

DAISY LAB

Procedure for Starting a New Roche Box

1. To start a new shipping list for Roche in Excel, first open the L: drive in Excel→click on the Roche folder→open the generic Roche Shipping List Form document.
2. Enter your information (DAISY ID's and initials) into this generic Roche Shipping List Form document as usual.
3. Save the document under a new batch by going to File→Save As→click on the Roche Sets 200_ folder→type in the title of the new document accordingly (Batch??_??_??Box?)→click on the Save button.
4. Shipments to Roche are sent every two weeks in two-box batches.