eLabDoc

Short Guide 3.0
Software version 3.7 and later

Publication information

Publication version	Software version	Revision date	Change description
1.5	2.x	July 2018	Screenshots and user interface terms updated; minor changes and improvements.
2.0	3.x	February 2020	What is new in publication version 2.0 (3)
3.0	3.7	July 2022	What is new in publication version 3.0 (3)

Revision history

Edition notice

Not all functionality described in this publication may be available to all users.

Every effort has been made to ensure that all the information contained in this publication is correct at the time of publishing. However, the manufacturer of this product may need to update the publication information as output of product surveillance activities, leading to a new version of this publication.

Intended use

This publication is intended for users of the eLabDoc application.

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Feedback

Every effort has been made to ensure that this publication fulfills the intended use. All feedback on any aspect of this publication is welcome and is considered during updates. Contact your Roche representative, should you have any such feedback.

What is new in publication version 3.0

Product catalog search	Search directly in two different product catalogs: • A catalog for researchers and healthcare professionals • A catalog for manufacturers
Menu bar update	The menu bar description has been updated to reflect the changes to the menu bar.
Screenshots	Screenshots have been updated to reflect the new eLabDoc user interface design.
Minor changes and improvements	Minor changes and improvements have been implemented throughout the publication.

What is new in publication version 2.0

Product catalog search	Search directly in three different product catalogs: • Catalog for researchers • Catalog for healthcare professionals • Catalog for manufacturers
Search history and saved searches	Quick access to your search history and all your saved searches directly from the Search field.
Improved filter options	Configuring the filter option is made easier with the Clear all function and the single- and multi-selection check boxes.
Simple search and full text search	For documents you have two search types available: • Simple search searches in document names and metadata only. • Full text search searches in the whole document content.
Screenshots	All screenshots have been updated using the revised eLabDoc user interface.

What is new in publication version 1.5

Screenshots	All screenshots have been updated using the revised eLabDoc user interface.
User interface terms	The user interface terms have been updated to reflect the revised eLabDoc user interface.

Minor changes and improvements	Minor changes and improvements have been implemented throughout the publication.

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Product information

eLabDoc makes it easier than ever to find all the product information relevant to you.

Using images of eLabDoc itself, this guide describes how to quickly find documents and download them. Use the Product Catalog to find the products you are interested in and get a lot of product details.

Customize eLabDoc by defining product favorites and save your searches for later reuse.

Overview

eLabDoc is the central resource of document and product information for Roche Diagnostic products in the fields of:

- Core Lab
- Immunology
- Coagulation
- Blood gas analysis
- Molecular diagnostics
- Point of care
- Tissue diagnostics
- Life science

Available documents in various languages include:

- Method Sheet / Instructions for Use
- Certificates
- Traceability Sheets
- Value Sheets
- Material Safety Data Sheets
- Quick Reference Guides
- User Guides
- User Assistance
- Host Interface Manuals

Extended eLabDoc features with registration and login

While basic features of eLabDoc are available without login, registration and login provides access to additional document types and eLabDoc features.

Extended document access

You get access to the following document types when registered and logged in:

- Local affiliate information
- Value Sheets
- Barcode Transfer Sheets
- User Guides

Extended features

A Standard menu bar features

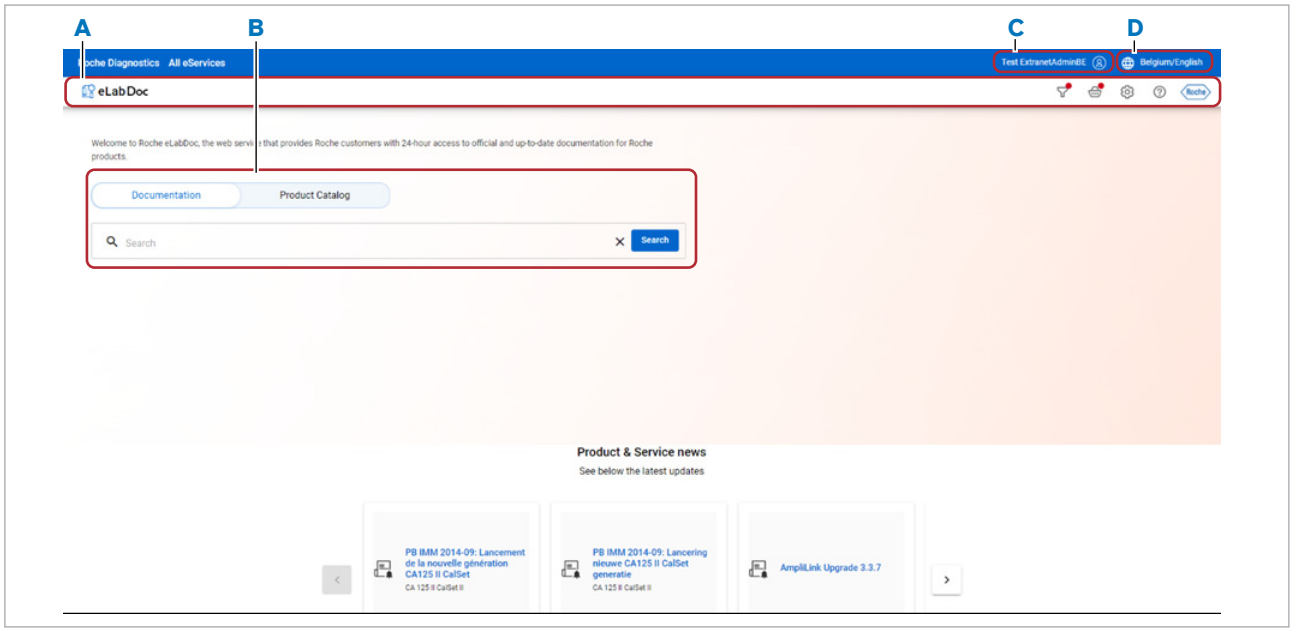
B Extended menu bar features

You get access to the following eLabDoc features when registered and logged in:

- *New since last visit* searches
- Favorites
- Update notifications
- One-click multiple downloads
- Saved searches
- Full text search
- Setting your eLabDoc preferences
- Download collection

eLabDoc home screen

After logging in, the following eLabDoc home screen is displayed:



A Menu bar
B Search area
C User profile
D Location and language

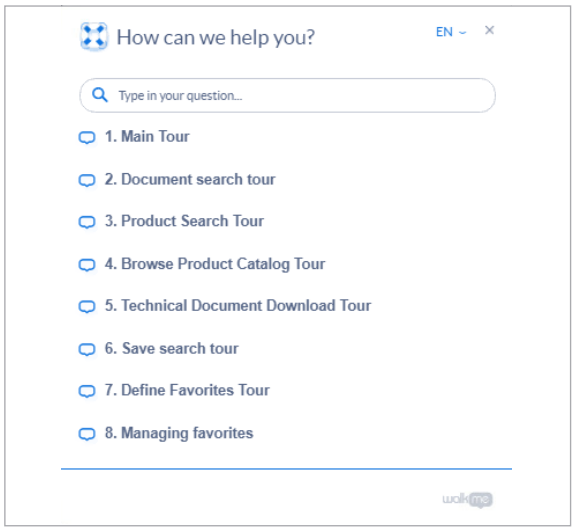
Menu bar

The eLabDoc menu bar is accessible from all eLabDoc pages and contains the following elements:

A Choose eLabDoc to open the start page
B Choose to filter the search results
C Choose to open the download collection and download content
D Choose to determine your eLabDoc preferences
E Choose if you require help using eLabDoc

eLabDoc menu bar

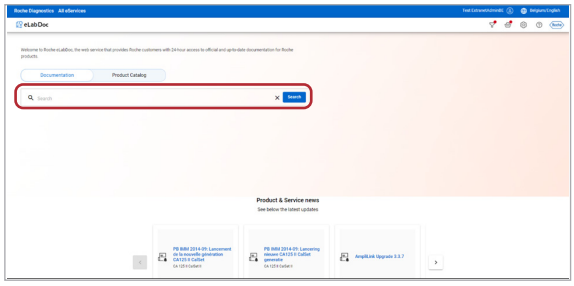
Help



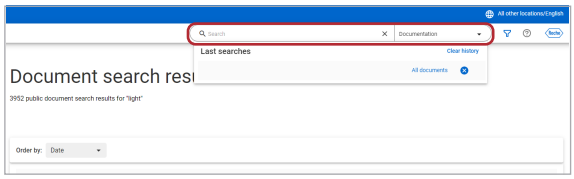
In the Help you find several guided tours. They walk you through the main eLabDoc features showing you how they work.

