

Roswell Park Laboratory Information Management System

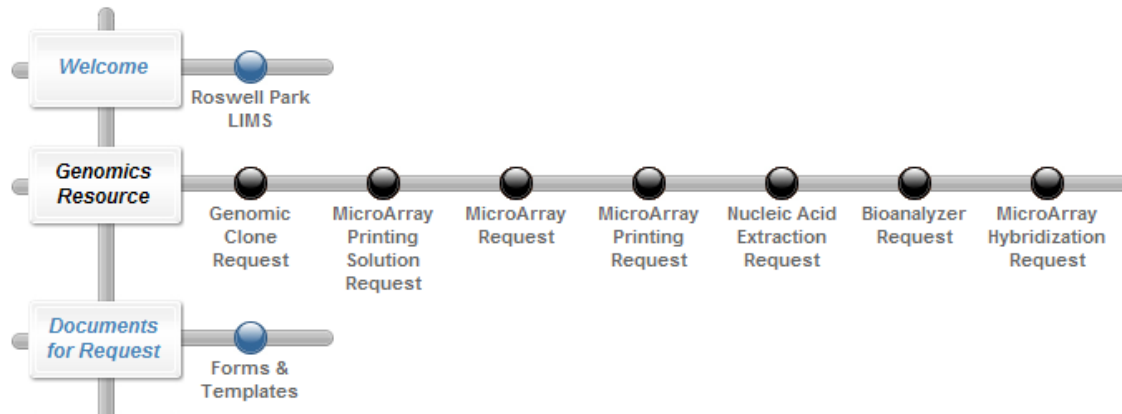
Basic technical reference guide for general use of the LIMS

URL: <https://rpcilims.roswellpark.org>

RPCI employees please sign on with your RPCI network username and password.

Non-RPCI Employees please use the “Create New User” link on the login page.

Tramlines



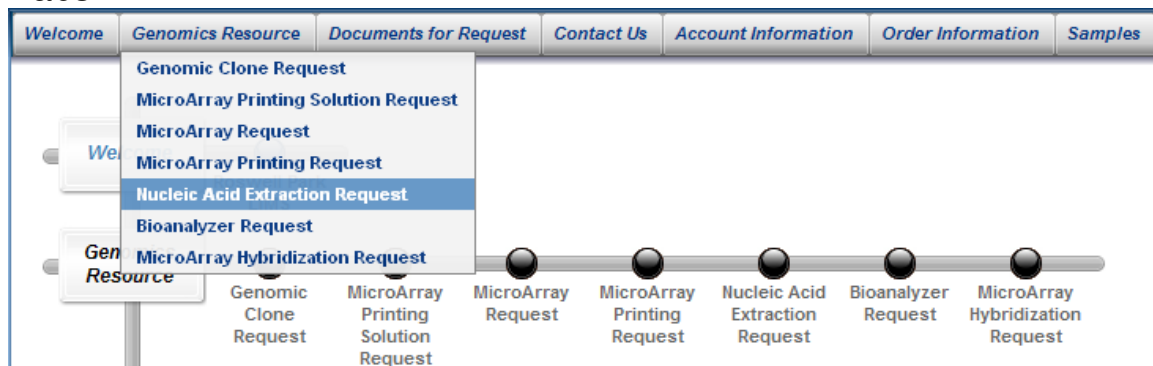
Functions in the LIMS are generally organized by horizontal lines which are called “Tramlines”. Tramlines will have one or many different operations you can execute called “Tram Stops”

Tram Stops



Tram Stops are clickable icons that will execute the operations described under the stop. Ex: By clicking on this particular tram stop, you will enter the on-line order entry process for Nucleic Acid Extraction Services.

Tabs



Tabs are another handy way to execute the same operations that tram stops do. Tabs are organized at the top of your screen, and will expand into the allowable operations when the mouse hovers over them.

Buttons



LIMS uses standard windows buttons to perform many operations throughout the system. Clicking on a button will perform the operation described on that button.

Queries



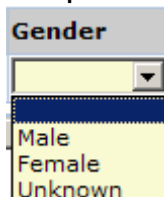
Many pages in the LIMS have “queries” on the left hand side. When clicked, the current list of values will change to which ever query was selected. Ex: In this page you have the option of looking at your projects, or all projects.

Mandatory Fields



Fields highlighted in yellow will indicate that the data is required in order to finish data entry on that particular screen. If data is left blank, the system will produce an error.

