

CALSCIENCE CLIENT WEB SERVICES TUTORIAL

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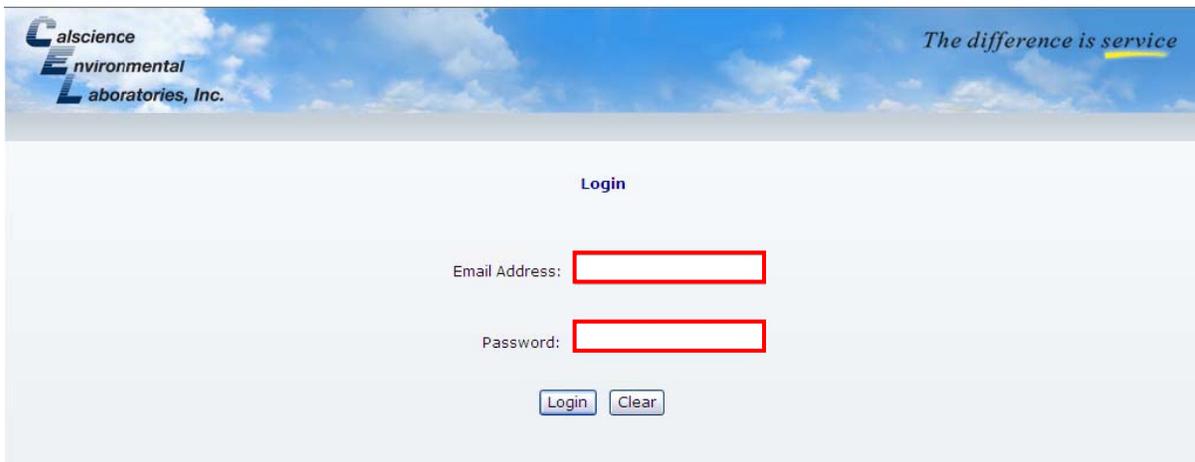
CHAPTER 1: LOGIN AND LOGOUT

Section 1: Login

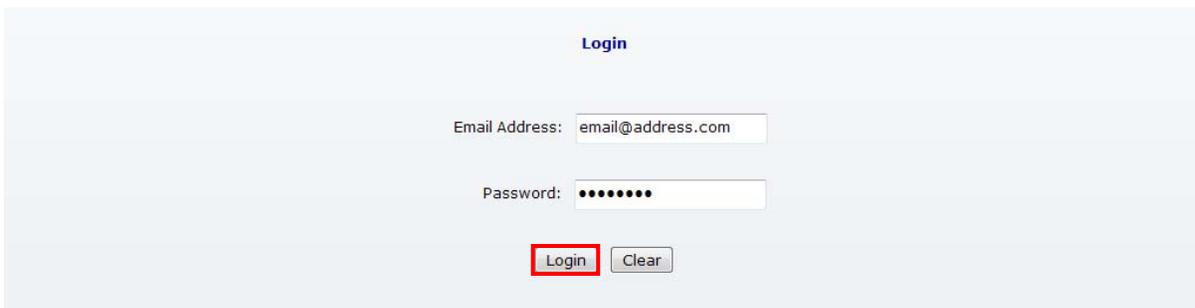
1. Launch the web browser, type <http://www.calscience.com/> in the address bar, and press the *Enter* key.
2. On the Calscience Home page, click *Login* on the menu bar.



3. On the Client Web Service Login page, type the account email address and password. If you do not have an account, please contact your Calscience Project Manager, or email Calscience at sales@calscience.com.



4. Click the *Login* button to access the Client Web Service Home page. Otherwise, click the *Clear* button to close the web browser.



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5. If this is the first login of the account, the web page will be redirected to the Change Password page. You may change the password assigned by Calscience at this time. To change the password, refer to [Change Password](#) on Page 4 of the tutorial. Otherwise, click *Home* to return to the Client Web Service Home page without changing the password.

