

Manual for the "Technician" category

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Foreword

This manual presents the LabBook elements that are accessible to a person with "technician" rights. If you do not have access to any of the actions via your interface, please contact your administrator so that these rights can be assigned to you.

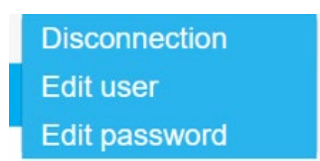
In order for a technician's work to be finalized for LabBook, the analysis result must be recorded and validated. Once this validation is done, the analysis disappears from the technician's interface to be viewed by the biologist for final validation.

Home page

The screenshot shows the LabBook home page interface. At the top, there is a navigation bar with icons for Administrative, Reports, Quality, and Non-conformities. The user's name 'Thierry TECH' and a 'UK' language selector are in the top right. A blue box with the text 'Allows you to disconnect Edit profile and password' points to a user icon labeled 'Tec'. A yellow box with the text 'Allows you to change the language of the interface' points to the 'UK' language selector. Below the navigation bar, there are four main action buttons: 'Record list', 'Technician work list', 'Status of specimens in progress', and 'Results entry'. At the bottom, there is a section for 'Validations to be carried out' with a pie chart and a 'Laboratory activity' section with a list of items. A grey box with the text 'Here you have the information about the last backup' points to the 'Laboratory activity' section.

By clicking on the icon next to your name, you have the option to :


- Logout : Allows you to leave the application by closing your account
- Edit user : Allows you to edit your profile information (login, first name, last name, ...)
- Edit password : Here you have the possibility to change your password

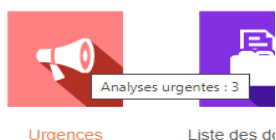


This homepage allows you to directly access the results and work lists for your profile.

For the use of the "New Outpatient Request" and "New Inpatient Request" record creation functions, please refer to the Manual for the "Secretary" category.

Emergency management

If you see the logo  on your home screen, it means that some files have analyses to be done urgently. By moving the mouse over this logo, the software will indicate the number of analyses

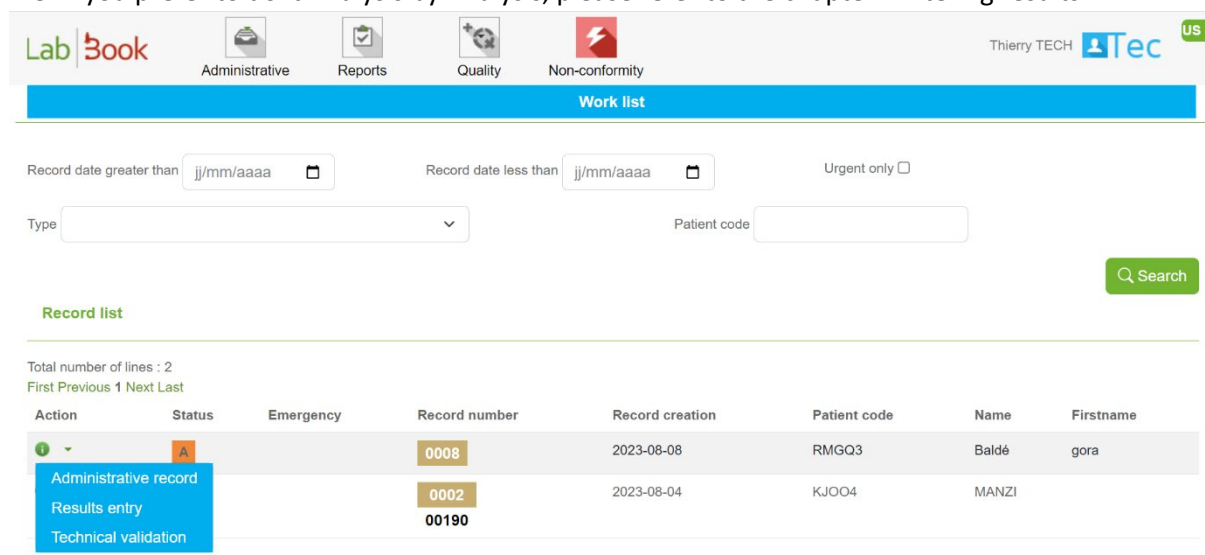


concerned:

By clicking on the icon, you will go directly to a listing that shows you the files concerned. You can then enter your results for these files.

