Manual for administrators

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Foreword

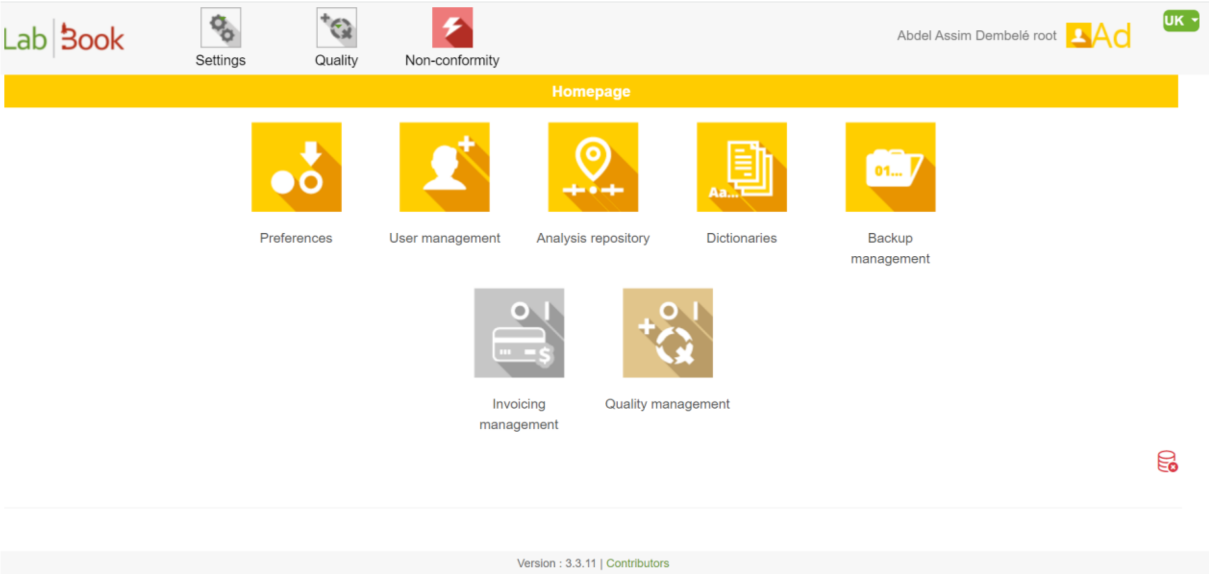
This manual presents the elements of LabBook that are accessible to a person with "administrator" rights. If you do not have access to any of the actions via your interface, please contact your IT specialist so that these rights can be assigned to you.

This manual also presents the actions to be performed by the LabBook server administrator.

Finalization of the installation

Once the LabBook server has been installed, you must finalize the configuration of your system so that it is operational without worry (automatic backup, user management, repository configuration, etc.).

Home page



To connect to the LabBook software for the first time, you must use the root account and the associated default password root.
For security reasons, it is imperative that you change this password. Once connected, click on "Administrator", "Change password" at the top right of the screen.

Data backup and recovery

Since LabBook 3, LabBook backups and restorations are managed directly from the application under the "root" account. Please refer to the "LabBook version 3 Backup and Restore" manual to perform your backup and restore operations.

Preferences

List of preferences	
Label	**Value**
Unit price for sampling and analysis procedures	1000
Document header 1	Nom du laboratoire
Document header 2	Sxxx au capital de xxx € RCS xxx xxx xxx autorisation n°xx xxx
Document header 3	Horaires : du lundi au vendredi : 07h00-19h00, le samedi : 07h30-12h00 www.example.com
Document header - Address	100 place de la République 10000 Maville
Document header - Phone	01 23 45 67 89
Document header - Fax	01 98 76 54 32
Document header - Email	labo@examples.com
Document header - City	Ma ville
Inpatient billing	☑

Via the menu "Settings" and then "Preferences", you can make changes to the parameters of your application. Each field can be edited by typing directly into it.

