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# SOILMATE – Import results and view

## 1. Overview

So you have sent your samples to the lab, and received an email from Back Paddock to say that results are available for you. This guide will show you what to do next.

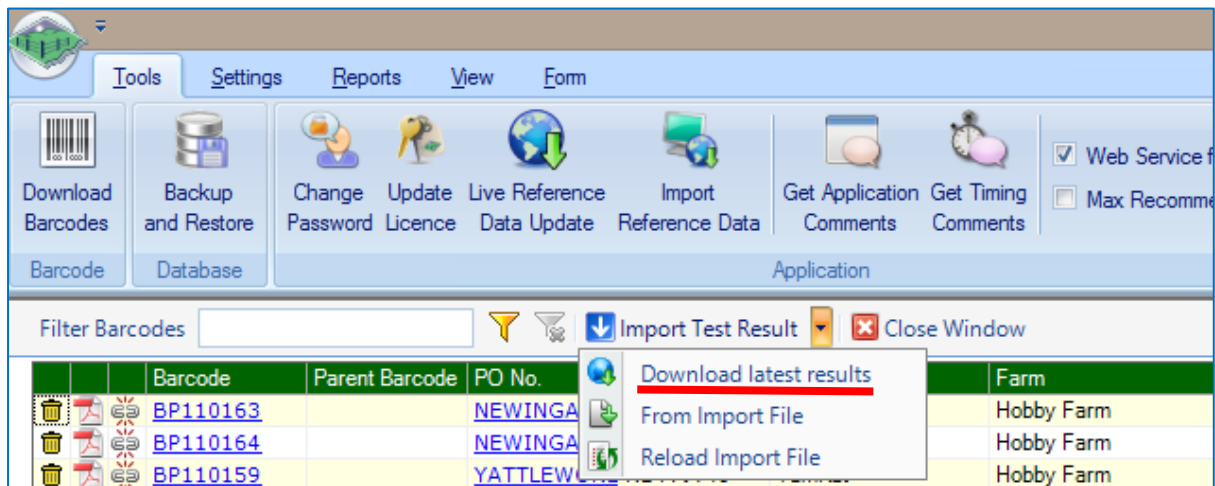
## 2. Import Results

There are two methods that can be used to bring your results into the SoilMate system. The first is to use the 'sml' file type that will be sent with your notification email. This can only be opened in the SoilMate program, but I can assure you it contains your results! The second is to use the internet connection inside the SoilMate program to download results directly from our server.

### 2.1 Download results in SoilMate program

This method of importing results allows the user to both check for available results prior to receiving an email, or download results without using a physical file.

1. Double click your SoilMate icon to start program
2. Click OK to log in
3. Click Lab Test Results icon
4. Left click the black down arrow to the right of Import Test Result



5. Left click Download Latest Results

Your SoilMate program will now connect to the online server, and search for any available results in your name.

6. If results are not available, a prompt will appear to notify you
7. If results are available, first check STATUS as below

A SoilMate Lab Result Import screen will now pop up and your new lab results should be visible in this box. **Before continuing, please check the STATUS of these results.** This will indicate if all sample logging requirements have been completed prior to import.

*Pre-Logged match to barcode* – Requirements completed, these are ready to import

*OK* – Some requirements have not been completed, or there is a mismatch. Do not continue until resolved.

*Analyte error* – There is a mismatch, please contact the HelpDesk. Do not continue until resolved.

Please continue once the status is confirmed.

#### 8. Left click Import

Your results have now been successfully downloaded and imported into the SoilMate system. Now it's time to look at those results, and action them.

## 2.2 From email file

When results have been received by the laboratory, our server will match them up to your previously submitted logging form and send you an automatic email, with results attached. This email will have a subject "Lab Result Notification..." and will be sent from Back Paddock Co.

Carefully read the email as it may contain important information. What we want it to say is:

**Sending the attached SoilMate Lab file containing the barcode:**

>> List of all your barcodes <<

**Barcodes on hold:**

None

This will mean that our server has successfully matched up your results from the lab with your original requirements. **If Barcodes are on hold, this means that there has been a mismatch.** This could mean that testing that has been completed does not match your requirements or perhaps not all samples have been received yet. If this is the case please contact the HelpDesk for clarification.

