

LabCollector

"Your Laboratory management solution"

User's guide

Sample Receiving

Version 1.1 – November 2019



Summary

1- INTRODUCTION	3
2- GETTING STARTED	4
3- SETUP	5
3-1. Project creation	5
3-2. Configuration by project	5
3-2-1. <i>General settings</i>	<i>5</i>
3-2-2. <i>LSM.....</i>	<i>6</i>
3-2-3. <i>Additional API.....</i>	<i>7</i>
3-2-4. <i>Other verifications.....</i>	<i>8</i>
4- PACKAGE MANAGEMENT	9
4-1. Homepage.....	9
4-2. All packages	10
5- PLATE MANAGEMENT	11
5-1. New plate.....	11
5-2. QC verification.....	14
5-3. LSM connection.....	16
5-3-1. <i>Sample check.....</i>	<i>16</i>
5-3-2. <i>Sample with consent</i>	<i>17</i>
5-3-3. <i>Field mapping.....</i>	<i>18</i>
6- UPGRADING AND UPDATING.....	19

1- INTRODUCTION

Thank you for choosing one of AgileBio's solutions for the management of your lab. The **Sample Receiving add-on** is a web-based solution provided by AgileBio which allows to organize and manage the receiving and transfer of samples from packages to plates. Automatic messages appear to guide the user in the process. Within the **Sample Receiving add-on**, the storage of plates/boxes is applied. This add-on works with the Workflow and Lab Services Manager add-ons (LSM) and with an external API in order to check sample barcodes or status.

The **Sample Receiving** add-on is suitable for research and company projects, and service activities technical platforms

Sample Receiving add-on can be fully integrated with the LabCollector LIMS we developed for life science research labs, Pharma and biotech industries.

LabCollector is a copyrighted product from AgileBio.

2- GETTING STARTED

You can get the **Sample Receiving add-on** by downloading it from www.labcollector.com. LabCollector software has to be installed first as it contains the framework. LabCollector support documents for installation are available on our website. **Sample Receiving add-on** can be installed on any operating system (Windows, macOS X, and Linux).

It is advised to make a backup of LabCollector prior to any installation, update or upgrade.

A changelog is included in the download package. It is also available by navigating the browser URL of LabCollector at `*/receiving/CHANGELOG.txt`.

1/Manual mode:

Unzip and paste the **Sample Receiving** add-on folder in the `extra_modules` folder of your LabCollector installation.

As an example, for Windows, it will look like:

```
C:\Programs\AgileBio\LabCollector\www\lab\extra_modules\receiving
```

Open LabCollector, the **Sample Receiving** add-on module is now activated. Click on the module, a confirmation screen will help you to proceed with the installation.

2/Automatic mode from LabCollector interface:

You can also use the LabCollector Menu

Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon

Return to LabCollector - the **Sample Receiving add-on** module is now activated. Click on the module to finish the installation.

3/Cloud hosted:

If your instance of LabCollector is cloud-hosted with AgileBio, AgileBio staff will perform the installation and the license update for you. Contact our sales department with any questions about the process.

The add-on will remain active for a 30-day free trial mode until you save the final license **Admin > Setup > License**. To obtain a valid license, you have to copy and send the computer activation key to AgileBio. You may also use the client area of the labcollector.com website to obtain or update a license.

3- SETUP

The Sample Receiving add-on is based on the project management inside LabCollector. Settings will be linked to one project. Go to the menu **Setup > Settings**.

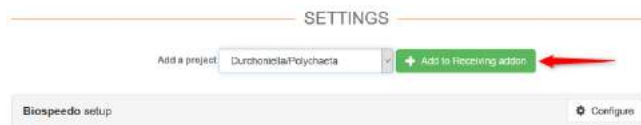
3-1. Project creation

The Manage Project Codes page tool in LabCollector allows you to create project codes, assign records to a project, search records by project code and merge projects. The tool also works with memorized records.

You can also create projects and associate them with groups (group policies are applied).

