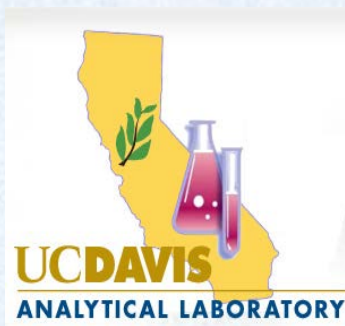


Creating Work Orders using the Test Order and Payment System (TOPS)



Overview

- Pre-printed Work Request forms have been replaced by the TOPS system
- You first create a user profile that stores default billing and contact information
- You then order tests in the TOPS system, and print the receipt as the work request form

Need Assistance?

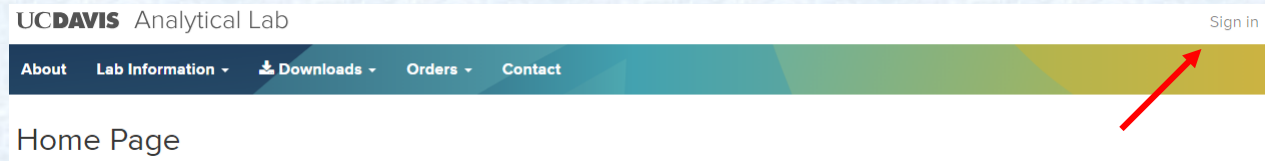
Contact the lab at:

anlab@ucdavis.edu

530-752-0147

First Time Setup

- **Sign in** from AnLab home page
- UC Davis Clients please sign in as UC Davis.
- Fill in the information in the **Profile page**. This can later be edited under Orders/Edit Profile
- If you have an existing Client ID, please enter that here. If you have multiple Client IDs, please use the one you will use most frequently. You can change it later when creating the order if necessary.
- **Save**

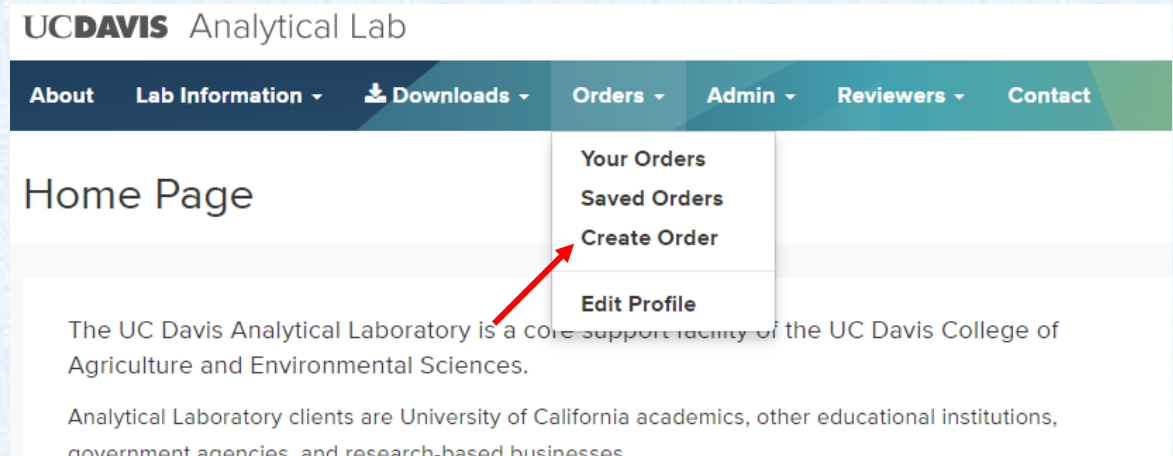


Edit profile

Sign In Id	<input type="text" value="dmholstege@gmail.com"/>
Email	<input type="text" value="dmholstege@gmail.com"/>
First Name	<input type="text" value="Dirk"/>
Last Name	<input type="text" value="Holstege"/>
Name	<input type="text" value="Dirk Holstege"/>
Phone	<input type="text" value="530-752-0148"/>
Client Id	<input type="text"/>
Default UC Account	<input type="text"/>
Company Name	<input type="text"/>
Billing Contact Name	<input type="text"/>
Billing Contact Address	<input type="text"/>
Billing Contact Email	<input type="text"/>
Billing Contact Phone	<input type="text"/>
	<input type="button" value="Save"/>

