



QUICK START GUIDE

GETTING STARTED WITH myMXNS



Better Food. Better Health. Better World.

Dear Customer,

This quick start guide will help you to discover and fully enjoy all features of your new Customer Portal myMXNS. If you have trouble or additional questions, please feel free to contact the customer care department.

Best regards,

The Mérieux NutriSciences team.

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Logging in for the first time

Access to your customer portal

- 1 Go to the login page www.mymxns.com
 - 1 Click on the word Australia the first time you log in
 - 2 Enter your **username** and your **password** in the dedicated area.

Select the "Remember Me" check box if you would like the system to remember your credentials.

- 3 Click on the button



When logging in for the first time, you will need to change this password

- 4 In order to discover your new customer portal, you must first read and accept the Terms and Conditions.

Forgot your password?

- 1 Go to the login page www.mymxns.com and select "**Forgot password**"
- 2 A pop-up will appear. Enter your email.
- 3 Click on the button **Help Me Login**

You will receive an email with your temporary password almost immediately.

If you have not already received your username and password

- 1 Go to the login page www.mymxns.com and select "**Contact us here**"
- 2 Choose the Entity "Mérieux NutriSciences Australia"
- 3 Enter your details
- 4 Explain your request
- 5 Click on the button **Submit**

Our customer care team will get back to you as soon as possible.

Contact Us

Overview of your Customer Portal

Your modules
(depends on your role)

Navigation pane

can contain a variety of sections such as News, Resources, Events, and more

Your user account settings

LIMS TEST [Change your password](#)

1 Click on the arrow on the right side of your username
(at the top of your screen)



2 Click on Change Password

3 Enter the **old password**. Then, enter a **new password** and enter it again to **confirm**.

The password must be a minimum of 10 characters and contain 1 lowercase character, 1 uppercase character and 1 number.

To change language, time format and time zone

1 Go to PREFERENCES>General tab>Regional Settings

2 Select:

- the **language**
- the **time format** (dd/MM:yyyy HH:mm)
- the **time zone** "Eastern Standard Time (Victoria)(Australia/Melbourne)"

(Or the appropriate state in which you are based)

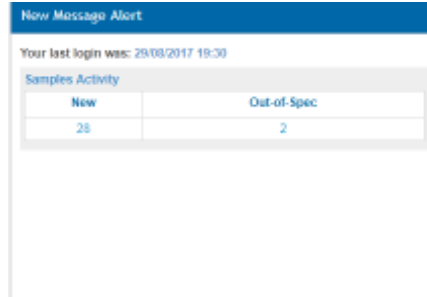
3 Click

Your dashboard

Discover your widgets



Quick search widget provides three tools to facilitate your search (Sample number, Test Name or using Filters)



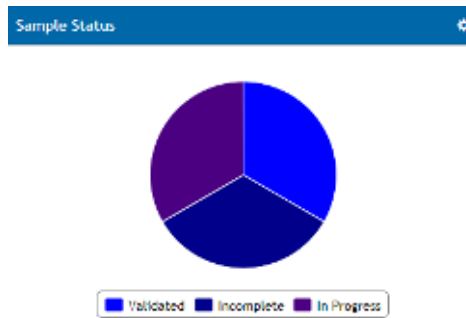
Sample activity (*new COA and new Out of spec sample*) since your last login Messages from your admin or MXNS

Clicking on the graphic will automatically redirect you to My Samples tab to view details

Submission Date	No of Samples
12/09/2017	438
11/09/2017	837
10/09/2017	20
09/09/2017	254
08/09/2017	1105
07/09/2017	1347

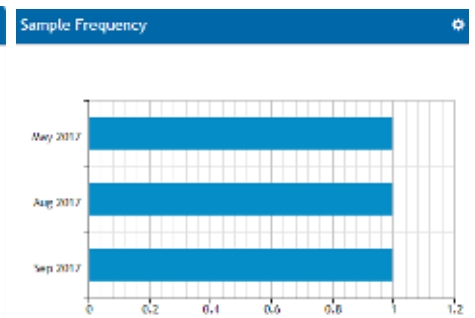
Number of Samples submitted per day

Clicking on the numbers will automatically redirect you to My Samples tab to view details



