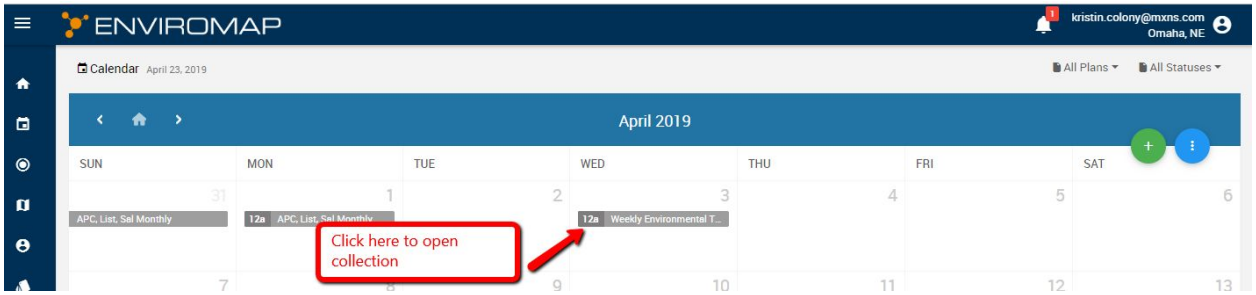
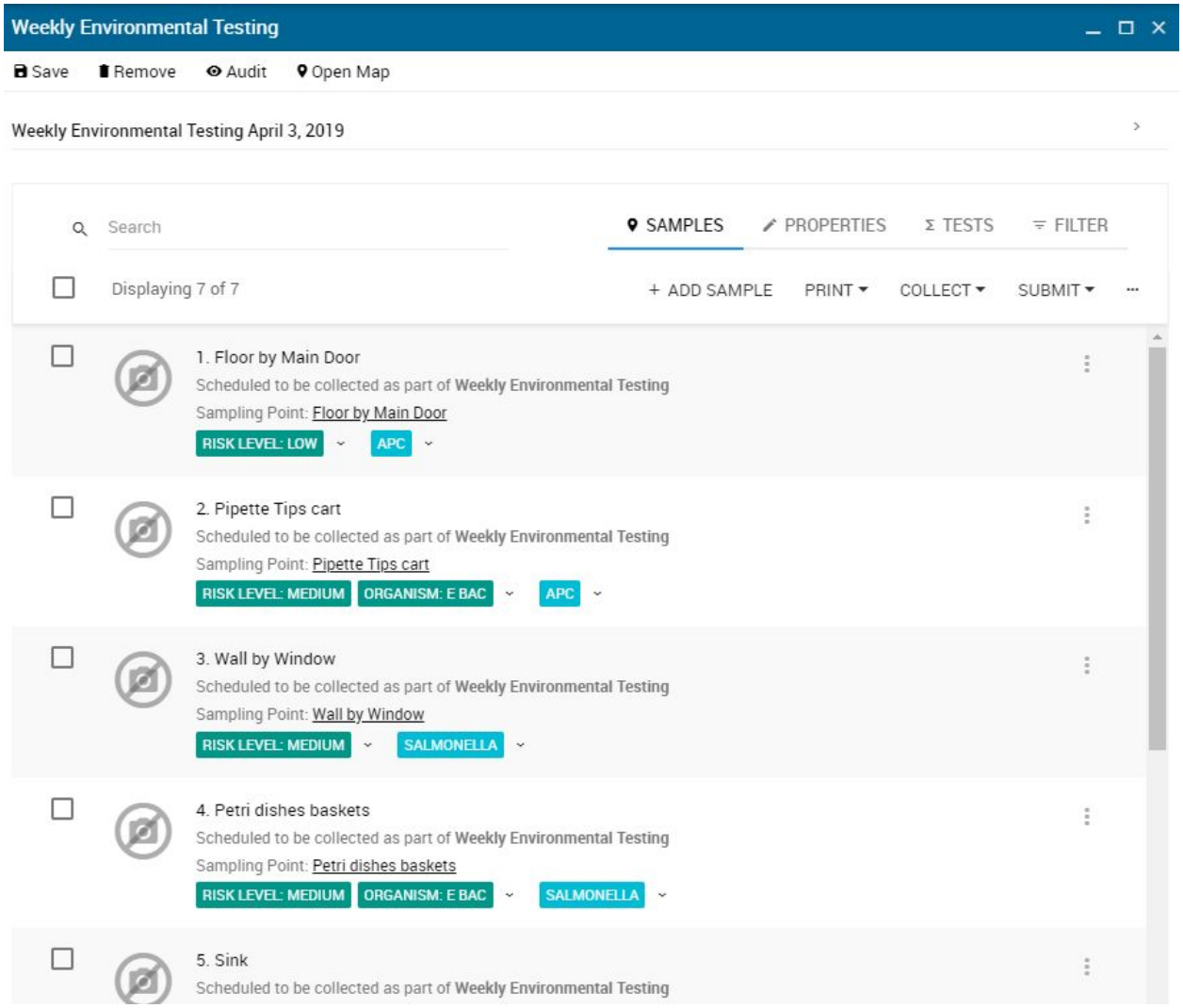
How to Submit Samples in EnviroMap: Step by Step Walkthrough

