LIMS & ELN for Laboratory work user guide

SUMMARY

- ✓ Start your ELN P.3
- ✓ Notes in experiments P.10
- ✓ Samples P.15
- ✓ SOP’s P.20
- ✓ Trash an experiment P.26
- ✓ Complete your work P.28

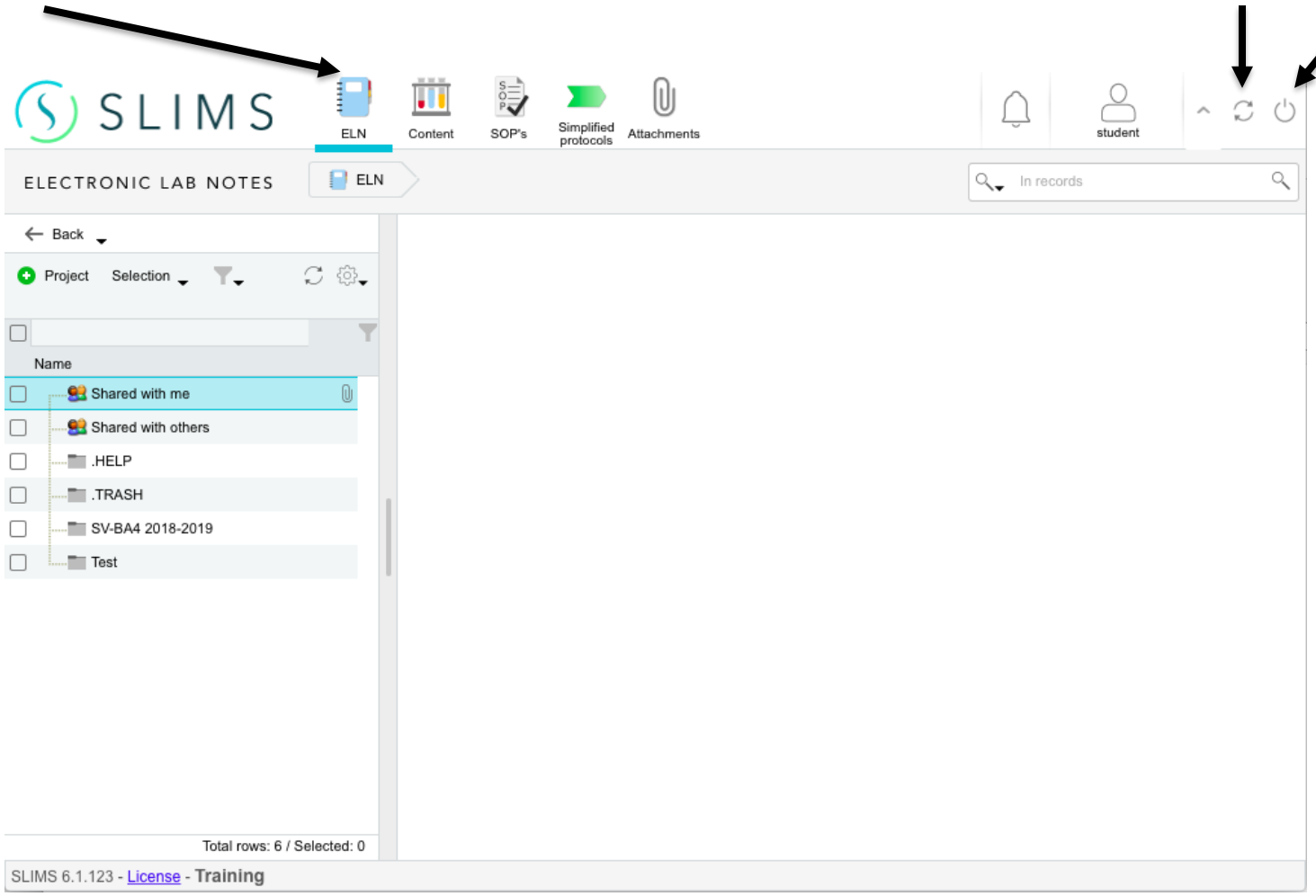
Log in to the ELN/LIMS system

- ✓ Open a web browser (Chrome is recommended)
- ✓ Go to slims.epfl.ch/training
- ✓ Log in with your EPFL credentials

Find the different modules

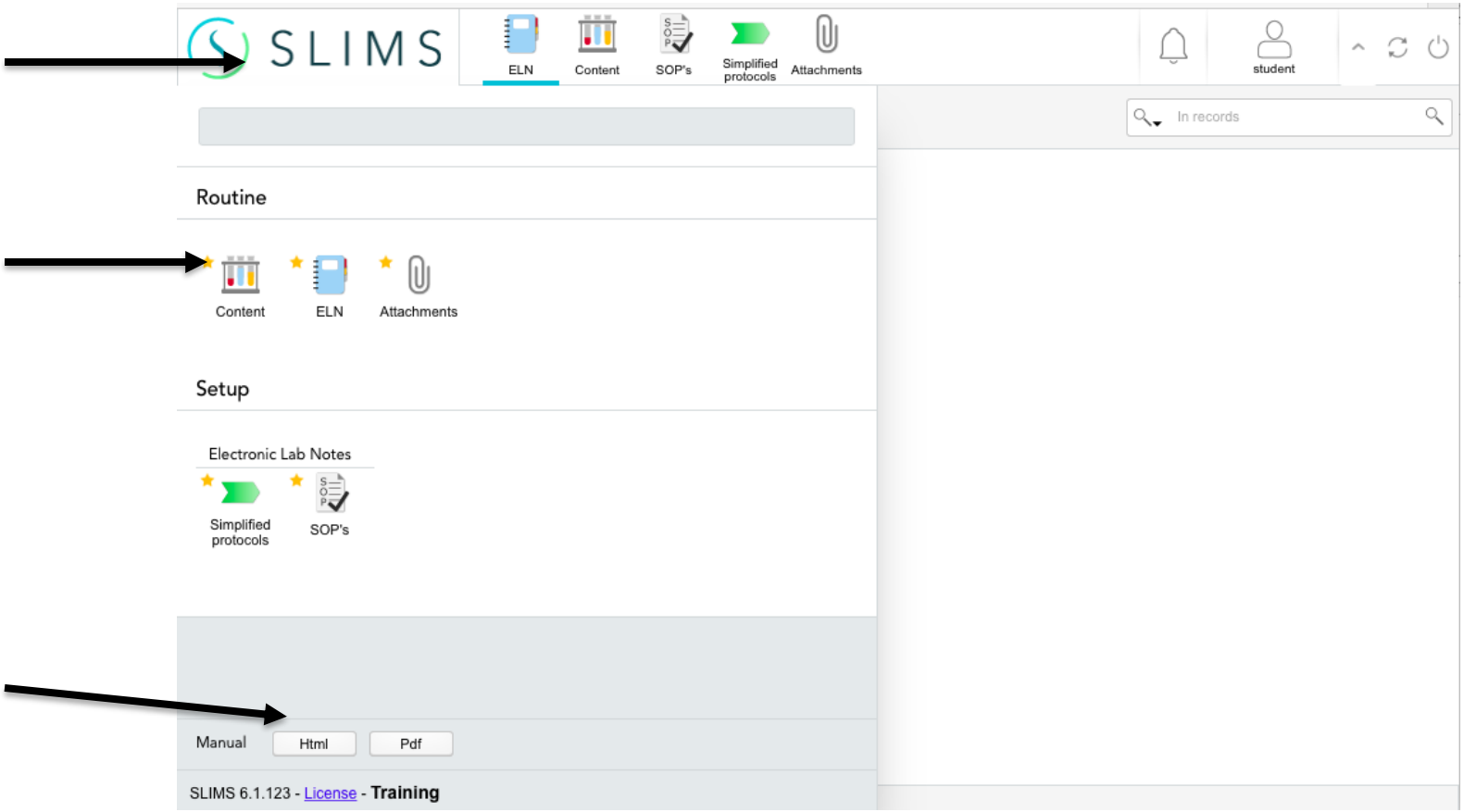
✓ Navigate through the different modules in quick access here

