INTRODUCTORY TOPICS ON THE SOILDATA PROGRAM

Contact Information

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Actions to Take After Training

If you do not want the SoilData program, you will continue to receive soil test reports as attached files via email. You do not have to do anything further.

If you want SoilData and want to start entering farmers names and addresses from scratch…..

a. Follow installation instructions for SoilData and Configure Pegasus

b. Email Paula Howe ("phowe@ca.uky.edu") a message that SoilData was installed and Pegasus configured. Provide Paula the email address of the main computer containing SoilData.

c. You can start using SoilData

If you want SoilData and want an existing farmer database configured for use….

a. Email Frank Sikora ("fsikora@ca.uky.edu") a message saying you installed SoilData and configured Pegasus and want an existing farmer database for importing.

b. Frank or Paula will contact you to discuss what existing database needs configured. The modified farmer database will be emailed to you as an attachment with instructions on where to save it and how to import it into SoilData.

c. After importing the farmer database file, email Paula Howe ("phowe@ca.uky.edu") telling her the email address of the main computer containing SoilData.

d. You can start using SoilData.

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INSTALLATION

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. In most cases, this will be the computer receiving email with the email address: (Your County Name)@ca.uky.edu.

2. The main computer should have a minimum resolution of 800x600.

3. Make sure all applications are closed on the main computer.

4. Place the SoilData CD in the CD drive. Double-click the "My Computer" icon on the desktop and then double-click the CD drive. Double-click the file entitled "SoilData2.0.1.exe" and answer YES to the question asking if you want to install the program. Follow the installation instructions that appear on the computer. Make sure to install the program in the default subdirectory: c:\Program Files\SoilData\.

5. A window should appear asking you 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.

6. Once the computer reboots, close any window that appears.

7. A shortcut to the program was created on the desktop with an image of a soil probe entitled SoilData. Open the program by double-clicking on the SoilData icon. A photograph of a farm scene briefly appears first then a blank window appears with 7 menu items in the menu bar, which include File, Edit, View, Print, Administration, Window, Help. The Print option is disabled until you open windows with data that can be printed.

8. Select Administration, then Main. This opens the Main Administration window. To begin to edit the information in this window, you have to hit the Edit button.

   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. The other information is default information that doesn't need changed. An example "Main Administration" window is shown for Fayette county in Figure 1. Hit the OK button to exit this window.

Perform step 9 only if you want to use an already existing farmer address database….

9. The next thing to do is to import the farmer database prepared for SoilData. Place your farmer database file in c:\Program Files\SoilData\. In SoilData, select File/Import Farmer Database. If import was successful, a window appears saying "Importing Farmer Database

successful". Hit the OK button. It is important to move the farmer database file into the subdirectory c:\Program Files\SoilData\ before importing into SoilData.

