



SAMPLE MANAGEMENT

MODULE 09

Dispatch Manager

The full life cycle of a laboratory submission: sample ranges, preparation, analysis method, priority, recipients — and the PDF dispatch sheet carrying the laboratory's logo.

- Group: Sample Management
- PDF and Excel output
- 3 tabs · full history
- 3 tables auto-created

Generate Export

ESP-260622-L

ViewMiningKDN

5539→KDMR0006111

5528→KDMR0006480

5491→KDMR0006730

5741→KDMR0007640

5651→KDMR0007800

5811→KDMR0008030

2mm, Pulverise 85% -75µm

ViewXLaboratory:LAB-01

GEOMATE/Logo/lab\_logo.png

# Executive summary

Dispatch Manager holds the full lifecycle of a laboratory submission: unique identifier, laboratory, priority, results and invoice recipients, sample list — and produces the PDF dispatch sheet that travels with the boxes.

## 01 What it replaces

The dispatch sheet typed in a word processor, the batch number assigned from memory and the sample list copied out by hand.

## 02 How it works

A unique identifier is generated on creation; samples are added one by one or bulk-imported from a CSV or Excel file; the PDF and the workbook are produced in one click.

## 03 Who it is for

The sample custodian and the store keeper: the history on the left shows at a glance what went out, when, and at what priority.

26 377

samples on the register

3

priority levels

3

tables created automatically

PDF + XLSX

deliverables per dispatch

# Contents

## 01 What the module covers

From batch creation to the signed dispatch sheet.

## 02 Dispatch identifier

Generated automatically and unique within the project.

## 03 Sample ranges

From/to range entry, CSV or Excel import, single-sample addition.

## 04 Preparation and analysis

Preparation and method codes drawn from the reference tables.

## 05 Priority and recipients

Normal, urgent, super rush; results and invoice addresses.

## 06 Documents produced

PDF sheet carrying the laboratory logo, and an Excel export.

## 07 Anonymised data

26,377 samples registered, of which 21,186 are ordinary.

## 08 Business value

No sample lost between site and laboratory.



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## SECTION I

# The module

The problem addressed, the capabilities delivered, the processing chain and the module's place in the platform.

- 
- 01 Context
  - 02 Key capabilities
  - 03 Processing chain
  - 04 Place in the platform
-

# Context

Between the bag sealed on site and the certificate coming back from the laboratory, a sample changes hands three or four times. Each transfer is a chance to lose track.

The Dispatch Manager keeps the register: which batch, which samples, which preparation, which method, which laboratory, which date, who authorised it.

## The codes come from the reference tables

Analysis method, submission type and data type are foreign keys: only codes the database already holds are offered.

## Ranges replace row-by-row entry

A batch of several hundred samples is described by a few from/to ranges, or imported from a CSV.

## The document carries the laboratory identity

The laboratory's logo, address and contact details are embedded in the generated PDF sheet.

The screenshot displays the 'Dispatch Manager' interface within the GeoMate application. The left sidebar shows a 'Dispatch History' list with various dispatches, including 'KDN X-DISP-260622-L' which is currently selected. The main panel shows the 'Dispatch Information' for this specific dispatch. Key details include:
 

- Dispatch ID:** KDN X-DISP-260622-L
- Project:** Exploration (selected), Mining, KDN
- Sample Type:** Chip
- Sample ID Range:** KDMR0005539 to KDMR0006111 (Total: 0)
- Preparation Type:** Crush 75% -2mm, Pulverise 85% -75µm
- Analysis Type:** FAAS/5
- Dispatch Date:** 26/07/2026, Laboratory: LAB-01
- Authorized By:** USER-01
- Laboratory Logo:** D:/DATA/GEOMATE/Logos/lab\_logo.png

 The interface also includes buttons for '+ New', 'Delete', 'Save Dispatch', 'Generate PDF', and 'Export Excel'.

The spDispatchID, spSampleDispatch and LabDispatchLog tables are created automatically on first use if they are not already in the database.

# Key capabilities



01

## Dispatch history

Chronological list with full-text search, priority indicator and sample count per batch.



02

## Automatic identifier

A unique dispatch code is generated on creation: project, date and series suffix.



03

## Sample ranges

As many from/to ranges as needed, with a running total; CSV or Excel import for non-contiguous lists.



04

## Preparation and method

Preparation type — crushing, pulverising — and analytical method, selected from the project reference tables.



