

GSA - Manual of Operation

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1. Accounting:

1.1 GSA Invoices:

On the Generated Invoices you can download GSA Invoices.

- By default, the current year is selected and Invoices will be shown for that year.
- Only years for existing Invoices would be available. I.e., If only invoice for 2024 were generated, you will only be able to filter/see Invoices for 2024.
- To change the year:
 1. Select a year from the list of years
 2. Click the **Select** button to confirm the year.
- To download an Invoice click on the **Download** button corresponding to the Invoice you want to download.

1.2 Service Prices:

In the service prices page you will find the prices for different services used in Service Contracts and GSA Invoices.

- If you want to download all service prices click the **Export Prices** button to download an excel file containing the prices.
- If you want to change the price:
 1. Find the row you wish to edit.
 2. Right-click on the cell you wish to edit.
 3. Change the value(s)
 4. Click the **save** button corresponding to the service price row you edited.
- **Important:** You should edit **one row at a time**. Once you edit a row, click save, only then proceed to the next row.

2. Statistics:

2.1 Statistics of Analysis:

This page contains the statistics of analyzed samples. Each row in the main table contains analysis statistics per company. Each analysis column corresponds to the most common elements used in the analysis. To see other elements that were analyzed, toggle the **Display Additional Results** switch above the table. The 3rd last row contains the sum of all analysis across all elements, the 2nd last column contains the total for the company in RWF, and the last column contains the total for the company in USD.

2.1.1 Filters:

- "Select Year" filter returns the statistics for the selected year. By default, the current year will be selected.
- "Filter by month" will return the statistic for the selected month (for the selected year).
 - Click the **Apply** button to select the month
 - By default, no month will be selected.
 - If you want to select a month for a different year, first select the year, and then select the month.
 - If you select a month and after selecting you want to select only the year, please reload the page and select the year without selecting a month.

2.1.2 Exporting Analysis Statistics:

Click the **Export All Analysis Statistics** to get an excel file with detailed information about analysis statistics per sample number.

- The filters do not apply to this export feature, as such, the excel file will contain all analysis data across all year(s).

2.1.3 The three totals:

The **Total amount** is the total calculated amount across all companies in USD and RWF. The **Total analysis** is the total calculated amount of analysis for all companies.

How are prices considered: The prices are considered depending on the company's location. If the company is located in Rwanda, the prices will be in RWF. For all other companies the prices will be in USD. For example, the prices for Tawotin will be only in RWF (excluding USD).

2.2 Sampling Statistics:

This page contains the sampling statistics. Each row in the main table contains sampling statistics per company. Each 'Number of Sample Takings' column corresponds to the element used in the sample taking. To see other elements, toggle the **Display Additional Results** switch above the table. The 3rd last row contains the sum of all samplings across all elements for the company, the 2nd last column contains the total for the company in RWF, and the last column contains the total for the company in USD.

2.2.1 Filters:

- "Select Year" filter returns the statistics for the selected year. By default, the current year will be selected.
- "Filter by month" will return the statistic for the selected month (for the selected year).
 - Click the **Apply** button to select the month
 - By default, no month will be selected.
 - If you want to select a month for a different year, first select the year, and then select the month.
 - If you select a month and after selecting you want to select only the year, please reload the page and select the year without selecting a month.

2.2.2 Exporting Sampling Statistics:

Click the **Export All Sampling Statistics** to get an excel file with detailed information about sampling statistics per sample taking.

- The filters do not apply to this export feature, as such, the excel file will contain all sampling data across all year(s).

2.2.3 The three totals:

The **Total amount** is the total calculated amount across all companies in USD and RWF. The **Total analysis** is the total calculated amount of analysis for all companies.

How are prices considered: The prices are considered depending on the currency used when generating the sampling contract. If the currency was selected as RWF, the prices will be in RWF. And if the currency selected in USD, then the prices will be in USD.

2.3 Material Statistics:

This page contains material statistics. Each row in the main table corresponds to the statistics of that material (in the first column). The 2nd row contains the total mass of all material that was received for analysis. The 3rd row contains the remaining total mass of material after the sample was analyzed.

2.3.1 Filters:

- "Select Year" filter returns the statistics for the selected year. By default, the current year will be selected.
- "Filter by month" will return the statistic for the selected month (for the selected year).

