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# Introduction

In this manual you will get a detailed description of how Qlab works.

We show how you as a customer register an order in a few steps as well as how you can consult results and manage personal settings.

As a group manager, you also have the extra option to view and manage all branches and users under your group.

When you are a new customer, we will first create your company and the corresponding group manager for you in Qlab. After this you can register for the first time with the login details that you will receive via email.

# 1 Login

Open your browser and surf to <a href="https://www.qlab.be">https://www.qlab.be</a>



Enter your username and password and click on "Log in".



When you log in, you will be taken to the home screen.

.

(	Qlab.					N. IN FR 12 & Gebruher,import 0
4	Orders >	Harma > Del	*1			
и	Results					+ New order
•	Settings >					
۰	H0 >	Order				•
ь	Deport		Order receipt	Laboratory reference	Natus	
		0	stawi 2022/04/04 50:29	Q.1115-04-04121 🛦	Open	
		0	importane, order	¢38240-030₩▲	Importing	•

In the left menu you will see an overview of all the functions you have as a regular user. If you have been assigned the role group manager, you will see 2 additional functions "Locations" and "Users".

# 2 Create/register order

In the left menu, select "Orders". Now click twice on the green button "New order".

# 2.1 Step 1: order creation

You will now have the opportunity to fill in general information regarding your order.

Order Information	Report preferences
Company*	Measurement uncertainty
Test_Joachim - Test_Joachim 1 🗸 🗸 🗸 🗸 🗸 🗸 🗸	Without measurement uncertainty v
Temporary reference*	Standards
Q-2022-06-1K0G1	Minima + maxima 🗸 🗸
Order receipt	Type report
	Rapport per order 🗸 🗸
(planned) delivery date	
•	
Urgent order	
C Yes	
Send copy of report to the following e-mail addresses	
By default these users receive the report e-mails:	



Location: select the location and/or division for which you wish to place an order. \_

<u>Temporary reference</u>: This is automatically generated by Qlab.

<u>Order form</u>: this can be e.g. the PO number. Your reference is the link between your report and your invoice, which will also appear on the first page of your PDF report.

<u>Planned delivery date:</u> date of receipt of the samples in the lab.

<u>Urgent order</u>: if you request an urgent order, you must also contact our customer service department by telephone (+32 9 252 64 44) so that we can coordinate the desired deadline with regard to your urgent order with the lab and also confirm this.

<u>Send a copy of reports to the following e-mail addresses:</u> you can deliver a report to a colleague once by entering an e-mail address in the field "send copy of reports to subsequent e-mail addresses". Every colleague who is linked to the requested branch/division will automatically receive the report. The e-mail addresses that are listed at the bottom of the bar are the e-mail addresses to which the report is sent by default.

<u>Reporting preferences</u>: these are set by default according to the location preferences. You can deviate from this order once. The link you will receive in your reporting email refers to the report with the preferences entered.

# 2.2 Step 2: Adding a swatch

#### 2.2.1 Adding swatch

Click on " + Add steel"

Home > Orders > Q-2022-06-OJDVK > 5	ample information				
1 Customer & order Information		2 Sample Information	Analyses	Overview	Confirmation
					+ Add sample
Samples					
Sample id No samples were found.	Sample reference		Sampling date	Planned report date	

An overview of the standard info fields that can be filled in will appear. The required fields are always marked with a \*.



Add sample	
Sample reference *	
Sample type *	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Matrix *	
Sampling*	
Sampling location	
Packaging*	
, or weighing	~
Scaling	
⊖ Yes	
No	

<u>Steel reference</u>: Provide a clear steel reference so that you can quickly find out what this steel means.

<u>Sample type and matrix</u>: Indicate the most appropriate sample type and matrix of your sample. The standard types and analyses are linked to this.

<u>Steel part of shelf-life test</u>: Based on the sample type/matrix combination, in some cases the extra field "if the sample is part of a shelf life test?" will appear. If this sample is part of a shelf life test, additional fields will appear: store until and store conditions.

<u>Sampling</u>: This field shows who took the sample. This is an important field in the context of invoicing. If you have the samples collected by us, you may fill in the following when sampling: Customer, collection ECCA. If you bring in the samples yourself (or via courier service), you may enter: Customer when sampling.

<u>Sampling location:</u> Shows where the sample was taken.

<u>Packaging</u>: Specify the packaging type in which the sample is located.

<u>Sealing</u>: Indicate whether or not the sample in question is sealed.

In addition to filling in the standard fields, additional information fields will appear

on the right based on the sampletype/matrix combination.

If you as a user wish to add additional specific information fields in the screen below, then you can do this via the **Info fields** tab under the relevant branch. More information about this can be found under the chapter <u>Info fields</u>.



#### 2.2.2 Importing a sample

In addition to manually entering samples, you also have a way to import samples into a pair step. You can do this by clicking on "+ Import samples".

Home > Orders > Q-2022-12-C2DZM > Sample int	formation			
0	2	3		 
Customer & order information	Sample information			Confirmation
				+ Import samples + Add sample
Samples				•
Sample id	Sample reference	Sampling date	Missing properties	
No samples were found.				
				<previous next=""></previous>

Then you will be presented with a pop-up window where you have to select an XLSX file containing the data of the swatches.

nport samples	
Upload .xlsx file *	
Bladeren Geen bestand geselecteerd.	
	Carried Old

