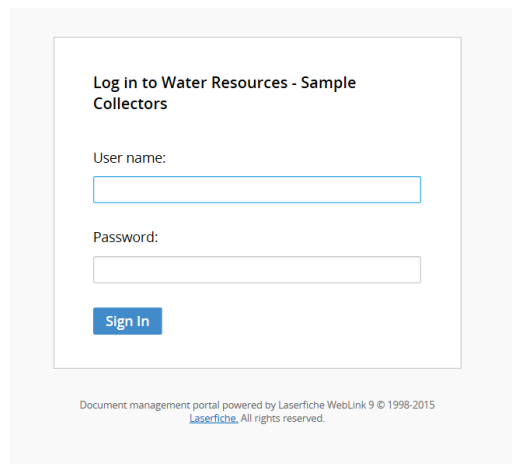


## Laserfiche: How to Access Chemistry Lab Final Reports via Internet

To access Laserfiche, enter the following web address in your web browser:

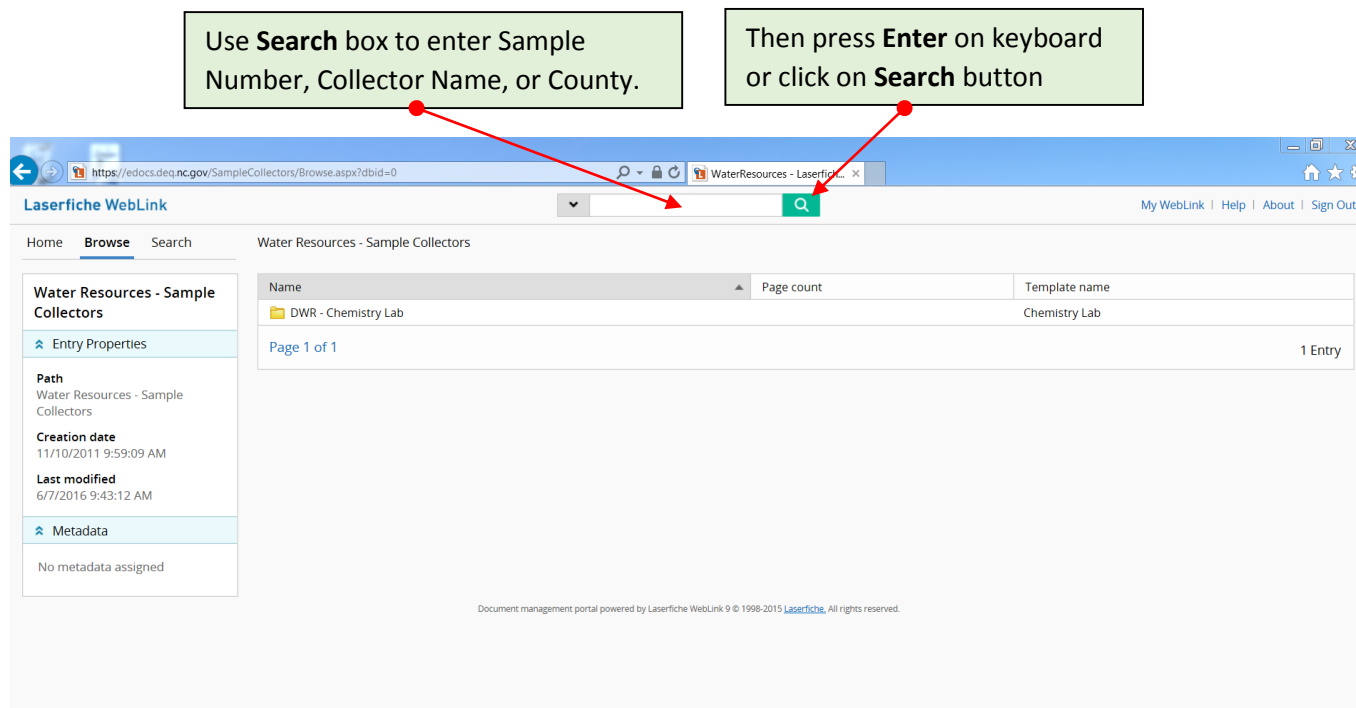
<https://edocs.deq.nc.gov/SampleCollectors/Browse.aspx>

The Laserfiche **Log-In** box will appear:



- To obtain *User Name* and *Password*, contact Cindy Green (WSS Chemistry Lab, phone: 919-733-3908, ext. 243).