10. The SoilData program is ready to operate. Exit the program by hitting the x in the upper right hand corner or selecting File/Exit.
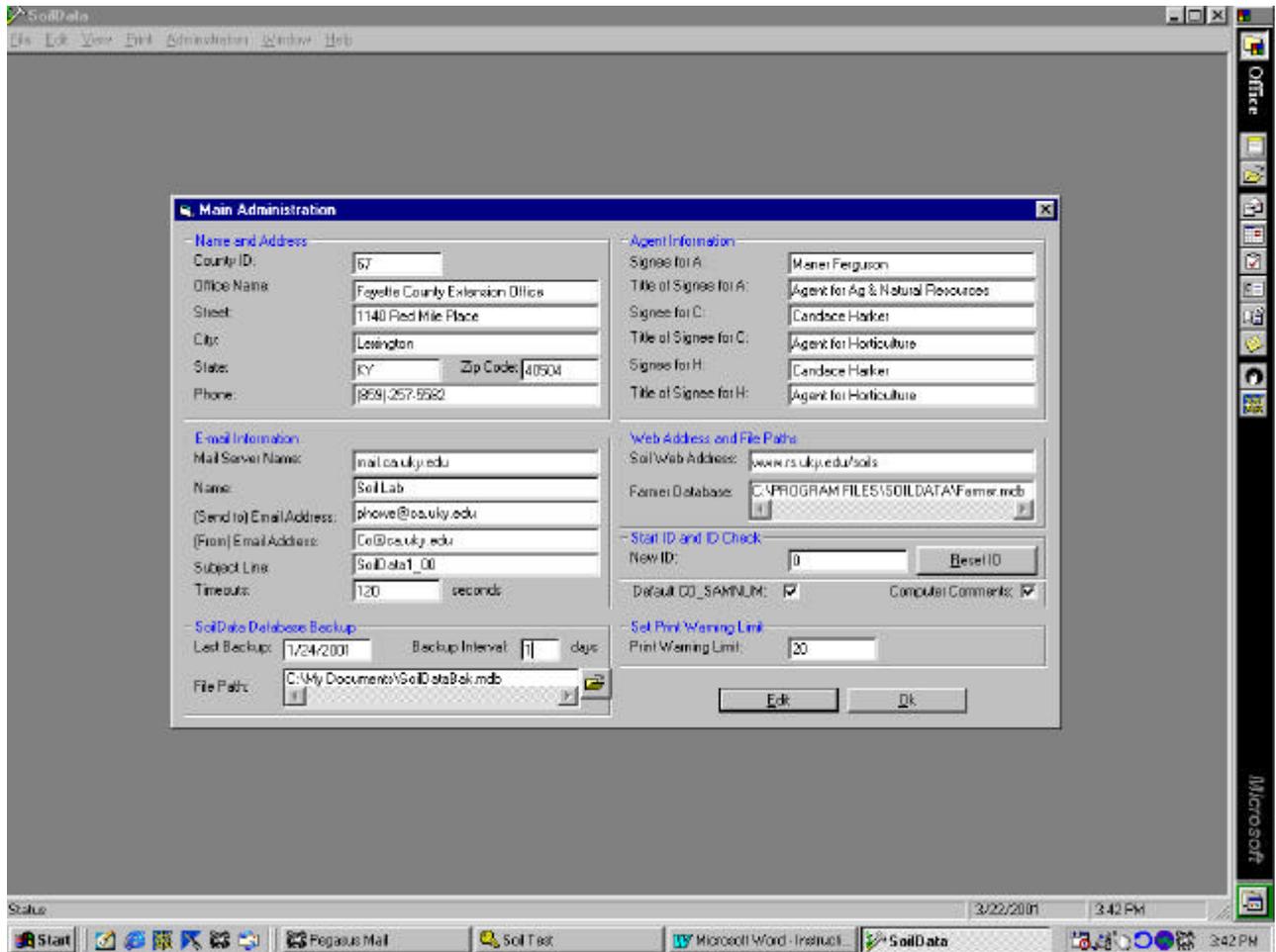
Figure 1. The Main Administration window in SoilData after entering global information. Example is shown for Fayette county.

Instructions for Configuring Pegasus to Receive Soil Test Data via Email on the Main Computer

1. Pegasus needs to be modified so soil test data can be retrieved by the new program. Open Pegasus and go to the mail filtering rules located under Tools/Mail filtering rules/Edit new mail filtering rules/Rules applied when folder is opened. If you have two rules that have actions of Run a program and Mark message read that were used for the old soil test program, follow instructions a through c to edit these rules. If you are on a computer with no rules set for the old soil test program, follow instructions d through f.

Modifying Pegasus with rules set for old soil test program:

a. Select the rule with Run a program as the action. Hit Edit Rule button. You need to change the text in the field under "This rule trigger when the following text:" from "from soiltest" to "SoilData1_00". In the section "What to do when the rule is triggered" select the Set button. In the window that appears, delete what is present and type in "c:\Program Files\SoilData\getmail.exe %s". Hit the OK button for the "Enter the command to execute" window. Then hit the OK button for the "Edit rule" window. See Figure 2 for the windows that appear.

b. Now select the rule with Mark message read action. Hit the Edit Rule button. As in the previous filter you need to change the text in the field under "This rule trigger when the following text:" from "from soiltest" to "SoilData1_00". Hit the OK button for the "Edit rule" window. See Figure 3 for the windows that appear.

c. The window for the "new mail filtering rules window" should appear as shown in Figure 4. It is important that the first rule be the one with "Run a program" as the action. If it is not the first rule, highlight it with the mouse and select the red up arrow to move it into the first position. The final thing that must be done is to hit the Save button in the "New mail filtering rules window". You have now modified Pegasus to receive soil test data to be imported into the new program.

