



## **Independent Cotton Plant Tissue Analysis**

# **SoilMate User Guide**

**The use of plant tissue testing based on interpretation data from the latest independent research and stricter sampling protocols, is proving to be a real breakthrough for agronomists and farmers seeking to optimise cotton yields and fine-tune fertiliser costs.**



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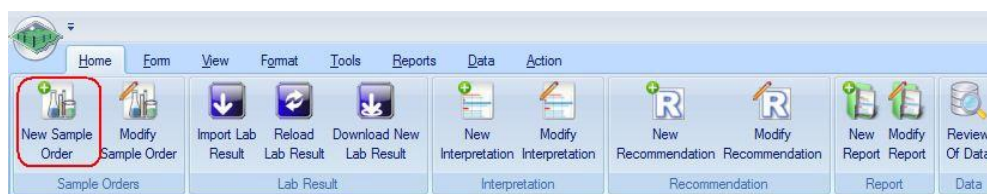
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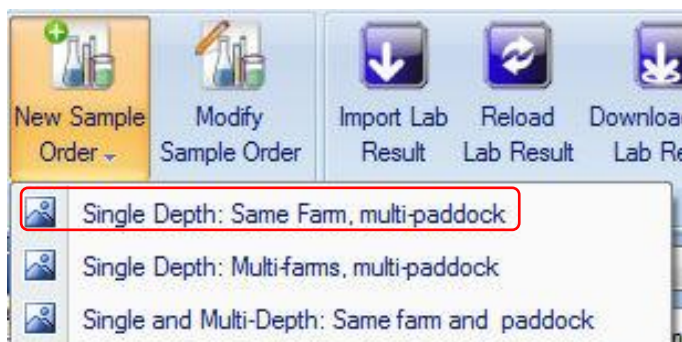
# Cotton Petiole - Creating a New Sample Order

In the **Sample Orders** section of the Home toolbar **Click** on the **New Sample Order** button.



Three options appear:

- Single Depth: Same Farm, multi-paddock
- Single Depth: Multi-Farms, multi-paddock
- Single and Multi-Depth: same farm and paddock



## Single Depth: Same Farm, multi-paddock

This selection allows same depth samples for the same farm over multiple paddocks to be ordered.

- a. Click on **Single Depth: Same Farm, multi-paddock** and the **Lab Test Prelogged** page appears:

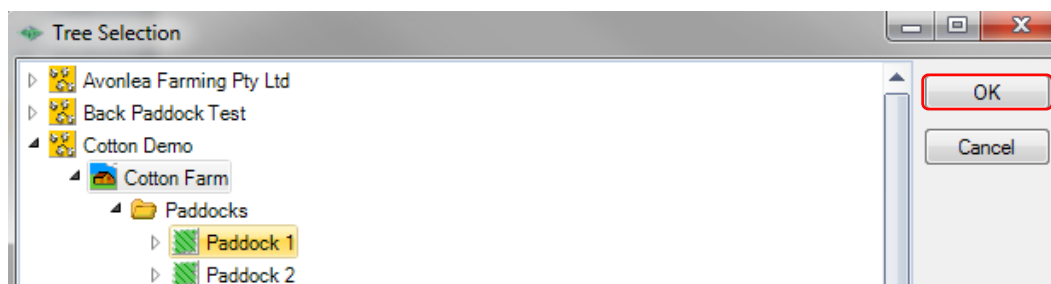
A screenshot of the 'Lab Test Prelogged' form. It contains two main sections: 'Sample Information' and 'Sample Details'. The 'Sample Information' section has fields for 'Description' (Cotton Demo), 'Purchase Order No.' (CottonDemoPO), 'Laboratory' (SGS Agritech Laboratory), 'Trading Name' (Cotton Demo), and 'Crop Info.' (Cotton Petiole). The 'Sample Details' section is a table with columns for Barcode, Paddock, Product, Sample Date, Evaluation, Growing Season, and Growing Year. A 'Select' button is located next to the 'Trading Name' field. On the right side, there is a sidebar with 'Sample' and 'Order' sections, each containing buttons like 'Add Sample', 'Delete Selected', 'Save as Draft', 'Save and Print SOF', 'Save and Upload', and 'Close'.

- b. Click in box next to **Description** - complete
- c. Click in box next to **Purchase Order No.** - complete

Note - once the purchase order no. has been completed you will be able to select a laboratory from the drop down box

- d. Click the drop down arrow in **Laboratory** to bring up the list of laboratories available - Click on the relevant laboratory.
- e. To choose a **Trading Name** - click **Select** - a list of Trading Names will appear.

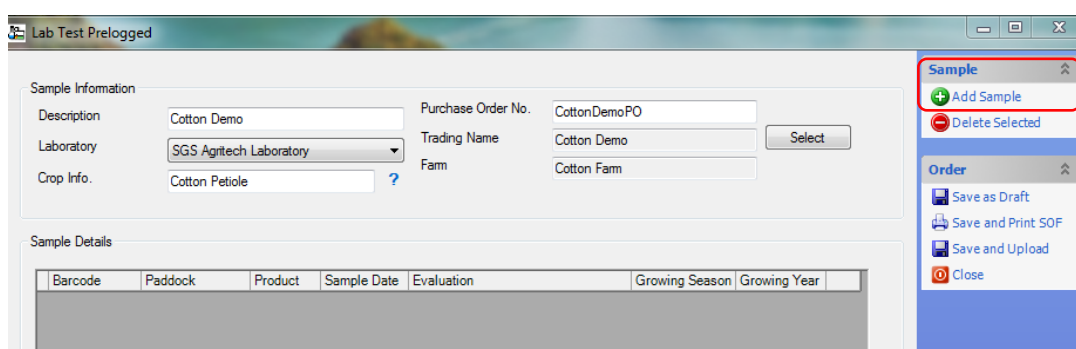
- f. Click on the arrow next to the **Trading Name** to open up farms and click on selection to highlight the selected farm.



- g. Click **OK** and the **Trading Name** and **Farm** details are automatically filled on the **Lab Test Prelogged** form.

*Note: Crop Info - when doing tissue/leaf or petiole tests this must be entered.*

- h. Click **Add Sample**

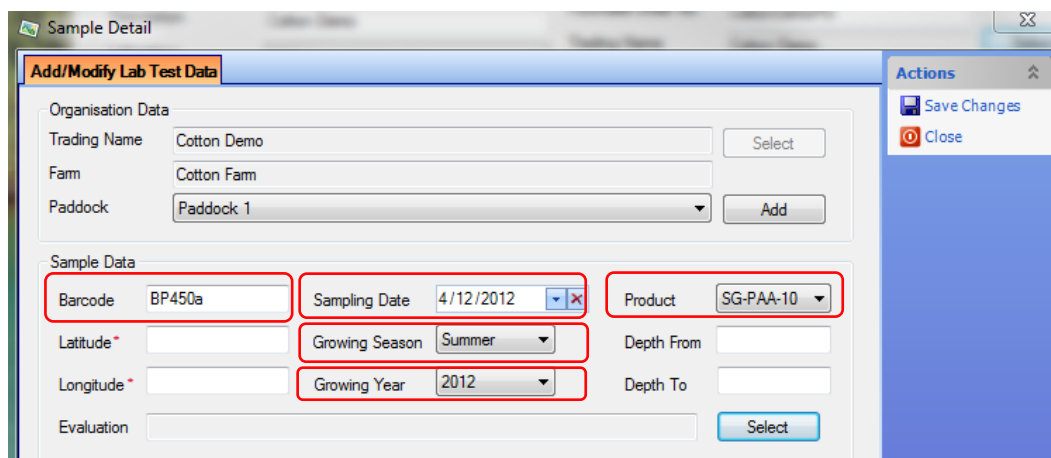


- i. Enter **Barcode** (number found on sample bags)
- j. Check the pre-populated data (remembered from previous sample test logs) **Sampling Date; Growing Season; Growing Year**

*Note: latitude and longitude is optional*

*Note: for Cotton petiole tests – do not enter an evaluation table*

- k. Click the drop down arrow in **Product** to select the test code



I. Click **Save Changes**

Sample Detail

**Add/Modify Lab Test Data**

Organisation Data

Trading Name: Cotton Demo

Fam: Cotton Fam

Paddock: Paddock 1

Sample Data

Barcode: BP450a

Sampling Date: 4/12/2012

Product: SG-PAA-10

Latitude:

Growing Season: Summer

Depth From:

Longitude:

Growing Year: 2012

Depth To:

Evaluation:

Actions

Save Changes

Close

m. If you have another sample click Add Sample and repeat Steps h to l above.

*Note: If another paddock is to be selected click the drop-down box next to paddock*

*There is no limit to the number of samples that can be added.*

n. Once you have completed entering all your samples – Click Save and Upload

Lab Test Prelogged

Sample Information

Description: Cotton Demo

Laboratory: SGS Agritech Laboratory

Crop Info: Cotton Petiole

Purchase Order No.: CottonDemoPO

Trading Name: Cotton Demo

Fam: Cotton Fam

Sample Details

Barcode	Paddock	Product	Sample Date	Evaluation	Growing Season	Growing Year
BP450a	Paddock 1	SG-PAA-10	4/12/2012		Summer	2012

Actions

Save and Print SOF

Sample Order Form Preview

Print Export Email

1/2

**BACK PADDOCK COMPANY**

Sample Order Form

(This form is to be sent to the laboratory with the samples)

Trading A/C Name: Back Paddock Company

Company:

Branch:

Laboratory: SGS Agritech Laboratory

214 McDougall St. Toowoomba QLD 4350

Adviser's Name: Cheryl Else

Adviser's eMail: celse@backpaddock.com.au

Contact No.:

Purchase Order No.: COTTONDEMOPO

Crop: Cotton Petiole

06-Dec-2012 11:47 AM

Barcode	Product Code	Sampling Date	Farm's Nearest Postcode
BP450a	SG-PAA-10	04-Dec-2012	4163

o. Sample Order Form Preview appears. Click green arrow to move to Sample Information Form. Select Print/Export/Email – as required.

