Australian Laboratory Services

Webtrieve™

User Guide

Contents

General

Webtrieve^{TM} has been developed by ALS to provide clients another service which makes project management easier. Being a direct link to the ALS StarLIMS data base allows users real-time access to their data and a complete source of work order history. This manual has been developed to assist in navigating the website and to provide the user the knowledge to fully utilise this powerful tool.

Webtrieve^{TM} has a number of key features:

- Real-time internet access to analytical results
- Remote downloading of analytical reports
- Access to QC results
- Tools for data management such as merging multiple work orders and comparison of results against guidelines.
- Access to analytical method summaries
- Online sample container requests
- Online quotation requests
- Online dispatch notices

Webtrieve^{TM} is fully supported by ALS Administrators and has a number of online help functions to make use of the service user friendly. There are a number of security features associated with the use of the website which need to be understood before starting. These are outlined in “Account and User Management” and the “Terms and Conditions” sections of the manual. Should the user have any problems with service, please contact ALS customer service.

Accounts and User Management

Security

ALS Environmental has taken precaution to secure the site against unauthorized access however the user must recognize that there are inherent security risks in using the Internet to transmit data. It is important to recognise however, the data access via the Webtrieve™ site is strictly read only and no modification to any data stored on ALS servers can be modified. The Security of data is primarily controlled by a users email address and password and hence the password needs to be kept strictly confidential (refer to "Information on Passwords"). Access to website is controlled by ALS administrators and authorization to access data is obtained from Client Administrators.

Client Administrators

Access to ALS Webtrieve™ is strictly controlled by ALS Administrators who can only grant access to approved users.
Access is approved by ALS Administrators gaining permission in writing from the nominated Client Administrator of the users company.
By using Webtrieve™, a client can view their work order data and download reports but cannot alter any data. Data is kept secure at ALS and all access is strictly read only.

Access Levels

Webtrieve™ allows for three levels of access:

- All work orders for the client – this allows a user to see all work orders for the client Australia wide[1].
- All work orders for this office – this allows a user to see all work orders for this clients office only.
- All work orders for this user – this allows a user to see only the work order which have their email on the original work order delivery.

It will be at the discretion of senior management at the users company to determine which level of access you receive.

Information on Passwords

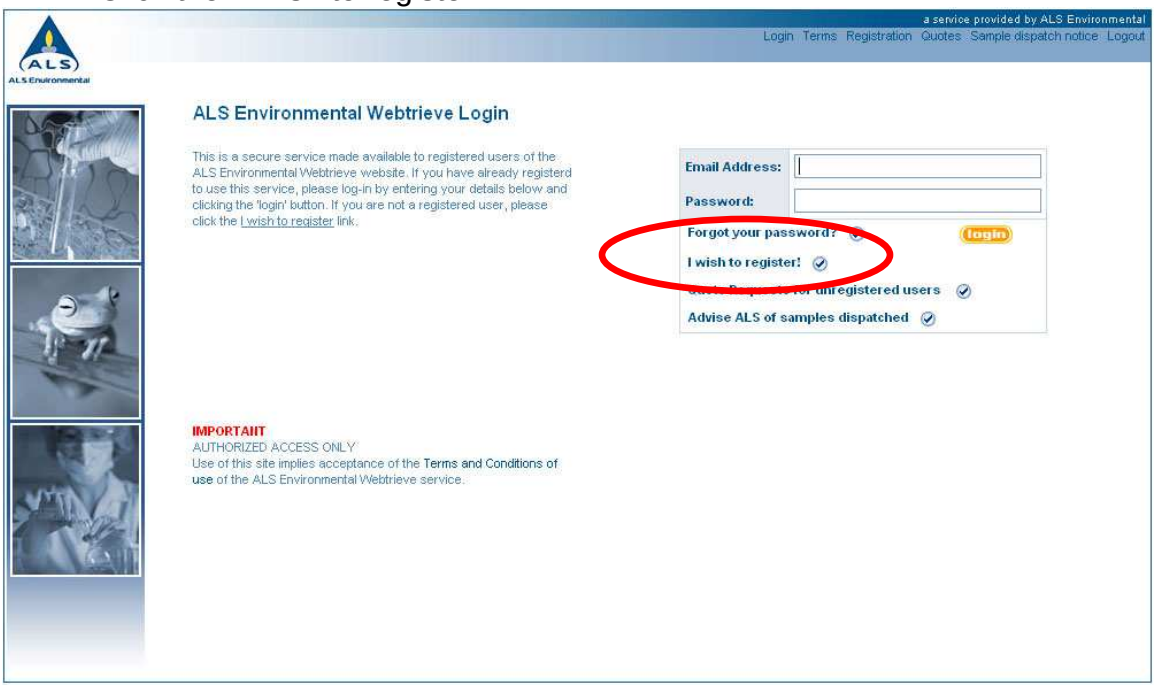
The security of passwords is the sole responsibility of the user. Webtrieve™ requires both the correct email address and password to access the database. With both of these pieces of information a user can access data from anywhere there is internet access. It is therefore important for the user to keep their password strictly confidential.
Forgotten your Password?
When requesting access, you will be able to provide a password hint as part of your details. Should you forget your password, this hint can be emailed to your specified email address by clicking the "Forgot your password?" link on the Home page.

Requesting a Login Account

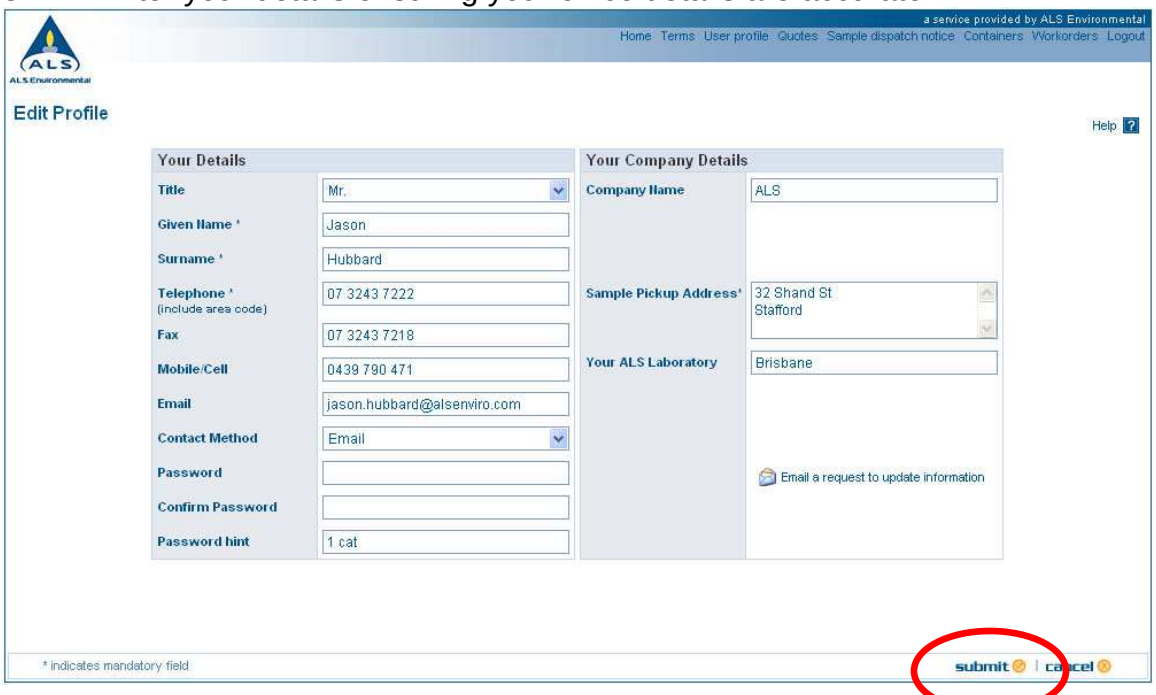
1. Firstly go to the ALS Webtrieve™ Home website at:

https://envirowebtrieve.alsenviro.com

2. Click the “I wish to register” Link



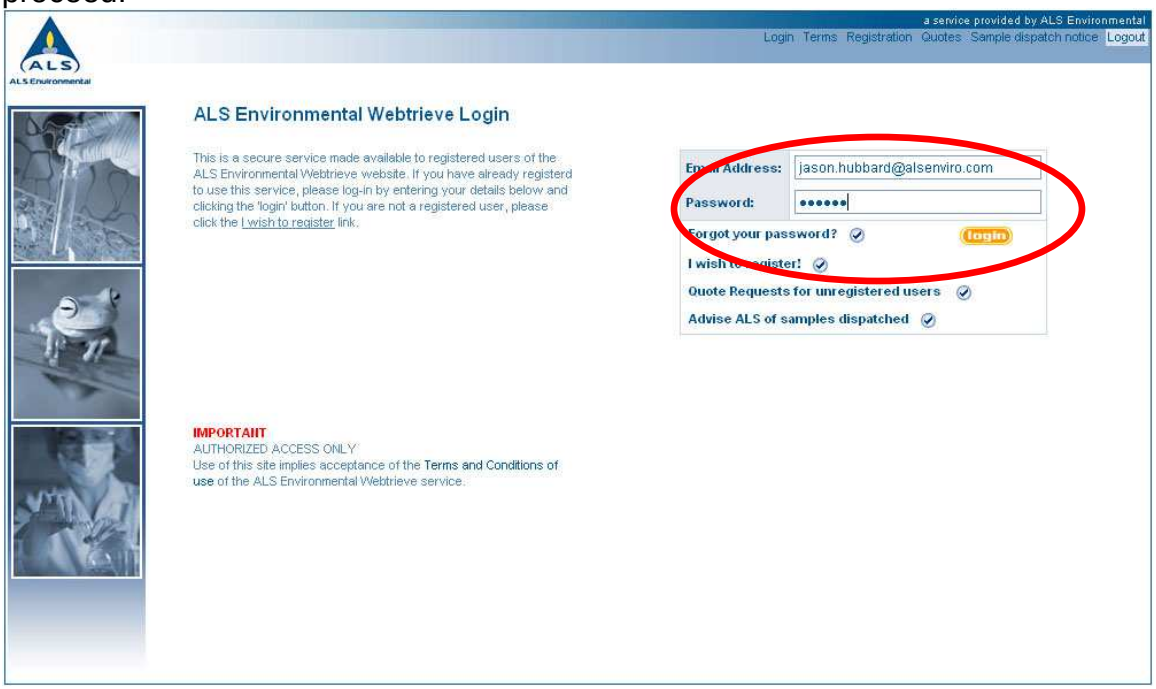
3. Enter your details ensuring your office details are accurate.



4. Submit your request by clicking “Submit”

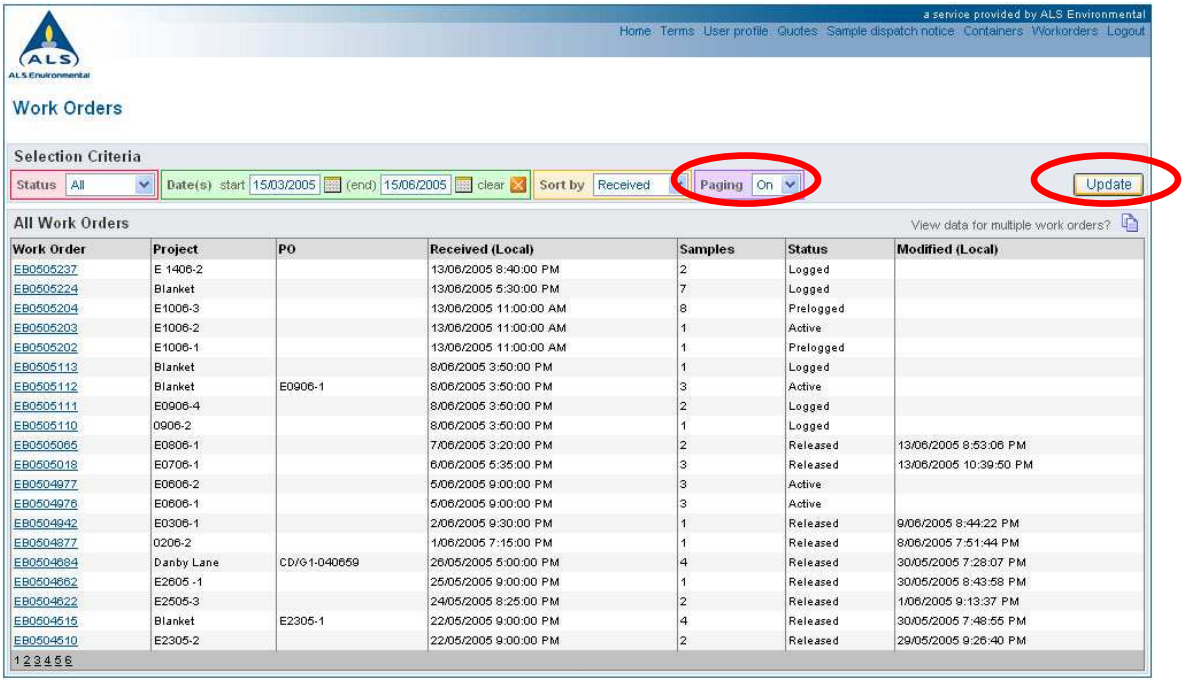
Logging in

To login, enter your registered email address and password. Click login to proceed.



Viewing work orders

Upon logging in, you will be sent to the Work Order page. Work Orders will be listed and displayed in descending Work Order Number. Work Orders can be displayed either in page view or can be listed and scrolled through by changing the “Page” function from “On” to “Off”. All page changes are activated by the “Update” button.



Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
EB0505110	0906-2		8/06/2005 3:50:00 PM	1	Logged	
EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
EB0504877	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM
EB0504684	Danby Lane	CD/G1-040659	26/05/2005 5:00:00 PM	4	Released	30/05/2005 7:28:07 PM
EB0504662	E2605 -1		25/05/2005 9:00:00 PM	1	Released	30/05/2005 8:43:58 PM
EB0504622	E2505-3		24/05/2005 8:25:00 PM	2	Released	1/06/2005 9:13:37 PM
EB0504515	Blanket	E2305-1	22/05/2005 9:00:00 PM	4	Released	30/05/2005 7:48:55 PM
EB0504510	E2305-2		22/05/2005 9:00:00 PM	2	Released	29/05/2005 9:26:40 PM

1 2 3 4 5 6

Work Order Status

Both Complete and Incomplete Work Orders may be viewed and sorted. Complete or Released work orders will have full results available for viewing and reports may be downloaded.

Incomplete work orders may or may not have data available for viewing as this will depend whether on of the ALS NATA signatories has authorised the data. There are a number of work order status types for incomplete work orders. Most of these have no relevance to the user as they refer to internal movements in the laboratory. The most important status for Webtrieve™ users is recognise is the “Active” status. “Active” status reflect the work order being processed in various area of the laboratory therefore preliminary results may be available to view (refer to section “Work Order Results – Incomplete Work Orders”).

