



pro LISA

“Electronic Report Archiving”
 “Document Management (DMS)”

- Functions
- Applications
- System Integration



LISA the lims





“Report Archiving” with **LISA**: norm-compliant, standardized, automated

Norm-compliant administration, filing, and manual archiving of paper-based test reports involve a lot of work and high costs. The **LISA** “Report Archiving” module was developed particularly with the aim of rationalizing this process and capitalizing on electronic capabilities. The module provides functions for electronic administration and archiving of test reports, certificates, and studies according to the specifications of DIN/EN/ISO 17025. The individual functions are completely integrated into **LISA** and all the steps required to prepare, publish, and distribute a report are documented in one single system.

LISA generates all types of test reports, result compilations, and manually drafted expert opinions as an original in PDF format and archives them immediately, with the PDF format ensuring the necessary standardization, unalterability and longevity needed for proper archiving.

These already archived documents are published and delivered automatically via distribution lists along electronic (fax, e-mail, SMS) or manual distribution channels (print, mail). In this way, all recipients receive their “own” report (copy or original) in the form and via the channel desired. Report copies issued later will be clearly identified as such, with each additional copy being printed from the report archive. The system stores all information pertaining to report distribution such as recipient, type of test report, time/ date of publication, and distribution channel, thus creating an absolutely transparent information flow.

The release and signature mechanisms are individually configurable for final report publication. The multi-stage release procedure ensures maximum security during the preparation of electronic documents. With the integration of digital signatures **LISA** assures the recipient of the authenticity, genuineness, and integrity of these documents.

Standardization
in PDF format

Transparent
information flow



“Document Management (DMS)” with **LISA**: integrated, differentiated, classified

