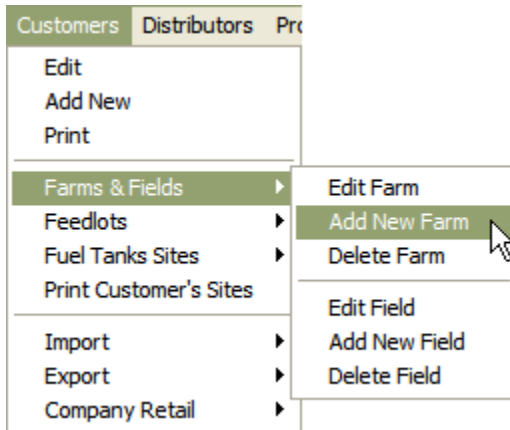## Procedures for Adding a Farm

1.) Open Agworks Manager

Agworks
Manager

2.) Using your menu, navigate to the following: CUSTOMERS > FARMS & FIELDS > ADD NEW FARM

3.) A new window will appear, within this window enter the appropriate information into each of the available fields.

a. Name – Enter the name of the farm

b. Comments – If you have comments pertaining to the farm, enter them into this field.

c. Farm Split – If the farm is to be split between individuals, click on the "Farm Split" button to begin this process.

i. A new window will appear, within this window click on the "Add Customer" button to enter in the additional individuals that will be sharing the farm.

Farm splitting

Farm: New site

Name	Fertilizer	Fertilizer Appl Charges	Chemicals	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services
Garstner Ray	100	100	100	100	100	100	100	100	100
Total:	100	100	100	100	100	100	100	100	100

Save & Quit   Add Customer   Delete Customer

Print
Current Split
Grower Splits

ii. A new window will appear, within this window select the appropriate customer that will be sharing the farm split.

* **Note:** You may need to repeat this step depending on what ratio the farm will be split at. For this example we are showing a 50/50 split.

Select the customer (Agronomy): 10052 [10052]

Name		Address	City	Location Code
31 Berkeley Farms		7348 Caves Road	Maquoketa, IA	MILES
Blank	Tom	145 200th Ave.	Maquoketa, IA	MILES
Bolting	Roger	45436 45th St	Preston, IA	MILES
Farmer	Rice	42448 45th St.	Preston, IA	MILES
Filburg	Robert	30206 Bellevue Ca	Bellevue, IA	MILES
Garstner	Ray	2730 Highway 136	Delmar, IA	MILES
Hallsey	Ray	38697 230th Ave.	La Motte, IA	MILES
Keen	Bill	2054 110th St.	Maquoketa, IA	MILES
Kingston	Tom	12475 Hwy 52	Miles, IA	MILES

Modules

Search/Filter
Name...   ID...
Show One Location

View Info
View Split
MapQuest Online Map

Select   Cancel

iii. You will be returned to your previous window; however, now the additional customer(s) will be visible.

Farm splitting

Farm: New site

Name	Fertilizer	Fertilizer Appl Charges	Chemicals	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services
Garstner Ray	100	100	100	100	100	100	100	100	100
Hallsey Ray	0	0	0	0	0	0	0	0	0
Total:	100	100	100	100	100	100	100	100	100

Save & Quit   Add Customer   Delete Customer

Print
Current Split
Grower Splits

iv. Within this window, enter the appropriate percentage for Fertilizer, Fertilizer Applied Charges, Chemicals, Chemicals Applied Charges, Seed, Seed Planting Charges, Lime, Lime Applied Charges, and Other Services that each customer will be responsible for in the split.

Farm splitting

Farm: **New site**

Name	Fertilizer	Fertilizer Appl Charges	Chemicals	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services
Garstner Ray	50	50	50	50	50	50	50	50	50
▶ Hallsey Ray	50	50	50	50	50	50	50	50	50
Total:	100	100	100	100	100	100	100	100	100

Save & Quit   Add Customer   Delete Customer

Print
Current Split
Grower Splits

v. When you have completed filling out the information, you may click on the "Save & Quit" button to return to the previous form.

d. Quadrant – From the drop-down list, select the appropriate quadrant that the farm is located.

e. Section – Enter the section number for this farm within the previously selected quadrant.

f. Accounting Split ID – Enter the appropriate information into field for your account software.

g. Default County – To select a default county for this farm; click on the "Change…" button.

i. A new window will appear, within this window select the appropriate county that you would like to make default for this farm.

Select County

Name	State
Adair	IA
Adams	IA
Allamakee	IA
Appanoose	IA
Audubon	IA
Benton	IA
Black Hawk	IA
Boone	IA
Bremer	IA
Buchanan	IA
Buena Vista	IA
Butler	IA

Quick Search - type and press enter...

☐ Show All States

Select   **Cancel**

h. Default Township – To select a default township for this farm; click on the "Change…" button.

    i. A new window will appear, within this window select the appropriate township that you would like to make default for this farm.
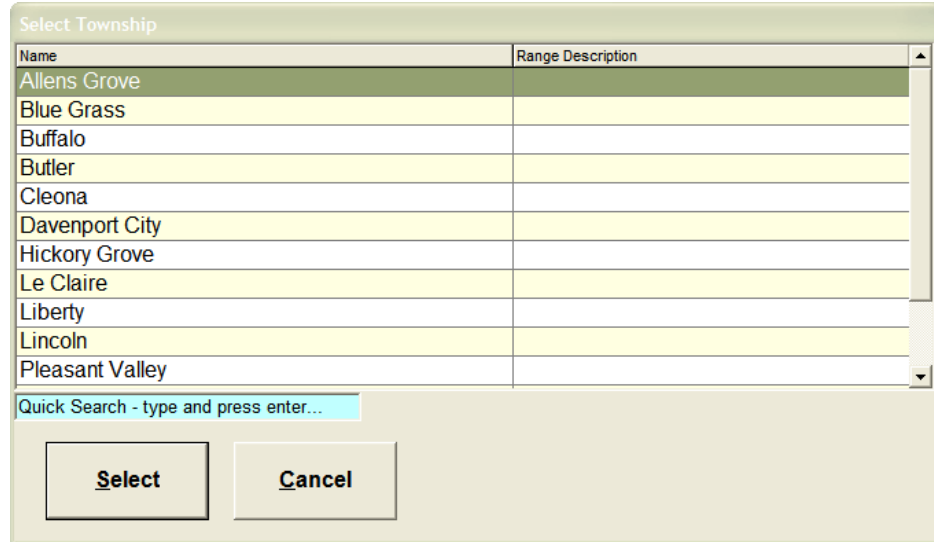
Name	Range Description	
Allens Grove		
Blue Grass		
Buffalo		
Butler		
Cleona		
Davenport City		
Hickory Grove		
Le Claire		
Liberty		
Lincoln		
Pleasant Valley		

Quick Search - type and press enter...

Select   **Cancel**

i. Address – Enter the appropriate Address and Zip Code for the farm. City and State will be populated from the entered Zip Code.

j. Map – If you have already selected your farm boundaries within AgroMap, it will display in the box in the upper right corner of the window.

    i. If you have a map from another source other than AgroMap you may click on the "…" button to locate the file of your map on your computer/network.

        ∗ **Note:** It is highly recommended that you use AgroMap to automatically create maps.

    ii. Enter the amount of miles squared for the map in the box to the right of the words "Map Size, miles x miles".

k. Latitude/Longitude – Enter the appropriate Latitude and Longitude for your farm in their respective locations.

4.) When you are finished making the appropriate entries for your new farm, click on the "OK" button to save your entry and complete this task.