Directions for the New LIMS Website
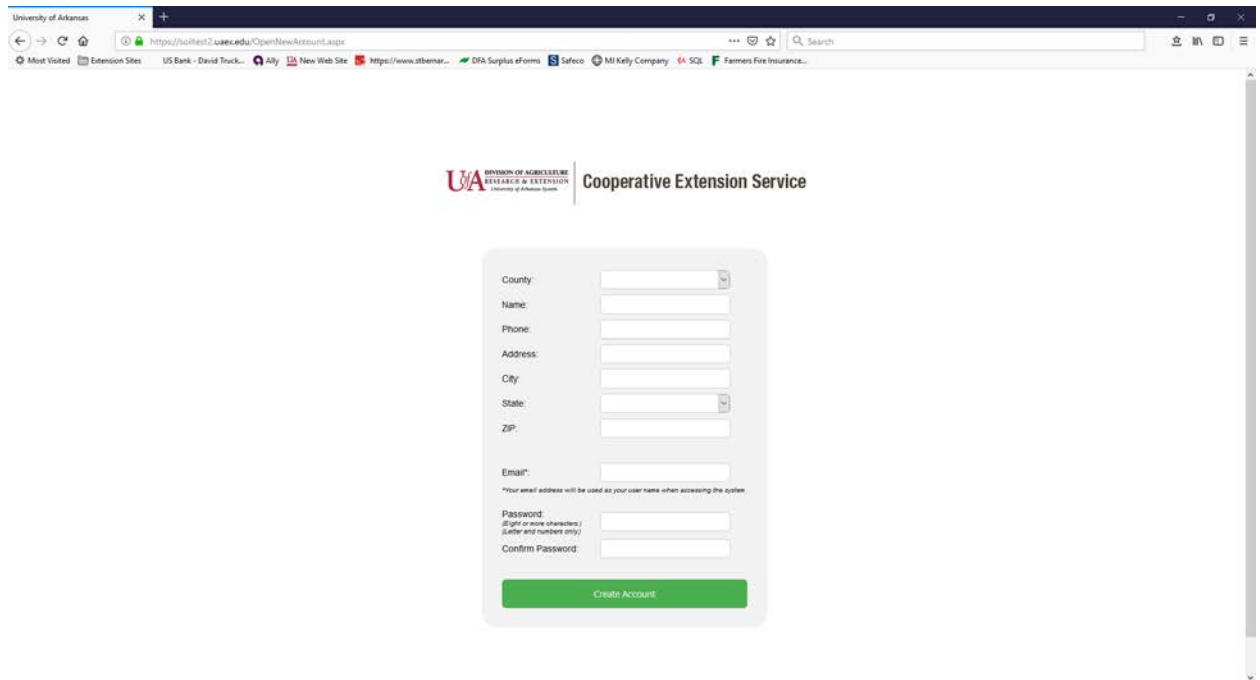
Go to: https://uasoiltest.uada.edu/

If you are new to our website and need to log in samples then you must click on <mark>Open New Account</mark>. If you have an account then log in using you user name and password. If you are in the Extension Office contact the Marianna Soil Test Lab at 870-295-2851 and they will email your username and password.

Go to the end of the directions to see how to turn off autofill for forms on your computer. This will save you time later.
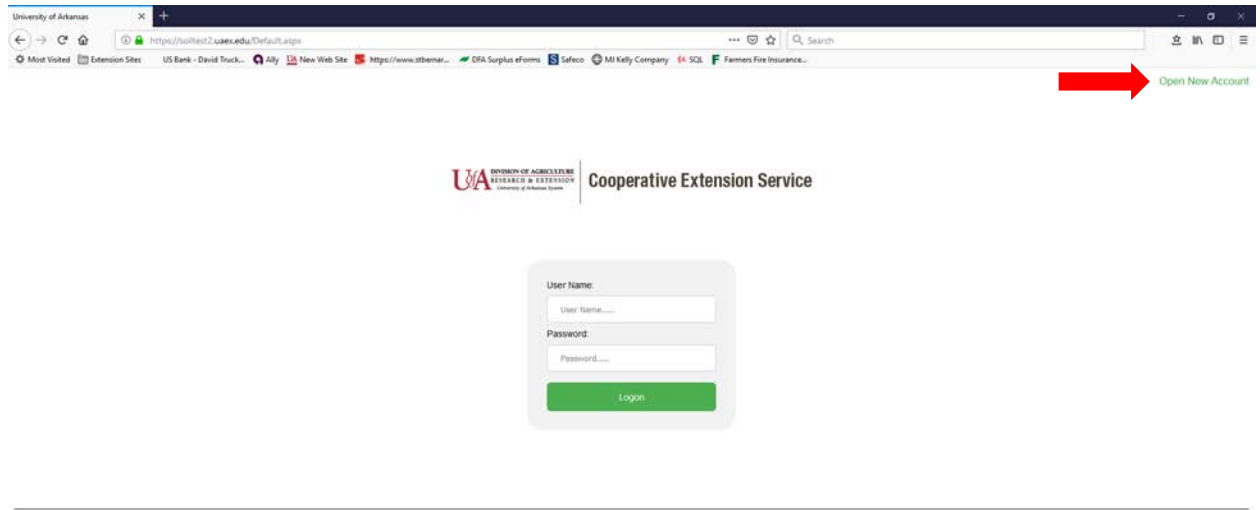
Fill in the blanks. You will be sent an welcome email.

Your account will automatically be ready to use.

Your password is 12345678 unless you change it.

