Fondation Mérieux

LabBook v3.6

Technician's manual

V2

January 2026

Fondation **Mérieux**
Lutte contre les maladies infectieuses depuis 1967
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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.).

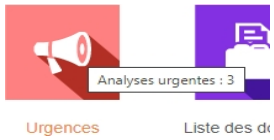
→ Edit password: Here you can change your password.

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

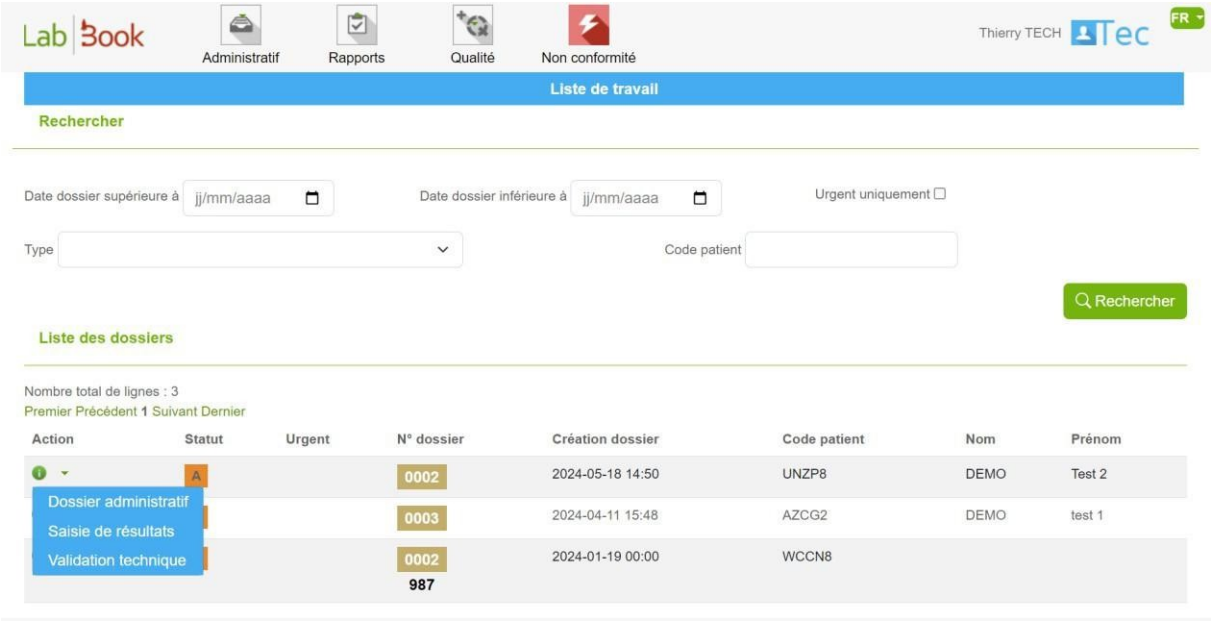
If you see the logo on your home screen, this means that certain files require urgent analysis. Move your mouse over the logo to see the number of tests involved:



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

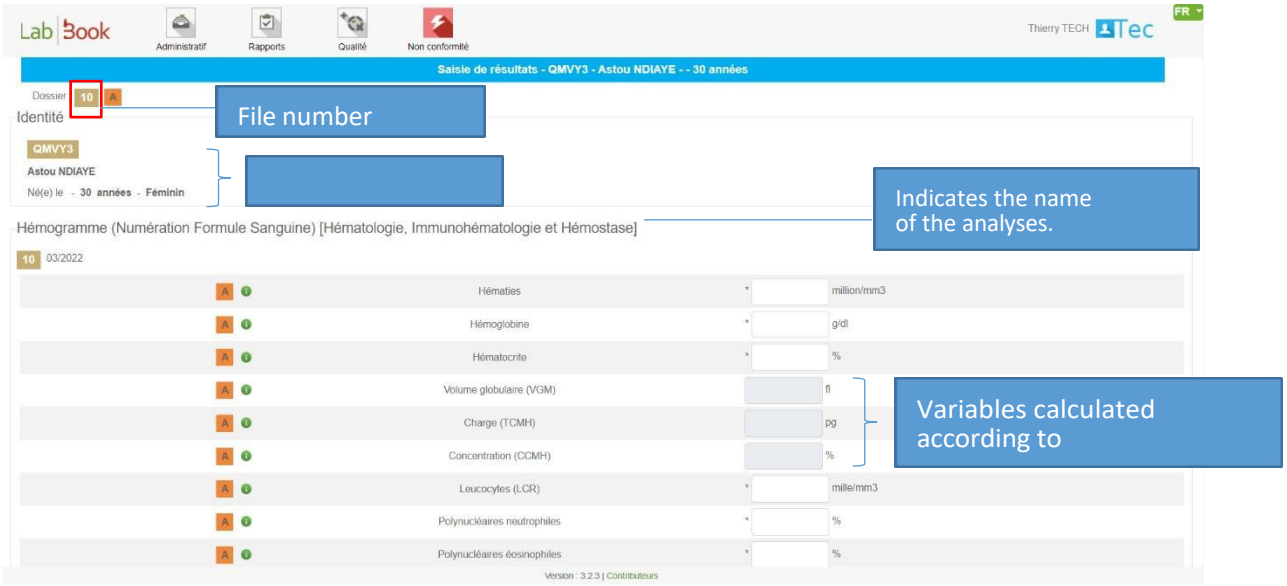
Technician work list

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".



