

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:

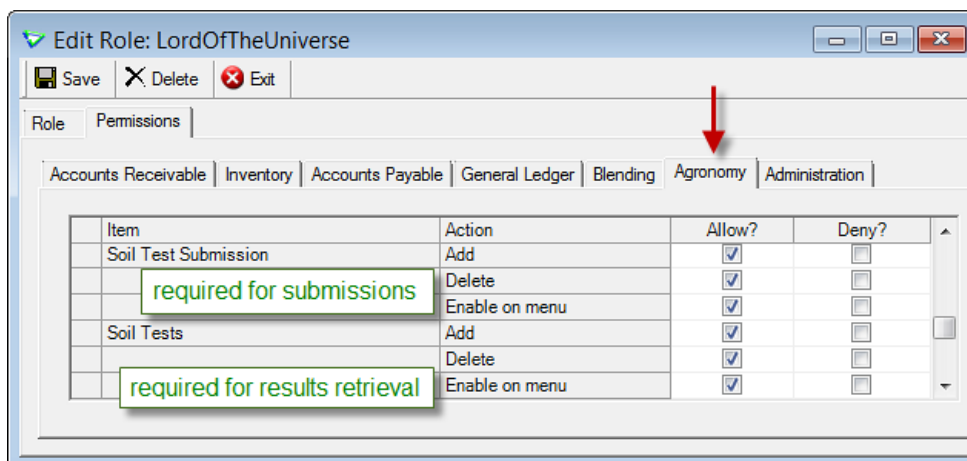
- agronomist logs into agrē and submits the sample info to the lab
- agrē generates submission form and stickers for the sample bags (no stickers are required for tissue test submissions)
- agronomist applies stickers to the bags, attaches the form, and ships the package off to the lab
- lab receives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

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

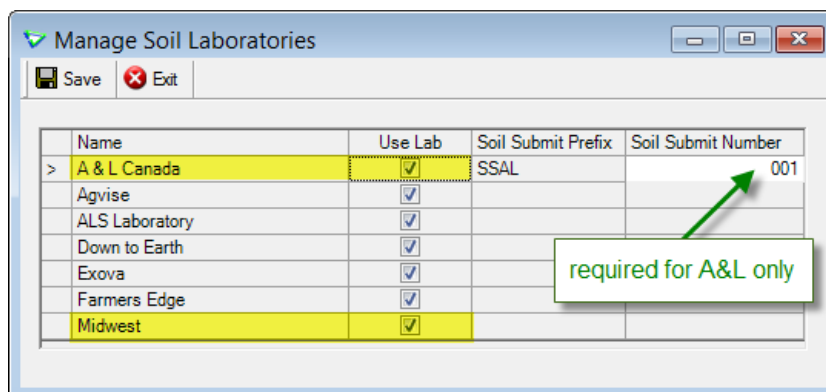


File > Security > Manage Roles / Agronomy tab

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.

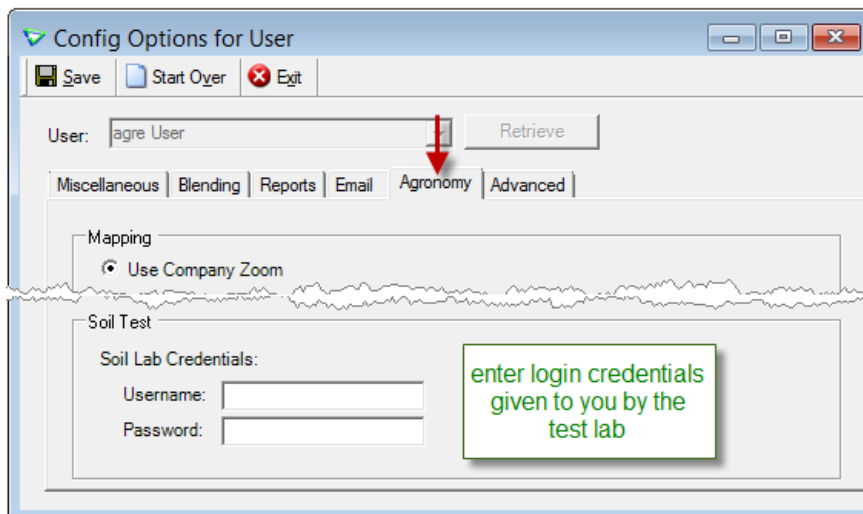
Manage Web Service IDs and Passwords *(optional)*

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.

