

Procedures for:

Importing employee signatures

Revisions:

Version	Date	Author	Description
-----	04/20/2011	Katie Bergthold	Creation of document.

Warning/Notice:

- The following assumes employee set up within AgWorks Manager > Employees > Add New
- The following assumes copy of employee signature in *.bmp format is obtained
- The following assumes signature size is 156x87 percent, also known as 300x100 pixels

Procedures:

1. Open AgWorks Manager
2. Navigate to: Employees > Edit
3. Select desired employee
4. Select *Load*

User information

User ID: 35

Personal information

First: Agworks Middle:

Last Name: Software

Job Title:

Address: 111 West 76th Street

City: Davenport State: IA ZIP: 52806

Home Phone: (309) 623-4604 Mobile Phone: () - -

E-mail: support@agworks.n Spouse:

Work Phone: () - - Ext.:

Employee Signature (300x100 pixels)

Access permissions

User Name: agworks Password: 123

Administrator Applicator

LP-Truck Driver Sales Rep

Accountant Seed Manager

PC Access Visible

Write

Delete

Default Location: MAIN

Permitted Locations:

5. Navigate to location of employee signature and select