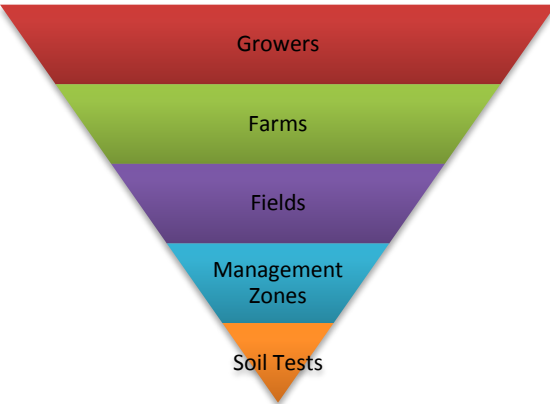


Procedures for Farm & Field Setup within AgroDoc.NET



AgWorks Structure follows this hierarchy:



Management Zone:

Portions of fields that growers plan to treat differently from another portion of the field.

- They are not considered permanent.
- They are setup during farm and field setup.
- They are commonly defined during the crop planning process.



Known Issues:

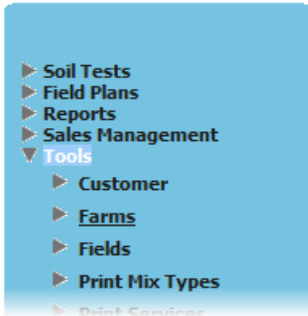
- Farms that have only one Field
 - **If Farms have only one Field, both Farm name and Field name must be entered.**
 - This is required because AgWorks associates different characteristics to Farm and Fields. Both Farm and Field information must be completed. If not completed the user will lose critical functionality.
 - For Example: Splits are assigned to Farms; therefore Farms must exist
 - For Example: Soil tests are entered under Fields; therefore Fields must exist


As for naming in this case, it is acceptable to use the same name for both the Farm and the Field

- For Example: Hanson Farm, Hanson Field

Adding a New Farm

1. To add a new Farm within AgroDoc.NET, navigate to: Tools > Farms




2. Select your Customer by clicking on the  button

Select the Customer (Agronomy) Welcome Clyde

Please select the customer

Name	Address	City	Location Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Bolting	Roger	45436 45th St	Preston, IA	MILES	
Dierickx	Mike	209 E Price St Apt 201	Eldridge, IA	MILES	
Filburg	Robert	30206 Bellevue Cascade Road	Bellevue, IA	MILES	
Garstner	Ray	2730 Highway 136	Delmar, IA	MILES	
Hallsey	Ray	38697 230th Ave.	La Motte, IA	MILES	

1 2

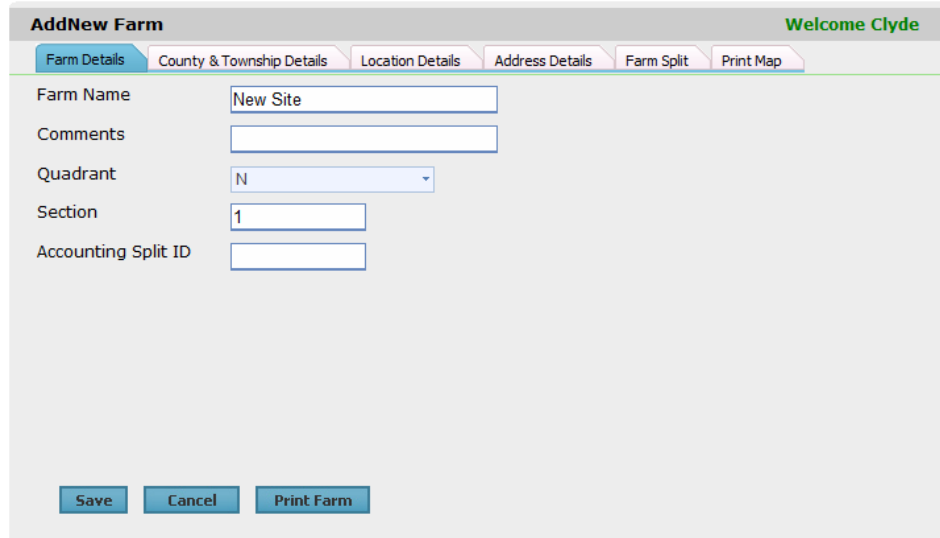
3. Click on the  button to add your Farm

