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SOILMATE 7 – Sample Logging

1. Overview

Welcome to the new and improved SoilMate 7!

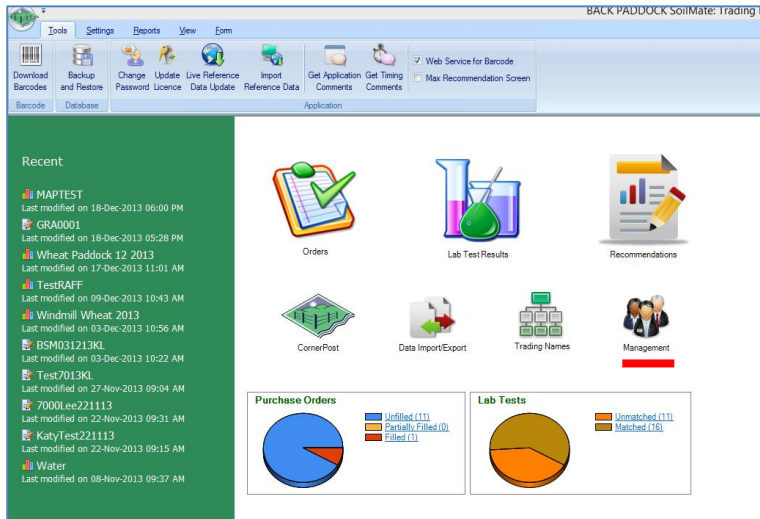
We understand that it can be quite confusing when you first start using SoilMate, so let me start with an overview of the system.

1. Samples are collected in bags provided by Back Paddock, which come with a unique barcode
2. Samples are logged into SoilMate, with the following information
 - a. Trading Name, Farm and Paddock sample was collected from
 - b. Sampling date
 - c. Purchase Order number (unique to a batch of samples)
 - d. Barcode
 - e. Laboratory selection, and product code (suite of analysis)
3. Logging form is saved and uploaded, alerting the server to expect XX number of results for product code YY on Purchase Order number ZZ
4. Paperwork is printed from the SoilMate program, one for you, and one for the lab
5. Samples are sent to the lab, with their copy of the paperwork
6. Laboratory analyses samples according to selected product code
7. Laboratory transmits results to SoilMate Web – our online server
8. SoilMate Web compares the information uploaded in step 3, with the information received from the laboratory to ensure tests received are the same as requested, and barcodes are listed correctly
9. Once confirmed, an automatic email is sent by SoilMate Web to you, with your results attached in sml format (results may not be attached if using PAYG processes, or if there is a mismatch between your information and laboratory information)
10. Results are saved to your PC and 'imported' into the SoilMate system
11. Previews, Recommendations and Interpretations can then be completed as required

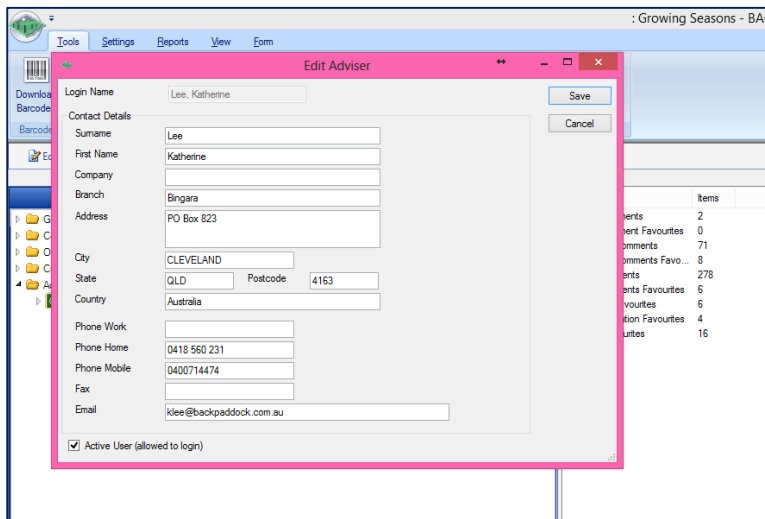
2. Housekeeping – Adviser details

First things first, there is a small house-keeping step to complete before you start using your new program. The paperwork that is sent to the laboratory contains your name, email address and a contact phone number - this ensures that the laboratory book this sample to the right person, but also know who to contact if something has gone awry in transit. Confirm these details by following the steps below.

