



LAB TEST SUBMISSIONS

Samples are sent to labs which analyze the sample for different values (like nutrient levels, pH level) and report their findings to the retailer. These findings can then be downloaded, or imported, into agrē and are available for future crop planning, etc.

For participating labs, agrē has the ability to submit a test to the lab electronically. The general work flow is as follows:

- agronomist logs into agrē and submits the sample info to the lab
- agrē generates submission form and stickers for the sample bags (no stickers are required for tissue test submissions)
- agronomist applies stickers to the bags, attaches the form, and ships the package off to the lab
- lab receives and tests the samples
- test results are then made available to agronomist through agrē's web service

What you'll find:

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Test Lab Submission Security

😺 Edit	Edit Role: LordOfTheUniverse										
📙 Save	🔚 Save 🗙 Delete 🔇 Exit										
Role	Role Permissions										
Accou	Accounts Receivable Inventory Accounts Payable General Ledger Blending Agronomy Administration										
	Item		Action	Allow?	Deny?						
	Soil	Test Submission	Add	v							
		required for submissions	Delete	V							
		required for submissions	Enable on menu	V							
	Soil	Tests	Add	V							
			Delete	V							
	l re	equired for results retrieval	Enable on menu	v							
				-							

On the Agronomy tab, allow permission to applicable security items.

File > Security > Manage Roles / Agronomy tab

Save your changes.

Manage Soil Test Labs

N	Ianage Soil Laboratories			
	Save 😵 Exit			
_				
	Name	Use Lab	Soil Submit Prefix	Soil Submit Number
>	A & L Canada	V	SSAL	001
	Agvise	V		
	ALS Laboratory	V		
	Down to Earth	V		
	Exova	V	requi	red for A&L only
	Farmers Edge	V		
	Midwest	V		
-			<u>.</u>	

Check Use Lab next to the labs you deal with. Save your changes when you're done.

Agronomy > Manage> Soil Labs

Each test submission must have a unique reference number (just like an invoice or inventory receipt).

A&L requires that YOU give THEM a unique reference number.

The Soil Submit Prefix (maximum of 5 characters) will be provided by A&L.

The *Soil Submit Number* (maximum of 10 characters) is set by you and will be incremented by one with each submission.

Midwest applies its own unique reference number to each test you submit and passes that number back to agrē.

Manage Web Service IDs and Passwords (optional)

Note	Currently only A & L Canada and Midwest offer <i>submissions</i> and direct downloads through agrē.
	Results from other labs can be downloaded, but they do not accept submissions.

You may want to pre-populate your user name and password so that you don't have to type them in each time you want to submit a test or download the results.

On the User Config Options *Agronomy tab*, enter the *Username* and *Password* provided by the lab and *Save* the change.

Config Options for User	
Start Over 😢 Exit	
User: agre User Miscellaneous Blending Reports Email Agrono	Retrieve Advanced
Mapping © Use Company Zoom Soil Test	
Soil Lab Credentials: Username: Password:	enter login credentials given to you by the test lab

File > Config Options > User / Agronomy tab

Tip	If you submit or download test results from both A&L and Midwest you can
	skip this step (leave the <i>Username</i> and <i>Password</i> fields blank) and agrē will
	prompt you to enter your login credentials on the fly when you initiate a
	connection.

Adding a Test Sample

Soil and tissue tests can be submitted from *Agronomy* > *Submit Soil/Tissue Tests*.



Click the relevant button, either Add Soil Tests or Add Tissue Tests.

5	Soil/Tissue Test Submissions											
	¢ و	Add <u>S</u> oil Tests	Add <u>T</u> issue Tests	🖋 Edit	$\mathbf{X}_{\underline{D}_{elete}}$	New Search	Print Form	Print Labels	😣 E <u>x</u> it			
		Reference	Submit Date 👻	Lab	Custom	er	Field		Status	Туре	Sample Count	
	>	SSAL2419	Jun 06, 2017	AL	Abrahar	m, James	NorthWes Barley Fie	NorthWest Canola Feild Barley Field NW 2			2	
		99995-SSAL2418	Jun 05, 2017	AL	Clark, E	Bill	SW Quart	SW Quarter		-	1	
		99995-SSAL2417	Jun 05, 2017	AL	Carter,	Alexander	Back 40	Back 40			1	
	41 Soil/Tissue Test Submissions (Incl. 2 Pending) found											

Agronomy > Submit Soil/Tissue Tests

Soil Tests (but not tissue tests) can also be added from the grower's Agronomy Centre.

