Midwest Laboratories®

MyLab FAQs
SOIL BAG LABELS

Purpose:

The soil labels serve to identify each of your soil sample bags. Rather than handwriting each id, you can create your sample order form on MyLab and print the sample bag labels to adhere to your sample bags.

Requirements:

To print the labels, you must use AVERY 5351 labels. You can purchase these labels from Midwest Laboratories, or at any office supply store.

Avery 5351
1" x 2-13/16"
33 labels per sheet
(3 across, 11 down)

The sample order form must still be sent with your sample bags. The QR code on the sample bags does not count as the order form (we do not use the codes on the bags, just the ids noted to match against your sample order form).

Creating labels from your MyLab sample order form:

If you are creating a sample order that includes subsoils and surface samples, you will need to create your surface sample lines before adding in your subsoil samples. If you create your surface lines and add in your subsoil, and then copy or fill any of the sample ids, this will cause your bag labels to print with the wrong IDs. The reason for this is that the sample bag labels pull the ids from the Sample ID fields. The fill/copy function can cause the ids to save incorrectly behind the scenes. By creating the surface sample lines first, complete with Sample IDs, tests, and depths, and then going in and updating each surface line with a subsoil, the Sample IDs will transfer correctly to the bag's labels. If you create a surface and subsoil order form in any other order, the Sample IDs on your bag labels may not match your order form!
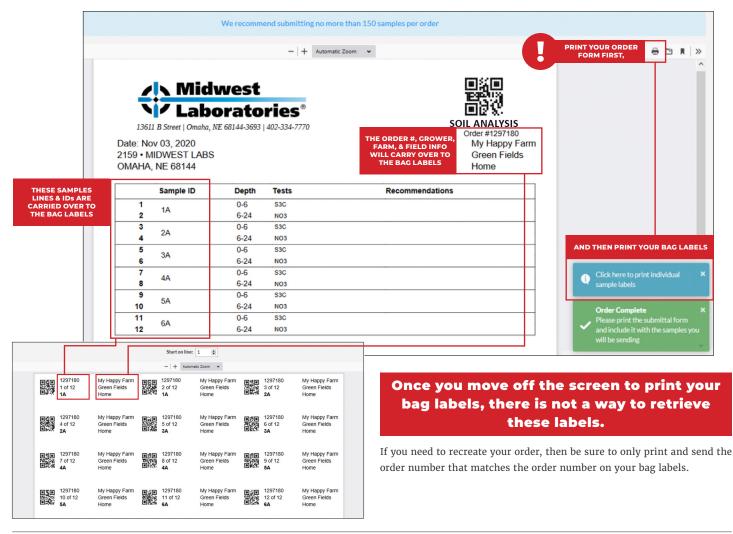
After you have created and submitted your order, you will print your order form, then select the blue box stating,

Click here to print individual sample labels ✕

The bag labels will contain:

- QR Code
- Order number
- Sample Line number (from sample order form)
- Sample ID
- Grower/Farm/Field

Of these, our receiving team will use the grower/farm/field and the sample id and sample line details to lay out the sample bags against your sample order form. The order form is what is used to update your reporting details by our data entry team.

Once you move off the screen to print your bag labels, there is not a way to retrieve these labels.

If you need to recreate your order, then be sure to only print and send the order number that matches the order number on your bag labels.

You can easily duplicate your order by going to your Dashboard –> Analysis Orders, and then click on the double squares next to the order you want to edit/duplicate. This will open that order for you to make your changes and/or resubmit and print your order form and labels.

ANALYSIS ORDERS

	Date	Account	Samples	Description
⧉	2020-06-17	6647	1	Samples: Water
⧉	2019-11-21	6647	19	John Doe ~ Farm W134
⧉	2019-10-31	6647	11	R & D ~ Trial 1234
⧉	2019-03-14	6647	5	My Grower 1 Field ~ My Grower...