Modifying Pegasus with no previous rules:

a. Select the "Add Rule" icon again. A window appears that is entitled "Edit Rule". In the section "This rule triggers when the following text:" type in "SoilData1_00". Check "Subject" in the section "Appears in any of the following fields in the message:". In the section "What to do when the rule is triggered" hit the drop down box for "Action to Take" and select "Mark message read". See Figure 3 for the windows that appear.

b. Select the "Add Rule" icon. In the section "This rule triggers when the following text:" type in "SoilData1_00". Check "Subject" in the section "Appears in any of the following fields in the message:". In the section "What to do when the rule is triggered" hit the drop down box for "Action to Take" and select "Run a program". In the same section, select the Set button. In the window that appears, delete what is present and type in "c:\Program Files\SoilData\getmail.exe %s". Hit the OK button for the "Enter the command to execute" window. Then hit the OK button for the "Edit rule" window. See Figure 2 for the windows that appear.

c. The window for the "new mail filtering rules window" should appear as shown in Figure 4. It is important that the first rule be the one with "Run a program" as the action. If it is not the first rule, highlight it with the mouse and select the red up arrow to move it into the first position. The final thing that must be done is to hit the Save button in the "New mail filtering rules window". You have now modified Pegasus to receive soil test data to be imported into the new program.
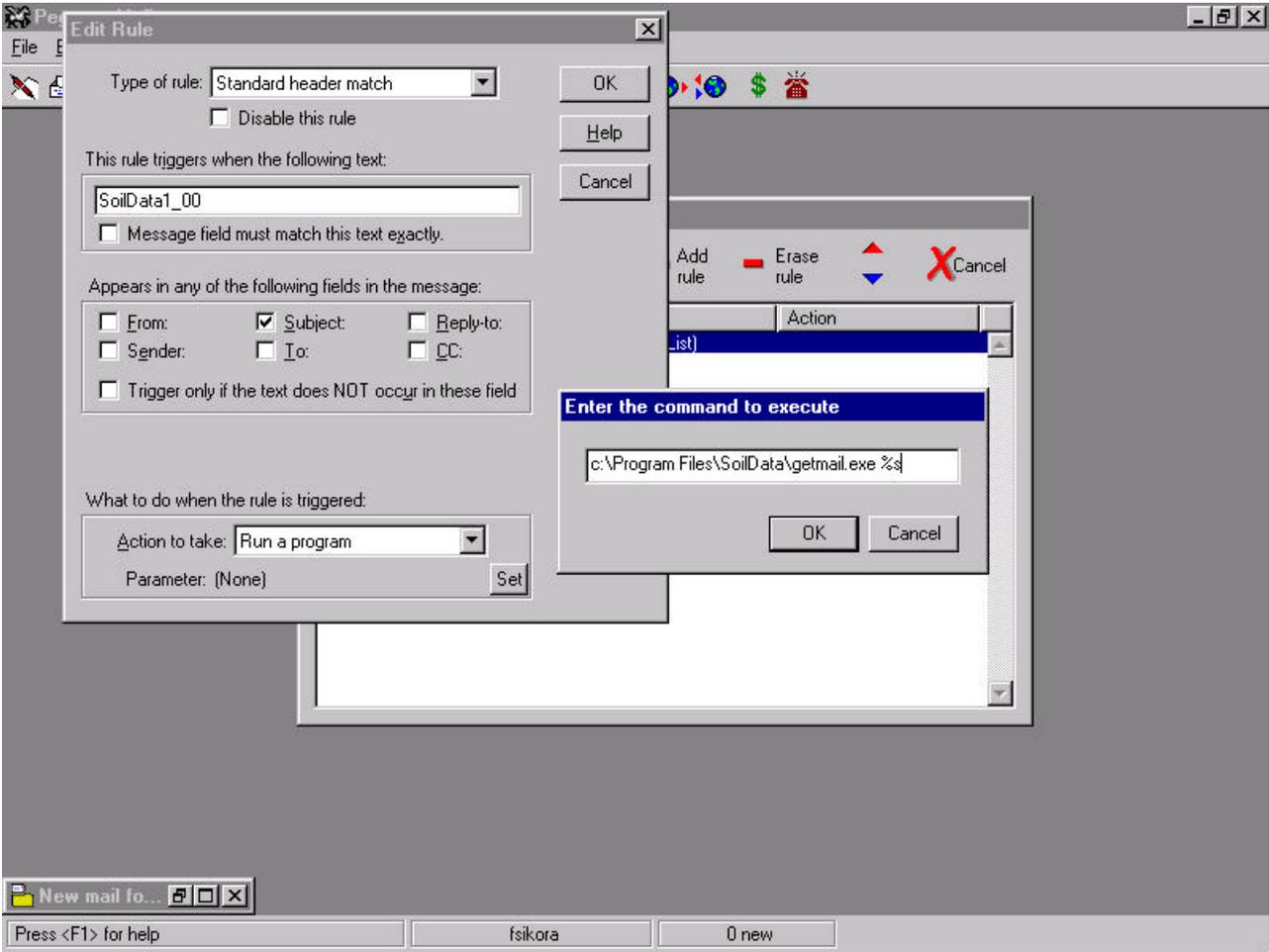
Figure 2. Windows that appear in Pegasus when setting the rule to "Run a program".
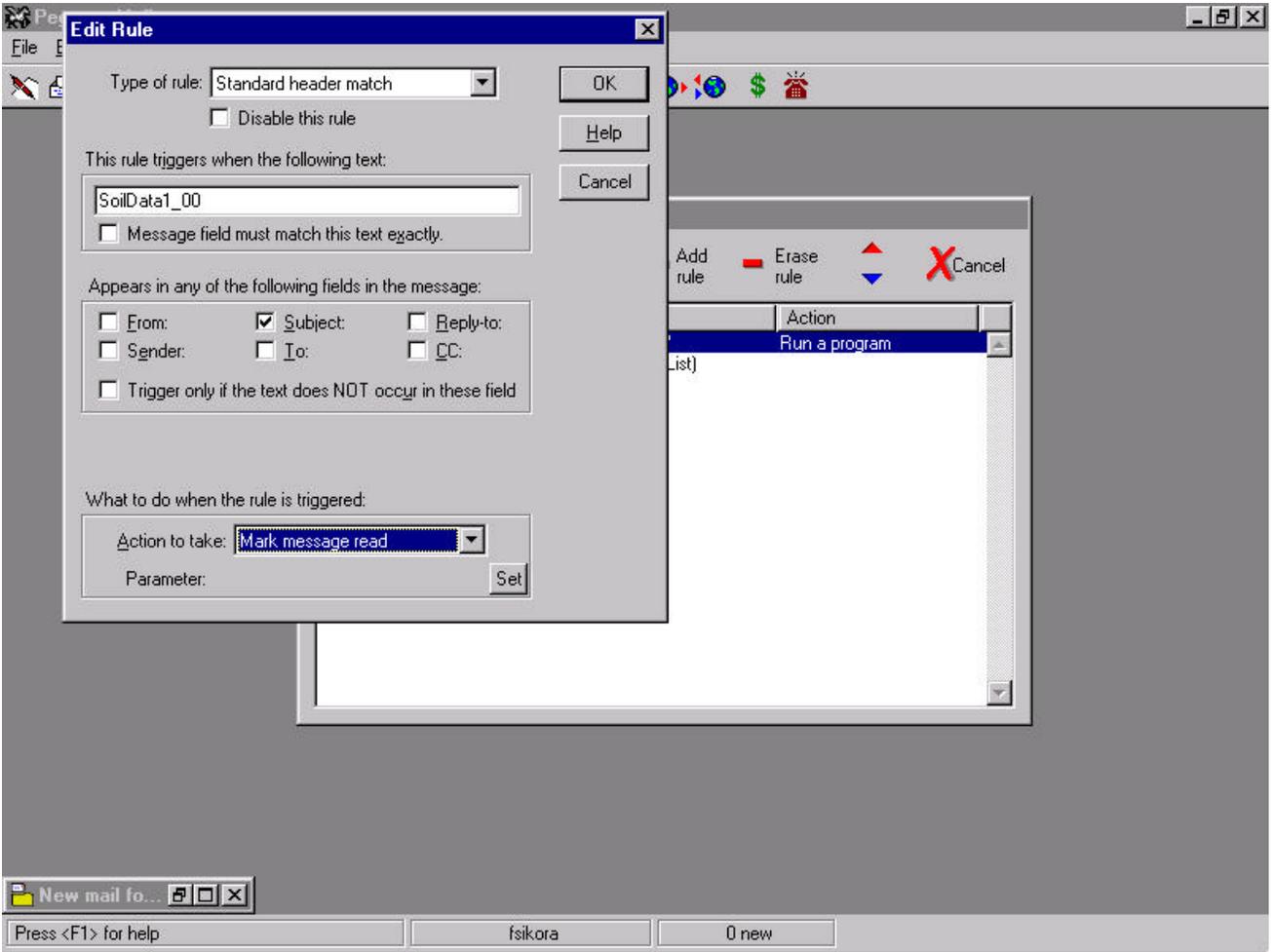
Figure 3. Windows that appear in Pegasus when setting the rule to "Mark message read".
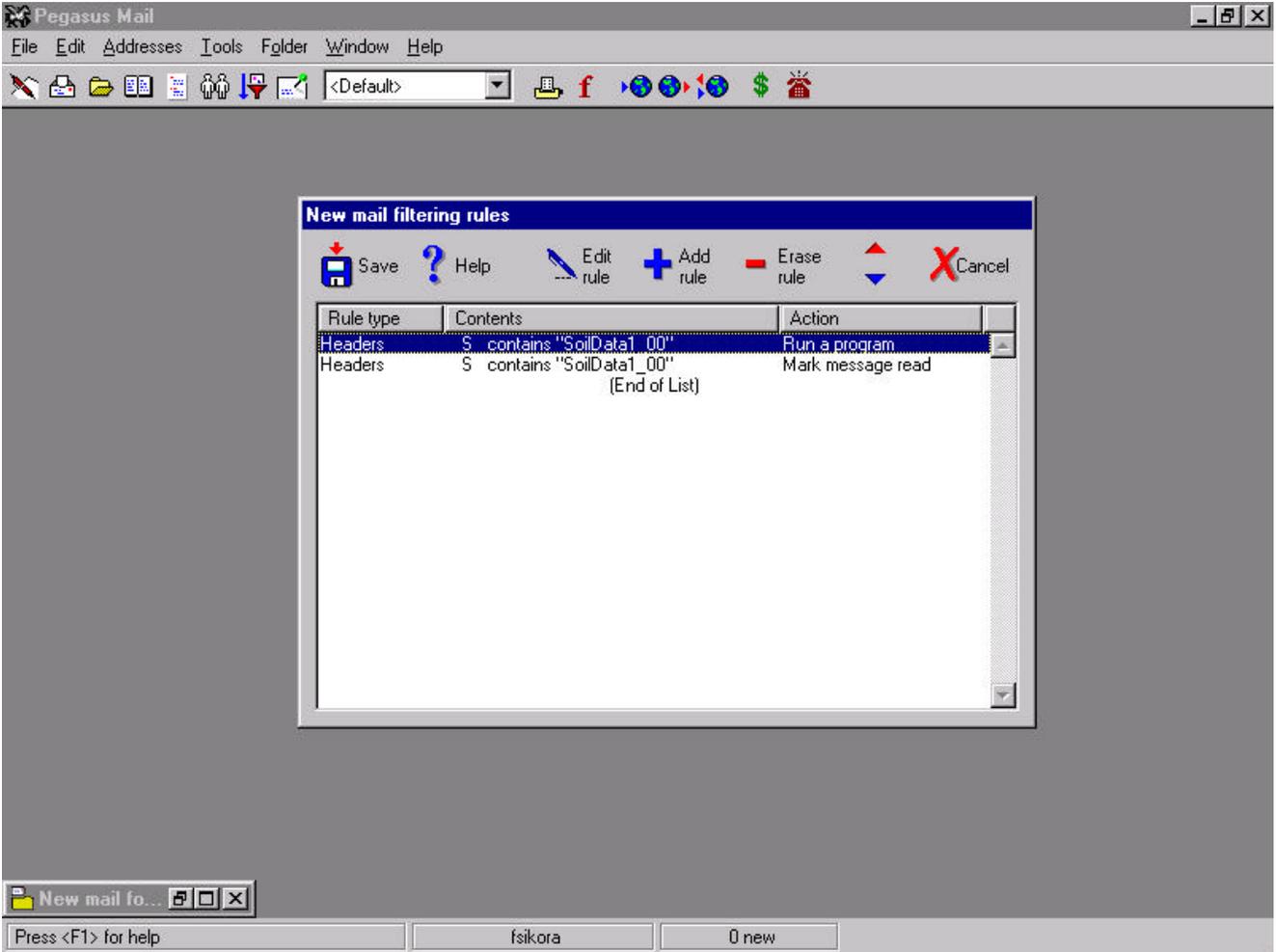
Figure 4. How the rules should look in the Pegasus window entitled "New mail filtering rules" when completed and before hitting the Save icon.

