

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:

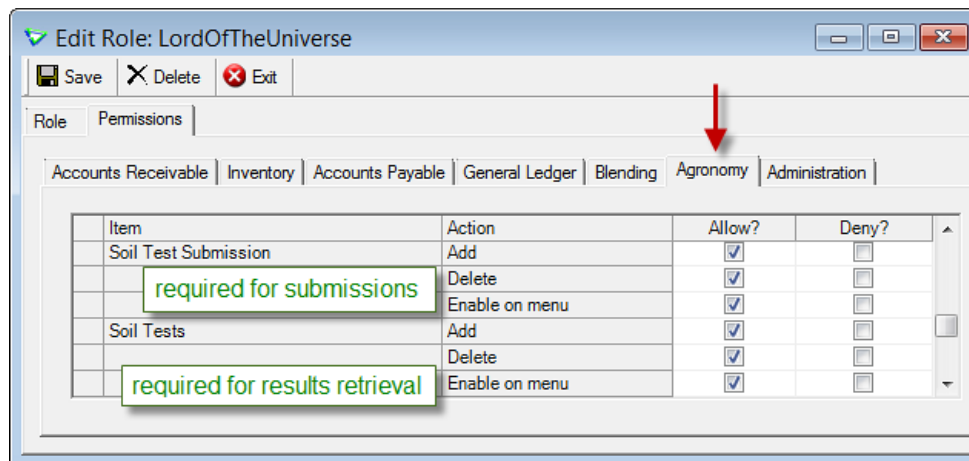
- agronomist logs into agrē and submits the sample info to the lab
- agrē generates submission form and stickers for the sample bags (no stickers are required for tissue test submissions)
- agronomist applies stickers to the bags, attaches the form, and ships the package off to the lab
- lab receives 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

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

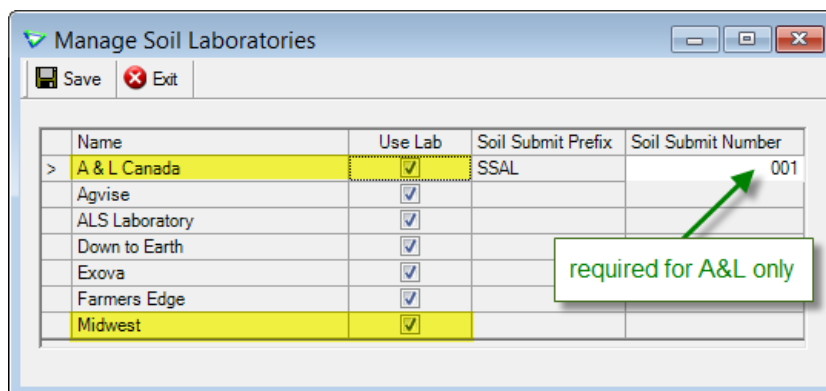


File > Security > Manage Roles / Agronomy tab

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.

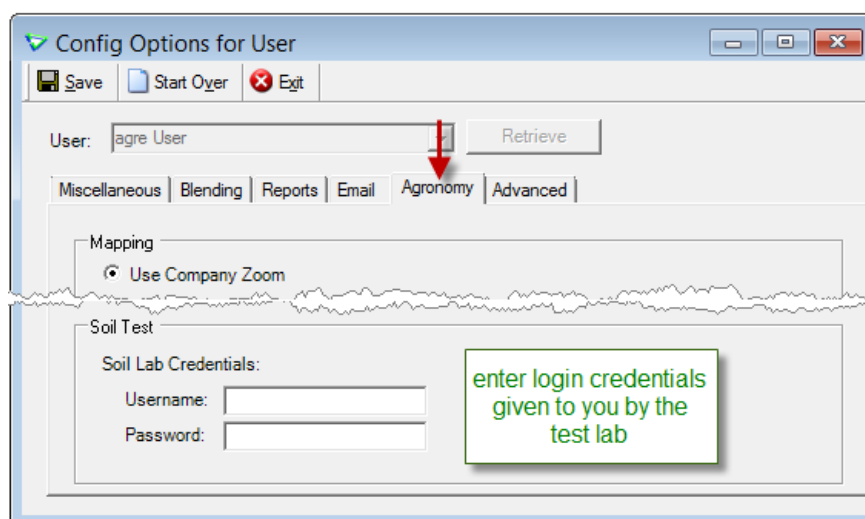
Manage Web Service IDs and Passwords *(optional)*

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.



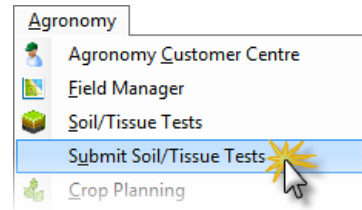
The screenshot shows a window titled "Config Options for User" with a menu bar containing "Save", "Start Over", and "Exit". Below the menu bar is a "User:" label followed by a text input field containing "agre User" and a "Retrieve" button. A red arrow points to the "Retrieve" button. Below this is a tabbed interface with tabs for "Miscellaneous", "Blending", "Reports", "Email", "Agronomy", and "Advanced". The "Agronomy" tab is selected. Under the "Agronomy" tab, there is a "Mapping" section with a radio button for "Use Company Zoom". Below that is a "Soil Test" section with a label "Soil Lab Credentials:" followed by two input fields: "Username:" and "Password:". A green callout box with a white background and a green border is positioned to the right of the "Username" and "Password" fields, containing the text "enter login credentials given to you by the test lab".

File > Config Options > User / Agronomy tab

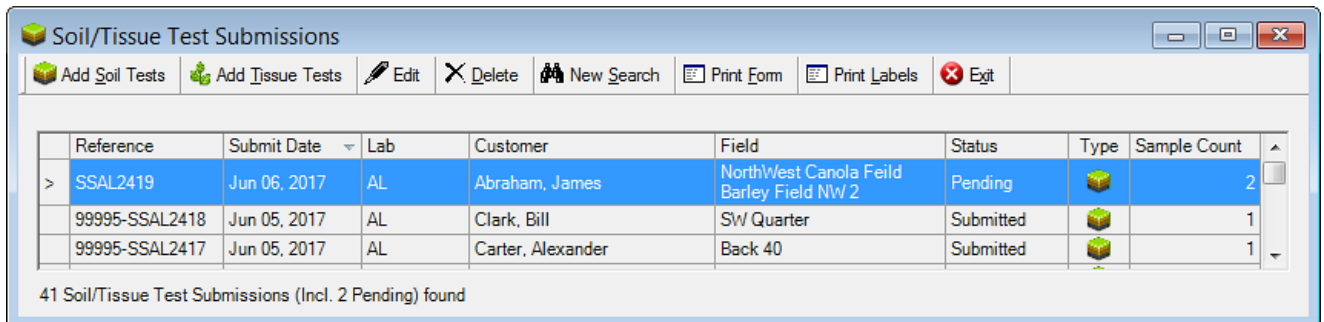
Tip If you submit or download test results from both **A&L** and **Midwest** you can skip this step (leave the **Username** and **Password** fields blank) and agrē will prompt you to enter your login credentials on the fly when you initiate a connection.

Adding a Test Sample

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

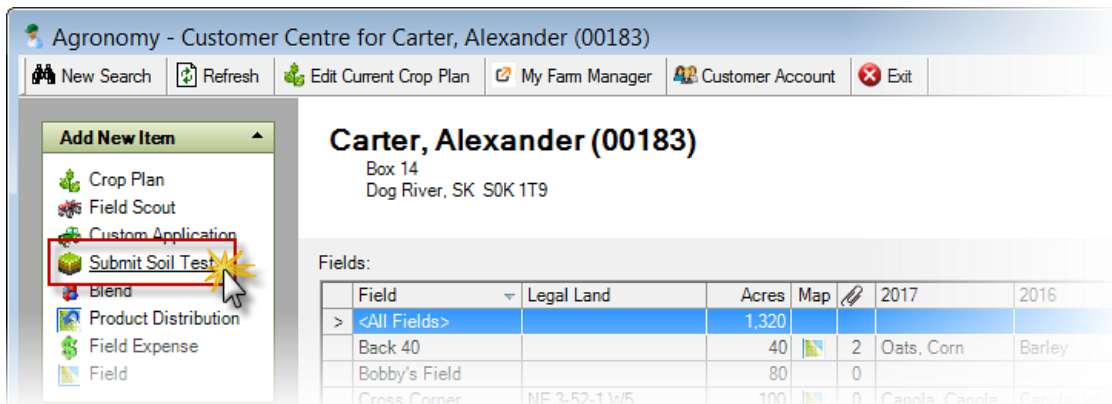


Click the relevant button, either *Add Soil Tests* or *Add Tissue Tests*.



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.

once submitted, next time you sample you can copy this one to create a new submission

add multiple rows with common details

Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
>*	Bobby's Field (80 ac)	0	6	B	<input type="checkbox"/>

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.

fill in the information that is common to all (or most) of the rows you want to add

optional, but recommended

must be > 0

request Recommendations for up to 3 intended crops

Intended Crop	Yield	Units
> Wheat Red Spring	70	bu

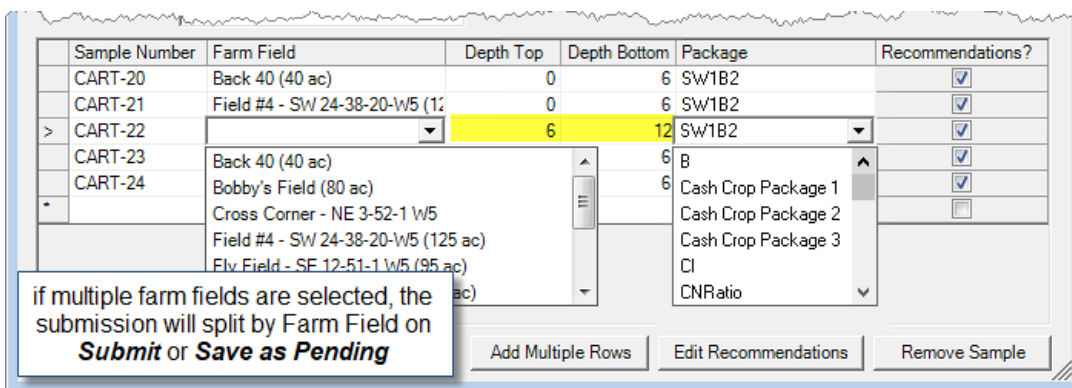
A **Prefix** is optional, but is useful for helping you keep your sample bags organized as it prints on the bag labels. Allowed characters are letters, numbers, and dashes.

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.

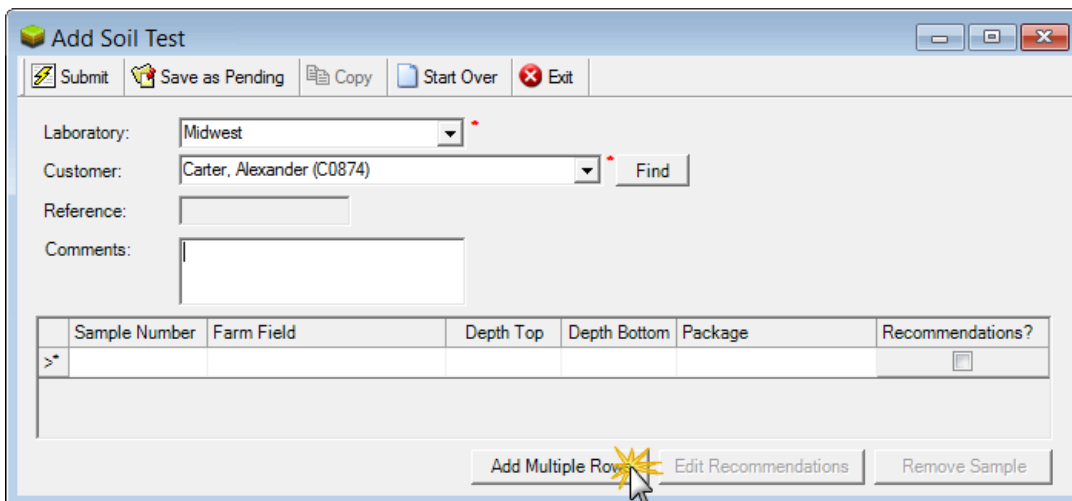


Select a row and click **Edit Recommendations** to change them for just one row.

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.

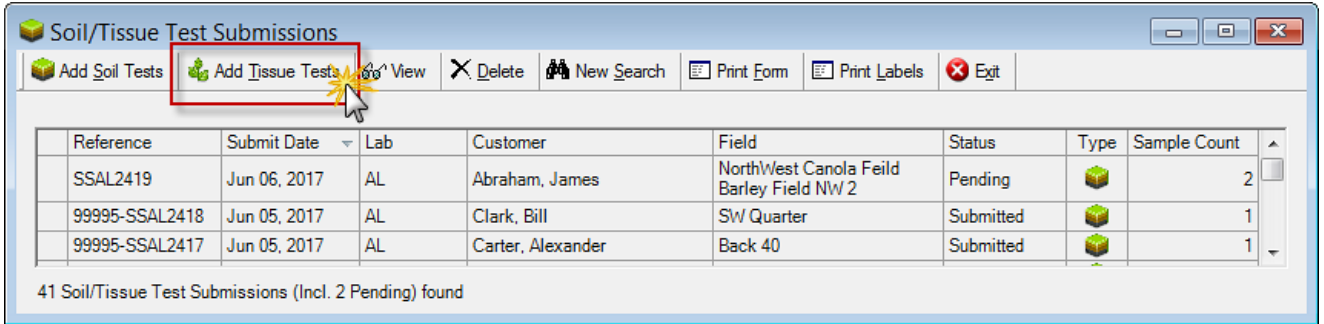
If any of the information is different for a particular sample, you can change it manually by selecting a different option directly in the grid.

Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
CART-20	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	<input checked="" type="checkbox"/>
CART-21	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	<input checked="" type="checkbox"/>
CART-22	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	<input checked="" type="checkbox"/>
CART-23	Fly Field - SE 12-51-1 W5 (95	0	6	S3C Package	<input checked="" type="checkbox"/>
> CART-24	Fly Field - SE 12-51-1 W5 (95	0	6	S6 Package	<input checked="" type="checkbox"/>
.					<input type="checkbox"/>

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

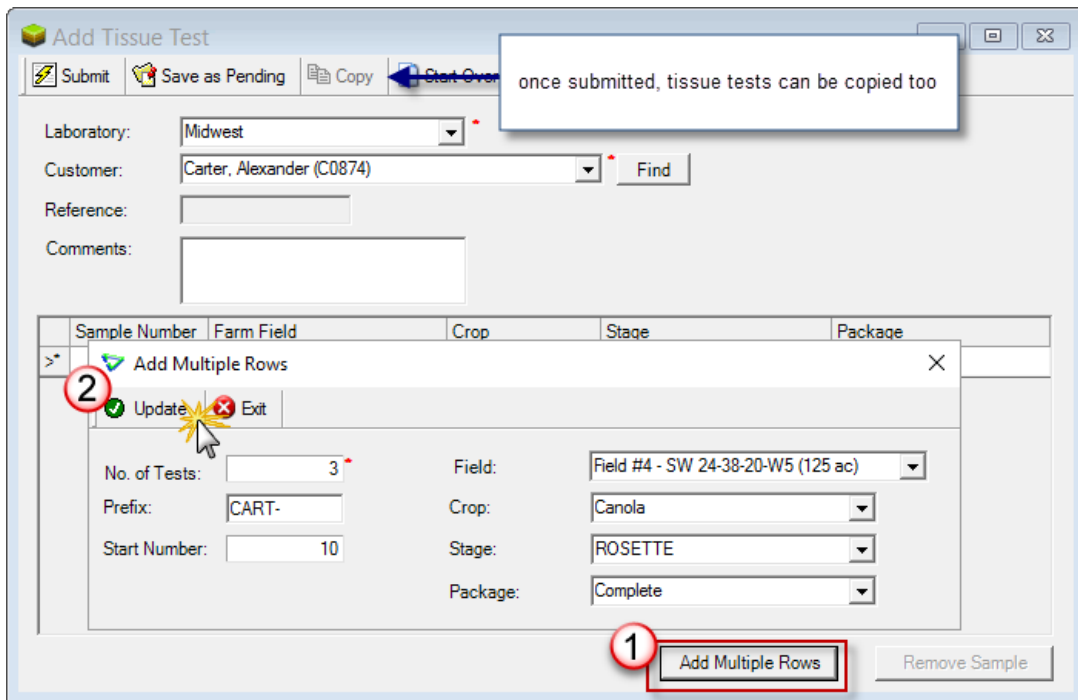
You can add more rows for different fields. Midwest allows samples for multiple fields on the same submittal.

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.



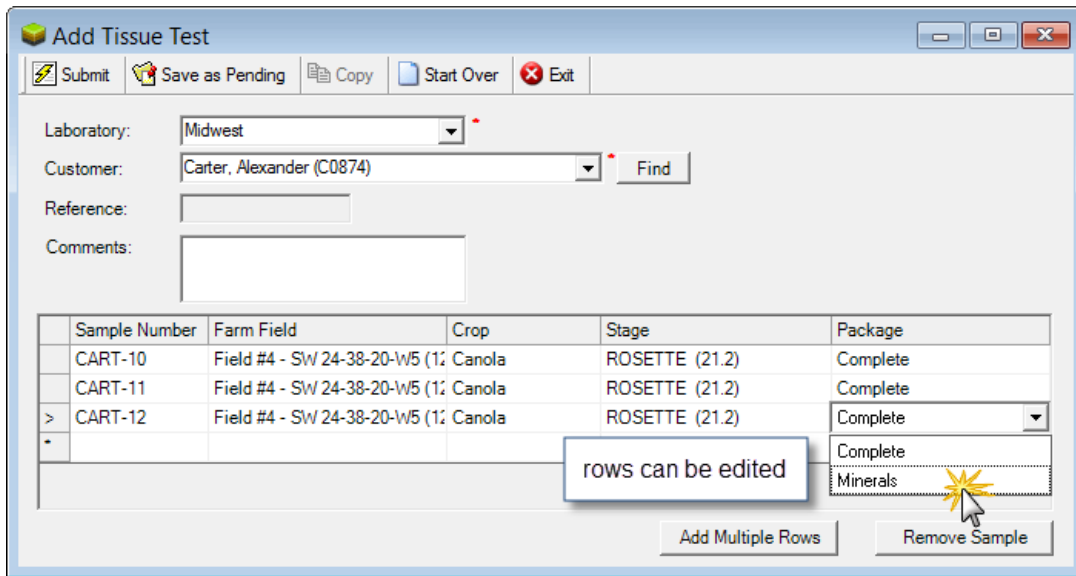
No. of Tests is the number of sample bags you're going to submit for testing.

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.

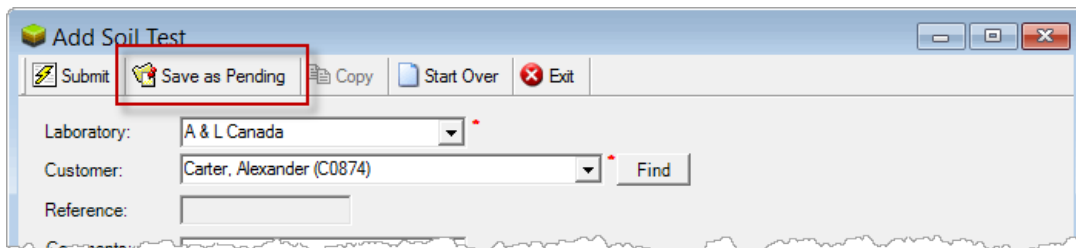
A **Package** must be selected before a submission can be saved as **Pending**.

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.



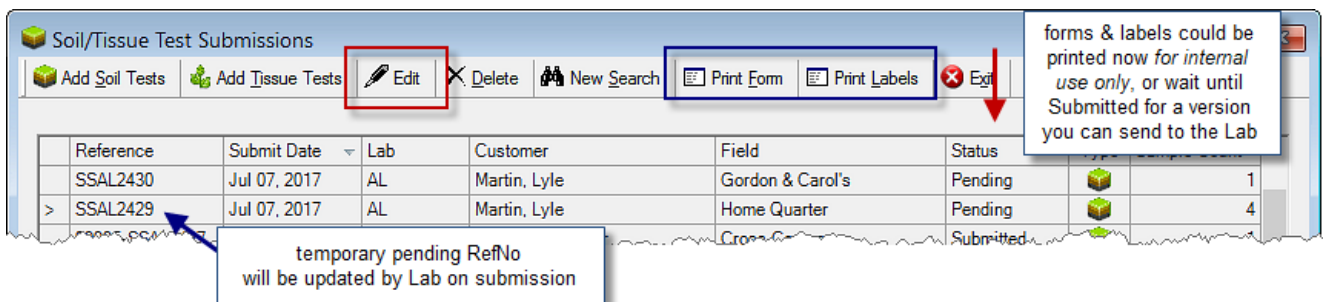
For Soil & Tissue Tests for Both Labs

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.

Sample Submittal Form
A&L Canada Laboratories Inc.

Grower: Alexander Carter PENDING
Farm: Field/Fly Field
Location/LLD: SE 12-51-1 W5 Depth: 0 - 6
Sample: CART-

Pending
SSAL 2428

Pending paperwork will *not* be accepted by the Labs

SUBMITTED BY: TSL Custom Ag & Fuel Inc.				CLIENT/GROWER: Alexander Carter (00183)	
Address: 335 Carleton Drive				Address: Box 14	
City: St. Albert,		Postal Code: T8N 7L1		City: Dog River Postal Code: S0K 1T9	
Phone: 780.459.4477		Fax: 780.459.6405		Phone: 306.552.1903 Fax: 306.227.2246	
Email:				Email: debbiee@tronia.com Farm:	
Account #:				Grower #:	

LAB NUMBER (Lab use only)	SAMPLE NUMBER	TESTS	Depth	LLD	RECOMMENDATIONS
	CART-	SW1B2	0 - 6	SE 12-51-1 W5	

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

Add Soil Test

Submit Save as Pending Copy Start Over Exit

Laboratory: A & L Canada
Customer: Carter, Alexander (C0874) Find
Reference:

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

Username: 12345
Password: *****

OK Cancel

Soil Test Submitted

Soil Test was successfully submitted.

OK

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 agrē 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.

the lab will scan barcode on receipt,
it's used to track your submission

Soil Sample Submittal Form

A&L Canada Laboratories Inc.



your lab ID

reference number from Lab

SUBMITTED BY: Tronia Testing Inc.				CLIENT/GROWER: Lyle Martin (C1000)			
Address: 335 Carleton Drive				Address: PO Box 18			
City: St. Albert,		Postal Code: T8N 7L1		City: Westlock		Postal Code: T9K 3L2	
Phone: 780.459.4477		Fax: 780.459.6405		Phone: 780.459.1200		Fax:	
Email:				Email: l.martin@martinfarms.		Farm:	
Account #: 99995				Grower #:		Field: Home Quarter	

LAB NUMBER <small>(Lab use only)</small>	SAMPLE NUMBER	TESTS	Depth	LLD	RECOMMENDATIONS																
	MART-1	SW1B2	0 - 6	NW 27 47 18 W3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Rec#</th> <th>Previous Crop</th> <th>Intended Crop</th> <th>Yield Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Wheat Durum</td> <td>Canola</td> <td>60 bu</td> </tr> <tr> <td>2</td> <td>Wheat Durum</td> <td>Wheat Durum</td> <td>70 bu</td> </tr> <tr> <td>3</td> <td>Wheat Durum</td> <td>Wheat HR Winter</td> <td>70 bu</td> </tr> </tbody> </table>	Rec#	Previous Crop	Intended Crop	Yield Unit	1	Wheat Durum	Canola	60 bu	2	Wheat Durum	Wheat Durum	70 bu	3	Wheat Durum	Wheat HR Winter	70 bu
Rec#	Previous Crop	Intended Crop	Yield Unit																		
1	Wheat Durum	Canola	60 bu																		
2	Wheat Durum	Wheat Durum	70 bu																		
3	Wheat Durum	Wheat HR Winter	70 bu																		

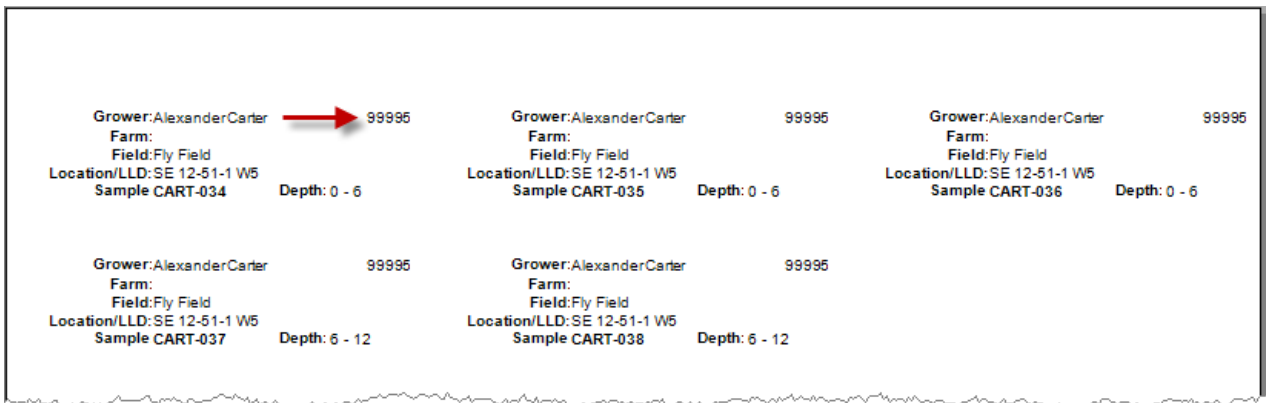
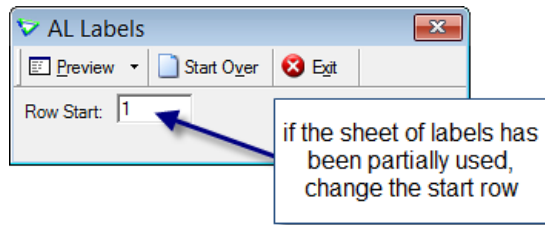
Both A&L and Midwest have *Batch Submission Reports* if you'd rather print submissions reports for multiple tests and/or multiple growers all at once instead of one at a time.

Lab Test Submissions

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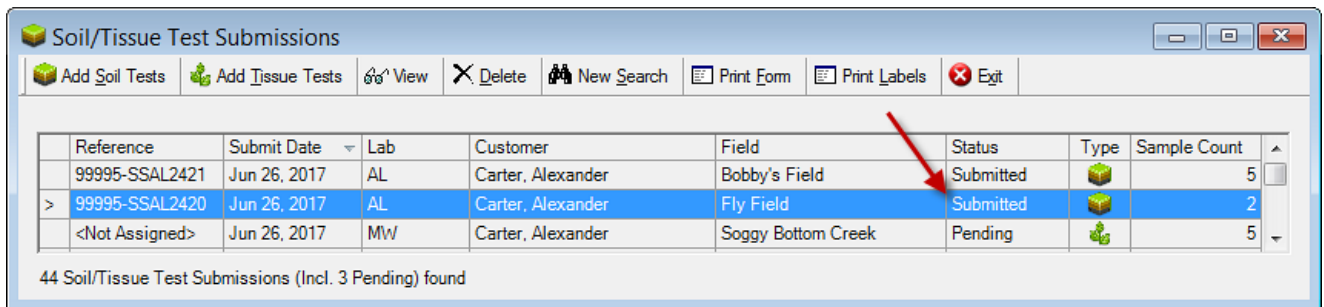
Submission Labels

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*).



