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User Manual

Crop Scouting Work Order

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Getting Started

Log into MyAgCentral.

Left click on the “Work Orders” tab.

The screenshot shows the MyAgCentral dashboard. The left sidebar has the 'WORK ORDERS' tab selected, indicated by an orange arrow. The main content area is divided into several sections: 'TASK INBOX' with a table of tasks, 'FIELD ACTIVITIES' with a list of activities, and 'WORK ORDERS' with a list of work orders. The 'MARKETS' section is visible on the right side of the dashboard.

Order #	Grower	Field	Task	Due Date
1	Eric Moore	Circle #7	Sample	01/08/2...
2	Arch Frink	NC12	Scout F...	08/01/2...
3	Test Grower 1	Big Field	Collect L...	11/01/2...

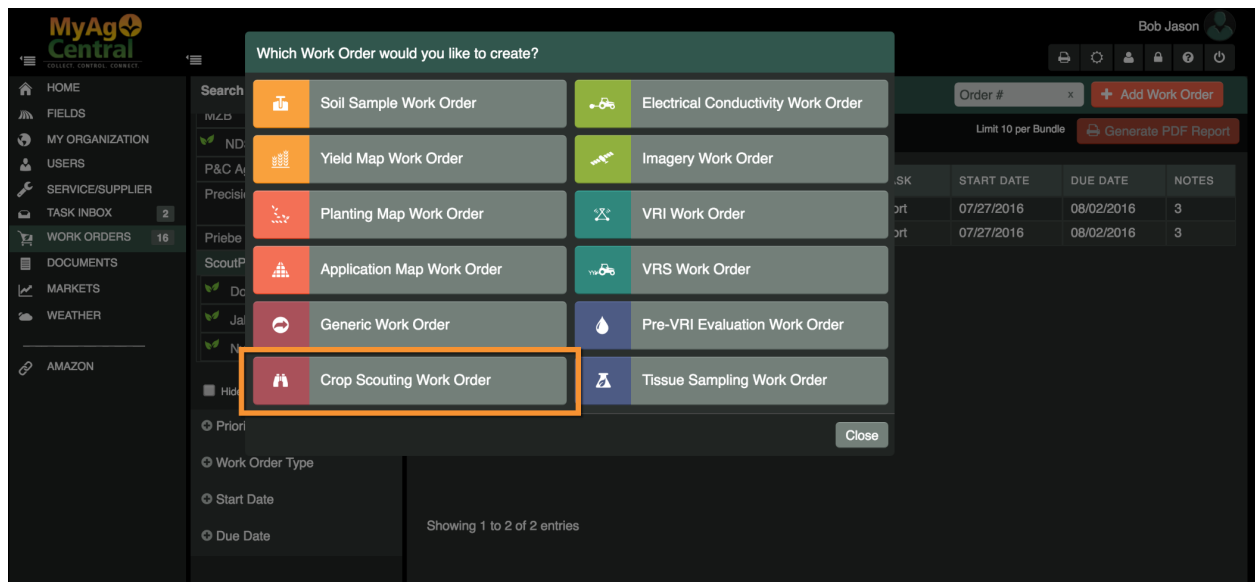
Name	Price	Units	Change
Barley	148.06	\$/mt	
Canola	447.10	\$/mt	3.20 ↑
Cocoa	2,342.00	\$/mt	
Coffee (Arabica)	141.74	cts/lb	0.50 ↑
Coffee (Robusta)	92.61	cts/lb	
Corn	332.75	cts/bu	2.25 ↑
Cotton	73.73	cts/bu	1.51 ↑
Hard Red Spring Wheat	489.00	cts/bu	
Hard Red Winter Wheat	412.00	cts/bu	11.25 ↑
Oats	199.75	cts/bu	4.00 ↑
Oil	42.92	\$/bbl	0.21 ↑
Peanuts	1,905.72	\$/mt	
Rice	10.05	\$/mt	0.34 ↑
Sorghum	173.90	\$/mt	
Soybean Meal	341.20	\$/st	2.50 ↑
Soybean Oil	29.62	cts/lb	0.10 ↑
Soybeans	991.00	cts/bu	9.75 ↑
Sugar	19.58	cts/lb	-0.37 ↓
Tea	268.91	cts/kg	
Tobacco	4,958.53	\$/mt	
Wheat	416.00	cts/bu	14.00 ↑

Left click on the “+Add Work Order” button.

