Manual for administrators

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Foreword

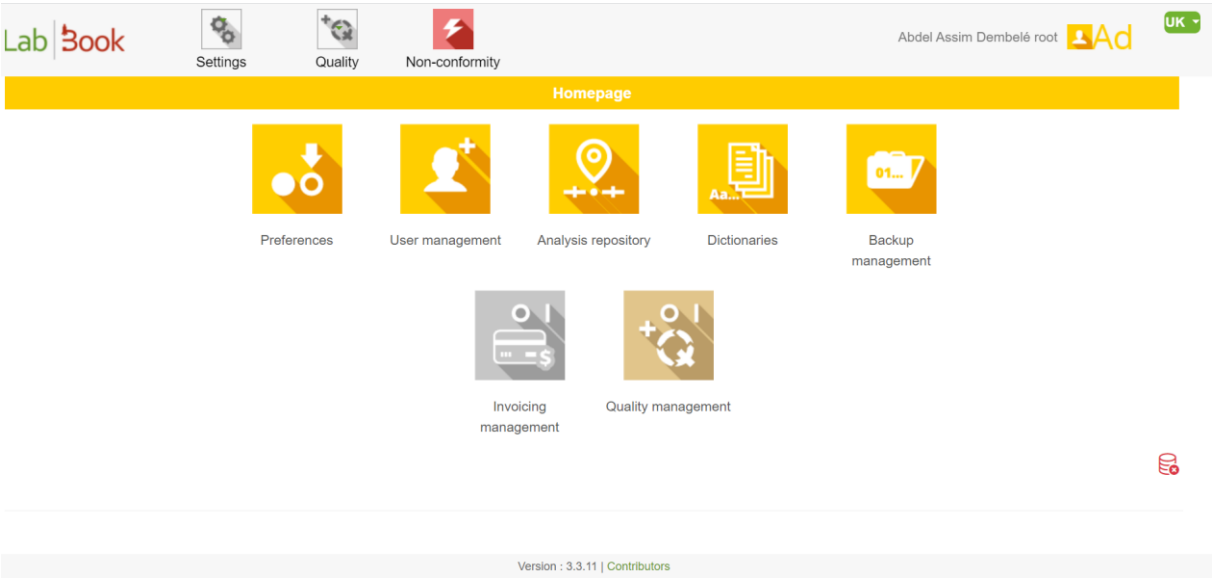
This manual presents the elements of LabBook that are accessible to a person with "administrator" rights. If you do not have access to any of the actions via your interface, please contact your IT specialist so that these rights can be assigned to you.

This manual also presents the actions to be performed by the LabBook server administrator.

Finalization of the installation

Once the LabBook server has been installed, you must finalize the configuration of your system so that it is operational without worry (automatic backup, user management, repository configuration, etc.).

Home page

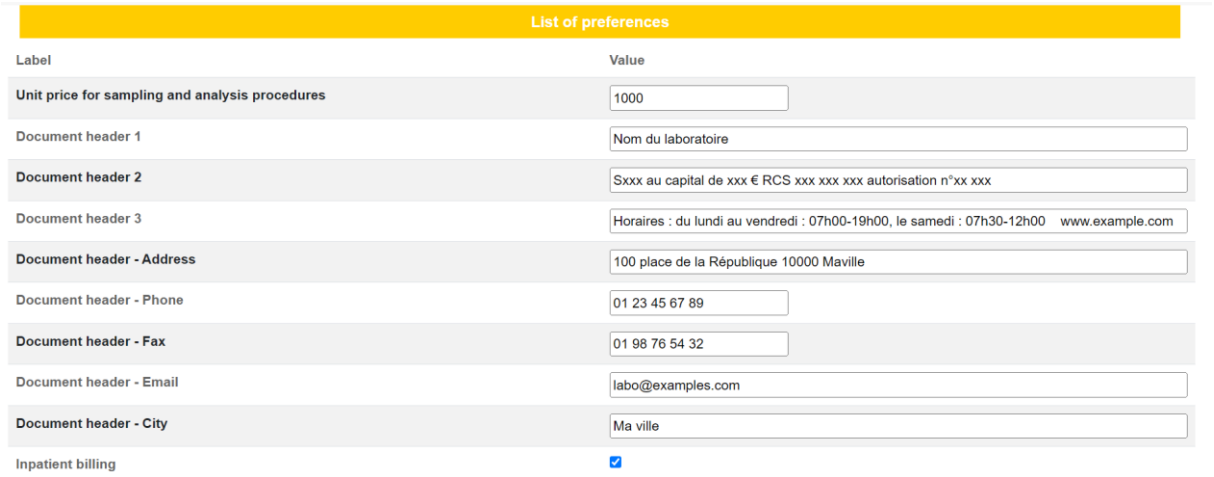


To connect to the LabBook software for the first time, you must use the root account and the associated default password root.
For security reasons, it is imperative that you change this password. Once connected, click on "Administrator", "Change password" at the top right of the screen.

Data backup and recovery

Since LabBook 3, LabBook backups and restorations are managed directly from the application under the "root" account. Please refer to the "LabBook version 3 Backup and Restore" manual to perform your backup and restore operations.

Preferences



Via the menu "Settings" and then "Preferences", you can make changes to the parameters of your application. Each field can be edited by typing directly into it.

Everything about document headers allows you to change the way your lab address is displayed on invoices and reports.

If your lab's practice is to bill for inpatient tests, simply check the "Inpatient Billing" field.

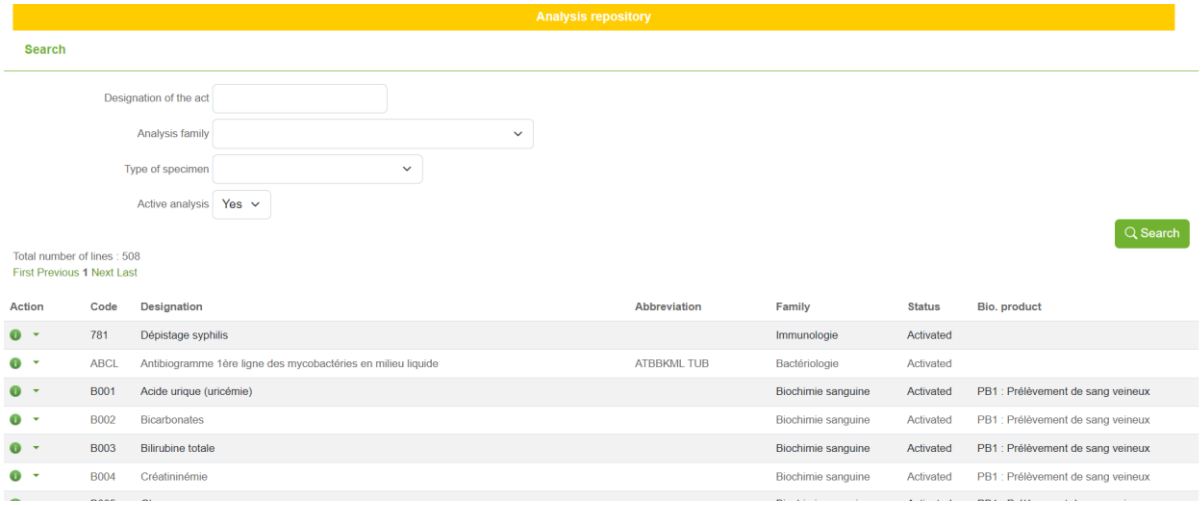
The Quality and Invoicing modules can be activated/deactivated in the same way by checking the associated fields.

