

Procedures for Creating and Scheduling Orders from AgroDoc.NET

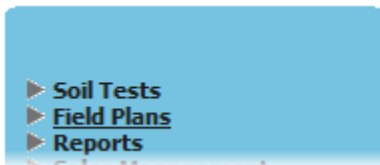
AgroDoc.NET Field Plans normally include plans for custom application activity. These orders can be scheduled directly from a grower's Field Plan without the extensive data entry normally required to record this type of Order.

Creating Orders and Sending Orders to Schedule – There are two ways in which components of a Field Plan can be converted to Orders and sent to Schedule. Both of these methods retain all of the planned details from the Field Plan within the created Order (without additional data entry); however, because something always changes, full edit capabilities are also provided.

You can schedule an Order: A) through the Field Plan; or B) through the Schedule function on the left navigation. We will discuss both of these in this manual.

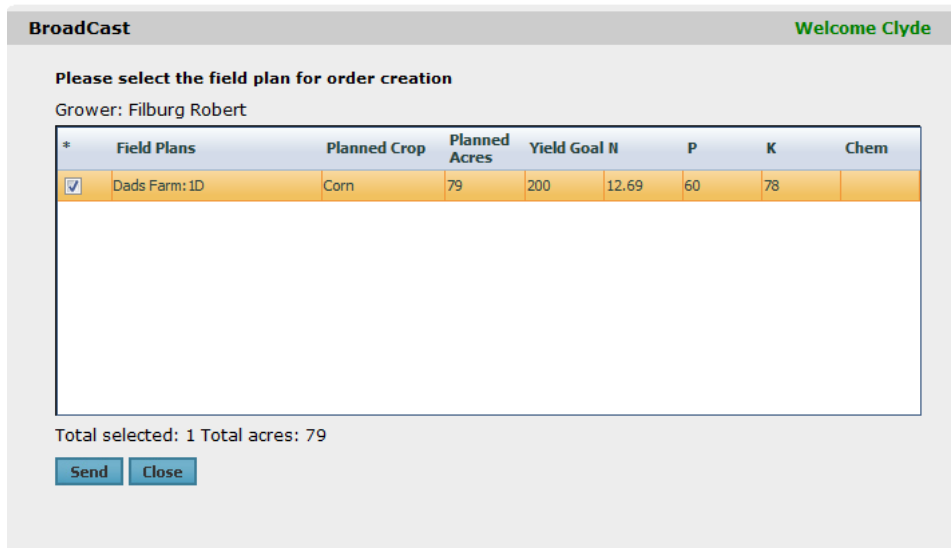
Option A: Scheduling through the Crop Plan

1. Click on **Crop Plans**



2. Select a **Grower** by clicking on the → button
3. Select a **Crop Plan** by clicking on the → button
4. Click on the **Schedule** button within the section of the Field Plan that you would like to create an Order for.
 - a. This will create an Order for the products and services involved in that area. For example, clicking on the **Schedule** button in the Broadcast area of the Field Plan will create an order with the selected products and services.

5. A screen similar to the following will appear. Within this screen, click on the item you would like to create the Order for and then click on the **Send** button.



