

Quick Start Guide

Customizing Your Sample Inbox

○ Objectives:

- 1** Review the samples tab
- 2** Explore the various customization features for the samples inbox
- 3** Learn how to customize your samples inbox



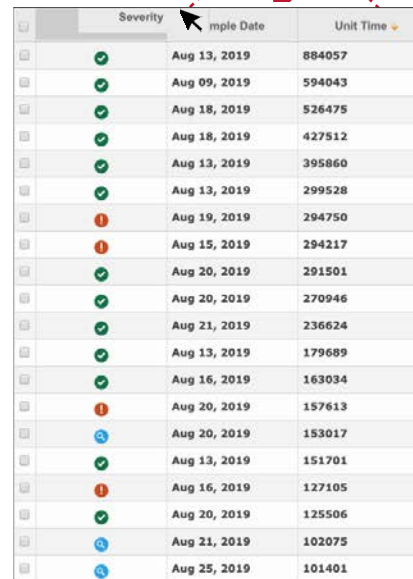
Reordering Columns in the Sample Inbox

Reordering the columns in the sample inbox is possible by following the 3 steps below:

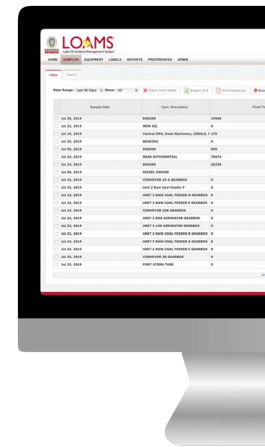
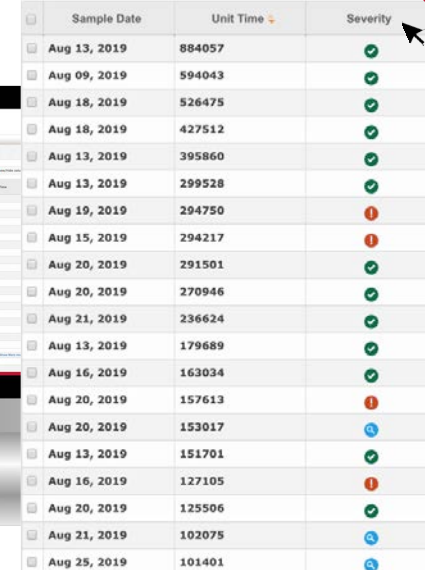
- 1 Find the column you plan to reorder and hover your cursor over that column.
- 2 Hold your mouse click to drag the column left or right. Drag the column over to the column location you plan to place it.
- 3 Release your mouse click to place the column in the location you plan to place. You have successfully reordered a column in the sample inbox.



Please note, the images in this slide show an example of reordering the severity column and placing it in a different column space.



	Severity	Sample Date	Unit Time
	✓	Aug 13, 2019	884057
	✓	Aug 09, 2019	594043
	✓	Aug 18, 2019	526475
	✓	Aug 18, 2019	427512
	✓	Aug 13, 2019	395860
	✓	Aug 13, 2019	299528
	!	Aug 19, 2019	294750
	!	Aug 15, 2019	294217
	✓	Aug 20, 2019	291501
	✓	Aug 20, 2019	270946
	✓	Aug 21, 2019	236624
	✓	Aug 13, 2019	179689
	✓	Aug 16, 2019	163034
	!	Aug 20, 2019	157613
	!	Aug 20, 2019	153017
	✓	Aug 13, 2019	151701
	!	Aug 16, 2019	127105
	✓	Aug 20, 2019	125506
	!	Aug 21, 2019	102075
	!	Aug 25, 2019	101401

	Sample Date	Unit Time	Severity
	Aug 13, 2019	884057	✓
	Aug 09, 2019	594043	✓
	Aug 18, 2019	526475	✓
	Aug 18, 2019	427512	✓
	Aug 13, 2019	395860	✓
	Aug 13, 2019	299528	✓
	Aug 19, 2019	294750	!
	Aug 15, 2019	294217	!
	Aug 20, 2019	291501	✓
	Aug 20, 2019	270946	✓
	Aug 21, 2019	236624	✓
	Aug 13, 2019	179689	✓
	Aug 16, 2019	163034	✓
	Aug 20, 2019	157613	!
	Aug 20, 2019	153017	!
	Aug 13, 2019	151701	✓
	Aug 16, 2019	127105	!
	Aug 20, 2019	125506	✓
	Aug 21, 2019	102075	!
	Aug 25, 2019	101401	!



