

Farm Trac 2008

(Also Site Pro)

Reference Guide

*Version 12.0 and higher for Microsoft®
Windows® Operating Systems*

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Welcome to Farm Trac

Farm Works Software® offers a complete suite of farm-management software modules to meet a wide range of needs for today's producer. The software modules work seamlessly together, each adding features to the software suite. The programmers of Farm Works Software designed these programs to help you, the modern farmer, operate your farm efficiently and with greater profitability. The software does the hard work for you, so you don't have to work as hard!

Windows Vista Setup

Farm Works will work with Windows Vista. However, you will need to configure the program after it is installed to make it work correctly. This can be accomplished in one of two ways.

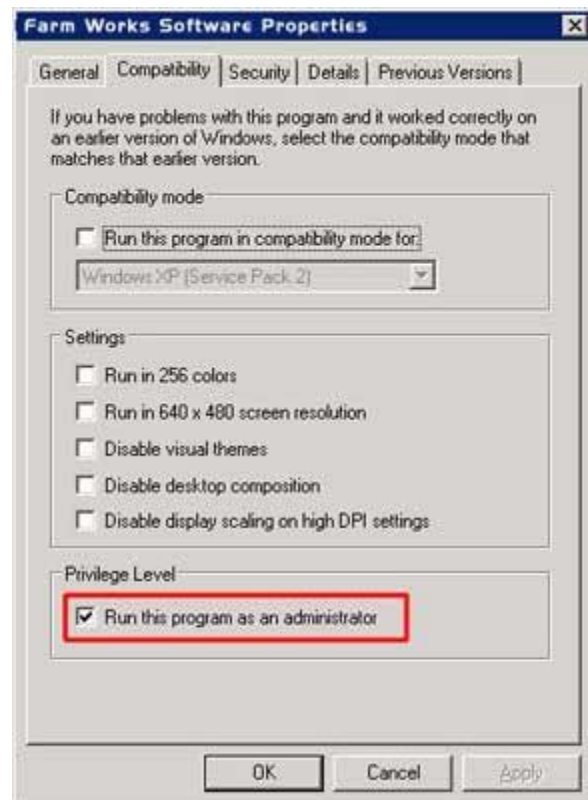
The first option is to set the program to run as an administrator.

- Right click on the Farm Works icon and select Properties
- Select the Compatibility tab.
- Check the box to “Run this program as an administrator”
- Press OK

Note: When choosing this option, the computer will prompt you for permission to run this program when you start Farm Works.

The second option is to disable user accounts on the computer.

- Go to the Control Panel under the Start Menu.
- Select “User Accounts”
- Choose the option to “Turn User Control On/Off”
- Click OK and restart the computer



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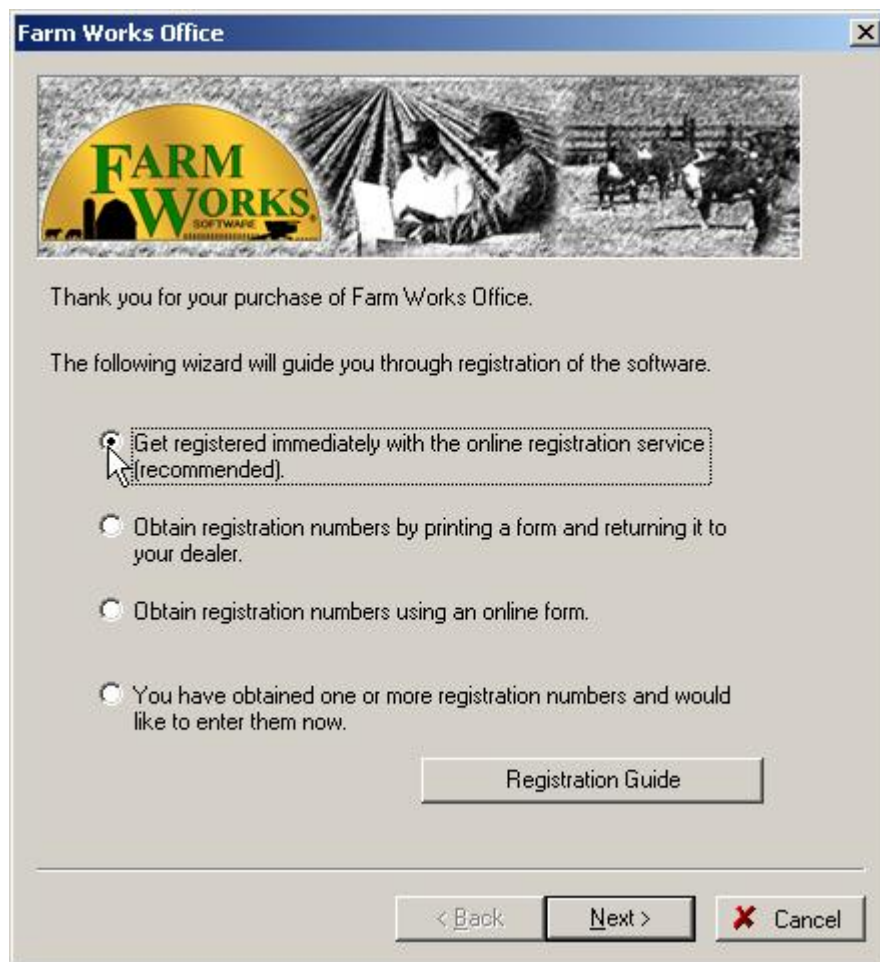
Note: Microsoft recommends you keep this new security feature on. Be aware that you are removing a level of protection by disabling User Account Control alerts, and you will also be disabling Internet Explorer's "protected mode."

Registering Your Software

Farm Works Office and Site Pro programs are easy to register with the *Automatic Online Registration* feature. All it takes is a computer connected to the internet and just a few clicks of your mouse and the software will register itself automatically.

To use the Automatic Online Registration Feature:

1. Verify your computer is connected to the internet via a broadband or dial-up connection.
2. When you see the **Farm Works Office** registration dialog box, select the first option (**Get Registered Immediately**).



