RESULT POINT®

data when you need it

Accelerated Technology LABORATORIES INC.

496 Holly Grove School Road
West End NC 27376
(910) 673-8165 | atlab.com

Microsoft GOLD CERTIFIED Partner

© 2011 Accelerated Technology Laboratories, Inc. All rights reserved. Titan® and Titan® are registered trademarks of Accelerated Technology Laboratories, Inc.

User Manual

© 2013 Accelerated Technology Laboratories, Inc. All rights reserved.

Table of Contents

WELCOME **1**

LOGGING IN **1**

RETRIEVING YOUR PASSWORD 1

CHANGING YOUR PASSWORD 1

CLIENT INTERFACE **2**

ORDER LOOKUP TOOLS 3

Customer Index *4*

Search by Customer *4*

Search by Site *4*

Search by Multiple Site *5*

Search by Customer Sample ID *5*

Order Index Listing *5*

Using Shortcuts to Find an Order Quickly *6*

PREVIEWING AN ORDER 7

Choosing a Report Type *7*

Viewing PDF Reports and other file attachments (if available) *8*

Navigating and Working with the Report Page *8*

REQUEST POINT 12

New Order *12*

Order Maintenance *14*

TABLE OF FIGURES **16**

© Accelerated Technology Laboratories, Inc. All rights reserved.

Welcome

Result Point® is a portal into your existing ATL LIMS. Whether you use Sample Master®, you can have instantaneous access to real-time analytical results, from virtually anywhere in the world, at any time of the day. Result Point® users can view web reports, with features such as flagging for parameters whose results exceed defined limits, making reviewing the data easier than ever.

Logging In

To login to Result Point™, enter your username and password supplied by your laboratory in the appropriate fields on either the Home Page or the Login Page and click the "Login" button (Figure 1). Please note that the password is case sensitive.

Figure 1 - User Login

Retrieving your Password

If you have lost or forgotten your Result Point® password contact the laboratory that issued the username and password.

Changing your Password

To change your password, click the "Change my password…" link on the blue menu bar at the top of the page. When the change password form appears, Figure 2, enter your current password, the new password, and confirm the new password, and click the "Update" button. A message will be displayed informing you whether or not the password change was successful; if the change is successful, you can use this password the next time you login.

© Accelerated Technology Laboratories, Inc. All rights reserved.

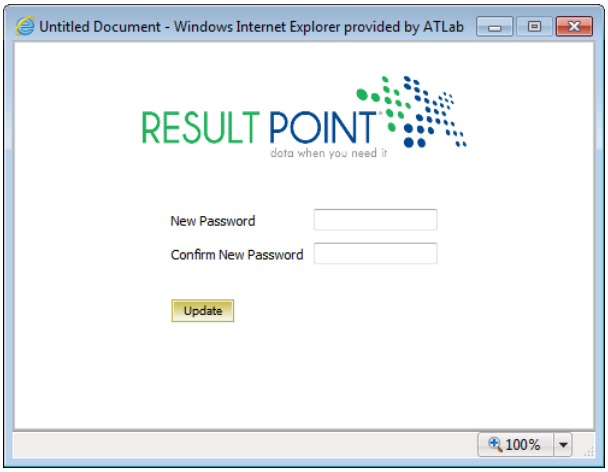


Figure 2 - Change Password form

Client Interface

User accounts that are set up as Administrator accounts have access to Client and Administrative tools (Figure 3).

Figure 3 - Administrator interface

© Accelerated Technology Laboratories, Inc. All rights reserved.

When a user is logged in as a Default user, they only have access to the client tools (Figure 4).

Figure 4 - Default user page

Upon logging into Result Point®, you will be presented with multiple options for reviewing orders and customer information. The Result Point explorer is the primary navigation tool which displays customers and orders in a tree view style listing with logical groupings. A new menu item will also appear called “Lookup Tools” which allows you to find orders by customer, by site, or by viewing a list of all available customers.

Order Lookup Tools

The tools provide the ability to view an index of all your accessible customers in the Sample Master® LIMS, you can search by customer or search by site name for all sites/orders in the LIMS (Figure 5).

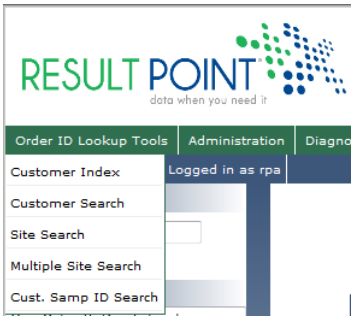


Figure 5 - Order ID Lookup Tools menu

© Accelerated Technology Laboratories, Inc. All rights reserved.

Customer Index

As shown in Figure 6, the Customer Index screen is an alphabetical listing of all customers in the LIMS. Clicking the desired letter at the top or bottom of the listing will move you to a list of up to 10 customers with names starting with that letter. By clicking the "Next" or "Previous" links, you display the next or previous 10 customers beginning with the selected letter. The listing will also display the total number of clients in the specified index. Clicking on a customer link redirects you to a list of Order ID's for that specific customer.

