



Fondation
Mérieux

Lab | Book

LabBook v3.6

Administrator's manual

V1

January 2026

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Foreword

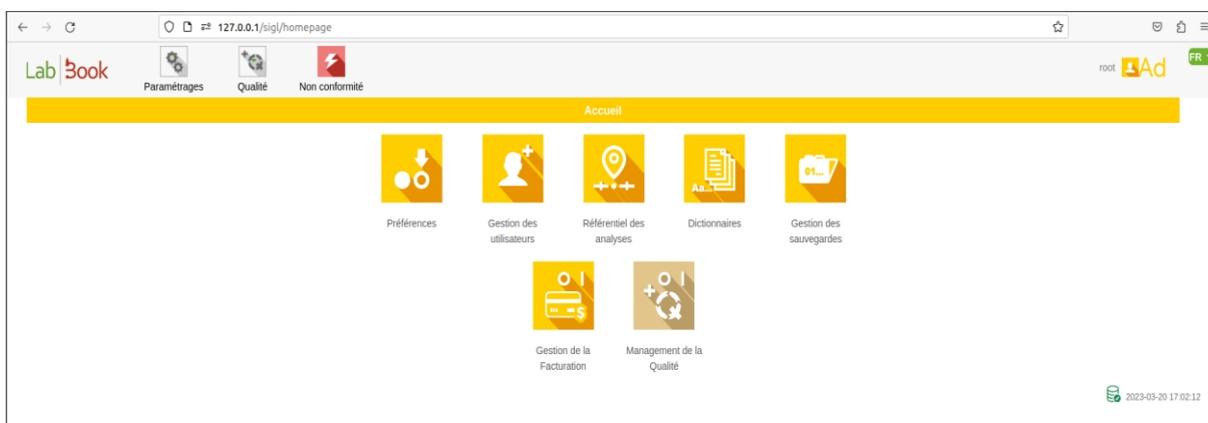
This manual presents the LabBook elements accessible to a person with "Administrator" rights. If you do not have access to any of the actions via your interface, please contact your IT consultant so that these rights can be assigned to you.

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

Liste des préférences	
Libellé	Valeur
Prix unitaire des actes de prélèvements et d'analyses	1000
Entête de document 1	Nom du laboratoire
Entête de document 2	Sxxx au capital de xxx € RCS xxx xxx xxx autorisation n°xx xxx
Entête de document 3	Horaires : du lundi au vendredi : 07h00-19h00, le samedi : 07h30-12h00 www.example.com
Entête de document - Adresse	100 place de la République 10000 Maville
Entête de document - Téléphone	01 23 45 67 89
Entête de document - Fax	01 98 76 54 32
Entête de document - Email	labo@examples.com
Entête de document - Ville	Ma ville
Facturation des patients hospitalisés	<input type="checkbox"/>
Unité de l'âge par défaut (Jours, Semaines, Mois, Années)	Années
Déconnexion automatique (mn)	23
Module qualité activé	<input checked="" type="checkbox"/>
Module facturation activé	<input checked="" type="checkbox"/>
Langue des rapports	Français
Langue du référentiel	Français

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 way 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

Référentiel des analyses

Rechercher

Désignation de l'acte

Famille d'analyse

Type de prélèvement

Analyse active

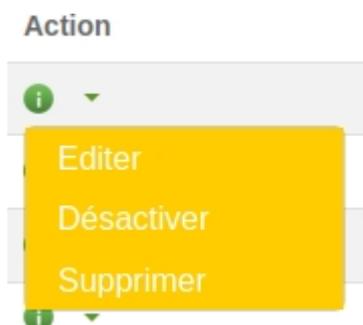
Rechercher

Nombre total de lignes : 509
Premier Précédent 1 Suivant Dernier

Action	Code	Désignation	Abréviation	Famille	Statut	Produit bio.
	ABCL	Antibiogramme 1ère ligne des mycobactéries en milieu liquide	ATBBKML TUB	Bactériologie	Activé	
	B001	Acide urique (uricémie)		Biochimie sanguine	Activé	PB1 : Prélèvement de sang veineux
	B002	Bicarbonates		Biochimie sanguine	Activé	PB1 : Prélèvement de sang veineux
	B003	Bilirubine totale		Biochimie sanguine	Activé	PB1 : Prélèvement de sang veineux
	B004	Créatininémie		Biochimie sanguine	Activé	PB1 : Prélèvement de sang veineux
	B005	Glycémie à jeun		Biochimie sanguine	Activé	PB1 : Prélèvement de sang veineux

