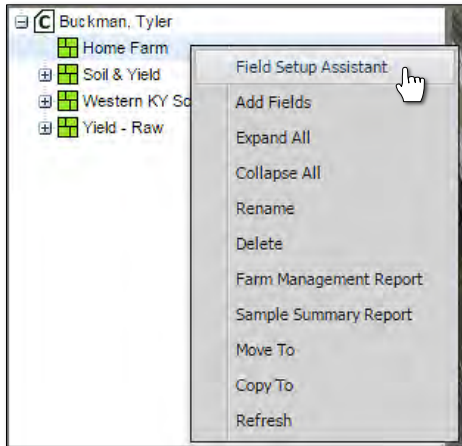


How to Use the Field Setup Assistant

1. **Field Setup Assistant:** This option allows the user to easily and quickly add new fields using the CLU layers.
 - 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.

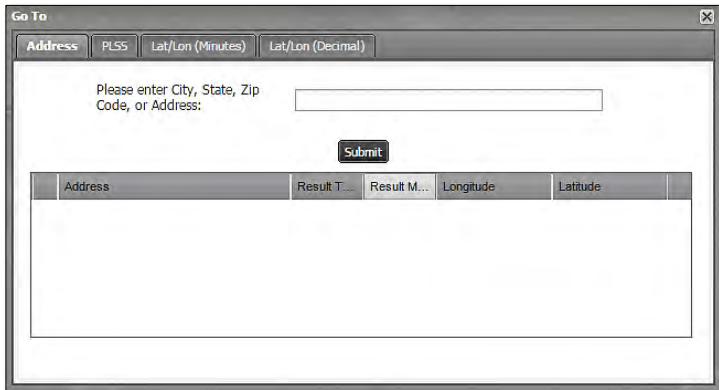


Note:
For those users with Work Order Only status the Field Setup Assistant will display step-by-step instructions in the far-right window to help with using this feature. Users can open or close the window by clicking the upper right directional arrow.

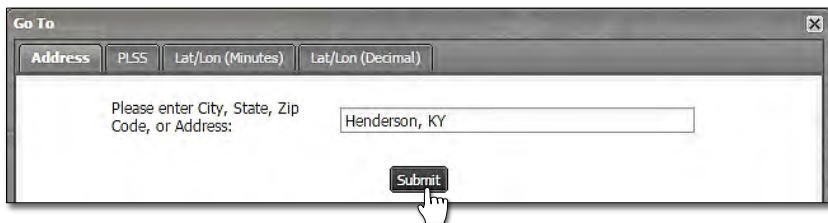
Field Setup Assistant »»

1. Expand the profile tree on the left side of the screen to the farm level.
2. Right click on a farm in the profile tree to display the context menu.
3. Select "Field Setup Assistant" from the context menu to start creating fields.
4. The "Address Search" tool will automatically activate. Enter the address closest to your field and click submit.
5. Select the found address in the grid below the submit button. This will automatically locate the address on the map.
6. All known field boundaries will load onto the map. Right click inside the desired field boundary to display the context menu.
7. Select "Add This Field" from the context menu. You will be prompted to enter a name for the new field.
8. After adding the field, the new profile will appear in the profile tree and the grid below the map.
9. You may continue right clicking on the map to add additional fields. If the next field you want to add is not visible on the map, you can left click and drag to pan the map.
10. To cancel the Field Setup Assistant, select a different map tool.

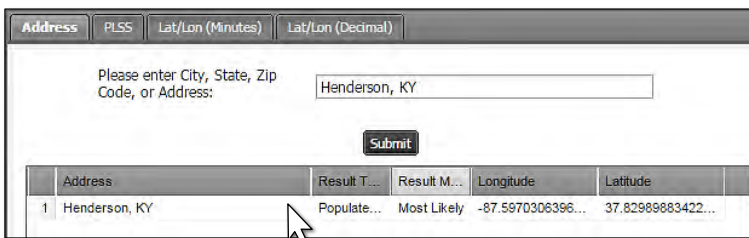
- C. The **Go To** function will appear offering to search by: Address, PLSS, Lat/Lon.



