Samples

2024-07-02

This document refers to mostly Service & Certification Samples. See **Regulatory** for Regulatory Samples.

New Sample

If this is a certification sample that comes from a known field, you can choose the field and it will populate the crop and variety. It will also add the Field to the seed lot. Crop and Variety can be retrieved together using a partial match on Crop and Variety separated by semicolon.

If you want to override the variety, you can enter Product Name and that will appear on the report instead of variety. You could, for example, use VNS for the variety and "Wild Mountain" for the product name. If you don't want or need to enter all of thousands of varieties in the database, you can use the Product Name field for the actual variety.

If you are entering a Mixture, check the "Is Mixture" and add each crop in the mixture to the form that appears below.
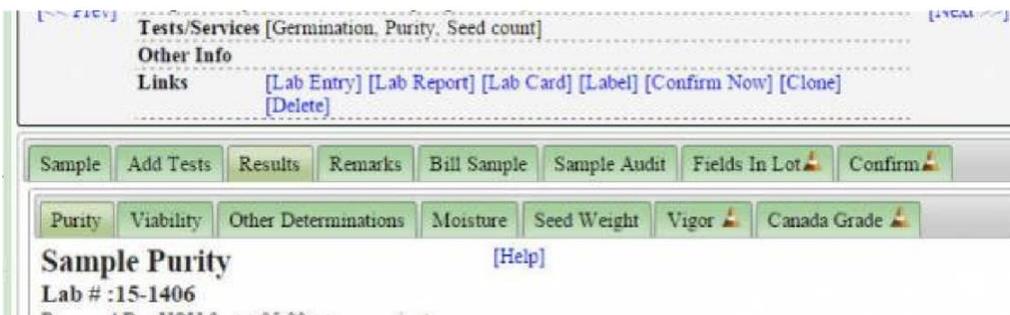
Select which tests and services should be done. Pure Harvest allows you to set up tests in "groups" so you can select them together. One group (like Complete) may contain several tests. If a test is in more than one group that you have selected, it will be entered only once.

Enter Test Result Data

After you save the new sample, you will see choices for adding more information, or adding test results.

Different Test results can be added via different tabs.

- Purity
  - o Purity Contaminants
- Viability
- Other Determinations
- Moisture
- Seed Count
- Vigor
- Canada Grade

See document "Test Results" for detailed information.

Sample Remarks

See document "Define Remarks" for setting up remarks.

Remarks

Last Refreshed @ 2014-01-07 16:49:06[Refresh]

Usage	Remark	Order	Text
[X] ANAS	--		Test results [snip].. ICIA will determine final class [snip]
[X] OTHD	UGS		Undesirable Grass Seed (UGS) None found in 10.16 grams analyzed.
[X] SAMR	--		Germ in process -
[X] SENR	--		Idaho Certified Field No. 51070059 Grower: Leitch Farms

[Add Row] [Submit]

PH allows you to predefine remarks to be used on reports. There are different types of remarks that are used in different ways. The "Types" are called "Usages". The usages shown above stand for Analysis Statement, Other Determination, Sample Remark and Senders Remark.

These Remarks appear on the lab report:

Usage	Title	Description
ANAS	Analysis Statement	Appears in the Status box
SAMR	Sample Remark	Appears in the Remarks box
SENR	Senders Remark	Appears in the Remarks box
OTHD	Other Determination	Appears in the Other Determinations box
OTHC	Other Crops	Appears in the Other Crops box
OTHW	Other Weeds	Appears in the Other Weeds box
NOXW	Noxious Weeds	Appears in the Noxious Weeds box
SENI	Senders Information	Alternative to SENI, appears at the top of the report with the other senders information
Usage	**Title**	**Description**
REPH	Report Handling	Appears below Mailing address, Used for providing extra info like 'CC To: Somebody Else'
Other types of remarks mainly for internal use		
PURN	Purity Note	Notes pertaining to the Purity test, also used to store initials of Purity Analyst
GERN	Germination Note	Notes pertaining to the Germination tests (replaced by VIAN)

VIAN	Viability Note	Notes pertaining to any of the Viability tests on the sample
OFFN	Office Note	General office notes.
XTSN	eXTernal Sample Note	Not all data collected from the Online Sample Submission forms map to a specific table or column, especially for customized submission forms. Any information that cannot be stored in a specific column or table is created as an XTSN remark on the sample.

The column titled "Remark" is the abbreviated name for this remark. You can enter this name into the web page to automatically retrieve the associated remark. This offers a way to connect a short meaningful name with a long string of text. The text can be edited after it is retrieved. In that case, the remark serves as a re-usable template.

You can see all the available remarks in the picklist, or run the Export called "Seed Testing - Defined Remarks".

Special Remarks

Some Remarks have a special meaning, and are used by the system in specific ways.

- if the **Remark** column begins with "Email:" (colon is required), and the remark text contains a single email address, that email address will be included in the list of recipients when the lab report is sent.

Generate Remarks

PH can automatically create some types of remarks from data you have entered. There is a link labelled [Create/Replace Generated Remarks] on the remarks tab that will recreate these remarks.

Some example remarks:

- [PurReqs] "Wheat, soft white winter - AOSA:Requirements (Purity: 100grams; Noxious: 500 grams)"
- [TZDate] "TZ completed on October 18 2014."

Sample Sharing

If a sample is shared with an associate, that associate will have access to it on the Track interface. By default a row is always created for the owner. Additional defaults can be setup to share with the Bill To associate and the Conditioned By Associates (contact support if you have questions about your sharing defaults)

You can share the sample with any associate by looking them up and pressing the [Add to Share List] button.

