

Procedures for:

Creating an In-Field Order

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed
at (309) 623-4604, opt. 2 or support@agworks.net.

Revisions:

Version	Date	Author	Description
11.1.77 (126)	02/14/2012	Katie Bergthold	Creation of document.
12.1.4 (127)	06/12/2012	Katie Bergthold	Modification of document.

Overview:

The following guide is to assist the user in the task of creating an In-Field Order.

Definitions:

- **In-Field Order:** An order for product that will be applied to the field without the need of blending or formulation.
- **Order Delivery Receipt:** Scaled product begun with an Order within Schedule.
- **Combo:** set of products and their typical rates that are created within AgWorks to allow for entry of multiple products underneath one common name.

Warning/Notice:

- Users should have desired customer and products set up in system.

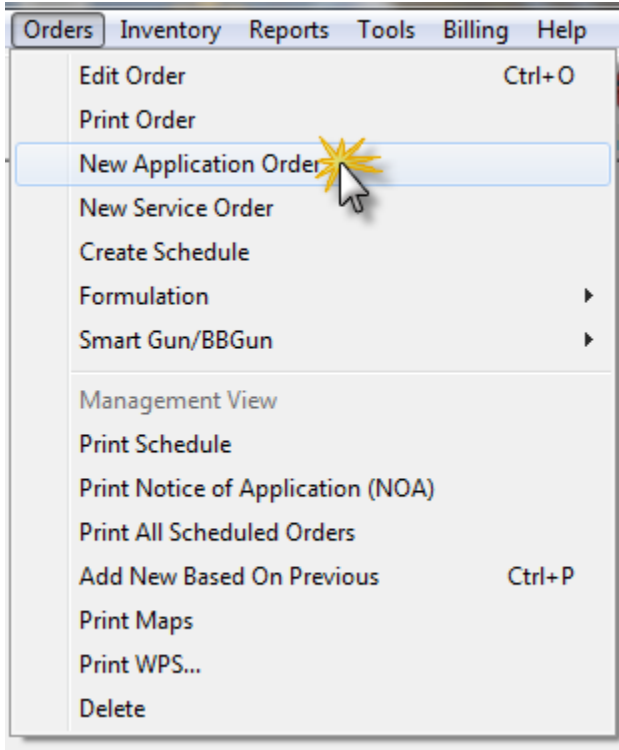
Procedures:

1. Create an In-Field Order (there are two ways to choose the In-Field order option)
 - Within Delivery Doc select In-Field Order quick button

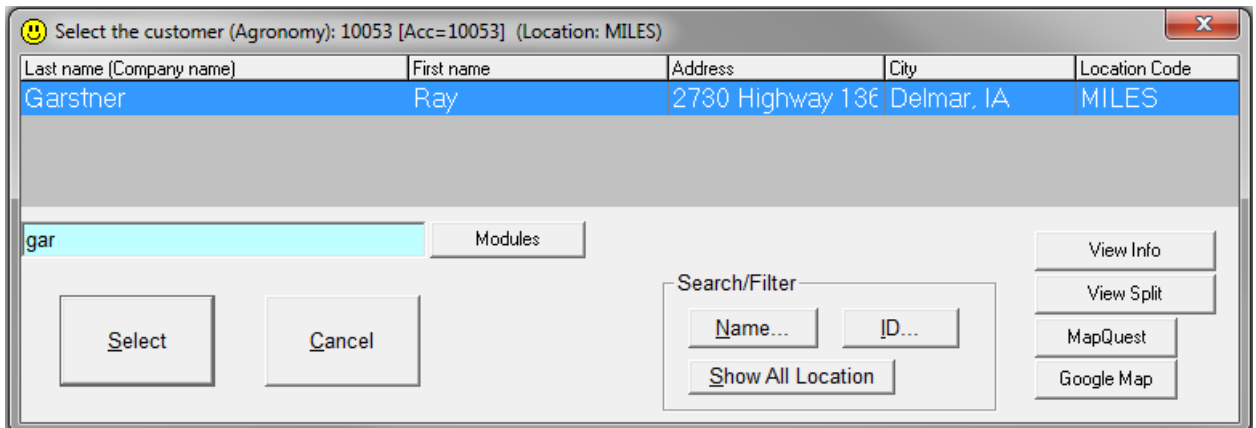


OR

- Within Delivery Doc navigate to Orders> New Application Order to select In-Field



2. Select desired customer



3. Under Order tab

New order

Order # 765

Order Fields Goal Products Map

Grower: Garstner Ray ... ? Location: MILES ...

Type: Application In-Field ...

