



Fondation
Mérieux

LabBook v3.6

Sample storage manual

V2

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Fondation **Mérieux**

Lutte contre les maladies infectieuses depuis 1967

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Table of contents

Foreword	2
Introduction to the sample storage interface.....	2
Definition of terms used.....	2
Adding slots	3
Adding a sample	4
Removing a sample	6
Restoring a sample	8

Foreword

This manual introduces the Sample Storage feature. This feature helps to trace samples stored in the laboratory in terms of location, quantity and content. The following profiles can access, write, modify and delete data on this feature: biologist, advanced technician, qualitian and qualitian technician.

Overview of the sample storage interface

To access the sample storage interface, log in and click on the "Quality" menu, then on "Sample management".

Once on the interface, the sample table is displayed, containing information such as sample type, pathogen, patient, analyses to be carried out, etc.

Gestion des échantillons							
<input type="checkbox"/> Déstockés							
Afficher 25 entrées		Rechercher: <input type="text"/>					
Action	Type	Pathogène	Patient	Dossier	Analyse	Accès	
	Crachat Stocké le 2025-04-09 11:50	Bacillus anthracis	Diop Oumou FKEH1			p1 > e1 > c1 > b4 [Z10] > [E12]	
	Crachat Stocké le 2025-04-07 11:34	Actinomyces gerencseriae	diallo khady GVGD7	2025030014 2025-03-05 00:00	TBMI Microscopie ZN de la tuberculose	p1 > ie22 > ie22 > ib22 [B22] > [A13]	
	Crachat Stocké le 2025-04-07 11:16	Bacillus anthracis	Diop Oumou YLCJ3 / cpil			p1 > ie22 > ie22 > ib22 [B22] > [A12]	
	Crachat Stocké le 2025-04-07 11:16	Bacillus anthracis	Diop Oumou YLCJ3 / cpil			p1 > ie22 > ie22 > ib22 [B22] > [A11]	
	Prélèvement urétral Stocké le 2025-03-21 15:43	Fluoribacter bozemanee (Legionella)	diallo diery XZPY7			p1 > e1 > c1 > b1 [cb1] > [F1]	
	Eau potable Stocké le 2025-03-13 11:28	Francisella tularensis subsp. mediasiatica	Sané Samba TDAT6			p1 > e1 > c1 > b1 [cb1] > [N2]	
	Eau potable Stocké le 2025-03-13 11:28	Francisella tularensis subsp. mediasiatica	Sané Samba TDAT6			p1 > e1 > c1 > b1 [cb1] > [v1]	
	Crachat Stocké le 2025-03-13 11:19	Bacteroides spp.	Diop Oumou FKEH1			p1 > e1 > c1 > b1 [cb1] > [A10]	
	Sang Stocké le 2025-03-06 23:20	Neisseria meningitidis	Dieng sarata QIUS7 / C/PCP			p1 > e1 > c1 > b1 [cb1] > [cd1]	

