LABsBOOK
JOURNAL FOR LABORATORIES

THE DIGITAL LABORATORY JOURNAL

User Manual

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1 LABsBOOK at a glance

What LABsBOOK does, the two modules it consists of, and how they work together.

1.1 What is LABsBOOK?

LABsBOOK is the **digital laboratory journal** for testing and quality laboratories. It shows at a glance where every sample is, when it arrived in the lab and when it was finished, how the test results turned out and whether the batch has been released.

LABsBOOK runs in a web browser. It is installed on a local PC, a Linux server or with a hosting provider and can be integrated into existing laboratory processes with little effort.

Benefit	What it means for you
⚡ **Quick installation**	Designed for a straightforward introduction into existing laboratory processes.
Full integration	Fits easily into your existing number ranges, forms and structures.
High acceptance	Intuitive, well-structured operation – your staff need no lengthy training.
Flexible and secure	Installation on a local PC, a Linux server or with a hosting provider. Statistics tools and interfaces included.
Modern mobility	Mobile web apps, QR codes for samples and test equipment, and direct scanning with mobile devices.

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1.2 The two modules

LABsBOOK consists of **two modules** that answer two different questions. Depending on your requirements, both modules can be **operated independently of each other** – internally, however, they are linked.

MODULE 1

Lab

Where is my sample – and how far has processing progressed?

- **Processing status** of the sample (registered, in progress, completed)
- **Time stamps** for creation, lab intake and completion
- **Raw data sheet** (PA) with automatically filled-in sample data
- Label with QR code, sample tracking by scanning

MODULE 2

Test Results

What are the measured values – and is the batch released?

- **Test orders** with test plan and limits
- **Result entry** with instant limit display
- **Evaluation and release** of test orders
- **Certificates of analysis** as PDF, archived automatically

The link between the modules: the **sample number** – it is at the same time the number of the test order.

1.3 How the modules work together

In the journal table you see **two independent statuses for every sample**: the **lab status** and the **test result status**. This lets you see immediately whether a sample has been fully processed in the lab while its test results are still outstanding – or the other way round.

	Lab status	Test result status
Question	Where is the sample in its processing?	What are the test results – and have they been evaluated and released?
Display	Symbol in the column ▼	Lock symbol in the column 🔒
Levels	⚪ registered · 🟡 in progress · ✅ completed	In progress · Accepted · Deviation · Rejection – plus release: released or blocked
Set by	Click on **Lab intake** / **Lab completed**, or QR scan	Result entry, **Complete** and evaluation

Note When a test order is **completed** in result entry, LABsBOOK also sets the lab status to *completed*. Conversely, completing a sample in the lab does **not** complete the test order – result entry remains independent of it.

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1.4 Roles

Which functions you can see and use depends on your **role**. There are four roles: **betrieb** (plant), **labor** (lab), **master** and **admin**. An overview is given in the appendix (Roles and permissions). Functions your role may not use appear greyed out. The **start page** after login also depends on the role (section 3.1).

1.5 How this manual is organised

The manual follows the **menu structure of the journal**: each menu group is a chapter, each menu item a section. Chapter 8 first explains two basic terms that are important for the master data.

Chapter	Content
2 Quick start	From sample to certificate in four steps.
3 The journal	Start page, header area, menu bar, filters and table.
4 Lab	Create new sample, lab intake, lab completed, QR scan.
5 Test results	Result entry and the work queue of test orders.
6 Print	Label, raw data sheet or result sheet and certificate of analysis.
7 Test equipment	Test equipment management and assignment to the sample.
8 Sample type and test type	Basics: difference, connection and purpose of the two terms.
9 Master data	Company, material, plants, test plans, test characteristics, labs, Turbo master data.
10 Statistics	Statistics/test results, balance, limit value analysis, processing time.
11 Tools	Raw data sheets, label layouts, batch cockpit, admin tools.
12 Mobile web apps	QR scan, create sample and batch cockpit on the smartphone.

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2 Quick start

From sample to certificate of analysis in four steps – short and sweet.

This is how a typical run works. Every step is described in detail in this manual. In everyday use you mostly work in the **journal** only: select a sample, click a symbol.



1 Create the sample

Enter the sample with batch, material and origin. LABsBOOK assigns the **sample number** automatically and prints the label with QR code right away.

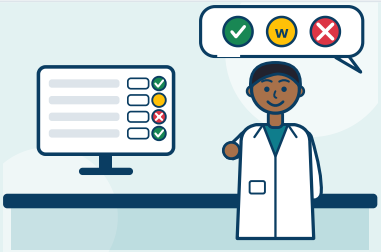
→ Section 4.1



2 Check in at the lab

Scan the label or click **Lab intake**. The sample is set to *in progress* – with a time stamp. The raw data sheet can be printed – individually or as a batch.

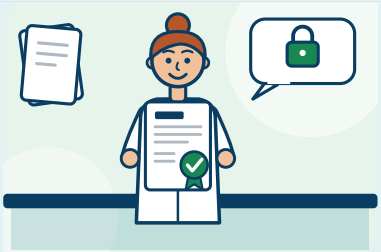
→ Sections 4.2 and 6.2



3 Enter results

Enter the measured values in the test order. LABsBOOK shows **instantly** whether a value is fine: green (accepted), yellow (deviation), red (rejection).

→ Section 5.1



4 Complete and release

Complete the test order and set the batch to *released* or *blocked*. The **certificate of analysis** is created automatically as a PDF.

→ Sections 5.1 and 6.3

2.1 Setup in five steps

1. **Create users and roles:** Tools › Admin Tools › User Management.
2. **Enter company and labs:** Master Data › Company & Basic Settings, Master Data › Manage labs.
3. **Create material, plants and test characteristics** – fastest with Master Data › Turbo Master Data.
4. **Create test plans** (Master Data › Test Plans), **upload raw data sheets** (Tools › Upload Raw Data Sheets (PDF)).
5. **Test sample**: create, print, enter results, complete – done (checklist in the appendix).

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3 The journal

The start page of LABsBOOK: control centre for all samples, statuses and time stamps.

3.1 Login and language

Open LABsBOOK in your browser and log in with your **username** and **password**. You choose the language on the login page or at any time at the top right of the page header: **Deutsch**, **English** or **Srpski**. The selection applies to the whole interface.

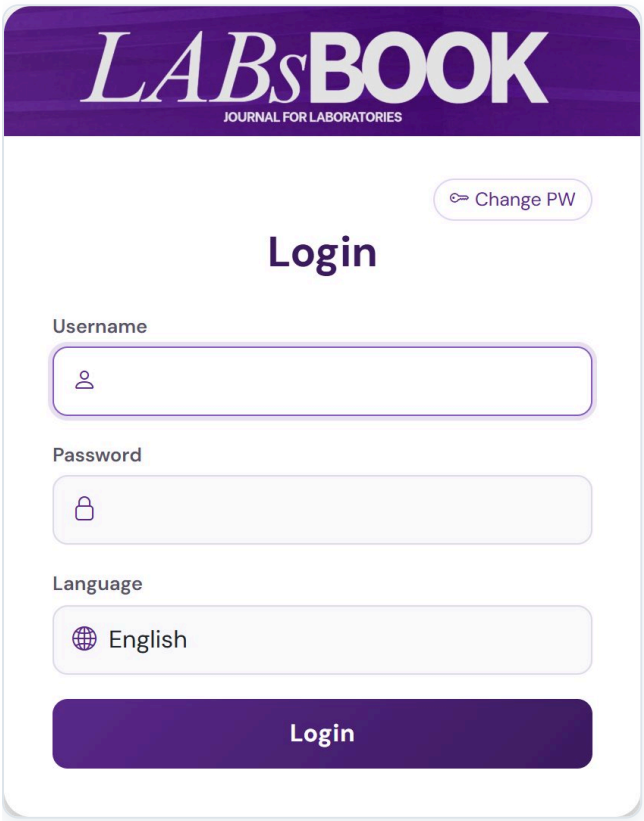


Figure 1 · Login page with language selection

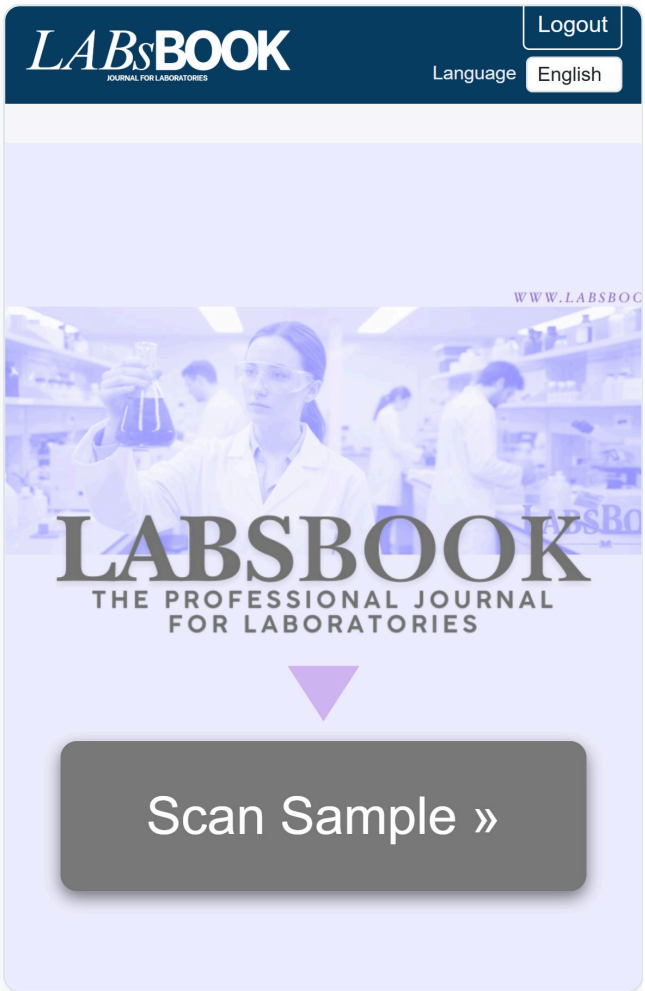


Figure 2 · The same interface on a smartphone

At the top right you can see **who is logged in** and with which role. Use Logout to log out. You can change your password with the link *Change PW* at the top of the login page (at least 8 characters).

After login, LABsBOOK opens the **start page** that matches your role:

User	Start page
Role **betrieb**	**Batch cockpit** (section 11.4) – the overview of the own batches. The logo in the page header does not lead to the journal.
Role **labor** with *Area (Lab)*	**Test order overview** (work queue, section 5.3) – the open test orders of the own lab.
all others	the **journal** (this page).

3.2 Layout of the start page

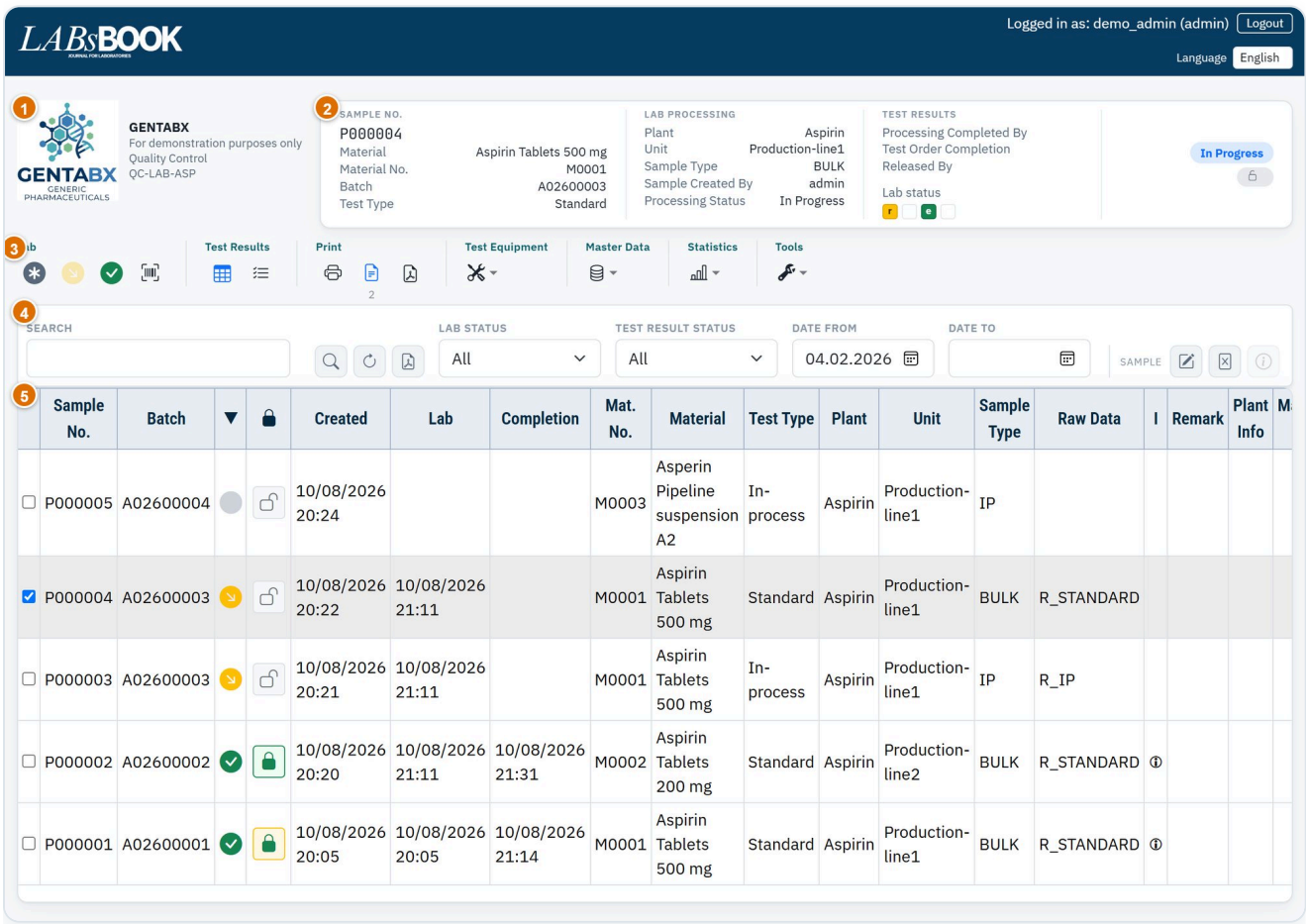


Figure 3 · The start page at a glance: ① company logo, ② info box for the selected sample, ③ menu bar, ④ search and filters, ⑤ sample table

No.	Area	Purpose
①	Company logo and lab data	Shows your logo and the company/lab name (maintained under master data).
②	Info box	Shows details of the **selected sample** as well as its evaluation and release.
③	Menu bar	All functions – grouped into Lab, Test Results, Print, Test Equipment, Master Data, Statistics, Tools.
④	Search and filters	Narrow down samples by text, status and period.
⑤	Sample table	All samples with status, time stamps, material and origin.

3.3 Header area and info box

At the top left LABsBOOK shows your **company logo** and the lab data. To the right of it, as soon as you select a sample in the table, the **info box** appears with three blocks:

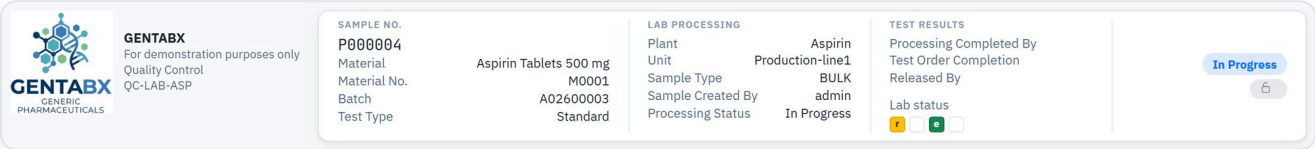


Figure 4 · Header area with company logo and info box for the selected sample (example)

Block	Content
Sample No.	Sample number, material, material number, batch and test type.
Lab Processing	Facility, plant, sample type, who created the sample, and the processing status.
Test Results	Who completed the processing, test order completion (date, time), who released it – below that **Lab status**.
Status badges (right)	Evaluation of the test results (Accepted , Deviation , Rejection) and release (Released , Blocked or *empty*). Clicking the badges opens result entry.

The **information symbol** next to the release appears when a **justification** has been entered for the evaluation – move the mouse over it to read it.

Lab status

Below *Released By* the info box shows **Lab status**: one small box per lab set up, in the order of the labs (Master Data › Manage labs). This shows at a glance how far the sample has got in each lab.

☐ not in the test plan r e in the test plan: r = raw data sheet, e = result sheet r label printed

e raw data sheet/result sheet printed r error

- **Frame with letter**: the lab is part of the sample's test plan; *r* = raw data sheet, *e* = result sheet.
- **Yellow**: the label for this lab has been printed (click on Print in the label preview).
- **Green**: the raw data sheet or result sheet has been printed (opened or in batch printing).

- **Red**: error in the master data – no raw data sheet/result sheet or no label is assigned to the lab, or the PDF file of the raw data sheet is missing. Correct the label assignment of the material (section Material). For the roles *master* and *admin* the red box can be **clicked**: it opens the **Turbo master data** of the sample with the dialog *Labels/Raw data sheets* (section 9.7).

> **Tip** Move the mouse over a box: the tooltip shows the lab, raw data sheet or result sheet, the print times and, if applicable, the error.

3.4 The menu bar

The menu bar groups all functions. The symbols always refer to the **selected sample** – so select a sample in the table first.

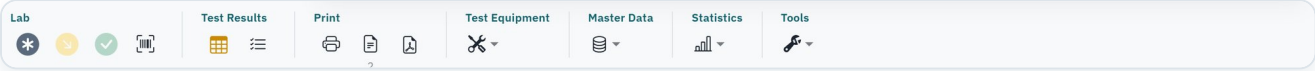


Figure 5 · Menu bar with the groups Lab, Test Results, Print, Test Equipment, Master Data, Statistics and Tools

Group	Symbols and functions
Lab	Create New Sample · Lab intake · Lab completed · QR scan
Test Results	Result entry (colour = evaluation) · Test order overview
Print	Label · Raw data sheet (PA) · Analysis certificates
Test Equipment	Test equipment management · Test equipment assignment
Master Data	Company, material, plants, test plans, test characteristics, labs, Turbo master data (roles master/admin)
Statistics	Statistics/test results · Balance · Limit value analysis · Processing time
Tools	Upload raw data sheets · Adjust raw data sheet · Label layouts · Batch cockpit · Admin tools · Manual (roles master/admin)

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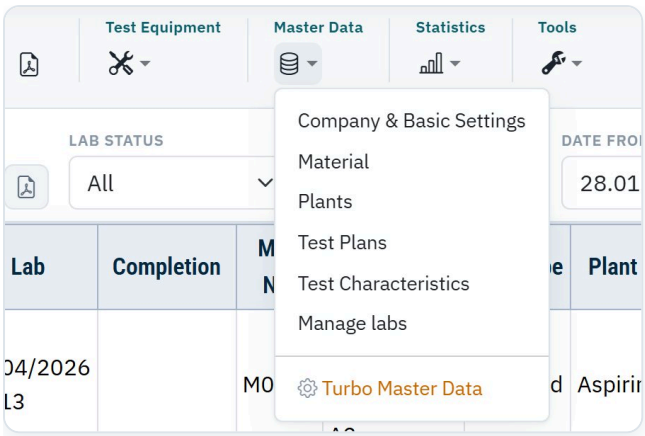


Figure 6 · *Master Data* menu

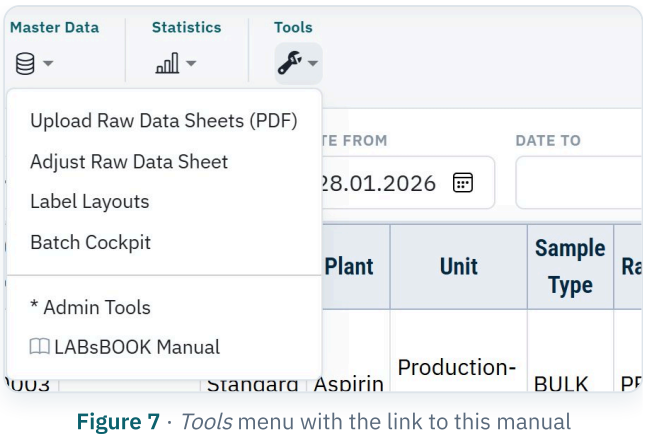


Figure 7 · *Tools* menu with the link to this manual

> **Note** If a function is not enabled for your role, its symbol appears **greyed out**. The symbols *Lab intake* and *Lab completed* are also dimmed when the respective action no longer makes sense for the current status.

3.5 Searching and filtering

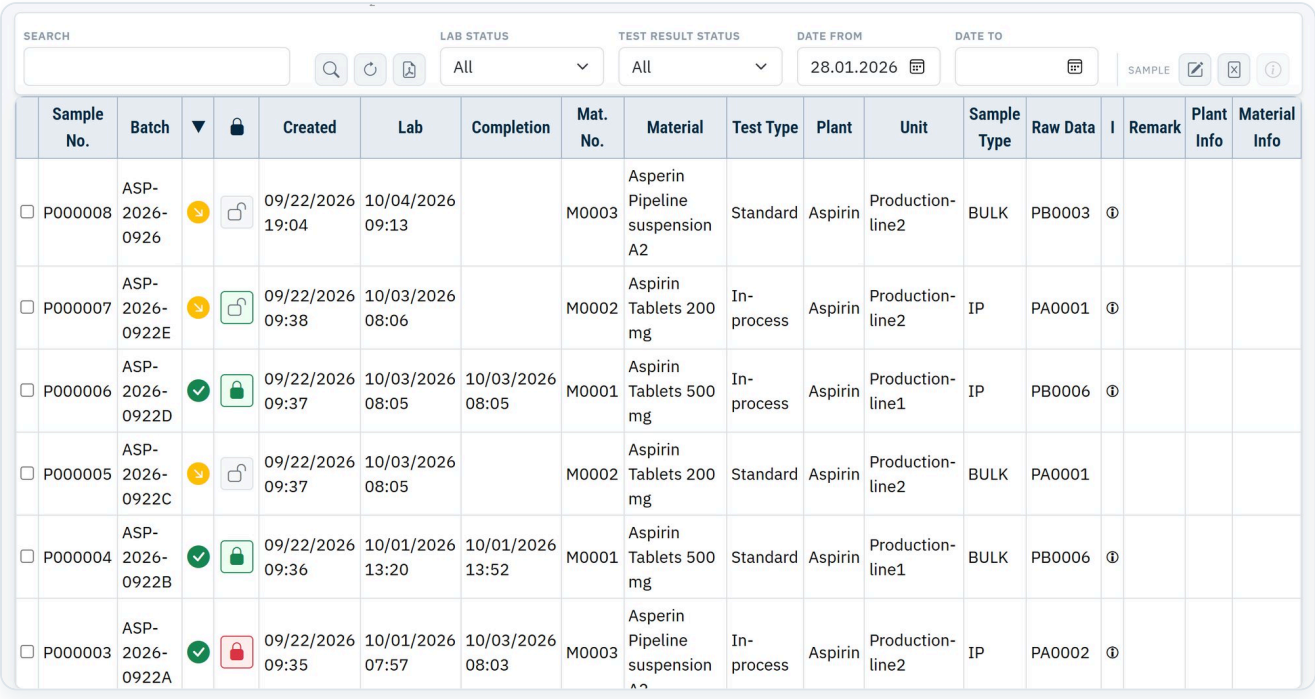


Figure 8 · Search and filters above the table

Element	Function
Search	Search term – searches sample number, batch, material, facility, plant, raw data sheet no. and test type. 🔍 starts the search.
Lab Status	Only samples with the selected lab status (registered, in progress, completed).
Test Result Status	Only samples with the selected evaluation (In progress, Accepted, Deviation, Rejection, Assign test type, No test plan, Completed/No plan). **Open** shows all test orders that are not yet completed – regardless of the evaluation. With the default setting *Show only open test orders* (section 9.1) the filter is set to *Open* when the journal is opened.
Date from / to	Period of creation. Without an entry, the default period from the basic settings applies.
↻ **Reset**	Resets all filters.
PDF selection	Exports the displayed selection as a PDF.
Sample group	✎ Edit sample · ☒ Delete sample (master/admin) · ⓘ Show change log.

The journal refreshes **automatically** (interval adjustable). Newly created samples are briefly **highlighted by blinking** – set the interval and blink duration under Master Data › Company & Basic Settings.

3.6 The sample table and its two statuses



	Sample No.	Batch	▼	🔒	Created	Lab	Completion	Mat. No.	Material	Test Type	Plant	Unit	Sample Type	Raw Data	I	Remark	Plant Info	Material Info
☐	P000008	ASP-2026-0926	🟡	grey	09/22/2026 19:04	10/04/2026 09:13		M0003	Asperin Pipeline suspension A2	Standard	Aspirin	Production-line2	BULK	PB0003	ⓘ			
☐	P000007	ASP-2026-0922E	🟡	green	09/22/2026 09:38	10/03/2026 08:06		M0002	Aspirin Tablets 200 mg	In-process	Aspirin	Production-line2	IP	PA0001	ⓘ			
☐	P000006	ASP-2026-0922D	🟢	green	09/22/2026 09:37	10/03/2026 08:05	10/03/2026 08:05	M0001	Aspirin Tablets 500 mg	In-process	Aspirin	Production-line1	IP	PB0006	ⓘ			
☐	P000005	ASP-2026-0922C	🟡	grey	09/22/2026 09:37	10/03/2026 08:05		M0002	Aspirin Tablets 200 mg	Standard	Aspirin	Production-line2	BULK	PA0001				
☐	P000004	ASP-2026-0922B	🟢	green	09/22/2026 09:36	10/01/2026 13:20	10/01/2026 13:52	M0001	Aspirin Tablets 500 mg	Standard	Aspirin	Production-line1	BULK	PB0006	ⓘ			
☐	P000003	ASP-2026-0922A	🟢	red	09/22/2026 09:35	10/01/2026 07:57	10/03/2026 08:03	M0003	Asperin Pipeline suspension	In-process	Aspirin	Production-line2	IP	PA0002	ⓘ			

Figure 9 · Sample table: lab status (▼) and test result status (🔒) per sample

Each row is a sample. Besides sample number, batch, material, facility, plant and sample type, the table shows the **time stamps** *Created*, *Lab* (lab intake) and *Completion* as well as the number of the **raw data sheet** (or *Result sheet*). The column **I** indicates that sample data has been changed afterwards (see change log). *Remark*, *Facility info* and *Material info* contain additional notes.

Lab status

- **Registered** – sample has been created
- **In progress** – arrived in the lab
- **Completed** – lab processing finished

Test result status (lock column)

The lock column combines **two pieces of information**: the **frame colour** shows the *evaluation* of the test results, the shape and colour of the **lock** show the *release* of the batch.

Frame	Meaning
grey	**In progress** – not yet evaluated
green	**Accepted** – all values within the limits
yellow	**Deviation** – at least one value outside the warning limits
red	**Rejection** – at least one value outside the release limits
orange	**Assign test type!** – master data incomplete (Turbo master data)

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Frame	Meaning
blue	**No test plan!** – no test plan exists yet for this material and test type

Lock	Release
open, grey	no release set yet (empty)
closed, green	**Released**
closed, red	**Blocked**

> **Tip** Move the mouse over the lock: the tooltip states release **and** evaluation in plain text.

3.7 Selecting, editing and deleting a sample

Select a sample by clicking its row or the check box on the left. The selected row is highlighted, the **info box** fills in, and all menu functions refer to this sample.

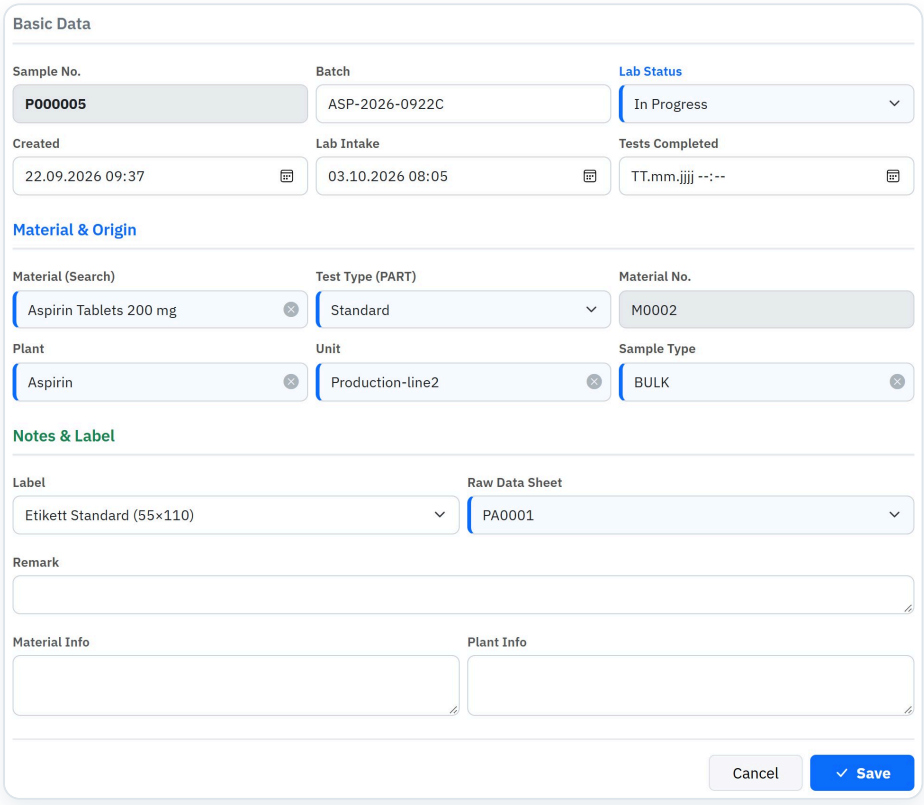


Figure 10 · Edit sample: change master data, time stamps, notes and label of a sample

With ✎ (roles master/admin) you open the sample for **editing**: you can change batch, lab status and time stamps, material, test type, facility, plant, sample type, raw data sheet, label, remark as well as the notes *Material Info* and *Facility info*. Every change is recorded in the **change log** together with a **reason** (see below).