Applicator Machine: (N/A) ... **a**

Options:
 Done
by
 Cancelled

Target Date: 03/17/2011 **b**

Priority: 5 **c**

Misc:
Created: 2/9/2012 11:45:00 AM
Modified: 2/9/2012 11:46:00 AM
Last access: Tom

Service Charges

d
Add Service Charge Delete Service Charge

Comments:

OK Print Cancel

- a. Specify Applicator Machine by selecting "..."
 - i. Specifying Applicator Machine does *not* schedule the Order to machine
- b. Specify Target date:
 - i. Manually input date or elect drop down to specify date
- c. Specify *Priority* if applicable.
- d. Select *Add Service Charge* to select service charge, if necessary

4. Under Fields tab

New order

Order # 765

Order Fields Goal Products Map

Farm/Field/Address: [dropdown]

Farm	Field	Acres	Scheduled Acres	Field Comment
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Scheduled: 0 Applied: 0

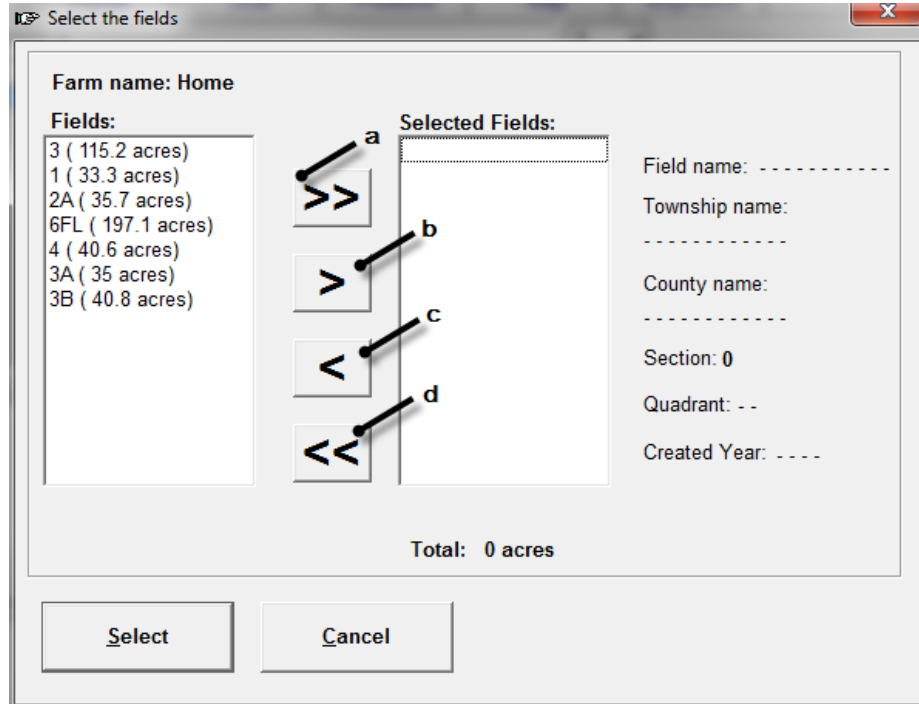
Add field Add fields Delete field Print Map

Comments: [text area]

OK Print Cancel

- a. User can manually input *Farm/Field/Address* at top of tab to provide additional information
- b. Scheduled acres/field(s) by
 - i. Manually input quantity in Scheduled text field
 - ii. Select *Add Field* to schedule fields one at a time

iii. Select *Add Fields* to schedule multiple fields



1. Select Farm
 - a. Select >> to schedule all fields
 - b. Select > to schedule one field under Farm at a time
 - c. Select << to remove all fields from schedule
 - d. Select < to remove one field at a time from schedule
- c. If necessary, select *Delete Field* to remove field listed
- d. If necessary, select *Print Map* to print map associated to farm

5. Under Goal tab

New order

Order # 765

Order Fields Goal Products Map

a **Crop**

- Corn
- Alfalfa
- Soybeans
- Fallow
- Wheat-Spring
- Wheat-Winter
- From the List

b **Insect**

- Corn Rootworm
- Potato Leaf Hopper
- From the List

Post-emergence

c **Weeds**

Grass Broadleaves

Name	Grass

Add

Delete

Comments:

OK Print Cancel

- a. Specify Crop
 - i. If desired crop not listed select *From the List* to view additional options
- b. Specify Insect
 - i. Insect is required to be specified if pesticide on Order
 - ii. If desired insect not listed select *From the List* to view additional options
- c. Specify Weeds
 - i. Weed is required to be specified if herbicide on Order
 - ii. Weed list will not populate until *Grass* or *Broadleaves* have been selected

6. Under Products tab

New order
Order # 765

Order Fields Goal **Products** Map

Product	Pack Size	Rate	Unit	Per	
▶ PERMIT 75DF	5X2.67 oz	0.667	oz	acre	X
CLARITY	2X2.5 gal	4	fl. oz	acre	X
CHEM SURF 90%	2X2.5 gal	1	qt	100 gal	X

