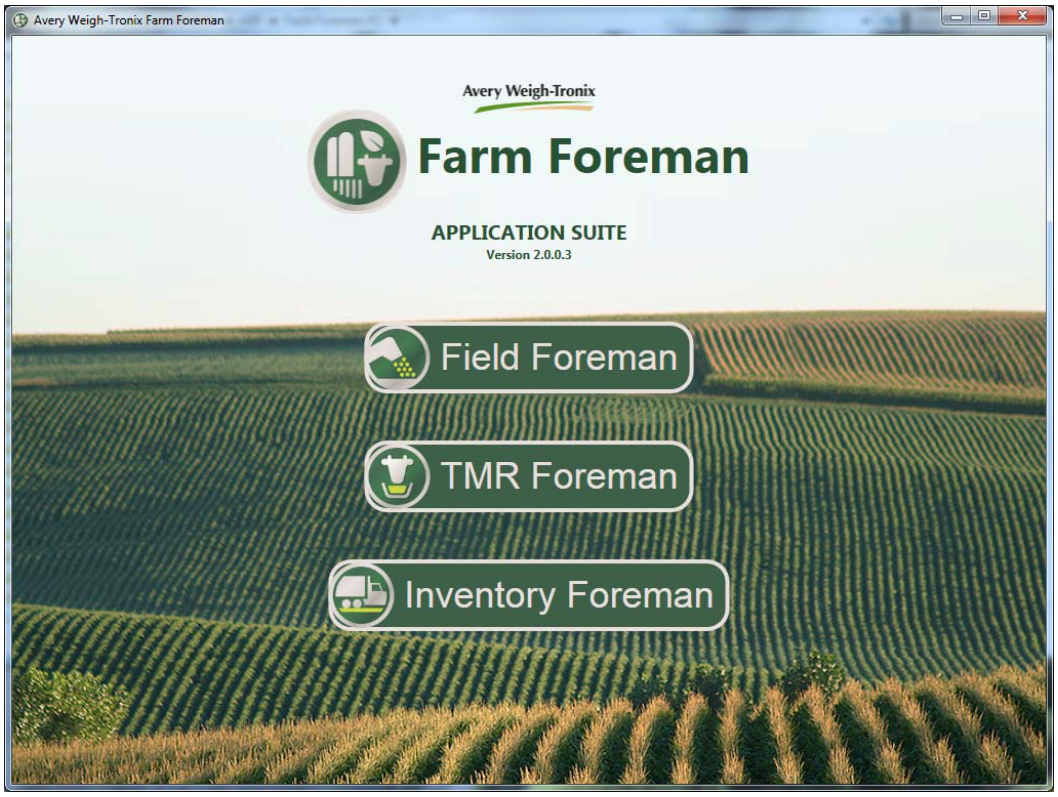
Avery Weigh-Tronix

SIMPLY ACCURATE

Farm Foreman PC

Farm Management Software



User Instructions

AWT35-501434
Issue AA

Table of Contents

1 General Information and Warnings

1.1 About this Manual

This manual is divided into chapters by the chapter number and the large text at the top of a page. Subsections are labeled as shown by the 1 and 1.1 headings shown above. The names of the chapter and the next subsection level appear at the top of alternating pages of the manual to remind you of where you are in the manual. The manual name and page numbers appear at the bottom of the pages.

1.1.1 Text Conventions

Key and button names are shown in **bold** and reflect the case of the key being described. This applies to hard keys, onscreen buttons or soft keys.

Displayed messages appear in ***bold italic*** type and reflect the case of the displayed message.

Screen labels and labels within screens appear in *italic* type and reflect the case of the displayed label.

1.1.2 Special Messages

Examples of special messages you will see in this manual are defined below. The signal words have specific meanings to alert you to additional information or the relative level of hazard.

NOTE: This is a Note symbol. Notes give additional and important information, hints and tips that help you to use your product.

1.2 Customer Service Information

24 hours a day 7 days a week Customer Support

Avery Weigh-Tronix is dedicated to customer service. We understand downtime is not an option for AG producers and we're ready to help anytime. The technical support team for all Avery Weigh-Tronix agri-business scales is available 24 hours a day 7 days a week.

Ag Technical Support Group
USA and Canada Toll free Phone: (800) 458 - 7062
Outside USA: (507) 238-8261
Tech Support Phone 7:00 am to 5:00 pm CST (800) 458-7062 Ext. 8261
Tech Support Phone/ after hours answering 5:00 pm to 7:00 am CST (800) 458-7062

Service e-mail: usservice@awtxglobal.com

2 Introduction

2.1 Overview

This manual covers the installation and use of the Farm Foreman PC software.

Farm Foreman PC works with Field Foreman software on a Model 2060 indicator. Farm Foreman PC is made up of three applications:

- Harvest and Planting Data Management
- Feed Data Management (not available yet)
- Inventory Data Management (not available yet)

Field Foreman collects seed tender transactions during planting and gain cart transactions during harvest. This information can then be transferred to the Farm Foreman PC software on your computer to store the information and to create comprehensive reports on your farm operation.

Farm Foreman PC also allows you to create your operations and the needed setup data for the Field Foreman program on the 2060. You can then transfer this data to the 2060. This process is often less time consuming than entering the information on the Model 2060 through the Alphanumeric keypad the front overlay.

2.2 Installing the Farm Foreman PC Software

Follow these steps to install the Field Foreman PC software package.

1. Place the software CD in your computer CD drive. The installation process should begin automatically.
2. Follow any on screen prompts.
3. Once Farm Foreman is loaded on your PC it will open to the following home screen. Select the desired program from the Farm Foreman suite of Field Foreman, TMR Foreman, and Inventory Foreman.

Start the application you want by clicking on the icon. The names, from left to right, are:

Field Foreman: Harvest and Planting Data Management

TMR Foreman: Feed Ration Management (this application not yet available)

Inventory Foreman: Inventory Data Management (this application not yet available

The following chapters explain the setup and use of these applications.

2.3 Field Foreman Start Screen

Once the Field Foreman icon is clicked, the ***Field Foreman Start*** Screen will be displayed.

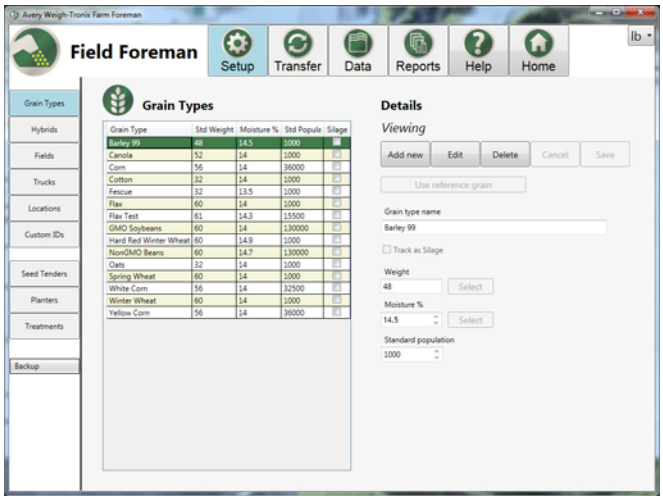
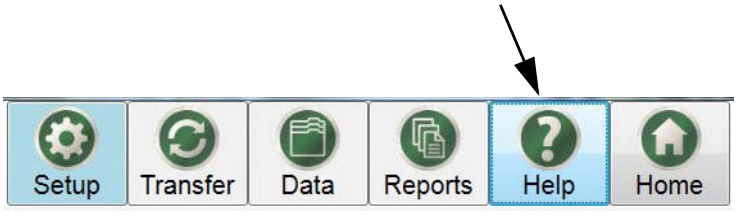


Figure 2.1 Field Foreman Start Screen

2.3.1 Help Menu

The help menu provides information on the software version, technical support phone numbers and email address, the Farm Foreman PC User manual and the 2060 User manual.

To see the help menu choices, click the **Help** button shown below.



Click the **Help** icon on the top tool bar to access the help information.

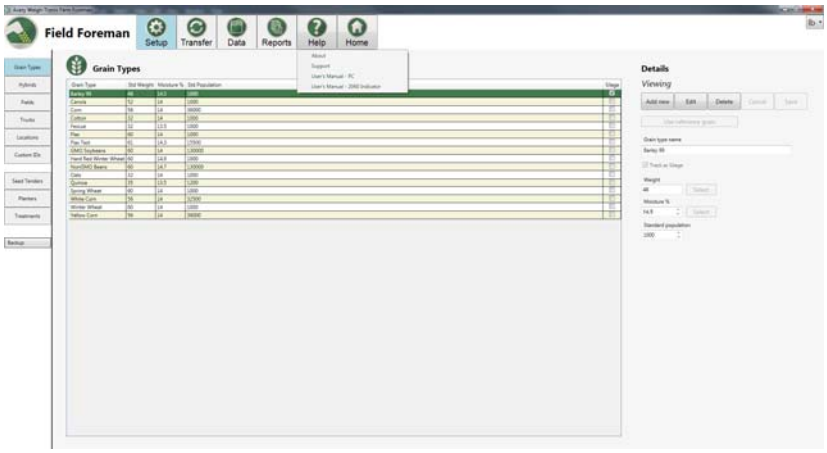


Figure 2.2 Help Menu Choices

About

The About screen provides the software version number, part number and licensing information.

Figure 2.3 About Screen

Click **OK** to exit the About screen.

Support

The Support screen provides technical support phone numbers and email address.

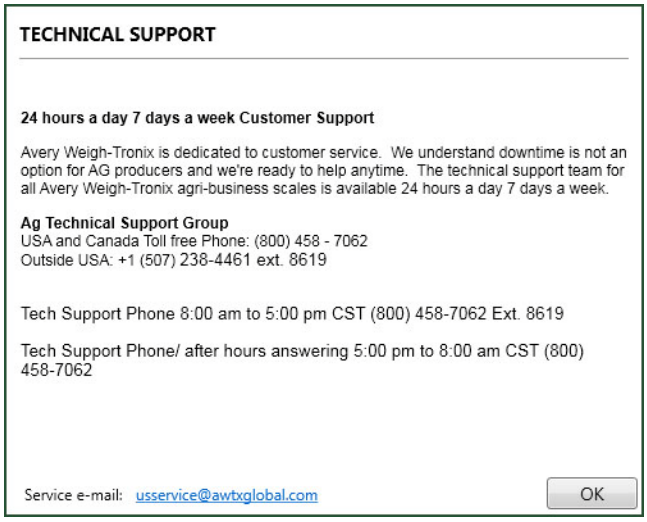


Figure 2.4 Technical Support Screen

Click **OK** to exit the Support screen.

User Manuals

The Farm Foreman and the 2060 User manuals are both available in pdf format. Click on the desired manual. The .pdf version will come up. The manual can be saved or printed.

3 Field Foreman: Harvest and Planting Data Management

3.1 Overview

When you click the Field Foreman icon, , on the startup screen, the screen in Figure 3.1 is displayed.

Note that the example screen below already has data loaded, but in new installations there will be no data shown.

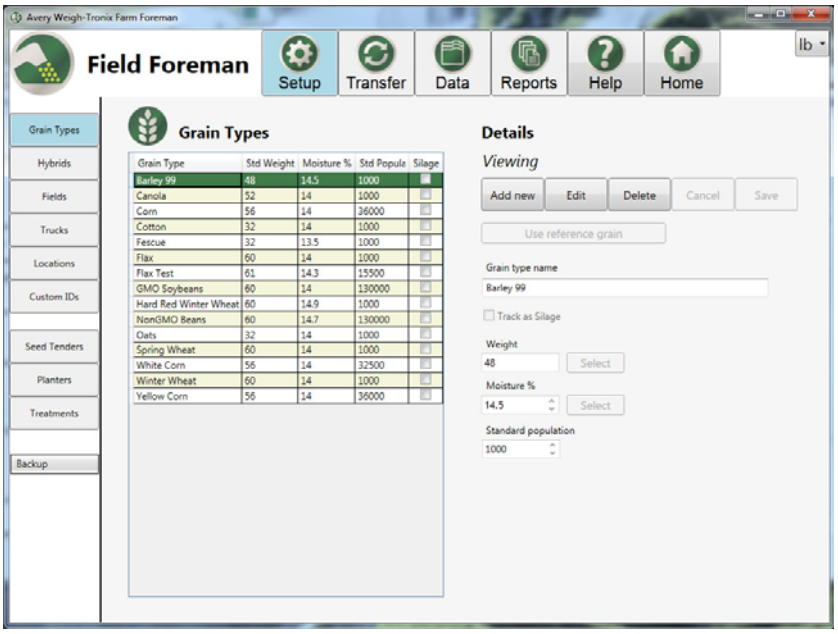


Figure 3.1 Field Foreman Startup Screen

This program within Farm Foreman PC allows you to:

- Input the operations data used by the Harvest and Planting Data Management application in your Model 2060 indicator
- Transfer your operations set up data to the 2060
- Retrieve the collected data on harvesting from the Model 2060
- Create, store and print reports of the planting and harvest season

Data can be sorted at any time by clicking on the data header.

