

How to use Webtrieve™

Contents

Page 2	Logging into Webtrieve™
Page 3	Navigating the Workorders tab - View , Filters , Date Range , Search WO , Downloads
Page 5	Workorder details - Methods and WO information
Page 6	Workorder details - Sample Storage and Related Workorders
Page 7	Workorder details - Distribution List and Audit Trail
Page 8	Navigating Analytical Results - Standards, Duplicates, Results and Ask the Lab
Page 9	Analytical Sequence Details - Data Ranges and Graphs
Page 10	Navigating Standards , Duplicates and accessing Quality Control Charts
Page 12	Generating Reports - Turnaround, Sample Numbers/Types, Methods Used and Sample Flow
Page 13	Using the QC Wizard - Generating Charts
Page 14	Set Preferences - Number of Workorders displayed , Date Range displayed
Page 15	Set Preferences - Download Format and Change Your Password
Page 16	News and Updates information, Terms and Conditions
Page 17	How to Contact ALS
Page 18	How to Request Help for Webtrieve™

How to use Webtrieve™

Webtrieve™ Login

IMPORTANT NOTICE:

The information in this guide has been provided to assist clients of ALS Minerals using the unique ALS Webtrieve™ service. The information in this guide is of a commercially sensitive nature and therefore should not be distributed to parties outside the organisation to which this guide has been issued.

- To obtain Webtrieve™ access, an authorized staff member should send an email request to your ALS client services representative. The email should be from a company email address and include the name, position and email address to which the secure logins and passwords are to be sent. The signature block of the authorised staff member should also be included.
- Once the account is established, a secure login with username and password will be provided.
- Access through the Internet - <https://webtrieve.alsminerals.com/>
- Logon with Username and Password provided

ACCESS WEBTRIEVE™

Ask about our new CoreViewer™ system

For current Webtrieve™ account holder, enter the site:

WEBTRIEVE™ LOGIN ▶

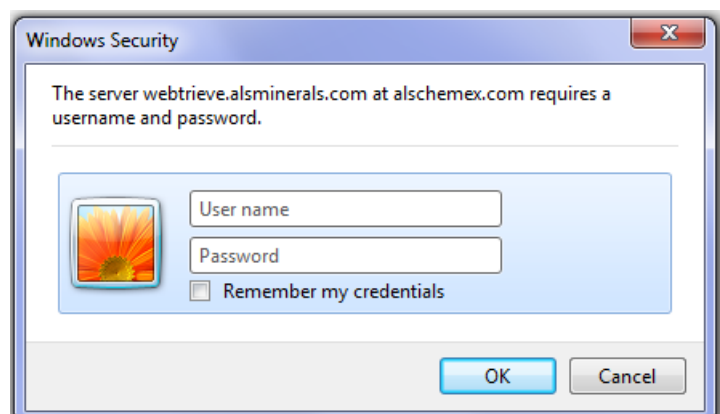
← **Click here**

Don't have a Webtrieve™ account?

If you **do not** have a current Webtrieve™ account, are an active ALS client, and would like an account, please provide the following information:

Region	<input type="text"/>	*
Name	<input type="text"/>	*
Company	<input type="text"/>	*
Email Address	<input type="text"/>	*
Approving Company Contact	<input type="text"/>	*
ALS Account (if known)	<input type="text"/>	
<input type="button" value="SUBMIT"/>		

Add username and password

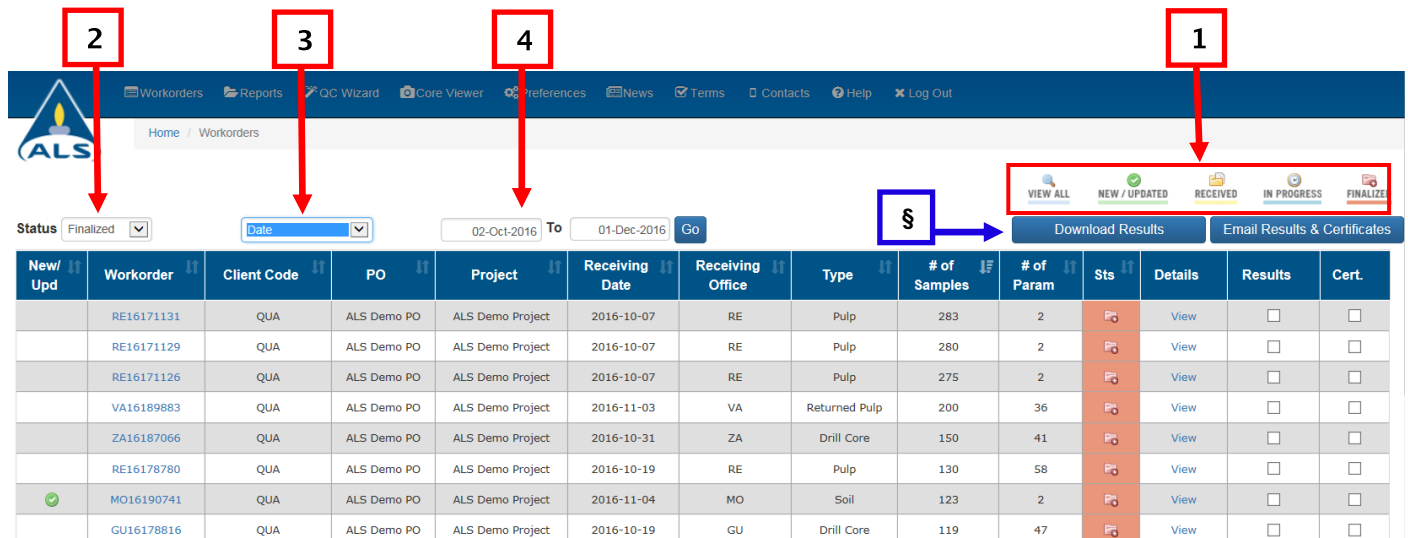


Windows Security

The server webtrieve.alsminerals.com at alschemex.com requires a username and password.

Remember my credentials

Navigating Webtrieve™ – Workorders



The screenshot shows the ALS Geochemistry Workorders interface. Callout 1 points to the filter buttons: VIEW ALL, NEW / UPDATED, RECEIVED, IN PROGRESS, and FINALIZED. Callout 2 points to the Status dropdown menu. Callout 3 points to the Date search filter dropdown. Callout 4 points to the Date Range (From/To) search filter. A search icon (\$) is also present.

New/Upd	Workorder	Client Code	PO	Project	Receiving Date	Receiving Office	Type	# of Samples	# of Param	Sts	Details	Results	Cert.
	RE16171131	QUA	ALS Demo PO	ALS Demo Project	2016-10-07	RE	Pulp	283	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	RE16171129	QUA	ALS Demo PO	ALS Demo Project	2016-10-07	RE	Pulp	280	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	RE16171126	QUA	ALS Demo PO	ALS Demo Project	2016-10-07	RE	Pulp	275	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	VA16189883	QUA	ALS Demo PO	ALS Demo Project	2016-11-03	VA	Returned Pulp	200	36		View	<input type="checkbox"/>	<input type="checkbox"/>
	ZA16187066	QUA	ALS Demo PO	ALS Demo Project	2016-10-31	ZA	Drill Core	150	41		View	<input type="checkbox"/>	<input type="checkbox"/>
	RE16178780	QUA	ALS Demo PO	ALS Demo Project	2016-10-19	RE	Pulp	130	58		View	<input type="checkbox"/>	<input type="checkbox"/>
	MO16190741	QUA	ALS Demo PO	ALS Demo Project	2016-11-04	MO	Soil	123	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	GU16178816	QUA	ALS Demo PO	ALS Demo Project	2016-10-19	GU	Drill Core	119	47		View	<input type="checkbox"/>	<input type="checkbox"/>

