## How to Create a Field Report
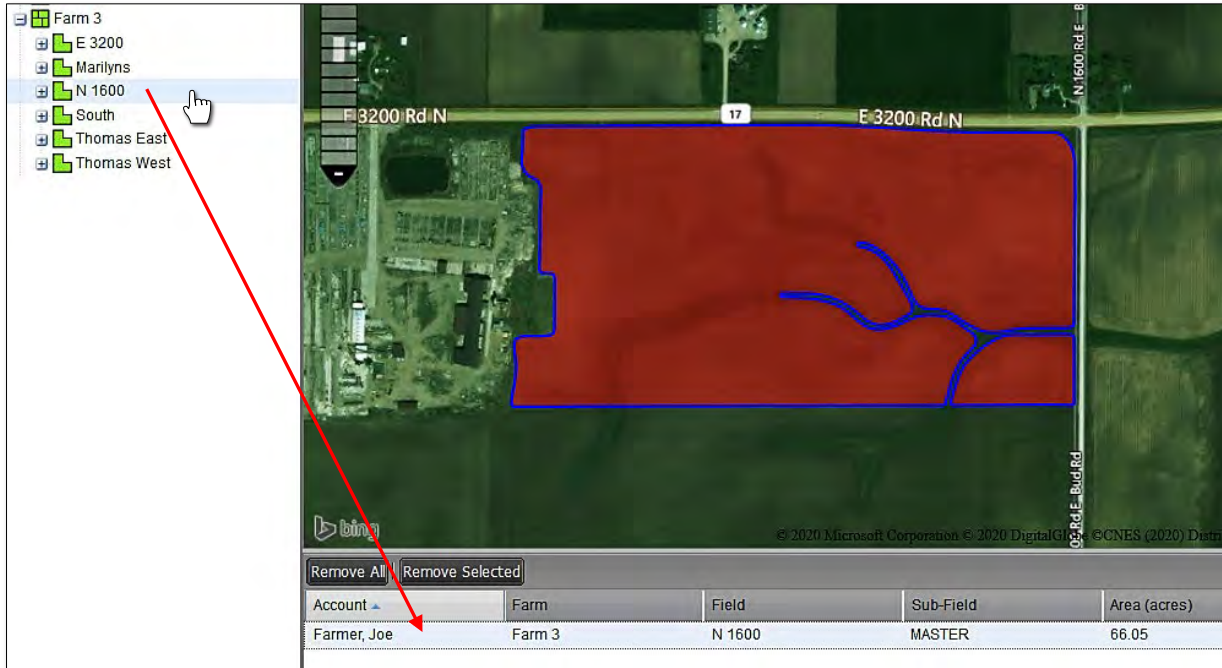
**1. Creating a Field Report:**

**A.** From the I.F.A.R.M. Customer index window, click and hold a field, and drag down to the **Account** window.

- You can drag an entire Farm, or individual or multiple fields to this window. The Farm/Fields will be displayed.



