

ADVANCED TOPICS ON THE SOILDATA PROGRAM

Contact Information

Frank J. Sikora
Division of Regulatory Services
Lexington, KY
859-257-7355
“fsikora@uky.edu”

Paula Howe
Division of Regulatory Services
Princeton, KY
270-365-7541
“phowe@uky.edu”

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Viewing, modifying, and printing soil test reports

After the Staff Assistant has imported soil lab results into the SoilData program, the Extension Agent may then review, modify and add comments to the soil reports.

View/results

Scroll Box

Open the SoilData program in the network, go to “View/Results”. The Scroll Box is located on the bottom left on the screen. This box indicates the number of soil reports that are currently in results. “Record x/y Total samples = yy”. The total sample number may be less than the records if more than one crop recommendation is made for a sample. Using the arrows to the left and right of the scroll box, the Extension Agent may scan through records.

Changing crops and/or recommendations

Crops, management, use, drainage, and recommendations may be modified in the “View/Results” screen. If a new crop is requested by a client, the agent may type in the crop and refer to AGR-1 for fertilizer and lime recommendations. To receive a new crop recommendation report from the soil lab, the Extension Agent or Staff Assistant may re-submit by going to the “View/Alternative Recommendations” screen as covered in the Phase I training materials. To view the complete report with computer comments, go to “Print/Current Record” and a print preview screen will appear. Enlarge the screen and scan down to look at the computer comments. To close the print preview screen, press the x in the upper right corner above the report.

Adding Agent Comments

Agent comments may be typed or cut/paste directly into the “Note” section of the “View/Results” screen

CAUTION: The Delete button is not for the note section. It will delete the record.

If a comment is commonly used for a specific crop or fertilizer recommendation a canned macro may be created. However, only one canned macro comment may be used per report. To create a canned macro comment:

1. Close “View/Results” window.
2. Go to “View/Comments”
3. Press “Add” to begin typing a comment.
4. Enter Comment name – this will show up on the drop down menu.
5. Type the comment – (there is no limit to text length).
6. When the comment is complete, press “Save”. Press “Close” to return to the SoilData program or “Add” to add additional comments.
7. After saving the comment(s), the comment name(s) will appear in the drop down menu to the right of the “Note” section in “View/Results”.

Print Features in View/Results

While in the View/Results screen, if “Print” is selected, there will be three options available for printing (one report per sample).

1. **All Records** – If there are not a significant number of records, the Extension Agent can review and modify all the records and select “Print/All Records” and all reports will be printed on the Staff Assistant’s printer. “File/Move to Archive” moves all records to “Archived Records”.
2. **Ready Records** – After the Extension Agent has reviewed records, the “Ready” box in the “View/Results” screen can be checked to signify the sample is ready for printing. The Extension Agent or Staff Assistant then selects “Print/Ready Records” to print ready records on the printer connected to the Staff Assistant’s computer. After printing ready records, the records will be moved to “Archived Results”.
3. **Current Record** – Prints only the record that is in the “View/Results” screen. Before the current soil test is printed, a print preview window appears containing the report with the current soil test record. All records containing the same county sample number will be present in the print preview and will be printed.

Grid Feature – Print Features

To view, sort, filter, and print results, select the “Grid” button on the bottom right of the “View/Results” screen. There are three print options available when in the grid view.

1. One Report Per Record - This is available in Grid view of “Results”, “Archived Results”, or “Exported Archived Results”. For every record present in grid view, a report is printed. This option can be used after filtering the data to print only selected data.

2. One Report Format (A) - This is available in Grid view of “Results”, “Archived Results”, or “Exported Archived Results”. For every record present in grid view, one report is printed with all data in a table format. A print preview window appears before printing. Hit the printer button in the preview window if you want to print what is shown. This option can be used after filtering the data to print only selected data.

This format was designed for one client with many samples. The farmer in the first record will be put in the “To:” box on the report.

3. One Report Format (B) - This is available in Grid view of “Results”, “Archived Results”, or “Exported Archived Results”. For every record present in grid view, one report is printed with all data in a table format and grouped by farmer name (alphabetized by last name). A print preview window appears before printing. Hit the printer button in the preview window if you want to print what is shown. This option can be used after filtering the data to print only selected data.