Part I: Review and Update Collection

Click on the Collection you wish to Submit

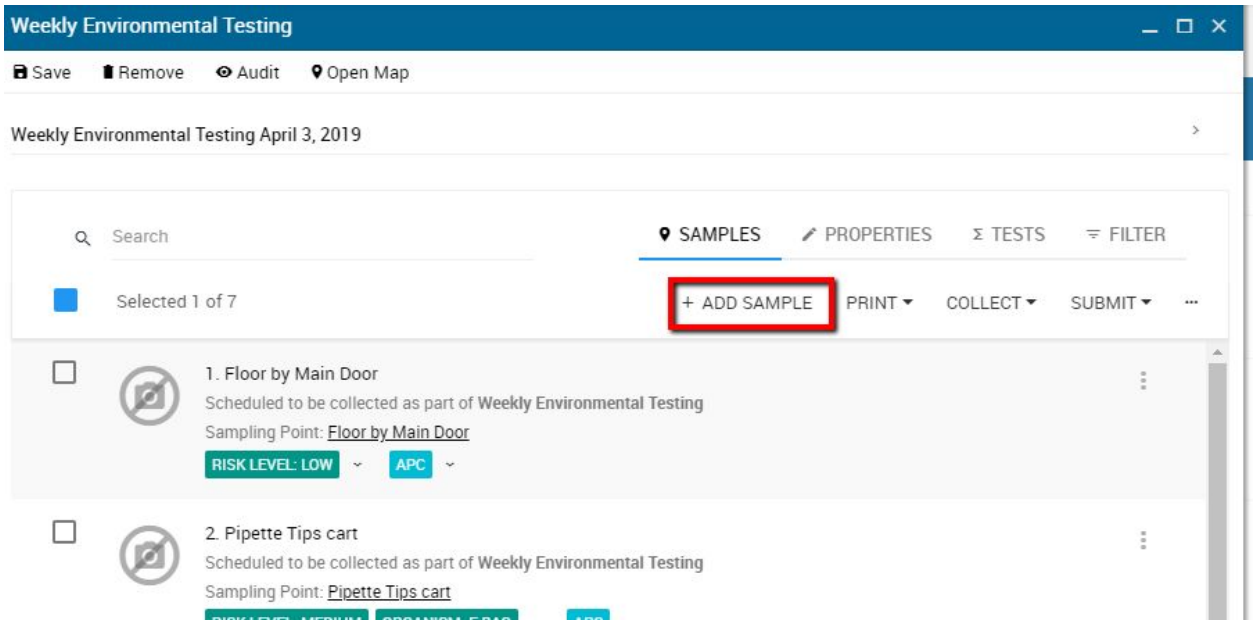


Review the Collection for correct samples and testing.



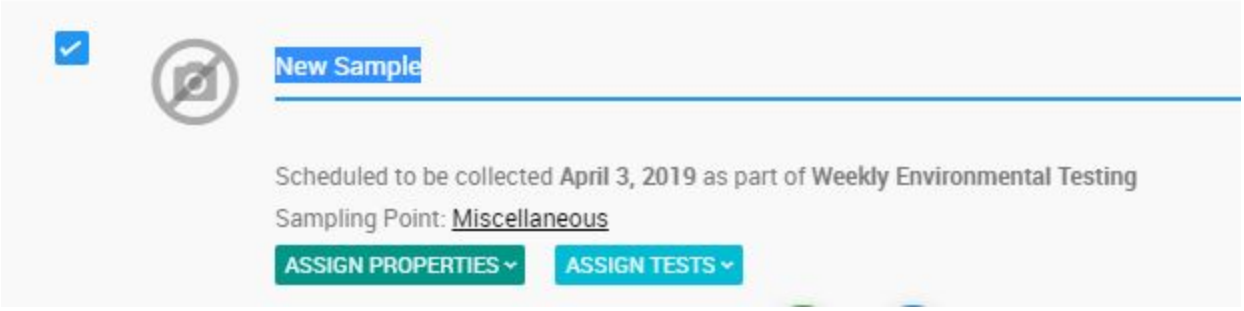
To Add an Unmonitored Sample:

You can add an Unmonitored Sample by Selecting the + Add Sample

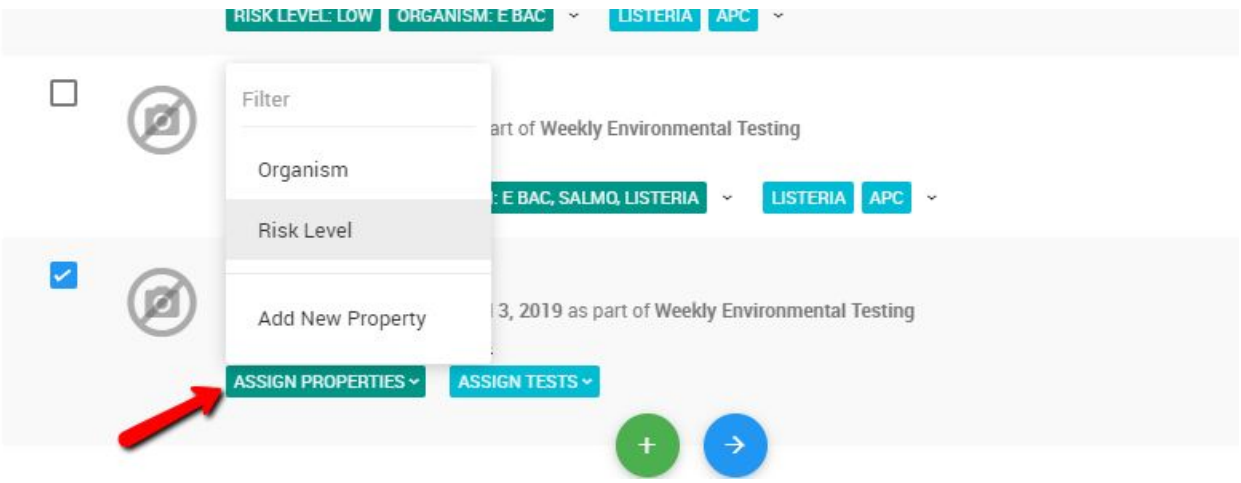


This will add an additional unnamed sample to the bottom of the collection.

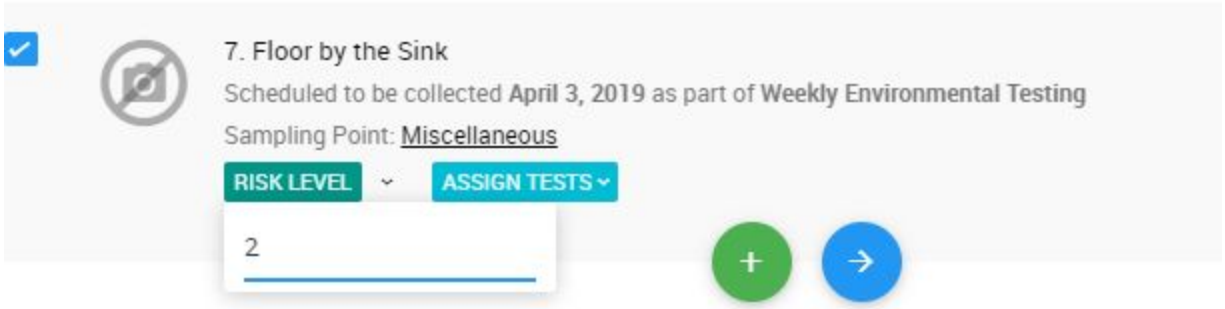
Click on the sample name to update the name.



