Getting Started with

Farmer Pro

User Guide for Trimble Ag Software | Farmer Pro

Highlights:

- **Account setup**
- **Planning for the season**
- **How to bring equipment data into the software**
- **In-season agronomic features**

Farmer Pro User Guide includes: Setup for Web Account, Marketplace, Crop Plan (People, Farm, Field, Vehicles), Materials and Summary, Syncing Data with Desktop, Equipment Data Including Yield, Fleet, Soil Sampling, Zone Upload, Work Orders, Applications, Scouting and Crop Health Imagery, Inventory, Grains and Contracts, Profitability, and Reports.

Trimble Ag Software Workflow

Timing	Module	Action	Software
Season Planning	Farm	People, Equipment, Inputs and Materials, Bins, Contracts	Farmer Pro Web
	Field	Boundaries, Crops, Varieties, Target Yield	
Season Execution	Soil Sampling	Create Soil Sampling, Soil Labels, Lab Data Import	Mobile
	Zones	Create manual management Zones, Import Existing Zones, Adding Applications, Blender — Fix or VRA Rate	Farmer Pro Web
	Prescriptions		Farmer Pro Web
	Work Orders	Flat Prescription and Weather Restrictions	Mobile
	Monitoring	Satellite images, UAVs, Scouting Reports	Farmer Pro
	Scouting	New Recommendations, Work Orders, Create Soil Sampling	Mobile
Post Season	Data Import	As Applied Data Report, Reports and ROI	Farmer Pro Web
	Profitability		

Product Comparison Chart

FARMER PRO ONBOARDING

		Farmer Starter	Farmer Core	Farmer Fit	Farmer Pro
Farm Setup	Login users	Up to 5	Up to 5	Up to 5	Up to 5
	Manage client/farm/field names with boundaries	X	X	X	X
	Sync desktop data to cloud		X	X	X
	Map landmarks with mobile app (points, lines, and boundaries)		X	X	X
Farm Operations	Manage guidance lines		X	X	X
	Includes AutoSync for syncing guidance lines and other data to all Trimble connected devices[1]		X	X	X
	Import/export or use third-party APIs to get data to/from precision farming displays		X	X	X
	Track fleet locations, status and utilization				X
	Create and assign Work Orders and monitor the status of each				X
Farm Records	Add materials and track purchases and usage by field with costs		X	X	X
	Print a 'Proof of Placement' report that includes details of each job including a coverage map		X	X	X
	Enter detailed field records for seed, spray, fertilizer, harvest and other applications			X	X
	Includes desktop farm management software with basic accounting			X	X
	View basic weather with option for upgrading to Ag Premium Weather[2]			X	X
VRA Tools	Use drawing tools to layout management zones based on yield and other map data			X	X
	Create simple VRA prescription maps				X
	Grid or zone soil sampling workflow including mobile app navigation				X
Grain Marketing	Track bin inventory				X
	Manage grain contracts and market position statements				X
In-Season Monitoring	View Crop Health Imagery for each field[3]				X
	Log scouting data and create recommendations				X

Product comparison

[1] AutoSync automatically connects all your smartphones, computers and Trimble displays (using the Precision-IQ software). Each connected Trimble display requires a device connection with modem & data plan or a third-party Wi-Fi adapter.

[2] Ag Premium Weather is available in North America but expanding to other regions in 2019.

[3] Includes up to 10,000 acres of Crop Health Imagery. Additional acres can be purchased by reaching out to sales at 1-800-282-4103.

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FARMER PRO ONBOARDING

Trimble

0.1

Account Setup and User Access
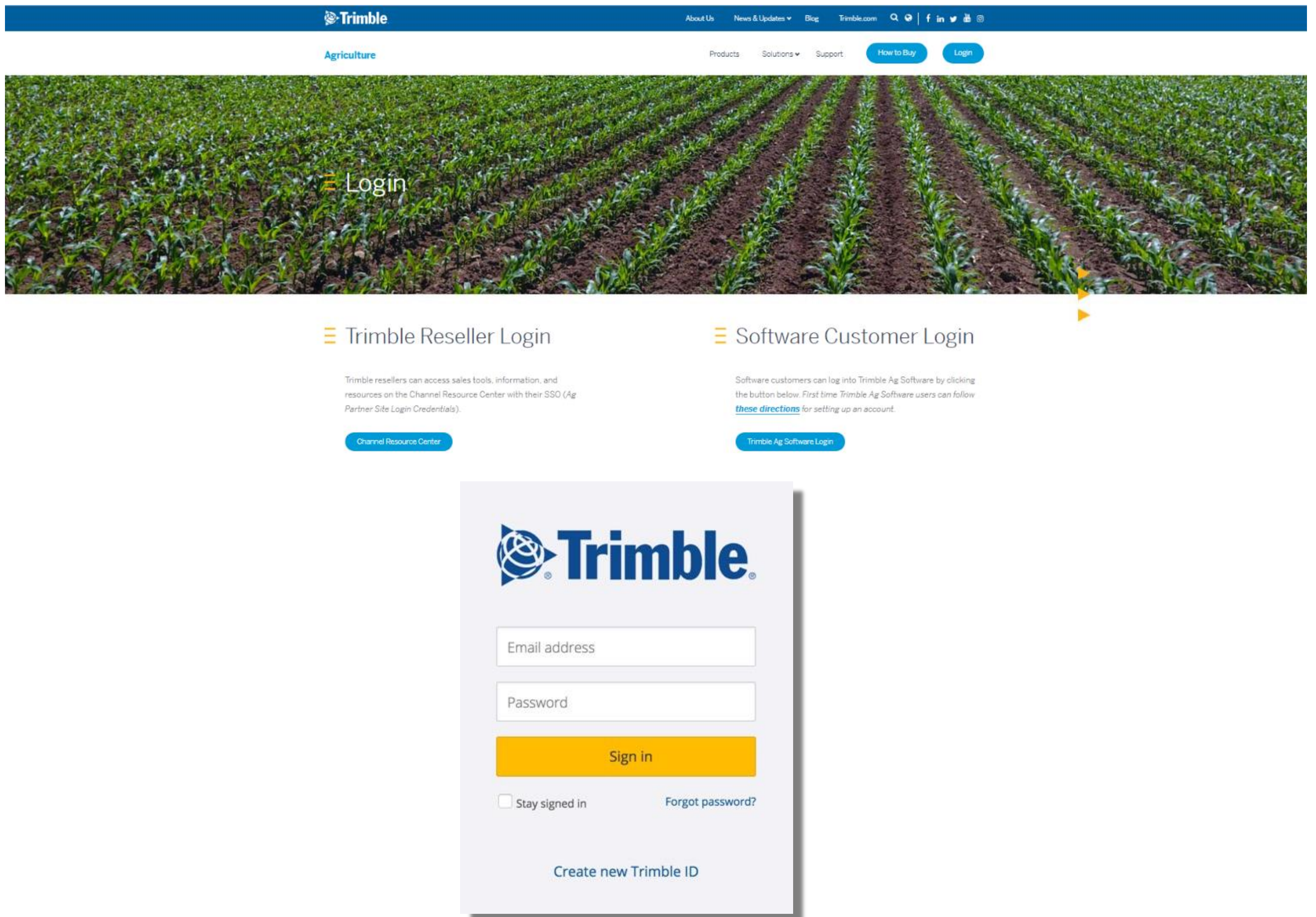
Online | Account Setup

Objective: How to learn how to start using the software.

In this session you will learn:

- Login on TAS Online Account
- Farmer Pro Navigation
- Configure your settings
- Activate Add-ons in MarketPlace
- Add Contacts
  - Managing access
- Login on TAS Mobile Account
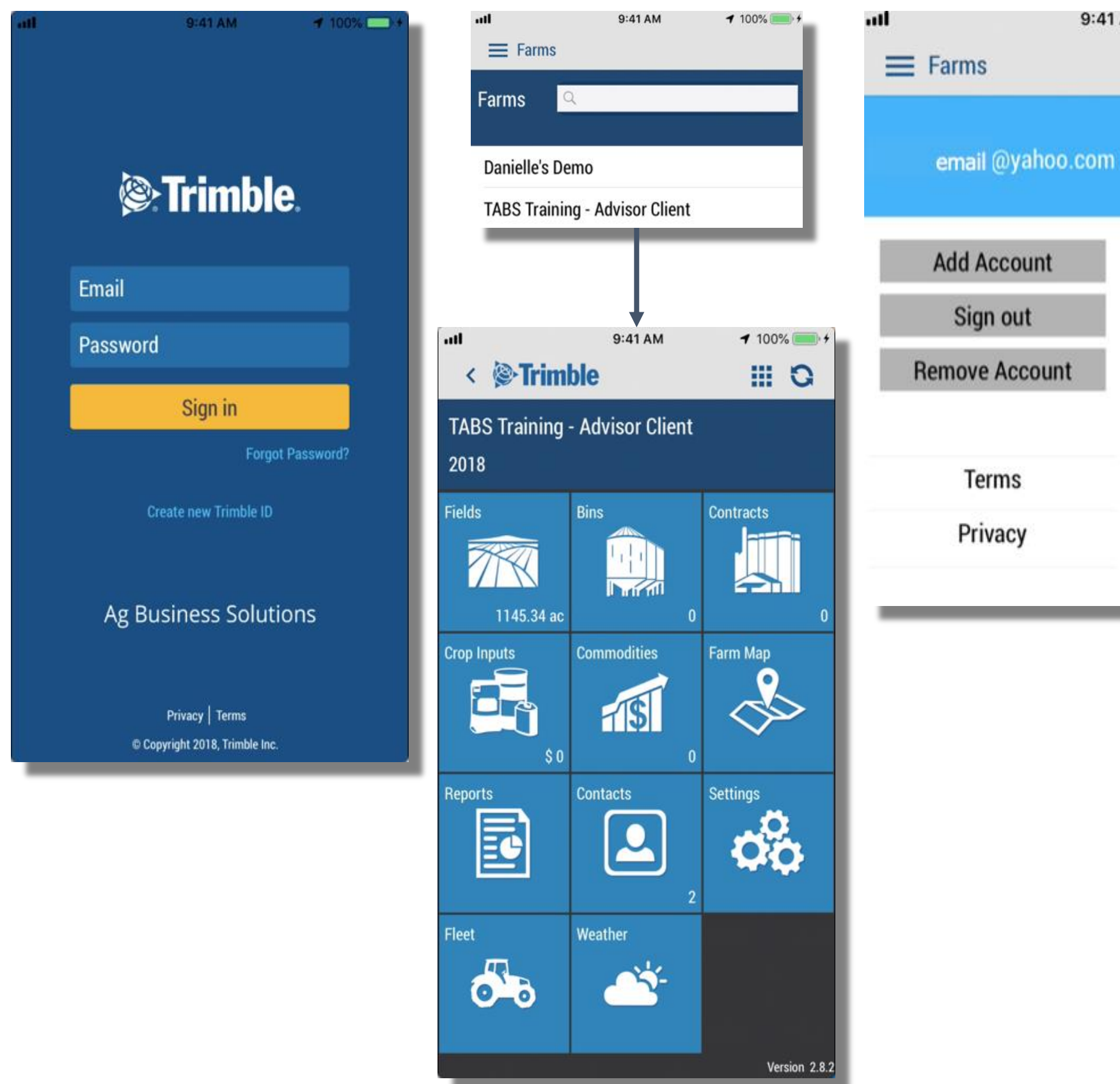
Online | Login

FARMER PRO ONBOARDING

1. Go to: agriculture.trimble.com/software
2. Click on **Login** button on the top of the page
3. Then click on **Trimble Ag Software login**
4. Enter your Account ID **email: insert here**
5. Enter your password
6. Click **Sign In**

Mobile | Login

1. Download the **Trimble Ag Mobile** app for iOS or Android
2. Enter your **Company** account Trimble ID email and password
3. Tap **Sign in**
4. Accept **Terms & Conditions**
5. Tap to search or select the account name from the list

Already signed in to another account? Tap the **Farms** menu icon to **Add Account** and start from step 1.

Mobile | Software Settings
FARMER PRO ONBOARDING

1. Click the **Person** (👤) > click **My Settings**
2. Change applicable settings from Default, if desired
3. Units of Measurements are defined in 1 of 2 ways
    a. Profile wide **Unit System (required)**: U.S. or **Metric**
    b. Check **Customized Unit System**: adjust the unit of measurement for each unit system, i.e. **Area**, **Depth**, etc.
4. Click **Save.**

Watch this video to learn more.
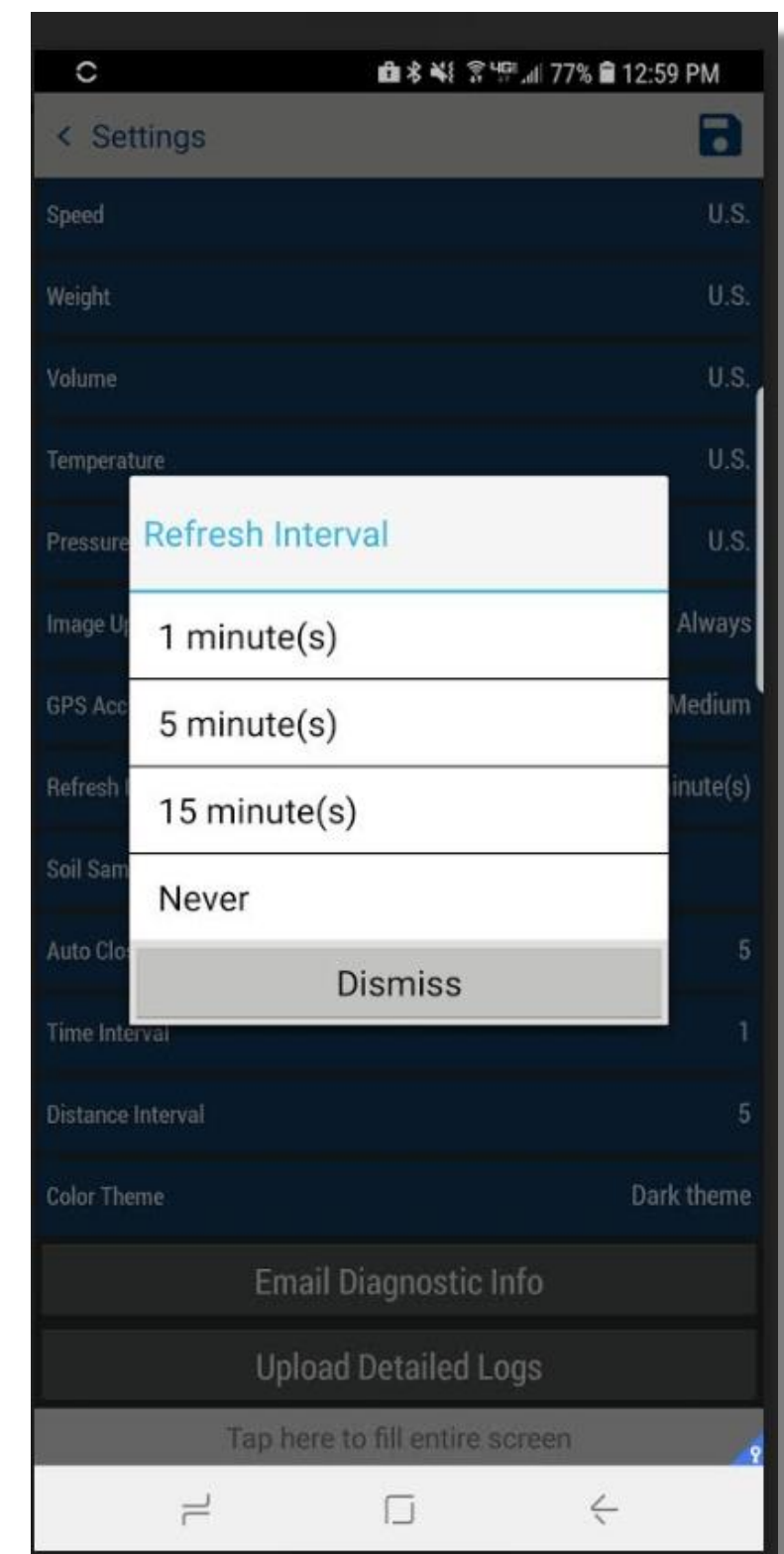
Online| Support

1. The **Software Support** page can be reached by clicking on the Support button (?) > **Support Website**
2. Choose from 3 support avenues
   a. **Telephone** (available through support website)
   b. **Chat** (available through support button)
   c. **Email** (available through support button)

Watch this video to learn more.

Mobile | Support/Settings
FARMER PRO ONBOARDING

Support:
1. Log into **Mobile App** with Farmer Fit/Pro credentials
2. Tap on your **Farm**
3. Tap on **Settings** tile
    a. Tap **Email Diagnostic Info** >you will be prompted to open an email app on your mobile device > add any necessary details to the body of the email.
        i. **Send** email. A diagnostic log will get sent from your smartphone email for the Mobile development team to investigate
    b. Tap **Upload Detailed Logs** if requested by Mobile development team or Support agent.

Settings:
1. Tap the desired setting to make the appropriate adjustment. Note that **Unit of Measurement** changes will be reflected in the **Online** software after **syncing** your **Mobile App**.
2. (**Android ONLY**) You can adjust **Syncing interval** for android devices so that your app will **auto-sync** when open every **1, 5** or **15 minutes**, avoiding the need to manually sync your device

Watch this video to learn more.

Online | Marketplace
FARMER PRO ONBOARDING

1. From the **Farm** Menu, click **Marketplace**
2. click **Add** (<u>no price</u>) to turn on Free add-ons
3. click **Add** (<u>price</u>) to add an item to your Shopping Cart
   a. click Shopping Cart tab to review and change the items in your Shopping Cart
      i. click **Proceed to Checkout** > follow checkout instructions
      ii. The credit card enter will now be saved to the system for future purchases/renewals
4. **Billing** tab lets you reviewing your existing payment information in the system
5. **Current Licenses** tab lets you review your existing licenses with Trimble and when they are set to expire.
6. To **Download** the most recent version of the **desktop software** for your license, click **Current Licenses** > expand **Desktop Software** > expand **Installations & Activation Codes** > click the blue **Desktop Software** button

Online | Widgets
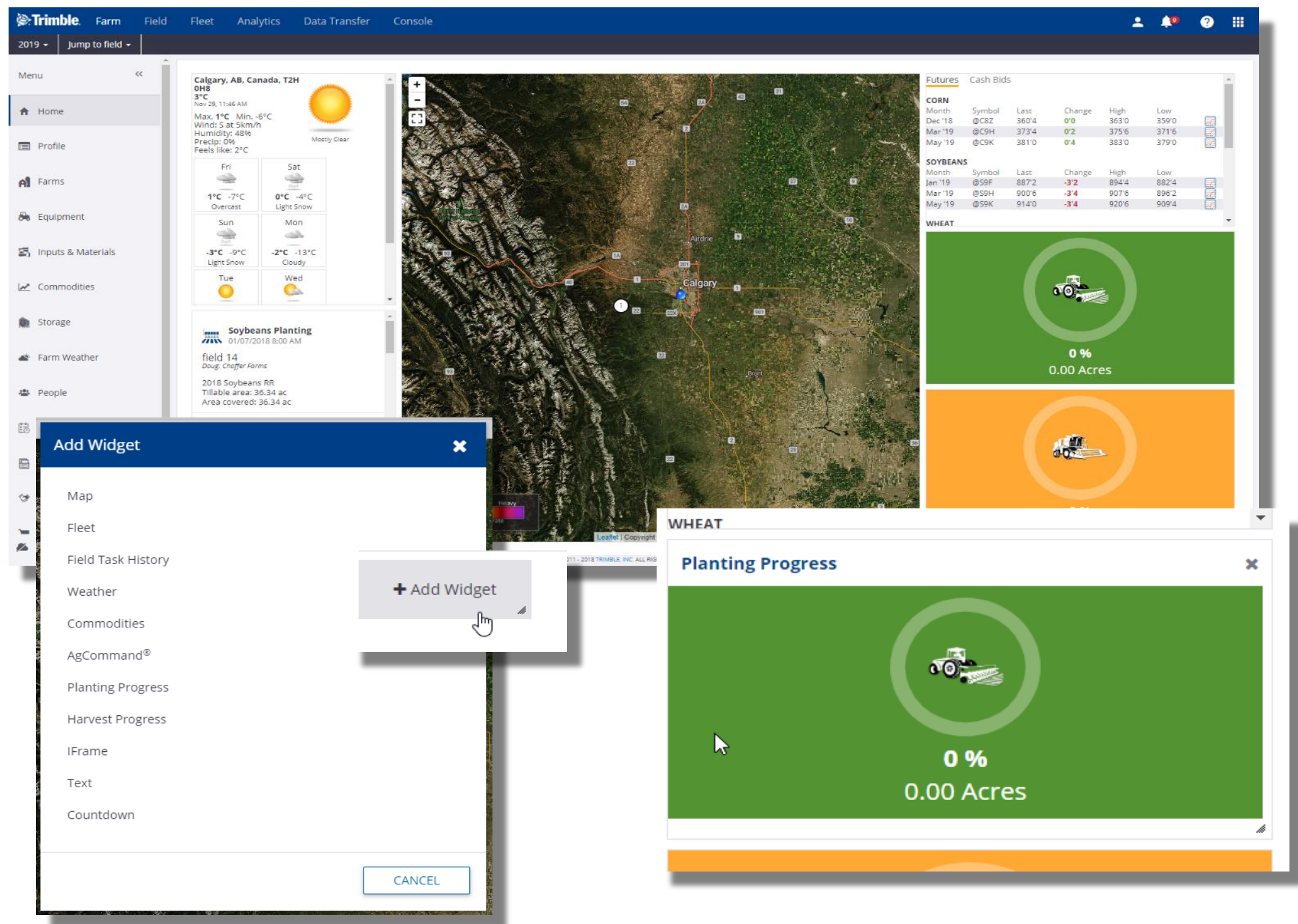
1. The main **Dashboard** when you log into Trimble Ag software has a series of customizable **Widgets** that summarizes different information from your Farmer Pro account.
2. To **Resize** widgets, hover your mouse over the widget > left click and hold the **grey triangle (◢)** at the bottom right of the widget > **move your mouse** to resize then **release** the left mouse button when satisfied.
3. To **Move** a widget, hover your mouse over the top of the widget > when the mouse changes to the **move button (✛)**, hold down left mouse button and **move** the widget > **release** mouse button when satisfied with location.
4. **Grey boxes** will appear on the web page when resizing or moving
   a. If grey boxes turns **red**, you cannot move or resize to that area
   b. If grey boxes turn **green**, then you are ok to move or resize.
5. To **close** a widget, hover over top of it and click the **X** in the upper right corner
6. To **add** a new widget, hover your mouse over a blank space and clicking **+ Widget.** By default, the dashboard will be full, so you will need to resize or remove a widget to add a new one.

0.2

Planning Crop Season

Online| Planning Season

Objective: How to prepare your Farm Pro account for the upcoming season.

In this session you will learn:

- How to manage people and operators
- How to manage equipment
- How to leverage Trimble Fleet capabilities (optional)
- Where to enter Inputs and Materials
- How to manage your Bins and Grain Contracts
- How to setup Farms and Fields

0.2.a

People

Online | Contacts
FARMER PRO ONBOARDING
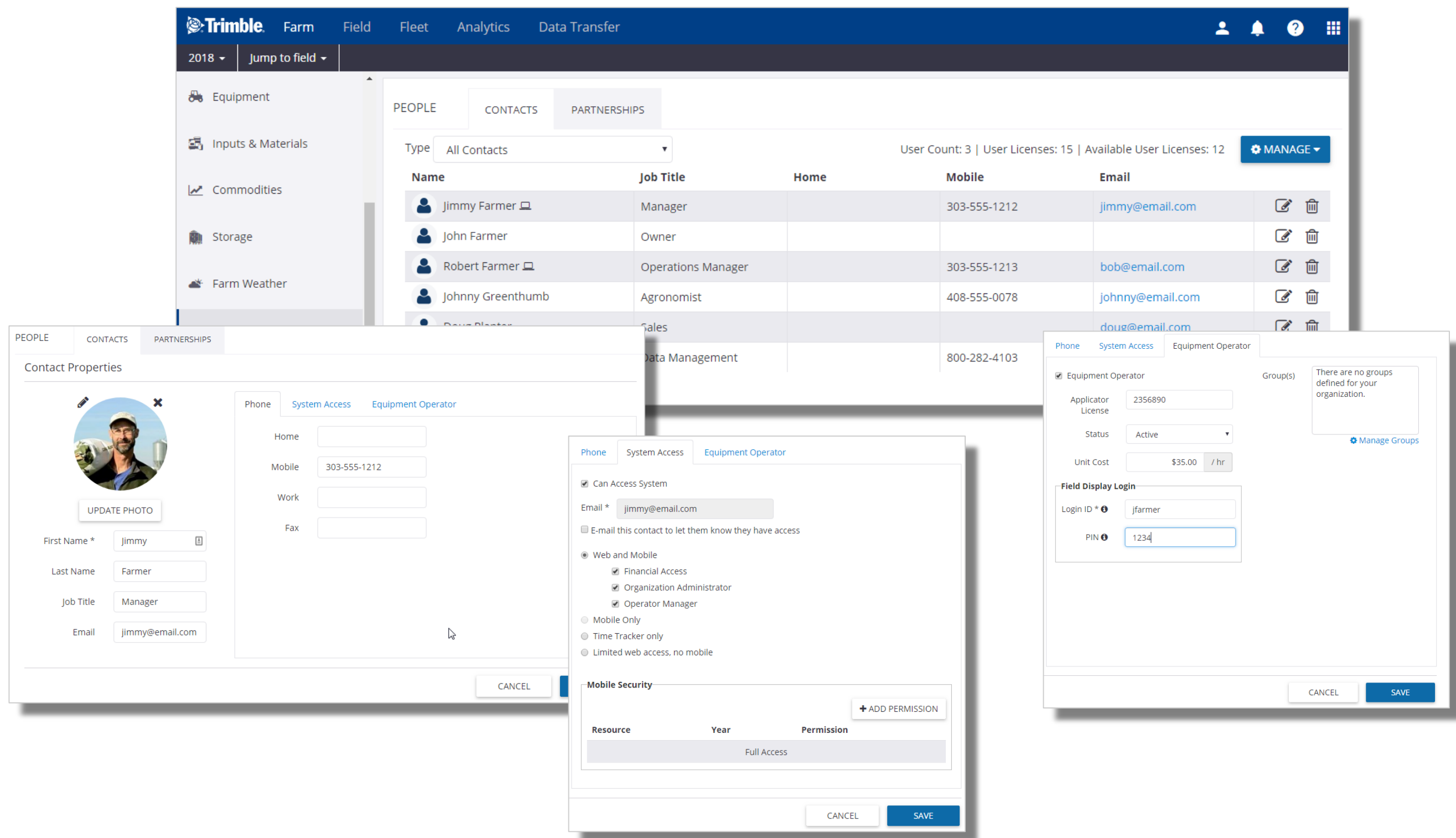
1. Click **Farm** tab > **People**
2. View the list of all contacts on the Contacts tab, or click the Edit button to edit
3. Click **Manage** > **+ Add Contact** to add a new contact.
4. Add the contact properties
5. Click **Save** to save basic contact information
6. Add **System Access**
   - Click the System Access tab to configure this contact as one of your login users
     - E-mail this contact to let them know they have access
     - the e-mail address in their Trimble Ag Software account must match the email used to invite them as a login user
   - Configure the level of access for **Web and Mobile** (with options for Financial Information, Organization Administrator, and Operator Manager), **Time Tracker only** (if using Time Tracker), or **Limited web access, no mobile**
7. Add **Equipment Operator** information
   - **Applicator License** number can be added, **Status** controlled (active/inactive), and **Unit Cost** can be assigned to this contact
   - Field Display **Login ID*** and **PIN** can also be configured for Trimble Displays utilizing operator logins

Watch this video to learn more.

Online | Operators
FARMER PRO ONBOARDING

1. Operators are set up under Contact Properties
   a. Click **Farm** tab > **People** > **Contacts**
   b. Add or Edit a Contact
   c. Select the **Equipment Operator** tab, activate the Equipment Operator check box, and enter the Login ID
   d. Click **Save**
2. To review and manage your Operators, click **Fleet** tab > **Operators**

0.2.b

Equipment Data

Online| Planning Season: Equipment

Objective: To understand the various ways you can bring data from your equipment to Trimble Ag Software.

In this session you will learn:

- What type of data flows into and out of TAS online
    - API Connection
    - Trimble Display
    - Manual Import
- How to managing as-applied data through Equipment Activity
- How to use Manage Files to review data flowing in and out of Trimble Ag software

Online | Vehicles
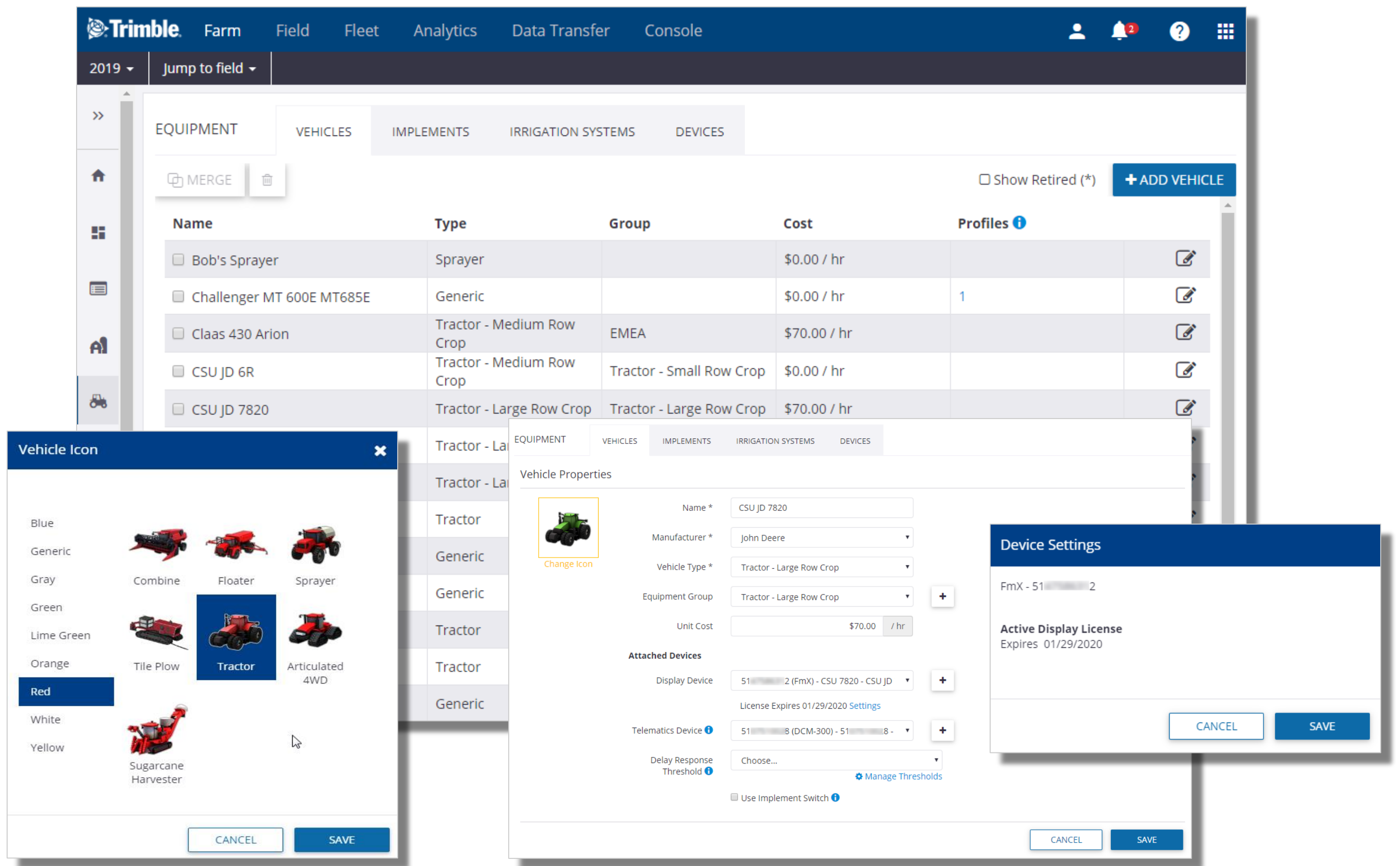
1. From the **Farm** Menu, click **Equipment**
2. view existing vehicles on the **Vehicles** tab
3. click **Add Vehicle** to add a new vehicle
   a. For Vehicle Properties enter Name, Manufacturer, Vehicle Type (required properties)
      i. If using Groups, assign the Vehicle Group
      ii. enter the Unit Cost to track cost of use
4. Select the Display Device from the drop down menu if using Office Sync or Fleet
5. Select the Telematics Device from the drop down menu if using a DCM-300 modem for Traditional Fleet setup. (For more information on setting up Fleet Manager see the User Guide or FarmStream setup guide)
6. **Assign Vehicle License** to activate a wireless vehicle connection with a Trimble Display.
   a. Note: do not use Assign Vehicle License if setting up an API Connection - it is not needed for API Connections.
7. Optionally, click **Change Icon** to select a visual icon that correlates the the specific vehicle.
8. Click **Save** to save this vehicle
   a. Use the Edit button to edit the properties of any existing vehicles

Watch this video to learn more.

Online | Modem and Telematics

When setting up a vehicle, the Attached Devices settings will vary depending on the modem that is being used in the vehicle display. The table below is designed to help understand the supported displays, features, and settings needed to configure a vehicle connection for each modem type.

Modem	Supported Trimble Displays	Supported Features	Display Device	Telematics Device
Sierra Wireless GX450	GFX-750 FmX Integrated Display TMX-2050 CFX-750	Office Sync RTK Corrections via cell FarmStream Wi-Fi Access Point	Yes	No
SNM941 Connected Site Gateway	FmX Integrated Display TMX-2050	Office Sync VRS / RTK Corrections via cell FarmStream Vehicle Sync (FmX or FmX+ only)	Yes	No
DCM-300	FmX Integrated Display TMX-2050 CFX-750	Office Sync VRS / RTK Corrections via cell Asset Tracking Vehicle Sync (FmX or FmX+ only) FarmStream Traditional Fleet	Yes	Yes (Traditional Fleet) No (FarmStream)

Online | Trimble Display Setup Items
FARMER PRO ONBOARDING
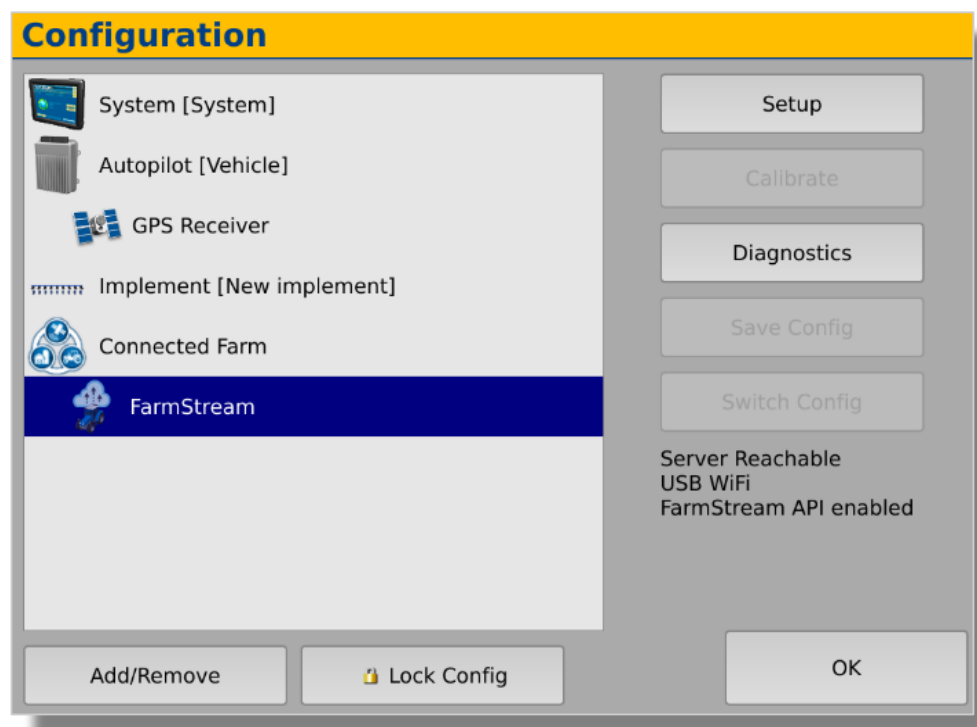
Farmstream - FmX/FmX+
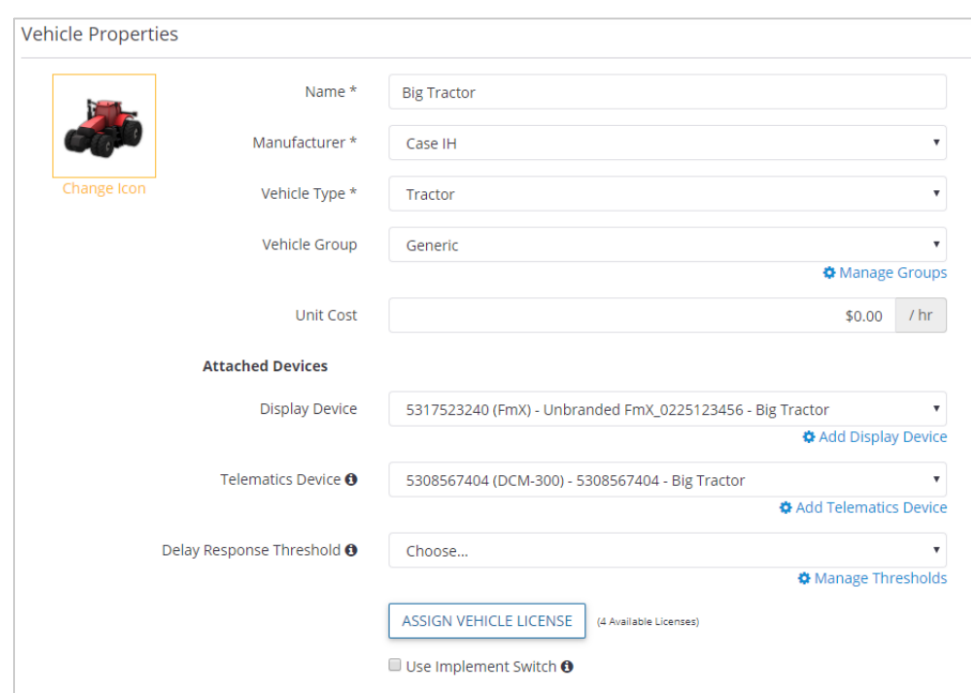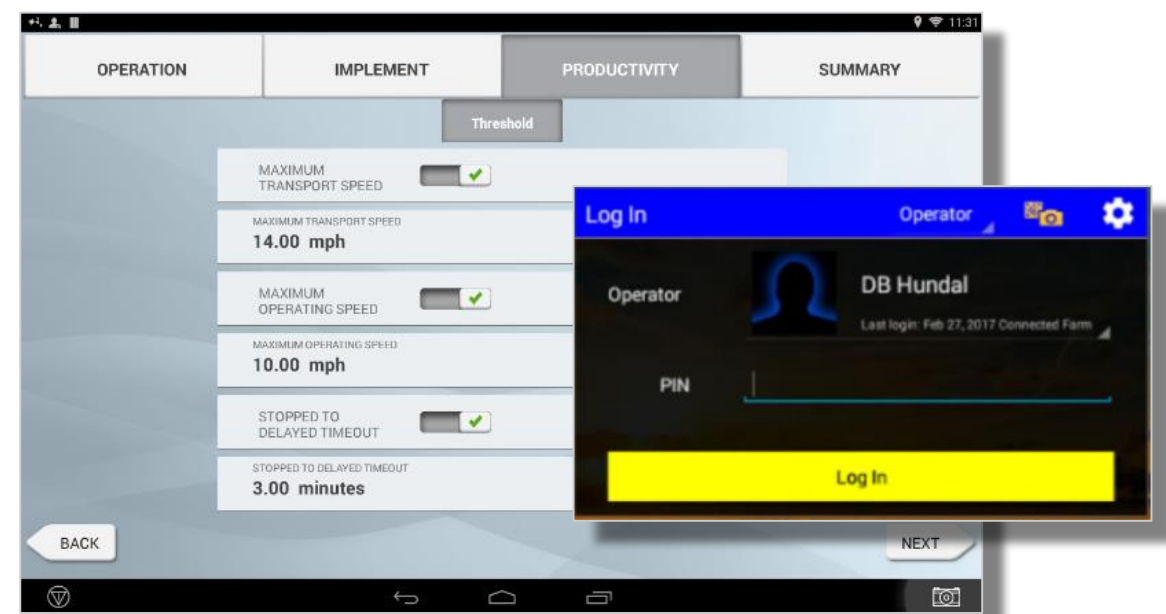
Farmstream - PIQ

Traditional Fleet - DCM-300
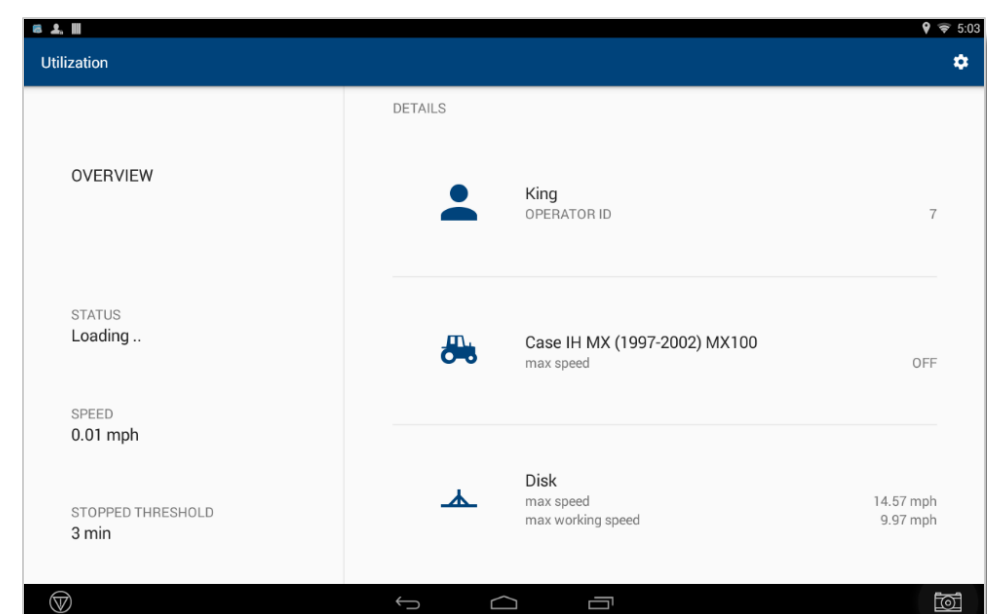
There are several Trimble Display setup items related to Fleet, depending on the selected Fleet method - **Farmstream Fleet** or **Traditional Fleet**. For step-by-step instructions please refer to these help documents:

Farmstream Fleet Setup Guide

Fleet Help Document

1. Farmstream
   - FmX Display or FmX+ App
     - Display device is assigned to a vehicle with a Trimble Vehicle License
     - Activate the FarmStream Fleet plugin
     - Setup the Port
     - Configure Implement Reporting
     - Configure Vehicle Monitoring
   - PIQ App
     - Display device is assigned to a vehicle with a Trimble Vehicle License
     - Turn On - Enable Operators, then configure Productivity Thresholds under vehicle settings
     - Log into the Operator App to track who is using the vehicle
     - Install the Utilization App and setup for Auto Start to collect utilization data
2. Traditional Fleet
   - Display device is assigned to a vehicle with a Trimble Vehicle License
   - Telematics device (DCM-300 modem only) is assigned to a vehicle with a Trimble Vehicle License

Online | Implements

1. From the **Farm** Menu, click **Equipment**
2. Select the **Implements** tab to view implements
3. Click **Add Implement** to add a new implement
   a. For Implement Properties enter Name (required properties)
      i. Enter the Unit Cost to track cost of use
   b. Profiles are created on your Trimble display and use additional details to complete tasks on your display. Multiple profiles can be added if your equipment has more than 1 setup.
4. Click **Save** to save this vehicle
   a. Use the Edit button to edit the properties of any existing vehicles on the list.