Select a tour and follow the pop-ups. Take an action when requested and choose the Next button to open the next pop-up.

Document search



Start a document search from the start page.

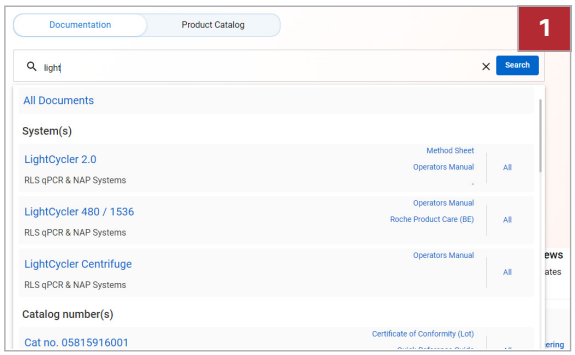


Alternatively, a search may be initiated using the search field on the menu bar. This search bar is visible on all screens except the start page.

Quick document search

When not logged in, the saved searches feature is not available.

To search for a document



1. Start entering a search term in the Search field.
   - You can search for product names, test names, catalog numbers, lot numbers, document titles, document IDs, document types, and key words.

   ➔ As the search term is typed, auto-completed search items are suggested.

2. Select a suggested search item.
   - To search for all document types, select All.
   - To search for a dedicated document type only, directly select the document type (e.g. Application Note).

   ➔ The search is executed for the selected search item and the search results are displayed.

3. Alternatively, to search for the search term you entered, press enter.

   ➔ The search is executed for your entered search term and the search results are displayed.

To use the document search history or your saved searches

1 Click into the Search field.

➔ The search history (Last searches) and your Saved searches are displayed.

When you want to access the search history or your saved searches, only click in the Search field. Do not start typing. As soon as you type, the search history and the saved searches are closed and replaced with suggestions.

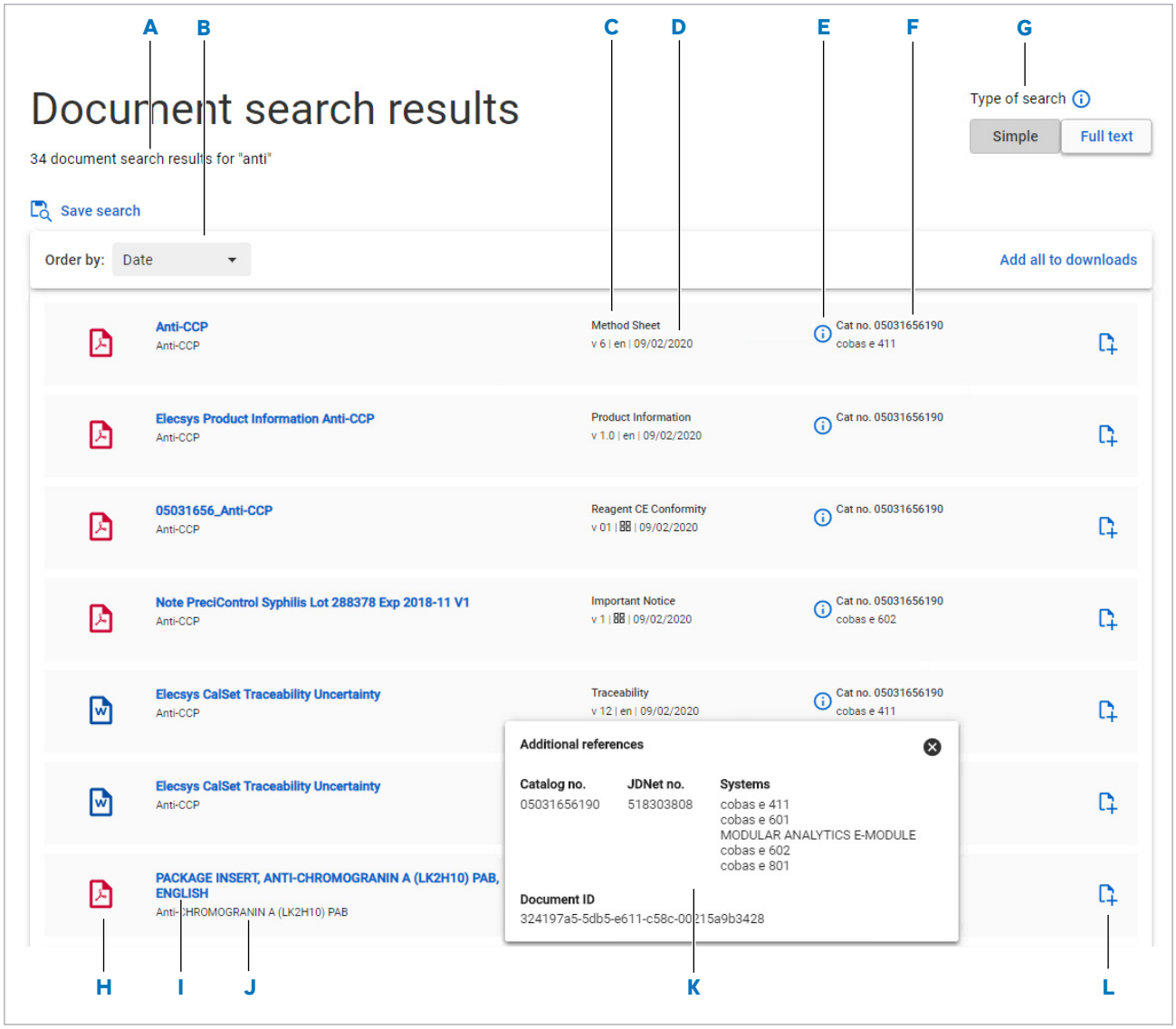
2 From the search history or the saved searches, select an entry.

➔ The search is executed and the search results are displayed.

Document search results

Document search results are displayed on the document results page in a list view.

When not logged in, the full text search and the download buttons are not available.



- **A** Search title with number of results and search term
- **B** Sort order
- **C** Document type
- **D** Version, language, and publication date
- **E** Information icon
- **F** Catalog number
- **G** Simple search and full text search
- **H** File format
- **I** Document title
- **J** Product name
- **K** Popup with additional information
- **L** Download buttons

Document search results

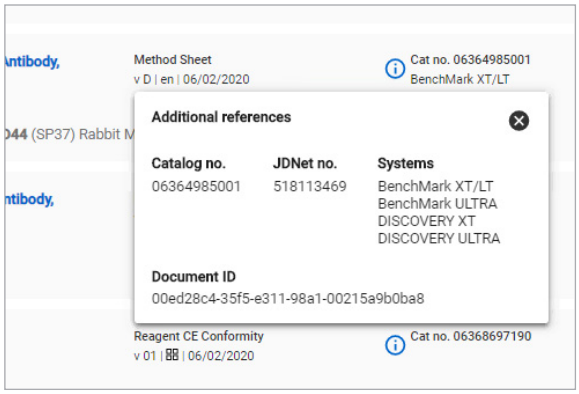
Search title

The search title displays the search term and the number of results.