05

## Three priority levels

Normal, urgent and super rush, with a colour indicator carried into the history and onto the sheet.



06

## PDF sheet and Excel

Complete dispatch document carrying the laboratory logo, plus a tabular export for internal tracking.

# Processing chain

From the sample selection to the signed dispatch sheet.

## A Inputs

### Register and destination

- Samples registered in DHSamples
- Project, dispatch date and receiving laboratory
- Priority: normal, urgent or super rush
- Recipient addresses — results and invoice
- Sample list imported from a CSV or an Excel file

## B Assembly

### Dispatch form

- Unique dispatch identifier, generated automatically
- Sample type carried on every line
- Recipients entered as chips, as many as needed
- Check of the link to the sample register
- Saved into the dispatch history

## C Outputs

### Documents and traceability

- PDF dispatch sheet, ready to travel with the boxes
- Excel workbook of the dispatch for the laboratory
- Written to spDispatchID, spSampleDispatch and LabDispatchLog
- Searchable, browsable history
- Send dates picked up by the Dashboard's tracking

### CREATED ON FIRST USE

The three tables spDispatchID, spSampleDispatch and LabDispatchLog are created automatically when absent from the database: no preparation is asked of the administrator before the first dispatch.

# Place in the platform

## FED BY

**03 Data Entry**

Supplies the DHSamples register: with no registration, no dispatch is possible.

**06 QAQC Manager**

Sends the re-assay requests for rejected batches, with assay method and submission type filled in.

**QC insertion protocol**

Determines the standards, blanks and duplicates to interleave in the submission.



## Dispatch Manager

The hinge between the field and the laboratory:  
this is where the sample leaves the project's  
control, and where you must know exactly what  
went out.

## FEEDS

**10 Assay Importer**

The dispatch identifier is the reconciliation key for the certificate that will come back.

**01 Dashboard**

The send dates drive the timeline and the laboratory backlog figure.

**15 Audit Report Builder**

The chain of custody starts with the dated, signed dispatch sheet.



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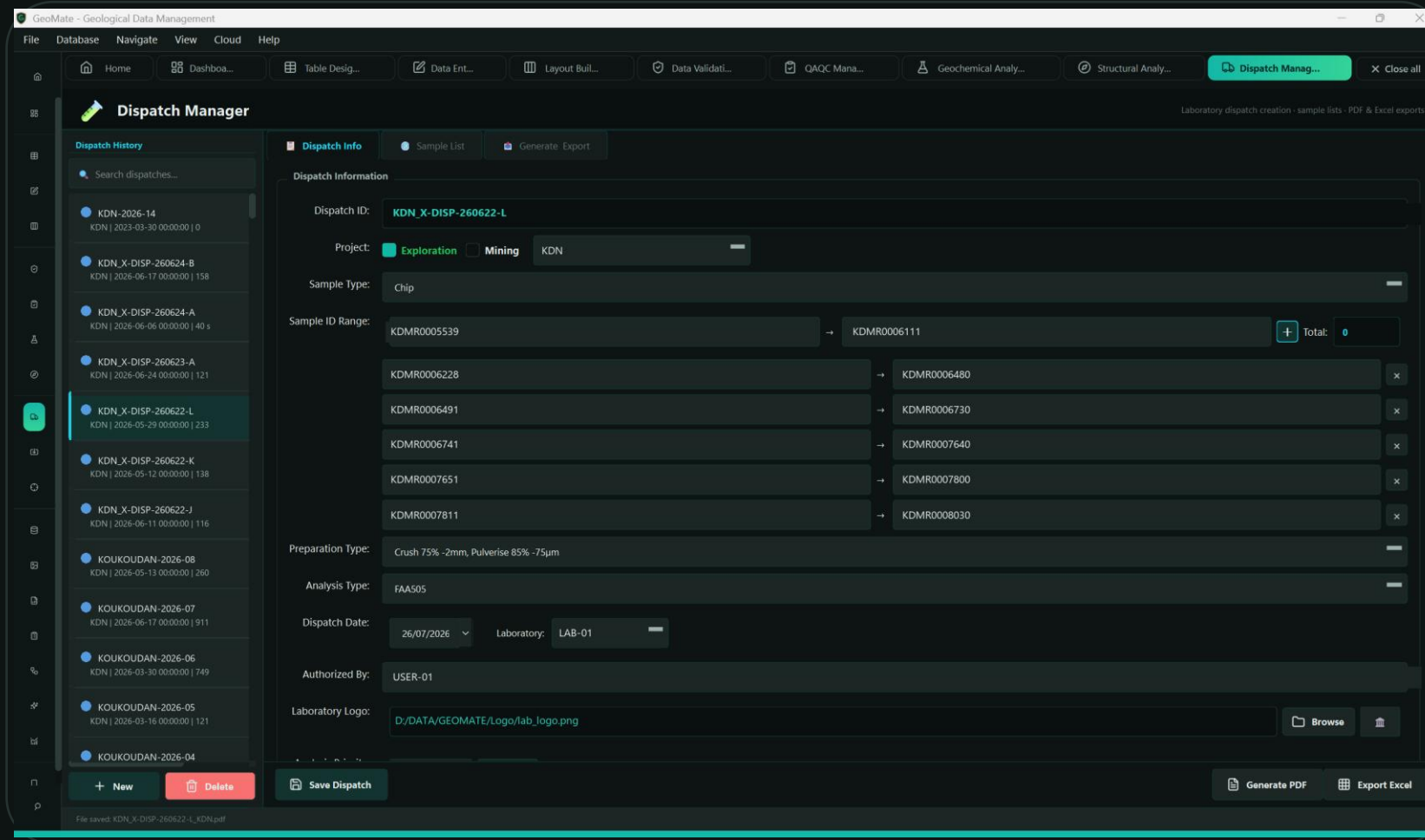
## SECTION II

