

SoDak Labs Bulk Import

SoDak Labs has developed a Bulk Sample Import feature to assist our customers with sample submission. This feature allows customers to import large quantities of samples (of the same species) at one time without having to manually enter each line item. It is a great option for Carryover and Date Testing samples!

To use the Bulk Import feature, follow the steps below:

1. Save sample data spreadsheet as a .csv file. Click on Bulk Import of Samples (Figure 1).

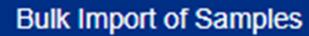
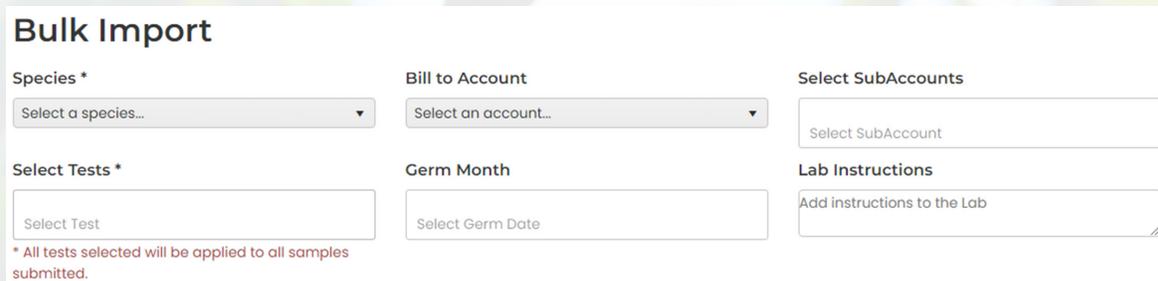


FIGURE 1. Import Button

2. Choose *Species* and *Bill to Account* from the dropdown menu. If a subaccount(s) is needed, add it to the *Select Subaccounts* box. (Figure 2) Note: Only one species can be submitted at a time.



The form is titled "Bulk Import" and contains several input fields:

- Species ***: A dropdown menu with "Select a species..." as the placeholder.
- Bill to Account**: A dropdown menu with "Select an account..." as the placeholder.
- Select SubAccounts**: A text input field with "Select SubAccount" as the placeholder.
- Select Tests ***: A text input field with "Select Test" as the placeholder.
- Germ Month**: A text input field with "Select Germ Date" as the placeholder.
- Lab Instructions**: A text input field with "Add instructions to the Lab" as the placeholder.

A note at the bottom of the form states: "* All tests selected will be applied to all samples submitted."

FIGURE 2. Sample Setup

3. Add tests in the *Select Tests* box. All tests added will be applied to the entire import. If a specific month is needed for the warm germ test, add the month desired in *Germ Month* box (Figure 2).

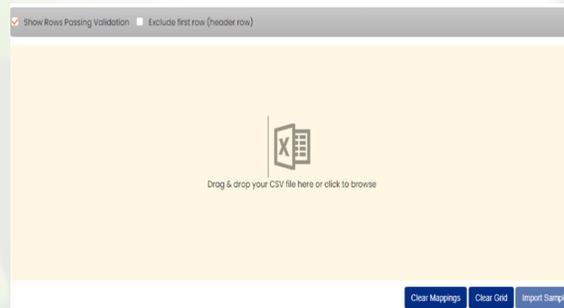


FIGURE 3. File Upload Grid

4. Click anywhere in the yellow shaded area to upload the .csv file, or simply drag and drop the file into the yellow area (Figure 3).

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- Once the file is uploaded, data will appear in columns. Mark *Exclude first row (header row)* box if the file contained a header (Figure 4).

Column1	Column2	Column3
R3	Test	1
R2	Example	2
F2	Test	3
R3	Example	4
F3	Test	5
R4	Example	6
R3	Test	7
F3	Example	8
R4	Test	9
20/16F	Example	10
24/20F	Test	11
F2	Example	12
R2	Test	13

A column must be mapped for Variety
A column must be mapped for Lot

Clear Mappings Clear Grid Import Samples

FIGURE 4. Uploaded Sample Data

- RIGHT CLICK on the **second** line of each column and select the appropriate column header, i.e., Variety, Lot, etc. (Figure 5). The only required columns are Variety and Lot. Feel free to upload other column information, but it is not required. Note: All columns mapped (Figure 6).

Column1	Column2
R3	Test
R2	Example
F2	Test
R3	Example
F3	Test
R4	Example
R3	Test
F3	Example
R4	Test

Right-click context menu options: Variety, Lot, ContractNum, SeedSize, Grower, Lab Instructions

FIGURE 5. Mapping Columns

SeedSize	Variety	Lot
R3	Test	1
R2	Example	2
F2	Test	3

FIGURE 6. Columns Mapped for Importing

- If mapping is incorrect, mappings can be cleared using the button on the bottom of the screen.

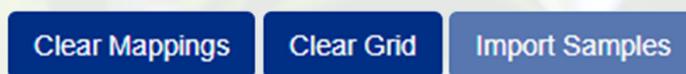


FIGURE 7. Buttons for Clearing Data

The entire grid can also be cleared (Figure 7). Any columns left unmapped will not be uploaded.

- Once the columns for import have been identified, select “Import Samples” and the import will begin. If an error occurs or strange symbols appear in the grid, the file was more than likely not saved as a .csv file. Save the file in .csv format and try again.