# Visual Reports
Step-by-Step Instructions

Visual analysis reports created
at rockriverlab.com
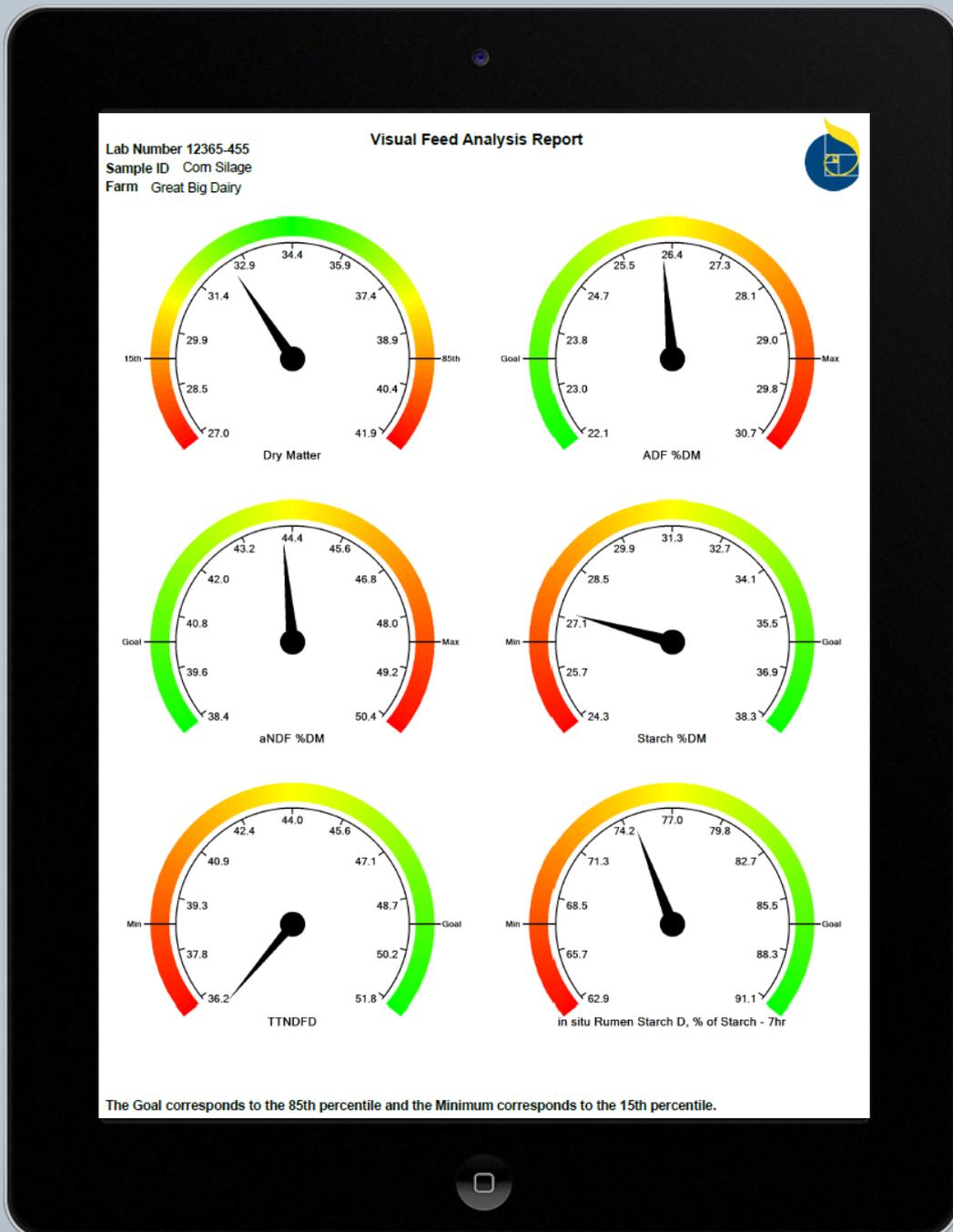
VISUAL REPORTS

