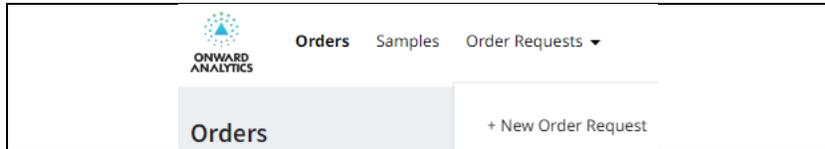
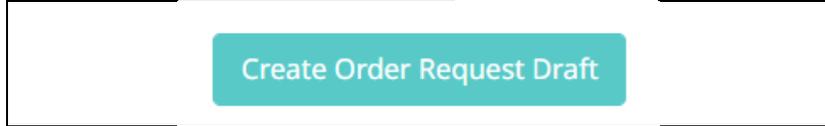
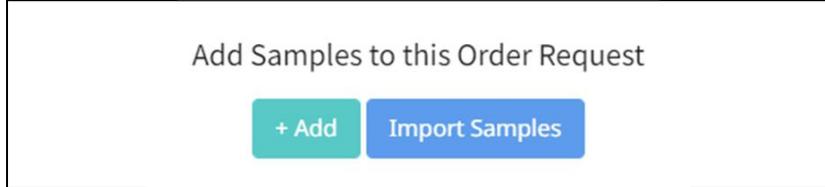


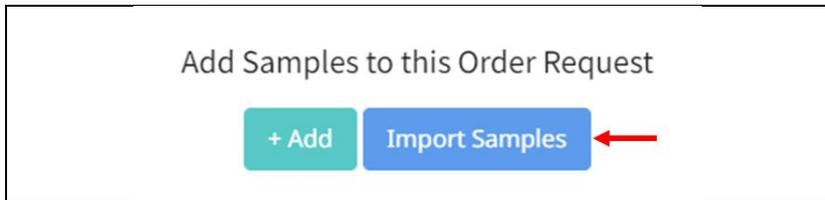
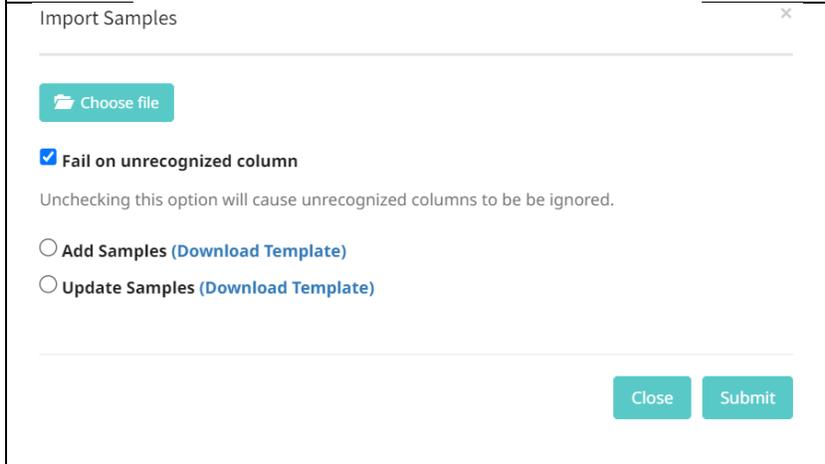
## Submitting an Online Order for Remote Sample Submission

Log into your QBench Customer Portal.

