

Chapter 4-Users

4.0 Users

The 'Users tab' on the left navigation bar lets a person search for a user throughout the organization. Changes to the user profile can be done on this tab.

-Use the drop down box to pick how the search will be performed; by login, first name, last name, or email

USERS				
Search		FIRST NAME		
LOGIN ID	FIRST NAME	LAST NAME	EMAIL	STATUS
AJapplicator	aj	app	ajapplicator@dn2k.com	ACTIVE
AdminAlex	Admin	Alex	alex.kotliarsky@dn2k.com	ACTIVE
AdminAndrew	Admin	Andrew	andrew.geesen@dn2k.com	ACTIVE
AdminBrian	Admin	Brian	brian.curtiss@dn2k.com	ACTIVE
AdminChris	Admin	Chris	christopher.lavalette@dn2k.com	ACTIVE
AdminDev	Admin	Dev	sara.degan+AdminDev@dn2k.com	ACTIVE
AdminKevin	Admin	Kevin	kevin.clark@dn2k.com	ACTIVE
AdminNate	Admin	Nate	nathaniel.hasiak@dn2k.com	ACTIVE
AdminSE	Admin	SE	sara.degan+AdminSE@dn2k.com	ACTIVE
AdminSara	Admin	Sara	sara.degan@dn2k.com	ACTIVE
AdminSheryl	Admin	Sheryl	sheryl.denison@dn2k.com	ACTIVE
AdminUserTest	Admin	Test	sara.degan+sarasara@dn2k.com	ACTIVE
20 Showing 1 to 20 of 90 entries		Previous 1 2 3 4 5 Next		

- Then enter the search criteria
- All people with matching criteria will be listed on the screen
- Click on the user you are searching for

USERS				
john		FIRST NAME		
LOGIN ID	FIRST NAME	LAST NAME	EMAIL	STATUS
LoneJohnSP	John	Rose	john.rose+90@dn2k.com	ACTIVE
QAIGrower3	John	Rose	john.rose+93@dn2k.com	ACTIVE
jsmith	John	Smith	johnsmith@dn2k.com	ACTIVE

- The details of the user profile will be available
- Any changes to the user can be done on this screen along with resetting of the password
- Emulate User is used to give permission to act as the user and see their screen as to how they are logged

USER PROFILE - LONEJOHNSP
✕ Close

DetailsAliases

Login ID * LoneJohnSP
Status * ACTIVE
Created By admin
Requested By JLR
Created Date 10/19/2015
Organization Lonestar SP

Avatar

First Name * John|
Last Name * Rose
Email * john.rose+90@dn2k.com
Phone
Mobile

Address
Address 2
City
State/Province:
Postal Code
Country * USA

Role Selection

☒ Single Role
☐ Multiple Roles

Role Service Provider Admin ⓘ

any of the ATLAS partner Applications.

Allow Application Access

Sales Analytics ☒ Yes ☐ No

AgSync ☐ Yes ☒ No

DN2K - MyAgCentral ☐ Yes ☒ No

Nutra-Links ☐ Yes ☒ No

Sustain ☐ Yes ☒ No

ⓘ

Precision Ag Roles

Advisor
Agronomist
Banker
Crop Insurance Agent
Equipment Dealer
Fertilizer Dealer
Other

<>

<<>>

Active Roles

Emulate User Cancel Delete Reset Password Update

- A different type of alias can be selected for each external system
- The Reference ID and Reference Type are created once a user is created and is stored in the alias
- When an app outside this, needs to access this information, it gets it from the alias

The screenshot shows a web application window titled "USER PROFILE - JSMITH" with a "Close" button in the top right corner. Below the title bar, there are two tabs: "Details" and "Aliases". The "Aliases" tab is currently selected. In the top right corner of the main content area, there is a green button labeled "+ Add Object Alias". Below this button, there is a form with three input fields: "External System Type *" with a dropdown menu showing "Select a System Type", "External Ref Id *" with a text input field, and "External Ref Type *" with a text input field. At the bottom of the form, there are two buttons: a grey "Cancel" button and a green "+ Create" button.

Chapter 5-Supplier

Supplier 5.0

Once the Service Provider, Dealer, Grower, Farm, Field, and Users have been created you may want to create a Supplier. The Supplier page is the page that will show a list of all the Suppliers and allow a new one to be created or to reclassify an existing User as a Supplier. Suppliers are users that provide services specifically for the Grower level of the organization. Users created under the supplier with the correct roles will receive tasks in their TASK INBOX if the associated Supplier is selected on the Work Order. The work orders currently set up to function with Suppliers are Soil Sample, EC, and VRS. The Supplier page can be accessed by clicking on the Supplier tab on the far left navigation bar of the software.

5.0 Add a Service/Supplier

-At the very top left of the Service/Supplier page is a navigation bar for your Service Providers, Dealers, Growers, Farms, and Fields

HOME

FIELDS

MY ORGANIZATION

USERS

SERVICE/SUPPLIER

TASK INBOX 179

WORK ORDERS 719

FIELD ACTIVITIES

DOCUMENTS

MARKETS

WEATHER

Search:

Das Root

ABC Farming Inc.

AG77

Ajpartner

Ajpartner2

AJSP

AKing

AQueen

Austin's Test SP

SERVICE/SUPPLIER ADMINISTRATION - Das Root

+ Add Service/Supplier

SERVICE/SUPPLIER NAME	CONTACT	PHONE	EMAIL ADDRESS	SERVICES	LOCATION	OWNER
AJmid	aj	123	ajmid12300@dn2k.com		undefined, aj	AJmid
AJSP	aj	123	ajsp2222@dn2k.com		undefined, CO	AJSP
AJSP	aj	123	ajsp2222@dn2k.com		aurora	AJSP

- Find the desired User level that the supplier should be added under
- Do this by clicking on the small arrow on the right of the service provider name to drill down to a lower level in the User hierarchy
- The desired User's name can also be typed in the search bar until the expected result comes up
- Click the correct name

Search:

Das Root

ABC Farming Inc. ▶

AG77 ▼

Apartner ▶

Apartner2 ▶

AJSP ▶

- Click on the 'Add Service/Supplier' button to add a new Service/Supplier

SERVICE/SUPPLIER ADMINISTRATION - AG77

+ Add Service/Supplier

SERVICE/SUPPLIER NAME	CONTACT	PHONE	EMAIL ADDRESS	SERVICES	LOCATION	OWNER
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- Once on the 'New Service/Supplier' page, there is a drop down menu for adding existing Dealers or Service Providers as a Supplier
- Clicking on this drop down menu will show a list of all Dealers or Service Providers that can have Supplier permissions added to their accounts
- Selecting a Dealer or Service Provider here will add Supplier tasks to the list of the permissions for that Dealer or Grower
- This will auto populate the Supplier information fields with the selected Dealer or Service Provider information
- If this is a new Supplier, fill in all fields with an asterisks, however, the more information the better

ADD SERVICE/SUPPLIER

Add Existing Organizations as a -- Nothing Selected -- i

Service/Supplier

Service/Supplier

Name *

Contact Name *

Contact Phone *

Contact Email *

Website URL

Territory

Covered

Address

Address 2

City

State/Province





Postal Code


Country * USA


Cancel + Add Service/Supplier

- For the text box next to the 'Parent Organization', enter the organization that the new Supplier will fall under
- This will need to be a Dealer or Service Provider
- Any work orders that come from the selected Dealer or Service Provider will be handed down to the Supplier when appropriate

Parent Organization * i



- Beneath the parent organization there is a list of service types and a list of active service types
- Only services listed under active service types will be applied to the new Supplier
- To move a 'service type' to an 'active service type', click on the  icon after clicking on the service type that should be set as active
- To remove an 'active service type', click on the  icon
- You can also use the  to add all the 'service types' to the 'active service type' list or the  to remove all the items from the 'active service type' list
- 'Auto-Create New User' radial button
 - If yes, a login ID and welcome email will automatically be sent to the email of the Supplier that was provided
 - If no was selected, a Supplier will not have a User associated with it, but this can be manually added to the Supplier id from the User page or Supplier page at a later point
- Click the 'Cancel button' if you wish to cancel the creation of the Supplier
- Click the 'Add Service/Supplier' button to add the Supplier to the Supplier list



 ADD SERVICE/SUPPLIER
 ✕ Close

Parent Organization * Smith Farm 

Service Types

- Application
- Crop Insurance
- Crop Scouting
- Crop Specialist
- Electrical Conductivity Collector
- Electrical Conductivity Processor
- Imaging Collector
- Imaging Processor
- Self-Scouting

Active Service Types *

Auto-Create New User? * ☐ Yes ☐ No
 If Yes is selected, a Login ID and welcome email will be automatically created and sent to the new user.

⌂ Cancel
+ Add Service/Supplier

Chapter 6-Task Inbox

The Task Inbox allows a person to review tasks or work orders assigned to them through the software.

6.0 Task Inbox

- Clicking on the task box on the left navigation will bring up the task page for the list of task
- Each entry will list information concerning the work order, order number, the work order type, the Grower assigned, the Field the task is associated with, the size of that Field, the specific task, the individual who assigned the task, and the due date of the task
- Clicking on the individual task will send you to that specific work order
- From there, the user can process the next step of the work order