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.) Be sure to log into the Feeds area.
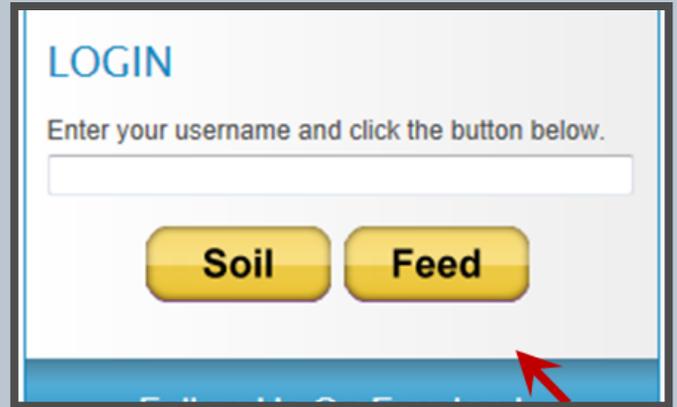
②

Once logged in, you'll be taken to the Rock River Laboratory customer menu page. On this page, choose *Visual Reports* from the menu options.
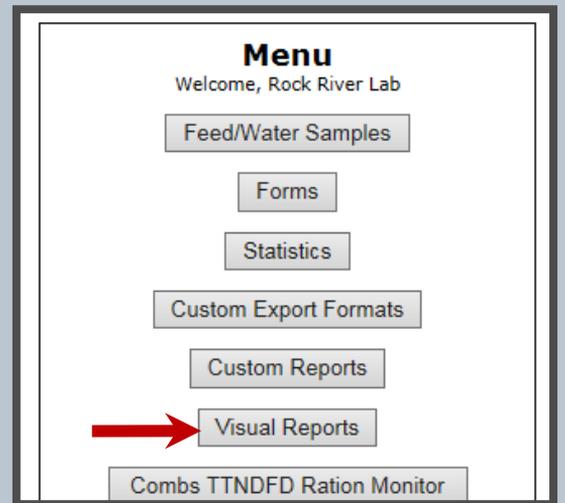
③

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

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

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

④

Place a check mark next to the desired analyses you'd like included on the report. To choose the sequence that the analyses 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.

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.

⑥

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

⑦

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

Menu
Welcome, Rock River Lab

Feed/Water Samples

Forms

Statistics

Custom Export Formats

Custom Reports

Combs TTNDFD Ration Monitor

Print UPS Shipping Labels

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.

Menu Preferences Help

GetReports   ReportFormat   Visual Report Example
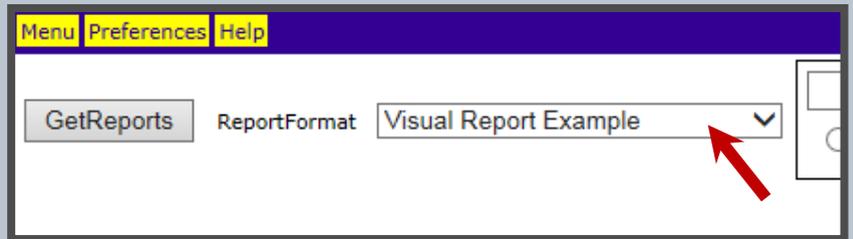
⑨

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 visual report template. Then, scroll to the top of the page and click the Get Reports button.

Menu Preferences Help

GetReports   ReportFormat   Visual Report Example

PreviousPage   NextPage   Select All None   Zip

Lab Number	Date Received	Farm	Description
	10/16/2015	Dairy	High Cow TMR
New	10/16/2015	Dairy	Great Big Dairy CS
	10/16/2015	Dairy	Hot TMR
	10/16/2015	Dairy	Fresh cow TMR
	10/16/2015	Dairy	Dry cow TMR
New	10/16/2015	Dairy	Haylage Bag 32
9	10/16/2015	Dairy	Haylage Bag 36 Heifer
9	10/16/2015	Dairy	Corn Silage

⑩

Your visual 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 visual reports.