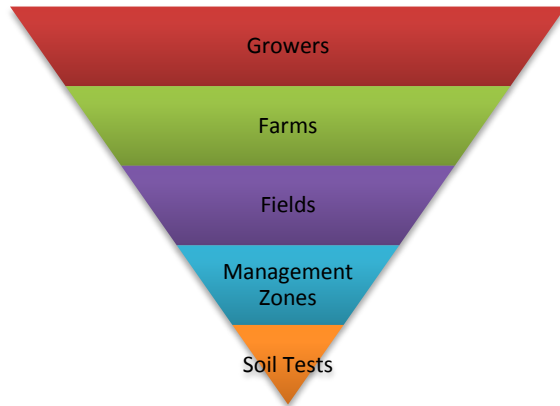


## Procedures for Farm & Field Setup within AgWorks Manager



**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:**

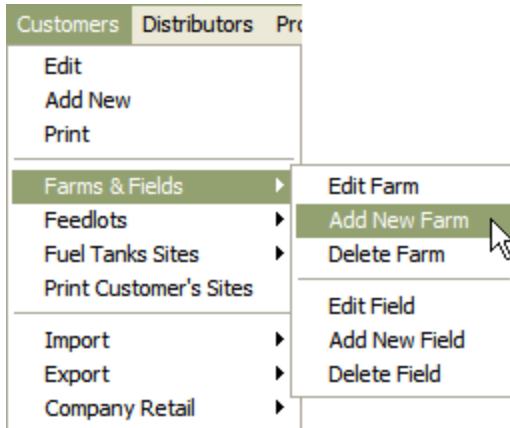
- Farms that have only one Field
  - **If Farms have only one Field, both Farm name and Field name must be entered.**
    - This is required because AgWorks associates different characteristics to Farm and Fields. Both Farm and Field information must be completed. If not completed the user will lose 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

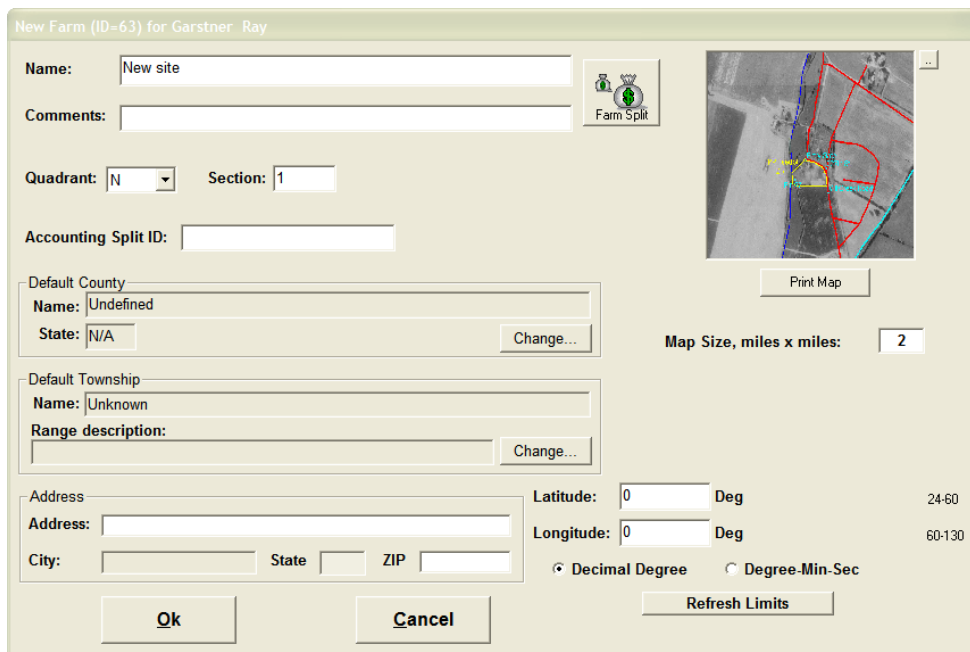
- For Example: Hanson Farm, Hanson Field

## Procedures for Adding a Farm

- 1.) Using your menu, navigate to the following: **Customers > Farms & Fields > Add New Farm**