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 :

Biochimie sanguine Activé PB1 : Prélèvement de sang veineux

Statut des analyses ▼ Importer le référentiel Exporter le référentiel Liste des variables Ajouter une analyse

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.

Nom du dictionnaire Description

Valeurs

Action	Libellé *	Code *	Libellé court	Position	Mise en forme
	<input type="text" value="Néant"/>	<input type="text" value="neant"/>	<input type="text" value="neant"/>	<input type="text" value="5"/>	<input type="text" value="Non"/>
	<input type="text" value="Pl. falciparum"/>	<input type="text" value="pl_falc"/>	<input type="text" value="pl_falc"/>	<input type="text" value="10"/>	<input type="text" value="Non"/>
	<input type="text" value="Ovalé"/>	<input type="text" value="ovale"/>	<input type="text" value="ovale"/>	<input type="text" value="20"/>	<input type="text" value="Non"/>
	<input type="text" value="Vivax"/>	<input type="text" value="vivax"/>	<input type="text" value="vivax"/>	<input type="text" value="30"/>	<input type="text" value="Non"/>
	<input type="text" value="Malariae"/>	<input type="text" value="malariae"/>	<input type="text" value="malariae"/>	<input type="text" value="40"/>	<input type="text" value="Non"/>
	<input type="text" value="Kknowlaei"/>	<input type="text" value="knowlaei"/>	<input type="text" value="knowlaei"/>	<input type="text" value="50"/>	<input type="text" value="Non"/>

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.

Libellé * Code var.

Type de résultat * Description

Valeur normale min. Valeur normale max.

Affichage min./max. Souligner Oui Non

Formule Unité Précision

Formule de conversion unité 2 Unité 2 Précision 2

Num. var pour la formule Position affichage

Variables

Chercher une variable

Libellé * Code var. Id

Type de résultat *

Valeur normale min. Valeur normale max.

Description

Affichage min./max. Souligner Oui Non

Formule Unité Précision

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".

Nom du dictionnaire Description

Valeurs

Action	Libellé *	Code *	Libellé court	Position	Mise en forme
<input type="button" value="Supprimer"/>	<input type="text" value="UFC/ml"/>	<input type="text" value="UFC/ml"/>	<input type="text" value="UFC/ml"/>	<input type="text" value="5"/>	<input type="text" value="Non"/> <input type="button" value="v"/>
<input type="button" value="Supprimer"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="10"/>	<input type="text" value="Non"/> <input type="button" value="v"/>
<input type="button" value="Supprimer"/>	<input type="text" value="% (HDL)"/>	<input type="text" value="% (HDL)"/>	<input type="text" value="% (HDL)"/>	<input type="text" value="20"/>	<input type="text" value="Non"/> <input type="button" value="v"/>
<input type="button" value="Supprimer"/>	<input type="text" value="% (VLDL)"/>	<input type="text" value="% (VLDL)"/>	<input type="text" value="% (VLDL)"/>	<input type="text" value="30"/>	<input type="text" value="Non"/> <input type="button" value="v"/>
<input type="button" value="Supprimer"/>	<input type="text" value="sec"/>	<input type="text" value="s"/>	<input type="text" value="s"/>	<input type="text" value="40"/>	<input type="text" value="Non"/> <input type="button" value="v"/>

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 $\mu\text{mol/L}$ 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.

Libellé * Créatinine Code var. 7 Id 7

Type de résultat * Entier Description sang

Valeur normale min. Valeur normale max.

