DOWNLOADING PDF REPORTS

Note: If at any point in the process buttons do not populate after selecting from a drop down menu, try hitting the "Tab" key on your keyboard.

Though test reports are typically sent in the mail, paperless copies can be downloaded directly from Online Services. These reports can be found using the lab-assigned test number for your sample or by searching using a desired date range. This allows you to view reports in real-time as they are reported by the administration unit, and eliminates time waiting for reports in the mail.

Access your Online Services account at: https://w3.oscs.orst.edu/online/
Pins are case sensitive. Make sure to click the CAPTCHA check box that says "I am not a robot"

Scroll to Section **"C. Seed Test Information"** then select option "**6. Access Seed Lab Test Reports in PDF Format"**
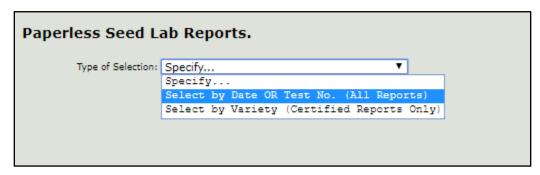
From the drop down menu, choose "**Select by Date or Test No. (All Reports)"** as shown below

Either enter a test number, use the calendar icons to select a date range, or select **"Today's Reports"** – you do not need to use more than one field. Click "**Retrieve**" to display a list of all relevant test reports, as shown in the example below.

An 'X' will display in the Purity, Viability, or Exam columns to indicate which tests are on each report. Click the "**Display**" button in the "**Action**" column on the far right side of the table to open a PDF version of the desired test report, which can then be printed or saved from your browser.