Sample Status

A Sample Status of "Preliminary" means the report is ready to be reviewed or released, depending on your internal process.

If you mark a sample as "Preliminary" you can search for it on the sample search screen.

Confirm Sample

The Confirm screen is used as final check for errors and missing data. You can choose to Re-Calculate test values & re-generate remarks.

The screen will tell you when the sample was "Last Confirmed". (This will not appear on samples confirmed prior to 12/2/2015 when this feature was delivered.)

The Confirm dialog also has a "Currently reported" section which can be expanded to show a preview of the what the report will look like.
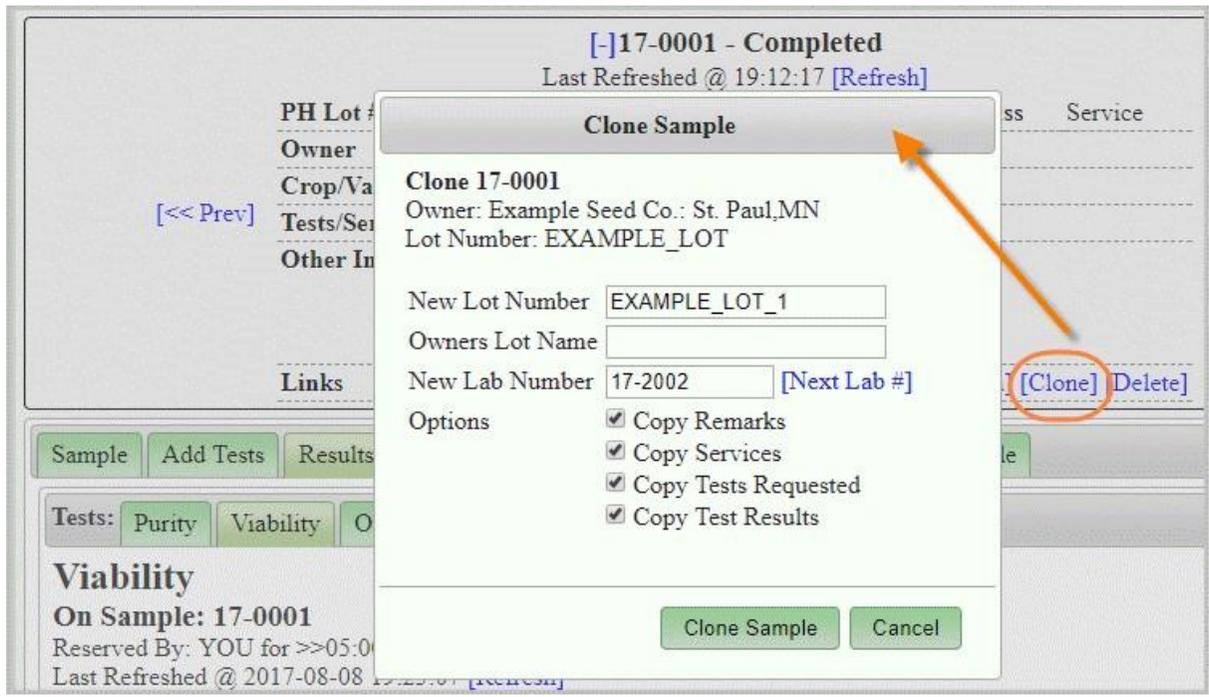

Sample Billing

See the Sample Billing Page

Clone Sample

Single

The [Clone] link will bring up a pop up to make a copy of the sample currently being displayed. Enter a new lot # and Lab # (Use the [Next Lab #] link to get the next available number in the sequence). Optionally copy additional information such as remarks, tests or services requested, and test results.

Multiple

This screen will make multiple copies of a sample, copying the lot & sample information, as well as any remarks entered, and tests or services requested. It does not copy test results when creating new samples.

From this screen you can take an existing sample and use it to create multiple samples. You can leave the lab number blank to use the normal sequence (PH will get the next available lab number). You can enter a lab number like "17-/1001" and the first sample will get 17-1001, and the each sample after it will get the next lab number in that sequence. Or you can manually enter a single lab number like 17-2001

After entering the samples to be created, you need to validate them. During the validation PH will check that the lot number is unique and that the lab number does not already exist. After you have validated the sample, use the [Click here to create new Samples] link to create the samples.

After the samples are created, each row will have a link to the new lab number so you can quickly open one of the samples you just created.

Lab Report

See **Lab Report Screen** for details.

View Report #15-0024

Sample Status

Lab Status [Preliminary ▾] Ready to bill? [▾]

Complete Date [🗓] Is Locked? [▾]

Email Date [2015-07-15 🗓]

[Save]

Email Document

Owner: Elko Seed Company (4166)
Last Emailed on: 07/15/15

Email To: [someone@somewhere.com]

Optional
Message [ ]

[Add Cc address] [Send Email]

[Release To PHWWW]   [View PHWWW as Associate]

PDF LINKS: [Download] [Open in new window] (File Name: 15-0024.48321.pdf)
Generate PDF Style: [analysis_usa ▾] ☐Print To Paper [Generate]

Example Seed Lab
123 Notastreet Ave.
Townsville, MN
Laboratory Report Of Analysis

Demo Lab Logo

Account No.	Date Received	Date Completed	Lab Number
4166	06/24/15	Preliminary	15-0024

Regulatory Samples

Reg samples use a different screen (Here).