USER MANUAL - LABORATORY

INFoLNET

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INFoLNET User Manual – Laboratory Version 1.3

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INTRODUCTION

This document covers the various functionalities available for different users within a food laboratory under INFoLNET. INFoLNET is a web based online system developed by FSSAI to weave a network of food laboratories across the country. The main objective of this system is to make process of food testing quick, easy and convenient for every stakeholder who is involved in it. It facilitates tracking of food Sample Test Life Cycle for different states of sample during testing in Labs. Users of INFoLNET like FBO (Food Business Operator), FSO (Food Safety Officer), AO (Authorized Officer) and consumers would be able to request food laboratories to collect food samples or dispatch collected samples for testing through online system.

It is a uniform platform for different food laboratories for sample collection and testing. Food Laboratories will be able to update status of testing of food samples during different phases of testing. Labs and other stakeholders will be able to track status of samples under testing. INFoLNET will also provide real time statistics on testing within different labs. System will also provide statistics at different level like district, state and nationwide.

PURPOSE AND SCOPE

This user manual is designed to demonstrate step by step functionality of Lab module. It is user centric document which explains sequence of activities and extreme of actions to be performed by different users to complete their tasks within Lab.

Document explains roles and responsibilities of different users and steps to be taken to perform different processes in Lab. There are five main users within lab and document demonstrates functionalities available to these users. Document outlines the menu and access points available to these users and how to perform different activities through these available options.

ORGANIZATION

There are following major activities which are performed within a **Lab Module** of INFoLNET-
- Lab Profile Management
- Lab User Management
- Sample Tracking
- Sample Registration
- Sample Receipt
- Sample Screening
- Test Scheduling
- Test Report Entry
- Test Report Approval

These activities are assigned among four roles within a Lab. These four roles are listed below-
    i.   Sample Receiver
    ii.   Analyst
    iii.   Lab Admin
    iv.   Lab Incharge

HOW TO ACCESS INFOLNET?

To access INFoLNET online system, user has to type URL: ***INFOLNET.FSSAI.GOV.IN*** in any web browser and click 'enter key'. User will be redirected to home page of the application as shown in figure (1.0).
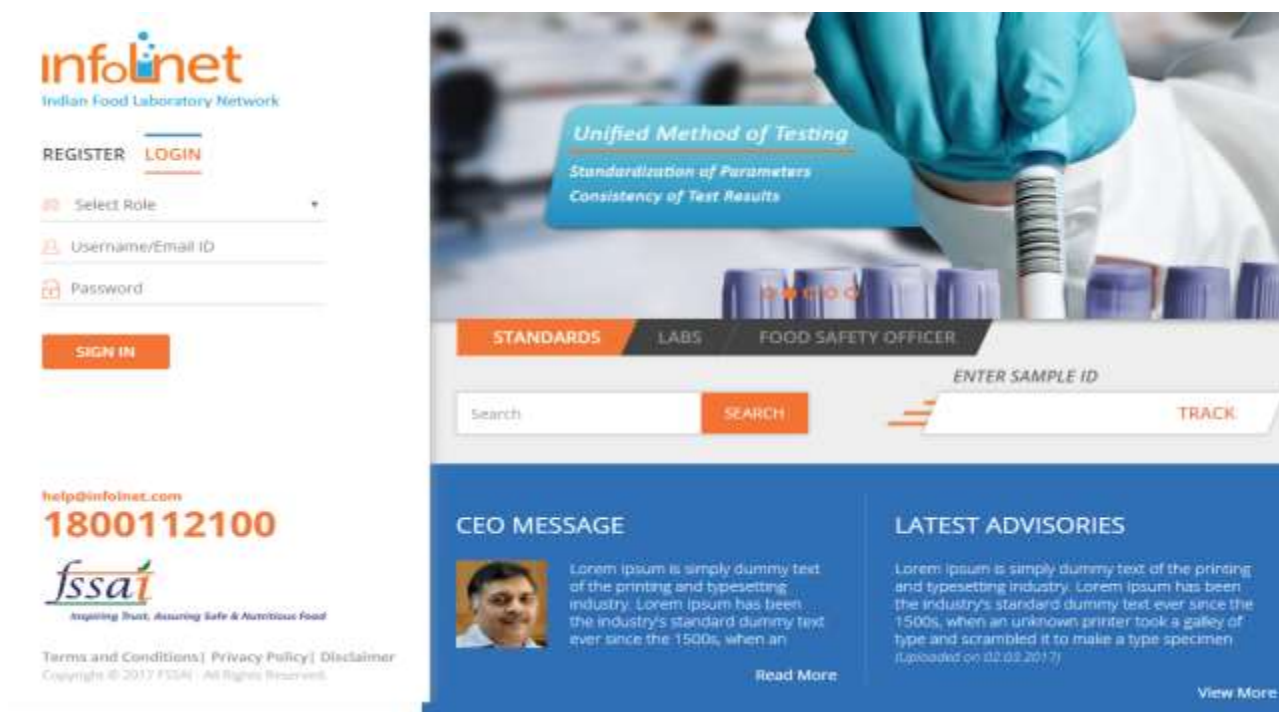
(Fig. 1.0)

HOW TO LOGIN?

Only authorized users can login to INFoLNET. Each authorized user is provided a unique user ID and password for login in application. Every authorized user is assigned defined access permission to INFoLNET depends on his/her role and criteria.

Login panel is given at home page of the application at left side as shown in figure 1.0. User has to enter valid user ID and Password and then click at button 'Login', user will be redirected to dash board of the user with access permission of assigned services.

OVERVIEW

INFoLNET provides an extensive online portal to food laboratories and different stakeholders who are involved in process of food testing. INFoLNET is one-stop resource for managing all activities of food testing through online interface. It also provided real time statistics on food testing and also common interface for communication through different activities involved in food testing.

LAB module is one of the most important and major module of INFoLNET which provides a uniform platform to perform several activities starting from sample receipt to test report generation.

ROLE DESCRIPTION

There are four main roles available in LAB module which is responsible to perform all the activities related to testing of a sample in food Labs. Following is the description of each role along with responsibilities assigned to them and step by step description of each activity which is performed to complete a task.

LAB ADMIN

Lab Admin is a very important role within a food Lab who is responsible to perform following four major activities-

    i.   Lab Registration
    ii.   Lab Profile Management
    iii.   Lab User Management
    iv.   Request for Profile Update

Lab Registration

Step-1: Click at menu link '**REGISTER**' as highlighted with red arrow mark in right panel in figure (3.10). System will redirect to next page to Lab Registration form as shown in figure (3.11).

Figure 3.10

Figure 3.11

Step-2: Fill all required fields for Lab Registration as shown in figure (3.11)

Once registered, login using the User id and password, after successful login to his/her account, Lab Admin will redirect to dashboard page as shown in figure (4.11).

