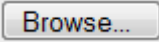
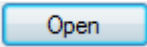


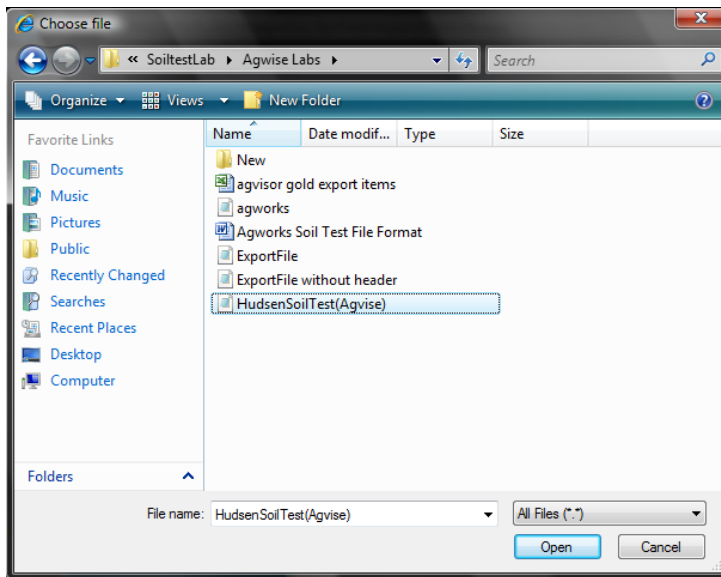
## Procedures for Importing Soil Test Data


1. To import a soil test from a lab, navigate to: Soil Tests > Imports From Lab

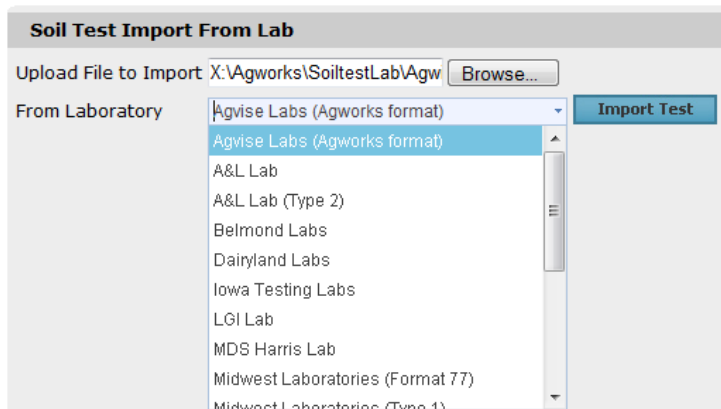



2. Click on the  button to locate the file on your computer

3. Once you have located the file, click on it once to highlight it and then click on 





4. Select the appropriate Lab from the drop down list and then click on 





5. When the file has imported successfully, the following screen will appear. Within this screen, click on the  button at the end of the first row to begin matching the data in the import file with the data that already exists in the AgWorks database.

**Soil Test Import From Lab**
Welcome Clyde

Source Grower	Source Farm	Source Field	Source Sample	Grower Name	Farm Name	Field Name	Sample ID	Test Date	
Hudsen Bud	(Not defined)	Home10H	LLWI3603					9/27/2007	➔ 
Hudsen Bud	(Not defined)	Home2H	LLWI3601S					9/27/2007	➔ 

6. Within the **Destination** section, complete the following as necessary:

**Soil Test Import From Lab**
Welcome Clyde

Source Grower	Source Farm	Source Field	Source Sample	Grower Name	Farm Name	Field Name	Sample ID	Test Date	
Hudsen Bud	(Not defined)	Home10H	LLWI3603					9/27/2007	➔ 
Hudsen Bud	(Not defined)	Home2H	LLWI3601S					9/27/2007	➔ 

**Destination**

Select Grower  Sample Id

Select Farm  Apply To All

Select Field

- a. Select **Grower**, using the drop down list
- b. Select **Farm**, using the drop down list
- c. Select **Field**, using the drop down list
- d. Enter the **Sample ID**
- e. If the records in the import file are all for the same Grower, Farm, and Field, then you can click **Apply to All** and the system will match the records for the remaining items in your file. If not, leave it un-checked.



When selecting your Grower, Farm, and Field, you can also type in each drop down list to allow you to reach your preferred item faster.

7. When you have matched your import record with the correct destination data already in the database, click on the **Ok** button.
8. When you have matched all of your records, click on the **Import** button.

**Soil Test Import From Lab**
Welcome Clyde

Source Grower	Source Farm	Source Field	Source Sample	Grower Name	Farm Name	Field Name	Sample ID	Test Date		
Hudsen Bud	(Not defined)	Home 10H	LLWI3603	Hudsen Bud	Home	10H	LLWI3603	9/27/2007	➔	🗑
Hudsen Bud	(Not defined)	Home 2H	LLWI3601S	Hudsen Bud	Home	2H	LLWI3601S	9/27/2007	➔	🗑

9. When you are finished you should see a screen similar to the one below.

**Soil Test Import From Lab**

Source Grower	Source Farm	Source Field	Source
No records to display.			

Soil Test Imported successfully