



LAB USER MANUAL

V1.1

INTRODUCTION

This document is mainly for the LAB activities and contains the module navigation menu and process flow pages. Each process flow or operation is described with page layout with steps of operation for each data element.

- CRIS TEAM

User manual for LAB



By

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1. Introduction:

SLAM user interface screens/ forms which require access control are grouped into this module. This module is mostly for management of Laboratory data which is prerequisite to purchase stock or NS (Non Stock) Items. All NS (Non Stock) items purchased by any section, received material shall get tested in the laboratory initially. The lab accepted materials only be used in the maintenance/ repair activities. Bill payments are also made only for lab accepted materials. Lab Module also gives provision to create test templates.

2. Test Request:

This page allows the user to add test request and send it to the Lab section for further investigation of the materials.

a. Add Lab Test Request:

To raise a new test request into the application,



- Click on "Lab" side menu and select "Test Request" Sub menu.
- "Managing Test Request" page is displayed with "[Add Lab Test Request](#)" link.

 A screenshot of a web application page titled "Managing Test Request". Below the title is a blue link labeled "Add Lab Test Request". The page contains a search form with several input fields: "Section", "Status", "Loco", "From", and "To". The "To" field is pre-filled with the date "13/10/2021". There is a "Go" button to the right of the "To" field.

- Click on "[Add Test Request](#)" link, to navigate to "Add Test Request" page.

 A screenshot of a web application form titled "Add Test Request". The form contains several fields:

- Date:** 16/10/2021
- PO No:** --
- Qty:** --
- Description:** DGA Test of Transformer
- Given Sample Materials:** Lab Testing Materials
- Samples given(Qty):** 20
- Units:** Ltrs
- Status:** New
- Loco No:** 30219
- Equipments:** PINION
- Positions:** (empty)
- Schedule:** IA
- Test Required:** multimeter
- Request To:** LAB

 At the bottom of the form, there are three orange buttons: "Save", "Save & Send", and "Back".

- Fill in all the mandatory fields and click on **Save** button to save test request details or click on **Save & Send** button to save and send the test request to Lab section.
- The test request is sent to Lab section with a successful message

b. ViewLab Test Request:

"Managing Test Request" page is used to view the list of Lab test requests. To view,

- Select Section, Status, Loco, From and To dates in "Managing Test Request" page.
- Click on **Go** button to view the list of Lab test requests in a tabular format.

The screenshot shows the 'Managing Test Request' interface. At the top, there is a link 'Add Lab Test Request'. Below it are search filters for Section, Status, Loco, From, and To (with a date picker set to 16/10/2021), and a 'Go' button. A table below displays two records:

S.No	Test Request No	Date	Section	Description	Material Samples	Sample Qty	Status	Reject Cause	Loco No	Schedule	Template Name	Request To	Test Report	View
1	101/2021	16/10/2021	M3HR	DGA Test of Transformer	Lab Testing Materials	20	New		30219	IA	multimeter	LAB	Test Report	View
2	100/2021	08/10/2021	TKDAdmin	Sand tested		180	Accepted				multimeter	LAB	Test Report	View

Showing 2 Records Out of 2

- Click on "[View](#)" link to view the status of the lab test request.

The screenshot shows the details of a test request for the template 'multimeter (30219)'. The details are as follows:

Test Request No	101/2021	Date	16/10/2021	Section	M3HR
Description	DGA Test of Transformer	Material Samples	Lab Testing Materials	Sample Qty	20
Status	New	Reject Cause		Schedule	IA

A 'Close' button is visible at the bottom right.

c. UpdateLab Test Request:

To update a lab test request,

- Follow the steps mentioned in "View Lab Test Request" section 2.2
- Click on "[Test Request No](#)" link in "Test Request" details table. "Update Lab Test Request" page is displayed.

Add Test Request

Date: 16/10/2021 PO No: -- Qty: --

Description: DGA Test of Transformer

Given Sample Materials: Lab Testing Materials

Samples given(Qty): 20 Units: Ltrs Status: New

Loco No: 30219 Equipments: PINION Positions:

Schedule: IA Test Required: multimeter Request To: LAB

Buttons: Save, Save & Send, Back

- Update the required fields and click on **Save** button to save the details else click on **Save & Send** button to send the updated test request details to Lab section.
- Updated test request details are saved and sent to Lab section with successful message.

d. Update Lab Test Status:

- Lab section user attends to the test request sent by corresponding section users. “Managing Test Request” page is also used to update Lab test status. To update lab test status, follow the steps mentioned in "View Lab Test Request" section 2.2. “Managing Test Request” page is displayed with the list of Lab test requests in a tabular format.

