Samples Submitted Online

This page details the screens and how to use them when entering new samples, listing samples that have been submitted, and printing labels for those samples.
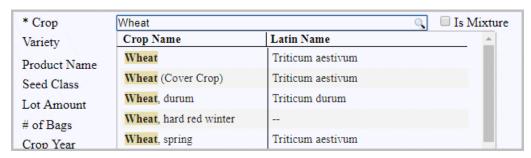
It does not cover any of the rules, regulations or requirements for submitting samples to the lab. If you have questions about those, contact the lab.

New Sample

From this screen you can enter all of the information required by the lab you are sending a sample. Different labs may require different information, and as such the screen may look different than the image shown below, which is the default version of the form.

Some of the inputs on the form are lookups, which will automatically list matches as you type and can be selected to fill in the rest of the value.

Some Lookups will automatically fill in other parts of the form. For example, The Lot Number has a lookup which shows any existing lots you have with the lab. If you select one from the list, The crop & variety will automatically be filled in.
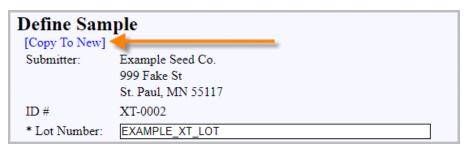
Before:

After selecting "EXAMPLE LOT", the Crop, Variety, Seed Class, Lot Amount, Weight & Crop Year have all been filled in

Copying from a previously submitted sample

Once you have entered a sample online, you can create a new identical sample by opening the Edit page for an existing sample and clicking the [Copy to New] link.

The form will refresh, this time as a new sample, with all of the same information filled in that was entered for the sample you copied from. The lot number & batch number will automatically be prefixed with "COPY-" You can then simply modify the few values that need to be changed.

Form Fields

This section gives a brief explanation of most of the information that can be provided on the form.

This page will allow you to define the sample information that you can include with your sample when you send it to the lab. This is the first release of this feature so it is very generic and straightforward. Individual labs may want some customization of this form to request additional information, especially when certification is involved.

It will allow you to pass information to the lab in a way that reduces human error and gives you a record of what you sent. Your sample will be assigned an "external sample number" This number will be used by the lab to retrieve the data you have entered. Depending on which lab/certifying agency you are submitting the sample to, you may not see all of the form items listed below

- **Submitter:** Your company, determined by your Pure Harvest login
- **Bill To:** If another company will be paying for the sample, enter the company name here. Leave blank if you will be paying the charges. (May not always be shown)
- **Conditioner:** Enter the Company name who conditioned the sample (leave blank if not applicable) (May not always be shown)

- **Lot Number:** <color blue> Your unique lot number </color>
    - If creating a sample on a lot that is already in the Pure Harvest system, you can look up that lot and it will automatically populate the rest of the form.
    - You can still make any changes to the form after looking up the existing lot and they will not change the existing lot, it will only affect the new sample when it's accepted by the lab.

- **Fields In Lot:** Only some labs track fields through Pure Harvest. you can lookup field numbers and attach them to the lot of the new sample.
    - Only fields that exist in the system can be selected, and only if you have access to them. If there is field you are not able to add because you do not have access to, contact the lab so they can set the field to be shared with you if it should be. (note for lab: This is done from the fields/field_applications screen on the [Sharing] tab).

- If you did not lookup an existing lot to populate the other values, entering a field will populate things other values like the Crop,Variety, and seed class.
- If you did lookup an existing lot, the fields on the lot will automatically be listed.
- Leave blank if no fields should be attached to lot/sample
- **Crop:** This will autofill if you start by typing two letters
- **Is Mixture:** Click here to indicate you are sending a mixture. This will allow you to enter more than one crop.
- **Variety:** The variety name will be validated against the labs actual variety list, but for privacy reasons, we do not offer a pick list. This may change based on user feedback.

- **Product Name:** This is the name that you call your product, or the variety name if the name you use does not match one in the labs list.
    - If a product name is provided, it will be used instead of the Variety name on the Lab Report/Certificate
- **Seed Class:** Seed Class of the lot
- **Lot Amount & Units:** Enter a number in Lot Amount and select the appropriate units. This should be the total size of the Lot the sample was pulled from (e.g. 100 lbs,1000 bu, etc)
- **# of Bags & Bag Weight:** If the lot has been bagged, list the number of bags and the weight of each bag for the lot
- **Crop Year:** The harvest year for the crop.
- **Batch Number:** <color blue> This is YOUR identifying number for this sample, if you have one. </color>
- **Senders Info:** <color blue> Information supplied here will appear at the top of the lab report </color>
- **Tests Requested/Services:** Check off the tests and services you are requesting.
- **Clean Status:** Is the sample Cleaned or Precleaned. This is sometimes required, depending on the lab and crop
- **Nox Exam:** If a noxious exam will be performed, enter the states or region for which noxious seeds should be identified
    - Examples: All States, All States/UGS, Western States, Continental USA, Canada, Etc.
- **Other:** Any other info you wish to include with the sample.
    - This could be additional tests not listed on the form, or anything else that cannot be entered elsewhere on the form
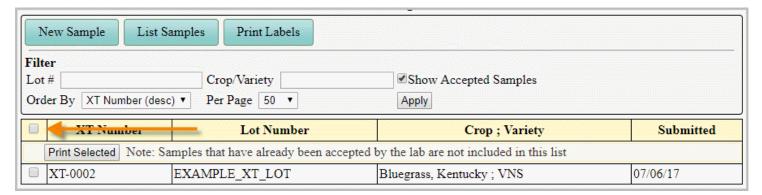   - Any Notes or requests to the lab.

List Samples

This page lists the samples that you have submitted online. It has various filters that can be used to find a particular sample. When a sample has been accepted by the Lab, The Accepted column will have a date, as well as a link to the Sample Detail page for that sample.

New Sample	List Samples	Print Labels

Filter
Lot # [   ]   Crop/Variety [   ]   ☑Show Accepted Samples
Order By [XT Number (desc) ▼]   Per Page [50 ▼]   [Apply]

XT #	Lot #	Links	Submitted	Crop/Variety	Tests/Services	Accepted
[< Prev 50] Showing 1 - 1 of 1 [Next 50 >]						
[X] XT-0002	EXAMPLE_XT_LOT Batch # MYNUMBER1	[Edit] [Label]	07/06/17	Bluegrass, Kentucky *Poa pratensis* Variety: VNS	Tests:Germination, Purity, TZ test Services:Rush	
[< Prev 50] Showing 1 - 1 of 1 [Next 50 >]						

Printing Labels

This screen lists the samples that have not been accepted. You can individually select the samples you want to print labels for, or click the checkbox at the top of the table to select all of the samples listed.

Once you have selected your samples click the [Print Selected] button to create the printable document. The labels will open in a new window/tab in your browser. After printing the labels to paper, attach the label to the sample you are sending so the lab can import all of the information you entered when they accept it.

XT Sample: XT-0002	**Submitter Sample #: MYNUMBER1**
Submitter: Example Seed Co. (#3) 999 Fake St St. Paul, MN 55117	Lab/User: PHDEMO/example01
Lot #: EXAMPLE_XT_LOT	Crop: Bluegrass, Kentucky *Poa pratensis*
Amount: 100 lbs	
Class: Service	Variety: VNS
Year: 2017	Product:
Tests: Germination, Purity, TZ test, Nox States:All States	Services: Rush

Senders Info:
  I want this to appear at the top of the
  report
	Other:
	  Please Work