Deleting a sample

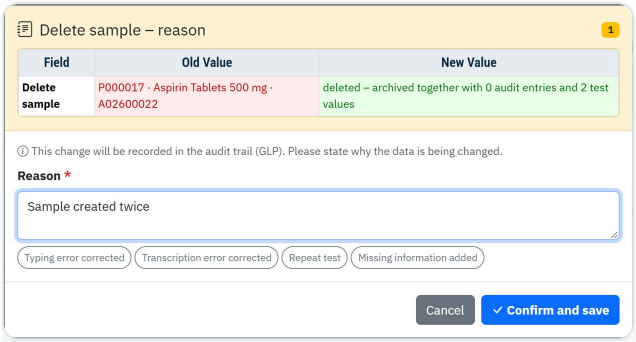


Figure 11 · Delete sample – reason: the header shows the sample and what will be archived

deletes the selected sample (roles *master* and *admin*). Beforehand LABsBOOK asks for a **reason**; the header of the dialog shows sample, material and batch as well as the number of audit entries and test values that will be archived.

- The sample disappears from the journal but is **not removed without a trace**: header data, test values and the complete **audit trail** are kept in the archive **Deleted samples** – together with time, user and reason of the deletion (section 11.5).
- Without a reason (at least 3 characters) nothing is deleted; Cancel aborts.

Change log (audit trail)

If data of a sample has been changed afterwards, or a completed test order has been reopened, the sample is marked with **I**. The symbol ⓘ in the *Sample* group then opens the log: *Time*, *User*, *Field*, *Old Value*, *New Value* and **Reason**. Audit PDF exports the log with all columns.

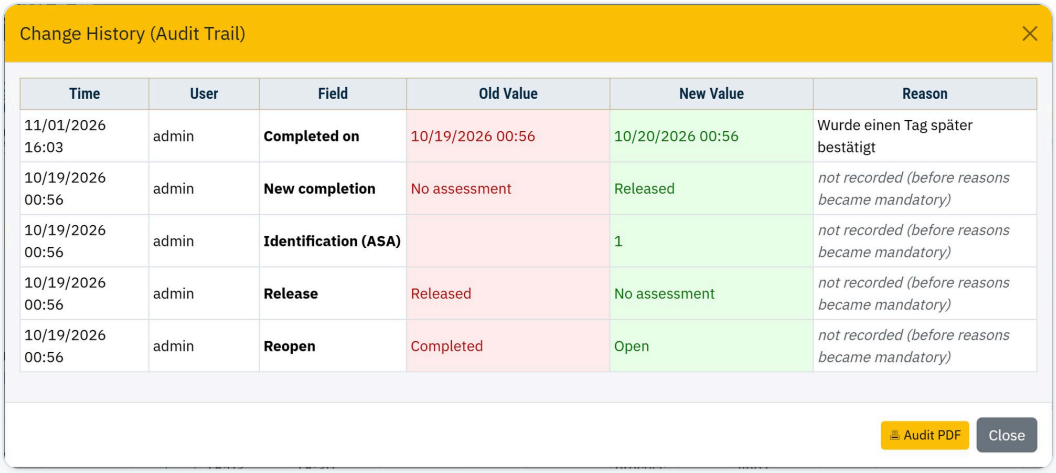


Figure 12 · Change history (audit trail) of a sample with the column *Reason*

Entries from the time before reasons became mandatory show *not recorded (before reasons became mandatory)* in the column *Reason*.

Reason for change

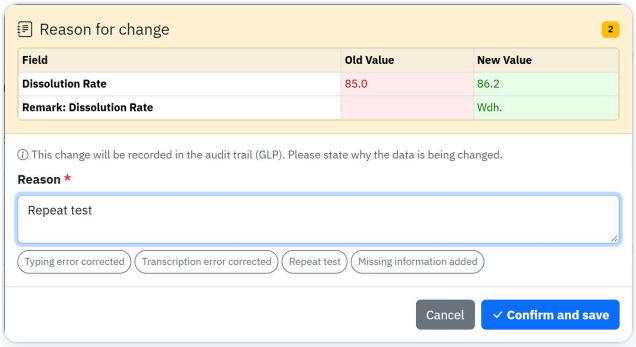


Figure 13 · Dialog *Reason for change*: changes in the header, suggestions and reason field

Under **GLP**, every change written to the audit trail needs a **reason**. Before LABsBOOK saves, the dialog **Reason for change** therefore opens – its header lists all changes with *Field*, *Old value* and *New value*.

- The reason must be **at least 3 characters** long. Suggestions such as *Typing error corrected* or *Repeat test* are taken over with a click; Last reason inserts the reason you used last.
- Confirm and save saves the change and the reason together; Cancel saves **nothing**.
- The dialog appears when **editing a sample**, when **correcting test results**, when **reopening** and **completing again** a test order and when **deleting**.

Traceability: Changes to test results are logged as soon as an already **saved** value or remark is changed – also **before the first completion**. The **initial entry** (empty field → value) and the first completion itself do not appear in the log; every later reopening, change and renewed completion does.

Note Mandatory reasons and the archive of deleted samples apply to **every** installation – independent of the optional **GLP mode** (section 9.1).

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4 Lab

Create samples, check them in at the lab and complete them – with a time stamp for every step.

The **Lab** module accompanies the sample through processing. Every station creates a status and a **time stamp**: *created → lab intake → completed*.

4.1 Create new sample

A sample is usually created by the **facility** or client – directly in the journal or by smartphone (see chapter Mobile web apps). To do so, click the first symbol *Create New Sample* in the *Lab* group.

With Save & Label you create the sample. It appears in the journal immediately – initially with the status *registered*.

> **Tip** Define sample types so that they describe **standardised sampling** and remain suitable for statistical evaluation. One-off special features are better put into the *Remark* or into *Plant Info*.

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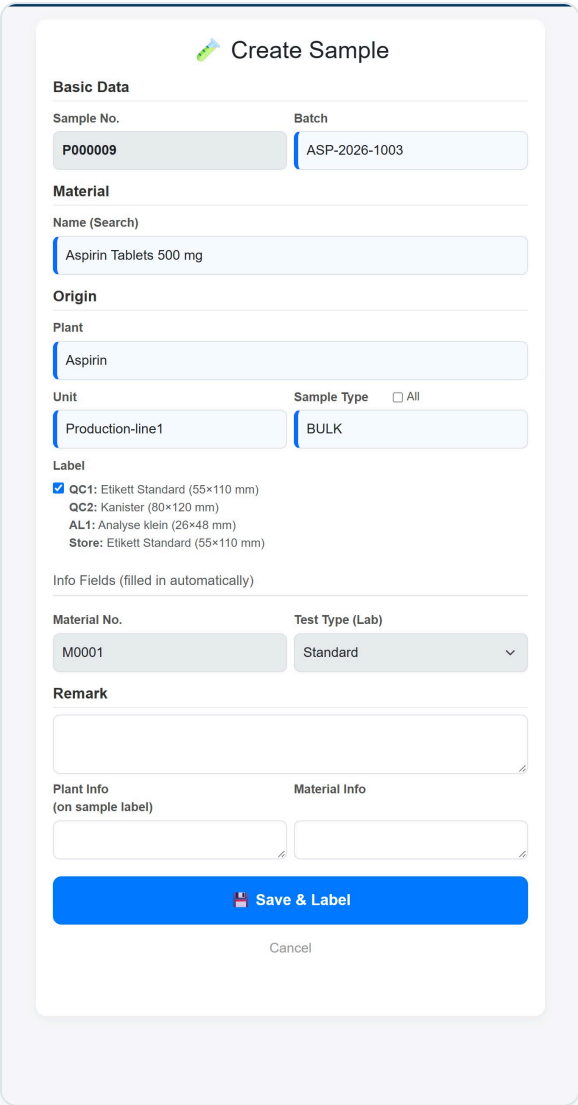


Figure 14 · Create sample: input form with a filled-in example

Field	Entry
Sample no.	Assigned automatically in sequence and cannot be changed. It is at the same time the number of the test order.
Batch	Batch/lot number of the sender.
Material (search)	Type the description and choose from the suggestions (autocomplete). Material number and test type are filled in automatically.
Facility, plant, sample type	Origin of the sample, also with a suggestion list. The combination determines the resource number (ResNr). With the *All* check box, all existing types are offered for the sample type.
Label	With the check box set, the sample label is generated after saving. Below it you can see which label type (size) is assigned to the labs.
Test type (lab)	Suggested from the plant master data and can be changed – only test types that exist for the material are offered. If the field stays empty, the sample is created anyway and appears in the journal with **Assign test type!** ⚙ (Turbo master data).
Remark	Free text about the sample.
Plant Info *(on sample label)*	Short note that appears on the label – e.g. the name of a **new sample type** (see Turbo master data).
Material info	Note on the material, saved with the sample.

4.2 Lab intake

When the sample arrives in the lab, select it in the journal and click ↘ **Lab intake**. LABsBOOK sets the status to **in progress** and saves the **time stamp** in the column *Lab*.

1. Select the sample in the table.
2. Click ↘ *Lab intake*.

3. Done – the status ↘ and the time stamp appear in the table.

> **Note** It is faster by **QR scan**: scanning the label checks the sample in automatically (see section QR scan). The function is available for the roles *labor*, *master* and *admin*.

4.3 Lab completed

When processing in the lab is finished, click ✓ **Lab completed**. The status changes to **completed**; time stamp (column *Completion*) and user are saved and shown in the info box under *Processing Completed By*.

> **Note** The lab status is **independent** of the test order: you can complete the lab even if the test results have not yet been entered. When a test order is completed, LABsBOOK automatically sets the lab status to *completed* as well.

4.4 QR scan

Every sample label carries a **QR code** with the sample number. With *QR Scan* (roles master/admin) or the mobile web app *QR scan* you check samples in by camera – without typing.

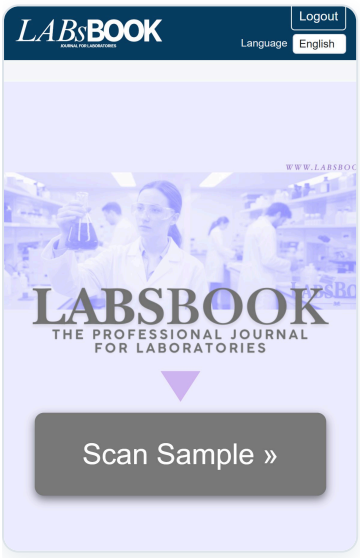


Figure 15 · QR scan web app: **Scan Sample »** starts the camera

- When scanned, the sample is automatically set to **in progress** (*Being checked in*).
- If the sample is **already checked in**, the app reports *Already exists in the lab journal.*
- With *Scan another QR code* you continue directly with the next sample.

> **Tip** All you need for scanning is the **camera** of a smartphone, tablet or notebook – no additional hardware.

5 Test results

Processing test orders: enter measured values, evaluate, complete and release.

Every sample has a **test order** (formerly *test lot*) with the **same number**. It contains the test characteristics defined in the **test plan** together with their limits and takes up the measured values. The test plan results from material and test type (plus version number).

5.1 Result entry

Select the sample in the journal and click **Result Entry** in the *Test Results* group. The **colour of the symbol** shows the current evaluation: blue blinking = in progress, green = accepted, orange = deviation, red = rejection. Alternatively you can open the entry via the status badges of the info box or via the work queue.

> **Note** If the test plan is missing, the symbol leads directly to creating a test plan. If the sample has not yet been assigned a valid test type (), Turbo master data opens.

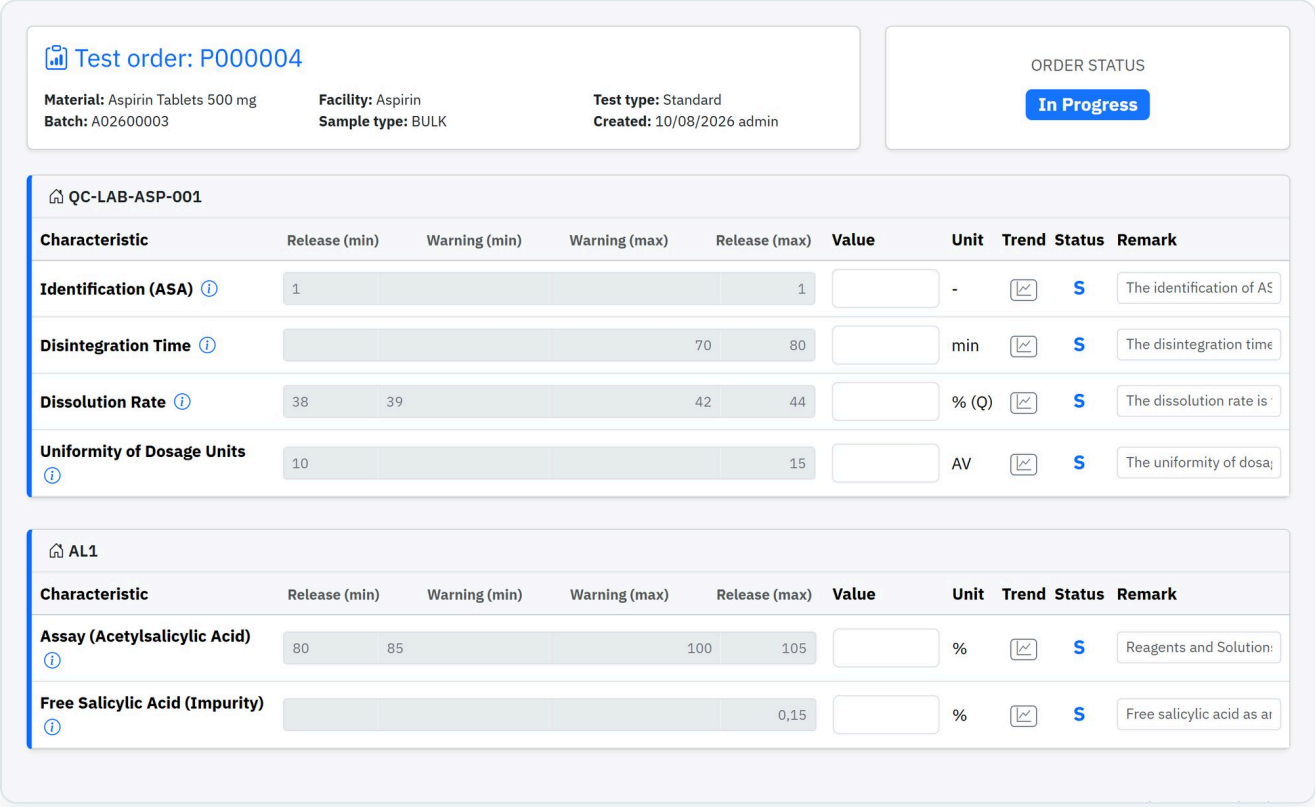


Figure 16 · Result entry of a new test order: characteristics grouped by lab, still without values

Layout of the page

- **Header**: test order number, material, facility, test type, batch, sample type, creation date and creator as well as the **order status**.
- **Blocks per lab** (e.g. AL1, QC1, QC2): the characteristics are grouped by the lab that tests them. Users with a lab area only see their own lab.

- **Characteristic**: description; the symbol ⓘ shows the *method/standard*.
- **Limit bars**: Release (min) · Warning (min) · Warning (max) · Release (max) – the limits stored in the test plan.
- **Value**, **unit**, **Trend** (control chart, see below), **status** and **remark** for each characteristic.

Entering values – evaluation in real time

Enter the measured values in the column **Value**. LABsBOOK evaluates **immediately as you type**: the limit bar colours the segment in which the value lies, and the status symbol shows the result.

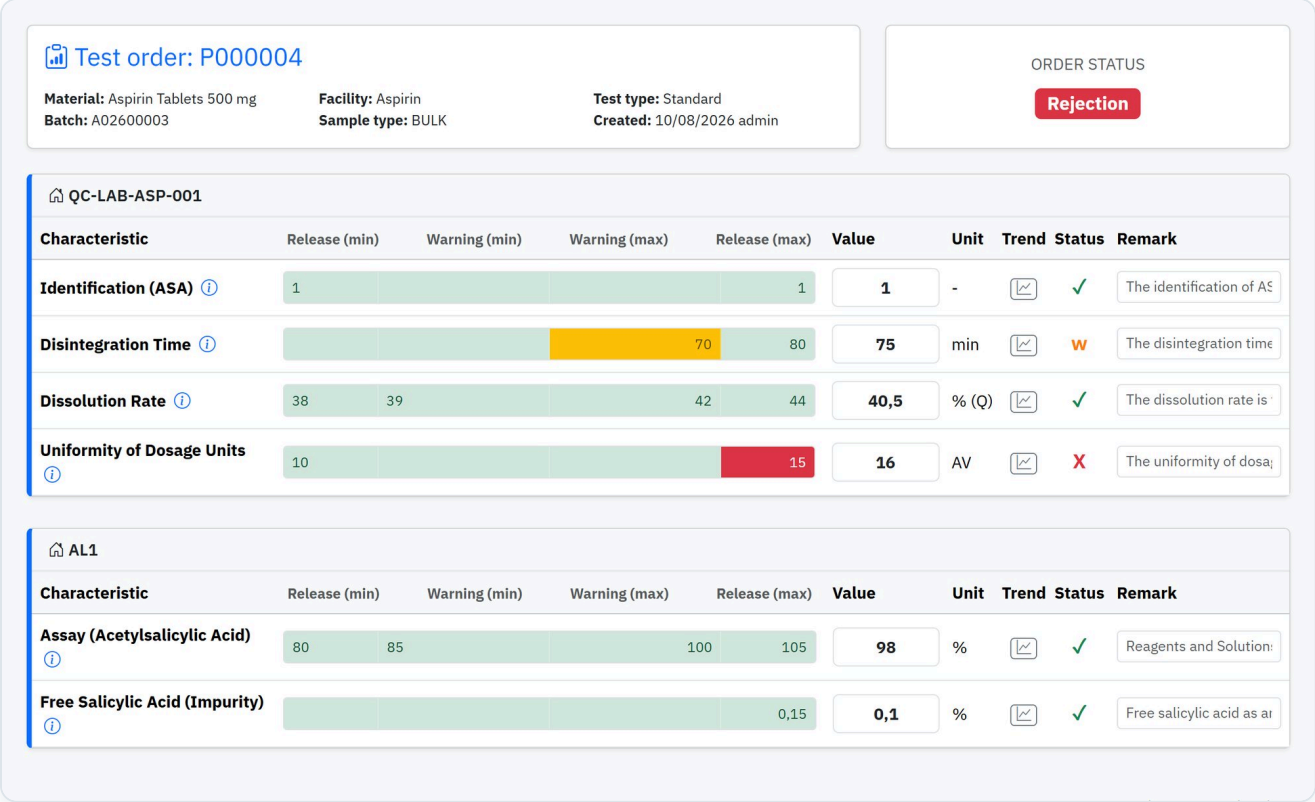


Figure 17 · Entered values are evaluated immediately (example with accepted, deviation and rejection)

Symbol	Evaluation	Meaning
✓	**Accepted**	Value lies within the warning **and** the release limits.
w	**Deviation**	Value lies outside the warning limits but still within the release limits (yellow segment).
✗	**Rejection**	Value lies outside the release limits (red segment).
S	no value yet	Nothing has been entered for this characteristic yet.

From the individual values LABsBOOK derives the **order status**: *Accepted* (no limit violation), *Deviation* (at least one value violates the warning limits) or *Rejection* (at least one value violates the release limits). If a value lies outside the **plausibility limits** (e.g. transposed digits), a warning appears.

> **Tip** You can enter decimal numbers with a comma or a point. Limits in the test plan may also be written with comparison signs (e.g. `<= 5`).

Control chart / trend

The button in the column **Trend** opens the **control chart** for the characteristic: the results of the **last 10 samples** with the same **material, test type, facility, plant and sample type** – up to and including the current sample. You can see at a glance whether the values are approaching a limit.

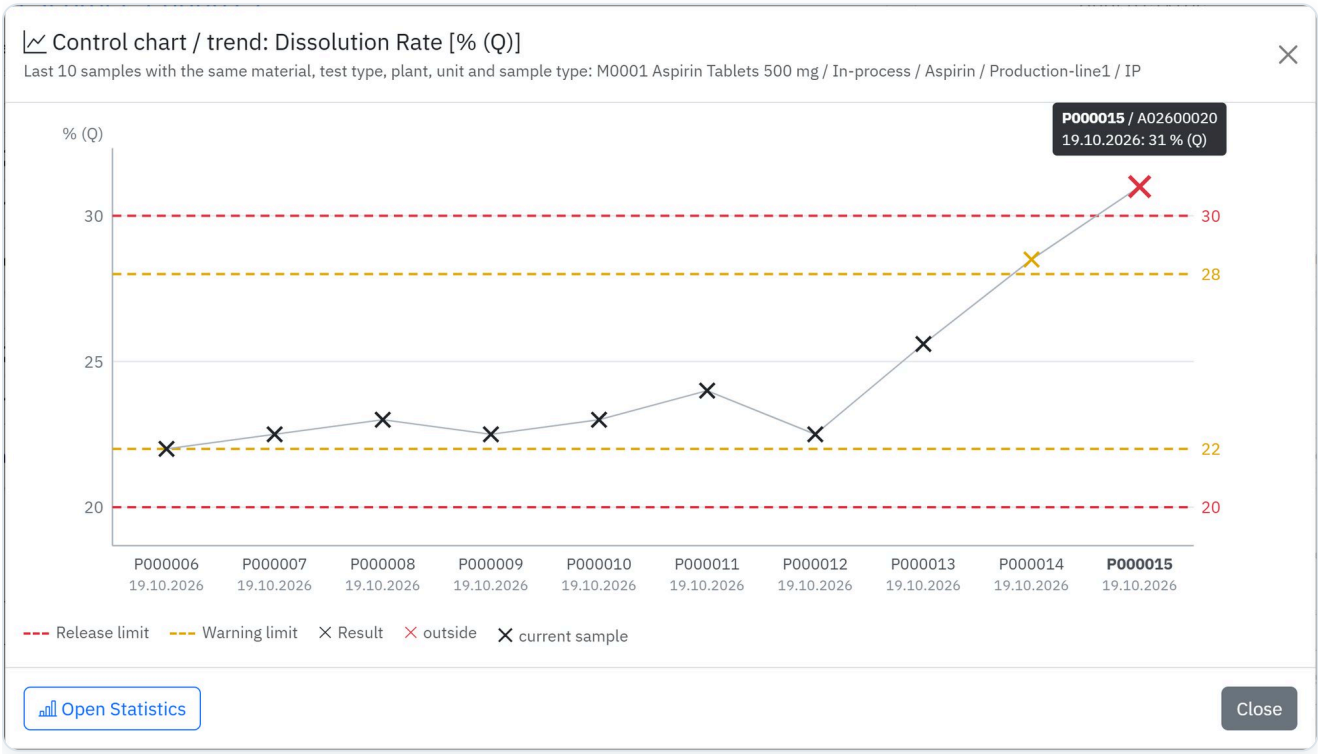


Figure 18 · Control chart *Dissolution Rate* (P000015): the values rise above the warning limit and beyond the release limit

Element	Meaning
– – – **red lines**	Release limits (min/max) of the current test plan; the limit value is shown to the right of the line.
– – – **yellow lines**	Warning limits (min/max), if stored in the test plan.
✕ **Result**	A small cross per sample, connected by a thin line: black = inside, yellow = in the warning range, **red = outside the release limits**. The current sample is larger and labelled in bold.
Tooltip	Shows *sample number / batch*, date and value when you hover over a point.
Open Statistics	Opens *Statistics/Test Results* (section 10.1) in a new tab with material, test type, facility, plant, sample type and the period from the oldest sample of the control chart.

Note For the current sample the control chart takes the value **from the input field** – even if it has not been saved yet. Samples are matched by the name of the characteristic, so samples with an older test plan version appear as well. Non-numerical results (e.g. *conforms*) are not shown.

Saving, evaluating and completing

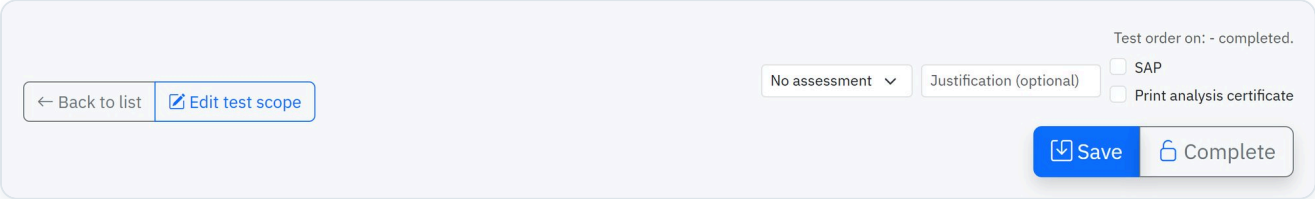


Figure 19 · Footer area: evaluation, justification, check boxes *SAP* and *Print analysis certificate* as well as Save and Complete

Element	Function	Role
Save	Saves the entered values without closing the test order. Possible as often as you like.	labor, master, admin
Evaluation	*No assessment*, *Released* or *Blocked* – the manual decision on the batch, independent of the automatically determined status.	master, admin
Justification (optional)	Short text (up to 60 characters), appears as an info symbol in the journal.	master, admin
SAP	Check box: provide the data of this sample for the higher-level system on completion (see Admin tools).	master, admin
Print analysis certificate	Check box (preset via the *default settings*, section 9.1; not saved): after completion LABsBOOK jumps to the journal, selects the sample and opens the *Certificate of analysis* dialog directly (section 6.4).	master, admin
Complete	Closes the test order: further entries are locked, evaluation and time stamp are saved, the **certificate of analysis** is generated and archived automatically. In **GLP mode** only with an electronic signature (see below).	master, admin
Edit test scope	Add characteristics or adjust the test plan (next section).	master, admin

Important Before the first **completion**, the data must have been **saved** at least once – otherwise LABsBOOK points out that no test data exists yet.

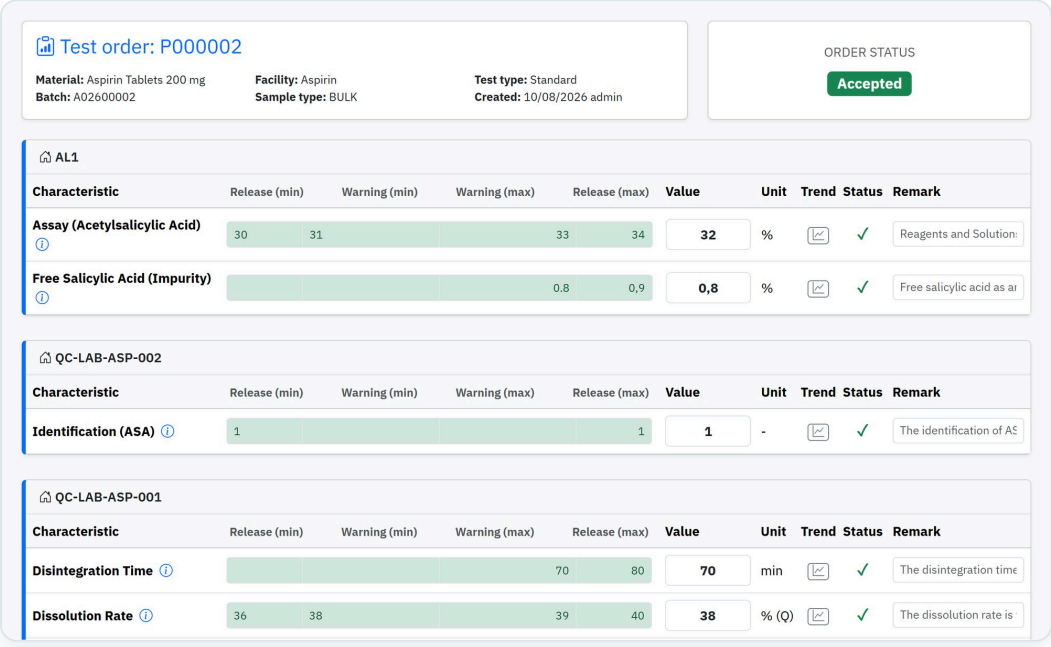


Figure 20 · Completed test order (evaluation *Released*): values and limit bars are locked

After completion the button shows **Completed** 🔒, above it it says *Test order on … by … completed*. The values remain visible but can no longer be changed.

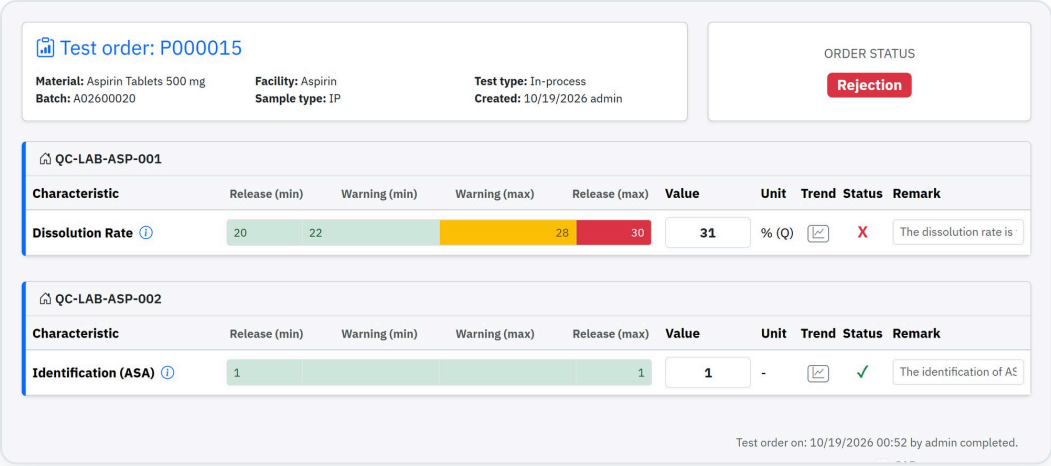


Figure 21 · Test order with rejection and evaluation *Blocked*

> **Note** A completed test order can only be reopened by an **administrator** (click on *Completed*). Reopening, every change and the renewed completion are recorded in the change log with a **reason** (section 3.7); on renewed completion a **new version of the certificate of analysis** is created.

