			09/10/2025	08:00 AM			1	<input type="checkbox"/>
		@AIA_GR	@AIA_GR Analysis	DONE		09/10/2025	08:00 AM			1	<input checked="" type="checkbox"/>
		@AIA_GR_BLACK	@AIA_GR_BLACK Ana...	DONE		09/10/2025	08:00 AM			1	<input checked="" type="checkbox"/>
		AIA_GR	AIA_GR Analysis	33		09/10/2025	08:00 AM			1	<input type="checkbox"/>
		AIA_GR_BLACK	AIA_GR_BLACK Analysis	44		09/10/2025	08:00 AM			1	<input type="checkbox"/>
		\$JB_MULTL3	Multi-component 3	Pending		09/10/2025	08:00 AM				<input type="checkbox"/>
AB68818	00000_TEST					07/30/2025	03:20 PM				<input type="checkbox"/>
						07/30/2025	03:20 PM				<input checked="" type="checkbox"/>
						07/30/2025	03:22 PM			1	<input type="checkbox"/>
										1	<input type="checkbox"/>
											<input checked="" type="checkbox"/>








You can resize the grid columns if necessary.


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





Control Element	Description
	Allows configuring the list of displayed analyses on the page.
	Whether to display samples vertically or horizontally.
<input type="checkbox"/> Nothing <input checked="" type="checkbox"/> Replicates <input checked="" type="checkbox"/> Calc inputs/outputs	<p>Allows enabling the indicator showing that analyses have replicates.</p> <p>Allows enabling the indicator showing that analyses have calculation inputs or outputs.</p>
<input checked="" type="checkbox"/> Show comments	Determines whether to display the comment indicator next to the analysis results.
Template: WQCS_SUBOUT	The set of displayed sample fields, analysis fields and the order of elements is determined by the currently applied template. Templates can be created and configured in desktop application. Templates from the desktop are displayed in the dropdown on eLIMS if they have the following setting "ON": <i>Template visibility – Template applies to – Results Entry.</i>

	Allows to find samples on the page.
	Download report results.
	Open the Container Management screen for samples in a new tab.

Click the  icon near the page title to open the Settings dialog where analyses can be added.

Settings	
These analyses will be displayed in addition to ones defined in the selected results entry template.	
 Add analysis	
Order	Analysis code
1.	 \$A_VCH-MULTI
2.	 \$AIAMUL
3.	 \$ALGAE_BLOOM
4.	 \$B_VCH-MULTI
5.	 \$CALCULATED-BUILT-IN
6.	 \$CALCULATED-EXCEL

Newly added analyses can be added to the samples. Previously added analyses (that have the  icon near them) can be removed from the list one by one and consequently from the Enter Results page, when the changes are applied. You can also reset analysis list to default.

If the “Calculation inputs/outputs” highlighting is turned on, all output analyses will be displayed with the  icon, and all input analyses will be displayed with the  icon. When clicking a cell containing a calculation (it does not matter whether an input or an output is focused), all inputs and outputs included in this calculation should be highlighted. The inputs and outputs of the focused calculations are highlighted with the colored   icons. However, the unfocused outputs are still displayed with the gray icons on the screen.

If you change a result of a calculation input, the output result will be immediately recalculated unless the output analysis status is “Manually entered”.

You can view the details about the calculation through the context menu opened by right-clicking a calculation output in the spreadsheet.

Calculation Details

$\$OC14DIOX = X1+RX2$

Engine Built in engine Calculation Defined-enabled

Non-numeric key result option ... Do not calculate result Automatic recalculation Yes

Calculate MDL from key analysis No

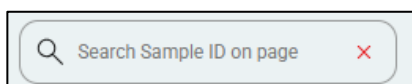
Input parameters

Variable	Analysis	Result field	Current value
X1	\$OC14DIOX	Primary result	1
RX2	\$OC14DIOX	Raw result	2

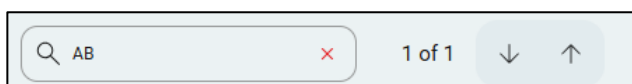
Close

You can navigate to a particular sample, analysis or its replicates using the same context menu.

To quickly find a Sample ID on the Enter Results page, click the icon and the search textbox will be displayed. Please note that depending on your screen width, this textbox may or may not hide the Template dropdown. If this dropdown gets hidden, it will reappear after the search textbox is closed.



You can enter the entire Sample ID or just a part of it. Once the Enter key is pressed, the text box will show the number of search results and the navigation arrows.



If there are multiple results, you can navigate between them with the arrow buttons. As you navigate, the “Result” cell of the first analysis of the next/previous sample will be highlighted.

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.


The **Result history** can be viewed by clicking on the corresponding icon in the top-right corner of the table. It will be displayed as a tab 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 sidebar also contains **Control chart** and **Statistics** tabs. **Control chart** tab is only available if you have a LABWORKS Enterprise LIMS SQC license. **Statistics** tab contains only the samples displayed in the table at the moment.

For calculated analyses, sidebar also contains **Calculations** tab. It contains information about both built in and excel calculations if they are configured for the analysis.

>

AF62911
Sample ID

 **STTF**
Analysis code

Analyte name

Time to Filter 100 ml

Result history Control chart →

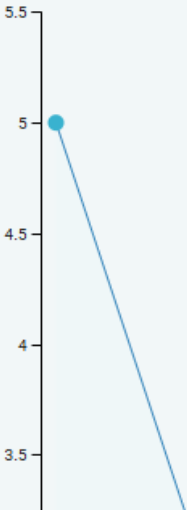
QA_LOCATION
Sample Point

Sample ID Collected date

Showing last 3 samples logged with this analysis, analytes, and location code. [Show more](#)


Show non-numeric

🔍 🔍 📏 📄



>

AF62911
Sample ID

 **STTF**
Analysis code

Analyte name

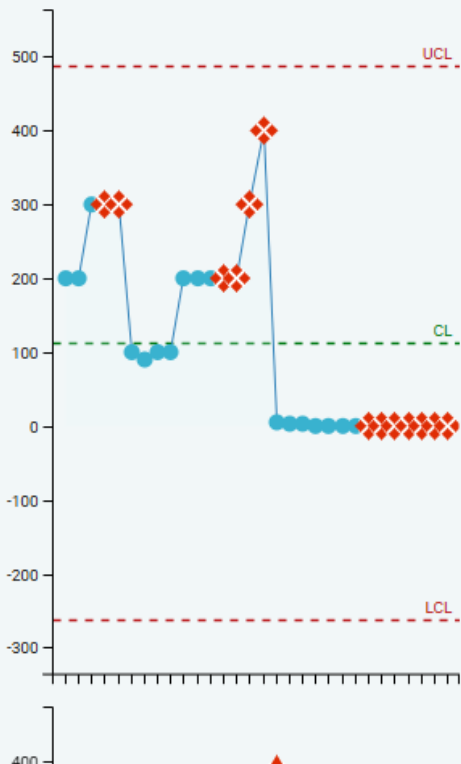
Time to Filter 100 ml

Result history Control chart →


Analyte name


Time to Filter 100 ml

🔍 🔍 📏 📄



>


AF62900 Sample ID  TURB Analysis code

 Control chart **Statistics**

Showing statistics for all samples in the sheet with analysis TURB.


Maximum	2
Minimum	1
Mean	1.67
Count	3
Standard deviation	0.58


>

AB68444 Sample ID  \$VCH-TARGET Analysis PPG code

Analyte name

comp 1

 **Statistics** Calculations


 \$VCH-TARGET = X1 + 5

Engine Built in engine

Automatic recalculati... . Yes

Input parameters

Analyte name X1

Analysis code  \$VCH-TRIGGE...

comp 2 55

comp 3 55

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.

- Copy
- Paste
- Copy results from sample AB64075
- Open ▶
- Comments ▶
- Analyses operations ▶
- Assign ▶
- Sheet operations ▶

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. Using the **"Fill single comp results"** dialog window, you can update single-component analyses results in bulk. 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.

Fill Analysis Results

Fill pending analyses

Fill all analyses

Fill with a value

Start typing

Cancel
Fill

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 analytes either manually or through **"Fill results for analysis <Analysis code>"** dialog and click the **"Apply"** button to close the window.

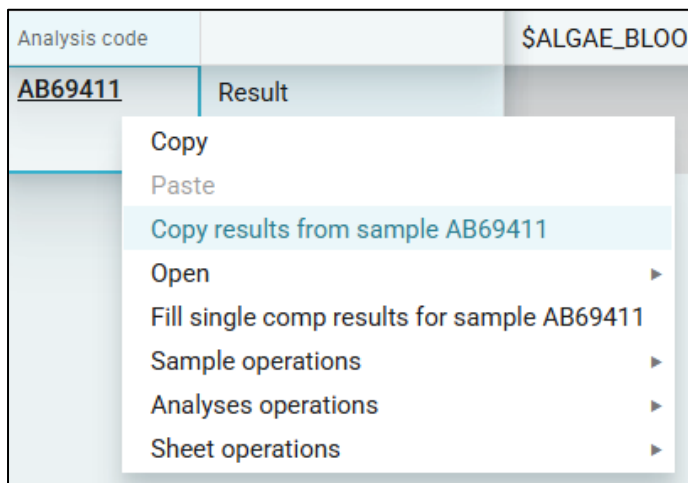
\$EPA200-7_WW - Determination of metals, trace elements
Highlight Nothing ▾
Location code: 03-0270 Sample ID: AB69411

Analytes	Result	MDL	Secondary result	Analyst initials	Result start date	Start time	Result end date	End time
Aluminum				JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Antimony				JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Arsenic				JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Barium				JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Beryllium				JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Boron				JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Cadmium		0.26		JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Chromium		0.54		JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Cobalt		0.24		JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Copper		2.16		JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Iron		15.6		JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM
Lead		1.68		JST	09/10/2025	03:32 PM	09/10/2025	03:32 PM

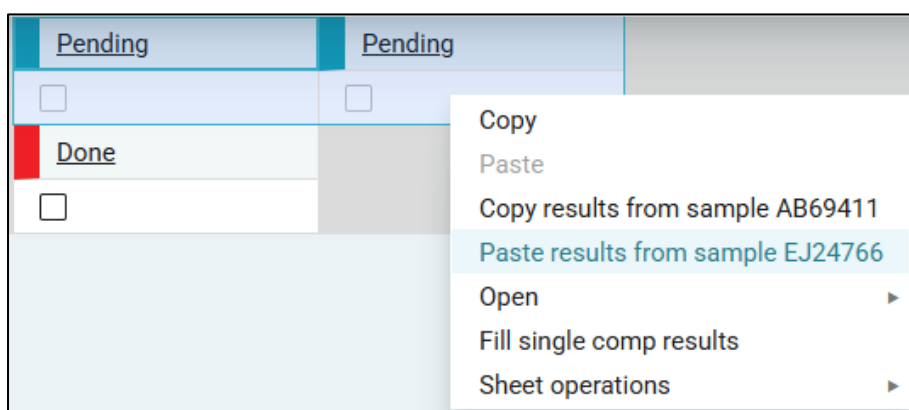
Cancel
Apply

It is also possible to see the **Location code** and the **Sample ID** associated with the multi-component analysis in the top right corner of the dialog. It is clickable if the user has the required permissions.

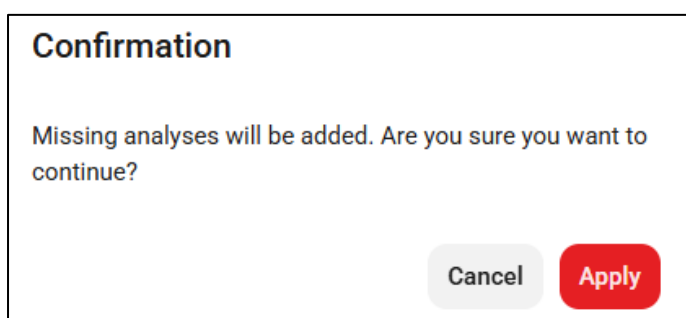
You can copy all results for all analyses from sample at once and paste them to other samples. It can be done by clicking **"Copy results from sample..."** option in the context menu. This option is available when context menu is opened by right-clicking any cell or range of cells belonging to one sample.



After results are copied, you can right-click a cell or range of cells for one or several other samples. “Paste results from sample...” option will be displayed in the context menu:



When “**Paste results from sample...**” operation is applied, copied results will be pasted to analyses of the target samples. If any target analyses already have entered results, they can be overwritten. If you copied results for some analyses that don’t exist in the target sample, “Paste results from sample...” operation can add such analyses to the sample. Overwriting results and adding analyses will require confirmation:



“Copy results from sample...” and “Paste results from sample...” operations may not be available if you do not have required permissions. This can be configured by Admin.

Reorder and **cancel analysis** operations can be done by selecting the corresponding option under the context menu opened by right-clicking on a particular cell.

Analyses operations	▶	Validate
Assign	▶	Reorder
Sheet operations	▶	Cancel

You can apply the **validate / invalidate** individual operation by two ways:

- Clicking the checkbox in the "Validated" field.
- Selecting the operation from contextual menu

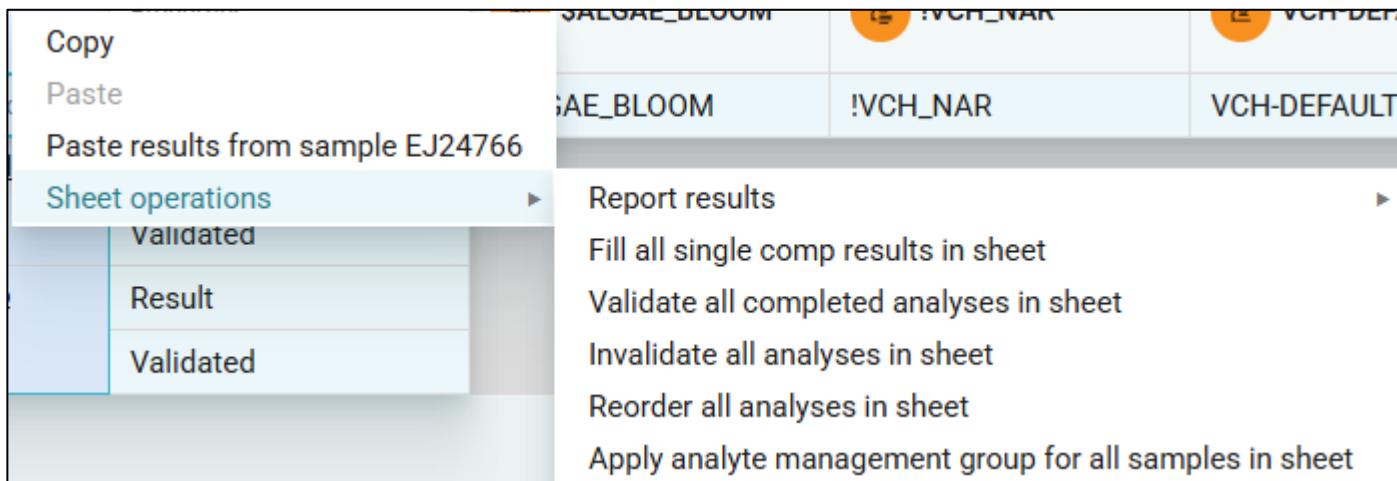
You can validate, invalidate, reorder analyses in bulk for an entire sample or analysis code. It can be done by selecting the corresponding option under the context menu opened by right-clicking on a particular row, column, or a cell.

EJ24766	Result	123
		<input type="checkbox"/>
<ul style="list-style-type: none"> Copy Paste Copy results from sample EJ24766 Paste results from sample EJ24766 Open ▶ Fill single comp results for sample EJ24766 Sample operations ▶ Analyses operations ▶ Sheet operations ▶ 		<ul style="list-style-type: none"> Validate all completed analyses for sample EJ24766 Invalidate all analyses for sample EJ24766 Reorder all analyses for sample EJ24766

You can **manage analytes** of an analysis by selecting the corresponding option under the context menu opened by right-clicking on a particular cell. Analyte Management operation is available for single and multi-component analyses only. Check **Analyte Management** section of this guide for more details.

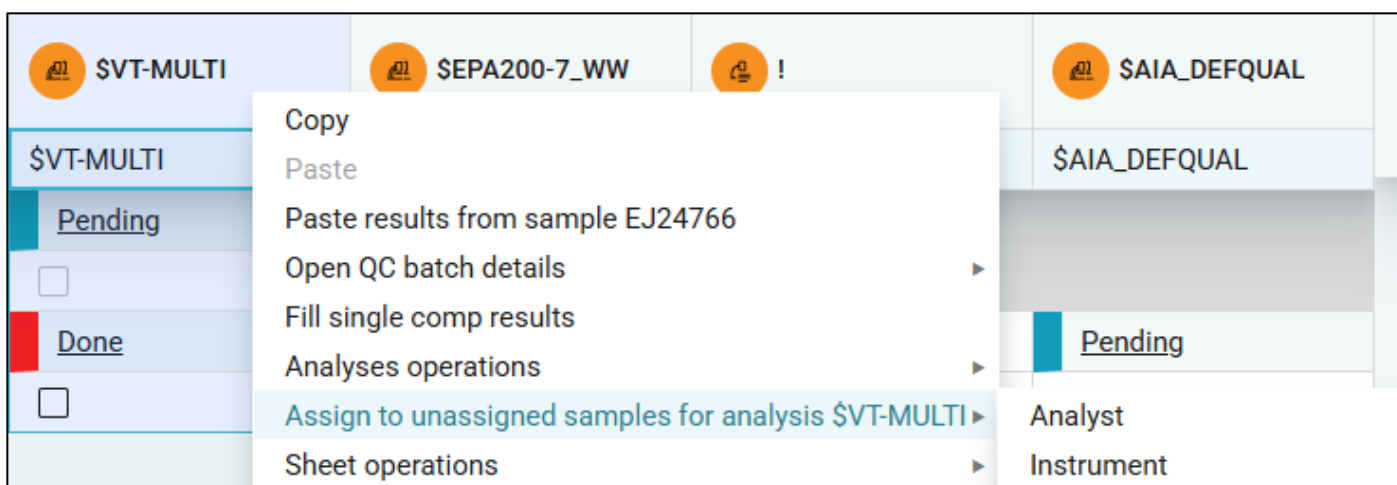
Analyses operations	▶	Validate
Assign	▶	Reorder
Sheet operations	▶	Cancel
		Manage analytes

You can apply the operations to the entire sheet by right-clicking any cell.



You can **apply analyte management group** for all samples in the sheet by selecting the corresponding option under the context menu opened by right-clicking on a any cell. Check **Analyte Management Groups** section of this guide for more details on the application of **AM Group** to samples.

You can **assign an analyst or an instrument** to a particular analysis or to all unassigned samples for a particular analysis code.



All changes made on the Enter Results 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.

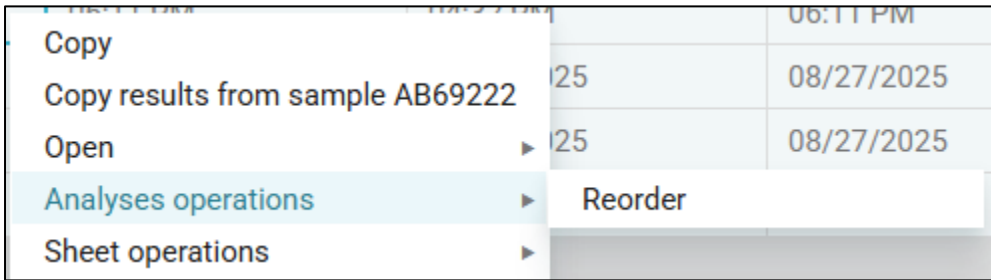
Note that, like with the inline result entry, every change made to the analysis while it is in the **“Validated”** state, sets it to **“Not Valid”** state, although this is not indicated on **Enter Results** screen.

Progress Report

Progress Report allows you to view the results of multiple analyses at once. It looks similar to the Enter Results page, but it is not possible to make any changes on this screen.

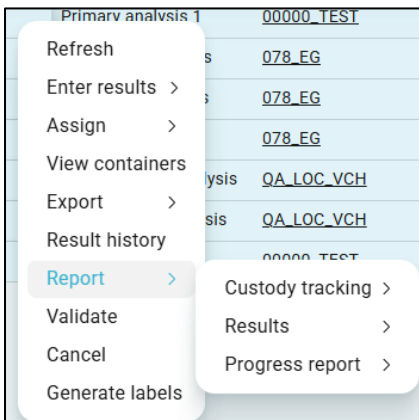
The screenshot shows the Progress Report interface with a spreadsheet. At the top, there are controls for Highlight (Nothing), Template (STANDARD), and Show comments. The spreadsheet has columns for analysis types: VCH-SINGLE, VT-SINGLE, IJR_NARRATIVE, YL-SINGLE, SYI-PAM, SVCH-MULTI, SQZXA_TBT_WW, QCCV_EPA200-8..., and IVCH_NAR. The first row shows analysis code, name, department, method reference, and result unit. The second row shows the result for analysis AB69222, with 'ABSENT' for VCH-SINGLE and '11' for VT-SINGLE. Other rows include validated status, instrument code, QC batch ID, preparation batch ID, laboratory, end time, end date, due date, analyst initials, PQL, report limit, raw result, validation user initials, validation date, result unit, and MDL.

It shows the same controls on the top of the screen as the **Enter Results** page, but you have limited options on the spreadsheet itself:



Progress Report page also has a sidebar similar to the one on **Enter Results** page with the same set of tabs: Result History, Control chart, Statistics. Control chart tab is only available if you have a LABWORKS Enterprise LIMS SQC license. There is also Calculations tab for calculated analyses.

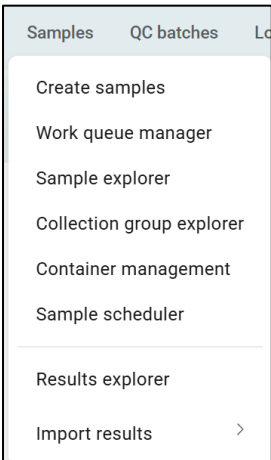
You can navigate to this screen from every **Explorer page**, **Work Queue Manager**, **QC Batch details**, **Sample Scheduler** and **Sample Details** pages, by selecting the option in either the context menu or in the three dots icon.



Results Explorer

The **Results Explorer** page is intended to overview results of specific samples and analyses in them, according to the selected filters.

In the default state of the global navigation menu, the page can be opened from the **Samples** group.




The screen looks very similar to the **Progress Report** page, but allows you to configure the displayed samples and analyses using filters and view the trend for selected data in the **Trend analysis** panel.

The screen is always in a read-only mode and almost all nested dialogs are available only for reading. However, you can open the details dialogs for editing, if your role allows it. Also, you can call operations that can change the object.

The screenshot shows the 'Results Explorer' interface with a table of analysis results. The table has columns for 'Analysis code', 'Properties', and several analysis types: 'I', 'IAMY-NAR-NO-DEF', 'SA_VCH-MULTI', 'TRAINING', and 'VT-SINGLE'. The 'VT-SINGLE' column contains numerical values representing results. A vertical bar on the right side of the table indicates a trend for the selected data.

Analysis code	Properties	I	IAMY-NAR-NO-DEF	SA_VCH-MULTI	TRAINING	VT-SINGLE
AB65011	Result	fail	Done			9
AB65010	Result	fail	Done			7
AB65009	Result	fail	Done			7
AB65008	Result	fail	Done			10
AB65007	Result	fail	Done			7
AB65006	Result	pass	Done			10
AB65005	Result	pass	Done			10
AB65004	Result	pass	Done			7
AB65003	Result	pass	Done			20
AB65002	Result	pass	Done			20
AB65001	Result	pass	Done			6
AB65000	Result	pass	Done			9
AB64999	Result	pass	Done			10
AB64998	Result	pass	Done			10
AB64997	Result	pass	Done			8
AB64996	Result	pass	Done			10
AB64995	Result	pass	Done			9
AB64994	Result	pass	Done			10
AB64993	Result	pass	Done			10
AB64992	Result	pass	Done			10

The **Results Explorer** page can not be configured via a template as it is for the **Enter Results** or **Progress Report** pages. You can configure samples, analyses, and results properties on the **Settings**

dialog. This dialog opens by clicking the  .

Settings

Samples
Analyses header
Analyses properties
General

+ Add field

Order	Field ID *
1.	Sample ID

Cancel Apply





The following properties are always shown:



- Sample ID as the first field in a row
- Analysis code with the icon as the column name
- Result field as the first Property

You can use the **Views** feature to quickly see the needed data or save it to use in the future.

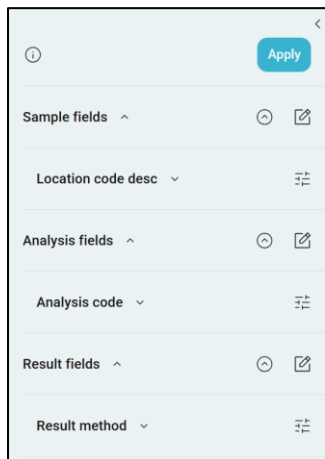
You can apply contextual filtering and sorting to find the necessary information.


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

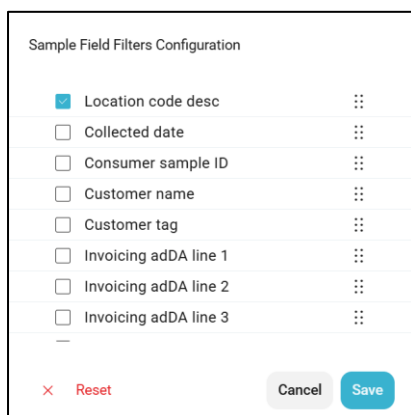
Control Element	Description
Highlight: <input type="checkbox"/> Nothing <input checked="" type="checkbox"/> Replicates <input checked="" type="checkbox"/> Calc inputs/outputs	Allows disabling indicators Allows enabling the indicator showing that analyses have replicates Allows enabling the indicator showing that analyses have calculation inputs or outputs.
<input type="checkbox"/> Show comments	Determines whether to display the comment indicator. If analysis has a comment, the top right corner of the result cell will be marked with a green triangle. If the sample has a comment, the top right corner of the Sample ID cell will be marked with a green triangle.
<input type="checkbox"/> Condensed view	Allows hiding all additional properties. Only mandatory fields from the list above will be shown.
	Allows to find samples on the page.
	Exporting the data to Excel is available. You can export all data from the page or just export selected data.
 	Download report results.

	Open the Container Management screen for samples in a new tab.
	Refresh the data on the page.

Global filters panel contains samples, analyses, and result fields.



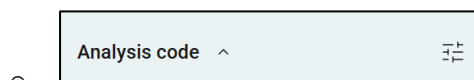
You can customize the filter panel by click on the  button. The corresponded **Filters Configuration** dialog opens.




You can select necessary properties here, change the order of properties or reset the set of selected properties to the default state.

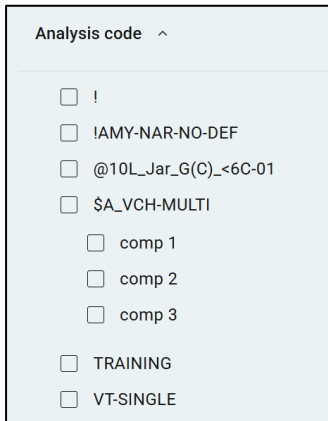
Global filters can be:

- Non-dynamic

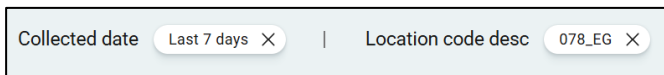



- They are similar to global filters on other Explorer pages.
- They can be opened by clicking on the  button.
- They apply after clicking the **Apply** button in the corresponding dialog.

- Dynamic

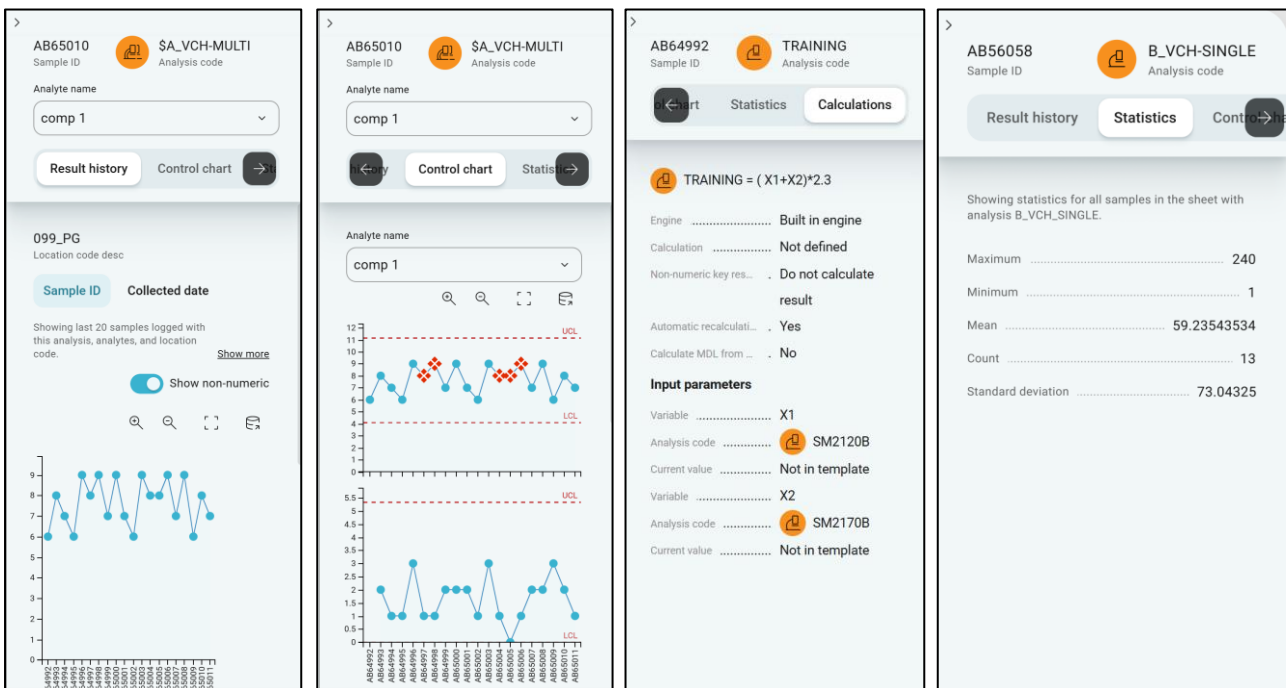


-
- These are displayed in a tree view with checkboxes, allowing you to select specific values for properties.
- The tree contains only different values of the properties of those objects that are currently displayed on the screen.
- They apply all at once when you click the **Apply** button on the global filters panel. Once you apply, filters will be indicated above the table with chips.



The **Sidebar** with an additional information can be expanded and collapsed by clicking the  button and focusing sample ID or analysis code cell. In general, the sidebar has four tabs:

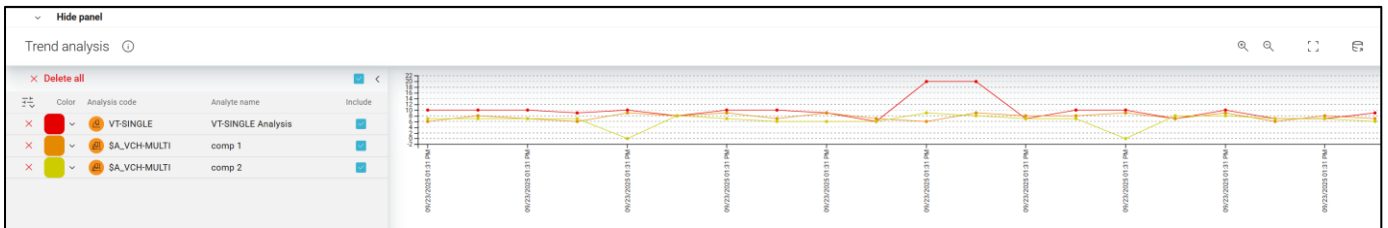
- Result History;
- Control chart is only available if you have a LABWORKS Enterprise LIMS SQC license;
- Statistics;
- Calculations if only displayed when analysis has calculations;



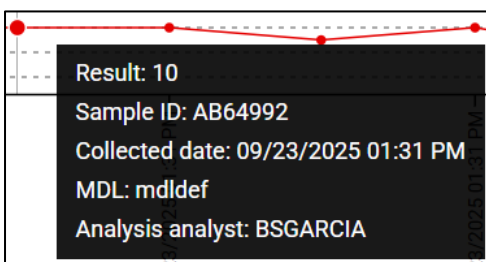
Depending on the cell you open the contextual menu from, you can apply the following operations:

- Copy
- Open
 - Sample details
 - Analysis details
 - Container details
 - QC batch details
 - Result history
- Comments
- Edit/Review
- Enter results
- Sample operations
 - Validate
- Analysis operations
 - Reorder
- Calculation details
- Report results
- Export

You can open the bottom panel to view the **Trend analysis**.



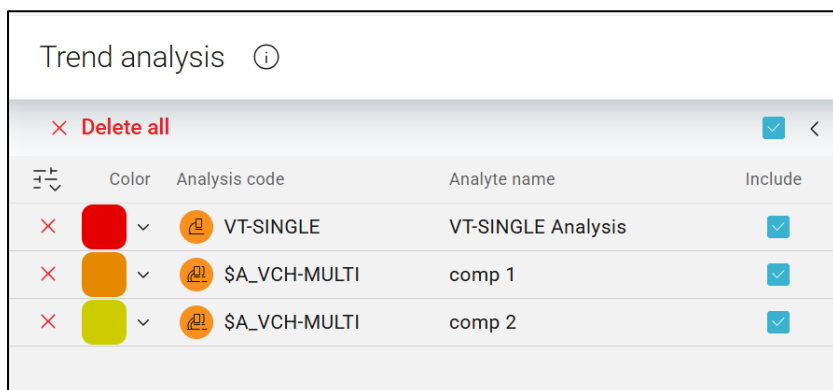
The **Trend analysis** is needed for the monitoring of result changes during the certain period of time for the different analyses, with the ability to compare those analyses. The **Add to Trend analysis operation** is used to add the chosen results of desired analyses and samples to the graph to see their trends over a period. The operation is available from contextual menu by click on the result cell. Only the results of single analyses and individual analytes of multi-component analyses can be added to trend analysis. On the X-axis, the collected date values of parent samples for this analysis code, included in the dataset. On the Y-axis, values for Result. On the hover point, the tooltip with the information about selected result, sample ID, collected date, MDL and analyst is displayed.









On click a point, the Sample Details page is opened.

There is a legend for the graph, on which you can include or exclude analysis codes for showing on the graph by clicking the **Include** checkbox for a separate item or clicking the **Include** master checkbox.

Analyses can be removed by clicking the **Delete all** button. On a legend, you also can change the color for lines on a graph.



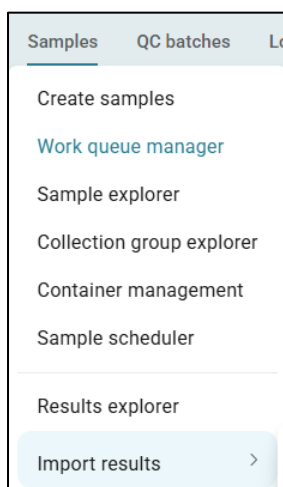
You can find the following operations in the **Trend analysis** panel:

-  - Zoom in. You can zoom in graph by click on the button or by scrolling the mouse wheel up. You can move chart horizontally when the zoom mode is on.
-  - Zoom out. You can zoom out graph by click on the button or by scrolling the mouse wheel down;
-  - Zoom reset. The button is displayed only when zoom mode is on. You can reset zoom by click on this button;
-  - Full screen mode. You can open the Full screen mode by click on the button;
-  - Normal view. To exit from the Full screen mode you can click on the butoon;
-  - Export to Excel - You can export an excel file with the Trend analysis data in the table representation;

Import Results

Import results is used to import results to analyses from external files.

You can import results from the Main Menu option. The process includes some steps until the results are imported and the **Import Summary** screen is displayed.



You need to choose an import instrument from the list to start the import operation. The import instruments are defined in the desktop **NGIIAdapterApplication** application, and are also known as NGII adapters. The selected adapter definition will influence how the import results process is done, namely in:

- Whether users are able to preview data before importing.
- Whether users are able to edit imported data.
- Whether users are able to import new analyses or analytes.
- Whether analytes are automatically selected from the import file: when enabled, the system can narrow the visible analyte set in the system to only those present in the import file for each sample/analysis.
- Whether analyte selection is appended between runs: when enabled, the system can make hidden analytes visible if they appear in the file but are hidden in the system.
- If result conditioning rules are applied.
- If adjusting by dilution factor are applied.
- If automatic conflict resolution option is on.
- If calculations should be made.
- If rounding should be made.
- etc.

NGII adapters can be configured so that you have the following import types:

- **Automatic import:** Uploaded files are imported immediately without the preview. Conflicted and invalid data is skipped.
- **Automatic import with conflict resolution:** Uploaded files are imported immediately without the preview. Conflicted data is resolved turning conflicts and overwrites into replicates. Invalid data is skipped.

- **Import with read-only preview:** Users can check the imported data before importing in read-only mode. They just can resolve conflicts by selecting a particular item or excluding conflicted or invalid data at all. The import cannot be completed unless all conflicts are resolved. Invalid items will be skipped.
- **Import with read-only preview and automatic conflict resolution:** Users can check the imported data before importing in read-only mode. Conflicts will be automatically resolved by turning conflicted items into replicates. Invalid items will be skipped.
- **Import with data correction ability:** Users can check the imported data before importing in edit mode. Users have to resolve all conflicts and correct invalid items to continue importing.
- **Import with data correction ability and automatic import resolution:** Users can check the imported data before importing in edit mode. Conflicts will be automatically resolved by turning conflicted items into replicates. Users have to correct all invalid items to continue importing.

See details about how to manage and configure available NGII adapters in the “Labworks LIMS NGII Interface” guide from the desktop documentation package.

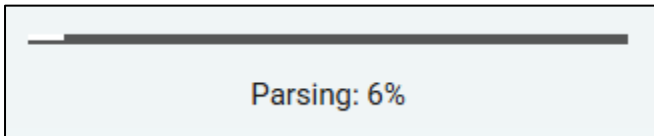
Input file details

You can select one or multiple input files at once. They must be regular text files, with a header, a comma or semi-colon as the separator, and one record per row – a regular ‘.csv’ file will work, and the file extension is not relevant. For more information, please check the header format in the “Labworks LIMS NGII Interface” guide from the desktop documentation package (“Field List for NGII Parsing” section).

After the selection, the file(s) will be processed, and some validations are made:

- Mandatory identifiers.
 - Single-component analyses will be skipped if SIDN and ACODE fields are missed in the input file.
 - Multi-component analyses will be skipped if SIDN, ACODE, ANLNAME are missed in the input file.
- Conflicts and overwrites
 - Conflicted items will be skipped during automatic import. Import with preview will require conflicts resolution (manual or automatic).
- Object validation
 - Such kind of validation filters out invalid items and users are not able to correct them. These items are displayed with the disabled “Import” checkbox and gray background. Below is a list of reasons that causes such kind of validation:
 - Sample does not exist.
 - Analysis does not exist in the system.
 - Analysis does not exist for the sample (given that Add test option is false).
 - Ambiguous analyte name.
 - Non-specified analyte for a multi-component analysis
 - Ambiguous analyte name
 - Analyte does not exist (given that Add test option is false)
 - Locked sample
 - Container is specified for the bottle analysis.
 - Duplication of container ID data.
 - Invalid container data.
 - Invalid container code value.
 - Busy container code.
 - The container cannot be created due to ownership rules.
 - Role permissions do not allow editing/adding new analyses/replicates.
 - No role permission to add containers.
 - Non-existing container for the sample
 - Ownership rules do not allow editing samples/analyses or adding new analyses.
 - Ownership rules do not allow creating a container.
 - Personnel Training rules do not allow editing analyses.
 - Group analyses cannot be imported.

- Analysis dependency restrictions
- Calculation is ON, and imported analyses are targets that cannot be manually entered or imported.
- Replicate restrictions (Specified for bottle or narrative analyses. The main result can be selected from the static picklist only).
- Result validation
 - This kind of errors can be fixed by user directly in the Import Preview window. In automatic mode, such items are just skipped.



After the dataset is parsed successfully, the selected NGII adapter setting will determine if the **Import Preview** window is shown or if the import process should start immediately (and the **Import Summary** screen is shown instead).

Additional details about the Input file:

- It is possible to have *AUTO* value set for the **Replicates** column (REPNO). This means that the Replicate number should be generated automatically and displayed in the **Import Preview** window.
- It is possible to have *CALCFROMREP* value set for the **Result** column (RLT), only if REPNO = 0. This means that the Result value will be automatically calculated during the Import process, based on the defined replicate policy.
- The input file(s) may contain **Analyte abbreviation** (ANLABBR) instead of **Analyte name** (ANLNAME).
 - If both are set, ANLNAME takes precedence.
 - ANLABBR is used for multi-component analyses only.