- Click the **Apply** button to select the month
- By default, no month will be selected.
- If you want to select a month for a different year, first select the year, and then select the month.
- If you select a month and after selecting you want to select only the year, please reload the page and select the year without selecting a month.

2.3.2 Exporting Material Statistics:

Click the **Export All Material Statistics** to get an excel file with detailed information about the material per sample taking. - More specifically: 'Customer_name', 'Date', 'Material Description', 'Sample_weight', 'Amount of material remaining', and the 'year'

- The filters do not apply to this export feature, as such, the excel file will contains all sampling data across all year(s).

2.3.3 The four totals:

The **Total Tantalum** is the total amount of Tantalum (in grams) remaining after the analysis of Tantalum Concentrate (Ta₂O₅) and Tantalum Concentrate (Ta₂O₅ + Nb₂O₅) (for the selected year).

The **Total Tungsten** is the total amount of Tungsten (in grams) remaining after all analysis of Tungsten Concentrate (for the selected year).

The **Total Tin** is the total amount of Tin (in grams) remaining after all analysis of Tin Concentrate (for the selected year).

The **Total Niobium** is the total amount of Niobium (in grams) remaining after all analysis of Niobium Concentrate (Nb₂O₅) and Niobium Concentrate (Nb₂O₅ + Ta₂O₅) (for the selected year)

3. Sampling:

3.1 Sampling Contract page:

In the (WSP) sampling contract page you can generate sampling contracts.

- The sampling contracts has a *Job Reference No* that is incremented by 1 after each contract generation.
- To generate a new contract, follow these steps:
 1. (Mandatory) Select a *company* from the list of companies
 2. (Optional) Enter the *time* of the sampling
 3. (Mandatory) Enter the *date* of the sampling
 4. (Mandatory) Select the *material description*
 5. (Mandatory) Select the *service to be provided*
 6. (Mandatory) Write the name of the *Assigned Surveyor*
 7. (Mandatory) Select the *currency* for the Approved Quotation Value (price for sampling)
 8. (Mandatory) Select the *Approved Quotation Value* (price for sampling as a whole number)
 9. (Mandatory) Write the *Location of Service* (location where the sampling took place)
 10. Click the **Generate** button to create the contract.
- After you clicked the **Generate** button wait for the contract to be downloaded. **Troubleshooting:** Cannot download (WSP) Sampling Contract?
- If the contract does not download, navigate to [WSP Contracts](#) page to download it from there.
- If the WSP Contracts page does not have the contract, head over to [Edit WSP Contracts](#) page to regenerate it.
 1. Select contract by the contract number: (ex. If the contract is called "GSA00168", to edit this contract type 168 contract number field)
 2. Click the **Submit** button to retrieve the contract information.
 3. Click the **Save and Regenerate** button without making changes to regenerate the contract.
- If non of these steps work, contract your administrator.

3.2 WSP (Sampling) Contracts:

In the WSP Contracts page you will find contracts that are generated for sampling.

- If you want to download a contract:
 1. Find the contract you want to download.
 2. Click the **Download** button corresponding to the contract you want to download.
 3. Wait for the contract to download.

3.3 Edit WSP Contracts:

In the edit WSP Contracts page you can edit and regenerate existing wsp contracts.

- Enter the sampling number (numerical part of GSA Job Reference and excluding the zeroes) and click submit, to retrieve the data for that wsp contract.
 - Ex. If the GSA Job Reference is GSA00128, then to select the wsp contract to edit, enter: 128
- Once you select the WSP contract, can edit the data.

- Once you've edited the data, click the **Save and Regenerate** button to save the changes and regenerate the WSP contract.

TroubleShooting:

- If you type a sample number that does not exist, you will not get any data returned.
- To ensure no data is mixed-up, if you want to edit multiple WSP contracts, please reload the page after each edited wsp contract.
- If you save the data but did not get the WSP contract, please head over to [WSP Contracts](#) page to see if the updated version could be downloaded from there.
 - Only if the WSP contract is not available there, you can contact your administrator for help.

3.4 GSA Sampling Dashboard:

In the GSA Sampling Dashboard page you can create a new Sampling Certificate and Contract (Strongly recommend to use [Sampling Contract page](#) to create Sampling contracts instead of this page, as it might not be always up to date).

