

Manual for the "Qualitician" category

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Foreword

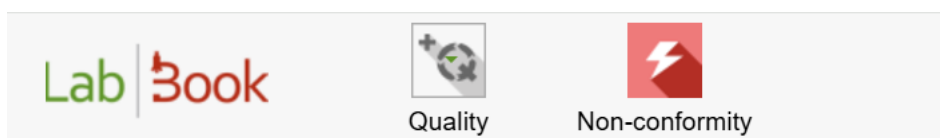
This manual presents the elements of LabBook accessible via the "Quality" and "Nonconformity" menus. If you do not have access to any of the actions via your interface, please contact your administrator so that these rights can be assigned to you.

General

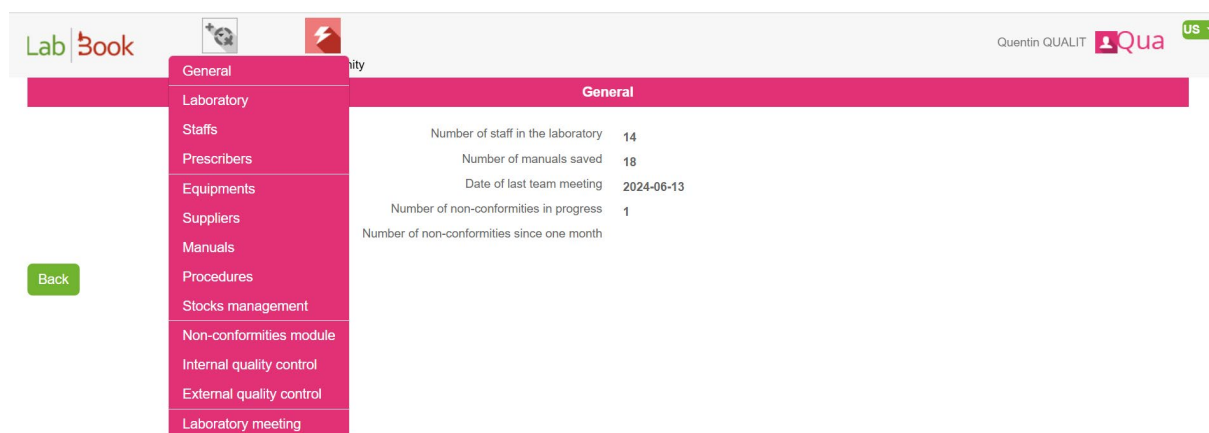
The "Export data" button allows you to export the data from the listing above. The export can be done in different formats: CSV.

Access to the menus

Access is through the top banner:



Quality



General	
Number of staff in the laboratory	14
Number of manuals saved	18
Date of last team meeting	2024-06-13
Number of non-conformities in progress	1
Number of non-conformities since one month	


This quality module allows you to record a large amount of information about your laboratory to monitor a number of indicators.


General


General	
Number of staff in the laboratory	10
Number of manuals saved	18
Date of last team meeting	
Number of non-conformities in progress	
Number of non-conformities since one month	1


This screen shows you some indicators.

Laboratory




Quality


Non-conformity

Quentin QUALIT  US

Laboratory

Dictionary name

Add a value

Organizational chart

Choisir un fichier
Aucun fichier choisi
Save the document

File **Action**

Aucun fichier déposé

Values

Action	Label *	Code *	Short label	Position
Delete	<input style="width: 150px;" type="text" value="Administration"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 150px;" type="text" value="Administration"/>	<input style="width: 50px;" type="text" value="1"/>
Delete	<input style="width: 150px;" type="text" value="Sampling"/>	<input style="width: 50px;" type="text" value="1"/>	<input style="width: 150px;" type="text" value="Sampling"/>	<input style="width: 50px;" type="text" value="2"/>
Delete	<input style="width: 150px;" type="text" value="Biochemistry"/>	<input style="width: 50px;" type="text" value="2"/>	<input style="width: 150px;" type="text" value="Biochemistry"/>	<input style="width: 50px;" type="text" value="3"/>

This page allows you to load the organization chart of your laboratory. It will then allow you to assign your teams in each section. You can edit the sections which allows you to add, archive or delete them. Be careful, the deletion is final.