Technician work list

This list shows you the files that require your intervention. It allows you to enter the results file by file. If you prefer to do it Analysis by Analysis, please refer to the chapter "Entering results".



The screenshot shows the Lab | Book interface with the 'Work list' tab selected. The top navigation bar includes 'Administrative', 'Reports', 'Quality', and 'Non-conformity' tabs. The 'Work list' section has filters for 'Record date greater than', 'Record date less than', 'Urgent only', 'Type', and 'Patient code'. A 'Search' button is present. Below the filters, the 'Record list' is displayed with a table of records. The table has columns for Action, Status, Emergency, Record number, Record creation, Patient code, Name, and Firstname. The first record is for 'Administrative record' with record number 0008, created on 2023-08-08, for patient RMGQ3, named Baldé, with first name gora. The second record is for 'Results entry' with record number 0002, created on 2023-08-04, for patient KJ004, named MANZI. The third record is for 'Technical validation' with record number 00190.

| Action | Status | Emergency | Record number | Record creation | Patient code | Name | Firstname |
|-----------------------|--------|-----------|---------------|-----------------|--------------|-------|-----------|
| Administrative record | A | | 0008 | 2023-08-08 | RMGQ3 | Baldé | gora |
| Results entry | | | 0002 | 2023-08-04 | KJ004 | MANZI | |
| Technical validation | | | 00190 | | | | |

In the "Action" column, you can access several choices:

- "Administrative file": allows you to view the information entered when the file was registered. It also allows you to print an invoice or to reprint a report.
- "Entering the results": allows you to enter the results of analyses for this file.
- "Technical validation": allows the technical validation of the recorded results.

The screenshot shows the 'Saisie de résultats - QMUY3 - Astou NDIAYE - 30 années' form. At the top, there are tabs for 'Administratif', 'Rapports', 'Qualité', and 'Non conformité'. The 'Dossier' tab is selected, showing the file number '10' and patient identity 'Astou NDIAYE'. Below this, a table lists various blood test results with columns for the test name, status (A or T), and the value. The tests include Hématies, Hémoglobine, Hématocrite, Volume globulaire (VGM), Charge (TCMH), Concentration (CCMH), Leucocytes (LCR), Polynucléaires neutrophiles, and Polynucléaires éosinophiles. A blue box indicates that the variables are calculated according to values entered around them.

| Test | Status | Value | Unit |
|-----------------------------|--------|-------|-------------|
| Hématies | A | | million/mm3 |
| Hémoglobine | A | | g/dl |
| Hématocrite | A | | % |
| Volume globulaire (VGM) | A | | fl |
| Charge (TCMH) | A | | pg |
| Concentration (CCMH) | A | | % |
| Leucocytes (LCR) | A | | million/mm3 |
| Polynucléaires neutrophiles | A | | % |
| Polynucléaires éosinophiles | A | | % |

Once you have entered the results, you can click on "Save" for each analysis. This allows you to enter the results in real time.

The screenshot shows the 'Créatininurie [Biochimie urinaire]' form. It displays a result for 'Créatinine' with a value of '12' and a unit of 'mg/24h'. Below the result, there is a 'Save' button, a 'Validation' button, and a 'Technician' field with the name 'Thierry TECH'.

When a record is made, you can validate your result. Once this validation is done, you will not be able to go back to the result. Only a biologist can reset the result of the analysis. Once the validation is done, the status of the analysis changes from "A" to "T".

