## Generating Sample Summary Reports
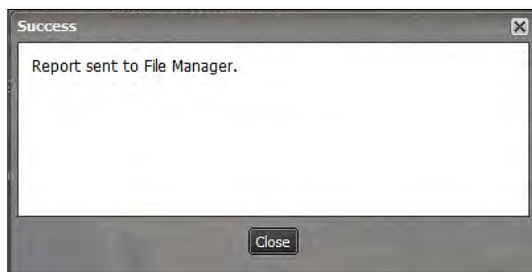
Users can create Sample Summary Reports from the Location / Grower / Farm / Field levels.

1. **Sample Summary Report**: This selection creates a grower / farm / field / acres report on the customer profile. It converts the report to a PDF file, and gives you the option to view the report.

    A. Right click on the desired level (Location / Customer / Farm / Field). Click on the **Sample Summary Report** selection.
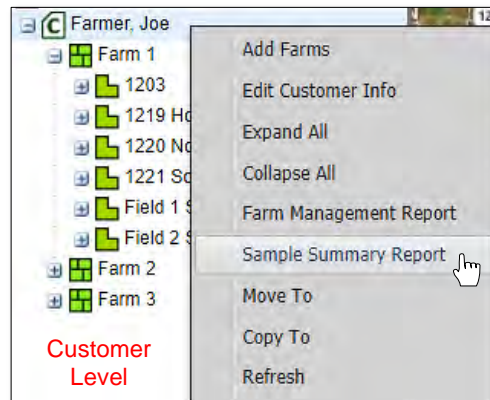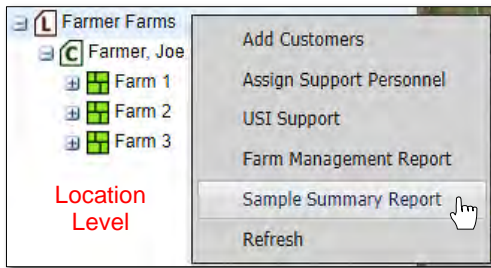
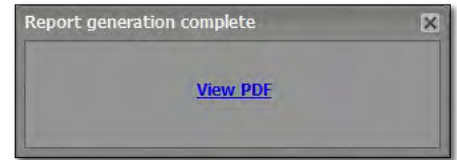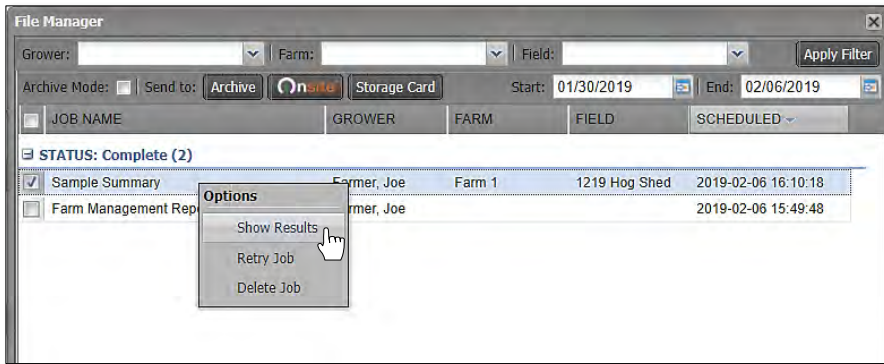   B. An indicator will appear briefly stating the report has been saved to the File Manager.

    C. After several seconds, another window will appear showing that a completed report is ready to view. Click on the **View PDF** link to open the report.
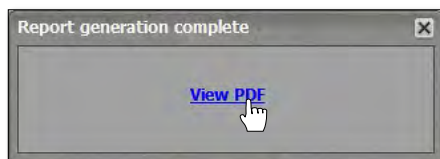
    -   Users can also access the report from the File Manager.

Sample Summary Report continued…

The same window will appear showing that a completed report is ready to view. Click on the **View PDF** link to open the report.