Affichage min./max. Souligner Oui Non

Formule Unité $\mu\text{mol/l}$ Précision 1

Formule de conversion unité 2 Unité 2 Précision 2

Num. var pour la formule 1 Position affichage

Commentaires 1 - 4 ans : 18 - 35
4 - 13 ans : 31 - 68
13 - 17 ans : 37 - 88
femme : 45 - 103
homme : 55 - 120

Résultat obligatoire Oui Non Export wh

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

Chercher une variable Cliquer pour commencer une recherche

Libellé * Chlore Code var. 14 Id 14

Type de résultat * Réel Description

Valeur normale min. 98 Valeur normale max. 106 Souligner Oui Non

Formule Unité mmol/l Précision 0

Num. var pour la formule 0 Position affichage 0

Commentaires Résultat obligatoire Oui Non Export whonet Oui Non

Générer un code QR Oui Non

Action	Nom	Unité	Min	Max	Num. var	Position
	Chlore	mmol/l	98	106	0	0
	Potassium	mmol/l	3.6	4.5	0	10
	Sodium	mmol/l	135	145	0	20

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.

The image shows the 'Ajouter un rôle' page. At the top, there are navigation links for 'Paramétrages', 'Qualité', and 'Non conformité'. The main content area has a yellow header 'Rôle' and a dropdown menu for 'Rôle de base' with 9 options: Administrateur, Biologiste, Gestionnaire de stock, Laboratoire, Prescripteur, Qualiticien, Secrétaire, Technicien, and Préleveur. Below the dropdown are fields for 'Nom de ce rôle', 'Couleur principale', 'Couleur de survol', and 'Couleur texte'. At the bottom, there are buttons for 'Annuler' and 'Enregistrer'.

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	
Libellé	Activer
Administration	
Editer les droits de profils	<input type="radio"/> Oui <input checked="" type="radio"/> Non
API	
Accéder à la page d'api	<input type="radio"/> Oui <input checked="" type="radio"/> Non
Dossiers	
Liste des dossiers	<input checked="" type="radio"/> Oui <input type="radio"/> Non
Supprimer un dossier	<input checked="" type="radio"/> Oui <input type="radio"/> Non
Liste de travail biologique	<input checked="" type="radio"/> Oui <input type="radio"/> Non
Validation biologique	<input checked="" type="radio"/> Oui <input type="radio"/> Non
Validation biologique groupée	<input checked="" type="radio"/> Oui <input type="radio"/> Non
Liste de travail technique	<input type="radio"/> Oui <input checked="" type="radio"/> 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.

Lab Book Paramétrages Qualité Non conformité root Ad FR

Rôle

Rôle de base * **Biologiste**

Nom de ce rôle * **biotech**

Couleur principale 

Couleur de survol 

Couleur texte 

Droits

Libellé	Activer
Administration	
Editer les droits de profils	<input type="radio"/> Oui <input checked="" type="radio"/> Non
API	
Accéder à la page d'api	<input type="radio"/> Oui <input checked="" type="radio"/> Non
Dossiers	

Version : 3.5.2 | [Contributeurs](#)

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.

Liste des rôles			
	bio21	biologiste	1
	Biologiste	biologiste	1
	bionew1	biologiste	1
	biotech	biologiste	1
	btets	biologiste	0
	Gestionnaire de stock	gestionnaire stock	3

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

User management

Liste des utilisateurs

Rechercher

Identifiant Prénom Rôle

Nom Statut

Rechercher

Nombre total de lignes : 15
Premier Précédent 1 Suivant Dernier

Action	Id	Identifiant	Prénom	Nom	Statut	Date création	Rôle	Section	Origine
1	1	root		root	Activé	2015-12-15	Administrateur		
Editer utilisateur		bio	Maoudji	Kande	Activé	2022-12-22	Biologiste	Sérologie	root
Editer mot de passe		sec	Sophie	NDOUR	Activé	2023-01-10	Secrétaire		root
Désactiver utilisateur		tec			Activé	2023-02-23	Technicien		root

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".