A	B	C	D	E	F	G	н	1	J	K	L	M	N	0
taal referentie *	Sampletype *	Matrix *	Bemonstering*	Locatie monstername	Verpakking *	Verzegeling*	Externe locatie	Nummer referentie vrijgave*	Datum monstername *	bemonste	emonste	Recipienten *	Staalgegevens	Pakketcode
REF_01	Zuivel	Melkpoeder	Klant	Brugge	Drankkarton	Nee	Kelder B1	r01_01	18/05/2022	11.00	50	1		211_007ETU318G
REF_02	Zuivel	Melkpoeder	Klant	Kortrijk	Drankkarton	Ja	Kortrijk magazijn 1	r01_02	21/05/2022	8.00	26	1	Staal is chemisch	211_007ETU318G
REF_03	Zuivel	Kaas van rauwe melk	Klant	Brugge	Drankkarton	Nee	Kelder B1	r01_03	18/05/2022	14.00	4	1		
REF_04	Zuivel	Melkpoeder	Klant	Waregem	Drankkarton	Ja	Productie A0.5	r01_04	14/05/2022	17.00	12	2	Staal bewaren onder 5°C	211_007ETU318G
REF_05	Zuivel	Room	Klant	Kortrijk	Drankkarton	Nee	Kortrijk magazijn 1	r01_05	21/05/2022	9.00	37	1		

Figure 1: Sample file

#### Some points of attention:

- The column names must always be displayed in row 1
- The steel reference, sample type and matrix columns must be present in the Excel by default
- All dates must be displayed in the following format **dd/mm/yyyy**

When importing samples, you can also provide your own favorite packages/parameters and



your own packages by mentioning the package code in the Excel.

Parameters Packages	Own packages
Pakketcode	Package name
214_7OBJKGBPB2	IJS_speculoos
P_22-403 PK1665995938	Volume ei stalen
214_EGY5ZQ1M80	Zuivel algemeen
214_W1BEUAD1CQ	Dranken
214_R7YY4XR8EW	Pakket pannenkoek
214_B380PPIEKR	Package zuivel room
214_3XIKGRB08Q	Rauwe zalm

If you want to link multiple packages to 1 sample, it is important to do this in the following way: packagecode X; packagecode Y

By providing your own favorite packages, the analysis overview also automatically links the right parameters /packages to the right samples.

Once your file has been successfully uploaded, you will end up in the mapping phase.

In this step it is important to combine the correspondingcolumnnames from your file and these in Qlab, this will be done via mapping. When you import samples for the first time, you will have to do the mapping manually, you do this by choosing "+ New mapping".

Importeer stalen	×
In de volgende stap vragen we je om de kolommen in jouw bestan overeenkomstige kolommen in Qlab. Sommige kolommen zullen a door Qlab andere kolommen zal je zelf nog handmattig moeten ui Maak bij mapping gebruik van een nieuwe mapping of gebruik een	te matchen met de utomatisch gematcht worden voeren. bestaande template.
Gebruik een bestaande template + Nieuwe mapp	ing
< Vorige	Annuleer

You will then see the following overview.

<u>Name</u> : Give a clear name to the mapping so that you can easily find it in the list of all templates.

Imported column : This is the name of the column from your file

<u>Qlab parameter</u> : This is the name of the corresponding column in Qlab



Mapping							
Name *							
Imported column	Qlab parameter						
Referentie sample	Don't import	~					
Productnaam	PRODUCTNAAM	~					
Productielijn	PRODUCTIELIJN	~					
Weg naar labo op	Don't import	*					

Qlab will already automatically map the majority of the columns together. As a user you can choose not to copy certain columns from your file to Qlab, you do this by choosing the "**Do not import**" option.

In order to map your own favorite packages correctly, it is important to select next.

Pakketcode	Eigen pakketten	~
	×	

When everything is mapped together correctly, this mapping will automatically be saved in the form of a template. These templates are a handy way to use an existing template as a user in the future when importing samples so that manual mapping only happens 1 time howft.

All your saved import templates can be viewed under "Settings". Here you have the possible to consult a detailed view of a template or to delete a specific template.



Д	Orders >	Home > Settings > Import templates		
ш	Results			
	Branches	Import templates		
-	Users	Name	Created on	
ш	Data-analyse	Eleren december	November 29, 2022 14:16	0 📋
•	Settings 🗸 🗸	Test	January 18, 2023 08:51	0 📋
1	r Favorites	Test Import	January 18, 2023 08:53	0 📋
6	Reporting			
•	Templates			
	Import templates			
=				
0	Help >			
Р.	Export N			

E la la		4.0		 
ше	en	ue	cei	 uer.

Imported column	Qlab parameter
Staal El ref	reference
Staal categorie	sampleType
Matrix toewijzing	matrix
Afgenomen door	MONSTERNEMER
Locatie monstername	PLAATSMONSTERNEMING
Verpakt in	VERPAKKING
Datum monstername	DATUMMONSTERNEMING
Zegeling	
Favorieten	ownPackages

Close

Figure 2: Detail view import template



As a final step, you will then see a preview of the data you want to import. To make the import final, click "Ok".

Ì	mport samp	les								100
	referentie sample	productnaam	productielijn	productiedatum	lotnummer	houdbaar tot	Sampletype	Matrix	Verpakking	
	2022/3508	Ger zalm ASC NO,Mg,100g,AH		09/11/2022	T221203		Vis	Vis	swab	
	2022/3509	Ger zalm ASC NO,Mg,100g,AH		09/11/2022	T221203		Vis	Vis	swab	
	2022/3510	Ger zalm ASC NO,Mg,100g,AH		09/11/2022	T221203		Vis	Vis	swab	
	2022/3511	Ger zalm ASC NO,Mg, 100g,AH		09/11/2022	T221203		Vis	Vis, verhit	swab	

After the import, all samples will appear in the steel overview.

Previous

	1 Klant & orderinformatie	2 Staalinformatie		e		Bevestiging		
Stalen						+ Importeer stalen	+ Voeg st	aal toe
Sample id	Staal referentie	Datum monstername		Verwachte rapporteringsda	atum			
7632	REF_01	Monsternamedatum niet	gekend	Nog niet gekend		θ	• /	* ×
7633	REF_02	Monsternamedatum niet	gekend	Nog niet gekend		Ð	• /	×
7634	REF_03	Monsternamedatum niet	gekend	Nog niet gekend		Ð	• /	×
7635	REF_04	Monsternamedatum niet	gekend	Nog niet gekend		Ð	• /	×
7636	REF_05	Monsternamedatum niet	gekend	Nog niet gekend		θ	• /	×
						< Vorigo	e Vole	gende >

If not all mandatory information fields of a sample have been filled in by the import, these lines are displayed in orange. The missing fields are shown in the column "**Missing fields**" so you can see exactly which fields still need to be completed. You can supplement it by to process the steel via the "pencil".

