



Fondation  
Mérieux

LabBook v3.6

# Technician's manual

V2

January 2026

Fondation **Mérieux**

Lutte contre les maladies infectieuses depuis 1967

[www.fondation-merieux.org](http://www.fondation-merieux.org)



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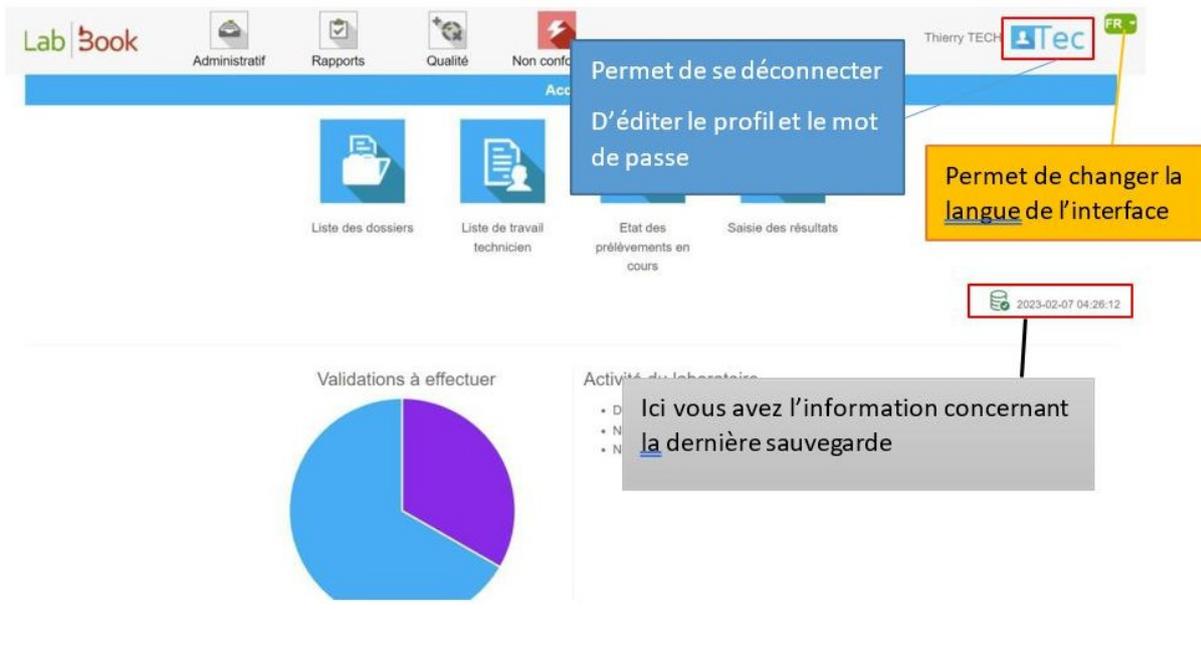
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## Foreword

This manual presents the LabBook elements 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.

For a technician's work to be finalized for LabBook, the analysis result must be saved and validated. Once validated, the analysis disappears from the technician's interface and is displayed on the biologist's side for final validation.

## Home page



- By clicking on the icon next to your name, you can : → Log out: Exit the application by closing your account.
- Edit user: Allows you to edit your profile information (login, first name, last name, etc.).
- Edit password: Here you can change your password.



This home page gives you direct access to results entry and work lists for your profile.

To use the "New outpatient request" and "New inpatient request" functions, please refer to the Manual for the "Secretary" category.