The screenshot shows the 'Work Orders' page in MyAgCentral. The '+Add Work Order' button is highlighted with an orange box. The page displays a list of work orders with the following columns: ORDER#, GROWER, FIELD, TYPE, CURRENT TASK, START DATE, DUE DATE, and NOTES. The work orders are filtered by 'DN2K Service Provider' and 'ScoutPro'.

ORDER#	GROWER	FIELD	TYPE	CURRENT TASK	START DATE	DUE DATE	NOTES
CS-1911	Jake Sutter	A	Review Report	Review Report	07/27/2016	08/02/2016	3
CS-1908	Dolores Fortner	C	Review Report	Review Report	07/27/2016	08/02/2016	3

Left click on the type of work order you want to create, in this case “Crop Scouting Work Order”.



This is the Crop Scouting work order submission form. Begin by selecting the grower, farm and field to be scouted in the Organization drop down.

ADD NEW CROP SCOUTING WORK ORDER

ORDER FORM

1. General Info

Location * ScoutPro

Grower * Select a Grower

Farm: Search for Farm

Field: Search for Field

Field Boundary There is no Field Boundary for this field.

Skip Grower Notifications? * Yes No

Grower Email

Additional Emails

Start Date * 07/27/2016 Every Wednesday

Scout * Choose a Scout

Number of Scouting Events * 1

Frequency * Weekly

Release to Grower Prior to Review? * Yes No

Crop Specialist * Choose a Crop Specialist

Additional Report Recipients

Work Order Priority * Normal High

Cancel Submit Work Order And Clone Submit Work Order

Email information will autofill upon selection of a field. The start date for the work order will default to today's date. "Scouting Events" is the number of crop scouting work orders that will be created for this field. "Frequency" is the interval of time between each of these work orders. Verify that this information is correct.

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Bob Jason

ADD NEW CROP SCOUTING WORK ORDER

1. General Info

Location * ScoutPro

Grower Dolores Fortner

Farm Graham-Brewer 1

Field C

Total Hectares 7.22

Field Boundary

Skip Grower Notifications? * ☐ Yes ☒ No

Grower Email email@email.com

Additional Emails

Start Date * 07/27/2016 Every Wednesday

Scout * Bob Jason

Number of Scouting Events * 1

Frequency * Weekly

Release to Grower Prior to Review? * ☐ Yes ☒ No

Crop Specialist * Bob Jason

Additional Report Recipients

Work Order Priority * ☒ Normal ☐ High

Cancel Submit Work Order And Clone Submit Work Order

Select a Crop Scout and a Crop Specialist to assign the work order to.

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ADD NEW CROP SCOUTING WORK ORDER

1. General Info

Location * ScoutPro

Grower Dolores Fortner

Farm Graham-Brewer 1

Field C

Total Hectares 7.22

Field Boundary

Skip Grower Notifications? * ☐ Yes ☒ No

Grower Email email@email.com

Additional Emails

Start Date * 07/27/2016 Every Wednesday

Scout * Bob Jason

Number of Scouting Events * 1

Frequency * Weekly

Release to Grower Prior to Review? * ☐ Yes ☒ No

Crop Specialist * Bob Jason

Additional Report Recipients

Work Order Priority * ☒ Normal ☐ High

Cancel Submit Work Order And Clone Submit Work Order

“Release to Grower Prior to Review” will send the report to the Grower directly when it is submitted by the Crop Scout, prior to being edited and reviewed in the Review Report task of the work order. This option defaults to “No”. “Work Order Priority” can be set to high or normal to indicate importance.

The screenshot shows the 'ADD NEW CROP SCOUTING WORK ORDER' form in the MyAg Central application. The form is titled '1. General Info' and contains the following fields:

- Location: ScoutPro
- Grower: Dolores Fortner
- Farm: Graham-Brew
- Field: C
- Total Hectares: 7.22
- Field Boundary: A map showing a field boundary.
- Skip Grower Notifications?: Yes (selected), No
- Grower Email: email@email.com
- Additional Emails: (empty field)
- Start Date: 07/27/2016, Every Wednesday
- Scout: Bob Jason
- Number of Scouting Events: 1
- Frequency: Weekly
- Release to Grower Prior to Review?: Yes (selected), No
- Crop Specialist: Bob Jason
- Additional Report Recipients: (empty field)
- Work Order Priority: Normal (selected), High

At the bottom of the form, there are three buttons: 'Cancel', 'Submit Work Order And Clone', and 'Submit Work Order'. Two orange arrows point from the 'Release to Grower Prior to Review?' field to the 'Additional Report Recipients' field.