Languages

The document language is indicated with a two-letter language code. For multi-language documents, the ⊞ icon is used.

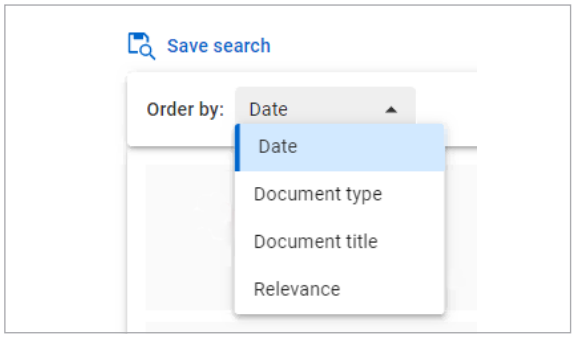
Additional references



Choose an icon on the search result list to get further details:

- Instructions
- Tool tips with explanations
- Additional references e.g. related systems, lot numbers, or links to additional documents

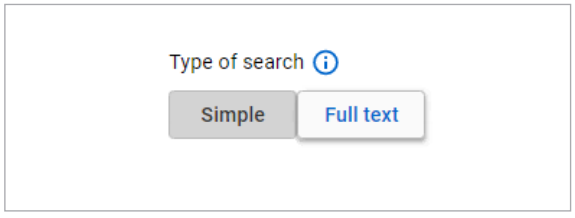
Sort order of document search results



By default, the search results are sorted according to the publication date. To change the sort order, select another sort order from the drop-down list:

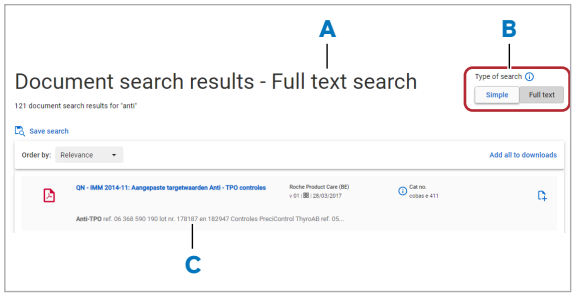
- Date
- Document type
- Document title
- Relevance

Simple search and full text search



If you do not find the document you searched for, choose the Full text option. Full text search analyzes the whole document content, not only document names and metadata.

When using full text search, the listed documents show a content snippet with the search term that was found in the document content.

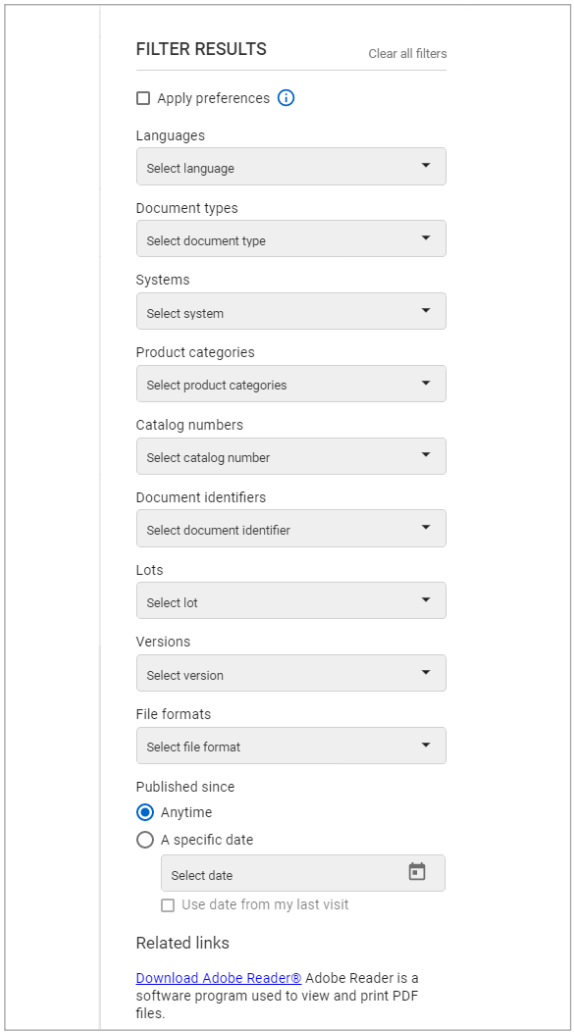


A Full text search indication
B Simple and Full text search buttons
C Content snippet with search term

The search heading indicates if full text search is activated.

You can switch any time between Simple search and Full text search on top of the search result list.

Filter document search results

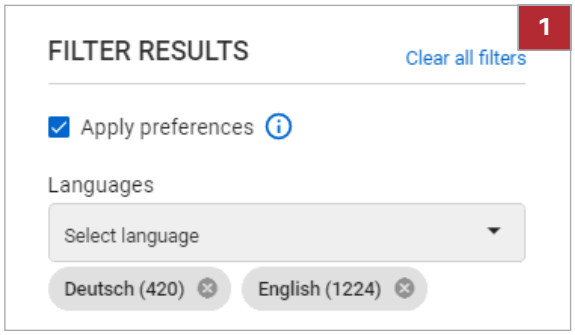


Filter the document search results via selectable menus located to the right of the search results.

Possible filters are:

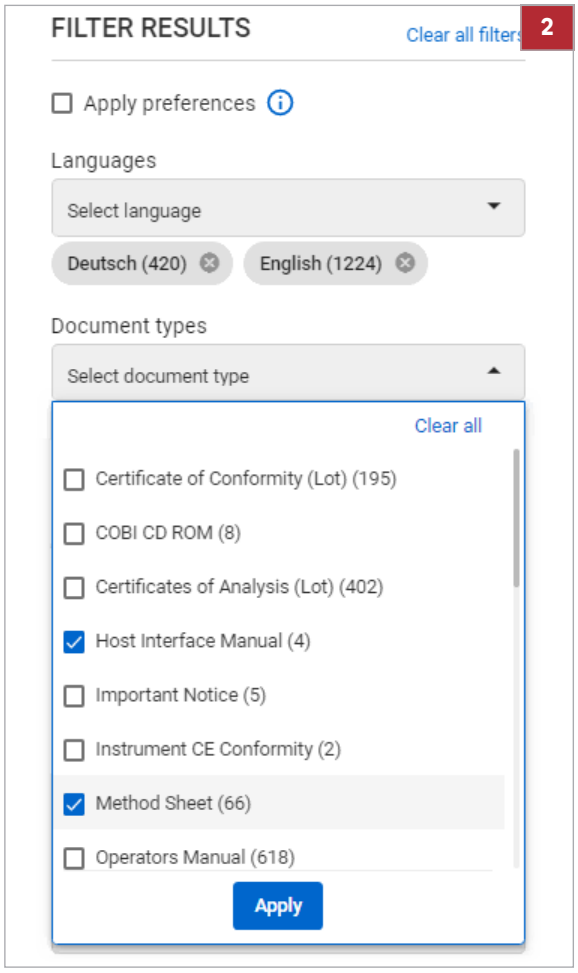
- Languages
- Document types
- Systems
- Product categories
- Catalog numbers
- Document identifiers
- Lots
- Versions
- File formats
- Published since

To filter the document search results



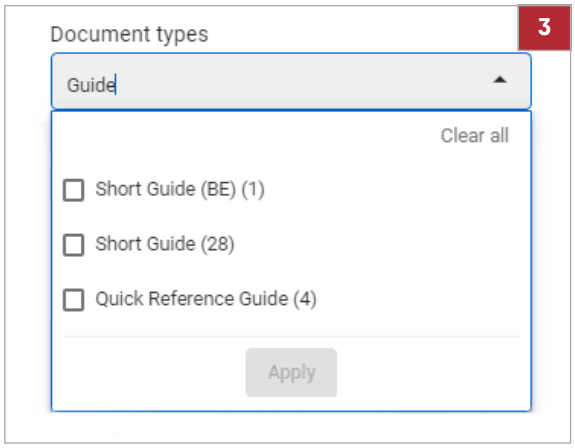
1 To filter the search result based on your favorite products and document types, choose the Apply preferences option.