Workorders analyzed for your company are displayed on this page. These can be filtered in a variety of ways:

- (1) By clicking the sorting buttons on the top right hand side – “VIEW ALL”, “NEW/UPDATED”, “RECEIVED”, “IN PROGRESS” and “FINALIZED”.
- (2) By Status – Display by “Received”, “In Progress”, “Updated”, “Finalized” and “All”.
- (3) Search Filter – you can select from the drop down menu to search by **Date, Workorder Number, Client Code, Invoice, PO Number, Project, Waybill, Sample Description, Method Code** and an **Advanced Search** option.
- (4) By Date Range (see drop down list under item 3) – Enter the **From** and **To** dates, then click on “GO” – this will display a list of all workorders processed within those dates.
- (5) Advanced Search (see drop down list under item 3): You can use this query tool to search for workorders using a partial substring for any field. Eg if you have partial workorder number, PO number, Project etc. If you add data to multiple fields (eg a Project and a Method Code) will only return workorders that match all criteria specified. By ticking “Exact Match” will return only workorders matching the search criteria exactly.

Workorder Search

Workorder:

Client Code:

Invoice:

PO Number:

Project:

Receiving Office:

Waybill:

Sample Description:

Method Code:

Exact Search:

5

§ Results and Certificates can also be downloaded from this area. Simply tick the box or boxes under **Results** and **Cert.** for the workorder you want and then click on “**Download Results**” to download directly, or select “**Email Results & Certificates**” to send the data and/or certificates to an email address you specify.

Navigating Webtrieve™ – Workorders continued

Clicking various links will direct you to different pages.

By clicking on the workorder number (1) – it will take you directly to the Results Grid. This displays results for your workorder and includes options for viewing the laboratory Standards and Duplicates analyzed with the workorder.

If you click “View” (2) under **Details** – you will be directed to a Workorder Details page which lists all methods being used in the workorder and their progress details. From this page you can also access workorder information, storage, report distribution and the audit trail. If you hover the mouse over “View” it will give you a summary of the methods for that particular workorder.

New/Upd	Workorder	Client Code	PO	Project	Receiving Date	Receiving Office	Type	# of Samples	# of Param	Sts	Details	Results	Cert.
	RE16171131	QUA	ALS Demo PO	ALS Demo Project	2016-10-07	RE	Pulp	283	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	RE16171129	QUA	ALS Demo PO	ALS Demo Project	2016-10-07	RE	Pulp	280	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	RE16171126	QUA	ALS Demo PO	ALS Demo Project	2016-10-07	RE	Pulp	275	2		View	<input type="checkbox"/>	<input type="checkbox"/>
	VA16189883	QUA	ALS Demo PO	ALS Demo Project	2016-11-03	VA	Returned Pulp	200	36		View	<input type="checkbox"/>	<input type="checkbox"/>
	ZA16187066	QUA	ALS Demo PO	ALS Demo Project	2016-10-31	ZA	Drill Core	150	41		View	<input type="checkbox"/>	<input type="checkbox"/>
	RE16178780	QUA	ALS Demo PO	ALS Demo Project	2016-10-19	RE	Pulp	130	58		View	<input type="checkbox"/>	<input type="checkbox"/>
	MO16190741	QUA	ALS Demo PO	ALS Demo Project	2016-11-04	MO	Soil				View	<input type="checkbox"/>	<input type="checkbox"/>
	GU16178816	QUA	ALS Demo PO	ALS Demo Project	2016-10-19	GU	Drill Core				View	<input type="checkbox"/>	<input type="checkbox"/>
	EL16188010	QUA	ALS Demo PO	ALS Demo Project	2016-11-01	EL	Percussion				View	<input type="checkbox"/>	<input type="checkbox"/>
	ND16203405	QUA	ALS Demo PO	ALS Demo Project	2016-11-22	ND	Soil				View	<input type="checkbox"/>	<input type="checkbox"/>

Show entries Showing 1 to 50 of 193 entries Previous **1** 2 3 4 Next

1 (points to workorder number) **2** (points to View link) **3** (points to Show dropdown) **4** (points to page number 1)

METHODS APPLIED

Method	Samples Complete	Approved Date
SPH-25	20	2016-11-03
PUL-GC	4	2016-11-03
SPL-21	20	2016-11-03
LOG-22	20	2016-11-03
FND-23	20	2016-11-03
PUL-01	20	2016-11-03
GRD-843D	20	2016-11-03
FA-P-503	20	2016-11-03
AU-AK25	20	2016-11-03
MR-CP61	20	2016-11-03


The number of workorders displayed can be edited at the bottom of the page.

(3) If you want to see more workorders per page – change the number in the drop down list next to “Show”, options are 10, 20, 30, 50, 75, 100

(4) Jump to other pages by clicking on the page number, or ‘Next’

Navigating Webtrieve™ – Workorder Details

Method Progress



Home / Workorders / Workorder Information

1

Workorder **SD16194108** (Finalized 2016-11-21)

Workorder Information **Methods Progress** Storage Related WO Distribution Audit Trail

Workorder:	SD16194108	Client Code:	QUA	Project:	ALS Demo Project
Received Date:	2016-11-09 21:11	# of Samples:	20	Sample Type:	Drill Core

Method	Samples Remaining	Samples Complete	Completion %	Approved Date
PUL-QC	0	2	100.00%	2016-11-17
SPL-21	0	9	100.00%	2016-11-18
PUL-32	Prep QC Summary 2	9	100.00%	2016-11-18
FND-03	0	9	100.00%	2016-11-18
LOG-22	0	9	100.00%	2016-11-18
GEO-4A01	0	9	100.00%	2016-11-19
FA-FUS02	0	9	100.00%	2016-11-19
Au-AA24	0	9	100.00%	2016-11-19
ME-MS61	0	9	100.00%	2016-11-21
WEI-25	0	9	100.00%	

Method Progress will give you information about the progress of your work and what analysis you are having performed on your samples.

The tabs give workorder specific information **(1)**.

Clicking on “Prep QC Summary” **(2)** will allow you to view a control chart of the Prep Quality Control conducted in relation to your workorder.

On the “WORKORDER INFORMATION” tab, you will find the following details:

- (3)** Workorder Number **(4)** Received Date **(5)** Number of Samples
- (6)** Certificate and Invoice Sent / Not Sent – the envelope pictures indicate that the reports have been sent.

Workorder **SD16194108** (Finalized 2016-11-21)

Workorder Information **Methods Progress** Storage Related WO Distribution Audit Trail

Workorder:	3 → SD16194108	Client Code:	QUA	Project:	ALS Demo Project
Received Date:	4 → 2016-11-09 21:11	# of Samples:	5 → 20	Sample Type:	Drill Core

CPT:	REJECT	Client:	ALS Minerals Quality Control
PO:	ALS Demo PO	Address:	2103 Dollarton Highway North Vancouver, BC V7H 0A7, Canada
Carrier:		Phone:	+1 (604) 984-0221
Waybill:		Fax:	+1 (604) 984-0218
# of Pieces:			

Invoice:	<input checked="" type="checkbox"/> Invoiced 6
Certificate:	<input checked="" type="checkbox"/>
Invoice Instructions:	
Certificate Instructions:	AU-AA24: Processed at ALS Vancouver located at 2103 Dollarton Hwy, North Vancouver, BC, Canada. FND-03: Processed at ALS Sudbury located at 1351-B Kelly Lake Road, Unit #1, Sudbury, ON, Canada. ME-MS61: Processed at ALS Vancouver located at 2103 Dollarton Hwy, North Vancouver, BC, Canada. PUL-32: Processed at ALS Sudbury located at 1351-B Kelly Lake Road, Unit #1, Sudbury, ON, Canada. PUL-QC: Processed at ALS Sudbury located at 1351-B Kelly Lake Road, Unit #1, Sudbury, ON, Canada. WEI-25: Processed at ALS Sudbury located at 1351-B Kelly Lake Road, Unit #1, Sudbury, ON, Canada. SPL-21: Processed at ALS Sudbury located at 1351-B Kelly Lake Road, Unit #1, Sudbury, ON, Canada.