BroadCast Welcome Clyde

Please select the field plan for order creation

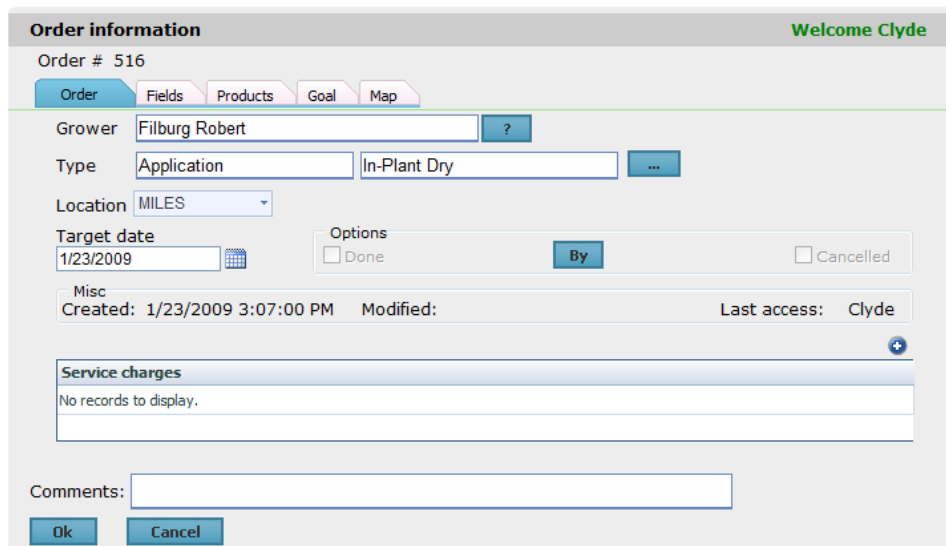
Grower: Filburg Robert

* Field Plans	Planned Crop	Planned Acres	Yield Goal N	P	K	Chem
<input checked="" type="checkbox"/> Dads Farm:1D	Corn	79	200	12.69	60	78

Total selected: 1 Total acres: 79

Send **Close**

6. The Order Information screen will appear. Within this screen:



Order information Welcome Clyde

Order # 516

Order Fields Products Goal Map

Grower: Filburg Robert ?

Type: Application In-Plant Dry ...

Location: MILES

Target date: 1/23/2009

Options: Done **By** Cancelled

Misc: Created: 1/23/2009 3:07:00 PM Modified: Last access: Clyde

Service charges

No records to display.

Comments:

Ok **Cancel**

- a. Select the **Target Date** for the Order
 - i. The **Target Date** is the date the Agronomy Salesman wants the custom application completed.
 - ii. The **Target Date** defaults to the date of Order entry and must be adjusted.



There are several common types of Application Orders:

- **In Field** – Orders that are blended in the field. They can be created in AgroDoc.NET from the Nitrogen or Pesticides area.
- **In-Plant Liquid** – Orders that are blended at the plant using liquid products. They can be created in AgroDoc.NET from the Broadcast or the Nitrogen area.
- **In-Plant Dry** – Orders that are blended at the plant using dry products. They can be created in AgroDoc.NET from the Broadcast or Nitrogen area.

Option B: Scheduling through the Schedule function on the left navigation:

1. Designed to be used when user is not currently into a grower's Field Plan. You can access this feature by clicking on **Schedule** on the left navigation.




From this menu, you can access the type of Order that will be created:

Broadcast – will generate Orders which can be **In Plant Liquid** or **In Plant Dry** Orders, possibly with chemicals tied to them.

Chemical – will generate Orders which will be **in Field** Orders. This category will be from the **Chemical** tab of AgroDoc.NET and will display all chemical products which were not associated with a Broadcast or Nitrogen application.

Nitrogen – will generate Orders which can be **In Field**, **In Plant Liquid**, or **In Plant Dry** Orders. These Orders are generated from the **Nitrogen** tab of AgroDoc.NET and may include associated pesticides.

2. Once you have selected the type of Order you would like to create, click on the corresponding button, and then select **Grower** by clicking on the  button.

- A screen similar to the following will appear. This is a list of the Field Plans created for the selected Grower with the selected Field Plan type.

BroadCast
Welcome Clyde

Please select the field plan for order creation

Grower: Filburg Robert

*	Field Plans	Planned Crop	Planned Acres	Yield Goal N	P	K	Chem
<input type="checkbox"/>	Home: 10H	Corn	91	175	7.78	23.33	70
<input type="checkbox"/>	Home: 1H	Soybeans	35.3	60	0	0	

Total selected: 0 Total acres: 0

Send
Close

- Click on the for the Field Plan you would like to schedule the Order for.

*	Field Plans	Planned Crop	Planned Acres	Yield Goal N	P	K	Chem
<input checked="" type="checkbox"/>	Home: 10H	Corn	91	175	7.78	23.33	70
<input type="checkbox"/>	Home: 1H	Soybeans	35.3	60	0	0	

- Click on the Send button to create your Order for the selected planned record(s).