Cancel

Ok



Home > Orders > Q-2022-00	6-270UE > Staalinformatie					
De geimporteerde infove	ilden zijn niet volledig. Gelieve deze velden verder s	aan te vullen.				×
c	1 Kuet & orderinformatie	2 Staalinformatie		Nerman	6 Bevestiging	
					+ Importeer stalen	+ Voeg staal toe
Stalen						
Sample id	Staal referentie	Datur	n monstername	Verwachte rapporteringsdatum		
7632	REF_01	Monst	ernamedatum niet gekend	Nog niet gekend	Ð	• 🔺 ×
7633	REF_02	Monst	ernamedatum niet gekend	Nog niet gekand	٥	<b>0</b> - 2 - ×
7634	REF_03	Monst	ernamedatum niet gekend	Nog niet gekend	θ	8 / x
7635					٥	<b>0</b> - 2 - x
7636	REF_05	Monst	ernamedatum niet gekend	Nog niet gekend	Ð	• / x
					< Vorige	Volgende >

## 2.2.3 Printing labels

By default, a label consists of the following information:

- 1. Barcode
- 2. Steel reference: contains the reference that was entered when creating a sample.
- **3.** Lab reference (Qlab reference): contains the reference of the order that is automatically assigned by Qlab.
- 4. Staal\_id

### 2.2.3.1 Printing per sample

During ordering, the relevant label can be printed directly from each sample individually. To do this,

click on the "print" logo in the steel overview, next to the steel in question:

Samples				
Sample id	Sample reference	Sampling date	Planned report date	
878222	Staal_melk1	Sampling date is unknown	Not available yet	😑 🖉 🥒 🗙
878224	Staal_melk1.2	Sampling date is unknown	Not available yet	🖯 🖉 🥒 🗙
878225	Staal_melk1.3	Sampling date is unknown	Not available yet	🕀 🔎 🧪 🗙

A page opens for printing the label of the sample in question:





Choose the desired label printer, press "print" and stick the label on the sample. For the labels in Qlab we use the following label printer internally

- Label Printer: Dymo LabelWriter 550
- Labels: Dymo Large Address Labels (36mm x 89mm)

The print settings should then be set in the following way.

Opmaak	Liggend	•
Meer instellingen		$\bigcirc$
Papierformaat	30321 Large Address	•
Pagina's per blad	1	-

If you want to make optimal use of the white space of the labels, please contact <u>cs@ecca.be</u> so that we can manually adjust the label dimensions per group.



### 2.2.3.2 Print per order

By clicking on the "Print labels" button in the order overview, you can print all labels of 1 order with the push of a button:

Customer & order Information	2 Sample Information	Analyses	Overview	Confirmation
Order overview Company Demo ECCA Site Divisie_aankoop Temporary reference Q-2022-06-D0HOK This is a temporary reference Order receipt Demo_IV_Melic 02 (planned) delivery date 09/06/2022		Report preferences Measurement uncertainty Without measurement unco Standards Minima « maxima Type report Rapport per order	ertainty	
Sample information Analyses information		< Previous 🔒 print l	abels 🔒 print labels (A4) Save as t	emplate 🗑 Delete 🔒 Save 🖪 Request

A page opens for printing all steel labels within this order: Example:

10 m	(Control of the second		ē	Afdrukl	en 1 pagina
60000	0-2022-02-104-51 0-2022-02-104-51	0-202302 TUPED	und_1 45.202242.40454	Uitvoerapp	araat
100 m	Chab		Bees	🖨 \\srv	fp01\nieuwbouw 1ste v 🗸
641531	0-2022-02-804XJ 0-2022-02-804XJ	staal 1 ()-3022-02-0366X4	and_1 0,20214240600	Voniežn	
	Click	Solution of the second	More a		
	A Jana A	0 Junio Granactorenet	omi 1 0-2022-0140650	Orientatie	
See See	Queb			Chentate Staan	Liggend
	0-362-62-604X0	ufi Q-3022-02-004404	uff2 Q-2022-023-0454		
18 B	Clab Bill	1521 1		Pagina's	
0.00	Q-202102404XJ	crite come to the g		Ale	~
				Kleurmodu	63
				Zwart-wit	~
				Meer instel	ingen 🗸
				Afdrukken	na het
				systeemdia	loogvenster
	~ <	1 van 1 >	>>	Artest	Annuleren
			1	Aldron	Annueren

Choose the desired label printer, press "print" and stick the printed label on the swatch. More information about printing and its settings can be found under <u>Printing per sample at the</u> bottom.



#### 2.2.3.3 Extension: print labels with customer-specific fields

There is also a possibility to print labels with additional self-chosen fields. If you have the role of group manager, you do this by navigating to the info fields of a branch.

(	lab		
4	Orders	>	Home > Westgingen > VS26 > Information
ш	Resultaten		Bewerken
	Vestigingen		
٠	Gebruikers		Algemeen Divisies Medewerkers Rapportsgevoorkeuren Inforeiden
•	Instellingen		
0	Help		
•	Exporteren		Titel Verplicht
			Auntal molpilinten Gunstetes sovietes
			Datum montername Sandetex sacified
			Eskargagivens Ganateses excited

Then go to the Add to label column. You can select a maximum of 3 extra fields that you want to see on the label.

Sites Employees Report preferences Info fields			
	Required	Display	Add to label
	0	O	
	ö	5	۵
	5	12	
NT	2	5	
er	5	5	2
	0	o	

The group manager can set the extra fields per location.

When printing the labels, you will then see that the extra fields appear at the bottom of the label.





#### 2.2.4 Copying a steel

It is possible to copy already created swatches with or without linked parameters/packages from the sample overview.