Home [Log Out](#)

Change Password

Email Address:

Old Password:

New Password:

Confirm Password:

Section 2: Logout

1. Click *Log Out* to exit the Client Web Services.

Home > Calscience Environmental Labs (QA) [Search](#) [Log Out](#)

Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available
10-12-1884	NCAL HOLDING BLANK - Lot #101111A	12/21/2010		Completed	1 document(s) available

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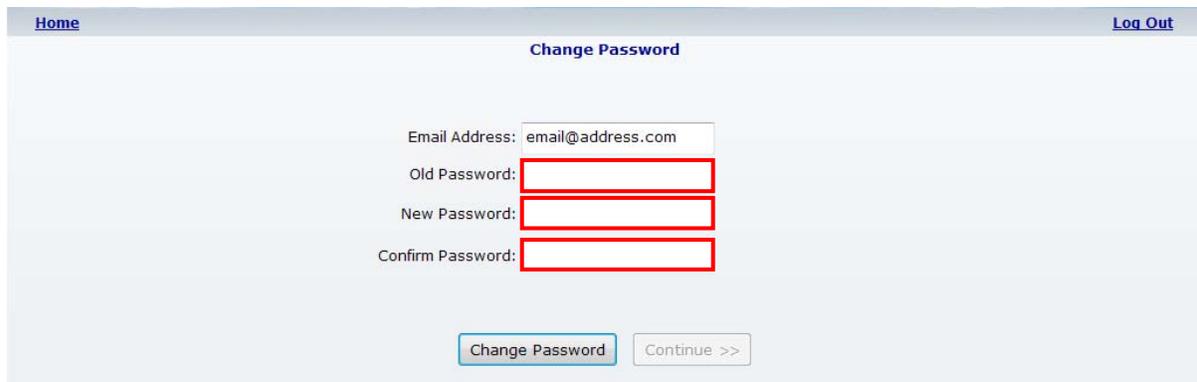
CHAPTER 2: ACCOUNT MANAGEMENT

Section 1: Change Password

1. On the Client Web Service Home page, click *Change Password* under the Account Panel.



2. On the Change Password page, type the old password, a new password, and the new password again for confirmation.



3. Click the *Change Password* button to proceed.



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4. After the “Password Changed Successfully” message is displayed, click the *Continue* button to return to the Client Web Service Home page.

Home Log Out

Change Password
Password Changed Successfully!

Email Address:

Old Password:

New Password:

Confirm Password:

Section 2: Account Information

1. Click *Account Information* under the Account Panel to view the account information. To update the account information, please contact your Calscience Project Manager, or email Calscience at sales@calscience.com.

Calscience Environmental Laboratories, Inc. The difference is service

Home Search Log Out

Client Name	Project Manager	Project Manager's Email
Calscience Environmental Labs (QA)	Larry Lem	llem@calscience.com

Account Panel

- Change Password
- Account Information**
- Customer Service Survey

Navigation Panel

- Home
- Calscience Environmental Labs (QA)

Section 3: Customer Service Survey

1. Click *Customer Service Survey* under the Account Panel to provide feedback on Calscience customer service.

Calscience Environmental Laboratories, Inc. The difference is service

Home Search Log Out

Client Name	Project Manager	Project Manager's Email
Calscience Environmental Labs (QA)	Larry Lem	llem@calscience.com

Account Panel

- Change Password
- Account Information
- Customer Service Survey**

Navigation Panel

- Home
- Calscience Environmental Labs (QA)

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CHAPTER 3: WORK ORDER INFORMATION

Section 1: View Work Order Information

1. On the Client Web Service Home page, click the company name listed under Client Name to view a list of the work orders for a specific client. Alternatively, click the company name listed under the Navigation Panel.