Excel input file specifics:

- If any sheet starts with the prefix UPLOAD, NGII will parse only this sheet and ignore others.
- If there is only one sheet, it will get parsed regardless of whether it starts with UPLOAD or not.
- If there are multiple sheets and none start with UPLOAD, NGII will parse the first sheet it finds given an alphabetical ordering.

Import Preview

Import preview window is only shown if the selected NGII adapter is set to do it. If it isn't, the import process is automatic, and the **Import Summary** screen is shown instead. The data parsed from the input files is shown as a table in the **Import Preview** window. In this table, you can see and change the result values, see the replicates with conflicts, solve conflicts, and select which results to import.

Analysis code	Analyte name	Replicates c...	State	Import	Replicat...	Result	Qualifier	Secondary re...	Result unit	Raw result	PQL	MDL	Labor...
AB62129	SAIA_MULTY...	2	No conflict	<input checked="" type="checkbox"/>	5	5	10	secres3	unit3	rawres3	pql3	mdl3	lab3
AB62129	SAIA_MULTY...	1	Resolved	<input checked="" type="checkbox"/>	3	1	10	secres1	unit1	rawres1	pql1	mdl1	lab1
			Overwrite	<input checked="" type="checkbox"/>	4								
			Conflict	<input checked="" type="checkbox"/>	5								

A row is shown for each record in the dataset. Data is grouped by analytes. The **Replicate number** column is displayed when replicates are available (either present in the Input files, or if the NGII configuration parameter *Turn into replicate* is on, or if the user enables the latter checkbox in the **Conflict Management** window). When the **Replicate number** column is not available, each row will be unique, so grouping is not needed.

By default, all the rows are selected (unless it is invalid – in this case it is unselected and its values are in read-only mode). You can choose whether to import a specific row or skip it. The same behavior stands for the optional columns. One of the mandatory columns is **State**, which can have one of the following values regarding its record:

- **No conflict**
 - when Conflict/Overwrite are not detected.
- **Conflict**
 - when different values found in files for the same replicate/analyte. The results are not displayed.
- **Overwrite**
 - if a previous value already exists in the database for the imported replicate/analyte. The results are not displayed.
- **Resolved**
 - After Conflict/Overwrite resolution through the **Conflict management** window, or
 - If “Turn into replicate” NGII option is ON and the conflict was automatically resolved with creating new replicates.

New

- If replicates were added through the **Replicates Management** window or the **Conflict management** window by the “Turn into replicate” checkbox.

State value can be clickable. If the State is “Conflict” or “Overwrite”, you can click on it and this will open a new window: **Conflict management** or **Overwrite management** respectively. These windows can also be opened if the State is “Resolved”.

The results are only displayed if the row does not have any conflicts or overwrites. Otherwise, it is empty.

Analysis code	Analyte name	Replicates c...	State	Import	Replicat...	Result	Qualifier	Secondary re...	Result unit	Raw result	PQL	MDL	Labor
AB62129	SAIA_MULTY...	2	No conflict	<input checked="" type="checkbox"/>	5	5	10	secres3	unit3	rawres3	pql3	mdl3	lab3
AB62129	SAIA_MULTY...	1	Resolved	<input checked="" type="checkbox"/>	3	1	10	secres1	unit1	rawres1	pql1	mdl1	lab1
			Overwrite	<input checked="" type="checkbox"/>	4								
			Conflict	<input checked="" type="checkbox"/>	5								

In the **Import Preview** window, you can also:

Overwrite all

- - This will overwrite the conflicted stored values with the new ones being imported. This will also change the State fields value from **Overwrite** to **Resolved**.

View all conflicts

- - This will open the **Conflict management** window, displaying all the rows in Conflict state.

Revert

- - This will revert your changes on the screen.
- Open **details** window for the following entities: Sample, Analysis, Container, Replicates, by clicking on the respective links.
- Manually **correct the Sample or Analysis** identifiers (if they are invalid), and select a valid one. This will open the “Select Sample” (or “Select Analysis”) window, in which you can select a valid identifier.

Select Sample ID

Sample ID

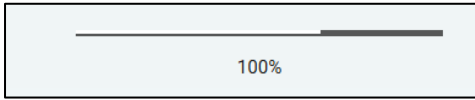
Start typing

AA09678

AA09680

When importing, all input fields can be separated on analysis-level fields and analyte-level fields. Conflicts can only be caused by differences in analyte-level fields. If some replicates specify different analysis-level fields, they just overwrite each other. The last replicate will write the final value into the database. Please check the “Field List for NGII Parsing” section in the “Labworks LIMS NGII Interface” guide from the desktop documentation package to identify analysis and analyte fields.


When you click on the **Import** button, the import process will start.



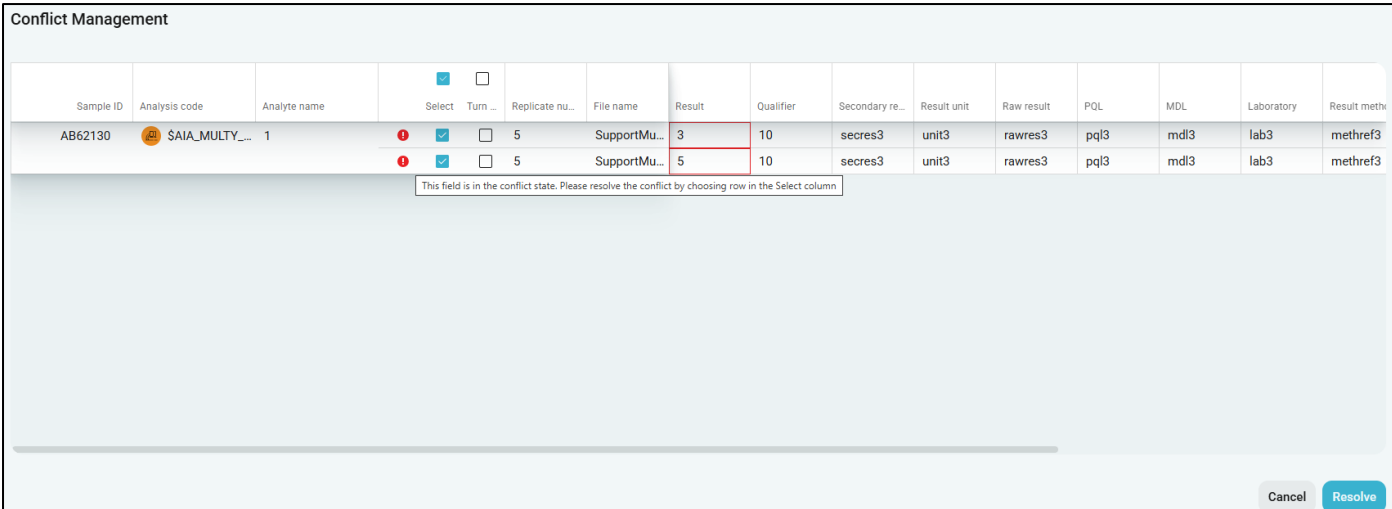
The system will call the executable file specified in the configuration (its parameters are stored in the .ini file). The results will be saved to the database.

Conflict / Overwrite management

Conflict/Overwrite management window is used while results importing process for the conflicts and overwrites resolution. The window can be opened from the **Import Preview** window.

In both windows you can resolve the issues(s)  of the specific record. Below are some ways how to resolve conflicts manually:

- Exclude conflicted item by unchecking the **Import** checkbox.
- Leave only one checkbox turned on in the **Select** column.
- Check the **Turn into replicate** checkbox.



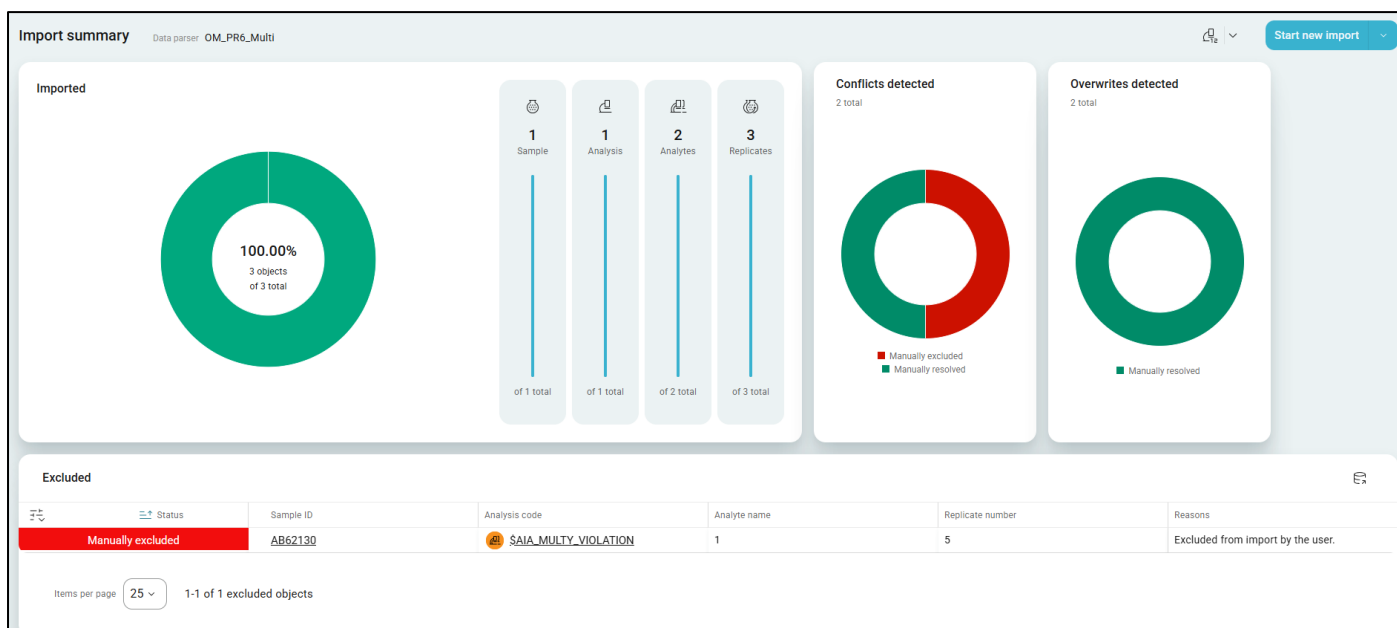
Sample ID	Analysis code	Analyte name	Select	Turn into replicate	Replicate number	File name	Result	Qualifier	Secondary result	Result unit	Raw result	PQL	MDL	Laboratory	Result method
AB62130	SAIA_MULTY...	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	SupportMu...	3	10	secres3	unit3	rawres3	pql3	mdl3	lab3	methref3
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	SupportMu...	5	10	secres3	unit3	rawres3	pql3	mdl3	lab3	methref3

Select and **Turn into replicate** columns can be checked together for the same row. It means that the result will be imported and a new replicate will be created as well.





After clicking on the **Resolve** button, the duplicated items will appear in the **Import Preview** window with the “New” status and the next free replicate number value.

Import Summary

The **Import Summary** screen is shown after the dataset has been imported. At this point, the successfully imported results have been saved in the system.



This screen displays the following summarized information:

- Header:
 - The Data parser used for importing.
 -  - Button to open the **Enter results** page (if the user has permissions to do it).
 -  - Button to **Start new import** (and dropdown to select the import instrument).
- Imported section:
 - Total Imported: donut chart with the percentage of successfully imported objects.
 - Total number of imported Samples and Analyses.
 - If any, total number of imported Analytes and Replicates.
- Conflicts: donut chart that contain information about how the conflicts were handled.
- Overwrites: donut chart that contain information about how the overwrites were handled.
- Excluded section:
 - A table containing information about objects that were excluded from the import process, and the reasons.
 - You are also able to export the excluded table to a CSV format by clicking to the export icon . All the rows from the table are exported.
 - Statuses:
 -  - All items that did not pass validation rules (and were not excluded manually).

- Manually excluded - If the row was excluded by the user (unchecking the Import checkbox in the Import preview window).

About **Conflicts** and **Overwrite states**, below is a description for each possible state:


- Automatically resolved
 - If "Turn re-runs and conflicting data into replicates" option is On for the NGII adapter, new replicates can be created, and therefore the conflict is resolved automatically.
- Automatically excluded
 - All items that did not pass validation rules (and were not excluded manually).
- Manually resolved
 - If you click "Resolve" in the **Conflict management** or **Overwrite management** window.
- Manually excluded
 - If you manually uncheck the "Import" checkbox on the **Import Preview** window, or
 - If a conflict was resolved, but after "Import" checkbox was unchecked.



Edit / Review Samples


Edit / Review Samples 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.

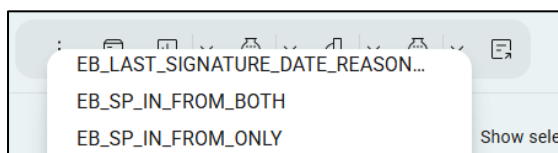
Sample ID	Location code	Report recipients	Analyses	Collection date	Collection time	OM Sample collector	COMP_DURATION	Submit date	Submit time	Comments
AB69411	03-0270		2 PP Analyses	09/10/2025	12:00 AM			09/10/2025	03:30 PM	Comments
AB69412	03-0270		4 PP Analyses	09/10/2025	12:00 AM			09/10/2025	05:24 PM	Comments
AB69413	03-0270		4 PP Analyses	09/10/2025	12:00 AM			09/10/2025	05:24 PM	Comments

You can navigate to this screen from the **Explorer** or **Work Queue Manager** screens by selecting one or more samples and clicking the  button or by using the context menu.

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

- Log Batch Explorer
- QC Batch Explorer
- Collection Group Explorer

Additionally, you will find the  button on most screens of the Samples area. You can either click on this icon to navigate to the **Edit / Review Samples** with a template that you used last, or select a particular template by selecting it in the drop-down list next to this button.



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 **Create Samples** screen.

Clicking on the  icon will open the **Container Management** screen for samples in a new tab.

You can open **Sample Details** window by clicking the value in the **Sample ID** column.

You can open **Log Batch Details** window by clicking the value in the **Log batch name** column.

You can open **Location Details** window by clicking the value in the **Location code** column.

In case if you want to revert your changes, click the “**Revert**” button in the top panel.

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

Receive Samples

Receive Samples screen is similar to the **Edit / Review Samples** screen, except that after the sample data is saved, the samples automatically become received.

Sample ID	Receive validation	Location code	Login batch	Report recipients	Analyses	Collection date	Collection time	OM Sample collector	COMP_DURATION	Submit date
AB69372	Ready to receive	099_PG	25250028		0 Analyses	09/07/2025	03:08 PM			09/07/2025
AB69374	Ready to receive	099_PG	25250029		0 Analyses	09/07/2025	03:12 PM			09/07/2025
AB69375	Ready to receive	1_FOODWASTE	25250029		0 Analyses	09/07/2025	03:12 PM			09/07/2025
AB69376	Ready to receive	099_PG	25250030		0 Analyses	09/07/2025	03:14 PM			09/07/2025
AB69377	Ready to receive	1_FOODWASTE	25250030		0 Analyses	09/07/2025	03:14 PM			09/07/2025
AB69378	Ready to receive	099_PG	25251001		0 Analyses	09/08/2025	09:55 AM			09/08/2025
AB69379	Ready to receive	1_FOODWASTE	25251001		0 Analyses	09/08/2025	09:55 AM			09/08/2025
AB69381	Containers not ready	078_EW	25251004		15 Analyses	09/08/2025	12:53 PM		0	09/08/2025
AB69410	Ready to receive	00000_TEST	25251004		3 Analyses	09/10/2025	03:23 PM		0	09/10/2025
AB69412	Ready to receive	03-0270	test11		4 Analyses	09/10/2025	12:00 AM			09/10/2025
AB69413	Ready to receive	03-0270	test11		4 Analyses	09/10/2025	12:00 AM			09/10/2025

In the **Receive validation** column you can see the status for receiving based on the containers inside samples. Clicking to the dot-dot-dot icon inside this column will open the menu.

AB69381	Containers not ready	078_EW	25251004							
AB69410	Ready to receive									
AB69412	Ready to receive	03-0270	test11							
AB69413	Ready to receive	03-0270	test11							

- **Set tracking state for all containers** – This operation will update the tracking state to the selected one for all containers inside this sample. The **Receive validation** column value will be updated for the sample.
- **Remove unreceived** – This operation will remove all containers and analyses inside that are not in the **Received** state for this sample. The **Receive validation** column value will be changed to **“Ready to receive”**.

You can open **Sample Details** window by clicking the value in the **Sample ID** column.

You can open **Log Batch Details** window by clicking the value in the **Log batch name** column.

You can open **Location Details** window by clicking the value in the **Location code** column.

You can see the containers and analyses for these samples on the **Containers** tab.

Sample ID	Container ID	Container code	Tracking state	Container receiving temperature	Analysis code	Analysis name	Analysis status
AB69381 (4)	<input checked="" type="checkbox"/> AB69381-A	@AIA_BLACK	Pending	No value	There are no items.		
	<input type="checkbox"/> AB69381-B	@AIA_GR_BLACK	Pending	No value	There are no items.		
	<input type="checkbox"/> AB69381-C	@JR_DEP1	Pending	No value	IJR_DEP1	IJR_DEP1 Analysis	Pre-defined
	<input type="checkbox"/> AB69381-D	@VT-BOTTLE	Pending	No value	IDW_CHLORINATION	DW Chlorination Event	Analysis pending

To view the containers in the **“Pending”** status only, turn on the **“Show pending only”** toggle.

To view the analyses inside containers, the toggle **“Show analyses”** should be used. By default, the value is turned on.

Clicking on the value in the **“Container receiving temperature”** field will open the **“Edit Container Receiving Temperature”** window.

You can edit the container receiving temperature here and save changes.

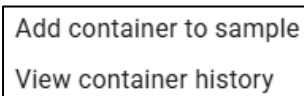
The table’s columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

The set of displayed fields for containers and analyses can be changed in the **Settings** window. It can be opened by clicking on the icon.

Order	Field ID *
1.	Container ID
2.	Container code
3.	Tracking state
4.	Container receiving temperature

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

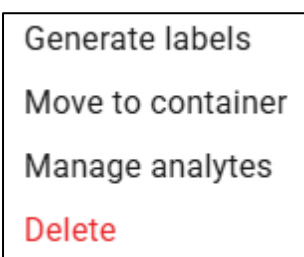
You can select a sample in the lists and perform actions on it.



- Add container to sample – Open the **Add container** window.
- View container history – Open the **Container history** window.

You can select one or more containers in the lists and perform actions on them. All general actions on containers are described in the **Containers** section.

You can select an analysis in the lists and perform actions on it.




- Generate labels – Open the **Generate labels** window.
- Move to container – Open the **Move to container** window.
- Manage analytes – Open the **Manage Analytes** window.
- Delete – Delete the selected analysis.

To view the selected containers, turn on the “**Show selected**” toggle.


The total number of displayed on the screen containers is shown above the table.

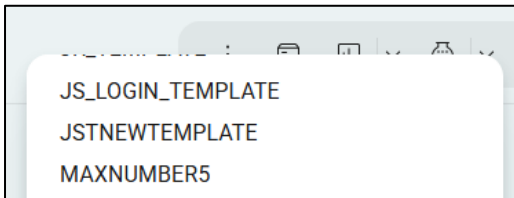
You can navigate to the details of a particular sample by clicking on the “**Sample ID**” field, to the details of a particular container by clicking on the “**Container ID**” field, to the details of a particular analysis by clicking on the “**Analysis code**” field within the table.

You can navigate to this screen from the **Explorer** or **Work Queue Manager** screens by selecting one or more samples and clicking the  button.

You can receive the samples by selecting the “**Receive**” option under the sample group action menu one of the following screens:

- Log Batch Explorer
- QC Batch Explorer
- Collection Group Explorer

Additionally, you will find the  button on most screens of the Samples area. You can either click on this icon to navigate to the **Receive Samples** with a template that you used last, or select a particular template by selecting it in the drop-down list next to this button.



The “**Receive**” option is available based on the workflow architect rules defined in the State Management desktop application.

When clicking the “**Save and mark received**” button, you will be requested for a reason for the **Audit Trail** entry or **Electronic Signature**. It depends on the workflow architect settings and audit trail configurations.

You can point out to generate a custody tracking report or labels after confirming the **Receive** operation.

A screenshot of a dialog box titled "Electronic Signature". The dialog has a white background and a thin border. At the top, it says "Electronic Signature". Below that, a small instruction reads: "Electronically sign to verify that the data has been changed and verified by you." There are three input fields: "Login *" with the text "USR", "Password *" with a masked password ".....", and "Comments" with the placeholder "Start typing". At the bottom, there are two checkboxes: "Generate custody tracking report" and "Generate labels", both of which are unchecked. At the very bottom, there are two buttons: "Cancel" (light gray) and "Sign" (blue).

If you want to skip the editing process and just mark the sample group as received, you can select the “**Mark received**” option under the sample group action menu on the **Log Batch Explorer**, **QC Batch Explorer**, **Collection Group Explorer** pages.

Audit trail	
Add analysis	
Edit/Review	>
Receive	>
Enter results	>
Set sample status	>
Sample operations	>
Generate labels	
Report	>
Change department	
Move to collection group	
Move to log batch	
Mark received	

Validate Samples/Analyses

Validate Samples/Analyses screen provide users with the ability to manually validate/invalidate samples and their analyses and do analysis reorder operation.

Sample ID	Validated	Validation status	Sample status	Violation	Audit trail	Comments	Special information form
AB69416	<input type="checkbox"/>	Validation error	Ready to Collect	No	View	Comments	TEST_TEMPLATE
AB69415	<input type="checkbox"/>	Validation error	Ready to Collect	No	View	Comments	No value
AB69414	<input type="checkbox"/>	Validation error	Ready to Collect	No	View	Comments	TEST_TEMPLATE
AB69413	<input type="checkbox"/>	Validation error	Ready to Collect	Yes	View	Comments	STORMWATER
AB69412	<input type="checkbox"/>	Validation error	Ready to Collect	Yes	View	Comments	STORMWATER
AB69410	<input type="checkbox"/>	Validation error	Ready to Collect	No	View	Comments	TEST_TEMPLATE
AB69176	<input type="checkbox"/>	Ready to validate	Waiting for Validation	No	View	Comments	No value
AB68984	<input type="checkbox"/>	Ready to validate	Waiting for Validation	Yes	View	Comments	TEST_TEMPLATE
AB68915	<input type="checkbox"/>	Ready to validate	Waiting for Validation	No	View	Comments	No value
AB68524	<input type="checkbox"/>	Analyses not ready	Waiting for Analyses	No	View	Comments	No value
AB68121	<input type="checkbox"/>	Analyses not ready	Waiting for Analyses	No	View	Comments	No value

You can navigate to this screen by selecting the **“Validate”** option under the **“dot-dot-dot”** menu of the **Explorer, Work Queue Manager (Samples and Analyses tab), Sample Details** screens. The screen is also available from the **Explorer** and **Work Queue Manager** screens via the context menu for selected samples; **Results Explorer** (sample headers cell right mouse click -> contextual menu -> Sample operations -> Validate). You can also validate samples and analyses of QC batches and then make QC batches reviewed: open Validate Samples/Analyses screen from QC Batch Details by clicking "dot-dot-dot" menu -> Validate.

You can navigate to this screen by selecting the **“Validate”** option under the sample group action menu one of the following screens:

- Log Batch Explorer
- QC Batch Explorer
- Collection Group Explorer

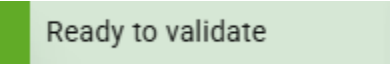
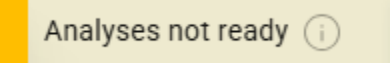
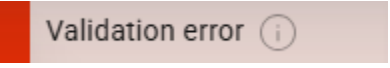
The **Validate Samples/Analyses** screen consists of two tabs: Samples and Analyses.

The **Samples** tab provides users with the ability to view samples/analyses data on the screen. Samples and analyses are displayed on a two-level table. On Samples level all data is provided in read-only mode in the sample list except for Validated, Comments and Special info forms fields. Click a record to expand/collapse it; on expand, it displays the list of all sample's analyses. On analyses level all data is provided in read-only mode in the sample list except for Validated field. You can collapse or expand all the displayed analyses in one click using the "Collapse all/Expand all" buttons. The set of fields available for viewing and the number of columns to lock can be configured for samples and analyses on the Samples tab via the **“Settings-Samples tab”** dialog available from the gear icon.

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can validate/invalidate samples and analyses by clicking the "Validated" checkbox. It's possible to select all sample items in bulk using the header "master" checkbox. "Validated" checkbox can be disabled/enabled based on operation availability rules.

There are several Validation statuses that indicate whether you can validate a sample or not:

-  - Sample can be validated.
-  - Sample cannot be validated because analysis results have not been entered. Another possible reason for this status is that the system setting to require analyses validation for sample validation is On. It means that validating a sample all its analyses will be automatically validated. If you are not permitted to validate analyses, you may see this sample validation reason. In this case, contact your administrator.
-  - Sample cannot be validated due to workflow settings and current sample state. Other possible reasons for this status are lack of access rights to this sample (role permissions, ownership rules).
-  - Sample have already been validated.

Samples and analyses are independent of each other, except for specific cases:

- If validation of a sample requires that all of its analyses be validated (the system setting FORCEANALYSISVAL is On), then when validating a sample, you validate all of its analyses at once.
- If sample validation entails analysis validation (the system setting ANALYSIS_AUTOVALIDATION is On), then when validating a sample, you validate all of its analyses at once.

Validate/Invalidate operations are applied by clicking Save. You may be requested for the **Electronic Signature**. It depends on the workflow architect settings.

If there are any violations in sample analyses, the **Violation** column will display "Yes". The click on this value opens the sample details on the Analysis tab so that you can check violation details.

Clicking on the  icon will open the **Container Management** screen for samples in a new tab.

To view details about the analysis analytes, focus the analysis and expand the bottom panel by clicking the "Show panel" text. The set of columns on bottom panel depends on the template, applied on the Analyses tab.

Sample ID	Validated	Validation status	Audit trail	Sample turn aroun...	Reports count	Comments	Order Attachment...	Login batch	Analysis complete...	Billing rate	Collection due date	Colle
AB68545	<input type="checkbox"/>	Analyses not ready	View	No value	0 Reports	Comments	0 Attachmen...	25202072	No value	100	No value	07/
Analysis code	Validated	Analysis name	Reportable	End date	Start date	Result source	Result	Analysis turn around time	Analyst (analysis - analy...	Analysis hold time	Analysis status	
QICVY_EP-	<input type="checkbox"/>	QC ICV Val for Mercu...	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value	40320	Analysis pending	
AB68449	<input type="checkbox"/>	Validation error	View	17 d 18 hr 3 min	0 Reports	Comments	0 Attachmen...	25197060	No value	100	No value	07/
SVCH-MUL-	<input type="checkbox"/>	SVCH-MULTI-3 Analy...	<input type="checkbox"/>	08/03/2025 11:36 AM	08/03/2025 11:36 AM	DEFAULT	Results	0 d 0 hr 0 min	No value	0	Pre-defined	
AB68368	<input checked="" type="checkbox"/>	Validated	View	0 d 0 hr 2 min	0 Reports	Comments	0 Attachmen...	25196023	No value	100	No value	07/
SVCH-MUL-	<input checked="" type="checkbox"/>	SVCH-MULTI Analysis	<input checked="" type="checkbox"/>	07/15/2025 02:37 PM	07/15/2025 02:37 PM	CALCULATION	Results	0 d 0 hr 0 min	USR	0	Manually entered	

Analyte name JB	Result	MDL	Secondary result	Qualifier	Raw result	Dilution factor
comp1	No value	A_MDL1	No value	A_QUAL_1	No value	1
comp2	No value	A_MDL2	No value	A_QUAL_2	No value	1
comp3	No value	A_MDL3	No value	A_QUAL_3	No value	1

The **Analyses** tab displays the same table as the **Enter Results** screen and provides you with the ability to validate/invalidate analyses from this tab. "Validated" checkboxes are used to validate/invalidate analyses individually. Bulk validate/invalidate operations are used to validate/invalidate analyses in bulk. All data, except for Validated field, is displayed read-only. Validate/Invalidate operations are applied on Save (individual and bulk). You can also apply analysis Reorder operation on the screen. Unlike the Validate/Invalidate, the Reorder is applied immediately after confirming the changes have been saved.

Properties	VCH-TARGET	@10L_Jar_G(C)_c6-	YL_SINGLE	SA_VCH-MULTI	@10L_Jar_G(C)_c6-	VCH-TEST-3	VELIGER_MONITOR	IVT-TEST	SVT-MULTI
Analysis code	VCH-TARGET	@10L_Jar_G(C)_c6-05	YL_SINGLE	SA_VCH-MULTI	@10L_Jar_G(C)_c6C-04	VCH-TEST-3	VELIGER_MONITOR	IVT-TEST	SVT-MULTI
Analysis name	VCH-TARGET Analysis	10L Glass Clear Pickle...	YLSINGLE Analysis	Amt Spiked for SVCH...	10L Glass Clear Pickle...	VCH-TEST-3 Analysis	Dressina_Veliger	IVT-TEST Analysis	SVT-MULTI Analysis
AB68121	Result	ND	DONE						
	Validated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
	Price	0	0	50					
	Analysis status	Manually entered	Manually entered	Analysis pending					
AB68524	Result			Done	DONE				
	Validated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Price	0	0	50					
	Analysis status	Pre-defined	Manually entered	Analysis pending					
AB68915	Result						12		
	Validated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Price	0	0	50					
	Analysis status	Manually entered	Manually entered	Analysis pending					
AB68984	Result		11					test	Done
	Validated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Price	0	25	0	0	0	0	0	0
	Analysis status	Manually entered	Manually entered	Manually entered	Manually entered	Manually entered	Manually entered	Manually entered	Manually entered
AB69176	Result								
	Validated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Templates that are used on this tab can also be configured in desktop application. Dropdown contains only templates with the following setting "ON": *Template visibility – Template applies to – Analysis Validation*.

Analyses tab also has a sidebar. It has the same set of tabs as the sidebar on the Enter Results page. There are Result History, Control chart, Statistics tabs. Control chart tab is only available if you have a LABWORKS Enterprise LIMS SQC license. For calculated analyses, sidebar also contains Calculations tab.

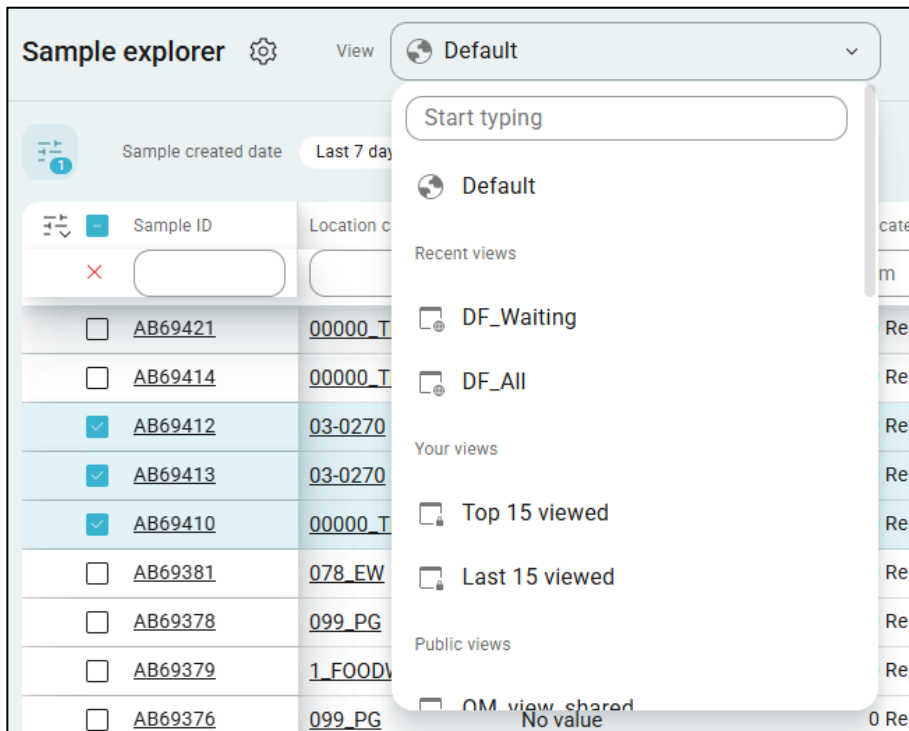
Unlike Enter Results page the ability to configure analysis list is not supported for Validate Samples/Analyses screen. Template does not affect the analysis selection.

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

If it is configured globally, validated samples become locked and only users with `SAMPLOCKOVERRIDE` privilege can enter results of their analyses.

Views

The **Views** work like your personal preset filters that can be customized and saved for later. Views are saved separately for each Explorer, each tab of management pages.



The view **"Default"** displays data about all items. This view cannot be edited, saved, renamed, shared, or deleted. The fields and their sizes in the **Default** view are specified for each page separately.

In the **Recent views** section, you can see your last 5 applied custom views.

The **Your views** section shows views created by you and 2 default views: "Top 15 viewed" and "Last 15 viewed". "Top 15 viewed" will apply the "Top 15 viewed" preset; "Last 15 viewed" will apply the "Last 15 viewed" preset. These 2 views are shown on Explorers only. They can be edited, renamed, deleted, or shared with other users.

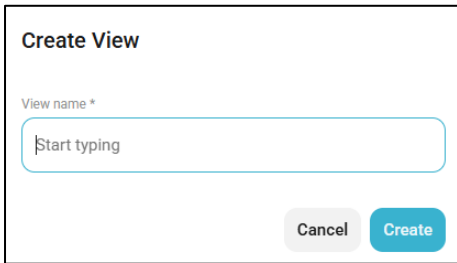
Views, created by other users and shared, are displayed in the **Public views** section.

You can search for a needed view by its name, using the Search field.

You can create a new custom view by applying desired filters (quick or advanced) and sorting 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.



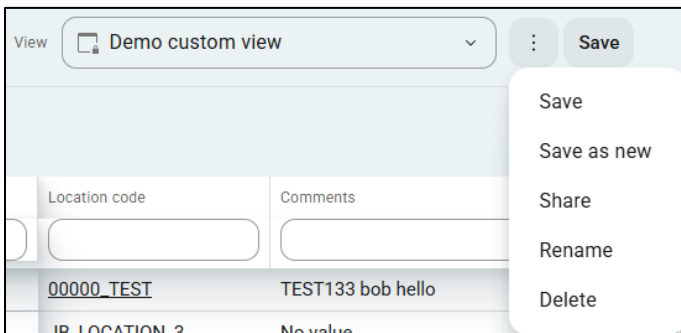
Create View

View name *

Start typing

Cancel Create

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



View Demo custom view

Save

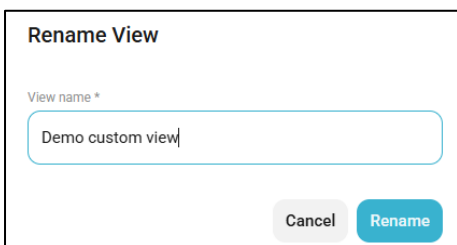
- Save
- Save as new
- Share
- Rename
- Delete

Location code Comments

00000_TEST TEST133 bob hello

IP LOCATION 2 No value

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



Rename View

View name *





Demo custom view

Cancel Rename

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

If you want to share your custom view with other users, select the **"Share"** option under the drop-down menu next to the **View** field. Such views will be shown to all other users and can be used by them. If you want to stop sharing your view with other users, select the **"Unshare"** menu option.


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

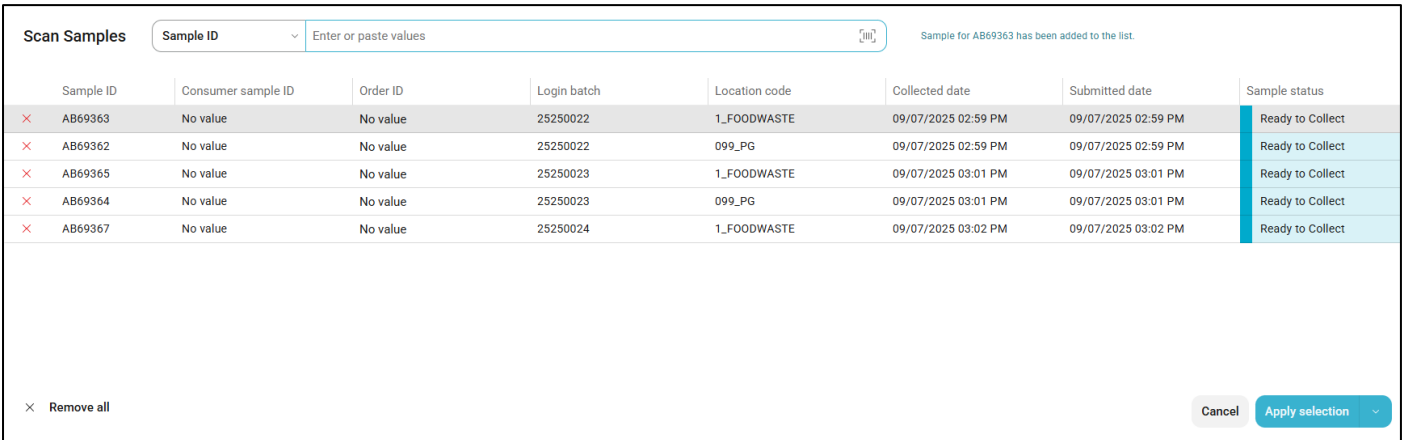
Icon	Access	Created by	Visible to	Configurable by
	Public (shared)	Default	All users	All users
	Public (shared)	Yourself	All users	Yourself
	Public (shared)	Another user	All users	View creator
	Private (not shared)	Yourself	Yourself	Yourself






The following properties are saved to views:

- Columns set (via the Settings dialog) only for the following pages:
 - Sample Explorer
 - Log Batch Explorer
 - Collection Group Explorer
 - Container Management
 - QC Batch Explorer
- Column sizes (width in percentages) only for the following pages:
 - Sample Explorer
 - Log Batch Explorer
 - Collection Group Explorer
 - Container Management
 - QC Batch Explorer
- Global filters applied
- Grouping applied
- Colored bars expanded or collapsed
- Right panel expanded or collapsed
- Global filter panel expanded or collapsed
- Show selected toggle
- Contextual filters, sorting

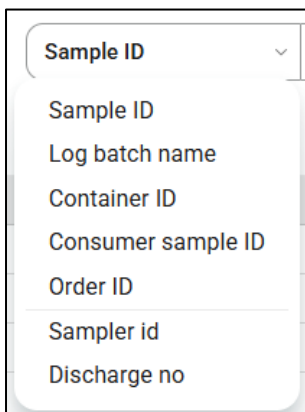
Scan Samples


Click the  button to open the **Scan Samples** window. It provides a quick way to find samples using the bar code scanner.



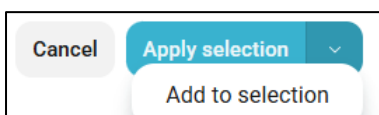
Sample ID	Consumer sample ID	Order ID	Login batch	Location code	Collected date	Submitted date	Sample status
 AB69363	No value	No value	25250022	1_FOODWASTE	09/07/2025 02:59 PM	09/07/2025 02:59 PM	Ready to Collect
 AB69362	No value	No value	25250022	099_PG	09/07/2025 02:59 PM	09/07/2025 02:59 PM	Ready to Collect
 AB69365	No value	No value	25250023	1_FOODWASTE	09/07/2025 03:01 PM	09/07/2025 03:01 PM	Ready to Collect
 AB69364	No value	No value	25250023	099_PG	09/07/2025 03:01 PM	09/07/2025 03:01 PM	Ready to Collect
 AB69367	No value	No value	25250024	1_FOODWASTE	09/07/2025 03:02 PM	09/07/2025 03:02 PM	Ready to Collect

You can select by what value samples will be found: Sample ID, Log batch name, Container ID, Consumer sample ID, Order ID, or particular sample customer defined field. List of available customer-defined fields is configured by the LIMS_SCAN_SAMPLE_UDF system setting.



You can remove a particular sample by clicking the  icon near the Sample ID, or delete all samples at once by clicking the **“Remove all”** button in the bottom of the window.

When you are done scanning samples, you can clear the current screen selection and apply the selection as is, or add scanned samples to the current selection using the drop-down menu next to the **“Apply selection”** button.



After the **Scan Samples** window applying, explorer screens should have these sample IDs displayed in the applied filters' area.

The image shows a user interface element for selecting a sample ID. At the top, there is a header "Sample ID (selection)" followed by a selected value "AB69363" and a close icon "X". Below this is a table with two columns: "Sample ID" and "Location c". A dropdown menu is open over the "Sample ID" column, listing five options: "AB69363", "AB69362", "AB69365", "AB69364", and "AB69367".