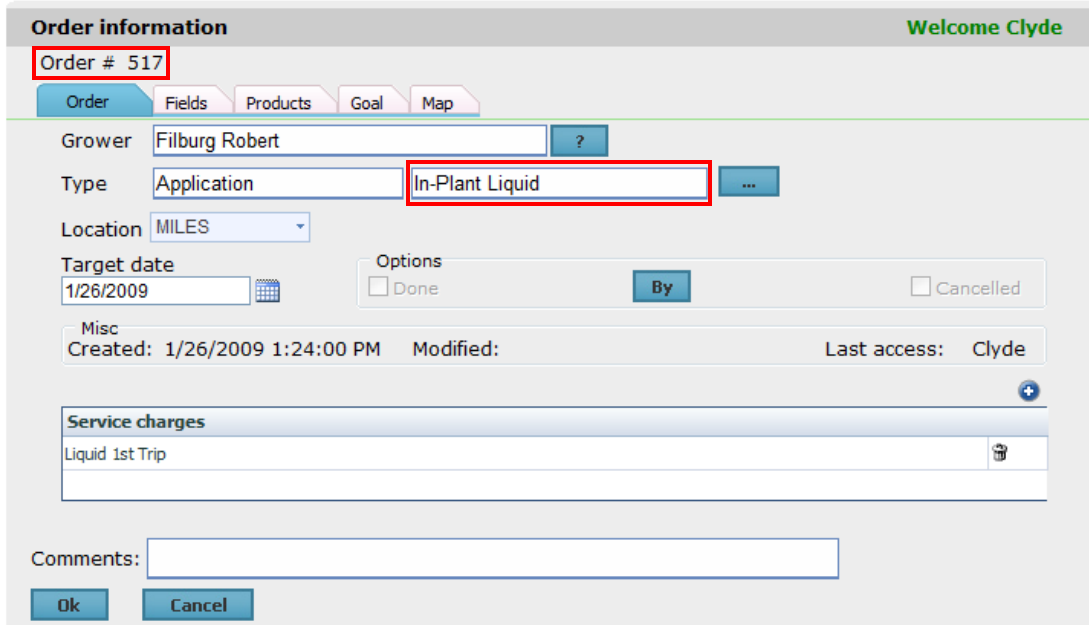


You can select multiple fields to be included in the same Order. But the Orders for those Fields must be for the same Farm, same crop, include the same fertilizers and/or pesticides, and be applied at the same rates.



The Service Charge for the 1st Field will be the only charge displayed. If services are the same for both Fields, this will not be a problem but if they are different, then you will have to add the additional services.

- The Order Information screen will be displayed.



Order information Welcome Clyde

Order # 517

Order Fields Products Goal Map

Grower: Filburg Robert ?

Type: Application **In-Plant Liquid** ...

Location: MILES

Target date: 1/26/2009

Options: Done **By** Cancelled

Misc: Created: 1/26/2009 1:24:00 PM Modified: Last access: Clyde

Service charges

Liquid 1st Trip	🗑️
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Comments:

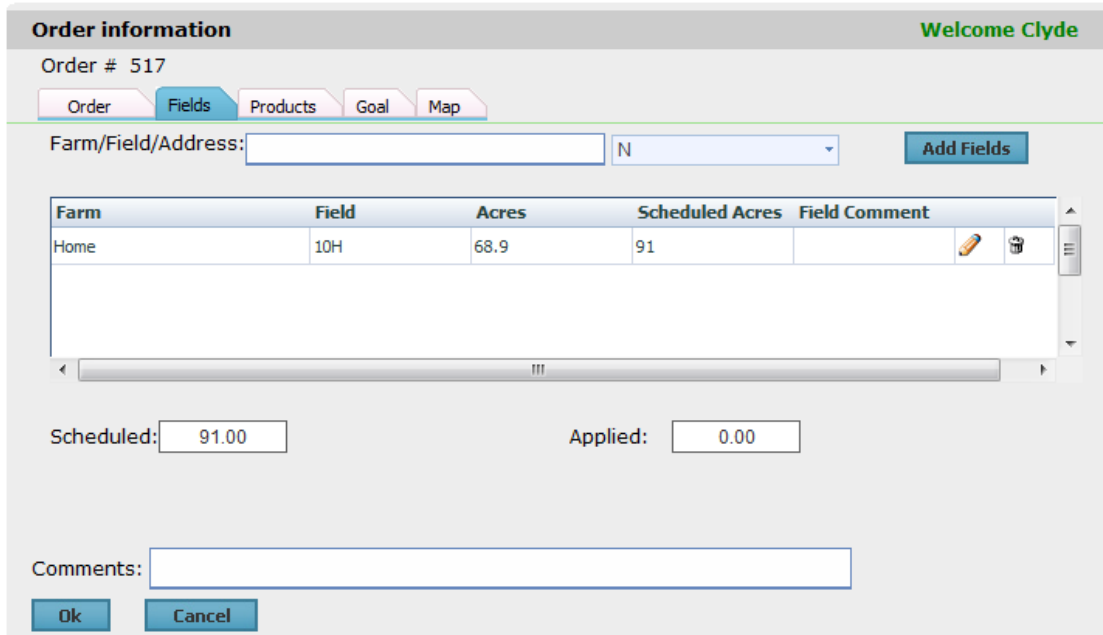
Ok **Cancel**

- Note the **Order Number** and that this is an **In Plant Liquid** Order
- Set the **Target Date**
 - Service Charges are carried over from the Field Plan
 - Service Charges can be **Added** (+) or **Deleted** (🗑️) at this time.
 - Comments** can be added or changed at this time, as well.
 - Comments** can be useful to the ag retail staff involved in the Order creation or application activities.
 - When you are done, click on the **Ok** button to complete this task.

Viewing Order Details:

Fields Tab


1. Click on the **Fields** tab to view Order details and to edit the Order.



The screenshot shows the 'Order information' section for Order # 517, with the 'Fields' tab selected. The interface includes a header with 'Welcome Clyde', a sub-header 'Order # 517', and navigation tabs for 'Order', 'Fields', 'Products', 'Goal', and 'Map'. Below the tabs is a 'Farm/Field/Address:' input field, a dropdown menu set to 'N', and an 'Add Fields' button. A table displays field information with columns for Farm, Field, Acres, Scheduled Acres, and Field Comment. The table contains one row: Farm: Home, Field: 10H, Acres: 68.9, Scheduled Acres: 91. Below the table are input fields for 'Scheduled:' (91.00) and 'Applied:' (0.00), a 'Comments:' text area, and 'Ok' and 'Cancel' buttons.

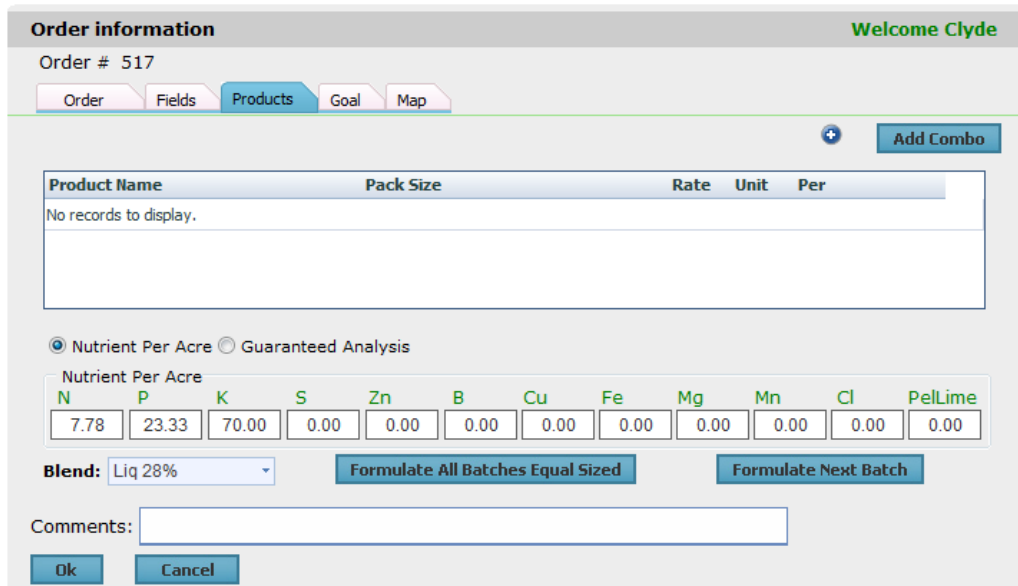
Farm	Field	Acres	Scheduled Acres	Field Comment
Home	10H	68.9	91	

Here you can view the Field and Acre information

- a. You can enter a **Farm/Field Address**
- b. The **Scheduled Acres** and **Rate** for individual fields can be modified if necessary
- c. Additional Fields can also be added by click on the  button

Products Tab

1. Click on the **Products** tab



Order information Welcome Clyde

Order # 517

Order Fields **Products** Goal Map

+ Add Combo

Product Name	Pack Size	Rate	Unit	Per
No records to display.				

