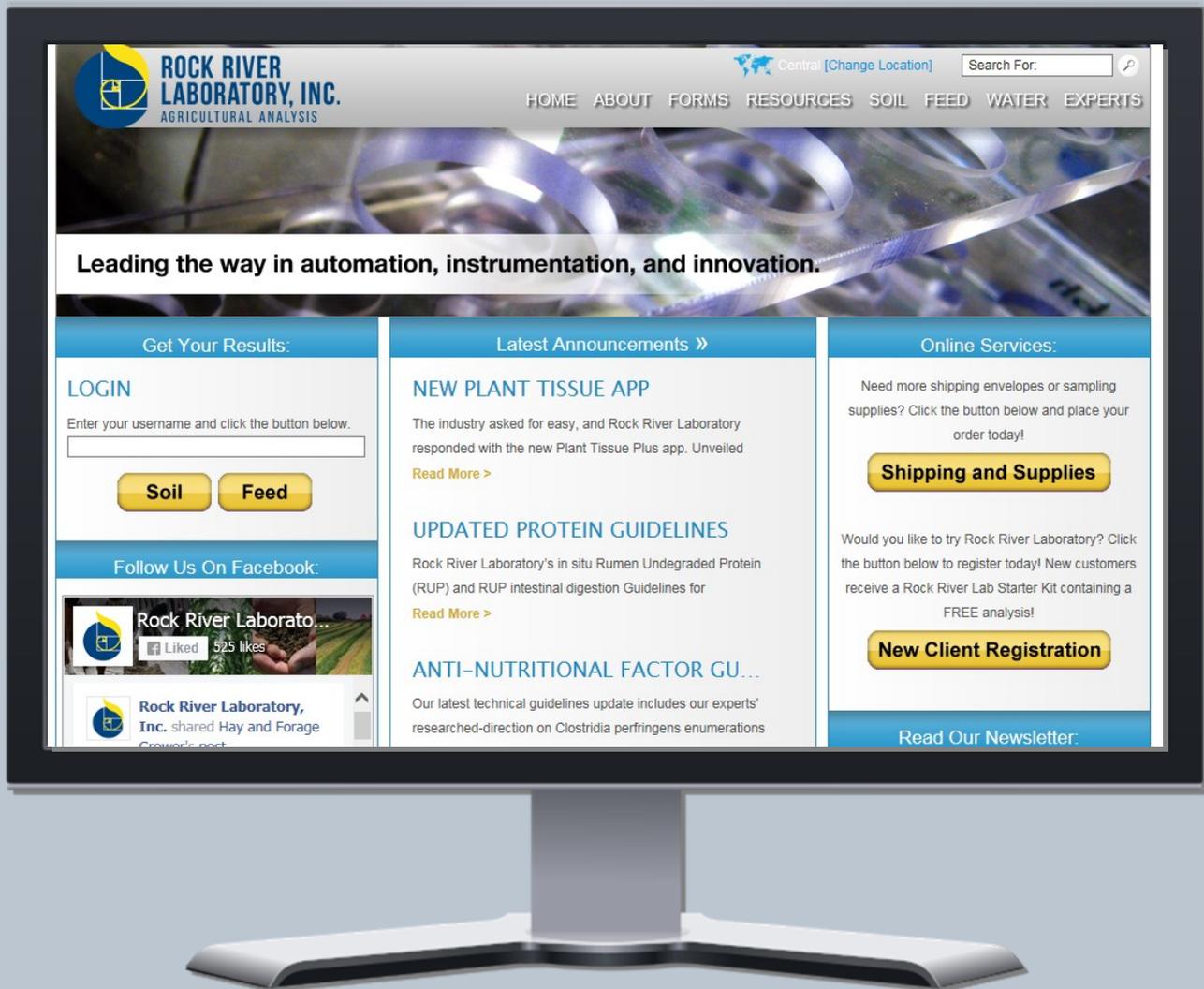


Customized Reporting

Step-by-Step Instructions

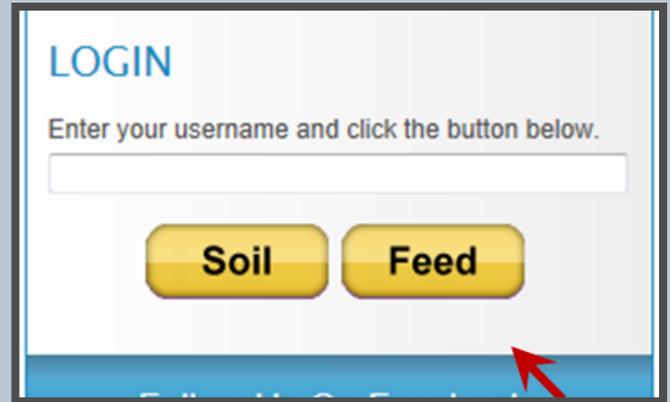
Customized analysis reports
created at rockriverlab.com