## Emergency management

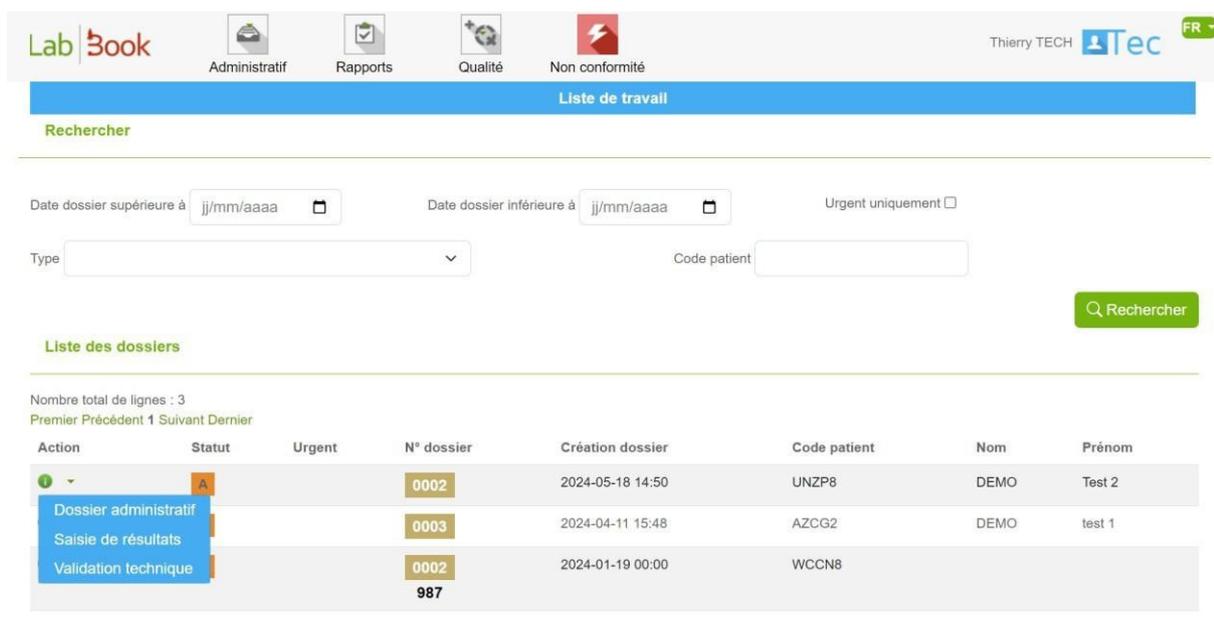
If you see the logo  on your home screen, this means that certain files require urgent analysis. Move your mouse over the logo to see the number of tests involved:



Clicking on the icon will take you directly to a listing of the files concerned. You can then enter your results for these files.

## Technician work list

This list shows you the dossiers requiring your intervention. It allows you to enter results file by file. If you prefer to do this analysis by analysis, please display. See "Entering results".



LabBook | Administratif | Rapports | Qualité | Non conformité | Thierry TECH | Tec | FR

Liste de travail

Rechercher

Date dossier supérieure à   | Date dossier inférieure à   | Urgent uniquement

Type  | Code patient

Rechercher

Liste des dossiers

Nombre total de lignes : 3  
Premier Précédent 1 Suivant Dernier

Action	Statut	Urgent	N° dossier	Création dossier	Code patient	Nom	Prénom
 Dossier administratif	A		0002	2024-05-18 14:50	UNZP8	DEMO	Test 2
Saisie de résultats			0003	2024-04-11 15:48	AZCG2	DEMO	test 1
Validation technique			0002	2024-01-19 00:00	WCCN8		
			987				

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

- "Administrative file": allows you to view the information entered when registering a file. It can also be used to print out an invoice or reprint a report.
- "Results entry": allows you to enter test results for this file. →
- "Technical validation": enables technical validation of the results recorded.

LabBook Thierry TECH | Tec

Saisie de résultats - QMVY3 - Astou NDIAYE -- 30 années

Dossier 10 A

Identité

QMVY3

Astou NDIAYE

Né(e) le - 30 années - Féminin

Hémogramme (Numération Formule Sanguine) [Hématologie, Immunohématologie et Hémostase]

10	03/2022	A	Hématies	*		million/mm3
		A	Hémoglobine	*		g/dl
		A	Hématocrite	*		%
		A	Volume globulaire (VGM)			fl
		A	Charge (TCMH)			pg
		A	Concentration (CCMH)			%
		A	Leucocytes (LCR)	*		mille/mm3
		A	Polynucléaires neutrophiles	*		%
		A	Polynucléaires éosinophiles	*		%

Version : 3.2.3 | Contributeurs

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

Acide urique (uricémie) [Biochimie sanguine]

10 03/2022

Acide urique \* 139 µmol/l

Enregistrer Date de validation 21/03/2022 Technicien Thierry TECH Valider

Once you've saved your results, you can validate them. Once validated, you will not be able to go back to the result. Only a biologist can reset the analysis result.