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

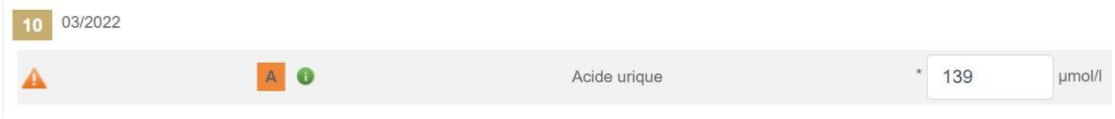
- "Administrative file": allows you to view the information entered when registering a file. It can also be used to print out an invoice or or reprint a report.
- "Results entry": allows you to enter test results for this file.
- "Technical validation": enables technical validation of the results recorded.



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

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.

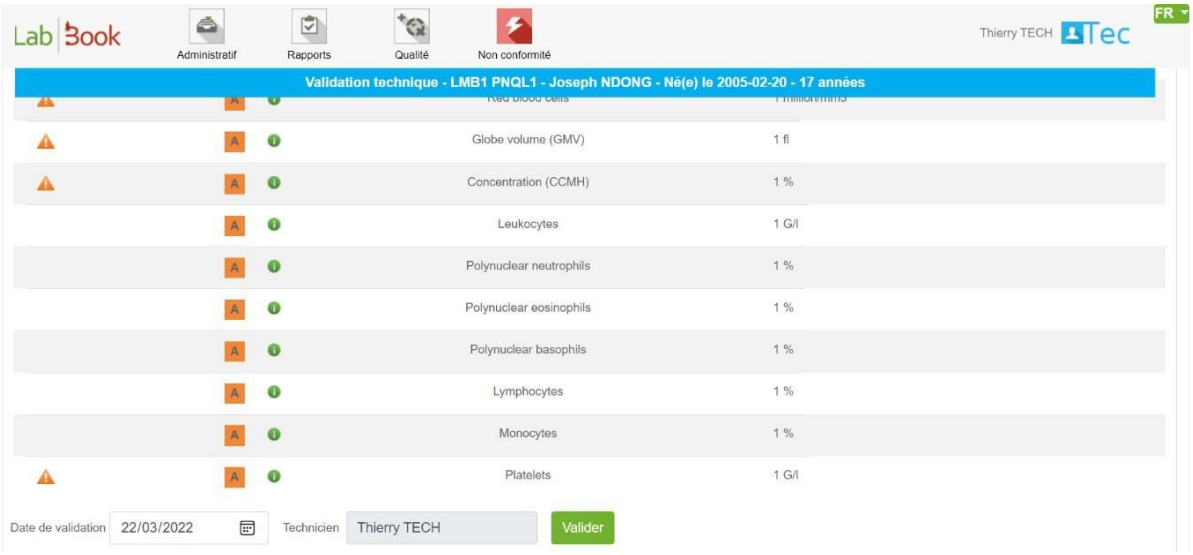
Once validated, the analysis status changes from "A" to "T".



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

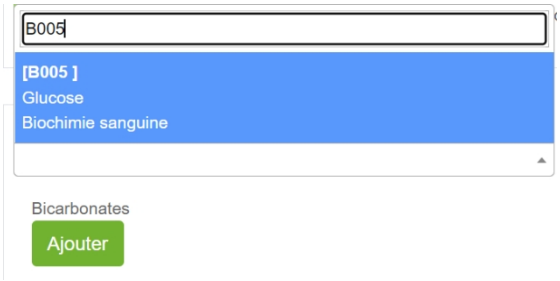
This item in the list of actions allows you to perform only technical validation on a file. In this way, the interface that appears shows you only the elements to be validated on the file in question.



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.

