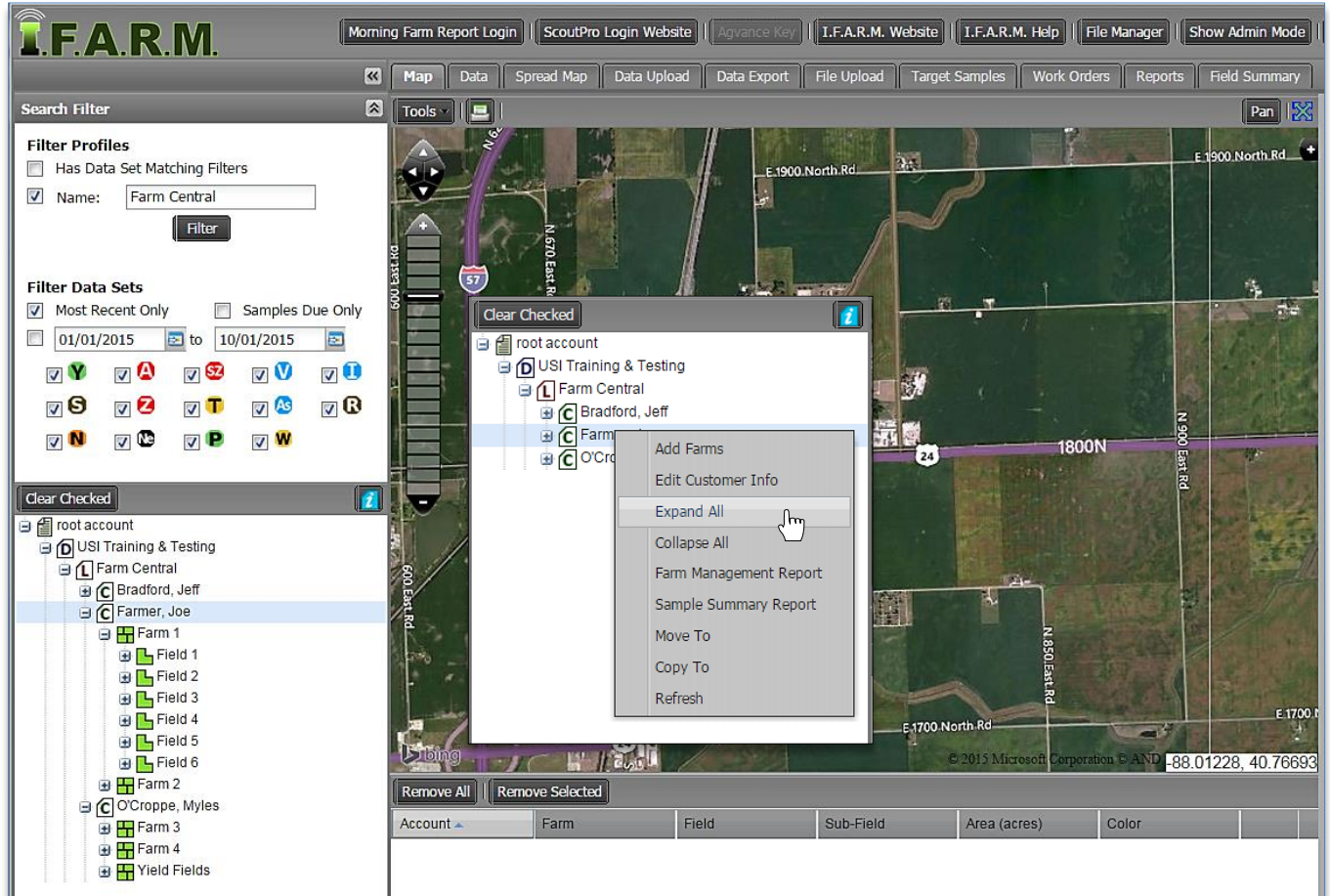


Work Order Process - Creating Customer Pulled / Loose Soil Test Work Orders

1. Open Work Order Tab.

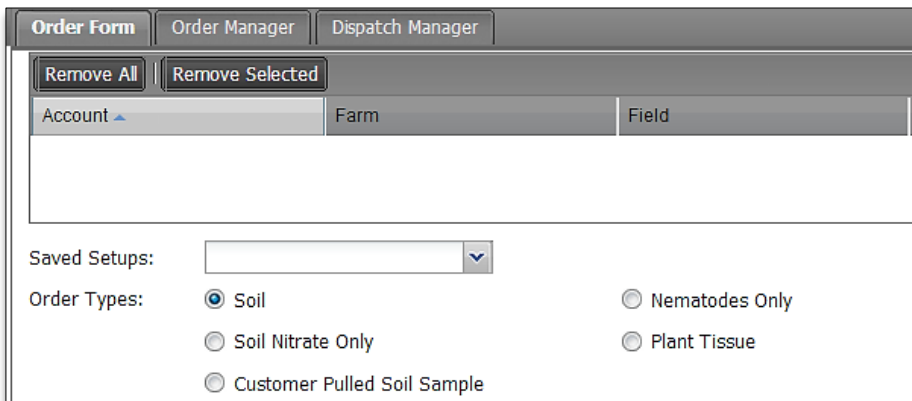
- A. With I.F.A.R.M.'s main page open, expand the customer profile to show all customers / growers.
 - Users can right click on the customer / grower and select **Expand All** to drop down all fields (inset).



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



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



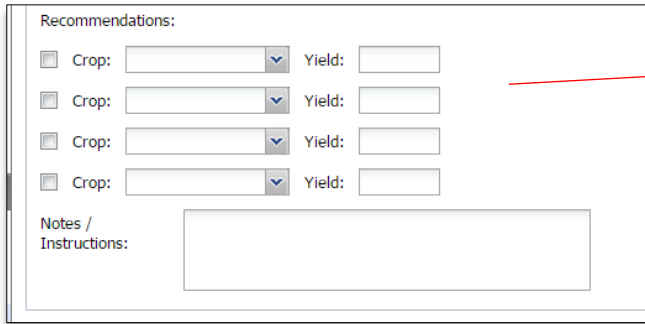
Work Order Process - Customer Pulled Soil Test Work Orders continued...

D. In the **Order Types** options, click on the **Customer Pulled Soil Sample** button. Note how the order details change, and the available test options.

- **Order Status:** Choose **At Lab** if samples have already been collected and delivered to the lab; or **Pending** if the samples are to be picked up or are in transit to the lab.
- **Printed Copies:** Choose whether printed hardcopy reports are needed (mailed).
- **Selected Field:** Pull in existing fields or create new fields. *Covered on pages 3-4.*
- **# of Samples:** Enter the number of samples pulled / submitted. *Covered on pages 3-4.*
- **Macro Nutrient Package:** Choose one of the standard package options. *Out of state testers will get a test two automatically. Covered on page 5.*
