Procedures for:

Creating a VRT 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
12.1.4 (127)	7/20/2012	Katie Bergthold	Creation of document.

Overview:

The following guide is to assist the user in the task of creating a VRT Order.

Definitions:

- **VRT Order:** An order for Variable Rate Technology
- **Combo:** set of products and their typical rates that are created within AgWorks to allow for entry of multiple products underneath one common name.
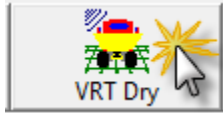
Warning/Notice:

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

Need help? Contact AgWorks Support at (855) 249-6757, option 2.
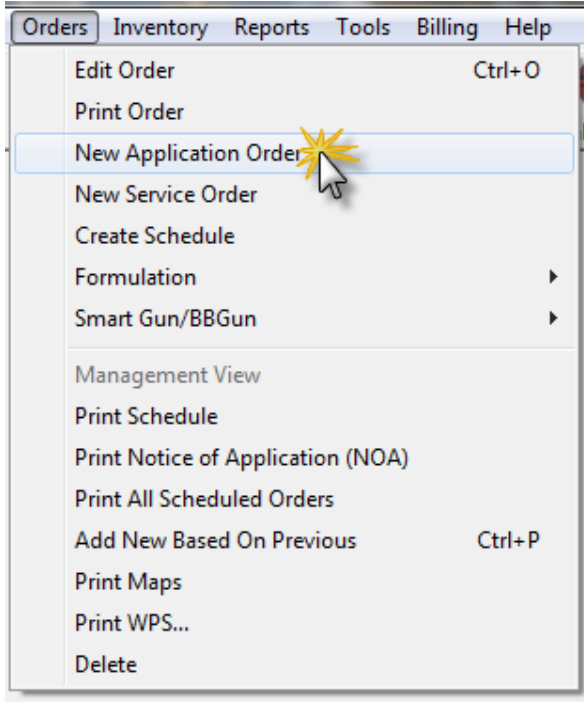
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Procedures:

1. Create a VRT Order
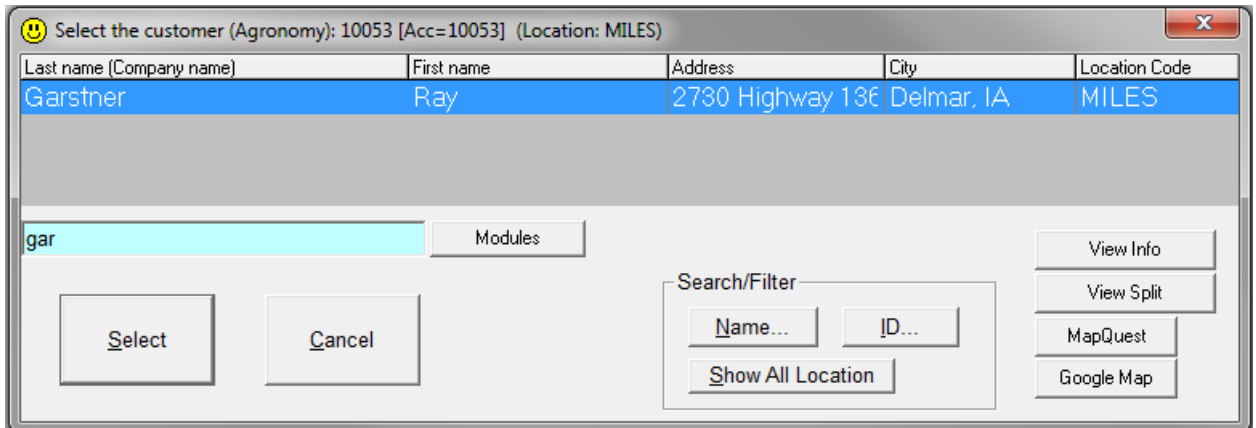   - Within Delivery Doc select In-Field Order quick button

     OR
   - Within Delivery Doc navigate to Orders> New Application Order to select VRT Dry

2. Select desired customer

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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 elect drop down to specify date
c. Specify *Priority* if applicable.
d. Select *Add Service Charge* to select service charge, if necessary

