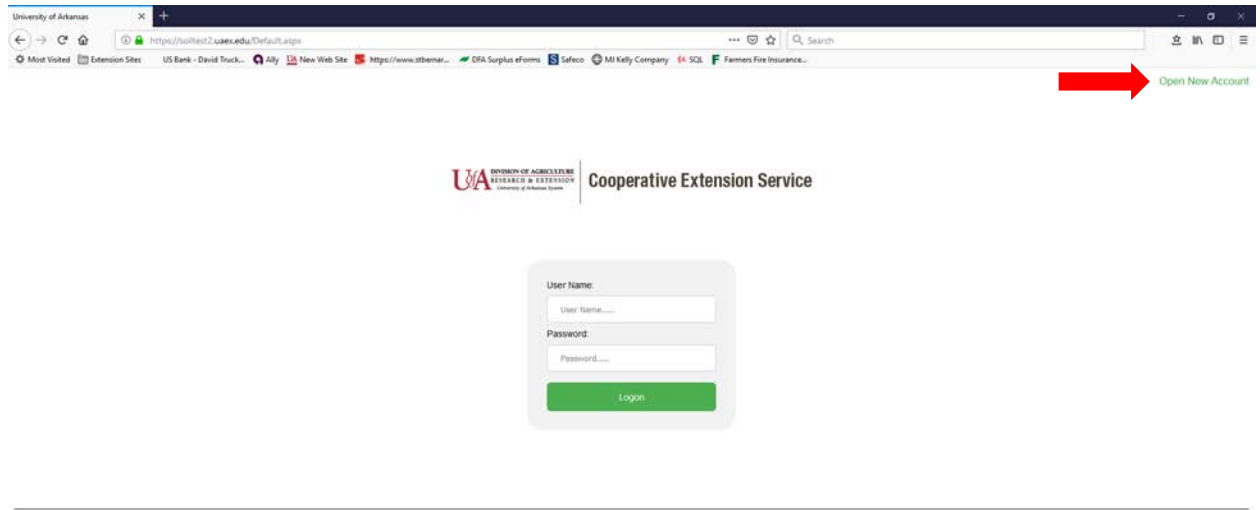


# Directions for the New LIMS Website

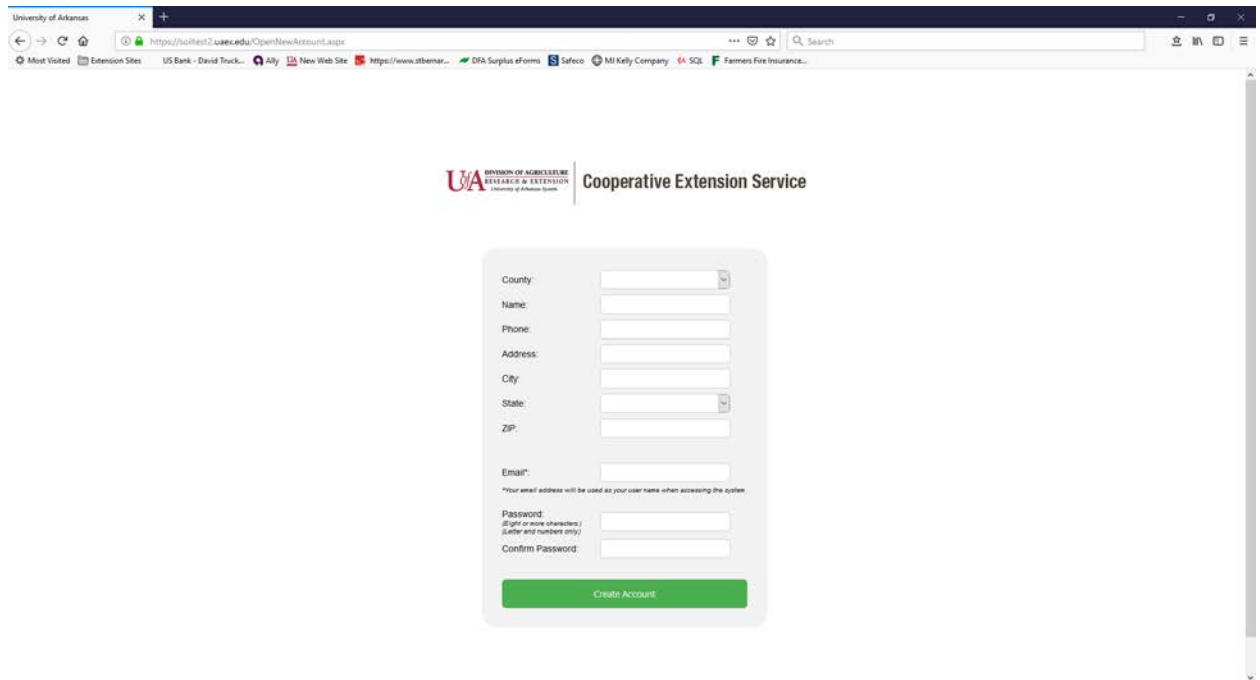
Go to: <https://uasoiltest.uada.edu/>

If you are new to our website and need to log in samples then you must click on **Open New Account**. 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.