Sample ID	Location c
AB69363	
AB69362	
AB69365	
AB69364	
AB69367	

On the **Work Queue Manager** screen, the “**Show selected**” toggle will be turned on, the screen table will be filtered by selected samples.

Audit Trail

The audit trail is a list of changes made to an object (sample, analysis, replicate, etc.).

The elements 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  icon on the left-hand side of the table header and specify the filters. The filters will be applied as soon as you move the focus to another control or just press Enter.

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.

Audit Trail		<input type="checkbox"/> Display manually entered events only		AB69363			
Changed Item	User-friendly changed Item	Previous value	New value	Modified date	Changed by	Reason	
Scheduled sample status	Scheduled status (legacy)	No value	1	09/07/2025 02:59 PM	R Z	Changed by automatic transition	
Collection OK date	Collection OK date	09/07/2025 02:59:31...	09/07/2025 02:59:31...	09/07/2025 02:59 PM	R Z	Changed by automatic transition	
pPersistedState	Sample status	NULL	SAMP_READY_TO_C...	09/07/2025 02:59 PM	R Z	Changed by automatic transition	
Owner	Sample owner	No value	MM	09/07/2025 02:59 PM	R Z	Sample added	
SH_LCOD_Location code	Location code	No value	1_FOODWASTE	09/07/2025 02:59 PM	R Z	Sample added	
Sample number	Sample ID	No value	AB69363	09/07/2025 02:59 PM	R Z	Sample added	

Items per page: 10 1-6 of 6 events Close

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

If it is configured globally, 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.

Audit Trail

Please specify reason for data change.

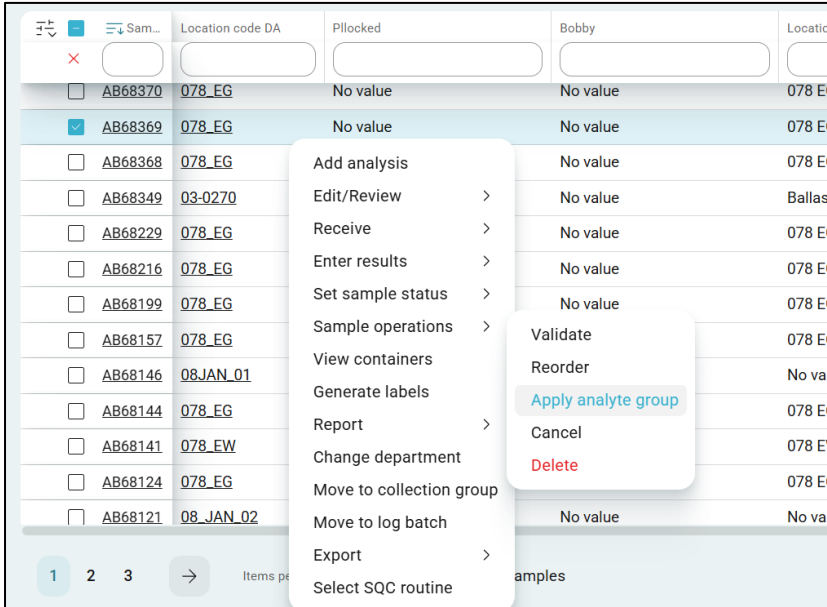
Reason

Cancel Save

Analyte Management Groups

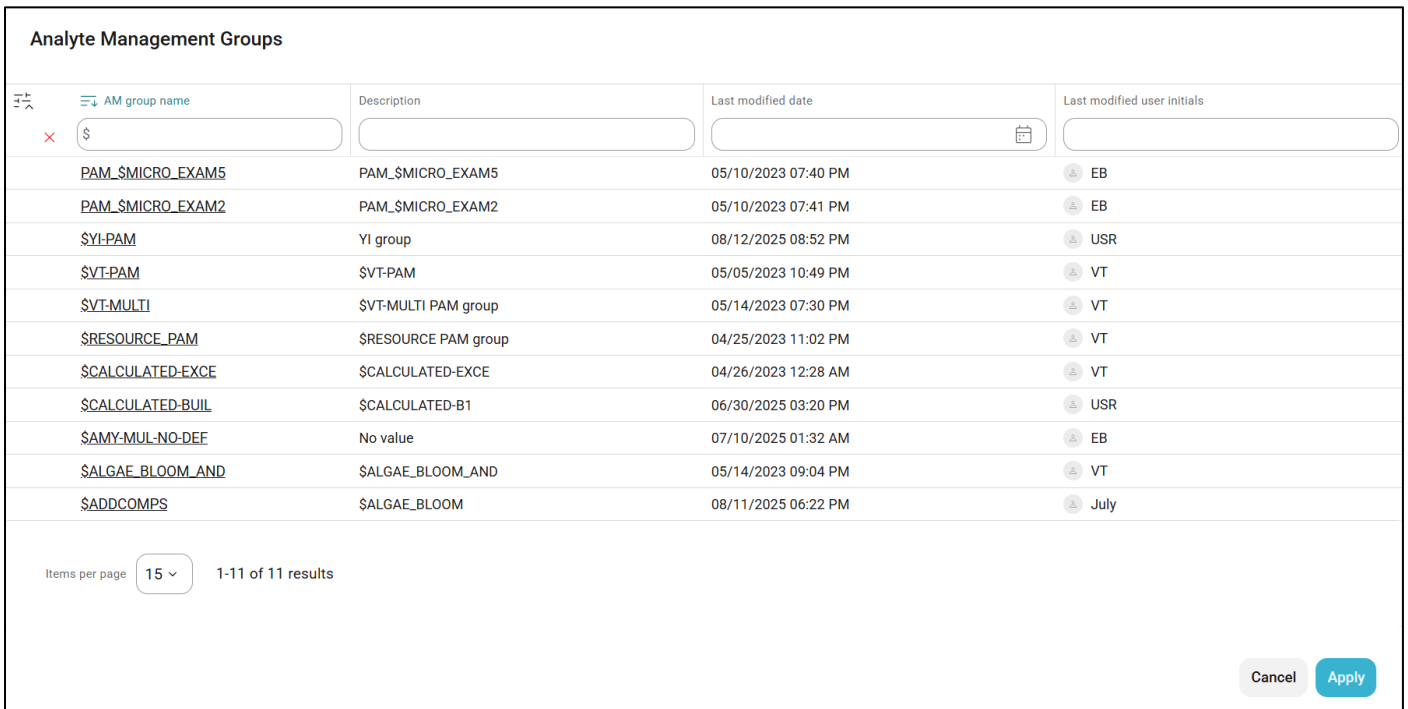
It is possible to apply an **Analyte management group** to a sample/group of samples via the contextual menu by clicking on the Sample operations -> Apply analyte group.

Check for more details on the **Analyte management groups** and their usage in the **Analyses - Analyte Management Group Details** section of this guide.



Applying analyte group leads to hiding of custom analytes if there are any in the chosen samples.

You will need to choose which Analyte Management group needs to be applied in the Analyte Management Groups dialog.



You can load only one group at a time.

By clicking **Apply** button, chosen AM Group will be applied to each analysis in each sample if this analysis is present in the AM Group that is being applied. All visibility patterns, order patterns and Result Conditioning rules of the analysis will be re-written by the ones of the analysis defined in the AM Group.

Electronic signature

Some operations with objects require confirmation as an electronic signature. If the system is configured to request an electronic signature, the user must enter the correct password for their profile to confirm their action.

Electronic Signature

Electronically sign to verify that the data has been changed and verified by you.

Login *

Password *

Comments

The **Electronic signature** window also requested you a reason for the **Audit Trail** entry.

Electronic signature can be configured by the workflow architect via the desktop State Management application.

Generate labels

Generate Labels

Destination

Print to browser

Label name

SampleLabel.btw

Label format

1 per ACODE

Close Generate

To generate and print labels for samples, analyses, containers, you can apply the Generate labels operation. The **Generate Labels** dialog will be opened.

Select the needed printer in the **Destination** drop-down. The drop-down list displays only printers available on the server. If you need to download a PDF-file, select the “Print to browser” option.

The **Label name** field serves to specify the needed BarTender template. Generated labels depend on what is configured in this template.

In the **Label format**, you can specify the format, needed for labels:

- 1 per Sample
- 1 per ACODE
- 1 per Bottle type
- 1 per Department

Click the **Generate** button to send labels to the specified printer or download a PDF-file.



QC Batches

QC Batches is an area of the system where users can access detailed information about the quality control process.

Quality Control is the process that laboratories must perform to prove the quality of their expertise, i.e., how accurate the instruments are and how the tests are run correctly.


If a company uses a method, it must go through a quality control program for that method.


Such programs are defined by international standards. In terms of LABWORKS objects, programs can be specified as QC batch templates. A template looks like a recipe for a cookbook, where it is written what should be done and in what order.

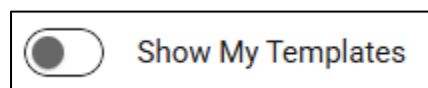
By default, there are the following options under the "QC Batches" section in the header:

1. QC Batch Management
2. QC Batch Explorer
3. SQC Management. This functionality is only available if you have an LABWORKS Enterprise LIMS SQC license.


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

 - Open the **Generate batch report** window. To generate a report, you need to select a report template in the "**Report template**" picker and click "**Generate**" button. If a QC batch template specifies a certain report, you are only able to generate this particular report.

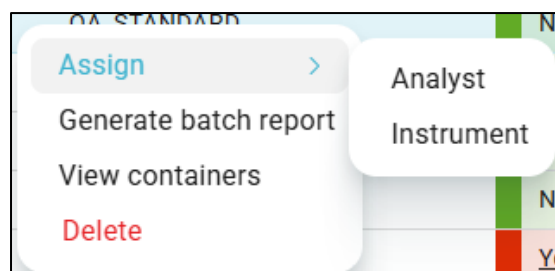
 - Open the **Container Management** screen in a new tab. Containers of primary, dependent, and QA analyses included in the QC batch, will be selected and displayed.



- Show my templates. If the toggle is turned on, only templates created by you will be shown on the **Select Template** dialog.

 - Create a QC batch. The drop-down menu next to the button allows to select the template beforehand. The **QC Batch Creating** window will be opened.

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



- Assign -> Analyst – Open the **Assign Analyst** dialog.

- Assign -> Instrument – Open the **Assign Instrument** dialog.
- Generate batch report – Open the **Generate batch report** window. Described above.
- Delete – Delete the selected QC batch from the system.
- View containers – Open the **Container Management** screen in a new tab. Described above.
- Progress report – Open the **Progress Report** screen in a new tab. Described in the Samples section above.

QC Batch Management

The **QC Batch Management** page is intended to view queue of QC batches for quick access to regular daily work.

The table displays a list of available QC batches that have not been completed or completed no more than a certain number of days ago.

The screenshot shows the 'QC batch management' interface. At the top, there's a header with 'QC batch management' and a settings icon. Below the header, there are search and filter options: 'View' with a search icon, 'sort by created date', and 'Grouping field' set to 'Workflow'. A 'Show selected (1)' toggle and '165 Batches' count are also visible. On the left, a 'Filtering' panel is expanded, showing filters for 'QC batch status' (All), 'QC batch type' (All), 'Template' (All), 'Analysis department' (checked), 'Show my batches' (unchecked), 'Preparation batch ID' (checked), 'Created date' (checked), 'Customer name' (checked), and 'Special info form' (checked). The main table has columns: 'QC batch status', 'QC batch ID', 'Description', 'Template', 'Violation', 'Created date', and 'Analysis department'. The table lists 16 batches, mostly in 'Draft' status, with a 'Pending (1)' summary row at the bottom. The 'Violation' column is color-coded: green for 'No' and red for 'Yes'. The 'Created date' column shows dates from 08/01/2024 to 05/23/2025.

QC batch status	QC batch ID	Description	Template	Violation	Created date	Analysis department
Draft (164)						
Draft	<input type="checkbox"/> AA_STANDART01-13931	AA_STANDART01-13931 BATCH	AA_STANDART01	No	08/01/2024 11:05 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-13934	AA_STANDART01-13934 BATCH	AA_STANDART01	No	08/02/2024 03:50 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-13942	AA_STANDART01-13942 BATCH	AA_STANDART01	Yes	08/05/2024 06:05 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-13969	AA_STANDART01-13969 BATCH	AA_STANDART01	Yes	08/07/2024 10:09 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14049	AA_STANDART01-14049 BATCH	AA_STANDART01	Yes	08/20/2024 01:49 AM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14056	DZK 2024-08-21 a	AA_STANDART01	Yes	08/21/2024 07:55 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14066	AA_STANDART01-14066 BATCH	AA_STANDART01	No	08/27/2024 02:19 AM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14067	AA_STANDART01-14067 BATCH	AA_STANDART01	No	08/27/2024 08:44 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14213	AA_STANDART01-14213 BATCH	AA_STANDART01	No	10/02/2024 01:38 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14219	AA_STANDART01-14219 BATCH	AA_STANDART01	Yes	10/03/2024 04:27 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14286	AA_STANDART01-14286 BATCH	AA_STANDART01	Yes	11/19/2024 02:36 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14483	AA_STANDART01-14483 BATCH	AA_STANDART01	Yes	05/13/2025 02:35 AM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14495	AA_STANDART01-14495 BATCH	AA_STANDART01	Yes	05/13/2025 11:13 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14504	AA_STANDART01-14504 BATCH	AA_STANDART01	Yes	05/21/2025 04:28 PM	TestDepart
Draft	<input type="checkbox"/> AA_STANDART01-14512	AA_STANDART01-14512 BATCH	AA_STANDART01	No	05/23/2025 08:47 PM	TestDepart
Pending (1)						
Pending	<input type="checkbox"/> AA_STANDART01-13792	AA_STANDART01-13792 BATCH	AA_STANDART01	No	07/25/2024 01:31 PM	TestDepart

Colored column can be collapsed/expanded.

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.


You can select one or more QC batch in the lists and perform actions on them. All general actions on QC batches are described in the **QC Batches** section above.

To view the selected QC batches, turn on the **“Show selected”** toggle.

The total number of displayed on the screen QC batches is shown above the table.

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

You can navigate to the details of a particular QC batch by clicking on corresponding fields within the table.

You can click the  button to refresh the data on the page or configure automatic refreshing in the **Settings** window. The last update time is displayed near the refresh button.

The data can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction:

- Default sorting: descending order by sample ID.

The data can be filtered by filters on the left panel. This panel can be collapsed/expanded.

Filtering

QC batch status
All

QC batch type
All

Template
All

Analysis department

Show my batches

Preparation batch ID

Created date

Customer name

Special info form

Possible filters:

- QC batch status
- QC batch type (Standard or Preparation)
- Template
- Analysis department
- Show my batches – display batches that assigned to the current user
- Preparation batch ID
- Created date
- Customer name
- Special info form

The data can be grouped. The first column in a grouped view displays the grouping field value and total items inside the group.

QC batch management

View Grouping field Show selected (1) 110 Batches


Filtering	Template	QC batch status	QC batch ID	Description	Template	Violation	Created date
QC batch status: Pending +3	Start typing		Start typing	Start typing			
QC batch type: All	AA_PREPRATION01 (3)	Pending	<input type="checkbox"/> AA_PREPRATION01-144	AA_PREPRATION01-14445 BATCH	AA_PREPRATION01	No	04/23/2025
Template: All		Pending	<input type="checkbox"/> AA_PREPRATION01-140	AA_PREPRATION01-14048 BATCH	AA_PREPRATION01	No	08/19/2024
Analysis department		Pending	<input type="checkbox"/> AA_PREPRATION01-137	AA_PREPRATION01-13793 BATCH	AA_PREPRATION01	No	07/25/2024
Show my batches	AA_STANDART01 (1)	Pending	<input type="checkbox"/> AA_STANDART01-13792	AA_STANDART01-13792 BATCH	AA_STANDART01	No	07/25/2024
Preparation batch ID	AIA_EWQAQC (1)	Pending	<input type="checkbox"/> AIA_EWQAQC-15145	AIA_EWQAQC-15145 BATCH	AIA_EWQAQC	No	09/10/2025
Created date	AIA_QA_SAM (4)	Pending	<input type="checkbox"/> AIA_QA_SAM-14804	AIA_QA_SAM-14804 BATCH	AIA_QA_SAM	Yes	07/11/2025
Customer name		Pending	<input type="checkbox"/> AIA_QA_SAM-10742	AIA_QA_SAM-10742 BATCH	AIA_QA_SAM	No	12/29/2022
Special info form		Peer Reviewed	<input type="checkbox"/> AIA_QA_SAM-6230	AIA_QA_SAM-6230 BATCH	AIA_QA_SAM	No	06/17/2022
		Supervisor Reviewed	<input type="checkbox"/> AIA_QA_SAM-6229	AIA_QA_SAM-6229 BATCH	AIA_QA_SAM	No	06/17/2022
	AIA_QA_SAM1 (3)	Result Complete	<input type="checkbox"/> AIA_QA_SAM1-8497	AIA_QA_SAM1-8497 BATCH	AIA_QA_SAM1	No	07/14/2022
		Supervisor Reviewed	<input type="checkbox"/> AIA_QA_SAM1-5991	AIA_QA_SAM1-5991 BATCH	AIA_QA_SAM1	No	06/16/2022
		Supervisor Reviewed	<input type="checkbox"/> AIA_QA_SAM1-5408	AIA_QA_SAM1-5408 BATCH test	AIA_QA_SAM1	No	05/26/2022
	AIA_TEMPL (3)	Pending	<input type="checkbox"/> AIA_TEMPL-4457	AIA_TEMPL-4457 BATCH	AIA_TEMPL	No	05/11/2022
		Pending	<input type="checkbox"/> AIA_TEMPL-4444	AIA_TEMPL-4444 BATCH	AIA_TEMPL	No	04/25/2022
		Supervisor Reviewed	<input type="checkbox"/> AIA_TEMPL-4481	vch test	AIA_TEMPL	No	05/12/2022
	AIA_VIOLATION (3)	Pending	<input type="checkbox"/> AIA_VIOLATION-4460	AIA_VIOLATION	AIA_VIOLATION	No	05/11/2022

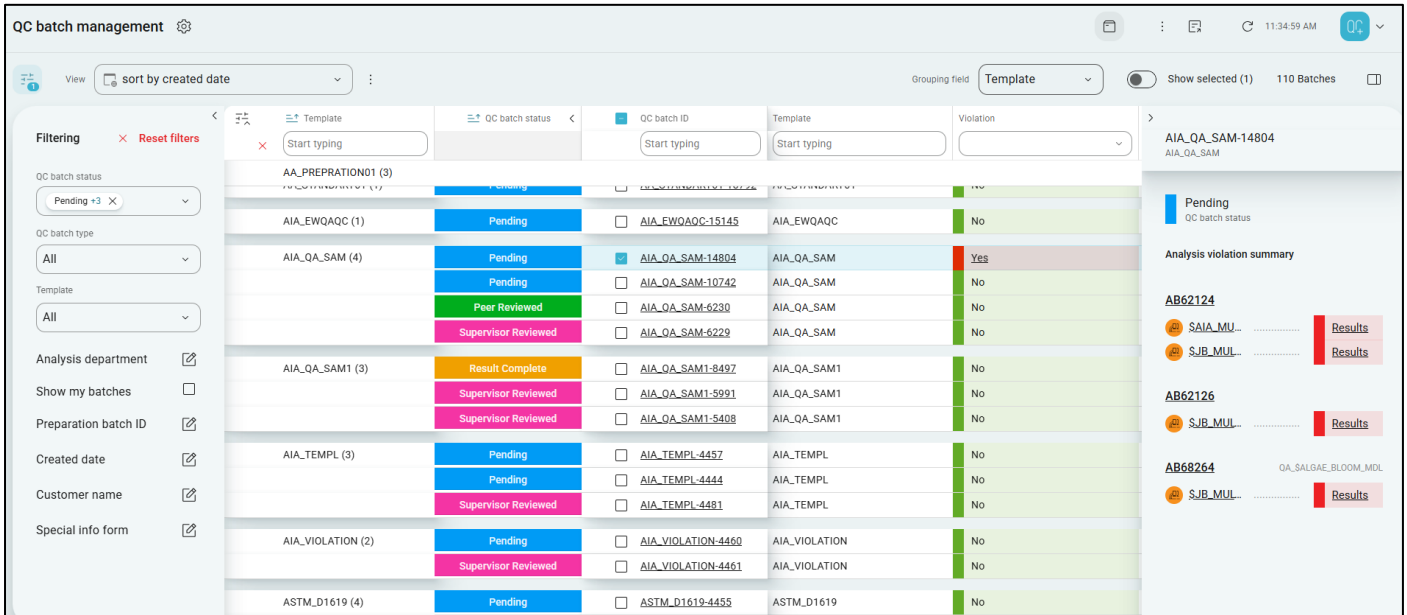
The default grouping is “No grouping”.

Note: When grouping by date columns, time values are not considered. For example, records with dates "03/09/2021 12:55" and "03/09/2021 11:45" will be combined into one group "03/09/2021" after grouping.

You can apply custom and public views to quickly search for needed items. See details in the **Views** section.

Sidebar

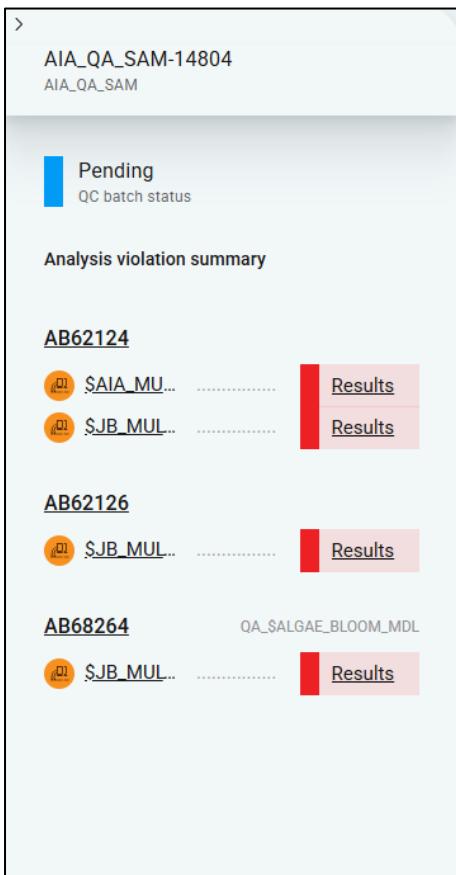
To view details for a focused QC batch, you can enable the sidebar option. When clicking the  button, the sidebar will be opened.



The screenshot shows the 'QC batch management' interface. On the left is a 'Filtering' sidebar with options for 'QC batch status' (Pending +3), 'QC batch type' (All), 'Template' (All), 'Analysis department', 'Show my batches', 'Preparation batch ID', 'Created date', 'Customer name', and 'Special info form'. The main area is a table with columns for 'Template', 'QC batch ID', 'QC batch status', 'Violation', and 'Analysis department'. The table lists various batches such as AA_PREPRATION01, AIA_EWQAQC, AIA_QA_SAM, AIA_QA_SAM1, AIA_TEMPL, AIA_VIOLATION, and ASTM_D1619. The 'AIA_QA_SAM-14804' batch is highlighted in blue. On the right, a sidebar displays details for this batch, including its status 'Pending' and an 'Analysis violation summary' for 'AB62124' and 'AB62126', each with a 'Results' button.

It displays the list of violated samples with the list of violated analyses inside. If the analysis is a multi-component one, the violation with the highest priority is displayed.


When hovering over a colored bar of a single-component analysis, the popup with violation details is shown.

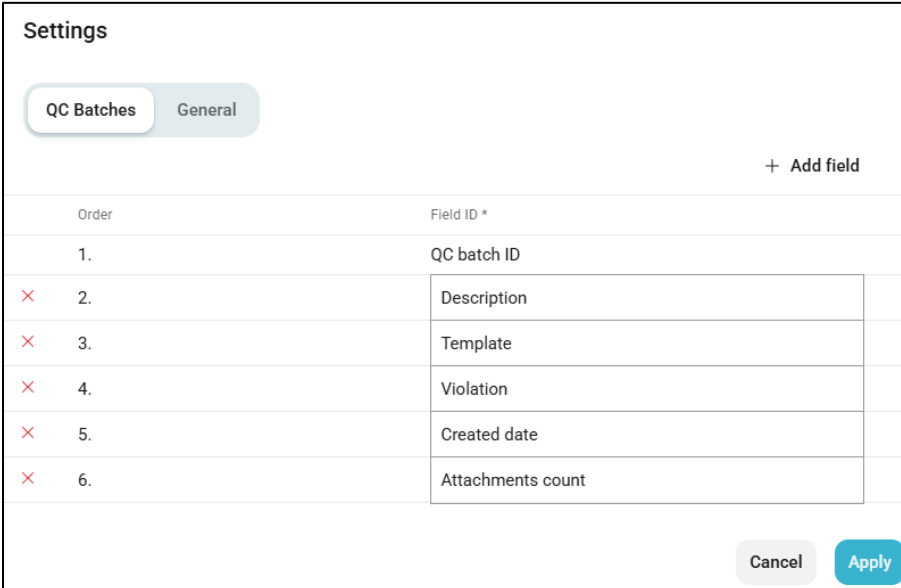


The screenshot shows a popup window for the analysis 'AIA_QA_SAM-14804'. It displays the status 'Pending' and an 'Analysis violation summary'. The summary lists three violations: 'AB62124' with two components 'SAIA_MU...' and 'SJB_MUL...', 'AB62126' with one component 'SJB_MUL...', and 'AB68264' with one component 'SJB_MUL...'. Each violation has a 'Results' button next to it.

Settings

The set of fields displayed in the table can be configured in the **Settings** window.

To access the window, click the  button near the title.



Settings

QC Batches General

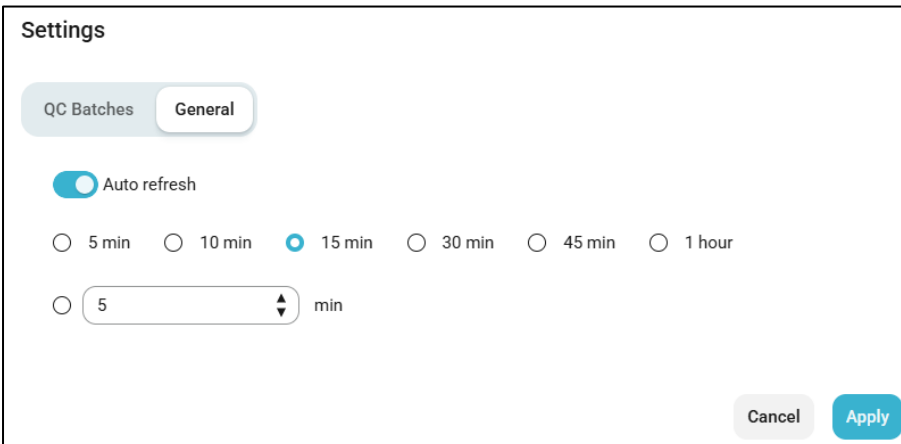
+ Add field

Order	Field ID *
1.	QC batch ID
<input type="checkbox"/> 2.	Description
<input type="checkbox"/> 3.	Template
<input type="checkbox"/> 4.	Violation
<input type="checkbox"/> 5.	Created date
<input type="checkbox"/> 6.	Attachments count

Cancel Apply

On the **QC Batches** tab, you can change the order of the fields, remove certain fields from the appropriate table or add new ones.

On the **General** tab, you can configure auto-refresh settings. If auto-refresh is turned on, the **QC Batch Management** page is automatically refreshed based on the specified refresh period.



Settings

QC Batches General

Auto refresh

5 min 10 min 15 min 30 min 45 min 1 hour

5 min

Cancel Apply

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

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

Other users are not affected by your settings.

QC Batch Explorer

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

QC batch ID	Template	QC batch status	Assigned analyst Initials	Assigned instrument code	Preparation date	Created date
AIA_EWQAQC-15145	AIA_EWQAQC	Pending	No value	No value	No value	09/10/2025 12:17 AM
YI-14440	YI	Pending	No value	abc	No value	04/18/2025 05:29 PM
AIA_QA_SAM-14804	AIA_QA_SAM	Pending	No value	No value	No value	07/11/2025 01:22 PM
AA_PREPRATION01-14445	AA_PREPRATION01	Pending	No value	ECS-BAL-003	No value	04/23/2025 04:44 PM
AA_PREPRATION01-13793	AA_PREPRATION01	Pending	AA	abc	No value	07/25/2024 02:39 PM
ASTM_D56-6332	ASTM_D56	Result Complete	ABEAULIEU	ECS-BAL-005	No value	06/21/2022 12:21 AM
DRAGER-7044	DRAGER	Result Complete	USR	a	06/30/2022 03:18 AM	06/30/2022 03:21 AM
AIA_QA_SAM1-5991	AIA_QA_SAM1	Supervisor Reviewed	AIA	ECS-BAL-002	06/11/2022 02:39 PM	06/16/2022 02:39 PM
JR_WITH_QA_SAMPLE-10682	JR_WITH_QA_SAMPLE	Supervisor Reviewed	VA	ECS-BAL-002	12/22/2022 02:10 PM	12/22/2022 02:11 PM
JR_TEMPLATE-10684	JR_TEMPLATE	Pending	OMIRANDASAND	ECS-BAL-014	No value	12/22/2022 04:22 PM
AA_PREPRATION01-14048	AA_PREPRATION01	Pending	No value	No value	No value	08/19/2024 09:39 PM
JB_2-13901	JB_2	Supervisor Reviewed	No value	No value	No value	07/31/2024 08:56 PM
AA_STANDART01-13792	AA_STANDART01	Pending	No value	No value	No value	07/25/2024 01:31 PM
VCHTEMPLATE 2-12546	VCH TEMPLATE 2	Pending	No value	No value	No value	07/07/2023 02:03 PM
DWM_SM9223-B_EST_PA_T_	DWM_SM9223-B_EST_PA_TC_EC	Result Complete	No value	No value	No value	06/16/2021 08:44 PM
SV_TEMPLATE-11012	SV_TEMPLATE	Pending	No value	No value	No value	03/01/2023 11:36 PM
AIA_QA_SAM-10742	AIA_QA_SAM	Pending	No value	No value	No value	12/29/2022 03:32 PM

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.

When you click on the sample row, the element expands revealing the list of analyses in that sample. Note that only analyses that belong to this QC batch are displayed here.

The number of displayed samples and analyses in samples is configured the same way as the number of displayed analyses for a sample on the **Sample Explorer**. If batch contains more samples than the maximum number of items configured to display by default, "View all" button will be available. On click, all elements will be shown in the list. Nested tables with analyses list for samples work the same way.

AA_STANDART01-14495		05/15/2025 09:39 PM		USR	Standard	
<input type="checkbox"/>	Sample ID	Location code	Location description	Sample status	Customer name	Project full name
<input type="checkbox"/>	AB66910	00000_TEST	Test Location Code DESC	Waiting for Analyses	No value	No value
<input type="checkbox"/>	AB66887	00000_TEST	Test Location Code DESC	Waiting for Analyses	No value	123
<input type="checkbox"/>	AB66886	00000_TEST	Test Location Code DESC	Waiting for Analyses	No value	123
<input type="checkbox"/>	AB62142	AIA_EWS_PRIMARY_PL...	No value	Waiting for Analyses	No value	No value

[View all](#)

You can select one or more QC batches in the list and perform actions on them. All general actions on QC Batches are described in the **QC Batches** section above.

Also, actions for samples inside a QC batch are available on this screen. All general actions on samples are described in the **Samples management** section above.

- Assign >
- Audit trail
- Generate batch report
- Delete

- Add analysis
- Edit/Review >
- Receive >
- Enter results >
- Set sample status >
- Sample operations >
- View containers
- Generate labels
- Report >
- Change department
- Move to collection group
- Move to log batch
- Mark received

QC Batch Details

QC Batch Details screen displays all information about the QC batch.

AIA_QA_SAM-14804 - AIA_QA_SAM

Pending
QC Batch Status

AIA_QA_SAM-14804 BATCH
Description

No value
Assigned analyst initials

AIA_QA_SAM
Template

Standard
QC batch type

Not available
eWorksheet name

No value
Preparation date

No value
Assigned instrument code

No value
Template description

No value
Preparation batch ID

Samples Discussion Special information Attachments

Assigned samples Expand all

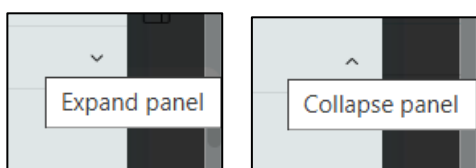
Sub-batch C

Order	Sample type	Sample ID	Analyses	Violation
1	QA sample (QA_SAWWA-B407_98_EXT)	AB68259	3 Analyses	No
2	QA sample (QA_SALGAE_BLOOM_EXT)	AB68260	0 Analyses	No
3	QA sample (QA_SALGAE_BLOOM_MDL)	AB68261	1 Analysis	No
4	QA sample (QA_SAWWA-B407_98_EXT)	AB68262	3 Analyses	No
5	Sample	AB62127	1 Analysis	No

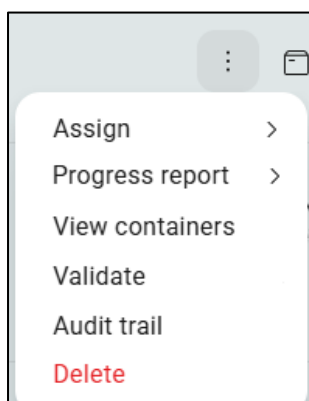
Sub-batch A

Order	Sample type	Sample ID	Analyses	Violation
6	Sample	AB62124	1 Analysis	Yes
7	QA sample (QA_SALGAE_BLOOM_EXT)	AB68263	0 Analyses	No


You can expand or collapse the header part by clicking the arrow icon.




The “dot-dot-dot” menu provides users with the ability to perform actions on QC batches. All general actions on QC batches are described in the **QC Batches** section above.





The “**Audit Trail**” option allows you to browse all changes made to the QC batch on the **Audit Trail** window.

 - Open the **Generate batch report** window. To generate a report, you need to select a report template in the “**Report template**” picker and click “**Generate**” button. If a QC batch template specifies a certain report, you are only able to generate this particular report.

 - Open **Enter results** screen for the samples and analyses of the current QC batch. The drop-down menu next to the button allows to select the template beforehand. By default, the template defined for that QC batch will be opened. If there are no defined template, the last used template should be opened.

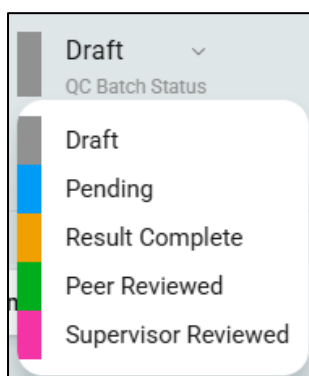
 - Open the **Container Management** screen with all containers of the samples in the batch.

 - Switch dialog to the **Full screen** mode.



 - When in Full screen mode, switch to **Normal view** mode.

The **Top panel** contains the main QC batch data.

The **Status** of the QC batch can be changed by clicking to the arrow near the field and selecting the new value from the dropdown list.












You can open eWorksheet Details clicking the eWorksheet name.

You can Open on Desktop the eWorksheet file by clicking on the  icon near the “**eWorksheet name**” field. You can Open on Web the eWorksheet file by clicking on the  icon near the “**eWorksheet name**” field.

The other QC batch data is displayed on multiple tabs:

The **Samples** tab contains information about assigned to this QC batch samples and analyses.

Samples  Discussion Special information Attachments				
Assigned samples  Collapse all 				
Order	Sample type	Sample ID	Analyses	Violation
1	QA sample (QA_SM4500-HLB_WW_LCS)	AA21329	3 Analyses	 Yes
	Analysis code	Analysis type	Analysis name	Analysis status
	 QLA_SM4500-HLB_WW	QA analysis	LCS Amt for pH by potentiometry	 Uploaded from file
2	QA sample (QA_SM4500-HLB_WW_LCS)	AA21330	3 Analyses	 Yes
	Analysis code	Analysis type	Analysis name	Analysis status
	 QLA_SM4500-HLB_WW	QA analysis	LCS Amt for pH by potentiometry	 Uploaded from file

You can open the **Sample Details** window by clicking on the **Sample ID** in the tables. The **Analysis Details** window can be opened by clicking on **Analyses code**.

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

Settings

Available samples
Assigned samples
Analyses

+ Add field

Order	Field ID *
1.	Sample ID
✗ 2.	Violation
✗ 3.	Sample due date

Cancel
Apply

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

The list of inventories for the current QC batch defined in the QC batch template is displayed on **Inventory** tab. If the QC batch template doesn't have inventories, the Inventory tab is not displayed on the QC Batch Details dialog.

Item code	Item name	Item description	Item barcode ID *	Consumption quantit...	Consumption units	Expiration date	Lot number	Hazard Warnings	Certificate of analysis
INORG_NA_BICARBONATE	Sodium bicarbonate	Sodium bicarbonate	INORG_NA_BICA...	2	g	12/31/2040 11:0	SLBH7938V	No	No
INORG_NAPHTHL_ETHYL	N-1(1-naphthyl)eth...	N-1(1-naphthyl)eth...	INORG_NAPHTH...	0.0001	g	12/31/2040 11:0	B0336616	Yes	No
MM_CUL_K_PNEUMONIAE	Klebsiella pneumo...	Klebsiella pneumo...	MM_CUL_K_PNE...	0.1	Unit	01/14/2021 11:0	20201214KP	Yes	No
TRAINING_BUNDLE	Training Bundle	Composed on ite...	TRAINING_BUND...	1	No.	03/26/2020 10:0	031920	No	Yes
TRAINING_S2	TRAINING STAND...	TRAINING STAND...	TRAINING_S2-7	1	ml	07/13/2019 10:0	1	No	No
WC_VARIO_NITRI3	Nitrite reagent Var...	Nitrite reagent Var...	WC_VARIO_NITRI...	0.0001	Unit	01/31/2021 11:0	T01A	Yes	Yes

Clicking on the link with mixture icon in the **Item code** column will open the **Mixture details** window.

Mixture Details

TRAINING_S1

TRAINING_S2

Item code	Item barcode ID	Lot number	Consumption qua...	Consumption units	Expiration date	Vendor code	Receipt date	Certificate of anal...
TRAINING_S2	TRAINING_S2-6	64354	85	ml	12/31/2019 1	HACH	09/15/2025 08...	No

Close

You can see details about **Hazard Warnings** for the selected inventory in the corresponding window, that can be opened by clicking the Yes link in the column.

Hazard Warnings

Warning type

Hazardous

Causes skin irritation. Causes serious eye irritation.
Warning description

Precaution / Safety types

Clothing Gloves
Goggles

Wash skin thoroughly after handling.
Precaution description

[Close](#)

The **Certificate of analysis** can be viewed or downloaded by clicking the Yes link in the corresponding column.

On the **Discussion** tab you can discuss the QC batch with other users. Find the details on this functionality in the “Discussion” section of this guide.

The **Special Information** tab contains special information data used for this QC batch. The special information form should be defined for the QC batch template (configured on LW Desktop).

[Samples](#) [Discussion](#) **[Special information](#)** [Attachments](#)

New PG pick SAMP_RECEIVED New Yes/No pick No New text text
 New text mand 1

The Attachments related to the QC Batch are displayed under the “**Attachments**” tab. You can manage attachments by entering the **QC Batch Editing** mode. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

[Samples](#) [Discussion](#) [Special information](#) **[Attachments](#)**

Attachments + Add attachment

File name	Description	Type	Last modified date	Last modified user initials
DL_DR6000_1904755_2021-Dec-20_11_53_35 Manganese LR Pan.c...	No value ✎	Store in the filesy...	09/12/2025 06:01 PM	JSM

Attachments from discussion

File name	Type	Last modified date	Last modified user initials
analytes2.csv	Store in the database	09/12/2025 06:01 PM	JSM

QC Batch Creating



Click the **QC+** button to open **QC Batch Details** screen to create a QC batch.