Creating a Work Order

- Select **Orders/Create Orders**



UCDAVIS Analytical Lab

About Lab Information Downloads Orders Admin Reviewers Contact

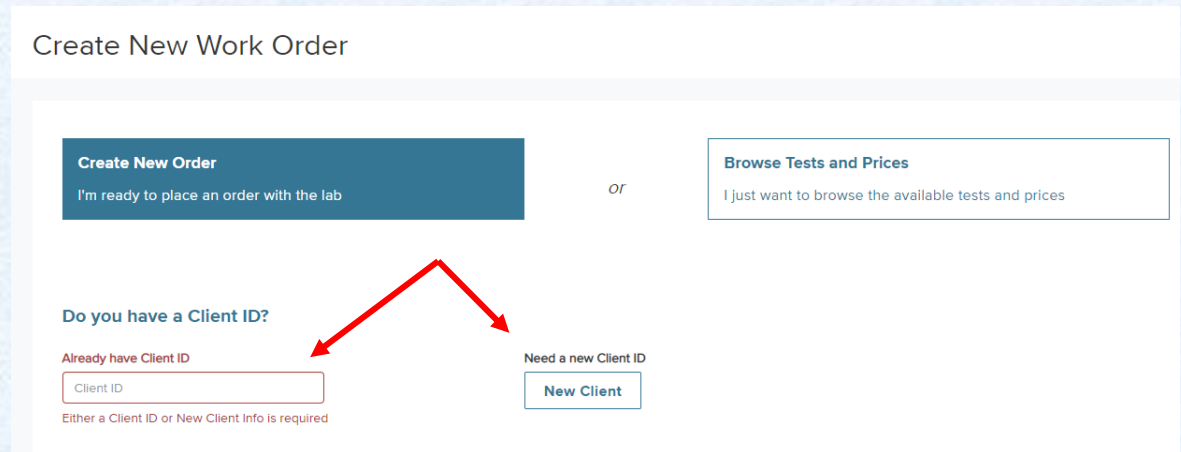
Home Page

Your Orders
Saved Orders
Create Order
Edit Profile

The UC Davis Analytical Laboratory is a core support facility of the UC Davis College of Agriculture and Environmental Sciences.

Analytical Laboratory clients are University of California academics, other educational institutions, government agencies, and research-based businesses.

- If you are a new client, select the **New Client box** and fill in the information. A Client ID will be created for you when your samples are received by the lab.
- If you are an existing client, **enter the Client ID** you would like to use. If you do not know your client ID, please contact the lab at 530-752-0147 or anlab@ucdavis.edu



Create New Work Order

Create New Order
I'm ready to place an order with the lab

or

Browse Tests and Prices
I just want to browse the available tests and prices

Do you have a Client ID?

Already have Client ID
Client ID

Need a new Client ID
New Client

Either a Client ID or New Client Info is required

Creating a Work Order

Select the **payment method**.

- UC clients must select UC Funds to receive the UC rate.

Create New Order
I'm ready to place an order with the lab

or

Browse Tests and Prices
I just want to browse the available tests and prices

Do you have a Client ID?

Already have Client ID

HOLSTEGE, DIRK M

UC Rate

Need a new Client ID

New Client

Non-UC Rate

How will you pay for your order?

<p>UC Funds Required to receive the UC Rate.</p>	<p>Credit Card Your credit card information will be collected at a later date.</p>	<p>Other Payment by PO or Bank Transfer.</p>
---	---	---

Creating a Work Order

UC Clients:

- If you are a **UC Davis client** and you are asked for campus name after entering the account, you have likely not entered a legitimate UCD account number.

How will you pay for your order?

UC Funds Required to receive the UC Rate.	Credit Card Your credit card information will be collected at a later date.	Other Payment by PO or Bank Transfer.
---	---	---

Please provide billing account information:
Unless using a UC Davis account, please provide the full chart string

UC Account

UC DAVIS ANALYTICAL LAB REVENUE ACCOUNT

← This appears when the account string is entered and should be the correct name of your account

- If you are a **UC Client from a campus other than Davis**, please enter the full account string and the other requested information.

How will you pay for your order?

UC Funds Required to receive the UC Rate.	Credit Card Your credit card information will be collected at a later date.	Other Payment by PO or Bank Transfer.
---	---	---

Please provide billing account information:
Unless using a UC Davis account, please provide the full chart string

UC Account

Campus Name*

Billing Contact Name*

Billing Contact Address*

Billing Contact Email*

Billing Contact Phone Number*

Creating a Work Order

Non-UC Clients:

- Non-UC Clients can select Credit Card or Other (typically Purchase Orders).
- **Credit Card** information is securely collected at payment and is not stored by the Lab. No additional information is required at this time.
- Fill in the requested information if using **Other or Payment by P.O.**

Create New Order
I'm ready to place an order with the lab

or

Browse Tests and Prices
I just want to browse the available tests and prices

Do you have a Client ID?

Already have Client ID

Need a new Client ID

HOLSTEGE, DIRK M

How will you pay for your order?

