

CROP INFORMATION AND SOIL REPORTS

Training for County Extension Offices on UK Soil Laboratory Services

Division of Regulatory Services

January, 2013

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Not using the SoilData program

- a. Entering crop information without SoilData program**
- b. Printing reports without SoilData program**

Summary of actions to take if moving to SoilData

- a. Decide what computer will be the main computer where the database will reside.
- b. Go to <http://soils.rs.uky.edu/SoilData/index.php>
- c. Download SoilData3.0 and install on the main computer. This will install SoilData 3.0.0.
- d. Open the Word document under the SoilData 3.0.1 link and follow directions to upgrade to SoilData 3.0.1.
- e. Open SoilData and click on Administration/Main. Click the edit button on the bottom-right hand corner. Enter your county's number, address, phone number, and county agent names and titles, and email information.
- f. Email Paula Howe (phowe@uky.edu) to let her know you have the SoilData program installed and ready to receive soil test data. Let her know what email address to use when sending soil test reports.

Installation Details

Instructions for installing SoilData on the Main Computer

1. Before installing the SoilData program, consider what computer will act as the main computer to receive soil test data.
2. The main computer should have a minimum resolution of 800x600.
3. Make sure all applications are closed on the main computer.
4. Go to <http://soils.rs.uky.edu/SoilData/index.php> on the web. Download the SoilData3.0.zip file to the desktop. Extract the program file (.exe) from the zipped file and place it on your desktop.
5. Double-click the SoilData3.0.exe file and answer YES to the question asking if you want to install the program. Follow the installation instructions that appear on the computer. It is best to install the program in the default subdirectory: c:\Program Files\SoilData\
6. A window should appear asking if you want to restart the computer. Make sure that “Yes, I want to restart my computer now.” is selected and hit the “Finish” button. If you are not asked to restart the computer, continue to exit the installation and restart the computer.
7. Once the computer reboots, close any windows that appear.
8. You need to upgrade to SoilData3.0.1. This version was developed to fix a problem with sending out crop information. Go to <http://soils.rs.uky.edu/SoilData/index.php> on the web and click on the SoilData3.0.1 link and choose to open. This will open a Word document with instructions on upgrading to SoilData3.0.1.
9. Open the SoilData program, select Administration, and then select Main. This opens the main administration window. To begin to edit the information in this window, you have to hit the Edit button in the bottom right hand corner.
 - a. Type in your county ID, name and address of your office in the appropriate boxes.
 - b. Type in the agent’s name and titles that will sign the A reports (Agricultural reports), H reports (Home, lawn, and garden reports), and C (Commercial horticulture reports).
 - c. Determine what your last county sample number was. Enter this number in New ID under “Start ID and ID check”, then hit reset ID button.

d. Choose a file path in the bottom left hand corner to a file path that actually exists on your computer. To do this, hit the button that looks like a file folder. A “Save As” window appears. Select a path where the database will be backed up. Type the filename for backing up the database as SoilDataBak.mdb.

e. Enter information in the Email Information section as shown in the Figure below. Use your county listserve email address for the “From: Email Address”.

f. Other information in the main administration window is default information that doesn't need changed. An example main administration window is shown for Breckinridge county in Figure 1.

g. Hit the OK button to exit this window.

10. The SoilData program is ready to operate. Exit the program by hitting the x in the upper right hand corner or select File/Exit.

