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INTRODUCTION

WASPLab is an automated system for the incubation of biological culture plates and for the visual inspection of microbial growth. WASPLab WebApp is the main User Interface of the WASPLab System.

WASPLAB COMPONENTS

The following is an example of a WASPLab Station Set up and component.

A - PC Station
B - Monitor
C - Barcode scanner
D - Stacker
E - Label printer
## Symbols

Different type of symbols are used to alert to important information

<table>
<thead>
<tr>
<th>WARNING</th>
<th>CAUTION</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Warning Symbol]</td>
<td>![Caution Symbol]</td>
<td>![Information Symbol]</td>
</tr>
<tr>
<td>Alerts the user to the possibility of injury, death, or other serious adverse reactions associated with the use or misuse of a device.</td>
<td>Alerts the user to the possibility of a problem with the device associated with its use or misuse. Such problems include:  - Device malfunction  - Device failure,  - Damage to the device  - Damage to other property. Where applicable a caution statement may include a precaution that should be taken to avoid the hazard.</td>
<td>used for hints and useful information and supplies additional information about the topic by clicking on the symbol.</td>
</tr>
</tbody>
</table>
### WASPLab WebApp Workflow

```
Screening

Negative?

Yes

END

No

Reading

Further Investigation?

Yes

Picking

No

Further Investigation?
```

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PROCEDURE

Software Access

1. Double click on the WebAPP icon; the login window will appear.

2. Enter Username and Password and click on Sign-in to enter the WASPLab Interface (WebApp).
   NOTE: Different user can be logged in at the same time, but from different work stations.

Assigning a password to new users

The first time logging in a password will have to be set

1. Enter only Username and click Sign-In
2. A pop-up window will open, enter the new password and click Submit.

3. A user icon will appear for few seconds with a list of user privileges
4. Hover over the logout icon to display the window again.

The following lists roles that can be assigned to a user, with the associated privileges.
### Role Privileges

<table>
<thead>
<tr>
<th>Role</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASPLab Screener</td>
<td>Enable the Screening task in the main bar, the user can analyse all the available plate images.</td>
</tr>
<tr>
<td>WASPLab User</td>
<td>This role must be always selected; it enables the basic functionalities analyse all the available plate images.</td>
</tr>
<tr>
<td>WASPLab Reader</td>
<td>Enable the <strong>Reading</strong> task in the main bar, the user can analyse only the media assigned by the Assigner.</td>
</tr>
<tr>
<td>WASPLab Skiller</td>
<td>Enable the <strong>Picking</strong> task in the main bar, the user can analyse only the media assigned by the Assigner.</td>
</tr>
<tr>
<td>WASPLab Report</td>
<td>Enable the <strong>Report</strong> task in the main bar; the user can export the data in pdf and xls.</td>
</tr>
<tr>
<td>WASPLab Media Browser</td>
<td>Enable the <strong>Plate Browser</strong> in the main bar, to display all the pictures stored in the system.</td>
</tr>
<tr>
<td>WASPLab Assigner</td>
<td>Enable the <strong>Reading Assignment</strong> and the <strong>Picking Assignment</strong> in the main bar. These functions allow the assignment of the plates to be analyzed in reading and picking. The plates can be assigned to different users by protocol.</td>
</tr>
<tr>
<td>WASPLab Process Updater</td>
<td>To delete the open processes (ONLY for authorized personnel).</td>
</tr>
<tr>
<td>WASPLab Unloader</td>
<td>Enable the <strong>Unload plates</strong> menu and the unload plates function in Home.</td>
</tr>
</tbody>
</table>
| WASPLab Admin         | Enable the menu **Administrator: user Workflow** and **Administrator: Historic Analysis** in the **Dashboard** menu.  
- Enable the **Administrative Configuration** in the **Settings** menu.  
- Enable the **Protocol Interface** menu in the main bar. |
| WASPLab Engineer      | Level reserved for personnel adequately trained for service and maintenance operations. Only people designed from COPAN is authorized to login using this username. |

**Changing passwords**

1. Hover over the **logout icon** (left side in the main page) with the mouse to display the user window.
2. Select **New Password**. A pop-up window will open.

