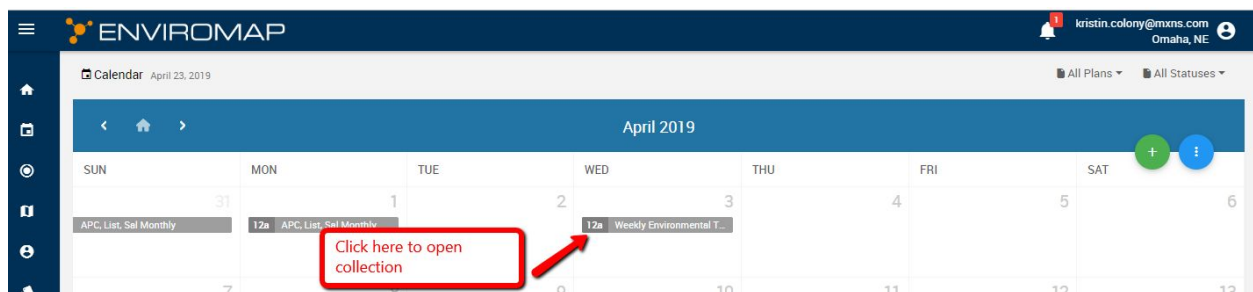




How to Submit Samples in EnviroMap: Step by Step Walkthrough

Part I: Review and Update Collection

Click on the Collection you wish to Submit



Review the Collection for correct samples and testing.

Weekly Environmental Testing

Save Remove Audit Open Map


Weekly Environmental Testing April 3, 2019

Search

SAMPLES
PROPERTIES
TESTS
FILTER


☐
Displaying 7 of 7

+ ADD SAMPLE
PRINT
COLLECT
SUBMIT

☐



1. Floor by Main Door
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Floor by Main Door

RISK LEVEL: LOW
APC

☐



2. Pipette Tips cart
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Pipette Tips cart

RISK LEVEL: MEDIUM
ORGANISM: E BAC
APC

☐



3. Wall by Window
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Wall by Window

RISK LEVEL: MEDIUM
SALMONELLA

☐


4. Petri dishes baskets
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Petri dishes baskets

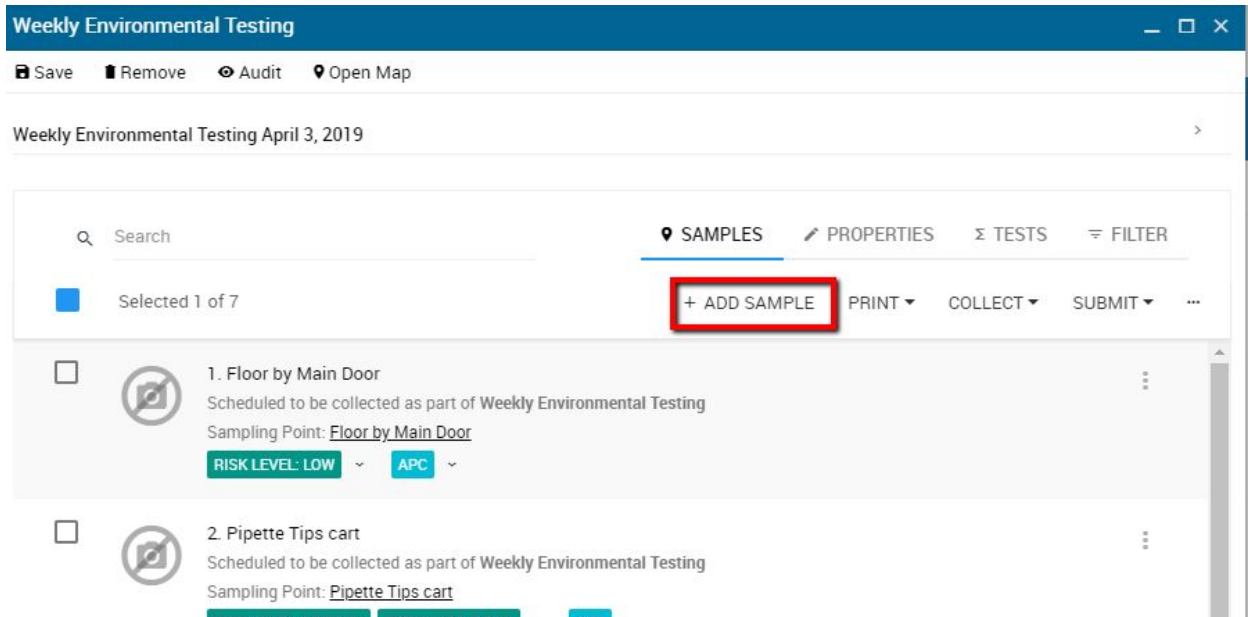
RISK LEVEL: MEDIUM
ORGANISM: E BAC
SALMONELLA