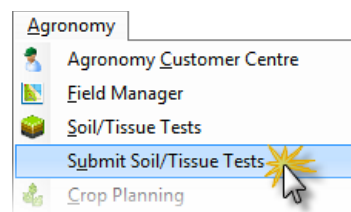
The screenshot shows a Windows-style dialog box titled "Config Options for User". It has a menu bar with "Save", "Start Over", and "Exit". Below the menu bar is a "User:" label followed by a text field containing "agre User" and a "Retrieve" button. A red arrow points to the "Retrieve" button. Below this is a tabbed interface with tabs for "Miscellaneous", "Blending", "Reports", "Email", "Agronomy" (which is selected), and "Advanced". The "Agronomy" tab contains a "Mapping" section with a radio button labeled "Use Company Zoom". Below that is a "Soil Test" section with the label "Soil Lab Credentials:" followed by "Username:" and "Password:" labels, each with an adjacent text input field. A green callout box with a green border is positioned over the "Username" and "Password" fields, containing the text "enter login credentials given to you by the test lab".

File > Config Options > User / Agronomy tab

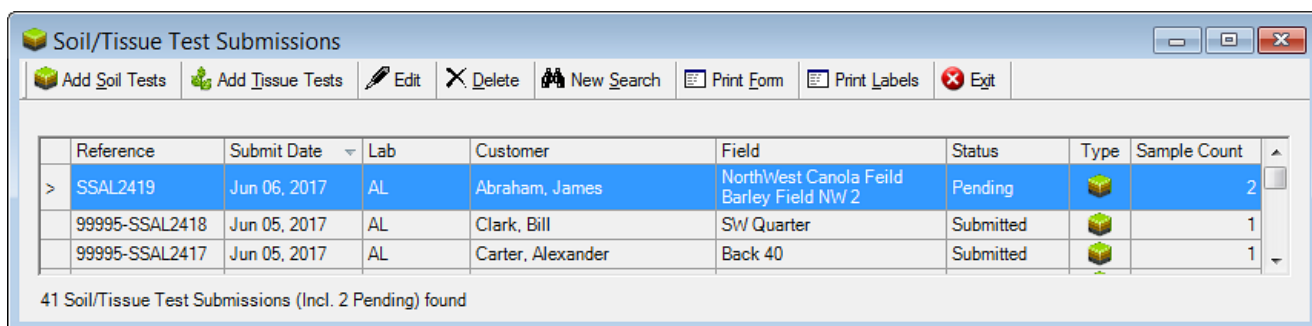
Tip If you submit or download test results from both A&L and Midwest you can skip this step (leave the **Username** and **Password** fields blank) and agrē will prompt you to enter your login credentials on the fly when you initiate a connection.