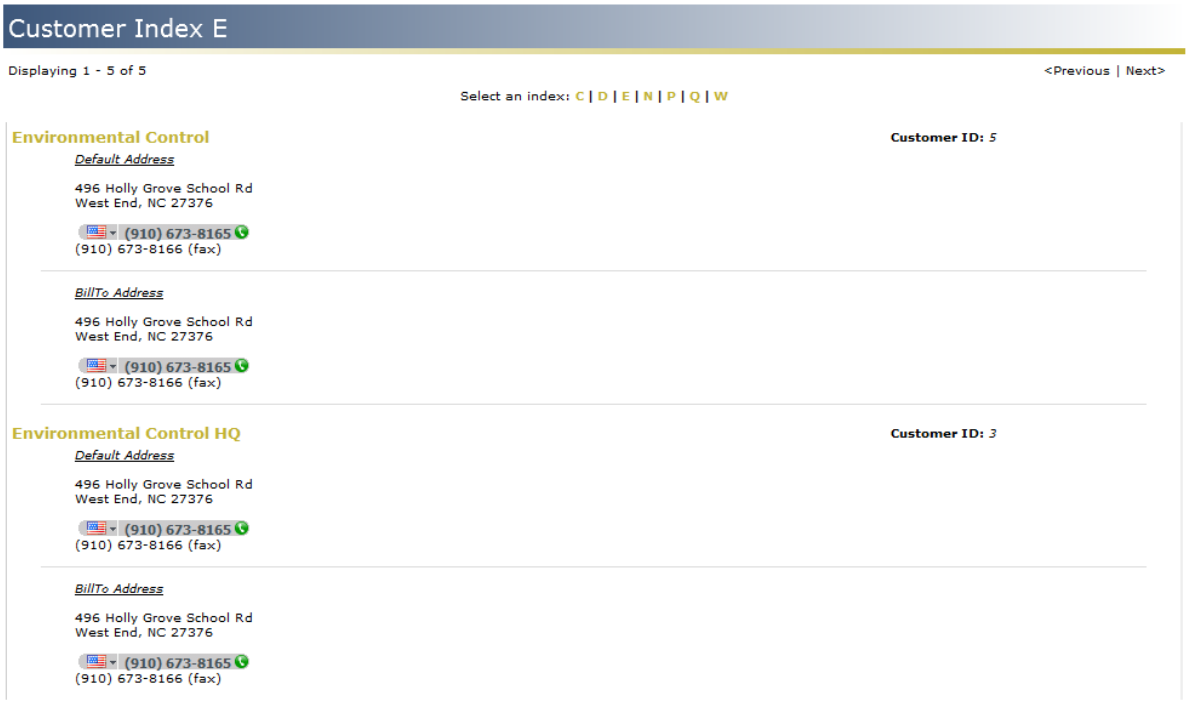


Figure 6 - Customer Index page

Search by Customer

The Search by Customer screen, **Error! Reference source not found.**, allows a user to search for desired customer using full or partial search criteria. The results returned will display all Customer Names containing the search string. When a customer's name is clicked, the results returned will redirect the user to a listing of all orders for the specified customer.

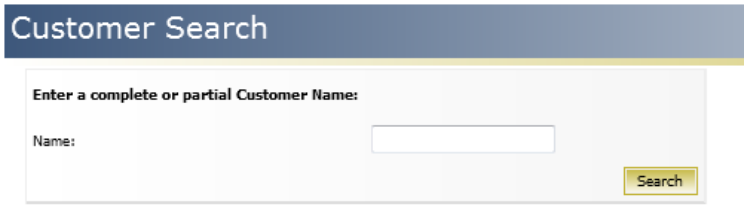


Figure 7 - Customer Search

Search by Site

The Search by Site, or Site Search, screen (Figure 8) returns a screen similar to the Customer Search screen except that the Customer Orders are also returned at the far right, and they are listed and identified by Customer Name and Site Name. The user has the option of clicking on

© Accelerated Technology Laboratories, Inc. All rights reserved.

the “Site Name” or “Order ID” to view the order associated with the site. The user may also click on the “Customer Name” to view a complete listing of orders for that customer.

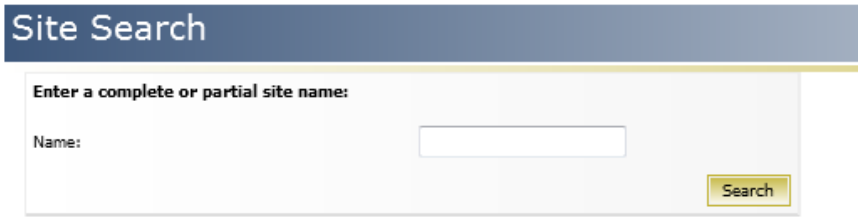


Figure 8 - Site Search

Search by Multiple Site

The Search by Multiple Site, or Multiple Site Search, screen (Figure 9) gives the user the ability to enter multiple sites into the search criteria separating the sites with a comma. This works just as the Search by Site where the Orders returned are listed by Customer Name and then Site Name except it returns multiple sites. The user has the option of clicking on the “Site Name” or “Order ID” to view the order associated with the site. The user may also click on the “Customer Name” to view a complete listing of orders for that customer.

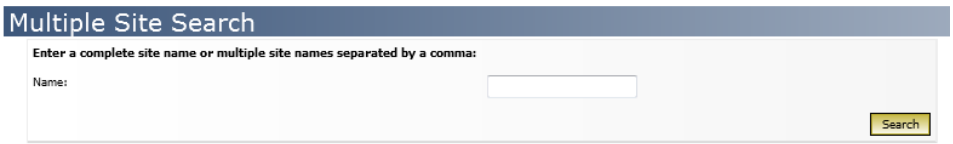


Figure 9 - Multiple Site Search

Search by Customer Sample ID

The Search by Cust. Sample ID, or Customer Sample Number Search, screen (Figure 10) gives the user the ability to search by Customer Sample ID. Similar to the Search by Site function, Customer Orders are also returned at the far right, and they are listed and identified by Customer Name and Site Name. The user has the option of clicking on the “Site Name” or “Order ID” to view the order associated with the site. The user may also click on the “Customer Name” to view a complete listing of orders for that customer.

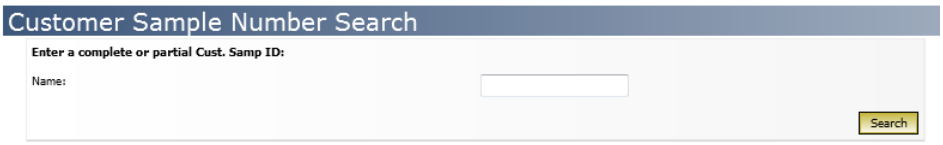


Figure 10 - Customer Sample Number Search

Order Index Listing

The Order Index is a listing of orders for a specific customer, which can be accessed by clicking on a customer link on the Customer Index page or on a customer link on the results page from a Customer or Site Search. The listing will search back a specified number of months for the most recent orders, and will group the orders by the assigned “Order Date”. The arrow to the left of the assigned month and year heading can be clicked on to hide Order IDs or to show Order IDs for that month and year (Figure 11). Clicking on an Order ID link will transfer you to the Order Preview page for that order.