Once validated, the analysis status changes from "A" to "T".

10 03/2022

Acide urique \* 139 µmol/l

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

## Technical validation

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

The screenshot shows the 'Validation technique' screen in LabBook. The header includes 'LabBook', navigation icons for 'Administratif', 'Rapports', 'Qualité', and 'Non conformité', and user information 'Thierry TECH' with a 'FR' language selector. The main content is a table of test results for 'LMB1 PNQL1 - Joseph NDONG - Né(e) le 2005-02-20 - 17 années'. The table has columns for test names and units. Each row has an orange triangle icon, an 'A' in an orange box, and a green checkmark in a green box. The tests listed are: Globe volume (GMV) 1 fl, Concentration (CCMH) 1 %, Leukocytes 1 Gil, Polynuclear neutrophils 1 %, Polynuclear eosinophils 1 %, Polynuclear basophils 1 %, Lymphocytes 1 %, Monocytes 1 %, and Platelets 1 Gil. At the bottom, there is a 'Date de validation' field with '22/03/2022', a 'Technicien' field with 'Thierry TECH', and a green 'Valider' button.

After technical validation, the **A** status changes to **T**. You can now redo results entry or delete results using the Cancelled and Reset buttons to the right of each result.

## Add new analyses

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

The screenshot shows a search interface. A search box contains the text 'B005'. Below it, a dropdown menu is open, showing a blue selection box with the text '[B005 ] Glucose Biochimie sanguine'. Below the dropdown, there is a green button labeled 'Ajouter'.

## Entering results

Using the icon on the home page or the "Administration" menu, "Results entry", you can enter the results for all current files.

To select the files that concern you, you can :

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

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. With numerical data types (real and integer), there is a rounding system and the behavior will be as follows when the user clicks on the save button:

- All values will be automatically rounded, respecting the number of digits after the decimal point, as specified in the analysis repository.
- If there is no precision, the system automatically defaults to 2 digits after the decimal point.
- If you enter non-numeric characters or leave the fields blank, the system does not apply the rounding function and does not change the values.

## Current direct debit status

This module enables you to enter samples taken in the laboratory. You can do this via the icon on your home page or via the "Administration" menu, "Current sampling status".

Number of lines: 4  
Premier Précédent 1 Suivant Dernier

N° dossier	Date dossier	Patient	Sang	Selles	Urine	Autre
0005	2021-07-29	DEMO test	A saisir	A saisir		
0004	2021-07-29	DEMO test	Modifier			
0002	2021-07-29	DEMO test	A saisir			
0001	2021-07-29	DEMO test	A saisir			

Premier Précédent 1 Suivant Dernier

This table summarizes the list of direct debits to be carried out for each file. If the line shows "To be entered", this means that no data has been entered for the pick in question. If the line shows "Modify", this means that information has been entered for the file. However, you can access it at any time to display a modification.

**Note:** If the laboratory uses LabBook Connect, the sampling code associated with the analysis must correspond to the file identifier generated by the PLC.

## Folder list

You can access this list either via the icon on the home page, or via the "Administration" menu, "Folder list" menu.

LabBook Administratif Rapports Qualité Non conformité Thierry TECH Tec FR

Liste des dossiers

Rechercher

N° dossier  Date du  au  Type dossier

Nom  Prénom  Code  Statut

Type  Urgent uniquement

Rechercher

Liste des dossiers

Nombre total de lignes : 14  
Premier Précédent 1 Suivant Dernier

Action	Statut	Urgent	N° dossier	Réception dossier	Code patient	Code labo.	Nom	Prénom
	A		0001 159	2024-06-13 16:33	EBQS9	2602-A	DEMO	Test 3
	T		0002	2024-05-18 14:50	UNZP8	789	DEMO	Test 2
	I		0003	2024-04-11 15:48	AZCG2	123456	DEMO	test 1
	B		0002	2024-04-11 15:39	UNZP8	789	DEMO	Test 2

Version : 3.4.5 | Contributeurs

This display gives you a quick overview of current files. The different statuses are as follows:

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

Note: If your file has an "Internal laboratory file number", this is displayed in the File No. column (and after the file number). And the date and time the file was received is shown in the "File received" column.