Navigating Webtrieve™ – Workorder Details

Storage and Related WO's

Workorder [SD16194108](#) (Finalized 2016-11-21)

Sample storage instructions can be found on the **“STORAGE”** tab.

Workorder Information	Methods Progress	Storage	Related WO	Distribution	Audit Trail
-----------------------	------------------	---------	------------	--------------	-------------

Workorder:	SD16194108	Client Code:	QUA	Project:	ALS Demo Project
Received Date:	2016-11-09 21:11	# of Samples:	20	Sample Type:	Drill Core

Fraction	Description	Category	Disposition	Age	Sample Count
B	BULK MASTER	Bulk	Dump after 90 Days	36	0
M	MASTER	Pulp	Dump after 90 Days	36	20
R	RAW SAMPLE	Reject	Dump	36	20

Box Number	Box Location	No. of Samples
SD16194108M001-020	Sudbury, KL Pulp Bulk Storage	20
SD16194108R001-020	Sudbury, Floor	20
Total:		40

The **“RELATED WO”** tab will list any workorders that are linked to the workorder you are viewing. For instance – if you have your workorder re-submitted for additional analysis after its finalized, the new workorder with the additional tasks will be visible on this tab.

Workorder [VO16212772](#) (Finalized 2016-12-13)

Workorder Information	Methods Progress	Storage	Related WO	Distribution	Audit Trail
-----------------------	------------------	---------	------------	--------------	-------------

Workorder:	VO16212772	Client Code:	QUA	Project:	ALS Demo Project
Received Date:	2016-12-05 18:12	# of Samples:	10	Sample Type:	Reject

[VO16222792](#)

Click on the Workorder Number to view details for the related WO.

Navigating Webtrieve™ – Workorder Details

Distribution and Audit Trail

Workorder **SD16194108** (Finalized 2016-11-21)

Workorder Information	Methods Progress	Storage	Related WO	Distribution	Audit Trail
Workorder:	SD16194108	Client Code:	QUA	Project:	ALS Demo Project
Received Date:	2016-11-09 21:11	# of Samples:	20	Sample Type:	Drill Core

User	Phone	Fax	Delivery Method	Document Type	Status
Iyad AlKhatib			Email	COA	Reported
Iyad AlKhatib			Email	Invoices	Reported
Webtrieve Demo			Webtrieve Access	Data	Granted

The “**DISTRIBUTION**” tab displays the reports that will be sent / have been sent and the names of the recipients of those reports. **Delivery Method** tells you how they will receive their reports – options include Email, Post or via **WEBTRIEVE™**.

Workorder **SD16194108** (Finalized 2016-11-21)

Workorder Information	Methods Progress	Storage	Related WO	Distribution	Audit Trail
Workorder:	SD16194108	Client Code:	QUA	Project:	ALS Demo Project
Received Date:	2016-11-09 21:11	# of Samples:	20	Sample Type:	Drill Core

User	Function	Details	Date and Time (UTC)
SONJA B.	LOGIN	Create New Workorder - 20 R SAMPLES	2016-11-09 21:29:39
SONJA B.	LOGIN	Load from CLIENT:QUA - CPT:QUA-REJECT	2016-11-09 21:29:39
SONJA B.	LOGIN	Change WO Sample Type from to Drill Core	2016-11-09 21:33:18
SONJA B.	LOGIN	Change WO Project from to MVR_SD16173187rej#2	2016-11-09 21:33:18
SONJA B.	LOGIN	Change Received Date from 2016-11-09 13:30:00 to 2016-11-09 13:29:00	2016-11-09 21:33:18
SONJA B.	LOGIN	Add Email Report: COA for 136377 AlKhatib	2016-11-09 21:33:27
SONJA B.	LOGIN	Add Email Report: INV for 136377 AlKhatib	2016-11-09 21:33:27
SONJA B.	LOGIN	Remove Email Report: COA for 104053 Armstrong	2016-11-09 21:34:01
SONJA B.	LOGIN	Remove Email Report: COA for 86453 Keshavjee	2016-11-09 21:34:01
SONJA B.	LOGIN	Remove Email Report: INV for 104053 Armstrong	2016-11-09 21:34:01
SONJA B.	LOGIN	Remove Email Report: INV for 86453 Keshavjee	2016-11-09 21:34:01
SONJA B.	LOGIN	Remove Task - PUL-31 - Testcode: 6233	2016-11-09 21:35:44
SONJA B.	LOGIN	Remove Task - WEI-25 - Testcode: 6279	2016-11-09 21:35:44
SONJA B.	LOGIN	Remove Task - FND-03 - Testcode: 6219	2016-11-09 21:35:44

The “**AUDIT TRAIL**” tab details the processes and tasks completed by ALS operators from sample receipt right through to Manager Workorder Approval.

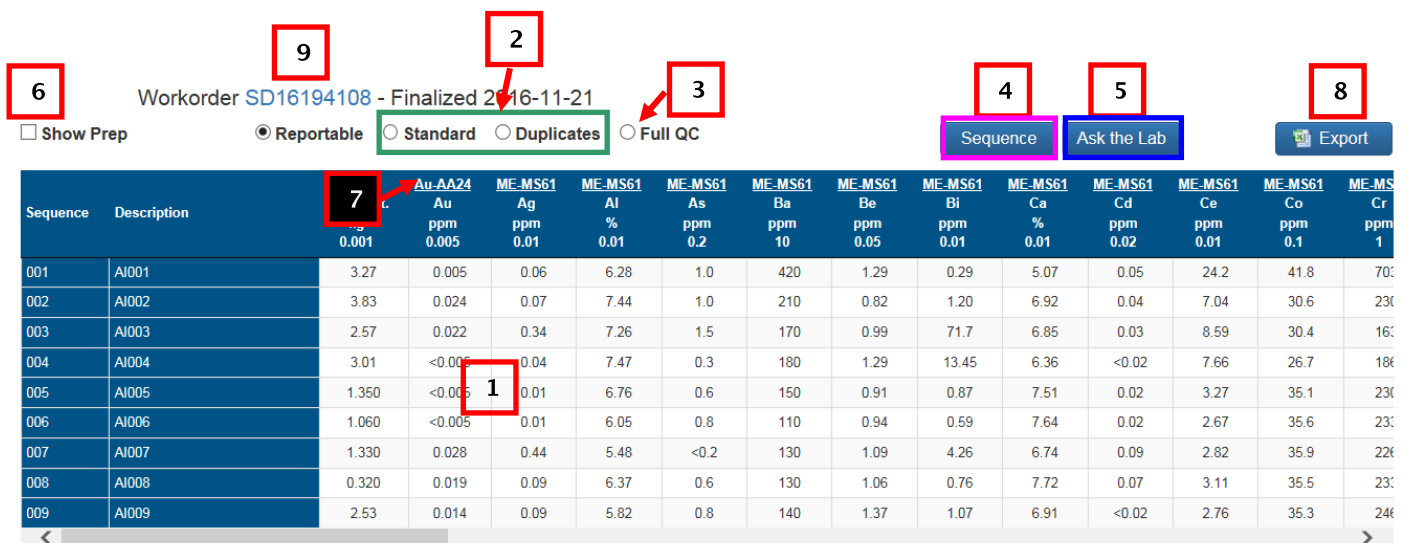
Details of people who have viewed the results can also be seen.