Watch this video to learn more.

0.2.c

Fleet

Online| Fleet

Objective: Learn the fleet monitoring features if you have purchased the add-on in the virtual market.

In this Session you will learn:

- How to monitor the fleet
  - Manage vehicles and groups
  - Configure alerts for machines
- How to use Data Management to review the flow of data in and out of Trimble Ag software
- Fleet add-on is under additional costs
- It's one add-on per machine

Online | Fleet Management
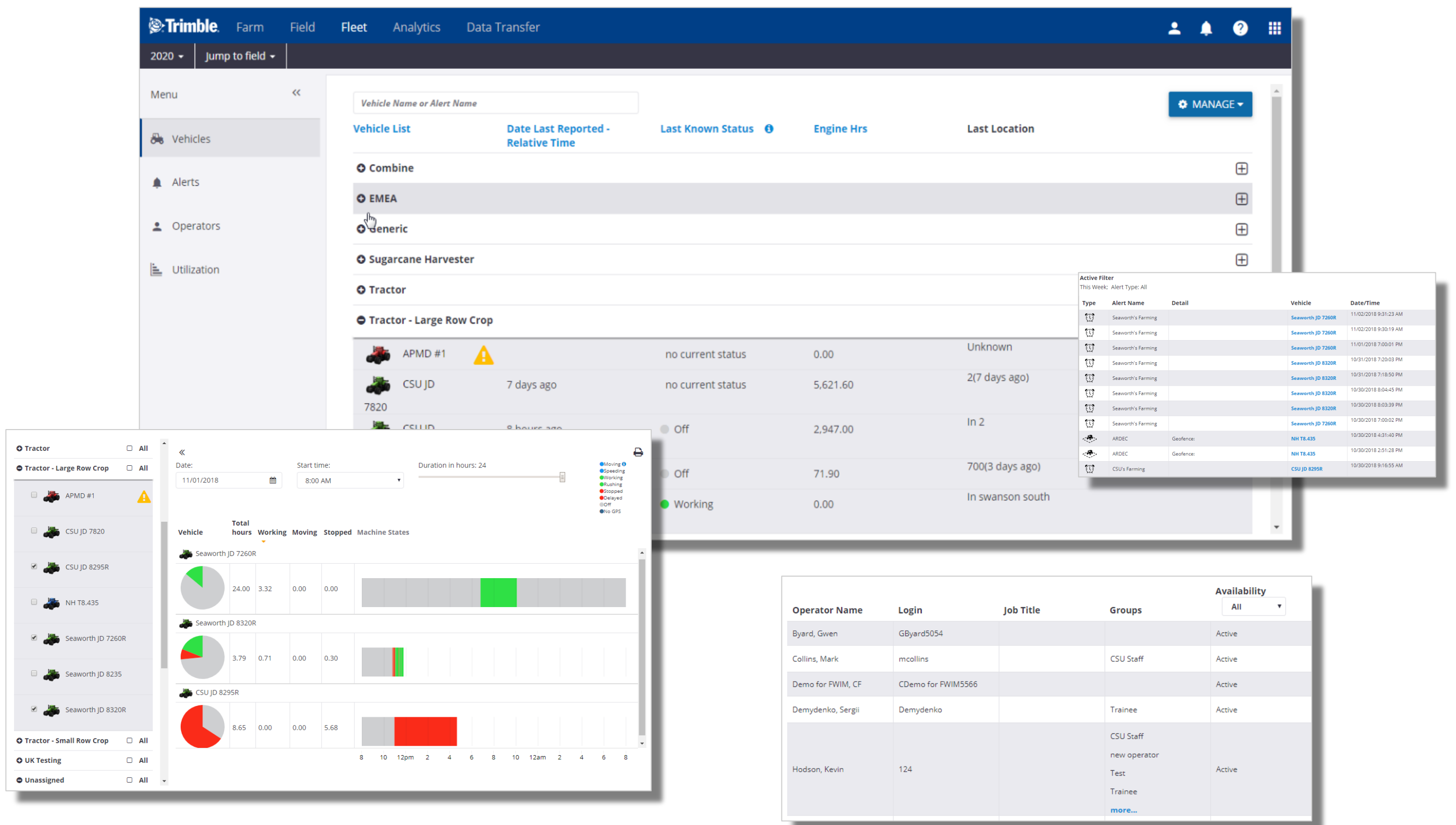
1. Click **Fleet** tab
    a. View and Manage the vehicles in your fleet
    b. Configure Alerts and Geofences
    c. View the list of Operators (active and inactive)
    d. View the Utilization data for all or a subset of your vehicles over a selected 24 hour period

The Fleet website is used to manage farm operation data received from a range of vehicles and implements.

Use the Fleet website to manage your vehicles. Do this for your entire fleet. Online receives information from your vehicles. The back-end system processes the vehicle data into secure databases where you can access the data on demand.

Fleet has been enhanced to better integrate with other powerful Trimble Ag software services. You can now switch easily between Fleet pages and other Trimble Ag Software to access information including vehicle tracking, alerts, reporting, and productivity.

Watch this video to learn more.

Online | Vehicles and Groups

FARMER PRO ONBOARDING
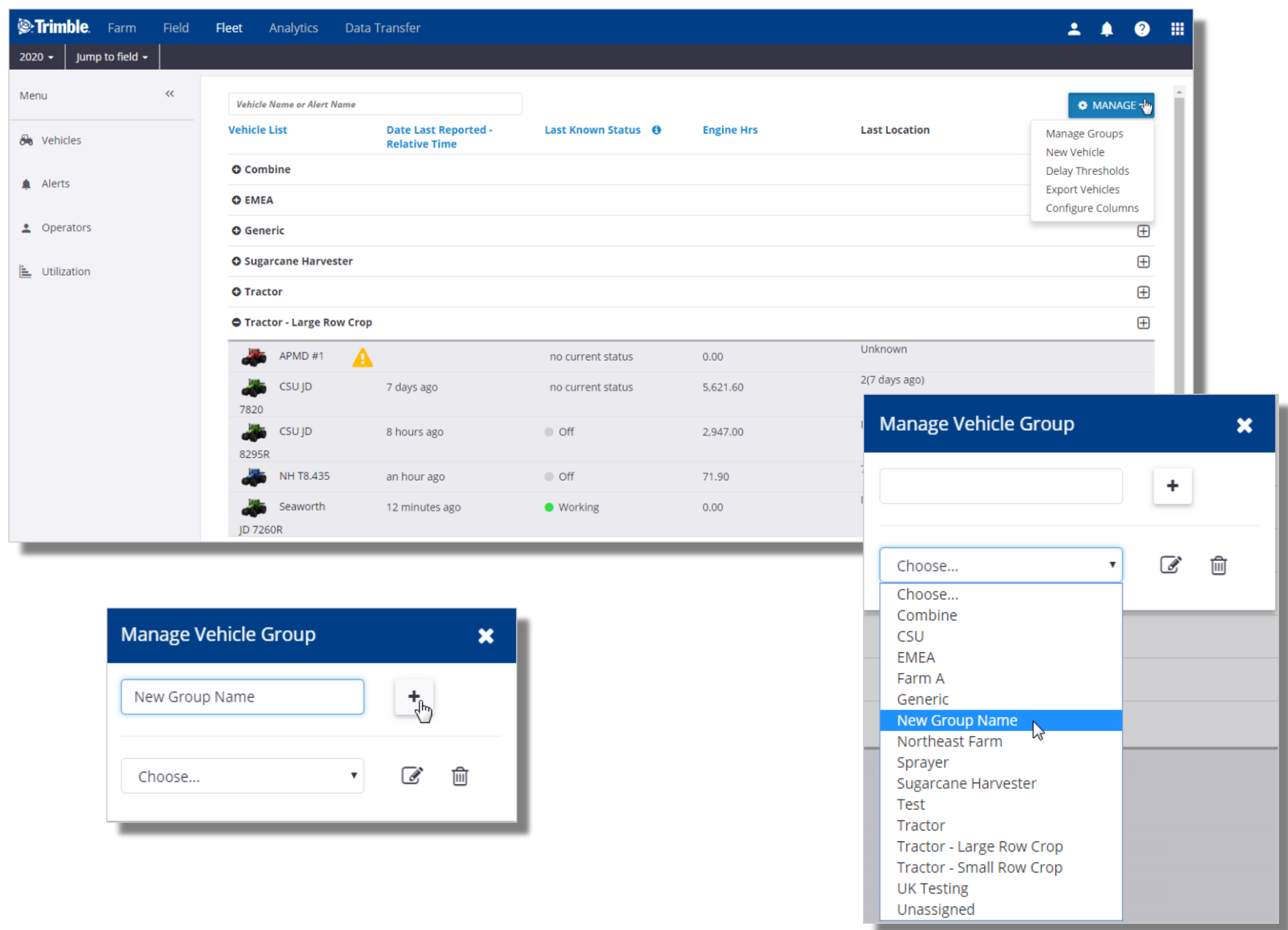
1. Click **Fleet** tab > **Vehicles**
   - View a list of Vehicles that have been added in your organization
2. Manage Vehicles by clicking ⚙ **MANANGE** ▼
   - **Manage Groups**
   - Add **New Vehicle**
   - View and Create New **Delay Thresholds**
   - **Export Vehicles** to a .csv file
   - **Configure Columns** that are displayed on the vehicle list
3. Manage vehicle groups by selecting **Manage** > **Manage Groups**
   - Type the desired **name** of the group in the entry window and click the **+ button**
   - The new group name will then become available in the drop-down menu
   - Groups can be **edited** or **deleted** from **Manage Vehicle Group**
   - Edit vehicle properties to assign a vehicle to the desired Vehicle Group

Online | Vehicle History and Sensors
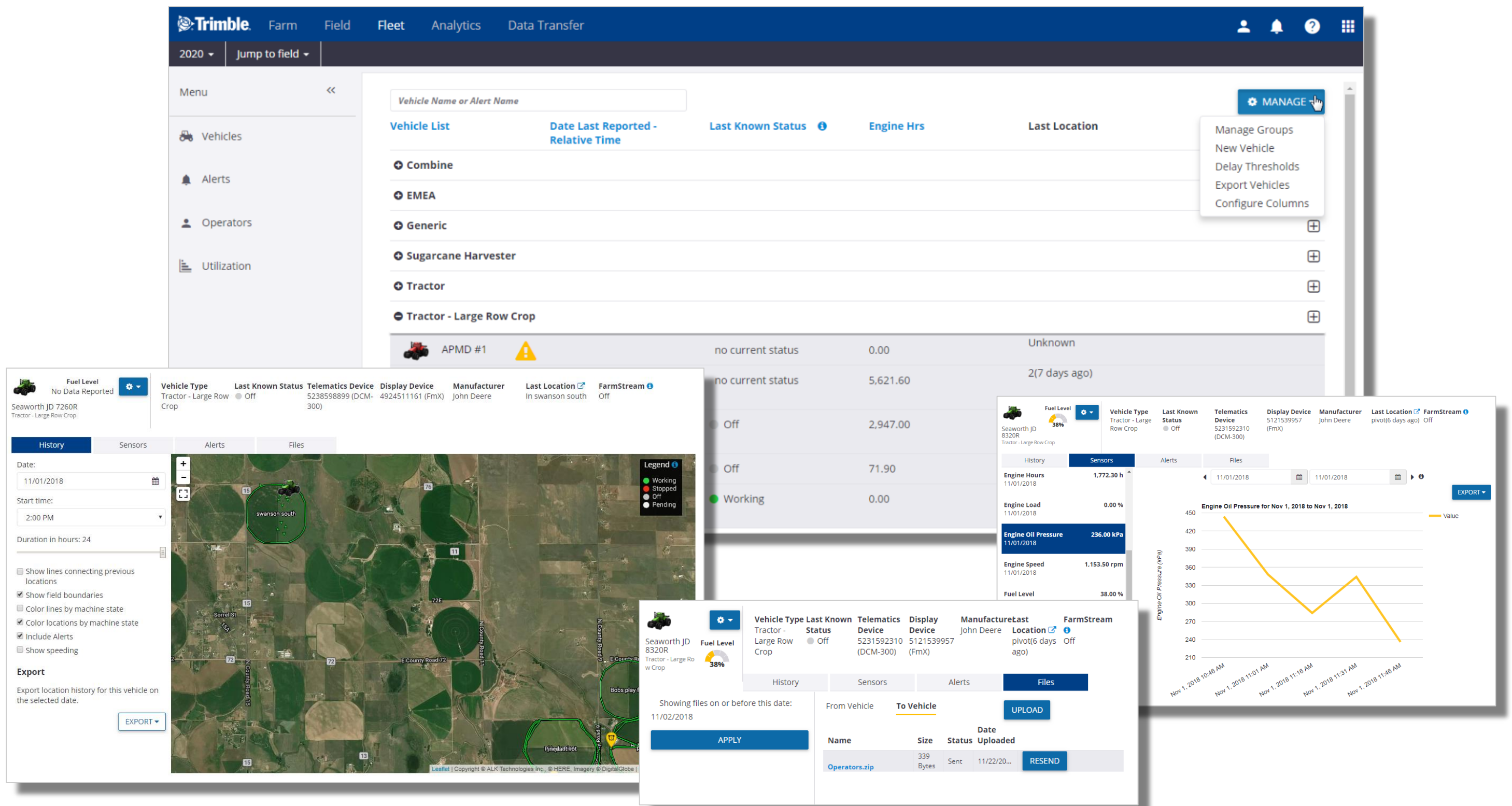
1. Select a specific vehicle on the list
   - View current status or Edit the vehicle from the top row of information
   - View **History** for a selected 24 hour period, select date and number of hours or options for the map view, or export the mapped location
   - Click **Sensors** tab to view sensor information that has been collected
     - Click the Sensor name to display the information in the graph
     - Select up to an 8 day time period
     - Export to .csv
     - The type of sensor data collected is controlled by the CAN information available and the Fleet method that is utilized
       - see the Fleet Feature Comparison chart to compare FarmStream Fleet to Traditional Fleet capabilities

Online | Alerts
FARMER PRO ONBOARDING
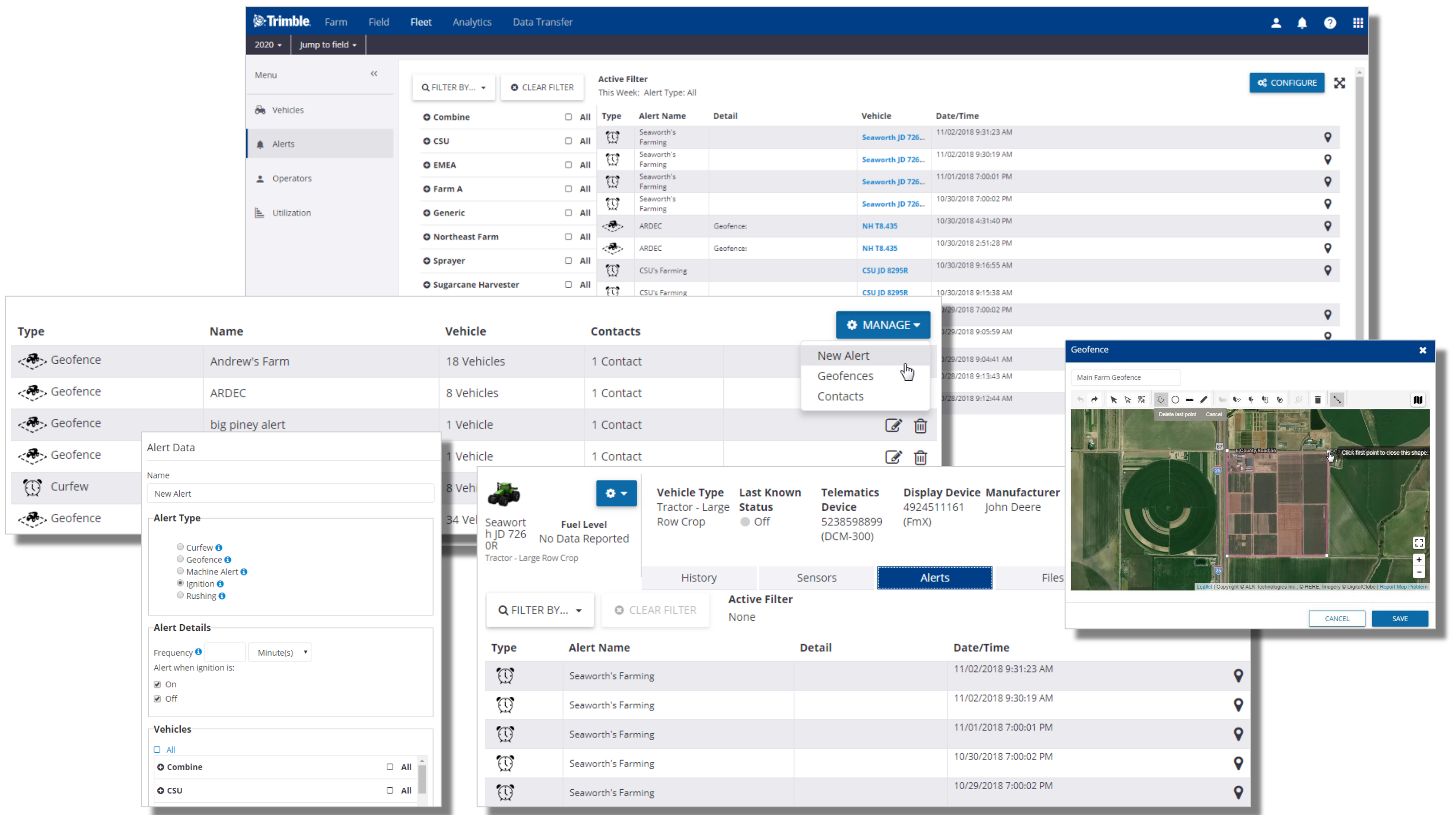
1. Click **Fleet** tab > **Alerts**
   - This page provides a list of all alerts or alerts for selected vehicles
2. Add or Edit Alerts, Geofences, and Contacts
   - Click **CONFIGURE** button
   - Click the Edit button to edit an existing alert
   - Click **MANAGE** > **New Alert** to add a new alert
     - Enter name, select Alert Type, configure Alert Details, assign to Vehicles, and assign Contacts to receive via email
   - Click **MANAGE** > **Geofences** to edit or create a geofence
   - used in Traditional Fleet setups only
   - Click **MANAGE** > **Contacts** to edit or create new contacts in the Contacts list for your organization
3. Click **Files** tab to view Files from Vehicle or To Vehicle
   - Click the file name to **download** a copy of the file
   - Click the **Upload** button under To Vehicle to directly upload a file to this vehicle
4. Available alert types vary based on the Fleet method that is utilized

| Farmstream Fleet	Traditional Fleet
○ Machine Alerts ○ Rushing Alerts	○ Curfew Alerts ○ Geofence Alerts ○ Create Geofence ○ Ignition Alerts

Online | Utilization
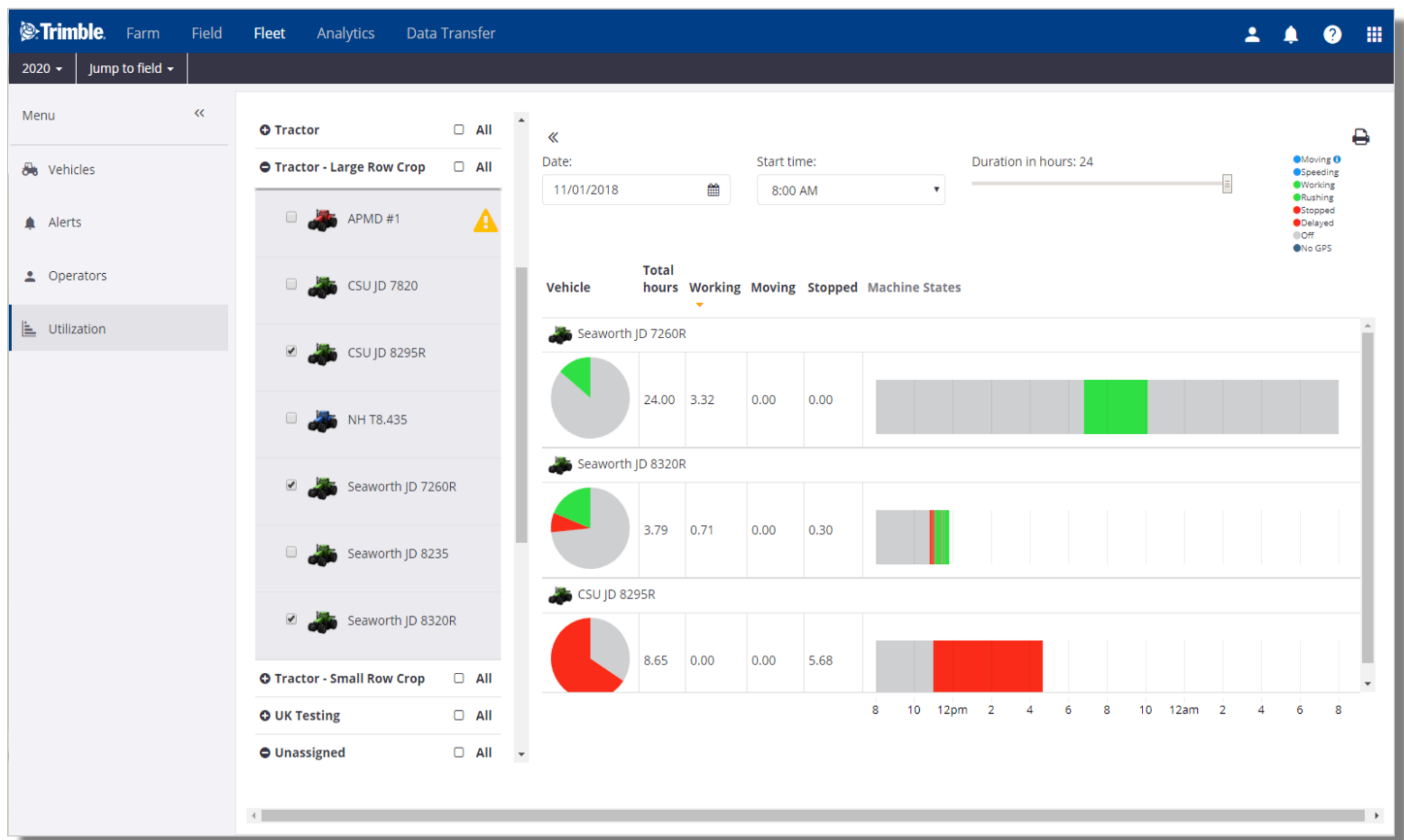
The Fleet Utilization reporting feature allows users to evaluate the performance of their machines over a chosen day. Vehicle status is displayed, showing states such as moving, speeding, working, rushing, stopped, delayed, off, and no GPS. The time in each state is calculated and displayed graphically.

1. Click **Fleet** tab > **Utilization**
   - Select the vehicles to include in the summary
   - Filter by Date, Start time, and the Duration in hours that you would like to view
   - hover your mouse pointer over an item in the graph for specific details
   - Click the Print icon to send the visible utilization data to the printer
2. Reported machine states are determined by the Fleet method that is utilized
   - FarmStream Fleet
     - Working, Moving, Stopped, Off, Speeding, Rushing, No GPS, Delayed, Pending
   - Traditional Fleet
     - Working, Moving, Stopped, Off, Speeding
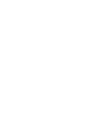
0.2.d

Materials

Online | Planning Season Materials

Objective: How to add and manage your inputs and materials during the season

In this session you will learn how to:
- Add chemicals
- Add fertilizer
- Add purchases
- Add tank mix
- View materials report by:
    - Brand
    - Vendor
    - Material type
- Adding Materials in the Mobile App

Online | Adding Chemicals
FARMER PRO ONBOARDING

1. Click **Farm** tab > **Inputs & Materials** > **Chemicals** tab
2. Select **+ Add Chemical**
3. Click **Chemical Search**:
   - Leave Name and Manufacturer blank to search the entire database - click **More** button to see more
   - Type Name to find by name - type a minimum of 3 letters to search for matching names
   - Select Manufacturer to filter the list by manufacturer
   - Select the Chemical Name from the list
   - Supplement the details by listing the Active Ingredient
   - Indicate Purchased Units and Applied Units, along with Unit Cost and Default Target Rate
     - the gray boxes are populated by the system and cannot be manually entered or edited
     - you can add custom chemical names for use in your organization, or use the link to **Request a new chemical to be added to the list**
   - Add Purchase details with the ▪▪▪ button to track cost and inventory levels
4. Click **Save**

Watch this video to learn more.

Online | Adding Fertilizers
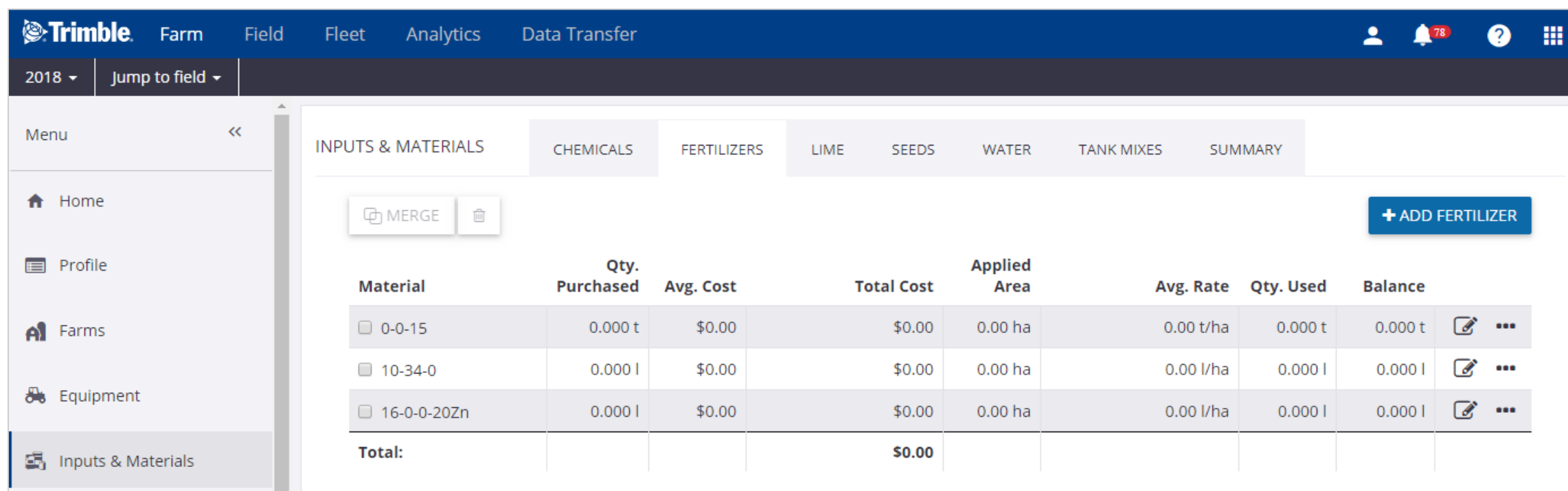## FARMER PRO ONBOARDING

1. Click **Farm** tab > **Inputs & Materials** > **Fertilizers** tab
2. Select **+ Add Fertilizer**
3. Click **Fertilizer Search**:
   - Leave Name and Manufacturer blank to search the entire database - click **More** button to see more
   - Type Name to find by name - type a minimum of 3 letters to search for matching names
   - Select Manufacturer to filter the list by manufacturer
   - Select the Fertilizer Name from the list
   - Supplement the details by listing the Nutrients
   - Indicate Purchased Units and Applied Units, along with Unit Cost and Default Target Rate
     - you can add custom fertilizer names for use in your organization, or use the link to **Request a new fertilizer to be added to the list**
   - Add Purchase details with the ▪▪▪ button to track cost and inventory levels
4. Click **Save**

Watch this video to learn more.

Online | Adding Tank Mixes

To be used to document custom **Tank Mixes**

1. Click **Farm** tab > **Inputs & Materials** > **Tank Mixes** tab
   - Select **+ Add Tank Mix**
   - Enter Name: **Burndown**
   - Select Form: **Liquid**
   - Carrier: **Water**
   - Default Rate: **10.00 gal/ac**
   - check of **Define mix as rates**
   - Mix Rate: **10 gal/ac**
   - Ingredients
     - Select **Durango**
       - Cost: **$25.00/gal**
       - Rate: **0.10 gal/ac**
     - Select **Atrazine 4L**
       - Cost: **$40.00/gal**
       - Rate: **0.50 gal/ac**
   - Click **Save**

Online | Adding Purchases

FARMER PRO ONBOARDING

1. Click **Farm** tab > **Inputs & Materials**
2. Select the desired tab for the purchase to be entered (Chemicals, Fertilizers, Lime, or Seeds)
3. Click the ▪▪▪ button on the material that was purchased
   - Click **+ New Purchase**
4. Enter the Purchase Details
5. Click the OK button to save the purchase

Optional:
- use the **+ Carry Over** button to carry over purchase balances to the next year
- **Update Task Costs** and **Update Material Unit Cost** can be used when changes for either need to be made and updated for existing applications in that growing season

Watch this video to learn more.

Online | Inputs and Materials Summary
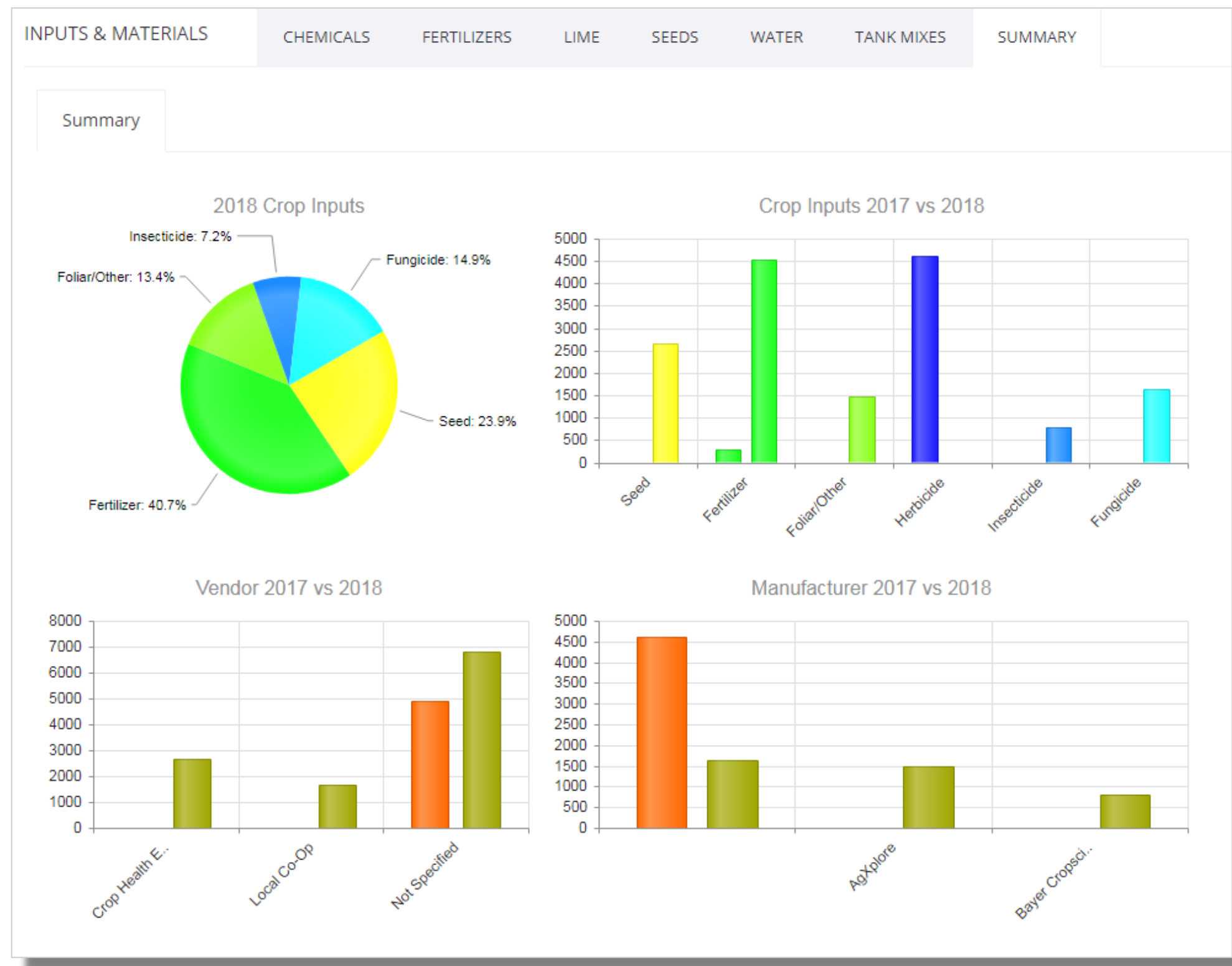
Click **Farm** tab > **Inputs & Materials > Summary**

- The distribution of the 2018 Crop Inputs are illustrated in the pie chart based on purchases that have been entered.
- Crop Inputs are compared to prior year in a Bar Chart
- Bar chart Vendor analysis with prior year provided
- Bar chart Manufacturer analysis with prior year provided

Mobile | Adding Purchases
FARMER PRO ONBOARDING
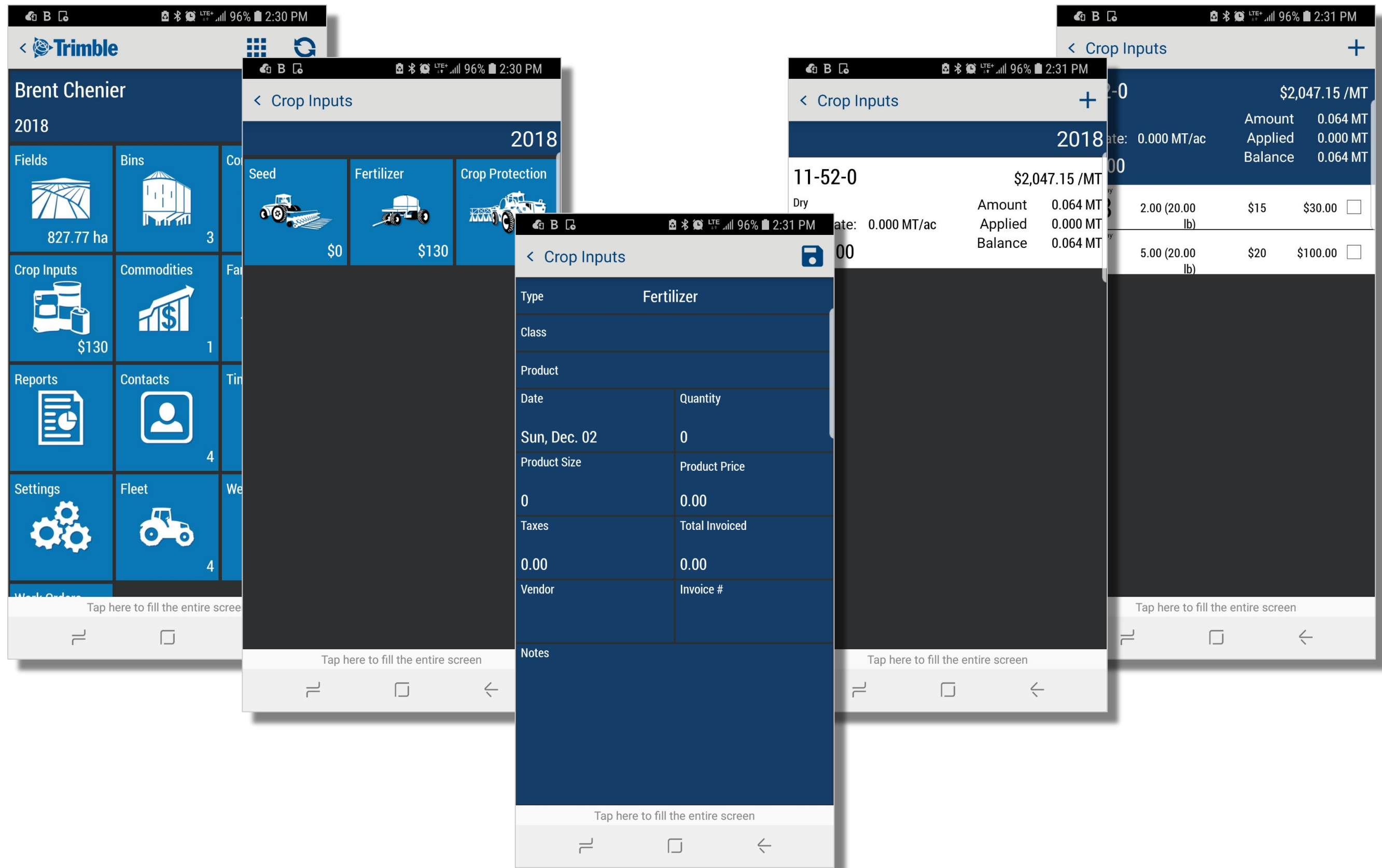
1. Tap **Crop Inputs** tile
2. Tap the desired input : **Fertilizer**
3. Tap the **+** symbol to add a new crop input **purchase**
   - Type: **Fertilizer**
   - Product: **11-52-0 (Dry) P**
   - Date: **Sun.Jan 28**
   - Quantity: **8**
   - Product Size: **1 MT**
   - Product Price: **634**
   - click **Save** icon
4. **Multiple** product purchases can be **logged** and **summarized** in mobile. All product purchases will become available online as soon as you **sync** your Trimble Ag mobile app.