University of Arkansas

https://soiltest2.uaex.edu/OpenNewAccount.aspx

UA DIVISION OF AGRICULTURE RESEARCH & EXTENSION University of Arkansas System Cooperative Extension Service

Please check your inbox for a confirmation email.  
You must click the link provided in the email to finalize your registration.

County: Lee  
Name: W. David Herron  
Phone: 8702566890  
Address: 5834 Hwy 261  
City: Marianna  
State: AR  
ZIP: 72360  
Email: cherrid@uaex.edu  
\*Your email address will be used as your user name when accessing the system.  
Password: 12345678  
Confirm Password: 12345678  
Create Account

Your password is 12345678 unless you change it.

Inbox - cherrid@uark.edu - Outlook

Reply Reply All Forward IM

Cindy G. Herron <cherrid@uaex.edu> Cindy G. Herron 3:18 PM

FW: Soil-Test - Login Registration Confirmation

From: dmetson@lablita.com  
Sent: Thursday, January 24, 2019 4:17:46 PM (UTC-05:00) Central  
To: Cindy G. Herron  
Subject: Soil-Test - Login Registration Confirmation

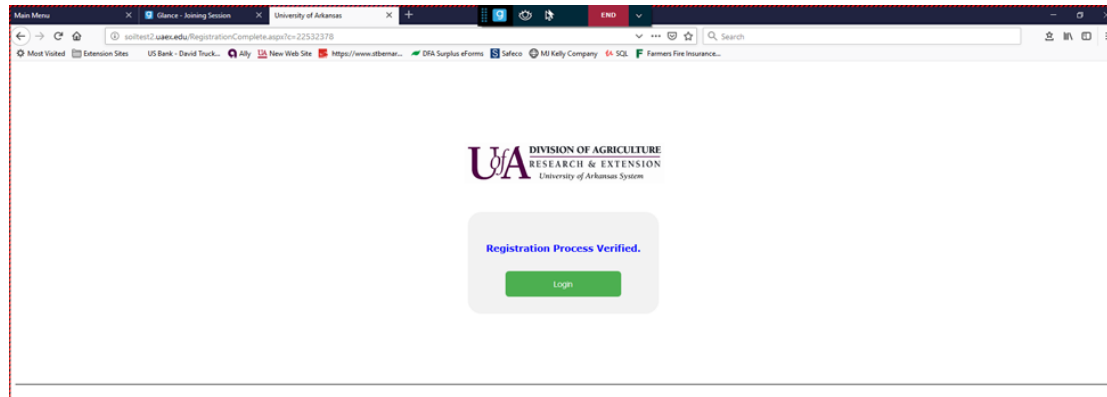
W. David Herron,

Welcome to the University of Arkansas Soil Testing System.

In order to complete your registration, please click on the link below:

[Complete Your Registration](#)