Create QC Batch
✖

Not Defined
QC Batch Status

Description *

Assigned analyst initials

AA_PREPARATION01
Template

Preparation
QC batch type

Auto-generated
eWorksheet name ⓘ

Preparation date

Assigned instrument code

aa_prep
Template description

Samples ⓘ
Special information
Attachments

Available samples ⓘ Expand all

Show Unbatched

19 samples ⓘ

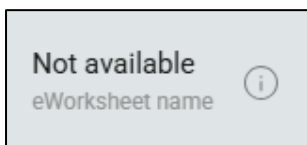
Overall due status	<input type="checkbox"/>	Order organization name	Location code DA	Om mandatory
Overdue	<input type="checkbox"/>	AB24917	No organization IWCP	12
Overdue	<input type="checkbox"/>	AB62338	No organization VCH-LOCATION	12
Overdue	<input type="checkbox"/>	AB68526	No organization 00000_TEST	12
Overdue	<input type="checkbox"/>	AB69064	No organization 078_EG	12
Overdue	<input type="checkbox"/>	AB69066	No organization 078_EG	12
Overdue	<input type="checkbox"/>	AB69067	No organization 078_EG	12
Overdue	<input type="checkbox"/>	AB69068	No organization 078_EG	12
Overdue	<input type="checkbox"/>	AB69069	No organization 078_EG	12
Overdue	<input type="checkbox"/>	AB69081	No organization 03-0270	12
Overdue	<input type="checkbox"/>	AB69082	No organization 078_EG	12
Overdue	<input type="checkbox"/>	AB69083	No organization 078_EG	12

Assigned samples ⓘ Collapse all

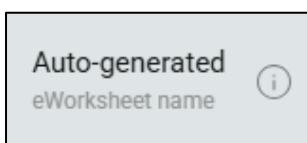
+ Create sub-batch ⓘ ⓘ ⓘ

Order	Sample type	Sample ID	My Analyses	Organization n
1 Type Sample ID				
	Analysis type	Analysis code	Result	Result method
	Primary	SEPA555	Results	No value
	Dependent	SQDV_EPA555	Results	No value
	Dependent	SQS1A_EPA555	Results	No value
2 Type Sample ID				
	Analysis type	Analysis code	Result	Result method
	Primary	SEPA555	Results	No value
	Dependent	SQS1A_EPA555	Results	No value

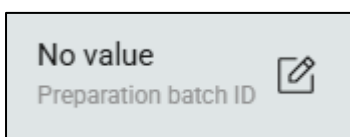
If the eWorksheet template is not specified or invalid, the “Not available” label with information icon is displayed. The eWorksheet will not be created after the QC Batch creation.



If the eWorksheet template is defined and valid, the Auto-generated label with information icon is displayed. The eWorksheet will be created after the QC Batch creation.



If you selected a “preparation” batch template, a preparation batch will be created. If you specified a “standard” batch template, a standard batch will be created. For standard batches, you can select 1 or several preparation batches to use samples from them. Click the pencil icon near the Preparation batches field to open the **Preparation Batches** dialog.



On this dialog, you can see the list of all preparation batches, created based on preparation batch templates, that were assigned to the standard batch template, used to create this batch.

Preparation QC Batches [View selected: 0](#)

<input type="checkbox"/>	QC batch ID	QC batch status	Created date	Modified date
<input type="checkbox"/>	<input type="text"/>	Pending	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AA_PREPRATI...	Pending	04/23/2025 04:44 PM	04/30/2025 02:43 AM
<input type="checkbox"/>	AA_PREPRATI...	Pending	07/25/2024 02:39 PM	04/30/2025 12:27 AM
<input type="checkbox"/>	AA_PREPRATI...	Pending	08/19/2024 09:39 PM	08/19/2024 09:40 PM

Items per page: 10 | 1-3 of 3 batches

You can apply filtering and sorting to find a needed batch. Click the [View selected](#) button to see the selected items. Samples from these batches can be assigned to the standard batch you are creating.

Click the **Apply** button to apply the selection.

Once preparation batches are specified, you can click on the batch names near the Preparation batches parameter to open the **Preparation Batches** dialog once again.

AA_PREPRATION01-14445 +2

Preparation batch ID

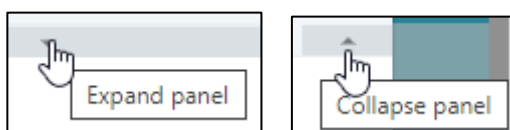
AA_PREPRATION01-14445

AA_PREPRATION01-13793

AA_PREPRATION01-14048

You can change the batch description, preparation date, assign analyst or instrument to the batch in the header part.

Also, you can expand or collapse the panel by clicking the arrow icon.

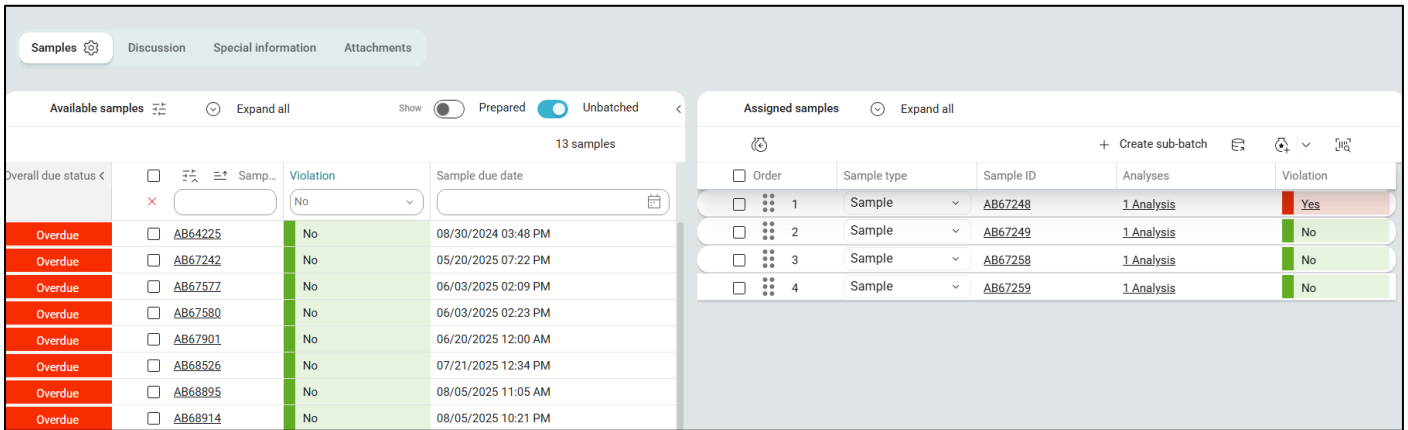


Samples can be assigned to the QC batch on the **Samples** tab.


The list of available samples is displayed on the **Available samples** panel. This panel can be collapsed/expanded.

You can change visible space for the **Available samples** and **Assigned samples** panel by dragging the middle grey area.

The sequence of samples from the template is firstly displayed on the **Assigned samples** panel with the grey color. It is just the “recipe” for the QC batch, hint for the users what samples and analyses should be assigned in accordance with the template. The “recipe” is not mandatory, just displayed as a recommendation.

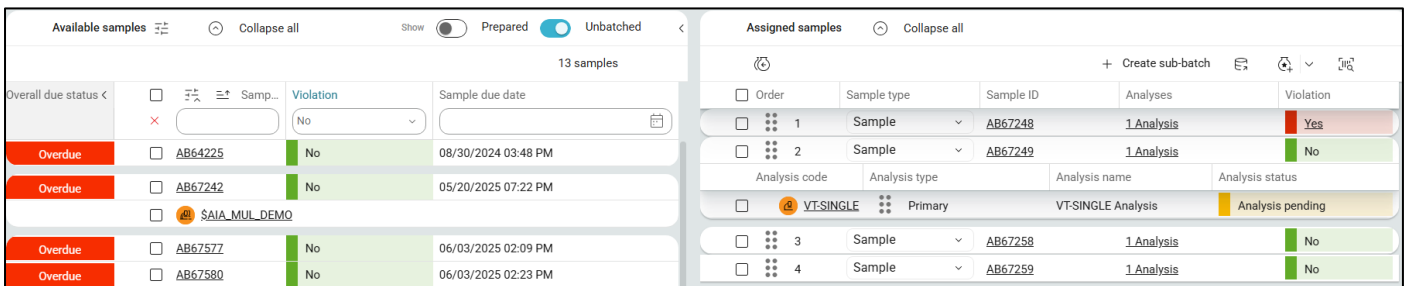


You can filter the available samples list using global filters as well as contextual filters of the configured columns.

To open the dialog with global filters, click the  icon.

You can hide or show analyses for all samples on each tab by clicking “**Collapse all**” or “**Expand all**” buttons.

You can expand analyses list for specific samples by clicking them.



To see only unbatched samples with unbatched analyses, turn the **Unbatched** switcher on.

If you are creating a standard batch and you may want to see only samples from preparation batches, that you configured in the header part, turn the **Prepared** switcher on.

You can select the samples or analyses that you want to assign to the QC batch on the **Available samples** panel.

The number of available samples to assign is displayed right under the toggle.

The right-arrow icon is appeared in the header, clicking on it you will move the selected items to the **Assigned samples** panel.

Selection order matters. When selecting samples or analyses, the order must be kept and the assigning must take into account the order. In other words, the assignment must be performed in the same order that the selection was.

If a record is selected in the sequence, the sample should be assigned to this selected position or the next position down if this one is busy or inappropriate.

A sample may not fit the position in the following cases:

- The position has the QA sample type.

- The position is busy with another sample.
- The same sample has already been added to another position.
 - In that case, the analysis must be added to the previously assigned sample.

You can move assigned items back by clicking left-arrow icon on the **Assigned samples** panel.

Assigned samples		Collapse all		
Order	Sample type	Sample ID	Analyses	Violation
<input checked="" type="checkbox"/>	Sample	AB64225	4 Analyses	No
Analysis code	Analysis type	Analysis name	Analysis status	
+ \$EPA555	Dependent	No value	No value	
+ \$QBV_EPA55	Dependent	No value	No value	
× \$EPA1613_...	Dependent	Chlorinated Dioxins and Furans	Analysis pending	
<input checked="" type="checkbox"/> \$VT-MULTI	Primary	\$VT-MULTI Analysis	Analysis pending	

To change the sample or analyses order, use drag-n-drop.

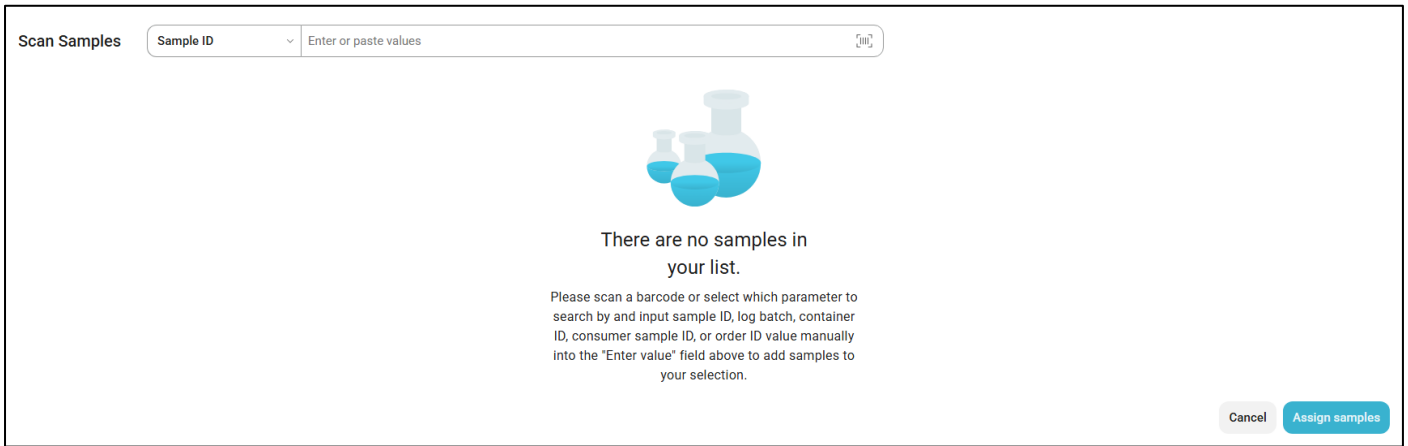
To fill all “recipe” with samples from the **Available sample** panel, use icon.


If you double-click on the sample in the **Available sample** panel, it also will be assigned to the QC batch. This also works in reverse.

For standard batches, samples can be added directly to the **Assigned samples** panel by entering the Sample ID to the corresponding input. You can select only samples from the picked preparation batches for this standard one.

Order	Sample type	Sample ID
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Sample	Type Sample ID
Analysis code	Sample ID	Analysis name
\$EPA555	AB58161	No value
\$QBV_EPA555	AB60530	No value
\$EPA1613_SU	AB61675	No value
	AB61895	No value

Also, samples can be assigned using the **Scan Samples** window. Click the icon to open that window.



The QA Samples can be added by using the  icon. Need to select the QA Sample from the template in the dropdown.

If you are creating a standard batch and you specified preparation batches in the header part, you can assign logged samples from these preparation batches to QA samples. Click the Sample ID field to select 1 of the available samples. Or keep it empty to generate a new sample automatically. The maximum of possible logged samples can be limited by the system setting.

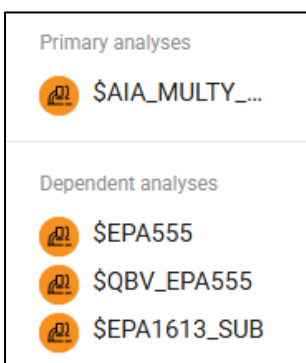


Samples can be divided into **Sub-batches** from A to Z inside the one QC Batch. You can change the Sub-batch using dropdown. To create a new Sub-batch, click the “**Create sub-batch**” button.

The new Sub-batch with the sequence of samples defined in the template will appear.

Only Samples that have **Primary analyses** defined in the template can be assigned to the QC batch.

When a sample has assigned analyses, you can hover over the Analyses link and a tooltip with up to 10 analyses of each type will be displayed.



Primary analyses can be assigned/unassigned individually. To do this, click a checkbox next to an analysis and then click the “Unassign selected” button at the top of the table.

Assigned samples		Collapse all	
View selected: 1		Clear selection	
+ Create sub-batch			
Order	Sample type	Sample ID	Analyses
1	Type Sample ID		
2	Sample	AB69286	2 Analyses
Analysis code		Analysis type	Analysis status
<input type="checkbox"/>	\$AIAMUL	Primary	Analysis pending
<input checked="" type="checkbox"/>	\$AIA_MUL_...	Primary	Analysis pending

Dependent analyses can be added to the selected sample using **Add analyses** window.

Add Analyses

View selected: 0

Analysis code	Analysis name
<input type="checkbox"/> \$A_VCH-MULTI	Amt Spiked for SVCH-MULTI Analysis
<input type="checkbox"/> \$AA_TAR01	\$AA_TAR01 Analysis
<input type="checkbox"/> \$AA_TR01	\$AA_TR01 Analysis
<input type="checkbox"/> \$AA_TR02	\$AA_TR02 Analysis
<input type="checkbox"/> \$ADDCOMPS	\$ADDCOMPS Analysis
<input type="checkbox"/> \$EPA1613_SUB	Chlorinated Dioxins and Furans

Only analyses in active current states are available in the Add analyses dialog. Analyses states can be configured in Desktop app – State Management.

Also, Dependent analyses can be added/removed directly in the list, using **+** and **x** icons. Removing analysis will be done only for sample inside QC batch, it will not be removed from a sample globally.


If a sample has a depended analyses specified in the sequence, it is assigned automatically.

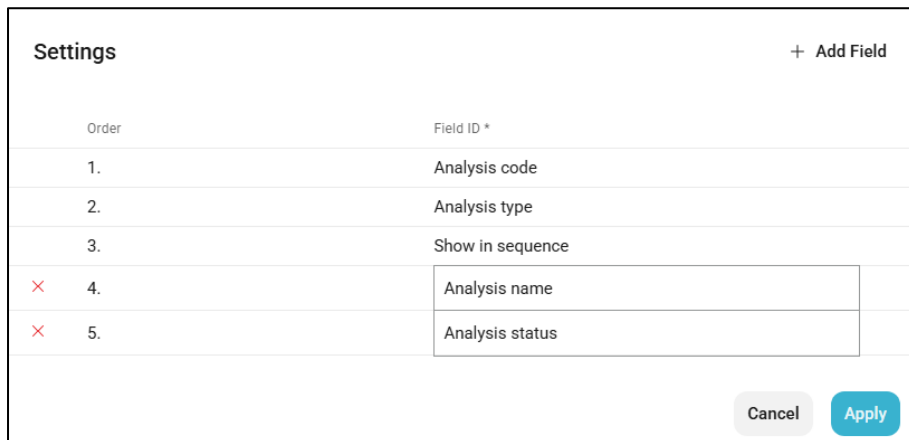
All analyses can be edited through Analyses window. It can be opened by clicking Analyses in the Analyses column.

Primary analyses	
<input checked="" type="checkbox"/> \$AIA_MUL_PAM	Primary
<input checked="" type="checkbox"/> \$AIAMUL	Primary

Dependent analyses	
<input checked="" type="checkbox"/> \$AA_TR01	No value
<input checked="" type="checkbox"/> \$AA_TR02	No value
<input checked="" type="checkbox"/> \$ADDCOMPS	No value

You can hide analyses from the QC batch by unchecking **Show in sequence** checkbox.

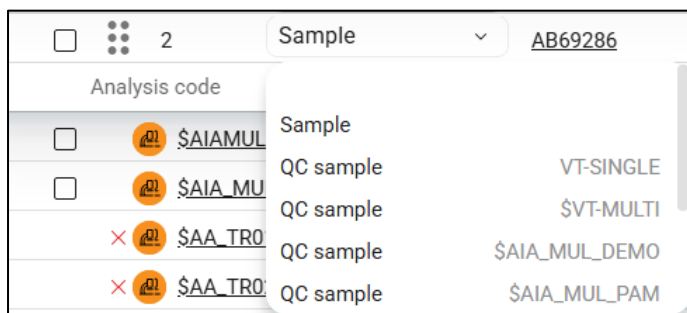
The set of displayed fields in the Analyses window can be changed in the **Settings** window. It can be opened by clicking on the  icon.




Order	Field ID *
1.	Analysis code
2.	Analysis type
3.	Show in sequence
✗ 4.	Analysis name
✗ 5.	Analysis status

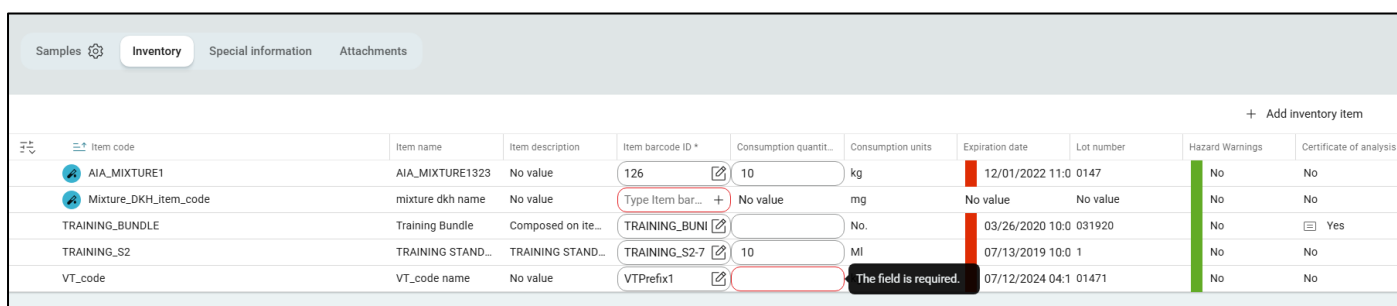
Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can change the sample type from **“Sample”** to **“QC Sample”** using dropdown in the sample header.



You can **export** the list of Available samples by clicking the  button.

The list of inventories can be changed on the **Inventory** tab.



Item code	Item name	Item description	Item barcode ID *	Consumption quantit...	Consumption units	Expiration date	Lot number	Hazard Warnings	Certificate of analysis
AIA_MIXTURE1	AIA_MIXTURE1323	No value	126	10	kg	12/01/2022 11:0	0147	No	No
Mixture_DKH_item_code	mixture dkh name	No value	Type Item bar...	No value	mg	No value	No value	No	No
TRAINING_BUNDLE	Training Bundle	Composed on ite...	TRAINING_BUNI		No.	03/26/2020 10:0	031920	No	Yes
TRAINING_S2	TRAINING STAND...	TRAINING STAND...	TRAINING_S2-7	10	MI	07/13/2019 10:0	1	No	No
VT_code	VT_code name	No value	VTPrefix1			07/12/2024 04:1	01471	No	No

You need to choose the **Item barcode ID** and enter the **Consumption quantity** for the inventories defined in the template.

Users with the CINV_OVRDEXPDATE privilege can create batches with expired inventory items. If there are expired inventory items in the list and current user does not have CINV_OVRDEXPDATE privilege, this batch will not be created and an error will be displayed.

Also, new inventory items can be added using the **Add Inventory Item** window. To open it click the “**Add inventory item**” button.

Add Inventory Item Type Item barcode ID View selected: 0

Available item codes: **VT_code**

Item code	Item name	Item barcode ID *	Item description	Expiration date	Consumption quantity *	Lot number	Batch number	Certificate of analysis
VT_code	VT_code name	VTPrefix2	No value	01/15/2025 10:36 PM	99892	123456	NewVtBatch	No

Items per page: 10 | 1-1 of 1 inventory items

Close Add

On the **Special information** tab, you can enter the data to the fields.

Special information

New PG pick * SAMP_RECEIVED New Yes/No pick No New text text

New text mand * 1

You can manage attachments to the QC batch on the **Attachments** tab. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

Attachments + Add attachment

File name	Description	Type	Last modified date	Last modified user initials
There are no items.				

Attachments from discussion

File name	Type	Last modified date	Last modified user initials
analytes2.csv	Store in the database	09/12/2025 06:00 PM	JSM

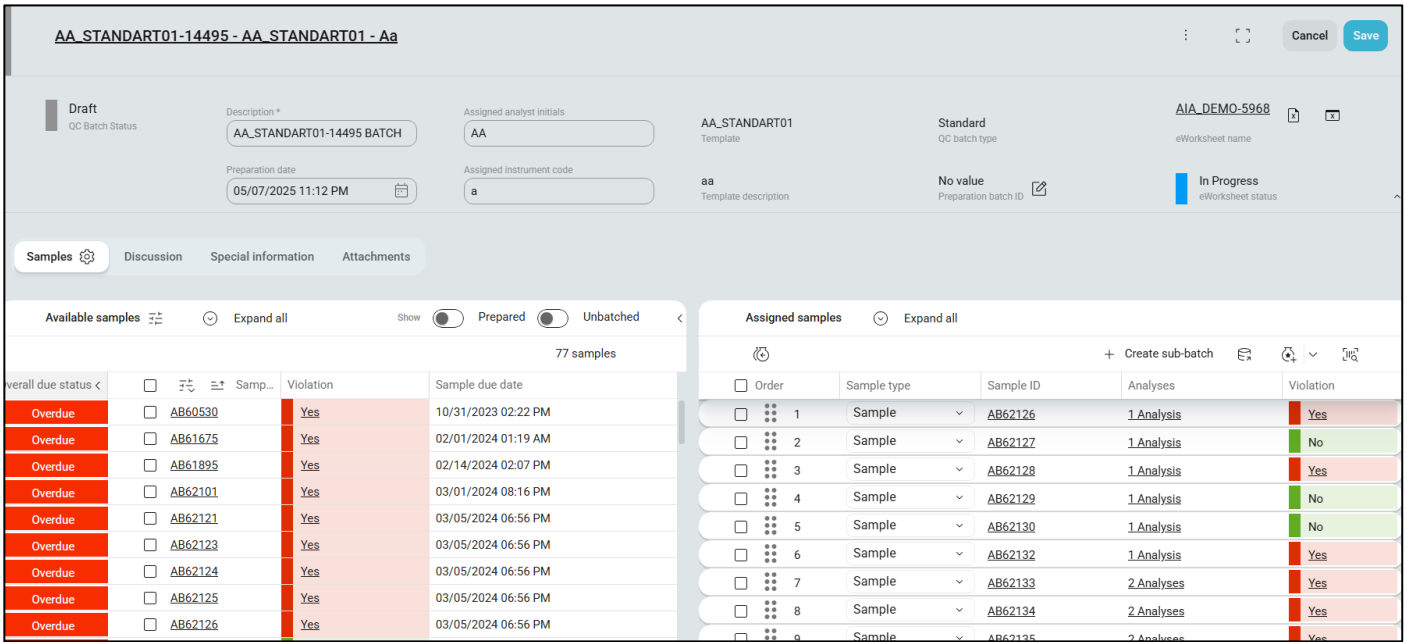
If you want to create several QC batches based on the same template, select the **Create and new item** in the **Create** button dropdown.

Create and new

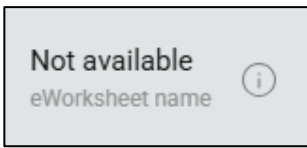
Create ▼

QC Batch Editing

QC Batch Editing mode is enabled when you press the “Edit” button on the QC Batch Details screen, by double-clicking any of the editable fields or with the “Add attachment” button in the Attachments tab.

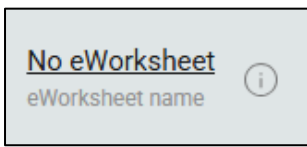


If the eWorksheet template is not specified or invalid, the Not available label with information icon is displayed.




If the eWorksheet template is defined and valid, the No eWorksheet label with information icon is displayed.

You can create an eWorksheet by clicking the No eWorksheet label.



In the edit mode, QC batch fields become editable and the “Edit” button is replaced with “Save” and “Cancel” buttons that apply or discard the changes respectively.

Every change except for the Samples tab can be discarded separately by the “Revert” button  next to the updated field.



You can see how to edit QC batch fields in the QC Batch Creating section above.

Log Batches

Log batches is an area of the system where users can access detailed information about the log batches. It helps manage grouped samples, leave comments, and discuss them with a team.


You can set up parameters, special information forms, and report recipients for log batches.


Samples can be removed from a batch, so that they become unbatched.

By default, there are the following options under the "Log batches" section in the header:


1. Log batch management
2. Log batch explorer

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

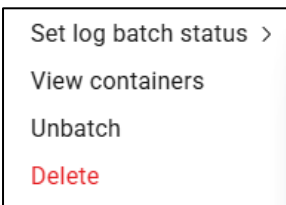
 - Open the **Container Management** screen in a new tab. Containers of the selected log batch samples will be selected and displayed.

 - Make a template favorite. Marked templates can be quickly filtered from list of templates by the **Show favorite** toggle while creating a log batch.

Show favorite - Show favorite. If the toggle is turned on, only favorite templates will be shown on the **Select templates** dialog.

 - Open the **Create log batch** screen in a new tab. To create a new log batch, you need to select a template in the **Select template** screen first.

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



- Set log batch status – Change the log batch status to the selected one. The set of all available statuses, the set of statuses available for manual transitions, the status order, and colors are defined by the workflow architect. The desktop **State Management** application is used for configuring workflow architect templates. This operation is unavailable for the "Unbatched" group.
- View containers – Open the **Container Management** screen in a new tab. Described above.
- Unbatch – Ungroup the selected log batches. Samples are moved from this log batch to Unbatched batch.
- Delete – Delete the selected log batches from the system.

Log Batch Management

The **Log Batch Management** page provides quick access and daily management of non-retired log batches.

The table displays a list of available log batches that have not been completed or completed no more than a certain number of days ago.

The screenshot shows the 'Log Batch Management' interface. At the top, there is a 'Show samples' toggle and a refresh button. Below that, a 'View' dropdown is set to 'Default'. The main table has columns: Log batch status, Log batch name, Created date, Samples count, Samples completed, Sample ID, Sample status, and Login user initials. A left-hand 'Filtering' panel is open, showing 'Log batch status' set to 'Active +1'. The table contains 15 rows of log batch data, each with a status indicator (Active), a checkbox, a name, a date, a sample count, a completion progress bar, a sample ID, a status label, and a user icon.

Log batch status	Log batch name	Created date	Samples count	Samples completed	Sample ID	Sample status	Login user initials	
Active	<input type="checkbox"/>	240324001	06/30/2025 07:38 PM	1 Sample	0 of 1	AB62345	Waiting for Analyses	No value
Active	<input type="checkbox"/>	240325005	06/30/2025 07:38 PM	3 Samples	0 of 3	AB62351	Waiting for Report	JAZ
						AB62352	Waiting for Report	JAZ
						AB62353	Waiting for Report	JAZ
Active	<input type="checkbox"/>	240325007	06/30/2025 07:38 PM	2 Samples	0 of 2	AB62354	Waiting for Report	AIAPER
						AB62355	Waiting for Analyses	AIAPER
Active	<input type="checkbox"/>	240325009	06/30/2025 07:38 PM	5 Samples	0 of 5	AB62356	Ready to Collect	VT
						AB62357	Ready to Collect	VT
						AB62358	Ready to Collect	VT
						AB62359	Ready to Collect	VT
						AB62360	Ready to Collect	VT
Active	<input type="checkbox"/>	240325014	06/30/2025 07:38 PM	3 Samples	0 of 3	AB62361	Ready to Collect	JST
						AB62362	Ready to Collect	JST
						AB62363	Ready to Collect	JST
Active	<input type="checkbox"/>	240325026	06/30/2025 07:38 PM	1 Sample	0 of 1	AB62364	Waiting for Analyses	VCH
Active	<input type="checkbox"/>	240325029	06/30/2025 07:38 PM	1 Sample	0 of 1	AB62367	Waiting for Analyses	VCH
Active	<input type="checkbox"/>	240325035	06/30/2025 07:38 PM	1 Sample	0 of 1	AB62373	Ready to Collect	AA
Active	<input type="checkbox"/>	240325038	06/30/2025 07:38 PM	1 Sample	0 of 1	AB62376	Waiting for Analyses	VCH

To view samples properties, turn on the **“Show samples”** toggle.

Log batch status column can be collapsed/expanded.

The table’s columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

You can select one or more log batches from the lists and perform actions on them. All general actions for log batches are described in the **Log Batches** section above.


To view the selected log batches, turn on the **“Show selected”** toggle.

The total number of log batches displayed on the screen is shown above the table.

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

You can navigate to the details of a particular log batch by clicking on corresponding fields within the table.

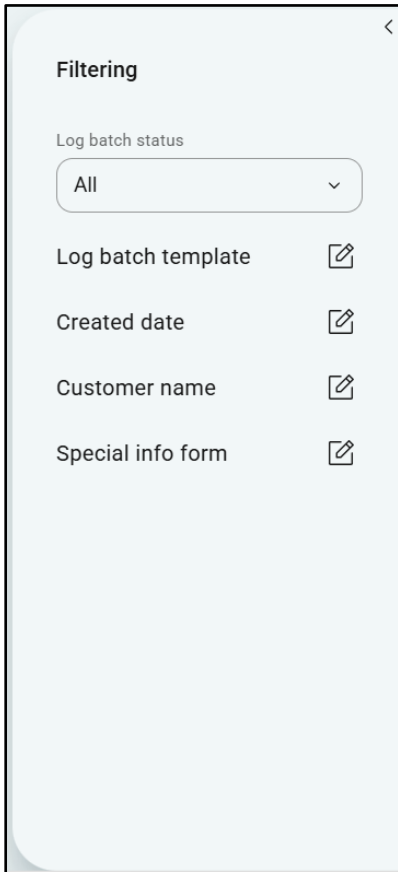
You can apply custom and public views to quickly search for needed items. See details in the **Views** section.

You can click the  button to refresh the data on the page or configure automatic refreshing in the **Settings** window. The last update time is displayed by the refresh button.

The data can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction:

- Default sorting: ascending order by log batch name.

The data can be filtered by filters on the left panel. This panel can be collapsed/expanded.



Possible filters:

- Log batch status
- Log batch template
- Created date
- Customer name
- Special info form


The data can be grouped. The first column in a grouped view displays the grouping field value and total items inside the group.

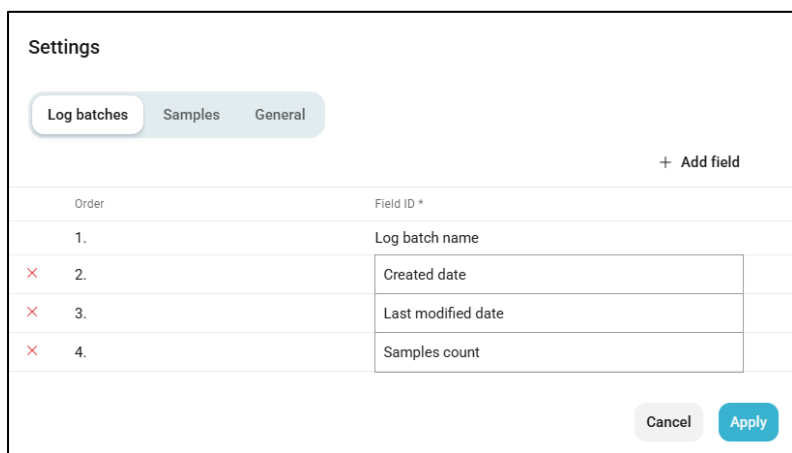
- The default grouping: Workflow.

Note: When grouping by date columns, time values are not considered. For example, records with dates "03/09/2021 12:55" and "03/09/2021 11:45" will be combined into one group "03/09/2021" after grouping.

Settings

The set of fields displayed in the table can be configured in the **Settings** window.

To access the window, click the  button near the title.

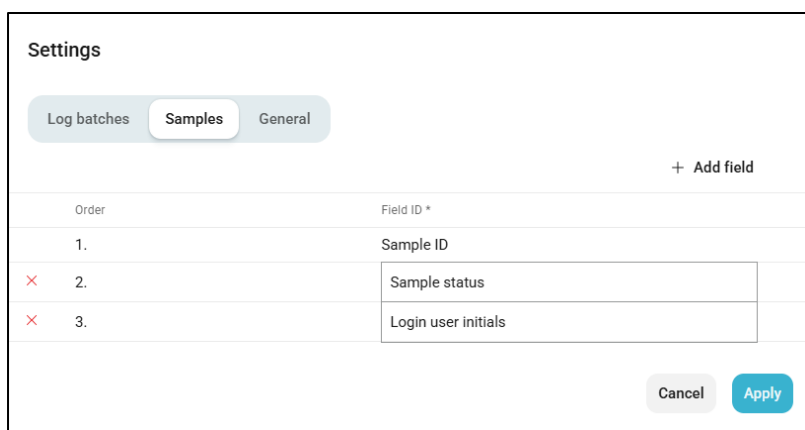


The screenshot shows the 'Settings' window with the 'Log batches' tab selected. The window has three tabs: 'Log batches', 'Samples', and 'General'. A '+ Add field' button is in the top right. Below is a table with two columns: 'Order' and 'Field ID *'. The table contains four rows:

Order	Field ID *
1.	Log batch name
2.	Created date
3.	Last modified date
4.	Samples count

Each row from 2 to 4 has a red 'X' icon in the left margin. At the bottom right are 'Cancel' and 'Apply' buttons.

On the **Log batches** and **Samples** tabs, you can change the order of the fields, remove certain fields from the appropriate table or add new ones.

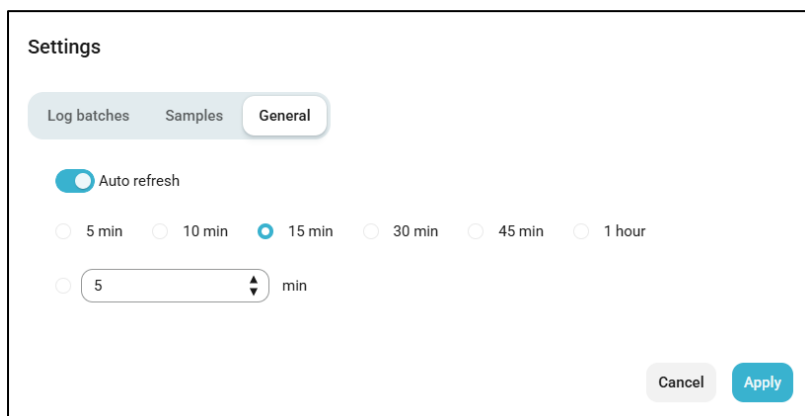


The screenshot shows the 'Settings' window with the 'Samples' tab selected. The window has three tabs: 'Log batches', 'Samples', and 'General'. A '+ Add field' button is in the top right. Below is a table with two columns: 'Order' and 'Field ID *'. The table contains three rows:

Order	Field ID *
1.	Sample ID
2.	Sample status
3.	Login user initials

Each row from 2 to 3 has a red 'X' icon in the left margin. At the bottom right are 'Cancel' and 'Apply' buttons.

On the **General** tab, you can configure auto-refresh settings. If auto-refresh is turned on, the **Log Batch Management** page is automatically refreshed based on the specified refresh period.



The screenshot shows the 'Settings' window with the 'General' tab selected. The window has three tabs: 'Log batches', 'Samples', and 'General'. There is a toggle switch for 'Auto refresh' which is turned on. Below it are radio buttons for refresh intervals: 5 min, 10 min, 15 min (selected), 30 min, 45 min, and 1 hour. At the bottom right are 'Cancel' and 'Apply' buttons.

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

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

Other users are not affected by your settings.

Log Batch Explorer

Log Batch Explorer has functionality similar to that of the **Sample Explorer**, with the exception that the samples are grouped into log batches, and there are additional ways to sort and filter the table using the log batch fields.

The screenshot shows the 'Log batch explorer' interface. On the left, there are filter categories: Sample date filters, Sample field filters, Analysis date filters, Analysis field filters, Log batch filters, and Preset filters. The main area displays a table with the following columns: Log batch, Description, Log batch status, Log batch template, Created date, Completed date, Last modified date, and Samples count. The table contains 9 rows of data. At the bottom, there is a pagination control showing 'Items per page' set to 25 and '1-9 of 9 log batches'.

Log batch	Description	Log batch status	Log batch template	Created date	Completed date	Last modified date	Samples count
2507100	ssss	Draft	DEFAULT_GROUP_T...	07/10/2025 09:03 AM	No value	07/10/2025 09:03 A...	20 Samples
2507140	ssss	Draft	DEFAULT_GROUP_T...	07/14/2025 09:04 AM	No value	07/14/2025 09:04 A...	20 Samples
2507150	ssss	Draft	DEFAULT_GROUP_T...	07/15/2025 09:04 AM	No value	07/15/2025 09:04 A...	20 Samples
2507150	dddd	Draft	DEFAULT_GROUP_T...	07/15/2025 06:50 AM	No value	07/15/2025 06:50 A...	10 Samples
2506300	250630038	Draft	DEFAULT_GROUP_T...	06/30/2025 02:20 PM	No value	07/14/2025 01:02 P...	34 Samples
2505270	250527007	Active	DEFAULT_GROUP_T...	05/27/2025 06:54 AM	No value	07/15/2025 06:56 A...	1000 Samples
2505270	250527005	Active	DEFAULT_GROUP_T...	05/27/2025 06:53 AM	No value	07/15/2025 06:52 A...	1000 Samples
2404090	240409015	Active	DEFAULT_GROUP_T...	04/11/2025 08:01 AM	No value	07/11/2025 08:01 A...	224 Samples
2402150	240215003	Active	DEFAULT_GROUP_T...	04/22/2024 01:41 PM	No value	07/15/2025 03:02 A...	129 Samples

Displayed columns can be configured by the **Settings** dialog.

The screenshot shows the 'Settings' dialog for 'Log batches'. It has three tabs: 'Log batches', 'Samples', and 'Analyses'. There is an '+ Add field' button. Below is a table with columns 'Order' and 'Field ID *'. The table lists 8 fields to be displayed in the table, each with a red 'X' in the 'Order' column, indicating they are currently selected. At the bottom, there are 'Cancel' and 'Apply' buttons.

Order	Field ID *
1.	Log batch name
2.	Description
3.	Log batch status
4.	Log batch template
5.	Created date
6.	Completed date
7.	Last modified date
8.	Samples count

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

You can right-click one log batch in the list and perform actions on them from the action drop-down menu.


When you click on the batch row, the element expands revealing the list of samples in this batch. The expanded element works the same way as the list of samples on the **Sample Explorer** screen. If a log batch contains more samples than the maximum number of items configured to display by default, "**View all**" button will be available. On click, all elements will be shown in the list. Nested tables with analyses list for samples work the same way.

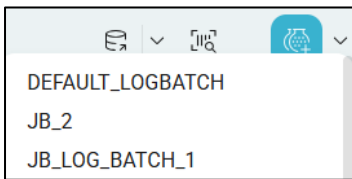
2505270	250527007	Active	DEFAULT_GROUP_T...	05/27/2025 06:54 AM	No value	07/15/2025 06:56 A...	1000 Samples	:
Sample ID	Location code desc	Location description	Sample status	Customer name	Project full name	Collected date	Submitted date	Sample con
<input type="checkbox"/> AB66423	078_BKGR	078 BKGR	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value
<input type="checkbox"/> AB66424	078_EG_CONTROL	078 EG CONTROL	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value
<input type="checkbox"/> AB66425	078_EW_CONTROL	078 EW CONTROL	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value
<input type="checkbox"/> AB66426	1_MIDWEST	Miramar Greenery project.	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value
<input type="checkbox"/> AB66427	1000_RWSYS	Scripps Poway Parkway at Angri	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value
<input type="checkbox"/> AB66428	1001_RWSYS	Willow Creek at Caminito Agadi	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value
<input type="checkbox"/> AB66429	1002_RWSYS	8200 Blk. Miramar Rd. at Cabot	Ready to Collect	No value	JST\1	No value	07/15/2025 01:54 PM	No value

You can select one or more samples in the list and perform actions on them. All general actions on samples are described in the **Samples** section above.