Configuring Networked Computers to Run SoilData

1. To set up a computer that is networked to the main computer to open the SoilData program, you need to install a separate program on these computers entitled "SoilDataNet.exe". Double-click the "My Computer" icon on the desktop and then double-click the CD drive. Double-click the file entitled "SoilDataNet.exe" and answer YES to the question asking if you want to install the program. Follow the installation instructions that appear on the computer.

2. To create a shortcut to SoilData on the networked computer, go to the main computer at <letter>:\program files\soildata in Network Neighborhood or Windows Explorer. The main computer will be mapped with a letter specific to your network. Locate the file soildata.exe (the one with the soil probe icon), 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

SoilData Help on Entering and Sending Crop Information
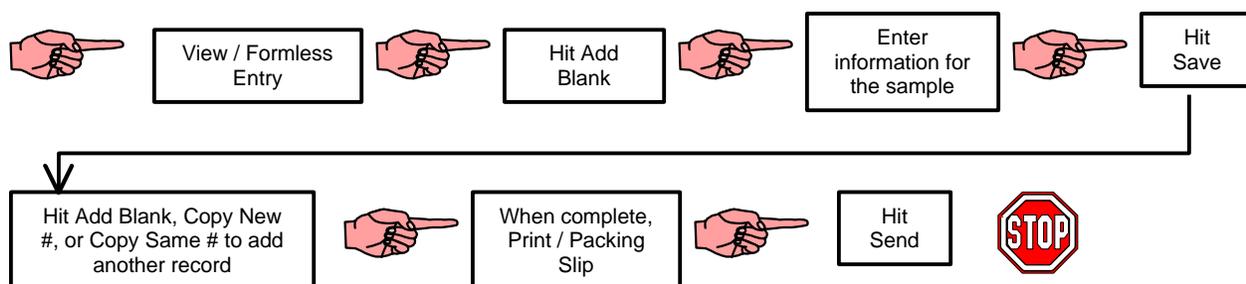
To enter crop information accompanying a soil sample, you first go to "View / Formless Entry". A question will appear asking if you have submitted any samples with a paper form. Most of the time you will answer no to this question. If you have sent samples with paper forms, you can enter the number of 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's 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.