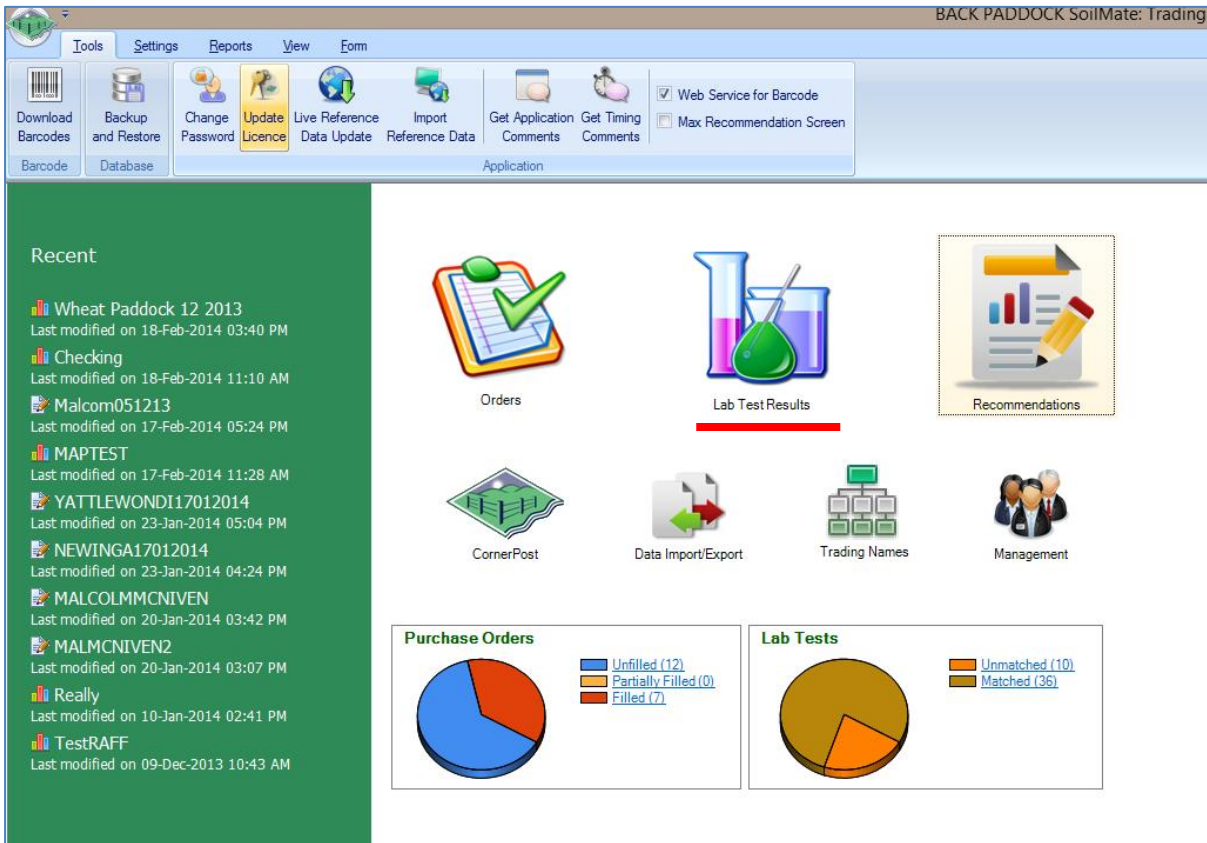
If things are all well, it is time to save the lab file and import it into the SoilMate program.