Once you have clicked on the registration link you should get the following: Then log in with your credentials. You do not have to do this step.
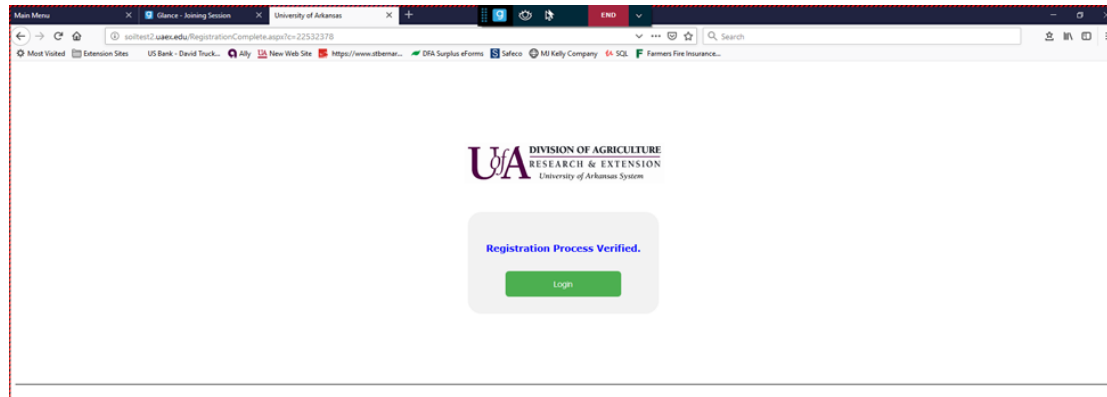
Submit Samples
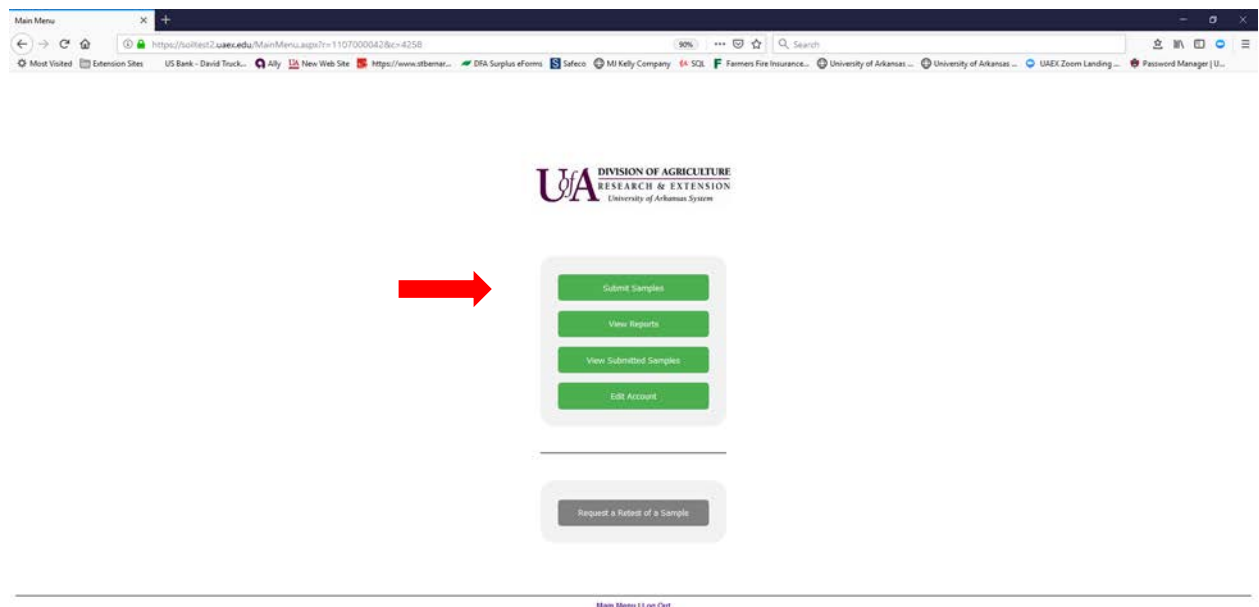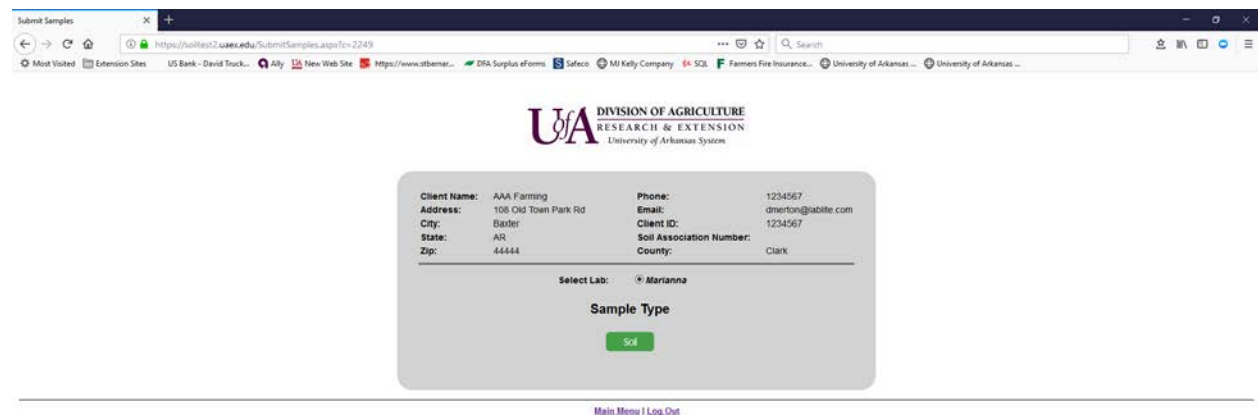
Go to the website: https://uasoiltest.uada.edu/ and log on with your new credentials.

Choose Submit Samples
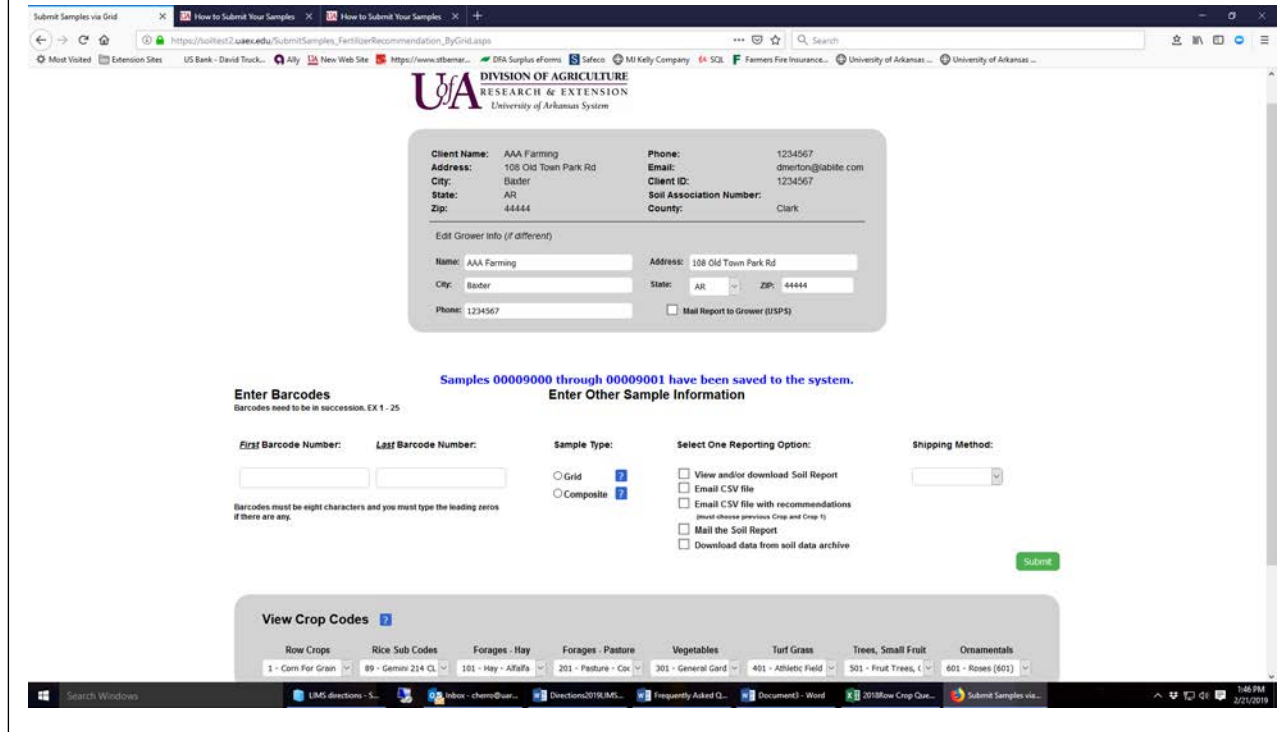

Click **Marianna** and **Soil**

Fill out the information. Edit Co-Client information if you are filling out this for someone else. If they do not have an email, put their name. This allows the account to be created and they will get a report in the mail if you choose Email not available under Select One Reporting Option. Only put email not available if they do not have email access. Click Create Co-Client. Fill out the rest of the information and Click Submit. This may take a while if you are submitting a large amount of samples (as much 7 minutes if a large number).

Fill out information. The columns will autofill (enter left to right and top to bottom). Once you have a row completed, then lock that row. If changes are needed, then just go to the bar code number that needs changed (make sure all rows under the sample to be corrected are locked, unlock the row that needs changed) and change the field that needs changed. If you want recommendations then you must fill out acres, Last Crop, and Crop 1. If you want more than one crop then Crop 2 and/or Crop 3 needs filled out. Choose **Submit Samples** once you have selected all the information that is necessary. Do not click the submit samples again. You must give it time to populate the samples. If you are entering a large number of samples (200 or more), allow at least 5 minutes or more to populate the samples in the system. If you are putting in composite samples and have a slow internet you may not be able to put but just a few samples in at a time. Consultants that want analytical data only will fill out Acres and County only.

You will see in blue that your samples 00009000 through 00009001 have been saved to the system.

You are finished submitting samples at this time and you will receive a notice once your samples are

 Your reports will be ready to view once you receive the notice that your samples are complete.

Click on View Submitted Samples, click on the blue barcodes that are yours and a pop up will come up for you to view. Samples not found in the system will say that or the client name will be unknown farmer instead of your name. If there is a problem call the lab and we will be happy to help you.
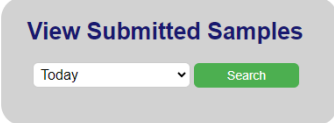