Note that you cannot add a new **Material** to your overall material list from Mobile, this can only be done from the **Online** platform. Repeat this process as needed for any input purchase made.

0.2.e

Farm and Fields

Online | Planning Season Farm / Fields

Objectives: To understand the basic information required when planning for a new crop season.

In this session you will learn:

- Creating a Crop Plan
    - How to add potential Crop types
    - Navigating Trimble Ags Client/Farm/Field setup
        - How to add a new Client, Farm, Field and Boundary in Online and Mobile
        - The importance of field Boundaries in TAS
    - Managing multiple Crop Zones using "New Crop" feature
    - How to navigate the Farm Map
    - How to add a Target Yield

Online | Add a Crop and Crop Season
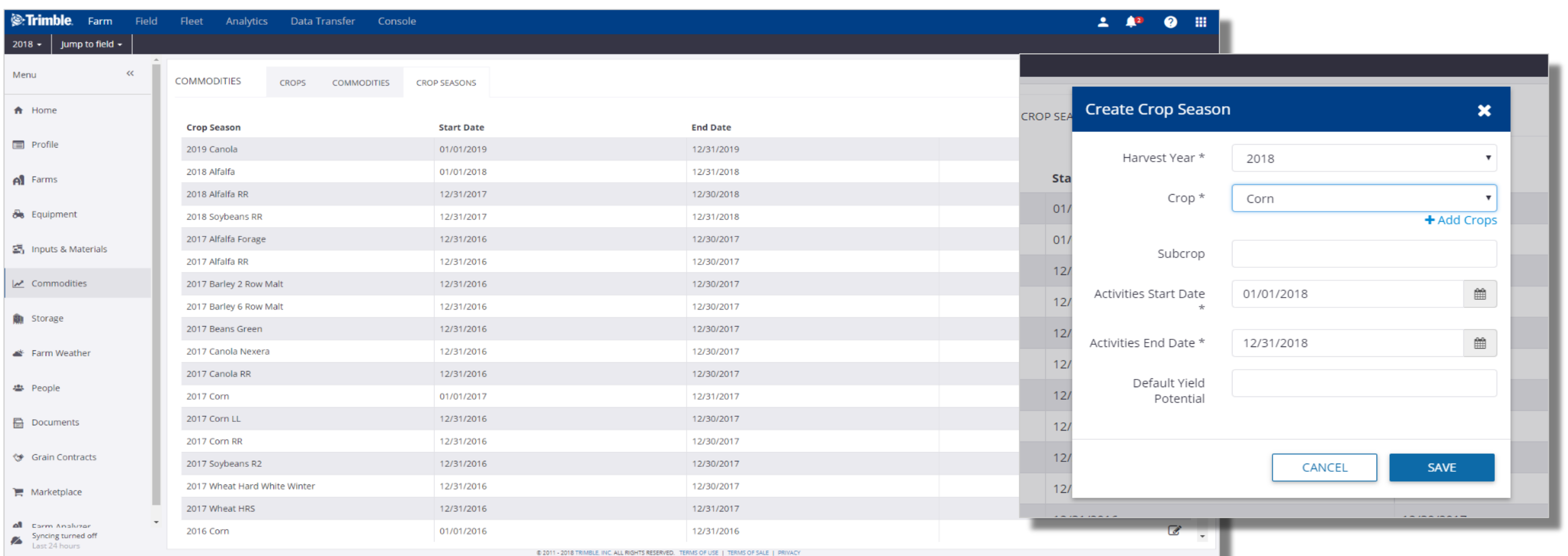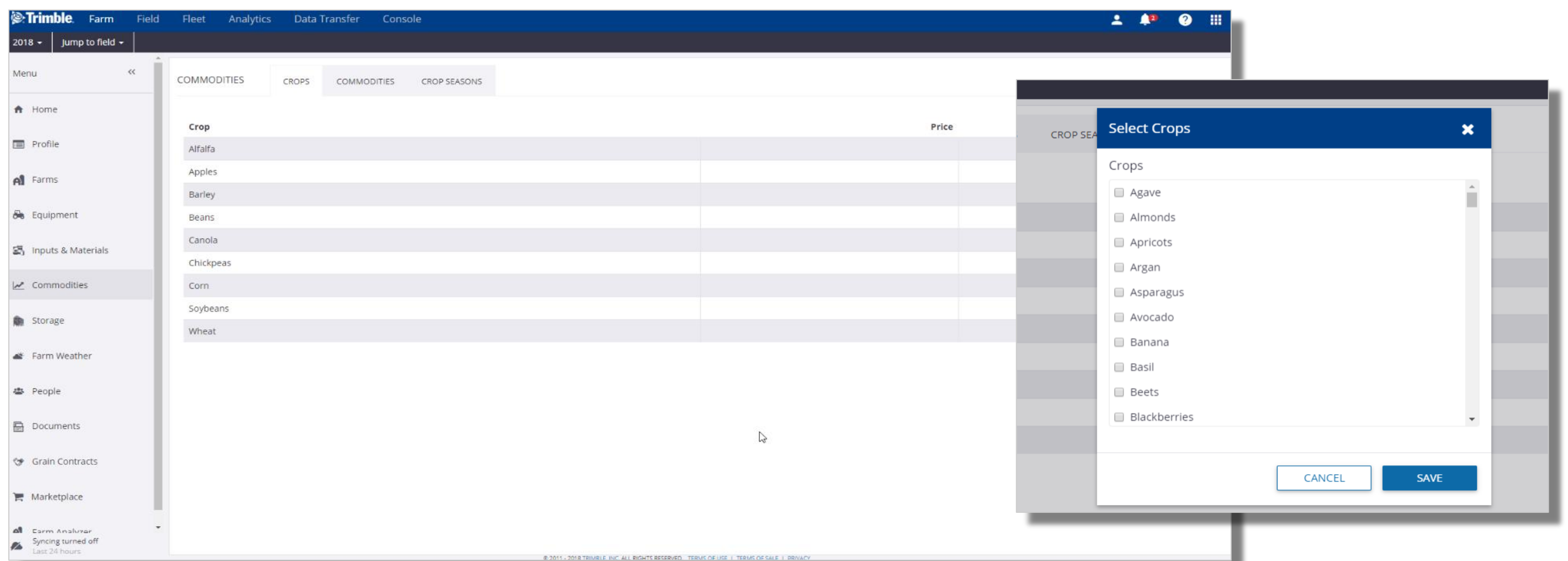
1. Click **Farm** > **Commodities** > **Crop**
   - Click **+ Add Crops**
   - **Check off** the appropriate crops
   - Click **Save**
2. Click Crop Season tab
   - Click **+ Add Crop Season**
   - Select **Harvest Year**
   - Select **Crop**
   - Select **Activity Start** and **End** date (if different from default)
   - Click **Save**

Watch this video to learn more.

Online | Adding Client, Farm, Field

FARMER PRO ONBOARDING
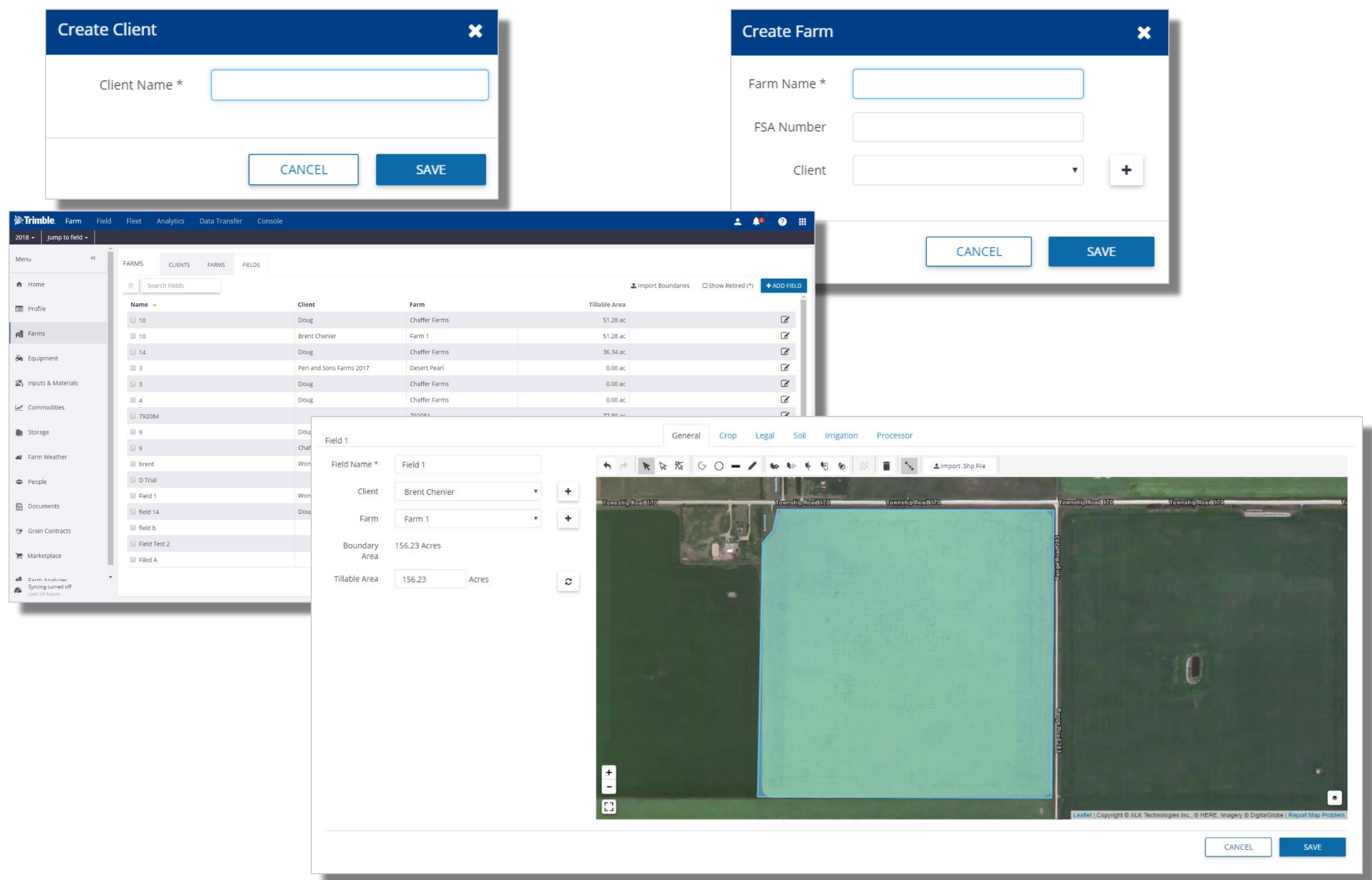
1. Click **Farm** > **Client** > **+Add Client**
   - Enter Client name > click **Save**
2. Click **Farm** > **Farms** > **+Add Farm**
   - Enter Farm name: **Farm A**
   - Enter FSA number(if applicable)
   - To place the **Farm** under a **Client**, choose a **Client** from the dropdown list > click **Save**
3. **Click Farm > Fields > + Add Field**

   - Enter **Field Name: Field 1**
   - Select proper **Client** and **Farm** from **dropdowns**
   - Use **GIS Tools** in mapping window to manually **draw** the **Boundary**

                              OR

   - click **Import .Shp File >** select the **.shp** file only **>** click **Open**
     - You can make further **edits** to the imported boundaries using the **GIS tools**.
   - click **Save**

Watch this video to learn more.

Online | Add Field and Boundary (Bulk)
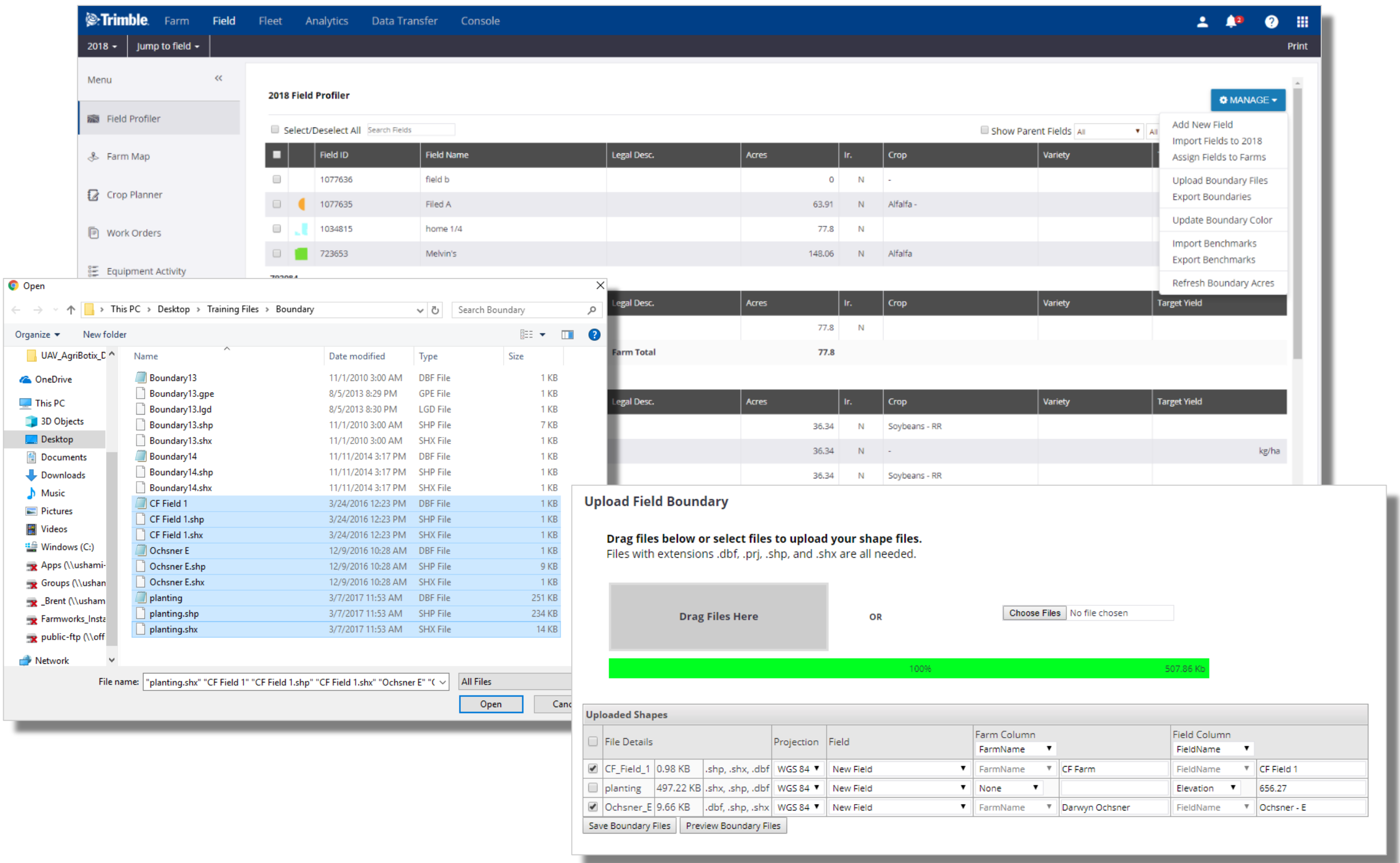
1. Click **Field** tab > **Field Profiler** > **Manage**
2. Select **Upload Boundary Files**
   - Select **.shp, .shx and .dbf** for all desired boundaries
     - click **Open**
   - Leave **Field** column at **default** (New Field)
   - Select **Farm Name** and **Field Name** attribute columns from Farm/Field Column **dropdown** menu to auto fill details

                        OR

   - Manually enter **Farm** and **Field** name
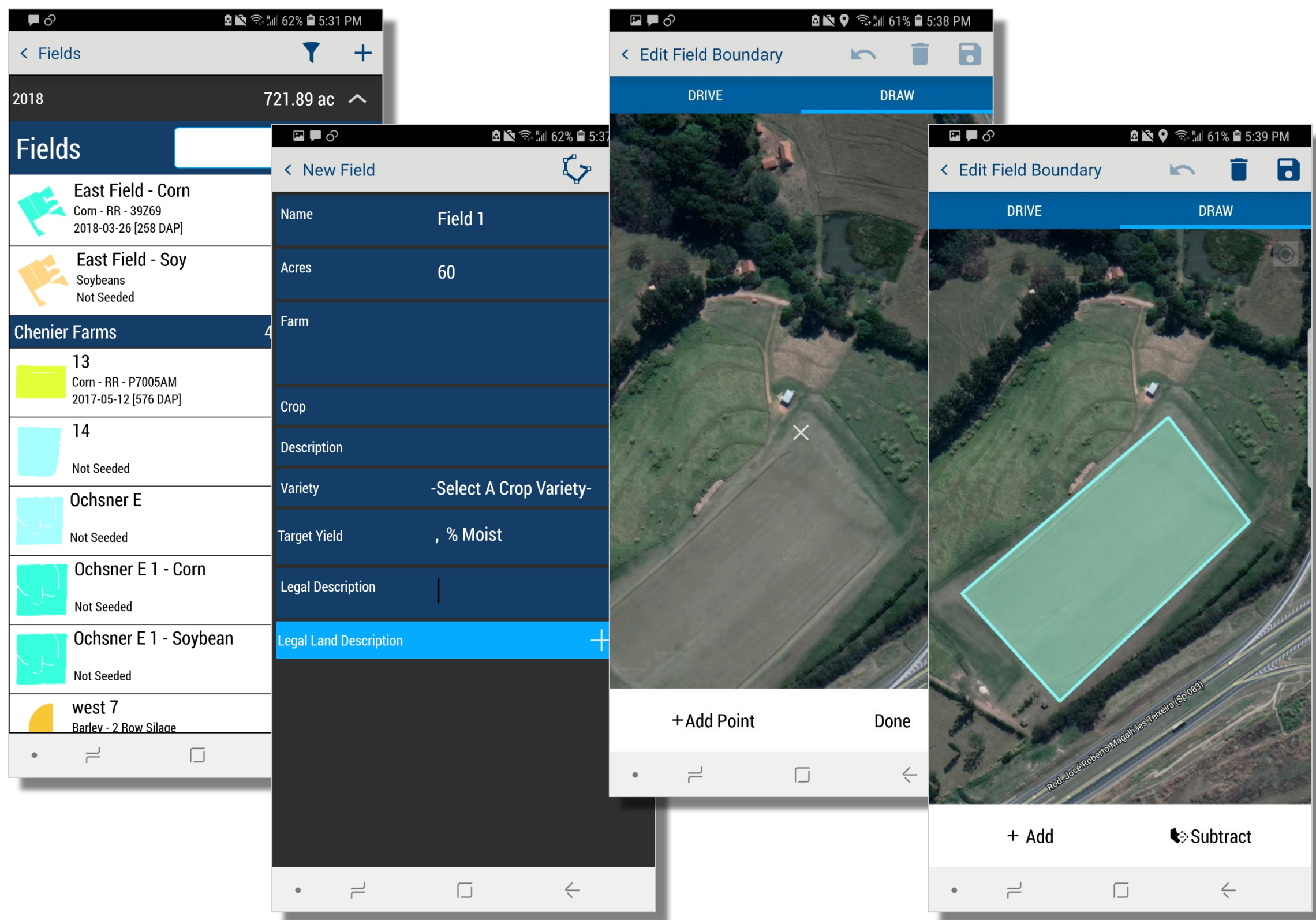1. **Check** fields on left side
2. Click **Save Boundary Files**

Watch this video to learn more.

Mobile | Add New Field and Boundary
FARMER PRO ONBOARDING

1. From the Farm screen, tap **Fields** >tap the **+** symbol to **create new**
2. Enter field name (required to create a boundary): **Field 1**
3. Enter estimated acres (required to create a boundary): **60**
4. Enter other details as needed
5. Tap the **Boundary** ( )
6. Chose to:
   - **Drive Boundary**
     - tap **Start** and drive the boundary
     - tap **Done** to close the boundary
     - tap **Save** icon ( )
   - **Draw Boundary**
     - tap the **Draw** tab
     - tap **Start** and hover the white **X** overtop of a boundary corner to start > tap **+Add Point** to start boundary > repeat for all corners of the field
     - tap **Done** to close the boundary
     - tap **Save** icon ( )
7. tap **Save** icon ( ) to finish new field

 Watch this [video](#) to learn more.

Online | Adding a New Crop

Original Field (parent field)

New Crop Fields

1. From the **Field Overview**, click **Manage** > click **New Crop**
2. Enter new **Field Name** for each New Crop
3. Enter **Acres** for each New Crop
4. Click the **+** button to create multiple new crops at the same time (optional)
   ○ note that crop sequence numbers will not increase if you choose to do it this way. For Crop sequence number to increase, you need to create each new crop, 1 at a time.
5. Adjust **Crop Sequence** according to the order the Crops are grown.
   ○ i.e Corn = Crop Sequence 1, Soybeans = Crop Sequence 2, etc.
6. click **Save Fields**

Please note that the new crop fields created will only be available for that calendar year. The field will reset to the single Parent field the next calendar year.
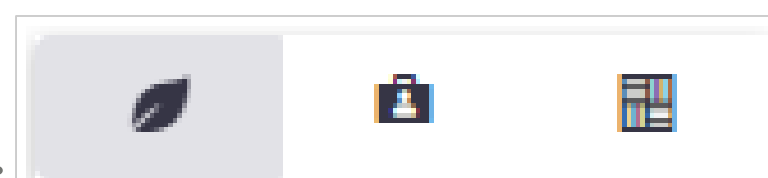
Online | Farm Map
FARMER PRO ONBOARDING
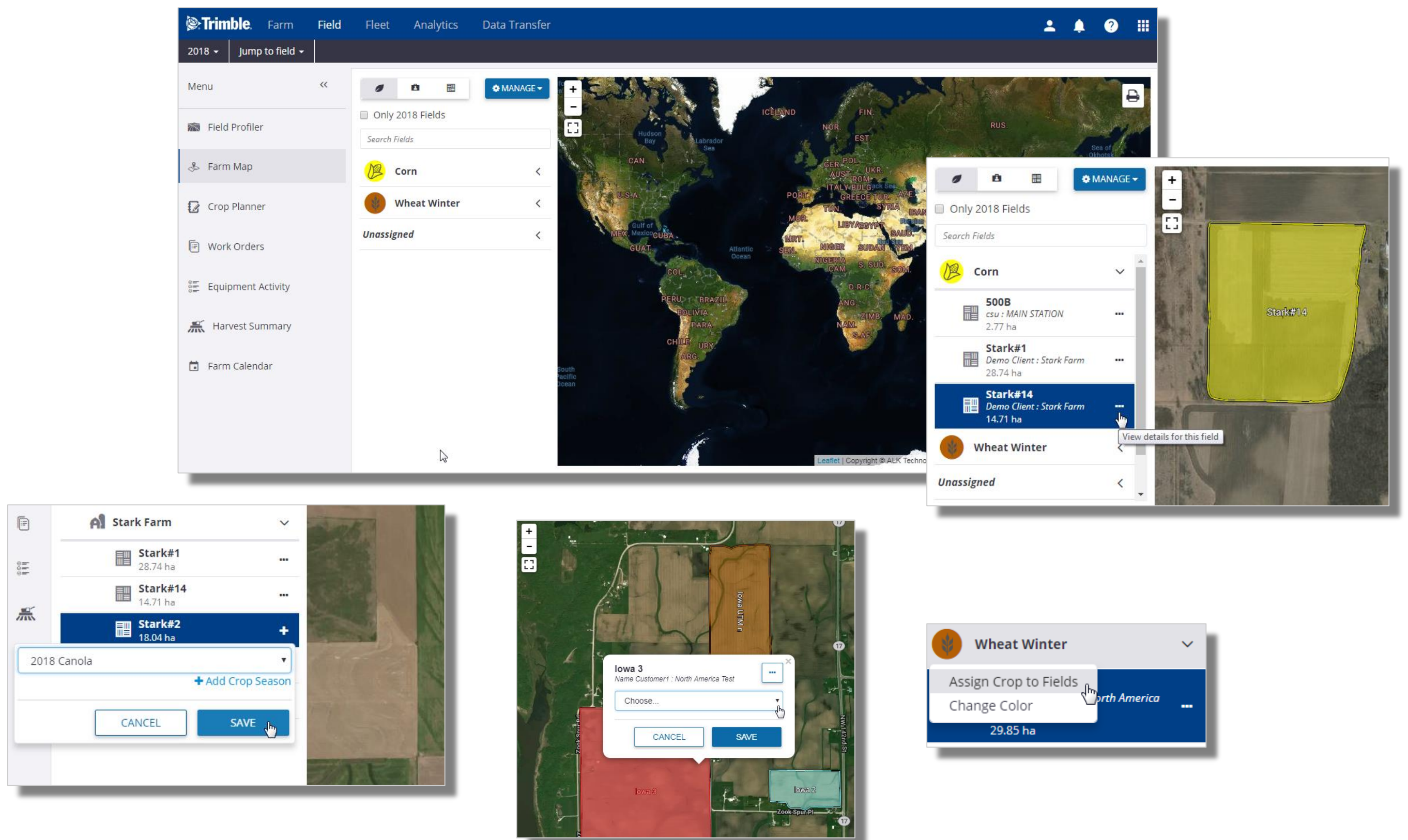
1. Click **Field** tab > **Farm Map**
   - Interact with your fields in a map view
   - Show fields grouped by Crop Season

   Show fields grouped by Client and Farm

   - Show Fields Only
2. From the Field level list, click on the ▪▪▪ button to **View details for this field** in the Field Manager screen.
3. If the field shows a plus sign **+** on the right, this means a crop has not been assigned to the field, click **+** to assign a crop from the drop down menu, or click **+ Add Crop Season** to add a new crop season for selection - click **Save** to update the Crop Season.
   - Fields with the **+** may have been imported from a vehicle display without a crop assignment, these fields *will not* appear in the Field Profiler until a Crop Season has been assigned.
4. With your farm boundaries visible in the map view, you can also click on the field boundary in the map to assign the Crop Season from the drop down menu.
   - Click on the Crop Season icon to **Change Color** for each crop in the map view, or to access the **Assign Crop to Fields** option to assign the selected crop to multiple fields in the map view.

   Watch this [video](#) to learn more.

Online | Crop Type and Target Yield

1. Click **Field** > **Crop Planner**
2. Check that **Crop Type** for each field is correct.
   - If not, under the **2018 Crop Year** column, enter desired **Crop**, **Description** and **Variety**
3. Enter **Target Yield** amount
   - select **unit of measure**
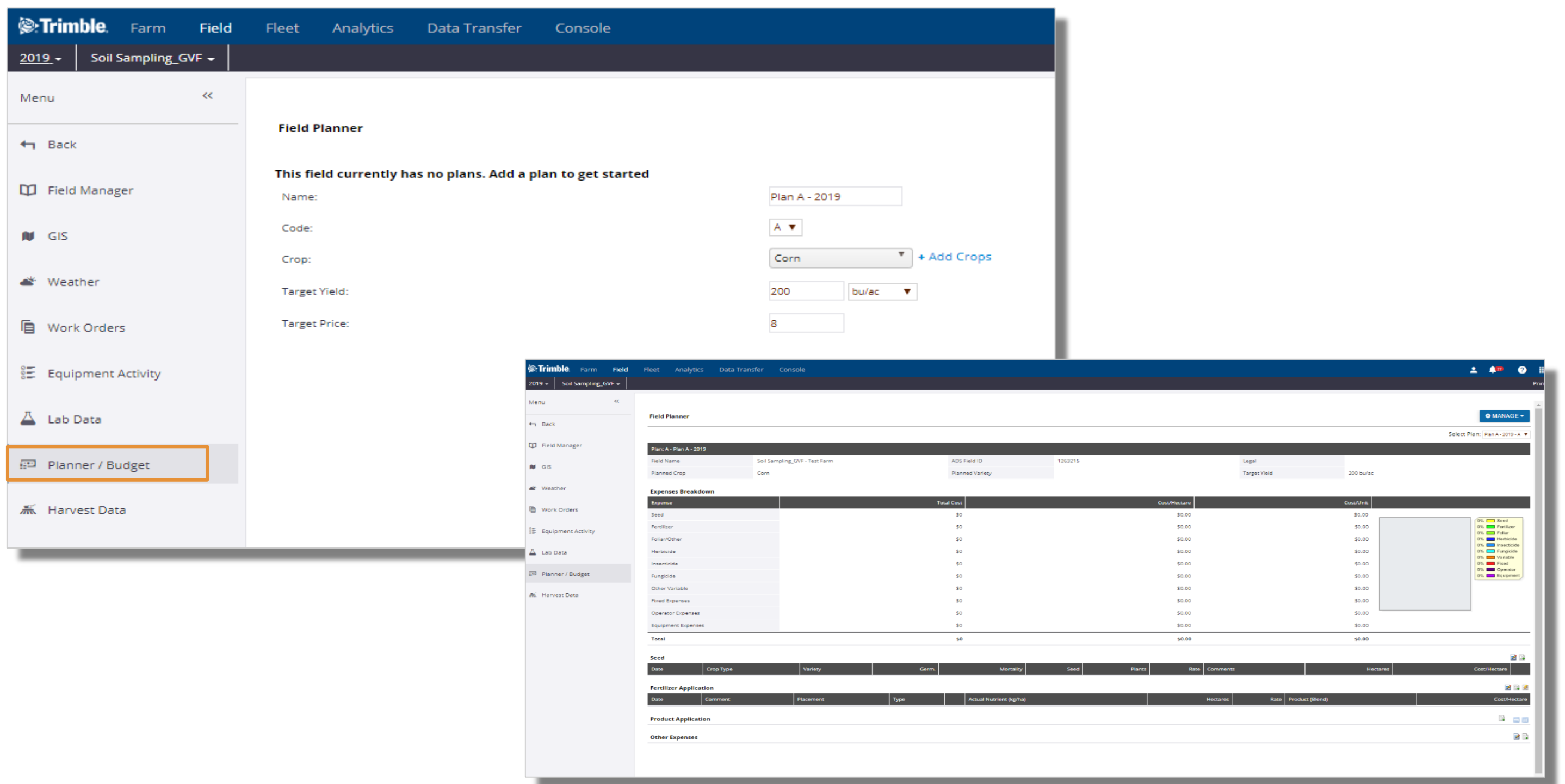4. (Optional) Enter **Target Price**
5. Scroll down > **Save** Changes

Please note that this is an area where you could bulk assign Crops to each field as well.

0.2.f

Planner / Budget

Online| Planner / Budget

1. Click on **Field Profiler** and in the **Field** of interest
2. From the **Field Manager** screen, select **Planner / Budget** (left navigation menu)
3. On the **Field Planner** screen, add or select options to define a new plan
4. Enter a **Name** for your field plan (example: Good, Better and Best)
5. Select a **Code** from the dropdown list to help keep your plans organized
6. Adjust the default **Crop**, if needed, by selecting a different crop from the list (or click +Add Crops) to add to your crops
7. Enter a **Target Yield** amount and click to adjust the unit of measure
8. Click **Create Plan** to save changes (or navigate away from this screen to cancel)
9. Review the new **Field Planner** and scroll down to enter relevant fixed and variable expenses for this plan
10. Seed – click the add record icon to display or edit the default crop type costs for any planned seed applications, then select one or more fields and click Add Application (or Close Window)
11. Fertilizer - click the add record icon to add any planned fertilizer application, then select one or more field to Add Application (or close Window)

Online| Planner/Budget (cont.)
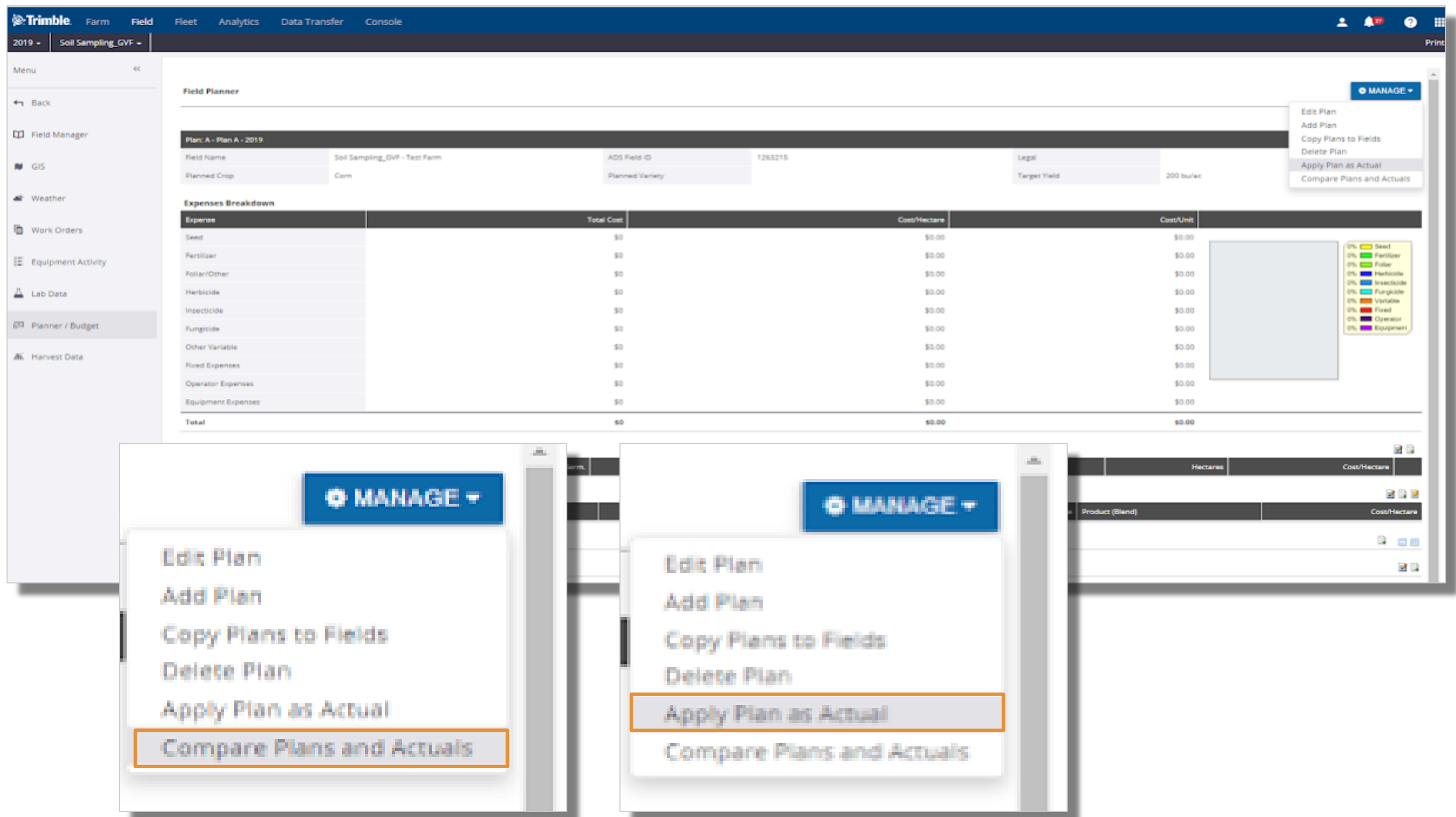
1. **Manage Button** then Select **Compare Plans and Actuals**
2. Select any two plans or actuals from the lists at the top of the screen to view or print the **Field Comparison repor**t to see the total cost of operating between actuals (in our example, the Field Manager actuals are on left, and the new scenario, Good – A plan, is on the right).
3. Click **Back** (top left) to return to the previous screen
4. To add more scenarios, click the **Manage** button and select **Add Plan**
5. Toggle between plans by choosing from the **Select Plan list**, beneath the Manage button
6. To begin working with your preferred plan as the plan of record, click **Manage** and select **Apply Plan as Actual** (replaces existing Field Manager plan of record, including any actual applications or expenses already recorded for the crop year)
7. From the left navigation menu, select Overview to return to the Field Manager (actuals) screen

0.2.g

Bins and Contracts

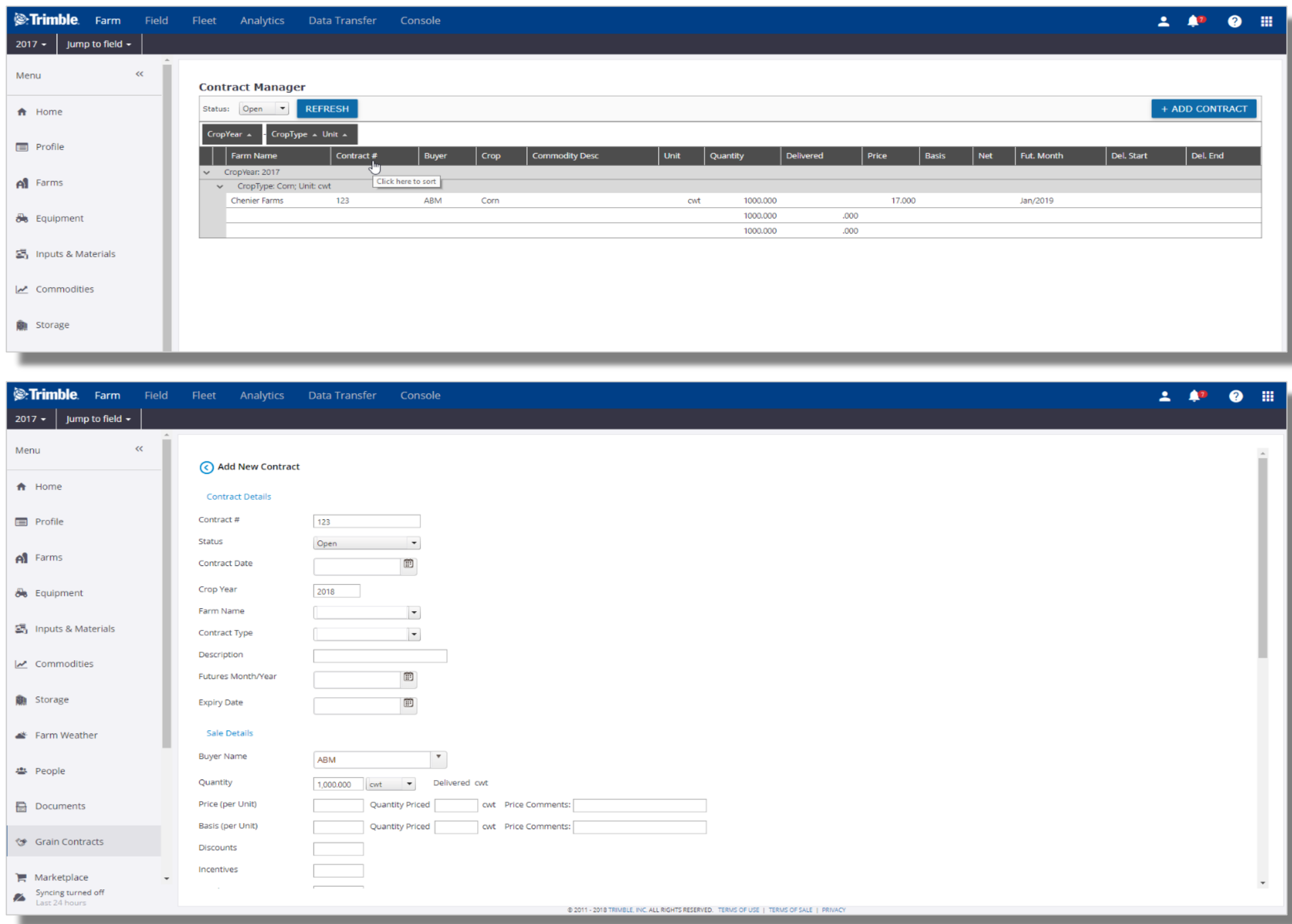# Online | Planning Bins and Contracts

Objective: How to manage your contracts and storage during the crop season.

