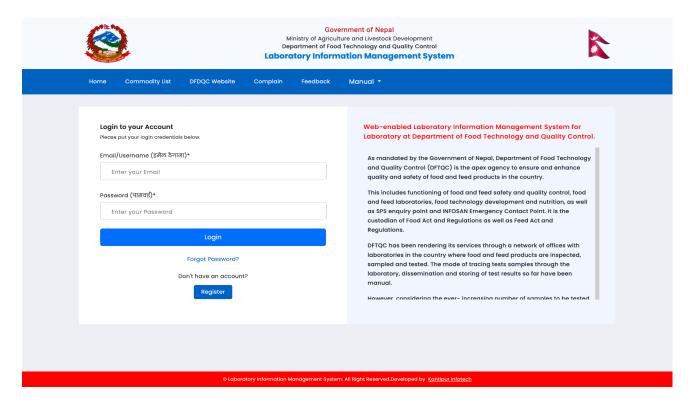
# Laboratory Information Management System (LIMS)

Laboratory Information Management System(LIMS) is a software-based solution with features that supports modern laboratory operations. The main purpose of a LIMS is to improve lab efficiency, quality control, and accuracy by reducing manual operations.

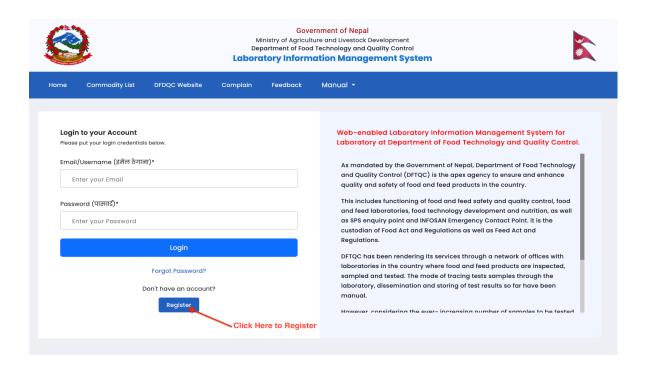
The Department of Food Technology and Quality Control (DFTQC) is the apex agency mandated by the Government of Nepal to ensure and enhance the quality and safety of food and feed products in the country. DFTQC is planning to implement LIMS to speed up its operations, storage management, sample tracking, and more. Here is the guide for users of LIMS for DFTQC. The website of LIMS for DFTQC is <a href="https://www.lims.dftqc.gov.np">www.lims.dftqc.gov.np</a>. The home page will appear as follows:



