

Quick start guide: Dashboard and composite samples

Dashboard overview

Sample registrations

The **Drafts** tab under the **Sample registrations** section displays sample registrations that are currently in progress but have not yet been submitted.

The **Submitted**, **In progress**, and **Completed** tabs allow you to track your sample registration from submission to completion.

Select **Edit** on the right side of the row to continue with the sample registration.

Help with sample registration

If you require help or guidance with your sample registration, contact phone numbers for your region are available at the bottom of the home page.

The screenshot shows the LabConnect dashboard for Mr. Sam Finster. The top navigation bar includes the AsureQuality Kaitiaki Kai logo, the user name, and a menu icon. The main content area is titled 'Dashboard' and features two primary action buttons: 'Register samples' and 'View test results'. Below these is a 'Sample registrations' section with tabs for 'Draft', 'Submitted', 'In progress', 'Completed', and 'Templates'. The 'Draft' tab is active, displaying a table with three rows of sample registrations. Each row includes columns for 'Created', 'Submission ref', 'Type', 'Samples', 'Tests', and an 'Edit' link. At the bottom of the dashboard, there is a 'Need help with your submission?' section with contact information for New Zealand, Australia, and Singapore, including freephone numbers and email addresses. A footer contains copyright information, a language selector set to 'English', and links to 'Privacy Statement' and 'Terms & Conditions'.

Created	Submission ref	Type	Samples	Tests	
6 Mar 2019	Registration AQL-01	Meat	1	-	Edit
6 Mar 2019	Meat registration	Meat	1	-	Edit
6 Mar 2019	Submission reference	General	1	1	Edit

Composite samples

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.

Add saved sample

An **Add saved sample** button will only be available if there is at least one other individual sample already registered before creating the composite sample, and that the **Product type** and **Specification** of the composite sample are identical.

The screenshot shows the 'Sample Pre-Registration' form in the LabConnect application. The form is divided into several sections: 'Sample information', 'Product details', 'Samples in composite', and 'Select tests'. In the 'Sample information' section, the user is prompted to provide information about the sample and the tests. The 'Composite sample identifier' is set to 'SC001', and the 'Composite sample description' is 'Swab composite 1'. The 'Product details' section shows the 'Type of product to test' as 'Type of product to test', the 'Testing specification to use' as 'AQ Env - AQ Env - 01', and the 'Specification' as 'AQ Env'. The 'Type of product to use' is 'Industrial / Manufacturing Environment - Swabs - Cotton Gauze'. The 'Product' is 'Swabs', the 'Product class' is 'Cotton Gauze', and the 'Product variety' is '-'. The 'Samples in composite' section shows two composite samples, 'Composite sample 1' and 'Composite sample 2', each with a 'Sample identifier' and a 'Sample description'. The 'Additional sample details' section for each sample has a 'Show additional fields' option set to 'No'. The 'Select tests' section at the bottom has a search bar and a 'Search' button.

Adding samples

When the **Composite** sample option has been selected, the **Samples in composite** section is displayed.

The individual samples that make up a composite can now be added.

Each sample has a **Sample identifier** and **Sample description** as well as an additional fields specified by the **Sample template** selected on the **Summary information** step.

Once a sample has been added to the composite, the **Type of product to use** and **Testing specification to use** fields cannot be changed.