

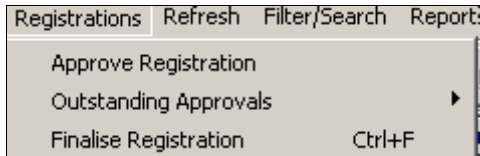
APPROVAL OF WORK

Work Approval Processes

Prior to creation of laboratory reports results of analysis and other job registration information should be reviewed for accuracy and approved for distribution.

The Lims1 system provides a range of approval levels which may be implemented to insure that these processes are completed prior to the final approval of work for release.

Top Menu Bar - Registration Approvals and Finalisation



All required Job Information Entered

- Job Information Fields with property of 'Required' must be entered.

All required Results of Analysis Data Entered and Approved

- Approvals are made for given sets of results by entry of a Password linked to an Approver.
- All entered results checked and approved.
- Results for individual Laboratory Groups approved by designated approver of the work.

Finalise Registration

- Jobs are Finalised by entry of a Password linked to an Approver.

Job Registrations with Approvals set for all results and all required information entered may then be approved for final release by 'Finalising' the Job Registration.

Work Approval and Reporting Issues

Locking Finalised Job Registrations

Job Registrations which have been Finalised are 'locked' from any further modifications to Registration information or results data. If it becomes necessary to modify a Finalised Registration the work may be Un-Finalised by a system administrator. This process is recorded in an audit log along with any changes made to the registration.

Issuing Reports (Certificates)

Certificates of Analysis may be issued at any time (including for un-approved work) however these Reports may include a notification as being interim reports without final approval.

Certificates Requiring Multiple Approvals

A Certificate of Analysis may include analysis work undertaken by different laboratory groups with sets of results requiring approval by different members of staff and Certificates can include Signature Images linked to approver passwords.

If the Certificate requires multiple approvers then signatures with titles, etc. may be included on the Certificate.