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

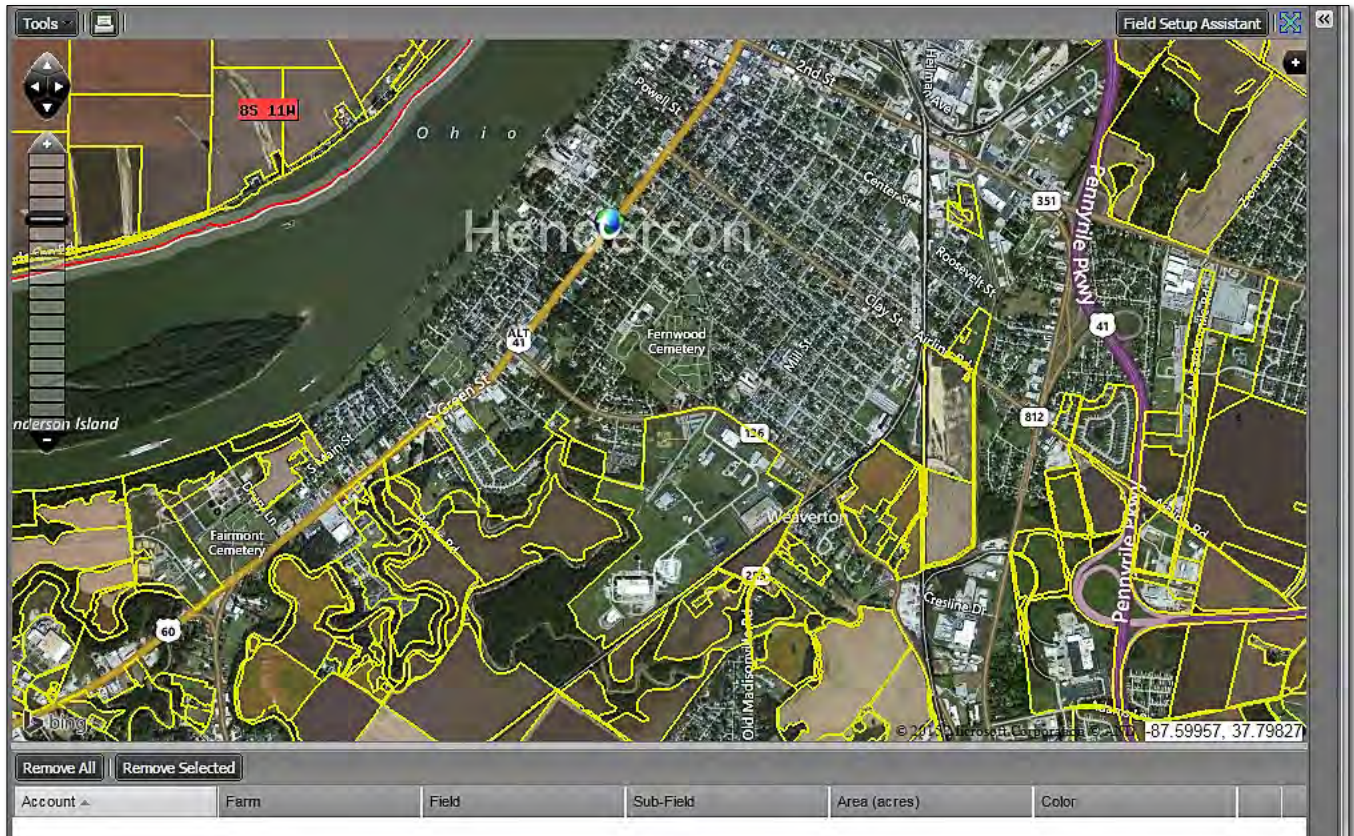


- E. The **Go To** Function will locate the requested input and display it below. Double click the address.



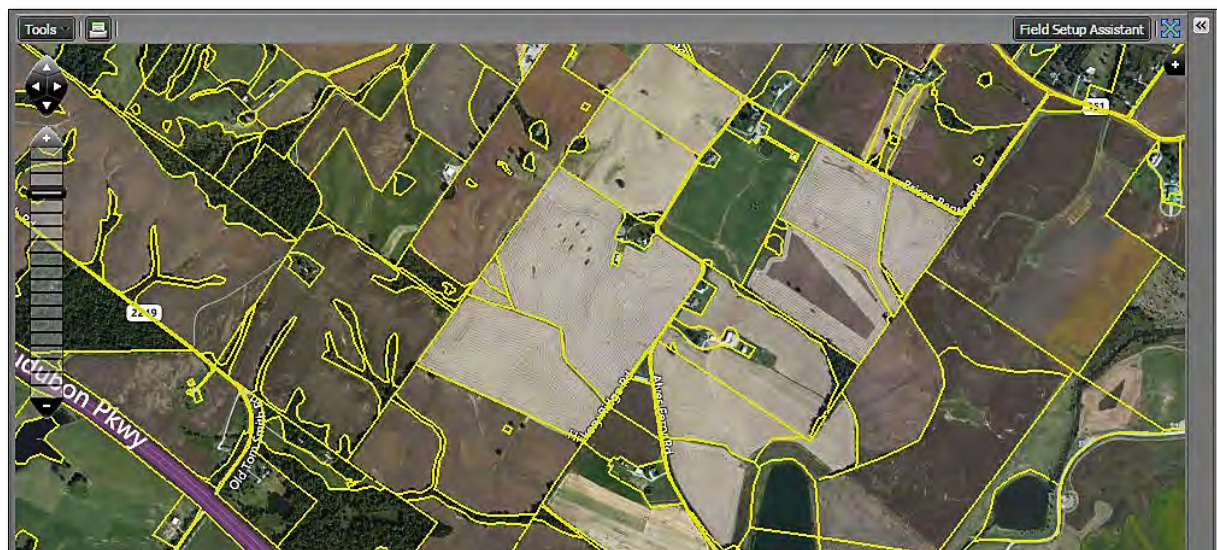
Field Setup Assistant continued...