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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) can be added multiple ways
    i. If a field is added a user can adjust scheduled acres per field, or
    ii. Manually input quantity in Scheduled text field, or
    iii. Select *Add Field* to schedule fields one at a time

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iv. Select *Add Fields* to schedule multiple fields
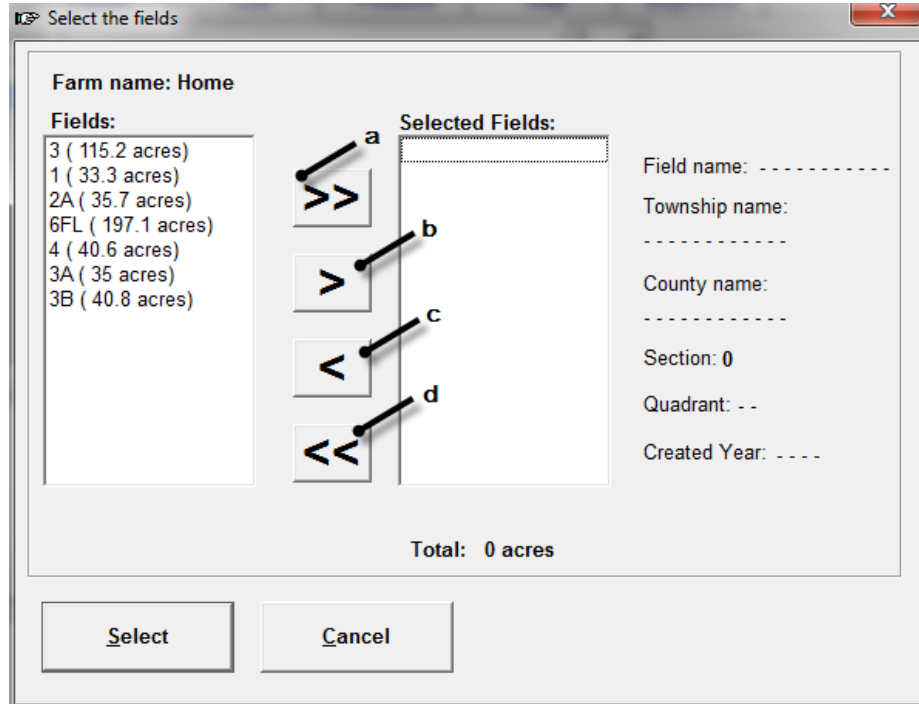
1. Select Farm
   a. Select >> to schedule all fields
   b. Select > to schedule one field under Farm at a time
   c. Select << to remove all fields from schedule
   d. Select < to remove one field at a time from schedule
c. If necessary, select *Delete Field* to remove field listed
d. If necessary, select *Print Map* to print map associated to farm
   i. If map not available user receives message. No map will print.
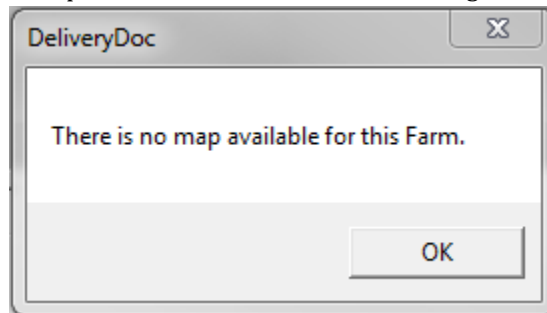
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5. Under Goal tab