Figure 4.11
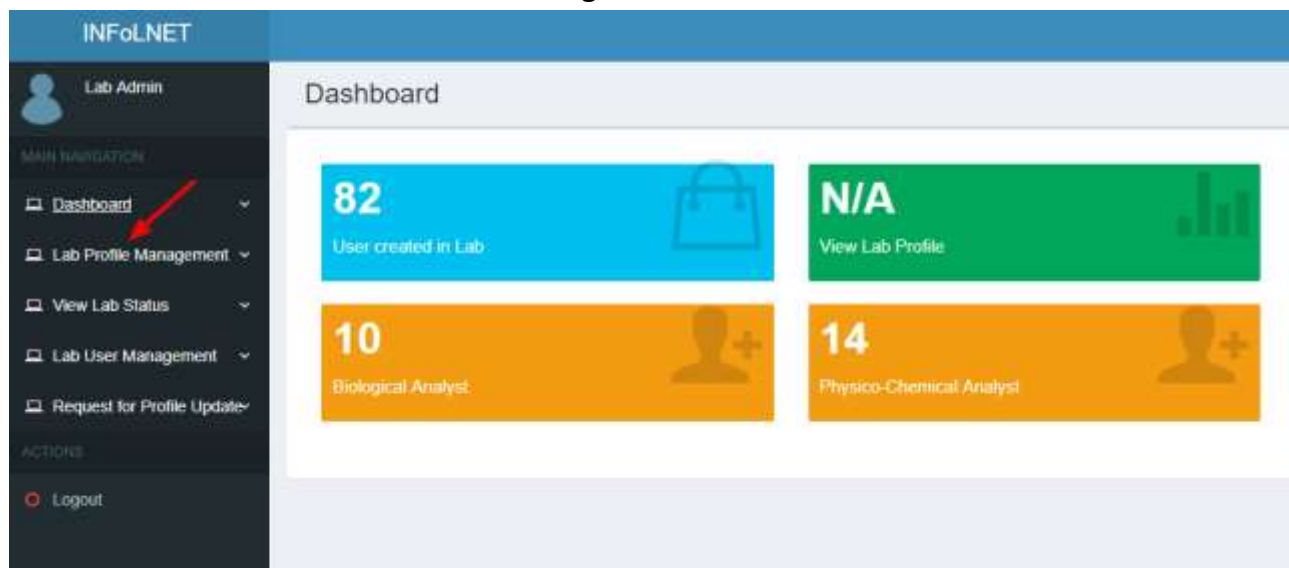
NOTE: Once all the required information mentioned under LAB PROFILE MANAGEMENT is filled any updation in the profile will be disabled and the approval request will be forwarded to FSSAI QA division. After the approval, Lab will be listed in the selection criteria for sample assignment.

Lab Profile Management

Through this functionality, Lab Admin will be able to perform Lab Profile Management. Lab Admin will be able to update Lab Basic Details, Accreditation Details, Manpower, Equipment Details and Test Parameters Details against Test Categories. On the basis of information updated by Lab Admin, system will recommend labs to be selected by FSO during sample dispatch and details updated by Admin will depict the picture of Lab testing capability.

There are following steps to be taken by Lab Admin to update or manage lab profile-

Step-1: Click at menu link' **Lab Profile Management**' as highlighted with red arrow mark in left panel in figure (4.11). System will redirect to next page to update Lab Profile as shown in figure (4.12).

Figure 4.12

Step-2: Enter/Fill Lab Contact Person details, FSSAI Accreditation Details and Ownership Details in respective panels as shown in figure (4.12).

Step-3: Click at tab menu **'Manpower'** as shown by arrow mark (1) and System will display list of all added Manpower.

Step-4: Click at tab menu **'Equipment'** as shown by arrow mark (2) and System will display list of all added Equipment.

Step-5: Click at tab menu '**Test Parameter'** as shown by arrow mark (3) and System will display list of all added Test Parameter.

Step-6: Click at tab menu **'Accreditation'** as shown by arrow mark (4) and System will display list of all added Accreditation.

Lab User Management

Through this functionality, Lab Admin will be able to manage the users created in Lab under Lab Profile Management module. Lab Admin will be able to edit the details of any user created in Lab. A user will be listed down in list of users under user management only if a user has been added under manpower as a technical person.

There are following steps to be taken by Lab Admin to view and edit profile of a user who has been added as a technical person-

Step-1: Click at menu link '**Lab User Management'** as highlighted with red oval mark in left panel in figure (4.21). System will redirect to next page to list all users added through manpower functionality in 'Lab Profile Management'.

Figure 4.21

Step-2: Click at link '**Edit**' against any user as highlighted with red arrow mark in figure (4.21) and system will display a pop-up window to view and edit details of the user. Please refer to figure (4.22).

Figure 4.22

**Step-3**: Edit any information of the user as required excepting type of user and login ID.

Step-4: Click at button '**Update**' after editing all requisite information at pop-up window and system will update the information entered and will redirect to list of users.

Request For Profile Update

Through this functionality, Lab Admin will be able to generate request for updation in the Lab Profile and view the status of pending requests.

Step-1: Click at '**Request for Profile Update**' as highlighted with red arrow mark in figure (4.21).

Figure(4.21)
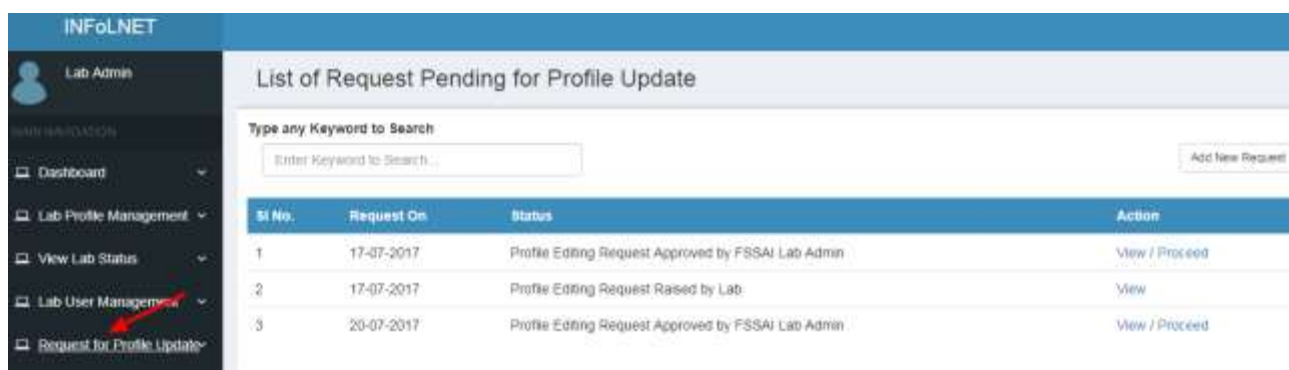
Step-2: Click at '**Add New Request**' as highlighted with red arrow mark in figure (4.22) and select the section name need to be updated and clicks 'Submit' button.

Figure(4.22)
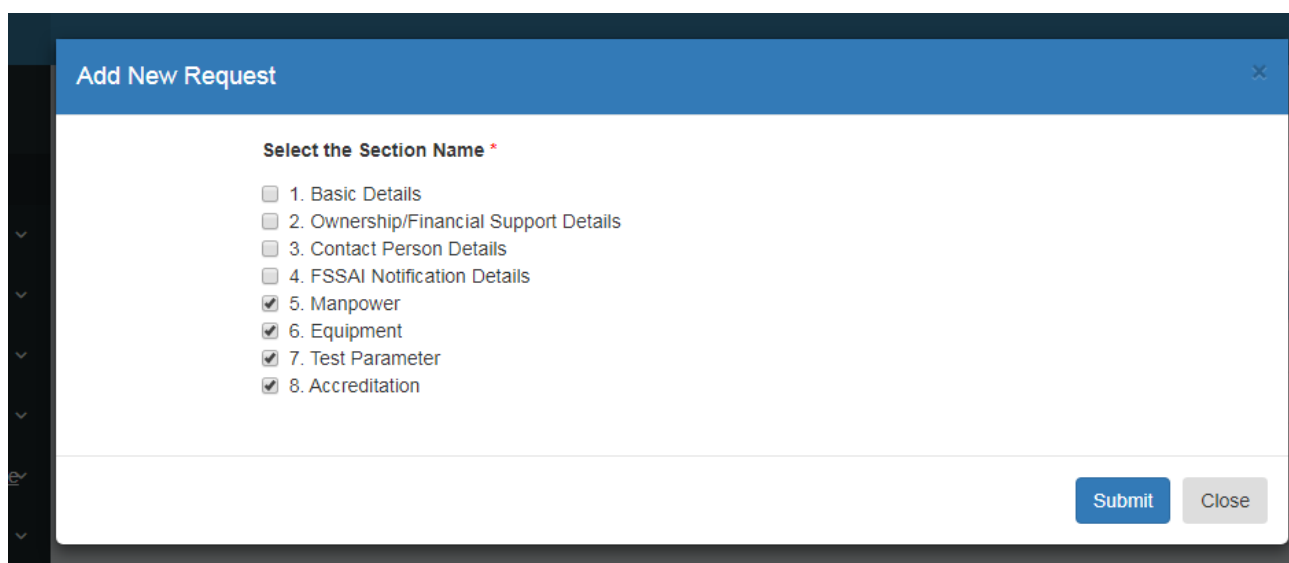
To view the Lab Profile updation request raised, click on left panel as shown in figure (1.11).