Sort Functions

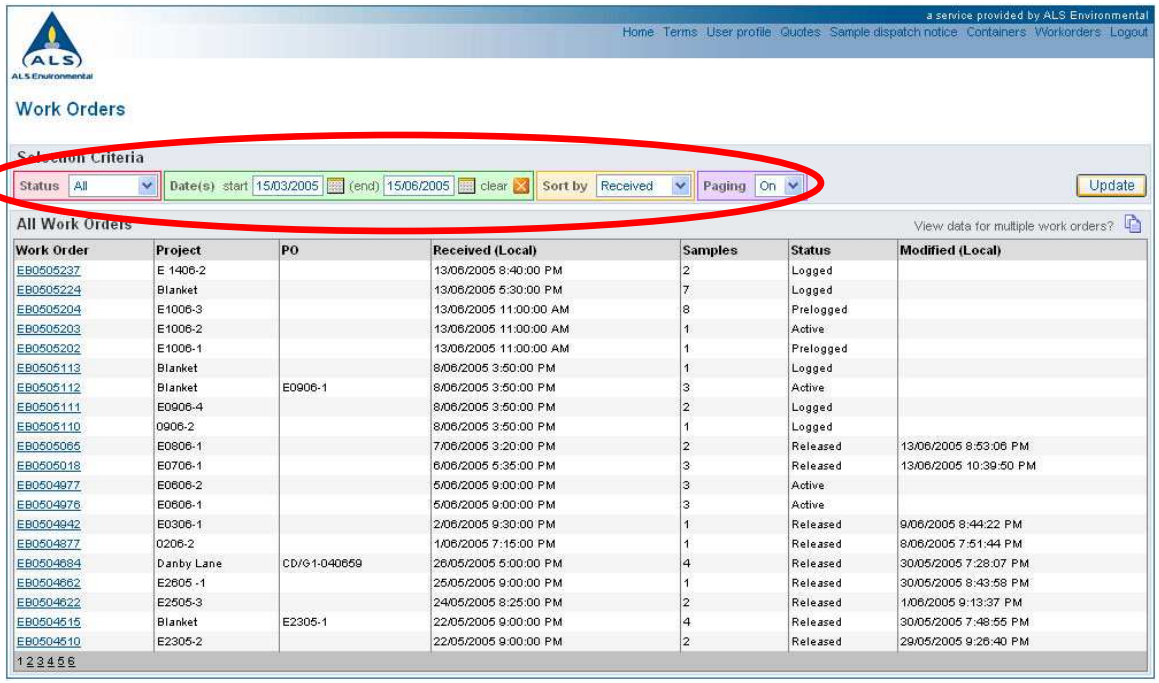
A number of different sort mechanisms are available to help find your target work order.

These include:

- Work Order Status: All, Complete or Incomplete
- Date Received by the Lab
- Sort Descending by: ALS Work Order Number, Client Project, Received Date, Status & Released

By Selecting from these drop-down menus, work orders can be sorted to assist finding and collating data.

Sort Drop-Down Menus:



Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
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EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
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EB0504877	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM
EB0504684	Danby Lane	CD/G1-040659	26/05/2005 5:00:00 PM	4	Released	30/05/2005 7:28:07 PM
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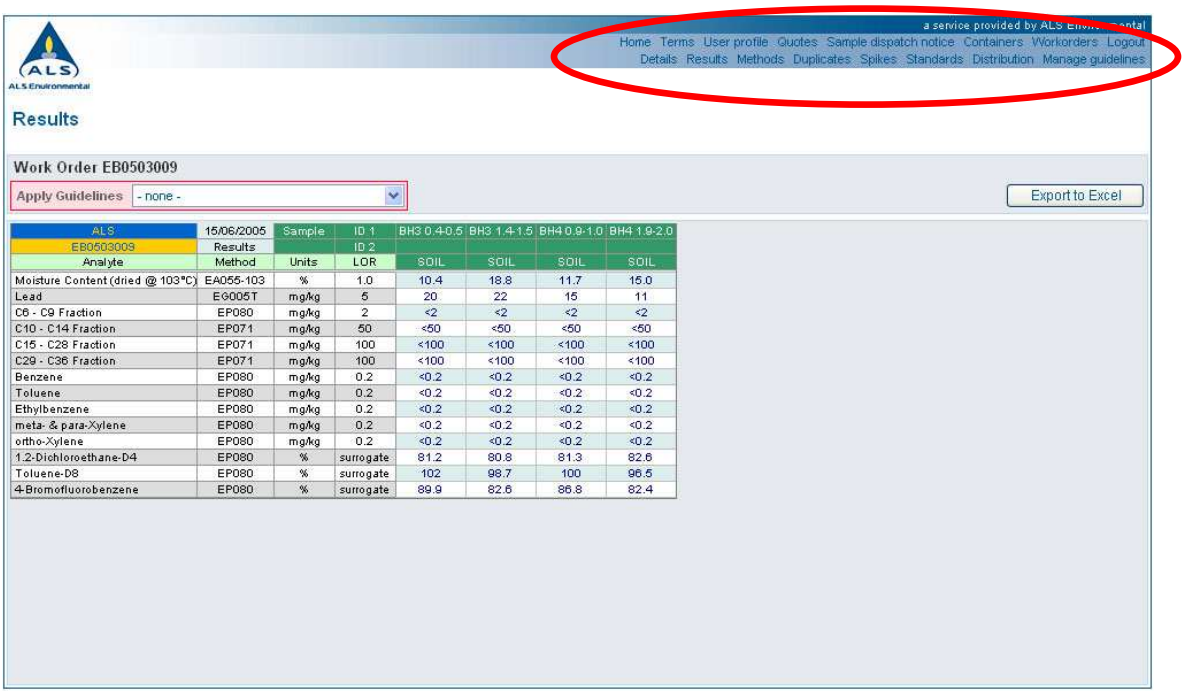
EB0504515	Blanket	E2305-1	22/05/2005 9:00:00 PM	4	Released	30/05/2005 7:48:55 PM
EB0504510	E2305-2		22/05/2005 9:00:00 PM	2	Released	29/05/2005 9:26:40 PM

1 2 3 4 5 6

Work Order Results - Complete

Work Order results can be accessed by simply clicking the work order number and the automatic link will pull up the results.
Once in this screen, all the details pertinent to this Work Order are accessible through the top right hand menu bar.

Work order results and Menu Bar:

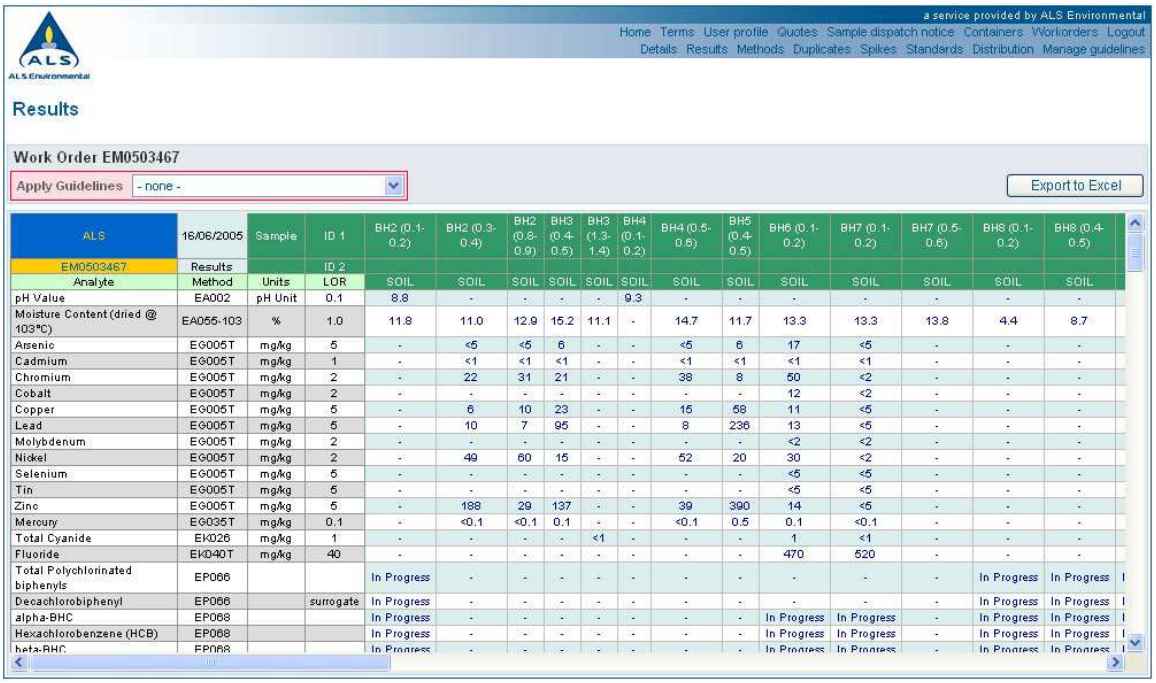


ALS	15/06/2005	Sample	ID 1	BH3 0.4-0.5	BH3 1.4-1.5	BH4 0.9-1.0	BH4 1.9-2.0
EB0503009	Results		ID 2				
Analyte	Method	Units	LOR	SOIL	SOIL	SOIL	SOIL
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	10.4	18.8	11.7	15.0
Lead	EG005T	mg/kg	5	20	22	15	11
C6 - C9 Fraction	EP080	mg/kg	2	<2	<2	<2	<2
C10 - C14 Fraction	EP071	mg/kg	50	<50	<50	<50	<50
C15 - C28 Fraction	EP071	mg/kg	100	<100	<100	<100	<100
C29 - C36 Fraction	EP071	mg/kg	100	<100	<100	<100	<100
Benzene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
Toluene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
Ethylbenzene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
meta- & para-Xylene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
ortho-Xylene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
1,2-Dichloroethane-D4	EP080	%	surrogate	81.2	80.8	81.3	82.6
Toluene-D8	EP080	%	surrogate	102	98.7	100	96.5
4-Bromofluorobenzene	EP080	%	surrogate	89.9	82.6	86.8	82.4

Work Order Results – Incomplete Work Orders

It is possible to view Authorized results for uncompleted work orders through Webtrieve^{TM}. Results will only be able to be viewed once an ALS NATA signatory has authorized the results. Results which are yet to be authorized will have “In Progress” or “IP” in the results grid.

Incomplete work order:



a service provided by ALS Environmental

Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout
Details Results Methods Duplicates Spikes Standards Distribution Manage guidelines

Results

Work Order EM0503467

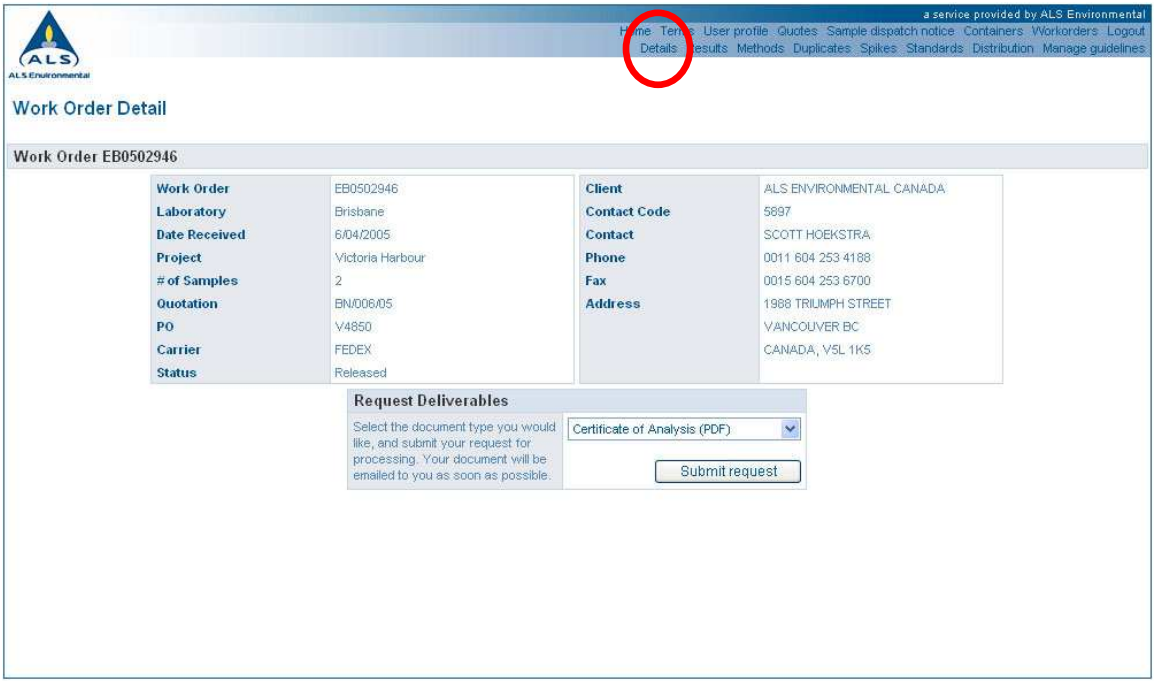
Apply Guidelines - none -

Export to Excel

ALS	16/06/2005	Sample	ID 1	BH2 (0.1-0.2)	BH2 (0.3-0.4)	BH2 (0.8-0.9)	BH3 (0.4-0.5)	BH3 (1.3-1.4)	BH4 (0.1-0.2)	BH4 (0.5-0.6)	BH5 (0.4-0.5)	BH6 (0.1-0.2)	BH7 (0.1-0.2)	BH7 (0.5-0.6)	BH8 (0.1-0.2)	BH8 (0.4-0.5)
EM0503467	Results		ID 2													
Analyte	Method	Units	LOR	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL
pH Value	EA002	pH Unit	0.1	8.8	-	-	-	-	9.3	-	-	-	-	-	-	-
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	11.8	11.0	12.9	15.2	11.1	-	14.7	11.7	13.3	13.3	13.8	4.4	8.7
Arsenic	EG005T	mg/kg	5	-	<5	<5	6	-	-	<5	6	17	<5	-	-	-
Cadmium	EG005T	mg/kg	1	-	<1	<1	<1	-	-	<1	<1	<1	<1	-	-	-
Chromium	EG005T	mg/kg	2	-	22	31	21	-	-	38	8	50	<2	-	-	-
Cobalt	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	12	<2	-	-	-
Copper	EG005T	mg/kg	5	-	6	10	23	-	-	15	58	11	<5	-	-	-
Lead	EG005T	mg/kg	5	-	10	7	95	-	-	8	236	13	<5	-	-	-
Molybdenum	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	<2	<2	-	-	-
Nickel	EG005T	mg/kg	2	-	49	60	15	-	-	52	20	30	<2	-	-	-
Selenium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	<5	<5	-	-	-
Tin	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	<5	<5	-	-	-
Zinc	EG005T	mg/kg	5	-	188	29	137	-	-	39	390	14	<5	-	-	-
Mercury	EG035T	mg/kg	0.1	-	<0.1	<0.1	0.1	-	-	<0.1	0.5	0.1	<0.1	-	-	-
Total Cyanide	EK026	mg/kg	1	-	-	-	-	<1	-	-	-	1	<1	-	-	-
Fluoride	EK040T	mg/kg	40	-	-	-	-	-	-	-	-	470	520	-	-	-
Total Polychlorinated biphenyls	EP066			In Progress	-	-	-	-	-	-	-	-	-	-	In Progress	In Progress
Decachlorobiphenyl	EP066		surrogate	In Progress	-	-	-	-	-	-	-	-	-	-	In Progress	In Progress
alpha-BHC	EP068			In Progress	-	-	-	-	-	-	-	In Progress	In Progress	-	In Progress	In Progress
Hexachlorobenzene (HCB)	EP068			In Progress	-	-	-	-	-	-	-	In Progress	In Progress	-	In Progress	In Progress
beta-BHC	EP068			In Progress	-	-	-	-	-	-	-	In Progress	In Progress	-	In Progress	In Progress

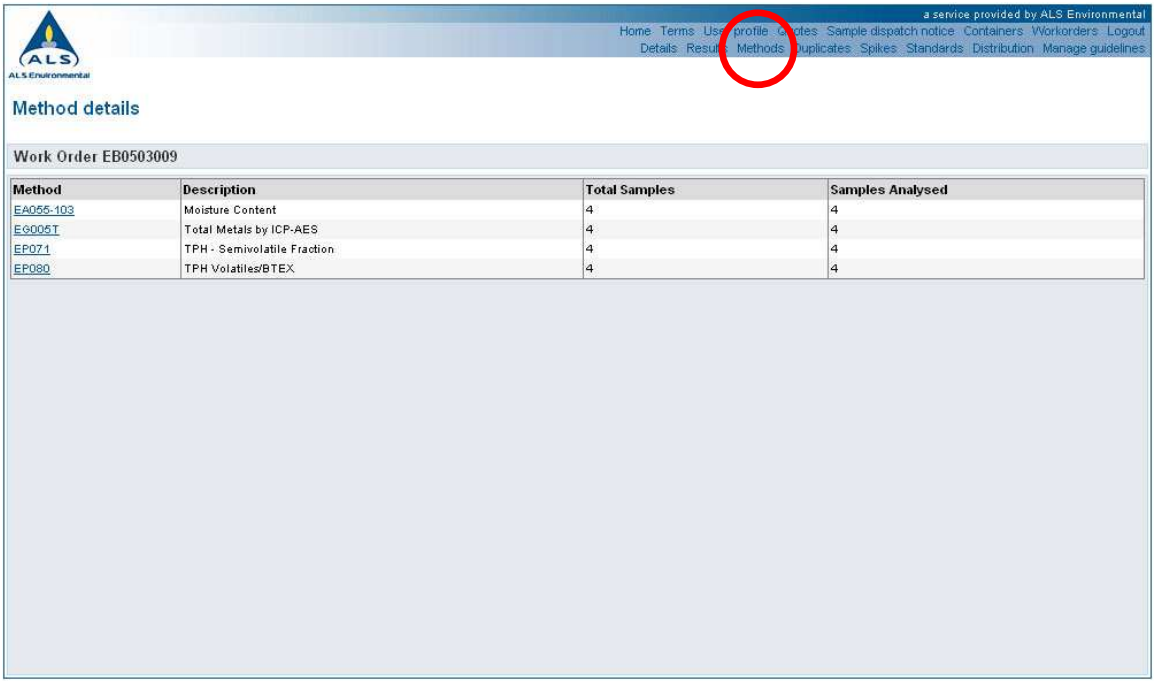
Work Order Details

The details of the batch including Project and Client Details are accessible through the “Details” link in the Menu.

