

Retrieving Data from WinLIMS

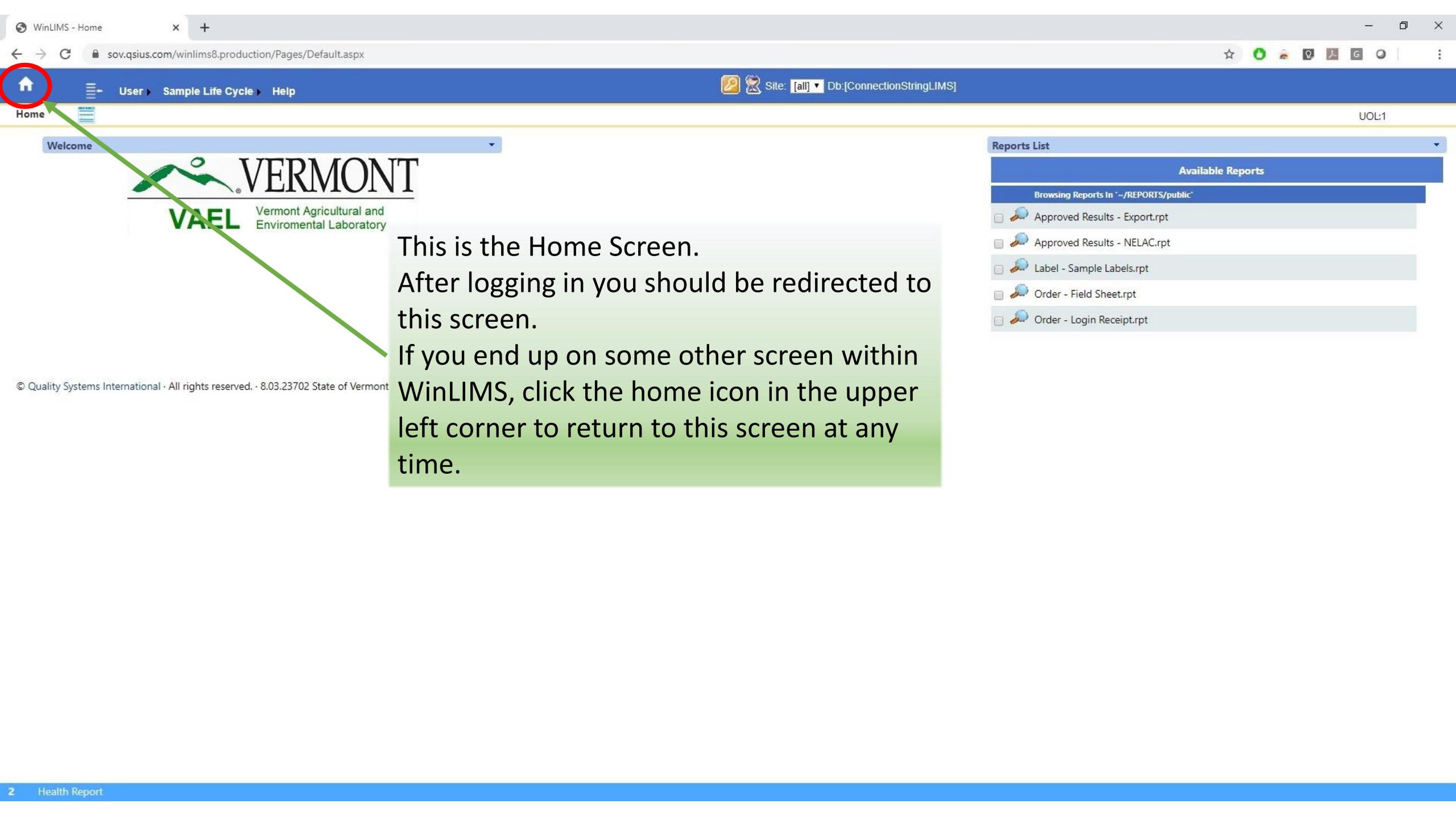
How To Run Reports from VAEL's
Laboratory Information Management System

Before we begin...