> **Tip** If you change an already **saved** value, LABsBOOK asks for a reason when saving – even if the test order has never been completed. The initial entry needs no reason.

Electronic signature (GLP mode)

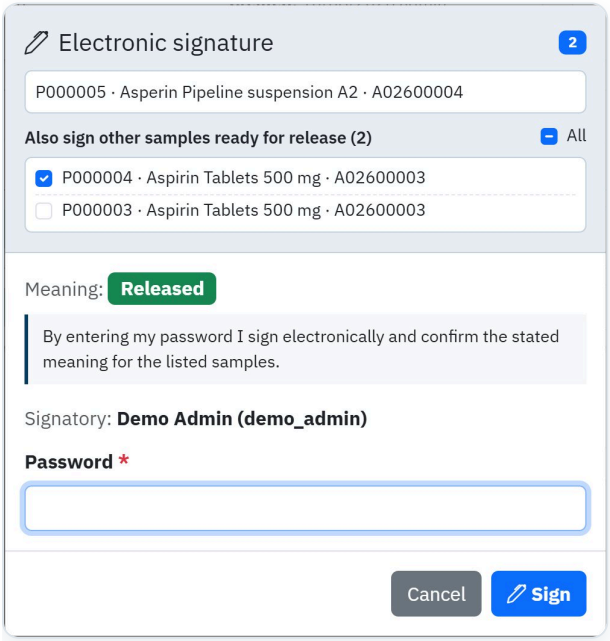


Figure 22 · Electronic signature on completion – with other samples ready for release to tick

If **GLP mode** is switched on in the basic settings (section 9.1), Complete opens the dialog **Electronic signature**. With your **login password** you sign the release; LABsBOOK stores name, time and **meaning** of the signature.

- The **meaning** follows from the evaluation: *Released*, *Blocked* or *Closed (without assessment)*.
- **Also sign other samples ready for release**: with the evaluation *Released*, the dialog offers all other **green** test orders that have never been completed (for users with an *Area (Lab)* only those of their own lab). All ticked ones are released with the same password; the number at the top right counts along.
- A wrong password can be entered again; after **three failed attempts** LABsBOOK logs you out.
- If the test order is reopened, the signature becomes **invalid**; it is signed again on renewed completion.

Feedback on the SAP export

If the **SAP check box** was set on completion, LABsBOOK writes a file for the higher-level system and reports the result directly **behind the word SAP**:

- **green tick** – file was written
- **red cross** – error, with a note on the cause below

Typical causes of an error are fields that have not been enabled, or a target directory that is not writable. The configuration is described in the section *SAP export* in the Tools chapter.

5.2 Edit test scope

Sometimes a characteristic has to be tested **additionally** for a single test order, or the test plan has to be changed **permanently**. For this, Edit test scope (roles master/admin, only while the test order is open) opens the test plan editor in the context of the sample.

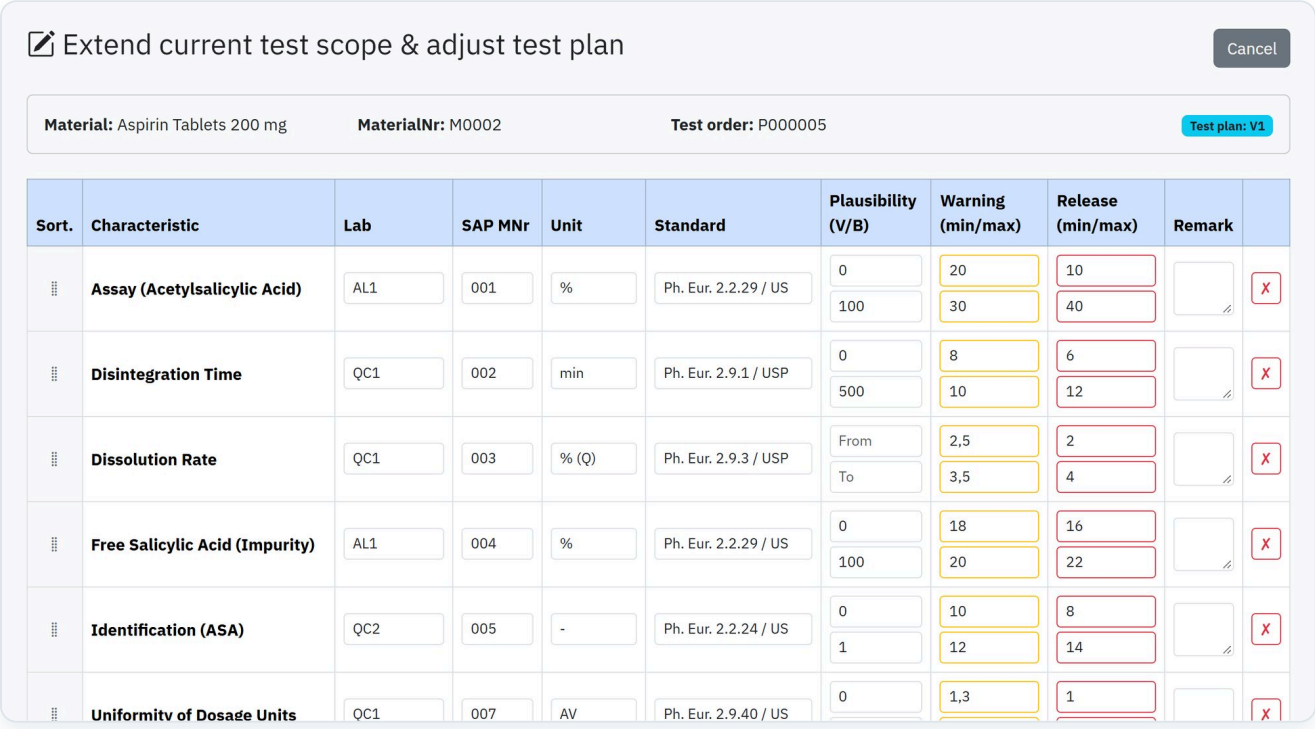


Figure 23 · Extend the current test scope and adjust the test plan

In the area **Add characteristic** you search for a test characteristic in the library, adjust lab, unit, standard, plausibility and limits if needed and decide **where** it should apply:

Button	Effect
Add to test plan	The characteristic becomes part of the **test plan** and applies to all **following** samples with this test plan. A new plan version is created.
Add to test order	The characteristic applies **only to this test order** (*additional characteristic*, highlighted in yellow). It is also taken into account in the statistics (balance).

With Save all changes you save the current state. Existing rows can be reordered by dragging the handle and removed with ✕ (the last characteristic of a plan cannot be deleted).

> **Tip** The **SAP MNr** is taken over automatically from the characteristic library when saving, if one is stored there; the field can also be completed here.

> **Caution** Internal limits (**Warning**) must be **stricter** than the release limits: the lower warning limit must be larger, the upper warning limit smaller than the respective release limit. Otherwise LABsBOOK reports an error.

5.3 Test order overview (work queue)

The **work queue** lists all test orders that still need to be processed. You reach it via ☰ in the *Test Results* group.

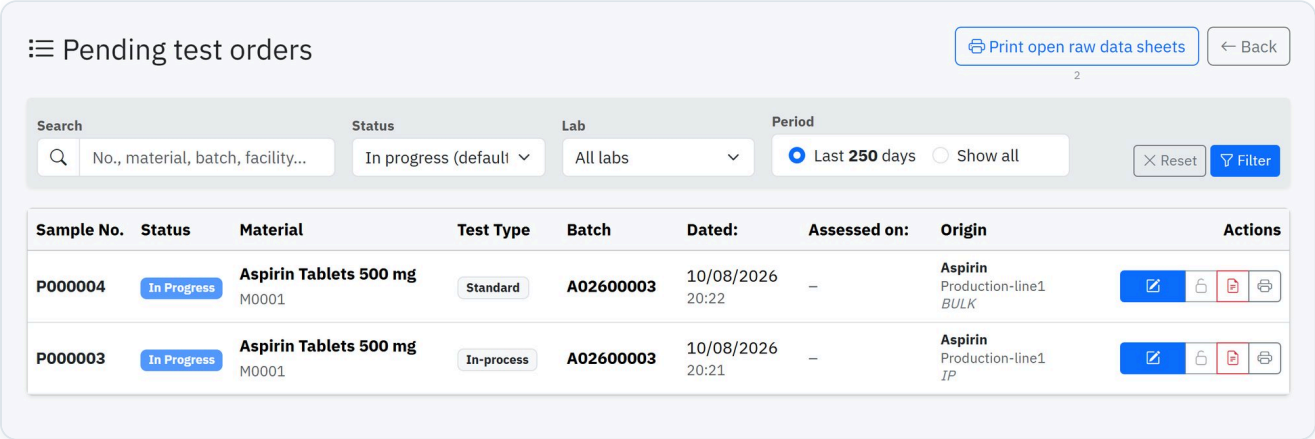


Figure 24 · Work queue of test orders with filter bar and actions per row

Element	Function
Search	Number, material, batch or facility.
Status	Filter: *In progress* by default; other statuses can be selected. In the table, the field **Created** can be clicked – see below.
Lab	Show only test orders of one lab.
Period	*Last n days* (default from the basic settings) or *Show all*.
Sample number	Number of the sample; the blue button *Record* leads to result entry.
Dated: · Assessed on:	Date on which the sample was created, and date of the assessment (completion of the test order); – = not yet assessed.
Actions	Enter results (wide blue button) · padlock = status of the test order (open/completed) · Raw data sheets · Label
Raw data sheets	With a lab selected in the filter: raw data sheet or result sheet of this lab. With *All labs*: **one result sheet with all labs** of the sample – labs with a raw data sheet also appear as a result sheet; it counts as printed for all labs.
Print open raw data sheets	Opens the dialog *Print raw data sheets* without a sample – for **batch printing** (section 6.2). The number below refers to the lab selected in the filter (*All labs* = total of all labs).

Tip For users with an *Area (Lab)* the button **flashes** if exactly their own lab is selected in the filter and raw data sheets are still open there.

Lab intake directly in the work queue: a click on the grey status Created books the lab intake – exactly like **Lab intake** in the journal. The sample is then *in progress*, and the status changes immediately to In Progress. For the role *betrieb* the field cannot be clicked.

Note For users with the role **labor** and an *Area (Lab)*, the work queue is the **start page** after login (section 3.1).

Batch release

With **Batch release** you release many unremarkable test orders in one step (roles *master* and *admin*). A test order is ready for release when **all characteristics are OK** (green, *Accepted*), test values have been saved and it has **never been completed**.

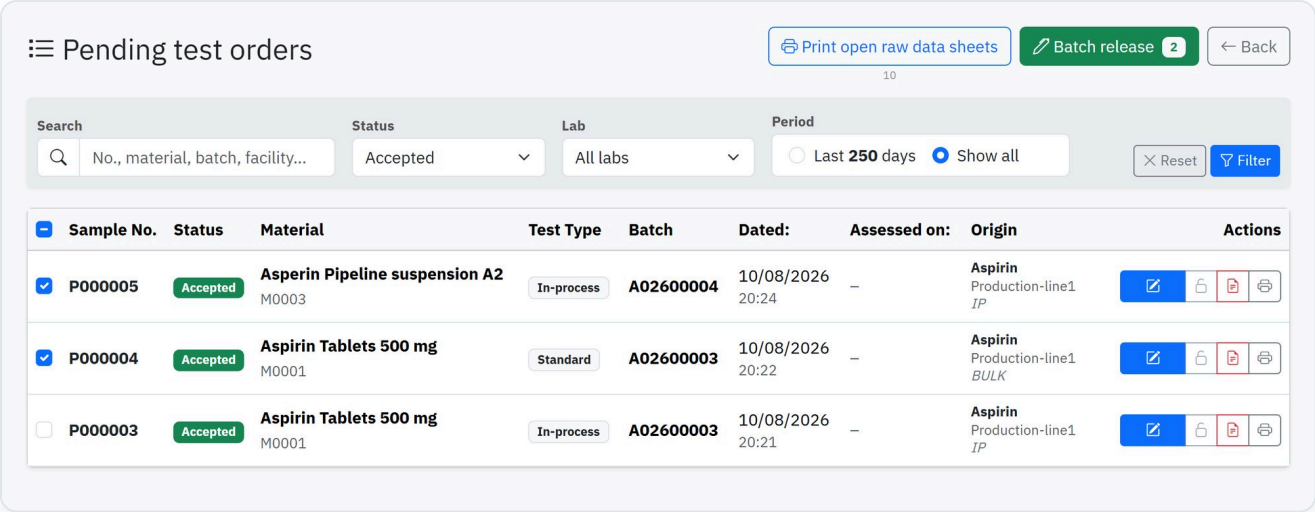


Figure 25 · Work queue with selection column and button *Batch release* (counter = selected test orders)

1. **Show ready for release** below the button filters on *Accepted* – only these rows have a check box in the first column.
2. Tick the test orders; the check box in the column header selects all that are ready for release.
3. Click Batch release. LABsBOOK checks the selection again and shows the samples in the dialog; a **release comment** applies to all (justification of the evaluation).
4. In **GLP mode** sign with your password (Sign), otherwise Release. Each sample gets the evaluation **Released** and its own signature.
5. The certificates of analysis are archived one after the other (progress at the bottom right); then LABsBOOK reports how many test orders were released.

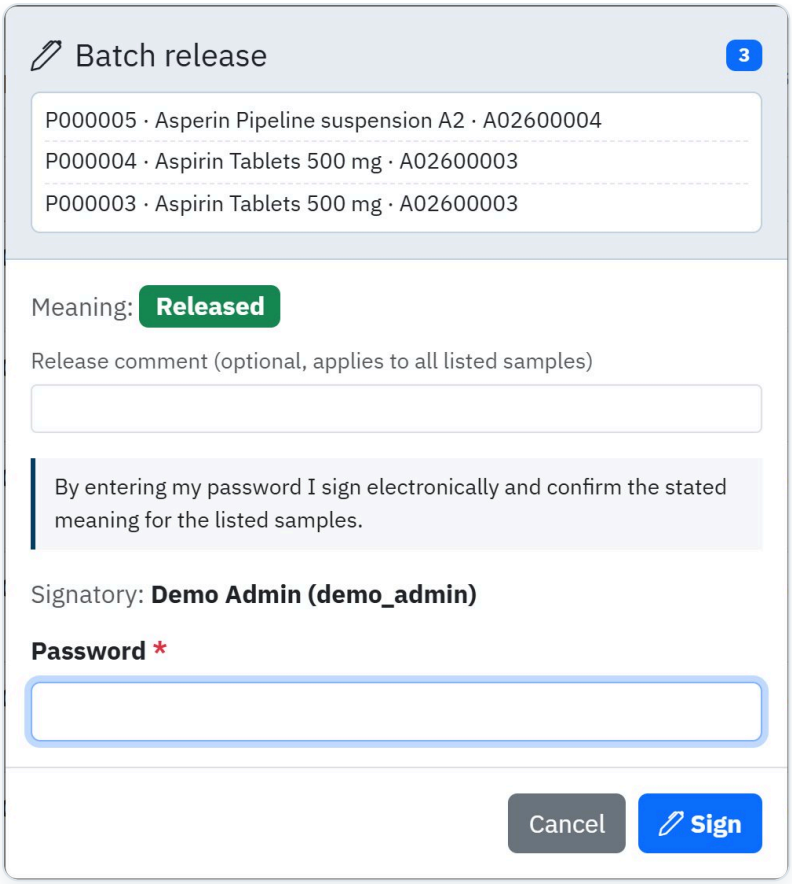


Figure 26 · Batch release in GLP mode: selected samples, comment and password

Note Test orders that are no longer ready for release in the meantime (e.g. already completed or **reopened**) are skipped and named with the reason in the message. Release reopened test orders, deviations and blocks individually in result entry.

6 Print

Label, raw data sheet or result sheet and certificate of analysis for the selected sample.

The *Print* group in the menu bar produces the three documents of the sample. Select the sample in the journal first.

6.1 Print label

The symbol produces the **sample label** with QR code. If **several labs** with a label are maintained for the material, the dialog **Select label** opens first: one card per lab with short and long name and the assigned label (e.g. *1 – Standard*) – each lab can have its own label type. If only one lab has a label, the dialog is skipped. The same dialog appears in the work queue and in the batch cockpit.

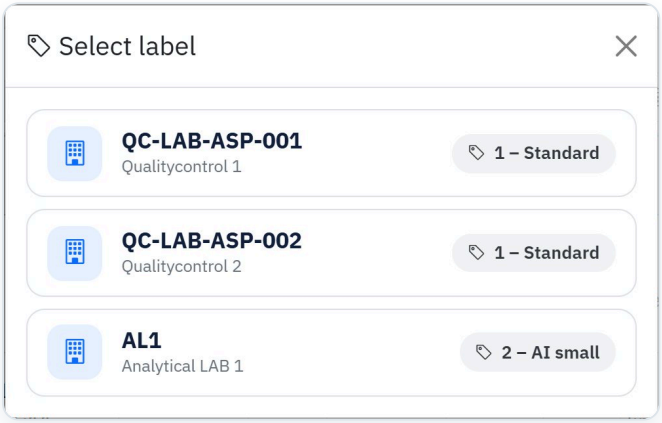


Figure 27 · Dialog *Select label*: the assigned label per lab

LABsBOOK then shows the **label preview**. With Print you open the print dialog of your browser; PDF (optional) produces a PDF file. Above the preview it says for which lab and which label it is printed (e.g. *For lab sample, lab: AL1 · Label: 2 – AI small*) – even if the dialog was skipped. When you click Print, LABsBOOK records the label as printed (yellow box under *Lab status* in the info box).



Figure 28 · Label preview: company logo, origin, material, batch, sample type, date and QR code with sample number

- Which **label type** belongs to which lab is set under Master Data › Manage labs.
- Size and content of the labels are designed under Tools › Label Layouts.
- The **printer selection** is made in the print dialog of the browser; the label is output in the configured size (e.g. 55 × 110 mm).

> **Tip** The text from the field *Plant Info* is also printed on the label – ideal for notes from the client.

6.2 Print raw data sheet (PA)

The **raw data sheet** (test instruction, **PA**) is the PDF form on which the measured values are noted by hand in the lab. LABsBOOK prints the raw data sheet assigned to the **material and test type** – supplemented with the data of the sample. If several labs are maintained for a material, the sample has **its own raw data sheet for each lab**.



Figure 29 · Raw data sheet with automatically entered sample data, company logo, QR code and page counter

- Sample data (sample number, material, batch, facility, plant, sample type, date …) is printed onto the PDF with **millimetre precision**.

- Position, font size, QR code, logo and page counter are set under Tools › Adjust Raw Data Sheet.

> **Note** The raw data sheet is assigned independently of the test plan – it belongs to **material and test type** (or, for material-independent tests, to the resource number). Instead of a raw data sheet, a lab can also be assigned a **result sheet** (section 6.3) – calling it up, the dialog and batch printing remain the same. If the sample itself has no raw data sheet (e.g. because it was created before the assignment), the **first lab with a raw data sheet** of the label assignment applies. If none is assigned at all, the symbol shows the hint *No raw data sheet on file! Upload.*

Open raw data sheets

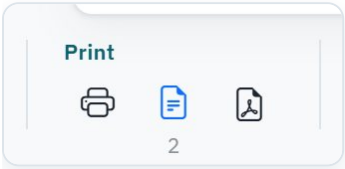


Figure 30 · Group *Print*: below the raw data sheet symbol, the number of open raw data sheets

As soon as a sample has arrived in the lab (*In Progress*), its raw data sheets are **open** – until they have been printed. The number of all open raw data sheets (across all labs) is shown in small grey type **below the symbol**; at 0 nothing is shown.

- If the **selected sample** still has open raw data sheets, the symbol **flashes** blue. For users with an *Area (Lab)*, only the sheets of their own lab count.
- During batch printing a **blue dot** appears in front of the number, and the number counts down as the sheets are processed. A **red dot** shows that a raw data sheet could not be loaded – it remains open.
- If **no raw data sheet is stored** for the sample, the symbol shows ⊘.

Dialog “Print raw data sheets”

A click on opens the dialog. If a sample is selected, its **sample number and batch** are shown at the top left; without a selected sample (e.g. via Print open raw data sheets in the work queue) it says **Lab:** there, and the dialog is used for batch printing only. At the top right, **Open:** is shown in blue – below it, the number of open raw data sheets per lab. The layout depends on whether an **Area (Lab)** is set for the user (Tools › Admin Tools › User Management).

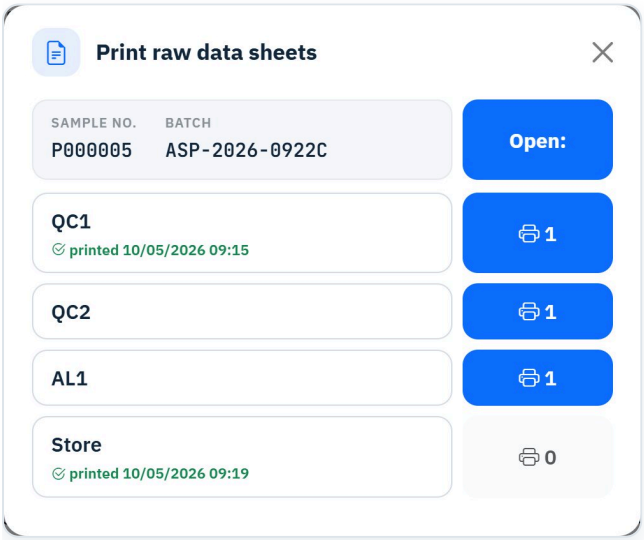


Figure 31 · Without *Area (Lab)*: one row per lab – on the left the sample's raw data sheet, on the right printer symbol and number of open sheets

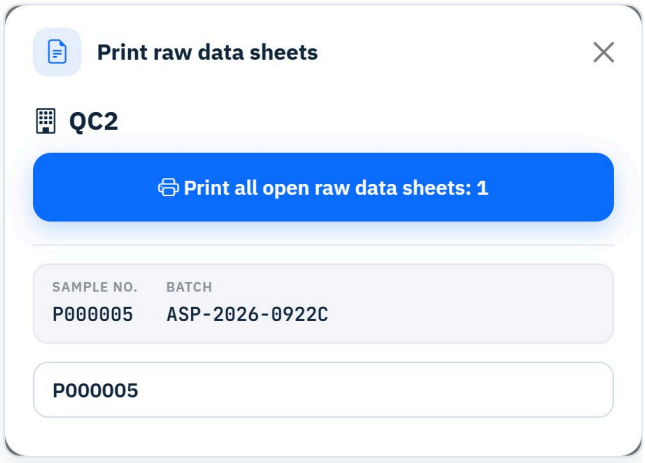


Figure 32 · With *Area (Lab)*: own lab only – large button for all open sheets, the sample below

Element	Function
Lab name (left)	Opens the raw data sheet of the selected sample for this lab – as usual with preview and Print. Sheets already printed remain selectable and are marked *printed* with the date.
n (below *Open:*)	Prints all open raw data sheets of this lab in one go (**batch printing**). At 0 the button is grey.
General, no lab assignment	Raw data sheets of materials without a lab assignment (PANr only). The row only appears if there are such sheets.
Print all open raw data sheets: n	With *Area (Lab)*: batch printing of all open sheets of your own lab.
Sample number (button)	With *Area (Lab)*: raw data sheet of the selected sample for your own lab.

If the selected sample is only *Registered*, its buttons are locked – the raw data sheet is only available after **Lab Intake**. Batch printing is still possible.

Batch printing

1. In the dialog click the lab's printer button **n** or Print all open raw data sheets: n.
2. LABsBOOK loads the open raw data sheets **one after the other** (oldest lab intake first) and shows the progress. Meanwhile the dialog cannot be closed.
3. All sheets are combined into **one print job** – **a single print dialog** opens. Choose the printer and confirm.
4. LABsBOOK then asks whether printing was **complete**. Yes, mark as printed: the sheets no longer count as open. No, keep open: e.g. after a paper jam or a cancelled print – the sheets stay open and can be printed again.

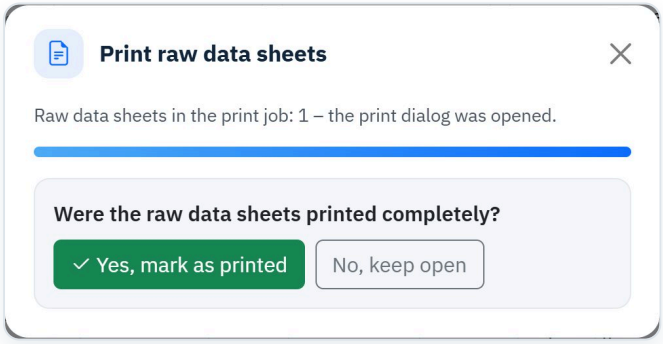


Figure 33 · Question after batch printing

Tip Batch printing goes well with checking samples in via **QR scan**: scan all samples first, then print all raw data sheets at once.

Note A raw data sheet is uniquely identified by **sample number and lab**. If it is opened individually (lab name, sample number or in the work queue), it also counts as printed. LABsBOOK cannot skip the print dialog itself – it is a protective function of the browser.

Automatic printing via a print station (optional)



Figure 34 · Note *Print station active* in the dialog *Print raw data sheets*

If raw data sheets are to be printed **immediately and without a print dialog** – even when the sample is checked in by **QR scan with a phone or tablet** – an optional **print station** can be set up: a small program on a Windows PC in the lab.

- At **Lab Intake** (click or scan) LABsBOOK creates a **print job** for each raw data sheet or result sheet of the sample.
- The print station picks it up within a few seconds and prints on the configured printer – **without a print dialog**.
- Only after the print station's **confirmation** does the sheet count as printed; the counter and flashing in the journal adjust.
- In the dialog *Print raw data sheets* a note shows whether the print station is active and reachable; print jobs with errors are reported in red.

Note Single printing and batch printing remain available. Switching on, creating print stations and installing the program: section 9.1 (*Print station*). Without a print station everything stays as described above.

6.3 Result sheet

The **result sheet** is the alternative to the raw data sheet. Both are forms on which the lab records the results of a sample – they differ in **where the form comes from**:

	Raw data sheet	Result sheet
Form	Ready-made PDF form with information on the tests listed – usually already available in the lab (uploaded via Tools › Upload raw data sheets pdf).	**Generated automatically** by LABsBOOK for every sample – no prepared form is needed.
Content	Fixed content of the form; LABsBOOK adds the variable data of the sample. You define the selection and placement of this data individually under Tools › Adjust Raw Data Sheet.	Sample data and the lab's test characteristics from the **test plan** – with method, specification, unit and the **notes** on each test characteristic.
Suitable for	Labs with established, controlled forms.	Labs that work without ready-made forms but need an **individual form** for data entry for every sample.

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The **notes** turn the result sheet into a working instruction: they can contain information on the test parameters up to the complete test instruction. They are defined beforehand in the master data for the **test characteristic** (Master Data › Test Characteristics , field *Remark*). When the characteristic is added to a test plan, the text is taken over and can be supplemented there with **test-plan-related information** that only applies to this material.

Setting up the result sheet

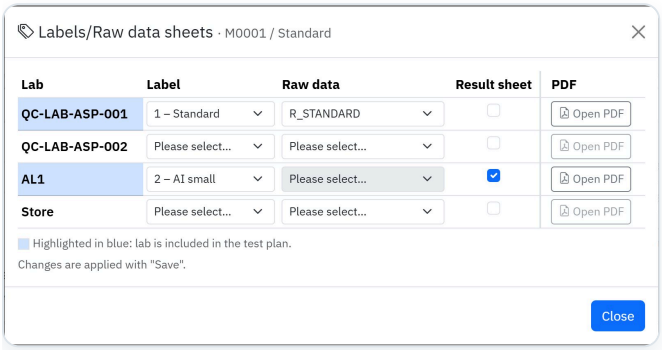


Figure 35 · Label assignment with the columns *Raw Data*, *Result sheet* and *PDF*: QC-LAB-ASP-001 with raw data sheet, AL1 with result sheet (blue = lab in the test plan)

Whether a lab receives a raw data sheet or a result sheet is defined per **material and test type** in the **label assignment**: under Master Data › Material (edit material) or in Turbo master data via Labels/Raw data sheets .

- Tick **Result sheet** for the desired lab – the **Raw Data** selection is cleared and locked.
- In the column **PDF**, Open PDF shows a **preview of the result sheet** for *Result sheet* (see below), otherwise the selected raw data sheet.
- Apply with Save .
- The setting applies **per lab**: a material can have a raw data sheet for one lab and a result sheet for another.

