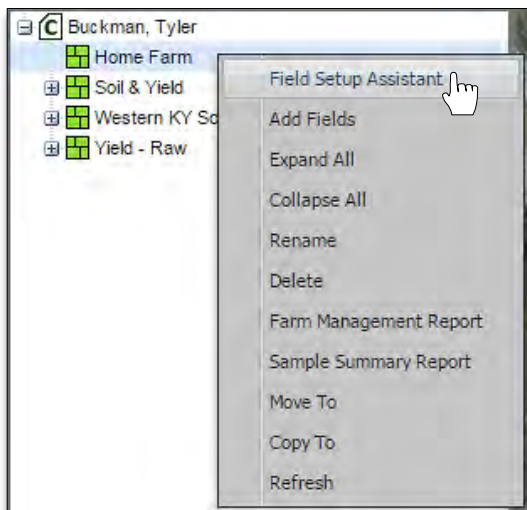


### Adding Fields - Field Setup Assistant

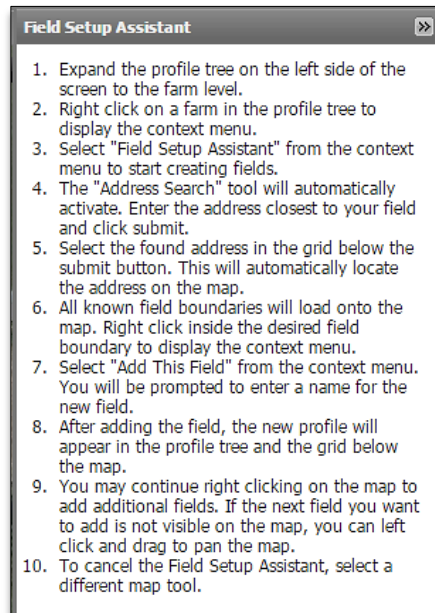
1. **Field Setup Assistant:** This option allows the user to easily and quickly add a new field under a farm.

A. Select and expand a specific Farm. Any/all Fields should be displayed.

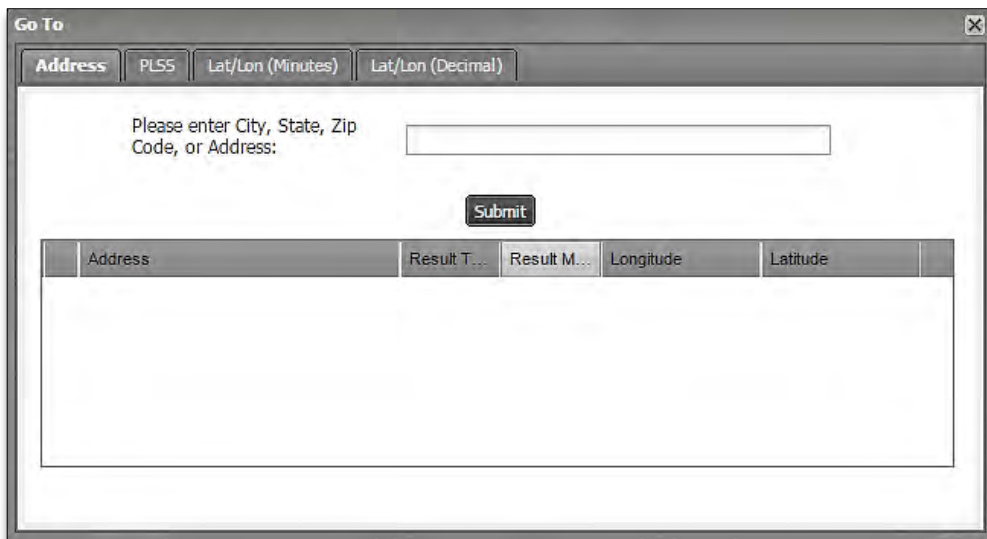
B. Right click on a desired Farm. The following menu will be displayed. Click on Field Setup Assistant.



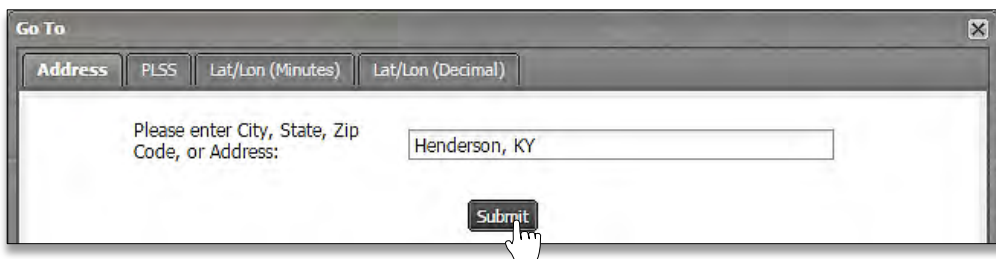
**Note:**  
The Field Setup Assistant will display step-by-step instructions in the far right window to help with using this feature. Users can open or close the window by clicking the upper right directional arrow.