Figure (1.11)
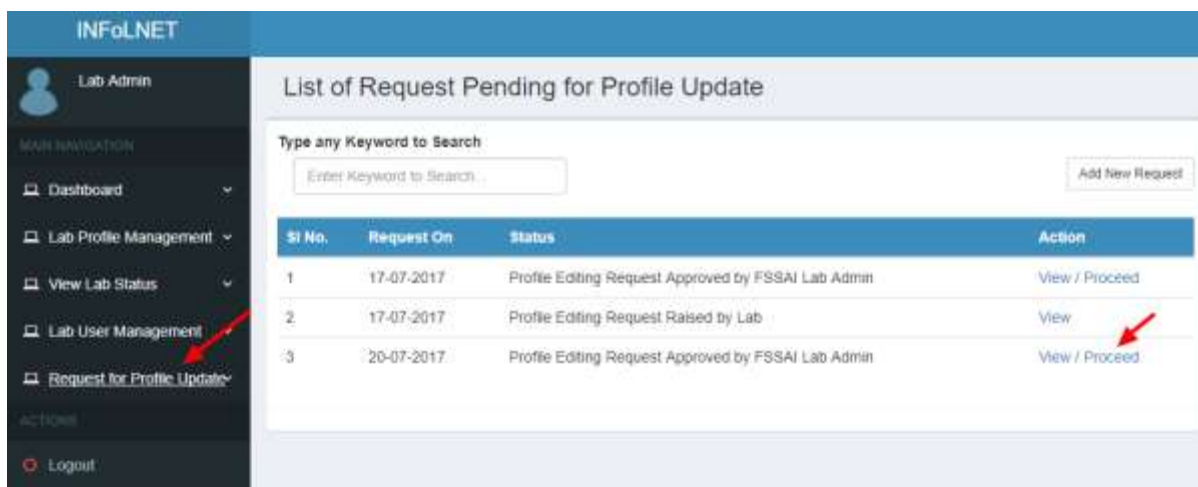
Step-1: Clicks to Proceed in figure (1.11) right panel.

Figure (1.12)
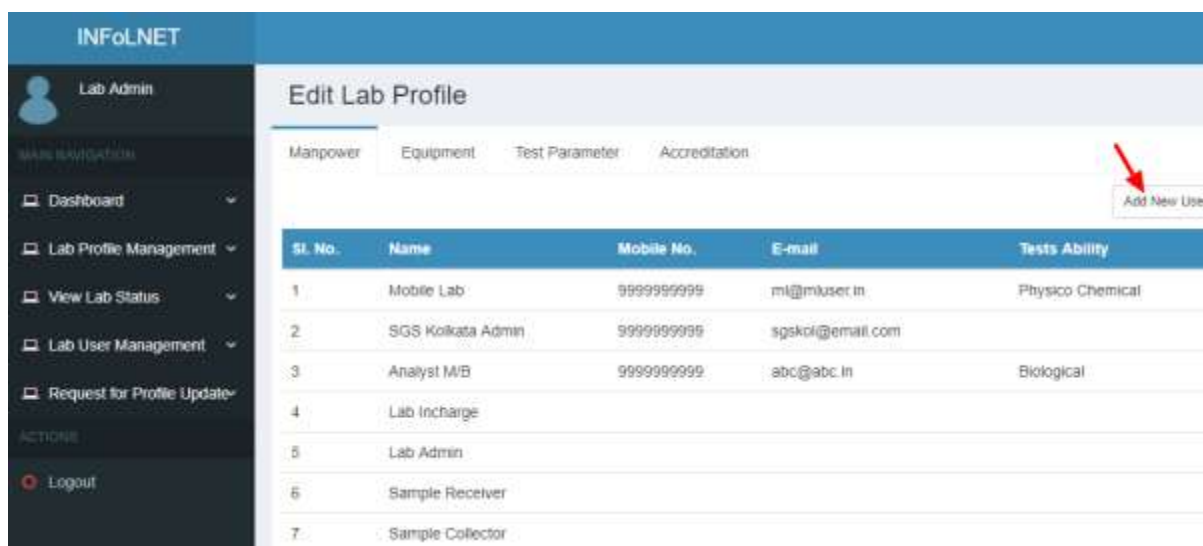
Step-2: Clicks to Add New User for add Manpower – Technical and Non-Technical in figure (1.12) right panel.

Step-3: Click to left panel Equipment in figure (1.13) and also clicks to "Add New Equipment".

Figure (1.13)

Step-4.: Clicks to 'Test Parameter' and Click at button '**Proceed**' as highlighted with red arrow.

Figure (1.14)

In figure (1.14) to enter test parameter details. System will redirect to new page for selection of test parameters and sub-test parameters under selected test category. Please refer to figure (1.14).
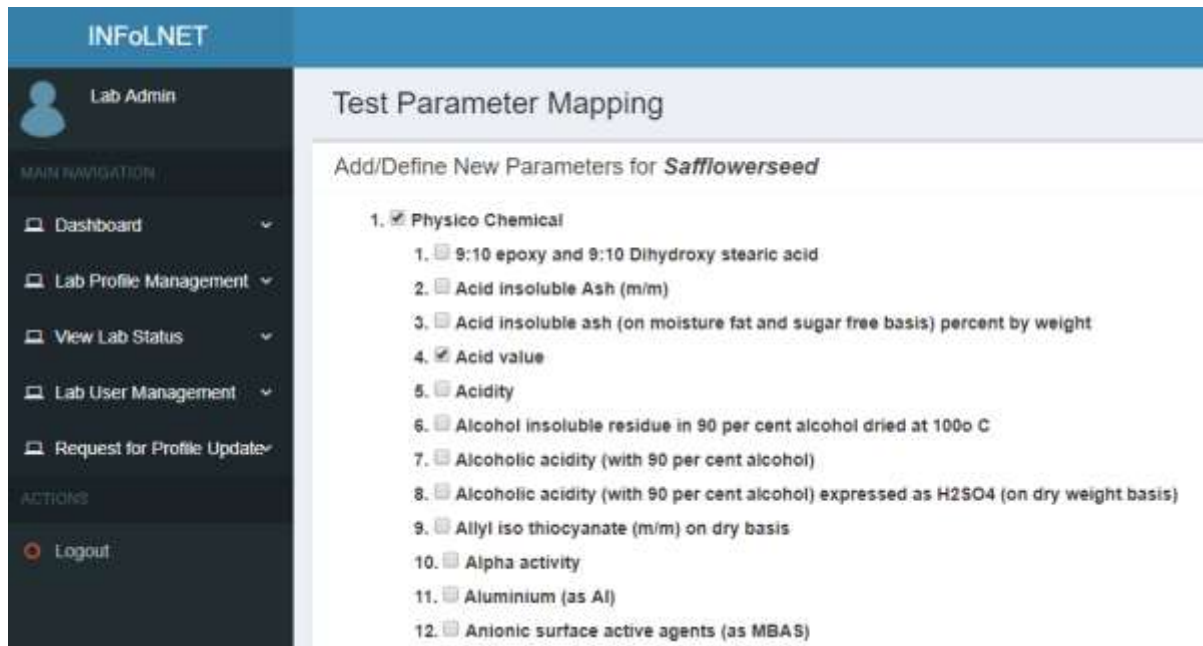
Step-5: Click at button '**Submit**' to save the parameters selected for selected food category. System will display a confirmation message for successful updating of parameter.

