



भारतीय खाद्य संरक्षा एवं मानक प्राधिकरण
Food Safety and Standards
Authority of India



USER MANUAL - LABORATORY

INFoLNET

Submitted by:-
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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

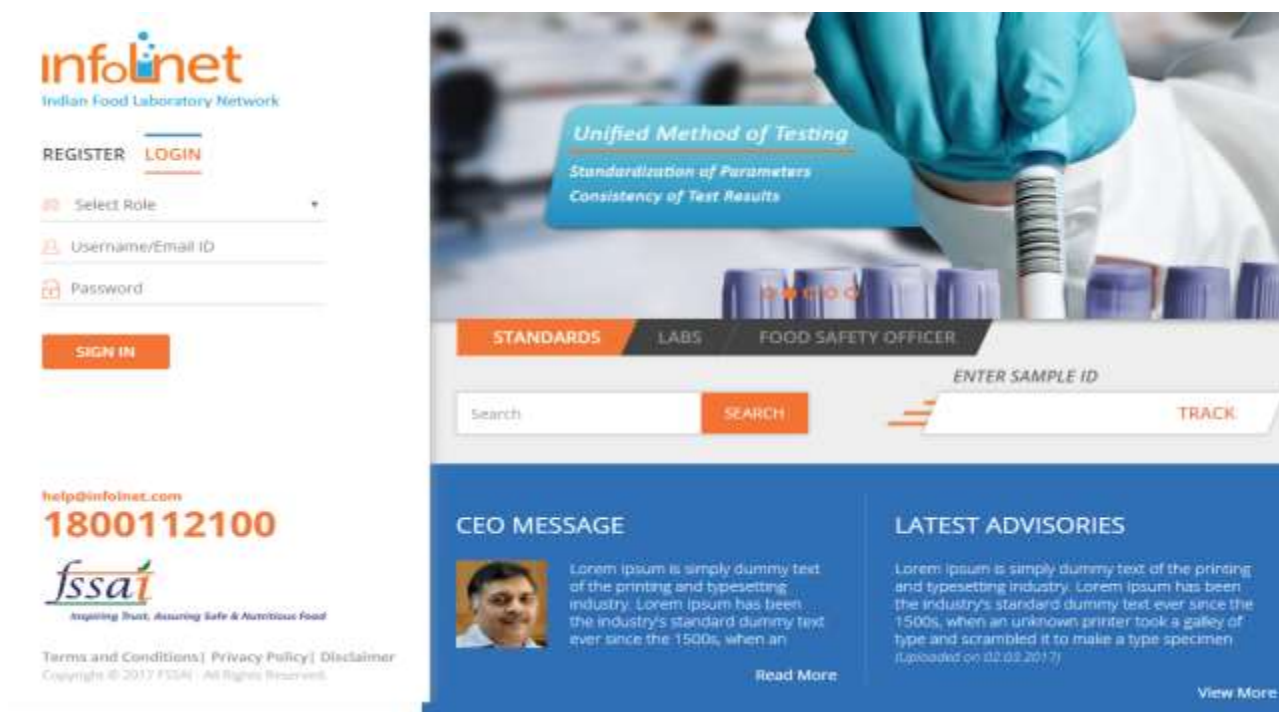
INFoLNET User Manual – Laboratory Version 1.3

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

Lab Registration

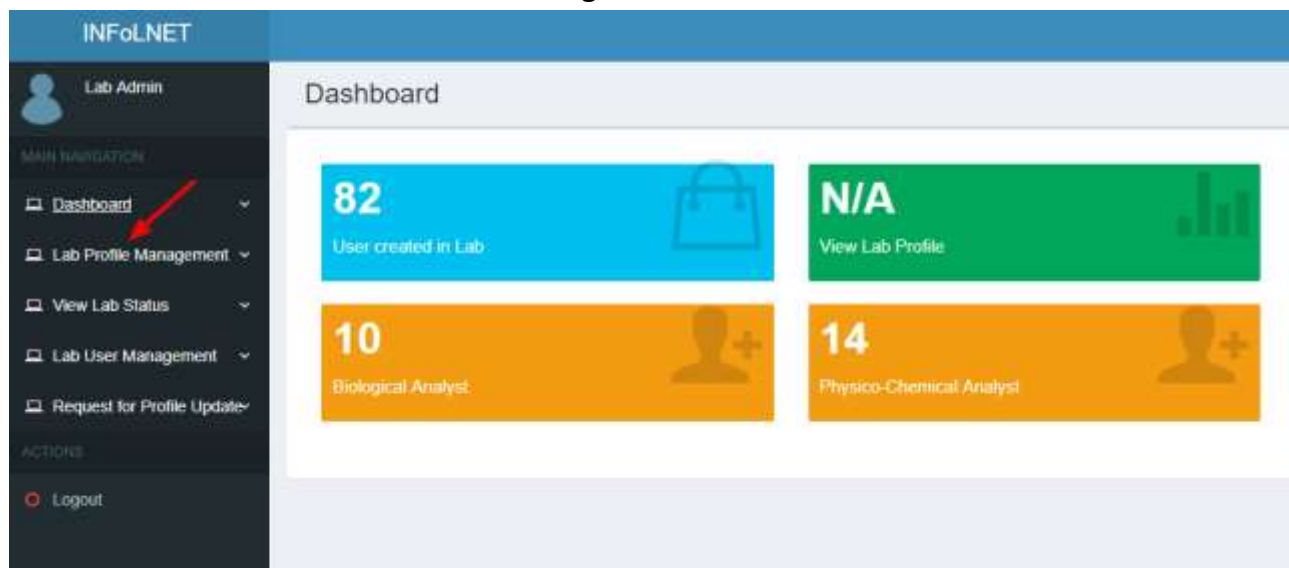
Lab Name*	Lab Address*
<input type="text" value="Lab Name"/>	<input type="text" value="Lab Address"/>
State*	District*
<input type="text" value="Select State"/>	<input type="text" value="Select District"/>
Sub District	Pin Code*
<input type="text" value="Select SubDistrict"/>	<input type="text" value="Pin Code"/>
Lab Admin Name*	Email*
<input type="text" value="Lab Admin Name"/>	<input type="text" value="Email id"/>
Mobile No.*	User Id*
<input type="text" value="Mobile No."/>	<input type="text" value="User id"/>
	<small>Note: User ID should be alphanumeric with minimum five characters length.</small>
Password*	
<input type="text" value="Password"/>	
<div><input type="button" value="Submit"/> <input type="button" value="Back"/></div>	

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

INFoLNET

Lab Admin

MAIN NAVIGATION

Dashboard
Lab Profile Management
View Lab Status
Lab User Management
Request for Profile Update

ACTIONS

Logout

Lab Profile

Basic Details

Lab Name:

SGS India Private Limited, Kolkata

Address:

CS Plot 512(P), Hanspukuria, D.H.Road, Joka, Kolkata-700104

State:

West Bengal

District:

Kolkata

Lab Admin Name:

A K Singh

Mobile No.:

9871714199

Email ID:

as@gmail.com

Ownership/Financial Support Details

Owned By:

Owned by Central Ministry/ department

Any financial support obtained from state/central government as on date:

Y

Name of Agency:

Samaj Kalyan Vibhag

Extent of grant received:

200000

Year:

2015

Month:

07

Contact Person Details

Contact Person Name:

Sarwar Hussain

Mobile No:

9871714489

E-Mail ID:

ds@gmail.com

FSSAI Notification Details

FSSAI Notification:

Y

Lab Type:

Referral Labs

FSSAI Notification No:

Reg. No. 1/E/FSSAI/2014

Validity Start Date:

13-06-2017

Validity End Date:

22-06-2017

FSSAI Notification File:

View

Manpower

Equipment

Test Parameter

Accreditation

Sl. No.	Name	Mobile No.	E-mail	Tests Ability
1	Mobile Lab	9999999999	mi@mluser.in	Physico Chemical
2	SGS Kolkata Admin	9999999999	sgskot@email.com	
3	Analyst M/B	9999999999	abc@abc.in	Biological
4	Lab Incharge			
5	Lab Admin			
6	Sample Receiver			
7	Sample Collector			
8	d	4353463454	ddd@gmail.com	
9	add new non tech1	3454765754	ewds_12@gmail.com	
10	User Test Non	8975645345	te@yahoo.com	

1
2
3
9

Print

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

INFoLNET

Lab Admin

MAIN NAVIGATION

- Dashboard
- Lab Profile Management
- View Lab Status
- Lab User Management**
- Request for Profile Update

ACTIONS

- Logout

List of Lab User Management

Type any Keyword to Search

Enter Keyword to Search...