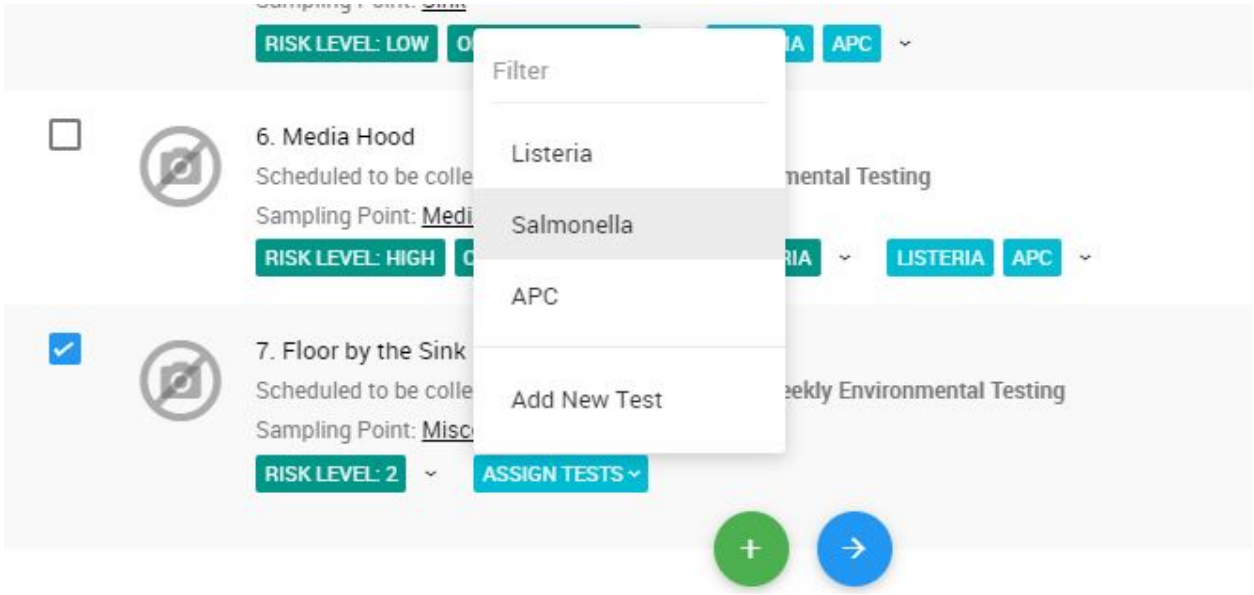
You can also click Assign properties to assign properties like Risk level, Region, etc.



Click on the property to add the property value



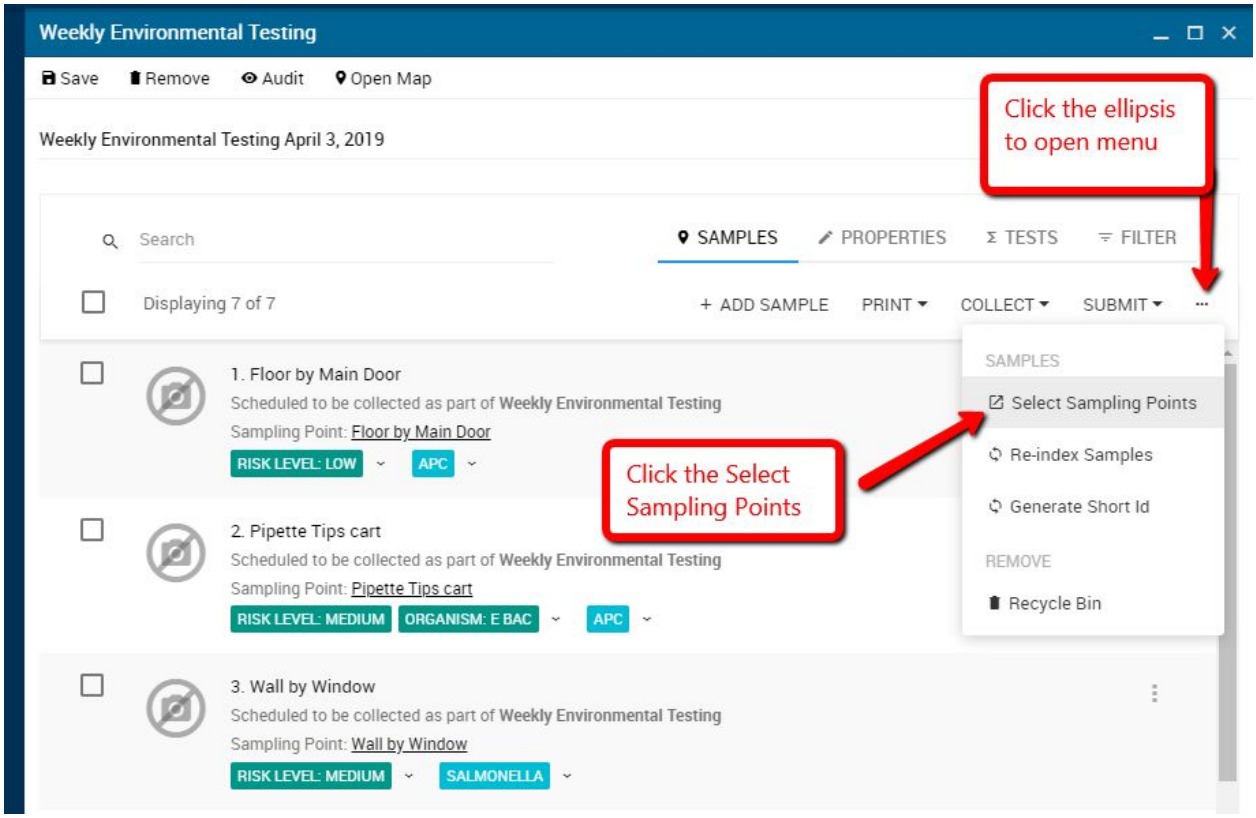
Next, click on the Assign Tests to assign the requested test:



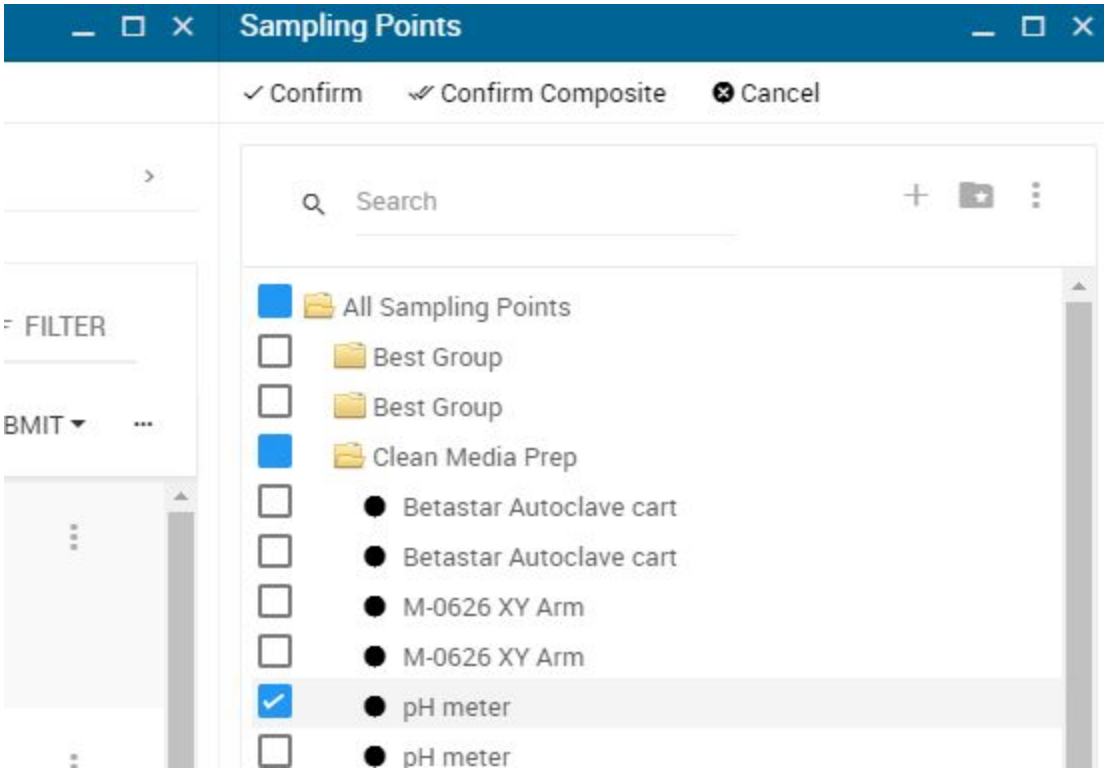
Then click on the Save on the upper left hand of the collection.

To add a Monitored Sampling Point

To add an existing Sampling Point, click the ellipsis in the right hand side



This will open the sampling point tree. Select the desired sampling point(s) and click confirm.

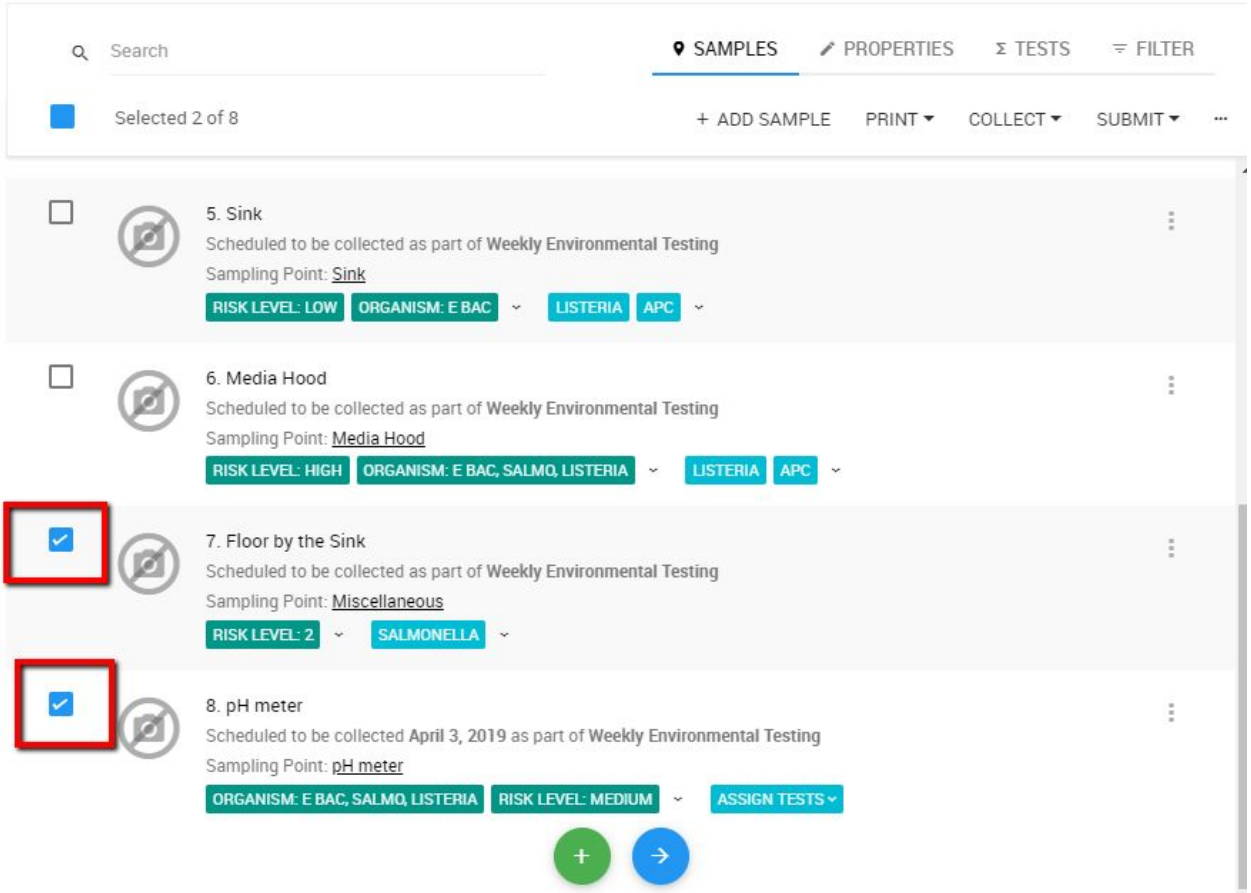


This will add the samples to the collection along with the testing and properties assigned to that sampling point.