1. Double click SoilMate icon on desktop to open program
2. Click Management icon (underlined)



3. Double click Advisers folder
4. Right click on your name
5. Left click Edit
6. Enter your details in all possible fields



7. Click Save

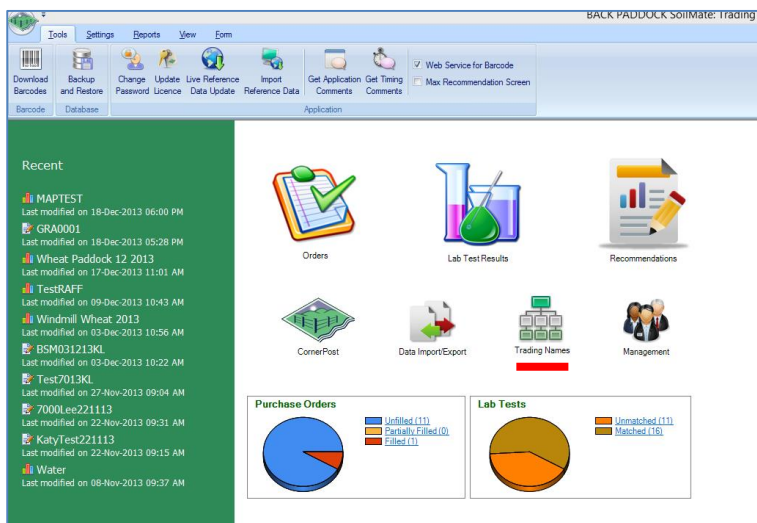
Now the laboratory will know who to send results back to! Next step, adding your growers details into the system. Click Close in the ribbon toolbar to go back to the Home Page.

3. Add Trading Names, Farms and Paddocks

It's now time to populate our Trading Name list. This information is confidential to your program, and enables you to allocate each sample to individual paddocks, farms and growers for your convenience and ease of use.

Add Trading Name

1. Double click SoilMate icon on desktop to open program
2. Single click Trading Names (underlined)



3. Single click Add Trading Name in the top ribbon toolbar
4. Type in required Trading Name and click OK
5. Single click your new Trading Name in the left hand navigation pane to highlight

Add Farm

6. Single click Add Farm in the top ribbon toolbar
7. Type in Farm name
8. Select Contact Details from the drop down list if one used previously, or Add New Contact (this will be your Growers details)
9. Enter Name, address and contact details for your Grower as required – this information will be presented on the reports you create for that grower
10. Click OK
11. Click OK

Add Paddock

12. Double click your new Trading Name in left hand navigation pane
13. Single click your new Farm name
14. Single click Add Paddock in the top ribbon toolbar
15. Type Paddock name and area
16. Click OK

Repeat steps above to add more Paddocks, Farms or Trading Names to your SoilMate database.

17. Click Close in ribbon toolbar to go back to the Home Page

4. Check required testing

You have now completed the set-up required in SoilMate, it's time to find out what testing you might like on your samples. To find out what is available, follow steps below.

1. Go to www.soilmate.com.au
2. Log in using your username and password (contact HelpDesk if you are unsure of these)
3. Hover over User Account
4. Hover over Lab
5. Left click Lab Test Prices



SoilMate Lab Products:

Select a state or download complete laboratory products list [Select a laboratory]