Home [Search](#) [Log Out](#)

Account Panel	Client Name	Project Manager	Project Manager's Email
Change Password Account Information Customer Service Survey	Calscience Environmental Labs (QA)	Larry Lem	llem@calscience.com

Navigation Panel

- Home
- Calscience Environmental Labs**

2. On the Client Name page, click the work order number listed under Work Order to view a list of the samples for a specific work order. To view additional information on a sample, refer to [View Sample Information](#) on Page 11 of the tutorial.

Home > Calscience Environmental Labs (QA) [Search](#) [Log Out](#)

Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available

3. Four work order statuses are available: New, InProgress, Modified, and Completed. "New" indicates that the work order of a project is received and logged in. "InProgress" indicates that the samples for the work order are being processed in the laboratory. "Modified" indicates that the client has requested a change order. "Completed" indicates that the analytical report for the work order is reviewed and approved for release.

Home > Calscience Environmental Labs (QA) [Search](#) [Log Out](#)

Click to change the Selected Date Range: 10/19/2010 to 1/19/2011

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
10-11-2143	November 2010 --TYPE 1 WATER	11/30/2010		Completed	1 document(s) available
10-11-2054	HOLDING BLANKS (11/15/10-11/29/10)	11/29/2010		Completed	1 document(s) available
10-11-1933	NCAL HOLDING BLANK - Lot #100924A	11/23/2010		Completed	1 document(s) available
10-11-1919	AE-100 EPA TO-15	11/19/2010		InProgress	1 document(s) available
10-11-1199	HOLDING BLANKS (11/01/10-11/15/10)	11/15/2010		InProgress	1 document(s) available
10-11-0995	SOIL - 72	11/10/2010		Modified	1 document(s) available
10-11-0830	NCAL HOLDING BLANK - Lot #100924A	11/09/2010		Completed	1 document(s) available

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- Depending on the status of a work order, the PDF file of the Chain-of-Custody (COC) Record or Analytical Report, and the associated Electronic Data Deliverable (EDD) files may be available for download. Click the document link listed under Downloadables to view a list of the files. For additional information on downloading files, refer to [Download Files](#) on Page 14 of the tutorial.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available

Section 2: Customize Work Order List

- On the Client Name page, click the date range bar to reveal the Filter by Dates dialog box.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click 'Update List' to refresh the contents.

Navigation Panel Filter by Dates

Select Date Range: Last Month Last Quarter Custom Range

Dates Selected: 12/20/2010 To: 1/20/2011 Update List

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available

- Select the *Last Month* option and then click the *Update List* button to view a list of work orders within the last 30 or 31 days.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click 'Update List' to refresh the contents.

Navigation Panel Filter by Dates

Select Date Range: Last Month Last Quarter Custom Range

Dates Selected: 12/19/2010 To: 1/19/2011 Update List

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available

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3. Select the *Last Quarter* option and then click the *Update List* button to view a list of the work orders within the last 3 months.

The screenshot shows the 'Filter by Dates' dialog box with the following details:

- Header: Click 'Update List' to refresh the contents.
- Section: Filter by Dates
- Select Date Range: Last Month Last Quarter Custom Range
- Dates Selected: 10/19/2010 To: 1/19/2011
- Update List button

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available

4. Select the *Custom Range* option, type the dates in the MM/DD/YYYY format (or select the dates from the calendar icon), and then click the *Update List* button to view a list of the work orders within the specified date range. The date range is limited to a maximum of 3 months.

The screenshot shows the 'Filter by Dates' dialog box with the following details:

- Header: Click 'Update List' to refresh the contents.
- Section: Filter by Dates
- Select Date Range: Last Month Last Quarter Custom Range
- Specify Dates: 10/19/2010 To: 1/19/2011
- Update List button

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available

5. If the work order list is long, page numbers will be listed on the bottom of the web page. Click the page number to view additional work orders.