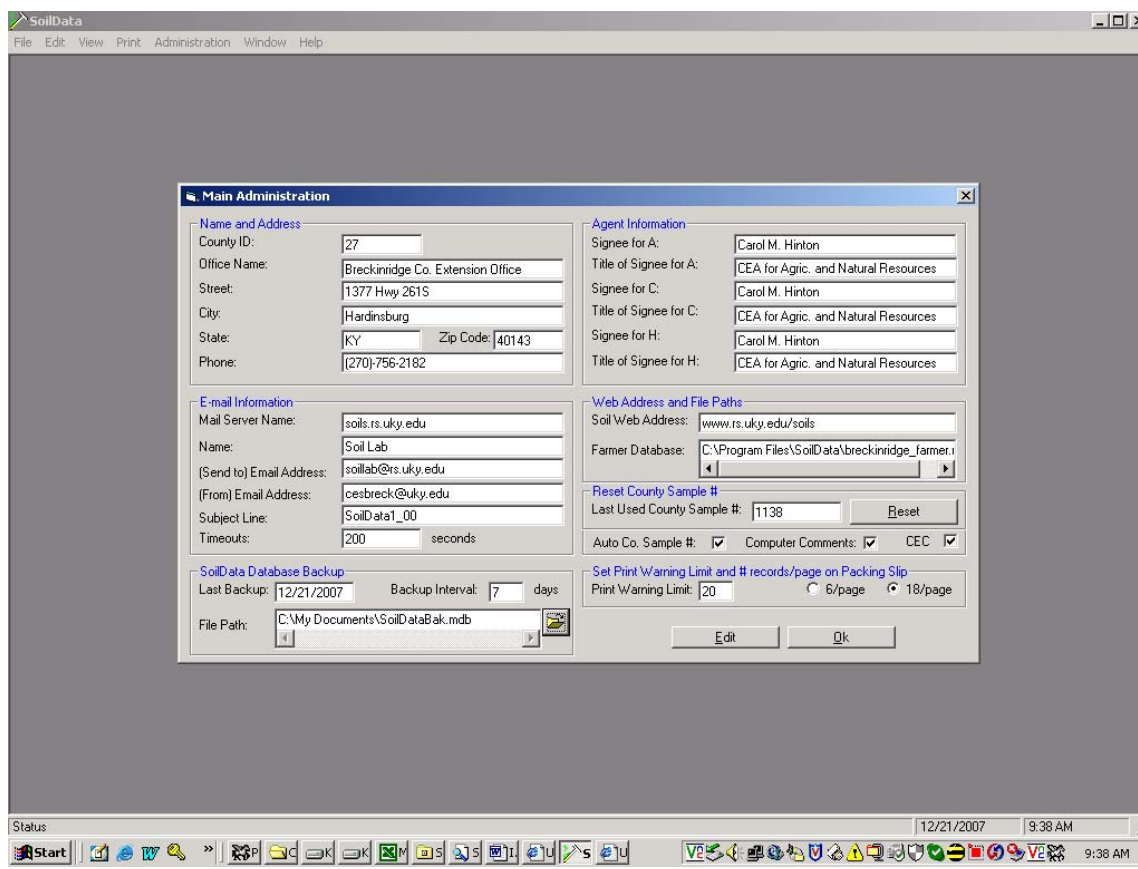


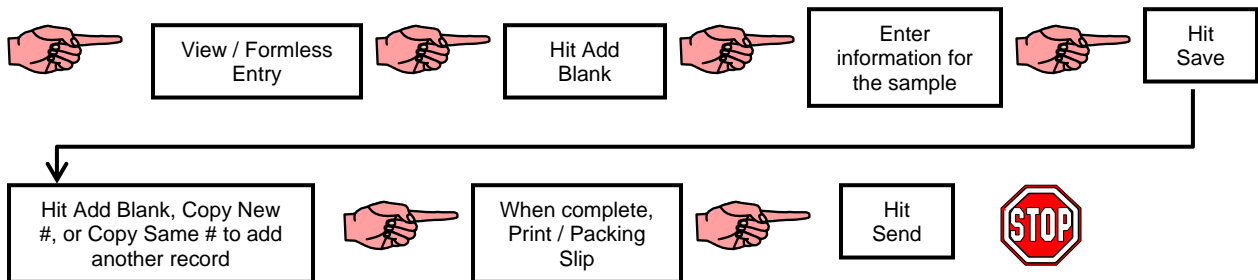
Figure 1. The Main Administration window in SoilData after entering information. The example shown is for Breckinridge county.

Configuring networked computers to run SoilData

1. To set up a computer to open SoilData on the main computer, you need to install a program called SoilDataNet.exe. Go to <http://soils.rs.uky.edu/SoilData/index.php> and download the program that is in a zipped file at the SoilDataNet link to the desktop. Extract the program in the zipped file and save it to the desktop.
2. Double-click the SoilDataNet.exe file and answer YES to the question asking if you want to install the program. Follow the installation instructions that appear.
3. To create a shortcut to SoilData on the networked computer, go to the main computer at <letter>:\program files\soildata under the My Computer icon on your desktop. The main computer will be mapped with a letter and/or name specific to your network. Locate the file named soildata.exe (you may not see the exe. The icon for the file is a soil probe). Hit the right mouse button and select "Create Shortcut". A separate shortcut file is created that you can drag to the desktop.

Entering crop information

Entering and Sending Crop Information



To enter crop information accompanying a soil sample, you first go to “View / Formless Entry”. A question will appear asking if you have submitted any samples with a paper form. Most of the time, you will answer no to this question. If you have sent samples with paper forms, you can enter the number of samples submitted and the automatic county sample number will be the correct number. Once in the Formless Entry window, you hit the button on the bottom of the windows that says “Add Blank”. This creates a blank slate for you to begin entering information. The items defined by labels in bold are items that are required to be entered for each sample. Most of these items come up with default values. Farmer name is selected from a drop down list. If the client is not in the drop down list, you hit the “+” button and are sent to a Farmer window where you can add the new client. A button is available in the Farmer window named “Formless Entry” that takes you back to the Formless Entry window. The entries defined as “Extra1”, “Extra2”, and “Extra3” are fields that you define for use by your office. You can change the name of the fields by clicking on the Extra titles and entering a new title. The crop information that appears on the lower half of the window depends on what form type you selected (A, H, or C for agricultural, home lawn and garden, or commercial horticulture). Selections on the crop information are made from drop down lists. Hit the “Save” button when all entries are completed.

If you have more than one entry to make, there are three possible paths to take from this point. If the next sample is from a different client, you hit the “Add Blank” button to start with a clear form. If the next sample is from the same client, you hit the “Copy New # Button”. This creates a record that is a duplicate of the previous one except for the county sample number, which is incremented by one. If the next record to be entered is an alternative recommendation for the same sample, you hit the “Copy Same #” which copies all the information, including county sample number and sample ID. Another crop selection is made for this same sample.