Step 6: Clicks to left panel "Accreditation" and add new accreditation in figure (1.15).
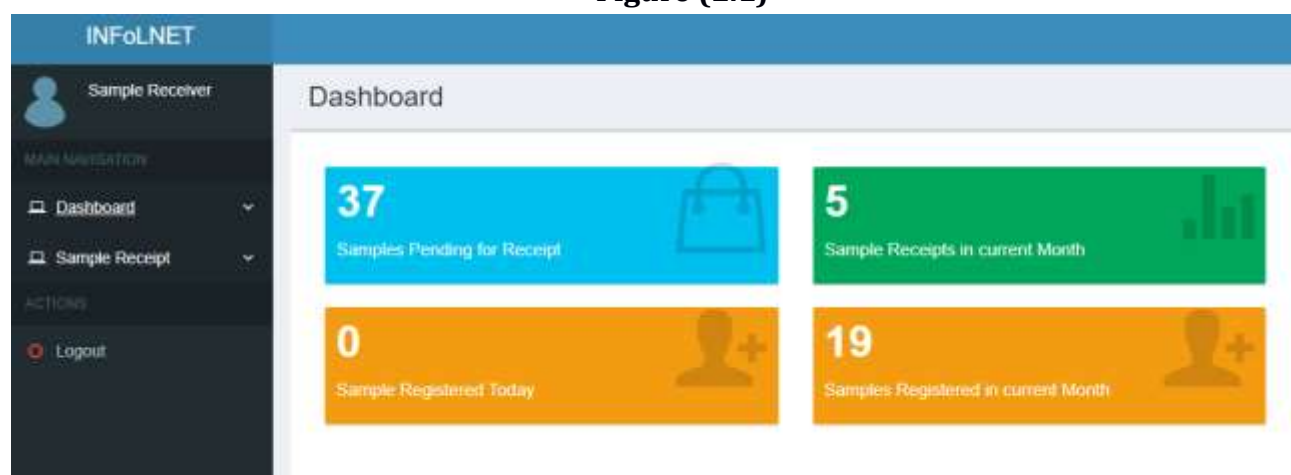
Figure (1.15)

SAMPLE RECEIVER

Sample Receiver will initiates the process Sample Testing within a food Lab. Sample Receiver is responsible to perform following activities in a food Lab-

   i. Sample Receipt
  ii. Sample Registration

After login successfully to his/her account, Sample Receiver will redirect to dashboard page as shown in figure (2.1).

Figure (2.1)

Dashboard of Sample Receiver will reflect statistics about samples pending for receipt, receipts in current month and sample registered in present day and current month.

Sample Receipt

Through this functionality, Sample Receiver will be able to receive samples forwarded by FBO, FSO and any other user through online interface provided by INFoLNET.

Samples which are received physically and registered by Lab (Sample Receiver) will also be listed in list of sample received for receipt generation.

There are following steps to be taken for sample receipt-

Step-1: Click at menu link 'Sample Receipt' highlighted with red arrow mark in left panel in figure (2.1). System will display a list of sample for Sample Receipt.

Figure (2.1)

Step-2:Click at link '**Process**' given against any sample listed in grid to receipt a sample as shown in figure 2.2. Now system will display a pop-up window to enter sample receipt date, Lab Internal Code and Remark

Figure (2.2)

Step-3: Enter sample receipt date and Lab Internal Code and click at button '**Submit**' to receipt the sample. Please refer to figure (2.2).
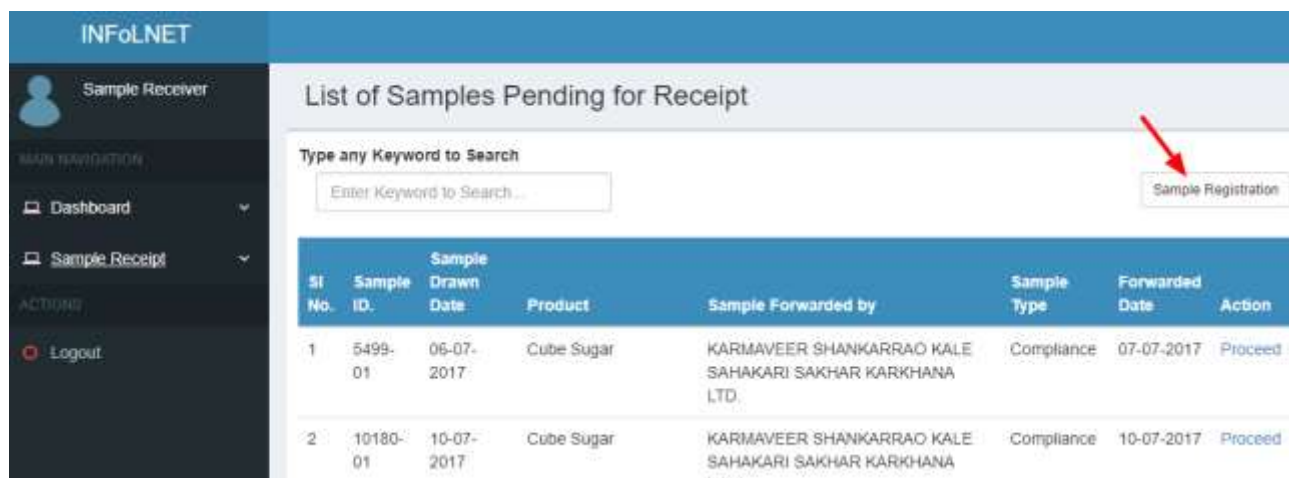
Step-4: User also can click at button '**Cancel**' if not sure to receipt the sample or wants to change sample receipt date or internal Lab Code. Please refer to figure (2.2).

Sample Registration

Through this functionality, Sample Receiver will be able to registered samples which are carried to Lab directly by any user. Sample Receiver receives that samples and registers in to the Lab through online system of INFoLNET. Samples are listed in list of sample receipt after getting registered by Sample Receiver. There are following steps to be taken for sample receipt-

Step-1: Click at link **'Sample Registration'** as highlighted with red arrow mark in right panel in figure (2.4).

Figure (2.4)

System will display a new page for registration of a sample received at Lab physically as shown in figure (2.5).

Figure (2.5)

Step-2: Enter Applicant details in respective fields as shown in figure 2.5.

Step-3: Enter Sample details in respective fields as shown in figure 2.5.

Step-4: Enter Internal Lab Code.

Step-5: Define the test parameters either 'As per FSSAI' or 'Custom' or both as shown infigure 2.5.

Note: In case Test Parameters are mapped with the selected product then option to select **Test Parameters as per FSSAI Rules** will be visible else user will only be able to select custom parameters.

Step-6: Click the check box if option is enabled for parameters 'As per FSSAI Rules' and user is willing to test as per FSSAI Rules. Option is highlighted by arrow mark in figure (2.5).

Click at check box against 'Custom Parameters' as highlighted with red arrow mark (1) in figure (2.5) only if you are also willing to test along with custom parameters. System will enable a panel to select custom parameters. Please refer to figure (2.6).

Figure (2.6)

Step-7: Add custom parameters in grid by selecting Test Category, Test Parameter and Test Sub-Parameter (if any) from respective drop-down lists and then click at button 'Add' and system will add that parameter details and will list in a new row in grid.

Step-8: Click button 'submit' as highlighted with red arrow mark (2) in figure (2.6) after selecting test parameters. Now you will redirect to previous/parent window.

Note: Sample registered by Sample Receiver will be listed directly in list of samples pending for screening.

LAB INCHARGE

Lab Incharge is a very important role within a food Lab. Other than Analyst, Lab Incharge performs a lot of crucial activities in a Lab.

Lab Incharge is responsible to perform following activities in a food Lab-

    i. Sample Screening
    ii. Test Scheduling
    iii. Analysis Pending
    iv. Approval Pending
    v. Upload Signed Report
    vi. Published Reports

After login successfully to his/her account, Lab Incharge will redirect to dashboard page as shown in figure (3.1).