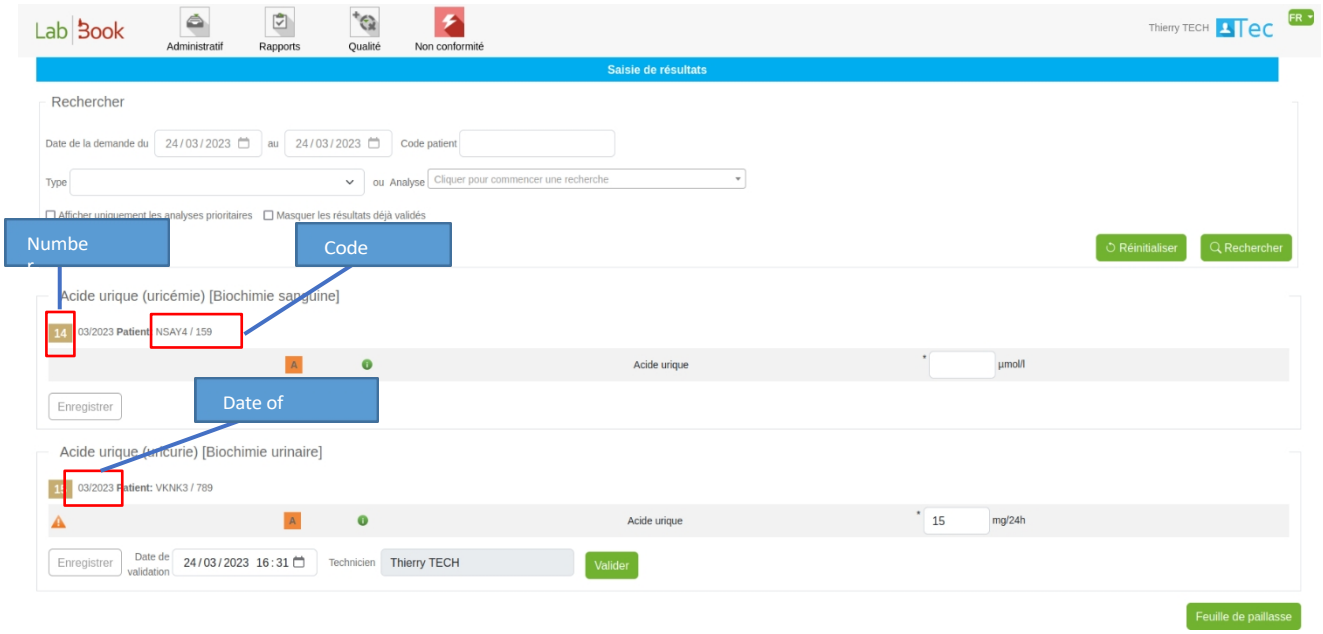
Add new analyses

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.



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".

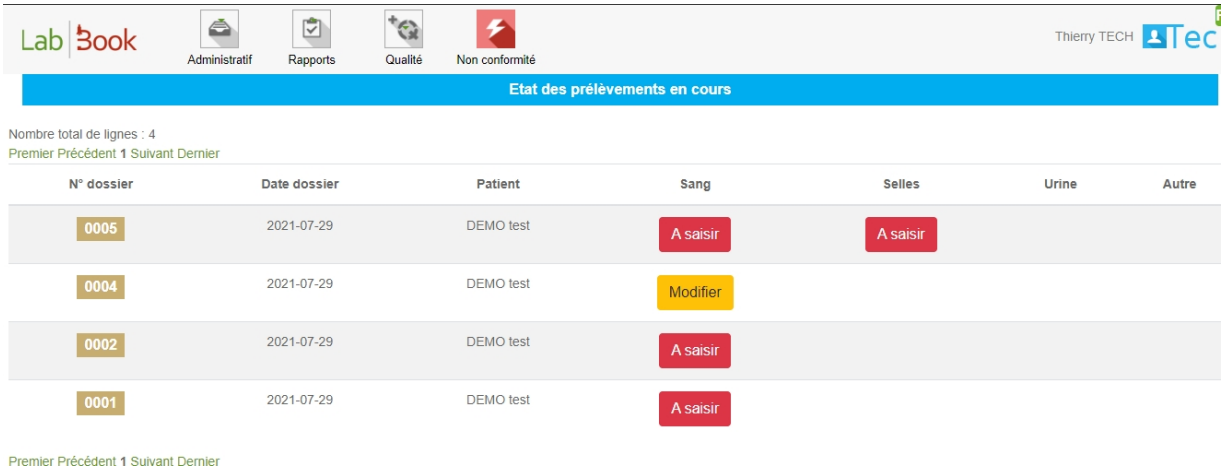
The page that appears shows the files concerned by analysis family. You can then enter your results, save them and validate them analysis family by analysis family.

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".



This table summarizes the list of direct debits to be carried out for each file. If the line shows
If the line shows "To be entered", this means that no data has been entered for the pick in question.