Adding a Test Sample

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

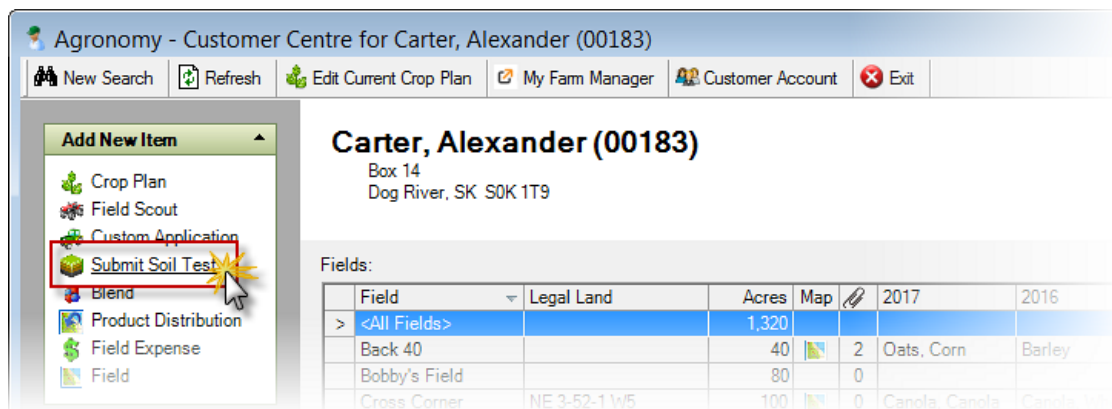


Click the relevant button, either **Add Soil Tests** or **Add Tissue Tests**.



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.

The 'Add Soil Test' window includes a toolbar with 'Submit', 'Save as Pending', 'Copy', and 'Start Over'. Below the toolbar are input fields for 'Laboratory' (A & L Canada), 'Customer' (Carter, Alexander (C0874)), 'Reference', and 'Comments'. A 'Find' button is next to the Customer field. A callout box points to the 'Start Over' button with the text: 'once submitted, next time you sample you can copy this one to create a new submission'. Below the input fields is a table with columns: Sample Number, Farm Field, Depth Top, Depth Bottom, Package, and Recommendations?. The first row contains: >*, Bobby's Field (80 ac), 0, 6, B, and an empty checkbox. At the bottom, there are buttons for 'Add Multiple Rows', 'Edit Recommendations', and 'Remove Sample'. A red callout box points to the 'Add Multiple Rows' button with the text: 'add multiple rows with common details'.

Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
>*	Bobby's Field (80 ac)	0	6	B	☐

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.

The 'Add Multiple Rows' window has an 'Update' button and an 'Exit' button. It contains input fields for 'No. of Tests' (5), 'Prefix' (CART-), 'Start Number' (20), 'Field' (Bobby's Field (80 ac)), 'Depth Top' (0), 'Depth Bottom' (6), and 'Package' (SW1B2). A callout box points to the 'Update' button with the text: 'fill in the information that is common to all (or most) of the rows you want to add'. A callout box points to the 'No. of Tests' field with the text: 'optional, but recommended'. Another callout box points to the 'Start Number' field with the text: 'must be > 0'. Below these fields is a 'Recommendations' section with a 'Previous Crop' dropdown (Canola) and a table. A red circle highlights the 'Previous Crop' dropdown. The table has columns: Intended Crop, Yield, and Units. The first row contains: >, Wheat Red Spring, 70, and bu. A callout box points to the table with the text: 'request Recommendations for up to 3 intended crops'. At the bottom right is a 'Clear Row' button.

optional, but recommended

must be > 0

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

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.

Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
CART-20	Back 40 (40 ac)	0	6	SW1B2	☒
CART-21	Field #4 - SW 24-38-20-W5 (125 ac)	0	6	SW1B2	☒
> CART-22	Back 40 (40 ac) Bobby's Field (80 ac) Cross Corner - NE 3-52-1 W/5 Field #4 - SW 24-38-20-W5 (125 ac) Fly Field - SE 12-51-1 W/5 (95 ac)	6	12	SW1B2	☒
CART-23	Back 40 (40 ac)		6	B	☒
CART-24			6	Cash Crop Package 1	☒
				Cash Crop Package 2	☐
				Cash Crop Package 3	
				CI	
				CNRatio	

if multiple farm fields are selected, the submission will split by Farm Field on **Submit** or **Save as Pending**

Add Multiple Rows Edit Recommendations 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 Start Over Exit

Laboratory: Midwest
Customer: Carter, Alexander (C0874) Find
Reference:
Comments:

Sample Number	Farm Field	Depth Top	Depth Bottom	Package	Recommendations?
>					☐

Add Multiple Rows Edit Recommendations Remove Sample

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

Add Multiple Rows

Update Exit

optional, but recommended
must be > 0

No. of Tests: 5
Prefix: CART-
Start Number: 20
Field: Fly Field - SE 12-51-1 W5 (95 ac)
Depth Top: 0
Depth Bottom: 6
Package: S3C Package

Recommendations

Intended Crop	Yield	Previous Crop
> CANOLA - bu	60	WHEAT SPRING -bu

request Recommendations for up to 3 intended 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.

