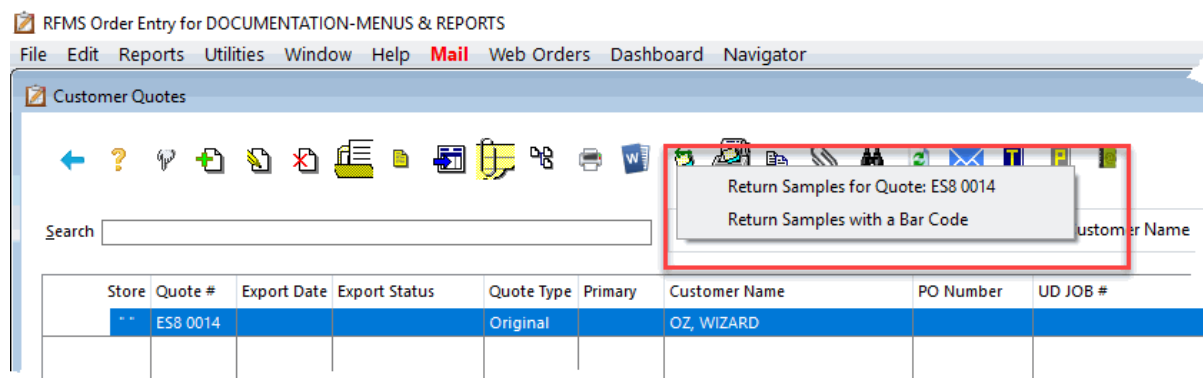# How To Return Samples With and Without a Scanner
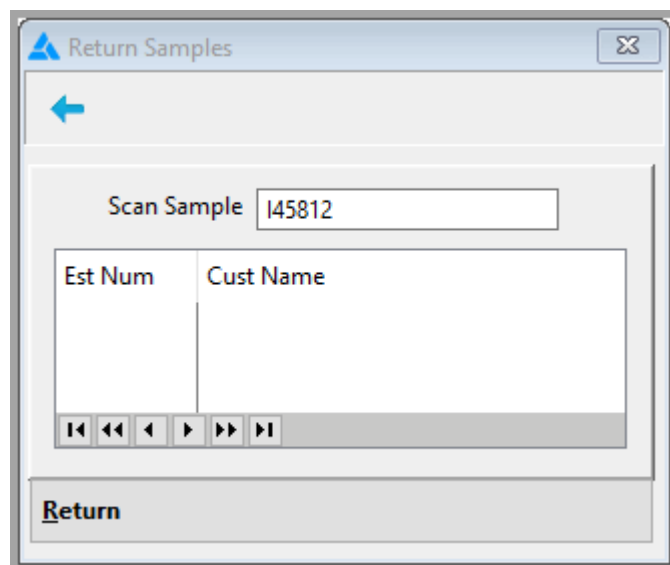

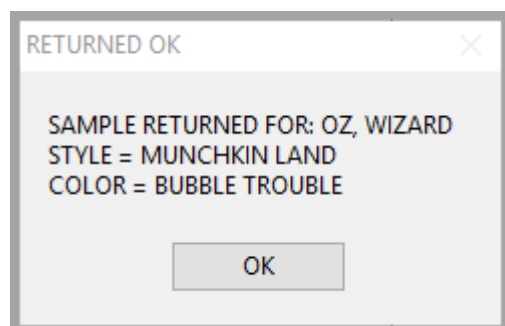WITH A SCANNER

File>Quotes>Sample Return Button

Select Return Samples with a Bar Code.

Make sure the Cursor is in the Scan Sample field and Scan the Bar Code.

The Returned OK Message will appear.

