



WebTrieve™ – Dashboard Introduction

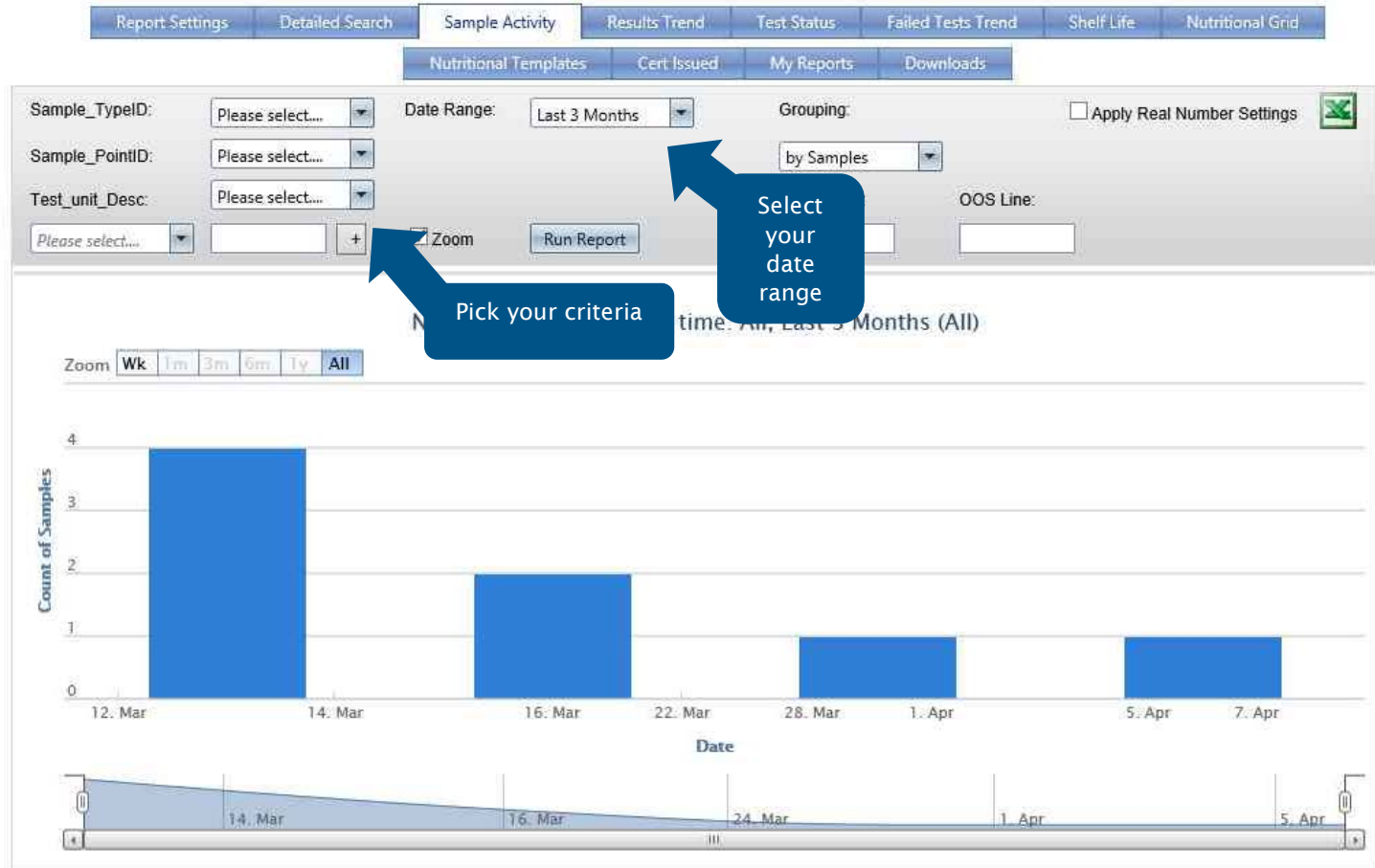
Also available as a [video tutorial here](#)

Step 1:
To enter Dashboard left click on “Webtrieve, Dashboard”



Step 2:
Sample activity

Select your conditions for the data and click “Run Report (button)”





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Step 3: Detailed Search

The most popular and useful reporting tool.

Select the criteria and date range required

When ready, left click on the “Run Report (button)”

The screenshot shows the 'Detailed Search' dashboard with various search criteria and a 'Run Report' button. Two blue callout boxes with arrows provide instructions:

- Select Customer Site:** Points to the 'CUSTOMER:' dropdown menu, which is currently set to 'AU_113408(Production)'.
- Left Click the down arrow to retrieve data:** Points to the dropdown arrow of the 'Sample Number:' field.

