

User Manual

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1

LABsBOOK at a glance

What LABsBOOK does, the two modules it consists of, and how they work together.

1.1 What is LABsBOOK?

LABsBOOK is the **digital laboratory journal** for testing and quality laboratories. It shows at a glance where every sample is, when it arrived in the lab and when it was finished, how the test results turned out and whether the batch has been released.

LABsBOOK runs in a web browser. It is installed on a local PC, a Linux server or with a hosting provider and can be integrated into existing laboratory processes with little effort.

Benefit	What it means for you
 Quick installation	Designed for a straightforward introduction into existing laboratory processes.
 Full integration	Fits easily into your existing number ranges, forms and structures.
 High acceptance	Intuitive, well-structured operation – your staff need no lengthy training.
 Flexible and secure	Installation on a local PC, a Linux server or with a hosting provider. Statistics tools and interfaces included.
 Modern mobility	Mobile web apps, QR codes for samples and test equipment, and direct scanning with mobile devices.

1.2 The two modules

LABsBOOK consists of **two modules** that answer two different questions. Depending on your requirements, both modules can be **operated independently of each other** – internally, however, they are linked.

MODULE 1

Lab

Where is my sample – and how far has processing progressed?

- **Processing status** of the sample (registered, in progress, completed)
- **Time stamps** for creation, lab intake and completion
- **Raw data sheet** (PA) with automatically filled-in sample data
- Label with QR code, sample tracking by scanning

MODULE 2

Test Results

What are the measured values – and is the batch released?

- **Test orders** with test plan and limits
- **Result entry** with instant limit display
- **Evaluation and release** of test orders
- **Certificates of analysis** as PDF, archived automatically



The link between the modules: the **sample number** – it is at the same time the number of the test order.

1.3 How the modules work together

In the journal table you see **two independent statuses for every sample**: the **lab status** and the **test result status**. This lets you see immediately whether a sample has been fully processed in the lab while its test results are still outstanding – or the other way round.

	Lab status	Test result status
Question	Where is the sample in its processing?	What are the test results – and have they been evaluated and released?
Display	Symbol in the column ▼	Lock symbol in the column 🔒
Levels	● registered · 🟡 in progress · 🟢 completed	In progress · Accepted · Deviation · Rejection – plus release: released or blocked
Set by	Click on Lab intake / Lab completed , or QR scan	Result entry, Complete and evaluation



Note When a test order is **completed** in result entry, LABsBOOK also sets the lab status to *completed*. Conversely, completing a sample in the lab does **not** complete the test order – result entry remains independent of it.

1.4 Roles

Which functions you can see and use depends on your **role**. There are four roles: **betrieb** (plant), **labor** (lab), **master** and **admin**. An overview is given in the appendix (Roles and permissions). Functions your role may not use appear greyed out.

1.5 How this manual is organised

The manual follows the **menu structure of the journal**: each menu group is a chapter, each menu item a section.

Chapter	Content
2 Quick start	From sample to certificate in four steps.
3 The journal	Start page, header area, menu bar, filters and table.
4 Lab	Create new sample, lab intake, lab completed, QR scan.
5 Test results	Result entry and the work queue of test orders.
6 Print	Label, raw data sheet or result sheet and certificate of analysis.
7 Test equipment	Test equipment management and assignment to the sample.
8 Master data	Company, material, plants, test plans, test characteristics, labs, Turbo master data.
9 Statistics	Statistics/test results, balance, limit value analysis, processing time.
10 Tools	Raw data sheets, label layouts, batch cockpit, admin tools.
11 Mobile web apps	QR scan, create sample and batch cockpit on the smartphone.

2

Quick start

From sample to certificate of analysis in four steps – short and sweet.

This is how a typical run works. Every step is described in detail in this manual. In everyday use you mostly work in the **journal** only: select a sample, click a symbol.



1 Create the sample

Enter the sample with batch, material and origin. LABsBOOK assigns the **sample number** automatically and prints the label with QR code right away.

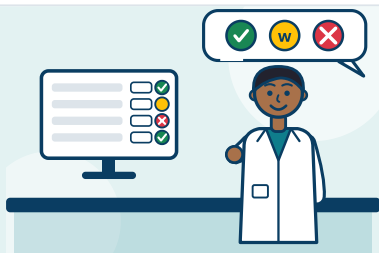
→ Section 4.1



2 Check in at the lab

Scan the label or click **Lab intake**. The sample is set to *in progress* – with a time stamp. The raw data sheet can be printed – individually or as a batch.

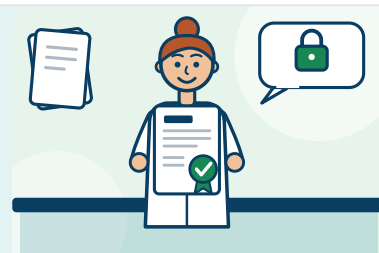
→ Sections 4.2 and 6.2



3 Enter results

Enter the measured values in the test order. LABsBOOK shows **instantly** whether a value is fine: green (accepted), yellow (deviation), red (rejection).

→ Section 5.1



4 Complete and release

Complete the test order and set the batch to *released* or *blocked*. The **certificate of analysis** is created automatically as a PDF.

→ Sections 5.1 and 6.3

2.1 Setup in five steps

- 1 **Create users and roles:** Tools > Admin Tools > User Management .
- 2 **Enter company and labs:** Master Data > Company & Basic Settings , Master Data > Manage labs .
- 3 **Create material, plants and test characteristics** – fastest with Master Data > Turbo Master Data .
- 4 **Create test plans** (Master Data > Test Plans), **upload raw data sheets** (Tools > Upload Raw Data Sheets (PDF)).
- 5 **Test sample:** create, print, enter results, complete – done (checklist in the appendix).

3

The journal

The start page of LABsBOOK: control centre for all samples, statuses and time stamps.

3.1 Login and language

Open LABsBOOK in your browser and log in with your **username** and **password**. You choose the language on the login page or at any time at the top right of the page header: **Deutsch**, **English** or **Srpski**. The selection applies to the whole interface.

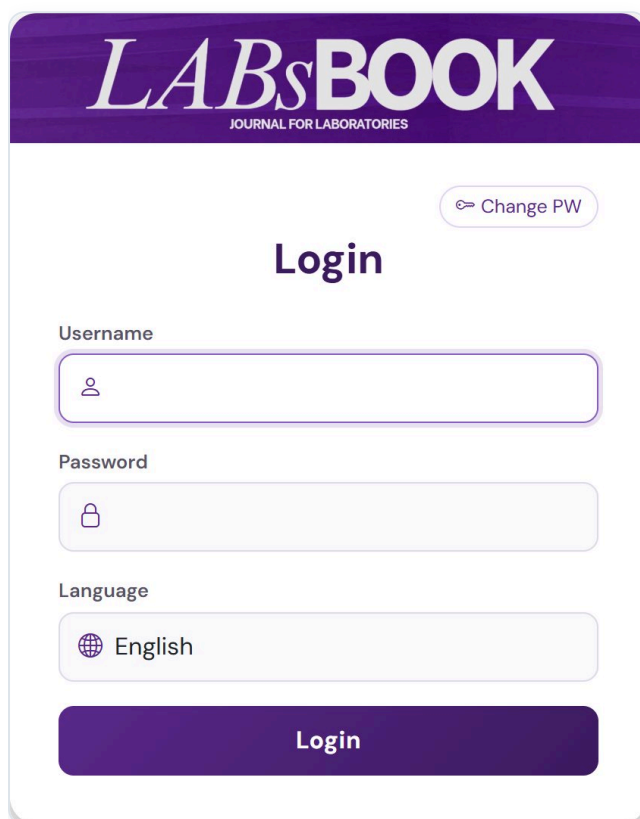


Figure 1 · Login page with language selection



Figure 2 · The same interface on a smartphone

At the top right you can see **who is logged in** and with which role. Use [Logout](#) to log out. You can change your password with the link *Change PW* at the top of the login page (at least 8 characters).

3.2 Layout of the start page

LABsBOOK Logged in as: demo_admin (admin) [Logout](#) Language [English](#)

1 **GENTABX**
GENERIC PHARMACEUTICALS
For demonstration purposes only
Quality Control
QC-LAB-ASP

2 **SAMPLE NO.**
P000002
Material: Aspirin Tablets 500 mg
Material No.: M0001
Batch: ASP-2026-0823
Test Type: Standard

LAB PROCESSING
Plant: Aspirin
Unit: Production-line1
Sample Type: BULK
Sample Created By: Lab_Manager
Processing Status: Completed

TEST RESULTS
Processing Completed By: admin
Test Order: 10/03/2026
Completion: 08:04
Released By: admin (First Admin)

3 **ib** **Test Results** **Print** **Test Equipment** **Master Data** **Statistics** **Tools**

4 **SEARCH** **LAB STATUS** **TEST RESULT STATUS** **DATE FROM** **DATE TO** **SAMPLE**

5 **Sample No.** **Batch** **Created** **Lab** **Completion** **Mat. No.** **Material** **Test Type** **Plant** **Unit** **Sample Type** **Raw Data** **Remark** **Plant Info** **Material Info**

Sample No.	Batch	Created	Lab	Completion	Mat. No.	Material	Test Type	Plant	Unit	Sample Type	Raw Data	Remark	Plant Info	Material Info
P000008	ASP-2026-0926	09/22/2026 19:04	10/04/2026 09:13		M0003	Aspirin Pipeline suspension A2	Standard	Aspirin	Production-line2	BULK	PB0003	①		
P000007	ASP-2026-0922E	09/22/2026 09:38	10/03/2026 08:06		M0002	Aspirin Tablets 200 mg	In-process	Aspirin	Production-line2	IP	PA0001	①		
P000006	ASP-2026-0922D	09/22/2026 09:37	10/03/2026 08:05	10/03/2026 08:05	M0001	Aspirin Tablets 500 mg	In-process	Aspirin	Production-line1	IP	PB0006	①		
P000005	ASP-2026-0922C	09/22/2026 09:37	10/03/2026 08:05		M0002	Aspirin Tablets 200 mg	Standard	Aspirin	Production-line2	BULK	PA0001			
P000004	ASP-2026-0922B	09/22/2026 09:36	10/01/2026 13:20	10/01/2026 13:52	M0001	Aspirin Tablets 500 mg	Standard	Aspirin	Production-line1	BULK	PB0006	①		
	ASP-	09/22/2026	10/01/2026	10/03/2026		Aspirin Pipeline	In-		Production-					

Figure 3 · The start page at a glance: ① company logo, ② info box for the selected sample, ③ menu bar, ④ search and filters, ⑤ sample table

No.	Area	Purpose
①	Company logo and lab data	Shows your logo and the company/lab name (maintained under master data).
②	Info box	Shows details of the selected sample as well as its evaluation and release.
③	Menu bar	All functions – grouped into Lab, Test Results, Print, Test Equipment, Master Data, Statistics, Tools.
④	Search and filters	Narrow down samples by text, status and period.
⑤	Sample table	All samples with status, time stamps, material and origin.

3.3 Header area and info box

At the top left LABsBOOK shows your **company logo** and the lab data. To the right of it, as soon as you select a sample in the table, the **info box** appears with three blocks:



Figure 4 · Header area with company logo and info box for the selected sample (example)

Block	Content
Sample No.	Sample number, material, material number, batch and test type.
Lab Processing	Facility, plant, sample type, who created the sample, and the processing status.
Test Results	Who completed the processing, test order completion (date, time) and who released it.
Status badges (right)	Evaluation of the test results (Accepted , Deviation , Rejection) and release (Released , Blocked or empty). Clicking the badges opens result entry.

The **information symbol** next to the release appears when a **justification** has been entered for the evaluation – move the mouse over it to read it.

3.4 The menu bar

The menu bar groups all functions. The symbols always refer to the **selected sample** – so select a sample in the table first.



Figure 5 · Menu bar with the groups Lab, Test Results, Print, Test Equipment, Master Data, Statistics and Tools

Group	Symbols and functions
Lab	● Create New Sample · 🟡 Lab intake · 🟢 Lab completed · 📷 QR scan
Test Results	📅 Result entry (colour = evaluation) · ☰ Test order overview
Print	🖨 Label · 📄 Raw data sheet (PA) · 📄 Analysis certificates
Test Equipment	Test equipment management · Test equipment assignment
Master Data	Company, material, plants, test plans, test characteristics, labs, Turbo master data (roles master/admin)
Statistics	Statistics/test results · Balance · Limit value analysis · Processing time
Tools	Upload raw data sheets · Adjust raw data sheet · Label layouts · Batch cockpit · Admin tools · Manual (roles master/admin)

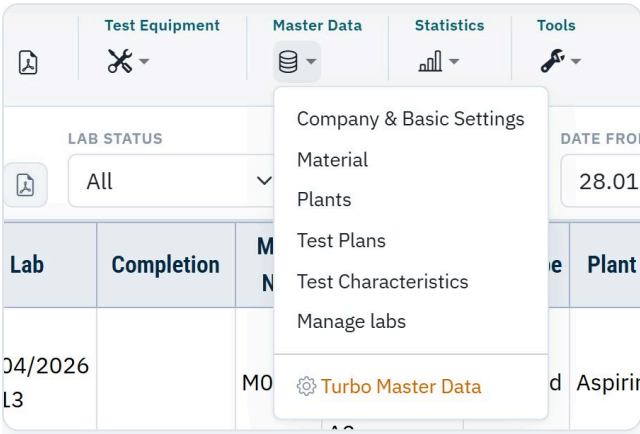


Figure 6 · Master Data menu

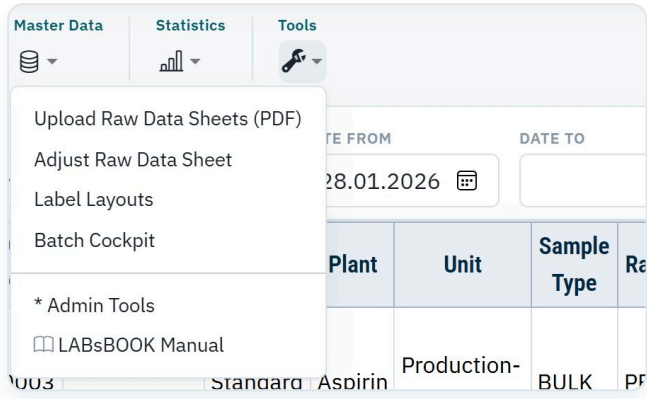


Figure 7 · Tools menu with the link to this manual

Note If a function is not enabled for your role, its symbol appears **greyed out**. The symbols *Lab intake* and *Lab completed* are also dimmed when the respective action no longer makes sense for the current status.

3.5 Searching and filtering

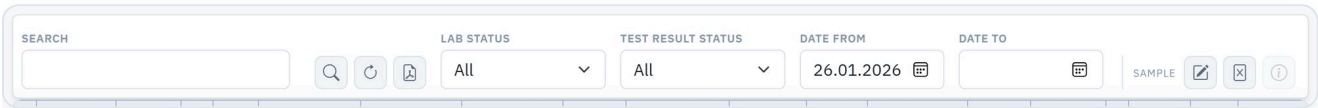


Figure 8 · Search and filters above the table

Element	Function
Search	Search term – searches sample number, batch, material, facility, plant, raw data sheet no. and test type. Q starts the search.
Lab Status	Only samples with the selected lab status (registered, in progress, completed).
Test Result Status	Only samples with the selected evaluation (In progress, Accepted, Deviation, Rejection, Assign test type, No test plan, Completed/No plan).
Date from / to	Period of creation. Without an entry, the default period from the basic settings applies.
Reset	Resets all filters.
PDF selection	Exports the displayed selection as a PDF.
Sample group	Edit sample · Delete sample (master/admin) · Show change log.

The journal refreshes **automatically** (interval adjustable). Newly created samples are briefly **highlighted by blinking** – set the interval and blink duration under [Master Data](#) > [Company & Basic Settings](#) .