How to use:

- Click the **Browse...** button to Select an excel file.
 - The excel file should be following a precise template. Please ensure you use the correct version of the template.
- Next select the images you want to use in the certificate.
 - Please ensure that the images follow a specific order and naming format (numbered: 1,2,3,...)
 - The minimum number of images is 23, and the maximum supported is 27
- Once the images are selected they will be compressed if they match the following criteria:
 - If an image is > 500 Kb in size, it will be compressed
 - If an image is > 300 Kb in size and < 500 Kb and the image is a collage of barrels, it will not be compressed
 - If an image is > 300 Kb and is not a collage of barrels, it will be compressed
 - If an image is < 300 Kb, it will not be compressed
- **Optionally** you can change default values:
 - **Important:** the options that you do not change, will be set to the their default values.
 - **Include Granulometry table from Excel file?** will either display or display the table, irregardless if the Granulometry table data is in the excel file or not.
 - By default it is not selected, if you want to add the table to the certificate, toggle this option
 - **Drum description** will display 'used red steel drums' by default. If you change this, it will replace the 'used red steel drums' text in the cerficate with the text you enter.
 - **Sampling receptacle description** will display 'Polypropylene bags in a dry and clean warehouse' by default. If you change this, it will replace the 'Polypropylene bags in a dry and clean warehouse' text in the cerficate with the text you enter.
 - **Sampling particle color** will display 'black with gray inclusions' by default. If you change this, it will replace the 'black with gray inclusions' text in the cerficate with the text you enter.
 - **Sampling particle size** will display '4mm' by default. If you change this, it will replace the '4mm' text in the cerficate with the text you enter (please include units).
 - **Packing receptacle dimensions** will display 'used metallic 200L drums' by default. If you change this, it will replace the 'used metallic 200L drums' text in the cerficate with the text you enter.
 - **Conclusion drum description:** will display 'second hand drums after which the lids were welded and sealed' by default. If you change this, it will replace the 'second hand drums after which the lids were welded and sealed' text in the cerficate with the text you enter.
 - Once you change the options you wanted, click **Change Defaults** button before proceeding.
- Once you complete all steps, click the **Generate** button to generate and download the sampling certificate. The file is about 5 Mb in size, so please keep in mind and be patient if your internet is slow.

4. Registration:

Registration page consists of three sections:

1. Year Selector
2. General Information
 1. Mandatory Fields
 2. Optional Fields
3. Individual Elements in the periodic table

4.1 How to use:

4.1.1 Year Selector:

By default the current year will be already selected when the page loads.

- The previous year could be selected from the options. Once desired year is selected, click the blue **select** button to confirm.
- Above the year selector the sample number will be shown corresponding to the selected year.
 - Ex. If the last sample number registered was 595 for the current year (Ex. 2024), the next sample number will be displayed as 596.
 - Ex. If the last sample number for the previous year (Ex. 2023) was 121, the next sample number for the year 2023 will be displayed as 122.

4.1.2 Mandatory Fields:

1. Select customer from the search field:
 - Start typing the name and surname or company name of the customer, and the options will appear. With each additional character entered the search will narrow down.
 - Once you see your desired customer in the option, click on that option, and that will select the customer.
 - **Important:** If you type the customer name, but do not select one of the options by clicking on it, the customer will not be selected!
2. Select your material description from the list of material descriptions:
 - Once you click and select your desired material description, it will be added as the main material (it will also be highlighted in the periodic table).
 - If you select any one of the following material descriptions: 'Tantalum_Concentrate (Ta2O5)', 'Tungsten_Concentrate', 'Tin_Concentrate', 'Beryllium_Concentrate', 'Niobium_Concentrate (Nb2O5)', 'Lithium_Concentrate', their main element will be selected and the price of that main element will be used.
 - If you select 'Tantalum_Concentrate (Ta2O5 + Nb2O5)', the main element will be Tantalum but you need to manually select the second element (Nb) from the Periodic Table. The price will be a combination of Ta2O5 and Nb2O5 (in the service prices it will be referred to as: "Tantalum_Concentrate (Ta2O5 + Nb2O5)", please note that the price for Nb itself will not be considered).
 - If you want to add Full Scan or Semi Quantitative, it is recommended to use 'Tantalum_Concentrate (Ta2O5)' with the combination of Full Scan or Semi Quantitative,

as the total price will be cheaper than having Full Scan or Semi Quantitative with Tantalum_Concentrate (Ta2O5 + Nb2O5).