Figure 3.1

Dashboard of Lab Incharge will reflect statistics about-

    i. Samples pending for screening

    ii. Sample pending for test scheduling

    iii. Samples pending for test result approval

    iv. Sample pending for uploading signed report

    v. Pending Clarifications

Sample Screening

Through this functionality, Lab Incharge will be able to perform the screening process of samples which are received at food lab for testing. Samples, either dispatched by FBO and FSO through Online system of INFoLNET or directly collected/drawn by lab personnel like Sample Collector will be listed to Lab Incharge for screening.

After being found fit for test during screening, Analysts are assigned by Lab Incharge to that sample.

There are following steps to be taken by Lab Incharge for sample screening -

Step-1: Click at menu link '**Sample Screening'** as highlighted with red arrow mark in left panel in figure (3.1). System will display a list of samples pending for screening. Please refer to figure(3.2).

Figure 3.2

Step-2: Click at link '**Proceed**' against any sample listed for screening as highlighted by red arrow mark in figure (3.2), system display a pop-up window to enter the details of screening. Please refer to figure (3.3).

Figure 3.3

Step-3: Enter details of physical appearance of sample received.

Step-4: Enter details of label if any.

Step-5: Enter type of packaging and condition of package.

Step-6: Define the status of sample either fit for test or not by selecting radio buttons.

Step-7: Enter sample screening date.

S**tep-8**: Click at button '**Submit**' to update the information entered about screening. System will display a message for successful update of information.

In Case Sample is not FIT FOR ANAKYSIS, please select NO against question Is Sample Fit for Analysis?

Note: If sample is found fit for test after screening then it will be listed down in list of samples pending for test scheduling and delisted from here.
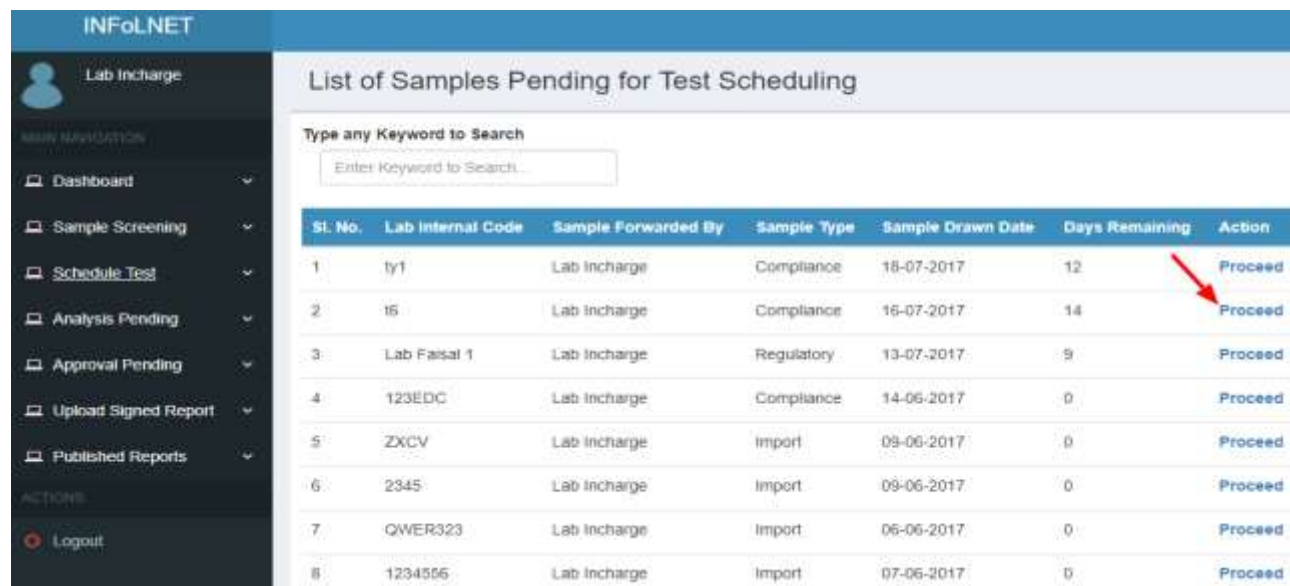
Test Scheduling

Through this functionality, Lab Incharge will be able to schedule test of the samples which have been founded fit for test during screening of samples. System facilitates to Lab Incharge to assign Analyst to any sample after reviewing the work log of analyst. System will automatically reflect analysts name as per category of test matches with analyst ability.

There are following steps to be taken by lab Incharge for sample screening-

Step-1: Click at menu link' **Schedule Test'** as highlighted with red arrow mark in left panel in figure (3.21). System will display a list of samples pending for scheduling to be test.

Figure 3.21

Step-2: Click at link '**Proceed**' against any sample listed for test scheduling as highlighted by red arrow mark (1) in figure (3.21), system will enable a panel to enter the details for test schedule.

Figure (3.24)

Step-3: Select Analyst as per test to be done as shown in Fig 3.4

Step-4: After assigning analyst as required and work log assigned with analyst, click at button '**Submit**'. System will update the information entered and will display a message for successful scheduling of test.

Now, that sample will be delisted from the list of sample pending for test scheduling in account of Lab Incharge and will be available to analyst for testing. These samples also will be listed under menu 'Analysis Pending' for Lab Incharge.

Analysis Pending

Through this functionality, Lab Incharge will be able to view list of the samples which have been scheduled for test or have sent back to the Analyst/Analysts for test result revision. System facilitates to Lab Incharge to view the status of any sample which has been assigned to analyst for testing or sent back for test result revision.

There are following steps to be taken by Lab Incharge for reviewing analysis pending -

Figure 3.31

Step-1: Click at menu link '**Analysis Pending'** as highlighted with red arrow mark in left panel in figure (4.31). System will display a list of samples pending for analysis.

Note: there are three colors of status against samples which are pending for analysis -
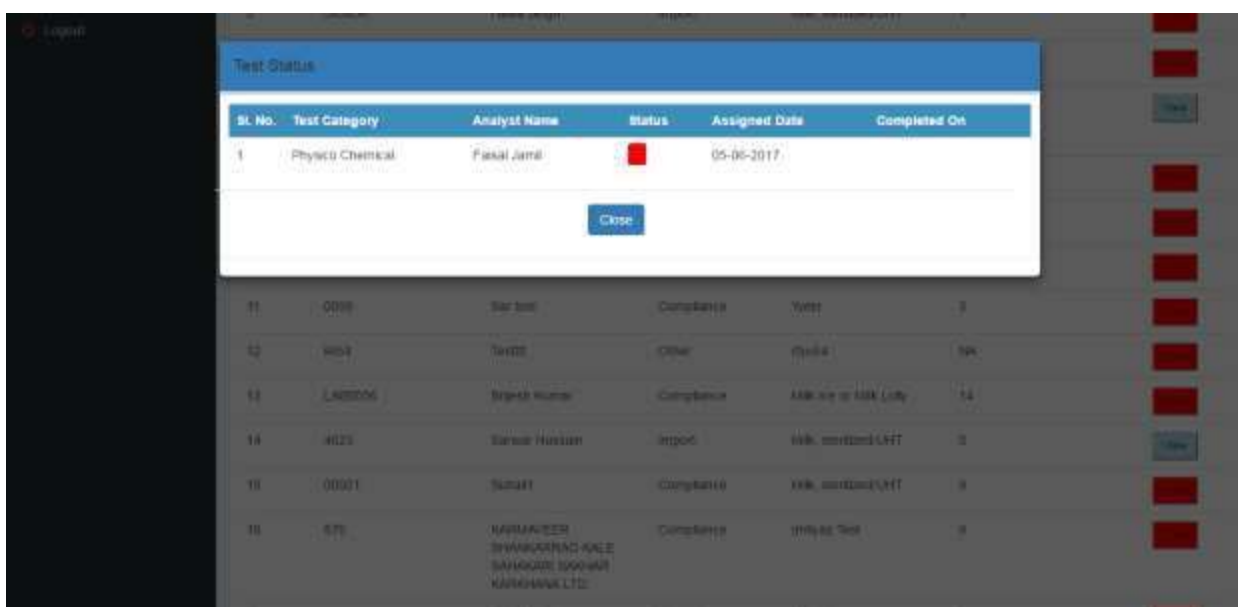
Yellow- The samples foe which partial result of analysis has been updated by analyst
Red- No result of analysis has been updated so far
Blue- Result has been sent back to analyst/analysts for revision

Step-2: Click at link '**View**' against any sample listed under this menu to view the status of analysis. System will open a pop-up window to display the status as shown in figure (3.32).

