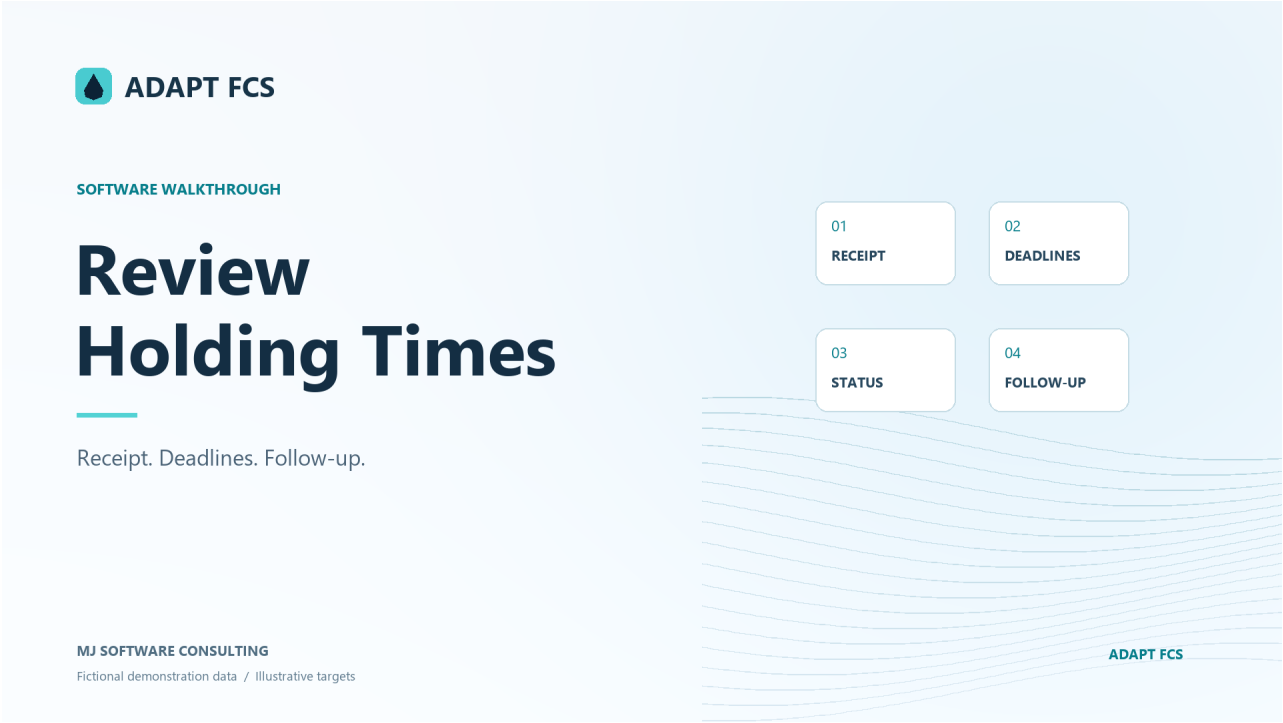
Review Holding Times

Review the receipt-focused holding queue, compare recorded deadlines, and inspect a sample awaiting laboratory receipt, with the workflow limitations explained.

Version 1 | Narration and screenshots | 2 minutes

Watch the video online
https://app.adaptfcs.com/videos/water-quality/review-holding-times.html