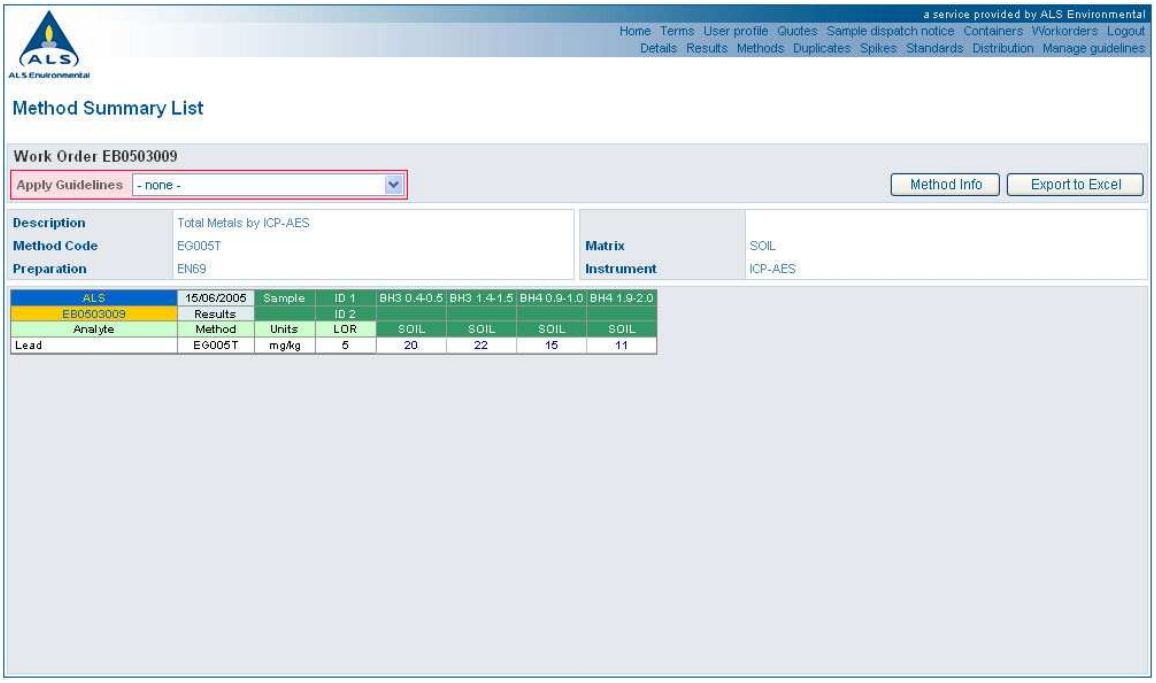


Work Order Methods

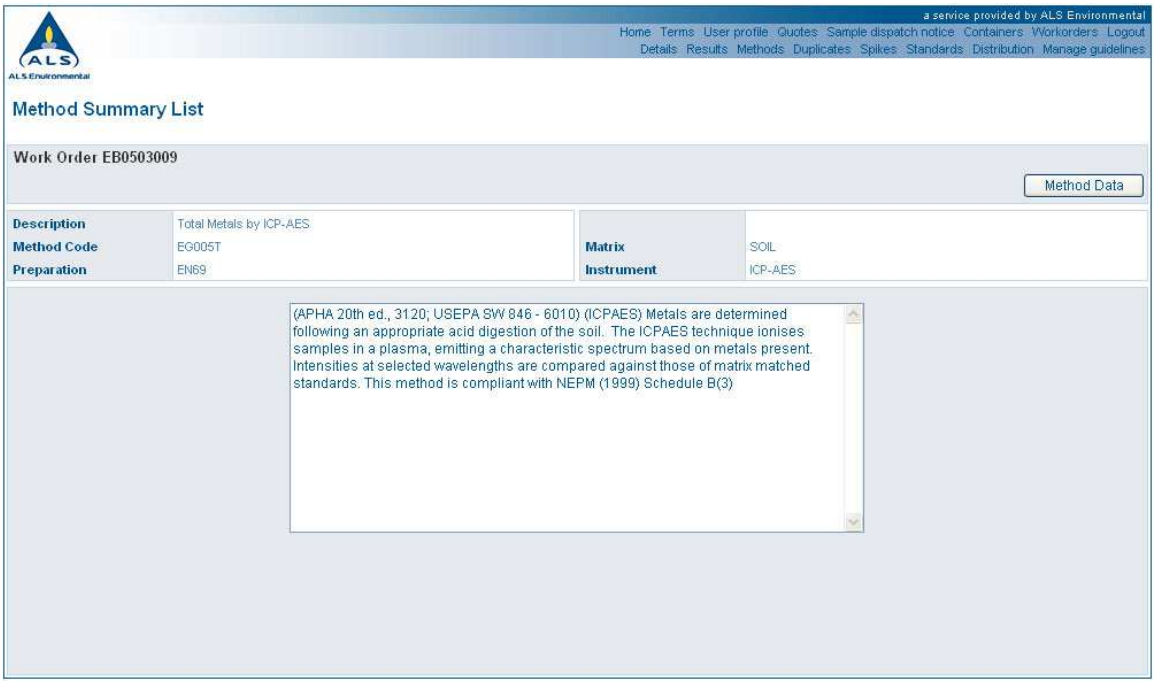
Method information can be accessed through the “Methods” link. The first screen will be a summary of the method numbers used for the entire work order.



The results for this method are displayed by following the method code link.



The method summary can then be displayed by clicking the “Method Info” button.

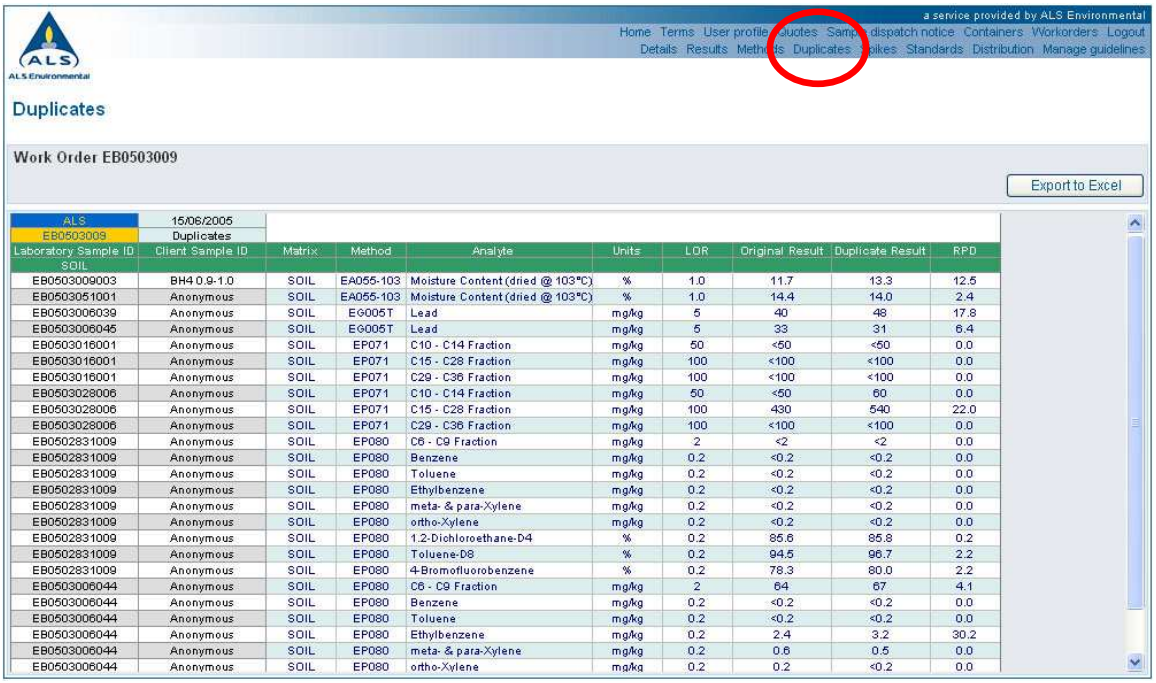


Work Order QC

The QC results for the Work Order can be accessed through the Menu bar. The options are:

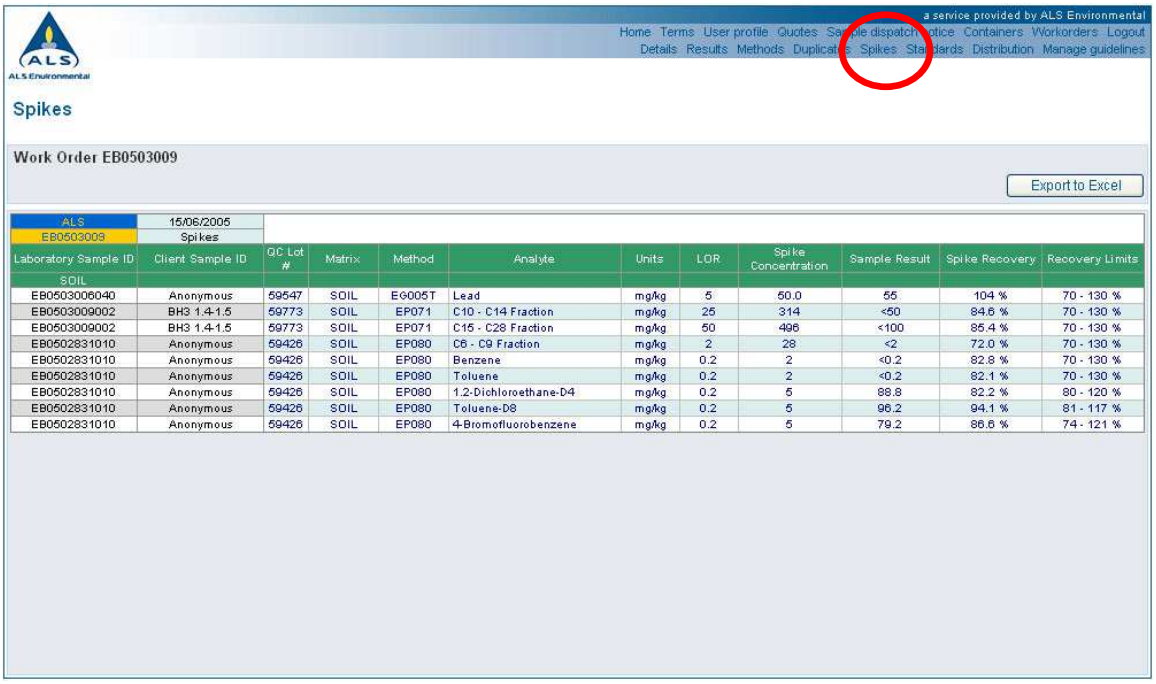
- Duplicates – this displays the duplicate results for the analysis and the percent reproducibility (RPD)
- Spikes – this displays the matrix spike recoveries along with the recovery limits
- Standards – this displays the Blank results and the Laboratory Control Standard (LCS) results and recovery limits.

Duplicates Display



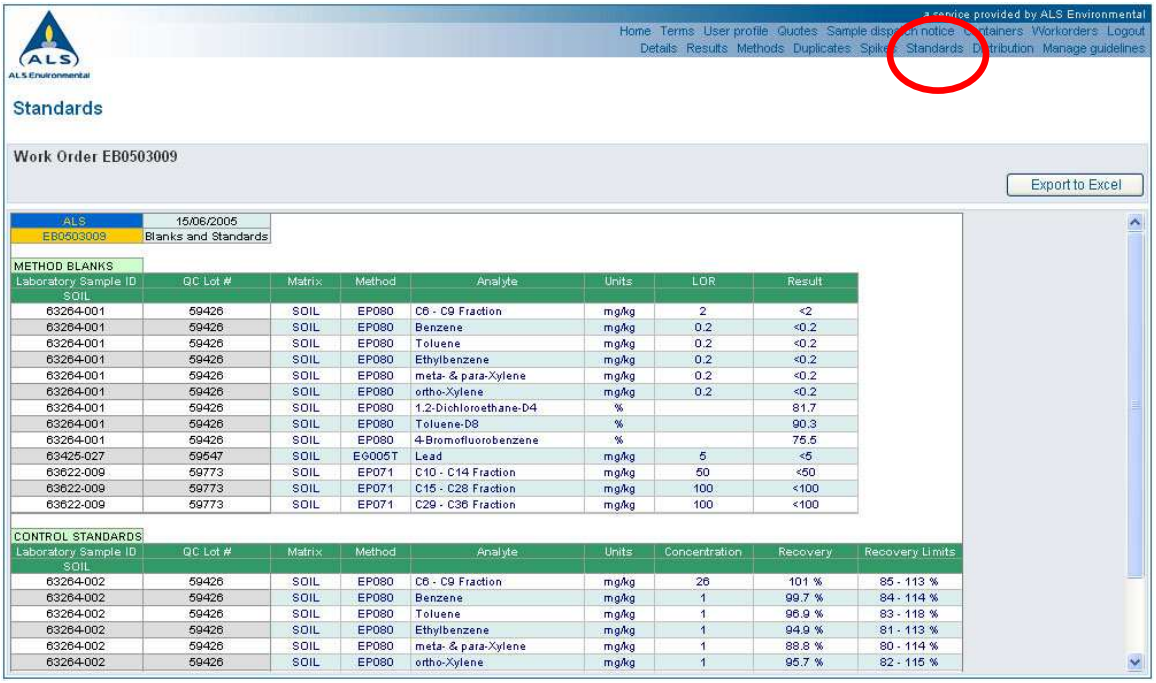
ALS	15/06/2005								
EB0503009	Duplicates								
Laboratory Sample ID	Client Sample ID	Matrix	Method	Analyte	Units	LOR	Original Result	Duplicate Result	RPD
SOIL									
EB0503009003	BH4 0.9-1.0	SOIL	EA055-103	Moisture Content (dried @ 103°C)	%	1.0	11.7	13.3	12.5
EB0503051001	Anonymous	SOIL	EA055-103	Moisture Content (dried @ 103°C)	%	1.0	14.4	14.0	2.4
EB0503006039	Anonymous	SOIL	EG005T	Lead	mg/kg	5	40	48	17.8
EB0503006045	Anonymous	SOIL	EG005T	Lead	mg/kg	5	33	31	6.4
EB0503016001	Anonymous	SOIL	EP071	C10 - C14 Fraction	mg/kg	50	<50	<50	0.0
EB0503016001	Anonymous	SOIL	EP071	C15 - C28 Fraction	mg/kg	100	<100	<100	0.0
EB0503016001	Anonymous	SOIL	EP071	C29 - C36 Fraction	mg/kg	100	<100	<100	0.0
EB0503028006	Anonymous	SOIL	EP071	C10 - C14 Fraction	mg/kg	50	<50	60	0.0
EB0503028006	Anonymous	SOIL	EP071	C15 - C28 Fraction	mg/kg	100	430	540	22.0
EB0503028006	Anonymous	SOIL	EP071	C29 - C36 Fraction	mg/kg	100	<100	<100	0.0
EB0502831009	Anonymous	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	<2	<2	0.0
EB0502831009	Anonymous	SOIL	EP080	Benzene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	Toluene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	Ethylbenzene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	meta- & para-Xylene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	ortho-Xylene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	1,2-Dichloroethane-D4	%	0.2	85.6	85.8	0.2
EB0502831009	Anonymous	SOIL	EP080	Toluene-D8	%	0.2	94.5	96.7	2.2
EB0502831009	Anonymous	SOIL	EP080	4-Bromofluorobenzene	%	0.2	78.3	80.0	2.2
EB0503006044	Anonymous	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	64	67	4.1
EB0503006044	Anonymous	SOIL	EP080	Benzene	mg/kg	0.2	<0.2	<0.2	0.0
EB0503006044	Anonymous	SOIL	EP080	Toluene	mg/kg	0.2	<0.2	<0.2	0.0
EB0503006044	Anonymous	SOIL	EP080	Ethylbenzene	mg/kg	0.2	2.4	3.2	30.2
EB0503006044	Anonymous	SOIL	EP080	meta- & para-Xylene	mg/kg	0.2	0.6	0.5	0.0
EB0503006044	Anonymous	SOIL	EP080	ortho-Xylene	mg/kg	0.2	0.2	<0.2	0.0