- **Micro Nutrient Package:** Choose one of the standard package options. Indicate if the micros are individual or composited (and how many per sample). *Covered on page 5.*
- **Soil Nematode Samples:** If nematode testing is desired, choose one of the crop options; plus if they are to be individual or composited (and how many per sample). *Covered on page 6.*
- **Soil Nitrate Samples:** If a soil nitrate or ammonium test is desired, choose one or both of the options, and whether they are to be individual or composited (and how many per sample). *Covered on page 6-7.*

It should be mentioned... to get the full value from Soil Nematode or Nitrate testing, dedicated tests for each should be performed.

Work Order Process - Customer Pulled Soil Test Work Orders continued...



Recommendations (Optional):
If recommendations are required from the tested soil, clients should choose the crops and yield goals to help generate the values.

2. Loading Fields.

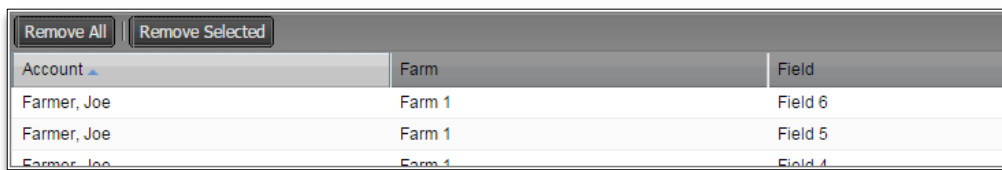
Users can enter fields three different ways in the Customer Pulled ordering system:

- A. Pull in existing fields (reference the Existing Fields tutorial).
- B. Create new fields in the tree and pull them in (reference New Profile Field tutorial).
- C. Create new fields through the process of making orders (addressed in this tutorial).