Add New User

Sl. No.	User Name	Mobile No.	E-mail ID	Role	User ID	Status	Action
1	d	4353463454	ddd@gmail.com	Lab Analyst	4334fdg	Active	Edit
2	Tech 1	6767654564	test@yahoo.in	Lab Analyst	user5555	Active	Edit
3	Faisal Jamil Test	6857465676	ft@gmail.com	Lab Analyst	user655	Active	Edit
4	user f	7875465465	test121@gmail.com	Lab Analyst	rtertf44	Active	Edit
5	sfs	5686567686	swfsf@ggg.vvv	Sample Collector	dhgdh	Active	Edit
6	sarwar f	5646547567	sd@test.in	Lab Analyst	512410	Active	Edit
7	sarwar	9871714163	sarwarhussain263@gmail.com	Lab Analyst	saewr434	Active	Edit
8	Inza Khan	9871714163	inza@gmail.com	Lab Analyst	sarwar2631	Active	Edit
9	sar3wa	9871714163	sarwarhussain263@gmail.com	Lab Analyst	srtiya	Active	Edit
10	ASDF	9871714152	ASDF@gmail.com	Lab Analyst	qwedfr	Active	Edit

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

INFoLNET

Lab Admin

Edit User Details

User Type: ☒ Technical ☐ Non-Technical

Name*: Tech 1

Mobile No*: 6767654564

User ID*: user5555

E-Mail*: test@yahoo.in

Status*: Active

Role*: Lab Analyst

Note: User ID should be alphanumeric with minimum five characters length.

Update Close

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

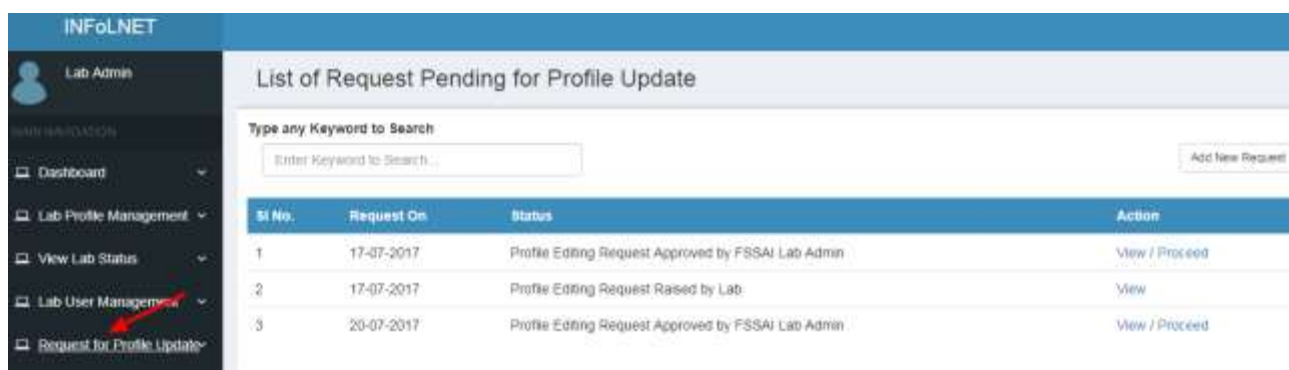
Step-4: Click at button '**Update**' after editing all requisite information at pop-up window and system will update the information entered and will redirect to list of users.

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.

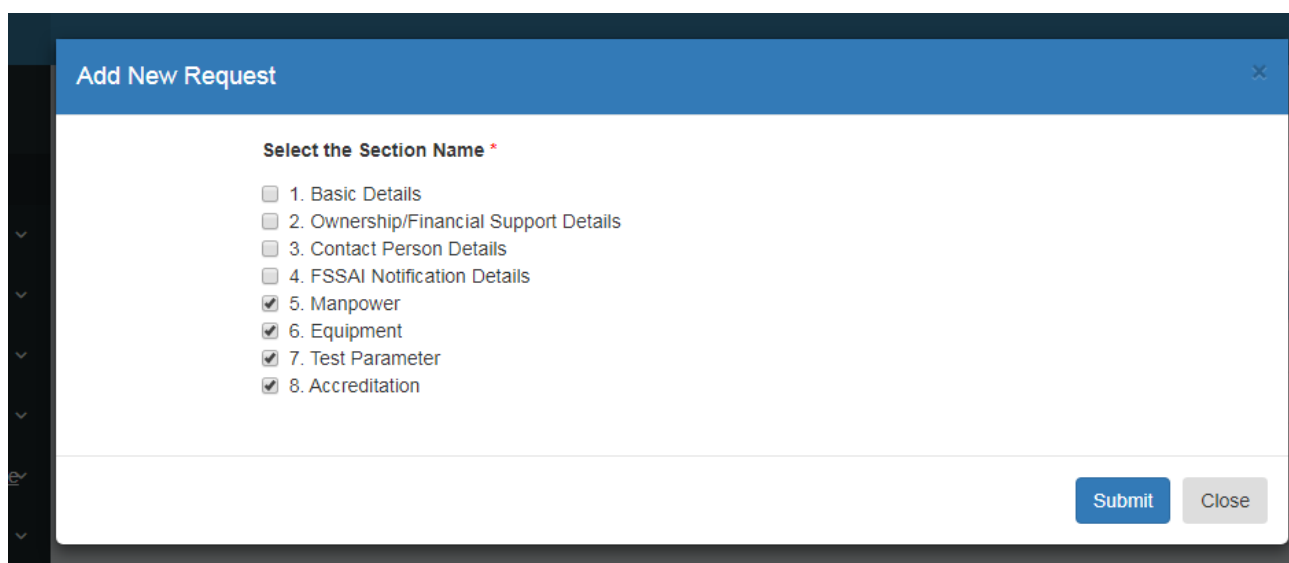
Step-1: Click at '**Request for Profile Update**' as highlighted with red arrow mark in figure (4.21).

Figure(4.21)



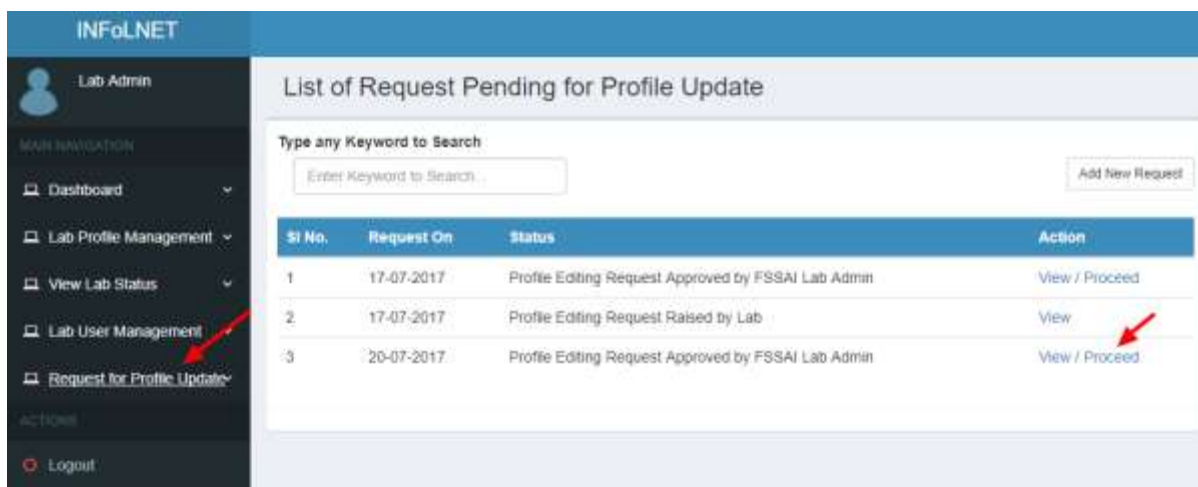
Step-2: Click at '**Add New Request**' as highlighted with red arrow mark in figure (4.22) and select the section name need to be updated and clicks 'Submit' button.