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

Reference	Submit Date	Lab	Customer	Field	Status	Type	Sample Count
SSAL2419	Jun 06, 2017	AL	Abraham, James	NorthWest Canola Feild Barley Field NW 2	Pending		2
99995-SSAL2418	Jun 05, 2017	AL	Clark, Bill	SW Quarter	Submitted		1
99995-SSAL2417	Jun 05, 2017	AL	Carter, Alexander	Back 40	Submitted		1

41 Soil/Tissue Test Submissions (Incl. 2 Pending) found

[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.

The screenshot shows the 'Add Tissue Test' window. At the top, there are buttons for 'Submit', 'Save as Pending', 'Copy', and 'Start Over'. A tooltip above the 'Start Over' button says 'once submitted, tissue tests can be copied too'. Below these are input fields for 'Laboratory:' (Midwest), 'Customer:' (Carter, Alexander (C0874)), 'Reference:', and 'Comments:'. A 'Find' button is next to the Customer field. Below the input fields is a table with columns: Sample Number, Farm Field, Crop, Stage, and Package. A dialog box titled 'Add Multiple Rows' is open, showing fields for 'No. of Tests:' (3), 'Prefix:' (CART-), 'Start Number:' (10), 'Field:' (Field #4 - SW 24-38-20-W5 (125 ac)), 'Crop:' (Canola), 'Stage:' (ROSETTE), and 'Package:' (Complete). The dialog has 'Update' and 'Exit' buttons. A red circle with the number '2' is around the 'Update' button. A red circle with the number '1' is around the 'Add Multiple Rows' button in the main window. A red box highlights the 'Add Multiple Rows' button in the main window.

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.

Add Tissue Test

Submit Save as Pending Copy Start Over Exit

Laboratory: Midwest
 Customer: Carter, Alexander (C0874) Find
 Reference:
 Comments:

Sample Number	Farm Field	Crop	Stage	Package
CART-10	Field #4 - SW 24-38-20-W5 (1/2 Canola		ROSETTE (21.2)	Complete
CART-11	Field #4 - SW 24-38-20-W5 (1/2 Canola		ROSETTE (21.2)	Complete
> CART-12	Field #4 - SW 24-38-20-W5 (1/2 Canola		ROSETTE (21.2)	Complete Minerals

rows can be edited

Add Multiple Rows 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 Test

Submit Save as Pending Copy Start Over Exit

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

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.

Soil/Tissue Test Submissions

Add Soil Tests Add Tissue Tests Edit Delete New Search Print Form Print Labels Exit

Reference	Submit Date	Lab	Customer	Field	Status		
SSAL2430	Jul 07, 2017	AL	Martin, Lyle	Gordon & Carol's	Pending		1
> SSAL2429	Jul 07, 2017	AL	Martin, Lyle	Home Quarter	Pending		4

temporary pending RefNo will be updated by Lab on submission

forms & labels could be printed now for internal use only, or wait until Submitted for a version you can send to the Lab

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

PENDING

Pending paperwork will not be accepted by the Labs

Sample Submittal Form
A&L Canada Laboratories Inc.

Pending
SSAL2428

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 → 99995-N003 ← reference number from Lab

