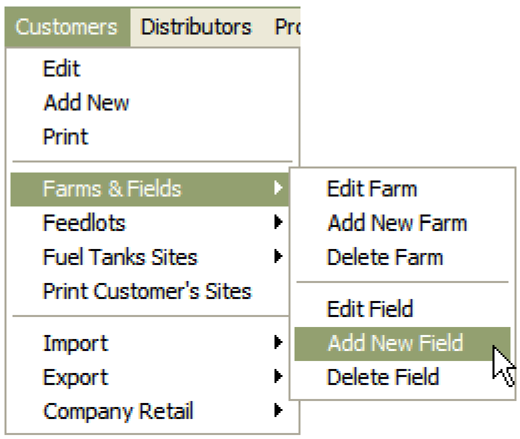
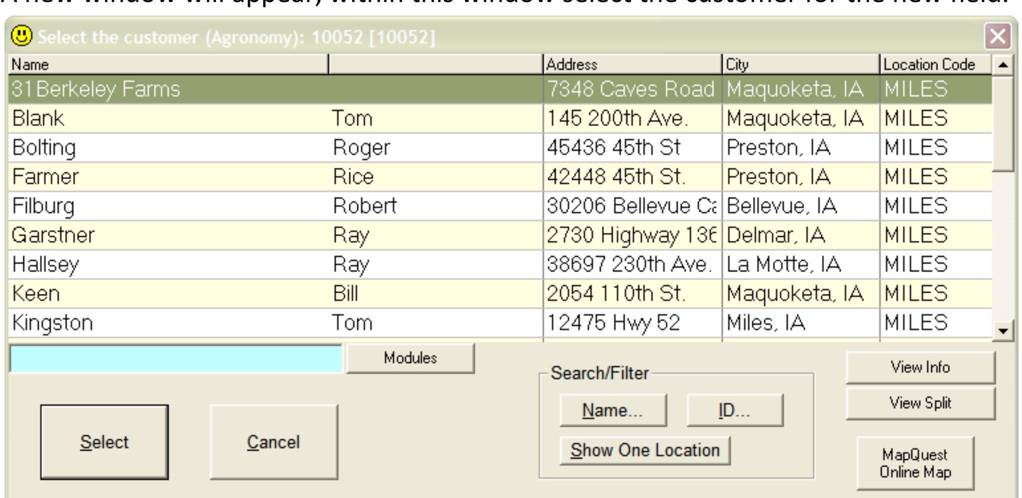
Procedures for Adding a Field

1.) Open Agworks Manager

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

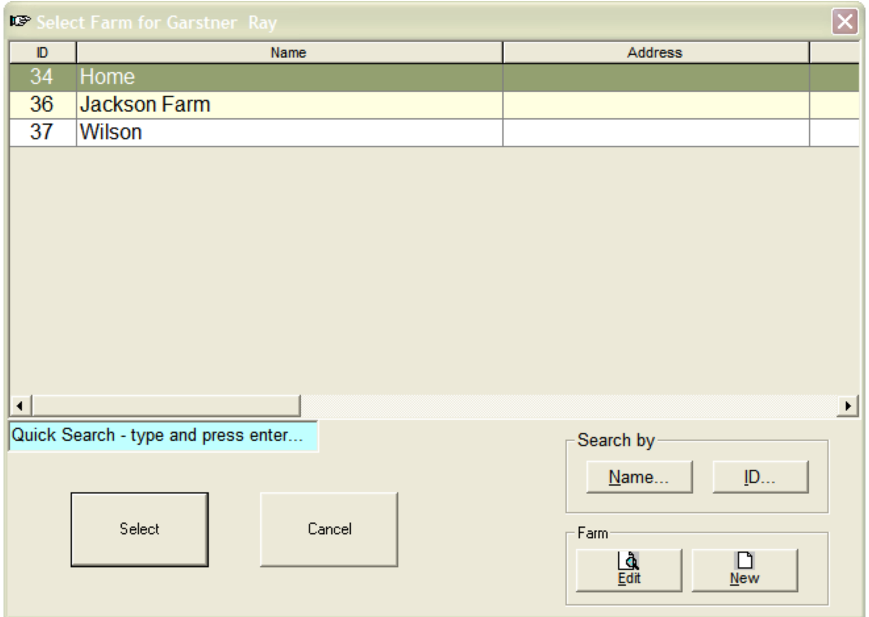


3.) A new window will appear, within this window select the customer for the new field.

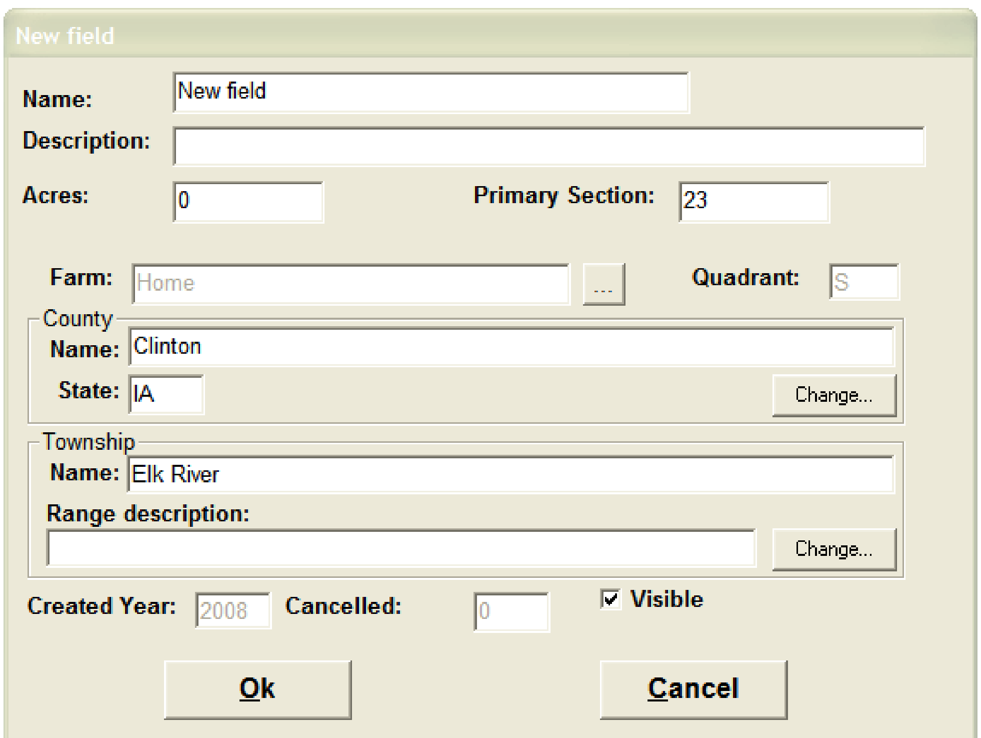


4.) A new window will appear, within this window select the farm for the new field.

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



5.) 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.

6.) When you have finished entering all of the appropriate information, click on the "OK" button to save your information and complete this task.