

#### Data Tab - Sample Management - Soil Data

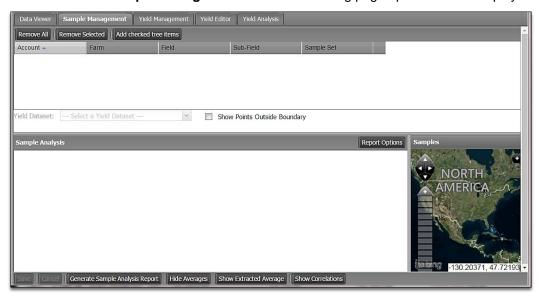
The Data Tab provides functions for working with field data. To activate the options, select the **Data Tab**.



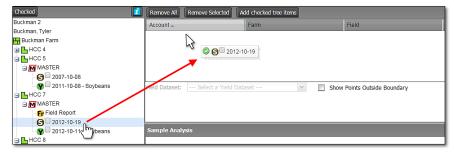
The following functions / tabs will be displayed.



- Sample Management: This option allows you view / print soil analysis data / reports per field.
  - A. Click on the Sample Management tab. The following page/options will be displayed.



**B.** From the I.F.A.R.M. customer listing window, click and hold a soil sample file, and drag up to the **Account Window**. You can drag over individual or multiple soil sample files.



- The files will appear in the account window and start the loading process.
- The data file check boxes can be used as well. Click the box(es) then select **Add checked tree** items.

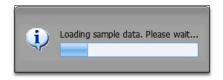


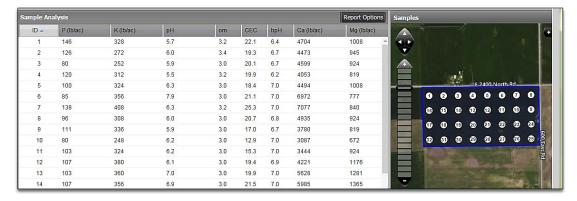
Note: You must first drag in a soil sample and have it display before using the Add checked tree items option.



Sample Management - Soil Data continued...

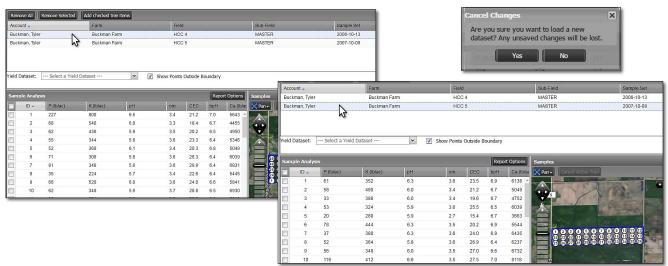
- C. View Points. As soon as the soil data file is pulled into the Account window, the map and lab analysis data will start to load. An indicator will appear to show the status of the loading process.
- **D.** The sample analysis data will be displayed in the left window; the field map with sample locations in the right.



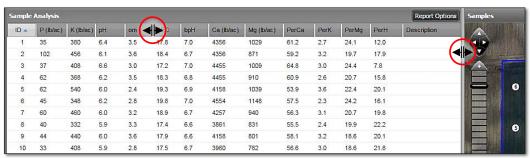


**Note:** All point locations and nutrient numeric values are <u>non-editable</u>. Users will need to contact I.F.A.R.M. to make the required edits.

**E.** Viewing Multiple Entries. If multiple datasets have been entered, to view a specific set, simply click on it. The following notice will appear. Clicking Yes will display the results.



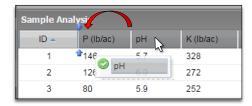
**F.** The sample map window is interactive, meaning you can click and hold on the grey vertical bar and drag the window open to the left or right. This will expand the data window and allow you to spread the data columns.

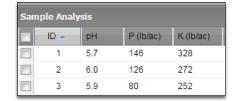




Sample Management - Soil Data continued...

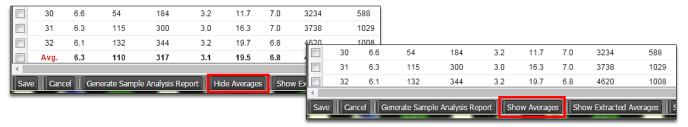
- The columns can be rearranged as well. Left click and hold on a column and move it to the left or right.
- Note there will be two blue arrows indicating where the column will reside. By letting go of the mouse left click, the column will be repositioned.





**Note:** Re-positioned columns will not show on the report, only on the visual screen. The PDF report is a static report.

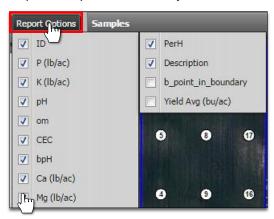
- **G.** Users have the option to show / hide analysis averages:
  - By default, the test averages show automatically at the bottom of the list when the data loads.
  - To hide the averages, click on the **Hide Averages** button. Note the average row is removed and the button changes to **Show Averages**. Clicking Show Averages puts the row back.
  - If the averages are hidden, they will <u>not</u> print out on the Sample Summary Report.



- Sample Management also offers **Extracted Averages**. This feature removes the most extreme sample values (high and low) to give a truer field average.