The actions can be applied both to individually selected samples and to the entire group via the “dot-dot-dot” menu.

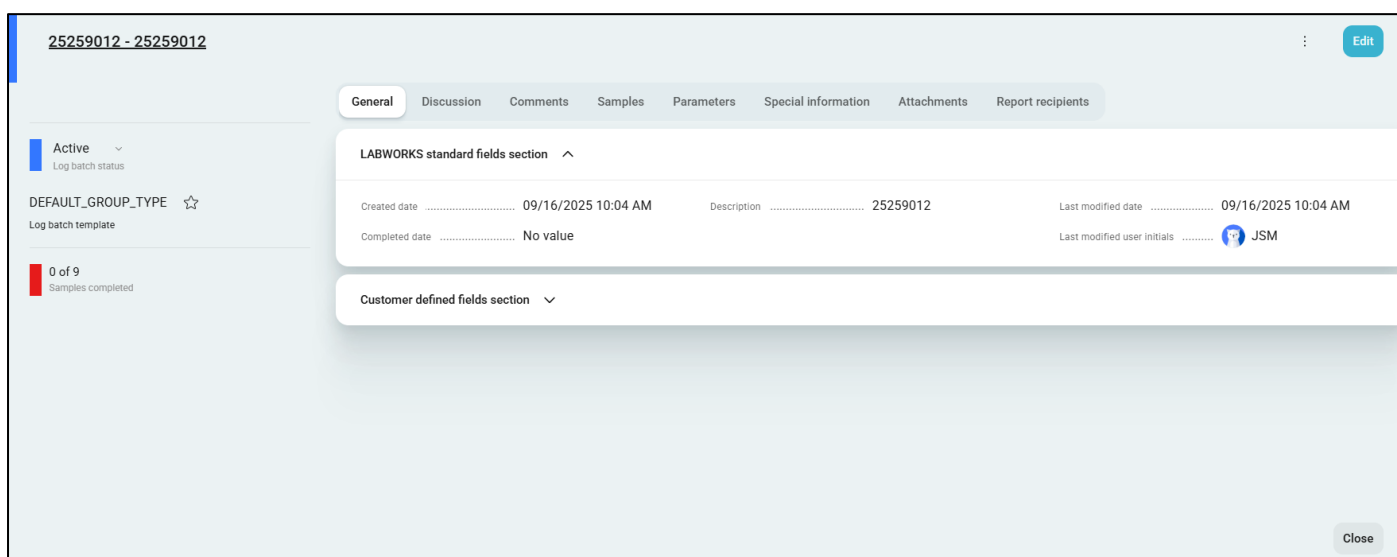
Log batches may contain various information depending on the template it was created with. This is indicated by an underline when you hover over the Batch name. Click on the batch name to open the **Log Batch Details** window.

Clicking on the arrow of the  icon, allows to view last used / default template for the log batch creation.



Log Batch Details

The **Log Batch Details** window contains all information related to a particular log batch under the tabs.

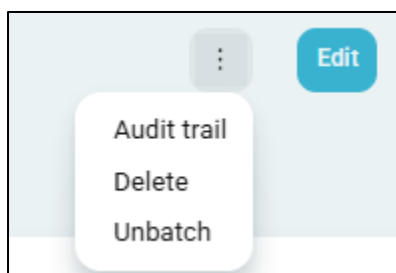


The representation of the data depends on the global configuration done by admins:

- The page header
- The list of shown tabs, their names and order
- Fields, displayed on the left panel
- Sections and fields in them, shown on the **General** tab

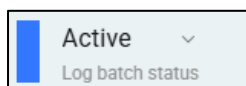
Please note, that in the current document, one of possible configurations is described and it may differ from your Enterprise LIMS.

The “dot-dot-dot” menu provides users with the ability to perform actions on log batches. All general actions on log batches are described in the **Log Batches** section above.



The “**Audit Trail**” option allows you to browse all changes made to the log batch on the **Audit Trail** window.

The **Status** of the log batch can be changed by clicking the arrow near the field and selecting the new value from the dropdown list. The set of available statuses can be configured by administrator in the LABWORKS State Management desktop application.



In addition, you can **make the log batch template favorite**. See the description of this operation in the **Log Batches** section above.

Other log batch data is displayed on multiple tabs:

The **General** tab contains the main log batch information.

The screenshot shows the 'General' tab selected in a navigation menu. Below the menu is a section titled 'LABWORKS standard fields section' with an upward arrow. It contains the following information:

Created date	09/16/2025 10:04 AM	Description	25259012	Last modified date	09/16/2025 10:04 AM
Completed date	No value			Last modified user initials	JSM

Below this is a section titled 'Customer defined fields section' with a downward arrow, which is currently empty.

On the **Discussion** tab, you can discuss the log batch with other users. Find the details on this functionality in the “Discussion” section of this guide.

The **Comments** tab displays a list of comments of that log batch with comment last modified date and last modified user initials.

The screenshot shows the 'Comments' tab selected in a navigation menu. At the top right of the comment area is a '+ Add comment' button. Below is a table with the following columns: Comment number, Comment text, Comment last modified date, and Comment last modified user initials.

Comment number	Comment text	Comment last modified date	Comment last modified user initials
2	Log batch has been moved to Active	09/16/2025 10:14 AM	JSM
1	Log batch has been created by JSM	09/16/2025 10:14 AM	JSM

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

General Discussion Comments **Samples** Parameters Special information Attachments Report recipients

Samples 🔍 Create sample + Add sample

Sample ID	Login batch	Location code	Collected date	Submitted date	Last modified date	Login user initials	Sample status
AB69441	25259012	00000_TEST	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69442	25259012	00000_TEST	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69443	25259012	00000_TEST	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69444	25259012	03-0270	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69445	25259012	03-0270	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69446	25259012	03-0270	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69447	25259012	03-0270	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69448	25259012	078_EG	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect
AB69449	25259012	078_EG	No value	No value	09/16/2025 10:04 AM	JSM	Ready to Collect

Items per page 10 1-9 of 9 samples

The **Parameters** tab contains custom fields of this particular log batch.

General Discussion Comments Samples **Parameters** Special information Attachments Report recipients

Parameters + Add parameter

Movement date No value Disposal date No value

On the **Special information** tab, you can enter special information data to the fields.

General Discussion Comments Samples Parameters **Special information** Attachments Report recipients

Special information + Add special information form

Form 1 ^

c1r1 No value c2r1_opt_lower No value c3r1 No
c1r2_req_lower No value c2r3_opt_upper No value c3r5_req_upper No value
c1r6 No value
nsr8 No value c1r-3 No value

Form 2 ^

Field 1 No value TextLabel_1 No value CheckBox_1 No value
Yes No No value

There are two types of special information forms:

1. Specified according to the log batch template with preset labels (prompts) configured on LW Desktop.

2. Unspecified special forms which can be added directly on the **Log Batch Details** page in edit mode.

The **Attachments** tab contains all attachments related to the log batch in three groups:

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

You can manage attachments by entering the **Log Batch Editing** mode. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

The screenshot shows the 'Attachments' tab selected in the top navigation bar. Below the navigation bar, there are three sections:

- Specified:** A table with columns: File name, Description, Type, Last modified date, Last modified user initials. It contains the text "There are no items."
- Attachments:** A table with columns: File name, Description, Type, Last modified date, Last modified user initials. It contains one row:

File name	Description	Type	Last modified date	Last modified user initials
DL_DR6000_1904755_2021-Dec-20_11_53_35 ...	No value	Store in the filesystem	09/16/2025 10:17 AM	JSM
- Attachments from discussion:** A table with columns: File name, Type, Last modified date, Last modified user initials. It contains the text "There are no items."

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.

The screenshot shows the 'Report recipients' tab selected in the top navigation bar. Below the navigation bar, there is a table with columns: Reference, Doctype, Addrtype, Primary, Proj name, Proj client, Proj contact, Proj phone, Proj email, Sampler c... The table contains four rows of data:


Reference	Doctype	Addrtype	Primary	Proj name	Proj client	Proj contact	Proj phone	Proj email	Sampler c...
6aac7ac5-f230-...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value
6aac7ac5-f230-...	OrganizationMo...	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value
78eede88-3616-...	OrderModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value
78eede88-3616-...	OrderModel	CC address	<input type="checkbox"/>	No value	No value	No value	No value	No value	No value

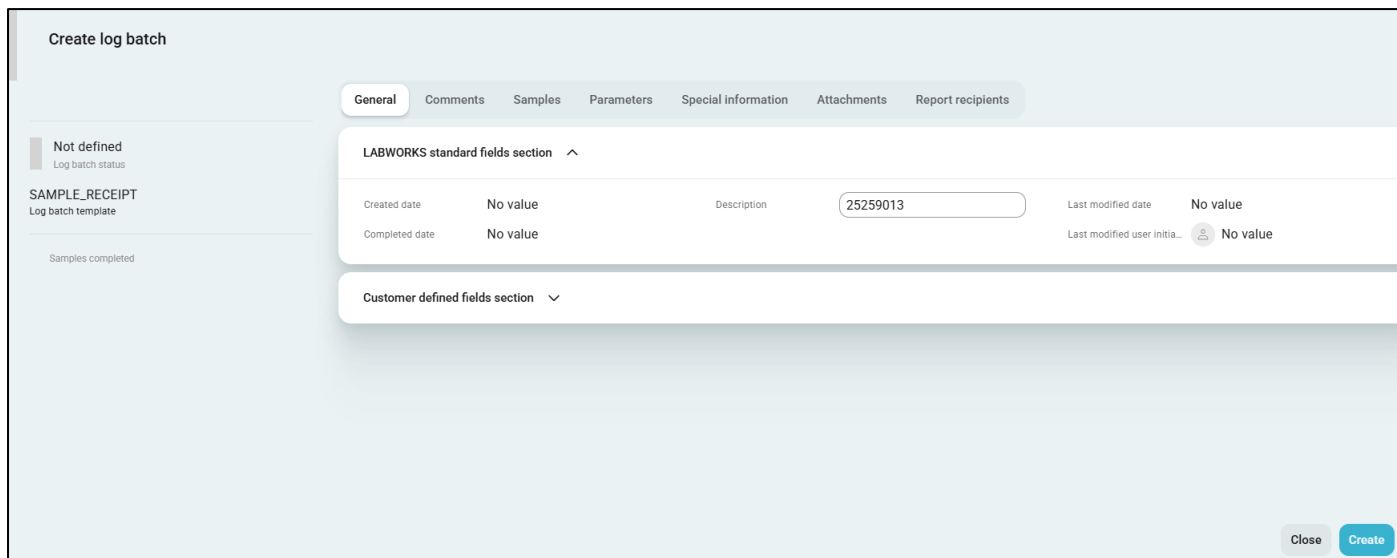
The “dot-dot-dot” menu provides users with the ability to perform actions on log batches. All general actions on log batches are described in the **Log Batch Explorer** section above.

The screenshot shows a vertical menu with three options: Audit trail, Delete, and Unbatch.

Log Batch Creating

Certain log batch templates allow creation of complex log batches that may contain additional information

related to all samples in the batch. Click the  button and select a template, to open **Log Batch Details** screen for creating a log batch.



Create log batch

General Comments Samples Parameters Special Information Attachments Report recipients



LABWORKS standard fields section ^

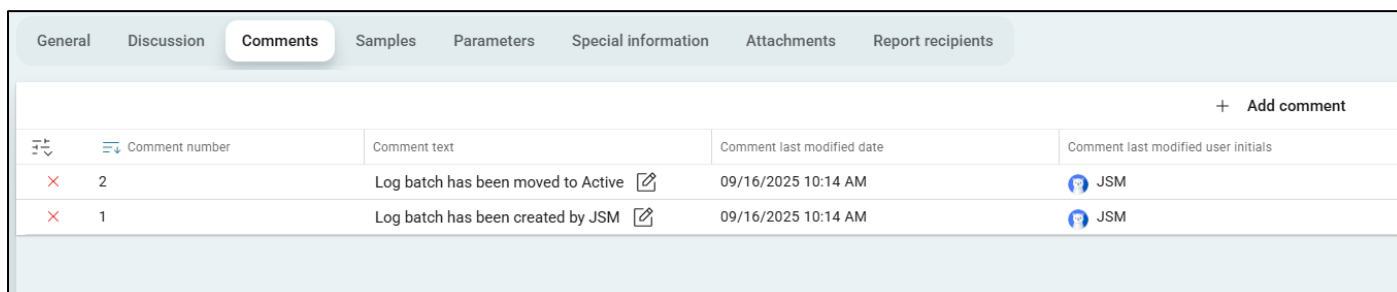
Created date	No value	Description	25259013	Last modified date	No value
Completed date	No value			Last modified user initials	No value

Customer defined fields section v

Close Create



You can enter or change values for the log batch on the **General** tab.

On the **Comments** tab, you can add, edit, and delete comments to the log batch. To add a new comment, click the “**Add comment**” button. You can edit your own comments by clicking the  icon or delete them by clicking the  icon. All operations will be applied only after you save the log batch.

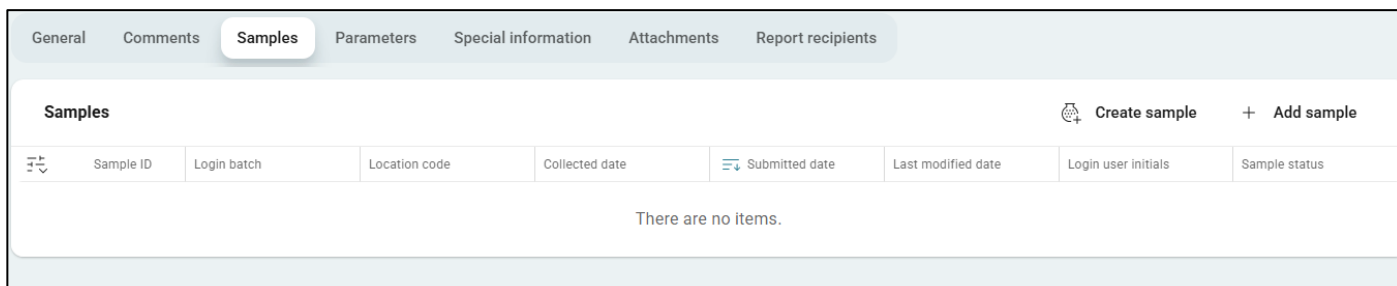


General Discussion **Comments** Samples Parameters Special information Attachments Report recipients


+ Add comment

Comment number	Comment text	Comment last modified date	Comment last modified user initials
2	Log batch has been moved to Active 	09/16/2025 10:14 AM	JSM
1	Log batch has been created by JSM 	09/16/2025 10:14 AM	JSM


On the **Samples** tab, you can create a new sample or add an existing sample on the **Samples** tab.



General Comments **Samples** Parameters Special information Attachments Report recipients

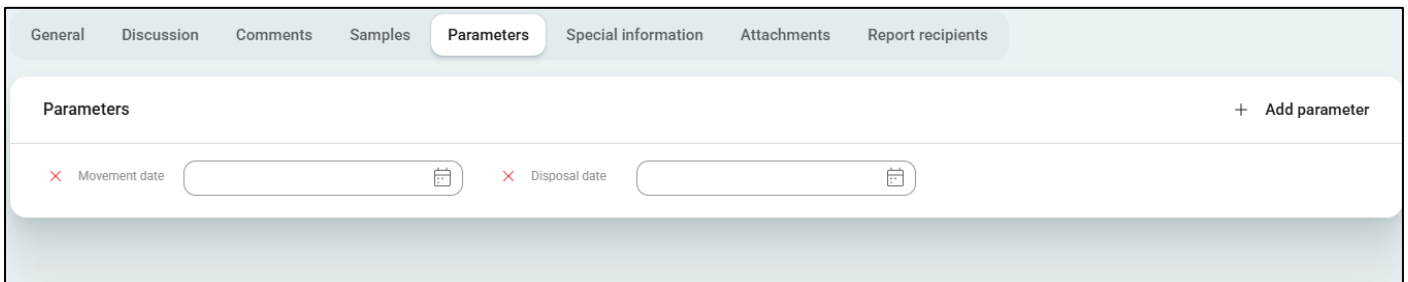
Samples  Create sample + Add sample

Sample ID	Login batch	Location code	Collected date	Submitted date	Last modified date	Login user initials	Sample status
There are no items.							

To create a new sample, click the  button. You will be automatically redirected to **Create Samples** screen, where the new sample will have its log batch pre-filled.

To add an existing sample, click the **“Add sample”** button in the top-right corner of the table and select samples on the opened **Add Sample** screen. To remove a sample from log batch, click the **✗** icon, the sample will be moved to the Unbatched batch.

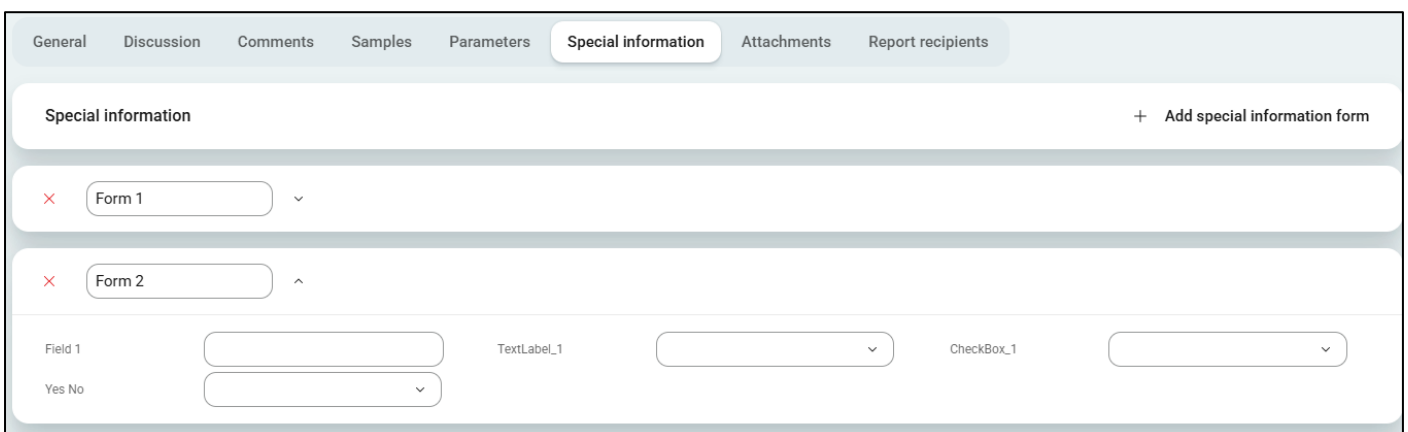
On the **Parameters** tab, you can add, remove parameters, and set labels for the unspecified parameters.



To add a new parameter, click the **“Add parameter”** button in the top-right corner of the table.

You can enter the parameter name and select the type.

On the **Special information** tab, you can enter the data to the special information fields.



To add a new special information form, click the **“Add special information form”** button, select a form to display the needed fields and specify the label of a section.

Add Special Information Form

Special information form

Start typing

Prompt

Cancel Add

You can manage attachments to the log batch on the **Attachments** tab. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

General Comments Samples Parameters Special Information **Attachments** Report Recipients

Specified + Add attachment

File name	Description	Type
There are no items.		

Attachments

File name	Description	Type
There are no items.		

To add a new report recipient, click the “**Add recipient**” or “**Add reference**” button in the top-right corner of the table batch on the **Report Recipients** tab.

General Comments Samples Parameters Special Information Attachments **Report Recipients**

Report Recipients + Add recipient + Add reference

Reference	Doctype	Addrtype	Primary	Email	Contactname	Telephone	Address	Ccid	Project co
✗ 08eec62e-e8a6...	Order	CC address	<input type="checkbox"/>	lily@gmail.com	Lily	No value	No value	0f2a79b2-7c8b-...	No value
✗ 0a2007f7-1805...	Order	CC address	<input type="checkbox"/>	mark@email.com	Mark	No value	No value	91fce78a-00bf-...	No value

Log Batch Editing

Log Batch Editing mode is enabled when you press the “**Edit**” button on the **Log Batch Details** screen, by double-clicking any of the editable fields. The “**Edit**” mode also enables automatically when you update the batch by clicking on the following buttons:

- **Add comment** button on the **Comments** tab;
- **Add sample** button on the **Samples** tab;
- **Add parameter** button on the **Parameters** tab;
- **Add special information form** button on the **Special information** tab;
- **Add attachment** button on the **Attachments** tab;
- **Add recipient / Add reference** buttons on the **Report recipients** tab.

25259012 - 25259012

Cancel Save

General Discussion Comments Samples Parameters Special information Attachments Report recipients

Active
Log batch status

DEFAULT_GROUP_TYPE
Log batch template

0 of 9
Samples completed


LABWORKS standard fields section ^


Created date	09/16/2025 10:04 AM	Description	25259012	Last modified date	09/16/2025 10:17 AM
Completed date	No value			Last modified user initials	JSM

Customer defined fields section v

Close

In the edit mode, log batch fields become editable. The “**Edit**” button is replaced with “**Save**” and “**Cancel**” buttons that apply or discard the changes respectively.

Every change can be discarded separately by the “**Revert**” button  next to the updated field on the **General**, **Parameters**, and **Special information** tabs.

Description 2508200023 

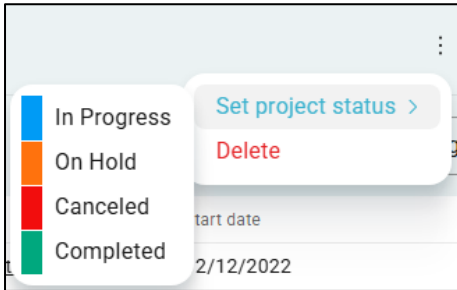
You can see how to edit log batch fields in the **Log Batch Creating** section above.

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

Projects

Projects is an area of the system where users can access detailed information about the projects.


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



- Set project status – Change the project status to the selected one. The set of all available statuses, the set of statuses available for manual transitions, the status order, and colors are defined by the workflow architect. The desktop **State Management** application is used for configuring workflow architect templates.
- Delete – Delete the selected projects from the system.

Projects can be nested. A project that does not have a parent project is the root project. Others are sub-projects or "child" projects. Root projects are displayed on the Projects page. The "child" projects can be accessed through the root project details page.



There is the  button to add root projects to the system. The **Project Editing** dialog will be opened.

Project Management

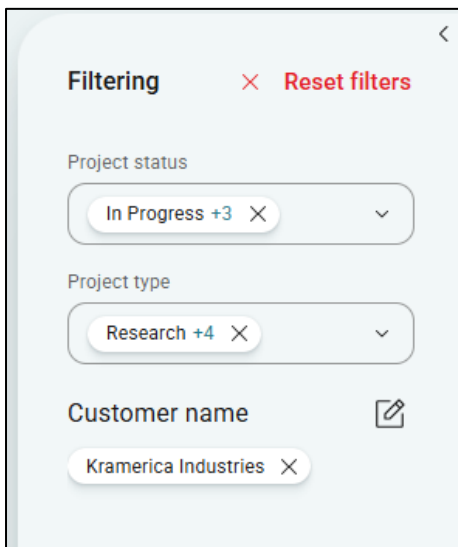
The **Projects** page is intended to view all projects in the system.

The screenshot shows the 'Project management' interface. At the top, there's a header with 'Project management', a settings icon, a refresh icon, the time '10:08:23 AM', and a user profile icon. Below the header, there's a 'View' dropdown set to 'Default' and a 'Grouping field' dropdown set to 'No grouping'. The main area contains a table with 8 columns: Project name, Project status, Description, Project type, Customer name, Start date, and End date. The table lists 18 projects with various statuses like 'Completed', 'Canceled', 'On Hold', and 'In Progress'. On the left, there's a 'Filtering' panel with a 'Reset filters' button and three filter sections: 'Project status' (set to 'In Progress +3'), 'Project type' (set to 'All'), and 'Customer name' (set to 'Kramerica Industries').

Project name	Project status	Description	Project type	Customer name	Start date	End date
R1T - Battery - 93847	Completed	To test the next gen battery for 2025	Research	No value	11/01/2021	11/30/2022
Project_Gerald	Completed	New Project	Research	Julia Customer	06/07/2024	06/09/2024
LW project	Canceled	2	Process	No value	No value	No value
Acuity Project 1	Canceled	No value	Research	No value	No value	No value
013949-1	Canceled	No value	No value	No value	03/02/2023	04/07/2023
ybhj	On Hold	No value	No value	No value	No value	06/27/2023
Project 35	On Hold	Scientific project	Research	PG customer	04/18/2024	04/25/2024
CaviWipes - 10142021	On Hold	Next version of CaviWipes to provid...	Research	No value	10/18/2021	01/31/2022
Amazon beta	On Hold	No value	Process	No value	No value	No value
12345.0001.0001	On Hold	No value	Research	No value	No value	No value
07/06/01	On Hold	No value	No value	PG customer	No value	No value
03/15/01	On Hold	No value	No value	TOWN OF NARRAGANSETT	No value	No value
00	On Hold	No value	No value	No value	08/04/2022	No value
SNWA_PROJECT	In Progress	No value	Research	No value	03/14/2022	05/31/2022
Sandro's Secret Proj..	In Progress	Working with Charlie on some magi...	Research	Julia Customer	08/22/2022	08/28/2022
Sandia Demo	In Progress	Lorem ipsum dolor sit amet, conse...	Research	Vandelay Industries	12/18/2024	12/28/2024
PSH	In Progress	desc	Process	No value	03/31/2022	04/12/2022

The data can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction. The default order is ascending alphabetical order by Project name.

The data can be filtered by filters on the left panel. This panel can be collapsed/expanded.



Possible filters:

- Project status
- Project type
- Customer name

The data can be grouped. The first column in a grouped view displays the grouping field value and total items inside the group.

Note: When grouping by date columns, time values are not considered. For example, records with dates "03/06/2020 12:55" and "03/06/2020 11:45" will be combined into one group "03/06/2020" after grouping.

Projects can be grouped by some sample properties as well as by customer defined project fields. The most important groups are at the top. Customer defined groups are at the bottom.


The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

You can select one project in the list and perform actions on it. All general actions on projects are described in the **Projects** section above.

The total number of projects displayed on the screen is shown above the table.

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


You can navigate to the details of a particular project by clicking on a Project name value in the table.

You can click the  button to refresh the data on the page. The last update time is displayed near the refresh button.

You can apply custom and public views to quickly search for needed items. See details in the **Views** section.

Settings

The set of fields displayed in the table can be configured in the **Settings** window.

To access the window, click the  button near the title.

Settings + Add Field

Order	Field ID *
1.	Project name
<input type="checkbox"/> 2.	Project status
<input type="checkbox"/> 3.	Description
<input type="checkbox"/> 4.	Project type
<input type="checkbox"/> 5.	Customer name
<input type="checkbox"/> 6.	Start date
<input type="checkbox"/> 7.	End date

You can change the order of the fields, remove certain fields from the appropriate table or add new ones.

Fields available for adding are displayed in the drop-down list. Customer defined fields are displayed at the bottom of the list, separated from the standard fields by a grey line.

"Cancel" button discards all changes in the settings.

"Apply" button applies the settings and reloads the table.

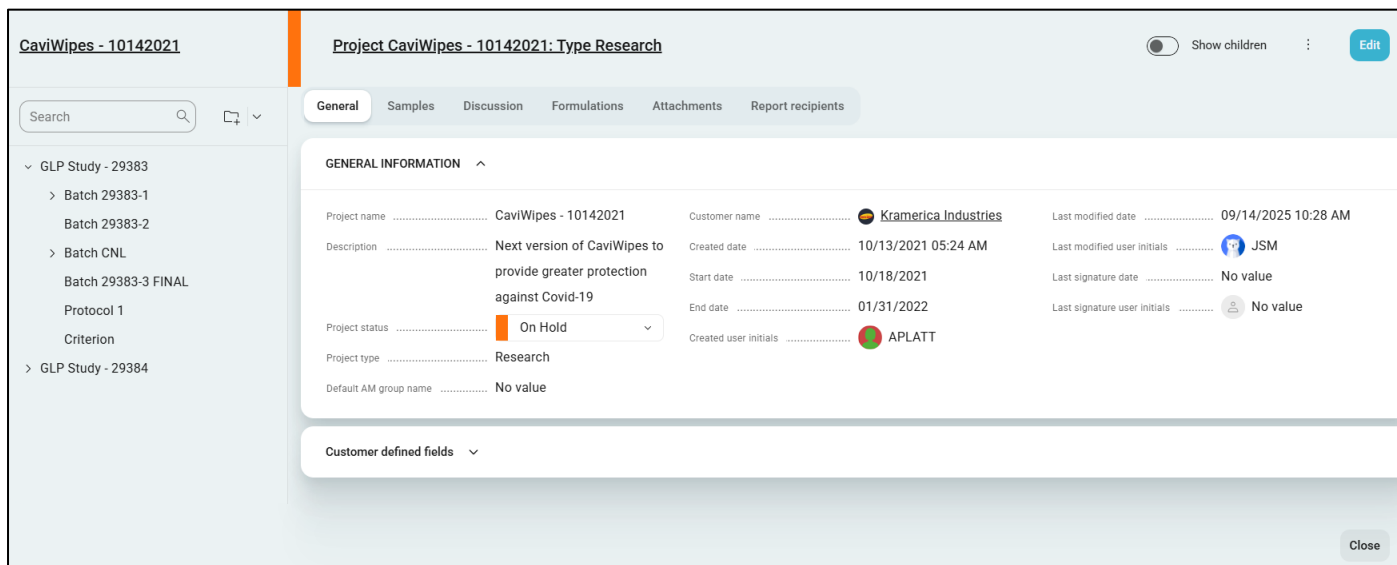
Other users are not affected by your settings.


Project Details

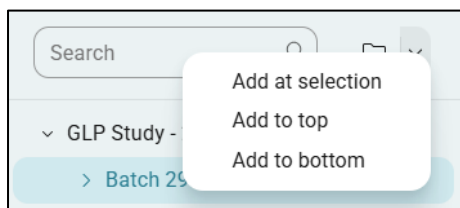
Project Details screen displays all information about the root project and all its “child” projects.

The project “tree” is displayed on the left side panel.

You can navigate between “child” projects to view their details.

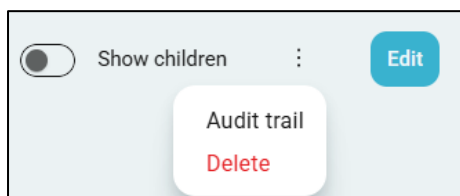


You can add a new “child” project to the root project or another selected “child” project using the **Add subproject** icon . Use selection and the arrow icon next to the **Add subproject** icon to add the new “child” project to a specific place in the “tree”.



Use the **Search** control to find projects in the “tree”. After the filter applying, the tree will only display the root project and a “subtree” with the target project and all its parents.

The “dot-dot-dot” menu provides users with the ability to perform operations on projects. All general operations on projects are described in the **Projects** section above.



The **“Edit”** button enables the **Project Editing** screen.

The **“Audit Trail”** option allows you to browse all changes made to the project on the **Audit Trail** window.

The project data is displayed on multiple tabs. If the root project details are shown, you can view samples, attachments, and contacts of all “child” projects on one screen. Just turn on the **Show children** toggle to enable this option.

The representation of the data depends on the global configuration done by admins:

- The page header
- The list of shown tabs, their names and order
- Sections and fields in them, shown on the General tab

Please note, that in the current document, one of possible configurations is described and it may differ from your Enterprise LIMS.

The **General** tab contains the main project data that is organized in expandable sections.

The screenshot shows the 'General' tab of a LIMS interface. At the top, there are navigation tabs: 'General' (selected), 'Samples', 'Discussion', 'Formulations', 'Attachments', and 'Report recipients'. Below the tabs is a section titled 'GENERAL INFORMATION' with a downward arrow. This section contains several fields:

Project status	In Progress	Default AM group name	No value	Created date	03/22/2023 06:52 PM
Project name	31555	Start date	03/22/2023	Created user initials	HARTFORD
Project type	No value	End date	No value	Last modified date	09/14/2025 10:40 AM
Customer name	Kramerica Industries	Description	Test Description. Date of Loss. Random Notes	Last modified user initials	JSM
				Last signature date	No value
				Last signature user initials	No value

Below the 'GENERAL INFORMATION' section is another section titled 'Customer defined fields' with a downward arrow. This section contains three fields:

Hours	No value	Gowan field	No value	Project task id	No value
-------	----------	-------------	----------	-----------------	----------

You can specify a **Default analyte management group** (Default AM group name field) for the whole project in the General tab. Any sample created using this project will have the default AM Group applied to it. Check **Samples – Analyte Management Groups** section of this guide for more details on the application of AM Groups to samples.

On the **Discussion** tab you can discuss the project with other users. Find the details on this functionality in the "Discussion" section of this guide.

The **Formulation** tab displays a kind of recipe, which lists all the necessary items and describes the "cooking" process. One project has one formulation. "Child" formulations are not displayed on the tab, even if the **Show children** toggle is enabled.

General Samples Discussion **Formulations** Attachments Report recipients

Items + Add item

Order	Item	Quantity	Unit of measure	Comments
1	MM_REF_K_PNEUMONIAE	1	ML	No value
2	MM_REF_K_PNEUMONIAE	3	ML	No value
3	MM_REF_K_PNEUMONIAE	1	ML	No value

Process +

Take 3 TSB tubes and K. pneumoniaei reference stock (Kwikstik). Take out the kwikstik from the package and place a label from the kwikstik on a TSB tube. Write the expiration date, preparation date, analyst on the label as well as the name of organism if not printed on the label. Record details on the culture propagation log. Rehydrate the K. pneumoniaei pellet by breaking the glass containing the reconstituting liquid located in the top of the cottonswab. Squeeze the end where the pellet is located in order to rehydrate and spread onto the cotton swab. Aseptically inoculate a TSB tube with the swab. Repeat steps for the two remaining TSB tubes. Incubate at 35 deg C overnight. Check for growth the next day and QC the culture by running a membrane filtration using mEndo for negative control (indicated by nontypical growth with no metallic sheen). Incubate mEndo plate overnight at 35 deg C.

Summary +

Culture can be used for daily QA/QC once QC tests have passed, Record incubation date/time, analysts, and result on culture propagation log.

The related samples are displayed under the **Samples** tab in a list with filtering options.

General **Samples** Discussion Formulations Attachments Report recipients

Samples [View in Sample Explorer](#) + Add sample

Sample ID	Work order	Sample Point	Collected date	Submitted date	Last modified date	Login user initials	Sample status
AF62816	250913001	PE	No value	09/13/2025 08:02 PM	09/14/2025 10:52 AM	APLATT	Ready to Collect
AF62813	250912003	FE_GRAB	09/12/2025 10:45 PM	09/12/2025 10:43 PM	09/14/2025 10:52 AM	APLATT	Waiting for Analyses
AF62814	250912003	FE_GRAB	09/12/2025 10:45 PM	09/12/2025 10:43 PM	09/14/2025 10:52 AM	APLATT	Waiting for Analyses
AF62815	250912003	PE_GRAB	09/12/2025 10:45 PM	09/12/2025 10:43 PM	09/14/2025 10:53 AM	APLATT	Waiting for Analyses
AF62812	250912002	PE	No value	09/12/2025 08:02 PM	09/14/2025 10:53 AM	APLATT	Ready to Collect
AF62811	250912001	FLTEFF1	No value	09/12/2025 05:38 PM	09/14/2025 10:53 AM	APLATT	Ready to Collect

Items per page: 10 1-6 of 6 samples

If the **Show children** toggle is enabled and the root project details are open, the list will display samples of all "child" projects as well.

You can navigate to a particular sample by clicking the Sample ID. The **Sample Details** screen will be open.

To open samples in the Sample Explorer screen, click the [View in Sample Explorer](#) button.

The project attachments are listed under the **Attachments** tab. You can manage them by entering the **Project Editing** mode. For detailed information about the attachment management, please refer to the "Attachments" section of this guide.

General Project Discussion Formulation Samples **Attachments** Report recipients

Attachments + Add attachment

File name	Description	Type	Last modified date	Last modified user initials
test.png	No value	Store in the filesystem	10/06/2025 08:40 PM	USR

Attachments from discussion

File name	Type	Last modified date	Last modified user initials
There are no items.			

If the **Show children** toggle is enabled and the root project details are open, the list will display attachments of all "child" projects as well.

The **Report recipients** tab contains the project contacts.

General Samples Discussion Formulations Attachments **Report recipients**

Report recipient + Add recipient

Contact type *	Reference	Doctype	Addrtype	Primary	Email	Contactname	Telephone	Address
Results Contact	00653668-9636-4...	Order	CC address	<input type="checkbox"/>	mark@email.com	Mark	No value	No value
Project Contact	08eec62e-e8a6-42...	Order	CC address	<input type="checkbox"/>	mark@email.com	Mark	No value	No value
Project Contact	0e52b3d4-c77e-4...	Order	CC address	<input type="checkbox"/>	rachel.lwcp@outlo...	Rachel	No value	No value

Project Editing


Project Editing mode can be enabled when pressing the **"Edit"** button on the **Project Details** screen, by double-clicking any of the editable fields or with the **"Add comment/attachment/formulation item/sample/recipient"** button in the tabs.

The screenshot shows the 'Project Editing' interface for 'CaviWipe 2'. The interface includes a search bar, a navigation menu with tabs for 'General', 'Samples', 'Discussion', 'Formulations', 'Attachments', and 'Report recipients', and a 'GENERAL INFORMATION' section. The 'GENERAL INFORMATION' section contains the following fields:

Field	Value
Project status	In Progress
Project name	CaviWipe 2
Project type	Research
Customer name	Kramerica Indust...
Default AM group name	Start typing
Start date	11/01/2021
End date	11/30/2021
Description	xyz
Created date	10/14/2021 09:50 PM
Created user initials	APLATT
Last modified date	09/14/2025 10:25 AM
Last modified user initials	JSM
Last signature date	No value
Last signature user initials	No value

At the bottom of the form, there is a 'Customer defined fields' section and a 'Close' button.

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

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

A close-up of the 'Project type' field, showing the value 'Process' and a 'Revert' button (a circular arrow icon) next to it.

Note that child project has the read-only Customer name field because customer can be changed for the root project only.

A close-up of the 'Customer name' field, showing the value 'Kramerica Industries' and an information icon (an 'i' in a circle) next to it.

A project may have a kind of recipe with a list of all the necessary items and the "cooking" process description. You can add new items to the recipe using the **"Add item"** button and edit them directly in the list.

General Samples Discussion **Formulations** Attachments Report recipients

Items + Add item

	Order	Item	Quantity	Unit of measure	Comments
✕	1	MM_REF_K_PNEUMONIAE	1	MI	No value
✕	2	MM_REF_K_PNEUMONIAE	3	MI	No value
✕	3	MM_REF_K_PNEUMONIAE	1	MI	No value

Process

Take 3 TSB tubes and K. pneumoniaei reference stock (Kwikstik). Take out the kwikstik from the package and place a label from the kwikstik on a TSB tube. Write the expiration date, preparation date, analyst on the label as well as the name of organism if not printed on the label. Record details on the culture propagation log. Rehydrate the K. pneumoniaei pellet by breaking the glass containing the reconstituting liquid located in the top of the cottonswab. Squeeze the end where the pellet is located in order to rehydrate and spread onto the cotton swab. Aseptically inoculate a TSB tube with the swab. Repeat steps for the two remaining TSB tubes. Incubate at 35 deg C overnight. Check for growth the next day and QC the culture

Summary

Culture can be used for daily QA/QC once QC tests have passed, Record incubation date/time, analysts, and result on culture propagation log.

Add Item

Item *

Quantity *

Unit of measure *

Comments

You can filter, sort, or delete formulation items.

You can add any existing sample to the project by clicking the **“Add sample”** button and selecting one or more samples.