- This tutorial covers retrieving lab data and reports from VAEL's Laboratory Information Management System (LIMS). You must be a registered user with VAEL's LIMS in order to use this function.
- Please reach out to VAEL if you are unsure if you're a registered user or if you've forgotten your username or password.
- The LIMS is linked on the VAEL website and can be found online at the following URL:

<http://www.sov.qsius.com/winlims8.production>

NOTE: We are required to furnish clients with an official written report upon completion of their samples. The official written report is generated automatically by the LIMS and emailed as a PDF to clients once an order of samples has been approved. You do not need to be a registered user of VAEL's LIMS in order to receive this report.



This is the Home Screen.
After logging in you should be redirected to this screen.
If you end up on some other screen within WinLIMS, click the home icon in the upper left corner to return to this screen at any time.

Reports List	
Available Reports	
Browsing Reports In '~/REPORTS/public'	
<input type="checkbox"/>	Approved Results - Export.rpt
<input type="checkbox"/>	Approved Results - NELAC.rpt
<input type="checkbox"/>	Label - Sample Labels.rpt
<input type="checkbox"/>	Order - Field Sheet.rpt
<input type="checkbox"/>	Order - Login Receipt.rpt



We will be working with the reports in the Reports List found in the upper right corner of the home screen. Clicking on the Magnifying Glass icon () to the left of the report name will run the report in the Crystal Reports™ Viewer Window.

NOTE: You may need to pause, turn off or disable your pop-up blocker or whitelist the WinLIMS website in order to see the Crystal Reports Viewer window.

Reports List

Available Reports

Browsing Reports In '~/REPORTS/public'

-  Approved Results - Export.rpt
-  Approved Results - NELAC.rpt
-  Label - Sample Labels.rpt
-  Order - Field Sheet.rpt
-  Order - Login Receipt.rpt

 Approved Results - Export.rpt

The Export generates a report of approved data that is export friendly. The generated report may be exported in .xls, .xml, .doc, .rpt or .csv file formats. The Export report is ideally suited for an export, transform, import into your own database.

 Approved Results - NELAC.rpt

The NELAC report allows you to generate a custom report similar in format to the official report distributed by VAEL.

 Label - Sample Labels.rpt

The Sample Label report allows you to generate labels for a set of tests or samples within an order, or for the entire order. This report is optimized for a 3"x2" adhesive label.

 Order - Field Sheet.rpt

The Field Sheet report allows you to reprint the VAEL Field Sheet if you have misplaced or inadvertently destroyed your original.

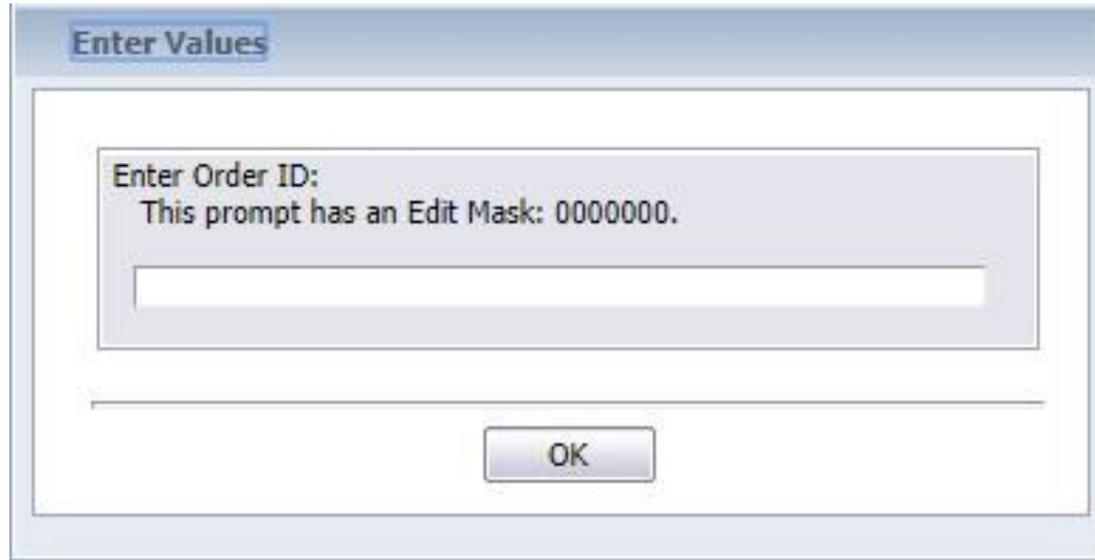
 Order – Login Receipt.rpt

The Login Receipt allows you to double check the tests and samples that were received by VAEL for a given order. This report is sent to the Project Leader and Order Submitter by default when samples are received at the Lab.