✓ Refresh and quit



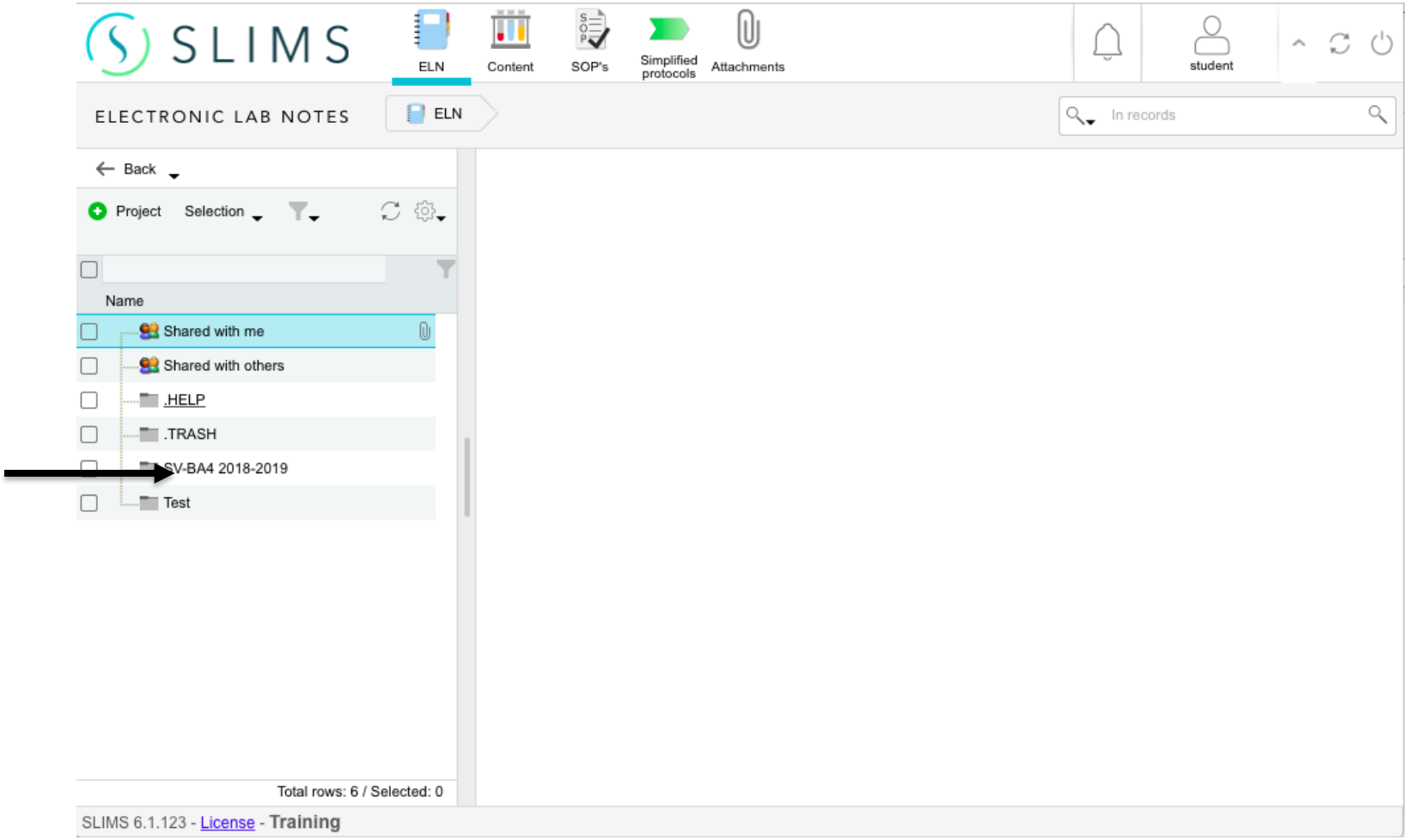
Find the different modules

- ✓ Find back the module here
- ✓ Click on the yellow star to add/remove them to/from the shortcut bar
- ✓ Find the complete slims user guide here



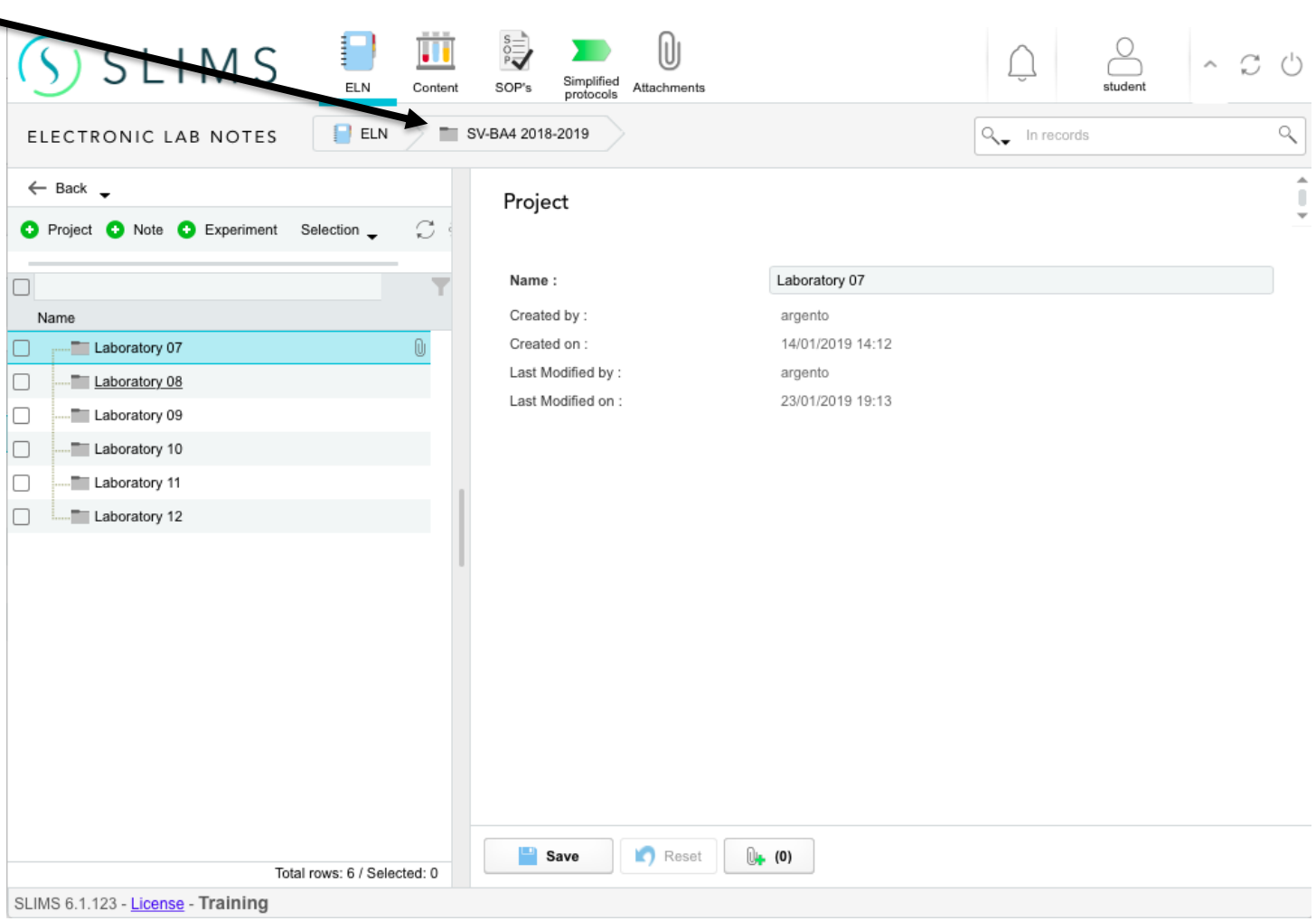
Start a new Laboratory Work

- ✓ Go in the ELN module
- ✓ Enter the folder of your section (by clicking on the folder name)



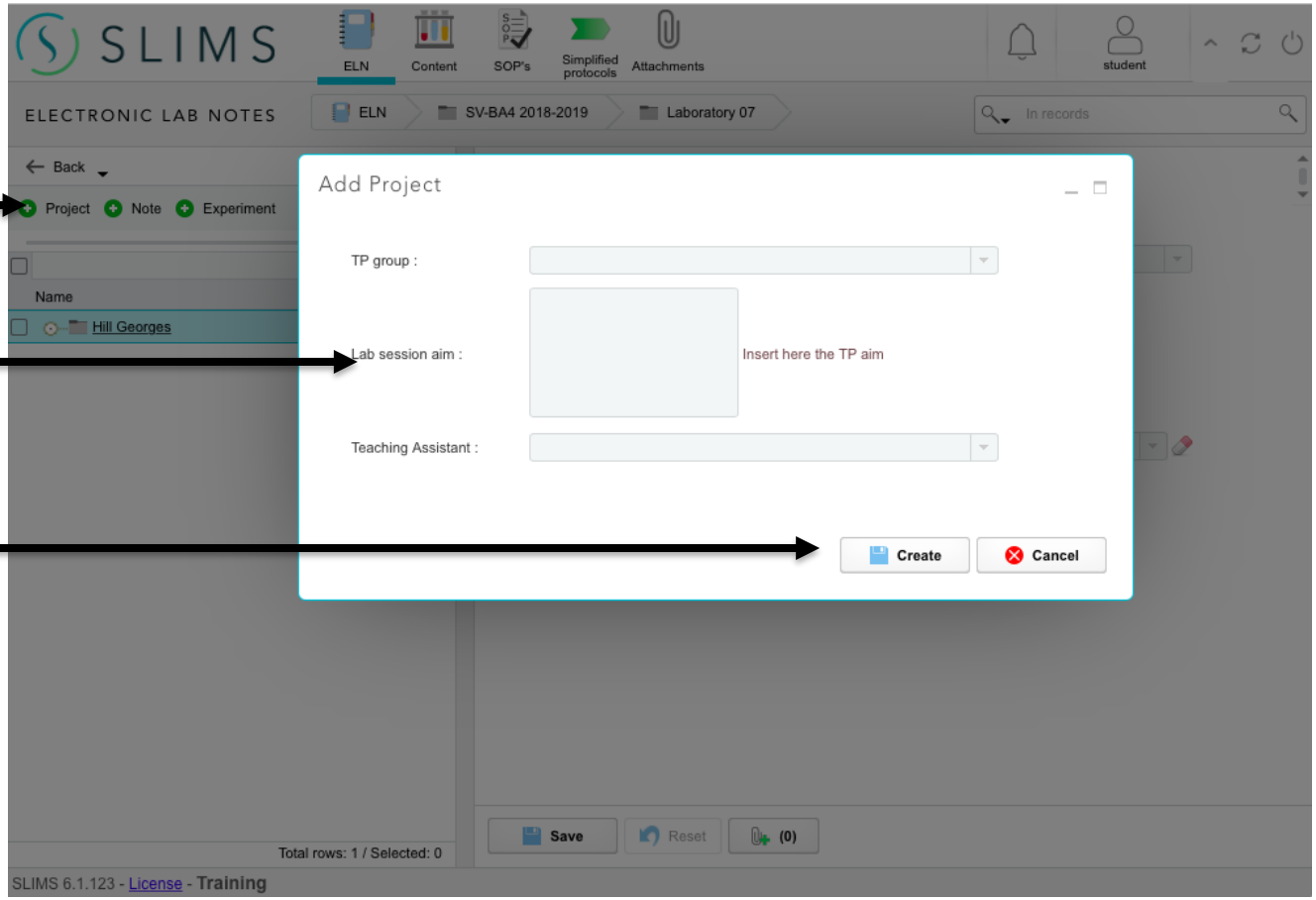
Start a new Laboratory Work

- ✓ Enter the appropriate Laboratory Project
- ✓ See your current folder and navigate via the breadcrumb bar