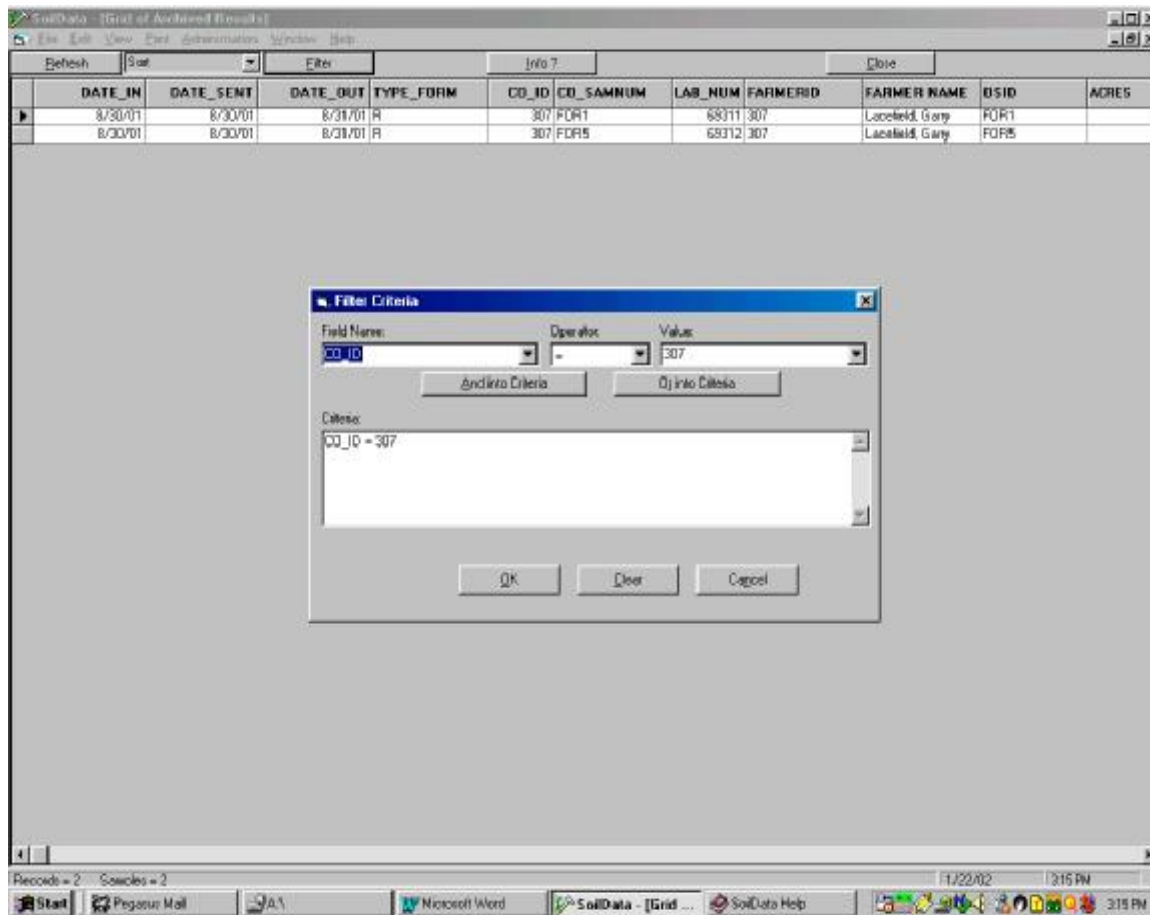
This format was designed as a report summarizing all soil test samples submitted to the office for a particular time and/or for another office that needs to be billed for the samples. Only the Soil Test results are shown with primary crop. Recommendations are not shown. Caution needs to be taken on interpreting the report. Every row in the report may not represent one sample. For example, a sample that has two recommendations (one for corn and one for soybeans) will show up on the report in two rows but only represents one sample. The number of samples can be determined from the report by counting the unique county sample numbers.

Sort feature in Grid View

Click a column caption to sort the data by that column in ascending order or press Ctrl and click a column caption to sort the data by that column in reverse order.

Filter feature in Grid View

Data may be filtered by any of the field name. Press the “Filter” buttons and provide the filtering criteria in the window that appears. The filter uses the operators =, <>, >, >=, <, <=, Like and two or more fields may be used to filter using “And” and “Or”. The filter tool will allow Extension Agents to separate according to producer, crops, soil test data, etc.



Finding a Producer's Sample

If an Extension Agent would like to find a particular sample from the “View/Results”, “View/Archived Results”, or “View/Exported Archived Results”, the producer name could be used as the filtering criteria and the county sample number identified. Close the Grid view and go to either “View/Results””, “View/Archived Results”, or “View/Exported Archived Results”, (depending on which data you began with). Type or Select the County Sample # in the box below “Lookup (Type or Select) and the record will be brought up on in the record box.

Emailing clients soil test reports

Soil test reports can be emailed to clients if another software package is obtained that can write pdf files. Once a pdf file is created it can be emailed to a client as an attachment. To view a pdf file the client will have to have Adobe Acrobat Reader which can be downloaded for free from the internet at <http://www.adobe.com/products/acrobat/readstep.html>. The pdf file is a safe file to send to clients because the soil reports can be viewed but they can not be modified.