Enter user name and password, then click the **Sign In** button. The Laserfiche browsing screen will appear:



Use **Search** box to enter Sample Number, Collector Name, or County.

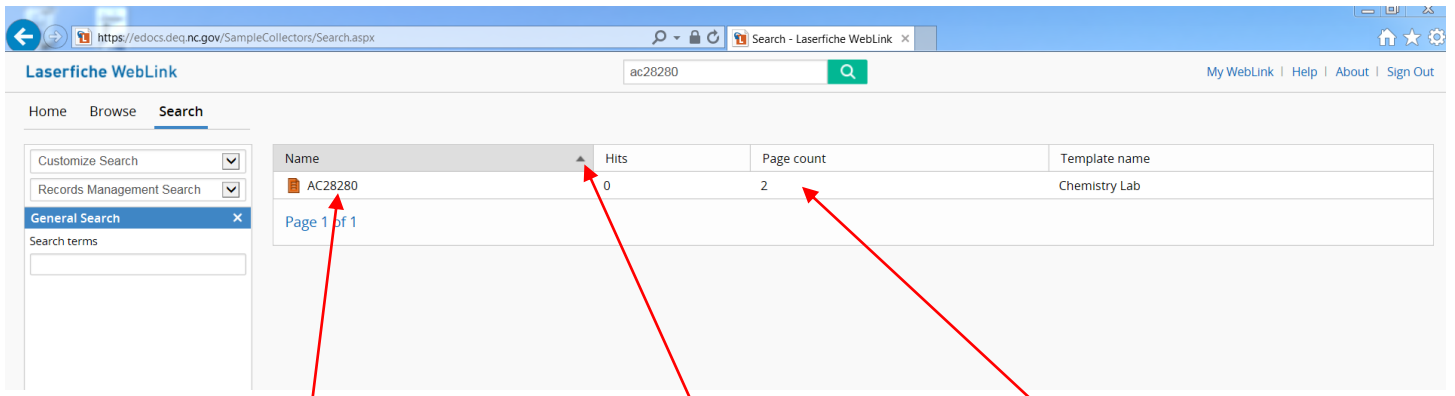
Then press **Enter** on keyboard or click on **Search** button

Water Resources - Sample Collectors

Name	Page count	Template name
DWR - Chemistry Lab		Chemistry Lab
Page 1 of 1		1 Entry

- Search by **Sample Number**, **Collector Name**, **County**, or **Laboratory** (Central Lab or ARO Lab).

As an example, the following search is for sample number AC28280. Entered sample number in the **Search** box and then clicked the **Search** button. The result screen then appears with a list of files based on the search criterion (see next page):



