

Documentation Library

The Lims1 Documentation Library is used to store and retrieve Certificate of Analysis and other report type documents as **pdf** files. The information below provides details on how these reports are created distributed, save and retrieved.

Lims1 Report Format Generator

Lims1 has been developed to provide end users with a complete system which may be fully maintained by laboratory staff. One of the major challenges of this approach is providing a system which is capable of creating highly complex laboratory reports without recourse to 3rd party Report Generation products which require high level knowledge of database structures for report development {approach used by most LIMS vendors}.

The Lims1 **Report Format Generator** has been specifically developed for use with the system with report design undertaken using sets of Report Blocks for report headers, footers and data tables {*For further information see website topic: Lims1 – System Setup – Report Formats*}.

An unlimited number of Certificate Formats may be established in the Report Format Generator for use with Job Registrations (a Certificate Format is automatically assigned based on the selected **Sample Type** during the Registration process).

Creating Certificates of Analysis

Certificates are created for a selected Job Registration by selecting a **Print** or **Email** option directly from the Job Registration List. Certificates are emailed as **pdf** documents. Certificates created as a pdf documents, can include corporate letter headers and other images as well as signature images and title information.

Emailing Certificates

Selecting the Email option generates the pdf Document and automatically attaches it to a client email using email addresses assigned to the client in system Setup Tables. Default email message header and text can also be automatically assigned. An audit trail is maintained of email reports sent and the Certificates is saved in the Documentation Library.

Emailing MS-Excel Files

In addition, the system can automatically create an MS-Excel spreadsheet of results to be emailed with the Certificate as an attachment.

Documentation Control

Certificates which have been printed or Emailed are saved as **pdf** documents in the **PDF Documents Library** and may be retrieved for use at any time. If a revised Certificate is created the Documentation Library will include all revisions of the Certificate with Revision Numbers. The Documentation Library may be accessed directly from the main Lims1 Registration List for retrieval of documents for a given Job Registration or all Job Registrations.

Report Generation Options

In cases where the default Report Format is not suitable for use or multiple styles of reports are required, a new Report Format may be selected at any time for creation of a Certificate. In addition the system provides an option to *Modify an Existing Format* specifically for a Job Registration without modifying the underlying Report Format.