Everything about document headers allows you to change the way your lab address is displayed on invoices and reports.

If your lab's practice is to bill for inpatient tests, simply check the "Inpatient Billing" field.

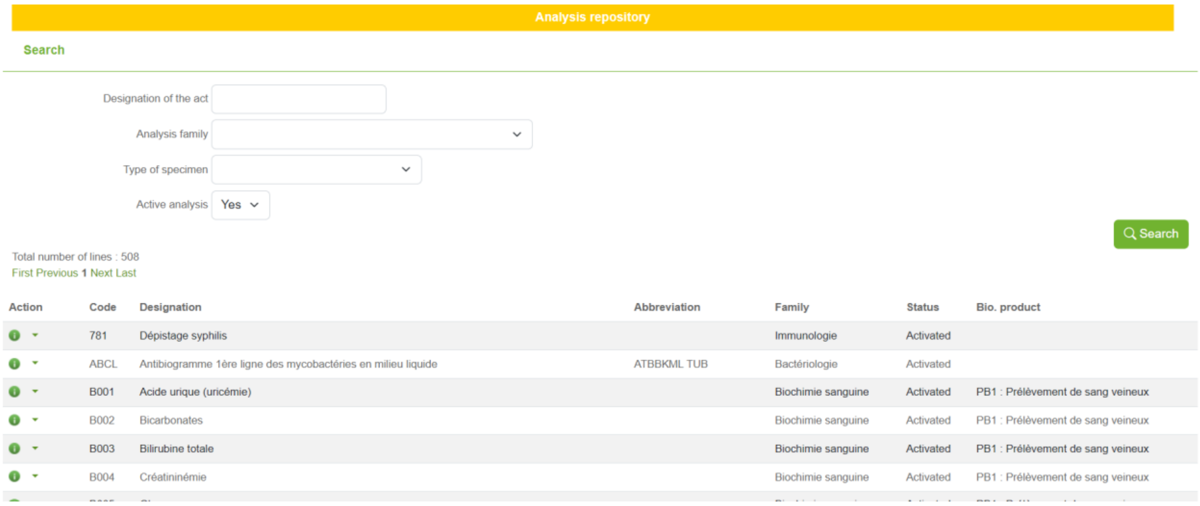
The Quality and Invoicing modules can be activated/deactivated in the same way by checking the associated fields.

The automatic logout time allows you to determine after how many minutes of inactivity a user is logged out. This ensures that a user does not stay logged in for too long when not using the software, which could allow someone else to access the software on their behalf.

Benchmark of analyses

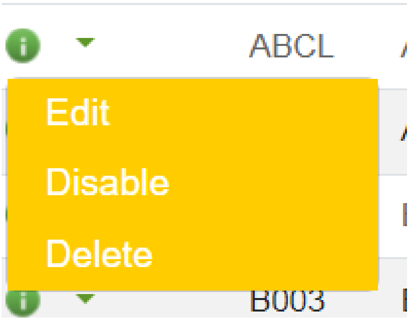
The test repository is the element that allows you to indicate the tests done in your laboratory. It allows you to activate/add/deactivate them. It also allows you to change their prices, their analysis family and the necessary sample(s) of the analyses.

Use of the repository via the software



The analyses and types of samples are listed in the table above. For each test, you have the code, designation, abbreviation, associated family, status and associated biologicals.

To search for a test, enter its code or name in the "Procedure description" field and click on the Search button. You can refine the search by selecting the family of the analysis and the type of sampling associated. Select "Active test" No to display the deactivated tests.



To modify an analysis, click on Action then Edit on the line of the analysis to be modified.

Disable: Allows you to hide the analysis when adding analyses on the "Analysis request" page.