You can add several records at one time. There is no limit on how many records you can add. Once completed, you print a packing slip to be sent with the soil samples by selecting “Print / Packing Slip”. The packing slip has a list of the samples being sent with the client name. At this point, check the county sample numbers to make sure

they match the county sample numbers placed on the soil samples. The final thing to do is send the data to the Central Program at the soil lab by hitting the “Send” button. A question box will appear asking if you printed a packing slip. If you have duplicate county sample numbers, a question box will appear asking if the duplicates are intentional. If you have gaps in your county sample numbers, a question box will appear asking if the gaps are intentional. A window will appear indicating the sample is being emailed. Another window will appear saying “Data Transfer Succeeds” if the data was successfully emailed out. After sending the data, the records are removed from the “Formless Entry” window and placed in the “Pending Records” window.

Entering a New Client Name and Address

When entering a new record in “Formless Entry”, the first thing to enter is the Client name from the drop down box. If the Client is not on the list, hit the “+” button to open the Farmers window. Select the “Add” button on the bottom of the window. If the “Auto Farmer ID” is selected, the Farmer ID number will be automatically incremented by one. If the “Auto Farmer ID” is selected off, you will have to manually enter a Farmer ID number. In the “Name, Address, and Contact Numbers” section type in Last Name, First Name, Address, City, and Zip Code. This information is what will be printed on the reports. Other extraneous information on the client can also be entered in the appropriate boxes. After entering the new client name and address, hit the “Save” button. Once the client name and address is saved, select the “Formless Entry” button to go back to the formless entry window. The “Add Blank” button has to be selected again to begin entering crop information for the new client just added. Select the new client in the drop down box for “Farmer” and continue to enter the rest of the sample information.

(Note: Make sure to select or deselect “Auto Farmer ID” before selecting the “Add” button. If the “Auto Farmer ID” is selected after hitting “Add”, an error window will appear when trying to save. The error is: “Error 3020: Update or CancelUpdate without AddNew or Edit.” Also make sure to type in name in “Name, Address, and Contact Numbers” section and NOT the “Lookup” section.)

Cheat Sheet and other forms for SoilData

CHEAT SHEET

for entering Crop Information for a Soil Test

Not every management detail on a sample information form or in the SoilData program is required for accurate lime and fertilizer recommendations. The following table is a guide for knowing how much information is needed from the client for major crops on the agricultural and home, lawn and garden forms. For commercial horticulture crop, just the primary crop is needed.

Agricultural Soil Sample Form					
Primary Crop	Previous Crop	Primary Crop Mngmt	Previous Crop Mngmt	Primary Crop Use	Soil Drainage
Corn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> a	<input checked="" type="checkbox"/> b	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Soybeans					
Tobacco ^c	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Forages		<input checked="" type="checkbox"/> d		<input checked="" type="checkbox"/>	

a. Choose conventional tillage or no tillage.

b. Only needed if forage was previous crop (choose hay or pasture > or < 4 yrs).

c. Need to specify whether it is Burley or Dark tobacco.

d. Choose new seeding, renovation, or annual top dressing. Renovation is the seeding of legume (clover or lespedeza) in an established grass stand.

Home Lawn and Garden Soil Sample Form			
Primary Crop	Turfgrass location	New Planting/ Maintenance	Sun/Shade
Blueberries		<input checked="" type="checkbox"/>	
Other Vegetables & Fruits			
Turfgrass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Landscape Plants			

List of Crops for selection in the SoilData program

A	Alfalfa	A	Wheat	C	Annuals
A	Alfalfa/Grass	A	Wheat/Corn	C	Apples
A	Barley	A	Wheat/Soybeans	C	Asparagus
A	Barley/Soybeans	A	White Clover	C	Azaleas
A	Bermudagrass, common	A	White Clover/Grass	C	Beans (snap,dry,lima,etc.)
A	Bermudagrass, improved	A	Wildlife Food Plot	C	Blueberries
A	Birdsfoot Trefoil			C	Brambles
A	Bluegrass			C	Bulbs
A	Bluegrass/White Clover	H	Apples	C	Cherries, Tart
A	Bluestem	H	Azalea/Rhododendron	C	Cole Crops (broccoli, etc.)
A	Buffer or Filter Strip	H	Bermudagrass	C	Conifers (not pines or junipers)
A	Burley Tobacco	H	Blueberries	C	Conifers, junipers
A	Canola	H	Brambles	C	Conifers, pines
A	Canola/Soybeans	H	Broadleaved Evergreen Tree or Shrub	C	Cool Peas
A	Clover/Grass	H	Creeping Bentgrass	C	Corn, Sweet
A	Cool Season Grass	H	Deciduous Shrub	C	Cucumbers
A	Corn	H	Deciduous Tree	C	Currants and Gooseberries
A	Crownvetch	H	Fine Fescue	C	Deciduous Shrubs
A	Dark Tobacco	H	Flower Garden	C	Deciduous Trees
A	Fescue	H	Grape Arbor	C	Eggplant
A	Fescue/Lespedeza (multiple)	H	Ground Covers	C	Evergreen Shrubs, Broadleaved
A	Fescue/White Clover	H	Kentucky Bluegrass	C	Evergreen Trees, Broadleaved
A	Forage Crops (multiple)	H	Needled Evergreen Tree or Shrub	C	Grapes
A	Forage Sorghum	H	Other	C	Greens (collards, kale, etc.)
A	Grain Crops (multiple)	H	Peaches	C	Hollies
A	Grain Sorghum	H	Perennial Ryegrass	C	Muskmelons (cantaloupes)
A	Indiangrass	H	Roses	C	Okra
A	Lespedeza	H	Strawberries	C	Onions (green & bulb)
A	Lespedeza/Grass	H	Tall Fescue	C	Other
A	Millet	H	Vegetable Garden	C	Peaches
A	Native Grassland Restoration	H	Zoyiagrass	C	Pears
A	Oats			C	Pecans
A	Oats/Soybeans			C	Peppers (bell & pimento)
A	Orchardgrass			C	Perrenials (not bulbs)
A	Orchardgrass/Red Clover			C	Plums
A	Orchardgrass/White Clover			C	Potatoes
A	Other			C	Rhododendrons
A	Red Clover			C	Rhubarb
A	Red Clover/Grass			C	Root Crops (beets, carrots,etc.)
A	Rye			C	Southern Peas
A	Rye/Soybeans			C	Squash & Pumpkins
A	Side-oats grama			C	Strawberries
A	Small Grains			C	Sweet Potatoes
A	Small Grains/Corn			C	Tomatoes
A	Small Grains/Soybeans			C	Walnuts
A	Sorghum/Sudangras			C	Watermelons
A	Soybeans				
A	Sudangrass				
A	Sunflower				
A	Switchgrass				
A	Timothy				
A	Timothy/Red Clover				
A	Tobacco Beds				
A	Triticale				
A	Triticale/Soybeans				
A	Warm Season Annual Grass				
A	Warm Season Native Grass				