To make pdf files, you need to obtain software in addition to the SoilData program and Adobe Acrobat Reader. The SoilData program was not written to create pdf files and the Adobe Acrobat Reader only reads pdf files. Adobe Acrobat sells software that makes pdf files that costs \$250 (www.adobe.com/store/main.html). University Stores sells the software for \$50. Another pdf maker exists from FinePrint called pdfFactory v.1.31 (www.fineprint.com). This software can be downloaded from the internet as a trial version and can be used for free. Or, it can be purchased on the internet for \$20 with an educational discount at <http://www.digibuy.com/cgi-bin/order.html?fineprint>. I am not sure of all the limitations that exist with using the trial version for free. The only difference I observed when using it with SoilData was that the reports generated with the trial version had a footnote saying "PDF created with FinePrint pdfFactory trial version <http://www.fineprint.com>". The purchased software does not create this footnote. There may be a time limit on how long the trial version would work. I did not find anywhere on the web site mentioning a time limit and I didn't test it long enough to know of any time limit.

The instructions below go through some examples of how to download pdfFactory v.1.3.1, how to purchase it if you wish, and how to make pdf files from SoilData.

Downloading pdfFactory v.1.3.1

1. Go to the computer that you are going to use to create pdf soil test report files. It can be the main soil test computer or a computer networked to the main soil test computer. Go to www.fineprint.com via Internet Explorer. There are two download buttons for pdfFactory v.1.3.1 depending on the operating system you have. Click on the download button appropriate for your computer system. Do not download pdfFactory Pro v.1.3.1. It's capabilities are beyond what is needed for SoilData and it is more expensive if you choose to purchase.
2. After clicking on the download button, a window appears entitled "File Download". "Save this program to disk" should be selected. You are going to save it to your desktop. You are not going to save it to a floppy disk at a:. Select the OK button and a window should appear entitled "Save As". If "Desktop" is not already shown in "Save In:", hit the drop down arrow and select it. Hit the "Save" button on the bottom right hand corner. A "download complete" window will appear. When the close button is enabled in the bottom right hand corner, downloading is complete and you should select it to complete the process.
3. The file to install the program on your computer is now on your desktop with an icon that looks like a miniature factory. To install the program on your computer, go to the desktop and double-click the miniature factory. A window appears entitled "WinZip Self Extractor – fppnt131.exe". Select the Setup button. Another window appears entitled "pdfFactory" asking if you would like to continue. Answer Yes. A "license agreement" window appears.

Hit the button that says you accept the terms. A window appears should the progress of copying files. Then a window appears saying installation was successful. Select OK at this window.

4. The program is now installed to make pdf files in SoilData or any other application you print files from (like Word). To make a pdf file, you select FinePrint pdfFactory as the printer in “Printer Setup” in the application you are printing from.

Purchasing pdfFactory v.1.3.1

1. If you wish to purchase the software go to www.fineprint.com and select the “Buy Now” button at the top right hand corner.
2. In the second bullet it says educational discounts are available. Click on the email address to send an email saying you work for the University of Kentucky and that you would like to purchase pdfFactory at the educational discount. They will email you back a web address where you can purchase pdfFactory for \$20.
3. Select to buy one pdfFactory, then hit the “Purchase” button on the bottom.
4. You will be directed through a series of pages allowing you to purchase via a credit card over the internet, or order with a credit card over the fax or phone. Once your order is placed FinePrint emails you a registration code.
5. When you get your registration code via email, print something to “FinePrint pdfFactory”. A pdfFactory window will appear. Select the “About” tab. This will open the page where you enter your name and the registration code. The registration code is case sensitive so be careful to type it exactly as it was sent to you.
6. You now have ceased being a user of a trial version of pdfFactory v.1.3.1 and are a full owner of the software.

Clients requesting emailed soil test reports when samples are dropped off in extension office

The following example shows how to email soil test reports to a client. The example assumes the request for the reports to be emailed comes from the client as the samples are dropped off. Emailing reports are not as automatic as printing. There is a considerable amount of clicking and moving around on the computer to perform this task. It is recommended that the person performing this task have adequate knowledge of computers. Whether or not these steps on emailing reports to clients is more time-saving than regular mailing will depend on the expertise level of the user on computers and the number of soil test reports that have to be dealt with. Each county will have to make a decision on the expediency of the process.

1. When the crop information for the sample is entered in “Formless Entry”, use one of the Extra 3 fields to enter “email to emailaddress@earthlink.com”.
2. Create a new folder to store the pdf soil test report files that will be created from SoilData. Create this folder underneath `c:\Program Files\SoilData\` and name it EmailFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.