**File:** files are named by laboratory sample number. Click on file name to open.

**Contains:**

- Field Sheet
- Final Report
- Other documentation

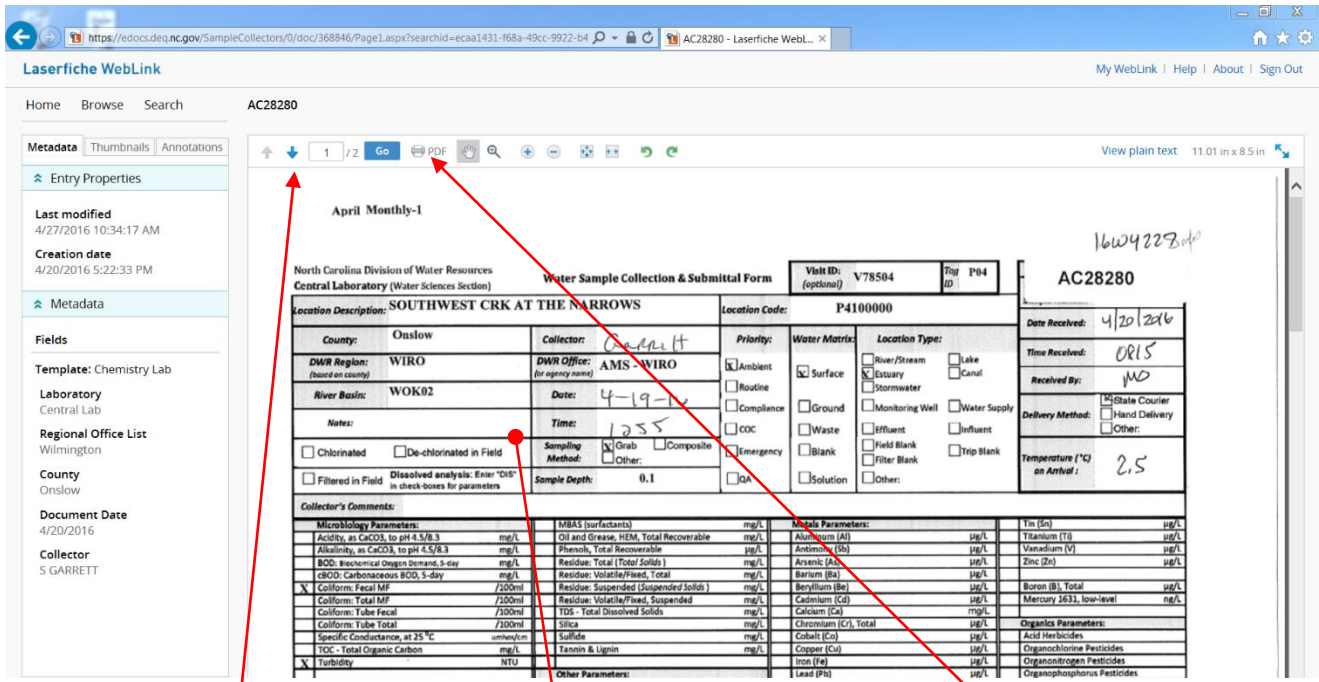
**Default listing:** is from oldest to newest; to reverse, click on arrow.

**Page count:** If count = 1, then only scanned field sheet available

A file is created when the sample is received and logged in at the laboratory, and initially only contains an electronic image of the scanned field sheet. **Note:** COC forms are in separate files from the associated field sheets.

- A file will eventually also contain the laboratory final report and any other associated documentation.

Click on the file name to access file contents:

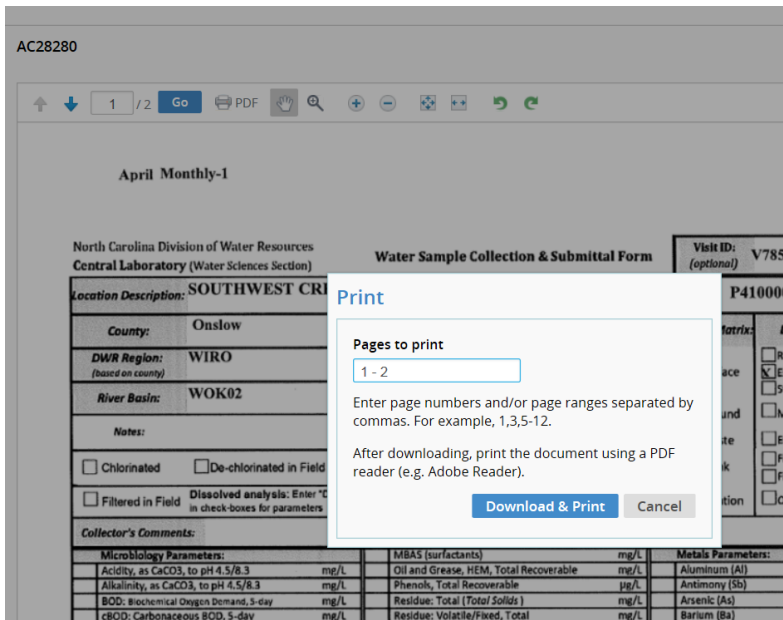


**Page Navigation:** Use arrows or page entry to navigate

**Preview:** Preview Image(s)

**PDF/Print button:** Click to open pdf file and print

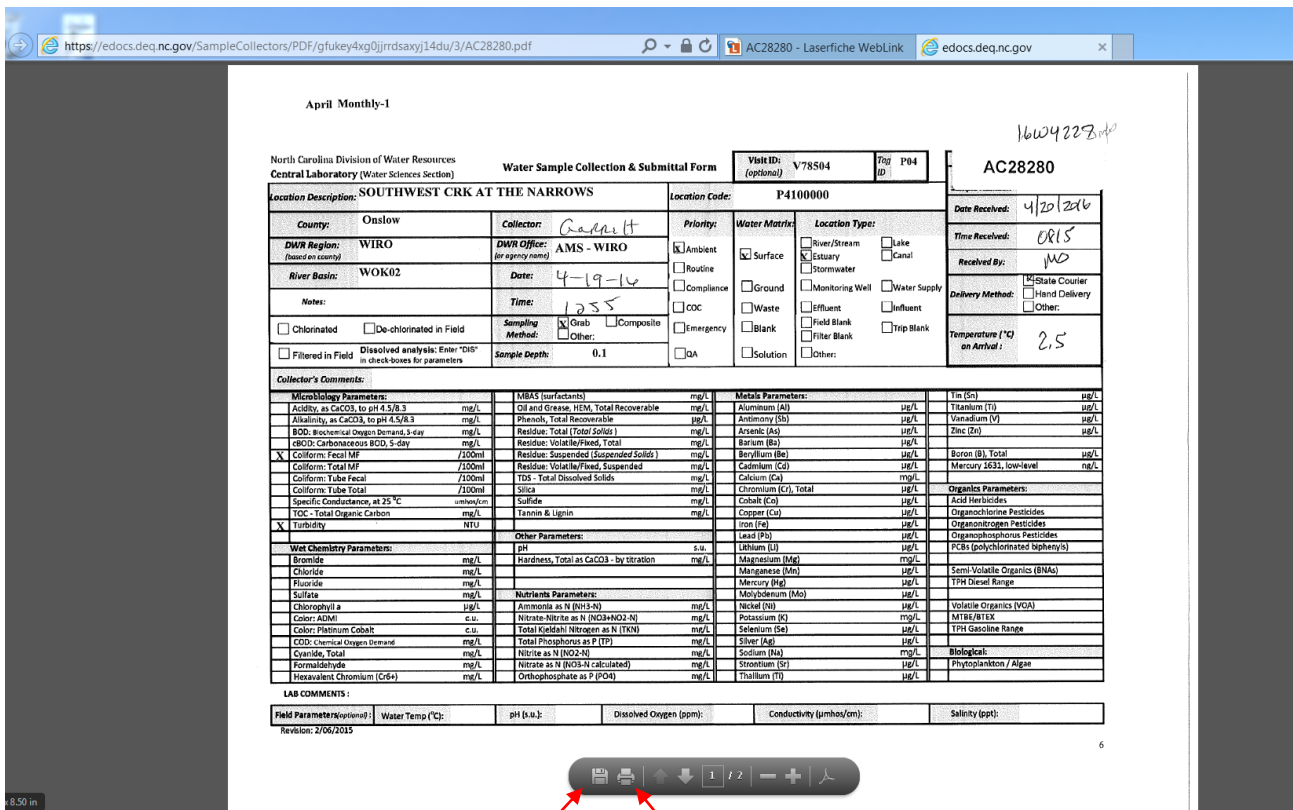
Click on **Print/PDF** button to open a pdf file; the following box will appear:



Click on the **Download & Print** button to open the pdf file.

**Note:** a message box may appear if you have *Pop-Up Blocker* on; follow the options to allow the pdf file to appear.

The pdf file will appear as follows:



Click to save the pdf file.

Click to print the pdf file.