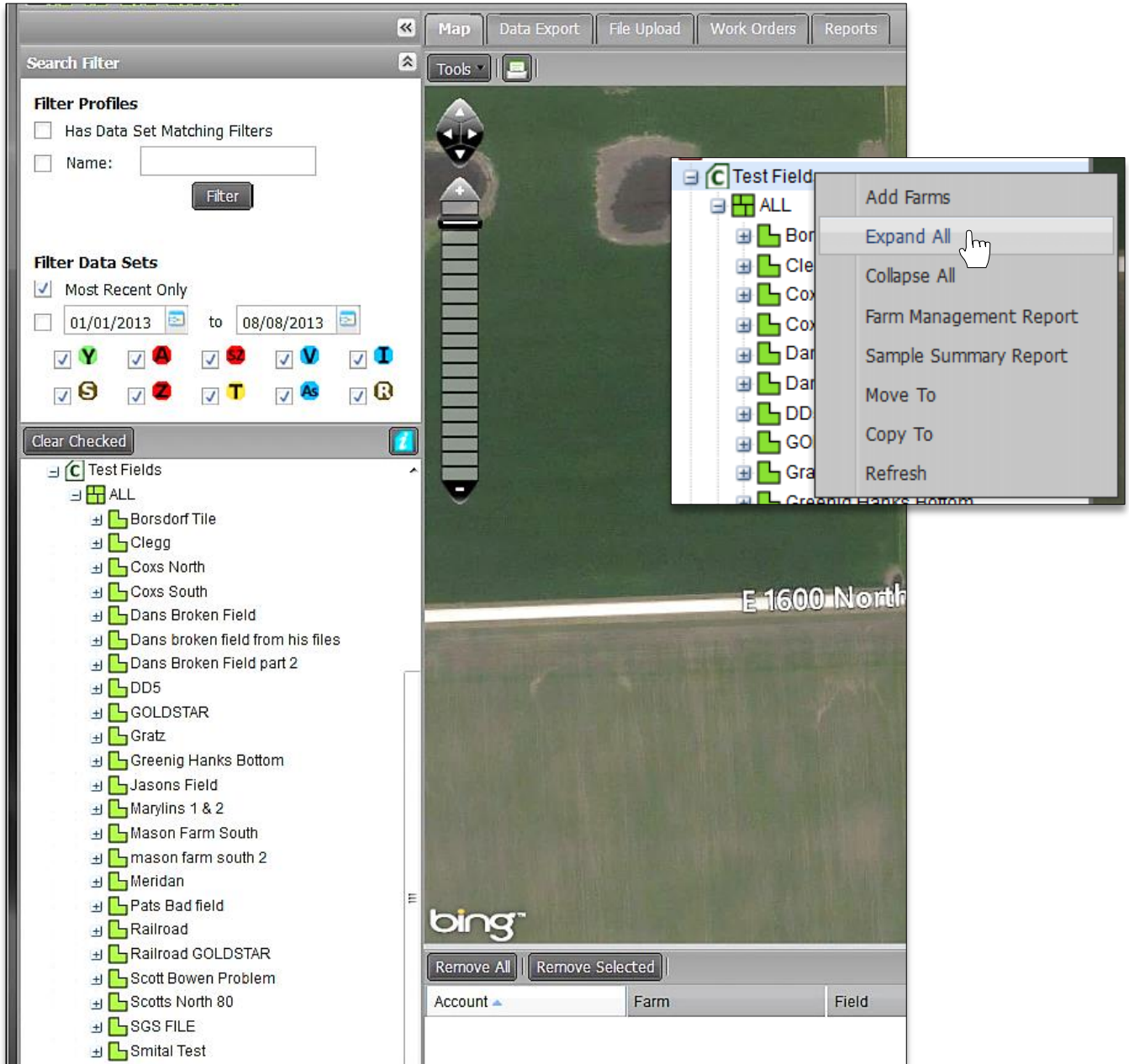


## Creating a Soil Test / New Grid Work Order

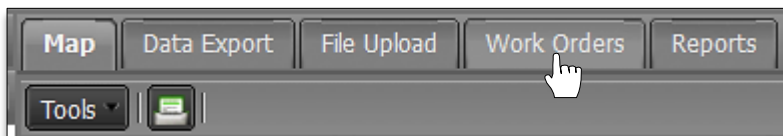
### 1. Open Work Order Tab.