For more information please read the [manual of LabCollector](#).

3-2. Configuration by project



Once the project code is created and selected in the list, click on **Add to Receiving addon** button.

Automatically the form to configure this project opens. To edit the configuration of a project, click on **Configure** button on the right side of each project.

3-2-1. General settings

In this section, you need to define general settings link to the storage.

1. Select the Samples default module or a custom module of your choice where the sample will be recorded.
2. Select the box model you need (For more details, please read section 6-1-5 in the [manual of LabCollector](#)).
3. Choose between two different orientations to fill in the box: vertical or horizontal.
4. The extra field for plating allows you to add a custom field to the storage information. This custom field is in the module selected in step 1.

3-2-2. LSM

The Sample Receiving add-on can be connected to the LSM add-on (for more details, please refer to the LSM manual) to generate control of the samples received and the ones inserted in the LSM by the client for example.

To create a connection to the LSM, check the box **Is connected to LSM** for each project you want to connect.

LSM

1	Is connected to LSM	<input checked="" type="checkbox"/>
2	LSM API URL	<input type="text" value="Beginning of your URL, the part before /extra_module/... e.g.: http://127.0.0.1/lab2"/>
3	Forbid samples with no consent	<input type="checkbox"/>
4	LSM consent parameter name	<input type="text" value="consent"/>
5	LSM consent parameter type	<input type="text" value="List of values"/>
6	LSM consent parameter expected value	<input type="text" value="yes"/>
6	Mapping module/LSM	<input type="button" value="+ Add a field"/>

In this section, you need to define general settings for LSM connection and options:

1. Insert the URL of your instance LabCollector, the part before /extra_modules/ when you are in the add-on Sample receiving.
2. If your project needs consent management, you can force the add-on to reject samples without consent. Consents are managed in LSM.
3. A sample parameter in the LSM add-on needs to be created to manage the consents. Here you need to enter the name of this parameter.

4. For now, the LSM consent parameter has to be a value list.
5. The expected value for the presence of a patient consent must be “yes”.
6. Other values of parameters on the SAMPLE level can be retrieved from the LSM add-on to your sample module. Click on “Add a field” and select the custom field in your module that you want to map with the Sample parameter in the LSM.

Mapping module/LSM + Add a field

location (Analysis) ▼	Location 🗑️
-----------------------	---

Example of the parameter “consent” in LSM add-on:

Label:	consent
Level:	Sample
Data Type:	Valuelist yes no pending

3-2-3. Additional API

If you need to connect the Sample Receiving add-on to an additional API for one particular project, check the box then enter the API external URL and the API headers.

Additional API

is connected to an additional API

API external URL

API headers

3-2-4. Other verifications

Other verifications are also possible:

- Prevent the samples found in another module
- Allow to mix samples between projects. Check the projects that are involved.

Other verifications

Forbid samples found in another module

Allow samples found in another project

AnneLaure Biosope Biospeedo Chemeco
Durchoniella/Polychaeta DURESS-LEAF DURESS-N Forensics lab
Hybridome Momareto new project code Parentale Project1
real project code Recherche et D veloppement Staff staff project
Vente

Save setup

4- PACKAGE MANAGEMENT

The Sample receiving add-on allows organizing samples from the reception of the package to the generation of the plate.

4-1. Homepage

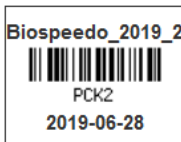
To create a new package, the form below needs to be fill in.



CREATE NEW PACKAGE

Project name *	<input type="text" value="Biospeedo"/>
Arrival date *	<input type="text" value="2019-06-27"/>
Tracking Number	<input type="text"/>
Comments	<input type="text"/>

The project name list will be limited to the Project configured in the section 3-. By default, the arrival date is the today date but you can anticipate the arrival of a package by choosing the appropriate date in the calendar. The tracking number either can be scanned or can manually be indicated in the corresponding field. In case you don't have a tracking number, it will be automatically created by the system. To finish, comments can be added. To validate the form, do **Save** or **Save and print label** to also have the printed form opens in a second tab of the browser in order to print the label of the package.