Navigating Webtrieve™ – Analytical Results

This page can be reached by clicking on the Workorder Number from the “Home” page.

There are several important functions on this page.

- (1) You can view the results for your workorder
- (2) You can view the “**STANDARDS**” or “**DUPLICATES**” for your workorder – this will open the standards or duplicates on a new grid
- (3) You can view all laboratory QC together with your results using “Full QC” and selecting “Reportable” will change the data view back to results only.
- (4) You can view the “**Analytical Sequence**” for any sample on any element. (see next page for details)
- (5) You can query the laboratory directly on any results, by highlighting them and clicking on “**Ask the Lab**” – you can highlight a single result, or a whole row or column.
- (6) You can toggle “Show Prep” to view the prep tasks on the results grid
- (7) Clicking on the method code link will show method details, available analytes and routine QC standards for that method.
- (8) Using Export will send all data currently toggled on screen to Excel and display on a spreadsheet.
- (9) Clicking on the Workorder Number will take you back to Workorder Details page.



Workorder **SD16194108** - Finalized 2016-11-21

Show Prep
 Reportable
 Standard
 Duplicates
 Full QC

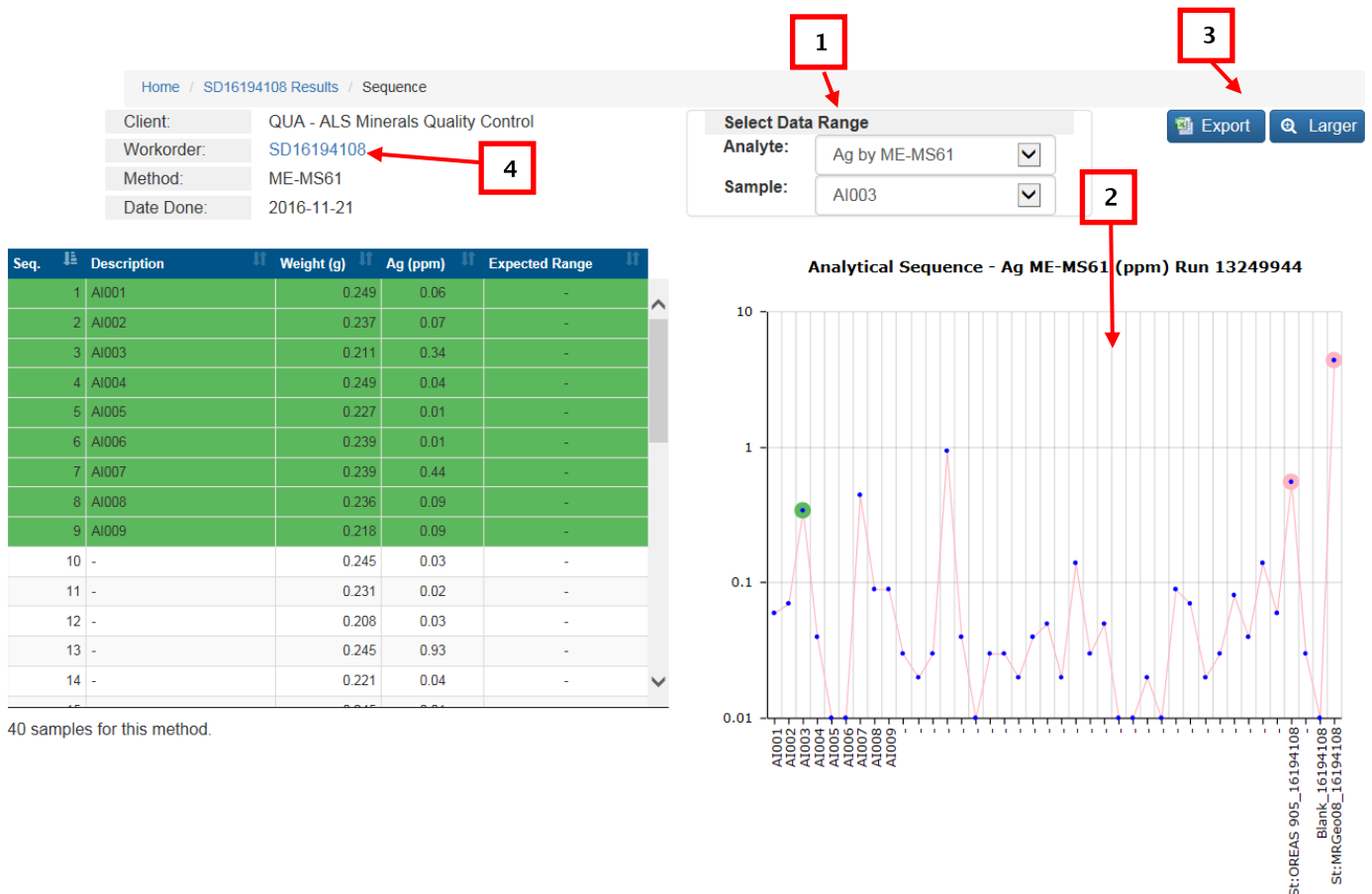
[Sequence](#)
[Ask the Lab](#)
[Export](#)

Sequence	Description	Au-AA24 Au ppm 0.001	ME-MS61 Ag ppm 0.01	ME-MS61 Al % 0.01	ME-MS61 As ppm 0.2	ME-MS61 Ba ppm 10	ME-MS61 Be ppm 0.05	ME-MS61 Bi ppm 0.01	ME-MS61 Ca % 0.01	ME-MS61 Cd ppm 0.02	ME-MS61 Ce ppm 0.01	ME-MS61 Co ppm 0.1	ME-MS61 Cr ppm 1	
001	AI001	3.27	0.005	0.06	6.28	1.0	420	1.29	0.29	5.07	0.05	24.2	41.8	70.0
002	AI002	3.83	0.024	0.07	7.44	1.0	210	0.82	1.20	6.92	0.04	7.04	30.6	23.0
003	AI003	2.57	0.022	0.34	7.26	1.5	170	0.99	71.7	6.85	0.03	8.59	30.4	16.0
004	AI004	3.01	<0.005	0.04	7.47	0.3	180	1.29	13.45	6.36	<0.02	7.66	26.7	18.0
005	AI005	1.350	<0.005	0.01	6.76	0.6	150	0.91	0.87	7.51	0.02	3.27	35.1	23.0
006	AI006	1.060	<0.005	0.01	6.05	0.8	110	0.94	0.59	7.64	0.02	2.67	35.6	23.0
007	AI007	1.330	0.028	0.44	5.48	<0.2	130	1.09	4.26	6.74	0.09	2.82	35.9	22.0
008	AI008	0.320	0.019	0.09	6.37	0.6	130	1.06	0.76	7.72	0.07	3.11	35.5	23.0
009	AI009	2.53	0.014	0.09	5.82	0.8	140	1.37	1.07	6.91	<0.02	2.76	35.3	24.0

Navigating Webtrieve™ – Analytical Results

Analytical Sequence

Viewing the analytical sequence allows you to see where in the analytical run your sample(s) have been analyzed and the relative concentrations of other samples and standards analyzed in the same run.



- (1) You can change the analyte and/or sample being viewed by selecting new options from the list.
- (2) The sample selected is highlighted in green on the graph, standards are highlighted in red. You can hover over the other data points to see the value for that sample.
- (3) You can click on the “Export” button to send the data to Excel or click on “Larger” to increase the size of the graph.
- (4) Clicking on the workorder number will take you to the Workorder Details page.