Click Save to Save the collection.

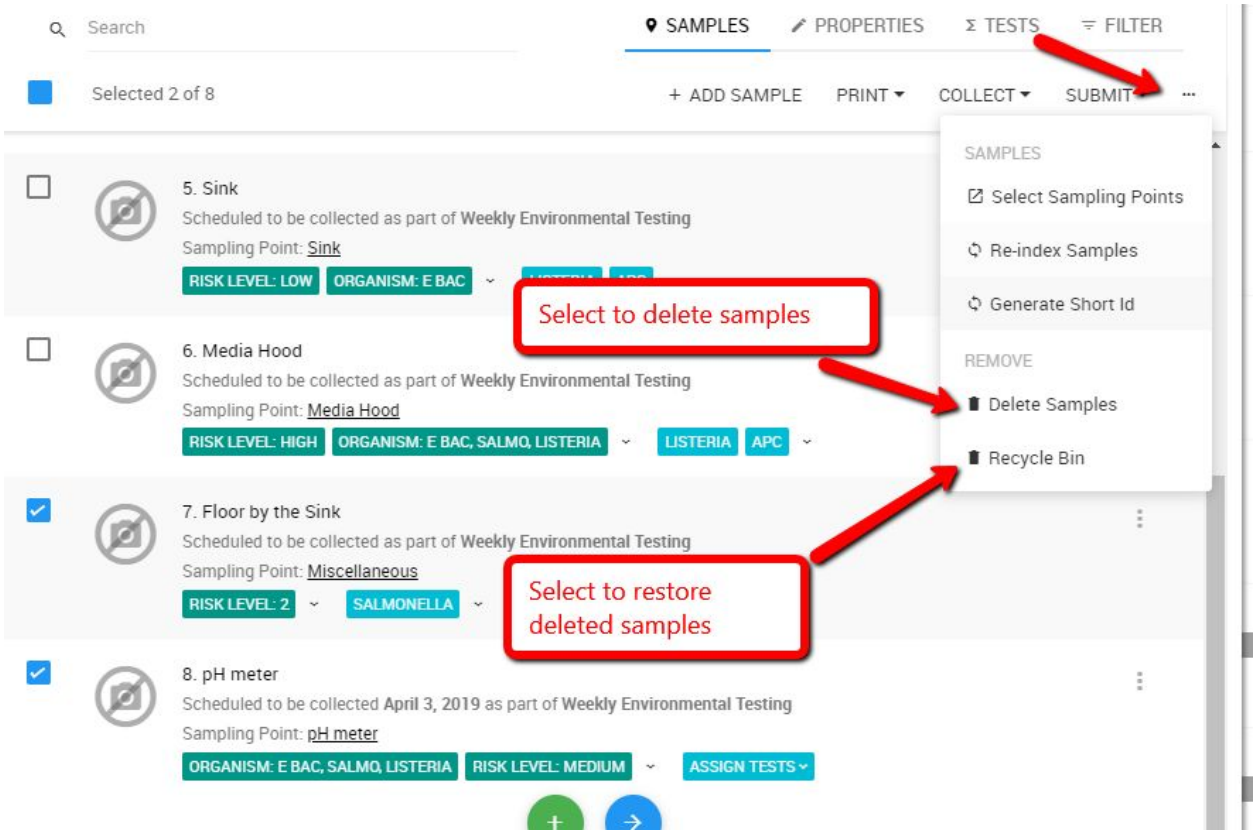
Removing Samples from the Collection

To delete sample(s) from the Collection, select the sample(s) by checking the box(es).



Then click on the ellipsis and select the Delete Samples Option.

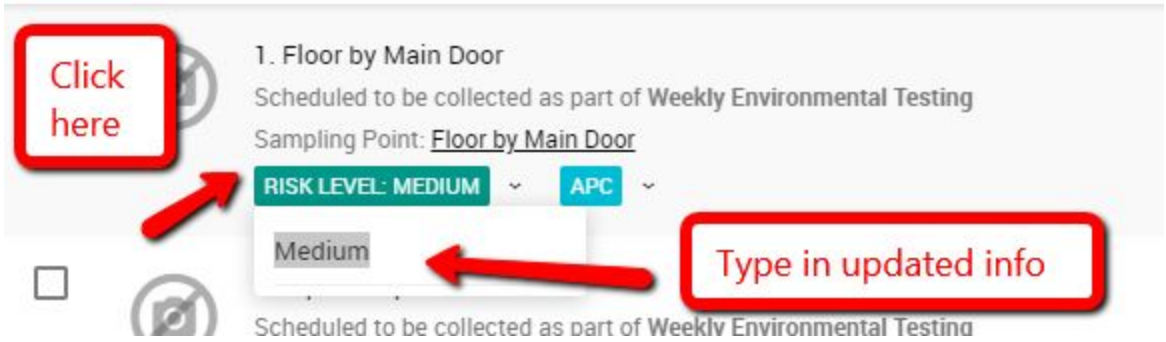
Samples can be restored by selecting the Recycle Bin option.