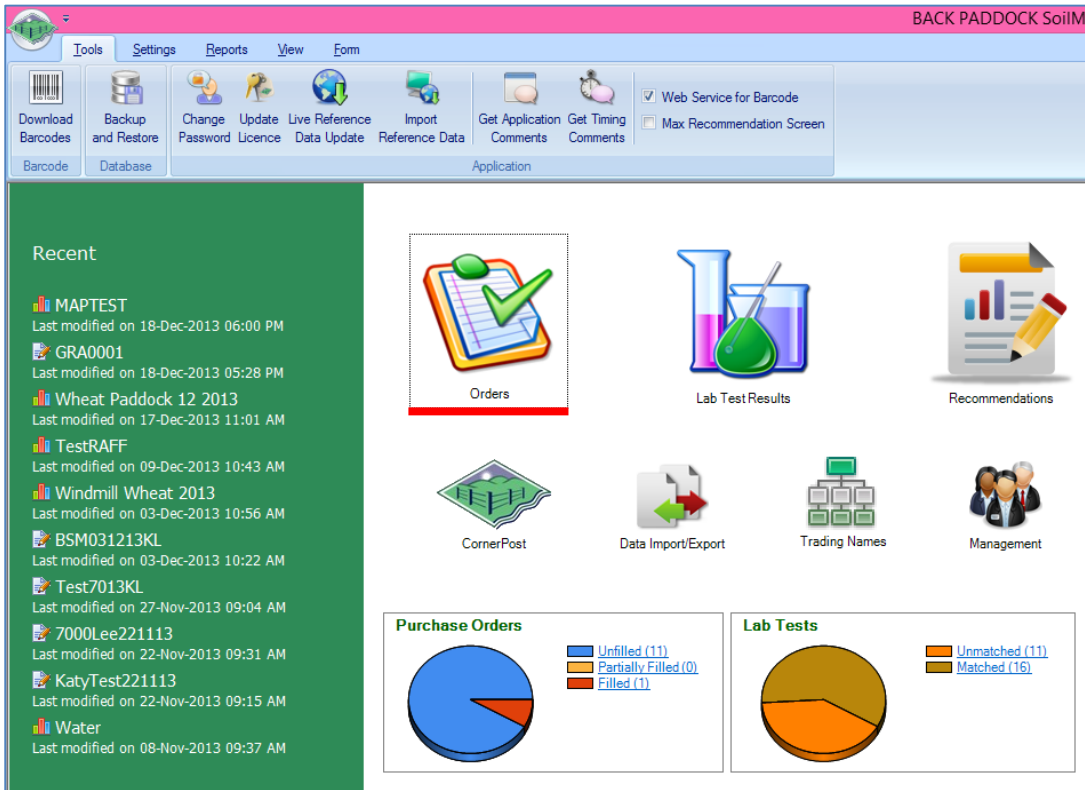
Western Australia, Northern Territory, Queensland, South Australia, New South Wales

ASPAC
A member of the Australasian
Soil and Plant Analysis Council
(# C288)

6. Use the drop down (underlined above) to select required Laboratory
7. Click Download
8. You can now either SAVE or OPEN an excel document, containing Product Codes, Pricing and Analysis information
9. Follow prompts on screen to complete
10. Repeat steps above for additional Laboratory information

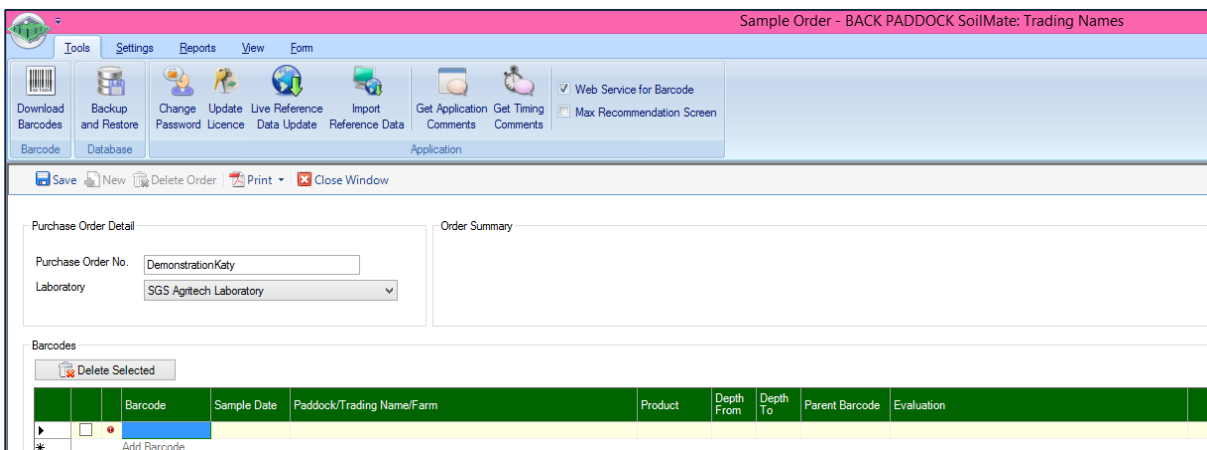
5. Create Sample Order

We’ve done our HouseKeeping, added Trading Names and know what testing we want for each sample. It’s time to log your samples!