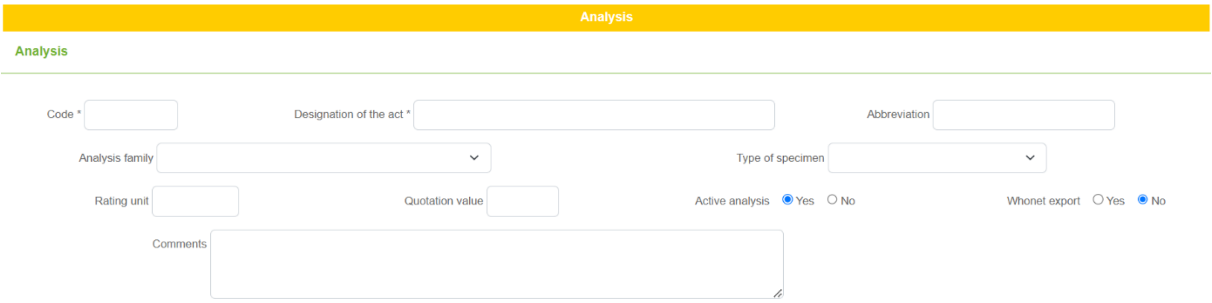
Delete: Deletes the analysis from the database,

At the bottom of the list, you have the option to:

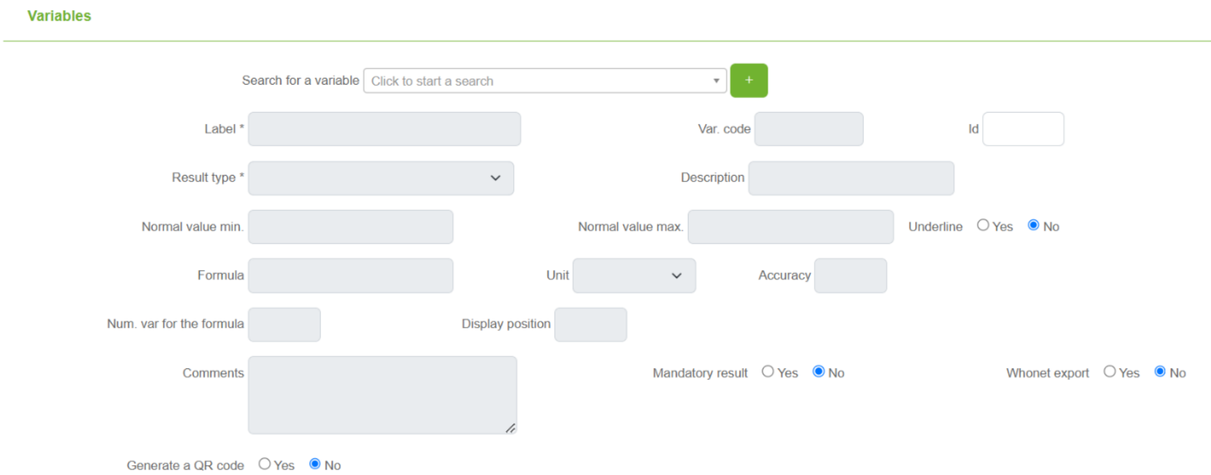
Add an analysis. Remember to check the analysis in the database via the search engine to avoid creating it twice.

Add a new analysis

The interface has two blocks:

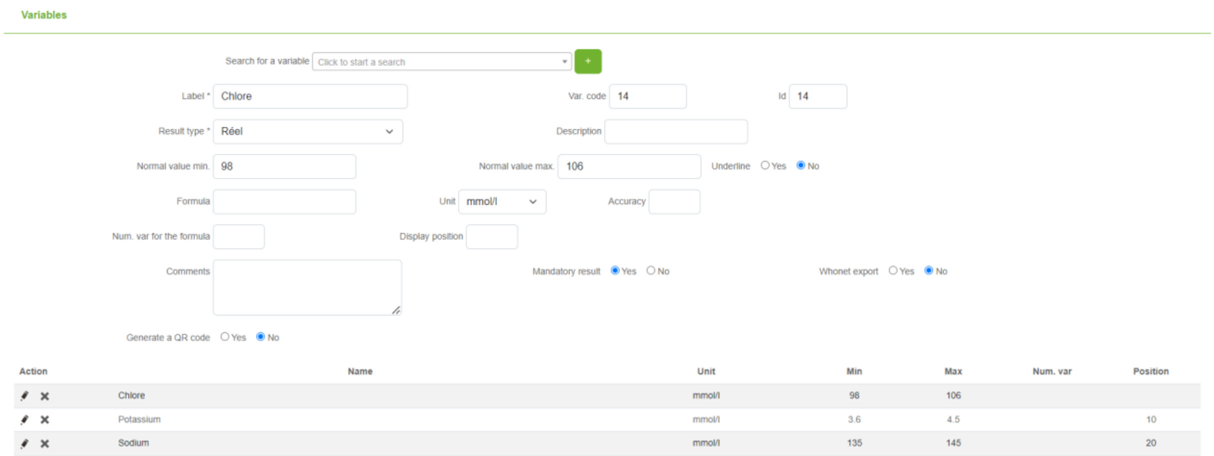


Analysis: includes analysis fields, you can create new analyses by filling in at least the "Code" and "Procedure name" fields.



Variables: in this part you can add the variables of the analysis.

It is recommended to search for the variable in the "Search for a variable" field before creating it, if it is found, click on the name to add it to the list. Otherwise, click on the + button to activate the grayed out fields and then fill them in.



The variables added to the analysis are listed in the table. To modify a variable, click on the pencil, the details of the variable are placed in the fields of the variable block, then modify the information displayed. You can repeat the operation to modify other variables.

At the end click on the Save button to apply your changes.

Status of the analyses

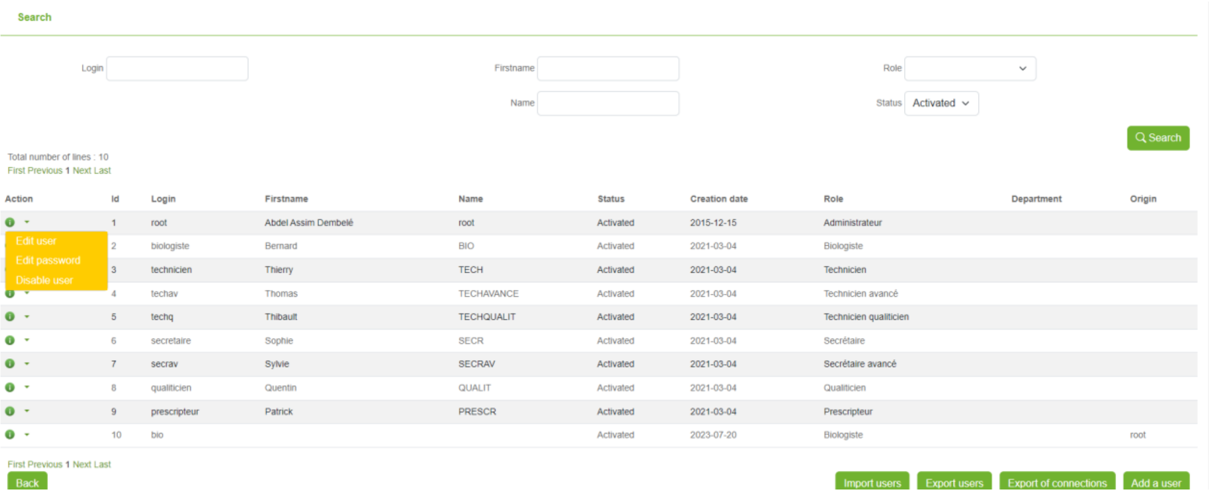
By clicking on "Status of analyses", you can desactivate/activate all analyses". This is important for laboratories that want to activate only the analyses performed in the laboratory.

Import/Export of repository

At the bottom of the repository list, it is possible to import a repository. This allows you to load a repository that is provided to you.

