

Procedures for:

Adding Blenders and Mixers

Revisions:

Version	Date	Author	Description
10.1.34 (124)	08/27/2010	Sara Toliver	Creation of document.

Warning/Notice:

- The following assumes products/services have already been setup

Procedures:

1. Open AgWorks Manager
2. Navigate to: Equipment > Blenders > Add New
3. Enter information into the appropriate sections below:

The screenshot shows a dialog box for adding new equipment. It contains the following fields and controls:

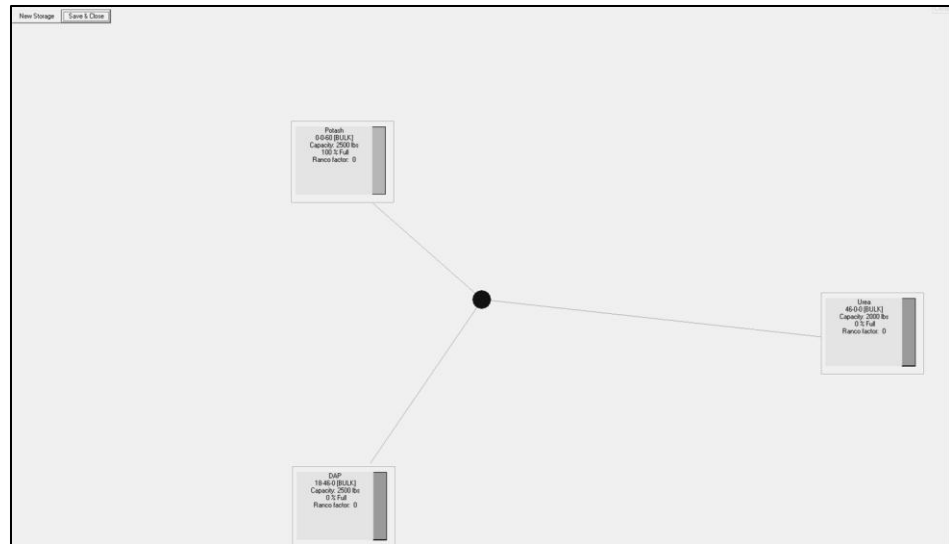
- Name:** Text input field containing "Ranco".
- Equipment Type:** Dropdown menu showing "Ranco".
- Capacity:** Text input field containing "25" and a unit dropdown menu showing "tons".
- External ID:** Text input field containing "2".
- Location Code:** Text input field containing "MILES" and a dropdown menu.
- Attributes:** A row of checkboxes: Chemical, Fertilizer, Dry, Running.
- Tank/Bin Configuration:** A button labeled "Tank/Bin Configuration".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- A. Enter the name of the equipment
- B. Select the equipment type from the drop down list
- C. Enter the equipment capacity
 - i. Use the drop down list to select the appropriate unit of measure
- D. Enter an External ID, if applicable
- E. Associate the appropriate Location to this equipment
- F. Enable/disable appropriate attributes for this equipment
 - i. Chemical
 - ii. Fertilizer
 - iii. Dry
 - iv. Running
- G. If you are setting up a Ranco blender, select *Tank/Bin Configuration* to setup your tanks/bins on the equipment.

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- i. Within Tank/Bin Configuration, you can add, edit, disable, and delete tanks/bins for the equipment.



1. To add a tank/bin, select *New Storage* to add a new tank/bin

The screenshot shows a 'New Storage' dialog box with the following fields and callouts:

- Name:** An empty text input field with callout **A**.
- Product:** A dropdown menu showing '(Unknown)' with callout **C**. To its right is a checkbox with callout **B**.
- Capacity:** A text input field containing '0' with callout **C**, followed by a unit dropdown menu showing 'lbs' with callout **D**.
- Ranco Factor:** A text input field containing '0' with callout **D**.
- Warehouse:** A dropdown menu showing 'TH Green Island Warehouse' with callout **E**. To its right is a checkbox.

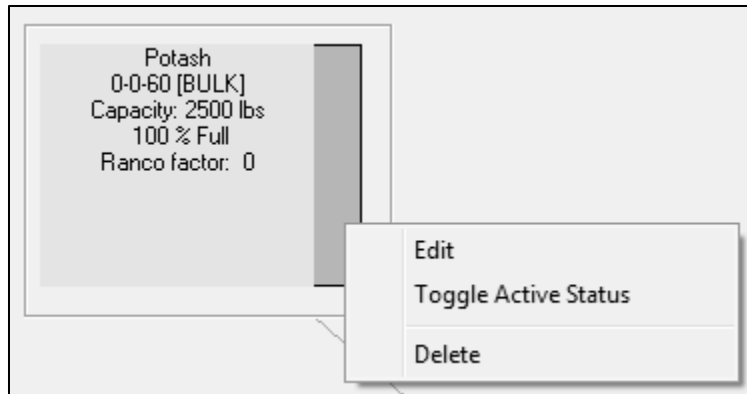
At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

