Policy & Procedure Document

Last Modified: 03/12/2007
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1109.2

ITEM: FIND SAMPLE   **REVISED: 03/12/2007**

FIND SAMPLE

The Find Sample windows allow a search for samples based on a specific list of criteria. This list of criteria includes geographic area, sampled by, material, Producer/Supplier, sample date range, Contract - Project - Line Item and by general Item Code. The window allowing the selection of these criteria is called the Find Samples Parameters window. The window will display immediately after opening the Find Sample icon.

Once parameters are selected, the data is found and displayed on the original Find Sample window. It is important to note that in order for any sample to be shown, it must meet all of the conditions specified in the Find Samples Parameters window. For example, if two criteria are specified and a given sample meets only one of the two conditions, it will not be listed.

Found sample records are listed on lines that contain numerous fields of sample information under column headings. Clicking on the column heading will sort all the listed records according to that column.

Listed samples can be viewed by highlighting, clicking Services then View Sample.

Sample records that do not have the "Sampler" field populated will not list using the Find Sample search function so it is important to always populate that field.

Rights to this window will be the same as 1109.1.

Changes to previous versions of this Policy:

3/12/2007: Reviewed for 3.7 Upgrade. Changed "Smpl By" to "Sampler" in next to last paragraph.