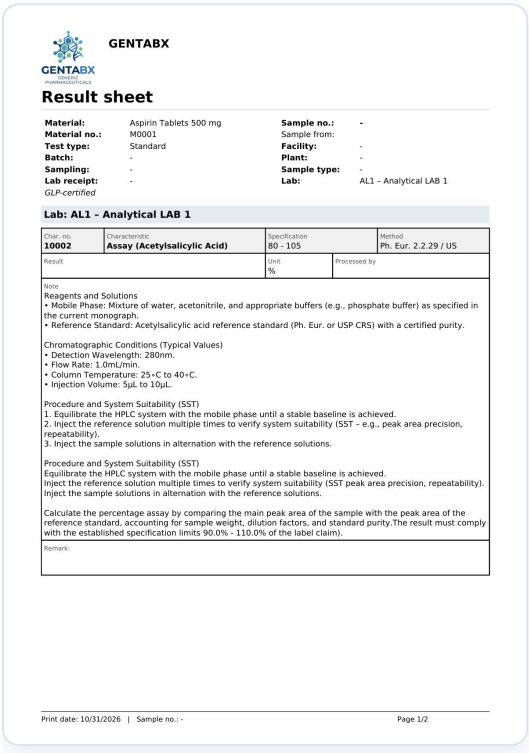


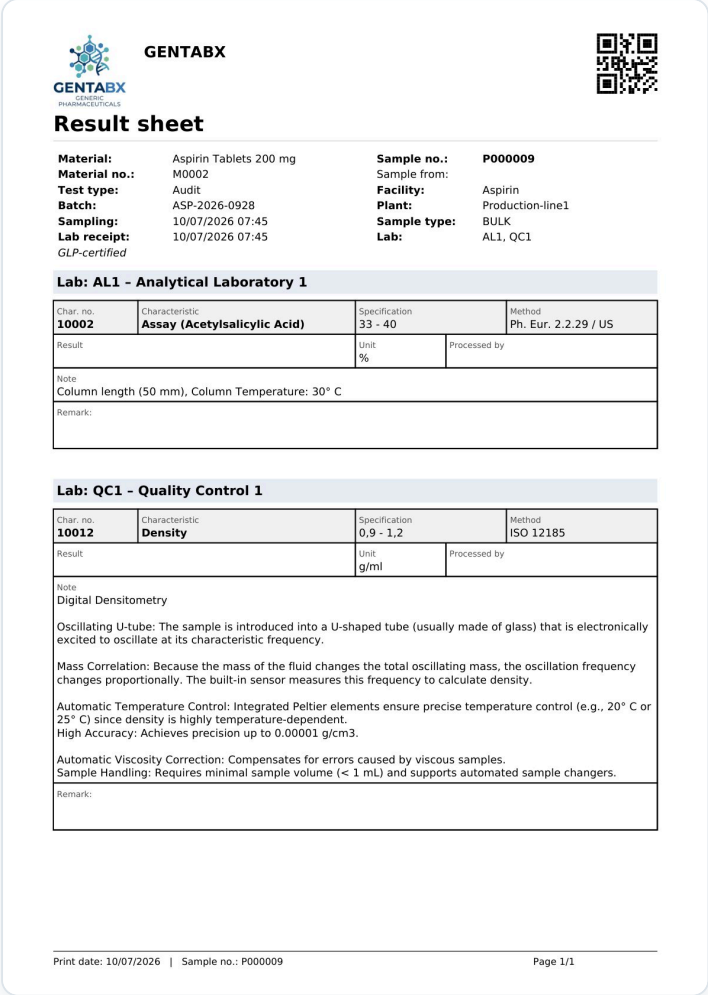
Figure 36 · Preview of the result sheet from the label assignment (lab AL1): header without sample data, characteristics from the test plan

Preview: If *Result sheet* is ticked, Open PDF opens the result sheet as it would be printed for this lab – with the **test characteristics of the lab from the current test plan** of the material and the header data as far as available (material, test type, lab).

- In **Turbo master data** the preview also contains the header data of the sample (sample number, batch, origin) if material and test type match the sample.
- The preview does **not** count as printed and changes nothing – it only serves to check the test plan and remarks.
- If the lab has no characteristics in the test plan yet, the characteristics part stays empty.

The result sheet is printed **exactly like a raw data sheet**: via in the journal, via in the work queue and in **batch printing**. It counts towards the open raw data sheets and is considered printed once it has been opened. In the journal the column *Raw data sheet* shows *Result sheet*. In the work queue, the filter *All labs* produces one combined result sheet with all labs of the sample.

Layout of the result sheet



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Result sheet

Material:	Aspirin Tablets 200 mg	**Sample no.:**	**P000009**
Material no.:	M0002	Sample from:	
Test type:	Audit	**Facility:**	Aspirin
Batch:	ASP-2026-0928	**Plant:**	Production-line1
Sampling:	10/07/2026 07:45	**Sample type:**	BULK
Lab receipt:	10/07/2026 07:45	**Lab:**	AL1, QC1
GLP-certified			

Lab: AL1 – Analytical Laboratory 1

Char. no.	Characteristic	Specification	Method
10002	**Assay (Acetylsalicylic Acid)**	33 - 40	Ph. Eur. 2.2.29 / US
Result		Unit: %	Processed by
Note: Column length (50 mm), Column Temperature: 30° C			
Remark:			

Lab: QC1 – Quality Control 1

Char. no.	Characteristic	Specification	Method
10012	**Density**	0,9 - 1,2	ISO 12185
Result		Unit: g/ml	Processed by

Note:
Digital Densitometry

Oscillating U-tube: The sample is introduced into a U-shaped tube (usually made of glass) that is electronically excited to oscillate at its characteristic frequency.

Mass Correlation: Because the mass of the fluid changes the total oscillating mass, the oscillation frequency changes proportionally. The built-in sensor measures this frequency to calculate density.

Automatic Temperature Control: Integrated Peltier elements ensure precise temperature control (e.g., 20° C or 25° C) since density is highly temperature-dependent.
High Accuracy: Achieves precision up to 0.00001 g/cm3.

Automatic Viscosity Correction: Compensates for errors caused by viscous samples.
Sample Handling: Requires minimal sample volume (< 1 mL) and supports automated sample changers.

Remark:

Print date: 10/07/2026 | Sample no.: P000009 Page 1/1

Figure 37 · Result sheet (example): two labs with notes of different length

The result sheet only contains the test characteristics **of the lab** it is printed for. For an empty certificate of analysis, all labs appear (section 6.4).

Area / field	Content
Header (page 1 only)	Company logo, company name, title *Result sheet* and QR code with the sample number (for the QR scan).
Sample data (page 1 only)	Material, material no., test type, batch, sampling, **lab receipt** and certification text; on the right sample no., origin (facility, plant, sample type) and lab.
Lab	Heading per lab with short and long name. The characteristics follow the order of the test plan.
Char. no.	Number (ID) of the test characteristic from the library of test characteristics.

Area / field	Content
Characteristic	Name of the test characteristic; *(Additional)* marks a characteristic added for this test order only.
Specification	Release limits from the test plan (e.g. *33 - 40*).
Method	Method or standard of the test characteristic. Long texts are wrapped.
Result	Empty field for the measured value.
Unit	Unit of the measured value from the test plan.
Processed by	Empty field for the tester's name or initials.
Note	Remark on the test characteristic from the test plan – e.g. test parameters or the test instruction. Long texts are wrapped.
Remark	Empty field for notes during the test.
Footer	Print date, sample number and *Page x/n* – on every page.

Note A test characteristic with its fields is **never split across a page break**; each characteristic is followed by a blank line. The measured values are then entered in **result entry** as usual.

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6.4 Certificate of analysis

The **certificate of analysis** documents the test results, specification and methods of a sample. It is created **automatically on completion** of the test order and archived. With you retrieve it or create a new one.

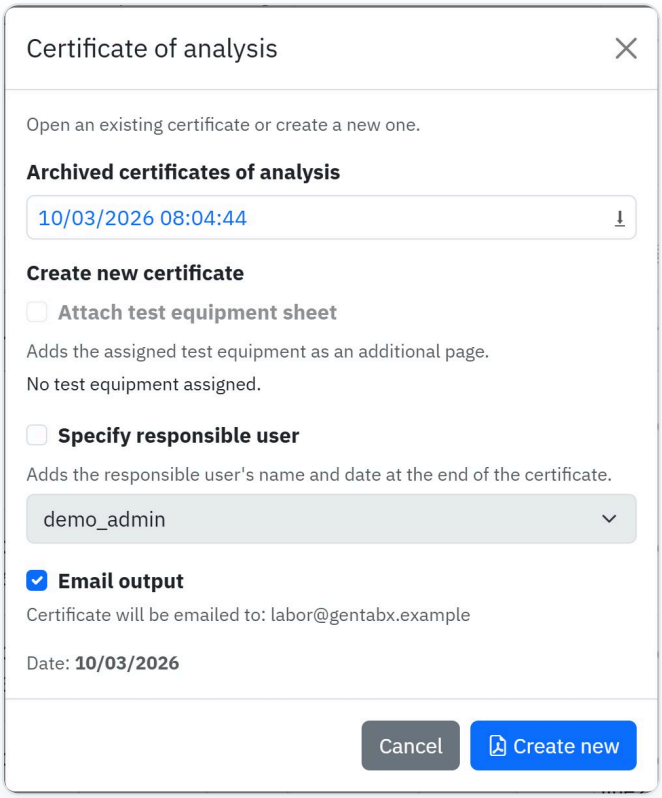


Figure 38 · *Certificate of Analysis* dialog: archived versions and options for a new certificate

Area	Function
Archived certificates of analysis	All versions created so far for a sample – with date and time. A click opens the selected version.
Attach test equipment sheet	Appends the test equipment assigned to the sample as an additional page (only if test equipment has been assigned).
Specify responsible user	Adds name and date of the responsible person at the end of the certificate. Both check boxes are preset via the *default settings* (section 9.1).
Email output	Sends the certificate by email to the address stored in the basic settings.
Create new	Creates a new certificate with the selected options.

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Analysenzertifikat

Material:	Aspirin Tablets 500 mg	**Probennummer:**	**P000002**
Material Nr:	M0001	Probe von:	
Prüfart:	Standard	**Betrieb:**	Aspirin
Charge:	ASP-2026-0823	**Anlage:**	Production-line1
		Probentyp:	BULK
Probennahme:	22.08.2026		
Abschl. Prüfung:	03.10.2026	**Labor:**	QS-Labor

GLP-certified

Ergebnis

Merkmal	Spezifikation	Ergebnis	Einheit	Methode
Assay (Acetylsalicylic Acid)	10 - 40	**35**	%	Ph. Eur. 2.2.29 / US
Disintegration Time	6 - 12	**10**	min	Ph. Eur. 2.9.1 / USP
Dissolution Rate	2 - 4	**3**	% (Q)	Ph. Eur. 2.9.3 / USP
Free Salicylic Acid (Impurity)	16 - 22	**20**	%	Ph. Eur. 2.2.29 / US
Identification (ASA)	8 - 14	**12**	-	Ph. Eur. 2.2.24 / US
Uniformity of Dosage Units	1 - 2	**1**	AV	Ph. Eur. 2.9.40 / US

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Figure 39 · Certificate of analysis (example): sample data, certification text, results table and company address in the footer

The certificate contains material, material number, test type, batch, sample number, facility, plant, sample type, the dates and the **results table** with characteristic, specification, result, unit and method. Logo, address and the certification text come from Master Data › Company & Basic Settings.

> **Note** If test results are corrected and the test order is completed again, LABsBOOK saves **another version**. When retrieving, all versions are offered for selection – nothing is overwritten.

Electronic signature: if the test order was completed in **GLP mode**, the certificate shows the valid signature below *Responsible* – meaning, name and user name, date and time as well as a **checksum** (example):

Electronic signature
Released – electronically signed by Demo Admin (demo_admin) on 11/02/2026 10:15
Checksum: 3f9a1c07b2e84d65

Empty certificate of analysis: If **no test values** have been entered for the sample yet, LABsBOOK creates a **result sheet with all labs** instead of the certificate (layout as in section 6.3). It is **not** saved in the history of certificates of analysis and not sent by email.

Tip With the check box **Print analysis certificate** in result entry, this dialog opens automatically after completion – the sample is already selected in the journal.

7 Test equipment

Manage, monitor and assign instruments, reagents and solutions to the sample.

Test equipment means all the aids with which a sample is examined – measuring instruments, chemicals, solutions. LABsBOOK manages their **shelf-life and calibration data**, shows at a glance whether a piece of test equipment is usable, and records **which test equipment was used for which sample**. All roles can view the test equipment.

7.1 Test equipment management

Open Test Equipment › Test Equipment Management. The page has two tabs: **Instruments** (the existing individual items) and **Master data** (the templates).

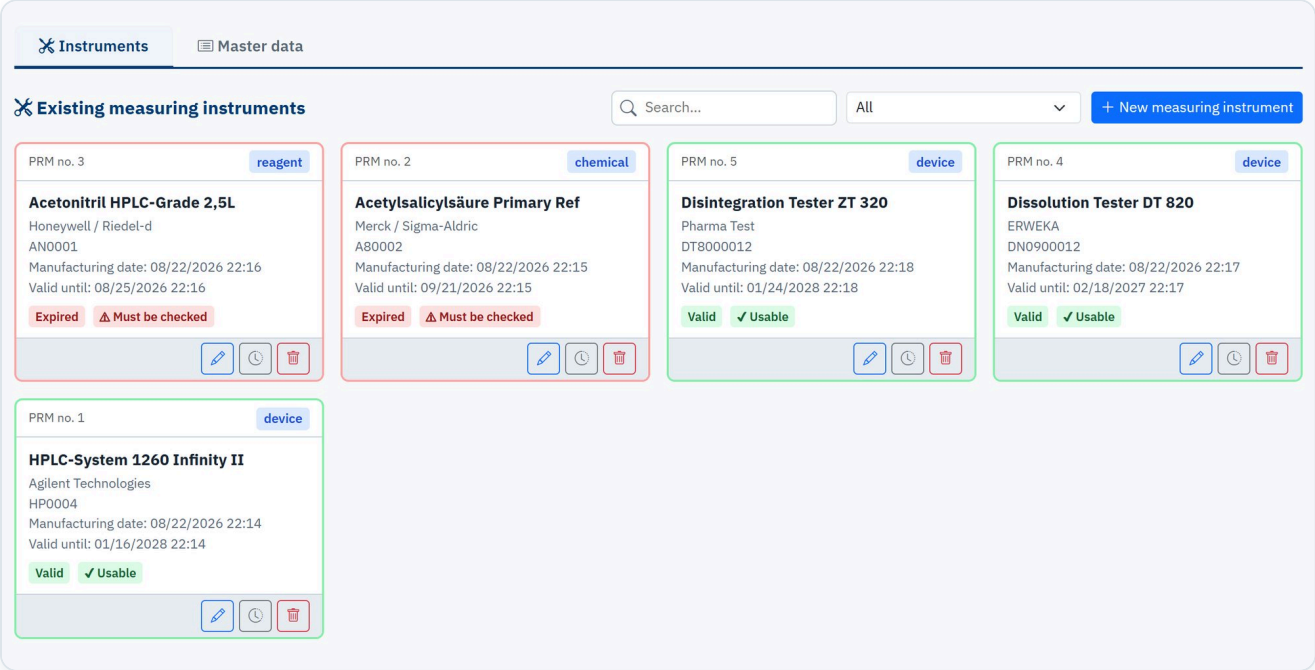


Figure 40 · Existing measuring instruments as tiles with status display

Each **tile** shows one item: the automatically assigned **PRM no.**, the equipment class (e.g. *device*, *reagent*, *chemical*), description, manufacturer, batch or ID number as well as **manufacturing date** and **valid until**. The frame shows the condition:

Valid ✓ Usable green frame – ready for use Expired ⚠ Must be checked red frame – do not use

- **Search** and **condition filter** (*Valid*, *Expiring soon*, *Expired*, *Maximum shelf life exceeded*, *Re-checked*) narrow down the tiles; New measuring instrument creates an individual item.
- edits the tile, confirms a **re-check** (calibration, inspection) – the date fields are updated automatically, removes the item (it is archived).
- Further notes are e.g. *Expiring soon*, *Re-checked*, *No longer usable!* or *Maximum shelf life exceeded*.

Create new test equipment

First choose the **template** from the master data, add date, batch or device number and save. The fields and their names depend on the **equipment class** (see Admin tools).

Test equipment master data (templates)

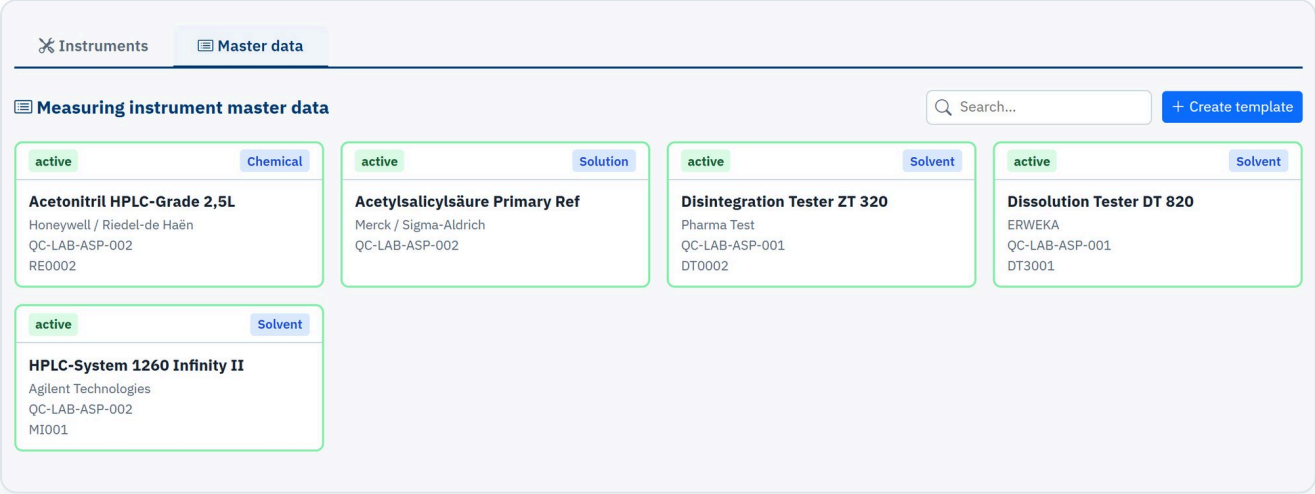


Figure 41 · *Master data* tab: templates for test equipment

A **template** describes a piece of test equipment once: class, description, manufacturer and identifiers, re-check interval (days/hours) and label size. With `+ Create template` you create new templates; double-click a tile to edit it.

- **Daily when in use**: with *yes*, the next test date is set automatically to the current day, 23:59.
- **Re-check interval** in days and hours – LABsBOOK calculates the next date from it.
- Every piece of test equipment can receive a **label with QR code** so that it is clearly identified by scanning.

7.2 Test equipment assignment

So that it remains traceable what a sample was tested with, you assign the equipment used to it. Select the sample in the journal and open Test Equipment › Test Equipment Assignment.

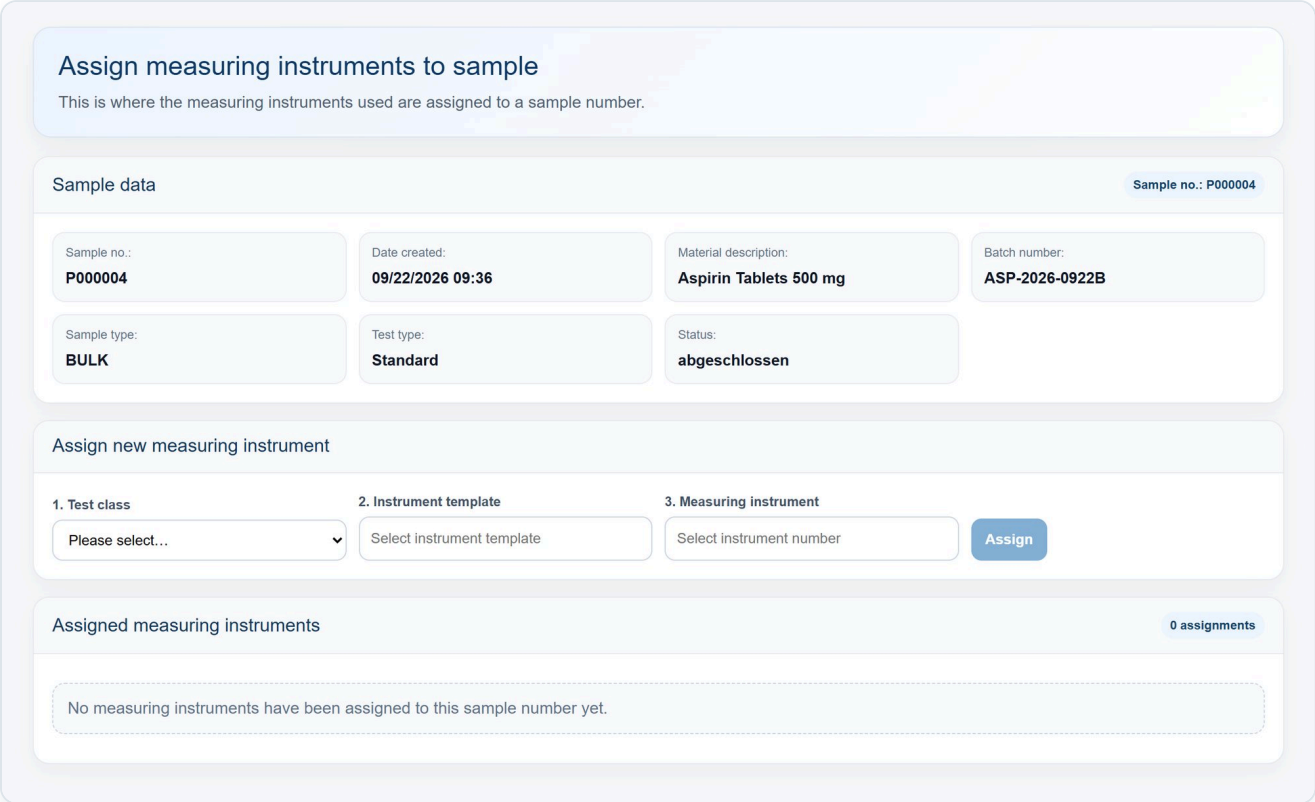


Figure 42 · Assigning test equipment to the sample

1. In the area *Assign new measuring instrument*, choose the **equipment class**.
2. Select the **equipment master** (template).
3. Select the specific **test equipment** (number).
4. Click Assign – the item appears under *Assigned test equipment*.

The assigned test equipment can be output as an additional page in the **certificate of analysis** (option *Attach test equipment sheet*).

> **Tip** Assignment is even faster by **QR scan** with the mobile web app: first scan the sample, then the labels of the test equipment. A due **re-check** can also be confirmed directly there.

8 Sample type and test type

Two terms that are easily confused: where a sample comes from – and what is tested on it.

Every sample in LABsBOOK has a **sample type** and a **test type**. Both appear in the journal, on the label and in the certificate of analysis – but they answer quite different questions. If you know the difference, you can manage with few test plans and still evaluate every sampling point separately.

8.1 The connection at a glance

Several sample types can share the same test type. Their samples are then tested according to the **same test plan**. Which test type belongs to a sample type is stored in the plant master data (*Test type (default)*) – LABsBOOK suggests it automatically when a sample is created.

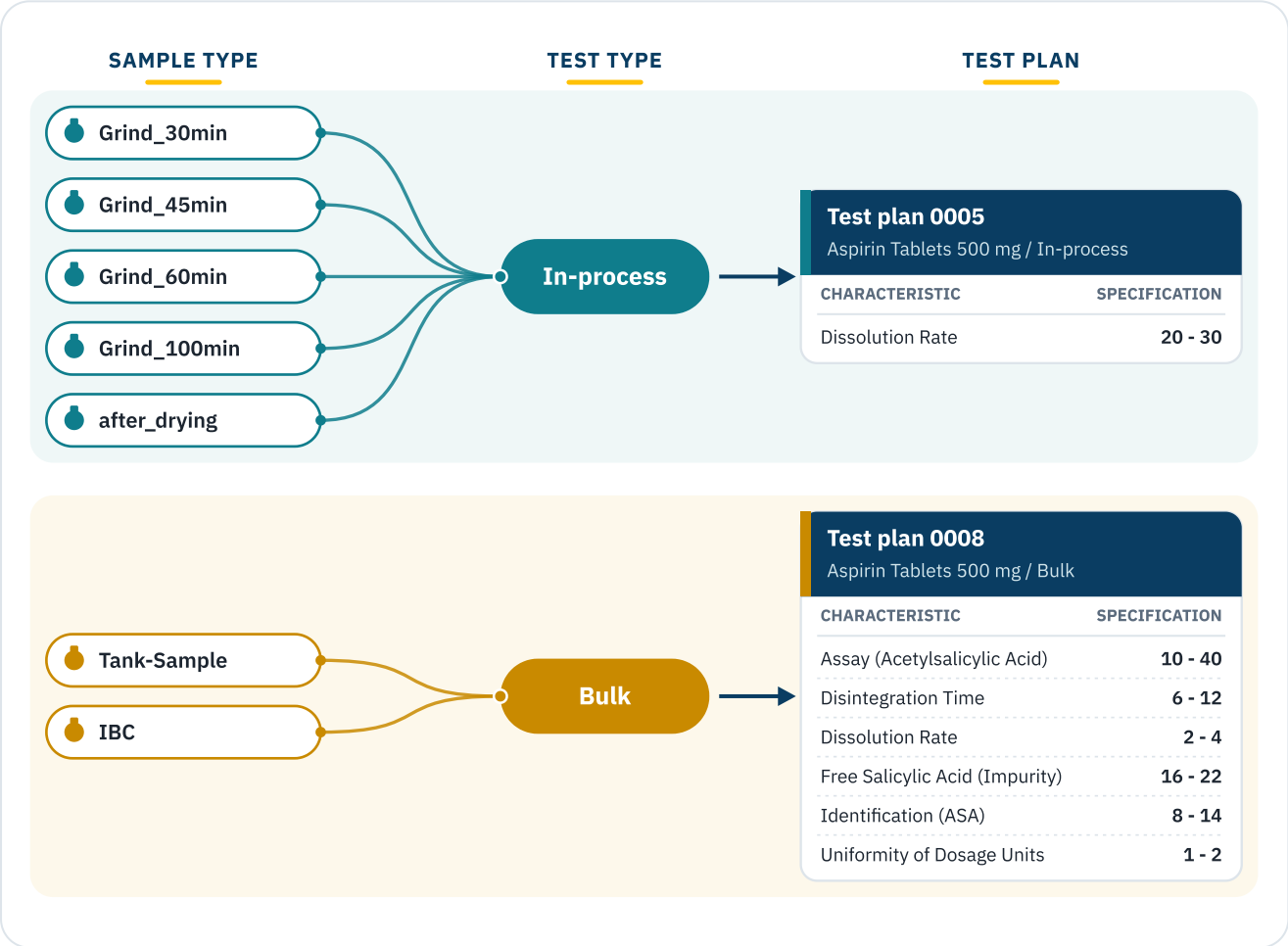


Figure 43 · Five sample types from the grinding and drying process share the test type *In-process* (test plan 0005), two sample types from filling share the test type *Bulk* (test plan 0008)

Note The sample types in this example are **fictitious** and only serve as an illustration.

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In the example, one sample each is taken during grinding after 30, 45, 60 and 100 minutes and after drying. All five are **in-process controls** with the same, short test scope: only the *Dissolution Rate*. The samples from tank and IBC, on the other hand, are **bulk samples** of the finished product with the full test scope of six characteristics.

8.2 Two questions, two terms

	Sample type	Test type
Question	*Where and when* was the sample taken?	*What* is tested on the sample?
Belongs to	the **origin**: facility · plant · sample type (= resource number *ResNr*)	the **material**: material no. + test type
Maintained in	Master Data › Plants (or Turbo master data)	Master Data › Material (or Turbo master data)
Determines	the sampling point or process step – filter in journal and statistics, comparison group of the control chart	the **test plan** with characteristics and limits, the raw data sheet and the label per lab
Examples	*Grind_30min*, *after_drying*, *Tank-Sample*, *IBC*	*In-process*, *Bulk*

8.3 Why the separation?

- **Maintain test plans only once**: if a limit in the test plan *In-process* changes, it applies immediately to all five sample types.
- **New sampling point without a new test plan**: an additional sample type (e.g. *Grind_120min*) is only created under Master Data › Plants and receives the existing test type as a suggestion – test plan, raw data sheet and label remain unchanged.
- **Still evaluate separately**: in Statistics › Statistics/Test Results you filter by sample type. The **control chart** of result entry only compares samples with the **same** sample type – so the trend of *Grind_30min* is not mixed with *Grind_100min*.
- **Traceability**: the sample type appears in the journal, on the label and in the certificate of analysis; you can always see where a sample was taken.

> **Rule of thumb:** If **what** is tested changes (other characteristics or limits), you need a **new test type** with its own test plan. If only **where or when** the sample is taken changes, a **new sample type** is sufficient.

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9 Master data

The basis of all processes: company, material, plants, test plans and test characteristics.

Master data is accessible to the roles **master** and **admin**. Properly maintained master data saves work later: when a sample is created, test type, raw data sheet, label and test plan are suggested automatically.

Master data	Describes	Linked to
Material	Product (material no. + **test type**)	Test plan, raw data sheet, label per lab
Plants	Facility · plant · sample type (= **ResNr**)	suggested test type, raw data sheet, label
Test characteristics	Library of characteristics (text, unit, standard, plausibility, SAP MNr)	Test plans
Test plans	Which characteristics with which limits belong to material + test type (versioned)	Test orders
Labs	up to four labs with label type	Characteristics, label, raw data sheet

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9.1 Company & basic settings

Master Data › Company & Basic Settings (page *Configuration*) contains company data and the display behaviour.