Introduction - 00:00

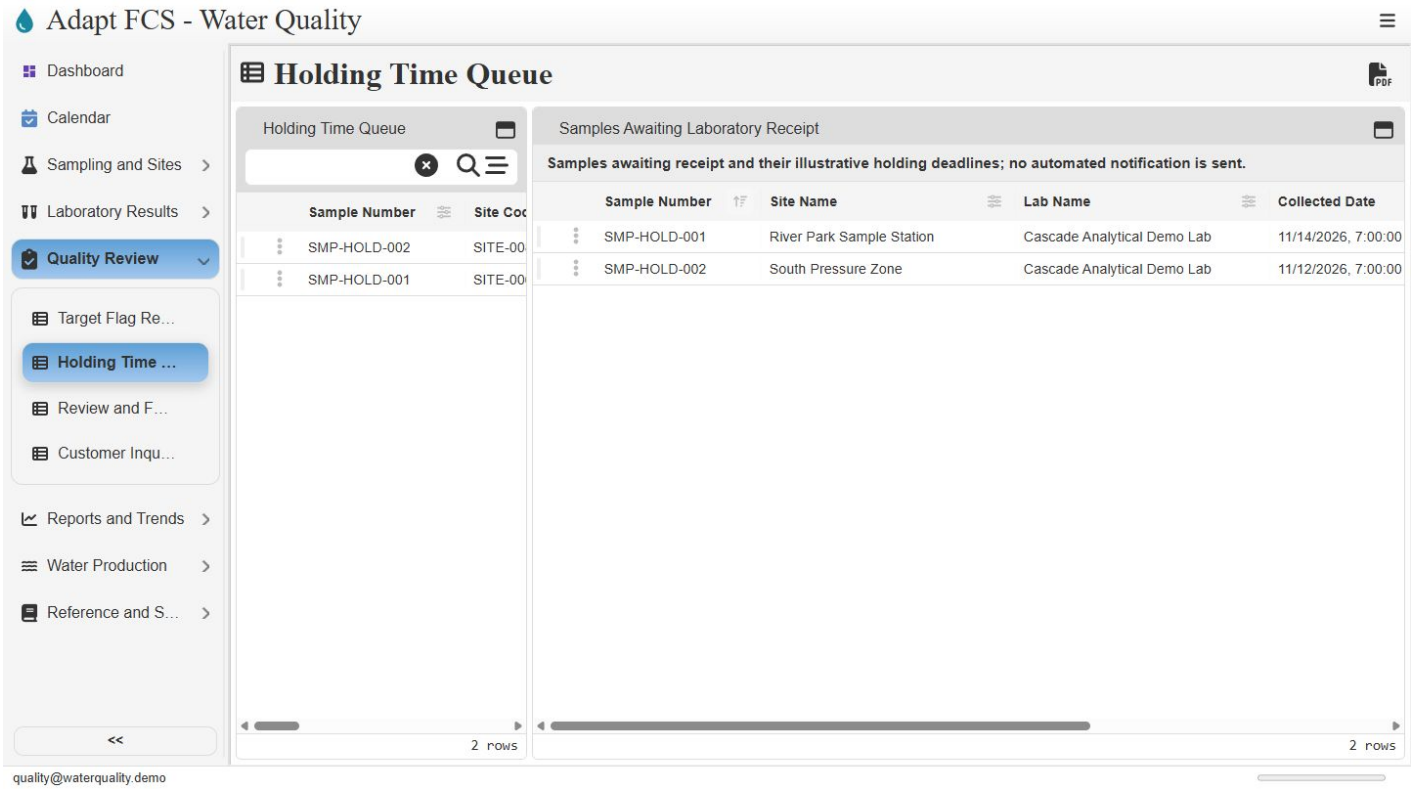
Use the existing holding-time view to review samples awaiting laboratory receipt. We will compare recorded collection times and deadlines, inspect an underlying sample, and explain the boundaries of this demonstration so receipt tracking is not mistaken for complete laboratory deadline management.

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.

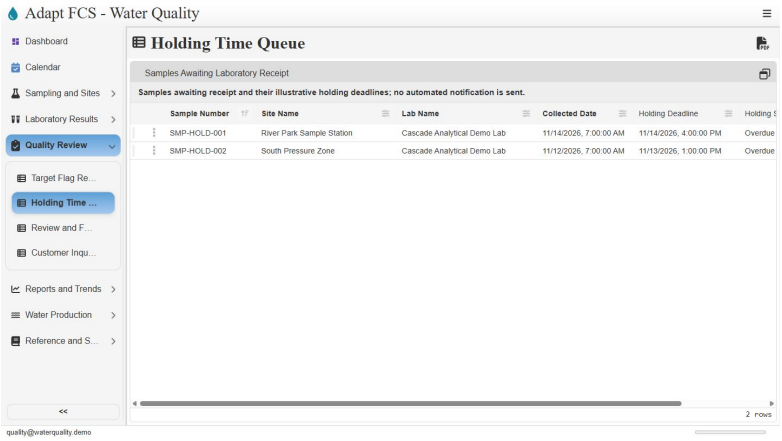
00:20 | Open the holding-time review view

Open Quality Review and choose Holding Time Queue. The current demonstration focuses on collected samples still awaiting laboratory receipt. It displays two seeded examples. This is a focused receipt-review tool, rather than a complete per-test laboratory holding-time management system.



Quality Review > Holding Time Queue

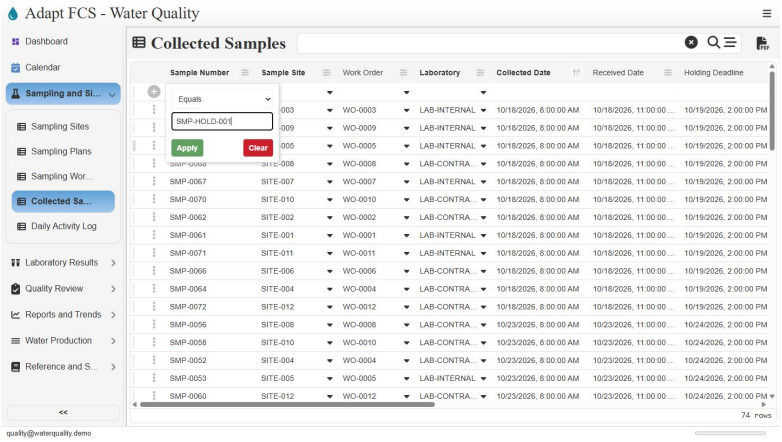
00:41 | Compare recorded deadlines with the queue status



Samples Awaiting Laboratory Receipt shows the illustrative deadlines and overdue status.

