

Generating Labslips

1. Go to **Submit Data** tab and click on **Generate**

Surface Water Integrated Monitoring

My Projects Find Data **Submit Data** Stations Forms Reports, Maps, and Documents

Submit Data

Monitoring Data

View List View what you've already entered. To edit data, or to "icon". There is also an option to "Add New Monitoring D

Add New Add new monitoring data. This option will add a new "F field results to.

Generate Create a printable labslip (inorganic, organic, etc.), wit monitoring.

Documents

Upload

2. You will be provided with multiple dropdown menus. Use these menus (black down arrows) to choose the **Form, Project, Data Collectors, Station and Account Code** (if an account code is not available to select, contact ?? Ron Arneson?)

Home -> Pre-print Sampling Form

Fields denoted with an asterisk (*) are REQUIRED.

Form * Inorganic Test Request (4800-015)

Project * 2012 Proposed Watershed Monitoring Projects

Data Collectors AARON LARSON

Station * Show Map

Start Date Select Date

Time : : Time

End Date Select Date

Time : : Time

Account Code

Program Code WT

Report To Name MOLLI MACDONALD

Report To Address 101 S WEBSTER

Report To City/State/Zip MADISON, WI 53702

Sample Point Desc./Device

Field Sample ID


Multiple-labslip series options Generate a total of 1 labslip(s), adding 1 Day(s) between the sta

For column (e.g. sediment core) samples: Select Depths for Labslips

Save and Print Select Labslip Parameters

3. Select labslip parameters. Only the most common of analyses are on the labslip.

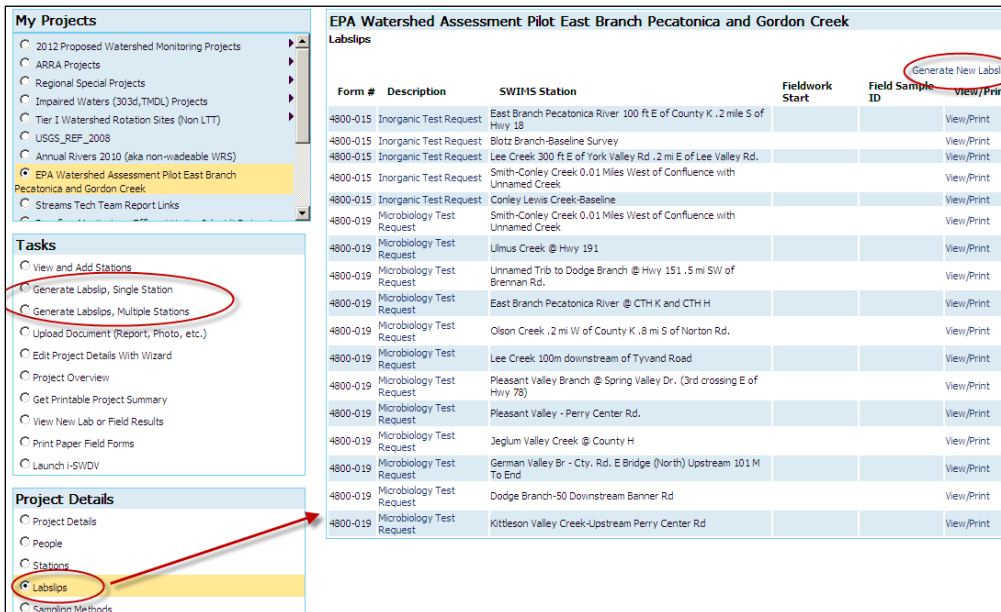
Tips:

- If you are trying to make a labslip for a project you are not associated with, you will have to use the binoculars  to search.
- Generally, the date and time is left blank for future events and added when you go out in the field.
- If you would like another analysis that you know the lab offers, write it boldly on the front of the labslip and highlight it. Contact Ron Arneson (608-221-6322, ronald.arneson@wisconsin.gov) if you have questions.

Generate labslips from My Projects tab:

- **Generate Labslip, Single Station** or **Generate Labslips, Multiple Station** under Tasks,
- **Generate New Labslip** in the upper right hand corner from the Labslip page under Project Details.

[NOTE: You can only generate labslips for projects in your projects list and Project Type XXX]