3. Enter the current and the new password then click **Submit**.

**Logging Out**

1. Click on the LOGOUT button in the main page

2. You will be redirected to the login page with a logout confirmation message
WEB APPLICATION DISPLAY

Menu Bar

The Menu bar is vertically located on the left part of the window is present. The bar displays icons used to access different areas of the application.
Icon Functionality

The table below provides a brief description of Menu bar icons. Below the table, a more detailed description is provided below or by clicked the name of the icon.

<table>
<thead>
<tr>
<th>ICON</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td></td>
<td>In the HOME page is displayed the filling level of the incubators and the plates in incubation are listed.</td>
</tr>
<tr>
<td>DASHBOARD</td>
<td></td>
<td>In DASHBOARD main tab is displayed the timeline of the scheduled recordings. In the other pages the workload distribution are available</td>
</tr>
<tr>
<td>SLIDES (optional)</td>
<td></td>
<td>In SLIDES are displayed the pictures of the slides acquired with the microscope (if integrated).</td>
</tr>
<tr>
<td>SCREENING</td>
<td></td>
<td>In SCREENING is possible to quickly discard the negative plates and precede the analysis of the others.</td>
</tr>
<tr>
<td>READING ASSIGNMENT</td>
<td></td>
<td>In READING ASSIGNMENT is possible to perform the assignment of plates in READING to one or more users.</td>
</tr>
<tr>
<td>READING</td>
<td></td>
<td>In READING the plates sent from screening are analyzed, then a result is sent to LIS and the plates are unloaded from the incubator.</td>
</tr>
<tr>
<td>PICKING ASSIGNMENT</td>
<td></td>
<td>PICKING ASSIGNMENT is possible to perform the assignment of plates in PICKING to one or more users.</td>
</tr>
</tbody>
</table>
## Bacteriology Procedures

### Subject Title: WASPLab Web Application User Manual

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PICKING</strong></td>
<td>In PICKING is possible to perform the picking activities as instructed during the READING phase.</td>
</tr>
<tr>
<td><strong>UNLOAD PLATES</strong></td>
<td>In UNLOAD PLATES is possible to unload a plate at any moment of incubation.</td>
</tr>
<tr>
<td><strong>PROTOCOL INTERFACE</strong></td>
<td>In PROTOCOL INTERFACE is possible to define the incubation protocols, consisting in type of pictures and time of incubation.</td>
</tr>
<tr>
<td><strong>REPORT</strong> (optional)</td>
<td>In REPORT is possible to create a report listing the results assigned to the plates loaded in the system.</td>
</tr>
<tr>
<td><strong>PLATE BROWSER</strong></td>
<td>In PLATE BROWSER is possible to get information about plates incubated in the system.</td>
</tr>
<tr>
<td><strong>SETTINGS</strong></td>
<td>In SETTINGS is possible to define the users and the Microbiologic System Configuration.</td>
</tr>
<tr>
<td><strong>LOGOUT</strong></td>
<td>To LOGOUT from the WebApp software</td>
</tr>
</tbody>
</table>
The **HOME** page is visualized after the login to the software. The screen is also available by clicking on the Home button on the Menu bar.

The Home screen provides information for:

A. Incubator State
B. Incubated Plates
C. Access to Unload Plates

### A. Incubator State

In the HOME page is displayed the filling level and current state of the incubators in the upper central part of the window.

### B. Incubated Plates

### C. To Unload Plates
The plates in incubation are listed in the lower central part of the HOME window.

The displayed list includes:
- Info button to get further information about the plate;
- The plate identification barcode;
- The specimen identification barcode;
- The incubator;
- The position of the plate in the incubator;
- The status of each plate (e.g. INCUBATED);
- A check box to select the plate to unload from the incubator (only for UNLOADER privilege users).

In the Search field, it is possible to type the barcode of the plate to be recalled.

