



# WebTrieve™ – Sample Registration

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

**Step 1:**  
Left click on “WebTrieve, Registration”

Date Uploaded	File Name	File Size	Upload By	Company	PO No.	Status	Actions
30/03/17	AU_113408_170330063922-632179.csv	0.86kb	John Researcher	WEBTRIEVEDEMO	12345	Registered (3)	Select ▾
29/03/17	AU_113408_170329142736-631680.csv	0.77kb	John Researcher	WEBTRIEVEDEMO		**SL** Saved	Select ▾

**Step 2:**  
Left click on “New Registration File (button)”

**Step 3:**  
Left click on “Add New Sample (button)”

Sample Description	Product ID	Sample Details	Suite2	Suite1	Suites	Test Type	Actions



# WebTrieve™ – Sample Registration

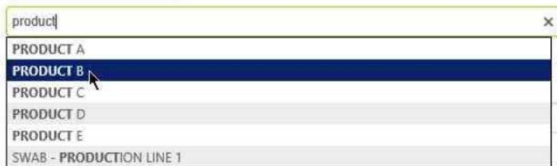
## Step 4: Complete the Sample Registration details

Enter the sample information below then click ADD. Repeat until all of your samples have been entered then click CONTINUE.

Customer Site *	AU_113408 - Production	Suite1	Standard Plate Count - AS - cfu/g (FM0008)_#_26
Sample Description	PRODUCT A	Suite2	Yeast & Mould - Count - AS - cfu/g (FM0022)_#_2
Product ID *	PRODUCT A	Suite3	Listeria spp - P/A - ELISA - in 25g (FM0006E)_#_2
Sample Details *	batch 2345	Suite4	
Contact ID *	Mary Producer	Suite5	
Sample Type ID *	FOOD	Suite6	
Shelf Life	<input type="checkbox"/>	Suite7	
		Suite8	
		Sample Date	00 00
		Swab Location (Field 20)	
		Priority	None

Buttons: Continue, Add, Add & Clear

- Customer Site - Select your site
- Sample Description - Type in the first 3 letters of your product and you can select from the pre-defined list of options.



← What if my Sample Description is not in the list?  
e.g. R&D or New Product  
See step 4a (below)

Each product listed can have a default set up, as shown below for “Product A”.

- Product ID - DO NOT EDIT THIS FIELD
- Sample Details - the unique identifier for this registration sample, e.g. batch, date of manufacture
- Contact ID - employee whose name will be registered against the sample
- Sample Type ID - sample matrix
- Suite: Up to eight suites can be added to a sample
- Sample Date: This will be automatically assigned if this is left blank



# WebTrieve™ – Sample Registration

**Step 4a:**  
Complete ONLY IF your sample description is not listed

Do not enter anything in the registration page. Instead supply the following and ALS will enter it into the system on your behalf ready for the next submission:

- i. Product ID
- ii. Suites/Tests required
- iii. Specifications for each test/analyte, including the reporting units, e.g. <10 cfu/g

This information can be provided as follows - [click here](#).

**Step 5:**  
Left click on “Add (button)” or “Add & Clear (button)”

Multiple samples can be added to a single registration.

**Step 6:**  
Left click “Continue (button)” once all samples have been added.

Customer Site \* AU\_113408 - Production

Sample Description PRODUCT A

Product ID \* PRODUCT A

Sample Details \* batch 2345

Contact ID \* Mary Producer

Sample Type ID \* FOOD

Shelf Life

Suite1

Suite2

Suite3

Suite4

Suite5

Suite6

Suite7

Suite8

Sample Date

Swab Location (Field 20)

Priority None

Standard Plate Count - AS - cfu/g (FM0008)\_#\_26

Yeast & Mould - Count - AS - cfu/g (FM0022)\_#\_2

Listeria spp - P/A - ELISA - In 25g (FM0006E)\_#\_2

00 00

Continue

Add Add & Clear

1 Sample(s) added.

“Add” - useful for multiple samples with similar details

“Sample(s) added” message appears when clicked



# WebTrieve™ – Sample Registration

**Step 7:**  
Check the details for each sample are correct.

Left click on “Submit File (button)”

**NOTE:** If samples are required on separate certificates, they must be registered on different registration files.

## New Registration File

Registration Tracker Dashboard My Account

Multiple samples can be edited at once

Files can be saved for later

Edit and delete samples from “Actions”