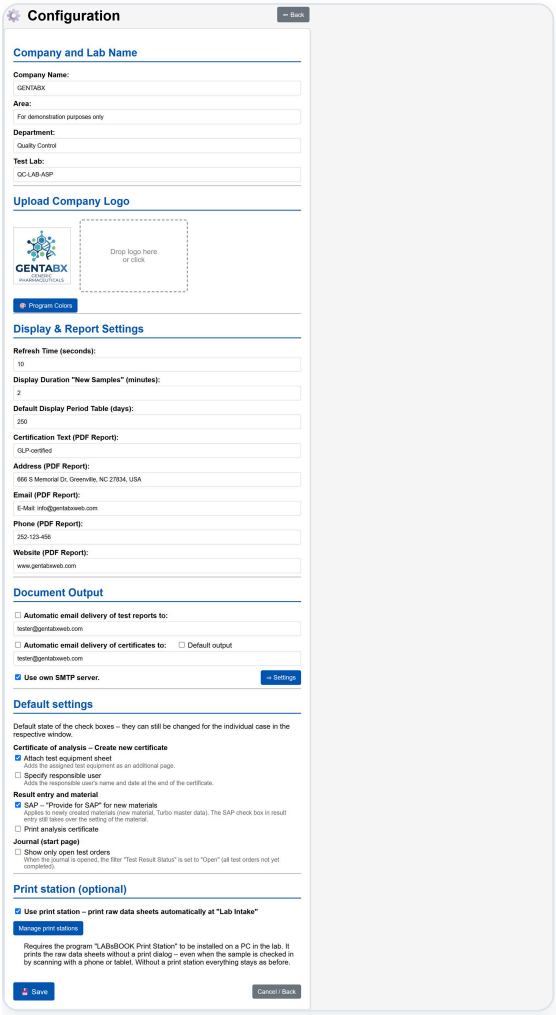


Figure 44 · Configuration: company data, logo, display and report settings, document output, default settings

Area	Setting
Company and lab name	Company name, area, department and test lab – appear in the header area of the journal.
Company logo	Upload the logo by drag & drop or click; it is used in the journal, on labels and in the certificate. Program Colors adjusts the colours of the program.
Refresh time (seconds)	Interval at which the journal refreshes automatically.
Display duration "New samples" (minutes)	How long newly created samples are highlighted by blinking.
Default display period table (days)	Default period for journal and work queue when no date is selected.
Certification, address, email, phone, www	Texts for the header or footer of the certificate of analysis (PDF report).
Document output	Automatic **email dispatch** of raw data sheet (PA) and certificate of analysis (AZ) to a stored address; optionally with an **own SMTP server** (Settings).
Default settings	Presetting of check boxes in other windows (see below).
Print station (optional)	Print raw data sheets automatically on a lab PC at *Lab Intake* (see below).
GLP mode (optional)	Completion and batch release only with an electronic signature (see below).

Tip For secure dispatch to external addresses, the **company's own SMTP server** is recommended. An administrator stores the SMTP parameters under *Settings*.

Default settings

In the section **Default settings** you define whether certain check boxes are **preset**. They can still be changed for the individual case in the respective window.

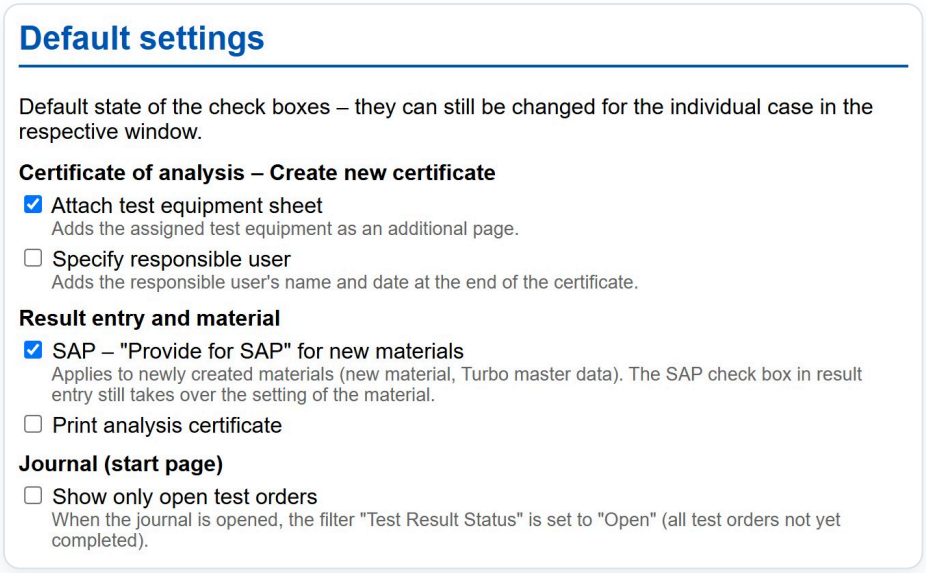


Figure 45 · Default settings in the configuration (below *Document output*)

Default setting	Effect
Attach test equipment sheet · Specify responsible user	Presetting in the dialog *Certificate of analysis* when a new certificate is created (section 6.4).
SAP – "Provide for SAP" for new materials	Applies to **newly created** materials: new material, copy / additional test type, Turbo master data and *Create test type globally*. The check box *SAP* in result entry still takes over the setting of the material.
Print analysis certificate	Presetting of the check box of the same name in result entry (section 5.1).
Show only open test orders	When the journal is opened, the filter *Test Result Status* is set to **Open** – all test orders not yet completed (section 3.5).

Print station (optional)

A **print station** prints raw data sheets automatically and without a print dialog on a PC in the lab at *Lab Intake* – also when checking in by scan (section 6.2). It is only needed if a lab explicitly wants this; without a print station everything stays as before.

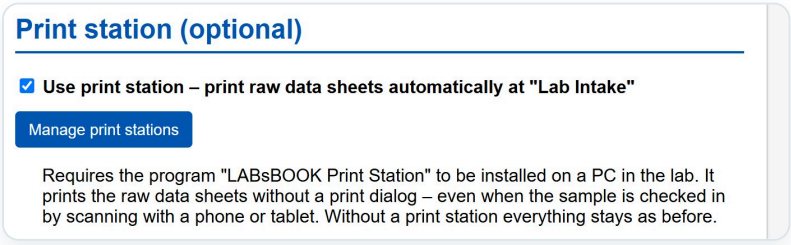


Figure 46 · Section *Print station (optional)* in the configuration

1. Tick **Use print station** and apply with Save.

2. Open Manage print stations, choose a **name** (e.g. *Lab PC QC1*) and the responsible **labs** (no selection = all labs) and click Create print station.
3. LABsBOOK shows the **server address** and an **access key** – the key is shown **only once**, please note it for the installation.
4. On the lab PC (Windows 10/11) download the program via the link **LABsBOOK-Druckstation.zip**, unzip it and run **install.cmd**.
5. Enter server address, access key and **printer** (Enter = Windows default printer). The PDF printer **SumatraPDF** is downloaded automatically on request. No administrator rights are needed; the print station then starts at every Windows logon.

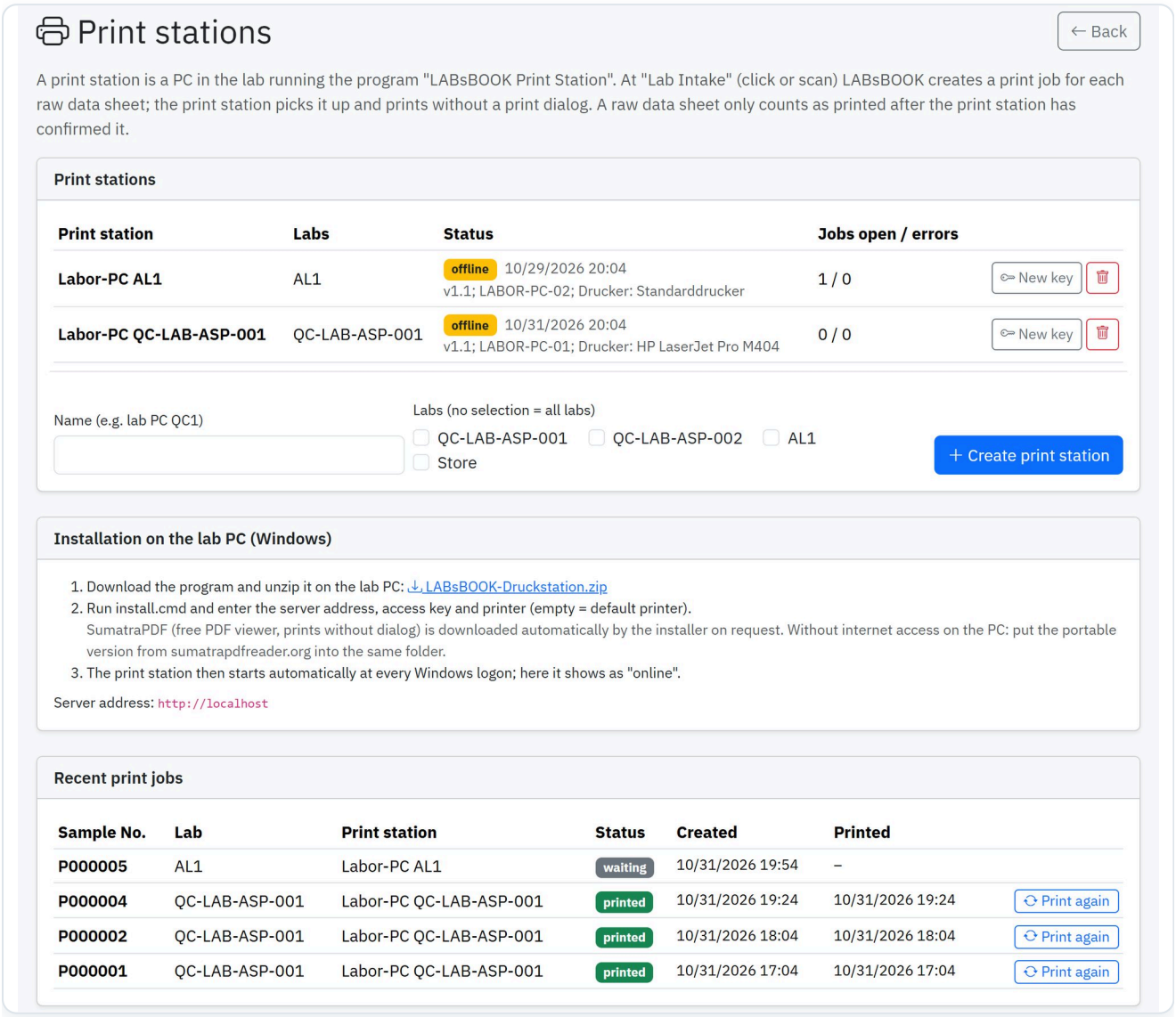


Figure 47 · Page *Print stations*: stations with status, installation and recent print jobs

Element	Function
Status	*online* (reported within the last two minutes), *offline* (e.g. PC switched off) or *never connected*; below it time, program version, PC name and printer.
Jobs open / errors	Waiting print jobs and jobs that could not be printed after several attempts.
New key	Creates a new access key; the previous one no longer works (e.g. when changing the PC). Run **install.cmd** again on the PC.
🗑	Deletes the print station with its print jobs.
Recent print jobs	Status per raw data sheet: *waiting*, *printing*, *printed* or *Error* (with message). Print again provides a job once more.

- The PC must be switched on and a user logged on. Jobs created in the meantime are printed afterwards.
- The PC only connects **outwards** to the LABsBOOK server (like a browser); nothing has to be opened on the server or in the firewall.
- Change settings (e.g. another printer): run **install.cmd** again – the previous values are suggested. Remove: **uninstall.cmd** in the program folder.
- Log for support: *druckstation.log* in the program folder %LOCALAPPDATA%\LABsBOOK-Druckstation.

> **Note** The page *Print stations* is available to the roles *master* and *admin*. The print station only sees its own print jobs and logs on with its access key.

GLP mode (optional)

With the tick **GLP mode active**, LABsBOOK requires an **electronic signature** with the password of the logged-in user when a test order is **completed** – individually (section 5.1) or by **batch release** (section 5.3).

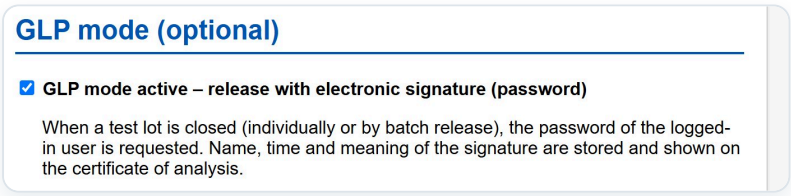


Figure 48 · Section *GLP mode (optional)* in the configuration

- For each sample a separate signature with name, time, meaning and checksum is stored and shown on the **certificate of analysis** (section 6.4).
- After three wrong passwords the user is logged out. On reopening, the signature loses its validity.
- Without GLP mode, batch release only asks for a confirmation; individual completion stays as before.

> **Note Mandatory reasons** in the audit trail and the **archive of deleted samples** always apply – also without GLP mode.

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9.2 Material

Master Data › Material lists all materials. A material consists of **material no. + test type** – one product can have several test types (e.g. *Bulk*, *In-process*, *packing*, *Standard*) and then appears in several rows.

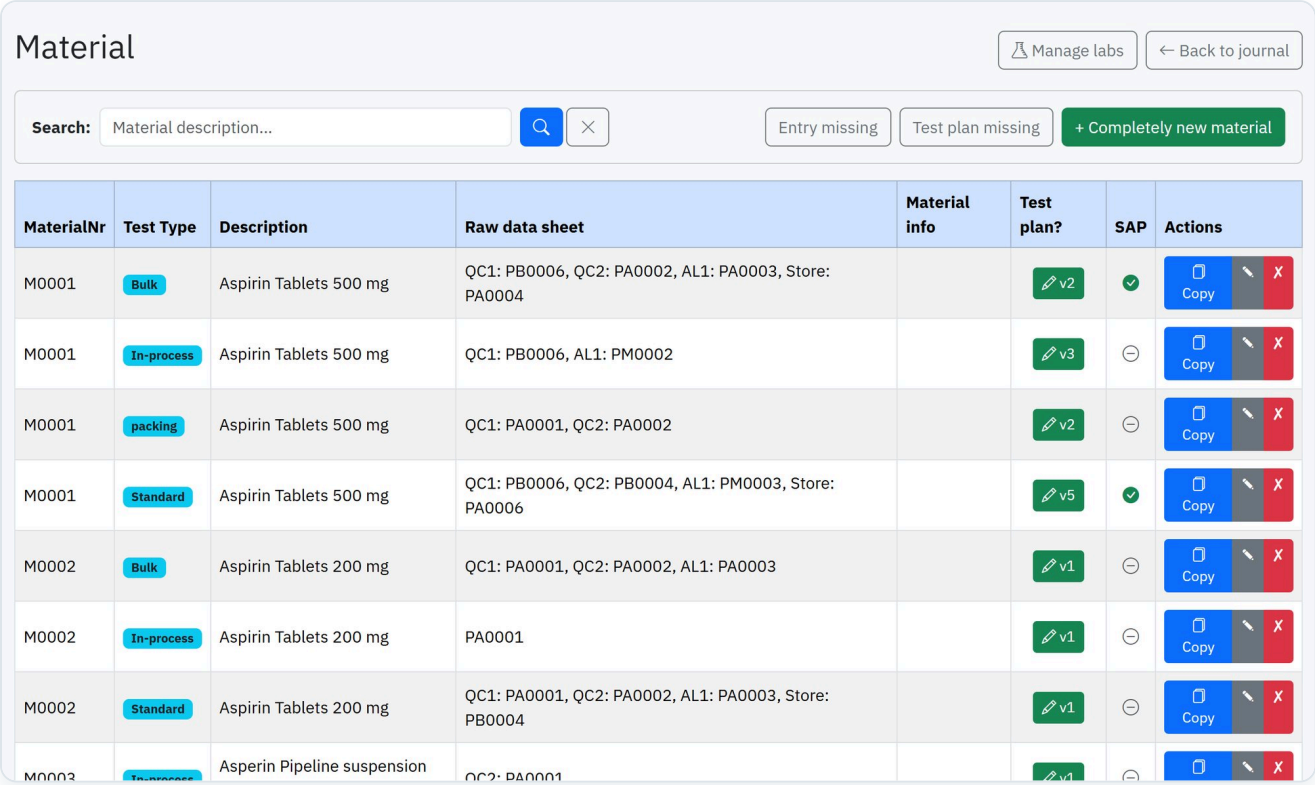


Figure 49 · Material list with test plan version, SAP flag and actions

Column / button	Meaning
Raw data sheet	The assigned PA number per lab (e.g. *QC1: PB0006*) or *Result sheet*.
Test plan?	Green button with the current plan version (e.g. *v5*) – a click opens the test plan. *Test plan missing* if none exists yet.
SAP	✓ = provide this material's data for SAP by default, ⊖ = not. A **click on the symbol** switches the setting directly (master/admin).
Actions	*Copy / add additional test type*, ✎ edit, ✕ delete.
Entry missing · Test plan missing	Filters: show only materials with incomplete master data or without a test plan.
+ Completely new material	Creates a new material and test type. If the material number already exists, the master data is taken over – you then choose a test type that is still free.
Manage labs	Jumps to the maintenance of labs (section Manage labs).

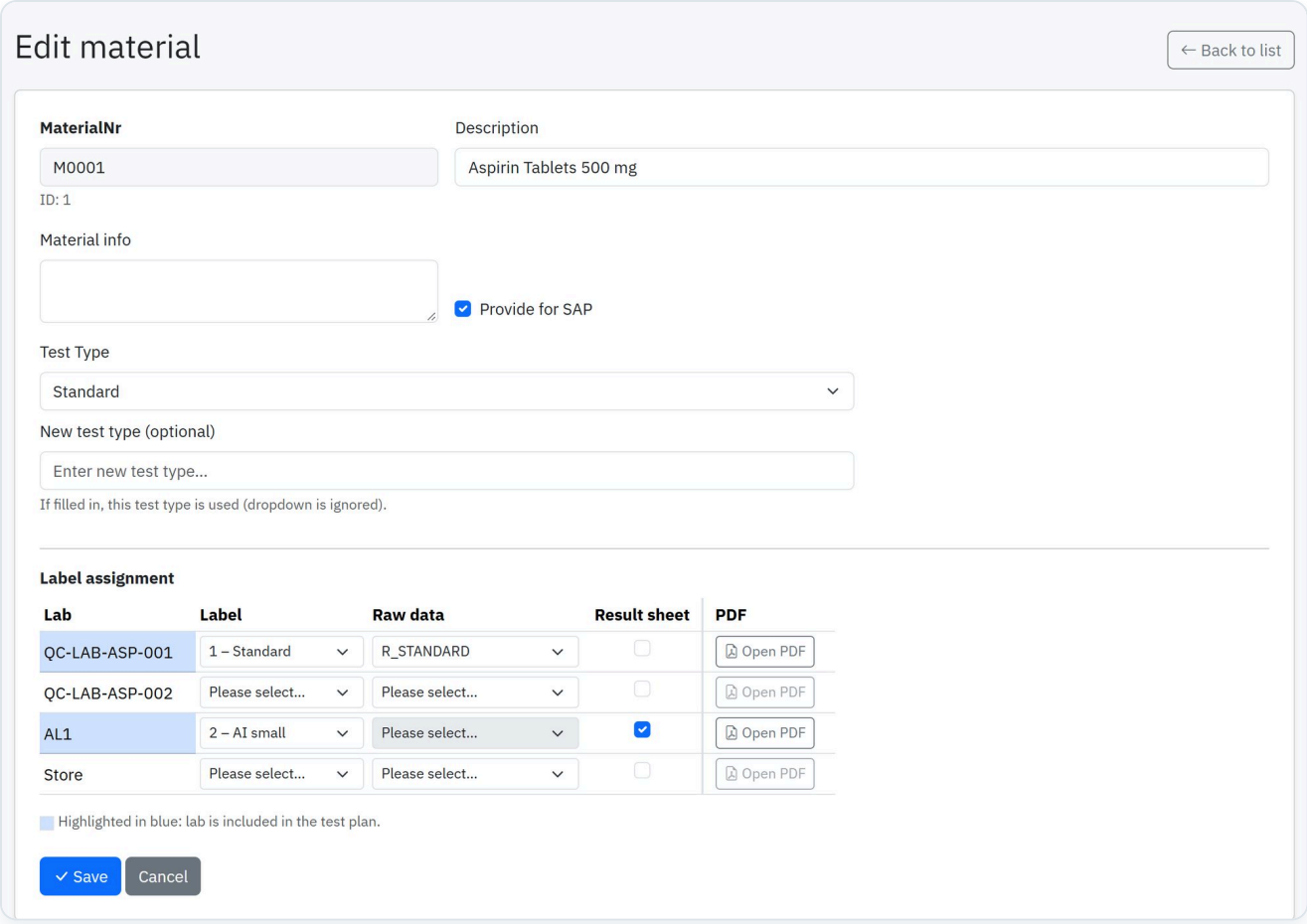
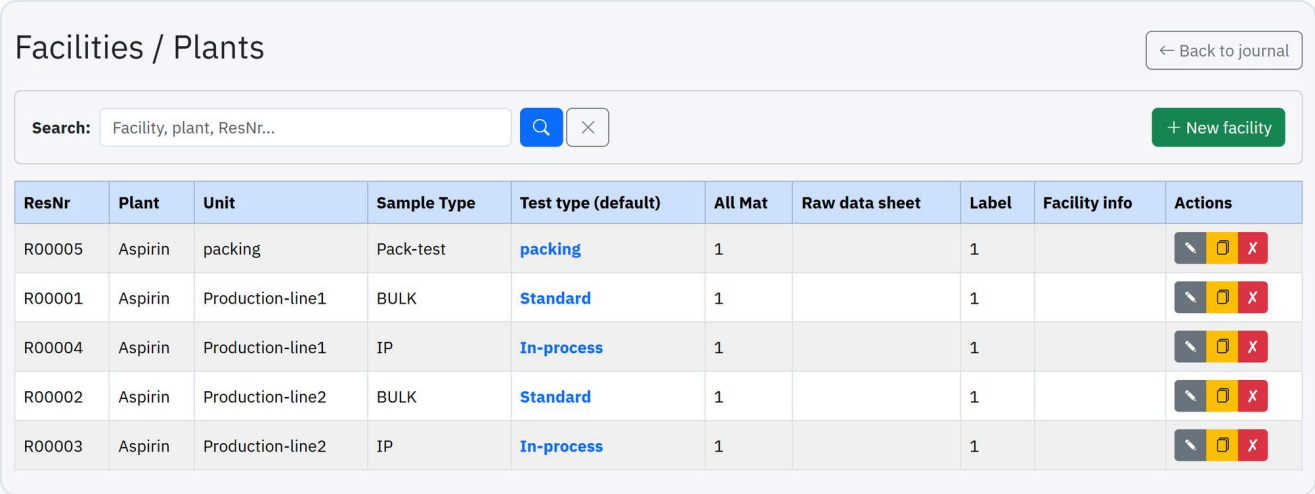


Figure 50 · Edit material: description, note, SAP option, test type and label assignment per lab (here with result sheet; blue = lab in the test plan)

- **Material info**: note that is carried along with samples of this material.
- **Provide for SAP**: default for the check box *SAP* in result entry (can be changed per sample at any time). For new materials it is preset according to the *default settings* (section 9.1).
- **Label assignment**: per lab **Label**, **Raw data** (raw data sheet), **Result sheet** and **PDF**. With the tick **Result sheet** the lab receives an automatically generated **result sheet** instead of the raw data sheet – the Raw Data selection is then empty and locked (section 6.3).
- Open PDF in the column **PDF** shows the selected raw data sheet or, for *Result sheet*, a **preview of the result sheet** with the lab's characteristics from the current test plan (section 6.3).
- A lab that is part of the material's current test plan is **highlighted in blue**. If there is no test plan yet, *No test plan available* is shown below the table.
- With a test plan, only the **labs of the test plan** are pre-filled; labs outside the test plan stay empty (*Please select...*) and are cleared on saving.
- The **raw data sheet of the material** – taken over when a sample is created – is the first lab in the table with a raw data sheet or result sheet.
- The same label assignment with *Result sheet* is available when creating a new material (+ Completely new material or *Copy / add additional test type*).

9.3 Facilities / plants

Master Data › Plants describes **where** samples come from. The combination of **facility, plant and sample type** yields the **resource number (ResNr)**.



ResNr	Plant	Unit	Sample Type	Test type (default)	All Mat	Raw data sheet	Label	Facility info	Actions
R00005	Aspirin	packing	Pack-test	packing	1		1		
R00001	Aspirin	Production-line1	BULK	Standard	1		1		
R00004	Aspirin	Production-line1	IP	In-process	1		1		
R00002	Aspirin	Production-line2	BULK	Standard	1		1		
R00003	Aspirin	Production-line2	IP	In-process	1		1		

Figure 51 · Facilities/plants with resource number, suggested test type, raw data sheet and label

Column	Meaning
ResNr	Unique resource number (assigned automatically).
Test type (default)	**Suggested** as the test type when a sample is created.
All Mat	*1* = **material-dependent** test (default). *0* = **material-independent** test: raw data sheet and test plan are assigned via the ResNr instead of material/test type.
Raw data sheet / label	Assigned raw data sheet and label type (for material-independent tests).
Facility info	Note that is pre-filled for samples of this origin.

+ New facility creates a new origin; with 📋 you copy an existing entry as a template.

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9.4 Test plans

A **test plan** defines **which test characteristics** with **which limits** belong to a material and a test type. Master Data › Test Plans searches plans by material.

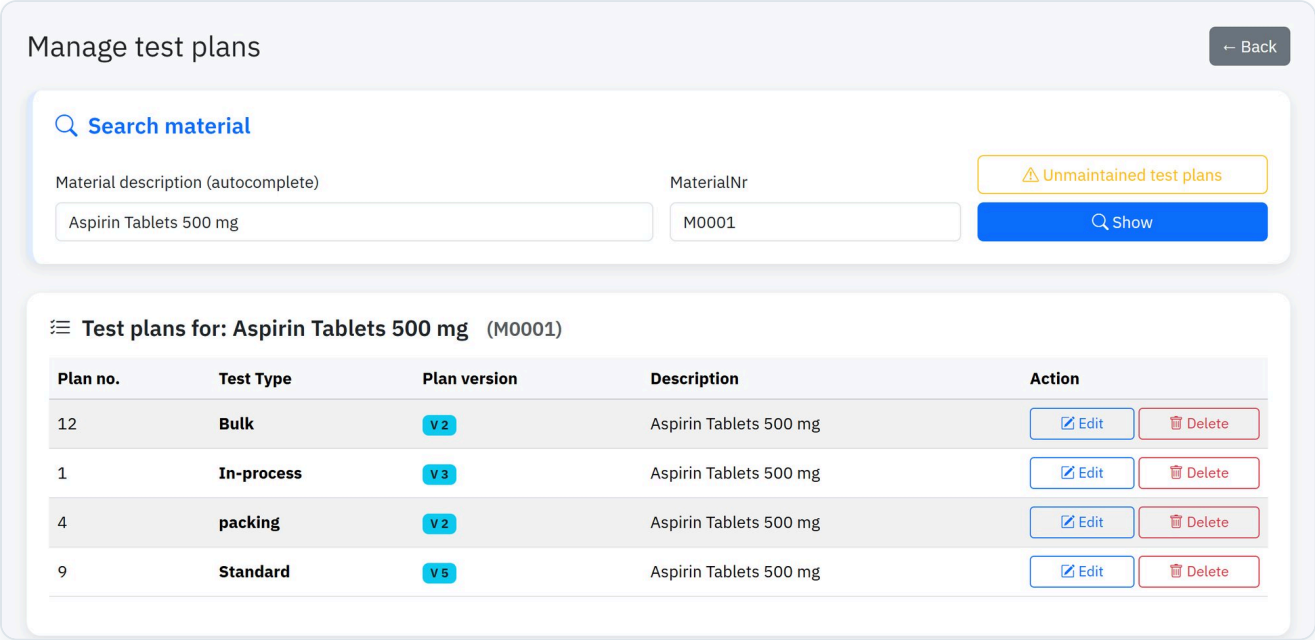


Figure 52 · Manage test plans: search material, plans per test type with version number

1. Type the **material description** (autocomplete) or enter the **material no.**, then Show.
2. The list shows the plans per **test type** with *Plan no.* and *Plan version*.
3. Edit opens the plan, Delete removes it (master/admin only) – test results already recorded are retained.
4. Unmaintained test plans shows all materials for which no test plan has been created yet.

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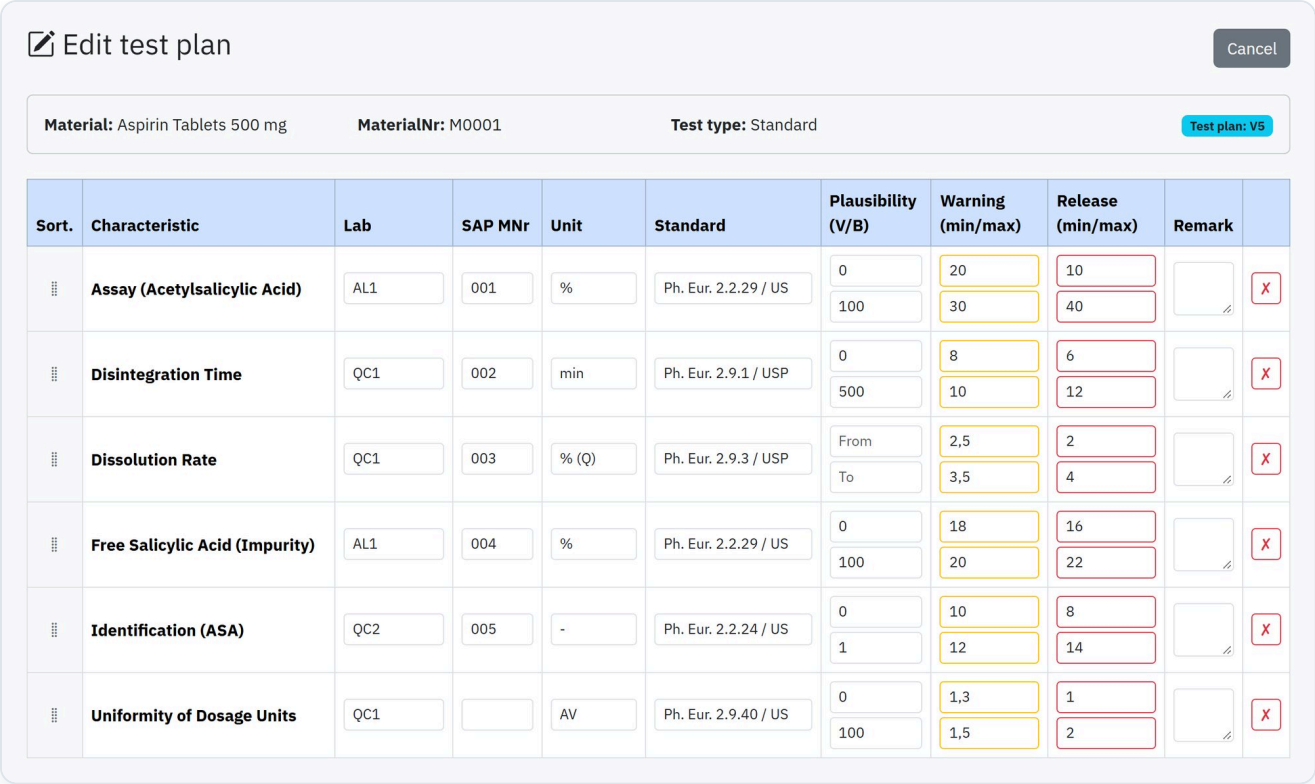


Figure 53 · Edit test plan: characteristics, lab, SAP MNr, unit, standard, plausibility, warning and release limits

Column	Meaning
Sort.	Order – change by dragging the handle.
Characteristic	Test characteristic from the library.
Lab	Lab that tests this characteristic (determines the grouping in result entry).
SAP MNr	SAP characteristic number; taken over automatically from the library and can be completed here.
Unit · Standard	Unit of the measured value and method/standard (appears as an info symbol in result entry).
Plausibility (V/B)	Plausibility limits from/to – values outside trigger a warning.
Warning (min/max)	Warning limits (yellow edge): outside = *deviation*.
Release (min/max)	Release limits (red edge): outside = *rejection*.
Remark	Note on the characteristic – pre-filled from the library, can be supplemented here for this test plan; appears on the **result sheet**.

