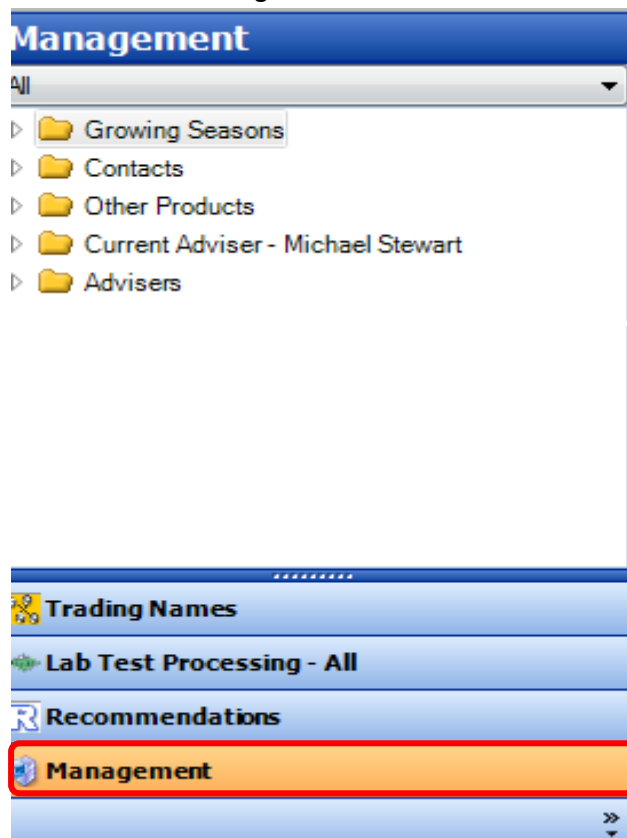


Setting Up SoilMate

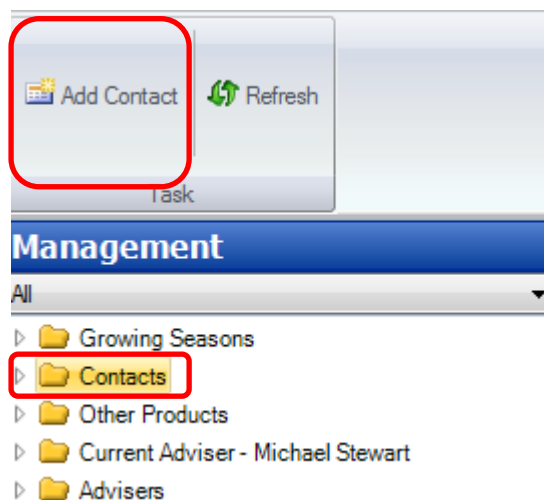
Before attempting to create recommendations it is highly recommended that time is spent on setting up SoilMate. Setting up SoilMate will save time and problems with logging and downloading tests.

1. Setting up Contacts

- a. Click on the **Management** bar in the left corner of the screen



- b. Click on **Contacts**.



- c. Click **Add Contact** tab at the top of the screen to bring up the **Add Contact** screen.

d. Fill in the details and Click **OK**

Tip: Ensure you fill in the postcode – this will ensure the postcode is reflected on the SIF/SOF forms when pre-logging lab tests

e. Click **Contacts** and the contact details will appear on the screen to the right.

Surname	First Name	Company	Address	City
Back	Paddock	Back Paddock	Cnr Waterloo & ...	Brist
BG & VN Webste...				
Cody	Dallas	Elders	2 Racecourse Rd	Delc
Date	Warwick	Back Paddock	P.O.Box 8111	Griff
demo				