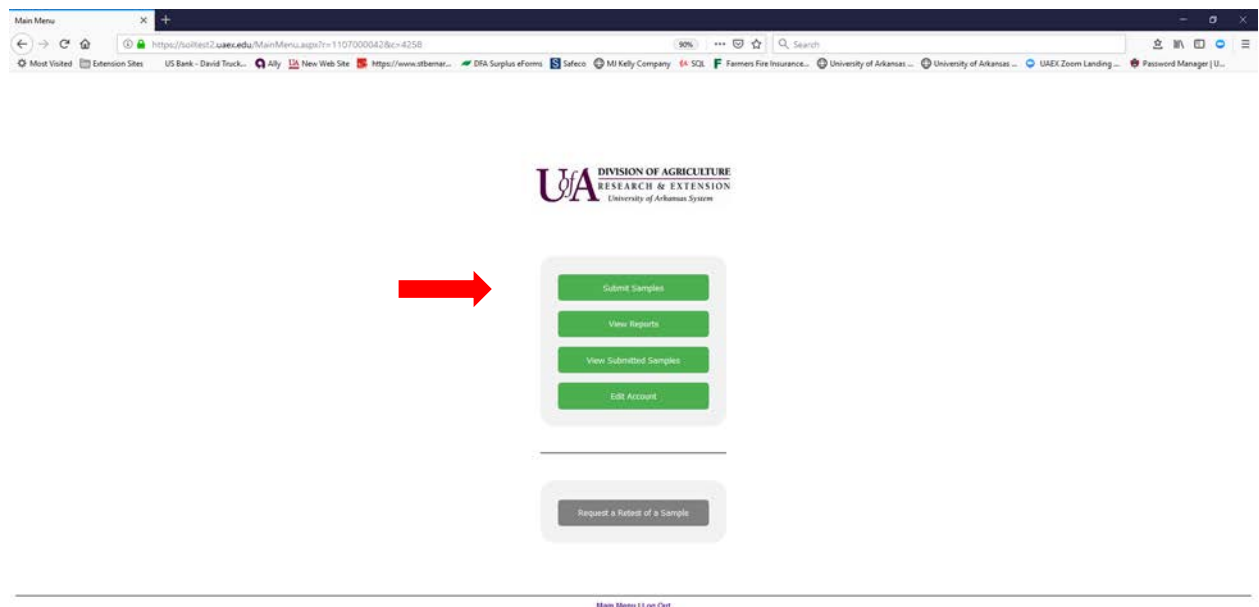
Once you have clicked on the registration link you should get the following: Then log in with your credentials. You do not have to do this step.



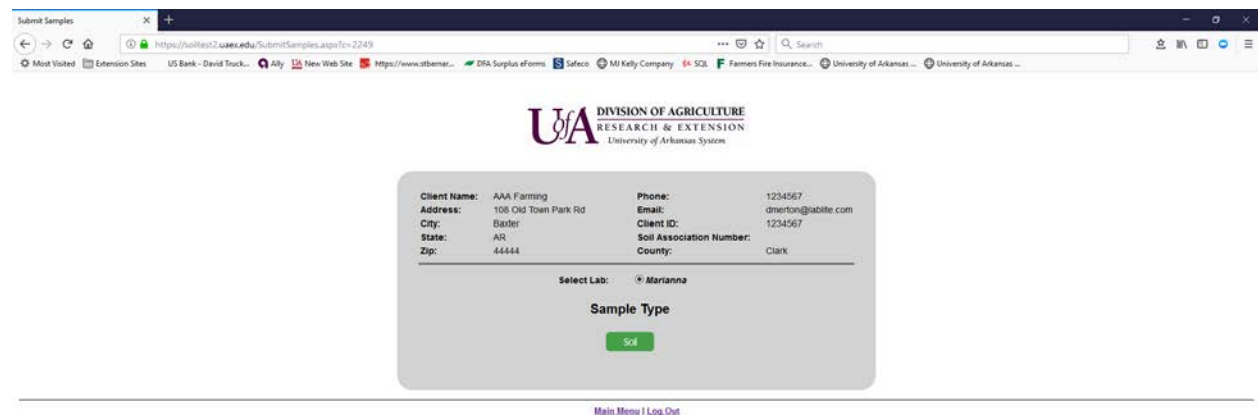
## Submit Samples

Go to the website: <https://uasoiltest.uada.edu/> and log on with your new credentials.