Add new characteristics in the area **Add characteristic** using the search. If a characteristic is missing, create it in the library via **Create new test characteristic**. For a new plan you can take over the characteristics of an existing plan as a **template**.

Plan versions: Every time a plan is saved, a **new plan version** is created (V5 → V6). Result entry always shows the **current version**. Therefore change a test plan, if possible, **before** values are entered; values already entered under an older version are evaluated in the statistics of that version, but are no longer shown in result entry.

Note Statistics and balance only compare test orders with the **same test plan number and plan version**. This is why a stable test plan is worthwhile.

9.5 Test characteristics

The **library of test characteristics** (Master Data › Test Characteristics) contains all characteristics that can be used in test plans.

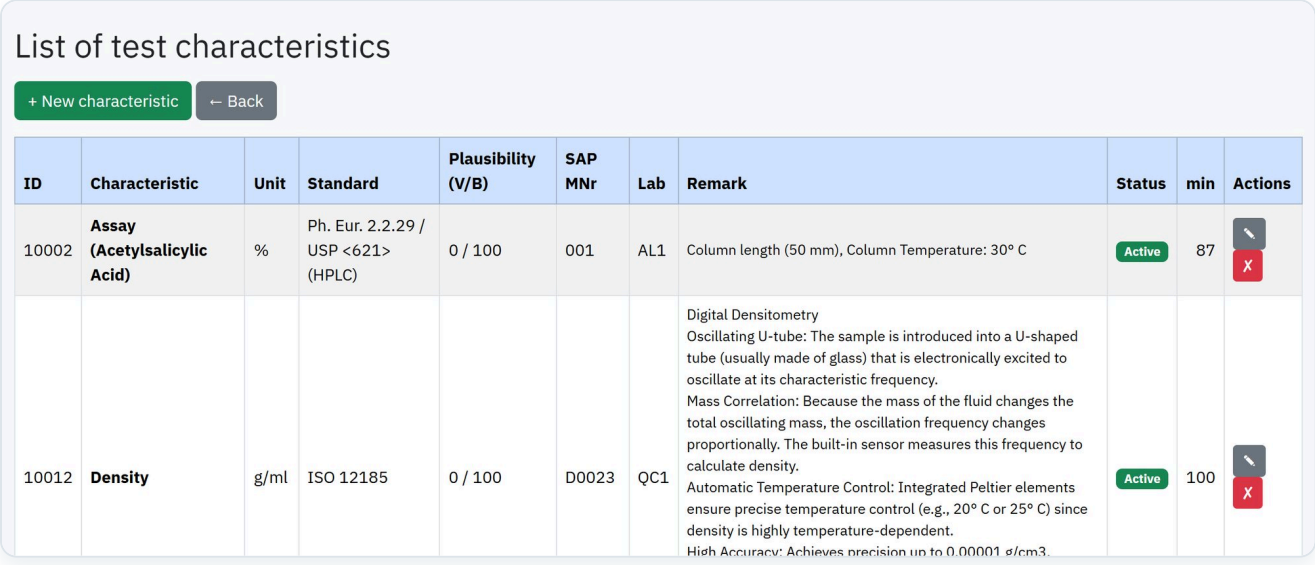


Figure 54 · List of test characteristics with unit, standard, plausibility, SAP MNr, lab, remark, status and test duration

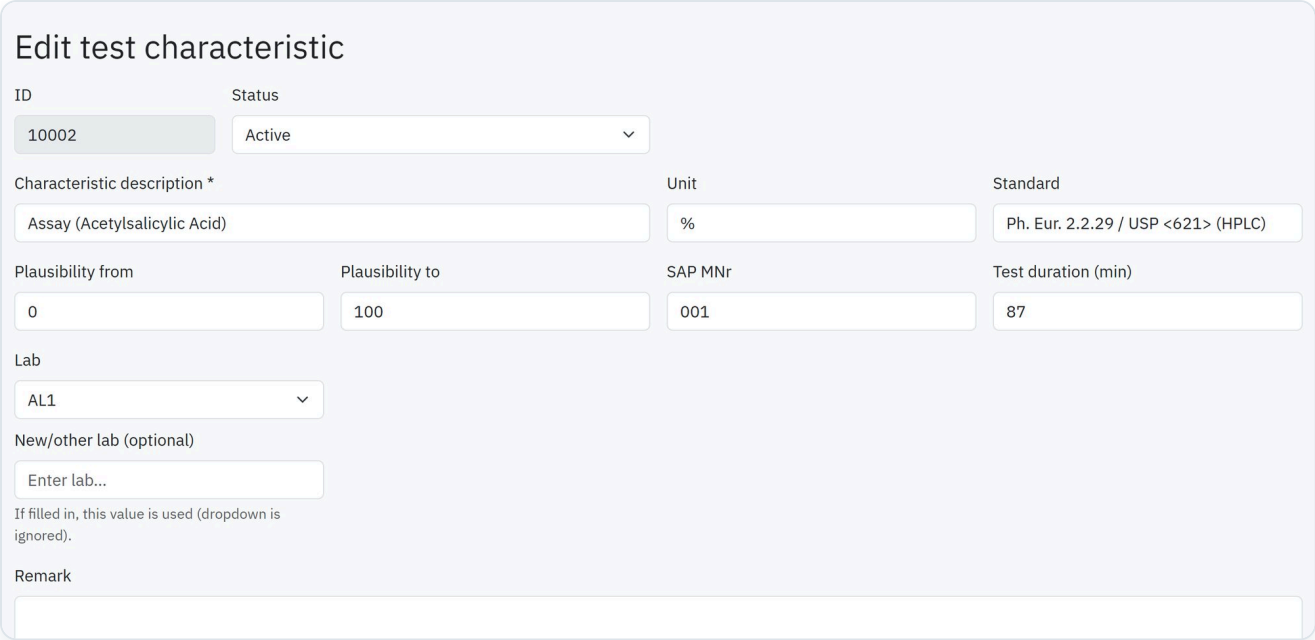


Figure 55 · Edit test characteristic

Field	Meaning
ID	Assigned automatically.
Characteristic description	Name of the characteristic; must be unique.
Unit · Standard	Unit of the measured value and method/standard.
Plausibility from / to	Plausibility limits (from/to) for input checking.
SAP MNr	Optional SAP characteristic number (up to 7 characters). **Only characteristics with a filled SAP MNr** are included in the SAP export.
Test duration (min)	Expected test duration in minutes – basis for the test effort in the balance.
Lab	Default lab of the characteristic; another can be entered via *New/other lab*.
Remark	Notes on the characteristic, e.g. test parameters up to the test instruction. The text is taken over when the characteristic is added to a test plan, can be supplemented there and appears on the **result sheet** as *Note*. In the list of test characteristics it is shown in the column *Remark*.
Status	*Active* or *Inactive*.

Tip Characteristics that are no longer needed but have already been used should **not be deleted but deactivated** (✕ in the list). All characteristics are additionally stored as text in the test data – traceability is preserved.

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9.6 Manage labs

Under Master Data › Manage labs you create up to **four labs**. Each lab has a **short name** (e.g. *QC-LAB-ASP-001* or *AL1*), a **long name** (e.g. *Qualitycontrol 1*), a **label number** (label type for this lab) and optionally a remark.

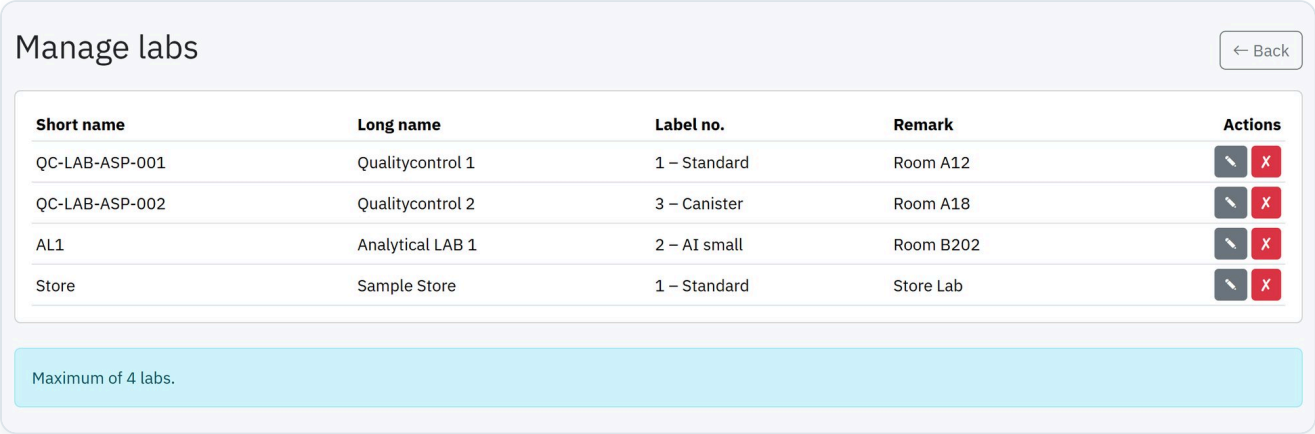


Figure 56 · Manage labs

- The labs group the characteristics in result entry and control which label and raw data sheet is used for printing.
- Users can be assigned to a lab (lab area) and then only see its characteristics.

9.7 Turbo master data

With **Turbo master data** you create master data for a **new sample type** (and, if necessary, a new plant) quickly and easily – directly on the basis of a sample already recorded. You reach the function via Master Data › Turbo Master Data or automatically when a sample has not yet been assigned a valid test type (orange cogwheel ⚙). A click on a **red box** under *Lab status* (section 3.3) opens the Turbo master data of the sample directly with the dialog *Labels/Raw data sheets*.

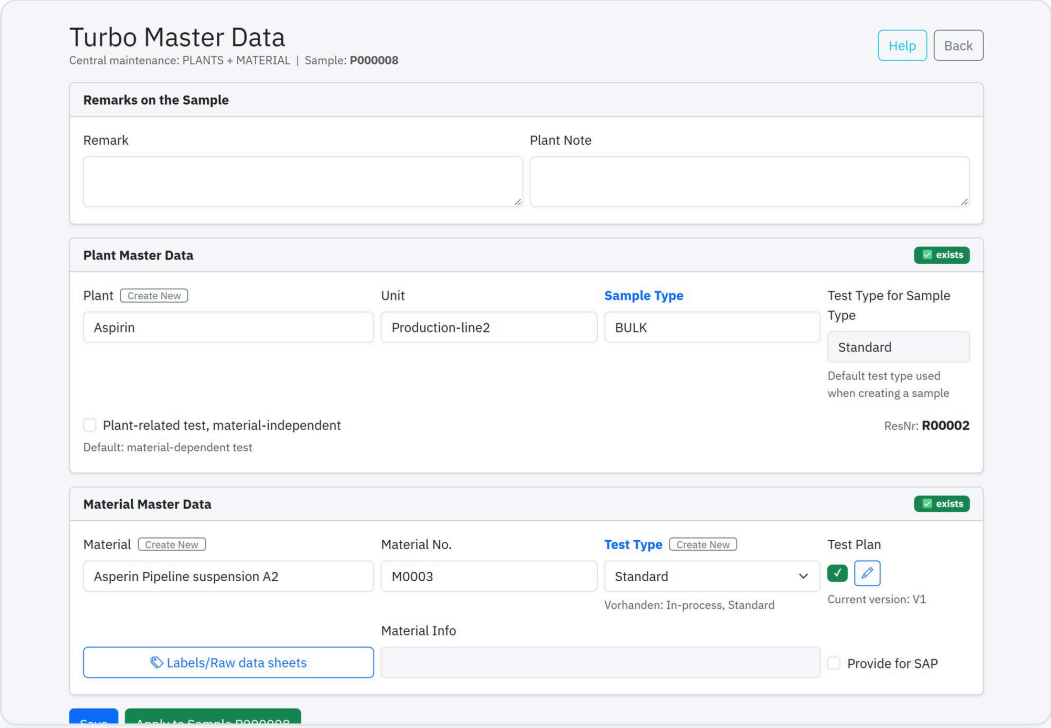


Figure 57 · Turbo master data: plant master data, material master data and test plan in one form

Element	Function
Create New (behind *Facility*, *Material*, *Test type*)	Opens the form *New facility*, *New material* or an **additional test type** of the material (like *Copy / add additional test type*). Your entries are kept; with Back – also after saving – you return to Turbo master data, where the newly created material and test type are already filled in.
Plant-related test, material-independent	When ticked, **Raw Data Sheet (Report No.)** with Open PDF appears next to it: the raw data sheet of the facility. With *Apply to Sample* the sample then receives this raw data sheet. Tick and field are pre-filled from the master data for an existing facility.
Labels/Raw data sheets	Opens the **label assignment** of the material: per lab label, raw data sheet (column *Raw Data*) or **Result sheet** and in the column *PDF* Open PDF – for result sheets a preview, here with the header data of the sample if material and test type match. The labs of the test plan are highlighted in blue; the first lab with a raw data sheet or result sheet is the raw data sheet of the material (as in *Edit material*). They are applied with the page's Save.
Material Info	Note on the material (display only).
Provide for SAP	Default for the check box *SAP* in result entry (as in *Edit material*).

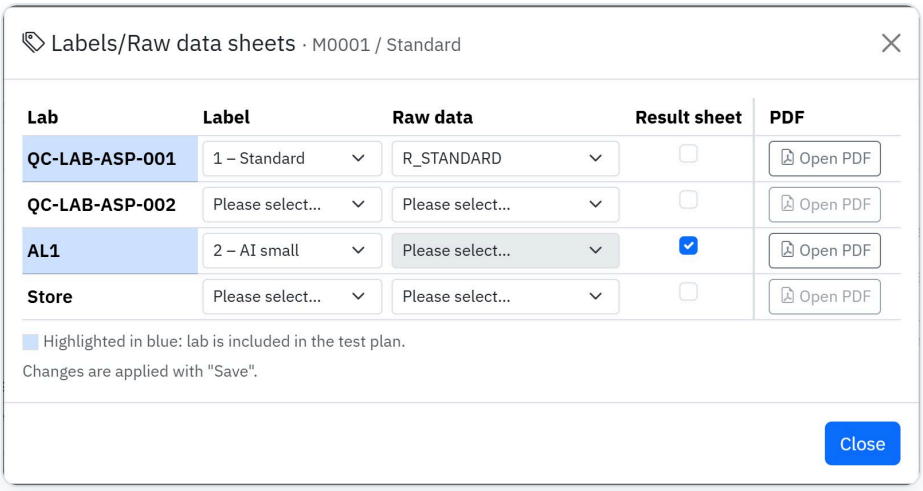


Figure 58 · Dialog *Labels/Raw data sheets*: label, raw data sheet or result sheet per lab

The procedure

1. The facility creates the sample with a **provisional, arbitrary sample type** and enters the name of the desired new sample type in the field **Plant Info** (it is printed on the label).
2. Select the sample in the journal and open Master Data › Turbo Master Data. *Plant note* serves as a template for the new name.
3. Enter the **sample type** (overwrites the suggestion; deleting the entry shows all existing types) and select a **test type** that is still free – ideally matching the sample type.
4. Via Labels/Raw data sheets choose **label and raw data sheet** per lab – or **Result sheet** for an automatically generated result sheet. If no suitable raw data sheet exists yet, first take any (standard) one and upload your own PDF later.
5. Click Save – sample type and test type are created in the database.
6. Apply to Sample ... transfers the master data to the current sample.
7. Finally edit the **test plan** and assign the test characteristics.

> **Note** Your entries are only saved permanently by Save; afterwards they can be transferred to the sample. Whether a test plan already exists is shown by the version number or the note *No test characteristics maintained*. The **Help** button of the form summarises the procedure.

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10 Statistics

Evaluate results, optimise limits and monitor turnaround times.

The *Statistics* group is available to all roles. Test orders can only be evaluated **together** if they belong to the **same test plan number** and **plan version** – because only then are characteristics and limits comparable.

10.1 Statistics/test results

Here you see the **individual results** of all test orders of a test plan side by side. Open Statistics › Statistics/Test Results.

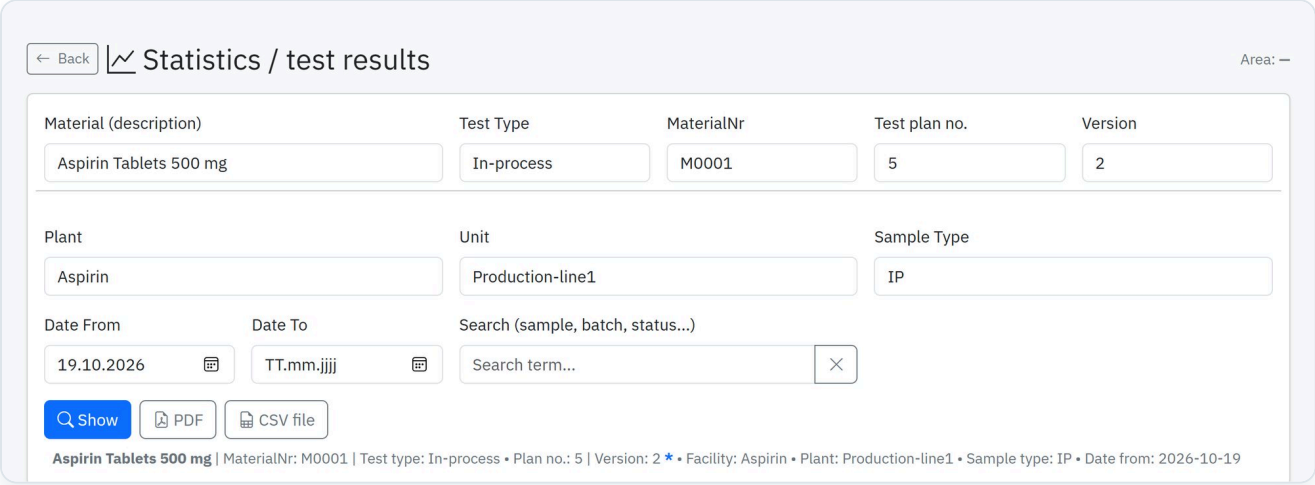


Figure 59 · Selection fields: material, test type, plan version, origin and period

1. Type the **material** (description) and choose from the suggestions – *test type, material no.* and *test plan no.* are filled in.
2. Choose **test type** and **version** (if there are several plan versions). The default is the current version.
3. Optionally choose **facility, plant, sample type** from the selection lists (*All* = no restriction), enter a **period** or a **search term** (sample, batch, status).
4. Click Show.

The selection lists **facility, plant and sample type** contain the entries from Master Data › Plants as well as values of existing samples. They depend on each other: **plant** shows the plants of the selected facility, **sample type** the sample types of facility and plant. Users with the role *betrieb* only see their own facility.

> **Tip** From the **Batch Cockpit** (📈) and from the **control chart** of result entry (Open Statistics) the statistics open already filled in – with material, test type, facility, plant and sample type of the sample.

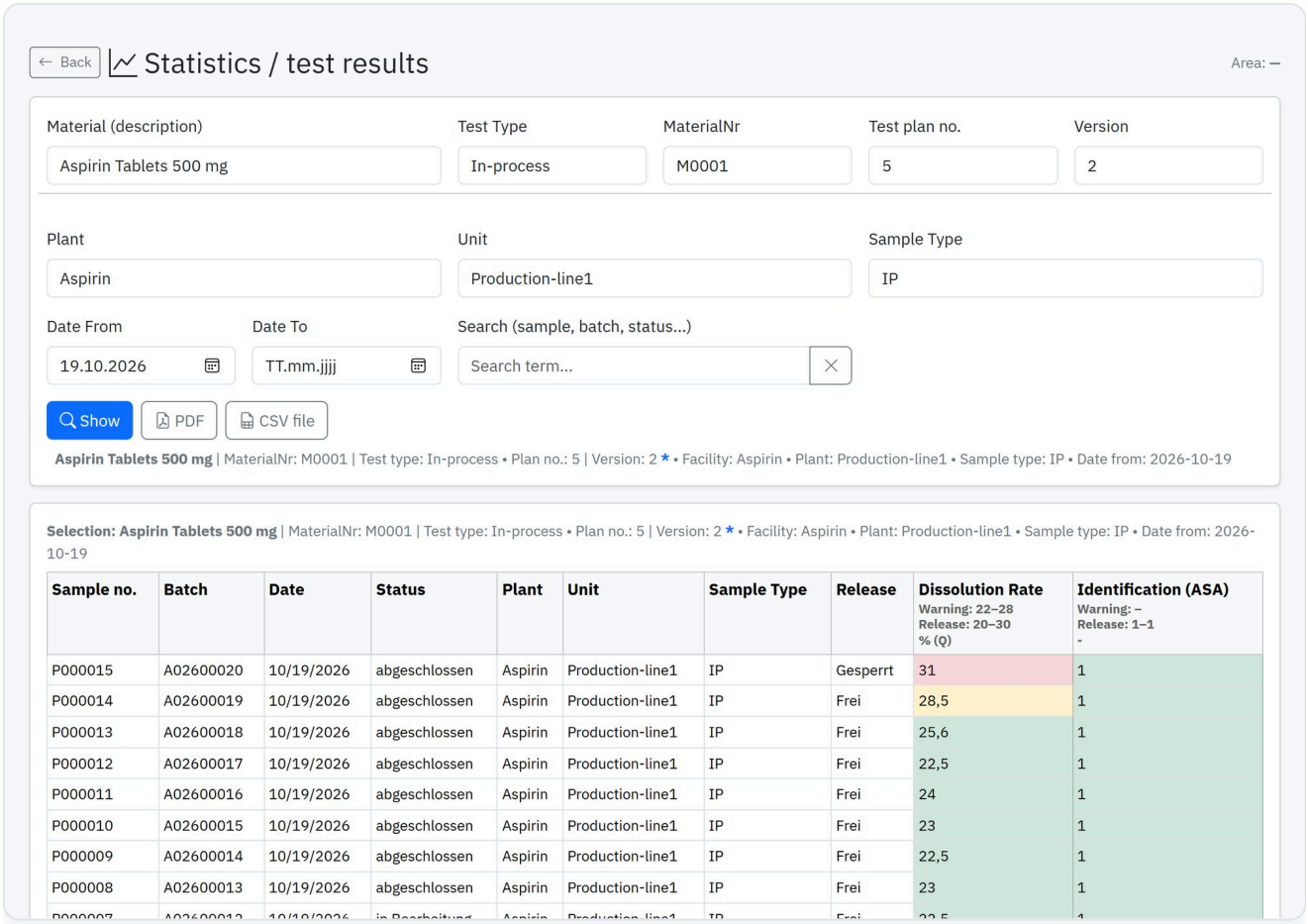
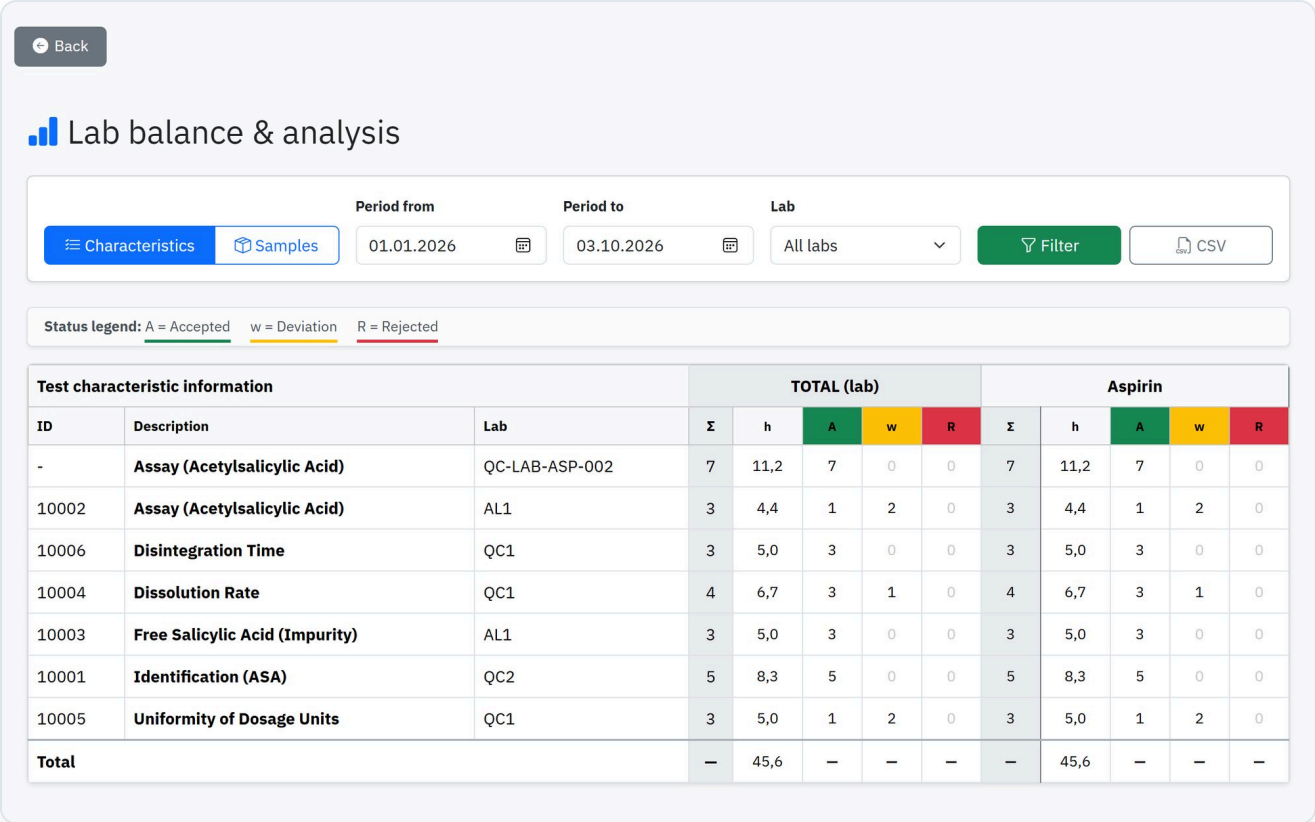


Figure 60 · Result list: one row per sample, one column per characteristic with limits in the header and colour-marked values

The column headers give the **warning** and **release limits** and the unit for each characteristic. Values are **shaded in colour**: green = accepted, yellow = deviation, red = rejection. With PDF and CSV file you export the selection as a PDF or for Excel.

10.2 Balance

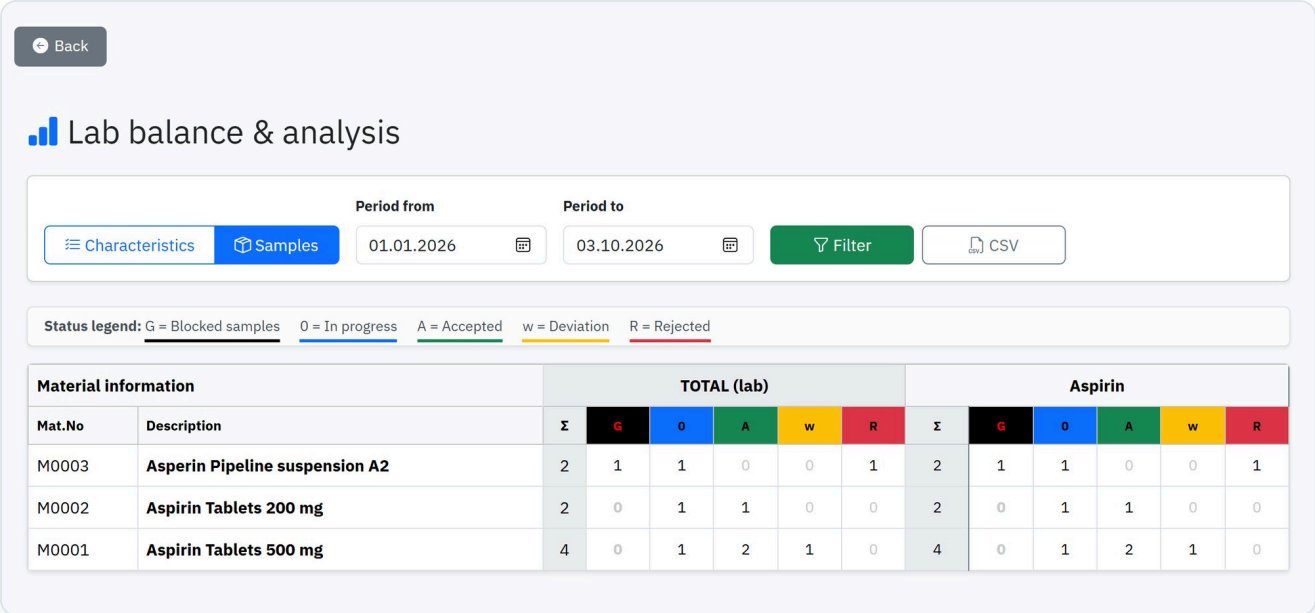
The **lab balance** counts how many **tests** and **samples** were accepted, objected to or rejected in a period. Open Statistics › Balance.



