

# Import Results from another User

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## 1. Sample Information Form

The Sample Information Form is required so that the results are able to correctly match in your (recipient) SoilMate program.

1. Request copy of Sample Information Form (SIF)
2. Open SoilMate
3. Click Orders
4. Add Order exactly as per SIF including Order number, barcodes, paddocks and products
5. Save order

## 2. Import .sml result from file

You will require the “.sml” file from the owner of the results, this can be downloaded from our website and sent to you via email. Please follow instructions below to import this result.

6. Receive .sml file on email
7. Save file to a known location (eg C:\SoilMate or C:\WebConnect)
8. Open SoilMate
9. Click Lab Test Results
10. Click the drop down beside Import Test Result
11. Click From Import File
12. Navigate to your saved .sml file (WebConnect users, you may choose to copy from your local computer to the server here. Ctrl C on your local .sml file and Ctrl V to paste into the Browse pop up box)
13. Click to highlight required file
14. Click Open
15. Check status – Prelogged match to barcode – Import (if other status, click Close)
16. Results will be imported for use

If the status of your samples are not “prelogged match to barcode” there may be an anomaly between the entered order and the results attached. Check the Order against the SIF to clarify, and contact Support if required.

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