- If you select 'Niobium_Concentrate (Nb2O5 + Ta2O5)', the main element will be Niobium but you need to manually select the second element (Ta) from the Periodic Table. The price will be a combination of Ta2O5 and Nb2O5 (in the service prices it will be referred to as: "Tantalum_Concentrate (Ta2O5 + Nb2O5)", please note that the price for Ta itself will not be considered).
 - If you want to add Full Scan or Semi Quantitative, it is recommended to use 'Niobium_Concentrate (Nb2O5)' with the combination of Full Scan or Semi Quantitative, as the total price will be cheaper than having Full Scan or Semi Quantitative with 'Niobium_Concentrate (Nb2O5 + Ta2O5)'.
- If you select material description as "Unidentified", no main element will be selected (will have a placeholder "Unidentified" or "Non" in the GSA Invoice and file names and titles respectively) and no price will be used for it.
 - **Important:** You cannot select "Unidentified" without any additional elements or Moisture or RA. This will not register the sample.
 - This "Unidentified" material description could be used when you simply need a Full Scan, or any other services while excluding the main element from the price.
 - Ex. If you select "Unidentified" and "Full Scan", all elements will be selected but the price will only be considered for Full Scan.

3. Enter the desired Customer Sample Name in the field

4. Enter the sample weight in its field:

- Make sure that the sample weight is entered as a number

5. Enter the date of receiving:

- Could be selected by typing in the numeric values for the day, month, and year
- Or, could be selected by clicking on the right side of the date input field

6. Enter the Approximate days of work completion as a whole number

7. Enter the country of origin:

- By selecting the country of origin, you are directly choosing the currency for the Service Contract (and the price category) and GSA Invoice.
 - If you type in "Rwanda" -> "RWF" will be used as the currency.
 - (Make sure you type in "Rwanda" exactly as inside the quotes)
 - If you type in "DRC" -> "USD" will be used as the currency but the price category will be for DRC clients (please see "Service Prices" page for more information).
 - (Make sure you type in "DRC" exactly as inside the quotes)
 - If you type in any other value, or leave it blank, "USD" will be used as the currency but the price category will for general clients in USD

8. Enter the Amount of Material Remaining (in grams as a whole number) with the remaining amount of material after the sample was analyzed.

- If you leave it blank, or set the number to 0 the registration will not proceed

9. There are 7 additional options for analysis that can be selected:

- Sum rare earth elements: When selected, the sum of rare earth elements will be selected for analysis and the price would be used as a service instead of for each individual element.
- Moisture and RA are non-elements, so they can be used with any combination of the 7 options for analysis.

- Full_Scan, Semi-Quantitative, Sample preparation, and Geological sample have to be selected individually. I.e., if you select Full Scan you cannot also select Sum of Rare earth elements, Semi-Quantitative, or ..., with the exception of Moisture and RA.

4.1.3 Optional Fields:

1. The field for iTSCi shipment number accepts any characters
2. Lot Weight accepts only numerical values
3. For the Sampling Date enter the date when the sampling occurred.
4. If you select Internal Calibration, the Approved Quotation Value (price) for both service contract and GSA invoice will be set to 0.

4.1.4 Periodic Table:

1. The periodic table shows selected elements by highlighting them. **Important:** If the elements were not selected manually from the table, they cannot be removed from the table unless changed from outside the table.
 - Ex. If you select the main material as Tantalum_Concentrate (Ta2O5), the cell labeled as Ta in the periodic table will have a white text fill, and cannot be removed from the periodic table (unless you change the material description).
 - Ex. If you select Full Scan, all cells in the periodic table will be selected, and cannot be removed from the periodic table, unless you toggle off the Full Scan.
2. You can individually select the elements from the periodic table by clicking on them, the price will be selected as a secondary element.
 - Except for, if you select Niobium_Concentrate (Nb2O5 + Ta2O5) or Tantalum_Concentrate (Ta2O5 + Nb2O5), where you have to manually select their second element from the table. For these two material descriptions if you select the second element the price for the second element will not be considered as the combination price will be used instead.

Register the sample by clicking the [Register](#) button.

4.1.5 Generating Service Contract:

Once you clicked the [Register](#) button, the Service Contract will be generated. Once you receive the PDF file the registration page will reload. If for some reason you did not receive the Service Contract, please navigate to [Service Contracts](#).

