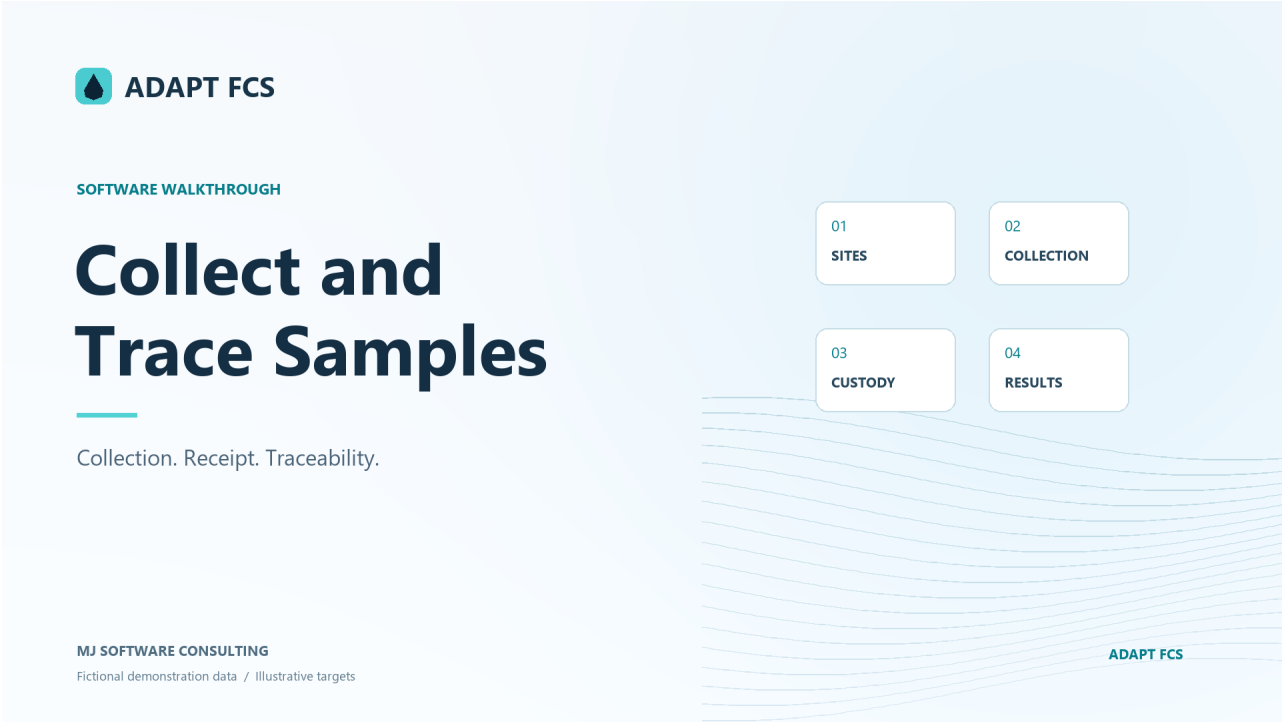
Collect and Trace Samples

Trace a collected sample through its site, work order, laboratory receipt, field notes, custody reference, and related results.

Version 1 | Narration and screenshots | 2 minutes

Watch the video online
https://app.adaptfcs.com/videos/water-quality/collect-and-trace-samples.html