You can also export your repository (CSV format). You can then modify your repository with a text editor and then reimport it.

User management

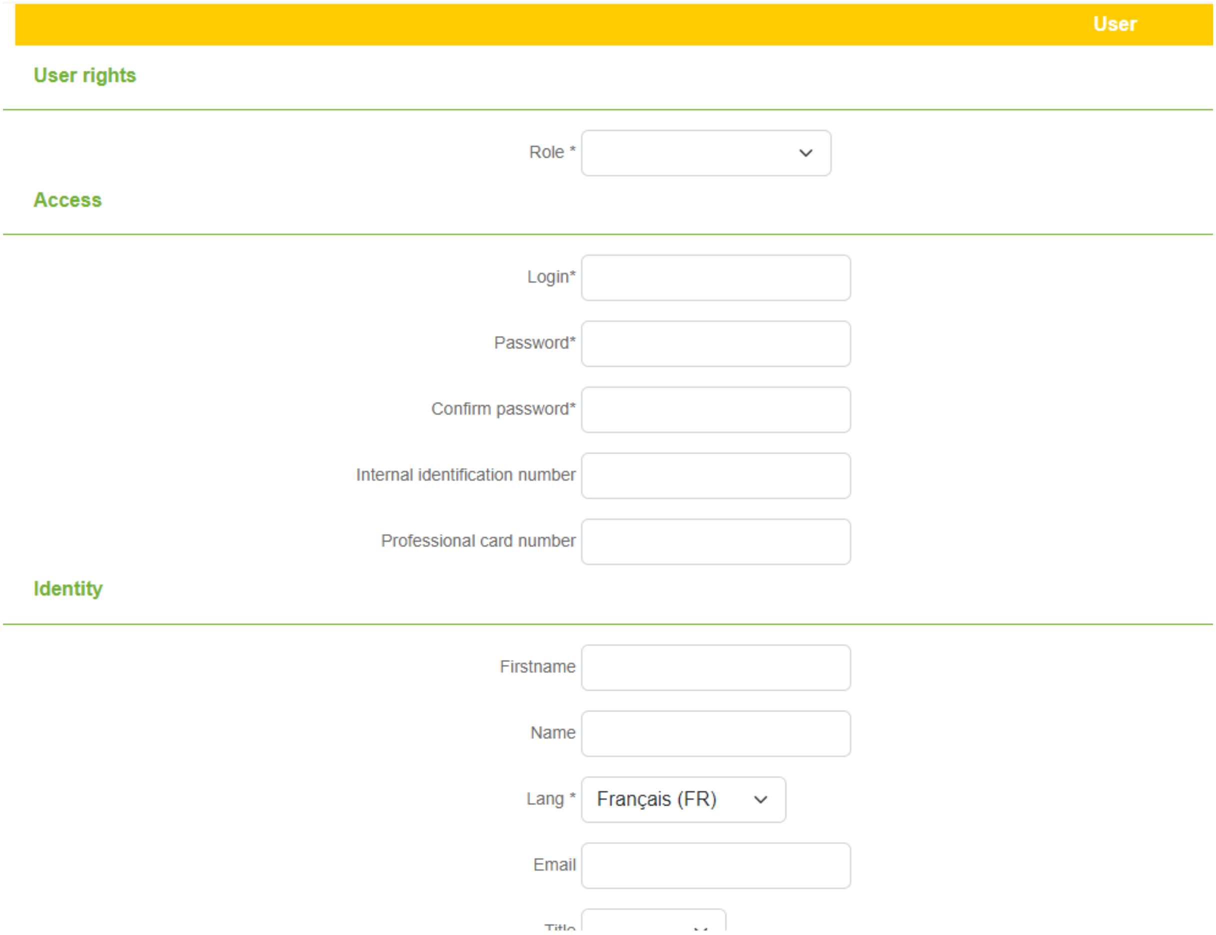


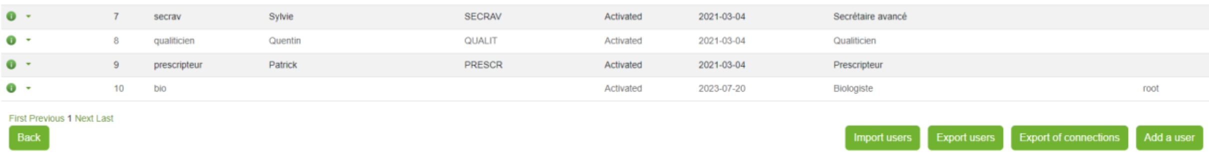
This interface allows you to search for a user. In the actions menu, you can :

- Edit a user: this allows you to change the information (name, first name, email address) as well as his rights;
- Edit password: allows you to manually change a user's password;
- Disable user: Allows you to suspend a person's access;
  If a member of your team leaves, we advise you to change their password and desactivate their account.

Creating a user

If you can't find the user you want, click on "Add a user".





7	secrav	Sylvie	SECRAV	Activated	2021-03-04	Secrétaire avancé		
8	qualiticien	Quentin	QUALIT	Activated	2021-03-04	Qualiticien		
9	prescripteur	Patrick	PRESCR	Activated	2021-03-04	Prescripteur		