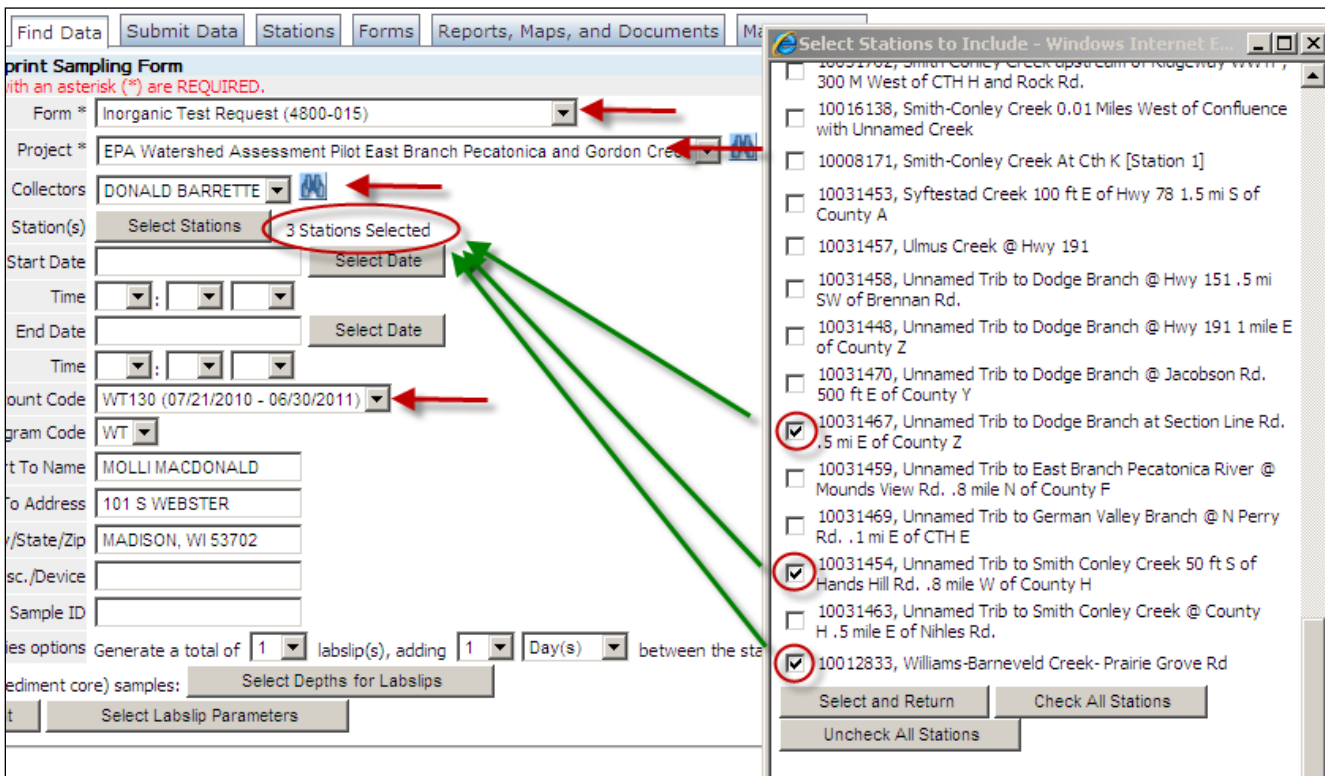
The screenshot shows the 'My Projects' interface. On the left, the 'My Projects' sidebar lists various project categories, with 'EPA Watershed Assessment Pilot East Branch Pecatonica and Gordon Creek' selected. Below this, the 'Tasks' menu is visible, with 'Generate Labslip, Single Station' and 'Generate Labslips, Multiple Stations' circled in red. The 'Project Details' section at the bottom left has 'Labslips' selected, also circled in red, with a red arrow pointing to the main content area. The main content area displays a table of labslips for the selected project. The table has columns for 'Form #', 'Description', 'SWIMS Station', 'Fieldwork Start', 'Field Sample ID', and 'View/Print'. A 'Generate New Labslip' button is circled in red in the top right corner of the table area.

Form #	Description	SWIMS Station	Fieldwork Start	Field Sample ID	View/Print
4800-015	Inorganic Test Request	East Branch Pecatonica River: 100 ft E of County K .2 mile S of Hwy 18			View/Print
4800-015	Inorganic Test Request	Blotz Branch-Baseline Survey			View/Print
4800-015	Inorganic Test Request	Lee Creek 300 ft E of York Valley Rd .2 mi E of Lee Valley Rd.			View/Print
4800-015	Inorganic Test Request	Smith-Conley Creek 0.01 Miles West of Confluence with Unnamed Creek			View/Print
4800-015	Inorganic Test Request	Conley Lewis Creek-Baseline			View/Print
4800-019	Microbiology Test Request	Smith-Conley Creek 0.01 Miles West of Confluence with Unnamed Creek			View/Print
4800-019	Microbiology Test Request	Ulnus Creek @ Hwy 191			View/Print
4800-019	Microbiology Test Request	Unnamed Trib to Dodge Branch @ Hwy 151 .5 mi SW of Brennan Rd.			View/Print
4800-019	Microbiology Test Request	East Branch Pecatonica River @ CTH K and CTH H			View/Print
4800-019	Microbiology Test Request	Olson Creek .2 mi W of County K .8 mi S of Norton Rd.			View/Print
4800-019	Microbiology Test Request	Lee Creek 100m downstream of Tyvand Road			View/Print
4800-019	Microbiology Test Request	Pleasant Valley Branch @ Spring Valley Dr. (3rd crossing E of Hwy 78)			View/Print
4800-019	Microbiology Test Request	Pleasant Valley -Perry Center Rd.			View/Print
4800-019	Microbiology Test Request	Jeglum Valley Creek @ County H			View/Print
4800-019	Microbiology Test Request	German Valley Br - Cty. Rd. E Bridge (North) Upstream 101 M To End			View/Print
4800-019	Microbiology Test Request	Dodge Branch-50 Downstream Banner Rd			View/Print
4800-019	Microbiology Test Request	Kittleston Valley Creek-Upstream Perry Center Rd			View/Print

Generating single station labslips (either from task menu or labslips screen): Go to Step 2 above

Generating Multiple Station Labslips:

1. Click on **Generating Labslips, Multiple Stations** from the Tasks menu.
2. You will be provided with multiple dropdown menus. Use these menus (black down arrows) to choose the **Form, Project, Data Collectors, and Account Code** (if an account code is not available to select, contact ?? Ron Arneson?)
3. To select stations, click the gray **Select Stations** box and another screen will pop up that shows you all the Stations for this project. There are gray buttons at the bottom 'Check All', 'Uncheck All' and 'Select and Return'.
4. Select labslip parameters. Only the most common of analyses are on the labslip. If you would like another analysis that you know the lab offers, write it boldly on the front of the labslip and highlight it. Contact Ron Arneson (608-221-6322, ronald.arneson@wisconsin.gov) if you have questions.



Tips:

- Use this option wisely as you can accidentally create hundreds of labslips at a time.
- Not all projects have this feature but if you think it would be useful for your project, you can request it from Lisa Helmuth.