In the Actions menu, you'll find the items that enable you to act on the file, as shown in the technician work list.

## Reports

You have access to the LabBook standard reports tool.

### Activity report

This report gives you data on analyses by type of request (External, Inpatient, On-call and Total) and by age group.

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

You can export data by type or age, or export the entire report as a PDF file.

Lab Book Administratif Rapports Qualité Non conformité Thierry TECH Tec FR

Rapport activité

Rechercher

Date du 01/02/2023 au 24/03/2023 Famille d'analyse

Rechercher

Analyses par type de demande

Analyses	Externes			Hospitalisés			Gardes			Total		
	H	F	I	H	F	I	H	F	I	H	F	I

Analyses par tranche d'âge

Analyses	Moins de 5 ans			5 à 20 ans			20 à 40 ans			Plus de 40 ans			Total		
	H	F	I	H	F	I	H	F	I	H	F	I	H	F	I

\* H = Homme, F = Femme, I = Inconnu

Export par type Export par âge Télécharger le rapport

## Epidemiological report

This report presents a number of indicators. Report details are available in the Epidemiology tab, including disease, type of sample, total received, total analyzed and results.

Lab Book Administratif Rapports Qualité Non conformité Thierry TECH Tec FR

Rapport épidémiologique

Rechercher

Date du 01/06/2021 au 30/07/2021

Rechercher

Epidémiologie

Maladie	Nature prélèvement	Total reçu	Total analysé	Résultats
Choléra	Selles	0	0	<b>Examen direct</b> Bacilles à mobilité polaire : 0 BGN incurvés : 0 <b>Culture</b> Négatif : 0 Positif : 0 V. cholerae O1 : 0 V. cholerae O139 : 0
Ebola	Sang	0	0	Positif : 0 Négatif : 0
Ehol	Crachat	0	0	Positif : 0

You can also search for a specific report by indicating the date range on the "Search" tab. You can also download the report in PDF format using the "Download report" button at the bottom of the page.

Télécharger le rapport

The epidemiological report can be configured from the "Epidemio configuration" tab, using the administrator and biologist profiles.

## Indicator report

The indicator report lets you customize the data to be displayed on the disease, the type of sample, the total received, the analysis total and the results.

LabBook

Administratif Rappports Qualité Non conformité

Thierry TECH Tec FR

Rapport Indicateurs

Rechercher

Date du 01/05/2024 au 13/06/2024

Rechercher

Indicateurs

Maladie	Nature prélèvement	Total reçu	Total analysé	Résultats
Paludisme	Sang	0	0	<b>GE/frottis</b> Positifs : 0 Positifs Femmes : 0 Positifs Hommes : 0
VIH/Sida (Test rapide)	Sang	0	0	<b>Diagnostic sérologique</b> Total positifs : 0 Total positifs Femmes : 0 Total positifs Hommes : 0

Télécharger le rapport

To configure this report, you need an account (biologist, root, etc.) with access rights to the "Settings" menu, then to the "Indicator report configuration" submenu.

## Statistical report

Lab Book
Administratif
Rapports
Qualité
Non conformité

Thierry TECH FR

**Rapport statistique**

Rechercher

Date du  au  Service demandeur

Rechercher

Répartition dossiers

	Moins de 5 ans	5 à 20 ans	20 à 40 ans	Plus de 40 ans	Non renseigné	Total
<b>Masculin</b>	1	4	1	0	0	6
<b>Féminin</b>	0	2	0	0	0	2
<b>Inconnu</b>	0	0	0	0	0	0
<b>Interne</b>	0	0	0	0	0	0
<b>Externe</b>	1	6	1	0	0	8
<b>Total</b>	1	6	1	0	0	8

This report provides data on the distribution of files by gender, age group and patient type.

Data can be searched by date, and also by requesting department for hospitalized patients.

You'll also find statistical data on prescribers, samplers and samples taken. And at the end, a table showing the number of patients and analyses by type (outpatient, inpatient and on-call).