D. Open the File Manager and right click on the Sample Summary Report. Click on **Show Results**.

E. Depending on the number of Farms / Fields, this report could result in multiple pages.

F. From this PDF you can print the report, or save to a specific location on your local computer.

G. When finished reviewing / printing / saving the report, exit out of the PDF.

Note:
The Sample Summary Report shows important data such as:
  - Field name
  - Sub-Field name
  - Most recent yield file
  - Total acres
  - Most recent soil test date
  - Total # of samples
  - Lab name
  - Projected retest date (based on identified soil test cycle)

Sample Summary Report content:

Location: Farmer Farms | Customer: Farmer, Joe (1587.89 AC) | Farm: Farm 1 (608.50 AC)

Field	Acres	Yield Date	Sample Date	# Samples	Lab	Retest
1203	81.14	2016-10-11	2016-06-02	32.00	Key Ag	2020-06-02
1219 Hog Shed	141.79	2016-10-11	2016-06-02	58.00	Key Ag	2020-06-02
1220 North Creek	12.69	2016-10-14	2016-06-02	6.00	Key Ag	2020-06-02
1221 South Creek	48.74	2016-10-14	2016-06-02	19.00	Key Ag	2020-06-02
Field 1 South	305.62	2016-10-14	2013-11-18	123.00	Key Ag	2017-11-18
Field 2 S 18	18.51	2016-10-13	2016-06-02	6.00	Key Ag	2020-06-02

Location: Farmer Farms | Customer: Farmer, Joe (1587.89 AC) | Farm: Farm 2 (516.52 AC)

Field	Acres	Yield Date	Sample Date	# Samples	Lab	Retest
N E 80 701	77.42	2016-10-23	2015-04-16	10.00	USI	2019-04-16
N W 160 704	160.67	2016-10-20	2015-04-16	21.00	USI	2019-04-16
S 80 705	78.97	2016-10-30	2015-04-16	11.00	USI	2019-04-16
S E 120 702	116.17	2014-10-08	2015-04-16	16.00	USI	2019-04-16
S W 80 703	83.29	2016-10-28	2015-04-16	11.00	USI	2019-04-16

Location: Farmer Farms | Customer: Farmer, Joe (1587.89 AC) | Farm: Farm 3 (462.87 AC)

Field	Acres	Yield Date	Sample Date	# Samples	Lab	Retest
2	22.65	2017-10-02	2015-12-02	9.00	USI	2019-12-02
3 & 4	57.66	2017-10-02	2015-11-30	24.00	USI	2019-11-30
5	7.03	2017-10-02	2015-11-30	3.00	USI	2019-11-30
6	8.47	2017-10-03	2015-11-10	3.00	USI	2019-11-10
7	37.92	2017-09-10	2015-11-10	30.00	USI	2019-11-10
8,9,10	40.17	2017-09-13	2015-11-06	16.00	USI	2019-11-06
12	24.44	2017-09-08	2015-10-31	12.00	USI	2019-10-31
13	27.69	2017-09-08	2015-10-31	12.00	USI	2019-10-31
14	10.64	2017-09-28	2015-10-12	4.00	USI	2019-10-12
15	11.98	2017-09-24	2015-10-12	5.00	USI	2019-10-12
16	8.44	2017-09-23	2015-10-12	3.00	USI	2019-10-12
17	12.95	2017-09-09	2015-10-12	6.00	USI	2019-10-12
18	34.74	2017-10-02	2015-11-30	14.00	USI	2019-11-30
20	32.07	2017-09-08	2015-10-12	13.00	USI	2019-10-12
21	4.32	2017-06-25	2015-11-30	2.00	USI	2019-11-30
22&23	15.31	2017-10-26	2015-11-09	6.00	USI	2019-11-09
24	8.91	2017-10-26	2015-11-08	4.00	USI	2019-11-08
25	7.01	2017-10-20	2015-11-09	3.00	USI	2019-11-09
26	16.12	2017-09-20	2015-11-09	6.00	USI	2019-11-09
27	16.51	2017-09-20	2015-11-09	6.00	USI	2019-11-09
28	4.04	2017-09-22	2015-11-30	2.00	USI	2019-11-30
29&30	19.13	2017-09-23	2015-11-30	8.00	USI	2019-11-30
31&32	34.66	2017-10-25	2015-11-30	14.00	USI	2019-11-30

Total Acres: 1587.89   Total Samples: 518

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