3. Open up the SoilData program, go to “File/Printer Setup” and select “FinePrint pdfFactory” as the printer.
4. Receive Soil test data in SoilData using “File/Auto Import”. The data will be placed in “View/Results”.
5. Go to “View/Results” to make changes to the soil test records (done either directly by the agent or the secretary). After changes are made, observe if any of the clients want their reports emailed by looking at the Extra fields. If there are clients wanting their report emailed take note of who the client is and their email address. Make sure all modifications have been made to these records as denoted by a check in the “Ready” box.
6. Go to Grid in “View/Results”.
7. Select the Filter button and for “Field Name” select “[Farmer Name]”. The “Operator” should be = by default. For “Value” select the client’s name. For = as an operator, the criteria will automatically appear in the criteria box. Select the “OK” button.
8. What should now be filtered out of the data is one client who wanted reports emailed to him. Select “Print/One Report Per Record”. A pdfFactory window appears with a preview of the Soil Test Reports. Select the “Save” button. Save the pdf file to “c:\Program Files\SoilData\EmailFiles\”. Give the file a name like 1-11_ClientName. The numbers represent the data and the client’s name can be typed in for ClientName. A naming system like this allows you to easily find it when emailing it out or searching for it some time in the future. Hit the “Close” button to exit the pdfFactory window.
9. Since the soil test report is saved as a pdf file, you can move these records to “Archived Results” by selecting “File/Move to Archive”. A window appears asking if you are sure you want to do this. Answer Yes.
10. Repeat steps 7 through 9 for other clients who want reports emailed.
11. It is very important to go back to “File/Printer Setup” and reselect the printer that was selected before you selected “FinePrint pdfFactory”. If you do not, pdfFactory will remain as your default printer.
12. Go to Pegasus, open a new mail folder, and type in the email address for a client receiving soil test reports via email. Select the “Attachment” tab and hit the “Add Attachment” button. Find the pdf file you want to email which is at “c:\Program Files\SoilData\EmailFiles\” and click on it. Go to Message tab, enter something like “Soil Test Results” in the message box and type a note in the body of the email if you wish. Hit Send.
13. Repeat step 11 for the number of clients wanting reports emailed to them.

Emailing a client's soil test reports from archived results

The following examples outlines a set of instructions for emailing soil test reports for a client who calls and want reports resent because the original was lost or never go to him.

1. Go to "View/Archived Results".
2. Create a new folder to store the pdf soil test report files that will be created from SoilData. Create this folder underneath c:\Program Files\SoilData\ and name it EmailFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.
3. Open up the SoilData program, go to "File/Printer Setup" and select "FinePrint pdfFactory" as the printer.
4. Select the Filter button and for "Field Name" select "[Farmer Name]". The "Operator" should be = by default. For "Value" select the client's name. For = as an operator, the criteria will automatically appear in the criteria box. Select the "OK" button.
5. What should now be filtered out of the data are soil tests for one client who wanted reports emailed to him. Select "Print/One Report Per Record". A pdfFactory window appears with a preview of the Soil Test Reports. Select the "Save" button. Save the pdf file to "c:\Program Files\SoilData\EmailFiles\". Give the file a name like 1-11_ClientName. The numbers represent the data and the client's name can be typed in for ClientName. A naming system like this allows you to easily find it when emailing it out or searching for it some time in the future. Hit the "Close" button to exit the pdfFactory window.
6. Since the soil test report is saved as a pdf file, you can move these records to "Archived Results" by selecting "File/Move to Archive". A window appears asking if you are sure you want to do this. Answer Yes.
7. It is very important to go back to "File/Printer Setup" and reselect the printer that was selected before you selected "FinePrint pdfFactory". If you do not, pdfFactory will remain as your default printer.
8. Go to Pegasus, open a new mail folder, and type in the email address for a client receiving soil test reports via email. Select the "Attachment" tab and hit the "Add Attachment" button. Find the pdf file you want to email which is at "c:\Program Files\SoilData\EmailFiles\" and click on it. Go to Message tab, enter something like "Soil Test Results" in the message box and type a note in the body of the email if you wish. Hit Send.

Emailing reports to a third party agribusiness dealer

The following example outlines a set of instructions for emailing soil test reports to a third party client that is paying for the samples for several individuals. As mentioned in the introduction to emailing individual clients, the process requires expertise with computers. Each county will have to make a decision on the expediency of the process.