☐


5. Sink
Scheduled to be collected as part of Weekly Environmental Testing

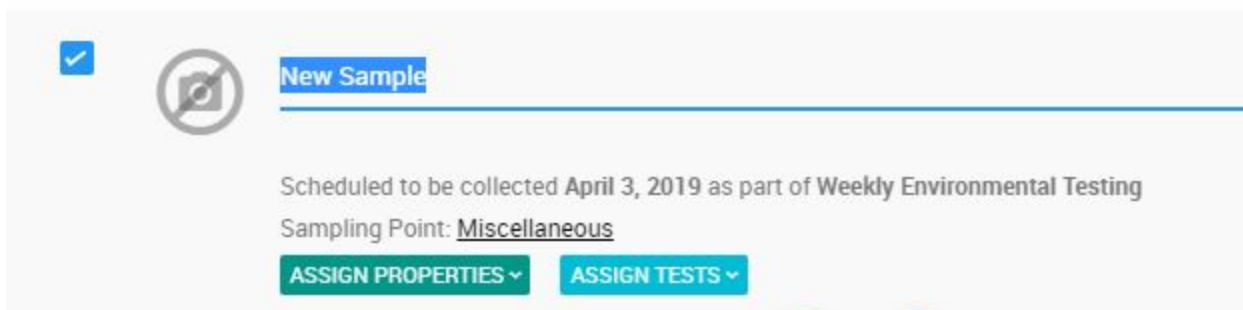
To Add an Unmonitored Sample:

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

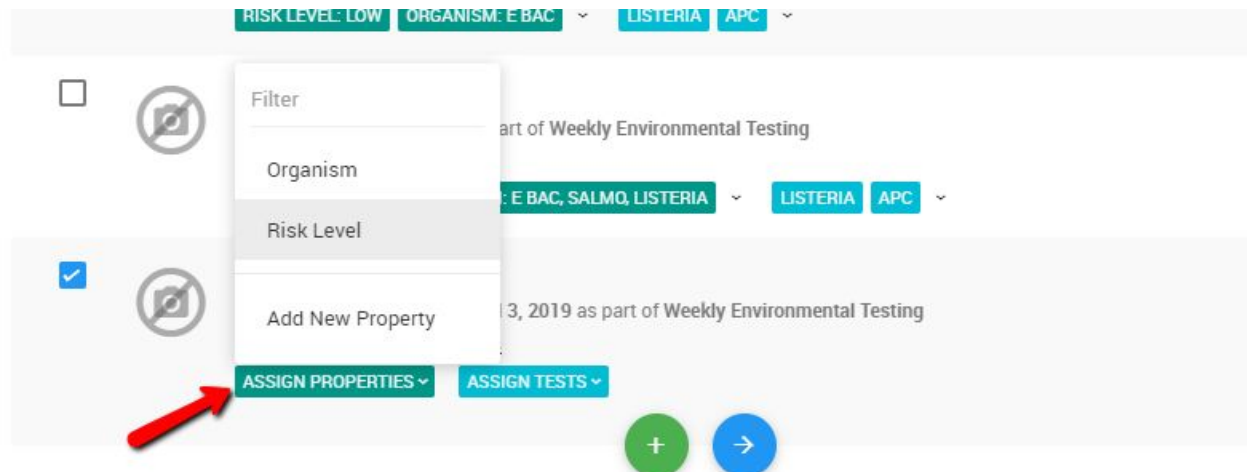


This will add an additional unnamed sample to the bottom of the collection.