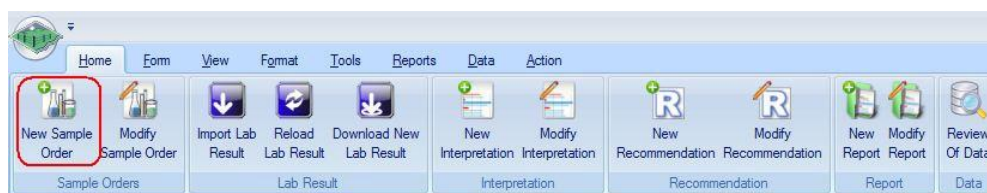
- p. Press Red X (top right hand side of Order/Information Form) to close the sheet down and return to SoilMate screen.

## Cotton Petiole : 2nd and Subsequent Sample Logging

Repeat the procedure when logging, importing and completing the Cotton Petiole Report for the second and subsequent samples from the same paddock.

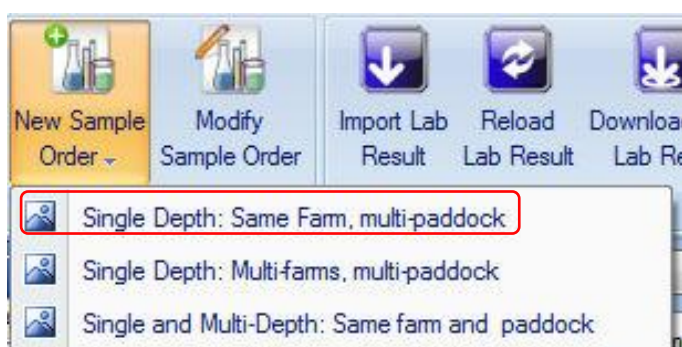
## Leaf Blade - Creating a New Sample Order

In the **Sample Orders** section of the Home toolbar Click on the **New Sample Order** button.



Three options appear:

- Single Depth: Same Farm, multi-paddock
- Single Depth: Multi-Farms, multi-paddock
- Single and Multi-Depth: same farm and paddock



### Single Depth: Same Farm, multi-paddock

This selection allows same depth samples for the same farm over multiple paddocks to be ordered.

- a. Click on **Single Depth: Same Farm, multi-paddock** and the **Lab Test Prelogged** page appears:

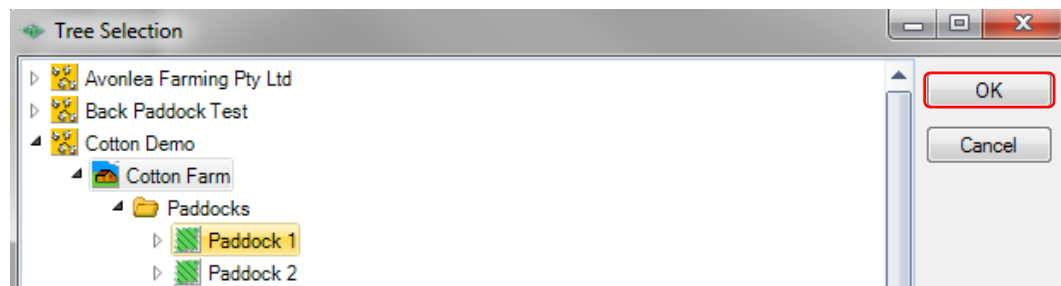
 A screenshot of the 'Lab Test Prelogged' form. The form contains several input fields. The 'Description' field (containing 'Cotton Leaf Blade Demo'), the 'Purchase Order No.' field (containing 'Cotton Leaf Blade DemoPO1'), the 'Laboratory' dropdown menu (showing 'SGS Agritech Laboratory'), and the 'Farm' field (containing 'Cotton Farm') are all highlighted with red rectangular boxes. A 'Select' button is located next to the Farm field. On the right side, there is a sidebar with 'Sample' and 'Order' sections containing various action buttons like 'Add Sample', 'Delete Selected', 'Save as Draft', etc.

- b. Click in box next to **Description** - complete
- c. Click in box next to **Purchase Order No.** – complete

*Note - once the purchase order no. has been completed you will be able to select a laboratory from the drop down box*

- d. Click the drop down arrow in **Laboratory** to bring up the list of laboratories available - Click on the relevant laboratory.
- e. To choose a **Trading Name** - click **Select** - a list of Trading Names will appear.

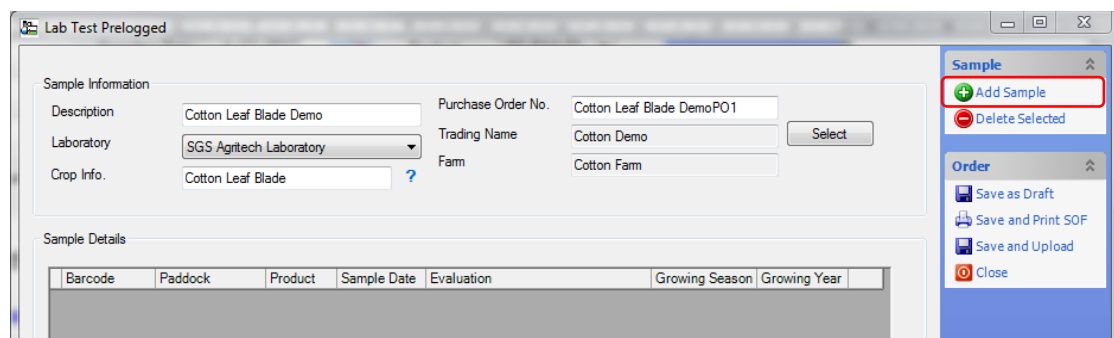
- f. Click on the arrow next to the **Trading Name** to open up farms and click on selection to highlight the selected farm.



- g. Click **OK** and the **Trading Name** and **Farm** details are automatically filled on the **Lab Test Prelogged** form.

*Note: Crop Info - when doing tissue/leaf or petiole tests this must be entered.*

- h. Click **Add Sample**

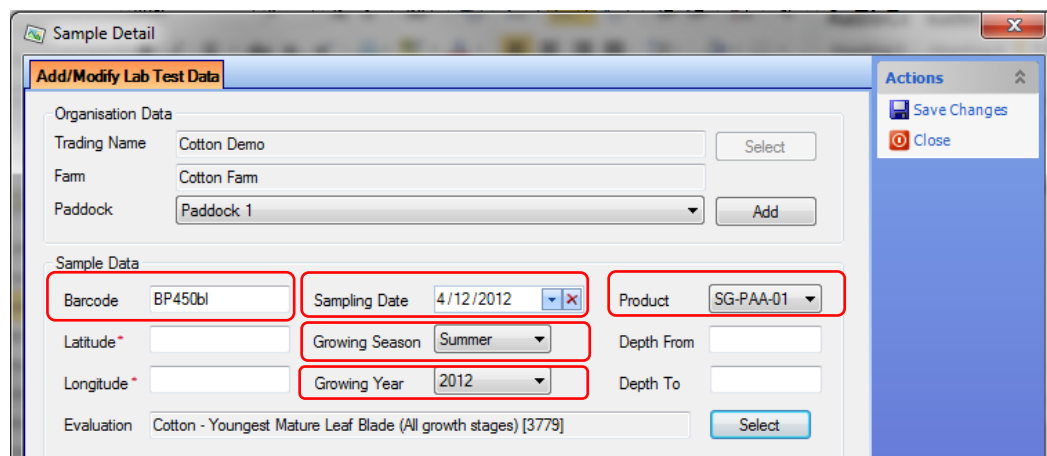


- i. Enter **Barcode** (number found on sample bags)
- j. Check the pre-populated data (remembered from previous sample test logs) **Sampling Date**; **Growing Season**; **Growing Year**

*Note: latitude and longitude is optional*

*Note: for Cotton leaf blade tests –enter the evaluation table for “Youngest mature leaf blade (all growth stages)”*

- k. Click the drop down arrow in **Product** to select the test code



I. Click **Save Changes**

Sample Detail

**Add/Modify Lab Test Data**

Organisation Data

Trading Name: Cotton Demo [Select]

Farm: Cotton Farm

Paddock: Paddock 1 [Add]

Sample Data

Barcode: BP450bl Sampling Date: 4/12/2012 [X] Product: SG-PAA-01

Latitude: Growing Season: Summer Depth From:

Longitude: Growing Year: 2012 Depth To:

Evaluation: Cotton - Youngest Mature Leaf Blade (All growth stages) [3779] [Select]

Actions

Save Changes

Close

m. If you have another sample click Add Sample and repeat Steps h to l above.

*Note: If another paddock is to be selected click the drop-down box next to paddock*

*There is no limit to the number of samples that can be added.*

n. Once you have completed entering all your samples – Click Save and Upload

Lab Test Prelogged

Sample Information

Description: Cotton Leaf Blade Demo Purchase Order No.: Cotton Leaf Blade DemoPO1

Laboratory: SGS Agritech Laboratory Trading Name: Cotton Demo [Select]

Crop Info: Cotton Leaf Blade Farm: Cotton Farm

Sample Details

Barcode	Paddock	Product	Sample Date	Evaluation	Growing Season	Growing Year
BP450bl	Paddock 1	SG-PAA-01	4/12/2012	Cotton - Youngest Mature Leaf Blade	Summer	2012

Sample

Add Sample

Delete Selected

Order

Save as Draft

Save and Print SOf

Save and Upload

Close

SoilMate Print Preview

Print... Export... Email

1/2

Backward Forward

**BACK PADDOCK COMPANY**

Sample Order Form

(This form is to be sent to the laboratory with the samples)

Trading A/C Name: Back Paddock Company

Company

Branch

Laboratory: SGS Agritech Laboratory

214 McDougall St. Toowoomba QLD 4350

Adviser's Name: Cheryl Else

Adviser's eMail: celse@backpaddock.com.au

Contact No.