Managing Test Request

[Add Lab Test Request](#)

Section: Status: Loco: From: To: 16/10/2021 Go

Showing 2 Records Out of 2

S.No	Test Request No	Date	Section	Description	Material Samples	Sample Qty	Status	Reject Cause	Loco No	Schedule	Template Name	Request To	Test Report
1	101/2021	16/10/2021	M3HR	DGA Test of Transformer	Lab Testing Materials	20	New		30219	IA	multimeter	LAB	Test Report View
2	100/2021	08/10/2021	TKDAdmin	Sand tested		180	Accepted				multimeter	LAB	Test Report View

- Click on "[Test Request No](#)" link to view the test request details. “Add Test Request” page is displayed with details of the test request.

Add Test Request

Date: 16/10/2021 PO No: -- Qty: --

Description: DGA Test of Transformer

Given Sample Materials: Lab Testing Materials

Samples given(Qty): 20 Units: Ltrs Status: Accepted

Loco No: 30219 Equipments: PINION Positions: Sent

Schedule: IA Test Required: multimeter Request To: [dropdown]

Buttons: Save, Save & Send, Back

Status dropdown options: Accepted, Rejected, Request Open, Returned for Resubmission, Saved, Sent, Test Completed, Under Testing, Waiting for Testing

- Select the status to be changed or updated to from the status drop down list, as per the requirement and click on **Save** button to save the details else click on **Save & Send** button to send the updated test request details to the section user who placed the lab test request.
- The test request status details are sent to the section user with a successful message.

e. Update Lab Test Report:

The "Managing Test Request" page is used to update lab test report. To update lab test report,

- Follow the steps mentioned in "View Lab Test Request" section 2.2. "Managing Test Request" page is displayed with the list of Lab test requests in a tabular format.
- Click on "[Test Report](#)" link in "Test Request" details table. System generated lab test report is displayed in "Lab Test Report" page.

Add Test Request

Date: 16/10/2021 PO No: -- Qty: --

Description: DGA Test of Transformer

Given Sample Materials: Lab Testing Materials

Samples given(Qty): 20 Units: Ltrs Status: Accepted

Loco No: 30219 Equipments: PINION Positions: Sent

Schedule: IA Test Required: multimeter Request To: [dropdown]

Buttons: Save, Save & Send, Back

Status dropdown options: Accepted, Rejected, Request Open, Returned for Resubmission, Saved, Sent, Test Completed, Under Testing, Waiting for Testing

- Fill in all the required fields and click on **Save** button. Lab test report created with a success message.

f. Update Lab Test Status:

The lab section user updates the status as "Test Completed", once the Lab test is performed and the results are generated in the Lab test report.

- Follow the steps mentioned in "View Lab Test Request" section 2.2. "Managing Test Request" page is displayed with the list of Lab test requests in a tabular format.
- Click on "[Test Request No](#)" link in "Test Request" details table. "Add Test Request" page is displayed with all the test request details.

- Select "Test Completed" value from the status drop down list to update status as test completed.
- Click on **Save** button to save the details or click on **Save & Send** button to send the updated test status details to the section user who placed the lab test request.

g. View Lab Test Status:

Application allows the section user (who placed the lab test request), to view the status of test request once the test is completed.

- Follow the steps mentioned in "View Lab Test Request" section 2.2. "Managing Test Request" page is displayed with the list of Lab test requests in a tabular format.

Managing Test Request

[Add Lab Test Request](#)

Section: M3HR Status: Loco: From: To: 16/10/2021 Go

Showing 1 Records Out of 1

S.No	Test Request No	Date	Section	Description	Material Samples	Sample Qty	Status	Reject Cause	Loco No	Schedule	Template Name	Request To	Test Report	
1	101/2021	16/10/2021	M3HR	DGA Test of Transformer	Lab Testing /Materials	20	Sent		30219	IA	multimeter	LAB	Test Report	View

- Click on "[View](#)" link in "Test Request" details table to view the status of the lab test request. Selected lab test status details are displayed in a pop-up page.

Template Name - multimeter (30219)					
Test Request No	101/2021	Date	16/10/2021	Section	M3HR
Description	DGA Test of Transformer	Material Samples	Lab Testing Materials	Sample Qty	20
Status	New	Reject Cause		Schedule	IA
Close					