3.2 Creating the Categories (Setup)

It is suggested to enter a default “grain type” name (i.e. “Yellow Corn”) for hybrid name if you do custom harvesting and only want to track by grain type and not by hybrid.

3.2.1 Grain Types

Click on the *Grain Types* button on the far left column to add a new grain type, edit existing grain types or delete a grain type.

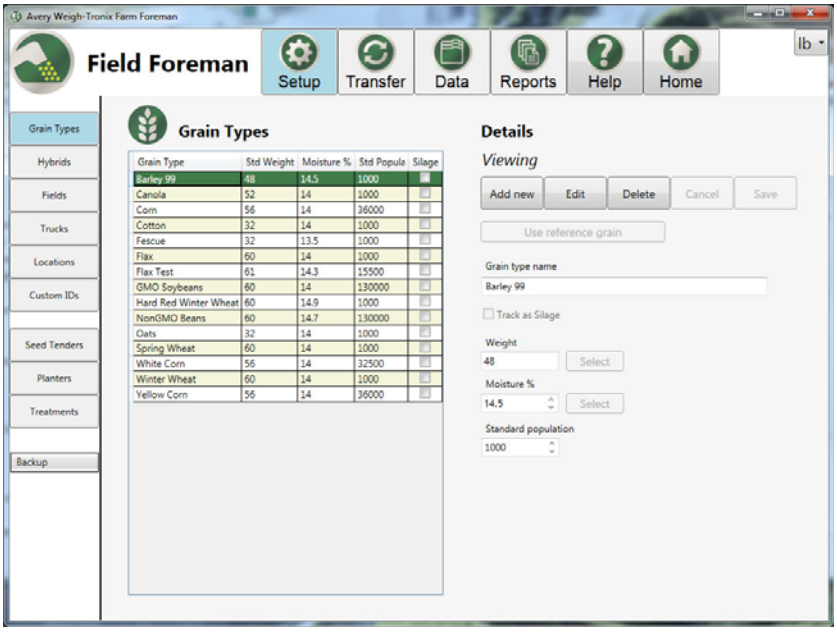


Figure 3.2 Grains Types Screen

If the grain will be tracked as silage, check the box below the *Grain type name box.*

NOTE: The Grain Type, Standard Weight, Moisture %, and Standard Population and Silage (Selected or Unselected) can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a New Grain Type Use Reference Grain

Use the **Use reference grain** button to select from a list of previously entered grain types which have the weight and moisture %.

1. Click on the **Add new** button.

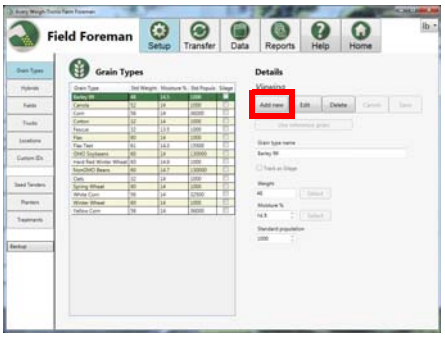


Figure 3.3 Add a Grain Type

2. Click on the **Use reference grain** button to see if the desired grain type is listed.

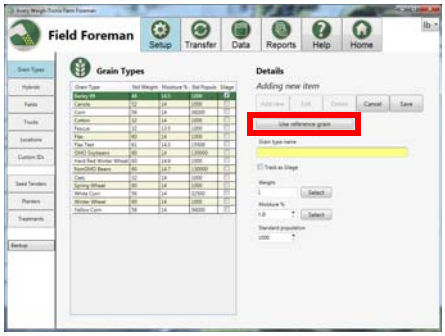


Figure 3.4 Use reference grain Button

3. Select the desired reference grain type to use and click the **Use reference grain** button to populate the grain type name, weight and moisture % fields.

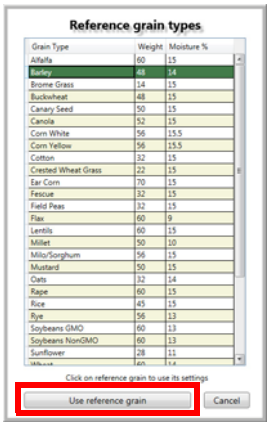


Figure 3.5 Select Reference Grain Type

4. Make all necessary adjustments to customize default weight, moisture% and standard population. Standard population only needs to be filled out if using the planting application. Check the track as silage if this grain type will be harvested as silage instead of grain. Click the **Save** button and the saved grain type will be added to the list..

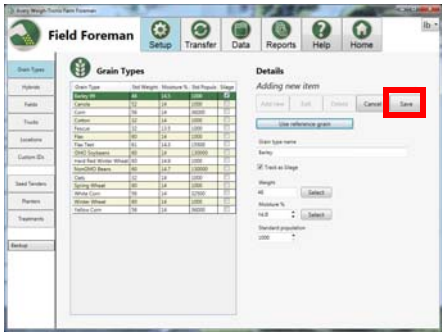


Figure 3.6 Save Grain Type

Manually Enter a Grain Type

1. Click on the **Add new** button.

Figure 3.7 Add a Grain Type

2. Enter the grain type name in the *Grain type name* box.

Figure 3.8 Enter Grain Type Name

3. Enter the grain weight or use the **Select** button to choose from a list. This default grain test weight will be used to calculate bushels.

Figure 3.9 Enter Grain Weight

4. Enter the grain moisture % or use the **Select** button to choose from a list The arrows can also be used to increment or decrement the number by 5%. The select moisture % will be the standard target dry moisture % when calculating shrink in reports.

Figure 3.10 Enter Grain Moisture %

5. Enter the standard population based on seeds per acre.

Figure 3.11 Enter Standard Population

6. When the items entered are correct, click the **Save** button.

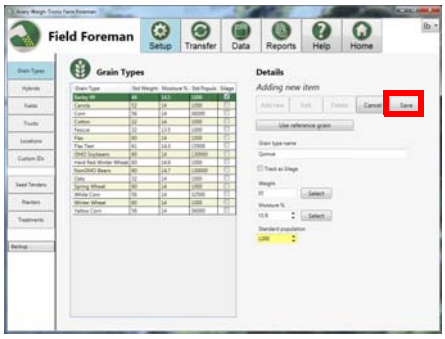


Figure 3.12 Save New Grain Type

The name will appear in the *Grain Types* list on the left.

7. Repeat this process until all the new grain types are entered.

*Click the **Cancel** button at any time to exit out of the new grain type and don't save what has been entered.*

The default moisture will be the default "dry moisture used when calculating shrink.

Edit an Existing Grain

Edit name, weight, moisture percentage and standard population of a specific grain.

1. Click on grain type to edit by highlighting it under the *Grain Types* selections.

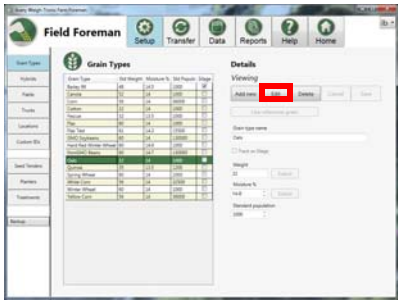


Figure 3.13 Edit a Grain Type

2. Click on the **Edit** button.

Figure 3.14 Edit Screen

3. Choose the item(s) to edit. Make the necessary change and click the **Save** button.

Figure 3.15 Save Grain Type Edits

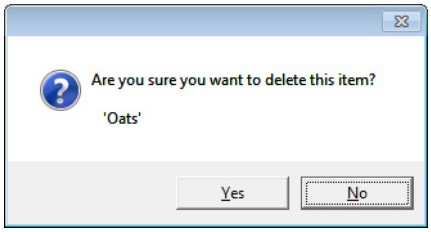
Delete an Existing Grain

Permanently remove a Grain Type from the list.

1. Click on grain type to delete by highlighting it under the *Grain Types* selections.

Figure 3.16 Select Grain to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete grain or **No** to cancel.

3.2.2 Hybrids (Grain)

Click on the *Hybrids* button on the far left column to enter the grain hybrid and to assign a grain type and default seed weight (seeds per lb) to that hybrid.

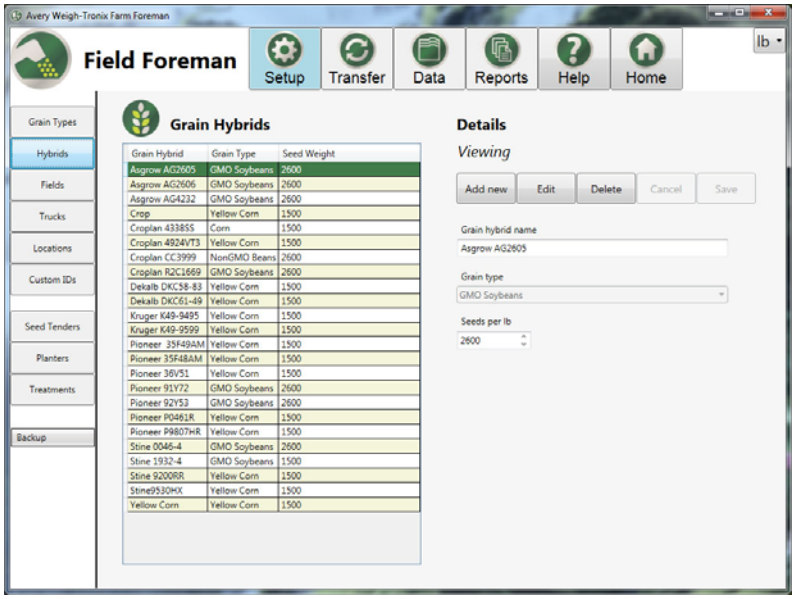


Figure 3.17 Grain Hybrids Screen

It is suggested to enter a default "grain type" name (i.e. "Yellow Corn") for hybrid name if you do custom harvesting and only want to track by grain type and not by hybrid.

NOTE: The Grain Hybrid, Grain Type, and Seed Weight can be sorted in ascending or descending order by clicking on the title above all entered data.

Add New Grain Hybrid

1. Click on the **Add new** button.

Figure 3.18 Add a Grain Type

2. Enter the desired name in the *Grain hybrid name* box.

Figure 3.19 Enter Grain Hybrid Name

3. Choose the Grain type from the drop down list.

Figure 3.20 Select a Grain Type

4. Enter the seed per lb (This only needs to be completed if using the planting application). The arrows can also be used to increment or decrement the number by 10.

Figure 3.21 Enter Seeds Per lb

5. When the items entered are correct, click the **Save** button.

Figure 3.22 Save Changes to Grain Hybrids

The name will appear in the *Grain Hybrids* list on the left.

6. Repeat this process until all the new grain hybrids are entered.

A name can be removed from the list by selecting it in the right hand box and clicking on the button.

Edit an Existing Grain Hybrid

Edit name, grain type, seeds per lb or a specific grain hybrid.

1. Click on grain hybrid to edit by highlighting it under the *Grain Hybrids* selections.

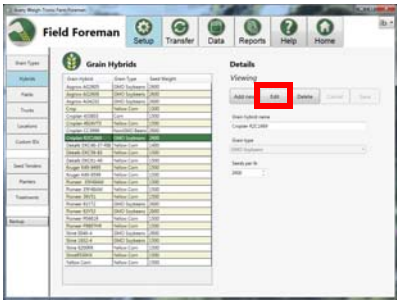


Figure 3.23 Edit a Grain Hybrid

2. Click on the **Edit** button.

Figure 3.24 Edit Screen

3. Choose the item to edit. Make the necessary change and click the **Save** button.

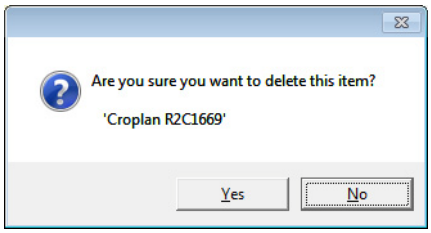
Delete an Existing Grain

Permanently remove a Grain Hybrid from the list.

1. Click on grain hybrid to delete by highlighting it under the *Grain Hybrids* selections.

Figure 3.25 Select Grain Hybrid to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete grain hybrid or **No** to cancel.

