

Agent Review cheat sheet

1. You will receive an email from KERS that informs you reports are ready for review. Login to KERS and go to Soil Test Reports. Note: The list of people receiving this communication is customizable under the “Signees” tab located at the top of the KERS Soil Test Reports window.
2. Isolate samples so only the samples in need of agent review are displayed.
 - a. Expand the more search options section by pressing the + sign pictured below.

Soil Testing

Reports Client Addresses Notes Signees

help

Soil Samples

+ new sample

Nov 02, 2023 – Jan 02, 2024

Search by first OR last name (results displayed for d

more search options

Sample In	Form Type	CO Sample Num	Client	Status	
Dec 19, 2023	HG	598	George Clooney	Sent	edit copy

- b. Uncheck all statuses except received. This will isolate all samples where the report has not been distributed.
Note: If you do not see “Received” in your list of options: The most likely cause is that the status has changed to “Archived”. This can happen if an action is taken that makes the system think the report has been distributed. You can change the status back to “Received” by using the arrow in the Status column.

more search options

Refine Search

Form Type AP AR CH HG HL

Report Status Sent Received Archived

Order by

Generate consolidated report of filtered results

Download reports data

Sample In	Form Type	CO Sample Num	Client	Status	
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3. Press “Review” to begin the agent review process.

Sample In	Form Type	CO Sample Num	Client	Status	
Aug 28, 2023	HG	508		Received	review pdf email Alter

Pressing review displays the section below.

4.

Sample In	Form Type	CO Sample Num	Client	Status	
Aug 28, 2023	HG	508		Received	review pdf email Alter

Pressing review displays the section below.

County Sample Number 18

Agriculture-Pasture Client Name: Charlie Brown

Received Date: Feb 22, 2023
Report Date: Feb 22, 2023
Laboratory Number: SL-23-38301

+ CROP: Alfalfa (Form A) Multiple crops - one sample!

+ CROP: Cool Season Grass (Form A) Expanding the crop displays the lab results and Agent Notes.

Agent Note

You can type directly in this area or you can choose notes from the drop down list.

The text of the notes in the drop down list and display order are customized using the Notes tab at the top of KERS Soil Testing.

When selected they will populate in this section and you can edit as needed.

- Note Templates -

- Note Templates -
- Corn & Soybeans
- home lawn
- Blueberries

Soil Calculators are here! Soil Calculators

Comments

Levels denote probabilities for a crop response to fertilizer or lime. Very Low or Low denotes high probability; Medium denotes slight probability; High or Very High denotes minimal probability. Amount of fertilizer needed depends on concentration of nutrients in fertilizer. Soil pH is calculated from 1 M KCl soil pH using: 0.91 x 1 M KCl soil pH + 1.34. Sikora-2 buffer pH of 6.9 was used to determine lime rate. Nitrogen recommendations are based on field trials conducted by UK specialists.

[Cancel](#) [Sign and Submit](#) The information in your KERS profile will be used to sign the report.

Status changes to Reviewed

Status	
Reviewed	review pdf email Alter