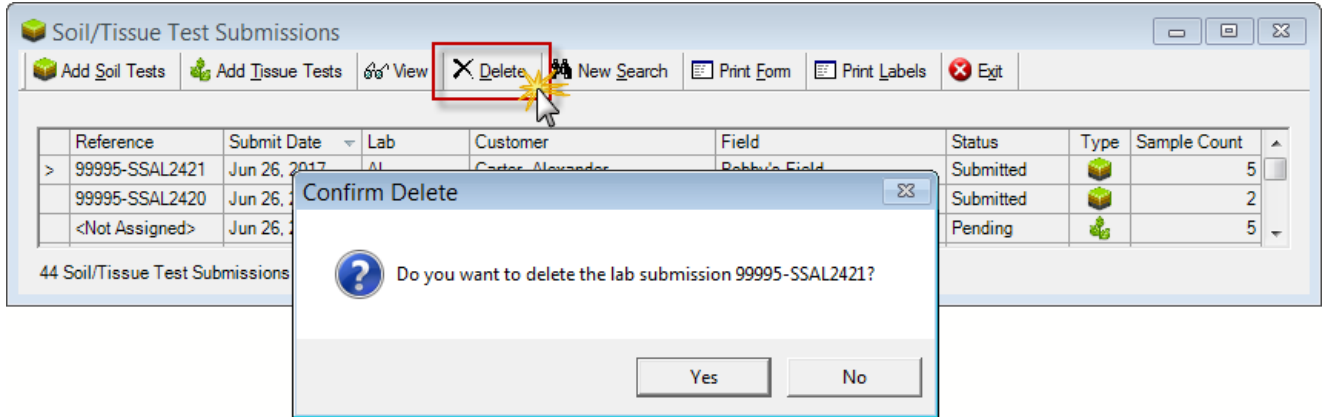
Note When printing bag stickers/labels for **Midwest**, use **Avery 45004**.
For **A&L**, use **Avery 5960**.

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*.



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:

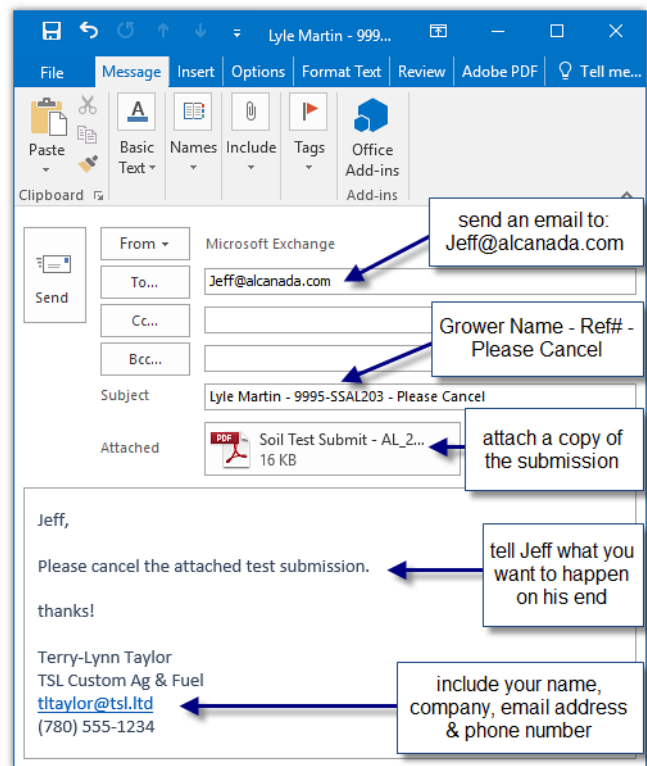
- grower's name
- reference number of the test submission
- Please Cancel

Attachments:

- copy of the soil test submission report

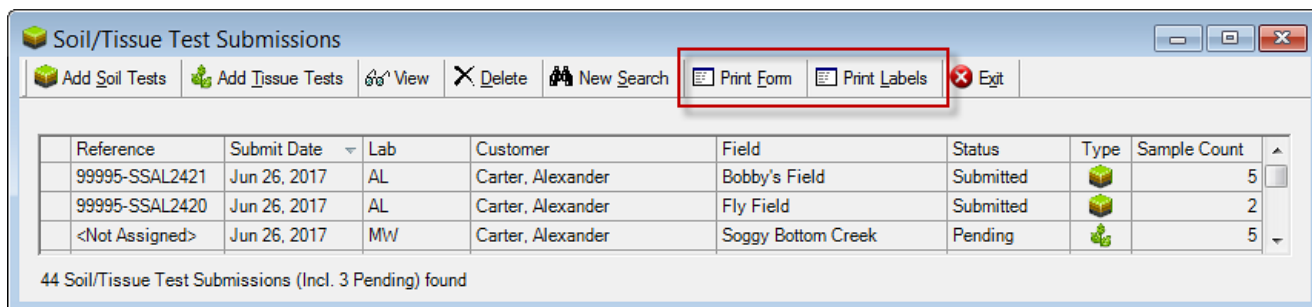
Body:

- 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.



Agronomy > Submit Soil/Tissue Tests

Batch versions can be printed from the menu.