Navigating Webtrieve™ – Analytical Results

Standards (Laboratory)

Workorder **SD16194108** - Finalized 2016-11-21

Show Prep Reportable **Standard** Duplicates Full QC

Sequence	Description	WEL-25 Reject Wt. kg 0.001	Au-AA24 Au ppm 0.005	ME-MS61 Ag ppm 0.01	ME-MS61 Al % 0.01	ME-MS61 As ppm 0.2	ME-MS61 Ba ppm 10
001	Blank01_16194108		<0.005				
001	Blank02_16194108			<0.01	0.01	<0.2	<10
	Target Range - Lower Bound		<0.005	<0.01	<0.01	<0.2	<10
	Target Range - Upper Bound		0.010	0.02	0.02	0.4	20
005	<u>SI01-G909-4_16194108</u>		7.37				
	Target Range - Lower Bound		7.06				
	Target Range - Upper Bound		7.98				
040	<u>SI02-MRGeo08_16194108</u>			4.39	7.61	32.6	1100
	Target Range - Lower Bound			4.00	6.64	29.5	920
	Target Range - Upper Bound			4.92	8.14	36.5	1270

If the standard name on the left side of the “STANDARD” page is underlined, clicking on it will download the Standard Certificate (if it is available on the system).

On “STANDARD” view, you can see the results for standards and blanks run in conjunction with your samples.

If you click on a standard result – this will open a QC Chart for that standard and method. The example below, shows Arsenic under ME-MS61

Once in the **Quality Control Chart**, you can change the Data Range “To” and “From” dates and click “Reload” to get a new chart.

Qc Chart

Method: ME-MS61 Analyte: As From: 28-Oct-2016 To: 28-Dec-2016 Reload View Larger

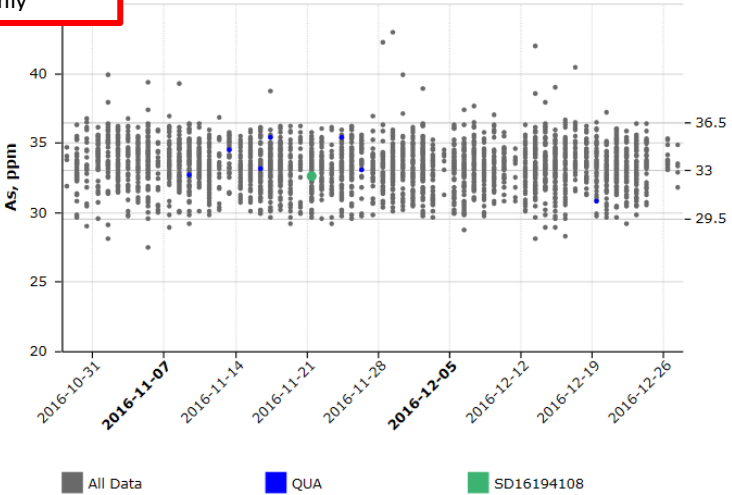
Standard: MRGeo08 Nom. Value: 33 QUA data only

Workorder: SD16194108 Client: QUA

STATISTICS

	All Data	QUA Data
Mean	33.3601	33.4375
Median	33.3	33.05
SD	3.4359	1.5738
%RSD	10.2994%	4.7067%
Max	54.6	35.4
Min	161.5	30.8
# Datapoints	1941	8

Quality Control Report
 Standard: MRGeo08 Method: ME-MS61 Analyte: As



You can toggle to view all results or QC only

Workorder	Date	Standard	Result	UoM
SD16188844	2016-11-09	33	32.7	ppm
FA16193128	2016-11-13	33	34.5	ppm
EL16193317	2016-11-16	33	33.1	ppm
EL16198393	2016-11-17	33	35.4	ppm
SD16194108	2016-11-21	33	32.6	ppm
SD16199031	2016-11-24	33	35.4	ppm
ND16203403	2016-11-26	33	33.0	ppm
ND16203405	2016-11-26	33	33.0	ppm
ND16203409	2016-11-26	33	33.0	ppm
ZA16220324	2016-12-19	33	30.8	ppm

EXPORT

Navigating Webtrieve™ – Analytical Results

Duplicates (Laboratory)

Workorder **SD16194108** - Finalized 2016-11-21

Show Prep
 Reportable
 Standard
 Duplicates
 Full QC

Sequence	Description	WEL-25 Reject Wt. kg 0.001	Au-AA24 Au ppm 0.005	ME-MS61 Ag ppm 0.01	ME-MS61 Al % 0.01	ME-MS61 As ppm 0.2	ME-MS61 Ba ppm 10	ME-MS61 Be ppm 0.05
091	-			0.03	7.04	0.9	20	0.29
091	-			0.03	7.04	<0.2	20	0.27
	Target Range - Lower Bound			0.02	6.68	0.3	<10	0.22
	Target Range - Upper Bound			0.04	7.40	0.8	30	0.34
153	-		<0.005	0.03	2.93	4.0	350	0.78
153	-		<0.005	0.03	2.86	5.0	350	0.84
	Target Range - Lower Bound		<0.005	0.02	2.74	4.1	310	0.72
	Target Range - Upper Bound		0.010	0.04	3.05	4.9	390	0.90
173	-		<0.005	0.08	2.90	13.7	320	0.92
173	-		<0.005					

On “**DUPLICATES**”, you can view the results for laboratory duplicates analyzed with your samples.

If you click on a duplicate result – this will open a **Duplicates Report** for that element.

The example below shows Aluminium.

Method details can be reached from the Duplicates Report.

You can change the date range and graph scale on this page.

Duplicates Chart

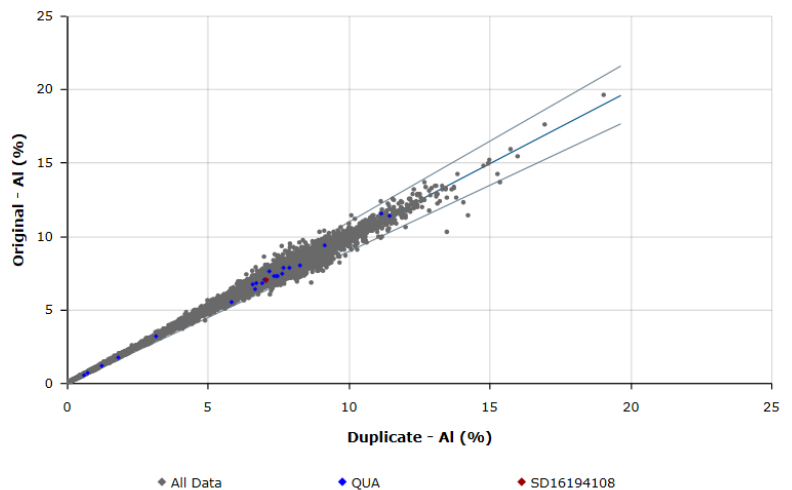
Client Code: **QUA** Current WO: **SD16194108**
 Method: **ME-MS61** Analyte: **Al**
 Detection: **0.01** QUA: **27**
 Total: **20251** Date From: **28-Sep-2016**
 Date To: **28-Dec-2016**

From: To: Graph: QUA data only

Duplicates Report Chart
 Method: ME-MS61 Analyte: Al Precision: +/- 0.10%

Workorder	Date	Original	Duplicate	Delta	UoM
EL16185347	08-Nov-16	7.02	7.01	0.01	%
EL16185511	04-Nov-16	6.64	6.46	0.18	%
EL16193317	16-Nov-16	6.91	6.86	0.05	%
EL16198393	17-Nov-16	1.81	1.8	0.01	%
FA16165151	04-Oct-16	0.7	0.72	0.02	%
FA16167727	09-Oct-16	7.42	7.3	0.12	%
FA16171112	14-Oct-16	5.84	5.56	0.28	%
FA16193128	13-Nov-16	6.7	6.86	0.16	%
HE16181984	31-Oct-16	7.61	7.5	0.11	%
HE16212811	13-Dec-16	9.12	9.43	0.31	%
ND16203398	24-Nov-16	11.15	11.55	0.40	%
ND16203403	24-Nov-16	11.15	11.55	0.40	%

Showing 1 to 27 of 27 entries



Navigating Webtrieve™ – Reports

Report Group


Workorders **Reports** QC Wizard Core Viewer Preferences News Terms Contacts Help Log Out

Home / Reports

You can transfer codes and entry labs using the 'Available' and 'Selected' tables using the arrows to transfer between the two. Items listed in the 'Selected' list will be utilized for the reports.