Next to the sample in question, click on the "copy" icon:

Samples							
Sample id	Sample reference	Sampling date	Planned report date				
878222	Staal_melk1	Sampling date is unknown	Not available yet	⊖		ø	×
878224	Staal_melk1.2	Sampling date is unknown	Not available yet	Ð	e	1	×
878225	Staal_melk1.3	Sampling date is unknown	Not available yet	Ð	e	ø	×

A dialog box appears where you have the option to enter the desired number of copies. You can also indicate whether you wish to copy any added analyses.

There is also the possibility to copy certain information fields or not. If you do not wish to copy a certain info field, you can check off the info field.



The samples are copied, all information related to the steel is copied.

So do not forget to adjust the steel references by clicking on the pencil in the steel overview, so that you can make a clear distinction between the different samples.

After adding the number of desired samples, you can add analyses.



# 2.3 Step 3: Add an analysis

0					
Customer & order Information		Sample		Analyses	Ovisrviteur
Analyses					
sarch			~	+ Add	
ot found what you are looking for? Contact u					
ot found what you are looking for? Contact u Analyses	s Sample type	Q&a	All	Staal_melk1	Staal_melk1.2

Click on the "Next" button and you will be taken to the overview of analyses to be added:

In the search field, select the desired parameter or package.

You can also easily search by entering the name of the package/parameter in the search bar.

Analyses		
Search		
Select parameter/package	~	+ Add
E. coli		
Shiga toxin-producing <mark>E. coli</mark> (STEC) screening	^	
Tradability analyzes LIDL		
Tradability report LIDL - other		
Tradability report LIDL - other (cooled)		
Parameters		
E. coli O157		
Escherichia coli ( <mark>E. coli</mark> )	~	l

A list of results that match your search term will appear. The list first shows all packages in which the requested parameter is located, at the bottom of the list you can find the individual parameters.



When hovering over a package, the contents of this package are shown.

Select the parameter or package you wish to add to 1 or more swatches and click the "Add" button.

A dialog box appears in which you can find the swatches on which you want to determine the parameter or apply the package.

Of course, only samples appear on which the analysis can be carried out.

A	dd an analysis			×
	Sample	Se	lect All	
	Staal_melk1			
	Staal_melk1.2			
	Staal_melk1.3			
			,	
		Close	Save	

Tick the samples to which you wish to apply the analysis and click save.

You may need to answer a number of questions in order to be able to record the corresponding method in the lab for the determination of the selected parameter.

You can repeat this operation until all parameters/packages have been applied.

	Analyses	Sampletype	Vragen & antwoorden	Alle stalen	Couque aux Raisins (rozij	Couque au Beurre (boterko	Couque aux Raisins (rozij	Couque au Beurre (boterko
*	E. coli	Gebak		0		*		0
*	Totaal aëroob kiemgetal bij 30°C	Gebak	Rapporteergrens? + 100 kve/g (standaard)	ø	*		0	Ð
*	Listeria monocytogenes	Gebak	Standaard methode? (ALOA kort) Ja	0	18	×	U U	

In the grid of the analysis page you can easily change the already assigned analyses or assign them to other samples.

Parameters/packages that you request often can be added to your favorites by clicking on the blue asterisk. Give the package a name and assignment. If you have assigned the package to "own", this package can be found under settings: favorites.



If you assign the package to "group", this can be found at branches: favorites. In the future, you can easily select this package or the parameter with corresponding answers from your favorites list.

You also have the option to create a package yourself with the blue button "Create a package". You will see a dialog box in which you can specify for which sample type and matrix you want to create a package. Gives the package a name and assignment. You can assign the package to "own" or "group". In the case of "own", the package will only be visible to the user. With group, the created package becomes visible to the entire branch.

Search Milk fat/butter fat content			~	+ Add
iot found what you are looking for? Contact us.				
Analyses	Sample type	Q&a	All	Staal_melk ☑
📌 📋 Lactic acid (D+L)	Dairy / Milk powder			۲
📌 🔋 Lactic acid bacteria	Dairy / Milk powder	Temperatuur? 30°C (standard)		
X				
$\mathbf{\lambda}$				

et name for favorite parameter	×
Sample type *	
Dairy	~
Matrix *	
Milk powder	×
Package name *	
Assign to *	
eigen	~
	Close Save



Click "Next".

<u>Please note</u> that you must request a minimum of 1 parameter for each sample.

If you wish to provide a reserve language, you can assign the parameter "reserve language" to this sample.

If you want to enter a mixing sample, you can assign the parameter "creation of a mixed sample" to this sample.

# 2.4 Step 4: Overview of your order

The next step gives an overview of your order with the sample information and analysis information.



Check that all analyses and samples have been created by clicking on sample info and analysis info.

Then click on **Request** if you wish to forward your order to the lab.

If you wish to add any information at a later time, it is possible to save your order "Save". Your order will have the status "Open" and can be completed/requested at a later time by clicking on the pencil behind your order in your order overview.

You can request multiple orders from the lab at the same time from the order overview. This can be done by ticking orders that you wish to forward and then clicking on the blue "Request" button at the top right.



Home > Orders				
		A Reques	t + N	ew order
		1		
Orders				
Order receipt	© Laboratory reference	¢ Status		٠
staal 2022/06/15 07:54	Q-2022-06-0JDVK	Open	6	<i>•</i>
Demo_JV_Bodem	B-22-030262	Finished	×.	0
Demo_JV_Bouwstof	B-22-030022	Finished	*	0
Demo_JV_Zuivel	Q-2022-06-B6Q2H	Open		1
Demo_JV_JJS	B-22-029739	Finished	*	0

After clicking on "Request" you will receive an order confirmation via email with the temporary reference of your order.

Thank you very much for trusting our laboratory! Your order with reference Importeer\_stalen - Q-2022-03-UR1AP was send succefully. You can make changes to your order (except for an urgent order) as long as your samples are not received by the laboratory.