3.6 The sample table and its two statuses

SEARCH				LAB STATUS			TEST RESULT STATUS			DATE FROM		DATE TO		SAMPLE				
	Sample No.	Batch	▼	🔒	Created	Lab	Completion	Mat. No.	Material	Test Type	Plant	Unit	Sample Type	Raw Data	I	Remark	Plant Info	Material Info
☐	P000008	ASP-2026-0926	🟡	🔒	09/22/2026 19:04	10/04/2026 09:13		M0003	Asperin Pipeline suspension A2	Standard	Aspirin	Production-line2	BULK	PB0003	①			
☐	P000007	ASP-2026-0922E	🟡	🔒	09/22/2026 09:38	10/03/2026 08:06		M0002	Aspirin Tablets 200 mg	In-process	Aspirin	Production-line2	IP	PA0001	①			
☐	P000006	ASP-2026-0922D	🟢	🔒	09/22/2026 09:37	10/03/2026 08:05	10/03/2026 08:05	M0001	Aspirin Tablets 500 mg	In-process	Aspirin	Production-line1	IP	PB0006	①			
☐	P000005	ASP-2026-0922C	🟡	🔒	09/22/2026 09:37	10/03/2026 08:05		M0002	Aspirin Tablets 200 mg	Standard	Aspirin	Production-line2	BULK	PA0001				
☐	P000004	ASP-2026-0922B	🟢	🔒	09/22/2026 09:36	10/01/2026 13:20	10/01/2026 13:52	M0001	Aspirin Tablets 500 mg	Standard	Aspirin	Production-line1	BULK	PB0006	①			
☐	P000003	ASP-2026-0922A	🟢	🔒	09/22/2026 09:35	10/01/2026 07:57	10/03/2026 08:03	M0003	Asperin Pipeline suspension A2	In-process	Aspirin	Production-line2	IP	PA0002	①			

Figure 9 · Sample table: lab status (▼) and test result status (🔒) per sample

Each row is a sample. Besides sample number, batch, material, facility, plant and sample type, the table shows the **time stamps** *Created*, *Lab* (lab intake) and *Completion* as well as the number of the **raw data sheet** (or *Result sheet*). The column **I** indicates that sample data has been changed afterwards (see change log). *Remark*, *Facility info* and *Material info* contain additional notes.

Lab status

- **Registered** – sample has been created
- 🟡 **In progress** – arrived in the lab
- 🟢 **Completed** – lab processing finished

Test result status (lock column)

The lock column combines **two pieces of information**: the **frame colour** shows the *evaluation* of the test results, the shape and colour of the **lock** show the *release* of the batch.

Frame	Meaning
 grey	In progress – not yet evaluated
 green	Accepted – all values within the limits
 yellow	Deviation – at least one value outside the warning limits
 red	Rejection – at least one value outside the release limits
 orange	Assign test type! – master data incomplete (Turbo master data)

Frame	Meaning
 blue	No test plan! – no test plan exists yet for this material and test type

Lock	Release
 open, grey	no release set yet (empty)
 closed, green	Released
 closed, red	Blocked



Tip Move the mouse over the lock: the tooltip states release **and** evaluation in plain text.

3.7 Selecting, editing and deleting a sample

Select a sample by clicking its row or the check box on the left. The selected row is highlighted, the **info box** fills in, and all menu functions refer to this sample.

Basic Data

Sample No.

P000005

Batch

ASP-2026-0922C

Lab Status

In Progress

Created

22.09.2026 09:37

Lab Intake

03.10.2026 08:05

Tests Completed

TT.mm.jjjj --:--

Material & Origin

Material (Search)

Aspirin Tablets 200 mg

Test Type (PART)

Standard

Material No.

M0002

Plant

Aspirin

Unit

Production-line2

Sample Type

BULK

Notes & Label

Label

Etikett Standard (55x110)

Raw Data Sheet

PA0001

Remark

Material Info

Plant Info

Cancel

Save

Figure 10 · Edit sample: change master data, time stamps, notes and label of a sample

With  (roles master/admin) you open the sample for **editing**: you can change batch, lab status and time stamps, material, test type, facility, plant, sample type, raw data sheet, label, remark as well as the notes *Material Info* and *Facility info*. Every change is recorded in the **change log**.  **deletes** the sample after a confirmation prompt – associated changes and test data may be deleted with it.

Change log (audit trail)

If data of a sample has been changed afterwards, or a completed test order has been reopened, the sample is marked with **I**. The symbol ⓘ in the *Sample* group then opens the log: *Time*, *User*, *Field*, *Old Value* and *New Value*. [Audit PDF](#) exports the log.

Time	User	Field	Old Value	New Value
10/01/2026 13:52	admin	Neues Abschließen	Keine Bewertung	Frei
10/01/2026 13:52	admin	Identification (ASA)		12
10/01/2026 13:52	admin	Uniformity of Dosage Units		1,5
10/01/2026 13:51	admin	Dissolution Rate		3,5
10/01/2026 13:51	admin	Disintegration Time		10
10/01/2026 13:51	admin	Free Salicylic Acid (Impurity)		20
10/01/2026 13:51	admin	Assay (Acetylsalicylic Acid)		25
10/01/2026 13:50	admin	Freigabe	Frei	Keine Bewertung
10/01/2026 13:50	admin	Wieder öffnen	Abgeschlossen	Offen
10/01/2026 13:35	admin	Neues Abschließen	Keine Bewertung	Frei
10/01/2026 13:35	admin	Freigabe	Frei	Keine Bewertung

[Audit PDF](#) [Close](#)

Figure 11 · Change history (audit trail) of a sample



Traceability: Changes to the test results of a test order are logged from the **first completion** onwards.

Initial data entry and the first completion itself do not appear in the log; every later reopening, change and renewed completion does.

4

Lab

Create samples, check them in at the lab and complete them – with a time stamp for every step.

The **Lab** module accompanies the sample through processing. Every station creates a status and a **time stamp**: *created* → *lab intake* → *completed*.

4.1 Create new sample

A sample is usually created by the **facility** or client – directly in the journal or by smartphone (see chapter Mobile web apps). To do so, click the first symbol ● *Create New Sample* in the *Lab* group.

With you create the sample. It appears in the journal immediately – initially with the status *registered* ●.



Tip Define sample types so that they describe **standardised sampling** and remain suitable for statistical evaluation. One-off special features are better put into the *Remark* or into *Plant Info*.

Figure 12 · Create sample: input form with a filled-in example

Field	Entry
Sample no.	Assigned automatically in sequence and cannot be changed. It is at the same time the number of the test order.
Batch	Batch/lot number of the sender.
Material (search)	Type the description and choose from the suggestions (autocomplete). Material number and test type are filled in automatically.
Facility, plant, sample type	Origin of the sample, also with a suggestion list. The combination determines the resource number (ResNr). With the <i>All</i> check box, all existing types are offered for the sample type.
Label	With the check box set, the sample label is generated after saving. Below it you can see which label type (size) is assigned to the labs.
Test type (lab)	Suggested from the plant master data and can be changed – only test types that exist for the material are offered.
Remark	Free text about the sample.
Plant Info (on sample label)	Short note that appears on the label – e.g. the name of a new sample type (see Turbo master data).
Material info	Note on the material, saved with the sample.

4.2 Lab intake

When the sample arrives in the lab, select it in the journal and click **Lab intake**. LABsBOOK sets the status to **in progress** and saves the **time stamp** in the column *Lab*.

1. Select the sample in the table.
2. Click *Lab intake*.
3. Done – the status and the time stamp appear in the table.

Note It is faster by **QR scan**: scanning the label checks the sample in automatically (see section QR scan). The function is available for the roles *labor*, *master* and *admin*.

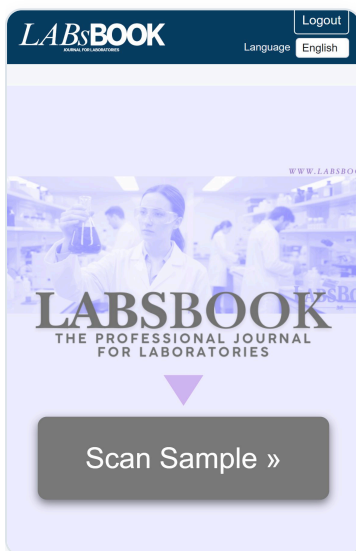
4.3 Lab completed

When processing in the lab is finished, click  **Lab completed**. The status changes to **completed**; time stamp (column *Completion*) and user are saved and shown in the info box under *Processing Completed By*.

i Note The lab status is **independent** of the test order: you can complete the lab even if the test results have not yet been entered. When a test order is completed, LABsBOOK automatically sets the lab status to *completed* as well.

4.4 QR scan

Every sample label carries a **QR code** with the sample number. With  *QR Scan* (roles master/admin) or the mobile web app *QR scan* you check samples in by camera – without typing.



- When scanned, the sample is automatically set to **in progress** (*Being checked in*).
- If the sample is **already checked in**, the app reports *Already exists in the lab journal*.
- With *Scan another QR code* you continue directly with the next sample.

💡 Tip All you need for scanning is the **camera** of a smartphone, tablet or notebook – no additional hardware.

Figure 13 · QR scan web app: **Scan Sample »** starts the camera

5

Test results

Processing test orders: enter measured values, evaluate, complete and release.

Every sample has a **test order** (formerly *test lot*) with the **same number**. It contains the test characteristics defined in the **test plan** together with their limits and takes up the measured values. The test plan results from material and test type (plus version number).

5.1 Result entry

Select the sample in the journal and click  **Result Entry** in the *Test Results* group. The **colour of the symbol** shows the current evaluation: blue blinking = in progress, green = accepted, orange = deviation, red = rejection. Alternatively you can open the entry via the status badges of the info box or via the work queue.

Note If the test plan is missing, the symbol  leads directly to creating a test plan. If the sample has not yet been assigned a valid test type , Turbo master data opens.

 **Test order: P000005**

Material: Aspirin Tablets 200 mg
Batch: ASP-2026-0922C

Facility: Aspirin
Sample type: BULK

Test type: Standard
Created: 09/22/2026 admin

ORDER STATUS
In Progress

AL1

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Assay (Acetylsalicylic Acid) 	10	20		30 40		%	S	...
Free Salicylic Acid (Impurity) 	16	18		20 22		%	S	...

QC1

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Disintegration Time 	6	8		10 12		min	S	...
Dissolution Rate 	2	2,5		3,5 4		%(Q)	S	...
Uniformity of Dosage Units 	1	1,3		1,5 2		AV	S	...

QC2

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
----------------	---------------	---------------	---------------	---------------	-------	------	--------	--------

Figure 14 · Result entry of a new test order: characteristics grouped by lab, still without values

Layout of the page

- **Header:** test order number, material, facility, test type, batch, sample type, creation date and creator as well as the **order status**.
- **Blocks per lab** (e.g. AL1, QC1, QC2): the characteristics are grouped by the lab that tests them. Users with a lab area only see their own lab.

- **Characteristic:** description; the symbol ⓘ shows the *method/standard*.
- **Limit bars:** Release (min) · Warning (min) · Warning (max) · Release (max) – the limits stored in the test plan.
- **Value, unit, status** and **remark** for each characteristic.

Entering values – evaluation in real time

Enter the measured values in the column **Value**. LABsBOOK evaluates **immediately as you type**: the limit bar colours the segment in which the value lies, and the status symbol shows the result.

Test order: P000005

Material: Aspirin Tablets 200 mg
Batch: ASP-2026-0922C

Facility: Aspirin
Sample type: BULK

Test type: Standard
Created: 09/22/2026 admin

ORDER STATUS
Rejection

AL1

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Assay (Acetylsalicylic Acid) ⓘ	10	20	30	40	25	%	✓	...
Free Salicylic Acid (Impurity) ⓘ	16	18	20	22	21	%	W	...

QC1

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Disintegration Time ⓘ	6	8	10	12	9	min	✓	...
Dissolution Rate ⓘ	2	2,5	3,5	4	4,5	% (Q)	✗	...
Uniformity of Dosage Units ⓘ	1	1,3	1,5	2	1,4	AV	✓	...

QC2

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
----------------	---------------	---------------	---------------	---------------	-------	------	--------	--------

Figure 15 · Entered values are evaluated immediately (example with accepted, deviation and rejection)

Symbol	Evaluation	Meaning
✓	Accepted	Value lies within the warning and the release limits.
W	Deviation	Value lies outside the warning limits but still within the release limits (yellow segment).
✗	Rejection	Value lies outside the release limits (red segment).
S	no value yet	Nothing has been entered for this characteristic yet.

From the individual values LABsBOOK derives the **order status**: *Accepted* (no limit violation), *Deviation* (at least one value violates the warning limits) or *Rejection* (at least one value violates the release limits). If a value lies outside the **plausibility limits** (e.g. transposed digits), a warning appears.



Tip You can enter decimal numbers with a comma or a point. Limits in the test plan may also be written with comparison signs (e.g. ≤ 5).

Saving, evaluating and completing

Figure 16 · Footer area: evaluation, justification, check boxes *SAP* and *Print analysis certificate* as well as *Save* and *Complete*

Element	Function	Role
Save	Saves the entered values without closing the test order. Possible as often as you like.	labor, master, admin
Evaluation	<i>No assessment</i> , <i>Released</i> or <i>Blocked</i> – the manual decision on the batch, independent of the automatically determined status.	master, admin
Justification (optional)	Short text (up to 60 characters), appears as an info symbol in the journal.	master, admin
SAP	Check box: provide the data of this sample for the higher-level system on completion (see Admin tools).	master, admin
Print analysis certificate	Check box (empty by default, not saved): after completion LABsBOOK jumps to the journal, selects the sample and opens the <i>Certificate of analysis</i> dialog directly (section 6.4).	master, admin
Complete	Closes the test order: further entries are locked, evaluation and time stamp are saved, the certificate of analysis is generated and archived automatically.	master, admin
Edit test scope	Add characteristics or adjust the test plan (next section).	master, admin



Important Before the first **completion**, the data must have been **saved** at least once – otherwise LABsBOOK points out that no test data exists yet.

Test order: P000002

Material: Aspirin Tablets 500 mg
Batch: ASP-2026-0823

Facility: Aspirin
Sample type: BULK

Test type: Standard
Created: 08/22/2026 Lab_Manager

ORDER STATUS
Deviation

AL1

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Assay (Acetylsalicylic Acid) ⓘ	10	20	30	40	35	%	W	...
Free Salicylic Acid (Impurity) ⓘ	16	18	20	22	20	%	✓	...

QC1

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Disintegration Time ⓘ	6	8	10	12	10	min	✓	...
Dissolution Rate ⓘ	2	2,5	3,5	4	3	% (Q)	✓	...
Uniformity of Dosage Units ⓘ	1	1,3	1,5	2	1	AV	W	...

QC2

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
----------------	---------------	---------------	---------------	---------------	-------	------	--------	--------

Figure 17 · Completed test order (evaluation *Released*): values and limit bars are locked

After completion the button shows **Completed** , above it it says *Test order on ... by ... completed*. The values remain visible but can no longer be changed.

Test order: P000003

Material: Aspirin Pipeline suspension A2
Batch: ASP-2026-0922A

Facility: Aspirin
Sample type: IP

Test type: In-process
Created: 09/22/2026 admin

ORDER STATUS
Rejection

QC-LAB-ASP-002

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Assay (Acetylsalicylic Acid) ⓘ	95		105		110	%	X	...

QC2

Characteristic	Release (min)	Warning (min)	Warning (max)	Release (max)	Value	Unit	Status	Remark
Identification (ASA) ⓘ	2			6	5	-	✓	...

Figure 18 · Test order with rejection and evaluation *Blocked*

Note A completed test order can only be reopened by an **administrator** (click on *Completed*). Reopening, every change and the renewed completion are recorded in the change log; on renewed completion a **new version of the certificate of analysis** is created.

Feedback on the SAP export

If the **SAP check box** was set on completion, LABsBOOK writes a file for the higher-level system and reports the result directly **behind the word SAP**:

✓ **green tick** – file was written ✗ **red cross** – error, with a note on the cause below

Typical causes of an error are fields that have not been enabled, or a target directory that is not writable. The configuration is described in the section *SAP export* in the Tools chapter.