A. With I.F.A.R.M.'s main page open, expand the customer profile to show all customers / growers.

- Users can right click on the customer / grower and select **Expand All** to drop down all fields (right).



B. Click on the **Work Order Tab**. The work order page will appear.



Soil Test Retest Work Order continued...

C. Once opened, notice the default template is the **Soil Test** option. The **Order Form** will display.

D. Left click and hold on a field to be tested. Drag the field up into the account window (above).  
 - It will populate the entry (below).

| Account     | Farm   | Field   | Sub-Field |
|-------------|--------|---------|-----------|
| Farmer, Joe | Farm 1 | Field 1 | MASTER    |

Soil Test New Grid Work Order continued...

## 2. Selecting a New Grid Order / Field Options.

- A. Take notice of the test / logistic information to be filled out.
- Go through and enter all field information required.

**Soil**

Results Output:

Printed Copies:  Yes  No

Export Files:  None  Shape Files  Greenplan

Completion:  Will Call When Ready  Ready Now

Sample Method:

Season:

Crop Residue:

Macro Nutrient Analysis Package:

S1: Basic Package (pH, P, K, OM)

S2: Basic Package (S1 plus Buffer pH, Ca, Mg, CEC & Base Saturation)

S1C2: Basic Package (S1 plus S2 every 5th sample)

S8: Bundle Package (S2 plus S3 - single extraction method)

None

Results Output

Sample Method

Retest Drop-down

Grid Size Drop Down

Season Drop-down

Crop Residue Drop-down

- **Results Output:** Use the drop down to indicate which report(s) are required.
- **Printed Copies:** Click button if printed / mailed copies are required.
- **Export Files:** Click button if data files are required to be emailed.
- **Completion:** Click a button to indicate if a field is **Ready Now**, or if it will be made ready at a later time (**Will Call**).
- **Sample Method:** Use the drop down menu and select Grid.
- **Grid Size:** To the right, a drop down menu will appear to allow the user to choose a grid size.
- **Season:** Allows you to choose the season the samples are to be pulled.
- **Crop Residue:** Allows you to select the crop residue of the field to be pulled.

Soil Test New Grid Work Order continued...

### 3. Macro Nutrient Analysis Package.

A. Chose a primary soil test package required.

- Be advised that any **out of IL** state customers will have to select a **S2 Basic Package**. If a different test is required, write the request in the **Notes** area at the bottom of the work order.

Macro Nutrient Analysis Package:

S1: Basic Package (pH, P, K, OM)

S2: Basic Package (S1 plus Buffer pH, Ca, Mg, CEC & Base Saturation)

S1C2: Basic Package (S1 plus S2 every 5th sample)

S8: Bundle Package (S2 plus S3 - single extraction method)

None

### 4. Micro Nutrient Analysis Package.

A. Review the micro nutrient package options.

B. If micros are required, chose the package set or individual micros by clicking in the selection boxes.

Micro Nutrient Analysis Package:

None

S3: Sulfur, Zinc, Iron, Manganese, Copper, Boron

S4: Zinc, Iron, Manganese, Copper, Boron

S5: Sulfur, Zinc

S6: Any individual or composite micronutrient

S     B     Cu

Zn     Mn     Fe

S7: Sulfur, Zinc, Boron

Micros Analysis Type / Frequency:

Type / Frequency:  ▾

Take Every   ▾

C. Determine the Type / Frequency of the micros. Click on the down arrow to display the options.

Micros Analysis Type / Frequency:

Type / Frequency:  ▾

Take Every   ▾

**Note:** Users have the choice between **Individual** or **Composite** samples.

D. If **Individual**, the lab will be instructed to take micro readings on every sample per the numeral entered in the **Take Every** box.