Nutrient Per Acre Guaranteed Analysis

Nutrient Per Acre

N	P	K	S	Zn	B	Cu	Fe	Mg	Mn	Cl	PelLime
7.78	23.33	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

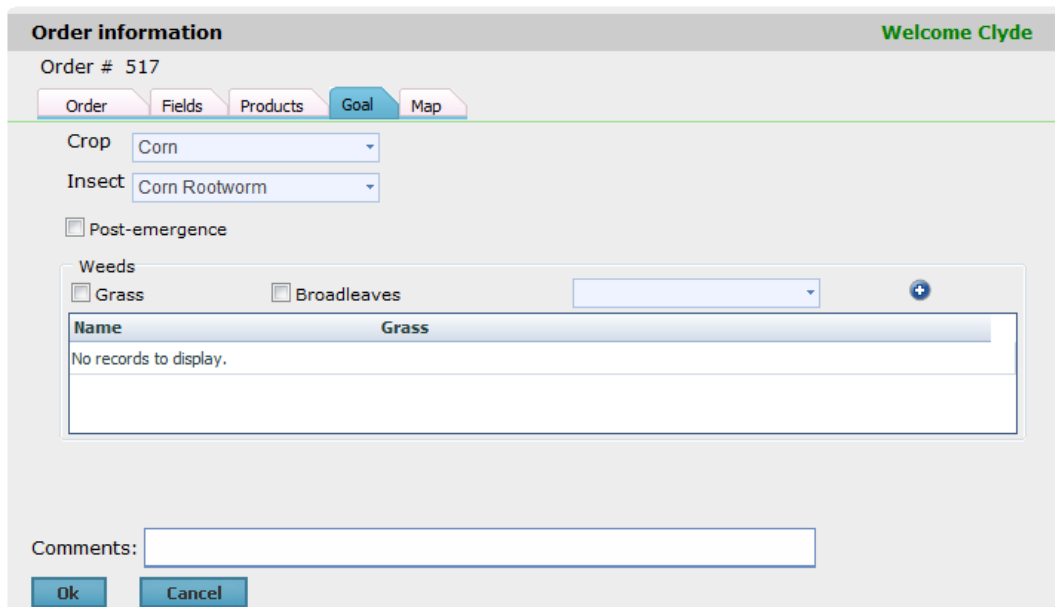
Blend:

Comments:

- a. Products can be **Added** (+) or **Deleted** (🗑️), and rates can be modified as well.

Goal Tab

1. Click on the **Goal** tab



Order information Welcome Clyde

Order # 517

Order Fields Products **Goal** Map

Crop

Insect

Post-emergence

Weeds

Grass Broadleaves

Name	Grass
No records to display.	

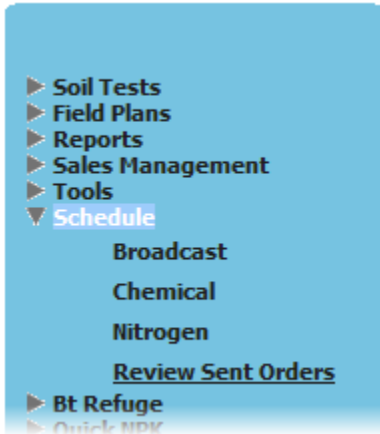
Comments:

- a. This information is critical and will be used in the Application Log Book reports. If this information is not completed, warning messages will be received notifying you of the missing data.

Review Sent Orders:

The **Review Sent Orders** screen can be helpful to see which Orders have already been sent to the **Schedule** module.

1. To access the **Review Sent Orders** function, navigate to: Schedule > Review Sent Orders



2. The **Scheduled Orders** screen will be displayed.

Scheduled Orders				Welcome Clyde	
Grower	OrderID	FieldPlan	Type	Products	
<input type="text"/>	<input type="text"/>				
Bolting Roger	512	Home Farm: 1W	Broadcast		
Bolting Roger	506	Home Farm: 1W	Chem Only	HARNESS XTRA HORNET	
Filburg Robert	517	Home: 10H	Broadcast		
Filburg Robert	515	Home: 2H	Broadcast		
Filburg Robert	516	Dads Farm: 1D	Broadcast		
Garstner Ray	513	Jackson Farm:J3	Broadcast		
Remove Sent Status					

- a. Once a group of products has been sent to the **Schedule** module, they cannot be sent again. These items will be removed from the list of potential Orders from each category (Broadcast, Nitrogen, etc...)
- b. To reinstate an Order that may have been inadvertently sent, users may highlight the Order and then click on the **Remove Sent Status** button. This action will allow the Order to become available to be resent to the **Schedule** module.