Matrix Spike Display



ALS	15/06/2005										
EB0503009	Spikes										
Laboratory Sample ID	Client Sample ID	QC Lot #	Matrix	Method	Analyte	Units	LOR	Spike Concentration	Sample Result	Spike Recovery	Recovery Limits
SOIL											
EB0503006040	Anonymous	59547	SOIL	EG005T	Lead	mg/kg	5	50.0	55	104 %	70 - 130 %
EB0503009002	BH3 1.4-1.5	59773	SOIL	EP071	C10 - C14 Fraction	mg/kg	25	314	<50	84.6 %	70 - 130 %
EB0503009002	BH3 1.4-1.5	59773	SOIL	EP071	C15 - C28 Fraction	mg/kg	50	496	<100	85.4 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	28	<2	72.0 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	Benzene	mg/kg	0.2	2	<0.2	82.8 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	Toluene	mg/kg	0.2	2	<0.2	82.1 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	1.2-Dichloroethane-D4	mg/kg	0.2	5	88.8	82.2 %	80 - 120 %
EB0502831010	Anonymous	59426	SOIL	EP080	Toluene-D8	mg/kg	0.2	5	96.2	94.1 %	81 - 117 %
EB0502831010	Anonymous	59426	SOIL	EP080	4-Bromofluorobenzene	mg/kg	0.2	5	79.2	86.6 %	74 - 121 %

Blank and Standards Display



ALS	15/06/2005
EB0503009	Blanks and Standards

METHOD BLANKS

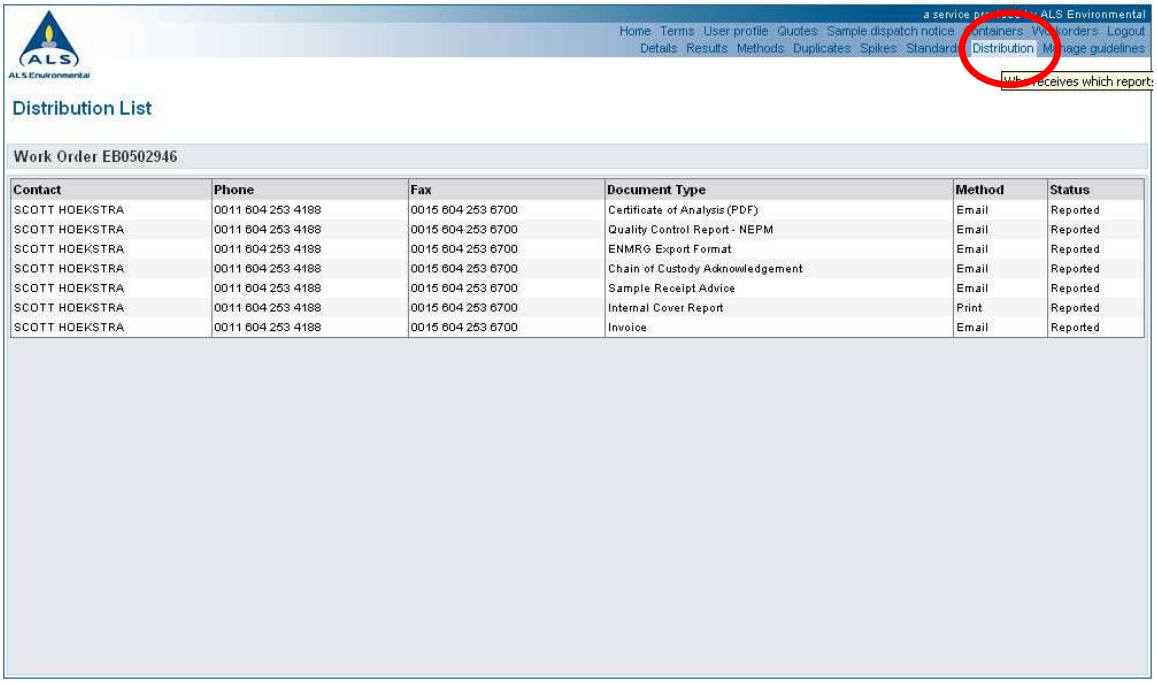
Laboratory Sample ID	QC Lot #	Matrix	Method	Analyte	Units	LOR	Result
SOIL							
63264-001	59426	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	<2
63264-001	59426	SOIL	EP080	Benzene	mg/kg	0.2	<0.2
63264-001	59426	SOIL	EP080	Toluene	mg/kg	0.2	<0.2
63264-001	59426	SOIL	EP080	Ethylbenzene	mg/kg	0.2	<0.2
63264-001	59426	SOIL	EP080	meta- & para-Xylene	mg/kg	0.2	<0.2
63264-001	59426	SOIL	EP080	ortho-Xylene	mg/kg	0.2	<0.2
63264-001	59426	SOIL	EP080	1.2-Dichloroethane-D4	%		81.7
63264-001	59426	SOIL	EP080	Toluene-D8	%		90.3
63264-001	59426	SOIL	EP080	4-Bromofluorobenzene	%		75.5
63425-027	59547	SOIL	EG005T	Lead	mg/kg	5	<5
63622-009	59773	SOIL	EP071	C10 - C14 Fraction	mg/kg	50	<50
63622-009	59773	SOIL	EP071	C15 - C28 Fraction	mg/kg	100	<100
63622-009	59773	SOIL	EP071	C29 - C36 Fraction	mg/kg	100	<100

CONTROL STANDARDS

Laboratory Sample ID	QC Lot #	Matrix	Method	Analyte	Units	Concentration	Recovery	Recovery Limits
SOIL								
63264-002	59426	SOIL	EP080	C6 - C9 Fraction	mg/kg	26	101 %	85 - 113 %
63264-002	59426	SOIL	EP080	Benzene	mg/kg	1	99.7 %	84 - 114 %
63264-002	59426	SOIL	EP080	Toluene	mg/kg	1	96.9 %	83 - 118 %
63264-002	59426	SOIL	EP080	Ethylbenzene	mg/kg	1	94.9 %	81 - 113 %
63264-002	59426	SOIL	EP080	meta- & para-Xylene	mg/kg	1	88.8 %	80 - 114 %
63264-002	59426	SOIL	EP080	ortho-Xylene	mg/kg	1	95.7 %	82 - 115 %

Work Order Distribution

The original work order distribution list i.e. who received the deliverables upon release, can be reviewed by clicking the “Distribution” link in the Menu.

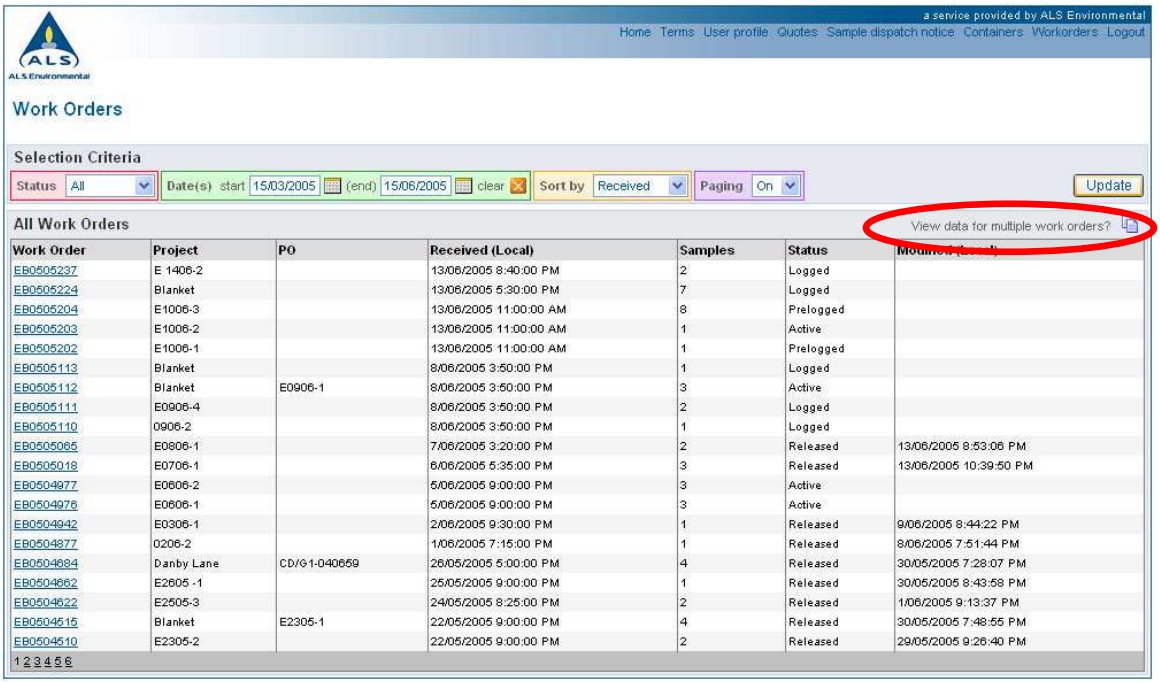


Exporting Data to Excel

All data reports can be exported excel by clicking the “Export to Excel” button. All formatting such as layout, font and colours will be replicated in excel.

Multiple Work Order Views

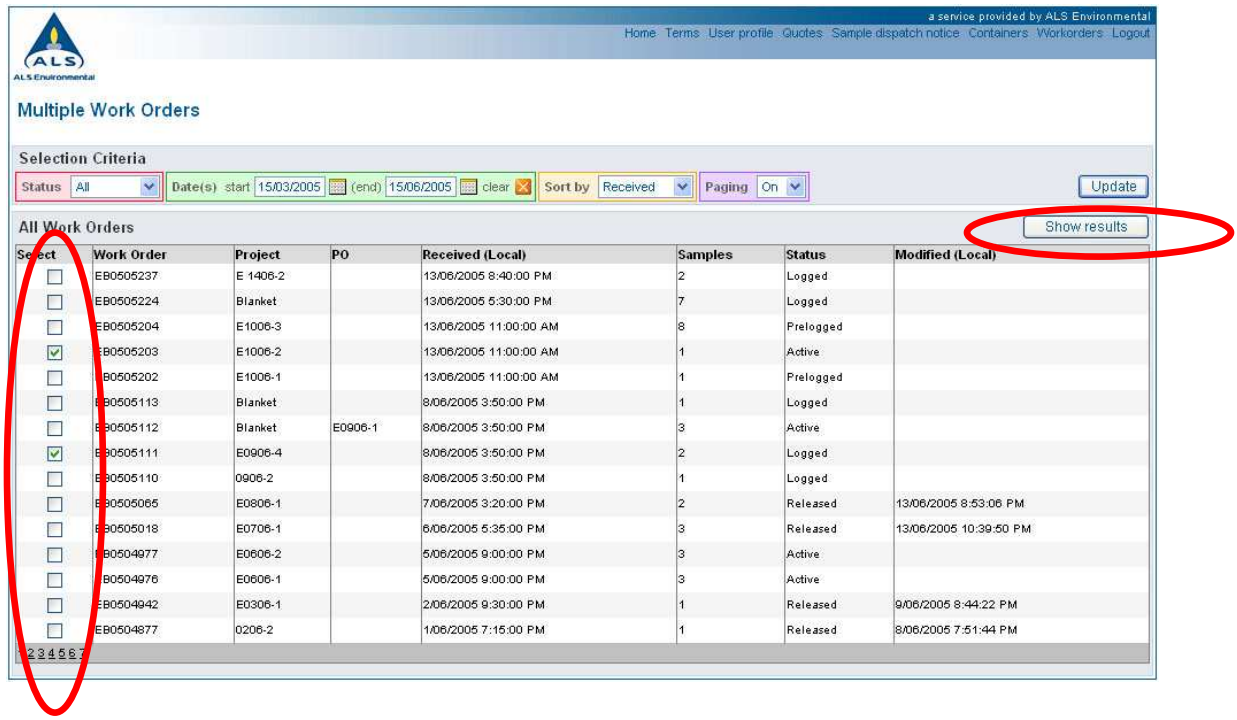
Webtrieve™ allows the viewing of a number of Work Order Results simultaneously on the one screen. By clicking the “View data for multiple work orders” link, this will take you to a screen where any number of work orders can be displayed.



Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
EB0505110	0906-2		8/06/2005 3:50:00 PM	1	Logged	
EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
EB0504877	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM
EB0504684	Danby Lane	CD/G1-040659	26/05/2005 5:00:00 PM	4	Released	30/05/2005 7:28:07 PM
EB0504662	E2605 -1		25/05/2005 9:00:00 PM	1	Released	30/05/2005 8:43:58 PM
EB0504622	E2505-3		24/05/2005 8:25:00 PM	2	Released	1/06/2005 9:13:37 PM
EB0504515	Blanket	E2305-1	22/05/2005 9:00:00 PM	4	Released	30/05/2005 7:48:55 PM
EB0504510	E2305-2		22/05/2005 9:00:00 PM	2	Released	29/05/2005 9:26:40 PM

1 2 3 4 5 6

Multiple Work Order Select

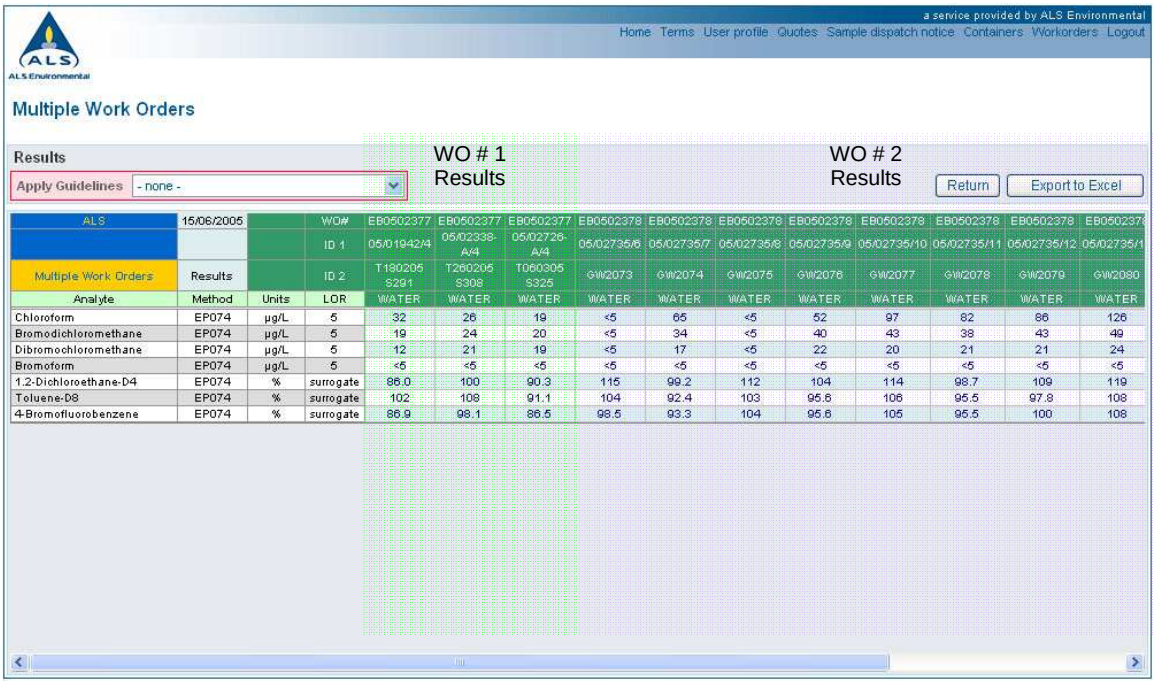


Select	Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
☐	EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
☐	EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
☐	EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
☑	EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
☐	EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
☐	EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
☐	EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
☑	EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
☐	EB0505110	0906-2		8/06/2005 3:50:00 PM	1	Logged	
☐	EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
☐	EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
☐	EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
☐	EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
☐	EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
☐	EB0504877	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM

1 2 3 4 5 6 7

By selecting individual Work Orders in the Tick boxes, and then clicking the "Show Results" button, the samples results are collated onto the one table, matching analyte rows to form effectively one work order.

Multiple Work Order Results Display



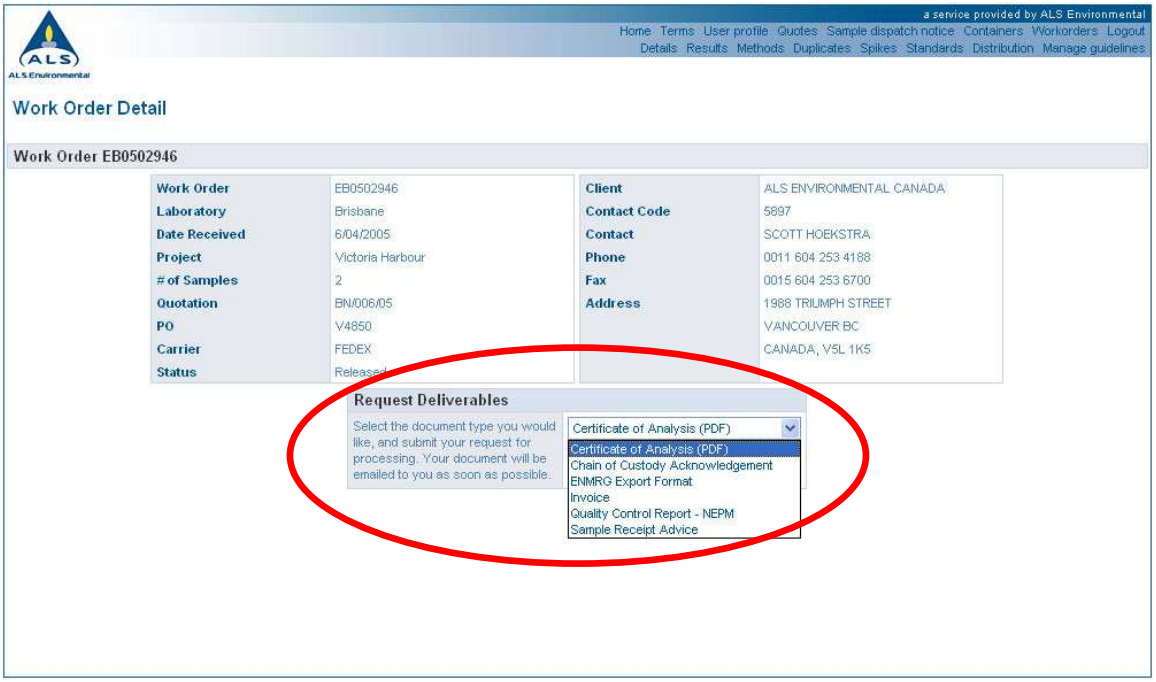
ALS	15/06/2005		WO#	EB0502377	EB0502377	EB0502377	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378
			ID 1	05/01942/4	05/02338-A/4	05/02726-A/4	05/02735/6	05/02735/7	05/02735/8	05/02735/9	05/02735/10	05/02735/11	05/02735/12	05/02735/1
Multiple Work Orders	Results		ID 2	T180205 S291	T260205 S308	T060305 S325	GW2073	GW2074	GW2075	GW2076	GW2077	GW2078	GW2079	GW2080
Analyte	Method	Units	LOR	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER
Chloroform	EP074	µg/L	5	32	26	19	<5	65	<5	52	97	82	86	126
Bromodichloromethane	EP074	µg/L	5	19	24	20	<5	34	<5	40	43	38	43	49
Dibromochloromethane	EP074	µg/L	5	12	21	19	<5	17	<5	22	20	21	21	24
Bromoform	EP074	µg/L	5	<5	<5	<5	<5	<5	<5	<5	<5	<5	<5	<5
1,2-Dichloroethane-D4	EP074	%	surrogate	86.0	100	90.3	115	99.2	112	104	114	98.7	109	119
Toluene-D8	EP074	%	surrogate	102	108	91.1	104	92.4	103	95.6	106	95.5	97.8	108
4-Bromofluorobenzene	EP074	%	surrogate	86.9	98.1	86.5	98.5	93.3	104	95.6	105	95.5	100	108

Report Downloads

All deliverable reports for the Work Order can be downloaded to the user's email address by going to the "Details" screen and selecting the report from the drop down menu. By selecting the appropriate report and clicking "Submit Request", the request is sent to the ALS Server to email the report back to the user's email. This usually takes about a minute.

The Work Order deliverables that are able to be downloaded comprise of:

- Chain of Custody
- Sample Receipt Advice
- Certificate of Analysis
- QC Report
- Interpretive QC Report
- Electronic Data Deliverables
- Invoice

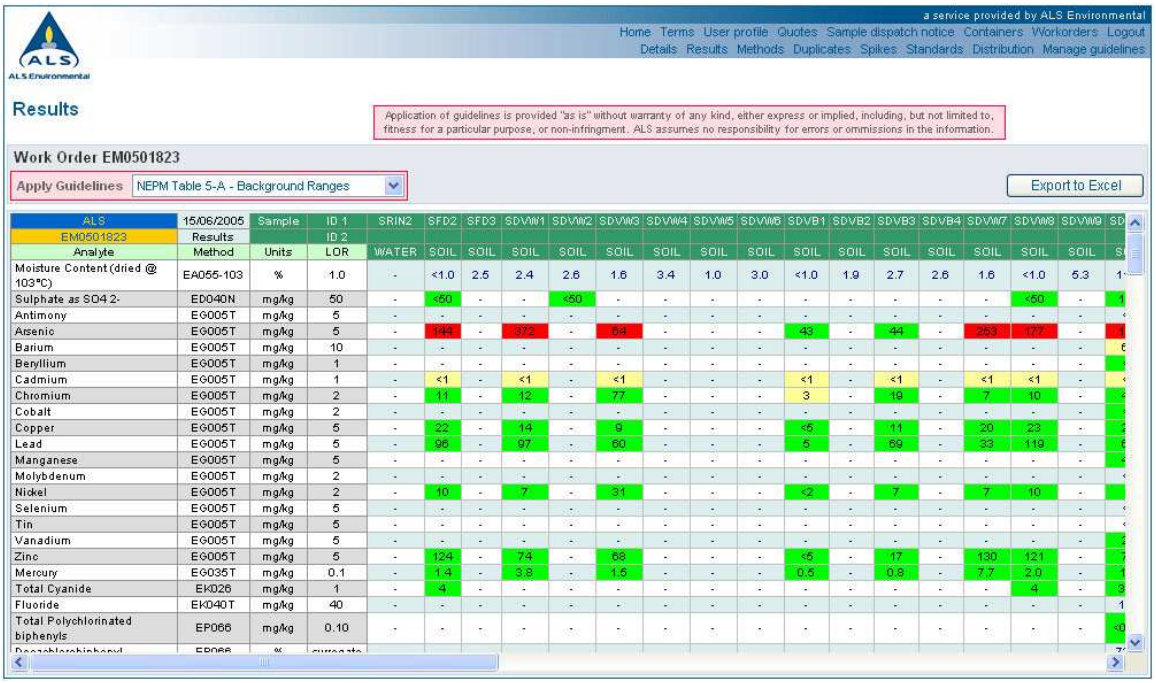


Guidelines

A function which is provided by Webtrieve^{TM} is the development and application of guidelines to results to assist in identifying results which may exceed a particular guideline value. Common Guidelines include ANZECC water quality guidelines or the NEPM contaminated soil guidelines. These have specific guideline values for a range of analytes which may require specific actions should any results exceed these. The guidelines function in Webtrieve^{TM} allows the user to select a preset guideline and apply these to the results of the Work Order. All results having a respective guideline value is highlighted light green while result values exceeding the preset values are highlighted in colours provided in the guideline legend at the bottom of the results page.
Not only are there preset guidelines to choose from, the user is able to create their own guidelines and apply it to all Work Orders for the Client.

Applying Guidelines

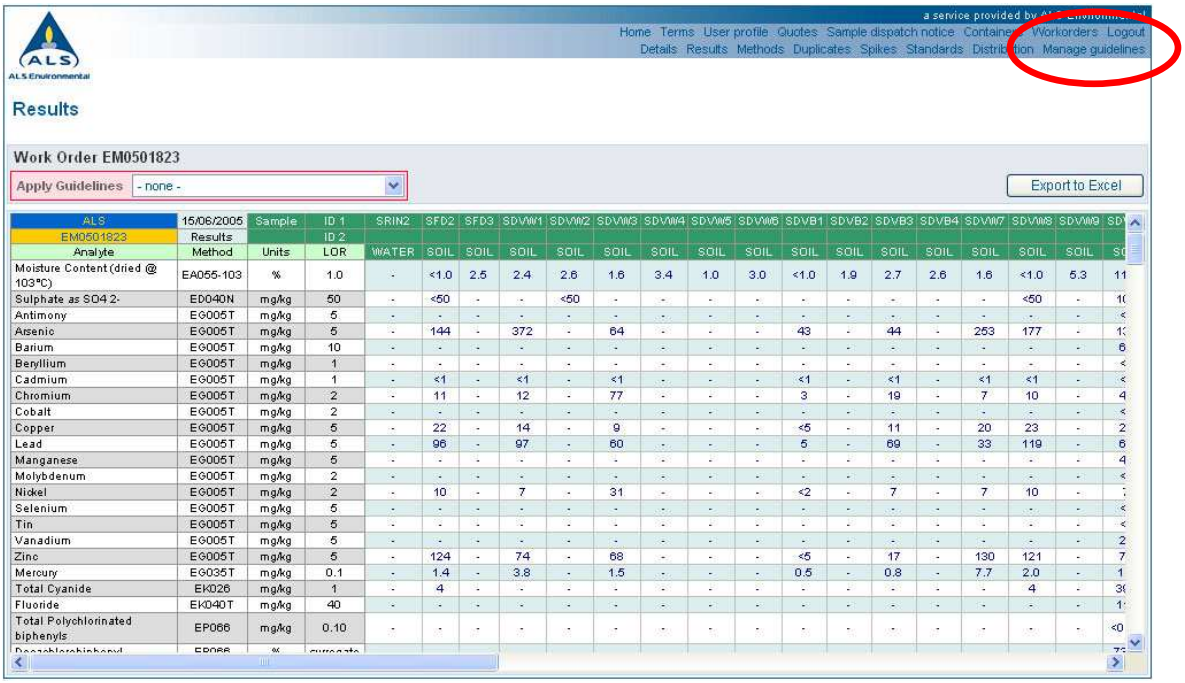
When reviewing Work Order Results, a drop down box called “Apply Guidelines” allows the user to select a guideline. By selecting a preset guideline, the results in the work order are checked against the guideline values and highlighted light green. Any value that exceeds the guideline is highlighted in a bright colour corresponding to the legend.