Prompts – Limiting the Data Reported

- Each of the reports that run from the home screen have a series of prompts that allow you to tailor the report to your specific needs.
- All Sample Results, Sample Details and Order Details belong to a Project.
 - Each project is only viewable to LIMS users that have been assigned to that project.
 - You can input anything into a prompt but unless you have been assigned to the project that the data belongs to you will not be able to view it.
 - On some reports you will see the complete list of LIMS Program and Project numbers in the prompts. *This does not mean you have been assigned to these programs or projects.*
- We have tried to standardize the prompts in order to make using each report easier and to provide for different reporting needs among Lab Clients. There are currently three different groups of prompts used:
 - Approved Results prompts,
 - Label prompts and
 - Order Prompts.

Order Prompts



The image shows a standard Windows-style dialog box titled "Enter Values". Inside the dialog, there is a text prompt that reads "Enter Order ID:" followed by a sub-prompt "This prompt has an Edit Mask: 0000000.". Below the text is a single-line text input field. At the bottom center of the dialog is an "OK" button.

- The simplest prompt of the bunch!
- Just enter an appropriate VAEI Order ID and click OK to generate the report.
 - *NOTE: These reports can also be generated from the Manage Orders screen in WinLIMS.*
 - *NOTE: The edit mask shown above (0000000) means that a valid entry must be a number and have seven (7) digits.*

Approved Results Prompts

Enter Values

Include Laboratory Duplicates, Matrix Spikes and Matrix Spike Duplicates.

True

OPTIONAL Select Program:

...

OPTIONAL Select Project:

...

OPTIONAL - Select Date(s) samples were collected:
Please specify a Date value greater than or equal to 1/1/2019.

Start of Range: Enter a Value:

End of Range: Enter a Value:

Include this value No lower value

Include this value No upper value

OPTIONAL - Enter Order ID:
This prompt has an Edit Mask: 0000000.

OPTIONAL Enter Client Sample ID:

OK

- The Approved Results prompt is a little more complex, but it is a powerful tool for returning only the data you're looking for.
- The first parameter is for including laboratory matrix spikes, duplicates and matrix spike duplicates.
 - It is set to True by default so Duplicates, Matrix Spikes and Matrix Spike Duplicate quality control elements will be returned along with their parent sample results.
 - Setting it to false will return sample results without any of the associated laboratory QC elements.

Approved Results Prompts

The screenshot shows a dialog box titled "Enter Values" with several sections:

- Include Laboratory Duplicates, Matrix Spikes and Matrix Spike Duplicates:** A dropdown menu set to "True".
- OPTIONAL Select Program:** A dropdown menu with "..." selected.
- OPTIONAL Select Project:** A dropdown menu with "..." selected.
- OPTIONAL - Select Date(s) samples were collected:** A section with two date range inputs. The left input is labeled "Start of Range:" and the right is "End of Range:". Both have "Enter a Value:" text and a calendar icon. Below each input are checkboxes for "Include this value" (checked) and "No lower value" (unchecked) for the start, and "No upper value" (unchecked) for the end.
- OPTIONAL - Enter Order ID:** A text input field with the note "This prompt has an Edit Mask: 0000000." below it.
- OPTIONAL Enter Client Sample ID:** A text input field.
- An "OK" button at the bottom.

Green arrows point from the text on the right to the "Select Program" dropdown, the "Select Project" dropdown, the "Start of Range" and "End of Range" date inputs, the "Enter Order ID" text input, and the "Enter Client Sample ID" text input.

OPTIONAL PROMPTS

- Selecting a Program Number from the drop-down list will limit results to those belonging to that Program.
- Selecting a Project Number from the drop-down list will limit results to those belonging to that Project.
- Results can be further limited by specifying a date or range of dates for which samples were COLLECTED.
- To return only results belonging to a particular order, enter the VAEL Order ID here.
- You may return results based on your own sample ID (ie: "Burlington or "Rood Pond") by entering it here.

