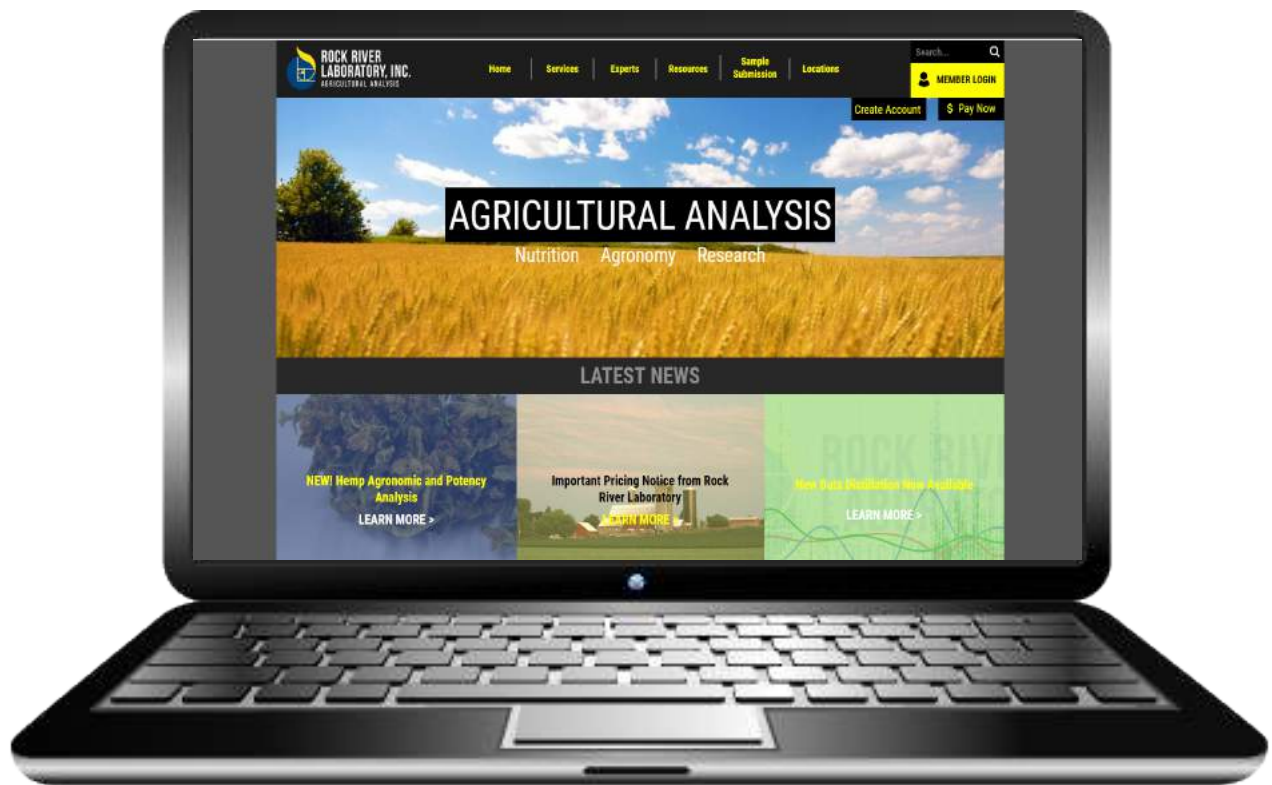


CUSTOM EXPORT

Step-by-Step Instructions



**ROCK RIVER
LABORATORY, INC.**
AGRICULTURAL ANALYSIS

Getting Started: Log In

Click “Member Login” on the top right of the Rock River Laboratory website home page. Next, log in using your Rock River Laboratory Login ID and Password. Press “LOGIN”. Under the Menu, click “Custom Export Formats”. You are now ready to create a custom export.

Step 1: Create Export Name

Enter a name for the report in the “Create/Rename Export” dialog box.

Step 2: Choose Preferences

Choose either comma delimited or tab delimited format. Then choose whether to include column headings and/or averages and standard deviations.

Step 3: Choose Export Reporting Options

Check the boxes to the right of the desired reporting options. The selections will appear as column headings in the export.

Column headings can be renamed by utilizing the “Report Column Name” dialog boxes.

