

# LabCollector

*"Your Laboratory management solution"*

User guide

## Simple Test Lab

November 2017



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## 1- INTRODUCTION

Thank you for choosing one of the AgileBio's solutions for the management of your lab. **Simple Test Lab add-on** allows small labs to handle and track tests with efficiency and simplicity.

**Simple Test Lab add-on** is fully integrated with **LabCollector**, the LIMS we developed for life science research labs and Biotech industries.

## 2- GETTING STARTED

You can get **Simple Test Lab** add-on simply by downloading from [www.labcollector.com](http://www.labcollector.com). LabCollector software has to be installed first as it contains the framework. LabCollector support documents for installation are available on our website. **Simple Test Lab add-on** can be installed on any operating system (Windows, MacOS X and Linux).

### 1/Automatic mode from LabCollector interface:

You can also use LabCollector Menu

**Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon**

Return to LabCollector, the **Simple Test Lab add-on** module is now activated. Click on the module to finish the installation.

### 2/Manual mode:

Unzip and paste **Simple Test Lab add-on** folder in the extra modules folder. For Windows it would look like:

C:\Programs\AgileBio\LabCollector\www\lab\extra\_modules\simpletestlab

Open LabCollector, the Simple Test Lab add-on module is now activated. Click on the module to finish the installation.

This add-on is free so enjoy!

## 3- SETUP

There are only three options to configure this add-on:

1. The selection of the category relative to your patients/requesters in **Address Book** module. You can ignore this option, see below.
2. The selection of the custom module to keep results from patient/request
3. Indicate the name given to your requests (Patient – default value – for clinical lab, or any value as Project in the example below).



Simple Test Lab

Home Setup ▾

### Address Book 1

Select the Category from Abook Module where the requests will be stored

No Category

---

### Requests Classification 3

Input the classification of the requests

EN:

FR:

If empty the default value ("Patient") will be inputed

### Result Module 2

Select the Custom Module where the requests results will be stored

test pharma

So, before to use this add-on, you have to create a custom module with your own custom fields in order to save your results. For more details, please read [this KB](#) and [this one](#).

Here is an example of a custom module with the analysis fields for serology:

Test \*

Owner \*

Patient name \*

Request Date |  Today

Lab Number |

Serology and RT

HIV det |  HIV  Neg  Pos (Add/Edit Values)

HIV2 det |  !

HbsAg |  1- Neg  2- Pos (Add/Edit Values)

Hep B 2 |  !

Hep C |  1- Neg  2- Pos (Add/Edit Values)

Syphilis TPHA |  1- Neg  2- Pos (Add/Edit Values)

Chlamydia |  negative  positive (Add/Edit Values)

Gonorrhoea (Add/Edit Values)

Malaria |  1- Neg  2- Pos  3- If pos positive confirmation  4- If pos negative confirmation (Add/Edit Values)

Dengue |  1- Neg  2- Pos (Add/Edit Values)

**Note:** to create a new category in Address Book, please go to **ADMIN > Preferences > Address Book options**. We recommend adding a category called "Patient" for clinical lab.



Simple Test Lab

Address Book

Select the Category from Abook Module that will be assigned to the patients

- No Category
- Clients
- Collaborators**
- manufacturer
- Partners
- Patient
- Sellers

## 4- DAILY USE

### 4-1. Home page



Simple Test Lab

New Request   Past Requests   Setup ▾

 Search    Search Request Date  - 

#	PROJECT	Request Date	Sample	Results	Status
11	Patient N°0005897	2017-11-24 17:33:34	<a href="#">Create Sample</a>	<a href="#">Insert Results</a>	Ordered
10	Internal Request	2017-11-24 17:24:02	CC13 NKY330 2777 A	Result_A1235	Printed
7	Patient N°0005896	2016-10-03 11:40:25	Urine_Patient N°0005896	Results_Patient N°0005896	In Progress
6	Patient N°0005898	2016-10-03 11:28:32	Blood_Patient N°0005898	<a href="#">Insert Results</a>	In Progress

The home page of the Simple Test Lab add-on allows you to follow all your requests: creation, status, printing, archiving...

You can deal with three different statuses:

- **Ordered**: your request/patient is in the database and you are waiting for sample data and results.
- **In Progress**: sample has arrived, and the lab is analyzing it. You can also start to fill the results form.
- **Printed**: the results form is complete, a copy has been sent to the patient or the requester.


For all the requests, you can print the form with this icon . Deletion of a request is possible until the status is turned to "Printed". You need to confirm this deletion.

Patient N°0005896

**Request Cancellation**

Confirm Request Cancellation

Cancel

Once the request is printed, you can archive it with this icon . Completed and printed tests can be hidden by archiving, but cannot be fully removed.

