REFERENCE GUIDE

Farm Works® View Software
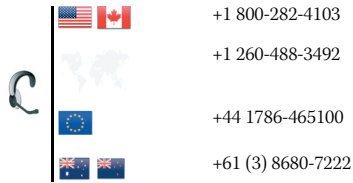
FARM WORKS SOFTWARE®

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Reference Guide

Farm Works® View Software

Version 1.0
Revision A
July 2010

FARM WORKS® SOFTWARE

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Release Notice

This is the July 2010 release (Revision A) of the *Farm Works View Software Reference Guide*. It applies to version 1.0 of the View software.

Contents

Overview

This program was designed to help farmers to operate their farms efficiently and with greater profitability.

This manual describes how to set up and use the Farm Works® View software.

Windows Vista and Windows 7 operating system setup

The software works with the Windows Vista® and Windows® 7 operating systems. To configure it, do *one* of the following:

Run as an administrator

1. Right-click the software icon and then select *Properties.*

2. In the *Compatibility* tab, select *Run this program as an administrator* and then click **OK**:
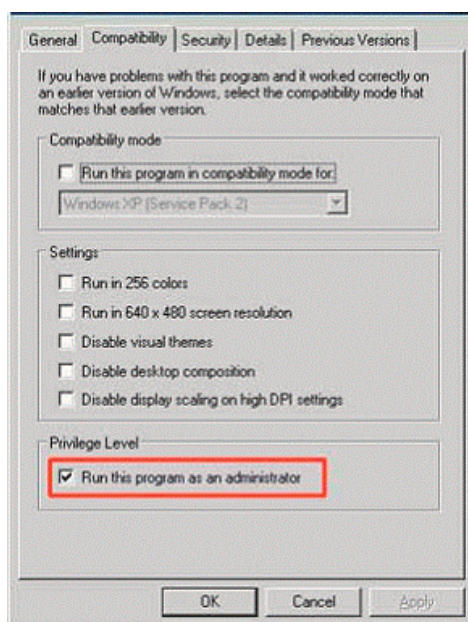
3. When you start the software, the system prompts you for permission to run it.

Disable user accounts on the computer

1. From the *Start* menu, select *Control Panel / User Accounts.*

2. Select *Turn User Control On/Off* and then click **OK**.

3. Restart the computer.

Note – *Microsoft recommends that you keep this new security feature turned on. Be aware that you are removing a level of protection by disabling User Account Control alerts, and you are also disabling the Internet Explorer® protected mode.*

Registering the software

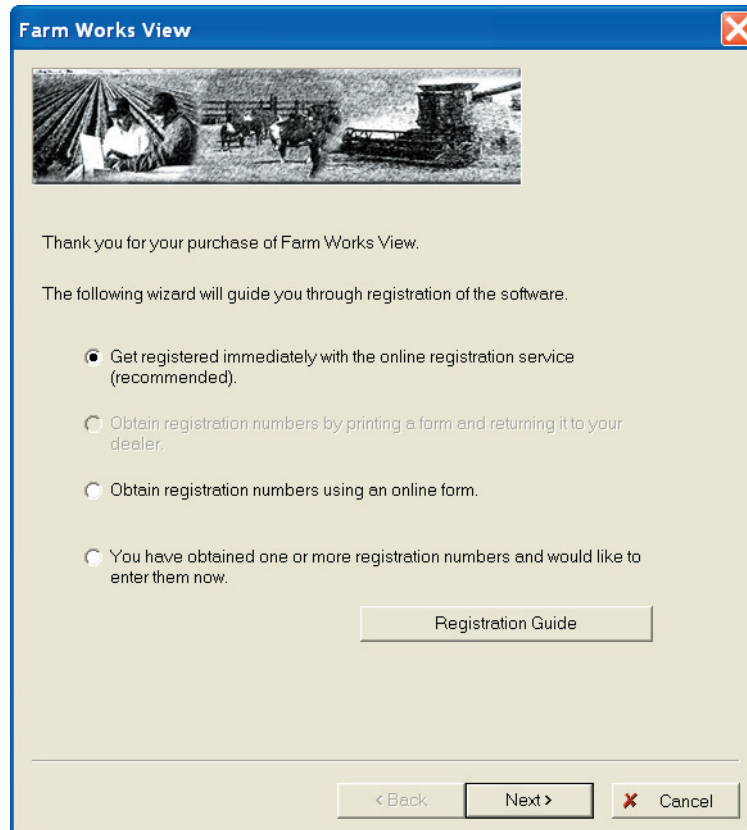To obtain full use of the software, and to receive information on future upgrades, you must register using the owner's name with a number provided to you by the software. Registration takes just a few moments to complete.

Online registration

1. When you see the registration dialog, select **Get Registered Immediately...**.

2. Make sure that the computer is connected to the Internet and then click **Next**.

3. Enter all of the requested information and then click **Next**. A message indicates successful registration.

Other registration options

If you prefer, use one of the other registration options:

- Complete the online form: Select *Obtain registration number using an online form* to obtain registration numbers using the online form. Once you complete the form, you will receive the registration numbers by email. You can then select the option to enter the registration numbers from the email.
To register online go to www.farmworks.com/register.

- Enter numbers you previously received: Select the final option if you obtained registration numbers from another source (such as a dealer, by contacting technical support, or when you have completed the online form). Click **Next** and then enter the registration numbers in the appropriate fields for each of the applications that you own.

- Registering the software by phone:

  – North America: +1 800-282-4103

  – Europe: +44 1786-465100

  – Australia: + 61 386807222

  – Other countries: +1 260-488-3492

Running the software for the first time

Selecting a measurement system

The first time you open the program, you are prompted to select a measurement system:
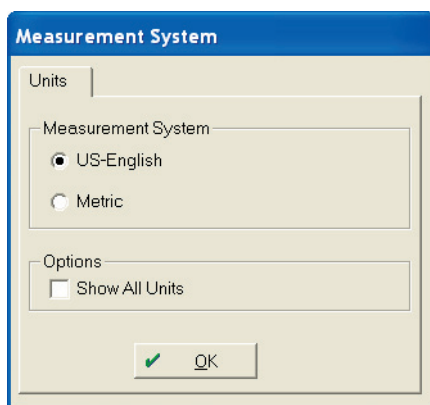
Select the required option and then click **OK**. The options are:

- US-English
- Metric

- Show All Units. This shows US and Metric units—the software uses the first selection (US-English or Metrics) for area and distance measurements, but gives both US-English and Metrics for any volume measurements.

Note – The Show All Units option is suitable for users in Canada who want US distance and area measurements and metric volume and quantity measurements.

Starting the software

To start the software, do one of the following:

- Select *Start / All Programs / View software*.

- Double-click the View icon on the Windows desktop.

The program opens a new project so that you can begin working in it, or you can select *File / Restore Backup* to restore a backup of a project that you made previously.

For instructions on restoring a backup of a project, see below.

Backing up projects

To safeguard your data, Farm Works recommends that you make regular and frequent backups of your project to a medium other than your hard drive (USB, CD, hard disk, and so on) in case of failure, loss, or damage. This enables you to restore the backup of your project and recover lost data. Without a project backup, there is no way to recover the records and maps for your farm.

1. Select *File / Backup Project.*

2. Enter a name for the backup in the *Backup To* field, or replace an earlier backup by selecting it from the drop-down list:
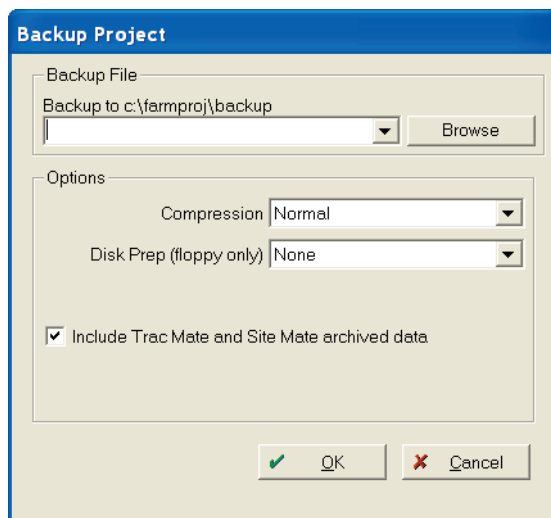
By default, the program saves project backups in the backup folder on the computer hard drive (c:\program files\farmproj\ez-office). To save the backup to a different folder or to a removable drive:

1. In the *Backup Project* dialog, click the **Browse** button.

2. In the *Save As* dialog, do one of the following:

    – Select the required folder or removable drive from the *Save In* list.

