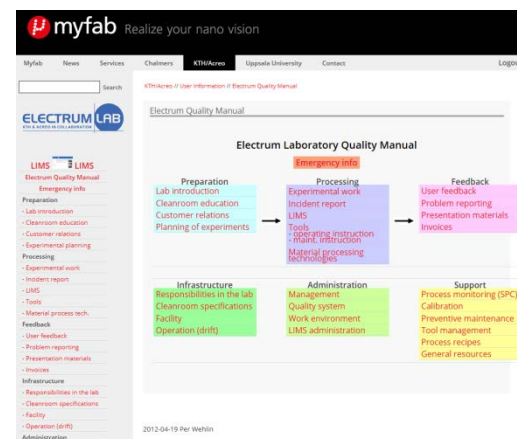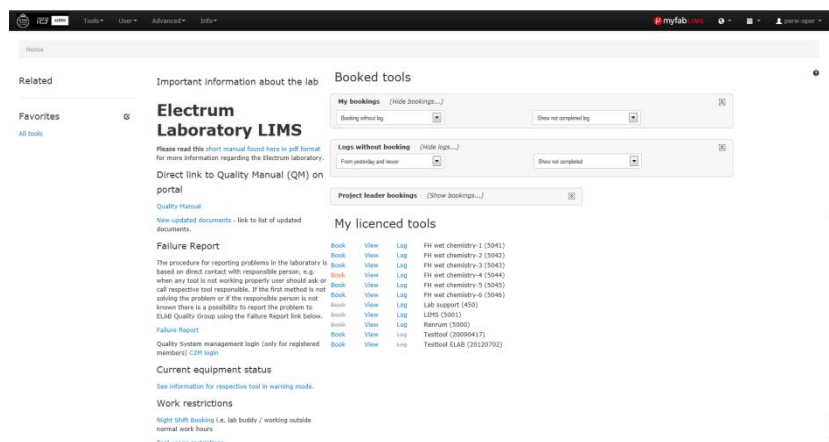# Introduction to
LIMS and Quality manual

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 …).

To be able to book/run a tool you need

A LIMS account

Including

1) Where you are working

University/Company, example KTH

Department, example ICT

Laboratory/Group, example HMA (Semiconductor materials)

2) Supervisor

3) Practical coach (for cleanroom)

The practical coach should be an experienced collegue from your group that you can get help from.

To be able to book/run a tool you need

Be a member of a project in LIMS (given by a project manager)

The project is internal for LIMS but can be called after existing projects
example

Project Id	Project name
20080827	SPC runs Elab

A license for the tool you will use

You get a license from the tool responsible after training.

User Home page

(the page after login)

- List of booked tools

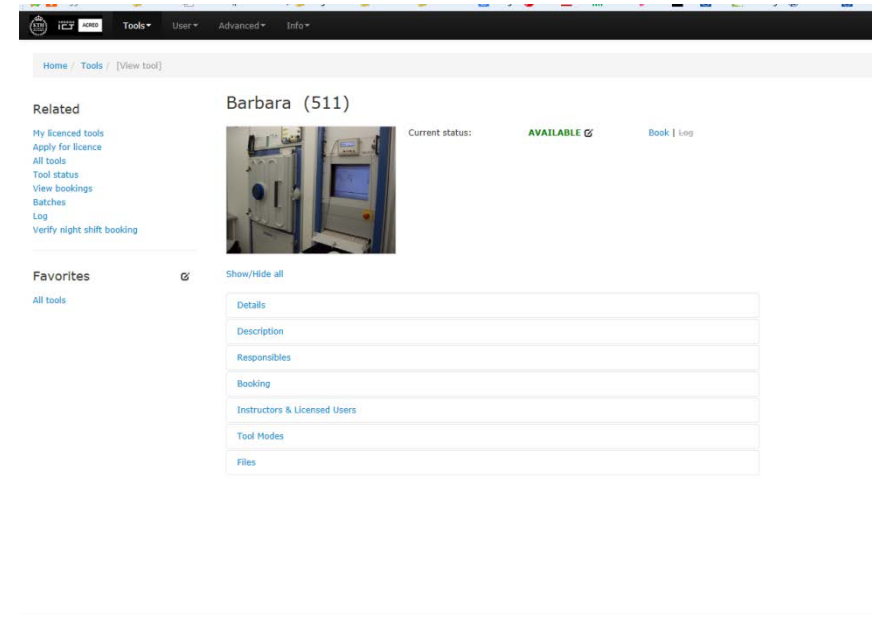- Links to Quality Manual

- List of licenced tools

- Favourites ("saved" LIMS pages)

