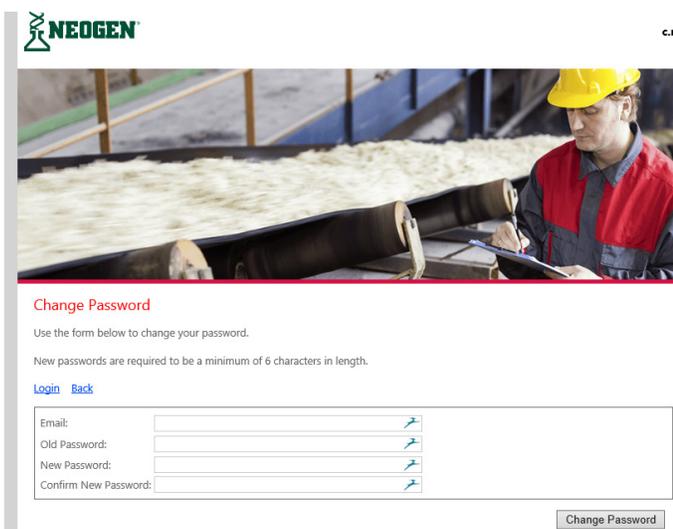




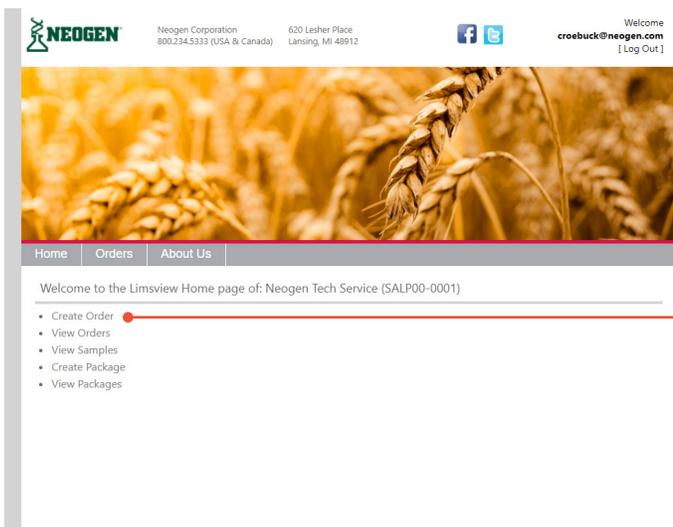
NEOGEN[®] LimsView Login

Step by Step Guide on How to Log into LimsView and Create Sample Submissions (Orders) for Processing in Our LIMS System

1. Click on the LimsView link provided by NEOGEN[®] to bring you to the login screen. You will have to create a new password after logging in.



2. You will open with the home page for your account. Click on create order to start the sample login process.



3. The order entry page displays the information fields that are needed to log your samples. Samples for testing should be thought of as an order or a job. An order number will be assigned a unique number by our LIMS system. An order consists of samples that you enter for testing. All samples on this order will contain the test results on one Certificate of Analysis (COA) or results page. If you require a separate COA for each sample then samples will have to be enter in separately.

4. The order entry form requires the following information for each group of samples:
- Email results to box: Should list any and all email addresses you want the COA sent to for this order. Remember to use a semicolon to separate email addresses.
 - Special instructions box should list any special sampling instructions like compositing of certain samples or any other information you feel is relavent to the samples.
 - PO # number box must be filled in.
 - The number of samples to be tested must be filled in.
 - Once all this information is filled in, click the save button.

5. The screen will show order is saved. From this stage you can either go back to edit the order, cancel the order, or proceed to add samples to the order in two ways:
 - a. Manually by clicking on add sample(s) box and you can key in samples.
 - b. Click on the click here to upload samples using a CSV template you download and fill out and upload to LimsView (see add samples to order using CSV download section for this process).

5a

5b

6. Adding a sample to an order requires the following information:
 - a. Order number or job ID which is assigned by our LIMS system.
 - b. Sample name/description for all the information (up to 250 characters) you want to appear on the COA for the sample. If the information is not listed in this box then it will not appear on the COA.
 - c. Comments section is provided for you to give any information about the sample you feel is important but this information will not appear on the COA.
 - d. Date that the sample was obtained.
 - e. Then click on the next box to proceed to add tests.