- For example: if 1 is entered, a micro reading will be taken on every sample. If 5, a micro will be taken every 5<sup>th</sup> sample.

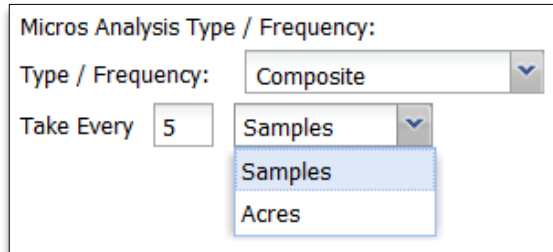
Micros Analysis Type / Frequency:

Type / Frequency:  ▾

Take Every

Soil Test New Grid Work Order continued...

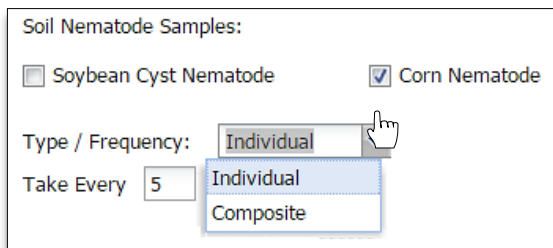
- E. If **Composite**, the lab will be instructed to take micro readings after combining soil, based on what is entered in the **Take Every** box.
  - For example: if 5 is entered, a micro reading will be taken from composited soil from samples 1 thru 5. If 10, a micro reading will be taken from composited soil from samples 1 thru 10.



**Note:** Composite samples by acre is an option as well.

## 5. Soybean Cyst Nematode or Corn Nematode Samples.

- A. Users have the option to include Soybean Cyst Nematode or Corn Nematode analysis as part of the standard soil test.

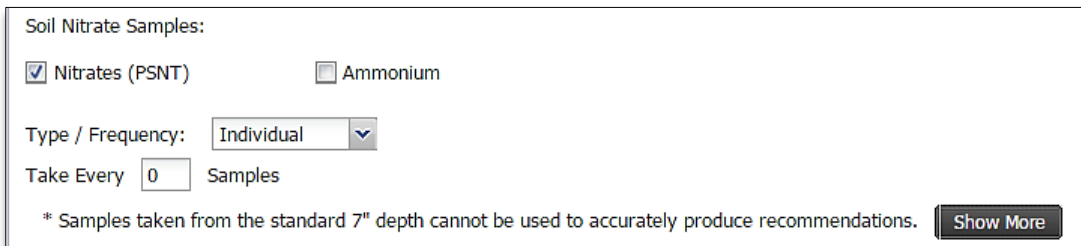


- Users can choose one or both options by selecting the associated box(es).
- Once a selection box is activated, the drop down box option will become available.

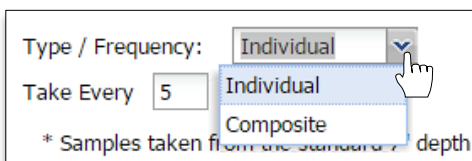
- B. Choose either Individual or Composite and the frequency by entering a value in the **Take Every** box.

## 6. Soil Nitrate Samples.

- A. Users have the option to include Soil Nitrate PSNT and/or Ammonium analysis as part of the standard soil test.



- Users can choose one or both options by selecting the associated box(es).
- Once a selection box is activated, the drop down box option will become available.



- B. Choose either Individual or Composite and the frequency by entering a value in the **Take Every** box.

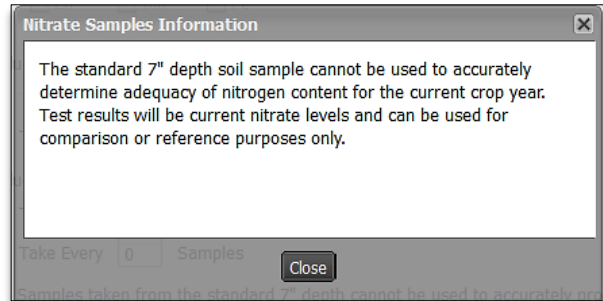
Soil Test New Grid Work Order continued...