    – Select an icon in the left-hand column of the dialog and then browse to the folder or drive where you want to save the backup (for example, to save the backup to a USB drive, select the My Computer icon, select the letter for the removable drive to enter it in the *Save In* field.

3. Enter a name for the backup file in the *File Name* field, or replace an earlier backup by selecting it from the drop-down list.

4. Do one of the following:

    – Click **Save** to return to the *Backup Project* dialog.

    – Click **Cancel** to close the dialog without saving the backup.

5. In the *Options* section of the *Backup Project* dialog, select a value from the *Compression* drop-down list to change the size of the backup file and the amount of time it will take to create the backup. The options are *Maximum* (slowest), *Normal* (default), *Fast*, *Super Fast*, or *None*:

    – If you select *Maximum*, the program will take longer to create the backup but the file will be smaller.

    – If you select *None*, the program will take a shorter time to create the backup, but the file will be much larger.

6. If you are saving the backup to a USB drive or a disk, you can select *Wipe Disk* from the *Disk Prep* drop-down list to erase all files on the USB drive or floppy disk before making the backup.

⚠ **CAUTION –** Before you select Wipe Disk, verify there are no files you want to keep.

7. You can also select to include:

    – Backdrops and /or Sire Mobile archived data.

    – Trac Mate and Site Mate archived data. This will back up any raw data that you have collected (and imported into the View software) with the Trac Mate and/or Site Mate programs.

Note – Backdrops include aerial images and digital photos. Site Mobile data is a copy of the original, raw data.

8. Click **OK**. A progress screen appears:
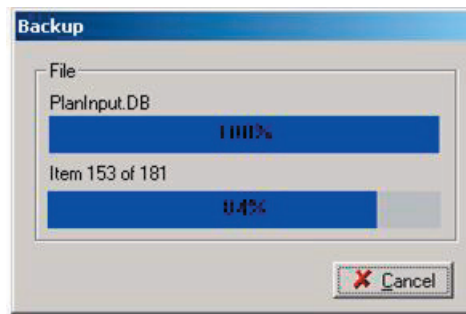
Click **Cancel** to close the dialog without making a backup.

9. Repeat the procedure steps to save another backup to a different folder, removable drive, or floppy disk.

Restoring project backups

If your data is corrupted or if you lose your data through a hardware failure, you can attempt to recover data by restoring a backup you created earlier with the backup option (as described above).

Note – The program will not restore backups made with other software, such as the Windows XP backup utility.

Restoring a project backup replaces the information in the current project with the information that you had at the time you made the backup. For example, if you created a backup on Monday, and then needed to restore it on Friday of the same week, you will lose any information entered Tuesday through Thursday of that week.

1. Select *File / Restore Backup*:
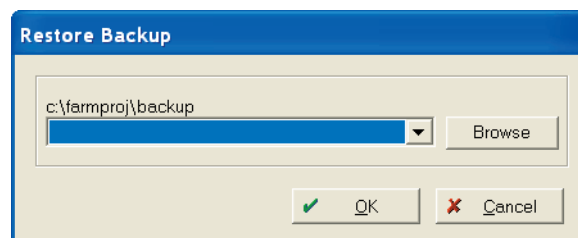
2. From the Backup Project drop-down list, select the backup file you created previously. If the backup does not appear on the list, browse to locate it:

    a. Click the **Browse** button to open a second *Restore Backup* dialog.

b. Do one of the following:

– Browse to the folder or drive where you previously saved the backup.

– Select an icon in the left-hand column and then browse to the folder or removable drive where you previously saved the backup (for example, if you saved the backup to your My Documents folder, select the *My Documents* icon to transfer it to the *Look In* field).

3. Select the backup file— it moves to the *File Name* field—and then click **Open**:

4. In the *Restore Backup* dialog, the backup file now appears in the *Restore From* field:

5. Select the Project Name that you want to restore the backup to.

*Note – If you selected Restore Backup from the File menu, you cannot restore to the project that you were previously in. To restore to this project, exit the software, restart it and then click **Restore Project** in the Project Selection tab.*
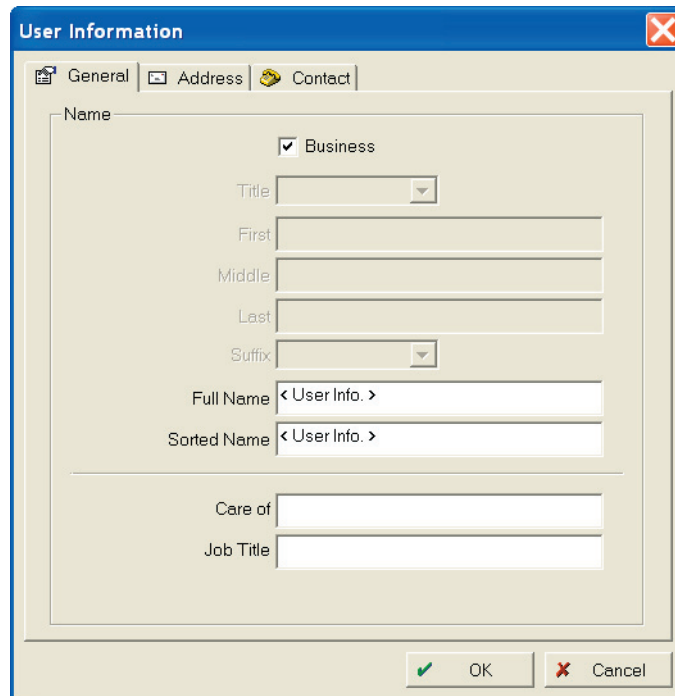
6. Do one of the following:

– Click **OK** to restore the file.

– Click **Cancel** to close the dialog without restoring the backup.

7. If you click **OK**, you are prompted to confirm the restore operation:

8. Click **OK**. A progress screen appears:

Click **Cancel** to close the dialog without making a backup.

During the restoration of the backup, the program replaces the current data in your project with the data in the backup file. When the restoration is complete, you can begin working with the restored data.

Changing user information

The contact information that is printed on many reports is sourced from the user information entered in the program. To change this:

1. Select *File / Preferences / User Info.*

2. In the *User Information* dialog, select the tabs in turn to enter the details that you want to appear on printed reports and then click **OK**:

Adding Clients, Farms and Fields, Workers, and Commodities

Before importing information to the program, add your clients, farms and fields, people, and commodities to the program.

To do this, enter the names of your clients and farms, and the names, legal acres, and tillable acres for your fields. If required, you may add additional details for your fields, such as FSA information.

To set up workers (such as employees), you only need to enter general information such as their name. If required, you may add additional data, including addresses and license numbers.

Using the toolbar

Click this icon ...	To ...
New Client	Add new clients to the program.
New Farm	Add new farms to the program.
New Field	Add new fields to the program.
New Person	Add laborers, employees, and other workers.
Read Job Data	Import data collected with a precision agriculture hardware device, such as an EZ-Guide® 500 lightbar or a Trimble® FmX® integrated display.
Write Job Data	Export setup information (for example, Clients, Farms, and Fields) for use with a precision agriculture hardware device, such as an EZ-Guide 500 lightbar or a Trimble FmX integrated display.

Setting up clients

You can create clients for custom applicators, fertilizer dealers, consultants, and others who want to keep maps and records for clients/customers.

If you are a grower, you can set up a single client for yourself. Clients show under the farm field with fields and farms listed under each.
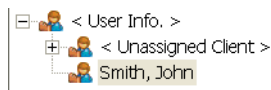
To add a client:

1. Do one of the following:

   – In the *Farm* tab, right-click *<User Info>* and then select *New Client.*

   – Click the New Client icon :

2. In the *Client Properties* dialog, enter the required information in the *General*, *Address*, and *Contact information* tabs:

3. Click **OK**. The new client appears as a new folder:

You can now do any of the following:

- Create farm(s) and field(s) under the new client.