Enter any additional email addresses to receive the crop scouting report in the “Additional Report Recipients” field.

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Bob Jason

ADD NEW CROP SCOUTING WORK ORDER [Close]

1. General Info

Location * ScoutPro

Grower Dolores Fortner

Farm Graham-Brewer 1

Field C

Total Hectares 7.22

Field Boundary

Skip Grower Notifications? * ☐ Yes ☒ No

Grower Email email@email.com

Additional Emails

Start Date * 07/27/2016 Every Wednesday

Scout * Bob Jason

Number of Scouting Events * 1

Frequency * Weekly

Release to Grower Prior to ☐ Yes ☒ No

Review? * ☐ Yes ☒ No

Crop Specialist * Bob Jason

Additional Report Recipients

Work Order Priority * ☐ Normal ☒ High

Cancel + Submit Work Order And Clone + Submit Work Order

When all information is correct and completed, left click “+Submit Work Order”

A gray box will appear saying “Crop Scouting Work Order was completed successfully” and the new work order will appear in the list of work orders.

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1 Crop Scouting Work Order was created Successfully

Search: []

DN2K Service Provider > ScoutPro

Order # [] + Add Work Order

In Progress 9 Pending 9 Cancelled 11

Limit 10 per Bundle Generate PDF Report

ScoutPro

Dolores Fortner

Jake Sutter

Viewing an Existing Work Order

To view or edit any work order after it has been created, left click on its row from the Work Order screen.

The screenshot shows the MyAg Central interface. On the left is a navigation menu with options like HOME, FIELDS, MY ORGANIZATION, SERVICE/SUPPLIER, TASK INBOX, WORK ORDERS (highlighted), DOCUMENTS, MARKETS, WEATHER, and AMAZON. The main area displays a list of work orders under the heading 'DN2K Service Provider > ScoutPro'. The list has columns for ORDER#, GROWER, FIELD, TYPE, CURRENT TASK, START DATE, DUE DATE, and NOTES. The first row, CS-1918, is highlighted with an orange box. Below the list, it says 'Showing 1 to 8 of 8 entries'.

ORDER#	GROWER	FIELD	TYPE	CURRENT TASK	START DATE	DUE DATE	NOTES
CS-1918	Dolores Fortner	C	Field	Scout Field	07/28/2016	08/03/2016	1
CS-1917	Dolores Fortner	C	Field	Scout Field	07/28/2016	08/03/2016	1
CS-1916	Dolores Fortner	C	Field	Scout Field	07/28/2016	08/03/2016	1
CS-1915	Dolores Fortner	C	Field	Scout Field	07/28/2016	08/03/2016	1
CS-1914	Dolores Fortner	C	Field	Scout Field	07/27/2016	08/02/2016	1
CS-1913	Dolores Fortner	C	Field	Scout Field	07/27/2016	08/02/2016	1
CS-1911	Jake Sutter	A	Field	Review Report	07/27/2016	08/02/2016	3
CS-1908	Dolores Fortner	C	Field	Review Report	07/27/2016	08/02/2016	3

When a crop scouting work order is submitted, a Field Ready for Scouting email is sent to the scout assigned to the work order. The “Scout Field” task is set to an In Progress state.

The screenshot shows the 'WORK ORDER - CROP SCOUTING - CS-1919' details page. The left sidebar shows the navigation menu. The main area is divided into sections: ORDER FORM SUMMARY, WORK ORDER TASKS, ORDER FORM ACTIONS, ORDER FORM, DOCUMENTS, and NOTES. The 'WORK ORDER TASKS' section shows a list of tasks: 'Scout Field' (In Progress), 'Scout the Field' (Pending), 'Review Report' (Pending), and 'Deliver Report' (Pending). The 'Scout Field' task is highlighted with an orange box. The 'ORDER FORM ACTIONS' section shows buttons for PDF, VIEW, and CANCEL. The 'ORDER FORM' section shows the 'WORK ORDER PRIORITY' set to 'NORMAL'.

This step of the work order will automatically complete when the Crop Scout completes the scouting of the field and submits the report to ScoutPro. No action is required.

Scout the Field

✕ Close

Grower	Phone Number
Dolores Fortner	phone
Crop Specialist	Phone Number
Bob Jason	
Crop Scout	Phone Number
Bob Jason	

This is an automated task that will automatically complete when the Crop Scout completes the scouting of the field and submits the report to ScoutPro. No user interaction is required.

