SoDak LABS, INC.

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Seed Academy

New Sample Submission

1. Navigate to the SoDak Labs, Inc. website. www.sodaklabs.com.

2. In the upper right of the screen, hit the yellow LOGIN button.   LOGIN

3. Enter your login information. (Contact SoDak Labs if you haven't received this info)

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

SoDak LABS, INC.	Corn	Soybeans	Cereals	Oilseeds	Beans/Peas	Vegetables	Grasses	Legumes
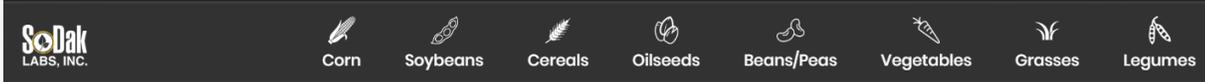
   a. Dashboard: Ability to filter submitted samples by status and/or species.
   b. New Sample: Where samples will be electronically submitted to SoDak Labs.
   c. Submitted Samples: Review and/or make edits to previously entered samples. Ability to reprint testing labels if needed.
   d. Results: This is where you can check the status of your samples and view results once testing is complete.
   e. Shakeout: Review your shakeout data and set your splits.
   f. Settings: Apply your account settings for quick and easy sample entry.
      *CAUTION: Settings are COMPANY specific not USER specific.
   g. Billing: View your current and past invoices.

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

New Sample Entry

Action	Variety	Lot	Tests	Test List	Date Testing	Lab Instructions
Delete			Select...	None		

Save Samples **Submit Samples**

If you will be submitting samples for your company only, your entry screen will look like the image above.

New Sample Entry

Action	Bill To	Species	SubAccts	Sub List	Variety	Lot	Tests	Test List	Date Testing	Lab Instructions
Delete	▼	▼	Select...	None			Select...	None		

Save Samples **Submit Samples**

If you'll be submitting samples for your company or on behalf of another company, this will be your entry screen.

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

   a. *Bill To: Select which company will pay for the testing.
   b. *Species: Select which species you're submitting-corn, soybean, sorghum, etc.
   c. *SubAccts: Grant another company ability to view results once testing is complete.
   d. Variety: Enter variety of the sample. Most often the pedigree is listed here.
   e. Lot: Enter the lot number of the sample.
   f. *Seed Size: This option doesn't appear automatically but can be added by editing Custom Fields under your account Settings.
   g. 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.
   h. Date Testing: Select each month a Germ Date Test is needed. If no Date Testing is required, this field can be left blank.
   i. Lab Instructions: Enter special instructions for lab if necessary.

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

EXAMPLE A

New Sample Entry

Action	Variety	Lot	Tests	Test List	Date Testing	Carry Over	Lab Instructions
Delete	56VMLd5	Lot 40	Select...	G,SCnt,T-G		☐	
Delete			Select...	None		☐	

Save Samples　**Submit Samples**

EXAMPLE B

New Sample Entry

Action	Bill To	Species	SubAccts	Sub List	Variety	Lot	Tests	Test List	Date Testing	Lab Instructions
Delete	▬▬	CORN ▾	Select...	None	KD5623	Lot 1	Select...	C,G-Maj,G-Ref		
Delete	▾	▾	Select...	None			Select...	None		

Save Samples　**Submit Samples**

Our system does have the capability to import a maximum of 30 samples with either of these examples. You'll want to be sure the Bill To Account, Species, SubAccts (if applicable) and all Tests are the same before proceeding. On the first line of the sample submission screen you'll complete all other information except for Variety, Lot and Seed Size (if applicable).

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 the appropriate tests that were originally selected.

7. 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.

8. 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.

9. Label your samples and ship to:

SoDak Labs, Inc
236 32nd Avenue
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SoDak Labs, Inc. does provide 3 lb. or 10 lb. sample bags to our clients free of charge. If you would like samples bag shipped to you or your current supply is running low, please contact us.