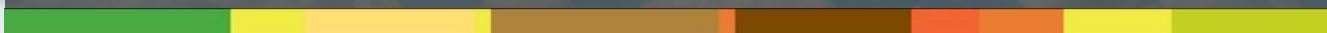


# Expired Soil Sample Reports

December 2022



## Expired Soil Sample Report Generator

Since autumn 2020, it has been possible for advisors and Agency's to produce a "Soil Sample Report". This report will obtain all clients plans, on an individual user's client page or agency wide. It searches for plans that will have soil samples expired or expiring next year.

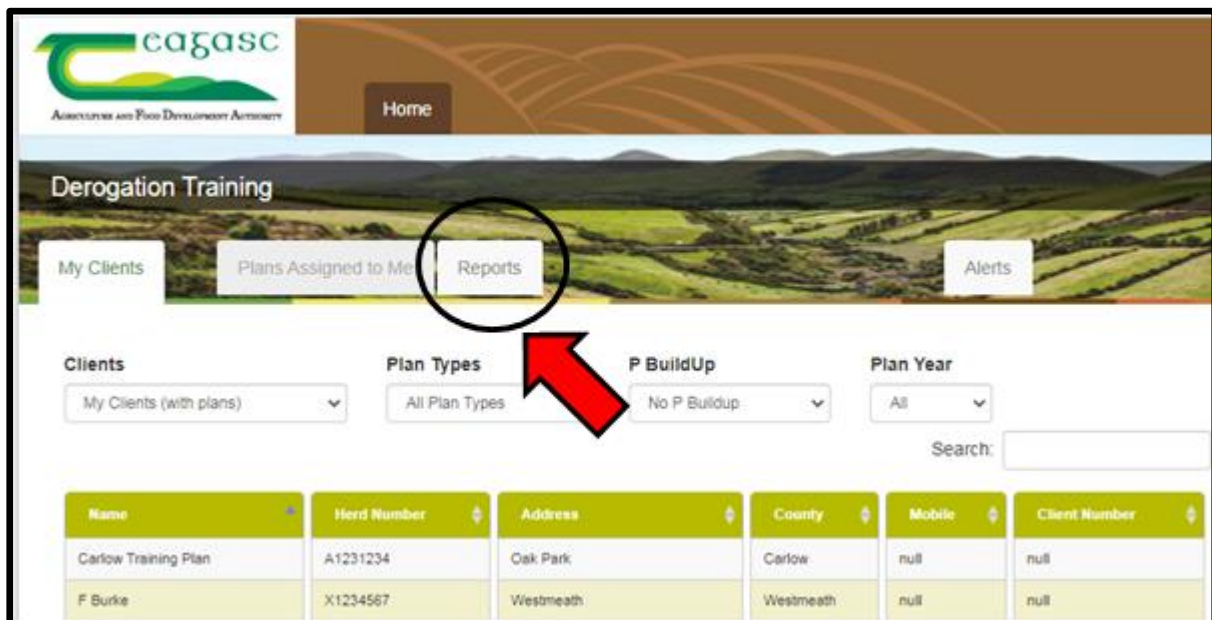
Using the Reports button the user can produce a report that can be exported into excel. The user can then manipulate the data using Microsoft Excel – **See Section 4 for more detail**. This is outlined below in detail. It gives the users a single accessible document, which highlights client's plans within their Client list or Agency that need attention for soil samples for the following season. This saves the advisor having to go into each client's plan individually. The report downloaded from the Soil reports section is a CSV file, when you modify the reports as per section 4 you will need to Save As Excel Workbook to save the changes correctly.

**Note:** The report generator takes its instruction from the Flags on the plan soil samples page. These Flags take their instruction for what colour they are (green for Valid, orange for Expiring this year and red for expired) from the Planned Whole Farm Stocking Rate (WFSR). If the WFSR is below 170kg/Ha soils will last 5 years. If the WFSR is >170kg/Ha the soils will last 4 years. This is in line with derogation rules.

### 1. To access the Reports page

The **Reports** button can be found on Top of the Home screen where you find My Clients (with Plans). (Figure 1)

Figure 1:





## 2. How to generate a report.

Once you have entered the reports section. You have options to tailor your search. (Figure 2)

**Option 1:** You can firstly choose to do an Agency wide search or a search for just your clients (plans that you created or edited); who have soils expired or expiring.

