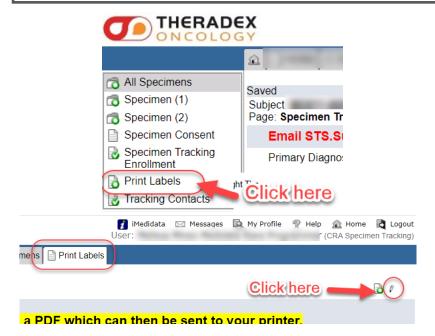
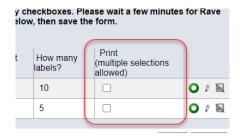
STS Quick Reference: Print Labels Form



Archival sample
Baseline
If you need a different number of labels, please update the below value protocol timepoint above or click any of the checkboxes below.

-OR-



Label generation occurs after data entry in the **Specimen Tracking Enrollment** form. A separate log line should be present for each specimen.

- 1. In the **All Specimens** folder click on the **Print Labels** form.
- 2. At the *top right* of the form, click on the *pencil* to edit.
- 3. Select the **Label Layout.**

Select **Label Layout** as either:

One label per page — for special purpose thermal label printers

Multiple labels per page — for standard laser printers

To generate labels by timepoint:

- Select the timepoint from the drop down list in the Available Protocol Timepoints field.
- 2. **Do not** click the Print checkboxes in the specimen list.
- 3. Click Save.

-OR-

To generate labels by selection:

- 1. **Do not** select a timepoint.
- 2. Check the **Print** checkbox for each specimen requiring labels.
- 3. Click Save.

Notes:

Selecting a timepoint and checking the print box with result in an error and you will not receive an email.

How many Labels field is populated with default values from Specimen Tracking Enrollment form. The user has an option to edit and change the number of labels.

The **Specimen Date** and **Time** can be hand written on the label and entered into the **Specimen Transmittal** form after the sample are collected.





STS Quick Reference: Print Labels Report

This guide is for studies that do not have the Print Labels Form