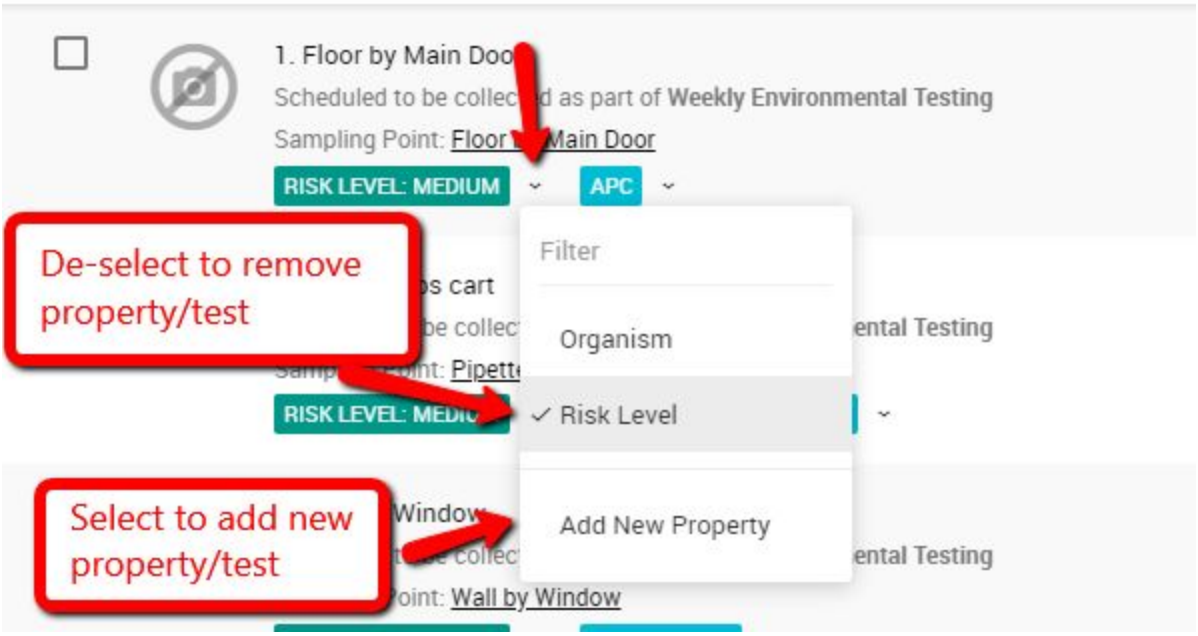
Remember to Save the updated collection.

Updating Testing and Properties

To update a sample property field, click on the sample property and type in the new data.



To add or remove a sample property/test, click on the down-arrow next to the property/test:



Save the Updated Collection.

Part II: Collecting the Samples

Once the Collection is finalized, you can proceed to collect the samples.

If you wish to only collect certain samples at this time, select the specific samples by checking the box next to the sample description. If no boxes are checked, all samples will be collected selected.

To help with the collection, you can print your EnviroMap labels.

To Print the Labels, select the Print Function and select Print Labels.

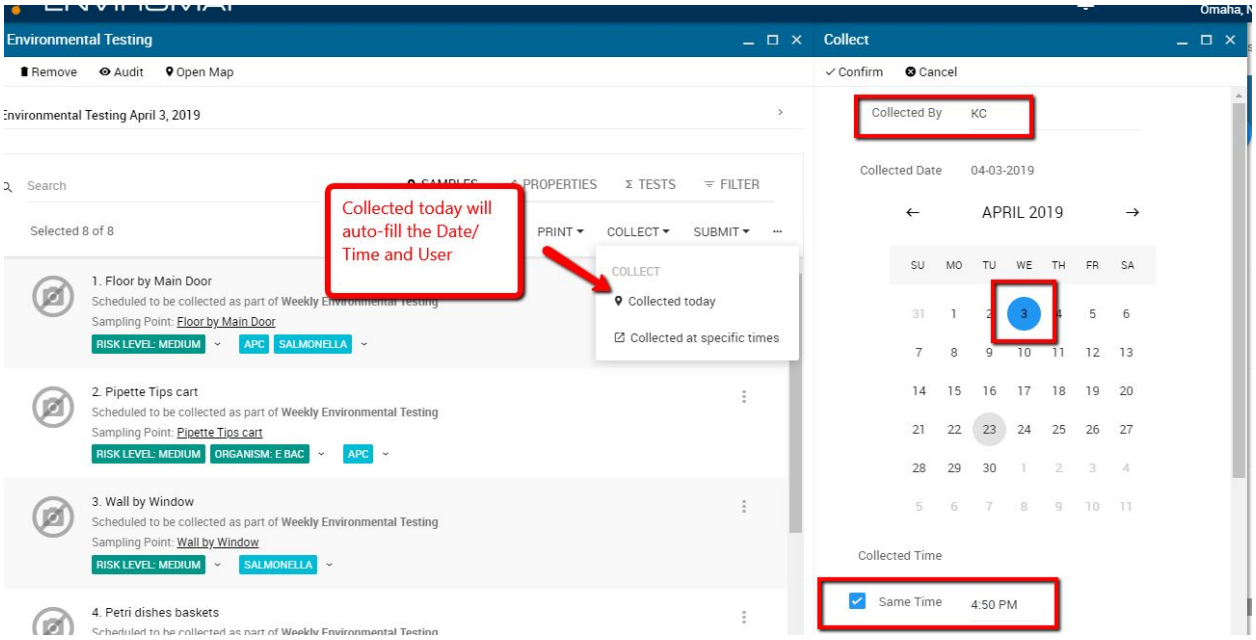
Depending on your setup, you may also have a Sample List, Packing List or Sample Submission form that will download an Excel file with the samples in the collection.

To print this list, select the Print and select the appropriate document.

