



## Submitting Samples Online – For Lab

2024-07-03

This guide covers how to use the online sample submission form. It describes the process customers use to enter samples and what the lab does to accept them.

### 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 entering 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 XT 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.

\* 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:

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

XT Sample #: <b>XT-0003</b>	Submitter Sample #:
Submitter: Any Company (#9998) Somewhere St. Any Town, MN 55555	Lab/User: EXAMPLE
Lot #: EXAMPLE	Crop: Wheat <i>Triticum aestivum</i>
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.

**New Sample** [\[Help\]](#)

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

---

Date Received

\* Owner  [\[Notes\]](#)

Conditioner  [\[Notes\]](#) Same as Owner

Field Number

\* Lot Number

Sender's Info

Sample Remarks

\* Lab Number  [\[Next Lab #\]](#)

Report Type  ▼

Testing Rules  ▼

Crop Year

Product Name

\* Crop Variety   Is Mixture

[\[Add Variety\]](#)

Program

Seed Class

Noxious Exam

<p><b>Test Groups</b></p> <input type="checkbox"/> Complete <input type="checkbox"/> Complete + TZ	<p><b>Tests</b></p> <input checked="" type="checkbox"/> Purity <input checked="" type="checkbox"/> Germination	<p><b>Services</b></p> <input type="checkbox"/> Fax results <input type="checkbox"/> Phone results
---	---	---

## 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.

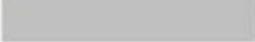
#	Assoc ID	XT # ; Lot #	Crop/Variety	Tests/Services	Submitted
1		XT # XT-5081 Lot # 16CE1WR26	Rye, winter hybrid <i>Secale cereale</i> Variety: VNS (Bono)	Tests: Germination Services: Rush	10/04/17 <a href="#">[View Label]</a>
2		XT # XT-5081 Lot # 16CE1WR26			
3		XT # XT-5081 Lot # NBS-16CE1WR26			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

Submit Sample Label - P x

wsda.pureharvest.com/pureh//xt/xt\_label.php?xt\_row\_id=5072

Apps 1 2014-4Q 3 older 4 Bookmarks Headspace

XT Sample: XT-5081 		Submitter Sample #:	
Submitter: 		Lab/User: WSDA/WS	
Lot #:		Crop:	Rye, winter hybrid <i>Secale cereale</i>
Amount:		Variety:	VNS
Class:		Product:	Bono
Year:	2017	Services:	Rush
Tests:	Germination	Clean:	Precleaned
Bill To:	North Basin Seed	Status:	
Conditioner:		Other:	
Senders Info:		Share with:	