3.2.3 Fields

Click on the *Fields* button on the far left column to enter a field name, the grain type planted in the field, the hybrid planted in the field and the number of acres planted to that hybrid..

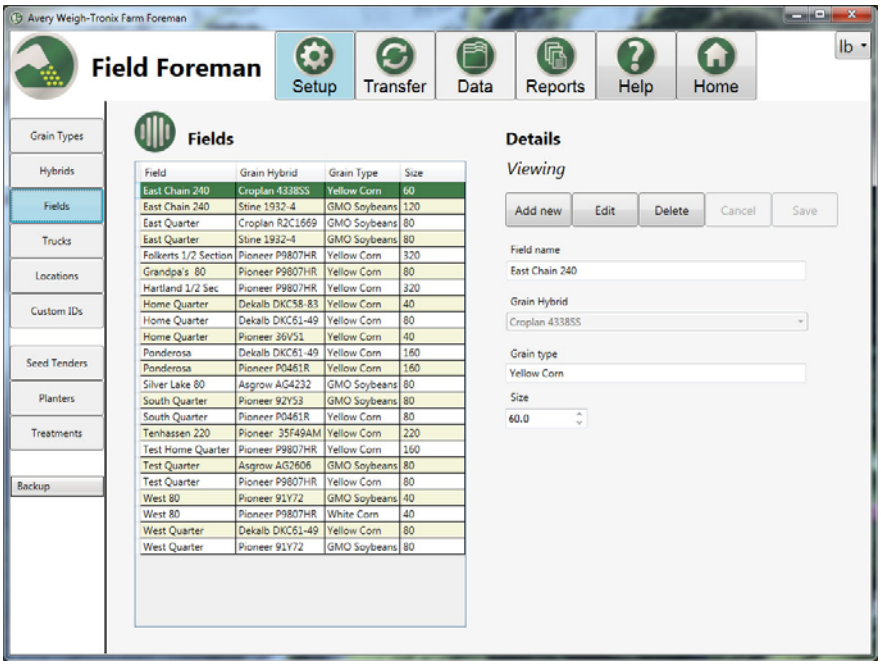


Figure 3.26 Fields Screen

NOTE: The Field, Grain Hybrid, Grain Type, and Size can be sorted in ascending or descending order by clicking on the title above all entered data.

Add New Field

1. Click on the **Add new** button.

Figure 3.27 Add a Field

2. Enter the desired name in the *Field name* box.

Figure 3.28 Enter Field Name

3. Select the Grain Hybrid from the drop down list. Once Hybrid is selected the grain type automatically populates based on the one assigned to that hybrid.

Figure 3.29 Select Grain Hybrid

4. Under the Size box, enter field size assigned to that Hybrid (Acres or Hectares) or scroll in with the arrows to adjust the size in increments of 10.

Figure 3.30 Enter Field Size

5. When the items entered are correct, click the **Save** button.

Figure 3.31 Save New Field

6. Repeat this process for all new Fields. **NOTE: If a Field has multiple hybrids, make another entry using a variation of the same field name when assigning multiple hybrids to the same field. Example Home Quarter 1 and Home Quarter 2 or Home Quarter East and Home Quarter West.**

Edit an Existing Field

Edit name, grain hybrid, grain type, or size.

1. Click on field to edit by highlighting it under the *Fields* selections.

Figure 3.32 Edit a Field

2. Click on the **Edit** button.

Figure 3.33 Edit Screen

3. Choose the item to edit. Make the necessary change and click the **Save** button.

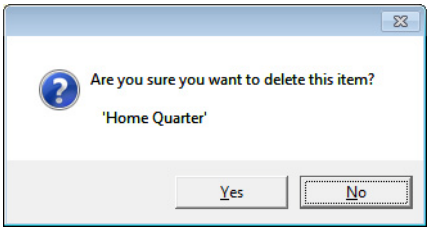
Delete an Existing Field

Permanently remove a Grain Hybrid from the list.

1. Click on field to delete by highlighting it under the *Fields* selections.

Figure 3.34 Select Field to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete field or **No** to cancel.

3.2.4 Trucks

Click on the *Trucks* button on the far left column to enter a name for the truck being used to deliver grain, the estimated empty tare weight of the truck and the target maximum gross weight of the truck.

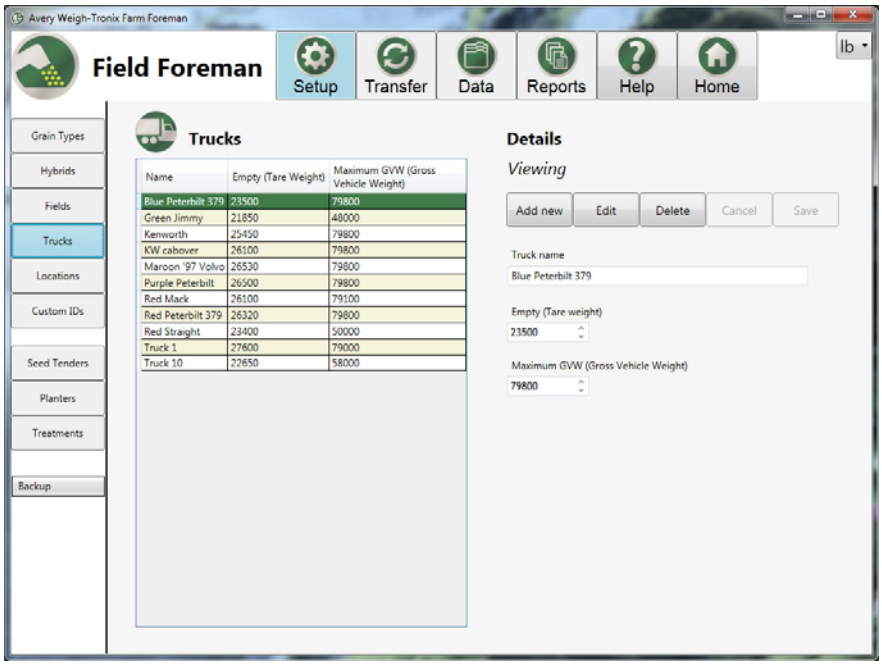


Figure 3.35 Trucks Screen

NOTE: The Name, Empty (Tare Weight), and Maximum GVW (Gross Vehicle Weight) can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a New Truck

1. Click the **Add new** button.

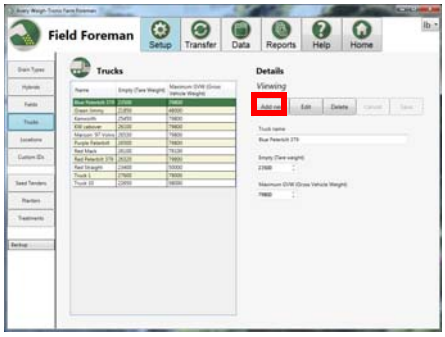


Figure 3.36 Add a Truck

2. Enter the desired name in the *Truck name* box.

Figure 3.37 Enter Truck Name

3. Type in the estimated empty tare weight of the truck in the *Empty (tare weight)* box or scroll in with the arrows to adjust the weight in increments of 100.

Figure 3.38 Enter Empty Truck Tare Weight

4. Type in the target maximum gross weight of the truck in the *Maximum GVW (Gross Vehicle Weight)* or scroll in with the arrows to adjust the weight in increments of 100.

Figure 3.39 Enter Maximum Gross Vehicle Weight

5. When the items entered are correct, click the **Save** button.

Figure 3.40 Save New Truck

6. Repeat this process until all the trucks and associated information is entered

Edit an Truck

Edit the name, Empty (tare weight), and Maximum GVW (Gross Vehicle Weight).

1. Click on truck to edit by highlighting it under the *Trucks* selections.

Figure 3.41 Edit a Truck

2. Click on the **Edit** button. The editable items will no longer be gray.

Figure 3.42 Edit Screen

3. Choose the item to edit. Make the necessary change and click the **Save** button.

Delete an Existing Truck

Permanently remove a truck from the list.

1. Click on a truck to delete by highlighting it under the *Trucks* selections.

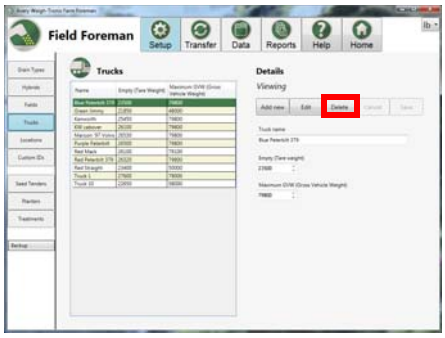
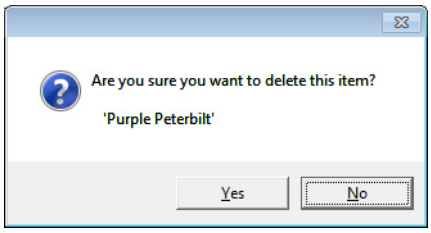


Figure 3.43 Select Truck to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete truck or **No** to cancel.

3.2.5 Locations

Click on the *Locations* button on the far left column to enter the name of the location where grain is delivered.

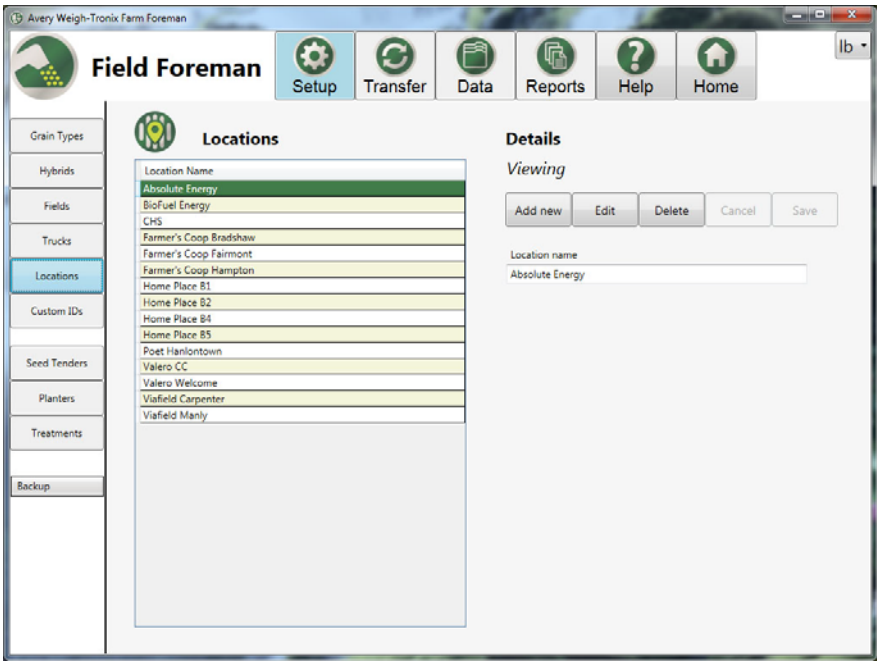


Figure 3.44 Locations Screen

NOTE: The Location Name can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a Location

1. Click the **Add new** button.

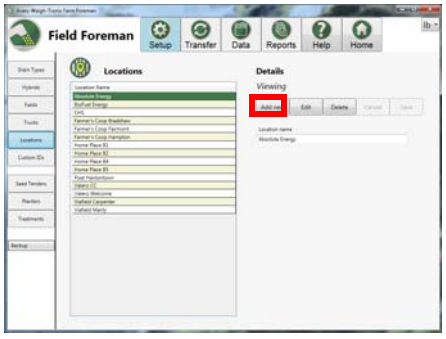


Figure 3.45 Add a Location

2. Enter the desired name in the *Location name* box.

Figure 3.46 Enter a Location Name

3. When the name is entered correctly, click the **Save** button.

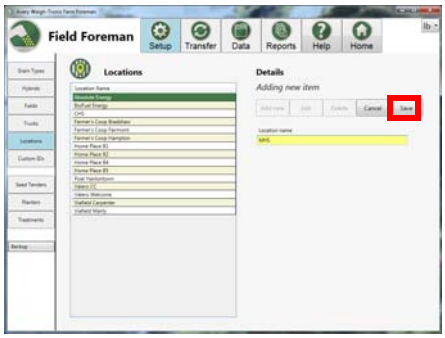


Figure 3.47 Save the New Location

4. Repeat this process until all the locations where your grain is delivered are entered.

Edit an Existing Location

Edit location name.