5. Edit Registration:

Edit Registration page consists of three sections:

1. Year Selector and Sample number selector.
2. General Information
 1. Mandatory Fields
 2. Optional Fields
3. Individual Elements in the periodic table

5.1 How to use:

5.1.1 Year Selector:

- **By default** the current year will be already selected when the page loads.
- The previous year could be selected from the options. Once the desired year is selected, click the blue **select** button to confirm.

5.1.2 Selecting a Sample Number:

- Once the year is selected, the list of sample numbers will be populated.
1. To select the sample number, click on one of the sample numbers from the list, then click the **Select** button to retrieve the data for that sample number.

5.1.3 Mandatory Fields:

1. To change the customer, select another customer from the list of customers.
2. To change the material description, select your material description from the list of material descriptions:
 - Once you click and select your desired material description, it will replace the previous main material (the old material type will no longer be highlighted, and the new material type will be highlighted in the periodic table).
 - If change material description to "Unidentified", the old main element will be removed but no new element will be highlighted in the periodic table. The new material description will have a placeholder "Unidentified" or "Non" in the Sampling Contract and GSA Invoice (and file names and titles respectively) and no price will be used for it.
 - **Important:** You cannot select "Unidentified" without any additional elements or Moisture or RA. This will not save the edited sample.
 - The "Unidentified" material description could be used when you simply need a Full Scan, or add other services while excluding the main element from the price.
 - Ex. If you select "Unidentified" and "Full Scan", all elements will be selected but the price will only be considered for Full Scan.
3. You can edit the Customer Sample Name to the correct one in the field
4. You can edit the sample weight in its field:
 - Make sure that the sample weight is entered as a number
5. You can edit the date of receiving:
 - Could be selected by typing in the numeric values for the day, month, and year

- Or, could be select by clicking on the right side of the date input field
- 6. You can edit the Approximate days of work completion, but please make sure it is a whole number.
- 7. You can edit the country of origin:
 - By editing the country of origin, you can change the currency for the Service Contract (and the price category) and also the future GSA Invoice for that sample number.
 - If you type in "Rwanda" -> "RWF" will be used as the currency.
 - (Make sure you type in "Rwanda" exactly as inside the quotes)
 - If you type in "DRC" -> "USD" will be used as the currency but the price category will be for DRC clients (please see ["Service Prices"](#) page for more information).
 - (Make sure you type in "DRC" exactly as inside the quotes)
 - If you type in any other value, or leave it blank, "USD" will be used as the currency but the price category will for general clients in USD.
- 8. Enter the Amount of Material Remaining (in grams as a whole number) after the sample was analyzed.
 - If you leave it blank, or set the number to 0 the registration will not proceed
 - All older registrations before this will still work (if you don't edit it), but if you choose to edit the older registration, you will have to enter the Amount of Material Remaining.
- 9. There are 7 additional options for analysis that can be edited:
 - Sum rare earth elements: When selected, the sum of rare earth elements will be selected for analysis and the price would be used as a service instead of for each individual element.
 - Moisture and RA are non-elements, so they can be used with any combination of the 7 options for analysis.
 - Full_Scan, Semi-Quantitative, Sample preparation, and Geological sample have to be selected individually. I.e., if you select Full Scan you cannot also select Sum of Rare earth elements, Semi-Quantitative, or ..., with the exception of Moisture and RA.

5.1.4 Optional Fields:

1. The field for *iTSCi shipment number* accepts any characters
2. The *Lot Weight* accepts only numerical values
3. For the *Sampling Date* enter the date when the sampling occurred.
4. If you select *Internal Calibration*, the Approved Quotation Value (price) for both service contract and gsa invoice will be set to 0.
5. The *AQV Discount (%)* field is used to add an additional discount to the Approved Quotation Value (in the Service Contract).
 - Simply the percentage you wish to discount.
 - Make sure the percentage is > 0 and < 100. Do not include the percentage symbol '%', just the number. Ex. For a '10%' discount, enter: '10'

5.1.5 Periodic Table:

1. The periodic table shows selected elements by highlighting them. **Important:** If the elements were not selected manually from the table, they cannot be removed from the table unless changed from outside
 - Ex. If you select the main material as Tantalum, the cell labeled as Ta in the periodic table will have a white text fill, and cannot be removed from the periodic table (unless you change the material description).