The automatic logout time allows you to determine after how many minutes of inactivity a user is logged out. This ensures that a user does not stay logged in for too long when not using the software, which could allow someone else to access the software on their behalf.

Benchmark of analyses

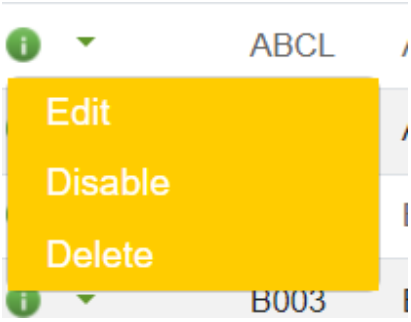
The test repository is the element that allows you to indicate the tests done in your laboratory. It allows you to activate/add/deactivate them. It also allows you to change their prices, their analysis family and the necessary sample(s) of the analysis.

Use of the repository via the software



The analyses and types of samples are listed in the table above. For each test, you have the code, designation, abbreviation, associated family, status and associated biologicals.

To search for a test, enter its code or name in the "Procedure description" field and click on the Search button. You can refine the search by selecting the family of the analysis and the type of sampling associated. Select "Active test" No to display the deactivated tests.

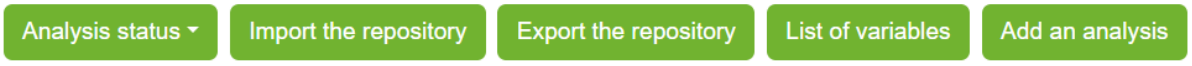


To modify an analysis, click on Action then Edit on the line of the analysis to be modified.

Disable: Allows you to hide the analysis when adding analyses on the "Analysis request" page.

Delete: Deletes the analysis from the database,

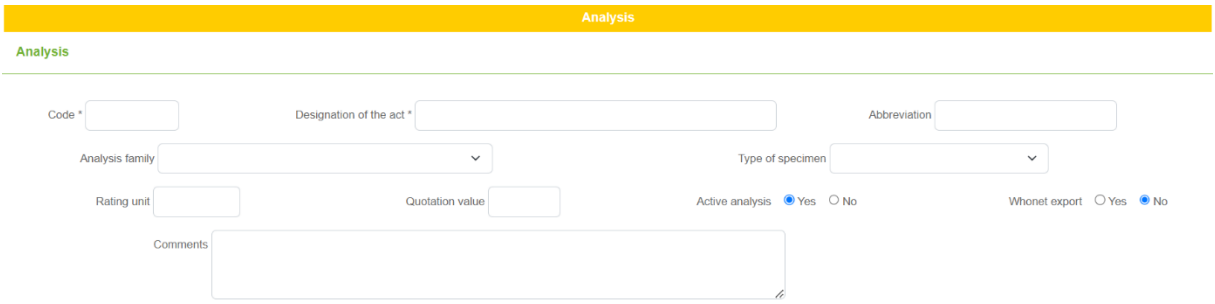
At the bottom of the list, you have the option to:



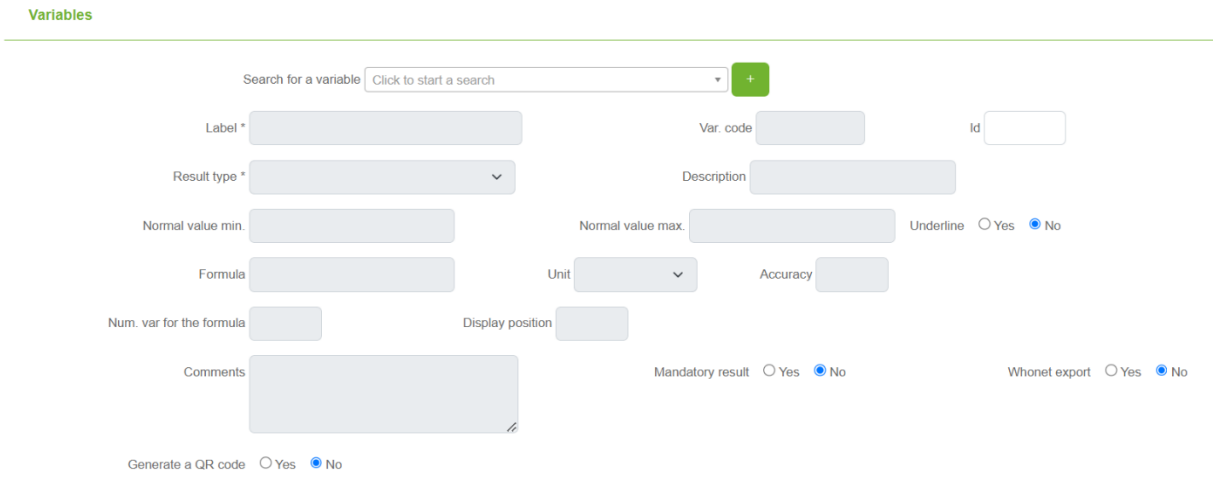
Add an analysis. Remember to check the analysis in the database via the search engine to avoid creating it twice.

Add a new analysis

The interface has two blocks:



Analysis: includes analysis fields, you can create new analyses by filling in at least the "Code" and "Procedure name" fields.



Variables: in this part you can add the variables of the analysis.

It is recommended to search for the variable in the "Search for a variable" field before creating it, if it is found, click on the name to add it to the list. Otherwise, click on the + button to activate the grayed-out fields and then fill them in.

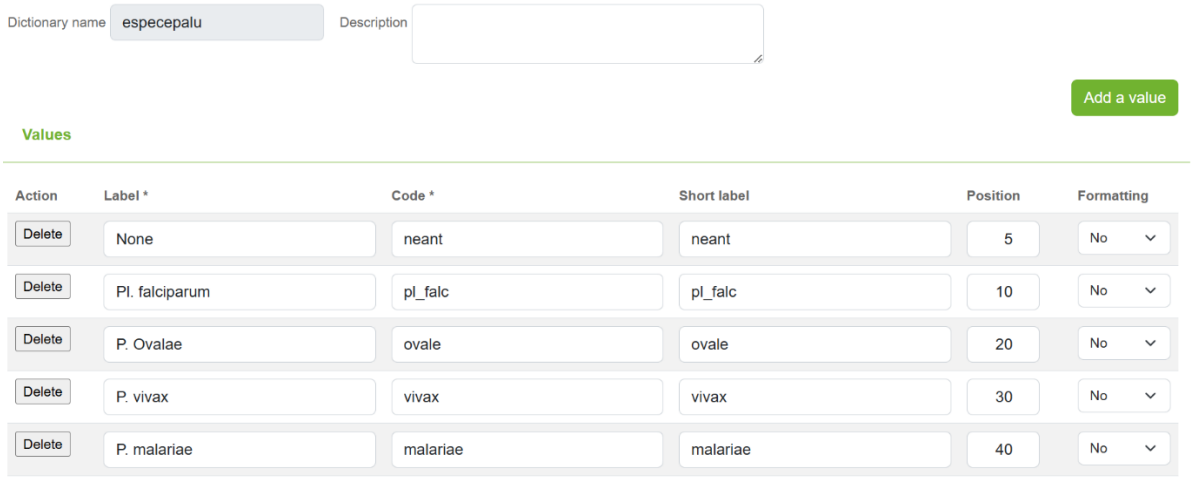
Label: Short text designating the variable

Code var and Id: Unique identifier/code for the variable. Can be left blank when adding a variable. The system will automatically generate one and assign it to the variable created.

