Introduction to

Laboratory Information Management System
LIMS
LIMS is a software which helps you with:

• Getting access to the lab resources (tools licences, tools booking)

• Running the tools (instructions, recipes, SPC)

• Archiving the experimental results (logs, batch register)

• LIMS is also used for administration of laboratory (managing of users, tools, licenses, runs, economy, processes ...).
**User Home page** (the page after login)

- **List of booked tools**
- **Favourites** ("saved" LIMS pages)
- **List of licenced tools**
Booking in LIMS

You MUST book tools BEFORE they are used if they are marked as “Booking Compulsory”

on tool label or on tool view page

To get higher priority for access to the tools marked as “Booking Optional” make a booking.
Not used booking

To leave not used bookings is a bad policy because all “forgotten” bookings will be charged as the tool usage at the end of the month.

• Remove booking immediately when you know that you can not use the tool. Attention! Only future booking can be removed by user.

• Shorten your booking as much as possible if the start time is already passed.

• Contact the tool responsible to explain situation an ask for help with your past booking.
What is a log in LIMS

The log is an information regarding the history of respective tool usage.

This information is very important for the next user because the condition of the tool often depends on the previously run process.

Logs give also hints for users regarding parameters of standard and/or often used processes.

The tool usage history is a base for planning and doing service and preventive maintenance, i.e. no logs = no service!

Logs are also used for charging the projects for laboratory usage.

From these reasons it is extremely important to create a log DIRECTLY after you finished working with the tool.
Logging in LIMS

To create the log just click on Log link present on the Booked tools list ... fill in form which opens and accept it by clicking button “Save as Completed”.

Hint: Logged booking “disappears” from your Booked tool list (if “Logs=Show not completed”), so try to keep your list as short as possible.
Logging in LIMS

Another place useful for creating the logs is the Log status page ...

but the procedure is roughly the same: fill in form which opens and save as before.

Hint: To see all not logged bookings during given month adjust Timespan and click on the button “View logs”.
Virtual tool 450_Lab support

When somebody helps you in the lab (e.g. with training for the tool licence) you will be asked to create a log for this service in tool 450_Lab support.

To do so, go to the Log status page, select 450_Lab support and click “New log” button ...

... which opens Log without booking page.

Select project, modify Log start/end time to cover the period agreed with the instructor, instructor name and group, and describe type of help (e.g. licence for tool ...)

Click on “Save as Completed” to register the log.
Help when running the process

Information about the tool can be accessed by clicking View link in the Tool list.

Technical description of the tool

People to contact if help is needed

Tool files: instruction, recipes, SPC
More information in LIMS

Drop down menu Info provides access to information pages:
- List of rooms in the lab
- Database of chemicals
- Overview of documents

Direct link to Quality Manual

General information about the lab
Do not hesitate to contact LIMS administrator in case of problems or when more help/information is needed.

Good luck when using LIMS