ALS	15/06/2005	Sample	ID 1	SRIN2	SFD2	SFD3	SDVW1	SDVW2	SDVW3	SDVW4	SDVW5	SDVW6	SDVB1	SDVB2	SDVB3	SDVB4	SDVW7	SDVW8	SDVW9	SD
EM0501823	Results		ID 2																	
Analyte	Method	Units	LOR	WATER	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SI
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	-	<1.0	2.5	2.4	2.6	1.6	3.4	1.0	3.0	<1.0	1.9	2.7	2.6	1.6	<1.0	5.3	1
Sulphate as SO4 2-	ED040N	mg/kg	50	-	<50	-	-	<50	-	-	-	-	-	-	-	-	-	<50	-	1
Antimony	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Arsenic	EG005T	mg/kg	5	-	144	-	372	-	64	-	-	-	43	-	44	-	263	177	-	1
Barium	EG005T	mg/kg	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6
Beryllium	EG005T	mg/kg	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Cadmium	EG005T	mg/kg	1	-	<1	-	<1	-	<1	-	-	-	<1	-	<1	-	<1	<1	-	<
Chromium	EG005T	mg/kg	2	-	11	-	12	-	77	-	-	-	3	-	19	-	7	10	-	4
Cobalt	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Copper	EG005T	mg/kg	5	-	22	-	14	-	9	-	-	-	<5	-	11	-	20	23	-	4
Lead	EG005T	mg/kg	5	-	98	-	97	-	60	-	-	-	5	-	69	-	33	119	-	6
Manganese	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4
Molybdenum	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Nickel	EG005T	mg/kg	2	-	10	-	7	-	31	-	-	-	<2	-	7	-	7	10	-	
Selenium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Tin	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Vanadium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4
Zinc	EG005T	mg/kg	5	-	124	-	74	-	68	-	-	-	<5	-	17	-	130	121	-	7
Mercury	EG035T	mg/kg	0.1	-	1.4	-	3.8	-	1.6	-	-	-	0.5	-	0.8	-	7.7	2.0	-	1
Total Cyanide	EK026	mg/kg	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-	4	-	3
Fluoride	EK040T	mg/kg	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Total Polychlorinated biphenyls	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<0

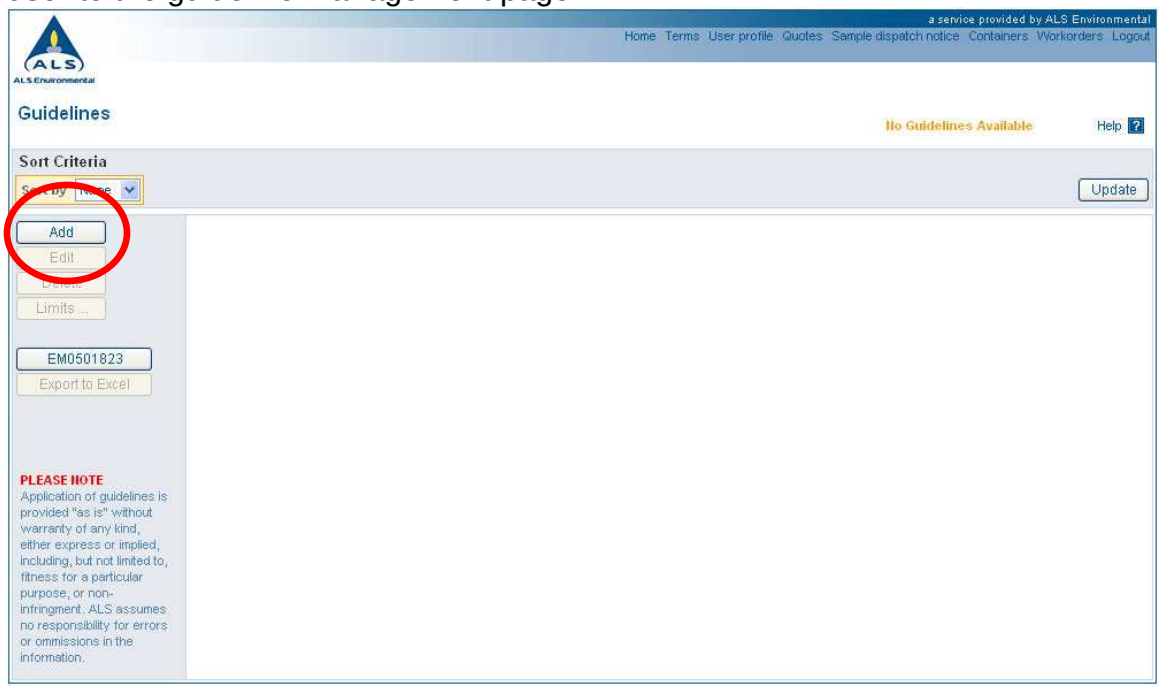
Developing User Defined Guidelines

Webtrieve™ allows users to set up User Defined guidelines that are specific for the Client. This allows users to select specific analytes and create guidelines to highlight any results outside the set range.
For example using the following results:

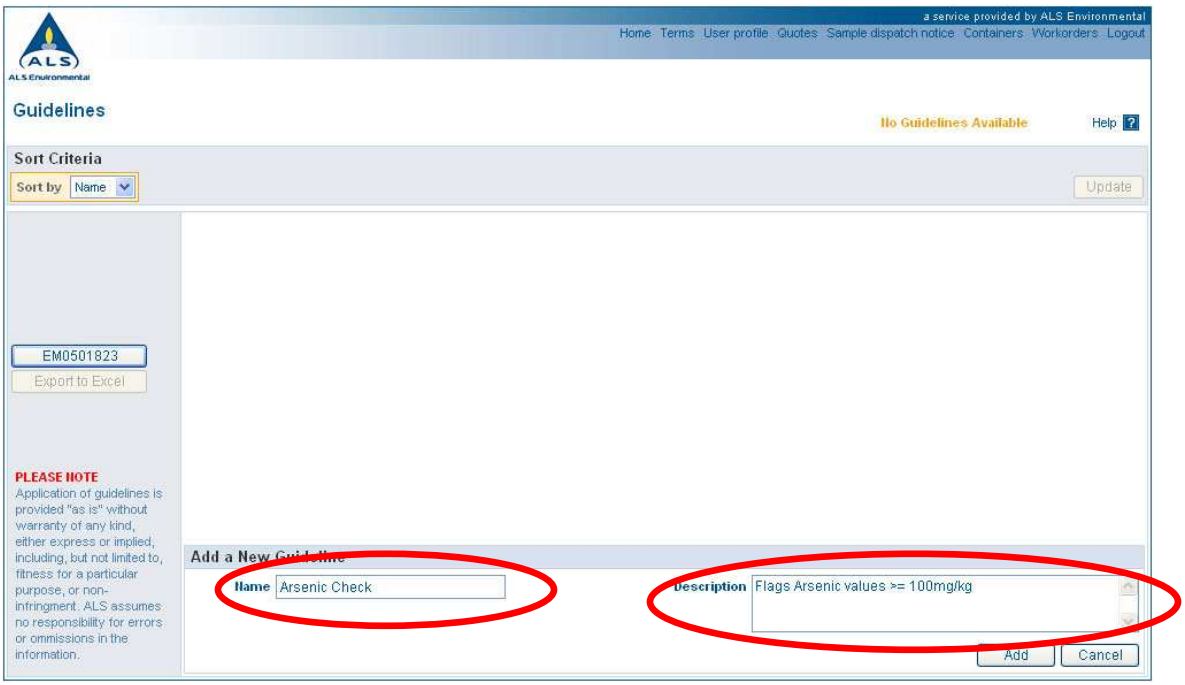


If the user wanted to identify samples in which Arsenic was greater or equal to 100mg/kg in soil, the user could create a guideline for this test.

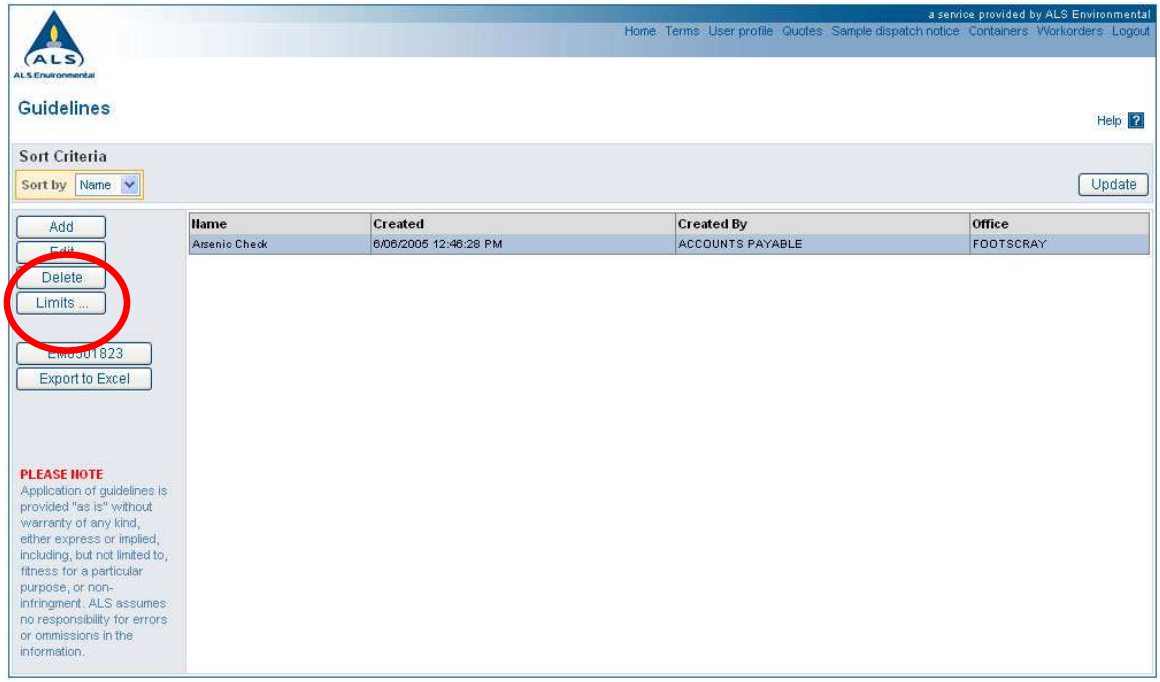
Step 1 - Click the “Manage Guidelines” link in the menu bar. This will bring the user to the guideline management page:



Step 2 – Click the “Add” button to define the guideline name plus a short description of what the guideline does:



Step 3 – Once the guideline is added, the user can develop the limits which the guideline is to apply. Click the “Limits” button to create these:

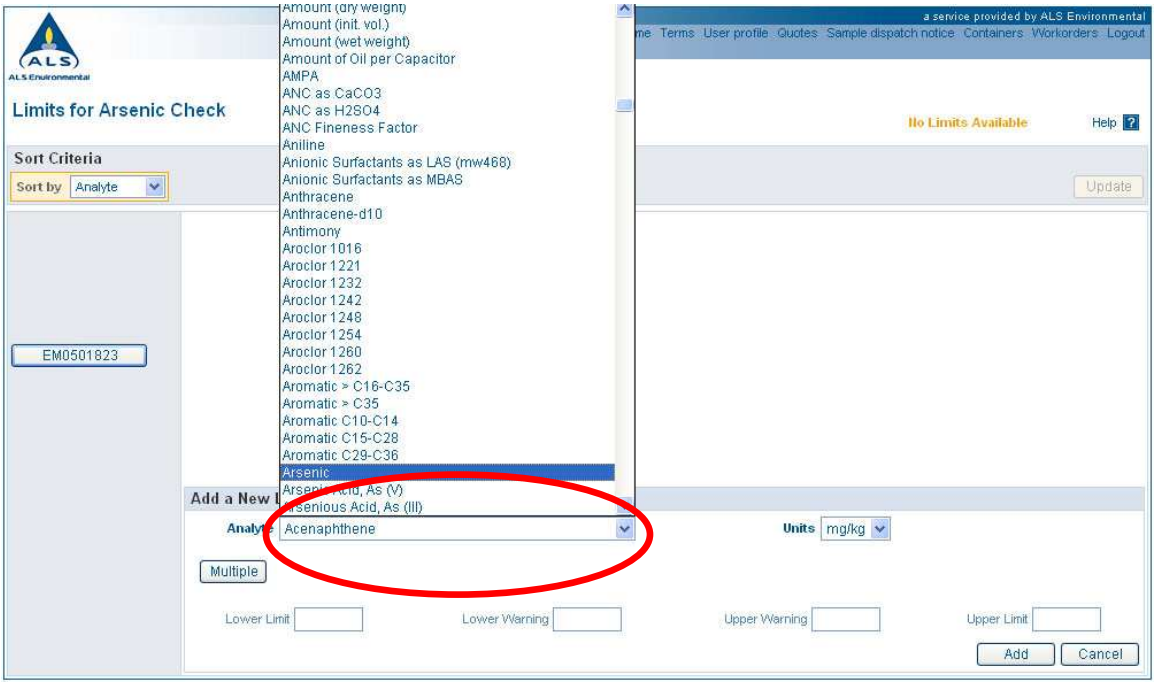


Step 4 – Click the “Add” button to add a limit. Webtrieve™ will then prompt the user to pick the analyte and the units from drop down menus. The analyte and the units must exactly match the values in the Work Order which require a guideline applied. Then the limits may be entered into the fields at the bottom of the screen. There are four fields: Lower Limit, Lower Warning, Upper Warning and Upper Limit. The underlying conditions on which these Limits and Warnings operate are:

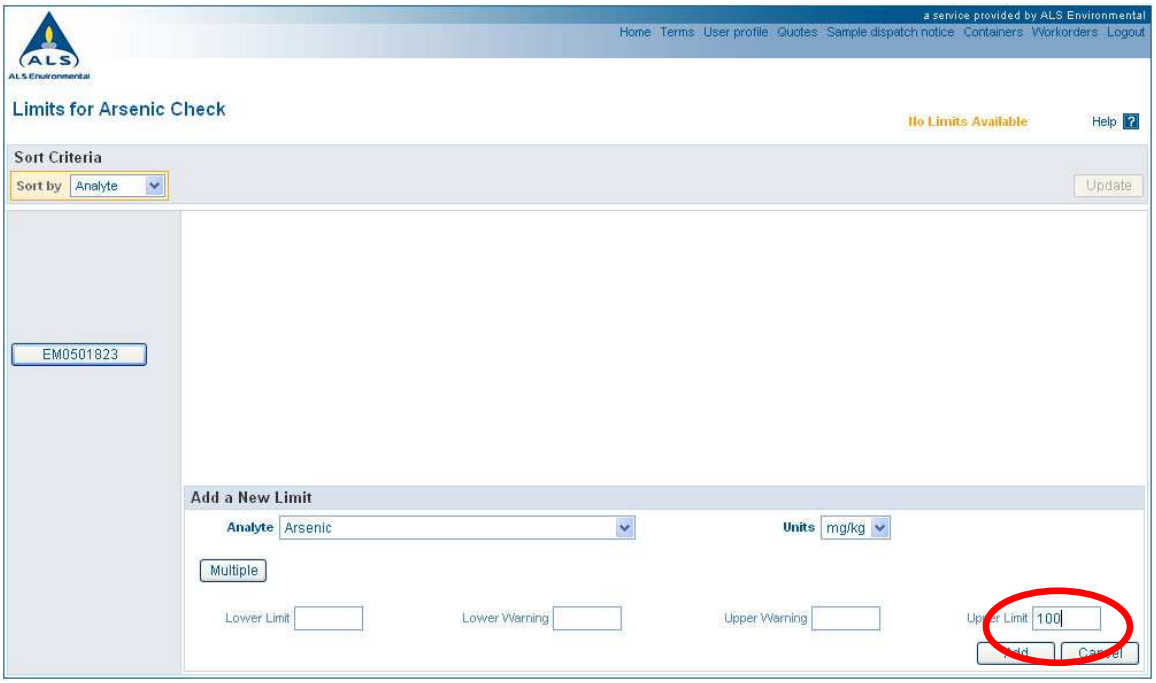
- Upper Limit → highlight value if greater than or equal to Upper Limit
- Upper Warning → highlight value if greater than or equal to Upper Warning but less than Upper Limit (if specified)
- Lower Warning → highlight value if less than or equal to Lower Warning but greater than Lower Limit (if specified)
- Lower Limit → highlight value if less than or equal to Lower Limit

In this example, we need only to add 100 for the Upper Limit to highlight high Arsenic values.