3. Select **Next** and a message will appear indicating that the program has successfully completed the registration.

Other Registration Options

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

- § **Print a Registration Form** – Select the second option in the Farm Works Office Registration dialog box to print a registration form to return to your dealer. Your dealer will obtain the registration numbers for you. You can then select the fourth button to enter the registration numbers that your dealer provides you.
- § **Complete the Online Form** – Select the third option button of the dialog box to obtain registration numbers using an online form. After completing the form, you will receive the registration numbers in an e-mail message. You can then select the fourth button to enter the registration numbers received in the e-mail.
- § **Enter Numbers You Previously Received** – Select the fourth option button if you have already obtained registration numbers from your dealer or an e-mail. Select **Next** and enter the registration numbers in the **Registration #** boxes for each of the Farm Works Software programs you own.

About Farm Works Software



Farm Works Software® is located at CTN Data, LLC in Hamilton, Indiana.

Farm Works Software® is the creator of software applications designed for today's farmers, livestock managers and crop consultants. A division of CTN Data Service, Farm Works Software was founded in 1992 with the mission to create comprehensive farm-management programs that are simple to use. Farmers throughout the United States, Canada and Europe have come to trust Farm Works Software. They know they can rely on Farm Works Software to provide the software applications and hardware devices to get the job done right in the office and out in the field. Whatever your agricultural enterprise, you can count on Farm Works Software to work for you, so you don't have to work as hard.

Farm Works Office Modules

Farm Works Office includes Farm Trac, Farm Funds, Farm Site, Farm Stock, and Site Pro. Programmed for PCs and notebook or laptop computers running Microsoft Windows 2000 (or later), the office suite offers many new features and enhancements.

- § **Farm Trac** – It's the required record-keeping module of the Farm Works Office suite. Farm Trac keeps complete records of farming history, chemical usage, and costs for each of your fields. The program exports work orders for future jobs that your workers can use in the Trac Mate program out on the farm. You now do not have to add maps before you record farming operations. It takes even less preparation to start using the program! If you want to keep maps made with previous versions of Farm Works Office, you can purchase the Farm Site mapping software.
- § **Farm Funds** – A comprehensive farm-cost management program that takes the hassle out of keeping your finances in order. Farm Funds fully integrates with Farm Trac and Farm Stock. The program maintains your books on both an accrual and cash basis, and gives you the assurance of knowing exactly how profitable each enterprise is on your farm. It accurately maintains the records you need for tax purposes, and you edit previous transactions. Join the many farmers who are glad they let Farm Funds save them valuable time and money!
- § **Farm Stock** – This livestock-management software helps any livestock manager stay organized. Farm Stock makes it easy to keep track of the history for every animal, from birth to market. The program keeps precise records of mating, births, genealogies, weights, and more, and it fully integrates with Farm Trac and Farm Funds. The Farm Stock calendar reminds you of important events automatically, and the printable reports cover just about every aspect of your livestock operation. You can even create your own customized reports!
- § **Farm Site** – The mapping module of the Farm Works Office suite, Farm Site lets you import, create, edit and export GPS-referenced maps of your fields. You can generate soil-sampling grid maps and variable-rate-application prescription maps to export for use with the Site Mate and rate controllers out on the farm. You can import field boundaries and soil-sampling jobs you completed in the field with Site Mate, and display yield or as-applied data logged by various yield monitors and rate controllers. Farm Site automatically draws field boundaries, grid maps, and contoured maps from yield data you import into the program. It even clips soil-type maps to the boundaries of your fields in just a matter of seconds!
- § **Site Pro** – Made for crop consultants, co-op managers, seed representatives and other professionals, Site Pro gives you every feature of Farm Trac and Farm Site for an unlimited number of your clients. With Site Pro, all your clients' maps and farming records are readily available. The program keeps track of equipment usage and labor hours for workers, as well as supplies and chemical records! You can also print or export

many equipment, supply, chemical and field-enterprise reports, as well as full-color maps, to give to your customers.

Farm Works Mate Modules

The Farm Works Mate software (Trac Mate, Site Mate, Guide Mate and Stock Mate) is designed for PDAs running Windows CE or Windows Mobile. You can also use the programs on notebook or laptop computers running Windows 2000 (or later). The wide-screen Titan RT rugged tablet computer, available only from Farm Works Software is another popular option.

- § **Trac Mate** – The perfect companion to Farm Trac, Trac Mate gathers complete information for all your farming jobs. Trac Mate lets you enter field records for your supplies and equipment when it is convenient for you—while you're in the field! You can then import the farming records into Farm Trac when you return to the office.
- § **Site Mate** – Site Mate lets you use a PDA or Titan RT, together with a GPS receiver, to create GPS-referenced maps in the field. You can use Site Mate to create soil-sampling maps, or complete scouting jobs that record the locations of pests and problem areas, and import these maps into the Farm Site office program. Site Mate also creates as-applied coverage maps. If you buy Site Mate – VRA, you can display prescription maps made with the Farm Site office program. This will allow you to perform variable rate applications with a capable controller.
- § **Stock Mate** – This handy program running on a pocket-sized PDA lets you record your livestock records while you are still in the barn or pasture. When you get back to the office, you can conveniently import the livestock records into the Farm Stock program. Use Stock Mate to record feedings, milk tests, vaccinations, artificial inseminations, births, weights, and just about any information for your animals.
- § **Guide Mate** – The guidance module of the Farm Works Mate software adds an onscreen lightbar to keep you on a straight path while tilling, planting, applying or harvesting. Developed by Raven Industries, a business with decades of experience in GPS technology, Guide Mate works on both a PDA and the large-screen Titan RT. You can use the program's easy-to-follow onscreen lightbar, or use an exterior lightbar, such as the wireless MicroGuide Bluetooth lightbar. Guide Mate is fully integrated with Site Mate, so you can conveniently display your maps (such as field-boundaries, as-applied coverage maps, or variable-rate prescription maps) at the same time that you use the program's guidance feature.

Working with Projects

Every time you start Farm Trac, the program greets you with the Project Selection dialog box, which you use to open an existing project, create a new project, change the name or password for a project, copy or delete a project, or restore a backup of a project. When you run Farm Trac for the first time, you must use the Project Selection dialog box to create your first project. The project you create with Farm Trac is where the program saves all the records for your farm including your soil-sample maps, variable-rate-application prescription maps, and yield maps.



