

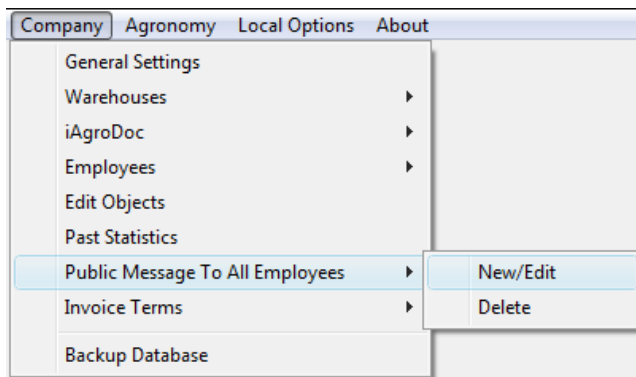
Procedures for Creating your Public Message

- 1.) Open AgWorks Manager

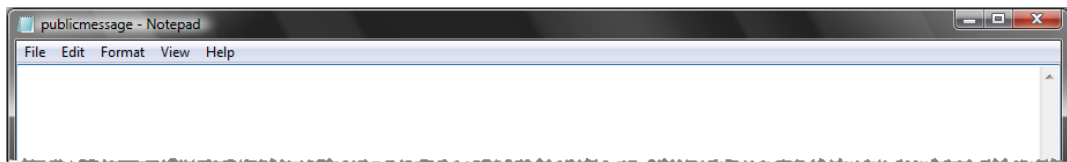


- 2.) Using the menu, navigate to the following:

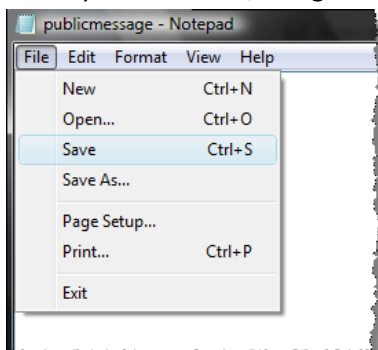
COMPANY > PUBLIC MESSAGE TO ALL EMPLOYEES > NEW/EDIT



- 3.) A new window will display, within this window type your Public Message



- 4.) When your are done, navigate to: FILE > SAVE



- 5.) Now when users open the AgWorks modules, they will be greeted with your message.