The screenshot shows a single result line for 'Acide urique' with a value of '139' and a unit of 'μmol/l'. A red box highlights a warning icon (triangle with exclamation mark) and a status 'A'.

If a triangle with an exclamation mark appears on the line of a result, it means that the value entered is "out of range". These standards are indicated in your analysis repository. If the warning seems incorrect, you can contact your administrator or your biologist to make the change in the repository.

Technical validation

This item in the list of actions allows you to perform only the technical validation on a file. Thus, the interface that appears shows you only the elements to be validated on the file in question:

Validation technique - LMB1 PNQL1 - Joseph NDONG - Né(e) le 2005-02-20 - 17 années

| Test | Status | Unit |
|-------------------------|--------|---------------|
| Red blood cells | A | 1 million/mm3 |
| Globe volume (GMV) | A | 1 fl |
| Concentration (CCMH) | A | 1 % |
| Leukocytes | A | 1 G/l |
| Polynuclear neutrophils | A | 1 % |
| Polynuclear eosinophils | A | 1 % |
| Polynuclear basophils | A | 1 % |
| Lymphocytes | A | 1 % |
| Monocytes | A | 1 % |
| Platelets | A | 1 G/l |

Date de validation: 22/03/2022 Technicien: Thierry TECH Valider

After technical validation, the status **A** is changed to **T**. Now you can repeat results entry or delete results using the buttons **R** **X** (to the right of each analysis result).

Add new analyses

It is possible to add tests to the patient file. To do this, search for the desired tests by their codes or test names, select them and click on "Add". The new tests added will be placed on the list of tests for entry and technical validation.

B005

[B005]
Glucose
Biochimie sanguine

Bicarbonates

Add

Entering the results

If you go through the icon on the home page or through the menu "Administrative", "Results entry", you will be able to enter the results for all the files in progress.

To select the files that concern you, you can :






- Choose the dates of requests
- Choose the type of analysis: this allows you to display only the files concerned by type of analysis OR also choose by Analysis
- Choose with the two options "Show only priority analyses" and "Hide already validated results".

The page that appears shows the files concerned by analysis family. You can then enter your results, save them and validate them analysis family by analysis family.

You can print the bench sheet by clicking on the "Bench Sheet" button.

Status of current withdrawals











This module allows you to enter the samples taken in the laboratory. To do so, you can go through the icon on your home page or through "Administrative", "Status of specimens in progress".

| Lab Book |  |  |  |  | Thierry TECH  | US |
|--|---|---|---|---|--|-------------|
| Status of specimens in progress | | | | | | |
| Total number of lines : 17 First Previous 1 Next Last | | | | | | |
| Record number | Record date | Patient | Blood | Stool | Urine | Other |
| 0008 | 2023-08-08 | Baldé gora | To complete | | To complete | |
| 0007 | 2023-08-08 | Fall Tapha | To complete | | | |
| 0006 | 2023-08-07 | KA OUMAR | To complete | | | |
| 0005 | 2023-08-05 | ONE Trois | To complete | | | |
| 0004 | 2023-08-05 | TWO Deux | | | | To complete |
| 0003 | 2023-08-05 | ONE Trois | To complete | | | |
| 0002 | 2023-08-04 | MANZI | To complete | | | |

This table summarizes for each file, the list of withdrawals to be made. If the line shows "To be entered", it means that no data has been entered for the collection in question. If the line shows "Modify", it means that information has been entered for the file. However, you can access it at any time to post a change.