Figure(4.22)



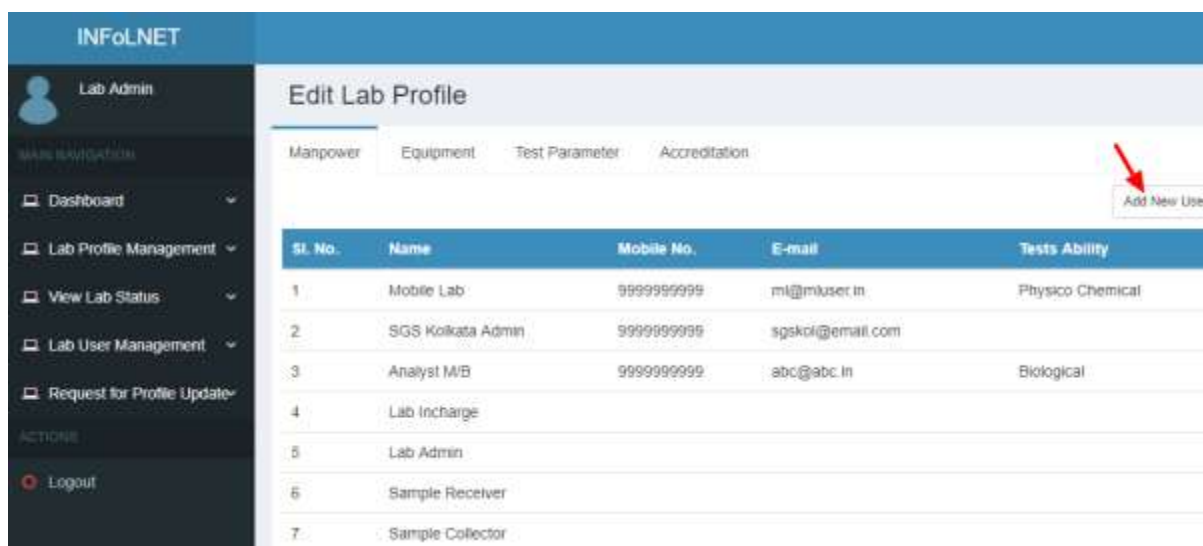
To view the Lab Profile updation request raised, click on left panel as shown in figure (1.11).

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.

Add New User

User Type: ☒ Technical ☐ Non-Technical

Name:* E-Mail:*

Mobile No.:* Status:*

User Id:* Role:*

Test Category:*

Note: User ID should be alphanumeric with minimum five characters length.

[Create](#) [Close](#)

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

Figure (1.13)

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Lab Admin

MAIN NAVIGATION

- Dashboard
- Lab Profile Management
- View Lab Status
- Lab User Management
- Request for Profile Update

ACTIONS

- Logout

Edit Lab Profile

Manpower **Equipment** Test Parameter Accreditation

[Add New Equipment](#)

Sl. No.	Equipment Type	Equipment Name	Installation Date	Action
1	yt	ly	30-05-2017	Edit
2	New 123	Test	02-06-2017	Edit
3	type1	u1	19-07-2017	Edit
4	fdhn	tt	29-05-2017	Edit
5	gff	fngit	30-05-2017	Edit
6	user	33	02-06-2017	Edit

Add New Equipment

Equipment Type :* type1

Equipment Name:* u1

Installation Date:* 19-07-2017

Calibration Details:

Date of Calibration	Vendor Name	Action
19-07-2017	test	Delete

dd-mm-yyyy

Submit Close

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

Figure (1.14)

INFoLNET

Lab Admin

MAIN NAVIGATION

- Dashboard
- Lab Profile Management
- View Lab Status
- Lab User Management
- Request for Profile Update

ACTIONS

- Logout

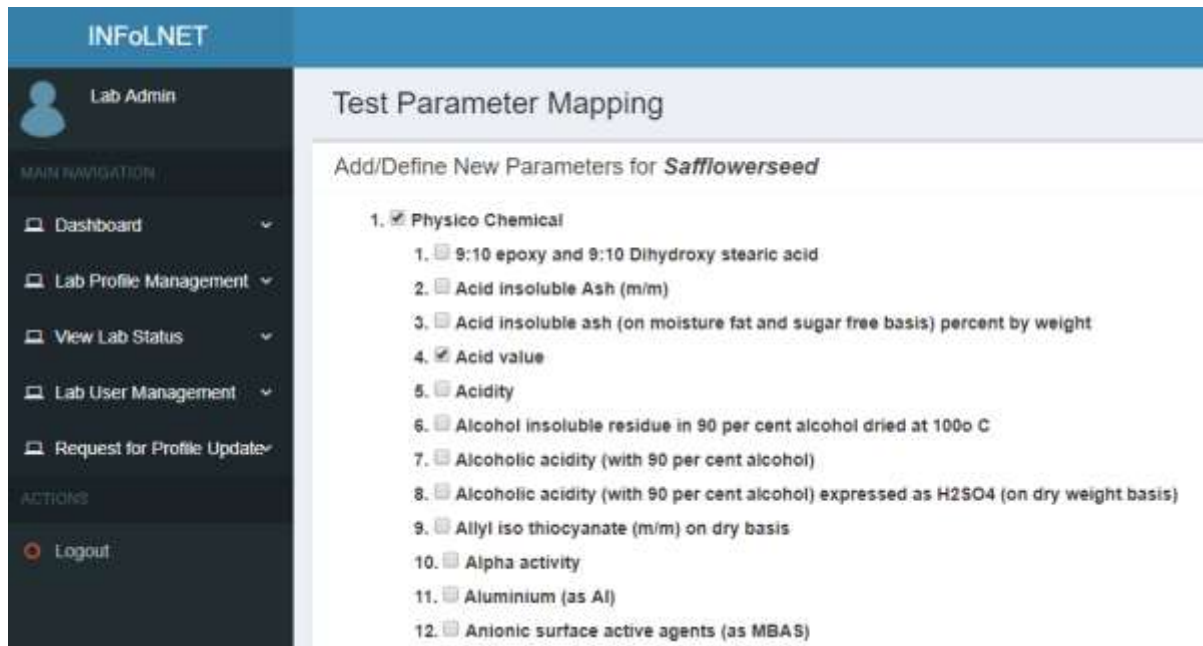
Test Parameter Mapping

Choose the Product (For which you wish to map the parameters) *

Sugarcane

Proceed

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)

INFoLNET

Lab Admin

MAIN NAVIGATION

- Dashboard
- Lab Profile Management
- View Lab Status
- Lab User Management
- Request for Profile Update

ACTIONS

- Logout

Edit Lab Profile

Manpower Equipment Test Parameter **Accreditation**

Add New Accreditation

Sl. No.	Accredited by	Accredited on	Expiry Date	Accreditation No.	View Certificate	Scope of Testing	Action
1	Test 1	06-07-2017	12-07-2017	2	View Certificate	View	Edit
2	232343434	02-07-2017	14-07-2017	2343245675	View Certificate	View	Edit
3	QAZXCVB	02-07-2017	12-07-2017	3245345345	View Certificate	View	Edit
4	rh	27-06-2017	05-07-2017	1	View Certificate	View	Edit
5	3423423	02-07-2017	12-07-2017	234	View Certificate	View	Edit
6	34	02-07-2017	12-07-2017	234323	View Certificate	View	Edit
7	QAZ	09-07-2017	12-07-2017	4535	View Certificate	View	Edit
8	AQWSX	02-07-2017	19-07-2017	AQWSXAQWSX	View Certificate	View	Edit

INFoLNET

Lab Admin

MAIN NAVIGATION

- Dashboard
- Lab Profile Management
- View Lab Status
- Lab User Management
- Request for Profile Update

ACTIONS

- Logout

Add New Accreditation

Accredited by:* Test 1

Accredited on:* 06-07-2017

Expiry Date:* 12-07-2017

Accreditation No.* 2

Certificate Upload:* Choose File la4.png

Note:-Certificate file should be *.jpeg, *.doc, *.docx, *.pdf, *.jpg, *.png with max allowed size of 2 MB.

Scope of Testing

Sl. No.	Category	Upload
1	Biological	Choose File 5302-01.pdf
2	Physico Chemical	Choose File 6357-01.pdf

Note:-Scope of testing file should be *.pdf with max allowed size of 2 MB.