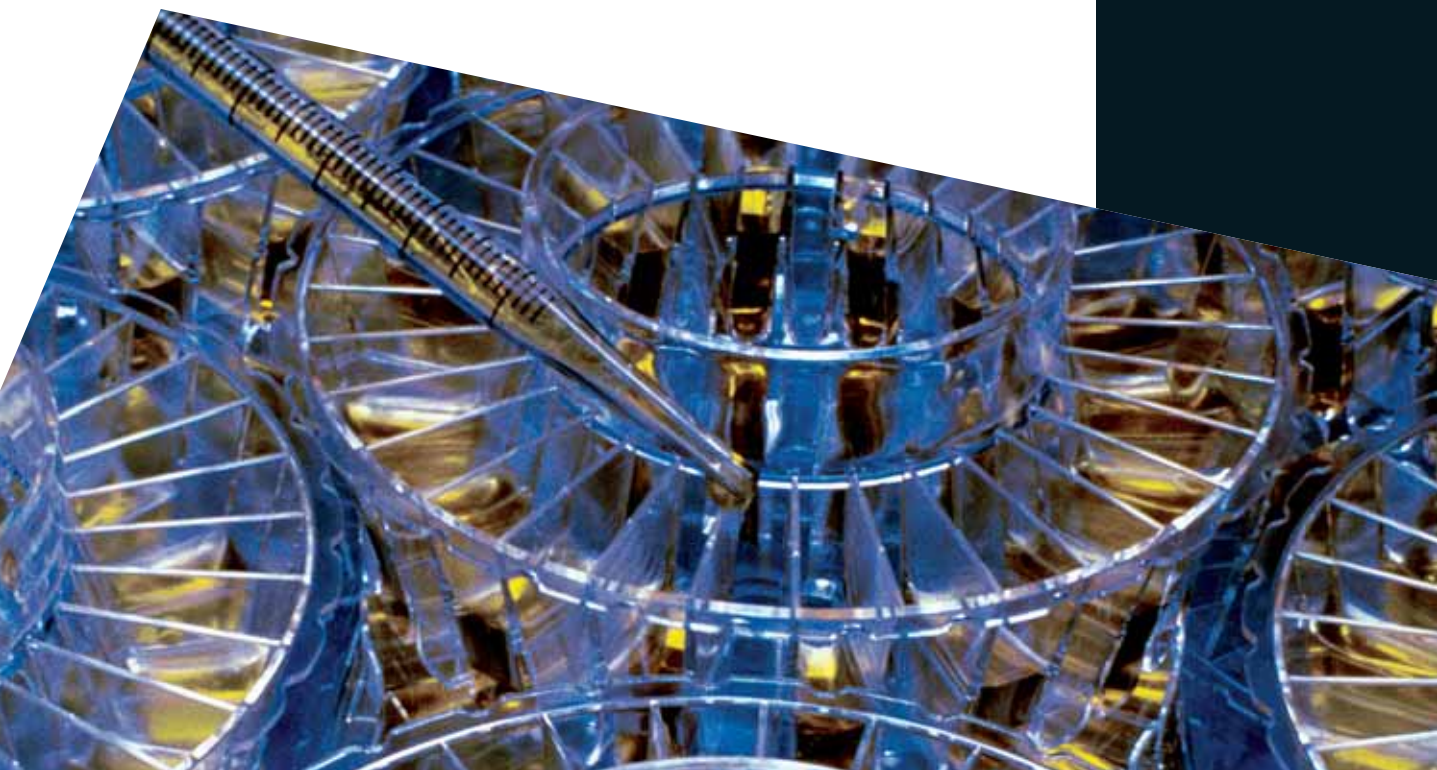
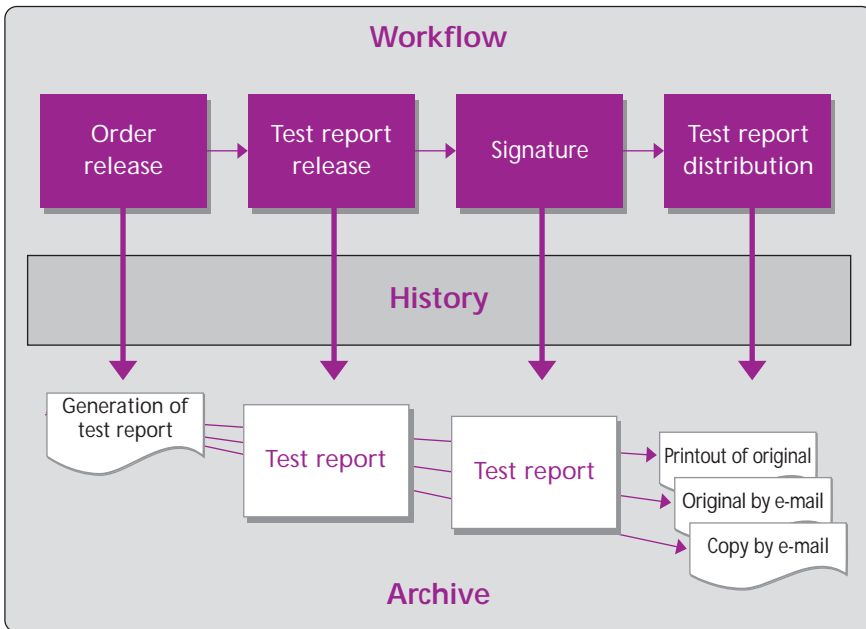
Daily work processes in laboratories require and produce not only regular test reports but also various other types of documents at different workstations: e.g. work instructions (SOP), specifications, regulations, and safety data sheets, to name just a few. In this context, how can it be ensured that drafts are not mistaken for finalized documents, that documents are made available immediately, and that only the latest documents go to the right recipients?

Configurable workflows

The **LISA** “Document Management” module integrates documents as separate objects into work and laboratory processes. Key importance is attached to supporting and controlling the workflow as regards version management, access authorization and the release of individual documents. The workflow can be set up and configured individually for different types of documents. The system captures all stages in the life cycle of a document: preparation, processing, checking, release, and publication. Integrated change management, version management and control offer the desired transparency in day-to-day operations with these documents. The authorization concept enables specification of access for individual users and provides the necessary protection against unauthorized access. Furthermore, the system ensures the integrity of archived documents. Digital signature procedures can be integrated here as well.

Fast full-text search

Documents are classified via metadata and keyword catalogs, so they can be called up easily using these criteria. Effective and fast full-text searches are handled by integrated components of the ORACLE® database system: all documents and document types are searched for the given terms and the respective hit probability is displayed.





LISA “Report Archiving” – Facts & features

- ▼ Paper-free report archiving
- ▼ Electronic report archiving and administration according to DIN/EN/ISO 17025
- ▼ Reports filed in standardized PDF format
- ▼ Complete integration into **LISA** workflow
- ▼ Automated report distribution
- ▼ Integration of digital signatures and signature procedures (infrastructure)

LISA “Document Management DMS” – Facts & features

- ▼ Version management and workflow depiction
- ▼ Full-text and keyword search
- ▼ Authorization concept with specification of user and document level
- ▼ Direct access to all documents

in time

in quality

in budget



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