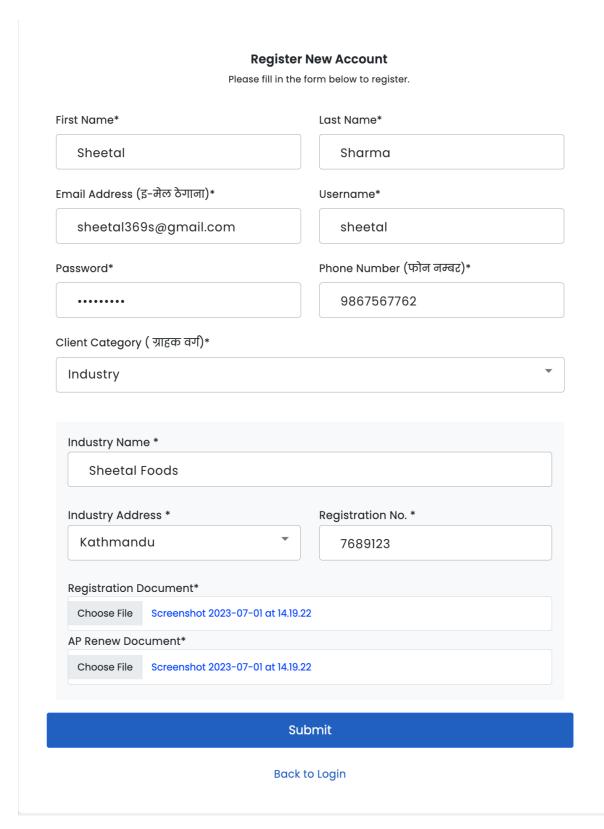
# 1. User Registration and login

# 1.1. User Registration

1. Go to the home page and click on the Register button.



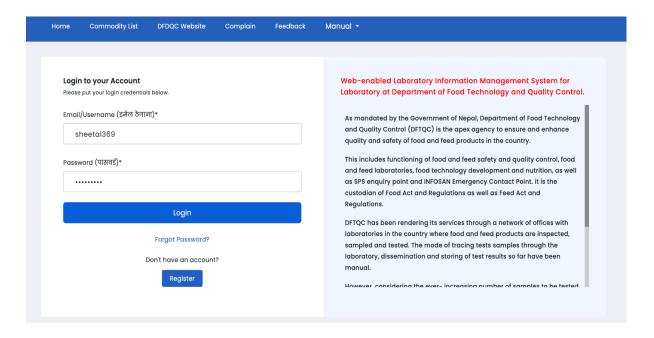
2. Fill up the form with your credentials and required documents as shown below. (\*) fields are mandatory fields. Choose your client category (industry, import, export, government agency, etc.), then fill in the necessary information and upload the required documents.



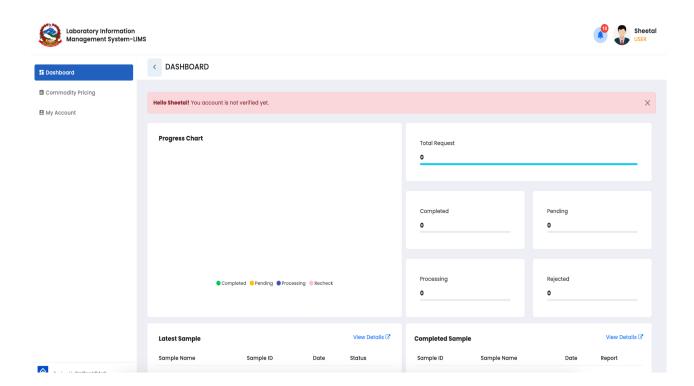
3. After form submission, you will receive a success message. Your account is sent for verification to the sample management unit(SMU). And you can proceed to log in.

# 1.2. User Login

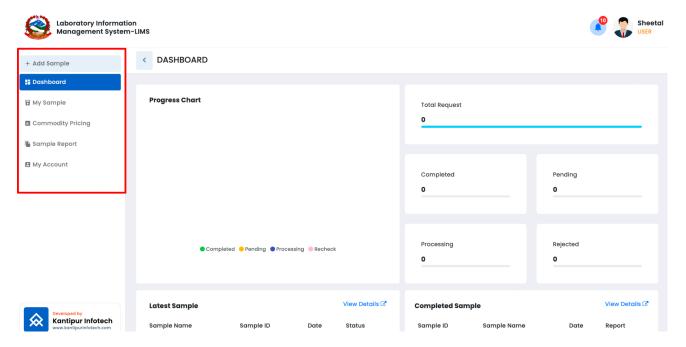
1. Once you register your account, you can now log in with your username, email, or phone number and password.



2. After successful login, you will see the user dashboard. The message "*Hello Sheetal! Your account is not verified yet.*" indicates that SMU has not verified your account yet.



3. Your account needs to be verified to add samples. Once your account is verified, you will be notified via email. You can see the add sample and other sample-related buttons on the top left side of your screen.

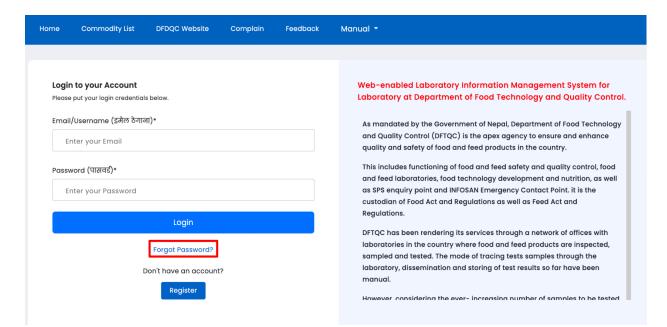


4. To view your account information, click on your profile picture in the top right corner of the screen and select "My Account".