1. Open SoilMate program
2. Click on Orders icon from Home page
3. Click “Create New PO”

So we start at the top, and work our way down.



4. Type Purchase Order Number into nominated cell
5. Select required Laboratory from the drop down list

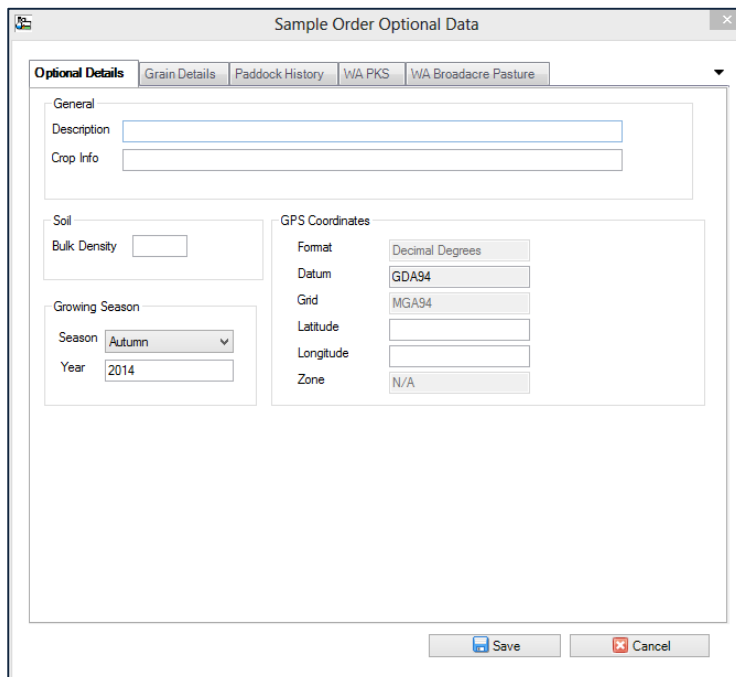
5.1 Add New Sample

1. Click in the cell under heading Barcode
2. Type required barcode
 - a. *Hint – use Tab or Arrow Keys to navigate between cells*
3. Click in the cell under heading Sample Date
4. Select Sample Date from the Drop down list
5. Click the Paddocks cell
6. Click the magnifying glass next to Paddock Selection
7. Double click on required Trading Name, double click required Farm, then single click the correct Paddock
8. Click OK
9. Click in the Product cell
10. Click the magnifying glass to select testing suite
11. Select testing required using the drop down list
12. Click OK
13. Enter Depth From and To if required (for soil samples)
14. Click in the cell under Evaluation to highlight
15. Click the magnifying glass to select an Evaluation Table from the drop down list
16. Click OK when selected

For your Evaluation Table selected, there may be additional parameters to add. These can be added now, or after results have been received from the laboratory.

If you have only one sample for this Purchase Order number and do not wish to add additional data, please continue with step 5.5 - Print Paperwork, Save.

5.2 Enter additional data



The screenshot shows a software window titled "Sample Order Optional Data". It features a tabbed interface with the following sections:

- Optional Details** (selected tab):
 - General:** Description (text input), Crop Info (text input).
 - Soil:** Bulk Density (text input).
 - Growing Season:** Season (dropdown menu set to "Autumn"), Year (text input set to "2014").
 - GPS Coordinates:** Format (dropdown menu set to "Decimal Degrees"), Datum (text input set to "GDA94"), Grid (text input set to "MGA94"), Latitude (text input), Longitude (text input), Zone (text input set to "N/A").

At the bottom of the window are "Save" and "Cancel" buttons.

Additional data could include expected yields, paddock history, GPS coordinates, sample description and more.

1. Follow steps above to input basic sample data
2. Single click the cog wheel “settings” at the end of the sample row
3. Use the tabs along the top to navigate, and enter any required information
4. Click SAVE when complete

You have now successfully logged your first sample in SoilMate 7!

5.3 Add Additional Samples

1. Click where it says “Add Barcode” underneath your existing entry
2. Type in your new barcode

Note how the information starts to pre-fill for you? Sample Data, the Paddock and Product are all pre-filled for your ease of use. Logging something different? They’re easy to change.