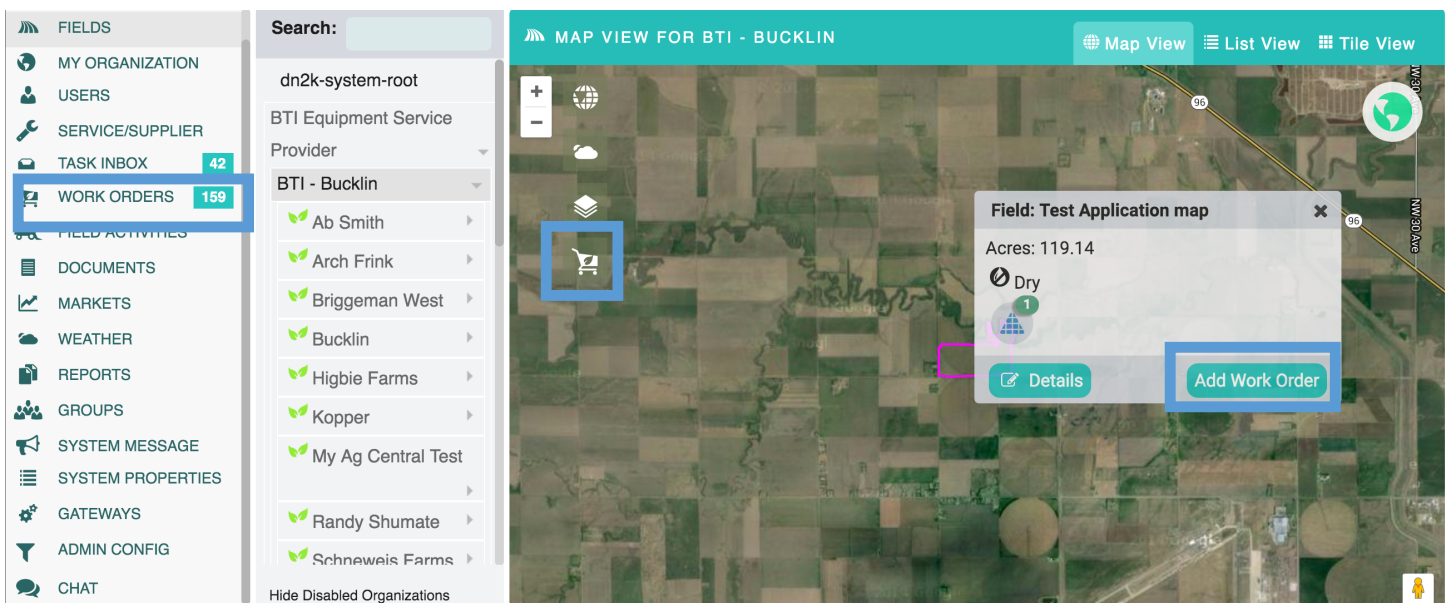
HOME	TASK INBOX							
FIELDS	ORDER #	TYPE	GROWER	FIELD	ACRES	TASK	ASSIGNEE	DUE DATE
MY ORGANIZATION	IMG-88		AJgrower	ajfield	7.72	Collect Imagery		10/30/2015
USERS	IMG-91		AJgrower	ajfield	7.72	Collect Imagery		10/30/2015
SUPPLIER	APP-239		Barry Anderson	Long_27	31.85	Dispatch Application Rx		11/02/2015
TASK INBOX 63	APP-240		Barry Anderson	WireWest_24	64.35	Dispatch Application Rx		11/02/2015
WORK ORDERS 235	APP-241		Barry Anderson	WireMid_25	100.77	Dispatch Application Rx		11/02/2015
FIELD ACTIVITIES	APP-242		Barry Anderson	WireEast_26	60.26	Dispatch Application Rx		11/02/2015
DOCUMENTS	APP-243		Barry Anderson	East_28	65.53	Dispatch Application Rx		11/02/2015
MARKETS	APP-244		Larry Baker	North40_20	203.69	Dispatch Application Rx		11/02/2015
WEATHER	APP-245		Larry Baker	Wire80_21		Dispatch Application Rx		11/02/2015
REPORTS	APP-246		Bob Cowgill	1FeedTmp_60		Dispatch Application Rx		11/02/2015
GROUPS	APP-247		Bob Cowgill	1FeedMx_59		Dispatch Application Rx		11/02/2015
SYSTEM MESSAGE	APP-249		Jimmy Bummer	Pond45_31	7.72	Dispatch Application Rx		11/02/2015
SYSTEM PROPERTIES	APP-250		Jimmy Bummer	Jim80_36	28.32	Dispatch Application Rx		11/02/2015
GATEWAYS	20 Showing 1 to 20 of 63 entries							
CHAT	Previous 1 2 3 4 Next							

Chapter 7-Work Orders

The 'Work Order' page is where work orders can be assigned to users and where the status of those work orders can be reviewed. A person can access the 'Work Order' page by clicking on the work order tab on the navigation bar on the far left side of the app. This work order list will display information such as work order number, the type of work order, the assignee to the work order, the Field the work order is applied to, the current task of the work order, the status of the work order, the start and due date for the work order, and the number of notes located within the work order.

7.0 Work Order

- Click on the work order tab on the left navigation
 - Work orders also can be created on the fields page under assets or directly from field view



- At the top left of the 'Work Order' page is a navigation bar for your Owner, Dealers, Growers, Farms, and Fields
- You can drill down to the desired grower once you find the Owner they are under in the navigation bar
- Do this by clicking on the small arrow on the right of the Owner name to drill down to a lower level in the organization hierarchy
- Once the desired level in the hierarchy is selected, the 'Work Order' page will now only display work orders for that Grower
- Alternatively, you can also search for the desired Grower by typing in your Grower's name in the search bar until the expected result comes up
- Then click on the Grower's name to successfully navigate to that Grower in the Work Order list

Search:

- Das Root
- Agvance
- AJSP
 - AJgrower
 - AJmid
 - Austin's Test SP
 - Beverly Hills Crop
- ☐ Hide Disabled Organizations
- ☐ Priority
- ☐ Work Order Type
- ☐ Start Date
- ☐ Due Date

WORK ORDERS

Order #

In Prog... 127
Completed 30
Pending 2
Canceled 1

ORDER#	GROWER	FIELD	TYPE	CURRENT TASK	START DATE	DUE DATE	NOTES
ST-627	AJgrower	AJfield2		Waiting for Results	11/13/2015	11/20/2015	1
ST-626	AJgrower	AJfield2		Analyze Results	11/12/2015	11/19/2015	2
HARV-621	AJgrower	AJfield2		Analyze Harvest Results	11/11/2015	11/27/2015	10
APP-620	AJgrower	AJfield2		Analyze Results	11/11/2015	11/21/2015	10
HARV-619	AJgrower	ajfield		Analyze Harvest Results	11/11/2015	11/27/2015	10
ST-616	AJgrower	ajfield		Waiting for Results	11/12/2015	11/19/2015	1
HARV-615	AJgrower	ajfield		Analyze Harvest Results	11/11/2015	11/27/2015	8
PVRI-613	AJgrower	ajfield		Perform Collection	11/11/2015	11/21/2015	2
PVRI-612	AJgrower	ajfield		Perform Collection	11/11/2015	11/21/2015	0

- You can also search for an individual work order based on its work order number

Search:

- Das Root
- Agvance
- AJSP
 - AJgrower
 - AJmid
 - Austin's Test SP
 - Beverly Hills Crop
- ☐ Hide Disabled Organizations

WORK ORDERS

In Progr... 11

ORDER#	GROWER	FIELD	TYPE	CURRENT TASK	START DATE	DUE DATE	NOTES
ST-627	AJgrower	AJfield2		Waiting for Results	11/13/2015	11/20/2015	1
ST-626	AJgrower	AJfield2		Analyze Results	11/12/2015	11/19/2015	2
ST-616	AJgrower	ajfield		Waiting for Results	11/12/2015	11/19/2015	1

-Beneath the organization navigation bar there is a group of expandable options, this will allow further customization in how the work orders are displayed

Search:

Das Root

Agvance

AJSP

AJgrower

AJmid

Austin's Test SP

Beverly Hills Crop

+

Priority

+

Work Order Type

+

Start Date

+

Due Date

WORK ORDERS

ST-|

+ Add Work Order

In Progr... 11

ORDER#	GROWER	FIELD	TYPE	CURRENT TASK	START DATE	DUE DATE	NOTES
ST-627	AJgrower	AJfield2		Waiting for Results	11/13/2015	11/20/2015	1
ST-626	AJgrower	AJfield2		Analyze Results	11/12/2015	11/19/2015	2
ST-616	AJgrower	ajfield		Waiting for Results	11/12/2015	11/19/2015	1
ST-586	AJgrower	ajfield		Waiting for Results	11/11/2015	11/18/2015	1
ST-584	AJgrower	ajfield		Waiting for Results	11/11/2015	11/18/2015	1
ST-574	AJgrower	ajfield		Waiting for Results	11/10/2015	11/17/2015	1
ST-570	AJgrower	AJfield2		Waiting for Results	11/10/2015	11/17/2015	1
ST-568	AJgrower	AJfield3		Analyze Results	11/09/2015	11/16/2015	2
ST-529	AJgrower	ajfield		Waiting for Results	11/07/2015	11/14/2015	1

- Click on the + will expand the option
- Click on the - while the list is expanded will collapse it again
- Clicking on one of filters will cause the work order list to only display work orders with the selected filter options.
- To add a work order click the + Add Work Order 'Add Work Order' button
- Clicking on this button will pull up the list of work orders that can be created

WORK ORDERS

Order #

+ Add Work Order

In Progr... 243
















Compl... 108

Pending 1

Canceled 10


-Click on the desired work order button to create the selected work order

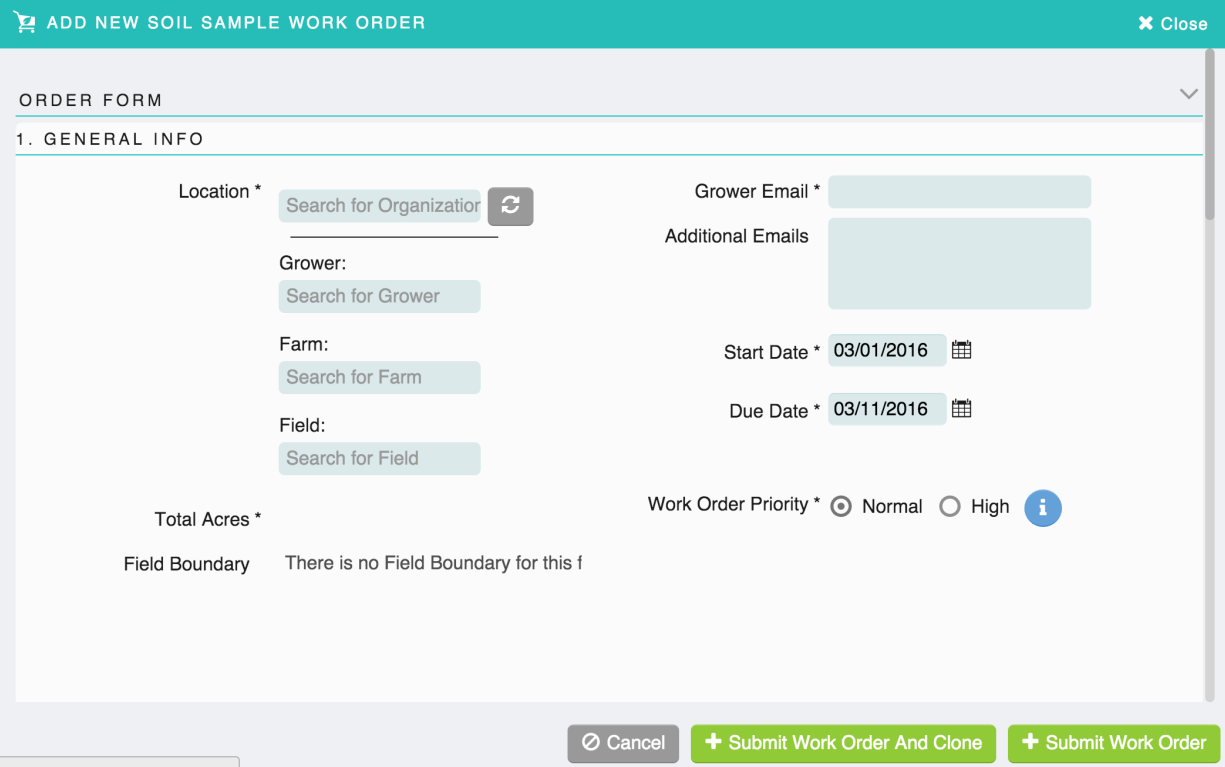
Which Work Order would you like to create?