1. Click on the location to edit by highlighting it under the *Locations* selections.

Figure 3.48 Edit a Location

2. Click on the **Edit** button.

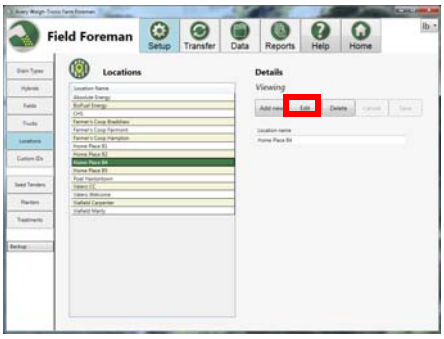


Figure 3.49 Edit Screen

3. Click in the name box to edit. Once the change has been made, click the **Save** button.

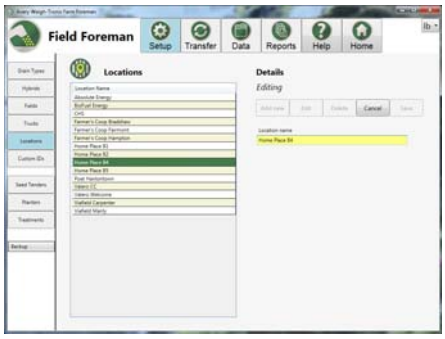


Figure 3.50 Change Location Name

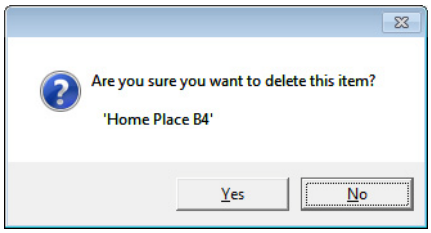
Delete an Existing Location

Permanently remove a location from the list.

1. Click on the location to delete by highlighting it under the *Locations* selections.

Figure 3.51 Select Location to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete location or **No** to cancel.

3.2.6 Custom IDs

The Custom ID field was designed to be customized for your operation's needs.

Examples include entering all individual combines so you can compare performance each day and make adjustments if one is performing worse than the others. You can also use this field to document different tillage or agronomy practices for a test plot i.e. fungicide treatment etc. Follow these steps to enter the identification names (ID).

Click on *Custom IDs* in the left hand column and you will see the screen shown in Figure 3.52.

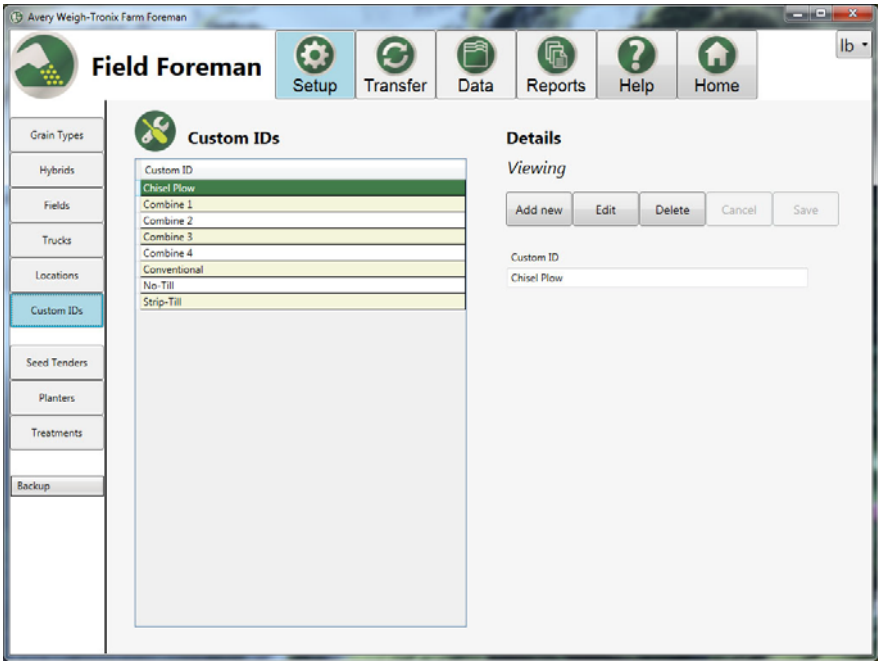


Figure 3.52 Custom IDs Screen

NOTE: The Custom ID can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a New Custom ID

1. Click the **Add new** button.

Figure 3.53 Add a New Custom ID

2. Enter the desired ID name in the *Custom ID* box.

Figure 3.54 Enter a Custom ID Name

3. When the name is entered correctly, click the **Save** button.
4. Repeat this process until all names are entered.

Edit an Existing Custom ID

Edit ID name.

1. Click on the custom ID to edit by highlighting it under the *Custom IDs* selections.

Figure 3.55 Edit a Custom ID Name

2. Click on the **Edit** button.

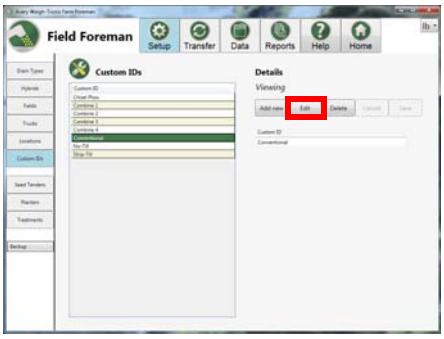


Figure 3.56 Edit Button

3. Click in the name box to edit. Once the change has been made, click the **Save** button.

Figure 3.57 Edit Custom ID

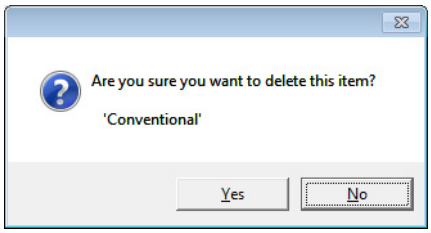
Delete an Existing Custom ID

Permanently remove a custom ID from the list.

1. Click on the custom ID to delete by highlighting it under the *Seed Tenders* selections.

Figure 3.58 Select Custom ID to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete seed tender or **No** to cancel.

3.2.7 Seed Tender Setup

Use this to enter a name for the seed tender being used and the number of Proboxes or hoppers it has.

Click on *Seed Tenders* in the left hand column and you will see the screen shown in Figure 3.59.

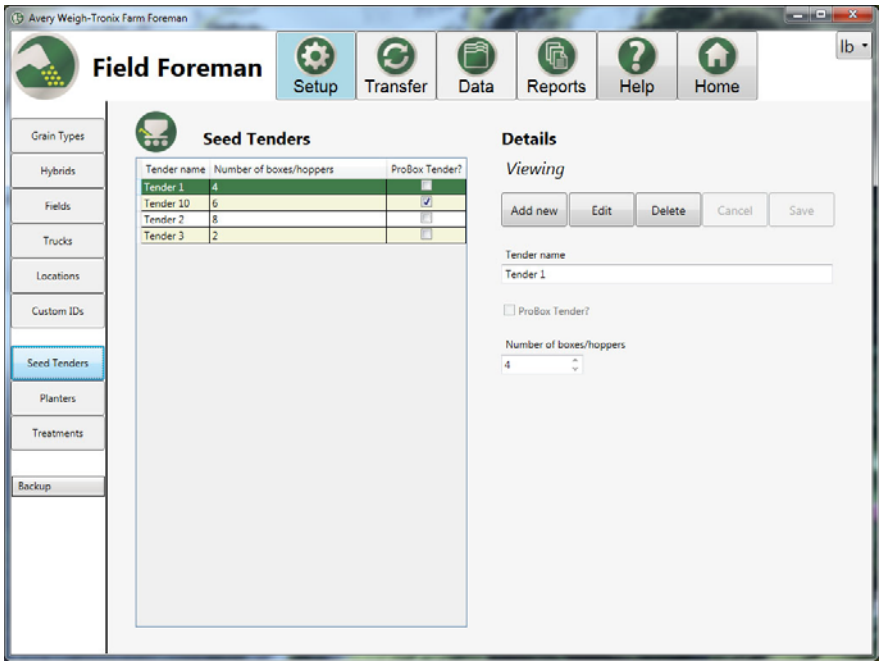


Figure 3.59 Seed Tenders Screen

NOTE: The Tender Name, Number of Boxes, and Probox Tender? can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a New Seed Tender

1. Click on the **Add new** button.

Figure 3.60 Add a Seed Tender

2. Enter the desired name in the *Tender name* box.

Figure 3.61 Enter Seed Tender Name

3. Type in the number of Proboxes or number of hoppers it has. The arrows can also be used to increment or decrement the number by 1.

Figure 3.62 Enter Number of Boxes

If it is a Probox tender, check the *Probox Tender?* box.

4. When name and number of boxes/hoppers are entered are correct, click the **Save** button.

5. Repeat this process until all the seed tenders are entered.

Edit an Existing Seed Tender

Edit tender name and number of boxes.

1. Click on the seed tender to edit by highlighting it under the *Seed Tenders* selections.

Figure 3.63 Edit a Seed Tender

2. Click on the **Edit** button.

Figure 3.64 Edit Button

3. Click in the Tender name box to edit.

Figure 3.65 Edit Tender Name

4. Click in the Number of boxes box to edit.
5. Once the change has been made, click the **Save** button.

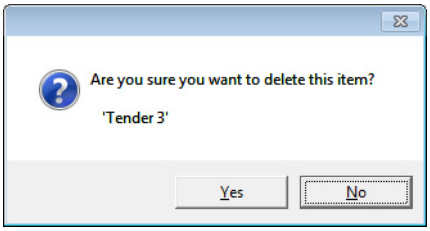
Delete an Existing Seed Tender

Permanently remove a seed tender from the list.

1. Click on the seed tender to delete by highlighting it under the *Seed Tenders* selections.

Figure 3.66 Select Seed Tender to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete seed tender or **No** to cancel.

3.2.8 Planters

Click on the *Planters* button on the far left column to enter The Planter Name, number of Hoppers and total capacity of the hoppers.

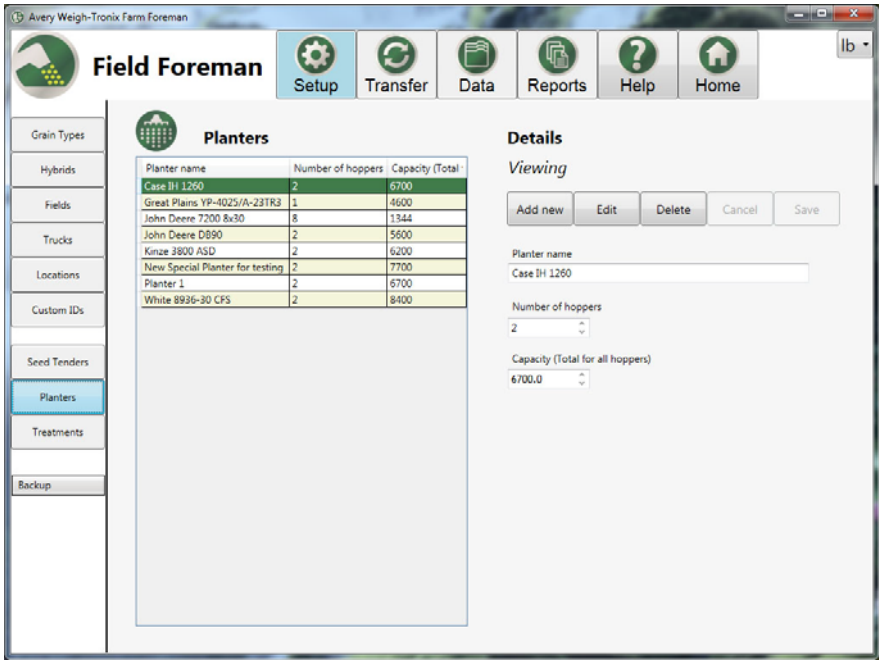


Figure 3.67 Planters Screen

NOTE: The Planter Name, Number of Hoppers, and Capacity can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a New Planter

1. Click on the **Add new** button.

Figure 3.68 Add a New Planter

2. Enter the desired name in the *Planter name* box.

Figure 3.69 Enter Planter Name

The Hoppers are limited to16. If the user has a planter that has individual hoppers and larger than 16 rows enter the number of hoppers that is a logical number to fill at one time. For example for a 24 row planter enter in 12 hoppers and max capacity for those 12 hoppers.

3. When name, number of hoppers and capacity are entered are correctly, click the **Save** button.

Figure 3.70 New Planter Saved

Note: Capacity refers to the total capacity of hoppers entered. For example if you have a Central fill planter with two hoppers with capacity of 1,600 pounds each enter the total capacity for both which is 3,200.