1. Right click on the “LabResults.sml” attachment in your email
2. Left click SAVE AS
3. Navigate to a location of your choice, we recommend creating a new folder for result files
4. Click SAVE

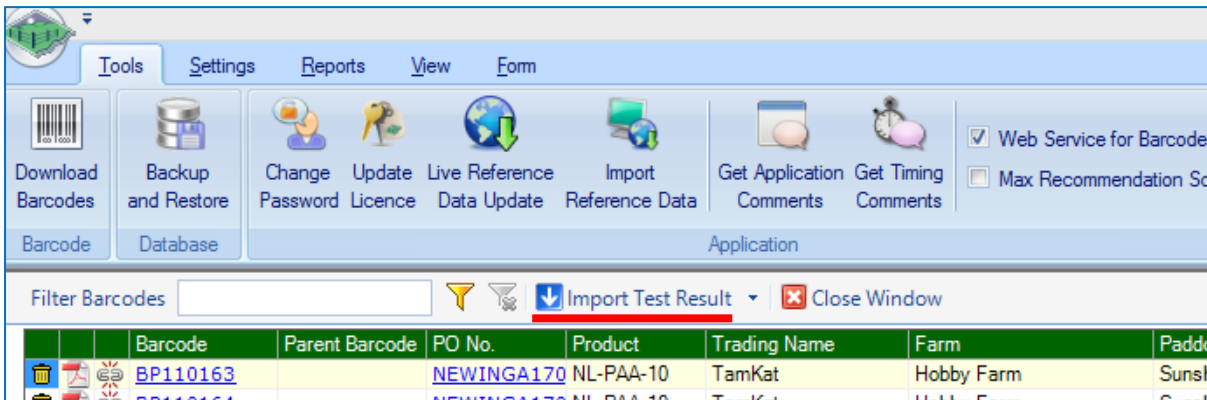
The results have now been saved to your computer; it is time to import the results into SoilMate.

1. Double click your SoilMate icon to start program
2. Click OK to log in

Your home page should now open. Note Before: if a “Main Menu” pops up, click Close to continue to the Home Page.



3. Left click the Lab Test Results icon



4. Left click the Import Test Result icon
5. Navigate to your chosen lab result location
6. Left click the new lab result to highlight
7. Left click Open

A SoilMate Lab Result Import screen will now pop up and your new lab results should be visible in this box. **Before continuing, please check the STATUS of these results.** This will indicate if all sample logging requirements have been completed prior to import.

*Pre-Logged match to barcode* – Requirements completed, these are ready to import

*OK* – Some requirements have not been completed, or there is a mismatch. Do not continue until resolved.

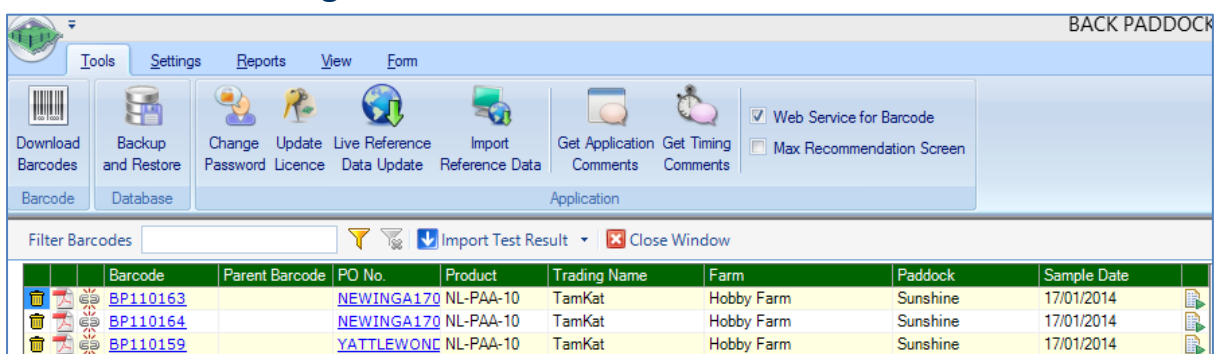
*Analyte error* – There is a mismatch, please contact the HelpDesk. Do not continue until resolved.

Please continue once the status “*Pre-Logged, match to barcode*” is confirmed.

8. Left click Import

A prompt will now appear indicating that results have been successfully imported. Well done! It’s now time to do something with those results. Please continue ahead as required.