6a

6b

6c

6d

6e

7. Select tests you want the samples to be tested for.

ples/Tests Please click on Order/Sample/Test links on left hand side to view/edit

Select tests for sample Note: Only add one test per swab

Not all turn around times are available on all tests. [Click here to see turn around times per test](#)

Sample Id: 8165; Sample Name/Description: 2nd 1000 lb Flush

Edit	Test Id	Name	Sample Type	Priority
		Select		
Add More Tests		Aflatoxin HPLC		
		Aflatoxin Total		
		Almond		
		BioKit Cooked Species - Beef/Pork/Poultry/Sheep		
		BioKit Raw Species Identification Test Kit - Cow/Pig/Sheep/Poultry/Horse		
		Casein		
		CP-4 (Round Up Ready)		
		Crustacea		
		DON 2/3		
		Egg		
		Fumonisin 5/10		
		Gladiin (Old)		
		Gladiin- R5		
		Hazelnut		
		Histamine		
		Lansing HPLC DON		
		Lansing HPLC Fumonisin		
		Lansing HPLC Ochratoxin		
		Lansing HPLC T-2/HT-2		

8. Allergen testing — Select the sample type of the sample. For allergen testing you will see the sample types

- Other than food product, dilution 1.5x surcharge
- Other than food product, rinse water, dilution 1.5x surcharge
- Rinse water req. dilution, sample, dilution 1.5x surcharge
- Sample requiring dilution, and swab.

If your sample is food product then please choose sample. If your sample is not food based then please choose other than food product. If your sample is a rinse water then please choose rinse water. If your sample is a swab please choose swab. If you want your allergen sample diluted above the limit of quantitation of the kit (up to 5,000 ppm) then you must choose the dilution option. Keep in mind if dilutions are required then a 1.5 x surcharge will be added to the analysis cost.

Select tests for sample Note: Only add one test per swab

Turnaround times may vary depending on the test required, please [Click here](#) to view turnaround times per test.

Sample Id: 22199; Sample Name/Description: sample 1

Edit	Name	Sample Type	Priority
	Egg	Dilution 1.5x Surcharge. Other	Normal
Add More Tests	Next	Dilution 1.5x Surcharge. Other than Food Product	
		Dilution 1.5x Surcharge. Rinse Water Req. Dilution	
		Dilution 1.5x Surcharge. Sample Requiring Dilution	
		Other than Food Product	
		Rinse Water	
		Sample	
		Swab	

9. Mycotoxin testing — Select the sample type of the sample. For mycotoxin testing you will see the sample types:

- Other than food product, dilution 1.5x surcharge
- Other than food product, sample, dilution 1.5x surcharge
- Sample requiring dilution.

If your sample is food product then please choose sample. If your sample is not food based then please choose other than food product. If you want your mycotoxin sample diluted above the limit of quantitation of the kit then you must choose the dilution option. Keep in mind if dilutions are performed then a 1.5 x surcharge will be added to the analysis cost.

Select tests for sample Note: Only add one test per swab

Turnaround times may vary depending on the test required, please [Click here](#) to view tu

Sample Id: 22199; Sample Name/Description: sample 1

Edit	Name	Sample Type
	Aflatoxin Total	Dilution 1.5x Surcharge. Other
Add More Tests	Next	Dilution 1.5x Surcharge. Other than Food Prod
		Dilution 1.5x Surcharge. Sample Requiring Dili
		Other than Food Product
		Sample

10. Priority box is turnaround time for testing. The rush testing option is results by end of one business day from when we receive the samples to the lab. The normal testing option is results by end of two business days from when we receive the samples to the lab. Click the save button.

Select tests for sample Note: Only add one test per swab
 Not all turn around times are available on all tests. Click here to see turn around times per test

Sample Id: 8165; Sample Name/Description: 2nd 1000 lb Flush			
Edit	Test Id Name	Sample Type	Priority
	Egg	Sample Requiring Dilution	Normal
Add More Tests	Save		Normal Rush

11. On the view tests for order screen — You can review your order and make any changes if needed.
 - a. Edit and view the entire order from one screen by clicking the edit and view order at the top left.
 - b. Create sample bar code to create bar code labels and print off and apply labels to the samples.
 - c. Add tests to enter in additional tests.
 - d. Edit sample to make changes to the sample description or add comments.
 - e. Delete sample if you wish to remove this sample from the order.
 - f. Delete test if you need to remove the current and click on add tests to add a different test.
 - g. Add sample if you have additional samples that you want to included in the order.

