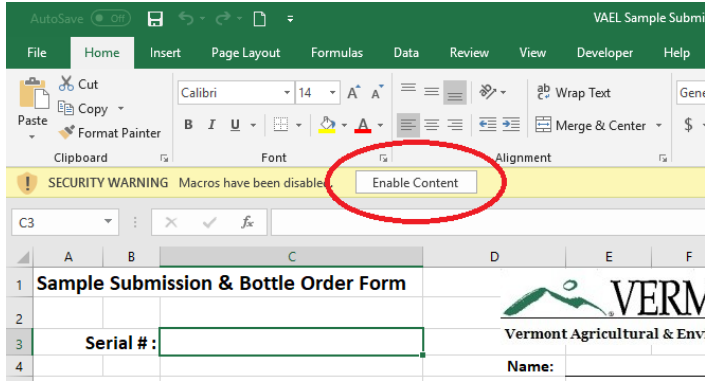# Using the VAEL Sample Submission Template

Quickly and Easily Request Tests & Bottles and Create Field Sheets
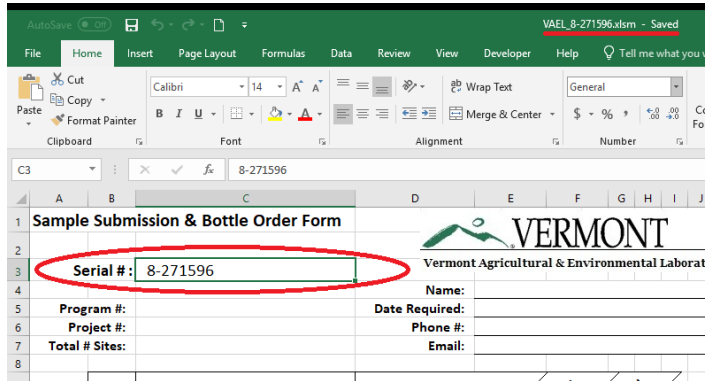
Before we begin…

- Ensure that the Template is saved on your computer in a location you can easily find as all documents this template generates will be saved in the same place.
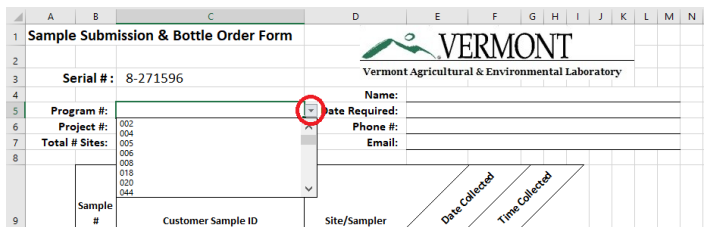
1.

After opening the template you may have to enable editing and macros by clicking the 'Enable Editing' and/or 'Enable Content' button that appears beneath the ribbon.

2.

The template will take a few seconds to generate a serial number and save the file as "VAEL_#-######.xlsm"

3.

To enter your program number, click the empty cell next to "Program #:"
Click the drop-down arrow and select your program number.
Repeat these steps to select your Project Number.

4.

Add the number of sites to be sampled, your name, phone number and email address as well as the date that any bottles requested will be required by.

Note: you will not be able to submit this form to the lab without completely filling out these details.

5.

Click the "Add Tests" Button.

6.

Fill out as much information as possible in the generated table as this information (except site/sampler) will be added to your labels.

Note: This data is not required but it is recommended that as much data as can accurately be filled out be included on the form.
Note: Field Duplicates and other Field Collected QC samples should be entered as their own unique Customer Sample ID in order to ensure sufficient bottles are included.

7.

To request all tests for a specific sample, double-click the sample number.

To request a specific test for all samples, double-click the first letter of the test name.

Note: If you are having issues selecting the correct test for all samples, single-click to ensure that the cell you're double-clicking lines up with the test you want to request.

To request a specific test for a specific sample, double-click the cell where the test and sample intersect.

Requested tests can be removed by double clicking again in any of the aforementioned areas.

8.

If you require DI water for field blanks etc… click the "Bottle Order" tab at the bottom of the screen

9.

On the "Bottle Order" Tab enter the number of 1 L bottles of DI water you would like, then return to the "Submission Form" tab.

Note: The lab can only supply 1 L bottles of DI water. If you have multiple samplers collecting you may need to request enough bottles so that each sampler can collect their field QC samples.

10.

To the right of the Submission form is a text box (optional) to communicate with Sample Receiving.

You may use this space to coordinate with Sample Receiving (ie: request extra bottles or ask that the bottles be sent by courier or picked up in person)

11.

When you are satisfied that all your sample information, contact information and DI Water quantity is correct click on the "Submit" Button.

This saves the form, generates labels, creates the bottle order and converts the form to a field sheet for recording pertinent sample details.

If you have Outlook installed on your computer an email containing this form will be sent to the lab and you should receive an automatic reply confirming receipt.

12.

Once submitted you will be prevented from making further changes to the form. You will notice that X's for requested tests have been cleared to allow samplers to check off collected tests, and tests not requested have been grayed-out.

Note: If you notice an error has been made please notify sample receiving as soon as possible so that we can work with you to correct the mistake.

You may duplicate the order for future sampling events by clicking the "Duplicate Order" Button.

The "Create New" button will create a new, blank submission form.