Only one project can be open at a time and information from two projects cannot be merged together. Most users generally have just one project they use on a daily basis. You can, however, create additional projects or copy existing projects. This will give you the option of choosing the project in which to work each time you run the program. After the program opens a project, you have the option of making a backup of that project using the Backup Project command on the File menu.

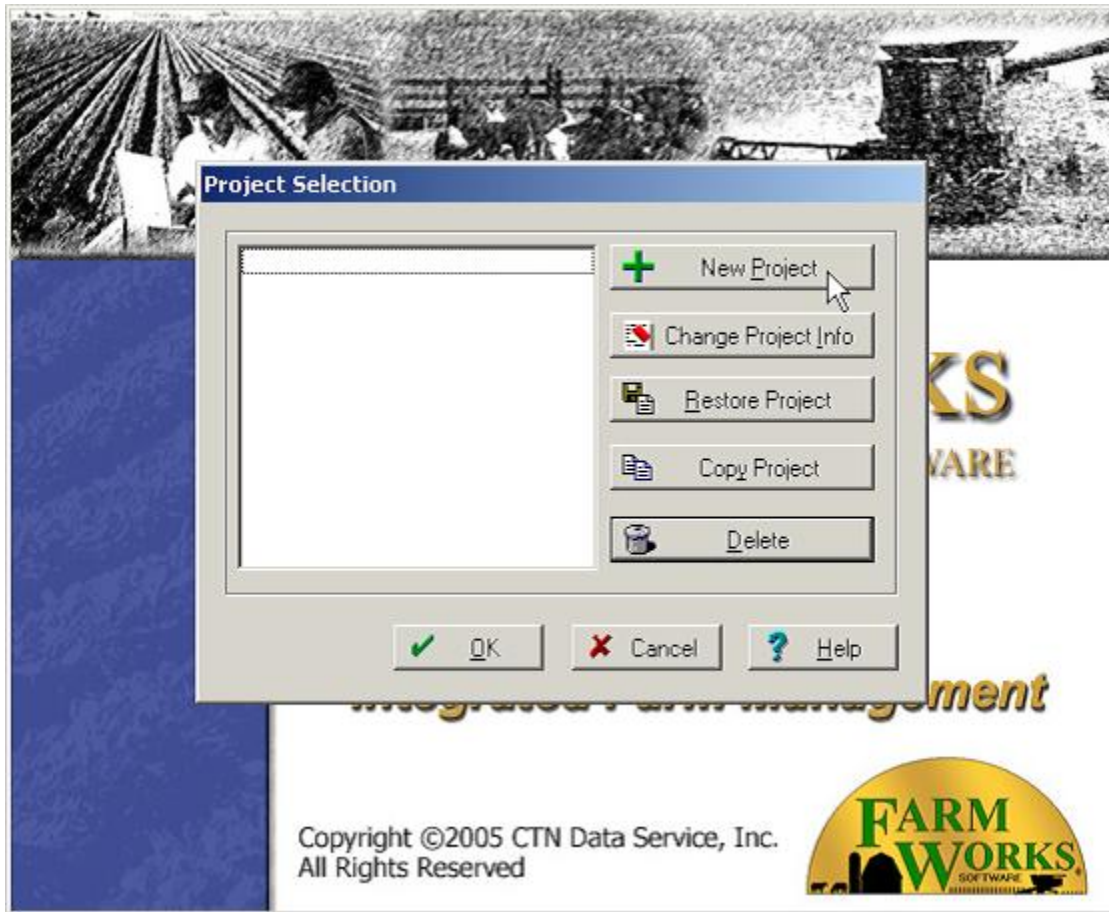
This chapter explains how to use the Project Selection dialog box to create a new project, change the name or password for an existing project, and copy or delete a project. It also covers how to make and restore a Farm Works backup of your project.

Creating New Projects (Farm Trac)

The first time you run Farm Trac, you must use the Project Selection dialog box to create a project before you can begin using the program. If you have already created a project, you can also use the dialog box to create a new project if needed.

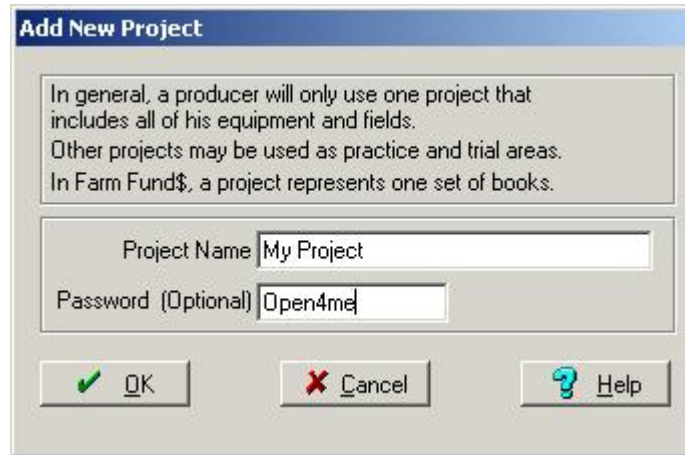
To create a project:

1. Open Farm Trac by double-clicking the Farm Works shortcut  on your Windows desktop, or by selecting the Windows **Start** button, pointing to **Programs** (or **All Programs** in Windows XP), pointing to **Farm Works Software**, and selecting the **Farm Works** shortcut. 
2. In the **Project Selection** dialog box that opens, select the **New Project** button to open the **Add New Project** dialog box.