4. Repeat this process until all the planters are entered.

Edit an Existing Planter

Edit existing Planter name, number of hoppers and capacity.

1. Click on the planter to edit by highlighting it under the *Planters* selections.

Figure 3.71 Edit a Planter

2. Click on the **Edit** button.

Figure 3.72 Edit Button

3. Click in the Planter name box to edit.

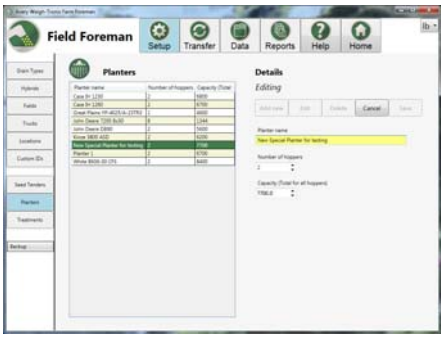


Figure 3.73 Edit Planter Name

4. Click in the Number of hoppers box to edit.
5. Click in the Capacity box to edit.
6. Once the change has been made, click the **Save** button.

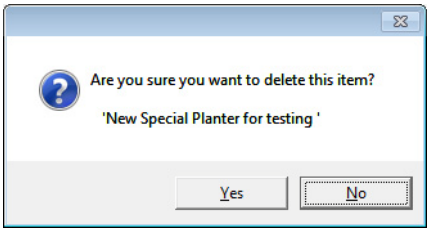
Delete an Existing Planter

Permanently remove a planter from the list.

1. Click on the planter to delete by highlighting it under the *Planters* selections.

Figure 3.74 Select Planter to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete seed tender or **No** to cancel.

3.2.9 Treatments

Click on the *Treatments* button on the far left column to enter the name of the treatment You can assign up to five treatments per hopper of hybrid seed on the 2060.

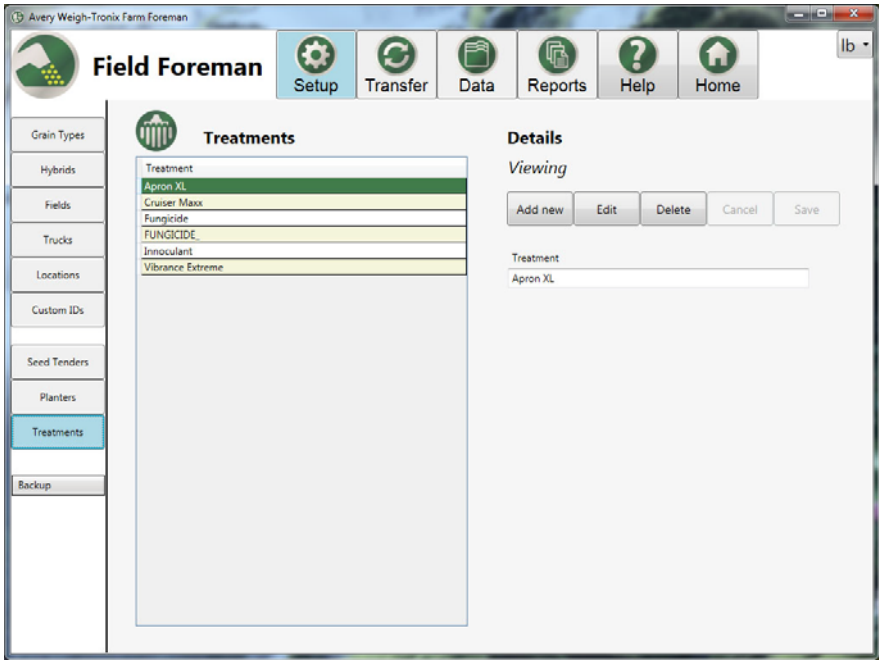


Figure 3.75 Treatments Screen

NOTE: The Treatment can be sorted in ascending or descending order by clicking on the title above all entered data.

Add a New Treatment

1. Click on the **Add new** button.

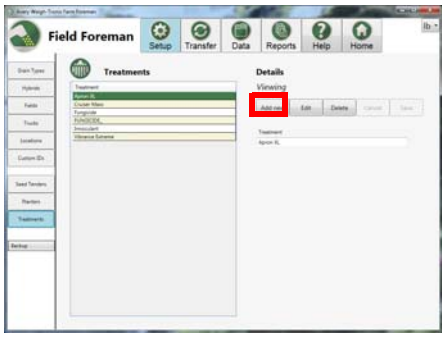


Figure 3.76 Add a New Treatment

2. Enter the desired name in the *Treatment* box.

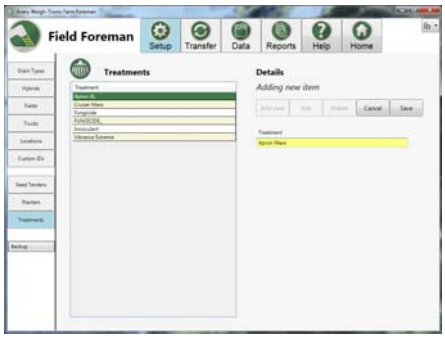


Figure 3.77 Enter Treatment Name

3. When the treatment is entered correctly, click the **Save** button.
4. Repeat this process until all the treatments are entered.

Edit an Existing Treatment

1. Click on the treatment to edit by highlighting it under the *Treatments* selections.

Figure 3.78 Edit a Treatment

2. Click on the **Edit** button.

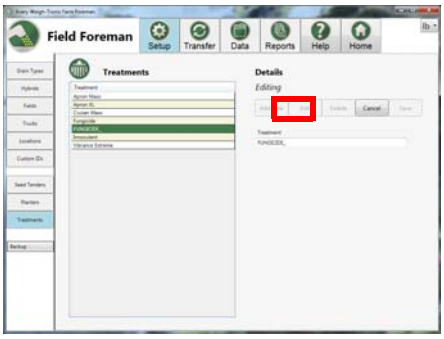


Figure 3.79 Edit Button

3. Click in the Treatment name box to edit.

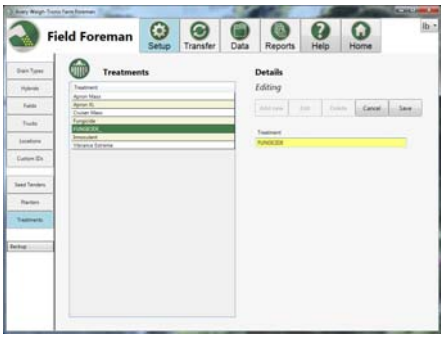


Figure 3.80 Edit Treatment Name

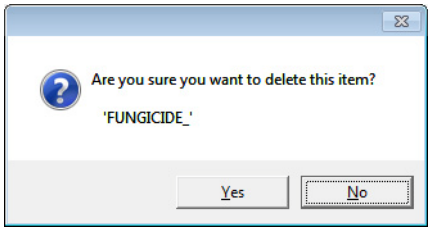
Delete an Existing Treatment

Permanently remove a treatment from the list.

1. Click on the treatment to delete by highlighting it under the *Treatment* selections.

Figure 3.81 Select Treatment to Delete

2. Click on the **Delete** button. The following message will appear.



3. Click **Yes** to delete treatment or **No** to cancel.

4 Data Sync (Transfer)

The Transfer icon on the Farm Foreman PC screen, shown in Figure 4.1, allows you to download setup data to the Model 2060 and to upload all collected data (transaction file) to your PC. You can move files back and forth between the PC and Model 2060 via USB flash drive that came with the Farm Foreman PC program. Insert the flash drive into an available USB port to perform the data sync procedures.

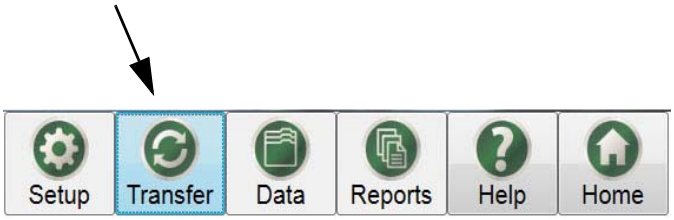


Figure 4.1 Transfer Button

1. Click on the **Transfer** icon.

   The screen shown below is displayed:

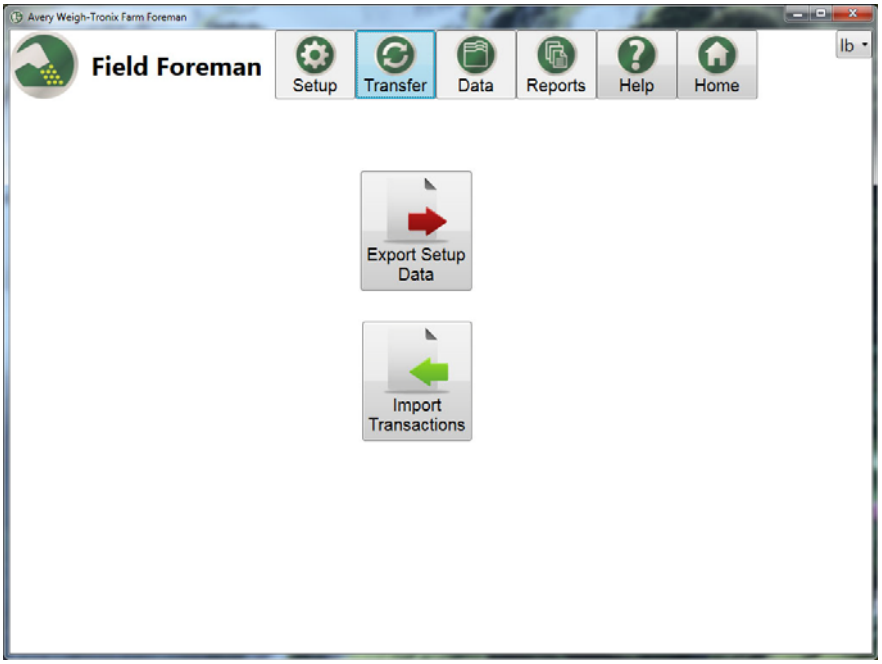


Figure 4.2 Data Transfer Screen

This screen offers a choice between importing data from the Model 2060 or export setup data to the Model 2060.

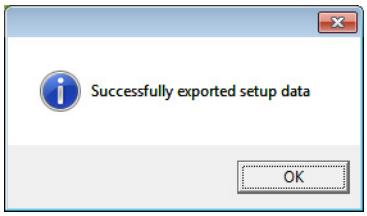
4.1 Export Setup Data

Use this to export the setup data for the Field Foreman application in your Model 2060 indicator.

1. Insert a USB flash drive into computer USB port.

2. Click the  button.

3. If information was saved within the Field Foreman PC software it will be loaded onto the USB drive. The following prompt will appear. Click **OK**.



4. Import the data to the Model 2060 by plugging the USB flash drive into the USB port of the indicator.

Follow the steps in the *2060 User Instructions* manual (PN AWT35-501506) under the *Farm Foreman PC Import* section to import the data from the flash drive.

4.2 Import Transactions

Use this to import data transactions from the Model 2060. Refer to the 2060 *User Instructions manual* (PN AWT 35-501506) under the *Farm Foreman PC export section* to save transactions to the USB flash drive.

1. With data loaded from the Model 2060, insert a USB flash drive into the computer USB port.

2. Click the  button.

2a. If this is the first import a screen prompt will appear. Select the drive letter of the USB flash drive and click **OK**.

2b. If your system has imported or exported data before, the Farm Foreman PC program will automatically look for information to import from a USB flash drive plugged into your PC. It will look in the same drive as the last syncing and import that data. A prompt screen will be displayed with the number of files that will be imported. Total Transactions refer to the number of new and previously loaded transactions that are on the USB flash drive. New Transactions refers to the number of new unique transactions that have been imported for the first time. Click the **OK** button to import the files.

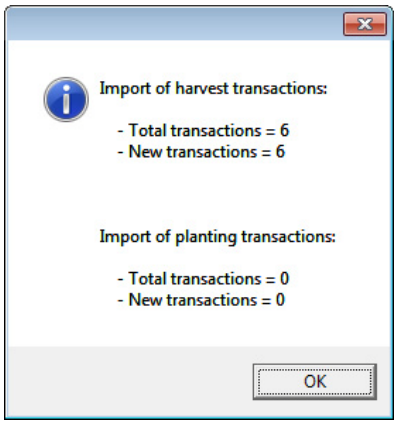
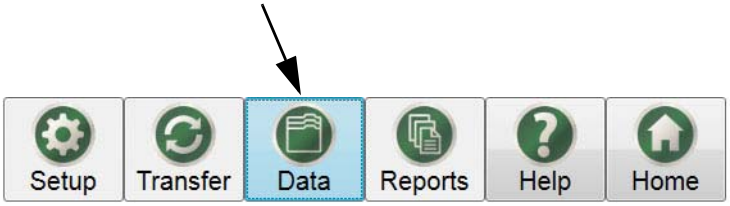


Figure 4.3 Transactions to Import

3. The data will be imported from the USB flash drive and stored in the Field Foreman PC program. The imported data will be accessible from the **Data** icon.

5 Data Icon

To see the data from the transaction file which has been imported to your PC from the Model 2060, click the **Data** button shown below. The data can be analyzed and filtered for both Harvest and Planting.



An example of the screen is shown in Figure 5.1.

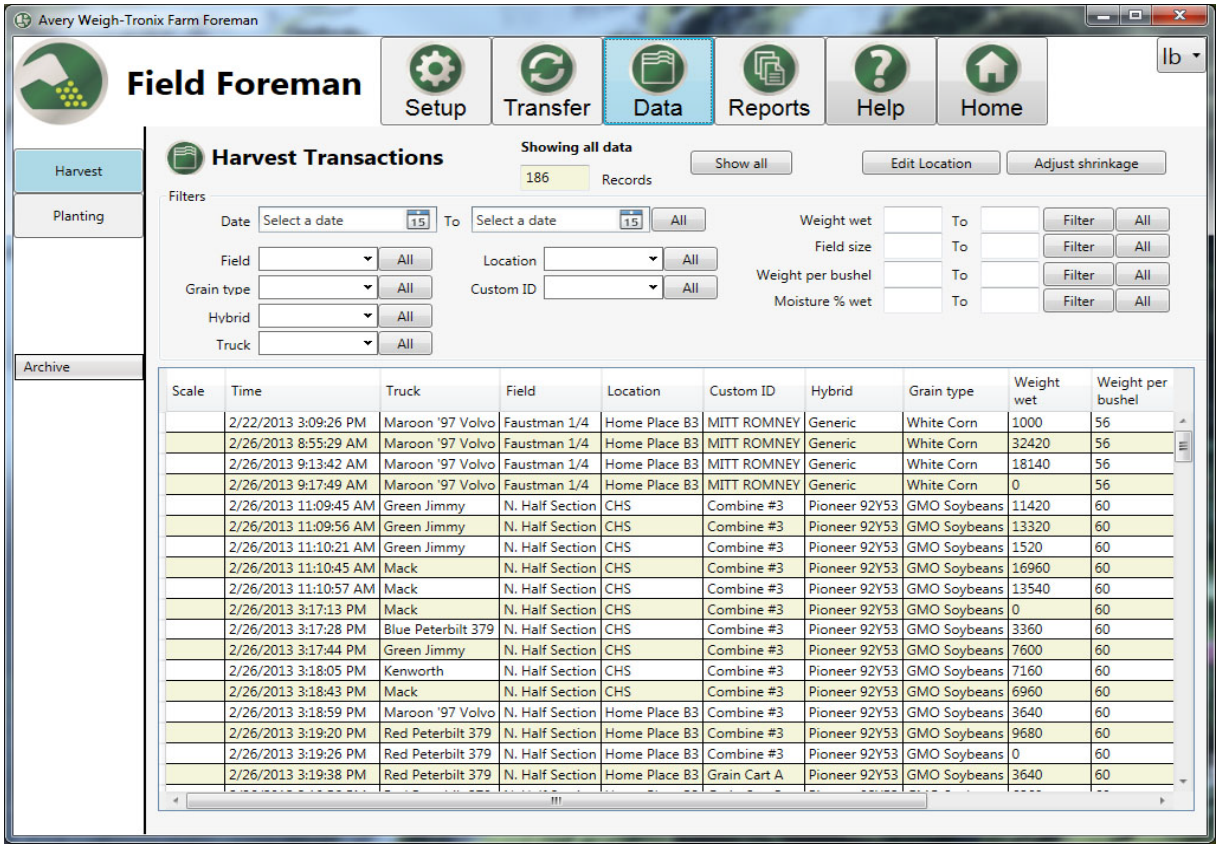
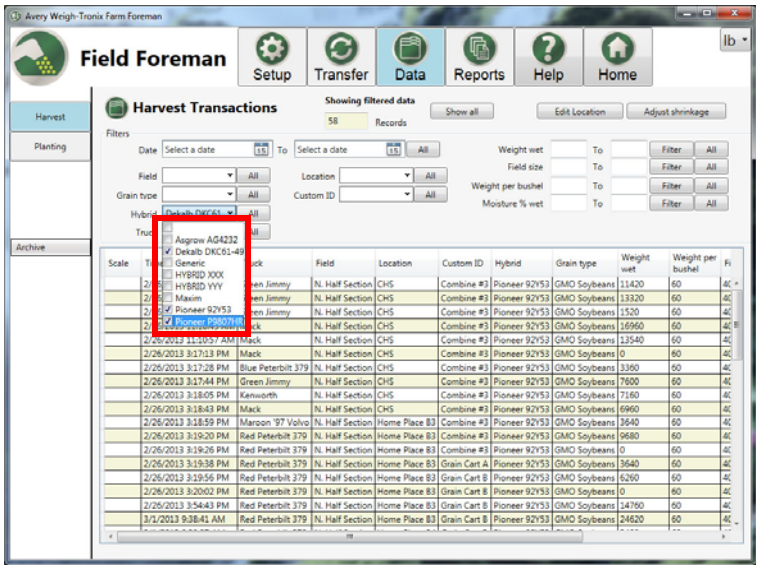


Figure 5.1 Data Screen

5.1 Filtering Harvest Transactions

Select the **Harvest** button in the far left column.

Each column of information can be filtered to show more specific information. As an example, if you click the down arrow next to the *Hybrid* column you will see a drop down list of all the hybrids you have entered. See the example below.



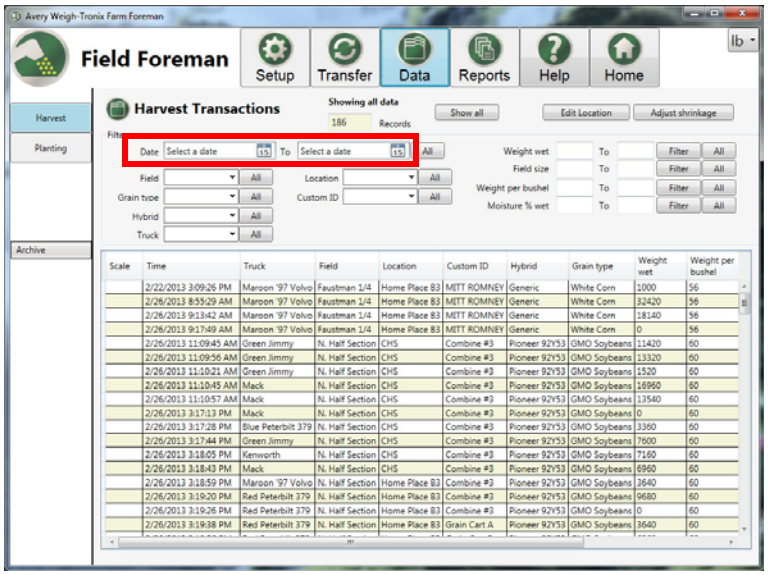
As you can see in the above example, two hybrids are checked in the drop down box. All records that apply to what is checked will be displayed.

Select any other filtering options to narrow down a search or specific information.

The database uses typical Windows® controls. For example you can click on a column header to change the sorting from ascending to descending and vice versa. See Windows® documentation for further instructions.

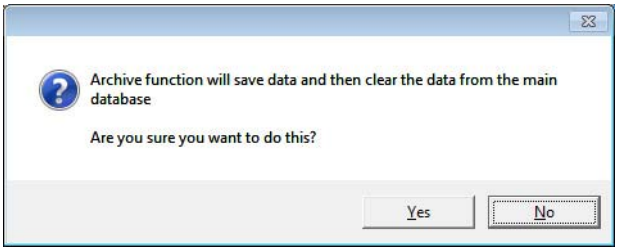
5.1.1 Filtering by Date

Use the *Date* drop down calendar to assign a specific date range or a crop year. Click on the calendar icon to the right of the date to select the date to be used for filtering. Use the scroll arrows to choose a month. Click on the desired date within the month.



5.1.2 Archiving Transaction Data

1. To archive a set of filtering choices for example a crop year, click the **Archive** button on the far left column of the screen and then *Save to Archive*. The following message will be displayed:



2. Click **Yes** to save data or **No** to cancel. **Note that clicking Yes will clear the data from the main database.**

3. You will be prompted to select the location and edit the file name prior to saving the file. Select the save location and edit the file name if desired.

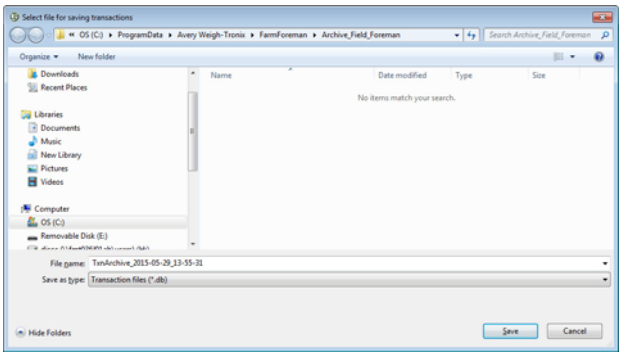


Figure 5.2 Edit Location and File Name

4. The ***Saving Transactions*** screen will be displayed. Click **OK** to save the transactions.

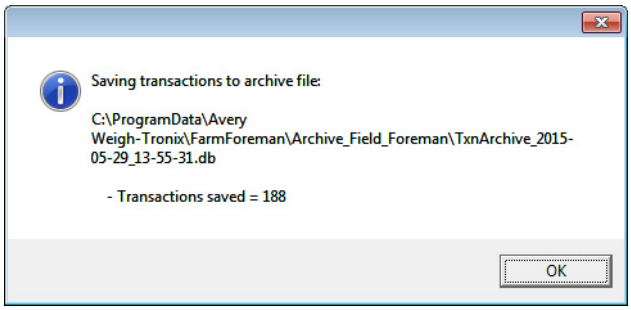


Figure 5.3 Saving Archive Transactions

5.1.3 Load from Archive

To load existing data, click on the **Archive** button on the far left column of the screen and then *Load from Archive*. Select an archive file to load from the Window Explorer window. Click **OK** to load the file.

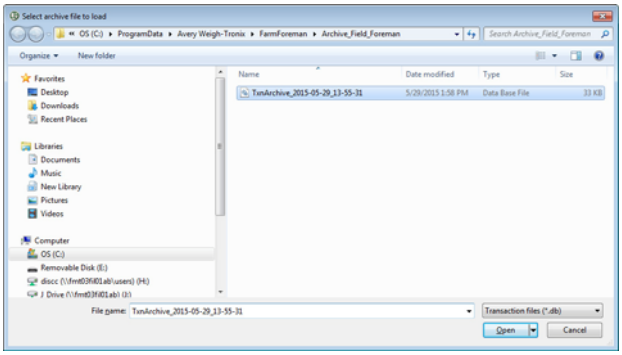


Figure 5.4 Load Archive File

5.1.4 Show all Data

Click the **Show all** button to view all records that have been imported from the Model 2060.