Details on 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. IT IS IMPORTANT TO HIT "SAVE". If "Save" is not hit, the automatic farmer ID sequence will be disrupted. 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.
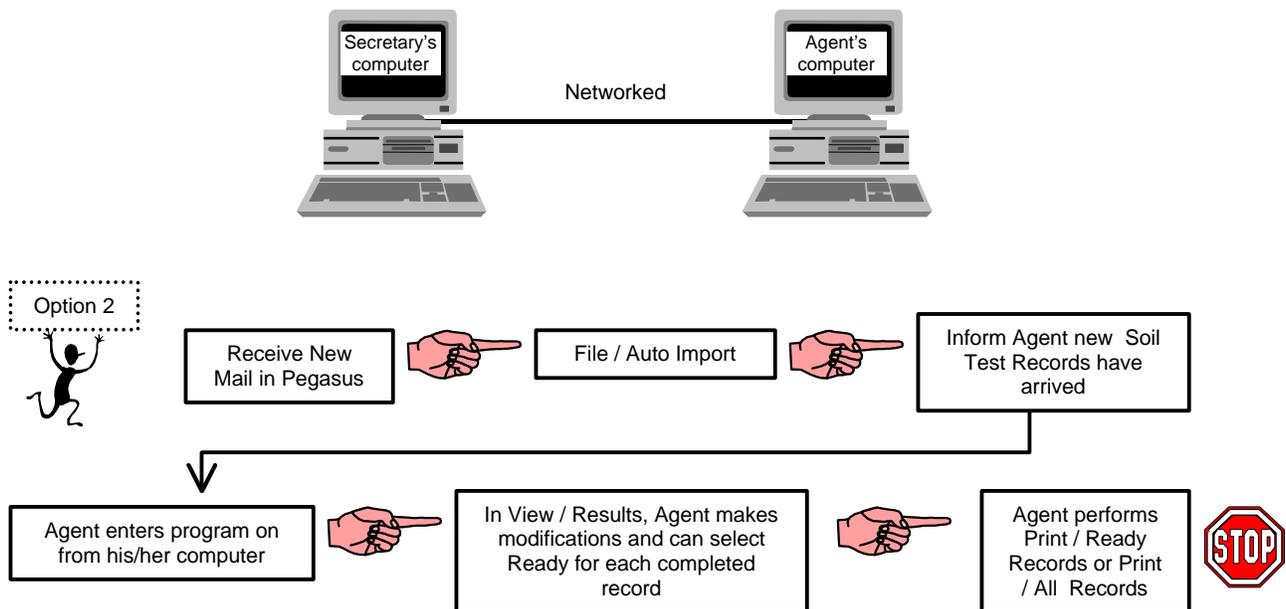
PRINTING SOIL TEST REPORTS

SoilData Help on Printing Soil Test Reports

OPTION 1:

Option 1

Receive New Mail in Pegasus → File / Auto Import and Print STOP
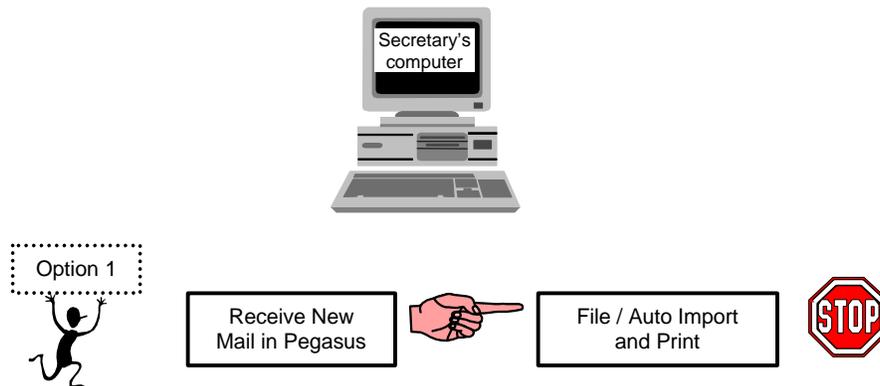
This option first involves receiving new mail in Pegasus. Soil test data messages will contain SoilData1_00 on the Subject line. After receiving the soil test data in Pegasus, go to the SoilData program. Select "File / Auto Append and Print" and the soil data received by Pegasus will be appended to existing data in the program in Archived Results and printed. To view the data that was received into the program go to "View / Archived Results".

OPTION 2:

Option 2

Receive New Mail in Pegasus → File / Auto Import → Inform Agent new Soil Test Records have arrived

Agent enters program on from his/her computer → In View / Results, Agent makes modifications and can select Ready for each completed record → Agent performs Print / Ready Records or Print / All Records STOP

Option 2 is designed for the situation when an Extension Agent's computer is networked to the Secretary's computer and the agent reviews the soil test data on the computer 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 is received via Pegasus on the Secretary's computer. The Secretary selects "File / Auto Append" 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".