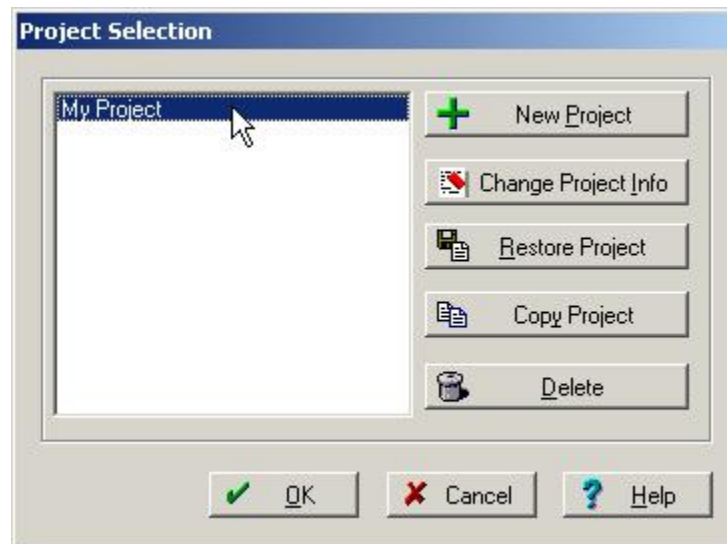


3. In the **Add New Project** dialog box, enter the name for your project in the **Project Name** box.
4. You may protect your project with a password by entering a password in the **Password** box (optional). (The password is case sensitive; so make sure the **Caps Lock** of your keyboard is not on. It can have up to eight letters and numbers, but *cannot* have any special characters, such as the at sign (@) or tilde (~). If no password is needed, simply leave the Password box blank.)

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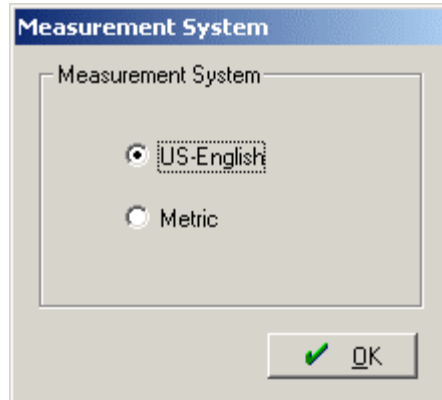


5. To remove password protection from the project, highlight the password you entered in the **Password** box and press the **Delete** key on your keyboard.
6. Select **OK**, and the **Project Selection** dialog box now displays the name of the new project.
7. To open the new project, select the project name to highlight it and select **OK**.



8. If you added password protection to the project, Farm Trac displays the **Project Password** dialog box. Enter the correct password and select **OK**.
9. The **Measurement System** dialog box opens in which you must select either **US-English** or **Metric** (Farm Trac will use the measurement system you choose from now on).

10. To close the dialog box without opening a project, select **Cancel**.




Farm Trac opens the new project so you can begin working in it, or you can select Restore Backup on the File menu to restore a Farm Works backup of a project that you made previously. You can follow the instructions of this section to create as many new projects as you like, but only one project is necessary. For instructions on restoring a Farm Works backup of a project, see the section of this chapter on that topic.

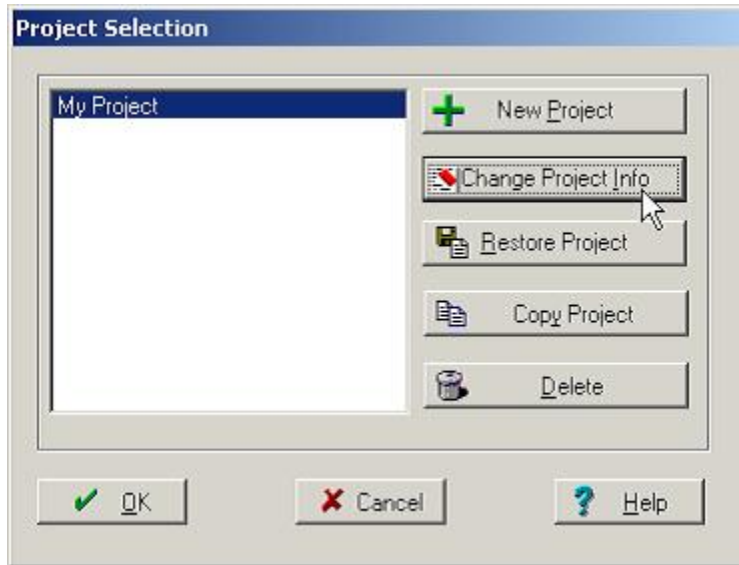
Changing Project Information (Farm Trac)

At any time you can change the name or password for a project using the Project Selection dialog box. Changing a project's name or password will *not* change any of the farming information you recorded in that project. You can also add a password to a project that does not have password protection, or remove a password from a project.

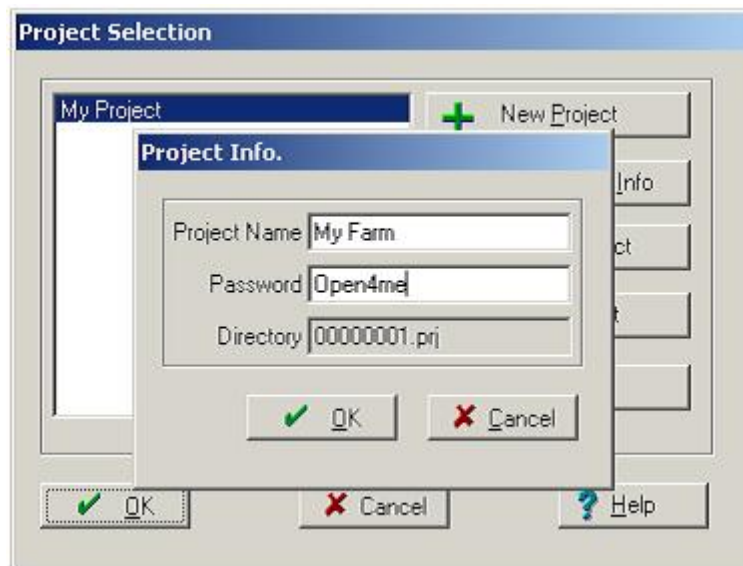
To change a project's name, or to add, remove or change a password:

1. Open Farm Trac by double-clicking the Farm Works shortcut  on your Windows desktop, or by selecting the Windows **Start** button, pointing to **Programs** (or **All Programs** in Windows XP), pointing to **Farm Works Software**, and selecting the **Farm Works** shortcut.
2. In the **Project Selection** dialog box that appears, select the name of the project for which you want to make changes and select the **Change Project Info** button.

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3. The **Project Info** dialog box that opens displays the name of the project in the **Project Name** box. To change the project name, highlight its name in the box and enter a new name.
4. You may protect your project with a password by entering a password in the **Password** box (optional). (The password is case sensitive; so make sure the **Caps Lock** of your keyboard is not on. The password can have up to eight letters and numbers, but *cannot* have any special characters, such as the at sign (@) or the tilde (~).)