# <u>Always provide your temporary reference number with your samples.</u> For example, our Steel Input department can make the link between your Qlab request and the samples.

The order appears in the order overview and is given the status "In request". As soon as the lab receives your sample, the status of your order will change.

If your sample has not been received by the lab, you can add/change information or analyses. From now on you also have the option to delete samples, after you had previously requested an order.

When your order is in the status **on** request, you can remove a sample afterwards. You can do this by clicking on the pencil and navigating to steel information. You can then go to the red cross removes the sample in question.

Orders				
	Order receipt	Laboratory reference	Status	
			Requested	~
0	Importeer_stalen	Q-2022-03-JR1AP	Requested	1



Home > Orders > Q-2022-10-DG9FQ > Sample infor	mation				
Order Staal water has been updated.					ж.
1 Customer & order information	2 Sample information	a	Standards	Overview	Confirmation
Samples					+ Import samples + Add sample
Sample id 8794	Sample reference REF_01	Sampling date 04/10/2022	Missing prope	rties	0 8 / <mark>x</mark>

#### 2.4.1 Creating templates

To reduce the administrative burden, it is possible to create templates. These templates can be created based on an order already created in Qlab. Click on "Save as template" in the fourth step when creating an order.

Report preferences							
Measurement uncertainty Without measurement uncertainty	inty						
Standards Minima + maxima							
Type report Rapport per order							
				1			
	( Dravious	<b>D</b> arriet labala	Parrint labels (A4)	Concerntane	<b>≢</b> Delete	Diam	4Decard
	< Previous	e print labels	🖶 print labels (A4)	Save as template	Delete	- Save	🚀 Requ

Give the template a name.

Indicate which order fields, steel fields and info fields you wish to delete. These will not be included in the template.

When creating a new order, you will be asked to create a new order or to create an order based on a template "use template".



ew order		
	New order	
	From template	
		Class

Attention: only the administrative information (information fields) is stored in the template. Parameters/packages still need to be assigned to the samples.

# 3 Results

As soon as your order has been received by the lab and the first analyses have been carried out, you can consult your results in real time via the "Results" menu.

At the top you can find results per order, per sample or per parameter request. You can add/hide columns in the overview by using making the gear at the top right:

Per order	Per staal Per parameter									
¢I	abo referentie	¢ Bestelbon	Vestiging	Status	Verwachte rapporteringsdatum	Waarschuwing?	🗢 (geplande) leveringsdatum	Datum laatste update		٥
			~	~		~				
E-2	2-000330	TEST aanduiding velden	Ecca test	In uitvoering		Nee	24/03/2022	24/03/2022	*	0
E-2	22-000329	TEST plaatjesrapport	Ecca test	In uitvoering		Nee	23/03/2022	23/03/2022	±	0
E-2	22-000178	Test_favoriete_pakketten	Vestiging636	In uitvoering		Nee	22/02/2022	22/02/2022	±	0
E-2	22-000162	Testorder	v626	Afgewerkt		Nee	27/01/2022	27/01/2022	±	0

<u>Per order</u>: You get an overview of all your placed orders. When you click on the eyelet you can view all the results of all samples within your order. If you click on the lab reference for results, you can view the details of your samples.

<u>Per sample:</u> You will receive an overview of all samples separately. When you click on the eyelet you will see the results of your sample. If you click on the info sign in result info, you can view the details of your sample.

<u>Per parameter:</u> You will see an overview of all samples separately. The samples can be grouped by parameter by entering the desired parameter under the heading "parameter". When you click on the eyelet you will get all the analyses that have been carried out on the relevant sample. If you click on the info sign for result info, you can view the details of your sample.

-



The orders/samples/parameters where an exceedance of the standard is present will appear in a different colour.

<u>Add comments:</u> When you view the details of the results via the eye icon you have also the possibility to add comments. For results per sample and per parameter, you can also do this at parameter level.

An example remark is: the result of a certain steel is transgressive or when a steel is conforming/not conforming.

Results		★Download report -
Laboratory reference	Comments	
B-22-030262	No comments yet	Č
Results		
B-22-030262/01 🜒		

<u>Download report</u>: If you click on the download icon next to a result in the overview, you can download the report. When downloading, you will also see a few settings that you can adjust to your preferences.

eport download preparation	
Language *	
O English	
O French	
<ul> <li>Dutch</li> </ul>	
Report version *	
1 (most recent report)	~ 🕄
Preferences for this report	
measurement uncertainty	
Norms *	
Minima + maxima	Y
	Close Download

# 4 Data analysis

Within Qlab we have our own data platform Qlab Data analysis. This platform is the central place for managing and visualizing various data in graphs and tables. After that, it also lends itself to exporting all visualizations, lists to different file types so that you as a user can always quickly consult these results.



If you as a user have 1 of the roles below, you have access to our data platform.

Data Analysis: Viewer: user can view data in the Data Analysis but not create designs, nor export data

<u>Data Analysis: Viewer with export</u>: As a user you can consult all designs, reports and the general overview of the group to which you belong. Then you also have the option to export everything to pdf, Excel, ....

<u>Data Analysis: Developer:</u> As a user you have full access to all functions in the data platform, you can view all designs, reports as well as edit them and create new ones. In addition, you can also export everything to pdf, Excel, ....





# 5 Customer

## 5.1 Company details and employees (group manager)

If you were assigned the role "Group Manager", you are able to manage the branches, divisions and users associated with these branches and/or divisions.

#### 5.1.1 Locations

In the left menu you will see a choice option: "Branches".



From this menu you can manage all branches within your group.

The reporting preferences for your location can also be changed in terms of measurement uncertainty, standards, and type of report. For favorites, the favorite parameters packages and own packages can be viewed / deleted.



Home > Branches		
Branches		
Companies	Report preferences	Favorites
Name	Vat	number
Demo BIOT	OX BE 0	374.231.051.