In this session you will learn:

- ○ How to Create and Manage Grain Contracts in Online and Mobile
- ○ How to manage your farm inventory through the Bin management system (Bins) in Online and Mobile

Online | Grain Contracts

FARMER PRO ONBOARDING

1. Go to **Marketplace** > if it hasn't been added already search for **Commodities & Contracts** and click **Add**
2. Click **Grain Contracts** tab
   - Click **+ Add Contract**
     i. Contract #: **123**
     ii. Crop Year: **enter year**
     iii. Buyer Name: **Contract 1**
     iv. Quantity: **500 MT**
     v. Crop Type: **Corn**
     vi. All other details in the contract are **Optional** but should be entered as needed for each contract
     vii. Click **Save**

You can also **review** all **transactions** associated with each individual **contract** from the Grain Contracts page.

Watch this video to learn more.

Mobile | Grain Contracts
FARMER PRO ONBOARDING
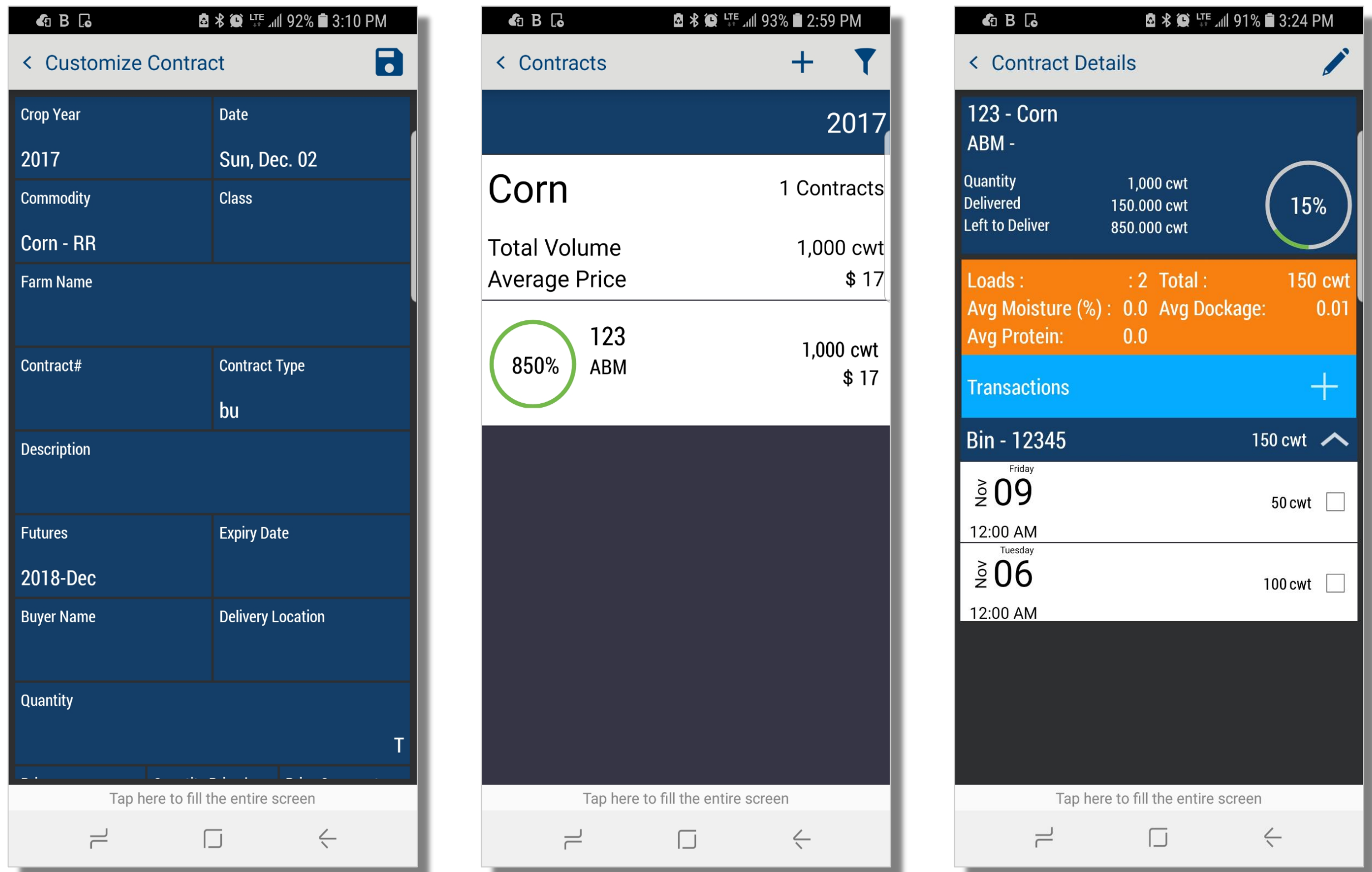
1. Before the contract tile becomes available, you must ensure that the **Commodities and Contracts** module is turned on. See slides on **Marketplace** for proper steps.
2. Tap the **Contracts** tile > enter contract **details.** Note that the details below only represents the **Required** details for the contract. Additional information may be entered at the users discretion.
   - tap the **+** to add a new contract
      i. Crop Year: **2018**
      ii. Commodity: **Corn**
      iii. Contract #: **123**
      iv. Buyer Name: **ABM**
      v. Quantity: **1000 cwt**
      vi. tap **Save**

Tap on the contract to review transactions that have helped fulfill the contract, and to view other summarized details of the contract.

Watch this video to learn more.

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Online | Storage

1. Click **Farm** > **Storage** > **Bin Profiler**
2. Click **Manage > Add New Bin**
   - Enter **Required** info below, all others are optional:
     i. Bin Code: **12345**
     ii. Bin Name: **Home Bin**
     iii. Total Capacity: **25,000 bu,** Click **Save**
3. Click **Add Inventory** button (⊕)
   - Enter **Required** info below, all others are optional:
     i. From: **Field**, **13**
     ii. To: **Bin**, **Test Bin 1**
     iii. Date: **November 6, 2018**
     iv. Volume: **1000 MT**
     v. Crop Type: **Corn,** click **Save**
4. Click **Remove Inventory** button (⊖)
   - Enter **Required** info below, all others are optional:
     i. From: **Bin**, **Test Bin 1**
     ii. To: **Contract**, **123**
     iii. Date: **November 9, 2018**
     iv. Volume: **15000 bu**
     v. Crop Type: **Corn,** click **Save**

Online | Storage (cont.)

FARMER PRO ONBOARDING

1. Click **View Transaction History** (🗐)
   - Click **Edit** icon (📝) to edit a transaction
   - Click **Print** to print a transaction report
2. To view all transactions within a specific timeframe, click **Bin Transaction** tab
   - Choose **Custom** from dropdown
   - Enter **Start** and **End** for the **Bin Activity Report**
3. To import an existing Transaction csv, first make sure that your transaction csv is set up based on the following template. Once you have verified that all **Columns** are correctly labeled and the proper data entered, complete the following:
   - click **Manage** > **Import from CSV**
   - review any columns that have been highlighted in dark red. Make adjustments to content as needed, i.e. common issue seen is names in csv do not match the names in Farmer Pro.
   - Date Format Start Date: **enter Start Date**
   - End Date: **enter End Date**
   - Date Format: **Match what csv setup**
   - Time Format: **Match what csv setup**
   - Hour Format: **Match what csv setup**
   - click **Import**

Trimble

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Mobile | Storage

FARMER PRO ONBOARDING
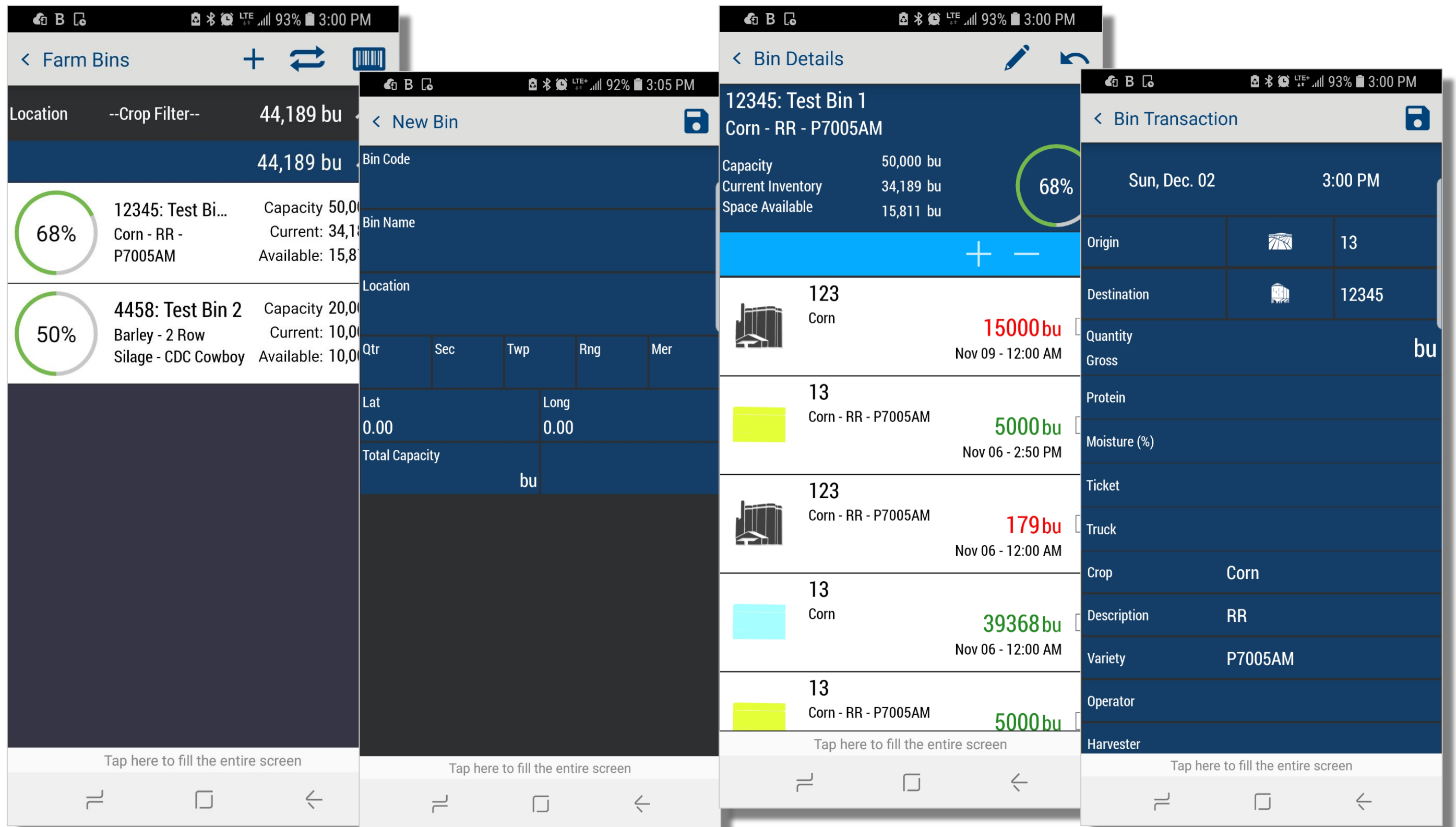
1. Tap the **Bins** tile from the **Farm** screen.
2. Tap the **(+)** symbol to add a new Bin.
   - Enter **required** info below, all others are optional:
     i. Bin Code: **12345**
     ii. Bin Name: **Home Bin**
     iii. Total Capacity: **25,000 bu**
     iv. tap **Save**
3. Tap the desired Bin to **add/subtract** inventory or **edit** bin details, then complete the steps below.
   - To **Add**, tap the **(+)** symbol below the main bin details.
     i. Enter **required** info below, all others are optional.
       1. From: **Field, 13**
       2. To: **Bin, Test Bin 1**
       3. Date: **November 6, 2018**
       4. Volume: **1000 MT**
       5. Crop Type: **Corn**
       6. tap **Save**
   - To **Subtract,** tap the **(-)** symbol below the main bin details.
     i. Enter the same **required** info that was required for adding inventory, all others are optional.
   - Tap **Pencil** icon to edit bin details, and tap **Save**

0.3

Uploading Data

0.3.a

Equipment Data Upload

Equipment Data Upload

Objectives - To understand the various ways you can bring data from your equipment to Trimble Ag Software.

In this session you will learn:

- What type of data flows into and out of TAS online
  - API Connection
  - Trimble Display
  - Manual Import
- How to managing as-applied data through Equipment Activity
- How to use Manage Files to review data flowing in and out of Trimble Ag software
- Why and How to Verifying Task

Option 1 | API Connection
FARMER PRO ONBOARDING

1. Click **Data Transfer** tab > **Settings** > **API Connections**
   - Click + **Add Account** to select the desired API Connection
     - Raven Slingshot®
     - AGCO Variodoc
     - JD Link
     - AFS or PLM Connect
2. Enter the credentials for the API Connection
   - CNH API Options
     - Sync Data
     - Manage Companies
   - JD Link Options
     - Settings
     - Import Fields
     - Import Files (for historical data)
3. View the data in Online like any other Equipment Activity data
4. Check the compatibility chart to see what API data is transferring

   Once set up, data will begin populating in the website from the 3rd Party accounts.

   Watch this video to learn more.

Option 2 | Trimble Display

FARMER PRO ONBOARDING

1. Trimble Display data can be viewed in several places on the website
   - **Field Task History** on the Home Page
   - **Field** > **Equipment Activity**
   - **Field Manager** > **Field Map**
2. Setup **Data Transfer**
   - Create a **Vehicle** configured with a **Display License** in Online
     - **Add** the Display Device **serial number** from the drop down
     - **Assign** a **display license**
   - **Configure** the **Trimble Display** for Office Sync
     - **Load** Active Plugin for Office Sync (FmX/FmX+)
     - **Configure** Data Transfer (Office Sync)

Once set up, data will begin populating in the website wirelessly.

Option 3 | Manual Importing Data

FARMER PRO ONBOARDING

1. Click **Data Transfer** tab > **Manage Files**
2. To upload a **shapefile**
   - **Search for** or **drag** the shapefile components for upload
   - Select **"File From Display to be Imported..."**
   - Select the **type** of shapefile being imported
   - Select the appropriate **attributes** from the **dropdowns** for the file type you are uploading as well as the relative **unit of measurement.** Note this will vary depending on the task type
   - Select the proper **Field**
   - Enter a **Crop Zone, Operation Type** and **Task Name**
   - Add a **vehicle** to the Task. Note that Vehicles must be added ahead of time to populate in the list
   - All other details are optional.
   - Click **Save**
3. To upload **display data**
   - To upload **display data**, the file needs to be zipped before uploading
   - **Search for** or **drag** the zipped display file for upload
   - Select **"File From Display to be Imported..."**
   - Select the **display format**
   - Select the **Vehicle** and Click **Upload**
   - Monitor the **processing status** of your upload via **From Vehicles** tab

Watch this video to learn more.

Option 3 | More Info for Uploading

FARMER PRO ONBOARDING

Original format ➡ **Upload format**

FmX
FmX+

- AgGPS
  - Data
    - Client
      - Farm
        - Field

AgGPS.zip

PIQ

- AgData
  - Fields
  - Implements
  - Materials
  - Prescriptions
  - Users
  - Vehicles

AgData.zip

CNH

- Filename.cn1
  - COMBINES
  - log
  - shared
  - TRACTORS

Filename.cn1.zip

---

1. Click **Data Transfer** tab > **Manage Files**
2. To upload a **shapefile**
   - **Search for** or **drag** the shapefile components for upload
   - Select **"File From Display to be Imported..."**
   - Select the **type** of shapefile being imported
   - Select the appropriate **attributes** from the **dropdowns** for the file type you are uploading as well as the relative **unit of measurement.** Note this will vary depending on the task type
   - Select the proper **Field**
   - Enter a **Crop Zone, Operation Type** and **Task Name**
   - Add a **vehicle** to the Task. Note that Vehicles must be <u>added </u>ahead of time to populate in the list
   - All other details are optional.
   - Click **Save**
3. To upload **display data**
   - To upload **display data**, the file needs to be zipped before uploading
   - **Search for** or **drag** the zipped display file for upload
   - Select **"File From Display to be Imported..."**
   - Select the **display format**
   - Select the **Vehicle** and Click **Upload**
   - Monitor the **processing status** of your upload via **From Vehicles** tab

Online | Equip. Activity: Verify Task

Verify Task is critical to push as applied data to other parts of the software

Until you verify, Equipment Activity works as a Placeholder for the information

Important!
- Before Verify Task, make sure your Fertilizers contain product composition otherwise the system will not push as applied data to other parts of the software
- Verifying Cleaned Yield data will push resulting yield map to the fields Harvest Data tab for profit analysis
- Task files uploaded via Shapefile will come into the software auto-verified
- Task files synced from the Trimble Desktop software will come in auto-verified

Watch this video to learn more.

Online | Equipment Activity
FARMER PRO ONBOARDING

1. Click **Field** tab > **Equipment Activity**
   - View the list of equipment activity (tasks) that have been uploaded into Online
   - Quickly view the activity items that need verified - indicated with the caution symbol
   - Select an activity item to **Add, Edit, or Delete**

   - Select items to **Verify, Merge, or Reassign**

1. Use the **Filter By...** drop down menu to filter the equipment activity list to Date, Crop, Is Verified, etc.
2. Click on a specific task to open the Summary view of the mapped attributes as well as the Inputs data
3. You can edit any necessary details of the equipment activity task prior to clicking the Verify button to ensure accurate data in the Field Profiler information - Save any edits, and then click Verify

Online | Manage Files

1. Click **Data Transfer** tab > **Manage Files**
   - **From Vehicles** lists the files that have been sent to Online from vehicles
   - **To Vehicles** lists the files that have been sent to vehicles from Online
   - **Upload** is used to manually upload files to Online or to vehicles
   - **Resource Exports** is used to create resource export files and to send the resource files directly to vehicles
   - Use the **Filter By…** drop down menu to filter the equipment activity list to Date, Crop, Is Verified, etc.
2. Click on a **file name**
   - View **details** including File Type and Transfer Method
   - **Download** a copy of the file
   - **Reprocess** the file

Watch this video to learn more.

0.3.b

AutoSync™ Feature

AutoSync| Summary

FARMER PRO ONBOARDING

The AutoSync™ feature automatically syncs farm data across Trimble displays utilizing Precision-IQ software, eliminating the need to manually share data via USB. AutoSync exchanges guidance lines, field boundaries, client/farm/field names, landmarks, materials, implements, and operators. When the task is completed, task data will transfer from the displays to the online platform.

The AutoSync feature is included with Farmer Core, Farmer Fit, and Farmer Pro software subscriptions. Display Connections are required for each connected Trimble display.

Data Type		Create	Edit	Delete
Guidance Lines		✔	✔	✔
Coverage Maps[1]		✔		
Client/Farm/Field Names		✔	✔	✔
Landmarks and Boundaries		✔	✔	✔
Operators		✔	✔	✔
New	Vehicle Profiles[2]	✔	✔	✔
New	Materials	✔	✔	✔
New	Implements	✔	✔	✔

[1] AutoSync only sends the coverage map data from the display to Trimble Ag Software. It does not share the coverage map data to other Precision-IQ displays that are connected with AutoSync.

[2] Vehicle profiles are created on the display and saved automatically within Trimble Ag Software during the AutoSync process. If the display is accidentally damaged or lost, AutoSync can restore all the vehicle settings to a new Trimble display.

AutoSync| Requirements and Setup Steps

FARMER PRO ONBOARDING

Objectives: In this session you will learn how to setup AutoSync.

AutoSync Requirements

- PiQ-enabled display (*Note*: FmX, FmX+, and CFX-750 Office Sync users will continue to have access to the same Office Sync features. AutoSync is not supported on non-PIQ displays.)
- Wireless cellular connectivity for display
- AutoSync-enabled firmware 2.0
- Trimble Ag Mobile app with AutoSync features
- Trimble Ag Software account and Display Licenses (Farmer Core, Farmer Fit, Farmer Pro)

AutoSync Setup Steps

1. Setup online account and vehicles (*see Core guide pages 4 - 23*)
2. Clean up data, backup and update firmware on the displays
3. Connect display to internet (modem or Wi-Fi)
4. Enable Trimble Ag Mobile on the displays
5. Enable AutoSync in Precision-IQ

Watch this video to learn more.

⬢ Trimble

AutoSync | Step 2: Cleanup, Backup, and Update

FARMER PRO ONBOARDING

Cleanup

Backup

Firmware Update
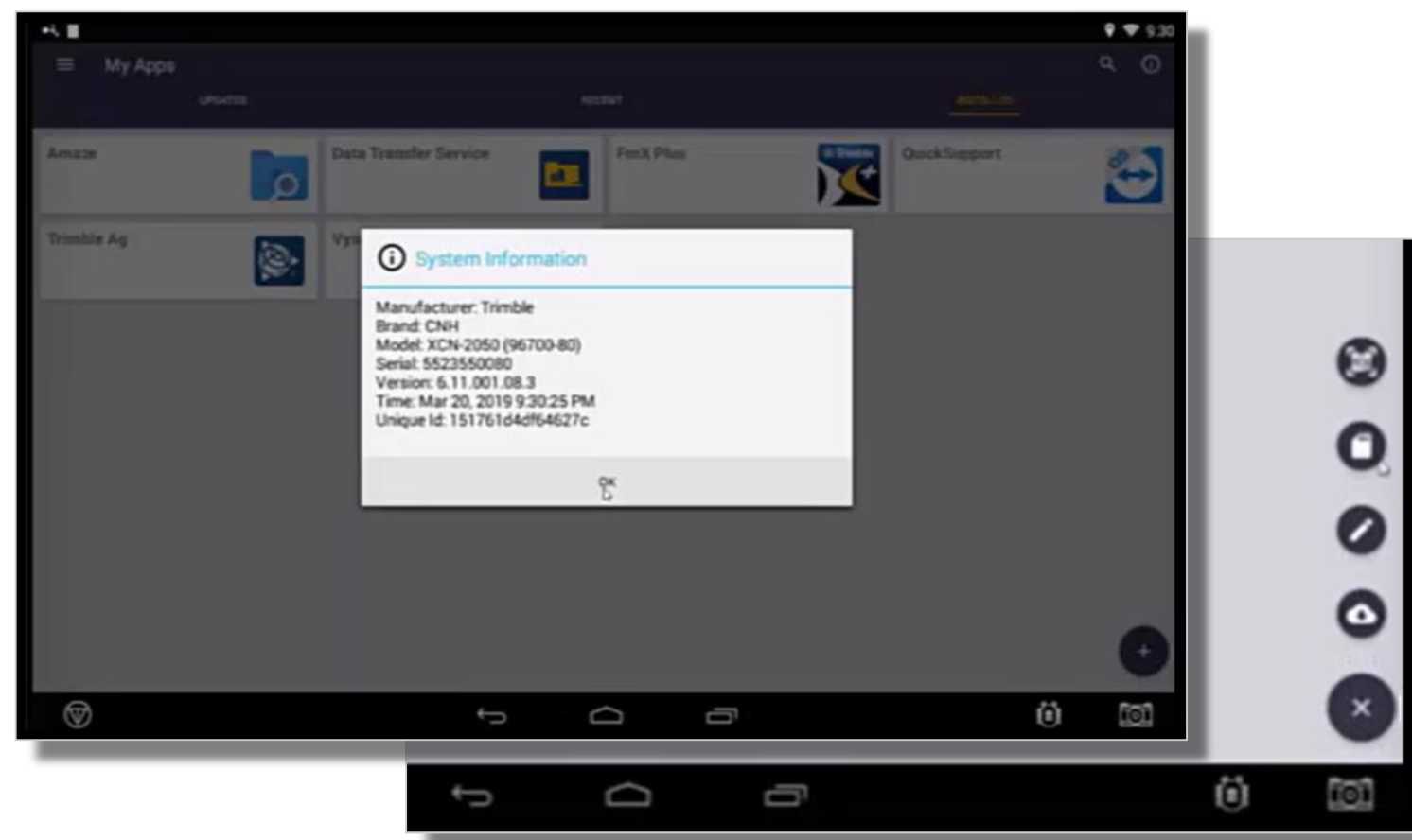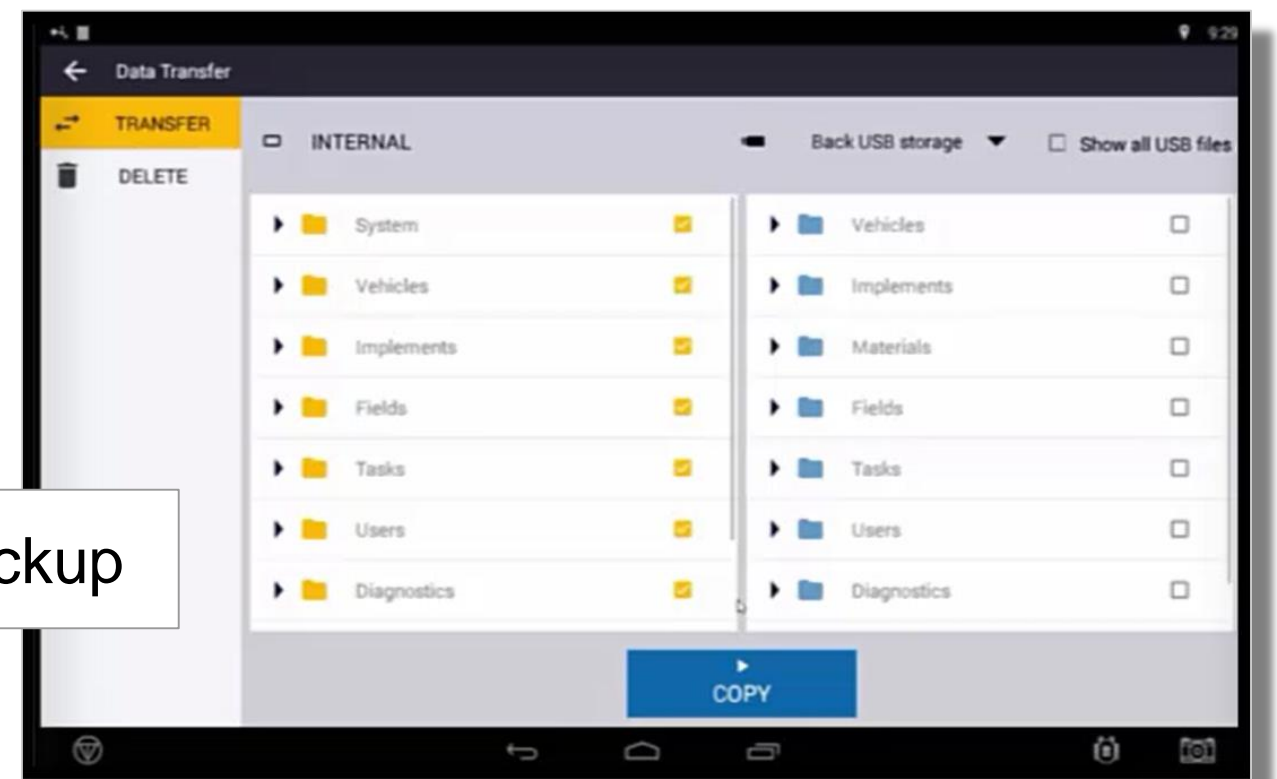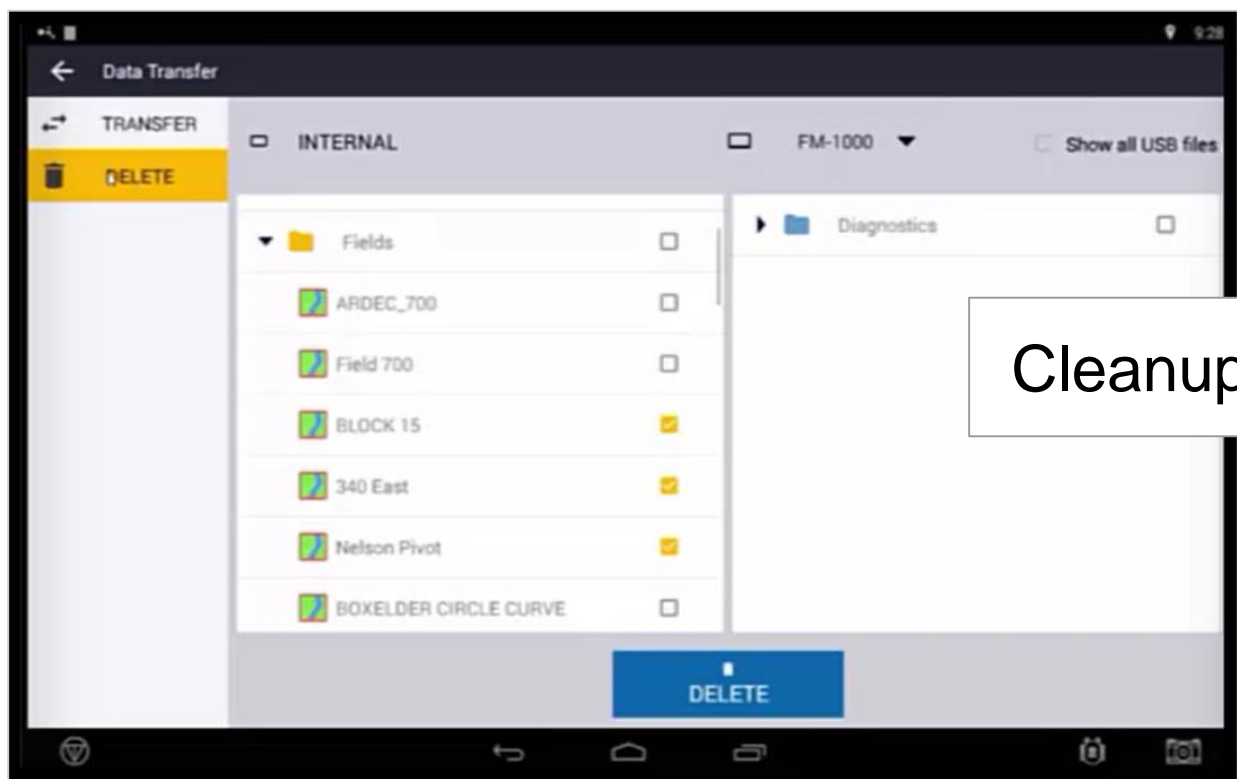
1. Open **PIQ** > goto **Field Tab** > Review details
2. To **Cleanup** data
   a. Go to **Data Transfer** > select a category > **checkoff** unwanted data > click **Delete**
3. To **Backup**
   a. Select **Directories** you wish to Backup
   b. Select your **USB** drive on the right hand side
   c. Select **Copy**
4. Update **Firmware**
   a. Go to **home screen** > go to **App Central** > Check existing version by click the **Information** tab in the upper right corner
   b. To **update,** click the **+** in the bottom right corner > go to **Disk** icon > navigate to **USB** drive that has the update on it > select that **firmware**.

Note: Below are the Firmware versions you must have in order for AutoSync to work
   TMX-2050 version 6.11 containing PIQ 6.10 or higher
   GFX-750 version 2.11 containing PIQ 2.10 or higher

AutoSync | Step 3: Connect Display to Internet

FARMER PRO ONBOARDING
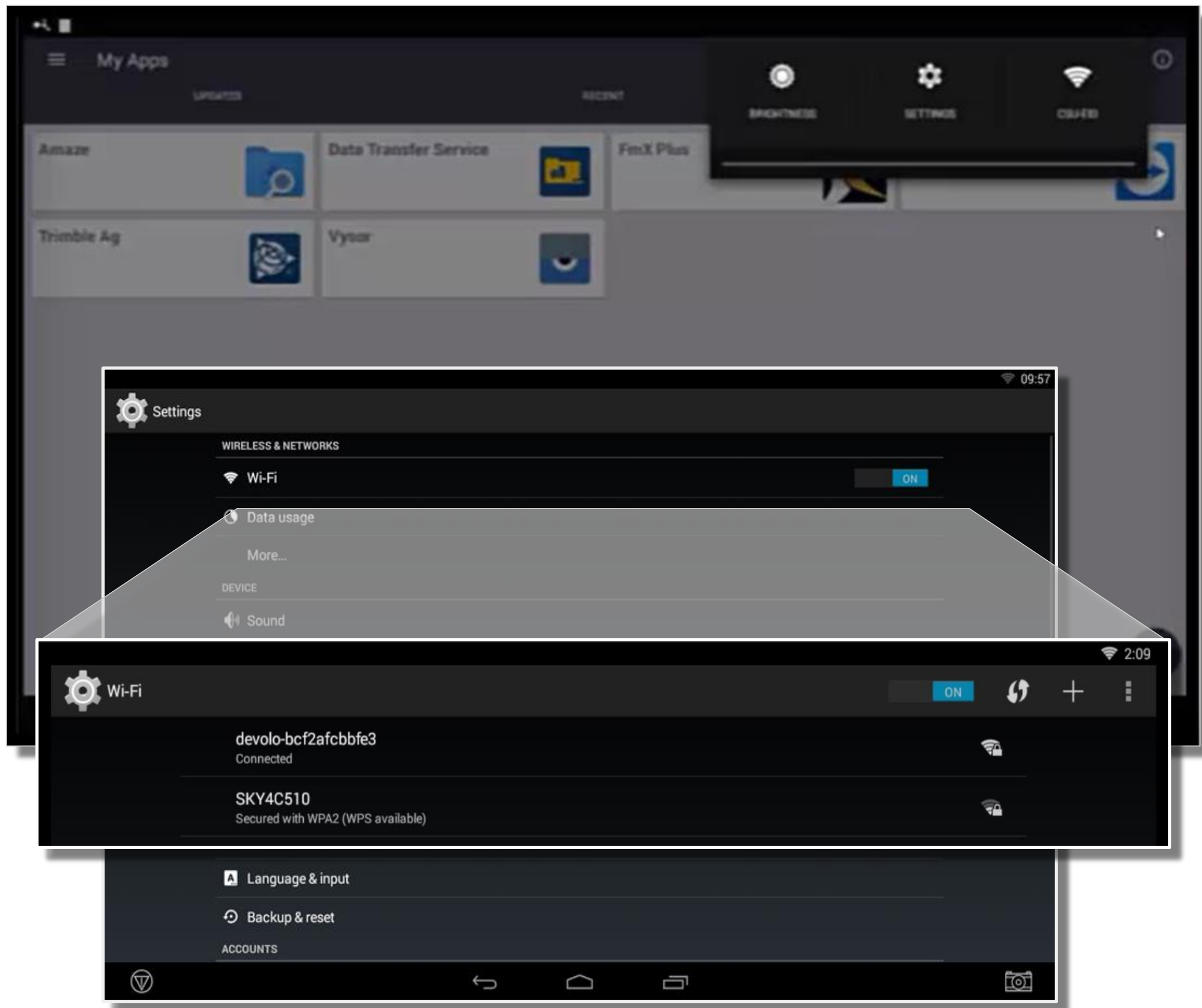
1. Open the TMX or GFX display Settings.
2. Connect the display to the internet via cellular modem or Wi-Fi.
3. Verify connection to Wi-Fi before launching the Trimble Ag Mobile app.

AutoSync | Step 4: Enable Trimble Ag Mobile
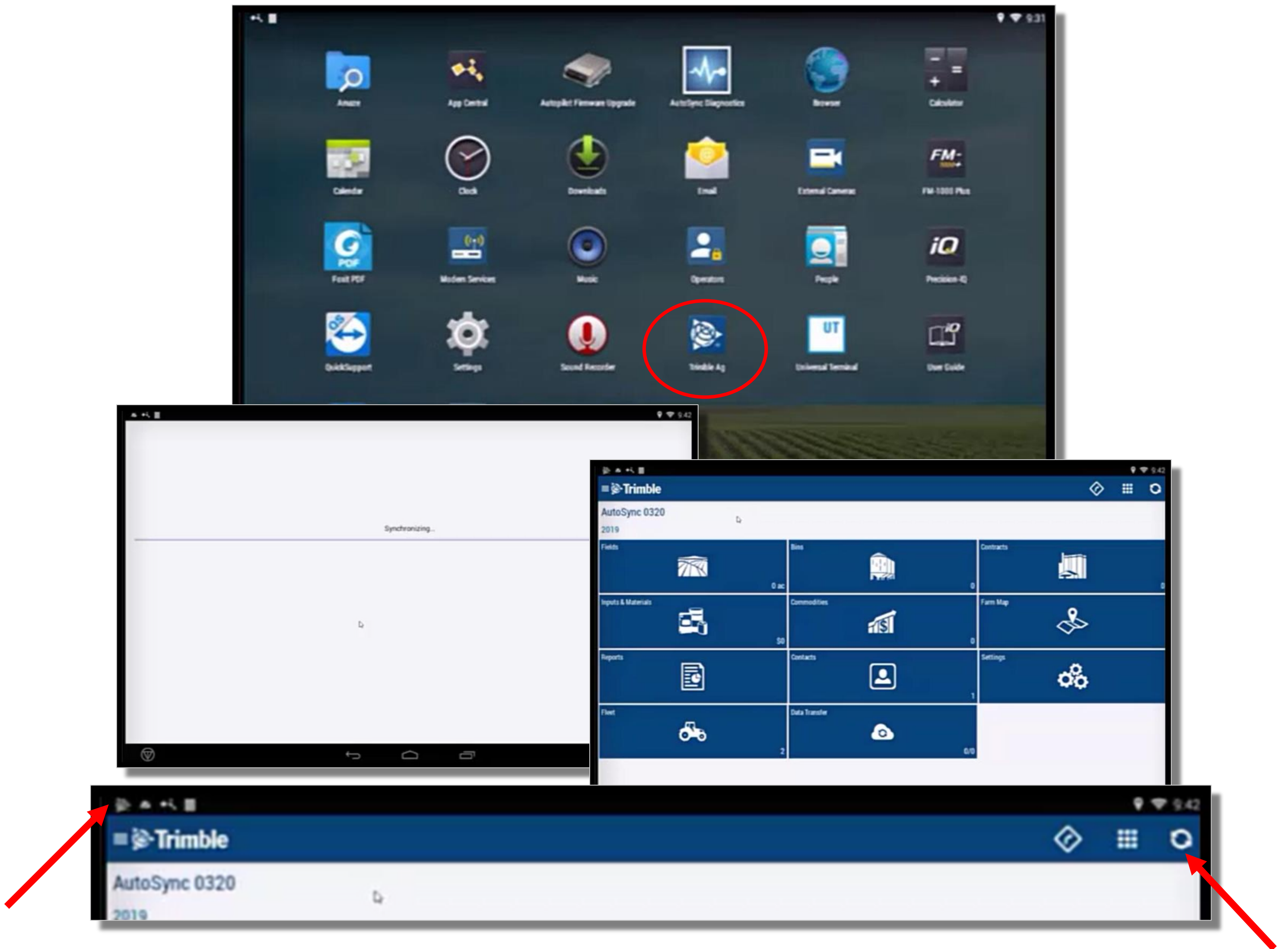
1. Go to **Android Apps** > Search for **Trimble Ag** App
2. **Drag** the App to your home screen > Open **Trimble Ag** Mobile
3. **Login** to Trimble Ag Mobile, wait for the data to download
4. Manually **Sync** the Data by clicking the **Circle** icon in the top right. This is to confirm the data has been synced.
5. The **Timble Logo** in the upper left indicates that the **AutoSync** in Trimble Ag Mobile is working. If there is a message stating AutoSync is off, see **step 5**.