Purchase Order No.: COTTONLEAFBLADEPO

Crop: Cotton Leaf Blade

06-Dec-2012 02:43 PM

Barcode	Product Code	Sampling Date	Farm's Nearest Postcode
BP450bl	SG-PAA-01	04-Dec-2012	4163

o. Sample Order Form Preview appears. Click green arrow to move to Sample Information Form. Select Print/Export/Email – as required.

- p. Press Red X (top right hand side of Order/Information Form) to close the sheet down and return to SoilMate screen.

Lab Test Prelogged

Sample Information

Description: Cotton Leaf Blade Demo      Purchase Order No.: Cotton Leaf Blade DemoPO1

Laboratory: SGS Agritech Laboratory      Trading Name: Cotton Demo      Select

Crop Info.: Cotton Leaf Blade      Farm: Cotton Farm

Sample Details

Barcode	Paddock	Product	Sample Date	Evaluation	Growing Season	Growing Year
BP45061	Paddock 1	SG-PAA-01	4/12/2012	Cotton - Youngest Mature Leaf Blade	Summer	2012

Sample

- Add Sample
- Delete Selected

Order

- Save as Draft
- Save and Print SOP
- Save and Upload
- Close

Order

Proceed to close the Order form?

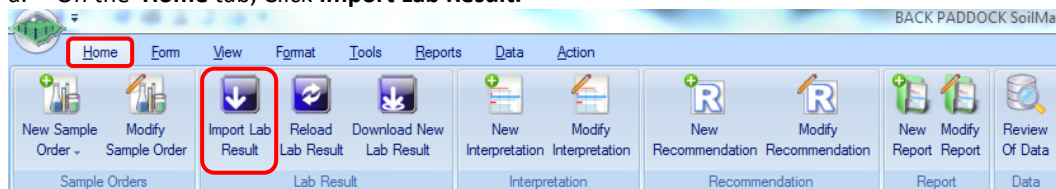
Yes No

## Lab Result

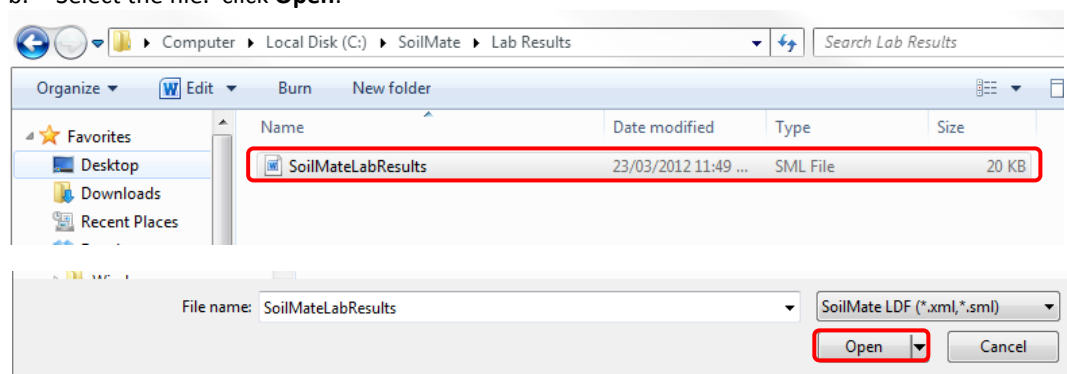
When results are received by email it is suggested that you save the laboratory results into an easily identifiable area on your computer e.g. My Documents\SoilMate Lab Results or C:\SoilMate\Lab Results.

### Importing Lab Test Result

- a. On the **Home** tab, Click **Import Lab Result**.



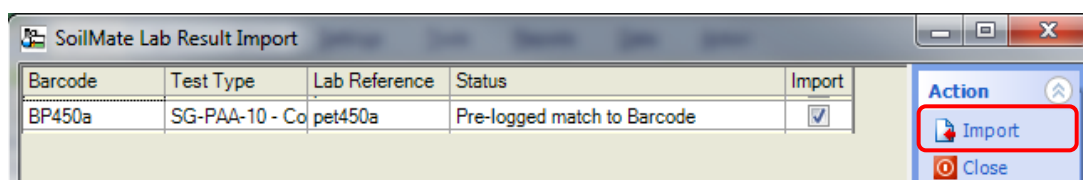
- b. Select the file. click **Open**.



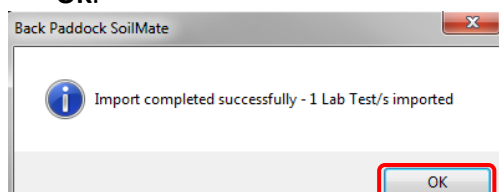
- c. The Lab Results will be displayed. Click **Import**

*Note: If you do not want to import a result, remove the appropriate tick box in the Import column.*

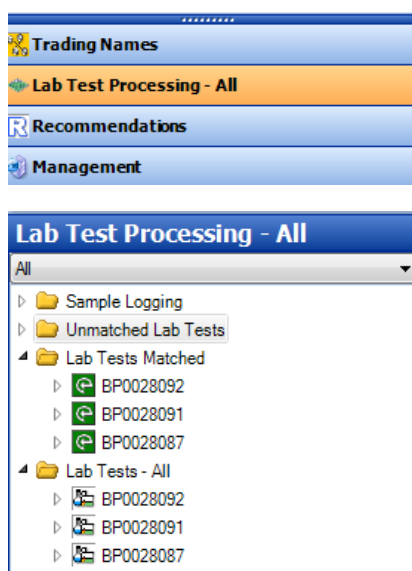
*Note: Status "Pre-logged match to Barcode" will display if you have previously pre-logged your sample through SoilMate. If you have not pre-logged Status "OK" will display*



- d. The following message will be displayed if the import has been successful. Click **OK**.



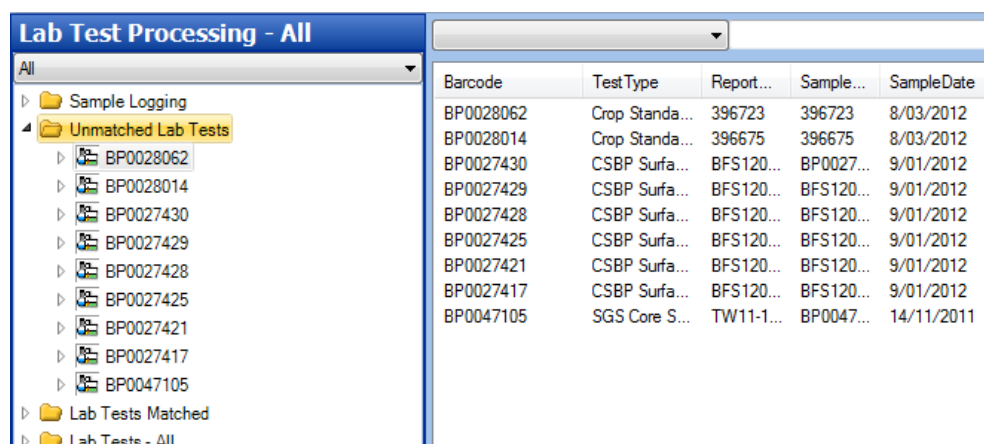
- e. If you have Pre-logged your tests in SoilMate, the results will automatically be recognized and matched. On the bottom right of the screen - Click on **Lab Test Processing – All**. Tests can be found in the **Lab Tests Matched** and **Lab Tests –All** tabs and are ready for Interpretation.



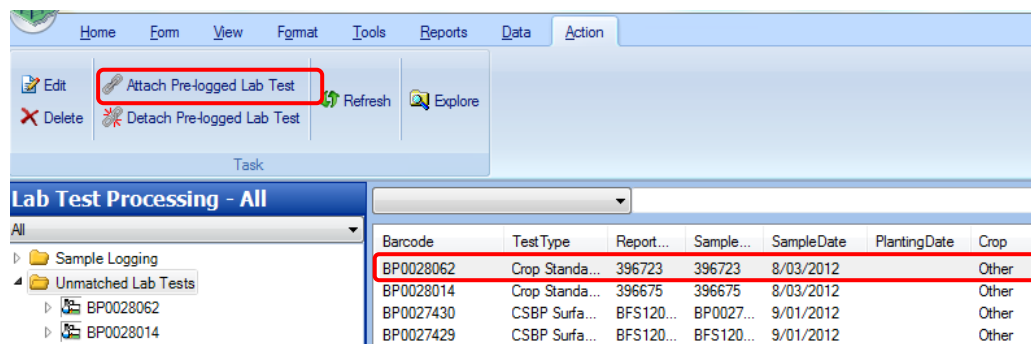
- f. If you have not Pre-logged your tests in SoilMate - the results will be imported but cannot be interpreted until the Pre-logging step is completed. These results can be found in the **Unmatched Lab Tests** folder.

### Attaching a Lab Result to Pre-Logged Lab Test Result

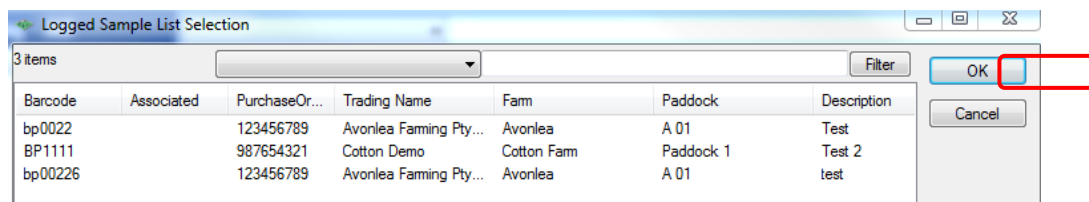
- a. Click on **Unmatched Lab Tests** to view in right hand side of page. All lab results that are unmatched to pre-logged samples can be found in this tab.



