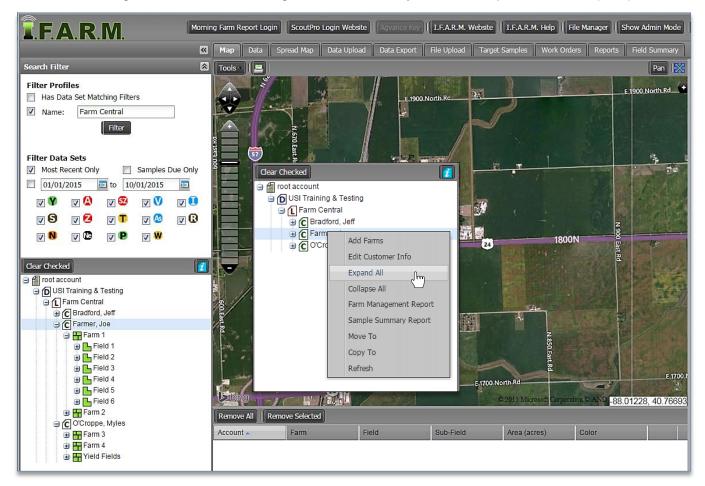


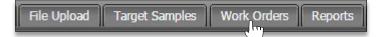
Work Order Process - Creating Customer Pulled / Loose Soil Test Work Orders

1. Open Work Order Tab.

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.

Order Form 0	rder Manager 📗	Dispatch Manager	
Remove All	emove Selected)	
Account 🔺		Farm	Field
Saved Setups:		~	
Order Types:	Soil		Nematodes Only
	🔘 Soil Nitrat	e Only	🔘 Plant Tissue
	Customer	Pulled Soil Sample	



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 Form Order Manager Dispatch Manager	Field Sub-Field	- 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.
Saved Setups: Order Types: Soil Soil Nitrate Only Qustomer Pulled Soil Sample	Nematodes Only Plant Tissue	- Printed Copies: Choose whether printed hardcopy reports are needed (mailed).
Customer Pulled Soft Sample Order Status: At Lab Pending Printed Copies: Yes No		 Selected Field: Pull in existing fields or create new fields. Covered on pages 3-4.
Field 1 Create New Field? # of Samples:	v	 - # of Samples: Enter the number of samples pulled / submitted. Covered on pages 3-4.
Add Field Remove Last Field Macro Nutrient Analysis Package:		 Macro Nutrient Package: Choose one of the standard package options. Out of state testers will get a test two automatically. Covered on page 5.
 S8: Bundle Package (S2 plus S3 - single extraction meth None Micro Nutrient Analysis Package: None S3: Sulfur, Zinc, Iron, Manganese, Copper, Boron S4: Zinc, Iron, Manganese, Copper, Boron S5: Sulfur, Zinc 	od) Micros Analysis Type / Frequency: Type / Frequency: Individual V Take Every 0 Samples	- Micro Nutrient Package: Choose one of the standard package options. Indicate if the micros are individual or composited (and how many per sample). <i>Covered on page 5.</i>
 S6: Any individual or composite micronutrient S B Qu Zn Mn Fe S7: Sulfur, Zinc, Boron 		- 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
Soil Nematode Samples: Soybean Cyst Nematode Corn Nematode Type / Frequency: Individual Take Every 0 Samples Soil Nitrate Samples:	It should be mentioned to get the full value from Soil Nematode or Nitrate testing, dedicated tests for each should be performed.	 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
Nitrates (PSNT) Ammonium Type / Frequency: Take Every Samples		to be individual or composited (and how many per sample). <i>Covered on page 6-7.</i>



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

Recommendations:		
Crop:	Yield:	
Notes / Instructions:		

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.*

Remove All Remove Selected			
Account 🔺	Farm	Field	
Farmer, Joe	Farm 1	Field 6	
Farmer, Joe	Farm 1	Field 5	
Earmor loo	Form 1	Field 4	

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

Field 1	
Create New Field?	
	~
# of Samples:	
Add Field Remove Last 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.