5.2 Edit test scope

Sometimes a characteristic has to be tested **additionally** for a single test order, or the test plan has to be changed **permanently**. For this, **Edit test scope** (roles master/admin, only while the test order is open) opens the test plan editor in the context of the sample.

Extend current test scope & adjust test plan Cancel

Material: Aspirin Tablets 200 mg MaterialNr: M0002 Test order: P000005 Test plan: V1

Sort.	Characteristic	Lab	SAP MNr	Unit	Standard	Plausibility (V/B)	Warning (min/max)	Release (min/max)	Remark	
⋮	Assay (Acetylsalicylic Acid)	AL1	001	%	Ph. Eur. 2.2.29 / US	0 100	20 30	10 40		X
⋮	Disintegration Time	QC1	002	min	Ph. Eur. 2.9.1 / USP	0 500	8 10	6 12		X
⋮	Dissolution Rate	QC1	003	% (Q)	Ph. Eur. 2.9.3 / USP	From To	2,5 3,5	2 4		X
⋮	Free Salicylic Acid (Impurity)	AL1	004	%	Ph. Eur. 2.2.29 / US	0 100	18 20	16 22		X
⋮	Identification (ASA)	QC2	005	-	Ph. Eur. 2.2.24 / US	0 1	10 12	8 14		X
⋮	Uniformity of Dosage Units	QC1	007	AV	Ph. Eur. 2.9.40 / US	0	1,3	1		X

Figure 19 · Extend the current test scope and adjust the test plan

In the area **Add characteristic** you search for a test characteristic in the library, adjust lab, unit, standard, plausibility and limits if needed and decide **where** it should apply:

Button	Effect
Add to test plan	The characteristic becomes part of the test plan and applies to all following samples with this test plan. A new plan version is created.
Add to test order	The characteristic applies only to this test order (<i>additional characteristic</i> , highlighted in yellow). It is also taken into account in the statistics (balance).

With Save all changes you save the current state. Existing rows can be reordered by dragging the handle and removed with ✗ (the last characteristic of a plan cannot be deleted).



Tip The **SAP MNr** is taken over automatically from the characteristic library when saving, if one is stored there; the field can also be completed here.



Caution Internal limits (**Warning**) must be **stricter** than the release limits: the lower warning limit must be larger, the upper warning limit smaller than the respective release limit. Otherwise LABsBOOK reports an error.

5.3 Test order overview (work queue)

The **work queue** lists all test orders that still need to be processed. You reach it via ≡ in the *Test Results* group.

≡ Pending test orders

[Print open raw data sheets](#)
[← Back](#)

Search

No., material, batch, facility...

Status

In progress (default)

Lab

All labs

Period

☒ Last 250 days
 ☐ Show all

× Reset

Filter

Sample No.	Status	Material	Test Type	Batch	Dated:	Assessed on:	Origin	Actions
P000009	In Progress	Aspirin Tablets 200 mg M0002	Audit	ASP-2026-0928	10/07/2026 07:45	–	Aspirin Production-line1 BULK	Enter results Padlock Raw data sheets Label
P000008	In Progress	Asperin Pipeline suspension A2 M0003	Standard	ASP-2026-0926	09/22/2026 19:04	–	Aspirin Production-line2 BULK	Enter results Padlock Raw data sheets Label
P000005	In Progress	Aspirin Tablets 200 mg M0002	Standard	ASP-2026-0922C	09/22/2026 09:37	–	Aspirin Production-line2 BULK	Enter results Padlock Raw data sheets Label

Figure 20 · Work queue of test orders with filter bar and actions per row

Element	Function
Search	Number, material, batch or facility.
Status	<i>In progress</i> by default; other statuses can be selected.
Lab	Show only test orders of one lab.
Period	<i>Last n days</i> (default from the basic settings) or <i>Show all</i> .
Sample number	The QR symbol and the number lead to result entry.
Dated: · Assessed on:	Date on which the sample was created, and date of the assessment (completion of the test order); – = not yet assessed.
Actions	Enter results (wide blue button) · padlock = status of the test order (open/completed) · Raw data sheets · Label
Print open raw data sheets	Opens the dialog <i>Print raw data sheets</i> without a sample – for batch printing (section 6.2). The number below refers to the lab selected in the filter (<i>All labs</i> = total of all labs).



Tip For users with an *Area (Lab)* the button **flashes** if exactly their own lab is selected in the filter and raw data sheets are still open there.

6

Print

Label, raw data sheet or result sheet and certificate of analysis for the selected sample.

The *Print* group in the menu bar produces the three documents of the sample. Select the sample in the journal first.

6.1 Print label

The symbol  produces the **sample label** with QR code. If **several labs** have been set up in LABsBOOK, a dialog first asks which lab the label is intended for – each lab can have its own label type.

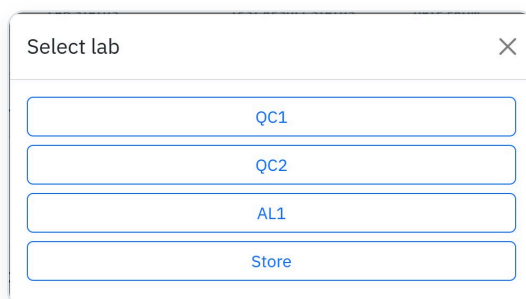


Figure 21 · Selecting the lab when printing the label

LABsBOOK then shows the **label preview**. With [Print](#) you open the print dialog of your browser; [PDF \(optional\)](#) produces a PDF file.



Figure 22 · Label preview: company logo, origin, material, batch, sample type, date and QR code with sample number

- Which **label type** belongs to which lab is set under [Master Data](#) > [Manage labs](#) .
- Size and content of the labels are designed under [Tools](#) > [Label Layouts](#) .

- The **printer selection** is made in the print dialog of the browser; the label is output in the configured size (e.g. 55 × 110 mm).



Tip The text from the field *Plant Info* is also printed on the label – ideal for notes from the client.

6.2 Print raw data sheet (PA)

The **raw data sheet** (test instruction, **PA**) is the PDF form on which the measured values are noted by hand in the lab. LABsBOOK prints the raw data sheet assigned to the **material and test type** – supplemented with the data of the sample. If several labs are maintained for a material, the sample has **its own raw data sheet for each lab**.

Sample no. P000002

Sampler: Lab_Manager

Product: Aspirin Tablets 500 mg
Batch / Lot No.: ASP-2026-0823
Manufacturing Date: 08/22/2026 22:43
Test Date: 08/22/2026 22:43

Plant: Aspirin
Unit: Production-line1
Sample Type: BULK

Inspection Plan : standard
Info Plant:
Info Material:

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For demonstration purposes only
Quality Control
QC-LAB-ASP

PA0006

Interne Methode Farbe und Aussehen

Reibtest auf gestrichener Fläche Ergebnis: OK Abweichung
Soll: keine sichtbaren Abweichungen ☐ ☐ > jede Charge

Die Prüfmethode sowie die genaue Prüfdurchführung, bitte dem QS-Handbuch entnehmen.
Mögliche Abweichungen zur beschriebenen Methode oder der Prüfdurchführung müssen auf diesem Prüfauftrag, zur jeweiligen Methode, genau dokumentiert werden.

Prüfbemerkung:

Datum Prüfer

Sample no. P000002 10/03/2026 10:47 Page 1 of 2

Figure 23 · Raw data sheet with automatically entered sample data, company logo, QR code and page counter

- Sample data (sample number, material, batch, facility, plant, sample type, date ...) is printed onto the PDF with **millimetre precision**.

- Position, font size, QR code, logo and page counter are set under [Tools](#) > [Adjust Raw Data Sheet](#) .

Note The raw data sheet is assigned independently of the test plan – it belongs to **material and test type** (or, for material-independent tests, to the resource number). Instead of a raw data sheet, a lab can also be assigned a **result sheet** (section 6.3) – calling it up, the dialog and batch printing remain the same.

Open raw data sheets

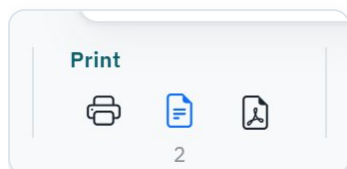


Figure 24 · Group *Print*: below the raw data sheet symbol, the number of open raw data sheets

As soon as a sample has arrived in the lab (*In Progress*), its raw data sheets are **open** – until they have been printed. The number of all open raw data sheets (across all labs) is shown in small grey type **below the symbol** ; at 0 nothing is shown.

- If the **selected sample** still has open raw data sheets, the symbol **flashes blue**. For users with an *Area (Lab)*, only the sheets of their own lab count.
- During batch printing a **blue dot** appears in front of the number, and the number counts down as the sheets are processed. A **red dot** shows that a raw data sheet could not be loaded – it remains open.
- If **no raw data sheet is stored** for the sample, the symbol shows .

Dialog “Print raw data sheets”

A click on opens the dialog. If a sample is selected, its **sample number and batch** are shown at the top left; without a selected sample (e.g. via [Print open raw data sheets](#) in the work queue) it says **Lab:** there, and the dialog is used for batch printing only. At the top right, **Open:** is shown in blue – below it, the number of open raw data sheets per lab. The layout depends on whether an **Area (Lab)** is set for the user ([Tools](#) >

[Admin Tools](#) > [User Management](#)).

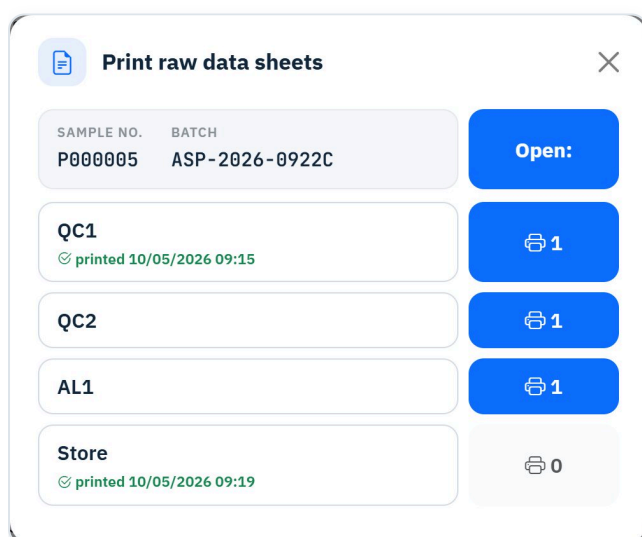


Figure 25 · Without *Area (Lab)*: one row per lab – on the left the sample's raw data sheet, on the right printer symbol and number of open sheets

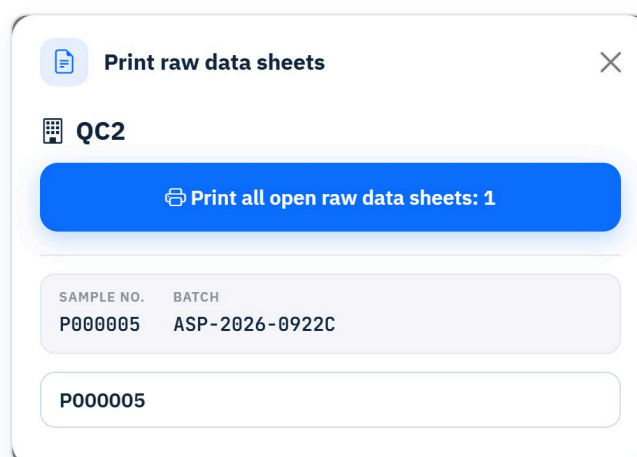


Figure 26 · With *Area (Lab)*: own lab only – large button for all open sheets, the sample below

Element	Function
Lab name (left)	Opens the raw data sheet of the selected sample for this lab – as usual with preview and Print . Sheets already printed remain selectable and are marked <i>printed</i> with the date.
 n (below <i>Open</i> .)	Prints all open raw data sheets of this lab in one go (batch printing). At 0 the button is grey.
General, no lab assignment	Raw data sheets of materials without a lab assignment (PANr only). The row only appears if there are such sheets.
Print all open raw data sheets: n	With <i>Area (Lab)</i> : batch printing of all open sheets of your own lab.
Sample number (button)	With <i>Area (Lab)</i> : raw data sheet of the selected sample for your own lab.

If the selected sample is only *Registered*, its buttons are locked – the raw data sheet is only available after **Lab Intake**. Batch printing is still possible.

Batch printing

- 1 In the dialog click the lab's printer button  **n** or .
- 2 LABsBOOK loads the open raw data sheets **one after the other** (oldest lab intake first) and shows the progress. Meanwhile the dialog cannot be closed.
- 3 All sheets are combined into **one print job** – a **single print dialog** opens. Choose the printer and confirm.
- 4 LABsBOOK then asks whether printing was **complete**. : the sheets no longer count as open. : e.g. after a paper jam or a cancelled print – the sheets stay open and can be printed again.

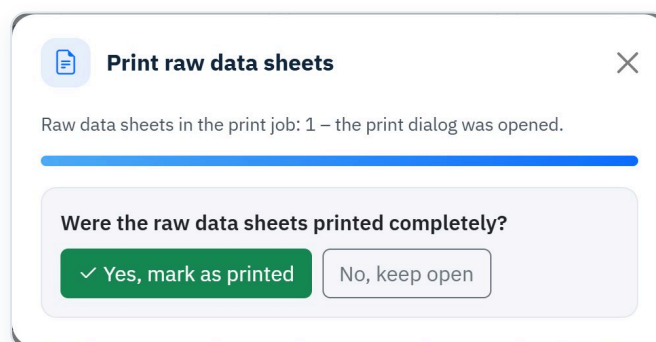


Figure 27 · Question after batch printing



Tip Batch printing goes well with checking samples in via **QR scan**: scan all samples first, then print all raw data sheets at once.



Note A raw data sheet is uniquely identified by **sample number and lab**. If it is opened individually (lab name, sample number or  in the work queue), it also counts as printed. LABsBOOK cannot skip the print dialog itself – it is a protective function of the browser.

6.3 Result sheet

The **result sheet** is the alternative to the raw data sheet. Both are forms on which the lab records the results of a sample – they differ in **where the form comes from**:

	Raw data sheet	Result sheet
Form	Ready-made PDF form with information on the tests listed – usually already available in the lab (uploaded via Tools > Upload raw data sheets pdf).	Generated automatically by LABsBOOK for every sample – no prepared form is needed.
Content	Fixed content of the form; LABsBOOK adds the variable data of the sample. You define the selection and placement of this data individually under Tools > Adjust Raw Data Sheet .	Sample data and the lab's test characteristics from the test plan – with method, specification, unit and the notes on each test characteristic.
Suitable for	Labs with established, controlled forms.	Labs that work without ready-made forms but need an individual form for data entry for every sample.

The **notes** turn the result sheet into a working instruction: they can contain information on the test parameters up to the complete test instruction. They are defined beforehand in the master data for the **test characteristic** ([Master Data](#) > [Test Characteristics](#) , field *Remark*). When the characteristic is added to a test plan, the text is taken over and can be supplemented there with **test-plan-related information** that only applies to this material.

Setting up the result sheet

Figure 28 · Label assignment with the column *Result sheet*: labs QC1, QC2 and AL1 receive a result sheet

Whether a lab receives a raw data sheet or a result sheet is defined per **material and test type** in the **label assignment**: under [Master Data](#) > [Material](#) (edit material) or in Turbo master data via [Labels/Raw data sheets](#) .

- Tick **Result sheet** for the desired lab – the **PANr.** selection is cleared and locked.
- Apply with [Save](#) .
- The setting applies **per lab**: a material can have a raw data sheet for one lab and a result sheet for another.

The result sheet is printed **exactly like a raw data sheet**: via in the journal, via in the work queue and in **batch printing**. It counts towards the open raw data sheets and is considered printed once it has been opened. In the journal the column *Raw data sheet* shows *Result sheet*.

