Sample Processing

2024-06-28

This guide will cover the process of entering a new sample through sending the completed report to the customer.

Entering The Sample

Begin by entering the associate who submitted the sample, and enter the Lot #, Lab #, Crop & Variety (or multiple crops if it's a mixture) and selecting the tests or services to add to the sample, then press the create sample button.

New Sample   [Help]

If Sample was Submitted online, Lookup the External Lab # (begins with XT-)
External Lab # XT-

Date Received 2016-04-13

* Owner [   ] [Notes]
Conditioner [   ] [Notes]Same as Owner
Field Number [   ]
* Lot Number [   ]
* Lab Number [   ] [Next Lab #]
Report Type analysis_usa ▼
Crop Year 2015
Product Name [   ]
* Crop;Variety [   ] ☐Is Mixture
[Add Variety]
Seed Class [   ]
Lot Amount [   ] Units [   ]
Noxious Exam [   ]

Add Tests

Test Groups	Tests	Services
☐ Clearfield	☐ Accelerated aging test	☐ Fax results
☐ C-Soil	☐ All State Noxious Weed Test	☐ Phone results
☐ Export	☐ Annual Bluegrass Exam	☐ Purity first
☐ G-Only	☐ Carboxin + Thiram germ	☐ Return sample
☐ KOH	☐ Clearfield	☐ Rush
☐ Moisture	☐ Electrophoresis	
☐ NoxOnly	☐ Export	
☐ P-Germ	☐ Export Other Material	
☐ P-Only	☐ Export Pure Seed	

Create Sample

Entering Results

Once you have created the sample & added the tests to be performed you can enter the results on the Results tab of the Samples page. There are separate tabs for Purity, Viability, Moisture, and Seed Weight tests, all of which can calculate the final values from the raw data.

Entering Remarks

See the **Sample Remarks** document for details.

Additional remarks can be added to a sample, some are for internal use, others will appear on the Lab Report. Pure Harvest can generate certain remarks using the information defined in the Sample or Test Results. Contact us for a list of the types of remarks can be generated, custom remarks can also be generated to meet your lab's needs.

Confirming the Sample

Once you have entered all the test results, open the Confirm Popup by clicking on [Confirm Now] to rerun any calculations, generate any remarks, and preview the lab report.

The Confirm popup will also alert you to any possible mistakes or missing information, such as Purity percentages not totaling to 100%, or the Viability seed counts not matching the total number of seeds tested.

Completing the Sample

Once you have confirmed the sample and verified the calculations are correct, and the report preview looks good, you can set the sample status to Complete (or Pass/Fail if applicable) and the sample will be flagged as ready to print /email.

Batch Printing & Emailing Samples

From the Batch Reports Page, you can see all the samples you completed within a number of days (use the lookback filter to show older samples, and check them off to print them to PDF files. A separate PDF will be created for each sample, after all the reports have been generated on the server, a single PDF containing all the report you just generated will be opened so you can print all of them to paper more easily.

Batch Print/Email Samples

Print Email Preliminary

Batch Print Reports   [Help]

Filter Samples
Completed Since: Today ▼   Order by Lab # (oldest first) ▼ Apply Filter

ℹ **Notice:**   ✖
   No samples found matching filter.

Once you have printed the Reports, go to the Email Tab, and the customers that have a "Lab Report" type email address defined can be selected and their reports will be emailed directly to them.