Record list

You can access this list either via the icon on the home page, or via the "Administrative" menu, "Record List".

| Lab Book |  |  |  |  | Thierry TECH  | US | | | | | |
|---|---|---|---|---|--|----------------------------------|------|-----------|--|--|--|
| Record list | | | | | | | | | | | |
| Search | | | | | | | | | | | |
| Record number | <input type="text"/> | Date from | <input type="text" value="jj/mm/aaaa"/> | to | <input type="text" value="jj/mm/aaaa"/> | Record Type <input type="text"/> | | | | | |
| Name | <input type="text"/> | Firstname | <input type="text"/> | Code | <input type="text"/> | Status <input type="text"/> | | | | | |
| Type | <input type="text"/> | Urgent only <input type="checkbox"/> | | | | | | | | | |
|  | | | | | | | | | | | |
| Record list | | | | | | | | | | | |
| Total number of lines : 29 First Previous 1 Next Last | | | | | | | | | | | |
| Action | Status | Emergency | Record number | File reception | Patient code | Lab code | Name | Firstname | | | |
|  | B | | 0006 | 2024-09-18 15:14 | UNZP8 | 789 | DEMO | Test 2 | | | |
|  | I | | 0005 | 2024-09-18 14:50 | UNZP8 | 789 | DEMO | Test 2 | | | |
|  | A | | 0004 0003 | 2024-09-18 14:25 | AZCG2 | 123456 | DEMO | test 1 | | | |
|  | Y | | 0001 | 2024-09-17 10:51 | AZCG2 | 123456 | DEMO | test 1 | | | |

This display allows you to quickly see the files in progress. The different existing statuses are the following:

- A: administratively validated (no test results have been entered in the file)
- T: technically validated (results have been entered and validated by the technician. The biologist must validate the results to create the report).
- B: biologically validated (the results were validated. The report could be edited. By clicking on the file, you can see when).
- I: some elements have been validated but not all of the requested analyses.

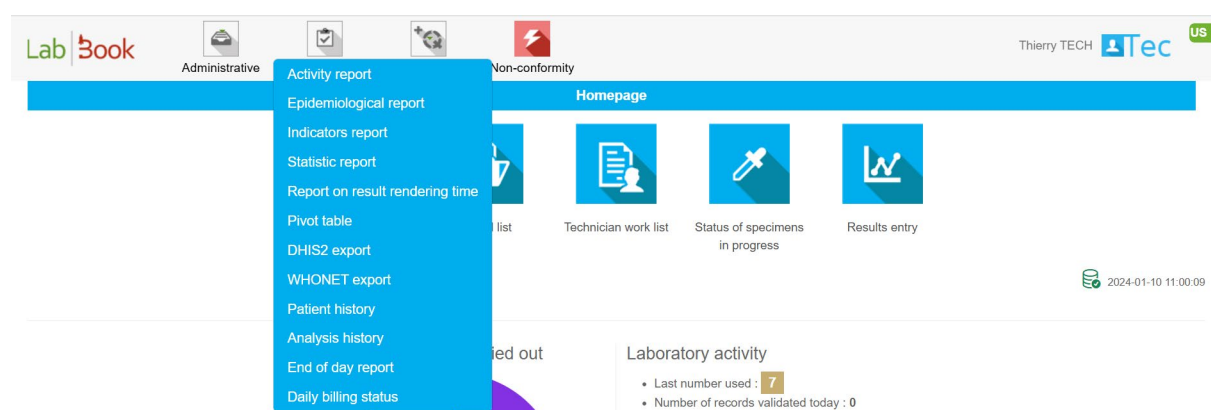
N.B.: If your file has an "Internal laboratory file number", it is displayed in the file number column

(and after the file number) **0010**
456 . And you have the date and time the file was received in the "File reception" column.

In the Actions menu, you will find the elements that allow you to act on the file as presented in the technician work list.

Reports

You have access to the tool that presents the standard LabBook reports.



Activity report

This report allows you to have data on Analyses by type of request (Outpatient, Inpatient, On-call and Total) and by age group.

Please note: Age groupings can be customized in the administration interface (with the "root" login).

You have the possibility to export the data by type or by age or to export the whole report in PDF format.