Layout of the result sheet


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Result sheet

Material: Aspirin Tablets 200 mg
Material no.: M0002
Test type: Audit
Batch: ASP-2026-0928
Sampling: 10/07/2026 07:45
Lab receipt: 10/07/2026 07:45
GLP-certified

Sample no.: P000009
Sample from:
Facility: Aspirin
Plant: Production-line1
Sample type: BULK
Lab: AL1, QC1

Lab: AL1 - Analytical Laboratory 1

Char. no. 10002	Characteristic Assay (Acetylsalicylic Acid)	Specification 33 - 40	Method Ph. Eur. 2.2.29 / US
Result		Unit %	Processed by
Note Column length (50 mm), Column Temperature: 30° C Remark:			

Lab: QC1 - Quality Control 1

Char. no. 10012	Characteristic Density	Specification 0,9 - 1,2	Method ISO 12185
Result		Unit g/ml	Processed by
Note Digital Densitometry Oscillating U-tube: The sample is introduced into a U-shaped tube (usually made of glass) that is electronically excited to oscillate at its characteristic frequency. Mass Correlation: Because the mass of the fluid changes the total oscillating mass, the oscillation frequency changes proportionally. The built-in sensor measures this frequency to calculate density. Automatic Temperature Control: Integrated Peltier elements ensure precise temperature control (e.g., 20° C or 25° C) since density is highly temperature-dependent. High Accuracy: Achieves precision up to 0.00001 g/cm3. Automatic Viscosity Correction: Compensates for errors caused by viscous samples. Sample Handling: Requires minimal sample volume (< 1 mL) and supports automated sample changers. Remark:			

Print date: 10/07/2026 | Sample no.: P000009
Page 1/1

Figure 29 · Result sheet (example): two labs with notes of different length

The result sheet only contains the test characteristics **of the lab** it is printed for. For an empty certificate of analysis, all labs appear (section 6.4).

Area / field	Content
Header (page 1 only)	Company logo, company name, title <i>Result sheet</i> and QR code with the sample number (for the QR scan).
Sample data (page 1 only)	Material, material no., test type, batch, sampling, lab receipt and certification text; on the right sample no., origin (facility, plant, sample type) and lab.
Lab	Heading per lab with short and long name. The characteristics follow the order of the test plan.
Char. no.	Number (ID) of the test characteristic from the library of test characteristics.
Characteristic	Name of the test characteristic; <i>(Additional)</i> marks a characteristic added for this test order only.
Specification	Release limits from the test plan (e.g. <i>33 - 40</i>).
Method	Method or standard of the test characteristic. Long texts are wrapped.

Area / field	Content
Result	Empty field for the measured value.
Unit	Unit of the measured value from the test plan.
Processed by	Empty field for the tester's name or initials.
Note	Remark on the test characteristic from the test plan – e.g. test parameters or the test instruction. Long texts are wrapped.
Remark	Empty field for notes during the test.
Footer	Print date, sample number and <i>Page x/n</i> – on every page.

i Note A test characteristic with its fields is **never split across a page break**; each characteristic is followed by a blank line. The measured values are then entered in **result entry** as usual.

6.4 Certificate of analysis

The **certificate of analysis** documents the test results, specification and methods of a sample. It is created **automatically on completion** of the test order and archived. With  you retrieve it or create a new one.

Certificate of analysis

×

Open an existing certificate or create a new one.

Archived certificates of analysis

10/03/2026 08:04:44

↓

Create new certificate

☐ **Attach test equipment sheet**
Adds the assigned test equipment as an additional page.
No test equipment assigned.

☐ **Specify responsible user**
Adds the responsible user's name and date at the end of the certificate.

demo_admin

▼

☒ **Email output**
Certificate will be emailed to: labor@gentabx.example
Date: 10/03/2026

Cancel

Create new

Figure 30 · Certificate of Analysis dialog: archived versions and options for a new certificate

Area	Function
Archived certificates of analysis	All versions created so far for a sample – with date and time. A click opens the selected version.
Attach test equipment sheet	Appends the test equipment assigned to the sample as an additional page (only if test equipment has been assigned).
Specify responsible user	Adds name and date of the responsible person at the end of the certificate.
Email output	Sends the certificate by email to the address stored in the basic settings.
<button>Create new</button>	Creates a new certificate with the selected options.


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Analysenzertifikat

Material:	Aspirin Tablets 500 mg	Probennummer:	P000002
Material Nr:	M0001	Probe von:	
Prüfart:	Standard	Betrieb:	Aspirin
Charge:	ASP-2026-0823	Anlage:	Production-line1
		Probentyp:	BULK
Probennahme:	22.08.2026	Labor:	QS-Labor
Abschl. Prüfung:	03.10.2026		

GLP-certified

Ergebnis

Merkmal	Spezifikation	Ergebnis	Einheit	Methode
Assay (Acetylsalicylic Acid)	10 - 40	35	%	Ph. Eur. 2.2.29 / US
Disintegration Time	6 - 12	10	min	Ph. Eur. 2.9.1 / USP
Dissolution Rate	2 - 4	3	% (Q)	Ph. Eur. 2.9.3 / USP
Free Salicylic Acid (Impurity)	16 - 22	20	%	Ph. Eur. 2.2.29 / US
Identification (ASA)	8 - 14	12	-	Ph. Eur. 2.2.24 / US
Uniformity of Dosage Units	1 - 2	1	AV	Ph. Eur. 2.9.40 / US

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Figure 31 · Certificate of analysis (example): sample data, certification text, results table and company address in the footer

The certificate contains material, material number, test type, batch, sample number, facility, plant, sample type, the dates and the **results table** with characteristic, specification, result, unit and method. Logo, address and the certification text come from [Master Data](#) > [Company & Basic Settings](#) .

Note If test results are corrected and the test order is completed again, LABsBOOK saves **another version**. When retrieving, all versions are offered for selection – nothing is overwritten.

★ Empty certificate of analysis: If **no test values** have been entered for the sample yet, LABsBOOK creates a **result sheet with all labs** instead of the certificate (layout as in section 6.3). It is **not** saved in the history of certificates of analysis and not sent by email.

💡 Tip With the check box **Print analysis certificate** in result entry, this dialog opens automatically after completion – the sample is already selected in the journal.

7

Test equipment

Manage, monitor and assign instruments, reagents and solutions to the sample.

Test equipment means all the aids with which a sample is examined – measuring instruments, chemicals, solutions. LABsBOOK manages their **shelf-life and calibration data**, shows at a glance whether a piece of test equipment is usable, and records **which test equipment was used for which sample**. All roles can view the test equipment.

7.1 Test equipment management

Open **Test Equipment** > **Test Equipment Management**. The page has two tabs: **Instruments** (the existing individual items) and **Master data** (the templates).

The screenshot displays the 'Existing measuring instruments' page. It features a search bar and a '+ New measuring instrument' button. Below, five instrument tiles are shown, each with a status indicator and action icons.

PRM no.	Equipment Class	Name	Manufacturer	Batch/ID	Manufacturing Date	Valid Until	Status
PRM no. 3	reagent	Acetonitril HPLC-Grade 2,5L	Honeywell / Riedel-d	AN0001	08/22/2026 22:16	08/25/2026 22:16	Expired, Must be checked
PRM no. 2	chemical	Acetylsalicylsäure Primary Ref	Merck / Sigma-Aldric	A80002	08/22/2026 22:15	09/21/2026 22:15	Expired, Must be checked
PRM no. 5	device	Disintegration Tester ZT 320	Pharma Test	DT8000012	08/22/2026 22:18	01/24/2028 22:18	Valid, Usable
PRM no. 4	device	Dissolution Tester DT 820	ERWEKA	DN0900012	08/22/2026 22:17	02/18/2027 22:17	Valid, Usable
PRM no. 1	device	HPLC-System 1260 Infinity II	Agilent Technologies	HP0004	08/22/2026 22:14	01/16/2028 22:14	Valid, Usable

Figure 32 · Existing measuring instruments as tiles with status display

Each **tile** shows one item: the automatically assigned **PRM no.**, the equipment class (e.g. *device*, *reagent*, *chemical*), description, manufacturer, batch or ID number as well as **manufacturing date** and **valid until**. The frame shows the condition:

Valid **✓ Usable** green frame – ready for use **Expired** **⚠ Must be checked** red frame – do not use

- **Search and condition filter** (*Valid*, *Expiring soon*, *Expired*, *Maximum shelf life exceeded*, *Re-checked*) narrow down the tiles; **New measuring instrument** creates an individual item.
- edits the tile, confirms a **re-check** (calibration, inspection) – the date fields are updated automatically, removes the item (it is archived).
- Further notes are e.g. *Expiring soon*, *Re-checked*, *No longer usable!* or *Maximum shelf life exceeded*.

Create new test equipment

First choose the **template** from the master data, add date, batch or device number and save. The fields and their names depend on the **equipment class** (see Admin tools).

Test equipment master data (templates)

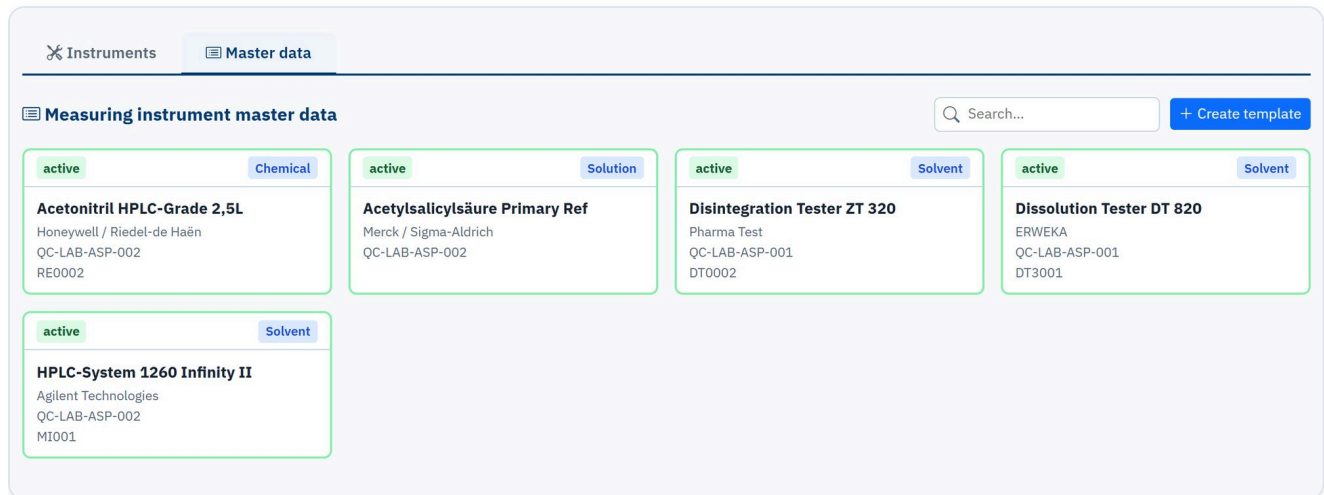


Figure 33 · Master data tab: templates for test equipment

A **template** describes a piece of test equipment once: class, description, manufacturer and identifiers, re-check interval (days/hours) and label size. With **+ Create template** you create new templates; double-click a tile to edit it.

- **Daily when in use:** with yes, the next test date is set automatically to the current day, 23:59.
- **Re-check interval** in days and hours – LABsBOOK calculates the next date from it.
- Every piece of test equipment can receive a **label with QR code** so that it is clearly identified by scanning.

7.2 Test equipment assignment

So that it remains traceable what a sample was tested with, you assign the equipment used to it. Select the sample in the journal and open **Test Equipment** > **Test Equipment Assignment**.

Assign measuring instruments to sample
This is where the measuring instruments used are assigned to a sample number.

Sample data Sample no.: P000004

Sample no.: P000004	Date created: 09/22/2026 09:36	Material description: Aspirin Tablets 500 mg	Batch number: ASP-2026-0922B
Sample type: BULK	Test type: Standard	Status: abgeschlossen	

Assign new measuring instrument

1. Test class Please select... ▼	2. Instrument template Select instrument template	3. Measuring instrument Select instrument number	Assign
-------------------------------------	--	---	---------------

Assigned measuring instruments 0 assignments

No measuring instruments have been assigned to this sample number yet.

Figure 34 · Assigning test equipment to the sample

- 1 In the area *Assign new measuring instrument*, choose the **equipment class**.
- 2 Select the **equipment master** (template).
- 3 Select the specific **test equipment** (number).
- 4 Click **Assign** – the item appears under *Assigned test equipment*.

The assigned test equipment can be output as an additional page in the **certificate of analysis** (option *Attach test equipment sheet*).



Tip Assignment is even faster by **QR scan** with the mobile web app: first scan the sample, then the labels of the test equipment. A due **re-check** can also be confirmed directly there.

8

Master data

The basis of all processes: company, material, plants, test plans and test characteristics.

Master data is accessible to the roles **master** and **admin**. Properly maintained master data saves work later: when a sample is created, test type, raw data sheet, label and test plan are suggested automatically.

Master data	Describes	Linked to
Material	Product (material no. + test type)	Test plan, raw data sheet, label per lab
Plants	Facility · plant · sample type (= ResNr)	suggested test type, raw data sheet, label
Test characteristics	Library of characteristics (text, unit, standard, plausibility, SAP MNr)	Test plans
Test plans	Which characteristics with which limits belong to material + test type (versioned)	Test orders
Labs	up to four labs with label type	Characteristics, label, raw data sheet

8.1 Company & basic settings

Master Data > Company & Basic Settings (page *Configuration*) contains company data and the display behaviour.

The screenshot shows the 'Configuration' page with a 'Back' button. It is divided into several sections: 'Company and Lab Name' with fields for Company Name, Area, Department, and Test Lab; 'Upload Company Logo' with a logo upload area and a 'Program Colors' button; 'Display & Report Settings' with fields for Refresh Time, Display Duration, Default Display Period Table, Certification Text, Address, Email, Phone, and Website; and 'Document Output' with checkboxes for automatic email delivery of test reports, certificates, and the use of an own SMTP server. There are 'Save' and 'Cancel/Back' buttons at the bottom.

Figure 35 · Configuration: company data, logo, display and report settings, document output

Area	Setting
Company and lab name	Company name, area, department and test lab – appear in the header area of the journal.
Company logo	Upload the logo by drag & drop or click; it is used in the journal, on labels and in the certificate. Program Colors adjusts the colours of the program.
Refresh time (seconds)	Interval at which the journal refreshes automatically.
Display duration “New samples” (minutes)	How long newly created samples are highlighted by blinking.
Default display period table (days)	Default period for journal and work queue when no date is selected.
Certification, address, email, phone, www	Texts for the header or footer of the certificate of analysis (PDF report).
Document output	Automatic email dispatch of raw data sheet (PA) and certificate of analysis (AZ) to a stored address; optionally with an own SMTP server (Settings).



Tip For secure dispatch to external addresses, the **company's own SMTP server** is recommended. An administrator stores the SMTP parameters under *Settings*.

8.2 Material

Master Data > Material lists all materials. A material consists of **material no. + test type** – one product can have several test types (e.g. *Bulk, In-process, packing, Standard*) and then appears in several rows.

Material

Search: Material description...