Result type: this field defines the type of values the variable can take. It can be an integer (number without decimal point), real (number with decimal point), character string (text, number and special characters), label (used to position a label on the report, calculated (if the value of the variable is obtained by a calculation formula).

Click on  to display the dictionary values associated with the variable's result type.

For example, the “Species” variable in the “Plasmodium detection (thick drop and thin smear)” analysis is associated with the “Malaria Species” result type.



Description: describes the variable here

Min. normal value: minimum reference value of the variable

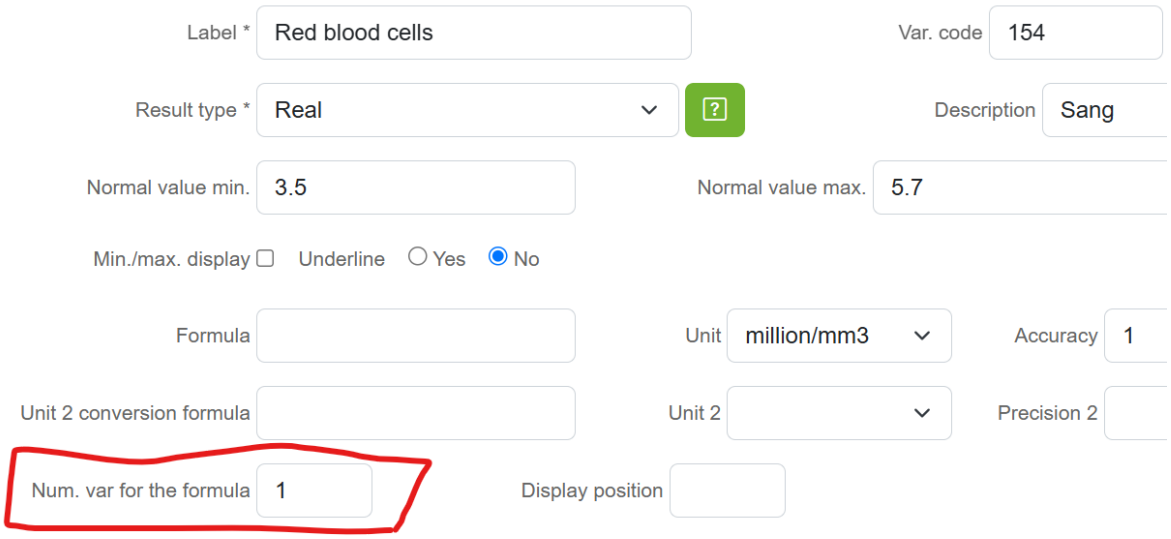
Max. normal value: maximum reference value of the variable

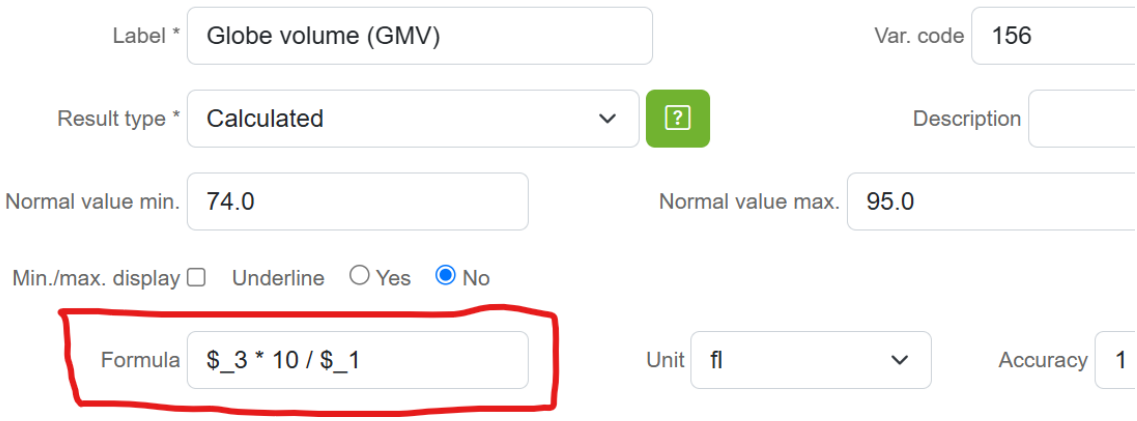
Display min./max.: If the field is checked, the reference values are displayed next to the field when results are entered.

Underline: underlines the variable value on the report

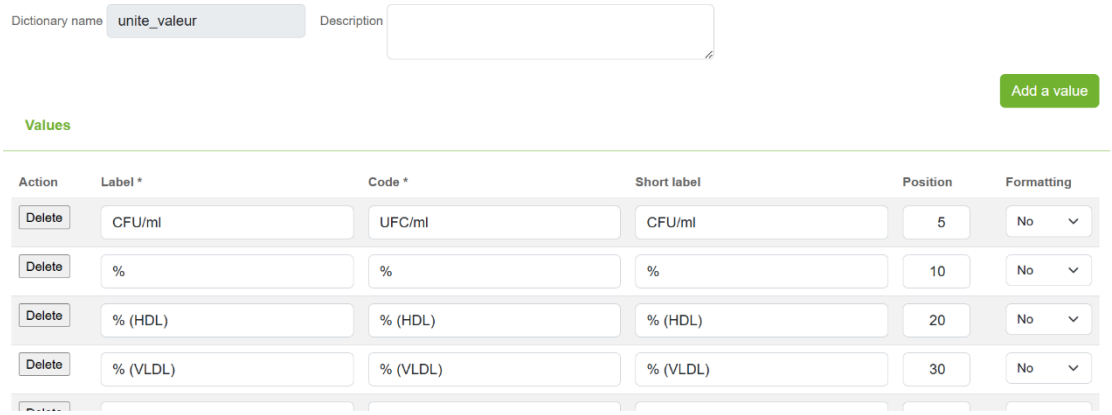
Formula: calculates the result of the variable to be performed. The example below illustrates the formula "$_3*10/$_1" for the calculated variable "Globe volume (GMV)". $_1 and $_3 are the numbers of the "Hematocrit" and "Red blood cells" variables in the formula.

NB: A variable is called in a formula by its number. The number is indicated in the "Variable number for formula" field.





Unit: list of available units. You can add a new unit to the dictionary, go to Settings => Dictionaries. In the Name field, search for unit, then click on Edit. In the "Dictionary" page, click on "Add a value".



Precision: number of digits after the decimal point for real variables.

Unit 2 conversion formula: calculation associated with the new field value according to the second unit selected. Example: "$ / 1000" converts the value of the variable in µmol/L to mol/L.