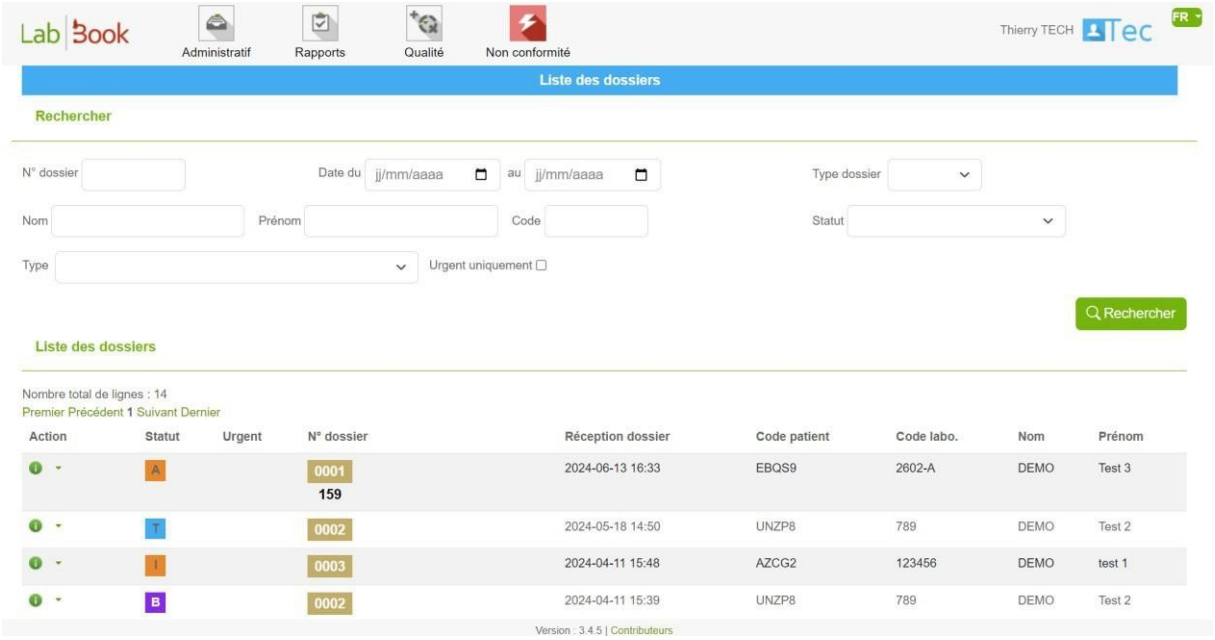
If the line shows "Modify", this means that information has been entered for the file. However, you can access it at any time to display a modification.

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.



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

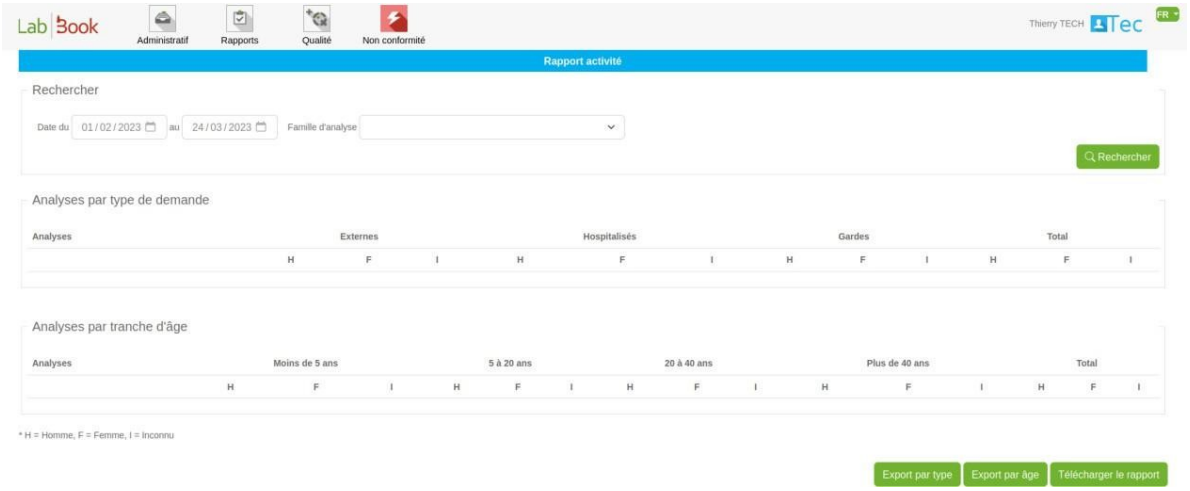
You have access to the LabBook standard reports tool.