6a and 6b
 6c, 6d, and 6e
 6f
 6g

12. The edit order/samples/tests screen gives you the ability to click on the links on the left to allow you to edit the order screen, samples screen, or tests screen.

13. Clicking the order link will bring up the edit order screen for changes.

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Edit Order/Samples/Tests Please click on Order/Sample/Test links on left hand side to view/edit

Order - 682737 **Edit Order**

Order Id: 682737

Select Customer: Neogen Tech Service

Order Status: Created

EMAIL RESULTS TO (Separate by semicolon): croebuck@neogen.com;Tpupo@neogen.com;Tservices@neogen.com

SPECIAL INSTRUCTIONS: Type in any special sampling or testing instructions you might have for samples in this order

PO NUMBER: 083017-1

DATE CREATED: []

DATE RECEIVED: []

REQUESTOR: Chris Roebuck

Number of Samples (1 to 100): 2

Save

14. Clicking on the first sample box will bring up the edit sample screen for changes.

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Edit Order/Samples/Tests Please click on Order/Sample/Test links on left hand side to view/edit

Order - 682737 **Edit Sample**

• Enter a valid SAMPLED DATE value

Edit sample for Job Id: 682737

Sample Id: 8100

Select Customer: Neogen Tech Service

Sample Status: Created

Sample Name/Description (250 character limit): 1st 1000 lb flush Tank 100

COMMENTS: []

SAMPLED DATE: 08/31/2017

RECD DATE: []

DATE STARTED: []

ORIGINAL SAMPLE: []

Next

15. Click on tests box under the first sample to change the current test selected or add more tests to the sample. You are also able to change the sample type and priority if needed.

a. Follow the same procedure to make any edits on any of the other samples in the order.

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Edit Order/Samples/Tests Please click on Order/Sample/Test links on left hand side to view/edit

Order - 682737 **Select tests for sample** Note: Only add one test per swab

Not all turn around times are available on all tests. Click here to see turn around times per test

Sample Id: 8100; Sample Name/Description: 1st 1000 lb flush Tank 100

Edit	Test Id	Name	Sample Type	Priority
<input type="radio"/>	9633	Egg	Sample	Normal

Add More Tests Save

16. Click on next if you are ready to complete the order.
 - a. Use view order to download the new sample submission form to include with your shipment of samples or create barcode labels for samples. Click next when you are ready to complete the order.

16a

17. From the view tests from order screen, if no changes are needed then click on the next button.

18. Depending on your internet browser, you will be asked to download or save the sample submission excel form or this form will be downloaded automatically. This form supplies information about the samples in the job you created. Please print this off and include with the shipment. This is a requirement so we know what samples and tests are associated with your shipment. This is an example of the sample submission form. It lists the unique NEOGEN sample IDs assigned to two samples, each sample description, tests for each sample, sample type, and priority testing option you requested. It also contains the order number and converts that to a barcode providing you have installed Bar-Code 39 Font. If not, you can download this font for free. This barcode can be scanned in our lab when we receive your samples to pull up your order in our LIMS system.

<p>Neogen Corporation Analysis request form Attention: Technical Services- Lab Services 303 N. Hosmer, Lansing, MI 48912 Phone: 1-800-234-5333 or (517) 372-9200</p>				
Order id : 4247		<p>if bar code does not display above, please install the Bar-Code 39 font</p>		
Sample Id	Sample Name/Description	Sample Type	Priority	Egg
22231	1000 lb Flush tank 1	Sample	Normal	X
22232	2nd 2000 lb Flush	Sample Requiring Dilution	Rush	X

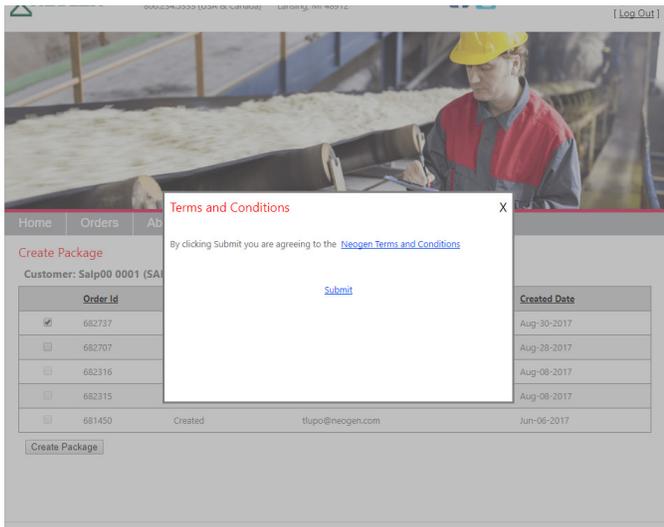
19. Use the create package screen to complete your order and send it to our LIMS system, by placing a check mark in the box of the order ID you wish to submit and click on create package.