10	bio			Activated	2023-07-20	Biologiste	root	

First Previous 1 Next Last

Back | Import users | Export users | Export of connections | Add a user

First you choose your role. Once the role is chosen, fill in the fields related to the user's Access and Identity. Once this is done, save. The new user will appear in the users table.

User language

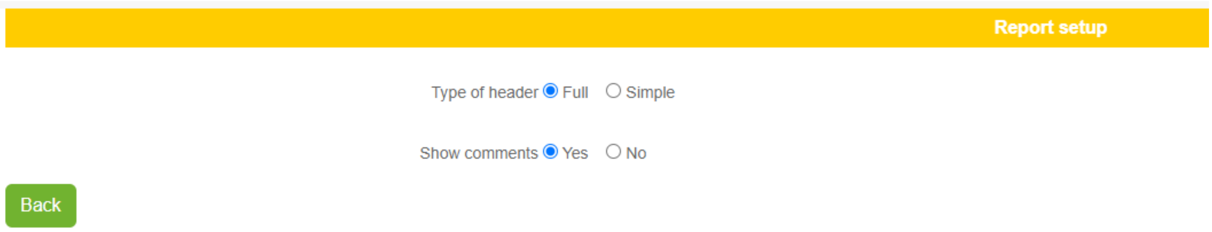
When choosing the user's language, you have 3 options:

- French (FR)
- English (US)
- English (UK)

The difference between the two English versions is only in the format of the dates:

- US : MM/DD/YYYY
- UK : DD/MM/YYYY

Report setup

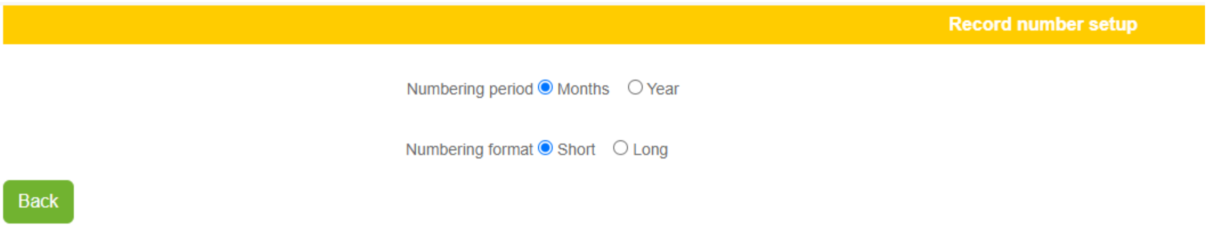


This part allows you to choose different presentations for your reports. If the comments entered by the biologist should not appear, you can deactivate them by clicking on "No".
The header type allows you to have a shorter version called "simple".