These are the **ONLY** responses that are available in the database. Choose the closest to your situation and write any notes on the front of the form.

PRIMARY & PREVIOUS CROP

ALFALFA
 ALFALFA/GRASS
 BARLEY
 BARLEY/SOYBEANS
 BERMUDA GRASS COMMON
 BERMUDA GRASS IMPROVED
 BIRDSFOOT TREFOIL
 BLUEGRASS
 BLUEGRASS/WHITE CLOVER
 BUFFER OR FILTER STRIP
 BLUESTEM
 BURLEY TOBACCO
 CANOLA
 CANOLA/SOYBEANS
 CLOVER/GRASS
 COOL SEASON GRASS
 CORN
 CROWN VETCH
 DARK TOBACCO
 FESCUE
 FESCUE/LESPEDEZA (MULTIPLE)
 FESCUE/WHITE CLOVER
 FORAGE CROPS (MULTIPLE)
 FORAGE SORGHUM
 GRAIN CROPS (MULTIPLE)
 GRAIN SORGHUM
 INDIANGRASS
 LESPEDEZA
 LESPEDEZA/GRASS
 MILLET
 OATS
 OATS/SOYBEANS
 ORCHARDGRASS
 ORCHARDGRASS/RED CLOVER
 ORCHARDGRASS/WHITE CLOVER
 OTHER
 RED CLOVER
 RED CLOVER/GRASS
 RYE
 RYE/SOYBEANS

PRIMARY & PREVIOUS CROP

(CONTINUED)
 SIDE-OATS/GRAMA
 SMALL GRAINS
 SMALL GRAINS/CORN
 SMALL GRAINS/SOYBEANS
 SOYBEANS
 SUDANGRASS
 SUNFLOWER
 SWITCHGRASS
 TIMOTHY
 TIMOTHY/RED CLOVER
 TOBACCO BEDS
 TRITICALE
 TRITICALE/SOYBEANS
 WARM SEASON ANNUAL GRASS
 WARM SEASON NATIVE GRASS
 WHEAT
 WHEAT/CORN
 WHEAT/SOYBEANS
 WHITE CLOVER
 WHITE CLOVER/GRASS
 WILDLIFE FOOD PLOT

PRIMARY CROP MANAGEMENT

CT CONVENTIONAL TILLAGE
 NT NO TILLAGE
 DCT DOUBLECROP-CONVENTIONAL
 CNT DOUBLECROP-NO TILL
 NS NEW SEEDING
 R RENOVATION
 ATD ANNUAL TOP DRESSING

PREVIOUS CROP MANAGEMENT

CT CONVENTIONAL TILLAGE
 NT NO TILLAGE
 DCT DOUBLECROP-CONVENTIONAL
 CNT DOUBLECROP-NO TILL
 NS NEW SEEDING
 R RENOVATION
 ATD ANNUAL TOP DRESSING
 HP<4 HAY OR PASTURE LESS THAN 4 YEARS
 HP>4 HAY OR PASTURE 5 YEARS OR LONGER

PRIMARY CROP USE

G GRAIN
 S SILAGE
 T TOBACCO
 H HAY
 HP HORSE PASTURE
 P PASTURE
 SP SEED PRODUCTION
 SG SILAGE-GRAIN (DOUBLE CROP)
 GG GRAIN-GRAIN (DOUBLE CROP)
 SS SILAGE0SILAGE (DOUBLE CROP)
 CC COVER CROP