**B.** Users can choose background image / field colors / sample points visible / Attributes / etc. if desired. Use the Base Layer options or color chart to determine the map view.
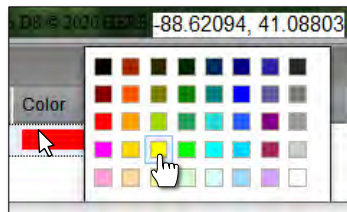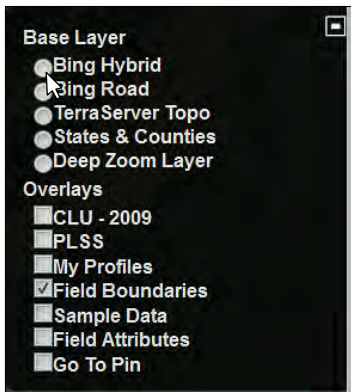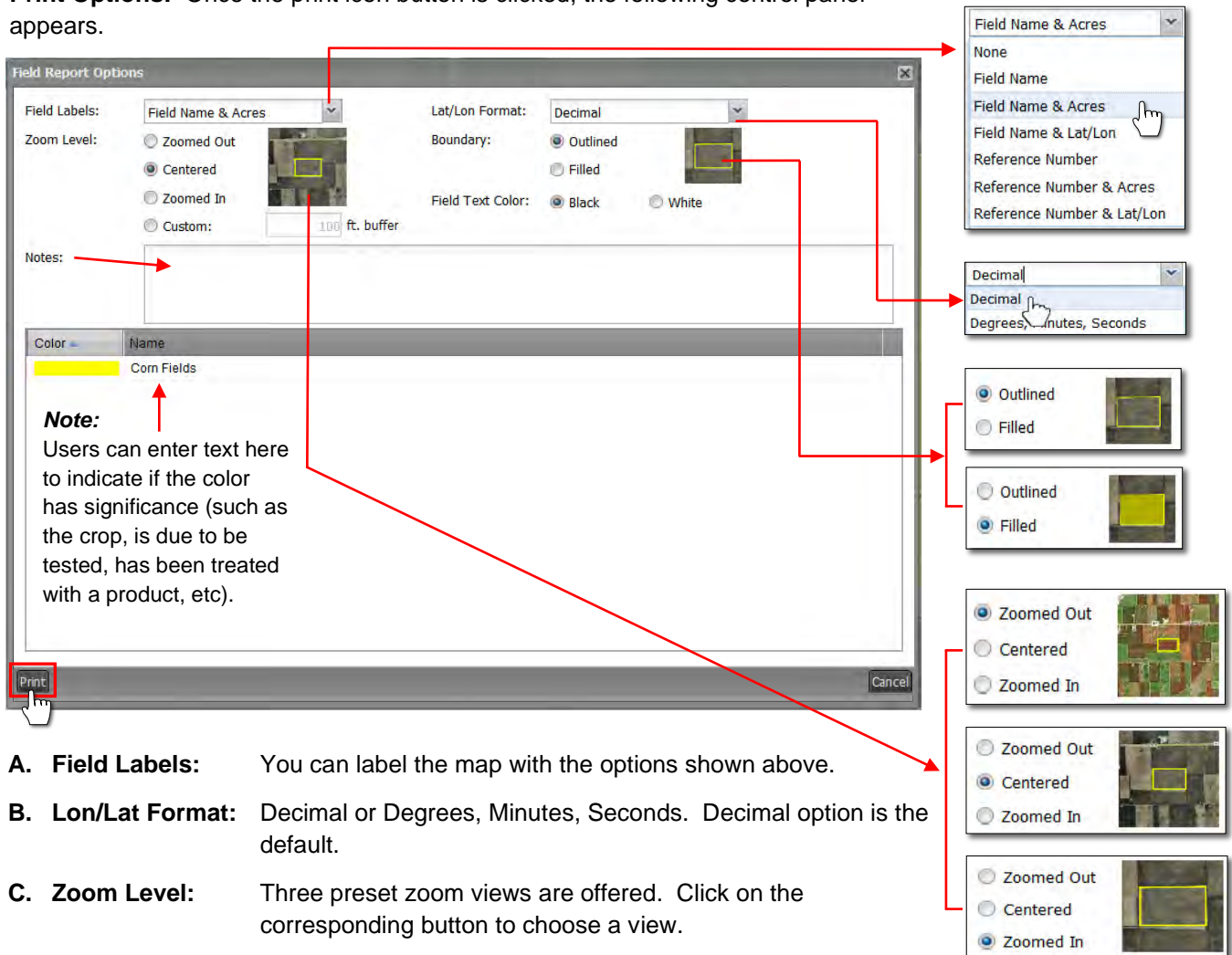


**C.** Once you have all field(s) displayed as desired, click on the **Print Field Report** button (right).
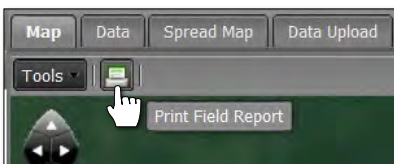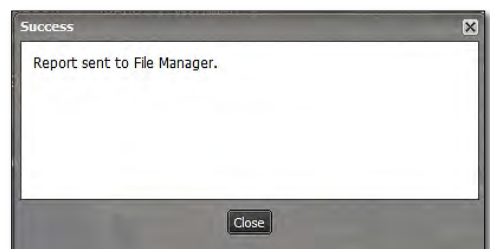
*Print Field Report continued…*

2. **Print Options:** Once the print icon button is clicked, the following control panel appears.