Q

×

Entry missing

Test plan missing

+ Completely new material

MaterialNr	Test Type	Description	Raw data sheet	Material info	Test plan?	SAP	Actions
M0001	Bulk	Aspirin Tablets 500 mg	QC1: PB0006, QC2: PA0002, AL1: PA0003, Store: PA0004		v2	✓	
M0001	In-process	Aspirin Tablets 500 mg	QC1: PB0006, AL1: PM0002		v3	⊖	
M0001	packing	Aspirin Tablets 500 mg	QC1: PA0001, QC2: PA0002		v2	⊖	
M0001	Standard	Aspirin Tablets 500 mg	QC1: PB0006, QC2: PB0004, AL1: PM0003, Store: PA0006		v5	✓	
M0002	Bulk	Aspirin Tablets 200 mg	QC1: PA0001, QC2: PA0002, AL1: PA0003		v1	⊖	
M0002	In-process	Aspirin Tablets 200 mg	PA0001		v1	⊖	
M0002	Standard	Aspirin Tablets 200 mg	QC1: PA0001, QC2: PA0002, AL1: PA0003, Store: PB0004		v1	⊖	
M0003	In-process	Asperin Pipeline suspension	QC2: PA0001		v1	⊖	

Figure 36 · Material list with test plan version, SAP flag and actions

Column / button	Meaning
Raw data sheet	The assigned PA number per lab (e.g. <i>QC1: PB0006</i>) or <i>Result sheet</i> .
Test plan?	Green button with the current plan version (e.g. <i>v5</i>) – a click opens the test plan. <i>Test plan missing</i> if none exists yet.
SAP	✓ = provide this material's data for SAP by default, ⊖ = not.
Actions	<i>Copy</i> / <i>add additional test type</i> , edit, delete.
Entry missing Test plan missing	Filters: show only materials with incomplete master data or without a test plan.
+ Completely new material	Creates a new material and test type. If the material number already exists, the master data is taken over – you then choose a test type that is still free.
Manage labs	Jumps to the maintenance of labs (section Manage labs).

Edit material

← Back to list

MaterialNr
M0001
ID: 1

Description
Aspirin Tablets 500 mg

Material info
☐ Provide for SAP

Test Type
In-process

New test type (optional)
Enter new test type...
If filled in, this test type is used (dropdown is ignored).

Label assignment

Lab	Label	PANr.	Result sheet
QC1	1 – Etikett Standard	Please select...	☒ Open PDF
QC2	Please select...	Please select...	☒ Open PDF
AL1	2 – Analyse klein	Please select...	☒ Open PDF
Store	Please select...	Please select...	☐ Open PDF

Figure 37 · Edit material: description, note, SAP option, test type and label assignment per lab (here with result sheets)

- **Material info:** note that is carried along with samples of this material.
- **Provide for SAP:** default for the check box *SAP* in result entry (can be changed per sample at any time).
- **Label assignment:** per lab the **label type** and the **raw data sheet (PANr.)**; [Open PDF](#) shows the selected form. With the tick **Result sheet** the lab receives an automatically generated **result sheet** instead of the raw data sheet – the PANr. selection is then empty and locked (section 6.3).

8.3 Facilities / plants

Master Data > Plants describes **where** samples come from. The combination of **facility, plant and sample type** yields the **resource number (ResNr)**.

Facilities / Plants

← Back to journal

Search: Facility, plant, ResNr...

Q X

+ New facility

ResNr	Plant	Unit	Sample Type	Test type (default)	All Mat	Raw data sheet	Label	Facility info	Actions
R00005	Aspirin	packing	Pack-test	packing	1		1		⌵ 📄 ✖
R00001	Aspirin	Production-line1	BULK	Standard	1		1		⌵ 📄 ✖
R00004	Aspirin	Production-line1	IP	In-process	1		1		⌵ 📄 ✖
R00002	Aspirin	Production-line2	BULK	Standard	1		1		⌵ 📄 ✖
R00003	Aspirin	Production-line2	IP	In-process	1		1		⌵ 📄 ✖

Figure 38 · Facilities/plants with resource number, suggested test type, raw data sheet and label

Column	Meaning
ResNr	Unique resource number (assigned automatically).
Test type (default)	Suggested as the test type when a sample is created.
All Mat	<i>1</i> = material-dependent test (default). <i>0</i> = material-independent test: raw data sheet and test plan are assigned via the ResNr instead of material/test type.
Raw data sheet / label	Assigned raw data sheet and label type (for material-independent tests).
Facility info	Note that is pre-filled for samples of this origin.

+ New facility creates a new origin; with 📄 you copy an existing entry as a template.

8.4 Test plans

A **test plan** defines **which test characteristics** with **which limits** belong to a material and a test type.

Master Data > Test Plans searches plans by material.

Manage test plans

← Back

Search material

Material description (autocomplete)

MaterialNr

Aspirin Tablets 500 mg

M0001

Unmaintained test plans

Show

Test plans for: Aspirin Tablets 500 mg (M0001)

Plan no.	Test Type	Plan version	Description	Action
12	Bulk	v 2	Aspirin Tablets 500 mg	Edit Delete
1	In-process	v 3	Aspirin Tablets 500 mg	Edit Delete
4	packing	v 2	Aspirin Tablets 500 mg	Edit Delete
9	Standard	v 5	Aspirin Tablets 500 mg	Edit Delete

Figure 39 · Manage test plans: search material, plans per test type with version number

1. Type the **material description** (autocomplete) or enter the **material no.**, then

Show

.
2. The list shows the plans per **test type** with *Plan no.* and *Plan version*.
3.

Edit

 opens the plan,

Delete

 removes it (master/admin only) – test results already recorded are retained.
4.

Unmaintained test plans

 shows all materials for which no test plan has been created yet.

Edit test plan

Cancel

Material: Aspirin Tablets 500 mg

MaterialNr: M0001

Test type: Standard

Test plan: VS

Sort.	Characteristic	Lab	SAP MNr	Unit	Standard	Plausibility (V/B)	Warning (min/max)	Release (min/max)	Remark	
⋮	Assay (Acetylsalicylic Acid)	AL1	001	%	Ph. Eur. 2.2.29 / US	0 100	20 30	10 40		X
⋮	Disintegration Time	QC1	002	min	Ph. Eur. 2.9.1 / USP	0 500	8 10	6 12		X
⋮	Dissolution Rate	QC1	003	% (Q)	Ph. Eur. 2.9.3 / USP	From To	2,5 3,5	2 4		X
⋮	Free Salicylic Acid (Impurity)	AL1	004	%	Ph. Eur. 2.2.29 / US	0 100	18 20	16 22		X
⋮	Identification (ASA)	QC2	005	-	Ph. Eur. 2.2.24 / US	0 1	10 12	8 14		X
⋮	Uniformity of Dosage Units	QC1		AV	Ph. Eur. 2.9.40 / US	0 100	1,3 1,5	1 2		X

Figure 40 · Edit test plan: characteristics, lab, SAP MNr, unit, standard, plausibility, warning and release limits

Column	Meaning
Sort.	Order – change by dragging the handle.
Characteristic	Test characteristic from the library.
Lab	Lab that tests this characteristic (determines the grouping in result entry).
SAP MNr	SAP characteristic number; taken over automatically from the library and can be completed here.
Unit · Standard	Unit of the measured value and method/standard (appears as an info symbol in result entry).
Plausibility (V/B)	Plausibility limits from/to – values outside trigger a warning.
Warning (min/max)	Warning limits (yellow edge): outside = <i>deviation</i> .
Release (min/max)	Release limits (red edge): outside = <i>rejection</i> .
Remark	Note on the characteristic – pre-filled from the library, can be supplemented here for this test plan; appears on the result sheet .

Add new characteristics in the area **Add characteristic** using the search. If a characteristic is missing, create it in the library via **Create new test characteristic**. For a new plan you can take over the characteristics of an existing plan as a **template**.

★ **Plan versions:** Every time a plan is saved, a **new plan version** is created (V5 → V6). Result entry always shows the **current version**. Therefore change a test plan, if possible, **before** values are entered; values already entered under an older version are evaluated in the statistics of that version, but are no longer shown in result entry.

i **Note Statistics and balance** only compare test orders with the **same test plan number and plan version**. This is why a stable test plan is worthwhile.

8.5 Test characteristics

The **library of test characteristics** ([Master Data](#) > [Test Characteristics](#)) contains all characteristics that can be used in test plans.

List of test characteristics

[+ New characteristic](#) [← Back](#)

ID	Characteristic	Unit	Standard	Plausibility (V/B)	SAP MNr	Lab	Remark	Status	min	Actions
10002	Assay (Acetylsalicylic Acid)	%	Ph. Eur. 2.2.29 / USP <621> (HPLC)	0 / 100	001	AL1	Column length (50 mm), Column Temperature: 30° C	Active	87	 
10012	Density	g/ml	ISO 12185	0 / 100	D0023	QC1	Digital Densitometry Oscillating U-tube: The sample is introduced into a U-shaped tube (usually made of glass) that is electronically excited to oscillate at its characteristic frequency. Mass Correlation: Because the mass of the fluid changes the total oscillating mass, the oscillation frequency changes proportionally. The built-in sensor measures this frequency to calculate density. Automatic Temperature Control: Integrated Peltier elements ensure precise temperature control (e.g., 20° C or 25° C) since density is highly temperature-dependent. High Accuracy: Achieves precision up to 0.00001 g/cm3.	Active	100	 

Figure 41 · List of test characteristics with unit, standard, plausibility, SAP MNr, lab, remark, status and test duration

Edit test characteristic

ID

Status

10002

Active

Characteristic description *

Unit

Standard

Assay (Acetylsalicylic Acid)

%

Ph. Eur. 2.2.29 / USP <621> (HPLC)

Plausibility from

Plausibility to

SAP MNr

Test duration (min)

0

100

001

87

Lab

AL1

New/other lab (optional)

Enter lab...

If filled in, this value is used (dropdown is ignored).

Remark

Figure 42 · Edit test characteristic

Field	Meaning
ID	Assigned automatically.
Characteristic description	Name of the characteristic; must be unique.
Unit · Standard	Unit of the measured value and method/standard.
Plausibility from / to	Plausibility limits (from/to) for input checking.
SAP MNr	Optional SAP characteristic number (up to 7 characters). Only characteristics with a filled SAP MNr are included in the SAP export.
Test duration (min)	Expected test duration in minutes – basis for the test effort in the balance.
Lab	Default lab of the characteristic; another can be entered via <i>New/other lab</i> .
Remark	Notes on the characteristic, e.g. test parameters up to the test instruction. The text is taken over when the characteristic is added to a test plan, can be supplemented there and appears on the result sheet as <i>Note</i> . In the list of test characteristics it is shown in the column <i>Remark</i> .
Status	<i>Active</i> or <i>Inactive</i> .



Tip Characteristics that are no longer needed but have already been used should **not be deleted but deactivated** (✗ in the list). All characteristics are additionally stored as text in the test data – traceability is preserved.

8.6 Manage labs

Under **Master Data** > **Manage labs** you create up to **four labs**. Each lab has a **short name** (e.g. *QC1*), a **long name**, a **label number** (label type for this lab) and optionally a remark.

Manage labs

← Back to list

Short name	Long name	Label no.	Remark	Actions
QC1	Qualitätskontrolle 1	1 – Etikett Standard		 
QC2	Qualitätskontrolle 2	3 – Kanister	Keller Labor	 
AL1	Analytisches Labor 1	2 – Analyse klein		 
Store	Muster-Lager	1 – Etikett Standard		 

Maximum of 4 labs.

Figure 43 · Manage labs

- The labs group the characteristics in result entry and control which label and raw data sheet is used for printing.
- Users can be assigned to a lab (lab area) and then only see its characteristics.

8.7 Turbo master data

With **Turbo master data** you create master data for a **new sample type** (and, if necessary, a new plant) quickly and easily – directly on the basis of a sample already recorded. You reach the function via **Master Data** > **Turbo Master Data** or automatically when a sample has not yet been assigned a valid test type (orange cogwheel ⚙️).

Turbo Master Data

Central maintenance: PLANTS + MATERIAL | Sample: P000008

HelpBack

Remarks on the Sample

Remark

Plant Note

Plant Master Data

exists

Plant

Create New

Unit

Sample Type

Test Type for Sample Type

Aspirin

Production-line2

BULK

Standard

Plant-related test, material-independent

Default: material-dependent test

ResNr: R00002

Material Master Data

exists

Material

Create New

Material No.

Test Type

Create New

Test Plan

Asperin Pipeline suspension A2

M0003

Standard

Vorhanden: In-process, Standard

Current version: V1

Labels/Raw data sheets

Material Info

Provide for SAP

Figure 44 · Turbo master data: plant master data, material master data and test plan in one form

Element	Function
Create New (behind Facility, Material, Test type)	Opens the form <i>New facility</i> , <i>New material</i> or an additional test type of the material (like <i>Copy / add additional test type</i>). Your entries are kept; with Back – also after saving – you return to Turbo master data, where the newly created material and test type are already filled in.
Plant-related test, material-independent	When ticked, Raw Data Sheet (Report No.) with Open PDF appears next to it: the raw data sheet of the facility. With <i>Apply to Sample</i> the sample then receives this raw data sheet. Tick and field are pre-filled from the master data for an existing facility.
Labels/Raw data sheets	Opens the label assignment of the material: per lab label, raw data sheet (PANr.) or Result sheet and Open PDF . The values of lab 1 are the raw data sheet of the material. They are applied with the page's Save .
Material Info	Note on the material (display only).
Provide for SAP	Default for the check box <i>SAP</i> in result entry (as in <i>Edit material</i>).

Lab	Label	PANr.	Result sheet
QC1	1 – Etikett Standard	Please select...	☒ Open PDF
QC2	Please select...	Please select...	☒ Open PDF
AL1	2 – Analyse klein	Please select...	☒ Open PDF
Store	Please select...	Please select...	☐ Open PDF

Changes are applied with "Save".

Close

Figure 45 · Dialog *Labels/Raw data sheets*: label, raw data sheet or result sheet per lab

The procedure

- 1 The facility creates the sample with a **provisional, arbitrary sample type** and enters the name of the desired new sample type in the field **Plant Info** (it is printed on the label).
- 2 Select the sample in the journal and open [Master Data](#) ▶ [Turbo Master Data](#) . *Plant note* serves as a template for the new name.
- 3 Enter the **sample type** (overwrites the suggestion; deleting the entry shows all existing types) and select a **test type** that is still free – ideally matching the sample type.
- 4 Via [Labels/Raw data sheets](#) choose **label and raw data sheet** per lab – or **Result sheet** for an automatically generated result sheet. If no suitable raw data sheet exists yet, first take any (standard) one and upload your own PDF later.
- 5 Click [Save](#) – sample type and test type are created in the database.
- 6 [Apply to Sample ...](#) transfers the master data to the current sample.
- 7 Finally edit the **test plan** and assign the test characteristics.

i Note Your entries are only saved permanently by [Save](#) ; afterwards they can be transferred to the sample. Whether a test plan already exists is shown by the version number or the note *No test characteristics maintained*. The **Help** button of the form summarises the procedure.

9

Statistics

Evaluate results, optimise limits and monitor turnaround times.

The *Statistics* group is available to all roles. Test orders can only be evaluated **together** if they belong to the **same test plan number** and **plan version** – because only then are characteristics and limits comparable.

9.1 Statistics/test results

Here you see the **individual results** of all test orders of a test plan side by side. Open [Statistics](#) [Statistics/Test Results](#).

← Back [Statistics / test results](#) Area: —

Material (description)	Test Type	MaterialNr	Test plan no.	Version
	– please select materi...		0	– select material/test 1

Plant	Unit	Sample Type
all	all	all

Date From	Date To	Search (sample, batch, status...)
TT.mm.jjjj	TT.mm.jjjj	Search term...

[Show](#)

Figure 46 · Selection fields: material, test type, plan version, origin and period

- 1 Type the **material** (description) and choose from the suggestions – *test type*, *material no.* and *test plan no.* are filled in.
- 2 Choose **test type** and **version** (if there are several plan versions). The default is the current version.
- 3 Optionally enter **facility**, **plant**, **sample type**, **period** or a **search term** (sample, batch, status).
- 4 Click [Show](#).

← Back

Statistics / test results

Area: —

Material (description)
Aspirin Tablets 500 mg

Test Type
Standard

MaterialNr
M0001

Test plan no.
9

Version
5

Plant
all

Unit
all

Sample Type
all

Date From
TT.mm.jjjj

Date To
TT.mm.jjjj

Search (sample, batch, status...)
Search term...