# In practice

The real interface, the operating workflow, the reference settings, good practice and the questions that come up.

- 
- 01 The interface
  - 02 Operating workflow
  - 03 In depth
  - 04 Good practice
  - 05 Frequently asked
-

# The interface



## 1 History

Every batch, newest first, with project, date and sample count.

## 2 Dispatch identity

Auto-generated identifier, exploration or mining project, sample type.

## 3 Sample ranges

Several from/to ranges accumulated, with an automatically computed total.

## 4 Preparation and method

"Crush 75 % -2 mm, Pulverise 85 % -75 µm", method FAA505, commercial laboratory.

## 5 Document generation

Generate the PDF or export to Excel; the produced file is named after the identifier.

Actual GeoMate 2026 v2026.3.1.5 screen capture — Midnight theme.

# Operating workflow

Six steps, from an empty batch to the sheet handed to the carrier.

**1**

## Create the batch

A unique identifier is generated; project and sample type are filled in.

**2**

## Add the samples

Accumulable from/to ranges, CSV or Excel import, or a single addition via dialog.

**3**

## Define the processing

Preparation, analysis method and priority, chosen from the reference tables.

**4**

## Fill in the logistics

Date, destination laboratory, person authorising the submission, results recipients.

**5**

## Generate the documents

PDF sheet carrying the laboratory logo, or Excel export for internal tracking.

**6**

## Archive

Save: the batch joins the history and becomes searchable.

# Sections of the dispatch form

| SECTION    | FIELDS                                                                              |
|------------|-------------------------------------------------------------------------------------|
| Identity   | Dispatch ID (auto) · project · exploration or mining · sample type                  |
| Samples    | Accumulable from/to ranges · computed total · CSV or Excel import · single addition |
| Processing | Preparation type · analysis type · analysis priority                                |
| Logistics  | Dispatch date · destination laboratory · authorised by                              |
| Recipients | Results and invoice addresses, entered as chips                                     |
| Branding   | Laboratory logo, embedded in the generated PDF sheet                                |

# Priorities and tables used

| ITEM             | VALUE            | PURPOSE                                              |
|------------------|------------------|------------------------------------------------------|
| Normal priority  | Normal           | Standard laboratory turnaround                       |
| Urgent priority  | Urgent           | Accelerated handling, premium billing                |
| Top priority     | Super Rush       | Immediate handling — reserved for drilling decisions |
| Identifier table | spDispatchID     | Register of batches and their numbering              |
| Sample table     | spSampleDispatch | Link between each sample and its dispatch batch      |
| Laboratory log   | LabDispatchLog   | History of submissions, returns and follow-ups       |

A sample not registered in DHSamples cannot be dispatched: the database refuses the link. Those samples are dropped before the write and counted in the confirmation.

# Good practice

What to check before the boxes are sealed.

## ✓ Every sample is on the register

A sample missing from DHSamples cannot be linked: the database refuses the link and the line is dropped.

## ✓ The controls are inserted

Standards, blanks and duplicates must appear in the submission at the planned rate — that is what QA/QC will check afterwards.