A. **Field Labels:** You can label the map with the options shown above.

B. **Lon/Lat Format:** Decimal or Degrees, Minutes, Seconds. Decimal option is the default.

C. **Zoom Level:** Three preset zoom views are offered. Click on the corresponding button to choose a view.

D. **Buffer (feet):** **Custom: Buffer in Feet**, you need to enter a value (i.e. 50', 100', 200' ft). The value entered will be the number of feet from the boundary edge the zoom level applies.

E. **Boundary:** Two options. The field can be displayed with a colored outline border, or outlined border with tinted fill. The outline and tint fill color will reflect what was chosen from the Color Column in the Account Window. The default color is bright red.

F. **Field Text Color:** Users have two options for the text color; black or white. Black is the default setting.

G. **Notes:** This text entry window allows the user to enter whatever they want in regards to a note about the field. Click in the text window and type as needed. The note will be generated as part of the resulting report.

3. **Print.** When all option settings are completed, click on the **Print** button.

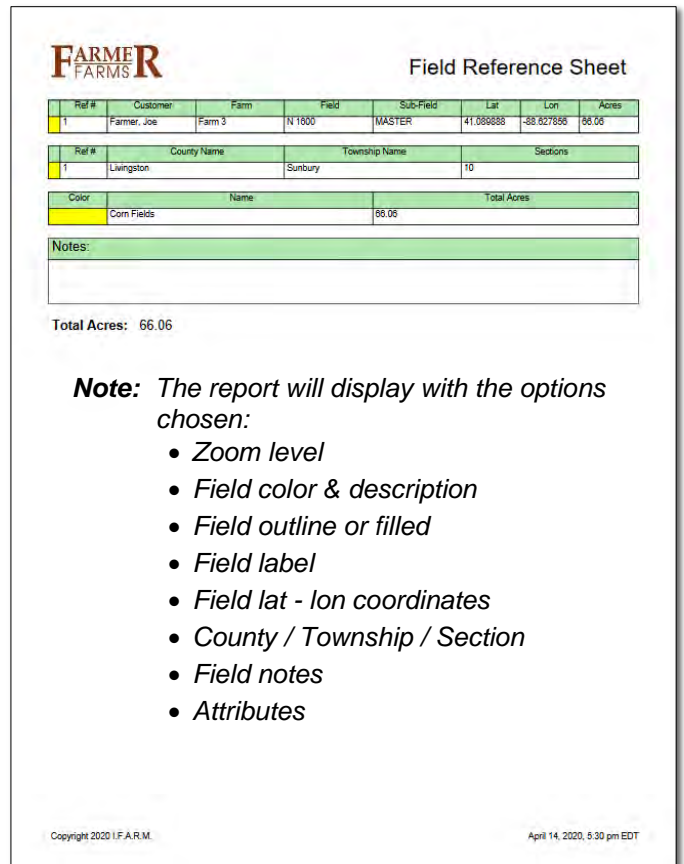A. The following indictor will appear briefly showing the report has been saved to the File Manager

*Print Field Report continued…*

**B.** After a few seconds, a second prompt will display showing the file is ready to view. To see the report, click **View PDF**.

- The report can also be accessed from the File Manager. Open the File Manager, locate the report and right click on the Field Report and choose **Show Results**.
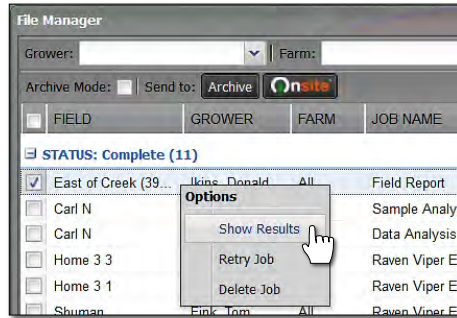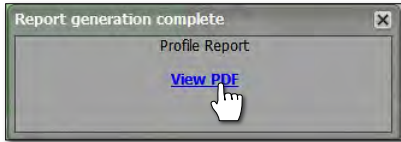


**C.** The PDF will open as a 2-pg report. Use the PDF controls to navigate the report or size for viewing.



**Note:** The report will display with the options chosen:
- *Zoom level*
- *Field color & description*
- *Field outline or filled*
- *Field label*
- *Field lat - lon coordinates*
- *County / Township / Section*
- *Field notes*
- *Attributes*