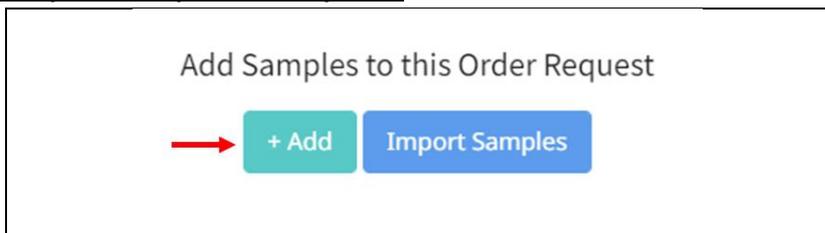
### Begin a new Order Request:

	<p>Select "+ New Order Request".</p>
	<p>Click "Create Order Request Draft".</p>
	<p>You can either add samples manually, or bulk import samples.</p>

### To Bulk Import Samples:

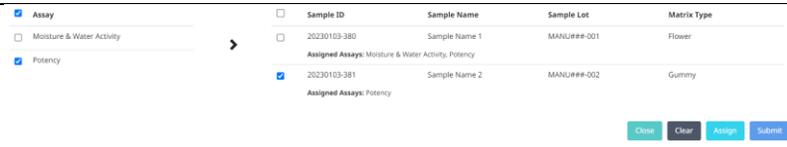
	<p>You may perform bulk importing of sample information.</p>
	<p>First, "Download Template", which will download an Excel table for you to complete with all your sample information.</p> <p>You can then upload the completed document and individual samples will be imported into the system.</p> <p>Click "Submit" to perform the importation into the QBench System.</p>

### To Manually Add Samples in the System:

	<p>You may add samples individually within the system.</p>
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<p>How many Samples would you like to add?</p> <p>Number of samples <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/></p>	<p>Input the number of samples to submit.</p>
	<p>Manually complete fields.</p> <p>Click "Save Samples".</p>

**Select Assays:**

<p>How you would like to search for Assays?</p> <p><input type="button" value="Select Assay"/></p>	<p>Select assays to be performed for each sample.</p>																														
<p>Search Assays</p> <p>Search Panels</p>	<p>You may search by individual assays, or by panel.</p>																														
<p>Heavy Metals</p> <p>Moisture &amp; Water Activity</p> <p>Mycotoxins</p> <p>Pathogens</p> <p>Pesticides</p> <p><b>Potency — Steep Hill Vermont</b></p> <p>RSA</p> <p>Terpenes</p>	<p>Select assay(s) you wish to have performed.</p>																														
<p>Select an assay you would like to assign using the dropdown below</p> <p><input type="button" value="x Potency — Steep Hill Vermont"/> <input type="button" value="x Moisture &amp; Water Activity"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	<p>Click "Submit".</p>																														
	<p>Assign assays as appropriate, clicking "Assign" after each selection.</p> <p>Click "Submit" when assay assignment is complete.</p>																														
<table border="1"> <thead> <tr> <th>Test ID</th> <th>Sample ID</th> <th>Assay</th> <th>Request Expedited Processing</th> <th>Comments</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="6">Tests</td> </tr> <tr> <td></td> <td>20230103-380</td> <td>Moisture &amp; Water Activity</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="button" value="x"/></td> </tr> <tr> <td></td> <td>20230103-380</td> <td>Potency</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="button" value="x"/></td> </tr> <tr> <td></td> <td>20230103-381</td> <td>Potency</td> <td><input checked="" type="checkbox"/></td> <td>2x expedited</td> <td><input type="button" value="x"/></td> </tr> </tbody> </table> <p><input type="button" value="Save Tests"/> <input type="button" value="Submit Order Request"/></p>	Test ID	Sample ID	Assay	Request Expedited Processing	Comments	Delete	Tests							20230103-380	Moisture & Water Activity	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="x"/>		20230103-380	Potency	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="x"/>		20230103-381	Potency	<input checked="" type="checkbox"/>	2x expedited	<input type="button" value="x"/>	<p>You may request expedited testing and leave additional comments for OA staff.</p> <p>Click "Save Tests" to save your selections.</p> <p>You must click "Submit Order Request" to submit this order request to OA.</p>
Test ID	Sample ID	Assay	Request Expedited Processing	Comments	Delete																										
Tests																															
	20230103-380	Moisture & Water Activity	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="x"/>																										
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	20230103-381	Potency	<input checked="" type="checkbox"/>	2x expedited	<input type="button" value="x"/>																										