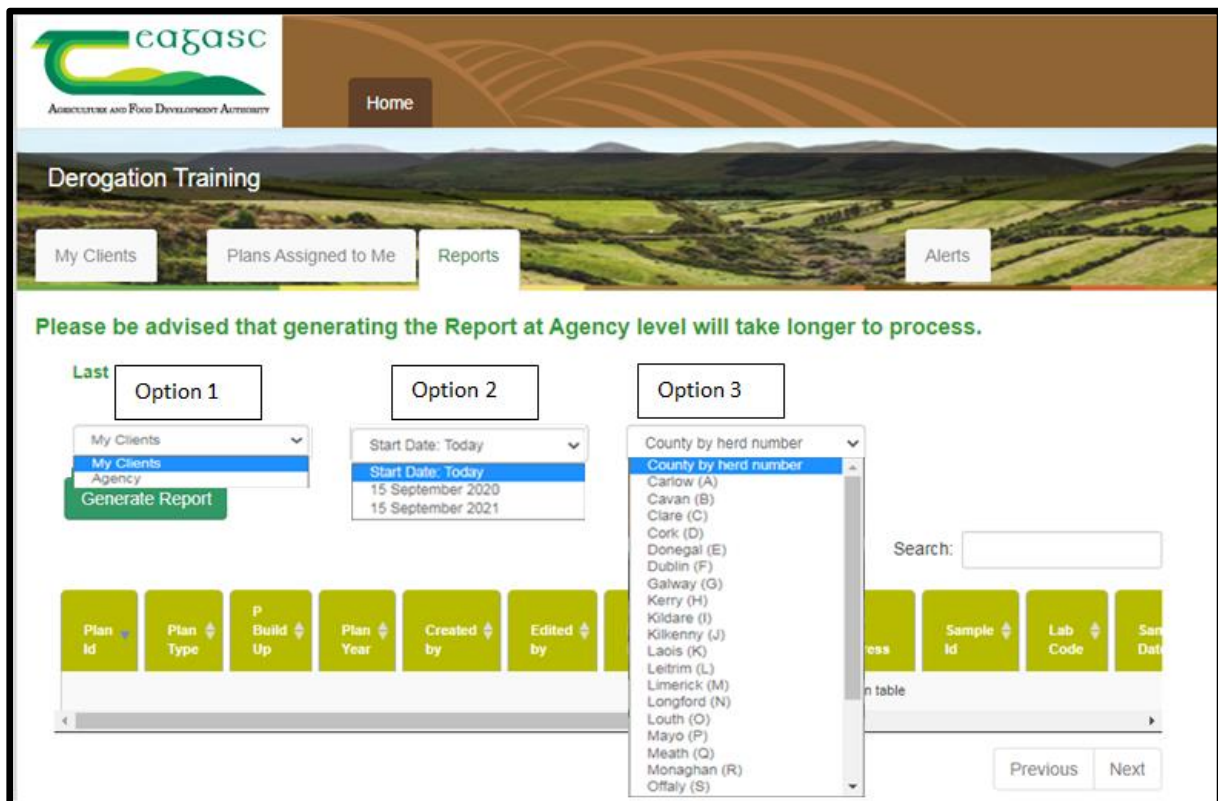
**Option 2:** The user can select a relevant timeframe in the future by clicking on the drop down menu. The soil sample production year operates from 15<sup>th</sup> September each year. This is the period that is relevant to highlight whether or not the soil sample has expired, is about to expire or is valid. The Search options users can search under are “Start Date: Today” “15 September 2023” “15 September 2023”

**Option 3:** Users can select which county they wish to search for clients under. The county search takes its information from the clients Herd number letter. It is not compulsory to choose a county. However it will allow you to create the report more quickly as you will be working with a smaller pool of data. It also allows for ease of searching.

Once the desired options have been selected click on the “Generate Report” button.

**Note:** Generating an Agency wide report will take longer to process compared to an individual agents client search.

Figure 2.



### 3. The Report

The report will take approximately 1 minute to generate. Once the report is generated (Figure 3) you will notice that the system shows when the report was updated and the criteria you had in the Option boxes will stay. A list of Plan Ids will appear below. If a soil sample is Expiring this year or Expired all soils for that plan will appear in the report even if they are valid. The report will give the user the following information. Plan Id, Plan type, if the plans P Build Up, Plan Year, Created by, Edited by, Farmer Name, Herd Number, Address, Sample Id, Lab Code, Sample Date, Status(Vaid, Expired, Expiring this year, No date available), Sampled Area on soil sample, Plot Name and Soil Type.

