

Directions for Users

This is the URL for the Log Sheets functionality is: <https://fbalabsapp.ie/logsheets>

To log in you need your account details

The email address you provided to FBA

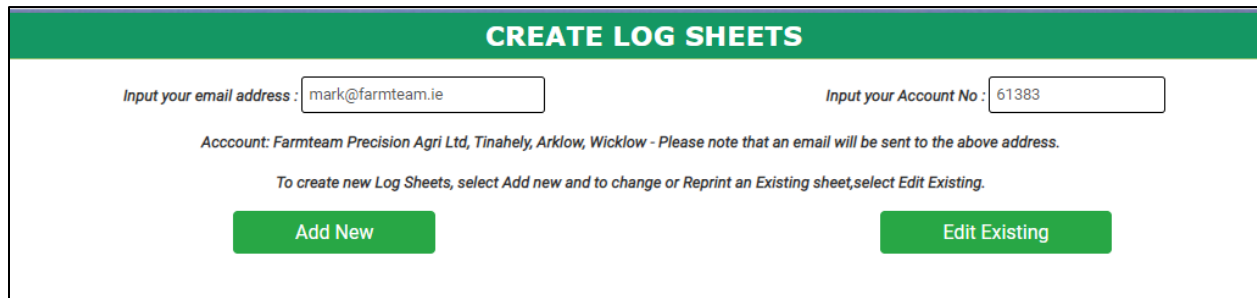
youracc@youdomain.ext and your FBA Account Number

STEP 1: Login

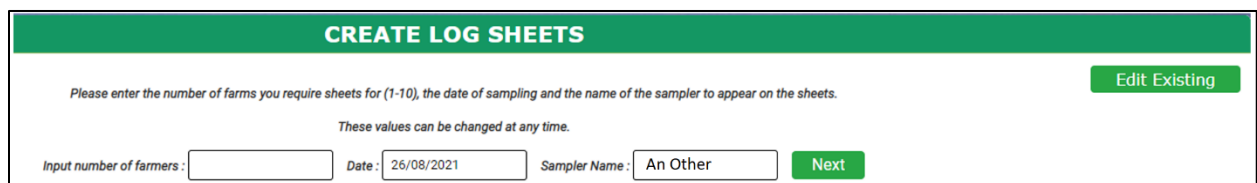


Once you have logged in you will see an interface as below. You have two options to create new log sheets or edit existing log sheets:

STEP 2: Add New – create new log sheets



Click the button Add new and it will redirect us to the next screen:



On this STEP you will enter the number of farmers (not more than 10).

In the example we will use 2 farmers. After inserting the number, you will press Next which will redirect you to this screen:

Please enter the number of farms you require sheets for (1-10), the date of sampling and the name of the sampler to appear on the sheets. [Edit Existing](#)

These values can be changed at any time.


Input number of farmers: Date: Sampler Name:

Please enter the following details for each of the farms. The Test Type and the No of samples must be entered.

To enter the farm details:
 Enter a Herd Code and a Farmer Name and Select Get Farmer Details or Enter a Farmer Name and some part of the farmer address and select Get Details.
 If a match is found to the farmer in the FBA database then the farmer is linked to the test.
 If the farmer is not found, the details you entered are saved and used to setup the farmer record when the samples are delivered to FBA.
 Use the Enter Farm Details to enter the full details for a farmer that is not found.

	1	Test Type	No of Samples	Default Text	Herd No	Farmer Name	Farm Address	Farm Details	
<input type="checkbox"/>	<input type="checkbox"/>	Farm 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Get Details	Enter Details
<input type="checkbox"/>	<input type="checkbox"/>	Farm 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Get Details	Enter Details

To remove a Farmer select the red X above and to Add another Farmer select Add Farmer. [Add Farmer](#) [Next](#)

To copy a row click on the copy icon  on the row you want to copy.

Select Next to Create or to Update the Log Sheets.

On this step you have the 2 rows, one for each of the two farmers.

First, you will select a Test Type and a number of samples for each farmer. The test types are given in the drop down and the number of samples is a number you enter, it the total number of samples to appear on this farmers log sheet.

The Default text is not a required field and the text you enter is shown in the description field for each sample in the log sheet.

After completing the first 2 columns you will go to the right side where you have the farmer details. Here you want to indicate the farmer that the samples belong to. If you wish you can just enter the farmer name and address and click on next to view the log sheets. However, there are a number of options below to save you time and effort.

You have the following options for selecting the farmer.

If you know the farmers detail are on the FBA LIMS application you can enter the Herd Number and the Farmers Name and click on Get Details and the application will check for this combination and if it is found then this log sheet is linked to that farmer.