**D.** Users can **Print** or **Save** the report from the PDF software.

*Print Field Report continued…*

4. **Print a Field Report with Attributes:**

   A. Pulling in a field with attributes. The field and graphics will display in the map tab.
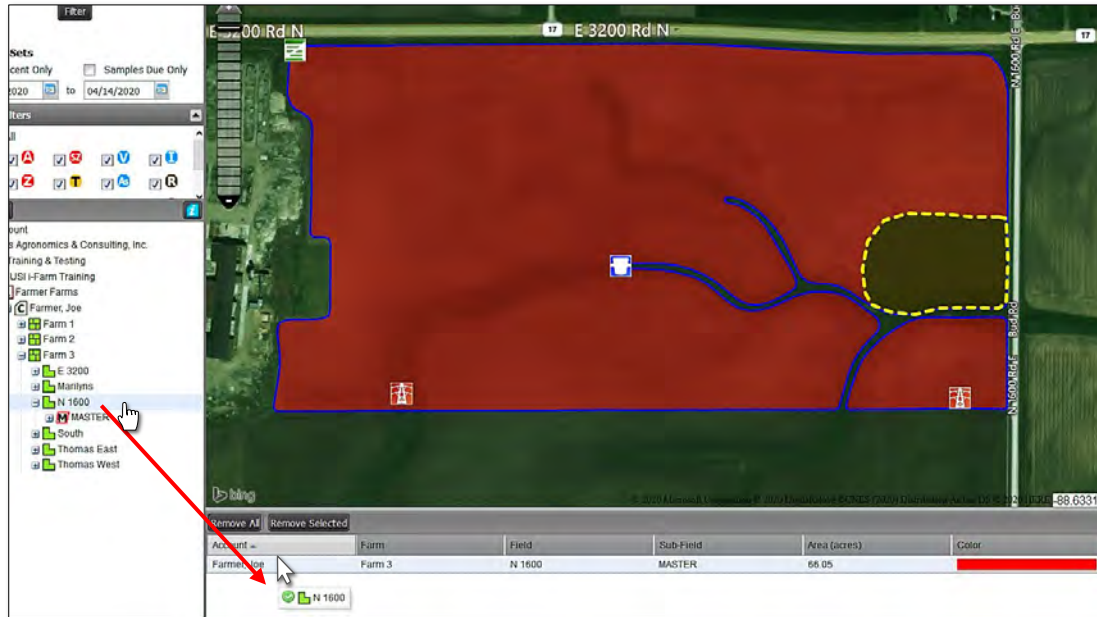


   - If wanted, use the color palette and change the color of the field or change the background.