Field 1	
Create New Field?	Note:
Home Customer: Farmer, Joe # of Samples: 13	The grower will appear in the Customer drop down window. This helps verify the newly created fields will populate under
Add Field Remove Last Field	the proper profile.



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.

Field 1	
📝 Create New Fiel	ld?
Home	
Customer:	Farmer, Joe 🗸
# of Samples:	13
Field 2	
Create New Fiel	ld?
Moms	
Customer:	Farmer, Joe 🗸
# of Samples:	9
Add Field	nove Last Field

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

Field 1	
📝 Create New Fiel	d?
Home	
Customer:	Farmer, Joe 🗸
# of Samples:	13
Field 2	
📝 Create New Fiel	d?
Moms	
Customer:	Farmer, Joe 👻
# of Samples:	9
Field 3	
Create New Fiel	d?
Dads	
Customer:	Farmer, Joe 🗸
# of Samples:	5
Field 4	
🕼 Create New Fiel	d?
Back 40	
Customer:	Farmer, Joe 👻
# of Samples:	23
Add Field Rem	iove Last Field

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



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)		
O 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:	Micros Analysis Type / Frequency:		
O None	Type / Frequency: Composite 🗸		
🔘 S3: Sulfur, Zinc, Iron, Manganese, Copper, Boron	Take Every 2 Samples 👻		
🔘 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			

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

Micros Analysis Type / Frequency:				
Type / Frequency: Individual		Individual		
Take Every	0	Individual		
		Composite		

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:	Individual	~	
Take Every 5 S	Samples		



- 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.

Micros Analysis Type / Frequency:				
Type / Frequ	iency:	Composite		~
Take Every	5	Samples	~	
		Samples		
		Acres		

- *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.

Soil Nematode Samples:		
🗐 Soybean Cyst Nematode 🛛 📝 Corn Nematode		
Type / Frequency: Take Every 5	Individual Individual Composite	- Fr

- *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.

Soil Nitrate Samples:		
☑ Nitrates (PSNT)		
Type / Frequency: Individual 🗸 Take Every 0 Samples	See more information on sample depth on the next page.	
* Samples taken from the standard 7" depth cannot be used to accurately produce recommendations. Show More		
lines on change are asked antions by coloring the proprieted boy(as)		

- 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.

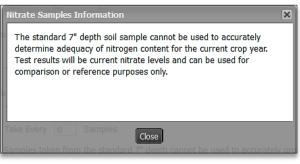
Type / Frequency:	Individual
Take Every 5	Individual
* Samples taken	Composite

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. Show More
- 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.

Recommen	dations:			
Crop:	Beans 🗸	Yield:	75	bu/ac
Crop:	Corn 🗸	Yield:	180	bu/ac
Crop:	~	Yield:		
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.



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.

Name 🔺	Email	
1	gfisher@unitedsoilsinc.com	<u> </u>
A Customer	edgar@email.com	
		-

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

Add Contacts	gfisher@unitedsoilsinc.com	×
Name:		
Email:		
Name:		_
Email:		
Intacts	New Contact Save Cancel	

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.

Add Contacts	Recipients	
Name: Greg Ikins	Name 🔺	Email
	Gary Fisher	gfisher@unitedsoilsin.com
Email: agronomist@unitedsoilsinc.com	AgIntegrated	santo@agintegrated.com
New Contact Save Cancel	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.



11. Text Recipients.

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

- Text Recipients		
Name 🔺	Phone Number	
Gary Fisher	815-383-7502	
Add Contacts		

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.

Add Contac	ts	×
Name:	Joe Farmer	
Number:	815-555-7543	
Carrier:	Verizon	~
New Contact Save Cancel		

- C. Click on Save to add the new contact.
- **D.** The new contact information will display from this point on in the recipients section.

Name 🔺	Phone Number
Gary Fisher	815-383-7502
Joe Farmer	815-555-7543

- 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.

Joe Farmer	915.55	6-7543	Confirm Deletion	×
	Edit Deleten		Are you sure you wish to d	elete Joe Farmer?
	{}		ed to accurate Yes No	Show More



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.