**Note:** True nitrate samples are taken from a deeper depth (0"-12", 12"-24", 24"-36"). Whereas nitrate levels can be derived from the 7" cores pulled, recommendations should not be created from the test results.

- Click on the **Show More** button to get a more thorough explanation.

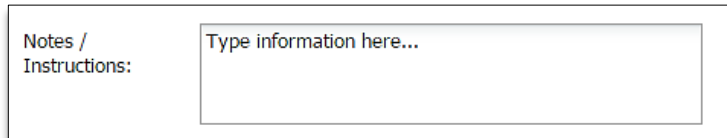


- An information box will appear (right). Contact I.F.A.R.M. if you have questions.



## 7. Notes / Instructions.

- A. Users have the option to add notes to an order. Click in the notes / instruction area and type in the needed information.

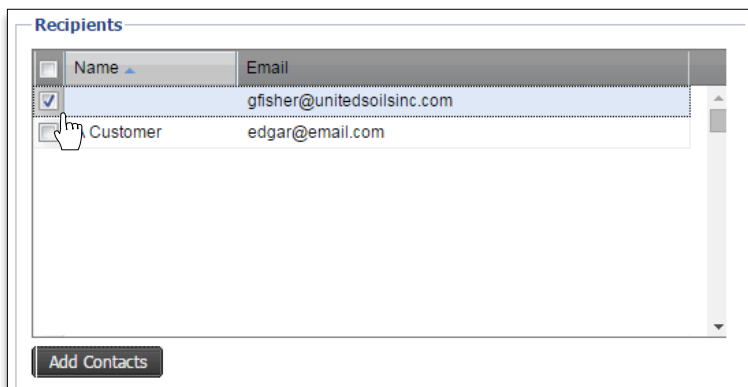


- B. The resulting work order will show any entered text.

## 8. Recipients.

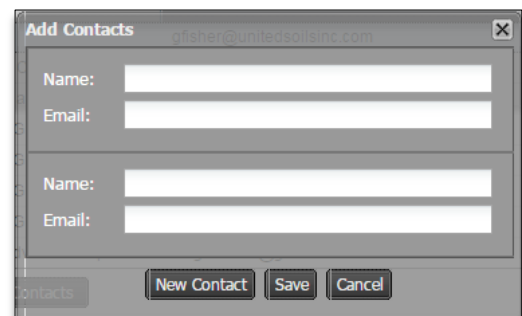
- A. Users have the means to receive email order notifications and/or send test results to any number of representatives.

- Any users tied to the location / customer's profile will have their email address displayed.
- Simply click on those email addresses results are to be sent.



- B. Users can also enter new contacts by clicking on the **Add Contacts** button.

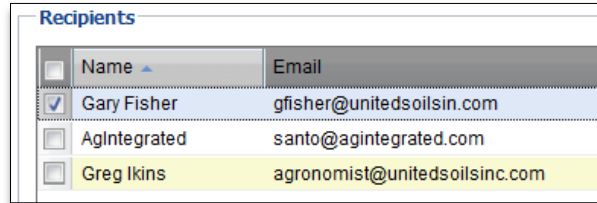
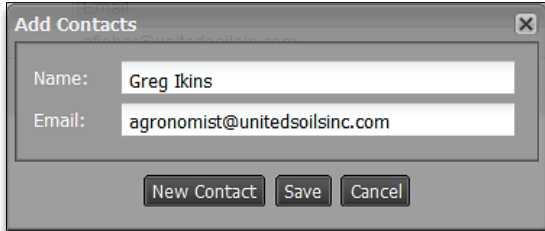
**Note:** Clicking New Contact multiple times will produce multiple contact entries (right).





Soil Test New Grid Work Order continued...