- b. Click on the relevant barcode to be attached to a Pre-logged Lab Test. Click **Attach Pre-logged Lab Test**



- c. A list of Logged Samples will be displayed. Click on the relevant pre-logged lab test. Click **OK**. The test will now display in the **Lab Test Matched** and **Lab Tests – All** tabs.

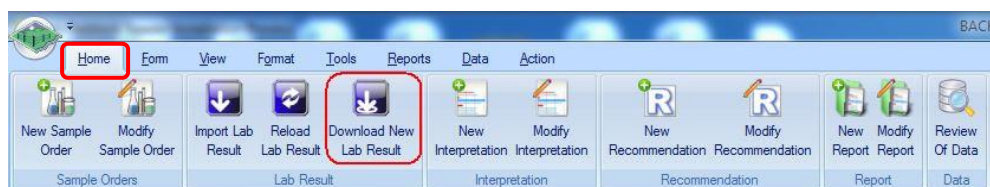


## Download New Lab Result

Directly into SoilMate - **this option is only available until 11pm on the day that the results become available**

**Note:** if you download your results at this point you will not receive the email with your lab results and analysis report attached

1. Click **Download New Lab Result**.



2. Click **Import**

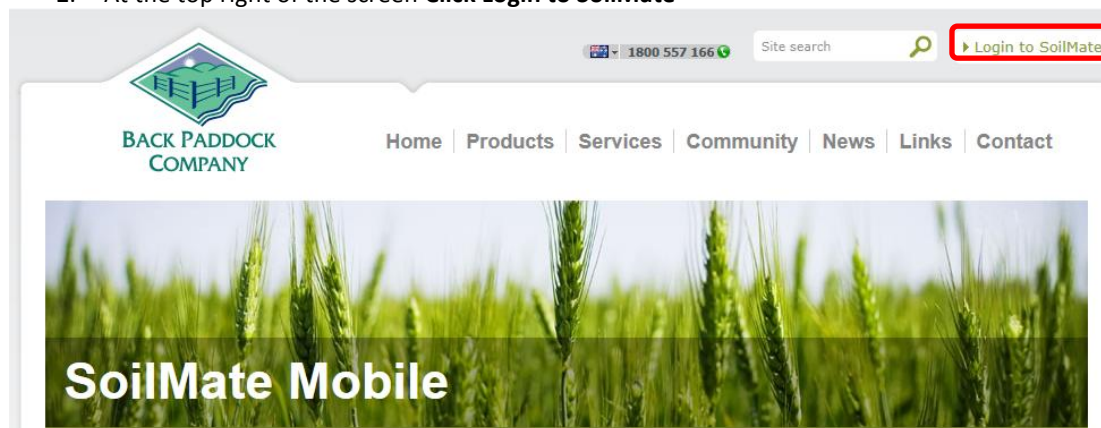
**Note:** Only Lab Results from the Available folder (SoilMate Web) will be downloaded.

To access and manually download results from the Archived folder you will need to login to the Back Paddock Website [www.backpaddock.com.au](http://www.backpaddock.com.au)

## Manually Download Results

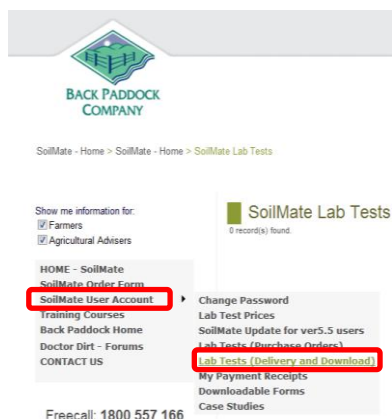
To manually download lab results:

1. Go to [www.backpaddock.com.au](http://www.backpaddock.com.au).
2. At the top right of the screen **Click Login to SoilMate**



3. Enter the **Username**(email address) and your **Password**.

4. Click on **SoilMate User Account**, then click **Lab Tests (Delivery and Download)**



5. Click **Available** (for new results) or **Archived** (for previously downloaded results).
6. Tick required results.
7. Click Download Test(s).

**SoilMate Lab Tests : (Impersonating Michael Stewart)**

20 record(s) found.

[Download Test\(s\)](#)

	Sample BarCode	Test Code	Test Type	Lab Received Date	Analysis Date	Upload Date	Purchase Order No	Status
<input checked="" type="checkbox"/>	SM1102555	SG-SSB-04	SGS Core Deep	25-May-2011	01-Jun-2011	01-Jun-2011	<a href="#">Backpaddock</a>	Archived
<input checked="" type="checkbox"/>	SM1102554	SG-SSB-04	SGS Core Deep	25-May-2011	01-Jun-2011	01-Jun-2011	<a href="#">Backpaddock</a>	Archived
<input checked="" type="checkbox"/>	SM1102553	SG-SSB-01	SGS Core Surface 1	25-May-2011	01-Jun-2011	01-Jun-2011	<a href="#">Backpaddock</a>	Archived
<input checked="" type="checkbox"/>	SM1102552	SG-SSB-01	SGS Core Surface 1	25-May-2011	01-Jun-2011	01-Jun-2011	<a href="#">Backpaddock</a>	Archived

**Lab Test Search**

Status: **Archived** ▼

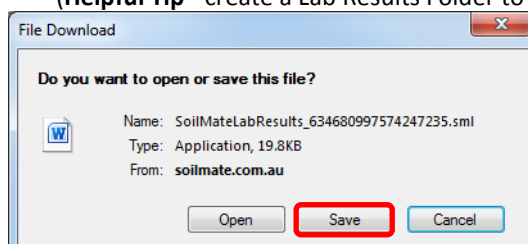
Sample BarCode:

[Search Now](#) [Clear Search](#)

**Summary**

[0 Available](#)  
[0 Blocked \(No matching PO\)](#)  
[20 Archived](#)  
[20 All](#)

8. Click **Save** and save to where you keep your soil test results.  
 (Helpful Tip - create a Lab Results Folder to store your results)



## Unblocking Soil Test Results

[in Soilmate Web]

Soil Tests can become blocked for one of the following reasons.

- **There is no Purchase Order ( PO )**

- PO was not pre-logged
- PO was not supplied by you when pre- logging

- **The PO has been under filled.**

- Not all tests ordered have been delivered
- Discrepancy between the number of tests on the purchase order and/or Sample Information Form and/or samples delivered to the lab

- **No matching PO**

- PO was supplied but not the same as on the Sample Order Form
- PO supplied but entered incorrectly by the lab

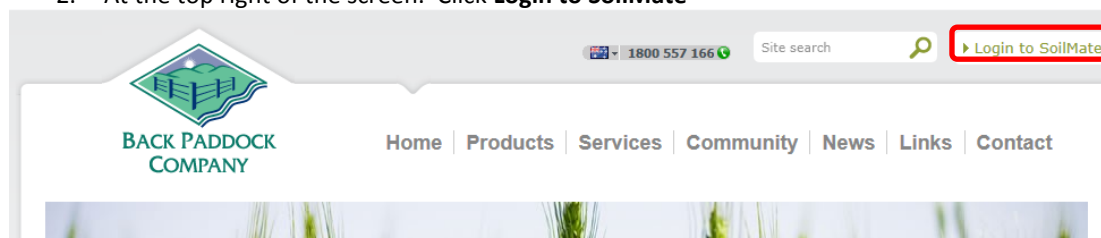
- **The PO has been over filled.**

- Discrepancy between the number of tests on the purchase order and/or Sample Information Form and/or samples delivered to the lab

A blocked lab test will only become unblocked when identical matching occurs.

If the error is in the logged PO, then the user has the capability to correct the PO to match the delivered lab tests.

1. Go to [www.backpaddock.com.au](http://www.backpaddock.com.au).
2. At the top right of the screen. Click **Login to SoilMate**



3. Enter the **Username**(email address) and your **Password**.

4. Click on **SoilMate User Account**, then click **Lab Tests (Delivery and Download)**

SoilMate - Home > SoilMate - Home > SoilMate Lab Tests

Show me information for:  
☒ Farmers  
☒ Agricultural Advisers

HOME - SoilMate  
**SoilMate Order Form**  
**SoilMate User Account** ▶  
 Training Courses  
 Back Paddock Home  
 Doctor Dirt - Forums  
 CONTACT US

Change Password  
 Lab Test Prices  
 SoilMate Update for ver5.5 users  
**Lab Tests (Purchase Orders)**  
**Lab Tests (Delivery and Download)** to reveal the blocked tests  
 My Payment Receipts  
 Downloadable Forms  
 Case Studies

Freecall: 1800 557 166  
☒ Agricultural Advisers

HOME - SoilMate  
 SoilMate Order Form  
 SoilMate User Account ▶  
 Training Courses  
 Back Paddock Home  
 Doctor Dirt - Forums  
 CONTACT US

Freecall: 1800 557 166

**ASPA**  
 A member of the Australasian  
 Soil and Plant Analysis Council  
 (F. 0298)

**SoilMate Lab Tests**  
 0 record(s) found.

**Lab Test Search**  
 Status: Available  
 Sample BarCode:  
 Search Now  
 Clear Search

**Summary**  
 0 Available  
**5 Blocked (No matching PO)**  
 60 Archived  
 65 All

6. Click on the **Purchase Order No**

Show me information for:  
☒ Farmers  
☒ Agricultural Advisers

HOME - SoilMate  
 SoilMate Order Form  
 SoilMate User Account ▶  
 Training Courses  
 Back Paddock Home  
 Doctor Dirt - Forums  
 CONTACT US