### 3. Lab Results Page orientation



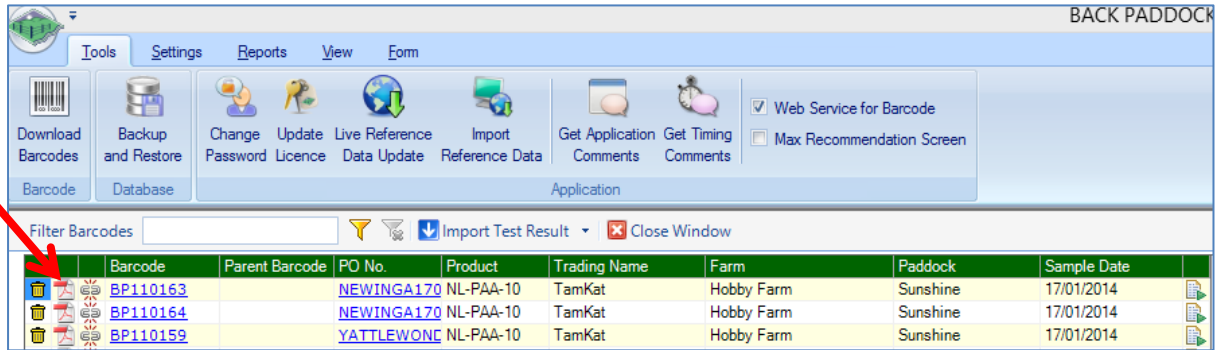
	Barcode	Parent Barcode	PO No.	Product	Trading Name	Farm	Paddock	Sample Date
	<a href="#">BP110163</a>		<a href="#">NEWINGA170</a>	NL-PAA-10	TamKat	Hobby Farm	Sunshine	17/01/2014
	<a href="#">BP110164</a>		<a href="#">NEWINGA170</a>	NL-PAA-10	TamKat	Hobby Farm	Sunshine	17/01/2014
	<a href="#">BP110159</a>		<a href="#">YATTLEWONG</a>	NL-PAA-10	TamKat	Hobby Farm	Sunshine	17/01/2014




Take a moment to hover over the icons available on the Lab Results page. From left to right, samples can be deleted, a preview viewed or samples detached. Moving past your barcode, purchase order and trading name details, clicking on the last icon on the right enables you to create a recommendation based on each laboratory sample.

## 4. Preview Results

Once results have been imported, the next step we suggest would be to simply check the results. Follow these steps to create a quick report of the analytes tested and their results for each sample.

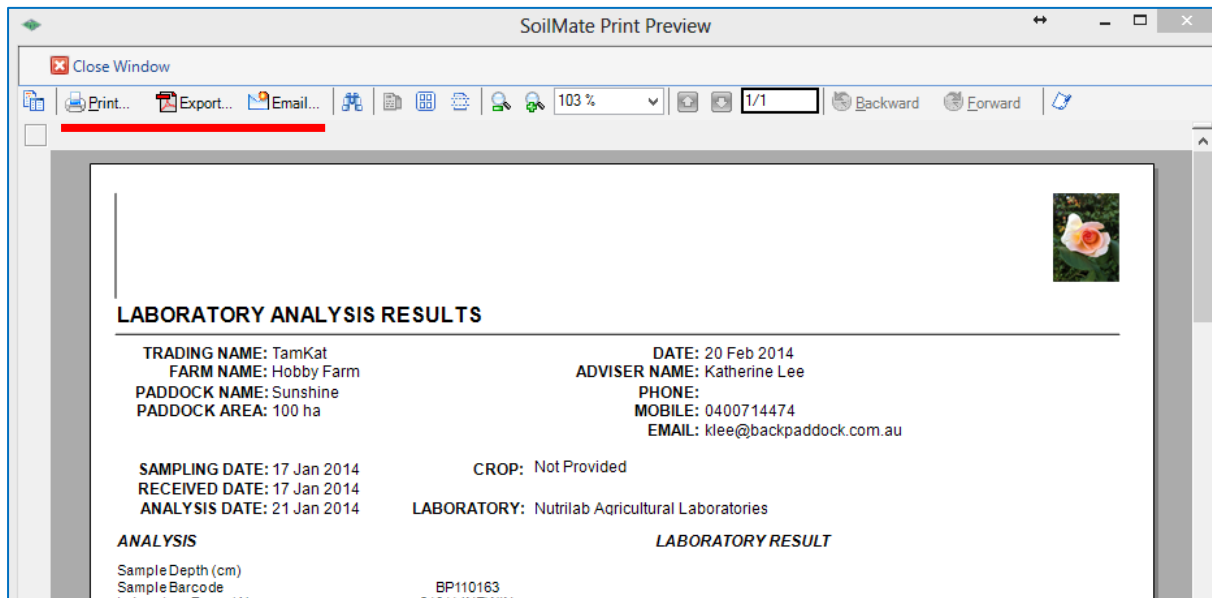
You will need to be on the Lab Results page to begin.