In the home page are visualized 10 plates per view, the Previous and Next buttons allows to move from the showing pages.
By clicking on the icon button it is possible to have more details about the plate (see below).

Relevant information about the plate: sample and media barcode, position, check in date-time and the time passed from the starting of the incubation.

Missing image recording

To select which image type visualize, selecting the corresponding button in the table below

To select or unselect the plate to unload it from the incubator (only for ADMIN privilege users)

Click on the arrow and scroll to see the list of the stackers

The Select All and the Unselect All buttons in the HOME page allow performing the respective operations, to select or unselect all the plates in the list.

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1. To select all plates click on **Select All** button and to select individual plate check off **Action** box for that specific plate

2. Then select the stacker where to unload the plate by clicking on the drop-down menu on the right side of the on **Send Media To** button

3. Lastly, click on UNLOAD TO XXX stacker and confirm the operation by clicking on **Send Media To**.

4. The plate unloading is pointed out with the message “Expunged”
DASHBOARD

In the upper part of the window a tab menu with all available dashboard screens is present:

<table>
<thead>
<tr>
<th>Screening</th>
<th>STACKERS’ STATE</th>
<th>AUTOMATION AND ROBOTIC</th>
<th>WORKLOAD</th>
</tr>
</thead>
</table>

By clicking in the Dashboard menu, the **SCREENING** window is the first dashboard displayed.

**Dashboard’s screening page:**

- The current time is shown in the upper part of the window.
- In the screen is shown, as in a Railway Station Departure Table, the list of the upcoming protocols to be screened. For each protocol is reported the number of plates per protocol and when the pictures will be available.
- In the lower part, samples already available for the screening are represented in a Chart and shown in the table below in the left; the table and the chart report the total number of available plates listed according to the protocol name. Daily information on planned screenings organized by protocol and days are reported in the table on the right. The samples are divided in time periods of one hour.
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Dashboard’s screening page
STACKERS’ STATE:

- The STACKERS’ STATE dashboard is available by clicking on the corresponding tab in the upper menu.
- For all the stackers configured in the WASPLab system and named with a certain number, the charts show the queue of plates unloaded.
- Under each stacker, the Available Plates shows the current barcode list of the plates stacked in the canister.
- The Expected Plates indicates the plates that have to be unloaded in the stacker.
- After the unloading of the plates into the stacker, press on the Reset button, to clear the list.

STACKERS’ STATE dashboard screen example
AUTOMATION AND ROBOTIC Dashboard:

- The AUTOMATION AND ROBOTIC dashboard is available by clicking the correspondent tab in the upper menu.
- It shows different information concerning the loading and the recording operations related to each incubator.
- The Recording Incubator charts show, in two different colors, the percentages of planned and accomplished recording operations during the day.
- In the Incubator Load chart the percentage of the robotic for the next hours and the distribution of the exit requests for each incubator.
WORKLOAD Dashboard:

- The WORKLOAD dashboard represents the activities related to each user

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In the chart, each assigned activity comes along with the description and the amount.
In the lower part of the window the first pie charts showing the distribution of the protocols concerning the reading activity and the second pie chart showing the distribution of the picking referring to each single activity.

WORKLOAD Dashboard
SCREENING

Note: This functionality is accessible only by profiles with Screener privilege.

This page will allow the screening of the acquired images, in order to select the plates to further investigate by submitting them to the reading activity.

Screening flowchart
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Pre-screening page

On this page, the list of the protocols for which are available plate images to analyze is showed, with the number of samples available per protocol.

1. Click on the Screening button from the Bar menu
2. Pre-screening page will appear
3. There will be list of protocols (MRSA, BC, Urine, Stool, etc.) with the number of samples available per protocol
4. For each protocol there are 2 or 3 options to choose: Explore, READ ALL and Fast Screening (If available)
5. If you click on READ ALL it will send all the samples directly to the reading activity
6. If you click on FAST SCREENING for specimens with segregation capabilities, plates that are detected as “Not growth” will be segregated here.
7. If you click on EXPLORE you can examine the plates to screen for negatives or if positive send samples to the reading activity.