ℹ You can manage your favorites in My preferences > Favorites.

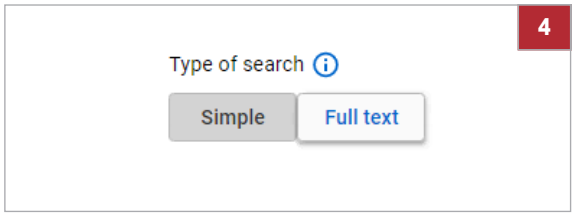


2 To filter the search result by categories, do the following:

- Click inside a field below the relevant filter. e.g., Document types.
- Select one or more categories and choose the Apply button.

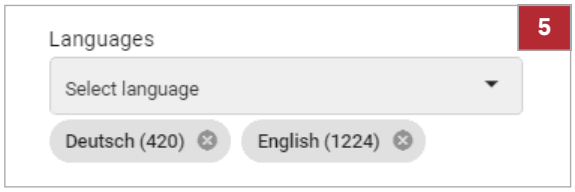


3 To limit a long list of filter categories, directly type the category in the filter entry field.
This type-in possibility is available if the filter drop-down list has more than 10 categories.

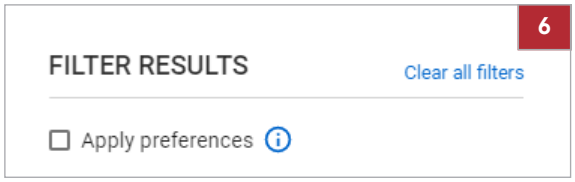


4 If you do not find the document you searched for, choose the Full text option.

ℹ Full text search analyzes the whole document content, not only document names and metadata.



5 To remove a filter category, choose the delete symbol (x).



6 To reset the filter, choose Clear all filters.

➔ The search results are updated each time you modify the filter.

Saved searches

You can save a search for future use. Your searches are saved together with the filters that you have applied. Saved searches can directly be accessed from all Search fields.

Saved searches are managed in My preferences > Saved searches.

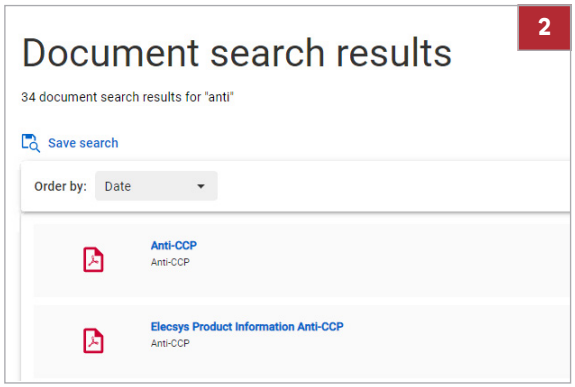
Only searches for documents can be saved but not searches for products.

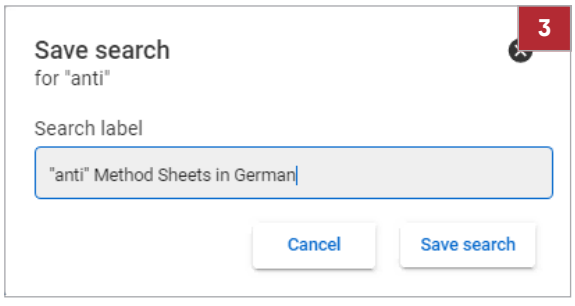
When not logged in, the saved searches feature is not available.

To save a search

1 Enter a search term for documents in the Search field and apply filters if necessary.

2 If you are satisfied with the search result, choose the Save search option.

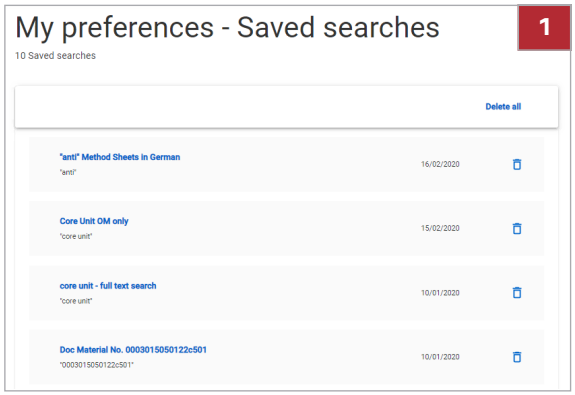




3 Enter a label for the search and choose the Save search button.

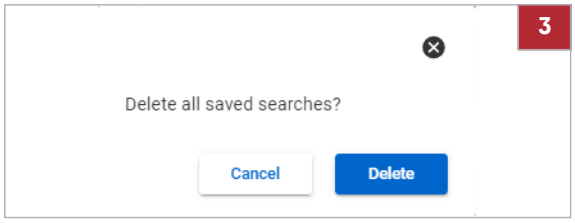
Make the search label as specific as possible by including information about the selected filter values, for example. This makes later reuse of the saved search easy for you.

To manage your saved searches



1 Choose My preferences > Saved searches.
➔ All your saved searches are displayed sorted by date of saving.

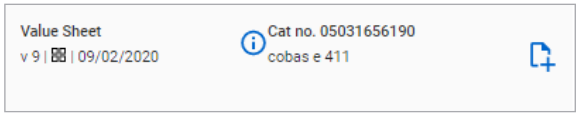
2 To delete a single saved search, choose the delete icon and then the Delete button to confirm deletion.



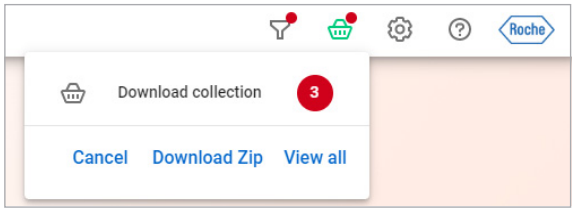
3 To delete all saved searches, choose Delete all and then the Delete button to confirm deletion.

Document download

To open a document, choose the document title or the file format icon. The document is opened in a new browser tab.



To download a document, choose the download icon on the right side of the search result to collect the document for later download.

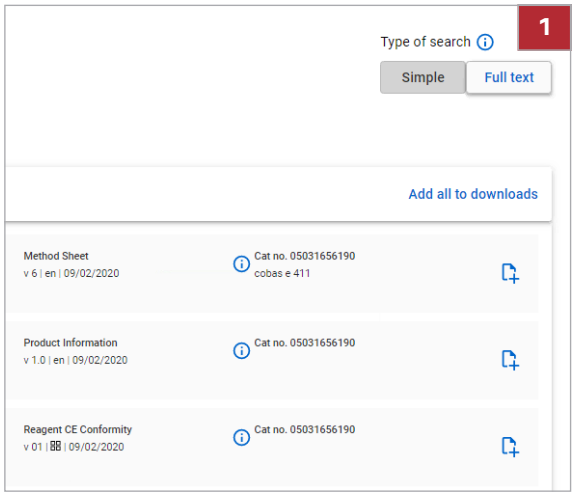


The file counter is updated each time a new file is added or removed.