Start a new Laboratory Work

1. Click on +Project to create your own Laboratory project
2. Fill the form
3. Click on create

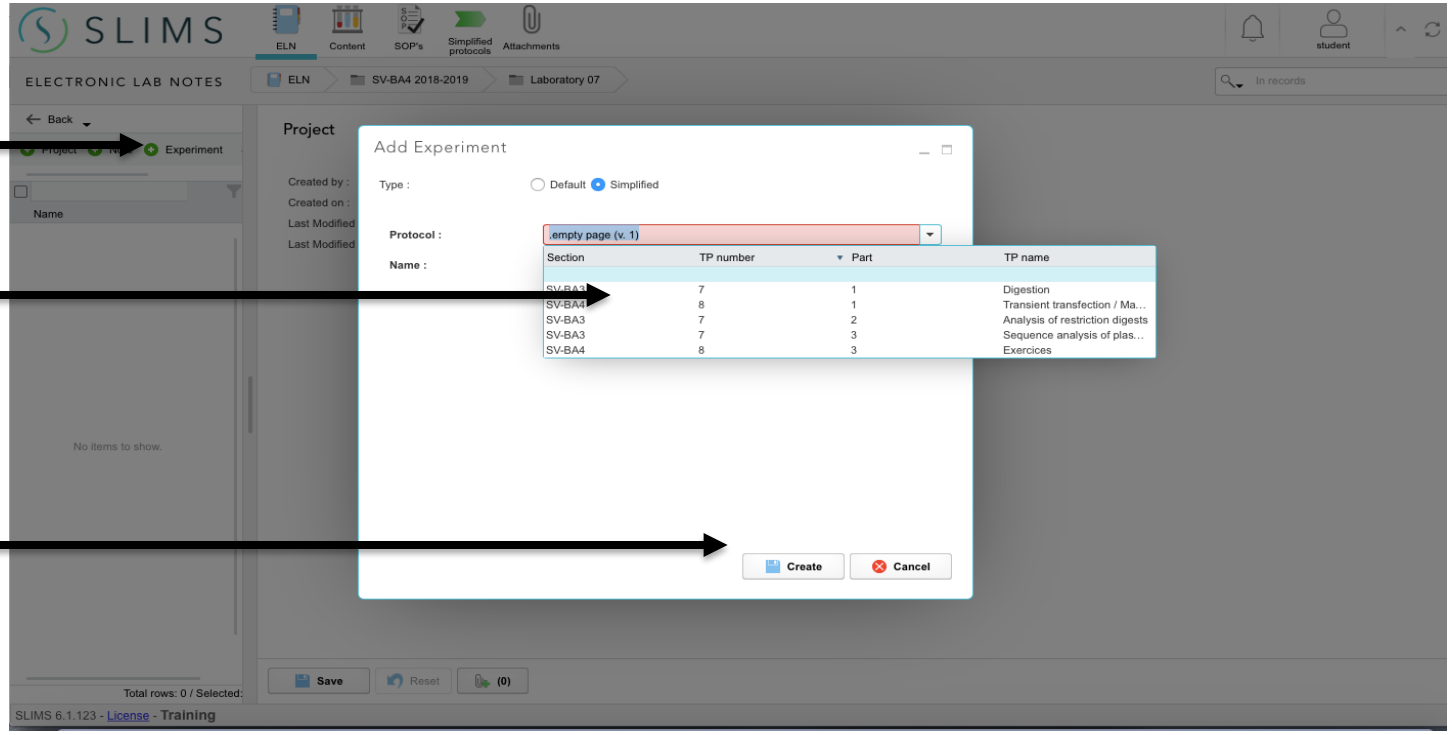


Start a new experiment

- ✓ Get in the project
1. Click on +Experiment to create an experiment
2. Choose the appropriate protocol (you may sort by TP number by clicking on “TP number” column header

NB: One laboratory work can divided in multiple experiment. Start with Part 1. Create a new experiment for 2, etc.