Figure 3.32

Step-3: Click at button '**Close**' at pop-up window to close that pop-window after viewing the status.

Approval Pending

This functionality is provided to Lab Incharge to approve the result of analysis of any sample which has been tested and test results have been updated by Analyst/Analysts. System facilitates to Lab Incharge not only to approve the results of analysis but also facilitates to send back results of analysis for revision if Lab Incharge is not satisfied with results updated by analysts.

There are following steps to be taken by Lab Incharge for approval of test results -

Step-1: Click at menu link 'Approval Pending' as highlighted with red arrow mark in left panel in figure (3.41). System will display a list of samples pending for test results approval.

Figure 3.41

Step-2: Click at menu link '**Proceed**' against any listed sample as highlighted with red oval in figure (3.41). System will redirect to display test results entered by analysts for that sample. Please refer to figure (3.42).

Figure 3.42

Step-3: Enter test results status and appropriate remark in support of result and click at button '**Approve & Submit**'. System will display a confirmation message for result status update and will return to list of sample pending for test result approval.

Approved results by Lab Incharge will display under another menu ' **Upload Signed Report**' to upload signed report for publishing the reports for other stakeholders.

Step-3.1: In case if Lab Incharge is not satisfied results updated by Analyst then Lab-Incharge has to click button '**Send for Revision**.' System will display a pop-up window to select analysts and to provide proper remark for Analysts to revise the result correctly. Please refer to figure (3.43)

Figure 3.43

Step-3.2: Select test category for revision and name of analyst whom result has to be sent for revision and give a remark against for revision.

Step-3.3:Click at button '**Submit**' to sent results for revision. System will display a conformation message for information submission and will return to list of sample results pending for approval.

Step-3.4: As soon as request will be updated for revision that sample result will be listed under menu '**Analysis Pending**' with **blue** color status.
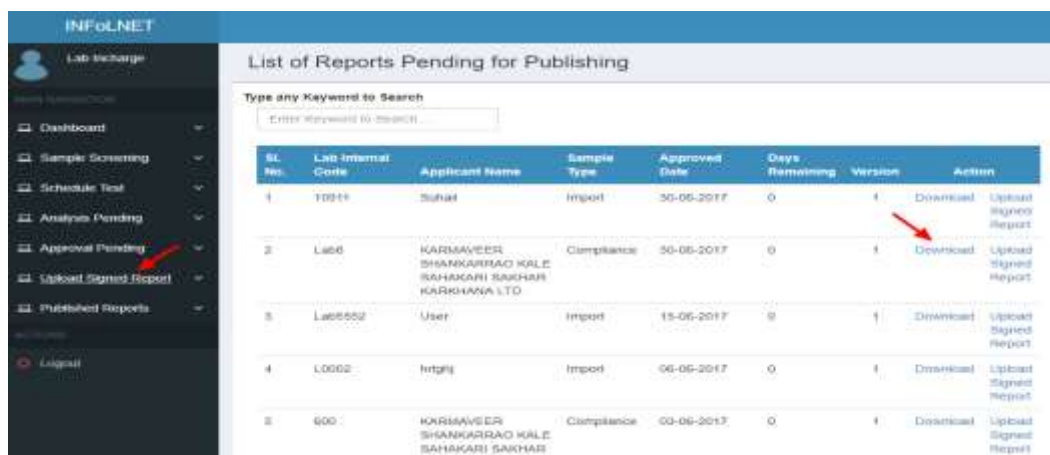
Upload Signed Report

This functionality is provided to Lab Incharge to upload signed report for any approved result. As soon as lab Incharge approves a test result updated by Analyst, this sample result is listed under menu '**Upload Signed Report**' so that it could be published for other stakeholders.

Labs Incharge downloads test report and get it signed manually and upload it again to be published and to be used by other stakeholders.

There are following steps to be taken by Lab Incharge for uploading signed reports-
Step-1: Click at menu link '**Upload Signed Report**' as highlighted with red mark in left panel in figure (3.51). System will display a list of samples pending for uploading signed report for publishing test results.

Figure 3.51

Step-2: Click at link '**Download**' given against any approved result as highlighted by arrow in figure (3.51) and file open in new tab and download a file generated test report for that sample.

Step-3: Click at link '**Upload**' given against that sample report for which you have downloaded test report and system will open pop-up window to choose file for signed copy of approved test report from user computer. Please refer to figure (3.52).

Figure 3.52
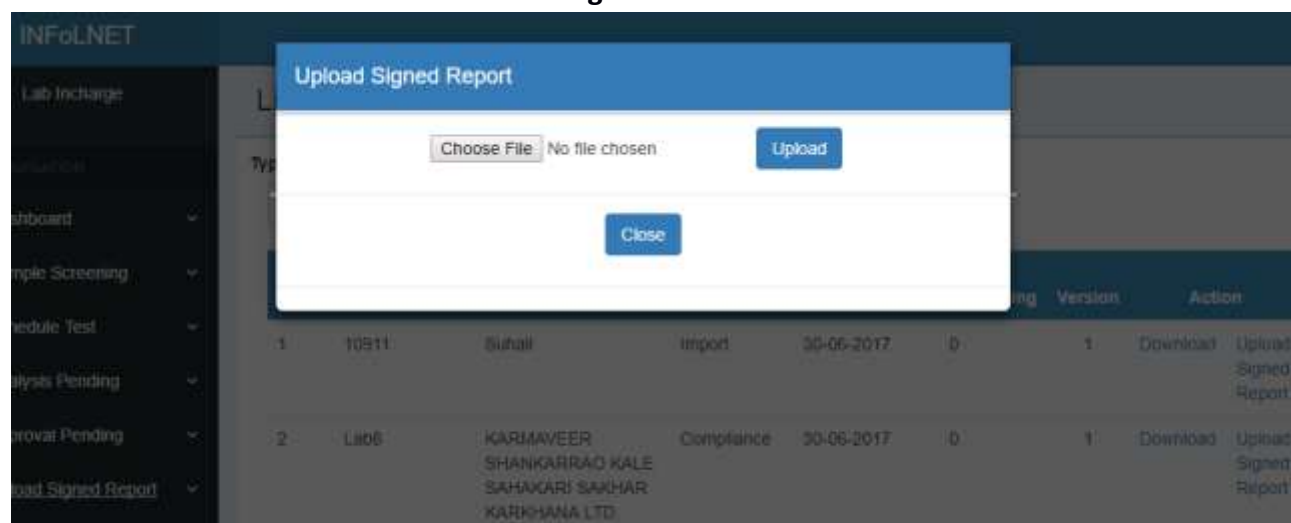
Step-4: Click at button '**Choose File**' to select signed report from your computer and click at button '**Upload**' after selecting signed report file. System will display a message for successful file upload and that report will be available to other stakeholders under menu '**Published Reports**'.
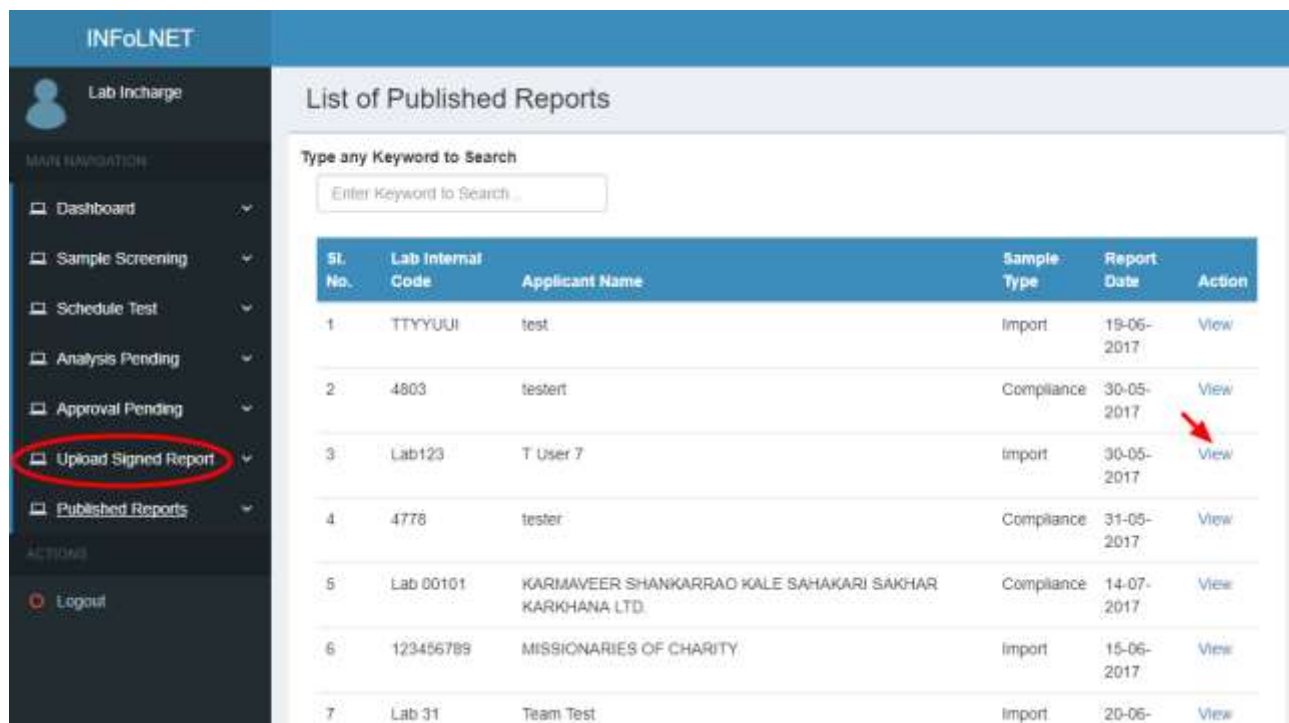
Published Report