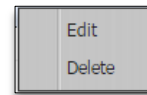
- An **Add Contacts** display will appear. Enter the **Name** and **Email** address.
- Click on **Save** to add the new contact. Note it will be highlighted in yellow.
- The new contact information will display from this point on in the recipients section.



| <input type="checkbox"/>            | Name         | Email                         |
|-------------------------------------|--------------|-------------------------------|
| <input checked="" type="checkbox"/> | Gary Fisher  | gfisher@unitedsoilsin.com     |
| <input type="checkbox"/>            | Aglntegrated | santo@agintegrated.com        |
| <input type="checkbox"/>            | Greg Ikins   | agronomist@unitedsoilsinc.com |

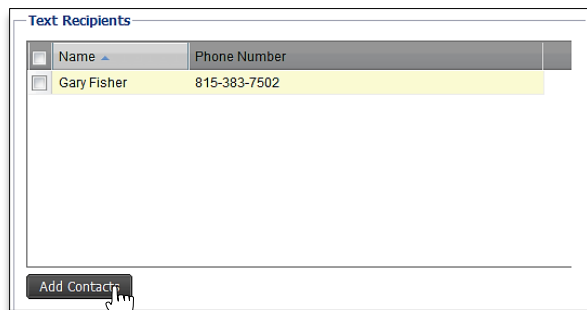
C. Any manually entered contact can be edited or deleted.

- Right click on the address and you will get an edit or delete option.
- Clicking **Edit** will bring up the contact box to change the information.
- **Delete** will remove the contact.



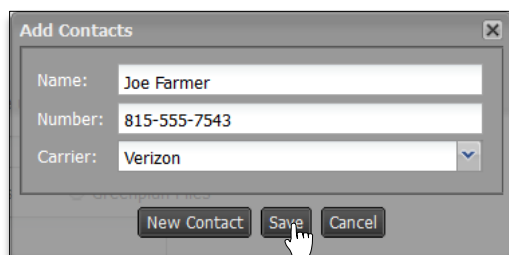
## 9. Text Recipients.

A. Users can also program in order status updates via a cell phone.



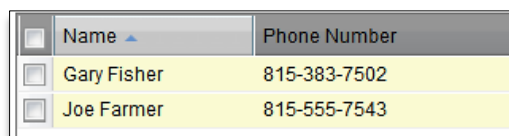
| <input type="checkbox"/> | Name        | Phone Number |
|--------------------------|-------------|--------------|
| <input type="checkbox"/> | Gary Fisher | 815-383-7502 |

B. To add a contact and cell phone number, click on the **Add Contacts** button. An **Add Contacts** display will appear. Enter the **Name**, **phone number**, and use the drop down menu to choose the cell phone **service provider**.



C. Click on **Save** to add the new contact.

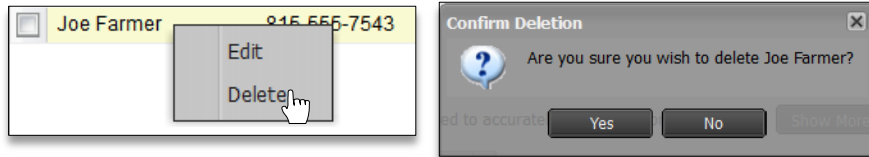
D. The new contact information will display from this point on in the recipients section.



| <input type="checkbox"/> | Name        | Phone Number |
|--------------------------|-------------|--------------|
| <input type="checkbox"/> | Gary Fisher | 815-383-7502 |
| <input type="checkbox"/> | Joe Farmer  | 815-555-7543 |

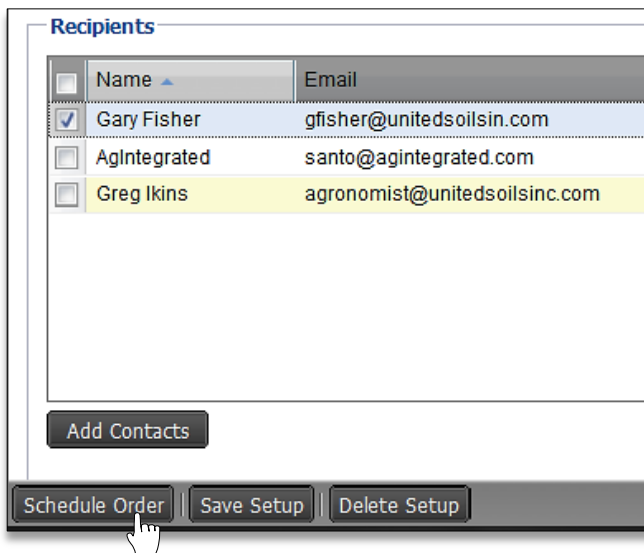
Soil Test New Grid Work Order continued...

