### 111 West 76th Street Davenport, IA 52806

### **Procedures for:**

Creating an In-Plant 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 <a href="mailto:support@agworks.net">support@agworks.net</a>.

### **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-Plant Order.

#### **Definitions:**

- **In-Plant Order:** An order for product that will be applied to the field that is either blended or formulated.
- **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.
- **Blend:** mix of products to assist the user in meaning the nutrient per acre or guaranteed analysis request.

## Warning/Notice:

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

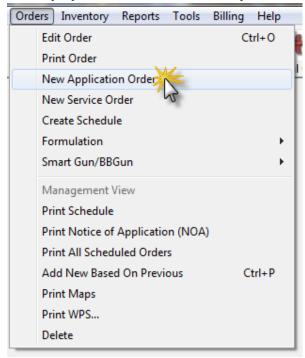
### **Procedures:**

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

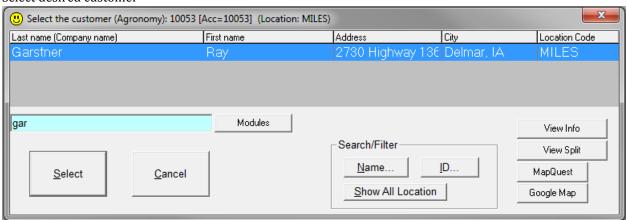


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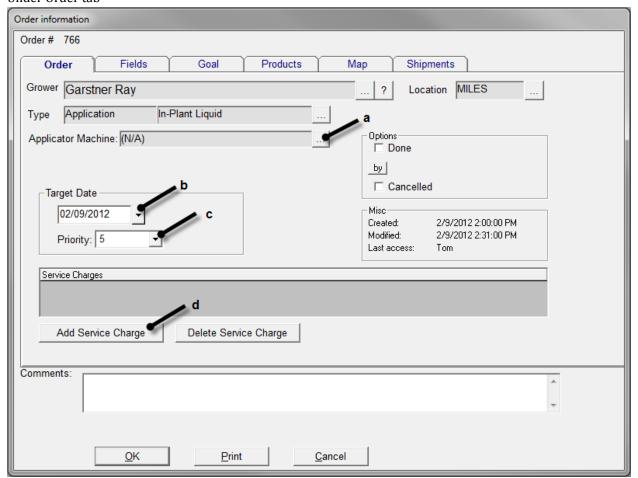
- Within Delivery Doc navigate to Orders> New Application Order to select In-Plant Liquid or In-Plant Dry
  - i. For the purpose of this manual; the example is for an In-Plant Liquid



2. Select desired customer

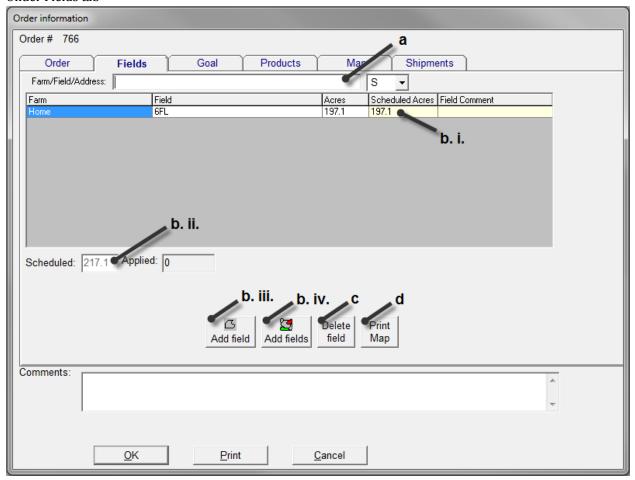


### 3. Under Order tab

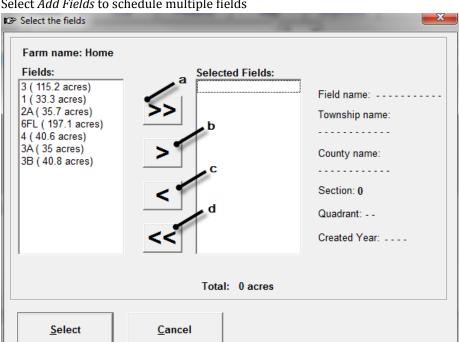


- a. Specify Applicator Machine by selecting "..."
  - i. Specifying Applicator Machine does not schedule the Order to machine
- b. Specify Target date:
  - i. Manually input date or select drop down to specify date
- c. Specify *Priority* if applicable.
- d. Select Add Service Charge to select service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