Choose Submit Samples



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

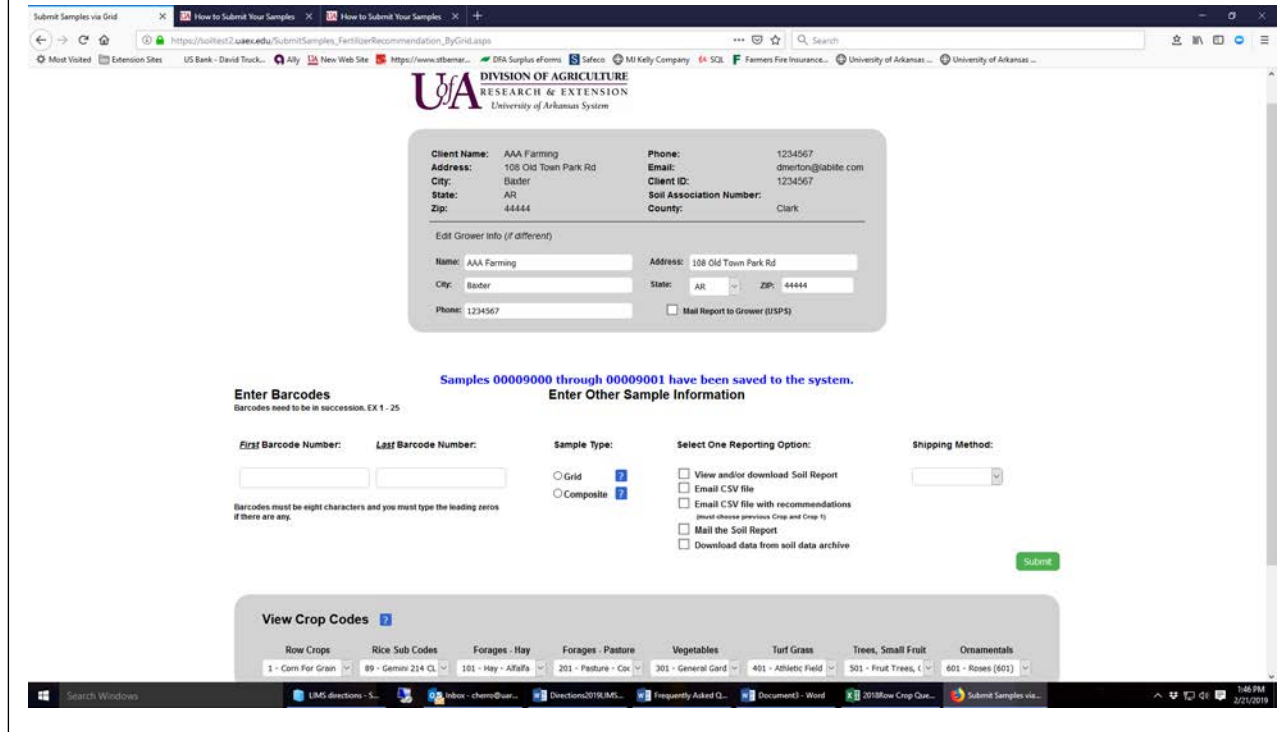


Fill out the information. Edit Co-Client information if you are filling out this for someone else. If they do not have an email, put their name. This allows the account to be created and they will get a report in the mail if you choose Email not available under Select One Reporting Option. Only put email 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.

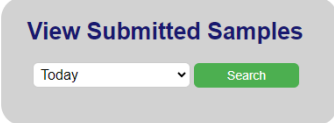
Bar Code Number	Lock Row	Field ID (Max 8 characters)	Acres	County	Lime	Soil Acids #	Last Crop	Crop 1	Crop 2	Crop 3	Field Harvested in last 4 yrs?	Water Source	Nutrient Management Sample	1	2	3	4	5	6	7	Cost Center #, Field Org #, for Researchers Only
08000000	<input type="checkbox"/>	south	2	Lee	Yes	61 - Henry-C	6	12			No	Well	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08000001	<input type="checkbox"/>	south	2	Lee	Yes	61 - Henry-C	6	6			No	Well	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08000002	<input type="checkbox"/>	south	2	Lee	Yes	61 - Henry-C	6	2			No	Well	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08000003	<input type="checkbox"/>	south	2	Lee	Yes	61 - Henry-C	6	5			No	Well	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08000004	<input type="checkbox"/>	south	2	Lee	Yes	61 - Henry-C	6	15			No	Well	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08000005	<input type="checkbox"/>	south	2	Lee	Yes	61 - Henry-C	6	13	81		No	Well	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total Fees</b>													<b>\$ 14.00</b>					123			

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 complete. 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.