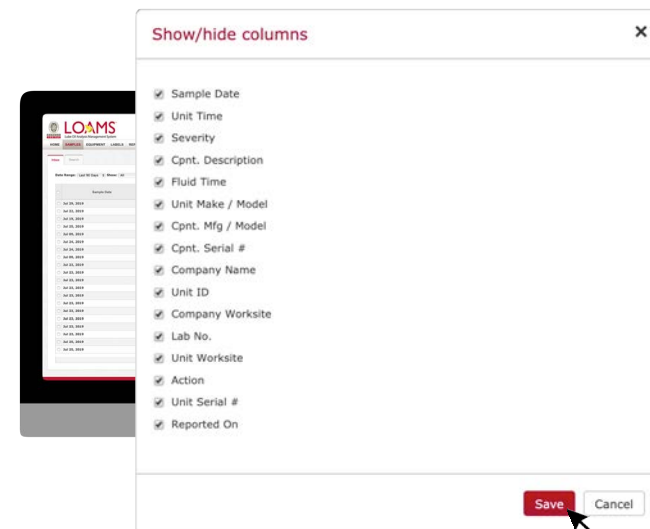
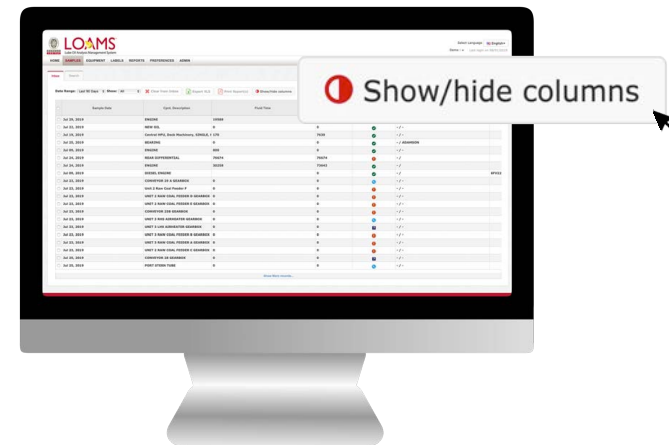
Showing / Hiding Columns in the Sample Inbox

Showing and hiding columns in the sample inbox is possible by following the 3 steps below:

1 Click the show/hide columns button to open the show/hide columns window.

2 In the show/hide columns window, select the column names you plan to view in your samples inbox. A marked checkbox indicates you have chosen the show preference for a particular column. You can hide columns by unmarking them from this list.

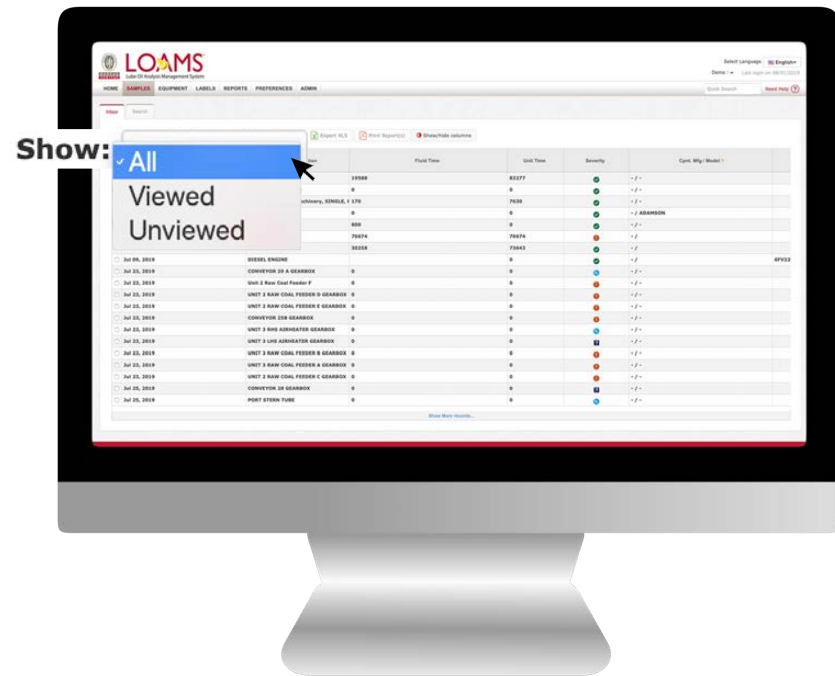
3 Click the save button to save your preferences. You have successfully enabled or disabled the show/hide column view feature.