© Accelerated Technology Laboratories, Inc. All rights reserved.

Figure 11 - Orders Index page

Specifying the Order List Date Range

By default, when viewing the Order List you will be presented with either the orders for the current month or the last month containing orders for the specified customer/account. To view orders occurring prior to the displayed date range use the pull down box under the title: “Show all orders within the last”: and click “Refresh”.

NOTE: Result Point™ will automatically search for the latest month containing available orders, if the system fails to find any within the maximum range a notification will be displayed.

Using Shortcuts to Find an Order Quickly

When viewing the Order List or while visiting the home page after login you will see an “Order Lookup” entry box. Enter a known Order ID, click the "Go” button, and you will be directed to the order preview page for that order (Figure 12). A non-existent or inaccessible order will cause a redirection to the Customer Index List.

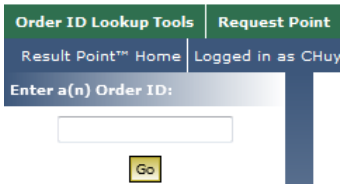


Figure 12 - Order ID search field

The Order Explorer organizes all available orders in an easy to manage tree-view listing. The Order Explorer allows for two listing arrangements for Orders: Show by Order Date, and Show by Project ID/Site. When viewing Orders by date they will be arranged as follows: Customer Name, then Order Year, and then Order Month. When viewing Orders by Project ID/Site they will be arranged as follows: Customer Name, then Project ID, then Order Year, and then Order Month. To preview an Order in the Order Explorer simply click on the Order link on the desired branch.

To show and hide the Order Explorer to make more room available to view data click the arrow button on the divider bar. To resize the width of the Order Explorer click in the background of the tree-view and drag left or right to make the width larger or smaller (Figure 13).

© Accelerated Technology Laboratories, Inc. All rights reserved.

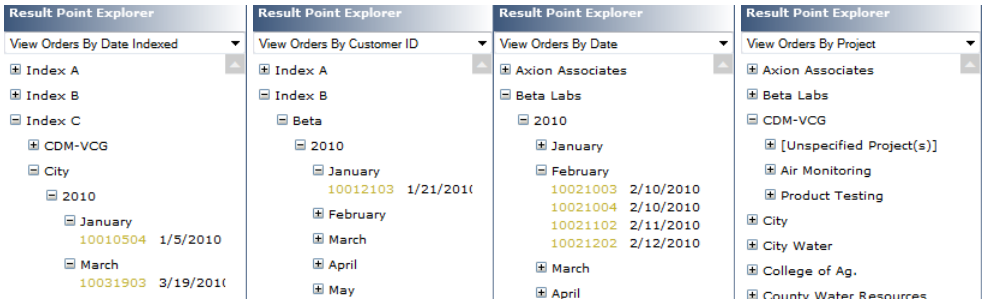


Figure 13 - Order Explorer Showing Orders in different views

Previewing an Order

After clicking an Order ID link, you will be brought to the Order ID preview page (Figure 14), where the Details of an order, such as the Laboratory Order ID, Site Name(s), Date received in Lab, and a Sample List are displayed. The Sample ID List which consists of the Laboratory Sample ID(s), Customer Sample ID(s), Matrices, Collection Date/Time and the Analysis Requested for each sample can be viewed on the Order Preview Page without having to load the result information.

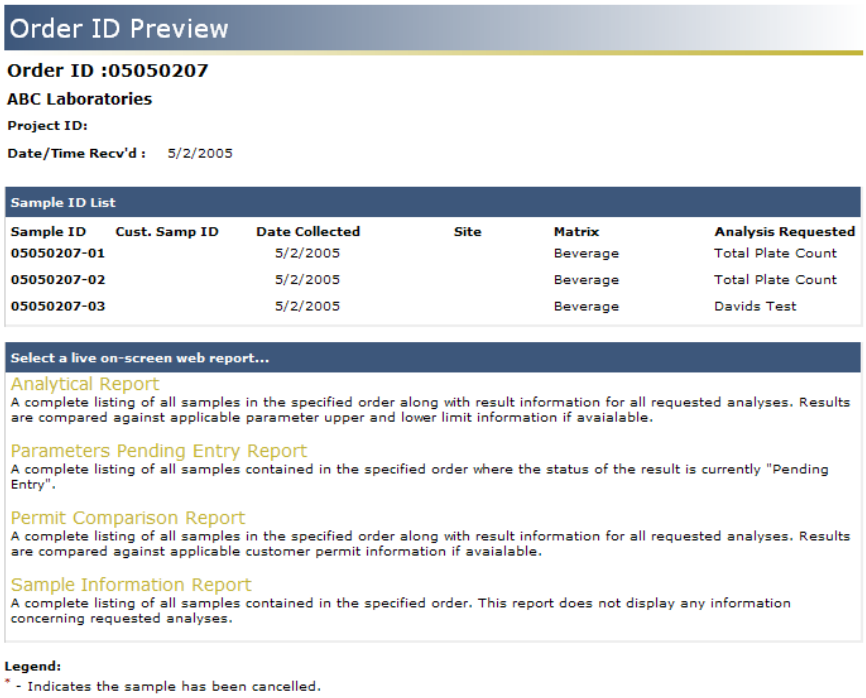


Figure 14 - Order ID Preview

Choosing a Report Type

While previewing the details of an order you have the option to view multiple types of reports (Figure 15). The reports that your laboratory has made available to you may vary from lab to lab. Report selection is made in the “Select a live on-screen web report…” section of the Order

© Accelerated Technology Laboratories, Inc. All rights reserved.

Preview page. Here you will find a list of report types with explanations of what exactly the report consists of, along with a hyperlink that allows you to open the report.

