

Quick start guide: General type

Access LabConnect by browsing to www.labconnect.co.nz in your browser. Once signed in, the LabConnect dashboard provides a quick access link to start your sample registration process.

The dashboard also displays any sample registrations you have in progress under the **Drafts** tab. Select an in progress sample registration to continue it.

Summary information

Required field

The short **vertical red line** displayed above a field indicates this information is **required** before a sample registration can be completed. The required field indicator may only display once returning to a previously saved page.

Templates

Templates can be created by **Advanced** and **Admin** users within your organisation. Selecting a template will fill in information on the registration and may create samples if configured to do so.

Optional field

All fields are required unless indicated with **(optional)** beside the label.

Locked fields

Some fields, once completed, cannot be changed after a sample registration has reached a certain point.

Progress indicator

The sample registration progress indicator displays where you are in the process as well as the sections you have completed.

A solid blue circle indicates the current section and a blue tick indicates a completed section.

Selecting complete steps on the progress indicator will navigate directly to that step.

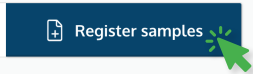
Action bar

The action bar indicates what the next step is in the process along with the various actions that can be taken.

The **Close** option returns you to the dashboard without saving the changes to the current page.

The **Save and close** option returns you to the dashboard saving any changes to the current page.

The **Save and continue** option saves the changes made to the page and advances to the next step in the process.



If you do not have a username and password, please contact AsureQuality customer service team on 0508 00 11 22 (NZ) or +64 9 573 8000 (INT)

Sample and tests

Individual samples

An individual sample is the default option when adding a new sample.

Each sample should have a unique **Sample identifier** and **Sample description** that clearly identifies the physical sample submitted to AsureQuality.

Product type or specification

Toggle between **Testing specification** and **Type of product** to test will change whether you search by product type or testing specification.

When selecting by **Testing specification to use**, the **Type of product to test** will be automatically filled if there is only one product type associated with the testing specification.

Additional details

Depending on the sample template that was selected on the summary information section, specific fields will be available for you to enter information in against each sample. E.g. Date sampled and Batch number.

Added tests and analytes

All tests added to your sample are shown here.

Select the **rubbish bin icon** to the left of the test name to remove the test.

Some tests allow selection of optional **analytes** (sub tests).

When adding one of these tests, the individual analytes are displayed under the test name.

Composite samples

A composite sample is combination of 2 or more individual samples that are combined and tested as one, a **single product type, specification, and set of tests are assigned**.

When the composite sample option is selected, a repeating sample section is displayed allowing you to add multiple samples to the composite sample.

See **Composite sample quick start page** for more detail.

Searching for tests

Search filters can be used to limit the test search results.

Show tests on selected contract will only display the tests associated with the contract selected on the **Summary information** step.

Show test for selected specification will limit the test search results to those associated with the specification selected in the **Product details** section on the same page.

The **keyword search input** will display tests containing keywords displayed exactly how you have typed them.

Both **Search filters** and the **keyword search input** require the **Search** button to be selected to update the test search results.

For more information about each test, select the **blue arrow icon** to the left.

To add a test, select the **Add** link on the right.

Save and duplicate

The **Save and duplicate** option saves the changes to the current sample and creates a duplicate sample with all the same details and tests. This option is only available for individual samples.

Sample summary

Expand columns

By default, the sample table is designed to hide sample information columns to fit within the available width of your screen.

To show all columns at once select the **Expand all columns** option at the top left of the sample table.

Expand row

Selecting the **blue arrow** to the left of the table row will show additional information.

Add sample

Select the **Add another sample** button to create a blank new sample.

Sample summary

Sample details and tests

Expand all columns

Sample Identifier	Sample description	Product type	Class	Heavy Metals (Environmental Sample)	Sugar Profile - Sugar Profile by Colour	Protein	Galactose	Glucose	
Sample 001	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 002	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 003	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 004	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 005	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 006	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 007	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate
Sample 008	Environmental swab	Swabs	Cotton Swabs	✓	✓	✓	✓	✓	Edit Duplicate

Add another sample

Next: Enter supplementary details



When registering multiple similar samples and tests, it may be easier to duplicate a sample you have already registered.

Duplicating a sample will retain information including product type and specification, along with the tests assigned to the sample. The sample identifier and sample description will be cleared.

Selected tests

The selected tests and analytes are displayed vertically in the table header.

The **blue ticks** indicate which tests are assigned to each sample.

Row actions

Select **Edit** to view and make changes to a sample.

Select **Duplicate** to make a copy of the sample and tests.

Select the **rubbish bin** icon to delete the sample.

Supplementary information

Select laboratory

LabConnect will automatically select the most appropriate laboratory to send your samples to.

If you would like to change this, select a different laboratory from the **Which site will you send your samples to** select box.

Distribution list

The distribution list displays who within your organisation will be notified for and what reason.

To update any of the contacts within the distribution list, contact the AsureQuality customer service team on **0508 00 11 22 (NZ)** or **+64 9 573 8000 (INT)**.

Enter supplementary details

Laboratory to send samples to

Based on your location and tests selected it is recommended you send your samples to the:

AsureQuality Auckland Lynfield Laboratory

Which site will you send your samples to?

AsureQuality Auckland Lynfield Laboratory

Courier address of selected lab:

AsureQuality Limited
131 Boundary Road
Blockhouse Bay
Auckland
06400
NZ

View location on Google Maps

Distribution list

Report copies / invoice copies will be sent to the following users.

User	Email address	Primary report	Report method	Primary invoice	Invoice method	Primary OOS
Mr. Karla Trevillo	karla.trevillo@democustomer.com	+	Email	+	None	+
Mr. Sam Finster	sam.fenster@democustomer.com	✓	Email	+	Email	+
Ms. Laurence Doucet	laurence.doucet@democustomer.com	+	Email	✓	Email	+

Courier details

Will the samples be sent by courier?

☐ Yes

☒ No

Additional information

Would you like your samples returned after analysis? (optional)

☐ Yes

Do you have any special requirements or instructions for the laboratory? (optional)

☐ Yes

☒ No

Do you want any additional comments included on the report? (optional)

☐ Yes

☒ No

Next: Submit your project

Additional information

Use this section to provide instructions or comments for the AsureQuality lab.

Submitting your sample registration

If LabConnect detects any errors with your sample submission, a warning will be displayed detailing the errors. Selecting **Show me** beside the sample name will redirect you to the sample registration step with the error.

[Cancel](#)

[Submit](#)



Remember to sign out of LabConnect after completing your sample registration.