AGENT	CONSULTANT	CUSTOMER	BARCODES Click barcodes for more info.	LOGIN DATE	SCAN DAT
	Rich Mountain Conservation	Zella Eider	00864595 - 00864596	08/01/2023	
Craighead		Ground Crew	00673794	08/01/2023	
Desha		McGehee High School	00096045 - 00096046	08/01/2023	

| Client	Barcode	Comments	Barcode R	Field ID	Reporting	Lablite ID	TrayNumb	TrayPositi	LabID
Teresa Lou	00903943		00903943 -	left	View & Dc	767316			
Teresa Lou	00903944		00903943 -	right	View & Dc	767317			
Teresa Lou	00903945	*** Sample Not Found In System ***	00903943 - 00903949						
Teresa Lou	00903946	*** Sample Not Found In System ***	00903943 - 00903949						
Teresa Lou	00903947		00903943 -	flower	View & Dc	767320			
Teresa Lou	00903948		00903943 -	mailbox	View & Dc	767321			
Teresa Lou	00903949		00903943 -	leantoo	View & Dc	767322			

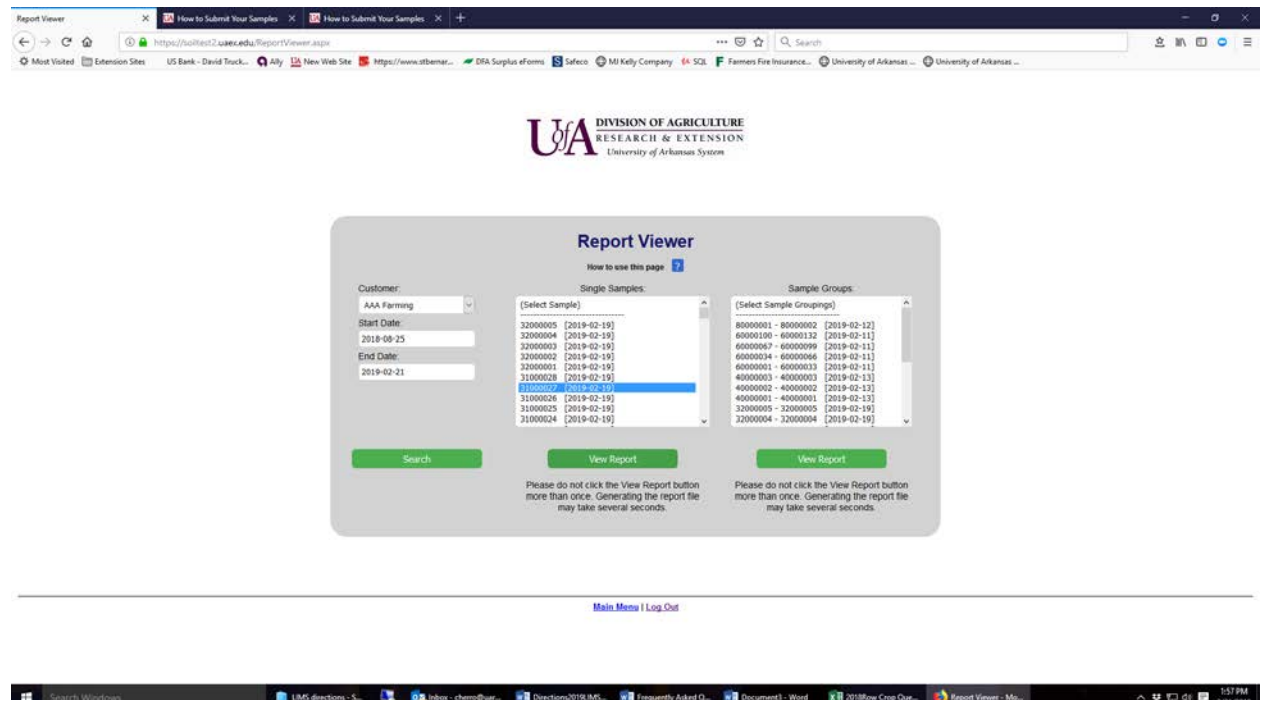## View Reports

Click View Reports
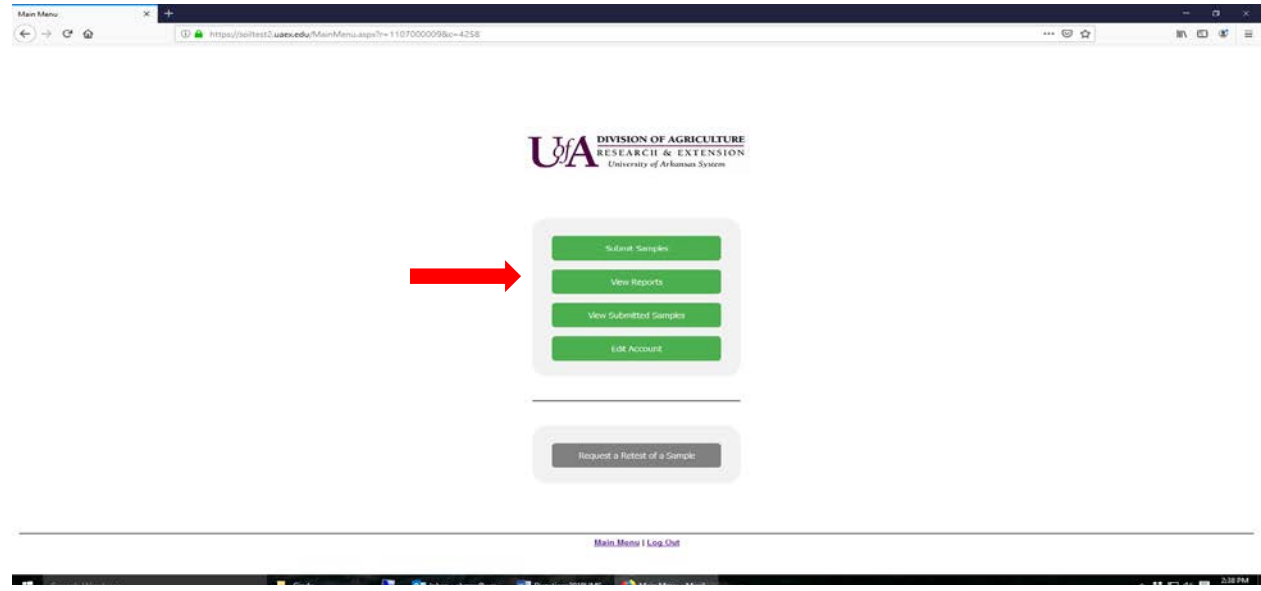
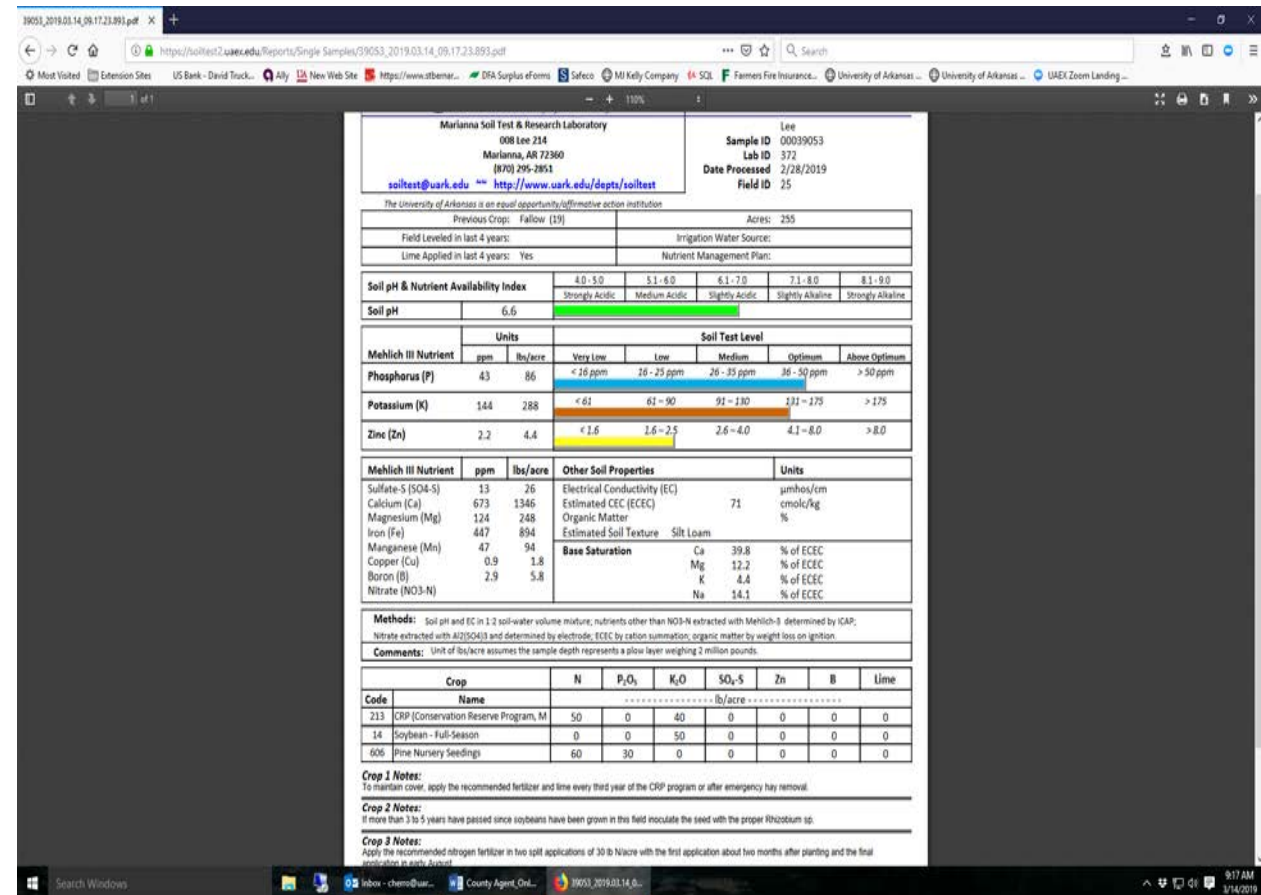Click on the type of report that you would like to view.