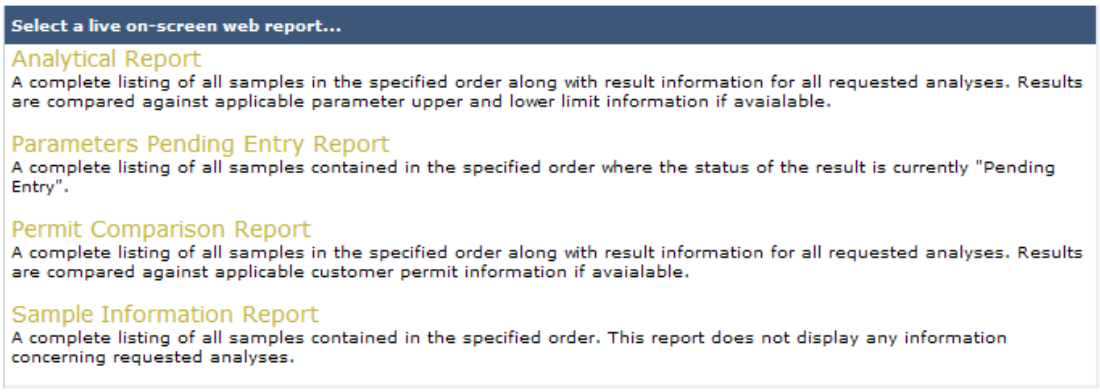


Figure 15 - Choosing a Report Type

Viewing PDF Reports and other file attachments (if available)

If your laboratory has chosen to make PDF reports and accompanying files available to you over the web through the Result Point™ system, you will see a list of files to the right of the Order Detail information on the Order Preview page (Figure 16). These files are generally Portable Document File formats of hard-copy reports that you would regularly receive on paper, or electronic results such as Excel documents. To view these reports click the hyperlink for that report. Depending on your local system/browser configuration, the file will either be displayed in your web browser or will be opened in another third-party application such as Adobe Acrobat Reader©. Alternatively, files can also be saved to your local machine by right-clicking the link and selecting “Save target as…”

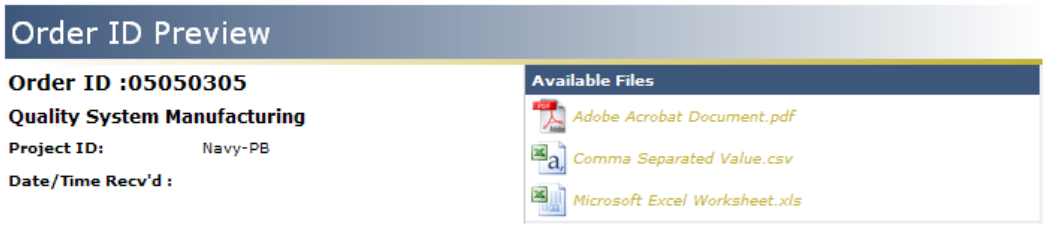


Figure 16 - Viewing attachments

Navigating and Working with the Report Page

Finding Samples Quickly

When viewing a report with a large number of samples, a desired sample can be found by scrolling down vertically in your web browser and finding the appropriately labeled tabbed group. A sample can also be “jumped” to by clicking the Sample Number hyperlink in the sample list section of the report header (Figure 17). The user can print the report by clicking the "Print this report…" button at the top right corner of the report.

© Accelerated Technology Laboratories, Inc. All rights reserved.

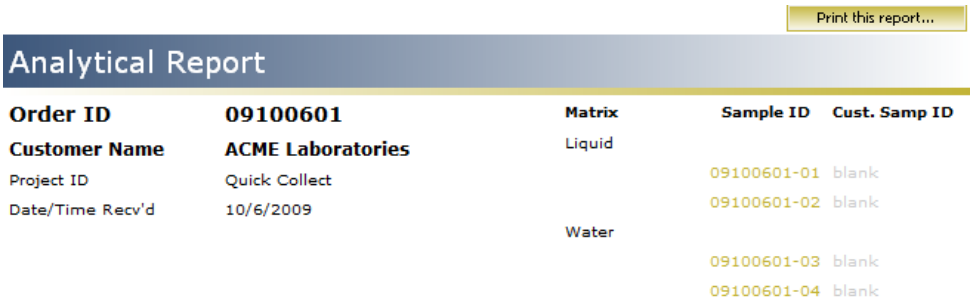
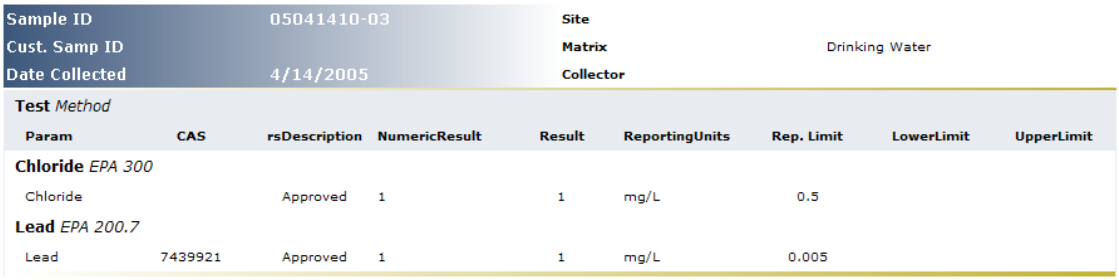


Figure 17 - Header

Understanding your Report

The formats of Result Point™ web-reports vary from report-to-report but contain generally the same information such as, dates, times, location, and samples grouped by their respective matrices. Each sample and its Tests/Parameters are grouped together in tabbed boxes (Figure 18)**.** The tab section displays information pertinent to that specific sample, such as laboratory Sample Number, Customer Sample Number, Matrix, Collection Date, and the column headers for the result information. Result information is grouped in a hierarchal format and once-again varies from report-to-report. The columns of data that are displayed are noted in the column header section below the sample header information.



