



Batch Reports

2025-10-02

Menu: Seed Lab → Batch Reports

From this screen you can print & email Lab reports as a batch.

There are 4 tabs on this page:

- Print - Used to print completed lab reports.
- Email - Used to email completed lab reports.
- Preliminary - Used to Print and email Preliminary Samples.
- Release Reports - Used to control when/which PDFs are available to the customer on the web.

Print Completed Reports

Print
Email
Preliminary
Release Reports

Batch Print Reports
[\[Help\]](#)

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

	Owner	Lab #	Status	Received	Completed	Printed	Released	Emailed
☐								
Print Selected								
☒	1263	16-0904.1	Completed	08/17/16	08/18/17	08/18/17	08/18/17	
☒	1263	16-0906.1	Completed	08/17/16	08/18/17	08/18/17	08/18/17	
☐	3092	16-6381	Completed	06/22/17	08/18/17	08/18/17	08/18/17	

By default only reports completed today are listed, but older reports can be listed as well by changing the **Completed Since** filter.

Use the checkboxes to select which reports you want to print, then click the [Print Selected] button. PH will first check if a completed report has already been created. If a report is found PH will use the existing one, otherwise PH will generate and save the completed report, and set the Print date for that sample. PH does not ask if you want to set the print date.

Once all selected reports have been located or generated, PH will merge them all into one file and open it in a new window (there are also links to open the merged pdf file, if you have pop-ups blocked.)

Email Completed Reports

[Print](#) [Email](#) [Preliminary](#) [Release Reports](#)

Batch Email Reports [\[Help\]](#)

Filter Samples
Completed or Printed Since: Order by [Apply Filter](#)

☐	Submitter	Lab & Lot	Completed	Printed	Emailed	Emails
☐	Example Seed Co.	Lab # 16-0904.1 Lot # Example Lot	08/18/17	08/18/17 [View PDF]		example@notarealemail.fake shared@anotheremail.fake thisemail@usedremarks.fake

By default only reports completed today are listed, but older reports can be listed as well by changing the **Completed Since** filter. The same filter is used for printing and emailing and will be remembered when you change tabs.

Only samples that have a completed report on file will be listed. If the completed report has not been generated, it will not be shown on the list. You can use the Print Tab to generate the completed reports.

Each row lists the email addresses that the report will be sent to. The system checks for "Sample PDF" email types for each associate the sample is shared with (see: Shared Samples for details). The system also checks for any remarks on the sample that have a remark type that starts with "Email:" with the email address in the remark text (see Sample Remarks for details.)

If the system did not find any email address for the sample, it will not be listed on the screen.

Print/Email Preliminary Reports

Only samples with a Lab Status of "Preliminary" are listed on this screen, but only samples modified today are initially shown on the screen. Check the "Show All Preliminary" box to see them all.

Batch Preliminary Samples [\[Help\]](#)

Notice:
All Samples with status "Preliminary" are included in this list, but only samples that have been modified today are initially displayed. Check the "Show All Preliminary" checkbox to make the older preliminary samples visible.

Filter Samples
Order by [Apply Filter](#)

☐ Show All Preliminary

☐	Owner	Lab #	Received	Printed	Released	Emailed	Emails
☐	195	17-0228	07/24/17	08/18/17	08/18/17	08/03/17 15:15	ch[REDACTED]@[REDACTED].com ka[REDACTED]@[REDACTED].com r[REDACTED]@[REDACTED].com r[REDACTED]@[REDACTED].net s[REDACTED]@[REDACTED].com w[REDACTED]@[REDACTED].com

If the Preliminary Report has not been generated and saved, it will need to be printed from this screen before emailing.

Release Reports

This tab can be used to manually release the completed & preliminary reports, or to modify the delay when releasing automatically.

By Default Lab reports are automatically made available to your customers on the XT interface. When using the automatic release process, there is also a “Delay window” which defaults to 30 minutes. The delay window is how long ago the report must have been created in order for the customer to have access. Using the default delay, that would mean any report created less than 30 minutes ago would not be available to the customer. This gives the office a window of time to review and make any corrections to a sample before the report is released.

The delay can be set from No Delay (Instant release of the printed report) to a maximum of 24 hours.

Batch Reports

[Print](#) [Email](#) [Preliminary](#) [Release Reports](#)

Release Reports [\[Help\]](#)

[\[Refresh\]](#)

Current Release Mode:**Automatic**. [\[Click Here\]](#) To switch to manual

Current Release Delay:**30 minutes** Change To:

Notice:
The release delay means how old the report must be before its available to your customers.
A delay of 30 minutes means that reports printed before: 14:42 (Server Time) are accessible on the web.

Alternatively, you can switch to using a Manual release process. When manually releasing reports you can use the date and time pickers to set a specific time for released reports. Any reports created after the time chosen will not be available on the XT interface.

Example: if the Release time = '2018-08-18 12:00', all the completed & preliminary reports created before that time would be available on the web, but any reports created after that time will not be available to your customers.

If you switch to the Manual release process, you can switch back to the Automatic release process, and vice versa. In either case, when reports are released to your XT users they will be able to see completed & preliminary reports.

Release Reports

[\[Help\]](#)

[\[Refresh\]](#)

Current Release Mode: **Manual**. [\[Click Here\]](#) To switch to Automatic

All times shown use the server time.

Current Server Time: **2017-08-18 15:27**

Last Release Time: **2017-08-18 14:57** *30 minutes ago*

Enter or select a new release time (leave blank to release all reports up til now)

New Release Date:  Time:

Notice:

Only reports created before the release time will be available to your customers.
Reports created after 2017-08-18 14:57 will not be accessible on the web.

Known Limitations (05/21/2023)

1. There is no way to force a reprint from this screen.
2. There is no way to delete a report from this screen