# Report preferences

mpanies	Report preferences	Favorites	
Measurem	ent uncertainty *		
Without	measurement uncertainty		
Standards *			
Minima	+ maxima		~
Type report	· ·		
Danaart	per order		

# Favorites

Companies Re		Favorites		
Parameters	Packages	Own packages		
My name			Parameter name	Questions/answers
There are no	o favorite paramet	ers yet.		



You can add new branches yourself.

#### Branches

+ Add

Fill in all the details of your location. The required fields are marked with a \*.

Ceneral information       Address         Name*       Number*       Number*       Rox         Vat number*       Postcode*       City*       Image: City*         Phone number*       Country*       Image: City*       Image: City*         Fax number       Poorkeuren       Image: City*       Image: City*         Email address*       Image: City*       Image: City*       Image: City*	Branch				
Name*     Number*     Number*     Number*     Number*       Phone number *     City*     -       Phone number *     Country*     -       Belgium     -       Enall address *     Bestelbon verplicht	General information	Address			
Vat number *   Phone number *   Phone number *   Fax number   Fax number   Fax number   Fax number   Image: Second Se	Name*	Street*		Number *	Box
Vat number *     Postcode *     City *       Phone number *     Country *       Beiglum     *					
Phone number * Country * Belgium   Fax number  Fax number  Email address * Belgium  Country * Belgium  Count	Vat number *	Postcode *	City*		
Phone number * Country * Belgium					
Email address*   Beiglum  Beiglum  Coorkeuren  Bestelbon verplicht	Phone number *	Country*			
Fax number Voorkeuren  Email address*		Belgium	~		
Email address *	Fax number	Voorkeuren			
Email address *		Restelhon vernlicht			
	Email address *				
+ Add					+ Add



<u>Attention</u>: Customer Service must approve each newly created location before you can request orders for this. Changed data must also be approved by the Customer Service department. A VAT number cannot be changed. For this, a new branch will have to be created.

You will be invoiced per location.

You can define divisions per branch, link employees to these divisions, set reporting preferences and define info fields by clicking on the pencil at the locations tab.

4	Orden >	Hank > Branches						
ut	Results	Branches						+ AM
	Branches	_						
٠	Users	Comparies Report prof	herences Favorities					
•	Settings >	Name	Vat number	Phone number	Email address	Address	Status	1×
0	Help >	Dene BOTOK	86 0874225.055	0400 12 45 75	joshimemelegoutookte	Doomikastaan 24, 8500 Kartrijk, Belgium	₩0K	1
	Eppert	Deno ECCA	86 0874225.050	0400 32 65 75	joachimermeiregoutook.be	Doornikaetaan 74, 8500 Korty (k, Belgium	₩0K	1

Under general you will see the general information of your branch. Under the divisions tab, you can see all the divisions within your branch.



#### 5.1.2 Employees

Here you can add new employees yourself or link an existing employee to your location.



#### To add a new employee:

Fill in all the details. The required fields are marked with a \*.

Personal information	Attribution
Username *	Roles
E-mail *	Companies
	× DEMO - Demo BIOTOX
Person's name *	
Password *	
Confirm password *	
Language *	
Dutch	
Send activation mail to user?	

Possible roles:

- Orders: self-registration of orders and samples
- Reports: Viewing results

If you link an employee to a branch, this employee can consult all reports from all divisions under this branch. If the employee may only have access to 1 division of a branch, the employee may not be linked to a branch but may only be linked to the division in question.

In this way it is possible to link 1 employee to different divisions of different branches.

If you wish to adjust the authority of a user afterwards, you can do so by clicking on the pencil behind the user. In addition, it is also possible to block a user so that he no longer has access to information from the branch or division.

Username	E-mail	Name		
Johan G.	test@ecca.be	Johan G.	1	0
Marie L.	test@ecca.be	Marie L.	1	0



#### 5.1.3 Reporting preferences

IVIPASULE	ement unce	rtainty *			
i i i cubui c					
Use g	roup setting	g			
Crows	attinger M/2+	hout measureme	ntue containty		
Group se	de *	nout measureme	nt uncertainty		
Standard	45				
Use g	roup setting	g			
C					
Groupse	ettings: Min	iima + maxima			
	OIL				
Type rep					

Here you can add an info field that you wish to display on your report. Click on "add info field".

Add an info field				⊟ Overview
Infoveld				
Title <u>*</u>				
Dutch*	English *		French*	
Required		Sample types		
Required				
Display				
✓ Display				
Possible values *				
+ Add				
				+ Add

Give the info field an English, Dutch and French name: under the heading "title". This is the description that will also appear on the report.

You can also choose to require the field. In addition, you can choose to display the field. This field can be filled in if desired but is not mandatory.



Infoveld	
Titel *	
Verplicht	
Verplicht	
Weergeven	
Weergeven	

# 5.2 User preferences

As a user, you can set your reporting preferences via the settings menu via "Reporting".

Preferences				
Receiving of reports via mail *   don't want to receive reports   only want to receive reports of orders   placed I want to receive reports				
	🗹 All	None	Not conform	Conform
Company				
Demo ECCA~	۲	0	0	0
Demo BIOTOX ~	۲	0	0	0
expand all - collapse all				
Delivery notification *   I don't want to receive delivery notifications   I only want to receive delivery notifications of orders I placed 1 want to receive all delivery notifications				
				B Save

These preferences are set personally per user and not for groups, branches, or divisions.



## 6 Institutions

#### 6.1 Favorites

For favorites you can find the parameters and packages indicated as favorite. The own created favorite packages with the assignment "own" can also be found here. In addition, as a user you can also create / manage your own favorite packages under favorites, you do this by going to the tab "Own packages"

Home > Settings > Favorites	Own packages	+	Toev	oegen
Pakketcode	Package name			
214_70BJKGBPB2 P_22-403 PK1665995938	Volume ei stalen	@ 	<i></i>	1
214_EGY5ZQ1M80 214_W1BEUAD1CQ	Zuivel algemeen Dranken	۵ ۵	6°	

#### 6.1.1 Create your own favorite package

To add a new own favorite package click on the button "+ Add". Next you come right in the following overview, here you as a user have to fill in the following information.