On this home page, you can also search for current requests using a keyword available in requester name or the request date.

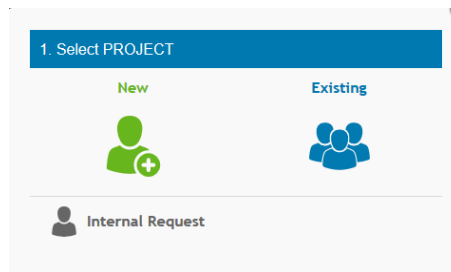
## 4-2. Step by step

In your day-to-day uses, you just need to create or choose an existing patient/requester when the test is ordered or choose “Internal request” when the test is internal to the lab.




The screenshot shows the 'Simple Test Lab' interface. At the top left is a logo with a microscope. To its right is the text 'Simple Test Lab'. On the top right, there is a menu with three items: 'New Request', 'Past Requests', and 'Setup'. Below the logo and text are two search input fields: 'Search Patient' and 'Search Request Date'. Below the search fields is a table with the following columns: '#', 'Patient Name', 'Request Date', 'Sample', 'Results', and 'Status'.

Simply use the **New Request** button on the right menu and choose one of the options:



The screenshot shows a dialog box titled '1. Select PROJECT'. It has two main options: 'New' and 'Existing'. The 'New' option is represented by a green person icon with a plus sign. The 'Existing' option is represented by a blue group of people icon. Below these two options is a third option: 'Internal Request', represented by a grey person icon.

A form from the **Address Book** module opens and you can register a new patient/requester or choose a patient/requester from the list. Click on  to validate your choice.

You can also choose “Internal Request” and in this case any patient/requester is needed.

Once the patient/requester is chosen, a new window opens to select the exams/field you need to fill for the request.



2. Select Exams

Patient Name: Internal Request



Patient Exams:

Select All

<input type="checkbox"/> Optional Unique Code	<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Comments	<input checked="" type="checkbox"/> Owner
<input type="checkbox"/> Calcium concentration	<input type="checkbox"/> Copper concentration	<input type="checkbox"/> pH	<input type="checkbox"/> Temperature
<input type="checkbox"/> Calcium concentration	<input type="checkbox"/> Copper concentration	<input type="checkbox"/> pH	<input type="checkbox"/> Temperature
<input type="checkbox"/> Tests	<input type="checkbox"/> Analysis	<input type="checkbox"/> Sample	

Then, create the relevant sample (Blood, urine...) in the module **Sample** to have a trace of all the biological samples. Use the button **Create Sample** to opens a form to create the sample or use an existing one.

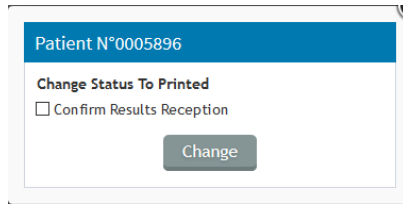
1. Select Sample

<p>New</p> 	<p>Existing</p> 
--	---

The request status turns automatically from “ordered”  to “In progress”  after creating the sample.

In the same time, fill your result report in your custom module by using the **Insert Results** button. You can come back when you want on the Sample and Results forms during the process if you do not complete the results all at once.

Once all the results are available and to conclude the request, click on **In progress** to turn the status to **Printed**. A popup window opens to confirm the new status.



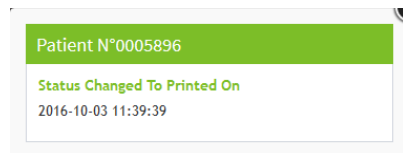
Patient N°0005896

**Change Status To Printed**

Confirm Results Reception

Change


You can record the date and time of this action each time you click on Printed button.

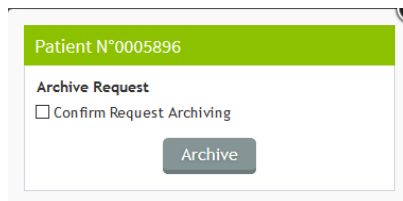


Patient N°0005896

Status Changed To Printed On

2016-10-03 11:39:39

The last possible action is to archive a request. Just click on  and confirm your action.



Patient N°0005896

**Archive Request**

Confirm Request Archiving

Archive

Even if the request is archived, you can see and print the result form by listing the ***Past Requests***.

## 5- UPGRADING AND UPDATING

To update or upgrade the **Simple Test Lab Add-on** module, just download it from our website ([www.labcollector.com](http://www.labcollector.com)). Then, unzip the folder and paste files in the following folder:

```
Programs\AgileBio\LabCollector\www\lab*\extra_modules\simpletestlab
```

\*The name of this folder is the laboratory nickname chosen during LabCollector installation.



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