If you can't find the farmer using the above option, then enter the Farmer Name and at least one element of the Farmer Address and click on Get Details and the system will tell you if the farmer was found.

Once the Get Details returns the correct farmer then you can move on to the next step, to view the log sheets.

If the farmer is not found based on the details you have entered, they are still stored on the log sheet.

If you want to pass the full details of the farmer to FBA, then you can enter them by clicking on the Enter Details.

CREATE LOG SHEETS

[Edit Existing](#)

Please enter the number of farms you require sheets for (1-10), the date of sampling and the name of the sampler to appear on the sheets.
These values can be changed at any time.

Input number of farms : Date : Sampler Name :

Please enter the following details for each of the farms. The Test Type and the No of samples must be entered.
To enter the farm details:
Enter a Herd Code and a Farmer Name and Select Get Farmer Details or Enter a Farmer Name and some part of the farmer address and select Get Details.
If a match is found to the farmer in the FBA database then the farmer is linked to the test.
If the farmer is not found, the details you entered are saved and used to setup the farmer record when the samples are delivered to FBA.
Use the Enter Farm Details to enter the full details for a farmer that is not found.

	Test Type	No of Samples	Default Text	Herd No	Farmer Name	Farm Address	Farm Details
<input type="checkbox"/>	SR2	2		TXXXX12	AN Other		Get Details Enter Details
<input type="checkbox"/>	Organic Matter	3			AN Other	My Parish	Get Details Enter Details

To remove a Farmer select the red X above and to Add another Farmer select Add Farmer.
To copy a row click on the copy icon on the row you want to copy.
Select Next to Create or to Update the Log Sheets.

[Add Farmer](#) [Next](#)

Please confirm this is the farmer

Is this the correct farmer ?

Farmer Name: AN Other
Address: My Townland
Address2: My Parish
Address3: My County

In this case the Farmer is found and you will press Yes to confirm that is the farmer you are looking for.

Farmer Details ✕

The fields marked with an asterisk "*" are mandatory

Name * Email Address '

Address 1*

Address 2'

Address 3

County * Phone Number

Herd Code


After completing all this process, you can go to the right button and press next to generate a preview for the log sheets and check that the data is correct.

The preview will look like this.

Farmer Name: John Doe		Card Number: 18186	
Address: Ballymound, Killdow		Date: 30/08/2021	
Account Name: Jimmy Quinn		Test Type: SR2	
Account Address: Ballycurrane		Sampler Name:	

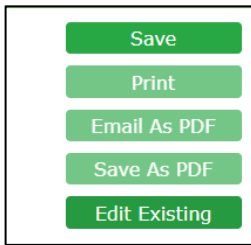
Sample Id	Customer Sample Ref.	Soil Type	OM	Office Used Only Lab. Ref.
1		Mineral ▾	<input type="checkbox"/>	
2		Mineral ▾	<input type="checkbox"/>	
3		Mineral ▾	<input type="checkbox"/>	
4		Mineral ▾	<input type="checkbox"/>	
5		Mineral ▾	<input type="checkbox"/>	
6		Mineral ▾	<input type="checkbox"/>	
7		Mineral ▾	<input type="checkbox"/>	
8		Mineral ▾	<input type="checkbox"/>	
9		Mineral ▾	<input type="checkbox"/>	
10		Mineral ▾	<input type="checkbox"/>	

There are additional options to select Mineral/Peat and OM (Organic Matter). Once saved as a pdf the log sheets will look like this:

FBA LABORATORIES <small>Carrigeen Industrial Estate, Cappoquin, Co. Waterford TEL. 058 52861 FAX. 058 52865 EMAIL: fbaadmin@fba-labs.com www.fba-labs.com</small>			
Farmer Name: John Doe Address: Ballymound, Killdow		Card Number: 18186 Date: 30/08/2021	
Account Name: Jimmy Quinn Telephone: 086-859939		Test Type: SR2 Sampler Name: Sampler Signature: _____	

Sample Id	Customer Sample Ref.	Soil Type	Office Used Only Lab. Ref.
1		Mineral	
2		Mineral	
3		Mineral	
4		Mineral	
5		Mineral	
6		Mineral	
7		Mineral	
8		Mineral	
9		Mineral	
10		Mineral	

After pressing next and generating the preview, on the top right of the screen you will have a menu with the next options:



First, you will use “Save” button to save the logs in the FBA database. After saving you can print them, send them on our email or save them as a PDF.

Also, you have the Edit option. The edit options are used to change an existing log. To edit it you need to know the card number that is present in the log sheet, in the right corner of the page.

Also after pressing Save, you will receive a message of confirmation on the bottom right of the page.