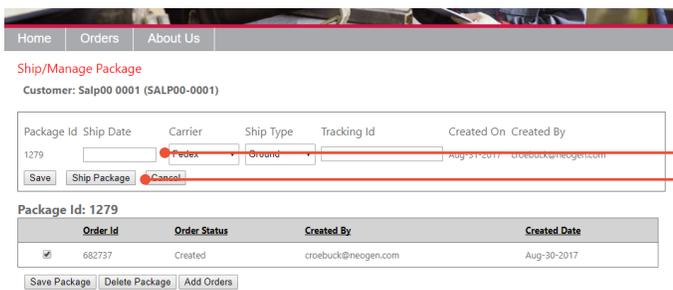
Check

Create

20. NEOGEN sample testing terms and conditions will appear. Click on the link to view and download. By clicking on submit, you are agreeing to our terms and conditions for testing and will be brought to the last screen for the order process.



21. On the ship/manage package screen, you will need to click on the ship date box to fill in date you are shipping the order containing the samples. Optional boxes are provided so you can provide the shipping company and priority of the shipment by clicking on the drop down menus of these boxes. You can also fill in the tracking ID if known. Once all this information is completed then click on the ship package button and it will send the order to our LIMS system. You can also save this package to send at a later date, delete it, or add other orders to be shipped with it.



Fill in Click

Add Samples to Order using CSV Download

22. Enter in your email addresses for results, any special instructions, P.O. number, person requesting the testing, and total number samples. Click save and the order will be saved. Then click on click here to download CSV template.

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Add Order

Order Id: 682774

Select Customer: Neogen Tech Service

Order Status: Incomplete

EMAIL RESULTS TO (Separate by semicolon): croeback@neogen.com;Tlupo@neogen.com;Tservices@neogen.com

SPECIAL INSTRUCTIONS:

PO NUMBER: 090117-1

DATE CREATED:

DATE RECEIVED:

REQUESTOR: Chris Roebuck

Number of Samples (1 to 100): 10

Save Back Cancel Order Add Sample(s) The order has been saved

After saving an order please add sample(s) or cancel order

Click on Add Sample above or [click here](#) to upload samples and tests using Excel

Click

23. Click on download CSV upload template.

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Import Excel data into Limsview

Please Select Excel File: Choose File No file chosen Import Data into Grid [Download csv Upload Template](#)

Click

24. Find the template in download folder or click open in download task bar.

Home | Orders | About Us

Import Excel data into Limsview

Please Select Excel File: Choose File No file chosen Import Data into Grid [Download csv](#)

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Click

25. Instructions for filling out the CSV template are included at the top of the form. The CSV template allows you to copy and paste sample IDs and descriptions (up to 250 characters/sample) from another file onto this template making it easier to add multiple samples.

NEOGEN

1) Enter sample ID and description as you want it to appear on the COA (250 characters or less)
 2) Enter up to 100 sample URLs up to 121 tests each.
 3) Add any comments you have for the sample (This information will not appear on the COA)
 4) Select Sample Type based on sample matrix. If sample requires dilution, please choose requiring dilution option (samples are diluted up to 1:100)
 5) Select Priority: Normal (results by end of next business day) or Rush (results by end of 1 business day)
 6) Select Test to be performed on the sample by selecting from drop down list
 7) All test testing requires a 3 business day turnaround

Note: Only add one test per vial

Special instructions:

Sample ID/Description	Comments for Sample	Sample Type	Priority	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10	Test 11	Test
			Normal												
			Normal												
			Normal												
			Normal												
			Normal												
			Normal												
			Normal												
			Normal												
			Normal												

26. Sample type column produces a drop down menu of different sample types. Once a sample type is selected then that will bring up the available tests for the sample type selected in the test 1–12 columns. If dilutions are required then please select the dilution 1.5 x surcharge option. If dilutions are performed then a 1.5 x surcharge will be added to the analysis cost. Please note that our testing turnaround time under the priority column is based on the sample. So if you choose rush option for a sample then all tests associated with that sample will have a rush priority. **Note:** All HPLC/LCMS tests have a five business day turnaround.