   B. Click on the **Print Icon** and fill out the report parameters as needed. Click **Print** when ready.

   C. When the Field Report **View PDF** prompt appears, click on it to open the report.
   - Note the attribute graphics are presented and labeled with a reference number.
   - The second page displays an attribute chart with description / notes.
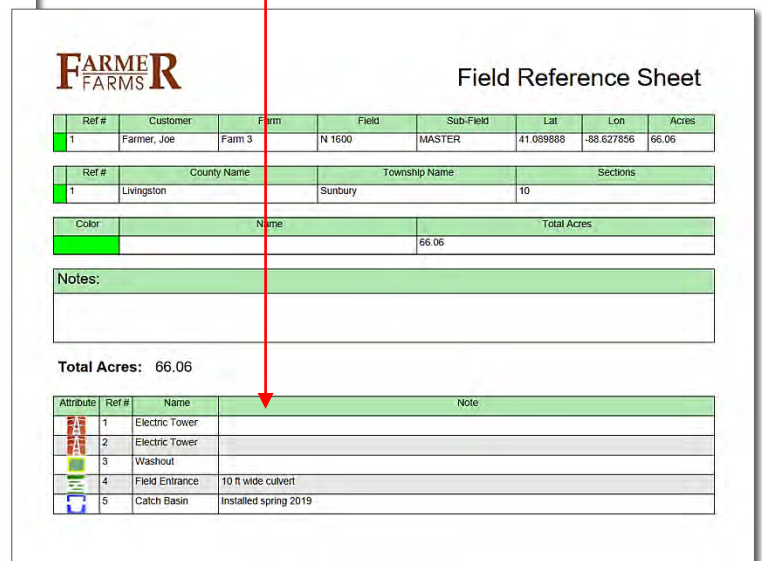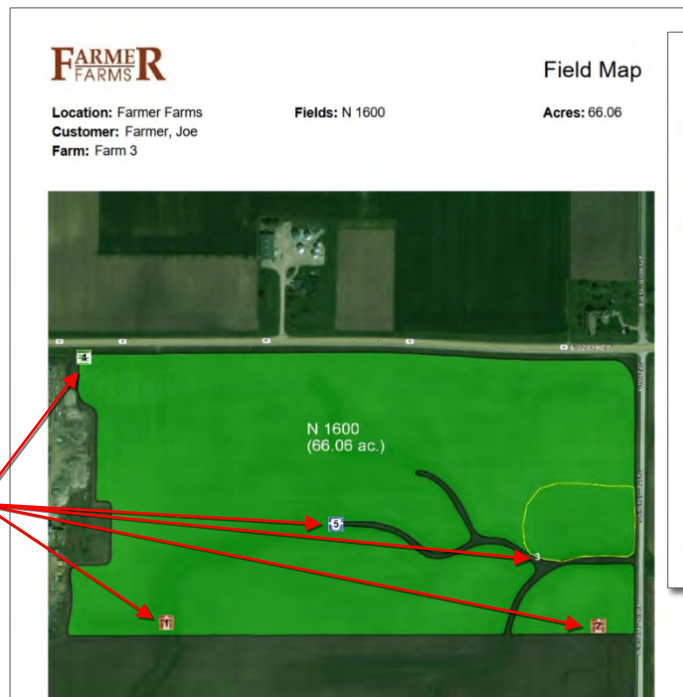
*Print Field Report continued…*

## 5. Print a Field Report with Multiple Fields:

A. Pull in a farm or several fields. Note the map adjusts in size to allow all fields to be seen.
   - Unless they were colored in the profile tree, by default all fields will view as red.



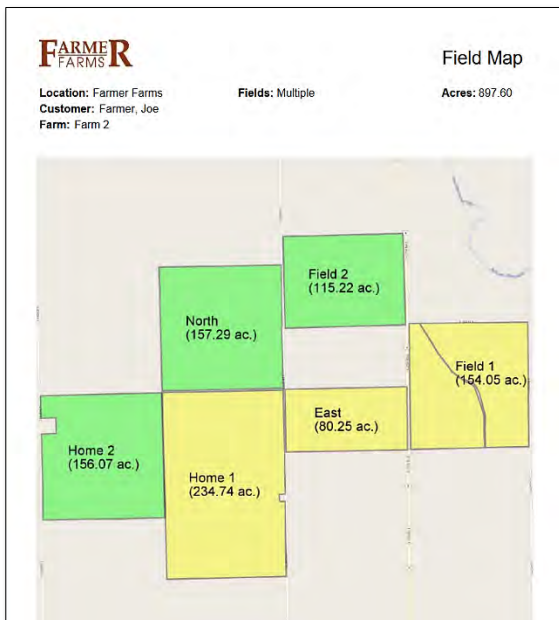| Account ▲ | Farm | Field | Sub-Field | Area (acres) |
|---|---|---|---|---|
| Farmer, Joe | Farm 2 | Field 1 | MASTER | 154.04 |
| Farmer, Joe | Farm 2 | Field 2 | MASTER | 115.21 |
| Farmer, Joe | Farm 2 | Home 1 | MASTER | 234.73 |
| Farmer, Joe | Farm 2 | Home 2 | MASTER | 156.06 |
| Farmer, Joe | Farm 2 | North | MASTER | 157.28 |

   - If wanted, use the color palette and change the color of the fields or change the background imagery.
   - Especially with multiple fields, changing field colors may prove useful.

B. Click on the **Print Icon** and fill out the report parameters as needed.
   - With many fields, sometimes it is best to label the fields as a Reference number. We find the field names / acres can get compressed and difficult to read. Experiment to find the best solution.

C. When the Field Report **View PDF** prompt appears, click on it to open the report.
   - Note the field present themselves with the background / color / label chosen.
   - The second page displays all fields and geo-reference information.