Select Farm for Bolting Roger Welcome Clyde

Please select the farm to edit

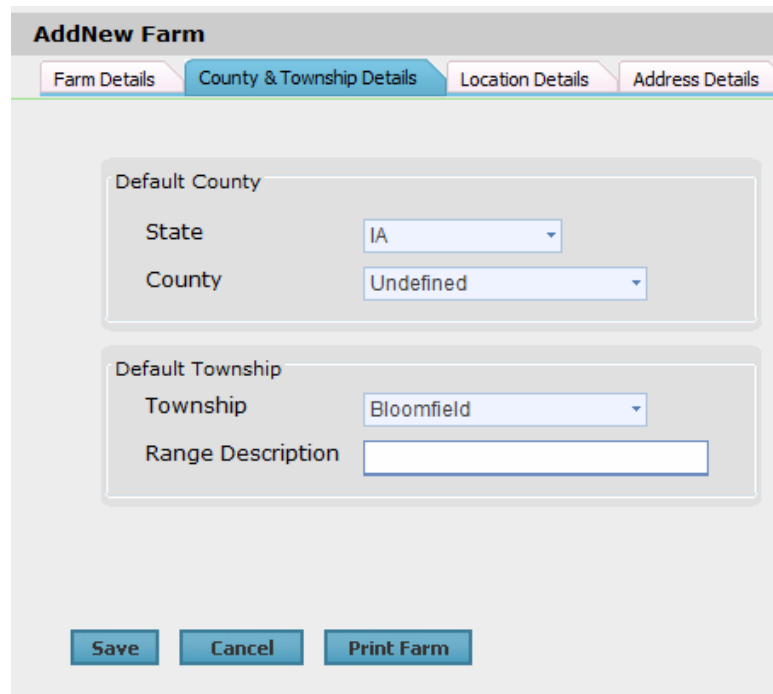
Farm ID	Farm Name	Address	City	State	Zip		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
1	Home Farm						
53	Hanks						

4. The Add New Farm window will appear. Within this window, navigate through each of the tabs entering the appropriate information.
 - a. On the **Farm Details** tab, enter Farm Name, Comments, Quadrant, Section, and Accounting Split ID



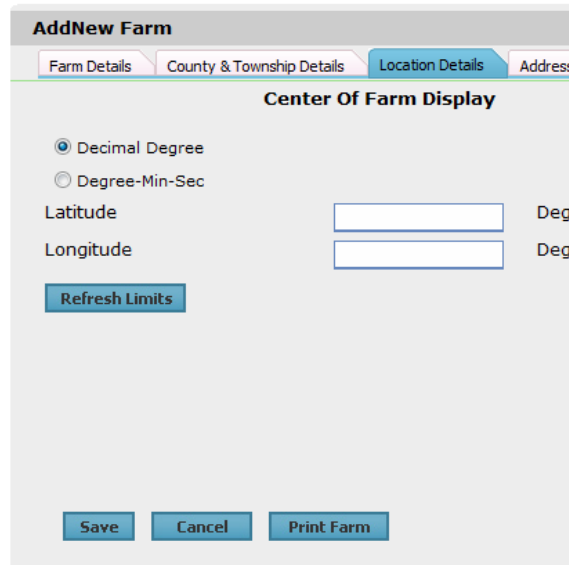
The screenshot shows the 'AddNew Farm' window with the 'Farm Details' tab selected. The window title is 'AddNew Farm' and it includes a 'Welcome Clyde' message in the top right. The 'Farm Details' tab is active, showing the following fields: 'Farm Name' (text input with 'New Site'), 'Comments' (text input), 'Quadrant' (dropdown menu with 'N'), 'Section' (text input with '1'), and 'Accounting Split ID' (text input). At the bottom, there are three buttons: 'Save', 'Cancel', and 'Print Farm'.

- b. On the **County & Township Details** tab, enter your Default County and Township for the Farm by selecting the appropriate items from the drop-down lists.



