Am I collecting a new

Turbidity sample?
Pump-rig sample?
Auto-sampler sample?
Monitoring run sample (SoE, Discharge, GW)?

NO → Do I want to view the status of a sample that has already been collected?

NO → Do not use Hilltop Sampler

YES → Start Hilltop Sampler → Do you want to view an entire run or a single sample?

SAMPLE → From the left hand pane select the project, status, site or cost centre of the sample you wish to check → Select any sample from the main window to view the status

RUN → From the left hand pane select the project of the run you wish to view → Select any run from the main window to view the status

Viewing Data

Start Hilltop Sampler

Is this a planned sample run OR do you know how many samples you are needing before leaving the office

YES → From the left hand pane select runs → From the left hand pane select Add New Run → Choose appropriate run from the recurring run drop down box

- SoE Run → Enter Proposed Sampling Date → Push BUILD A NAME → Check sites, project, date and tests are correct. DO NOT CHANGE SITE ORDER → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample
- Discharge Run → Enter Proposed Sampling Date → Push BUILD A NAME → Check sites, project, date and tests are correct. DO NOT CHANGE SITE ORDER → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample
- Turbidity Sample → Select run type based on region (Central, Eastern, Northern) → Enter Proposed Sampling Date → Push BUILD A NAME → Select the run project from the drop down menu → Select the site/s you wish to collect samples for by clicking the Add sites button → Select the tests you wish to assign to each site by clicking the Add Tests button → Check sites, project, date and tests are correct. DO NOT CHANGE SITE ORDER → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample
  - Note: There are predetermined tests sets which can be chosen from the drop down list
  - Note: You can select the same site more than once. This is particularly useful for auto-samplers
- Pump-rig sample → Select run type based on region (Central, Eastern, Northern) → Enter Proposed Sampling Date → Push BUILD A NAME → Select the run project from the drop down menu → Select the site/s you wish to collect samples for by clicking the Add sites button → Select the tests you wish to assign to each site by clicking the Add Tests button → Check sites, project, date and tests are correct. DO NOT CHANGE SITE ORDER → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample
  - Note: There are predetermined tests sets which can be chosen from the drop down list
  - Note: You can select the same site more than once. This is particularly useful for auto-samplers
- Auto-Sampler Sample → Select run type based on region (Central, Eastern, Northern) → Enter Proposed Sampling Date → Push BUILD A NAME → Select the run project from the drop down menu → Select the site/s you wish to collect samples for by clicking the Add sites button → Select the tests you wish to assign to each site by clicking the Add Tests button → Check sites, project, date and tests are correct. DO NOT CHANGE SITE ORDER → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample
  - Note: There are predetermined tests sets which can be chosen from the drop down list
  - Note: You can select the same site more than once. This is particularly useful for auto-samplers

NO → Do I want to retrospectively assign sample numbers for unplanned samples

NO → Do not use Hilltop Sampler

YES → Start Hilltop Sampler → Do you want to use/modify an existing Recurring Run

YES → From the left hand pane select Add New Run → Choose appropriate run from the recurring run drop down box → Enter Proposed Sampling Date → Push BUILD A NAME → Remove any unwanted sites by using the right mouse button and selecting remove in the sites window → Add any site/s you wish to collect samples for by clicking the Add sites button → Remove any unwanted tests by using the right mouse button and selecting remove in the Sample information window → Select the tests you wish to assign to each site by clicking the Add Tests button → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample

- Note: You can select the same site more than once. This is particularly useful for auto-samplers
- Note: There are predetermined tests sets which can be chosen from the drop down list

NO → From the left hand pane select Add New Run → Enter Proposed Sampling Date → Manually enter a suitable Name of Run → Push BUILD A NAME → Select Project and Technician → Select the site/s you wish to collect samples for by clicking the Add sites button → Select the tests you wish to assign to each site by clicking the Add Tests button → Push SAVE → From the Runs menu on the left hand pane select the run you just created → Record the sample ID number assigned to each sample

Collect sample ID stickers from Catchment Data office.
Fill out run book with correct name and sample number for each site.
Collect samples.