### 4. Under Fields tab



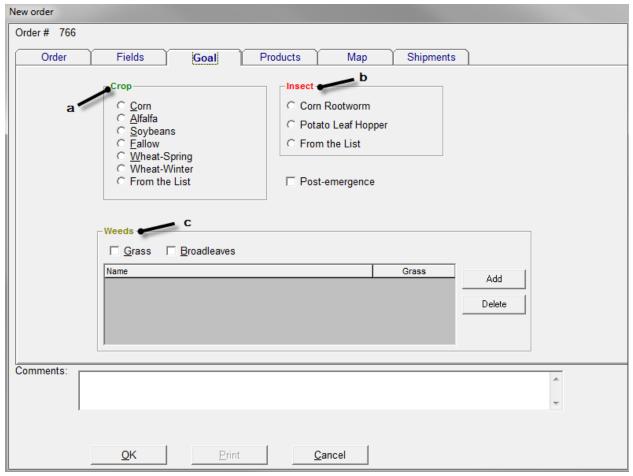
- a. User can manually input Farm/Field/Address at top of tab to provide additional information
- b. Scheduled acres/field(s) by
  - i. Manually input quantity in Scheduled text field
  - ii. Select Add Field to schedule fields one at a time



iii. Select Add Fields to schedule multiple fields

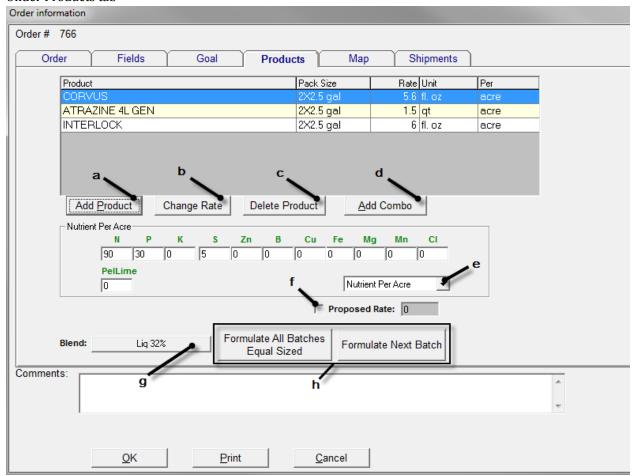
- 1. Select Farm
  - a. Select >> to schedule all fields
  - b. Select > to schedule one field under Farm at a time
  - c. Select << to remove all fields from schedule
  - d. Select < to remove one field at a time from schedule
- c. If necessary, select *Delete Field* to remove field listed
- d. If necessary,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

### 5. Under Goal tab



- 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

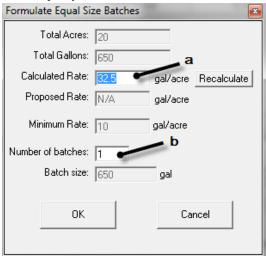
### 6. Under Products tab



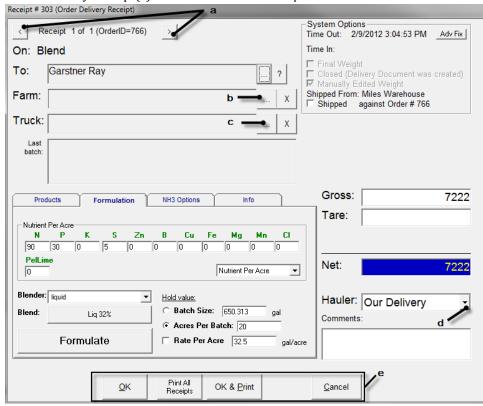
- a. Select Add Product to add product
- b. Select *Change Rate* to change rate on highlighted product in window above
- c. Select *Delete Product* to delete highlighted product in window above
- d. Select Add Combo
- e. Specify Nutrient Per Acre or Guaranteed Analysis
  - i. Once specified input NPK, if necessary
- f. Select Proposed Rate, if needed
  - i. Input quantity
- g. Specify Blend

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- h. Formulation of Order Delivery Receipts
  - i. Select *Formulate All Batches Equal Sized* to formulate multiple batches from Order
    - 1. Select *Formulate All Batches Equal Sized* to formulate all batches for order equally