The screenshot shows the 'AddNew Farm' window with the 'County & Township Details' tab selected. The window title is 'AddNew Farm'. The 'County & Township Details' tab is active, showing the following fields: 'Default County' (a group containing 'State' dropdown with 'IA' and 'County' dropdown with 'Undefined'), and 'Default Township' (a group containing 'Township' dropdown with 'Bloomfield' and 'Range Description' text input). At the bottom, there are three buttons: 'Save', 'Cancel', and 'Print Farm'.

- c. On the **Location Details** tab, enter the Latitude and Longitude coordinates for your Farm.



AddNew Farm

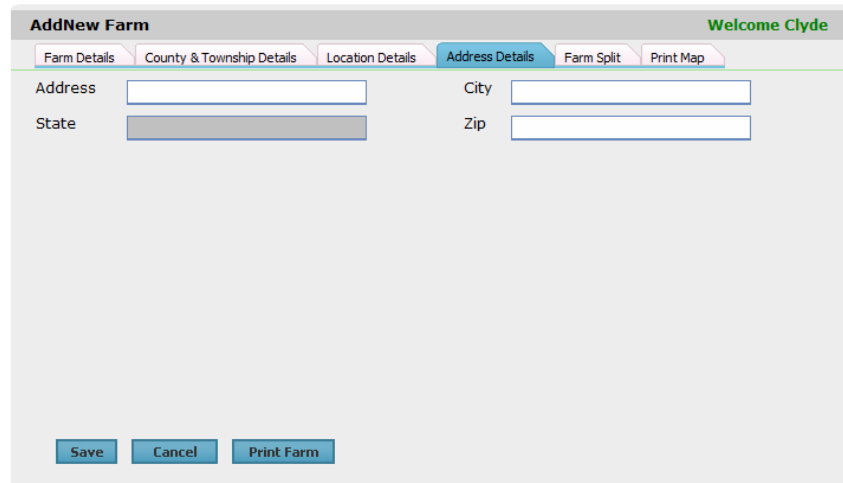
Farm Details County & Township Details **Location Details** Address

Center Of Farm Display

Decimal Degree
 Degree-Min-Sec

Latitude Deg
Longitude Deg

- d. On the **Address Details** tab, enter your Address, City, and Zip.
- i. The State will automatically be populated from the Default County information entered on the **County & Township Details** tab.



AddNew Farm Welcome Clyde

Farm Details County & Township Details Location Details **Address Details** Farm Split Print Map

Address City
State Zip

- e. On the **Farm Split** tab, by default it will show the 100% ownership for the master customer. To add a split, click on the button.

AddNew Farm Welcome Clyde

Farm Details | County & Township Details | Location Details | Address Details | **Farm Split** | Print Map

Grower Name	Fertilizer Appl Charges	Fertilizer Appl Charges	Chemicals Appl Charges	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services	
Bolting Roger	100	100	100	100	100	100	100	100	100	
Total	100	100	100	100	100	100	100	100	100	

Save | Cancel | Print Farm

- i. Select the appropriate Farmer(s)/Customer(s) that will be sharing the split by clicking on the button.
- ii. Enter the appropriate percentage of each section for the split.
- When you are done, click on the button.

Grower Name	Fertilizer Appl Charges	Fertilizer Appl Charges	Chemicals Appl Charges	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services	
Filburg Robert	0	0	0	0	0	0	0	0	0	
Filburg Robert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bolting Roger	100	100	100	100	100	100	100	100	100	
Total	100	100	100	100	100	100	100	100	100	

- You will also need to edit the percentages for the master farmer/customer by clicking on the button at the end of their row.
 - When you are done, click on the button.
- iii. In the end, your totals should equal 100%

Grower Name	Fertilizer Appl Charges	Fertilizer Appl Charges	Chemicals Appl Charges	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services	
Filburg Robert	50	50	50	50	25	25	50	50	0	
Bolting Roger	50	50	50	50	75	75	50	50	100	
Total	100	100	100	100	100	100	100	100	100	

