Formulas Online

Printing Sample ID Sheets

Not every submission requires a sample. When a sample is required, however, you may enter a sample sent date and print a sample ID sheet.

Follow these steps to print a sample ID sheet:

1. Enter the Sample Sent date following the steps in Entering Sample Sent Date.

2. Select the checkbox next to the Sample ID for each sample you wish to send.

►**Note:** Select the top-level checkbox to select all the samples. Deselect the ones you do not wish to send or have already sent.

3. Select **Print Sample ID Sheet** from the For Selected Samples drop-down list. See Figure 1.

Figure 1: Printing Sample ID Sheets – Samples Tab with Print Sample ID Sheet Sent Selected

4. Select the **Go** button. The printable sample ID sheet displays. See Figure 2.

Figure 2: Printing Sample ID Sheets – Printable Sample ID Sheet

►**Note:** If you generate this label prior to saving, the application indicates a <u>null</u> value for your sample ID.

5. Select the **Print this page** button. The Print dialog displays. See Figure 3.

Figure 3: Printing Sample ID Sheets – Print Dialog
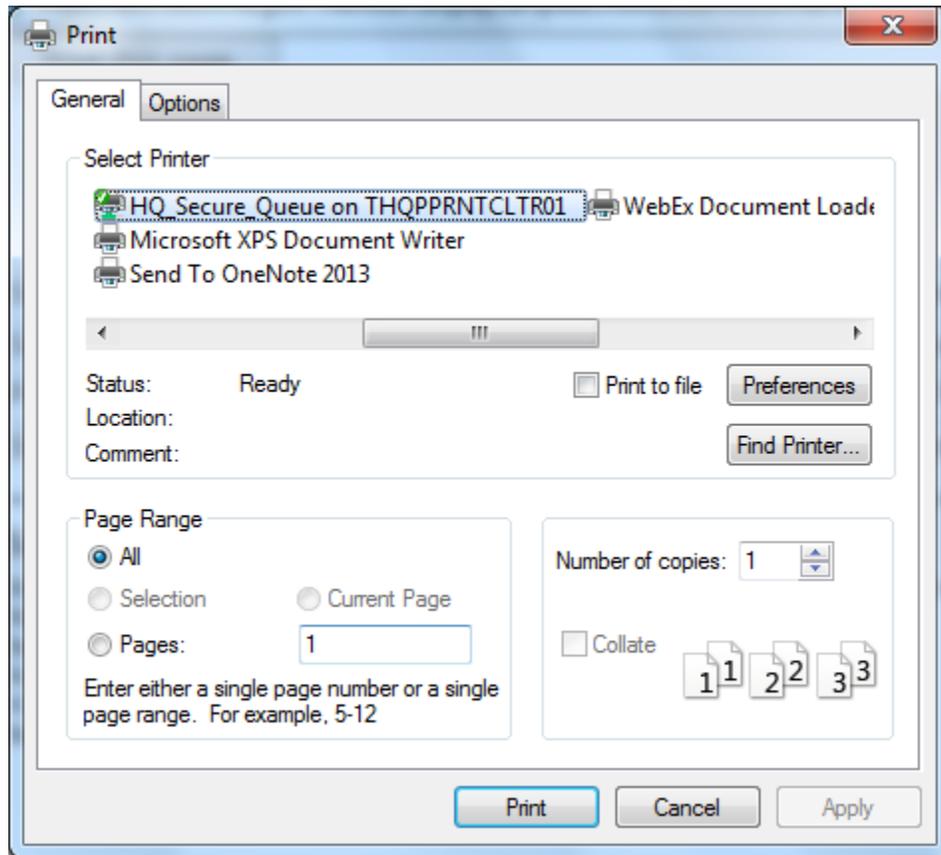
6. Select the **Print** button. The printable version of the sample ID sheet is sent to the selected printer and printed.

7. Select the ❎ in the upper right corner of the printable version of the sample ID sheet to close the page.

8. Attach the sample ID sheet to your sample shipment and ship the samples as directed.