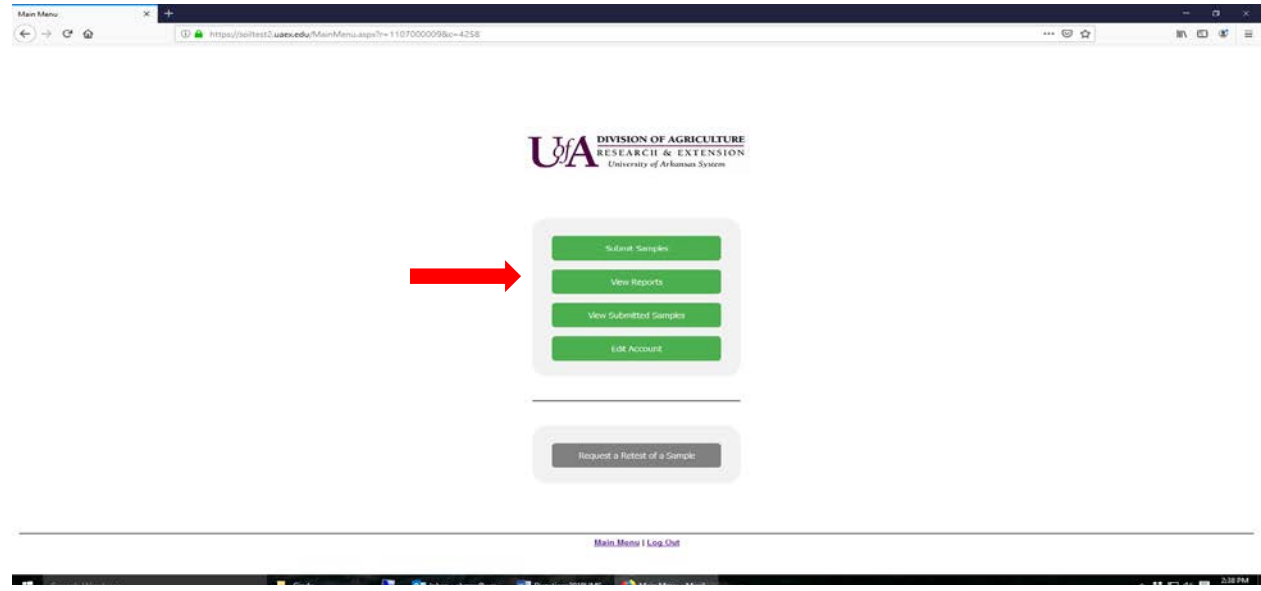


AGENT	CONSULTANT	CUSTOMER	BARCODES	LOGIN DATE	SCAN DAT
	<del>Rich Mountain Conservation</del>	<del>Zella Elder</del>	<a href="#">00864595 - 00864596</a>	08/01/2023	
Craighead		<del>Ground Crew</del>	<a href="#">00673794</a>	08/01/2023	
Desha		McGehee High School	<a href="#">00096045 - 00096046</a>	08/01/2023	