General Samples Discussion Formulations Attachments Report recipients									
Samples								View in Sample Explorer	+ Add sample
Sample ID	Work order	Sample Point	Collected date	Submitted date	Last modified date	Login user initials	Sample status		
✖ AF62816	250913001	PE	No value	09/13/2025 08:02 PM	09/14/2025 10:52 AM	APLATT	Ready to Collect		
✖ AF62813	250912003	FE_GRAB	09/12/2025 10:45 PM	09/12/2025 10:43 PM	09/14/2025 10:52 AM	APLATT	Waiting for Analyses		
✖ AF62814	250912003	FE_GRAB	09/12/2025 10:45 PM	09/12/2025 10:43 PM	09/14/2025 10:52 AM	APLATT	Waiting for Analyses		
✖ AF62815	250912003	PE_GRAB	09/12/2025 10:45 PM	09/12/2025 10:43 PM	09/14/2025 10:53 AM	APLATT	Waiting for Analyses		
✖ AF62812	250912002	PE	No value	09/12/2025 08:02 PM	09/14/2025 10:53 AM	APLATT	Ready to Collect		
✖ AF62811	250912001	ELIEFF1	No value	09/12/2025 05:38 PM	09/14/2025 10:53 AM	APLATT	Ready to Collect		

Items per page: 10 1-6 of 6 samples

Add Sample

View selected: 0

<input type="checkbox"/> AA10402	<input type="checkbox"/> AA21515	<input type="checkbox"/> AE20417	<input type="checkbox"/> AE20427	<input type="checkbox"/> AE20437
<input type="checkbox"/> AA10404	<input type="checkbox"/> AA21550	<input type="checkbox"/> AE20418	<input type="checkbox"/> AE20428	<input type="checkbox"/> AE20438
<input type="checkbox"/> AA10888	<input type="checkbox"/> AA95355	<input type="checkbox"/> AE20419	<input type="checkbox"/> AE20429	<input type="checkbox"/> AE20439
<input type="checkbox"/> AA11118	<input type="checkbox"/> AE20410	<input type="checkbox"/> AE20420	<input type="checkbox"/> AE20430	<input type="checkbox"/> AE20440
<input type="checkbox"/> AA12508	<input type="checkbox"/> AE20411	<input type="checkbox"/> AE20421	<input type="checkbox"/> AE20431	<input type="checkbox"/> AE20441
<input type="checkbox"/> AA12748	<input type="checkbox"/> AE20412	<input type="checkbox"/> AE20422	<input type="checkbox"/> AE20432	<input type="checkbox"/> AE20442
<input type="checkbox"/> AA13213	<input type="checkbox"/> AE20413	<input type="checkbox"/> AE20423	<input type="checkbox"/> AE20433	<input type="checkbox"/> AE20443
<input type="checkbox"/> AA18138	<input type="checkbox"/> AE20414	<input type="checkbox"/> AE20424	<input type="checkbox"/> AE20434	<input type="checkbox"/> AE20444
<input type="checkbox"/> AA20911	<input type="checkbox"/> AE20415	<input type="checkbox"/> AE20425	<input type="checkbox"/> AE20435	<input type="checkbox"/> AE20445
<input type="checkbox"/> AA21441	<input type="checkbox"/> AE20416	<input type="checkbox"/> AE20426	<input type="checkbox"/> AE20436	<input type="checkbox"/> AE20446

1 2 3 4 5 ... 493 494 → Items per page: 50 1-50 of 24691 results

You can filter, sort, or delete samples.

Projects may have files attached to them, and they are handled on the **Attachments** window. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

General Project Discussion Formulation Samples Attachments Report recipients					
Attachments					+ Add attachment
File name	Description	Type	Last modified date	Last modified user initials	
✖ test.png	No value	Store in the filesystem	10/06/2025 08:40 PM	USR	

Attachments from discussion			
File name	Type	Last modified date	Last modified user initials
There are no items.			

On the **Report recipients** tab, you can add new recipients to the project.

Report recipient									
+ Add recipient									
☰	Contact type *	☰ Reference	Doctype	Addrtype	Primary	Email	Contactname	Telephone	Address
×	Results Contact	00653668-9636-4...	Order	CC address	<input type="checkbox"/>	mark@email.com	Mark	No value	No value
×	Project Contact	08eec62e-e8a6-42...	Order	CC address	<input type="checkbox"/>	mark@email.com	Mark	No value	No value
×	Project Contact	0e52b3d4-c77e-4...	Order	CC address	<input type="checkbox"/>	rachel.lwcp@outlo...	Rachel	No value	No value

You can filter, sort, delete contacts, or update their **“Contact type”** field.

Participating in discussions does not change the view/edit mode.

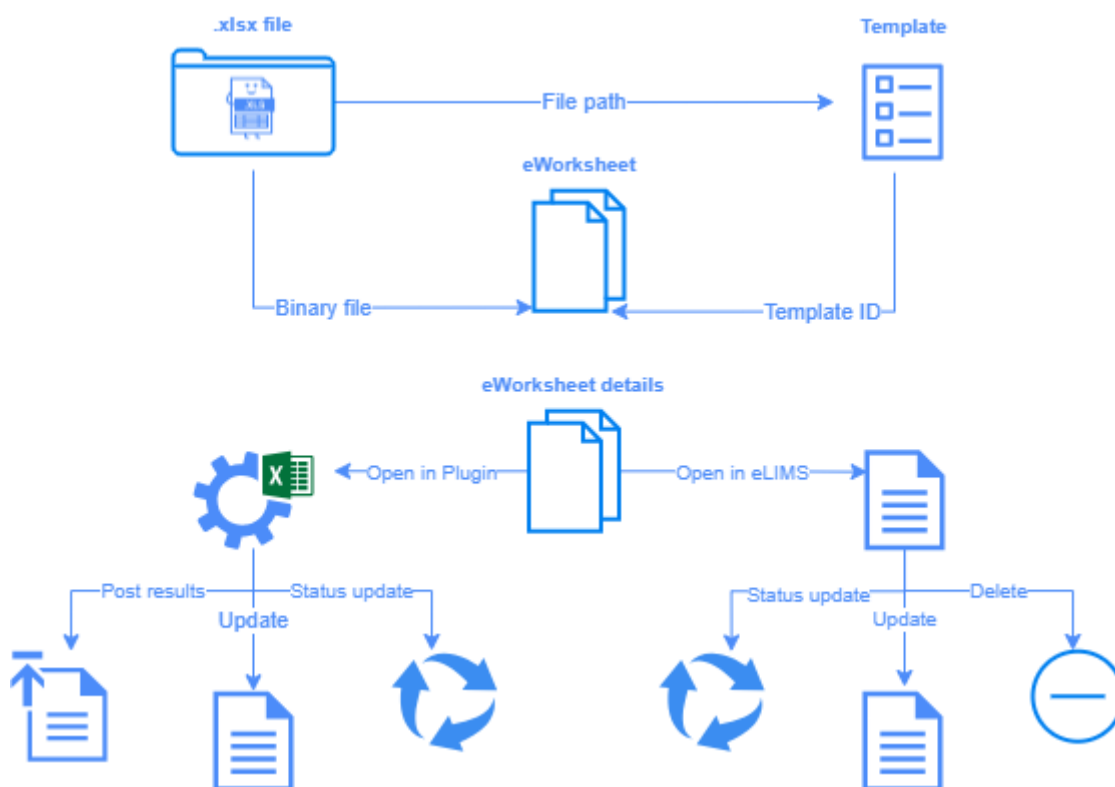
eWorksheets

An **eWorksheet** is a Labworks system entity that is needed to allow users to create and apply calculation templates dynamically for different analysis.

The main goal is to get results using the Excel document with configured macros and formulas and then post them to eLIMS.

Admins configure templates with specific formulas and macros in an Excel document, then configure worksheet templates in the Labworks desktop application based on the Excel document and set some additional options for future worksheets.


Since a template is ready, you can create an eWorksheets based on it in eLIMS. Once you have created your eWorksheet, you can open it in Excel (desktop or web version). There is a specific Excel add-in for eWorksheet management that allows you to assign pairs of sample-analyses to the eWorksheet. You may use this add-in and Excel formulas and macros to calculate results and to post them to eLIMS.





See details about how to configure available eWorksheet templates in the “eWorksheet Template Builder” guide from the desktop documentation package.

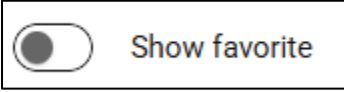
By default, there is a single page that can be open by clicking on the **"eWorksheets"** section in the header.


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

 - Open on Desktop. It allows to open the selected eWorksheet on the Desktop Excel. The button is available if one eWorksheet is selected.

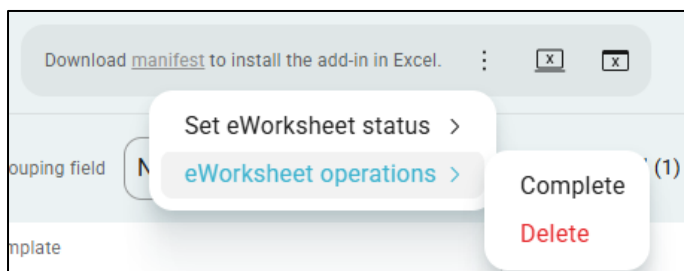
 - Open on Web. It allows to open the selected eWorksheet on the Web Excel. The button is available if one eWorksheet is selected.

 - Make a template favorite. It allows to make any template favorite to be able to quickly filter the list of them by the **Show favorite** toggle while creating an eWorksheet.

 - Show favorite. If the toggle is turned on, only favorite templates will be shown on the **Select Template** dialog.

 - Create an eWorksheet. The drop-down menu next to the button allows to select the template beforehand. The **eWorksheet Creating** window will be opened.

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

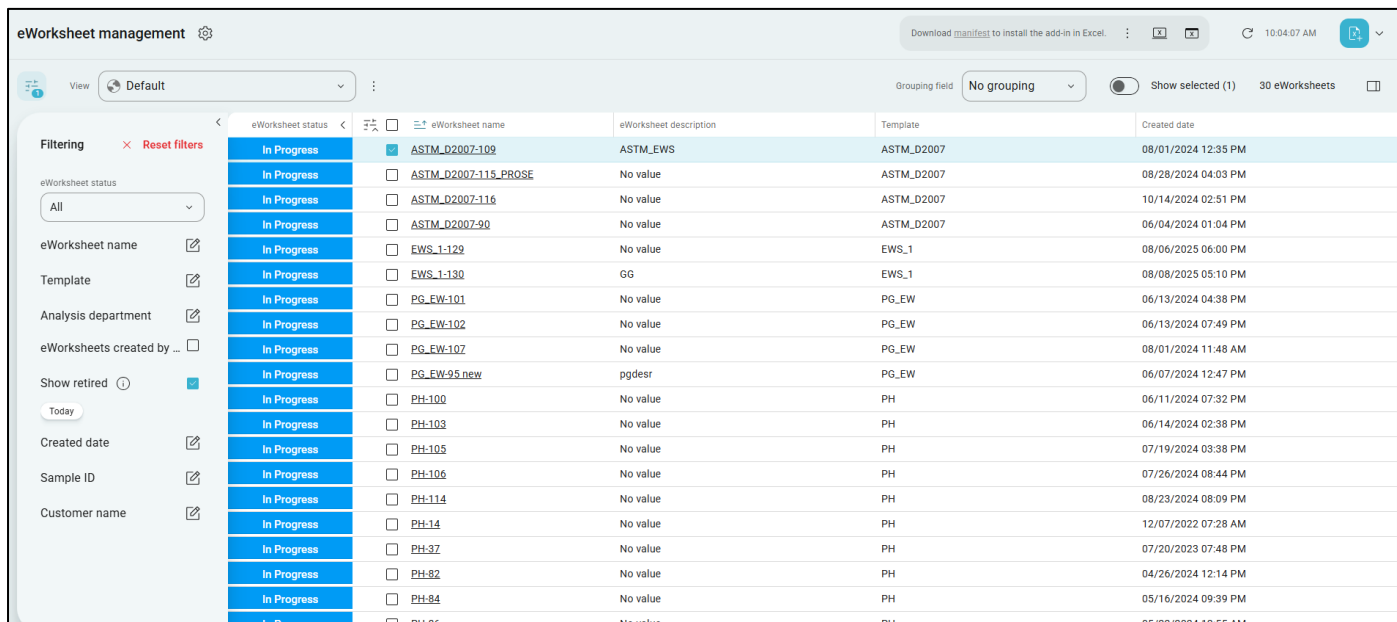


- Set eWorksheet status – Changes the eWorksheet status to a custom one.
- eWorksheet operations -> Delete – Deletes the selected eWorksheet from the system.
- eWorksheet operations -> Complete – Changes the eWorksheet status to the **Completed** one and locks the eWorksheet for further editing.
- eWorksheet operations -> Validate – Changes the eWorksheet status to the **Validated** one and locks the eWorksheet for further editing.
- eWorksheet operations -> Reopen for edit – Changes the eWorksheet status to the **In progress** one and unlocks the eWorksheet for further editing.

eWorksheet Management

The **eWorksheet Management** page is intended to view queue of eWorksheets for quick access to regular daily work.

The table displays a list of available eWorksheets that have not been completed or completed no more than a certain number of days ago.



The screenshot shows the 'eWorksheet management' interface. It features a table with the following columns: eWorksheet status, eWorksheet name, eWorksheet description, Template, and Created date. The table is filtered to show 'In Progress' items. The first row is selected, and the 'Show selected (1)' toggle is turned on. The table contains 30 eWorksheets in total.

eWorksheet status	eWorksheet name	eWorksheet description	Template	Created date
In Progress	ASTM_D2007-109	ASTM_EWS	ASTM_D2007	08/01/2024 12:35 PM
In Progress	ASTM_D2007-115_PROSE	No value	ASTM_D2007	08/28/2024 04:03 PM
In Progress	ASTM_D2007-116	No value	ASTM_D2007	10/14/2024 02:51 PM
In Progress	ASTM_D2007-90	No value	ASTM_D2007	06/04/2024 01:04 PM
In Progress	EWS_1-129	No value	EWS_1	08/06/2025 06:00 PM
In Progress	EWS_1-130	GG	EWS_1	08/08/2025 05:10 PM
In Progress	PG_EW-101	No value	PG_EW	06/13/2024 04:38 PM
In Progress	PG_EW-102	No value	PG_EW	06/13/2024 07:49 PM
In Progress	PG_EW-107	No value	PG_EW	08/01/2024 11:48 AM
In Progress	PG_EW-95.new	pgdesr	PG_EW	06/07/2024 12:47 PM
In Progress	PH-100	No value	PH	06/11/2024 07:32 PM
In Progress	PH-103	No value	PH	06/14/2024 02:38 PM
In Progress	PH-105	No value	PH	07/19/2024 03:38 PM
In Progress	PH-106	No value	PH	07/26/2024 08:44 PM
In Progress	PH-114	No value	PH	08/23/2024 08:09 PM
In Progress	PH-14	No value	PH	12/07/2022 07:28 AM
In Progress	PH-37	No value	PH	07/20/2023 07:48 PM
In Progress	PH-82	No value	PH	04/26/2024 12:14 PM
In Progress	PH-84	No value	PH	05/16/2024 09:39 PM

Colored column can be collapsed/expanded.

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.


You can select one or more eWorksheets in the lists and perform actions on them. All general actions on eWorksheet are described in the **eWorksheets** section above.

To view the selected eWorksheet, turn on the **“Show selected”** toggle.

The total number of displayed on the screen eWorksheets is shown above the table.

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

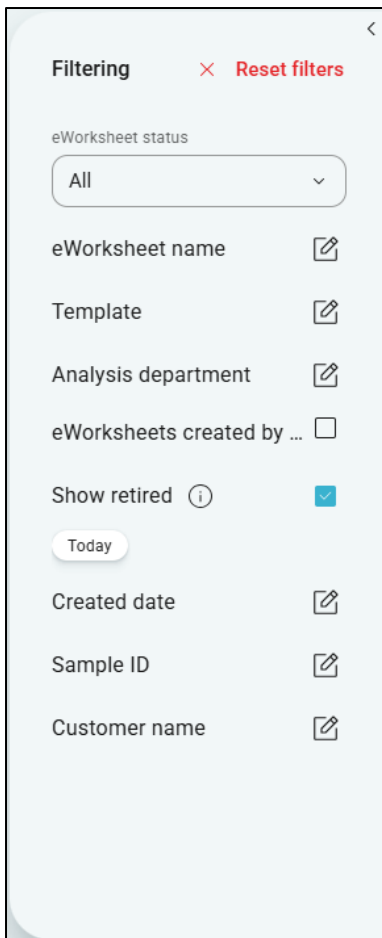
You can navigate to the details of a particular eWorksheet by clicking on corresponding fields within the table.

You can click the  button to refresh the data on the page or configure automatic refreshing in the **Settings** window. The last update time is displayed near the refresh button.

The data can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction:

- Default sorting: ascending order by eWorksheet name.

The data can be filtered by filters on the left panel. This panel can be collapsed/expanded.



Possible filters:

- eWorksheet status
- eWorksheet name
- Template
- Analysis department
- eWorksheet created by me
- Show retired
- Created date
- Sample ID
- Customer name

The data can be grouped. The first column in a grouped view displays the grouping field value and total items inside the group.

eWorksheet management ⚙️ Download [manifest](#) to install the add-in in Excel. 10:04:07 AM

View: Default Grouping field: Created date Show selected (1) 30 eWorksheets

Created date	eWorksheet status	eWorksheet name	eWorksheet description	Template	Created date
08/06/2021 (3)	In Progress	<input type="checkbox"/> ISS/VSS-11	No value	TSS/VSS	08/06/2021 06:07 PM
	In Progress	<input type="checkbox"/> ISS/VSS-12-3434	No value	TSS/VSS	08/06/2021 06:10 PM
	In Progress	<input type="checkbox"/> ISS/VSS-13	No value	TSS/VSS	08/06/2021 06:17 PM
12/07/2022 (1)	In Progress	<input type="checkbox"/> PH-14	No value	PH	12/07/2022 07:28 AM
07/20/2023 (1)	In Progress	<input type="checkbox"/> PH-37	No value	PH	07/20/2023 07:48 PM
04/23/2024 (1)	In Progress	<input type="checkbox"/> ISS/VSS-52	No value	TSS/VSS	04/23/2024 02:43 PM
04/26/2024 (1)	In Progress	<input type="checkbox"/> PH-82	No value	PH	04/26/2024 12:14 PM
05/16/2024 (2)	In Progress	<input type="checkbox"/> PH-84	No value	PH	05/16/2024 09:39 PM
	In Progress	<input type="checkbox"/> ISS/VSS-95	No value	TSS/VSS	05/16/2024 09:46 PM
05/22/2024 (3)	In Progress	<input type="checkbox"/> PH-86	No value	PH	05/22/2024 12:55 AM
	In Progress	<input type="checkbox"/> PH-87	No value	PH	05/22/2024 03:03 PM
	In Progress	<input type="checkbox"/> PH-88	No value	PH	05/22/2024 04:39 PM
05/24/2024 (1)	In Progress	<input type="checkbox"/> PH-89	No value	PH	05/24/2024 08:49 PM
06/04/2024 (1)	In Progress	<input type="checkbox"/> ASTM_D2007-90	No value	ASTM_D2007	06/04/2024 01:04 PM
06/07/2024 (2)	In Progress	<input type="checkbox"/> PG_EW-9.5 new	pgdesr	PG_EW	06/07/2024 12:47 PM

The default grouping is **"No grouping"**.


Note: When grouping by date columns, time values are not considered. For example, records with dates "03/09/2021 12:55" and "03/09/2021 11:45" will be combined into one group "03/09/2021" after grouping.

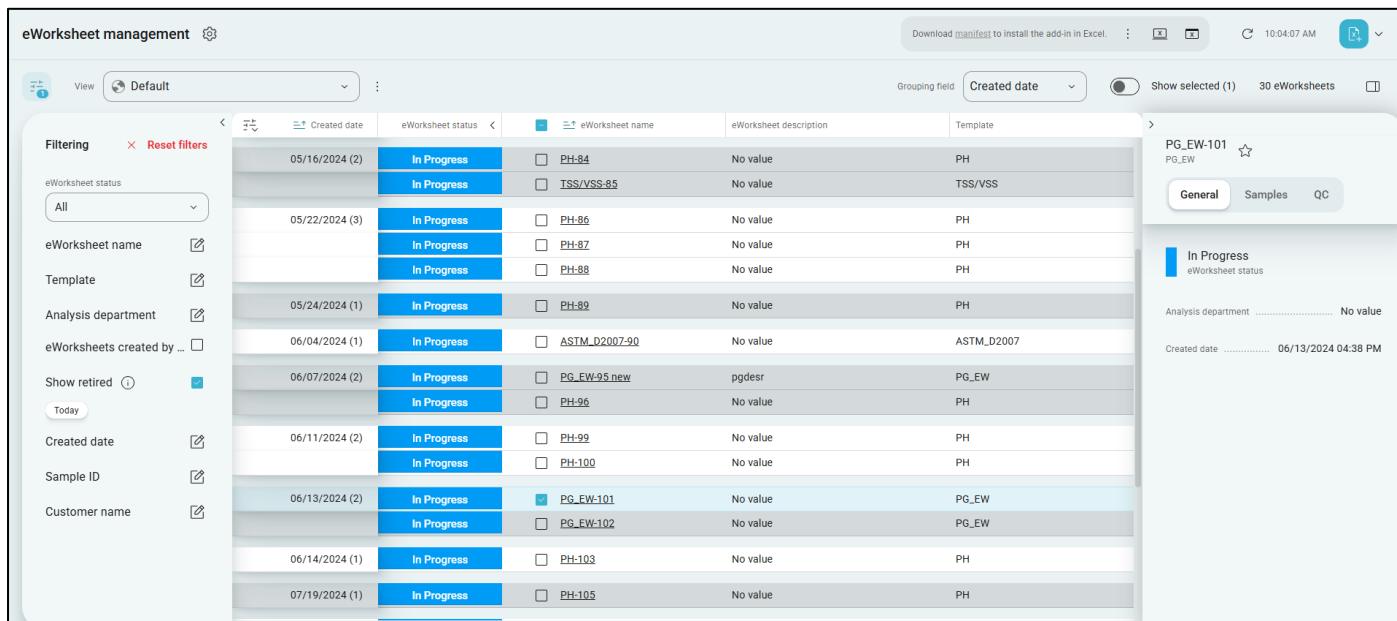
You can apply custom and public views to quickly search for needed items.

You can install or update the add-in via downloading manifest directly from the page. The link is available if one eWorksheet is selected.

Download [manifest](#) to install the add-in in Excel.

Sidebar

To view details for a focused eWorksheet, you can enable the sidebar option. When clicking the  button, the sidebar will be opened.

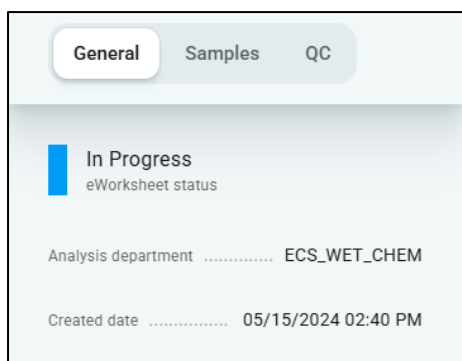


The screenshot displays the 'eWorksheet management' interface. On the left, there is a 'Filtering' sidebar with options for 'eWorksheet status' (set to 'All'), 'eWorksheet name', 'Template', 'Analysis department', 'eWorksheets created by ...', 'Show retired' (checked), 'Created date', 'Sample ID', and 'Customer name'. The main area shows a table of eWorksheets with columns for 'Created date', 'eWorksheet status', 'eWorksheet name', 'eWorksheet description', and 'Template'. The 'PG_EW-101' worksheet is selected and highlighted. On the right, a sidebar for 'PG_EW-101' is open, showing the 'General' tab with the status 'In Progress', 'Analysis department' 'No value', and 'Created date' '06/13/2024 04:38 PM'.

Created date	eWorksheet status	eWorksheet name	eWorksheet description	Template
05/16/2024 (2)	In Progress	PH-84	No value	PH
	In Progress	TSS/VSS-85	No value	TSS/VSS
05/22/2024 (3)	In Progress	PH-86	No value	PH
	In Progress	PH-87	No value	PH
	In Progress	PH-88	No value	PH
05/24/2024 (1)	In Progress	PH-89	No value	PH
06/04/2024 (1)	In Progress	ASTM_D2007-90	No value	ASTM_D2007
06/07/2024 (2)	In Progress	PG_EW-95 new	pgdesr	PG_EW
	In Progress	PH-96	No value	PH
06/11/2024 (2)	In Progress	PH-99	No value	PH
	In Progress	PH-100	No value	PH
06/13/2024 (2)	In Progress	PG_EW-101	No value	PG_EW
	In Progress	PG_EW-102	No value	PG_EW
06/14/2024 (1)	In Progress	PH-103	No value	PH
07/19/2024 (1)	In Progress	PH-105	No value	PH

There are three tabs that display different information about selected eWorksheet.

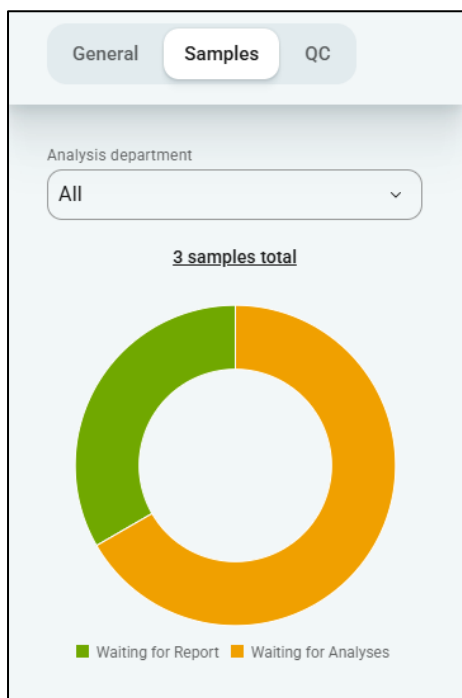
General tab is related to the eWorksheet's properties display.



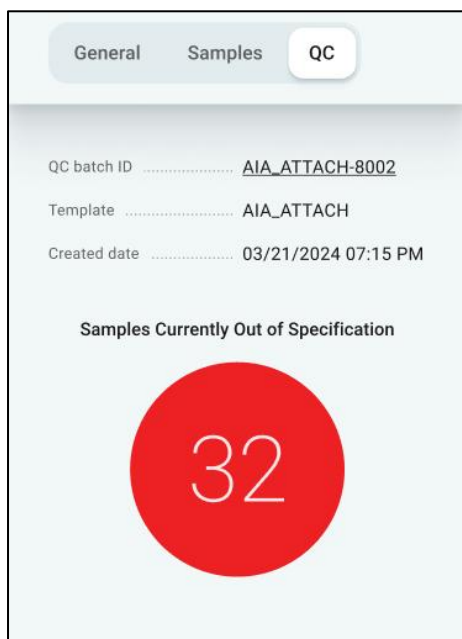
The 'General' tab displays the following information:

- Status: In Progress (eWorksheet status)
- Analysis department: ECS_WET_CHEM
- Created date: 05/15/2024 02:40 PM

Samples tab displays the donut chart that shows how many samples with different statuses are assigned to the eWorksheet.




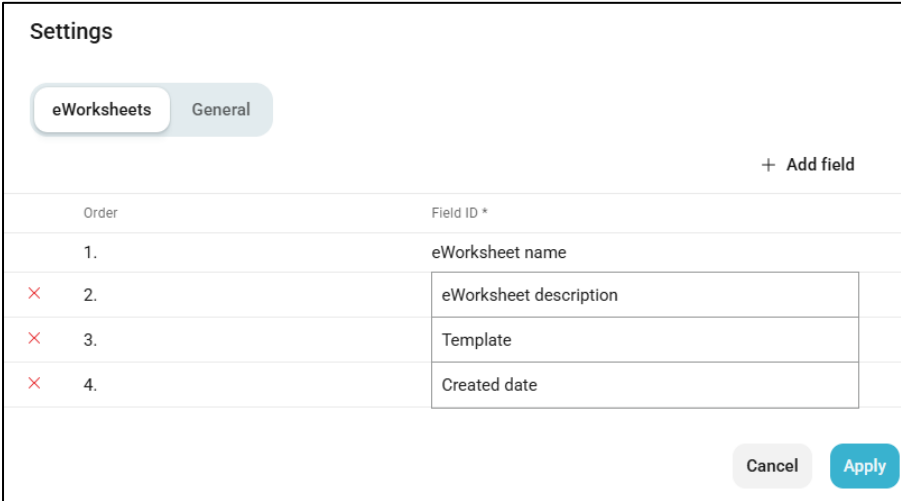
QC tab contains information about the QC batch associated with the eWorksheet.



Settings

The set of fields displayed in the table can be configured in the **Settings** window.

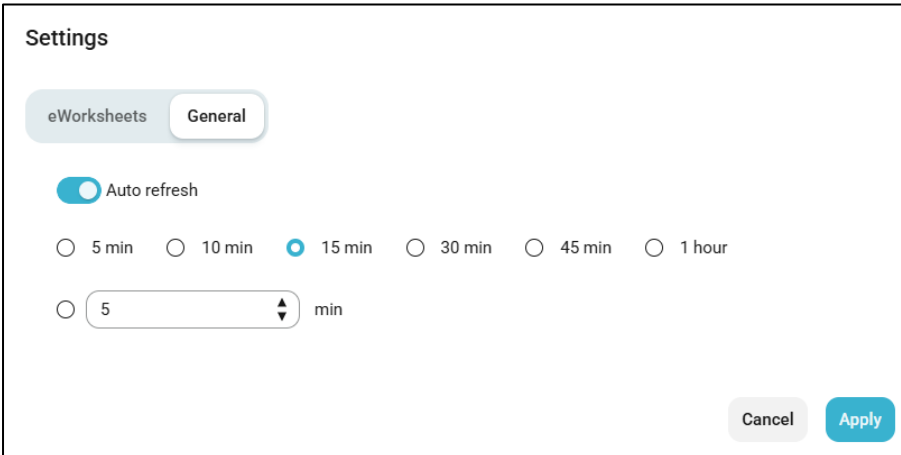
To access the window, click the  button near the title.



Order	Field ID *
1.	eWorksheet name
<input type="checkbox"/>	eWorksheet description
<input type="checkbox"/>	Template
<input type="checkbox"/>	Created date

On the **eWorksheets** tab, you can change the order of the fields, remove certain fields from the appropriate table or add new ones.

On the **General** tab, you can configure auto-refresh settings. If auto-refresh is turned on, the **eWorksheet Management** page is automatically refreshed based on the specified refresh period.



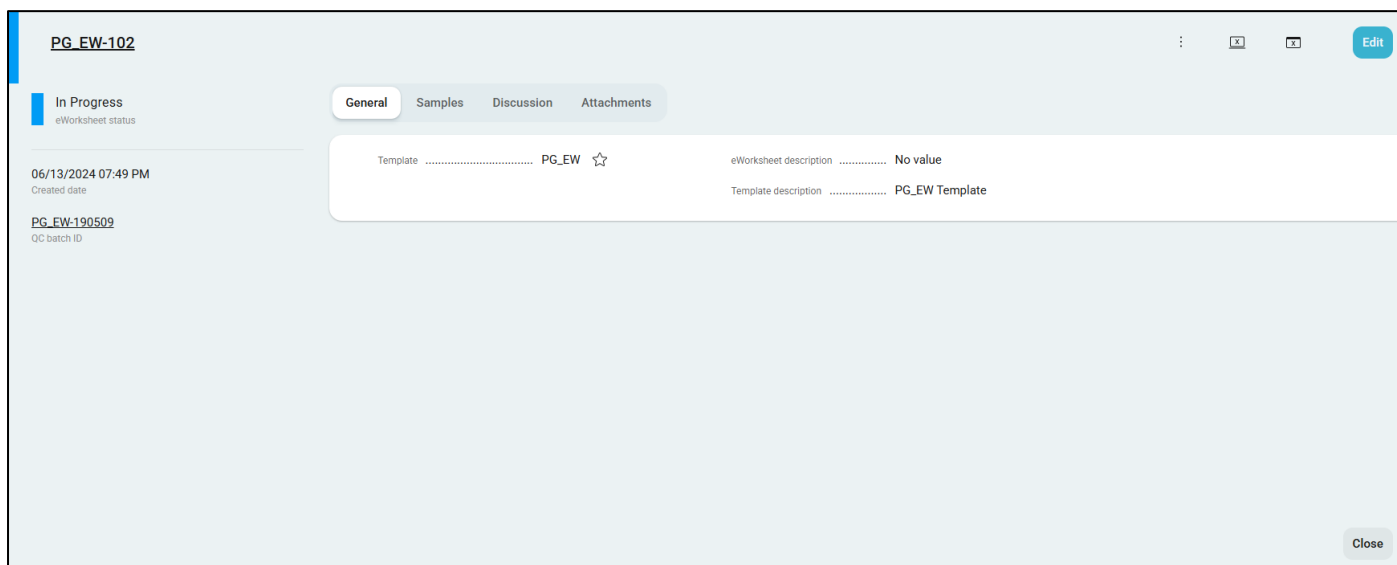
"**Cancel**" button discards all changes in the settings.

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

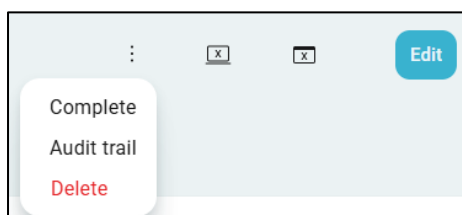
Other users are not affected by your settings.

eWorksheet Details

eWorksheet Details screen displays all information about the eWorksheet.

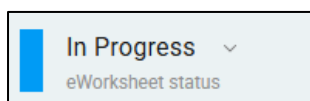


The “dot-dot-dot” menu provides users with the ability to perform actions on eWorksheets. All general actions on eWorksheets are described in the **eWorksheets** section above.



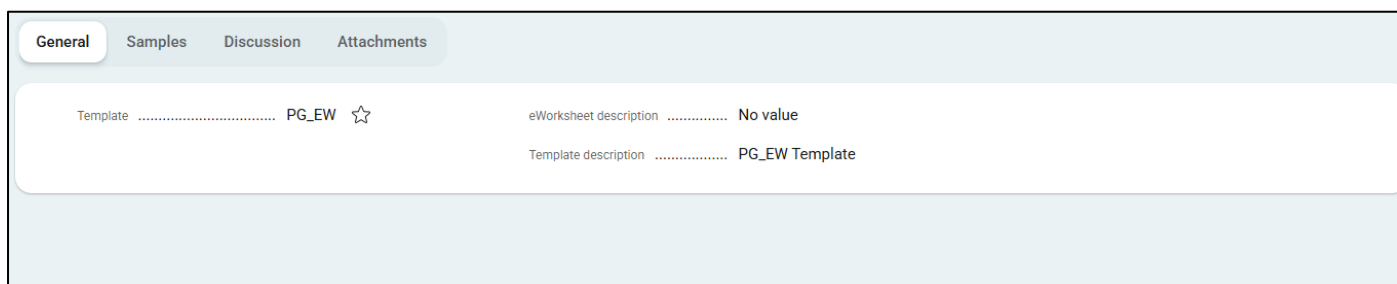
The “**Audit Trail**” option allows you to browse all changes made to the eWorksheet on the **Audit Trail** window.

The **Status** of the eWorksheet can be changed by clicking the arrow near the field and selecting the new value from the dropdown list.



Other eWorksheet data is displayed on multiple tabs:

The **General** tab provides information about the properties of the eWorksheet.



In addition, you can **make the template favorite**. See the description of this operation in the **eWorksheets** section above.

The **Samples** tab contains information about samples and analyses assigned to this eWorksheet. You can only see the analysis list when the **Show analyses** toggle is ON.

General Samples Discussion Attachments								
Assigned samples						<input checked="" type="checkbox"/> Show analyses		
Sam...	Submitted date	Sample status	Sample due date	Comments	Analysis code	Analysis name	Analysis status	
AF60310	07/19/2024 10:44 ...	Waiting for Analy...	07/24/2024 10:44 ...	No value	EC	Electrical Conductivity	Analysis pending	
AE32777	06/24/2019 10:41 ...	Waiting for Analy...	06/25/2019 07:00 ...	Test code created a...	EC	Electrical Conductivity	Analysis pending	
AE32601	05/29/2019 09:42 ...	Waiting for Analy...	06/20/2019 01:35 ...	No value	TURB	Turbidity	Analysis pending	
AE32540	05/29/2019 05:49 ...	Waiting for Analy...	02/22/2017 08:00 ...	Manganese Only fo...	EC	Electrical Conductivity	Analysis pending	
AE32539	05/29/2019 05:49 ...	Waiting for Analy...	02/22/2017 08:00 ...	SICP for Manganes...	TURB	Turbidity	Analysis pending	
AE32538	05/29/2019 05:49 ...	Waiting for Analy...	02/22/2017 08:00 ...	SICP for Manganes...	EC	Electrical Conductivity	Analysis pending	
AE32537	05/29/2019 05:49 ...	Waiting for Analy...	02/22/2019 08:00 ...	SICP for Manganes...	TURB	Turbidity	Analysis pending	
AE32531	05/28/2019 09:41 ...	Waiting for Analy...	02/22/2017 08:00 ...	General location for...	EC	Electrical Conductivity	Analysis pending	
					TURB	Turbidity	Analysis pending	
AE32526	05/29/2019 12:33 ...	Waiting for Analy...	02/22/2017 08:00 ...	General location for...	EC	Electrical Conductivity	Analysis pending	
					TURB	Turbidity	Analysis pending	
AE32525	05/29/2019 12:33 ...	Waiting for Analy...	02/22/2017 08:00 ...	Manganese Only fo...	EC	Electrical Conductivity	Uploaded from file	
					TURB	Turbidity	Analysis pending	

1 2 → Items per page 10 1-10 of 16 samples

You can open the **Sample Details** window by clicking on the **Sample ID** in the tables. The **Analysis Details** window can be opened by clicking on **Analyses code**.

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

Settings

Samples **Analyses**

+ Add field

Order	Field ID *
1.	Sample ID
2.	Submitted date
3.	Sample status
4.	Sample due date
5.	Comments

Cancel **Apply**

You can see all available for adding fields in a drop-down list. Customer defined fields are displayed at the bottom of the list. They are separated from the standard field by a grey line.

On the **Discussion** tab, you can discuss the eWorksheet with other users. Find the details on this functionality in the “Discussion” section of this guide.

Attachments related to the eWorksheet are displayed in the **Attachments tab**. You can manage them by entering the **eWorksheet Editing** mode. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.

General Samples Discussion **Attachments**


Attachments + Add attachment

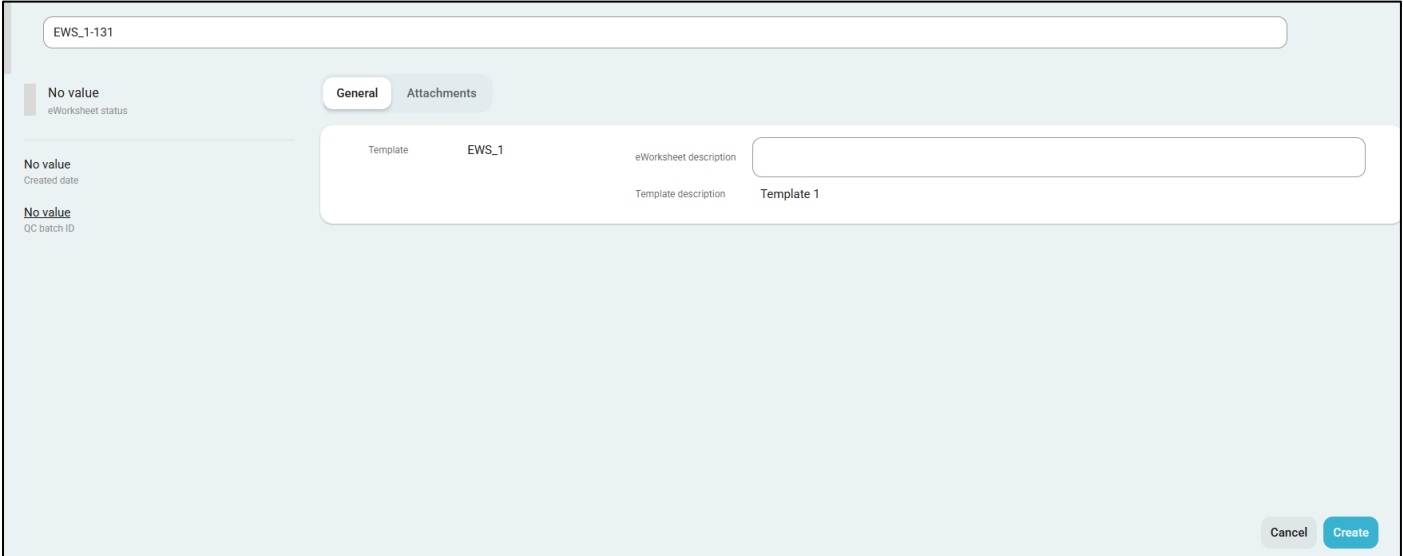
File name	Description	Type	Last modified date	Last modified user initials
test attachment.png	No value	Store in the database	10/06/2025 08:42 PM	USR

Attachments from discussion

File name	Type	Last modified date	Last modified user initials
There are no items.			

eWorksheet Creating

Click the  button and select a template to open **eWorksheet Details** screen and create an eWorksheet.