For example:



This barcode can be printed any time after the creation of the package on the home page in the RECEIVED PACKAGES section by clicking on the barcode icon . To process the samples, click on the first icon of the Actions section .

RECEIVED PACKAGES

Package name Arrival date between and

Package name	Tracking Number	Project name	Arrival date	Received By	Creation date	Comments	Status	Actions
Biospeedi_2019_3	69074	Biospeedi	2019-07-26	Anno-Lauro Savadot	2019-07-26 10:48:19		RECEIVED	  
Biospeedi_2019_3	3	Biospeedi	2019-05-30	Anno-Lauro Savadot	2019-05-27 12:03:44		RECEIVED	  
Biospeedi_2019_1	1	Biospeedi	2019-06-27	Anno-Lauro Savadot	2019-06-27 12:03:27	New package comment	RECEIVED	  

To find an existing package, you can use the filters of the RECEIVED PACKAGES section: name and arrival date interval.
 The package name is automatically formatted by the system by using the project name + the year + an automatic iteration.

You can also use the DIRECT SCAN section to start or continue a package/plate after scanning the package barcode or the plate barcode.


DIRECT SCAN

Package barcode

Plate barcode

4-2. All packages


In the **All packages** menu, you can access all the packages: received, processing or finished.

You can finish a package using the icon Close Package  or through the plate menu (see section 5-1). Note that once a package is finished, only the print of the barcode is possible.

5- PLATE MANAGEMENT

Once you received a package, the next step is to plate the samples. Verifications will be needed all over the process.

5-1. New plate

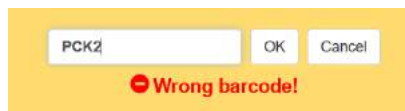
To start a plate, click on  relative to your package. The popup window below opens, click on **New plate** to start.



A first verification asks you to scan the package barcode.



If you scan the wrong package, you will have this message below.



If you are unpacking the right package, you can start to fill in the plate with the samples. On the top left, you have a summary of your steps process.



First, you have to indicate the storage location and save. Save to CSV function allows you to export the plate in a CSV format.

Each time you want to stop the plating, don't forget to do SAVE.

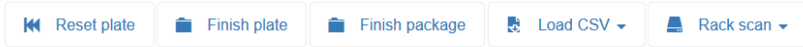
The first free location is indicated in orange in the box. You scan the sample and automatically it will move to the next position. The scan value is saved in the Optional unique code field of the record. The name of the sample will be by default the project name plus a unique ID.

You can add comments for each template or sample.

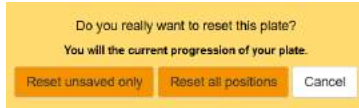
The saved positions are in light green and all the unsaved ones are in dark green.

You can edit a position by clicking on it and you can modify it. A verification popup window will appear.

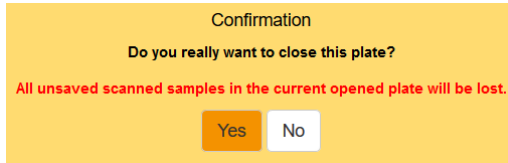
The plate menu allows you to:



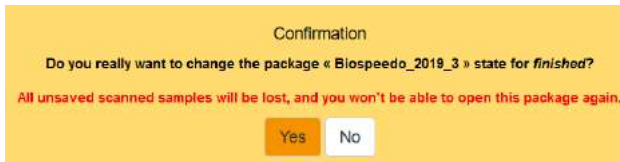
1. Reset the plate: unsaved positions only or all.



2. Finish the plate. A confirmation is requested. Once a plate is closed, only QC is possible.



3. Finish the package. A confirmation is requested. This action is permanent.



4. Instead of scanning the samples, you can also load a CSV file. Select the separator you use and import the CSV containing the barcodes, coordinates in the plate and comments.