Note: For protocols with Fast Screening, proceed with fast screening before screening using “Explore” for other plates.

SEGREGATION MENU:

In the Segregation page all specimens’ media plates detected by the system as “Not Growth” will be displayed (maximum of 30 media plates images per page will be displayed)

1. To visualize media at different recording times click on the corresponding button on the top (Timeshifts). For example you can click on 0 hrs, 16 hrs, 24 hrs & etc.
2. It is possible to display different type of pictures for the same media plate by clicking on the arrow on the left or right side of each plate.

3. It is possible to zoom on the image by clicking the left mouse button on media plate image.
Segregation page: Image zoom  
Operator Manual – WASPLab Segregation Software

4. It is possible to display LIS data by clicking right mouse button. To remove it, click again the same button.

Segregation page: LIS info visualization  
Operator Manual – WASPLab Segregation Software

5. By default all the plates are set as negative, but it is possible to change the decision by clicking on the decision bar, as instance: “Read”, “Hide”, “Negative” (*the available results/options could be different).

- By selecting “Read” the media plate will be send to the Reading page and in the reading phase, the user can report the sample choosing between different options.

- By selecting “Hide” no decision will be taken on the media plate and after sending all the plates from the fast screening, the remained questionable plates remain in the pre-screening phase.
Segregation page: Result selection

6. Once decisions made at media plate level, click on “Send” button, at the bottom left of the page.

7. By clicking the “Send” button all media plates defined as “Negative” will be report to LIS and sent to Trash.

8. The number of remaining samples to be displayed appears in the bottom right counter.

Screening page

- In the main screen are displayed the pictures of all the plates for each specimen.
- Different samples are distinguished by a different background color. On the top of each sample is shown the barcode number and if available information from LIS (A).
- For each plate are displayed all the pictures taken at the last recording time (C).
- Clicking on the image is possible to zoom in (by bringing the mouse on the picture and left click).
- An image elaboration tool menu (B) is available on the right side of the page; by clicking on the tab, the images will be automatically showed as elaborated.
- At the bottom of the plate pictures there is a row of buttons corresponding to the scheduled recording times (D).
- By clicking the button time, the display will be updated so to show the recorded plate images at defined time.
- All the recording time planned for the plate are displayed, if a picture is not already taken the correspondent button cannot be selected and appears dark grey.
- If it was not possible to execute a scheduled recording, for example because the system was in the emergency state, the skipped time is visualized in red.
SAMPLES ANALYSIS:

During the Screening activity, it is possible to select a result, typically for each specimen type there are different options which can be selected, for example: Negative and Send to Reader (A)

1. If Negative is selected: if the plates are at end of incubation will be unloaded and driven to the trash located at the end of the line, otherwise the plates will stay in the incubator. In case of LIS connection, the Negative result is sent to the LIS.
2. If Send to Reader is selected the plates are sent to the Reading assignment and can be analyzed by the user charged.

In screening 10 samples at time are displayed:

- Select the result for all the available samples.
- To apply the decision press Send at the bottom of the page (B).
- If other samples are available continue the analysis as just described.
READING ASSIGNMENT:

Note: This functionality is accessible only by profiles with the Assigner privilege.

- Click on the Reading Assignment Button of the bar menu
- A table is displayed, where the rows correspond to the protocols and the columns to the users.
- Near to the user it is shown the current number of plates to read.
- IMPORTANT! It is necessary to assign a protocol at least to one user; otherwise the corresponding plates will not be visible in reading.
- In the column “workload” the protocols for which there are available plates, will display the number of available samples.
- For the protocol assignment to a user flag the related box on the protocol line corresponding to the user column.

NOTE: If a protocol is assigned to more than one user the available plates for the protocol will be equally distributed between the users.
At the end of each protocol there is an EXPLORE button. Click on Explore to display the list of media plates linked to the corresponding protocol including Barcodes, Workup Name, Id and assigned users to that protocol.