- a. Adjust Calculated rate, if needed
- b. Adjust Number of batches, if needed

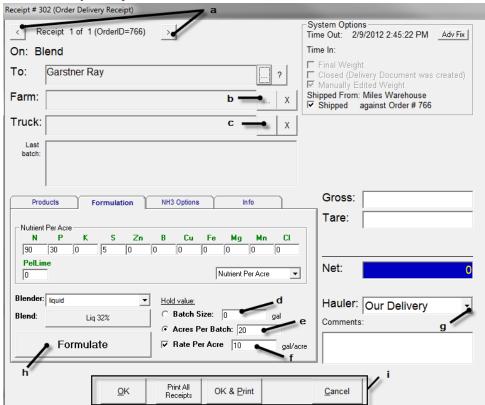


2. Order Delivery Receipt(s): Formulate All Batches Equal Sized

- a. Selecting < or > will navigate to previous or following batch associated to Order
- b. Selecting "..." to define farm
  - i. Farm will be defined if specified under Fields tab
- c. Select ".." to define tender truck
- d. Define Hauler
  - i. Defaults to Our Delivery
- e. To complete:
  - Select *OK* to save Order Delivery Receipts
  - Select *Print All Receipts* to print all Order Delivery Receipts associated to Order
  - Select OK & Print to print current Order Delivery Receipt
  - Select Cancel to cancel all Order Delivery Receipt

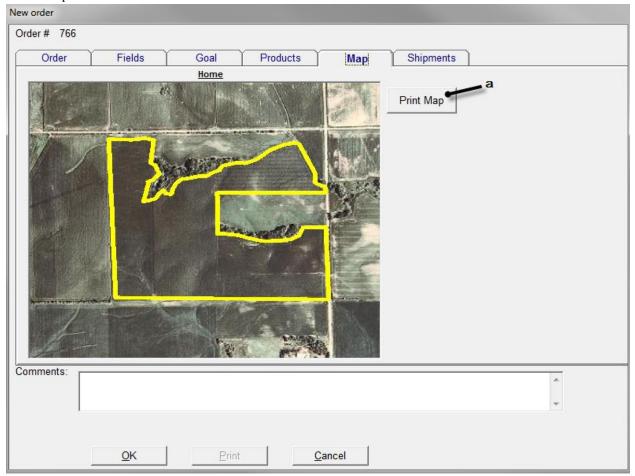
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- ii. Select Formulate Next Batch to formulate one batch from order
  - 1. Order Delivery Receipt: Formulate Next Batch



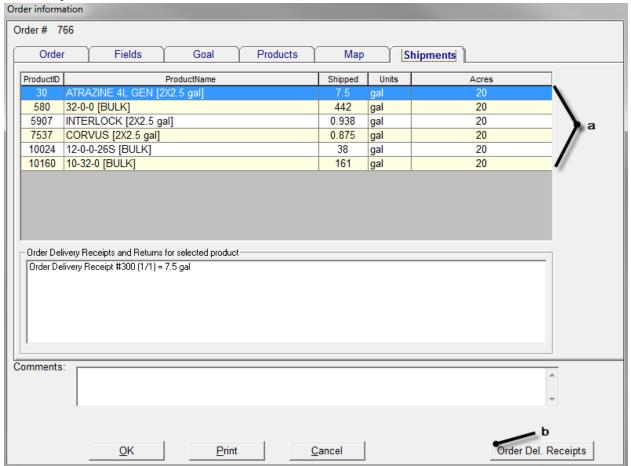
- a. Selecting < or > will navigate to previous or following batch associated to Order
- b. Selecting "..." to define farm
  - i. Farm will be defined if specified under Fields tab
- c. Select ".." to define tender truck
- d. Define Batch Size, if necessary
- e. Define Acres Per Batch
- f. Define Rate Per Acre
- g. Define Hauler
  - i. Defaults to Our Delivery
- h. When Formulate Next Batch selected it is necessary to select Formulate to populate an Order Delivery Receipt
- i. To complete:
  - Select *OK* to save Order Delivery Receipts
  - Select *Print All Receipts* to print all Order Delivery Receipts associated to Order
  - Select OK & Print to print current Order Delivery Receipt
  - Select Cancel to cancel all Order Delivery Receipt

### 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. Under Shipments tab



- a. List of products and quantities on batches that have been "shipped"
- b. Selecting Order Del. Receipts opens Order Delivery Receipts associated to Order.
- 9. Select OK to close and complete this task.