Freecall: 1800 557 166

**ASPA**  
 A member of the Australasian  
 Soil and Plant Analysis Council

**SoilMate Lab Tests**  
 5 record(s) found.

	Sample BarCode	Test Code	Test Type	Lab Received Date	Analysis Date	Upload Date	Purchase Order No	Status
<input type="checkbox"/>	BP0028092	IP-A13	Crop Standard(Sulfur KCl)	14-Mar-2012	21-Mar-2012	21-Mar-2012	<b>HS84797</b>	Blocked
<input type="checkbox"/>	BP0028091	IP-A13	Crop Standard(Sulfur KCl)	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028087	IP-A13	Crop Standard(Sulfur KCl)	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028082	IP-A13	Crop Standard(Sulfur KCl)	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028014	IP-A13	Crop Standard(Sulfur KCl)	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked

**Lab Test Search**  
 Status: Blocked  
 Sample BarCode:  
 Search Now  
 Clear Search

**Summary**  
 0 Available  
 5 Blocked (No matching PO)  
 60 Archived  
 65 All

## No Purchase Order ( PO ) Entered

7. Click Add PO Detail which enables you to enter the PO manually.

Show me information for:

☒ Farmers

☒ Agricultural Advisers

**HOME - SoilMate**

SoilMate Order Form

SoilMate User Account

Training Courses

Back Paddock Home

Doctor Dirt - Forums

CONTACT US

Freecall: 1800 557 166



## SoilMate Purchase Order (PO) Detail :

Purchase Order No

Order Date

Laboratory

Status

**Important**

Please note that you will be notified of any price changes before they occur. Product prices reported here are as of today (Order Date.) However, you will be invoiced according to the product price on the date your samples are received by the laboratory.

Should you have further enquiries, please do not hesitate to contact us at 1800 557 166.

**Lab Tests - Customer** Logged PO Details

Lab Tests - Received for the PO

BarCode	Test Code	Test Type	Analysis Date	Upload Date	Lab PO No.	PO No.		
BP0028014	IP-A13	Crop Standard(Sulfur KCl) South	21-Mar-2012	21-Mar-2012	HS84797	HS84797		
BP0028062	IP-A13	Crop Standard(Sulfur KCl) South	21-Mar-2012	21-Mar-2012	HS84797	HS84797		

## 8. Double-check:

- the **Purchase Order Number (PO No.)** is correct according to your paperwork
- the **Lab Test PO No.** matches your **PO No.**
- the **BarCode** is reflecting the correct **Test Code**
- the correct number of tests **ordered** and **delivered** are reflected

**Note: if details are incorrect contact HelpDesk on 1800 557 166**

Show me information for:

☒ Farmers

☒ Agricultural Advisers

**HOME - SoilMate**

SoilMate Order Form

SoilMate User Account

Training Courses

Back Paddock Home

Doctor Dirt - Forums

CONTACT US

Freecall: 1800 557 166



## SoilMate Purchase Order (PO) Detail :

Purchase Order No

Order Date

Laboratory

Status

**Important**

Please note that you will be notified of any price changes before they occur. Product prices reported here are as of today (Order Date.) However, you will be invoiced according to the product price on the date your samples are received by the laboratory.

Should you have further enquiries, please do not hesitate to contact us at 1800 557 166.

Lab Tests - Customer Logged PO Details

Lab Tests - Received for the PO

BarCode	Test Code	Test Type	Analysis Date	Upload Date	Lab PO No.	PO No.		
BP0028014	P-A13	Crop Standard(Sulfur KCl) South	21-Mar-2012	21-Mar-2012	HS84797	HS84797		
BP0028062	IP-A13	Crop Standard(Sulfur KCl) South	21-Mar-2012	21-Mar-2012	HS84797	HS84797		

9. Once all the double-checking has been done and the information is correctly reflected then click **Log PO : Same as Lab Tests Received**; then click **Finish**

Show me information for:

- ☒ Farmers  
☒ Agricultural Advisers

**HOME - SoilMate**  
**SoilMate Order Form**  
**SoilMate User Account** ▶  
**Training Courses**  
**Back Paddock Home**  
**Doctor Dirt - Forums**  
**CONTACT US**

Freecall: 1800 557 166



## SoilMate Purchase Order (PO) Detail :

Purchase Order No   
Order Date   
Laboratory   
Status   
**Log PO : Same as Lab Tests Received** **Finish**

### Important

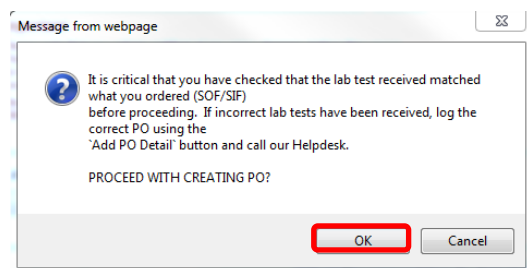
Please note that you will be notified of any price changes before they occur. Product prices reported here are as of today (Order Date.) However, you will be invoiced according to the product price on the date your samples are received by the laboratory.  
Should you have further enquiries, please do not hesitate to contact us at 1800 557 166.

### Lab Tests - Customer Logged PO Details

### Lab Tests - Received for the PO

BarCode	Test Code	Test Type	Analysis Date	Upload Date	Lab PO No.	PO No.		
BP0028014	IP-A13	Crop Standard(Sulfur KCl) South	21-Mar-2012	21-Mar-2012	HS84797	HS84797		
BP0028062	IP-A13	Crop Standard(Sulfur KCl) South	21-Mar-2012	21-Mar-2012	HS84797	HS84797		

10. The following **Message** will appear – if you are satisfied your information is correct – click **OK**



11. Click **Finish**

Show me information for:

- ☒ Farmers  
☒ Agricultural Advisers

**HOME - SoilMate**  
**SoilMate Order Form**  
**SoilMate User Account** ▶  
**Training Courses**  
**Back Paddock Home**  
**Doctor Dirt - Forums**  
**CONTACT US**

Freecall: 1800 557 166



## SoilMate Purchase Order (PO) Detail :

Purchase Order No   
Order Date   
Laboratory   
Status   
**Finish**

### Important

Please note that you will be notified of any price changes before they occur. Product prices reported here are as of today (Order Date.) However, you will be invoiced according to the product price on the date your samples are received by the laboratory.  
Should you have further enquiries, please do not hesitate to contact us at 1800 557 166.

### Lab Tests - Customer Logged PO Details

Test Code	Test Type	Ordered	Price	Total	Received	Difference
IP-A13	Crop Standard(Sulfur KCl) South	5	80.85	403.25	5	0

12. Results will now be available to Download. To download test results click **Download Test(s)** – the available tests are automatically selected with a **tick**

Show me information for:

☒ Farmers

☒ Agricultural Advisers

---

HOME - SoilMate

SoilMate Order Form

SoilMate User Account

Training Courses


Back Paddock Home

Doctor Dirt - Forums

CONTACT US

---

Freecall: 1800 557 166



ASPAC

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Soil and Plant Analysis Council  
(# C298)

### SoilMate Lab Tests

5 record(s) found.

[Download Test\(s\)](#)

<input type="checkbox"/>	Sample BarCode	Test Code	Test Type	Lab Received Date	Analysis Date	Upload Date	Purchase Order No	Status
<input checked="" type="checkbox"/>	BP0028092	IP-A13	Crop Standard(Sulfur KCl) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028091	IP-A13	Crop Standard(Sulfur KCl) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028087	IP-A13	Crop Standard(Sulfur KCl) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028082	IP-A13	Crop Standard(Sulfur KCl) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028014	IP-A13	Crop Standard(Sulfur KCl) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available

#### Lab Test Search

Status: Available

Sample BarCode:

[Search Now](#)

Clear Search

#### Summary

0 Available

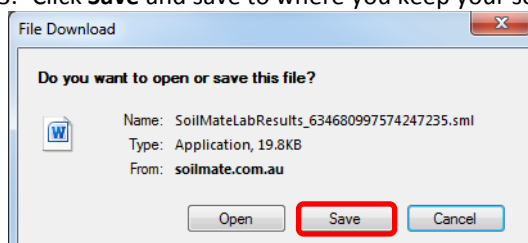
0 Blocked (No matching PO)

60 Archived

65 All

[Clear Impersonation](#)

13. Click **Save** and save to where you keep your soil test results.



## No Purchase Order ( PO ) Over/Underfilled

The situation may be due to:

- Laboratory error. In this case ring the Help Desk, 1800 557 166 , who will get the laboratory to sort out the problem.
- User error. In this case select the test which has been overfilled and click on the test code. The following screen will appear:

Show me information for:

☒ Farmers

☒ Agricultural Advisers

**HOME - SoilMate**

**SoilMate Order Form**

**SoilMate User Account**


**Training Courses**

**Back Paddock Home**

**Doctor Dirt - Forums**

**CONTACT US**

Freecall: 1800 557 166

  
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Soil and Plant Analysis Council  
(# C298)

**SoilMate Lab Tests : (Impersonating Adam Hancock)**

5 record(s) found.