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

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6. Under Products tab
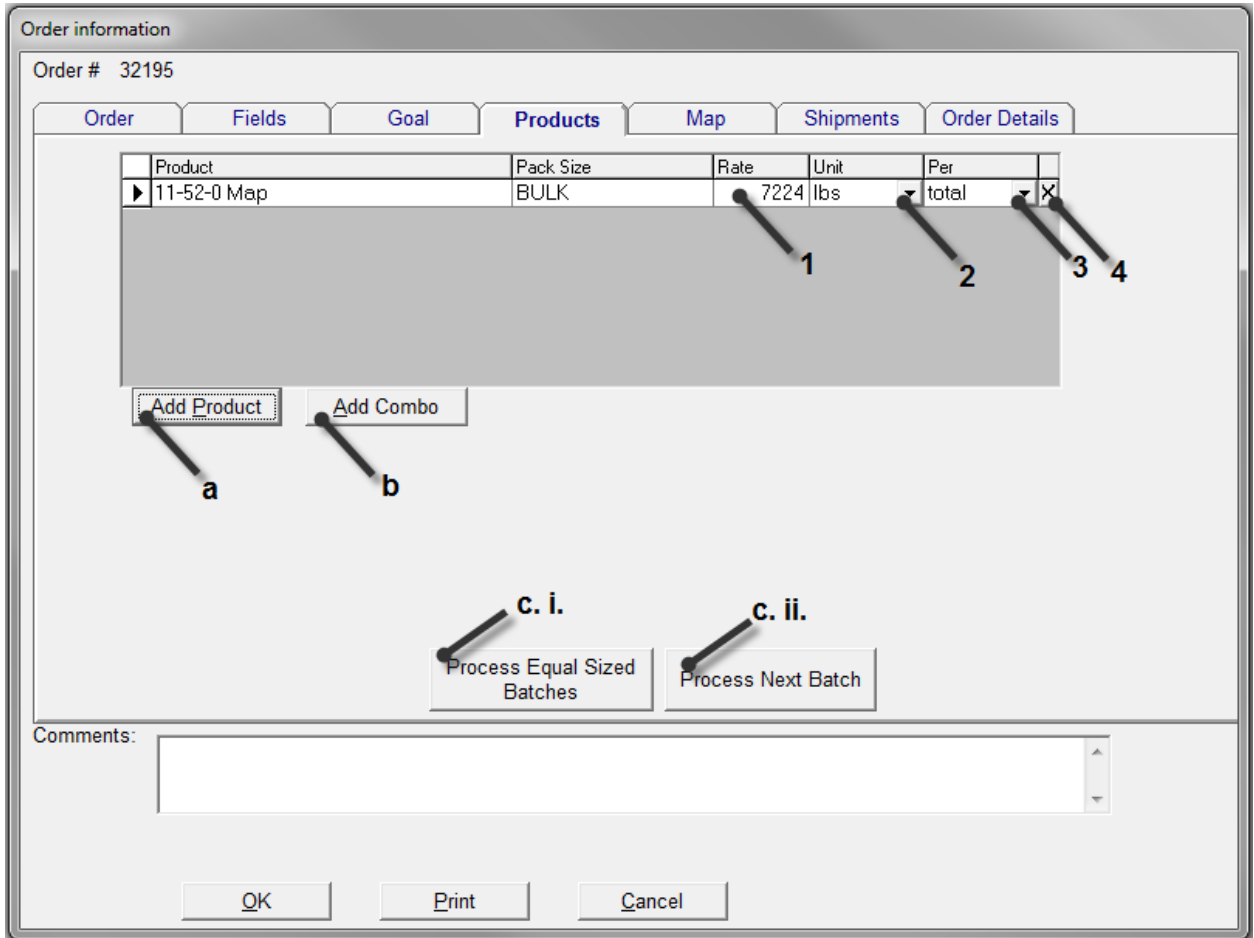

a. *Add Product* to add product.
   i. Once product added the follow functionality will be available:
      1. Adjust rate by highlighting *Rate* column
      2. Select *Unit* drop down to adjust product unit of measure
      3. Select P*er* drop down to adjust product rate to specify total or per acre
      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

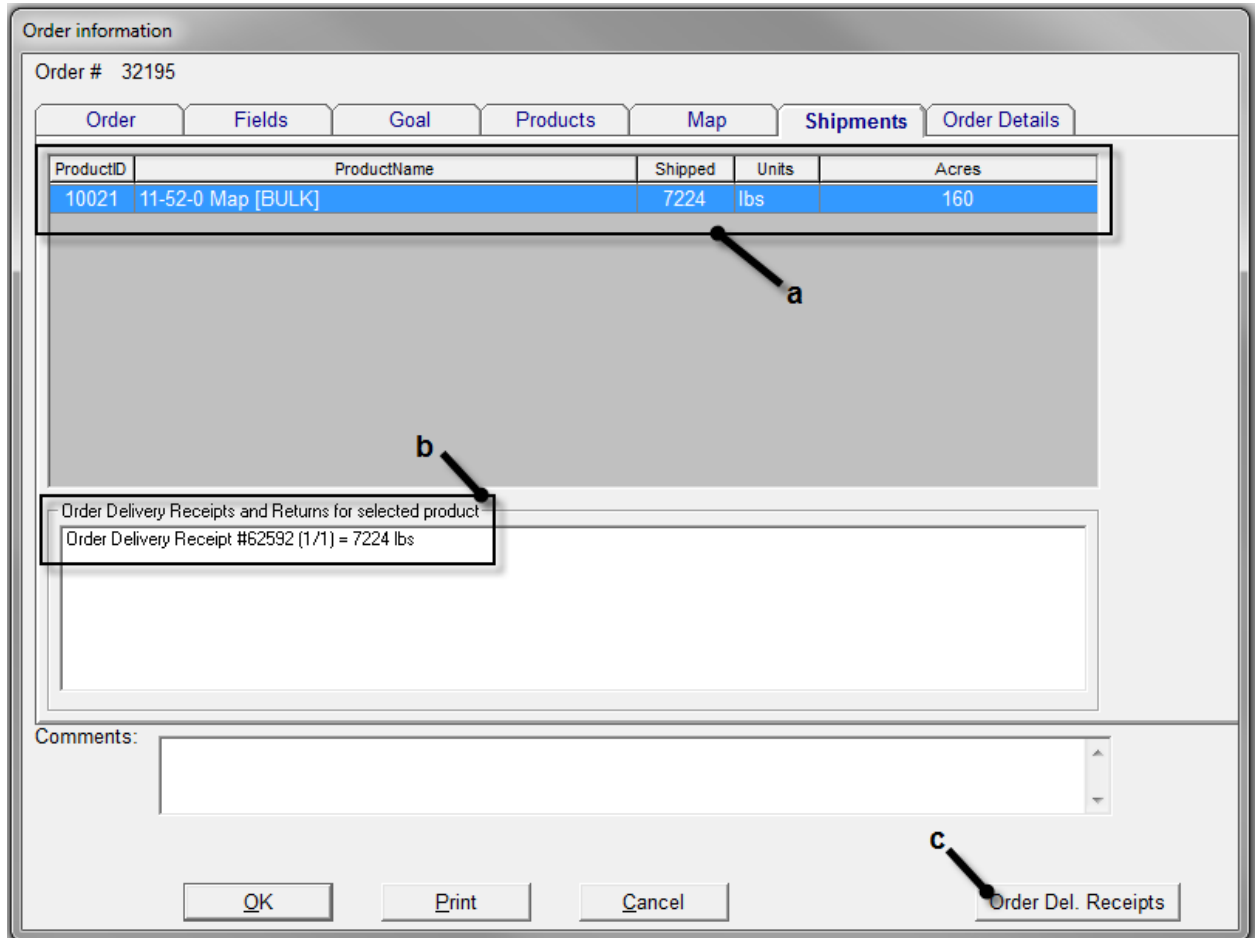Need help? Contact AgWorks Support at (855) 249-6757, option 2.