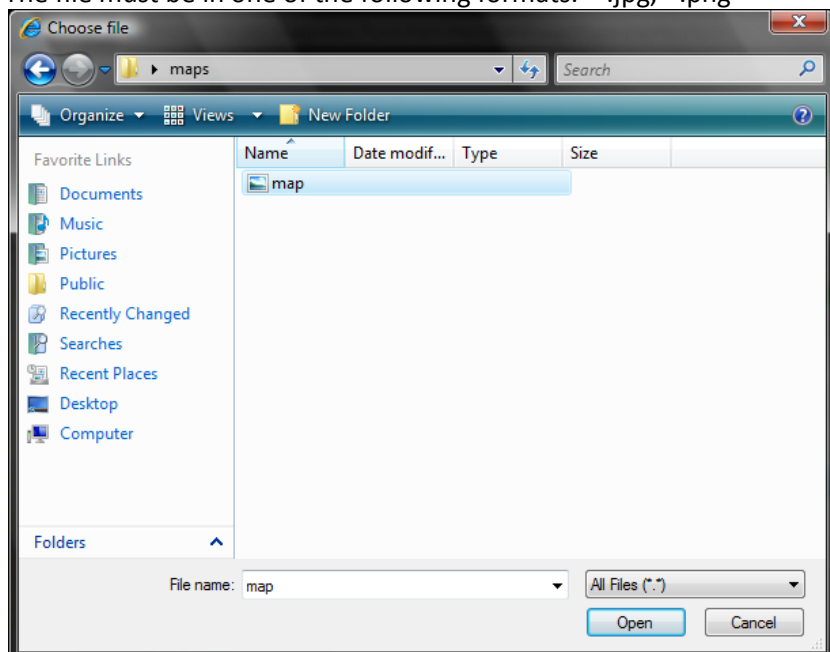


Do not delete the master customer from the record. If the master customer is not responsible for any percentage of the split, enter the percentages as 0 (zero). Removing them from the record will cause other complications later on.

- f. On the **Print Map** tab, you can add a Farm map by clicking on the **Browse...** button



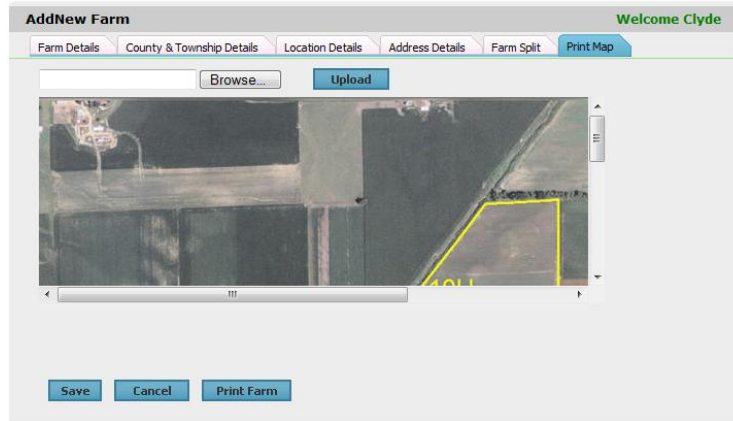
- i. Navigate to the location you have the map stored, and then click on the **Open** button.
- The file must be in one of the following formats: *.jpg, *.png



- ii. The path of the file will appear in the box. Now click on the



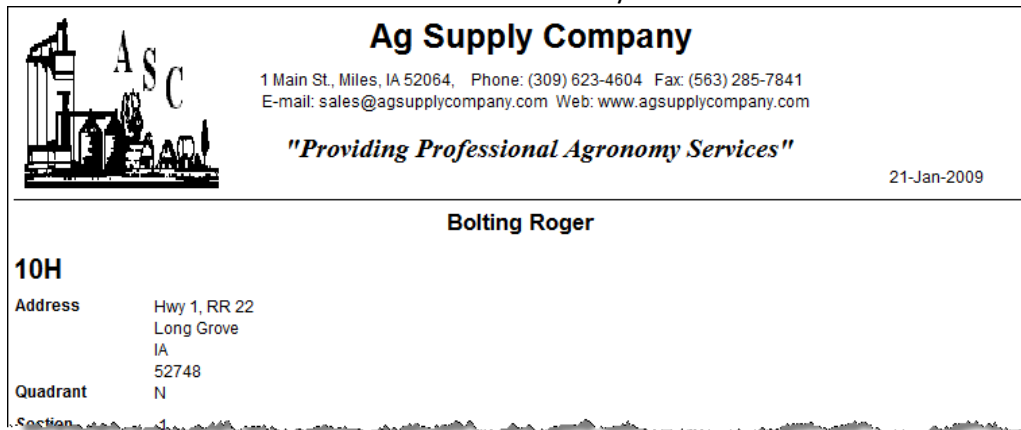
- A preview of the map will appear on the screen



- 5. You can click on the



button to view your Farm record.









