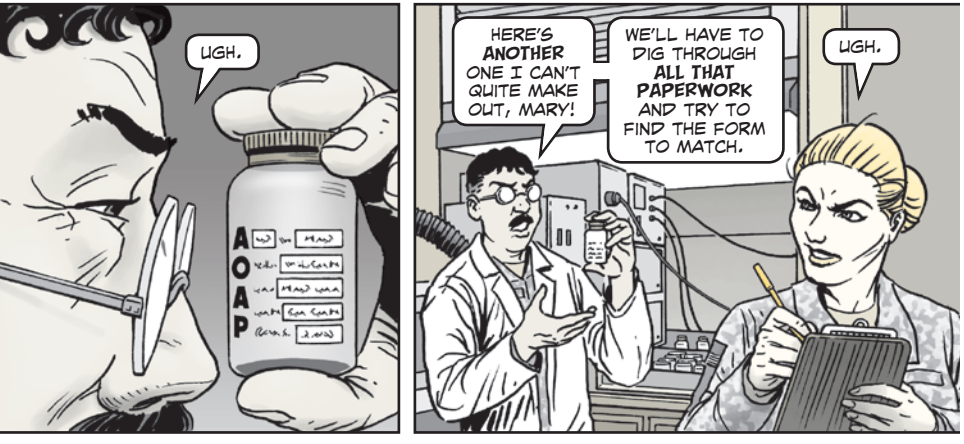
AOAP Labels Save Time, Improve Tracking



Dear Editor,

I've figured out a big time saver for unit AOAP monitors. There's a tool built into SAMS-E that generates reports that can be exported into Microsoft® Excel. I use this tool in combination with a mail merge in Microsoft® Word to create custom labels for our AOAP sample bottles. This saves countless hours of work. I've included a step-by-step guide here in case you want to share it with your readers.

SSG Kent M. Bailey
FMS-3 Production Controller
Sedro-Woolley, WA

Editor's note: *Nicely done, Sergeant. We asked AOAP PM to evaluate your idea. They gave it a thumbs-up and added:* "The first step unit AOAP monitors take to ensure AOAP accuracy is making sure that DA 5991-E, *Oil Analysis Request Form*, contains complete and accurate data. The second essential step is filling out the information fields on the AOAP sample bottles.

"Often the DA 5991-E is packed separately from the sample bottles. AOAP lab personnel must read the info on the sample bottles and match them up with the correct paperwork. However, too often the writing on the AOAP bottles is illegible.

"Preprinting labels and attaching them to the sample bottles (as in SSG Bailey's suggestion) eliminates this problem. Using preprinted sample bottle labels also speeds up sample prep time and provides better traceability of the samples and paperwork in the lab."

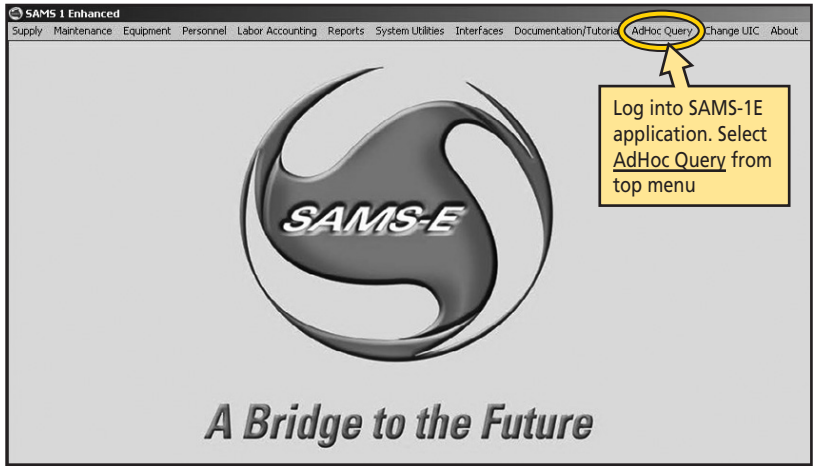
Here are Sergeant Bailey's instructions for making custom AOAP sample bottle labels:

Create SAMS-E AdHoc Query

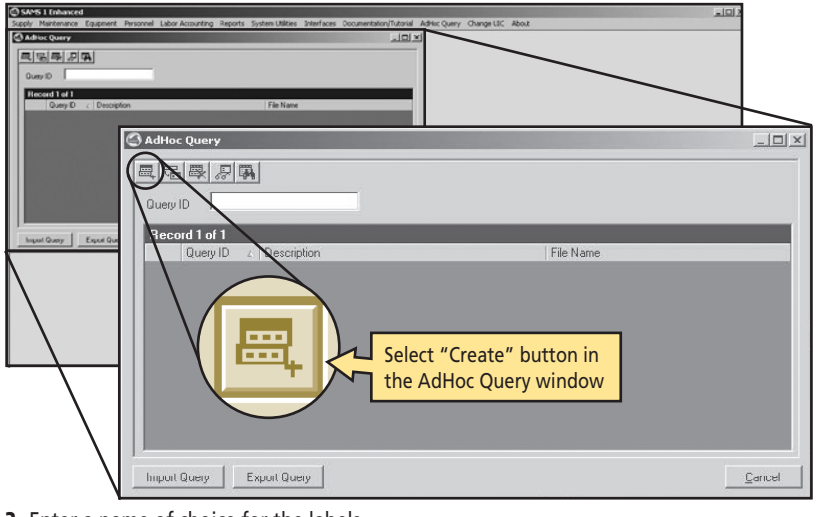
(SSG Bailey notes, "You only need to do this step once because you save this query in SAMS-E.")

Total time: Less than 5 min.

1. From SAMS-1E main menu, click on AdHoc Query at top of screen.



2. On AdHoc screen, click Create button.



3. Enter a name of choice for the labels.

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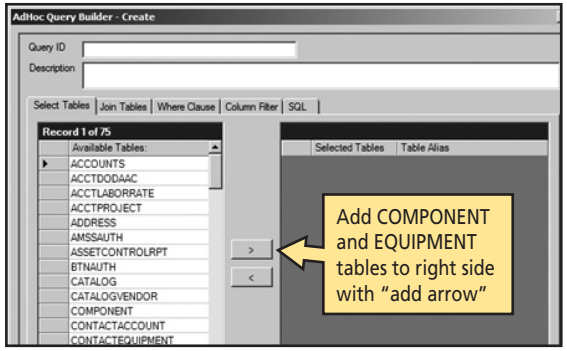
4. From left-side menu, add two tables: COMPONENT and EQUIPMENT.

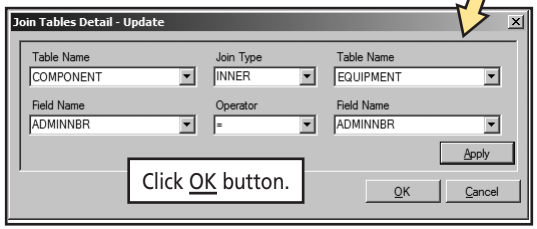
In Query ID block, enter query name of choice. Scroll down available tables list on Select Tables tab.



5. Click on the "Join Tables" tab.

6. Click Create, then set up "Join Tables Detail" to match as shown below.

Join COMPONENT and EQUIPMENT tables as shown



7. Click on the "Where Clause" tab. Here you can select only specified UICs, exclude UICs, models or just specific components. AOAP monitors or SAMS-E operators can customize their output here.

8. Click on the "Column Filter" tab.

a. Deselect all the boxes in the display to make the next steps easier.

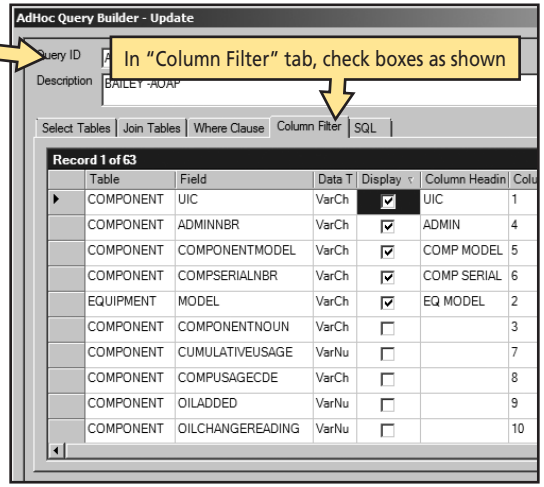
b. Select fields shown here.

c. Update the column heading.

d. SSG Bailey notes: "It's not mandatory to put numerals in the ADMINNBR Sort Order field (as shown here), but printing the labels in an ADMIN sequence saves time."

e. To save the query, click the "save" button. The query saves in the SAMS-E default location.