Test characteristic information			TOTAL (lab)					Aspirin				
ID	Description	Lab	Σ	h	A	w	R	Σ	h	A	w	R
-	**Assay (Acetylsalicylic Acid)**	QC-LAB-ASP-002	7	11,2	7	0	0	7	11,2	7	0	0
10002	**Assay (Acetylsalicylic Acid)**	AL1	3	4,4	1	2	0	3	4,4	1	2	0
10006	**Disintegration Time**	QC1	3	5,0	3	0	0	3	5,0	3	0	0
10004	**Dissolution Rate**	QC1	4	6,7	3	1	0	4	6,7	3	1	0
10003	**Free Salicylic Acid (Impurity)**	AL1	3	5,0	3	0	0	3	5,0	3	0	0
10001	**Identification (ASA)**	QC2	5	8,3	5	0	0	5	8,3	5	0	0
10005	**Uniformity of Dosage Units**	QC1	3	5,0	1	2	0	3	5,0	1	2	0
Total			–	45,6	–	–	–	–	45,6	–	–	–

Figure 61 · Balance in the *Characteristics* view: number of tests per test characteristic and facility

View	Counts …	Columns
Characteristics	the tests (test characteristics) in total and per facility/sender	**Σ** total · **h** test effort in hours · **A** accepted · **w** deviation · **R** rejected
Samples	the samples in total and per facility/sender	**Σ** total · **G** blocked samples · **0** in progress · **A** · **w** · **R**



Material information		TOTAL (lab)						Aspirin					
Mat.No	Description	Σ	G	0	A	w	R	Σ	G	0	A	w	R
M0003	**Asperin Pipeline suspension A2**	2	1	1	0	0	1	2	1	1	0	0	1
M0002	**Aspirin Tablets 200 mg**	2	0	1	1	0	0	2	0	1	1	0	0
M0001	**Aspirin Tablets 500 mg**	4	0	1	2	1	0	4	0	1	2	1	0

Figure 62 · *Samples* view: additionally with the columns G (blocked) and 0 (in progress)

- **Accepted (A)**: within the release and warning limits.
- **Deviation (w)**: within the release limits but outside the warning limits.
- **Rejected (R)**: outside the release limits.
- Period and (in the *Characteristics* view) the **lab** can be restricted; CSV exports the table.

> **Note** The **test effort (h)** results from the number of tests and the **test duration (min)** you stored for the test characteristic.

10.3 Limit value analysis

The **limit value analysis** shows which test characteristics **frequently** violate limits – and makes **suggestions** on how the evaluation limits can be optimised. Open Statistics › Limit Value Analysis.

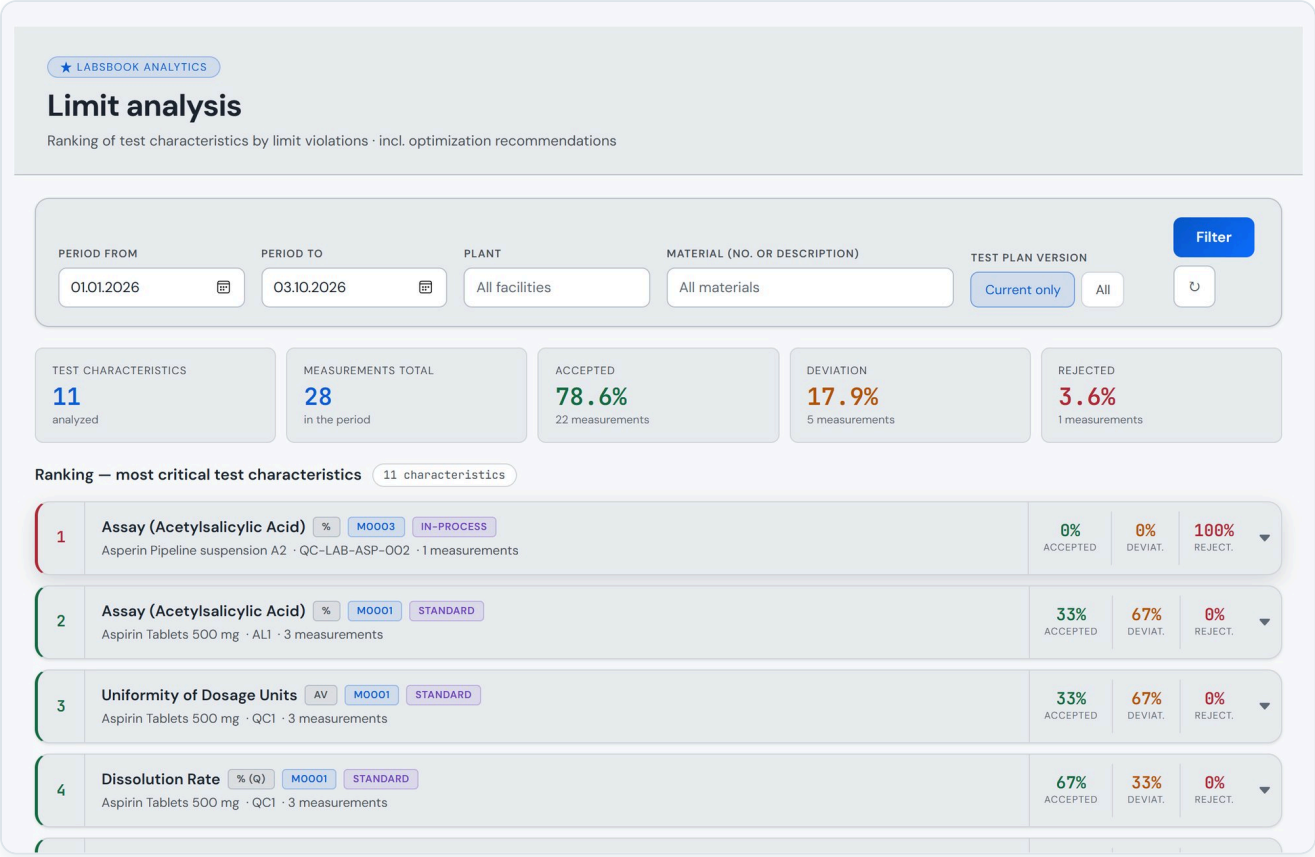


Figure 63 · Limit value analysis: key figures, ranking of the most critical characteristics and an expanded optimisation suggestion

- **Filters**: period, facility, material (number or description) and test plan version (*Current only* or *All*).
- **Key figures**: number of analysed characteristics and measurements as well as the share of accepted, deviation and rejection.
- **Ranking**: the characteristics are ordered by severity of violations; on the right you see the shares per characteristic. A click expands the card.
- **Distribution of measurement results**: bars in green (accepted), orange (deviation) and red (rejection).
- **Optimization suggestions**: the *data spread* (smallest to largest measured value) as well as, for each limit, the previous value (struck through) and the **suggested** new value.

Tip Use the suggestions as a **decision aid** for maintaining the test plans – nothing is applied automatically.

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10.4 Processing time

The evaluation of **turnaround times** shows how long samples are in transit, in the lab and in total. Open Statistics › Processing Time.

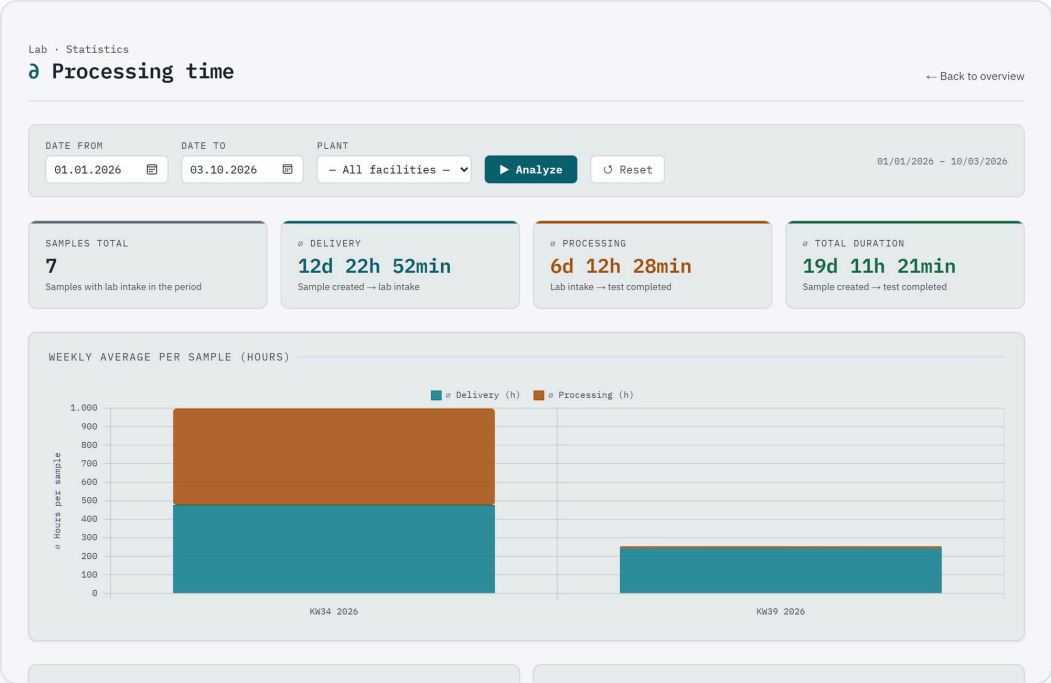


Figure 64 · Processing time: key figures and charts (weekly, monthly, trend)

Key figure	Meaning
Samples total	Samples with lab intake in the selected period.
⌀ **Delivery**	Average from *Sample created* to *Lab intake*.
⌀ **Processing**	Average from *Lab intake* to *Test completed*.
⌀ **Total duration**	Average from *Sample created* to *Test completed*.

The **charts** show the average duration per sample weekly and monthly (stacked from delivery and processing) as well as the **trend** of the total duration. A **detailed list** shows every sample with its times. Filters: *Date from/to* and *Facility*.

> **Note** The time stamps come from the Lab module – the more consistently *Lab intake* and *Lab completed* are set (preferably by QR scan), the more meaningful the evaluation.

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11 Tools

Raw data sheets, labels, batch cockpit and the administrator functions.

The *Tools* menu is enabled for the roles **master** and **admin**. It also contains the link to this manual.

11.1 Upload raw data sheets

Raw data sheets are **PDF templates**. Under `Tools` › `Upload Raw Data Sheets (PDF)` you upload and manage them.

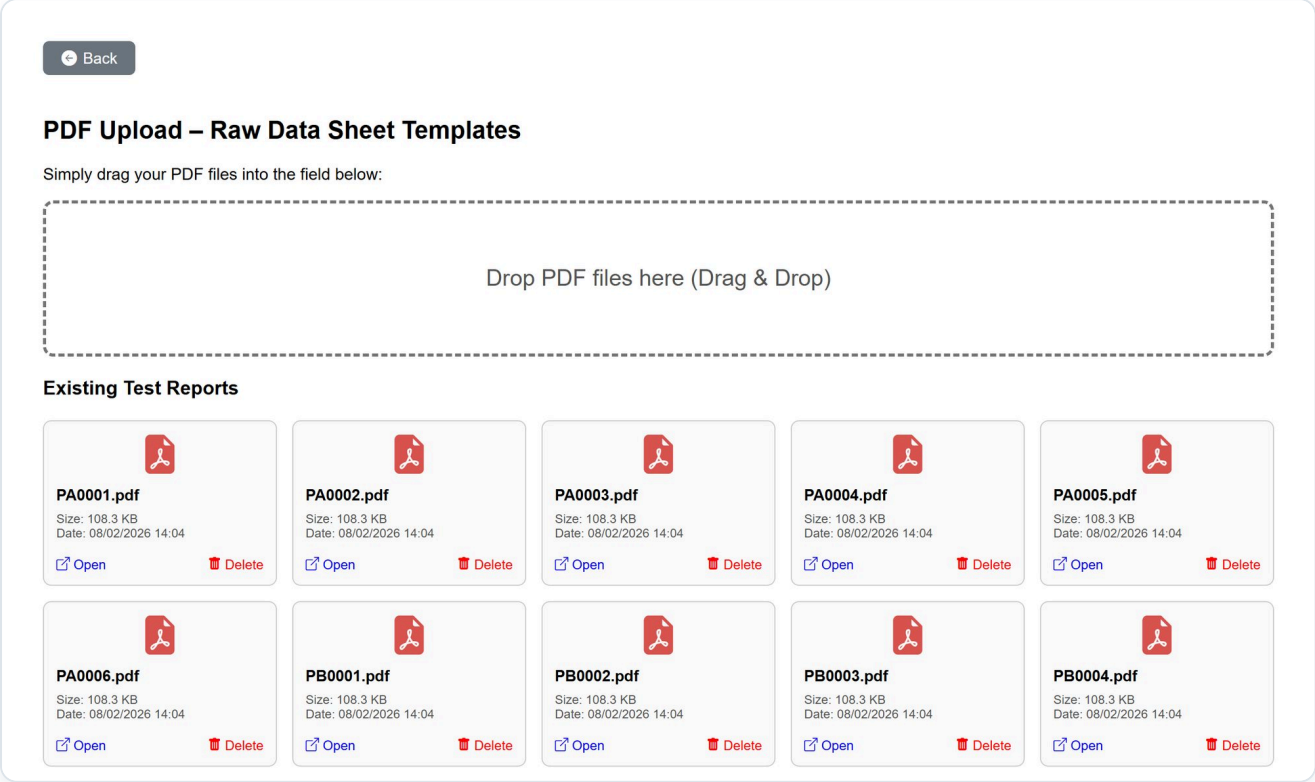


Figure 65 · Upload by drag & drop; existing raw data sheets as tiles with *Open* and *Delete*

- **Drag** PDF files into the dashed field (drag & drop).
- The **file name is the raw data sheet number (PANr)**, e.g. `RB00034.pdf` – LABsBOOK reads it from there.
- You mark a **new version** in the file name, e.g. `RB00034-03.pdf` for version 3.
- Existing files can be opened or deleted.

> **Tip PDF/A** is recommended as the standard format for raw data sheets (long-term archiving). Preferably do not delete a PANr completely – otherwise the link to the raw data sheet would be lost for older samples.

11.2 Adjust raw data sheet

The **raw data sheet editor** determines **which sample data is printed where** on the PDF. Open Tools › Adjust Raw Data Sheet.

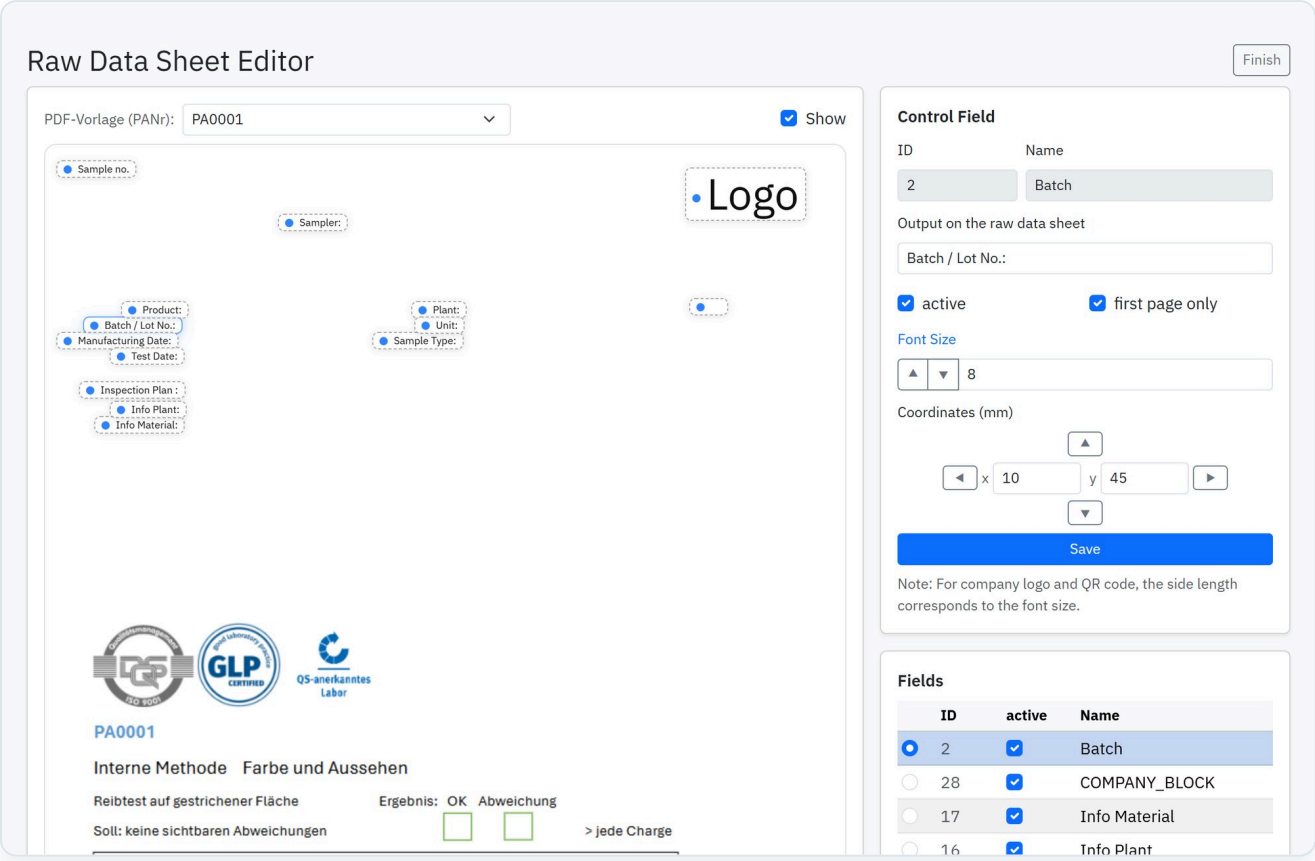


Figure 66 · Raw data sheet editor: PDF template with field markers, control field and field list

1. Choose the **PDF template (PANr)** at the top. The preview shows the position of the fields.
2. Select a field in the **Fields** list. In the **control field** you set: *Output on the raw data sheet* (caption), **active**, **first page only**, **font size** and the **coordinates (mm)** x/y.
3. Click Save.

- For **company logo** and **QR code**, the font size corresponds to the side length in millimetres.
- The check box *first page only* controls whether a field is output on the first page or on all pages.
- Further database fields or free texts can be added via *Raw data sheet fields* in the Admin tools.

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11.3 Label layouts

Under Tools › Label Layouts you design the sample labels. You can switch between several label types (e.g. *Label no. 1*, *no. 2*, *no. 3* and *Equipment* labels for test equipment).

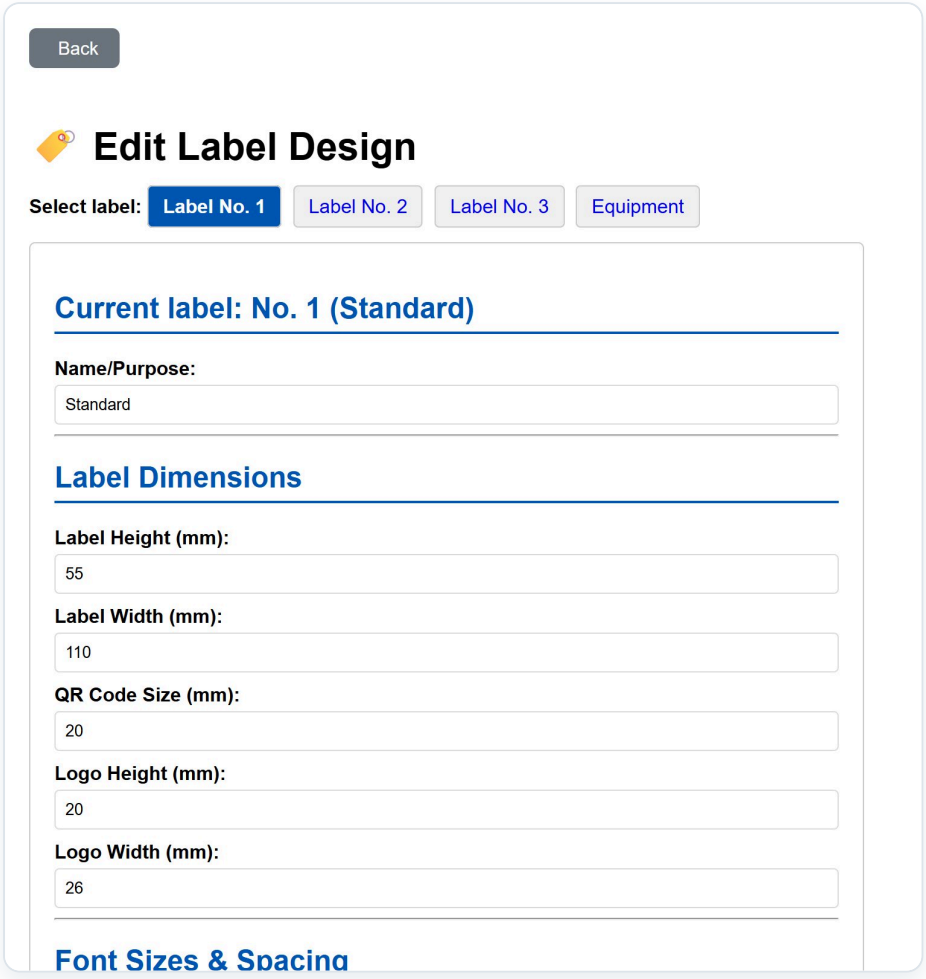


Figure 67 · Label design: description, dimensions and further settings per label type

- **Description/purpose** of the label type, e.g. *Standard*.
- **Dimensions** in millimetres: label height and width, QR code size as well as logo height and width.
- **Font sizes and spacing** of the individual lines.

> **Note** A label type is assigned to a lab in the labs (master data) and in the material.

11.4 Batch cockpit

The **batch cockpit** gives the facility and the client a **compact overview** of their batches: sample status, evaluation, release and all information on the batch. Open Tools › Batch Cockpit; it is also available as a mobile web app.

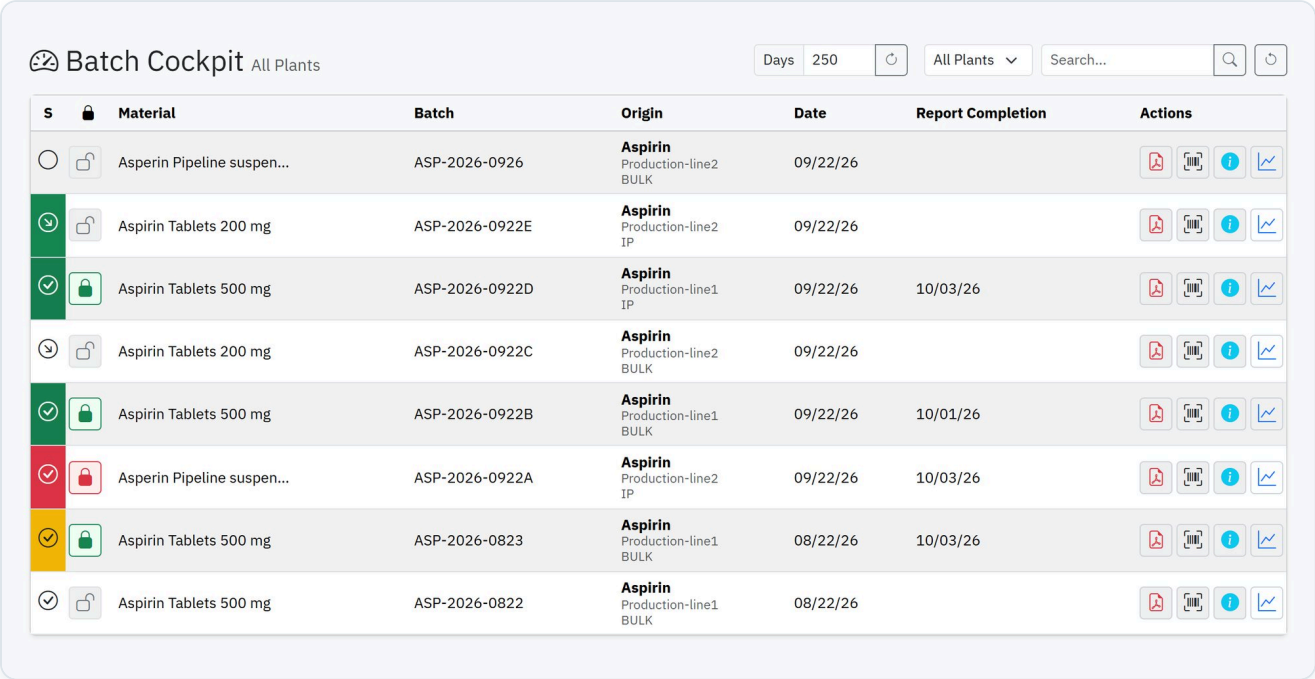


Figure 68 · Batch cockpit: status, release, material, batch, origin and actions per sample

Element	Meaning
S	Status of the sample (symbol) in the colour of the **test values**: green = accepted, yellow = deviation, red = rejection.
Release	Lock green = released, red = blocked, open = not yet released.
	Retrieve the certificate of analysis (PDF).
	Print the label of the sample.
	Details and additional information on the sample.
	Open the statistics for the sample – also in direct comparison with other samples. Material, test type, facility, plant and sample type of the batch are preset.
Filters	*Days* (0 = all), facility and search term.

Note For users with the role **betrieb**, the batch cockpit is the **start page** after login (section 3.1). For them there is no *Back* button here, and the logo in the page header does not lead to the journal; all other buttons of the cockpit are available.

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11.5 Deleted samples (archive)

Tools › Deleted samples (archive) lists all deleted samples (roles *master* and *admin*). The archive can only be **read**, not changed.

Element	Function
List	Sample, material, batch, **Deleted on**, **Deleted by** and the **reason** for the deletion.
Search	Filters by sample, material, batch, user or reason.
Details	Shows the archived **header data**, the **test values** and the complete **audit trail** – the deletion entry is highlighted in red. The view can be printed.

> **Note** This keeps it traceable even after deletion which data existed for a sample and who deleted it, when and why (GLP).

11.6 Admin tools

The **administrator tools** bundle functions for setup and maintenance: Tools › Admin Tools.

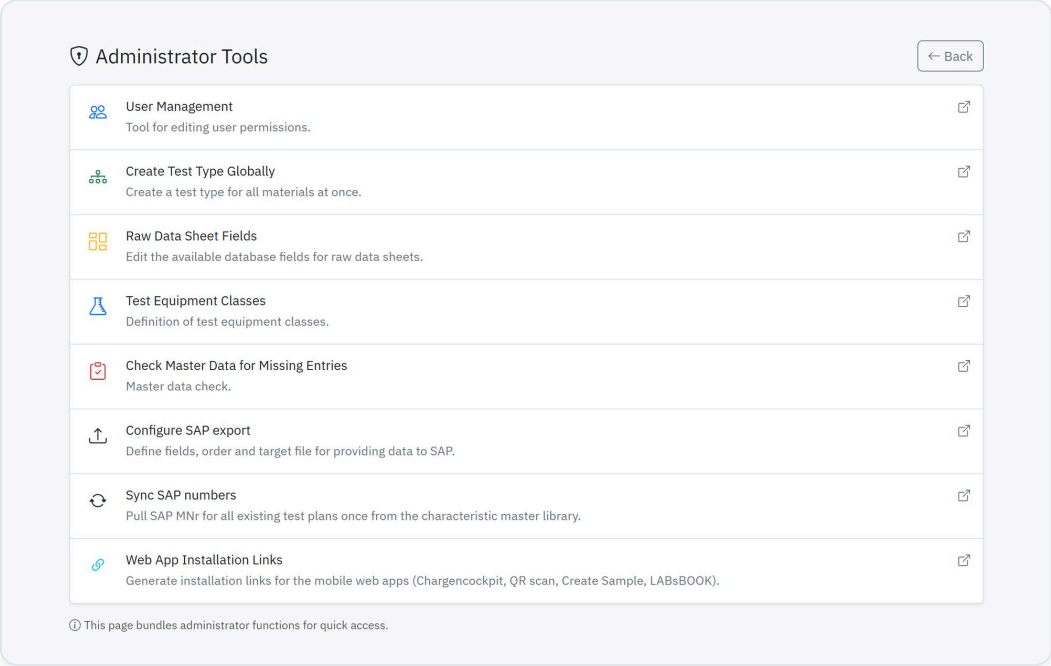


Figure 69 · Administrator tools: quick access to the administration functions

User management

Here you create **users** and control their permissions. Mandatory entries are username, password and **role** (*betrieb*, *labor*, *master*, *admin*). Optionally you enter first name, last name and staff ID as well as an **area (plant)** and an **area (lab)**. Without a selection for the lab, the user applies to **all labs**. The area (lab) also determines what the dialog *Print raw data sheets* shows (section 6.2).

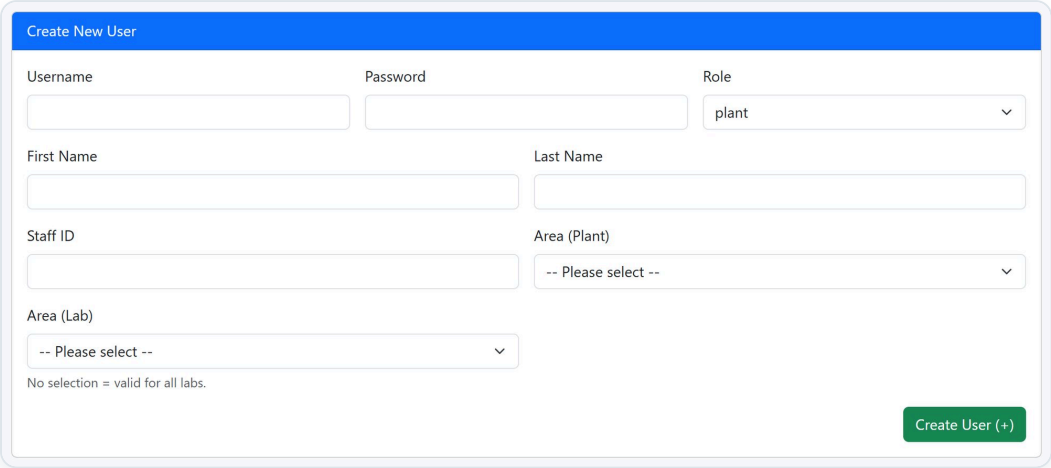


Figure 70 · Create a new user

In the list below you switch users **active/inactive**, set a **new password** (OK), edit or delete them.