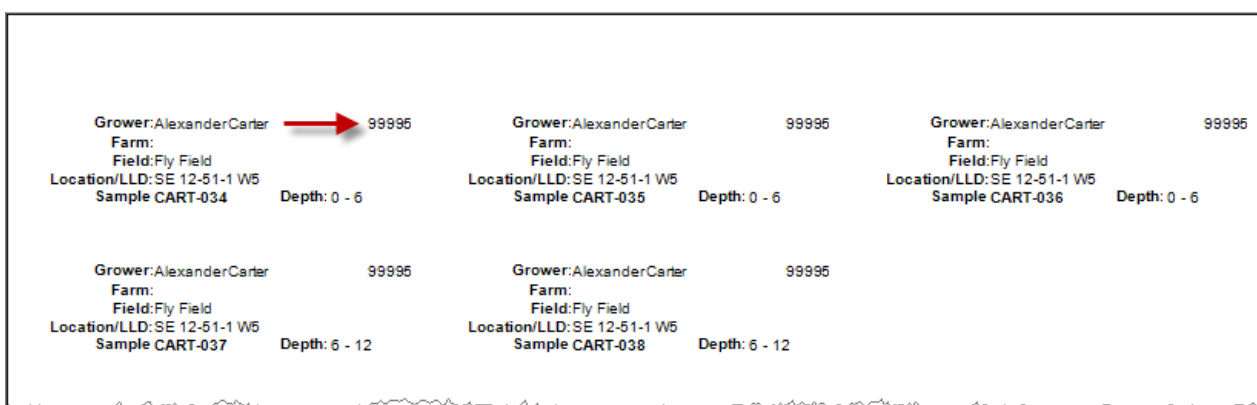
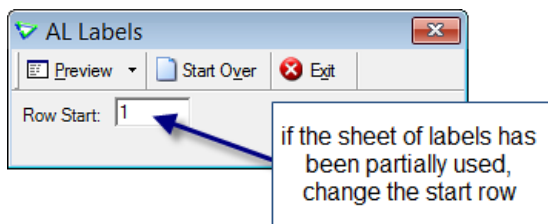
SUBMITTED BY: Tronia Testing Inc.				CLIENT/GROWER: Lyle Martin (C1000)			
Address: 335 Carleton Drive				Address: PO Box 18			
City: St. Albert, Postal Code: T8N 7L1				City: Westlock Postal Code: T9K 3L2			
Phone: 780.459.4477 Fax: 780.459.6405				Phone: 780.459.1200 Fax:			
Email:				Email: l.martin@martinfarms.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

LAB NUMBER (Lab use only)	SAMPLE NUMBER	TESTS	Depth	LLD	RECOMMENDATIONS			
	MART-1	SW1B2	0 - 6	NW 27 47 18 W3	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.

Submission Labels

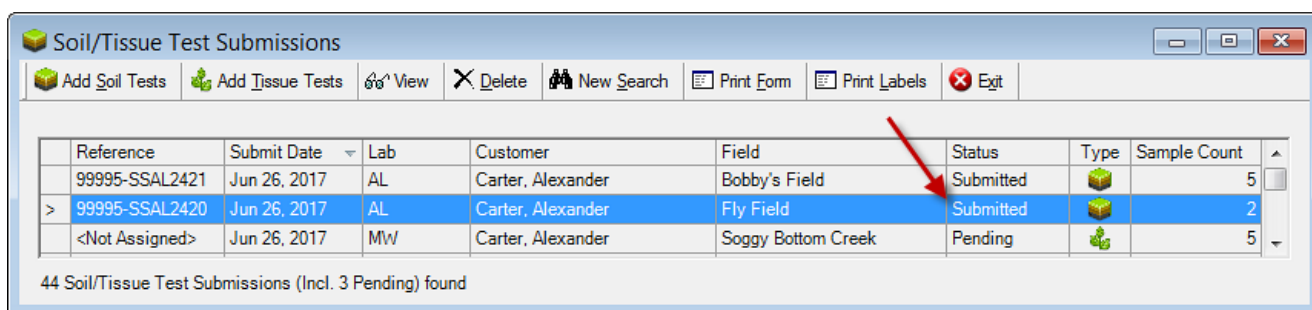
When prompted to view the **Soil Bag Stickers**, click **Yes**, **Print** them on labels, and attach them to the soil sample bags (*bag stickers are not required for tissue test submissions*).