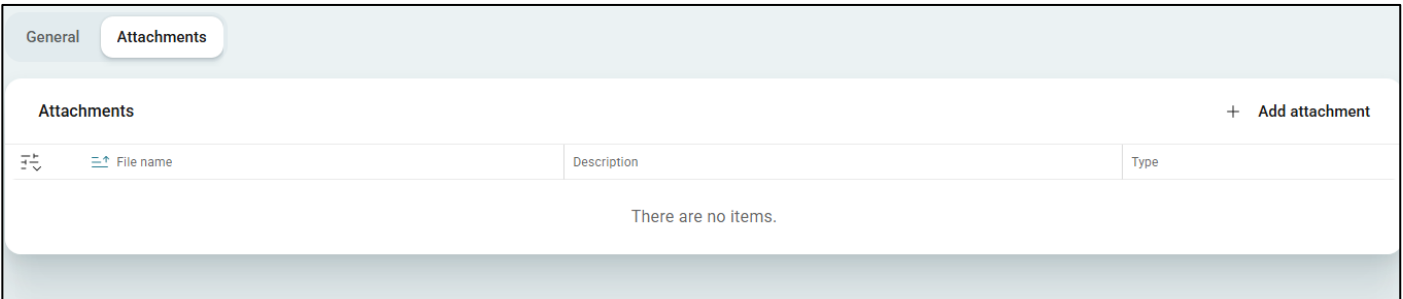


The screenshot shows the 'eWorksheet Details' dialog box. At the top, there is a header with the text 'EWS_1-131'. On the left side, there is a sidebar with the following information: 'No value' for 'eWorksheet status', 'Created date', and 'OC batch ID'. The main content area has two tabs: 'General' and 'Attachments'. The 'General' tab is active and shows the following details: 'Template: EWS_1', 'eWorksheet description' (with an input field), and 'Template description: Template 1'. At the bottom right of the dialog, there are 'Cancel' and 'Create' buttons.

You can change the eWorksheet name in the header of the dialog.

The eWorksheet description can be edited on the **General** tab.

You can add attachments to the eWorksheet on the **Attachments** tab. For detailed information about the attachment management, please refer to the “Attachments” section of this guide.




The screenshot shows the 'Attachments' tab in the 'eWorksheet Details' dialog. The tab is titled 'Attachments' and has a '+ Add attachment' button at the top right. Below the title, there is a table with the following columns: 'File name', 'Description', and 'Type'. The table is currently empty, and the text 'There are no items.' is displayed in the center of the table area.

eWorksheet Editing

eWorksheet Editing mode is enabled when you press the **“Edit”** button on the **eWorksheet Details** screen, by double-clicking any of the editable fields or with the **“Add attachment”** button in the **Attachments** tab.

The screenshot displays the eWorksheet Editing interface. At the top, there is a header with the ID 'PG_EW-101' and 'Cancel' and 'Save' buttons. Below the header, there are tabs for 'General', 'Samples', 'Discussion', and 'Attachments'. The 'General' tab is selected. On the left, there is a sidebar with 'In Progress' status, 'eWorksheet status', '06/13/2024 04:38 PM' created date, and 'PG_EW-190508' QC batch ID. The main content area shows 'Template: PG_EW', 'eWorksheet description' (with an empty input field), and 'Template description: PG_EW Template'. A 'Close' button is located in the bottom right corner.

In the edit mode, eWorksheet fields become editable and the **“Edit”** button is replaced with **“Save”** and **“Cancel”** buttons that apply or discard the changes respectively.

Every change can be discarded separately by the **“Revert”** button  next to the updated field.

The close-up shows an input field for 'eWorksheet description'. The field contains the text 'Descr' and has a 'Revert' icon (a circular arrow) on the right side.

You can see how to edit eWorksheet fields in the **eWorksheet Creating** section above.

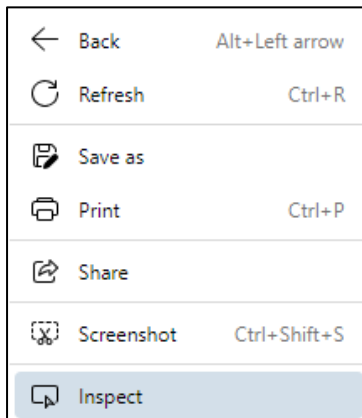
eWorksheet Management Excel add-in

You can work with eWorksheets using the eWorksheet Management Excel add-in.

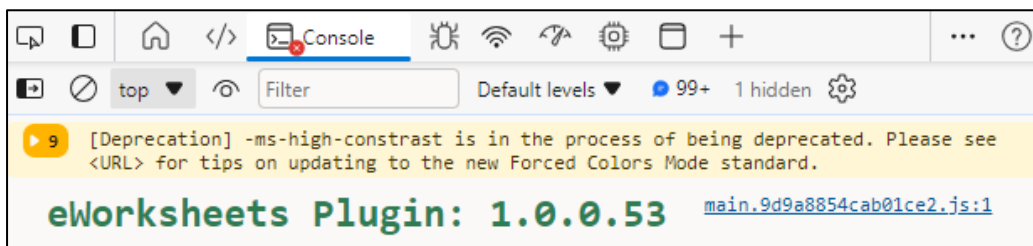
It is assumed that your admin has installed the add-in and configured Excel according to the installation guide.


You may check the add-in version in the console:

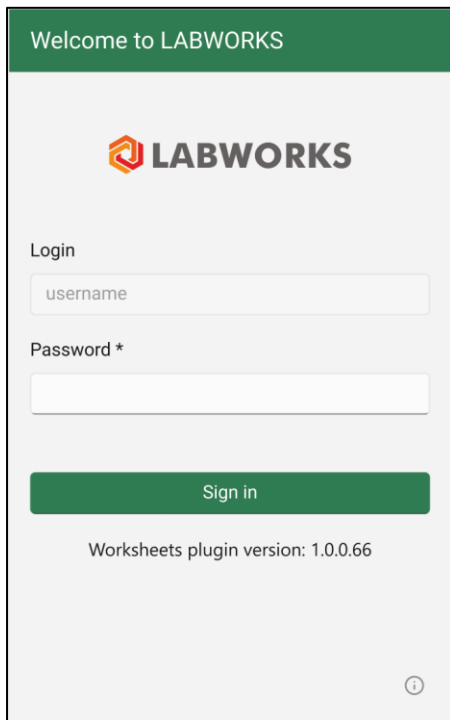
1. Right click the add-in.
2. Click the Inspect button.



3. See the eWorksheet add-in version on the Console tab.



There is also another way to check it. To do so, you need to click the  icon in the bottom right corner of the eWorksheet Management Excel add-in.

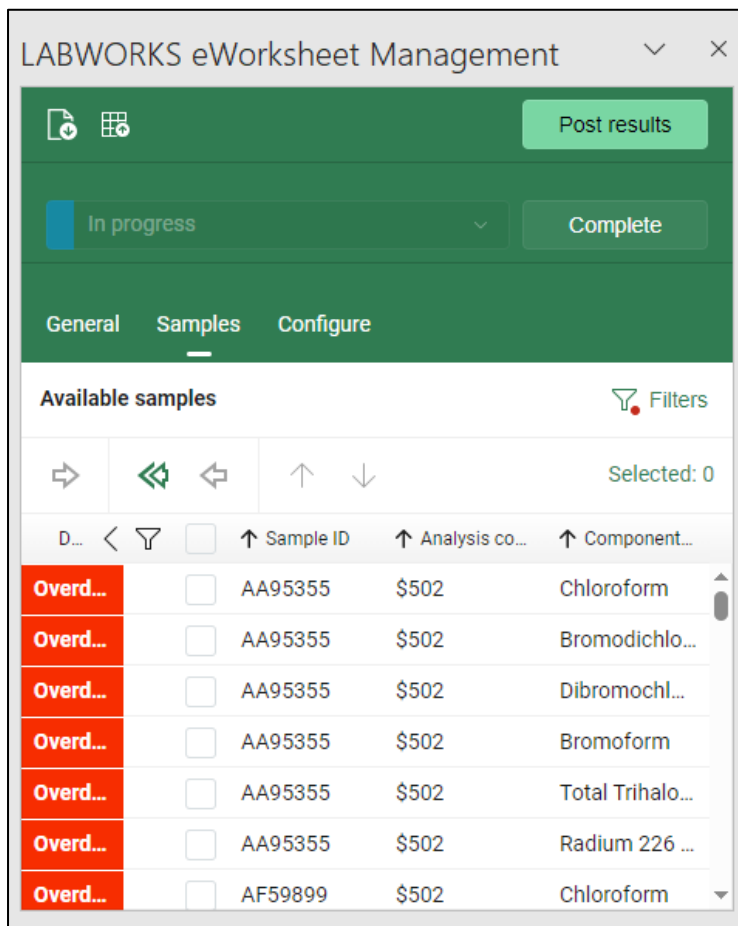



eWorksheets create temporary files every time a user opens an eWorksheet. Once you are sure that they are not needed, you can delete them. eLIMS server deletes them after a configurable period. It can be changed by Admin (see EWORKSHEET_WORK_INTERVAL_HOUR in the Installation Guide).

After opening an eWorksheet on Desktop or Web Excel from the eWorksheet Management, you can click

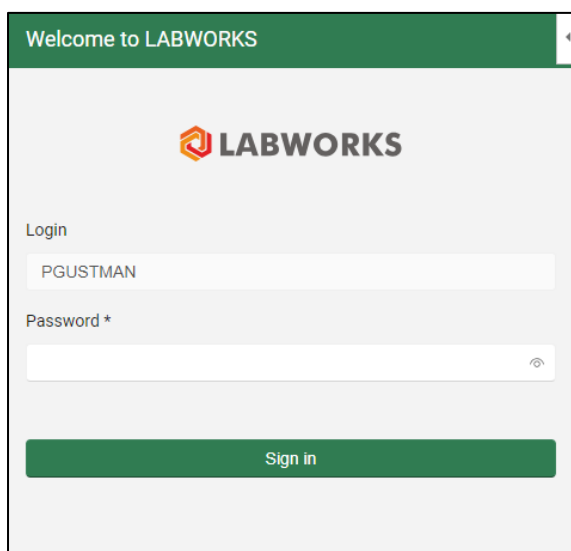


the add-in icon to open the eWorksheet Management add-in in Excel:



You can close the add-in by clicking the  button.

When the session has expired, you may need to re-authenticate in the Sign-in dialog using your eLIMS credentials:



The add-in has several tabs.

The **General** tab represents the main properties of the eWorksheet: eWorksheet name, eWorksheet description, Template, Template description, QC batch ID.

General Samples Configure

eWorksheet name *

PG_EW-92

eWorksheet description

Template

PG_EW

Template description

PG_EW Template

QA/QC batch ID

PG_EW-190499

You may edit eWorksheet name and eWorksheet description fields here.

The **Samples** tab displays a list of available samples for the assignment. The displayed columns can be configured on the Configure tab. The sample list can be filtered and sorted by these columns. Note that the available samples depend of the template configuration: specific primary analyses are added to the template by the admin, and samples with those analyses in a certain status are displayed in the list.

General Samples Configure

Available samples Filters

↑ ↓
Selected: 0

Due stat... ← ⌵
↑ Sample ID
↑ Analysis code
↑ Component name

Overdue	<input type="checkbox"/>	AA95355	\$502	Chloroform
Overdue	<input type="checkbox"/>	AA95355	\$502	Bromodichloromethane
Overdue	<input type="checkbox"/>	AA95355	\$502	Dibromochloromethane
Overdue	<input type="checkbox"/>	AA95355	\$502	Bromoform
Overdue	<input type="checkbox"/>	AA95355	\$502	Total Trihalomethanes

There are some operations available on the tab:



- Select a sample. The sample is selected in the list.



- Assign top <N>. Top <N> samples from the list are assigned to the eWorksheet by clicking this button. <N> is configured in the eWorksheet template.



- Assign selected. Selected samples are assigned to the eWorksheet by clicking this button.



- Unassign selected. Samples selected in the grid are unassigned from the eWorksheet by clicking this button.



- Move up. Selected sample is moved up in the list.



- Move down. Selected sample is moved down in the list.

Selected: 2

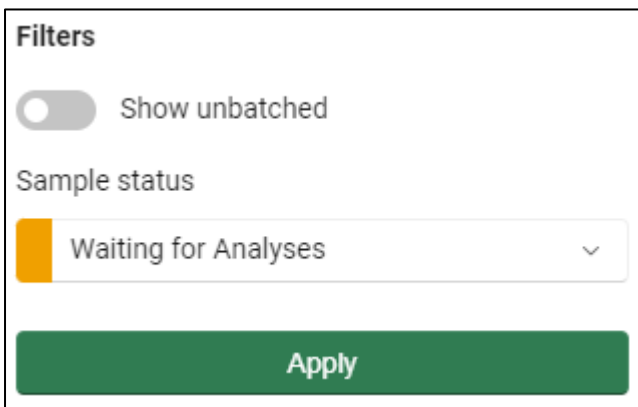
- View selected: <N>. Only selected <N> samples are shown.

View all

- View all. All available samples are shown.

In addition, it is possible to filter the list of available samples using the global filtering by clicking the Filters

button:  **Filters**. The Filters panel is opened:



Filters

Show unbatched

Sample status

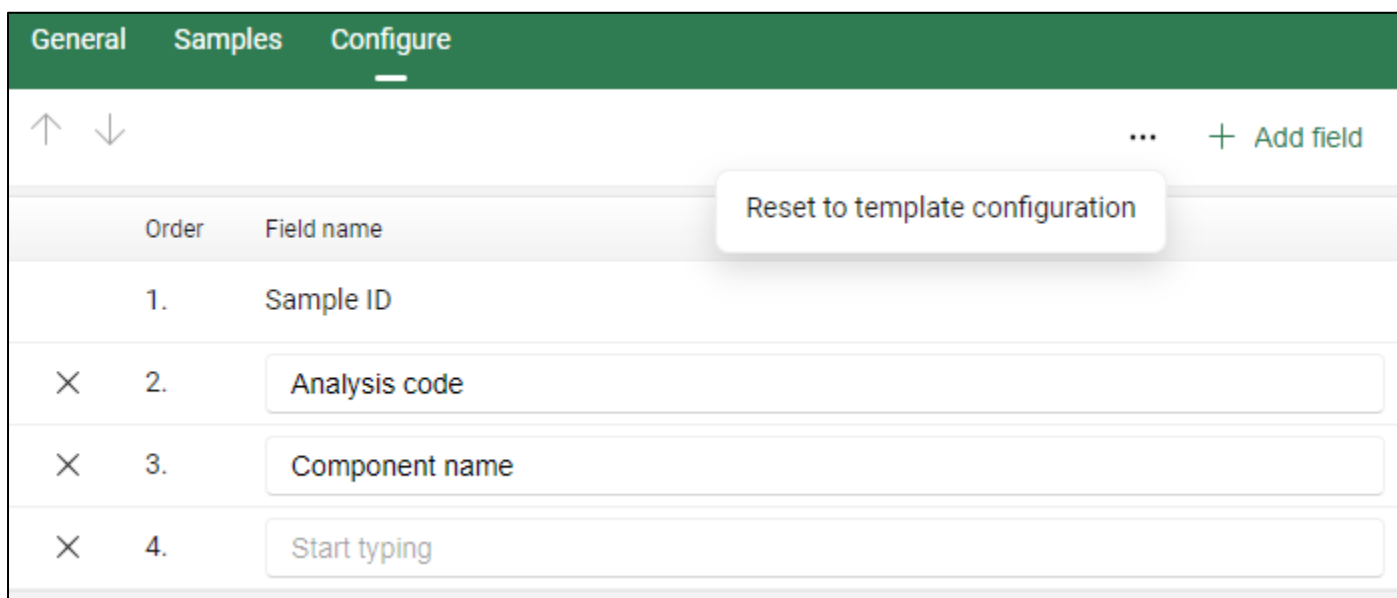
Waiting for Analyses

Apply

There are two filters:

- Show unbatched;
- Sample status.

The **Configure** tab allows to configure the columns that can be displayed on the Sample tab and assigned on the grid. By default, the settings are taken from the eWorksheet template.



There are some operations available on the tab:

+ Add field

- Add field. It is possible to add a field, and it affects the Samples tab.

X

- Remove field. It is possible to remove a field, and it affects the Samples tab.

↑

- Move up. Selected field is moved up in a list, and it affects the Samples tab.

↓

- Move down. Selected field is moved down in a list, and it affects the Samples tab.

Reset to template configuration

- Reset to template configuration. The fields list is reset to the template configuration.

There are some main eWorksheet operations available in the header:



- Status changing. The eWorksheet status can be

changed according to the eWorksheet workflow.

Complete

- Complete. Changes the eWorksheet status to the **Completed** one and locks the eWorksheet for editing.

Validate

- Validate. Changes the eWorksheet status to the **Validated** one and locks the eWorksheet for editing.

Reopen for edit

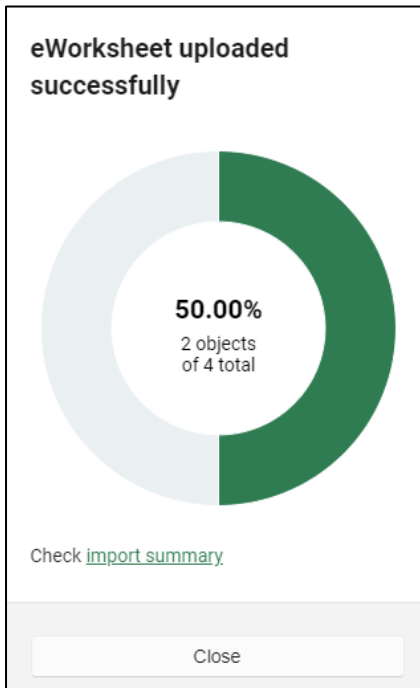
- Reopen for edit. Changes the eWorksheet status to the **In progress** one and unlocks the eWorksheet for editing.

Save to eLIMS

- Save to eLIMS. Saves the eWorksheet changes to eLIMS.

Post results

- Post results. Posts results for the analyses from the all tabs whose names begin with "UPLOAD". After the posting is completed, the information about the posted data appears:



You may see the full information about posted results by clicking the **import summary** link that leads to the **Import Summary** page on eLIMS.

Save to eLIMS

Save and post to eLIMS

- Save and post results. Sequentially performs first saving data and then posting results.



- Download eWorksheet. Downloads the Excel file of the eWorksheet.



- Upload file. Allows to parse any external file and upload it as an Excel new sheet. If the data file is an Excel file, it will see if any of sheets start with the prefix **UPLOAD**. If so, it will parse only the **UPLOAD** sheets/tabs and not the other sheets. If there is only one sheet, that sheet will get parsed regardless of whether it starts with **UPLOAD** or not. If there are multiple sheets and none start with **UPLOAD** it will parse the first sheet it finds given an alphabetical ordering.

After clicking the button and choosing the file, the dialog with the required information appears:

Upload settings

Data parser *

NGII sheet name *

Data import option *

Parse and post all data

Upload Cancel

The settings on the dialog will be populated by default using the template specification.

You may need to select a data parser in accordance with the uploaded file structure. The list of the data parsers is the same as you can use in eLIMS for importing analysis results.

Turn off the **Parse and post all data** option if you want to exclude invalid sample IDs from the uploaded file.

eWorksheet standard sheets

The **UPLOAD**-like sheets are needed for posting results to eLIMS. Results will be posted from all sheets whose names begin with “UPLOAD”. The column names should correspond the specific PR6 format for parsing.

SIDN	ACODE	ANLNAME	RLT	RRAW	RQUAL	RMDL	REPNO	ACMT
		%AnalyteName			0 %AnalyteQualifier%		%ReplicateNumber%	%AnalysisComm
		%AnalyteName			0 %AnalyteQualifier%		%ReplicateNumber%	%AnalysisComm

The **ADD_TESTS** and **REMOVE_TESTS** sheets are needed for adding and removing analyses. On posting results, the analyses from ADD_TESTS will be added to the corresponded samples, and the analyses from REMOVE_TESTS will be deleted.

Both sheets should have the structure:

SIDN	ACODE
AA00001	\$multi

Each ACODE cell may hold several space-separated values. Before analysis creation/deletion, eLIMS validates the rows. A row is rejected—and an explanatory entry written to the import error log—if the sample ID does not exist, or ACODE is invalid, or any availability rule (permissions, ownership, locked sample, etc.) blocks the operations. Invalid rows are skipped, but the worksheet continues processing all remaining valid entries and then finishes by saving results and running any post-result programs.

The **INVENTORY** sheet displays inventory information from an associated QC Batch if it is assigned to the eWorksheet.

Item Code	Item Name	BARCODE	Quantity	Description	Units	Expiration Date	Lot No	Hazard Warnings
pip-111	pipetka	123	2		No.	6/19/2021 0:00	33	Biohazardous, Corrosive, Explosive, Flammable, Hazardous, Radioactive

The **ADD_PAM** sheet lets users specify, row-by-row, which **Analyte Management group** (AMG) should be applied to each analysis when the worksheet is posted.

The sheet must have the following structure (Any extra columns are ignored by ADD_PAM processing):

SIDN	ACODE	PAM
AA01000	\$EPA200-8_DG \$ICP	200-8_MINERALS
AA01001	\$EPA200-8_DG	200-8_FULLLIST

When an eWorksheet is posted, eLIMS first carries out its normal sequence—creating any analyses listed in ADD_TESTS, deleting those in REMOVE_TESTS, parsing the data and importing primary results—then checking for ADD_PAM sheet. During this phase, each row that contains a valid SIDN / ACODE / PAM data triggers the **Manage Analytes** operation. Each ACODE / PAM cell may hold several space-separated values. The specified **Analyte-Management Group** is applied to the target analysis, overwriting any previous analyte visibility or RC-rule settings applied by **Analyte Management** groups; if several rows address the same analysis the system processes them top-to-bottom so the last AMG listed becomes the final configuration.

Before an AMG is applied, eLIMS validates the row. A row is rejected—and an explanatory entry written to the import error log—if the sample ID or ACODE does not exist, the AMG name is unknown or does not

contain that ACODE, the analysis is not single- or multi-component, or any availability rule (permissions, ownership, PT rules, locked sample, etc.) blocks the underlying **Manage Analytes** operation. Invalid rows are skipped, but the worksheet continues processing all remaining valid entries and then finishes by saving results and running any post-result programs.

The **AUDIT** sheet displays eWorksheet audit logs for changed cells, status changing:


eWorksheet Audit Information							
Configure Column Display	Sheet Name	Cell Address	Old Value	New Value	Reason	User	Modified Date
1			INPROGRESS	COMPLETED	Add bottle code	PGUSTMAN	6/11/2024 17:45
2			COMPLETED	VALIDATED	New label	PGUSTMAN	6/11/2024 17:45


SQC


SQC (Statistical Quality Control) is another area of Quality Control that allows you to monitor and maintain laboratory data quality using statistical methods. This functionality is only available if you have an LABWORKS Enterprise LIMS SQC license.

SQC routine is used to set up preliminary parameters for data search and rules for generating charts.

There is a set of buttons you can see on some of the screens that perform certain actions with SQC routine:

 – Run routine. By **SQC Routine Running** you can get the **SQC Charts** dialog, which provides you with the necessary statistical information.

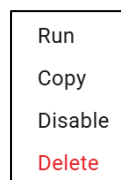
 – Select SQC routine. By clicking, the **SQC Routines** dialog opens where you can select the necessary routine to run. The drop-down menu next to the button allows you to select the routine before opening the **SQC Routines** dialog.

 - Make a routine favorite. Marked routines can be quickly filtered out from the list of SQC routines by the **Show favorite** toggle.

 – Create a routine. The **SQC Routine Creating** window is opened.

Show favorite - Show favorite. If the toggle is turned on, only favorite routines are shown on the **SQC Routines** dialog.

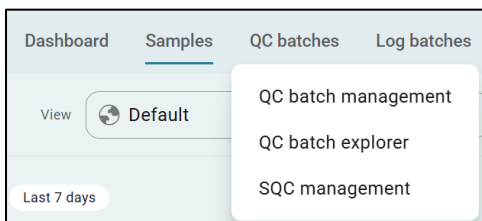
Some SQC routine actions may be hidden under the action drop-down menu:



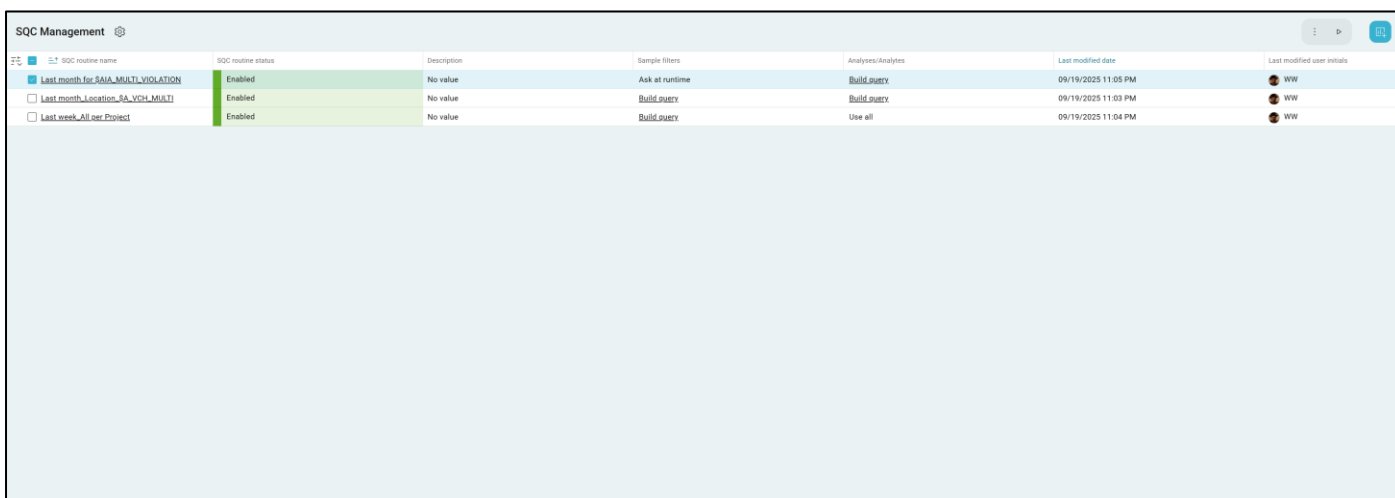
- Copy – Copy selected routine's data to the new routine.
- Disable/Enable – Change the routine state to Disabled/Enabled accordingly.
- Delete – Delete the selected routines from the system.

SQC Management

The **SQC Management** page is intended to view and manage SQC routines for quick access to regular daily work. In the default state of the global navigation menu, the page can be opened from the **QC batches** group.



The table displays a list of all routines that have been created in the system.



SQC routine name	SQC routine status	Description	Sample filters	Analyses/Analyses	Last modified date	Last modified user initials
<input checked="" type="checkbox"/> Last month for RAJA_MULTI_VIOLATION	Enabled	No value	Ask at runtime	Build_query	09/19/2025 11:05 PM	WW
<input type="checkbox"/> Last month_Location_RA_VCH_MULTI	Enabled	No value	Build_query	Build_query	09/19/2025 11:03 PM	WW
<input type="checkbox"/> Last week All over Project	Enabled	No value	Build_query	Use all	09/19/2025 11:04 PM	WW

The table's columns are resizable. To change a column width, you can grab the separator in the table header and release it when the width suits you.

You can select one or more SQC routines in the lists and perform actions on them. All general actions on SQC routines are described in the **SQC** section above.

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


You can navigate to the details of a particular SQC routine by clicking on corresponding fields within the table.

The data can be sorted by clicking the field labels in the headers of the tables. Subsequent clicks on the same fields reverse the sorting direction:

- Default sorting: ascending order by SQC routine name.

Settings

The set of fields displayed in the table can be configured in the **Settings** window.

To access the window, click the  button near the title.

Settings + Add Field

Order	Field ID *
1.	SQC routine name
<input type="checkbox"/>	2. SQC routine status
<input type="checkbox"/>	3. Description
<input type="checkbox"/>	4. Sample filters
<input type="checkbox"/>	5. Analyses/Analytes
<input type="checkbox"/>	6. Last modified date
<input type="checkbox"/>	7. Last modified user initials

You can change the order of the fields, remove certain fields from the table or add new ones.

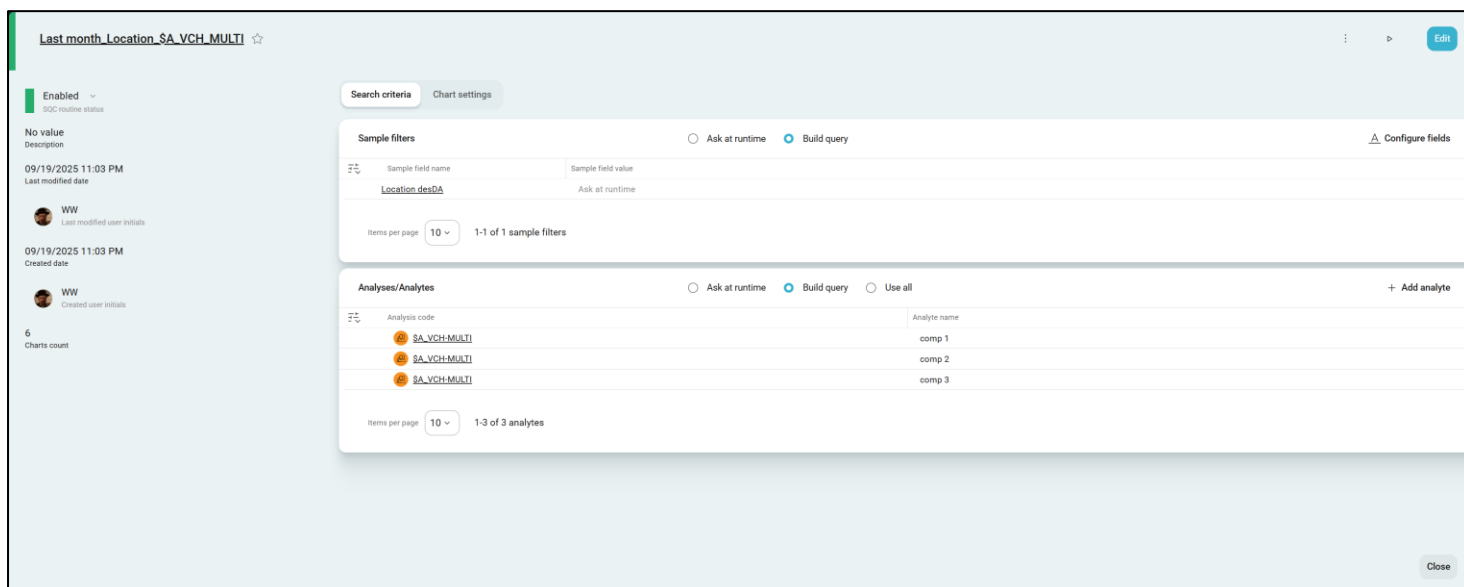
"**Cancel**" button discards all changes in the settings.

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

Other users are not affected by your settings.

SQC Routine Details

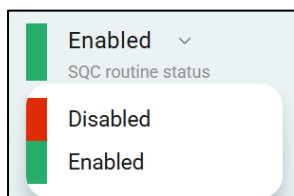
The **SQC Routine Details** screen displays all information about the SQC routine.



You can open the SQC Routine Details page clicking the SQC routine name.

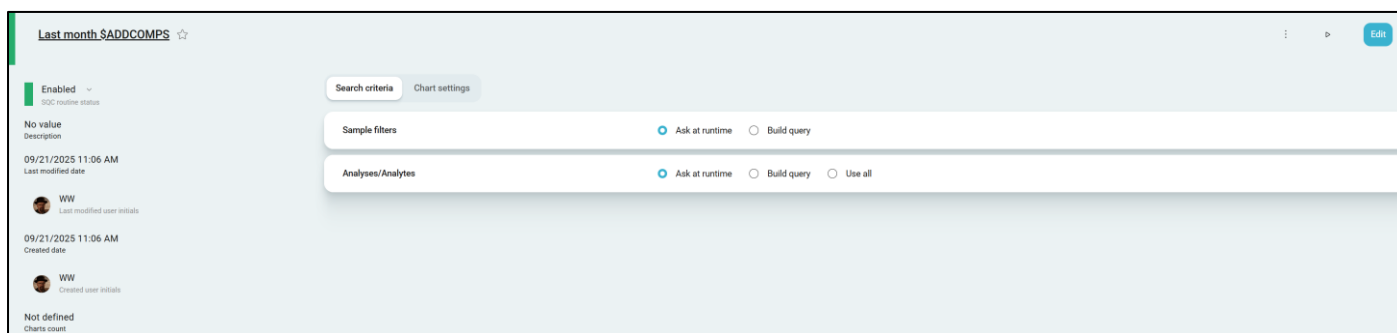
You can make the SQC routine favorite clicking on . This action and other in the “dot-dot-dot” menu are described in the **SQC** section above.

The **SQC routine status** can be changed by clicking to the arrow near the field and selecting another value from the dropdown list.



All information about the routine is distributed between two tabs **Search criteria** and **Chart settings**.

On the **Search criteria** tab, you can set the rules for selecting samples and specify the analyses/analytes that you want to check using statistical control methods.



The second tab **Chart settings** contains settings that allow you to get the information you need on the charts.

Last month SADDCOMPS ☆

Enabled
SOC routine status

No value
Description
09/21/2025 11:06 AM
Last modified date

WW
Last modified user initials

09/21/2025 11:06 AM
Created date

WW
Created user initials

Not defined
Charts count

Search criteria **Chart settings**

Chart type

- Individual
- Range
- Process capability

Data source option

- Number of points to plot
30
- Sample date range

Violation rules / legend

- Use Western Electric rules

LABWORKS specifications

- Upper specification
- Upper warning
- Target
- Lower warning
- Lower specification

Control limits

- Upper control
- Lower control
- Central line

Non-numeric results option

- Omit result from chart
- Use MDL from chart value
- Use zero for chart value

X-axis field
Sample ID

Y-axis field

- Result
- Raw result

Edit

SQC Routine Creating



Click the  button to open **SQC Routine Details** screen to create a SQC routine.

SQC routine name *

Enabled
SQC routine status

Description

Not defined
Charts count

Search criteria | Chart settings

Sample filters Ask at runtime Build query

Analyses/Analyses Ask at runtime Build query Use all

Cancel Create

You need to enter a specific SQC routine name in the header of the dialog.

You can enter Description for a routine or leave this property empty.

The first section **Sample filters** allows you to choose whether to request filters during routine startup or set up predefined filters to select data. It can be configured by **Ask at runtime** or **Build query** options.

If the **Build query** option is chosen, the section is expanded and **Configure fields** button is displayed.

Sample filters Ask at runtime Build query [Configure fields](#)

Sample field name	Sample field value
Location desDA	Ask at runtime

Items per page: 10 1-1 of 1 sample filters

By click on **Configure fields** the corresponded dialog is opened.

Configure Fields

View selected: 1

Sample fields

<input type="checkbox"/> Collected date	<input type="checkbox"/> Consumer sample ID	<input type="checkbox"/> Customer name	<input type="checkbox"/> Customer tag	<input type="checkbox"/> Invoicing adDA line 1
<input type="checkbox"/> Invoicing adDA line 2	<input type="checkbox"/> Invoicing adDA line 3	<input type="checkbox"/> Invoicing adDA line 4	<input type="checkbox"/> Invoicing adDA line 5	<input type="checkbox"/> Location code desc
<input checked="" type="checkbox"/> Location desDA	<input type="checkbox"/> Order Attachments count	<input type="checkbox"/> Order consumer	<input type="checkbox"/> Order ID	<input type="checkbox"/> Order organization name
<input type="checkbox"/> Order samples count	<input type="checkbox"/> Order status	<input type="checkbox"/> Organization name	<input type="checkbox"/> Project account code	<input type="checkbox"/> Project full name
<input type="checkbox"/> Report address line 1	<input type="checkbox"/> Report address line 2	<input type="checkbox"/> Report address line 3	<input type="checkbox"/> Report address line 4	<input type="checkbox"/> Report address line 5
<input type="checkbox"/> Sample collector	<input type="checkbox"/> Submitted date			

Sample customer defined fields

<input type="checkbox"/> Aaaaaaaaaaaaaaaaaaaaaa	<input type="checkbox"/> Aia not hidden	<input type="checkbox"/> Aia pick unlocked	<input type="checkbox"/> Aia test	<input type="checkbox"/> Aiaa22
<input type="checkbox"/> Cmdp samplotype	<input type="checkbox"/> Comp start datetime	<input type="checkbox"/> Date1	<input type="checkbox"/> Discharge no	<input type="checkbox"/> Dzk int field
<input type="checkbox"/> Fgfdg	<input type="checkbox"/> Jb boolean	<input type="checkbox"/> Jb boolean req	<input type="checkbox"/> Jb new picklist field	<input type="checkbox"/> Jb text1
<input type="checkbox"/> Km test date	<input type="checkbox"/> Lane test	<input type="checkbox"/> Lane test 2	<input type="checkbox"/> Lane test 3	<input type="checkbox"/> Mail list
<input type="checkbox"/> Om picklist	<input type="checkbox"/> Om picklist locked	<input type="checkbox"/> Om real	<input type="checkbox"/> Omdefaulttest	<input type="checkbox"/> Permit no
<input type="checkbox"/> Picklist field	<input type="checkbox"/> Rntest1	<input type="checkbox"/> Sample preparation state	<input type="checkbox"/> Sampler id	<input type="checkbox"/> Sdatetime73
<input type="checkbox"/> Sinteger73	<input type="checkbox"/> Spicklist73	<input type="checkbox"/> Splocked73	<input type="checkbox"/> Sreal73	<input type="checkbox"/> Sreq01
<input type="checkbox"/> Stext73	<input type="checkbox"/> Test sample field	<input type="checkbox"/> Test udf	<input type="checkbox"/> With default value	<input type="checkbox"/> Yi long

Analysis fields

<input type="checkbox"/> Analysis analyst initials	<input type="checkbox"/> Analysis code	<input type="checkbox"/> Analysis department	<input type="checkbox"/> Analysis name	<input type="checkbox"/> Assigned analyst initials
<input type="checkbox"/> Assigned instrument code	<input type="checkbox"/> QC batch ID			

Analysis customer defined fields

<input type="checkbox"/> Aa p	<input type="checkbox"/> Aa pl	<input type="checkbox"/> Aa 1	<input type="checkbox"/> Aus05	<input type="checkbox"/> Bool 528
<input type="checkbox"/> Date 528	<input type="checkbox"/> Dzk analysis udf	<input type="checkbox"/> Int 528	<input type="checkbox"/> Jb boolean ewe	<input type="checkbox"/> Jb boolean ewe req
<input type="checkbox"/> Jb date ewe	<input type="checkbox"/> Jb date ewe req	<input type="checkbox"/> Jb int ewe	<input type="checkbox"/> Jb int ewe req	<input type="checkbox"/> Jb locked picklist ewe
<input type="checkbox"/> Jb locked picklist req	<input type="checkbox"/> Jb picklist ewe	<input type="checkbox"/> Jb picklist ewe req	<input type="checkbox"/> Jb picklist max length	<input type="checkbox"/> Jb real ewe
<input type="checkbox"/> Jb real ewe req	<input type="checkbox"/> Jb text ewe	<input type="checkbox"/> Jb text ewe req	<input type="checkbox"/> Jb text max length	<input type="checkbox"/> Jr ro
<input type="checkbox"/> Picklist	<input type="checkbox"/> Pl 528	<input type="checkbox"/> Pl locked optional	<input type="checkbox"/> Pl optional	<input type="checkbox"/> PlI 528
<input type="checkbox"/> Real 528	<input type="checkbox"/> Txt 528	<input type="checkbox"/> Vch field to be deleted		

Result fields

All available fields that can be used to select routine samples are divided into the following categories:

- Sample fields
- Sample customer defined fields
- Analysis fields
- Analysis customer defined fields
- Result fields

Selected fields are displayed in the **Sample filters** grid. By click on the particular **Sample filed name**, the corresponded dialog is opened where you can specify values for the field. You can also leave it empty with the **Ask at runtime** option by default, so values will be requested during routine startup.

You can delete any filter by click on a certain row.

The second section **Analyses/Analytes** allows you to choose the desired behavior:

- **Ask at runtime** - request analyses/analytes during routine startup;
- **Build query** – specify analyses/analytes for the routine;
- **Use all** – analyze all the analyses/analytes that are specified for samples selected for the routine.

If the **Build query** option is chosen, the section is expanded and **Add analyte** button is displayed.

Analyses/Analytes Ask at runtime Build query Use all

Analysis code	Analyte name
<input type="button" value="X"/> <input type="button" value="SA_VCH-MULTI"/>	comp 1
<input type="button" value="X"/> <input type="button" value="SA_VCH-MULTI"/>	comp 2
<input type="button" value="X"/> <input type="button" value="SAA_TAR01"/>	comp01

Items per page: 10 1-3 of 3 analytes

By click on **Add analyte** the corresponded dialog is opened.