This functionality is provided to Lab Incharge to search and view published report. As soon as lab Incharge uploads signed report it will be listed under menu 'Published Reports' to view the test results.

There are following steps to be taken by Lab Incharge to view published reports -

Step-1: Click at menu link 'Published Reports' and system will display a list of results published by Lab Analyst. Please refer to figure (3.61).

Figure 3.61

Step-2: Click at link 'View' and system will display that report to view and save.
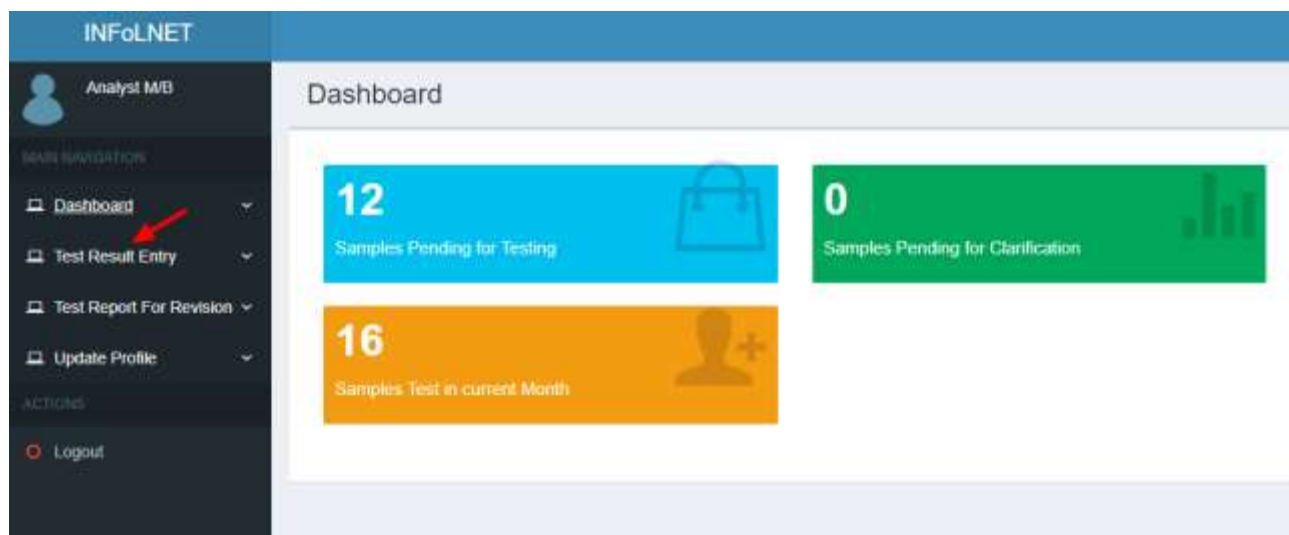
ANALYST

Analyst is a person who performs the test of food samples assigned to him/her by lab Incharge. Every analyst belongs to a specific Test Category which are performed in any food Labs. Usually, there may be more than one analyst in a lab. After performing testing, analyst updates the test result through online system of INFoLNET for tested sample.

Analyst is responsible to perform following activities in a food Lab-
   i.   Test Result Entry
  ii.   Test Report for Revision

After login successfully to his/her account, Analyst will redirect to dashboard page as shown in figure (2.1).

Figure 2.1

Dashboard of Analyst will reflect statistics about samples pending for testing, requests pending for clarification and samples tested in current month.
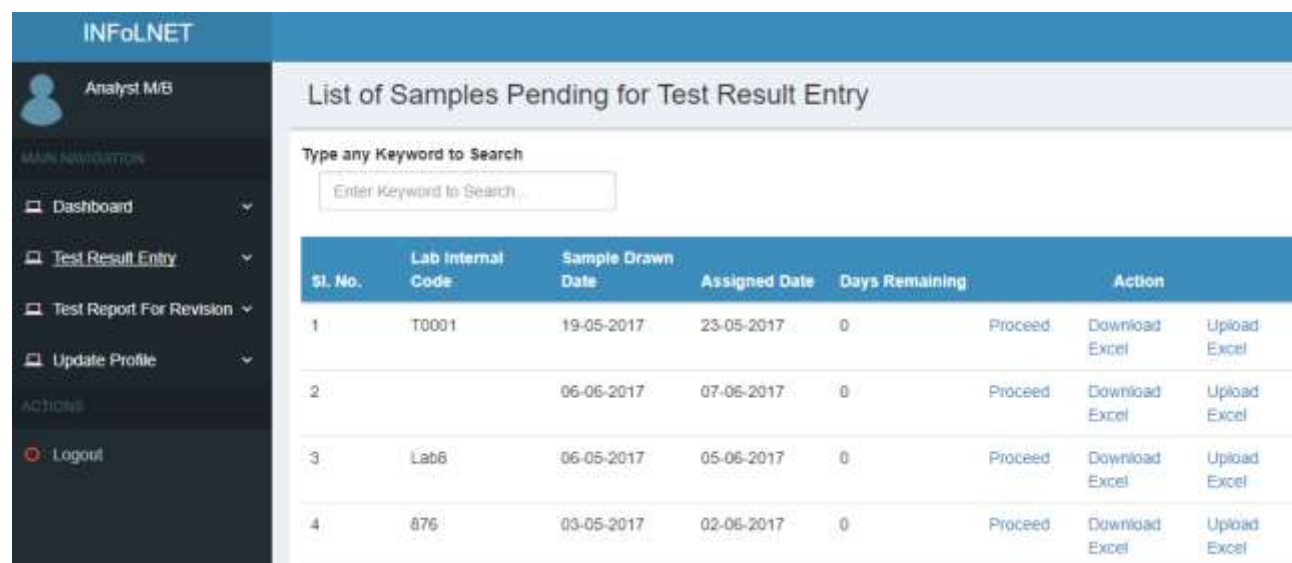
Test Result Entry

Through this functionality, Analyst will be able to enter test result report against any sample which has been tested by Analyst. Analyst can upload test result through excel sheet having predefined format or submitting the Test results online.

