

Agronomic Services – Barcode Shipping Labels- User Help

Purpose: To provide clients with the option to be notified when their samples (soil, plant tissue, waste, solution, media or nematode) arrive at the Agronomic Division laboratory.

Procedure:

1. Select “Create Barcodes for my shipments” under the *Utilities* menu from the PALS homepage.
2. Select sample type, desired shipping method and the number of labels you want to print. Clients should only print what they plan to use immediately. Shipping labels will age out of the system after a period and no longer trigger the desired notifications.

Note: The Agronomic Division recommends that you ship by private carrier (UPS, FedEx, DHL or personal delivery). If you use a private service, you should choose “Other” as opposed to “US Postal Service”.

3. Enter a sample description that is meaningful to you (Optional). This will apply to all samples in the shipment.
4. Click “Print Shipping Labels(s)”
5. Select the format you wish to print in. If selecting “Full Page,” use 8.5 x 11 paper and retain the bottom half for your records. If you purchase adhesive Avery brand labels (5160, 5161, 5162, 5163, 5260, 5261 or 5262), you can print smaller labels that only have the barcode on them.
6. Once you have selected your format and loaded the correct paper/labels, choose “Get Labels.”
7. Open the PDF file once it downloads to your computer and click on the printer icon in the top right corner of the screen and select “Print.”
8. Mail/ship your package(s). Packages that arrive at the Agronomic Division loading dock will be scanned during normal working hours, Monday- Friday.
9. Track the arrival of your package by checking for your email notification.

Some Limitations:

1. If you print multiple labels at one time, they must all be the same type (e.g. all soil or all plant tissue).
2. All labels printed in one batch must have the same description (whatever is meaningful to you: e.g., crop, field location, problem notes).
3. Labels are intended for immediate use and should not be printed in bulk and saved. If printed and not used, labels become void after one year.
4. You cannot register as a user or create labels from a device with a mobile web browser.

5. You will not receive your actual report via email. You will receive an email notifying you that your report has been published on PALS ; this email will include the report number of your report and a link to view it on PALS. Following this link will take you to your completed report. If your report can't be released because it is "pending payment," then you will be emailed a link that will take you to our online credit card payment site.