Add Product Add Combo

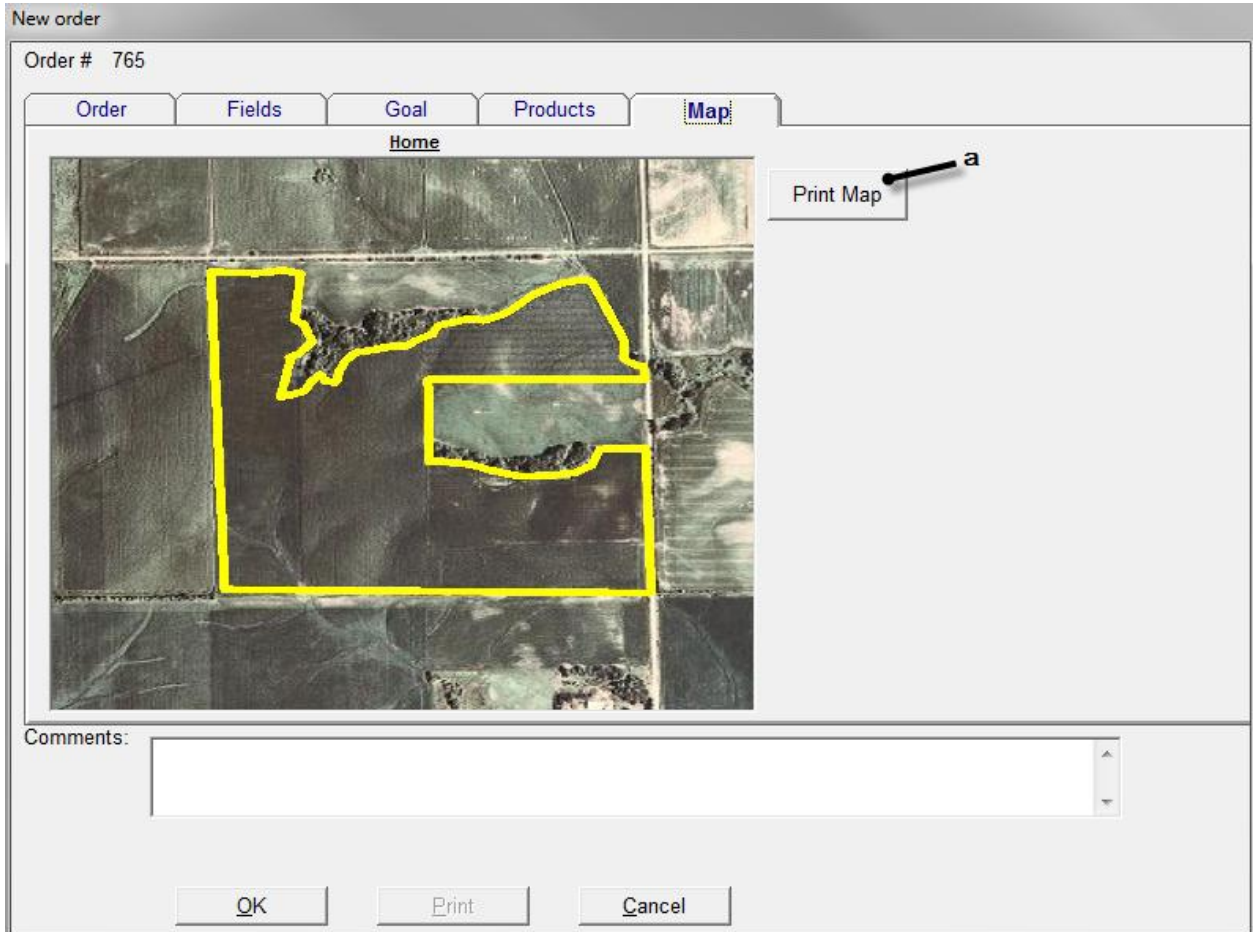
Comments:

OK Print Cancel

1 2 3 4
a b

- a. *Add Product* to add product.
 - i. Once product added the follow functionality will be available:
 1. Adjust rate by highlighting *Rate* column
 2. Select *Unit* drop down to adjust product unit of measure
 3. Select *Per* drop down to adjust product rate to specify total or per acre
 4. Select *X* to remove product from list
- b. Select *Add Combo* to add set of products
- c. Once desired products added to Order select either
 - i. *Process Equal Sized Batches* to process all batches equally or,
 - ii. *Process Next Batch* to process only next batch

7. Under Map tab



- a. Select *Print Map*
 - i. If map is not saved in system, picture area will read *Map does not exist for this farm*

8. Select OK to close and complete this task