








New Sample Submission V.2

1. The navigational menu options are displayed at the top of the screen with the Dashboard data automatically appearing upon login.

							
Dashboard	New Sample	Submitted Samples	Results	Shakeout	Settings	Billing	Help

- Dashboard: Ability to filter submitted samples by status and/or species.
- New Sample: Where samples will be electronically submitted to SoDak Labs.
- Submitted Samples: Review and/or make edits to previously entered samples. Ability to reprint testing labels, if needed.
- Results: This is where you can check the status of your samples and view results once testing is complete.
- Shakeout: Review your shakeout data and set your splits.
- Settings: Apply your account settings for quick and easy sample entry.
***CAUTION: Settings are COMPANY specific not USER specific.**
- Billing: View your current and past activity reports.
- Help: A list of tips for navigating and using the features in the online portal.

2. Select New Sample from the navigational menu options. Your entry screen will display one of the two images below.

New Sample Entry

Action	Species	Variety	Lot	Size/Count	Contract #	Tests	Test List	Date Testing	Production Status	Lab Instructions
Delete						Select...	None			

New Sample Entry

Action	Bill To	SubAccts	Sub List	Variety	Lot	Size/Count	Contract #	Tests	Test List	Date Testing	Production Status	Lab Instructions
Delete		Select...	None					Select...	None			

3. Complete the sample entry grid with appropriate data depending on your entry screen.

- *Bill To: Select which company will pay for the testing.
- *Species: Select which species you're submitting-corn, soybean, sorghum, etc. Species must first be selected in settings menu.
- *SubAccts: Grant another company ability to view results once testing is complete.
- Variety: Enter variety of the sample. Most often the pedigree is listed here.
- Lot: Enter the lot number of the sample.
- Size/Count: Enter a seed size or seed count for your sample.
- Contract #: Enter any contract number associated with the sample, if needed.
- Tests: Select which tests need to be conducted on this sample. Your test options won't appear until you edit Tests under your account Settings.
- Date Testing: Select each month a Germ Date Test is needed. If no Date Testing is required, this field can be left blank.
- Production Status: A dropdown selection to identify the status of the sample in production.
- Lab Instructions: Enter special instructions for lab if necessary.

*Option may not appear on your New Sample Entry screen depending on your account settings.

Using the New Sample Entry grid, our system can import a maximum of 30 samples. If you need to submit more than 30 samples at a time with the same test needed, use our Bulk Import Feature.

If your sample data is saved in another program such as Word or Excel, you can copy and paste that data into the new sample entry form. You'll want to be sure that your data layout is in the same order as the entry form; Variety, Lot, Seed Size (if applicable). **Using only the keyboard copy & paste functions**, you can copy (Ctrl + C) and paste (Ctrl +V) the data into the Variety column on the first line. All copied data should auto fill each line including any information originally selected in the first line prior to copying and pasting.

4. Once the New Sample Entry form is complete, you can Save or Submit your samples. If you save your samples and then click New Sample, those saved samples will remain listed until they are submitted to the lab.

5. After samples are submitted, you'll be directed to the Submitted Samples menu option. From here, you'll print the submission labels for your submitted samples.

Edit

of Duplicate Labels:

Skip

0



Print Submitted Labels

Print Checked Labels

☒ Print Packing List

- a. The label template is for a standard 2x4 label (10 per page).
- b. We don't require the packing list so if you don't need it for your records, you can uncheck the box.
- c. The status of the labels will either be submitted or printed. Typically, you'll use the Print Submitted Labels option. If you've already printed labels and an edit was made to a sample, you'll want to select the individual sample and then use the Print Checked Labels option.
- d. Should you need to print more than one label for a sample, you can use the Duplicate Labels option.
- e. The Skip feature allows you to skip used labels. This alleviates the waste of labels. Example: You used 2 of 10 labels on your sheet. The next time you print labels, you can select to "Skip 2" so that it begins printing on the third label.

6. Label your samples and ship to:

SoDak Labs, Inc
236 32nd Avenue
Brookings, SD 57006

SoDak Labs, Inc. has 3 lb. or 10 lb. sample bags available to purchase. If you would like to purchase our sample bags, or your current supply is running low, please contact us.