🐔 Agronomy - Customer (Centre	for Carter, A	exa	nder (00183)					
🚧 New Search 🔀 Refresh 🤞	🔓 Edit C	urrent Crop Plan	0	My Farm Manager	48 Customer	Accou	nt 🚺	这 Exit	
Add New Item	С	arter, Ale Box 14 Dog River, SK	xa sok :	nder (0018	3)				
Submit Soil Tes	Field	ds:							
Blend		Field	$\overline{\nabla}$	Legal Land	Acr	es Ma	p 🕖	2017	2016
Product Distribution	>	<all fields=""></all>			1,3	20			
💲 Field Expense		Back 40				40 📘	2	Oats, Corn	Barley
K Field		Bobby's Field				80	0		
				NE 3-52-1 \v/5	1				

Agronomy > Agronomy Customer Centre

Note You will not be able to add a submission for a grower with no active farm fields.

Submissions for A&L

When you submit a test sample, you'll need to specify the lab, the customer and the field. You can add the sample data rows one at a time by typing details directly in the grid, or click *Add Multiple Rows* to add several rows with the same data at once.

Submit	Fest Save a	as Pending	Stat Over	onc can c	ce submitted, copy this one	next time you sample to create a new subm	you ission
Laboratory:	A 8	L Canada	_ •	_			_
Customer:	Car	ter, Alexander (C0874)			▼ Find		
Reference:							
Comments:							
Sample Nu	umber	Farm Field	Depth	Тор	Depth Bottom	Package	Recommendations?
>*		Bobby's Field (80 ac)		0	6	В 🔻	
			Ad	d Multi	iple Roy	add multiple row common deta	rs with ails Remove Sample

Note A&L requires you to supply a *Sample Number* (letters and dashes are ok too).

	 ✓ Add Multiple Rows ✓ Update ✓ Exit 	fill in the information that is all (or most) of the rows you	common to want to add
optional, but recommended must be > 0	No. of Tests: 5 Prefix: CART- Start Number: 20	Field: Bobby's Depth Top: Depth Bottom: Package: SW1B2	Field (80 ac)
	Recommendations Previous Crop Cano Intended Crop > Wheat Red Spring request Re for up to 3	ola Yield Yield To commendations intended crops	Units bu Clear Row

No. of Tests is how many sample rows you want to create with this information.

A *Prefix* is optional, but is useful for helping you keep your sample bags organized as it prints on the bag labels. Allowed characters are letters, numbers, and dashes.

TipThink of the prefix as something that identifies the grower. If you've got
dozens of bags on a table, having the customer's prefix on the label also helps
you organize which bags go together with which test.

The *Start Number* must be greater than 0. You can have duplicate Prefix+Sample Number combinations as long as they belong to different Submissions.

For any information that is different for a particular sample, change it directly in the grid.

	Sample Number	Farm Field	Depth Top	Depth E	Bottom	Package		Recommendations?
	CART-20	Back 40 (40 ac)	0		6	SW1B2		V
	CART-21	Field #4 - SW 24-38-20-W5 (12	0		6	SW1B2		V
>	CART-22	•	6		12	SW1B2	•	V
	CART-23	Back 40 (40 ac)			6	В	^	V
	CART-24	Bobby's Field (80 ac)			6	Cash Crop Package 1		V
•		Cross Corner - NE 3-52-1 W5		=		Cash Crop Package 2		
		Field #4 - SW 24-38-20-W5 (12	5 ac)			Cash Crop Package 3		
		Flv Field - SE 12-51-1 W5 (95 a	ic)			CI		
fm	nultiple farm fi	elds are selected, the	ac)	-		CNRatio	¥	
sul	omission will Submit or S	split by Farm Field on Save as Pending	Add Multi	ple Row	s	Edit Recommendations	1	Remove Sample

Select a row and click *Edit Recommendations* to change them for just one row.

Submissions for Midwest

Soil Tests

When you submit a test sample, you'll need to specify the lab, the customer and the field. You can add the sample data rows one at a time by typing details directly in the grid, or *Add Multiple Rows* at once.