The file download location is defined by your local browser settings.

When not logged in, the download features are not available. To download a document, open it and use the download function of your web browser.

To mark files for downloading



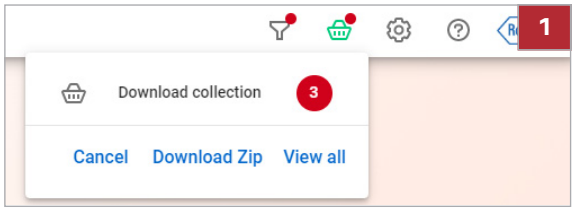
1 To mark a single document for downloading, choose the corresponding download icon on the right side of a search result.

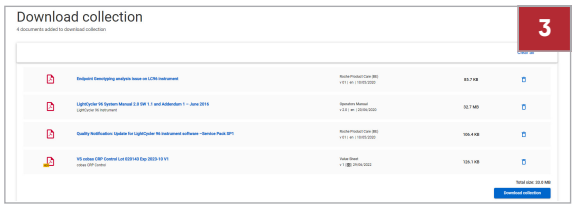
➔ The document is added to the download collection.

2 To mark all documents in the search result list for downloading, choose Add all to downloads.

➔ All documents in the search result list are added to the download collection.

To view the download collection and download the documents





1 Choose the download collection icon .

2 To view the download collection, choose View all or Download collection.

- To download all documents as a ZIP file, choose Download Zip.

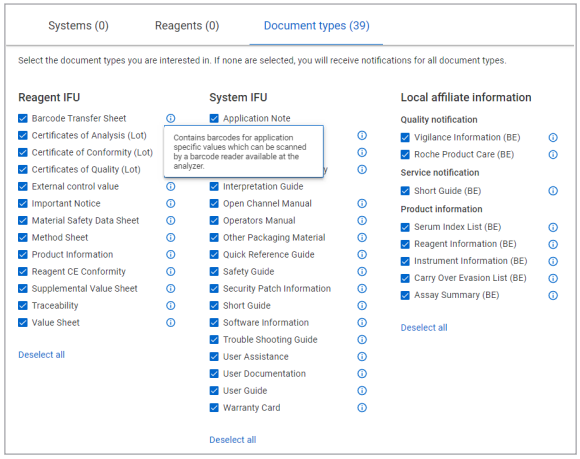
3 To delete unwanted documents from the download collection, choose the delete icon .

➔ The document is immediately removed from the download collection without confirmation.

4 To download the listed documents, choose the Download collection button.

➔ The documents are automatically deleted from the download collection after downloading.

Define document favorites



You can define the document types you are interested in on the Favorites page.

Choose an information icon to get further information about the document type.

Use favorite document types to get update notifications for these document types on the New entries page and - if enabled - by e-mail. By defining favorite document types you can avoid document notifications that are not relevant for you.

New entries (36)

Managing favorites

Favorites are managed in My preferences > Favorites.

Favorites (32)

When not logged in, the favorites feature is not available.

Product search

Combined catalog for researchers and healthcare professionals.

The following two product catalogs are available:

Product Catalog

Here you can search for the following products:

- Roche Diagnostic IVD products and products used in healthcare professional laboratories.
- Roche Diagnostic non-IVD products and products used in healthcare development and research areas.

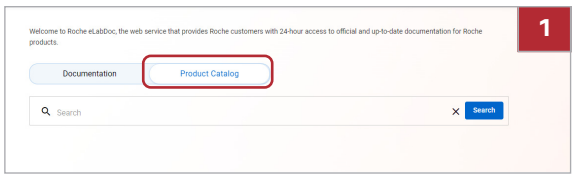
When searching for an instrument, all available assays (products) supported by the selected instrument are shown as Related Products.

Manufacturer Catalog

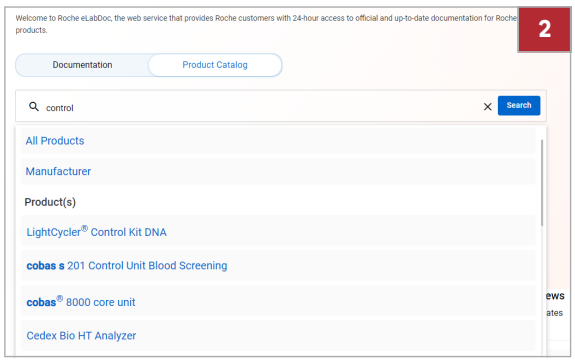
Search for Roche Diagnostic products used in CustomBiotech.

Quick product search

To search for a product



1 Switch the toggle button to Product Catalog.



2 Start entering a search term in the Search field.
- You can search for catalog numbers, lot numbers, and product names.

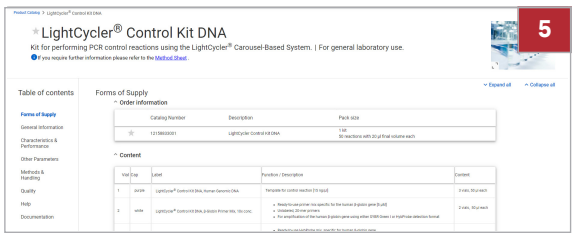
➔ As the search term is typed, auto-completed search items are suggested.

3 Select a suggested product.

➔ The search is executed for the selected product and the search results are displayed.

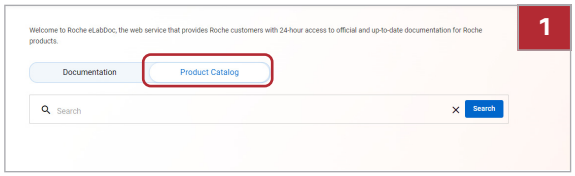
4 Alternatively, to search for the search term you entered, press enter.

➔ The search is executed for your entered search term and the search results are displayed.



5 Choose a product from the list to open the product page.

To use the product search history



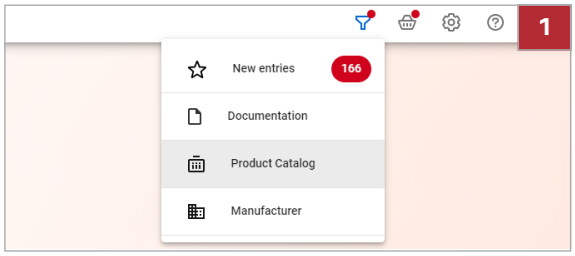
1 Switch the toggle button to Product Catalog.

2 Select the search field.
➔ The search history (Last searches) is displayed.

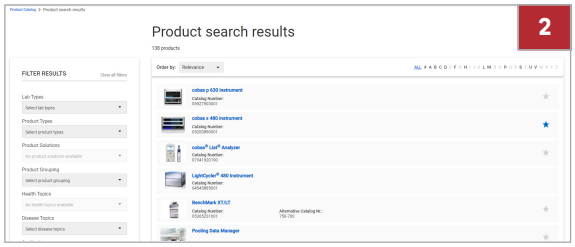
When you want to access the search history, do not start typing. As soon as you type, the search history is closed and replaced with suggestions.