- Ex. If you select Full Scan, all cells in the periodic table will be selected, and cannot be removed from the periodic table, unless you toggle off the Full Scan.
2. You can individually select the elements from the periodic table by clicking on them, the price will be selected as a secondary element.

Click the [Save](#) button to save the edited registration. Once clicked the button, you will be prompted to enter a reason for editing the registration. Please select the most appropriate reason from the dropdown menu, or enter a custom reason if the reason is not listed in the menu.

5.1.6 Generating Service Contract:

Once you clicked the [Save](#) button, the Service Contract will be re-generated with the updated values. If for some reason you did not receive the re-generated Service Contract, please navigate to [Service Contracts](#) page.

6. Service Contracts:

The service contracts page contains all service contracts that were generated.

- By default all service contracts from all years will be shown.
- To filter the service contracts by year, change the year at the top of the page and click the **Select** button to confirm.
- To download a service contract click the **Download** button corresponding to that service contract.

7. Results:

Results page is used to add results after the sample has been registered.

1. Year Selector
2. Sample Selector
3. Entering results

7.1 How to use:

7.1.1 Year Selector:

By **default the current year** will be already selected when the page loads.

- The previous year could be selected from the options. Once desired year is selected, click the blue **select** button to confirm.

7.1.2 Sample Selector:

- The list of sample numbers will be obtained according to the year set with the year selector.
 1. Select one of the sample numbers from the list.
 2. Click the **search** button to obtain the fields to enter your results into.

7.1.3 Entering Results:

1. Select the date of lab. **Important:** If you don't select the year, the results will not be saved.
2. Enter the results for elements in oxide form. If you want to enter the result in metal form, please toggle the **as Metal?** option for that element.
 1. For non elements, the value entered will be saved as is. Ex. If you enter moisture as 0.2, then it will be saved as 0.2 without any conversions. (and in the gsa certificate it will be shown as you entered in results, 0.2 in this example).
3. Once You entered the desired results, **and double checked that you selected the date**, click the **Register** button to save the results.

8. Edit Results:

The Edit Results page is use to edit existing results after the sample has been registered and results where initially entered.

1. Year Selector
2. Sample Selector
3. Entering results

8.1 How to use:

8.1.1 Year Selector:

By **default the current year** will be already selected when the page loads.

- The previous year could be selected from the options. Once desired year is selected, click the blue **select** button to confirm.

8.1.2 Sample Selector:

- The list of sample numbers will be obtained according to the year set with the year selector.

1. Select one of the sample numbers from the list.
2. Click the **search** button to obtain the fields to enter your results into.

8.1.3 Entering Results:

- The results of elements that will not be changed, their values will be converted back to metal form, so **no additional input from the user is required.**
1. To change the date of lab, simply select another date.
 2. **By default** the results will be retrieved in **oxide form** for all elements. If you want to enter a new result in metal form (or save the old result in metal form), please toggle the **as Metal?** option for that element.
 1. For non elements, the value retrieved will be a simple value. Ex. If you enter moisture as 0.2, then it will be saved as 0.2 without any conversions. (and in the gsa certificate it will be shown as you entered in results, 0.2 in this example).
 3. Once you entered the desired results, **and double checked that a date is selected**, click the **Save Changes** button to save the results.

9. Generate GSA Assay Certificate:

The Generate GSA Assay Certificate page is use to generate GSA Assay Certificates and GSA Invoices after the sample has been registered and results where entered.

1. Certificates left to generate
2. Year Selector
3. Sample Selector
4. Options and Results to display

9.1 How to use:

9.1.1 Certificates left to generate:

This will display the certificates that have not been generate yet according to the *selected year*.

9.1.2 Year Selector:

By **default the current year** will be already selected when the page loads.










- The previous year could be selected from the options. Once desired year is selected, click the **select** button to confirm.

