LabBook v3.6

Administrator's manual

V1

January 2026

# Table of contents

Foreword

This manual presents the LabBook elements accessible to a person w i t h "Administrator" rights. If you do not have access to any of the actions via your interface, please contact your IT consultant so that these rights can be assigned to you.

This manual also describes the actions to be taken by the LabBook server administrator.

Finalizing the installation

Once the LabBook server has been installed, you need to finalize your system's settings to ensure trouble-free operation (automatic backup, user management, repository settings, etc.).

Software home page
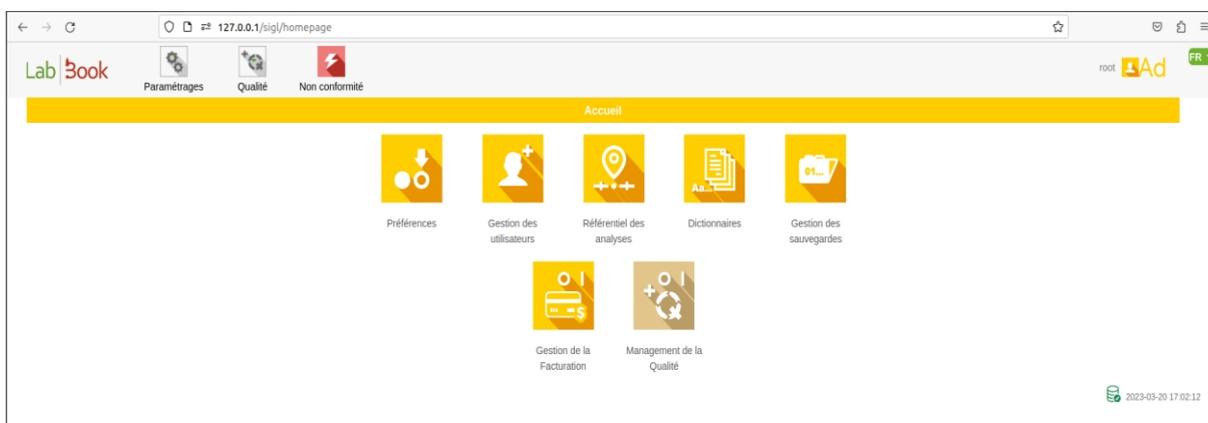
To connect to LabBook software for the first time, you need to use the root account and the default root password.

For security reasons, you must change this password. Once logged in, click on "Administrator", "Change password" in the top right-hand corner of the screen.

Data backup and restoration

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

Preferences

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

Everything to do with document headers allows you to modify the w a y your laboratory's address is displayed on invoices and reports.

If your laboratory's practice is to invoice analyses carried out on hospitalized patients, simply tick the "In-patient invoicing" field.

The Quality and Billing modules can be activated/deactivated in the same way, by ticking the associated fields.

Automatic logout time lets you determine after how many minutes of inactivity a user is logged out. This ensures that a user does not remain logged in for too long when not using the software, which could allow someone else to consult the software on his or her behalf.

Analysis repository

The analysis repository is the element that allows you to indicate the analyses performed in your laboratory. It allows you to activate/add/deactivate them. It also allows you to change their prices, their analysis family and the sample(s) required for the analyses.

Using the repository via the software

Analyses and sample types are listed in the table above. For each analysis, you have the code, designation, abbreviation, associated family, status and associated biological products.

To search for a test, enter its code or name in the "Procedure designation" field and click on the Search button. You can refine your search by selecting the associated analysis family and sample type. Select "Active analysis" No to display deactivated analyses.
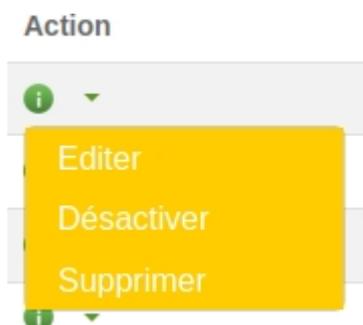
To modify an analysis, click on Action then Edit on the line of the analysis to be modified. Deactivate: Hides the analysis when adding analyses on the "Analysis request" page. Delete: deletes the analysis from the database,

At the bottom of the list, you can :

Add an analysis. Remember to use the search engine to check the analysis in the database, so as not to create 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 designation" fields.

Variables: here you can add analysis variables.