3 From the search history, select an entry.
➔ The search is executed and the search results are displayed.

To view all products of a catalog



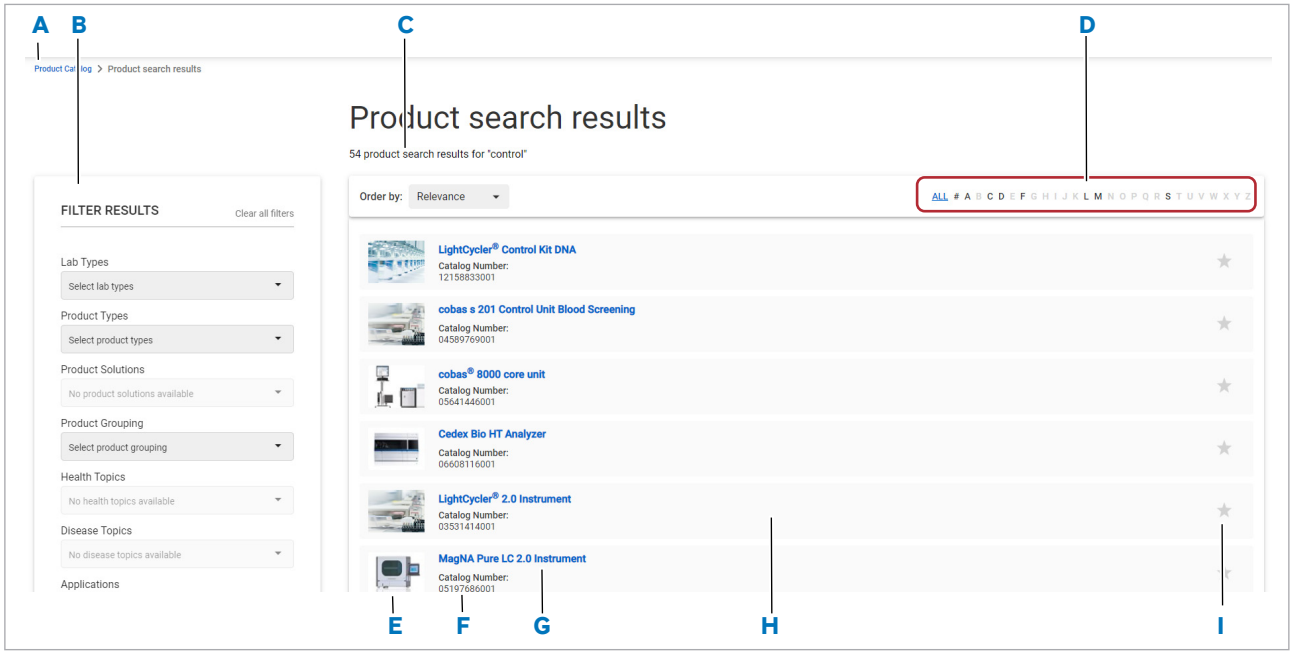
1 Choose the filter icon .



2 Choose the Product Catalog button.
➔ All products of the catalog are displayed.

Product search results

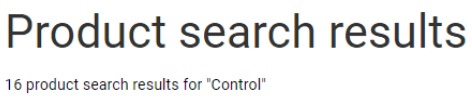
Product search results are displayed on the product results page in a list view.



- **A** Catalog type
- **B** Result filters
- **C** Search title
- **D** Product grouping options
- **E** Product image
- **F** Catalog number
- **G** Product name
- **H** Product entry. Click it to open the product page.
- **I** Favorite icon

Product search results

Search title



The search title shows the search term and the number of results.

Product grouping options

To group the products, select one of the following options:

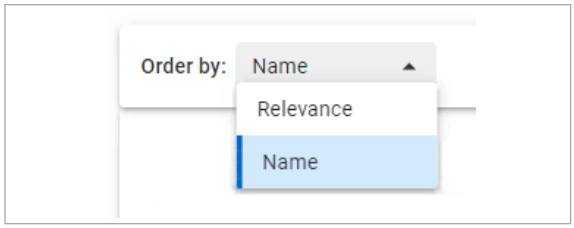
- ALL
  All products are displayed.
- #
  Lists products starting with a number or a non-alphabetic character, like α or β.
- A B C
  Lists products starting with the selected character.

Favorites

Choose the favorite icon to add the product to your favorites. Favorite products have a blue icon.

When not logged in, the favorite feature is not available.

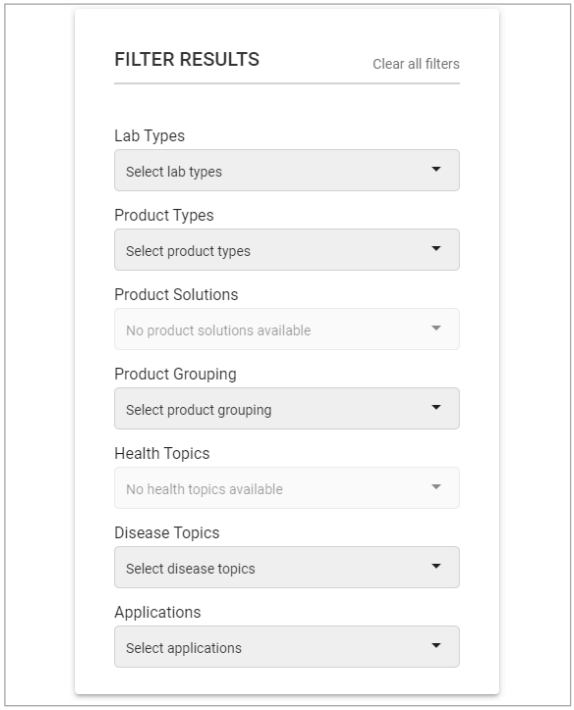
Sort order of product search results



By default, the products are sorted according to their relevance. To change the sort order, select another sort order from the drop-down list:

- Relevance
- Name

Filter product search results

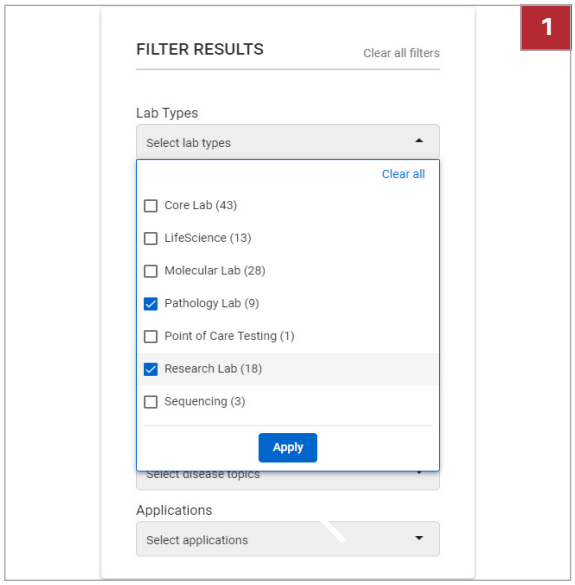


Filter the product search results via selectable menus located to the right of the search results.