 Soil Sample Work Order	 Electrical Conductivity Work Order
 Yield Map Work Order	 Imagery Work Order
 Planting Map Work Order	 VRI Work Order
 Application Map Work Order	 VRS Work Order
 Generic Work Order	 Pre-VRI Evaluation Work Order
 Crop Scouting Work Order	 Harvest Work Order
 Soil Test Work Order	 Application Work Order
 Tissue Sampling Work Order	

Close

7.1 Soil Sample Work Order


- Fill in the desired location, grower, farm and field
 - After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
 - The  will give you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
- All fields with *asterisks are required fields



ADD NEW SOIL SAMPLE WORK ORDER Close

ORDER FORM

1. GENERAL INFO

Location * 

Grower:

Farm:


Field:


Total Acres *


Field Boundary

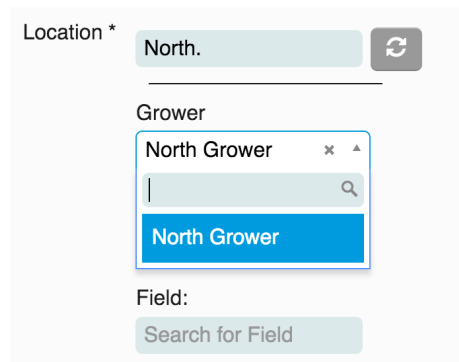
Grower Email *


Additional Emails

Start Date * 



Due Date * 


Work Order Priority * ☒ Normal ☐ High 



Location * 


Grower




Field:

- Click the drop down arrow next to the Sampling Package to select the correct 'Sampling Package'
- Click the drop down arrow next to the Soil Lab to select the correct 'Soil Lab'
- Click the drop down arrow next to the Soil Lab Test Type to select the correct 'Soil Lab Test Type'
- The 'Have Soil Samples' radial button is for if the soil samples have already been completed
- The 'Skip grower notification' radial is used to communicate with the grower if the field is ready to sample
- In most instances, the grower has asked to have his field sampled, so you would choose yes to not notify the grower
- Compliance reporting required radial is an informational field to flag that a compliance report is necessary for that field
- Click the correct 'Sampling Method' radial button
- Click the drop down arrow next to Grid Size to select the correct 'Grid Size'
- Select the correct 'Soil Sample Suppliers' from the list- The users with the soil sampler role will be displayed in this field, to add soil samplers, see the Supplier Section page

 ADD NEW SOIL SAMPLE WORK ORDER
 Close

2. SAMPLE INFO

Sampling Package *	Select a Sampling Package	Previous Crop *	Select Crop
Soil Lab *	Select a Lab	Sampling Method *	<input checked="" type="radio"/> Grid <input type="radio"/> Zone <input type="radio"/> Composite
Soil Lab Test Type *	Select Soil Lab Test Type	Grid Size *	Select Grid Size
Have Soil Samples? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Soil Sampler(s) *	<div></div> <div>Press < Ctrl > and Click to Select Multiple Options</div>
Skip Grower Notifications? *	<input checked="" type="radio"/> Yes <input type="radio"/> No 		
Compliance Reporting Required? *	<input type="radio"/> Yes <input checked="" type="radio"/> No		

NOTES

Cancel

+ Submit Work Order And Clone

+ Submit Work Order

- Click the drop down arrow next to Prescription Formula to select the correct 'Prescription Formula'
- Click the drop down arrow next to Previous Crop to select the correct crop that was planted in the previous year
- 'Application Cropping' radial button is to be used if the sampling is to be done once or twice a year
- Click the drop down arrow next to 'Crop Year One' to select the correct crop of the current year
- In the 'Yield Goal' put in the grower's desired yield for that year's crop
- Build Years- This is informational only for the user
- 'Credit N from Phosphorus Source' radial button is if this chemical was previous applied for the year
- 'Credit Nutrients from Starter Fertilizer' radial button is if this chemical was previous applied for the year
- 'Credit Nutrients from Foliar' radial button is if this chemical was previous applied for the year
- Click the **+ Recommendation** button only if a second or third recommendation is needed or wanted

3. RECOMMENDATIONS

Prescription Formula *

Select Prescription Formula ▼

Previous Crop *

Select Crop ▼

Recommendation # 1

Application Cropping ☒ Annual ☐ Bi-Annual

Credit N from Phosphorus Source? ☐ Yes ☒ No

Options *

Credit Nutrients from Starter Fertilizer? ☐ Yes ☒ No

Crop Year One *

Select Crop ▼

Credit Nutrients from Foliar? ☐ Yes ☒ No

Yield Goal *

Build Years *

8 ▼

+ Recommendation

- Click the drop down arrow next to product type, under the 'product' heading, that you want to select for the specific prescription that is being created
- ‘Min Rate’ enter the very minimum amount of the product that the grower would want applied to the field
- ‘Max rate’ enter the very maximum amount of the product that the grower would want applied to the field
- Click the drop down arrow next to the ‘Units’ to pick the correct Units conversion
- Click the drop down arrow next to ‘Lime Rating’ to select the correct Lime rating
- Enter the Lime value that is correct based on the lime rating
- ‘Match Preferred Applicators to Product’-If a specific applicator applies a specific product, click the appropriate box and then select the applicator from the list. If one applicator applies them all, then click all boxes
- Applicator- select the entity who will apply the specific product
- Click the **+ Add Applicator** button to add an applicator, this is done on the Supplier page
- Enter any ‘Notes’ or details that you want attached to this work order
- Click the **Cancel** button if you want to discard the work order
- Click the **+ Submit Work Order And Clone** button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the **+ Submit Work Order** button once the work order has been completed

4. PRODUCT INFO

Product
Starter
Foliar
View/Edit All

TYPE	PRODUCT	MIN RATE	MAX RATE	UNIT
N Nitrogen	None	0	0	Select Units
P Phosphorus	None	0	0	Select Units
K Potassium	None	0	0	Select Units
S Sulfur	None	0	0	Select Units
Zn Zinc	None	0	0	Select Units

Lime

RATING *	VALUE *	MIN RATE	MAX RATE	UNIT
Select Lime Rating	0	0	0	Pounds

Match Preferred Applicator To Product

☐ N
☐ P
☐ K
☐ S
☐ Zn

Applicator

Select Applic:

+ Add Applicator

Press < Ctrl > and
Click to Select
Multiple Options


NOTES

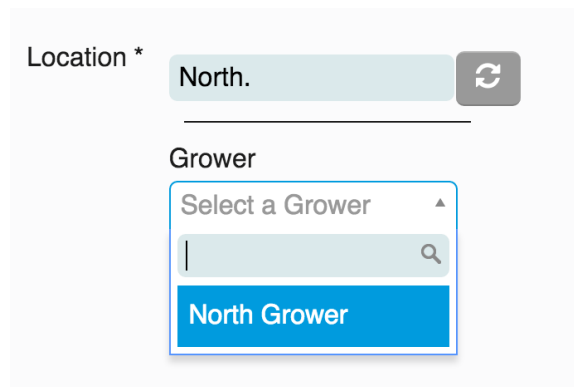
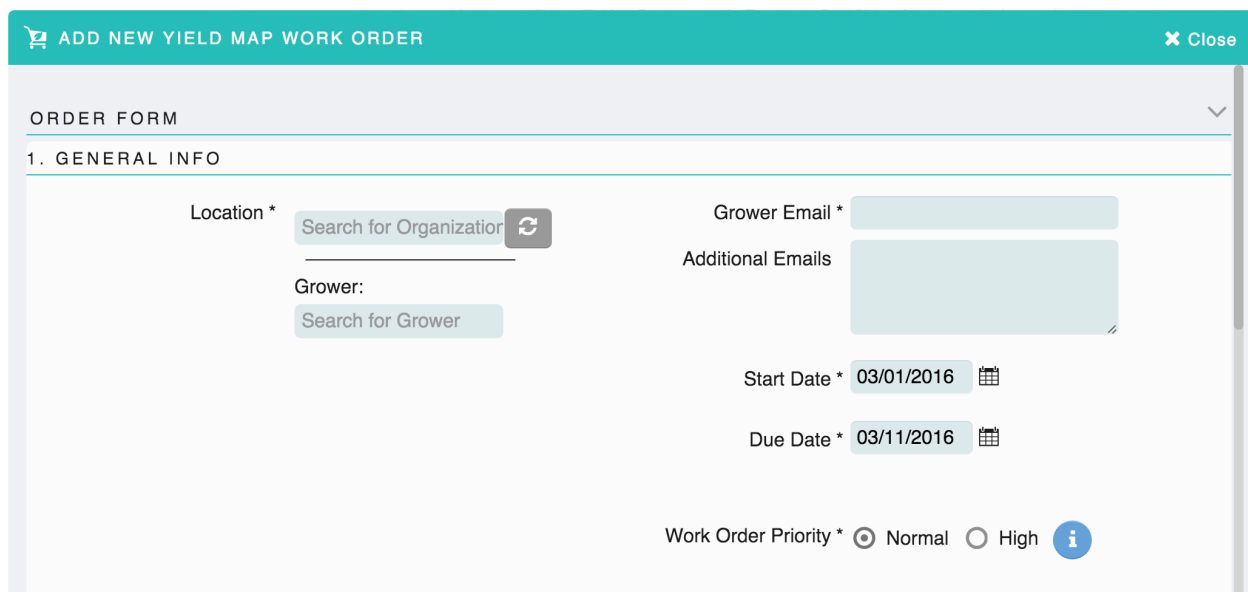
Cancel

+ Submit Work Order And Clone

+ Submit Work Order

7.2 Yield Map Work Order


- Fill in the desired location and grower
 - After a location is chosen, suggestions for the grower will be given in a drop down arrow or the grower can be manually filled in
 - This will allow a grower to be selected and will populate the farms in the mapping info below in step #2
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
- All fields with *asterisks are required fields