Affichage de 1 à 9 sur 9 entrées

Definition of terms used

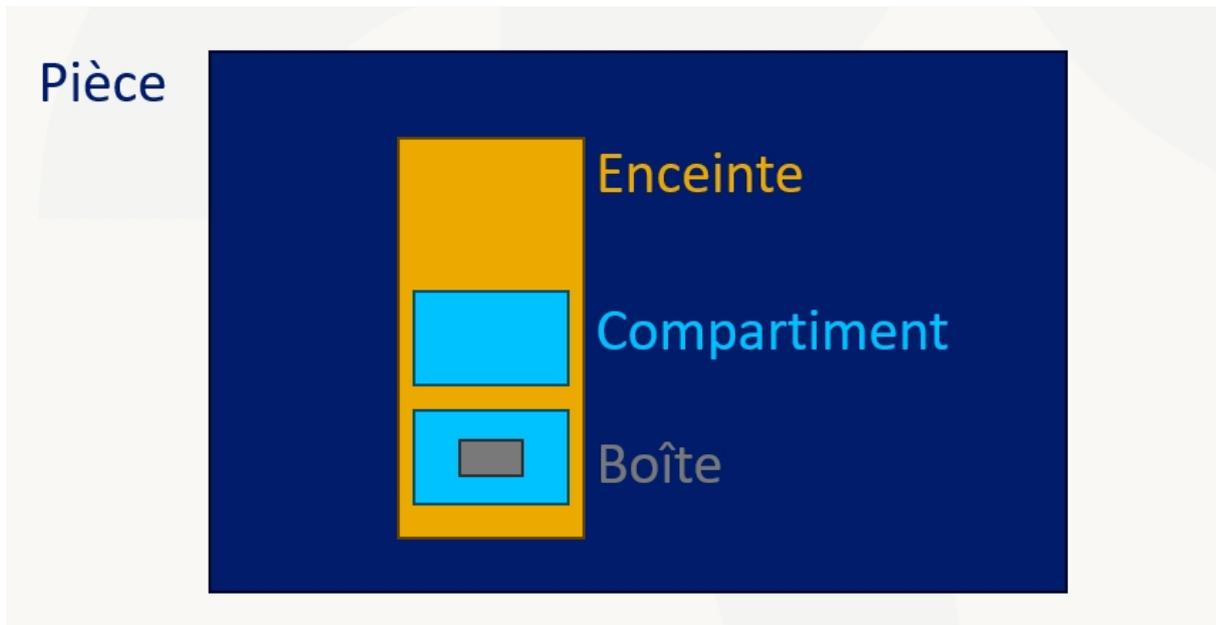
Before going any further, let's define a few key words that will come up frequently:

- Aliquot: fractionated sample or pathological product.
- Room: storage location such as a building or other.
- Enclosure: the enclosure may be represented by a refrigerator, for example, or a specialized container.

- Compartment: compartments are components of the enclosure location.
- Box: boxes hold tubes containing aliquots (samples) and are stored in compartments.

Adding slots

Slots should be added according to the following hierarchy:



To do this, click on "Storage" and choose a location to add.

Gestion des échantillons				
1	Crachat Stocké le 2025-04-07 11:16	Bacillus anthracis	Diop Oumou YLCJ3 / cpil	p1 > ie22 > ie22 > ib22 [B22] > [A12]
1	Crachat Stocké le 2025-04-07 11:16	Bacillus anthracis	Diop Oumou YLCJ3 / cpil	p1 > ie22 > ie22 > ib22 [B22] > [A11]
1	Prélèvement urétral Stocké le 2025-03-21 15:43	Fluoribacter bozemanee (Legionella)	diallo diery XZPY7	p1 > e1 > c1 > b1 [cb1] > [F1]
1	Eau potable Stocké le 2025-03-13 11:28	Francisella tularensis subsp. mediasiatica	Sané Samba TDATE	p1 > e1 > c1 > b1 [cb1] > [N2]
1	Eau potable Stocké le 2025-03-13 11:28	Francisella tularensis subsp. mediasiatica	Sané Samba TDATE	p1 > e1 > c1 > b1 [cb1] > [v1]
1	Crachat Stocké le 2025-03-13 11:19	Bacteroides spp.	Diop Oumou FKEH1	p1 > e1 > c1 > b1
1	Sang Stocké le 2025-03-06 23:20	Neisseria meningitidis	Dieng sarata QIUST / CPCP	

Affichage de 1 à 9 sur 9 entrées

Retour

Premier Dernier

Liste pièces
Liste enceintes
Liste compartiments
Liste boîtes

Stockages Ajouter un aliquot

For each location, fill in the corresponding fields (described below):

- **Part:** Enter part name, abbreviation and identifier.
- **Enclosure:** associated room acts as parent slot for the enclosure. It must be selected from the list of proposed parts.
- **Compartment:** width, depth and height define compartment dimensions and total storage capacity. The associated enclosure acts as the compartment's parent slot. Select it from the list of list.
- **Box:** width, depth are used to define the dimensions of the 2D box and its total storage capacity. Choose a compartment from the list.