Figure 3.

Please be advised that generating the Report at Agency level will take longer to process.

Last update date: 18/09/2020, 10:11:41

My Clients Start Date: Today County by herd number

Generate Report

Search:

Plan Id	Plan Type	P Build Up	Plan Year	Created by	Edited by	Farmer Name	Herd Number	Address	Sample Id	Lab Code	Sample Date	Status	Sampled Area	Plot Name	Soil Type
229248	Non-Derogation/Non-GLAS	No P Buildup	2020	Tim Hyde	Leon Coe	Soil sample flag testing plan	Harry123	Deerpark, Ballinasloe.	SS 2020	2020	01/04/2020	Valid	1.00	1	Clay
229248	Non-Derogation/Non-GLAS	No P Buildup	2020	Tim Hyde	Leon Coe	Soil sample flag testing plan	Harry123	Deerpark, Ballinasloe.	SS 2019	2019	01/04/2019	Valid	2.00	2	Clay
229248	Non-Derogation/Non-GLAS	No P Buildup	2020	Tim Hyde	Leon Coe	Soil sample flag testing plan	Harry123	Deerpark, Ballinasloe.	SS 2018	2018	01/04/2018	Valid	3.00	3	Clay
229248	Non-Derogation/Non-GLAS	No P Buildup	2020	Tim Hyde	Leon Coe	Soil sample flag testing plan	Harry123	Deerpark, Ballinasloe.	SS 2017	2017	01/04/2017	Valid	4.00	4	Clay
229248	Non-Derogation/Non-GLAS	No P Buildup	2020	Tim Hyde	Leon Coe	Soil sample flag testing plan	Harry123	Deerpark, Ballinasloe.	SS 2016	2016	01/04/2016	ExpiringThisYear	5.00	5	Clay
229248	Non-Derogation/Non-GLAS	No P Buildup	2020	Tim Hyde	Leon Coe	Soil sample flag testing plan	Harry123	Deerpark, Ballinasloe.	SS 2015	2015	01/04/2015	Expired	6.00	6	Clay

Each page on the screen/report will contain 10 plan Id's. At the bottom of the Report you find additional pages with more information on other plans of clients with soils expiring ( Figure 4). At the bottom of the page the "Export List" button can also be found. The report is exported into excel. The user can then manipulate the data using Microsoft Excel. This allows the agent to make the decision on whether or not their farmer clients need to take action i.e. take new soil samples.

Figure 4.

The screenshot displays the NMP Online Update report interface. At the top, it shows the last update date as 18/09/2020, 10:42:54. Below this are three dropdown menus: 'My Clients', '15 September 2020', and 'Galway (G)'. A green 'Generate Report' button is positioned below the dropdowns. To the right of the button is a search bar labeled 'arch:'. The main part of the interface is a table with the following columns: Plan Id, Plan Type, P Build Up, Plan Year, Created by, Edited by, Farmer Name, Hard Number, Address, Sample Id, and Lab Code. The table contains four rows of data, all for Plan Id 199765. The data in the rows is as follows:

Plan Id	Plan Type	P Build Up	Plan Year	Created by	Edited by	Farmer Name	Hard Number	Address	Sample Id	Lab Code	Inv Da
199765	Non-Derogation/ Non-GLAS	No P Buildup	2019	Leon Coe	Leon Coe	Fertiliser Test plan	G1111102	Fertiliser Test plan	No data available	No data available	Inv Da
199765	Non-Derogation/ Non-GLAS	No P Buildup	2019	Leon Coe	Leon Coe	Fertiliser Test plan	G1111102	Fertiliser Test plan	No data available	No data available	Inv Da
199765	Non-Derogation/ Non-GLAS	No P Buildup	2019	Leon Coe	Leon Coe	Fertiliser Test plan	G1111102	Fertiliser Test plan	No data available	No data available	Inv Da
199765	Non-Derogation/ Non-GLAS	No P Buildup	2019	Leon Coe	Leon Coe	Fertiliser Test plan	G1111102	Fertiliser Test plan	No data available	No data available	Inv Da

At the bottom of the table, there is a pagination control with buttons for 'Previous', '1', '...', '5', '6', '7', '8', '9', and 'Next'. The '9' button is highlighted in green. A red arrow points to the 'Export List' button at the bottom left of the interface.

Users can go straight to the plan that appears on the NMP report page by clicking on the plan Id in the first column of the screen above (Plan Id).