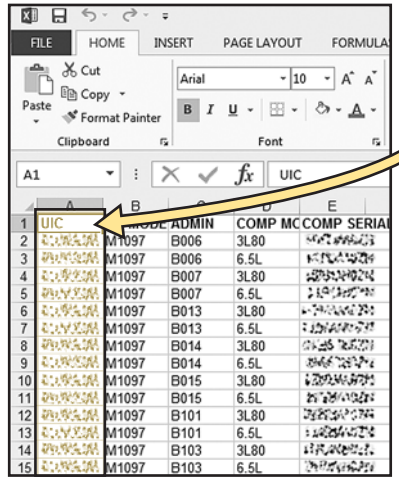
In "Column Filter" tab, check boxes as shown



Create AOAP Sample Bottle Labels

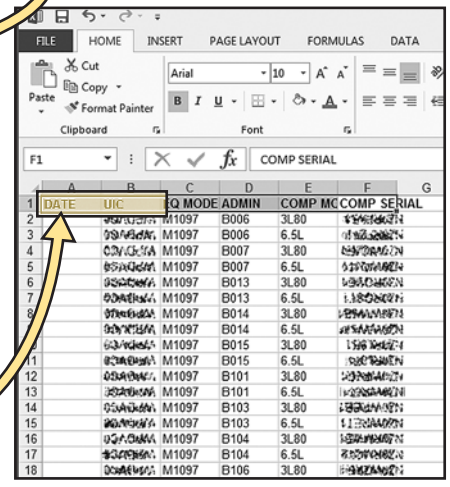
1. Press the "Execute Query" button to run the SAMS-E AdHoc Query you just made. Click the "Save" button and save results wherever you want. Just remember where you put them.

Note: Mail merge saves in the same location as the query, so you may want to create a folder named "AOAP UIC XXXXXX" (substitute your unit's UIC for the Xs) on your desktop or doc folder.



2. Open the saved AdHoc Query in Microsoft® Excel.

3. Left-click Column A to highlight it.



4. Right-click and choose "Insert" to add a new Column A.

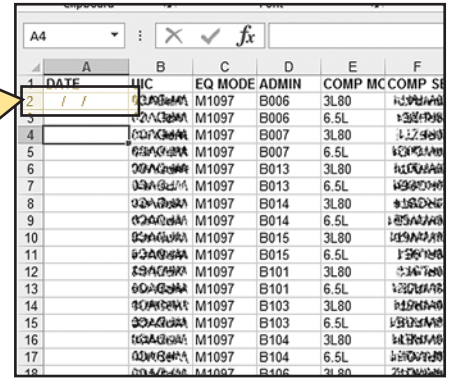
5. In Block A1, type "DATE".

6. In Block A2, do one of the following three options:

a. Hit spacebar 4x, then type "/," hit spacebar 3x, then type "/," hit spacebar 10x.

OR **b.** Type date (for example, FEB XX, 201X).

OR **c.** Leave blank with 18 space-bar spaces. This leaves enough room on labels to use a manual date stamper.



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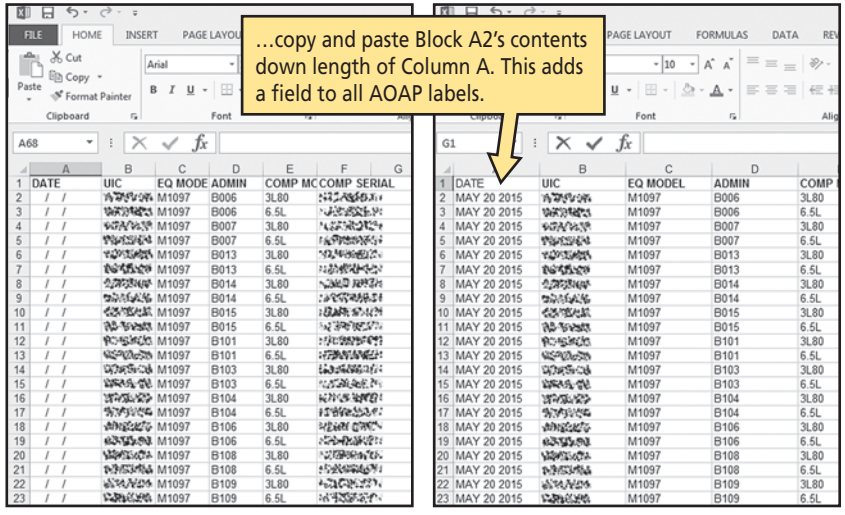
7. Whichever option you pick in Step 6…