📦 Add Soil Test					- • •
🗾 🕖 Submit 🛛 🔞 Save	as Pending 🖹 Copy 📄 Sta	art Over 🔞 E	xit		
Laboratory: M Customer: Ca Reference: C Comments: C	idwest arter, Alexander (C0874)	-	▼ Find		
Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
>*					
		Add Mult	iple Rover	Edit Recommendations	Remove Sample

No. of Tests is the number of sample bags you're going to submit for testing.

(😺 Ado	d M	lultiple	e Rows				×
		date	6	xit				
optional, but recommended	No. of 1 Prefix:	7 Test	s:	ART-	5	Field: Depth Top:	Fly Field - SE 12-51-1 W5 (95 ac)	•
must ha > 0	Start N	umb	er:	20		Depth Bottom:	6	•
must be > 0	ſ					Package:	S3C Package 🗨	
	Reco	mme	endation	\$				
			Intende	ed Crop		Yiel	Id Previous Crop	
		>	CANO	LA - bu	•	6	60 WHEAT SPRING -bu	_
		request Recomm for up to 3 intend		nendations ded crops	Clear Row			

A *Prefix* is optional, but is useful for helping you keep your sample bags organized as it prints on the bag labels.

TipThink of the prefix as something that identifies the grower. If you've got
dozens of bags on a table, having the customer's prefix on the label helps you
organize which bags go together with which test.

The *Start Number* must be greater than 0. Allowed characters are letters, numbers, and dashes.

If any of the information is different for a particular sample, you can change it manually by selecting a different option directly in the grid.

	Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
	CART-20	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	V
	CART-21	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	V
	CART-22	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	V
	CART-23	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	V
>	CART-24	Fly Field - SE 12-51-1 W5 (95	0	e	S6 Package 🔹 💌	V
•						

Select a row and click *Edit Recommendations* to change them for just one row.

You can add more rows for different fields. Midwest allows samples for multiple fields on the same submittal.

Tissue Tests

	Soil/Tissue Test S	Submissions	1.					- • ×				
۲	Add <u>S</u> oil Tests	Add <u>T</u> issue Test	ຄິດ' View	X Delete M New Search	Print Form Print Labels	🔇 Exit						
	Reference Submit Date - Lab		Customer	Field	Status	Туре	Sample Count					
	SSAL2419	Jun 06, 2017	AL	Abraham, James	NorthWest Canola Feild Barley Field NW 2	Pending	۲	2				
Г	99995-SSAL2418	Jun 05, 2017	AL	Clark, Bill	SW Quarter	Submitted		1				
	99995-SSAL2417	99995-SSAL2417 Jun 05, 2017 AL		Carter, Alexander	Back 40	Submitted	-	1 👻				
41	I Soil/Tissue Test Sub	missions (Incl. 2 F	Pending) fou	nd	1		· -					

Agronomy > Submit Soil/Tissue Tests

When you submit a test sample, you'll need to specify the lab, the customer and the field. You can add the sample data rows one at a time by typing details directly in the grid, or *Add Multiple Rows* at once.

📦 Add Tissue	Test		[
🗾 🖉 Submit 🛛 🔞 S	ave as Pending	Copy	Ctart Over	once submitted, tissue te	sts can be copied too
Laboratory:	Midwest		-		
Customer:	Carter, Alexand	er (C0874)		▼ Find	
Reference:					
Comments:					
Sample Num	ber Farm Field		Crop	Stage	Package
	ate to Exit				
No. of Te	ests:	3 *	Field:	Field #4 - SW 24-38-	20-W5 (125 ac) 💌
Prefix:	CART-		Crop:	Canola	•
Start Nur	nber:	10	Stage:	ROSETTE	•
			Packag	e: Complete	•
					Remarka Samula
					Remove Sample

No. of Tests is the number of sample bags you're going to submit for testing.

A *Prefix* is optional, but may be useful for helping you keep your sample bags organized as it prints on the bag labels.

The *Start Number* must be greater than 0. Allowed characters are letters, numbers, and dashes.

A *Package* must be selected before a submission can be saved as *Pending*.

If any of the information is different for a particular sample, you can change it manually by selecting a different option directly in the grid.

a 🥪	dd Tissue Te	st			- • ×					
9	Submit 🔞 Save	e as Pending 🖹 Copy 📄 Sta	art Over 🛛 🔞	Exit						
La	boratory:	lidwest	-] •							
Cu	stomer:									
Reference:										
Co	omments:		_							
	Sample Number	Farm Field	Crop	Stage	Package					
	CART-10	Field #4 - SW 24-38-20-W5 (12	Canola	ROSETTE (21.2)	Complete					
	CART-11	Field #4 - SW 24-38-20-W5 (12	Canola	ROSETTE (21.2)	Complete					
>	CART-12	Field #4 - SW 24-38-20-W5 (12	Canola	ROSETTE (21.2)	Complete 💌					
•					Complete					
				rows can be edited	Minerals 📈					
1				Add Multiple Rows	s Remove Sample					

For Soil & Tissue Tests for Both Labs

If the samples aren't quite ready for submission, you can *Save as Pending* for now.

💊 Add Soil Te	est
🖉 Submit 🔞	Save as Pending 🖹 Copy 🗋 Start Over 😵 Exit
Laboratory:	A & L Canada
Customer:	Carter, Alexander (C0874)
Reference:	
	the second the second s

Notes A&L Only: If the submission contains samples from multiple farm fields, it will be split into multiple submissions (one for each farm field) on *Submit* or *Save as Pending*.

Pending submissions can be edited and submitted later.

	i si	Goil/Tissue Test Su Add <u>S</u> oil Tests 🛛 🍓	Jbmissions Add <u>T</u> issue Tests	🖋 Edit 🛛 🗙	Delete 🦓 New Search	Print Form	S Egi	forms & la printed no use only Submitte	abels could be ow <i>for internal</i> or wait until d for a version end to the Lab	3
		Reference	Submit Date 📼	Lab	Customer	Field	Status			
		SSAL2430	Jul 07, 2017	AL	Martin, Lyle	Gordon & Carol's	Pending	<u></u>	1	
	>	SSAL2429 🚤	Jul 07, 2017	AL	Martin, Lyle	Home Quarter	Pending	<u></u>	4	
ų,	~_~	James berning	tempor will be update	ary pending ed by Lab on	RefNo submission	~ <u>Cross6-</u> ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Submitted	n nhan		~~~/

Caution You could print the submittal form and the bag labels *for your own use* while the submission is Pending ... BUT ... **don't send those pending copies to the lab**! Until the submission is complete agrē doesn't have all the information the labs need to know.

Grower: AlexanderCar Farm: Field:Fly Field Location/LLD:SE 12-51-1 W Sample: CART-	ter PE 5 Depth:0-6	NDING	be ac	cepted by the	Labs nple Sub A&L Canada La	omittal Forn aboratories Inc
SUBMITTED BY: 1 Address: 335 Ca	TSL Custom / rleton Drive	Ag & Fuel Inc.		CLIENT/GF Address:	ROWER: Alexander Car Box 14	ter (00183)
City: St. Alb Phone: 780.459 Email: Account #:	ert, F 9.4477	Postal Code: T8N Fax: 780	N 7L1 .459.640	City: 5 Phone: Email: Grower #:	DogRiver Post 306.552.1903 debbiee@tronia.com	tal Code: <u>S0K_1T9</u> Fax: 306.227.2246 Farm:
LAB NUMBER (Labuse only)	SAMPLE NUMBER	TESTS	Depth	LLD	RECOMME	NDATIONS
CA	RT- S	SW1B2	0-6	SE 12-51-1 W5		

When the submission is ready, *Submit* it.

🔒 Add Soil Te	est 🗖 🗖 💌
Submit C	Save as Pending 🖹 Copy 📄 Start Over 😣 Exit
Laboratory:	A & L Canada 🚽 *
Customer:	Carter, Alexander (C0874)
Reference:	
Companie (the second the second s

You'll be prompted to confirm your username and password (if you entered them in your *User Config Options*) or be prompted to type them on the fly (but they won't be saved).

Authenticate Soil Test Import	Soil Test Submitted
Username: 12345 Password:	Soil Test was successfully submitted.
OK Cancel	ок

Any *Pending Reference* number will be updated with one from the Lab.

Submission Report

Notes Pending reports are incomplete and may be rejected by the Lab. A&L Only: Submission Reports and Labels printed when pending will not include the required bar code or the A&L User ID (it's not entered until you submit, so until then agre doesn't know what it might be and thus cannot print it) or A&L's unique reference number assigned on submission. Midwest Only: Reference numbers are assigned by Midwest on submission (so there will be no reference number when the status is Pending).

