

SoilMate: Re-load Results

1. Goal

This guide will assist a user Reload results if, for example, additional analytes have been tested or if a sample was previously transmitted incorrectly by the lab.

2. Receive and Save new “.SML” file

If results have been re-tested, the Back Paddock system will send your new results as an “.sml” file by email. This must first be saved somewhere you will be able to locate it.

1. Receive email from Back Paddock with new results (standard laboratory turnaround time applies)
2. Right click on ‘.sml’ attachment
3. Click Save As
4. Navigate to a known location (eg C:\SoilMate)
5. Click Save

3. Re-load into SoilMate program

If you are using WebConnect we suggest you first navigate to your saved ‘sml’ location and Copy the file (right click, Copy). This will enable you to Paste to the server.

1. Open SoilMate
2. Click Lab Test Results
3. Click drop down to right of Import Test Result
4. Click Reload Import File
5. Navigate to your file
 - a. WebConnect users: Now Paste that file in the open location on the server. Ctrl V to paste
6. Click relevant ‘.sml’ file to highlight
7. Click Open
8. Click Reload
9. Click OK on successful prompt

Your samples have now been re-loaded with updated analyte results.

Enjoy!

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