Cancel

Viewing and Editing a Scouting Report

When the Crop Scout has submitted the Scouting Report, the report can be viewed and edited before sending it to the Grower. Left Click the “Review Report” task.

MyAgCentral

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HOME

FIELDS

MY ORGANIZATION

SERVICE/SUPPLIER

TASK INBOX

WORK ORDERS

DOCUMENTS

MARKETS

WEATHER

AMAZON

WORK ORDER - CROP SCOUTING - CS-1908

✕ Close

ORDER FORM SUMMARY

GROWER

Dolores Fortner

FARM

Graham-Brewer 1

FIELD(S)

C

START

07/27/2016

DUE

08/02/2016

ORDER FORM ACTIONS

PDF

VIEW

WORK ORDER PRIORITY

Normal

i

WORK ORDER TASKS

✓ Scout Field

Completed by Holden Nyhus on 07/27/2016

▶ Review Report

IN-PROGRESS

Assigned to: Holden Nyhus

▶ Review Scouting Report

Review Scouting Report

SKIP

⌚ Deliver Report

PENDING

ORDER FORM

>

DOCUMENTS

3

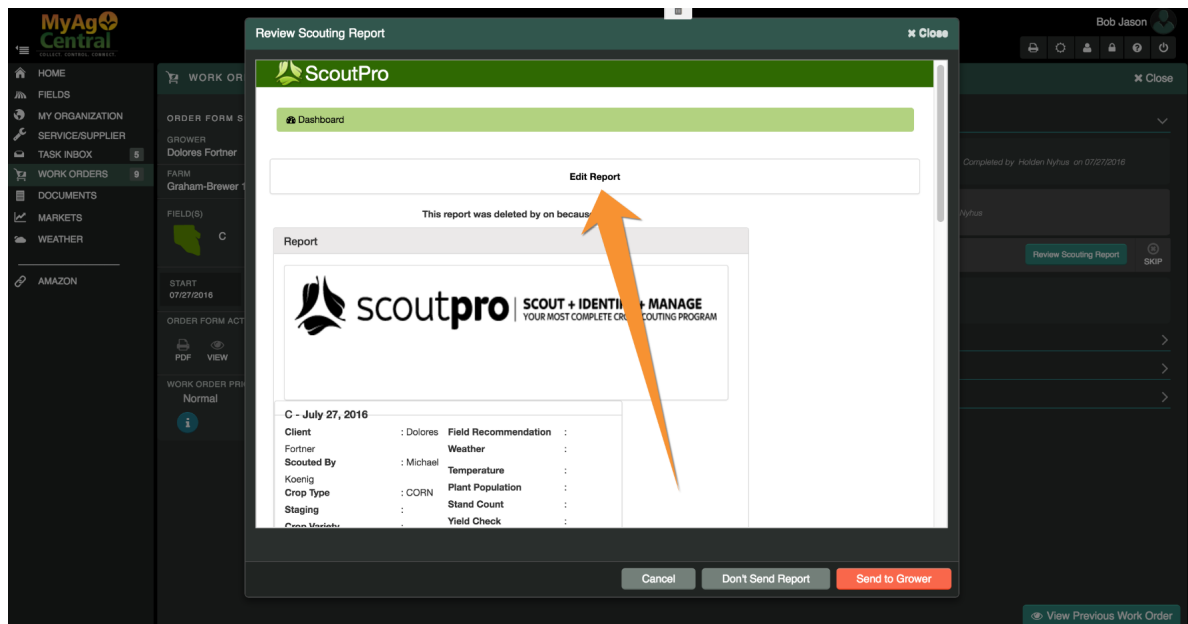
>

NOTES

3

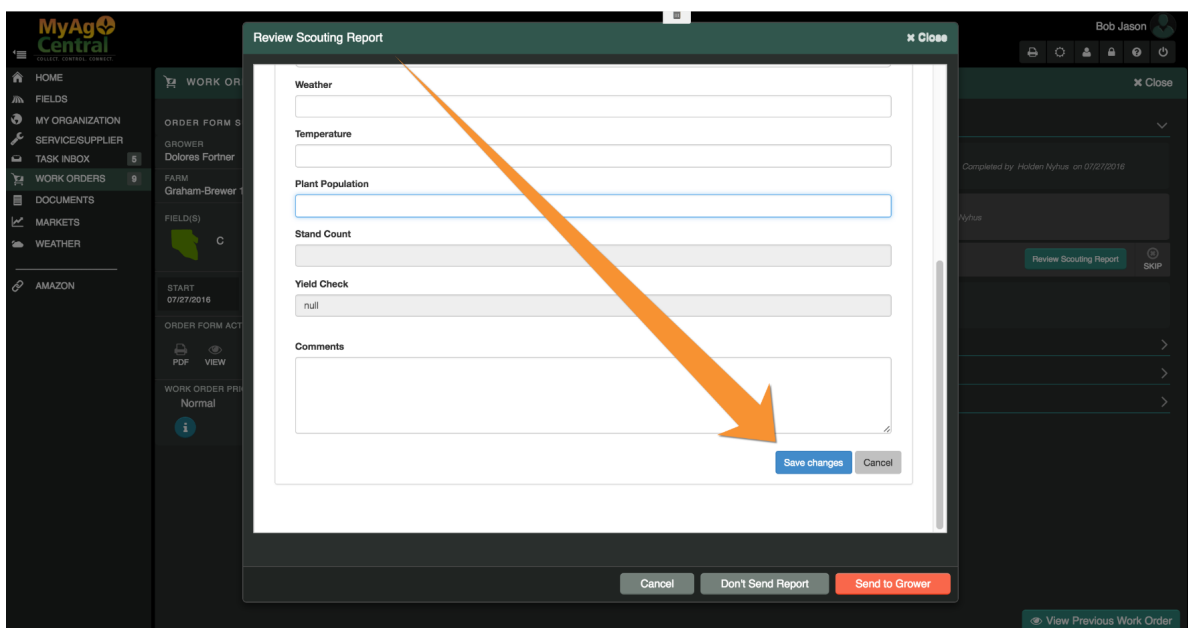
>

View Previous Work Order

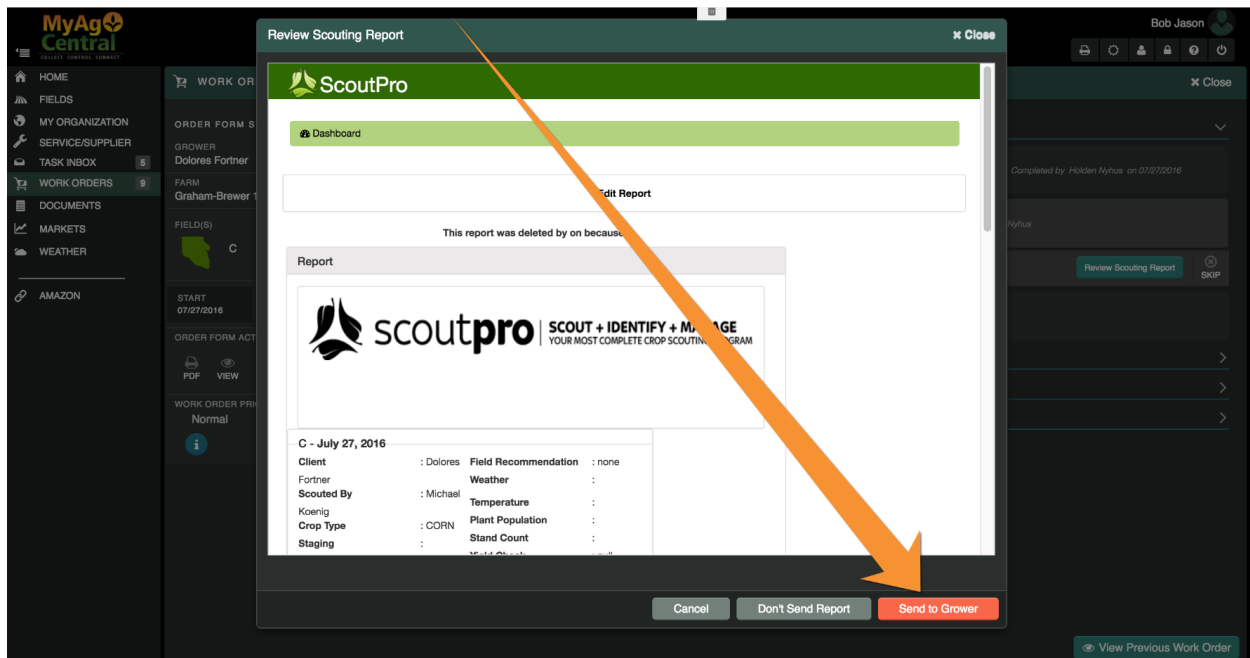


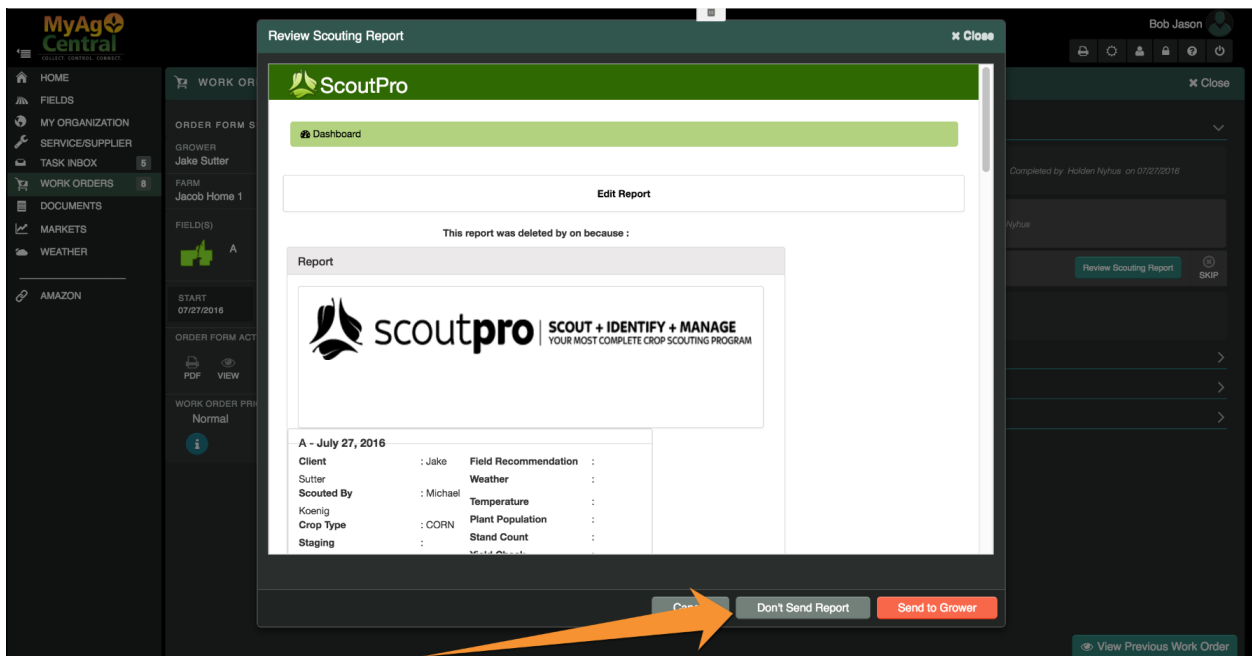
This will bring up the Crop Scouting report. Verify that all information is correct and complete. To edit this report, left click the “Edit Report” link.

The Crop Scouting information can be edited from this page. Make any changes necessary and then left click the “Save Changes” button.

