QuickGuide
Viewing QuickCheck Results

TotalHub DATA MANAGEMENT

0 GET STARTED WITH TOTALHUB

If your organization is not already using TotalHub to access QuickScan and TotalTest Lab Services data and insights, connect with your EnviroLogix account representative to assist with enrollment and onboarding. Once your account is active and your QuickScan is connected, you are ready to begin accessing your QuickCheck results in TotalHub.

1 SUBMIT YOUR QUICKCHECK SAMPLE IN QUICKSCAN

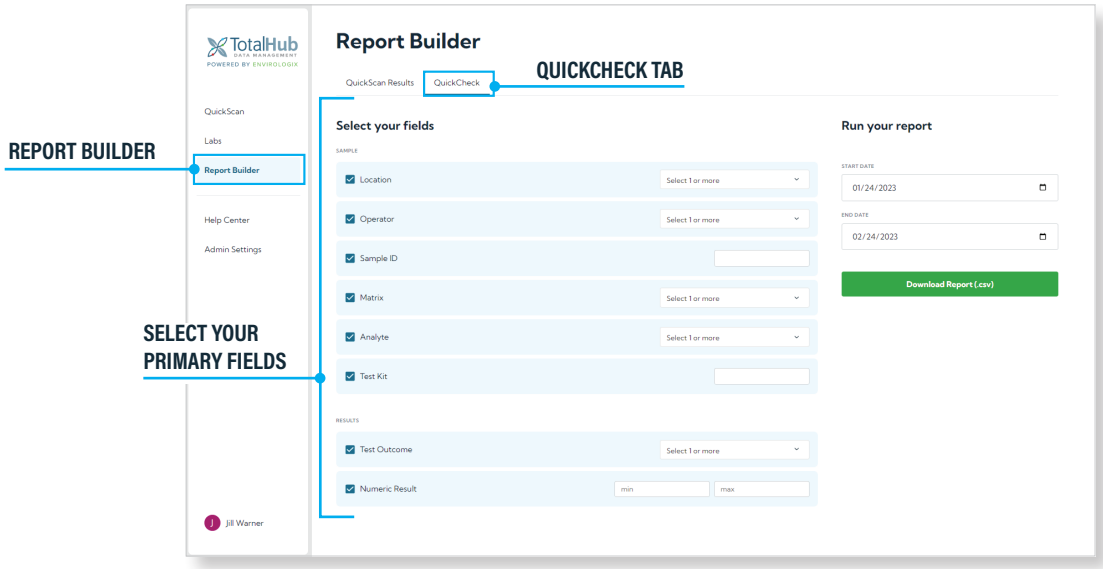
Have operators run test protocol on the QuickCheck sample as they would any standard sample. When it is time to run the strips in QuickScan, use the following procedure for entering data on the QuickScan home screen:

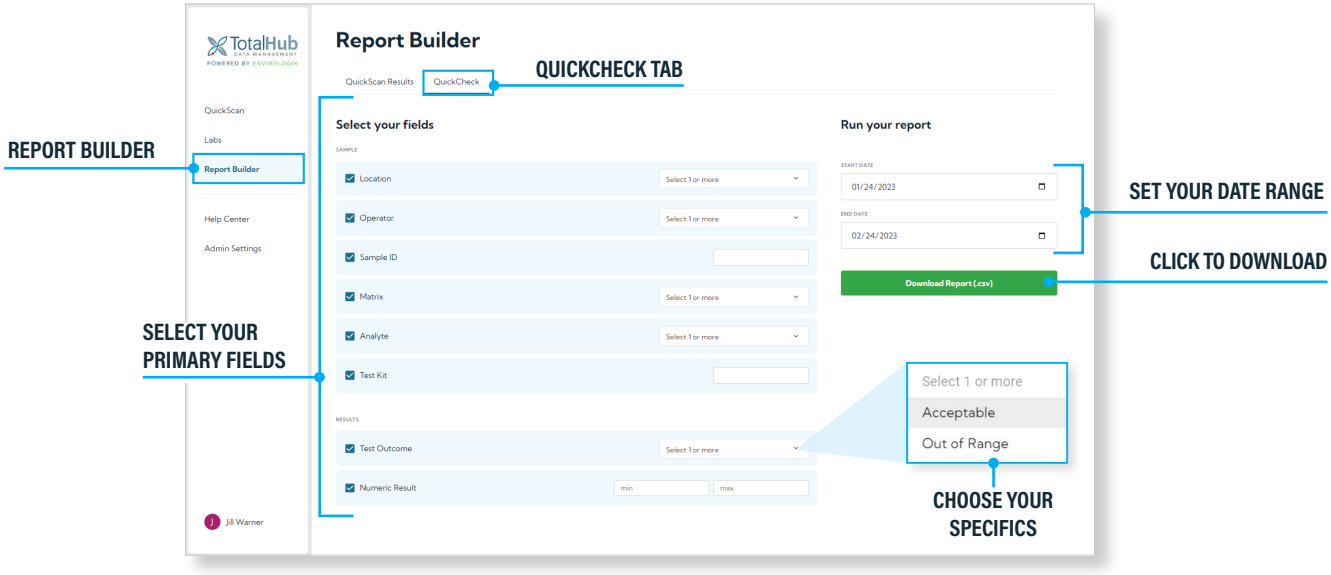
- In the **Sample ID** field, enter the **Sample ID Code** printed on your QuickCheck sample pouch.
- In the **Operator** field, enter the operator name. ❗ Be consistent with the naming and spelling for each operator.
- Click the **Run Test** button. Results will be immediately uploaded into TotalHub.



2 OPEN THE REPORT BUILDER & SELECT YOUR FIELDS

- Log into TotalHub, click **Report Builder** in the left sidebar menu, and select the **QuickCheck Tab** at the top of the page.
- The **QuickCheck Report Builder Menu** will open the list of available fields which can be exported from TotalHub. By default, all fields are checked. Select the filter settings for the data that you would like shown in your report. Simply **Uncheck** the box to deselect any field you do not wish to be included in your report.





- **Narrow your Criteria** by using the text box or dropdown menu that appears within your selected field when the checkbox is clicked. You can select multiple choices in the dropdown menus by clicking on each of the fields that you want to include. If you need to remove a choice, click again to deselect. Close the dropdown by clicking off the menu.

  If you do not choose to refine fields with dropdowns (leaving the dropdown with the default *Select 1 or more* selected), ALL dropdown options in a given field category will be included in your report (ex. all suppliers or all locations).

3 DOWNLOAD YOUR REPORT

- Under *Run Your Report*, select the desired **Start Date** and **End Date** for your report in the calendar dropdowns.
- Click the green **Download Report (.csv)** button. You will be prompted to select a location on your computer to save your report. You will also be able to name your report at this time. Click **Save**, and your report will download to the desired location as an Excel-ready .csv file.

4 REVIEW YOUR RESULTS

- Open your downloaded .csv file in Excel or the spreadsheet program of your choice.
- The **Test Outcome** column (highlighted here in blue) will show you which operator sessions were **Acceptable**, and which were **Out of Range**. Out of Range results can indicate gaps in operator training or malfunctioning equipment, and will help your business identify issues before they become failures.

Local Date	Local Time	UTC Timestamp	Sample ID	Operator	Matrix	Test Kit Type	Test Outcome	Numeric Result	Location	Analyte
1/26/2023	10:12:13	2023-01-26T10:12:13Z	EAC00001	John Smith	Corn	AQ-309-BG	Acceptable	4.4	Springfield	AFLA
1/29/2023	11:16:47	2023-01-29T11:16:47Z	EAC00002	Pamela Avery	Corn	AQ-309-BG	Acceptable	8.7	Springfield	AFLA
2/5/2023	10:24:03	2023-02-05T10:24:03Z	EAC00003	Robert Emerson	Corn	AQ-309-BG	Out of Range	4.3	Springfield	AFLA
2/12/2023	13:18:39	2023-02-12T13:18:39Z	EAC00017	Richard Brown	Corn	AQ-309-BG	Acceptable	13.4	New Springs	AFLA