Sample ID	05041410-03	Site	
Cust. Samp ID		Matrix	Drinking Water
Date Collected	4/14/2005	Collector	

Test *Method*

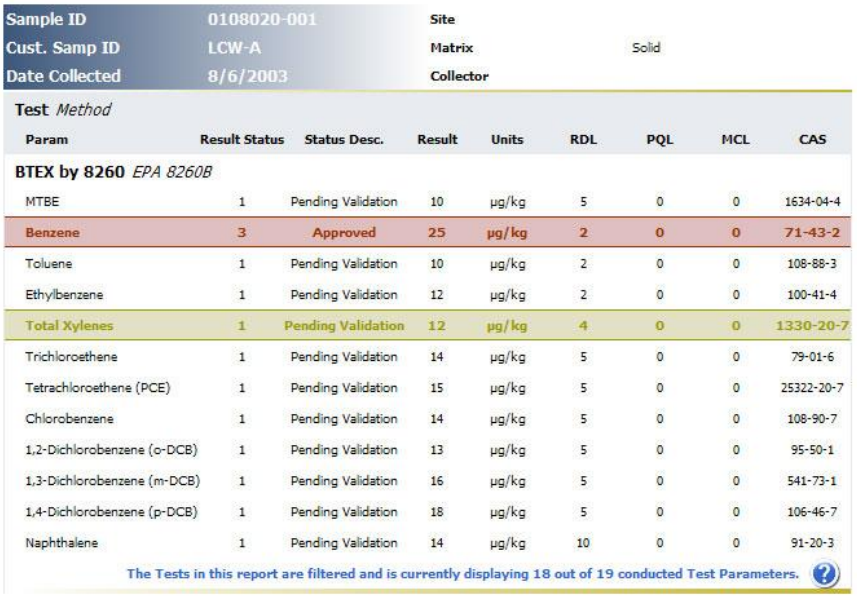
Param	CAS	rsDescription	NumericResult	Result	ReportingUnits	Rep. Limit	LowerLimit	UpperLimit
Chloride *EPA 300*								
Chloride		Approved	1	1	mg/L	0.5		
Lead *EPA 200.7*								
Lead	7439921	Approved	1	1	mg/L	0.005		

Figure 18 - Sample Results

Limits, Messages, and other Indicators

Result Point™ allows the laboratory to indicate to a user when a parameter result or other value has exceeded an upper or lower limit or when the value falls outside of a given range specified in the LIMS. Cases such as these are usually shown by a “highlighted”, or specially formatted, value and/or parameter row. An example of these “highlights” can be seen in Figure 19. If a report contains special cases where comparisons are made and special formatting is applied the system will display an example of this formatting with an explanation in the report key section of the report you are viewing.

© Accelerated Technology Laboratories, Inc. All rights reserved.



Sample ID	0108020-001	Site	
Cust. Samp ID	LCW-A	Matrix	Solid
Date Collected	8/6/2003	Collector	

Test *Method*

Param	Result Status	Status Desc.	Result	Units	RDL	PQL	MCL	CAS
BTEX by 8260 *EPA 8260B*								
MTBE	1	Pending Validation	10	µg/kg	5	0	0	1634-04-4
Benzene	**3**	**Approved**	**25**	**µg/kg**	**2**	**0**	**0**	**71-43-2**
Toluene	1	Pending Validation	10	µg/kg	2	0	0	108-88-3
Ethylbenzene	1	Pending Validation	12	µg/kg	2	0	0	100-41-4
Total Xylenes	**1**	**Pending Validation**	**12**	**µg/kg**	**4**	**0**	**0**	**1330-20-7**
Trichloroethene	1	Pending Validation	14	µg/kg	5	0	0	79-01-6
Tetrachloroethene (PCE)	1	Pending Validation	15	µg/kg	5	0	0	25322-20-7
Chlorobenzene	1	Pending Validation	14	µg/kg	5	0	0	108-90-7
1,2-Dichlorobenzene (o-DCB)	1	Pending Validation	13	µg/kg	5	0	0	95-50-1
1,3-Dichlorobenzene (m-DCB)	1	Pending Validation	16	µg/kg	5	0	0	541-73-1
1,4-Dichlorobenzene (p-DCB)	1	Pending Validation	18	µg/kg	5	0	0	106-46-7
Naphthalene	1	Pending Validation	14	µg/kg	10	0	0	91-20-3

The Tests in this report are filtered and is currently displaying 18 out of 19 conducted Test Parameters.

Figure 19 - Viewing Results

Understanding System Notifications

From time-to-time the Result Point® system will notify users of events such as samples or parameters not being displayed in a report, or that an extra subset of information like permit limits have been applied to the report for range checking, Etc. Refer to the examples in Figure 20, Figure 21 and Figure 22.