AutoSync | Step 5: Enable AutoSync in PIQ

FARMER PRO ONBOARDING
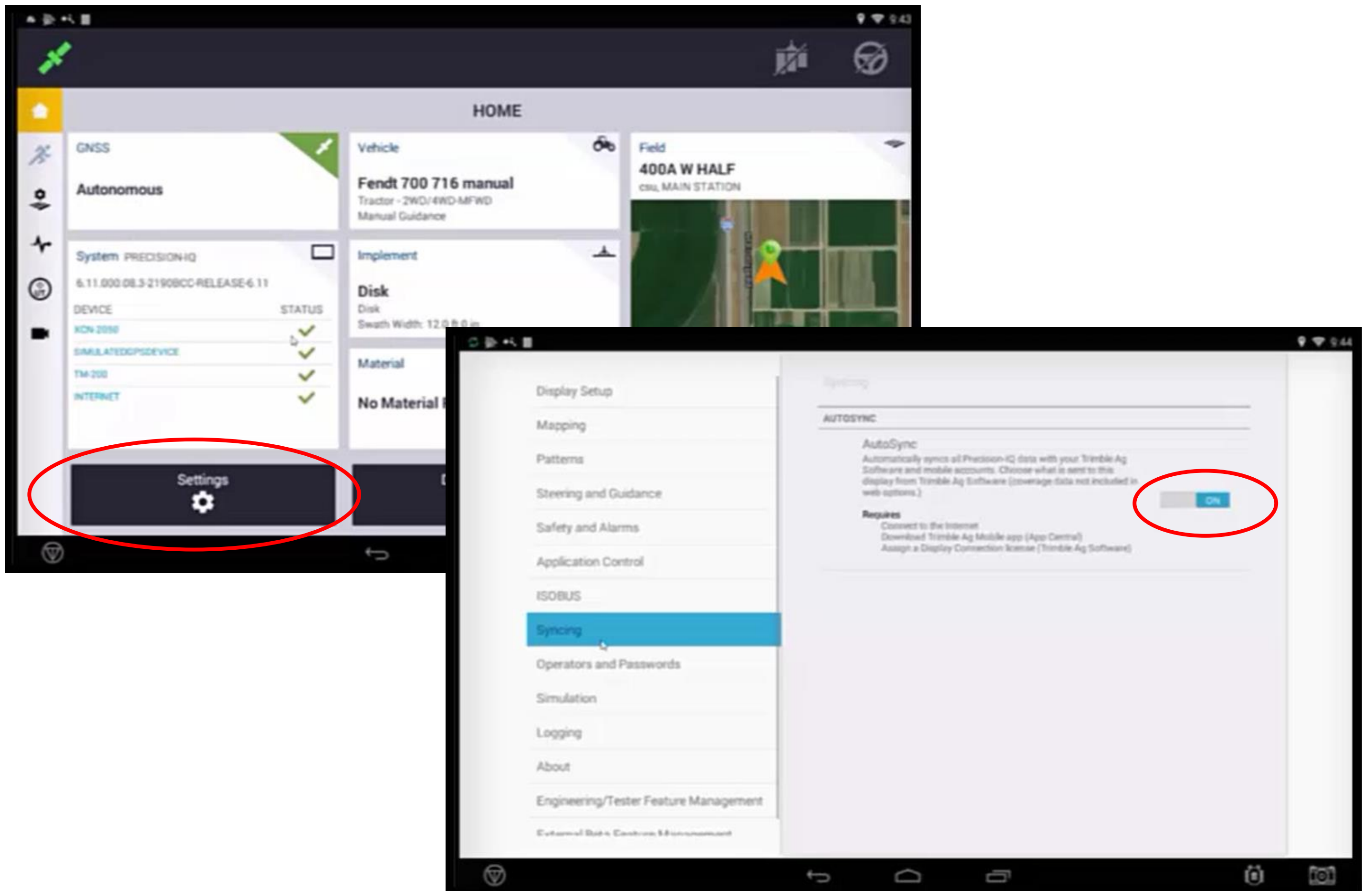
1. Leave **Trimble Ag** app Open > Launch **Precision-IQ**
2. Go to **PIQ** > **Settings** > Syncing > **turn on** AutoSync

0.3.c

Generic Data Upload

Online | Import Data (UAV Imagery)

FARMER PRO ONBOARDING
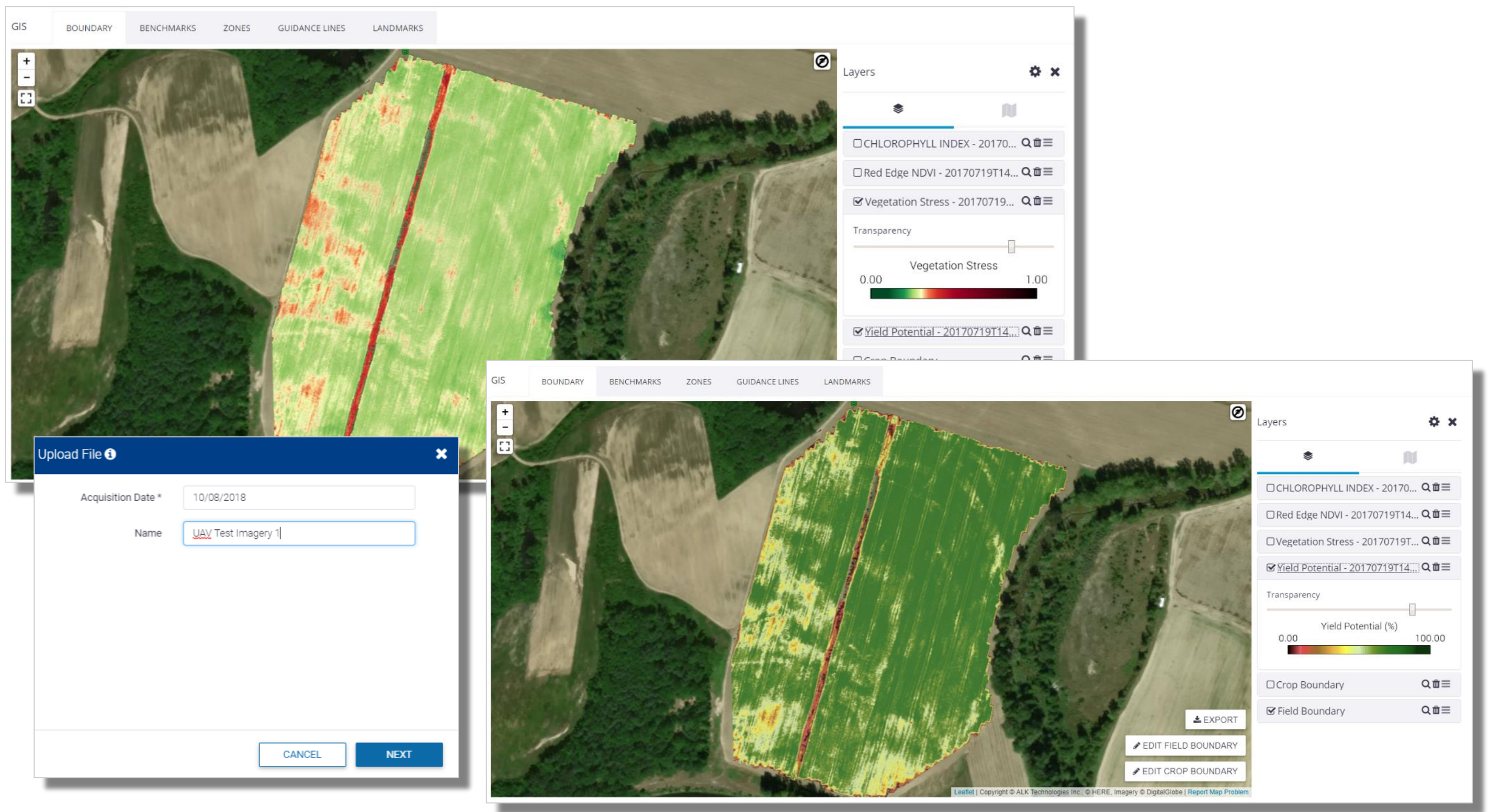
1. Go to the **Data Transfer** tab (top menu)
2. Select **Manage Files**
3. Click **Upload** tab
4. Click **Upload Files**
5. Select the desired **GeoTiff**
6. Enter the **Acquisition Date** of the imagery
7. Enter an appropriate **Name** for the imagery
8. Click **Finish** when pop-up confirms import is finished
9. Review upload images at the field level by click **GIS** tab > **show layers** ( ) > **available layers** ( ) > expand **Imagery** dropdown > check off **Geotiffs** > click **Save**

All geotiffs less than 500mb are accepted in the software, however Slantrane imagery currently has the only support legend. Also, please note that uploading of UAV Imagery **Requires** a field boundary.

0.3.d

Yield Data Upload / Cleaning

Yield| Cleaning
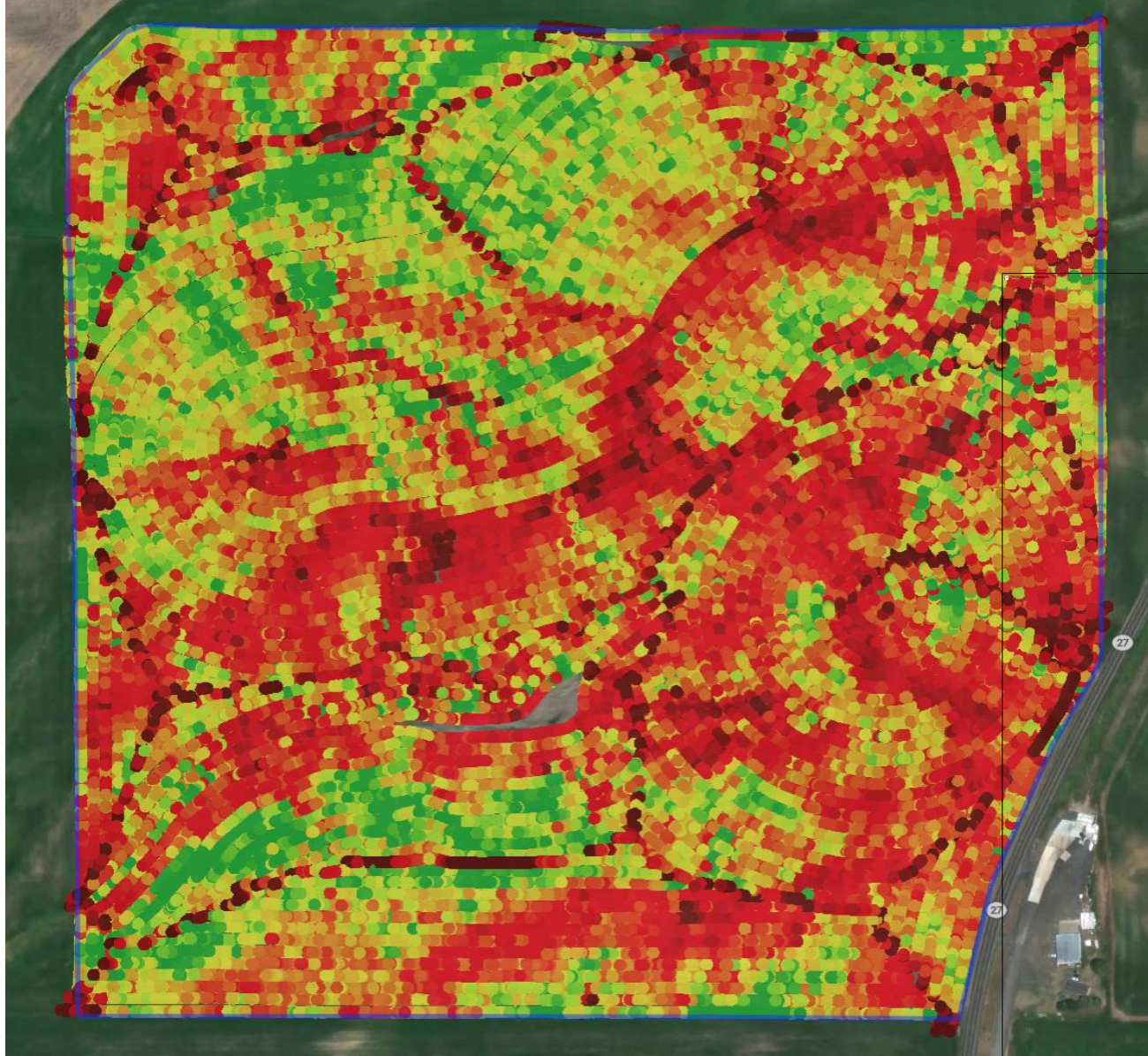
1. Eliminate Problematic Points
   - GPS Errors
   - Moisture sensor issues
   - Flow delay issues
   - Overlap passes
   - Speed and flow issues
2. Calibration between harvesters
   - Make relative adjustment
   - Use the offset entered by the user
3. Application of the scale ticket
   - If available by the user, scale ticket is distributed throughout the field to adjust actual productivity
4. Interpolation and Normalization

Watch this video to learn more.

Online | Import Data (RAW Yield)

FARMER PRO ONBOARDING
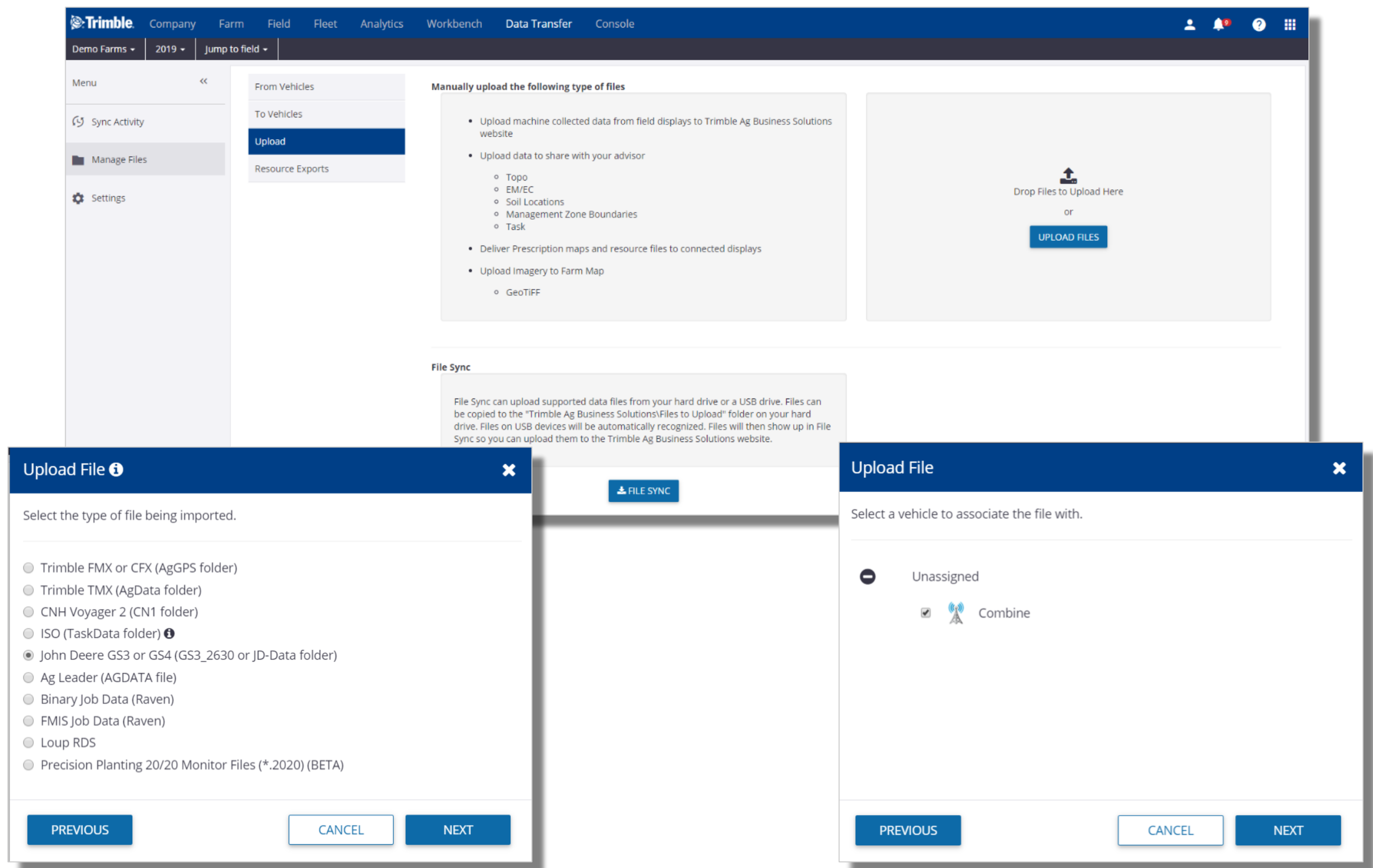
1. Go to the **Data Transfer** tab (top menu)
2. Select **Manage Files**
3. Click **Upload** tab
4. Click **Upload Files**
   - navigate to raw harvest data from display
5. Select your **Data Type** (File should be zipped with right structure)
6. Choose: File from a display to be imported into Trimble Ag Business Solutions website
7. Select **Combine/Vehicle** (Make sure it was added in Vehicles)
8. Click **Finish** when pop-up confirms import is finished

Imported Harvest Data task can then be viewed in the Fields > Equipment Activity section.

Notes before importing Harvest Shapefiles: When importing yield data from a shapefile, we need to assist the software in identifying the proper attribute in each dropdown listed in the Upload Shapefile pop out box as well as the appropriate unit of measurement for that attribute.

1. Please be aware that attribute titles may vary depending on the display used. For example, Engaged may be called "Engaged" or "Status" or "Header Status", depending on the display.

Online | Import Yield from Shapefile

FARMER PRO ONBOARDING

1. Go to the **Data Transfer** tab (top menu)
2. Select **Manage Files**
3. Click **Upload** tab
4. Click **Upload Files**
   - navigate to harvest data shapefile(shp, shx, dbf are required)
5. Select "**Task**" as the shapefile type
6. Use the dropdown menus to identify the relative **attributes** associated with the **Yield Data.**
   - Ideal attributes to identify for optimal cleaning:
     - **Flow**, **Moisture**, **Width**, **Engaged**, **Wet Yield Mass**
   - Required field is **Timestamp**
7. Click "**Create Task File...**"
8. Select the appropriate **Field** for the Harvest Data
9. Fill in the remaining Task details
   - Choose a **Crop Zone** (if one does not exist then use the **Plus** symbol to add one)
   - Choose **Harvest** for the **Operation**
   - Choose the appropriate **Start** and **End** date
   - click **Add Vehicle** to attach a **Combine** to the task
   - All other details are optional.
10. Click **Save**
11. Resulting yield data will be available under Field > Equipment activity.

Yield Cleaning
FARMER PRO ONBOARDING

After you have brought the yield data to the System through the API connection, Vehicle Sync or Manual import, follow these steps:

1. Click **Field** > **Equipment Activities**
2. Use the filter options to find and click on the desired **Harvest Task**
3. At the bottom of the page, click **Clean Yield**
4. Enter the desired calibrations
   a. If there were **multiple** combines used to collect the harvest data, use the **"Adjustment %"** fields to make the adjustments between combines.
   b. For single combines, or Multi combines with an unknown "Adjustment %", enter the **Scale Ticket** information in the **Total Yield** section
   c. Click **Save**
5. Click **Verify Task** for the new data to take effect in the system.
6. **Cleaned Yield** results can be viewed in the following places:
   a. In the fields **GIS tab**, under both the **Task** and **Yield** sections
   b. **Equipment Activity** > click the **Harvest task** > use the dropdown menu to select the **Calibrated** and **Normalize** layers.
   c. **Zone** section of **Workbench** (for Prime users)

Click on the **Verify Task** button to then push the newly created Harvest layer into the **Harvest Data** tab for that field.

 Watch this video to learn more.

0.4

Executing
In-Season Agronomics

Online | In-Season Agronomics

Objective: How to manage the various agronomic components of your operation during the growing season

In this session you will learn:

- How to collect soil samples and review lab results
- How to document and review in-season applications
- How to document a scouting event in mobile and online
- How to review Farm Weather data
- How to monitor your crop growth
- Using Prescriptions
- How to create and manage Work Orders in mobile and online

0.4.a

Soil and Tissue Sampling

Online | Soil Samples (Benchmarks)

FARMER PRO ONBOARDING
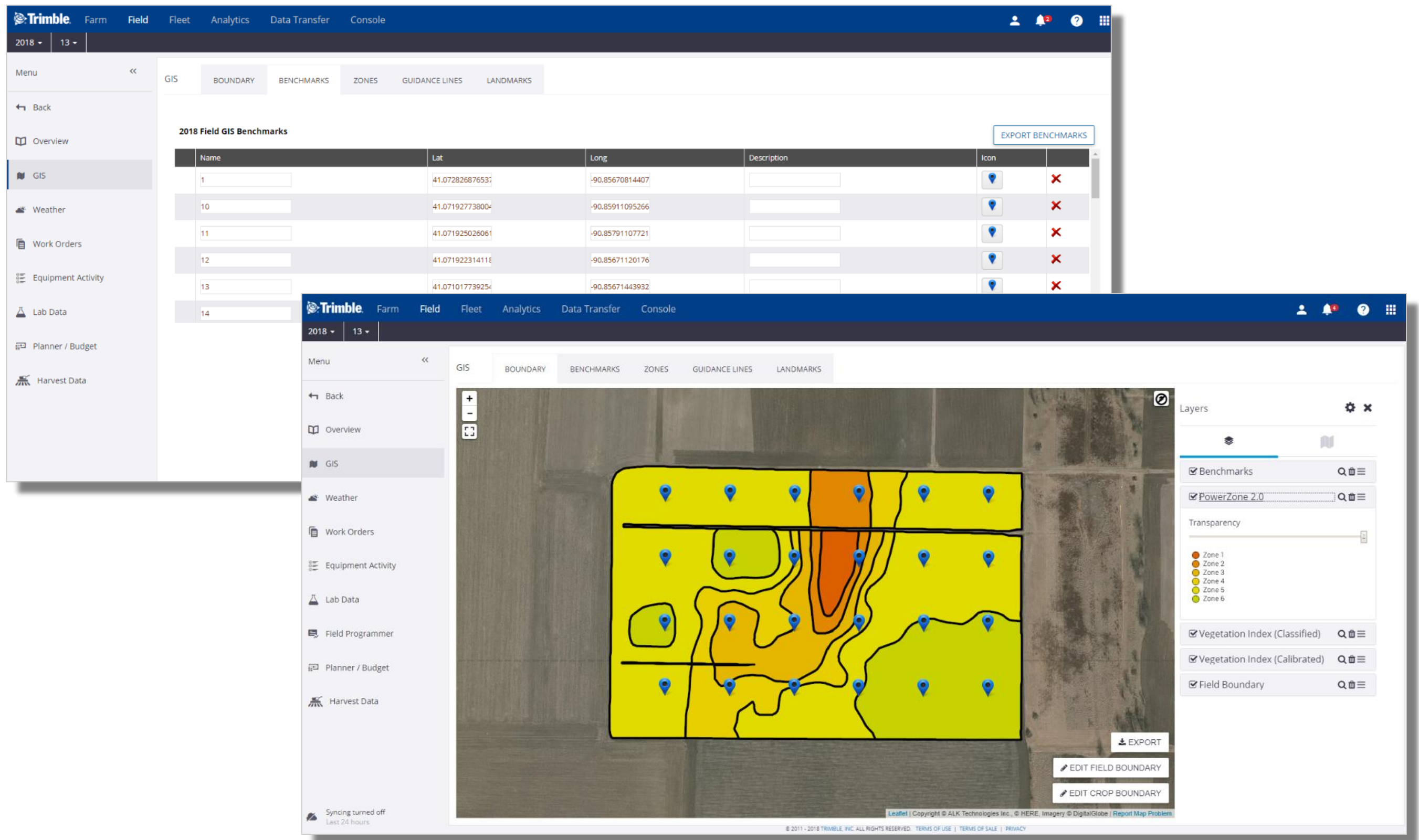
1. Go to **Marketplace** > if it hasn't been added already search for **Soil Sampling** and click **Add**
2. From a **Field**, click **GIS** tab
3. Under the **Benchmark** tab:
   - Lists all benchmarks acquired for profile, including:
     - **Soil Sample** points, **Scouting** points, **other benchmarks** acquired through mobile app.
   - click **Choose Files** > locate the **GPX**, **KML** or **KMZ** > click **Open**
4. To view your **benchmarks** overlayed on top of other GIS layers:
   - click the **Boundary** tab
   - click **Layer** menu icon ( ) > click **Gear** icon ( ) > check off desired layers, i.e. **Benchmarks**, **Crop Boundary**, **Crop Health Imagery**, **Management Zones** > click **Save**
   - you can adjust layer **transparency** by clicking the **layer name** > dragging the **sliding bar** left and right until you reach the desired transparency.

# Online | Soil Samples (Lab Data)
FARMER PRO ONBOARDING

1. Click **Analytics** > **Lab** > **Soil**
2. under **Import Soil Test Data From Excel,** click **Choose File** > locate the analysis results in .CSV format from the lab **>** click **Open** > click **Upload Soil Test Results From File**
3. Select the .CSV **attribute** from a **columns Dropdown** menu that matches that **columns title**. i.e. Organic Matter (column title) = OM (csv attribute). Do this for all applicable columns. If there is no matching attribute for the column, you may leave that drop down menu blank.
4. To **save** the column drop down menu selections as a **template** to apply to future lab submissions with an identical .csv layout, enter a **Template Title** > click **Save Format**
5. To use an **existing template**, select the desired template from the **Current Template** dropdown menu
6. Click **Verify Format**
   - Correct any errors that are identified, if any.
7. Click **Submit Data**

Mobile | Grid Soil Sampling

FARMER PRO ONBOARDING
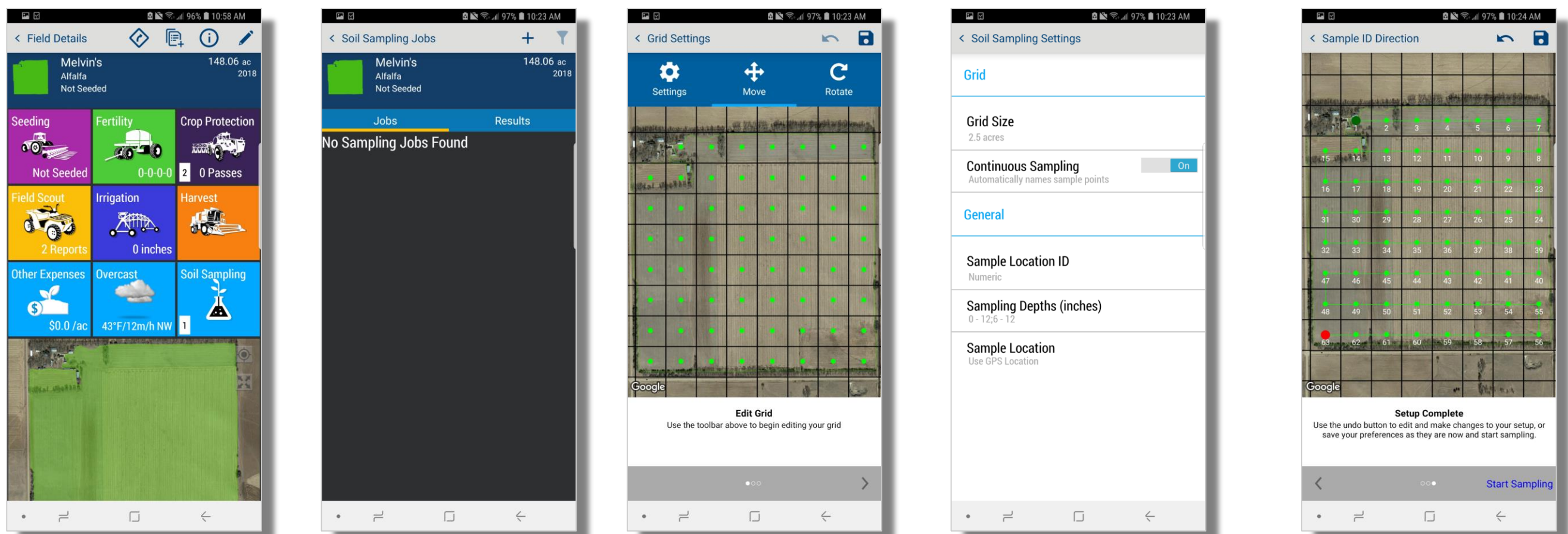
1. To create a **Grid Sampling** operation, tap the **desired field** in your **Trimble Mobile App** > Tap on the **Soil Sampling** tile

2. Tap the **(+)** symbol to create a new grid

3. Tap **Settings** >
   - Grid size **5 Acres** > Continuous Sampling **On** > Sample Location ID is **Numeric** > Sampling Depths **0-6** and **6-12** > Sample Location set to **Use GPS Location >** tap **back arrow** in upper left

4. Tap **Move** > tap a move finger on screen to move Grd

5. Tap **Rotate** > move scale bar to rotate Grid

6. Tap **bottom right arrow** to proceed to next screen

7. Edit point locations as needed using 1 of 3 methods
   - tap the point and manually relocated it within that grid or to delete it
   - tap the point randomizer
   - tap **(+)** symbol to manually add a new point

8. Tap **bottom right arrow** to proceed to next screen

9. Tap the **start location** of the sampling operation > tap the sample **direction** > this will **number** the sample locations

10. Tap **Start Sampling** at the bottom right corner

11. When you are in the field overtop of the **sample location**, tap **Log GPS Sample** to mark sample location as **complete.**

12. Tap **Save** icon in top right > tap **Save and Mark Complete**

▶ Watch this video to learn more.

Online | Tissue Sample (Lab Data)
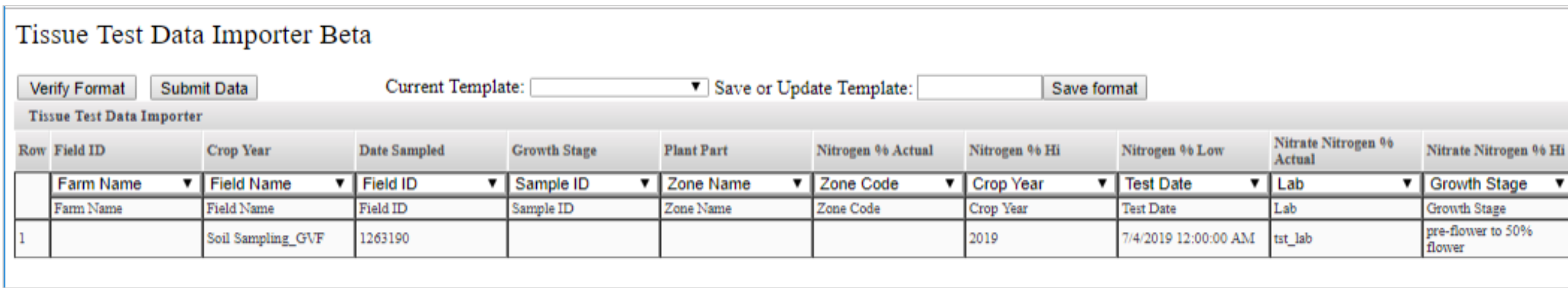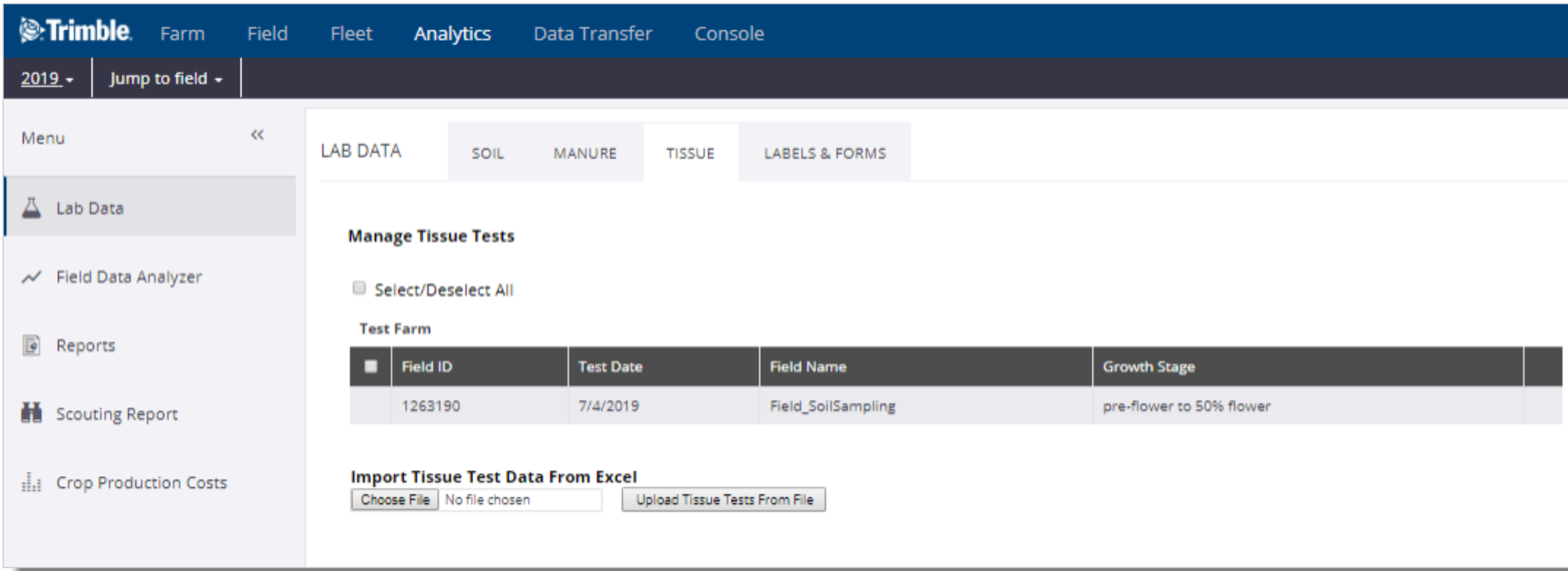
1. Click **Analytics** > **Lab** > **Tissue**
2. under **Import Tissue Test Data From Excel,** click **Choose File** > locate the analysis results in **.XLS** format from the lab **>** click **Open** > click **Upload Tissue Test Results From File**
3. Select the .XLS **attribute** from a **columns Dropdown** menu that matches that **columns title.** i.e. Organic Matter (column title) = OM (xls attribute). Do this for all applicable columns. If there is no matching attribute for the column, you may leave that drop down menu blank.
4. To **save** the column drop down menu selections as a **template** to apply to future lab submissions with an identical .csv layout, enter a **Template Title** > click **Save Format**
5. To use an **existing template**, select the desired template from the **Current Template** dropdown menu
6. Click **Verify Format**
   - Correct any errors that are identified, if any.
7. Click **Submit Data**

0.4.b

Management Zones

Online | Manual Zone Creation
FARMER PRO ONBOARDING
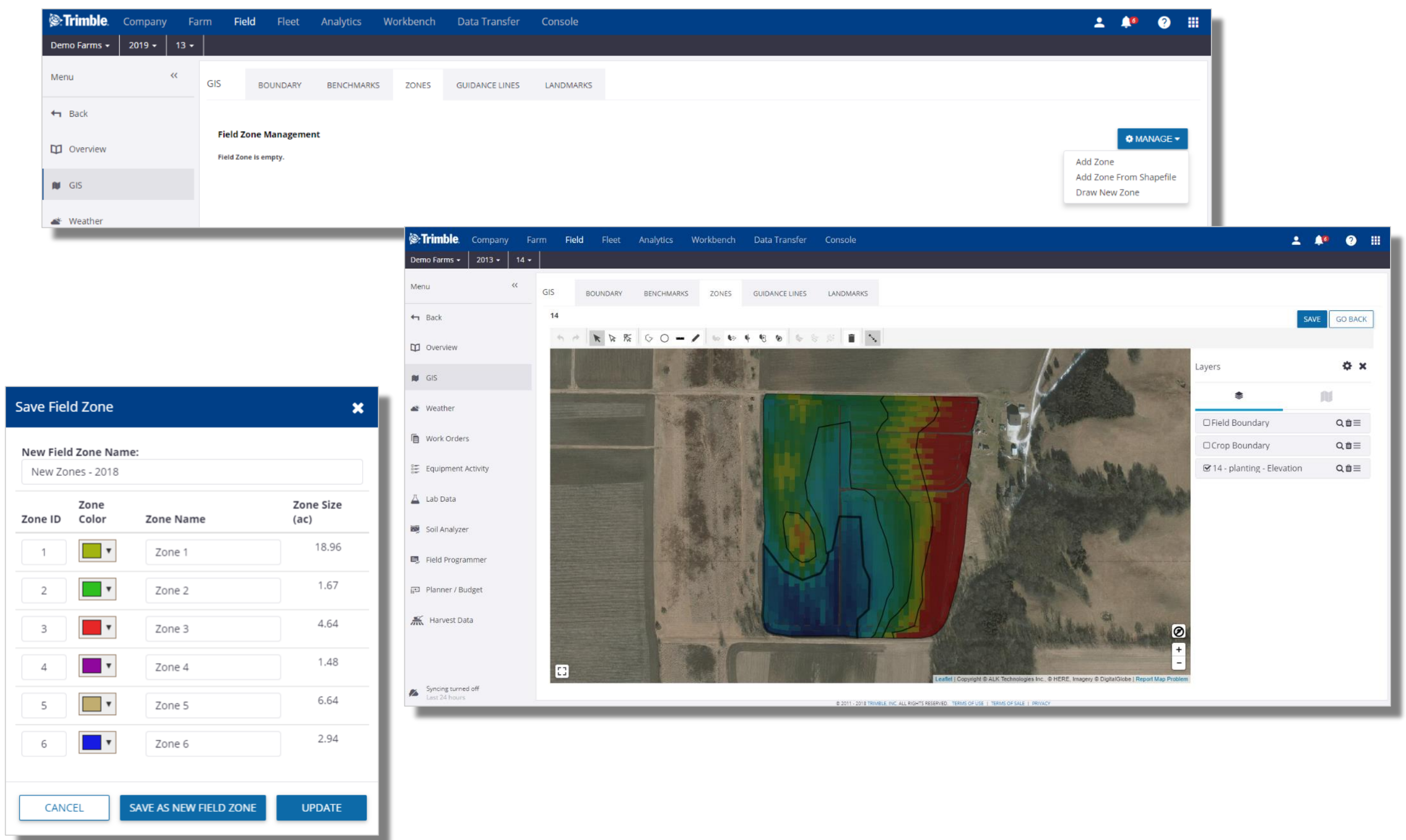
1. Enter the desired field
2. Click **GIS** tab
3. Click the **Zones** tab within the GIS section
4. Click **Manage** > **Draw New Zone**
5. Use the appropriate **GIS tools** to make adjustments to the new Zone layer
6. Click **save**
7. In the **Save Field Zone** pop-out window;
    ○ Enter a new Field Zone name: **Zones - 2018**
    ○ Enter Zone IDs: **1-6**
    ○ Adjust **Color** themes
    ○ Enter individual **Zone Names**, if desired
    ○ click **Save As New Field Zone**

Online | Upload Management Zone

FARMER PRO ONBOARDING

1. Enter the desired field
2. Click **GIS** tab
3. Click the **Zones** tab within the GIS section
4. Click **Manage** > **Draw New Zone**
5. Use the appropriate **GIS tools** to make adjustments to the new Zone layer
6. Click **save**
7. In the **Save Field Zone** pop-out window;
   - Enter a new Field Zone name: **Zones - 2018**
   - Enter Zone IDs: **1-6**
   - Adjust **Color** themes
   - Enter individual **Zone Names**, if desired
   - click **Save As New Field Zone**

0.4.c

Applications

Online | New Field Manager

Objective: Understand how you can view application data and manually add application tasks into the software.