1.) Enter sample ID and description as you want it to appear on the COA (220 characters or Enter up to 100 samples with up to 12 tests each.
 2.) Add any comments you have for the sample (This information will not appear on the C
 3.) Select Sample Type based on sample matrix. If sample requires dilution, please choose
 4.) Select Priority Normal (Results by end of two business days) or Rush (Results by end of
 5.) Select Tests to be performed on the sample by selecting from drop-down list.
 6.) All HPLC testing requires a 5 business day turnaround.

Note: Only add one test per swab

Special Instructions:

Sample ID/Description	Comments for Sample	Sample Type	Priority	Test 1
13160738		Animal_protein_meat_and_oth_Food_Samples	Normal	
128940560		Corn, Sheep, Oth	Rush	
5b7174-1		Dilution_1.5x_Surcharge_Other_Than_Food_Product	Normal	
5b7174-2		Dilution_1.5x_Surcharge_Dema_States_Oth_Dilution	Normal	
5b7174-3		Dilution_1.5x_Surcharge_Canada_Exporting_Dilution	Normal	
P10135 Corn Flour Lot: A16AU617C		Food_Safety_Or_Ingredient	Normal	

27. You can select the sample type for the first sample and copy and paste it down if all the samples are same sample type.

Sample ID/Description	Comments for Sample	Sample Type	Priority	Test 1
Corn PO 13160738		Sample	Normal	
Lo-Pro PO 1289405-60		Sample	Normal	
5b7174-1		Sample	Normal	
5b7174-2		Sample	Normal	
5b7174-3		Sample	Normal	
P10135 Corn Flour Lot: A16AU617C		Sample	Normal	
Opt 22% catp str 8/18/17		Sample	Normal	
Opt 20% Hfr grve 8/1/17		Sample	Normal	
Bin 22 Last year corn		Sample	Normal	
Bin 0122 Last year corn		Sample	Normal	
			Normal	
			Normal	

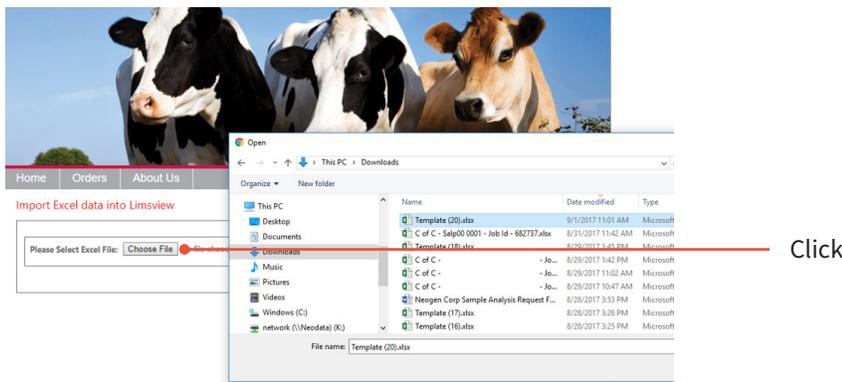
28. Clicking on the test 1 column brings up the available tests for the sample in the drop down menu. Click the test desired. If more additional tests are required then click on test 2 column and add test.

Sample ID/Description	Comments for Sample	Sample Type	Priority	Test 1	T
13160738		Sample	Normal		
PO 1289405-60		Sample	Normal	Aflatoxin_HPLC	
4-1		Sample	Normal	Aflatoxin_Total	
4-2		Sample	Normal	Almond	
4-3		Sample	Normal	Cashew	
5 Corn Flour Lot: A16AU617C		Sample	Normal	Crustacea	
1% catp str 8/18/17		Sample	Normal	DON_2_3	
3% Hfr grve 8/1/17		Sample	Normal	DON_HPLC	
1 Last year corn		Sample	Normal	Eq2	
22 Last year corn		Sample	Normal		

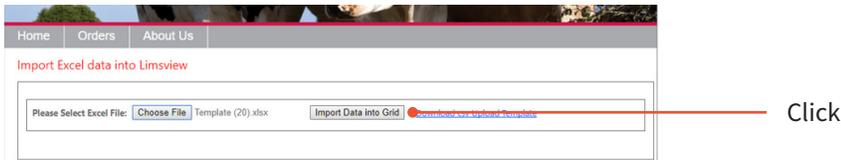
29. Make sure the number of samples you add on the template match the number samples you entered in the order in LimsView or an error will occur when trying to upload the template to LimsView. This example has 11 samples in the spreadsheet, but 10 samples on the order. Once the template is filled out, save the template to a location on your computer that you will be able to browse to find it to upload it to LimsView.

