Reporting Samples with a Laboratory EDD

[1] Reporting does not require you to search for a Location the same way as seen with adding in data. Click on Reports in the Menu Tree (a), then Sample Reports (b).

[2] Select the search options that correspond to the report you are requesting. The choices must be "shuttled" to the right to take effect. Click on the Search button when you are ready. Tips:
- Not all boxes need to be shuttled.
- Leaving the dates blank assumes a search on all samples with the above criteria.
- Note: an individual sample can be searched in the top block.

[3] The report generated will be based on the criteria in Step 2. The sample(s) in question must first be selected (a), and then have one of the 3 "hard-coded" reports run (b).
[4] The ‘Samples Taken Report’ is a brief Summary of the samples queried.

[5] The ‘Samples Taken Compared to the Guidelines’ shows all the parameters that had a positive detection, as well parameters exceeding a guideline. Guidelines can be modified as needed beyond the default choices (a).
The ‘Analytical Data for Samples Taken’ shows **all results for all the samples.**