**Note:** Once you leave the Report by going into a plan; the report generated disappears and if you return to the report page you will need to generate a report again. The user can navigate between the Home screen pages while the report is generating and the report will be there when you return to the Report screen.



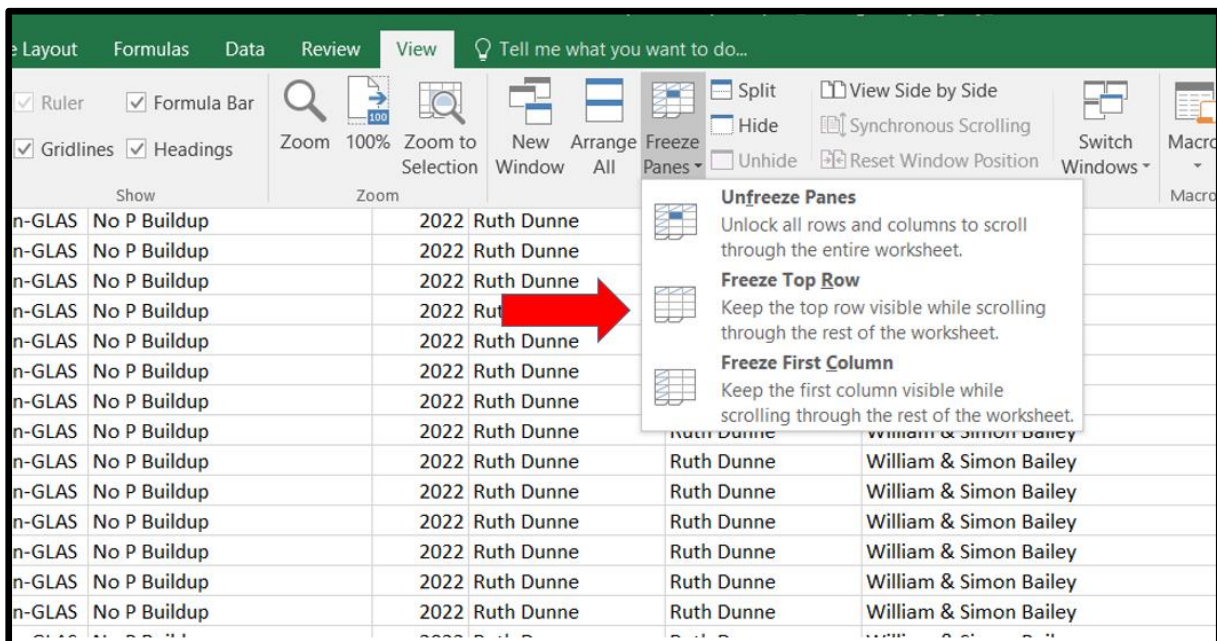
#### 4. Filter your report

When you have exported, your report to excel you can manipulate your data to find what you need. Below we give some pointers in doing this.

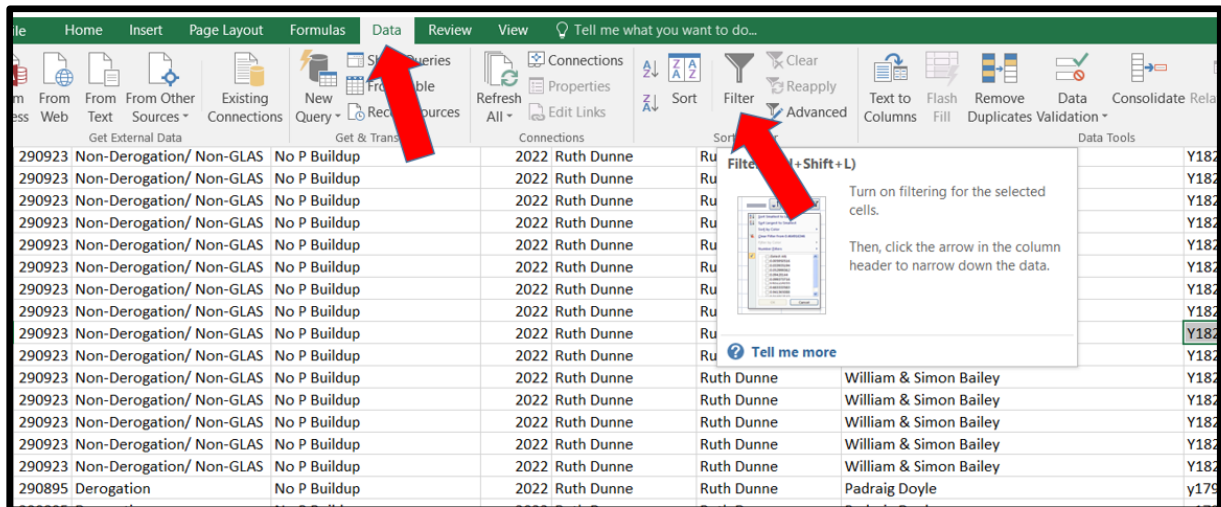
Firstly, highlight the data that you wish to work with. Highlight each column. Then double click on the line between the P & Q. This will make all of the text visible to the user by widening the columns to fit all the data into the cells.