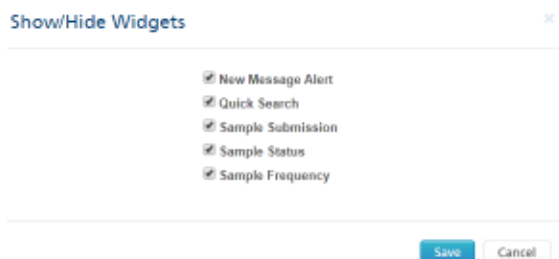
Distribution of samples submitted per status

Clicking on the graphic will automatically redirect you to My Samples tab to view details





Number of Samples submitted per month

Clicking on the graphic will automatically redirect you to My Samples tab to view details



Customizing your dashboard

- Changing the widget **size** and the widget **order**
- Changing the **date range** and **specified parameters**
 - 1 Click on the  icon in the upper right corner of the widget
 - 2 Specify your parameters
 - 3 Click OK
- **Display or Hide** widgets
 - 1 Click on the  icon in the upper right corner of Dashboard tab
 - 2 Check or Uncheck the widgets
 - 3 Click SAVE

My Samples

Viewing your samples and their related results

1 Go to MY SAMPLES tab



2 Consult the list of your samples in the Samples table

- **Information related to your samples** on the left side
- **Test results** on the right side

Sample number	Strain ID	Received date	Sample desc.	Chemical Analysis	M106 - Salmonella by AS503.10	M2.1 Standard Plate Count (Aerobic)	M36.5 Detection of Listeria - VIDAS	M40.4 Enteric Count by PETRIFILM	M68.2 Listeria spp count by SP	M80 Detection of Salmonella by VIDAS	Micro Analysis
454145004	COA-50301-00-0	08/11/2017 13:45:00			Detected					Detected	
454145002	COA-50305-01-0	08/11/2017 10:33:00							27/11/2015		20/11/2015
454145003	Incomplete	17/11/2015 16:34:00	Test 1 for Listeria				(LIS) VIDAS Positive				
454145004	COA-50302-01-0	23/09/2015 08:38:00	Test 1 for Listeria						25/10/2015		
454145005	COA-50308-01-0	29/09/2015 13:00:00		0.5 4.2 4.4 0.1 2.9 5.8							
454145006	COA-50308-01-0	28/09/2015 13:00:00								20	
454145007	COA-50308-01-0	23/09/2015 14:40:00	Test								

Chemical Analysis	M106 - Salmonella by AS503.10	M2.1 Standard Plate Count (Aerobic)	M36.5 Detection of Listeria - VIDAS	M40.4 Enteric Count by PETRIFILM	M68.2 Listeria spp count by SP	M80 Detection of Salmonella by VIDAS	Micro Analysis
	Detected					Detected	
		20/11/2015	(LIS) VIDAS Positive		25/10/2015		27/11/2015
	0.5 4.2 4.4 0.1 2.9 5.8						
					20		

Specific information related to the displayed samples

Out of spec result (If Specifications are provided)

Expected Due Date

Multiple results

In spec result (If Specifications are provided)

Information that is common to all samples

3 Clicking on a link in the Lab ID columns opens a Sample Details view

Sample Details

Lab ID: 454145004	Status: Incomplete
Received Date: 29/09/2017 13:23:00	Received From: Blackburn
Site Code: LIMS_TEST	Location: LIMS Analysis Testing Location
Lab Name: Melbourne, Australia	
Desc: 1: Listeria & Salmonella Up	

Test Name	Result	Unit	In Spec	Min/Max	Method	Retest
Salmonella by VIDAS UP	26/09/2017	/25g			M90 E	F
M36.8 Detection of Listeria - VIDAS	26/09/2017	/25g			M36.8	F

Close

Tips

This button allows you to **hide or display columns**

This button brings the legend into view for **the sample conclusion columns**

You can choose the **number of displayed samples per page** (25, 50 or 100)

Show Entries:


Quick search

Sample number	Status ID	Received date	Situ code	Situ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 1 Fill in value or partial values in the "white area" in the default columns.