Approved Results Prompts

Enter Values

Include Laboratory Duplicates, Matrix Spikes and Matrix Spike Duplicates.
True

OPTIONAL Select Program:
...

OPTIONAL Select Project:
...

OPTIONAL - Select Date(s) samples were collected:
Please specify a Date value greater than or equal to 1/1/2019.

Start of Range: Enter a Value: Include this value No lower value

End of Range: Enter a Value: Include this value No upper value

OPTIONAL - Enter Order ID:
This prompt has an Edit Mask: 0000000.

OPTIONAL Enter Client Sample ID:

OK

OPTIONAL PROMPTS

- Filling out more than one optional prompt limits the report to data that meets all of the entered criteria.
 - Examples:
 - Entering Program 005 and Project 012-01 would return no data because there is no data that belongs to both project 012-01 and program 005.
 - Entering Project 002-01 and a date range of 1/1/2019 to 12/31/2019 will return all sample results for project 002-01 in 2019.
- Edit mask – Order IDs must be a number with seven (7) digits.

Label Prompts

The screenshot shows the 'Enter Values' dialog box with the following sections:

- Sort by:** A dropdown menu currently set to 'Sample ID'. A green arrow points to this dropdown.
- OPTIONAL Enter Order ID(s):** A text input field with an edit mask of '0000000'. A green arrow points to the right-pointing arrow button next to the input field.
- Selected Values:** An empty list box for the Order IDs. Below it are 'Remove' and 'Remove All' buttons.
- OPTIONAL Enter Sample ID(s):** A text input field with an edit mask of '0000000-000'. A green arrow points to the right-pointing arrow button next to the input field.
- Selected Values:** An empty list box for the Sample IDs. Below it are 'Remove' and 'Remove All' buttons.
- OPTIONAL Only generate labels for the following tests:** A list of available tests: Air Toxics Metals, Alkalinity, Alkalinity Auto Titrator, Ash, bankers test, BOD, Chloride by Lachat, and Chlorophyll-a. A green arrow points to the right-pointing arrow button next to the list.
- Selected Values:** An empty list box for the selected tests. Below it are 'Remove' and 'Remove All' buttons.
- OK** button at the bottom center.

- Sort labels by either VAEL Sample ID or Test Name. Default is by Sample ID.

OPTIONAL PROMPTS

- Enter one or more Order IDs and use the '>' button to add them to the list of orders to generate labels for.
- Enter one or more VAEL Sample IDs and use the '>' button to add them to the list of Samples to generate labels for.
- To only generate labels for a specific test select it from the list and click the '>' button.

Label Prompts

Enter Values

Sort by:
Sample ID

OPTIONAL Enter Order ID(s):
This prompt has an Edit Mask: 0000000.

Selected Values:

Remove Remove All

OPTIONAL Enter Sample ID(s):
This prompt has an Edit Mask: 0000000-000.

Selected Values:

Remove Remove All

OPTIONAL Only generate labels for the following tests:

Available Values:

- Air Toxics Metals
- Alkalinity
- Alkalinity Auto Titrator
- Ash
- bankers test
- BOD
- Chloride by Lachat
- Chlorophyll-a

Selected Values:

Remove Remove All

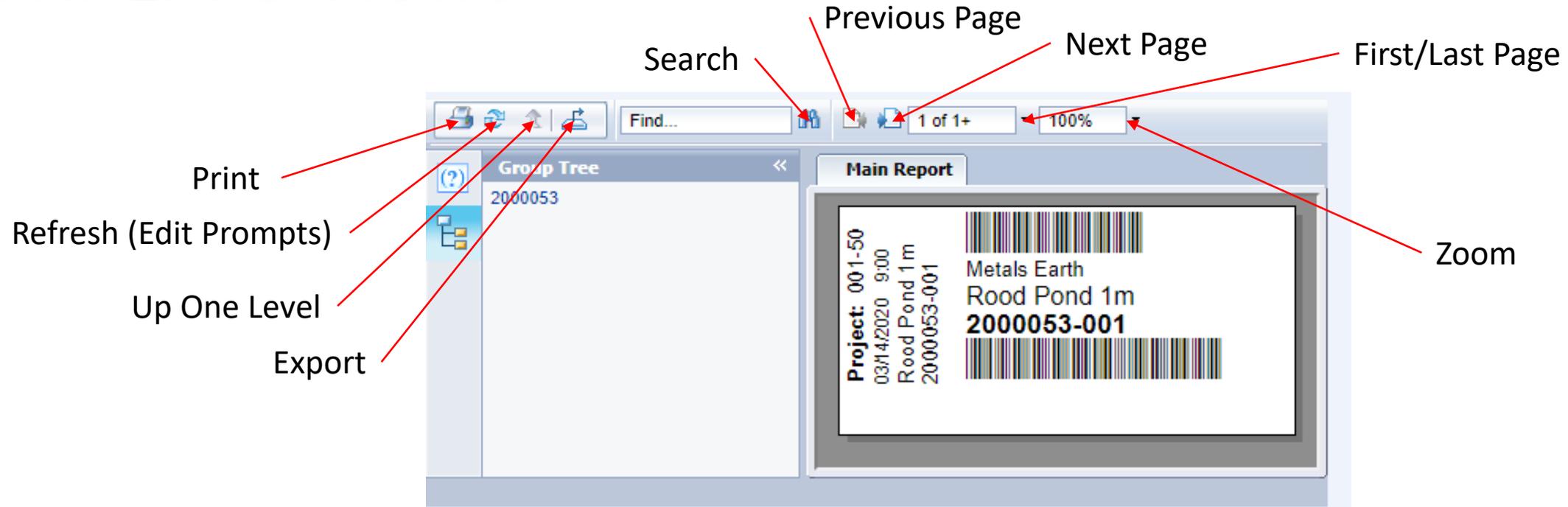
OK

*NOTE: Like with the Approved Results prompts, if you fill out more than one optional prompt you will only generate sample labels for samples that meet ALL the criteria. For this reason you should enter **EITHER** Order ID(s) **OR** Sample ID(s).*

Example 1: Order ID 1900167 and Sample IDs 2000053-001 and 2000052-002 are entered. No labels will be generated because neither sample belongs to order 1900167.

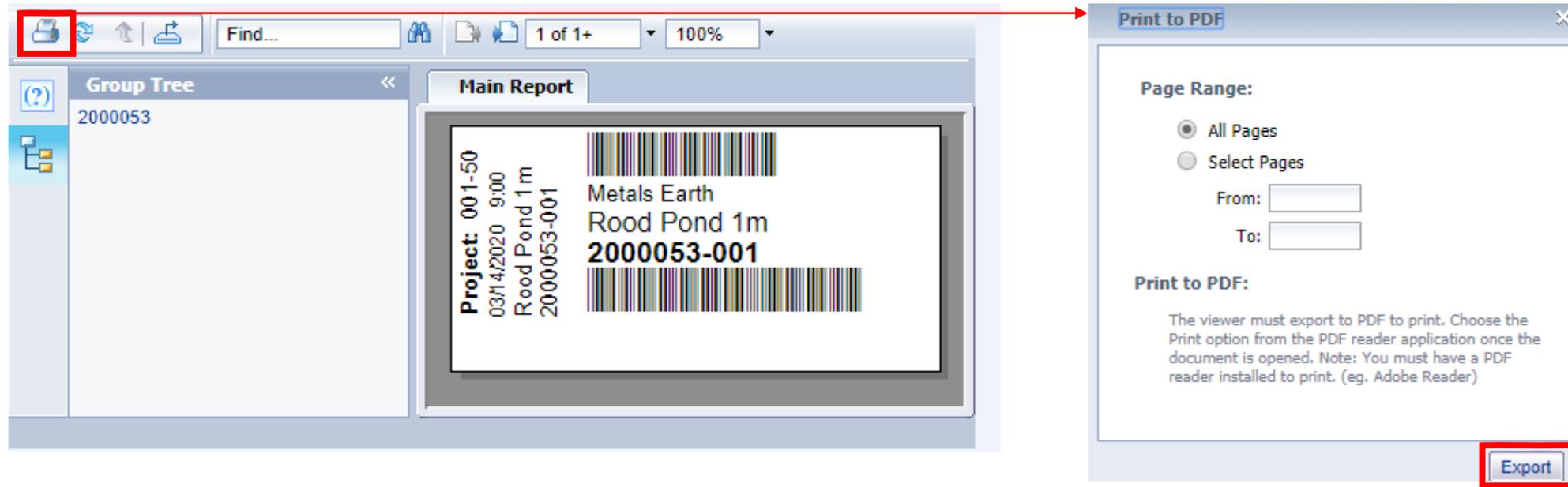
Example 2: Order ID 1900167 and the Test BOD are entered into the prompts. BODs were not registered for Samples in order 1900167 so no labels will be generated.