1. When soil samples come in from a third party vendor (for example, Southern States), enter the individuals name and address like you normally would and place the third party name in one of the Extra fields.
2. Create a new folder to store the pdf soil test report files that will be created from SoilData. Create this folder underneath c:\Program Files\SoilData\ and name it EmailFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.
3. Open up the SoilData program, go to “File/Printer Setup” and select “FinePrint pdfFactory” as the printer.
4. Receive Soil test data in SoilData using “File/Auto Import”. The data will be placed in “View/Results”.
5. Go to “View/Results” to make changes to the soil test records (done either directly by the agent or the secretary). After changes are made, observe if any of the clients are from a third party by looking at the Extra fields. If there is a third party client in the group, take note of who the client is and that modifications have been made to all the third party client records as denoted by a check in the “Ready” box.
6. Go to Grid in “View/Results”.
7. Select the Filter button and for “Field Name” select the extra field where the third party name appears. The “Operator” should be = by default. For “Value”, select the name of the third party (example: Southern States). Select the “OK” button.
8. What should now be filtered out of the data are all the records for the third party. Select “Print/One Report Per Record”. A pdfFactory window appears with a preview of the Soil Test Reports. Select the “Save” button. Save the pdf file to “c:\Program Files\SoilData\EmailFiles\”. Give the file a name like 1-11_ClientName. The numbers represent the data and the client’s name can be typed in for ClientName. A naming system like this allows you to easily find it when emailing it out or searching for it some time in the future. Hit the “Close” button to exit the pdfFactory window.
9. Since the soil test report is saved as a pdf file, you can move these records to “Archived Results” by selecting “File/Move to Archive”. A window appears asking if you are sure you want to do this. Answer Yes.
10. Repeat steps 7 through 9 for other third party clients who want reports emailed.
11. It is very important to go back to “File/Printer Setup” and reselect the printer that was selected before you selected “FinePrint pdfFactory”. If you do not, pdfFactory will remain as your default printer.
12. Go to Pegasus, open a new mail folder, and type in the email address for a client receiving soil test reports via email. Select the “Attachment” tab and hit the “Add Attachment” button. Find the pdf file you want to email which is at “c:\Program Files\SoilData\EmailFiles\” and click on it. Go to Message tab, enter something like “Soil

Test Results” in the message box and type a note in the body of the email if you wish. Hit Send.

13. Repeat step 11 for the number of third party clients wanting reports emailed to them.

Exporting Data

Working on computer at home

You can export soil test records out of the SoilData program to take home and work on a desktop or laptop at home. You have to install the SoilData program on the computer used at home. Following are instructions for working on records at home.

1. Install the SoilData program on the computer that you are going to use at home.
2. On the computer at work, open up SoilData and go to “View/Results”. This is the location for the current set of soil test records needing reviewed and/or modified. Select “File/Export”. A “Save As” window appears. Select to save the data to a drive with a floppy disk (this is normally a:). Give the file a name and hit the “Save” button. The file will be saved with the name you gave it plus an extension of _res to denote that the data was exported from “Results”.
3. Since the soil test records are going to be reviewed and edited at home, it is wise to delete the files just exported in “View/Results” to avoid confusion when the modified records are imported back into the program in the office. Verify you have the exported file on the floppy by looking at the files in “My Computer” on the desktop or “Windows Explorer”. In “View/Results” hit the “Delete/All” button. A warning window will appear asking if you are really sure. Answer Yes. << IT IS VERY IMPORTANT YOU MAKE SURE YOU ARE DOING THIS IN “VIEW/RESULTS”. IF YOU ARE IN “VIEW/ARCHIVED RESULTS”, ALL YOUR ARCHIVED DATA WILL BE DELETED.>>
4. Take the floppy disk home and put it in the computer used at home. Open up SoilData. Select “File/Manual Import”. An open window appears that will only show txt files. Go to the a: drive and select the file you exported from the office. A window should appear saying “New data imported”. Select OK.
5. Go to “View/Results” and go through each record and make any modification deemed necessary on recommendations and add your specific comments for each report in the “Note:” section. After completing the review and modification of each record, click the Ready box. If you want a list of canned comments available for the computer at home, you will have to export the comments from the computer at work and import them onto the computer at home. Exporting and importing canned comments can be done directly in “View/Comments” by selecting export and import buttons.
6. When going through the records at home you will not have the capability of seeing the name of the client that belongs to each soil test record. You will be able to see the ID number that identifies the client so this will at least help in knowing groups of samples that belong to a client.
7. After making modifications to all the soil test records in “View/Results” select “File/Export” while having the “View/Results” window open. Save the file to a floppy on the a: drive. Verify the file is on the floppy on the a: drive. After verifying the exported file exists, choose “Delete All” button in “View/Results” on the computer at home.

