Introduction to LIMS and Quality manual
LIMS is a software which helps you with:

• Getting access to the lab resources (tools licenses, 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 colleague 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
- List of licenced tools
- Links to Quality Manual
- Favourites ("saved" LIMS pages)
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.
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
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”.

**Hint:** Logged booking “disappears” from your **Booked tool** 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 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
- By clicking on the desired menu you access the data.
View tools - Example

Description

Responsibles

Files (documents)
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 (Material Safety Data Sheet)

Direct link to Quality Manual

General information about lab
Tool info

- Choose tool categories
- List of tools
User info

- List of LIMS users
- email addresses
- 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

With the **Myfab** link you will be transferred to the portal ([www.myfab.se](http://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-address [www.myfab.se](http://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
Virtual cleanroom

In the basement a lot of different support to the clean room exists.

 ultra pure (DI) water is generated (left) and acid-containing drain is neutralized (right).

All pictures can be viewed in larger format, just click on them.

Return to start of Virtual Clean Room Lab Tour
Quality manual on the web

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

Quality manual: