

## Instructions for: Viewing Test Results in Sample Track®

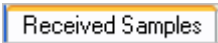


November 27, 2007

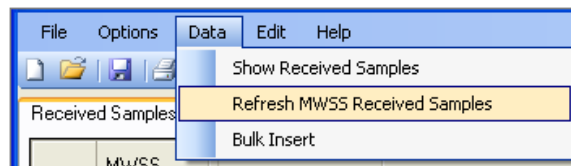
**Purpose:** The purpose of this document is to provide Sample Track® users with detailed instructions on how to retrieve their test results and how to create customized test reports. The following items are covered:

1. Updating your database
2. Creating a custom report (Viewing your test results)
3. Printing a Report
4. Export to Microsoft Excel
5. Saving your custom report template
6. Retrieving/utilizing a template
7. Renaming column headings

### 1. Update your database

**ALWAYS** do this step to get the latest test results. Recent test results are NOT automatically inserted into your database.

- a. Click on the file folder called .
- b. Click  and then  to update your database.

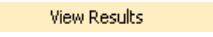


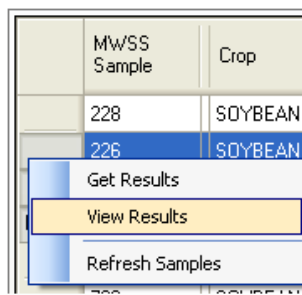
- c. Wait for the *Refresh MWSS Received Samples* box to disappear before proceeding.

## 2. Creating a Custom Report (Viewing Your Test Results)

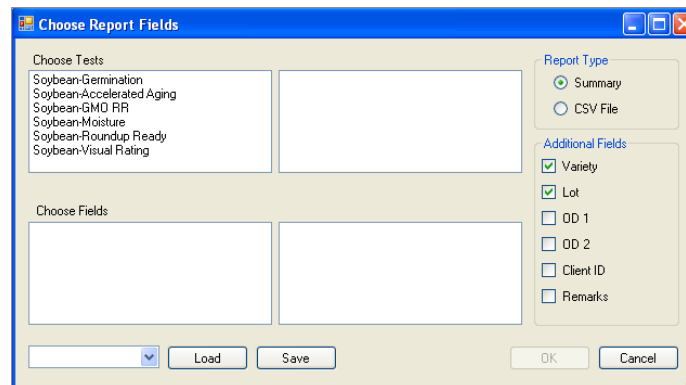
- a. Highlight the rows (samples) that you wish to view. To highlight the row, click in the far left gray column.

|  | MWSS Sample | Crop    | Variety      | Lot               | Date Received      | Estimated Completion Date | Sample Year |
|--|-------------|---------|--------------|-------------------|--------------------|---------------------------|-------------|
|  | 228         | SOYBEAN | 12345        | XYZ-11            | 7/20/2007 2:26 PM  | 7/30/2007                 | 2008        |
|  | 226         | SOYBEAN | 12345        | 52414             | 7/20/2007 2:26 PM  | 7/30/2007                 | 2008        |
|  | 1497        | SOYBEAN | 1617         | 617-07-T3B        | 10/3/2007 9:01 AM  | 10/10/2007                | 2008        |
|  | 1101        | SOYBEAN | 2CCC-HHH     | 605689            | 9/21/2007 11:46 AM | 10/1/2007                 | 2008        |
|  | 13229       | CORN    | 7245HxTR6331 | ... 1854 Bulk ... | 10/1/2007 11:36 AM | 10/9/2007                 | 2008        |
|  | 732         | SOYBEAN | 7G04444      | A.1               | 8/29/2007 12:42 PM | 9/3/2007                  | 2008        |

- b. Right click your mouse and choose  .



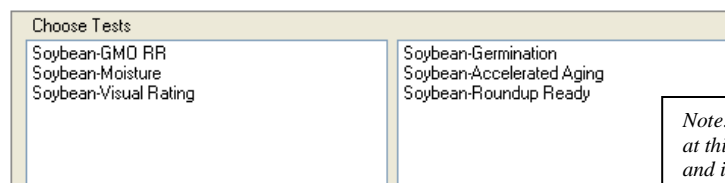
- c. The *Choose Report Field* screen is displayed.



1. *Choose Tests* section:

Only test names for the tests ordered (on the highlighted samples) are displayed in the Choose Tests box.

- a. Double click on the desired test. It will be moved over → to the box on the right side. In this example, I want to look at three tests: Germination, Accelerated Aging, and Roundup Ready.



*Note: If you decide not to look at this test, double click on it and it will be move back over ← to the left hand box.*

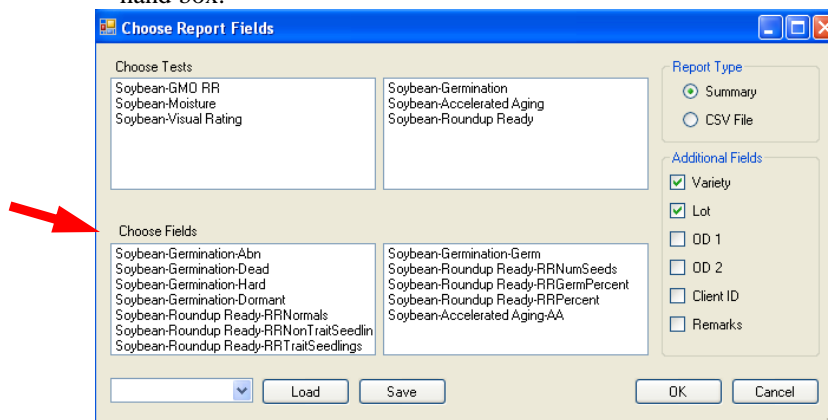
- b. After double clicking on the test name, look at the Choose Fields box below. In this example, it shows all the fields of information available for each test. (If you use the scroll bar, more fields are shown.)



2. Choose Fields section:

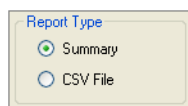
Fields of test information are shown in this box. Some tests may have several pieces of information to view; others may only have one or two.

- a. Double click on the desired piece of test information. It will be moved over → to the box on the right side. In this example, the report will show the five pieces of information in the right hand box.



3. Report Type section

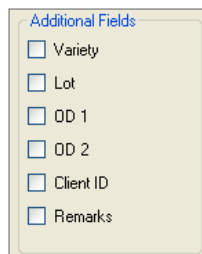
- a. Select either a summary or CSV file. Most people choose the Summary.



The **comma-separated values** (or **CSV**; also known as a **comma-separated list** or **comma-separated variables**) **file format** is a file type that stores **tabular data**.

4. Additional Fields section

- a. Select the additional pieces of information you want shown on your report.




5. Click  .
6. To see your report, click the  tab.
7. Each time you run a report, it creates another  tab.

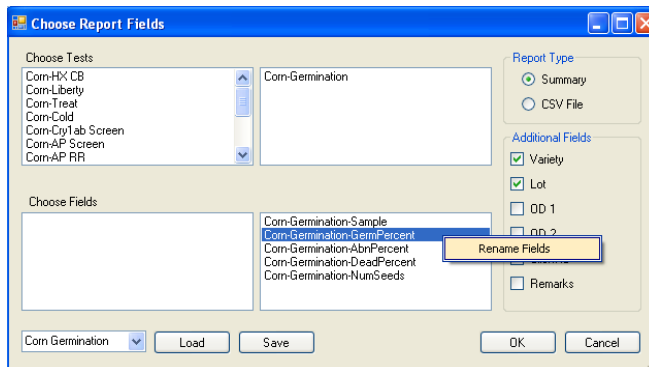
Note: The  tabs are not permanent. They disappear when you exit Sample Track. If you want to save the report, then download it into Excel and then save the report.


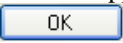
| Variety      | Lot          | Sample | GermPercent | AbnPercent | DeadPercent | NumSeeds |
|--------------|--------------|--------|-------------|------------|-------------|----------|
| 8N54321      | P41GGG5      | 11099  | 97          | 3          | 0           | 400      |
| 906RR X FJ00 | #5678        | 4211   | 98          | 1          | 1           | 400      |
| JK3-00 CRW   | PQQQ9P       | 2243   | 98          | 2          | 0           | 400      |
| KJOTTTT      | 5678         | 3641   | 95          | 2          | 3           | 400      |
| LH197        | SM07C-LF0906 | 1425   | 98          | 2          | 0           | 400      |
| MLLLT-45/N   | 1234         | 3645   | 75          | 12         | 13          | 400      |

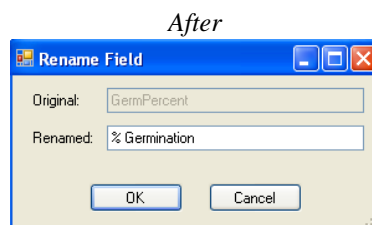
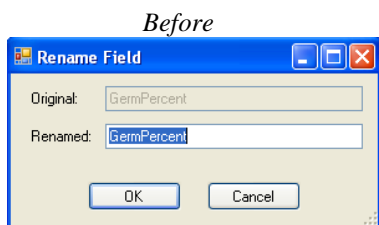
### 3. Renaming Column Headings

You may wish to rename our default column headings. Follow these steps to do so.

- Highlight the field (column) you wish to rename by clicking on it.
- Right click your mouse. The  option appears.



- Left click on .
- The *Rename Field* screen appears containing the current name. Enter the new name you want for the column heading. Click .



Here is a *before* and *after* example when changing “GermPercent” to “% Germination”.

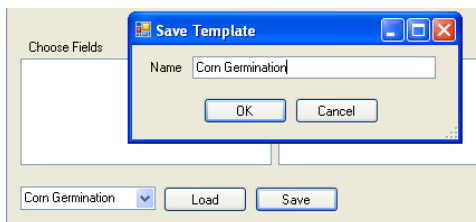
*Before*

| Sample | GermPercent | AbnPercent |
|--------|-------------|------------|
| 11099  | 97          | 3          |
| 4211   | 98          | 1          |
| 2243   | 98          | 2          |

*After*


| Sample | % Germination | AbnPercent |
|--------|---------------|------------|
| 11099  | 97            | 3          |
| 4211   | 98            | 1          |
| 2243   | 98            | 2          |

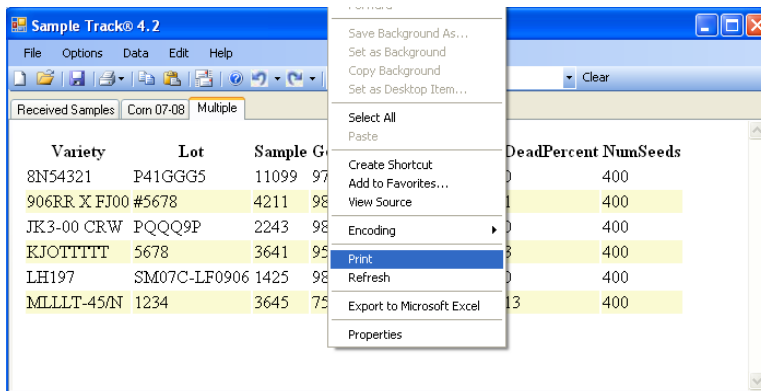
- If you want your new column heading to appear on your report from now on, then make sure to ‘save it’. Follow the steps in Section 6 - *Saving Your Custom Report Template*.



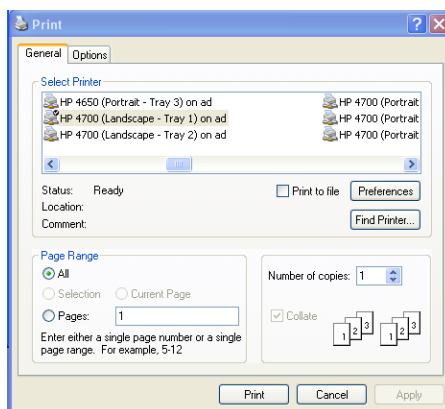
#### 4. Printing Your Report

A copy of your report may be printed.

- a. Position your mouse in the middle of the report.
- b. Right click your mouse.
- c. Highlight  and then click it.



- d. Your normal print screen will appear.



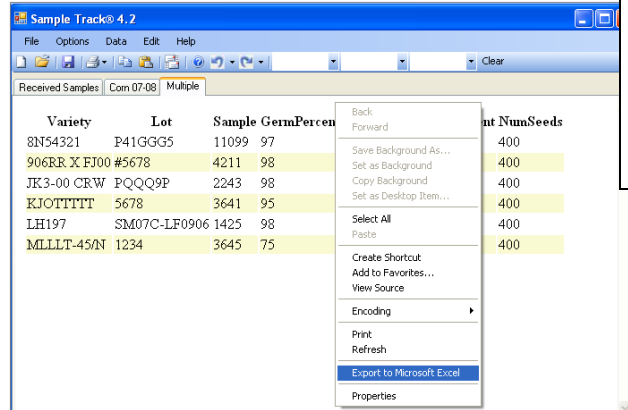
## 5. Export to Microsoft Excel

You may want to export your report into Excel so you can manipulate the data or perhaps email the report to someone.

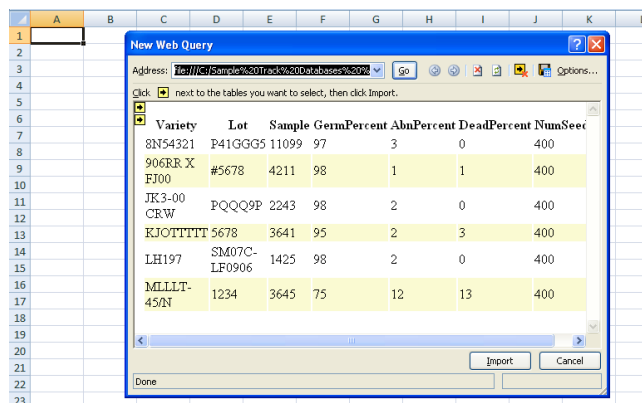
- Position your mouse in the middle of the report.
- Right click your mouse.
- Highlight **Export to Microsoft Excel** and then click it.

*Note: If you do not have Excel on your computer, then this option will not appear on your list. Therefore you will not be able to export your report to Excel.*

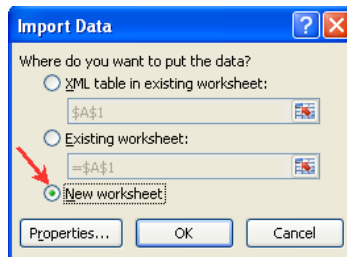
*Older versions of Excel may not show this option either.*



- The *New Web Query* screen appears. Click the **Import** button.



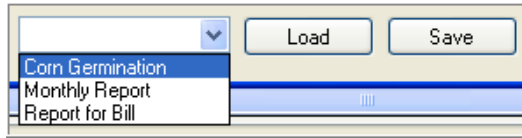
- The *Import Data* screen appears. Choose **New worksheet** and click **OK**.



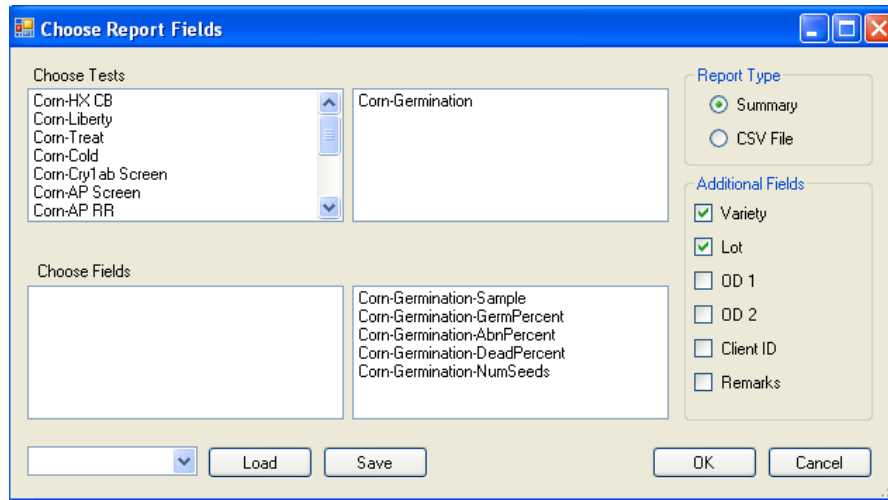
| Variety      | Lot          | Sample | GermPercent | AbnPercent | DeadPercent | NumSeeds |
|--------------|--------------|--------|-------------|------------|-------------|----------|
| 8N54321      | P41GGG5      | 11099  | 97          | 3          | 0           | 400      |
| 906RR X FJ00 | #5678        | 4211   | 98          | 1          | 1           | 400      |
| JK3-00 CRW   | PQQQ9P       | 2243   | 98          | 2          | 0           | 400      |
| KJOTTTTT     | 5678         | 3641   | 95          | 2          | 3           | 400      |
| LH197        | SM07C-LF0906 | 1425   | 98          | 2          | 0           | 400      |
| MLLLT-45/N   | 1234         | 3645   | 75          | 12         | 13          | 400      |

## 6. Saving Your Custom Report Template

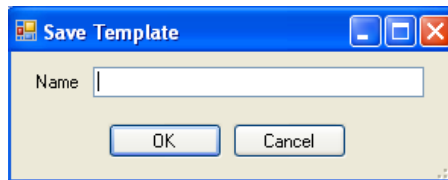
Most users will want to generate the same reports on a frequent basis. This feature allows you to setup a custom report and then save the template for future use. In the example below, I have three templates (reports) setup.



