# **FEEDSCAN WEB** FOR SEED FREQUENTLY ASKED QUESTIONS

### WHERE DO YOU START? THIS CAN HELP.

#### Where do I start?

First, check out the details at <u>rockriverlab.com/pages/FeedScan-Web.php</u>. Then, book a training session. Finally, start using the tool at: <u>Feedscan.rockriverlab.com</u>!

#### Do I have to schedule a training session before I start using FeedScan Web?

**Yes**, we highly recommend it to take full advantage of all the bells and whistles we've built into this tool. It only takes 30 minutes, and our training team is knowledgeable and friendly. Simply book an appointment here: <u>bit.ly/</u><u>KatieRTrainer</u> or email *feedscanweb@rockriverlab.com* and ask to book a training session.

#### Can I access FeedScan Web on my phone?

**No**, we don't recommend it. The sample spreadsheet submission, label-printing functionality, and ease-of-use that FeedScan Web was created for is suited for a desktop computer or tablet.

#### What size labels do I need and where can I source them?

A 4"x2" label. You can source these from your vendor of choice, such as Avery or OnlineLabels.

#### How do I get bags, shipping labels, and other supplies for sampling?

Sample bags and shipping labels for sample transport can be ordered on our website at: <u>https://rockriverlab.com/pages/Sampling-Supplies.php</u>. Rock River Laboratory has various locations across the United States that can recieve and analyze seed plot samples. Check out the full list prior to sending your samples to ensure shipment to the nearest option: <u>https://rockriverlab.com/pages/Laboratory-Locations.php</u>.

#### How many additional emails can I include to receive analysis results?

**There is no limit.** However, if your team has quite a few members planning to receive results, we recommend contacting our administrative team to set up all emails before creating the labels or CSV file for sample submission.

#### Do I have to pick an analysis package for the samples prior to generating labels?

**Yes.** This information is required to input and process the samples at the lab, so the analysis details via package selection are necessary prior to creating and downloading labels or CSV file.

#### Does my plot samples spreadsheet need to follow a specific template or incorporate specific headings?

**No.** You may upload a spreadsheet with your team's own standard data headings, in any order. Utilizing the 'Import Spreadsheet' pop-up windows, you can assign the headings to a row on the label stickers.



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#### Can I incorporate more than one spreadsheet column per row on the label stickers?

**Yes!** The label stickers are designed to handle all the information your team needs to incorporate. For instance, the red row could contain both Plot Name and Plot Number. However, there are character limits for each row: Red:100 characters; Green:100 characters; Yellow:800 characters; Blue:50 characters

#### Can I further customize the plot labels after I've uploaded the spreadsheet?

**Yes**. After importing your spreadsheet and moving to the window for customizing your label stickers, there is a 'Custom Format' option at the bottom of the dropdown menus that contain your spreadsheet headings. Simply choose this option and type in the information you'd like to add.

#### What do the colors within the label preview screen signify?

The colors correspond to the subsequent custom format drop down menus along the left side of the preview. These are simply a guide while creating your labels and **do not** carry over into the actual labels when downloaded and printed.

#### What is the difference between choosing to download a CSV or label stickers?

CSV downloads and QR codes can both be downloaded for each set of labels.

The label stickers require placement on each sample bag but will provide both a scannable QR code and key information about each sample - right on the sticker. This QR code is a unique identifier that provides the lab with all the necessary information upon scanning. This eliminates the need for paperwork and keeps data clean and consistent.

The .csv file will provide a comprehensive list of samples. If used on their own, this version requires transfer of the code associated with each sample from the file onto a bag using a permanent marker. When the sample is received at Rock River Laboratory, we can then populate the rest of the data information for that sample. These CSV file downloads can also be used as a packing list to ensure all needed samples are accounted for.

#### Is there a limit to how early I can generate and print my label stickers prior to pulling samples?

**No.** Sticker labels can be generated as soon as your spreadsheet is ready to upload into FeedScan Web. The included QR code is good for one year. However, if sample dates are not included in the uploaded spreadsheet, the sample date defaults to the date of label generation.