Plan Id	Plan Type	P Build Up	Plan Year	Created by	Edited by	Farmer Na	Herd Num	Address	Sample Id	Lab Code	Sample Date	Status	Sampled A Plot Name	Soil Type	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71186	No data av	07/03/2022	Valid	1.05	Y1821203: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71104	No data av	07/03/2022	Valid	2.02	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71118	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71125	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71133	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71143	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71279	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71220	No data av	07/03/2022	Valid	2.39	Y1880100: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71210	No data av	07/03/2022	Valid	2.39	Y1880100: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71155	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71166	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71179	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71244	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71252	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290923	Non-Derog	No P Build	2022	Ruth Dunn	Ruth Dunn	William &	Y1822036	Coolharbo	71258	No data av	07/03/2022	Valid	2.01	Y1821204: Loam	
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	No data av	No data av	No data available	No data av	No data av	AREA	No data available
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1834	xam1834	23/12/2014	Expired	2.61	21	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	XAU2185	XAU2185	17/12/2015	Expired	7.78	22	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1666	xam1666	16/12/2013	Expired	2.67	23	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1840	xam1840	23/12/2014	Expired	1.38	10b	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1840	xam1840	23/12/2014	Expired	1.76	10a	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	XAU2184	XAU2185	17/12/2015	Expired	2.68	20	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	XAU/2509	No data av	24/01/2017	Expired	3.11	14	Clay
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1838	xam1838	23/12/2014	Expired	2.4	15	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1837	xam1837	23/12/2014	Expired	2.61	16	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1835	xam1835	23/12/2014	Expired	2.87	17	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1836	xam1836	23/12/2014	Expired	4.83	18	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	XAU2183	XAU2184	17/12/2015	Expired	2.9	19	Loam
290895	Derogatioi	No P Build	2022	Ruth Dunn	Ruth Dunn	Padraig Dc	y1794024	Coolteigue	xam1839	xam1839	23/12/2014	Expired	2.4	7	Loam

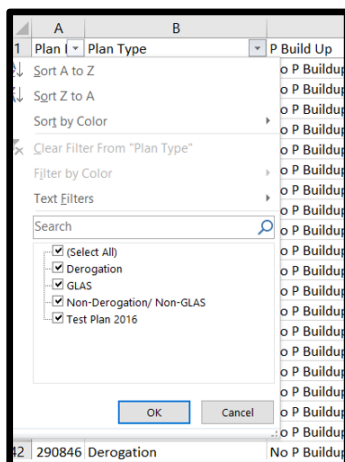
Next, freeze the panes. This will allow you to see the title on each column clearly, as you work. Go to View – Freeze Panes – Freeze Top Row.



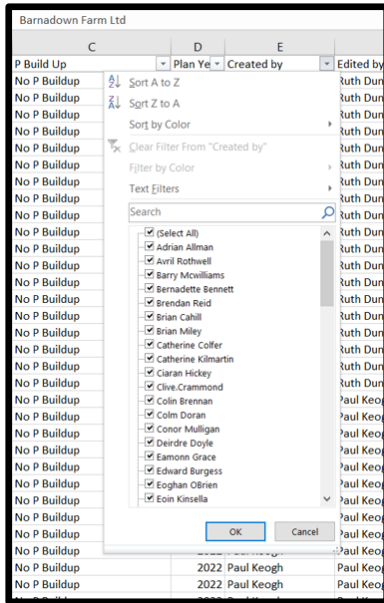
Next, you need to set the sheet up so that you can filter easily. Go to Data – Filter. You can filter each column as necessary from here.



You can filter for example based on plan type.



Alternatively, based on who created the plan. Select or deselect as relevant.