- a. Select the test(s) and fields you want shown on your report.



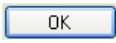
- b. Click . The *Save Template* screen appears.



Suggestion: If you have more than one type of crop (corn, soybeans, wheat, etc.) you will want to include the crop name in your title.

- c. Enter the name of your template.



- d. Click . The name of your template/report will appear in the drop down list when you click on the arrow.

## 7. Retrieving/Utilizing a Template:

After one or more templates are setup, follow these steps to use them again and again.

- a. Highlight the rows (samples) that you wish to view. Right click your mouse and choose View Results.

| MWSS Sample | Crop       | Variety          | Lot           | Date Received | Estimated Completion Date | SampleYear |
|-------------|------------|------------------|---------------|---------------|---------------------------|------------|
| 2243        | CORN       | JK3-00 CRW       | P0QQ9P        | 8/9/2007 ...  | 8/20/2007                 | 2008       |
| 3641        | CORN       | KJOTTTT          | 5678          | 8/23/2007...  | 9/3/2007                  | 2008       |
| 3645        | CORN       | MLLT-45/N        | 1234          | 8/23/2007...  | 9/3/2007                  | 2008       |
| 4211        | CORN       | 908RR X FJ00     | #5678         | 8/28/2007...  | 9/7/2007                  | 2008       |
| 11099       | CORN       | 8N54321          | P41GGG5       | 9/25/2007...  | 10/5/2007                 | 2008       |
| 1425        | CORN       | LH197            | SM07C-LF0906  | 8/3/2007 ...  | 8/14/2007                 | 2008       |
| 13229       | CORN       | 7245HxTR6331 ... | 1854 Bulk ... | 10/1/2007...  | 10/9/2007                 | 2008       |
| 4176        | CORN       | GGG26xNNN        | GJL/18 BULK   | 8/27/2007...  | 9/6/2007                  | 2008       |
| 19451       | CORN-Sw... | PO-20            | XYZ           | 10/22/200...  | 10/29/2007                | 2008       |
| 262         | CORN       | Testing          | 123           | 7/19/2007...  | 7/19/2007                 | 2008       |

- b. The *Choose Report Field* screen is displayed with a list of all tests ordered.

- c. Click the down arrow and highlight the template you wish to use.

- d. Click . Your template will automatically appear on the screen showing the fields you previously set up.

- e. Click to run your report.

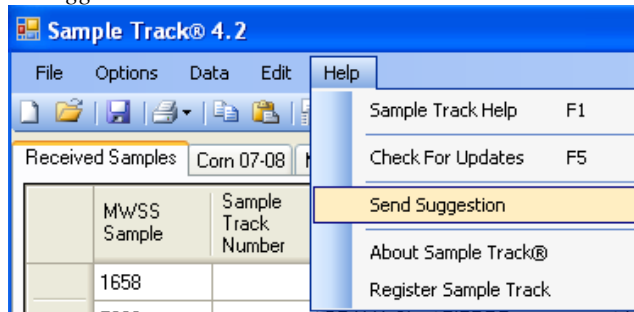
By the way, if you have any suggestions for features in Sample Track on reports or other areas, we want to hear them.



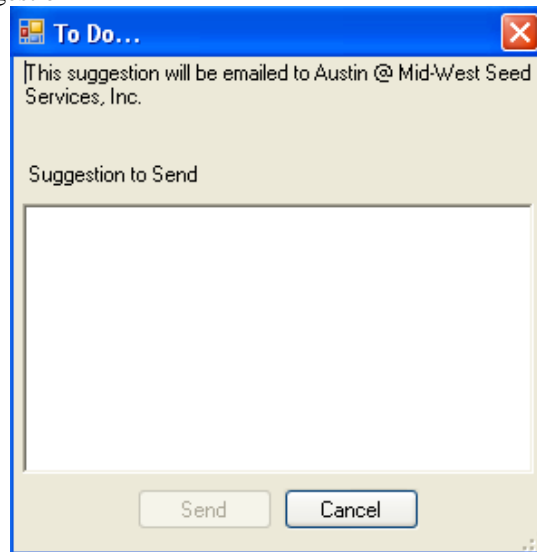
These suggestions go directly to Austin's mailbox. Austin is our Lead Software Developer so you know that your suggestions will be considered.

Simply follow these steps:

1. Go to Help.
2. Click on *Send Suggestion*.



3. Type in your suggestion



\*\*\* End \*\*\*