If needed, you can upload several files of your flowchart (in pdf, ppt, doc...) in the document case.

Staff

This screen allows you to see all the people authorized to connect to the software.

Action	Name	Firstname	Initial	Date of birth	Address	Phone	Email	Arrival date	Position	Department	Eval. date	Login
	root	Abdel Assim Dembelé	Abdel	2023-08-02		79436948		2023-08-02	Technicien			root
	BIO	Bernard										biologiste
	TECH	Thierry										technicien
	TECHAVANCE	Thomas										techav
	TECHQUALIT	Thibault										techq
	SECR	Sophie										secretaire
	SECRAV	Sylvie										secrav
	QUALIT	Quentin										qualiticien
	PRESCR	Patrick										prescripteur

You have all the information about your teams in one place: name, phone and email contacts, CV, list of training courses...

Prescribers




This menu allows you to declare the practitioners or prescribers known to the laboratory.

Action	Code	Name	Firstname	Initial	Work place	Service	Address	City	Phone	Mobile	Fax	Email
		Baidy Diéye				Urgence						
	DEMO	PRESCR	Patrick	PP								

It is possible to search for a prescriber by his code or directly by searching by name/first name/department/city.

To export the list of prescribers in CSV format, simply click on the "Export data" button

Clicking on the "Add a prescriber" button will take you to a page where you enter the prescriber's details before clicking "Save".

Lab | Book   Quentin QUALIT  US

Prescriber

Access

Code

Title

Name




Firstname

Initials

Work place

Service

Equipment

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List of equipment


Total number of lines : 0
First Previous 1 Next Last




Action	Name	Manufacturer	Model	Location	Department	Function
No data to display						

First Previous 1 Next Last

[Back](#) [Export data](#) [Add an equipment](#)



This interface allows you to reference all your equipment. To add a piece of equipment, simply click on "Add an equipment".

You can also centralize the maintenance follow-up of these equipments, manage equipment repairs, and Metrology by clicking on the "Action  " button in the first column of each item of equipment.

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List of equipment

Total number of lines : 1
First Previous 1 Next Last

Action	Photo	Name	Manufacturer	Model	Location	Department	Function
		Test equipment 1	Medical	test	Salle stock	Administration	Laboratoire

[Export data](#) [Add an equipment](#)

- The “Edit” sub-menu can be used to modify information already saved
- In “Document”, you access a page for linking manuals and procedures, and inserting equipment comments

Manual:

Action	Title	Download
	Guide pratique sur l'application du Reglement relatif au transport des matieres infectieuses 2019-2020	
	CASFM Recommendations 2020 Oct v1.2	

Procedure:

Action	Title	Download
	Demo proc 002	
	Demo proc 002	

Comments:

[Cancel](#) [Save](#)

- In the “Maintenance” action, you have the list of maintenance operations, and you can also add preventive maintenance and contracts
- The “Breakdowns and repairs” sub-menu can be used to add and manage equipment breakdowns and repairs. You can download the data by clicking on the “Export data” button

Total number of lines : 2
First Previous 1 Next Last

Action	Date	Type	User	Supplier	Comment	Document
	2024-06-25 16:07	Repair	BIO Bernard - biologiste		test reparation	Zeme_Arrondissement_Tana.jpg
	2024-04-15 10:51	Breakdown	BIO Bernard - biologiste			cr_2024040003.pdf

First Previous 1 Next Last

[Back](#) [Export data](#) [Add](#)

- The “Metrology” sub-menu is used to record data on the metrology and calibration of your equipment

Suppliers

This interface allows you to reference your suppliers. Once you have entered the information in this interface, you will be able to use it, for example, when registering a new piece of equipment, but also in the inventory management interface. A new information, displayed in the last column, allows you to identify whether it is a critical supplier or not.