It is advisable 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 fill them in.

Label: Short text designating the variable

Code var and Id: variable identifier/unique code. 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.

variable.

For example, the "Species" variable for the "Plasmodium test (thick drop and thin smear)" analysis is associated with the "Malaria Species" result type.

Description: describe 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 ticked, 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 "Blood volume (VGM)". $\$\_1$ and $\$\_3$ are the numbers of the "Hematocrit" and "Hematia" 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.

Variables

Unit: list of available units. You can add a new unit to the dictionary. To add a 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 results: 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 with COVID analyses.

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

At the end, click on the Save button to apply your changes.

Analysis status

By clicking on "Analysis status", you can deactivate/activate all analyses. This is important for laboratories wishing to activate only those analyses performed within the laboratory.

Repository Import/Export

At the bottom of the repository list, you can import a repository. This allows you to load a repository supplied to you.
You can also export your repository (CSV format). This allows you to modify your repository with a text editor and then re-import it.

Role management

A new "Role management" feature is available in LabBook 3.5. It can be accessed from the root user's home page. You can now create customized roles from 9 existing profiles, e.g. create a new role derived from the biologist role by assigning it more or less rights. To add a new role, go to the Role List page by clicking on the Role Management icon and then on Add a role.

Once on the Add Role page, you need to :

Choose a basic role from the 9 below:
Administrator, Biologist, Stock Manager, Laboratory, Prescriber, Qualitician, Secretary, Technician and Sampler.

Once a basic role has been selected, the list of applicable rights is displayed. By default, the rights accessible by the basic role are ticked yes and the rest are ticked no. The user can edit the rights by enabling or disabling them to create a customized role.

Rôle		
Droits		
Libéllé		Activer
Administration		
Editer les droits de profils		○ Oui ◉ Non
API		
Accéder à la page d'api		○ Oui ◉ Non
Dossiers		
Liste des dossiers		◉ Oui ○ Non
Supprimer un dossier		◉ Oui ○ Non
Liste de travail biologique		◉ Oui ○ Non
Validation biologique		◉ Oui ○ Non
Validation biologique groupée		◉ Oui ○ Non
Liste de travail technique		○ Oui ◉ Non

Enter a meaningful name for this new role:

NB: Do not use the name of the basic roles to avoid confusion. Choose the

color palette for the new role:

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

→ Main color: main color of pages (banner, drop-down menu background)

→ Hover color: background color when mouse hovers over drop-down menus

→ Text color: color of text in drop-down menus and banner titles.

Save role

At the end of the page, validate your new role by clicking on the "Save" button. It is listed in the role list table.

Note: It is not possible to modify and/or delete a b a s i c role; it can only be consulted.

User management

This interface lets you search for a user. In the actions menu, you can :

Edit user: this allows you to change the user's details (first name, surname, e-mail address) and rights;

Edit password: allows you to manually change a user's password; Deactivate user: allows you to suspend

a user's access;

If a member of your team leaves, we recommend that you change their password and deactivate their account.

User creation

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

ℹ ▾	11	sec2			Activé	2023-03-06	Secrétaire		root
ℹ ▾	14	sec3			Activé	2023-03-06	Secrétaire		root
ℹ ▾	5	stock	Coumba	LY	Activé	2023-03-06	Gestionnaire de stock	Administration	root
ℹ ▾	15	qualiticien	Qualiticien	Qualiticien	Activé	2023-03-07	Qualiticien		root

Premier Précédent **1** Suivant Dernier

[Retour]

[Importer des utilisateurs] [Export des utilisateurs] [Export des connexions] [Ajouter un utilisateur]

First select the user's role. Once the role has been chosen, fill in the user's Access and Identity fields. Once this has been done, save. The new user appears in the user table.