WinLIMS Viewer



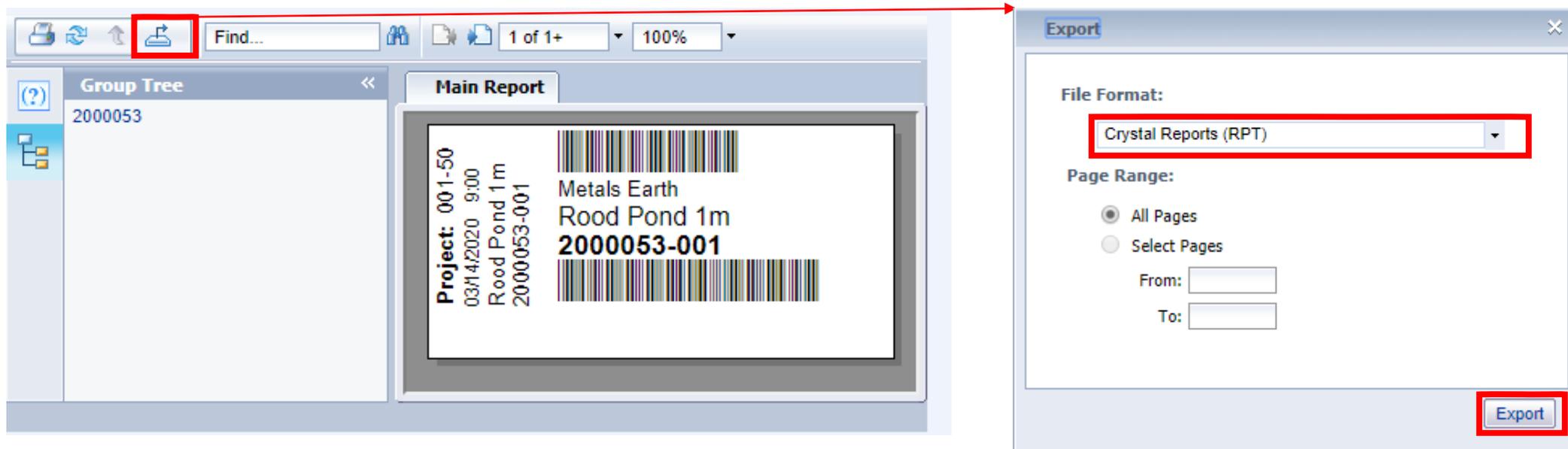
This is the WinLIMS viewer window. Once you have entered your desired prompts, it will query the database and generate your labels or report. Then you should see the first page displayed. You can scroll through the pages by using the 'Next' and 'Previous' page buttons, jump to the first or last page, change the zoom or search for text within the label or report. Clicking on the refresh button will essentially launch the viewer again and you'll be prompted for new values.

WinLIMS Viewer - Printing



Clicking on the Print button brings up the Print to PDF dialog box. When you click the Export Button in the Print to PDF dialog box a PDF file will begin to download onto your computer. After the download completes you should be able to open the PDF file and print your labels or report as normal.

WinLIMS Viewer - Exporting



Clicking on the Export button brings up the Export Dialog Box. Make sure to select your desired file format (possibilities include .csv, .xls, .doc, .pdf & .xml) then click the Export button. A file of the appropriate type will begin downloading onto your computer. By default all exports from the WinLIMS viewer are named cryViewer. Subsequent exports of the same file type will be given an incrementing integer suffix (e.g. cryViewer (3).xls).