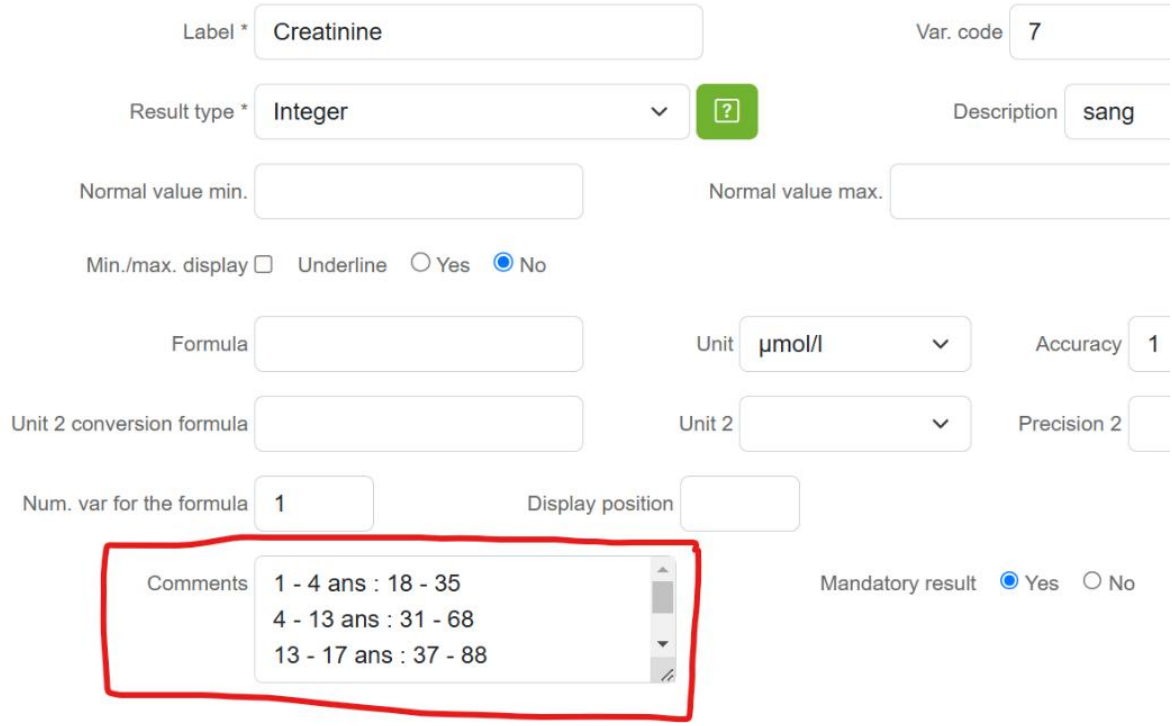
Unit 2: second unit associated with the variable

Precision 2: number of digits after the decimal point according to unit 2

Num. var for formula: variable number, used to index the variable when it is called up in the formula.

Display position: controls the order in which variables are displayed on the report and results entry page. They are displayed in ascending order.

Comments: In this field, you can add the values that the results of medical biology examinations may take. For example, the example below illustrates "Creatinine" results according to age and sex.

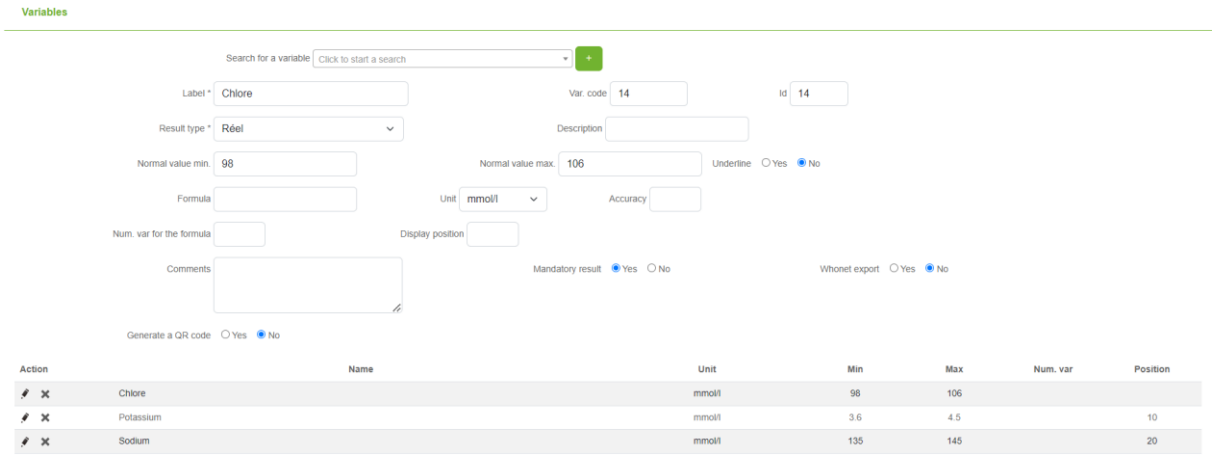


Mandatory result: when unchecked, results are not required.

WHONET export: check if variable results are to be exported to the WHONET file.

NB: WHONET export is configured for analyses (Antibiogram) coded between B650 and B681.

Generate QR code: Generates a QR code on the results report. This option is only available for COVID analyses.



The variables added to the analysis are listed in the table. To modify a variable, click on the pencil, the details of the variable are placed in the fields of the variable block, then modify the information displayed. You can repeat the operation to modify other variables.

Finally click on the Save button to apply your changes.

Status of the analysis

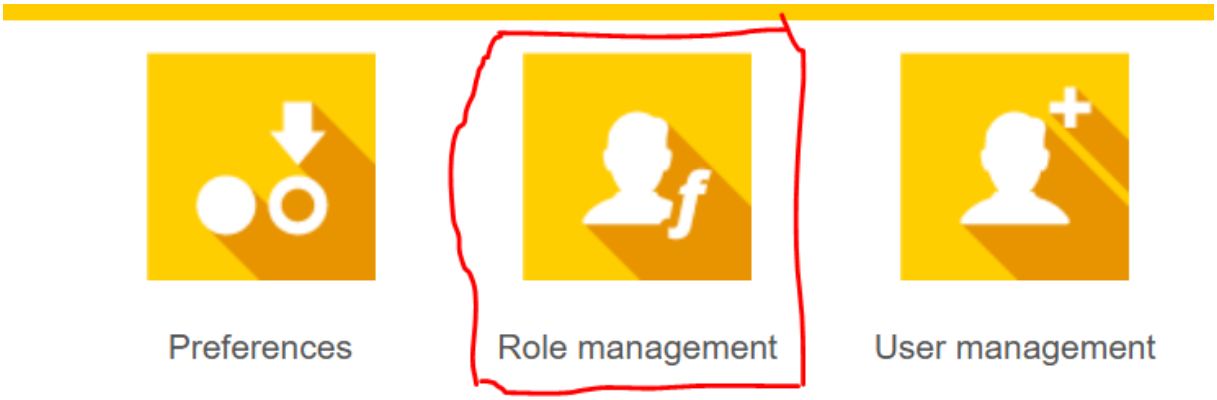
By clicking on "Status of analyses", you can disable/enable all analyses". This is important for laboratories that want to enable only the analyses performed in the laboratory.