Utilisateur

Droits utilisateur

Rôle *

Accès

Identifiant*

Mot de passe*

Confirmation du mot de passe*

Numéro de matricule interne

Numéro de la carte professionnelle

Identité

Prénom

Nom

11	sec2			Activé	2023-03-06	Secrétaire	root
14	sec3			Activé	2023-03-06	Secrétaire	root
5	stock	Coumba	LY	Activé	2023-03-06	Gestionnaire de stock	Administration
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

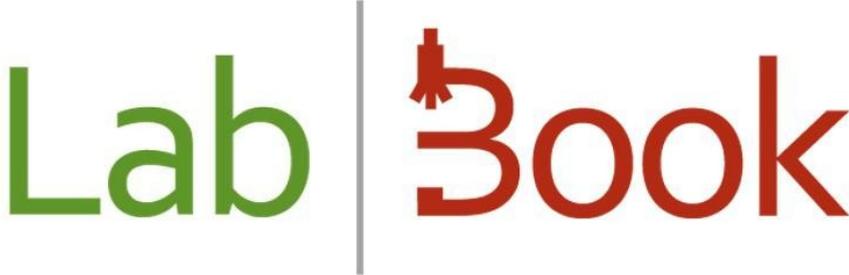
Report configuration

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". The header type allows you to have a shorter "simplified" version.

Logo change

Paramétrage du logo pour les documents

Logo original :



Logo tel qu'il apparaîtra dans l'entête de rapport
Largeur forcée à 230 pixels et conserve les proportions :



Le fichier doit être au format png ou jpg

Aucun fichier sélectionné.

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.

Paramétrage des numéros de dossier

Période de numérotation Mois Année

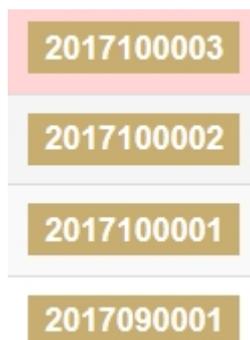
Format de numérotation Court Long

File number configuration

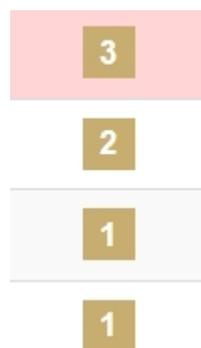
You can choose to reset your file numbers every month or every year. We advise against making this change during the course of a year, as you risk having to manage two parallel numberings.

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 when 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 not 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
 -	<input type="text" value="Parasitologie"/>	3	1	<input type="text" value="1"/>
 -	<input type="text" value="Biochimie"/>	3	2	<input type="text" value="2"/>
 -	<input type="text" value="Bactériologie"/>	3	1	<input type="text" value="3"/>

[Retour](#) [Enregistrer](#)

Add a unit

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

 -	<input type="text" value="Bactériologie"/>	3	1	<input type="text" value="3"/>
 -	<input type="text"/>	0	0	<input type="text" value="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
<input checked="" type="checkbox"/>	bio1			Biologiste
<input checked="" type="checkbox"/>	tec1			Technicien
<input checked="" type="checkbox"/>	sec1			Secrétaire
<input type="checkbox"/>	bio3			Biologiste
<input type="checkbox"/>	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.

Paramétrage des liens entre unité et familles d'analyses

Parasitologie

Nom	
<input checked="" type="checkbox"/>	Parasitologie
<input type="checkbox"/>	Biochimie
<input type="checkbox"/>	Biochimie sanguine
<input type="checkbox"/>	Biochimie urinaire

Form configuration

Form configuration allows you to 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.

Deuxième nom Oui Non

Nom de jeune fille Oui Non

Nationalité Oui Non

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.

Nom

Prénom(s)

Sexe Masculin Féminin Inconnu

Configuring requesting departments

Paramétrage des services demandeurs

Ajouter un service

Services demandeurs

Action	Nom	Position
Supprimer	MATERNITE	1
Supprimer	CARDIOLOGIE	2
Supprimer	URGENCES	3

Retour

Enregistrer

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

Hospitalisation

Date d'admission Service demandeur Numéro de lit

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 au 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

Nombre de jours avant alerte

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.