  You can also create clients when adding farms and fields, see the following sections.

- View and/or modify a client's information. To do this, right-click the name and then select *Properties*.

- Delete a client. To do this, right-click the name, select *Delete* and then click **Yes** in the warning message that appears. The client and all their associated records and maps are deleted.
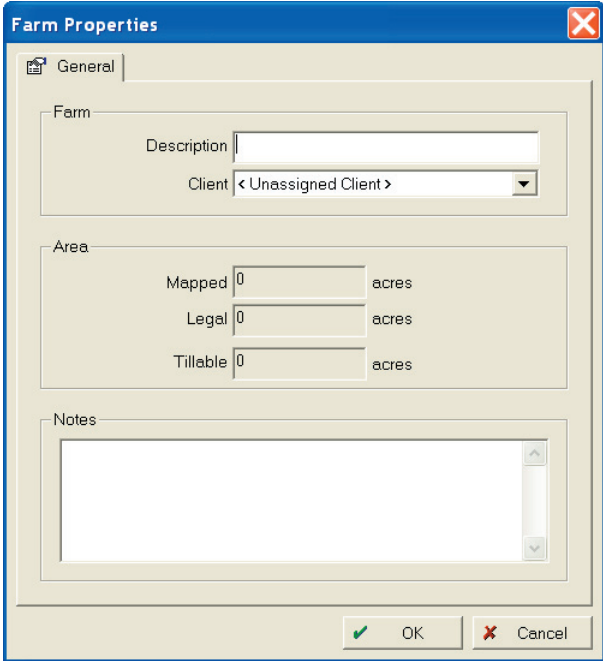
Setting up farms

The program allows you to create farms in which to group your fields. Multiple farms are generally created with different landlords, so you can organize your fields by farm name.

Once you have added farms to the *Farm* tab, you can begin adding your fields. You can also move fields that you previously added to the program to a farm.

To add a new farm:

1. Do one of the following:

   - Select *Resources / New Farm.*

   - In the *Farm* tab, right-click *<User Info>* and then select *New Farm.*

   - Click the New Farm icon :

2. Enter a name for the farm in the *Description* field.

Note – *The area fields are not available—the Mapped, Legal and Tillable areas are filled in based of the values that are entered for each field that is set up under the farm.*

3. If required, you can enter any miscellaneous information for the farm (up to 255 characters) in *Notes*.

You can now do any of the following:

- Add fields under each farm.

- View and/or modify a farm's information. To do this, right-click the name and then select *Properties*.

- Delete a farm. To do this, right-click the name, select *Delete* and then click **Yes** in the warning message that appears. The farm and all its associated records and maps are deleted.

  You cannot delete farms for which you have recorded farming operations. However, you can then retire the farm.

  If you delete all of the jobs associated with a farm, you will then be able to delete the farm.

- Retire a farm. To do this, right-click the name, select *Retire* and then click **Yes** in the warning message that appears. The program adds an asterisk to the farm's name or removes the field from the *Farm* field. The software keeps the retired farm's farming history in case you need to see it in the future. To display/hide retired farms in the *Farm* field, select *View / Show Retired Land Areas*.

Setting up fields

Once farms are set up, you can set up fields so that you can begin recording farming operations. You only need to enter the field names, tillable and legal acres for your fields, and indicate whether you own, cash rent or share crop the fields.
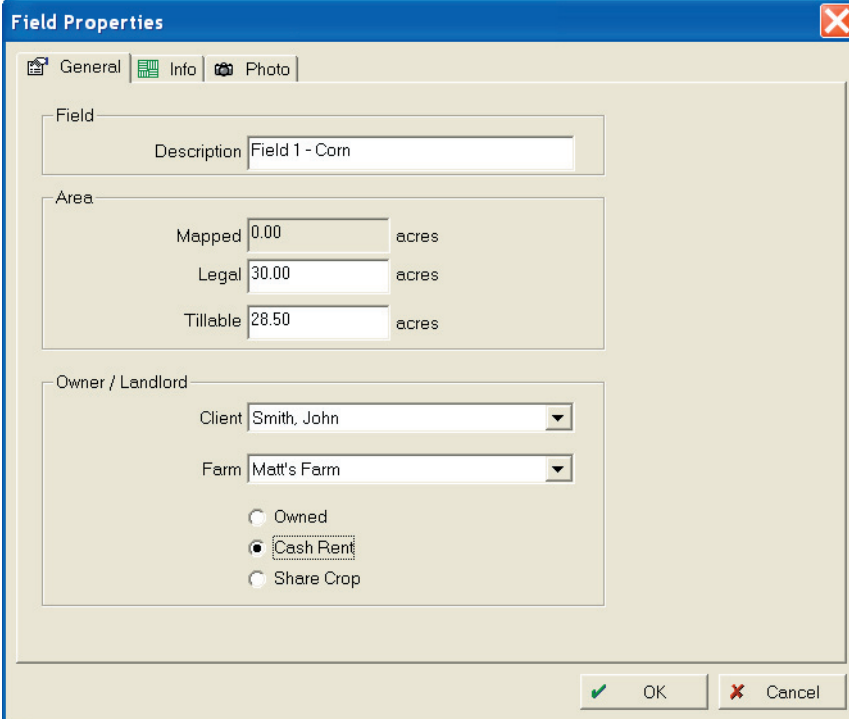
Optional information (as identified) can be entered and is used for field records if you upgrade to full field-recording programs (such as the Farm Trac module in the Farm Works software).

The software enables you to group your fields by farm.

You can also add new farms to the *Farm* tab.

To add a new field:

1. Do one of the following:

    –   Select *Resources / New Field.*

    –   In the *Farm* tab, right-click the farm to which you are adding the field and then select *New Field.*

    –   Click the New Field icon 📇:

2. In the *General* tab:

    a. Enter a name for the field in the *Description* field.

    b. In *Area,* enter the *Legal* and *Tillable* acres. Tillable acres (required) are used in field records; mapped acres are calculated automatically from mapped boundaries.

    c.   In *Owner/Landlord*, select the *Client* and *Farm* the field belongs to. You may select *<Unknown Farm>* if you do not know the name of the farm or select *<Add>* to add a farm that is not in the list.

    d.   Select whether the field is *Owned, Cash Rented*, or *Share Cropped*.

3.   ***Optional.*** In the *Info* tab:

    a.   Select the appropriate *County* where the field resides, or select *<Add/Edit>* to add a county to the drop-down list. In the *Counties* dialog, click **Add**, enter a name, and then click **OK**.

    b.   In the *FSA* area, enter the *FSA Farm #, Field #, Track #,* and *Land Class*.

    c.   In the *Legal* area, enter the *Section #, Township #,* and *Range #* and enter a *Description* (if required).

4.   ***Optional.*** In the *Photo* tab, you can add photographs of your field(s) taken with a digital camera or scanned. Click **Change,** browse to the required photo on your system, and then click **Open.** You can **Change, Remove,** or **Print** photos as required**.** Images may be a BMP, JPG, TIF, or PCX file. The photos are used for reference purposes only, they will not appear on maps or in other areas.

Removing a photograph will not delete the image file from your computer's hard drive or removable drive.

5.   Click **OK.**

You can now do any of the following:

- Add more fields under each farm.

- View and/or modify a field's information. To do this, right-click the name and then select *Properties*. This includes moving a field from the *<Unknown>* farm to a different farm by selecting the name of a farm you added in the *Farm* list.

- Delete a field. To do this, right-click the name, select *Delete* and then click **Yes** in the warning message that appears. The field and all its associated records and maps are deleted.

  You cannot delete fields for which you have recorded farming operations. However, you can retire the field.