Logo setup

By going through the menu "Settings" then "logo setup", you can load a new logo for your laboratory.
Think about the resolution needed to have a good impression on your report.

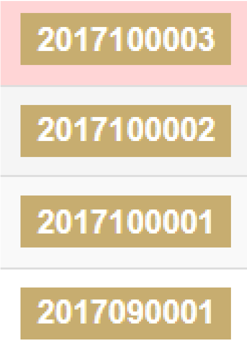
Report number setup



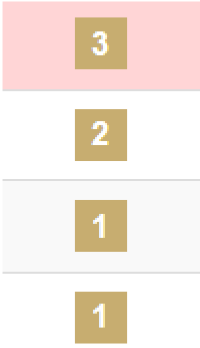
You can choose to have the file numbers reset every month or every year. We do not recommend making this change during the year, as you may have to manage two numberings in parallel.

The "short" numbering format only shows the final numbering in the software interfaces. If you want to see the year and month, you must choose the long numbering.

Example of long numbering:



Example of short numbering:



Billing management

Via your homepage, you can disable/enable billing. If the icon is grey, it means that the function is disabled:

If the icon is yellow, the function is active:

Setting up the functional units

This feature allows you to create different units/departments/labs when sharing the same LabBook server for multiple labs. This group creation will allow you to separate the data, i.e. a person in unit X will not be able to see the data in unit Y.

Add a unit

Functional unit

Action	Name	No. users	No. ana family.	Position
	Parasitology	0	0	1
	Bacteriology	0	0	2
	Biochemistry	0	0	3

Back Save

Add unit

Click on the "Add a unit" button, a new line will be created.

	Biochemistry	0	0	3
		0	0	0

Enter the name of the unit and its position then click on save.

Assign users

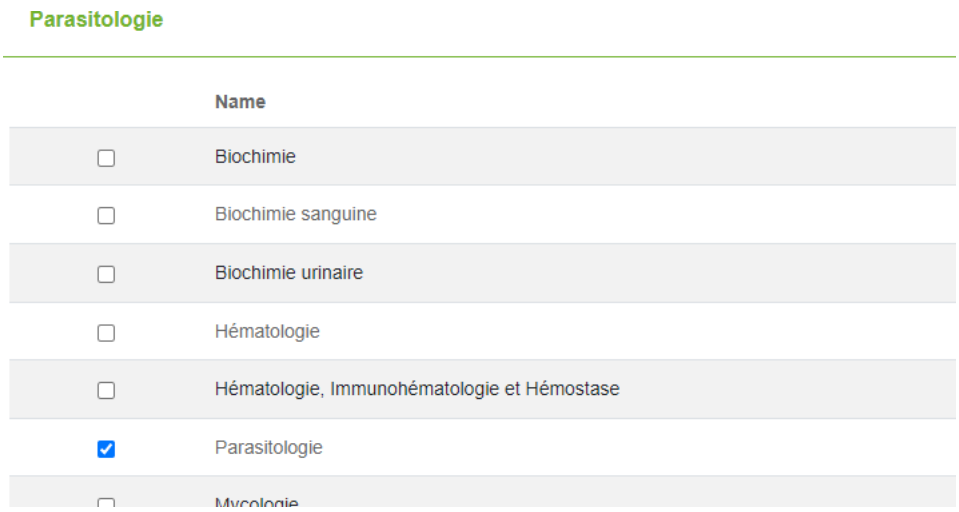
Once the unit is created, you can assign users to it by clicking on the Action column and then "Assign users". When the page appears, select the users to be assigned to the unit and save.