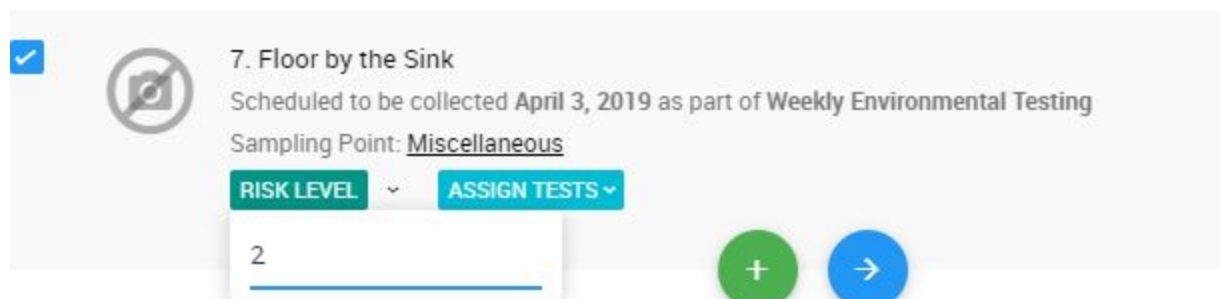
Click on the sample name to update the name.



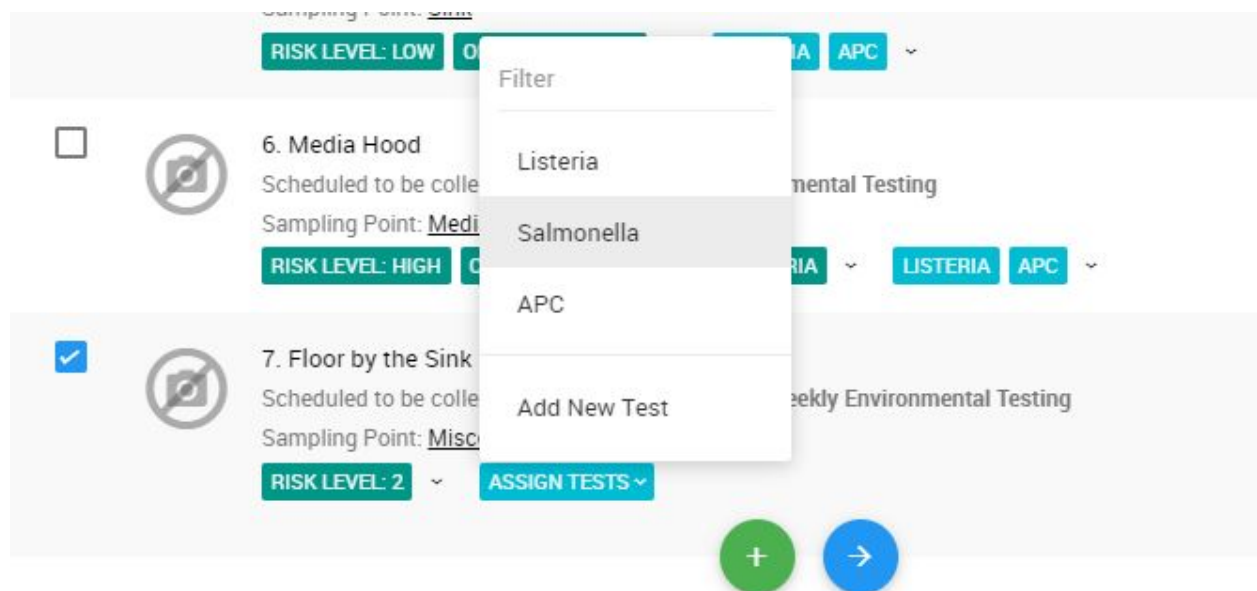
You can also click Assign properties to assign properties like Risk level, Region, etc.