5. Or you can use a rack scanner. Read the [manual of LabCollector](#) for more information.

5-2. QC verification

In ALL PLATES menu, the list of the plates is filtered by status:

Status FILLING WAITING_FOR_QC QC_FAILED QC_PASSED FINISHED

When a plate is finished, the status is **waiting for QC**. Click on this icon  to perform the QC check.

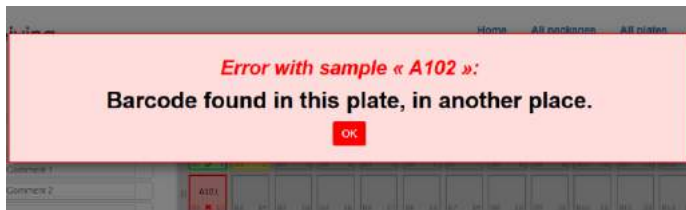
Name	Project name	Location	Created on	Closed on	QC passed on	Keeper	Status	Actions
Ekspozicija_2019_1	Ekspozicija	Hiligerova klat. 1. 1	2019-07-29 12:06:30	2019-07-29 16:04:17			WAITING FOR QC	    

1 plate(s) found

All the samples need to be scanned again. If you detect an error, you can manually select the wrong position and click on **pos. fail**.



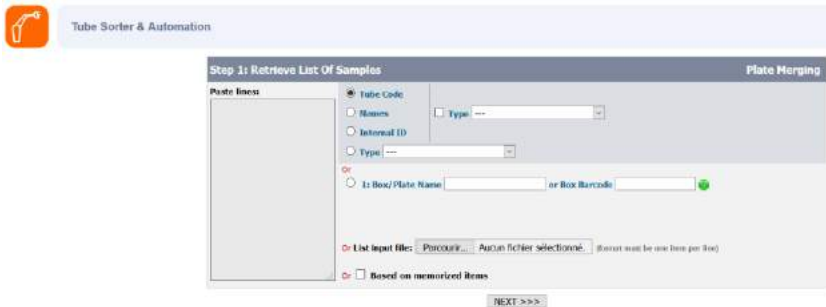
Position errors are also detected automatically when you scan the wrong samples.





The QC menu allows you to:



1. Save your progression, and continue later
2. Reset progression of all the unsaved positions
3. Reject QC, a comment can be added in the popup window. The plate will obtain the status of QC_failed



2. Plate replication  . Replicate a plate as a secondary storage.
3. Workflow start  . Individually, you can select a workflow template for each plate. You can also select multiple plates with the checkbox on the left, and start the same workflow template for all. This action will change the status of the plate to Finished.

ALL PLATES

Plate name: Status: OK WARNING CRITICAL RECALIB RECAL Reset Start multiple workflows

Name	Project name	Location	Created on	Closed on	QC passed on	Keeper	Status	Actions
<input checked="" type="checkbox"/> BIP00005_2010_3	Teleprodis	Nikajay lane 1, 1	2010-07-29 17:51:41	2010-09-29 17:32:49	2010-07-29 17:33:04		OK	
<input type="checkbox"/> BIP00005_2010_1	Teleprodis	Nikajay lane 1, 1	2010-07-29 17:06:36	2010-09-29 18:04:17	2010-07-29 16:27:17		OK	

For more details on the Workflow, please read the [manual](#).

5-3. LSM connection

If the project is associated with the LSM add-on, some other verifications will be applied.

