



# Formulas Online

## Printing Sample ID Sheets

Not every submission requires a sample. When a sample is required, however, you may enter a sample sent date and print a sample ID sheet.

Follow these steps to print a sample ID sheet:

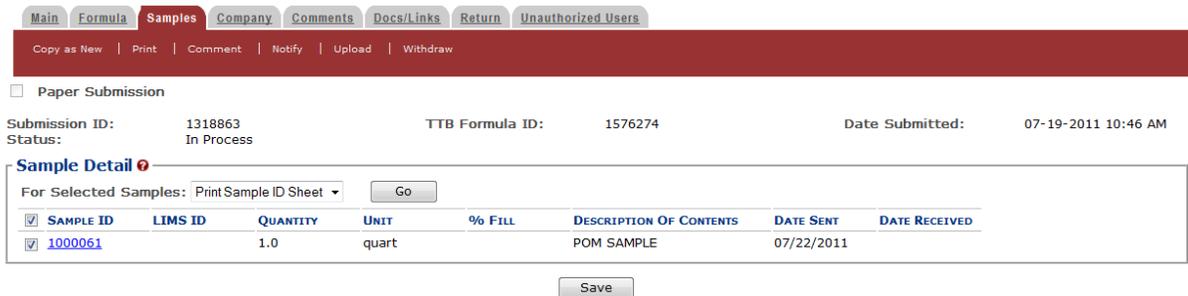
1. Enter the Sample Sent date following the steps in [Entering Sample Sent Date](#).
2. Select the checkbox next to the [Sample ID](#) for each sample you wish to send.

► **Note:** Select the top-level checkbox to select all the samples. Deselect the ones you do not wish to send or have already sent.

3. Select **Print Sample ID Sheet** from the For Selected Samples drop-down list. See Figure 1.

**Figure 1: Printing Sample ID Sheets – Samples Tab with Print Sample ID Sheet Sent Selected**

### Uniform



Navigation: Main | Formula | **Samples** | Company | Comments | Docs/Links | Return | Unauthorized Users

Actions: Copy as New | Print | Comment | Notify | Upload | Withdraw

Paper Submission

Submission ID: 1318863      TTB Formula ID: 1576274      Date Submitted: 07-19-2011 10:46 AM  
Status: In Process

**Sample Detail** 

For Selected Samples: Print Sample ID Sheet

<input checked="" type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input checked="" type="checkbox"/>	<a href="#">1000061</a>		1.0	quart		POM SAMPLE	07/22/2011	

4. Select the **Go** button. The printable sample ID sheet displays. See Figure 2.

## Printing Sample ID Sheets

**Figure 2: Printing Sample ID Sheets – Printable Sample ID Sheet**

Print this page

 <b>ALCOHOL AND TOBACCO TAX AND TRADE BUREAU</b> U.S. Department of the Treasury	
Submission ID: 1318863	Submission Type: Uniform
Sample ID: 1000061	Sample Content: POM SAMPLE
Purpose of Analysis:	Product / Fanciful Name: POM WINE
Submitted By: Jane Smith	Submission Date: 07-19-2011 10:46 AM

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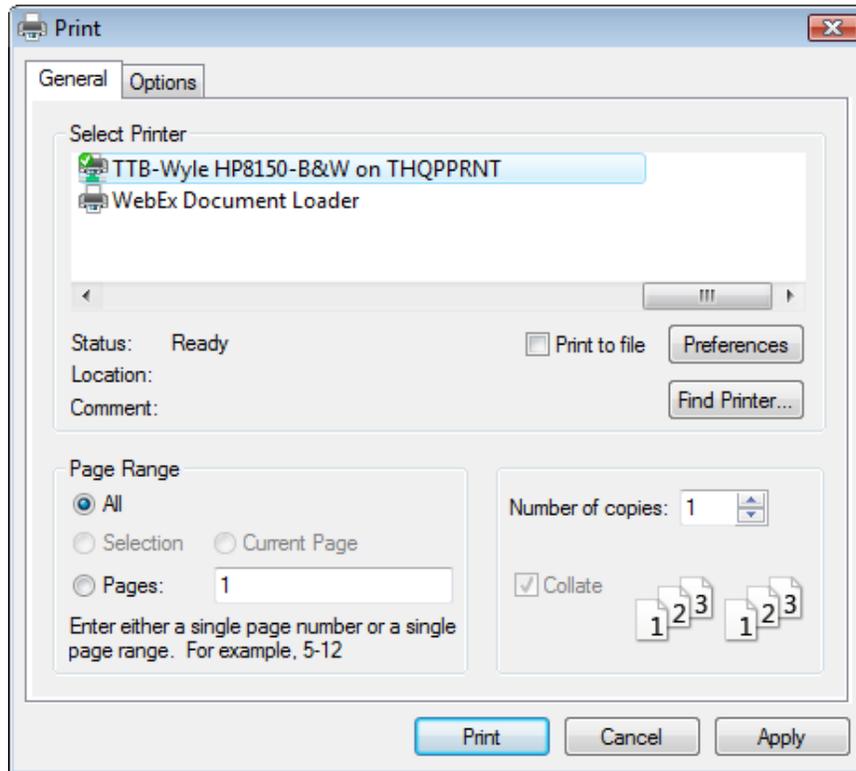
Sample Mailing Instructions:  
Attach the correct Sample ID Sheet to each sample and send to:  
National Laboratory Center  
Beverage Alcohol Laboratory  
Attn: Uniform  
6000 Ammendale Road  
Beltsville, MD 20705

► **Note:** If you generate this label prior to saving, the application indicates a null value for your sample ID.

5. Select the **Print this page** button. The Print dialog displays. See Figure 3.

## Printing Sample ID Sheets

**Figure 3: Printing Sample ID Sheets – Print Dialog**



6. Select the **Print** button. The printable version of the sample ID sheet is sent to the selected printer and printed.
7. Select the  in the upper right corner of the printable version of the sample ID sheet to close the page.
8. Attach the sample ID sheet to your sample shipment and ship the samples as directed.