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

The screenshot shows the 'Weekly Environmental Testing' interface. At the top, there are buttons for 'Save', 'Remove', 'Audit', and 'Open Map'. Below this, the title 'Weekly Environmental Testing April 3, 2019' is displayed. A search bar is on the left, and a navigation bar with 'SAMPLES', 'PROPERTIES', 'TESTS', and 'FILTER' is on the right. Below the navigation bar, there are buttons for '+ ADD SAMPLE', 'PRINT', 'COLLECT', 'SUBMIT', and an ellipsis menu. The main area displays a list of sampling points, each with a checkbox, a camera icon, a title, a description, a sampling point name, and risk/organism details. The first item is '1. Floor by Main Door' with 'RISK LEVEL: LOW' and 'APC'. The second is '2. Pipette Tips cart' with 'RISK LEVEL: MEDIUM', 'ORGANISM: E BAC', and 'APC'. The third is '3. Wall by Window' with 'RISK LEVEL: MEDIUM' and 'SALMONELLA'. A red box highlights the ellipsis menu next to the first item, with an arrow pointing to it and the text 'Click the ellipsis to open menu'. Another red box highlights the 'Select Sampling Points' option in the context menu, with an arrow pointing to it and the text 'Click the Select Sampling Points'.

Weekly Environmental Testing

Save Remove Audit Open Map

Weekly Environmental Testing April 3, 2019

Search

SAMPLES PROPERTIES TESTS FILTER

+ ADD SAMPLE PRINT COLLECT SUBMIT ...

Displaying 7 of 7

1. Floor by Main Door
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Floor by Main Door](#)
RISK LEVEL: LOW APC

2. Pipette Tips cart
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Pipette Tips cart](#)
RISK LEVEL: MEDIUM ORGANISM: E BAC APC

3. Wall by Window
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Wall by Window](#)
RISK LEVEL: MEDIUM SALMONELLA

Click the ellipsis to open menu

Click the Select Sampling Points

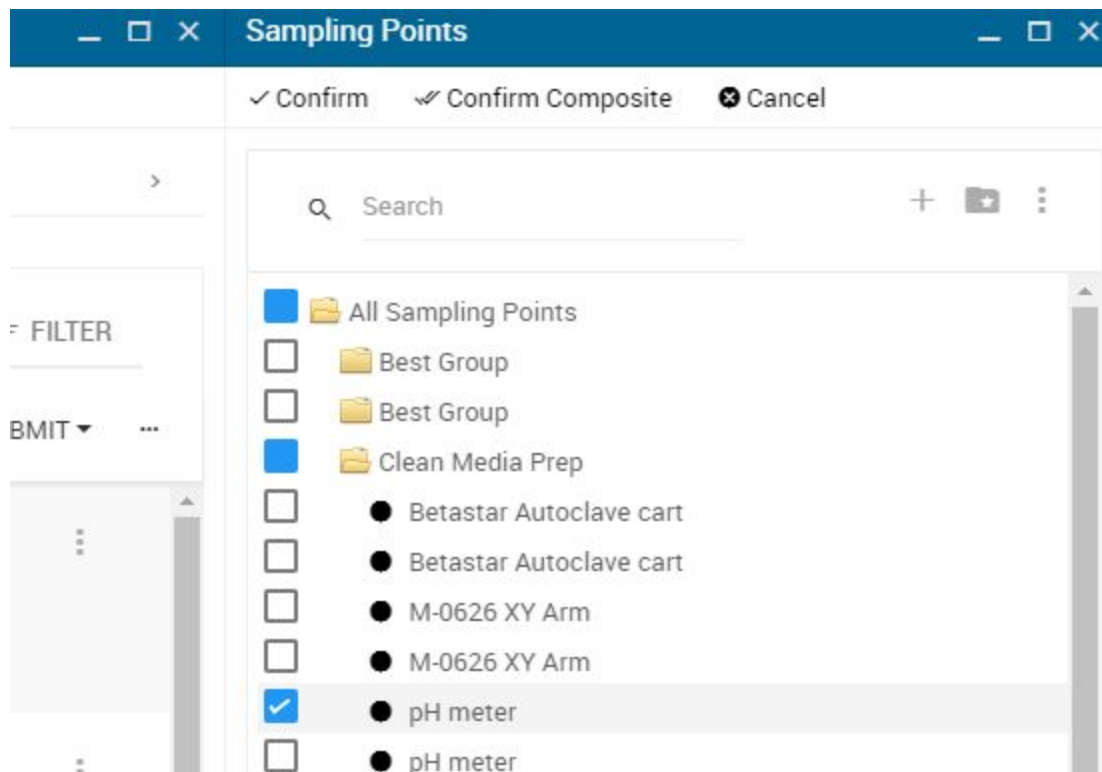
SAMPLES

- Select Sampling Points
- Re-index Samples
- Generate Short Id

REMOVE

- Recycle Bin

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).

