

# Manual Sampling

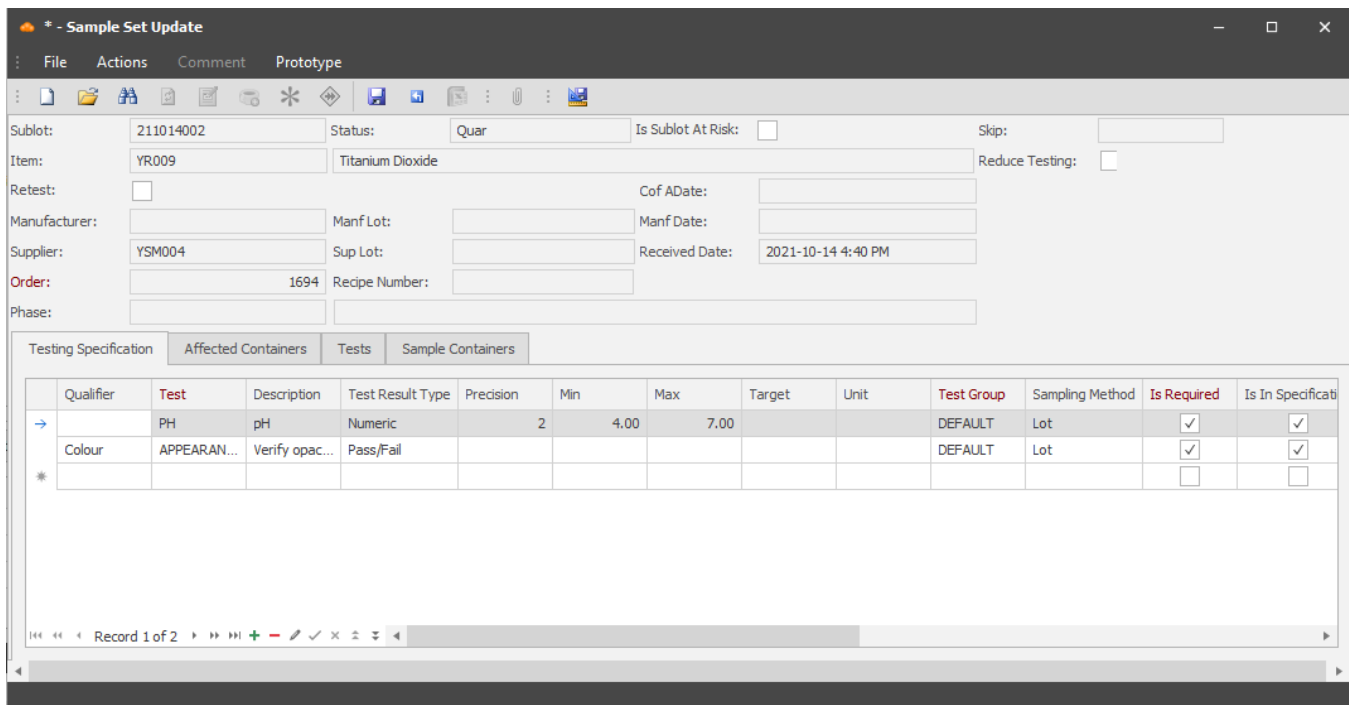
## Work Instruction

**Prerequisites:** You must have items set up with and have completed purchase receiving before proceeding to this step.

Note: Sampling must be configured to *Manual* in CMS by your Mar-Kov Customer Success Manager to conduct Manual Sampling.

Note: This document details how to sample and test an item from a Purchase Receipt. For details on how to do the same for a manufactured item, please consult with the Manufacturing section and talk to your Mar-Kov Customer Success Manager.