Report Group Control Alerts

Client Code: Available [] Selected [QUA / ALS Minerals Quality Control
QACV / Quality Assurance Core Viewer]

Project: [14] Exact Search

PO Number: []

Start Date: [29-Sep-2016] End Date: [29-Dec-2016]

Entry Lab: Available [] Selected [Argentina - Mendoza
Argentina - Veladero
Australia - Burnie
Australia - Kalgoorlie
Australia - Perth
Australia - JOTC]

Report Options:

- TURNAROUND REPORT
- SAMPLE # AND TYPES REPORT
- METHODS USED REPORT
- SAMPLE FLOW REPORT

Check All Uncheck All Generate Reports

In "Reports", you can run queries for the specific workorders and generate custom reports.

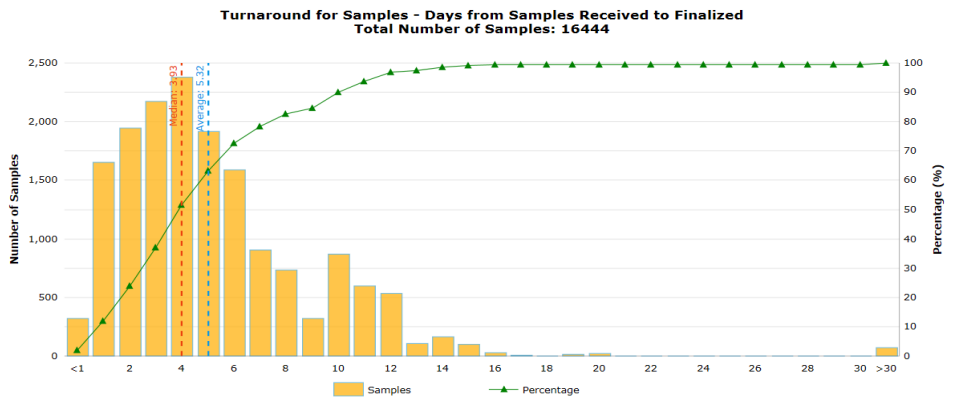
For instance you can look for all workorders that have a project name containing the number "14".

Selecting **Exact Search** will return only workorders matching the search criteria exactly

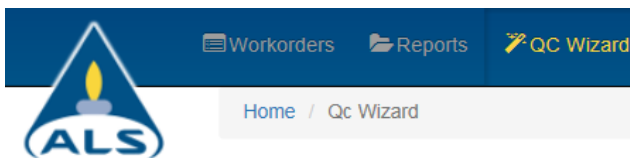
Next to **Report Options**, you will see boxes that can be ticked to generate certain kinds of reports. Each report you select will generate on its own tab when you click "Generate Reports"

Turnaround Report Samples & Types Report

Graphical Numerical Samples Workorders



Navigating Webtrieve™ – QC Wizard



Step 1: select first parameter

Analyte Method Standard

Analyte

Au (Gold) ▼

Step 2: select second parameter.

Method Standard

Method

Au-AA25 (Ore Grade Au 30g FA AA finish) ▼

Step 3: select third parameter.

Standard

SL76 ▼

Generate Chart **Reset**

Qc Chart

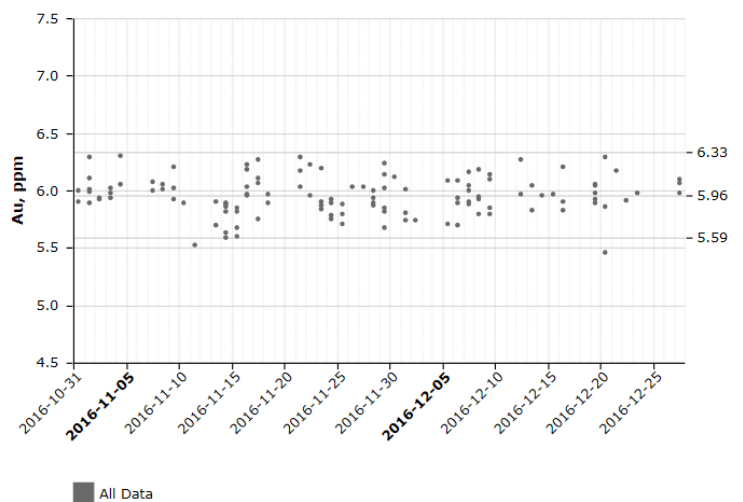
Method: Au-AA25 Analyte: Au From: 29-Oct-2016 To: 29-Dec-2016 Standard: SL76 Nom. Value: 5.96 **Reload** **View Larger**

STATISTICS All Data

Mean	5.9553
Median	5.955
SD	0.1679
%RSD	2.8193%
Max	6.30
Min	5.46
# Datapoints	122

Date	Standard	Result	UoM
2016-10-31	5.96	6.00	ppm
2016-10-31	5.96	5.90	ppm
2016-11-01	5.96	5.99	ppm
2016-11-01	5.96	6.11	ppm
2016-11-01	5.96	5.89	ppm
2016-11-01	5.96	6.29	ppm
2016-11-01	5.96	6.01	ppm