	H	F	I	Total		H	F	I	Total
<b>Nombre de patients externes</b>	10	2	1	13	<b>Nombre d'analyses externes</b>	11	2	2	15
<b>Nombre de patients hospitalisés</b>	2	2	0	4	<b>Nombre d'analyses hospitalisées</b>	2	2	0	4
<b>Nombre de patients de garde</b>	1	0	0	1	<b>Nombre d'analyses de garde</b>	1	0	0	1
<b>Nombre de patients</b>	13	4	1	18	<b>Nombre d'analyses</b>	14	4	2	20

## Report on time to result

LabBook Administratif Rapports Qualité Non conformité Thierry TECH Tec FR

**Rapport sur le délai de rendu du résultat**

Le calcul du délai de rendu des résultats est basé sur la date d'enregistrement du dossier et les dates de validation des analyses du dossier

Rechercher

Date du 13/06/2024 au 13/06/2024 N° dossier Code patient

Type ou Analyse Cliquer pour commencer une recherche

Réinitialiser Rechercher

Réception dossier N° dossier Patient Analyse Délai de validation technique des résultats Délai de rendu des résultats Délai de rendu du dossier

Moyenne des délais de validation technique du résultat :  
Moyenne des délais de rendu du résultat :

Export Télécharger le rapport

This report provides information on the time 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 report" buttons.

## Patient history

This report lets you search for a patient and access his or her history in the software.

LabBook Administratif Rapports Qualité Non conformité Thierry TECH Tec FR

**Liste patients**

Rechercher

Code Nom Tél.

Code labo. Prénom Sexe

Rechercher

Nombre total de lignes : 7  
Premier Précédent 1 Suivant Dernier

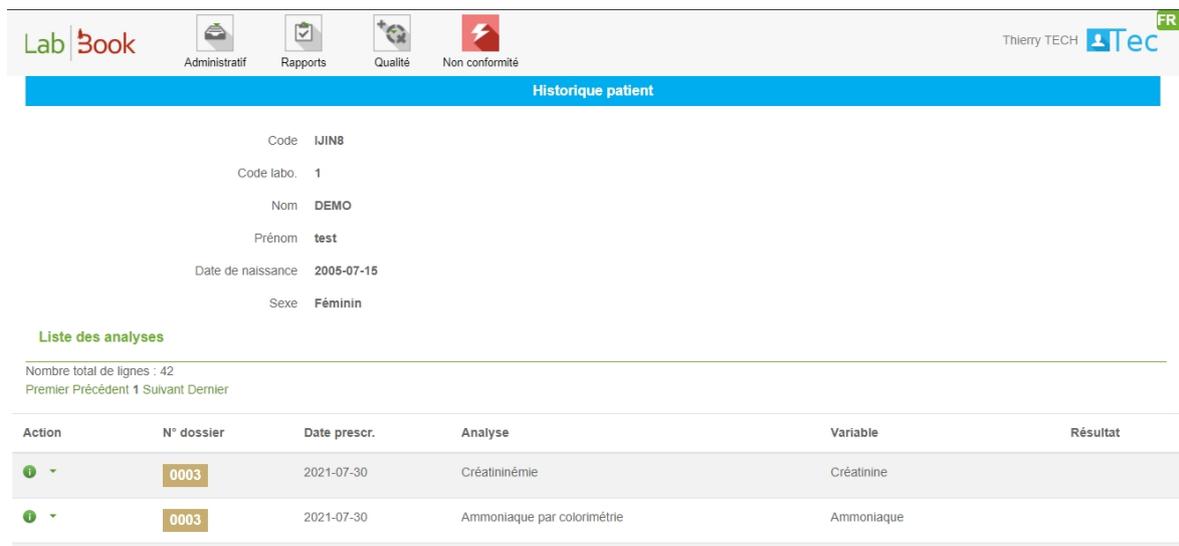
Action	Code	Code labo.	Nom	Prénom	DDN	Sexe
i	RKNF6				2021-03-03	Inconnu
i	HVNX3	789	Demo	test 01		Masculin
i	QAWG6	159	Demo	test 02	2000-03-21	Masculin
i	VKNK3	789	Demo	test 03	2020-02-14	Masculin

Historique

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

Historique

You will then be taken to a page showing all the analyses carried out by the patient and the known results.