Search

SAMPLES

PROPERTIES

TESTS

FILTER

Selected 2 of 8

+ ADD SAMPLE


PRINT

COLLECT

SUBMIT

...

☐



5. Sink

Scheduled to be collected as part of Weekly Environmental Testing

Sampling Point: [Sink](#)

RISK LEVEL: LOW


ORGANISM: E BAC

LISTERIA

APC

...

☐



6. Media Hood

Scheduled to be collected as part of Weekly Environmental Testing

Sampling Point: [Media Hood](#)

RISK LEVEL: HIGH


ORGANISM: E BAC, SALMO, LISTERIA

LISTERIA

APC

...

☒



7. Floor by the Sink

Scheduled to be collected as part of Weekly Environmental Testing


Sampling Point: [Miscellaneous](#)

RISK LEVEL: 2

SALMONELLA

...

☒



8. pH meter

Scheduled to be collected April 3, 2019 as part of Weekly Environmental Testing

Sampling Point: [pH meter](#)

ORGANISM: E BAC, SALMO, LISTERIA

RISK LEVEL: MEDIUM

ASSIGN TESTS

...

+

→

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

Samples can be restored by selecting the Recycle Bin option.

Search

SAMPLES PROPERTIES TESTS FILTER

Selected 2 of 8

+ ADD SAMPLE PRINT COLLECT SUBMIT

5. Sink
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Sink](#)
RISK LEVEL: LOW ORGANISM: E BAC

6. Media Hood
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Media Hood](#)
RISK LEVEL: HIGH ORGANISM: E BAC, SALMO, LISTERIA LISTERIA APC

7. Floor by the Sink
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Miscellaneous](#)
RISK LEVEL: 2 SALMONELLA

8. pH meter
Scheduled to be collected April 3, 2019 as part of Weekly Environmental Testing
Sampling Point: [pH meter](#)
ORGANISM: E BAC, SALMO, LISTERIA RISK LEVEL: MEDIUM ASSIGN TESTS

Select to delete samples

Select to restore deleted samples

SAMPLES

- Select Sampling Points
- Re-index Samples
- Generate Short Id

REMOVE

- Delete Samples
- Recycle Bin

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.