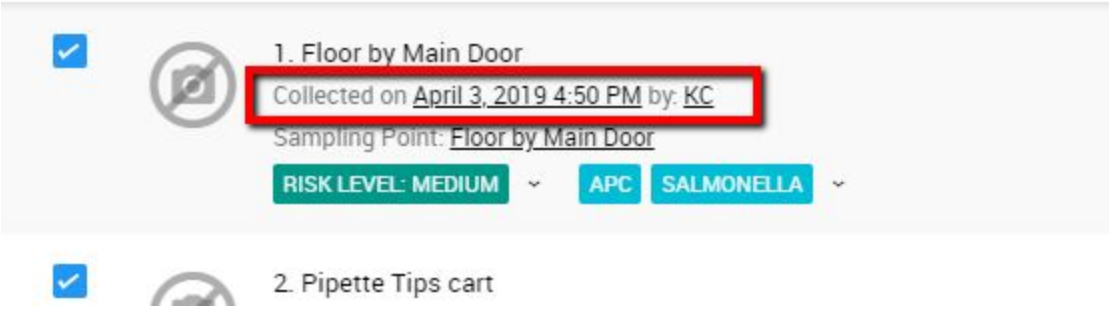
PLEASE NOTE: IF YOU MAKE ANY UPDATES TO THE COLLECTION, PLEASE RE-PRINT THE LABELS AND THE DOCUMENTS TO ENSURE ALL INFORMATION IS MATCHING

In addition to printing the labels and additional documents, if needed, you “collect” the samples in EnviroMap. This will record the person who collected the samples and the day and time of the collection.

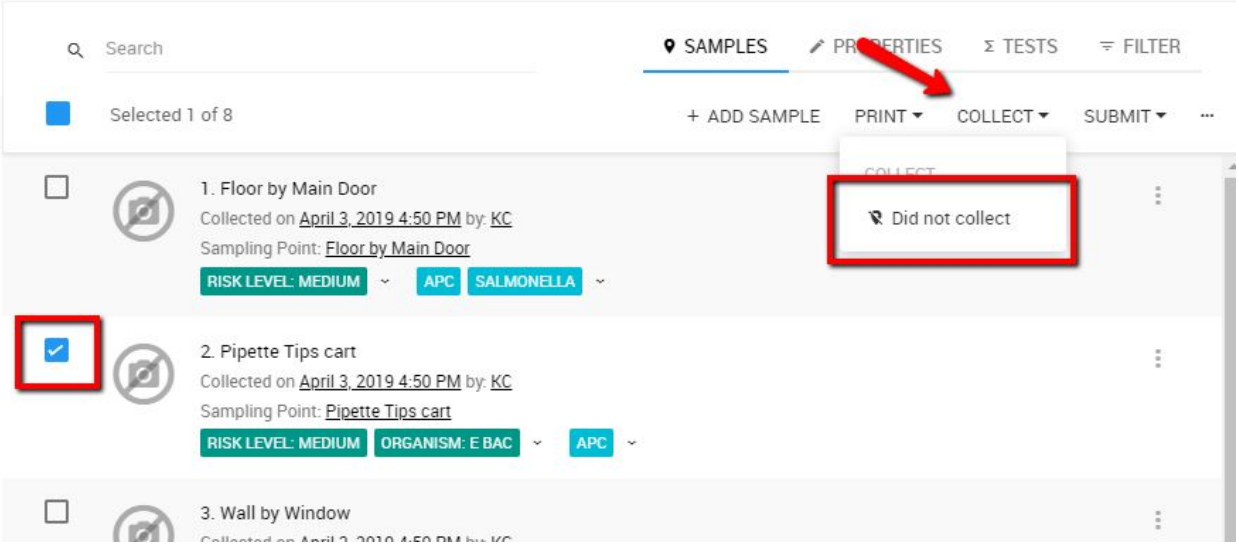
To Collect the samples, select the Collect. You can either choose to Collected Today (which will record the Date and time and the user as is) or Collected at specific times. This will allow you to manually edit the collected by person and the date and time.



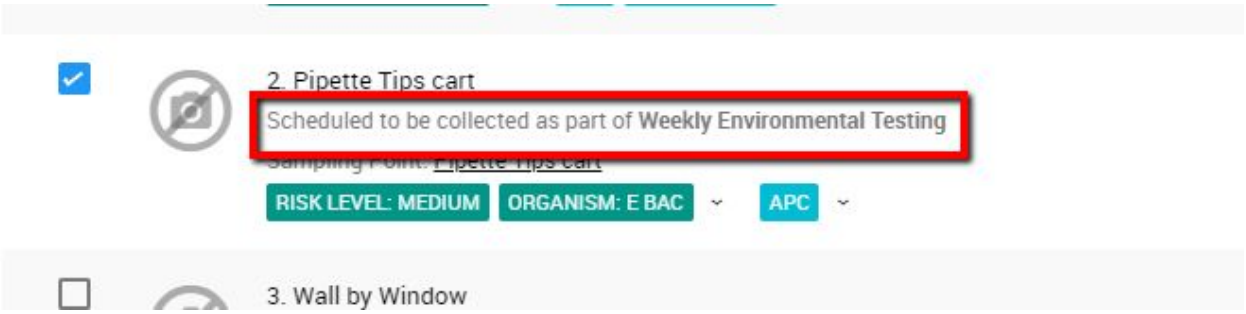
Once the samples are “Collected” in the system, you will see the audit on the samples:



If you did not collect a sample and wish to collect it later, check the sample and select the Collect:



This will un-collect the sample while leaving it in the Collection for a later date.