3. Confirm Sample Date, Paddock and Product, modify if required by clicking on each cell as per instructions above

5.4 Parent Barcodes

The Parent Barcode function allows you to build a soil sampling profile, no matter what order you logged your samples in. There is no limit to how many depths are available in this function. To log a sample associated with a surface sample, please continue.

4. Click in the Parent Barcode box on the required associate sample row
5. Use the drop down list to associate your current barcode to your required surface sample. The program will use your entered depths to determine the structure.
6. Enter required Evaluation table
7. Repeat steps above for additional samples until all samples are logged for this PO

5.5 Print Paperwork, Save

Now you’re ready to Save your work, and print off your paperwork.

1. Click Save
2. Click Print for both SIF (Sample Information Form) and SOF (Sample Order Form)
3. Click Print in the Preview that opens
4. Close Preview when complete
5. Click Close Window

Your samples are now successfully logged, saved, uploaded, printed and ready for your results.

6. Click Close Window again to return to Home page

6. Send Samples to Lab

Now, it's time to send your samples to the laboratory. Please find below some hints and tips to ensure the samples get to their destination safely.

- SOF travels with the samples direct to the laboratory
 - Ensure your contact details are on the paperwork
 - Express Post / courier / personal delivery – use the delivery system to match your samples eg. Plant tissue samples will not survive more than 2 days in a hot bag before degrading
- SIF should be kept for your record
- Use sticky tape over your barcode to ensure they stay adhered during transit
- Ensure sample bag is securely closed – sticky tape or staples can help
- Double bag samples if extremely dry or wet, either condition can loosen the glue on your sample bag and potentially cross-contaminate
- Ensure that your samples are as immobile as possible during transit, use bubble wrap, newspaper or firm packaging to protect these. Postal bags are the worst offenders here. An idea is to secure your sample bags, then pack them firmly into large zippy bags. This keeps jostling to a minimum, and ensures that sample, barcode and paperwork arrive safe
- Try not to send on a Friday – samples will sit in a holding space and conditions may not be ideal
- Use ice-bricks if required to keep samples cool, if using Ice ensure that as it melts, it cannot reach your samples
- Place paperwork in an A4 zippy bag for protection, jostling samples is very good at tearing paperwork

Remember that the laboratory can only test the sample that you send, with the information you send them; I bet you didn't dig a whopping great hole or prune your plants for nothing! Help the lab help you and minimise delays by ensuring your samples arrive in the condition they were collected in, with the required paperwork readily available.

Thanks for joining me! Let me know when you receive your samples, and we can take it from there.

7. Help please!

We at Back Paddock understand that everyone is different and learns in different ways. To facilitate this and make our products more accessible for everyone, we have a plethora of different ways and means of obtaining assistance in any situation.

7.1 Talking to Real People

That's fine by us! We have a HelpDesk service that operates Monday to Friday 7:30am – 5pm on free call 1800 557 166 and we are always happy to take your call.

7.2 See things Visually

Private webinar sessions can be arranged if you say please very nicely, and send an email through to Support@backpaddock.com.au. Alternately, there are a few videos on various processes available online at <http://www.backpaddock.com.au/help-desk/>. This gets updated frequently, so if you have a question about something that's not up there, let us know and we may just create one inspired by your request!

7.3 Notes to look at it in my own time

Not a problem! As well as this user manual, we have a heap of Help Sheets available online to point you in the right direction, get you started, and save you from any sticky situations you might find yourself in. Visit: <http://www.backpaddock.com.au/help-desk/> for the full list organised by program.

7.4 Phones are down, need help!

Have you seen met our Online Consultant? She's friendly, patient, knowledgeable and about three clicks away! Reach her at <http://www.backpaddock.com.au/help-desk/> by clicking on the Site Consultant button.

7.5 Non-urgent brainwave in the middle of the night?

How about an email? We've usually responded by the end of the next business day, and this gives you a chance to send us your thoughts or questions at any hour of the day or night! Give us a yell at Support@backpaddock.com.au

Good luck, and have fun!

Back Paddock Team.

Ph: 1800 557 166

E: Support@backpaddock.com.au

W: www.backpaddock.com.au