- E. If a contact ever needs to be removed, right click on the name. A drop down will appear give the option to **Edit** or **Delete**. Clicking **Edit** will bring back the Add Contacts interface so you can change any information for the contact.
- F. Clicking **Delete** will bring up a prompt to verify you want to remove the contact. Click Yes to remove the contact. It will disappear immediately.

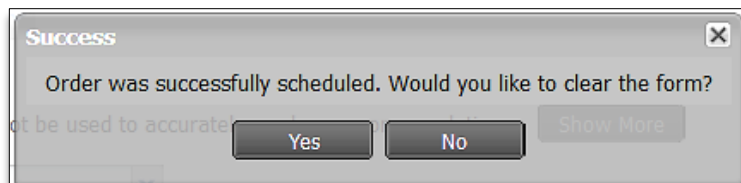


## 10. Scheduling An Order.

- A. Once all order parameters are entered, it is **highly suggested you go back through and check the order**.
- B. If accurate, click on the **Schedule Order** button.



- C. A brief indicator will appear showing the order is being scheduled.
  - If any needed test information is missing, I.F.A.R.M. will highlight specific areas on the order form that need attention.
  - The order will not process unless all required test information is entered.
- D. Once finished, a confirmation message will appear stating the order was completed.



- E. The prompt will ask you if you want to clear the form. If **Yes**, the process starts all over, with a clean form.



Soil Test New Grid Work Order continued...

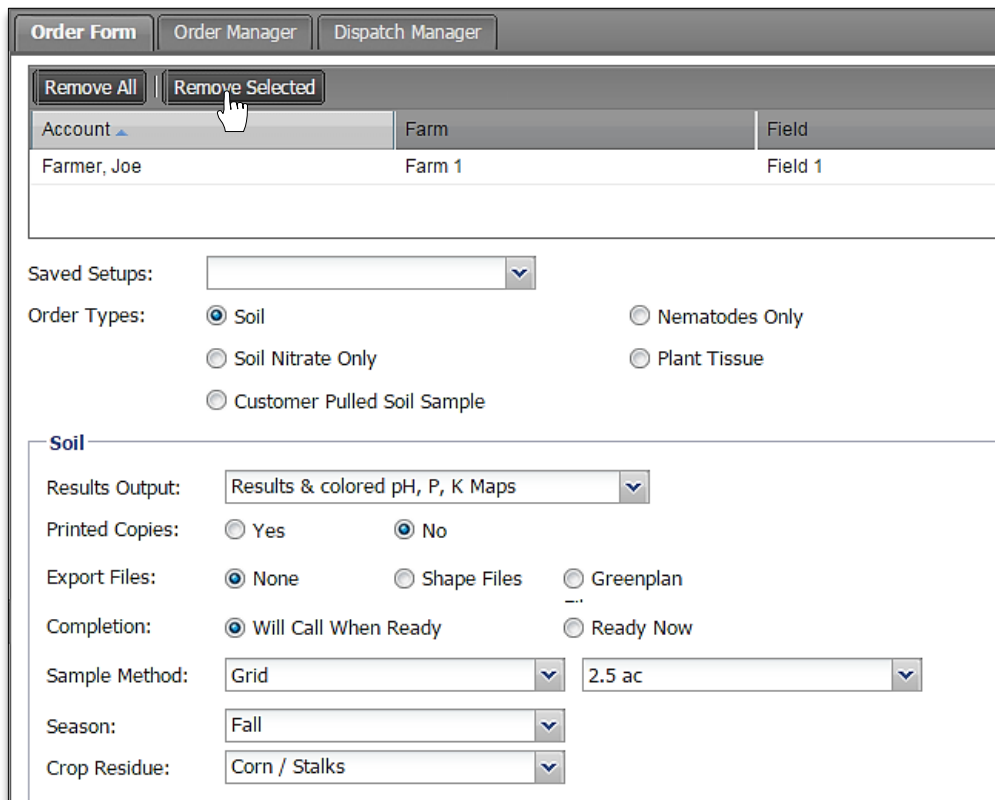
- F. If you want to make an identical order with a different field, click **No**.
  - All the current order parameters will remain.
  - Users can remove the existing field and pull in a different field.
  - If all tests are the same, this process can be repeated quickly, entering many fields in short order.
- G. If the cell phone contact was selected, a text message will appear through their text messaging.