Click View Soil Test Report
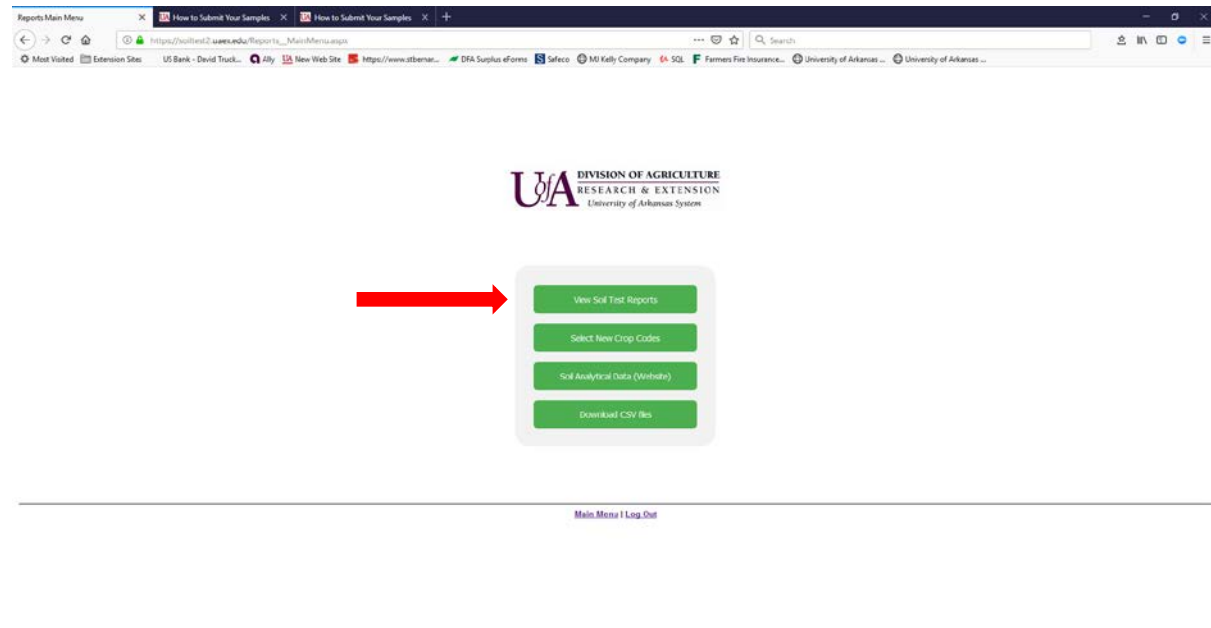
Choose sample or sample group. If you need another range of dates, enter the date in the starting date and end date then click Search. Single samples gives you the report of that single sample. If you choose sample group you can view all the sample reports within that group. Click View Report

Report:

CSV Report:

Select Year

Select the barcode range that you need.