CUSTOMIZED PDF REPORT

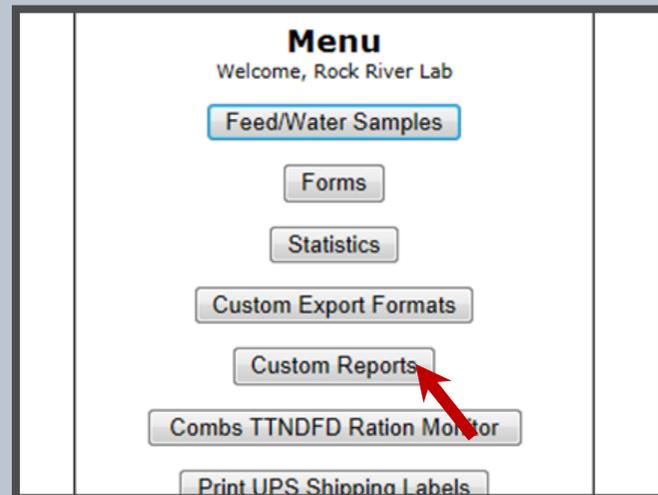
①

On the Rock River Laboratory home/welcome screen, log into the *Feeds Report Menu* with your established credentials. (If you don't yet have a username and password, call our office to establish your login information.) Click the 'Feed' button.



②

Once logged in, you'll be taken to the Rock River Laboratory customer menu page. On this page, choose *Custom Reports* from the menu options.

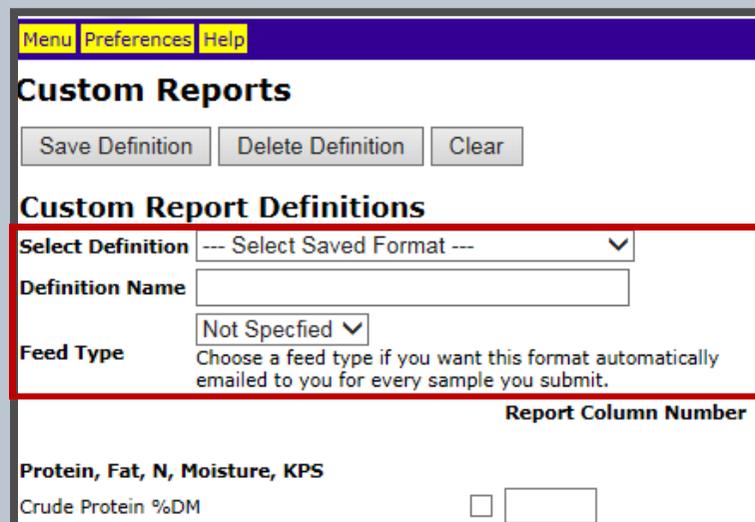


③

At the top of the custom reports page, enter a name for the report template in the field next to *Definition Name*. This name is specific to the custom report, so if you plan to create several custom report templates, it is recommended to make this detailed description.

To receive this report definition on the future via email, a feed type must be selected from the dropdown menu.

Note: To edit an existing report, choose the name of the report you hope to edit from the *Select Definition* dropdown box and continue.



CUSTOMIZED PDF REPORT

④

Place a check mark next to the desired analyses you'd like included on the report. To choose the sequence that the analytes appear on the report, place the sequence number next to the check box. If an analyte is chosen, but a new sequence number is not assigned and entered by you the analyte will follow default sequence order.

Protein, Fat, N, Moisture, KPS	Report Column Number
Crude Protein %DM	<input checked="" type="checkbox"/> 1
Protein Solubility %CP	<input checked="" type="checkbox"/> 2
Avail. Crude Protein %DM	<input type="checkbox"/>
ADICP	<input type="checkbox"/>
ADFICP %CP	<input checked="" type="checkbox"/> 5
Nitrate-N (ppm)	<input type="checkbox"/>
Non-protein Nitrogen	<input checked="" type="checkbox"/> 4

⑤

After the desired options are selected, scroll back to the top of the page and save the report by clicking *Save Definition* at the top of the screen. After the definition is saved, a red bar will appear to the right of the save button, citing the new report definition has been added, along with the date and time.