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

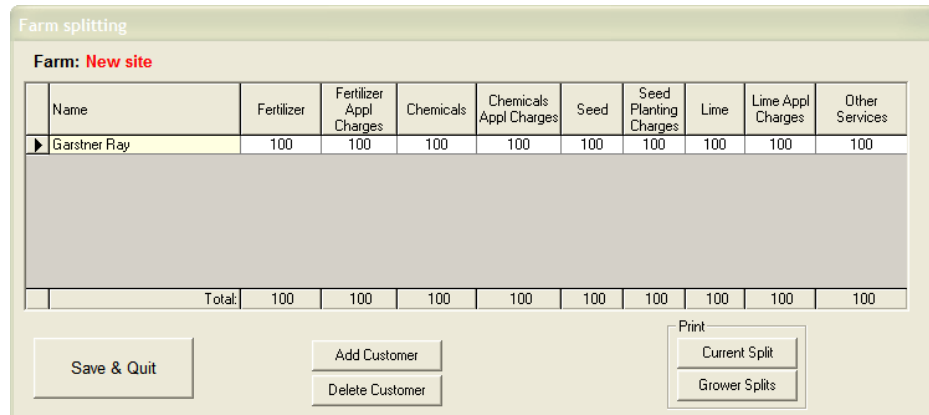


The screenshot shows a 'New Farm' form window. The title bar reads 'New Farm (ID=63) for Garstner Ray'. The form contains several input fields and buttons:

- Name:** A text box containing 'New site'.
- Comments:** An empty text box.
- Quadrant:** A dropdown menu set to 'N'.
- Section:** A text box containing '1'.
- Accounting Split ID:** An empty text box.
- Default County:** A section with 'Name: Undefined' and 'State: N/A', and a 'Change...' button.
- Default Township:** A section with 'Name: Unknown' and 'Range description:' followed by an empty text box and a 'Change...' button.
- Address:** A section with 'Address:' followed by an empty text box, and 'City:', 'State', and 'ZIP' fields.
- Latitude:** A text box containing '0' followed by 'Deg' and '24-60'.
- Longitude:** A text box containing '0' followed by 'Deg' and '60-130'.
- Map:** A satellite map showing a farm boundary with a 'Print Map' button below it.
- Farm Split:** A button with a green icon and the text 'Farm Split'.
- Map Size, miles x miles:** A text box containing '2'.
- Radio Buttons:** 'Decimal Degree' (selected) and 'Degree-Min-Sec'.
- Buttons:** 'Ok', 'Cancel', and 'Refresh Limits'.

- Name** – Enter the name of the farm
- Comments** – If you have comments pertaining to the farm, enter them into this field.
- 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.

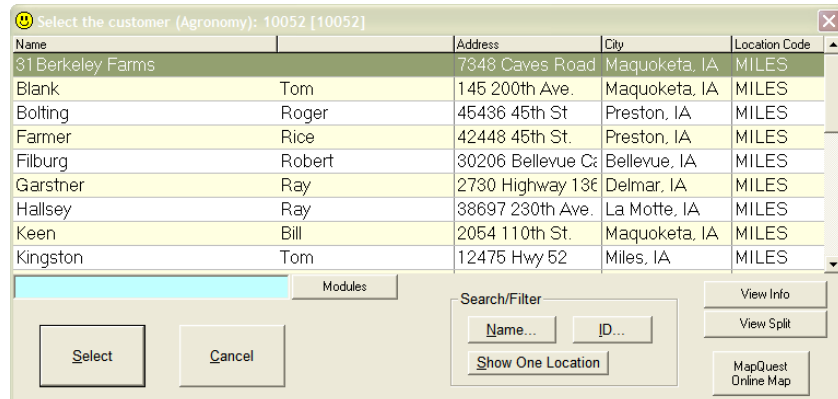


**Farm splitting**  
Farm: **New site**

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

Buttons: 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.

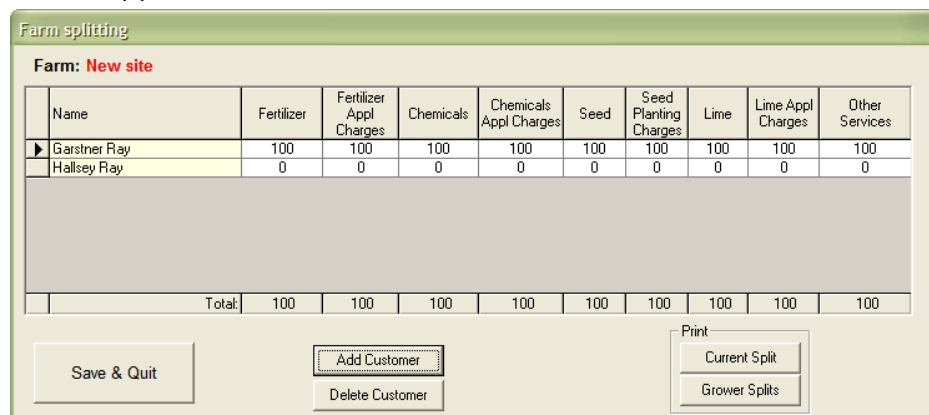


Select the customer (Agronomy): 10052 [10052]