PREVIOUS CROP USE

G GRAIN
 S SILAGE
 T TOBACCO
 H HAY
 P PASTURE
 SP SEED PRODUCTION
 SG SILAGE-GRAIN (DOUBLE CROP)
 GG GRAIN-GRAIN (DOUBLE CROP)
 SS SILAGE0SILAGE (DOUBLE CROP)
 CC COVER CROP

SOIL DRAINAGE

WD WELL DRAINED
 MWD MODERATELY WELL DRAINED
 SPD SOMEWHAT POORLY DRAINED
 PD POORLY DRAINED
 PT POORLY, BUT TILLED

CROP 2 YEARS AGO

(TOBACCO ONLY)

GS GOOD SOD
 MS MEDIUM SOD
 PS POOR SOD
 T TOBACCO

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Office Use	<u>Owner ID</u>	<u>Acres</u>	<u>Primary Crop</u>	<u>Previous Crop</u>	<u>Pri Crop Man</u> Annual Top Dressing (ATD) New Seeding (NS) Renovation (R) Conv. tillage (CT) No tillage (NT) Double crop: conv. tillage (DCT) Double crop: no tillage (CNT)	<u>Pre Crop Man</u> Hay or pasture less than 4 yrs (HP<4) Hay or pasture greater than 4 yrs (HP>4)	<u>Pri Crop Use</u> Hay (H) Pasture (P) Horse Pasture (HP) Grain (G) Silage (S) Grain to Grain doublecrop (GG) Silage to Grain doublecrop (SG) Silage to Silage doublecrop (SS) Cover Crop (CC)	<u>Soil Drainage</u> Well drained (WD) Moderately well drained (MWD) Somewhat poorly drained (SPD) Poorly drained (PD) Poorly drained but tiled (PT)

Alfalfa
Alfalfa/Grass
Barley
Barley/Soybeans
Bermudagrass (common)
Bermudagrass (improved)
Birdsfoot Trefoil
Bluegrass
Bluegrass/White Clover
Bluestem
Buffer or Filter Strip
Burley Tobacco
Canola

Canola/Soybeans
Clover/Grass
Cool Season Grasses
Corn
Crownvetch
Dark Tobacco
Fescue
Fescue/Lespedeza
Fescue/White Clover
Forage crops
Forage Sorghum
Grain Crops
Grain Sorghum

Indiangrass
Lespedeza
Lepedeza/Grass
Millet
Native Grass Restoration
Oats
Oats/Soybeans
Orchardgrass
Orchardgrass/Red Clover
Orchardgrass/White Clover
Red Clover
Red Clover/Grass
Rye

Rye/Soybeans
Side-oats grama
Small Grains
Small Grains/Corn
Small Grains/Soybeans
Sorghum/Sudangrass
Soybeans
Sudangrass
Sunflowers
Switchgrass
Timothy
Timothy/Red Clover
Tobacco Beds

Triticale
Triticale/Soybeans
Warm Season Annual Grass
Warm Season Native Grass
Wheat
Wheat/Corn
Wheat/Soybeans
White Clover
White Clover/Grass
Wildlife Food Plot

Soil Sample Information for Multiple Samples

University of Kentucky Soil Testing Lab

Home Lawn & Garden Information (H form)

Name _____

Address _____

City _____ State _____

Zip _____ Phone _____

**FOR COUNTY OFFICE USE ONLY
DO NOT SEND THIS FORM TO LABORATORY**

County Sample Number	Owner Sample ID	Primary Crop	Location	Management	Sun or Shade

Location:
HL Home lawn
GG Golf green
GT Golf tee
GFT Golf fairway
SP Sod production

Location (cont.):
AF Athletic field
GT General turf

Management:
NP New planting or seeding
PM Plant maintenance

Sun or shade:
MSU Mostly sunny location
MSH Mostly shady location

These are the **ONLY** responses that are available in the database. Choose the closest to your situation and write any notes on the front of the form.

PRIMARY CROP

APPLES
AZALEA/RHODODENDRON
BERMUDAGRASS
BLUEBERRIES
BRAMBLES
BROADLEAVED EVERGREEN TREE OR SHRUB
CREEPING BENTGRASS
DECIDUOUS SHRUB
DECIDUOUS TREE
FINE FESCUE
FLOWER GARDEN
GRAPE ARBOR
GROUND COVERS
KENTUCKY BLUEGRASS
NEEDED EVERGREEN TREE OR SHRUB
OTHER
PEACHES
PERENNIAL RYEGRASS
ROSES
STRAWBERRIES
TALL FESCUE
VEGETABLE
ZOYIAGRASS

LOCATION

HOME LAWN
GOLF GREEN
GOLF TEE
GOLF FAIRWAY
SOD PRODUCTION
ATHLETIC FIELD
GENERAL TURF

MANAGEMENT

NP NEW PLANTING OR SEEDING
PM PLANT MAINTENANCE

SUN/SHADE

MSU MOSTLY SUNNY LOCATION
MSH MOSTLY SHADY LOCATION

These are the **ONLY** responses that are available in the database. Choose the closest to your situation and write any notes on the front of the form.