Import/Export of repository

At the bottom of the repository list, it is possible to import a repository. This allows you to load the repository that is provided to you.
You can also export your repository (CSV format). You can then modify your repository with a text editor and then reimport it.

Role management

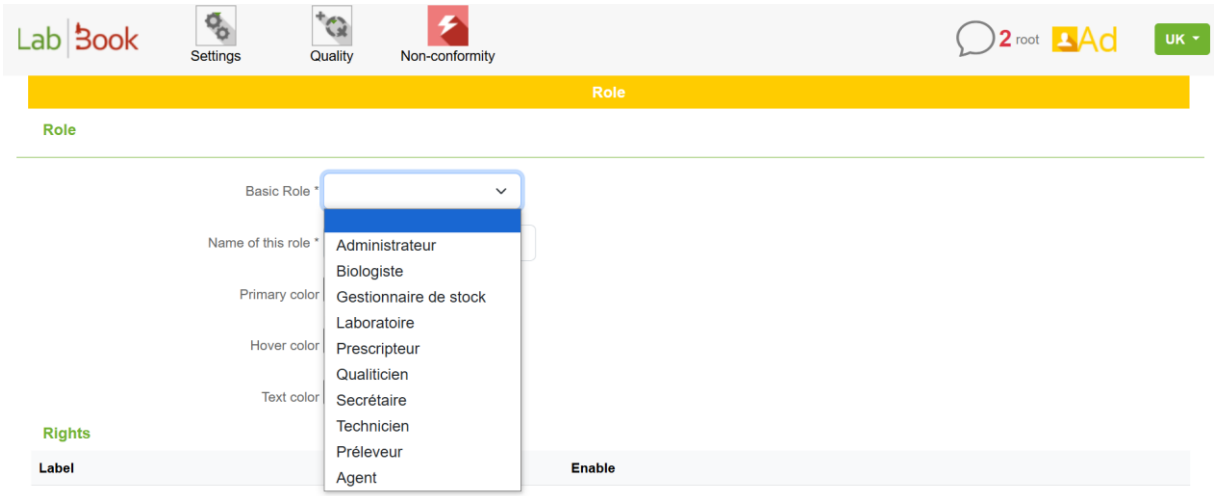
A new “Role Management” feature is available from LabBook 3.5. It can be accessed from the root user's home page. You can now create custom roles from 9 existing profiles, for example, create a new role derived from the biologist role by assigning more or fewer rights to it.
To add a new role, go to the List of roles page by clicking on the Manage roles icon and then on Add role.



Once on the page for adding a Role, you must:

1) Choose a *basic role* from the 9 roles below:

- Administrator
- Biologist
- Stock manager
- Laboratory
- Prescribe
- Quality manager
- Secretary
- Technician
- Sampler



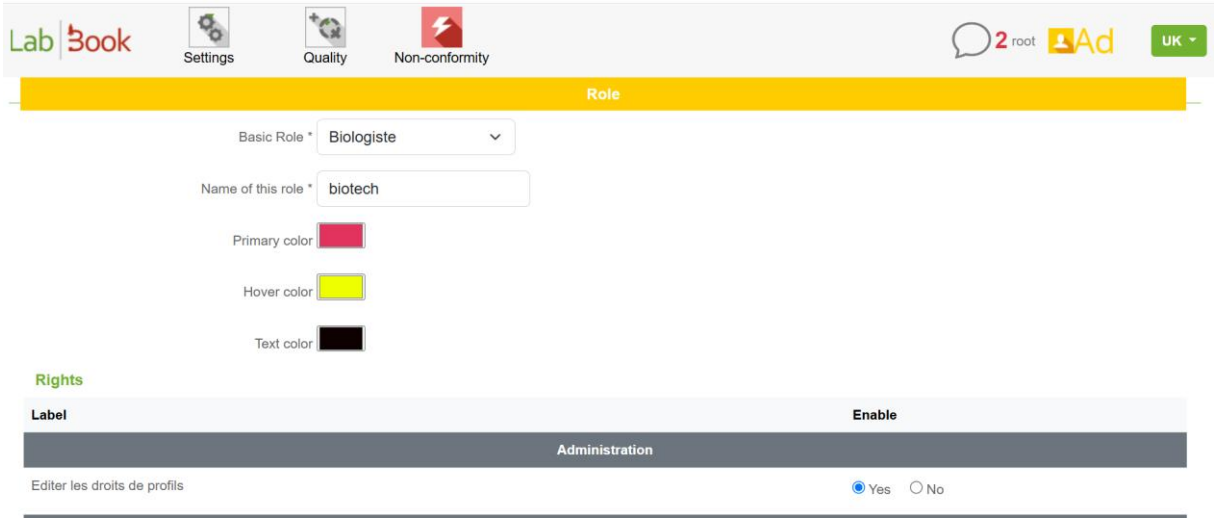
Insérer capture page Rôle

Once a basic role has been selected, the list of applicable rights is displayed. By default, the rights accessible by the basic role are checked as yes and the rest as no. The user can edit the rights by activating or deactivating to create a personalized role. 2) Enter a meaningful name for this new role: NB: Don't use the name of the basic roles to avoid confusion.

3) Choose the color scheme for the new role

After selecting a basic role, you can customize the colors of the new role.

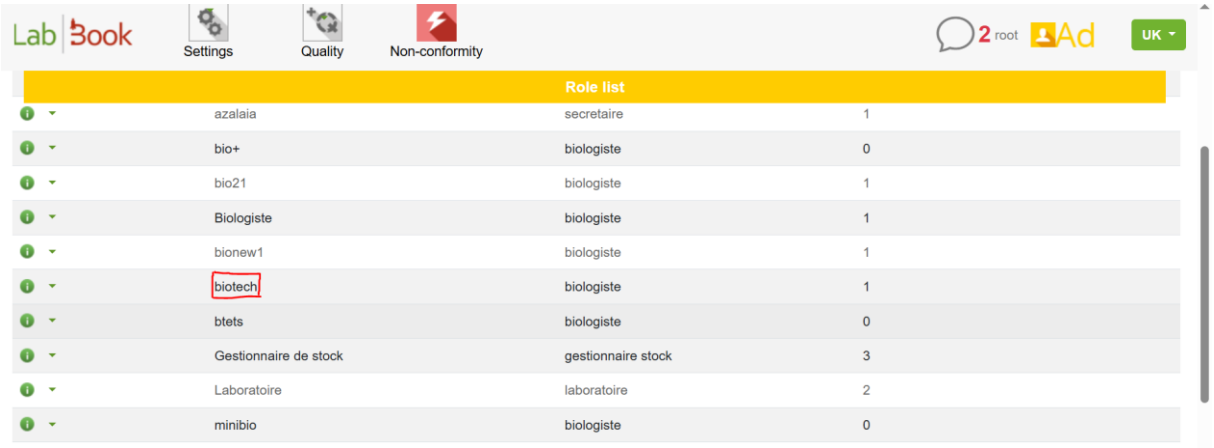
- Main color: main color of the pages (banner, background of drop-down menus)
- Hover color: background color when the mouse hovers over the various drop-down menus
- Text color: color of the texts in the drop-down menus and banner titles.