Add New Sample Cancel

Multi-update Save For Later Submit File

Sample Description	Product ID	Sample Details	Suite2	Suite1	Suites	Test Type	Actions
1 PRODUCT A	PRODUCT A	batch 2345	Yeast & Mould - Count - AS - cfu/g (FM0022) _#_ 26750	Standard Plate Count - AS - cfu/g (FM0008) _#_ 26750	Standard Plate Count - AS - cfu/g (FM0008) _#_ 26750 Yeast & Mould - Count - AS - cfu/g (FM0022) _#_ 26750 Listeria spp - P/A - ELISA - in 25g (FM0006E) _#_ 26750	QC	Select
2 PRODUCT A	PRODUCT A	batch 2346	Yeast & Mould - Count - AS - cfu/g (FM0022) _#_ 26750	Standard Plate Count - AS - cfu/g (FM0008) _#_ 26750	Standard Plate Count - AS - cfu/g (FM0008) _#_ 26750 Yeast & Mould - Count - AS - cfu/g (FM0022) _#_ 26750 Listeria spp - P/A - ELISA - in 25g (FM0006E) _#_ 26750	QC	Select

**Step 8:**  
Finalise your submission by selecting our laboratory and entering your purchase order number (if required)

Left click on “Submit (button)” to complete your registration.

## Submit Registration File

Registration Tracker Dashboard My Account

Please choose a Site

Sydney Food/Pharma

Submit Cancel

Please enter the PO Number

This number will be applied to all samples that do not have a PO in this registration file

Sample Description	Product ID	Sample Details	Suite2	Suite1	Suites	Test Type	Actions
1 PRODUCT B	PRODUCT B	batch 234567		Listeria, SPC, Yeast+Mould_#_ 26750	Listeria, SPC, Yeast+Mould_#_ 26750	QC	Select
2 PRODUCT A	PRODUCT A	batch 2345	Yeast & Mould - Count - AS - cfu/g (FM0022) _#_ 26750	Standard Plate Count - AS - cfu/g (FM0008) _#_ 26750	Standard Plate Count - AS - cfu/g (FM0008) _#_ 26750 Yeast & Mould - Count - AS - cfu/g (FM0022) _#_ 26750 Listeria spp - P/A - ELISA - in 25g (FM0006E) _#_ 26750	QC	Select



# WebTrieve™ – Sample Registration

**Step 9:**  
Print the Consignment Note from the “Actions” column.

Send this document with the samples.

New Registration File    Registration Templates

View by Month: All

Date Uploaded	File Name	File Size	Upload By	Company	PO No.	Status	Actions
03/04/17	AU_113408_170403102451-634397.csv	0.85kb	Mary Prodcuer	WEBTRIEVEDEMO	123456	Registered (5)	Select
03/04/17	AU_113408_170403102101-634385.csv	0.8kb	Mary Prodcuer	WEBTRIEVEDEMO	123456	Registered (5)	Select
03/04/17	AU_113408_170403101724-634381.csv	0.84kb	Mary Prodcuer	WEBTRIEVEDEMO	123456	Registered (5)	Select
30/03/17	AU_113408_170330064259-632182.csv	0.74kb	John Researcher	WEBTRIEVEDEMO	123456789	Registered (3)	Select
30/03/17	AU_113408_170330063922-632179.csv	0.86kb	John Researcher	WEBTRIEVEDEMO	12345	Registered (3)	Select
29/03/17	AU_113408_170329084738-631633.csv	1.05kb	John Researcher	WEBTRIEVEDEMO	123456789	Registered (4)	Select
23/03/17	AU_113408_170323054927-628116.csv	0.65kb	John Researcher	WEBTRIEVEDEMO	vnhgnhgnhn	Registered (4)	Select

**Actions Menu:**  
 Select Action  
 Download  
 Print Labels  
 Download Importer  
 Print Consignment  
 Apply PO  
 Create Template  
 Show Results

**Step 10:**  
Print labels from the “Actions” column.

Various configurations of standard A4 label sheets can be used.

Attach these labels to the samples prior to shipment

ALS Consulting

Knowledge Base    Product Specification    Product Benchmarking

Registration    Tracker    Dashboard    My Account

AL Solutions - Print Labels Page - Internet Explorer

Select Format: 2 X 4, 2 X 5, 2 X 6, 2 X 7, 2 X 8, 3 X 6

Start Position: \_\_\_\_\_

Print    Close

CUST: AU_113408 S_PT: PROD: PRODUCT A DESC: PRODUCT A	CUST: AU_113408 S_PT: PROD: PRODUCT A DESC: PRODUCT A
CUST: AU_113408 S_PT: PROD: PRODUCT B DESC: PRODUCT B	

Date Uploaded	File Name	File Size	Upload By	Company	PO No.	Status	Actions
03/04/17	AU_113408_170403101724-634381.csv	0.84kb	Mary Prodcuer	WEBTRIEVEDEMO	123456	Registered (5)	Select
30/03/17	AU_113408_170330064259-632182.csv	0.74kb	John Researcher	WEBTRIEVEDEMO	123456789	Registered (3)	Print