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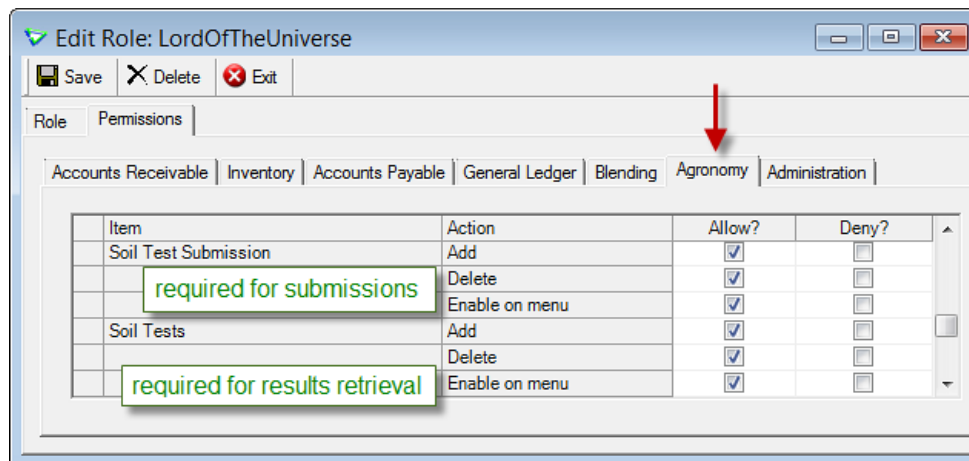
- agronomist logs into agrē and submits the sample info to the lab
- agrē generates submission form and stickers for the sample bags
  (no stickers are required for tissue test submissions)
- agronomist applies stickers to the bags, attaches the form, and ships the package off to the lab
- lab receives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

## What you'll find:

# Test Lab Submission Security

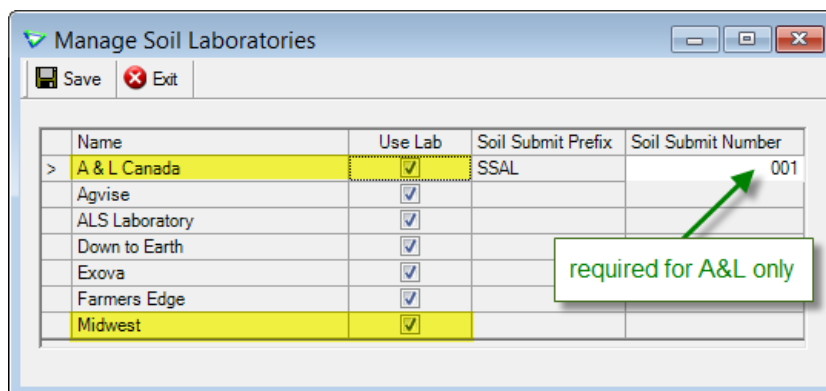On the *Agronomy tab*, allow permission to applicable security items.



*File > Security > Manage Roles / Agronomy tab*

*Save* your changes.

# Manage Soil Test Labs

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.
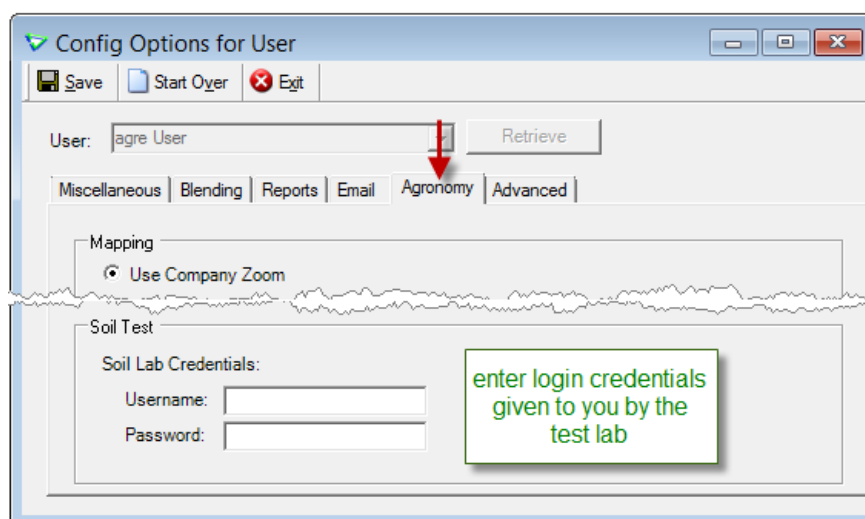
# Manage Web Service IDs and Passwords *(optional)*

| Note | Currently only **A & L Canada** and **Midwest** offer *submissions* 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.



*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 **Username** and **Password** 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*.
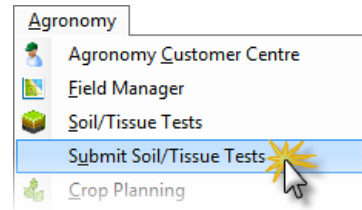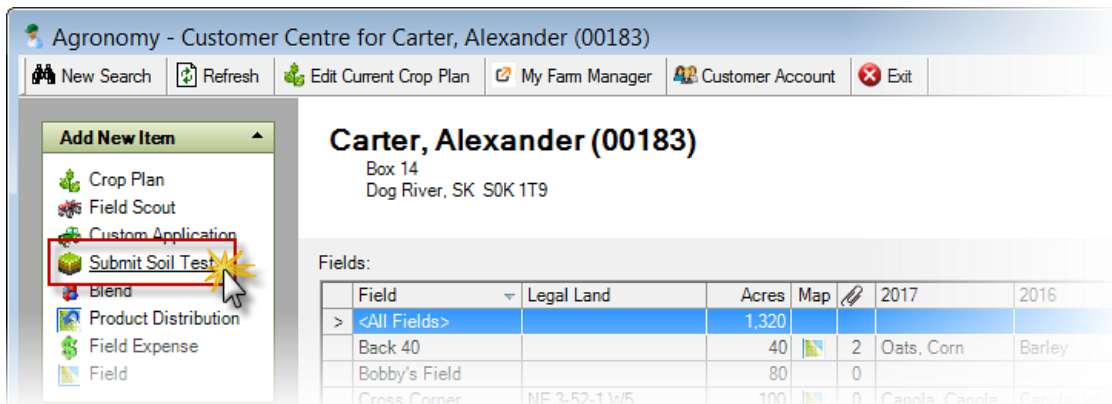
Click the relevant button, either *Add Soil Tests* or *Add Tissue Tests*.
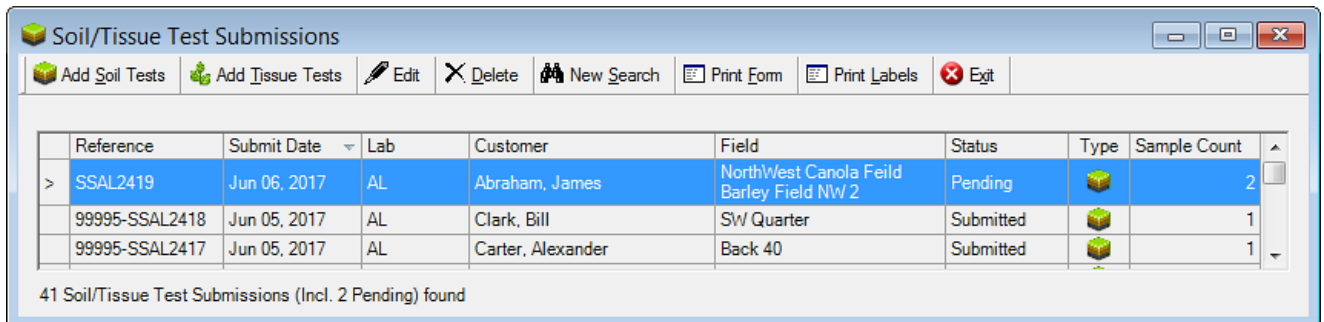


*Agronomy > Submit Soil/Tissue Tests*

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



*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.



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

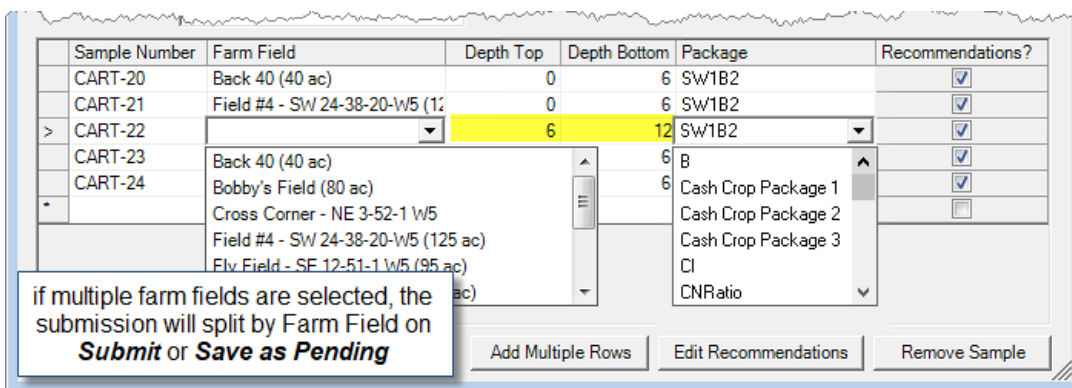*No. of Tests* is how many sample rows you want to create with this information.

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.

| Tip | Think 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.



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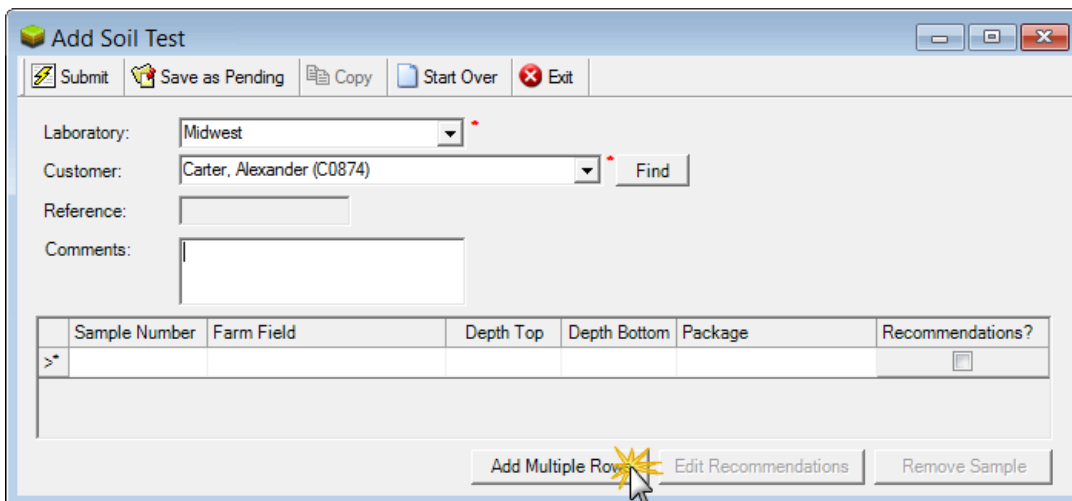
*No. of Tests* is the number of sample bags you're going to submit for testing.



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

| Tip | Think 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. |
|---|---|

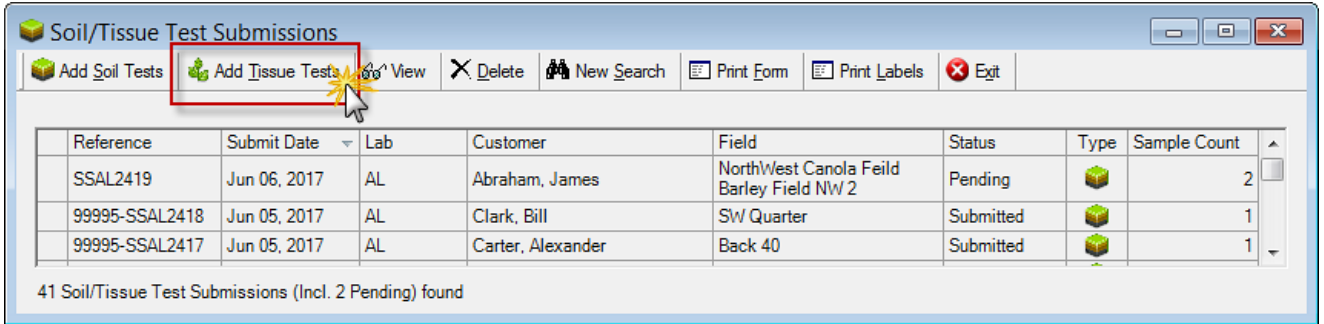The *Start Number* must be greater than 0. Allowed characters are letters, numbers, and dashes.

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 | ✓ |
| | CART-21 | Fly Field - SE 12-51-1 W5 (95 | 0 | 6 | S3C Package | ✓ |
| | CART-22 | Fly Field - SE 12-51-1 W5 (95 | 0 | 6 | S3C Package | ✓ |
| | CART-23 | Fly Field - SE 12-51-1 W5 (95 | 0 | 6 | S3C Package | ✓ |
| > | CART-24 | Fly Field - SE 12-51-1 W5 (95 | 0 | 6 | S6 Package | ✓ |
| * | | | | | | ☐ |

Select a row and click *Edit Recommendations* to change them for just one row.
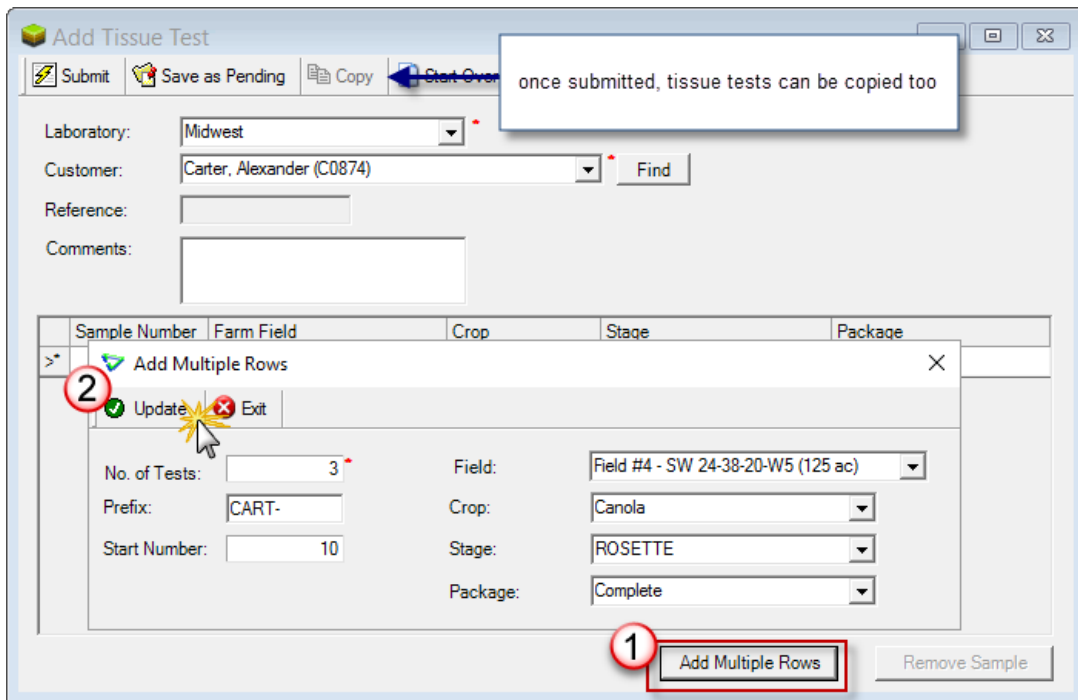
You can add more rows for different fields. Midwest allows samples for multiple fields on the same submittal.

## Tissue Tests



*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.



**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.
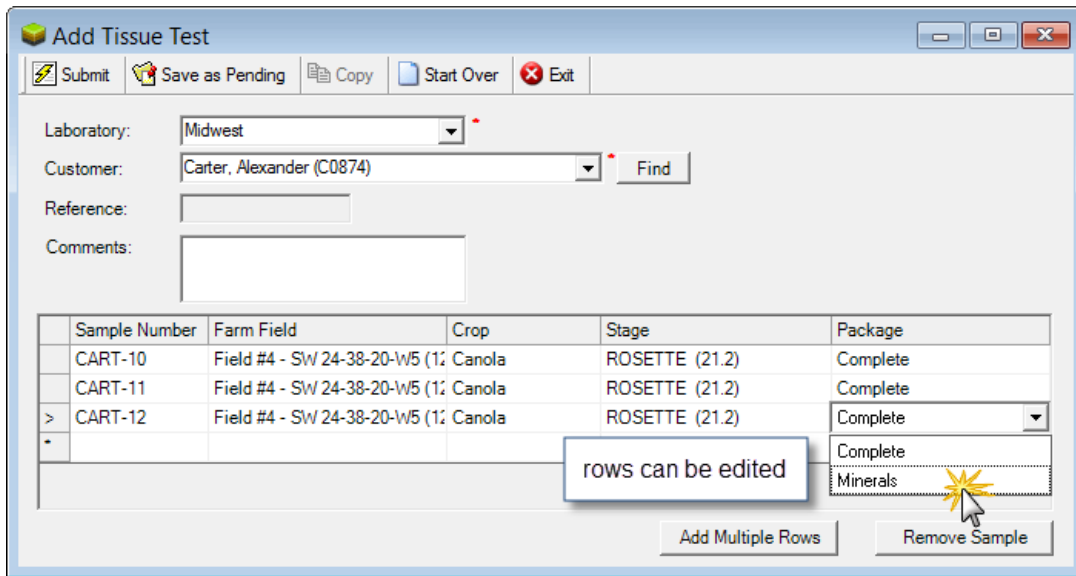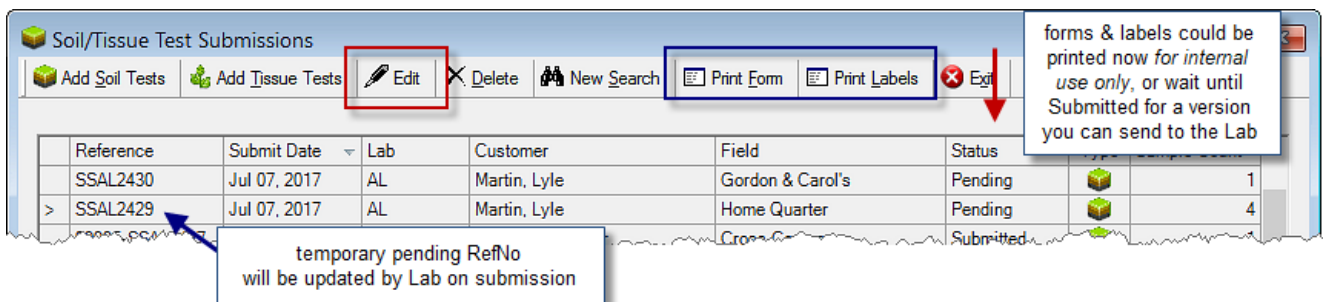


# For Soil & Tissue Tests for Both Labs

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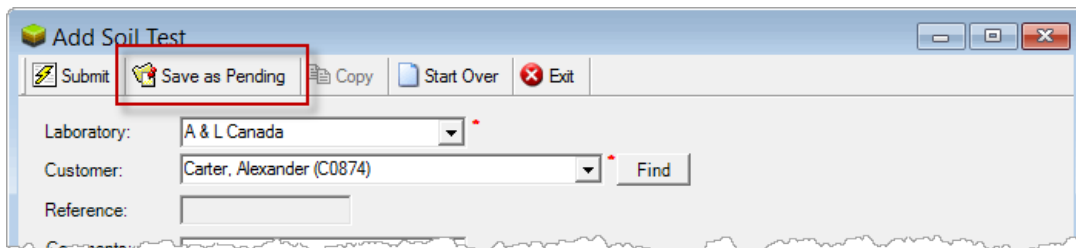


**Notes**    **A&L Only**: If the submission contains samples from multiple farm fields, it will be split into multiple submissions (one for each farm field) on *Submit* or *Save as Pending*.

Pending submissions can be edited and submitted later.

**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.



When the submission is ready, ***Submit*** it.



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).



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.<br><br>**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 agrē doesn't know what it might be and thus cannot print it) or A&L's unique reference number assigned on submission.<br><br>**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.
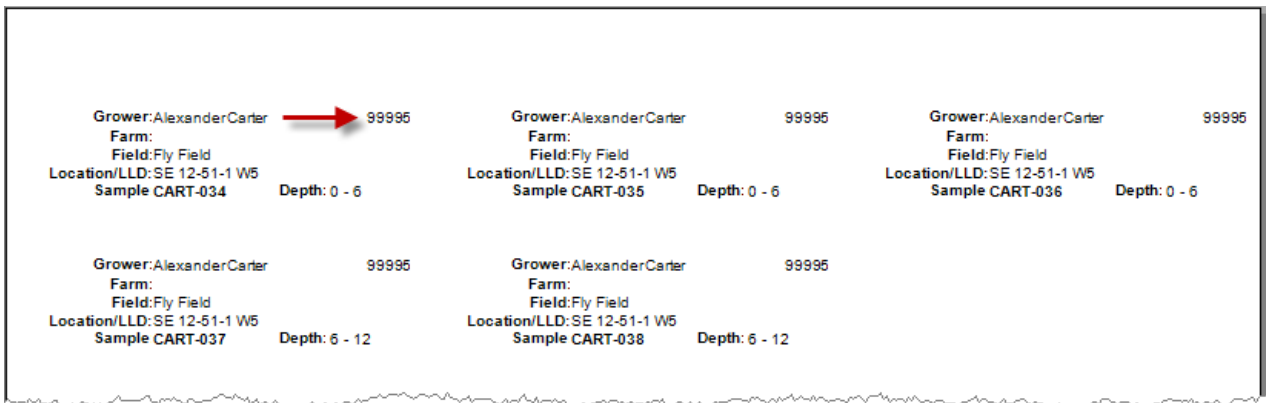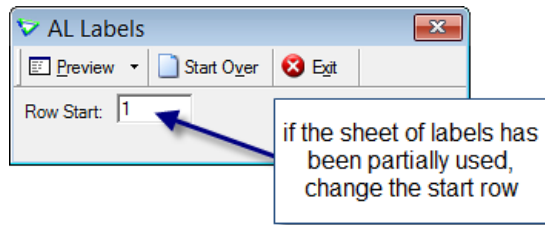


Both A&L and Midwest have *Batch Submission Reports* if you'd rather print submissions reports for multiple tests and/or multiple growers all at once instead of one at a time.

# 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*).
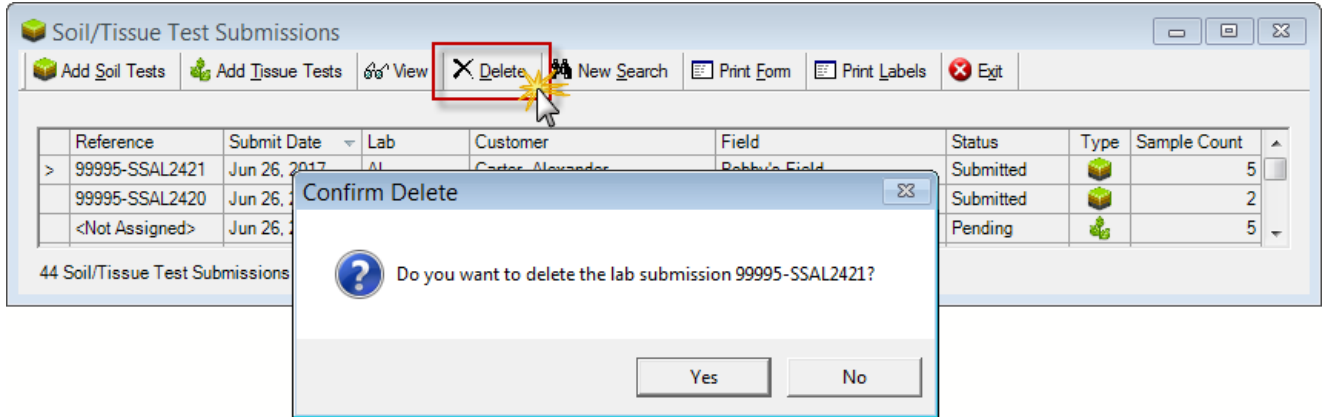


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**Note**    When printing bag stickers/labels for **Midwest**, use **Avery 45004**.
For **A&L**, use **Avery 5960**.

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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*).
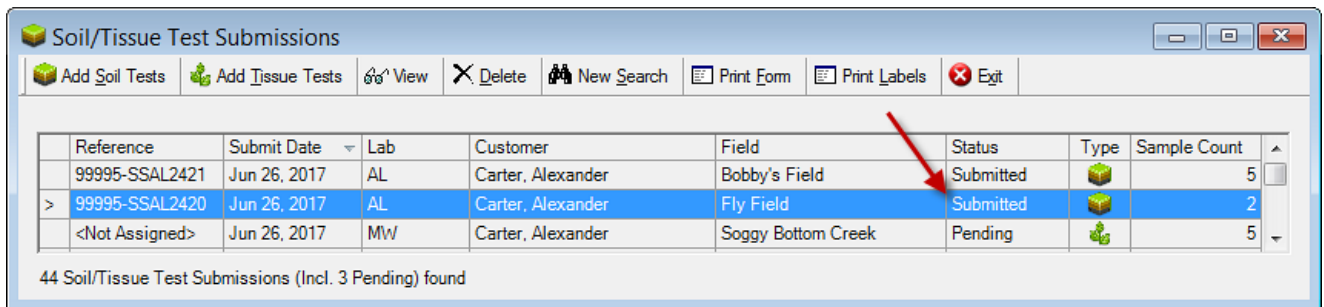
# Delete a Submitted Test

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:
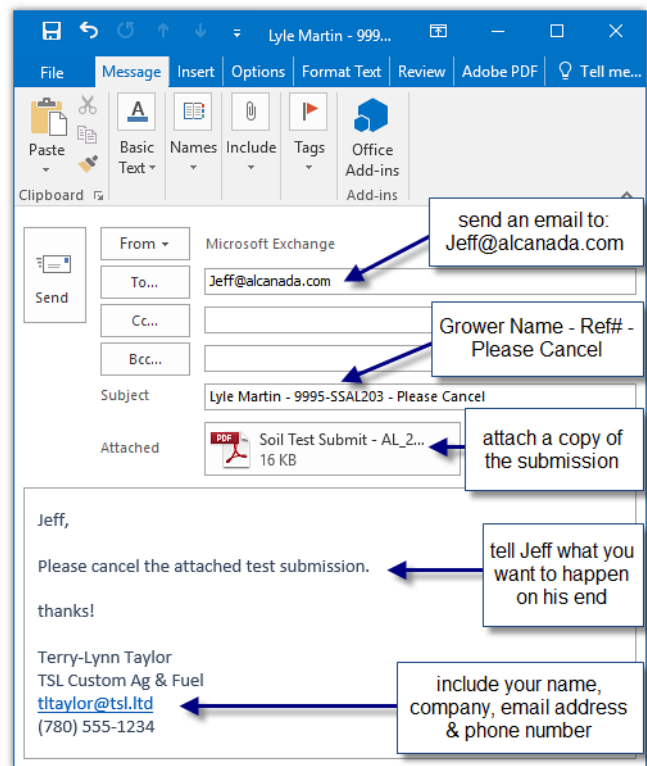
To:
- Jeff@alcanada.com

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

Attachments:
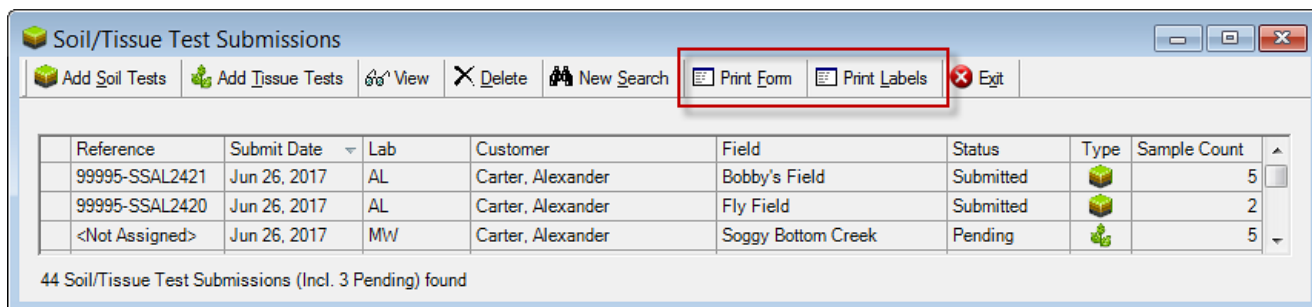- copy of the soil test submission report

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.

Batch versions can be printed from the menu.