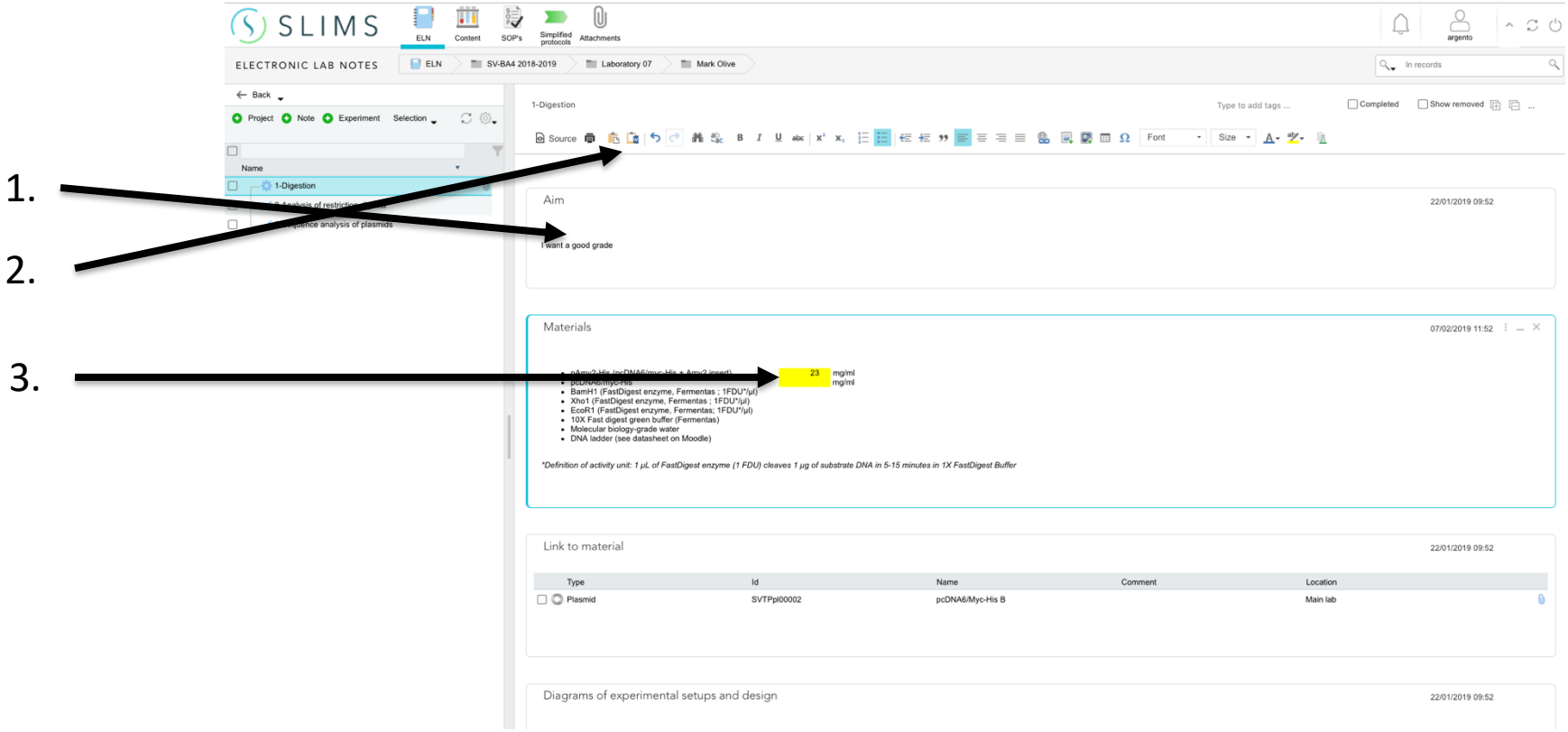
3. Click on create



NOTES

Edit notes

1. Click in the text note
2. Explore and use the note toolbar here
3. Fill up the underline spaces

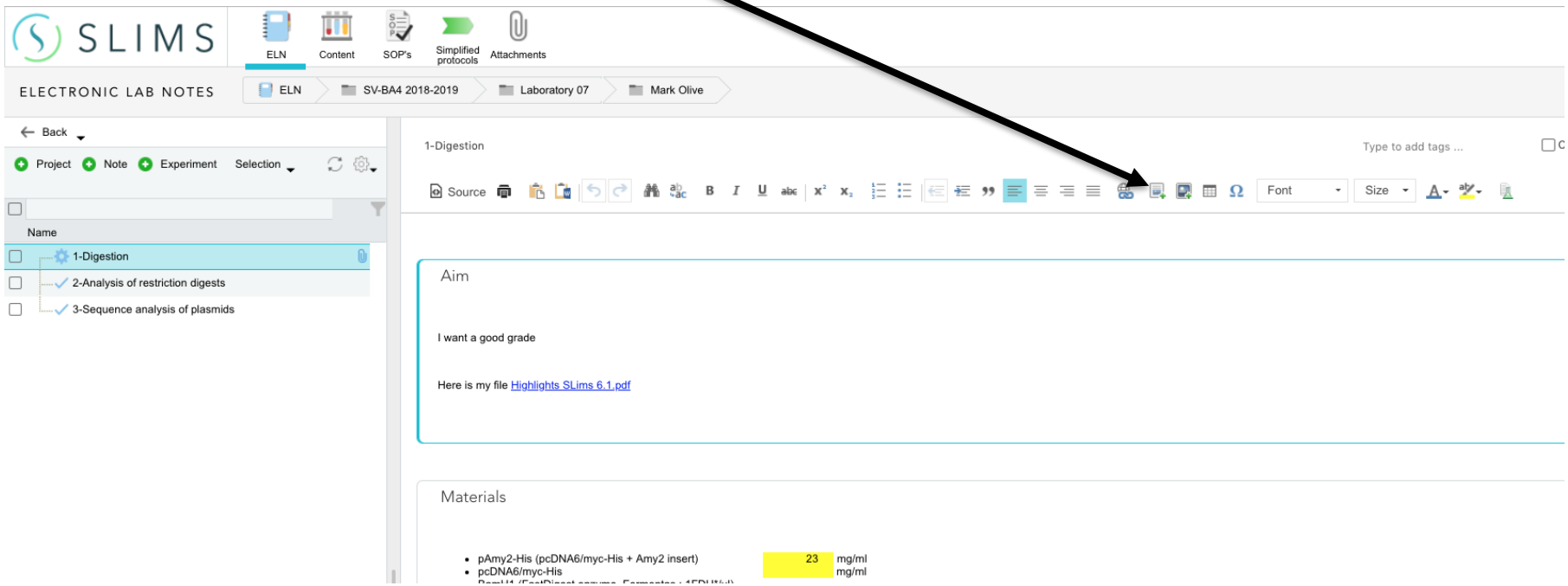


Attach file in notes

- ✓ In the text box, place your cursor where you want to put the file

Attach the file by :

- ✓ Drag and drop the file in the text box
- ✓ Use the ”Attach file button” in the toolbar

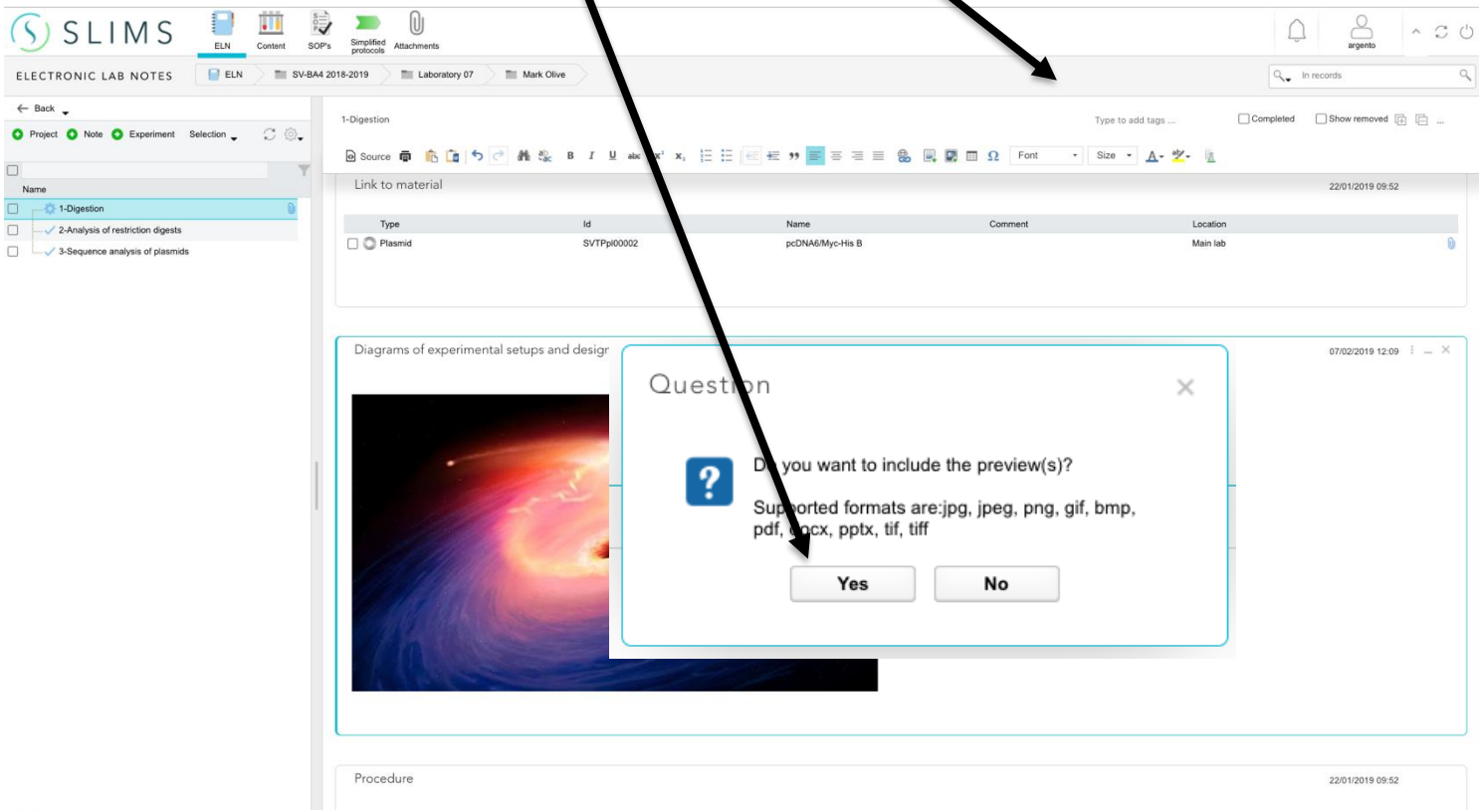


Attach file with picture preview in a note

- ✓ In the text box, place your cursor where you want to put the file

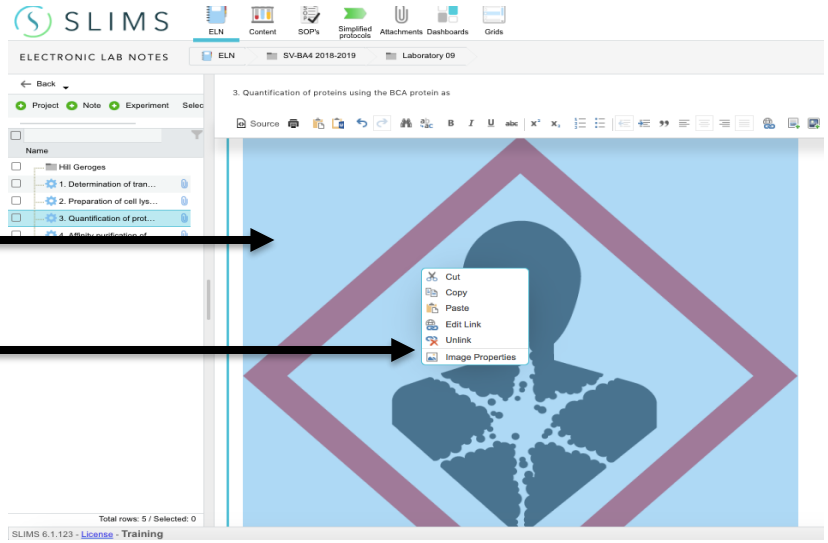
Attach the file by :

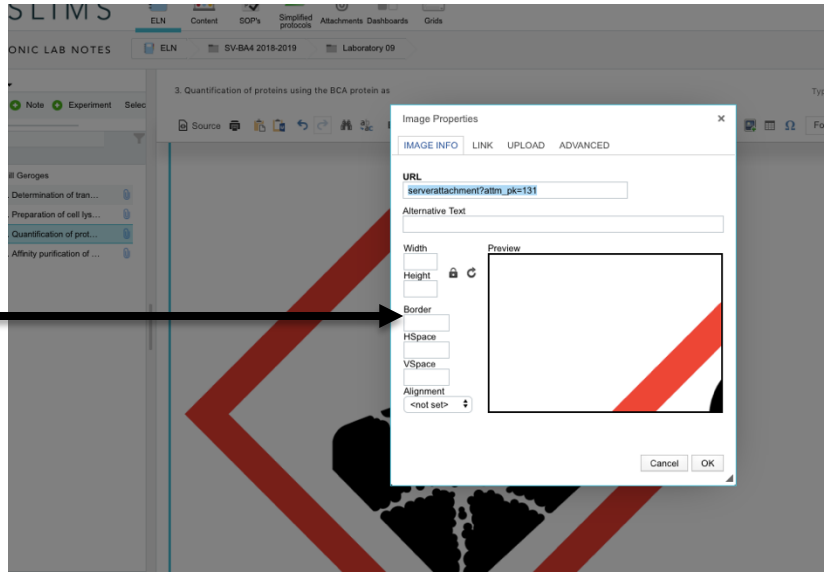
- ✓ Drag and drop the file in the text box
- ✓ Use the ”Attach file image” in the toolbar
- ✓ Answer “Yes” in dialog window



