

MANUAL Q-PORTAL



Q-portal 2.2

August 2020

Manual Q-portal

Q portal is accessible by your Internet browser on your PC , tablet or smartphone.
The manual is based on Q-portal bases on PC.

Login

Go to www.qlip.com and click on the Q-portal icon in the right corner, the following screen will open.



Q-Portal login

User name

Password

Remember me

Login »

Login with your username and password.

[Read more about the password policy of Qportal >> »](#)

[Forgot password? »](#)

Enter your user name and password and then click Login >>

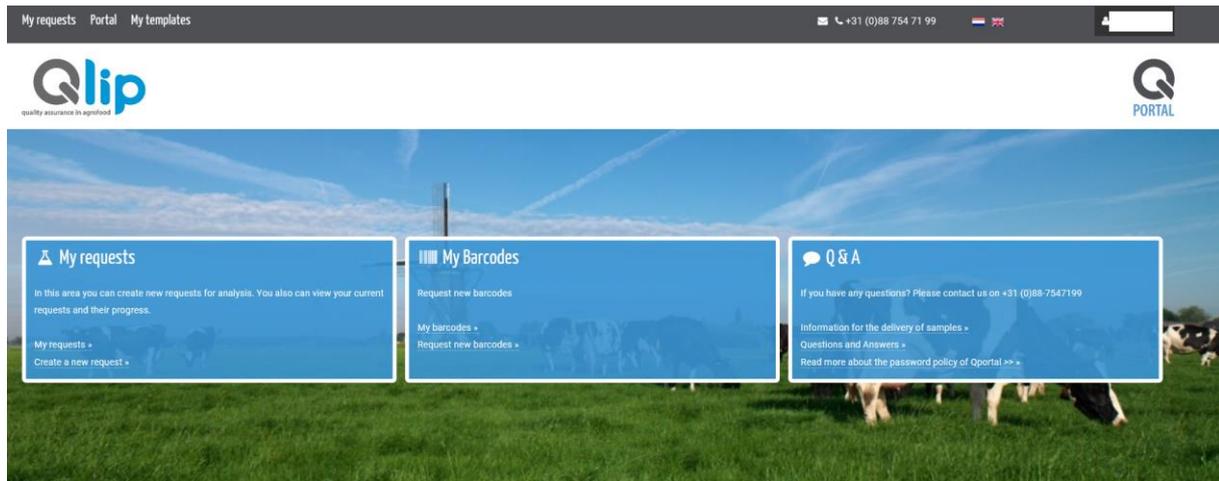
If you forgot your username, please contact the sales department +31(0)88 7547199

If you forgot your password, please click on “Forgot password?”

Portal

After you logged in the portal will open. From here you can go directly to

- My requests
 - Overview of your requests
 - Create a new request
- My barcodes
- Q&A



The Top menu will always be visible. Form this menu you can navigate easily to them main screen of the Portal, to My Requests and to My templates.

My requests (overview)

Click on *My requests* and you will get a list with your requests.

Only show request in status:      

[Export results](#) [New request](#)

Search by request ID, reference or barcode Reportdate from dd-mm-yyyy to dd-mm-yyyy

Request	Send date	Your reference	Requested by	Results	Reports	
 537249	2020-05-19	MNP 3	Arjan Bom		 	
 537101	2020-05-18	Webinar 3	Arjan Bom		 	
 537098	2020-05-18	Webinar 3	Arjan Bom		 	
 537097	2020-05-18	Webinar 2	Arjan Bom		 	
 537092	2020-05-18	Webinar 1	Arjan Bom		 	
 520984	2020-01-27		Cindy Bark		 	
 520514	2020-01-22		Cindy Bark		 	
 520030	2020-01-20		Cindy Bark		 	
 520027			Marjanne van den Brink-van Nijhuis		 	
 519776			Lindy Nijman		 	

[previous](#) [next](#)

The icon in front of each line indicates the status of the request. Behind the request number in the list is a PDF icon. If you click here a pdf opens with your order.

At the top you can specify which status you want to have visible

Only show request in status:      

At the bottom you will find the legenda.