The screenshot shows a list of work orders with the following details:

- Header: Click to change the Selected Date Range: 10/19/2010 to 1/19/2011
- Table with columns: Work Order, Project Name, Sample Collection Range, Invoiced Date, Status, Downloadables
- Page number: 123

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available
10-12-1884	NCAL HOLDING BLANK - Lot #101111A	12/21/2010		Completed	1 document(s) available
10-12-1527	WS-173 Corrective Action	12/17/2010		InProgress	1 document(s) available
10-12-1308	ESS 120710	12/15/2010		Completed	1 document(s) available
10-12-1023	HOLDING BLANKS (11/29/10-12/13/10)	12/13/2010		Completed	1 document(s) available
10-12-0597	NCAL Holding Blank - Lot #101111A	12/07/2010		Completed	1 document(s) available

Section 3: Sort Work Orders

1. Click *Work Order* to sort the work order numbers in ascending order. Click *Work Order* again will sort the work order numbers in descending order. Work orders not listed on the web page may be searched. For information on work order search, refer to [Search Work Orders](#) on Page 9 of the tutorial.

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Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Change Password
Account Information
Customer Service Survey

Navigation Panel

- Home
- Calscience Environmental Labs (QA)

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
10-12-1884	NCAL HOLDING BLANK - Lot #101111A	12/21/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available

- Click *Project Name* to sort the project names in ascending order. Click *Project Name* again will sort the project names in descending order.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Change Password
Account Information
Customer Service Survey

Navigation Panel

- Home
- Calscience Environmental Labs (QA)

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
10-12-1884	NCAL HOLDING BLANK - Lot #101111A	12/21/2010		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available

- Click *Sample Collection Range* to sort the sample collection dates in chronological order or reversed chronological order for each month.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Change Password
Account Information
Customer Service Survey

Navigation Panel

- Home
- Calscience Environmental Labs (QA)

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available
10-12-1884	NCAL HOLDING BLANK - Lot #101111A	12/21/2010		Completed	1 document(s) available
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available

Section 4: Search Work Orders

- Click *Search* to search a work order by the work order number and/or project name.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

Change Password
Account Information
Customer Service Survey

Navigation Panel

- Home
- Calscience Environmental Labs (QA)

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available

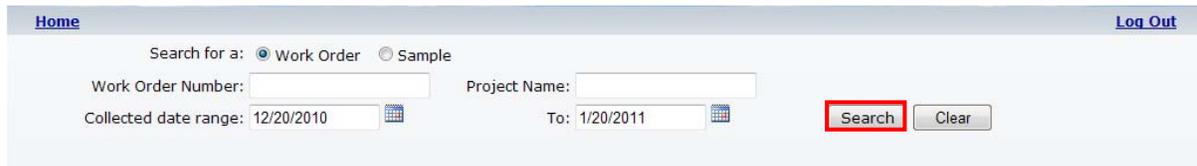
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2. Select the *Work Order* option and enter the appropriate search parameters. Work order number is in the NN-NN-NNNN format. The project name may contain full or partial text. The dates are in the MM/DD/YYYY format. The search parameters, Work Order Number and Project Name, are optional.



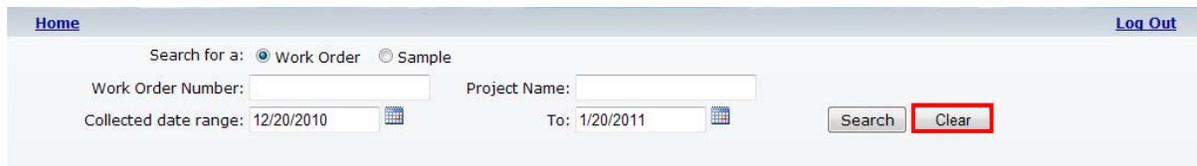
The screenshot shows the search interface with the following elements: a 'Home' link on the top left and a 'Log Out' link on the top right. Below these is the text 'Search for a:'. There are two radio buttons: 'Work Order' (which is selected and highlighted with a red box) and 'Sample'. Below this are three input fields: 'Work Order Number:' (empty, highlighted with a red box), 'Project Name:' (empty, highlighted with a red box), and 'Collected date range:'. The date range is split into 'From:' and 'To:' fields. The 'From:' field contains '12/20/2010' and the 'To:' field contains '1/20/2011', both highlighted with red boxes. At the bottom right are two buttons: 'Search' and 'Clear'.