Booking in LIMS

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

or

on tool label   on tool view page

Booking in LIMS

You can access the booking calendar

- At the menu (**Calendar**)
- At the tool list
- Overview of documents
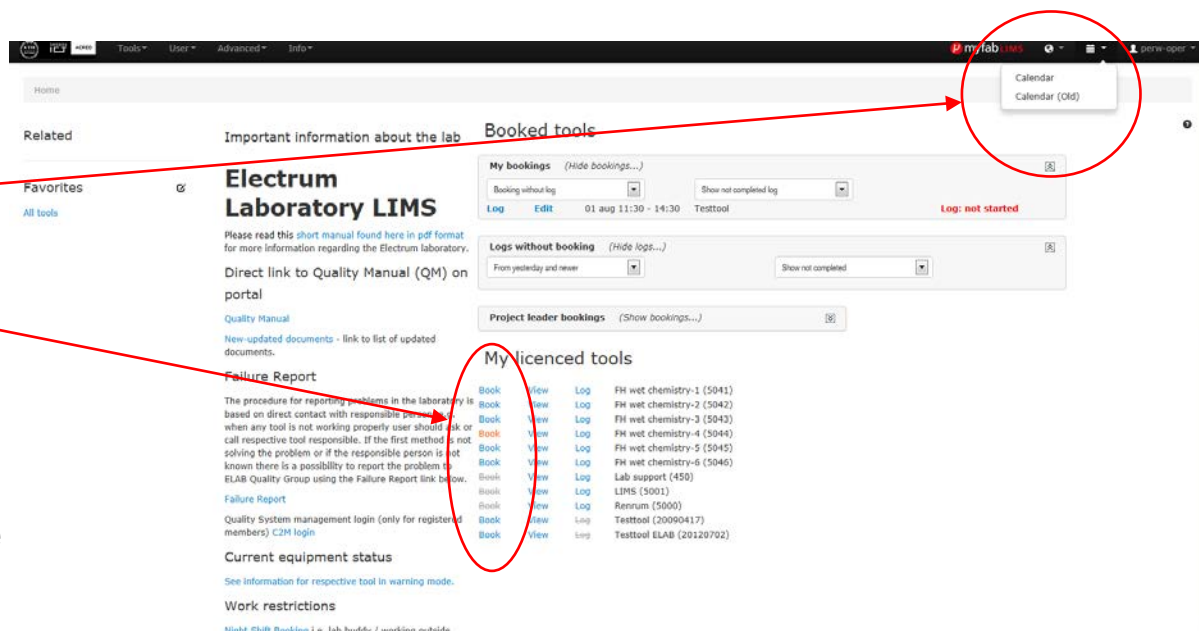
It is also possible to access the old type of booking calendar (**Calendar (old)**)

Both **Calendar** and **Calendar (old)**) access the same booking data.