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 Ct	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

Buttons: Select, Cancel, Search/Filter (Name..., ID...), Show One Location, View Info, View Split, MapQuest Online Map

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

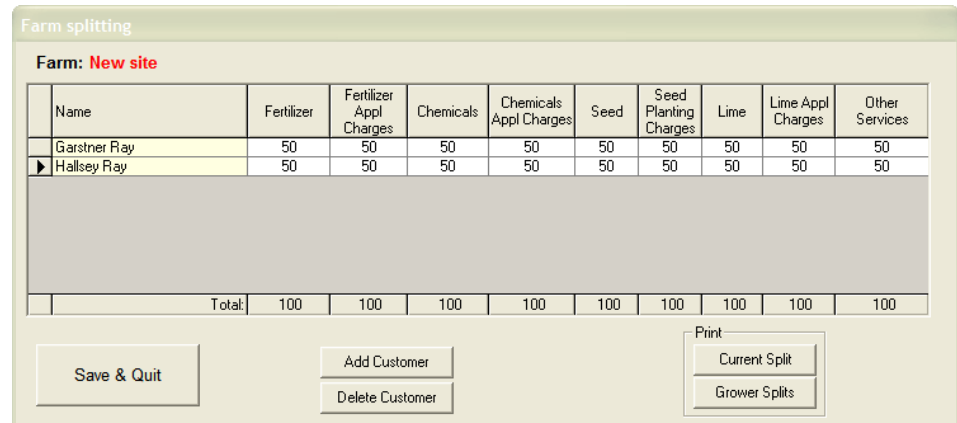


**Farm splitting**  
Farm: **New site**

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

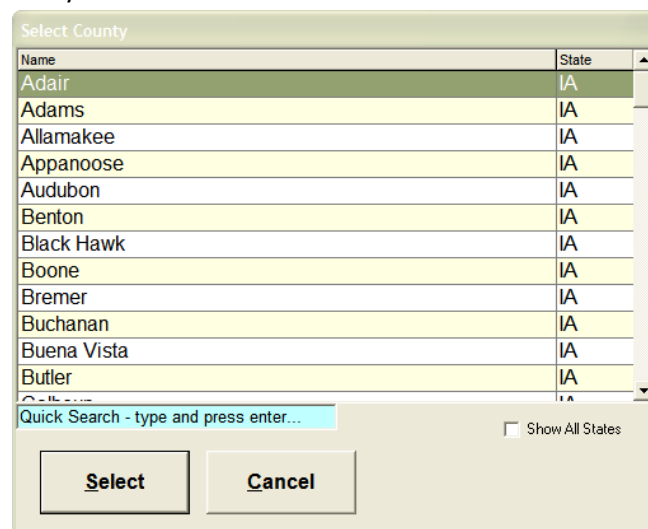
Buttons: Save & Quit, Add Customer, Delete Customer, Print (Current Split, Grower Splits)

- 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.



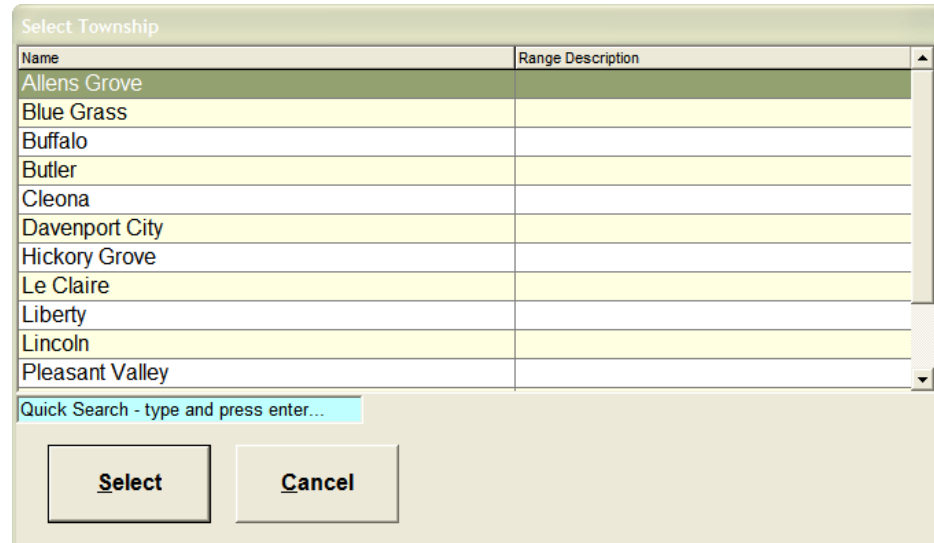
Name	Fertilizer	Fertilizer Appl Charges	Chemicals	Chemicals Appl Charges	Seed	Seed Planting Charges	Lime	Lime Appl Charges	Other Services
Garstner Ray	50	50	50	50	50	50	50	50	50
Hallsey Ray	50	50	50	50	50	50	50	50	50
Total:									
	100	100	100	100	100	100	100	100	100

- 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.