8. Take the floppy disk to work and place it in the computer at work that has SoilData or is networked to SoilData. Open up SoilData and choose “File/Manual Import”. An open window appears that will only show txt files. Go to the a: drive and select the file saved from home. A window should appear saying “New data imported”. Select OK.
9. Select “View/Results”. The records modified at home should be in this window. If you clicked “Ready” on the records at home, “Print/Ready Records” will print the soil test reports just imported and move the records to “Archived Results” after printing.

<< Special Note: If you encounter an error trying to save data from “View/Results” directly to the a: drive you will have to save it to somewhere on your c: drive and transfer the file to the a: drive under “My Computer” on you desktop or using “Windows Explorer”. >>

Exporting data to be viewed in Access or Excel

SoilData keeps all the soil test records sent from your office to clients in a database in Archived Results. SoilData has database management features for analyzing the data with sorting and filtering. If more advanced data analysis features are desired such as graphing or running Access queries, you can export data in Archived results in a format where the data can be analyzed in Access or Excel. Following are instructions for exporting Archived data to Access or Excel.

1. Open up SoilData and select “View/Archived Results”. Select “File/Export”. A “Save As” window appears. Save the data to a file somewhere on the c: drive. The saved file will have _arc added to the name you provide to denote the data was exported from archived results.
<< Note: this same process can be performed after filtering out a set of data in “Grid”. After doing a filter, selecting “File/Export” will result in export of only the filtered data >>
2. The exported file can not be directly imported into Excel. If you want to manage the data in Excel, you first have to import it into Access. Open up Access and create a new database. Choose “File/Get External Data/Import”. An “Import” window appears. Select “Files of type:” to be text files or all files. Select the file exported from SoilData with _arc at the end of the file name.
3. An “Import Text Wizard” window appears. Choose “Delimited” if not already chosen. Select “Next”.
4. Select the delimiter of comma and make sure the text qualifier is “ . Also select “First Row Contains Field Names”.
5. Select Finish. You should get a window saying import was successful. The name of the new table in Access is the name of the file you imported. You may get a window saying there were some errors in importing and a separate table is created identifying the errors. These errors occur with importing the computer-generated comments. With data analysis on fields other than the computer comments, these errors can be ignored.

6. The data is now in Access ready for you to do what you want in Access. If you want to get the data to Excel, open the table and select the top-left hand corner of the table right to the left of the title for the first field. This should highlight the entire table. Hit the right mouse button and choose copy. Open Excel and paste the data in a new worksheet.
7. When the data is pasted in Excel you may notice the width of the rows being very large. Select the upper left-hand corner-square next to the title of the first field. This will highlight the whole worksheet. With the whole worksheet highlighted adjusting the width of one row will adjust all rows to the same width.

Exporting data at the end of the year

Soil test records will continuously accumulate in Archived Results. If county sample number is reset to 1 at the beginning of the year, the soil test records in Archived Results should be purged so looking at soil test reports in Archived Results is more manageable and less confusing. If resetting county sample number to 1 and multiple years of soil records exist in Archived Results, looking up a county sample number will result in a soil test report being obtained for each year in the database. In addition, the counting of total samples in Archived Results or filtered records in the Grid of Archived Results counts the number of unique county sample numbers. If you have several years of data, one county sample number will represent several samples if you start back at 1 at the beginning of the year. However, all those samples will only be counted as one sample in Archived Results.

There are two potential courses of action to avoid confusion when looking at Archived Results. You could decide not to restart your county sample number at 1 at the beginning of the year. This would give you 9999 samples that can be run through the system before having to restart back to 1. The disadvantage of this option is it does not give you a quick assessment of how many samples were run in the year. You can still obtain the number of samples run in a year by going to Grid in “View/Archived Results” and filter out the year you are interested in. The total number of samples after the filtering will appear in the bottom left hand corner. You can also start your first county sample number of the year on the even thousands to easily assess sample numbers in the current year. For example, 1001, 2001, and 3001 can be your first county sample numbers for 2002, 2003, and 2004, respectively.

The other option is to reset your county sample number to 1. If this is done, you need to export the Archived Results data into an external file and delete all records in “View/Archived Results” to start fresh.

Even if you choose to not restart your county sample number to 1 and want to keep Archived Results accumulating from year to year, it is still highly advisable that you export the Archived Results. The exported Archived Results serves as an additional backup of all the soil test records gone through your office.

Following are instructions for what to do with the Archived Results at the end of the year depending on whether or not you restart your county sample number back to 1.