Aanmaken eigen pakket	
Info! Dit veld wordt gebruikt om een id toe te kennen aan uw eigen pakket. Dit id wordt meegegeven in een array als waarde inden uw stalen importeerd, op	deze manier worden de parameters / paldetten automatisch overgenomen.
Pakketcode	
123	
Pakketnaam *	
Test_pakket	
Sampletype *	Matrix*
Afvalwater	Effluent V
Zoek pakket / parameters *	
XAOX_DOC_WATER	
	B Toevoegen

<u>Package name</u>: name of your own favorite package so that you can easily find it in the overview of all your own favorite packages

Sampletype & Matrix: sample type and matrix for which the own favorite package will be available

<u>Find package(s)</u>: package and parameters that will make up your own favorite package If you have the role group manager, you will see an extra field "Assign to". Here you have the possibility to assign your own favorite package to yourself or to assign it to the group. The group to which you want to assign it can then be selected in the "Group" field.



Toewijzen aan *	
groep	
Groep	

Then click the "Add" button at the bottom right to save the package. If you have assigned the package to yourself, you can see the package under Favorites > Own packages.

Parameters Pakketten Eigen pakketten		
Pakketcode	Pakketnaam	
01_352-452.04	Test_pakket	0 / 📋

If you have assigned the package to a group, you can consult this package under Locations > Favorites > Own packages.

Home > Favorieten		
Vestigingen Rapportagevoorkeuren Favorieten		
Pakketcode Groep,pakket	Pakketnaam pakket_getak	• / <b>1</b>

#### 6.1.2 View your own favorite package

If you want to view the contents of your own favorite package, you can do this by turning on the eye icon to click.

Parameters Pakketten	Eigen pakketten		
<b>Pakketcode</b> 01_352-452.04		<b>Pakketnaam</b> Test_pakket	• *



#### 6.1.3 Edit your own favorite package

If you want to customize your own favorite package, you can do this by clicking on the pencil icon.

Home > Instellingen > Favorieten		+ Toevoegen
Parameters Pakketten Eigen pakketten		
Pakketcode	Pakketnaam	
01_352-452.04	Test_pakket	•

Then you will see the overview below. You then have the option to adjust your own package to your preferences. Then save the changes by clicking "save".

Aanpassen eigen pakket		
Pakketcode 🛈		
214_70BJKGBPB2		
Pakketnaam *		
IJS_speculoos		
Sampletype *	Matrix*	
Zuivel	✓ Us, sorbet en koud zuiveldessert	~
Padages • Poppies - roomijs		
Parameters Percoidegetal		
Zoek pakket / parameters *		
× Peroxidegetal × Poppies - roomijs		
Toewijzen aan *		
eigen		~
	8	Opslaan

#### 6.1.4 Remove own favorite package

If you want to remove your own favorite package, you can do this by clicking on the delete icon.





#### 6.1.5 Using your own favorite packages

If you want to use your own favorite package when creating an analysis, you can do this by in the list of packages/parameters select 1 of your own favorite packages.

Analyses	
Search	
Select parameter/package	~
l	
Select parameter/package	^
Favorite own packages Coliformen 37°C	
Favorite parameters	
Coliformen	
Packages	
Aanmaalawatar batan ahamiaah andarsaak	*

# 6.2 Reporting

#### See User Preferences

#### 6.3 Templates

Here you can find which templates you created in step 2.2.2, as well as the date on which the template was created.

The created templates can be modified by clicking on the "edit" button.

The order overview and the sample information are given. Both categories can also be adjusted here.

If you click on the button "clear info fields" you can delete the order fields, sample fields and info fields that you do not want to include in your template.

Click on the red button "delete" to delete the entire created template.

# 7 Help

## 7.1 FAQ

Here you will find the most frequently asked questions per step with corresponding answers to these questions.

## 7.2 Manual

Here you will find the guide, prepared step by step, that can help you work with Qlab.



# 7.3 Contact

Here you will find our contact form that you can fill in if you have questions / problems with our platform Qlab.

#### 7.4 Versions

Here you will find additional information about recent updates we have made on Qlab.

# 8 Extras

#### 8.1 Advanced search

An advanced search functionality has been built into Qlab where it is possible to search all information fields in a simple way.

In the sub menu of "Orders" click on "Advanced search". Enter a search term, all orders that meet this search term will appear. You can display specific information by filling in additional search fields. To do this, click on "Show extra fields"

(	Qlab					NL EN FR	<b>5850</b>
Δ.	Orders	~ '	н	ame > Orders > Advanced search			
<u>д</u>	Orders						
۹							
ш	Results			Advanced search			
				Search			
	Data-analyse						۹
•	Settings						
0	Help			Reference	Company		- hide extra fields
							~
	Export			Sampling date	Site		
							×
				(planned) delivery date			

#### 8.2 Exporting data to Excel/PDF

In addition to the search functionality, exporting to Excel/PDF is also a useful tool. It is possible to export all sample data with the results to Excel/PDF.

#### 8.2.1 Export to Excel

Click on "Export" in the menu. Select at least a group/branch/division. Select the desired dates. Fill in the info fields you want in the Excel file.

If you check the box next to "including temporary results", in addition to all final results, the provisional results will also be exported.



After exporting you will receive the Excel file with all your results by e-mail.

Companies	
Sites	
Select at least one group, company or source.	
From	To
Info fields	
ctr1 + click to select multiple items	
Include temporary results?	
	P. Evor

8.2.2 Export to PDF

Within Qlab there is a possibility to download reports of multiple orders in bulk. You can do this under the tab "Pdf reports".



Under the tab "pdf reports" you can make a selection of the reports you wish to download based on this filtering.