Adding a sample

To add a sample, go to the sample management page and click on add sample to be redirected to the add page.

The screenshot shows the 'Détails aliquot' form with the following fields and buttons:

- Patient ***: A search dropdown menu with the text 'Cliquer pour commencer une recherche' and a green '+' button.
- Nature ***: A dropdown menu.
- Pathogène**: A dropdown menu.
- Localisation d'accès ***: A text input field.
- Présent en stock**: A checked checkbox.
- Boîte associée ***: A dropdown menu.
- Stockage boîte**: A label for the next field.
- Buttons**: 'Annuler' (left), 'Ajouter un aliquot' and 'Enregistrer' (right).

Once on the aliquot details page, fill in the following fields:

- **Patient:** select one of the patients registered in the system. Search for the patient by entering 2 or more characters.

This screenshot shows the 'Détails aliquot' form with the 'Patient' field expanded into a search dropdown menu. The dropdown contains a search bar and a list of results. The 'Nature' field below it has a message: 'Please enter 2 or more characters'.

- **Type:** select the type of sample (blood, sputum, etc.).
- **Pathogen:** select the corresponding pathogen.
- **Access location:** enter the access coordinates for the sample. These coordinates are in the format of a letter followed by a number, e.g. "A10".
- **In stock:** check the box to specify whether the sample is in stock.
- **Associated box:** select a box in which to store the sample.
- **Box storage:** displays the complete path of the sample. That is, room -> chamber -> compartment -> box in which the sample is stored.

Détails aliquot

Patient * +

Diop Oumou

Nature *

Pathogène

Localisation d'accès *

Présent en stock

Boîte associée *

Stockage boîte : p1 > e1 > c1 > b4 [Z10]

Annuler
Ajouter un aliquot
Enregistrer

Once all the fields have been filled in, you can add another aliquot of the same sample, or save the only aliquot.

Détails aliquot

Patient * +

Diop Oumou

Nature *

Pathogène

Localisation d'accès *

Présent en stock

Boîte associée *

Stockage boîte : p1 > e1 > c1 > b4 [Z10]

Pathogène

Localisation d'accès *

Présent en stock

Boîte associée *

Stockage boîte :

Supprimer
Annuler
Ajouter un aliquot
Enregistrer

To see which samples have been added, check the sample list table.

Please **note**

It is also possible to add an aliquot from the results entry page during technical validation. For an aliquot added from this location, the patient's file and analyses are retrieved and displayed in the aliquot list table, whereas for an addition from sample management, the patient file and analyses columns remain empty.

Saisie de résultats - XZPY7 - diery diallo -- 40 années

XZPY7
diery diallo
Né(e) le - 40 années -

Acide urique (uricémie) [Biochimie sanguine]

2025030012 20BA2 19/03/2025

Acide urique 43 µmol/l

Enregistrer Date de validation 20/03/2025 12:47 Technicien biologiste biologiste Valider **Ajouter un aliquot**

Ajouter de nouvelles analyses Feuille de paillasse

Removing a sample from storage

To remove a sample from storage, go to the Sample management page and click on the action button for the sample to be removed from storage, then click on Remove from storage.

Gestion des échantillons

Déstockés

Afficher 25 entrées Rechercher:

Action	Type	Pathogène	Patient	Dossier	Analyse	Accès
Éditer Déstocker Supprimer	Crachat	Bacillus anthracis	Diop Oumou FKEH1			p1 > e1 > c1 > b4 [Z10] > [E12]
	Crachat	Actinomyces gerencseriae	diallo khady GVGD7	2025030014 2025-03-05 00:00	TBMI Microscopie ZN de la tuberculose	p1 > ie22 > ie22 > ib22 [B22] > [A13]
	Stocké le 2025-04-07 11:16	Bacillus anthracis	Diop Oumou YLCJ3 / cpil			p1 > ie22 > ie22 > ib22 [B22] > [A12]
	Crachat	Bacillus anthracis	Diop Oumou YLCJ3 / cpil			p1 > ie22 > ie22 > ib22 [B22] > [A11]
	Prélèvement urétral	Fluoribacter bozemaniae (Legionella)	diallo diery XZPY7			p1 > e1 > c1 > b1 [cb1] > [F1]
	Eau potable	Francisella tularensis subsp. mediasiatica	Sané Samba TDAT6			p1 > e1 > c1 > b1 [cb1] > [N2]
	Eau potable	Francisella tularensis subsp. mediasiatica	Sané Samba TDAT6			p1 > e1 > c1 > b1 [cb1] > [v1]
	Crachat	Bacteroides spp.	Diop Oumou FKEH1			p1 > e1 > c1 > b1 [cb1] > [A10]
	Sang	Neisseria meningitidis	Dieng sarata QIUS7 / CPCP			p1 > e1 > c1 > b1 [cb1] > [cd1]

Affichage de 1 à 9 sur 9 entrées

Premier Précédent 1 Suivant Dernier

Retour Stockages + Ajouter un aliquot

A window opens on the same page. This window contains a form to be filled in and submitted with the following fields:

- **Reason:** clearly state the reasons why the aliquot is to be removed from stock.
- **Location:** indicate the destination of the sample.
- **Removal date:** indicate the sample removal date.
- **External retrieval:** check box for external retrieval.

The screenshot shows a modal window titled "Déstocker un aliquot" with the following fields:

- Raison:** A text input field.
- Localisation:** A text input field.
- Date du déstockage:** A date and time picker showing "09/04/2025 17:19".
- Déstockage externe ?** A checkbox.

Buttons at the bottom of the modal are "Annuler" and "Confirmer". The background table shows a list of samples with columns: Action, Type, Pathogène, Patient, Dossier, Analyse, and Accès.

Once removed from storage, the aliquot no longer appears in the sample management table. However, it can be retrieved by clicking on the destocked checkbox in the top right-hand corner of the sample table.

The screenshot shows the "Gestion des échantillons" table with the following data:

Action	Type	Pathogène	Patient	Dossier	Analyse	Accès
Crachat Déstocké le 2025-04-03 11:50 déplacement S23		Bacillus anthracis	Diop Oumou FKEH1			p1 > e1 > c1 > b4 [Z10] > [E11]
Crachat Déstocké le 2025-04-09 17:19 ffj		Bacillus anthracis	Diop Oumou FKEH1			p1 > e1 > c1 > b4 [Z10] > [E12]
Liquide de ponction ascite Déstocké le 2025-03-20 15:00 analyses urgentes! IZZD		-	Sarr Oulaye ZIKG3			p1 > e1 > c1 > b1 [cb1] > [V2]

The "Déstocké" checkbox is checked for the first two rows. The table also includes a search bar, pagination (Premier, Précédent, 1, Suivant, Dernier), and buttons for "Retour", "Stockages", and "Ajouter un aliquot".

Restocking a sample

To restock a sample, go to the destocked samples page and click on the sample to be restocked: the sample is automatically moved to the stored samples page.

Gestion des échantillons

Déstockés

Afficher 25 entrées Rechercher:

Action	Type	Pathogène	Patient	Dossier	Analyse	Accès
<ul style="list-style-type: none"> Éditer Restocker Supprimer 	Crachat Déstocké le 2025-04-03 11:50 Déplacement S23	Bacillus anthracis	Diop Oumou FKEH1			p1 > e1 > c1 > b4 [Z10] > [E11]
	Crachat Déstocké le 2025-04-09 17:19 fj	Bacillus anthracis	Diop Oumou FKEH1			p1 > e1 > c1 > b4 [Z10] > [E12]
	Liquide de ponction ascite Déstocké le 2025-03-20 15:00 analyses urgentes! IZZD	-	Sarr Ouléye ZKXG3			p1 > e1 > c1 > b1 [cb1] > [V2]

Affichage de 1 à 3 sur 3 entrées

Premier Précédent 1 Suivant Dernier

Retour Stockages Ajouter un aliquot

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