Insérer capture page Rôle

4) Register the role

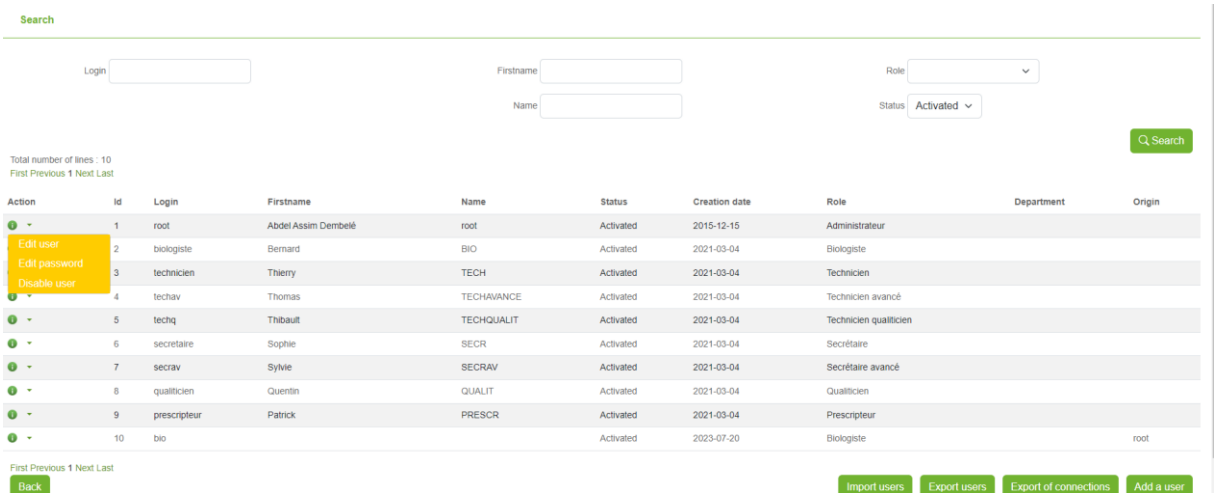
At the bottom of the page, confirm your new role by clicking on the “Save” button. It will be listed in the role list table.



Insérer capture page Rôle

NB: It is not possible to modify and/or delete a basic role, it can only be consulted.

User management

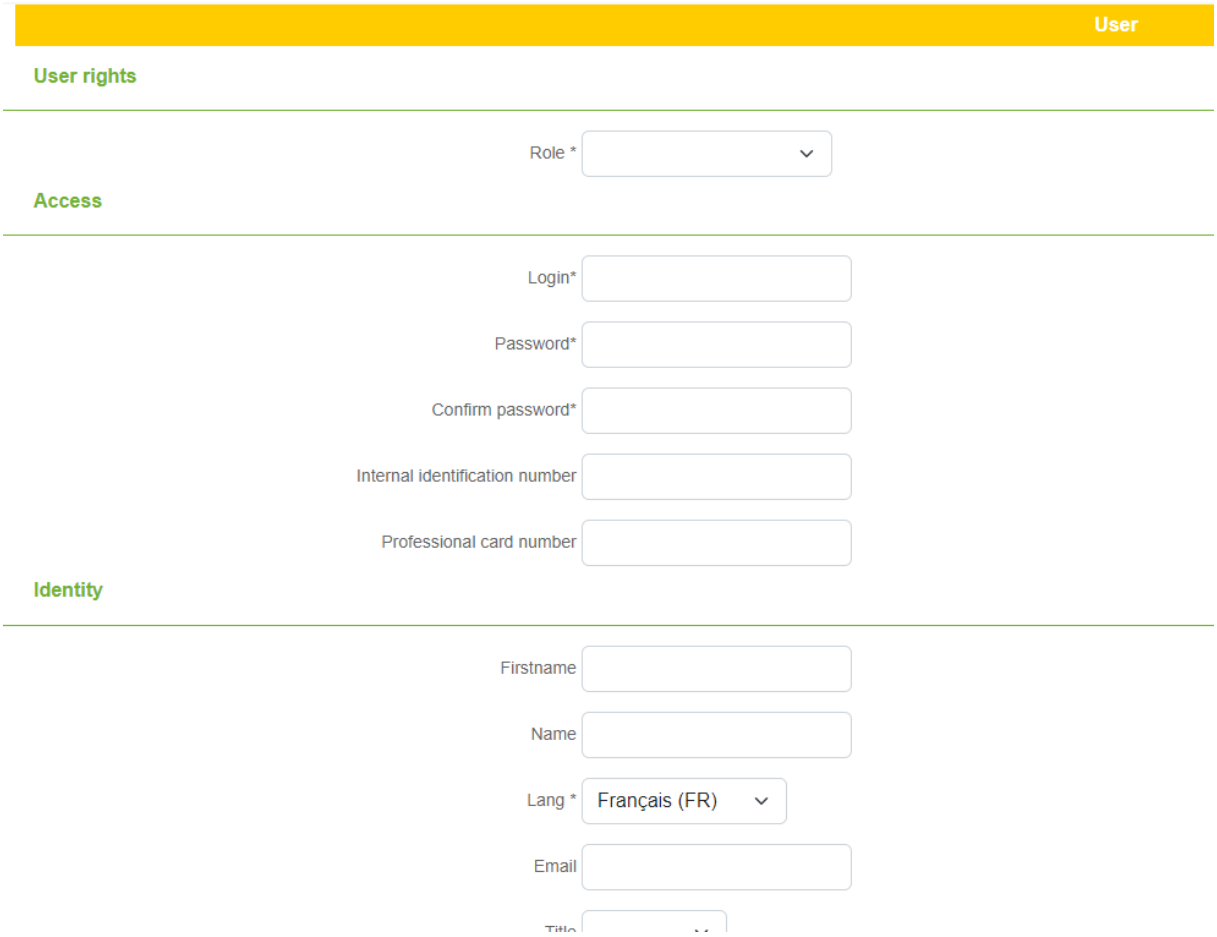


This interface allows you to search for a user. In the action's menu, you can:

- Edit a user: this allows you to change the information (name, first name, email address) as well as his rights.
- Edit password: allows you to manually change a user's password.
- Disable user: Allows you to suspend a person's access.
  If a member of your team leaves, we advise you to change their password and disable their account.

Creating a user

If you can't find the user you want, click on "Add a user".



First you choose your role. Once the role is chosen, fill in the fields related to the user's Access and Identity. Once this is done, save. The new user will appear in the user's table.