Lab | Book

Administrative

Reports

Quality

Non-conformity

Thierry TECH  US

Activity report

Search

Date from 08/07/2023 to 08/08/2023 Analysis family

Search

Analysis by type of request

| Analyzes | External | | | Inpatient | | | Guards | | | Total | | |
|---|----------|---|---|-----------|---|---|--------|---|---|-------|---|---|
| | M | F | U | M | F | U | M | F | U | M | F | U |
| Acide urique (uricémie) [B001] | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 |
| Alpha 1-4 glucosidase séminale [B105] | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Antibiogramme Haemophilus influenzae [CMI] [B673] | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| D Dimères par technique agglutination de particules de latex [B146] | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |

Analyses by age group

| Analyzes | Less than 5 years | | | 5 to 20 years | | | 20 to 40 years | | | 40 to 50 years | | | Greater than 50 years | | | Total | | |
|---|-------------------|---|---|---------------|---|---|----------------|---|---|----------------|---|---|-----------------------|---|---|-------|---|---|
| | M | F | U | M | F | U | M | F | U | M | F | U | M | F | U | M | F | U |
| Acide urique (uricémie) [B001] | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 |
| Alpha 1-4 glucosidase séminale [B105] | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Antibiogramme Haemophilus influenzae [CMI] [B673] | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| D Dimères par technique agglutination de particules de latex [B146] | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| Détermination du groupe sanguin ABO et Rhésus standard (D) [B157] | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 |

Epidemiological report

This report presents a number of indicators. You have the details of the report in the Epidemiology tab with the disease, the nature of the sample, the total received, the total analysis and the results.


Lab | Book

Administrative

Reports

Quality

Non-conformity

Thierry TECH  US

Epidemiological report

Date from 01/07/2023 to 08/08/2023

Search

Epidemiology

| Disease | Type of specimen | Total received | Total analysed | Results |
|---------|------------------|----------------|----------------|---|
| Choléra | Selles | 0 | 0 | Examen direct Bacilles à mobilité polaire : 0 BGN incurvés : 0 Culture Négatif : 0 Positif : 0 V. cholerae O1 : 0 V. cholerae O139 : 0 |
| Ebola | Sang | 0 | 0 | Positif : 0 Négatif : 0 |

You can also search for a specific report by entering the date range on the "Search" tab.

And also download the report in PDF format by clicking on the "Download Report" button at the bottom of the page.

[Download the report](#)

The epidemiological report can be configured from the "Epidemio Configuration" tab with the administrator and biologist profiles.

Indicators report

The indicator report can be used to customize the data to be displayed on the disease, the nature of the sample, the total received, the analysis total and the results.

Search

Date from 01/11/2024 to 08/12/2024 [Search](#)

Indicators

| Disease | Type of specimen | Total received | Total analysed | Results |
|------------------------|------------------|----------------|----------------|---|
| Paludisme | Sang | 0 | 0 | GE/trotis Positifs : 0 Positifs Femmes : 0 Positifs Hommes : 0 |
| VIH/Sida (Test rapide) | Sang | 0 | 0 | Diagnostic sérologique Total positifs : 0 Total positifs Femmes : 0 Total positifs Hommes : 0 |

[Download the report](#)

To customize this report, you need an account (biologist, root, etc.) with access right to the "Settings" menu, then to the "Configuring Metrics Reporting" submenu.

Static ratio

Statistic report

Date from 01/07/2023 to 08/08/2023 Requesting department [Search](#)

Distribution of records

| | Less than 5 years | 5 to 20 years | 20 to 40 years | 40 to 50 years | Greater than 50 years | No information | Total |
|-----------------|-------------------|---------------|----------------|----------------|-----------------------|----------------|-------|
| Male | 0 | 6 | 8 | 0 | 1 | 0 | 15 |
| Female | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| Unknown | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Internal | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| External | 1 | 0 | 9 | 0 | 1 | 0 | 11 |
| Total | 1 | 6 | 9 | 0 | 1 | 0 | 17 |

[Download the report](#)

In this report, you have the data concerning the distribution of the files by sex, age group, and type of patient.