Once your items have been received, the *Sample Set Update* Program will be automatically launched:



The screenshot shows the 'Sample Set Update' window with the following fields:

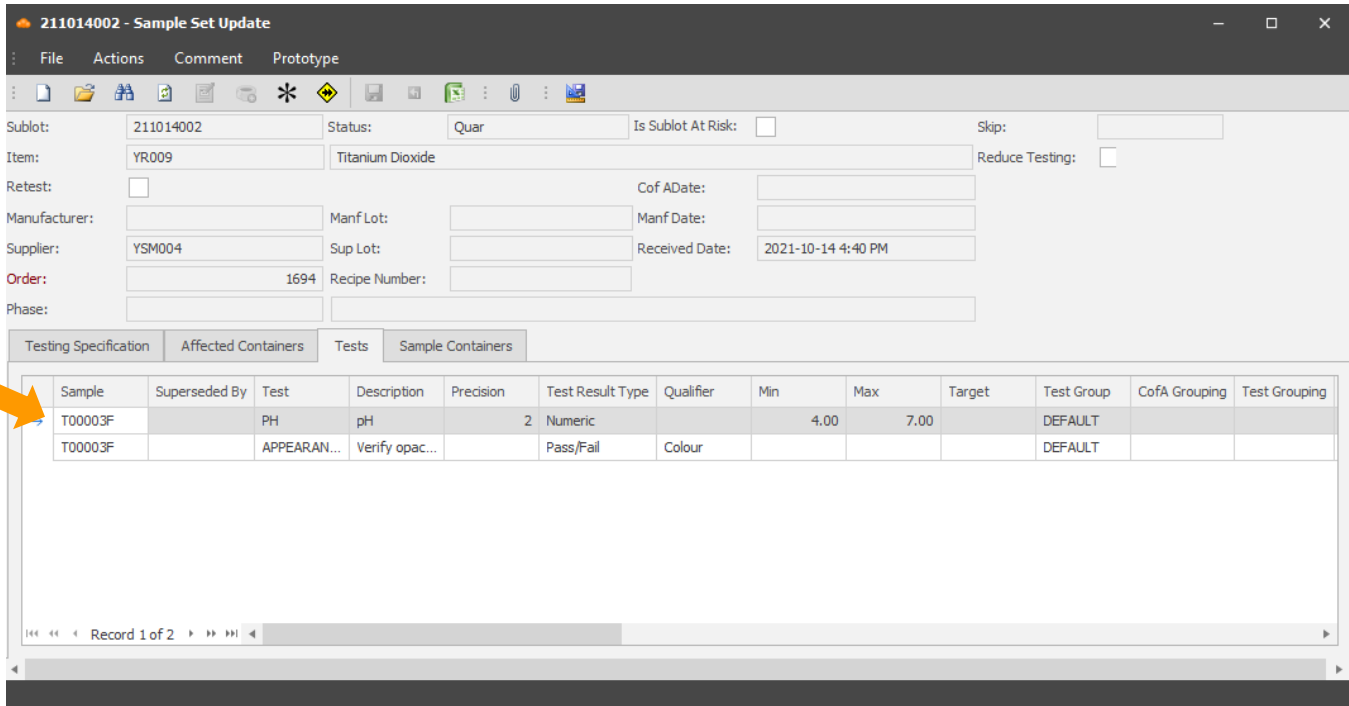
- Sublot: 211014002
- Status: Quar
- Is Sublot At Risk:
- Skip:
- Item: YR009
- Titanium Dioxide
- Reduce Testing:
- Retest:
- Cof ADate:
- Manufacturer:
- Manf Lot:
- Manf Date:
- Supplier: YSM004
- Sup Lot:
- Received Date: 2021-10-14 4:40 PM
- Order: 1694
- Recipe Number:
- Phase:

The 'Testing Specification' tab is active, showing the following table:

Qualifier	Test	Description	Test Result Type	Precision	Min	Max	Target	Unit	Test Group	Sampling Method	Is Required	Is In Specificati
→	PH	pH	Numeric	2	4.00	7.00			DEFAULT	Lot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	Colour	APPEARAN... Verify opac...	Pass/Fail						DEFAULT	Lot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>

Note: *Sample Set Update* can also be accessed by right-clicking on a Sublot Code and selecting "Create Sample Set".