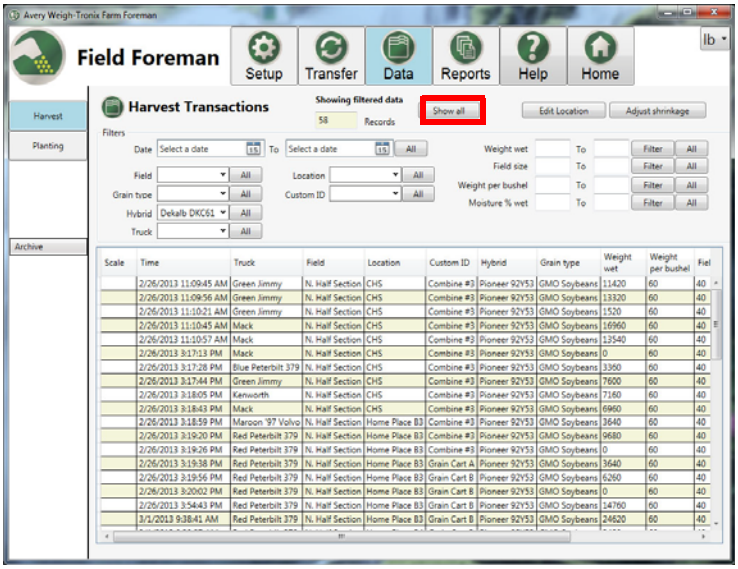
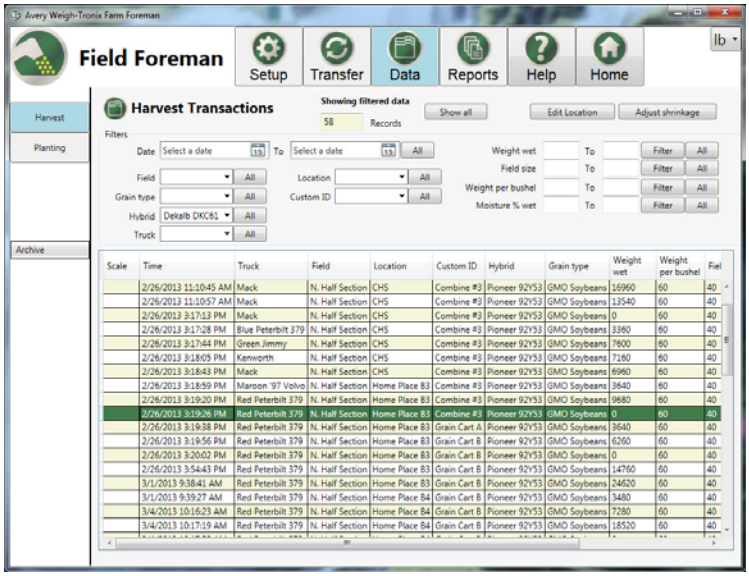


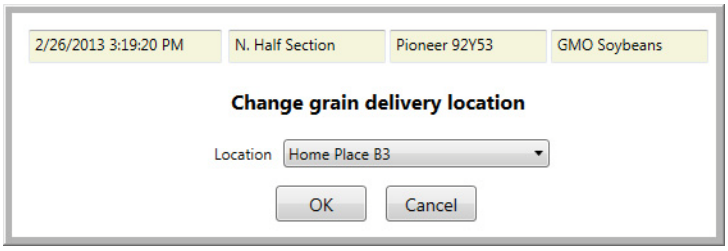
Figure 5.5 Show all Button Location

5.1.5 Edit Location

1. Click on a record to change a grain delivery location.



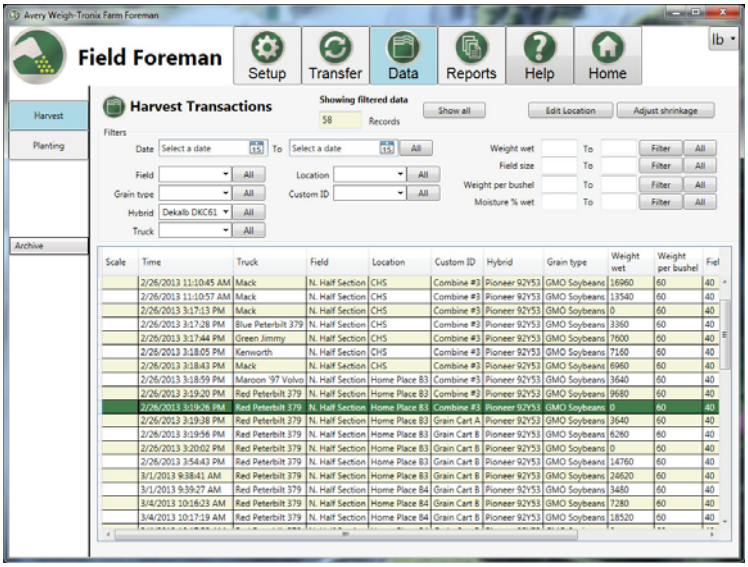
2. Click the **Edit Location** button to change the grain delivery location. A similar screen to below will be displayed.



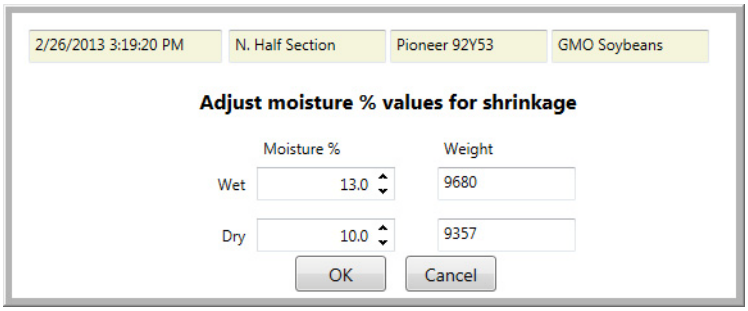
3. Select a new location from the drop down menu and click **OK**.

5.1.6 Adjust Shrinkage

1. Click on a record to adjust moisture percentage values to accommodate for shrinkage.



2. Either click on the **Adjust shrinkage** arrows button to adjust moisture % or manually enter in a new moisture %. The Weight will automatically adjust based on the moisture % entered. A similar screen to below will be displayed.

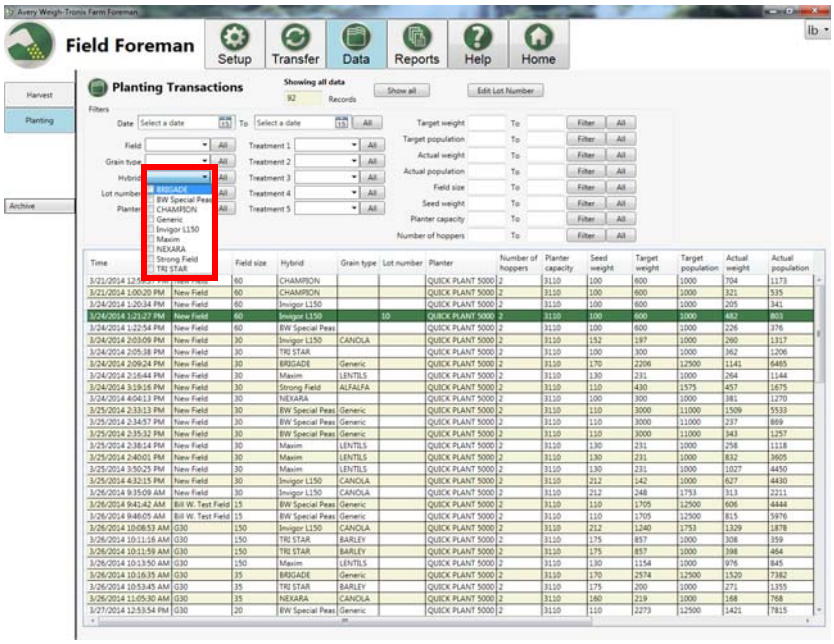


3. Click **OK** when all changes have been made.

5.2 Filtering Planting Transactions

Select the **Planting** button in the far left column.

Each column of information can be filtered to show more specific information. As an example, if you click the down arrow next to the *Hybrid* column you will see a drop down list of all the hybrids you have entered. See the example below.



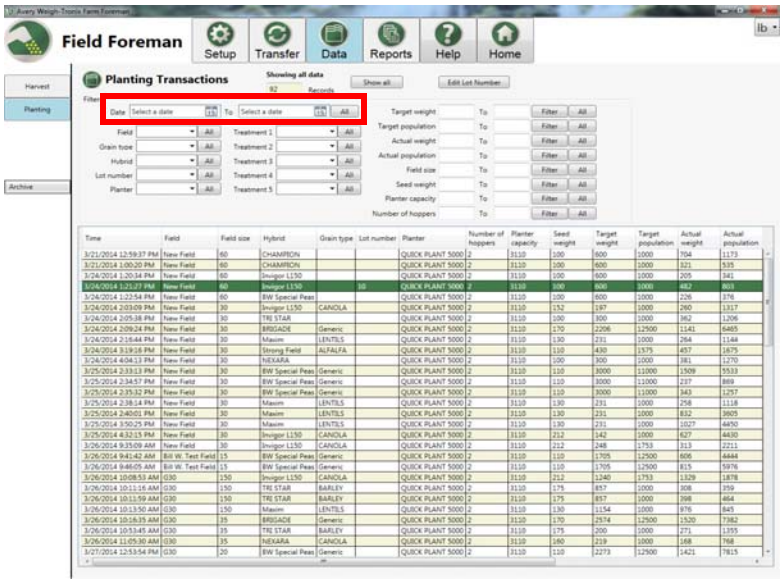
As you can see in the above example, two hybrids are checked in the drop down box. All records that apply to what is checked will be displayed.

Select any other filtering options to narrow down a search or specific information.

The database uses typical Windows® controls. For example you can click on a column header to change the sorting from ascending to descending and vice versa. See Windows® documentation for further instructions.

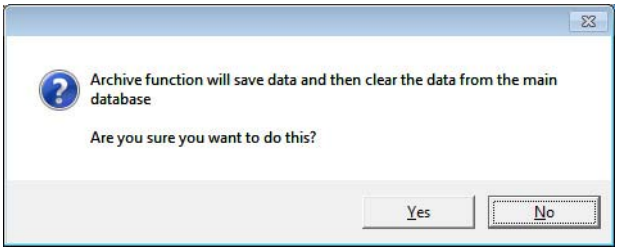
5.2.1 Filtering by Date

Use the *Date* drop down calendar to assign a specific date range or a crop year. Click on the calendar icon to the right of the date to select the date to be used for filtering. Use the scroll arrows to choose a month. Click on the desired date within the month.



5.2.2 Save a Filtering Choice

1. To save a set of filtering choices, click the **Archive** button on the far left column of the screen and then *Save to Archive*. The following message will be displayed:



2. Click **Yes** to save data or **No** to cancel. **Note that clicking Yes will clear the data from the main database.**

3. You will be prompted to select the location and edit the file name prior to saving the file. Select the save location and edit the file name if desired.

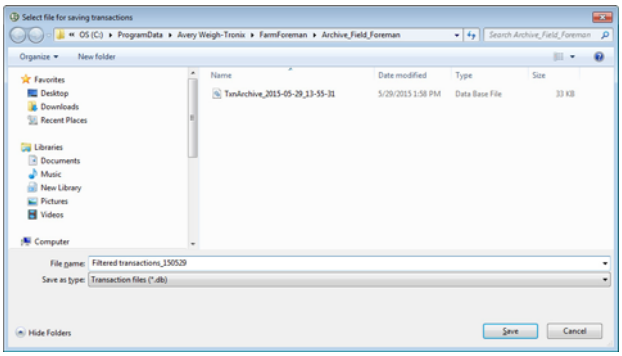


Figure 5.6 Edit Location and File Name of Filtered Transactions

4. The ***Saving Transactions*** screen will be displayed. Click **OK** to save the transactions.

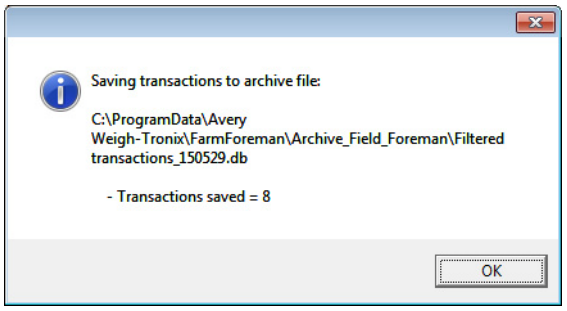


Figure 5.7 Saving Filtered Archive Transactions

5.2.3 Load from Archive

To load existing data, click on the **Archive** button on the far left column of the screen and then *Load from Archive*. Select an archive file to load from the Window Explorer window. Click **OK** to load the file.

5.2.4 Show all Data

Click the **Show all** button to view all records that have been imported from the Model 2060.