FRM: [support@usifarm.com](mailto:support@usifarm.com)  
 MSG:  
 Work Order Update: Order #2511 is updated to Ordered.

## 10. Save Setup.

A Saved Setup is a process by which a user can save all the parameters for a given soil test order, and select that setup to populate order options (without selecting everything over and over again).

- A. Once a particular order is fully populated, remove the Field that started the process by clicking the **Remove All** or **Remove Selected** buttons



| Account     | Farm   | Field   |
|-------------|--------|---------|
| Farmer, Joe | Farm 1 | Field 1 |

Saved Setups:

Order Types:

- Soil
- Soil Nitrate Only
- Customer Pulled Soil Sample
- Nematodes Only
- Plant Tissue

**Soil**

Results Output:

Printed Copies:  Yes  No

Export Files:  None  Shape Files  Greenplan

Completion:  Will Call When Ready  Ready Now

Sample Method:

Season:

Crop Residue:

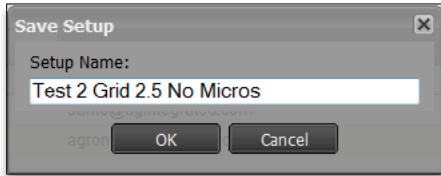
**Note:** Setups should be created for standard testing options; those that will represent most of soil tests put on order. Multiple setups can be created to reflect gridded orders, retest orders, tests with specific micro packages, tests for specific customers, specific crops, etc.

Soil Test New Grid Work Order continued...

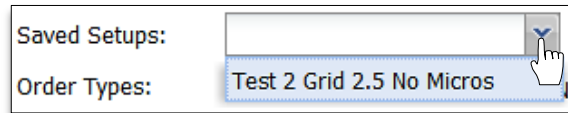
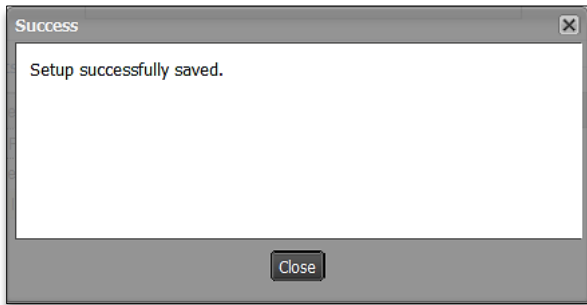
B. With just the test options selected, go the **Save Setup** button and select it.



C. A naming prompt will appear. Enter a name for the setup. The setup name should be descriptive, so it is easily recognized and understood what it represents (i.e. Test 2 Grid 2.5 No Micros; Retest Test 1 Micros S B). Click **Ok** when finished.



D. A brief status bar will display showing the setup is being saved, then an indicator will appear stating the setup has been saved (left).