Add Analyte View selected: 0

Analysis code	Analyte name	Analyte abbreviation	Result method	Result unit	CAS number
<input type="checkbox"/> \$	test	ttt	SM 9221 B,C,E	1	1
<input type="checkbox"/> \$	test 1	eee	SM 9221 B,C,E	2	2
<input type="checkbox"/> \$_TEST	test	ttt	SM 9221 B,C,E	1	1
<input type="checkbox"/> \$_TEST	test 1	eee	SM 9221 B,C,E	2	2
<input type="checkbox"/> SA_VCH-MULTI	comp 1	No value	No value	No value	No value
<input type="checkbox"/> SA_VCH-MULTI	comp 2	No value	No value	No value	No value
<input type="checkbox"/> SA_VCH-MULTI	comp 3	No value	No value	No value	No value
<input type="checkbox"/> SAA_TARG1	comp01	No value	No value	No value	No value
<input type="checkbox"/> SAA_TARG1	comp02	No value	No value	No value	No value
<input type="checkbox"/> SAA_TARG1	comp03	No value	No value	No value	No value

1 2 3 4 5 ... 5990 5991 → Items per page 10 1-10 of 59904 analytes

Cancel Add

You can find and select analyses or the particular analytes of multi-component analyses that should be added to the **Analyses/Analytes** grid.

You can delete any analysis/analyte by click on a certain row.

On the second tab **Chart settings** you can specify the following settings:

Search criteria Chart settings

Chart type

Individual

Range

Process capability

Data source option

Number of points to plot
30

Sample date range

Violation rules / legend

Use Western Electric rules

LABWORKS specifications

Upper specification

Upper warning

Target

Lower warning

Lower specification

Control limits

Upper control

Lower control

Central line

Non-numeric results option

Omit result from chart

Use MDL from chart value

Use zero for chart value

X-axis field

Sample ID

Y-axis field

Result

Raw result

- **Chart type** – you can choose which charts should be built for each analysis/analyte;
- **Data source option** – you can specify which option should be used to narrow down the dataset obtained when selecting samples according to the conditions specified in the Sample filters section;
 - **Number of points to plot** – the system selects the last N samples, 30 by default;
 - **Sample date range** – an additional filter based on specified sample field and date range;

Sample date range

Sample date field *

Collected date

Start date *

Today

Date within *

1 Day Before

- **Violation rules/ legend** – you can choose which rules and corresponded legends should be checked and displayed on the charts;
 - **Use Western Electric rules**
 - Different Western Electric rules can be specified in the system. You can find more details in the LABWORKS Enterprise LIMS Installation Guide, **SQC Configuration** section;

- **LABWORKS specifications**
 - General specifications for the particular analysis/analyte;
- **Control limits**
 - Limits calculated based on the particular dataset;
- **Non-numeric results option** – you can choose how the charts should display results other than numeric ones;
- **X-axis field** – you can choose the sample property that should be displayed on the X-axis in the charts. Samples will be ordered by this field in charts.
- **Y-axis field** – you can choose the property that should be displayed on the Y-axis in the charts.

SQC Routine Editing

SQC Routine Editing mode is enabled when you press the **Edit** button on the **SQC Routine Details** screen, by double-clicking any of the editable fields. The **Edit** mode also enables automatically when you update the following options on the **Search criteria** tab:

- **Sample filters**
- **Analyses/Analytes**

The screenshot shows the 'Search criteria' tab in edit mode. The 'Analyses/Analytes' section is active, with 'Build query' selected. The table below shows 4 analytes:

Analysis code	Analyte name
SAIA_MULTI_VIOLATION	1
SAIA_MULTI_VIOLATION	2
SAIA_MULTI_VIOLATION	3
SAIA_MULTI_VIOLATION	4

The 'Sample filters' section has 'Ask at runtime' selected. The 'Items per page' is set to 10, showing 1-4 of 4 analytes.

In the edit mode, SQC routine fields become editable. The **Edit** button is replaced with **Save** and **Cancel** buttons that apply or discard the changes respectively.

In case you change the option from the **Build query** to another, the entered data is disabled, but it is still kept and you can restore it whenever you want.

The screenshot shows the 'Search criteria' tab in edit mode. The 'Sample filters' section is active, with 'Ask at runtime' selected. The table below shows 1 sample filter:

Sample field name	Sample field value
Location desDA	Ask at runtime

The 'Analyses/Analytes' section has 'Use all' selected. The table below shows 3 analytes:

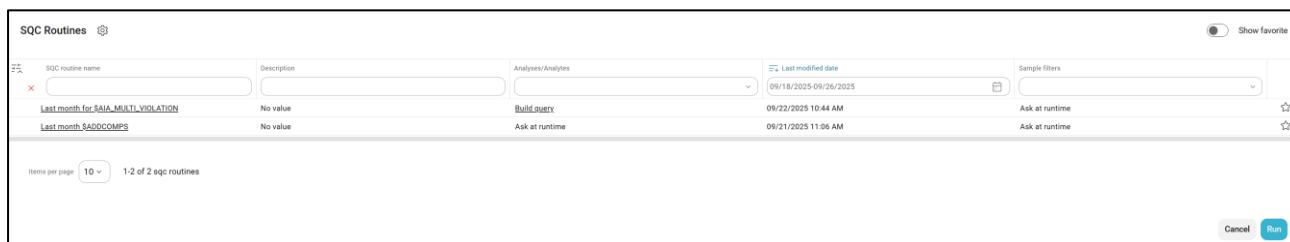
Analysis code	Analyte name
SA_VCH-MULTI	comp 1
SA_VCH-MULTI	comp 2
SA_VCH-MULTI	comp 3

The 'Items per page' is set to 10, showing 1-1 of 1 sample filters and 1-3 of 3 analytes.

SQC Routine Running

The routine running operation may vary depending on the screen where the operation is called.

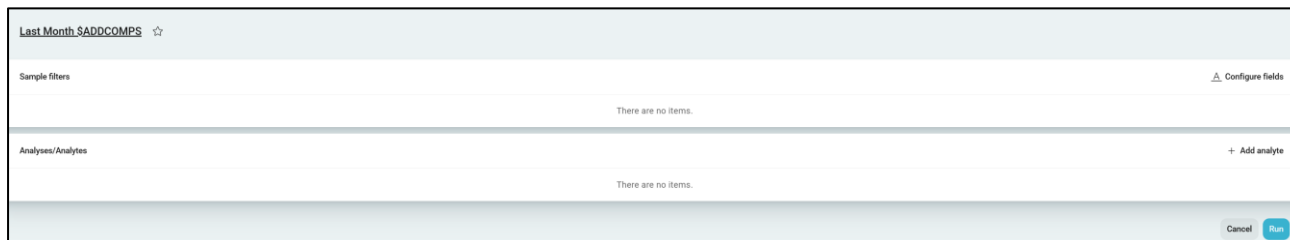
1. You can select a set of samples, for example on the **Sample Explorer** screen, and call the **Select SQC routine** operation. In the first step, **SQC Routines** dialog is opened.



This is a list of all enabled routines in the system that have the **Sample filters** option set as **Ask at runtime**. You can filter out your favorite routines, use contextual filters and sort routines to select the desired one.

Next, after selecting a routine and click on the **Run** button, if the **Analyses/Analytes** configuration of the selected routine is set to the **Ask at runtime** option, an additional dialog is displayed where you have to select particular analyses/analytes to finally get the **SQC Charts** dialog.

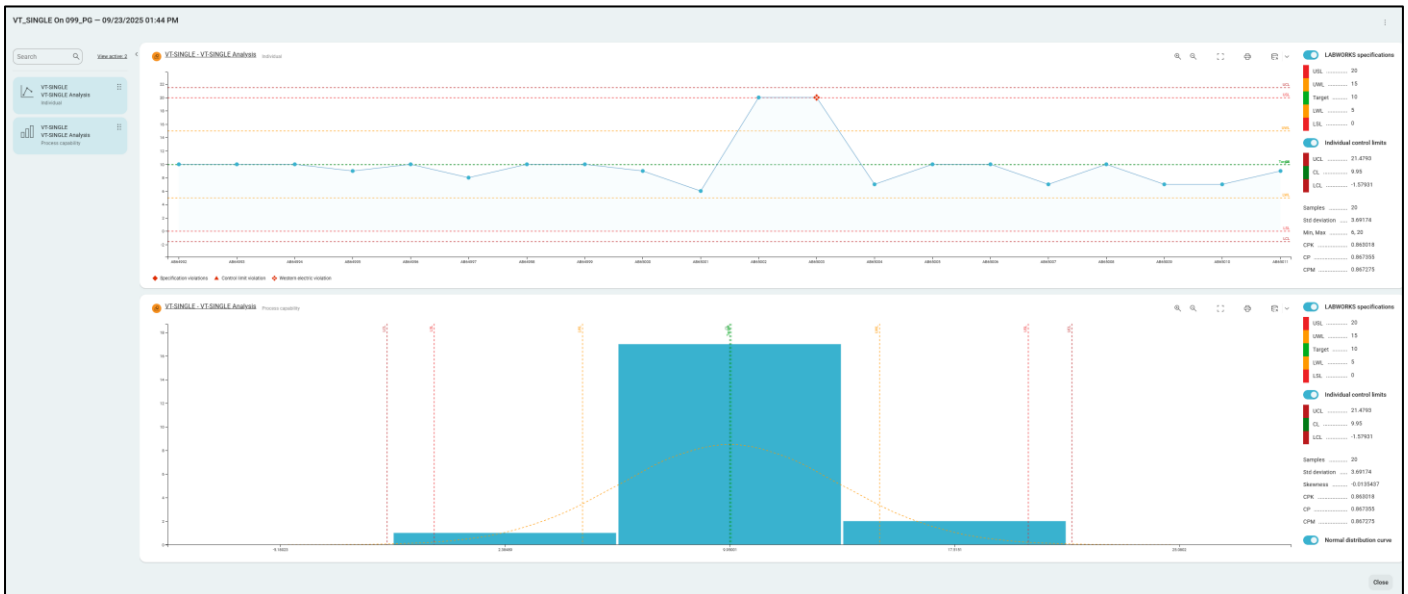
2. Another way to run a SQC routine is to call this operation for a particular routine on the **SQC Management** page or on the **SQC Routine Details** dialog or on the **SQC violation tile**. In this case, you will also need to specify **Sample filters** and **Analyses/Analytes** in the additional dialog, if they are not configured in the routine.



Please note, that you can leave **Sample filters** section empty, but the data for charts plotting might be confusing.

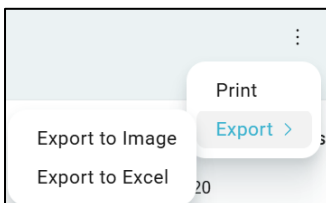
SQC Charts

The **SQC Charts** dialog is opened by running the SQC routine, after all input parameters have been set. This dialog displays information about a selected set of samples and analyses/analytes so you can determine whether the results are valid based on statistical control information and violation rules.



The maximum number of displayed analyses/analytes, as well as the maximum number of displayed samples are configured by Admin. More information can be found in the LABWORKS Admin Guide documentation, **SQC Configuration**.

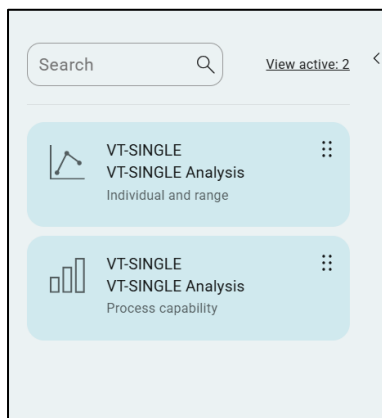
The dialog header provides information about the SQC routine's name and the opening time of the dialog. You can also find the following operations in the "dot-dot-dot" menu:



- Print – you can print the dialog using browser abilities.
- Export to Image – you can export all visible charts in separate .PNG files.
 - Note: if you do not want to be bothered with asking where to save images for each chart, please turn off the following setting in your browser settings -> Downloads.
- Ask where to save each file before downloading
- Export to Excel – you can export an excel file with data in the table representation. Only visible charts information will be included in the excel file.


Left panel

On the left panel you can view the list of tiles for all charts, that have been generated for the routine. The panel can be collapsed/expanded.



Each tile corresponds to one chart on the dialog and displays information about a specific analysis/analyte and chart type.

You can click on a tile to make it active or inactive and the corresponding chart visible or invisible.

You can change the order of tiles using drag-and-drop . The order of corresponded charts will be changed accordingly.

You can use the **Search** control to find tiles.

You can filter out selected tiles by click on **View active** button.

Charts

The main body of the dialog displays sections with charts based on input parameters. All chart types configured in the SQC routine are built for each analysis/analyte. There are following chart types:


- **Individual** - chart based on individual control limits. The data displayed are the individual results for each sample for the analyte being evaluated.
- **Range** - chart based on range control limits. The data displayed is the range or difference between consecutive individual results.
- **Process capability** - X-bar chart that indicates where a process is centered and provides information about the quality of process control.


Note: If **Individual** and **Range** charts are both selected in the routine, they will be displayed in the same section.


Any chart provides a visual representation of the data that can be easily recognized by users attempting to control a process. You can manually resize the chart by dragging the bottom line of the chart section.

You can see the header for each chart where you can find the Analysis/Analyte name and the chart type.


Each chart has the following operations:


 - Zoom in. You can zoom in graph by click on the button or by scrolling the mouse wheel up. You can move chart horizontally when the zoom mode is on.


 - Zoom out. You can zoom out graph by click on the button or by scrolling the mouse wheel down;

 - Zoom reset. The button is displayed only when zoom mode is on. You can reset zoom by click on this button;

 - Full screen mode. You can open the Full screen mode by click on the button;

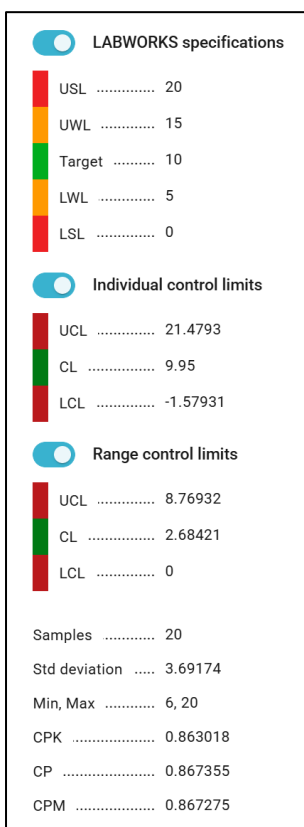
 - Normal view. To exit from the Full screen mode you can click on the butoon;

 - Print. You can print the chart using browser abilities;

 - Export

- Export to Excel - You can export an excel file with the chart's data in the table representation;
- Export to Image - You can export the chart in .PNG file.

The legend on the right side of the dialog displays the calculated statistical parameters and also allows you to configure the visibility of limit lines on the chart. Please, find more information about violations and statistic calculation in **Statistics calculation** section below.



You can add **LABWORKS specifications** lines on the chart by click the corresponded toggle. They are:

- **USL** – Upper specification limit
- **UWL** – Upper warning limit
- **Target** – Target
- **LWL** – Low warning level
- **LSL** – Low specification level

Note, that specifications are taken from the location code of the first sample in the chart, or, in case they are not specified, from the corresponded analysis specifications.

You can add **Individual control limits** lines to the chart by click the corresponded toggle. They are:

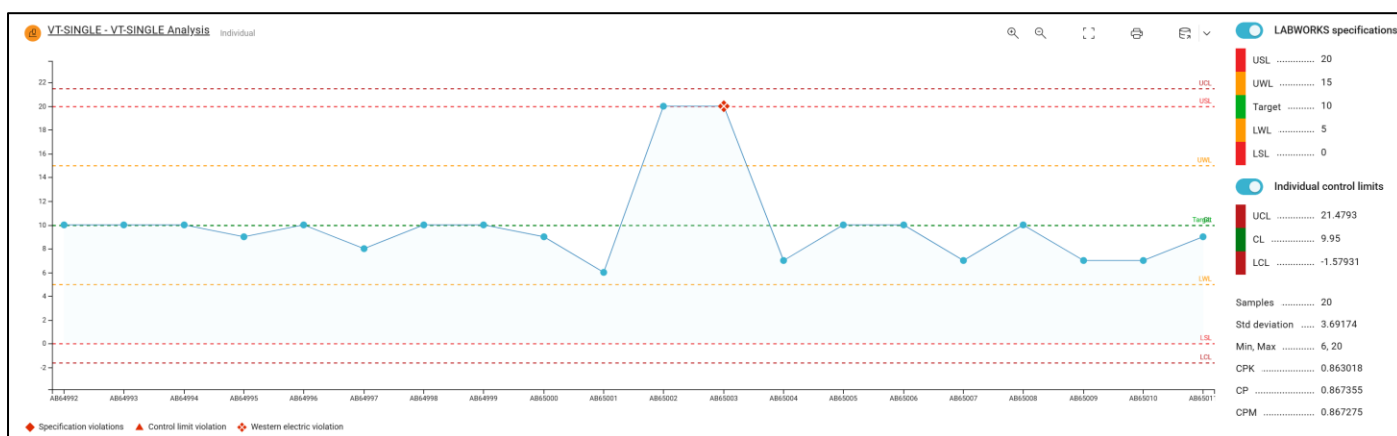
- **UCL** – Upper control line
- **CL** – Control line
- **LCL** – Low control line

You can add **Range control limits** lines to the chart by click the corresponded toggle. They are:

- **UCL** – Upper control line
- **CL** – Control line
- **LCL** – Low control line

For the **Process Capability** chart, you can add the **Normal distribution curve** line to the chart by click the corresponded toggle.

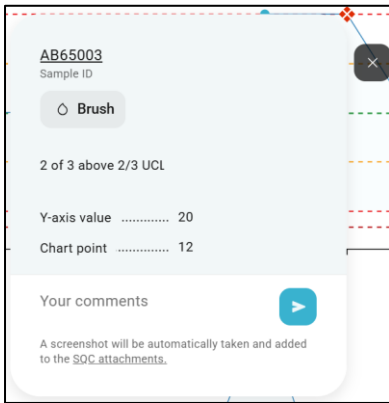
Individual and Range charts specific.



You can see an additional legend at the bottom of the section. It displays specific symbols for violations. If the point on the chart has a violation, it is marked with a specific symbol.

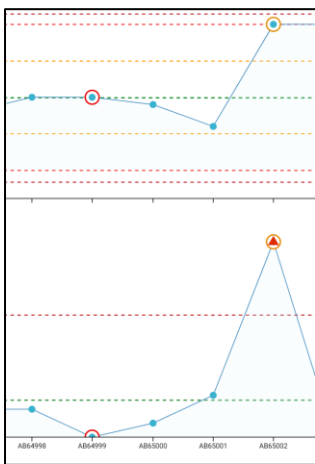
- ◆ - Specification violation. If the analysis result is more than USL or less than LSL, the point is marked with Specification violation.
- ▲ - Control limit violation. If the analysis result is more than UCL or less than LCL, the point is marked with Control limit violation. Details of calculating UCL and LCL can be found below in **Statistics calculation** section.
- ◆ - Western electric violation. If the analysis result violates one of the Western electric rules, the point is marked with Western electric violation. Details of the Western electric patterns you can find in the LABWORKS Enterprise LIMS Installation Guide, **SQC Configuration**.

You can open a popup with detailed information by click on the point.



You can see the list of violations that are observed for this sample.

You can brush a point by click on **Brush** button. It allows you to mark the same sample on different charts with a colored circle. This information is also displayed in the export excel file.

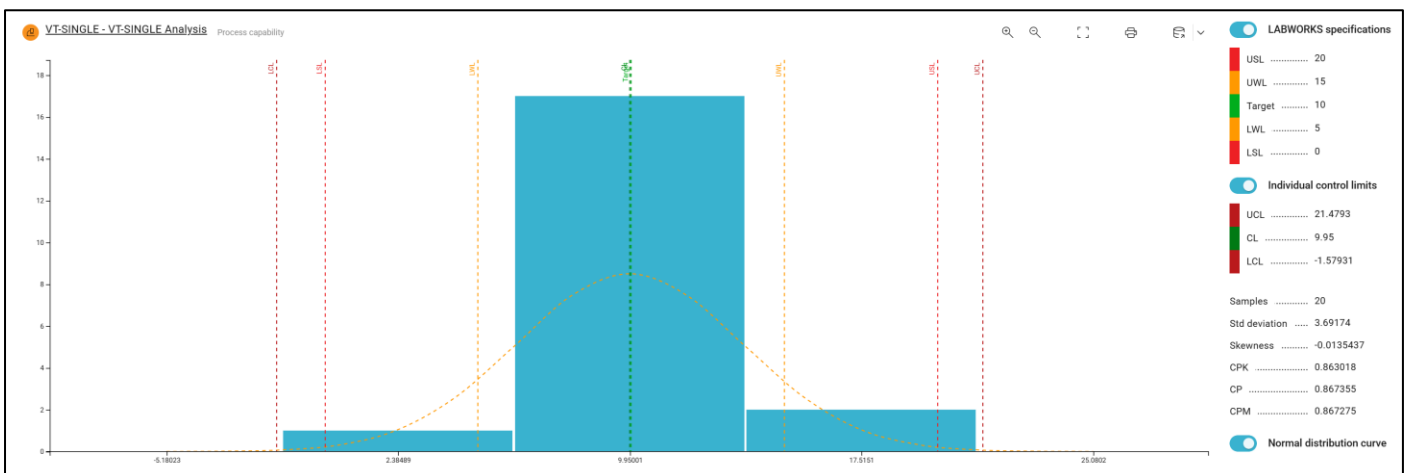


You can “unbrush” points by click on **Unbrush** button in the popup.

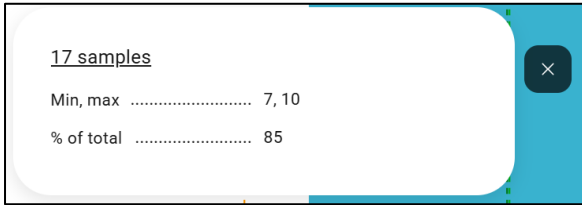
You can type a message and attach a screenshot to the sample by click on **Send** button.

You can open the Sample Details screen on a new browser tab to view SQC attachments history by click on the [SQC attachments](#) link.

Process capability chart specific.



You can open a popup with detailed information by click on the bar.



You can open the **Sample Explorer** screen with the corresponded samples filtered out.

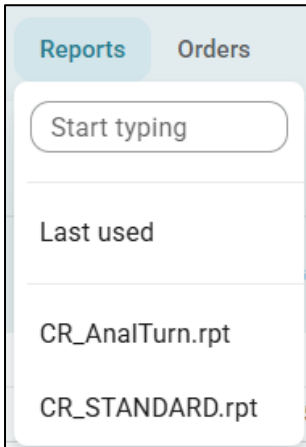
Statistic calculation

Std deviation	Standard deviation, σ	$s = \sqrt{\frac{\sum_{i=1}^n (x_i - \bar{x})^2}{n - 1}}$
Individual CL, Mean	Average value, μ	$\bar{x} = \frac{1}{n} \sum_{i=1}^n x_i$
Individual UCL	Individual upper control line	CL + Sigma factor * Std deviation
Individual LCL	Individual low control line	CL - Sigma factor * Std deviation
Range CL	Average difference between numeric results from the previous sample.	
Range UCL	Range upper control line	Range CL * D4, where D4=3.267
Range LCL	Range low control line	Range CL * D3, where D3=0
Min, Max	Minimum and maximum values	
CP	Process capability	$Cp = \frac{USL - LSL}{6\sigma}$, with Sigma factor = 3
CPK	Process capability index	$Cpk = \min\left(\frac{USL - \mu}{3\sigma}, \frac{\mu - LSL}{3\sigma}\right)$, with Sigma factor = 3
CPM	Process capability around a target	$\hat{C}_{pm} = \frac{\hat{C}_p}{\sqrt{1 + \left(\frac{\hat{\mu} - T}{\hat{\sigma}}\right)^2}}$, where T is a target value
Skewness	Measure of the asymmetry	$(\mu - \nu) / \sigma$, where ν is median value.
Normal distribution curve		$f(x) = \frac{1}{\sigma \cdot \sqrt{2\pi}} \cdot e^{-\frac{(x-a)^2}{2\sigma^2}}$

Sigma factor is a configurable parameter. More information you can find in the LABWORKS Enterprise LIMS Installation Guide.

Reports

The **Reports** functionality is intended to run Crystal dynamic reports without having to pre-select a set of samples. Access to this menu is controlled through separate role permission. If the role is not defined for user Reports menu will be unavailable after logging in to the web application.



The menu item consists of:

- Search field where reports can be filtered by a substring
- “Last used” item which remembers the last report ran by the current user
- List of active reports sorted by name

If the selected report requires parameter fields, a prompt will be displayed:

A screenshot of a dialog box titled 'CR_AnalTurn.Rpt'. It contains a table with two columns: 'Parameter name' and 'Parameter value *'. There are three rows of input fields. The first row has 'WSSN/POOL ID' in the first column and an empty text input field in the second. The second row has 'COLLECTION ADD...' in the first column and an empty text input field in the second. The third row has 'CHLORINATION' in the first column and an empty text input field in the second. At the bottom right of the dialog, there are two buttons: a grey 'Cancel' button and a blue 'Generate' button.

The report will be opened in a new browser tab.

If a standalone (dynamic) report is run on eLIMS, it will generate a file of the type (extension) set on Object Publisher (Desktop app).

When running Reports in eLIMS that display results, Reportable field value is taken into account. If Reportable = 'No' (checkbox is unchecked), the record with this result will be excluded from the report. If Reportable = 'Yes', the result will be included in the report.

For multi-component analyses, if one of the analytes has Reportable = 'No', then only that analyte will not be shown in the report, but all other reportable analytes will be displayed.

Discussion

Some LABWORKS objects allow you to discuss with other users directly on the detail page. There is a **Discussion** tab on the pages for that.



To mention another user, start typing “@” and the name or email of the needed user, or select 1 of the suggested options. Mentioned users will receive email notifications with the link to the object.

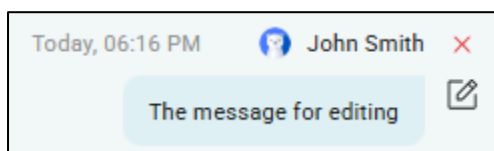
To add a reference to a sample, type “#” and enter the sample number.

You can apply formatting to your text, add attachments or links to web-sites.

Click the Send message icon  or press Enter to send a message.

To get emails about each new message in this discussion, check the **Follow discussion** checkbox. Please, make sure that your email is filled with the correct address on the User Profile.

To remove your message, click the  icon. Click the pencil icon to edit it.



You can refresh the discussion directly from the dialog.

Attachments

Attachments are used across the site to link any files to the system objects: samples, analyses, QC batches, eWorksheets, etc.

Attachments related to objects are displayed in the **Attachments** tab of this object Details page with sorting and filtering options.

If an object has the **Discussion** tab, attachments from this tab are displayed under the “Attachments from discussion” section of the Attachment tab. Discussion attachments can be edited only in messages on the Discussion tab.

File name	Description	Attachment type	Last modified date	Last modified user initials
DL_DR6000_1904755_2021-Dec-20_11_53_35...	No value	Store in th...	10/06/2025 09:26 AM	OM
https://www.amazon.com/	Amazon	Attach to ...	10/06/2025 09:26 AM	OM
single.xlsx	No value	Store in th...	10/06/2025 09:26 AM	OM

File name	Attachment type	Last modified date	Last modified user initials
There are no items.			

To attach a new file, click the “**Add attachment**” button in the top-right corner of the table.

You can choose the type of attachment and enter description.

Add Attachment

Type

Store in the database

Store in the filesystem

Attach to URL

File name *

Drag and drop your file here

or

Browse file

Description

Cancel Add

Add Attachment

Type

Store in the database

Store in the filesystem

Attach to URL

File name *

Drag and drop your file here

or

Browse file

Description

Cancel Add

Add Attachment

Type

Store in the database

Store in the filesystem

Attach to URL

URL *


https://www.example.com


Description

Cancel Add

There are several type of attachments:

- Attach to URL. This attachment is just a link to any browser page. Clicking on the “File Name” value of this attachment type will open the link in a new browser tab.


 - Store in the filesystem. Attachments with this type are stored in the server's file system in a specific folder configured by Admin. An attachment can be downloaded by click on the attachment file name.

 - Store in the database. Attachments with this type are stored directly in database. Clicking on the "File Name" value of this attachment type will start downloading the file or open it in a new browser tab (depending on the file extension).

Available attachment types are configurable. Find the details on the attachment's setup in the LABWORKS Enterprise LIMS Installation Guide.

Attachments					+ Add attachment
 File name	Description	Attachment type	Last modified date	Last modified user initials	
 DL_DR6000_1904755_2021-Dec-20_11_53_35 ...	No value 	 Store in th...	10/06/2025 09:26 AM	 OM	
 https://www.amazon.com/	Amazon 	 Attach to ...	10/06/2025 09:26 AM	 OM	
 single.xlsx	No value 	 Store in th...	10/06/2025 09:26 AM	 OM	

To remove an attachment, click the  icon near the file name.

To edit description, click the  icon near that field.

Edit Description

Cancel Apply

You can only add attachments with extensions from the specified list in the WHITELIST_FILE_EXTENSIONS system setting. The file size must not exceed the value specified in the ATTACHMENT_MAX_SIZE system setting.

Special Information Forms

Special information forms are configured on LW Desktop. They can be specified for the following entities:

- Sample
- Analysis
- Location
- QC batch
- Log batch

For more details, please navigate to the corresponding Detail pages descriptions.

Here are the possible types of fields (and their properties) that are available in the Special Information Forms:

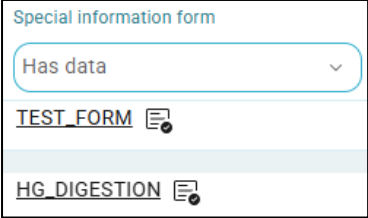
- Text
 - lowercase – the value is saved as it is written
 - uppercase – all entered characters are converted to upper case when saving
 - mandatory or optional
- Label
 - Label fields are always read-only and cannot be edited on eLIMS.
- Integer
 - mandatory or optional
- Decimal
 - mandatory or optional
- Picklist
 - any available picklist can be set
 - mandatory or optional
- Datetime
 - mandatory or optional
- Date
 - mandatory or optional
- Time
 - mandatory or optional
- Boolean
 - mandatory or optional



You can also define the position that each field is shown on eLIMS by setting the “eLIMS row” and “eLIMS column” properties on the Desktop:

- “eLIMS column” Desktop property
 - determines in which column of the special information form table on eLIMS will the field be displayed.
 - There are several possible values:
 - “1” – the field will be displayed in the first column
 - “2” - the field will be displayed in the second column

- “3” - the field will be displayed in the third column
- “0” - the field will not be displayed on eLIMS
- “-1” – the position was not set, and the field can be placed in any column
- “eLIMS row” Desktop property
 - determines in which row of the SIF form table on eLIMS will the field be displayed.

If a Special information form has data in it, the icon  is displayed next to the SIF name in an entity list.



Special information form
Has data
TEST_FORM 
HG_DIGESTION 

The icon is not displayed if the SIF is empty or if it contains only label fields.

Re-validation rules and limitations

Once a sample is validated and certain conditions are met, the sample and its child objects might be locked for editing. Such samples are called “Locked samples”. The following conditions must be met for the sample to be locked:

- The user does not have the SAMPLOCKOVERRIDE privilege.
- Sample is **validated and locked** or sample is **cancelled**
 - The sample is validated and locked if:
 - The sample has VALUSER specified
 - The sample has VALDATE specified
 - LOCK_VALID_SAMPS system setting is enabled.
 - Sample is in one of the following statuses:
 - Waiting for Report
 - Report Rejected
 - Waiting for Invoice
 - Invoice Rejected
 - Completed
 - The sample is cancelled if:
 - Sample is in one of the following statuses:
 - Cancelled

When sample is locked, then sample, analysis and replicate properties cannot be changed. Corresponding notification “Some fields and operations are disabled due to locked sample rules” is displayed in the header of the Sample and Analysis Details screens.



Sample, container and analysis operations, which lead to sample or analyses data changes, are also not allowed. But there are some exceptions:

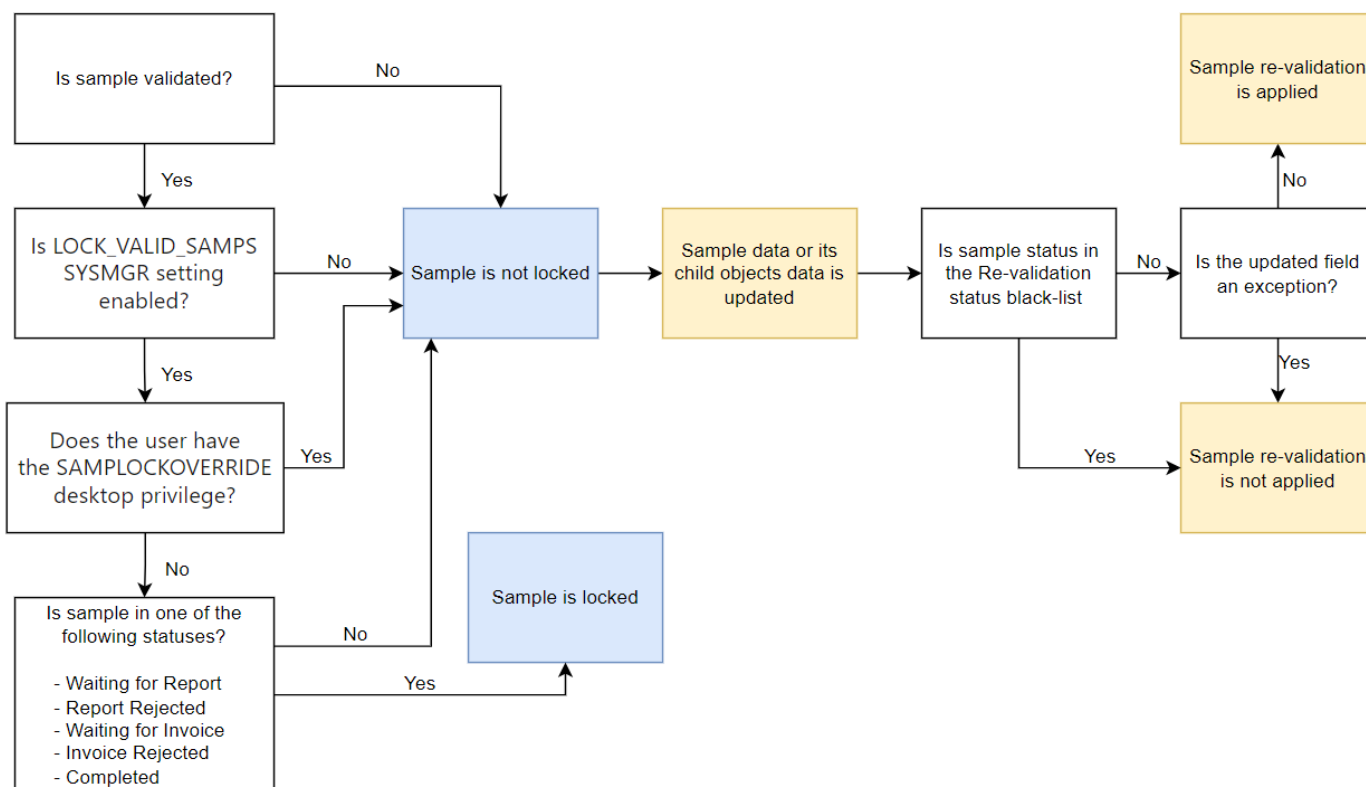
- Sample exception fields:
 - Log batch
 - Project
 - Project account code
 - Customer
 - Requested collector
 - Attachments
 - Discussion messages
- Analysis exception fields:
 - QC batch ID
 - Validation user
 - Validation date

- Attachments
- Discussion messages

When sample is not locked and its status is out of Re-validation status black-list any sample changes or its child objects changes may cause the sample re-validation:

- Sample status is set to “Waiting for analyses”.
- Corresponding sample WFA rules are applied.
- The next sample fields are reset:
 - Validation user
 - Validation date
 - Report name
 - Report date
 - Invoice name
 - Invoice date
- Corresponding Audit Trail logs are added.

The Re-validation status black-list contains the following statuses by default: Not Ready, Ready to Collect, Collected, Not Collected, In Transit.



Results Posting

Analysis results go through the following steps from entering to posting them to the database: result conditioning, calculation, and rounding.

Result conditioning

Labworks Enterprise LIMS supports the “Standard results substitution”, “Checking dilution factor” and “Result conditioning rules” features.

Standard results substitution

“Standard results substitution” is a process that replaces abbreviations from one to four characters entered or imported into results fields with text looked up from a pick list (RLTCODES) in the database. The lookup and replacement occur immediately upon leaving the field containing the abbreviated entry. This feature was created to make it easier and quicker to manually enter commonly used text result values in “standard”.

Checking dilution factor

When changing the dilution factor value, the MDL and PQL of the analysis can be automatically recalculated based on specific system settings. Recalculation involves multiplying the MDL/PQL analysis defined for the analysis code by the new dilution factor value and rounding the final result.

Result conditioning rules

Result-conditioning rules (RC rules) allows the laboratory to enforce reporting thresholds automatically.

Users can define RC rules in the **Manage Analytes** dialog (check the **Analyte Management** section of this guide for more details on the dialog). For each analyte a user can pre-define up to six reference values:

Reference value	Purpose
<i>Report Limit (RL)</i>	Numeric threshold that decides whether a result is treated as “above” or “below” the reporting level (limit).
<i>LT RL Result</i>	Result replacement value to use when the original result is below the Report Limit.
<i>LT RL Qual</i>	Qualifier replacement value to use when the original result is below the Report Limit.
<i>GT RL Qual</i>	Qualifier replacement value to use when the original result is above the Report Limit.

<i>LT MDL Result</i>	Result replacement value to use when the original result is below the MDL.
<i>LT MDL Qual</i>	Qualifier replacement value to use for when the original result is below the MDL.

When a user manually posts or imports results, eLIMS compares the numeric value entered with these reference points and automatically substitutes the Result and/or Qualifier fields. If a required RC field has not been filled by a user, the original result/qualifier is kept for that branch.

RC-rule exclusions

RC rules substitution is skipped in several specific scenarios to avoid interfering with system-generated or calculated values:

- **Default** results – default values (Result and Qualifier) posted automatically are left unchanged.
- Calculated **targets** results– results produced by calculations are not re-evaluated.
- When the Report all specified analytes (**REPALL**) setting is turned on for the analysis which leads to automatic result values postings – analyte results inserted by **REPALL** logic bypass RC substitution.
- **Replicate** rows – RC rules are applied only to the final result, never to the individual replicate entries.
- Non-numeric Result entries are ignored - negative numbers in Result may be replaced by *DEFAULT_REPLIMIT_REPLACE_VALUE* if that SYSMGR setting exists.

Result-conditioning rules flow.

The steps below give a user-friendly overview of how the RC-rule logic decides whether to substitute a result or qualifier when you save data.

1. Check pre-conditions
 - Analysis must be single- or multi-component.
 - Result is entered manually, pasted, imported (not a default value, calculated target result, REPALL or replicate).
2. Check the result value itself
 - If the entry is non numeric the RC rules do not apply.
 - If the entry is numeric negative → it is replaced with *DEFAULT_REPLIMIT_REPLACE_VALUE* if that SYSMGR setting is defined in the system; otherwise, RC rules do not apply to results.
3. Compare the result with the Report Limit
 - If Result < Report Limit:
 - i. Result = LT RL Result

- ii. Qualifier = LT RL Qual
- If Result \geq Report Limit:
 - i. Result = unchanged
 - ii. Qualifier = GT RL Qual
- 4. Compare the original result with the MDL
 - *This uses the value entered by the user, before any Report-Limit change)*
 - If Result < MDL:
 - i. Result = LT MDL Result
 - ii. Qualifier = LT MDL Qual
- 5. Final formatting
 - Qualifier values are stored to the database in uppercase

Rounding rules

When entering result manually, changing a primary result by calculations, entering results through "Import Results" or "eWorksheet plugin", the rounding rules must be applied to the result if particular configurations are turned on. Rounding rules are defined based on Analysis code (for single-component analyses) and Analyte (for multi-component analyses) levels.

More information about rounding rules can be found in *the LABWORKS Admin Guide* documentation, as well as all possible system settings for configuring this feature.

Calculations

Labworks Enterprise LIMS supports the opportunity to calculate an analysis result based on results of other analyses or their analytes from the sample.

If you change a result of a calculation input, the output result will be immediately recalculated unless the output analysis status is "Manually entered".

When you hide or show a multi-component analyte through **Manage Analytes** dialog (check **Analyte Management** section of this guide for more details on this dialog) that serves as a calculation input ("trigger"), it can impact the target analysis. If the trigger's status becomes **Pending**, the target analysis is re-ordered, and dependent calculations may be re-evaluated. Additionally, if a previously hidden analyte is made visible and it has a default result configured, that default result is posted automatically, which can also re-run downstream calculations.

Find the instructions for calculation setup in the *LABWORKS eLIMS Calculations Guide.pdf* document included in the Labworks eLIMS installation package.

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
- Object publisher items (report templates, NGII)

The notification message is 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!".