

Policy & Procedure Document

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

SECTION: 1100 - Materials Management

ITEM NUMBER: 1109.4

ITEM: STANDARD SAMPLE REMARKS

REVISED: 03/12/2007

STANDARD SAMPLE REMARKS

The Standard Sample Remarks window is used to add and modify standard remarks that may be added to samples.

It is involved in two areas on a Sample Information record:

- A. First tab of the Maintain Sample Information window (Basic Sample Data) field: Status (List box)
- B. Second tab of the Maintain Sample Information window (Addtl Sample Data), field: Include Standard Remarks (check box)

This is an administrative window that allows addition and modification of remarks relevant to Status selection from A and includes those remarks on the built in lab report for the sample record if the box from B is checked. Certain custom reports may also display the standard remarks.

MATADMIN will have update rights to this window. Any group with update rights in 1109.1 will have inquiry rights.

Changes to previous versions of this Policy:

3/12/2007: Reviewed for 3.7 Upgrade. Added sentence about custom reports that may also display standard remarks.