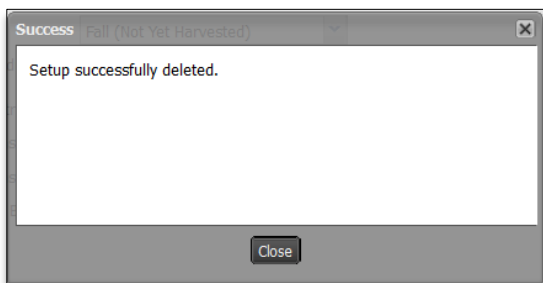
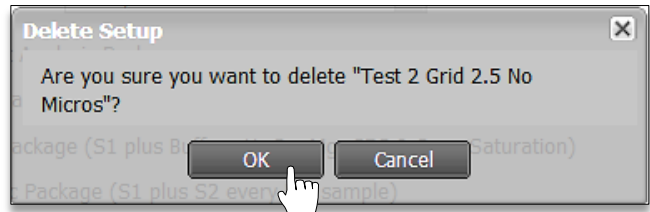
E. To verify the setup is available, go to the top of the order page and click on the **Saved Setups** drop down arrow (upper right).

F. The next time an order with these options is required, simply select the Saved Setup, bring in a field and click on the **Schedule Order** button.

G. To **Delete** a setup, open the work order page, open a given setup, then click on the **Delete Setup** button at the bottom of the page (left). An indicator will appear to confirm the deletion of the setup (right).



- Click **OK** to delete the setup.
- A confirmation indicator will display stating the setup has been deleted (below).



Soil Test New Grid Work Order continued...

## 11. Work Order Packet.

Users can view their work orders through the Order Manager (see Order Manager section).

A. A new grid work order packet will display the following:

**Soil Test Request Form**

USI UNITED SOILS, INC.  
108 South Crystal Lane • Fairbury, IL 61739  
Phone: 815.692.8255 Fax: 815.692.4483

Date Ready: 09/28/2015  
Work Order Date: 09/28/2015  
Season to Test: Fall

Dealer: Brandt Consolidated  
Location / Company Name: Brandt Fairbury  
State: Illinois  
Account #: MFAIR  
Location Contact: bschmidgall  
Contact Telephone: 815-692-2612

Customer Name: Immke, Adam  
Farm Name: All  
Field Name: Schahrer West  
Estimated Acres: 75.57 ac  
Crop or Residue: Row Beans / Stubble

County: Livingston  
Township: Pleasant Ridge  
Section: 32

Macro Nutrient Analysis Package: S2

Sampling Grid: 2.5 ac  
Estimated # of Samples: 31  
Results Maps: 30  
Include Printed Copies: No

Notes / Instructions:

Puller Notes:

Office Use:  
AIS Work Order ID:  
Work Order #:  
IFARM Field #:  
Retest Date:  
Sample #:  
LabWorks ID:  
Advance ID:

For Lab Use:  
Date: \_\_\_\_\_  
Puller: \_\_\_\_\_  
Computer #:  
Actual Acres:  
Bags ID:  
Grid:  
# of Samples: \_\_\_\_\_

**Field Order Report**

USI UNITED SOILS, INC.

Location: Brandt Fairbury  
Customer: Immke, Adam  
Farm: All  
Field: Schahrer West  
Est. Acres: 75.57 ac

Sample Set: Livingston  
County: Pleasant Ridge  
Township: 32  
Section: 32  
Center: -88.43749298, 40.77044207

**Field Order Report**

USI UNITED SOILS, INC.

Location: Brandt Fairbury  
Customer: Immke, Adam  
Farm: All  
Field: Schahrer West  
Est. Acres: 75.57 ac

Sample Set: Livingston  
County: Pleasant Ridge  
Township: 32  
Section: 32  
Center: -88.43749298, 40.77044207

**Dispatch Field Report - Map**

USI UNITED SOILS, INC.

September 29, 2015, 2:59 pm

**Dispatch Field Report - Fields**

USI UNITED SOILS, INC.

Total Acres: 75.57

| Field # | Customer    | Field         | Field ID | Lat         | Lon          | Acres | Grid   | Sample Set |
|---------|-------------|---------------|----------|-------------|--------------|-------|--------|------------|
| 1       | Immke, Adam | Schahrer West | 245120   | 40.77044207 | -88.43749298 | 75.57 | 2.5 ac |            |

September 29, 2015, 2:59 pm