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

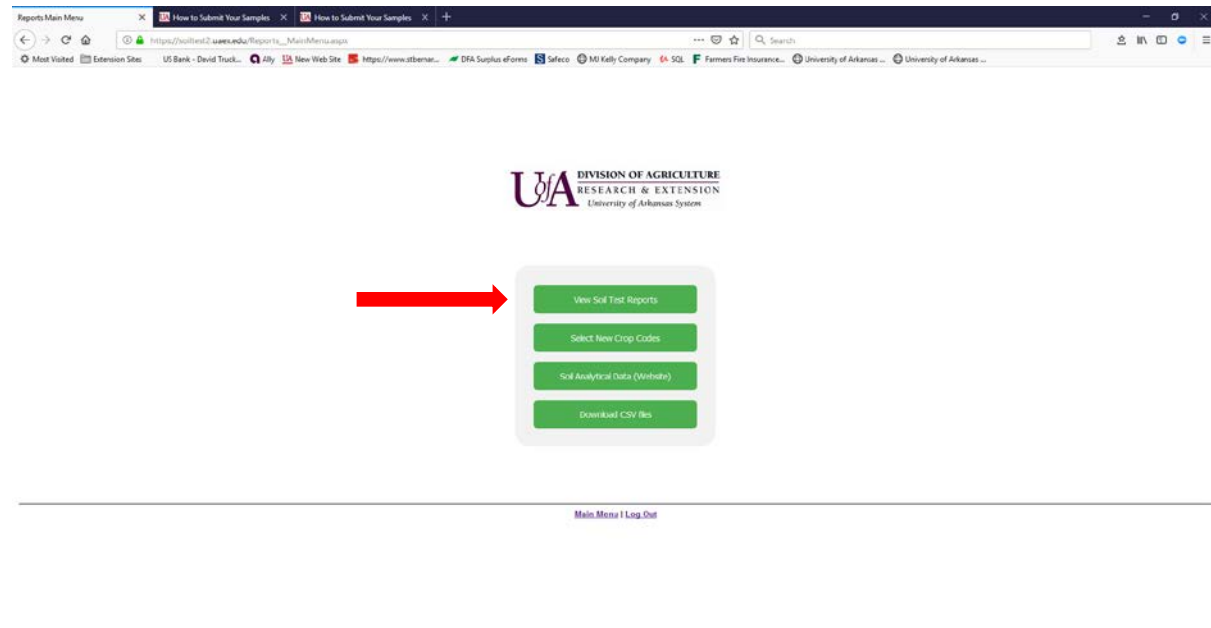
## View Reports

Click View Reports

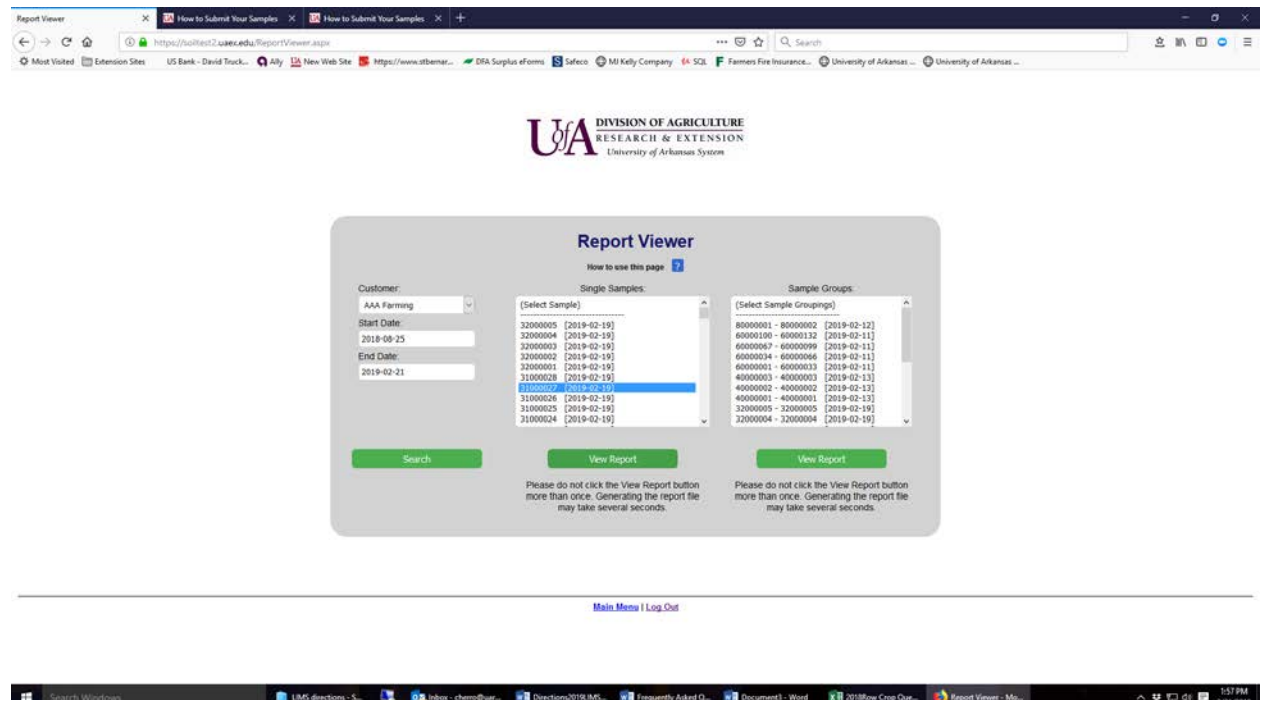


Click on the type of report that you would like to view.