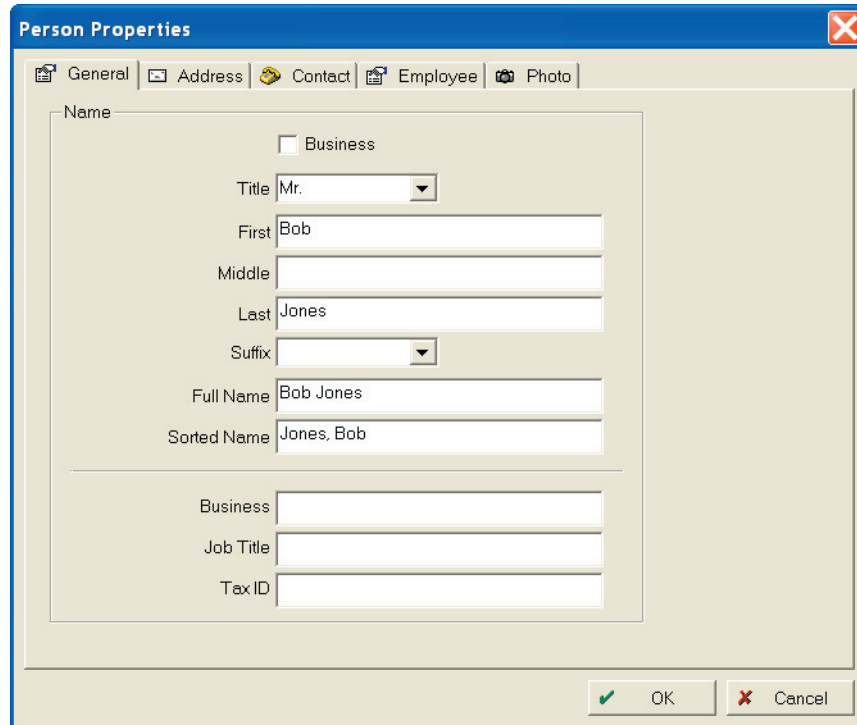 If you delete all of the jobs associated with a field, you will then be able to delete the field.

- Retire a field. To do this, right-click the name, select *Retire* and then click **Yes** in the warning message that appears. The program adds an asterisk to the field's name. The software keeps the retired field's farming history in case you need to see it in the future. To display/hide retired fields, select *View / Show Retired Land Areas*.

Setting up people

You can use the program to track the operations your employees or other workers perform.

To add a new worker:

1. Do one of the following:

    –   Select *Resources / New Person.*

    –   Click the New Person icon :

2. In the *General* tab, you must enter a *First* and *Last* name—all other information is optional.

    The *Full Name* and *Sorted Name* default but may be changed if required. The *Sorted Name* shows in all the lists within the program.

3. **Optional.** In the *General* tab:

    a. Select the *Business* check box to add a name of a business as a contact.

    b. Select the person's *Title.*

    c. Complete the required *Name* fields.

    d. Enter the Business name, Job Title, and Tax ID.

4. **Optional.** In the *Address* tab, complete the fields to provide a mailing address and /or street address for the person.

5. *Optional*. In the *Contact* tab, enter relative contact information by completing the *Phone* and *Internet* areas.

6. *Optional.* In the *Employee* tab:

   a. Enter a license number if the employee has a pesticide applicator's license. This number appears on the Job Report.

   b. Enter the charge *Rate* in dollars per hour that the employee gets paid. This information is used for costing purposes on the Job Report.

7. *Optional.* In the *Photo* tab, you can add photographs of the person. Click **Change,** browse to the required photo on your system, and then click **Open.** You can **Change, Remove,** or **Print** photos as required.

8. Click **OK.**

You can now do any of the following:

- Add more persons.

- View and/or modify a person's information. To do this, right-click the name and then select *Properties*.

- Delete a person. To do this, right-click the name, select *Delete* and then click **Yes** in the warning message that appears. The person and all their associated records and maps are deleted.

  You cannot delete persons you used in a job. However, you can retire them.

  If you delete all of the jobs associated with a person, you will then be able to delete the person.

- Retire a person. To do this, right-click the name, select *Retire* and then click **Yes** in the warning message that appears. The program adds an asterisk to the person's name. The software keeps the retired person's work history in case you need to see it in the future. To display/hide retired persons, select *View / Show Retired Inputs*.

Adding/Editing commodities

Commodities that are used in the program have properties associated with them that you can edit. The program has a long list of pre-entered commodities from which you can choose. Once you have chosen them, they appear in lists as active.
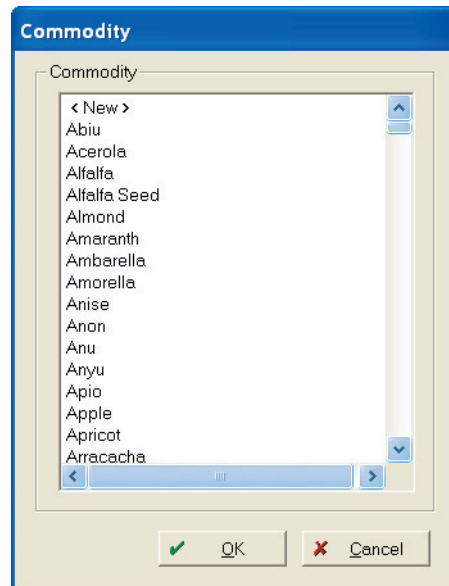
To edit commodity properties:

1. Select *Resources / Commodities*:
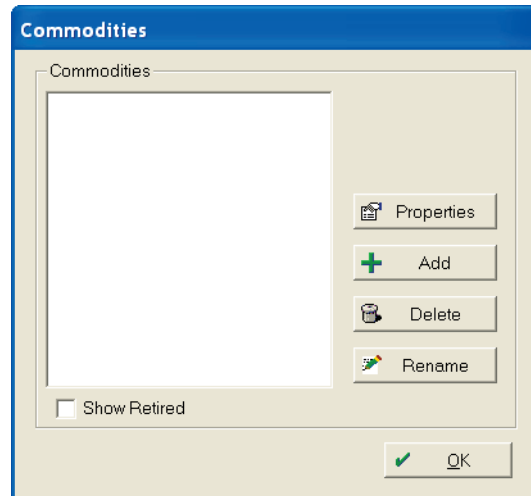
Any commodities that are currently used, appear in the list.

2. To add a commodity, click **Add:**

3. Select the required commodity from the list or select *<New>* to add your own commodity and then click **OK**:

4. Make sure that the information in the *Commodity Properties* dialog is accurate (if not, make the required changes), enter a *Value* and then click **OK**:

   – *Units* are the harvested units of the commodity.

   – *Density* and *Standard Moisture* are used to calculate dry quantities when harvesting. Moisture should be the moisture that dry weight is calculated from. This information can be received from your local elevator or wherever you deliver your grain.

   These values are used for yield mapping and detailed harvest records (including scale tickets) if you upgrade to a full crop recording and mapping program (such as the Farm Trac and Farm Site modules in the rom Farm Works software).

   – *Value* of the commodity is used on reports.

   – *Color* is shown on the map where that commodity is being grown.

Adding/Editing job types

Job types are simply a way to sort through the many operations that take place throughout the year and can be queried for reports and editing. The software has a predefined set of job types that you can edit or you can add other job types as required.
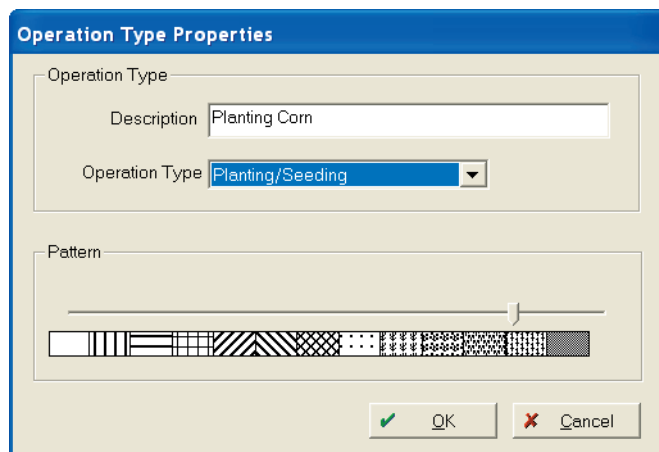
To add/edit job types:

1. Select *Resources / Job Types*:
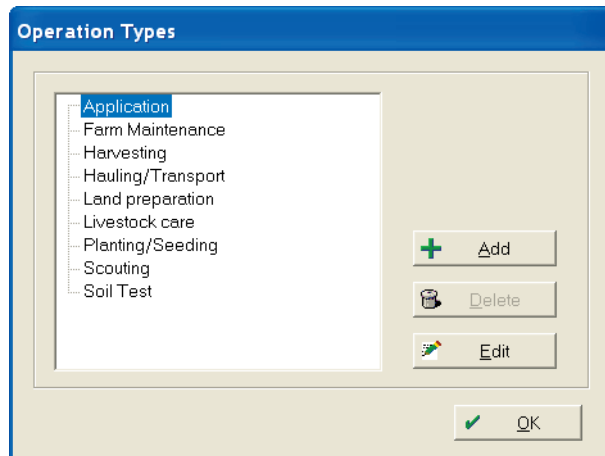
The *Operation Types* dialog appears. This lists the job types that are currently used.

2. To add a job type:

    a. Click **Add**:

    b. Enter a *Description*.

    c. Select the *Operation Type* your description falls under and select the pattern to be associated with the operation type.

Patterns are used for mapping purposes (so that you can see a map of the fields that have different types of operations). These patterns are used if you upgrade to other Farm Works software.

d. Click **OK**.

3. To delete a job type, select it and then click **Delete**.

Importing and Viewing Jobs

You can import jobs from a wide range of precision agriculture devices that record job and map data. The software enables you to view these maps, add inputs to the jobs, and print job reports. It also allows you to export these jobs in several formats.

When reading job data, the program reads (and creates maps and field records) for any data that is available. This can include a job coverage map, field boundaries, and guidance paths.

Importing data

You can bring data in from a wide range of precision agriculture devices to use in your project. This may be called ***importing*** or ***reading*** data.

Reading job data from a USB or other drive

1. Have the job data available on a removable device, such as a USB drive or data card.

2. Insert the device into the computer.

3. ***Copy*** the data to your hard drive as a backup. You can then read the data from either the device or the hard drive.

To read (import) job data:

1. Do one of the following:

    –   Select *File / Read Task Data.*

– From the *Job / Resource Tools* toolbar, click the Read Job Data icon:
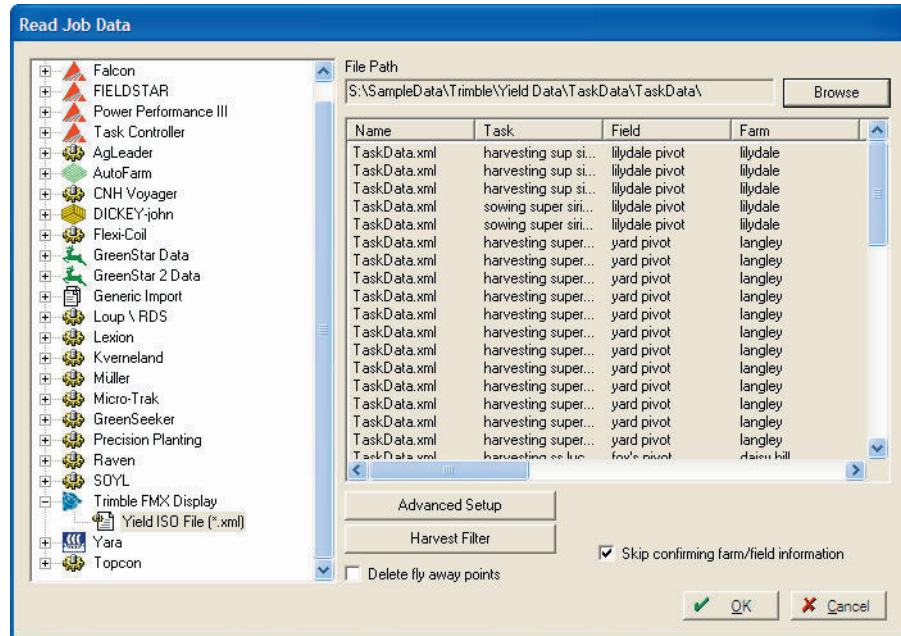
The *Read Job* field lists the precision agriculture devices that you selected when you first installed the View software. If a device is missing from the list, select *Help / Check for Updates*. In the *Check for Updates* field, select the *Show all available components* check box—the program lists all the supported precision agriculture devices. To add a device to the program (so that it will appear in the *Read Job Data* and *Write Job Data* fields), select it and then click **OK** button:
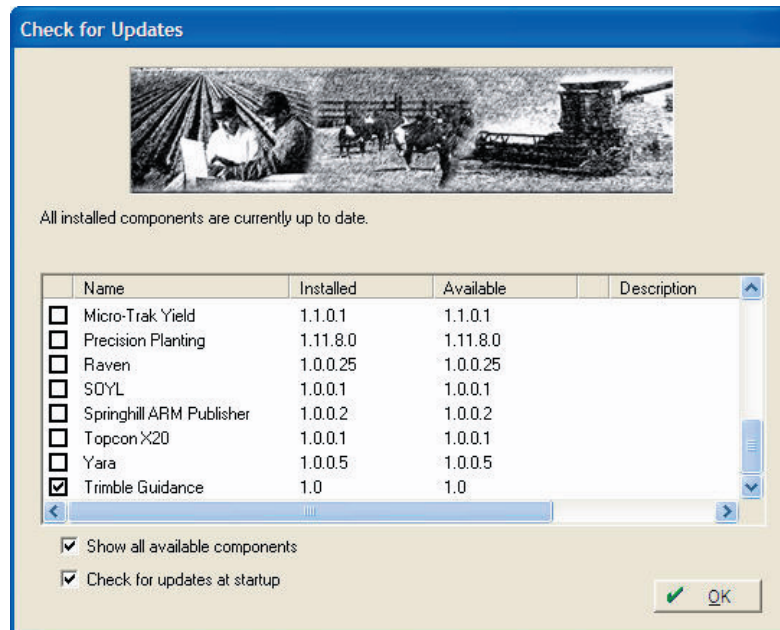
2. Select the type of data to read. Do one of the following:

   – If the data is still on a removable device select *Memory Drive* and then select the drive letter of the device.

   – If the data is on the hard drive, select *Application Logs*, click **Browse** and then navigate to the correct folder. For Trimble data, you must select the *Ag*GPS folder for the jobs to appear in the selection window.

   When you read job data, the program recognizes the Clients, Farms, and Fields that were used on the device in the field. If these names match exactly to the names in the software, the program automatically assigns the jobs to the appropriate field. If the device has Clients, Farms, or Fields that were not set up in the desktop software, you can link them to an existing Client, Farm, or Field (for example, if the name was spelled differently on the device), or you can add them as a new Client, Farm, or Field. If you selected *Skip confirming farm/field information*, the software automatically creates new Clients, Farms, and Fields for any information that does not exactly match what was set up in the software.

3. Select the job(s) to import and then click **OK**.

4. If the job being imported is a type that does not exactly match a job type that you have set up, the *Linker : job types* dialog appears. Use this dialog to link the job type from the file being imported (shown in the *Operation Resources* list) to a job type that is already set up in the View software (shown in the *Desktop Resources* list). To create a new job type for the *Operation Resource*, click **Create:**
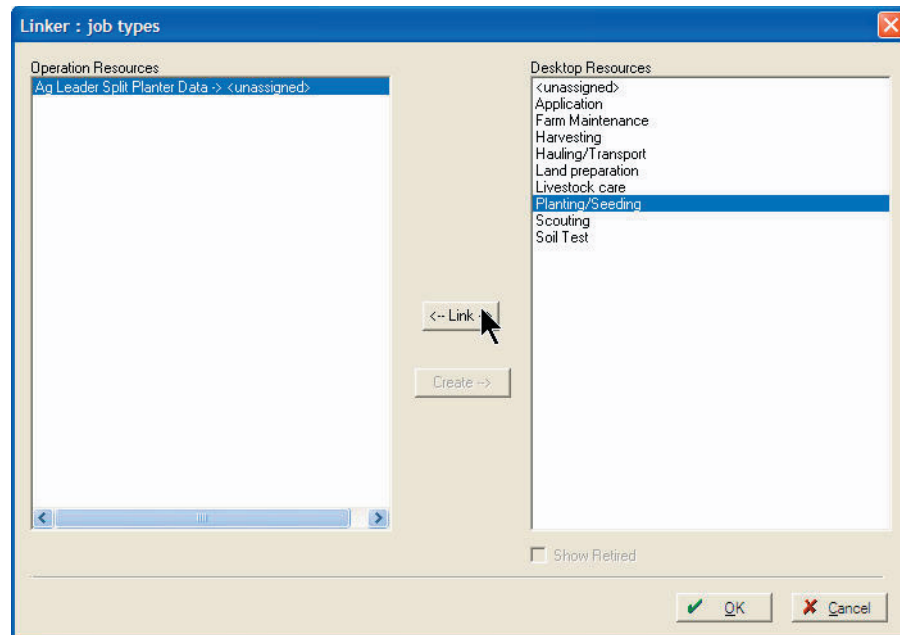
If the job being imported is in a field that has not been created or if the spelling is different, and you did not select *Skip confirming farm/field information*, the *Linker* dialog also appears.

5. Here, you can create a new Field or link the new Field with one already created. Once linked, all subsequent jobs with that Field name will be linked to the selected Field. To link a Field:

    a. Select the name of the field (as it was created on the field device) from the *Operation Resources* on the left.

    b. Select the field that you created in the software (as explained earlier in this manual) from the *Desktop Resources* on the right.

    c. Click **Link**. The data is linked to the appropriate field.

6. If you select *Create*, you must enter *Client, Farm*, and *Field* properties if they are new. Notice that the program automatically fills in the names based on the folder structure and what was collected on the unit. Add any additional information as necessary. Additionally, if the data includes a boundary for the field, the program will fill in the size of the field:

7. When you have finished linking all new fields, press **OK**.

8. The job(s) has been imported into the program and will display on the *Farm* tab as well as on the *Job* tab.

9. If the job being imported is an application or planting job that has a supply and this supply does not exactly match a supply that you have set up, the *Linker: supplies* dialog appears. Use this dialog to link the supplies from the file being

imported (shown in the *Operation Resources* list) to supplies that are already set up in the View software (shown in the *Desktop Resources* list). To create a new supply, click **Create**:
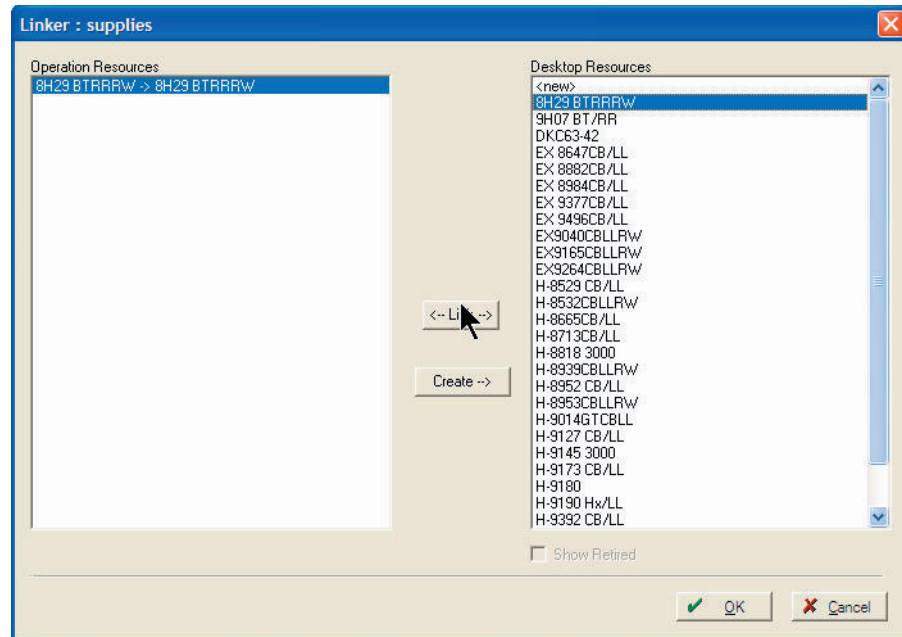
10. Alternatively, if you leave the supply linked to <*New*> and then click **OK**, the program prompts you to set up a new supply. Use the *Supply Properties* dialog to enter information about the supply, including the *Units of Measure* and other information:
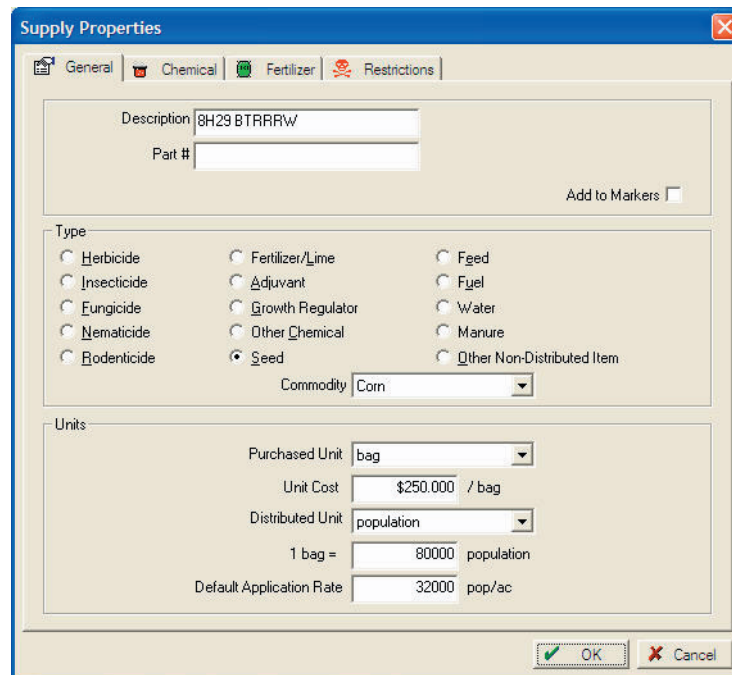
Viewing jobs on the Map tab

Once you have imported jobs into the program, you can view coverage data, yield maps, guidance lines, field boundaries, and other maps in the *Map* tab. You can also view the information tied to those maps on the *Information* tab at the bottom of the map screen.

Using the Map toolbar

Use the icons on the *Map* toolbar to change the views of maps of your fields.

Click this icon ...	To ...
⬚ **Select**	Select objects in the *Map* field. Use this to select items in a rectangle by clicking and dragging or by single clicking an object.
✋ **Pan**	Click and drag the map to view objects not on the screen.
🔍 **Zoom**	Zoom in or out—left click to zoom in and right click to zoom out. The map centers where you click. You can also click and drag to zoom into a specifically sized area.
🔍 **Zoom in**	Zooms closer without re-centering the map.
🔍 **Zoom out**	Zooms out without re-centering the map.
🔍 **Zoom layer**	Zooms the active layer into view.
🔍 **Zoom all**	Zoom All zooms to the extent of all displayed layers on the map.
🖨 **Print**	Prints the currently displayed map.
▶ **Animation** ■ **Stop animation**	Display a map in the order that it was created/driven. When you select the animation tool, the program starts to repaint the map on the screen. Click the Stop animation icon to stop this process at any time. Click the down arrow to select an option to speed up or slow down the replay of the map.
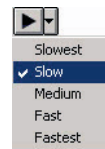
If a field has a boundary that has been mapped, select the *Client*, *Farm*, or *Field* in the tree menu to the left to show all of the boundaries mapped during jobs. The size of the field boundary appears below the legend:
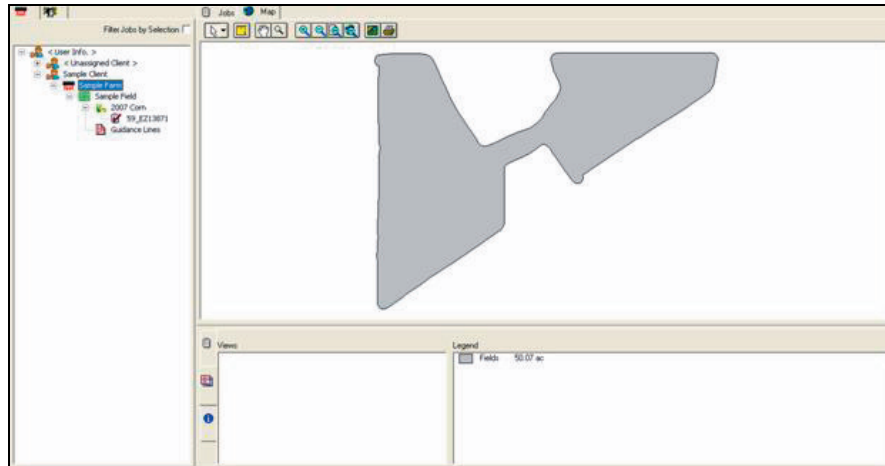

You can do the following in the *Map* tab:

- To view a job map, do one of the following:

    – Locate the job in the *Farm* tab and then double-click it to display the job in the *Map* tab.