Submit Close

Submit

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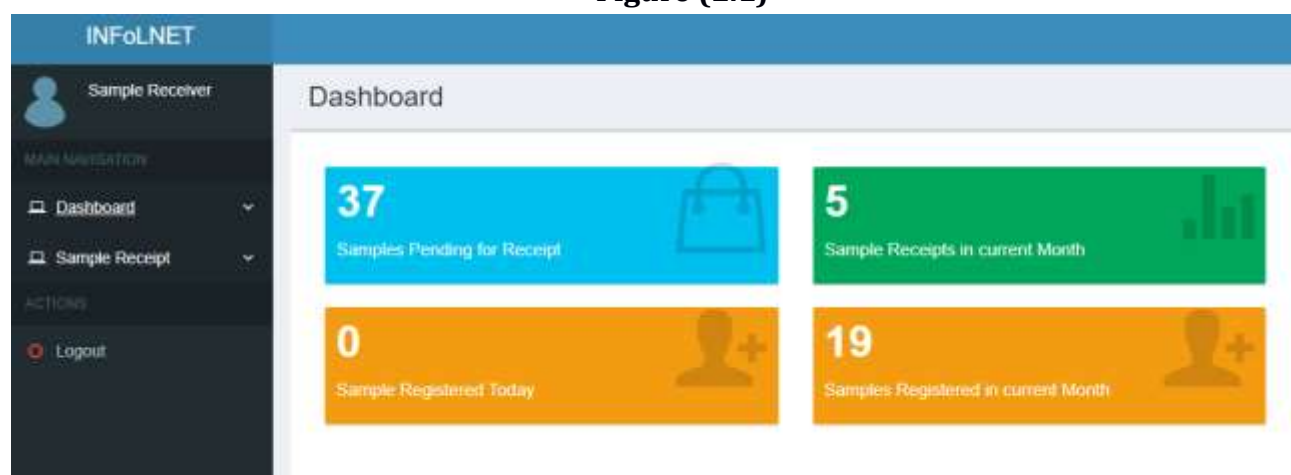
SAMPLE RECEIVER

Sample Receiver will initiate 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)

Sl No.	Sample ID	Sample Drawn Date	Product	Sample Forwarded by	Sample Type	Forwarded Date	Action
1	5499-01	06-07-2017	Cube Sugar	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	07-07-2017	Proceed
2	10180-01	10-07-2017	Cube Sugar	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	10-07-2017	Proceed
3	10141-01	13-06-2017	Biscuits not elsewhere specified or included	MISSIONARIES OF CHARITY	Import	22-06-2017	Proceed
4	10056-01	15-06-2017	Biscuits not elsewhere specified or included	MISSIONARIES OF CHARITY	Import	16-06-2017	Proceed

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)

Update Pending Sample Receipt

Sample Id: 10180-01

Sample Receipt Date*: dd-mm-yyyy

Lab Internal Code: Lab 1

Remarks: test

Submit **Close**

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).

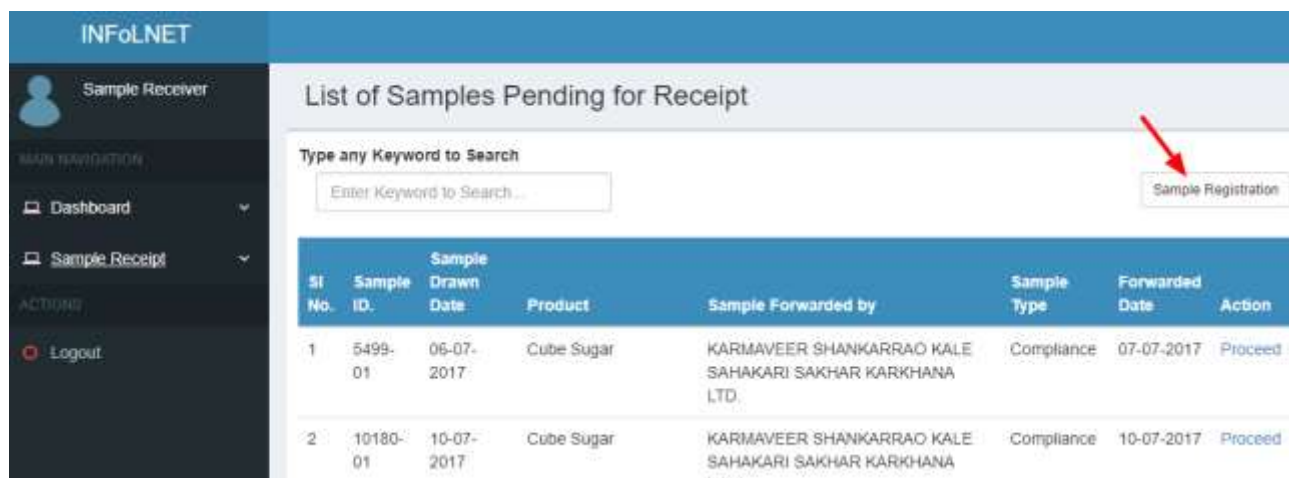
Step-4: User also can click at button '**Cancel**' if not sure to receipt the sample or wants to change sample receipt date or internal Lab Code. Please refer to figure (2.2).

Sample Registration

Through this functionality, Sample Receiver will be able to register 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)



The screenshot displays the INFoLNET interface for a Sample Receiver. The left sidebar contains navigation links: Dashboard, Sample Receipt, and Logout. The main content area is titled 'List of Samples Pending for Receipt' and includes a search bar. A table lists two samples, both 'Cube Sugar', forwarded by 'KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.' on 07-07-2017 and 10-07-2017 respectively. A red arrow points to a 'Sample Registration' button in the top right corner.

Sl No.	Sample ID	Sample Drawn Date	Product	Sample Forwarded by	Sample Type	Forwarded Date	Action
1	5499-01	06-07-2017	Cube Sugar	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	07-07-2017	Proceed
2	10180-01	10-07-2017	Cube Sugar	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	10-07-2017	Proceed

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

Figure (2.5)

INFoLNET

Sample Receiver

MAIN NAVIGATION

Dashboard

Sample Receipt

ACTIONS

Logout

Sample Registration

Basic Details

Mobile No.

9766644564

Email

test12@gmail.com

Applicant Name

Test 1

Address

ert 43

State

Assam

District

Chirang

Pin Code

976456

Sample Details

Type of food

☒ Packaged
 ☐ Served

Select Product*

Sugarcane

Product Name

Testing

FSSAI License No.

14346565769765

Sample Type*

Compliance

Sample Quantity*

3.24

Unit*

trt

Manufacturing Date*

13-07-2017

Sample Drawn Date*

19-07-2017

Batch No.

13

To be filled by LAB

Lab Internal Code

Lab00912

Test to be conducted

☒ As per FSSAI Rules [View]
 ☐ Custom

Submit

Reset

Back

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pg. 22

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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 in figure 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

INFoLNET

Lab Incharge

MAIN NAVIGATION

Dashboard

Sample Screening

Schedule Test

Analysis Pending

Approval Pending

Upload Signed Report

Published Reports

ACTIONS

Logout

List of Samples Pending for Screening

Type any Keyword to Search

Enter Keyword to Search...

Sl. No.	Lab Internal Code	Product	Sample Type	Sample Receipt Date	Sample Drawn Date	Days Remaining	Action
1	y78	Oilseeds	Import	17-07-2017	12-07-2017	3	Proceed
2	t6	User222	Compliance	17-07-2017	16-07-2017	12	Proceed
3	Lab Code 1	Biscuits not elsewhere specified or included	Import	12-07-2017	12-07-2017	0	Proceed
4	TTYUU	Biscuits not elsewhere specified or included	Import	06-07-2017	15-06-2017	0	Proceed
5		Brinjal	Import	20-06-2017	20-06-2017	0	Proceed
6	678768	Brinjal	Import	20-06-2017	20-06-2017	0	Proceed
7		Chakka	Import	20-06-2017	20-06-2017	0	Proceed

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

The screenshot shows a web application interface for updating sample screening details. The form is titled 'Update Sample Screening Details' and is set against a dark sidebar with various navigation options like 'Dashboard', 'Sample Screening', 'Schedule Test', etc. The form fields are as follows:

- Physical Appearance***: Text input with 'Test1'.
- Labelling(if Applicable)**: Text input with 'testing'.
- Type of Packaging***: Text input with 'plastic'.
- Condition of Package***: Text input with 'good'.
- Is Sample fit for analysis?**: Radio buttons for 'Yes' (selected) and 'No'.
- Sample Screening Date***: Date input with '19-07-2017'.
- Remarks**: Text input with 'testing test'.

At the bottom right of the form are two buttons: 'Submit' (in blue) and 'Close' (in grey).