211014002 - Sample Set Update

File Actions Comment Prototype

Sublot: 211014002 Status: Quar Is Sublot At Risk:  Skip:

Item: YR009 Titanium Dioxide Reduce Testing:

Retest:  Cof A Date:

Manufacturer:  Manf Lot:  Manf Date:

Supplier: YSM004 Sup Lot:  Received Date: 2021-10-14 4:40 PM

Order:  1694 Recipe Number:

Phase:

Sample	Superseded By	Test	Description	Precision	Test Result Type	Qualifier	Min	Max	Target	Test Group	CofA Grouping	Test Grouping
T00003F		PH	pH	2	Numeric		4.00	7.00		DEFAULT		
T00003F		APPEARAN...	Verify opac...		Pass/Fail	Colour				DEFAULT		

Record 1 of 2

To perform sampling for a sample container, right click the sample container number and select *Sampling*.

The sampling program will then be launched:

**T00003E - Sampling**

File Report Comment

Sample: T00003E Sampled:  Released:

Sublot: 211014001 Sample Date: Sampled By:

Item: YR008 Titanium Dioxide

Test Group: DEFAULT Default TestGroup

CofA Grouping:

Method: Lot PORceipt: 55 Lims Server:

Pkg Type: NA Tare: 0.000 kg Test Group Memo:

Location: BRECEIVE

Size Required: 5.000 g Qty Required: 0.011 lb

Size Sampled: Qty Sampled:

Number Of Containers: 1 Number Of Sampled Containers: 1

**Available containers**

Container	Tare	Location	Qty	Is Sampled	Qty Sampled	Size Sampled	Unopened	Verified Date	Tare Correction Required
→ 211014001	0.000	BRECEIVE		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>

Record 1 of 1

NOTE: The sampling program can also be accessed in the menu - *Transactions >> Testing >> Sampling*

Enter the quantity sampled and select the location the samples are to be created in:

**T00003F - Sampling**

File Report Comment

Sample: T00003F Sampled:  Released:

Sublot: 211014002 Sample Date: Sampled By:

Item: YR009 Titanium Dioxide

Test Group: DEFAULT Default TestGroup

CofA Grouping:

Method: Lot PORceipt: 57 Lims Server:

Pkg Type: NA Tare: 0.000 kg Test Group Memo:

Location: BRECEIVE

Size Required: 5.000 g Qty Required: 0.011 lb

Size Sampled: 4.536 g Qty Sampled: 0.010 lb

Number Of Containers: Number Of Sampled Containers: 1

Container	Tare	Location	Qty	Is Sampled	Qty Sampled	Size Sampled	Unopened	Verified Date	Tare Correction Required
→ C0000FS	0.000	BRECEIVE	20.000 lb	<input checked="" type="checkbox"/>	0.010 lb	4.536 g	<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FT	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FU	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FV	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FW	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>

Record 1 of 5

You may also change which containers will be sampled by checking/unchecking the *Is Sampled* box:

**T00003F - Sampling**

File Report Comment

Sample: T00003F Sampled:  Released:

Sublot: 211014002 Sample Date: Sampled By:

Item: YR009 Titanium Dioxide

Test Group: DEFAULT Default TestGroup

CofA Grouping:

Method: Lot PORceipt: 57 Lims Server:

Pkg Type: NA Tare: 0.000 kg Test Group Memo:

Location: BRECEIVE

Size Required: 5.000 g Qty Required: 0.011 lb

Size Sampled: 4.536 g Qty Sampled: 0.010 lb

Number Of Containers: 5 Number Of Sampled Containers: 1

Container	Tare	Location	Qty	Is Sampled	Qty Sampled	Size Sampled	Unopened	Verified Date	Tare Correction Required
→ C0000FS	0.000	BRECEIVE	20.000 lb	<input checked="" type="checkbox"/>	0.010 lb	4.536 g	<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FT	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FU	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FV	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>
C0000FW	0.000	BRECEIVE	20.000 lb	<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input type="checkbox"/>

Record 1 of 5



When you save, the sample container(s) will be assigned the quantity specified, and the source container quantities will be reduced accordingly.

You may now enter the test results in the *Enter Test Results* program.