 Request in concept  Request received  Samples received  Reports are ready  Request completed  Request canceled

 Email notifications for this request are enabled

At the top, you can search specific requests by criteria.

Search by request ID or reference

At the right top you can also start directly to create a new request.

[+ New request](#)

At the end of each request line you will find 3 icons:



When the 1st icon (pdf) is coloured then is the report of the request available.

When the 2nd icon (xls) is green then is the final report available.

With the 3rd icon (bel) you can activate the email notification of this specific request.

A quickview for analysisresults is available by the following icon:



To download your requests and results for further analysis in Excel click on the top right on:

[Export results](#)

Create a new request

Click on *Create a new request* >> the following screen will open.



You have the choice to enter your request in two different routes:

1. To enter a request consisting one or more samples of different products and analyzes we advise you to follow input mode "Barcode".
2. To enter a request consisting of two or more samples of the same product with the same analyzes we advise you to follow input mode "Product".
3. If you want to enter a recurring assignment easily, we advise you to follow input mode "Template". Templates must first be created for this purpose.

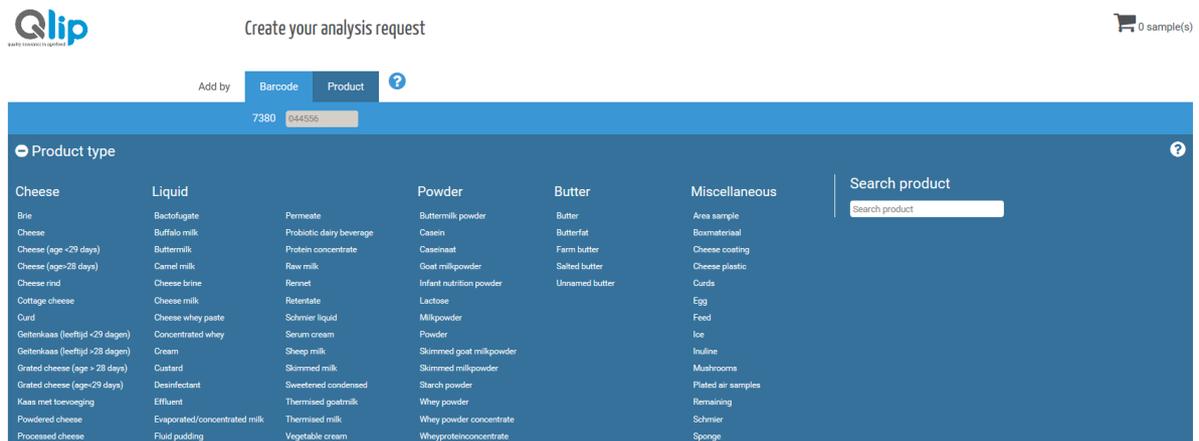
Create new request by mode "Barcode"

Enter the barcode of your sample:



Then you select the type of product matrix of your sample. There are 5 categories available: Cheese, Fluid, Powder, Butter and Other.

At the right you can also search your product by *Search product*.



Sample information

Enter your sample information

- Sample date is mandatory
- Production date is not mandatory
- Your reference is a free field for additional information on the specific sample. This information will be visible in the report
- Your description is a free field for additional information on the specific sample. This information will be visible in the report