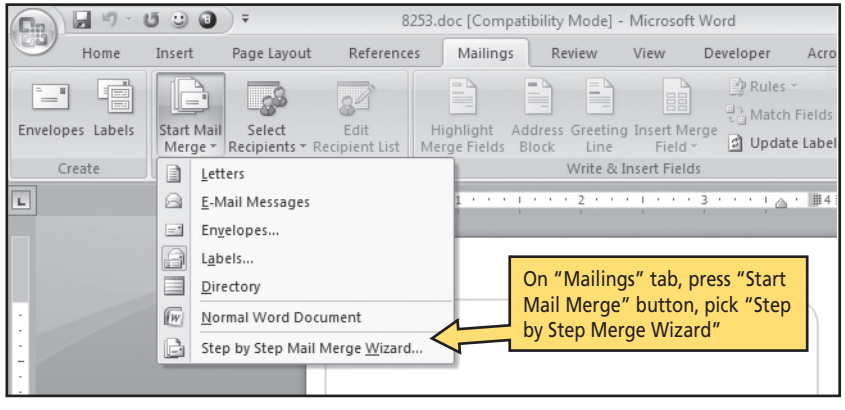
8. Save the file in Excel 2007 or 2013 format.

9. Close the Excel document.

10. Download the free Avery® template for Microsoft® Word 8253 labels (shipping label, 10 per sheet, 2x4") from: **http://www.avery.com/avery/en_us/Templates-&-Software**
(Note: You'll need to register at the website the first time and temporarily disable the popup blocker in your browser to download the template.)

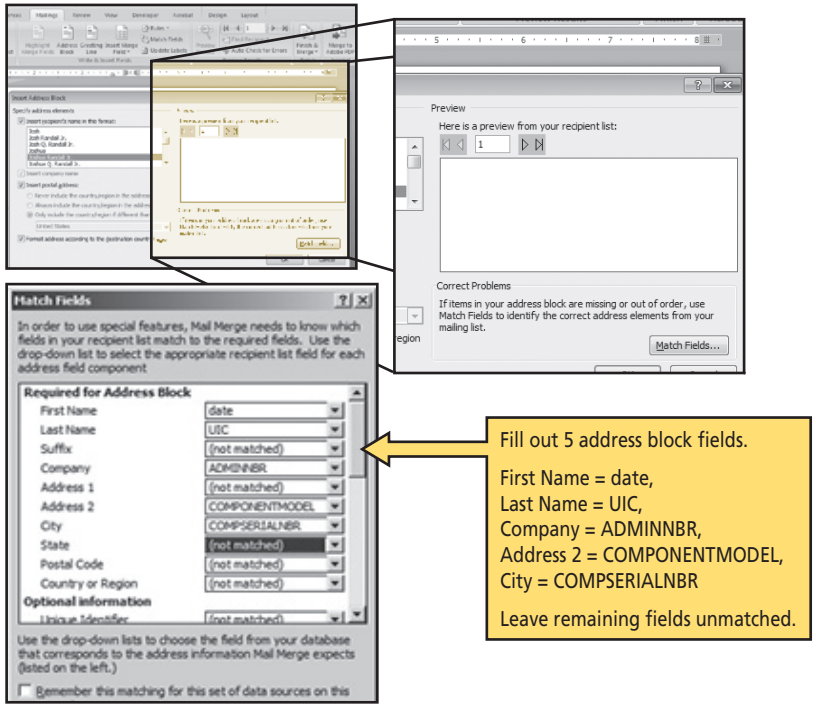
11. In Microsoft® Word, open the 8253 template that you downloaded.

12. Choose "Mailings" tab in Word, find "Start Mail Merge" tab and choose bottom option, "Step by Step Mail Merge Wizard."



13. In the mail merge options under "Select recipients," choose the "Use existing list" radio button and navigate to your Excel document. Choose "Open." Make sure that "First row of data contains column headers" is checked. Click the OK button.

14. Choose "Address Block" in top menu, then "Match Fields" as shown in example.



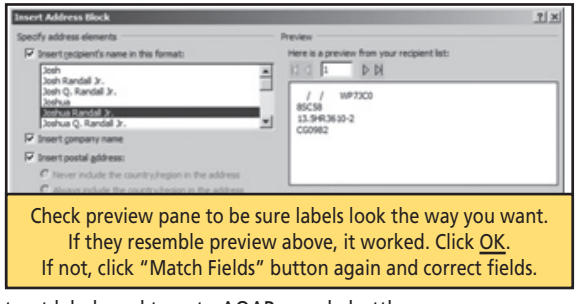
15. Check preview pane. If successful, it should look like the image shown. If it does, click on OK. If not, make corrections, click and match fields again.

16. Click on Update All Labels.

17. Complete the merge.

18. Print. You can use "8253" labels or plain paper.

19. Save label file as "AOAP UIC DATE" or another name as desired.



20. If using plain paper, cut out labels and tape to AOAP sample bottles.