C. The **Go To** function will appear offering to search by: Address, PLSS, Lat/Lon.



D. Choose a search option then enter the needed information then click **Submit**.



Farm Options continued...

E. The Go To Function will locate the requested input and display it below.

Address	PLSS	Lat/Lon (Minutes)	Lat/Lon (Decimal)	
Please enter City, State, Zip Code, or Address: <input type="text" value="Henderson, KY"/>				
<input type="button" value="Submit"/>				
Address	Result T...	Result M...	Longitude	Latitude
1 Henderson, KY	Populate...	Most Likely	-87.5970306396...	37.82989883422...

F. Double click on the address. The map will change to reflect the center of the area requested.

- The CLU (Common Land Units) layer will display.
- If you are located in an area where the PLSS (Public Land Survey) layer is available, it will display.
- A marker will display in the center of the area.



**Note:** This process is just to provide a starting point for the user to locate fields. Starting with a known geographic region will help more quickly navigate, locate and add fields.

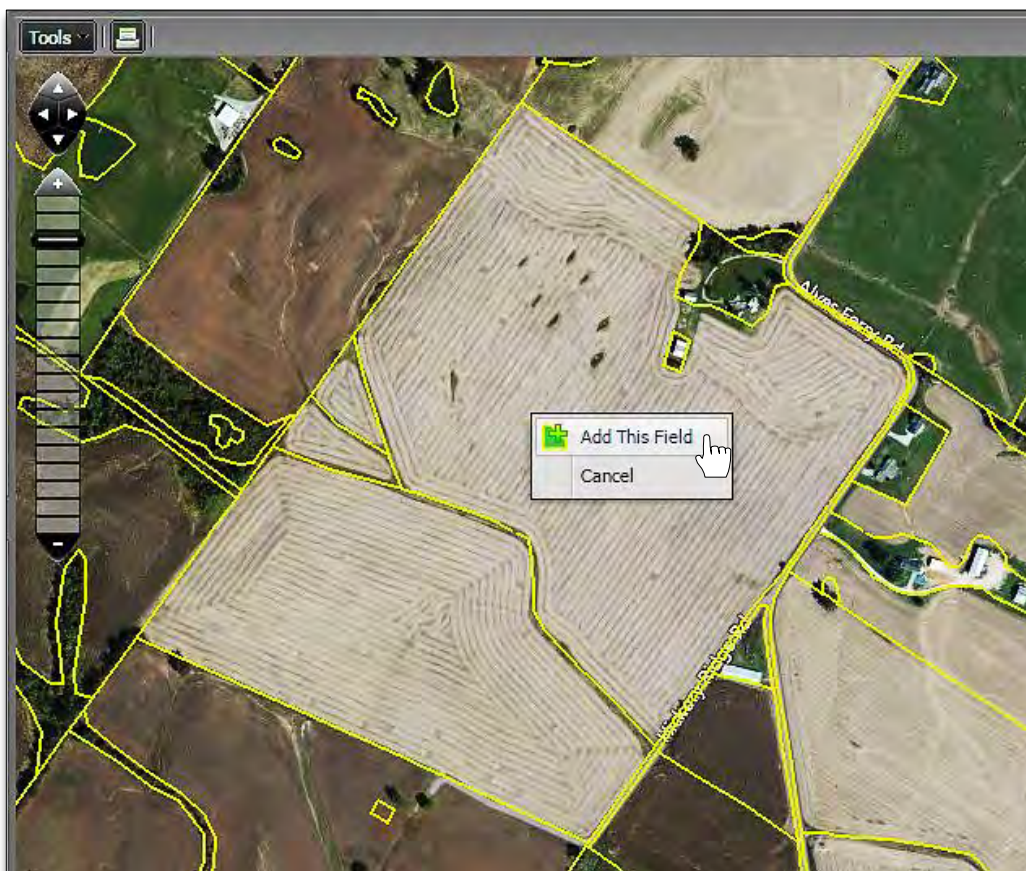


Field Setup Assistant continued...

- G. Using the zooming and panning feature, move the map image to where the fields are generally located. Continue using the tools to zoom in on the located fields.



- H. With the field(s) located, use the cursor and right click inside the CLU bounded field.