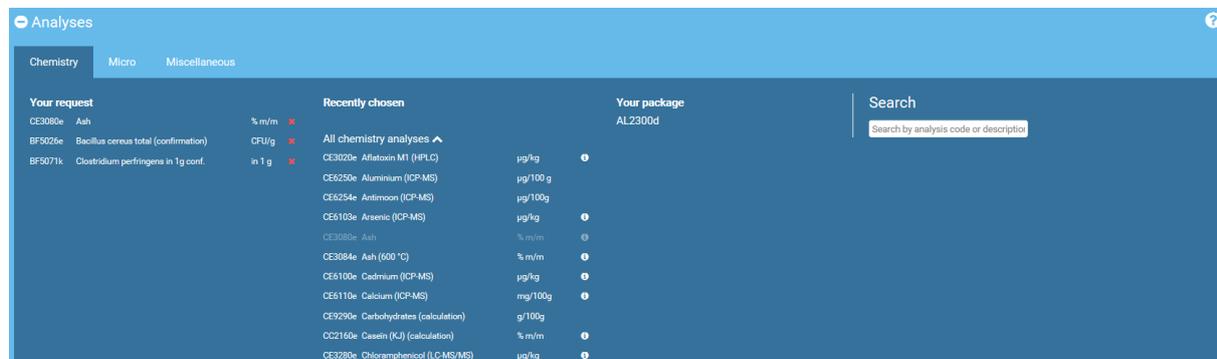


From here it is also possible to add more samples of the same product with the same analyses and sample information. *Enter multiple barcodes for this product >*

Analyses

You can select the specific analyses for this specific sample. Analyses are divided in Chemistry, Micro and Miscellaneous. Also your recently chosen analyses are visible. At the right you can also search for specific analyses.

Choose your analyses, click on it to add to your request. When you're finished you click on *Add sample* or *Add sample and submit to >*



Your request	Recently chosen	Your package	Search
CE3080e Ash % m/m	All chemistry analyses	AL2300d	Search by analysis code or description
BF5026e Bacillus cereus total (confirmation) CFU/g	CE3020e Aflatoxin M1 (HPLC) µg/kg		
BF5071k Clostridium perfringens in 1g conf. in 1g	CE6200e Aluminium (ICP-MS) µg/100g		
	CE6254e Antimony (ICP-MS) µg/100g		
	CE6103e Arsenic (ICP-MS) µg/kg		
	CE3080e Ash % m/m		
	CE3084e Ash (600 °C) % m/m		
	CE6100e Cadmium (ICP-MS) µg/kg		
	CE6110e Calcium (ICP-MS) mg/100g		
	CE9290e Carbohydrates (calculation) g/100g		
	OC2160e Casein (KJ) (calculation) % m/m		
	CE2280e Chloramphenicol (LC-MS/MS) µg/kg		

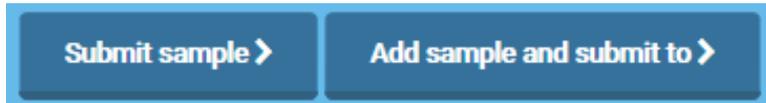
In some cases it is not possible to request chemistry and micro in one sample. In this case you have to add and send in one extra sample. It is also possible to create packages of analyses. Those are available by My Package. Interest in your own packages? Contact our sales department.

Per analysis the applicable method is shown and also if the method is accredited. For click on the "i"-icon:



Confirmation

After you entered the information you will get the following choice.



Click on *Add sample and submit to* and you will go to the confirmation of your request.

Confirmation of your request/order

In the top you will find your details followed by the sample information and requested analyses.

At the right you have the possibility to change or delete your request. Also you have the possibility to add a sample to this request.

At the bottom you have the possibility to enter specific reference and invoice information. This information will be shown on the invoice.

Your contact information

Name Qlip testklant
 Contact Arjan Bom
 City ZUTPHEN
 Invoice contact Arjan Bom
 Email address bom@qlip.nl

Product	Sample	Analysis
Whey powder concentrate	Sample number	691575
	Barcode	7380044556
	Production date	
	Sampling date	2016-04-06
	Reference	
	Description	
		CE3080e Ash
		BF5026e Bacillus cereus total (confirmation)
		BF5071k Clostridium perfringens in 1g conf.
		Preparation items
		AL0030e Sample preparation chemistry

[✕ Remove sample and analyses](#)
[✎ Edit this sample](#)

[Add a sample >](#)

Your reference information

Your reference
 Invoice reference
 Send date

- Send a confirmation of this order to my email address [?](#)
 Send a notification when this order changes to my email address [?](#)

[Confirm order >](#)