There are following steps to be taken for test result entry through excel sheet by Analyst-

Step-1: Click at menu link' Test Result Entry' as highlighted with red arrow mark in left panel in figure (2.1). System will display a list of samples pending for test result entry. Please refer to figure (2.2).

Figure 2.2

Step-2:Click at link 'Proceed' given against any sample which has been tested. Now system will redirect to next page as shown in figure (2.3).

Figure 2.3

Step-2: Enter test start date and end date in respective bins in figure (2.3).

Step-3: Enter test results for test parameters as per FSSAI regulation (if any).

Step-4: Enter test results for custom test parameters (if any).

Step-5: Enter values of test result for additional parameters (if any) and click button 'add' against that parameter.

Step-6: Upload Raw Data Files.

Step-7**.1**: Click at button 'Save as Draft' as given in figure (2.3) if user is not sure to submit test results.

Step-7**.2:** Click at button 'Cancel' given in figure (2.3) if user not interested to submit or save the test results as draft.

Step-7: Click at button 'Submit' as shown in figure (2.3) with help of red arrow mark to save the results in INFoLNET. System will display a confirmation message for successful submission of test results.

After test result entry for any sample it will list to Lab Incharge for Approval of test results and will be delisted from list of samples for test result entry in Analyst account.

NOTE: In addition to Online and Excel reporting of Test Results, Lab with existing LIMS can submit test Results via Web-Service also, option of which will be enabled at the earliest.

Test Report For Revision

Through this functionality, Analyst will be able to reply to requests of clarification sent by Lab Incharge about the test results entered by Analyst. As per functionality of testing, all the test results are approved by Lab Incharge before going publishing. Lab Incharge can send back the results to Analyst for clarification if not satisfied with the result.

Analyst can access all these requests of clarification and remarks entered by Lab Incharge in regards of clarification. Now Analyst can resubmit the results to Lab Incharge for Approval after updating the results.

There are following steps to be taken for resubmission of results after making updates as required-

Step-1: Click at menu link '**Test Report For Revision'** as highlighted with red arrow mark in left panel in figure (2.5). System will display a list of samples pending for test result entry.

Figure 2.5
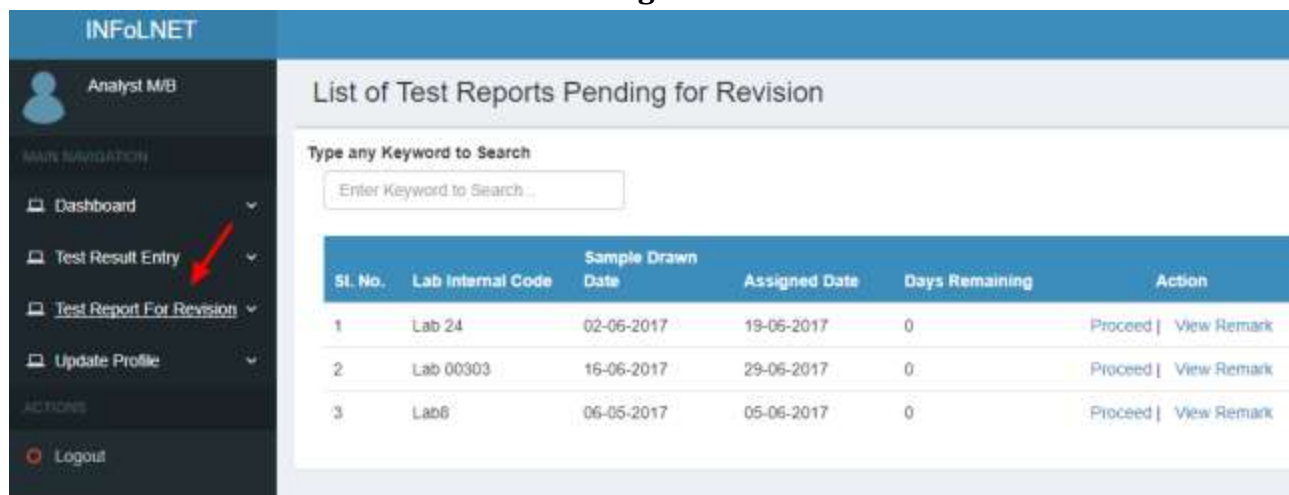
Step-2: Click at link '**View Remark'** as given against each sample request in figure (2.5).System will open a pop-up window to display remark sent by Lab Incharge for clarification. Please refer to figure (2.6).
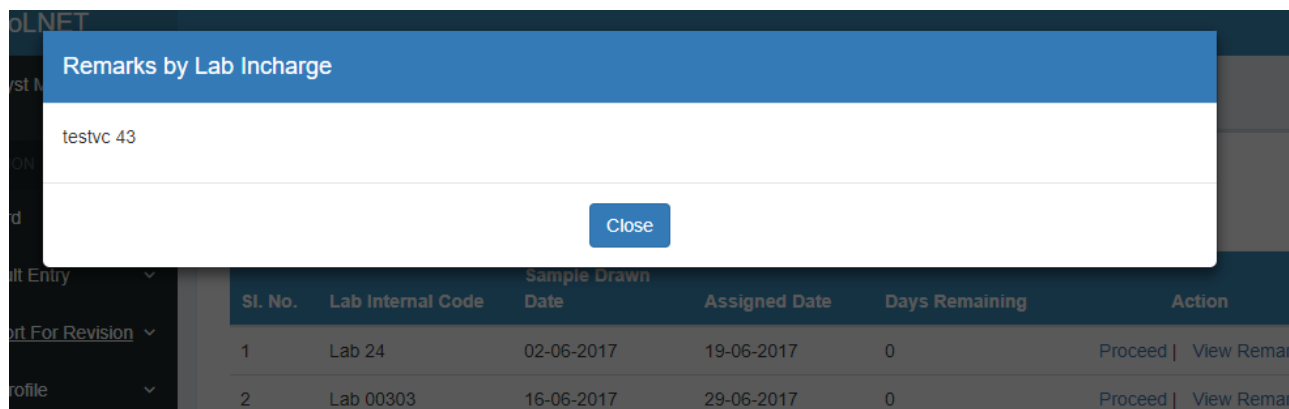
Figure 2.6

Step-3: Click at button '**close'** after reviewing remark in figure (2.6) and system will close the pop-up window and user will redirect at previous screen shown in figure (2.5).

Step-4: Click at link '**Proceed** ' given against any sample listed in figure (2.5). System will open test result already submitted for that sample in edit mode.

Step-5: Update the result as clarification required and resubmit the result by following the steps written in functionality of 'Test Result Entry' from step 2.

Update Profile

Through this functionality, Analyst will be able to view his/her profile and can coordinate with Lab Admin for any updation in profile if required.

There are following steps written below to view profile by Analyst-

Step-1: Click at menu link '**Update Profile'** as highlighted with red arrow mark in left panel in figure (2.7).

Figure 2.7

Step-2: To update Academic Details-

- Select any course from drop-down list which you have qualified.
- Enter University/board name of course. Enter Area of Specialization.
- Enter percentage marks obtained.
- Select year of passing from drop-down list.
- Click at button 'Add' and system will add a new row in grid containing all entered details.

Step-3: To update Analytical Training Details-
- Enter Analytical training/certificate.
- Enter name of Organizer or provider.
- Enter start date of training/certificate.
- Enter end date of training/certificate.
- Click at button '**Add**' and system will add a new row in grid containing all entered details.

Step-4: Click at button '**Save**' to update all the information entered. System will display a confirmation message for update of information successfully.