To change the assignment, select the new user from the Select menu and click on Assign.
NL: This functionality is accessible only by profiles with the Reader privilege.

- Click on the Reading button of the bar menu
- A red circle containing the number of samples to read appears in correspondence of the reading tab
- In Pre-Reading page, there is the list of samples to be read; one by one the samples can be analyzed.
- It is possible to assign a result or add pick points for workups to be performed. In case a pick point is added the plate picture is sent to picking task. Otherwise, the sample analysis is over.
Pre Reading flow chart

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PRE-READING PAGE:

- The samples available for the Reading are showed and listed in the Pre-Reading page.
READING PAGE:

- On this page, the images of the sample plates are shown with maximum level of detail (A).
- To zoom, click on the plate image and rotate the mouse wheel.
- The thumbnails of all sample plates are shown at the bottom (B) of the page, click it to display the picture with high resolution.
- NOTE: Click on the arrow on the left of the plate to show the next plate (A).
A: Click to go to the next plate

B: thumbnails Click to display high resolution picture

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In case the plate picture is not available because of an error, the plate is represented as in picture A. In case the plate picture is not yet available, the plate is represented as in picture B.

At the top of the screen there are three menu bars:

1. **Reading Results Bar**: to select a result for the sample in analysis.
2. **Reading Tool Bar**: to add pick points, create comments and other utilities.
3. **Reading Utility Bar**: to display different type of pictures, assign a result at plate level (if available) and create a comment at plate level.
READING UTILITY BAR:

- **Media Comments**: Insert a comment at media level, and display the comments added in the previous reading time (if available).
- **Select Lighting**: drop down menu to display plate pictures with different lighting.
- **Select Time**: drop down menu to display images taken at different recording time.

![Select Time]

- This symbol is displayed in case of missing recording(s) due to an error. Click on the symbol, the recording times in error will be marked as: 16.

![Select Time]

- This symbol is displayed in case other recording(s) are planned after the displayed picture. Click on the symbol, the next recording times will be marked with 20.

- **Protocol Information**: display the info about the plate streaking.

![Protocol Information]

- **Video / Image Settings**, it is possible to edit the image visualization deciding the most suitable Gamma, Gain, Luminosity value. It is also possible to visualize the Negative and rotate the picture through the wheel at the bottom of the window.
- **Download Picture**: click to download the current picture.
- **Grid**: to display a grid over the plate picture, for measurement purposes.
- **Add Measure Tool**: open a circular measurement tool, for inhibition halos or colonies.

**READING TOOL BAR:**

**Result by Sample**: List of results that can be assigned to the sample.

**Keyboards shortcuts**: Clicking on ![Keyboard Icon] to display the of the Keyboards shortcuts
**Color Codes Help:** Click to display the legend of the colors and symbols associated to each result.
Sample Comments: possibility to add comments that will be displayed in picking or at the next recording time. Display the comments added at the previous recording times (if available).

- LIS Panel: Info about the sample, available from the LIS is displayed (the fields to display can be customized).

NEW WORKUP WINDOW:

By clicking on the picking bar The New Workup window will open; the page is composed by the following elements:

1. Current Media: The type of agar plate in analysis.
2. **Select Isolate**: Dropdown menu for the selection of the isolate.
3. **Select Load**: To select the correct value from the dropdown menu.
4. **Select Workup**: Select the workup from the list in the dropdown menu.
5. **Add/Cancel**: To confirm the selection or exit without add the pick point.

### PICK POINT CREATION:

1. Click on the Plus sign to add new Isolate, then bring your mouse on the media and left click on the selected isolate.
2. Or To quickly create a pickpoint directly click with the right mouse button on the colony and select **New Pickpoint** The New Workup window will open.
3. The **New Workup** window will be open.
4. Select the appropriate isolate, quantitation, and work up from the drop down menu, confirm by pressing add.
5. The set pick point is represented as a colored circle with an identifier letter.
6. To quickly delete a pickpoint click with the right mouse button on the pickpoint and select **Delete Pickpoint**, it will be deleted.
7. After choosing all the Isolates, click on Submit on the right side of the page, it will turn red from green.