Activity report

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

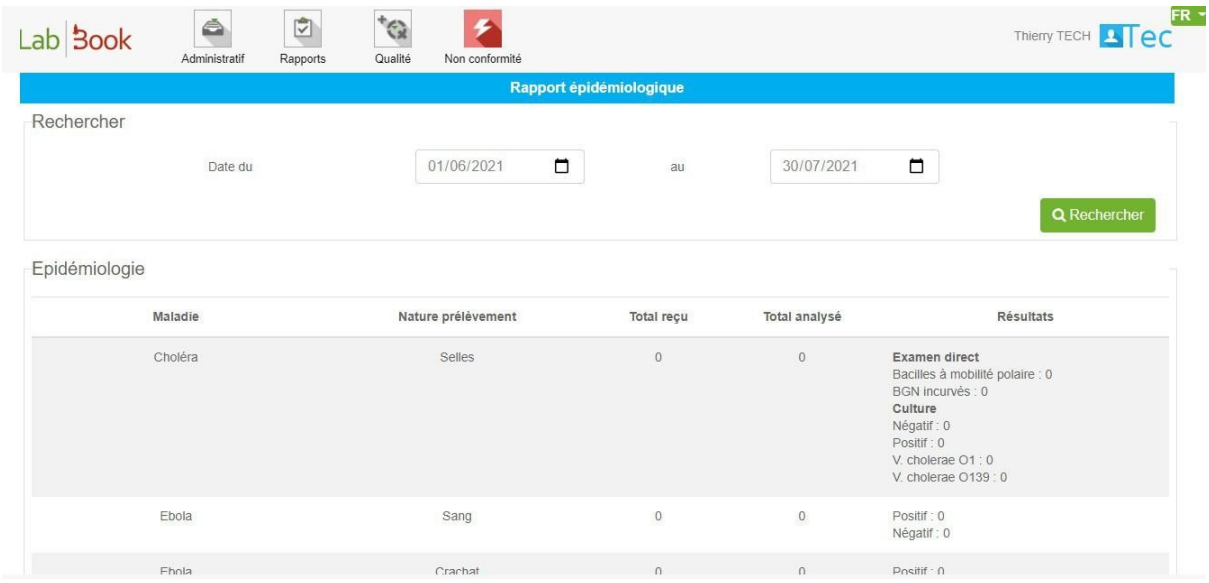
Please note: Age groups can be customized in the administration interface (with the "root" login).

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

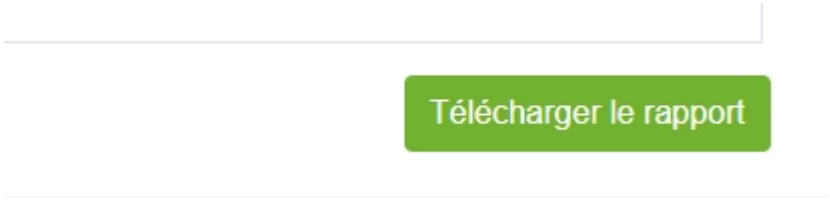


Epidemiological report

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.



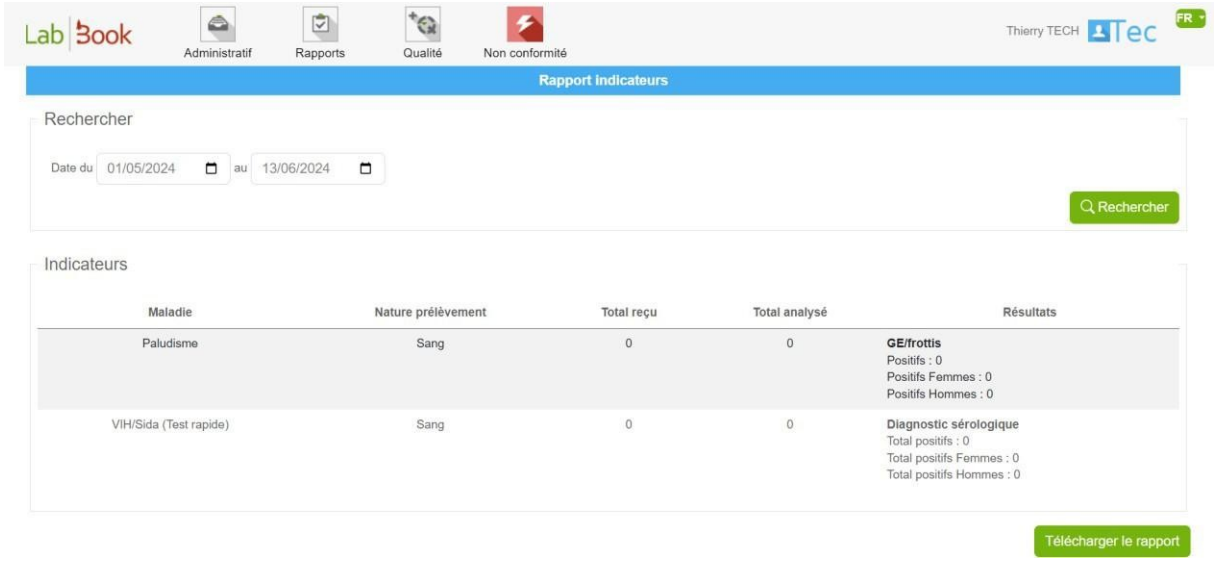
You can also search for a specific report by indicating the date range on the "Search" tab. You can also download the report in PDF format using the "Download report" button at the bottom of the page.