<p>UC Funds <small>Required to receive the UC Rate.</small></p>	<p>Credit Card <small>Your credit card information will be collected at a later date.</small></p>	<p>Other <small>Payment by PO or Bank Transfer.</small></p>
--	--	--

How will you pay for your order?

<p>UC Funds <small>Required to receive the UC Rate.</small></p>	<p>Credit Card <small>Your credit card information will be collected at a later date.</small></p>	<p>Other <small>Payment by PO or Bank Transfer.</small></p>
--	--	--

Please provide billing account information:

<p><small>Company Name*</small></p> <input type="text" value="Whatsdamatter University"/> <p><small>Billing Contact Name*</small></p> <input type="text" value="Jo Accountster"/> <p><small>Billing Contact Address*</small></p> <input type="text" value="595 Nut Drive Drive, Davis, CA 95616"/>	<p><small>Billing Contact Email*</small></p> <input type="text" value="joaccountster@whatsdamatterU.edu"/> <p><small>Billing Contact Phone Number*</small></p> <input type="text" value="530-555-1212"/> <p><small>PO #*</small></p> <input type="text" value="12345"/>
--	---

I require an agreement

Creating a Work Order

- **Enter a Project Title** for the work. This title will be used by you to identify this work order and is a required field.
- **Enter the Material or Commodity** if desired. This is not a required field.
- **Enter Date Sampled.** This for your use in helping identify these samples and is a required field formatted as a single date.
- If you wish to enter a date range or other text here, please use the comment field that becomes available later.
- If you do not wish to enter a sampling date, you can leave it as the default value (today's date).

What is the project title associated with this order?

Project Title / Location can be used to help organize your submissions

Project Title / Location*

Type of Material / Commodity

What date were the items sampled?

Note: If you have a date range or the sample date is not applicable, please specify that in the comments below.

Date Sampled*

Creating a Work Order

- Select your desired **sample disposition**
- Review and edit the **email recipient list**
- Note the originator of the work order and the PI listed in the Client ID cannot be removed
- **Verify that the PI/person responsible for payment is included in the recipient list**
- Enter the **number of samples** you will be submitting (100 maximum per Work Order)

How would you like your samples disposed of?

- Dispose of my samples 30 days from report date.
- I will pick up my samples not later than 30 days from report date.
- Return my samples to me at my cost. (This option is not available to UCD Clients)

Who should receive emails and results for this sample submission?

ucanalyticalab@gmail.com 

How many samples will you be submitting?

Note: 100 sample limit per work order. If submitting more than 100 sample please create additional work orders.




Quantity*

20

Creating a Work Order




- If necessary, **enter the sample type-specific data** requested.
- **Soil samples:** please note if the samples are imported.
- **Plant Samples:** Specify the reporting basis. Please feel free to contact the lab for clarification of the different choices.
- **Water Samples:** Please note if the samples were filtered or a preservative added.

What type of samples?

 Soil	 Plant Material	 Water
---	---	--

If your soil is imported, please remember to select that in the Special sections of the tests below.




What type of samples?

 Soil	 Plant Material	 Water
---	---	--

How would you like your samples reported?

- Report results on 100% dry weight basis, based on an average of 10% of the samples.
- Report results on As Received basis.
- Report results on 100% dry weight basis, based on individual dry matter results (charge applies).

What type of samples?

 Soil	 Plant Material	 Water
---	---	--

Are these samples filtered?

- Yes
- No

Was a preservative added to your sample?

- Yes
- No

Creating a Work Order

- Add any **comments** needed. This can include requests for tests not listed, a list of missing samples, rush requests or special instructions.
- **Select the tests** desired
- Only tests appropriate to that sample type are available for selection.
- If you need tests from a different sample type, please use the comment field.
- Please note that the Work Order Total displayed at the bottom is an estimate. You will receive a Confirmation Email with an accurate total after the samples are received by the Lab
- Once all tests desired are chosen, select **Save and Review**.

Do you have any comments?

Comments, sampled date range, special test requests, and missing samples

Please rush this work request. I need the results by December 25th.

There is limited sample for sample 3. Please run the carbon/nitrogen first to make sure I get those results.

What tests would you like?