The search for data is possible by date and also by requesting department for inpatients. The addition of the requesting services is done

You also have statistical figures on prescribers, samplers and samples. And at the end, a table that shows you the number of patients and analyses by type (outpatient, inpatient and on-call)

| | M | F | U | Total | | M | F | U | Total |
|---------------------------------|----|---|---|-------|------------------------------|----|---|---|-------|
| Number of outpatients | 14 | 2 | 0 | 16 | Number of external scans | 22 | 4 | 0 | 26 |
| Number of hospitalized patients | 1 | 0 | 0 | 1 | Number of inpatient analyzes | 3 | 0 | 0 | 3 |
| Number of on-call patients | 0 | 0 | 0 | 0 | Number of Guard Scans | 0 | 0 | 0 | 0 |
| Number of patients | 15 | 2 | 0 | 17 | Number of analysis | 25 | 4 | 0 | 29 |

Report on result rendering time

Lab | Book

Administrative

Reports

Quality

Non-conformity

Thierry TECH

Tec

US

Report on result delivery time

The calculation of the results delivery time is based on the date of registration of the file and the dates of validation of the analyzes of the file

Search

Date from 08/12/2024 to 08/12/2024

Record number

Patient code

Type

or Analysis

Click to start a search

Reset

Search

| File reception | Record number | Patient | Analysis | Time limit for technical validation of results | Results delivery time | File submission deadline |
|----------------|---------------|---------|----------|--|-----------------------|--------------------------|
|----------------|---------------|---------|----------|--|-----------------------|--------------------------|

Average time for technical validation of the result :
Average result rendering times :

Export

Download the report

In this report, you can see the delay between the registration date and the validation dates (technical and biological) of the file. You can then extract your data using the “Export” and “Download the report” buttons.

Patient history

This report allows you to search for a patient and access their history in the software.





LabBook Administrative Reports Quality Non-conformity Thierry TECH Tec US

Patients list

Search

Code Name Phone
 Lab code Firstname Sex

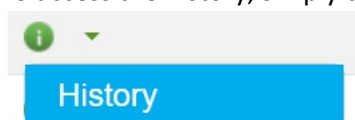
Total number of lines : 10
 First Previous 1 Next Last

| Action | Code | Lab code | Name | Firstname | Date of birth | Sex |
|---|-------|----------|--------|-----------|---------------|---------|
|  ▼ | HFQF6 | | | | | Unknown |
|  ▼ | UGQL7 | | | | | Unknown |
|  ▼ | DHB1 | | AKAKPO | | 1990-07-03 | Male |
|  ▼ | RMGQ3 | 08 | Baldé | gora | | Male |

Version : 3.3.11 | Contributors

First Previous 1 Next Last

You can search for the patient concerned by his or her code (the code generated by LabBook), lab code (the internal patient code of the laboratory), first name and last name, telephone number and gender. To access the history, simply click on the down arrow next to the "i" icon in the Action



column . You will then arrive on a page presenting all the analyses done by the patient and the known results.




LabBook Administrative Reports Quality Non-conformity Thierry TECH Tec US

Patient history

Code KFQY5
 Lab code
 Name ONE
 Firstname Trois
 Date of birth
 Sex Male

Analyzes list

Total number of lines : 12
 First Previous 1 Next Last

| Action | Record number | Prescr. date | Analysis | Variable | Result |
|---|---------------|--------------|--|---------------------|--------|
|  ▼ | 0005 | 2023-08-04 | D Dimères par technique agglutination de particules de latex | D Dimères | 12 |
|  ▼ | 0003 | 2023-08-04 | Acide urique (uricémie) | Acide urique | 14 |
|  ▼ | 0006 | 2023-07-26 | Recherche de plasmodium (goutte épaisse et frottis mince) | Densité parasitaire | 1.00 |

End of day report

By default, this report shows the status of the various files in progress for the current day.

