

THE REGISTRATION LIST

The Lims1 Registration List is effectively a laboratory logbook of all work logged into the system and is the focal point for all Lims1 routine operations.

Using the Registration List

The Registration List provides a listing of Job Registrations logged into the system sorted by Job Reference Numbers and includes a range of information field columns for each registration. The Registration List headings sequence can be customised using drag and drop.

Reference	Description	#Samp	Reg. Date	Due Date	Sample Type	Client Ref	Result Status	Complete	Inv. Status	Report
EX0001	Register Basic Sample Type	2	24/01/2004	25/01/2004	BASIC	ACME	Finalised	<input checked="" type="checkbox"/>	2	A2SC_
EX0002	Lot 22 Trade Waste	2	24/01/2004	26/01/2004	TWASTE-E	ACME	Complete	<input checked="" type="checkbox"/>	4	A2SC_
EX0003	Micro Colony Count.	18	24/01/2004	26/01/2004	BAC-RODX	LTECH	Incomplete	<input type="checkbox"/>	4	BAC
EX0004	Water Analysis	12	28/01/2004	31/01/2004	TW-MET	BOTHARB	Complete	<input checked="" type="checkbox"/>	4	FINAL
EX0005	XRF Scan	2	28/01/2004	29/01/2004	X-SCAN50	SUNSET	Complete	<input checked="" type="checkbox"/>	4	A2SC_
EX0006	Production QC w/Text picklists.	1	28/01/2004	30/01/2004	MAN-C1	SMITH	Complete	<input checked="" type="checkbox"/>	4	A2SC_
EX0007	Cement QC	1	28/01/2004	30/01/2004	CEMENT-GP	UNITED_CEMENT	Complete	<input checked="" type="checkbox"/>	4	CE
EX0008	Blood Screen Example.	1	01/02/2004	01/02/2004	BLD-SCR	WKTEST	Complete	<input checked="" type="checkbox"/>	4	CLIN

Top Buttons

Four buttons located at the top of the list are used to access the commonly used Registration List routine operations including...

- New Job:** Create a New Job Registration.
- Edit Job:** Edit an existing Job Registration.
- Enter Results:** Enter results of analysis in a Job - Results Entry spreadsheet.
- Print Report:** Print a Certificate of Analysis.

Registration List - Top Menu Bar

Access to a range of Lims1 operations and functions including....

- Operations** : Registration operations, Worklists and Status reporting.
- Registrations** : General Registration operations including Finalising, Deleting, Comments and Exporting.
- Refresh** : Refresh Registration List, Key Fields or Registration History.
- Filter / Search** : Filter Registrations by Status, Dates, Clients, Type of Sample and other criteria or search for a Job Ref, Client, Date, Sample Type and others based on Search criteria.
- Reports** : Report Preview/Printout/Modify for Certificates, Worksheets and Sample Receipts.
- PDF Documents** : PDF File creation and PDF Documentation control.
- Setup** : Access to Lims1 Setup Tables and Report Format Generator.
- Help** : Access to Online Help, Online Manual, Methods and User Doc

Registration Statuses

During routine operations the work status changes from No Entries, Incomplete, Re-entry, Complete to Finalised as results are entered and approved.. A work status will be highlighted in red if any results have failed a test pass/fail limit. When work is Finalised the system locks the registration from any changes. Finalised work is then Archived to a history file.