** The customer pulled loose order system is designed to accept up to 10 fields under a grower's farm in a single order session.*

3. Creating 'New Process' Fields.

- A. This process requires the user to pull in an existing field, farm, or entire grower into the account window.
- B. The field(s) will appear in the account window. *Be mindful no orders will be placed for the fields in the account window. They are there for the purpose of allowing new fields to be created under that grower profile.*

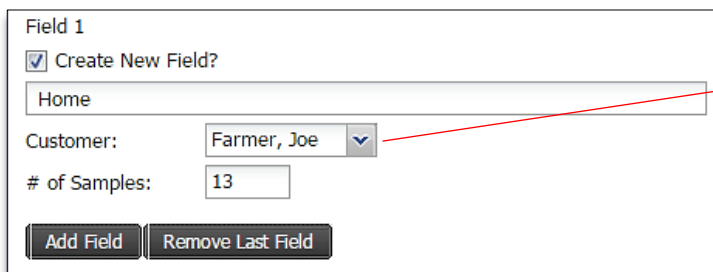


Account	Farm	Field
Farmer, Joe	Farm 1	Field 6
Farmer, Joe	Farm 1	Field 5
Farmer, Joe	Farm 1	Field 4

C. Go to the Field 1 location in the order field area. Click on the box **Create New Field?**



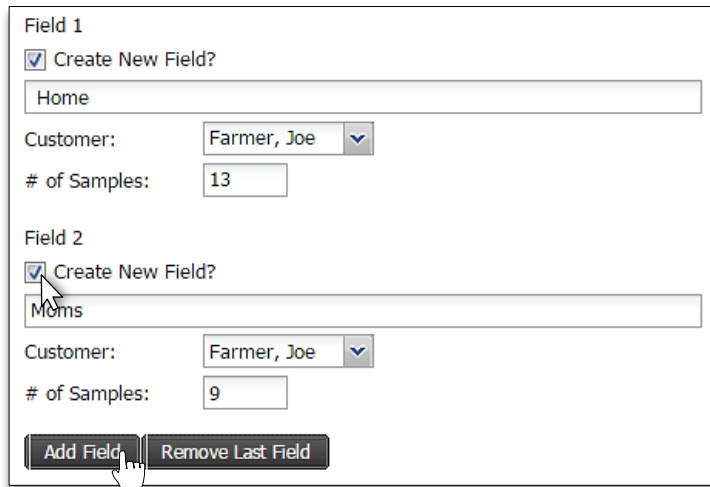
D. The entry area will change to allow the user to type in a field name. Enter a field name and number of samples pulled.



Note:
The grower will appear in the Customer drop down window. This helps verify the newly created fields will populate under the proper profile.

Work Order Process - Customer Pulled Soil Test Work Orders continued...

- E. Users also have the means to create multiple fields using the same process. Click on **Add Field**, then click on the **Create New Field?** box. Enter the field name and number of samples.



The screenshot shows a web form with two field creation sections. Each section has a checked 'Create New Field?' checkbox, a text input for the field name, a dropdown for 'Customer' (set to 'Farmer, Joe'), and a text input for '# of Samples'. The first field is named 'Home' with 13 samples. The second field is named 'Moms' with 9 samples. At the bottom, there are two buttons: 'Add Field' and 'Remove Last Field'. A mouse cursor is pointing at the 'Add Field' button.

- F. Continue adding Fields in this manner to create all needed fields for that grower (limit 10 fields).



The screenshot shows the same web form as above, but now with four field creation sections. The third field is named 'Dads' with 5 samples. The fourth field is named 'Back 40' with 23 samples. The 'Add Field' button is still highlighted with a mouse cursor.

- G. When finished adding fields, go through and finish setting up the order.

Work Order Process - Customer Pulled Soil Test Work Orders continued...

4. 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 an **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

5. 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 5th sample.

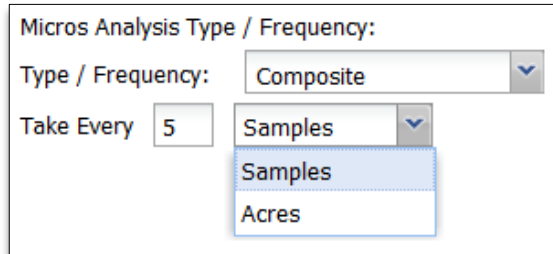
Micros Analysis Type / Frequency:

Type / Frequency: ▾

Take Every

Work Order Process - Customer Pulled Soil Test Work Orders continued...