Lab Book | Administratif | Rapports | Qualité | Non conformité | Thierry TECH | Tec | FR

### Historique patient

Code IJIN8  
Code labo. 1  
Nom DEMO  
Prénom test  
Date de naissance 2005-07-15  
Sexe Féminin

**Liste des analyses**

Nombre total de lignes : 42  
Premier Précédent 1 Suivant Dernier

Action	N° dossier	Date prescr.	Analyse	Variable	Résultat
+	0003	2021-07-30	Créatininémie	Créatinine	
+	0003	2021-07-30	Ammoniaque par colorimétrie	Ammoniaque	

## End-of-day report

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



Lab Book | Administratif | Rapports | Qualité | Non conformité | Technicien | Tec | FR

### Rapport de fin de journée

Rechercher

Date du 01/04/2025 au 02/04/2025 Service demandeur [dropdown] [Rechercher]

Nombre total de lignes : 2  
Premier Précédent 1 Suivant Dernier

Action	Date	N° dossier	Famille	Analyse	Validation
+	2025-04-02	0001	Biochimie sanguine	Glucose	Administratif, Technique
+	2025-04-02	0002	Hématologie	Hémogramme	Administratif

Premier Précédent 1 Suivant Dernier

[Quitter] [Export des données] [Télécharger le rapport]

You can change the date filter to select a different day or period. You can also sort your search by "requesting department".

The "Export data" and "Download report" buttons allow you to obtain the report in csv and PDF format.

## Daily billing report

This report lets you view the billing status of your files.

LabBook Administratif Rapports Qualité Non conformité Thierry TECH Tec FR

Etat journalier de la facturation

Rechercher

Date du 30/07/2020 au 30/07/2021 Créateur du dossier Cliquer pour commencer une recherche

Rechercher

Liste des facturations en cours

Nombre total de lignes : 3  
Premier Précédent 1 Suivant Dernier

N° dossier	N° facturation	Prix	A payer après remises
202107300001		52000.00	52000.00
202107300002		0.00	0.00
202107300003		67000.00	67000.00

Premier Précédent 1 Suivant Dernier

Reste à payer 0.00

Télécharger le rapport

It is possible to modify the filter on dates and to restrict the view by file creator.

Remainder to pay is displayed at the bottom of the listing.

## Quality and Non-Compliance Module



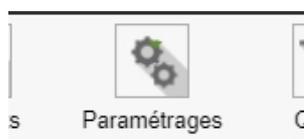
Click on the  icon to declare a non-conformity for authorized personnel.

The form that opens allows you to describe the type of non-conformity, its impact on the laboratory and the steps taken to resolve it.

For further information on these two modules, please refer to the manual on these functions.

## Advanced technician

This role was added with LabBook 3.0 to give more privileges to a standard technician account. The difference lies 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 laboratory information: report headers, unit prices for sampling and analysis procedures, module activation, default age unit, automatic disconnection time, and the ability to bill hospitalized patients.
- "User management" to add, modify or delete a user.
- "Analysis repository" for editing and adding analyses. You can also import/export the repository.
- "Dictionaries" to add and edit data in the dictionary.
- "Age Interval Configuration" to modify report data by age. → "Configuration of requesting services" to add a list of requesting list.
- "Configuration of functional units" to create units in LabBook, assigning users and analyses to each unit in order to use a single LabBook for different departments and with partitioned data.
- "Patient file management" to modify patient files. Merge two patient files.
- DHIS2 and Epidemio configurations to load or download configuration files.

Indicator report configuration to create and add a spreadsheet to manage the data to be displayed in the report.

## APPENDIX: ID labels - Data export

ID/Code	Label
<b>Sex</b>	
1	Male
2	Female
3	Unknown
<b>impact_patient (Impact on patient)</b>	
1053	Low
1055	High
1057	Serious
0	None
<b>Impact_user (Impact on personnel)</b>	
1053	Low
1055	Important
1057	Serious
0	None
<b>Title</b>	
260	Monsieur
261	Madam
262	Miss
263	Doctor
264	Professor
<b>Ctq_type_val (Control type)</b>	
QN	Quantitative
QL	Qualitative
<b>cte_conform (Inspection result)</b>	
C	Conform



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