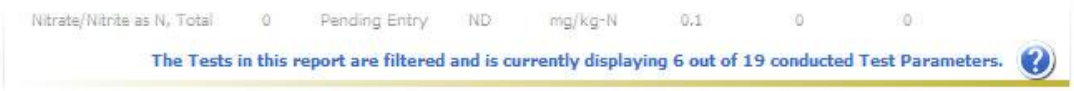


Figure 20 - filter

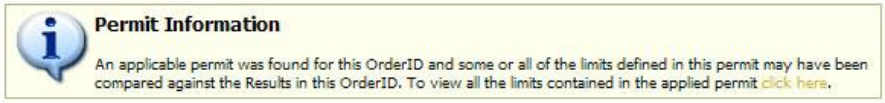


Figure 21 - Permit notice

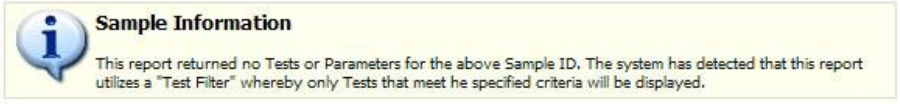


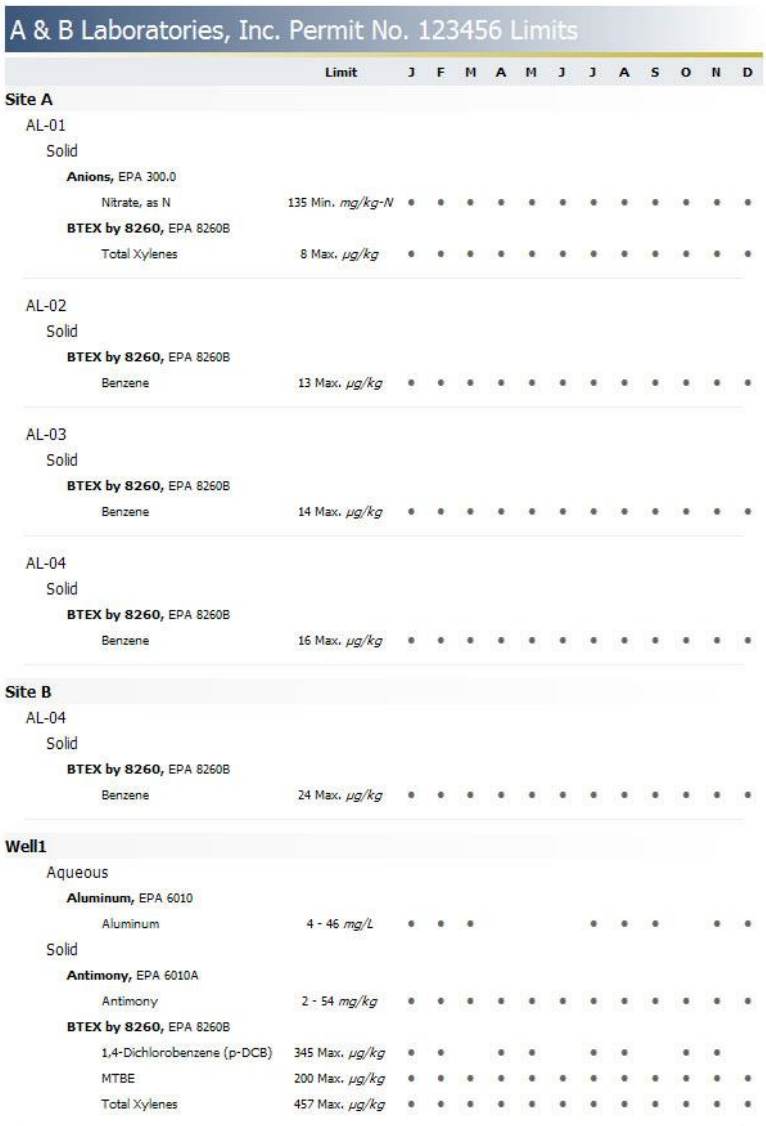
Figure 22 - Sample Notice

Viewing Data Subsets such as Permit Limits

When certain notifications are displayed, they may provide links to datasets that were used in the creation of the report being viewed. Clicking the link will open the data subsets in a new window. For example, permit information that was used in checking value ranges will open the Customer Permit Viewer.

© Accelerated Technology Laboratories, Inc. All rights reserved.

As shown in Figure 23, the Customer Permit Viewer displays all the limits in the system that are applied to the order in a hierarchal format: Site, Customer Sample Number, Matrix, Test, Method, and Parameter. Alongside this listing will be a date-based matrix showing the months that these specified limits are valid and will be applied. The Result Point® system will automatically determine the proper limit to use based on the Project associated with the Order and Permit.



A & B Laboratories, Inc. Permit No. 123456 Limits

	Limit	J	F	M	A	M	J	J	A	S	O	N	D
Site A													
AL-01													
Solid													
Anions, EPA 300.0													
Nitrate, as N	135 Min. *mg/kg-N*	•	•	•	•	•	•	•	•	•	•	•	•
BTEX by 8260, EPA 8260B													
Total Xylenes	8 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
AL-02													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	13 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
AL-03													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	14 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
AL-04													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	16 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
Site B													
AL-04													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	24 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
Well1													
Aqueous													
Aluminum, EPA 6010													
Aluminum	4 - 46 *mg/L*	•	•	•				•	•	•		•	•
Solid													
Antimony, EPA 6010A													
Antimony	2 - 54 *mg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
BTEX by 8260, EPA 8260B													
1,4-Dichlorobenzene (p-DCB)	345 Max. *µg/kg*	•	•		•	•		•	•		•	•	
MTBE	200 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
Total Xylenes	457 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•

Figure 23 – Permit Limits

The Report Key

The Report Key (Figure 24) is shown at the bottom of all reports and displays information about the indicators, abbreviations, and symbols seen in a typical report. Reports that utilize advanced features such as limit highlighting and special case formatting will automatically display sample cases of the formatting along with a description as to why they occur.

© Accelerated Technology Laboratories, Inc. All rights reserved.

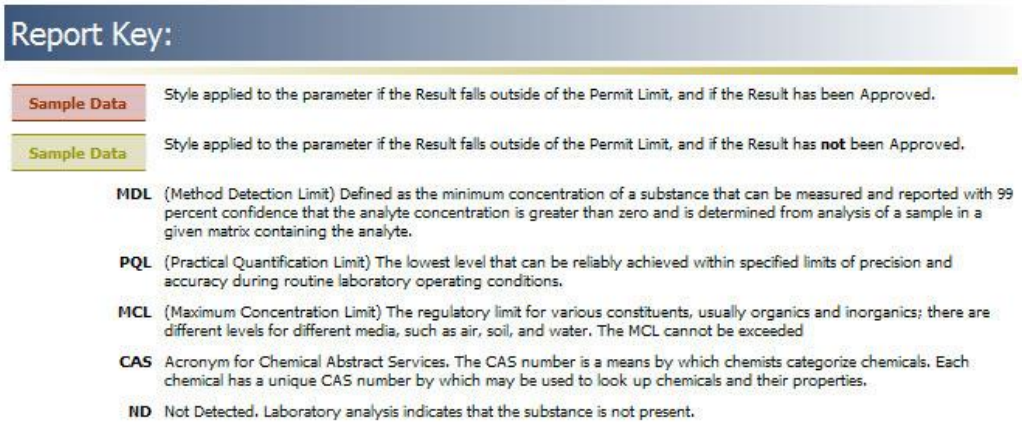


Figure 24 - Report Key

Request Point

Request Point allows users to upload order information to the laboratory. Once uploaded, orders can be imported to Sample Master®.