Note

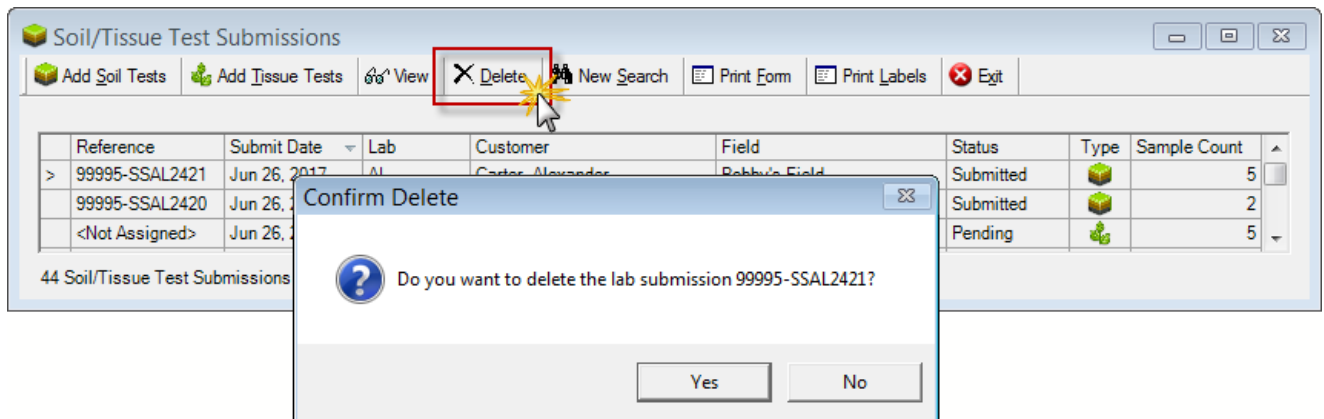
When printing bag stickers/labels for **Midwest**, use **Avery 45004**.
For **A&L**, use **Avery 5960**.

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:

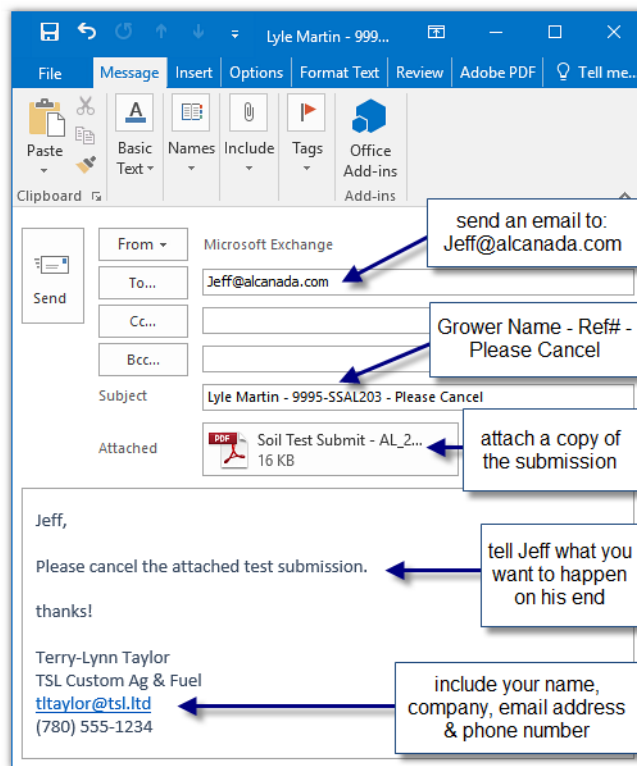
- grower name
- reference number of the test submission
- "Please Cancel"

Attachments:

- copy of the soil test submission report

Body:

- request to cancel
- your 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.

Reference	Submit Date	Lab	Customer	Field	Status	Type	Sample Count
99995-SSAL2421	Jun 26, 2017	AL	Carter, Alexander	Bobby's Field	Submitted		5
99995-SSAL2420	Jun 26, 2017	AL	Carter, Alexander	Fly Field	Submitted		2
<Not Assigned>	Jun 26, 2017	MW	Carter, Alexander	Soggy Bottom Creek	Pending		5

44 Soil/Tissue Test Submissions (Incl. 3 Pending) found

Agronomy > Submit Soil/Tissue Tests

Batch versions can be printed from the menu.