User language

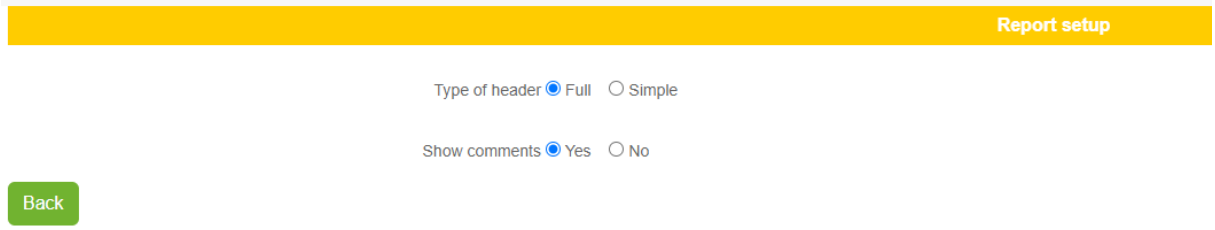
When choosing the user's language, you have 3 options:

- French (FR)
- English (US)
- English (UK)

The difference between the two English versions is only in the format of the dates:

- US: MM/DD/YYYY
- UK: DD/MM/YYYY

Report setup

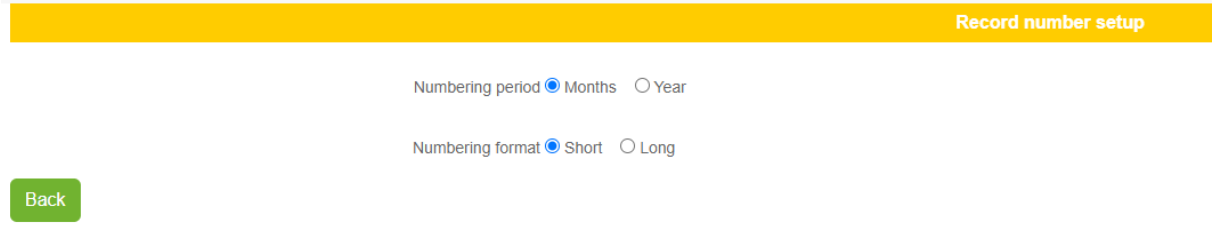


This part allows you to choose different presentations for your reports. If the comments entered by the biologist should not appear, you can deactivate them by clicking on "No".
The header type allows you to have a shorter version called "simple".

Logo setup

By going through the menu "Settings" then "logo setup", you can load a new logo for your laboratory.
Think about the resolution needed to have a good impression on your report.

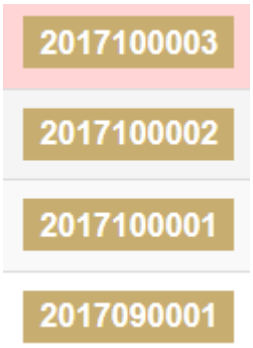
Report number setup



You can choose to have the file numbers reset every month or every year. We do not recommend making this change during the year, as you may have to manage two numberings in parallel.

The "short" numbering format only shows the final numbering in the software interfaces. If you want to see the year and month, you must choose the long numbering.

Example of long numbering:



Example of short numbering:

Billing management

Via your homepage, you can disable/enable billing. If the icon is grey, it means that the function is disabled:

Invoicing management

Quality management

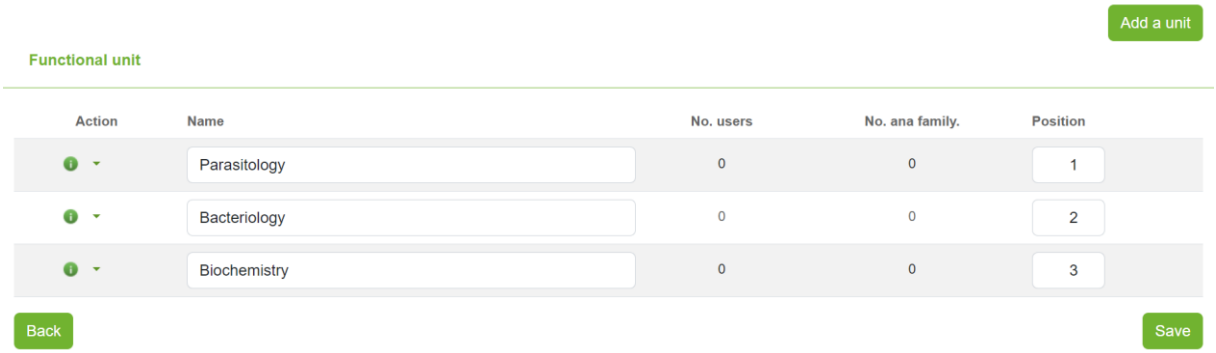
If the icon is yellow, the function is active:

Invoicing management

Quality management

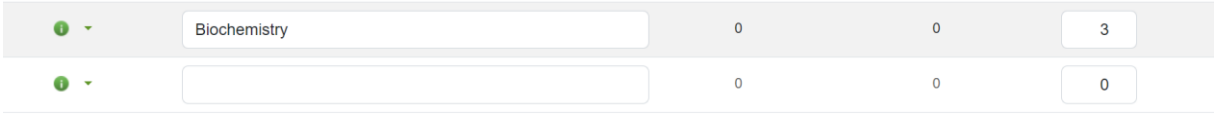
Setting up the functional units

This feature allows you to create different units/departments/labs when sharing the same LabBook server for multiple labs. This group creation will allow you to separate the data, i.e. a person in unit X will not be able to see the data in unit Y.



Add unit

Click on the "Add a unit" button, a new line will be created.



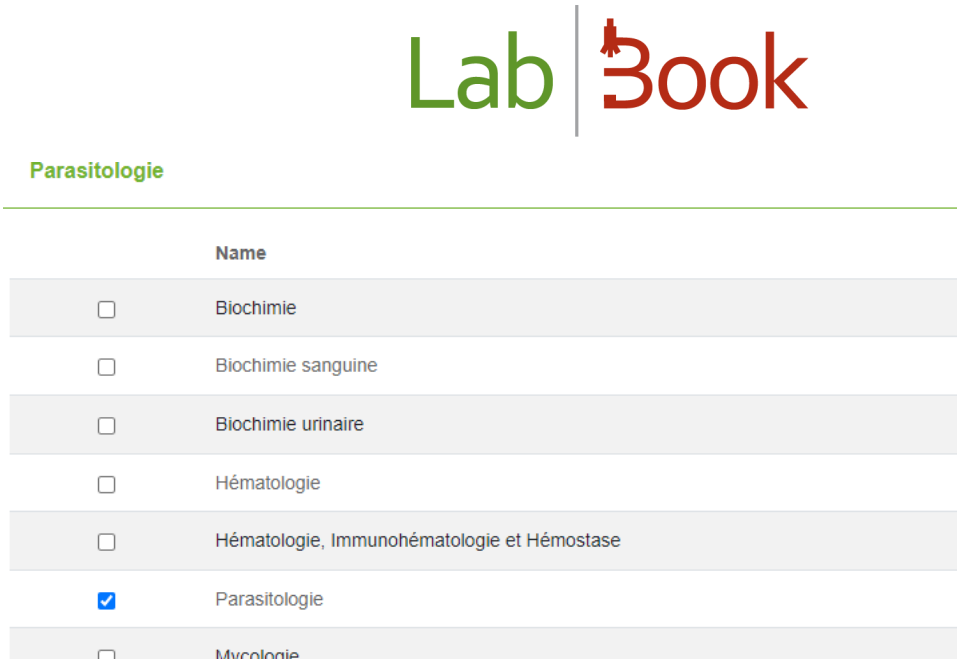
Enter the name of the unit and its position then click on save.

Assign users

Once the unit is created, you can assign users to it by clicking on the Action column and then "Assign users". When the page appears, select the users to be assigned to the unit and save.