Quality Control Report
 Standard: SL76 Method: Au-AA25 Analyte: Au



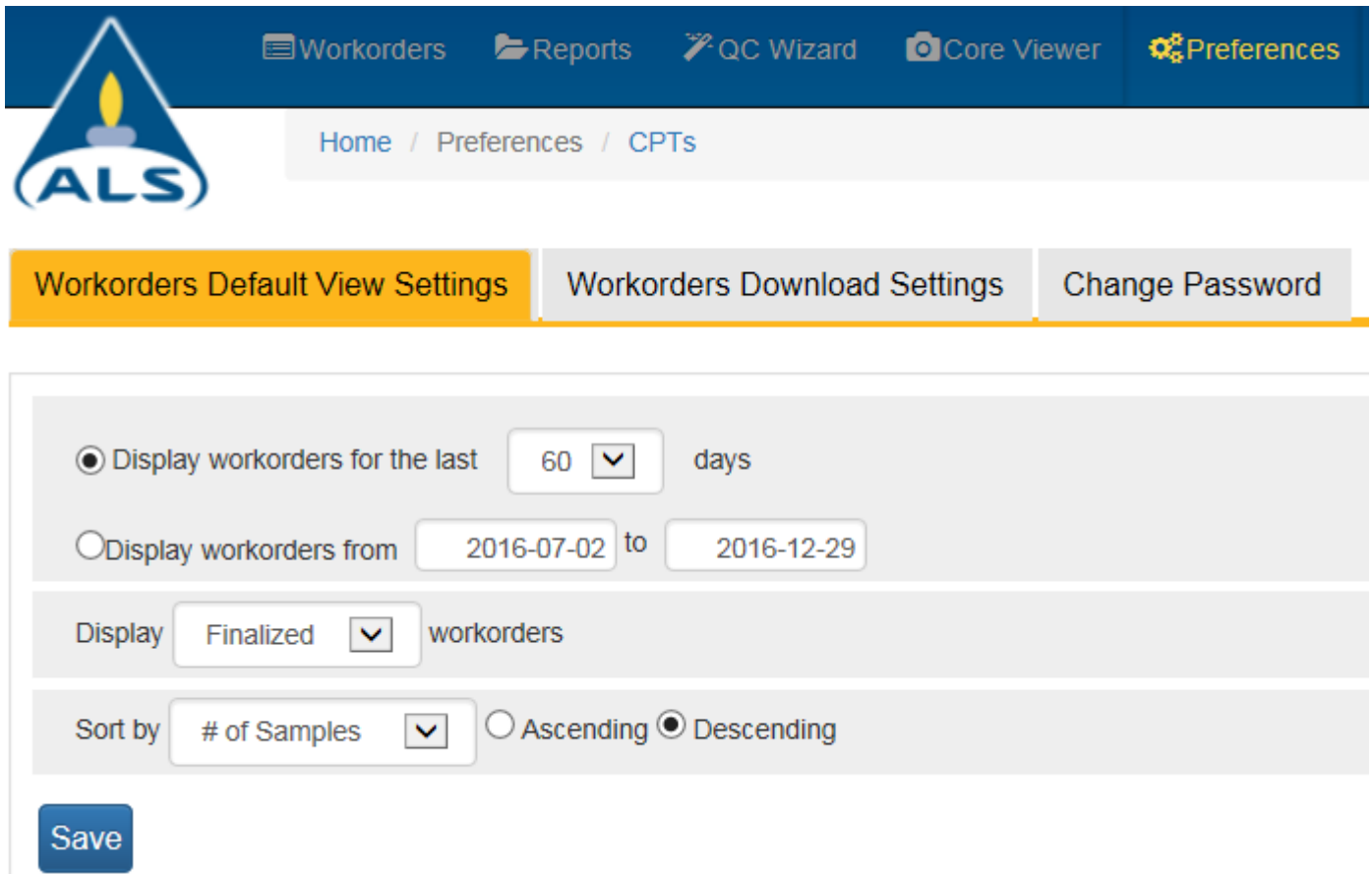
The “QC WIZARD” is a tool that allows a user to generate a QC Chart for an analyte, method and standard.

First, select an analyte, method or standard – then select an option from the drop down list. Then step 2 will appear.

For the second step, you will be asked to select another parameter and then choose another option from the drop down list. Then the third step will appear.

Lastly, select the third parameter (only the drop down list is left now) you want to generate a Quality Control Chart for and click “Generate Chart”.

Navigating Webtrieve™ – Preferences



The screenshot shows the Webtrieve interface. At the top, there is a navigation bar with icons for Workorders, Reports, QC Wizard, Core Viewer, and Preferences. Below this is a breadcrumb trail: Home / Preferences / CPTs. A secondary navigation bar contains three tabs: Workorders Default View Settings (highlighted in orange), Workorders Download Settings, and Change Password. The main content area is a form for configuring the 'Workorders Default View Settings'. It includes the following options:

- Display workorders for the last days
- Display workorders from to
- Display workorders
- Sort by Ascending Descending

A blue 'Save' button is located at the bottom left of the form.

Workorder Default View Settings

“Preferences” allows you to change the default settings to suit you. This is where you can set things like:

- Preferred date range for the workorder list you see when you first open WEBTRIEVE™
- Type of workorders you would like to see – eg Received, In Progress, Updates, Finalized or All.
- Sort order for your workorders to appear, ascending or descending: By Workorder, Client Code, Purchase Order, Project Name, Received Date, Receiving Office, Type, # of Samples, # of Parameters.

Navigating Webtrieve™ – Preferences

Workorders Default View Settings |
 Workorders Download Settings |
 Change Password

Code	Description	Data Download Format
QUA	ALS Minerals Quality Control	XLS - Excel Format
QACV	Quality Assurance Core Viewer	CSVFMD - CSV FMD (Full Meta-data) and

Under “**Workorder Download Settings**”, you can change the type of data file you receive when you download your results. A drop down list under “**Data Download Format**” will tell you what formats are available to you. If the format you need is not available, contact your ALS Representative to discuss your download requirements.

Save

Data Download File Name:

Include Data/Time in the File Name:

None (Example: MGR_.zip)
 YYYYMMDD (Example: MGR_20160318.zip)
 YYYYMMDDHHMM (Example: MGR_201603180232.zip)

Save

You can set the Data Download file name here and include a date if required.

You can change your password under Preferences – “**Change Password**”. If at any time you forget your password, you can get a new password issued by contacting your ALS Representative

Workorders Default View Settings |
 Workorders Download Settings |
 Change Password

Existing password:

New password:

Re-enter new password:

Save

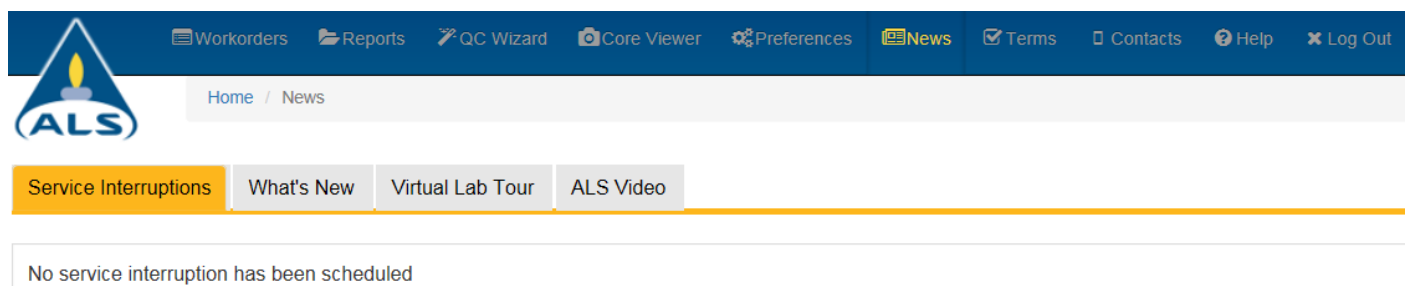
Navigating Webtrieve™ – News and Updates

News and updates are obtained from the “**News**” tab.

Information regarding scheduled service interruptions for maintenance and updates can be viewed here.

New information for the site can be viewed under the “**What’s New**” Tab.

You can also take a virtual tour of an ALS Lab or watch the ALS Video which showcases some of the ALS lab features and capabilities.