End of Year when resetting county sample number back to 1

1. When doing this for the first time, create a new folder to store the archived soil test record files that will be exported from SoilData. Create this folder underneath c:\Program Files\SoilData\ and name it ArchivedFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.
2. Open up SoilData and select “View/Archived Results”. The Archived Results window should be open.
3. Select “File/Export”. A “Save As” window appear. For the file name use SoilXXXX replacing the XXXX with the year that is being exported. For example doing it in January

2002, type in the name Soil2001. Save the file under “c:\Program Files\SoilData\ArchivedFiles\”. Hit the Save button when the path directory and file name have been entered. A window should appear saying “Data exported successfully”. The file will be the name you provided plus _arc at the end of the name to denote it as an archived file.

4. Take note of how many total samples are present in the “View/Archived Results” as indicated in the scroll bar in the bottom left hand corner. Select “View/Exported Archived Results”. An open window appears. Find and open the file you just exported. The data will appear with a window title “Exported Archived Results” showing the path the file is located at. Take note of the number of total samples in the “Exported Archived Results”. Make sure it is the same number as in “Archive Results”. You are verifying that the data has been exported successfully and can be retrieved successfully. After verification, close “Exported Archived Results” window.
5. Since you have successfully exported the Archived Results that can be retrieved at any time with “View/Exported Archived Results”, you can delete all the data in Archived Results. In the Archived Results window, select the “Delete All” button. A window appears asking if you are really sure. Answer Yes. You should now have 0 records in Archived Results.
6. Go to “Administration/Main”. Hit the “Edit” button in the bottom right hand corner. Under reset county sample number, change the number to 0 and hit the “Reset” button next to the number. Now select OK in the bottom right hand corner.

End of year when not resetting county sample number back to 1.

1. When doing this for the first time, create a new folder to store the archived soil test record files that will be exported from SoilData. Create this folder underneath c:\Program Files\SoilData\ and name it ArchivedFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.
2. Open up SoilData and select “View/Archived Results”. The Archived Results window should be open.
3. Select “File/Export”. A “Save As” window appear. For the file name use SoilBckupXXXXX_XX replacing the XXXXX_XX with the date that is being exported. For example doing it on January 2, 2002, type in the name SoilBckupJAN02_02. Save the file under “c:\Program Files\SoilData\ArchivedFiles\”. Hit the Save button when the path directory and file name have been entered. A window should appear saying “Data exported successfully”. The file will be the name you provided plus _arc at the end of the name to denote it as an archived file.
4. Since you are not restarting your county sample number back to 1, you keep the Archived soil records in “Archived Results”. The exported file is a backup file of everything in Archived Results, which may represent several years. If you want to reset the county sample number to an even thousands (eg., 2001, 3001, 4001, etc.), go to “Administration/Main” and hit the “Edit” button in the bottom right hand corner. Under reset county sample number, change the number to number you want to reset it to and hit the “Reset” button next to the number. Now select OK in the bottom right hand corner. You can

continue to store records in Archived Results until you reach county sample number 9999. When you reach 9999, you have to follow the instructions “End of Year when resetting county sample number back to 1”.

Merging multiple exported archived result files.

If you restart your county sample number to one, your exported archived result files will contain soil test records just for the year it was exported. For example, 3 years from now you will have files named Soil2001_arc.txt, Soil2002_arc.txt, and Soil2003_arc.txt. Each file will contain just the data for the particular year. If you wanted to search the records for several years it would be cumbersome because you would have to open and search several different files.

To aid the search of records over several years, a utility program was developed called “SoilMerge” that allows you to merge two exported archived files into one. If you have more than two, you can continue the merging until data from all the yearly files are in one file. Following are instructions on how to use the SoilMerge utility. The instructions go through an example of how to merge three files named Soil2001_arc.txt, Soil2002_arc.txt, and Soil2003_arc.txt.

1. Download SoilMerge from the UK Soil Testing web site that can be accessed in SoilData by selecting “Help/Soil Web Page”. The SoilMerge utility program is under the SoilData button on the web. Download the program to the Desktop. An icon will appear with the words SoilMerge.
2. Click on the SoilMerge icon on your desktop. A window will appear entitled “SoilDataMerger”.
3. Select two files to merge by hitting the open file buttons. An open window appears allowing you to browse and select a file. Go to “c:\Program Files\SoilData\ArchivedFiles\” and select Soil2001_arc.txt. Select the second open window and go to “c:\Program Files\SoilData\ArchivedFiles\” and select Soil2002_arc.
4. Hit the disk window to allow you to name the file you want the two files to merge into. A “Save As” window appears. Select to save the two files as Soil_01_02 under “c:\Program Files\SoilData\ArchviedFiles\”.
5. Once back in the SoilDataMerger window, select the “Merge” button. The files Soil2001_arc.txt and Soil2002_arc.txt have now been merged into Soil01_02_arc.txt.
6. Now you have to merge the Soil2003 data into the data from 2001 and 2002. In the SoilDataMerger window, select the two files to merge being Soil2003_arc.txt and Soil01_02_arc.txt.
7. Select the merged file to be saved as Soil01_02_03.
8. Hit the “Merge” button. You now have a file named Soil01_02_03_arc.txt that should have all three years of data.