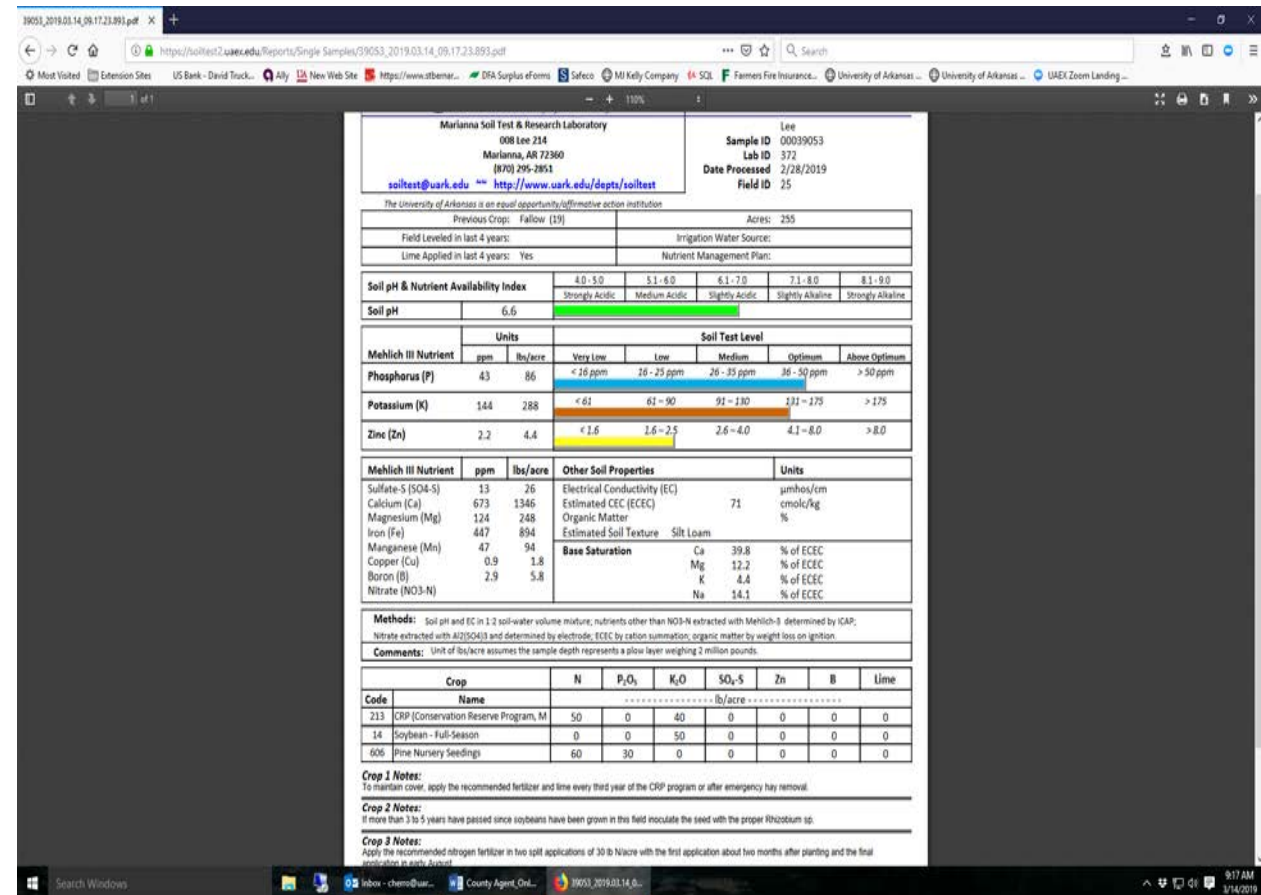
Click View Soil Test Report



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

soiltest2.uaex.edu/Reports\_CSV.aspx

soiltest2.uaex.edu/Reports\_CSV.aspx

**UofA** DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System

Select Year

[2019](#)

Include Recommendations

[Main Menu](#) | [Log Out](#)

### Select the barcode range that you need.

soiltest2.uaex.edu/Reports\_CSV.aspx

soiltest2.uaex.edu/Reports\_CSV.aspx

**UofA** DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System

Select Year

[2019](#)

Select Barcode Range

- [80000001 - 80000002](#)
- [60000100 - 60000132](#)
- [60000067 - 60000099](#)
- [60000034 - 60000066](#)
- [60000001 - 60000033](#)
- [40000003 - 40000003](#)
- [40000002 - 40000002](#)
- [40000001 - 40000001](#)
- [32000005 - 32000005](#)
- [32000004 - 32000004](#)
- [32000003 - 32000003](#)
- [32000002 - 32000002](#)
- [32000001 - 32000001](#)
- [31000005 - 31000028](#)
- [31000004 - 31000004](#)
- [31000003 - 31000003](#)
- [31000002 - 31000002](#)
- [31000001 - 31000001](#)
- [10000021 - 10000033](#)
- [10000000 - 10000020](#)

3:57 PM  
2/21/2019



You can open the file or save the file.

soiltest2.uaex.edu/Reports\_CSV.aspx

University of Arkansas System

Select Year  
2019

Select Barcode Range

Opening 00382036-00382037\_2019.05.21\_14.42.46.203.csv

You have chosen to open:

00382036-00382037\_2019.05.21\_14.42.46.203.csv  
which is: Microsoft Excel Comma Separated Values File (1.1 KB)  
from: https://soiltest2.uaex.edu

What should Firefox do with this file?