Introduction - 00:00

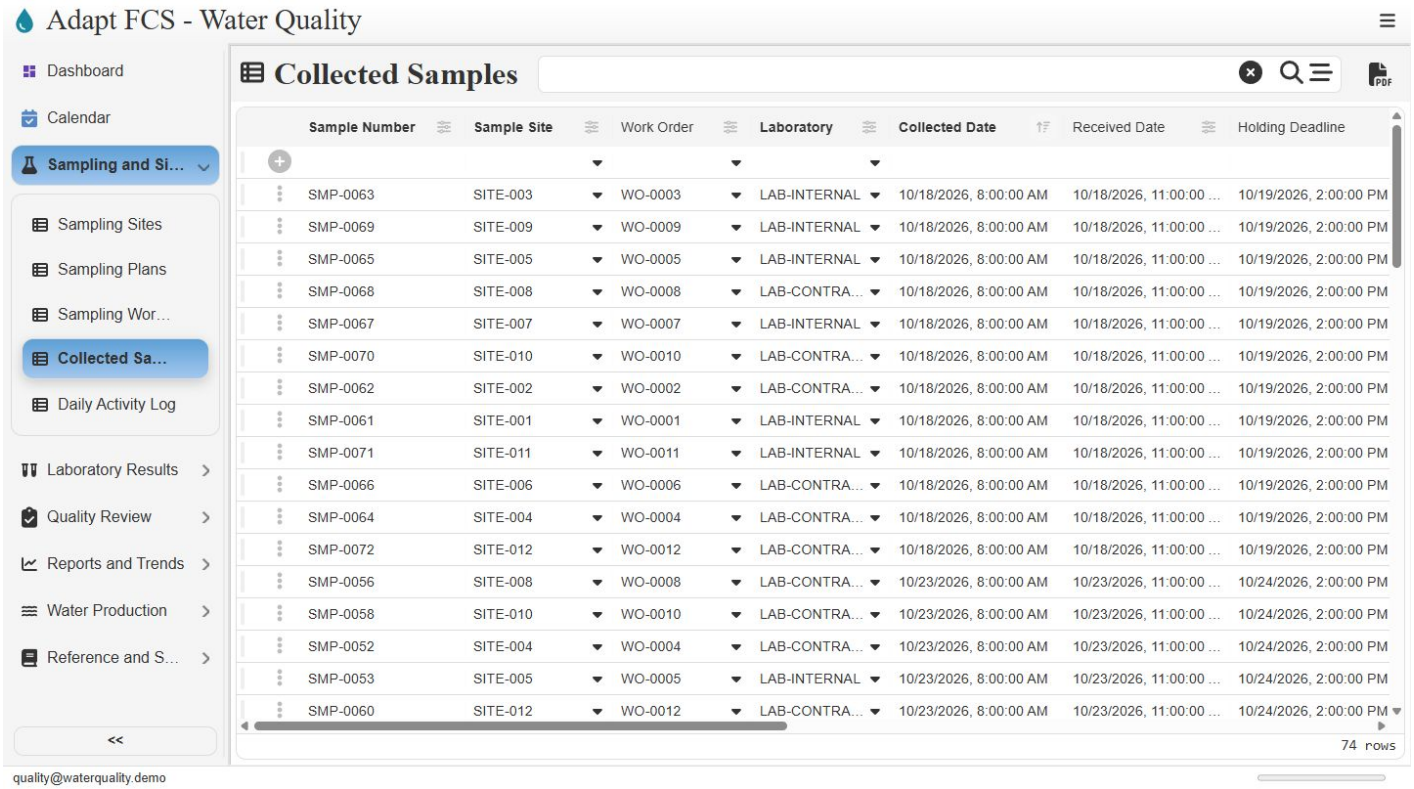
Follow a collected sample from its site and work order through collection details, laboratory receipt, custody references, and related analytical results. This walkthrough shows the traceability tools already present in Adapt FCS, using fictional demonstration records.

This PDF contains the complete narration and relevant screenshots. The linked page includes the video, chapter controls, captions and downloads.

Fictional demonstration data and illustrative targets. This walkthrough does not determine regulatory compliance.

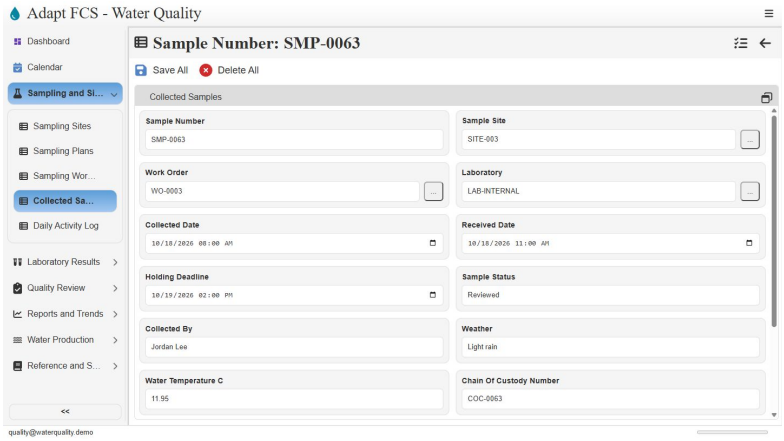
00:19 | Open the collected sample register

