How to create a sample label
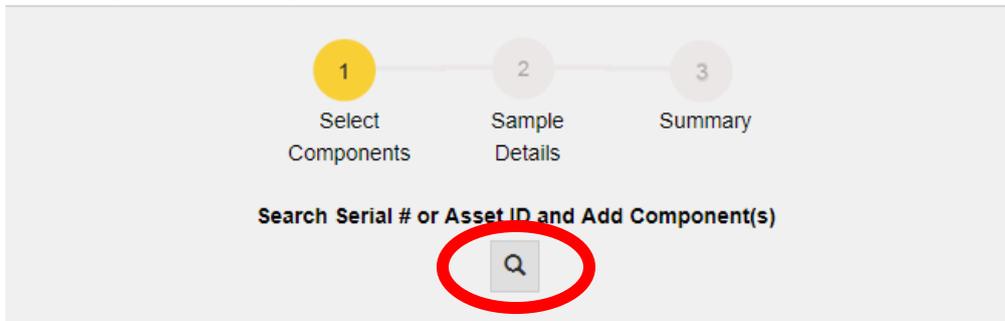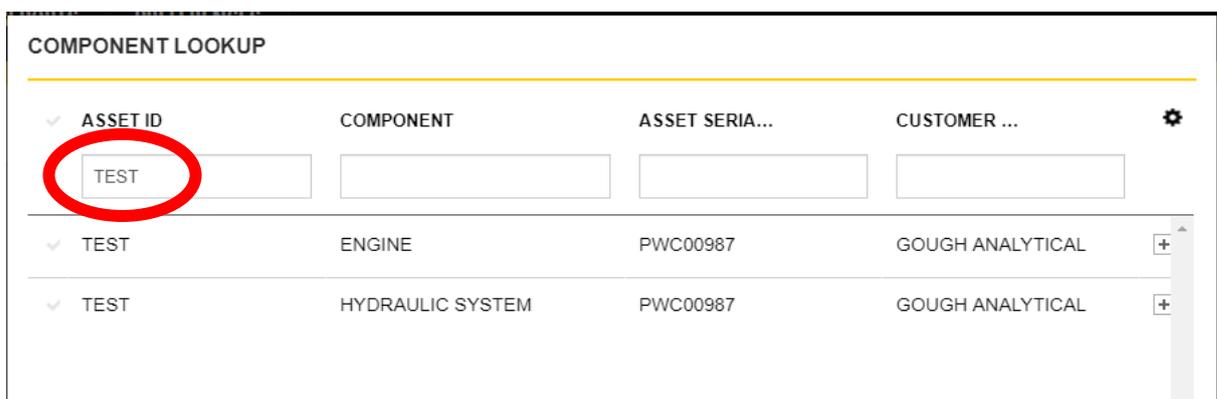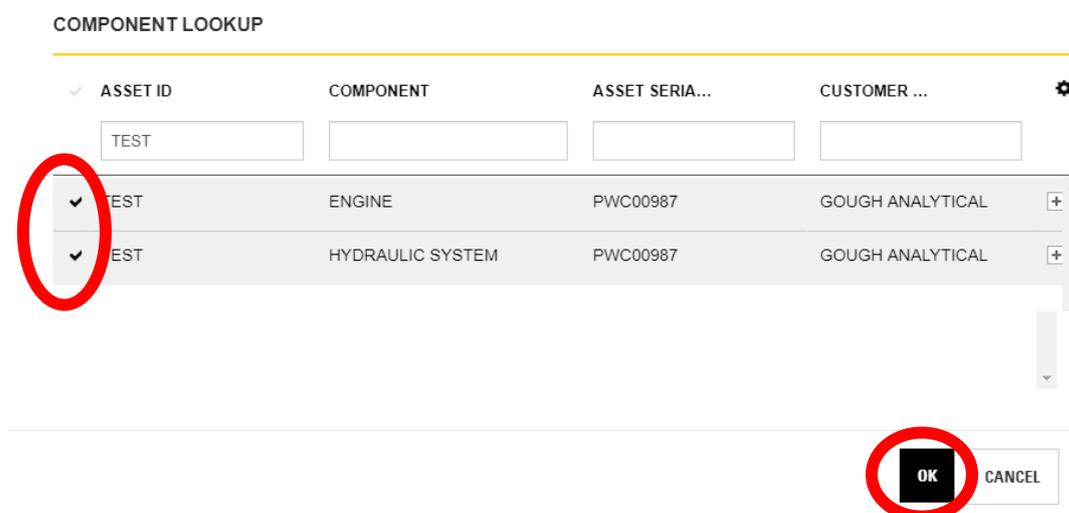

1. Select the 'Submit' menu

2. Click on 'Component Look-up'

3. Search for your component's – Enter Asset ID or Serial number and hit the 'enter' key
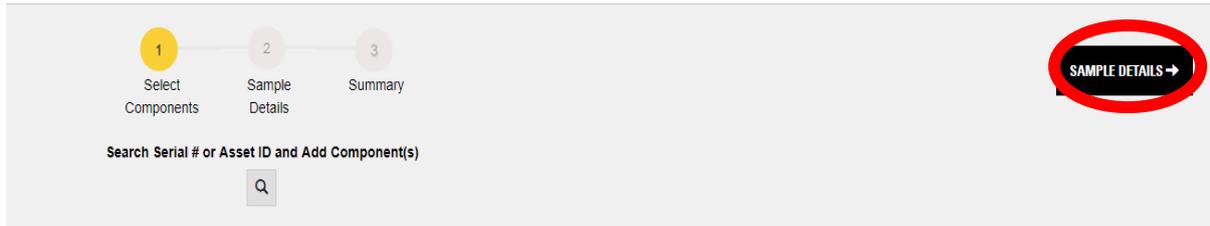

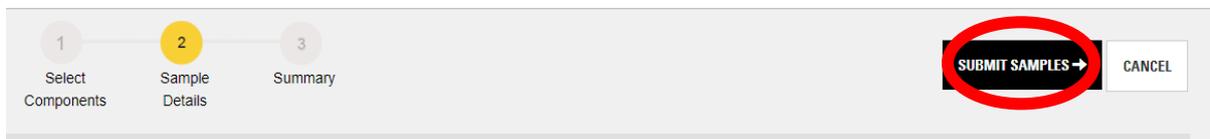4. Select all components you want to sample and click 'OK'

5. OPTIONAL – Repeat steps 3&4 to add another more component (this can be from a different Asset)

6. Click 'Sample details'

7. Fill out the following information where applicable

8. Click 'Submit Samples'

9. Click 'Print Labels' and select 'LARGE (3 Labels per A4 page)'