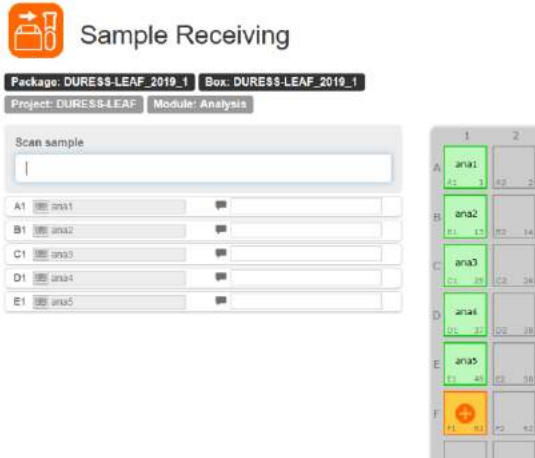
5-3-1. Sample check

When you scan a sample that is not referenced in a job in the LSM add-on, the receiving add-on shows an alert message:



All the samples need, first, to be referenced in the LSM add-on before to be platted.

Once they are plated in the Sample Receiving add-on, the Sample Shipment status in LSM add-on is automatically switched to “Received”.



<input type="checkbox"/>	Job	Status	Priority	Requester	Operator	Sample Shipment
<input type="checkbox"/>	24: JOB 30 (2019-11-07 by Super Administrator)	Pending	Normal	Laboratory A		
<input type="checkbox"/>	Physical Water analysis (5 samples)	Assigned	Normal	Laboratory A		
<input type="checkbox"/>	54: ana1	Assigned	Normal	Laboratory A	Julius Vrag	Received
<input type="checkbox"/>	55: ana2	Assigned	Normal	Laboratory A	Julius Vrag	Received
<input type="checkbox"/>	56: ana3	Assigned	Normal	Laboratory A	Julius Vrag	Received
<input type="checkbox"/>	57: ana4	Assigned	Normal	Laboratory A	Julius Vrag	Received
<input type="checkbox"/>	58: ana5	Assigned	Normal	Laboratory A	Julius Vrag	Received

5-3-2. Sample with consent

If you configure the consent check, each sample whose value of the field “consent” is not “yes” in LSM add-on will be rejected in the Sample Receiving add-on.



When the consent arrive and the LSM is updated, you have an alert on the homepage of the Sample Receiving add-on.

Sample Receiving Home All packages All plates Pending samples Setup

There are now samples with consent to plate View samples

CREATE NEW PACKAGE DIRECT SCAN

Clicking on View samples opens the list of samples updated. From this list, you can finish plating these samples.

There are now samples with consent to plate Close

Barcode	Project name	Package name	Created on	Location	Status	Actions
ana6	DURESS LEAF	DURESS LEAF_2019_1	2019-11-07 12:33:38		OKAYED	
ana7	DURESS LEAF	DURESS LEAF_2019_1	2019-11-07 12:33:41		OKAYED	

5-3-3. Field mapping

If you select a field to map between LSM add-on and your sample module (for example, here, the Location field), once the plate is saved in the Sample Receiving add-on, the record samples saved in your module will show the information requested.

Sample*	Type*	consent	Depth	Sample code	Location
ana6	Water	yes			Brest
ana7	Water	no			Brest
ana8	Water	pending			Roscoff

ID	Name	
31	DURESS-LEAF_8	
30	DURESS-LEAF_7	
29	DURESS-LEAF_6	

Creation Date	2019-11-07 12:34:18 (Last Update:)
Optional Unique Code	ana6
Comments	
Owner	Anne-Laure Sauvadet Lab: Agilebio Contact: sauvadet@agilebio.com
Location	Brest
Calcium concentration	

Storage
DURESS-LEAF_2019_2
1 Tube
A1
Freeze House > Fridge A Lab51 > Receiving
Owner: Anne-Laure Sauvadet
Total Stock: 1 Tube
Add Secondary Storage

6- UPGRADING AND UPDATING

To update or upgrade the **Sample Receiving Add-on** module, just download it from our website (www.labcollector.com). Then, unzip the folder and paste the files in the following folder:

e.g. on a Windows setup:

```
Programs\AgileBio\LabCollector\www\lab\extra_modules\receiving
```

As a general suggestion, we always recommend making a backup prior to performing an upgrade or update.

If your instance of LabCollector is cloud-hosted with AgileBio, contact our sales or support representatives to perform the update.



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