Show

PDF

CSV file

Aspirin Tablets 500 mg | MaterialNr: M0001 | Test type: Standard • Plan no.: 9 | Version: 5 *

Selection: Aspirin Tablets 500 mg | MaterialNr: M0001 | Test type: Standard • Plan no.: 9 | Version: 5 *

Sample no.	Batch	Date	Status	Plant	Unit	Sample Type	Release	Assay (Acetylsalicylic Acid) Warning: 20–30 Release: 10–40 %	Disintegration Time Warning: 8–10 Release: 6–12 min	Dissoluti Warning: 2 Release: 2- % (Q)
P000004	ASP-2026-0922B	09/22/2026	abgeschlossen	Aspirin	Production-line1	BULK	Frei			
P000002	ASP-2026-0823	08/22/2026	abgeschlossen	Aspirin	Production-line1	BULK	Frei	35	10	3
P000001	ASP-2026-0822	08/22/2026	abgeschlossen	Aspirin	Production-line1	BULK				

Figure 47 · Result list: one row per sample, one column per characteristic with limits in the header and colour-marked values

The column headers give the **warning** and **release limits** and the unit for each characteristic. Values are **shaded in colour**: green = accepted, yellow = deviation, red = rejection. With

PDF

 and

CSV file

 you export the selection as a PDF or for Excel.

9.2 Balance

The **lab balance** counts how many **tests** and **samples** were accepted, objected to or rejected in a period. Open **Statistics** > **Balance** .

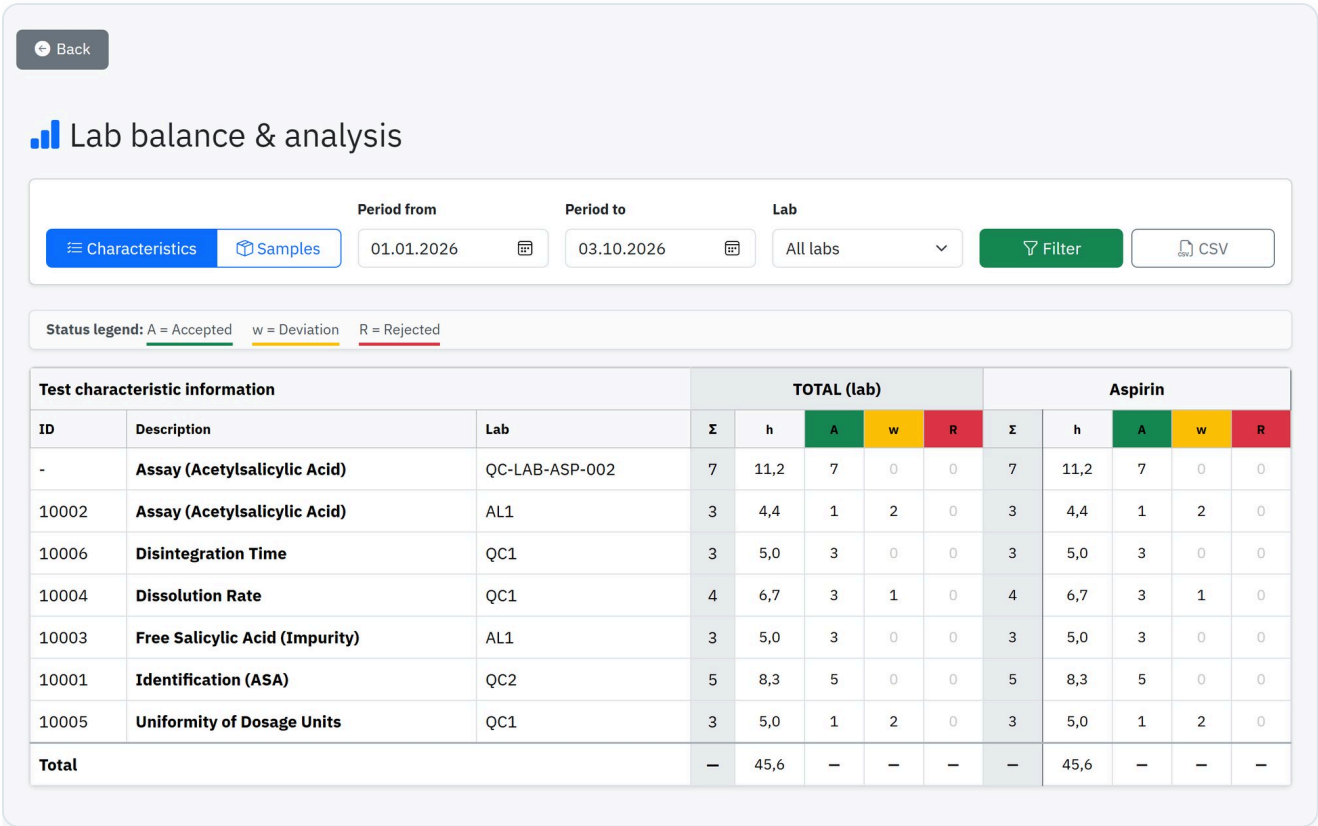


Figure 48 · Balance in the *Characteristics* view: number of tests per test characteristic and facility

View	Counts ...	Columns
Characteristics	the tests (test characteristics) in total and per facility/sender	Σ total · h test effort in hours · A accepted · w deviation · R rejected
Samples	the samples in total and per facility/sender	Σ total · G blocked samples · O in progress · A · w · R

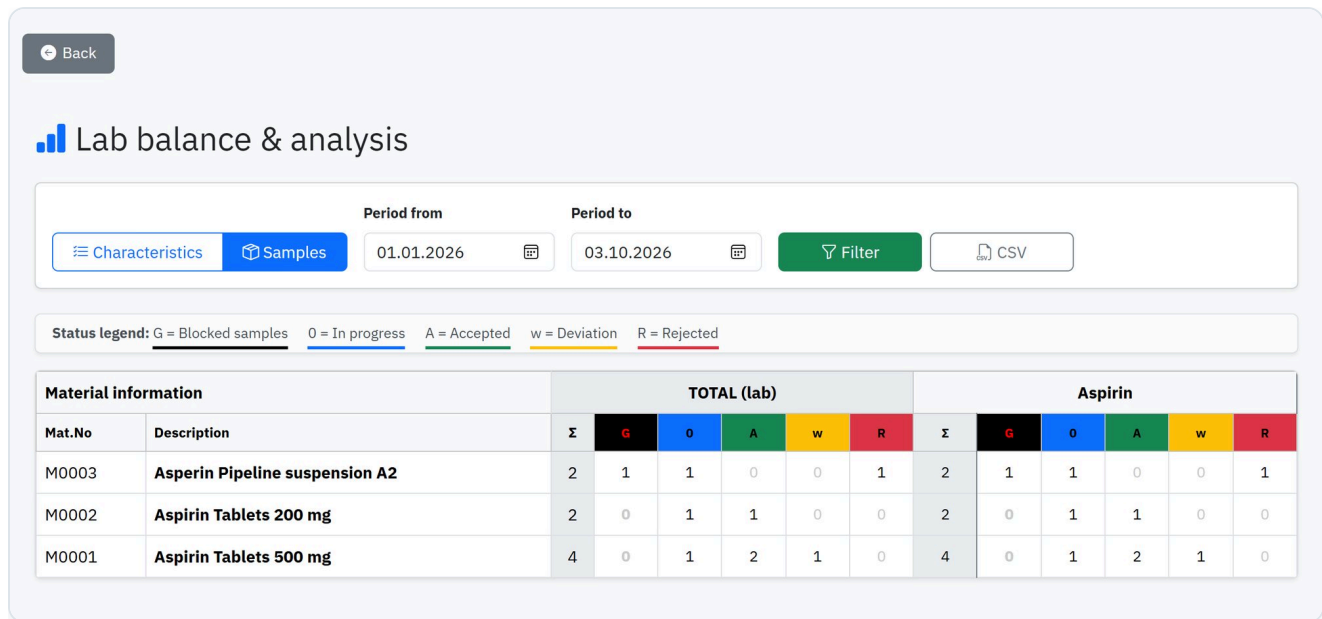


Figure 49 · Samples view: additionally with the columns G (blocked) and 0 (in progress)

- **Accepted (A):** within the release and warning limits.
- **Deviation (w):** within the release limits but outside the warning limits.
- **Rejected (R):** outside the release limits.
- Period and (in the *Characteristics* view) the **lab** can be restricted; CSV exports the table.

Note The **test effort (h)** results from the number of tests and the **test duration (min)** you stored for the test characteristic.

9.3 Limit value analysis

The **limit value analysis** shows which test characteristics **frequently** violate limits – and makes **suggestions** on how the evaluation limits can be optimised. Open [Statistics](#) > [Limit Value Analysis](#).

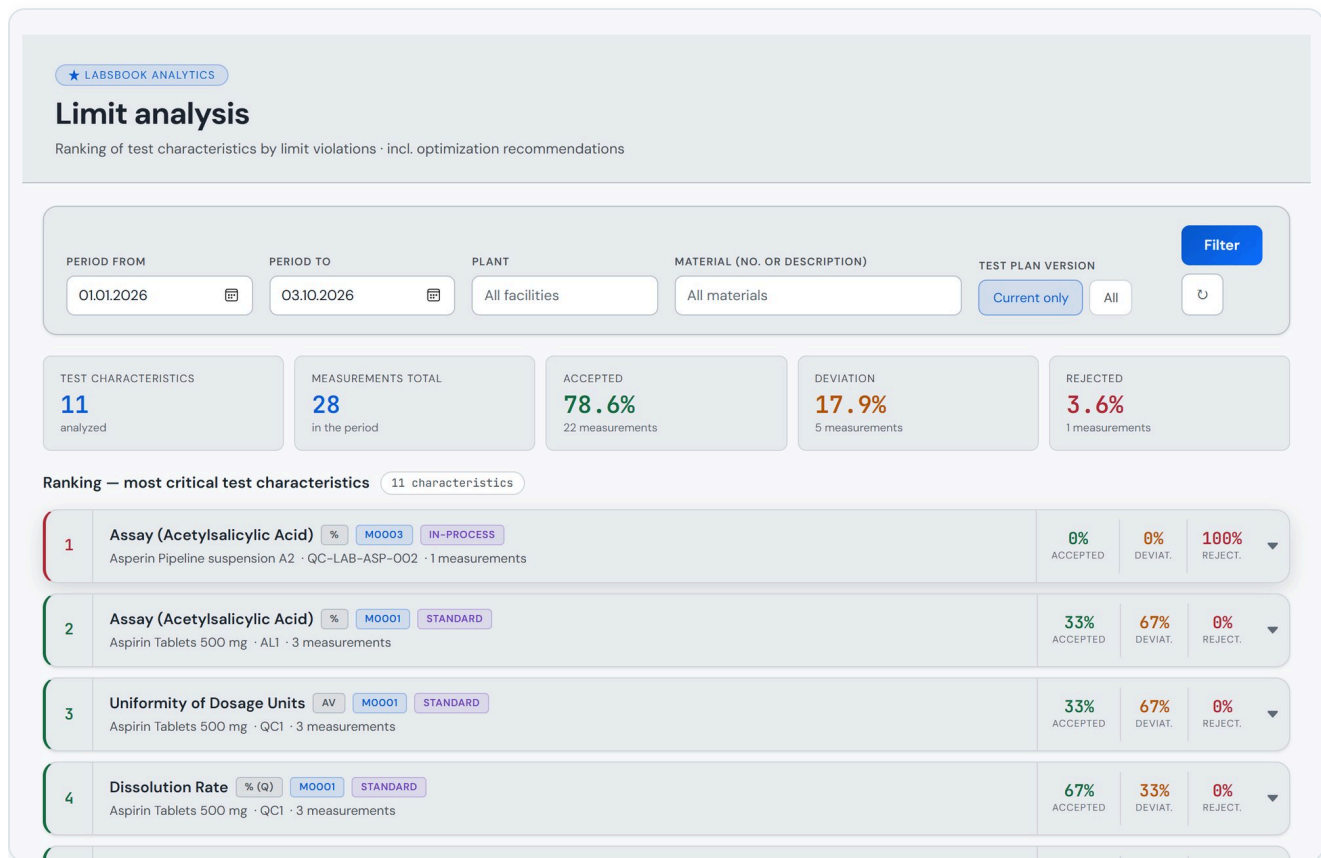


Figure 50 · Limit value analysis: key figures, ranking of the most critical characteristics and an expanded optimisation suggestion

- **Filters:** period, facility, material (number or description) and test plan version (*Current only* or *All*).
- **Key figures:** number of analysed characteristics and measurements as well as the share of accepted, deviation and rejection.
- **Ranking:** the characteristics are ordered by severity of violations; on the right you see the shares per characteristic. A click expands the card.
- **Distribution of measurement results:** bars in green (accepted), orange (deviation) and red (rejection).
- **Optimization suggestions:** the *data spread* (smallest to largest measured value) as well as, for each limit, the previous value (struck through) and the **suggested** new value.



Tip Use the suggestions as a **decision aid** for maintaining the test plans – nothing is applied automatically.

9.4 Processing time

The evaluation of **turnaround times** shows how long samples are in transit, in the lab and in total. Open

[Statistics](#) > [Processing Time](#) .

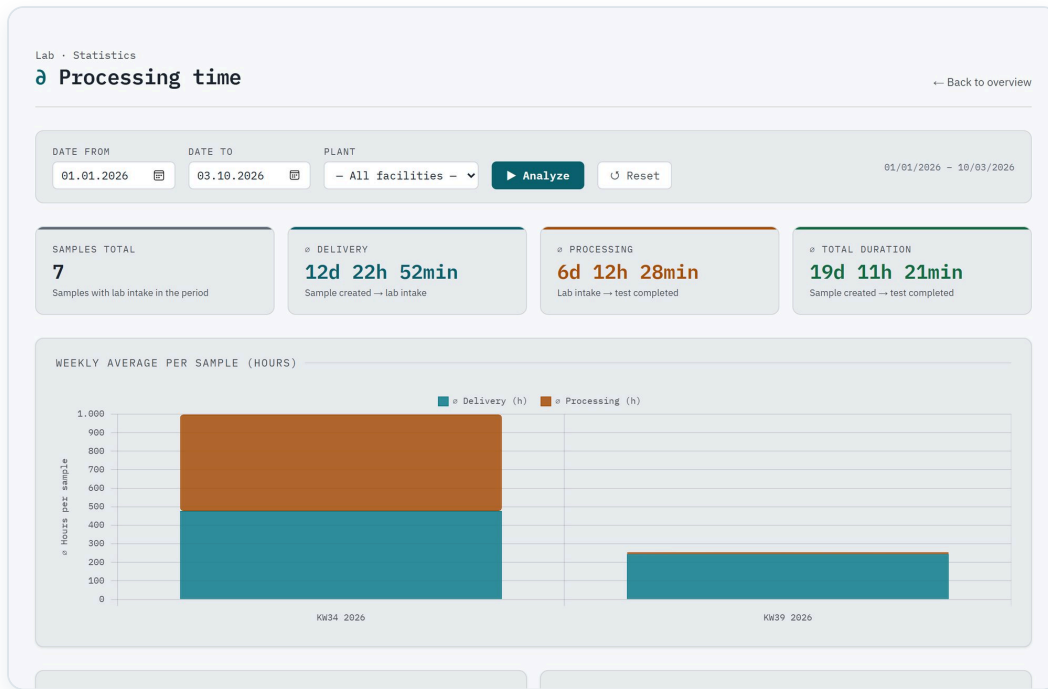


Figure 51 · Processing time: key figures and charts (weekly, monthly, trend)

Key figure	Meaning
Samples total	Samples with lab intake in the selected period.
ø Delivery	Average from <i>Sample created</i> to <i>Lab intake</i> .
ø Processing	Average from <i>Lab intake</i> to <i>Test completed</i> .
ø Total duration	Average from <i>Sample created</i> to <i>Test completed</i> .

The **charts** show the average duration per sample weekly and monthly (stacked from delivery and processing) as well as the **trend** of the total duration. A **detailed list** shows every sample with its times. Filters: *Date from/to* and *Facility*.