Filtering viewed and unviewed sample data in the Sample Inbox

○ Filtering viewed and unviewed data in the sample inbox is possible by following the 3 steps below:


- 1 Hover your cursor over the data show drop down field.
- 2 Click the drop down field to open the drop down options.
- 3 Click your show preference. Your sample inbox will now display your sample data for the selected show preference.




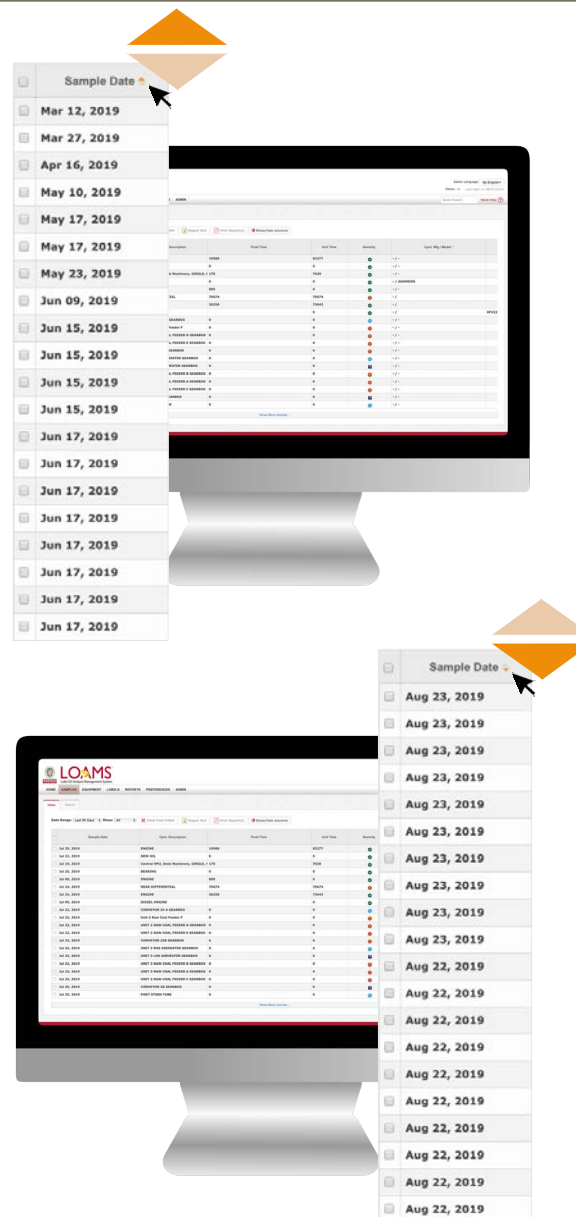


Sorting data in ascending and descending order – in the Sample Inbox

- Sorting data in ascending and descending order in the sample inbox is possible by following the 3 steps below:






- 1 Hover your cursor over the column you plan to sort in ascending or descending order.
- 2 Click the column's name to sort data in ascending or descending order. Please observe the arrow icon in the inside the column's name field.
- 3 A bright orange arrow facing upward  indicates that the data is sorted in ascending order; displaying less recent data at the top and most recent data at the bottom of the column.

A bright orange arrow facing downward  indicates that the data is sorted in descending order; displaying the most recent sample data at the top of the column and less recent data at the bottom of the column.





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