When OK is clicked, the cursor returns to the Scan Sample field to allow the user to return multiple samples on the quote.
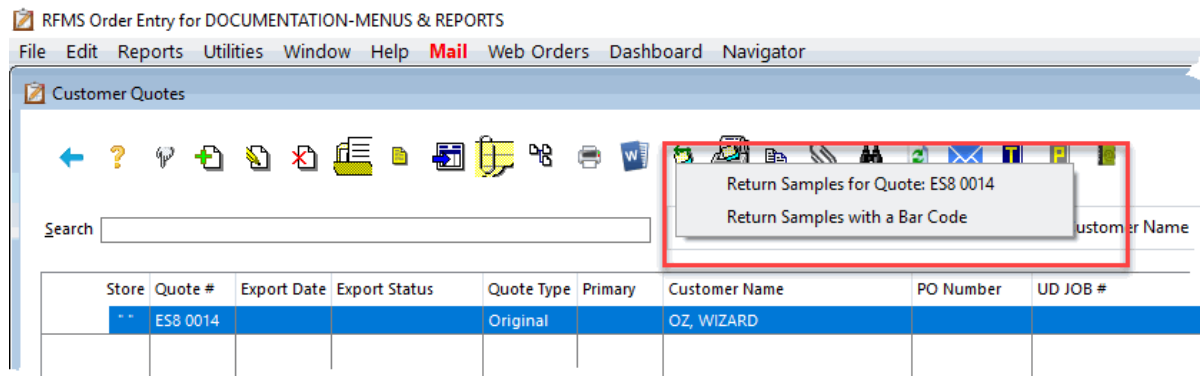
How To Return Samples With and Without a Scanner

WITHOUT A SCANNER

Method 1

File>Quotes>Sample Return Button
Select samples for Quote xxxxxxx
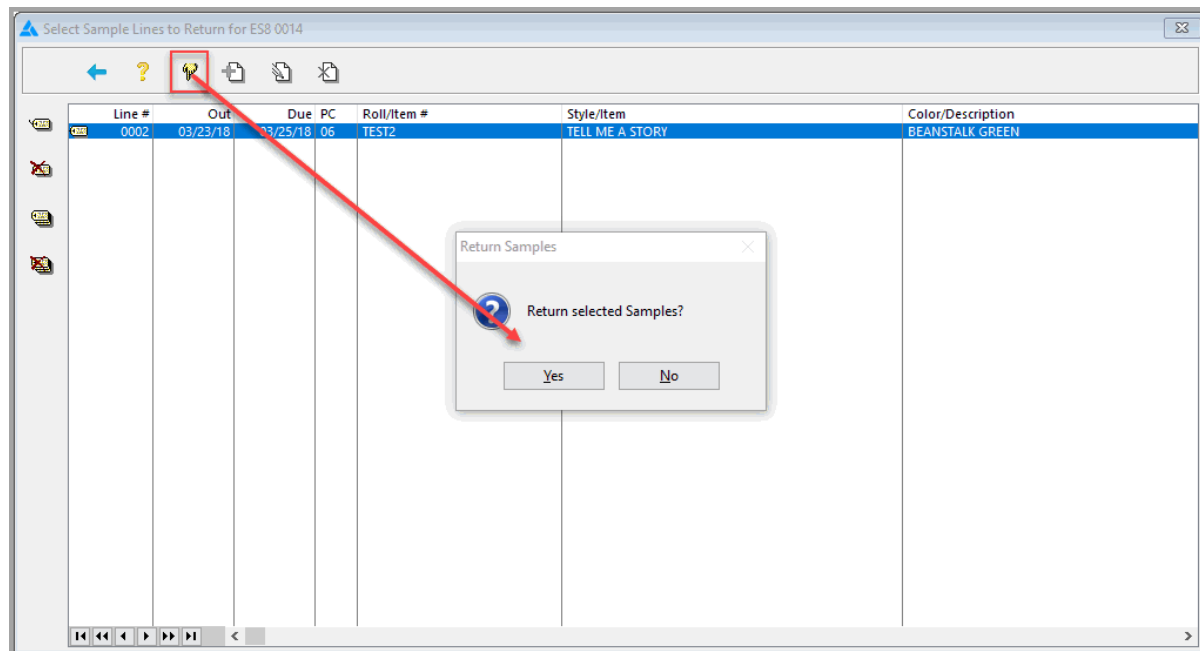
Tag the sample or samples that need to be returned and click Select Click Yes.

How To Return Samples With and Without a Scanner

Method 2

In the Quote, click on the Return button at the bottom left of the screen.
Click Yes.