Possible product filters are:

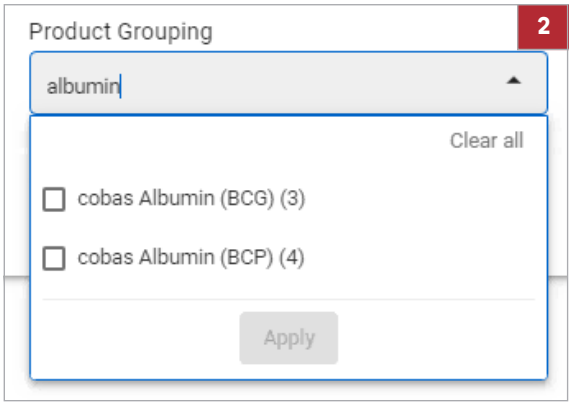
- Lab Types
- Product Types
- Product Solutions
- Product Grouping
- Health Topics
- Disease Topics
- Applications

To filter the product search results

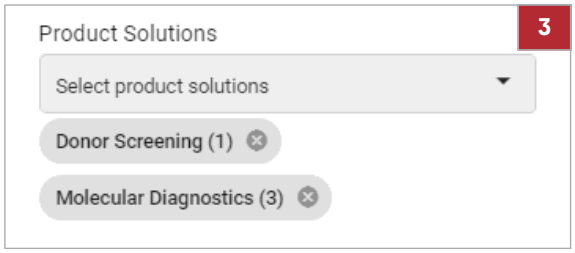


1 To filter the search result by categories, do the following:

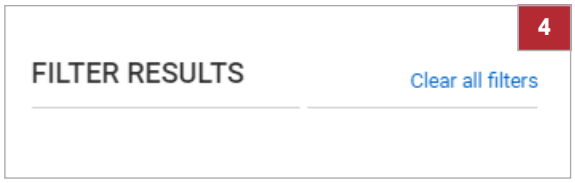
- Click inside a field below the relevant filter. e.g., Lab Types.
- Select one or more categories and choose the Apply button.



2 To limit a long list of filter categories, directly type the category in the filter entry field.
This type-in possibility is available if the filter drop down list has more than 10 categories.



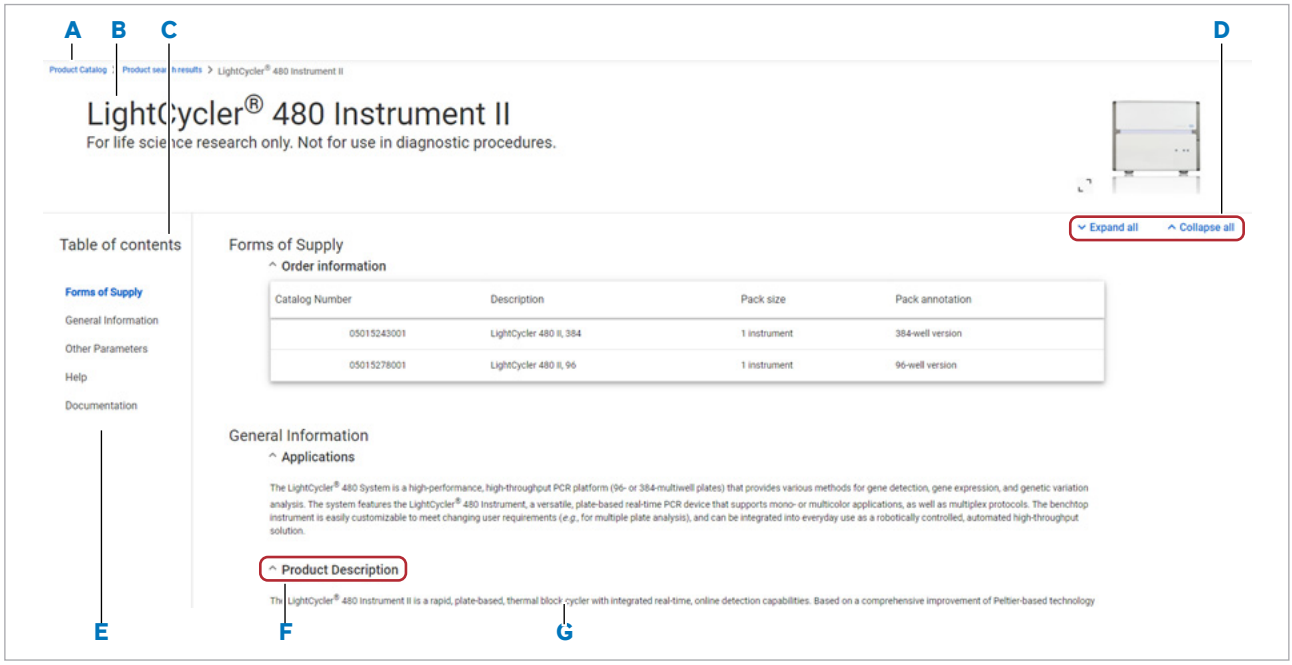
3 To remove a filter category, choose the delete symbol (x).



4 To reset the filter, choose Clear all filters.
➔ The search results are updated each time you modify the filter.

Product page

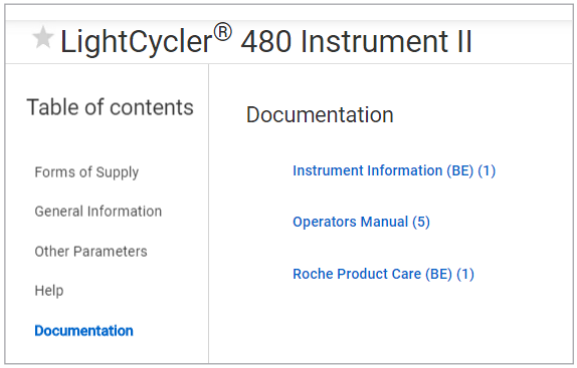
The product page lists all available product details and is structured in several sections. Some product pages contain links to product related documents or assays.



A Breadcrumb
B Product name
C Table of contents
D Expand or collapse all sections
E Link to product related documentations
F Section title. Click to expand or collapse a section.
G Product details

Product page

Product related documents



In the Documentation section, you find links to product related documents. Choose a link to display the relate documents in a new browser tab.

When not logged in, only a limited range of product related documents are available on the product page (public documents).

Define product favorites

Everywhere you see the favorite icon on product search results or on a product page, you can mark a product as favorite. Marked favorites are displayed in blue.

Use favorites to get update notifications for these products on the New entries page and - if enabled - by e-mail. By defining favorites, you can avoid product notifications that are not relevant for you.

You can also define product favorites from the products that are listed on your Suggestions page.

If you want to receive updates for a system and a specific reagent running on that system, define both of them as favorites because a reagent could also part of other systems.

New entries (36)

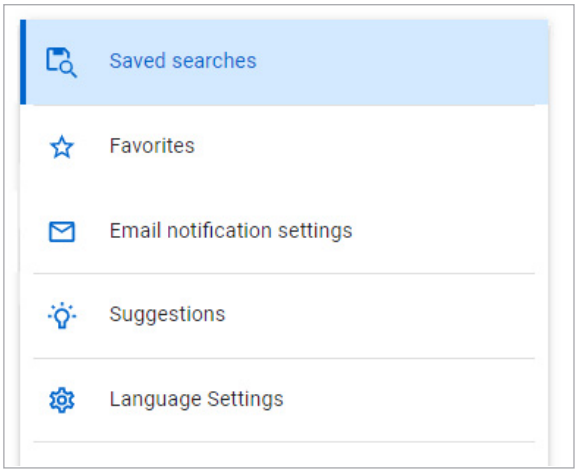
Managing favorites

Favorites are managed in My preferences > Favorites.

Favorites (32)

When not logged in, the favorites feature is not available.

My preferences

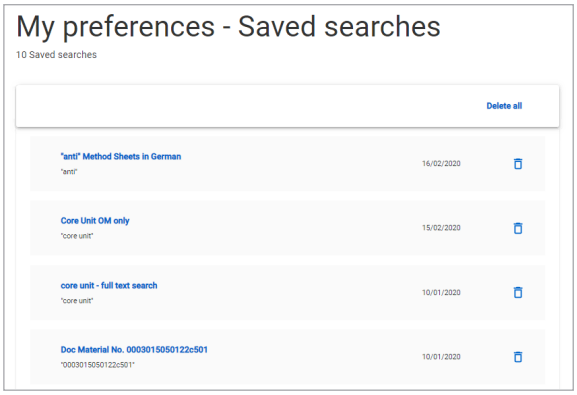


My preferences allows you to:

- Manage saved searches.
- Manage favorites for products and document types.
- Set up email notification for your favorites and share your favorites with your colleagues.
- Manage suggestions (according to your configuration).
- Define your preferred language for documents and email notification.