Expand the report pane to compare sample numbers, locations, laboratories, collection times, and recorded deadlines. Both examples are shown as Overdue in this capture. The notice states that no automated notification is sent. Staff can use the view to identify items needing a closer review of receipt information.

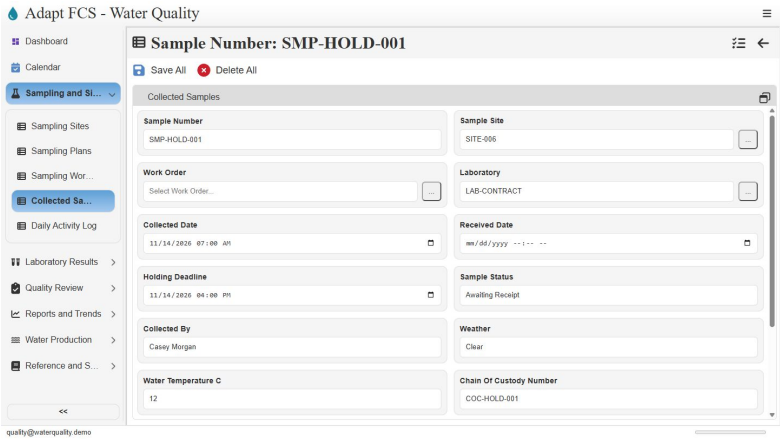
01:04 | Find the underlying collection record



Collected Samples > Sample Number filter > Equals > SMP-HOLD-001.

To inspect the source information, return to Sampling and Sites and open Collected Samples. Use the Sample Number column filter, choose Equals, and enter the holding sample identifier. Open the matching record from its row selector. The queue is a reporting view; use the sample register to review the underlying collection.

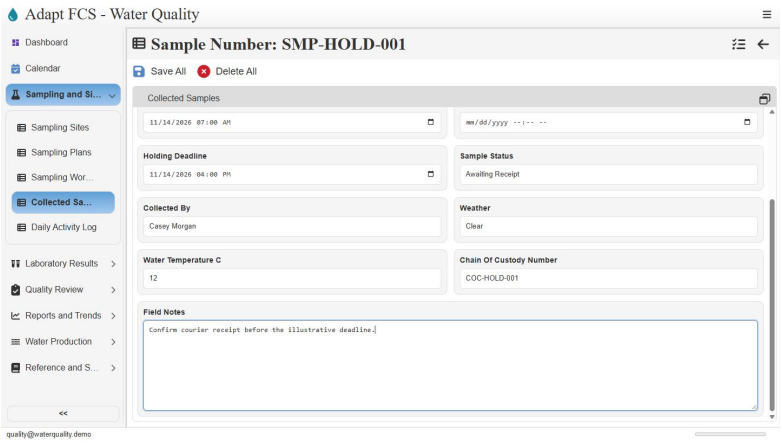
01:26 | Check why the sample awaits receipt



The Received Date is blank and Sample Status is Awaiting Receipt.

This example references River Park Sample Station and the contract laboratory. Its collected time and holding deadline are recorded, while Received Date is blank and Sample Status is Awaiting Receipt. Confirm the actual laboratory handoff before updating those entries. A blank date might reflect a real delay or incomplete data entry; the screen alone cannot decide which.

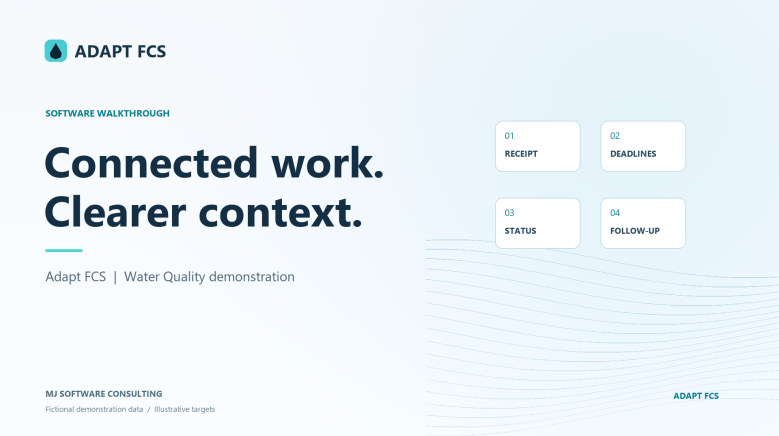
01:52 | Document follow-up and understand the limit



Field Notes request courier confirmation; comprehensive analysis deadlines remain separate work.

The field note asks staff to confirm courier receipt before the illustrative deadline. Once receipt is recorded, this receipt-focused queue no longer provides complete oversight of later analysis milestones. Separate per-test deadlines, approved deadline calculations, and delivery of warnings require further configuration or implementation and verification. We leave the example unchanged.

02:18 | Closing



Closing card.

Instrumental closing; no narration.