Assign analysis families

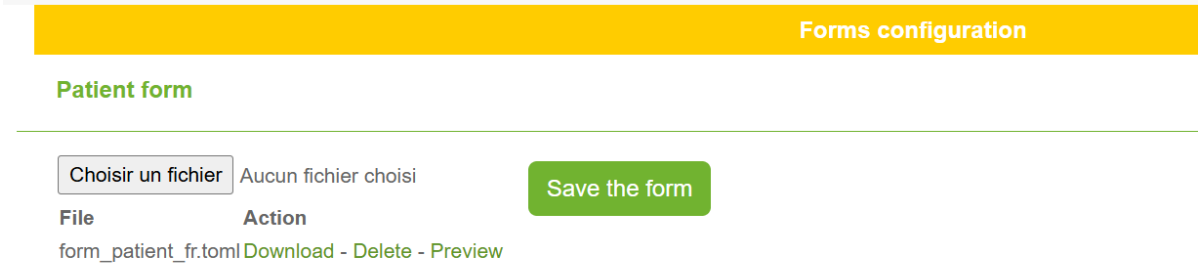
One or more analysis families can be assigned to the unit. To do this, click on Action then "Assign analysis families". Select the analysis families and save.



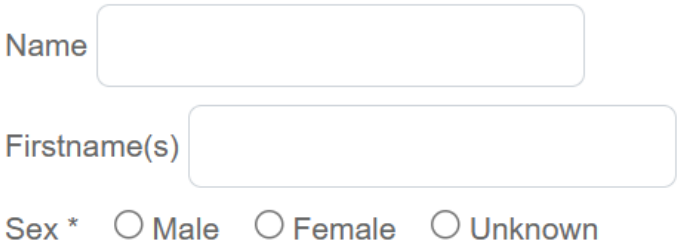
Forms configuration

Form configuration allows you to load a patient form into LabBook and to hide or display specific fields in the following forms: Product and Supply.

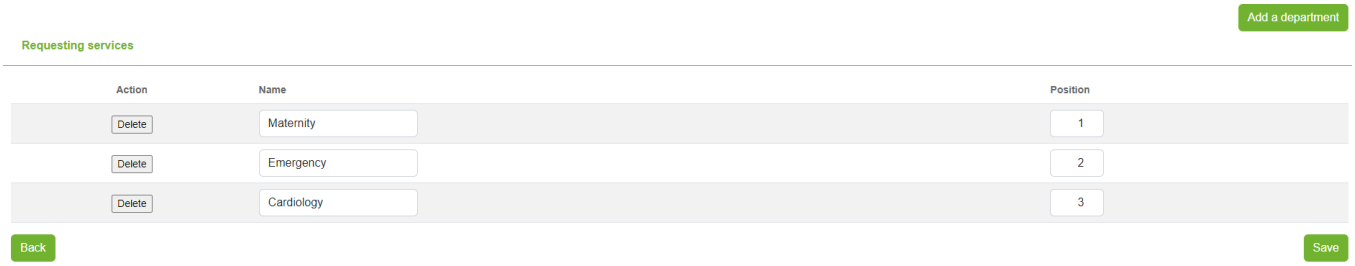
For example, you can hide the fields Second Name, Maiden Name, and Nationality on the patient form. This by downloading and modifying the file form_patient.fr.toml. Clear documentation on customizing the toml file is available at this link.



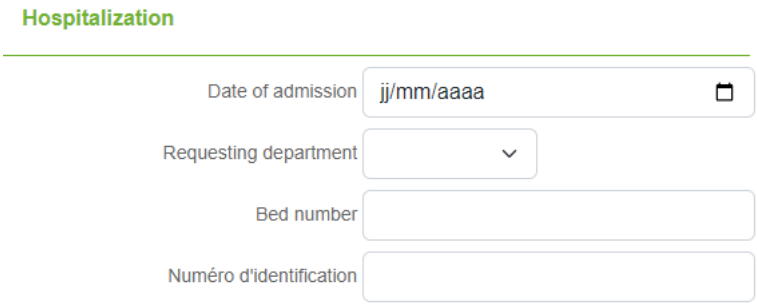
On the Patient form, when adding a new patient, you will notice that these fields are hidden on the "Patient analysis request - Patient form" page.



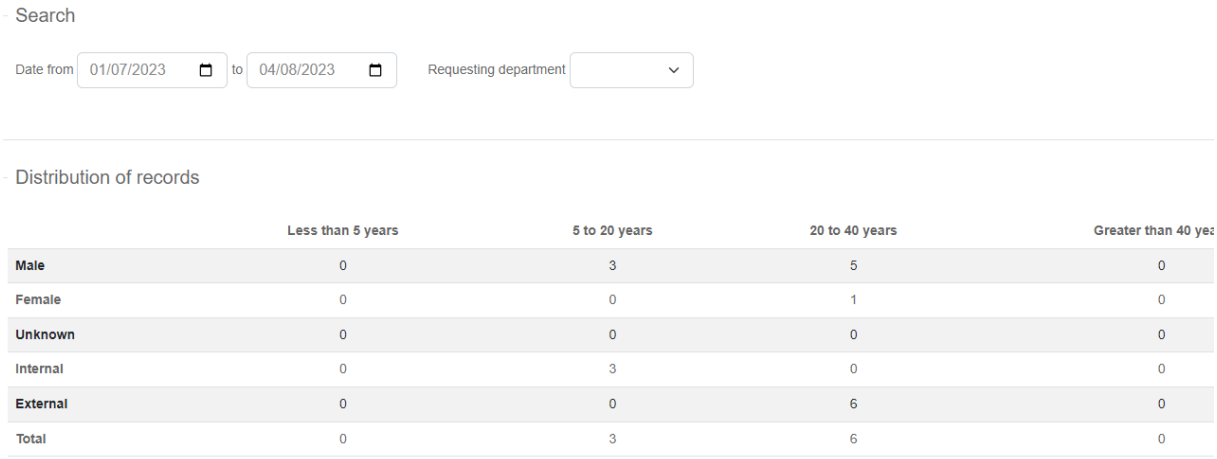
Configuration of requesting services



Create the requesting departments to be found in the "Requesting Department" by adding an inpatient analysis request.

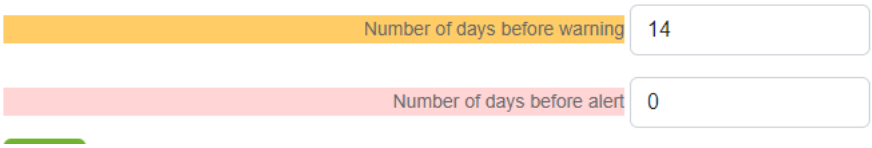


When they are added and selected in the inpatient records, you will be able to filter the statistics by department in the Statistical Report.



	Less than 5 years	5 to 20 years	20 to 40 years	Greater than 40 yea
Male	0	3	5	0
Female	0	0	1	0
Unknown	0	0	0	0
Internal	0	3	0	0
External	0	0	6	0
Total	0	3	6	0

Storage configuration



You can customize the number of days before warning and alert in "Settings" and then "Stock settings":

- Number of days to warning = Number of days difference with the expiration date before the product display turns light orange
- Number of days before alert = Number of days difference with the expiration date before the product display turns light pink