You can open the file or save the file.

CSV Report:

To Change Crop Codes:

Select Date Range(then Click Search) if necessary, then select the crop 1 and/or crop 2 and/or crop 3, and the single sample number or sample group of reports to be changed.

Click View Report under which sample group you have chosen. Then it will give you the new report.

If you are a County Agent or Consultant and are looking for samples for a Co-Client then change the customer name and continue with the directions above.

View Submitted Samples:

Click View Submitted Samples:

Choose the day, week, month… from the dropdown menu, then click Search

You can see if the Lab IDs and the scan date when the sample was scanned in the laboratory.

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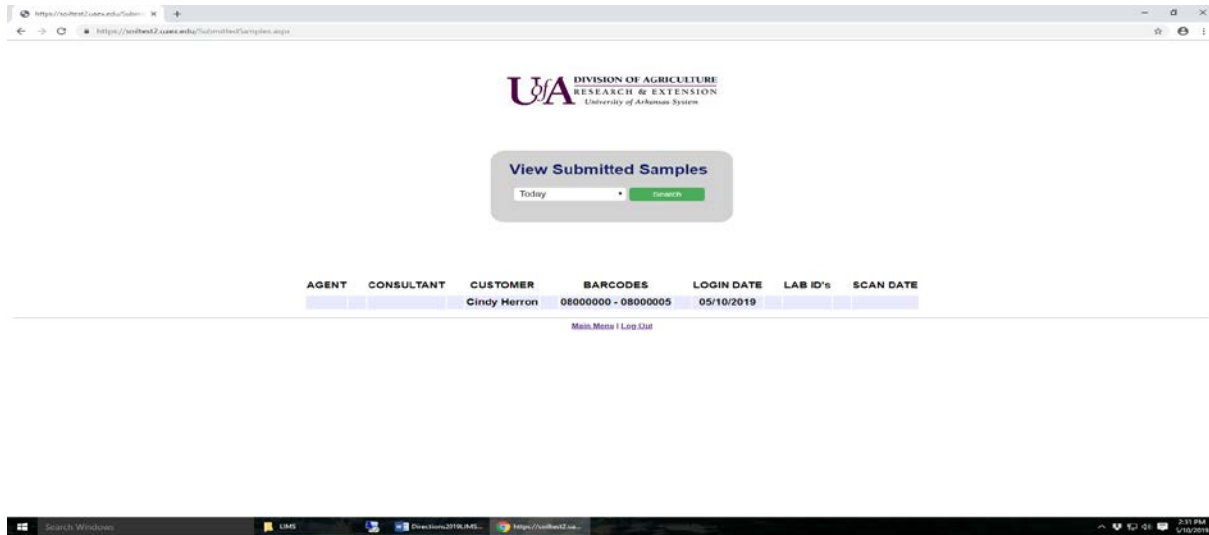
1. Click the menu bar ≡ and choose Options.
2. Select the **Privacy & Security panel**.
3. In the drop-down menu next to Firefox will, choose Use **custom settings for history**.
4. Remove the check mark next to **Remember search and form history.**
5. Close the about:preferences page. Any changes will be saved.

Turning off Autofill in Chrome:

1. Click the **Chrome menu icon** (Three lines at top right of screen.)
2. Click on **Settings**.
3. At the bottom of the page, Click "**Show advanced Settings**"
4. In the Passwords and Forms section, uncheck **Enable Autofill to till out web forms** in a single click

Or

1. Click the **Chrome menu icon** (Three lines at top right of screen.)
2. Click **Tools** Select Clear Browsing data
3. At the top, choose "**All time**" option to clear all saved data
4. Make sure that the **Clear saved Autofill form Data** is checked.