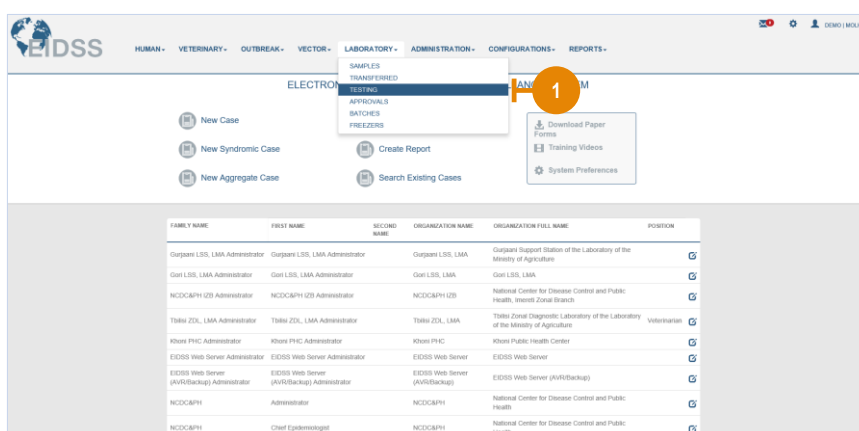


Create a Batch

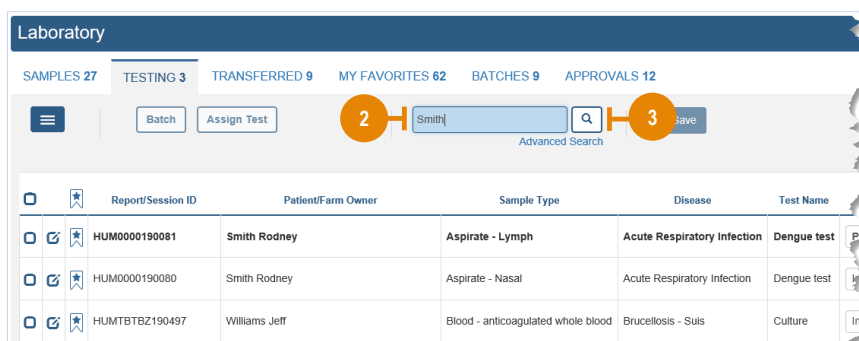
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An EIDSS user with the appropriate permissions can group multiple samples for batch testing in the database. This quick guide presents the steps to create a batch.

1. From the **EIDSS Dashboard**, choose **TESTING** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **TESTING** tab open.

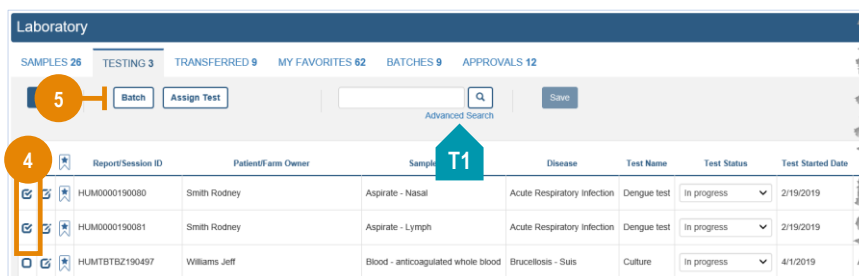


2. Enter a search parameter for the samples you wish to include in the batch. **Note:** Searching may not be necessary if the desired samples appear in the grid.
3. Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results**.



Tip 1: If the desired samples do not appear, click **Advanced Search**, enter as much information as possible, and click **Search**.

4. Check the box of each desired sample. **Note:** Only samples being tested for the same **Disease** can be batched.
5. Click **Batch**. The **Create Batch** window appears.



Create a Batch

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- Complete the **Create Batch** window.
Note: Fields marked with a red asterisk are mandatory.

Tip 2: To delete entered information and close the window, click **Cancel**.

- Click **Batch**. The **BATCHES** tab appears displaying the chosen samples under one **Batch ID**.

The screenshot shows the 'Create Batch' window. The 'Test Name' field is mandatory and contains 'AGID'. The 'Tested By' field is a dropdown menu showing 'Ellen Skylar'. The 'Test Started Date' field is filled with '11/13/2019'. The 'Result Date' field is empty. Below these fields is a 'Quality Control Values' section with a 'Notes' field. At the bottom are 'Cancel' and 'Batch' buttons. An orange box highlights the main form area, with a circled '6' in the top right corner. A circled '7' is next to the 'Batch' button. A 'T2' label is next to the 'Cancel' button.