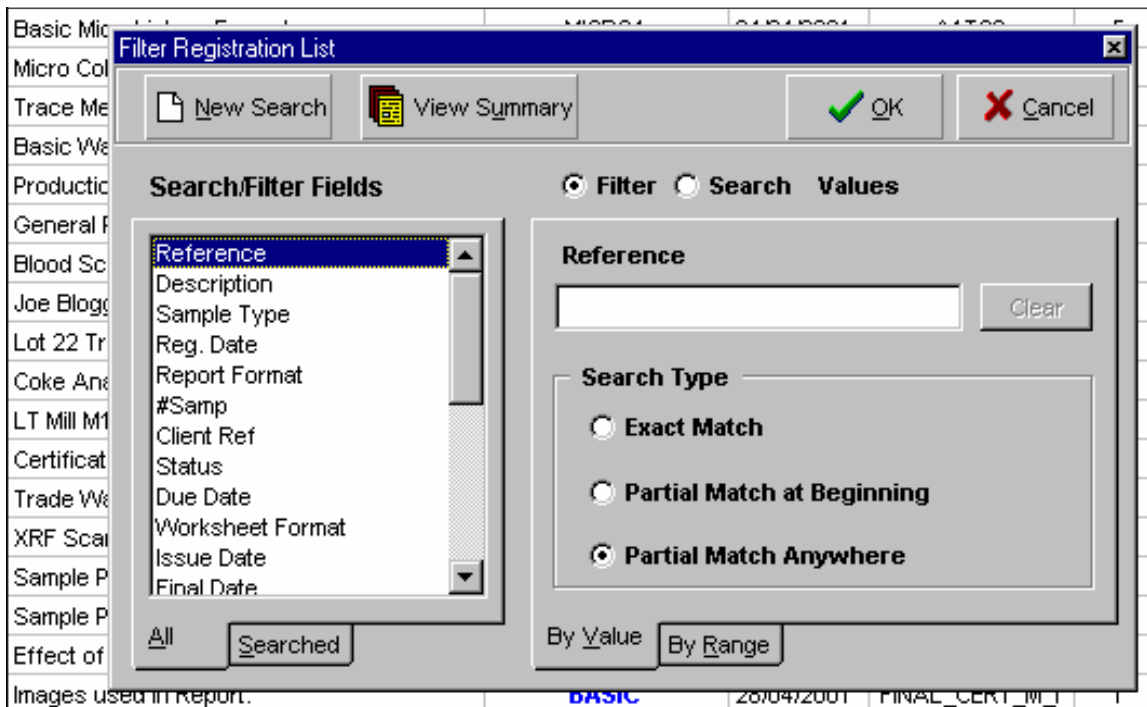
Examples of Registration List Options

Registered Work Filtering

Used to filter the displayed Registration List according to dates, clients, type of sample, laboratory groups, laboratory codes and other criteria. The filtered list may also be used to create Management Reports on active work.

Search of Registered work for specific text for a given item (field) such as Job Descriptions, dates and key fields. The 1st Job record containing the text will be highlighted.

The [F3] key is also used to locate and highlight a specific Job Reference within the list.



LTech Australia

Registration Status Listing

21/09/2000

Filters:
Status

	<u>No.</u>	<u>Total</u>
Total Registrations:	39	
Finalised Registrations:	0	0.0%
Completed Registrations:	23	59.0%
Incomplete Registrations:	8	20.5%
No Entry Registrations:	8	20.5%
Re-Enter Registrations:	0	0.0%
Clients:	13	
Samples:	308	
Sample Types:	20	

Active Work Status Report

Provides summary statistics on filtered active Registration Lists. For example a listing based on the number and type of Jobs Pending or completed for a given time period could be generated.

Job Registration Properties

For a given Job Registration a complete set of properties can be quickly accessed from the main Registration List screen.

The first screenshot shows a 'Properties' window with a table of job registration details:

Reference	EX0004
Internal Ref.	AA000135
Descrip	Water Analysis
Sample Type	TV-MET
Result Status	Complete
Job Status	Complete
Approval Status	Approved (Default)
Priority	Normal
Client	BOTHARB
Reg. Type	Date/Time/SmBy ...
#Samples	12
Reg. Date	28/01/2004
Email Certificate	
Email Recipients	
Email Attachments	
Email Samp. Receipt	None

The second screenshot shows a 'Properties' window with a tree view of chemical analysis categories:

- CAT-MAJ ('Cations Major')
 - M-CA ('Calcium')
 - M-MG ('Magnesium')
 - M-NA ('Sodium')
- CAT-MIN ('Cations - Minor')
 - M-AL ('Aluminium')
 - M-BA ('Barium')
 - M-CD ('Cadmium')
 - M-CR ('Chromium')
 - M-CU ('Copper')
 - M-FE ('Iron')
 - M-MN ('Manganese')
 - M-NI ('Nickel')
 - M-PB ('Lead')
 - M-ZN ('Zinc')
- ANIONS ('Anions')
- WAT-GEN ('Water - General')

The third screenshot shows a 'Properties' window with a tree view of registration key data:

- Registration Key Data
 - Job Description = 'Water Analysis'
 - Date Tested = '21/04/2004'
 - Time Tested = '11:21'
 - Sampling Method = 'Grab'
 - Sampling Date = '15/04/2004'
 - Sampling Time = '03:40'
 - Sampled By = 'R. Butterworth'
- Sample Key Data

Preview/Print/Modify Reports

- Certificate of Analysis
- Job Worksheets
- Sample Receipt Documents

Certificates of Analysis, Worksheet and Sample Receipt Reports can be previewed and/or printed.

These reports can also be modified on the fly for any selected Job Registration.

Other pre-established print formats can be selected from the menu or right mouse click menu.

PDF versions of Certificates of Analysis based upon the assigned Report format can also be compiled.