Note The time stamps come from the Lab module – the more consistently *Lab intake* and *Lab completed* are set (preferably by QR scan), the more meaningful the evaluation.

10

Tools

Raw data sheets, labels, batch cockpit and the administrator functions.

The *Tools* menu is enabled for the roles **master** and **admin**. It also contains the link to this manual.

10.1 Upload raw data sheets

Raw data sheets are **PDF templates**. Under **Tools** > **Upload Raw Data Sheets (PDF)** you upload and manage them.

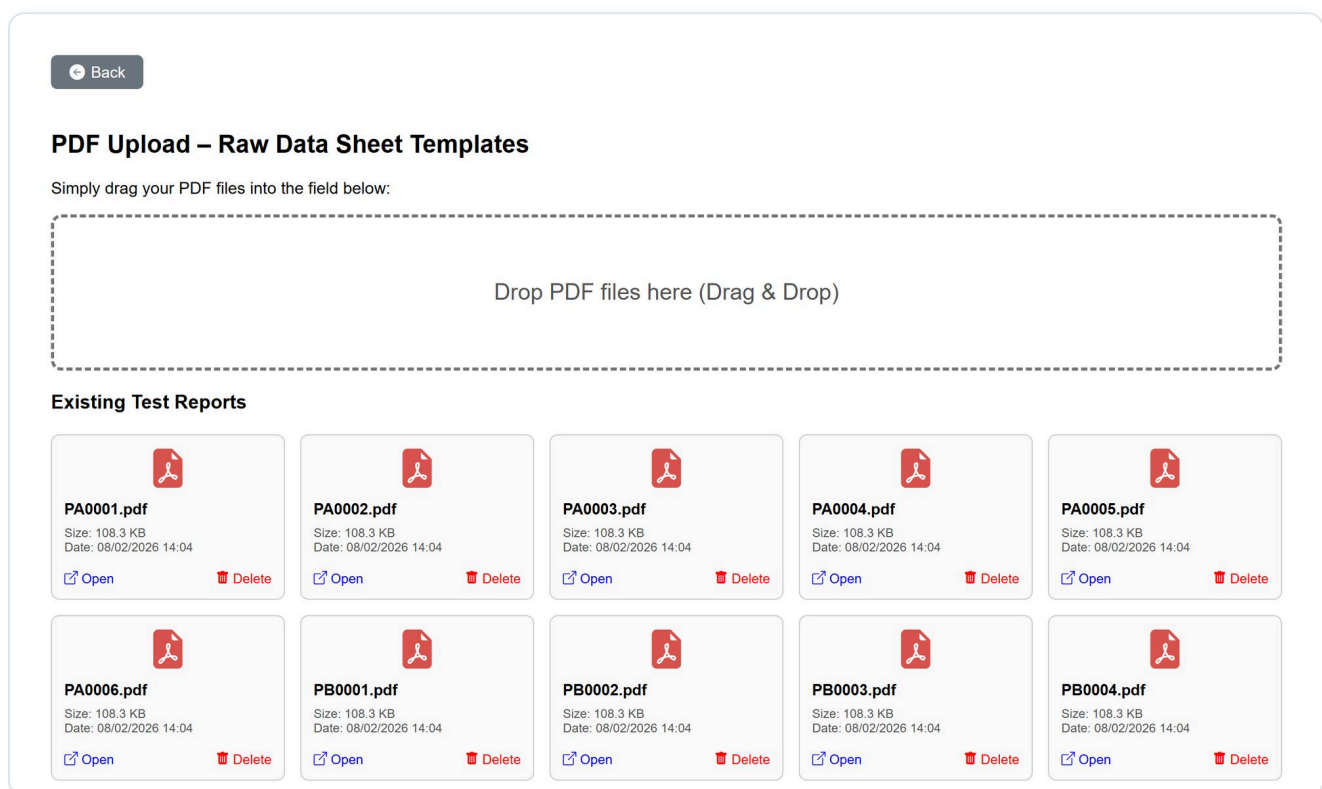


Figure 52 · Upload by drag & drop; existing raw data sheets as tiles with *Open* and *Delete*

- **Drag** PDF files into the dashed field (drag & drop).
- The **file name is the raw data sheet number (PANr)**, e.g. `RB00034.pdf` – LABsBOOK reads it from there.
- You mark a **new version** in the file name, e.g. `RB00034-03.pdf` for version 3.
- Existing files can be opened or deleted.



Tip PDF/A is recommended as the standard format for raw data sheets (long-term archiving). Preferably do not delete a PANr completely – otherwise the link to the raw data sheet would be lost for older samples.

10.2 Adjust raw data sheet

The **raw data sheet editor** determines **which sample data is printed where** on the PDF. Open [Tools](#) > [Adjust Raw Data Sheet](#) .

Raw Data Sheet Editor Finish

PDF-Vorlage (PANr): PA0001 Show

Control Field

ID: 2 Name: Batch

Output on the raw data sheet: Batch / Lot No.:

☒ active ☒ first page only

Font Size: 8

Coordinates (mm): x 10 y 45

Save

Note: For company logo and QR code, the side length corresponds to the font size.

Fields

ID	active	Name
☒ 2	☒	Batch
☐ 28	☒	COMPANY_BLOCK
☐ 17	☒	Info Material
☐ 16	☒	Info Plant

Figure 53 · Raw data sheet editor: PDF template with field markers, control field and field list

1. Choose the **PDF template (PANr)** at the top. The preview shows the position of the fields.
 2. Select a field in the **Fields** list. In the **control field** you set: *Output on the raw data sheet* (caption), **active**, **first page only**, **font size** and the **coordinates (mm) x/y**.
 3. Click Save .
- For **company logo** and **QR code**, the font size corresponds to the side length in millimetres.
 - The check box *first page only* controls whether a field is output on the first page or on all pages.
 - Further database fields or free texts can be added via *Raw data sheet fields* in the Admin tools.

10.3 Label layouts

Under **Tools** > **Label Layouts** you design the sample labels. You can switch between several label types (e.g. *Label no. 1*, *no. 2*, *no. 3* and *Equipment* labels for test equipment).

Back

Edit Label Design

Select label: **Label No. 1** Label No. 2 Label No. 3 Equipment

Current label: No. 1 (Etikett Standard)

Name/Purpose:

Etikett Standard

Label Dimensions

Label Height (mm):

55

Label Width (mm):

110

QR Code Size (mm):

20

Logo Height (mm):

20

Logo Width (mm):

26

Font Sizes & Spacing

Figure 54 · Label design: description, dimensions and further settings per label type

- **Description/purpose** of the label type, e.g. *Standard label*.
- **Dimensions** in millimetres: label height and width, QR code size as well as logo height and width.
- **Font sizes and spacing** of the individual lines.

i Note A label type is assigned to a lab in the labs (master data) and in the material.

10.4 Batch cockpit

The **batch cockpit** gives the facility and the client a **compact overview** of their batches: sample status, evaluation, release and all information on the batch. Open [Tools](#) > [Batch Cockpit](#) ; it is also available as a mobile web app.

S	Material	Batch	Origin	Date	Report Completion	Actions
	Aspirin Pipeline suspen...	ASP-2026-0926	Aspirin Production-line2 BULK	09/22/26		
	Aspirin Tablets 200 mg	ASP-2026-0922E	Aspirin Production-line2 IP	09/22/26		
	Aspirin Tablets 500 mg	ASP-2026-0922D	Aspirin Production-line1 IP	09/22/26	10/03/26	
	Aspirin Tablets 200 mg	ASP-2026-0922C	Aspirin Production-line2 BULK	09/22/26		
	Aspirin Tablets 500 mg	ASP-2026-0922B	Aspirin Production-line1 BULK	09/22/26	10/01/26	
	Aspirin Pipeline suspen...	ASP-2026-0922A	Aspirin Production-line2 IP	09/22/26	10/03/26	
	Aspirin Tablets 500 mg	ASP-2026-0823	Aspirin Production-line1 BULK	08/22/26	10/03/26	
	Aspirin Tablets 500 mg	ASP-2026-0822	Aspirin Production-line1 BULK	08/22/26		

Figure 55 · Batch cockpit: status, release, material, batch, origin and actions per sample

Element	Meaning
S	Status of the sample (symbol) in the colour of the test values : green = accepted, yellow = deviation, red = rejection.
Release	Lock green = released, red = blocked, open = not yet released.
	Retrieve the certificate of analysis (PDF).
	Print the label of the sample.
	Details and additional information on the sample.
	Open the statistics for the sample – also in direct comparison with other samples.
Filters	Days (0 = all), facility and search term.

10.5 Admin tools

The **administrator tools** bundle functions for setup and maintenance: [Tools](#) > [Admin Tools](#) .

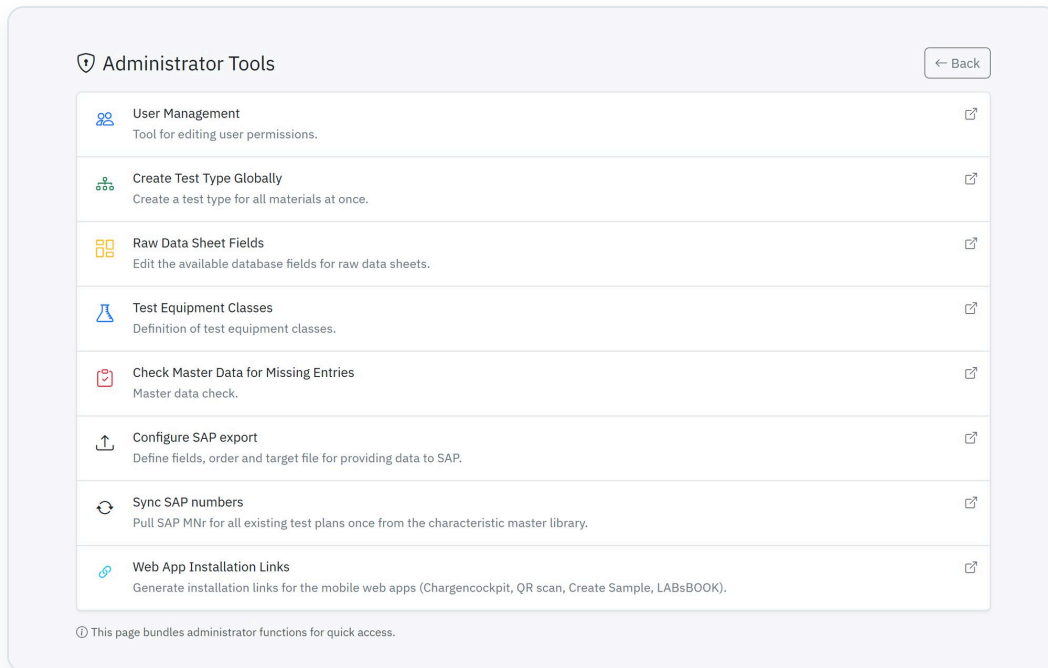


Figure 56 · Administrator tools: quick access to the administration functions

User management

Here you create **users** and control their permissions. Mandatory entries are username, password and **role** (*betrieb, labor, master, admin*). Optionally you enter first name, last name and staff ID as well as an **area (plant)** and an **area (lab)**. Without a selection for the lab, the user applies to **all labs**. The area (lab) also determines what the dialog *Print raw data sheets* shows (section 6.2).

Figure 57 · Create a new user

In the list below you switch users **active/inactive**, set a **new password** (), edit or delete them.

Create test type globally

Creates a **new test type for all materials at once** – instead of entering it separately for each material.

Figure 58 · Create test type globally

- **New test type (PART):** name of the new test type.
- **Prefer template:** if a material does not have the template test type, another existing one is used as the template automatically.
- **Create for all materials:** even if the template test type is missing. The result reports how many records were newly created.

Raw data sheet fields

Extends the list of fields offered by the raw data sheet editor – any database field or a free text can be added (administrator rights).

Figure 59 · Raw data sheet fields: create a new entry and maintain entries

- Special names: **LOGO**, **QR** and **FIRMENBLOCK**. For LOGO/QR, *font size* is the size in millimetres.
- Column **A**: *n* = page 1 only, *j* = on all pages.
- Free text: table = *TEXT* (or empty) and enter the text in the field *Field / Text*.

Test equipment classes

Test equipment classes define the property fields of test equipment and their **names** – for each class (chemical, device, solution ...) the date fields can be named appropriately.

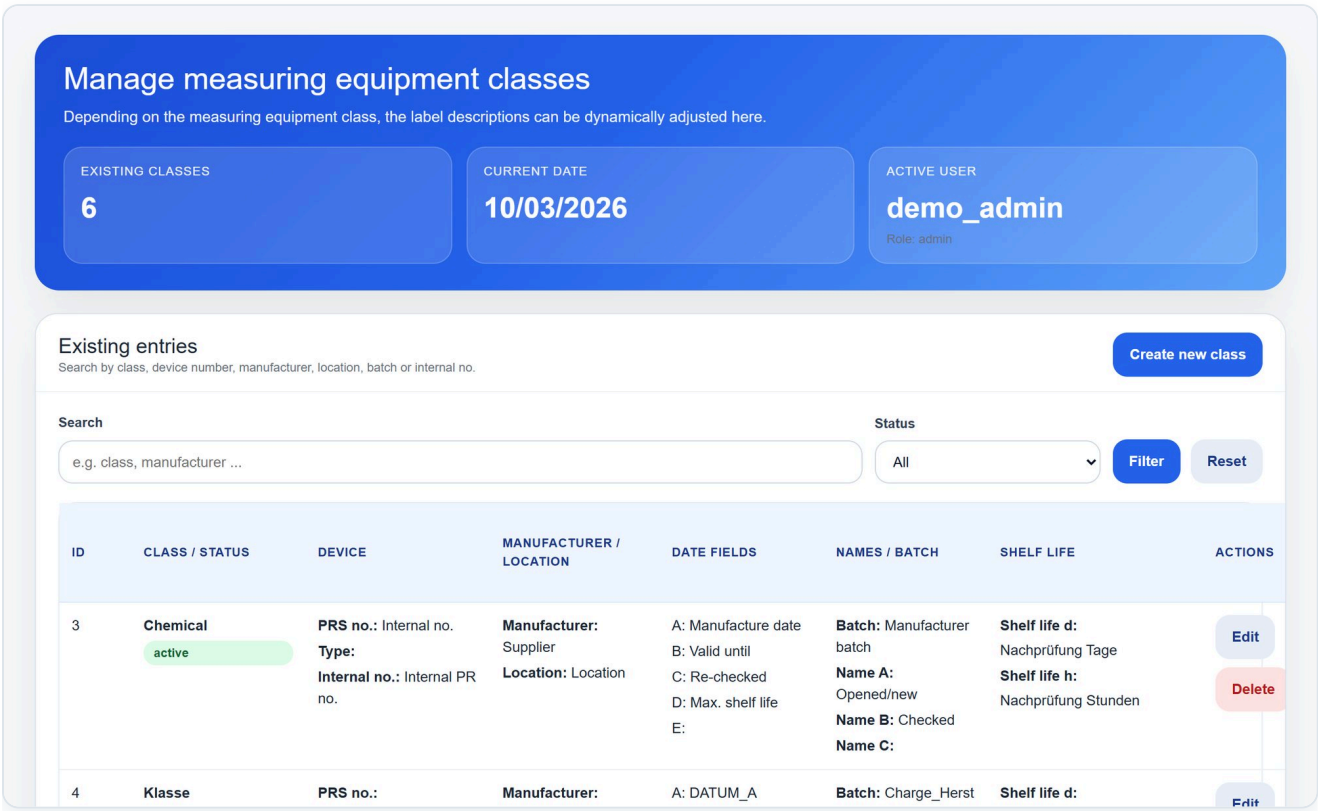


Figure 60 · Manage test equipment classes

Field	Meaning (examples)
Date A	Start date – delivery date, manufacturing date, <i>Prepared on</i> .
Date B	Date of the next action – next calibration, maintenance, <i>Valid until</i> .
Date C	Date of the re-check – <i>Calibrated on, Checked, Serviced</i> .
Date D	Maximum shelf life.
Date E	For free definition.
Daily when in use	On re-check (date C), the current date at 23:59 is copied into date B.