[Download Test\(s\)](#)

	Sample BarCode	Test Code	Test Type	Lab Received Date	Analysis Date	Upload Date	Purchase Order No	Status
<input checked="" type="checkbox"/>	BP0028092	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028091	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028087	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028062	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available
<input checked="" type="checkbox"/>	BP0028014	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Available

**Lab Test Search**

Status: **Available**

Sample BarCode:

[Search Now](#)

[Clear Search](#)

---

**Summary**

5 Available

0 Blocked (No matching PO)

60 Archived

65 All



**BACK PADDOCK COMPANY**

Show me information for:

☒ Farmers

☒ Agricultural Advisers

**HOME**

**SoilMate User Account**

**PRODUCTS**

**SoilMate**

**Adviser**

**Manager**

**Training**

**News**

**LINKS**

**CONTACT US**

**SoilMate Purchase Order Detail:**

Purchase Order No:

Laboratory:

Status:

Test Code:

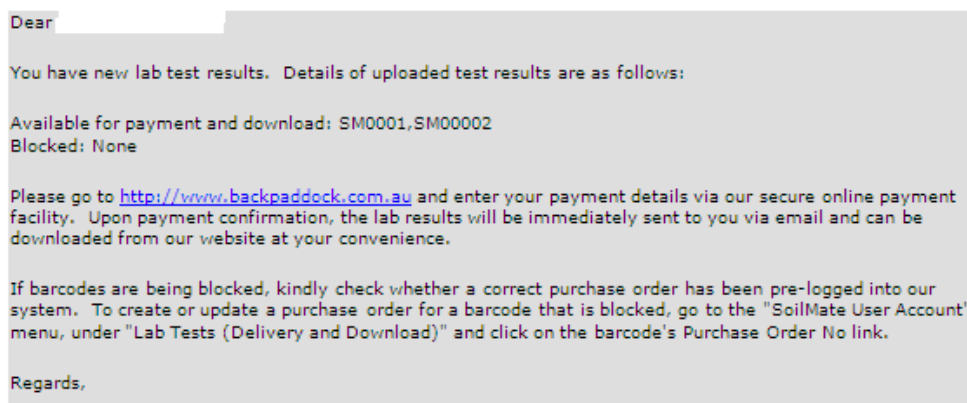
Quantity:

[Save and Add more](#) [Save and Finalise Order](#) [Cancel](#)

Go to the Quantity and change the number and the PO will then match.

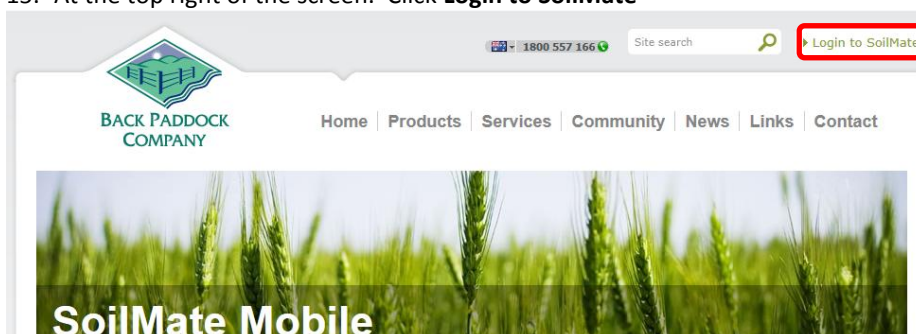
## Payment of Soil Tests Results

When soil tests are available you will receive an email. This e mail alert is sent out during the night of the day that the soil tests are received into the SoilMate system.

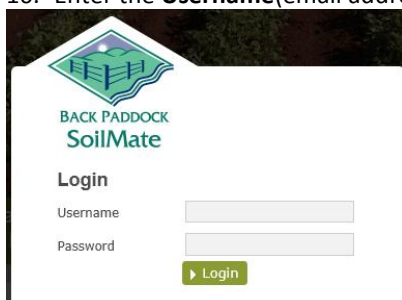


14. Go to [www.backpaddock.com.au](http://www.backpaddock.com.au).

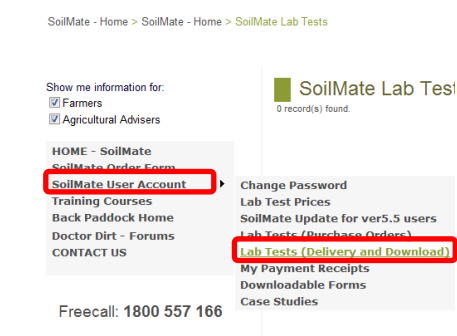
15. At the top right of the screen. Click **Login to SoilMate**



16. Enter the **Username**(email address) and your **Password**.



17. Click on **SoilMate User Account**, then click **Lab Tests (Delivery and Download)**



18. Once lab tests have been checked click **Proceed to Payment**

HOME > SoilMate User Account > Lab Tests (Delivery and Download) | Integrity

**SoilMate Lab Tests :**

**Total Amount : \$425.25 (includes \$38.66 GST)**

**Proceed to Payment**

Sample BarCode	Test Code	Test Type	Lab Received Date	Analysis Date	Upload Date	Purchase Order No	Price	GST	Total	Status
SM100009	IP-S5B-01	Core Surface 1	24-Oct-2008	31-Oct-2008	27-Nov-2008	BPC-10009	\$137.57	\$13.76	\$151.33	Available
SM100004	IP-S5B-05	Core Surface	24-Oct-2008	31-Oct-2008	27-Nov-2008	BPC-10004	\$124.51	\$12.45	\$136.96	Available
SM100002	IP-S5B-06	Core Surface	24-Oct-2008	31-Oct-2008	27-Nov-2008	BPC-10002	\$124.51	\$12.45	\$136.96	Available

## 19. A screen to confirm payment will appear. This screen gives you the opportunity to confirm payment or to cancel and return to lab tests.

HOME > SoilMate User Account > Payment Details | Integ

**Payment Details :**

\*All fields are mandatory

Payment Reference No.



Credit Card Number

CVV (what's this?)

Expiration  /

Credit Card Holder Name

Payment Amount  AUD

[Privacy Policy](#) [Terms and Conditions](#)



Back Paddock Co. uses SecurePay's Internet Payment Gateway to provide a secure environment for the authorisation of credit card transactions over the Internet. Confidential information including client credit card details are encrypted the moment they are transmitted from the client's browser to the banking network using industry standard SSL 128-bit RC4 encryption technology. A client's credit card details are not stored anywhere on the Internet and the only company who has access to this data is the merchant's bank. The bank also sends confirmation information via the same encryption technology back to the client's browser. These secure processes provide clients with peace of mind when purchasing online.

A screen to confirm payment will appear. This screen gives you the opportunity to confirm payment or to cancel and return to lab tests.

**Confirm Your Transaction :****Payment Details**

Card Holder Mr Alex Samson  
 Card Number 4444333322221111  
 Card Expiry 02/10  
 Transaction Amount 425.25 AUD

Payment Reference SOP-00168

## 20. Upon successful payment the following screen will appear:

**Payment Transaction Result :****Approved****Payment Details**

Card Holder Mr Greg Edmonds  
 Card Number 444433...111  
 Card Expiry 06/09  
 Card Type Visa  
 Transaction Amount 425.00 AUD  
 Settlement Date 20081215

Payment Reference SOP-00170  
 Transaction ID 807962  
 Transaction Timestamp 20081512112628287000+660

21. With successful payment the following email is sent immediately:

Dear [REDACTED]

Attached is your payment receipt summary and tax invoice for your recently downloaded laboratory tests.

Attached also is the SoilMate Lab file containing the lab results for each of the barcodes listed in the payment receipt summary. It is suggested that you save this file to a location of your choice for later use to import the lab results into the SoilMate software application.

To get the best results use only the latest SoilMate Software application and update regularly. Always take BOTH the SoilMate Application and the SoilMate Reference Data updates whenever you upgrade.

Upgrades are able to be taken from <http://www.backpaddock.com.au/smUpdates.aspx> at any time.

To check if you have the latest version of the SoilMate Software Application and Reference Data, in SoilMate click on the menu item Help > About.

Regards,

BACK PADDOCK COMPANY Pty Ltd  
 Website - <http://www.backpaddock.com.au>  
 email - [info@backpaddock.com.au](mailto:info@backpaddock.com.au)  
 Ph - 1800 557 166

The attachment in the above email will look like this:

**BACK PADDOCK COMPANY Pty Ltd**

PO Box 823  
 Cleveland QLD 4163

Tel: 07 3208 2123  
 Fax: 07 3208 2135  
 A.B.N. - 65 094 019 619

**STATEMENT NO: SOP-00170**

**BILL TO:**

PO Box 823  
 CLEVELAND QLD 4163

Order No	BarCode	Payment Date	Supply Date	Description	Product Code	Quantity	Balance Due
BPC-10002	SM100002	15/12/2008	24/10/2008	Core Surface	IP-SNB-06	1	\$124.51
BPC-10004	SM100004	15/12/2008	24/10/2008	Core Surface	IP-SNB-06	1	\$124.51
BPC-10005	SM100005	15/12/2008	24/10/2008	Core Surface 1	IP-SSB-01	1	\$137.57
							<b>\$386.59</b>

**Payment Details**

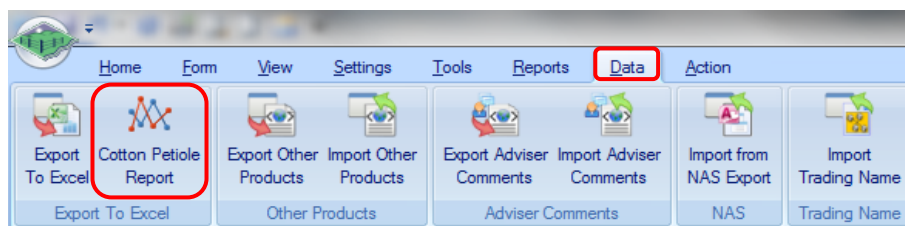
Payment Mode Credit Card  
 Payment Date 15-Dec-2008  
 Amount \$425.00