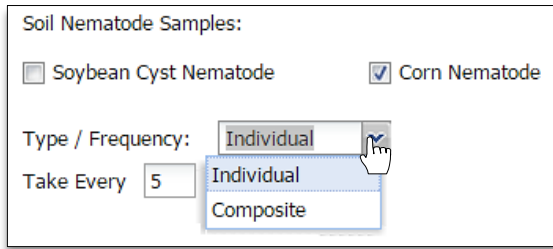
- E. If **Composite**, the lab will be instructed to take micro readings after combining soil, based on what is entered in the **Take Every** box.
 - For example: if 5 is entered, a micro reading will be taken from composited soil from samples 1 thru 5. If 10, a micro reading will be taken from composited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



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

6. 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.



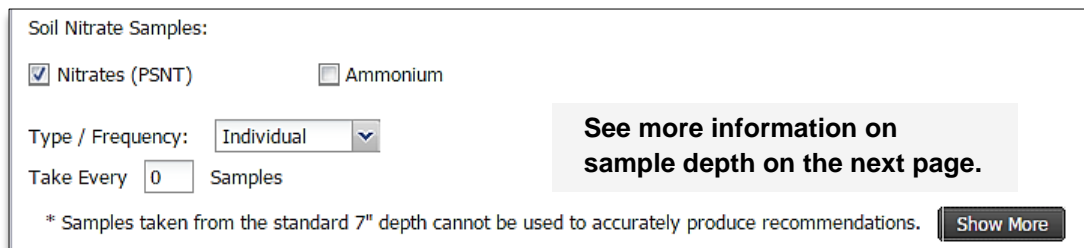
Note: Be mindful that corn nematode soil samples should ideally be taken during the early corn growing season, including corn root material, and the samples handled very carefully. Please call the USI office with questions, or use the Corn Nematode testing option for specific field testing.

- 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.

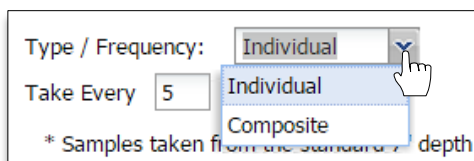
- B. Choose either Individual or Composite and the frequency by entering a value in the **Take Every** box.

7. 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.

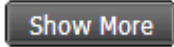


- B. Choose either Individual or Composite and the frequency by entering a value in the **Take Every** box.

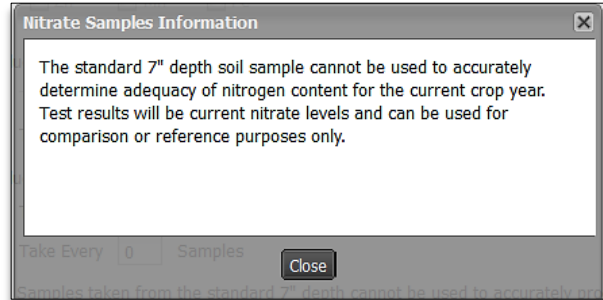
Work Order Process - Customer Pulled Soil Test Work Orders continued...

Note: True nitrate samples are taken from a deeper depth (0"-12", 12"-24", 24"-36"). Whereas nitrate levels that are derived from the 7" cores pulled, recommendations should not be created from 7" 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, or use the Soil Nitrate order option to enter a specific Nitrate / Ammonium work order.*



8. Recommendations (Optional): If recommendations are required from the tested soil, clients should choose the crops and yield goals to help generate the values.

- A.** Click on the corresponding box for the crop. Use the drop-down menu to choose the crop(s). Enter the yield goals for each crop.

Recommendations:

<input checked="" type="checkbox"/>	Crop:	Beans	Yield:	75	bu/ac
<input checked="" type="checkbox"/>	Crop:	Corn	Yield:	180	bu/ac
<input type="checkbox"/>	Crop:		Yield:		
<input type="checkbox"/>	Crop:		Yield:		

9. 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.