In this session you will learn:

- View the New Field Manager
- Add a product application using the New Field Manager
- Add a product application using the Legacy Field Manager
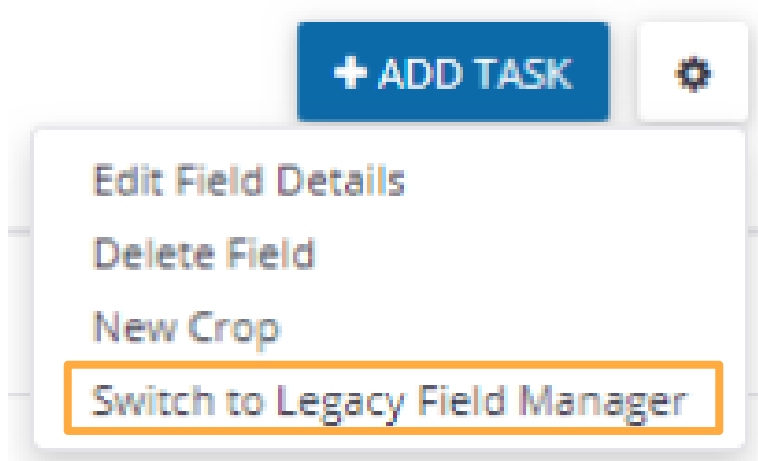
- Add a product application on Mobile App
- Use Farm Calendar

Online | New Field Manager

FARMER PRO ONBOARDING

Using the New Field Manager

1. From **Field Profiler >** click on the desired field
2. If the Legacy Field Manager opens, select the link to View new Field Manager (or click the Manage button and select Switch to new Field Manger)
3. The Activities tab lists a summary of the Completed Activities for the selected field.
   - The Show incomplete option can be activated to include incomplete tasks
   - Expand any activity to see more details
4. The Profitability tab summarizes expenses and income for the field, categorized into expense type.
   - This information can be extremely valuable - cost information must be entered in the materials, equipment, and people properties to view total expense calculations

Watch this video to learn more.

Online | New Field Manager
FARMER PRO ONBOARDING

Using the Activity tabs

1. The Seeding, Fertility, Chemicals, and Harvest tabs summarize the field activities in each of these areas
2. Click the more button ⋮ on the right edge of any of these activities for additional actions
   - View Summary
     - Inputs view, map view, and yield cleaning for harvest activities
   - View Report
     - the Proof of Placement report for the activity
   - Edit
   - Delete
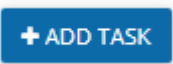
Watch this [video](#) to learn more.

Online | New Field Manager
FARMER PRO ONBOARDING
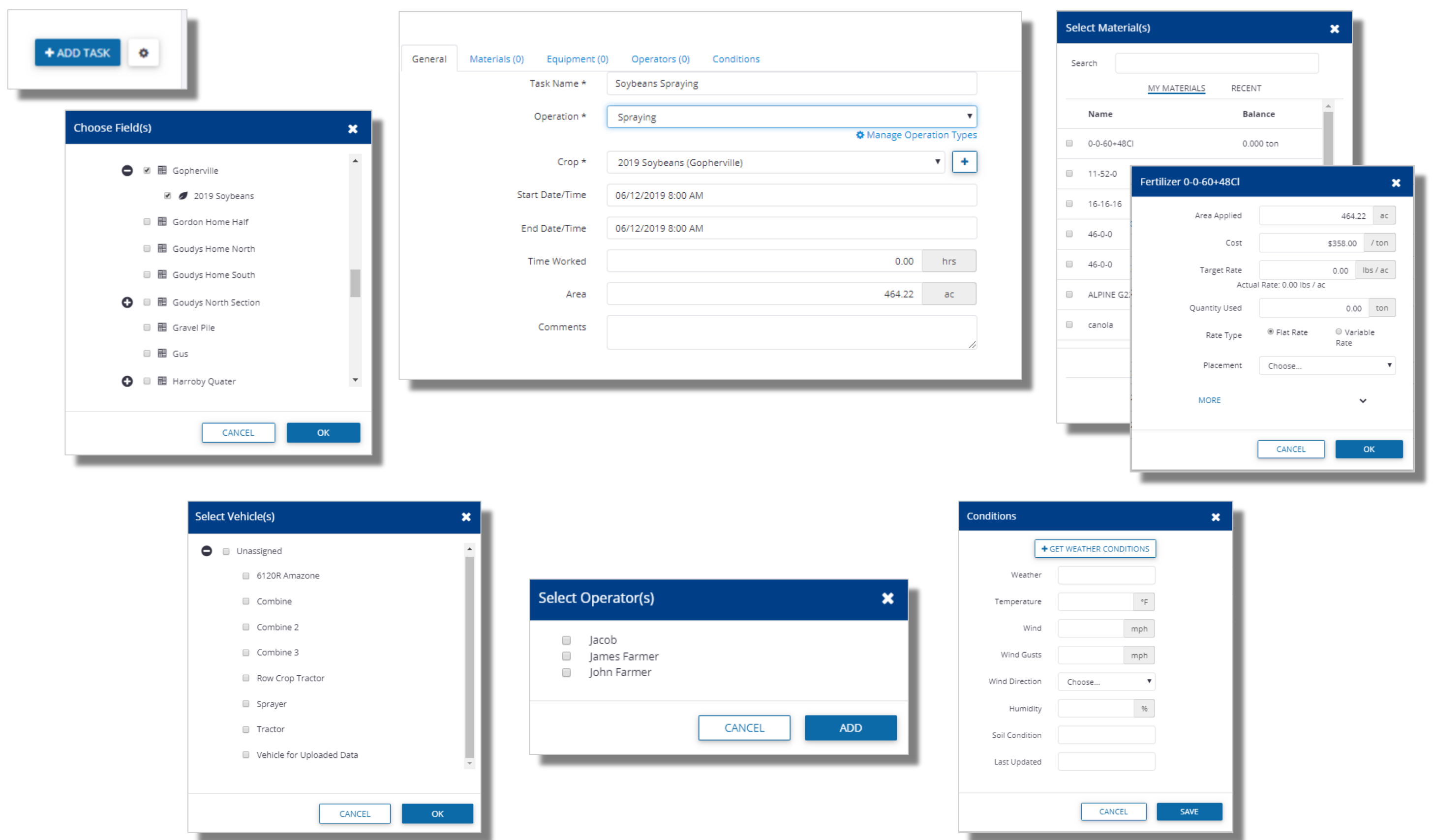
Add a Task

1. Click the **Add Task** button(+ ADD TASK) from any Field Manager tab to manually add a completed task
2. You have the option to select other fields if you want to add the same task to multiple fields
3. Click **OK**
4. On the General tab, select what **Operation** you want to perform, **Crop** and **Date**
   - For this practice we selected Spraying and we will add a Fertilizer
5. Select the **Material** tab to Add your **Material**
6. You can **Search** for Material, **Select** one from the list or even **Add** a new Material and click **Save**
   - Make Sure you Add **Target Rate** and **Placement Type**
   - **Quantity Used** will be calculated based on the Acres and Rate
   - Click in More if you want to add **Pass** Number and **Tank,** and then click **OK**
7. Go to **Equipment** tab and click **Add** to enter **y**our Equipment and Implements for this task
8. Select the Vehicle from the list and Click OK.
9. Select the **Operator** tab, Add the Operator for this task
10. The **Conditions** tab allows you to enter the weather information.

Watch this video to learn more.

Online | New Field Manager

Other Materials can be added in the same way as Fertilizers

1. Multiple Products
    ○   Pick multiple products from the **Select Material(s)** window
2. Seed:
    ○   Make sure the the **Cost** and **Target Rate** is entered to have **Quantity Used** calculated
    ○   Click in **Seed Source** to add more details such as Seed Source, Lot, Spacing, Depth, Grade, Primary or UrderSeeded.
3. Chemicals:
    ○   Enter Pre-Harvest Interval or Restricted Entry Interval as needed
    ○   Identify Sensitive area as needed
4. Lime
5. Tank Mix:
    ○   For the Tank Mixes, you're allowed to create a Mix right from this Tab
    ○   Click on **Ingredients** to **ADD** Ingredients to your Mix
6. Water

   Watch this video to learn more.

Online | New Field Manager

Add a Harvest Task

1. When you select a Harvesting Operation the Harvest tab is created.
2. Enter the relevant task information on the General tab.
3. Select the Harvest tab
4. Click on the harvest line item to open the Harvest details window.
   o Enter Area Harvested, Price, Average Yield or Quantity Harvested, then click OK
5. Click Save to save the harvest task.

Watch this video to learn more.

Online | New Field Manager

Additional Field Events

1. The Irrigation Tab:
   ○ Use Add Event to add an irrigation event
   ○ Chart view is also available
2. The Scouting tab will display any scouting tasks that have been logged with the Trimble Mobile App
   ○ Edit and Print capabilities are available for the scouting reports
3. The Other tab:
   ○ Use the Add Expense button to open the Add Expense window
   ○ Enter the details for a miscellaneous expense or revenue task
   ○ Click OK to save

Watch this video to learn more.
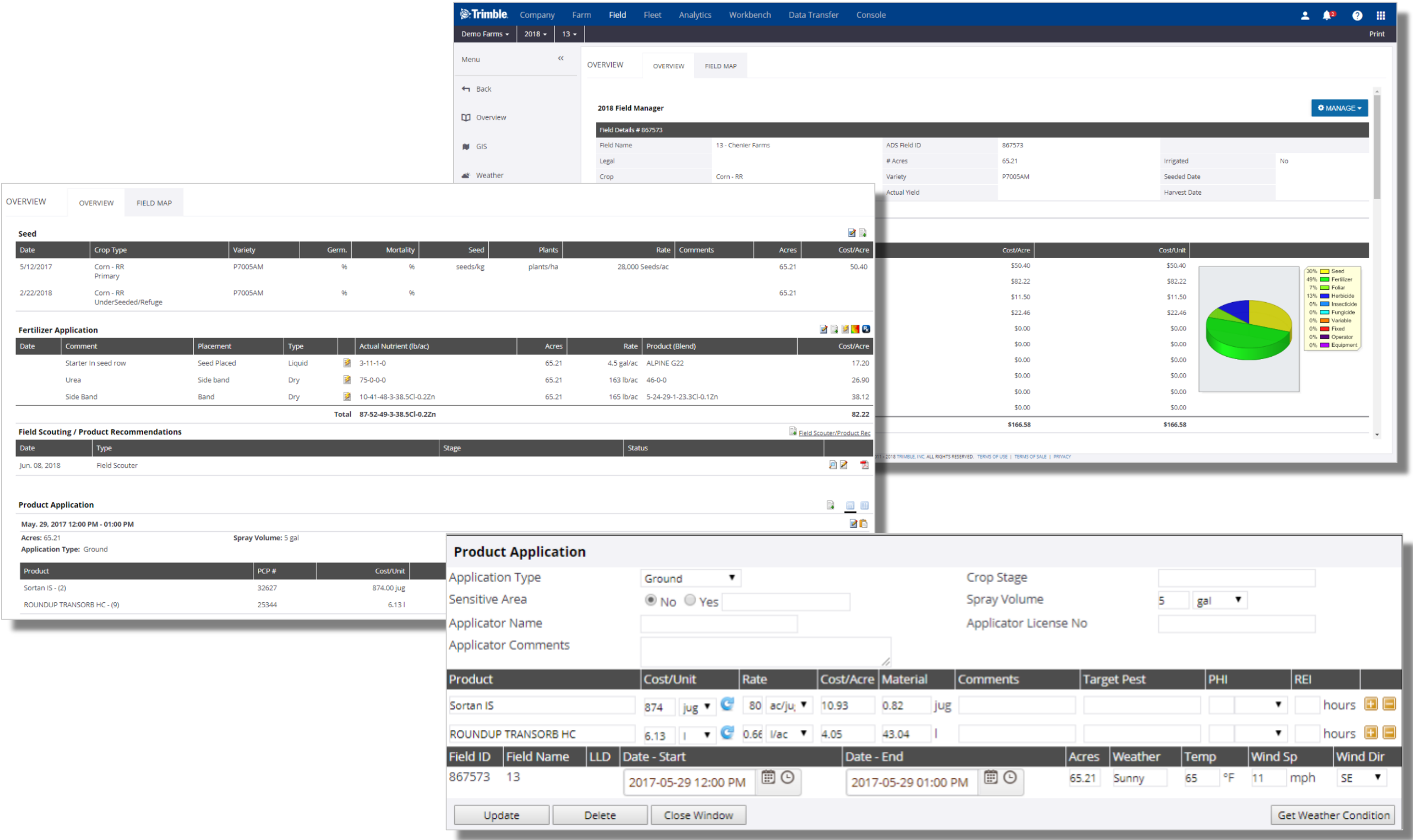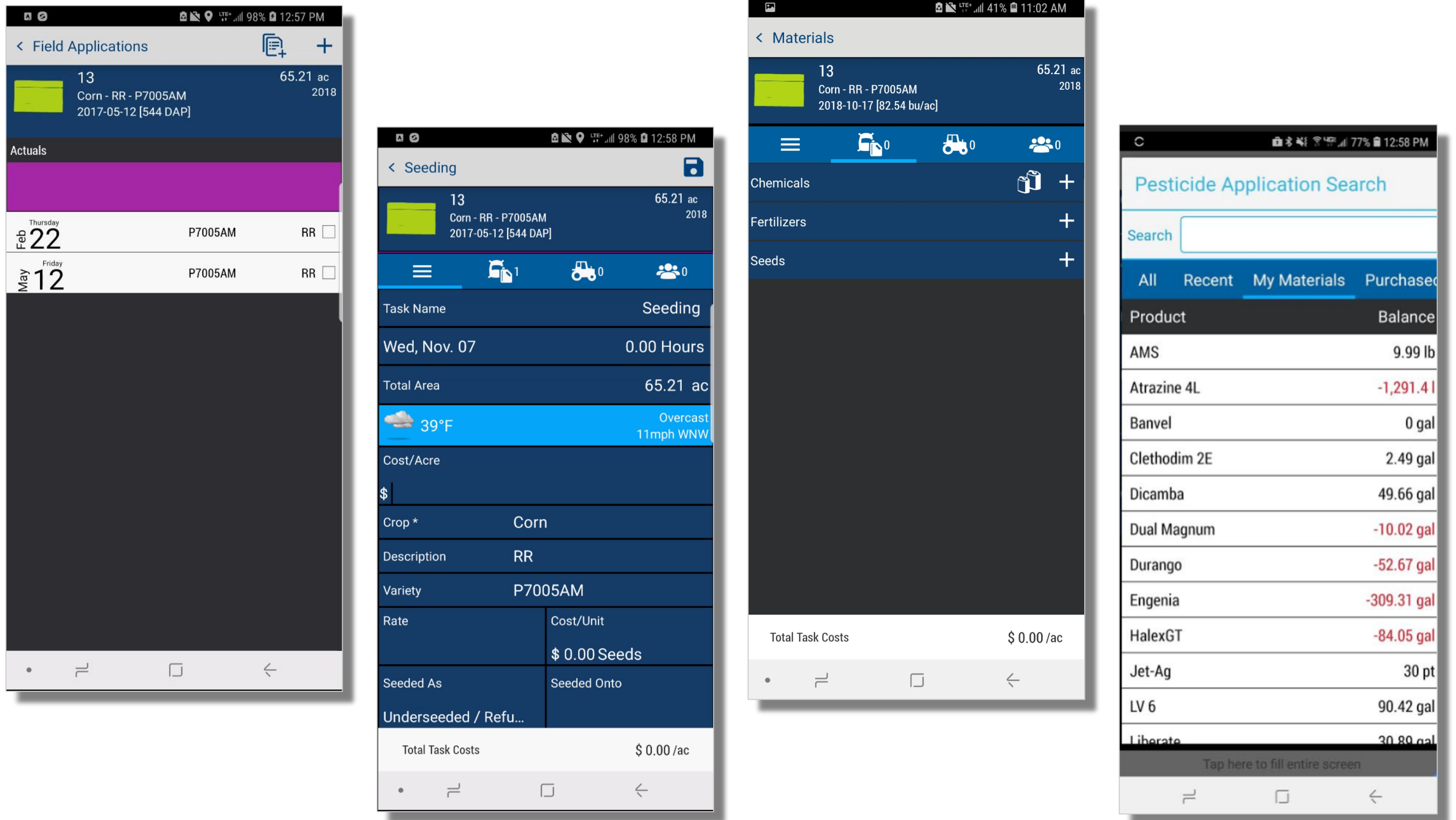
Online | Legacy Field Manager

1. Click into a **Field** through the **Jump to Field** quick search bar or by clicking **Field** > **Field Profiler** > click **desired field**

2. Click in the **Engine** button (⚙) to Switch back to Legacy Field Manager

3. Click the **Add New** button for **Fertilizers**
   - Date: **Application date**
   - Placement/Type: **Band/Dry**
   - Product: **11-52-0 (Dry)**
   - Price: **$29.26/acre**
   - Acres: **enter as-applied acres**
   - Rate: **160 lbs/acre**
   - Click **Add Application**

4. Click the **Add New** button for **Chemicals**
   - **Application Type: Ground**
   - **Product: Sortan IS**
   - **Cost/Unit: $874/jug**
   - **Rate: 85 ac/jug**
   - Click **Add Application**

Online | Reviewing Applications
FARMER PRO ONBOARDING

1. Click into a **Field** through the **Jump to Field** quick search bar or by clicking **Field** > **Field Profiler** > click **desired field**
2. **Field Details** can be edited by clicking **Manage** > **Edit**
   - After edits have been made, click **Save**
3. **Expense Breakdown** area is a summary of the costs associated with each field event. These costs make of the fields **Cost of Production (COP)**

4. All other areas below the expense breakdown are the various **Field Events.** Click the **Edit icon** ( ) to edit any of the **Event** details.

Please note that if you have Verified any task data through the Equipment Activity page then your event details will auto fill in this area as well.

Mobile| Adding Applications

1. Tap into the desired **Field**
2. Tap the desired **Input** tile
   - Fill in application details
   - Tap **Input** tab (🔲0) to add a **new** input
     - Tap the **plus** symbol beside the input type to choose input
       - Select **My Materials** to review the **Balance** of existing purchased materials
   - Tap **Equipment** tab (🚜0) to add **equipment** to application
     - Tap the **plus** symbol beside the **equipment** type to choose equipment
   - Tap **Operator** tab (👥0) to add **operator** to application
     - Tap the **plus** symbol in top right corner of the app to add a **operator** to the application
   - click **Save**

Please note for **material balances** to show up, you must have previously documented purchase in Online or Mobile. For equipment or operators to show up as options in mobile, you must have set these up in the online software first. See slides

▶ Watch this video to learn more.

Online | Farm Calendar
FARMER PRO ONBOARDING

1. Click **Field** > **Farm Calendar**
2. Select **Month** and **Year**
3. A **Legend** can be located at the top that identifies each event type by color
4. Click an **existing event** to see more details
5. Click the **grey bar** at the top of a date to add new events for that date to the calendar.
   - Select the event type from the **Add New…** dropdown menu > enter event **details** > select **fields** to apply event to > click **Add (event type)** in bottom left corner

0.4.d

Prescriptions

Online | Managing In-Season Agronomics

Objectives - How to manage the various agronomic components of your operation during the growing season

In this session you will learn:

- Learn how to generate fertilizer prescriptions
- Understand how to create multiple applications (Passes) for different times in the season
- Walk through the process:
  - Select Products and enter Nutrient Requirements
  - Set Zones, Passes, and Tanks
  - Repeat for any other Zones, Passes, or Tanks
  - Generate Report/Download Files

Concepts for Fertilizer Components:

- Prescription components
  - <u>Passes</u> - applications in the field in a single trip or period
  - <u>Tanks</u> - are included in a Pass. Each Tank will have only one particular blend/material
- Material types
  - <u>Single</u> - products that are manufactured with a combination of different nutrients (e.g. 16-16-16)
  - <u>Blend</u> - products that are combined at certain ratios to create a material with a particular nutrient composition (e.g. 46-0-0 + 11-52-0 + 0-0-60)

Online | Prescriptions (Quick Blender)

1. Before you start, make sure your Zones are set as Nutrient Zones.
   ○ From Zone Import:
      ■ Click into a **field** > click **GIS** tab > click **Zone** tab within GIS
      ■ click **Manage** > click **Add Zone form Shapefile** >click **Choose files** > select the **shp shx dbf**
        and **prj** files for zones > click op
         ● Enter zone **name**
         ● Nutrient Zone: **Yes**
         ● Zone ID Column : **(select the zone id attribute)**
         ● click **Set Default Colors**
         ● click **Create Zones**
   ○ From Zone Edit:
      ■ Click into a **field** > click **GIS** tab > click **Zone** tab within GIS
      ■ click **Zone Edit**(   ) button in upper far right corner of existing zone file
         ● Nutrient Zone: **Yes**
         ● click **Save**

Online | Prescriptions (Quick Blender)

FARMER PRO ONBOARDING
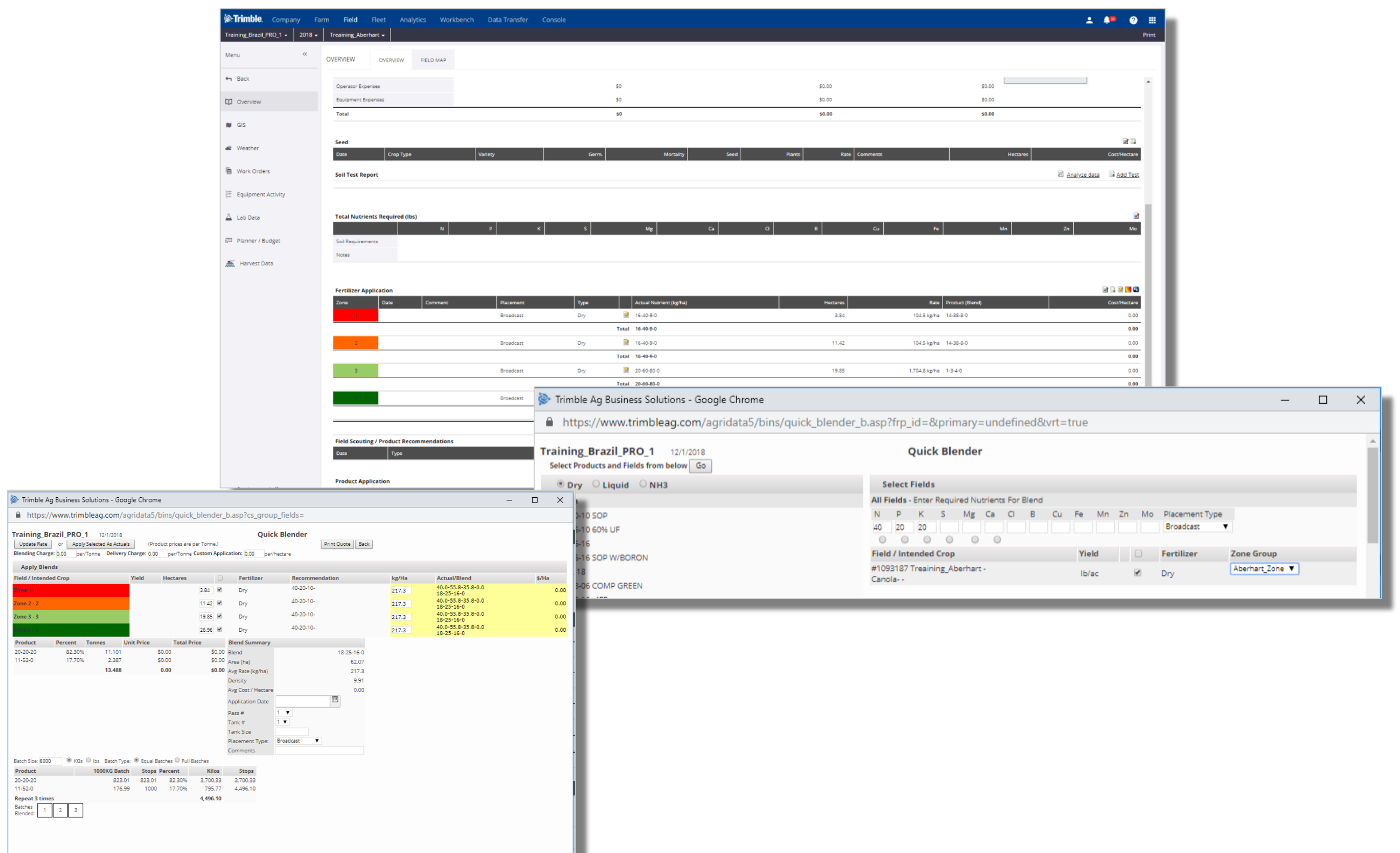
1. Go to **Field Profiler** > **Select Desired Field, using the Legacy Field Manager**, scroll down until Fertilizer Application
2. Click [icon] on the right menu
3. Fill out your recommendation: **NPK = 20-20-40**
4. On the left, pick a **Product** for each nutrient
5. Select Form: **Liquid**
6. Right at the bottom of NPK, select the circle correspondent to the **Nutrient Driver: N**
7. Select Placement Type: **Broadcast**
8. Select the Zone Group: **Management Zone used for VRA**
9. Click: **Go**

At the next screen:
1. Select the **Zones** you want to run same blend
2. Select the **Pass** and **Tank** (If more than one blend is going to be used, make sure you change your Tank)
3. Click **Apply Selected as Actuals**
4. Repeat the steps for the other zones that will have a different blend.
5. Click at [icon] on the Field Overview Screen to print a report and generate a PDF, or to generate a prescription file and send to connected vehicles.

0.4.e

Weather

Online | Premium Weather

**Objective: Learn how to use the Premium Weather feature**

Hybrid of radar satellites and weather stations

- NA - 1km spatial res
- Central and Latam America - 4km spatial res
- Europe - 1km spatial res
- AUS - 1km spatial res
- Middle East - 4 km spatial res
- Western Russia - 4 km spatial res
- India - 4 km spatial res
- Remainder of Golbe - 7km spatial res

Source: Weather Decision Technologies (https://blog.weatherops.com/)

Online | Premium Weather
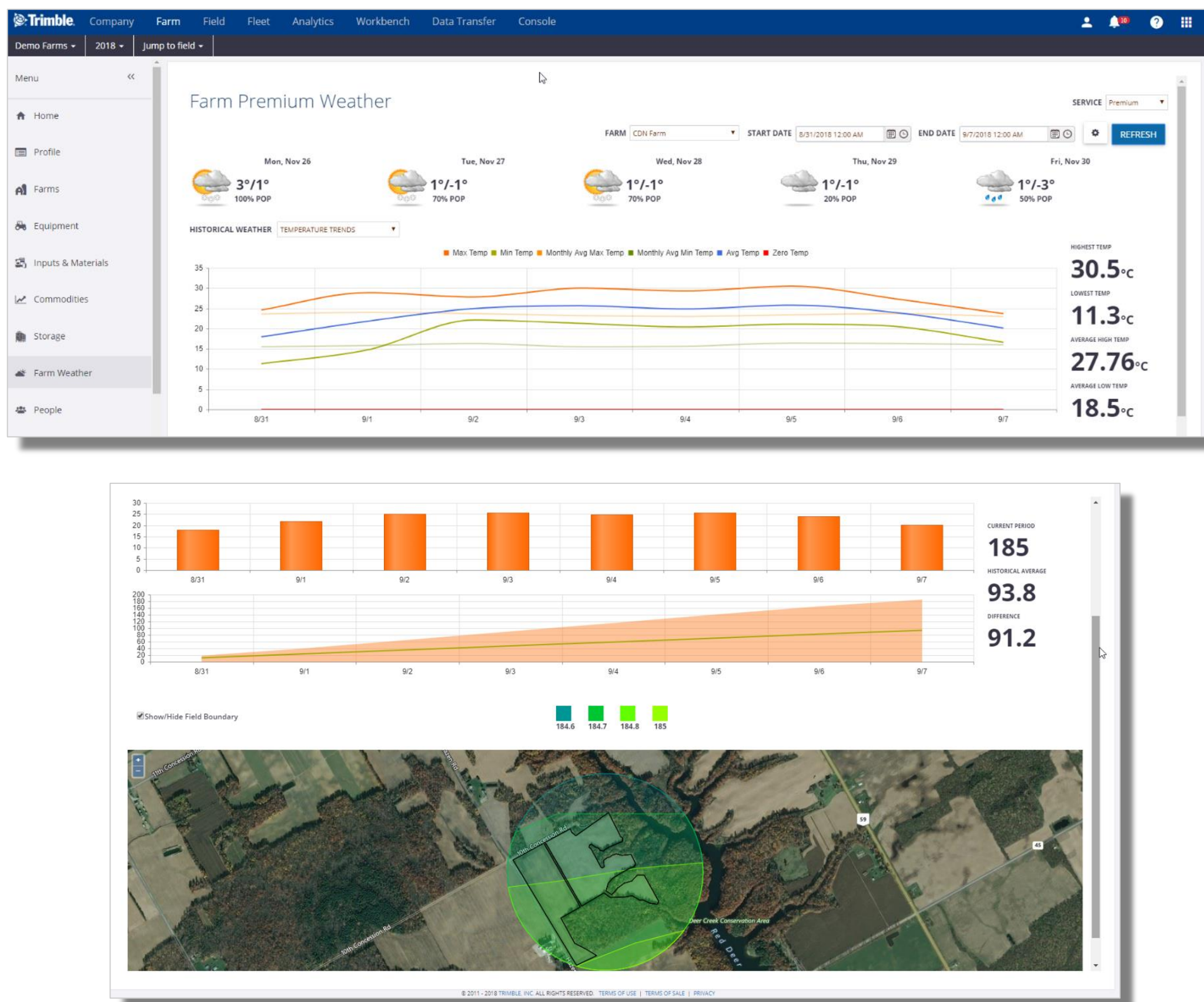
1. Click **Farm** > **Farm Weather**
   - Service should be set to **Premium**
   - Provides **current** and **historical** Farm Weather information over the **whole farm** and at the **field level**
   - **Units of measurement** for Premium weather can be set through the **Person** icon ( )> **My Settings** > **Unit Systems** or **Customize Unit System** or can be temporarily changed using the **Gear** icon ( ).
   - Current **5 day weather forecast** is located at the top of the Farm Weather page
   - For **Historical Weather** records:
     - Select the Farm: **CDN Farm**
     - Select the Start and End Data: **Aug 31 2018 - Sept 7 2018**
     - Select a Historical Weather type: **Growing Degree Days**
     - click **Refresh**
2. Click **Field** > **Weather**
   - Options are identical to the Farm Weather, just at an individual field level.

Online | Premium Weather (cont)

FARMER PRO ONBOARDING

1. **Premium Weather** add-on activates **Field Level** weather data for other areas of the software, like:
   - **In-field Applications**
   - **Scouting**
   - **Work orders**
2. In North America, Premium Weather activates Field level **hail alerts** that will be emailed to clients for each field that has been impacted by the event. The hail report also includes a map of the field, the area of impact and estimated moisture that fell on the field during the event

115
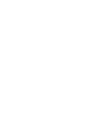
0.4.f

Imagery

Online | Crop Health Imagery

Satellites	Collection/ month	Delivery cloud-free	Spatial Resolution
Landsat 8	8	3-4 on average	10 m
Sentinel 2A			
Sentinel 2B			

1. Color Infrared

False color composition

Used to ground truthing

2. Natural Color (RGB)

Original color composition as seen by our eye

Used to ground truthing
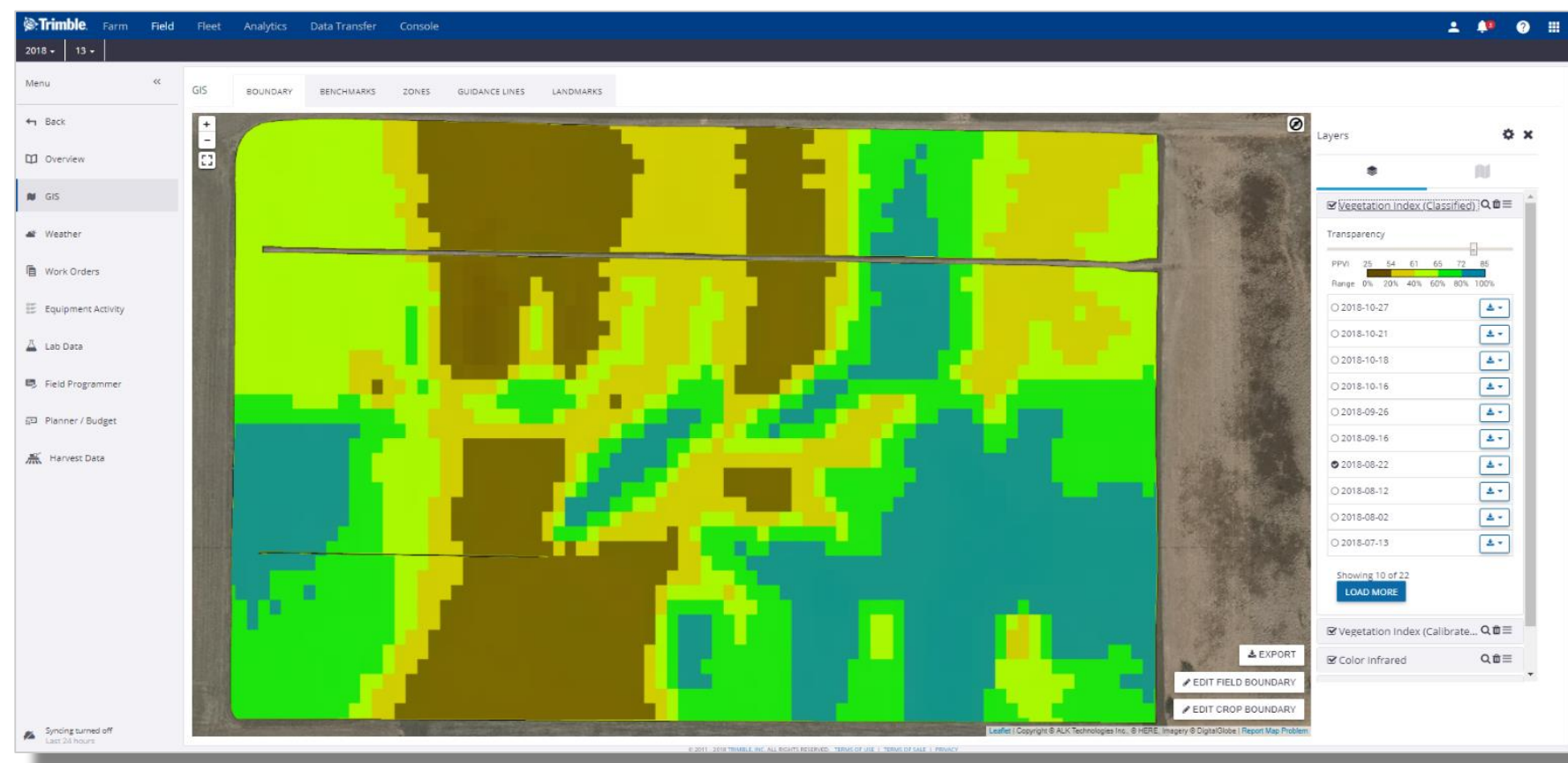
3. Vegetation Index (Calibrated)

Multiple satellites cross-calibrated Veg Index

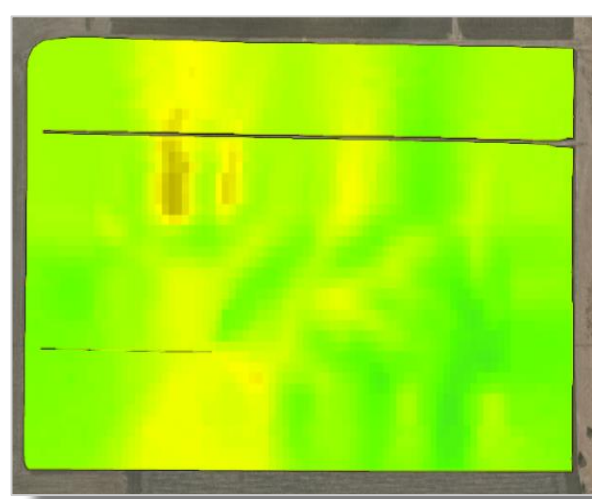Used to monitor crop health

4. Vegetation Index (Classified)

Vegetation index classified into 5 classes

Used for scouting and application

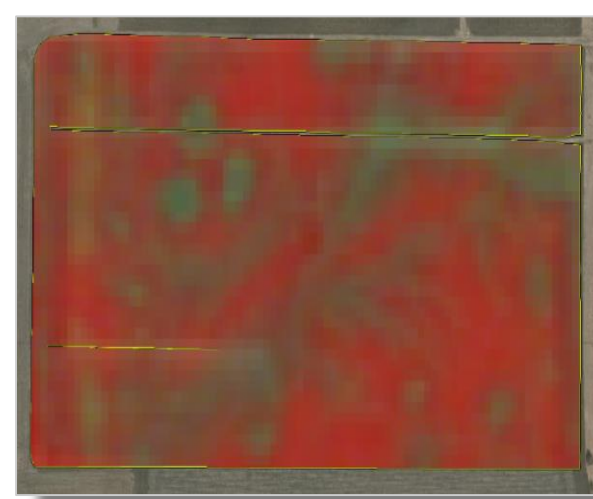**Trimble**

Online | Crop Health (CHI)
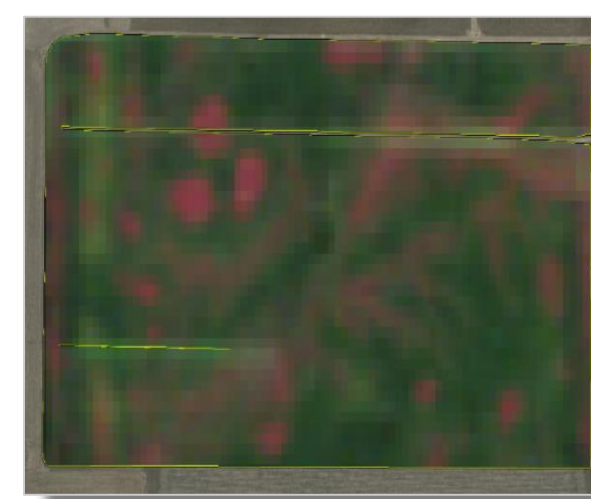## FARMER PRO ONBOARDING

Vegetation Index (Calibrated)

Color Infrared

Natural Color (RGB)

1. Go to **Marketplace** > if it hasn't been added already search for **Crop Health Imagery: Less than 10,000 ac** and click **Add**
2. From a **Field**, click **GIS** tab
3. Under the **Boundary** tab:
   - Click **Layer** menu icon ( ) > click **Gear** icon ( ) > click **Crop Health Imagery** > check off **Vegetation Index (Classified)**
   - click the **layer name** > check off desired date: **2018-08-22**
   - toggle **Transparency** if desired
4. to download CHI layer:
   - click **dropdown** beside imagery date
   - click **shp** or **tif** to download imagery

Note that CHI will start being collected for the field from the date you activate it in the Marketplace. The CHI feature does not collect historical imagery, so we highly recommend you activate this feature as soon as you log into the software to ensure you start collecting the imagery right away.