PRIMARY & PREVIOUS CROP

ANNUALS
APPLES
ASPARAGUS
AZALEAS
BEANS (SNAP, DRY, LIMA, ETC.)
BLUEBERRIES
BRAMBLES
BULBS
CHERRIES, TART
COLE CROPS (BROCCOLI, ETC.)
CONIFERS (NOT PINES OR JUNIPERS)
CONIFERS, PINES
COOL PEAS
CORN, SWEET
CUCUMBERS
CURRANTS AND GOOSEBERRIES
DECIDUOUS SHRUBS
DECIDUOUS TREES
EGGPLANT
EVERGREEN SHRUBS, BROADLEAVED
EVERGREEN TREES, BROADLEAVED
GRAPES
GREENS (COLLARDS, KALE, ETC.)
HOLLIES
MUSKMELONS (CANTALOUPE)
OKRA
ONIONS (GREEN AND BULB)
OTHER
PEACHES
PEARS
PECANS
PEPPERS (BELL & PIMENTO)
PERENNIALS (NOT BULBS)
PLUMS
POTATOES
RHODODENDRONS
RHUBARB
ROOT CROPS (BEETS, CARROTS, ETC.)
SOUTHERN PEAS
SQUASH & PUMPKINS
STRAWBERRIES
SWEET POTATOES
TOMATOES
WALNUTS
WATERMELONS

PRIMARY & PREVIOUS MANAGEMENT

BS BARE SOD
BPM BLACK PLASTIC MULCH
CT CONVENTIONAL TILLAGE
LTWC LIMITED TILLAGE WITH WEED CONTROL
LTNWC LIMITED TILLAGE WITH NO WEED CONTROL
NT NO TILLAGE
OM ORGANIC MULCH
BPM PLANTS GROWN THROUGH BLACK PLASTIC MULCH
SN SOD NURSERY
SO SOD ORCHARD
TNWC TILLED NURSERY WITH WEED CONTROL

SAMPLING

SBP SAMPLED BEFORE PLANTING

IRRIGATION

IR IRRIGATED
NIR NOT IRRIGATED

SITE DRAINAGE

MWD MODERATELY WELL DRAINED
PD POORLY DRAINED
SPD SOMEWHAT POORLY DRAINED
WD WELL DRAINED

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Office Use	Owner ID	Acres	Primary Crop

Crops:

- Annuals
- Apples
- Asparagus
- Azaleas
- Beans (snap, dry, lima, etc.)
- Blueberries
- Brambles
- Bulbs
- Cherries (tart)
- Cole Crops (broccoli, etc.)
- Conifers (not pines or junipers)
- Conifers (junipers)
- Conifers (pines)
- Cool Peas
- Corn (sweet)

- Cucumbers
- Currants and Gooseberries
- Deciduous Shrubs
- Deciduous Trees
- Eggplants
- Evergreen Shrubs (broadleaved)
- Evergreen Trees (broadleaved)
- Grapes
- Greens (collards, kale, etc.)
- Hollies
- Muskmelons (cantaloupes)
- Okra
- Onions (green & bulb)
- Peaches
- Pears

- Pecans
- Peppers (bell & pimento)
- Perennials (not bulbs)
- Plums
- Potatoes (irish)
- Rhododendrons
- Rhubarb
- Root Crops (beets, carrots, etc.)
- Southern Peas
- Squash & Pumpkins
- Strawberries
- Sweet Potatoes
- Tomatoes
- Walnuts
- Watermelons

Packing Slip (Formless Sample Entry Form)