Adjust image size

- ✓ Right click on the image
- ✓ Click on image properties
- ✓ Adjust width and height

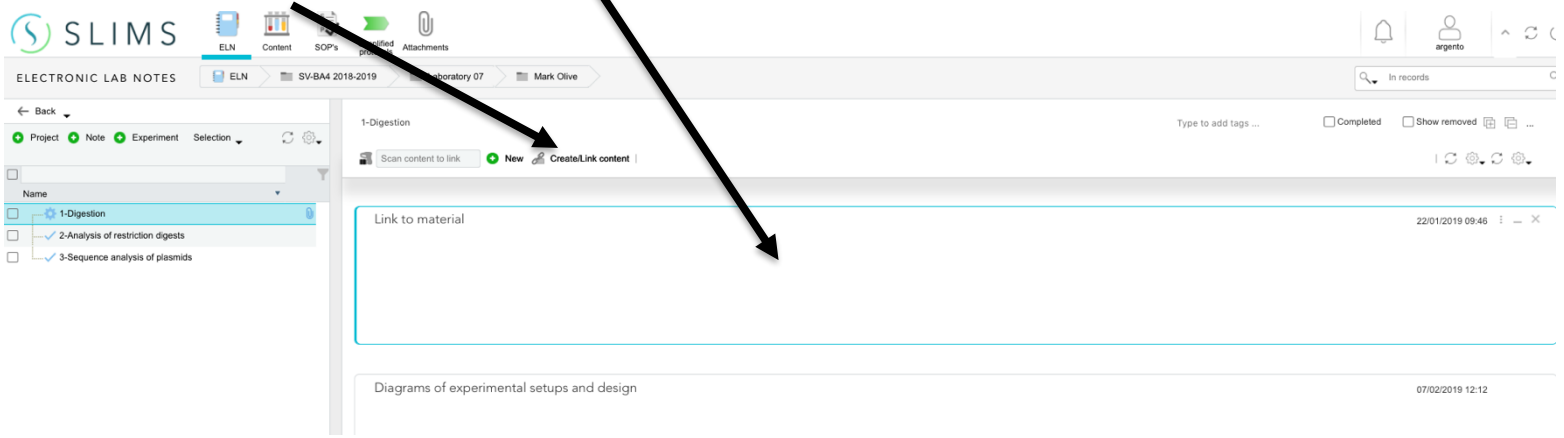




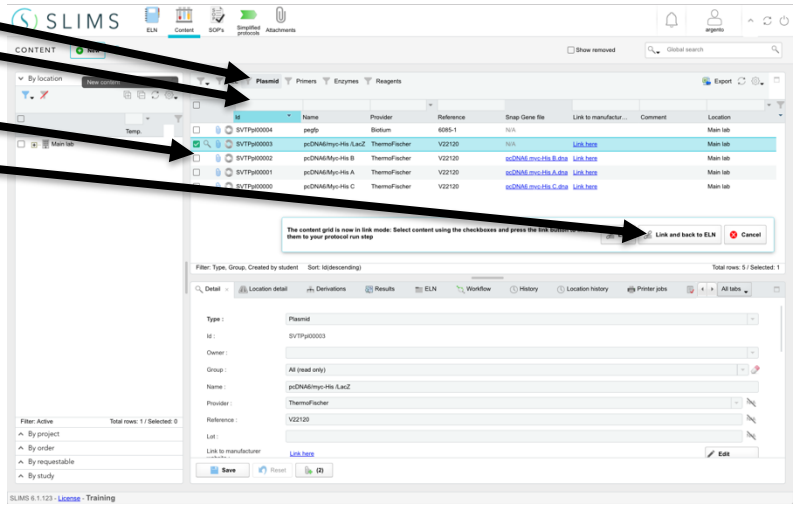
SAMPLES

Attach samples from the content database

1. Click in the “Link to material block”
2. Click on Create/Link content

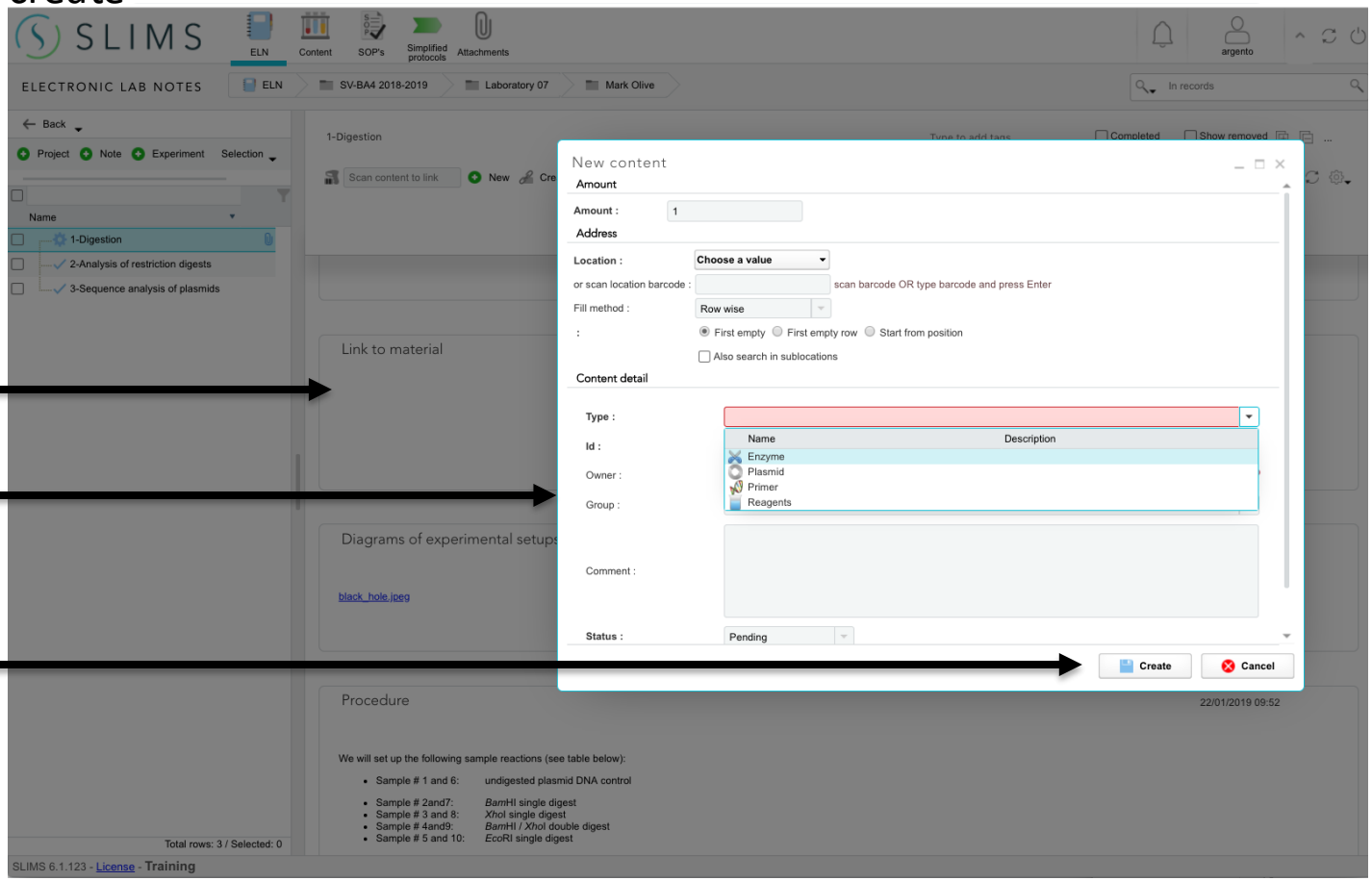


3. Find the samples with filter and search bars
4. Select the sample(s) to link
5. Click on “Link and back to ELN”



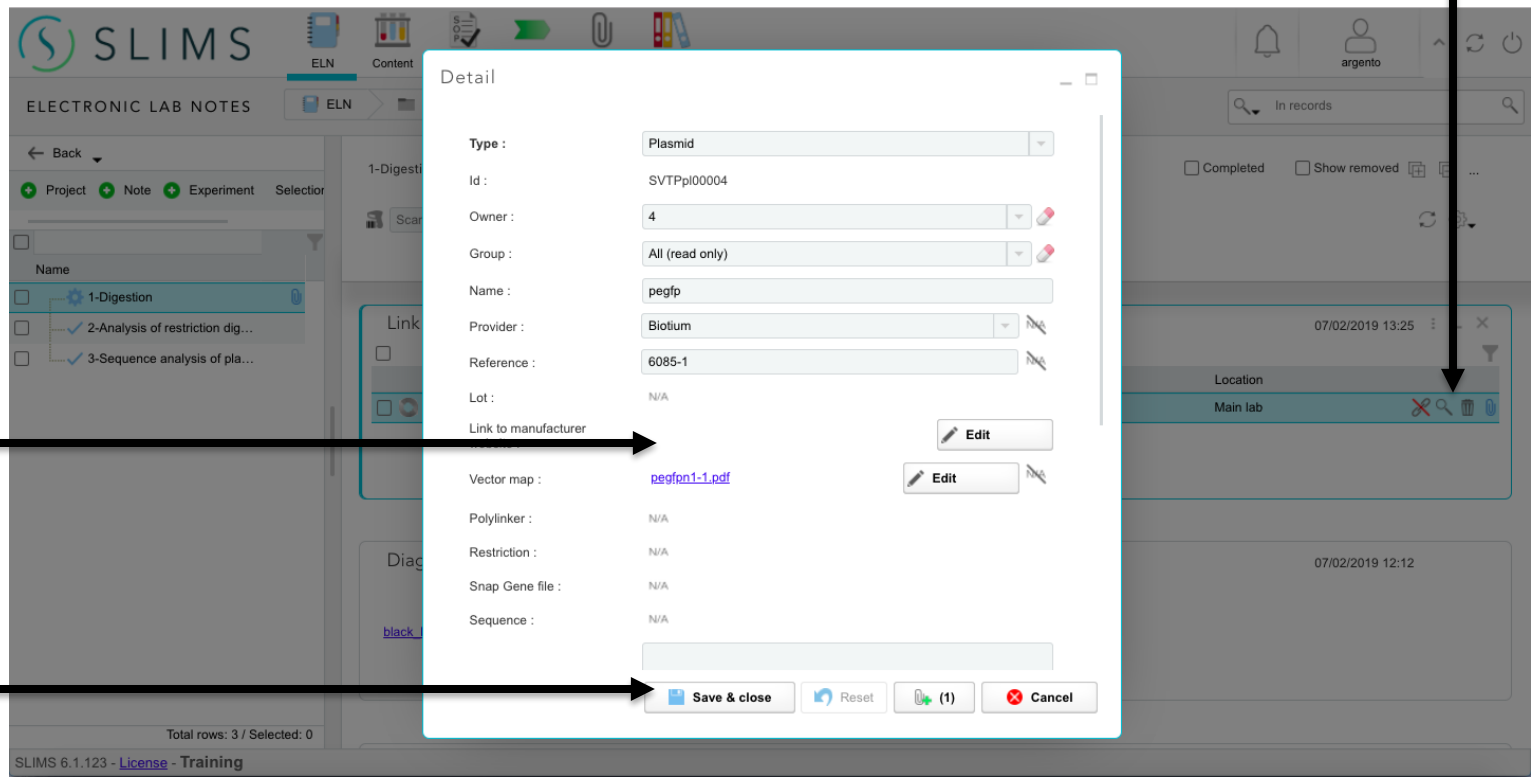
Create a new sample