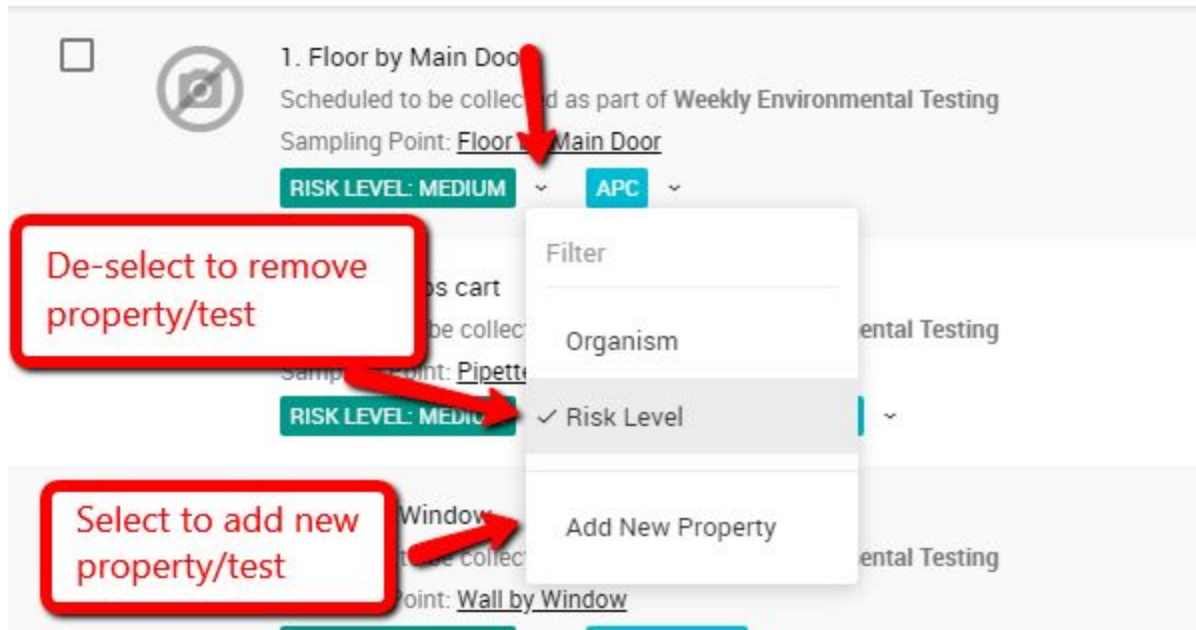
Click here

1. Floor by Main Door
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: [Floor by Main Door](#)
RISK LEVEL: MEDIUM APC

Medium

Type in updated info

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.

Environmental Testing

Remove Audit Open Map

Environmental Testing April 3, 2019

Search

Selected 8 of 8

1. Floor by Main Door
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Floor by Main Door
RISK LEVEL: MEDIUM APC SALMONELLA

2. Pipette Tips cart
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Pipette Tips cart
RISK LEVEL: MEDIUM ORGANISM: E BAC APC

3. Wall by Window
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Wall by Window
RISK LEVEL: MEDIUM SALMONELLA

4. Petri dishes baskets
Scheduled to be collected as part of Weekly Environmental Testing

PRINT COLLECT SUBMIT

Collected today
Collected at specific times

Collected By KC

Collected Date 04-03-2019

APRIL 2019

SU MO TU WE TH FR SA

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 1 2 3 4

5 6 7 8 9 10 11

Collected Time

Same Time 4:50 PM

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

1. Floor by Main Door

Collected on April 3, 2019 4:50 PM by: KC

Sampling Point: Floor by Main Door

RISK LEVEL: MEDIUM APC SALMONELLA

2. Pipette Tips cart

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

Search

SAMPLES PROPERTIES TESTS FILTER

Selected 1 of 8

+ ADD SAMPLE PRINT COLLECT SUBMIT

1. Floor by Main Door
Collected on April 3, 2019 4:50 PM by KC
Sampling Point: Floor by Main Door
RISK LEVEL: MEDIUM APC SALMONELLA

2. Pipette Tips cart
Collected on April 3, 2019 4:50 PM by KC
Sampling Point: Pipette Tips cart
RISK LEVEL: MEDIUM ORGANISM: E BAC APC

3. Wall by Window
Collected on April 3, 2019 4:50 PM by KC

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

2. Pipette Tips cart
Scheduled to be collected as part of Weekly Environmental Testing
Sampling Point: Pipette Tips cart
RISK LEVEL: MEDIUM ORGANISM: E BAC APC

3. Wall by Window

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:

Weekly Environmental Testing

Save Remove Audit Open Map

Weekly Environmental Testing April 3, 2019

Search

SAMPLES PROPERTIES TESTS FILTER

Selected 7 of 7

+ ADD SAMPLE PRINT COLLECT SUBMIT

MXNS

- Sponges
- Water
- Air Plates

Select the type of Samples you are submitting

1. Floor by Main Door
Collected on April 3, 2019 3:50 PM by: KC
Sampling Point: Floor by Main Door
RISK LEVEL: MEDIUM APC SALMON

2. Pipette Tips cart
Collected on April 3, 2019 3:50 PM by: KC
Sampling Point: Pipette Tips cart
RISK LEVEL: MEDIUM ORGANISM: E BAC APC

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:

Submit Samples

Submit

Lab
MXNS

Submission
Sponges

Document
Sponges

Samples To Submit

Sample	Tests
Floor by Main Door	APC, Salmonella
Pipette Tips cart	APC
Wall by Window	Salmonella
Petri dishes baskets	Salmonella
Sink	Listeria, APC
Media Hood	Listeria, APC
Floor by the Sink	Salmonella

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