*Thank you for your purchase. For assistance call 1800 557 166.*

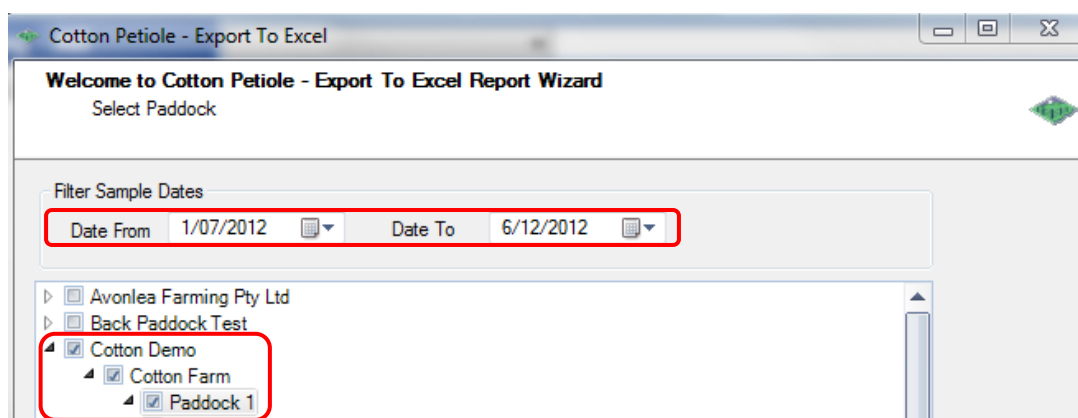
<b>GST @ 10%</b>	<b>\$38.66</b>
<b>TOTAL</b>	<b>\$425.25</b>
<b>Less Payment</b>	<b>\$425.00</b>
<b>AMOUNT DUE</b>	<b>\$0.25</b>

## New Cotton Petiole Report

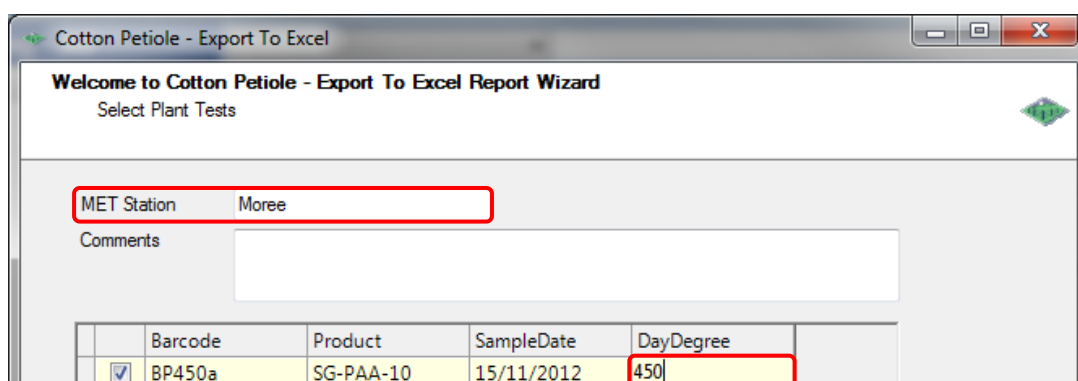
This button can be found in the **Data** tab of the main toolbar. It allows a Cotton Petiole Report of the laboratory results to be created in Excel.



1. Click **Cotton Petiole Report** and the **Export to Excel Report Wizard** screen appears.
2. Tick to Select the required **Trading Name, Farm** and **Paddock**
3. Select the **Filter Sample Date** Range (from and to)
4. Click **Next**



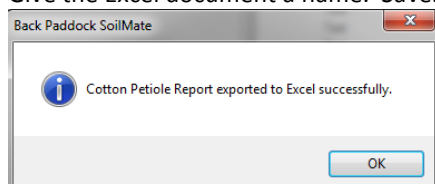
5. Enter your nearest Weather Station at MET Station
6. Enter the DayDegree  
*Cotton Growth Stage Day Degrees:* <http://cottassist.cottoncrc.org.au>
7. Click Next



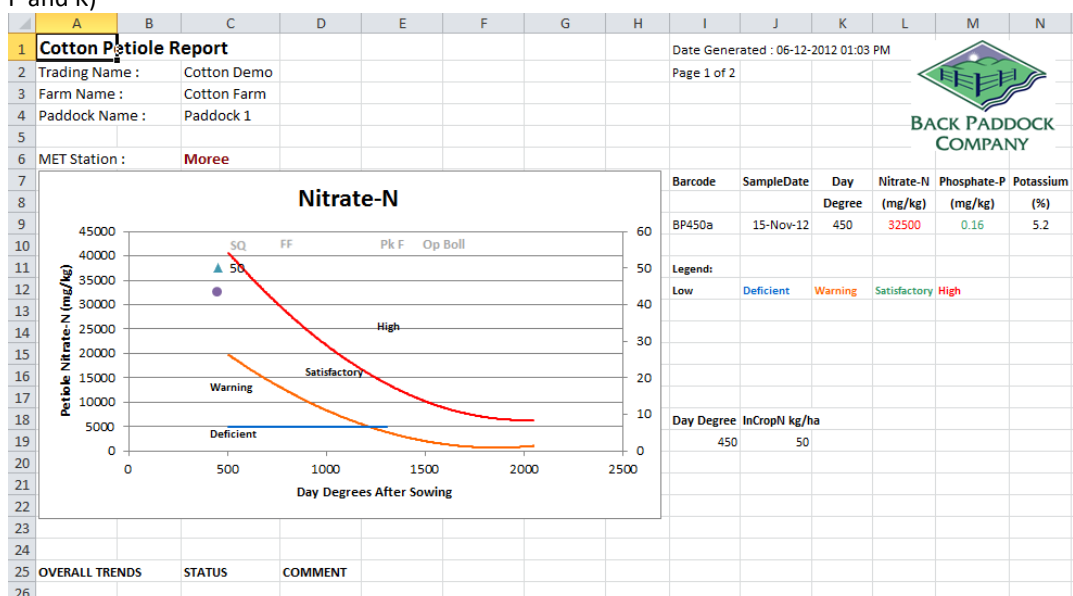
8. Add the DayDegree and Nitrogen rate (if applied). Click Finish

*Note: If no Nitrogen added leave blank.*

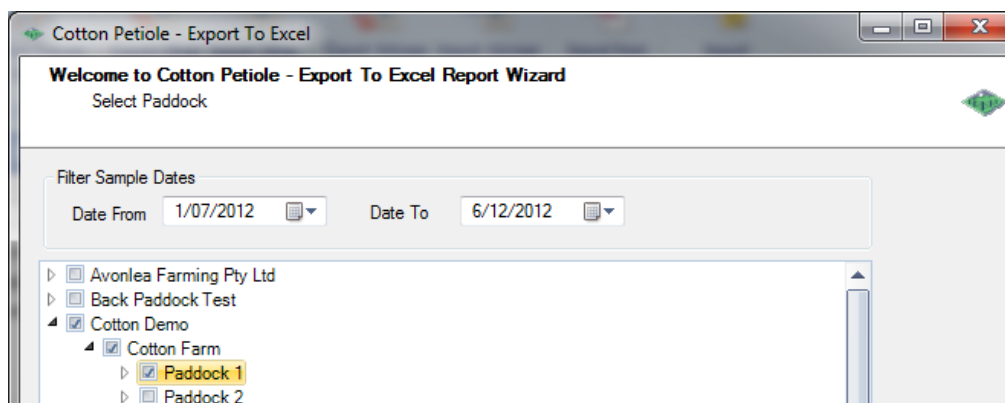
9. Give the Excel document a name. Save.



10. Open the Excel document to receive the report – Tab for N Report and tab for NPK Report (scroll down for P and K)



## Cotton Petiole Report: 2nd and Subsequent Sample Logging



1. Enter your nearest Weather Station at MET Station
2. Enter the DayDegree  
*Cotton Growth Stage Day Degrees:* <http://cottassist.cottoncrc.org.au>
3. Click Next

MET Station: Moree  
Comments:

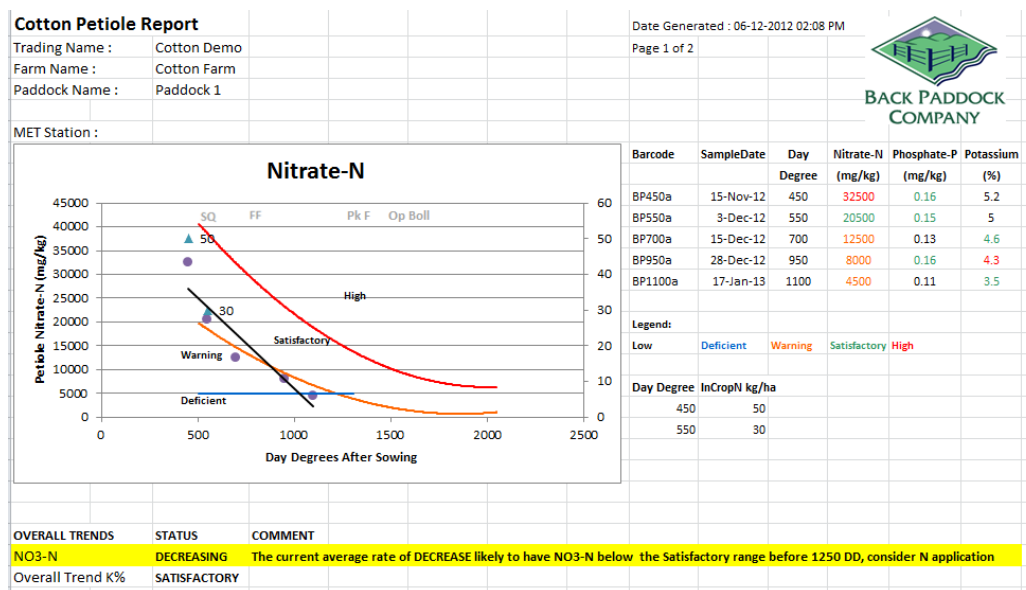
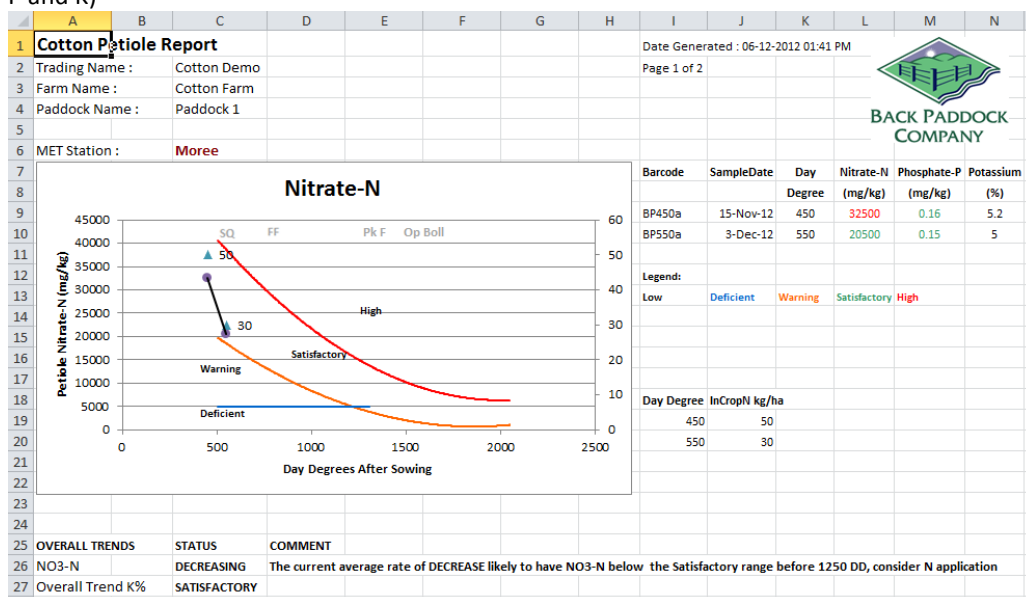
	Barcode	Product	SampleDate	DayDegree
<input checked="" type="checkbox"/>	BP450a	SG-PAA-10	15/11/2012	450.00
<input checked="" type="checkbox"/>	BP550a	SG-PAA-10	3/12/2012	550