Sample ID/Description	Comments for Sample	Sample Type	Priority	Test 1	Test 2
Corn PO 13160738		Sample	Rush	Aflatoxin_Total	DON_2_3
Lo-Pro PO 1289405-60		Sample	Normal	Fumonisin_5_10	
5b7174-1		Sample	Normal	Zearalenone	
5b7174-2		Sample	Normal	T2_HT2	
5b7174-3		Sample	Normal	DON_2_3	
P10135 Corn Flour Lot: A16AU617C		Sample	Normal	DON_2_3	
Opt 22% catp str 8/18/17		Sample	Normal	DON_2_3	
Opt 20% Hfr grve 8/1/17		Sample	Normal	DON_2_3	
Bin 22 Last year corn		Sample	Normal	DON_2_3	
Bin 0122 Last year corn		Sample	Normal	DON_2_3	
Opt 20% Hfr grve 8/1/17		Other_than_Food_Product	Normal	Aflatoxin_HPLC	
Lat 34444		Sample	Rush	Ochratoxin	
			Normal		

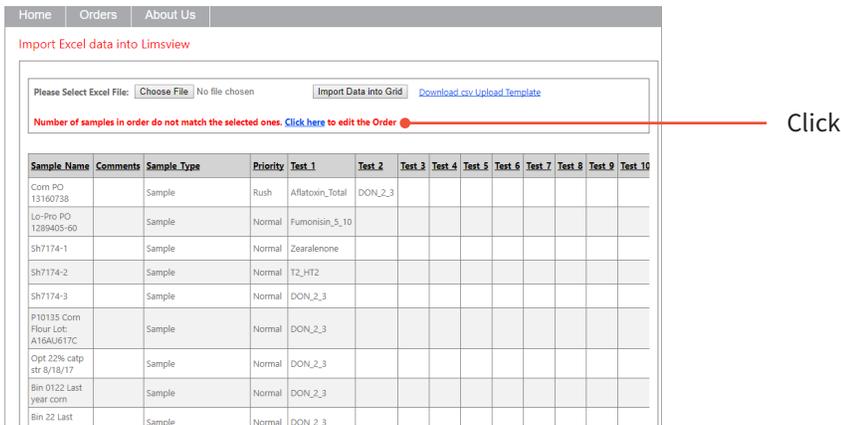
30. Click on choose file button to search for the CVS template file and double click on the file.



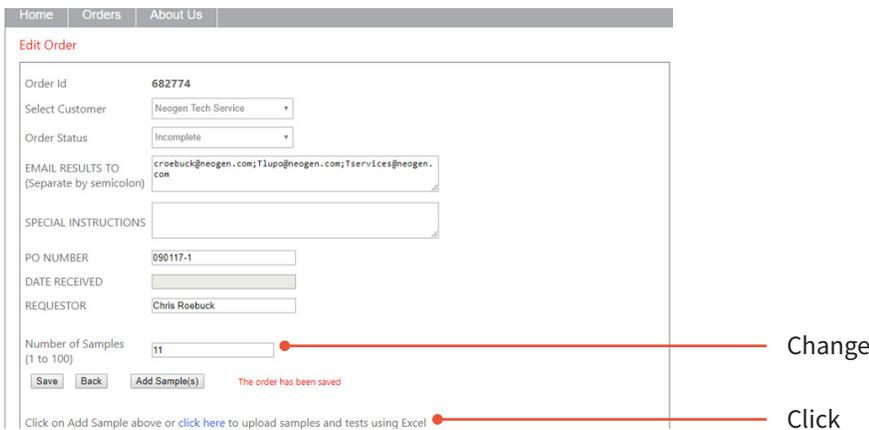
31. Template 20.xlsx is ready to import into LimsView and click on import data into grid button to send the template to LimsView.



32. Since 11 samples were on the template but only 10 samples entered in the order, the number of samples in the order do not match error appears. You can either change the number of samples on the order by clicking on the click here button or hit the back arrow on browser in LimsView and remove the 11th sample and re-upload the template.