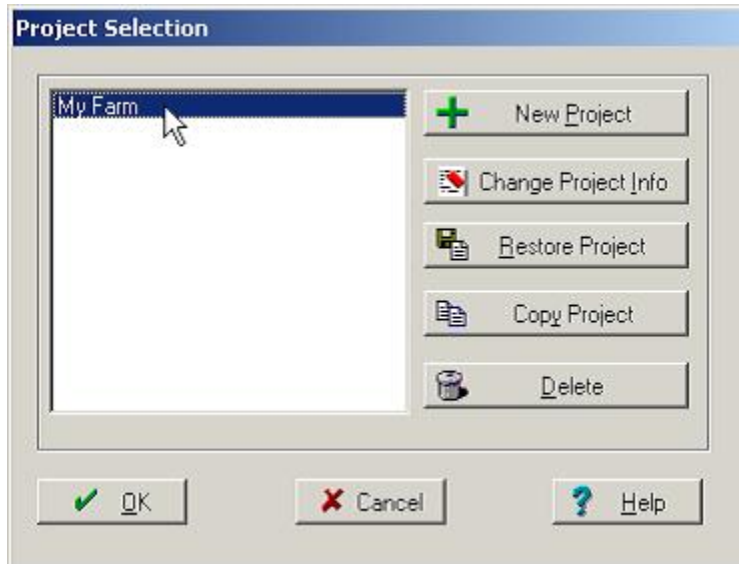


5. To remove password protection from the project, highlight the password in the **Password** box and press the **Delete** key on your keyboard.
6. Select **OK** to save the changes to your project. The **Project Selection** dialog box now displays the new name of the project.

- or -

Select **Cancel** to return to the **Project Selection** dialog box without saving the changes.

7. To open the project and begin working in it, select the project name and select **OK**.





8. If you added password protection to the project, Farm Trac displays the **Project Password** dialog box where you can enter the correct password and select **OK**.
9. To close the dialog box without opening a project, select **Cancel**.

You can follow these instructions to make changes to your project as often as you like. If you added a password to a project, Farm Trac will require you to provide the password whenever you try to open, modify, copy or delete the project. For instructions on copying or deleting projects, see the sections of this chapter on those topics.

Copying Projects (Farm Trac)

There are times when you might want to make a copy of your project with Farm Trac. For example, you could make a copy of a project to use to teach yourself how to use the program, or copy a project to test how a certain task will affect the project copy before you perform the task in your original project. To make a copy of your project:

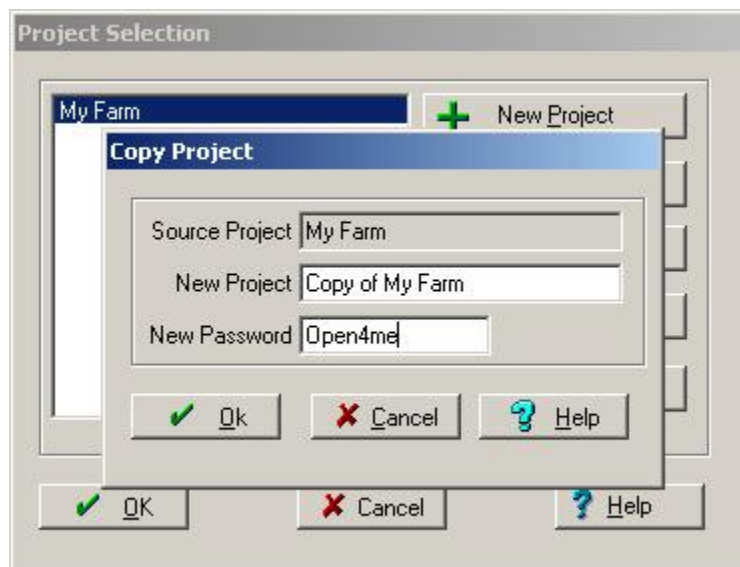
1. Open Farm Trac by double-clicking the Farm Works shortcut  on your Windows desktop, or by selecting the Windows **Start** button, pointing to **Programs** (or **All Programs** in Windows XP), pointing to **Farm Works Software**, and selecting the **Farm Works** shortcut. 

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- In the **Project Selection** dialog box that opens, select the name of the project for which you want to make a copy and select the **Copy Project** button.



- The **Copy Project** dialog box that opens displays the name of the project for which you are making a copy in the **Source Project** box (verify this is the correct project).
- Enter the name you want to give the copy in the **New Project** box.
- If you want to password protect the project copy, you may enter a password in the **New Password** box (optional). (The password is case sensitive and can have up to eight letters and numbers, but *cannot* have any special characters, such as the at sign (@).)



- To remove password protection from the project, highlight the password you entered in the **New Password** box and press the **Delete** key on your keyboard.

7. Select **OK** to save the copy of your project, or **Cancel** to not save the copy of your project. (If you select **OK**, the **Project Selection** dialog box displays the name you gave the copy of your project under the name of the original project.)
8. To open the copied project, select its name to highlight it and select **OK**.



9. If you added password protection to the project, Farm Trac displays the **Project Password** dialog box. Enter the password you added to the copied project.
10. To close the dialog box without opening a project, select **Cancel**.


Farm Trac opens the copy of your project so you can begin working in it. The fields, inputs, farming operations and maps for the copied project will be the same as those of the original project until you make any modifications. You can delete the project copy any time you like. Follow the instructions of this section to create as many copies of your project as desired. For instructions on deleting a project, see the next section of this chapter.