When not logged in, My preferences is not available.

Saved searches



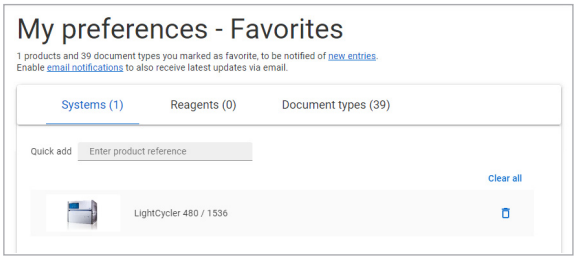
Use the Saved searches settings for the following:

- Choose a search entry to directly initiate a search using the saved search term.

  The search is filtered using the filter settings that are saved together with the search term.
- Choose the delete icon to delete a single search term.
- Choose Delete all to delete all saved searches.

Saved searches (19)

Favorites



Use the Favorites settings for the following:

- Manage your favorites for Systems, Reagents, and Document types.
- Add new system or reagent favorites by using the Quick add field.

  To add reagent lots as favorites enter the lot number in the Quick add field on the Reagents tab.

Define document favorites (22)

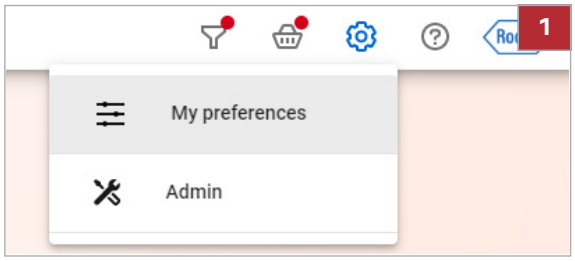
Define product favorites (31)

Sharing your favorites

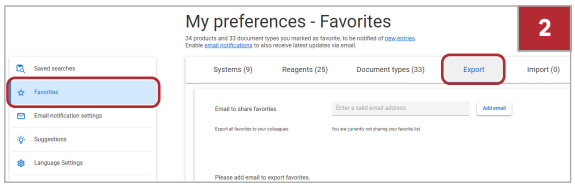
You can export you favorite settings and share them with colleagues via email.

You can also import favorite settings that your colleagues have shared with you.

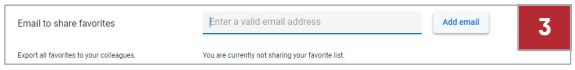
To export your favorites



1 Choose ⚙ > My preferences.



2 Choose Favorites > Export.



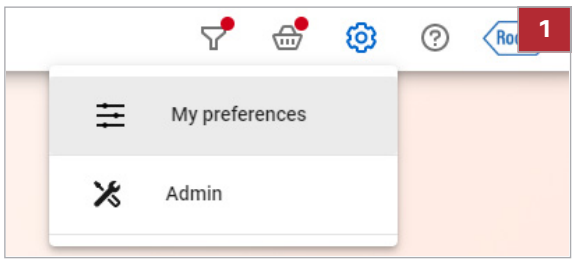
3 In the Email to share favorites field:

- Enter the email address of the colleagues you want to share your favorites with.
- Choose the Add email button.

ⓘ To share your favorites with multiple colleagues, add the additional email addresses and choose the Add email button.

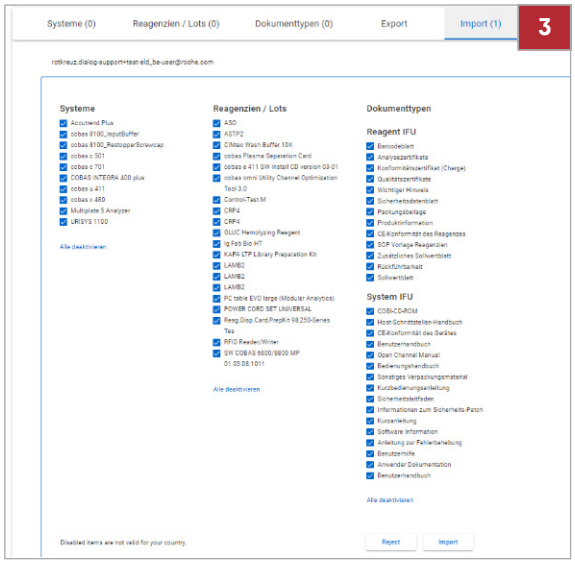
4 To begin the export, choose the Export favorites button.

To import favorites that your colleagues have shared with you



1 Choose ⚙ > My preferences.

2 Choose Favorites > Import.

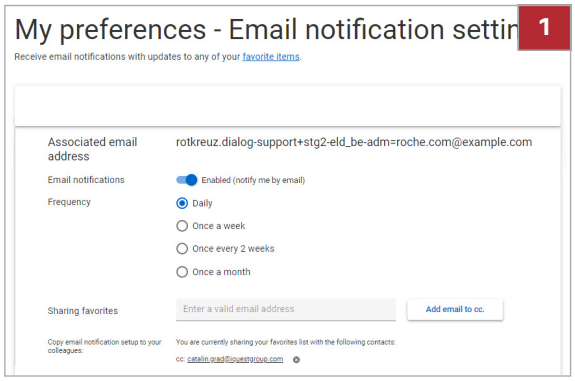


3 Deselect the check boxes of the document type settings that you do not want to import.

4 To begin the import, choose the Import button.

Email notification settings

Enable email notification to be notified by email about all updates of your favorite products.



To define email notifications

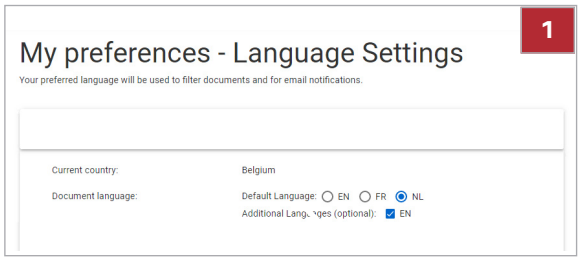
1 Choose My preferences > Email notification settings.

2 To be notified by email about all updates of your favorite products, enable the Email notification option.

3 Select a notification frequency.
➔ Information is saved as it is entered.

4 If you want to share your email notification with a colleague, enter their email address in the Sharing favorites field and choose the Add email to cc button.
➔ The entered email address is added to the contacts list.

Language settings



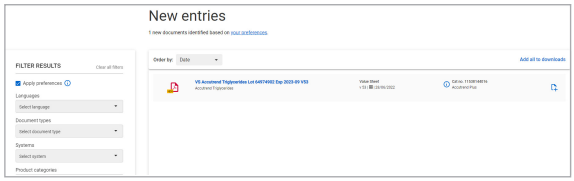
To define your language settings

1 Choose My preferences > Language settings.

2 Select your preferred language.
- If required, define an additional language.
- ℹ The language is used to filter document search results by the selected language and for email notifications.

3 Optionally, define an additional language.
ℹ The optional language is only used to filter document search results by an additional language but not for email notifications.

New entries



The New entries page shows new documents published in eLabDoc since the last 30 days.

By default, the Apply preferences option is enabled so that you only get entries for your favorite products.

To view new entries, choose > New entries.

When not logged in, the New entries page is not available.