9.1.3 Sample Selector:

- Type in the desired sample number you wish generate assay certificate and invoice for
 - You can enter the sample number from the *certificates left to generate* list

9.1.4 Selecting Options:

- Once the sample number is select, you will have to select options
 1. (Optional) Select Certificate type from the list. Once selected the label will be use at the top right side of the Assay Certificate.
 2. (Optional) The certificate type is an indicator for the type of certificate that will be released. By default no certificate type is selected. Here are the decoded meaning for each certificate type:
 1. "F" is abbreviated for Full Scan
 2. "S" is abbreviated for Semi Quantiative
 3. "R" is abbreviated for Radiation
 4. "U" is abbreviated for (to be added)
 5. "Q" is abbreviated for (to be added)
 3. (Mandatory) The release date should be selected to indicate on the Assay Certificate when the it was generated.
 4. (Optional) The *Sampled by GSA?* option is use to indicate the Nature of Sample in the Assay Certificate that it was "Sampled by GSA LTD inspector". If this option is not selected, the default text in Nature of Sample will be "As received".
 5. (Optional) The *RA should be as (Bq/Kg)?* option is used to specify the units for RA. If selected, the units will be Bq/Kg. By default (not selected), the units will be Bq/g.

- This will only change the unit, RA will not be converted between Bq/g and Bq/Kg and visa-versa.
6. (Optional) The *Add Signatures?* option will add 3 signatures and a GSA stamp to the Assay Certificate. By default (not selected), the signatures and GSA stamp are not added.
 7. (Optional) The *Add Disclaimer?* option will add the following disclaimer to the Assay Certificate above the Results table: "XRF SEMI-QUANTITATIVE SCAN. THESE RESULTS ARE INDICATIVE ONLY."
 8. (Optional) The *Select method(s) (optional)* option allows to select one or more specific methods of assay. If one or more methods are chosen, this will overwrite the default automatic method selector.
 - To use it, click on the right side **Add**  button to show the list of options. When opened, click the same button **Add**  to close it.
 - Select an option, click on the checkbox  . This will added the method to the list above.
 - To de-select an option, click on the same checkbox  and it will remove the method.
 9. Results table:
 - If you want to display an element/non-element in the Assay Certificate, toggle the **Should be displayed?**  checkbox for the desired element/non-element.
 - **Important:** a maximum of 25 elements (excluding 'Net Weight'), or 24 elements (if including 'New Weight').
 - If you want to convert the result into metal form, toggle the **In metal form?**  checkbox for the desired element/non-element.
 - If a result is < 0.1% you can toggle the **PPM/%**  checkbox and it will convert the value into PPM/%. Ex. If the percentage is 0.0923, if you select the **PPM/%**  checkbox the result will be 92.3 PPM/%. If you don't select the **PPM/%**  checkbox, the result will be displayed as < 0.1 %.
 - This will convert the result to PPM/% for results in oxide form as well as in metal form.
 10. Once you select your desired option(s) click the **Generate Certificate** button. This will create the Assay Certificate and the GSA Invoice.

9.1.5 Editing Assay Certificate and Invoice:

If the certificate was previously released, and you wish to edit it, follow the same precedures as for the initial generation of Assay Certificate and click the **Update Certificate** button. This will prompt you to specify the reason for the change. You can select from one of the existing reasons or write a custom reason. This update will regenerate both the Assay Certificate and the GSA Invoice.

10. Misc:

10.1 Register a customer:

In the register a customer page you can register or edit a customer. This customer information will be used across the GSA Web Application.

10.1.1 How to Register a new customer:

1. Click the **Register a Customer** button
2. In the form, type in the information: **Important:** You have to provide either a Name and Surname, or a Company Name. You should not provide both (Name and Surname and Company Name). You must also enter the customer's country. If you don't comply with this, the customer will not be registered.
 - (Mandatory only if no Company Name) Name
 - (Mandatory only if no Company Name) Surname
 - (Optional) Phone
 - (Optional) Email
 - (Mandatory only if no Name and no Surname) Company
 - (Optional) Address
 - (Optional) TIN
 - (Mandatory) Country
3. Once you have entered the customer information correctly, click the **Add Customer** button.

10.1.2 How to edit an existing customer:

1. Find the customer you want to edit
2. Click the **Edit** button on the right side corresponding to the customer (by row).
3. Change the information: **Important:** You have to provide either a Name and Surname, or a Company Name. You should not provide both (Name and Surname and Company Name). You must also enter the customer's country. If you don't comply with this, the customer will not be registered.
 - (Mandatory only if no Company Name) Name
 - (Mandatory only if no Company Name) Surname
 - (Optional) Phone
 - (Optional) Email
 - (Mandatory only if no Name and no Surname) Company
 - (Optional) Address
 - (Optional) TIN
 - (Mandatory) Country
4. Once you have edited the customer information correctly, click the **Save Changes** button