Watch this video to learn more.

Online| Crop Health Imagery
FARMER PRO ONBOARDING
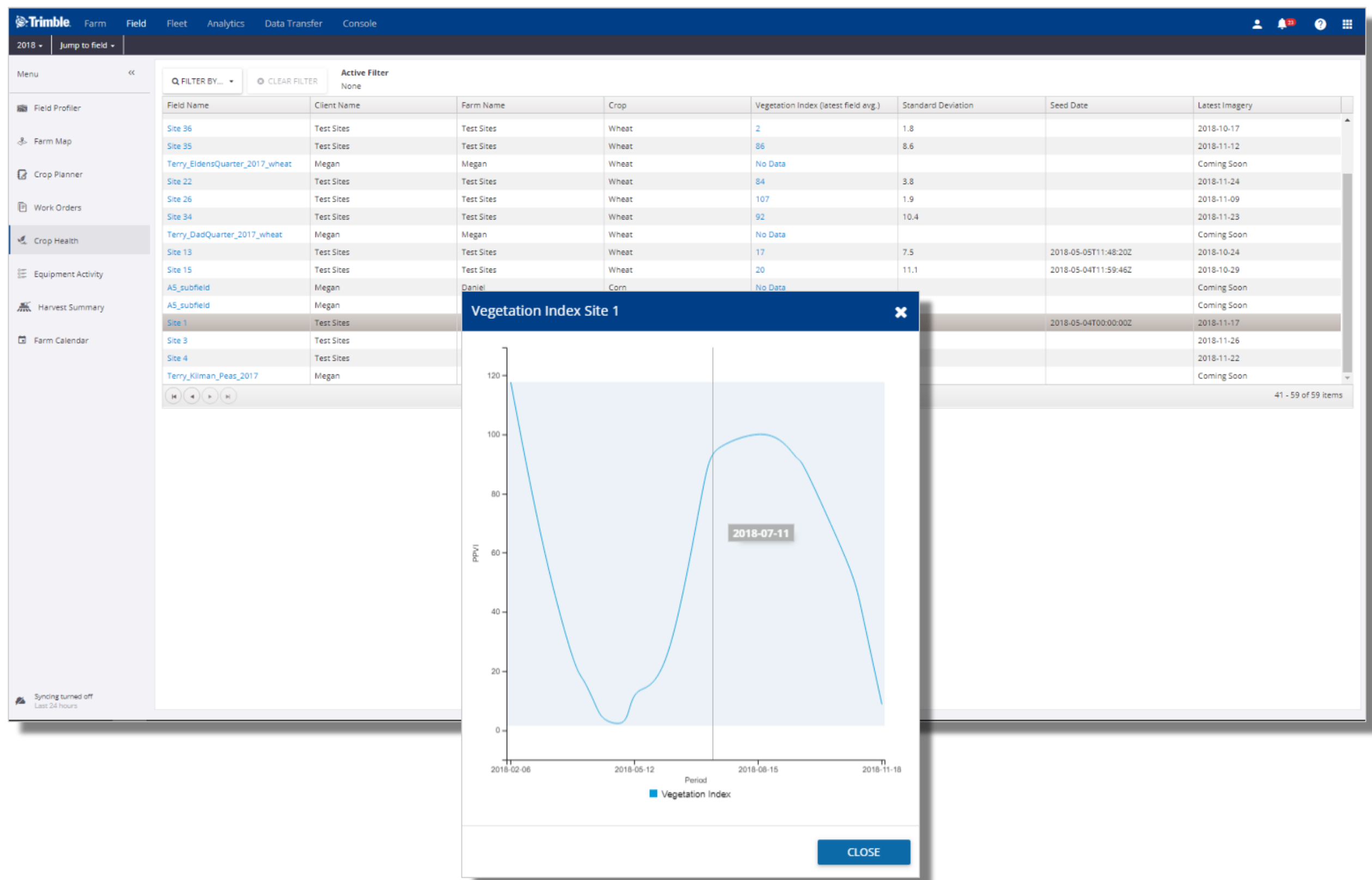
1. Go to menu **Field** > **Crop Health**
2. Sort information by the columns of interest
   - Standard Deviation will represent the variability of the field
   - Sort that column as decrescent to identify fields that have more variability
3. Click on the **Vegetation Index** Column of the field of interest to access the chart
4. Navigate through the bell shape to access the dates correspondent to the Vegetation Index average of the fields showed in the chart

Watch this [video](#) to learn more.

Mobile | Crop Health Imagery
FARMER PRO ONBOARDING
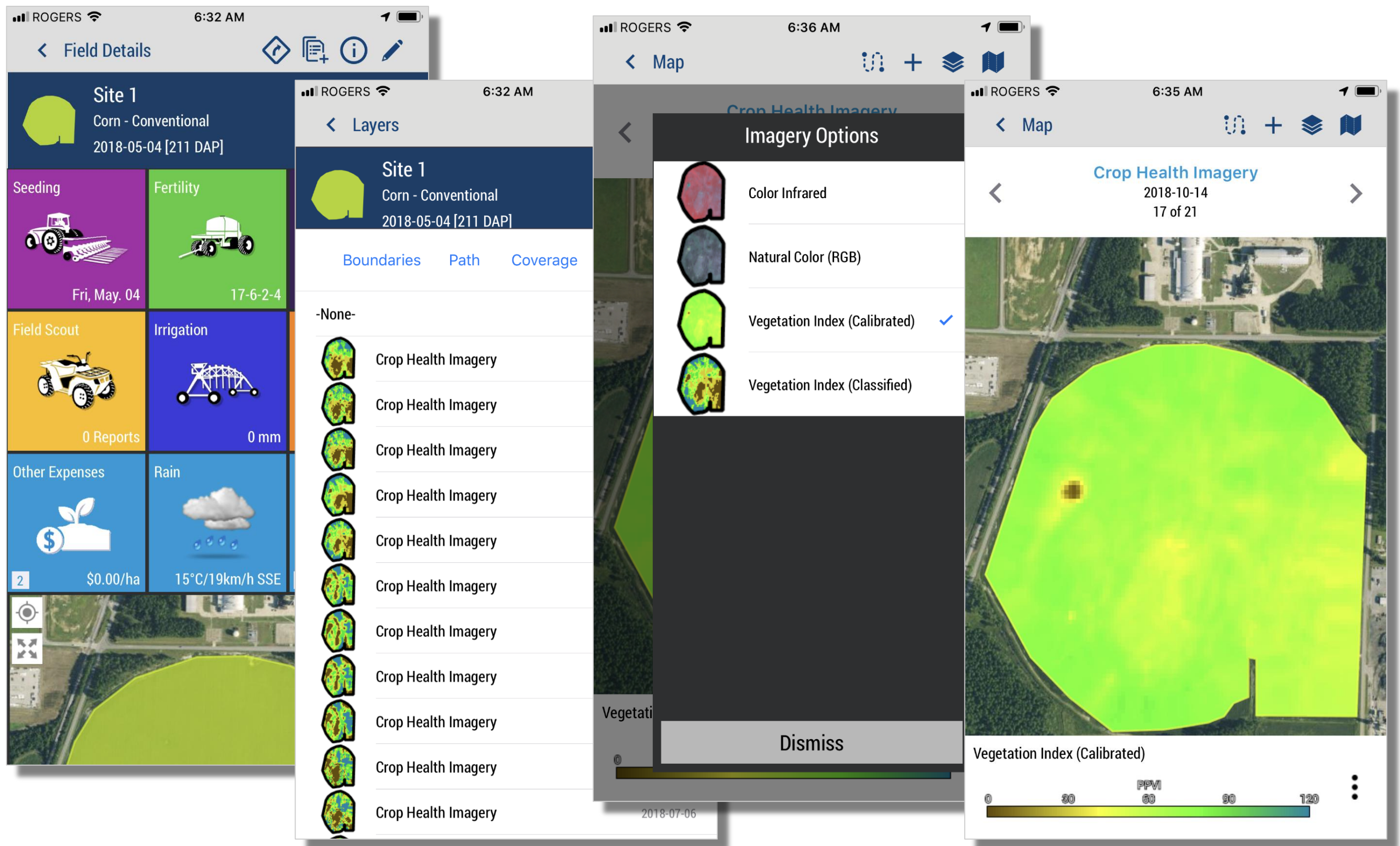
1. Tap into the **desired field** in the mobile app
2. Tap the **Map Expand** button
3. Tap the **Layers** button (⬤)
   - Tap the **Imagery** tab
   - Tap the desired **imagery date**
   - Tap **Save**
4. Tap **imagery type** menu button (⚙)
   - Select **Vegetation Index (Classified)**
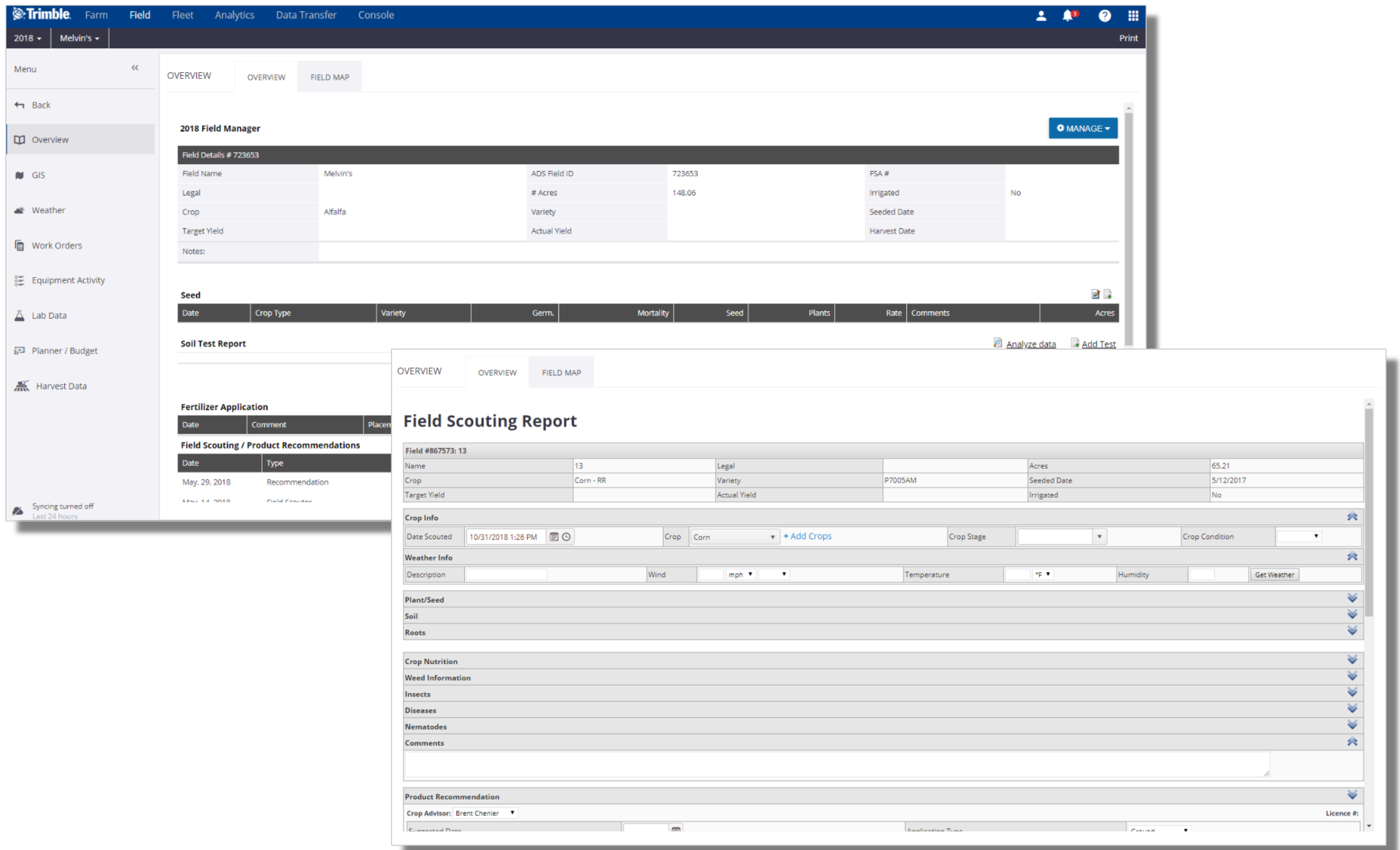5. Use the **Arrows** on top to scroll to previous or next days

Note that CHI layers can be used in other areas of the mobile app like Scouting, to assist in identifying areas of concern.

0.4.e

Scouting

Online | Scouting

1. From a fields **Overview** screen, scroll to the **Field Scouting/Product Recommendations** section > click the link on the far right called **Field Scouter/Product Rec**.
2. Scouting Date: Defaults to current day. Click **Calendar** to change
3. Enter **Crop Stage** and **Crop Condition** (Required)
4. Click **Get Weather** to pull weather data from scouting date
5. Enter applicable observations for:
   - Plant/Seed, Soil, Roots, Crop Nutrition, Weed Info, Insects, Diseases, Nematodes
6. **Upload** images under the **Photo** section
7. Enter **product recommendation** details, if applicable.
8. At the bottom, click **Save**, **Print** or **Delete** to finish.

For **existing** scouting reports, the buttons below do the following:
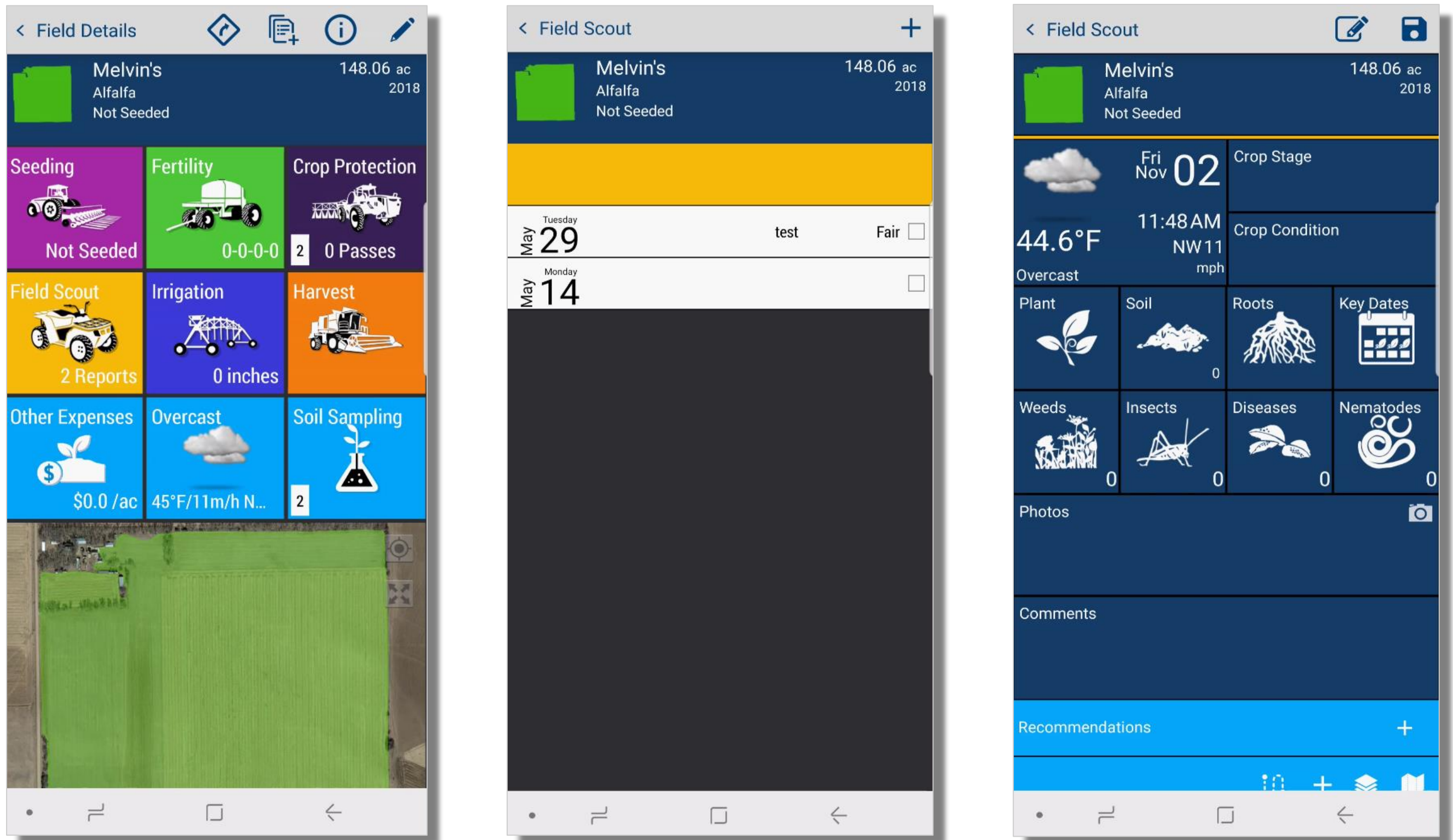- ( ) Preview the Scouting report
- ( ) Edit the Scouting report
- ( ) Product application report. Only active if recommendations are made
- ( ) Download a PDF of the Scouting report

Watch this video to learn more.

Mobile | Scouting

1. In your **Trimble Mobile App**, tap into the desired **field** > tap on the **Field Scout** tile
2. Tap on the **(+)** symbol to add a new report
3. Enter required information of **Crop Stage** and **Crop Condition**
4. You can track the **walking path** by tapping the path symbol ( ) in the mapping area at the beginning of the **scouting event**
5. Enter applicable information for that scouting event into the additional tiles
   a. **Plant, Soil, Roots, Weeds, Insects, Diseases, Nematodes, Key Dates**
6. **Weather** information from that day can be viewed in the upper left, and will be saved with that scouting event
7. Under **Photos**, tap the **Camera** icon to take a **live** Photo or **upload** one from your mobile device

Note that **walking paths** will show up on the PDF version of the scouting report.

Mobile | Scouting (cont.)
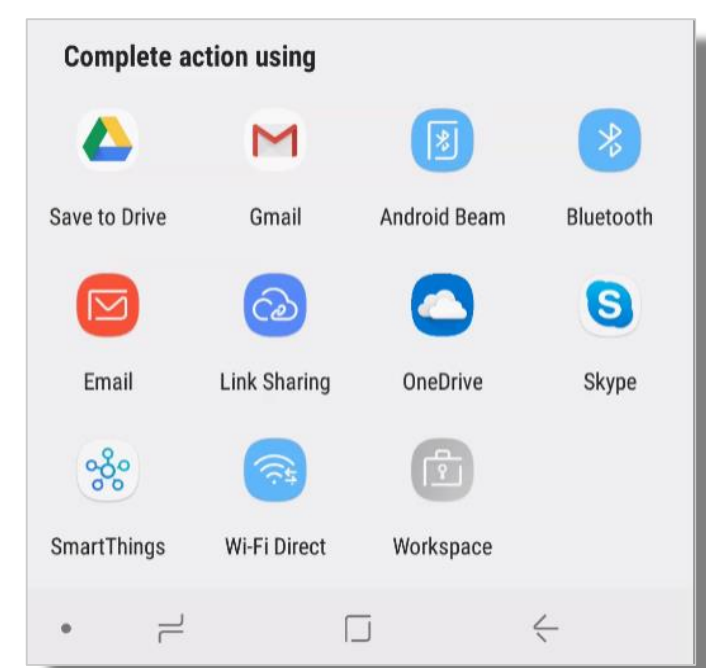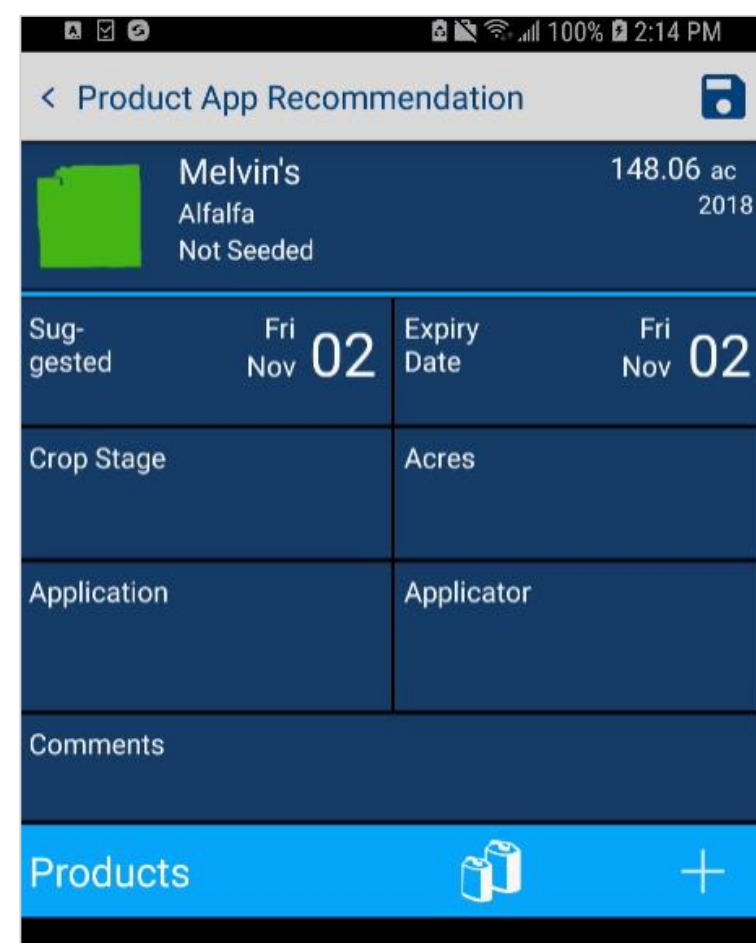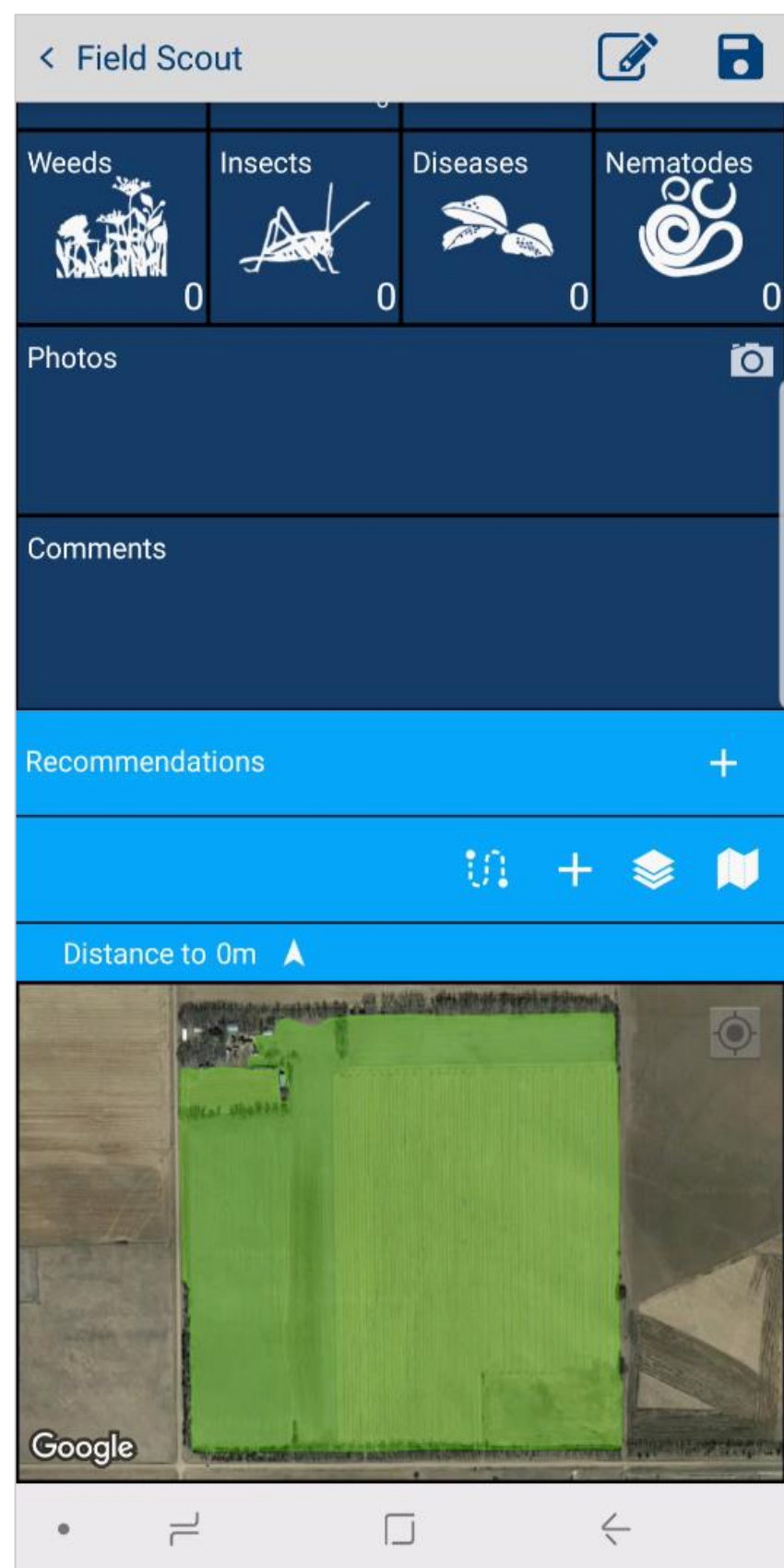
1. Tap the **(+)** symbol beside **Recommendations** to add product recommendation details to the scouting event
   - Fill recommendation details
   - Add product by click the **(+)** beside **Products**
     - **Search** for desired product > tap **product** > **confirmation** or **edit** product details > tap **save** to add it to the recommendation
   - Tap **save**
2. Click the **(+)** symbol in the mapping area to drop a **benchmark** point over an area of concern > enter benchmark **title** and **description** > tap **checkmark** to save benchmark > repeat as needed
3. Tap **Save**

After syncing your mobile device, you would then be able to email out a PDF of this scouting report directly from your mobile device.
1. Go back into the **Field** > **field scout** > tap on the **Scouting event** > tap the **Pencil** icon > choose your prefered **email option** > enter details > tap **send**
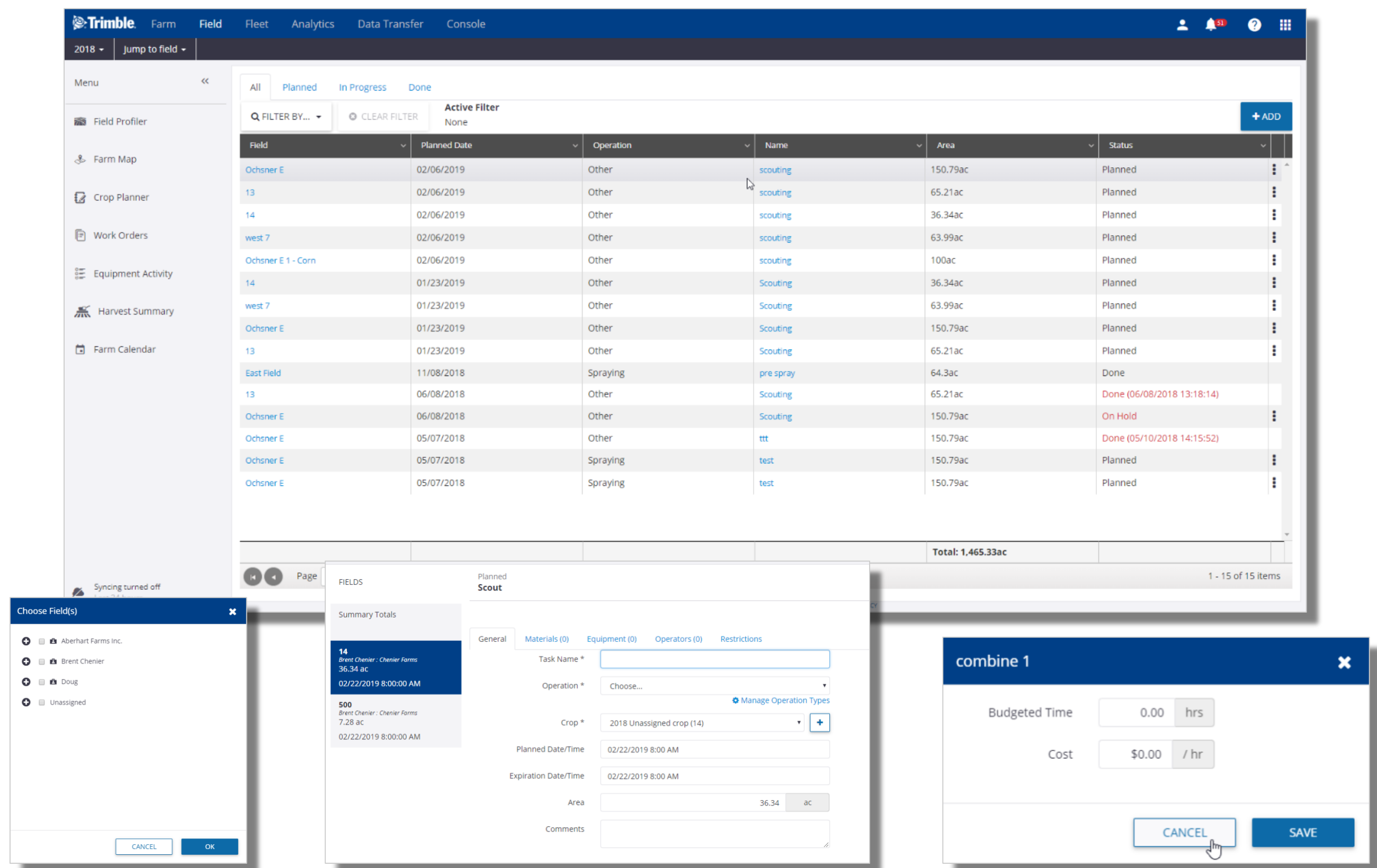
0.4.h

Work Orders

Online | Work Orders

1. Go to **Marketplace** > if it hasn't been added already search for **Work Orders** and click **Add**
2. Click **Fields** > click **Work Orders** to access the Work Order section
3. You can review **Planned**, **In Progress** and **Completed** Work Orders by clicking on each tab at the top
4. To add new **Work Orders**, click the **+Add** button in the top right corner
   a. **Check off** the **fields** you want included
   b. Under the **Summary Total** column, you will see the selected fields listed.
   c. Fill out the required fields in the **General** tab
      i. For **Crop**, use the **Plus** symbol to add a new Crop if it does not already exist in the dropdown.
5. Click **Equipment** tab to add equipment to the Work Order
   a. click **+Add**
   b. Select **Implement** and/or **Vehicle**
   c. **Check off** desired Equipment
   d. click **Ok**
   e. Once added, you can click on the piece of equipment to add a **Budget Time** and **Cost/hr**

Note: *you are able to make customized selections for each field by selecting the specific field from the left column, i.e. each field could have a different operator assigned. Otherwise, the work order will be the same for all fields.*

Online | Work Orders (cont.)

1. Click **Operator** tab to add operator to the Work Order
   a. click **+Add**
   b. **Check off** the **Operator.** Note that the Operator must be setup ahead of time in the **People** section of the software.
   c. click **Ok**
   d. Once added, you can click on the Operator to add a **Budget Time** and **Cost/hr**
2. Click **Restrictions** tab to add restrictions to the Work Order
   a. click on any **unit of measurement** to open the restrictions window
   b. Enter any applicable **restrictions**
   c. click **Save**

Online | Work Orders (VRA)

FARMER PRO ONBOARDING

1. Click **Material** tab to add Materials to the Work Order
   a. click **+Add**
   b. **Select** the desired material type
      i. If the material does not existing in your material list yet, use the **+Create New** button at the bottom of the **Select Materials** pop out window.
   c. click **Add**
   d. fill in the remaining details of the product application
   e. click **OK**
2. For **VRA Fertilizer** applications, complete the workflow above in addition to the steps below. Note that you must have uploaded or created a zone file in the software to use this feature.
   a. When entering the fertilizer application details, select **Variable Rate**
   b. under the new **Variable Rates** section, choose the desired **Zone** set
   c. Manually enter the **Rate** details for each zone
   d. click **OK**
3. Click **Save** to complete the **Work Order**

Mobile | Work Orders
FARMER PRO ONBOARDING
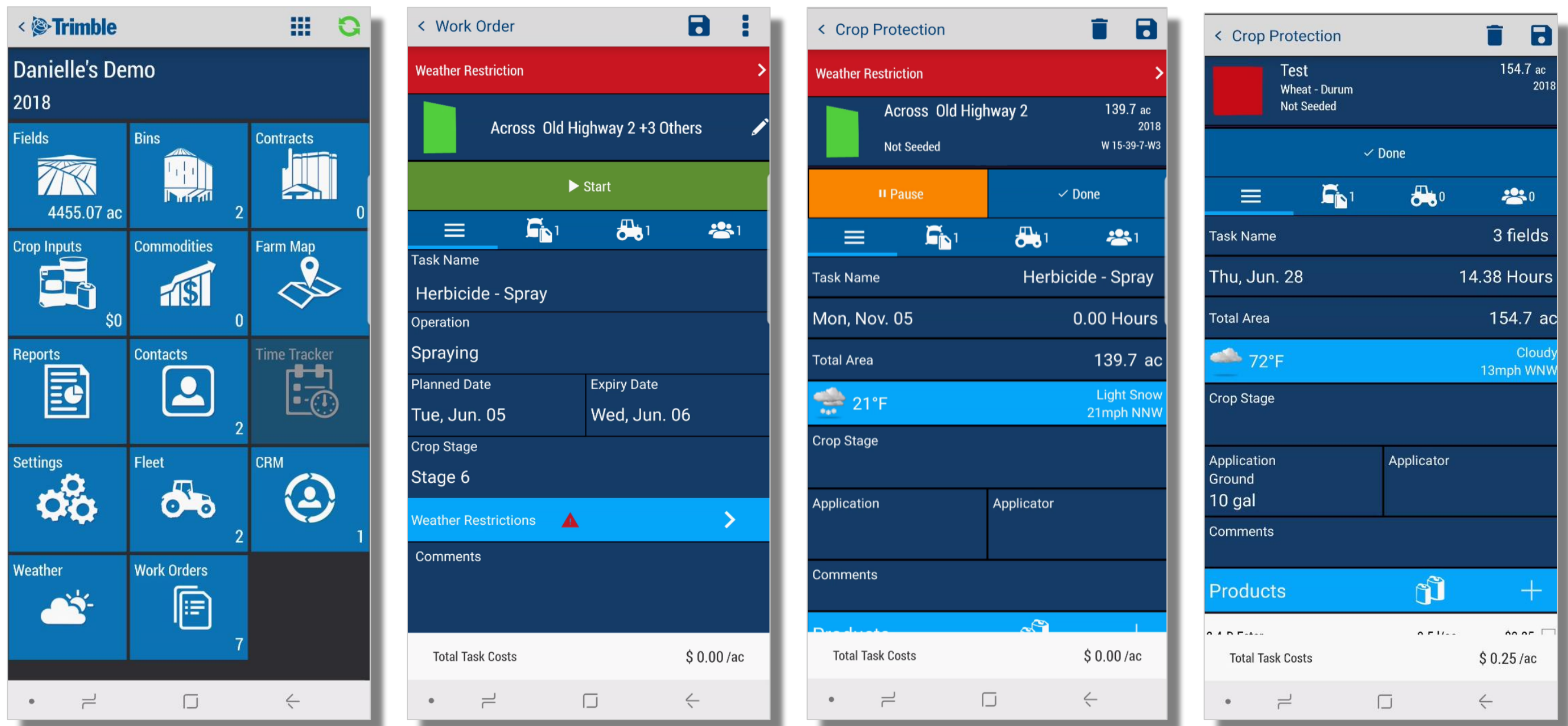
1. Go to **Marketplace** > if it hasn't been added already search for **Work Orders** and click **Add**
2. From the Farm level, tap the **Work Orders** tile
3. Tap **+** to add a new **Work Order**
   a. Tap **+ Add Fields** to include 1 or more fields to this work order
   b. Task Name: **Herbicide - Spray**
   c. Operation: **Spraying**
   d. Planned/Expiry date: **06/05/2018 - 06/06/2018**
   e. Crop Stage: **Stage 6**
   f. (Optional) **Weather Restriction** (provides an restriction warning for the Operator when they open the Work Order)
      i. Wind Speed: **6 MPH**
   g. (Optional) Add **Vehicle/Implements**, **Materials** and **Operators**
   h. click **Save**
4. To start a task, tap **Work Orders** > tap a **task** > tap **Start**
   a. (Optional) tap **Pause** and **Resume** when needed
5. Tap **Done** when task is complete

Mobile | Work Orders (VRA)

When you add a Fertilizer to a Work Order there is now a "Variable Rate" option. Selecting this option allows you to select a Zone Map and enter a rate for each zone. These VRA maps are used in Precision IQ when the operator selects the Work-Order. Please note that you must have a Zone file uploaded for the field to use this feature and VRA Fert work orders can only be done 1 field at a time.

Adding VRA Fertilizer to a Work Order:

1. Select **field**
2. Operation: **Spreading**
3. Tap the **Materials** icon ( )
4. Tap **Plus** symbol beside Fertilizer
5. Tap **Fertilizer Single Product**
6. Fill in applicable details for Fertilizer application. Required items are **Fertilizer**, **Pass#** and **Tank #**
7. Select **Variable Rate**
8. Select appropriate **Zone** from **dropdown**
9. Tap **Rate** column for each zone and manually enter **Rate** and **Unit**
10. Tap **Save** icon in top right
11. Fill out any additional details about the Work Order and tap **Save** to complete **Work Order.**

Mobile | Work Orders (Guidance Lines)
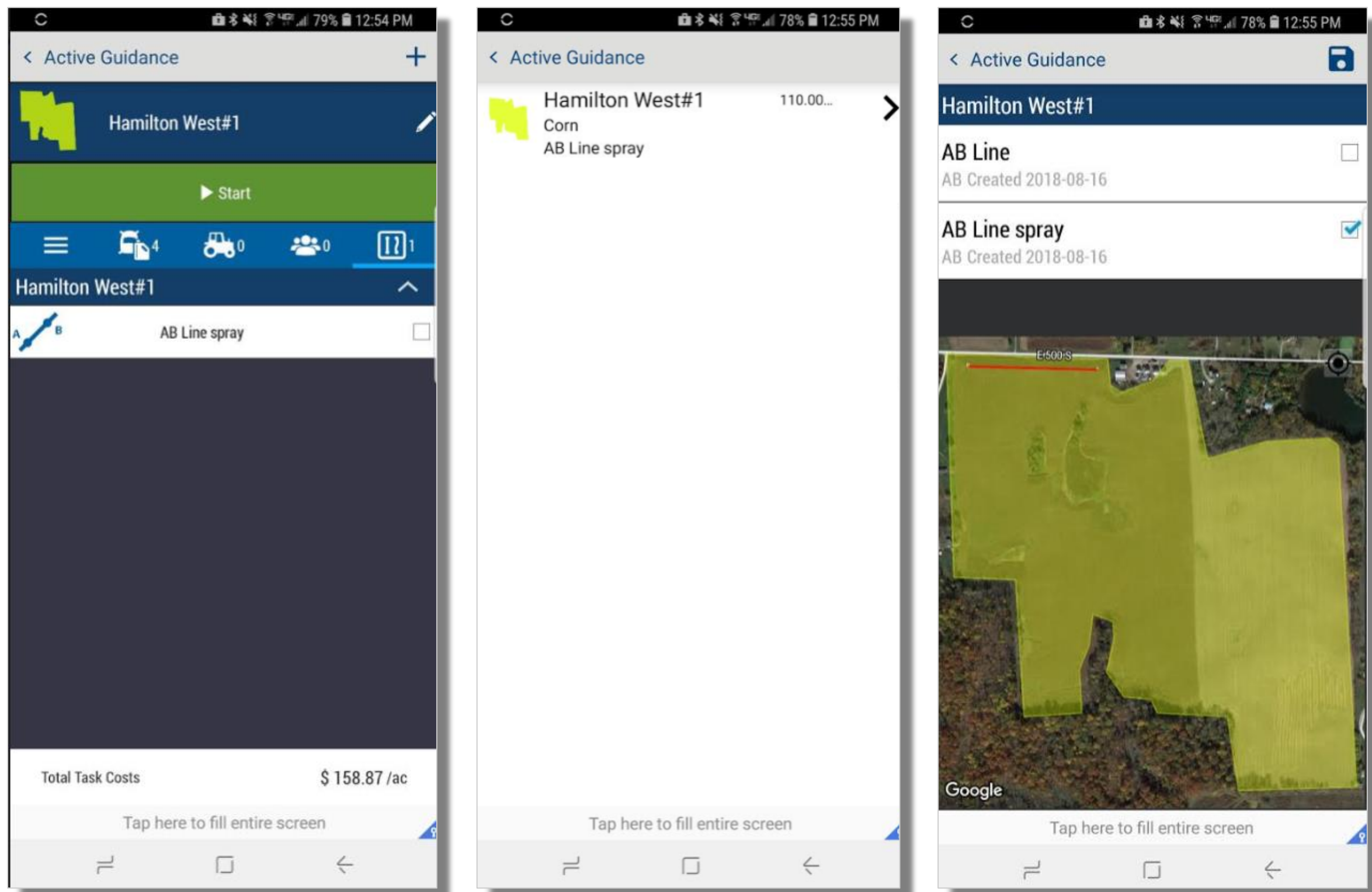
Using **Guidance Lines** in a Work Order:

1. While setting up your Work Order, tap the **Guidance Line** icon ( )
2. Tap the **Plus** symbol in the top right corner
3. Tap the **Field** you wish to add the **guidance line** to
4. **Check off** the appropriate guidance line
5. Tap **Save**
6. Tap **back** button in top left
7. Continue filling out the rest of the Work Order
8. Tap **Save** in the top right corner

When you create a Work Order there is now a Guidance Lines tab where you can select the guidance line(s) that will be included with the work order. When the work order is loaded in Precision IQ the operator will only see the lines that are included in the work-order.

