



STATS® INTERLABORATORY QUALITY CONTROL PROGRAM

STATS® Data Submission via E-mail

This submission option is available for instruments that are capable of downloading their data to a disk. Follow the steps below:

1. Consult your instrument's manual for instructions on downloading QC data to a 3.5" disk.
2. Once the data has been downloaded from your instrument to the disk, insert the disk into the disk drive of a computer with e-mail access.
3. Open your e-mail and prepare a new message like the example below:

To: statsdata@streck.com

Subject: <Your Lab Name> and <Your Lab Number>

4. Provide the following information in the e-mail message area prior to attaching your QC files:

1. Product Name
2. Lot Number
3. Instrument Name
4. Instrument Serial Number

Please note: Data for multiple instruments, products or control lots require separate e-mails.

5. Access QC control files on the disk drive.
Microsoft Outlook users: Typically A: drive
6. Select the QC file by searching for the file name you have assigned to your control file.
Microsoft Outlook users: Highlight the control file then click "Insert."
7. Each control file will have to be attached individually. Some users may be able to select multiple files by holding down the [Ctrl] key.
8. Send your e-mail to statsdata@streck.com.