3. Click the *Search* button to proceed.



The screenshot shows the search interface with the following elements: a 'Home' link on the top left and a 'Log Out' link on the top right. Below these is the text 'Search for a:'. There are two radio buttons: 'Work Order' (selected) and 'Sample'. Below this are three input fields: 'Work Order Number:' (empty), 'Project Name:' (empty), and 'Collected date range:'. The date range is split into 'From:' and 'To:' fields. The 'From:' field contains '12/20/2010' and the 'To:' field contains '1/20/2011'. At the bottom right are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

4. Click the *Clear* button to clear the search parameters for a new search.



The screenshot shows the search interface with the following elements: a 'Home' link on the top left and a 'Log Out' link on the top right. Below these is the text 'Search for a:'. There are two radio buttons: 'Work Order' (selected) and 'Sample'. Below this are three input fields: 'Work Order Number:' (empty), 'Project Name:' (empty), and 'Collected date range:'. The date range is split into 'From:' and 'To:' fields. The 'From:' field contains '12/20/2010' and the 'To:' field contains '1/20/2011'. At the bottom right are two buttons: 'Search' and 'Clear' (highlighted with a red box).

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CHAPTER 4: SAMPLE INFORMATION

Section 1: View Sample Information

1. On the Client Name page, click the work order number listed under Work Order to view a list of the samples for a specific work order.

Home > Calscience Environmental Labs (QA) Search Log Out

Account Panel Click to change the Selected Date Range: 12/20/2010 to 1/20/2011

[Change Password](#)
[Account Information](#)
[Customer Service Survey](#)

Navigation Panel

- Home
- Calscience Environmental Labs

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011	01/19/2011		InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A	01/18/2011		InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)	01/10/2011		Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A	01/04/2011		Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)	12/28/2010		Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810	12/22/2010		Completed	1 document(s) available
10-12-1884	NCAL HOLDING BLANK - Lot #101111A	12/21/2010		Completed	1 document(s) available

2. On the Work Order page, click the sample identification listed under Sample Name to view a list of the test methods performed on the sample, the associated testcode descriptions, and the sample status.

Home > Calscience Environmental Labs (QA) > 11-01-0466 Search Log Out

Account Panel

[Change Password](#)
[Account Information](#)
[Customer Service Survey](#)

Navigation Panel

- Home
- Calscience Environmental Labs

Sample Name	Date Collected	Status
SC05	01/10/2011 02:30 PM	Completed
SC02	01/10/2011 02:30 PM	Completed
SC01	01/10/2011 02:30 PM	Completed
OFG3	01/10/2011 02:30 PM	Completed
OFG2	01/10/2011 02:30 PM	Completed
OFG1	01/10/2011 02:30 PM	Completed
FG12	01/10/2011 02:30 PM	Completed

Home > Calscience Environmental Labs (QA) > 11-01-0466 Search Log Out

Account Panel

[Change Password](#)
[Account Information](#)
[Customer Service Survey](#)

Navigation Panel

- Home
- Calscience Environmental Labs

Sample Name	Date Collected	Status
SC05	01/10/2011 02:30 PM	Completed
SC02	01/10/2011 02:30 PM	Completed
SC01	01/10/2011 02:30 PM	Completed
OFG3	01/10/2011 02:30 PM	Completed
OFG2	01/10/2011 02:30 PM	Completed
OFG1	01/10/2011 02:30 PM	Completed
FG12	01/10/2011 02:30 PM	Completed

Method Name	Testcode Description	Status
EPA 8260B	EPA 8260B Volatile Organics Super	Completed

3. Two sample statuses are available: InProgress and Completed. "InProgress" indicates that the sample is being processed in the laboratory. "Completed" indicates that the analytical report for the sample is reviewed and approved for release.