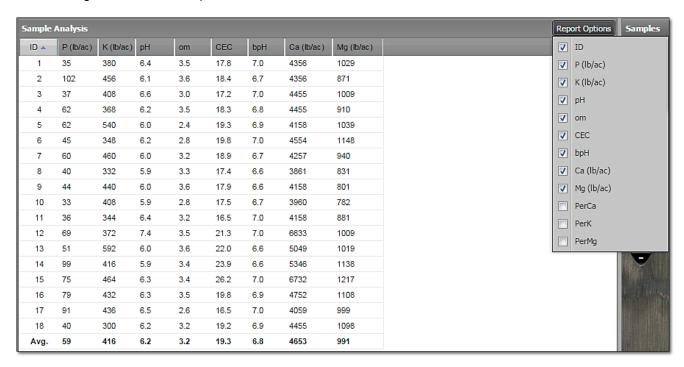
- Clicking on Hide Extracted Averages will remove the column.
- If the averages are hidden, they will <u>not</u> print out on the Sample Summary Report.
- H. Users can also remove / hide columns if desired. This will help clean up the visual analysis information.
  - Click on the **Report Options** button.
  - A list of all tested nutrients / options will display.
  - Click those check boxes you wish to turn off.
  - Clicking on the check boxes will remove or add needed columns.
  - The columns will disappear or reappear every time a box is checked or unchecked (below).





Sample Management - Soil Data continued...

**Note:** Changing the number of columns will affect the Sample Management report. Whatever is listed will be generated on the report.

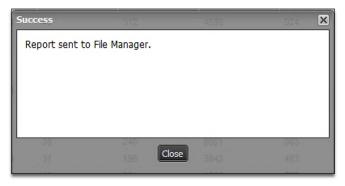


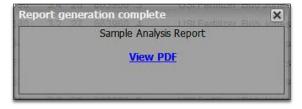
#### 2. Generate Sample Analysis Report.

**A.** If you want to output a PDF report of the field boundary with sample point locations and analysis data, click on the **Generate Sample Analysis Report** button.



**B.** The following indication will appear stating the report has been saved to the File Manager. After a few seconds, another indicator will appear. Users can click on **View PDF**, or close out of it and open it in the File Manager at another time.

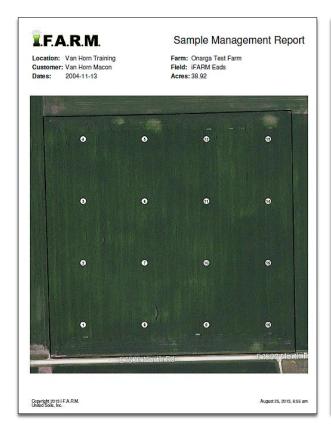


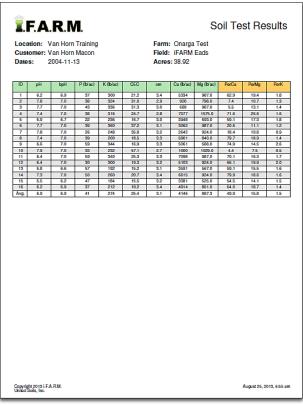


- **C.** If **View PDF** is selected, a 2-pg PDF report will display showing the field boundary with sample point locations (with chosen background), and a second page with the test data results.
  - Users can print or save the PDF from the PDF software.



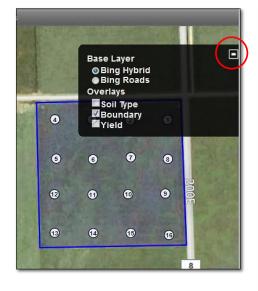
Sample Management - Soil Data continued...

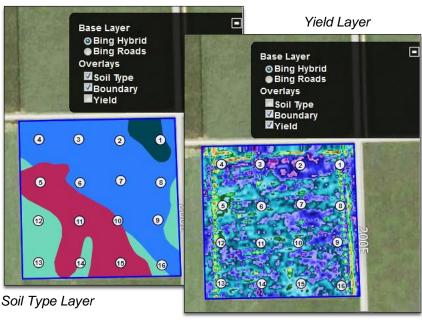




- 3. Map Layers. Users can change the background view of the field / sample map.
  - A. Click on the black + button.
  - **B.** A Base Layer / Overlay window will appear.
  - **C.** Users can choose between the soil type layer (or if available) the yield analysis layer. Click the corresponding checkbox to activate the background.

Note: Whatever layer is visible will print on the Sample Summary Report.







Sample Management - Soil Data continued...

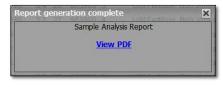
- 4. Generate Sample Analysis Report with Background Layer.
  - **A.** If you want to output a PDF report of the field boundary with sample point locations and analysis data, click on the **Generate Sample Analysis Report** button.



**Note:** As mentioned previously, if the user wants the analysis averages hidden, they can click the Hide Averages button. If not, the averages will print out on the report.

**B.** The following indication will appear stating the report has been saved to the File Manager. After a few seconds, another indicator will appear. Users can click on **View PDF**, or close out of it and open it in the File Manager at another time.





- **C.** If **View PDF** is selected, a 2-pg PDF report will display showing the field boundary with sample point locations (with chosen background), and a second page with the test data results.
  - Users can print or save the PDF from the PDF software.