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.

Step-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 ANALYSIS, 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.

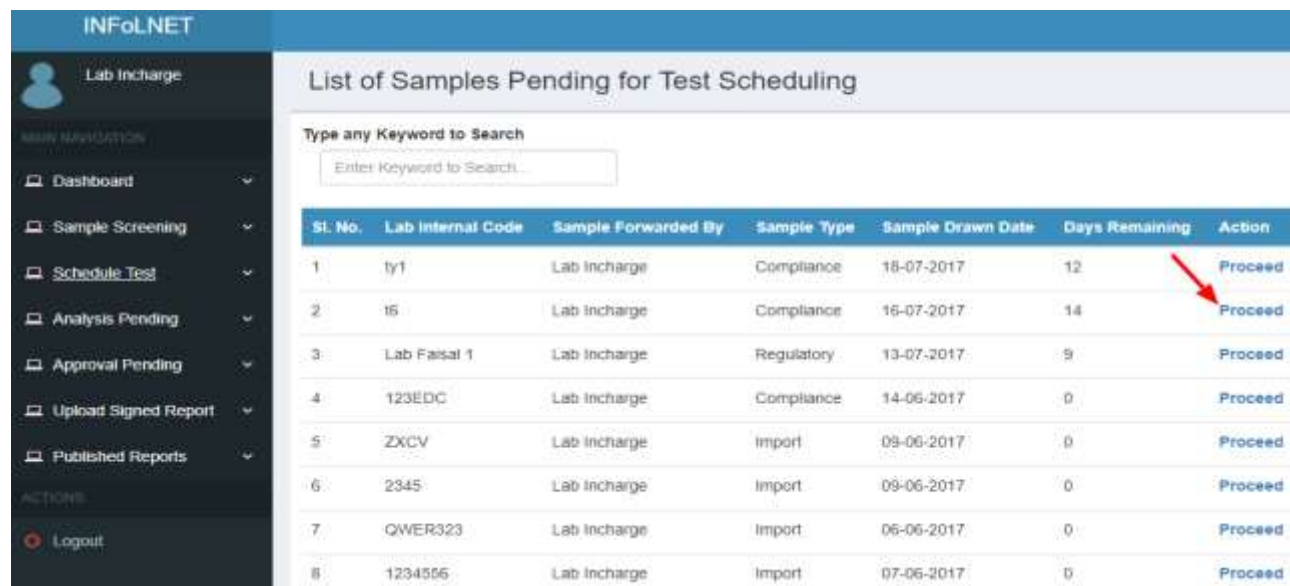
Test Scheduling

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



Sl. No.	Lab Internal Code	Sample Forwarded By	Sample Type	Sample Drawn Date	Days Remaining	Action
1	ty1	Lab Incharge	Compliance	16-07-2017	12	Proceed
2	16	Lab Incharge	Compliance	16-07-2017	14	Proceed
3	Lab Faisal 1	Lab Incharge	Regulatory	13-07-2017	9	Proceed
4	123EDC	Lab Incharge	Compliance	14-06-2017	0	Proceed
5	ZXCV	Lab Incharge	Import	09-06-2017	0	Proceed
6	2345	Lab Incharge	Import	09-06-2017	0	Proceed
7	QWER323	Lab Incharge	Import	06-06-2017	0	Proceed
8	1234565	Lab Incharge	Import	07-06-2017	0	Proceed

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.

INFoLNET

Lab Incharge

MAIN NAVIGATION

- Dashboard
- Sample Screening
- Schedule Test
- Analysis Pending
- Approval Pending
- Upload Signed Report
- Published Reports

ACTIONS

- Logout

List of Samples Pending for Test Scheduling

Applicant Name: KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.
 Received Date: 20-07-2017
 Sample Type: Compliance
 Food Category: Lactose

Contact No.: 02423261211
 Lab Internal Code: 16
 Drawn Date: 16-07-2017
 Product: User222

Sl. No.	Test to be Done	Assign Analyst	Work Load
1	Biological	Analyst M/B	14

Submit Cancel

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

INFoLNET

Lab Incharge

MAIN NAVIGATION

- Dashboard
- Sample Screening
- Schedule Test
- Analysis Pending
- Approval Pending
- Upload Signed Report
- Published Reports

ACTIONS

- Logout

List of Samples Pending for Analysis

Type any Keyword to Search

Partial Result Updated
No Result Updated
Sent for Revision

Sl. No.	Lab Internal Code	Applicant Name	Sample Type	Product	Days Remaining	Status
1	1000	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	Fai	0	View
2			Compliance	Brinjai	0	View
3	4790	faisal	Compliance	faisafaisal	0	View
4	Lab 34	MISSIONARIES OF CHARITY	Import	Biscuits not elsewhere specified or included	0	View
5	00805	Hafai	Import	Milk, sterilized/UHT	0	View
6	4611	Sarwar Hussain	Import	ABCVV	0	View
7	965656	Hawa Singh	Import	Milk, sterilized/UHT	0	View
8	0454	Testttt	Other	rttyu54	NA	View
9	676	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	Imtiyaz Test	0	View
10	Lab1000	TFaisal	Import	Milk, sterilized/UHT	0	View
11	Lab1205	Test Raju	Import	Milk, sterilized/UHT	0	View
12	4606		Import	324534	0	View
13	Lab Code 009	PUBLIC HEALTH ENGINEERING DIRECTORATE	Surveillance	Sugar beets	NA	View
14	00	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	User222	14	View
15	Lab 00123	Fai 7	Compliance	Milk products	9	View
16	345345	THE KOPARGAON SAHAKARI SAKHAR KARKHANA LTD.	Compliance	Chakka	0	View
17	123	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Import	Masi	0	View
18		User 7	Compliance	ehant	0	View
19	Lab1080	Faisal User	Import	Brinjai	0	View
20	14567	User Salman	Compliance	Brinjai	0	View

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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 -

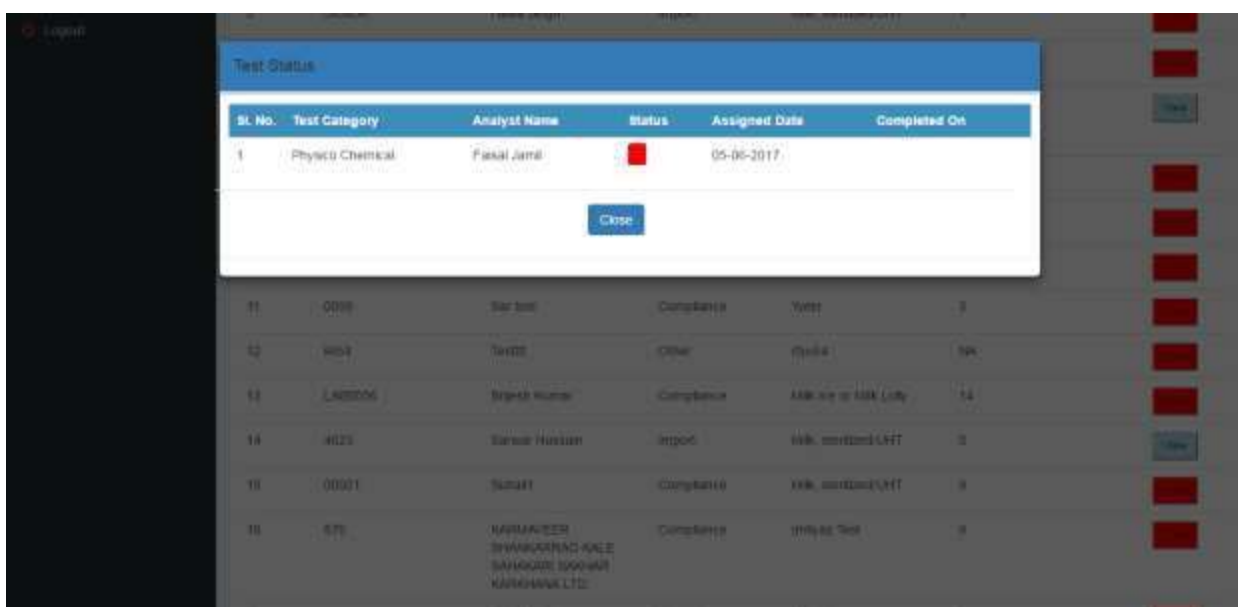
Yellow- The samples for which partial result of analysis has been updated by analyst