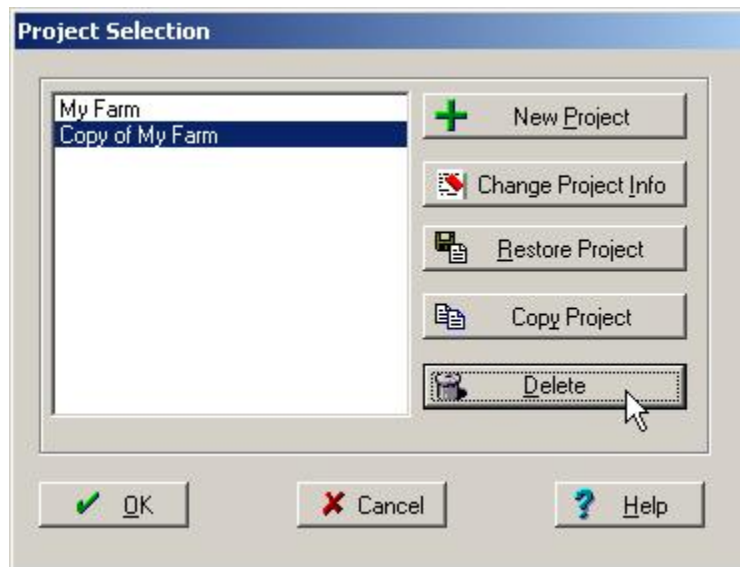
Deleting Projects (Farm Trac)

If you have made a copy of a project that you no longer need, or have a project that you no longer use, you can delete that project. Deleting a project will permanently remove its name from the Project Selection dialog box and erase its data from your computer's hard drive (including its maps). Be certain you no longer need a project before you delete it.

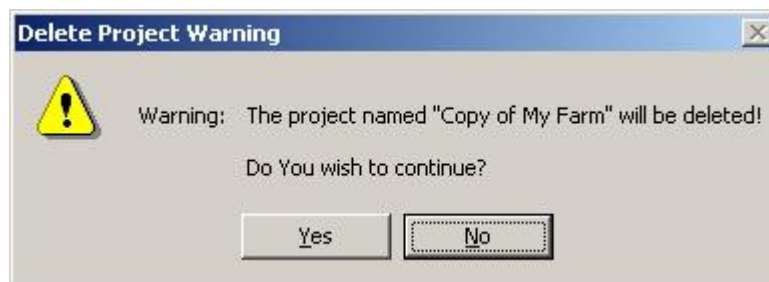
We strongly recommend you make a Farm Works backup of a project before you delete it, as restoring a backup is the only way to recover a project's data after you remove it. For instructions on creating a backup of a project, see the next section of this chapter. To delete a project:

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1. Open Farm Trac by double-clicking the Farm Works shortcut  on your Windows desktop, or by selecting the Windows **Start** button, pointing to **Programs** (or **All Programs** in Windows XP), pointing to **Farm Works Software**, and selecting the **Farm Works** shortcut.
2. In the **Project Selection** dialog box that appears, select the name of the project you want to delete, verify the highlighted name is the correct project to remove, and select the **Delete** button.



3. If you added password protection to the project, Farm Trac displays the **Project Password** dialog box, where you must enter the password and select **OK** (Farm Trac will not allow you to delete the project until you provide the correct password).
4. The program displays a message with the name of the project you are about to remove, which asks you to confirm that you want to delete it. Select **Yes** to delete it or **No** to cancel deletion.




If you select Yes, Farm Trac removes the project name from the Project Selection dialog box and permanently erases the data for the project from your computer's hard drive. As previously stated, the only way to recover a project after you delete it is to restore a backup of that project

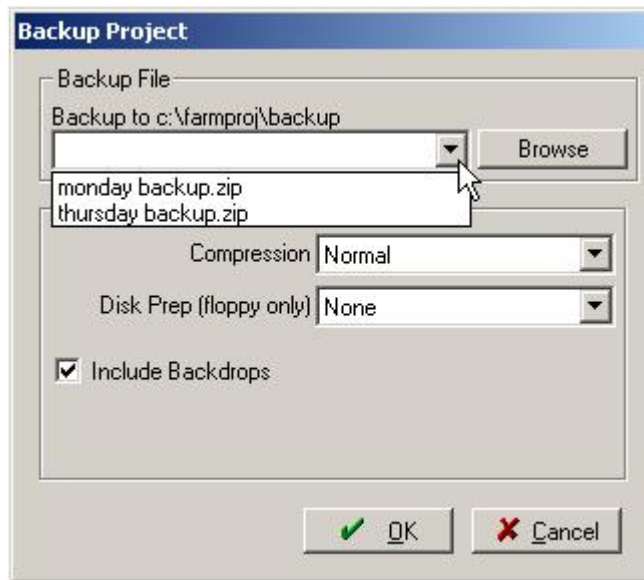
that you created *before* you deleted the project. For instructions on creating a Farm Works project backup, see the next section of this chapter.

Backing up Projects (Farm Trac & Site Pro)

One of the most important things you can do is to make frequent backups of your Farm Works projects using the backup feature of Farm Trac. Should something go wrong with your computer, such as a catastrophic hardware failure or an infection by a computer virus, you can restore the backup of your project in an attempt to recover any lost data. Without a project backup to restore, there might be no way to recover the records and maps for your farm. It is recommended to make periodic backups to something other than your hard drive (USB, CD, hard disk, etc) in case of failure, loss, or damage.

Use the following instructions to easily make a project backup:

1. Select **Backup Project** on the **File** menu in the upper, left-hand corner of the program.
2. In the **Backup Project** dialog box that appears, enter the name you want to give the backup in the **Backup To** box, or replace a backup you made previously by selecting the list button  and selecting the backup you want to replace in the list.




3. The default folder where Farm Trac saves your Project backups is the Backup folder, which is in the Farmproj (Sitepro) folder on your computer's hard drive. Use the following instructions to save the backup to a different folder (such as your My Documents folder) or to a USB or other removable drive:

- In the **Backup Project** dialog box, select the **Browse** button.

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- In the **Save As** dialog box that opens, select the folder or removable drive where you want to save the backup in the **Save In** list.