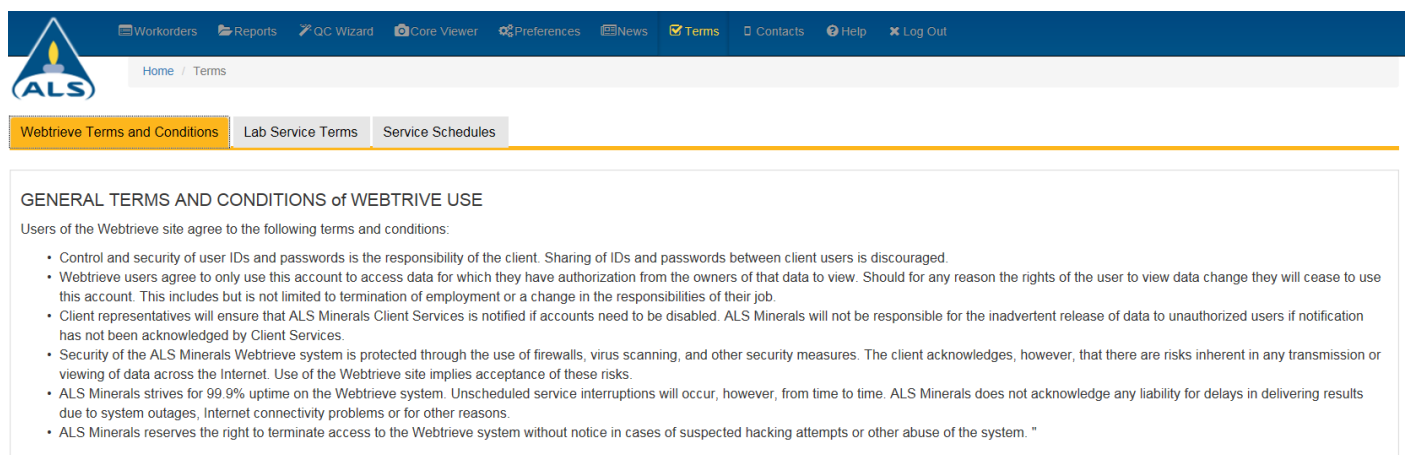


The screenshot shows the top navigation bar with the ALS logo on the left and menu items: Workorders, Reports, QC Wizard, Core Viewer, Preferences, News (highlighted), Terms, Contacts, Help, and Log Out. Below the navigation bar is a breadcrumb trail: Home / News. A secondary navigation bar contains buttons for Service Interruptions (highlighted), What's New, Virtual Lab Tour, and ALS Video. The main content area displays the message: "No service interruption has been scheduled".

Navigating Webtrieve™ – Terms

The “**Webtrieve Terms and Conditions**” for service provision, “**Lab Service Terms**” and a link to “**Service Schedules**” can be found in **Terms**. This includes important information about the terms of use for Webtrieve™ and steps to be taken if a Webtrieve™ user is no longer authorized to access your data.

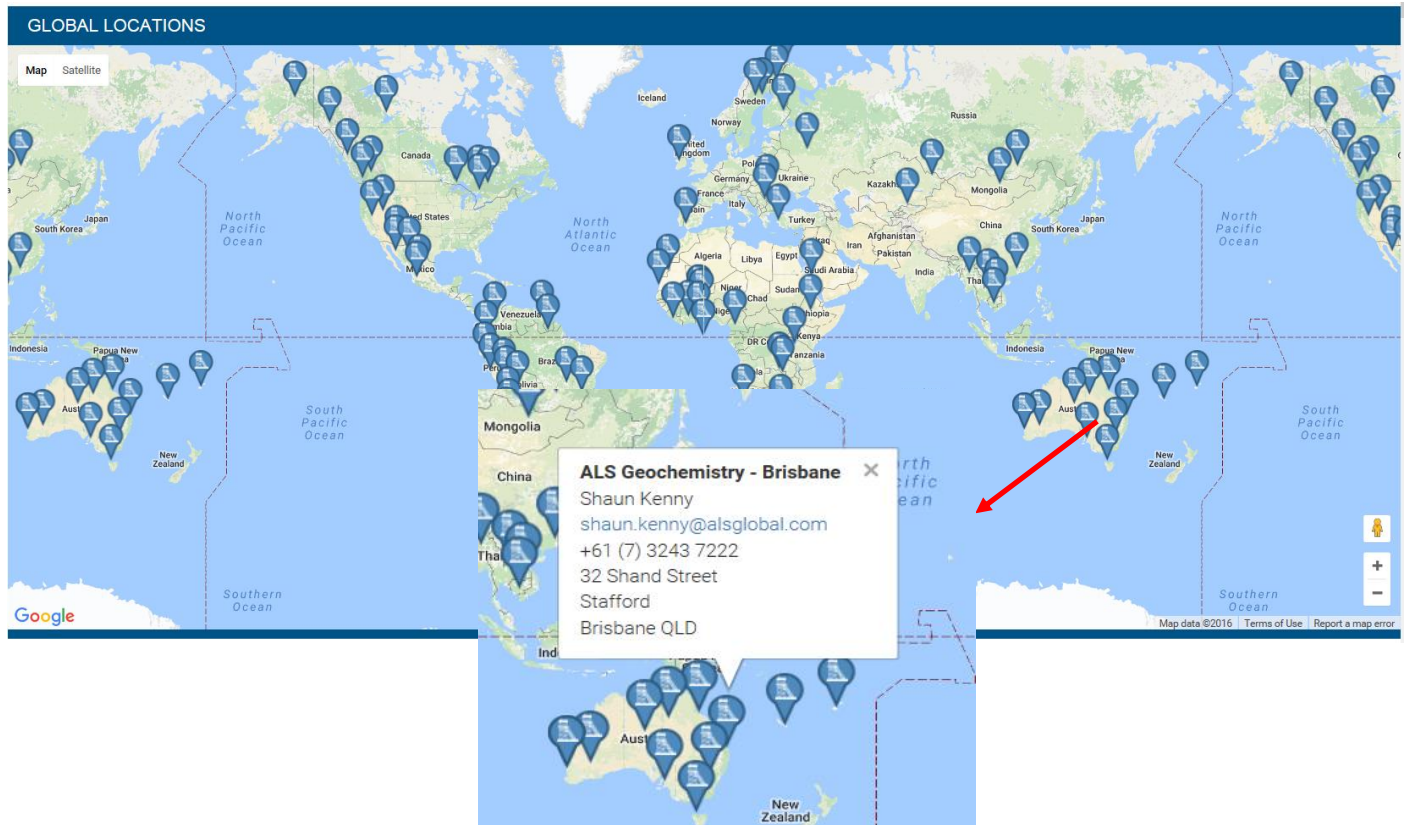
A link to the ALS Global Service Schedules can also be found under “**Terms**”.



The screenshot shows the top navigation bar with the ALS logo on the left and menu items: Workorders, Reports, QC Wizard, Core Viewer, Preferences, News, Terms (highlighted), Contacts, Help, and Log Out. Below the navigation bar is a breadcrumb trail: Home / Terms. A secondary navigation bar contains buttons for Webtrieve Terms and Conditions (highlighted), Lab Service Terms, and Service Schedules. The main content area displays the heading "GENERAL TERMS AND CONDITIONS of WEBTRIVE USE" followed by the text: "Users of the Webtrieve site agree to the following terms and conditions:" and a bulleted list of terms and conditions.

Navigating Webtrieve™ – Contacts

Under “**Contacts**”, a map of all ALS Geochemistry labs is displayed. By clicking on the icon in any of the locations – a pop-up box will appear with the relevant contact details for that particular lab.



Or you can select a country and state from drop down lists below the map – this will provide a table of contacts for the ALS Geochemistry labs in that region.

COUNTRY: State:

Name	Details	Address	City
James Hepburn	james.hepburn@alsglobal.com +61747401700	Unit 4, 16 Enterprise Rd	Mount Isa QLD Australia
Brett Wallbank	brett.wallbank@alsglobal.com +61 (7) 4796 0600	14-15 Desma Court Bohle	Townsville QLD Australia
Geoff Prince	geoff.prince@alsglobal.com +61 (7) 4796 0600	14-15 Desma Court	Bohle QLD Australia
Shaun Kenny	shaun.kenny@alsglobal.com +61 (7) 3243 7222	32 Shand Street Stafford	Brisbane QLD Australia

Navigating Webtrieve™ – Help

Under “**Help**”, there is a query form which can be filled out to send your help request to the team of Webtrieve™ support staff. One of the team members will contact you and follow your query through to ensure a speedy resolution.

Your name:	Joe Geologist
Client Code:	QUA - ALS Minerals Quality Control ▼
Select an email:	joe.geologist@miningindustry.com.au
Phone:	
Subject:	Support Request
Message:	Please enter a message