The dashboard includes the following search criteria:

- CUSTOMER: AU_113408(Production)
- Sample_PointID: All
- PRODUCTID: [Empty]
- Lab: [Empty]
- Sample Number: Between [Empty] and [Empty]
- Received Date: Between 01/04/2017 and 17/04/2017
- Result Approved Date: Between [Empty] and [Empty]
- Cert Issued: Between [Empty] and [Empty]
- Sample_TypeID: All
- Suite: All
- Test Description: All
- Sam_Desc: All
- SAM_DATE1: Between [Empty] and [Empty]
- SAM_DATE2: Between [Empty] and [Empty]
- SAM_DATE3: Between [Empty] and [Empty]
- SAM_DATE4: Between [Empty] and [Empty]
- SAM_DETAILS1: All
- SAM_DETAILS2: All
- SAM_DETAILS3: All
- SAM_DETAILS4: All
- FIELD20: All
- FIELD21: All

At the bottom, there are checkboxes for 'Apply Real Number Settings', 'Test Summary Only', and 'Confirmation Tracker'. A 'Report Name (Optional)' field and a 'Run Report' button are also present.



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Step 4: Detailed Search Results.

All detailed reports are downloadable from the “My Reports” tab as an excel file.

Report Settings | Detailed Search | Sample Activity | Results Trend | Test Status | Failed Tests Trend | Shelf Life | Nutritional Grid

Nutritional Templates | Cert Issued | My Reports | Downloads

Files in this location will be automatically deleted after six months

Date Created	Ready	Title	Date From	Date To	Size	File Name	Delete
17/04/2017	Download	Received Date: between 01/01/2017 And 17/04/2017			9892	April report	Delete
17/04/2017	Download	Received Date: between 01/12/2016 And 17/04/2017			9894		Delete
17/04/2017	Download	Received Date: between 01/04/2017 And 17/04/2017			8736		Delete
16/04/2017	Download	Received Date: between 01/02/2017 And 16/04/2017			9960		Delete
23/03/2017	Download	Received Date: between 01/03/2017 And 23/03/2017			9749		Delete

Step 5: Detailed Search Download – excel

This excel report has separate tabs for:

- Raw data
- Results summarised by test

	A	B	C	D	E	F
1	Customer ID	Sample Number	Sample Description	Overall Description	Sample Details	Sample Date
2	AU_113408	1709998001	PRODUCT C	Overall description for product C	13/03/17	
3	AU_113408	1709999001	PRODUCT A	Overall description for Product A	13/03/17	
4	AU_113408	1710000001	PRODUCT B	Overall description for Product B's	13/03/17	
5	AU_113408	1710000002	PRODUCT B	Overall description for Product B's	12/03/17	
6	AU_113408	1710483001	PRODUCT A	Testing what %complete shows in Webtrieve (ALSolutions)	lot 56	
7	AU_113408	1710483002	PRODUCT A	Testing what %complete shows in Webtrieve (ALSolutions)	lot 57	
8	AU_113408	1713084001	PRODUCT A	Product A	Batch 55	
9	AU_113408	1713929001	PRODUCT A	Does a presumptive with a result next to it trigger an OOS?		
10						
11						

Report Summary | **Raw Data Download** | Test Summary Only | Description Summary | Sample Poi ... (+) | <

	A	B	C	D	E	F	G	H	I	J
1	Test Name	Pass	Warning	Action	No Spec	Total Tests	Pass %	Warning %	Action %	No Spec %
2	Listeria spp in 25g	5	2	0	0	7	71.4	28.6	0	0
3	Mould cfu/g.	6	0	0	0	6	100	0	0	0
4	Standard Plate Count cfu/g.	5	0	1	0	6	83.3	0	16.7	0
5	Yeast cfu/g.	5	0	1	0	6	83.3	0	16.7	0
6										

Report Summary | Raw Data Download | **Test Summary Only** | Description Summary | Sample



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- Results summarised by Description

	A	B	C	D	E	F	G	H	I	J
1	Sample Summary	Pass	Warning	Action	No Spec	Total Tests	Pass %	Warning %	Action %	No Spec %
2	PRODUCT A	12	1	1	0	14	85.7	7.1	7.1	0
3	PRODUCT B	6	1	1	0	8	75	12.5	12.5	0
4	PRODUCT C	3	0	0	0	3	100	0	0	0
5										
6										

[Report Summary](#) |
 [Raw Data Download](#) |
 [Test Summary Only](#) |
 [Description Summary](#)

Step 6: Test Status

Select a date range and other criteria as required.

In this example the pie chart shows the % of Standard Plate Count results that have passed and are out of specification in the last 3 months.

[Report Settings](#) |
 [Detailed Search](#) |
 [Sample Activity](#) |
 [Results Trend](#) |
 [Test Status](#) |
 [Failed Tests Trend](#) |
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Sample_TypeID: Date Range: Apply Real Number Settings

Sample_PointID:

Test_unit_Desc:

Status Pie chart over time: All, Last 3 Months (Standard Plate Count cfu/g.)

Category	Percentage
Pass	83.3%
Action	16.7%



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Step 7: Failed Tests Trend

Select a date range and other criteria as required.

In this example the chart shows the % failed results in the last 3 months.

In addition a further filter is being applied to only show failed Standard Plate Count results.