1. Click in the “Link to material block”
2. Fill the form. You don’t need to change amount and location
3. Click on create



Read/Edit sample

1. Click on the magnificent lens
2. Edit the sample form
3. Click on “Save and close”

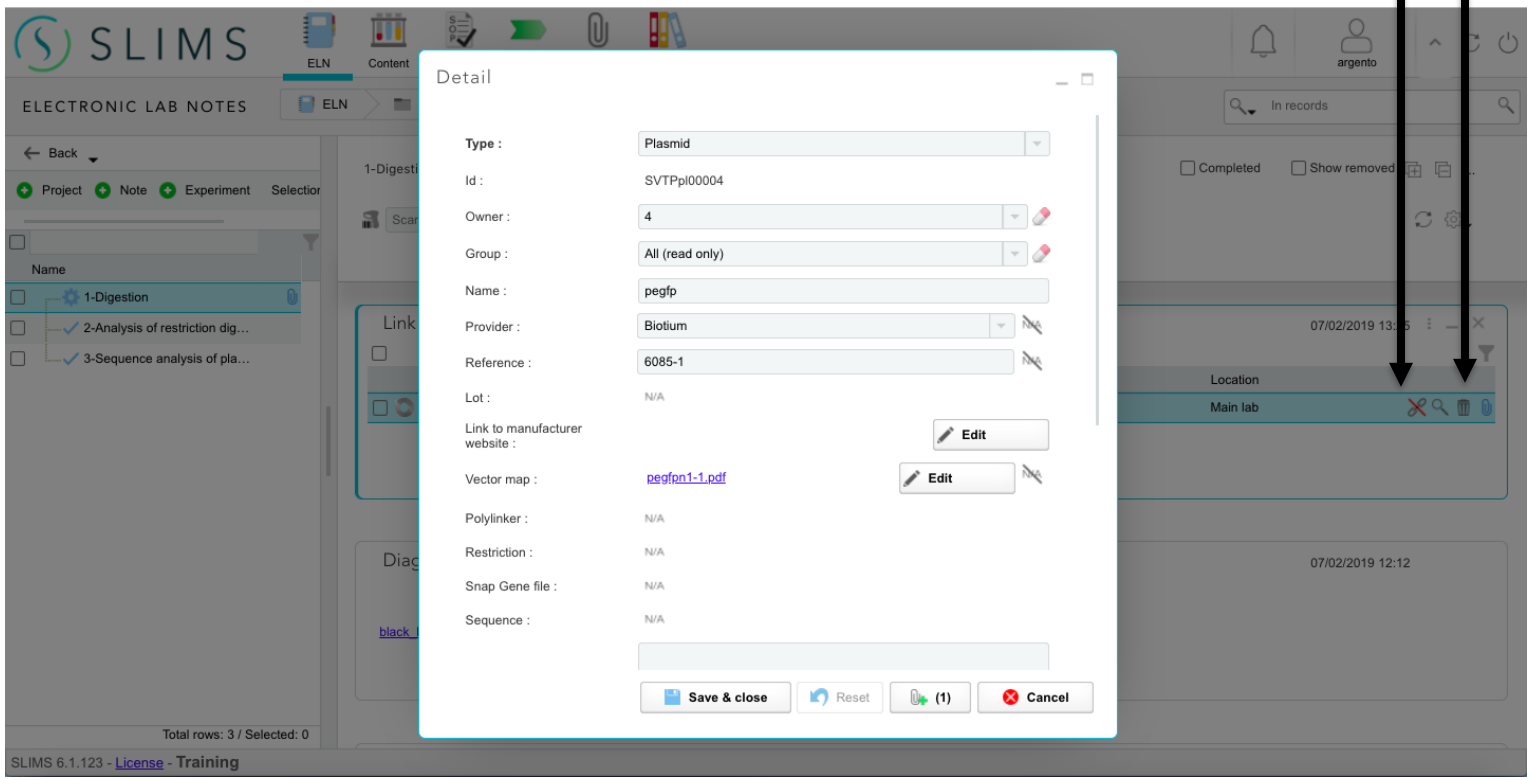


Remove and unlink sample

1. Click the bin icon to remove the sample

Warning : a removed sample is still linked to your ELN. Remove here means “not anymore in the laboratory”

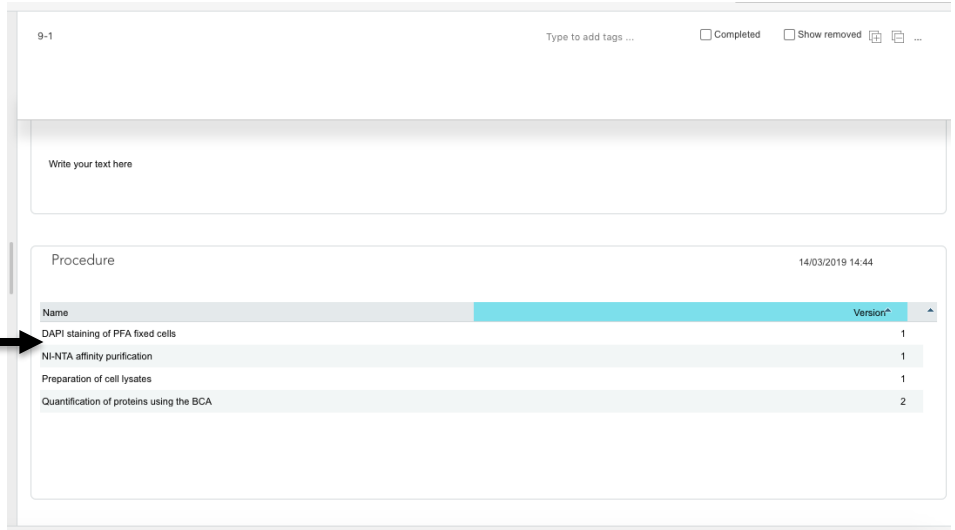
2. To unlink a sample click on the fist icon