When prompted to view the *Label Submission report*, click Yes and *Print* it to send along to the lab with your samples.



Both A&L and Midwest have *Batch Submission Reports* if you'd rather print submissions reports for multiple tests and/or multiple growers all at once instead of one at a time.

Submission Labels

When prompted to view the *Soil Bag Stickers*, click Yes, *Print* them on labels, and attach them to the soil sample bags (*bag stickers are not required for tissue test submissions*).



Note When printing bag stickers/labels for Midwest, use Avery 45004. For A&L, use Avery 5960.

The submission is listed on the *Submit Soil Tests window* with a status of *Submitted*. The *Reference* number appears on both the *Submission report* and the *Soil Bag Stickers*).

	S	oil/Tissue Tes	st Submissions									- • ×
	😨 A	Add <u>S</u> oil Tests	Add <u>T</u> issue Tests	ଜିଜୀ View	X Delete	New Search	Print Form	Print Label	3	🔇 E <u>x</u> it		
	\											
		Reference	Submit Date 👻	Lab	Custome	er	Field			Status	Туре	Sample Count 🔺
		99995-SSAL242	1 Jun 26, 2017	AL	Carter, Alexander		Bobby's Fie	Bobby's Field		Submitted	-	5
	>	99995-SSAL242	0 Jun 26, 2017	AL	Carter, A	Vexander	Fly Field			Submitted		2
	<not assigned=""></not>		Jun 26, 2017	MW	Carter, A	Carter, Alexander		Soggy Bottom Creek		Pending	4	5 🚽
A4 Soil/Tissue Test Submissions (Incl. 3 Pendina) found								·				
			vaennoorono (mor. o i	onanig/ iou								

Delete a Submitted Test

	S	oil/Tissue Test S	Submiss	sions									8
1	📦 Add Soil Tests 🞄 Add Tissue Tests 🔊 Yiew 🗶 Delete 🎽 New Search 🖾 Print Form 🖾 Print Labels 😵 Exit												
													_
		Reference Submit Date - Lab Customer Field								Status	Туре	Sample Count	
	>	99995-SSAL2421	421 Jun 26, 2017 Al Carter Alexander Robby's Eigld							Submitted		5	
		99995-SSAL2420	Jun 26, 1	Confi	rm Dele	te	23	Submitted	\$	2			
		<not assigned=""></not>	Jun 26, 1					Pending	4	5	-		
	44 Soil/Tissue Test Submissions Do you want to delete the lab submission 99995-SSAL2421?												
							Yes		No				

Until the results have downloaded/received submissions can be Deleted.

Agronomy > Submit Soil/Tissue Tests

This cancels the submission in agrē. You may also need to let the lab know you've deleted it.

Advise A & L of Deletion

To advise A & L that you have deleted a submission, send them an email with the following information:

To:

• Jeff@alcanada.com

Subject:

- grower's name
- reference number of the test submission
- Please Cancel

Attachments:

• copy of the soil test submission report

Body:

- request to cancel
- name
- company name
- email address
- phone number



Submitted Test Reporting

The *Submission Form* and the *Soil Bag Stickers* can viewed anytime from the Soil Test Submission home form.

😺 Soil/Tissue Test Submissions											
	Add <u>S</u> oil Tests 🎄 /	Add <u>T</u> issue Tests	ଶଙ୍ଗ View 🕻	K <u>D</u> elete M New Search	Print Form	🕴 E <u>x</u> it					
Γ	Reference	Submit Date 🚽	Lab	Customer	Field	Status	Туре	Sample Count 🔺			
	99995-SSAL2421	Jun 26, 2017	AL	Carter, Alexander	Bobby's Field	Submitted	-	5			
ſ	99995-SSAL2420	Jun 26, 2017	AL	Carter, Alexander	Fly Field	Submitted		2			
Ī	<not assigned=""></not>	Jun 26, 2017	MW	Carter, Alexander	Soggy Bottom Creek	Pending	4	5 🚽			

Agronomy > Submit Soil/Tissue Tests

Batch versions can be printed from the menu.

Agronomy						
Manage	Þ					
Reports	F	Batch Reports		Field Information		
				Field Scout		
				Custom Application		
				Soil Test Labels AL		
				Soil Test Labels Midwest		
				Soil Test Submission (AL)		