    – In the *Job* or *Map* tab, select the *View* column.

- Depending on the type of job displayed and the data collected, different data are associated with the map. Select the layers tab at the bottom of the *Map* tab. In the *Views* area, you can highlight the views to display the different data associated with the job. The legend automatically updates as you select each view:
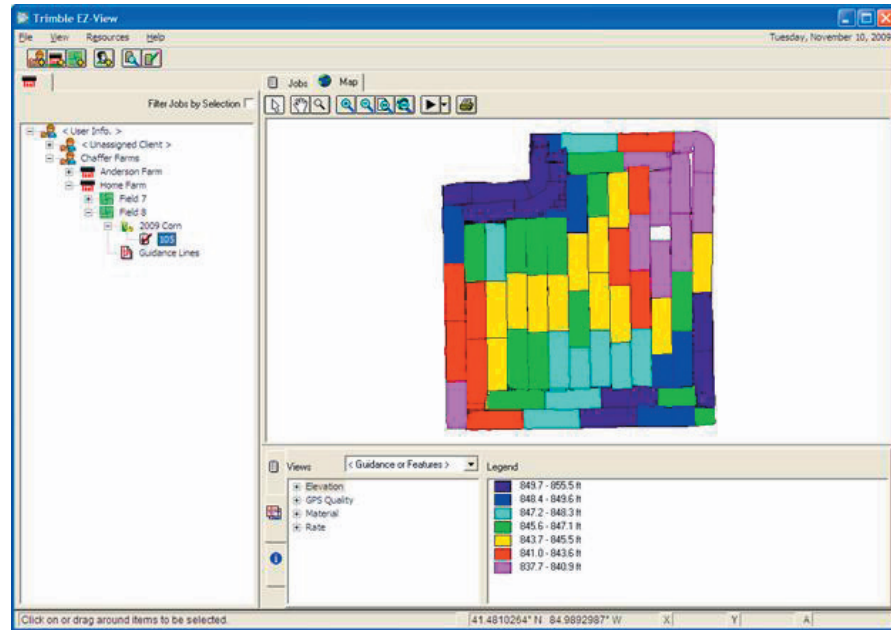

- To remove the job from the *Map* screen, clear the check box next to the field in the *View* column of the *Job* tab.

- To view data associated with the map, select an item(s) on the map and then go to the *Information* tab. If multiple items are selected, this tab shows the average, minimum, and maximum values:
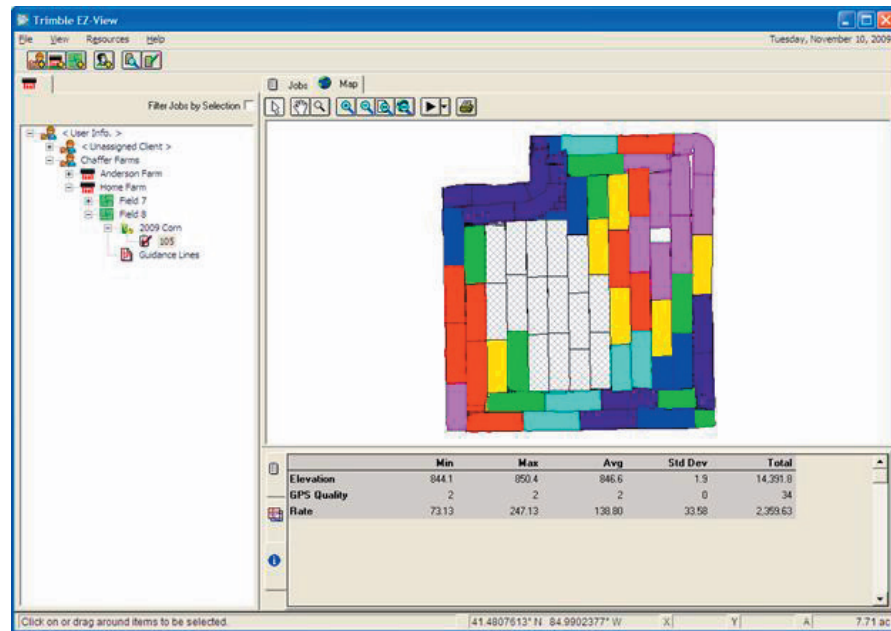
- To view guidance lines or point, line, and area features that were created with the job, select the appropriate option from the drop-down list:
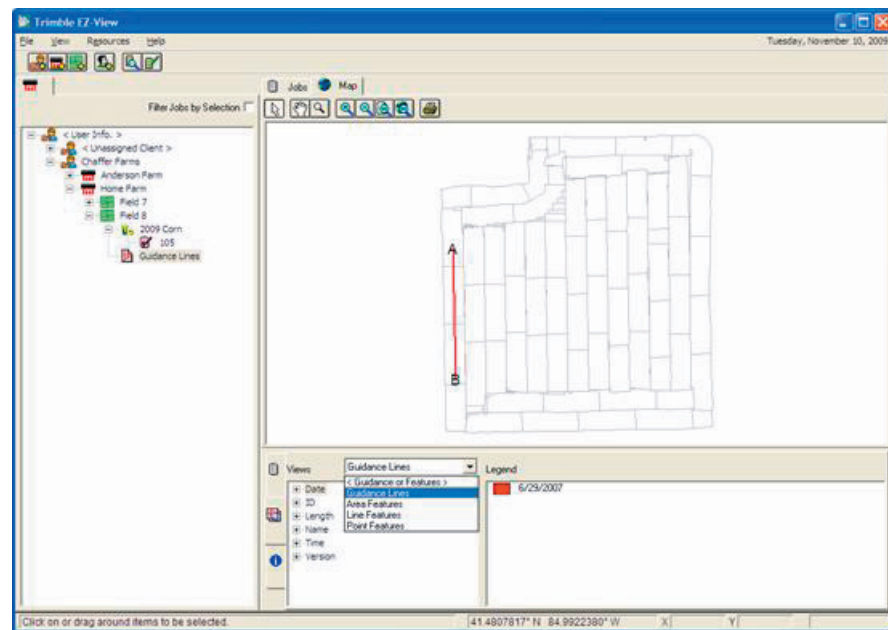
- To see information on a guidance line, select an individual line on the map and then view it in the *Information* tab:
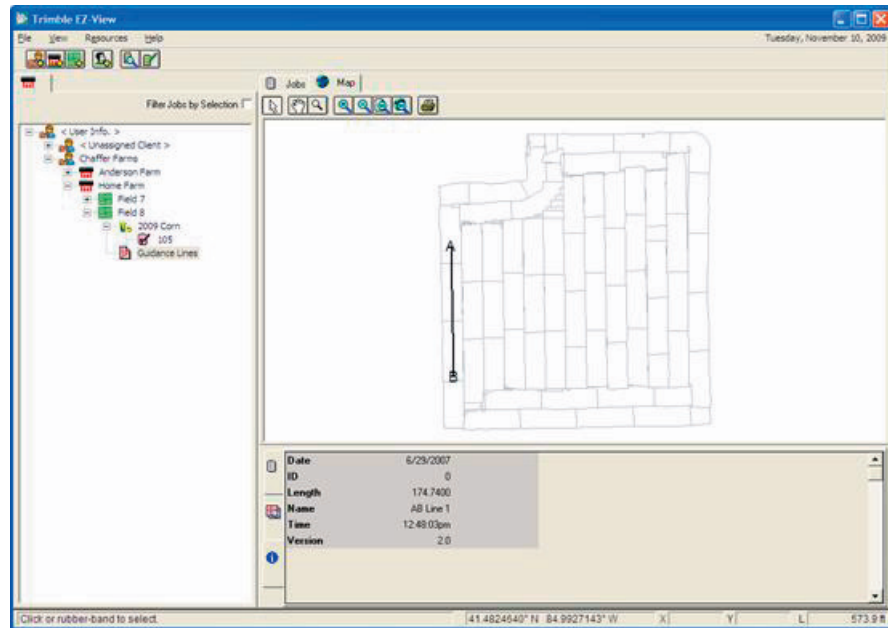
Modifying and Managing Jobs

Finding an existing job

- In the *Farm* tab, click + to open the client tree and navigate to the recorded job.