End of day report

Search

Date from 22/04/2025 to 23/04/2025 Requesting department Search

Total number of lines : 3
First Previous 1 Next Last

| Action | Date | Record number | Family | Analysis | Validation |
|--------|------------|---------------|--------------------|------------|---------------|
| | 2025-04-22 | 0005 | Biochimie sanguine | Glucose | Administratif |
| | 2025-04-22 | 0006 | Biochimie sanguine | Glucose | Administratif |
| | 2025-04-22 | 0007 | Hématologie | Hémogramme | Administratif |

First Previous 1 Next Last

Exit Export data Download the report

It is possible to change the filter on the dates to select another day or directly another period. You can also filter your search by “Requesting department”.

The “Export data” and “Download the report” buttons allow you to obtain the report in csv and pdf format.

Daily billing status

This report allows you to view the billing status of cases.

Daily billing status

Search

Date from 08/08/2023 to 08/08/2023 Record creator Click to start a search Search

List of current invoices

Total number of lines : 2
First Previous 1 Next Last

| Record number | Invoice no. | Price | To be paid after discounts |
|---------------|-------------|----------|----------------------------|
| 202308080001 | | 20000.00 | 20000.00 |
| 202308080002 | | 50000.00 | 50000.00 |

First Previous 1 Next Last

Left to pay 0.00


Download the report

It is possible to modify the filter on dates as well as to restrict on a file creator in order to reduce the view by creator.

The outstanding balance is displayed at the bottom of the listing.

Quality and Non-Compliance Module



By clicking on the icon  the declaration of a non-conformity is possible for the authorized personnel.

The form that opens allows you to describe the type of non-conformity, its impact on the laboratory and the elements put in place to resolve this non-conformity.

For all other information on these two modules, please refer to the manual on these features.

Advanced Technician

This role was added with LabBook 3.0 to give more privileges to a standard technician account. The difference is in the ability to access the site settings menu and the folder deletion action.



In this menu, the advanced technician can access the following options:

- "Preference" to customize the information of the laboratory: the header of the report, the unit price of the acts of sampling and analysis, the activation of module, the unit of age by default, the time of automatic disconnection, and the possibility of invoicing the hospitalized patients.
- You can use the "User management" button to add, modify or delete a user.
- The "Analysis repository" for the possibility to edit and add an analysis. And also to import/export the repository.
- "Dictionaries" to add, edit in the data dictionary.
- "Age Interval Setup" to change the reporting data by age.
- You can use the "Requesting Services Configuration" button to add a list of requesting services.
- The "Configuration of functional units" allows you to create units in LabBook, assign users and analyses to each unit in order to use a single LabBook for different services and with partitioned data.
- Use the "Patient File Management" button to modify patient files. Merge two patient records.
- DHIS2 and Epidemio configurations to load or download the configuration file
- Finally the configuration of the indicator report to create and add a spreadsheet that allows the management of data to be displayed in the report.

APPENDIX: Corresponding ID labels - Data export

| ID/Code | Wording |
|---|--------------|
| Sex (Gender) | |
| 1 | Male |
| 2 | Female |
| 3 | Unknown |
| impact_patient (Impact on the patient) | |
| 1053 | Low |
| 1055 | Important |
| 1057 | Grave |
| 0 | No |
| Impact_user (Impact on staff) | |
| 1053 | Low |
| 1055 | Important |
| 1057 | Grave |
| 0 | No |
| Title | |
| 260 | Mr. |
| 261 | Ms. |
| 262 | Miss |
| 263 | Doctor |
| 264 | Professor |
| Ctq_type_val (Control type) | |
| QN | Quantitative |
| QL | Qualitative |
| cte_conform (Control result) | |
| C | Compliant |

Lab | Book

| | |
|---|-------------------|
| N | Not in compliance |
| U | Other |

