

JOB REGISTRATION

NOTES

1. Lims1 is a batch orientated system in that a 'batch' of samples as received may be logged into the system and processed as a single entity.
2. *Sample Types* as referred to below are established in **Lims1 Setup Tables** and used to pre-define a set of analysis conditions and other parameters related to log-in of samples based on the type of analysis or samples which are to be processed.

Samples as received are logged into the system by creating a new Job Registration. This process can be highly automated based on selection of a Job Registration Sample Type at the beginning of the registration process.

A Sample Type is selected from a dropdown list of Setup Table - Sample Types at the beginning of the Job Registration process.

On selection of a Sample Type the following Job Registration parameters can be automatically established...

- All Testing requirements and Methods used for sample analysis.
- A set of information fields for entry of information which is related to all Job Samples.
- A set of information fields for entry of information which is related to individual Samples.
- Report Formats to be used for creation of laboratory certificates and other documents.

There is also a range of pre-defined values which may be automatically established for a Job Registration based on the selected Sample Type including...

- Due Date for the Work based on Sample Type turn-around time.
- Pre-defined Number of Samples.
- Pre-defined Client
- Pre-defined values for both Registration and Sample Information Fields.

On completion of Sample Type selection standard Registration Fields including Number of Samples and Client (selected from Setup Tables - Clients) are assigned.

Lims1 Job Registration Form

Job Registration
Assign Tests
Tests To Samples
Edit Clients
QC Samples
Save
Cancel

Standard Fields

Job Ref: Register Date:

Sample Type: Register Time:

Ng Samples: Complete Due Date:

Client: Priority:

Registration Key Fields for Registration Type 2

Description	Type	Val	Registration Data
Job Description	Text	None	Water Analysis
Date Tested	Date	None	21/04/2004
Time Tested	Time	None	11:21
Sampling Method	Text	Required	Grab
Sampling Date	Date	None	15/04/2004
Sampling Time	Time	None	03:40
Sampled By	Text	Required	R. Butterworth

Options

Lab Group: Lab Code: PO No. Cl. Job Ref:

Entering Sample Information

After Number of Samples is assigned the  button is used to access the Sample Information entry form.

Registration Samples Information Entry Form

Sm#	Sample Description	Time Sampled
1	T-211	13:20
2	T-212	13:20
3	T-213	13:20
4	T-214	13:20
5	T-215	13:20
6	T-216	13:52
7	T-217	13:52
8	T-218	13:52

In the example above there are two Sample Information Fields assigned for each sample (as established by the Sample Type).

Customising the Job Registration



Once a Job Registration has been established the initial conditions as assigned by the Sample Type may be modified to suit specific requirements for the work to be undertaken.

Note: The system is designed so that *modifications made are specific to the current Job Registration and do not effect the underlying Sample Type.*

Assigning Tests

Selecting the **[Assign Tests]** button at the top of the Registration Screen provides access to the Registration Tests Assignment Form which can be used to add or remove Tests from the Registration as required. For addition of Tests the tests are selected for the Setup Tables -Tests Library.

The screenshot shows a software interface for assigning tests. At the top, there are buttons for 'Add', 'Remove', 'Find', 'Edit Test', 'OK', and 'Cancel'. Below these are tabs for 'Tests' and 'Procedures'. The main area contains a table of tests and a tree view on the right.

Test	Description	Unit
M-ALKTOT	Alkalinity	mg/Litre
M-AS	Arsenic	mg/L
M-BA	Barium	mg/L
M-CA	Calcium	mg/L
M-CD	Cadmium	mg/L
M-CL	Chloride - Argentometric	mg/L
M-COLOUR	Colour	PCU
M-COND	Conductivity @ 25°	µS/cm

On the right, the 'Sample Type TW-MET' tree view is expanded to show the following structure:

- [-] CAT-MAJ
- [-] CAT-MIN
- [-] ANIONS
- [-] WAT-GEN
 - [-] M-PH_INS
 - [-] M-COND
 - [-] M-TURB
 - [-] M-COLOUR

Assigning Tests To Samples

Selecting the **[Tests to Samples]** button at the top of the Registration Screen provides access to a Tests Assignment Matrix which allows individual Tests (or Test Procedure Suites) to specific samples logged into the system.

Description	1	2	3	4	5	6	7	8	9	10	11	12
Cations Major	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cations - Minor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water - General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Other Registration related Functions

Additional information related or linked to a specific Job Registration may include...

- Registration Comments: Unlimited comments related to log-in of work.
- Report Comments: Unlimited comments related to sample processing and results.
- Sample Preparation: Sample Preparation Procedures to be use.
- Attachments: Unlimited attachments (documents, images, etc.) related to the work.

Completing the Job Registration

When a New Registration is completed it is added to the core Lims1 Job Registration List for further processing including creation of Job Worksheets, Test Worklists, Sample Labels and Sample Receipt Forms.

From this point samples distributed into the laboratory may be processed and results of analysis entered into the system.