Notes / Instructions:

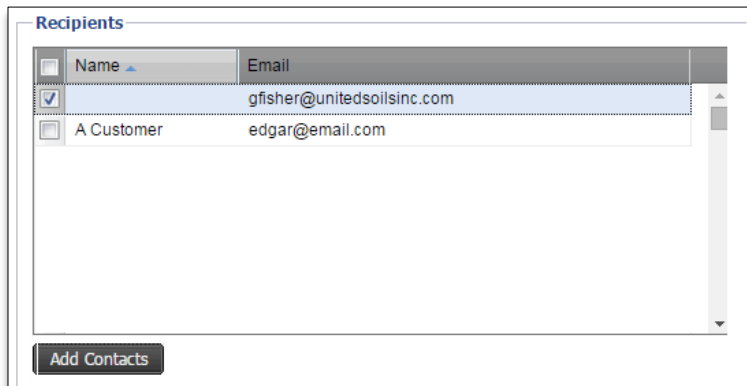
Type information here...

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

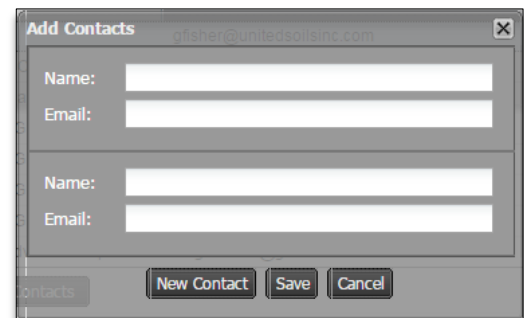
Work Order Process - Customer Pulled Soil Test Work Orders continued...

10. Recipients.

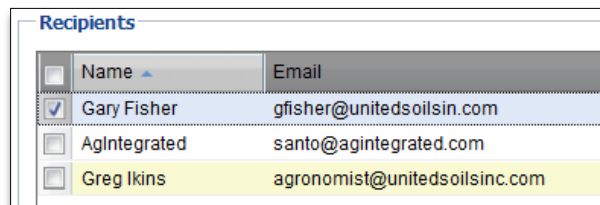
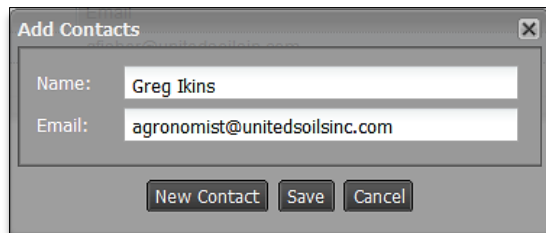
- A. Users have the means to receive email order notifications and/or send test results to any number of representatives.
- Any users tied to the location / customer's profile will have their email address displayed.
 - Simply click on those email addresses results are to be sent.



- 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).



- 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.

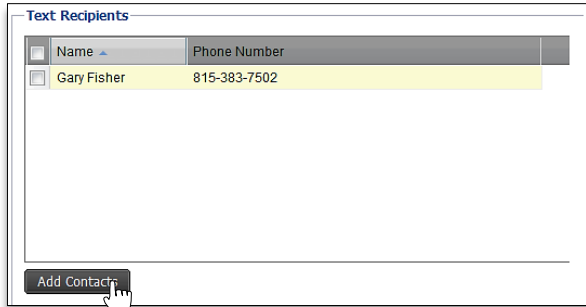


- C. Any manually entered contact can be edited or deleted.
- Right click on the address and you will get an edit or delete option.
 - Clicking **Edit** will bring up the contact box to change the information.
 - **Delete** will remove the contact.

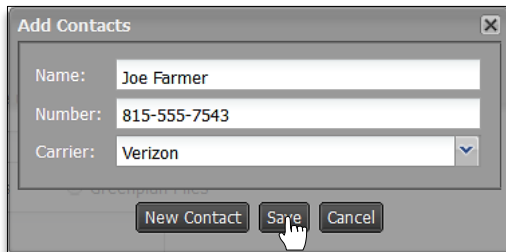
Work Order Process - Customer Pulled Soil Test Work Orders continued...

11. Text Recipients.

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

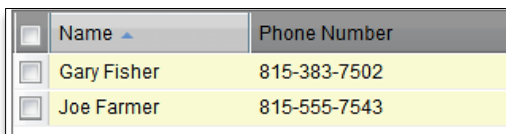


B. To add a contact and cell phone number, click on the **Add Contacts** button. An **Add Contacts** display will appear. Enter the **Name**, **phone number**, and use the drop down menu to choose the cell phone **service provider**.



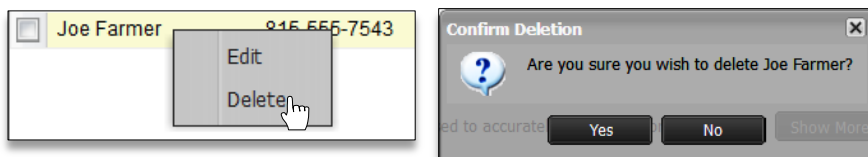
C. Click on **Save** to add the new contact.