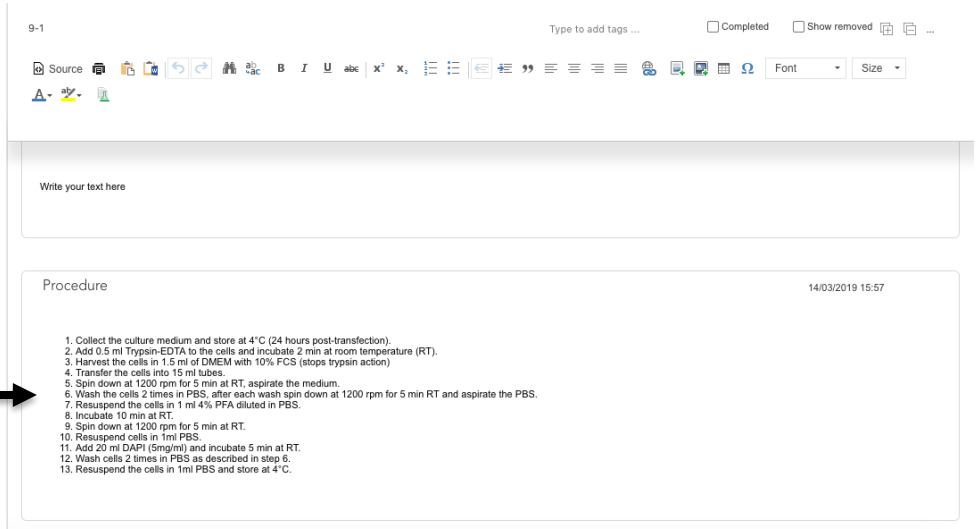
SOP's

Use an SOP in a predefined block

1. Simply click on the SOP name you want to select

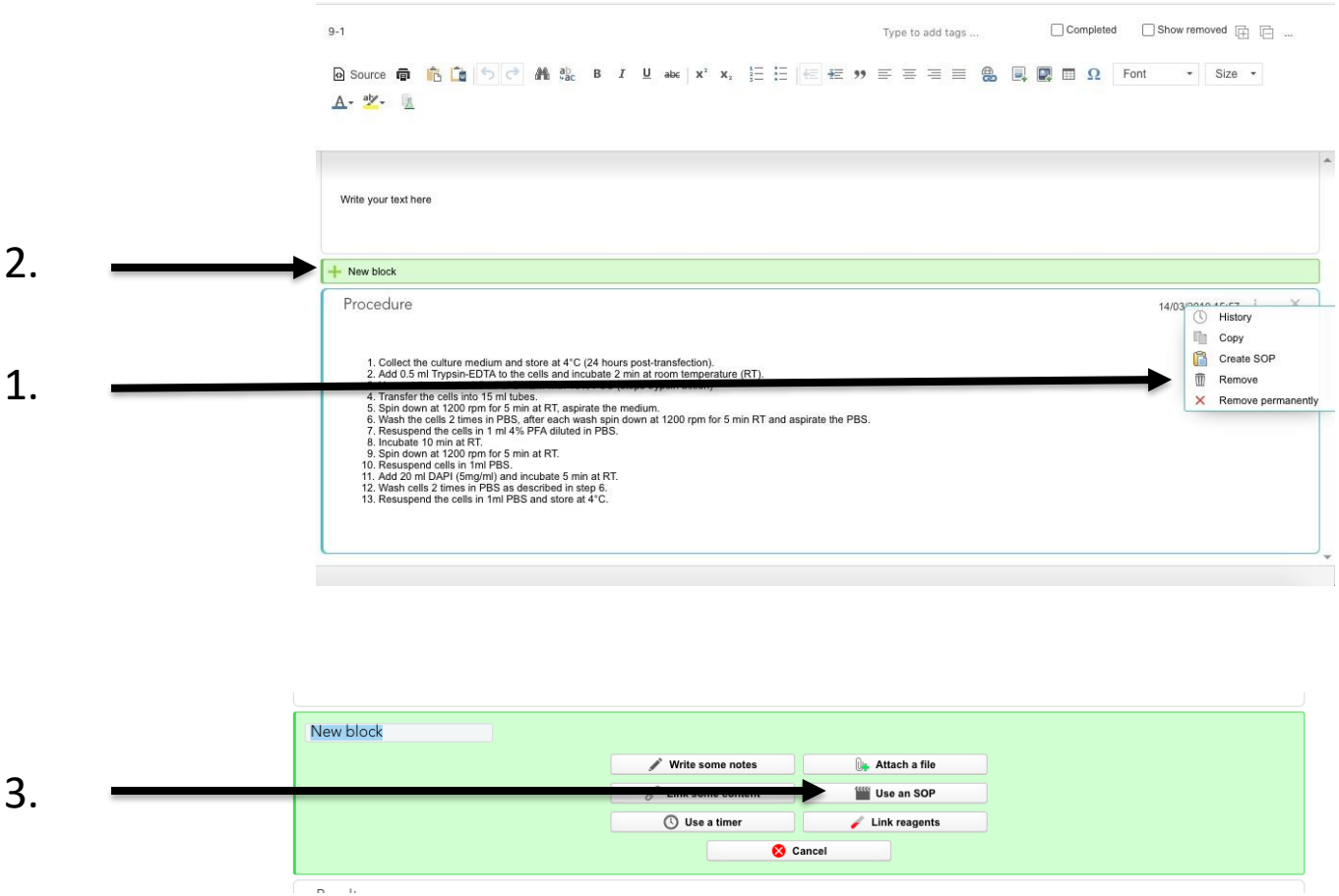


✓ The SOP appear in the block. You may edit it if needed



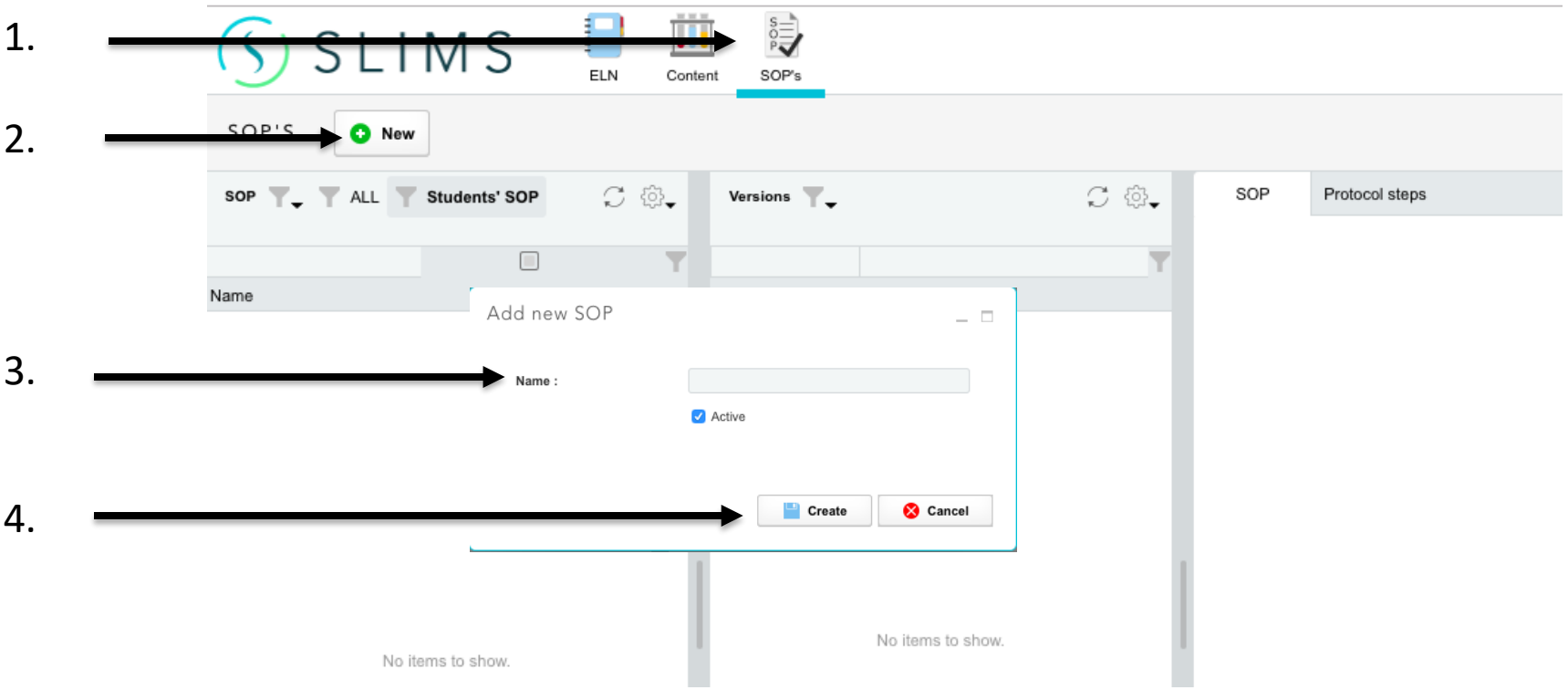
If you selected the wrong SOP

1. Remove the block here
2. Create a new block by clicking on “New block”. It appears if you mouse between 2 blocks.
3. Select use an SOP



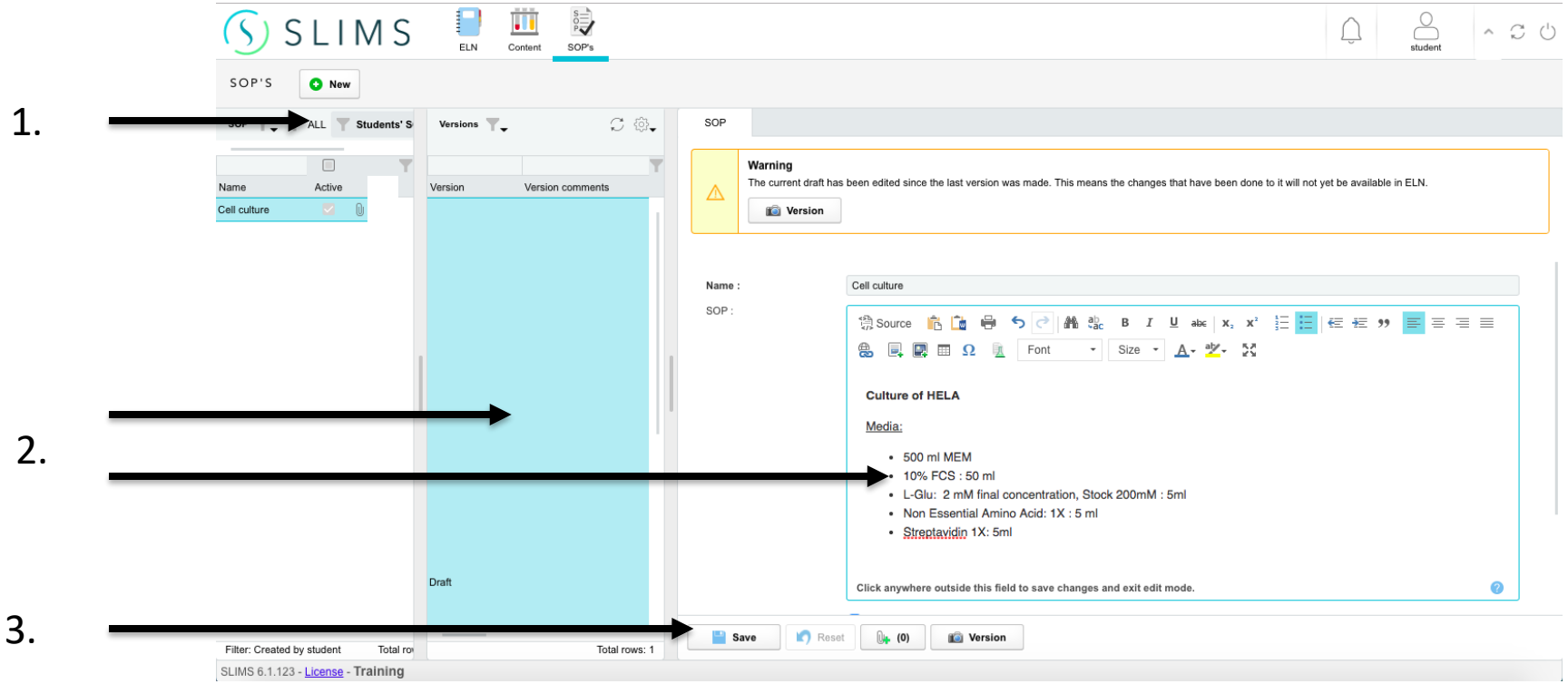
Create your own SOP's (1/3)