	Barcode	Parent Barcode	PO No.	Product	Trading Name	Farm	Paddock	Sample Date
	BP110163		NEWINGA170	NL-PAA-10	TamKat	Hobby Farm	Sunshine	17/01/2014
	BP110164		NEWINGA170	NL-PAA-10	TamKat	Hobby Farm	Sunshine	17/01/2014
	BP110159		YATTLEWONG	NL-PAA-10	TamKat	Hobby Farm	Sunshine	17/01/2014

1. Scroll down the page as required until the correct barcode is visible
2. Left click the 'Adobe' icon to the left hand side of your required barcode

A preview will now be visible on your screen, showing all information available from the laboratory for that sample. From here, you may wish to save this as a PDF on your computer (export), print or email it by left clicking on the designation icon in the top row of your preview. Please see example below.



LABORATORY ANALYSIS RESULTS	
TRADING NAME: TamKat	DATE: 20 Feb 2014
FARM NAME: Hobby Farm	ADVISER NAME: Katherine Lee
PADDOCK NAME: Sunshine	PHONE:
PADDOCK AREA: 100 ha	MOBILE: 0400714474
	EMAIL: klee@backpaddock.com.au
SAMPLING DATE: 17 Jan 2014	CROP: Not Provided
RECEIVED DATE: 17 Jan 2014	LABORATORY: Nutralab Agricultural Laboratories
ANALYSIS DATE: 21 Jan 2014	
<b>ANALYSIS</b>	<b>LABORATORY RESULT</b>
Sample Depth (cm)	
Sample Barcode	BP110163
Laboratory Report No.	21014NEWING

Thank you for joining me in importing your results and viewing them. If you have any questions on these processes, please don't hesitate to contact me. Try our guide on Creating a Recommendation next, or book a training session. Contact information below.

## 5. Help please!

We at Back Paddock understand that everyone is different and learns in different ways. To facilitate this and make our products more accessible for everyone, we have a plethora of different ways and means of obtaining assistance in any situation.

### 5.1 Call HelpDesk

That's fine by us! We have a HelpDesk service that operates Monday to Friday 7:30am – 5pm 07 3220 2959 and we are always happy to take your call.

### 5.2 Training Session

Private webinar sessions can be arranged by booking direct on our HelpDesk, here:

<http://www.backpaddock.com.au/help-desk/>

### 5.3 How To Guides

Not a problem! As well as this user manual, we have a heap of Help Sheets available online to point you in the right direction, get you started, and save you from any sticky situations you might find yourself in. Visit: <http://www.backpaddock.com.au/help-desk/> for the full list organised by program.

### 5.4 Online Consultant

Have you seen met our Online Consultant? She's friendly, patient, knowledgeable and about three clicks away! Reach her at <http://www.backpaddock.com.au/help-desk/> by clicking on the Site Consultant button.

### 5.5 Email us

How about an email? We've usually responded by the end of the next business day, and this gives you a chance to send us your thoughts or questions at any hour of the day or night! Give us a yell at [Support@backpaddock.com.au](mailto:Support@backpaddock.com.au)

# Good luck, and have fun!

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#### Back Paddock Team.

Ph: 07 3220 2959

E: [Support@backpaddock.com.au](mailto:Support@backpaddock.com.au)

W: [www.backpaddock.com.au](http://www.backpaddock.com.au)