- a. Enter the tank/bin name
- b. Select a product for the tank/bin
- c. Enter the tank/bin capacity
 - i. Use the drop down list to select an appropriate unit of measure.
- d. Enter an appropriate Ranco factor
- e. Select a warehouse for this equipment
 - i. Inventory will be deducted from this warehouse for this tank/bin

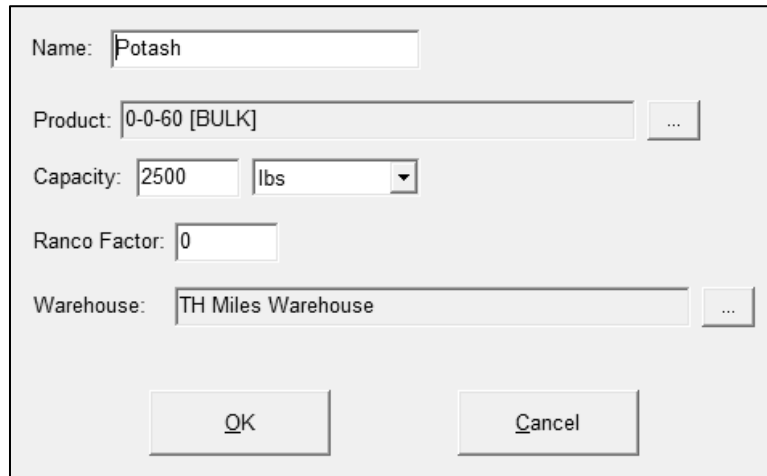
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- To edit a tank/bin, select the tank/bin you'd like to edit and then select *Edit*

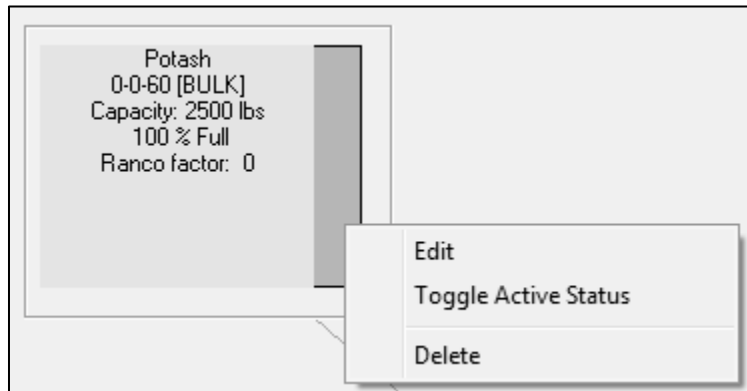


- Make the appropriate modifications and then select *OK* to save your changes.



A screenshot of the 'Edit Tank' dialog box. It contains the following fields: Name: Potash; Product: 0-0-60 [BULK] (with a dropdown arrow); Capacity: 2500 lbs (with a dropdown arrow); Ranco Factor: 0; Warehouse: TH Miles Warehouse (with a dropdown arrow). At the bottom are 'OK' and 'Cancel' buttons.

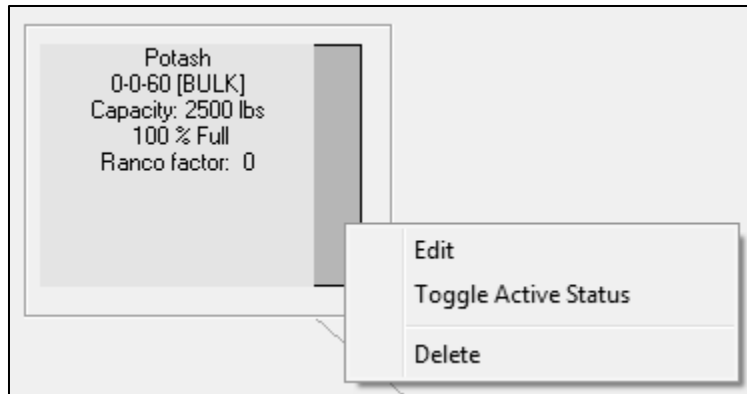
- To disable a storage device, select the appropriate tank/bin and then select *Toggle Active Status*



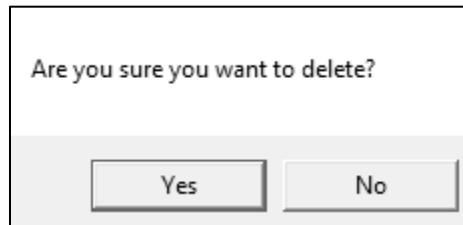
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- To delete a storage device, select the appropriate tank/bin and then select *Delete*



- Acknowledge the following prompt



- When finished within the Tank/Bin Configuration, select *Save & Close* to return to the Blender setup.

- Select *OK* to complete this task.