Optional: Choose the order with which the columns appear by utilizing the “Report Column Number” dialog boxes.

Custom Export

Create/Rename Export **Bucky Badger Dairy**

Saved Export **--- Select Saved Format ---**

SAVE EXPORT **DELETE EXPORT** **START OVER**

Options for Comma and Tab Delimited Formats

Comma Delimited Tab Delimited

Column Headings Averages And Standard Deviations

Select: [All](#) [None](#)

	Report Column Name	Report Column Number
Moisture(%)		
<input checked="" type="checkbox"/> Dry Matter	DM	3
<input type="checkbox"/> Lab Number		
<input type="checkbox"/> Account Number		
<input type="checkbox"/> Account Name		
<input checked="" type="checkbox"/> Farm	Client	2

Step 4: Save Export

After selecting the desired report options, click the “Save Export” button. The report will be saved in the “Saved Export Format” drop down list with the name you created.

Option A: Delete Export

Utilize the “Select Saved Format” drop down menu to select the desired export. Then click the “Delete Export” button. The report will be removed.

Option B: Start Over

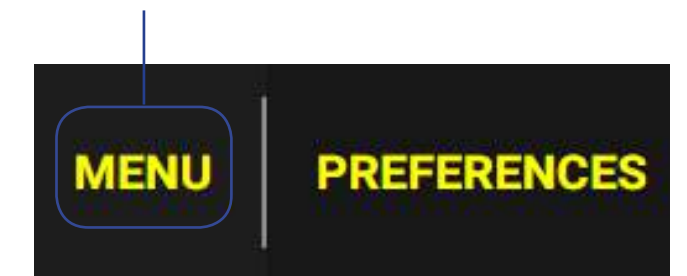
Utilize the “Select Saved Format” drop down menu to choose the desired export. Then click the “Start Over” button. The export preferences will be cleared, allowing the user to start over from the beginning without deleting the export name.

Option C: Edit Export

To edit an existing export format, utilize the “Select Saved Format” drop down menu to choose the desired export. Make the necessary edits, then click the “Save Export” button.

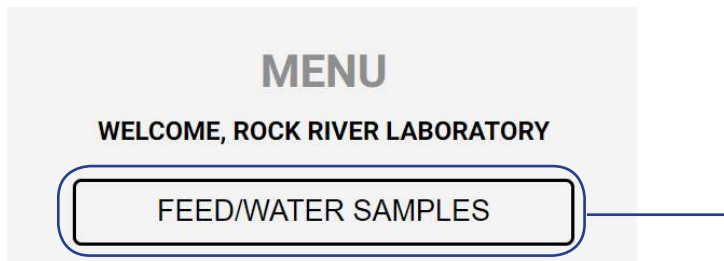
Step 5: Return to the Main Menu

Click the word “Menu” at the top of the page to return to the main menu.



Step 6: Return to Feed/Water Samples

On the main “Menu” screen, click the “Feed/Water Samples” button.



Step 7: Search and Retrieve Export

Utilize the search box and radio dials to locate the desired samples, then click “Search”.

Choose the desired report format from the drop down box.

Utilize the check boxes next to the samples to include in the export then click “Get Reports”.

The screenshot shows a search interface. At the top, there is a search box containing "Dan T" and several radio buttons for "LabNo", "Date", "Farm", "Description", and "SampleID". To the right of the search box are "SEARCH" and "CANCEL" buttons. Below the search box is a "Report Format" dropdown menu set to "Max Dairy" and a "Zip Downloads?" checkbox. A "GET REPORTS" button is positioned below these options. Underneath is a table with columns for "Lab Number", "Date Received", "Farm", and "Description". The table contains two rows of data, each with a checkbox in the first column. Navigation links "Select All None", "Previous Page", "Next Page", and "Page 1" are located above the table.

	Lab Number	Date Received	Farm	Description
<input type="checkbox"/>	1-200-059	7/18/2019	Dan Tokarski	Hay Cut Monday
<input type="checkbox"/>	1-192-789	5/31/2019	Dan Tokarski	1 1st Crop @ Home

The file will now begin downloading. Depending on the computer’s operating system and Internet browser, it may be in the bottom tool bar of the computer, or in the “Downloads” folder.