Home > Calscience Environmental Labs (QA) > 10-11-0995 Search Log Out

Account Panel

[Change Password](#)
[Account Information](#)
[Customer Service Survey](#)

Navigation Panel

- Home
- Calscience Environmental Labs

Sample Name	Date Collected	Status
SOIL 72 SAMPLE	11/10/2010 12:00 PM	InProgress
KNOWN SAMPLE	11/10/2010 12:05 PM	InProgress

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Section 2: Sort Samples

1. Click *Sample Name* to sort the sample identifications in ascending order. Click *Sample Name* again will sort the sample identifications in descending order. Samples not listed on the web page may be searched. For information on work order search, refer to [Search Samples](#) on Page 12 of the tutorial.

Home > Calscience Environmental Labs (QA) > 11-01-0466 [Search](#) [Log Out](#)

Account Panel	Sample Name	Date Collected	Status
Change Password	FG12	01/10/2011 02:30 PM	Completed
Account Information	OFG1	01/10/2011 02:30 PM	Completed
Customer Service Survey	OFG2	01/10/2011 02:30 PM	Completed
	OFG3	01/10/2011 02:30 PM	Completed
	SC01	01/10/2011 02:30 PM	Completed
	SC02	01/10/2011 02:30 PM	Completed
	SC05	01/10/2011 02:30 PM	Completed

2. Click *Date Collected* to sort the sample collection dates in chronological order.

Home > Calscience Environmental Labs (QA) > 11-01-0466 [Search](#) [Log Out](#)

Account Panel	Sample Name	Date Collected	Status
Change Password	OFG1	01/10/2011 02:30 PM	Completed
Account Information	OFG2	01/10/2011 02:30 PM	Completed
Customer Service Survey	OFG3	01/10/2011 02:30 PM	Completed
	FG12	01/10/2011 02:30 PM	Completed
	SC01	01/10/2011 02:30 PM	Completed
	SC02	01/10/2011 02:30 PM	Completed
	SC05	01/10/2011 02:30 PM	Completed

3. Click *Status* to sort the sample statuses in ascending order. Click *Status* again will sort the sample statuses in descending order.

Home > Calscience Environmental Labs (QA) > 11-01-0466 [Search](#) [Log Out](#)

Account Panel	Sample Name	Date Collected	Status
Change Password	OFG1	01/10/2011 02:30 PM	Completed
Account Information	OFG2	01/10/2011 02:30 PM	Completed
Customer Service Survey	OFG3	01/10/2011 02:30 PM	Completed
	FG12	01/10/2011 02:30 PM	Completed
	SC01	01/10/2011 02:30 PM	Completed
	SC02	01/10/2011 02:30 PM	Completed
	SC05	01/10/2011 02:30 PM	Completed

Section 3: Search Samples

1. Click *Search* to search a sample by the work order number, project name, and/or sample name.

Home > Calscience Environmental Labs (QA) > 11-01-0466 [Search](#) [Log Out](#)

Account Panel	Sample Name	Date Collected	Status
Change Password	OFG1	01/10/2011 02:30 PM	Completed
Account Information	OFG2	01/10/2011 02:30 PM	Completed
Customer Service Survey	OFG3	01/10/2011 02:30 PM	Completed

2. Select the *Sample* option and enter the appropriate search parameters. Work order number is in the NN-NN-NNNN format. The project name and sample name may contain full or partial text. The dates are in the MM/DD/YYYY format. The search parameters, Work Order Number, Project Name, and Sample Name, are optional.

