



# WebTrieve™ – Shelf Life Registration

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

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

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

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

| 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 ▾ |

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



# WebTrieve™ – Shelf Life 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.

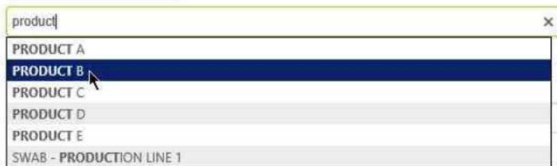
|                    |                          |             |   |
|--------------------|--------------------------|-------------|---|
| Customer Site *    | AU_113408 - Production   | Suite1      | Standard Plate Count - AS - cfu/g (FM0008)_#_26   |
| Sample Description | PRODUCT A                | 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   |
|                    |                          |             | None  |

Continue

Add Add & Clear

Leave the Sample date blank

- 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.



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

- Product ID - your list of products in our system
- 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



# WebTrieve™ – Shelf Life Registration

**Step 5:**  
Left Click on “Shelf Life (tickbox)

**Step 6:**  
Enter the scheduled start date

**Step 7:**  
Pick the Shelf Life template

Customer Site \* AU\_113408 - Production

Sample Description PRODUCT A

Product ID \* PRODUCT A

Sample Details \* DOM: 03/04/2017

Contact ID \* John Researcher

Sample Type ID \* FOOD

Shelf Life  Schedule Date 03/04/17

Please select shelf life template  
Bread  
Product Range A

Suite1 Standard Plate Count - AS - cfu/g (FM0008)\_#\_26 ?

Suite2 Yeast & Mould - Count - AS - cfu/g (FM0022)\_#\_2 ?

Suite3 Listeria spp - P/A - ELISA - in 25g (FM0006E)\_#\_ ?

Suite4 ?

Suite5 ?

Suite6 ?

Suite7 ?

Suite8 ?

Sample Date 00 00

Swab Location (Field 20)

Priority None ?

Note: Shelf Life Templates contain all the time points and suites of tests. Please use our separate training tool on how to create these templates.

**Step 8:**  
Left click on “Add (button)”

In this example 5 samples are added to the registration.

**Step 9:**  
Left click “Continue (button)”

Customer Site \* AU\_113408 - Production

Sample Description **PRODUCT A**

Product ID \* PRODUCT A

Sample Details \* DOM: 03/04/2017

Contact ID \* John Researcher

Sample Type ID \* FOOD

Shelf Life  Schedule Date 03/04/17

Product Range A

Suite1 ?

Suite2 ?

Suite3 ?

Suite4 ?

Suite5 ?

Suite6 ?

Suite7 ?

Suite8 ?

Sample Date 00 00

Swab Location (Field 20)

Priority None ?

**“Sample(s) added” message appears when clicked**

Add Add & Clear

5 Sample(s) added.

Continue



# WebTrieve™ – Shelf Life Registration

**Step 10:**  
Check the details for each sample are correct.

Left click on “Submit File (button)”

## 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

|   | Sample Description | Product ID | Sample Details | Suite2 | Suite1   | Suites   | Test Type | Actions                                     |
|---|--------------------|------------|----------------|--------|--|--|-----------|---|
| 1 | PRODUCT A          | PRODUCT A  | Day 0          |        | Listeria, SPC, Yeast+Mould_#_26750                 | Listeria, SPC, Yeast+Mould_#_26750                 | SHLF      | Select Action<br>Edit<br>Delete<br>Select ▼ |
| 2 | PRODUCT A          | PRODUCT A  | Day 3          |        | Standard Plate Count - AS - cfu/g (FM0008)_#_26750 | Standard Plate Count - AS - cfu/g (FM0008)_#_26750 | SHLF      | Select ▼                                    |
| 3 | PRODUCT A          | PRODUCT A  | Day 5          |        | Standard Plate Count - AS - cfu/g (FM0008)_#_26750 | Standard Plate Count - AS - cfu/g (FM0008)_#_26750 | SHLF      | Select ▼                                    |
| 4 | PRODUCT A          | PRODUCT A  | Day 9          |        | Standard Plate Count - AS - cfu/g (FM0008)_#_26750 | Standard Plate Count - AS - cfu/g (FM0008)_#_26750 | SHLF      | Select ▼                                    |
| 5 | PRODUCT A          | PRODUCT A  | Day 14         |        | Listeria, SPC,                                     | Listeria, SPC,                                     | SHLF      | Select ▼                                    |

Multi-update Save For Later Submit File

**Step 11:**  
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



# WebTrieve™ – Shelf Life Registration

**Step 12:**  
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 13:**  
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

|  |  |
|--|--|
| <br>35876623<br>CUST: AU_113408<br>S_PT:<br>PROD: PRODUCT A<br>DESC: PRODUCT A | <br>35876627<br>CUST: AU_113408<br>S_PT:<br>PROD: PRODUCT A<br>DESC: PRODUCT A |
| <br>35876633<br>CUST: AU_113408<br>S_PT:<br>PROD: PRODUCT B<br>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   |