9. You can view the data in Soil01_02_03_arc.txt by going into SoilData selecting “View/Exported Archived Results” and opening the file.

Backing up SoilData

There is an automatic back up feature for all the data contained in SoilData. In “Main/Administration”, there is information on this backup feature in the bottom left hand corner of the window entitled “SoilData database backup”. The date lets you know the last time it was backed up. The back up interval is the frequency the database will be backed up in days. And the path and file name is where the database is backed up.

Make sure the back up interval is not 0 days. With the interval set at 0, the database is backed up every time you close the program. This may seem desirable at first. However, if a mistake is made like erasing all the farmers and it is not noticed before the SoilData program is closed, the database that is backed up is one that contains no farmers. It is advised to have this backup interval at a value between 4 and 7.

Any networked computer that opens SoilData will backup the database if it is closed and the backup interval indicates it is time to backup the database. The database will be backed up on the networked computer that is closing the program. Therefore, if you have several networked computers accessing SoilData, backup files may be at several locations on these computers. It is very important to make sure that the backup path exists on the main soil computer and every computer networked to the main soil computer that opens up SoilData. By default the backup path and name is c:\My Documents\SoilDataBak.mdb. If the main soils computer or networked computers do not have this path, the program will not back up the database. If you keep the default path it should be okay. Just check to see that every computer accessing SoilData has the folder “My Documents” directly underneath c: .

As an extra safeguard for backing up the soil database, you can periodically copy one file to an external cd or zip disk. The file will be too large to copy to a floppy disk. The file that contains the whole soil database is entitled SoilData.mdb and it is located at c:\Program Files\SoilData\. All the farmer’s names and addresses and soil test reports are contained in this one file.

Soil Web Site

The soil web site has been recently updated and contains several features useful to handling soil test samples in a county. The web site can be opened in the SoilData program by selecting “Help/Soil Web Page”. The home page that appears has the mission statement for the UK Soils labs and an introduction to the labs. The main menu buttons available at the home page are Tests, County Gate, Forms, SoilData, Calculators, Technical Info, and Contact Us.

The Tests button provides access to information on the different tests we offer and the cost for the tests. The County Gate allows counties to access their own individual data for the county. Forms has a copy of the sample information forms used when submitting samples, SoilData has information regarding the SoilData program, Calculators has two calculators that can be used to determine fertilizer rates based on nutrient recommendations, Technical Info has soil test summaries and extension publications, and Contact Us contains contact information for the UK soil lab personnel.

Instructions are provided below on accessing the county specific data under County Gate.

Accessing your data through County Gate

1. Select the County Gate button on the web. A log in site appears where you need to enter your User Name and Password. If you do not know these, contact information is available on the site on how to obtain this.
2. Once through the log in page, a page will appear welcoming you by your county name with a list of three options. You can or view samples submitted and tested at the Lexington laboratory, order supplies, view past soil supply orders, or update your address information on file with the Soils lab,
3. Choosing the “Lexington Soil Data Information” takes you to a table containing a list of the samples received at the Lexington soil lab. If the samples have been tested they will contain a date in Date_Out and data will be present for the samples. The table can be sorted in ascending order by any field by clicking on the field title. These data tables will be maintained for all samples submitted to the laboratory for the current calendar year. The option to view samples submitted to the Princeton soil lab will also be available in the near future.
4. Selecting “Order Soil Supplies” in the welcome window takes you to an order form where you enter your order. The address we have for you automatically comes up on the order. We need a street address for UPS to send out the order. If we do not have a street address for you in our database, you won’t be able to submit the order. You can go to “Update Address Information” to enter a street address. If you submit and order without a street address, you will be taken to the “Update Address Information” page. At this page you need to add the street address and any other information that is missing. Make sure to hit the “Update” button after making changes.
5. The “Update Address Information” allows us to have a centralized database from which we can go to for information on how we can contact and serve you better. The street address is

important for UPS shipping of soil supplies. We have both agent contact and clerical contact for each county. Please place the names for these contacts that deal with soil testing in the appropriate box. If there is more than one name for agent or clerical contact, you can still type it in. Type in the names with first name first and last name second.

6. The “View Past Soil Supply Orders” takes you to a table where you can view your past orders. This table lets you know if the orders have been filled. It is also a good record of what you ordered in the past to prepare for the upcoming soil-testing season.