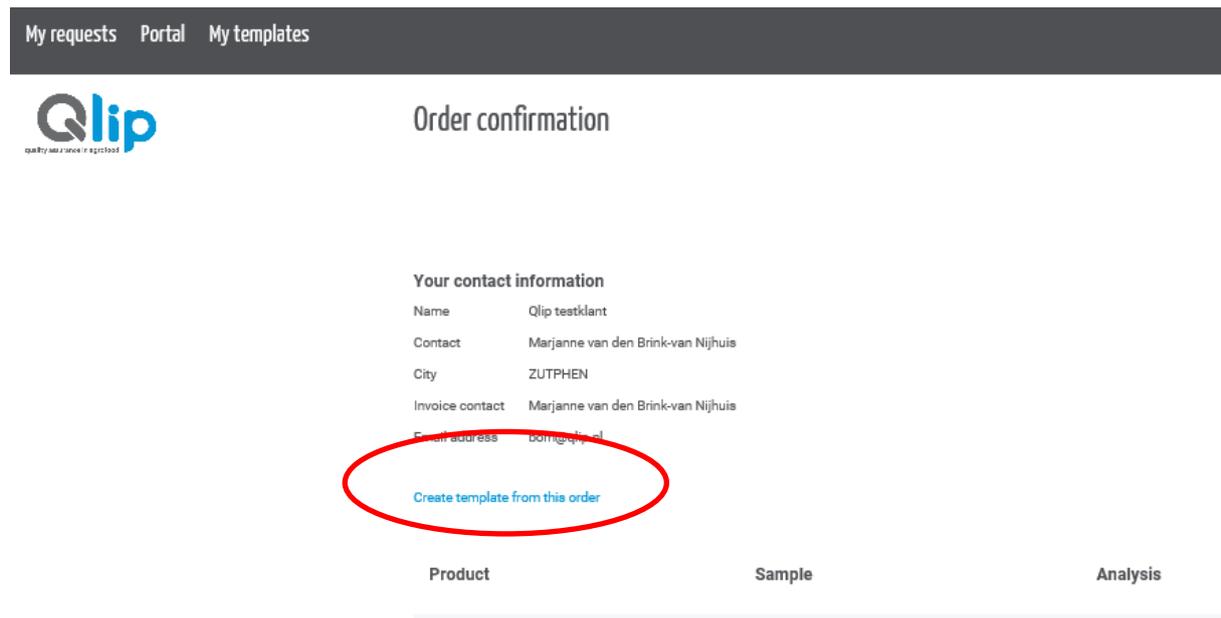
Check the box *Send a confirmation of this order to my email address*, when you prefer to receive a confirmation by email.

Check the box *Send a notification when this order changes to my email address*, when you prefer notification when the status of you request changes.

My Templates

To simplify the input of repetitive assignments of samples and analyzes, it is possible to create templates in Q-portal independently. The use of Templates leads to a standard and accelerated input of requests and analysis results that are labeled in an unambiguous way and are therefore easy to analyze.

Based on an existing request it is possible to create a new Template. To do this, go to the My requests overview. You select the relevant request and click on the request number. You will then enter the "Order confirmation" screen. Under "Your details" you can click on "Create template of this assignment".



My requests Portal My templates

 Order confirmation

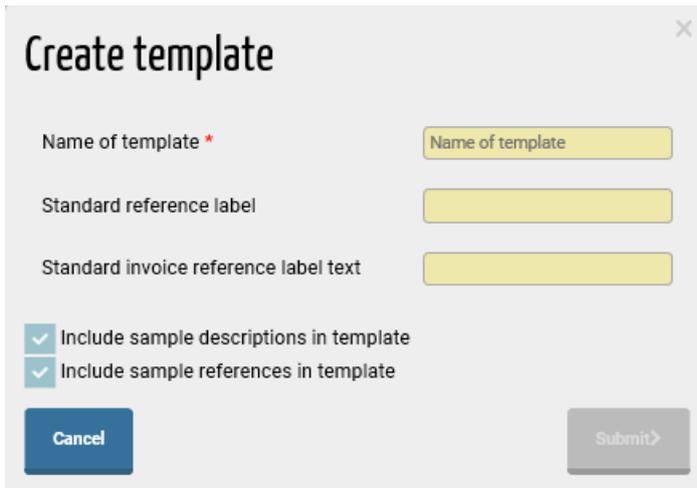
Your contact information

Name	Qlip teestklant
Contact	Marjanne van den Brink-van Nijhuis
City	ZUTPHEN
Invoice contact	Marjanne van den Brink-van Nijhuis
E-mail address	borng@qclip.nl