New Order

Selecting New Order from the Request Point menu (Figure 25) opens the New Order page (Figure 26 - New Order).

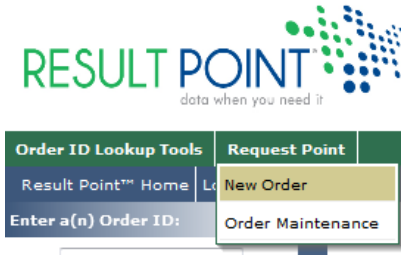


Figure 25 - Request Point

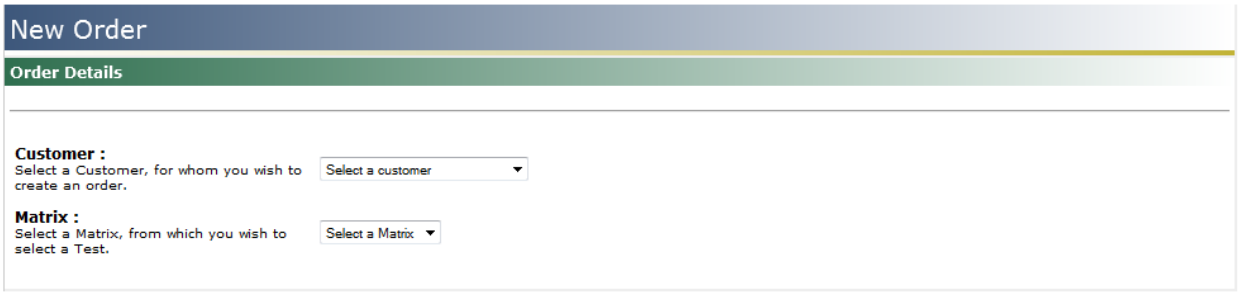


Figure 26 - New Order

On the New Order page, select the Customer for the order. Next, select the Matrix from the drop-down list.

© Accelerated Technology Laboratories, Inc. All rights reserved.

Once the Customer and Matrix are selected, the page will expand to allow for the selection of tests (Figure 27).

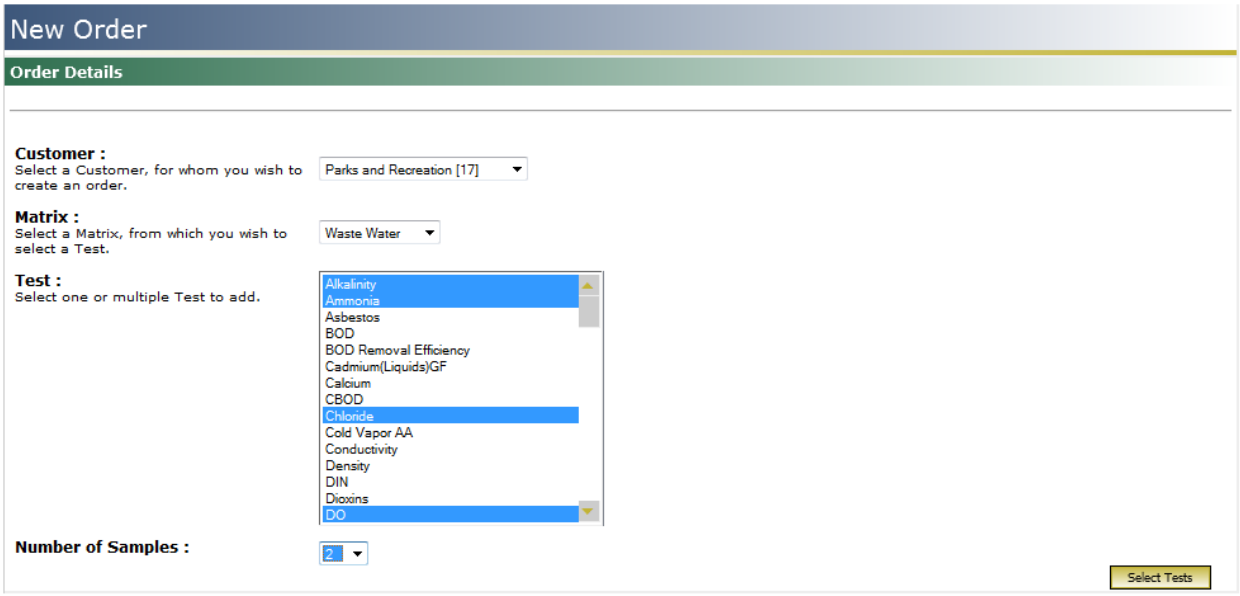


Figure 27 – Select Test(s)

To select a test for the order click on the test, the selected test will be highlighted. Multiple tests can be selected using the following techniques:

- To select a consecutive group of tests, click the first item, hold down the SHIFT key, and then click the last item.
- To select a consecutive group of tests without using the keyboard, drag the mouse pointer from one end of the list to the other.
- To select nonconsecutive tests, hold down CTRL, and then click each item you want to select.

The Number of Samples can be changed if there are multiple samples for these tests on the order. When everything on the page has been completed click Select Tests in the lower right corner.

The next page is the Sample Details page (Figure 28).

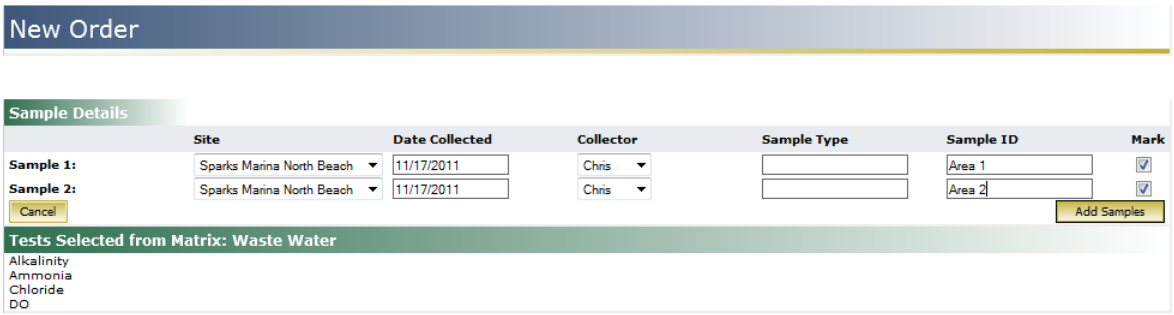


Figure 28 – Sample Details

© Accelerated Technology Laboratories, Inc. All rights reserved.