Booking in LIMS

Fill in

- Start time
- End time
- Project

Click then on Book.
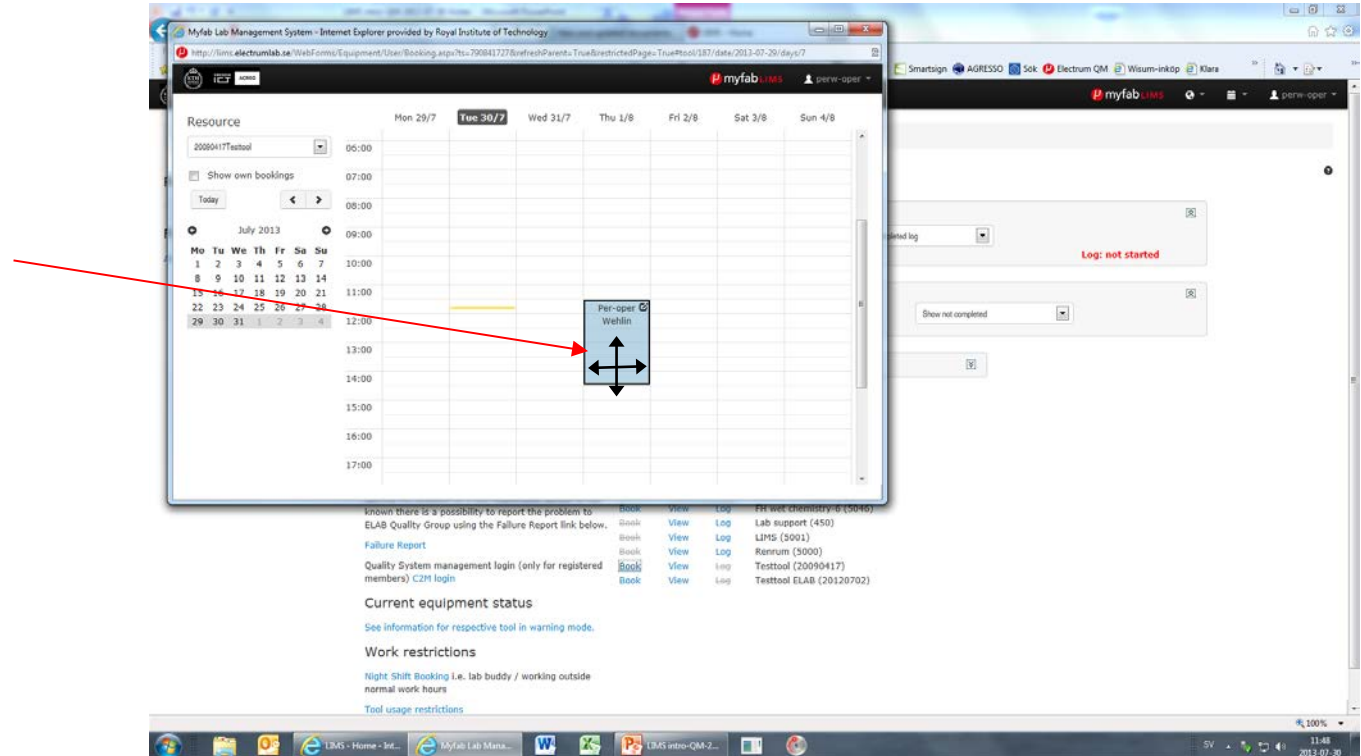
The total time depends of the start and end time and will change depending on these times. Default is 30 min.

Booking in LIMS

- You can move the booking to the desired time.

- You can also change the booking time by making the box shorter/longer.

- By double clicking on the box you open the edit menu.

Booking in LIMS

You can change

- Start time
- End time
- Project

Cancel – Exit without change

Delete – Remove booking

Book – Save changed booking

Webrorms/Equipment/User/Booking.aspx:ts=7974595100&rerreshParent=Irue&restrictedPage=Irue#tool/187/date/2013

Edit Booking

Resource:	20090417Testtool
Start time:	2013-08-01 11:30
End time:	2013-08-01 14:30
Total time:	*3 hours*
Project:	ELAB License (20110915)
Supplementary information:	
Booking message:	

Cancel   Delete   Book

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. The system will prevent new booking when user has not logged bookings **older than 7 days**!

Logging in LIMS

To create the log just click on *Log* link present on the **Booked tools** list …

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

fill in form which opens and accept it by clicking button "Save as Completed".

Log start time

Log end time

Save as Completed

<u>Hint:</u> Logged booking "disappears" from your <u>Booked tool</u> list (if "Logs=Show not completed"), so try to keep your list as short as possible.

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.

Fill in

- Project
- 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 on **View tool** page:

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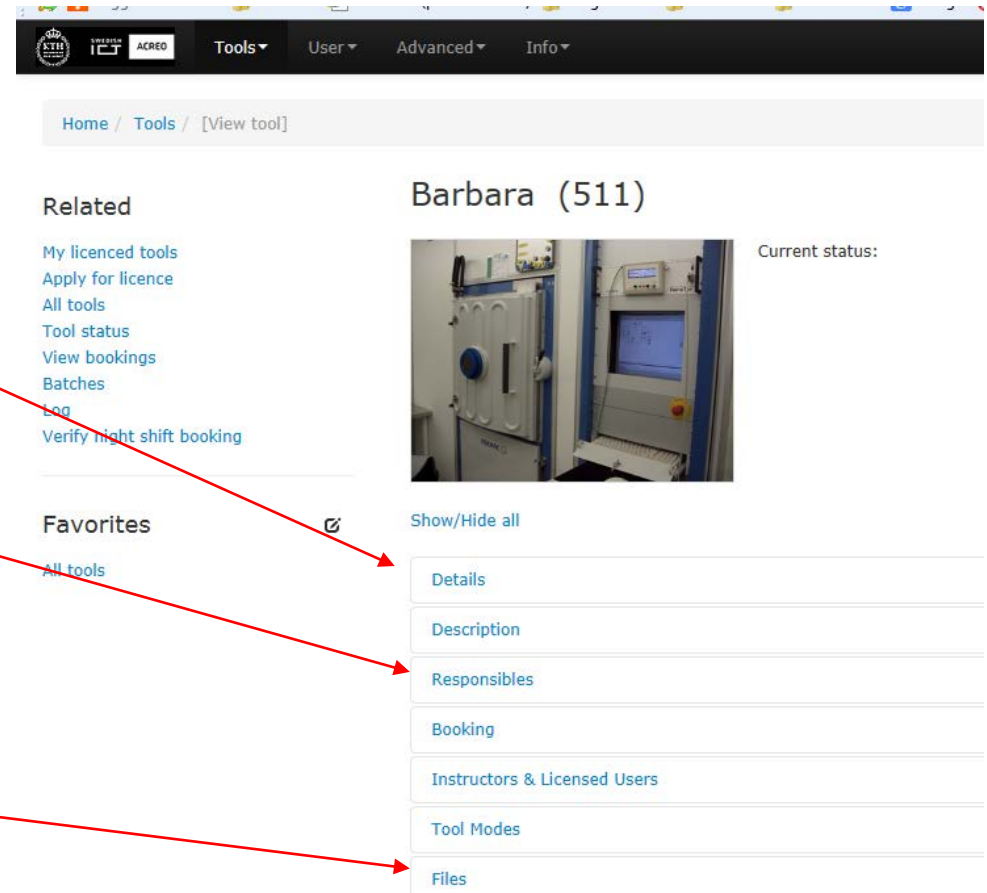
Technical description of the tool

People to contact if help is needed

Tool files: instruction, recipes, SPC

View tools

Responsibles

Files
(documents)

Description

More information in LIMS

Drop down menu Info provides access to information pages:

- List of rooms in the lab
- Chemical list -Database of chemicals with links to MSDS (**M**aterial **S**afety **D**ata **S**heet)

Direct link to Quality Manual
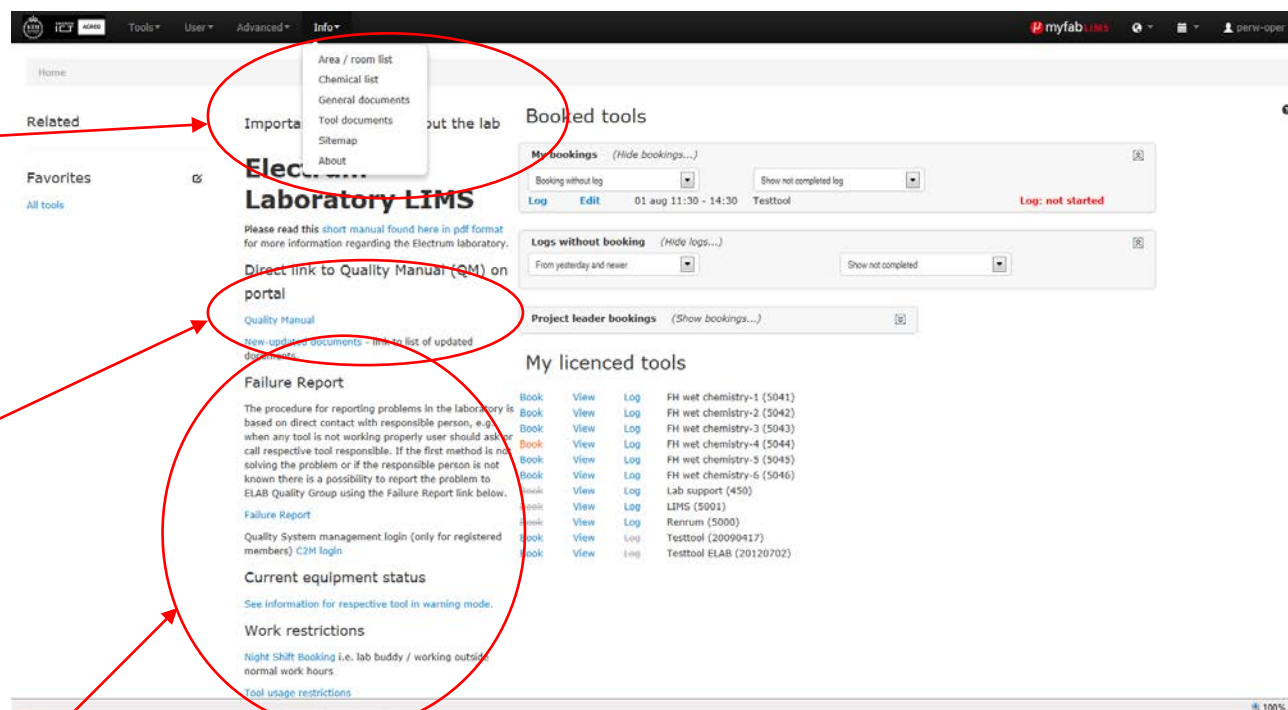
General information about lab