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



Sl. No.	Test Category	Analyst Name	Status	Assigned Date	Completed On
1	Physico Chemical	Faisal Jami		05-06-2017	

Close

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

The screenshot shows the INFoLNET interface. On the left, a sidebar contains a 'MAIN NAVIGATION' menu with items: Dashboard, Sample Screening, Schedule Test, Analysis Pending, Approval Pending (highlighted with a red arrow), Upload Signed Report, and Published Reports. Below this is an 'ACTIONS' section with a Logout button. The main content area is titled 'List of Reports Pending for Approval' and includes a search bar. Below the search bar is a table with the following data:

Sl. No.	Lab Internal Code	Applicant Name	Sample Type	Product	Test Completion Date	Days Remaining	Action
1	8976	User 7	Other	Chilli One	05-07-2017	NA	Proceed
2	5	Test Faisal 89	Import	Binjal	05-06-2017	0	Proceed
3	0015	Test One	Import	Milky White falsai not drop down	03-06-2017	0	Proceed
4	Lab 33	PUBLIC HEALTH ENGINEERING DIRECTORATE	Regulatory	Testing	05-07-2017	0	Proceed
5	reyhtj	Sarwar554	Import	Milk, sterilized/UHT	03-06-2017	0	Proceed
6	00890	Kahn One	Compliance	Evaporated Milk	05-06-2017	0	Proceed

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

INFoLNET

Lab Incharge

MAIN NAVIGATION

- Dashboard
- Sample Screening
- Schedule Test
- Analysis Pending
- Approval Pending
- Upload Signed Report
- Published Reports

ACTIONS

- Logout

Test Report Approval

Applicant Name :

 PUBLIC HEALTH
ENGINEERING
DIRECTORATE

Contact No:

 03512278292

Lab Internal Code:

 Lab 33

Received Date :

 22-06-2017

Sample Type :

 Regulatory

Drawn Date:

 15-06-2017

Food Category :

 Clotted cream (plain)

Product :

 Testing

Sl. No.	Test Category	Name Of Analyst	Test Start date	Test End Date
1	Biological	Analyst M/B	03-07-2017	06-07-2017

View Raw Data

Sl. No.	Test Category	Parameter Name	Sub-Parameter Name	Recommended Value	Test Result	MoA(No.)
1	Biological	Staphylococcus aureas absent in	N/A	34	% of dry matter	(3455)
2	Biological	Empty Shells (m/m)	N/A	34	% of dry matter	(3453)

Test Status

Pass

Remark

Testing

Send for Revision

Approve & Submit

Cancel

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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

Test Category	Analyst Name	Remark
<input type="checkbox"/> Biological	Analyst M/B	

Submit Close

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 send 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

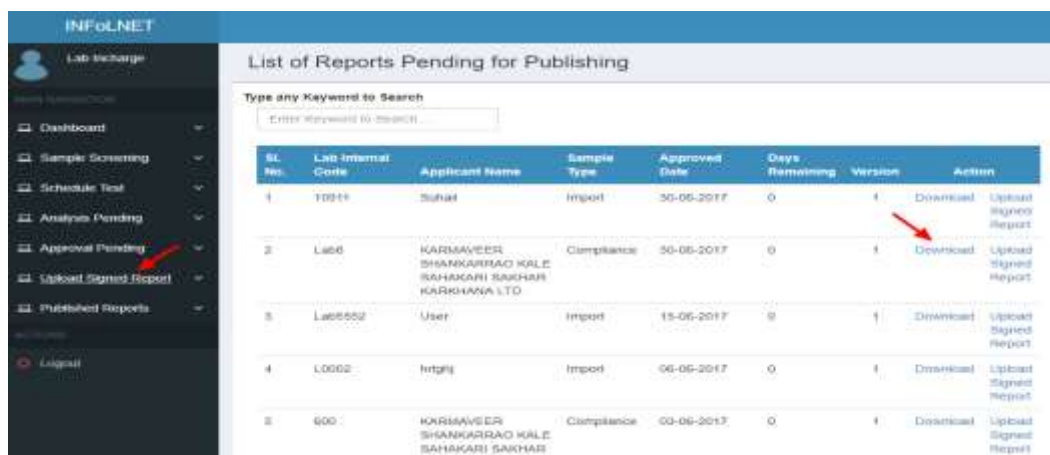
This functionality is provided to Lab Incharge to upload signed report for any approved result. As soon as lab Incharge approves a test result updated by Analyst, this sample result is listed under menu '**Upload Signed Report**' so that it could be published for other stakeholders.

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



INFoLNET

Lab Incharge

Dashboard

Sample Screening

Schedule Test

Analysis Pending

Approval Pending

Upload Signed Report

Published Reports

Logout

List of Reports Pending for Publishing

Type any Keyword to Search

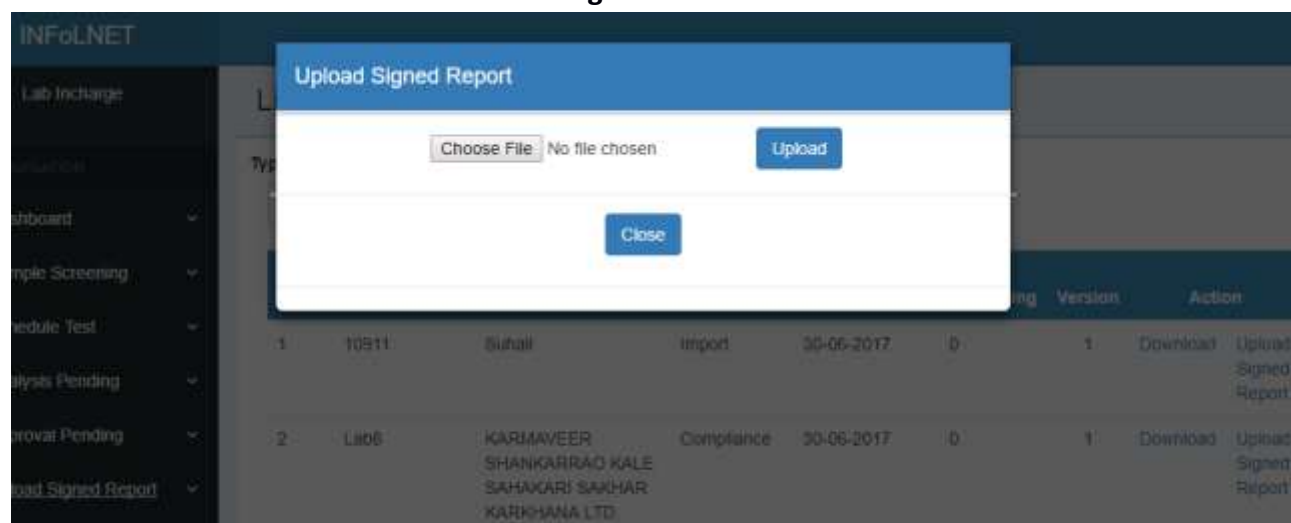
Enter Keyword to Search

SL No.	Lab Internal Code	Applicant Name	Sample Type	Approved Date	Days Remaining	Version	Action
1	10911	Suhail	Import	30-06-2017	0	1	Download Upload Signed Report
2	Lab6	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD	Compliance	30-06-2017	0	1	Download Upload Signed Report
3	Lab6552	User	Import	15-06-2017	9	1	Download Upload Signed Report
4	L0062	Intqil	Import	06-06-2017	0	1	Download Upload Signed Report
5	600	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD	Compliance	03-06-2017	0	1	Download Upload Signed Report