**Printing Chain of Custody Form and Drop Off Samples:**

<p> <a href="#">DETAILS</a> <a href="#">COMMENTS (0)</a> <a href="#">ATTACHMENTS</a> <a href="#">PRINT</a> </p> <p style="text-align: center;">       You have no prints for this order yet.        Choose a template below to generate one.     </p> <p style="text-align: center;"> <input type="text" value="Search Print Docs"/> <input type="button" value="Generate"/> </p>	<p><b>NOTE:</b> If you are utilizing sample pick-up, you must print out the Chain of Custody form and bring it with your samples.</p> <p>Select the "Print" tab at the top of your order form.</p>																												
<p style="text-align: center;"> <input type="text" value="Chain of Custody - Remote Drop-Off (Order level)"/> <input type="button" value="Generate"/> </p>	<p>Click "Generate" on the Chain of Custody template and print.</p>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Custody Relinquishment</th> </tr> <tr> <th style="width: 15%;">Title</th> <th style="width: 35%;">Name (Printed)</th> <th style="width: 35%;">Signature</th> <th style="width: 15%;">Date &amp; Time</th> </tr> </thead> <tbody> <tr> <td>Customer Representative</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lab Intake Employee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lab Sample Destruction Employee</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="text" value="Dropoff Location"/></td> <td colspan="2" style="text-align: center;"><input type="text" value="Signature"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> </tr> </tbody> </table>	Custody Relinquishment				Title	Name (Printed)	Signature	Date & Time	Customer Representative				Lab Intake Employee				Lab Sample Destruction Employee				<input type="text" value="Dropoff Location"/>		<input type="text" value="Signature"/>						<p>On page 1 please write in the drop off location you're utilizing and sign in the requested space.</p>
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Title	Name (Printed)	Signature	Date & Time																										
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<input type="text" value="Dropoff Location"/>		<input type="text" value="Signature"/>																											

**Sample Labeling:**



It is important to properly label your sample container. Your container should have the following written on the outside:

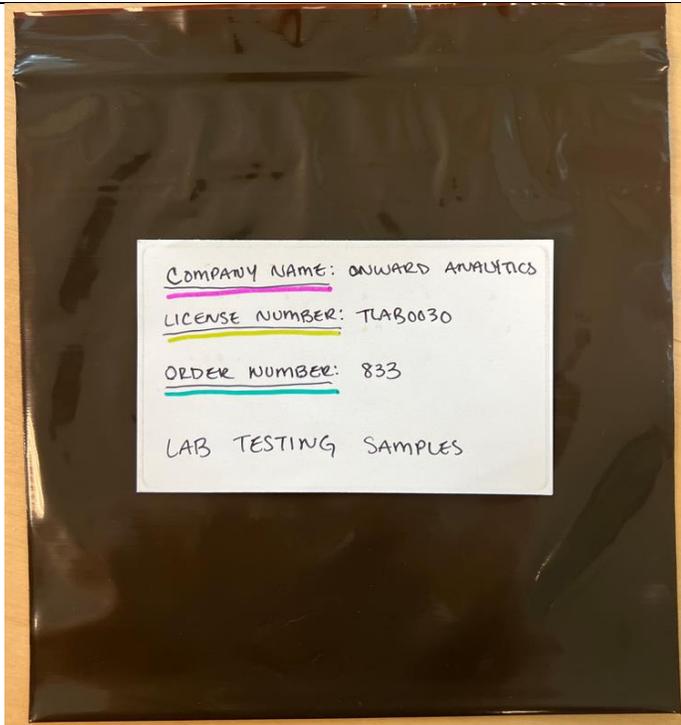
**Your Company Name**

**Your License Number**

**Your Product Name**

**Your Lot Code**

**Your Ordered Tests**



All sample submissions must go in a labeled secondary container. Your secondary container should have the following written on the outside:

**Your Company Name**

**Your License Number**

**Your Order Number (from client portal)**

**“Lab Testing Samples”**