

# Mass Creating Lab Submission Reports by Date

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Run the Lab Submission Form by date.

1. Use the *Filters* to select the appropriate location.
2. Choose **Select All** to select all fields.
3. Navigate to the *Events* tab and use the filter options to choose the correct *Season* and *Sampling - Soil Event Type*.
4. Choose **Select All** to select all Events.
5. Choose **Event Selection**.
6. Choose **Clear Selected**.

**Note:** This will leave only fields with Events and allow the option to run the report by date.

7. Go to *Reports / Fields*.

8. Run the *Lab Submission Form* by date range.

**Note:** For single day reports, run for the date desired plus one day.