When you enter a partial value, don't use *, fill in only the search value.


- 2 Press the Enter key on your keyboard.

To remove your filter(s), click on  at the right side of each "white area".

Accessing / Downloading your Certificate of Analysis (COA)

If you need **only one COA**, click on the **COA link** (beginning per COA) in the **"Status"** column

- 1 Check the **sample selection box** to the left of the required samples

- 2 Click on 


- 3 A downloaded zip file contains your requested COA's



Sample number	Status ID
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	COA-50786904-0
<input checked="" type="checkbox"/>	COA-50739438-0
<input type="checkbox"/>	COA-50739437-0

Downloading your data


- 1 Check the **sample selection box** to the left of the required samples

- 2 Click on 

- 3 Select the required format (Go to the section "Customizing your download") and click on

Download

Customizing your download

- 1 Click on 

DOWNLOAD FORMAT


DOWNLOAD OPTIONS

- 2 Choose your format

Horizontal Vertical

XLS CSV TXT

- 3 Select the **available columns** at the left side of your screen


- 4 Click on 

- 5 Change the columns order with these buttons



- 6 Enter a name for your download format



- 7 If you need it, check the box **Include Client Hierarchy**

- 8 Click on 



Filters section Features



Creating New Filter

- 1 Go to Preferences>Sample Filters
- 2 Click on 
- 3 Enter a Name for your filter
- 4 Select the parameter needed from the 'Property' drop down list
- 5 Complete the Operator and Value fields as required
- 6 Click on 




**Note: on the My Samples Page 'New Condition' allows you to create a new filter whilst remaining on the My Samples page.*

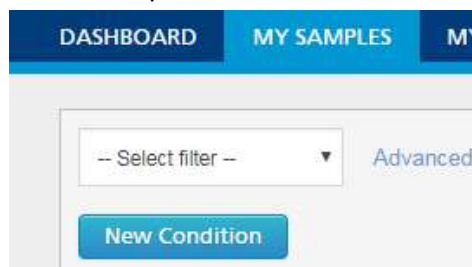
Remove your Filter

- 1 On the My Samples page click on  to remove filter
- 2 Within the condition box click on  to remove any non-required conditions

Using a saved filter

In the "My Samples" you can use a pre-saved filter.

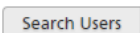
To select a filter, click on the drop-down list to the left of the Advanced filter tools toggle label.



Managing your users

(admin only)

Adding users

- 1 Go to the ADMIN module
- 2 Select the hierarchy level at the left side of the screen
 - Click on 



- Enter the name or part of the name
- Select the required account
- Wait for the displaying of the account in the Customer Hierarchy

3 Create a profile (optional if a profile already exists)

- Click on the PROFILES tab
- Click on **Add**
- Enter a profile Name
- Select permissions, needed
- Click on **Save**

4 Add users

- Click on the "users" tab
- Click on **Add**
- Fill in the user email address in the area "Username"
- Fill in the new user's details (First name, Last Name and email address)
- Choose the Role
- Click on **Save**

Modifying / Removing a user

- 1 Go to the ADMIN module
- 2 Click on **Search Users**
- 3 Enter the first name, last name or email of the user
- 4 Select and wait for the displaying of the user on the right side
- 5 Select the user on the right side
- 6 Click on MODIFY button or REMOVE button (depends on your need)

User ID	User Name	Customer Name
LWETEST	LWETEST	LWETEST

Reset password

Follow the same procedure used for modifying a user to Step 5

- 6 Click on **Reset Password**