4. Add the DayDegree and Nitrogen rate (if applied). Click Finish  
*If no Nitrogen added leave blank*

Production Type  
☒ Irrigated ☐ Dryland

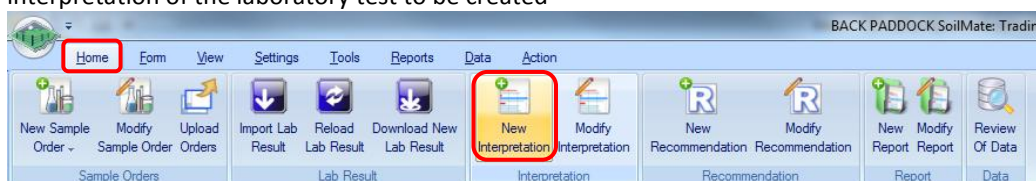
DayDegree	InCropN (kg/ha)
450.00	50.00
550	30

5. Open the Excel document to receive the report – Tab for N Report and tab for NPK Report (scroll down for P and K)

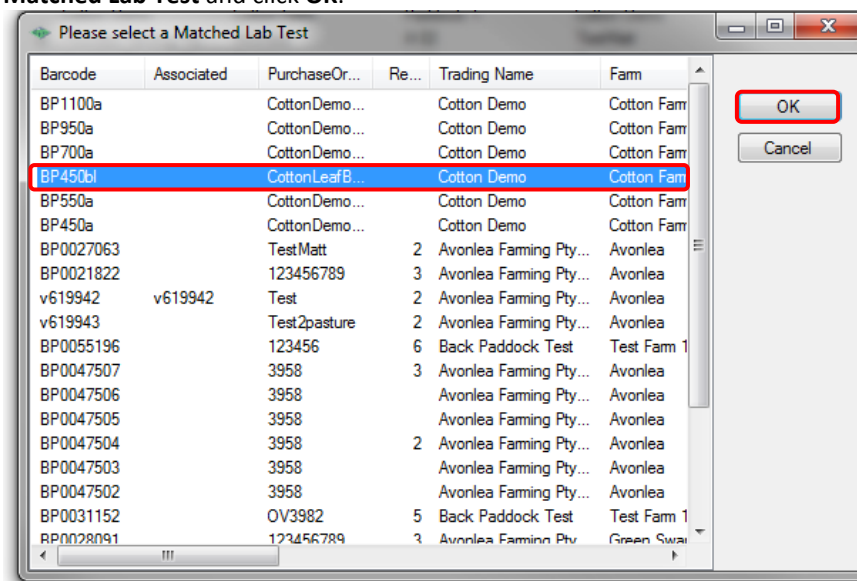


## New Leaf Blade Report

This button can be found in the **New Interpretation** section of the **Home tab** of the main toolbar. It allows an interpretation of the laboratory test to be created



1. Click **New Interpretation** and a screen of all the **Matched Lab Tests** appears. Select the required **Matched Lab Test** and click **OK**.



2. Give the Interpretation a name. The remainder of the details will be auto-populated. Click **Next**

**Welcome to the SoilMate Evaluation Wizard**  
Enter the name of the Recommendation

Recommendation Name:

Pre-logged Description:

Barcode:

**Farm/Paddock Details**

Trading Name:

Farm:

Paddock:

Growing Season:

Paddock Section:

Soil Texture:

☐ Overwrite the laboratory texture with the texture description selected above

3. Enter the Sowing Date. Click Finish

SoilMate Evaluation Wizard

Welcome to the SoilMate Evaluation Wizard  
Selection and evaluation for the recommendation and verify the evaluation parameters have been selected

Evaluation: Cotton - Youngest Mature Leaf Blade (All growth stages) [Select]

Sowing Date: 1/10/2012 [X]

4. The Evaluation Tab to the Interpretation is displayed.

Recommendation: Cotton Farm, Paddock 1 - Cotton Leaf Blade Demo

	Value	Rate
NITROGEN		
Nitrate-N (H2O) mg/kg	1,800	
Nitrogen Total (Leco) % PTA	5.27	
PHOSPHORUS		
Phosphorus % PTA	0.47	
N/P Ratio PTA	11.2	
POTASSIUM		
Potassium % PTA	1.45	
N/K Ratio PTA	3.7	
SULFUR		
Sulfur % PTA	0.78	
LIME		
CALCIUM		
Calcium % PTA	2.77	
MAGNESIUM		
Magnesium % PTA	0.70	
Sodium % PTA	0.07	
GYPSUM		
COPPER		
Copper mg/kg PTA	9.5	
ZINC		

5. Go to Details & Reports Tab. Select Quick Report. Click Preview

Evaluation Recommendation Details & Reports

Recommendation Name: Cotton Leaf Blade Demo

Recommendation Status: [Change Status]

Current Status: Current Program

Reports

Report	Insert Page Break Before Item
<input checked="" type="checkbox"/> SoilMate Header	<input type="checkbox"/>
<input checked="" type="checkbox"/> Grower, Adviser and Sample Details	<input type="checkbox"/>
<input checked="" type="checkbox"/> Analysis Results	<input type="checkbox"/>
<input checked="" type="checkbox"/> Show Sufficiency Range	<input type="checkbox"/>
<input checked="" type="checkbox"/> Recommendation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Recommendation Comments	<input type="checkbox"/>

Preview [Print] [Export] [Email] [Options] [Default] [User Default] Report Type: Quick

6. Click OK on the Report Title.

Report Title

Main Title: SUMMER 2012  
SOIL HEALTH & NUTRITION PLAN

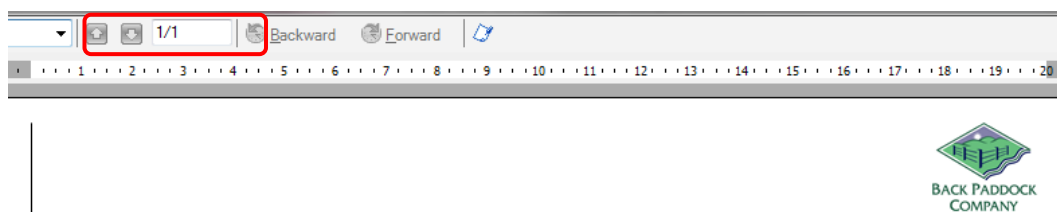
Line 1: Cotton Demo

Line 2: Contact : Cheryl Else

Line 3: Prepared By : Else, Cheryl

OK Cancel

7. Click on Up and Down arrows to move between pages



**SUMMER 2012**  
**SOIL HEALTH & NUTRITION**  
**PLAN**

**Cotton Demo**

**Contact : Cheryl Else**

**Prepared By : Else, Cheryl**

Nutrient	Result	Low	Marginal	Sufficient	High	Excess	Sufficiency Range
Nitrogen Total (Leco) % PTA	5.27						3.52 - 4.52
Phosphorus % PTA	0.47						0.26 - 0.64
Potassium % PTA	1.43						1.55 - 2.50
Sulfur % PTA	0.79						0.26 - 1.16
Calcium % PTA	2.77						1.89 - 3.79
Magnesium % PTA	0.70						0.24 - 1.14
Sodium % PTA	0.07						0.09 - 0.17
Copper mg/kg PTA	9.9						5.5 - 24.5
Zinc mg/kg PTA	39.0						22.8 - 41.8
Manganese mg/kg PTA	330.0						27.3 - 127.3
Iron mg/kg PTA	230						87 - 317
Boron mg/kg PTA	48.0						17.1 - 72.1
Chloride % PTA	1.60						0.00 - 0.00
Nitrogen:Sulphur Ratio	6.7						0.0 - 0.0

8. After evaluating the results and sufficiency ranges. Click X (in the top right hand corner to close the report down). Click on the Evaluation tab. Enter your recommendation into the Comments section at the bottom of screen. Once complete – click Details and Report tab for final report.



9. Preview/Print/Export Report as required.