Create test type globally

Creates a **new test type for all materials at once** – instead of entering it separately for each material.

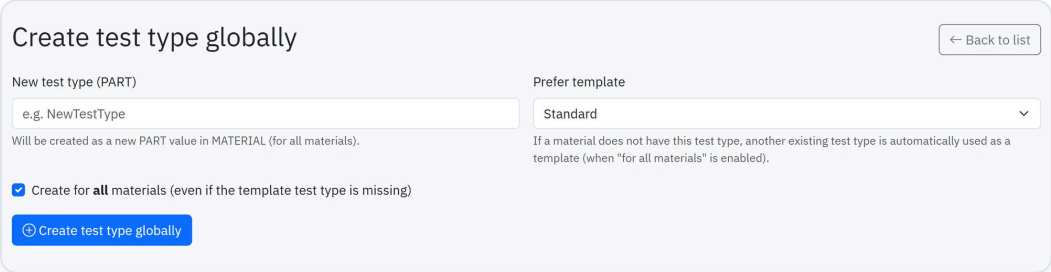


Figure 71 · Create test type globally

- **New test type (PART)**: name of the new test type.
- **Prefer template**: if a material does not have the template test type, another existing one is used as the template automatically.
- *Create for all materials*: even if the template test type is missing. The result reports how many records were newly created.
- *Provide for SAP* is set for the new records according to the **default settings** (section 9.1).

Raw data sheet fields

Extends the list of fields offered by the raw data sheet editor – any database field or a free text can be added (administrator rights).

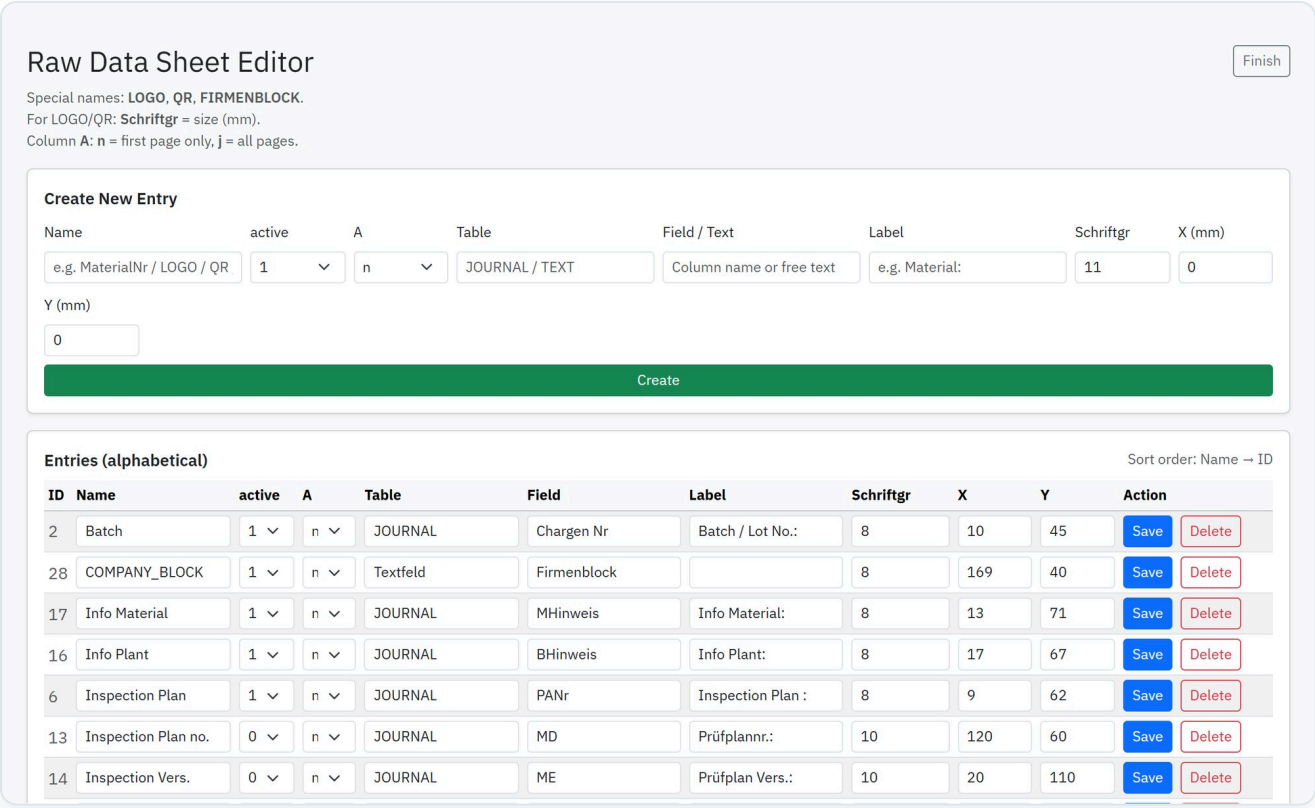


Figure 72 · Raw data sheet fields: create a new entry and maintain entries

- Special names: **LOGO**, **QR** and **FIRMENBLOCK**. For LOGO/QR, *font size* is the size in millimetres.
- Column **A**: *n* = page 1 only, *j* = on all pages.
- Free text: table = *TEXT* (or empty) and enter the text in the field *Field / Text*.

Test equipment classes

Test equipment classes define the property fields of test equipment and their **names** – for each class (chemical, device, solution ...) the date fields can be named appropriately.

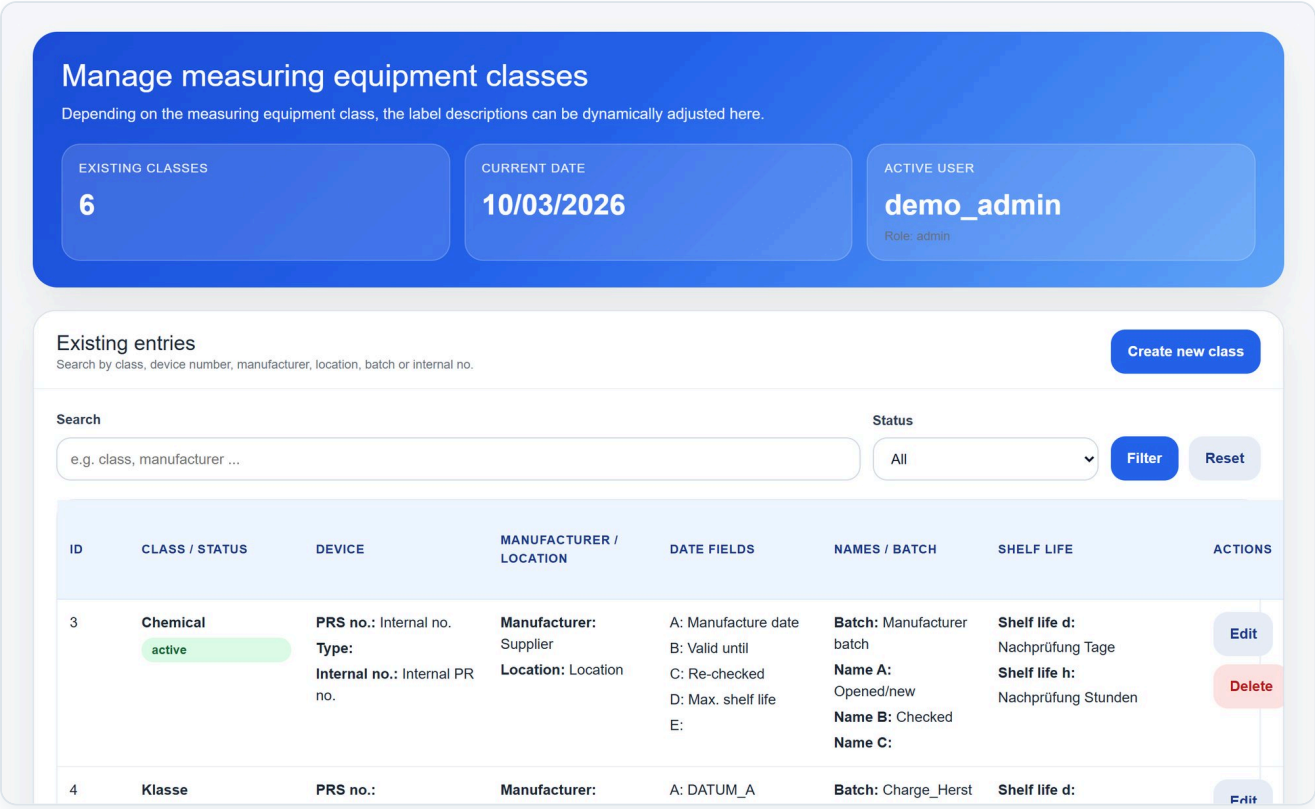


Figure 73 · Manage test equipment classes

Field	Meaning (examples)
Date A	Start date – delivery date, manufacturing date, *Prepared on*.
Date B	Date of the next action – next calibration, maintenance, *Valid until*.
Date C	Date of the re-check – *Calibrated on*, *Checked*, *Serviced*.
Date D	Maximum shelf life.
Date E	For free definition.
Daily when in use	On re-check (date C), the current date at 23:59 is copied into date B.

Check master data for missing entries

The **master data check** finds gaps before they cause problems in daily work. The tab *Resource* lists facilities/plants/sample types without complete assignment (test type, raw data sheet ...), the tab *Material* lists materials with missing entries. *Missing entries* shows only the gaps, *Show all* the complete list.

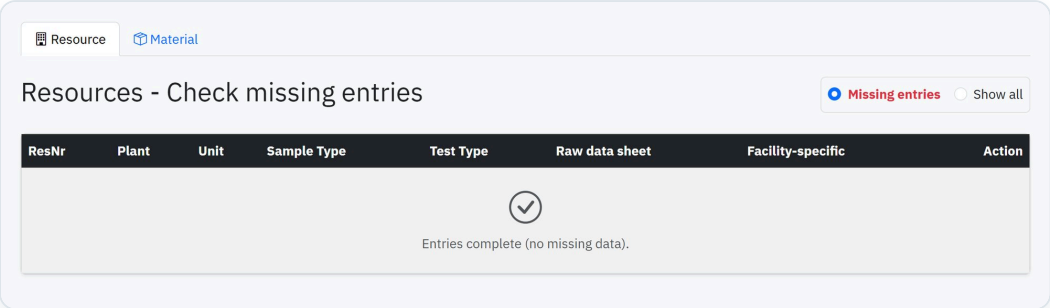


Figure 74 · Master data check: no missing entries

Configure SAP export

When a **test order is completed**, LABsBOOK can provide a **text file** with the sample data and the test characteristics for a **higher-level system (e.g. SAP)**. You define here which data is written in which order: Tools › Admin Tools › Configure SAP export.

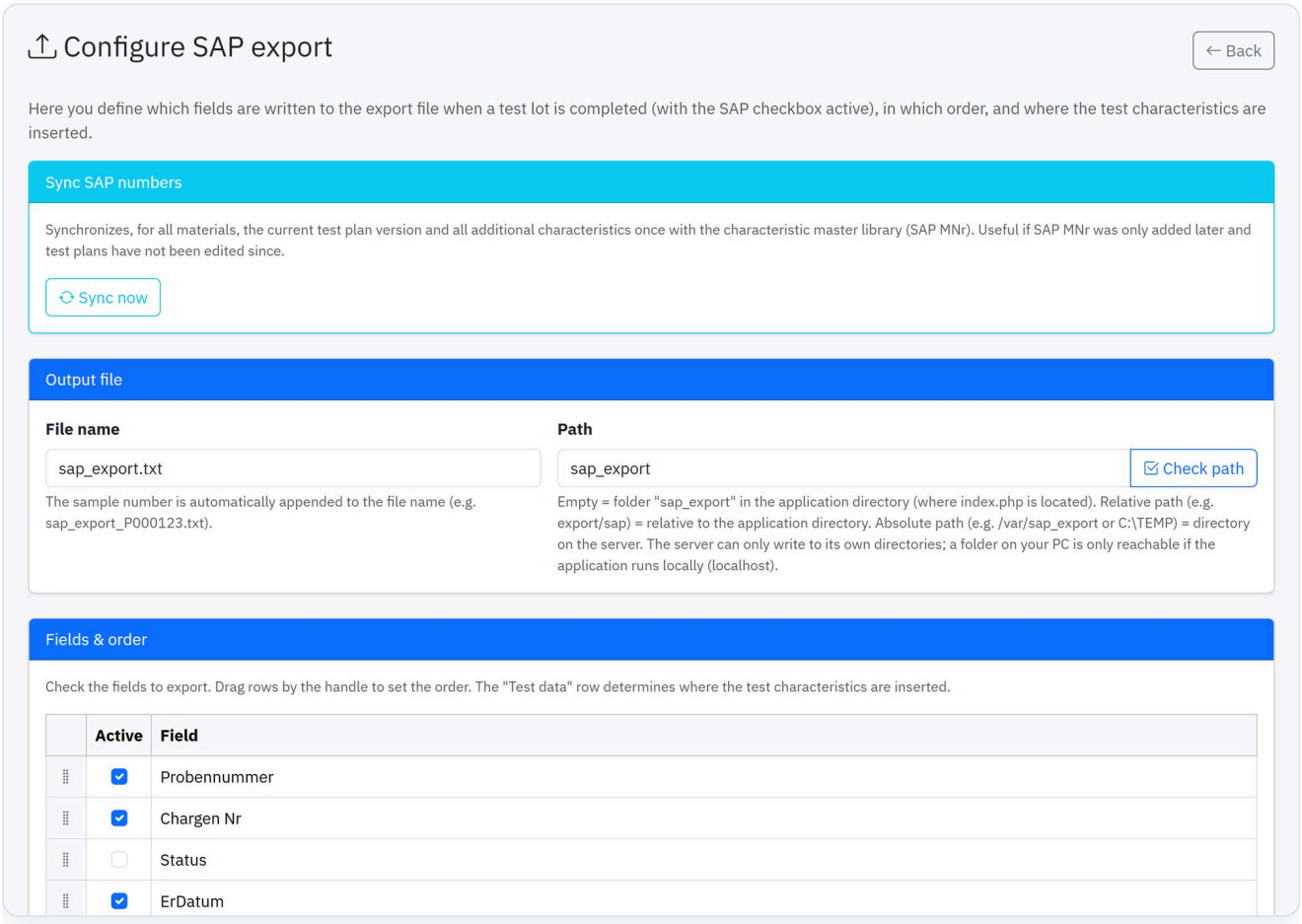


Figure 75 · Configure SAP export: output file, target path with check, fields and order

Output file and path

- **File name**: the sample number is appended automatically, e.g. `sap_export_P000123.txt`. Every sample therefore produces its own file.
- **Path**: *empty* = folder `sap_export` in the program directory (where `index.php` is located). A **relative path** (e.g. `export/sap`) applies from the program directory; an **absolute path** (e.g. `/var/sap_export`) is a directory on the server.
- The server can only write to **its own directories**. A folder on your PC can only be reached if LABsBOOK runs locally (localhost).
- Check path creates the directory if necessary, writes a test file and reports the result including the **path actually used**.

> ⚠ **Caution** If the target folder lies inside the program directory, LABsBOOK creates an `.htaccess` file so that the export files **cannot be retrieved via the browser**. If the system is to fetch the files via HTTP, delete this file deliberately. If write permissions are missing on Linux, the check names the web server user and the matching `chown` command.

Fields and order

In the list **Fields & order**, tick which fields of the sample are exported (all fields of the journal table are available). Drag the rows by the **handle symbol** into the desired order. The row **Test data** determines **where the test characteristics** appear in the file.

This is what a file looks like – one line `field=value` per sample field, the test characteristics as `SAP MNr;characteristic;value;unit`. The field names are those of the journal database and are therefore in German:

```
Probennummer=P000002
SAPM001;Assay (Acetylsalicylic Acid);99.8;%
SAPM002;Dissolution Rate;85.0;% (Q)
Status=abgeschlossen
MaterialNr=M0001
```

When is the export written?

1. For the material, **Provide for SAP** is set (default) – or you tick the **SAP** check box in result entry for this one sample.
2. On **completion** of the test order LABsBOOK writes the file. The result is shown as a **tick** or **cross** behind *SAP*.
3. Only test characteristics for which the **SAP MNr** is filled are exported.

> 💡 **Tip** You maintain the SAP MNr once for the **test characteristics**; it is taken over automatically into new test plan versions. For existing plans, use the **SAP number sync** (next section).

Sync SAP numbers

If the SAP MNr was only entered **later** in the test characteristic library, the existing test plans do not carry it yet. Sync now pulls the SAP MNr **once for all materials** (current plan version) and all additional characteristics from the library – without having to open every plan individually. The result states the number of characteristics synchronised.

The sync matches via the characteristic ID; if it is missing (e.g. in copied databases), it matches via the **characteristic name**.

Web app installation links

Generates the **installation links** of the mobile web apps (see next chapter). Enter the **base URL** (domain or IP) – the currently used address is pre-filled – and click Generate Links. The links can be **copied to the clipboard** and sent e.g. by email.

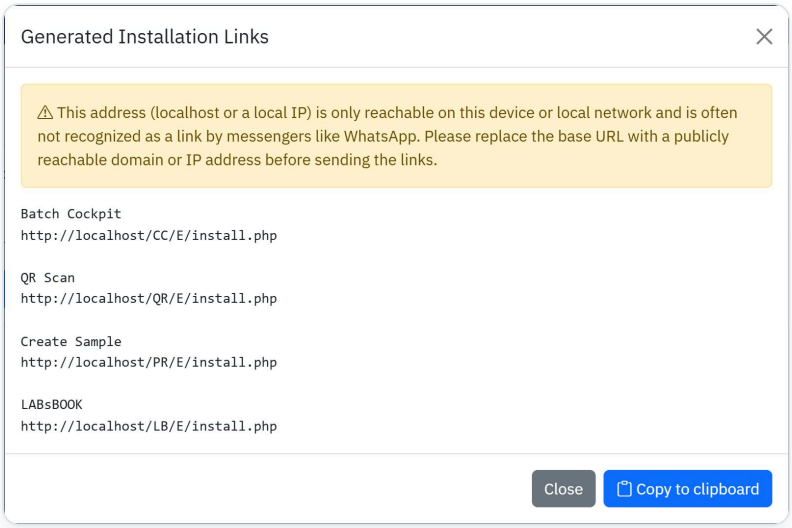


Figure 76 · Generated installation links for batch cockpit, QR scan, create sample and LABsBOOK

> ⚠ **Caution** An address such as `localhost` or a local IP can only be reached on your own device or in the local network. For sending, use a **domain or IP address that is reachable from outside**.

11.7 Manual

The menu item Tools › LABsBOOK Manual opens this manual as a PDF – in the **selected language** (German, English or Serbian).

12 Mobile web apps

LABsBOOK on smartphone and tablet: create samples, scan QR codes and track batches.

For work on site there are **web apps** that can be installed on the home screen like normal apps – without an app store. They use the same database as the journal; changes are visible everywhere immediately.

Web app	Purpose	Typical user
Create sample	Record samples directly at the sampling point; the label can be printed immediately.	Facility / client
QR scan	Scan the sample label: the sample is checked in at the lab; test equipment can also be scanned and assigned.	Lab
Batch cockpit	Track batches with status, evaluation and release; retrieve the certificate as a PDF.	Facility / client
LABsBOOK	The complete journal as an installable app.	everyone

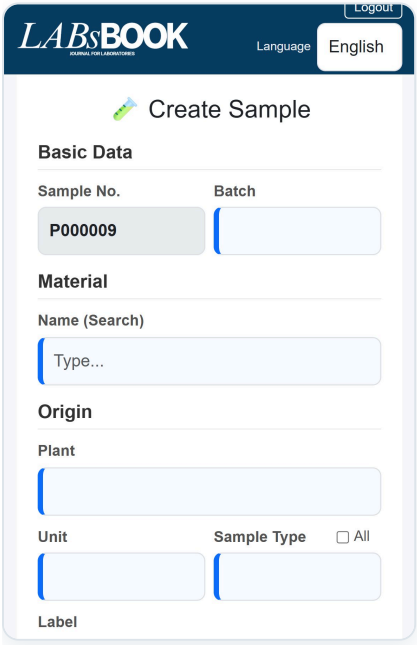


Figure 77 · Create sample

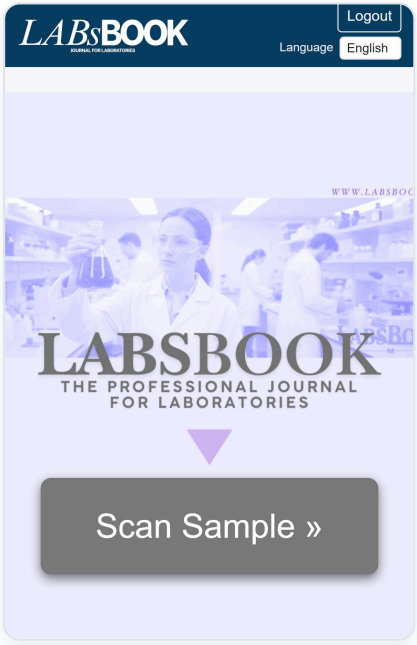


Figure 78 · QR scan

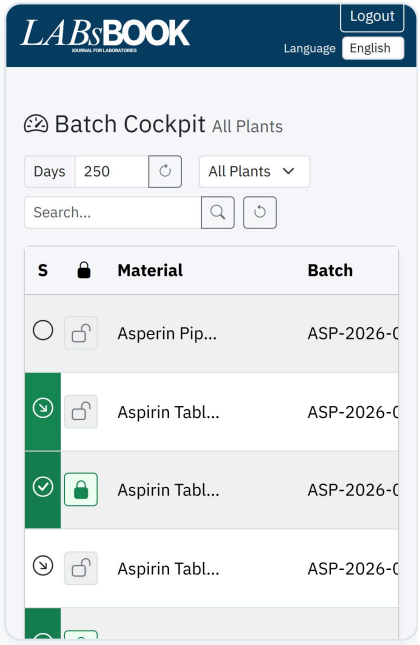


Figure 79 · Batch cockpit

12.1 Installation

1. An administrator generates the links under `Tools` › `Admin Tools` › `Web App Installation Links` and distributes them.
2. The user opens the **link on the smartphone** (Android/Windows: Chrome or Edge). The page guides through the installation with an illustrated guide.
3. Tap **Install** – the app appears on the home screen and from then on starts like a normal app.

4. Log in as in the journal; the language can be chosen at the top right.

> **Tip** The smartphone camera is enough for QR codes – **no additional hardware** is needed.

12.2 Assigning test equipment by QR scan

The QR scan app handles the assignment of test equipment in two steps:

1. Scan the **QR code of the sample**. All test equipment scanned afterwards is assigned to this sample. Confirm with `OK`; `Show` opens the batch cockpit, `Finish` returns to the start.
2. Scan the **QR codes of the test equipment**: `Assign Test Equipment to Sample` assigns, `OK` skips, `Perform Re-Inspection` confirms a recalibration.

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A

Roles and permissions

What each role may see and do.

Enabling is done via the user's **role** (see User management). Functions that are not enabled appear greyed out.

Function	betrieb	labor	master	admin
View, search and filter the journal	✓	✓	✓	✓
Create new sample, label, retrieve certificate of analysis	✓	✓	✓	✓
View statistics and test equipment	✓	✓	✓	✓
Lab intake, lab completed	–	✓	✓	✓
Print raw data sheet (PA)	–	✓	✓	✓
Enter and save test results	–	✓	✓	✓
Evaluation, justification, SAP, complete, edit test scope	–	–	✓	✓
QR scan in the menu	–	–	✓	✓
Edit or delete a sample (with reason)	–	–	✓	✓
Batch release, archive of deleted samples	–	–	✓	✓
Master data and tools (incl. admin tools)	–	–	✓	✓
Reopen a completed test order	–	–	–	✓

Note In addition, a user can be restricted to one lab via **Area (lab)**: in result entry they then only see the characteristics of that lab, and when printing raw data sheets only those of that lab.

Important Documents only after logon: raw data sheet, result sheet, certificate of analysis, change log and label can only be opened by logged-on users. A copied link leads to the logon page without logon.

Start page after login: *betrieb* → batch cockpit · *labor* with Area (Lab) → test order overview · all others → journal (section 3.1).

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B

Symbol overview

All important symbols and colours at a glance.

Lab status (journal)

registered · in progress · completed

Test result status and release (lock column)

In progress · Accepted · Deviation · Rejection · Assign test type · No test plan

Release empty · Released · Blocked

Values in result entry

Accepted · Deviation · Rejection · no value yet

SAP export

File written · Error

Menu bar

Create new sample	Lab intake
Lab completed	QR scan
Result entry	Test order overview
Print label	Raw data sheet (PA)
Analysis certificates	Test equipment
Master data	Statistics
Tools	Edit sample
Delete sample	Change log

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C

Glossary

The most important terms from A to Z.

Term	Meaning
Accepted	All values lie within the limits.
Audit trail	Complete logging of changes (time, user, old and new value).
Auto-complete	Input aid: matching suggestions appear while you type.
Batch	Batch/lot number of the sender for the sample.
Batch release	Complete several green test orders that have never been completed in one step with the evaluation *Released* (work queue, section 5.3).
Deviation	A value lies outside the warning limits but within the release limits.
Electronic signature	Release with your own password in GLP mode; name, time, meaning and checksum appear on the certificate of analysis.
GLP	Good Laboratory Practice – rules for traceable lab work; in LABsBOOK e.g. audit trail with reason, archive of deleted samples and optional GLP mode.
Journal	The start page of LABsBOOK with the sample table.
LIMS	Laboratory Information Management System – a system for managing laboratory data.
Open raw data sheet	Raw data sheet of a sample *In Progress* that has not been printed yet – counted per sample and lab.
PA / raw data sheet	PDF form for manual data entry in the lab; the **PANr** is its number.
Plausibility limit	Limits for sensible entries – outside them a warning appears.
Reason	Mandatory statement for every change in the audit trail – why data was changed or deleted (GLP).
Rejection	A value lies outside the release limits.
Release	Manual decision on the batch: *released* or *blocked*.
Release limit	Decision limit for acceptance or rejection.
Print station	Optional program on a lab PC that prints raw data sheets automatically and without a print dialog at *Lab Intake* (section 9.1).
Result sheet	Form generated by LABsBOOK per sample with the test characteristics of one lab – alternative to the raw data sheet (tick *Result sheet* in the label assignment).
ResNr	Resource number: unique combination of facility, plant and sample type.

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Term	Meaning
Sample	A single laboratory sample with a unique sample number.
Sample type	Standardised type of sampling (e.g. BULK, IP).
SAP MNr	SAP characteristic number of a test characteristic; prerequisite for the SAP export.
Test characteristic	A single test with unit, standard and limits.
Test order (test lot)	Electronic order for result entry; carries the same number as the sample.
Test plan	Which test characteristics with which limits belong to material and test type – versioned.
Test type (PART)	Type of test of a material, e.g. *Standard*, *In-process*, *Bulk*.
Warning limit	Limit for marking a deviation (inside the release limit).

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D

Initial setup checklist

From an empty installation to the first complete run.

Recommended order: **raw data sheets → basic settings → labs → material and plants → test characteristics and test plans → labels**. Then, when the first sample is created, raw data sheet, test plan and label are already available.

	Step	Where
☐	System provided and reachable (browser, printer)	—
☐	Users created and roles assigned	Tools › Admin Tools › User Management
☐	Raw data sheets prepared, uploaded, fields positioned	Tools › Upload / Adjust Raw Data Sheet
☐	Company logo, address, certification text and display settings maintained	Master Data › Company & Basic Settings
☐	Labs created (up to four) with label type	Master Data › Manage labs
☐	Material incl. test types created; label and raw data sheet or result sheet assigned per lab	Master Data › Material
☐	Facilities, plants, sample types (ResNr) created	Master Data › Plants
☐	Test characteristics created (if applicable with SAP MNr); test plans created	Master Data › Test Characteristics / Test Plans
☐	Label layouts defined, test print carried out	Tools › Label Layouts
☐	Master data check without missing entries	Tools › Admin Tools
☐	Test sample created, label scanned, raw data sheet printed	Lab / Print
☐	Results entered, completed, release set, certificate checked	Test Results / Print
☐	Statistics and export tested; SAP export and web app links set up if applicable	Statistics / Admin Tools

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E

Menu overview

All menu items of the menu bar at a glance.

Lab

- Create New Sample
- Lab intake
- Lab completed
- QR Scan

Test Results

- Result Entry
- Test Order Overview

Print

- Print Label
- Print raw data sheet (PA)
- Analysis Certificates

Test Equipment

- Test Equipment Management
- Test Equipment Assignment

Master Data

- Company & Basic Settings
- Material
- Plants
- Test Plans
- Test Characteristics
- Manage labs
- Turbo Master Data

Statistics

- Statistics/Test Results
- Balance
- Limit Value Analysis
- Processing Time

Tools

- Upload Raw Data Sheets (PDF)
- Adjust Raw Data Sheet
- Label Layouts
- Batch Cockpit
- Deleted samples (archive)
- Admin Tools
- LABsBOOK Manual

Admin Tools

- User Management
- Create Test Type Globally
- Raw Data Sheet Fields
- Test Equipment Classes
- Check Master Data for Missing Entries
- Configure SAP export
- Sync SAP numbers
- Web App Installation Links

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