

Photographic Briefing - Sample tracking

KL Support - 2017-03-14 - Photography Briefing (PTB)

AT A GLANCE:

- 01.Login
 - 02.Locate brief
 - 03.Locate line item
 - 04.Take sample capture
 - 05.Print Label
 - 06.Sample status
 - 07.Update sample status
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01.LOGIN

Using the iPad open up the Altitude app and login using your email address and Altitude password.

02.LOCATE BRIEF

A list of active briefs will be displayed. Select the required brief.

03.LOCATE LINE ITEM

Select the relevant group.

Select the required item from the list on the left hand side. The sample reference item will be displayed to the right hand side.

04.TAKE SAMPLE CAPTURE

Select the sample reference item and select next to continue, select NEW to take a new capture for the sample reference.

Take your capture and select the green tick to accept.

You will be returned to the line item screen. There will now be a printer icon available against the sample reference line.

05.PRINT LABEL

Select the printer icon against the sample reference line to print out the barcode for that sample.

Continue this process for each sample item.

06.SAMPLE STATUS

The sample status in Altitude will now update to 'Sample Pending Receive' at Wellcom.

Once the sample arrives at Wellcom, they will scan in the sample and the status will update to 'Sample Pending Return'

The Samples filter in Altitude can be used to search for a sample status. This status shows the location of the sample. Samples can either be Missing, Sourced, Pending Receive at Wellcom, Pending Return, Returned to Target or Held (obtained).

07. UPDATE SAMPLE STATUS

The status can be automatically updated by using the scanner tracking device or manually within Altitude.

To update a status using the scanning device go into Altitude and select the Tasks Tab.

Select the status you require by clicking the link in the top right corner and selecting the required task from the drop down menu. Select change to update the setting. Scan in your items. A list of scanned items will be displayed as well as a list of unmatched items. Select the Process button at the base to update the status for these items.

The status can also be triggered manually by selecting the logistics & tracking truck icon at the group level.

SEE ATTACHMENT BELOW:

Attachments

- [Altitude_Sample Tracking_ORG.pdf \(30.14 KB\)](#)