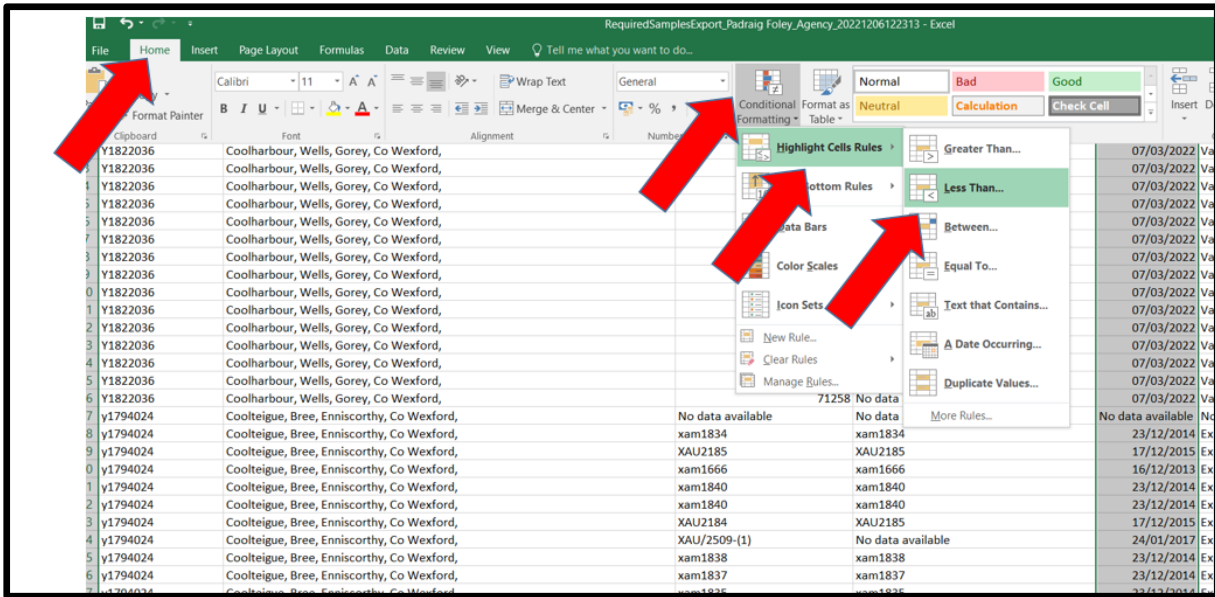


When you have filtered for the plans that are of interest to you, your focus will be on **column L (Sample Date)**, Sample Date. This is where the soil samples are clearly valid or not. To make it easier for you to analyse the data please highlight the column as per the image below.