User language

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

→ French (FR)

→ English

(US)→

English (UK)

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

→ US: MM/DD/YYYY

→ UK:

DD/MM/YYYY

| Paramétrage compte rendu |
|---|
| Type d'entête * ● Complet   ○ Simple |
| Afficher les commentaires * ● Oui   ○ Non |
| [Enregistrer] [Retour] |

Report configuration

This section allows you to choose different layouts for your reports. If the comments entered by the biologist are not to appear, simply deactivate them by clicking on "No" . T h e header type allows you t o have a shorter "simplified" version.
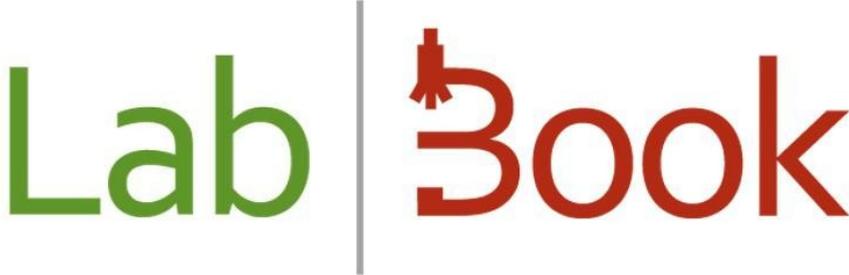
Logo change

You can upload a new logo for your laboratory via the "Settings" menu, then "Change logo". Please note the resolution required for a good impression on your report.

File number configuration

You can choose to reset your file numbers every month or every year. We advise against making this change during the course of a year, as you risk having to manage two parallel numberings.

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

Example of long numbering :
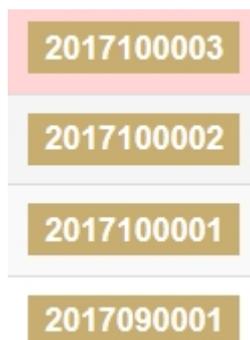
Example of short numbering :
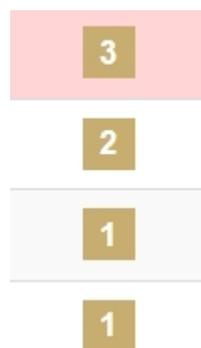
Billing management

Via your home page, you can deactivate/activate billing. If the icon is gray, the function is deactivated:

Gestion de la Facturation   Management de la Qualité

If the icon is yellow, the function is active:

Gestion de la Facturation   Management de la Qualité

Setting up functional units

This feature allows you to create different units/departments/laboratories w h e n sharing the same LabBook server for several laboratories. This group creation will enable you to separate data, i.e. a person in unit X will n o t be able to see data from unit Y.

| | Paramétrage des unités fonctionnelles | | | | |

Ajouter une unité

Unité fonctionnelle

Action	Nom	Nb. utilisateurs	Nb. famille ana.	Position
ℹ ▾	Parasitologie	3	1	1 ⌄
ℹ ▾	Biochimie	3	2	2 ⌄
ℹ ▾	Bactériologie	3	1	3 ⌄

Retour   **Enregistrer**

Add a unit

Click on the "Add a unit" button to create a new line.

ℹ ▾	Bactériologie	3	1	3 ⌄
ℹ ▾		0	0	0 ⌄

Enter the unit name and position, then click on save.

Assign users

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

| | Paramétrage des liens entre unité et utilisateurs |

Parasitologie

	Identifiant	Prénom	Nom	Rôle
☑	bio1			Biologiste
☑	tec1			Technicien
☑	sec1			Secrétaire
☐	bio3			Biologiste
☐	tec			Technicien

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 analysis families and save.

Form configuration

Form configuration allows you t o hide or show certain fields on the following forms:
Patient, Product and Supply.

For example, to hide the fields Second name, Maiden name and Nationality on the patient form,
check the No option.

When adding a new patient to the Patient file, you will notice that these fields are hidden
on the "Patient analysis request - Patient file" page.

Configuring requesting departments

Create requesting departments to be found in the "Requesting department" field when adding an inpatient analysis request.

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

	Rapport statistique

Rechercher

Date du 01 / 02 / 2023 📅 au 23 / 03 / 2023 📅 Service demandeur [⌄]

Répartition dossiers

	Moins de 5 ans	5 à 20 ans	20 à 40 ans	40 à 50 ans	50 à 75 ans
Masculin	2	0	27	24	11
Féminin	0	0	7	1	9
Inconnu	0	0	1	0	0
Interne	0	0	17	0	0
Externe	2	0	18	25	20
Total	2	0	35	25	20

Storage configuration

	Paramétrage du stockage

Nombre de jours avant avertissement	1 ⌄
Nombre de jours avant alerte	1 ⌄

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

→ Number of days before warning = Number of days of difference with the expiry date before the product is displayed in light orange.

→ Number of days before alert = Number of days of difference with the expiry date before the product is displayed in light pink.