Image: Image	PDF rapporten Historiek	
	Van *	Tot."
<pre>steads days gets de baddy de baddy. Groepen Groep</pre>		•
Cooper           Vestagine           Cooper           Cooper <td< td=""><td>Selecteer minimaal één groep, één bedrijf of één divisie.</td><td></td></td<>	Selecteer minimaal één groep, één bedrijf of één divisie.	
vedigen   Weise   Fale* <td< td=""><td>Gopen</td><td></td></td<>	Gopen	
Noise   Internet	Vestigingen	
Dvdes     Tele*     Noteriands   I ras   Paporter per stallper orde*     Per stall   Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall Per stall <td></td> <td></td>		
Falen*   © Kolsrinds   © Fads   © Fass   Perstal   © Perstal   © Perstal   © Addre metoraskerheid   Metoraskerheid   Nome*   © Seni   © fanis   © fanis   Statismania   > horina ± maxima	Divisies	
Telen*         © kostrands         © pags         © fass         Reporten per stall/per order *         © ter stal         © her order         © ter stal         © her order *         © ter stal         © her order *         © ter stal         © her order *         © her order *         © forder meet onzeler held         Nomer *         © forder meet onzeler held		
	Talen *	
<ul> <li>ress</li> <li>Fras</li> </ul> Reporten per stall/per order * Per order Per order Conder meetonzelerheid Meetonzelerheid Nomen* Conder meetonzelerheid Conder meetonzelerheid Nomen* Conder meetonzelerheid Conder meetonzelerheid Conder meetonzelerheid Nomen* Conder meetonzelerheid	Nederlands     Final	
Reporter per stallper order *	<ul> <li>Frans</li> </ul>	
	Rapporten per staal/per order *	
Vertoda Meetonzekrheid Zonder meetonzekrheid Vormen* Ceen Ceen Ceen Chek meetonzekrheid Vormen* Ceen Coden	Perstaal     Describer	
	Per order Meetonzekorbeden weerseven op rangort*	
Met meetonzekerheid  Normen*      Geen      fried machina      fried machina      forkel machina      forkel machina      forkeller seret in sere?	Zonder meetonzekerheid	
Normen*  Geen  Chelmathata	O Met meetonzekerheid	
Ceen     Enkel maxima     Ominima + maxima     trochrist #154effiles result rates?	Normen*	
© Cristi maxima ○ Mrining azoma Tochring frideling another ano	Geen     Ended analysis	
Inclusive filedation and the second se	<ul> <li>Minima + maxima</li> </ul>	
mananci apocano contratori.	Inclusief tijdelijke resultaten?	
□ Inclusief tijdelijke resultaten?	🗋 Inclusief tijdelijke resultaten?	

Once the filtering has been done, you can export the selection of reports via the "export" button. You will then receive an email with the link to the zip file to download all reports.



Qlab	
Geachte Label,	
Uw bulkexport is voltooid. H rapporten kan downloaden	ieronder kan u een link terugvinden naar de zip-file waarbij u al uw
https://test.qlab.be/nl/export	/rapports/download/17
Met vriendelijke groeten, Customer Service ECCA	
ECCA Ambachtsweg 3 9820 Merelbeke Tel: +32 (0)9 252.64.44 Fax: +32 (0)9 252.64.24 www.ecca.be	ECCA btx Ambachtsweg 5 9820 Merelbeke Tel: +32 (0)9 252.64.44 Fax: +32 (0)9 252.64.24 www.ecca.be
**************	*******************

In addition to downloading a selection of reports, you can also consult the download history. You can do this by going to the tab "History"

In this overview you as a user can see which exports you have done, in addition, you can always consult the status to verify whether or not an export has been carried out correctly.



Through the eye icon you have the opportunity to view the details of your filtering. After a few days, the status of an export is automatically **set to archived**. If you want to download the reports of this export again, you can do so by clicking on the **green circle icon**.

Mana - Frank - PPF manute					
Rulk download for pdf reports					
PDF rapports History					
© Aanvraag op	© Status				
October 10, 2022 07:37	Not started	۵			
October 10, 2022 07:37	Not started	۲			
October 10, 2022 07:36	Ready for download	0 ±			
October 10, 2022 07:35	Ready for download	• ±			
September 23, 2022 14:14	Ready for download	@ ±			

8.3 Beamer

Within Qlab we use the customer communication tool Beamer to connect our users on keep abreast of changes in Qlab. You can consult this tool by pressing the following button.



You will then see an overview of all posts that have been published.



In this overview you can:

- Find out what new features there are within Qlab
- Consult an overview of fixed bugs
- Find out what new major upcoming updates are out there



# 8.4 Request for collection/sampling

Collection can be easily requested directly in Qlab using the form below. After completing the form, you and our planning department will receive a confirmation e-mail.



Requesting a collection can also be done after creating an order. This way, the order is already directly linked to the corresponding collection.

1 Customer 6 order information	2 Sample information	3 Analyzes	4 Standards		3 Overview		Confirm		
Order overview Company Label Site div2 Temporary reference Q-2022-11-XVO28 This is a stempory reference Order receipt Staal afrukwater [glanned] delivery date 25/11/2022			Report preferences Measurement uncertainty Without measurement uncertai Standards Minima + maxima Type report Rapport per order	inty					
Sample information Analyses information							_/	•	
			< Previous 🖨 print labels	🖨 print labels (A4)	Save as template	👕 Delete 🥜	Request pickup	Save Save	A Request



## 8.5 Sampling request

It is easy to request sampling directly in Qlab using the form below.

After completing the form, you and our planning department will receive a confirmation e-mail.



## 8.6 Request for delivery

It is easy to request delivery of recipients directly in Qlab using the form below. After completing the form, you and our planning department will receive a confirmation e-mail.





In the fields below, you can choose to link the request with an already existing QLAB order.

Via the **Requested materials** field, you can select the containers you want from a drop-down list + enter the number.

Qlab reference(s)	
× Q-2024-09-DA4GS	
Requested materials	
*A Ureum	
Matazial	Amount
	AIIIUUIIL
A Ureum	2
A Ureum	2
A Ureum Delivery*	2

Pickup by client at ECCA