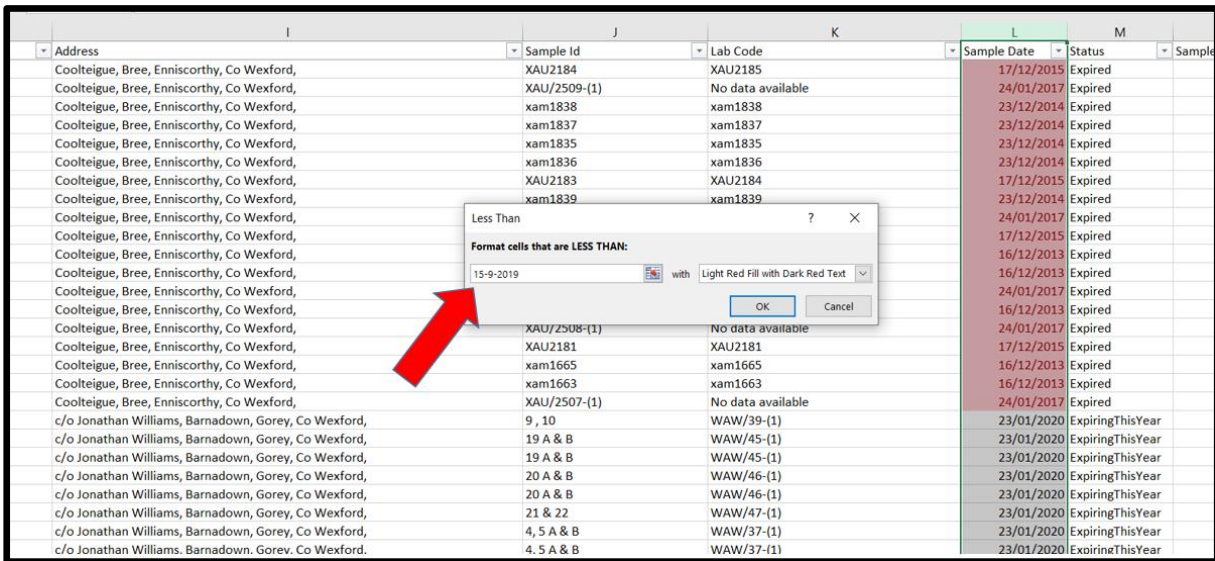
H	I	J	K	L	M	N
Herd Number	Address	Sample Id	Lab Code	Sample Date	Status	Sampled Area
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71186 No data available	08/2022	Valid	1.05
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71104 No data available	08/2022	Valid	2.02
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71118 No data available	08/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71125 No data available	08/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71133 No data available	08/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71143 No data available	08/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71279 No data available	07/03/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71220 No data available	07/03/2022	Valid	2.39
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71210 No data available	07/03/2022	Valid	2.39
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71155 No data available	07/03/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71166 No data available	07/03/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71179 No data available	07/03/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71244 No data available	07/03/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71252 No data available	07/03/2022	Valid	2.01
Y1822036	Coolharbour, Wells, Gorey, Co Wexford,		71258 No data available	07/03/2022	Valid	2.01
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	No data available	No data available	No data available	No data available	No data available
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1834	xam1834	23/12/2014	Expired	2.61
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	XAU2185	XAU2185	17/12/2015	Expired	7.78
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1666	xam1666	16/12/2013	Expired	2.67
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1840	xam1840	23/12/2014	Expired	1.38
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1840	xam1840	23/12/2014	Expired	1.76
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	XAU2184	XAU2185	17/12/2015	Expired	2.68
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	XAU/2509-1	No data available	24/01/2017	Expired	3.11
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1838	xam1838	23/12/2014	Expired	2.4
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1837	xam1837	23/12/2014	Expired	2.61
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1835	xam1835	23/12/2014	Expired	2.87
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1836	xam1836	23/12/2014	Expired	4.83
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	XAU2183	XAU2184	17/12/2015	Expired	2.9
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1839	xam1839	23/12/2014	Expired	2.4
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	XAU/2507-1	No data available	24/01/2017	Expired	1.7
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	XAU2182	XAU2182	17/12/2015	Expired	3.07
Y1794024	Coolteigue, Bree, Enniscorthy, Co Wexford,	xam1662	xam1662	16/12/2013	Expired	1.03

We are going to use conditional formatting to highlight the samples that have expired etc. As per the image below select Home – Conditional Formatting – Highlight Cells Rules – Less Than.