Open Sampling and Sites, then choose Collected Samples. The register brings sample identifiers together with sites, work orders, laboratories, and collection dates. Here we will inspect an existing fictional collection, sample zero zero six three. Open its record using the row selector to see the connected details.



Sampling and Sites > Collected Samples

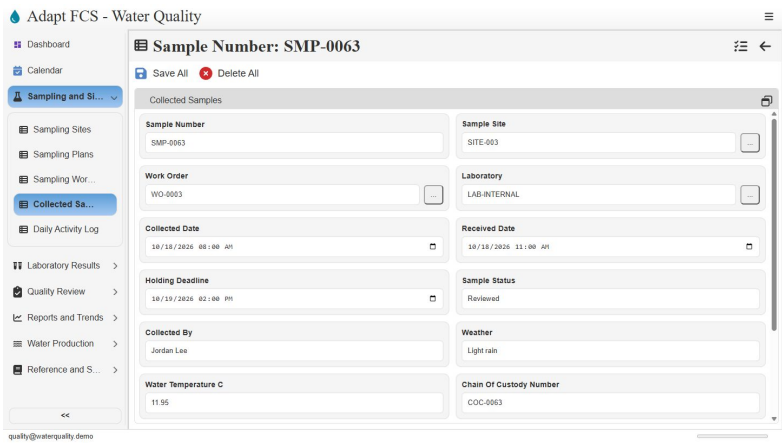
00:41 | Connect collection to the planned work



SMP-0063 links SITE-003, WO-0003 and LAB-INTERNAL.

The sample record links site zero zero three, work order zero zero zero three, and the internal laboratory. Keeping those references together lets staff trace a collection back to its location and planned task. The collector is recorded as Jordan Lee. These are maintained records, rather than an automatic field-device capture.

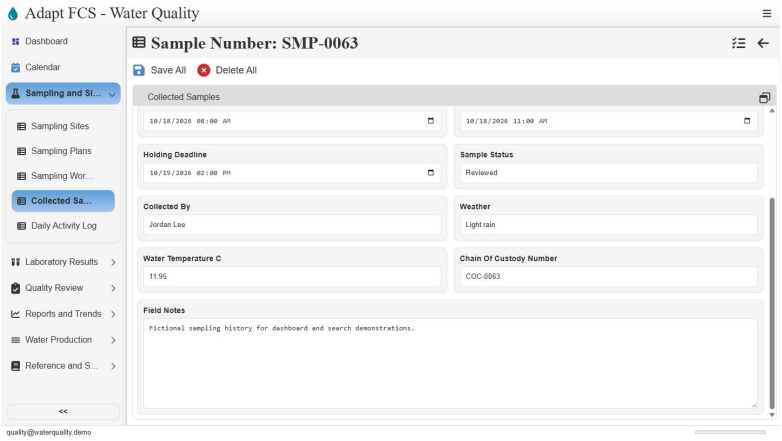
01:03 | Review collection and receipt times



Collection, laboratory receipt and holding deadline are recorded separately.

Review the collected date, received date, and holding deadline as separate pieces of information. This example was collected at eight in the morning, received at eleven, and has a recorded deadline the following day. The status is Reviewed. Staff must confirm these entries and the applicable handling requirements; a saved date alone does not certify a valid sample.