On the Sample Details page for a New Oder, the user can enter information for the following:

- Site – Select the site from the drop-down list.
- Date Collected – Enter the date collected for the sample.
- Collector – Select the collector from the drop-down list.
- Sample Type – Enter the Sample Type.
- Sample ID – Enter a Sample ID.
- Mark – When checked, the sample information will be sent to the laboratory when the Add Samples button is clicked.

When all the Sample Details have been filled in, click the Add Samples button in the lower right corner of the page.

A confirmation page will summarize the Order Information (Figure 29).

Figure 29 – Summary

Order Maintenance

Users can edit orders that have not been imported into Sample Master® by the laboratory by going to the Order Maintenance part of Request Point (Figure 30).

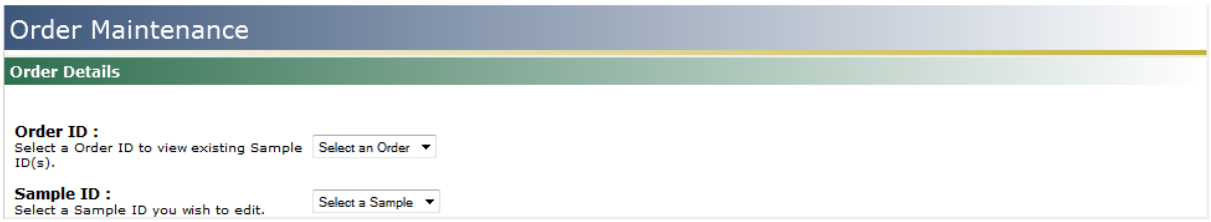


Figure 30 - Order Maintenance

To edit an order, select the Order ID and Sample ID from the drop-down lists. The Order Details page will open to allow editing (Figure 31).

© Accelerated Technology Laboratories, Inc. All rights reserved.

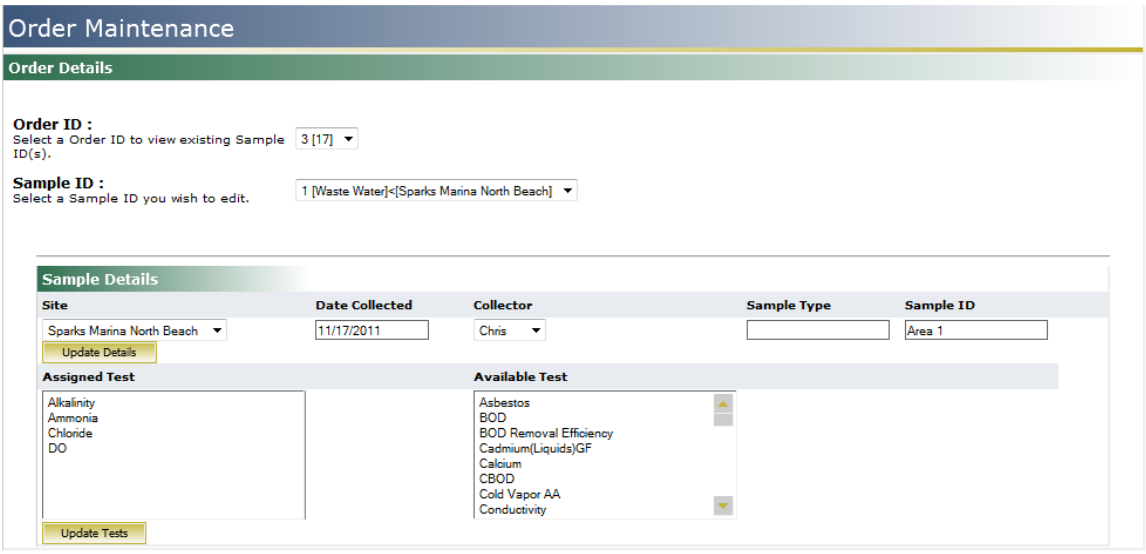


Figure 31 – Maintenance

Both details and tests can be changed with Order Maintenance. The changeable details are Site, Date Collected, Collector, Sample Type, and Sample ID. Tests can be removed from the sample by selecting the test(s) from the list of Assigned Test and clicking Update Tests. To add tests to the sample select the test(s) to assign from the Available Test list and click Update Tests.

© Accelerated Technology Laboratories, Inc. All rights reserved.

Table of Figures

Figure 1 - User Login 1
Figure 2 - Change Password form 2
Figure 3 - Administrator interface 2
Figure 4 - Default user page 3
Figure 5 - Order ID Lookup Tools menu 3
Figure 6 - Customer Index page 4
Figure 7 - Customer Search 4
Figure 8 - Site Search 5
Figure 9 - Multiple Site Search 5
Figure 10 - Customer Sample Number Search 5
Figure 11 - Orders Index page 6
Figure 12 - Order ID search field 6
Figure 13 - Order Explorer Showing Orders in different views 7
Figure 14 - Order ID Preview 7
Figure 15 - Choosing a Report Type 8
Figure 16 - Viewing attachments 8
Figure 17 - Header 9
Figure 18 - Sample Results 9
Figure 19 - Viewing Results 10
Figure 20 - filter 10
Figure 21 - Permit notice 10
Figure 22 - Sample Notice 10
Figure 23 – Permit Limits 11
Figure 24 - Report Key 12
Figure 25 - Request Point 12
Figure 26 - New Order 12
Figure 27 – Select Test(s) 13
Figure 28 – Sample Details 13
Figure 29 – Summary 14
Figure 30 - Order Maintenance 14
Figure 31 – Maintenance 15

© Accelerated Technology Laboratories, Inc. All rights reserved.