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

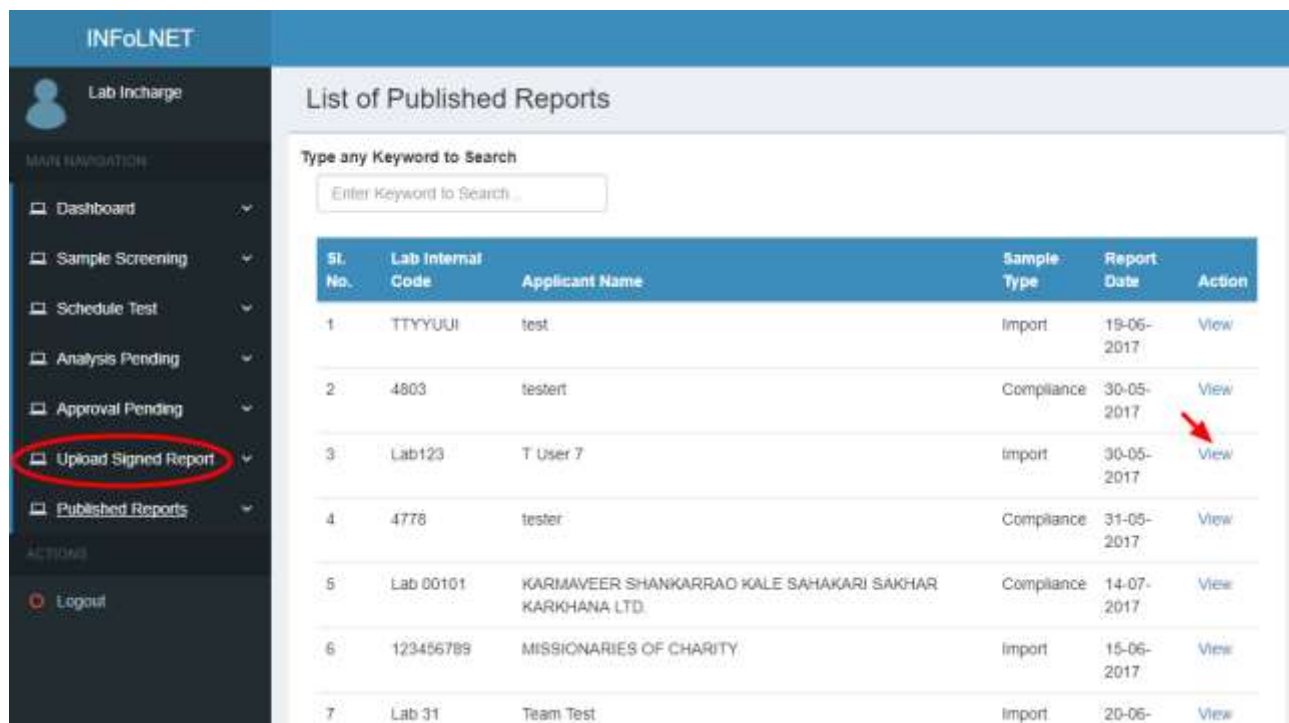
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This functionality is provided to Lab Incharge to search and view published report. As soon as lab Incharge uploads signed report it will be listed under menu '**Published Reports**' to view the test results.

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



The screenshot shows the INFoLNET Lab Incharge interface. The left sidebar has a 'MAIN NAVIGATION' menu with the following items: Dashboard, Sample Screening, Schedule Test, Analysis Pending, Approval Pending, Upload Signed Report (highlighted with a red circle), Published Reports, and Logout. The main content area is titled 'List of Published Reports' and includes a search bar labeled 'Type any Keyword to Search'. Below the search bar is a table with the following data:

Sl. No.	Lab Internal Code	Applicant Name	Sample Type	Report Date	Action
1	TTYUUI	test	Import	19-06-2017	View
2	4803	testert	Compliance	30-05-2017	View
3	Lab123	T User 7	Import	30-05-2017	View
4	4778	tester	Compliance	31-05-2017	View
5	Lab 00101	KARMAVEER SHANKARRAO KALE SAHAKARI SAKHAR KARKHANA LTD.	Compliance	14-07-2017	View
6	123456789	MISSIONARIES OF CHARITY	Import	15-06-2017	View
7	Lab 31	Team Test	Import	20-06-	View

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

ANALYST

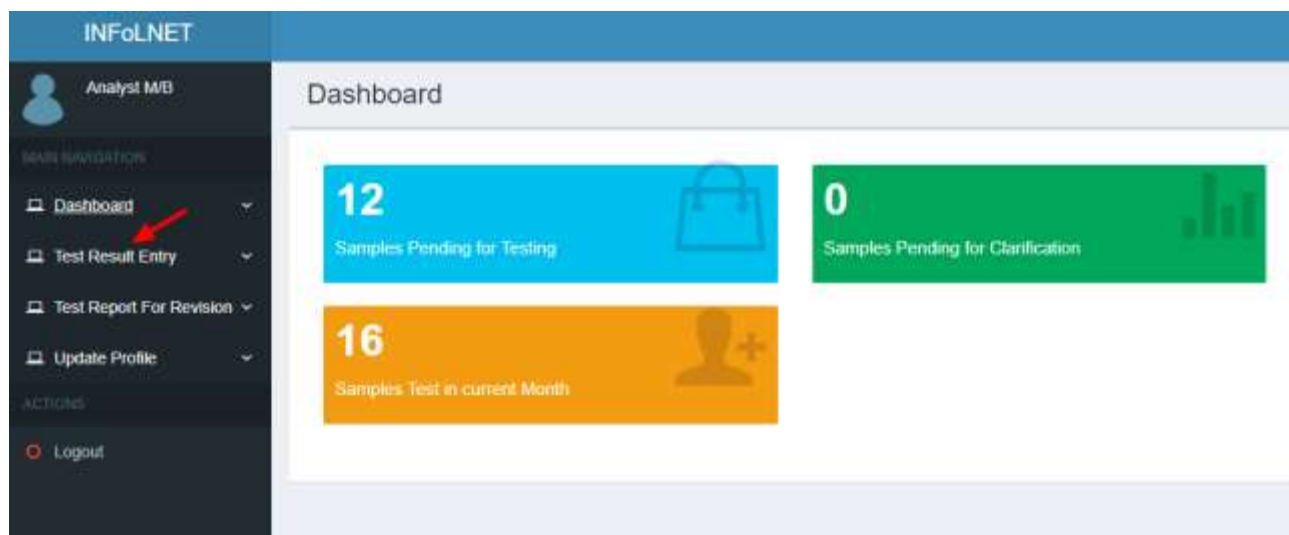
Analyst is a person who performs the test of food samples assigned to him/her by lab Incharge. Every analyst belongs to a specific Test Category which are performed in any food Labs. Usually, there may be more than one analyst in a lab. After performing testing, analyst updates the test result through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

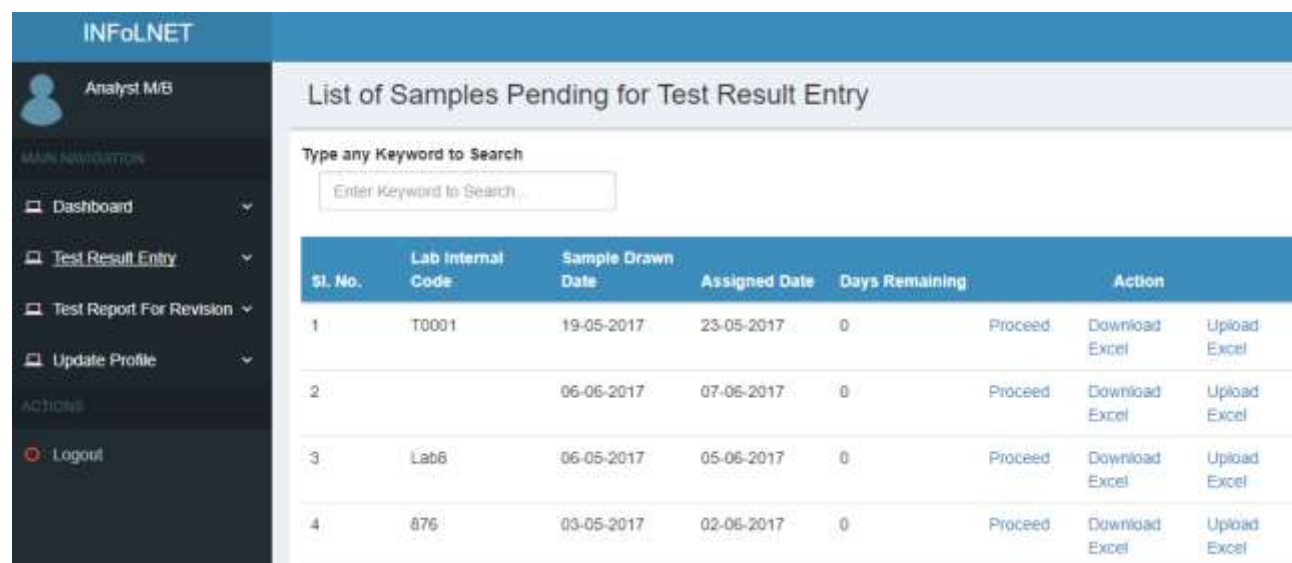
Test Result Entry

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



INFoLNET								
Analyst M/B								
MAIN NAVIGATION								
Dashboard								
Test Result Entry								
Test Report For Revision								
Update Profile								
ACTIONS								
Logout								
List of Samples Pending for Test Result Entry								
Type any Keyword to Search								
Enter Keyword to Search								
Sl. No.	Lab Internal Code	Sample Drawn Date	Assigned Date	Days Remaining	Proceed	Download Excel	Upload Excel	
1	T0001	19-05-2017	23-05-2017	0	Proceed	Download Excel	Upload Excel	
2		06-06-2017	07-06-2017	0	Proceed	Download Excel	Upload Excel	
3	Lab6	06-05-2017	05-06-2017	0	Proceed	Download Excel	Upload Excel	
4	876	03-05-2017	02-06-2017	0	Proceed	Download Excel	Upload Excel	