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

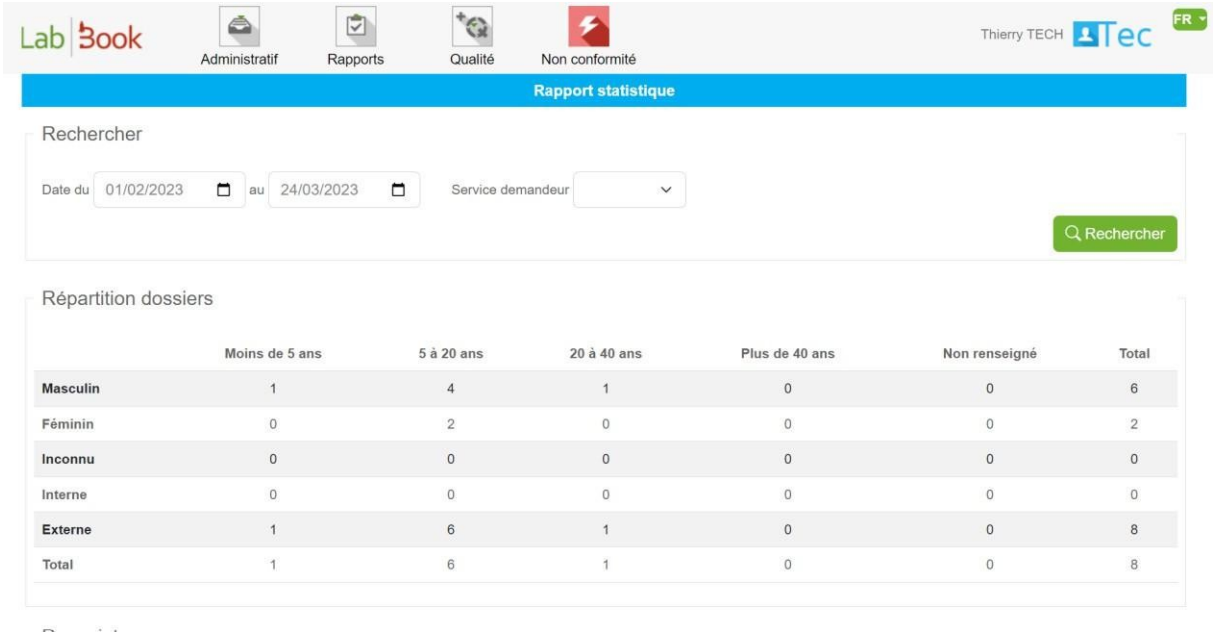
Indicator report

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.



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



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

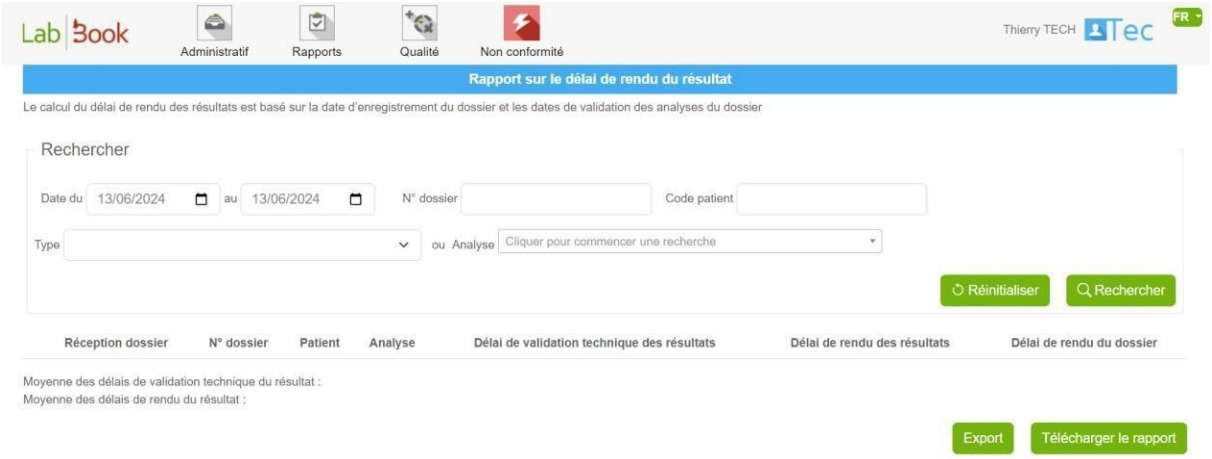
Data can be searched by date, and also by requesting department for hospitalized patients.

