

Locating results

Locating individual sample results for a specific date or date range is easy to do using the custom date range filter on the **Orders** or **Results** pages. For more information, see the help article [Reviewing your most recent orders and results](#).

Exporting data

To export historical results data in a CSV format, use the **Data Export** tool.

This tool provides a number of key features:

- **Selecting only the data types you want**
Example: Only include Sample Number, Soil Type, Lime Recommendation columns
- **Filtering the data set for each data type**
Example: Only export samples where Soil Type was indicated as “Peaty”
- **Selecting a custom date range**
Example: Only include samples reported from May 1 2018 to May 1 2023
- **Exporting to a CSV file** (comma delimited)
File includes the following for all exports:
 - Order Number
 - Requestor Name
 - Requestor Code Number
 - Date Received
 - Date Reported

Tips for a successful export

- Selecting “All” for a given data type means that data set will *not* be filtered.
- Selecting multiple data values means the query will be treated as an “OR” statement.
Example: Export all samples where Current Crop is equal to “a” OR “b” OR “c”
- Exported data can be further filtered, sorted, or trimmed to meet your reporting needs. This is done using a data review tool that can explain CSV files such as Microsoft Excel or Apple Numbers.

NOTE: Downloaded reports can be found in the default download location for your computer, tablet, or phone. To open and view the contents of a PDF report, devices must have a PDF reader installed.