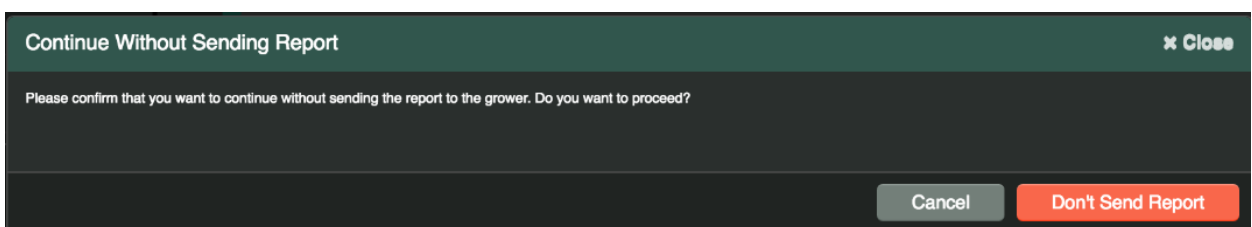


When the report has been edited satisfactorily, you can now choose to send the report on to the Grower. The updated report will be delivered to the Grower and the Work Order will be marked as complete.





To mark the work order as complete without sending the report on to the grower, left click “Don’t Send Report”. This will bring up a dialogue box confirming that this action is desired. Confirming the action will mark the work order as complete.



A completed work order will show all tasks completed. The final task, “Deliver Report”, will be completed automatically based on recipients chosen during the report review.