Tool info

- Choose tool categories

- List of tools

User info

- List of LIMS users
- email adresses
- telephone numbers

Log out of LIMS.

By clicking on your name at the top right corner you find the logout button.

Quality Manual on the web
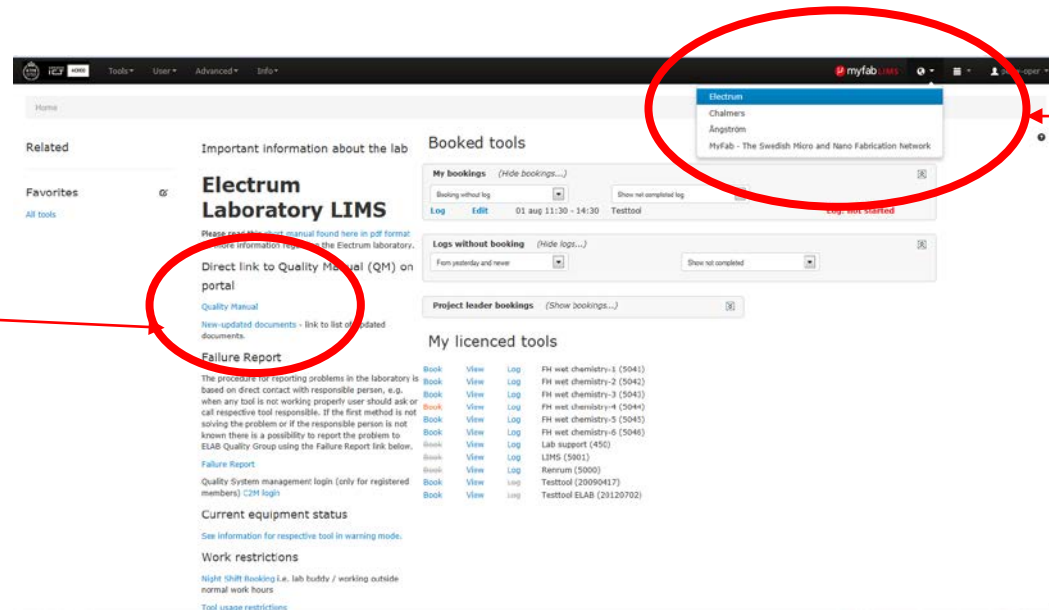
Direct link from LIMS

Siblings
Links to
- Electrum
- Chalmers
- Ångström
- **Myfab**
(Quality manual)

With the **Myfab** link you will be transfered to the portal (www.myfab.se).
Then go to ***KTH/Acreo – User information*** to come to the link to the
Quality Manual.
You can also use the direct web-adress www.myfab.se.
Login with the same account and password as in LIMS.

Quality Manual on the web

- Make it easy to find documents and processes for the Electrum laboratory
- Make standardize instructions how to do things
- Inform about what is happening

http://www.electrumlab.se

Quality Manual on the web

Quick links

- Infrastructure
- Administration
- Support

Preparation ⟶ Processing ⟶ Feedback

Virtual cleanroom

Quality manual on the web

Views, wishes and feedback to Per Wehlin
pgiwe@kth.se

Phone: 08-790 43 89

LIMS:
http://lims.electrumlab.se/Default.aspx

Quality manual:
http://www.electrumlab.se/KTHAcreo/UserInformation
/ElectrumQualityManual.aspx