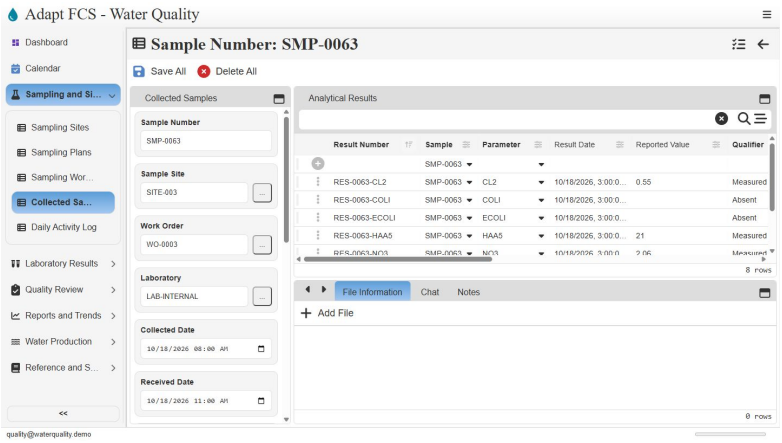
01:28 | Preserve field context and custody references



Weather, water temperature, custody reference and notes remain with the sample.

Scroll down to the field context. Weather, water temperature, a chain of custody reference, and field notes provide supporting information about the collection. The custody number is a reference field in this demonstration. We are not showing an electronic signature process, a signed custody transfer, or offline synchronization.

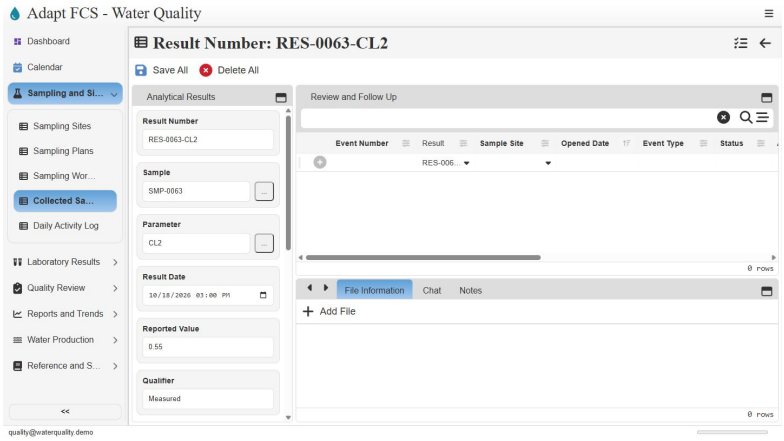
01:50 | Inspect results related to the sample



The related Analytical Results pane lists eight existing result records.

Restore the standard record layout to see Analytical Results beside the sample. Eight recorded results belong to this collection, including chlorine, bacteria examples, and other parameters. Staff can inspect the related rows without losing the parent sample context. The empty file area simply means no attachment has been added to this example.

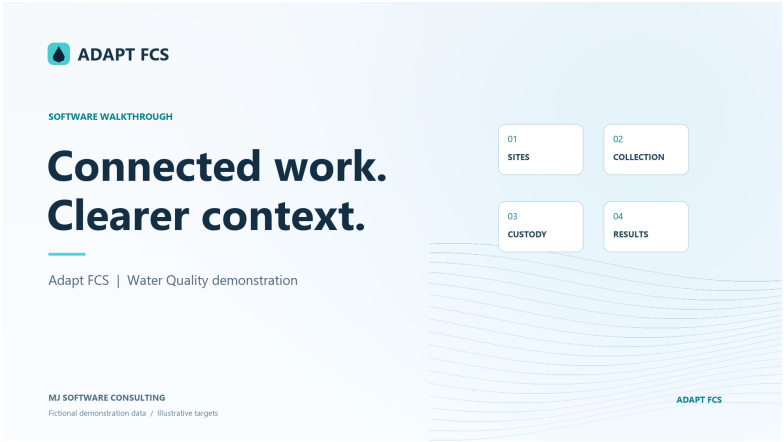
02:14 | Follow the link into a result



RES-0063-CL2 retains its parent sample reference.

Open the chlorine result from its row selector. The result record retains the reference to sample zero zero six three, along with its parameter, result date, measured value, and qualifier. This connection carries collection history into laboratory review. The next walkthrough examines those result fields and review states in more detail.

02:37 | Closing



Closing card.

Instrumental closing; no narration.