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
Nombre de patients externes	10	2	1	13
Nombre de patients hospitalisés	2	2	0	4
Nombre de patients de garde	1	0	0	1
Nombre de patients	13	4	1	18

	H	F	I	Total
Nombre d'analyses externes	11	2	2	15
Nombre d'analyses hospitalisées	2	2	0	4
Nombre d'analyses de garde	1	0	0	1
Nombre d'analyses	14	4	2	20

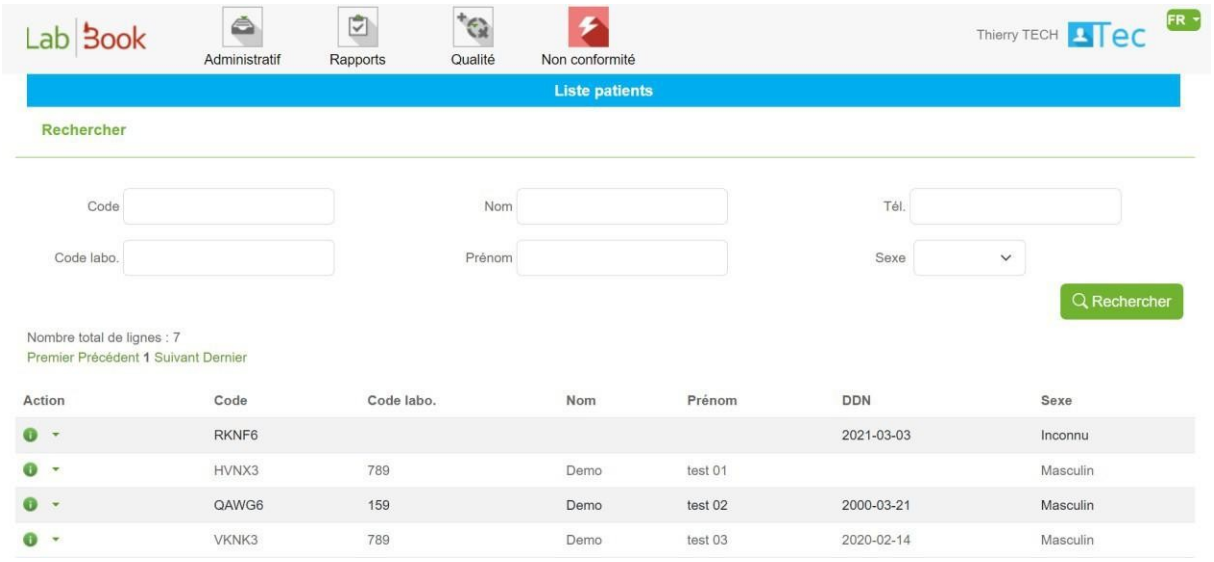
Report on time to result



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.