Check master data for missing entries

The **master data check** finds gaps before they cause problems in daily work. The tab *Resource* lists facilities/plants/sample types without complete assignment (test type, raw data sheet ...), the tab *Material* lists materials with missing entries. *Missing entries* shows only the gaps, *Show all* the complete list.

Resource

Material

Resources - Check missing entries

☒ Missing entries
 ☐ Show all

ResNr	Plant	Unit	Sample Type	Test Type	Raw data sheet	Facility-specific	Action
✓ Entries complete (no missing data).							

Figure 61 · Master data check: no missing entries

Configure SAP export

When a **test order is completed**, LABsBOOK can provide a **text file** with the sample data and the test characteristics for a **higher-level system (e.g. SAP)**. You define here which data is written in which order:

Tools > Admin Tools > Configure SAP export

↶

Configure SAP export

← Back

Here you define which fields are written to the export file when a test lot is completed (with the SAP checkbox active), in which order, and where the test characteristics are inserted.

Sync SAP numbers

Synchronizes, for all materials, the current test plan version and all additional characteristics once with the characteristic master library (SAP MNr). Useful if SAP MNr was only added later and test plans have not been edited since.

↶ Sync now

Output file

File name

sap_export.txt

The sample number is automatically appended to the file name (e.g. sap_export_P000123.txt).

Path

sap_export

✓ Check path

Empty = folder "sap_export" in the application directory (where index.php is located). Relative path (e.g. export/sap) = relative to the application directory. Absolute path (e.g. /var/sap_export or C:\TEMP) = directory on the server. The server can only write to its own directories; a folder on your PC is only reachable if the application runs locally (localhost).

Fields & order

Check the fields to export. Drag rows by the handle to set the order. The "Test data" row determines where the test characteristics are inserted.

	Active	Field
⋮	☒	Probennummer
⋮	☒	Chargen Nr
⋮	☐	Status
⋮	☒	ErDatum

Figure 62 · Configure SAP export: output file, target path with check, fields and order

Output file and path

- **File name:** the sample number is appended automatically, e.g. `sap_export_P000123.txt`. Every sample therefore produces its own file.
- **Path:** *empty* = folder `sap_export` in the program directory (where `index.php` is located). A **relative path** (e.g. `export/sap`) applies from the program directory; an **absolute path** (e.g. `/var/sap_export`) is a directory on the server.
- The server can only write to **its own directories**. A folder on your PC can only be reached if LABsBOOK runs locally (localhost).
- `Check path` creates the directory if necessary, writes a test file and reports the result including the **path actually used**.

⚠ Caution If the target folder lies inside the program directory, LABsBOOK creates an `.htaccess` file so that the export files **cannot be retrieved via the browser**. If the system is to fetch the files via HTTP, delete this file deliberately. If write permissions are missing on Linux, the check names the web server user and the matching `chown` command.

Fields and order

In the list **Fields & order**, tick which fields of the sample are exported (all fields of the journal table are available). Drag the rows by the **handle symbol** into the desired order. The row **Test data** determines **where the test characteristics** appear in the file.

This is what a file looks like – one line `field=value` per sample field, the test characteristics as `SAP MNr;characteristic;value;unit`. The field names are those of the journal database and are therefore in German:

```
Probnummer=P000002
SAPM001;Assay (Acetylsalicylic Acid);99.8;%
SAPM002;Dissolution Rate;85.0;% (Q)
Status=abgeschlossen
MaterialNr=M0001
```

When is the export written?

1. For the material, **Provide for SAP** is set (default) – or you tick the **SAP** check box in result entry for this one sample.
2. On **completion** of the test order LABsBOOK writes the file. The result is shown as a **tick** or **cross** behind **SAP**.
3. Only test characteristics for which the **SAP MNr** is filled are exported.

💡 Tip You maintain the SAP MNr once for the **test characteristics**; it is taken over automatically into new test plan versions. For existing plans, use the **SAP number sync** (next section).

Sync SAP numbers

If the SAP MNR was only entered **later** in the test characteristic library, the existing test plans do not carry it yet. **Sync now** pulls the SAP MNR **once for all materials** (current plan version) and all additional characteristics from the library – without having to open every plan individually. The result states the number of characteristics synchronised.

The sync matches via the characteristic ID; if it is missing (e.g. in copied databases), it matches via the **characteristic name**.

Web app installation links

Generates the **installation links** of the mobile web apps (see next chapter). Enter the **base URL** (domain or IP) – the currently used address is pre-filled – and click **Generate Links**. The links can be **copied to the clipboard** and sent e.g. by email.

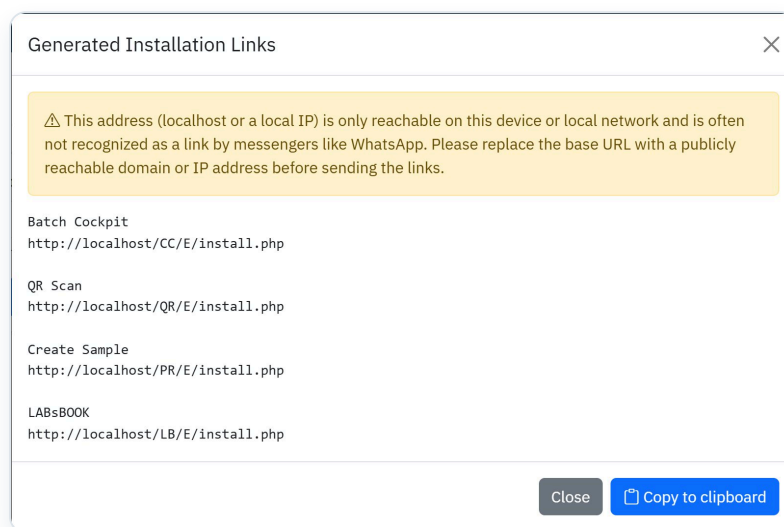


Figure 63 · Generated installation links for batch cockpit, QR scan, create sample and LABsBOOK

Caution An address such as `localhost` or a local IP can only be reached on your own device or in the local network. For sending, use a **domain or IP address that is reachable from outside**.

10.6 Manual

The menu item **Tools** > **LABsBOOK Manual** opens this manual as a PDF – in the **selected language** (German, English or Serbian).

11

Mobile web apps

LABsBOOK on smartphone and tablet: create samples, scan QR codes and track batches.

For work on site there are **web apps** that can be installed on the home screen like normal apps – without an app store. They use the same database as the journal; changes are visible everywhere immediately.

Web app	Purpose	Typical user
Create sample	Record samples directly at the sampling point; the label can be printed immediately.	Facility / client
QR scan	Scan the sample label: the sample is checked in at the lab; test equipment can also be scanned and assigned.	Lab
Batch cockpit	Track batches with status, evaluation and release; retrieve the certificate as a PDF.	Facility / client
LABsBOOK	The complete journal as an installable app.	everyone

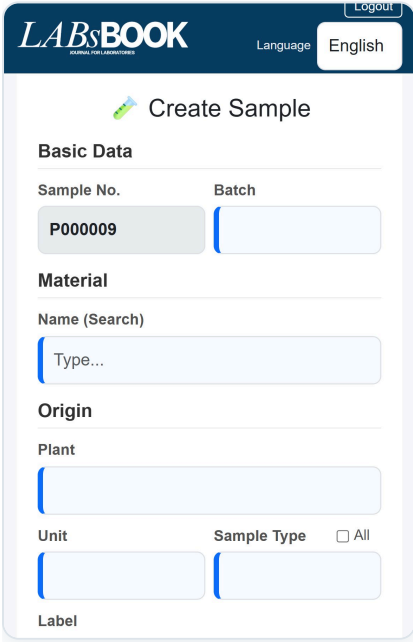


Figure 64 · Create sample

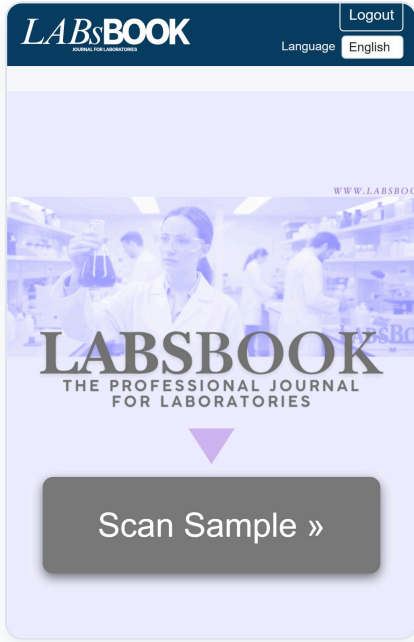


Figure 65 · QR scan

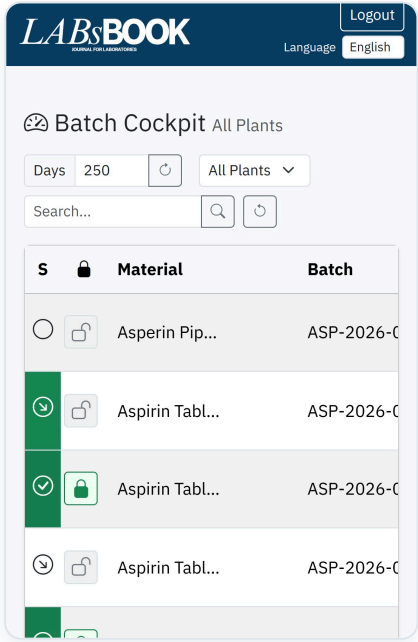


Figure 66 · Batch cockpit

11.1 Installation

1. An administrator generates the links under [Tools](#) > [Admin Tools](#) > [Web App Installation Links](#) and distributes them.
2. The user opens the **link on the smartphone** (Android/Windows: Chrome or Edge). The page guides through the installation with an illustrated guide.
3. Tap **Install** – the app appears on the home screen and from then on starts like a normal app.

4. Log in as in the journal; the language can be chosen at the top right.



Tip The smartphone camera is enough for QR codes – **no additional hardware** is needed.

11.2 Assigning test equipment by QR scan

The QR scan app handles the assignment of test equipment in two steps:

1. Scan the **QR code of the sample**. All test equipment scanned afterwards is assigned to this sample. Confirm with ; opens the batch cockpit, returns to the start.
2. Scan the **QR codes of the test equipment**: assigns, skips, confirms a recalibration.



Roles and permissions

What each role may see and do.

Enabling is done via the user's **role** (see User management). Functions that are not enabled appear greyed out.

Function	betrieb	labor	master	admin
View, search and filter the journal	✓	✓	✓	✓
Create new sample, label, retrieve certificate of analysis	✓	✓	✓	✓
View statistics and test equipment	✓	✓	✓	✓
Lab intake, lab completed	–	✓	✓	✓
Print raw data sheet (PA)	–	✓	✓	✓
Enter and save test results	–	✓	✓	✓
Evaluation, justification, SAP, complete, edit test scope	–	–	✓	✓
QR scan in the menu	–	–	✓	✓
Edit or delete a sample	–	–	✓	✓
Master data and tools (incl. admin tools)	–	–	✓	✓
Reopen a completed test order	–	–	–	✓



Note In addition, a user can be restricted to one lab via **Area (lab)**: in result entry they then only see the characteristics of that lab, and when printing raw data sheets only those of that lab.



Symbol overview

All important symbols and colours at a glance.

Lab status (journal)

● registered ⬇ in progress ✓ completed

Test result status and release (lock column)

In progress
 Accepted
 Deviation
 Rejection
 Assign test type
 No test plan
 Release empty
 Released
 Blocked

Values in result entry

✓ Accepted **w** Deviation ✗ Rejection **S** no value yet

SAP export

✓ File written ✗ Error

Menu bar

Create new sample	Lab intake
Lab completed	QR scan
Result entry	Test order overview
Print label	Raw data sheet (PA)
Analysis certificates	Test equipment
Master data	Statistics
Tools	Edit sample
Delete sample	Change log



Glossary

The most important terms from A to Z.

Term	Meaning
Accepted	All values lie within the limits.
Audit trail	Complete logging of changes (time, user, old and new value).
Auto-complete	Input aid: matching suggestions appear while you type.
Batch	Batch/lot number of the sender for the sample.
Deviation	A value lies outside the warning limits but within the release limits.
Journal	The start page of LABsBOOK with the sample table.
LIMS	Laboratory Information Management System – a system for managing laboratory data.
Open raw data sheet	Raw data sheet of a sample <i>In Progress</i> that has not been printed yet – counted per sample and lab.
PA / raw data sheet	PDF form for manual data entry in the lab; the PANr is its number.
Plausibility limit	Limits for sensible entries – outside them a warning appears.
Rejection	A value lies outside the release limits.
Release	Manual decision on the batch: <i>released</i> or <i>blocked</i> .
Release limit	Decision limit for acceptance or rejection.
Result sheet	Form generated by LABsBOOK per sample with the test characteristics of one lab – alternative to the raw data sheet (tick <i>Result sheet</i> in the label assignment).
ResNr	Resource number: unique combination of facility, plant and sample type.
Sample	A single laboratory sample with a unique sample number.
Sample type	Standardised type of sampling (e.g. BULK, IP).
SAP MNr	SAP characteristic number of a test characteristic; prerequisite for the SAP export.
Test characteristic	A single test with unit, standard and limits.
Test order (test lot)	Electronic order for result entry; carries the same number as the sample.
Test plan	Which test characteristics with which limits belong to material and test type – versioned.
Test type (PART)	Type of test of a material, e.g. <i>Standard</i> , <i>In-process</i> , <i>Bulk</i> .

Term	Meaning
Warning limit	Limit for marking a deviation (inside the release limit).



Initial setup checklist

From an empty installation to the first complete run.

Recommended order: **raw data sheets** → **basic settings** → **labs** → **material and plants** → **test characteristics and test plans** → **labels**. Then, when the first sample is created, raw data sheet, test plan and label are already available.

Step	Where
☐ System provided and reachable (browser, printer)	—
☐ Users created and roles assigned	Tools › Admin Tools › User Management
☐ Raw data sheets prepared, uploaded, fields positioned	Tools › Upload / Adjust Raw Data Sheet
☐ Company logo, address, certification text and display settings maintained	Master Data › Company & Basic Settings
☐ Labs created (up to four) with label type	Master Data › Manage labs
☐ Material incl. test types created; label and raw data sheet or result sheet assigned per lab	Master Data › Material
☐ Facilities, plants, sample types (ResNr) created	Master Data › Plants
☐ Test characteristics created (if applicable with SAP MNR); test plans created	Master Data › Test Characteristics / Test Plans
☐ Label layouts defined, test print carried out	Tools › Label Layouts
☐ Master data check without missing entries	Tools › Admin Tools
☐ Test sample created, label scanned, raw data sheet printed	Lab / Print
☐ Results entered, completed, release set, certificate checked	Test Results / Print
☐ Statistics and export tested; SAP export and web app links set up if applicable	Statistics / Admin Tools



Menu overview

All menu items of the menu bar at a glance.

Lab

- Create New Sample
- Lab intake
- Lab completed
- QR Scan

Test Results

- Result Entry
- Test Order Overview

Print

- Print Label
- Print raw data sheet (PA)
- Analysis Certificates

Test Equipment

- Test Equipment Management
- Test Equipment Assignment

Master Data

- Company & Basic Settings
- Material
- Plants
- Test Plans
- Test Characteristics
- Manage labs
- Turbo Master Data

Statistics

- Statistics/Test Results
- Balance
- Limit Value Analysis
- Processing Time

Tools

- Upload Raw Data Sheets (PDF)
- Adjust Raw Data Sheet
- Label Layouts
- Batch Cockpit
- Admin Tools
- LABsBOOK Manual

Admin Tools

- User Management
- Create Test Type Globally
- Raw Data Sheet Fields
- Test Equipment Classes
- Check Master Data for Missing Entries
- Configure SAP export
- Sync SAP numbers
- Web App Installation Links