Select Analyte:

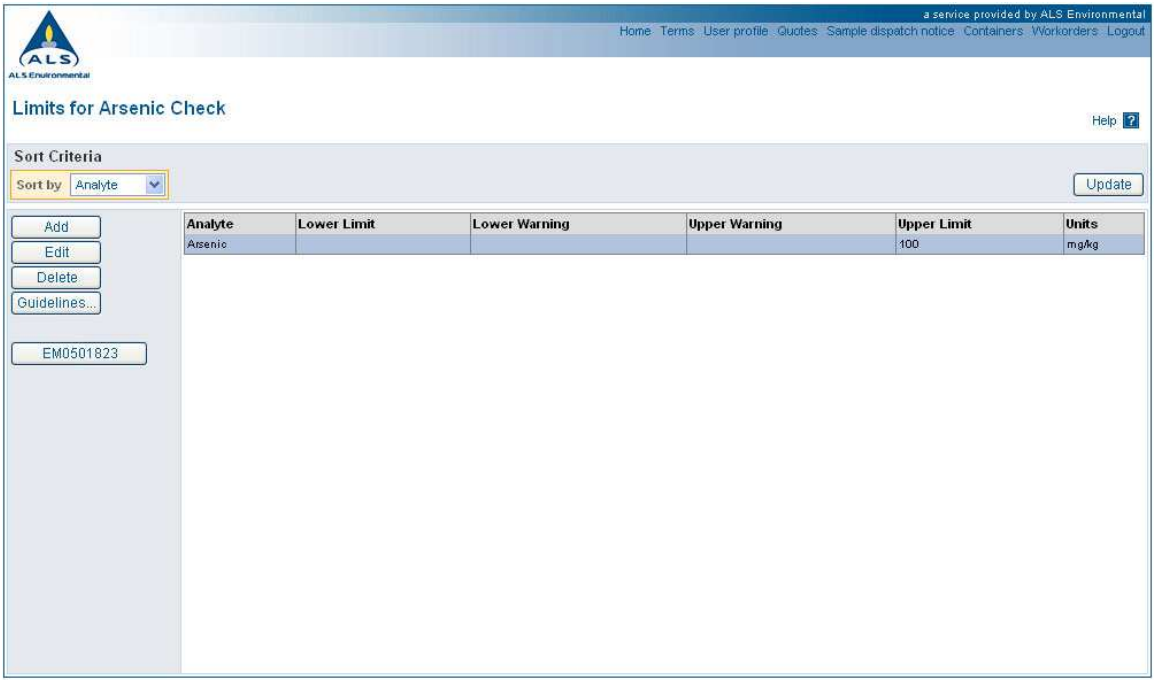


Enter Limits:



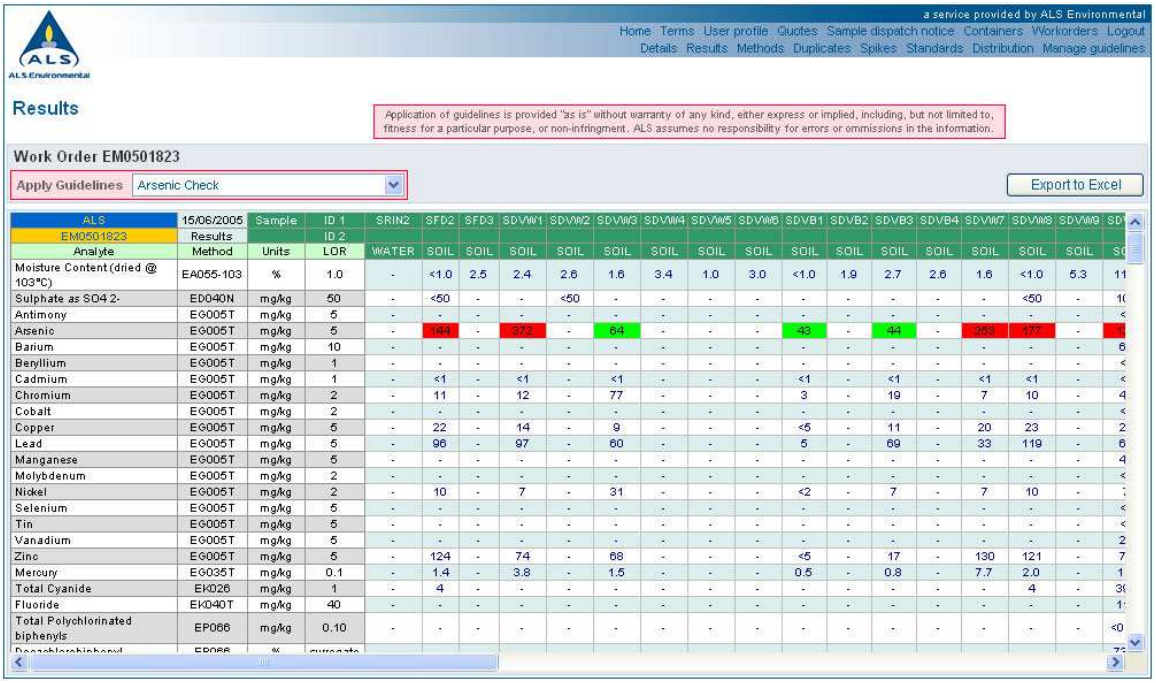
Multiple guideline values can be added through clicking the “Multiple” button. This allows the user to add a number of analytes and apply guideline values to each analyte.

Step 5 - Once appropriate values are entered into the fields, click the “Add” button to enter these values into guideline:



The loading of the guidelines is now complete. The user then can go back to the Work Order by using the link or apply the guidelines to any Work Order. The guidelines will be kept on Webtrieve™ until they are deleted by the client.

The newly created guideline can be applied as described in the previous section:

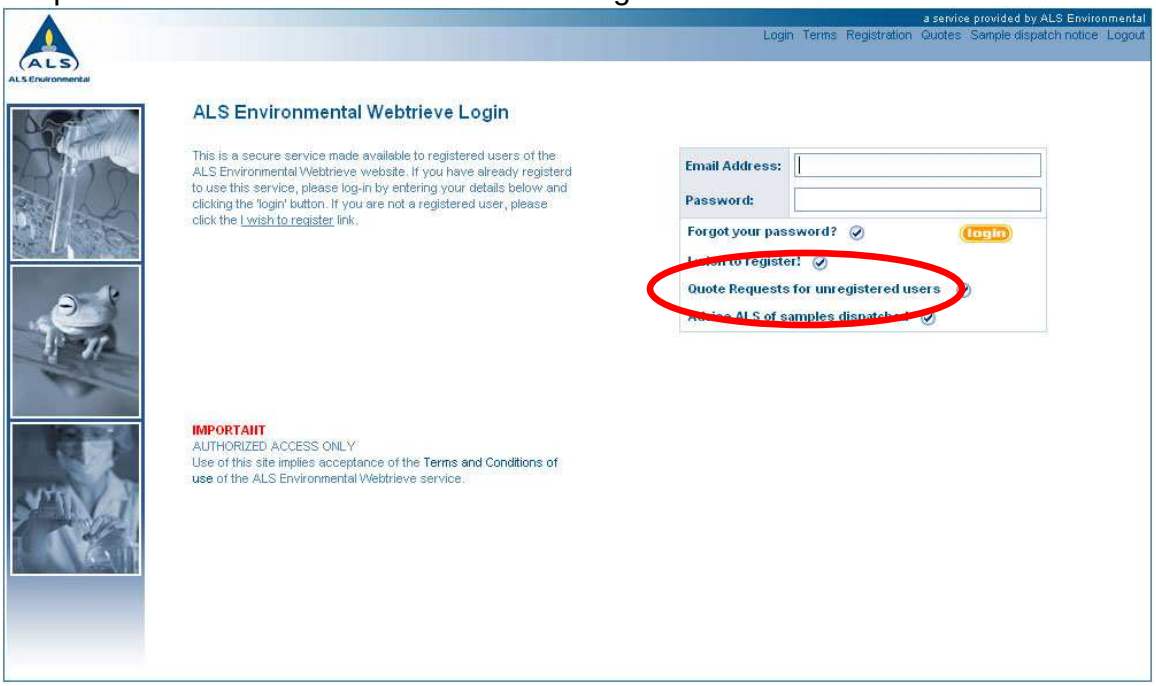


Quotations

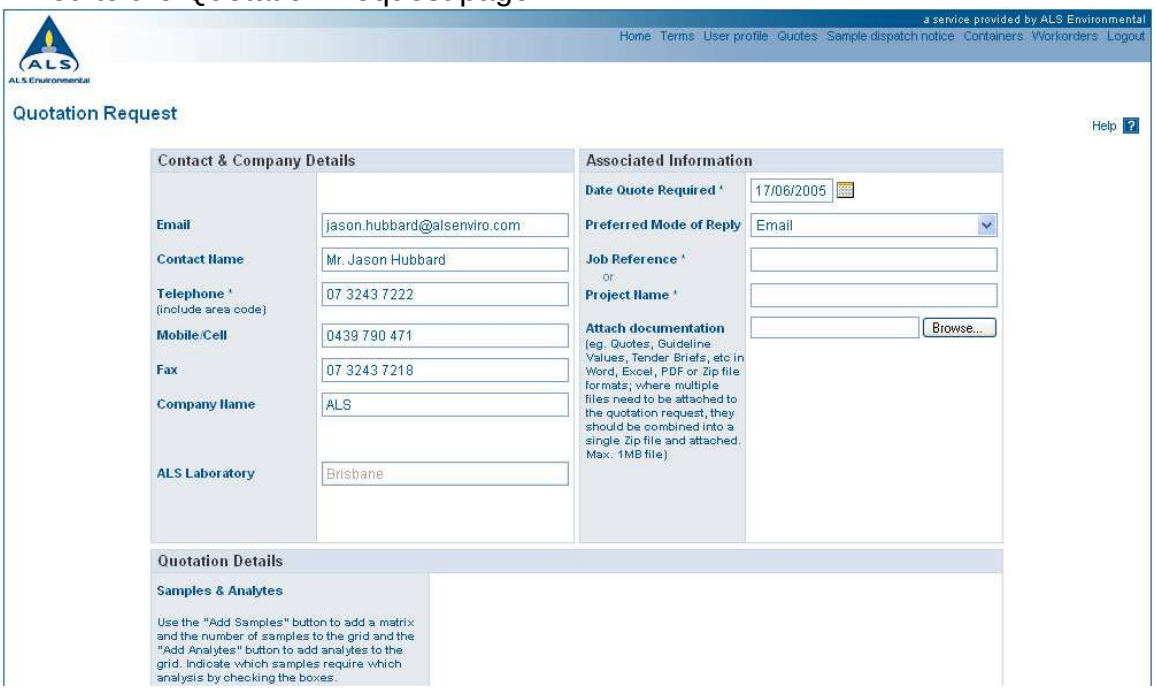
Requesting a quotation

A quotation can be requested from ALS whether someone is a registered user or not.

As a non-registered user, a quotation can be requested by clicking the “Quote Request” link on the Webtrieve™ Home Page.



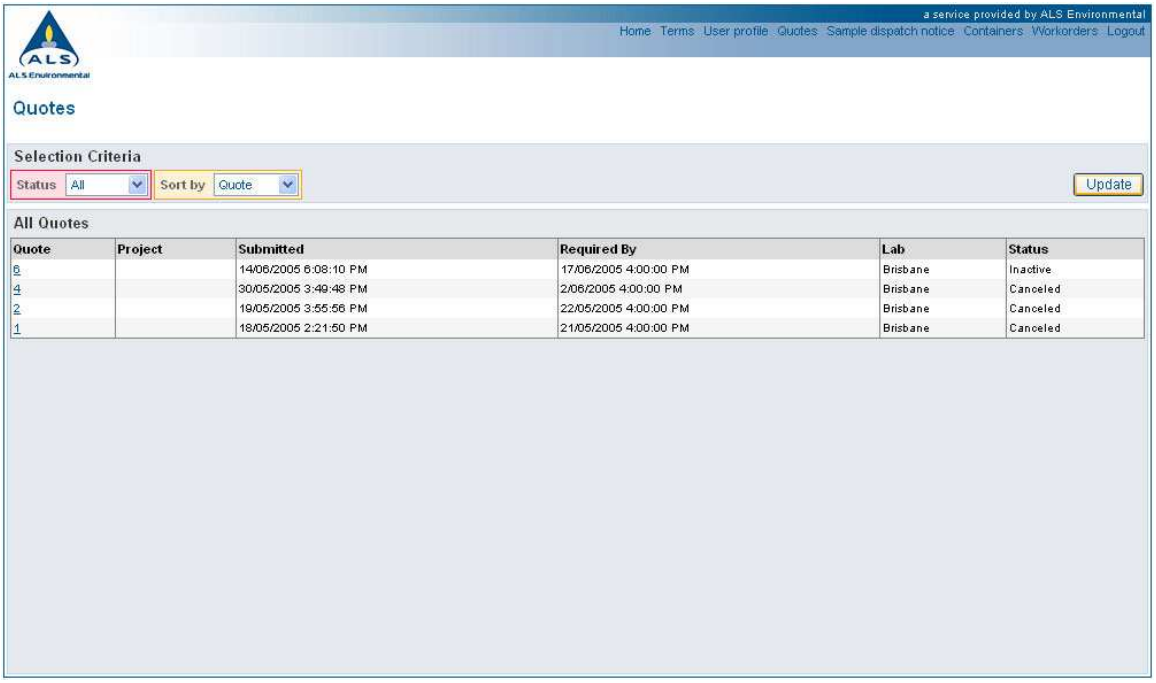
As a registered user will login and follow the link in the menu bar of “Quotes”. This will automatically give the user the choice of “Request a new quote” or “View List of requested quotes”. By selecting “Request a new quote”, the user will be linked to the Quotation Request page:



In the request screen, the user can identify when the quotation is required, select the method of delivery, attach a file and/or outline the requirements in a text box. By clicking “Submit”, the quotation is mailed to ALS customer services. A Webtrieve^{TM} quotation request number will be provided for tracking purposes. An acknowledgement will be emailed back from the ALS Webtrieve^{TM} server to the users email with this quotation request number.
A quotation or direct contact by ALS customer service staff will be forthcoming within the requested response date.

Reviewing Quotation Requests
Through the Quotes menu, the user can review previous quotation requests and determine the status at which they are at. There are four status conditions:

1. Inactive – the request has been submitted but no action has been taken
2. Active – the request is being attended to by ALS customer service
3. Cleared – the quotation has been completed and the request fulfilled
4. Cancelled – the request has been cancelled with no quotation issued



Review Request Details
The user can review individual request details by clicking the relevant request number. This will link to the original request form and display the details.

Cancelling Requests
It is possible through the Request Details screen to cancel Active/Inactive container requests. The user can click the “Cancel” button on the details screen and submit the request to cancel.

Sample Container requests

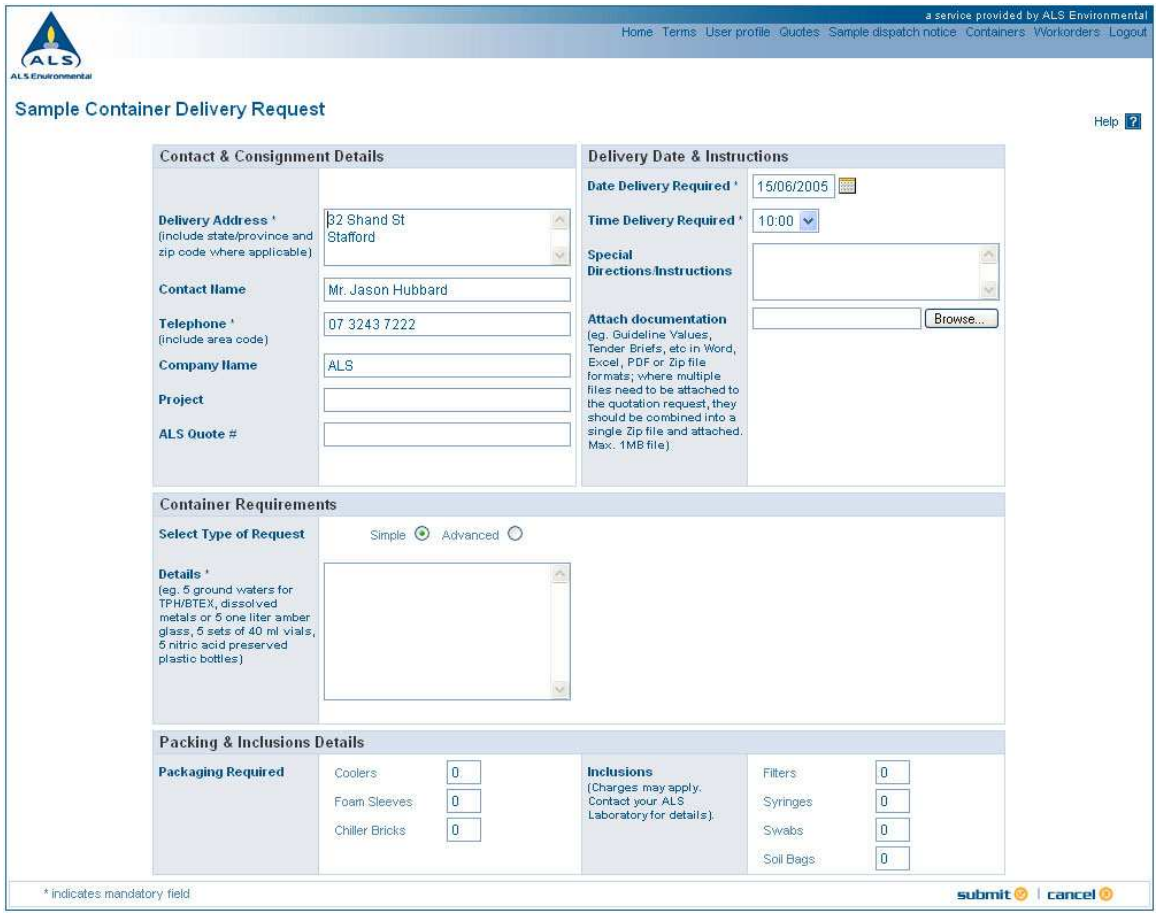
Webtrieve™ allows the user to order bottles remotely and offers two ways to order.

