Submitting Samples Online

This guide covers how to use the online sample submission form.

Overview

This feature allows the lab customer to fill out a sample submission form online. The external user may create a new sample submittal form by enerting all information, by copying from a previous submittal. They can also create a form using an existing Lot Number that they have previously sent to the lab. If you use Pure Harvest for field inspection, the user can create a sample from their existing field number.

The information entered by the customer is printed on a paper document which the customer sends in with his sample. The sample is assigned a temporary number starting in XT (for external). When the lab receives the physical sample accompanying the form, the lab entry person just enters the XT number and all the information provided by the customer is imported to Pure Harvest. The lab entry person reviews it for correctness and then saves it. After the data is retrieved and saved, the external user can no longer change it.

Setup

When submitting a sample, your customers can check off the requested Tests & Services for the sample.

The list of tests and services they can choose from is controlled by the Test Groups called **XT Tests** and **XT Services** Use

the Seed Lab → Tests In Groups page to add or remove tests & services from these lists.

Navigation

The Online Submission form can be accessed by your customers from the track interface

Creating the Sample

From there your customers will be able to create a sample, and will be able to lookup such things as field numbers, crop names, and varieties.

Define Sample

Submitter:	Any Company Somewhere St. Any Town, MN 55555

* Lot Number: [_____]

Fields in Lot

> If PH matched the Field #, select it from the list.
> Unmatched field numbers can still be entered.
> [_____] [Add Another]

* Crop [_____] ☐ Is Mixture

Variety [_____]

Product Name [_____]

Seed Class [_____ ▼]

Lot Amount [_____] Units [_____]

Crop Year [_____]

Batch Number [_____] (Your internal reference # for this sample.)

Senders Info Information supplied here will appear at the top of the lab report

[   ]

Tests Requested
☐ Cold test ☐ Germination ☐ Moisture
☐ Noxious exam ☐ Purity ☐ Seed count
☐ TZ test

Nox Exam States [_____]

Services
☐ Fax results ☐ Phone results ☐ Purity first
☐ Return sample ☐ Rush

Other

[   ]

[Save]

After entering the sample, The customer can print a label to include with the physical seed they will mail in

XT Sample #: **XT-0003**	Submitter Sample #:
Submitter: Any Company (#9998) Somewhere St. Any Town, MN 55555	Lab/User: EXAMPLE
Lot #: EXAMPLE	Crop: Wheat *Triticum aestivum*
Amount: 2000 bu	
Class: Certified	Variety: RB07
Year: 2006	Product:
Tests: Germination, Purity, TZ test	Services: Rush
Senders Info:	Other:

Accepting The Sample

When you receive the sample, on the New Sample page you can look-up enter the XT # and the details will be automatically filled in. This makes it quicker and easier to enter new samples, and also greatly reduces the possibility of data entry errors by removing the need to decipher handwriting and possible spelling errors.

Review Incoming Samples

From the Seed Lab → XT Samples screen, You can see what samples are coming in that have not yet been received.

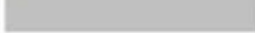The label, as shown, should be included with the physical sample when it comes to your lab.

#	Assoc ID	XT # ; Lot #	Crop/Variety	Tests/Services	Submitted
1		XT # **XT-5081** Lot # **16CE1WR26**	Rye, winter hybrid *Secale cereale* Variety: VNS (Bono)	Tests:Germination Services:Rush	10/04/17 [View Label]
2		XT # **XT-5** Lot # **16CE**			
3		XT # **XT-5** Lot # **NBS-**			
4		XT # **XT-5** Lot # **NBS-**			
5		XT # **XT-5** Lot # **NBS-**			
6		XT # **XT-5** Lot # **GBS-**			

Paste

Submit Sample Label - P ×

← → C ⓘ wsda.pureharvest.com/pureh//xt/xt_label.php?xt_row_id=5072

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XT Sample: **XT-5081** |||I|III||I|II|III|I|III Submitter Sample #:

Submitter:		Lab/User:	WSDA nbs
Lot #:		Crop:	Rye, winter hybrid *Secale cereale*
Amount:			
Class:		Variety:	VNS
Year:	2017	Product:	Bono
Tests:	Germination	Services:	Rush
Bill To:	North Basin Seed	Clean Status:	Precleaned
Conditioner:			
Senders Info:		Other:	
			Share with