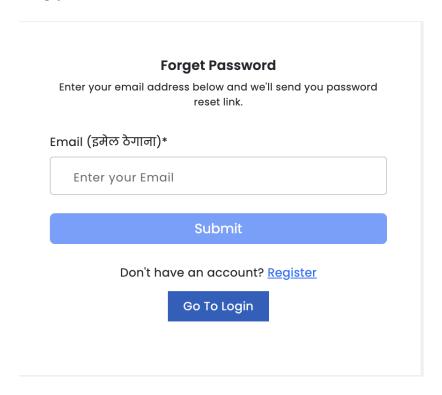
#### 1.3. Forget Password

In case you forget your password, you can reset your password.

1. Click on 'Forget password' on the homepage:



2. Fill up your email and click on the submit button.



3. A link to reset your password will be sent to your email address. You can then reset your password by clicking on the link.

# 1.4. Logout User

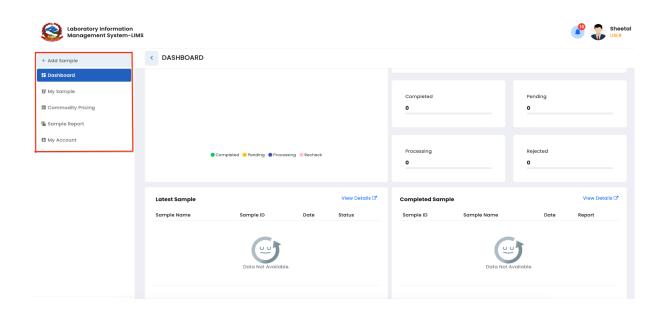
To log out of your account, click on your profile picture in the top right corner of the screen and select "Logout".

#### 2. User Dashboard

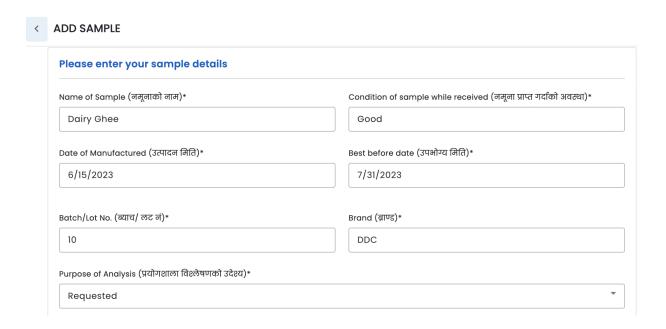
On your dashboard, you can view information about your samples. You can add samples, view sample details, view commodity pricing, and view sample reports by clicking on each link.