- or -

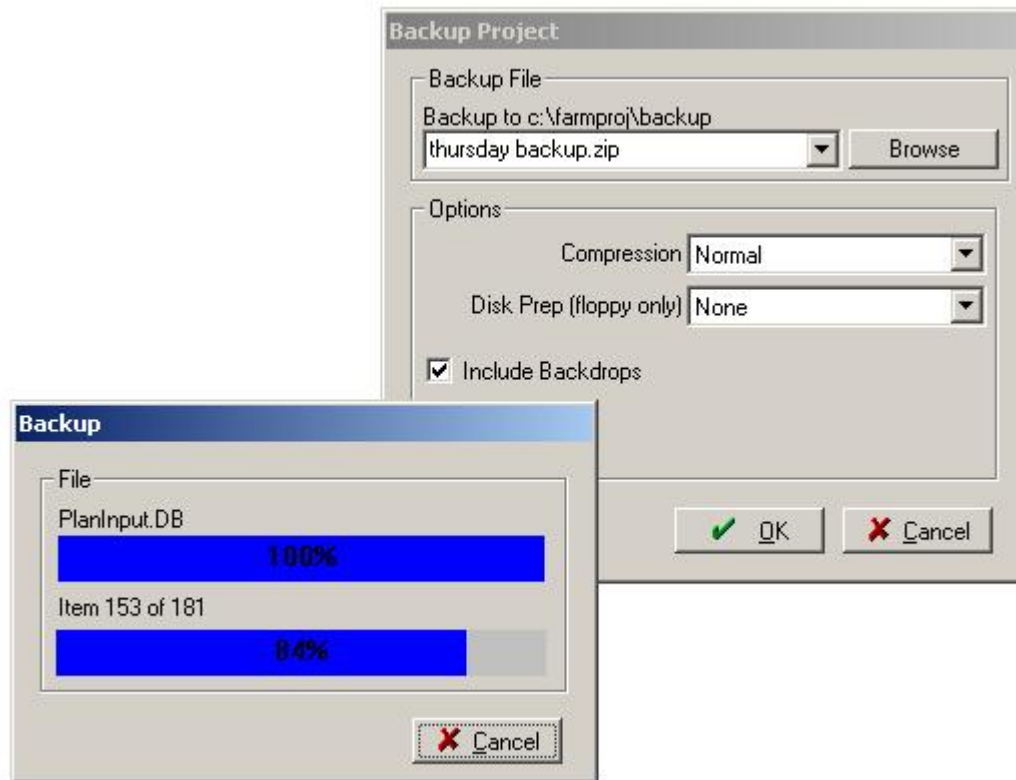
Select an icon on the left-hand column of the dialog box and browse to the folder or drive where you want to save the backup (for example, to save the backup to a USB drive, select the **My Computer** icon  and select the drive letter for the removable drive to enter it in the **Save In** box).

- Enter a name for the backup file in the **File Name** box, or replace a previous backup by selecting the backup file in the box above the **File Name** box.
- Select the **Save** button to return to the **Backup Project** dialog box (Farm Trac will add the name of the backup to the **Backup To** box).

- or -

Select **Cancel** to close the dialog box without saving the backup.

4. In the **Backup Project** dialog box under **Options**, you can change the size that the backup file will be, and the amount of time it will take to create the backup, by selecting a different value in the **Compression** list—choose **Maximum (Slowest)**, **Normal**, **Fast**, **Super Fast**, or **None**. (Choosing maximum compression will cause Farm Trac to take the longest time to create the backup but the backup will be a smaller file. Choosing no compression will cause the program to take the shortest time to create the backup but it will be a much larger file.)
5. If you are saving the backup to a USB drive or a floppy disk, select **Wipe Disk** in the **Disk Prep** list if you want to erase all files on the USB drive or floppy disk before making the backup. (Before you select **Wipe Disk**, be careful to verify there are no files you want to keep on the disk or removable drive.)
6. Select the **Include Backdrops** check box to include background images, such as aerial photos and satellite imagery in the backup. These images will increase the file size of the backup.
7. Select **OK** and Farm Trac will show the progress as it saves the backup to the folder, removable drive, or floppy disk you chose.



8. Select **Cancel** to close the dialog box without making a backup.
9. Repeat the previous steps to save another backup to a different folder, removable drive, or floppy disk.

Restoring Project Backups (Farm Trac & Site Pro)

Should something go wrong with your computer that corrupts the data of your farm project, you can attempt to recover the data by restoring a Farm Works backup of your project. Restoring a project backup replaces the information in the current project with the information that was in the project at the time you made the backup. (For example, if you made a backup of your project on Monday and decide to restore the backup on Friday of the same week, you will lose all information entered Tuesday through Thursday of that week.)

Farm Trac will only restore backups you made with the program. The program will not restore backups made with other backup software, such as the Windows XP Professional backup utility. For instructions on making a Farm Works backup of your project, see the previous section of this chapter.

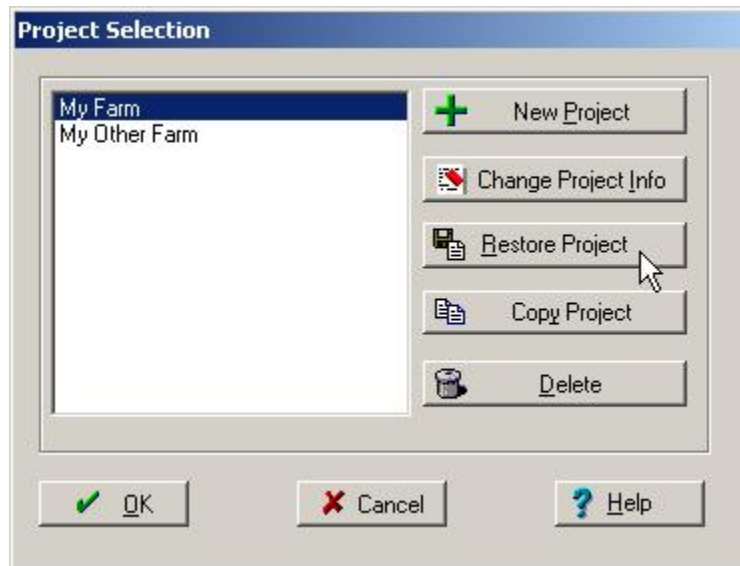
To restore a project backup:

Farm Trac Reference Guide

1. In the **Project Selection** dialog box select the project to which you want to restore the backup and select the **Restore Project** button. (Farm Trac only)

- or -


Select the **Restore Backup** on the **File** menu of Farm Trac. (Farm Trac or Site Pro)



