

# CATANACERBA operating instructions

## DOWNLOADABLE CATALOG

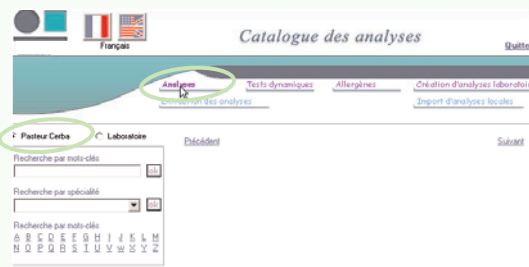
1

### ▶ Searching for a CERBA analysis

Click on the button: **Analyses**  
then select **CERBA**

The search may be performed by:

- ▶ Keyword
- ▶ Speciality
- ▶ Alphabetical order

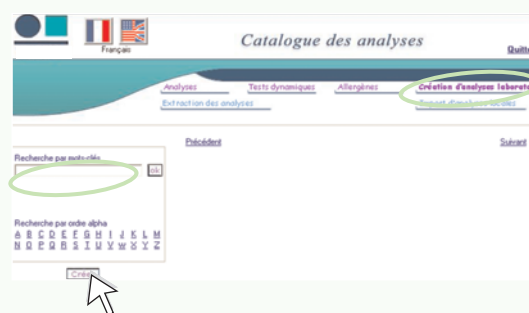


2

### ▶ Creating your analysis catalog

Click on the button: **Create laboratory analyses**

- ▶ Click on **Create**
- ▶ Complete the sections (remembering that only the title of the analysis is mandatory)
- ▶ Click on **Create**



**You already have a database  
(in excel format):**

- ▶ **NOTE**, this **MUST** contain 14 columns named as below (some columns may be blank).
- Record your excel file in **.txt** format before importing it

Click on the button: **Import local analyses**



Cerba or your laboratory

Name of analysis

Storage temperature

Special conditions

Number of B or price in HN

Order no.

E-mail or Telephone

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Site	Test	Synonym	Sample	Quantity	Conservation	Condition	Technique	Frequency	Time	Price	Nomenclature	Specialty	Contact
2														
3														
4														
5														
6														
7														
8														
9														
10														

3

### ▶ Extraction from the database

Click on the button: **Extract analyses**  
then record the file in your directory

- ▶ Used to print your analysis catalog
- ▶ Used to sort the analyses according to your criteria (e.g. storage temperature)