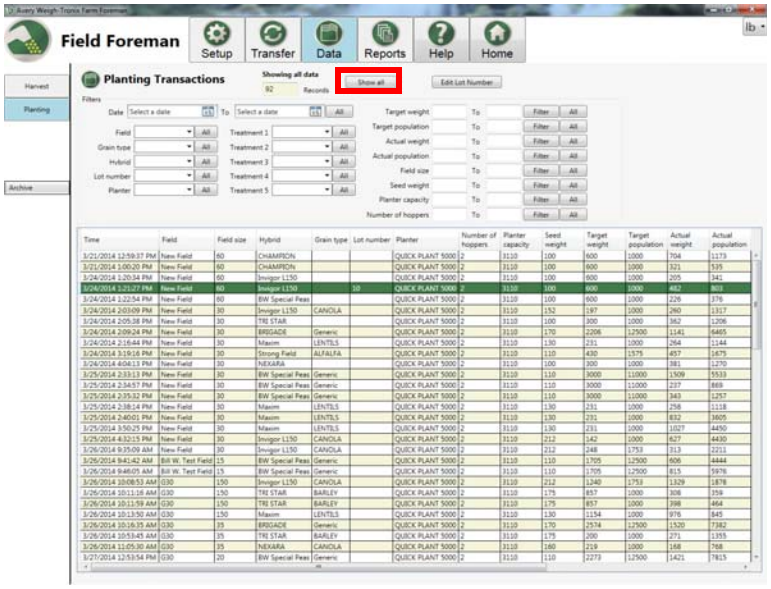


Figure 5.8 Show all Button Location

5.2.5 Edit Lot Number

1. Highlight the desired row in which the lot number will be added or edited.

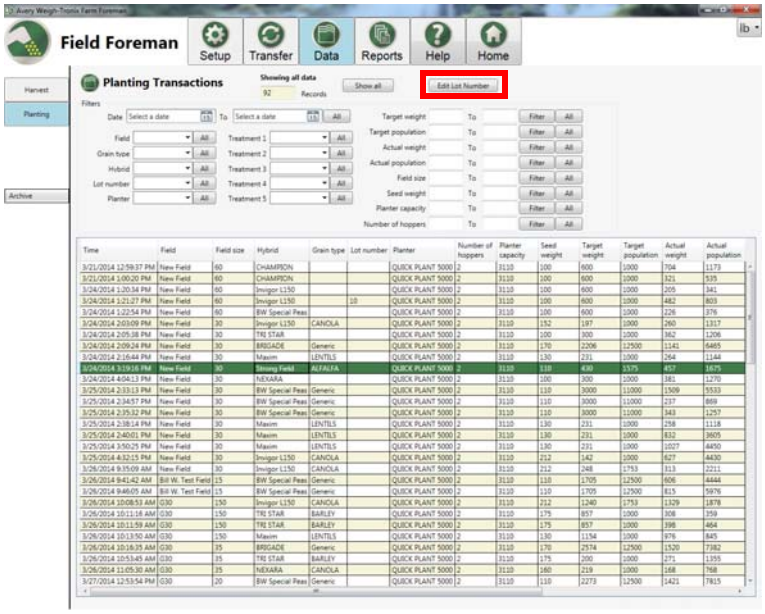
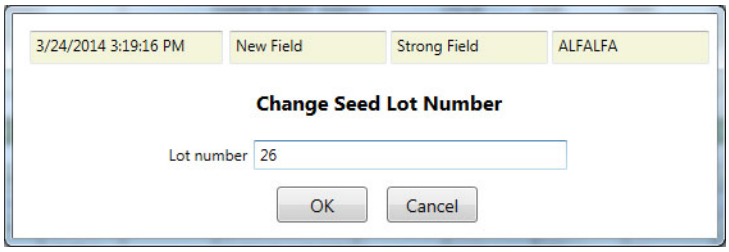


Figure 5.9 Select Row

2. Click the **Edit Lot Number** button.



3. Enter the new lot number of change the existing number and click **OK**. Click **Cancel** to cancel.

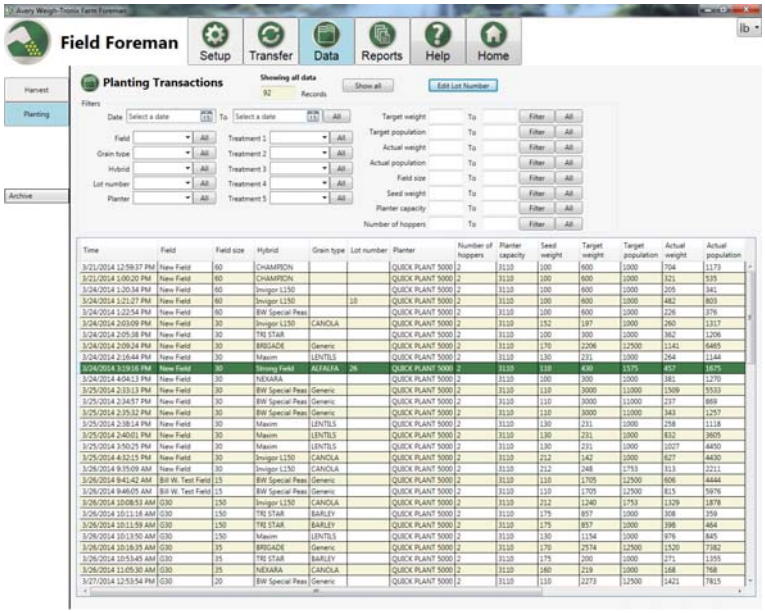


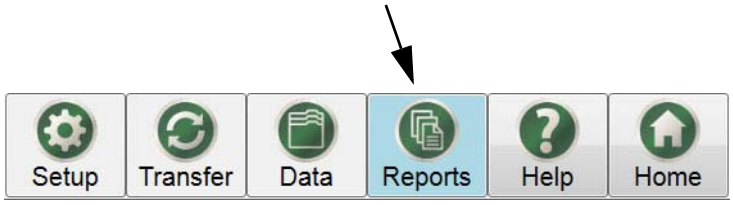
Figure 5.10 Entered Lot Number

6 Reports Icon

Reports are powerful tools for determining how well your farm plan worked and what changes you might want to make in the coming season. Field Foreman PC makes report generation very simple.

The reports generated in this section are based off the filtering done in the *Data Icon* chapter. Only the information that results from your filtering will be available for the reports.

To create, print or save reports, click the **Reports** icon, shown below.



The screen shown in Figure 6.1is displayed.

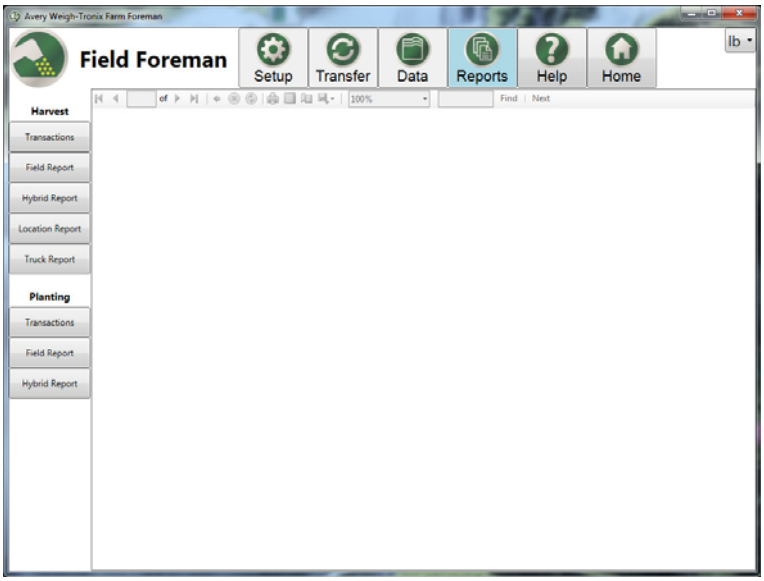


Figure 6.1 Blank Reports Screen

Choose a report from the list in the left side column. For example, if you click on *Transactions*, here is an example report you might see:

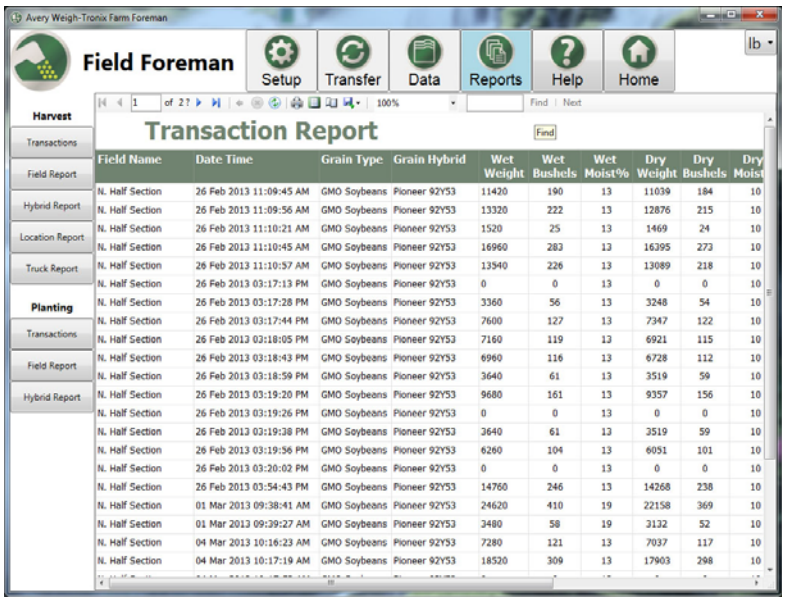


Figure 6.2 Harvest Transaction Example Screen

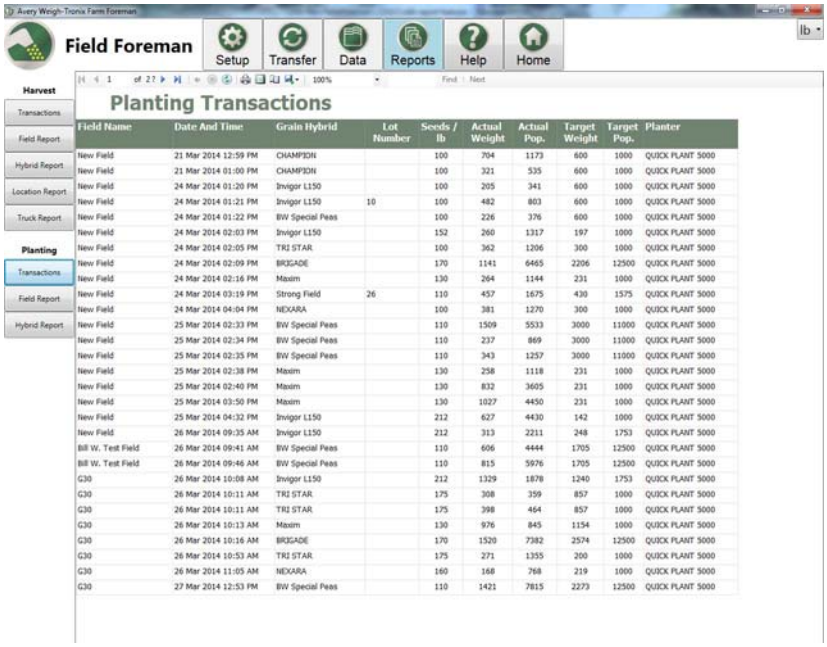


Figure 6.3 Planting Transaction Example Screen

Individual reports can also be generated for more precise reporting data. Click on the desired report tab to run the report.

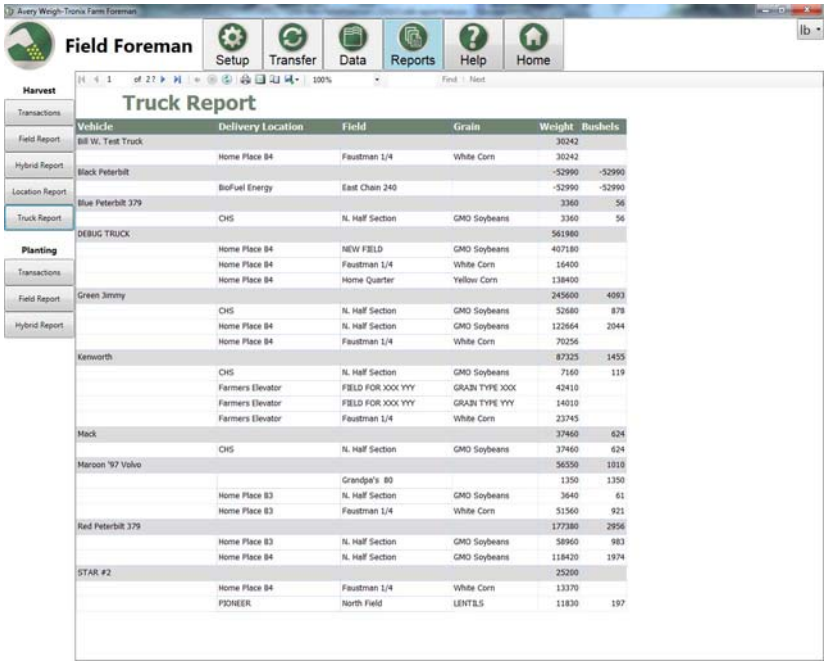


Figure 6.4 Truck Report Example

In any of the reporting screens, use the controls at the top of the report page to print the report or change the print layout, the page setup or export the file as an Excel file, Word or Adobe® PDF.

Figure 6.5 Other Report Functions

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