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

INFoLNET

Analyst MB

MAIN NAVIGATION

Dashboard

Test Result Entry

Test Report For Revision

Update Profile

ACTIONS

Logout

Test Result Entry

Lab Internal Code :

Lab8

Received Date :

29-05-2017

Sample Type :

Import

Assigned Date :

05-06-2017

Food Category :

Flavoured processed cheese, including containing fruit, vegetables, meat etc.

Product :

Hema

Test Report Details

Test Start Date*

dd-mm-yyyy

Test End Date*

dd-mm-yyyy

Custom Test Parameters as per FSSAI Regulations

Sl. No.	Test Parameter	Test Sub-Parameter	Result	MoA
1	Salmonella and Shigella	N/A	<div>Select Measr</div> <div>value</div> <div>Select</div> <div>Se</div> <div>MoA No.</div>	

Additional Test Parameters (If Any)

Sl. No.	Test Parameter	Test Sub-Parameter	Result	MoA	Action
<div>Select or search a parameter in the list.</div>			<div>Sele</div> <div>value</div> <div>Si</div> <div></div> <div>MoA No.</div>	<div>Add</div>	

Upload Raw Data Files

Sl. No.	File Name	View
No Relevant Information Available		
<div>Choose File</div> <div>No file chosen</div>		<div>Add</div>

Note:- Raw Data File should be *.pdf with max allowed size of 2 MB.

Save As Draft

Submit

Cancel

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

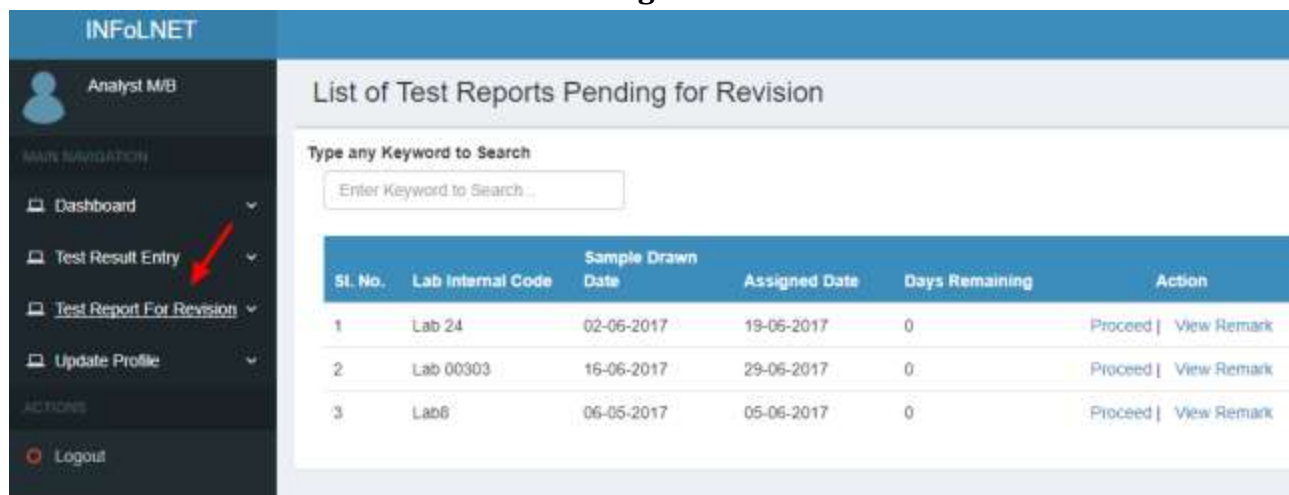
Through this functionality, Analyst will be able to reply to requests of clarification sent by Lab Incharge about the test results entered by Analyst. As per functionality of testing, all the test results are approved by Lab Incharge before going publishing. Lab Incharge can send back the results to 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-

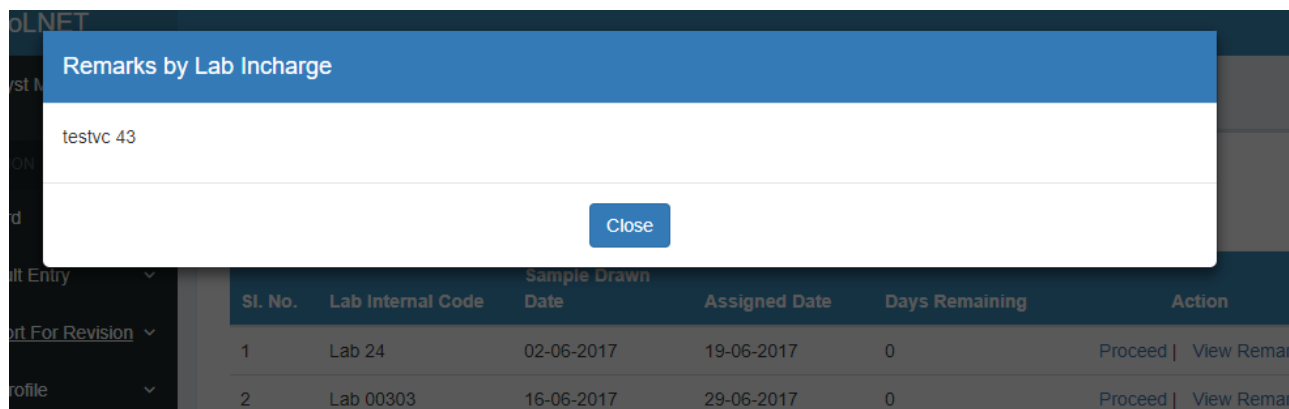
Step-1: Click at menu link '**Test Report For Revision**' as highlighted with red arrow mark in left panel in figure (2.5). System will display a list of samples pending for test result entry.

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

INFoLNET

Analyst M/B

MAIN NAVIGATION

- Dashboard
- Test Result Entry
- Test Report For Revision
- Update Profile

ACTIONS

- Logout

My Profile

Basic Details

Name:

 Analyst M/B

Mobile No.:

 9999999999

Test Category:

 Biological

Email ID:

 abc@abc.in

Academic Details

Add New Academic

Sl.No.	Qualifications	Area of Specialization	University Name	Percentage (%)	Year of Passing	Action
1	B.Sc.		234	23	2010	Edit
2	B.Sc.		TMU	64	2014	Edit
3	PHd	34	tmu	64	2	Edit
4	M.Sc.		tmu	2	2012	Edit
5	M.Sc.		3	34	34	Edit
6	M.Sc.		TMMUT	23	1998	Edit
7	M.Sc.		324567	23	23	Edit
8	M.Sc.		Faisal	76	2009	Edit
9	M.Sc.	dccc	Jimmy 12	80.12	2009	Edit
10	B.Sc.		Sanw	90	2003	Edit

1
2

Analytical Training Details

Add New Analytical Training

SLNo.	Training/Certificate By	Organized By	From (Date)	To (Date)	Action
1	add2	new13	05-06-2017	16-06-2017	Edit
2	7dyk	ytm	30-05-2017	13-06-2017	Edit
3	Testing User	Tester	10-06-2017	15-06-2017	Edit
4	55	557	14-06-2017	30-06-2017	Edit
5	j	tyj	15-05-2017	04-07-2017	Edit
6	3	3	01-06-2017	09-06-2017	Edit
7	55A	557A	14-06-2017	30-06-2017	Edit
8	s	sa	07-06-2017	16-06-2017	Edit
9	addnew	new1	05-06-2017	16-06-2017	Edit
10	21	2	01-06-2017	15-06-2017	Edit

1
2

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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.