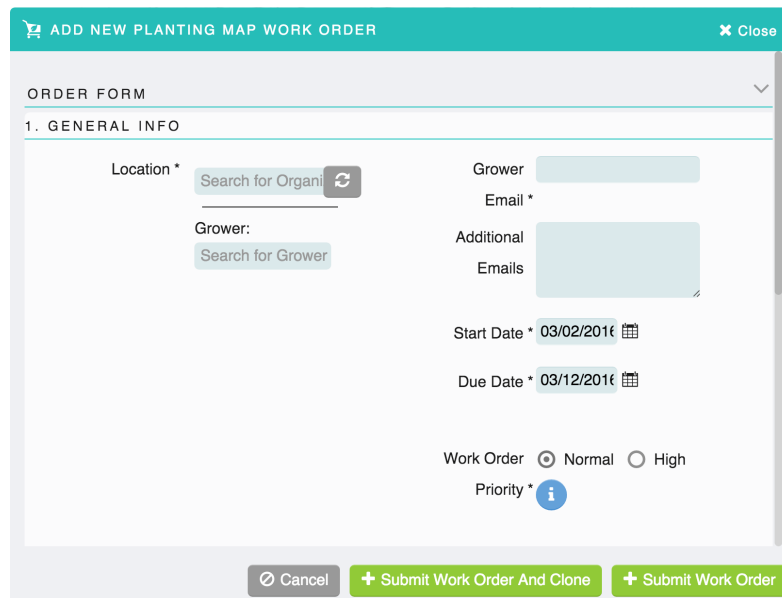


- The information from the location field above, will auto-populate the 'Selected Farms' and 'Selected Fields'
- You will be able to create one mapping work order for several farms and fields by clicking the desired Farms and Fields
- Clicking the 'FSA or Crop Insurance Reporting' radial button is for informational purposes only
 - It will flag the work order with a red ! to mark it high priority (there is a filter option for high priority work orders)
- Clicking the 'Seed Selection Recs' radial button is for informational purposes and will make it will make it high priority
- Clicking on the 'Basic Harvest Map' button will allow for a basic map work order, 'Advanced Harvest Map' will allow for a more advanced Harvest map work order
- Clicking the 'Crop Removal Recs' radial button is for informational purposes and will make it will make it high priority

- Click on green **+ Add Files** button to upload the data files
- By clicking the 'Use same files on clone' box, it will use the information from a previous work order, if the field was in the information, and will automatically upload that field so the information does not have to be manually uploaded again
- 'Notes' any special instructions for the work order can be added here
- Click the **Cancel** button if you want to discard the work order
- Click the **+ Submit Work Order And Clone** button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the **+ Submit Work Order** button once the work order has been completed

7.3 Planting Map Work Order

- In the location field fill in the desired organization and grower
 - After a location is chosen, suggestions for the grower will be given with a drop down arrow, or the grower can be manually filled in
 - Enter the 'growers email'; this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people to receive notification of the work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
 - The  gives you additional information of what is required for that field
- All fields with *asterisks are required fields



The screenshot shows a web form titled "ADD NEW PLANTING MAP WORK ORDER" with a "Close" button in the top right. The form is divided into sections. The first section is "ORDER FORM", which is expanded to show "1. GENERAL INFO". This section contains several fields: "Location *" with a "Search for Organization" button and a refresh icon; "Grower" with a "Search for Grower" button; "Email *" and "Additional Emails" (a text area); "Start Date *" with a date picker set to "03/02/2016"; "Due Date *" with a date picker set to "03/12/2016"; "Work Order" with radio buttons for "Normal" (selected) and "High"; and "Priority *" with an information icon. At the bottom of the form are three buttons: "Cancel", "+ Submit Work Order And Clone", and "+ Submit Work Order".

- The information from the location field above, will auto-populate the 'Selected Farms' and 'Selected Fields'
- Click the desired Farms and Fields
 - You will be able to create one mapping work order for several farms and fields by clicking the desired Farms/Fields
- Click on green **+ Add Files** button to upload the data files
- By clicking the 'Use same files on clone' it will use information from a previous work order, if the field was in the information, and will automatically upload that field so the information does not have to be manually uploaded again
- 'Notes' any special instructions for the work order can be added here
- Click the **Cancel** button if you want to discard the work order
- Click the **+ Submit Work Order And Clone** button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the **+ Submit Work Order** button once the work order has been completed

2. MAPPING INFO

Selected Farms *

☒ Lynch Farm

Selected Field *

☒ West Quarter

☒ Collins

Estimated Acres 87.72

Click "Add Files" to select the files you want to upload, then click the "Upload Files" button. *


+ Add Files

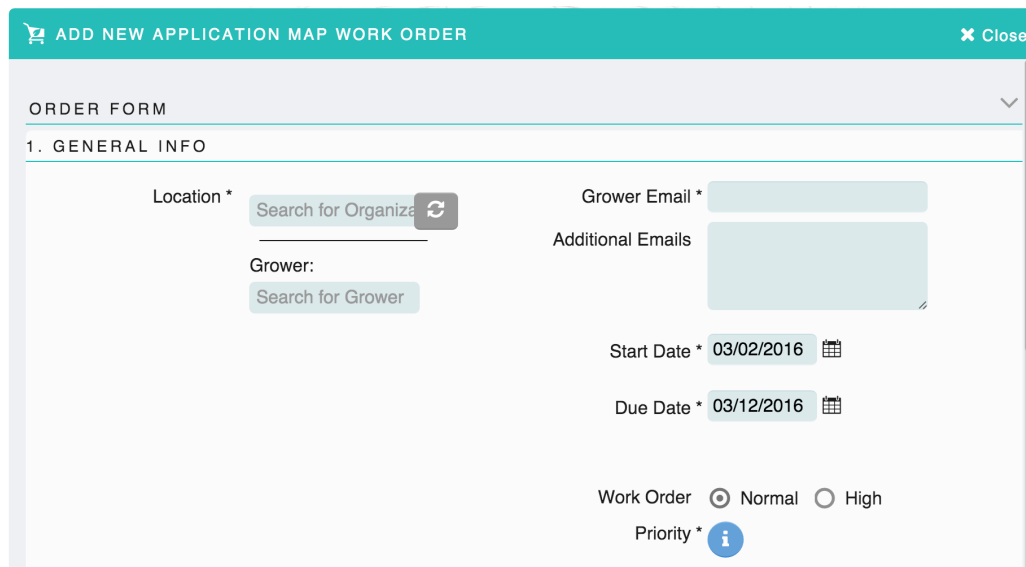
☐ Use same File(s) on Clone

NOTES

Cancel **+ Submit Work Order And Clone** **+ Submit Work Order**

7.4 Application Map Work Order


- Fill in the desired location and grower
 - After a location is chosen, suggestions for the grower will be given with a drop down arrow, or the grower can be manually filled in
 - This will then populate the farms in the mapping info below in step #2
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
- All fields with *asterisks are required fields



ADD NEW APPLICATION MAP WORK ORDER Close

ORDER FORM


1. GENERAL INFO


Location * 

Grower:


Grower Email *

Additional Emails

Start Date * 03/02/2016 

Due Date * 03/12/2016 

Work Order ☒ Normal ☐ High

Priority * 

- The information from the 'location' field above, will auto-populate the 'Selected Farms' and 'Selected Fields'
- You will be able to create one mapping work order for several farms and fields by clicking the desired Farms and Fields
- Click on green **+ Add Files** button to upload the data files
- By clicking the 'Use same files on clone' it will use information from a previous work order, if the field was in the information, and will automatically upload that field so the information does not have to be manually uploaded again
- 'Notes' any special instructions for the work order can be added here
- Click the **Cancel** button if you want to discard the work order.
- Click the **+ Submit Work Order And Clone** button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the **+ Submit Work Order** button once the work order has been completed

2. MAPPING INFO

Selected Farms *

☒ Lynch Farm

Selected Field *

☒ West Quarter
☒ Collins

Estimated Acres 87.72

Click "Add Files" to select the files you want to upload, then click the "Upload Files" button. *

+ Add Files

☐ Use same File(s) on Clone

NOTES

Cancel

+ Submit Work Order And Clone

+ Submit Work Order

7.5 Generic Work Order

- The Generic work order can be done for any general job that you want assigned to specific person.
- Select a 'Start Date' for when the work order should be initiated
- Select a 'Due Date' for when the work order should be completed
- Click the drop down arrow next to the 'Assigned To' to select the correct person that is required to complete the work order
- 'Assigned To', enter the email of the person that the work order will be assigned to.
- 'Instruction' is to be used to give any special instructions about the work order
- All fields with *asterisks are required fields

ADD NEW GENERIC WORK ORDER

X Close

ORDER FORM

1. GENERAL INFO

Start Date *

03/02/2016

Due Date *

03/12/2016

Assigned To *

Select Assignee

Assigned To (Email) *

Instructions *

B I I_x

: : ☰ ☷ ” ≡ ≡ ≡





Format ▾

Cancel

+ Submit Work Order And Clone

+ Submit Work Order

7.6 Crop Scouting Work Order

- In the location field fill in the desired organization and grower
- After a location is chosen, suggestions for the grower will be given with a drop down arrow, or the grower can be manually filled in
- Enter the 'growers email'; this will notify the grower that a work order has been created
- The 'Additional Emails' field can be used to add additional people to receive notification of the work order
- Start date, this is specific to the crop scouting season, pick the date you want the scouting to start
- Click the drop down arrow next to the 'Scout' field to select the correct Scout
 - The Scout is added by the Retailer under their Organization
- 'How many scouting events'-enter how many times the grower wants the crops scouted
 - Once the amount is entered, it will create that many work orders all at once. The first one will show as in progress and the remaining work orders will show as pending
- Click the drop down arrow next to the 'Frequency' field to select how often the scouting will take place
- The 'Release to Grower Prior to Review' radial button lets the retailer review the report prior to the grower seeing it
- Click the drop down arrow next to 'Crop Specialist' to pick the correct crop specialist to complete the work. To add a crop specialist, see the Supplier page
- 'Additional report recipients'-Add additional person whom should receive the report
- Click the bubble next to 'Normal' or 'High' priority to indicate importance
- The  gives you additional information of what is required for that field
- 'Notes' any special instructions for the work order can be added here
- Click the  button if you want to discard the work order
- Click the  button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed
- All fields with *asterisks are required fields

ADD NEW CROP SCOUTING WORK ORDER
 ✕ Close

1. GENERAL INFO

Location *

Grower:

Farm:

Field:

Grower Email *

Additional Emails

Start Date *

Every Wednesday

Scout *

How many scouting events *

Frequency *

Release to Grower

☐ Yes
 ☒ No

Prior to Review? *

Crop Specialist *

Additional Report

Recipients

Work Order

☒ Normal
 ☐ High

Priority *

Total Acres *

Field Boundary

There is no Field Boundary for this:





NOTES

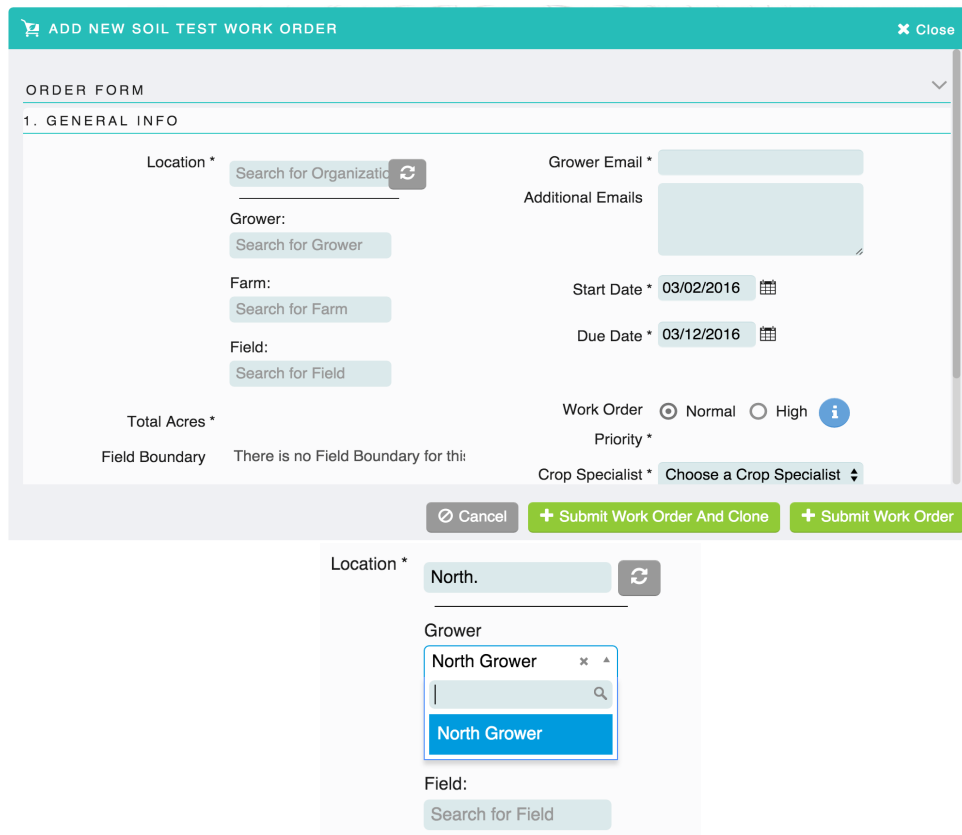
Cancel

Submit Work Order And Clone

Submit Work Order

7.7 Soil Test Work Order


- Fill in the desired location, grower, farm and field
 - After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the drop down arrow next to 'Crop Specialist' to pick the correct crop specialist to complete the work. To add a Crop Specialist, see the Supplier page
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
 - 'Notes' any special instructions for the work order can be added here
 - Click the  button if you want to discard the work order
 - Click the  button if you want to submit the work order and then create another work order of the same type
 - All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
 - Click the  button once the work order has been completed
- All fields with *asterisks are required fields



ADD NEW SOIL TEST WORK ORDER Close

ORDER FORM

1. GENERAL INFO

Location * 


Grower Email *


Additional Emails

Grower:

Farm:


Field:

Start Date * 03/02/2016 


Due Date * 03/12/2016 




Total Acres *


Field Boundary There is no Field Boundary for this:

Work Order ☒ Normal ☐ High 



Priority *


Crop Specialist * Choose a Crop Specialist 

Location * 


Grower

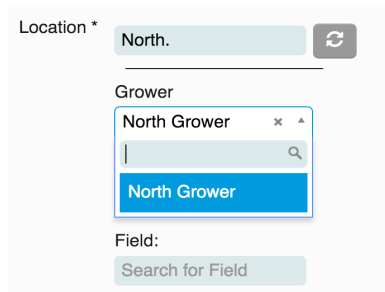
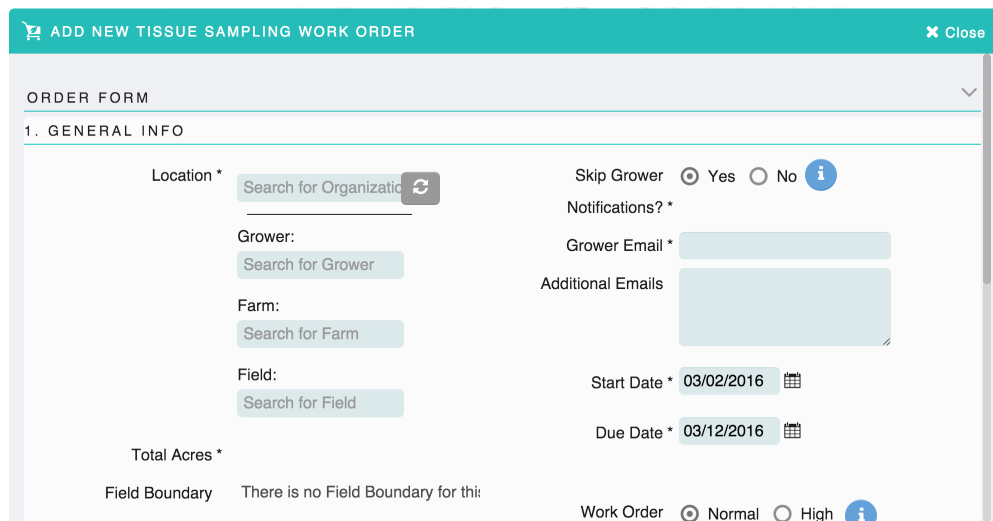





Field:

7.8 Tissue Sampling Work Order

- Fill in the desired location, grower, farm and field
- After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
- The  gives you additional information of what is required for that field
- Enter the 'growers email' this will notify the grower that a work order has been created
- The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
- Select a 'Start Date' for when the work order should be initiated
- Select a 'Due Date' for when the work order should be completed
- Click the bubble next to 'Normal' or 'High' priority to indicate importance

-All fields with *asterisks are required fields



- Click the drop down arrow next to 'Tissue Sampler' to pick the correct tissue sampler to complete the work.
- Click the drop down arrow next to 'Agronomist' to pick the correct agronomist to complete the work.
- To add a 'Tissue Sampler' or 'Agronomist' see the Service/Supplier page
- Click the drop down arrow next to 'Crop' to pick the correct crop
- Click the drop down arrow next to 'Crop Stage' to pick the correct crop stage
- 'Notes' any special instructions for the work order can be added here
- Click the  button if you want to discard the work order
- Click the  button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed

2. TISSUE SAMPLING INFO

Crop *
Select a Crop

Field pH *
6.3

Crop Stage *
Select a Crop Stage

Number of Samples *

Collections Instructions

Tissue Sampler *
Choose a Tissue Sampler

Agronomist *
Choose an Agronomist


NOTES

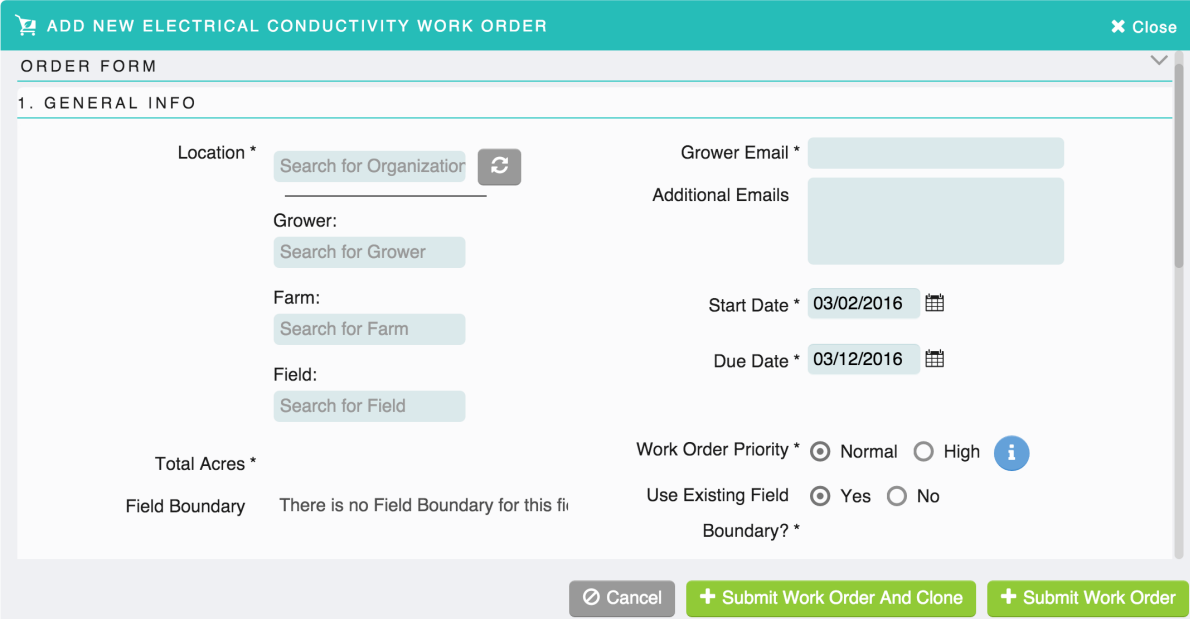
Cancel

+ Submit Work Order And Clone

+ Submit Work Order

7.9 Electrical Conductivity Work Order


- Fill in the desired location, grower, farm and field
 - After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
 - The Use Existing Field Boundary- This determines if the work order uses the field boundary of the field the work order was created for, or allows for a new boundary to be used
 - If 'yes' is selected, the work order will have a "Download Field Boundary" task step
 - If 'no' is selected, the work order will have an "Upload Field Boundary" task step
 - If the field has no boundary, it will always be an upload step
- All fields with *asterisks are required fields



ADD NEW ELECTRICAL CONDUCTIVITY WORK ORDER Close

ORDER FORM

1. GENERAL INFO

Location * 

Grower:

Farm:


Field:


Total Acres *


Field Boundary There is no Field Boundary for this fi

Grower Email *

Additional Emails




Start Date * 03/02/2016 




Due Date * 03/12/2016 

Work Order Priority * ☒ Normal ☐ High 

Use Existing Field ☒ Yes ☐ No

Boundary? *

 Cancel  Submit Work Order And Clone  Submit Work Order

- Click the drop down arrow next to the 'Service Level Package' to select the correct Service Level
- EC Collections Method: click appropriate radial button
- EC Swath Width: enter your swath width
- Have EC Samples
 - if 'Yes' radial is clicked, the task will appear in the currently logged in user's task inbox
 - if 'No' radial is clicked, it will appear in all users with the appropriate permissions TASK INBOX
- Skip Notification
 - if 'Yes' is clicked, no notification will go out
 - if 'No' is clicked, an Obtain Field Ready Confirmation task appears on the work order and an email is sent to the appropriate user for them to confirm
- Click the drop down arrow next to the 'Current Crop' to select the correct crop for this year's harvest
- Click the drop down arrow next to the 'Tillage State' to select how the field is currently tilled
- ‘EC Collection Service/Supplier’ is the users with the correct permission entered under the supplier
- Chose the correct EC Collection Service/Supplier to receive the selected task in their TASK INBOX
- Click the drop down arrow next to the 'Preferred Analysis Software' to select the correct Software that will be used
- ‘EC Processing Service/Suppliers’ are the users with permission entered under the service/supplier
- Choose the correct EC Processing Service/Supplier to receive the selected tasks in their TASK INBOX
 - Elevation, Fertility, Soil Type, Yield
- ‘Notes’ any special instructions for the work order can be added here
- Click the  button if you want to discard the work order
- Click the  button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed

2. EC INFO

Service Level Package *
Current Crop *

EC Collections Method * ☒ Veris ☐ EM-38
Tillage State *

EC Swath Width (ft) *
EC Collection Service/Suppliers *

Have EC Samples? * ☐ Yes ☒ No
Skip Notifications? * ☒ Yes ☐ No

3. PROCESSING INFO

Preferred Analysis Software *
EC Processing Service/Suppliers *


4. ANALYSIS OPTIONS

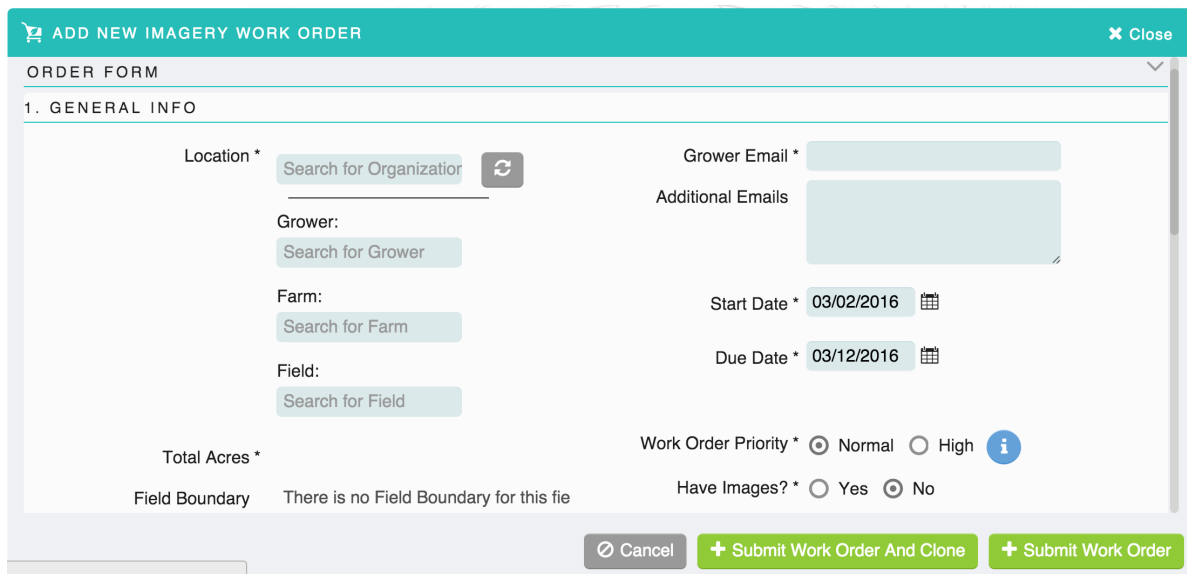
☐ Elevation * ☐ Fertility * ☐ Soil Type * ☐ Yield *

* At least one Analysis Option selection is required.

NOTES

7.10 Imagery Work Order


- Fill in the desired location, grower, farm and field
 - After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
 - 'Have Images' radial button
 - If 'Yes' is selected, the task appears in the current logged in user's TASK INBOX
 - If 'No' is selected, it goes out to all users with the appropriate permission
 - Skip Notifications radial button
 - If 'No' is selected, an 'Obtain Approval' task appears and an email is sent for a user to Approve/ Deny
 - If 'Yes' is selected, the above task will not appear and an email will not be sent out
- All fields with *asterisks are required fields



ADD NEW IMAGERY WORK ORDER Close

ORDER FORM

1. GENERAL INFO

Location * 

Grower:

Farm:


Field:


Total Acres *


Field Boundary

Grower Email *




Additional Emails

Start Date * 

Due Date * 

Work Order Priority * ☒ Normal ☐ High 

Have Images? * ☐ Yes ☒ No


- Select the Camera Type
- ‘Notes’ any special instructions for the work order can be added here
- Click the  button if you want to discard the work order
- Click the  button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed

Camera Type *


☒ True Color

☐ Near IR

☐ Digital Elevation Model (DEM)




True Color



Unprocessed




Enhanced NDVI



Greyscale NDVI



Traditional NDVI



3 cm Ortho





3 cm Topographic




3 cm Standard



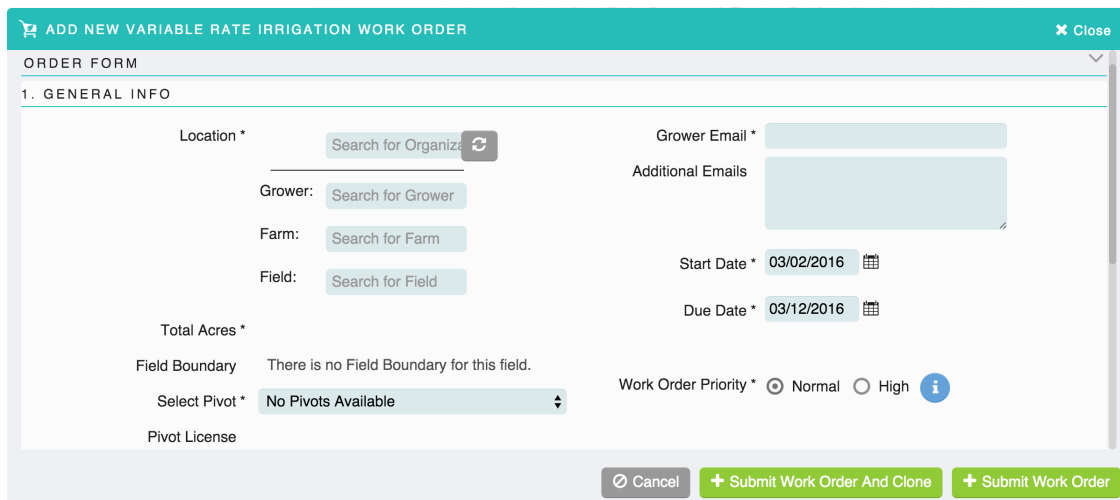
3D

7.11 VRI Work Order

- Fill in the desired location, grower, farm and field
- After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
- The  gives you additional information of what is required for that field
- Click the drop down arrow next to the 'Select Pivot' to select the correct pivot
 - This is populated by imported pivots
 - If the selected organization has pivots associated to it, pivots will appear in this list
 - The pivots are used for the work orders
- Enter the 'growers email' this will notify the grower that a work order has been created
- The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
- Select a 'Start Date' for when the work order should be initiated
- Select a 'Due Date' for when the work order should be completed
- Click the bubble next to 'Normal' or 'High' priority to indicate importance

-All fields with *asterisks are required fields



- Click the drop down arrow next to the 'Intended Crop' to select the crop that will be irrigated
- 'Planting Date'-enter the date the crop will be planted
- Click the **+ Add Crop** , this allows the users to enter another crop to be planted using VRS
- Click the correct radial button that matches the 'VRI Prescription Type'
- 'Notes' any special instructions for the work order can be added here
- Click the **Cancel** button if you want to discard the work order
- Click the **+ Submit Work Order And Clone** button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the **+ Submit Work Order** button once the work order has been completed

2. PROCESSING INFO

Processing Information

Intended Crop *

Select Intendec ▾

Planting Date

12/15/2015 📅

VRI Prescription Type

☒ Sector
 ☐ Zone

+ Add Crop


NOTES >

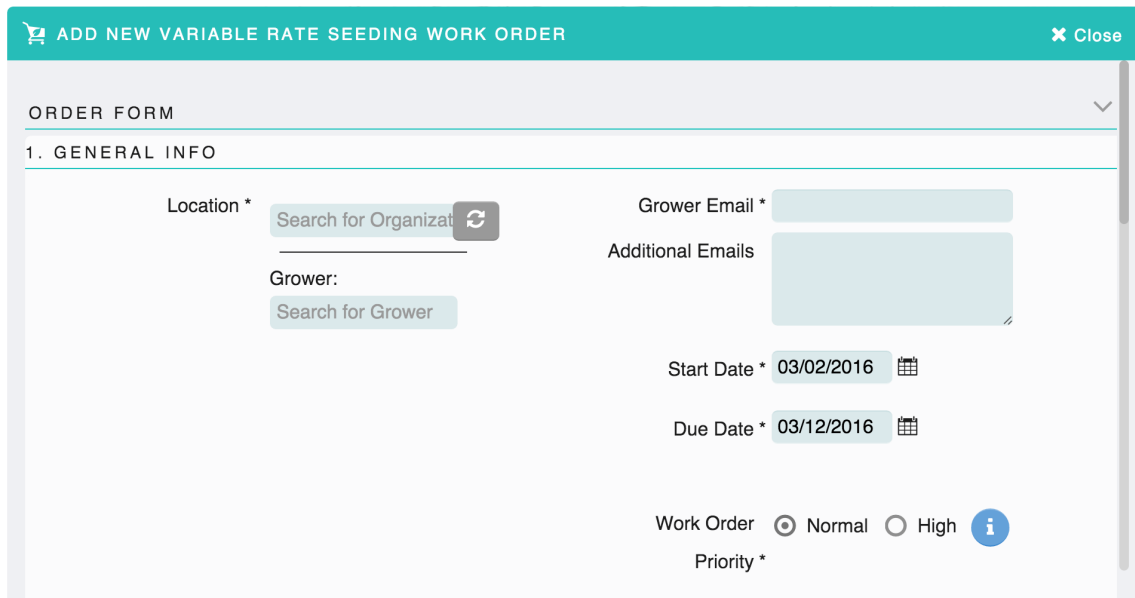
Cancel

+ Submit Work Order And Clone

+ Submit Work Order

7.12 VRS Work Order

- Fill in the desired location and grower
 - After a location is chosen, suggestions for the grower will be given with a drop down arrow, or the grower can be manually filled in
 - This will then populate the farms in the mapping info below in step #2
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
- All fields with *asterisks are required fields



The screenshot shows a web form titled "ADD NEW VARIABLE RATE SEEDING WORK ORDER" with a "Close" button in the top right. Below the title bar is a section labeled "ORDER FORM" with a dropdown arrow. Underneath is the heading "1. GENERAL INFO". The form contains several fields: "Location *" with a "Search for Organization" button and a refresh icon; "Grower:" with a "Search for Grower" button; "Grower Email *" with a text input field; "Additional Emails" with a larger text input area; "Start Date *" with a date picker showing "03/02/2016"; "Due Date *" with a date picker showing "03/12/2016"; and "Work Order Priority *" with radio buttons for "Normal" (selected) and "High", and an information icon.