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



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.

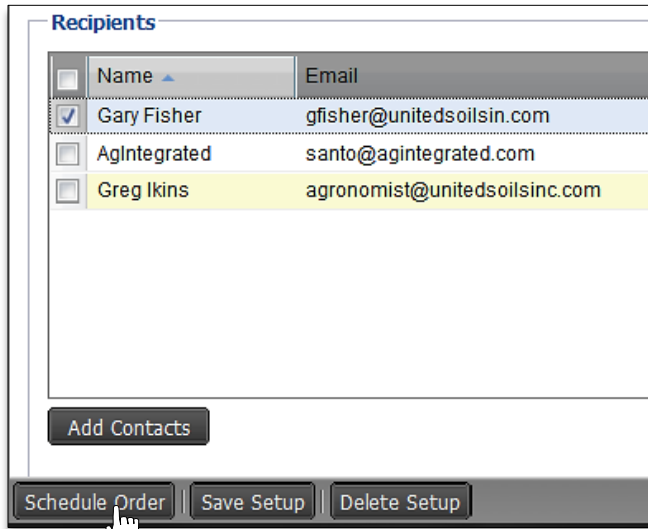
F. Clicking **Delete** will bring up a prompt to verify you want to remove the contact. Click **Yes** to remove the contact. It will disappear immediately.



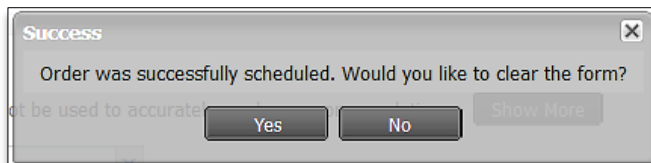
Work Order Process - Customer Pulled Soil Test Work Orders continued...

12. Scheduling An Order.

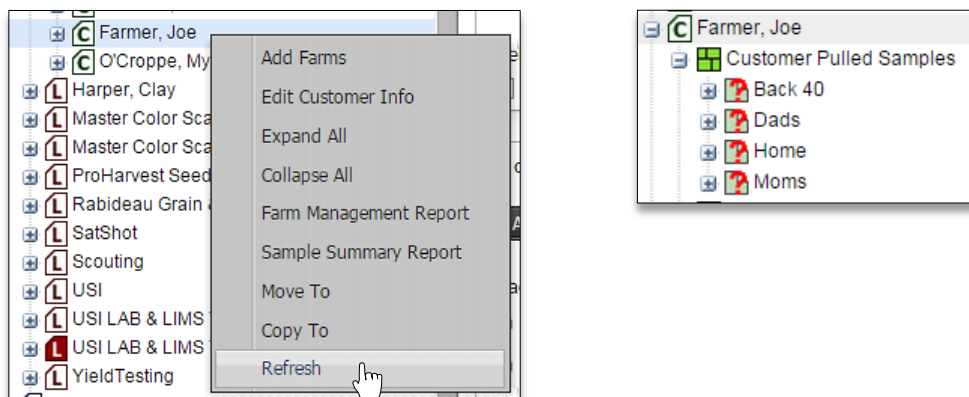
- A. Once all order parameters are entered, **thoroughly verify all specifics of the order.**
- B. If accurate, click on the **Schedule Order** button.



- 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.

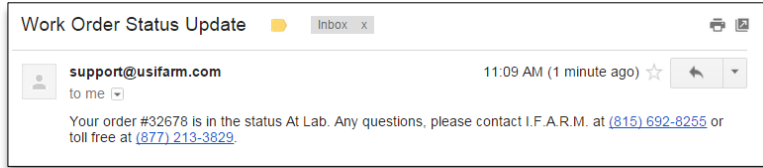


- E. The prompt will ask you if you want to clear the form. Click **Yes**. This clears the form and allows you to start another session of adding fields.
- F. At this point, go to the grower's profile. Right click and select **Refresh**. Open up the grower profile and you will notice a new farm with the manually entered field(s) within. Note it names the farm as **Customer Pulled Samples**. Users can rename the farm as needed.



Work Order Process - Customer Pulled Soil Test Work Orders continued...