Save Definition Delete Definition Clear

⑥

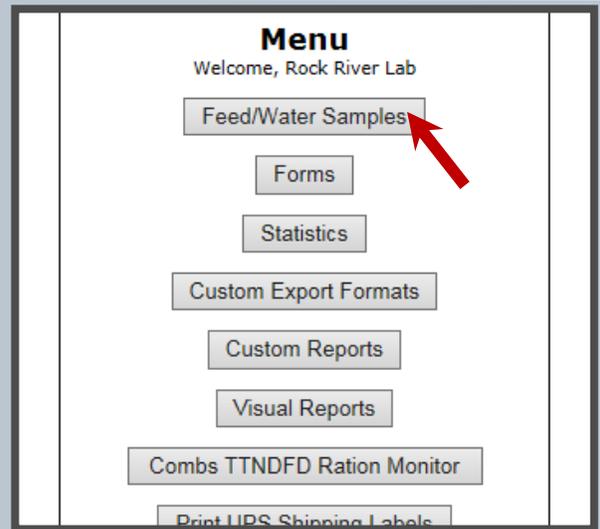
To view the report, choose *Menu* at the top of the page.

Menu Preferences Help

CUSTOMIZED PDF REPORT

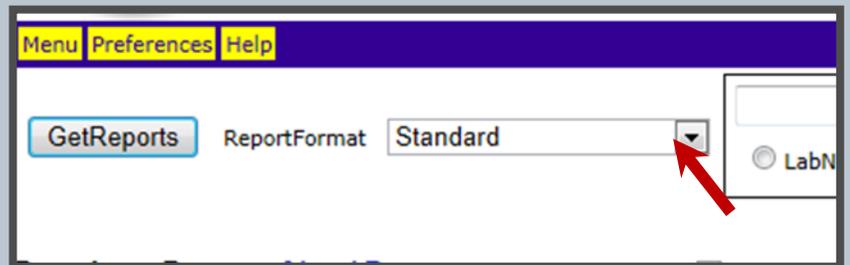
7

Once you've been directed back to the Rock River Laboratory customer menu page, click *Feed/Water Samples*.



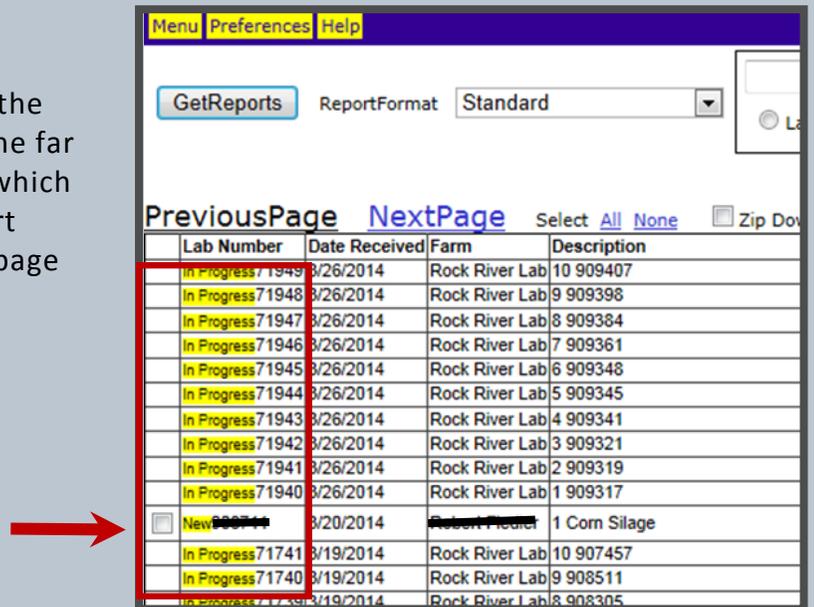
8

At the top of the Reports page, locate the Report Format directive. From the dropdown menu next to Report Format, find and choose the desired report type.



9

Reviewing your list of results reports on the page, place a check mark in the box on the far left column next to the lab numbers for which you would like to apply the custom report template. Then, scroll to the top of the page and click the Get Reports button.



10

Your custom PDF report(s) will automatically download into your download folder or at the bottom of your browser's screen, where you can open and save the PDFs as needed. See Step 3 to set up automatic email delivery of custom PDF reports.