- F. The map will change to reflect the center of the area requested.
- North is always at the top end of the map.
 - 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.



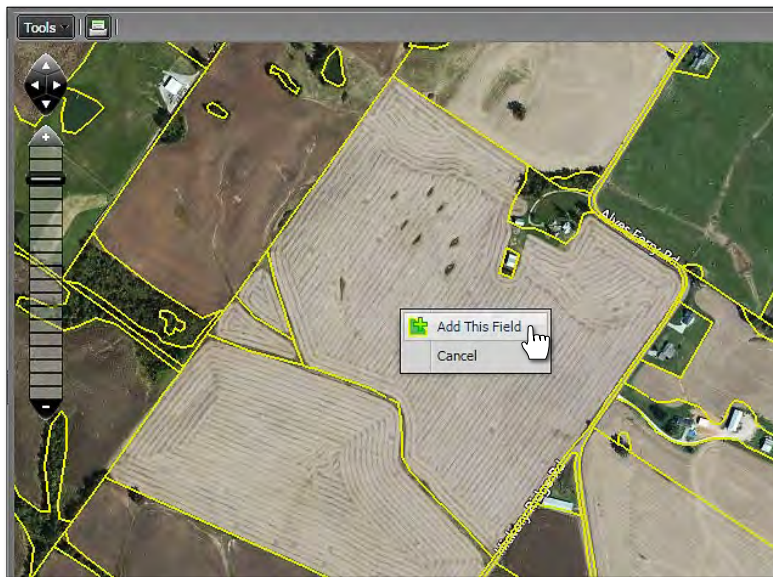
Note: This process is just to provide a starting point for the user to locate and add fields.

- G. Scroll in and out and pan around to find the specific fields needed.



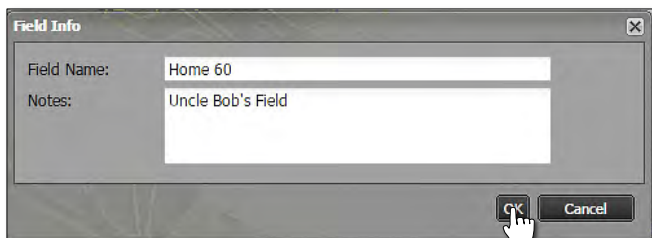
Field Setup Assistant continued...