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
Calhoun	IA


- 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	

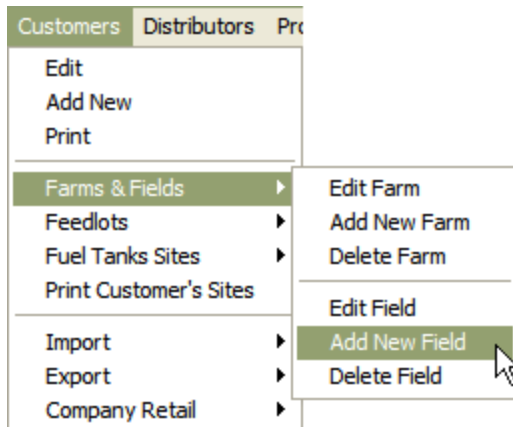
Quick Search - type and press enter...

Select Cancel

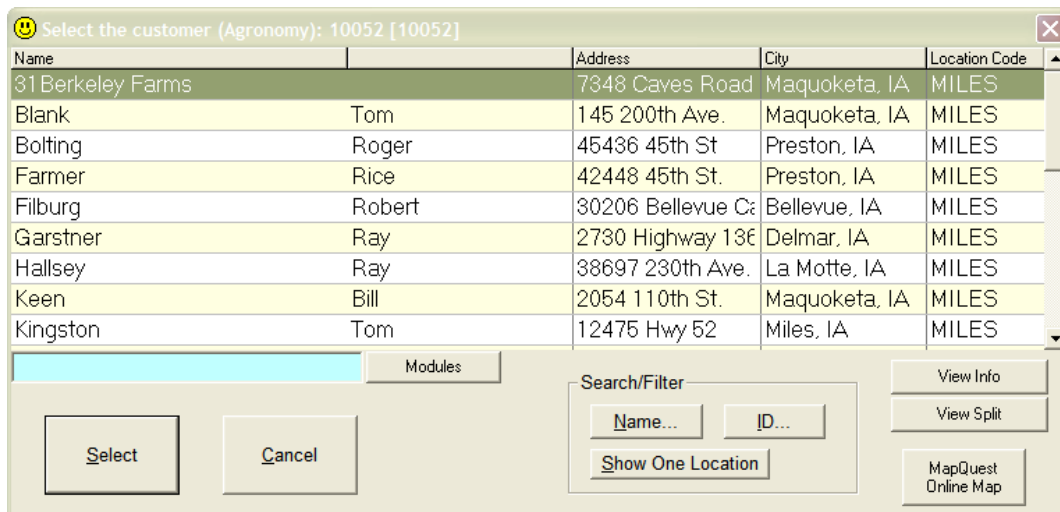
- i. **Address** – Enter the appropriate Address and Zip Code for the farm. City and State will be populated from the entered Zip Code.
  - j. **Map** – If you have already selected your farm boundaries within AgroMap/Precision, it will display in the box in the upper right corner of the window.
    - 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.
- 3.) 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.

## Procedures for Adding a Field

- Using the menu, navigate to the following: **Customers > Farms & Fields > Add New Field**



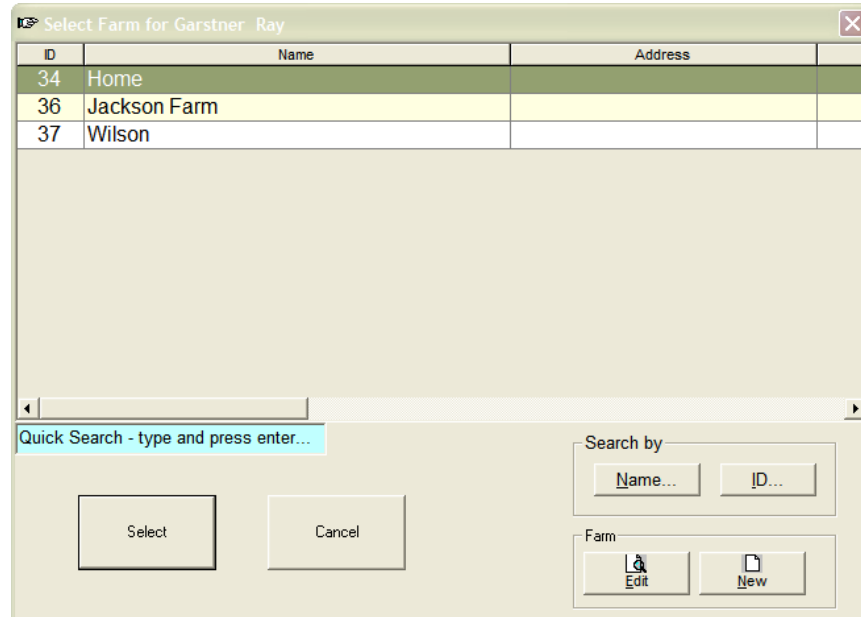
- A new window will appear, within this window select the customer for the new field.