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[Home](#) [Log Out](#)

Search for a: Work Order Sample

Work Order Number: Project Name: Sample Name:

Collected date range:

3. Click the *Search* button to proceed.

[Home](#) [Log Out](#)

Search for a: Work Order Sample

Work Order Number: Project Name: Sample Name:

Collected date range:

4. Click the *Clear* button to clear the search parameters for a new search.

[Home](#) [Log Out](#)

Search for a: Work Order Sample

Work Order Number: Project Name: Sample Name:

Collected date range:

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CHAPTER 5: ANALYTICAL REPORT AND ELECTRONIC DATA DELIVERABLE (EDD) FILES

Section 1: Download Files

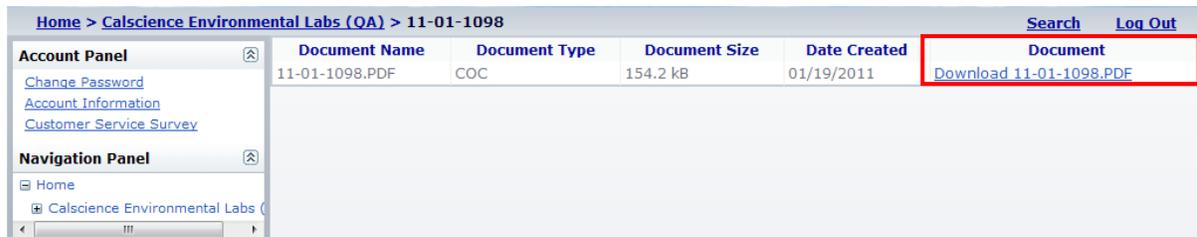
1. On the Client Name page, click the document link listed under Downloadables to download the available file(s) for a specific work order.



The screenshot shows the CalScience Client Web Services interface. The breadcrumb navigation is "Home > CalScience Environmental Labs (QA)". There are "Search" and "Log Out" links in the top right. Below the breadcrumb is a date range selector: "Click to change the Selected Date Range: 12/20/2010 to 1/20/2011". On the left, there is an "Account Panel" with links for "Change Password", "Account Information", and "Customer Service Survey", and a "Navigation Panel" with "Home" and "CalScience Environmental Labs (QA)". The main content area is a table with the following columns: "Work Order", "Project Name", "Sample Collection Range", "Invoiced Date", "Status", and "Downloadables".

Work Order	Project Name	Sample Collection Range	Invoiced Date	Status	Downloadables
11-01-1145	ESS 011011		01/19/2011	InProgress	1 document(s) available
11-01-1098	NCAL Holding Blank - Lot#101111A		01/18/2011	InProgress	1 document(s) available
11-01-0466	HOLDING BLANKS (12/28/10-01/01/11)		01/10/2011	Completed	1 document(s) available
11-01-0123	NCAL HOLDING BLANK - Lot #101111A		01/04/2011	Completed	1 document(s) available
10-12-2117	HOLDING BLANKS (12/13/10-12/28/10)		12/28/2010	Completed	1 document(s) available
10-12-1953	ESS 120710 + 120810		12/22/2010	Completed	1 document(s) available

2. On the Work Order page, click the PDF file or EDD file (may be an EXCEL file or a ZIP file) listed under Document. The availability of the file is based on the work order status. If a file is missing from the list, please contact your CalScience Project Manager.



The screenshot shows the CalScience Client Web Services interface for work order 11-01-1098. The breadcrumb navigation is "Home > CalScience Environmental Labs (QA) > 11-01-1098". There are "Search" and "Log Out" links in the top right. On the left, there is an "Account Panel" and a "Navigation Panel". The main content area is a table with the following columns: "Document Name", "Document Type", "Document Size", "Date Created", and "Document".

Document Name	Document Type	Document Size	Date Created	Document
11-01-1098.PDF	COC	154.2 kB	01/19/2011	Download 11-01-1098.PDF

3. On the File Download window, click the *Open* button to view the file, click the *Save* button to save a copy of the file, or click the *Cancel* button to close the window.