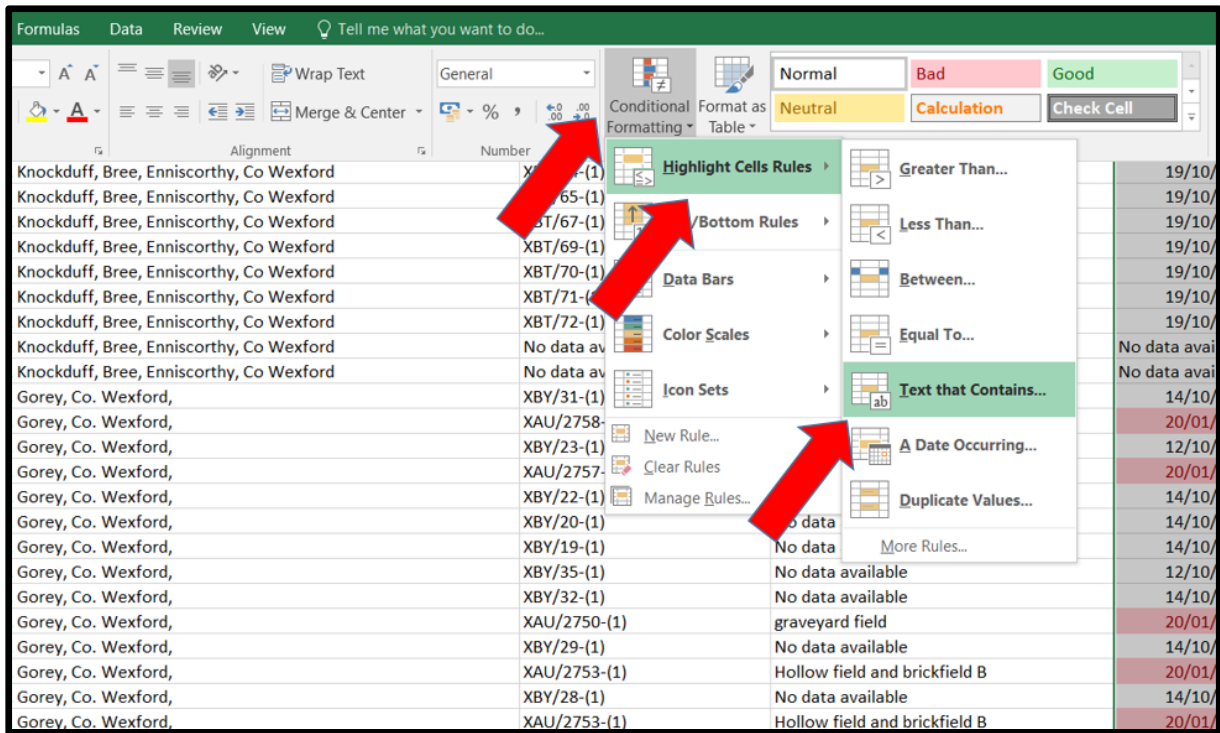




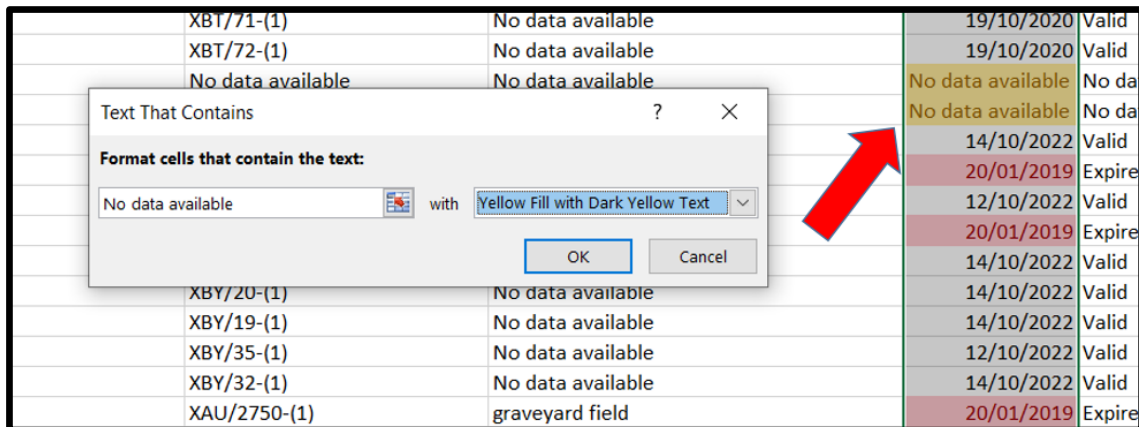
This will open a text box. In the left hand side, insert “15-9-2019”. Please note that this is for analysing based on a 2023 report. Next year it will be as follows “15-9-2020” and for the previous year it will be “15-9-2018”. In the right hand side, select “Light Red Fill with Dark Red Text” then select ok. Notice as you do this the relevant dates will be highlighted as you have directed excel.



Repeat the exercise for **column M Sample Date**, and this time select Home – Conditional Formatting – Highlight Cell Rules – Text that Contains.



You will be presented with another text box. In the left hand side type “Expiring” Light Red Fill with Dark Red Text” and repeat and select “No data available” and select “Yellow Fill with Dark Yellow Text” in the right hand side. Notice as you do this the relevant text will be highlighted as you have directed excel.



If you are looking for a name, or as per the example below a herd number. Press Ctrl - F on your keyboard. In the search box type what you are looking for and excel will find it if it is in the sheet, or the highlighted area that you want to search.

2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Ruth Dunne	Ruth Dunne	Padraig Doyle	y1794024	Coolteig
2022	Paul Keogh	Paul Keogh	Barnadown Farm Ltd	Y212207X	c/o Jona
2022	Paul Keogh	Paul Keogh	Barnadown Farm Ltd	Y212207X	c/o Jona

Further filtering can be done, on columns J and K for samples called Temp P4, P4 or whatever users put in as temporary created samples at P4. These lands will probably need soil sampling as well and may not appear as Expired or no data available in column M

**Most important thing is that when Save As a pop-up screen will appear as below – select Save as Type “Excel Workbook”.**