3.) A new window will appear, within this window select the farm for the new field.

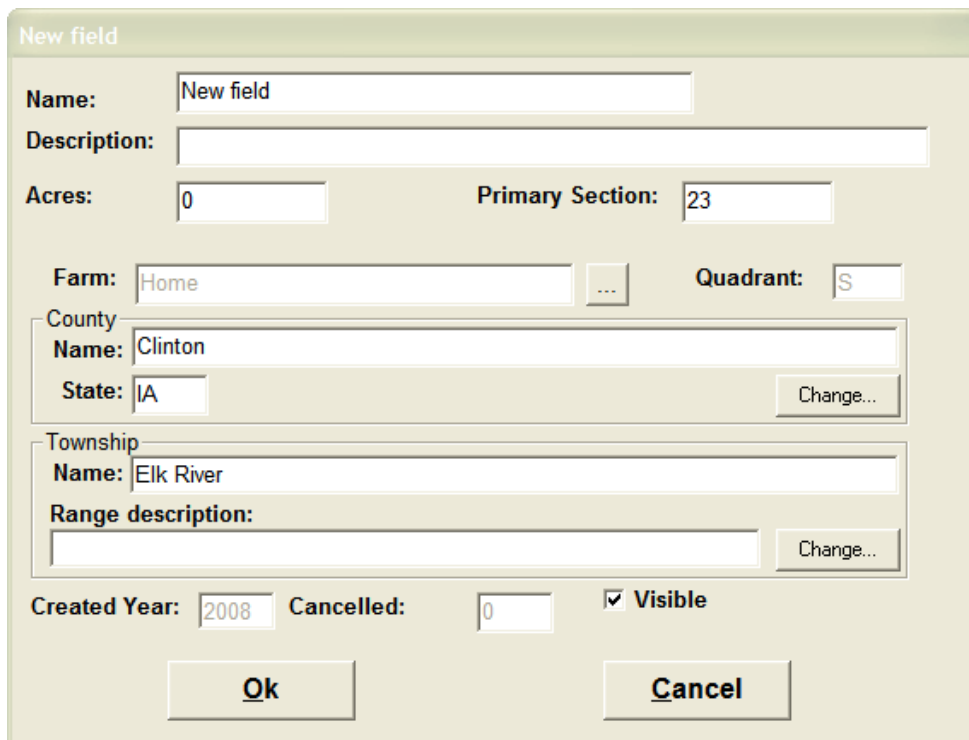


**Note:** If the customer only has 1 farm, then this window may not be displayed.



ID	Name	Address
34	Home	
36	Jackson Farm	
37	Wilson	

4.) A new window will appear, within this window enter the appropriate information into each section.



- a. **Name** – Enter the name of the field.
- b. **Description** – Enter a description for the field, if necessary.

- c. **Acres** – Enter the size of the field in acres.
  - d. **Primary Section** – Enter the primary section that the field is in.
  - e. **Farm** – This should already be populated based off of your previous selection in Step 4; however, if it is not or if you would like to change the farm, click on the “...” button to select the appropriate farm to associate with this field.
  - f. **Quadrant** – This will populate for you based off of your selection for “Farm”.
  - g. **County** – This will populate for you based off of your selection for “Farm”; however, if you would like to change this, click on the “Change...” button to do so.
  - h. **Township** – This will populate for you based off of your selection for “Farm”; however, if you would like to change this, click on the “Change...” button to do so.
  - i. **Created Year** – This will populate for you based off of the year for the today’s date.
  - j. **Cancelled** – This was used in previously in place of the “Visible” check box and is now inactive.
  - k. **Visible** – Remove the check from this box if you would no longer like the field to be visible in the list of fields available for this given farm.
- 5.) When you have finished entering all of the appropriate information, click on the **OK** button to save your information and complete this task.