33. Change the number of samples on the order from 10 to 11 and click save. You must then re-upload the template to LimsView since the order was changed. Click on the click here link and upload the template following the steps outlined above.



34. 11 samples on the order were sent to the LimsView order for preview. Review your template upload for accuracy. If all the information is acceptable then click on the import data into LimsView to finalize the import process.

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Import Excel data into Limsview

Please Select Excel File: No file chosen **Click**

Sample Name	Comments	Sample Type	Priority	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10
Corn PO 13160738		Sample	Rush	Aflatoxin_Total	DON_2,3								
Lo-Pro PO 1289405-60		Sample	Normal	Fumonisin_5_10									
Sh7174-1		Sample	Normal	Zearalenone									
Sh7174-2		Sample	Normal	T2_HT2									
Sh7174-3		Sample	Normal	DON_2,3									
P10135 Corn Flour Lot: A16AU617C		Sample	Normal	DON_2,3									
Opt 22% catp str 8/18/17		Sample	Normal	DON_2,3									
Bin 0122 Last year corn		Sample	Normal	DON_2,3									
Bin 22 Last year corn		Sample	Normal	DON_2,3									

35. Click on the next button or view uploaded tests.

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Import Excel data into Limsview

Please Select Excel File: No file chosen **Click Click**

The test data has been uploaded. [View uploaded tests](#)

Sample Name	Comments	Sample Type	Priority	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10
Corn PO 13160738		Sample	Rush	Aflatoxin_Total	DON_2,3								
Lo-Pro PO 1289405-60		Sample	Normal	Fumonisin_5_10									
Sh7174-1		Sample	Normal	Zearalenone									
Sh7174-2		Sample	Normal	T2_HT2									
Sh7174-3		Sample	Normal	DON_2,3									
P10135 Corn Flour Lot: A16AU617C		Sample	Normal	DON_2,3									
Opt 22% catp str 8/18/17		Sample	Normal	DON_2,3									
Bin 0122 Last year corn		Sample	Normal	DON_2,3									
Bin 22 Last year corn		Sample	Normal	DON_2,3									

36. The view tests for order screen will appear and you are able to edit the order by following the above steps 10–16.

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View Tests for Order

Order: 682774; Order Status: Created

Select/Unselect all for Create Bar Code

Sample: 8212 Corn PO 13160738 Create Bar Code [Add tests](#) [E](#)

Edit	Analysis	Sample Type	Priority	Delete Test
<input type="radio"/>	Aflatoxin Total	Sample	Rush	<input type="checkbox"/>
<input type="radio"/>	DON 2/3	Sample	Rush	<input type="checkbox"/>

Sample: 8213 Lo-Pro PO 1289405-60 Create Bar Code [Add tests](#) [E](#)

Edit	Analysis	Sample Type	Priority	Delete Test
<input type="radio"/>	Fumonisin 5/10	Sample	Normal	<input type="checkbox"/>

Sample: 8214 Sh7174-1 Create Bar Code [Add tests](#) [E](#)

Edit	Analysis	Sample Type	Priority	Delete Test
<input type="radio"/>	Zearalenone	Sample	Normal	<input type="checkbox"/>

37. If no edits are needed then click on the next button and print off the sample submission form to include with your sample shipment.

Ochratoxin Other than FOOD PRODUCT Normal

Sample: 8222 Lot 34444 Create Bar C

Edit	Analysis	Sample Type	Priority	Delete Test
<input type="radio"/>	Ochratoxin	Sample	Rush	<input type="checkbox"/>

38. Click on the order ID number you just created and click on create package and follow above steps 19–21 to send the order to our LIMS system.

Home Orders About Us

Create Package

Customer: Salp00 0001 (SALP00-0001)

Order Id	Order Status	Created By	Created Date
<input checked="" type="checkbox"/> 682324	Created	croebuck@neogen.com	Sep-21-2017
<input type="checkbox"/> 682707	Created	croebuck@neogen.com	Aug-28-2017
<input type="checkbox"/> 682316	Created	croebuck@neogen.com	Aug-08-2017
<input type="checkbox"/> 682315	Created	croebuck@neogen.com	Aug-08-2017
<input type="checkbox"/> 681450	Created	tlupo@neogen.com	Jun-06-2017

Click

Click

For questions or comments, please contact Lab Services at 800.234.5333 ext 4401 or email at TServices@NEOGEN.com