Click here to add new Isolate or Colony, and then click on the media.

Or

2.
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3 & 4
Add Comment:

To insert a comment, related to the Sample or to the media plate, that is displayed, click on Add button for the corresponding Text Box. A pop up window will be open, type the comment and click on OK to save.
Add Comment

Selecting Light:

Select Time:

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Clinical info:

Click on info to display protocol information

Video/Image Setting:

Click here to display Video/Image Setting
The following page will open:
To save the Image, Click on the Image button on the left side, choose “save as “, choose the folder and save.
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Grid:
For colonial count, not in use currently
Measure Tool:
For disk measurement, not in used currently

It can be deleted: right click
To see high resolution Image, click on the Image at the bottom of the page
After choosing all the Isolates, click on Submit, it will turn red from green.
PICKING ASSIGNMENT
This functionality is accessible only by profiles with Assigner privilege.

- Click on the picking assignment in the bar menu
- A table is displayed, where the rows correspond to the protocols and the columns to the users
- Near to the user it is shown the current number of plates assigned to that user
- Beside each Protocol it is shown the number of available plates in red to be assigned to the users
- To assign a protocol to a user, flag the related protocol box corresponding to the user column
- At the end of each column it is the “Explore” Button which display the list of media plates linked to the corresponding protocol and the user to which are assigned
- IMPORTANT! It is necessary to assign a protocol at least to one user; otherwise the corresponding plates will not be visible in Picking.
- NOTE: If a protocol is assigned to more than one user the available plates for the protocol will be equally distributed to all the users
PICKING ASSIGNMENT

PICKING:
This functionality is accessible only by profiles with Skiller privilege.

- The picking consists in the execution of the workups assigned by the reader through the WASPLab User Interface.
- Click on Picking menu in the bar menu

PRE-PICKING PAGE:
NOTE: The picking activity can be performed under the Table Top Microhood.

PRE-PICKING PAGE

PICKING PAGE:

To Search the plates in your list, scan plate or enter manually.

This is the plate assigned to you for picking. Click to start.

This shows the number of assigned plates to you for picking.
See below for an example of picking page:
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At the top bar menu the work is divided into **DONE** and **TO-Do Work up**

The first workup of the list is shown in a text note, where the operations to do for the workup completion are listed. The text notes relative to the other workup associated to the plate are reported at the bottom of the page.
PICKING PROCESS:

1. Before to start the picking activity the plate to be processed must be aligned as suggested in the picture; the Blue arrows indicate the center of the barcode.

2. Manually select the workup to perform in the To-Do Workup menu, or use the keyboard shortcuts < and >.

3. Pick the selected colony
✓ When you picked the colony, click on Green button (Space bar) next. The picking activity highlighted in the text note is confirmed; and the next workup operation is highlighted.

✓ For the next work up (Picking other selected colonies) follow the same procedure and press (Space bar) next.

✓ If picking not possible press the Red button (X) SKIP which is defined as NON COLLECTABLE / NOT COLLECTED.
✓ Clicking on [u] Undo or pressing the U key: last operation is cancelled and it can be performed again

4. When the last operation associated to the plate is performed, a confirmation window appears. Clicking on Yes, Picking Done or pressing the Y Next Picking key the picking activities of the plate are completed
PICKPOINTS EDIT AND ADDITION:

Note: This option is available only during the picking. After Clicking Picking Done, you are not able to edit.

- To edit of the existing Pick points or the creation of new one click on the Blue locker on the top right of the screen to unlock it.

- To move a pick point select it with the mouse, move it in the desired position and release the mouse.
- To create a new pick point, right click the mouse, choose New Pick point or click on +, select the isolate and the associated workup.
THE WASPLAB SEGREGATION MODULE

DESCRIPTION

The WASPLab Segregation Module is an optional Software plugin of the WASPLab User Interface. The software performs the automatic separation of the samples that are presumptive negative based on advanced image analysis algorithms that are automatically applied to the plate pictures. The applied algorithms are specific for the agar plate type; the result is as instance defined on the base of the colonies growth in case of chromogenic media.