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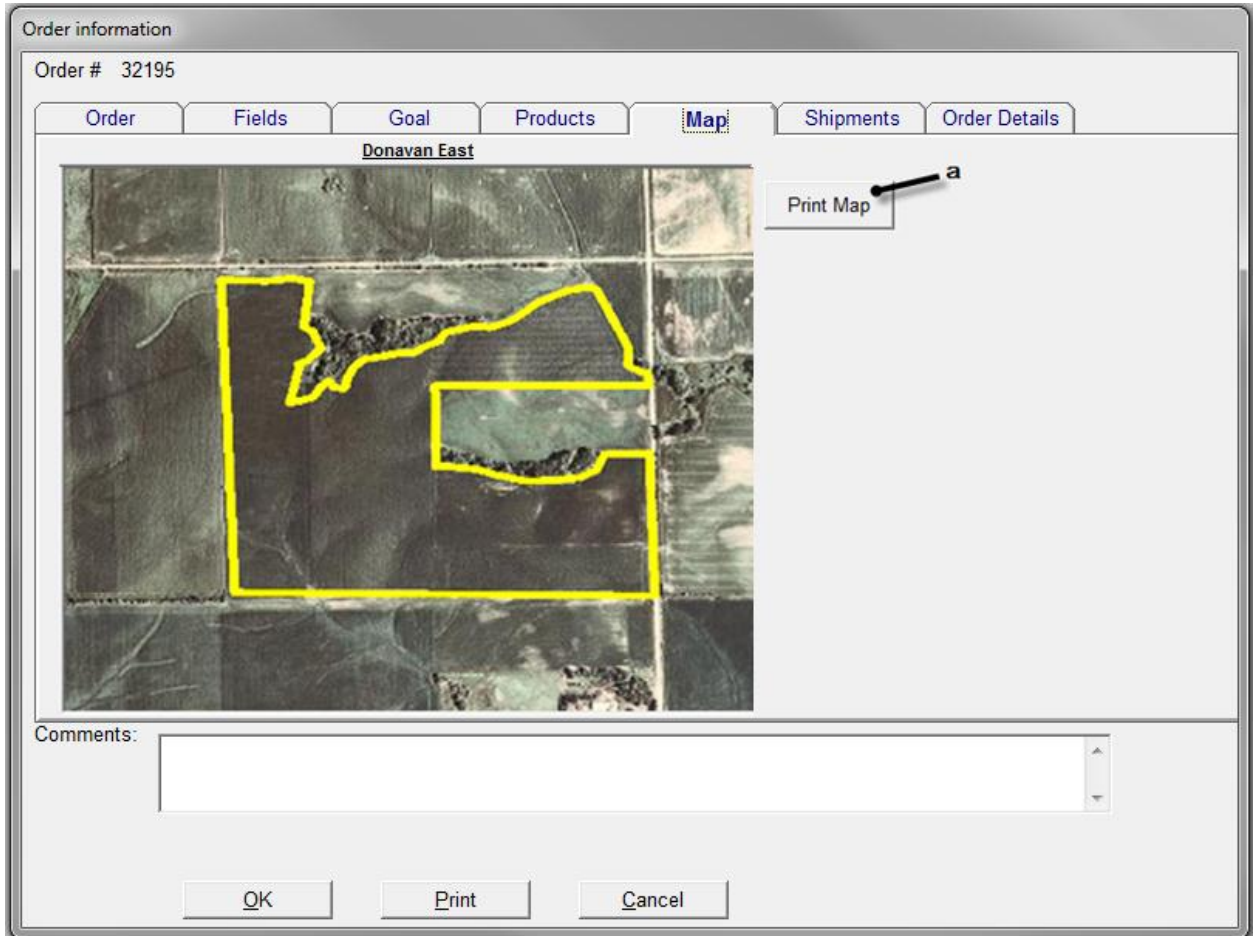
a. Select *Print Map*
    i. If map is not saved in system, picture area will read *Map does not exist for this farm*
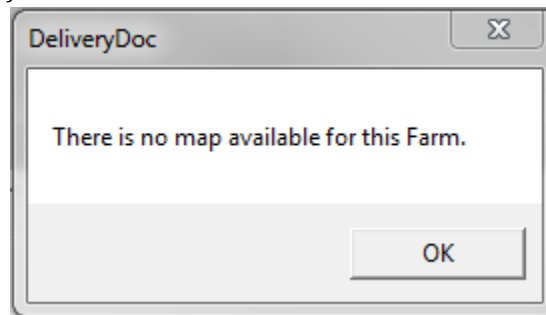
8. Under *Shipments* tab

a. Lists products that have been shipped for Order
b. Lists Order Delivery Receipts and Returns for selected product
c. Select *Order Del. Receipts* button to view Order Delivery Receipt(s) associated to Order
9. Order Details tab
10. Select OK to close and complete this task

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