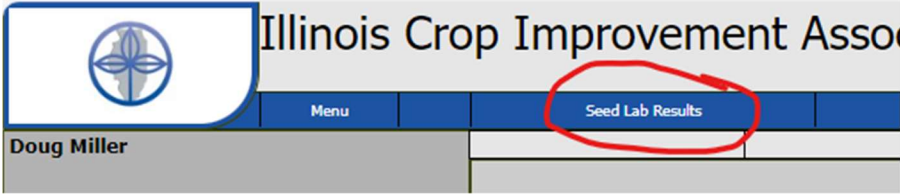**The Filter – Lab Info Tutorial- Illinois Crop Improvement**

1. Once logged into the Lab Info site, choose "Seed Lab Results."

2. The filter, represented by the "dots in a funnel" icon, is where you can filter (search) for lot numbers, varieties, and additional data points that identify the samples you have submitted to Illinois Crop Improvement. We will refer to this icon as the "filter" throughout this tutorial.
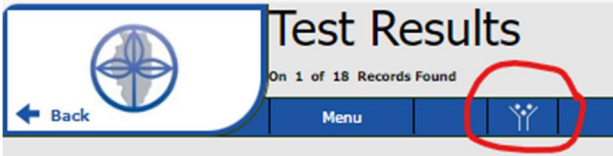
3. You can filter your results by partial or complete lot numbers and other factors available on the filter menu. Please note that you must click apply once you have entered your filter criteria. The enter key will not initiate a filter (search).
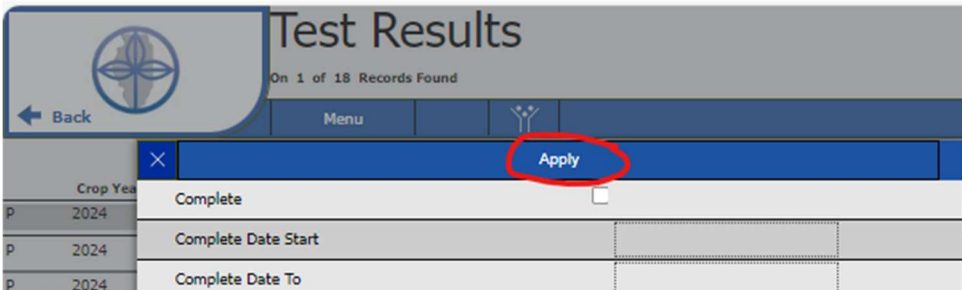

4. In the following example, we have already filtered by Illinois Crop's internal account, where test samples are entered.

5. Note: if you recycle lot numbers, year-over-year, you may need to apply a specific crop year or a sample date range that we will discuss later.

6. It is important to return to the filter by clicking the filter icon again. The back button will return you to the main screen.
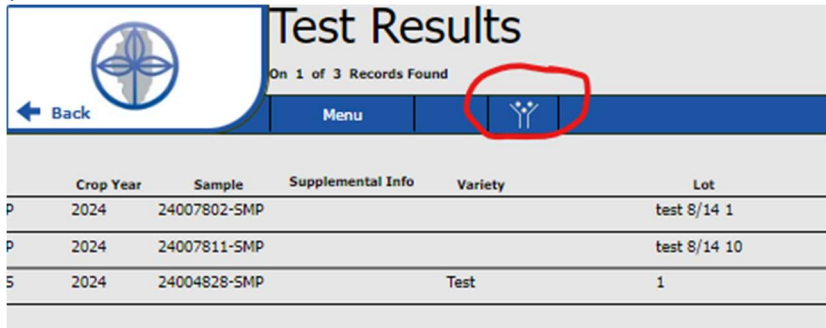
7. To enter a new lot number, it is highly recommended that you clear the field by clicking on the "X" to the left of the filter criteria. While you can try to overwrite the field the information will be somewhat distorted by the fact that the new input will appear over the previous input and may populate other fields (example on right). Future releases may correct this issue, however clearing the field is the best option.
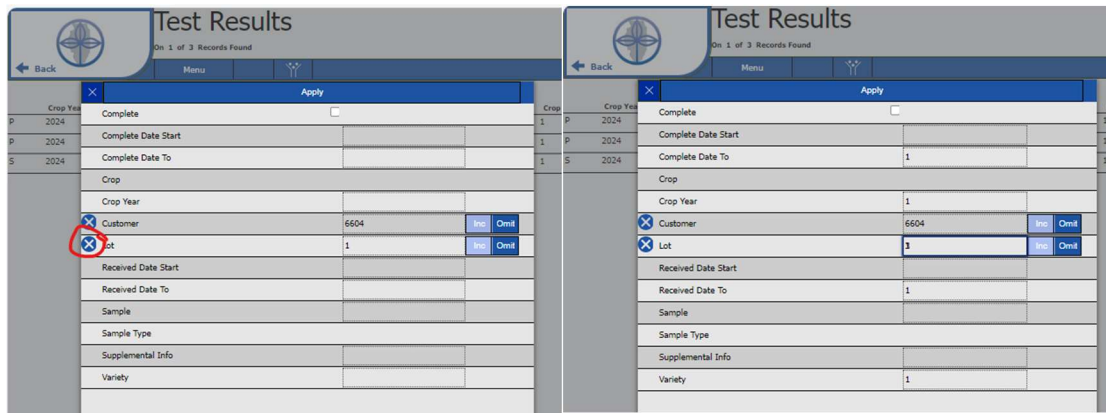
8. Note: In addition to the intuitive filter features of lot number and variety, other filtering features should be explained to all new users to help them better understand the features of the lab info system. The "Include" and "omit" buttons can be used to include or exclude your filter parameters, as this tutorial will demonstrate.