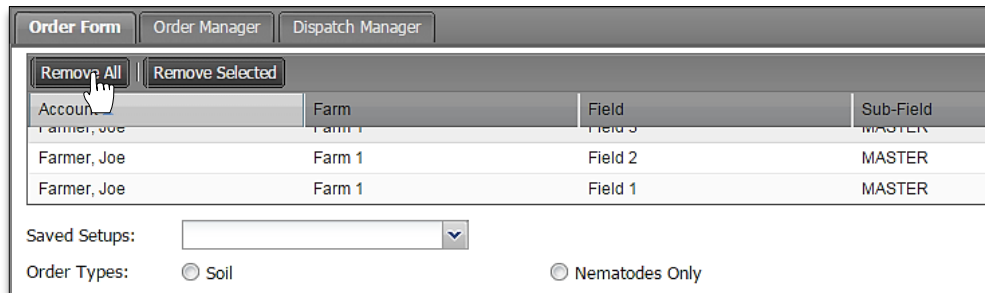
- G. If the email & cell phone contact options were selected, an email and text message will be sent, notifying the status of the new order(s).



13. 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 future orders using the same 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



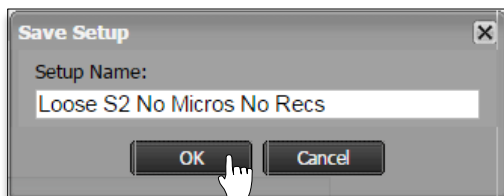
Note: Setups should be created for standard testing options; those that will represent most of soil tests put on order. Multiple setups can be created to reflect gridded orders, retest orders, tests with specific micro packages, tests for specific customers, specific crops, etc.

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

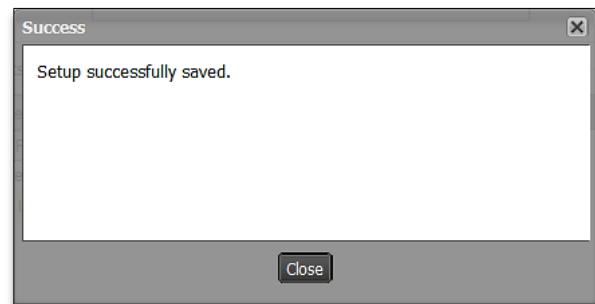


- C. A naming prompt will appear. Enter a name for the setup. The setup name should be descriptive, so it is easily recognized and understood what it represents (i.e. Loose Test 2, No Micros; Rec values, etc.).

- D. Click **Ok** when finished.

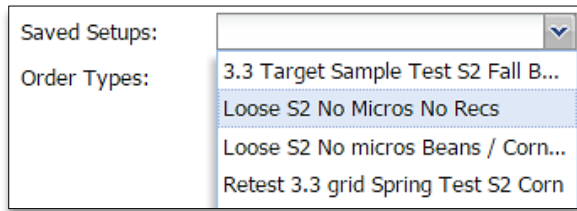


- E. A brief status bar will display showing the setup is being saved, then an indicator will appear stating the setup has been saved (right).



Work Order Process - Customer Pulled Soil Test Work Orders continued...

F. To verify the setup is available, go to the top of the order page and click on the **Saved Setups** drop down arrow.

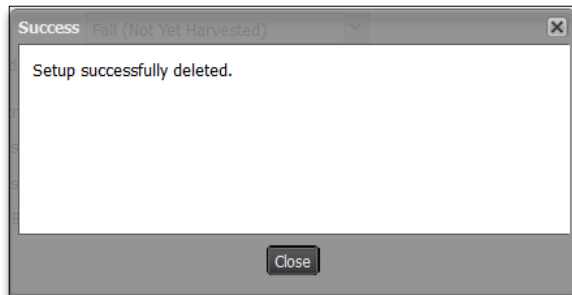
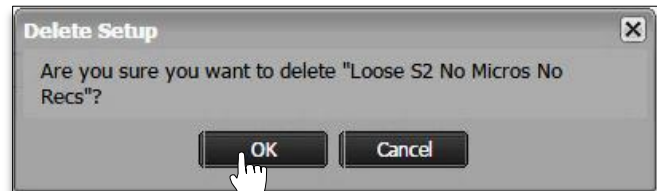


G. The next time an order with these options is required, simply select the Saved Setup, bring in (or create a field(s) and click on the **Schedule Order** button.

H. 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).



14. Work Order Packet.

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

A. A new loose work order packet will display the following (right):