

**Procedures for:**  
Adding Seed Modifiers

**Revisions:**

Version	Date	Author	Description
11.1.77 (127)	02/13/2011	Katie Bergthold	Creation of document.

**Definitions:**

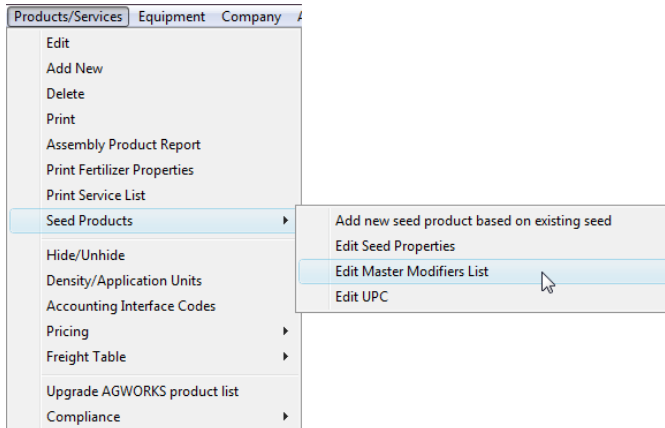
- Modifier: An example of seed modifier include: seed size, seed treatment, seed package.

**Warning/Notice:**

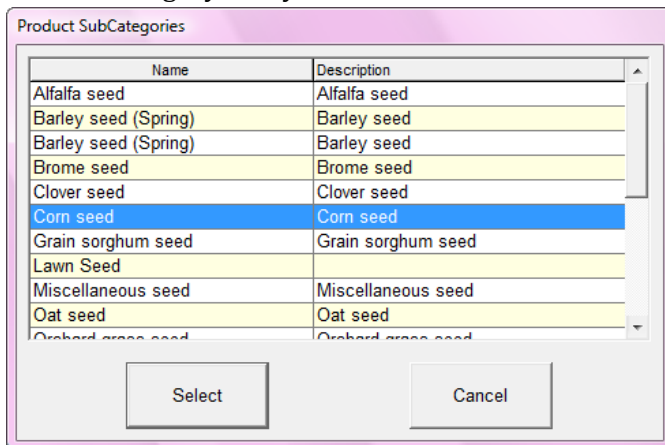
- The following assumes that the user has seed product(s) set up.

**Procedures:**

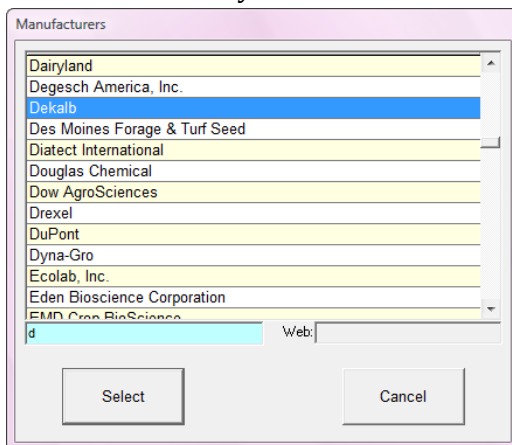
1. Open AgWorks Manager
2. Navigate to Product/Services > Seed Products > Edit Master Modifiers List



3. A new window will appear titled "Product Subcategories". Within this window, select the seed subcategory that you would like to work with.



4. A new window will appear titled "Manufacturers". Within this window, select the seed manufacturer that you would like to work with.



5. A new window will appear titled “Edit Modifiers...” Within this window, you can view, add, edit, or delete seed modifiers.

A. This is a preview of a window without any modifiers:

Manufacturer: Dekalb

Part Name	Value	CostDiff	PriceDiff
-----------	-------	----------	-----------

Edit Add Delete

OK

B. This is a preview of a window with existing modifiers:

Manufacturer: Dekalb

Part Name	Value	CostDiff	PriceDiff
Seed Size	AR	0	0
Seed Size	AR2	0	0
Seed Size	AF	0	0
Seed Size	AF2	0	0
Seed Size	P22	0	0
Seed Size	P26	0	0
Seed Treatment	None	0	0
Seed Treatment	Poncho 250	0	0
Seed Treatment	Poncho 1250	0	0
Package	Hard Side 50	0	0
Package	bag	0	0

