Binder Split Sample Form

Create New Binder Split Sample Form—Must be “Central Lab Manager” Role

1. Select “Home”
2. Select “Binder Split Sample Form”
3. Select “New”
Binder Split Sample Form

Enter Draft Information—Must be “Central Lab Manager” Role

1. Enter sample information
2. Upload documents
3. Select “Submit”
4. Provide notes
5. Select “OK”
Binder Split Sample Form

Split Test - Select Sample - Must be “Central Lab Manager” Role

1. Select “Home”
2. Select “Binder Split Sample Form”
3. Select sample
4. Select “Edit”
Binder Split Sample Form

Split Test – Add Labs/Suppliers - Must be “Central Lab Manager” Role

1. Select “Lab Data” tab
2. Enter dates
3. Add labs-suppliers
   Note: Multiple labs-suppliers may be added
4. Select “Split Test”
5. Provide notes
6. Select “OK”
Binder Split Sample Form

Lab/Supplier Record Test Data - Select Sample - Must be “Qualified Technician” or “Lab Manager” Role

1. Select “Home”
2. Select “Binder Split Sample Form”
3. Select sample
4. Select “Edit”
Binder Split Sample Form

Lab/Supplier Record Test Data- Enter Data- Must be “Qualified Technician” or “Lab Manager” Role

1. Enter test dates and results
2. Upload documents
3. Select “Save Test Results”
4. Provide notes
5. Select “OK”
# Binder Split Sample Form

Lab/Supplier Review Test Data - Select Sample - Must be “Lab Manager” Role

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Designation</th>
<th>Sample Date</th>
<th>Supplier/Lab</th>
<th>Qualified Test</th>
<th>Non Con</th>
<th>Approved By</th>
<th>Approved Do</th>
<th>Workflow Status</th>
</tr>
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<tbody>
<tr>
<td>190015-07</td>
<td>PG 64-34</td>
<td>01/03/2019</td>
<td>Dongre Laboratory</td>
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<td>Split Testing</td>
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<td>Matt Merryed</td>
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<td>Completed</td>
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1. Select “Home”
2. Select “Binder Split Sample Form”
3. Select sample
4. Select “Edit”
Lab/Supplier Review Test Data - Review Data - Must be “Lab Manager” Role

1. Review test data
2. Upload documents
3. Select “Review Complete”
4. Provide notes
5. Select “OK”
-central lab approval: select sample - must be "central lab manager" role

1. Select "Home"
2. Select "Binder Split Sample Form"
3. Select sample in "Under Approval" workflow status
4. Select "Edit"
Binder Split Sample Form

Central Lab Approval- Approve Sample- Must be “Central Lab Manager” Role

1. Review test data
2. Upload documents
3. Select “Reject” or “Approve”
4. Provide notes
5. Select “OK”

Note: If “Reject” is selected, the sample is sent back to the supplier/lab for testing. If “Approve” is selected, the sample is approved.
Binder Split Sample Form

Central Lab Completion of Form- Must be “Central Lab Manager” Role

1. Select “Home”
2. Select “Binder Split Sample Form”
3. Select parent sample
4. All other samples must be “Completed”
5. Select “Select Actions”
6. Select “Complete”
7. Provide notes
8. Select “OK”
Complete Binder Split Sample Form

All Workflow Statuses are “Completed”