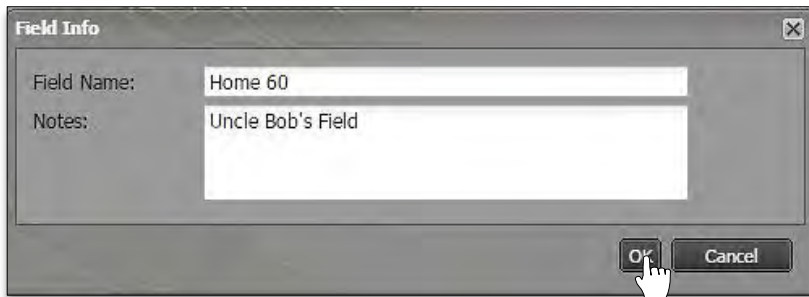


- I. An indicator to Add This Field will appear. Click on **Add This Field**.



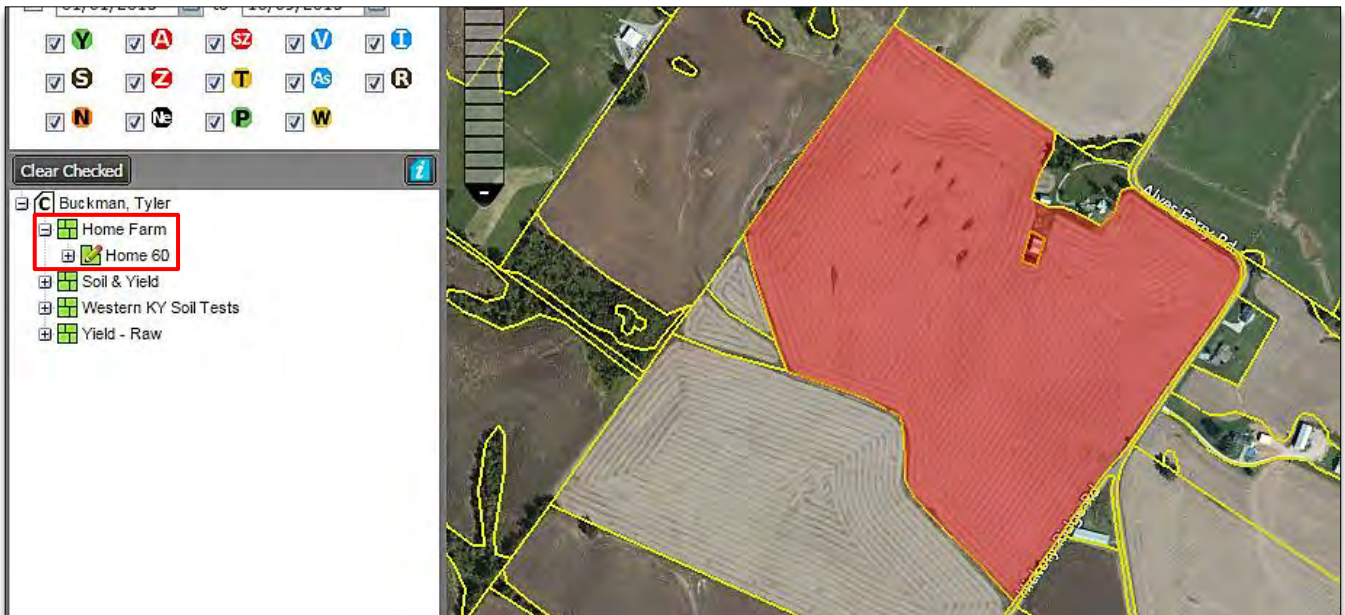
*Field Setup Assistant continued...*

- J.** A naming prompt will appear. Type in the name of the field. If notes are required, type them in the provided area. Click **Ok**.



The image shows a 'Field Info' dialog box with a close button (X) in the top right corner. It contains two text input fields: 'Field Name:' with the text 'Home 60' and 'Notes:' with the text 'Uncle Bob's Field'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. A mouse cursor is pointing at the 'Ok' button.

- K.** Click **OK** when ready. The map display will zoom in to show the newly created boundary.



- L.** The new field (with note) will also be displayed in the index under the Farm.
- M.** Users can continue adding fields by simply right clicking on other CLU bounded fields. A field will be created every time one is identified and named.



Field Setup Assistant continued...

N. Continue to add fields as needed (per farm).



**Note:** Creating boundaries from the CLU layer is convenient, but the accuracy may not be as exact as needed. If CLU boundaries are intended to be used as the actual boundary (vs. having one pull with GPS technology), then the user should go in and edit the boundary to be more precise. Reference the boundary editing tools tutorial to learn how to adjust boundaries for more accuracy.

O. To turn the CLU / PLSS layers off, click the boxes to turn the options off.

