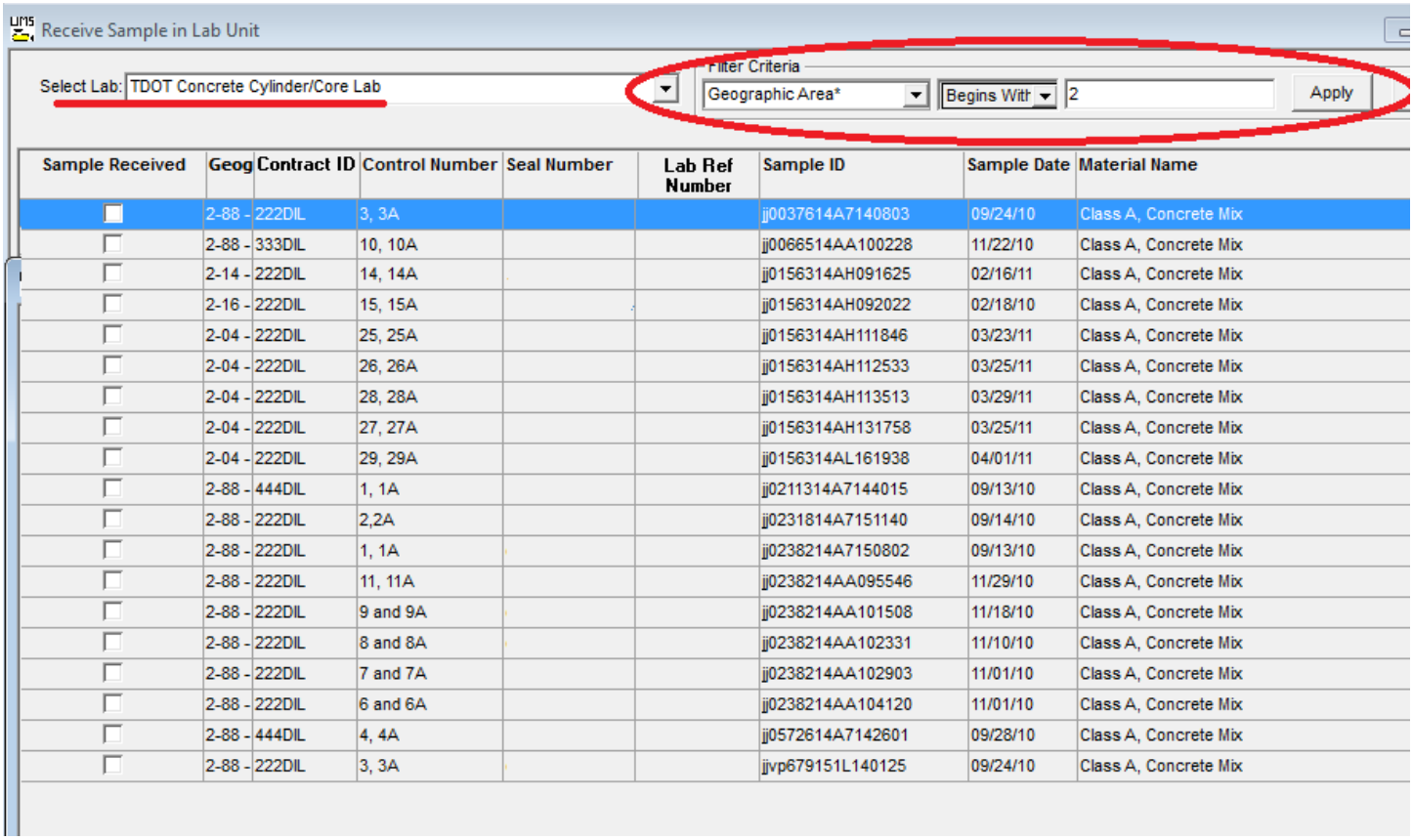
Rev. 5/26/16

When cylinders come to the dock, they will not need to be received @ the Dock. They will go directly to the cylinder lab. Using the Receive Samples in Lab Unit window we will be able to sort the samples coming in by contract and filter the list to show only one region's samples:



Sample Received	Geog	Contract ID	Control Number	Seal Number	Lab Ref Number	Sample ID	Sample Date	Material Name
☐	2-88 -	222DIL	3, 3A			jj0037614A7140803	09/24/10	Class A, Concrete Mix
☐	2-88 -	333DIL	10, 10A			jj0066514AA100228	11/22/10	Class A, Concrete Mix
☐	2-14 -	222DIL	14, 14A			jj0156314AH091625	02/16/11	Class A, Concrete Mix
☐	2-16 -	222DIL	15, 15A			jj0156314AH092022	02/18/10	Class A, Concrete Mix
☐	2-04 -	222DIL	25, 25A			jj0156314AH111846	03/23/11	Class A, Concrete Mix
☐	2-04 -	222DIL	26, 26A			jj0156314AH112533	03/25/11	Class A, Concrete Mix
☐	2-04 -	222DIL	28, 28A			jj0156314AH113513	03/29/11	Class A, Concrete Mix
☐	2-04 -	222DIL	27, 27A			jj0156314AH131758	03/25/11	Class A, Concrete Mix
☐	2-04 -	222DIL	29, 29A			jj0156314AL161938	04/01/11	Class A, Concrete Mix
☐	2-88 -	444DIL	1, 1A			jj0211314A7144015	09/13/10	Class A, Concrete Mix
☐	2-88 -	222DIL	2,2A			jj0231814A7151140	09/14/10	Class A, Concrete Mix
☐	2-88 -	222DIL	1, 1A			jj0238214A7150802	09/13/10	Class A, Concrete Mix
☐	2-88 -	222DIL	11, 11A			jj0238214AA095546	11/29/10	Class A, Concrete Mix
☐	2-88 -	222DIL	9 and 9A			jj0238214AA101508	11/18/10	Class A, Concrete Mix
☐	2-88 -	222DIL	8 and 8A			jj0238214AA102331	11/10/10	Class A, Concrete Mix
☐	2-88 -	222DIL	7 and 7A			jj0238214AA102903	11/01/10	Class A, Concrete Mix
☐	2-88 -	222DIL	6 and 6A			jj0238214AA104120	11/01/10	Class A, Concrete Mix
☐	2-88 -	444DIL	4, 4A			jj0572614A7142601	09/28/10	Class A, Concrete Mix
☐	2-88 -	222DIL	3, 3A			jjvp679151L140125	09/24/10	Class A, Concrete Mix

This list should be saved as a pdf (set default printer to CutePDF Writer, and save to computer before printing) printed and used to set up for penciling in the "Lab Ref. Number" of the samples.

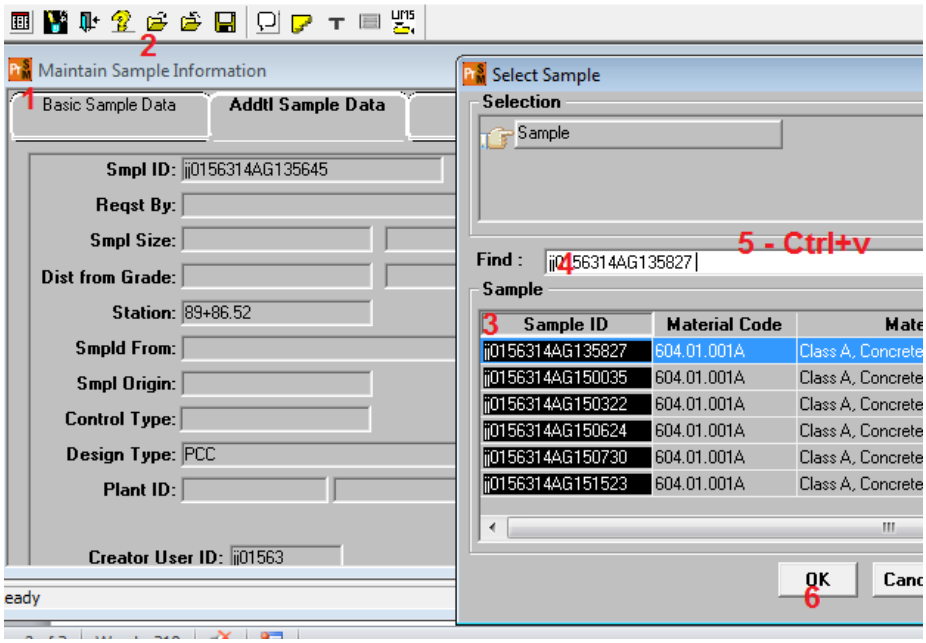
Once the cylinders have been arranged, and lab ref. numbers are penciled into the printed list, we are ready to make these updates to SiteManager. The easiest way to go about this is to open the pdf document and the Maintain Sample Info window in SiteManager

On the pdf document, you will hi-lite and then RIGHT click the sample ID field of the line you are working on and select "Copy".

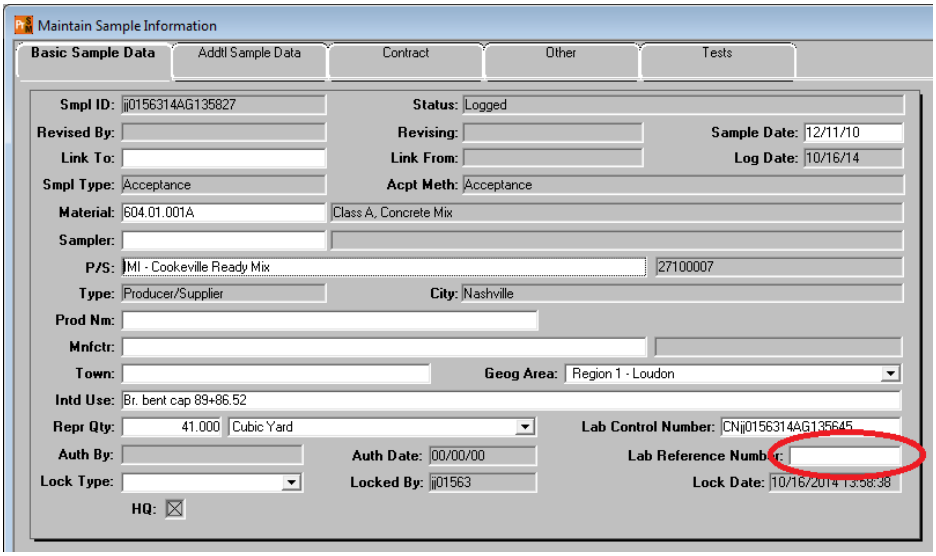
You are now ready to open SiteManager and enter the Lab Reference Number noted on the printed sheet for that sample record.

1. Navigate to "Sample Information" Window.
2. Select the "Open" icon
3. Click the "Sample ID" header in the window that opens.
4. Click in the "Find" field.
5. Click Ctrl+v to paste the sample ID you copied from the pdf document

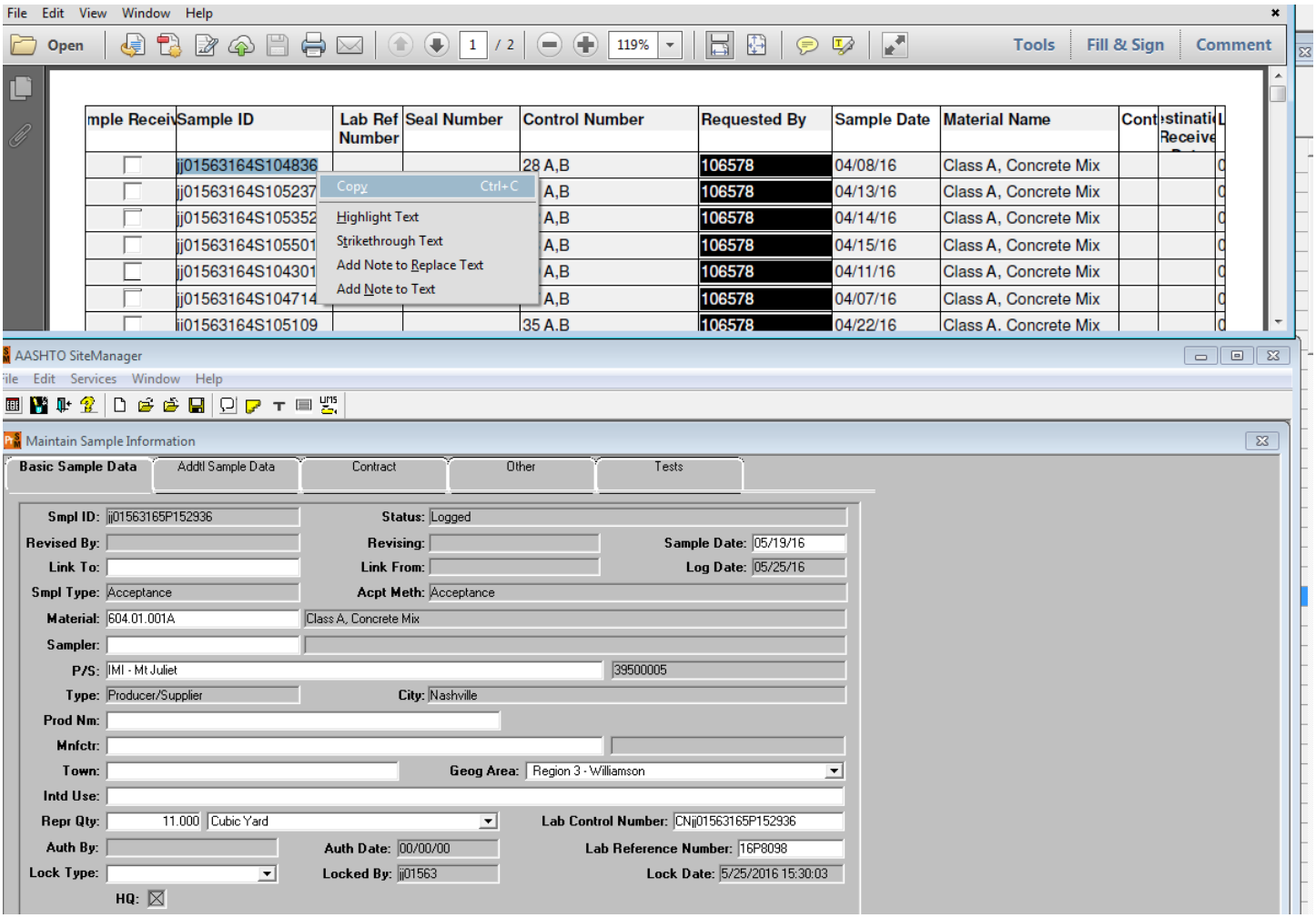
6. Click “OK” button and sample will open.



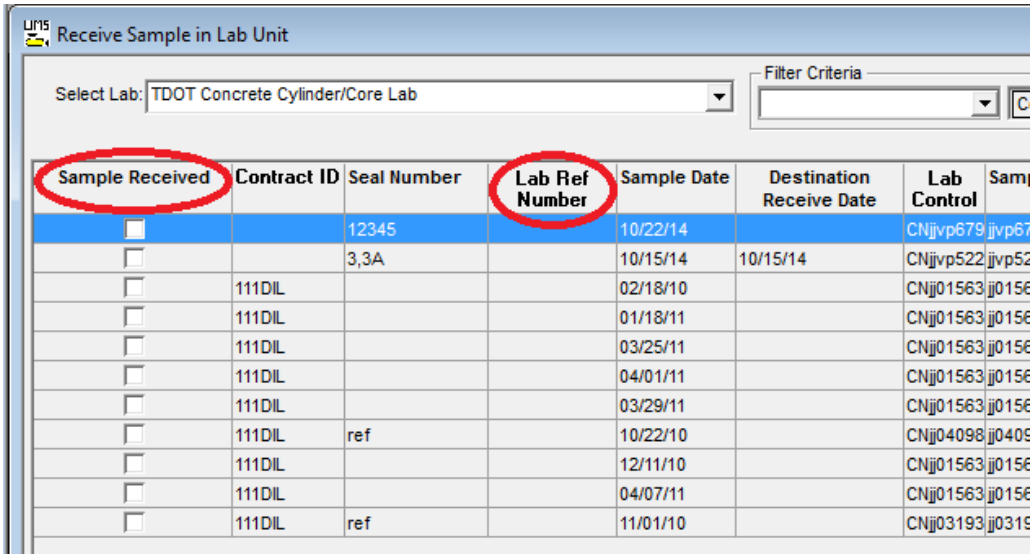
Once the sample is opened all that is left is to add the Lab Reference number from the same line of the printed pdf document on the “Basic Sample Data” tab.



Then you will go back to pdf’s and repeat the process for the rest of the samples that came in. You can have both windows open at the same time to make going back and forth easier (See Below)

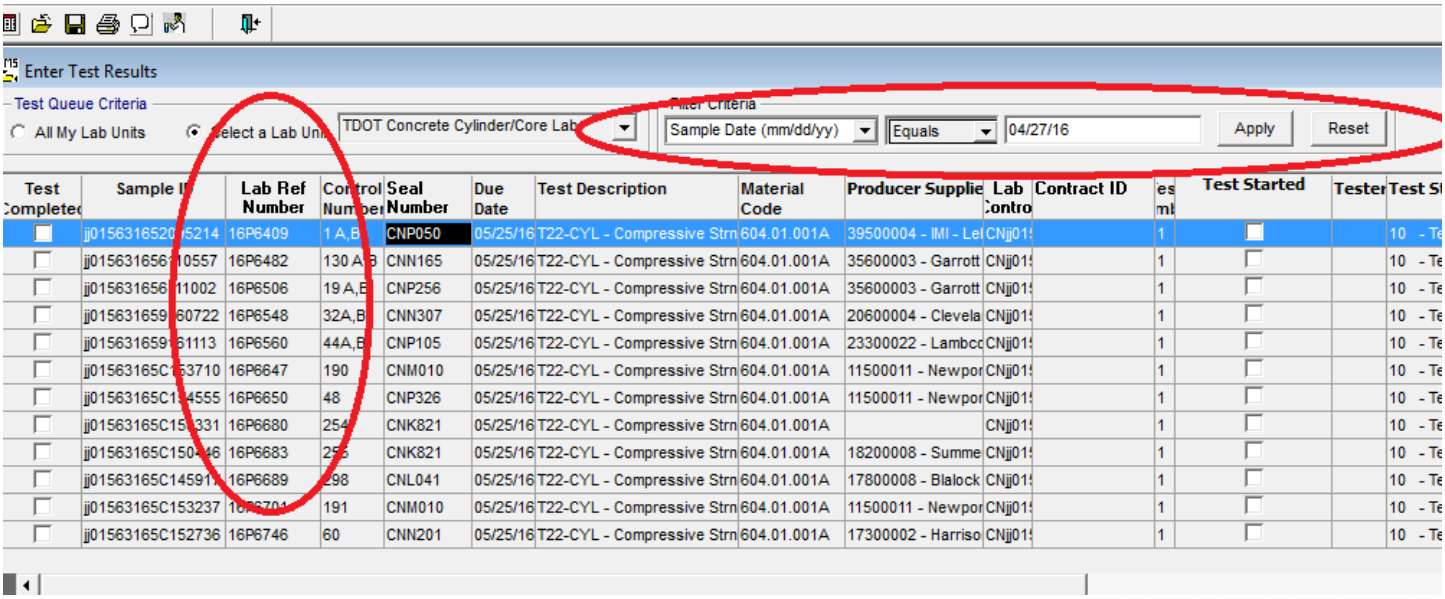


Once the Lab Reference number has been added for all samples received, navigate to the “Receive Sample in Lab Unit” window of LIMS and put a check in the “Sample Received” field for all samples with a Lab Ref Number listed.



The samples are now in the queue to be tested.

To set up for each day open the “Enter Test Results” window of LIMS and set the filter to show cylinders with a sample date 28 days prior to the current date. Hit apply. Then sort by Lab Reference Number:



The samples are now sorted to match the way they were added to the day's workload. You are now ready to enter test results.