- 6. When you have finished entering all of the data necessary for the Farm, click on the



- 7. This will bring you back to the Select Farm screen. To print your farm, select the farm, and click the printer button.




Please select the farm to edit

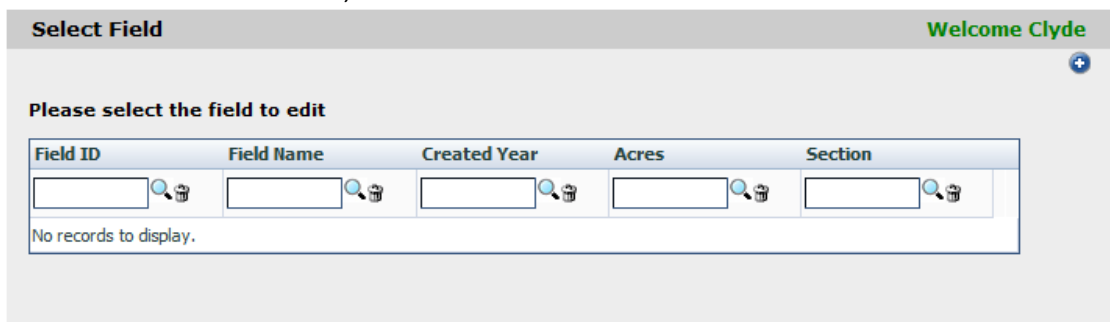
Farm ID	Farm Name	Address	City	State	Zip		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Home Farm						  
53	Hanks						  

Adding a New Field:

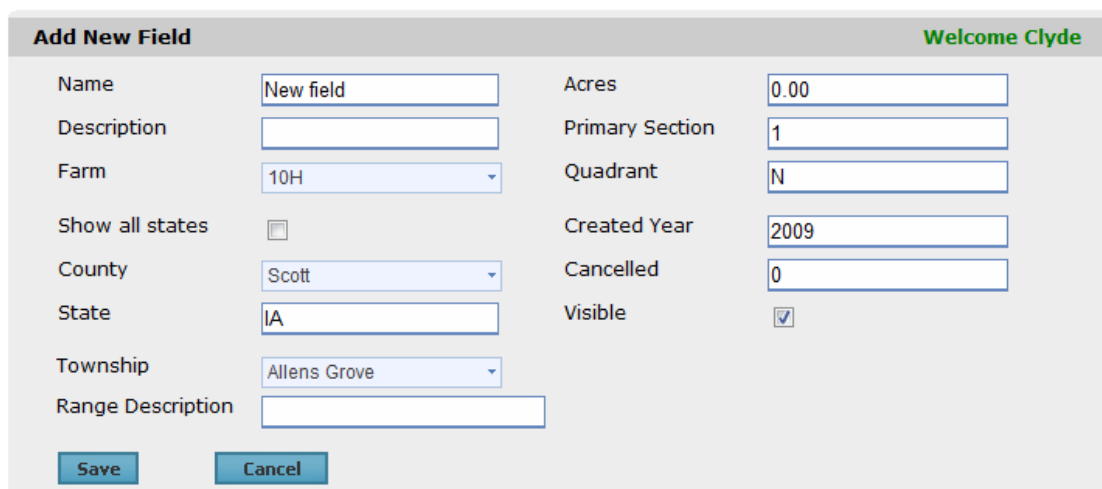
1. To add a new Field, navigate to: Tools > Fields



2. Select your **Customer** by clicking on the  button
3. Select your **Farm** by clicking on the  button
4. On the Field Selection screen, click on the  button to add a new Field



5. The Add New Field screen will be displayed. Within this screen:




- a. Enter the **Field Name**, utilizing the predetermined Farm & Field naming strategy.
- b. Enter the **Description**



This information will be printed on some of the reports available in the AgWorks software modules. This can be helpful to determine the location of the field or field entry point.



- c. Enter the **Field Acres**, if known.
 - d. The rest of the data is populated from items entered at the time of Farm setup.
6. When finished, click on the  button to complete this task.