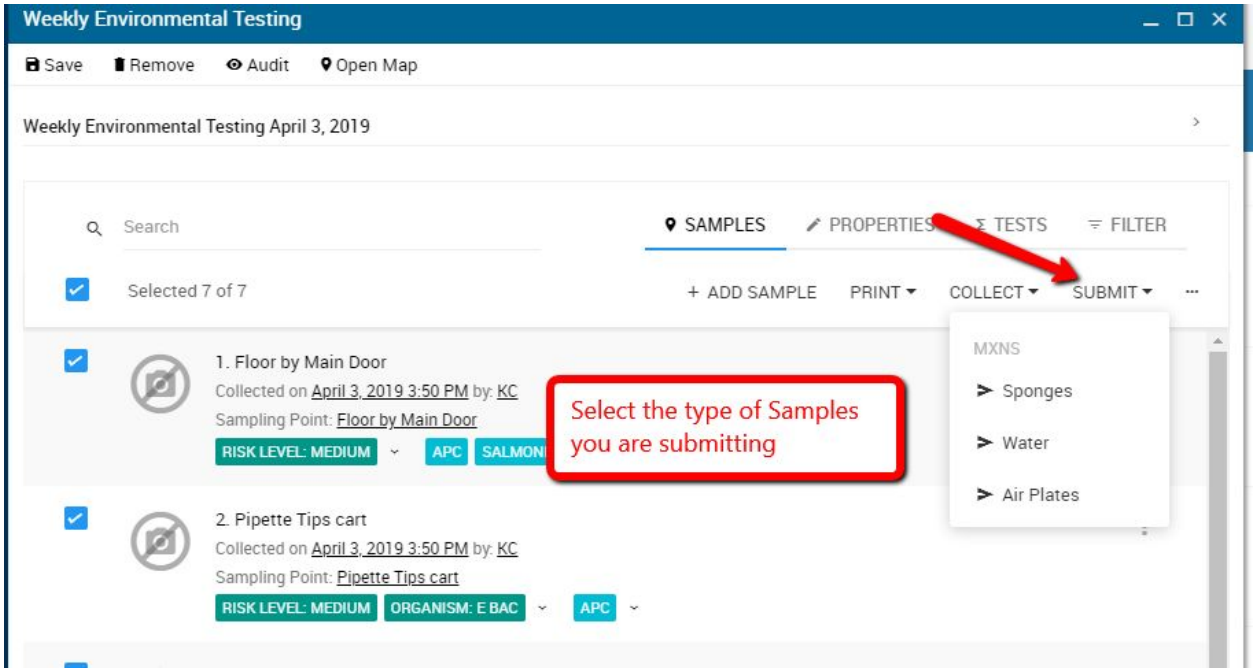


Part III: Submitting the Samples

EnviroMap supports several ways to submitting samples to the lab:

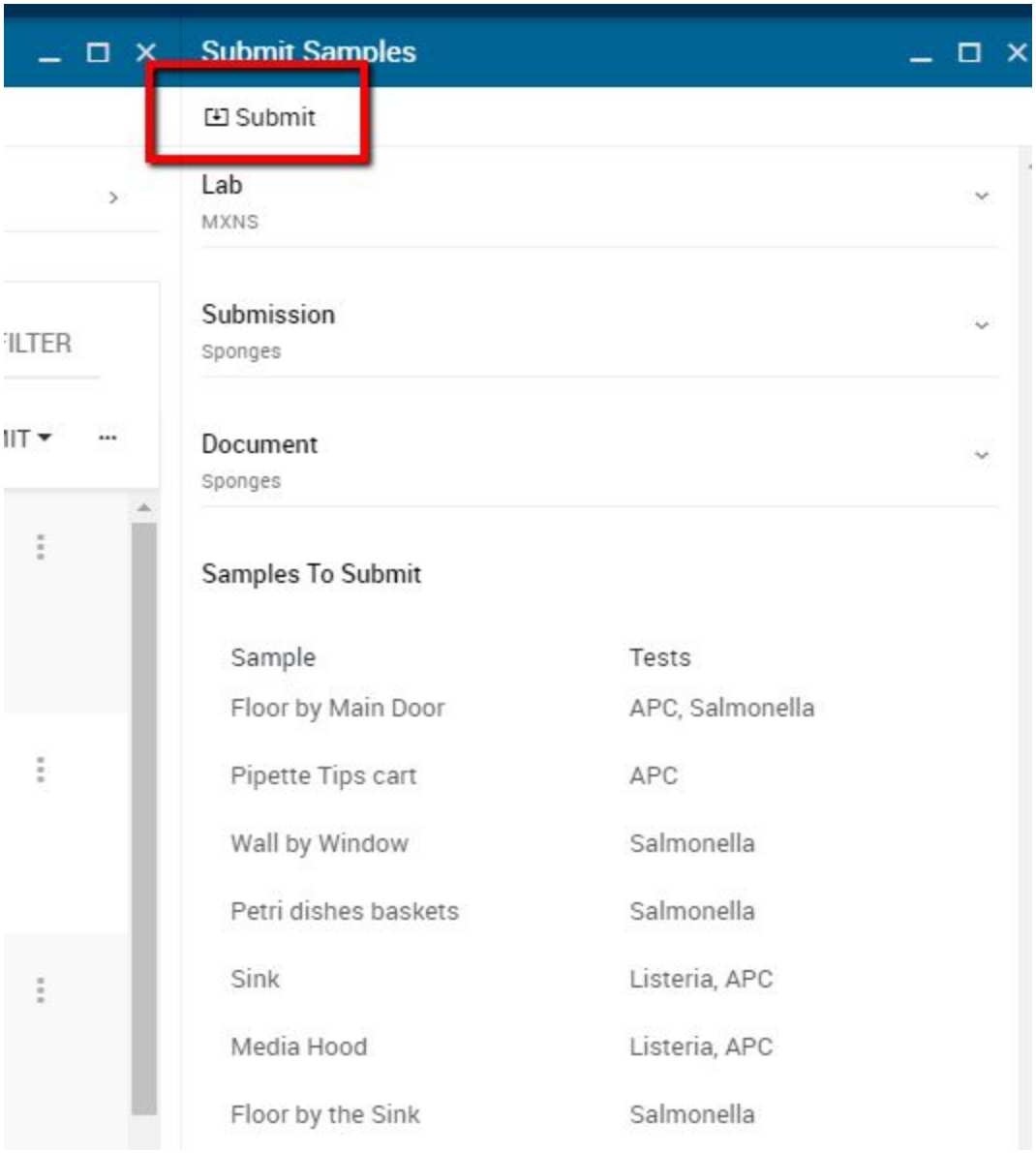
1. Printing Sample Submission Form with Appropriate descriptions and testing
2. Emailing Sample Submission Form to lab
3. EDI (Electronic Data Interchange) with the lab (including MXNS labs)

The process is the same for each submission type. Once the Samples are collected, select Submit:



It is very important to select the correct Submission type, since this will determine what information gets transmitted to the lab via Sample Submission Form or Electronic Data file.

Review the submission once more and select Submit:



Once the samples have been submitted, the audit of the submission is recorded and the Collection will change color on the calendar.

Any documentation required by the lab should be generated through EnviroMap, printed and submitted along with the samples.

The Collection is now submitted and waiting for results.

If you have any questions, please contact Support@Enviromap.com