SOFTWARE USER INTERFACE:

SCREENING MENU

a. Login in the WASPLab User Interface
b. In the left bar select the Screening menu to go to the pre-screening page
c. The plates that the software detects as “Not growth” and “NSG” are added to the segregation page
d. The number of “Not Growth” and “NSG” detected specimens is displayed in the relative button
e. Click on “Segregation” button of the relative protocol to enter the Segregation page.

Note: always make sure you do segregation first, and then start screening; otherwise you will have all the ones that were segregated by WASPLAB in your screening list.

Note: There are 2 separate Protocol has been made for sterile urines (Double plates 1:100 & 1:1000) and other Urines (one plate 1:1000). Refer to sterile Urine section

IMPORTANT: For sterile urines if by default any plates are set as “NSG”, you must change to “SEND TO READER” since sterile urines you need to work on.

URINE:
Pre-Screening page Operator Manual – WASPLab Segregation Software

SEGREGATION MENU:

In the Segregation page all specimens’ media plates detected by the system as “Not Growth” and “NSG” will be displayed (maximum of 30 media plates images per page will be displayed)

9. To visualize media at different recording times click on the corresponding button on the top (Timeshifts). For example you can click on 0 hrs, 16 hrs, 24 hrs & etc.
10. It is possible to display different type of pictures (Backlight and white panel Lighting) for the same media plate by clicking on the arrow on the left or right side of each plate, or scroll up and down.
11. It is possible to zoom on the image by clicking the left mouse button on media plate image.

12. It is possible to display LIS data by clicking right mouse button. To remove it, click again the same button.
13. By default all the plates are set as “Not growth” or “NSG”, but it is possible to change the decision by clicking on the decision bar to change “Not growth” to “NSG”, or vice versa.

- By selecting “SEND TO READER” the media plate will be send to the Reading page and in the reading phase, the user can report the sample choosing between different options.


14. Once decisions made at media plate level, click on “Send” button, at the bottom left of the page

15. By clicking the “Send” button all media plates defined as “Not growth” or “NSG” will be report to LIS and sent to Trash

16. The number of remaining samples to be displayed appears in the bottom right counter
Segregation page: Send result and samples left

Sterile urines

Note: There are 2 separate Protocol has been made for sterile urines (Double plates 1:100 & 1:1000) and other Urines (one plate 1:1000).

All steps are same as other urine above, EXCEPT:

1. In pre-screening page click on Sterile Urine or Double Urine segregation button
2. There are 2 sets of plates (1:100 & 1:1000)
3. **IMPORTANT:** If by default any plates are set as “NSG”, you must change to “SEND TO READER” since sterile urines you need to work on.
NOTE: This document is Uncontrolled When Printed.
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Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Bacteriology Procedures\
QUALITY CONTROL:
N/A

TROUBLESHOOTING:

LIS COMMUNICATION ERRORS

In case of communication error with the LIS an error message will be generated, to display the error select WASPLab icon at the top of the menu bar.

In case of error during the sending of results to the LIS a pop-up message will appear, click on Retry Submit to resend.
A pop-up with the list of the Pending Results is displayed, it is possible to re-send them all or individually.
The image shows a screenshot of a computer interface with the title "Pending LIS Results!". The interface displays a LIS COMMUNICATION ERROR message stating that the LIS Server has 71 unreported results due to communication error. The interface also lists various barcodes that need to be retried. The screenshot is accompanied by a note: "Resending of Pending results".

**REFERENCE:**
COPAN Operator manual – Software Webapp
### Record of Edited Revisions

**Manual Section Name: Standard Operation Procedure Template**

<table>
<thead>
<tr>
<th>Page Number / Item</th>
<th>Date of Revision</th>
<th>Signature of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segregation Fast Reading added to Pre-Screening instructions</td>
<td>February 26, 2018</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Minor format change</td>
<td>September 14, 2018</td>
<td>Dr. T. Mazzulli</td>
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