9. IF you have access to multiple accounts (locations), you will have full access to all samples across all accounts by default. Enter the Illinois Crop Improvement Customer Number assigned to the location to narrow the filter by clicking on "customer."

You will then be presented with the accounts available to you. Please call the office if you need assistance with accessing all of your accounts.

	Filtered Values		
✕ 6604-CUS	IL CROP IMPROVEMENT ASSN	Inc	Omit ▲
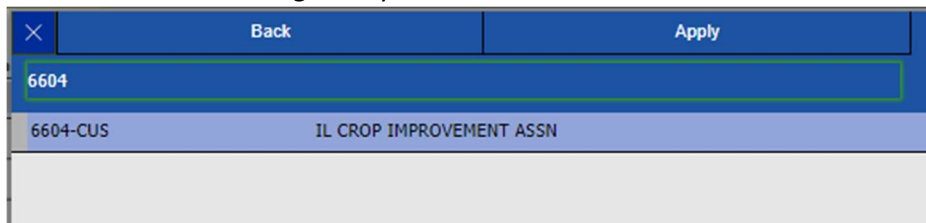
10. Crop names are provided as a filter criterion if there are samples in the system for those crops. If you do not see the intended crop, common or scientific name, there is no sample in the system for that crop. When selecting names, choose only the common name or the scientific name, as they share the same "crop code." Selecting the common name will populate the search with the scientific name based on crop code. All reports will show your preference for the common name or scientific name.

✕	Back	Apply
Search		

1230	Verbena tenuisecta	
1756	VERVAIN	
1180	Vicia faba	
732	VIOLA	
733	WALLFLOWER	
493	WATERCRESS	
396	WATERMELON	
3	WHEAT	
1641	WHEATGRASS	
23	WHITE CLOVER	
41	WHITE SWEETCLOVER	
1619	WILD ARUGULA	
20	WILDFLOWER	
1808	WINTER INDUSTRIAL RAPE	
952	WINTER RAPE	
734	YARROW	
42	YELLOW SWEETCLOVER	
24	Zea mays	
24	Zea mays	
855	Zea mays	
735	ZINNIA	

	Filtered Values		
✕ 734	Achillea spp.	Inc	Omit ▲

11. "Complete" is short for "sample completed." It can be selected to show only samples that have been completed, no samples with partial or preliminary results will be shown when you apply the filter and the Complete box is checked and the Inc for "include" is selected.

Complete – Included Example

Crop Year	Sample	Supplemental Info	Variety	Lot	Grade	Crop ID	Crop Name	Class	Received	Status	Completed	Estimated	PDF	Copied On Customer	
2024	24007802-SMP			test 8/14 1		1	SOYBEANS	N	8/14/2024	Completed	8/14/2024		Report		6604-CUS
2024	24007805-SMP			test 8/14 4		1	SOYBEANS	N	8/14/2024	Completed	8/14/2024		Report		6604-CUS
2024	24007812-SMP			test 8/14 C1		2	CORN	N	8/14/2024	Completed	8/14/2024		Report		6604-CUS

12. By selecting omit, you can see all active or incomplete samples.

Complete – Omit Example

Crop Year	Sample	Supplemental Info	Variety	Lot	Grade	Crop ID	Crop Name	Class	Received	Status	Completed	Estimated	PDF	Copied On Customer	
2024	2400841S-SMP			Testing IPG Corn		1	SOYBEANS	N	8/19/2024						6604-CUS
2024	24007803-SMP			test 8/14 2		1	SOYBEANS	N	8/14/2024	Active					6604-CUS
2024	24007804-SMP			test 8/14 3		1	SOYBEANS	N	8/14/2024	Active					6604-CUS
2024	24007806-SMP			test 8/14 5		1	SOYBEANS	N	8/14/2024	Active					6604-CUS

13. "Complete Date Start" and "Complete Date To" allows you to insert a date range for completed samples. For example, if you wish to see all completed samples between June 1, 2024 and Aug 1 2024 enter the dates in short format 6/1/24 to 8/1/24

14. "Received Date Start" and "Received Date To" is very similar in that it allows you to sort by the date the samples were received at the laboratory.

15. "Sample" is short for "sample number" and is useful when you know the Illinois Crop sample number. You must have the entire Illinois Crop Sample number. A result of "no sample found" will appear if you enter a partial sample number in the Sample field.

16. "Supplemental Info" is data provided by the customer and requested by the customer to be added as an additional identifier. This may include SKU numbers, seed size, batch numbers and other identifying characteristics.

17. "Sample Type" is the Illinois Crop laboratory providing your testing service. While unnecessary, you can filter by individual lab or any combination of labs by selecting G for Greenhouse trait testing, P for IPG Identity Preserved Grain testing, and S for Seed Lab testing. Selecting all three labs will not yield anything but the standard or default presentation of your samples.

G
P
S

If you have any questions or suggestions for Illinois Crop Improvement, please email us at labinfo@ilcrop.com or call the office at 217-359-4053.

We appreciate your business.