

SnapPlus

Wisconsin's Nutrient Management Software

Advanced
Concepts

How To Generate Soil Sample Bag Labels From SnapPlus

Generating soil test labels from SnapPlus V2 and getting your soil test bags together prior to sampling will make it easier once you're out in the field. You will need to have both Microsoft Word and Excel installed on your computer and adhesive labels (Avery 5960 mailing label, 30 per sheet, work well) for your printer. This will only work for farms that have already been entered into SnapPlus.

1. The first thing you will need to do is generate the Soil Test-Sample Log in the Reports section of SnapPlus.

Open your farm and go to the reports Tab. The report is located in the Farm Management section. You must have all your fields and acreages already entered on the Field screen in order to get the right number of samples per field to print out.

When you click on the report, a SnapPlus report setup dialog box will open, prompting you to choose what fields to include: you can choose All or select specific sub-farms or groups. You should check the box to include previous sample number and plow depth, and include date and time in report filename.

If you have any overdue soil tests and want to run labels for just those fields, check the report overdue soil tests checkbox.

2. Once you have run the report, it will open in excel.

Before you can make the labels, a few adjustments need to be made to the Excel file. If you have multiple soil test dates for the same fields, you will need to sort the data so the fields you want to make labels for appear at the top of the spreadsheet. Select the all of the active cells in the spreadsheet. **If you do not have soil sample ID's entered yet, do this first.** Otherwise, skip to the next step.

Sample IDs can be added under the Sample ID column. To add Sample ID's, type the number 1 in the first Sample ID cell. Select the completed cell along with all uncompleted Sample ID cells below. Click on "Fill" and choose "series". Choose series in "Columns", type "Linear", and be sure that the step value is "1" with no stop value assigned. Click "OK."

To sort data, click on the sort button and select Custom Sort, select Sample Date as the Column, by Values and Sort Z to A since we want the older soil test date to be at the top. (keep the My Data has headers checked). If a Sort Warning box appears, just select it to sort anything that looks like a number as a number.

Now that your data is sorted, select the first header cell and then drag the mouse to include all of the data cells you would like to make labels for. Click on the Page Layout tab and select the Print Area button and scroll to Set Print Area. Save and close the file.

3. The next step involves making Microsoft Word open the Excel file correctly.

Start by opening Microsoft Word. Under the File menu, select Options.

In the Options window, select Advanced and scroll down to General and check the box next to Confirm file format conversion on open. Click OK.

4. Now, you can start on the labels.

Under File, click on New and select Blank document.

On the Mailing tab, select Start Mail Merge and then select Labels.

The Mail Merge dialog box will open. Here you can select how your printer will handle the labels and select the type of label you will be using. When you are finished select OK. The page will now appear with the labels framed out.

Click on the Select Recipients and select Use Existing List. The Select Data Source window will open.

Navigate to the Excel file you created in the MySnapPlus/Reports folder and select the Excel file.

The Confirm Data Source window will open, select MS Excel Worksheets via DDE. If another box appears that asks for the named or cell range, choose 'print area'. If the Excel file opens and blocks your screen, just click back to the Word document in the tools tray. (continued on other side)

Check out the video,

SnapPlus: Generating Soil Sample Bag Labels

<http://snapplus.wisc.edu/news-help/how-to-videos>



This publication is available from the Nutrient and Pest Management Program, please contact us: by phone (608) 265-2660, email: npm@hort.wisc.edu or visit our website at ipcm.wisc.edu

5. At this point, you are going to select what information we would like to appear on each label. The most common information on the label is explained, but you can customize according to your needs.

With the cursor placed at the top left corner of the first label, select the Insert Merge Field and scroll to Farm_Name. Then hit enter to go to the next line.

Go to the Merge Field and scroll down to Field_Number. Then hit enter to go to the next line.

Go to the Merge Field and scroll down to Sample_ID.

To view what your label will look like, click on Preview Results. If you are satisfied, then click Update Labels to complete the sheet.

6. You are now ready to print.

Under file, select Print. If you are going to manually feed the labels into your printer, go to the page set-up and select paper and MFP setting.

Once your labels have printed, put them on the bags. Add a strip of clear tape to protect the label if it gets wet. You are now ready for the field.

7. And don't forget to also submit the Soil Submission sheet to the test lab with the minimal information needed to generate data ready for uploading into SnapPlus.

Soil Submission Sheet for Field, Vegetable and Fruit Crops																
For Lab Use Only:		Please check how you would like to receive your results:										Method of Payment:				
Date:		<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email :										Account ID				
Lab No:		Name:										OR Amount Paid \$				
		Address:										<input type="checkbox"/> Cash				
		City: State: Zip: Phone:										<input type="checkbox"/> Check No.				
TOTAL #		PLOW		COUNTY OF SOIL										<input type="checkbox"/> Credit Card		
SAMPLES:		DEPTH:		ORIGIN (required):										<i>We'll call for number.</i>		
FIELD ID	SAMPLE NO(S)	Check if irrigated	Check if filed	Check if 0-2" pH Samples	SOIL NAME (required)	Acres in Field	Slope %	4-YEAR CROP ROTATION		FERTILIZER CREDIT INFORMATION						C Yr App (t)
								Sequence to be Grown (crop code)	Yield Goal	Previous Legume Crop			Manure Applied to Field Since Last Cr			
										Legume Crop (crop code)	Legume Forage % stand (circle)	Check if more than 8" regrowth in fall	Manure Code (See below)	Application Rate T/a gal/a	Time to Incorporate (Circle one)	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	
										< 30					>72 hrs	
										30-70					1-72 hrs	
										> 70					< 1 hr	

Tests include: pH, lime requirement, organic matter, available phosphorus (P) and available potassium (K).		Manure Code List	
Special Soil Tests (for an additional fee) (List field or sample number)		Solid	Liquid
Calcium/Magnesium	Zinc	1 Dairy: semi	11 Dairy: liquid
Boron	Sulfate	2 Dairy: solid	12 Dairy: slurry
Manganese	Other	3 Beef	13 Veal calf
Soil tests recommended if:		4 Swine	14 Beef
growing corn (field or sweet) Zn and SO₄-S	growing potato or apple (with pH < 5.5) Ca/Mg	5 Duck	15 Swine, indoor pit
growing legume forage B and SO₄-S	growing specialty or vegetable crops B, Zn, and Mn	6 Chicken	16 Swine, outdoor pit
growing small grain or soybean (with soil pH >7.0) Mn	acid or sandy soil with high amounts of applied K Ca/Mg	7 Turkey	17 Swine, farrow-nurser indoor pit
		8 Sheep	18 Poultry
		9 Horse	19 Goat
		10 Goat	