Drop Down Fields



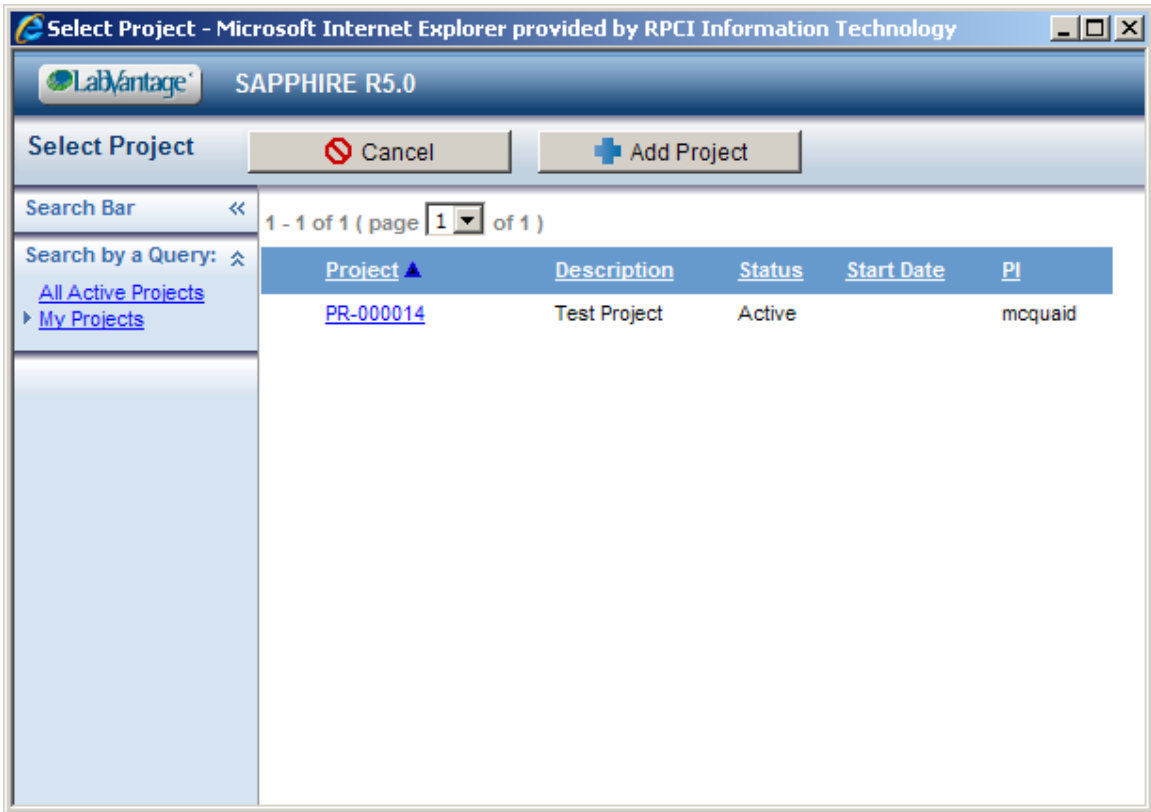
Some fields have drop downs, in which a pre-defined set of values will be presented to the user when the down arrow is clicked. Drop down fields are generally smaller lists, larger lists will be lookup fields.

Lookup Fields



Lookup fields will allows have a magnifying glass icon to the right of the field. By clicking on the icon, and “Lookup Box”, will appear with many choices, and sometimes queries and buttons.

Lookup Box



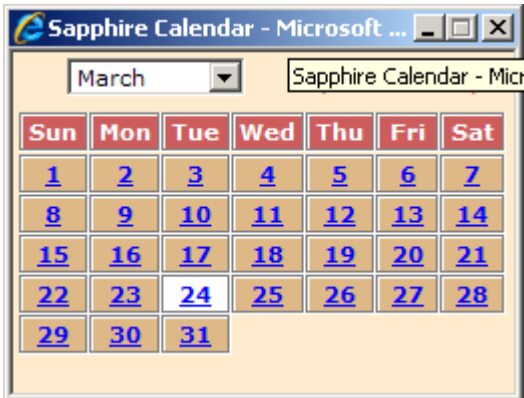
Lookup boxes are the result of selecting a lookup field. The user can run queries, and use the operations given along the top (i.e. buttons), to refine a search or get the desired records. Selecting the blue hyperlinked field will “select” the record and return to the lookup field.

Date Fields

Start Date: 

Fields requiring dates will have a calendar icon to the right. Clicking on the calendar will display calendar pop-up window.

Date Field Calendar



The calendar pop-up will allow the user to select a date in a GUI fashion as opposed to typing one in by hand.

Template Files

Please identify samples by uploading appropriate [template](#) file, or by selecting existing samples or creating new samples below:

Many places in the LIMS where large amounts of data is required (i.e. sample list), the LIMS allows Microsoft Excel templates to be used. The templates are easily downloadable by clicking on the template hyperlink when it's available on a page.

Template File Uploading

File to Upload	Description	File Name
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

When a template file is ready for upload, a browse function will allow you to grab the file for processing. The upload button will upload the file into the LIMS and check for format accuracy.

Check Boxes (Add & Remove)

ProjectMember

<input type="checkbox"/>	Member Id		Manager
<input type="checkbox"/>	nowakn	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	conroy	<input type="text"/>	<input type="checkbox"/>

Some pages in LIMS have check boxes, and functions related to those boxes. Ex: The above grid allows you to add/remove and assign manager access to project members. It also utilizes the lookup field for user selection.