Note: Tests selected can only be from one sample type and are assigned to all the samples in the order. Write in test requests from the other sample types in the comment section

Search

	Method Reference	UC Price	Notes
SAMPLE PREPARATION			
<input type="checkbox"/> Foreign Soil Processing - Required for foreign soils	140	\$9.00	
<input type="checkbox"/> Grind	110	\$6.00	
FERTILITY TESTS - DISCOUNTED GROUPS			
<input checked="" type="checkbox"/> Total Nitrogen & Carbon [N, C]	---	\$24.00	
<input type="checkbox"/> Soil Fertility Group 1 [NO3-N, Olsen-P, X-K]	---	\$29.00	
Order Total: \$540.00 (UC Rate)		ORDER DETAILS	Save & Review

Select **ORDER DETAILS** for a breakdown of the costs

Creating a Work Order

- Review the Work Order Confirmation summary
- If desired, you can make changes by selecting **Edit Order**
- If the summary is accurate, select **Confirm Order**

Confirmation

Delete
Edit Order
\$1,150.00 Confirm Order

ID	CREATED BY	PROJECT	QUANTITY	STATUS
330	Analytical Lab	Davis Nut Trial 202	20	Created

Client Id ANLAB

Client Name Analytical Lab

Commodity Almond Soil

Date Sampled 9/7/2018

Sample Disposition Dispose of my samples 30 days from report date.

Additional Info

Please rush this work request. I need the results by December 25th.

There is limited sample for sample 3. Please run the carbon/nitrogen first to make sure I get those results.

Sample Type Soil

Price Rate UC Rate

Payment Method UC Account: 2542-R2523-111

Campus Name: UCLA

Billing Contact Name: Jo Accountster

Billing Contact Address: 595 Charles E. Young Drive East, LA 90090

Billing Contact Email: joaccountster@ucla.edu

Billing Contact Phone Number: 916-555-1212

Analysis	SOP	Price €	Setup	Total €
Total Nitrogen & Carbon [N, C]	---	\$480.00	\$30.00	\$510.00
Soil Fertility Group 1 [NO3-N, Olsen-P, X-K]	---	\$580.00	\$30.00	\$610.00
Processing Fee				\$30.00
Total Amount				\$1,150.00

Creating a Work Order

- Confirming the order opens a print page screen. This is where you will print the Work Request form.
- Select **Print this Page**. The subsequent printout will be included with the samples as the Work Request form. Feel free to add any additional comments by writing them directly on the printout.
- Send or deliver your samples to the Lab, including the printed out form with the samples
- Once the samples are received by the Lab, you will get a confirmation email with the reference Work Request Number.
- Note: If you have more than 100 samples to submit, the Work Order can be duplicated and then edited using the Duplicate button to create the subsequent Work Orders.

Order Confirmed

[Back to Orders](#)
[Duplicate](#)
[Print this page](#)

Please print this page and include a copy with the samples.

[Print this page](#)

Thank you for placing a work request order with the UC Davis Analytical Laboratory. Below is a summary of the tests you requested and an estimate of your charges. **Please print this page and include a copy with the samples.**

Order Confirmed

Thank you for placing a work request order with the UC Davis Analytical Laboratory. Below is a summary of the tests you requested and an estimate of your charges. **Please print this page and include a copy with the samples.**

You will be billed when the work has been completed.

Online Order Number: 330

Client Info:
ID: ANLAB
Name: Analytical Lab
Email: ucanalytical@gmail.com

Submitter Info:
Name: Analytical Lab
Email: ucanalytical@gmail.com
Phone:

Payment Method: UC Account: 2542-82523111

Project Title / Location: Davis Nut Trial 202

Commodity: Almond Soil

Date Sampled: Friday, September 7, 2018

Sample Disposition: Dispose of my samples 30 days from report date.

Number of Samples Submitted: 20

Comments, special test requests and missing samples

Client Comments:
 Please run this work request. I need the results by December 25th.

There is limited sample for sample 3. Please run the carbon/nitrogen test to make sure I get those results.

Automatically Added:
 Soil is impounded: No

The following estimate of charges is based on routine testing. Should non-routine testing be required you will be contacted to discuss any additional costs.

Year(s)	Ref	Per Test	Quantity	Subtotal	Setup Cost	Test Total
Total Nitrogen & Carbon (N, C)		\$24.00	x 20	\$480.00	\$30.00	\$510.00
Soil Fertility Group 1 (N03-N, Olsen P, X-K)		\$29.00	x 20	\$580.00	\$30.00	\$610.00
					Processing Fee: \$30.00	
				Total		\$1150.00

Work Authorized By: Mailed/Shipper Hand Delivered By:

Client / Responsible Party Signature (Required) _____ Date _____ Print Name _____ Date _____

Submit Samples to:
 UC Davis Analytical Lab
 Hoagland Annex
 University of California
 One Shields Avenue
 Davis, CA 95616-5270

UC Davis Analytical Lab
 Office Phone: 530-752-0147
 Receiving Phone: 530-752-0296
 Email: anlab@ucdavis.edu (mailto:anlab@ucdavis.edu)