## ✓ The priority matches the commitment

Normal, urgent and super rush carry different costs and turnarounds. The stated priority commits the budget.

## ✓ The recipients are right

Results and invoice often go to different people. A missing address delays receipt as much as a transport problem.

## ✓ The PDF goes with the boxes

The dispatch sheet is the laboratory's reconciliation document: without it, receipt is done by guesswork.

## ✓ Save before leaving

The dispatch appears in the history — and becomes traceable — only once saved to the database.

# Frequently asked

The day-to-day questions of dispatch.

## Q Where does the dispatch identifier come from?

It is generated automatically and uniquely on creation. It is the key that will reconcile the certificate on return.

## Q Do the tables have to be created first?

No: spDispatchID, spSampleDispatch and LabDispatchLog are created on first use if they are absent.

## Q Can the sample list be imported?

Yes, from a CSV or an Excel file. That is the normal route beyond a few dozen lines.

## Q Can a deleted dispatch be recovered?

No, deletion is permanent. One more reason to archive the produced PDF outside the database.

## Q What if a line is refused?

The sample does not exist in DHSamples. Register it in Data Entry, then return to the dispatch.

## Q Can the laboratory be decided later?

Yes for a re-assay request coming from QA/QC: the laboratory and the preparation are set here, before printing.



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## SECTION III

# The data

What the module produces on a real dataset, and the vocabulary needed to read those results.

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01 Anonymised data

02 Key concepts

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# Anonymised data

The real sample register of the KOUKOUDAN campaign.

26 377

## SAMPLES REGISTERED

the project's DHSamples table

21 186

## ORDINARY SAMPLES

dispatchable to the laboratory

457

## HOLES SAMPLED

out of 805 holes drilled

11 740

## RESULTS RETURNED

assays imported and linked

Every dispatched sample is linked to its batch in spSampleDispatch, and every batch to its laboratory, its preparation, its analysis method and the person who authorised it. That chain is what a compliance review asks for.

Source: KOUKOUDAN project database (Senegal) — figures computed from the real data exported from GeoMate.

# Key concepts

The vocabulary of laboratory dispatch.

## Dispatch

A batch of samples sent together to a laboratory, under a unique identifier and on a given date.

## Submission type

The nature of the submission — first assay, re-assay, external check. It is a foreign key of the database's reference list.

## Priority

The service level asked of the laboratory: normal, urgent or super rush. It sets the turnaround and the premium.

## Chain of custody

The unbroken documentary record of who held the sample, from core to certificate. An audit asks for it.

## Preparation

The crushing, pulverising and splitting protocol applied before assay. It is decided at dispatch and governs precision.

## Re-assay

The re-submission of the ordinary samples of a batch rejected by QA/QC, with fresh controls inserted.



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#### SECTION IV

# Value & specifications

What the module changes for the project, and its technical integration profile.

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01 Business value

02 Technical profile

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# Business value

## The chain of custody is written down

Who sent what, when, to which laboratory, with which preparation — the auditor's question is answered from the database.

Full traceability

## A batch takes minutes to enter

A few from/to ranges describe several hundred samples; CSV import covers non-contiguous lists.

From/to ranges

## The codes sent are the laboratory's own

Method and preparation are constrained by foreign key: no more invented analysis code on the sheet.

Foreign keys

## The document leaves in the right format

PDF sheet carrying the destination laboratory's logo, Excel export for the internal tracking sheet.

PDF + Excel

## Re-assay plugs straight in

The QAQC Manager pushes rejected batches straight into a dispatch, with no re-keying.

From QA/QC

# Technical profile

## Data

### Tables

spDispatchID · spSampleDispatch · LabDispatchLog

### Creation

Automatic on first use

### Reference lists

rfAssayType · rfSampleAnalyseType · rfDataType

### Constraint

The sample must exist in DHSamples

## Sample entry

### Ranges

Several accumulated from/to ranges

### Import

CSV or Excel, list of identifiers

### Single

Sample-by-sample add dialog

### Total

Recomputed on every change

## Outputs

### PDF

Dispatch sheet with the laboratory logo

### Excel

Table of the batch's samples

### Naming

File named after the batch identifier

### Upstream

Fed by the QAQC Manager for re-assays



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# One platform, from field to report

The “Dispatch Manager” module is one of the 19 modules of GeoMate 2026 — a single, fully offline platform covering the whole chain: database design, data entry, validation, QA/QC, dispatch, analysis and reporting.