[Create template from this order](#)

Product	Sample	Analysis
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The next screen “Create template” will appear:

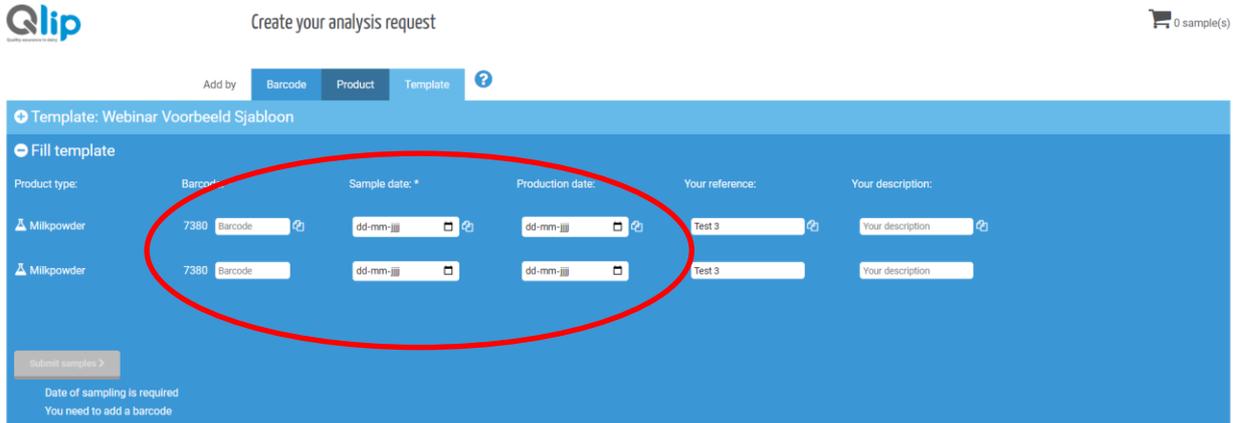


Based on an existing assignment it is possible to create a new Template. You can give a recognizable name to the Template yourself. Within the template you can set up the following parameters:

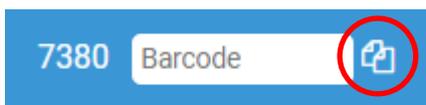
- Number of samples per specific matrix
- The desired analyses
- Your reference per assignment
- Invoice reference per assignment
- Your reference per sample
- Your description per sample

After creating a Template, it is listed in the overview in the "My templates" menu. You choose a template and you can immediately complete the assignment.

After selecting a template, you only have to fill in the barcode and sampling date and, if desired, the production date.



To register easily consecutive barcodes and repeatable details you can use the “copy”- function.



If you want to request an extra analysis in a sample or want to delete it, then this is possible in the screen "Order confirmation".

Product	Sample	Analysis		
Cheese	Sample number	1169251	CE5710e BDI value	✖ Remove sample and analyses ✎ Edit this sample
	Barcode	7380121348	CE9090e Fat cont. in dry matter (cheese) (calc)	
	Production date	2018-08-16	CD0400d Fat content cheese(routine)-duplicate	
	Sampling date	2018-09-14	CD0520d Moisture in cheese (routine)-duplicate	
	Reference	Batch1	CE9080e Salt cont. in dry matter (cheese) (calc)	
	Description	MP_ID_5	CD0010d Salt content in cheese -duplicate	
			Preparation	
			items	
			AL0040e Sample preparation cheese	
			<hr/>	
	Sample number	1169252	CE5710e BDI value	✖ Remove sample and analyses ✎ Edit this sample
	Barcode	7380121349	CE9090e Fat cont. in dry matter (cheese) (calc)	
	Production date	2018-08-16	CD0400d Fat content cheese(routine)-duplicate	
	Sampling date	2018-09-14	CD0520d Moisture in cheese (routine)-duplicate	
Reference	Batch1	CE9080e Salt cont. in dry matter (cheese) (calc)		
Description	MP_ID_6	CD0010d Salt content in cheese -duplicate		
		Preparation		
		items		
		AL0040e Sample preparation cheese		