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

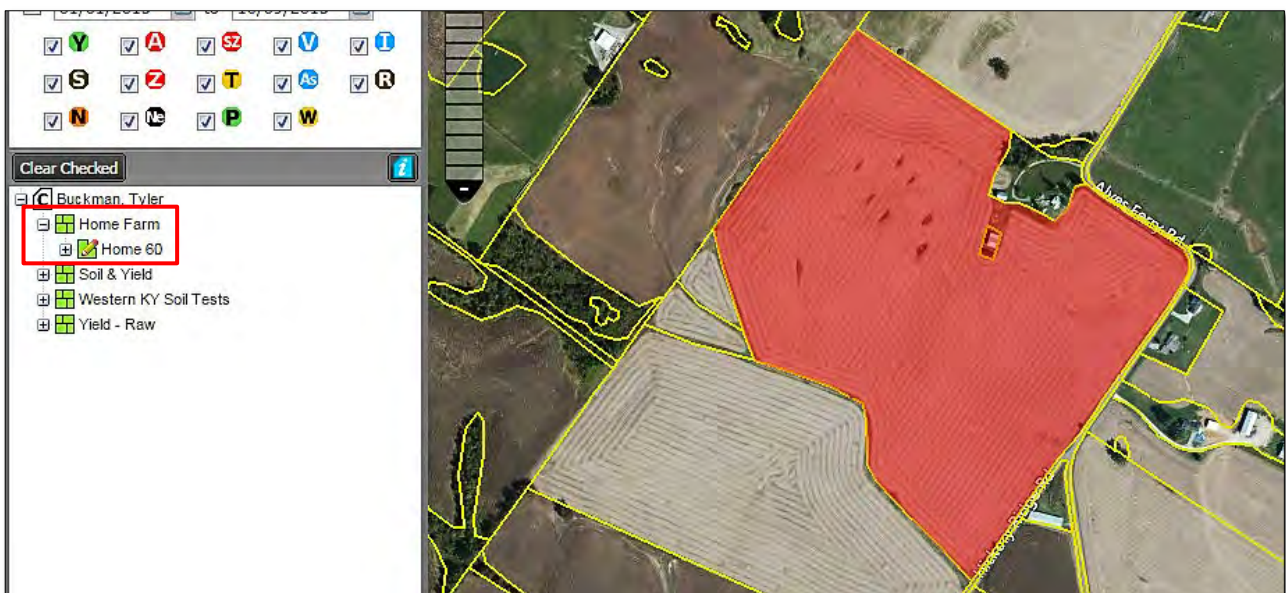


I. An indicator to **Add This Field** will appear. Click on **Add This Field**.

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**.



K. The map display will zoom in to show the newly created boundary. The new field (with note) will also be displayed in the index under the Farm.



Field Setup Assistant continued...

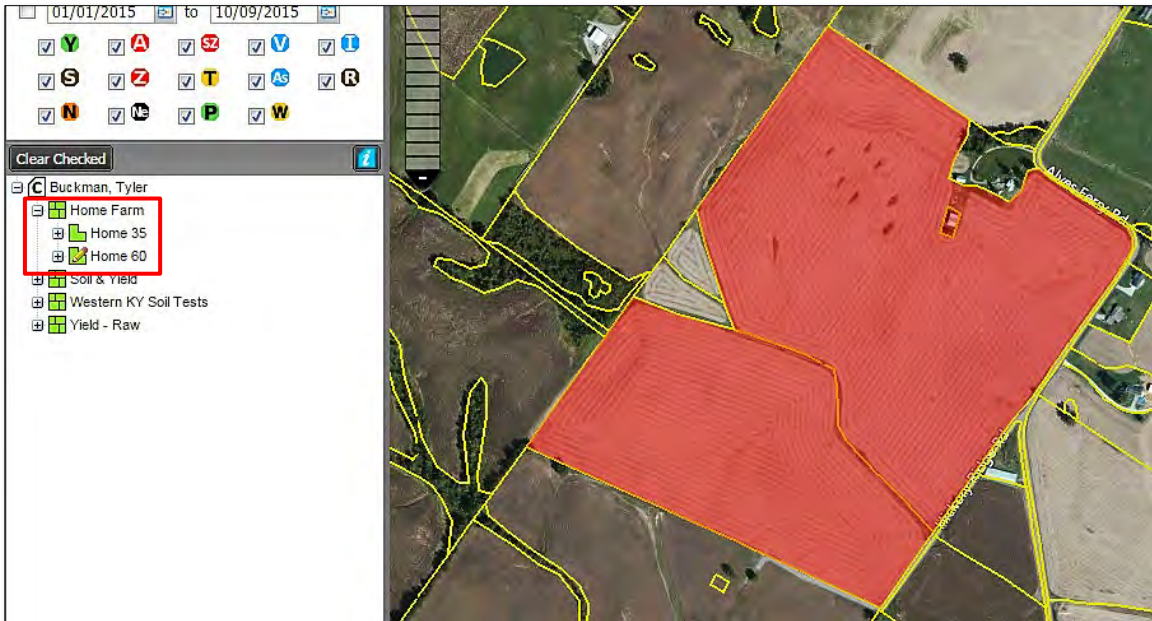
Note: It is important to note that the Field Setup Assistant only allows users to fill in the CLU boundaries as presented. If a field requires several CLUs to be filled in, this function won't allow it. Users would have to edit the boundaries in the Boundary Editing mode to fulfill the actual field area.

The **Add Fields** function allows multiple CLU areas to be filled in together, and may prove to be a better solution for entering fields. Reference the specific tutorial on that feature.

- L. 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.



- M. Continue to add fields as needed (per farm).



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