0.5

Other Features

Online | Time Tracker
FARMER PRO ONBOARDING

1. To purchase Time Tracker through your Trimble Ag Software
   - click Marketplace > click **ADD $349/12 Month** to add it to your shopping cart > click **Shopping Cart** and follow instructions
2. For **Time Tracker Admin**, click **People** > **Systems Access** tab > **+ Add Permissions** under mobile security
   - Add **Time Tracker Admin** and **Time Tracker** as resources
     i. Year: **All**
     ii. Permission: **Edit**
3. For **Time Tracker** users, click **People** > **Systems Access** tab
   - Select **Time Tracker Only**, for those who will only use the mobile app for time tracker
   - click **People** > **Systems Access** tab > **+ Add Permissions** under mobile security
     i. Add **Time Tracker** as resources
        1. Year: **All**
        2. Permission: **Edit**
   - click **Time Tracker** tab > click **+Add**
     i. Add **Start** and **End** date of employment
     ii. Add a **Wage**

Online | Time Tracker
FARMER PRO ONBOARDING

1. To **review**/**edit**/**print** reports for **Time Tracker** entries online, click **Farm** > **Time Tracker**
2. Use the **Calendars** at the top to identify a **date range**
3. The default table will show a list of all **Farm Contacts** and their **total hours** documented.
4. Click the blue **(+)** in the top right to manually enter a time tracker entry for a **Farm Contact**
5. Use the dropdown to switch between **Timesheet** and **Payables**
   - **Timesheet** Includes: Name, Contact Description, Total Hours
   - **Payables** include: the above items plus Wages and Payables
6. Click on a **Farm Contact** to view a **summary** of their hours. You can use the same **Timesheet** and **Payable** dropdown for different views.
7. If you **click** on a **specific date**, a pop out window will show the clock **in** and **out** times as well as a **map** showing the **locations** of each.
8. Time Tracker **reports** can be Downloaded in **PDF**( ), **CSV** ( ) or **Printed** ( ).

Mobile | Time Tracker
FARMER PRO ONBOARDING
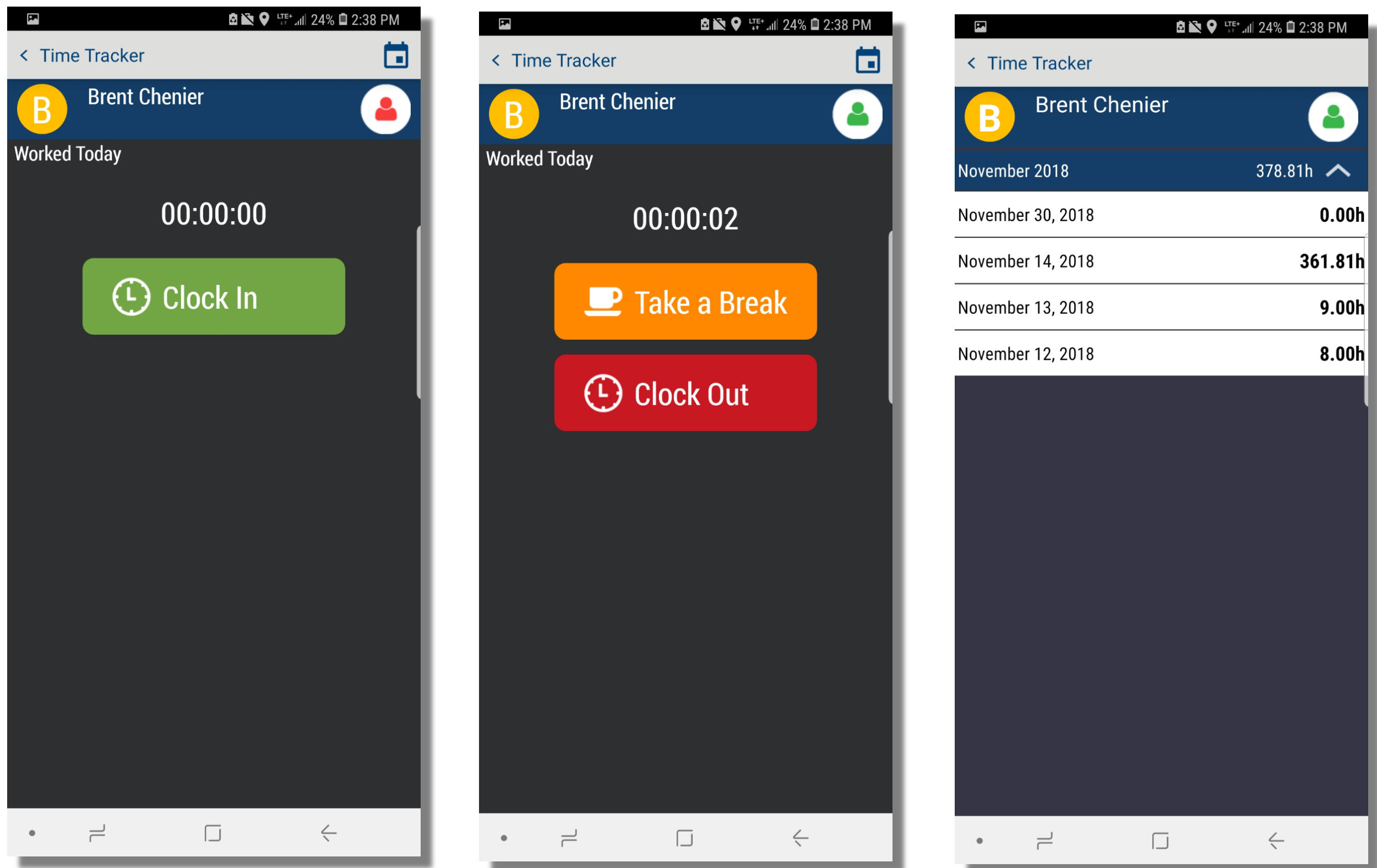
1. In the Mobile app, tap the **Time Tracker** tile
   - Tap **Clock In** to start time tracker
   - Tap **Take A Break** to pause time tracker for things like lunch breaks
     i.   Tap **Resume** to continue time tracker
   - Tap **Clock Out** to stop time tracker for that day.
   - Tap the **Calendar** icon in the top right corner ( ) to review your time tracker usage

0.6

Post-season Reports and ROI Analysis

Online | Reports

1. Click **Analytics** > **Reports**
2. Click each **category** to access specific reports
3. Sample Report:
   - click **Field Manager Reports**
     i. click **Print Field Manager**
     ii. check off
        1. Show Costs: **Yes**
        2. **Seed Application**
        3. **Fertilizer Application**
        4. **Product Application**
        5. **Expense Breakdown**
     iii. check off **Fields** you want the report run on
     iv. click **Generate Report**
4. If application information is uploaded via equipment activity, you can also print a **Proof of Placement** report for infield applications, which would also include the uploaded coverage map.
   - After **verifying** the task in equipment activity, go to **Field** > **Overview**, for the desired field.
5. Click on the **clipboard** icon (📋) next to the application

Online | Harvest Data / Profit Maps

FARMER PRO ONBOARDING

Step 2

1. Click **Field** > **Harvest Summarizer** > enter harvest data for all fields applicable > Click **Save**
2. (Optional) Setup for **Zone Analysis**
   - From **Field Overview**, click **GIS** tab > click **Zone** tab > click **Edit** icon (📝) for desired zones > Nutrient Zone = **Yes** > click **Save**
3. From **Field Overview,** click **Harvest Data** tab
   - Yield Stats:
     i.   Enter Harvest Date: 10/25/2017
     ii. Acres: 65.35
     iii. Actual Yield: 69.37 bu/ac
     iv. Total Yield: 4533.40
     v.   Sale Price: $3.75
   - Yield Map:
     i.   Choose Fields: select .shp, shx and dbf files for yield > **Open**
     ii. Choose Yield attribute from dropdown (name may vary): **Yld_Vol_Dr**
     iii. click **Process**
   - click **Yield Map PDF** and **Profit Map PDF** buttons to generate the respective reports > click **Report Hyperlinks** once ready

Note that Cleaned Yield Calibrated mapping layer will automatically flow into this section once the Harvest Task is verified.

Online | Proof of Placement Reports

FARMER PRO ONBOARDING

1. If application information is uploaded via equipment activity, you can also print a **Proof of Placement** report for infield applications, which would also include the uploaded coverage map
   - After **verifying** the task in equipment activity, go to the **Field Manager**
2. Click **View Report** from the options button for that activity

0.7

Coverage Maps and Guidance Lines

Online | GIS tools

Show/Hide
Layer menu

Background
imagery options

Open Layer
Manager

Layer Options
- Edit (if an option)
- Toggle Transparency
- Layer legend (if available)
- Delete Layer
- Move Layer Order
- Zoom to Layer
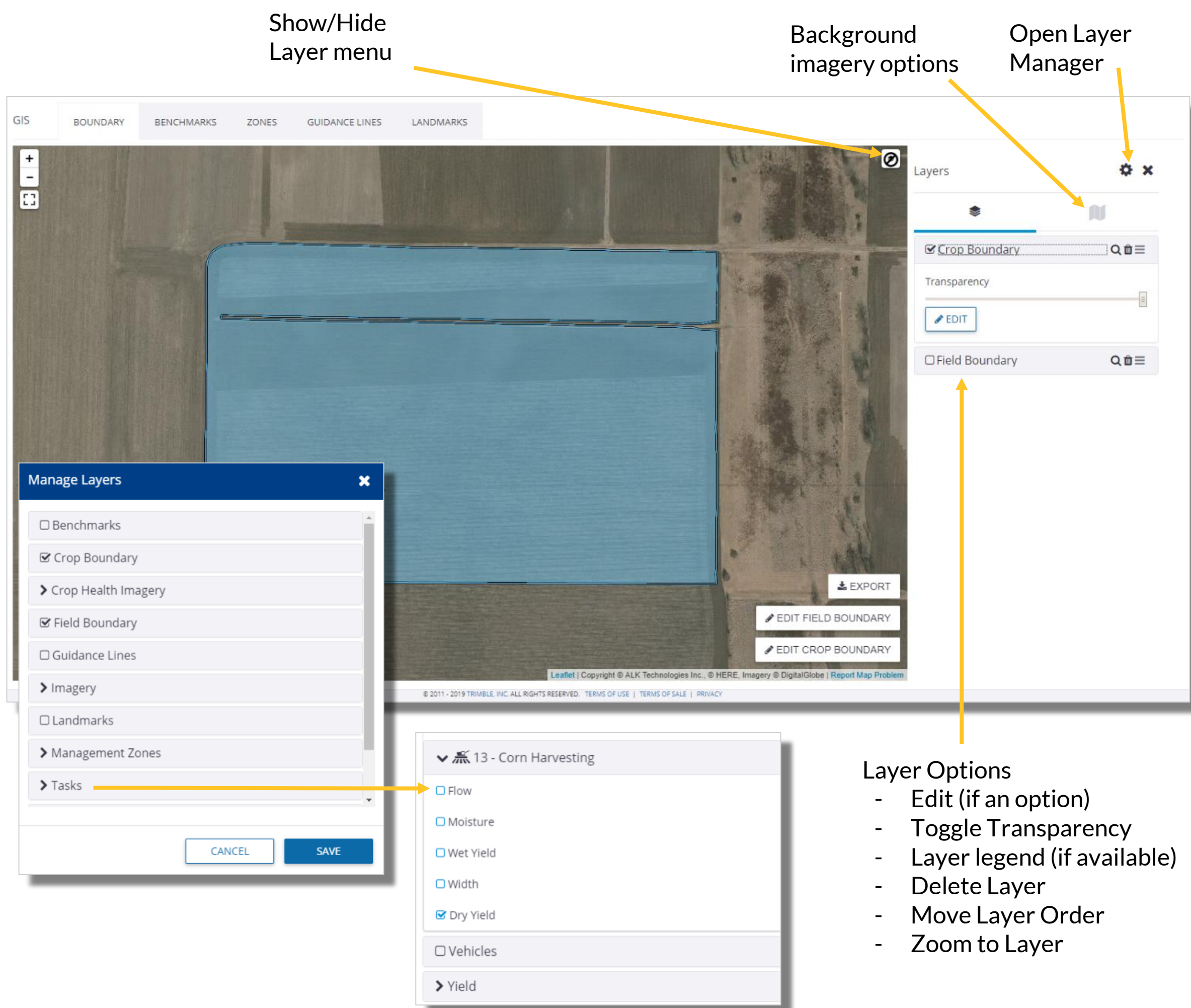
GIS Editing Tools (used when editing Zones or Field Boundaries):

Select

Draw
Polygon

Measure

Add by
Polygon

Split by
line

Split by
Circle

Delete
Polygon

Color
Picker

Edit
Polygon

Draw
Circle

Draw
Freehand

Subtract
by
Polygon

Split by
Polygon

Merge
Polygons

Turn
snapping
on/off
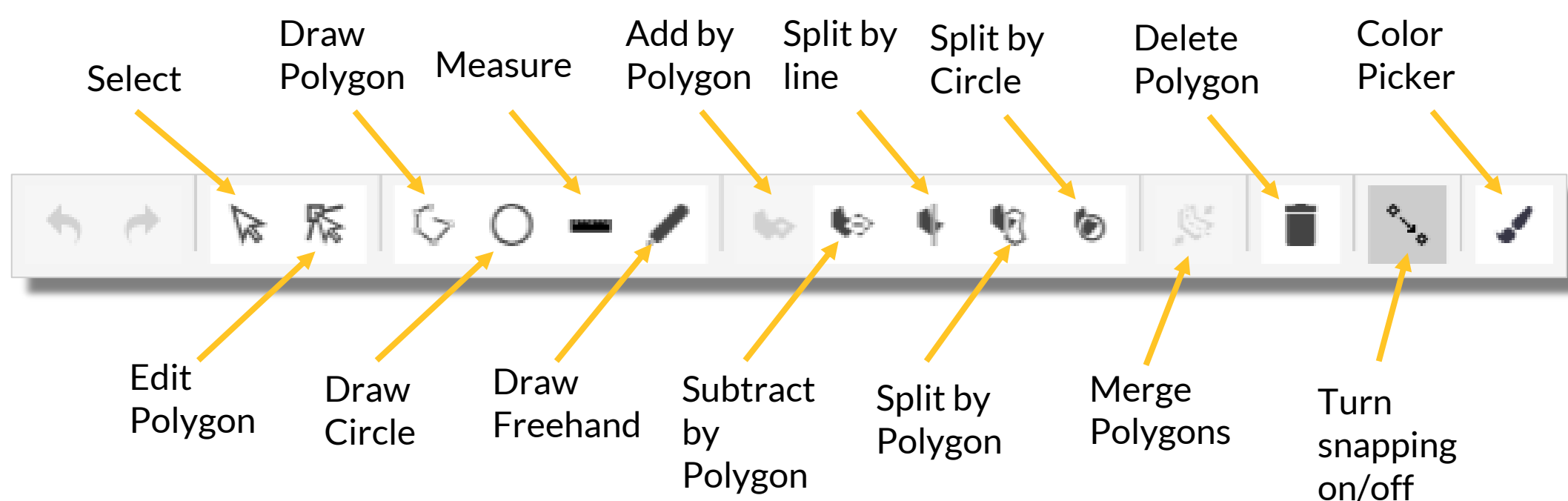
Online | Map Layers
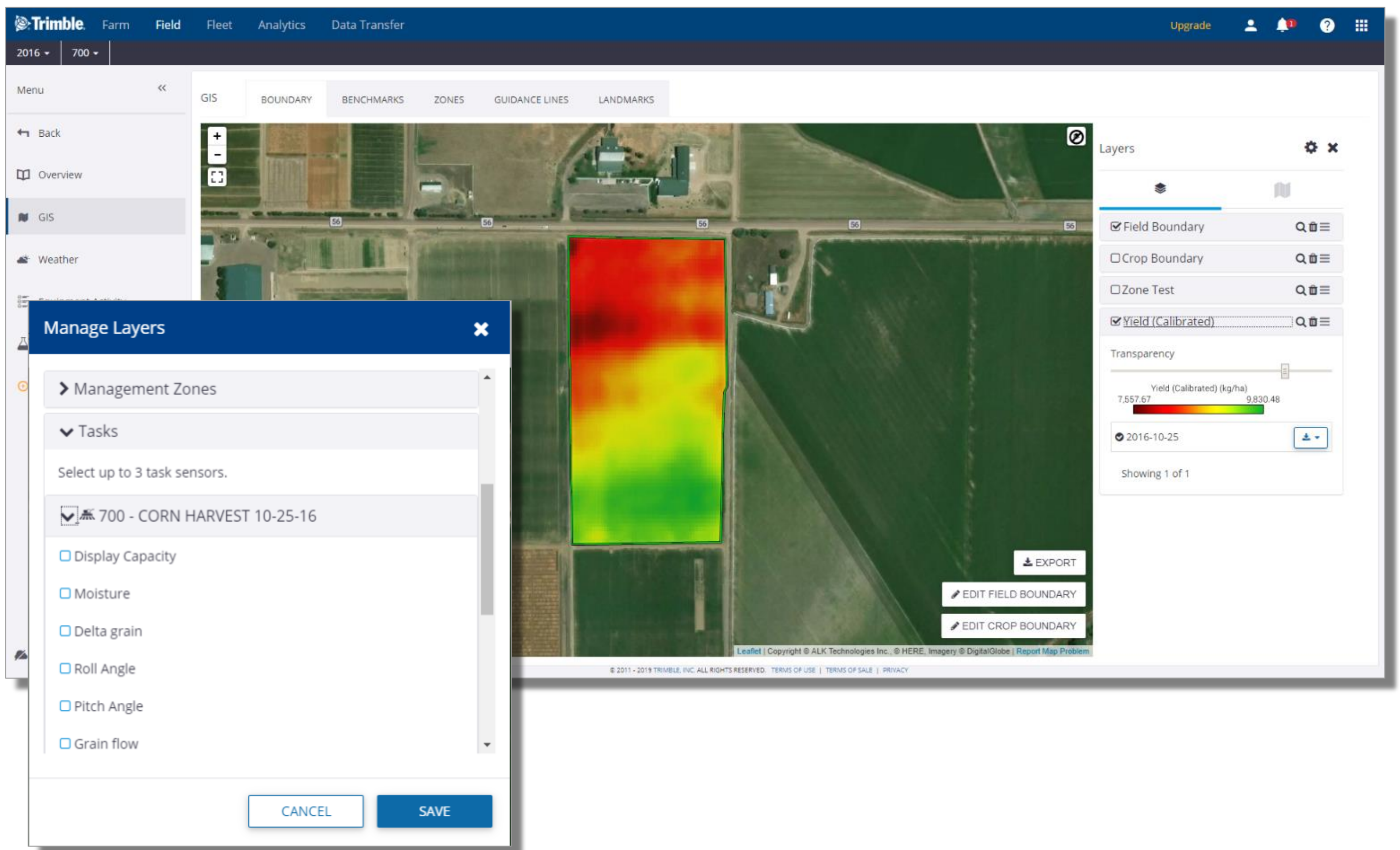
1. When at the **Field** level, click the **GIS** tab on the left side
2. Open the **Map Layers** tab by clicking the **Layers** button (⬢)
3. Click the gear button (⚙) to open the **Manage Layers** menu
   - **Check off** all layers you wish to add to the map > click **Save**
4. Click on the Layer in the Layer table to:
   - Review the Legend
   - Adjust Transparency
   - Chose layer dates (Task data, Yield data, CHI)
5. Use the following tools in the **Layer** list
   - (☰) **Move** the Layer Order
   - (🔍) **Zoom** to the Layer
   - (🗑) **Delete** Layer

Online | Guidance Lines

FARMER PRO ONBOARDING
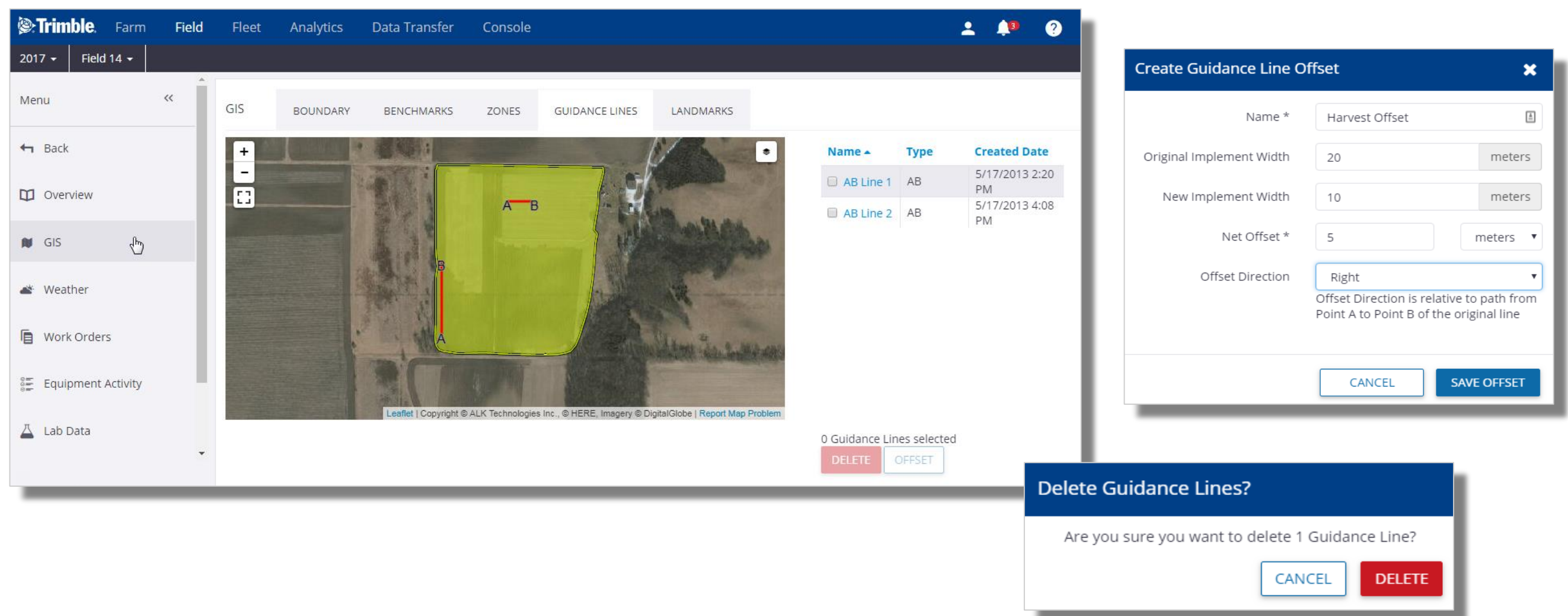
1. Click **Field** tab > **Select the Field**
   - Click the **GIS** tab > Select the Guidance Lines tab
   - To view **Guidance Line Properties**, click on the line name in the right hand column
2. Create **Offset**
   - Place a checkmark next to the original line
   - Click the **Offset** button
   - Define the parameters in the **Create Guidance Line Offset** window, be sure to provide a relevant name for the new line.
3. **Delete** Guidance Line
   - Place a checkmark next to the original line
   - Click the **Delete** button

John Deere Guidance line update: Guidance lines produced from John Deere equipment can now be used alongside other display types, i.e. Trimble, Agco, etc., enabling Trimble Ag softwares user to run mixed fleets within their operations. When exporting from JD to another format, the user will be prompted with the following notice.
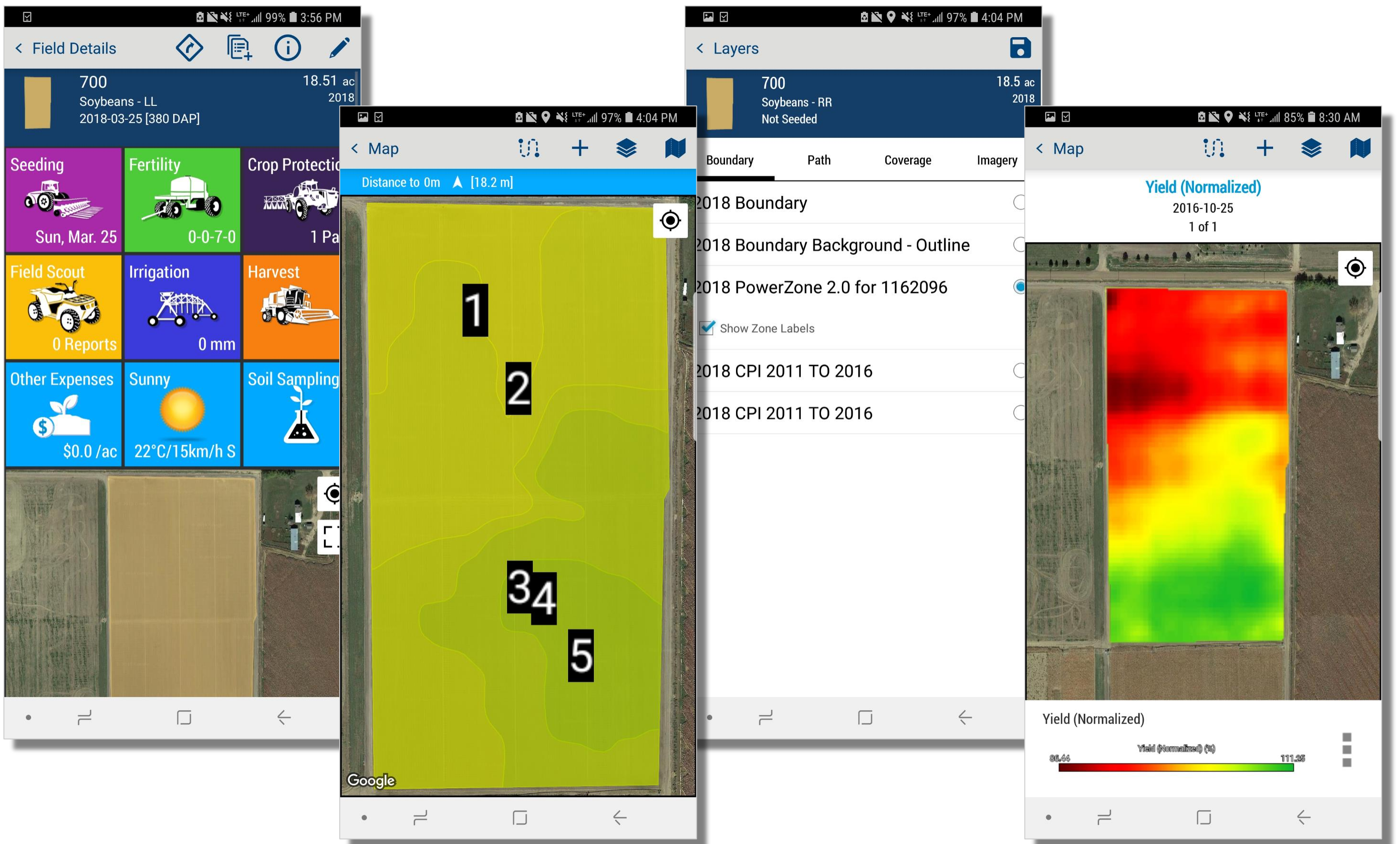
"Notice: Due to potential variations between manufacturers guidance systems, guidance line repeatability and position accuracy may degrade as field work occurs further away from the master AB line. "

Watch this video to learn more.

Mobile | Map Layers

1. You can turn on various mapping layers from any of the mapping windows, ie. Field page, Scouting page, etc.
2. Tap the **Expand** button (⬚) > find and tap on the desired layer > tap **save**
3. Some surface layers have multiple layer options. Tap the 3 buttons (⋮) beside the legend to view other related layers.
4. For CHI, tap the **left** and **right** (‹ Crop Health Imagery 2018-10-14 17 of 21 ›) arrows to cycle between different imagery dates.
5. Tap the **Locate** button (◉) to zoom to your location
6. Tap the **Plus** symbol (+) to drop a **Benchmark** point
7. Tap the **Background layer** button (▣) to choose a different background image
8. Tap the **Path** button (⋓) to log a walked or driven path.
9. Tap the **Layer** button (▧) to open the layer menu so you may turn on a different surface layer, i.e Yield, Zone, CHI, etc.
   - Tap on the desired layer > tap **Save** to turn on a different layer

0.8

Desktop Sync

Online| Sync from Desktop: Resources

FARMER PRO ONBOARDING

1. Open the Desktop Software
   - Click on the **Online** Tab
   - Enter the email address for your Online Account
   - Select the Organization with which you want to sync
2. Click **Options** in the Online Sync section
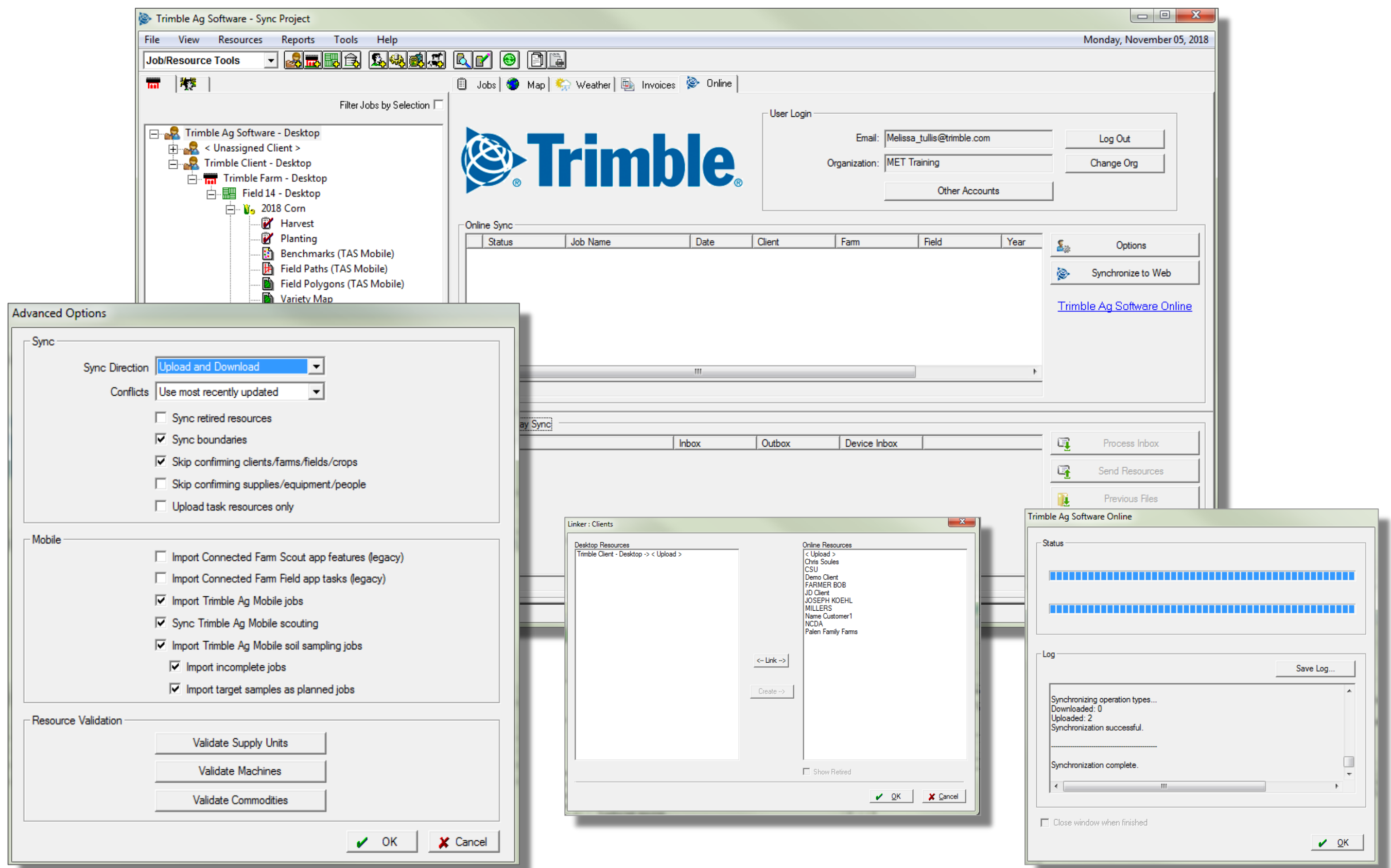   - Configure the **Sync Direction**
   - Configure **Conflicts** for resolution priority
   - Configure Sync checkbox options
   - Configure Mobile checkbox options (only available if Upload and Download Sync Direction is selected)
   - **Validate Supply Units**, **Validate Machines**, and **Validate Commodities** to check for any differences in units used in Desktop and Online
   - Click OK to save the options
3. Click **Synchronize to Web**
   - Work through any Linker boxes that appear to process data from Desktop to Online and Online to Desktop as appropriate
   - The status window will track the progress of syncing
     - be sure to click **Save Log** if any errors were noted during the sync process the log may help with troubleshooting the cause of the error

The Resources sync includes Client, Farm, Field, Crops, Crop Enterprise, Machines, Operators, Inputs, Boundaries

Online| Sync from Desktop: Task Data

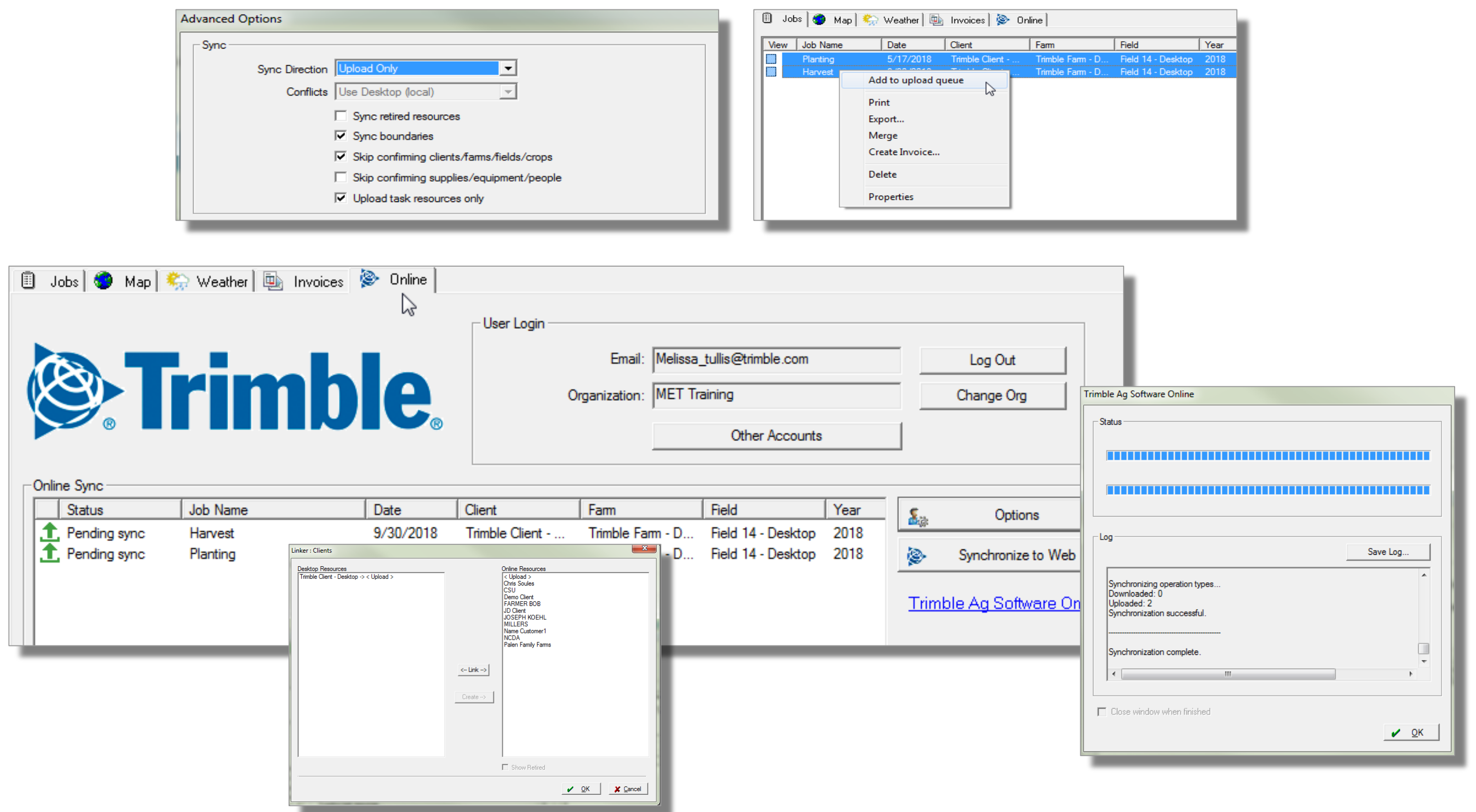## FARMER PRO ONBOARDING

1. Open the Desktop Software
   - Click on the **Online** Tab
   - Enter the email address for your Online Account
   - Select the Organization with which you want to sync
2. Click Options in the Online Sync section
   - Configure the **Sync Direction**
   - Configure **Conflicts** for resolution priority
   - Configure Sync checkbox options
   - Configure Mobile checkbox options (only available if Upload and Download Sync Direction is selected)
   - **Validate Supply Units**, **Validate Machines**, and **Validate Commodities** to check for any differences in units used in Desktop and Online
   - Click OK to save the options
3. Click the Jobs tab
   - Right click on the task to sync - select Add to Upload Queue (use the CTRL key on the keyboard to select multiple tasks from the Jobs tab)
4. Click Synchronize to Web
   - Work through any Linker boxes that appear to process data from Desktop to Online and Online to Desktop as appropriate
   - The status window will track the progress of syncing

Task Data will sync to Online along with the Resources if the tasks have been added to the Upload Queue
1. There is an option to Upload task resources only that will limit the resources upload to only those related to the tasks that have been selected