Open with: Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

00382033 - 00382033  
00382008 - 00382028  
00039196 - 00039197  
00039163 - 00039191  
00039164 - 00039164  
00039161 - 00039162  
00039160 - 00039160  
00039162 - 00039166  
00039180 - 00039180  
00039089 - 00039089  
00039053 - 00039053  
00039024 - 00039064

Include Recommendations

Main Menu | Log Out

CSV Report:

Name	LabNum	SampleNo	pH	P	K	Ca	Mg	Na	S	Fe	Mn	Cu	Zn	NO3N	DM	EC	B	SoilText	SubCode1	SubCode2	SubCode3	CEC	FieldLeve	LastCrop	Crop1	N_Rec1	P_Rec1	K_Rec1	S_Rec1
AAA Farm	149	8000001	5.8	178	178	432	94	32	11	36	288	1.5	5.1	0.2	2	-1	-1	-1	7	0	12	10	160	0	0	0	0	0	
AAA Farm	150	8000002	5.9	156	199	456	88	36	44	67	309	1.6	6.6	0.3	5	-1	-1	-1	6	0	12	10	160	0	0	0	0	0	

## 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.

The screenshot shows the 'Report Viewer' interface. At the top, the University of Arkansas logo and 'DIVISION OF AGRICULTURE RESEARCH & EXTENSION' are visible. The main content area is titled 'Report Viewer' and includes a 'How to use this page' link. On the left, there are input fields for 'Customer' (AAA Farming), 'Start Date' (2018-08-25), and 'End Date' (2019-02-21), with a 'Search for Samples' button. The central part of the interface is divided into 'Crop 1', 'Crop 2', and 'Crop 3' sections, each with a 'Rice Code' dropdown. To the right, there are two lists: 'Single Samples' and 'Sample Groups', both with 'View Report' buttons. A warning message at the bottom states: 'Please do not click the View Report button more than once. Generating the report file may take several seconds.'

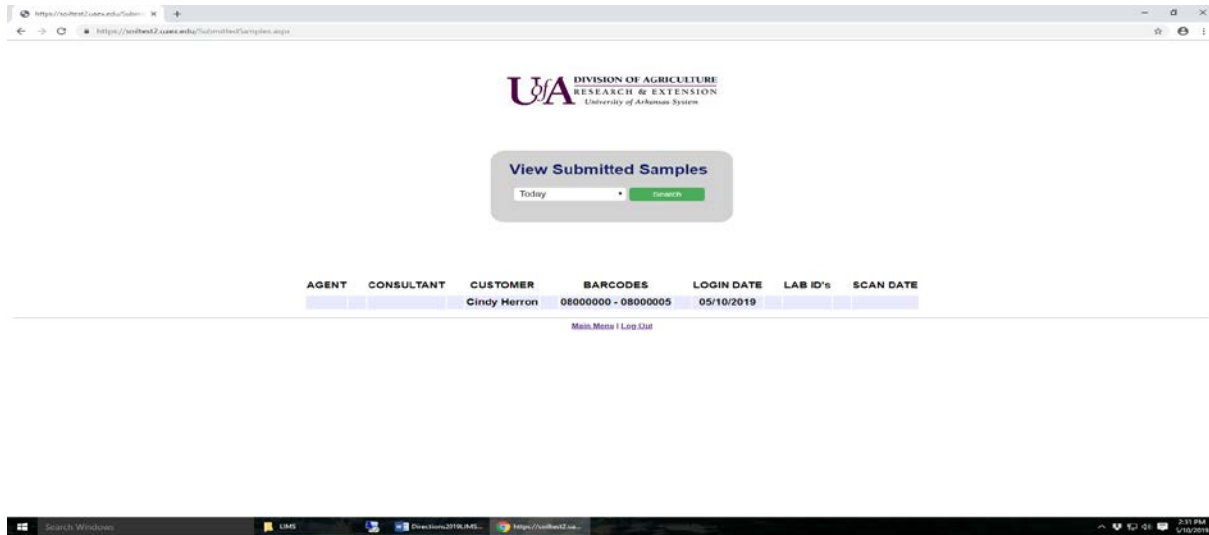
## View Submitted Samples:

The screenshot shows the 'Main Menu' interface. At the top, the University of Arkansas logo and 'DIVISION OF AGRICULTURE RESEARCH & EXTENSION' are visible. The main content area features a vertical list of four green buttons: 'Submit Samples', 'View Reports', 'View Submitted Samples', and 'Edit Account'. A red arrow points to the 'View Submitted Samples' button. Below this list is a grey button labeled 'Request a Retest of a Sample'. At the bottom, there is a 'Main Menu | Log Out' link.


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.



### Prevent Firefox from Storing Form Entries:

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 fill 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.