Na	me 🔺	Email
🗸 Ga	ry Fisher	gfisher@unitedsoilsin.com
🗌 Agl	ntegrated	santo@agintegrated.com
Gre	eg Ikins	agronomist@unitedsoilsinc.com
	ontacts	

- 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.

Success				×
Order was succes	sfully scheduled.	. Would you lik	to clear the form	1?
ot be used to accurat	Yes	No	Show More	

- 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.

Farmer, Joe	
🕀 🖸 O'Croppe, My	Add Farms
🕀 🚹 Harper, Clay	Edit Customer Info
😟 🚹 Master Color Sca	Europe d All
😨 🚹 Master Color Sca	Expand All
😟 🚹 ProHarvest Seed	Collapse All
🗟 🚹 Rabideau Grain (Farm Management Report
🔒 🚹 SatShot	Comple Common Depart
🗟 🚹 Scouting	Sample Summary Report
	Move To
USI LAB & LIMS	Copy To
🕀 🚺 USI LAB & LIMS	Refresh 0~
YieldTesting	Kerresn





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).

Wo	ork Order Status Update 📄 🛛 Inbox 🗴	÷ 2		<u>RM:support@usifarm.com</u> SG:
:	support@usifarm.com to me ▼	11:09 AM (1 minute ago) 💥 🔺 🔻		ork Order Update: Order #2511 is updated to Ordered.
	Your order #32678 is in the status At Lab. Any questions, pleat toll free at (877) 213-3829.	ase contact I.F.A.R.M. at (815) 692-8255 or	_	

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

Order Form Order Manager Dispatch Manager				
Remove All Remove Selected				
Account	Farm	Field	Sub-Field	
Farmer, Joe	Farm 1	Field 2	MASTER	
Farmer, Joe	Farm 1	Field 1	MASTER	
Saved Setups:				
Order Types:	🔘 Soil	Nematodes Only		

- *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.

Save Setup	×
Setup Name:	
Loose S2 No Micros No Recs	
OK Cancel	

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).

Success	×
Setup successfully saved.	
Close	



Are you sure you want to delete "Loose S2 No Micros No

OK

Cancel

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.

Saved Setups:	*	
Order Types:	3.3 Target Sample Test S2 Fall B	
	Loose S2 No Micros No Recs	
	Loose S2 No micros Beans / Corn	
	Retest 3.3 grid Spring Test S2 Corn	

- **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).

Delete Setup

Recs"?

Schedule Order Save Setup Delete Setup

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

Success Fall (Not Yet Harvested)	×
Setup successfully deleted.	
Clos	e

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):

			READY
	108 Sc	uth Crystal Lane * Fairbury, IL 61739 Phone: 815.692.8255 Fax: 815.692.4483	READ
		Illed Soil Test F	
Date Ready:	10/01/2		Office Use Only
Work Order Dat	e: 10/01/2	015	AIS Work Order ID:
Dealer:		ining & Testing	Work Order #: 32752
Location / Comp State:	pany Name: Farm C	entral	IFARM Field #: 245562
Account #:	NOBIL		Retest Date:
Location Contac Contact Telephi		0000	Sample #:
			Agvance ID:
Customer Name Farm Name:	E Farmer, Farm 3	Joe	
Field Name:	Pasture		
# Samples:	5		
County:		Macro Nutrient Analysis Pa	ickane: \$2
Township:		Micro Nutrient Analysis Pa	
Section:		Micro Type / Frequency:	Composite Every 5 Samples
		Include PSNT:	No
		Include Printed Copies:	No
Notes / Instru	uctions:		
Hotes / maue			
Recommend			
Crop: Com	itions:		For Lab Use Only
Yield: 180 bu/ac			Date: / /
Crop: Beans			Puller:
Yield: 75 bu/ac			Computer #:
Crop:			Actual Acres:
Yield:			Bags ID: Grid:
Crop:			# of Samples:
Yield:			
			October 1, 2015, 3:06 pm
			October 1, 2015, 3:06 pm

X