The first is a Simple request where the user can simply outline in the text box or append a document to outline your container requirements. You don't necessarily need to know what containers/preservation is required, just outline the analytes required for testing and the number of samples and ALS will deliver the appropriate containers.

The second is an Advanced request function which allows the user to select the containers directly from a table. This function also has an advanced pop-up guide to check the analytes for the specific containers.

As with the quotation request module, when the user places an order, an order number is generated and sent to the uses email for confirmation that the lab has received your order.

To make a container request, just click the "Containers" link on the menu bar and then chose "Container order" from the drop down list.



When placing an order, the user must ensure the following details are provided and correct.

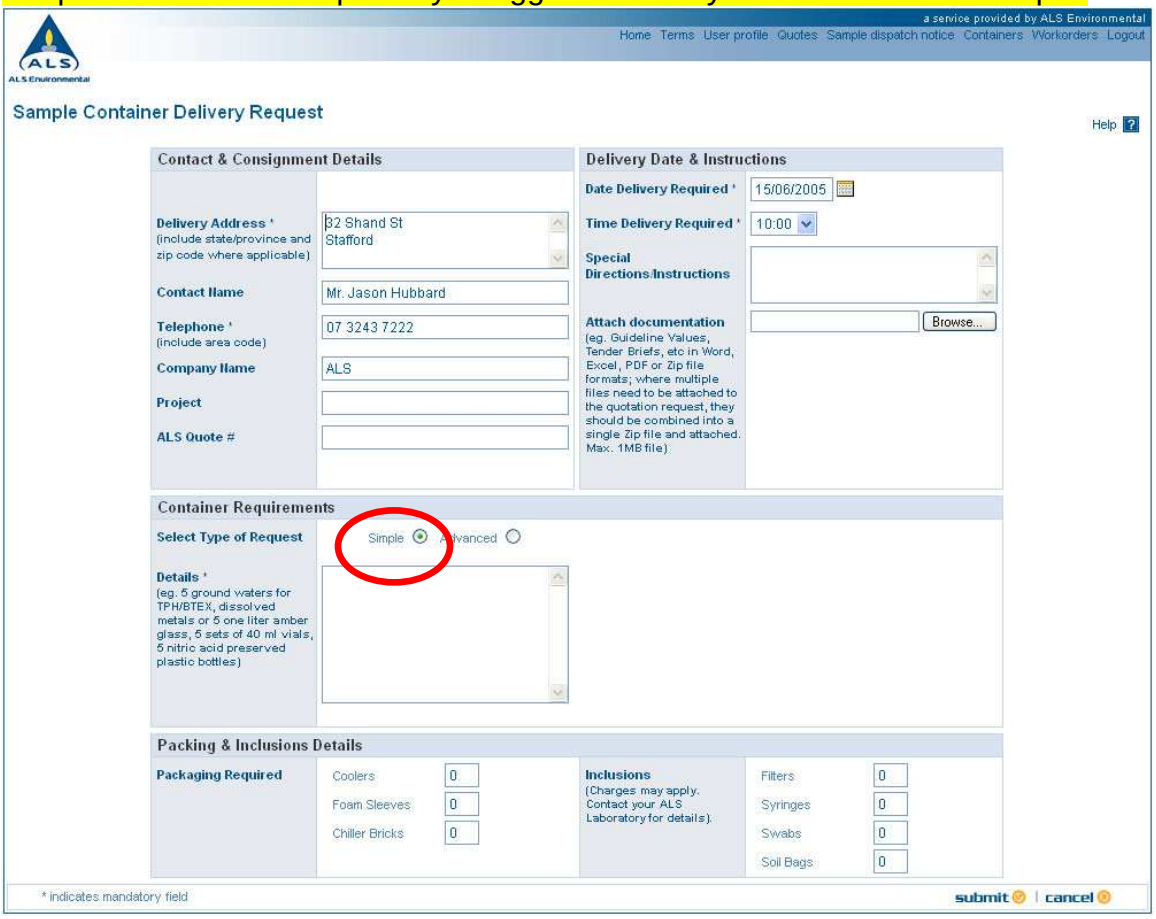
- Delivery Address – This will automatically default to your details entered upon registering. You can change this if you have a different delivery address.
- Contact Name – This will automatically default to your details entered upon registering. You can change this if you have a different delivery contact.
- Telephone Number – This will automatically default to your details entered upon registering. You can change this if you have a different contact number.
- Delivery Date & Time – You need to select a date and time when you require the containers. For urgent deliveries such as same day or next day delivery, it is highly recommended you make telephone contact with ALS customer services as shipping times may prove difficult to meet verbal consultation.

Other helpful information that can be entered are “Project” or “Quote” details, especially if the user is referencing a job specific quote and “Special Directions/Instructions” to outline any specific requirements.

It is possible through the “Browse” button, to attach a document which outlines your requirements.

Simple Container Request

I the section headed “Container Requirements”, the user can chose either a Simple or Advanced request by a toggle button. By default it is set to Simple.



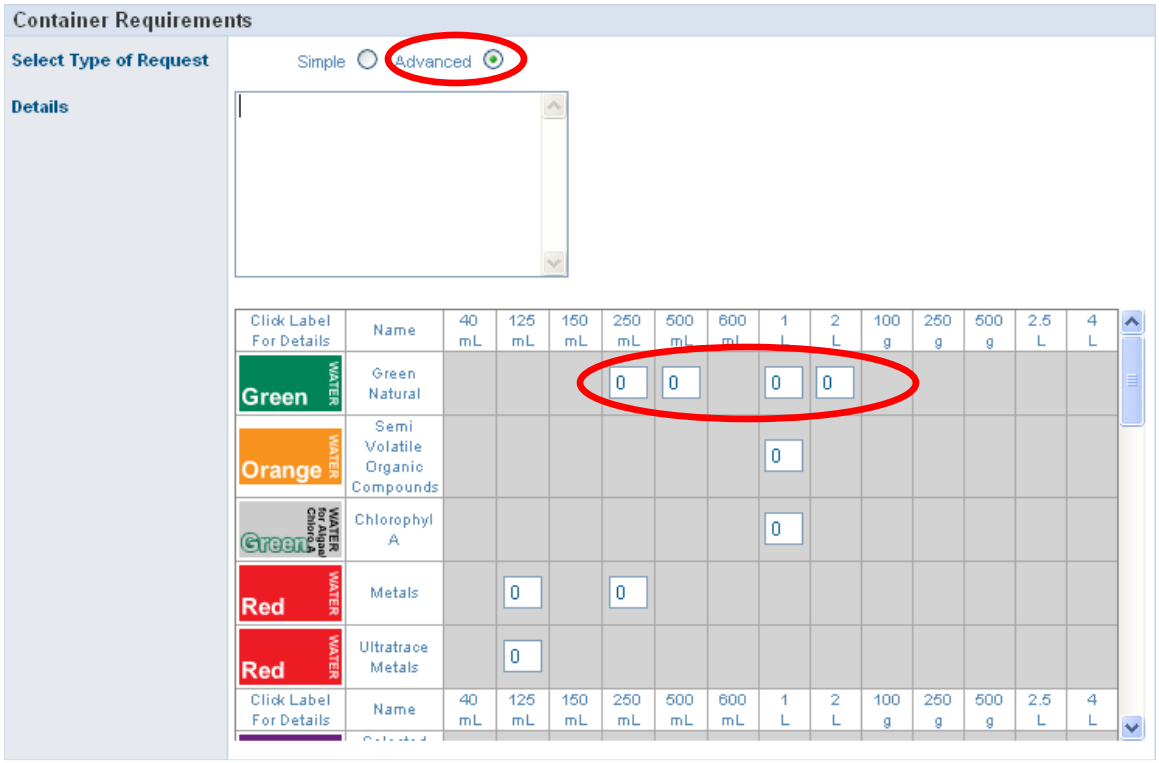
Simple request details can be entered into the “Details” section. If the information is provided in an attached document, just type in “refer document” as it is mandatory to enter something here.
Eskys/Coolers, chiller bricks and other additional items can be ordered in the “Packing and Inclusion Details” section.

To finish container order, click the “Submit” button at the bottom of the screen.

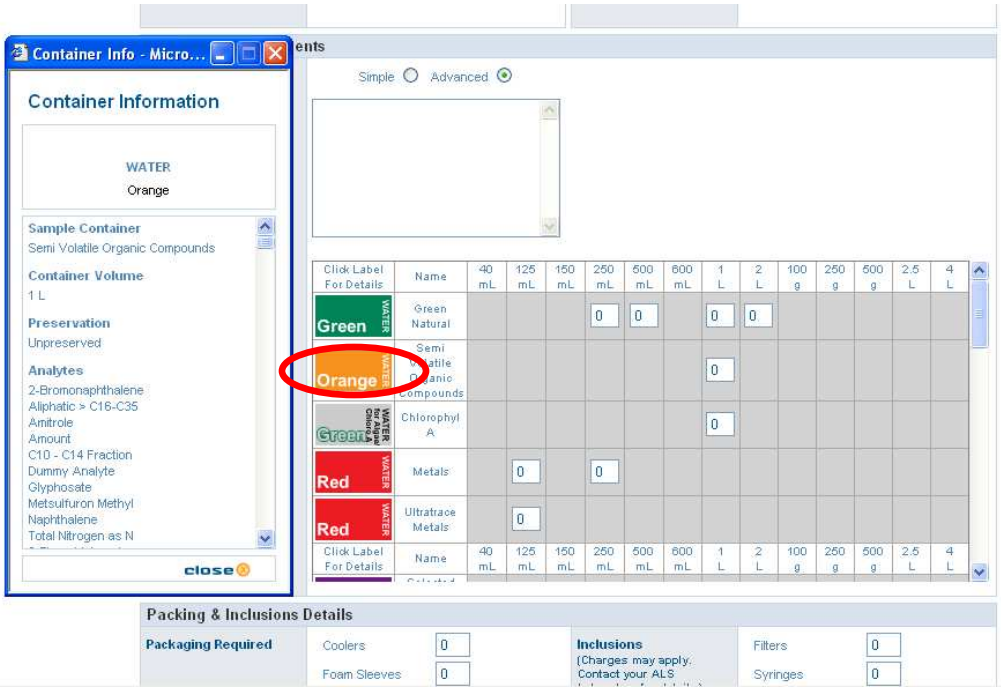
Advanced Container Request

The user is able to select containers directly from the ALS range by selecting the "Advanced" toggle button.

When this is selected, a bottle order form is generated where the user is required to enter the number of bottles of the appropriate size, according to the bottle type.



If unsure of the containers suitability for the required analysis, the user can find out this information by clicking the “Label” for the bottle. A pop-up screen will appear which displays information about the container, the preservation and the analytes that can be tested from this container.
Once the required containers are selected, the user can proceed with Packing and Inclusion details and submit the request.



Reviewing Container Requests History

Through the Containers menu, the user can review previous container requests and determine the status at which they are at. There are four status conditions:

1. Inactive – the request has been submitted but no action has been taken
2. Active – the request is being attended to by ALS customer service
3. Cleared – the order has been completed and the order dispatched
4. Cancelled – the request has been cancelled with no containers dispatched

Review Request Details

The user can review individual request details by clicking the relevant request number. This will link to the original request form and display the details.

Cancelling Requests

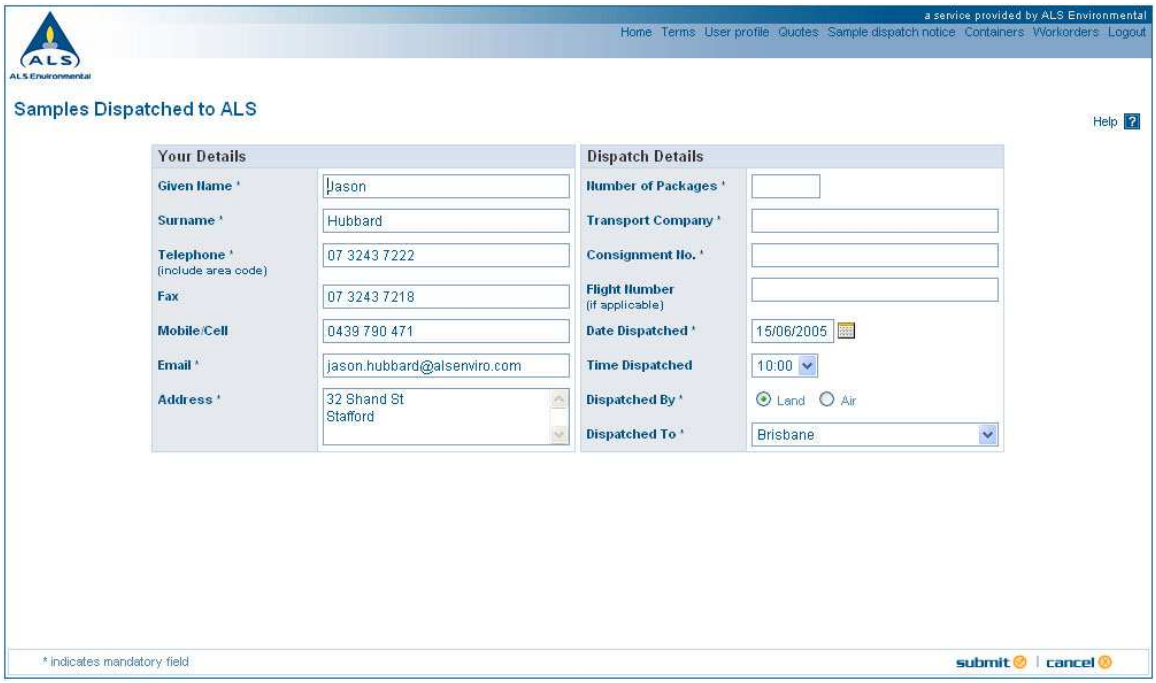
It is possible through the Request Details screen to cancel Active/Inactive container requests. The user can click the “Cancel” button on the details screen and submit the request to cancel.

Sample Dispatch Advice

The user can advise ALS of incoming samples by clicking “Sample dispatch notice” from the menu bar and filling out the dispatch details. There are a number of mandatory fields which need information to submit the form:

- Number of Packages – this will alert the lab of an incomplete shipment
- Transport Company & Consignment Number – this information is required chase up wayward deliveries and will help assist through customs

Once the details are compete, click “Submit” and ALS customer service will be notified.



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