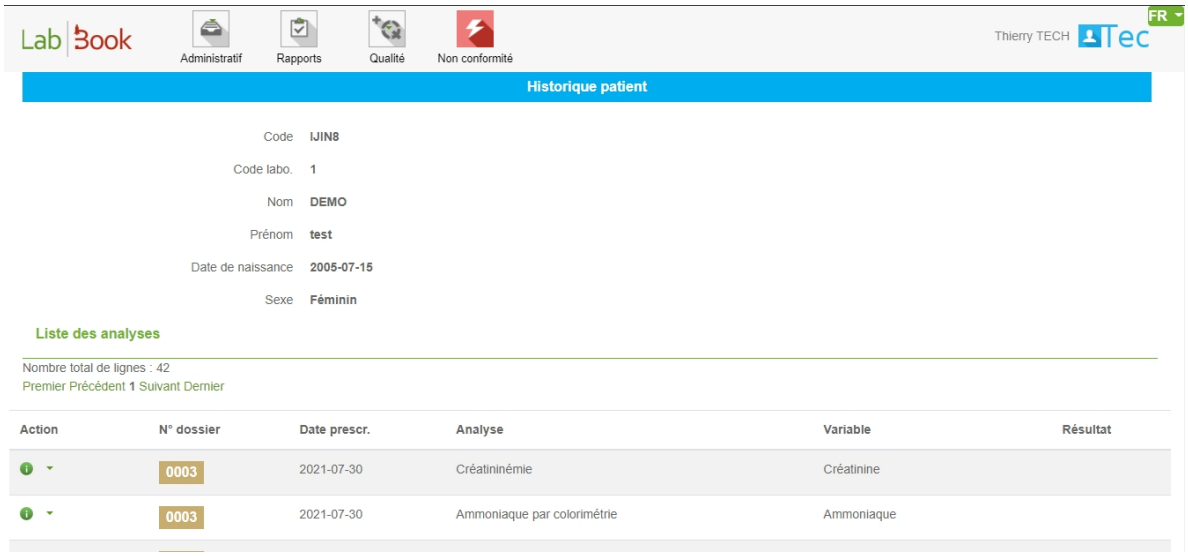
Patient history

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



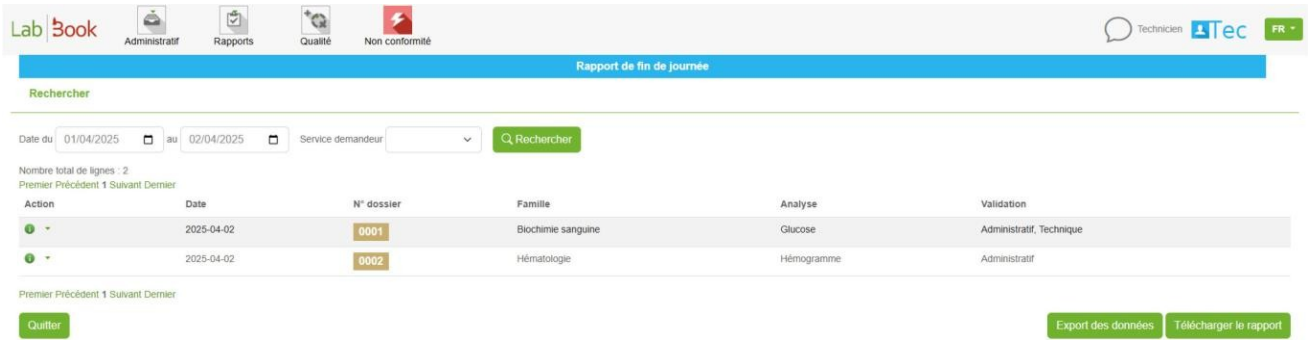
You can search for the patient concerned by code (the code generated by LabBook), lab code (the patient code internal to the laboratory), surname/first name, telephone number and gender. To access the history, simply click on the down arrow next to the "i" icon in the Action column.

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



End-of-day report

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

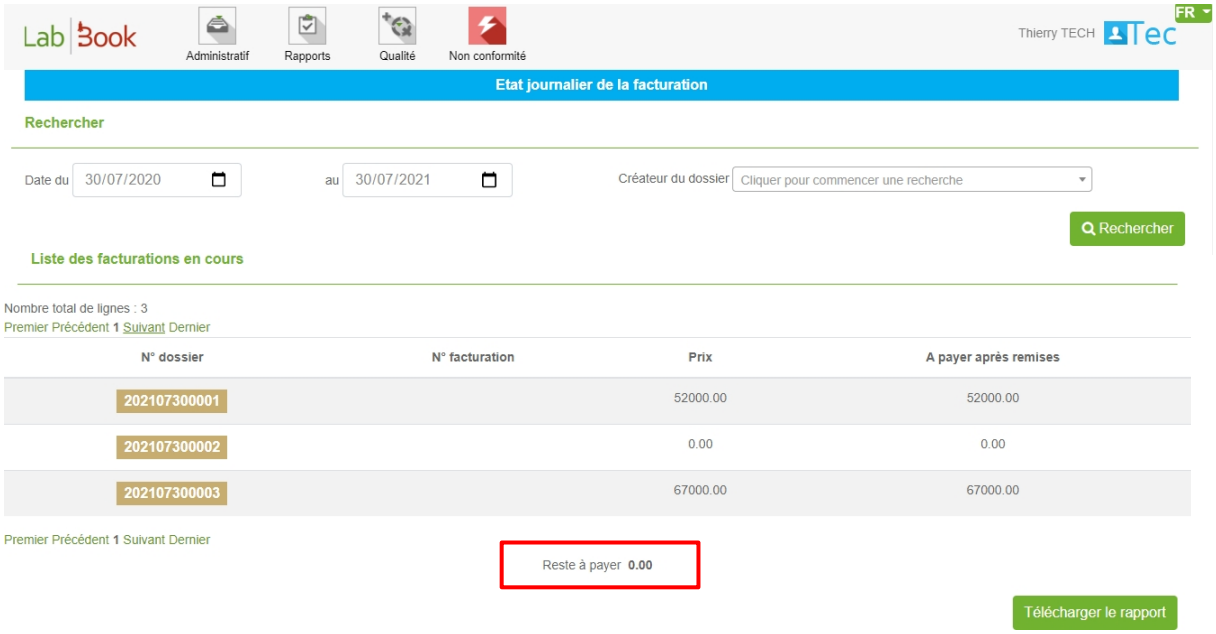


You can change the date filter to select a different day or period. You can also sort your search by "requesting department".

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.



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

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