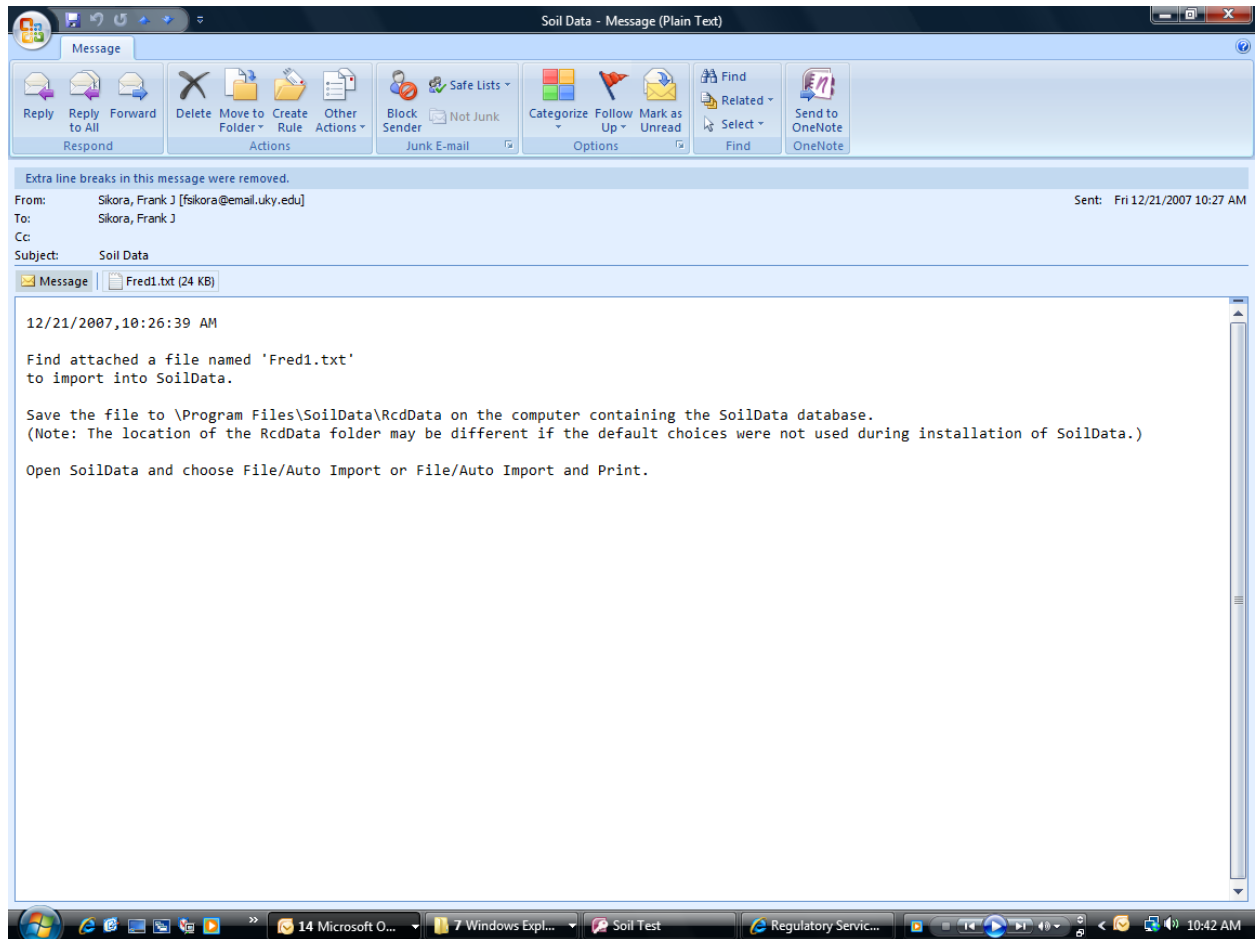
Date _____

	UK LAB #	Type Test	County ID	Sample #	Last Name	Primary Crop
1		01				99
2		01				99
3		01				99
4		01				99
5		01				99
6		01				99
7		01				99
8		01				99
9		01				99
10		01				99
11		01				99
12		01				99
13		01				99
14		01				99
15		01				99
16		01				99
17		01				99
18		01				99
19		01				99
20		01				99

Printing soil test reports

Receiving soil data via email

1. Soil test data will be emailed to you as an attached .txt file. The message in the body of the email will appear as shown below.

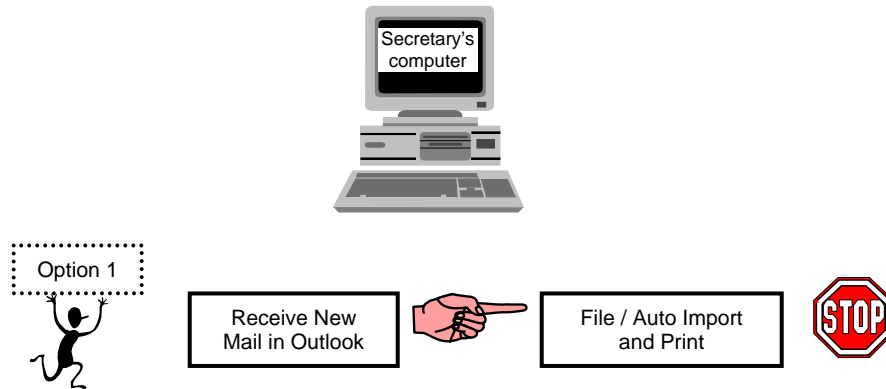


2. You can save the file by clicking the right mouse button on the attached file. Select "Save As" with the left mouse button. A Save As window appears. Select the path to where the file should be saved under the "RcdData" folder.

Printing soil test reports

OPTION 1:

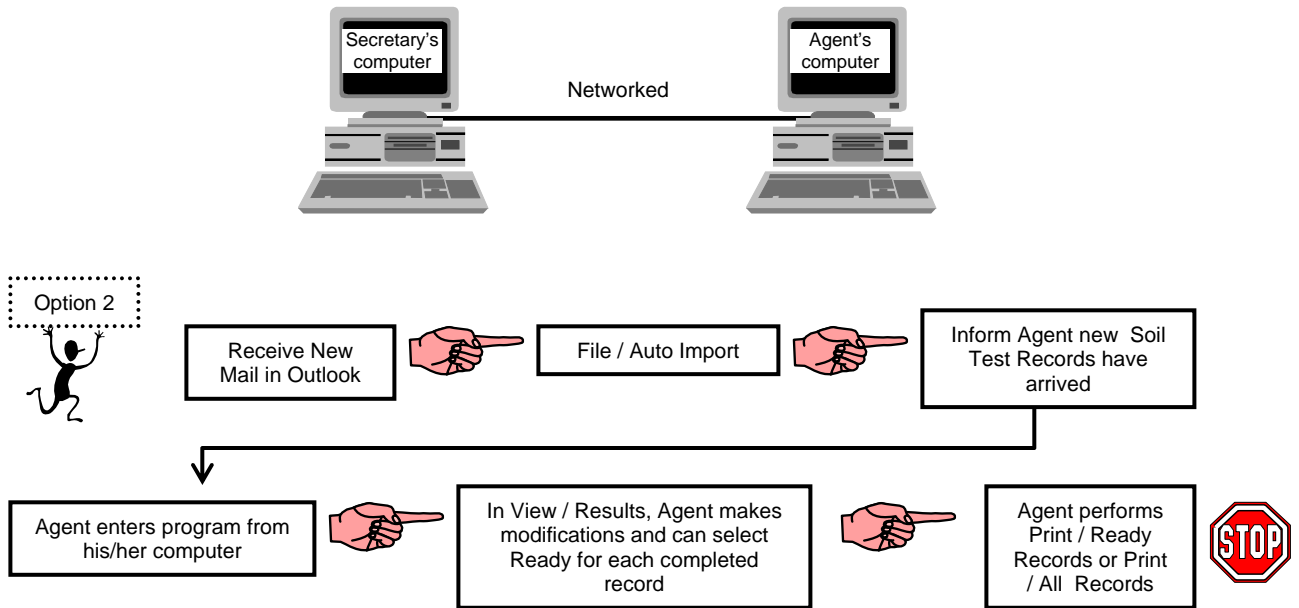
The agent just wants a paper copy of the reports.



Soil test data messages will contain SoilData1_00 on the Subject line. After receiving the soil test data in Outlook, go to the SoilData program. Select “File / Auto Import and Print” and the soil data received by Outlook will be appended to existing data in the program in Archived Results and printed. To view the data that was received into the program go to “View / Archived Results” and move to the bottom of the stack.

OPTION 2:

The agent wants to review reports in the program before printing.



The SoilData program needs to be installed on the Secretary's computer. SoilDataNet needs to be installed on the Agent's computer. The soil test data file is saved on the Secretary's computer. The Secretary selects "File / Auto Import" to receive the new data into SoilData. The data is imported into Results. The Extension Agent is then informed that new soil test data exists in the SoilData program. The Extension Agent then accesses the SoilData program via the network and selects "View / Results" to review records for modification or to add comments. After reviewing each record, the "Ready" box can be checked signifying the sample is ready for printing. The Extension Agent or Secretary then selects "Print / Ready Records" to print the ready records on the printer connected to the Secretary's computer. After printing Ready Records, the records will be moved to "Archived Results". If there are not a significant number of records, the Agent can review and modify all the records and "Print / All Records" can be chosen to print the reports. "File / Move to Archive" then moves all records to "Archived Results".

ADVANCED TOPICS ON SOILDATA

The following advanced topics on the SoilData program are available on the web at http://soils.rs.uky.edu/SoilData/training/soildata_advancedtopics.pdf

I. Viewing, modifying, and printing soil test reports

- View/results
- Scroll box
- Changing crops and/or recommendations
 - Adding agent comments
 - Entering canned comments in View/Comments
- Print features in View/Results
- Grid feature

II. Looking at archived data

- View/archived results/GRID
 - field titles, explain dates, Info button identifies crop info for A,C,H records and sample numbers in bottom left hand corner
 - sort feature
 - filtering feature
 - print features in grid
 - finding a producer's sample(s)

III. Emailing clients reports

- FinePrint pdfFactory
 - emailing individual clients
 - emailing third party clients dealing with many individuals

IV. Exporting data

- For working on computer at home
- For viewing in another program (Excel, Access)

V. Backing up SoilData

- Auto backup via Main/Administration
- Extra safe guard to back up SoilData.mdb

Entering Crop Information without SoilData program

The Agricultural; Home Garden, Home Lawn, & Special Turf; or Commercial Horticultural Soil Sample Information Sheets are filled out and mailed with each sample. These forms are available at <http://soils.rs.uky.edu>. Additional crops can be entered on the Agricultural Soil Sample Information Sheet by using codes as shown below.

Crop Codes not listed on the Agricultural Form

Enter the codes after "From Memo:" and select the crops as primary, alternate, or previous crops.

Crop Code	Crop
06	Barley
08	Barley/Soybeans
10	Bermudagrass, Common
12	Bermudagrass, Improved
14	Bluegrass
16	Birdsfoot Trefoil
20	Crownvetch
24	Forage Sorghum
26	Grain Sorghum
30	Millett
32	Oats
34	Oats/Soybeans
36	Orchardgrass
42	Rye
44	Rye/Soybeans
48	Sorghum/Soybeans
52	Sudangrass
54	Sunflower
56	Timothy
62	Triticale
64	Triticale/Soybeans
17	Warm Season Annual Grass
21	Warm Season Native Grass
66	Wheat
68	Wheat/Soybeans
70	White Clover
81	Bluestem
82	Indiangrass
83	Side-oats grama
84	Switchgrass
85	Buffer or Filter Strip
86	Native Grassland Restoration
87	Wildlife Food Plot

Primary Use not listed on the Agricultural Form
Enter the code in the “Other” section and cross out 98.

Crop Code	Crop
06	Horse Pasture

Printing reports without SoilData program

Reports are emailed to the county office as attached files. The files can be opened in Word and the clients name and address typed onto the report.