Manuals

By default some manuals are already loaded in the system. You can complete the information on these manuals by editing them. Any manual related to your lab can be added in this interface by clicking on "Add a manual" at the bottom of the manuals list.

Procedures

LabBook Quality Non-conformity Quentin QUALIT Qua US

Procedures

Total number of lines : 2
First Previous 1 Next Last

Action	Title	Reference	Writer	Auditor	Approver	Create date	Apply date	Date modified	Department	Procedure
1	Demo proc 002	002		DR	DR	2024-03-11	2024-03-11	2024-03-11	Prélèvement	↓
1	Test001	001	DR		DR	2024-03-12	2024-03-12	2024-03-11	Administration	↓

First Previous 1 Next Last

Back Consultation table Export data Add a procedure

This interface allows you to reference all the procedures of your laboratory. In the list, the initials of the users are displayed. If they are not entered in the "Personnel" file, this information will not be visible here. However, they are still recorded and will be visible when editing the file.

To view the history of procedure downloads, click on the "Consultation table" button.

Non-conformities module

LabBook Quality Non-conformity Quentin QUALIT Qua UK

List of non-conformities

Search

Date from 12/07/2023 to 11/08/2023 Search

Total number of lines : 1
First Previous 1 Next Last

Action	Create date	Name	Impact on the patient	Impact on the staff	Implementation of corrective action	Correction date	Closing date
1	2023-08-08	ddd	None	None	No	2023-08-08	2023-08-08

First Previous 1 Next Last

Back Export data Add a non conformity

This interface lists the non-conformities declared in the software. The filter tool allows you to visualize the non-conformities over a precise period. If necessary, this data can be exported.

The declaration of a non-conformity can be done by clicking on "Add a non-conformity" but it is more logical to be able to click directly on the "Non-conformity" icon in the banner at the top of the page. All LabBook roles can trigger a nonconformity and see them in this list, but only authorized roles can track, close or delete them.

Internal quality control

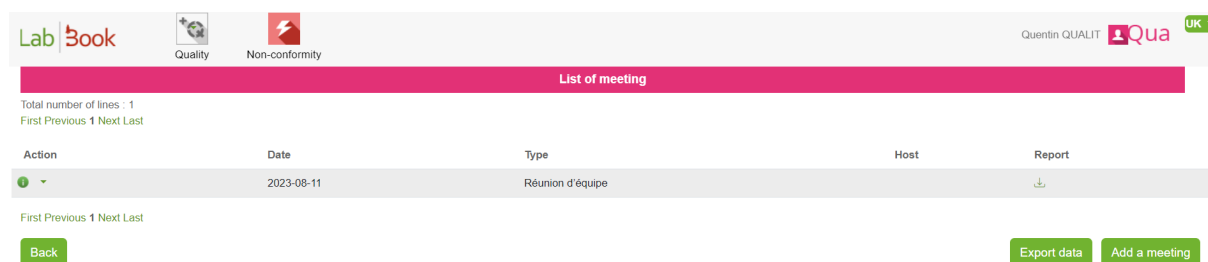
In this interface, all the internal quality controls performed by the laboratory must be filled in. This interface allows you to reference them and eventually sort them by type.



External quality control

This interface presents all the controls registered for your laboratory. By editing an existing one or adding a new one, you arrive on the following interface.

Here, the documents of results and reports of interventions can be directly retrieved.

Laboratory meeting




Action	Date	Type	Host	Report
	2023-08-11	Réunion d'équipe		

This interface allows you to note all the meetings that have taken place in the laboratory. The minutes can be loaded into the application and retrieved by clicking on the appropriate icon.

Declaration of a non-conformity



By clicking on the icon  the declaration of a non-conformity is possible for the authorized personnel.

The form that opens allows you to describe the type of non-conformity, its impact on the laboratory and the elements put in place to resolve this non-conformity.