1. Go in the SOP's module
2. Click on new
3. Enter a name
4. Create



Create your own SOP's (2/3)

1. Make sure your are in the Students SOP view
2. You are editing the draft. Only draft can be edited. Draft cannot be used in the ELN
3. Edit the SOP here and Save all your changes



Create your own SOP's (3/3)

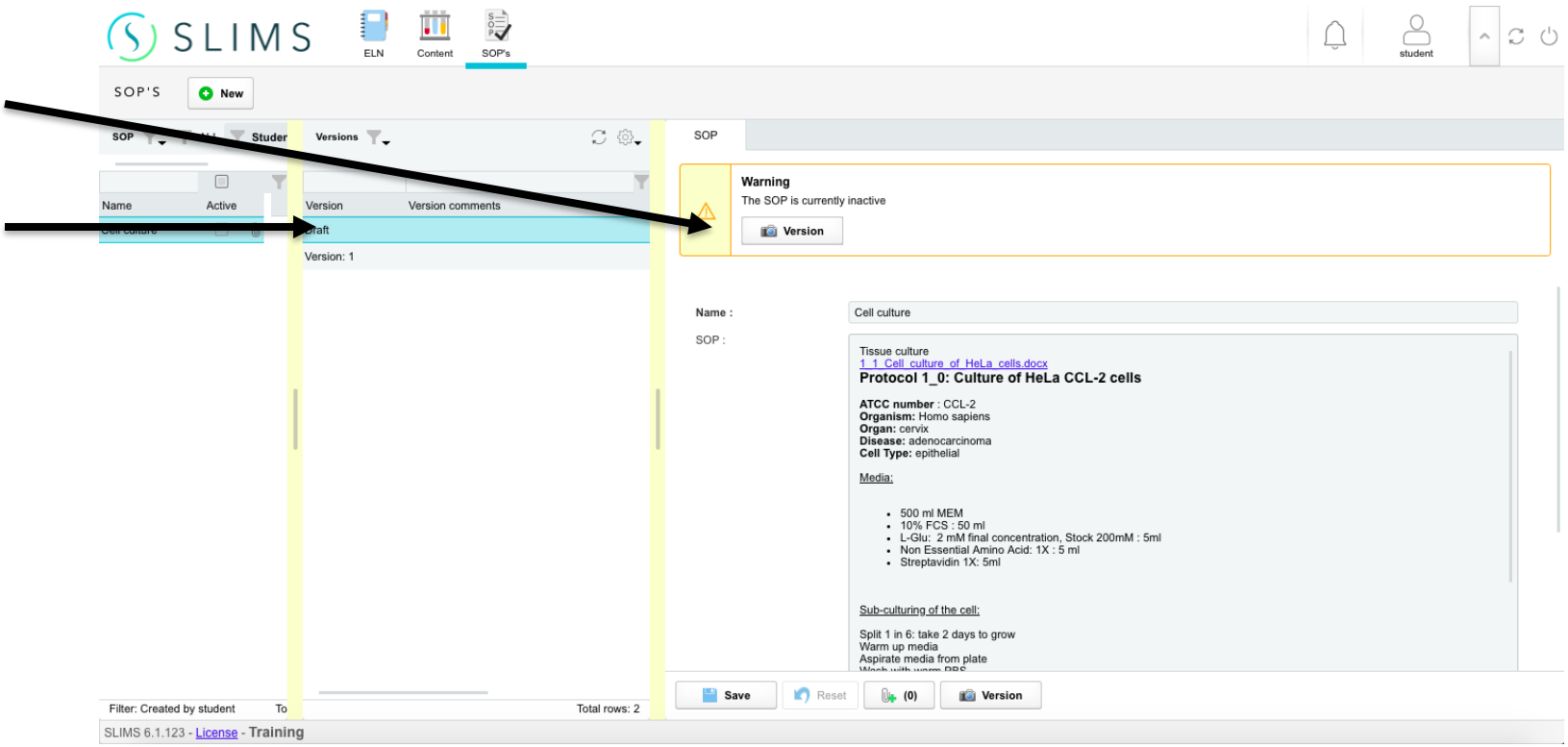
1. Once the SOP is ready. You have to create a first version by clicking on Version. You have to add a comment. Now you can use this SOP version in the ELN.

✓ Version cannot be changed anymore

2. To create a new version. Edit the draft and click on version again. The new version is now available in the ELN.

1.

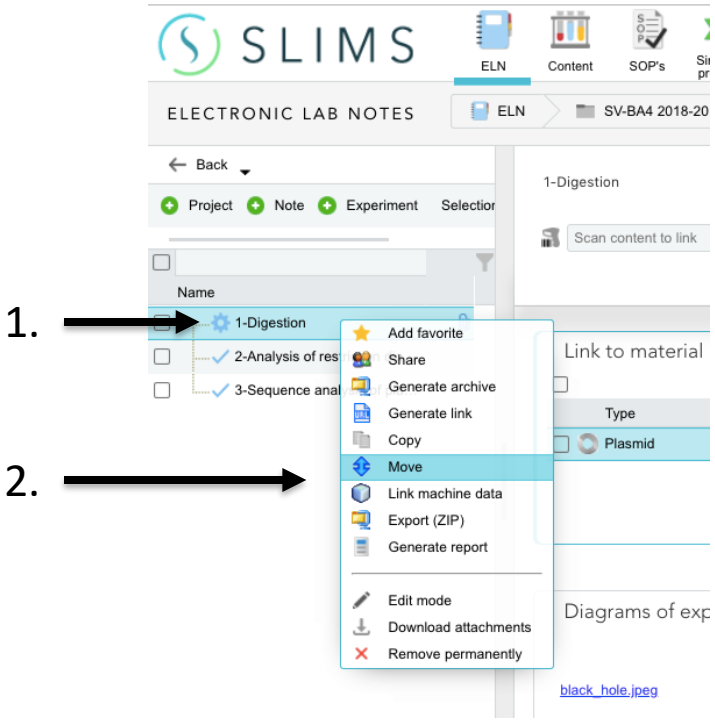
2.

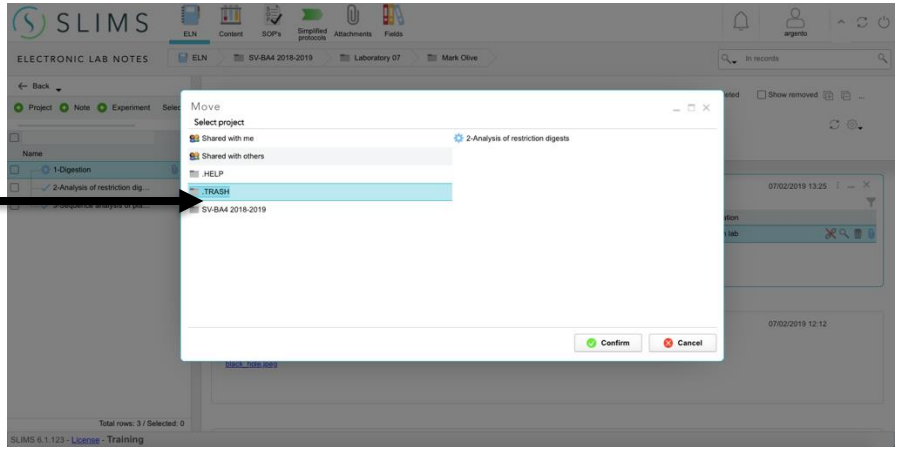


TRASH AN EXPERIMENT

Trash an experiment

1. Righ-click on the experiment
2. Click on move
3. Select the .TRASH folder





COMPLETE YOUR WORK

Complete your work

A completed experiment cannot be uncompleted !

Nothing can be modified after you checked completed
The laboratory work is considered as done as soon as all the experiment are completed.

Complete all your experiment before the deadline!

Complete your work

✓ Check completed