- In the *Jobs* tab, use the sorting and filtering options to display only the jobs that meet the criteria of the job for which you are searching.

Modifying a job

1. Once you have found a job, do one of the following:

   – In the *Farm* tab, right-click the job and then select *Properties*.

   – In the *Jobs* tab, click **Properties**:

2. In the *Job Properties* dialog, delete or change the required properties.

To delete an entire job, right-click it in the *Farm* or *Job* tab and then select *Delete*.

Using the Jobs tab

When you select the *Jobs* tab, all the jobs you have imported into the program are listed; there is a separate row for each job. The columns (including, the Job Name, Date, Client, and other columns) show specific information for each job.

You can do the following in the *Jobs* tab:

- Sort the listed jobs. To do this, select the appropriate column header, for example, click *Field* to sort the jobs by field name.

  To reverse the order of the jobs, select a column header a second time, for example, if you click the Date column once, the newest jobs are at the top; if you click it the second time, the oldest jobs are at the top.

- To widen or narrow a column, move your cursor over the space between the column header until it changes to a cursor with two arrows ✛ and then hold the left mouse button down as you drag your mouse to the left or right.

- Use the filter to display only certain jobs. To view the jobs for only one client, farm, or field:

  a. In the *Farm* tab, click the + next to the client or farm icon for the jobs you want to display.

  b. Select the *Filter Jobs by Farm* check box at the top of the Farm field to display only the jobs for that farm in the *Jobs* tab.

  c. If you select a specific field icon in the *Farm* tab, only the operations for that field appear in the *Jobs* tab.

  d. To remove the filter, clear the *Filter Jobs by Farm* check box. The program displays all of the jobs for all of the fields in the *Jobs* tab.

- To filter jobs by a date range, or by other criteria, click **Edit Filter** in the *Jobs* tab to open the *Job Filter* dialog. Select the check boxes for each property you want to add to the filter. You can filter jobs by different criteria and then click **OK** to display only those jobs that meet the criteria:

  – To filter jobs by a particular date range, select the *Date Range* check box and then enter the required dates in the *From* and *To* fields.

  – To filter jobs by any of the other criteria, select the check boxes beside the property and enter or select the values to filter.

  To remove criteria from the job filter, clear the check boxes.

- To edit filtered items, click **Edit Filter** and then make the required changes.

- To remove a filter, click **Clear Filter**.

*Note – It is possible to apply a filter that does not show any jobs in the list. If the job list is blank, click **Clear Filter** to show all of the jobs again.*

- To merge two or more different jobs, of the same type and crop and in the same Field, highlight all the jobs in the *Jobs* tab by holding down the **Ctrl** key and then clicking **Merge**. The multiple entries in the jobs list are now only listed as one. If you right-click the new job, it shows a separate column for each job that was merged, as well as a *Total* column.

- To delete a job, click **Delete**. *Once a job has been removed, it cannot be recovered*

- To view or edit the details of a job, click **Properties**.

Using the View menu

Use the *View* menu to set your viewing preferences for the *Farm* and *Input* tabs—you can show or hide items such as retired land areas, retired machines, people, or supplies.

To show items, select the required item from the *View* menu—a checkmark appears next to the menu item, and an asterisk appears next to the item in the *Farm* tab:


To hide items, select the required item again—the checkmark disappears.

Writing Job Data

The program allows you to write (export) job data for use with different precision agriculture devices, for example, when setting up a device for the first time or when using multiple devices. Clients, Farms, and Fields are created on the device from the structure you have in the software. The software also exports any guidance lines and People that were imported so that you can share them with another unit. When you write job data, you can choose which items to export.

Writing job data to an external device

1. Click the Write Job Data icon :
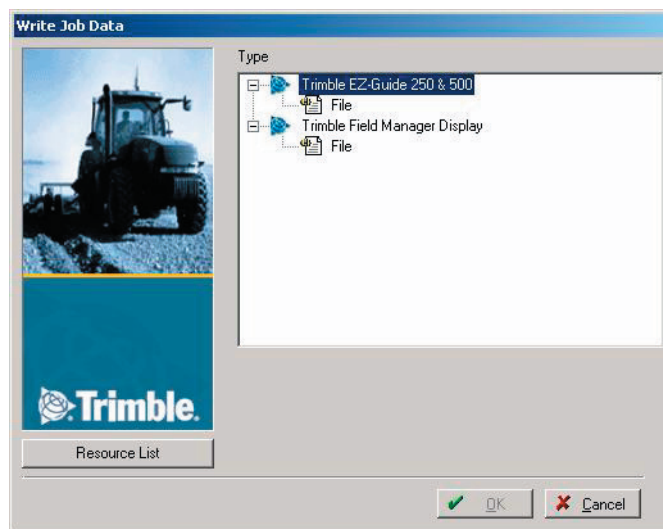
2. Insert a USB drive or other external storage device that you want to export the data to.

3. Click **Browse** and then choose the export location.

4. Click **Resource List** to limit the items that will be written.

5. Select each item to export: A check mark appears next to it in the list. This will create the Client, Farm, and Field structure on the device.

6. Click **OK**. The program creates the necessary files and folders that are required by the selected precision agriculture device. You can then import that data into a company device.

Printing Maps

In the *Map* tab, click the Map Report icon to preview the map as it appears. The Map Report includes basic summary information for any job that is displayed (including the Client, Farm, Field, and so on). In addition, the Map Report includes the legend that was used in the *Map* tab:
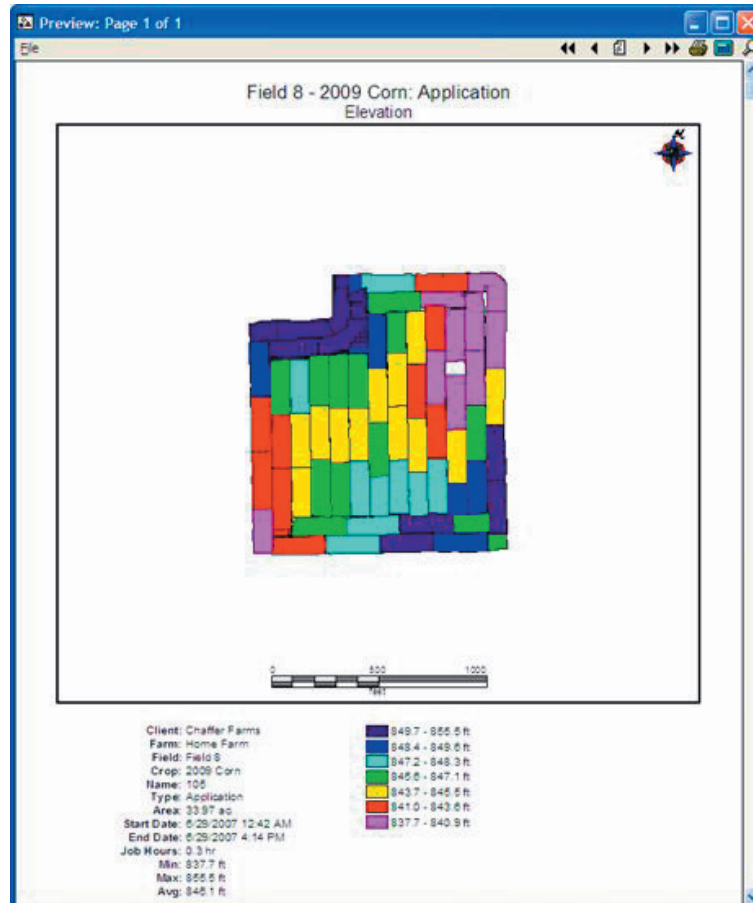
Click the print icon in the report preview to print the map.

Index