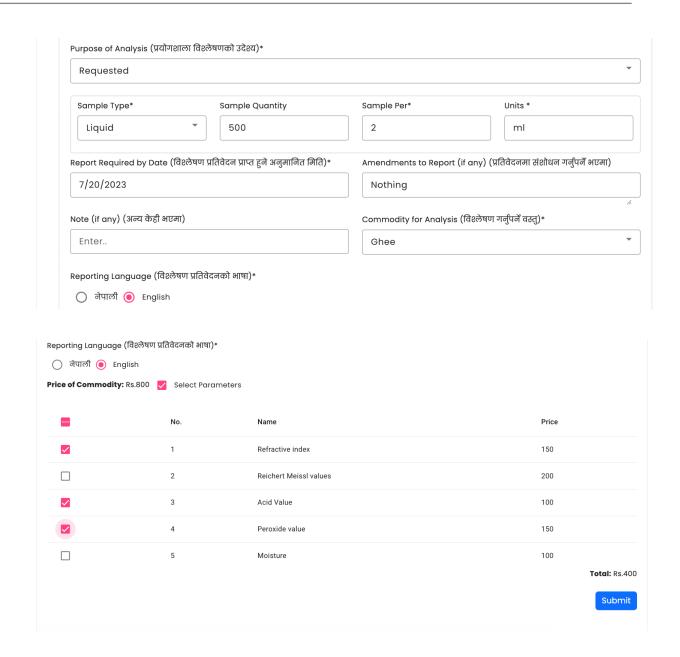
#### 2.1. Add sample

1. Click on the "Add sample" button on the left side of your screen.



2. Fill up the sample request form. You can request a report of your sample in either English or Nepali language. Further, select the parameters you want to test in the form.



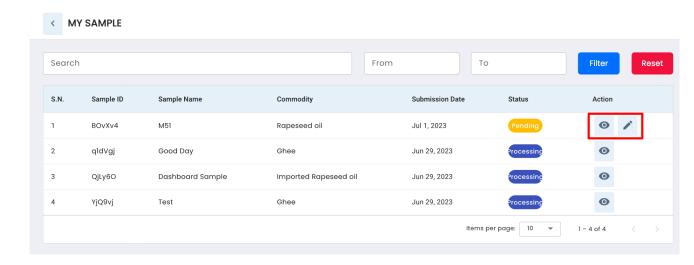


3. To send your sample to SMU, click the "Submit" button.

#### 2.2. View Sample

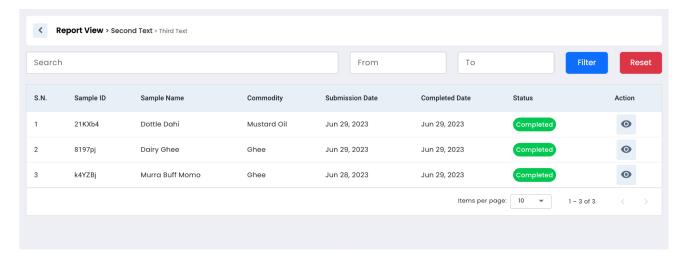
1. Click on "My sample" on the left side of your screen. You can also search and filter your samples by filling in the search fields at the top.

2. If SMU has not processed your sample, it is pending and you can view and modify your sample details by clicking on the relevant icon. If SMU has processed your sample, it is in a processing state and you can only view it.

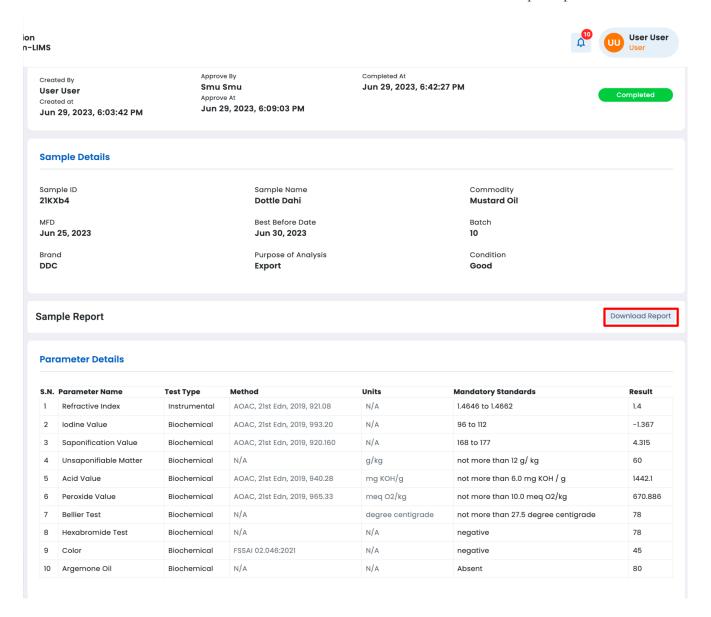


# 2.3. Sample Report

 Click on "Sample Report" on the left side of your screen to view all your sample reports.



2. Click on the view icon to view and download an individual sample report.



### 2.4. My Account

1. Click on "My Account" to view your account information. You can also change your password on this page.

