

Unlocking Soil Test Results

[in Soilmate Web]

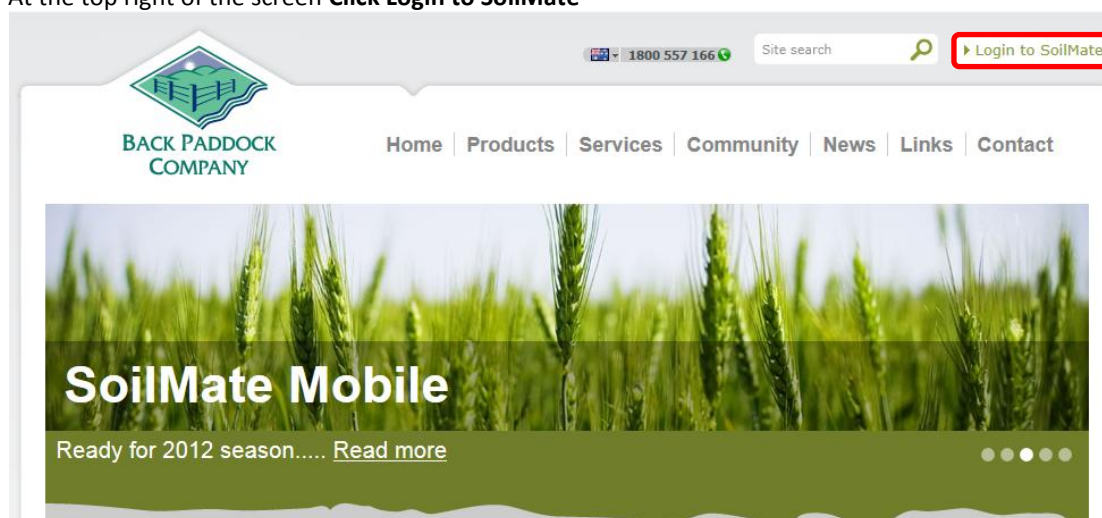
Soil Tests can become blocked for one of the following reasons.

- **There is no Purchase Order (PO)**
 - PO was not prelogged
 - PO was not supplied by you when pre- logging
- **The PO has been under filled.**
 - Not all testes 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

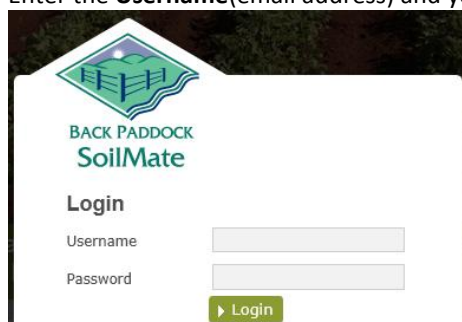
A blocked lab test will only become unblocked when identical matching occurs.

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.
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

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5. In the **Summary Box** click on **Blocked** to reveal the blocked tests

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SoilMate Lab Tests
 0 record(s) found.

Lab Test Search

Status: Available

Sample BarCode:

Summary

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

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

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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"/>	BP0028082	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028081	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028087	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028062	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked
<input type="checkbox"/>	BP0028014	IP-A13	Crop Standard(Sulfur KCI) South	14-Mar-2012	21-Mar-2012	21-Mar-2012	HS84797	Blocked

Lab Test Search

Status: Blocked

Sample BarCode:

Summary

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


7. Double-check:
 - a. the **Purchase Order Number (PO No.)** is correct according to your paperwork
 - b. the **Lab Test PO No.** matches your **PO No.**
 - c. the **BarCode** is reflecting the correct **Test Code**

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

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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. 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**

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SoilMate Purchase Order (PO) Detail :

Purchase Order No
 Order Date
 Laboratory
 Status

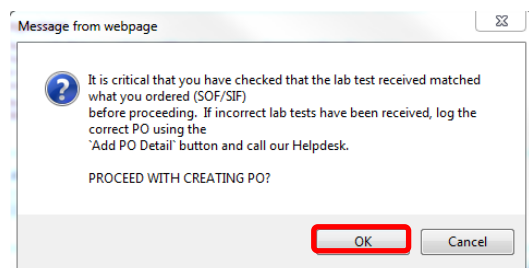
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Lab Tests - Customer Logged PO Details

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	↑	□

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



10. Click **Finish**

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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.
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Lab Tests - Customer Logged PO Details

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

[Back to List of Orders](#)

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

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SoilMate Lab Tests

5 record(s) found.

<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 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

Download Test(s)

Lab Test Search
 Status:
 Sample BarCode:

 Clear Search

Summary

 0 Blocked (No matching PO)
 60 Archived
 65 All

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