Edit Add Delete

OK

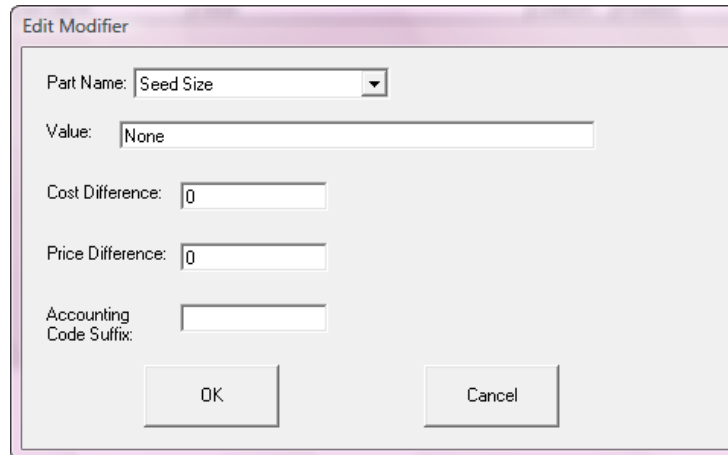
# AgWorks, LLC

111 West 76<sup>th</sup> Street – Davenport, IA 52806

---

## C. To add a new modifier:

- i. Click on the “Add” button.
- ii. A new window will appear titled “Edit Modifier”. Within this window, click on the “Part Name” drop down list and select the item you would like to work on.



- iii. Enter the value of your part in the “Value” text box.
  1. Examples would be:
    - a. Seed Size – AR, AR2, AF, AF2, P22, P26, etc...
    - b. Seed Treatment – None, Poncho 250, etc...
    - c. Package – Hard Side 50, bag, box, etc...
- iv. Enter a dollar amount in the “Cost Difference” text box.
  1. This would be the difference in your cost for applying this modifier
- v. Enter a dollar amount in the “Price Difference” text box.
  1. This would be the difference in price the customer pays for having the modifier (an example would be a seed that is more expensive when it is treated).
- vi. Enter a value in the “Accounting Code Suffix” text box.
  1. This would be the suffix to be used in conjunction with the original product’s accounting code when it is transferred to your accounting software.
- vii. When you have completed the form, click on the “OK” button to be returned to the previous window.

## D. To edit an existing modifier:

- i. Highlight the item you would like to modify and then click on the “Edit” button.
- ii. The “Edit Modifier” window will appear. Within this window, make the appropriate modifications.
- iii. When finished, click on the “OK” button to save changes and be returned to the previous window. If the changes you’ve made are incorrect, click on the

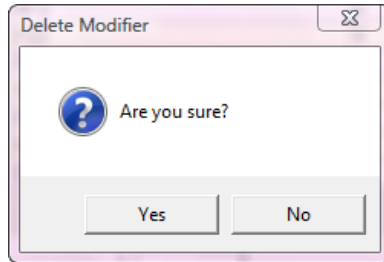
# AgWorks, LLC

111 West 76<sup>th</sup> Street – Davenport, IA 52806

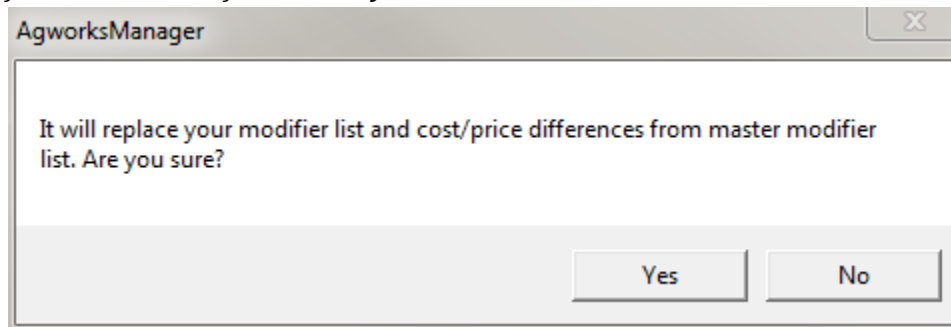
---

“Cancel” button to return to the previous window without saving your changes.

- E. To delete an existing modifier:
  - i. Highlight the item you would like to delete and then click on the “Delete” button.
  - ii. Acknowledge the prompt appropriately.



- 6. Once modifier(s) set up as desired, navigate to seed products to select *Edit Modifiers*
- 7. Select *Restore from Master*
  - A. User will be prompted *It will replace your modifier list and cost/price differences from master modifier list. Are you sure?*



- i. Select *Yes* to replace current list with list from master modifier list or select *No* to keep current modifier list