- The information from the 'location' field above, will auto-populate the 'Selected Farms' and 'Selected Fields'
- You will be able to create one mapping work order for several farms and fields by clicking the desired Farms and Fields

2. MAPPING INFO

Selected Farms *	Selected Field *	Estimated Acres
<input checked="" type="checkbox"/> Lynch Farm	<input checked="" type="checkbox"/> West Quarter <input checked="" type="checkbox"/> Collins	87.72

- Select the VRS Processing Suppliers, added through the Supplier page, users with the correct permissions under the supplier selected here will receive the VRS task
- Click the boxes of the options that are to be included in the 'Available GIS Layers'
- Enter the Hybrid that will be used
- Click the drop down arrow next to the 'Number of Rates' to select the correct rate.
- Enter the Seed Rate
- 'Notes' any special instructions for the work order can be added here
- Click the Cancel button if you want to discard the work order
- Click the Submit Work Order And Clone button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed.
- Click the Submit Work Order button once the work order has been completed

3. PROCESSING INFO

VRS Processing Suppliers *

Select Available GIS Layers to be included in VRS Analysis *

- ☐ Topography/Elevation
- ☐ Normalized Yield
- ☐ Soil Fertility
- ☐ EC Data


4. HYBRID/VARIETY INFO

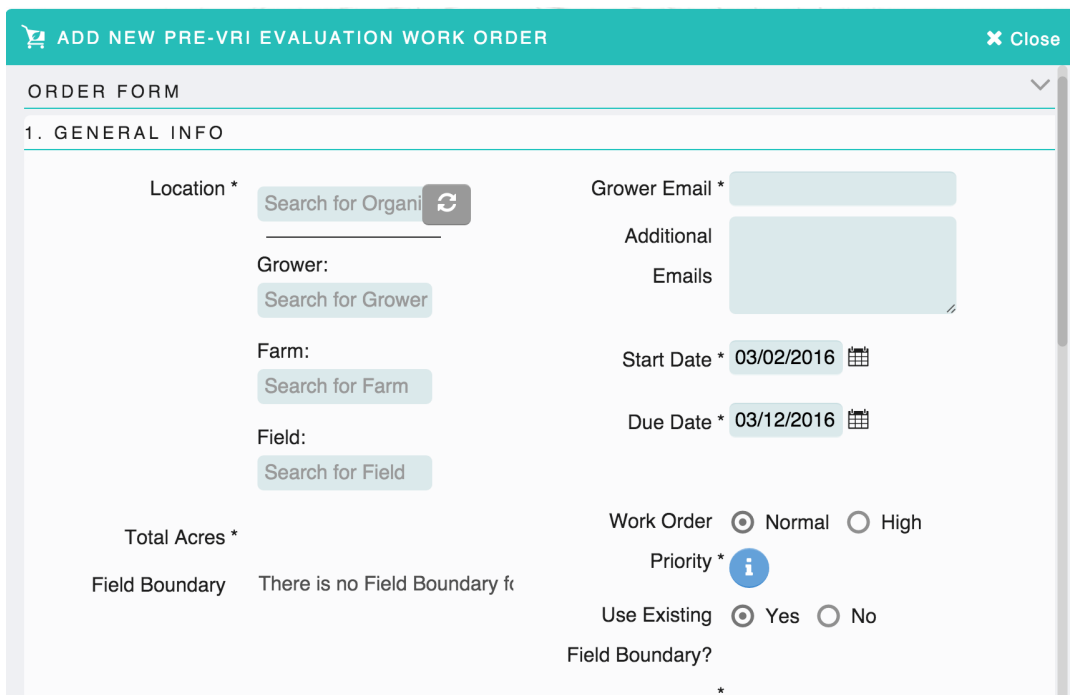
Hybrid *	<input type="text"/>	Seed Rate 1 *	<input type="text"/>
Hybrid 2	<input type="text"/>	Seed Rate 2 *	<input type="text"/>
Number of Rates *	3	Seed Rate 3 *	<input type="text"/>

NOTES

Cancel Submit Work Order And Clone Submit Work Order

7.13 Pre-VRI Evaluation Work Order


- Fill in the desired location, grower, farm and field
 - After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
 - The  gives you additional information of what is required for that field
 - Enter the 'growers email' this will notify the grower that a work order has been created
 - The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
 - Select a 'Start Date' for when the work order should be initiated
 - Select a 'Due Date' for when the work order should be completed
 - Click the bubble next to 'Normal' or 'High' priority to indicate importance
 - The Use Existing Field Boundary
 - This determines if the work order uses the field boundary of the field the work order was created for, or allows for a new boundary to be used
 - If 'yes' is selected, the work order will have a "Download Field Boundary" task step
 - If 'no' is selected, the work order will have an "Upload Field Boundary" task step
 - If the field has no boundary, it will always be an upload step
- All fields with *asterisks are required fields



ADD NEW PRE-VRI EVALUATION WORK ORDER ✕ Close

ORDER FORM ▼

1. GENERAL INFO

Location * 

Grower:

Farm:


Field:


Total Acres *

Field Boundary


Grower Email *

Additional Emails

Start Date * 

Due Date * 




Work Order ☒ Normal ☐ High

Priority * 

Use Existing ☒ Yes ☐ No

Field Boundary?

*

- Click the drop down arrow next to the 'Service Level Package' to select the correct package
- 'EC Collections Method' click the correct radial button
- 'EC Swath Width' enter the width
- 'Evaluated Acres'
- 'Have EC Samples'
 - if 'Yes' radial is clicked, the task will appear in the currently logged in user's task inbox
 - if 'No' radial is clicked, it will appear in all users with the appropriate permissions TASK INBOX
- 'Skip Notification'
 - if 'Yes' is clicked, no notification will go out.
 - if 'No' is clicked, an Obtain Field Ready Confirmation task appears on the work order and an email is sent to the appropriate user for them to confirm
- Click the drop down arrow next to the 'Current Crop' to select the correct crop for this year's harvest
- Click the drop down arrow next to the 'Tillage State' to select how the field is currently tilled
- EC Collection Service/Supplier-not active for this work order
- Click the drop down arrow next to the 'Preferred Analysis Software' to select the correct Software that will be used
- EC Processing Service/Supplier-not active for this work order
- 'Notes' any special instructions for the work order can be added here
- Click the  button if you want to discard the work order
- Click the  button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed

2. EC INFO

Service Level
EC Turnkey - Level 1
Package *

Current Crop *
Select Current Crop

EC Collections Method *
Veris
EM-38

Tillage State *
Select Tillage State

EC Swath Width
50
(ft) *

EC Collection Service/Suppliers *

Evaluated Acres

Have EC Samples? *
Yes
No

Skip Notifications? *
Yes
No

3. PROCESSING INFO

Preferred Analysis Software *
PCT





EC Processing Service/Suppliers *

Cancel

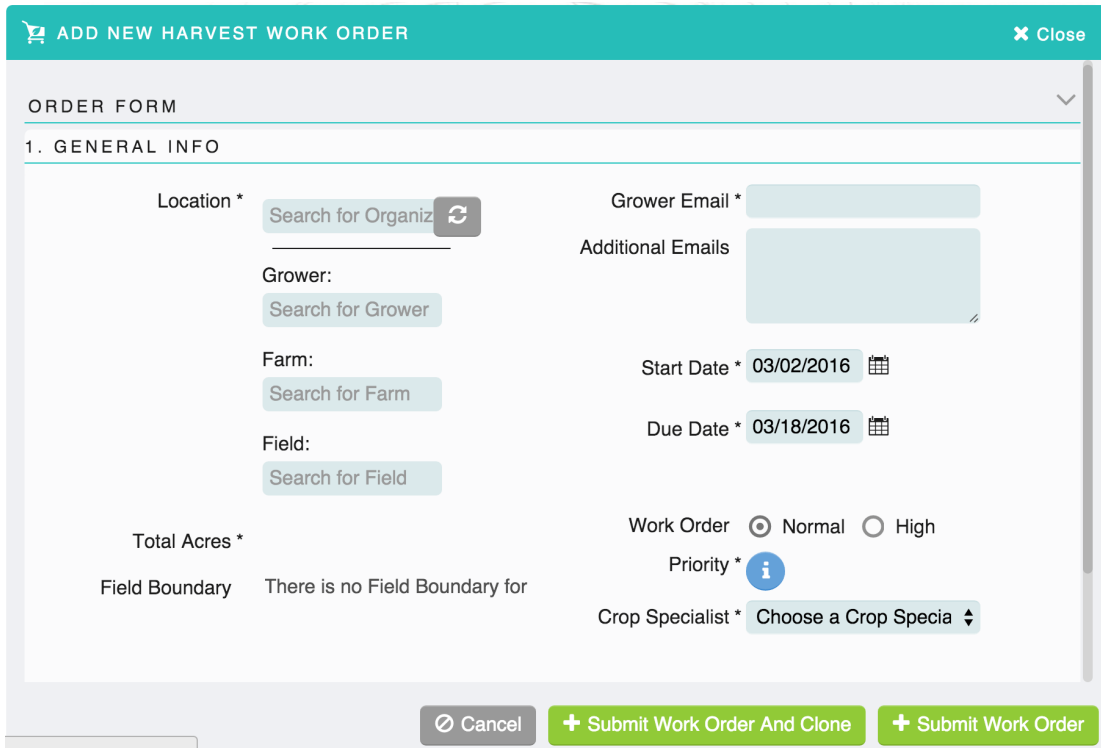
Submit Work Order And Clone

Submit Work Order

7.14 Harvest Work Order

- In the location field fill in the desired organization and grower
- After a location is chosen, suggestions for the grower will be given with a drop down arrow, or the grower can be manually filled in
- Enter the 'growers email'; this will notify the grower that a work order has been created
- The 'Additional Emails' field can be used to add additional people to receive notification of the work order
- Select a 'Start Date' for when the work order should be initiated
- Select a 'Due Date' for when the work order should be completed
- Click the bubble next to 'Normal' or 'High' priority to indicate importance
- The  gives you additional information of what is required for that field
- Click the drop down arrow next to 'Crop Specialist' to pick the correct crop specialist to complete the work
 - To add a Crop Specialist, see the Supplier page
- 'Notes' any special instructions for the work order can be added here
- Click the  button if you want to discard the work order.
- Click the  button if you want to submit the work order and then create another work order of the same type
 - Cloning a work order will allow all of the general grower information and other values in the work order to be the same
 - Once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed


-All fields with *asterisks are required fields



ADD NEW HARVEST WORK ORDER Close

ORDER FORM

1. GENERAL INFO

Location * 


Grower Email *


Additional Emails

Grower:

Farm:

Field:


Start Date * 

Due Date * 




Total Acres *

Field Boundary



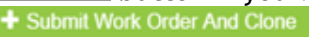

Work Order ☒ Normal ☐ High

Priority * 

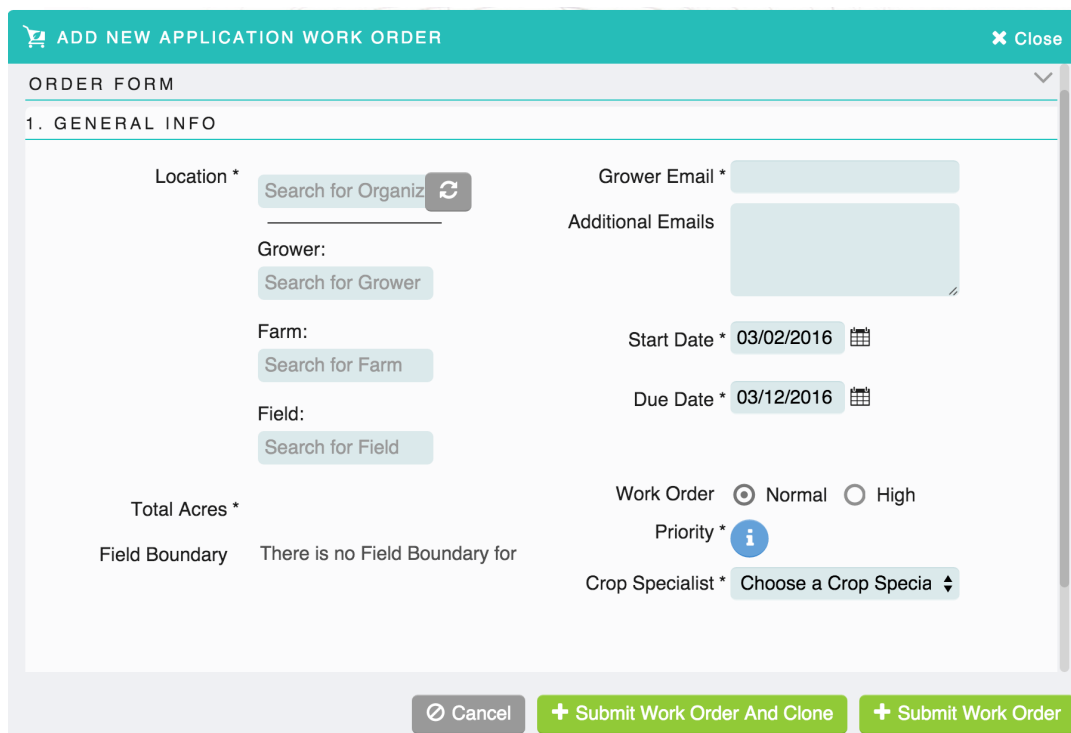
Crop Specialist *

7.15 Application Work Order

- Fill in the desired location, grower, farm and field
- After a location is chosen, suggestions (grower, farm, field) will be given with a drop down arrow, or they can be manually filled in
- The  gives you additional information of what is required for that field
- Enter the 'growers email' this will notify the grower that a work order has been created
- The 'Additional Emails' field can be used to add additional people whom you would like to inform about a work order
- Select a 'Start Date' for when the work order should be initiated
- Select a 'Due Date' for when the work order should be completed
- Click the bubble next to 'Normal' or 'High' priority to indicate importance
- Click the drop down arrow next to 'Crop Specialist' to pick the correct crop specialist to complete to work. To add a Crop Specialist, see the Service/Supplier page
- 'Notes' any special instructions for the work order can be added here
- Click the  button if you want to discard the work order
- Click the  button if you want to submit the work order and then create another work order of the same type
- All of the general grower info and all the other values in the work order will be the same, but once the work order is cloned, any of the fields that are different such as grower, farm or field can be changed
- Click the  button once the work order has been completed






-All fields with *asterisks are required fields






ADD NEW APPLICATION WORK ORDER Close

ORDER FORM

1. GENERAL INFO

Location *	<input type="text" value="Search for Organiz"/> 	Grower Email *	<input type="text"/>
Grower:	<input type="text" value="Search for Grower"/>	Additional Emails	<input type="text"/>
Farm:	<input type="text" value="Search for Farm"/>	Start Date *	<input type="text" value="03/02/2016"/> 
Field:	<input type="text" value="Search for Field"/>	Due Date *	<input type="text" value="03/12/2016"/> 
Total Acres *		Work Order	<input checked="" type="radio"/> Normal <input type="radio"/> High
Field Boundary	There is no Field Boundary for		Priority * 
		Crop Specialist *	<input type="text" value="Choose a Crop Specia"/> 

7.16 How to use the Work Order

- Click on 'Work Order' from the left navigation bar
- It will bring up the 'In Progress' tab
- Click on the 'Work Order' which you want to process


WORK ORDERS

Order #

+ Add Work Order

In Pr... 1

Com... 1

	ORDER#	GROWER	FIELD	TYPE	CURRENT TASK	START DATE	DUE DATE	NOTES
!	YM-300	North Grower	Test Field		Upload Processed Files	02/11/2016	02/21/2016	1

- When the work order opens, it will open at the step that is required to finish
- The work order task below is requesting a download of a field boundary
- Click the Download button
- This will allow you to go out and retrieve the data from your computer or the documents page

IMAGERY - IMG-884 Close

WORK ORDER TASKS

Collect Imagery

UNASSIGNED

Force Complete

Download Field Boundary for Flight Control Software

DOWNLOAD SKIP

Upload Collected Imagery Data

Process Imagery

PENDING


ORDER FORM >

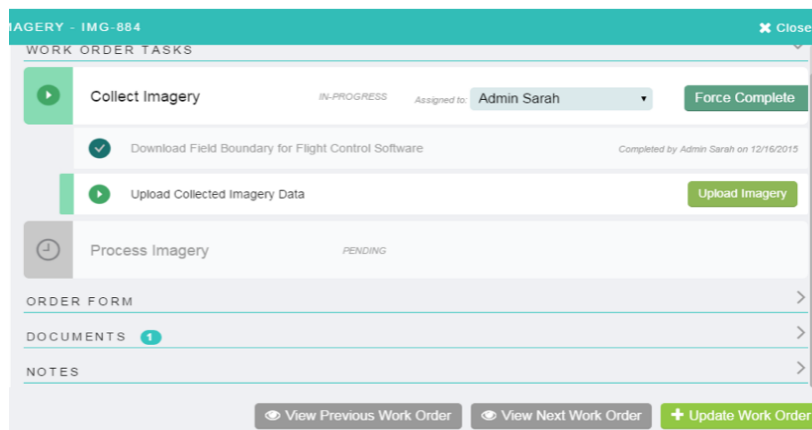
DOCUMENTS 1 >

View Previous Work Order

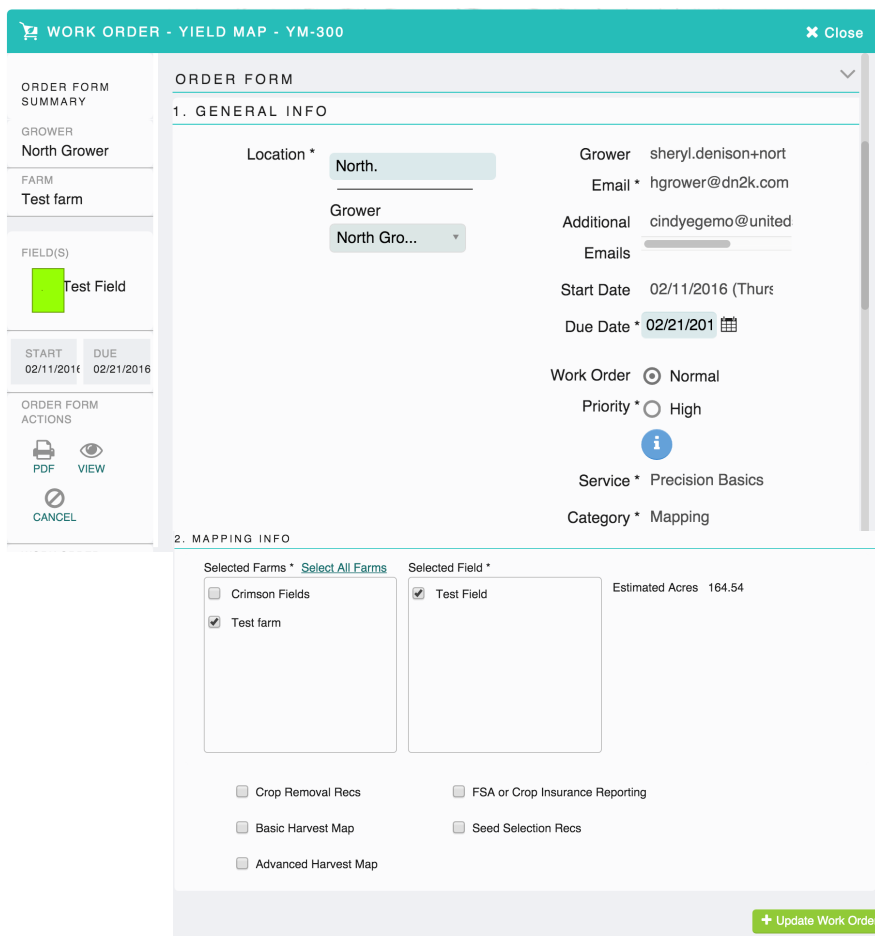
View Next Work Order

+ Update Work Order

- Once that step is completed, it will put a check mark  by it and listed who completed it and when.
- The arrow then moves to the next step to complete



- Click on arrow next to 'Order Form'
- This brings up general information regarding the grower and field the work order pertains to



- If you click on arrow next to the 'Documents' this will bring show you the files that have been linked to this grower
- This allows you to attach them to the work order from here and not have to go to the documents page

ORGANIZATION	FILE NAME	CATEGORY	SUBCATEGORY	DATE	STATE	TASK	
North Grower	2c683cf0ac4bfc06abd3042d4d470d85.jpg	Yield Data		02/04/2016			
North Grower	test doc-(1).pages	Application Data		02/23/2016			

- Click on the arrow next to 'Notes'
- This will bring up a record of all the steps that have been completed within the work order
- Print PDF under 'order form actions' allows all details of the work order to be printed
- The View icon under 'order form actions' opens the general info section of the work order

DATE	USER	NOTE
02/23/2016	Exchange 123	The Activity Download Raw Yield Data for task Download Data was completed by: Exchange 123 at Tue Feb 23 2016 13:52:02 GMT-0700 (MST).