Parasitologie

	Login	Firstname	Name	Role
☑	biologiste	Bernard	BIO	Biologiste
☐	bio			Biologiste
☐	prescripteur	Patrick	PRESCR	Prescripteur
☐	qualiticien	Quentin	QUALIT	Qualiticien
☐	secretaire	Sophie	SECR	Secrétaire
☐	secrav	Sylvie	SECRAV	Secrétaire avancé

Assign analysis families

One or more analysis families can be assigned to the unit. To do this, click on Action then "Assign analysis families". Select the analysis families and save.

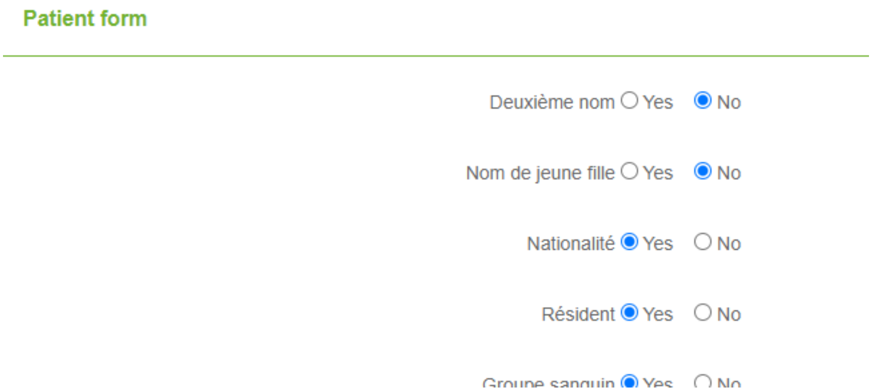

Parasitologie

	Name
☐	Biochimie
☐	Biochimie sanguine
☐	Biochimie urinaire
☐	Hématologie
☐	Hématologie, Immunohématologie et Hémostase
☑	Parasitologie
☐	Mycologie

Form configuration

The form settings allow you to hide or show specific fields of the following forms: Patient, Product and Supply.

For example, to hide the Middle Name, Maiden Name and Nationality fields on the patient form, check the No option.


Patient form

Deuxième nom ○ Yes ◉ No

Nom de jeune fille ○ Yes ◉ No

Nationalité ◉ Yes ○ No

Résident ◉ Yes ○ No

Groupe sanguin ◉ Yes ○ No

On the Patient form, when adding a new patient, you will notice that these fields are hidden on the "Patient analysis request - Patient form" page.

Nom

Prénom(s)

Sexe ○ Masculin ○ Féminin ◉ Inconnu

Configuration of requesting services

Add a department

Requesting services

Action	Name	Position
Delete	Maternity	1
Delete	Emergency	2
Delete	Cardiology	3

Back Save

Create the requesting departments to be found in the "Requesting Department" by adding an inpatient analysis request.

Hospitalization

Date of admission jj/mm/aaaa

Requesting department

Bed number

Numéro d'identification

When they are added and selected in the inpatient records, you will be able to filter the statistics by department in the Statistical Report.

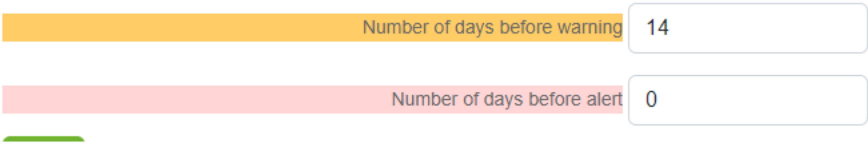
Search

Date from 01/07/2023 to 04/08/2023 Requesting department

Distribution of records

	Less than 5 years	5 to 20 years	20 to 40 years	Greater than 40 yea
Male	0	3	5	0
Female	0	0	1	0
Unknown	0	0	0	0
Internal	0	3	0	0
External	0	0	6	0
Total	0	3	6	0

Storage configuration



You can customize the number of days before warning and alert in "Settings" and then "Stock settings":

- Number of days to warning = Number of days difference with the expiration date before the product display turns light orange
- Number of days before alert = Number of days difference with the expiration date before the product display turns light pink