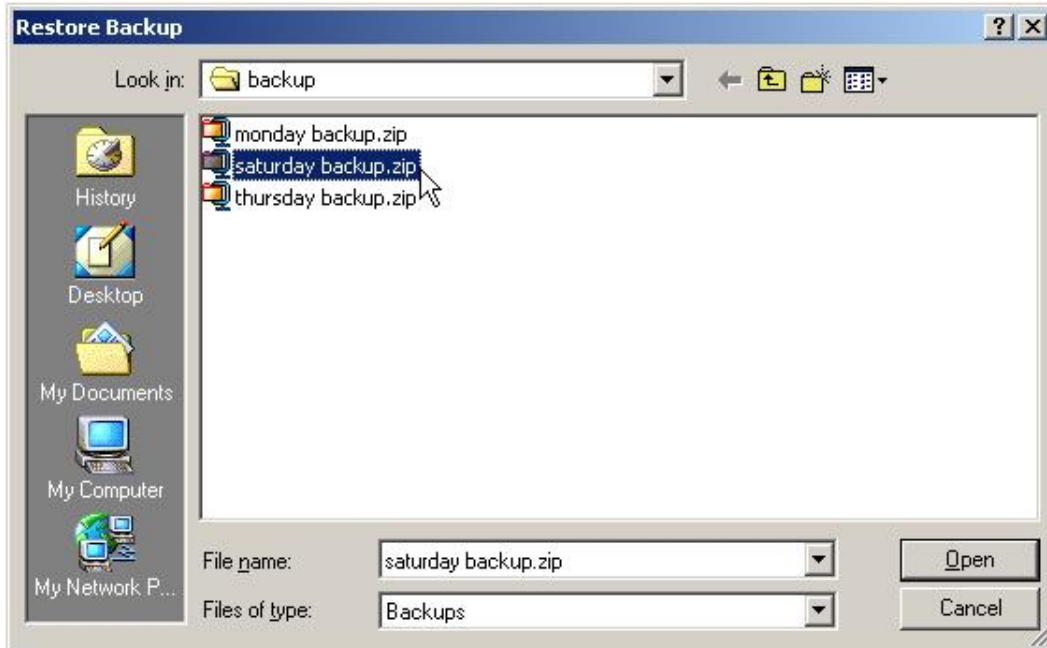
2. If you previously added a password to the project, Farm Trac will display the **Project Password** dialog box where you must enter the correct password. (Farm Trac only)
3. In the **Restore Backup** dialog box that appears, select the name of the backup you previously made in the **Backup Project** list.
4. If the backup you made is not in the list, browse to locate it:

- Select the **Browse** button to open a second **Restore Backup** dialog box.
- In this **Restore Backup** dialog box, select the folder or drive where you previously saved the backup in the **Look In** list.

- or -

Select an icon on the left-hand column and 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 enter it in the **Look In** list).

- Select the backup file in the box under the **Look In** list to add its name to the **File Name** box.

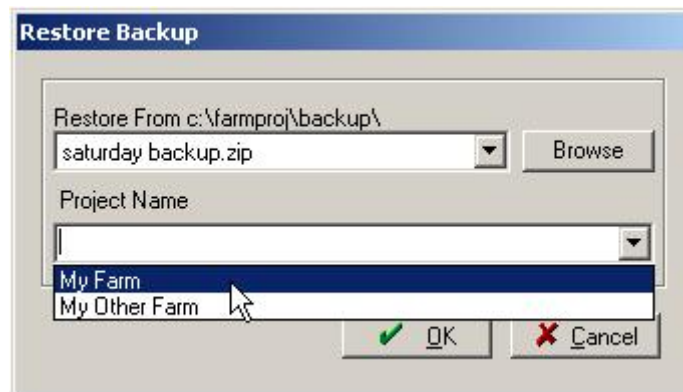


- Select **Open** to return to the previous **Restore Backup** dialog box, where Farm Trac enters the name of the backup in the **Restore From** box.

- or -

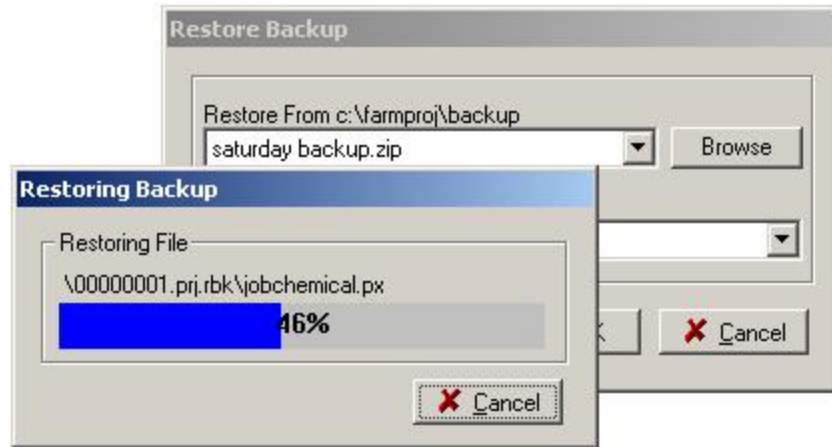
Select **Cancel** to close the dialog box without restoring the backup.

5. In the **Restore Backup** dialog box, select the project to which you want to restore the backup in the **Project Name** list (Farm Trac will replace all the data in the project you choose). You can also enter a new project name if you do not want to replace a current project. This will create a complete new project. (Farm Trac only)



6. Select **OK**, and a message asks if you are sure you want to continue with the backup process.
7. Select **No** if you do not want to restore the backup.

8. Select **Yes** and Farm Trac shows the progress as it restores the backup.



During the restoration of the backup, the program replaces the current data in your project with the data in the backup file. The restoration process will replace all information in your current project (including all your maps) with the information in the backup file. When the restoration is complete, you can begin working in the restored project.

In the next chapter, you will read how to add fields and inputs (such as equipment, people and supplies) to your project. After you add your fields and inputs, you can begin using Farm Trac to record your farming operations and print reports.

Changing User Information

The contact information that is printed on many reports comes from the User Information entered in Farm Trac.

To change the User Information:

1. On the **File** menu, select **Preferences** and **User Info...**
2. In the **User Information** dialog box, enter the **Name**, **Address**, **Phone Number**, and **Fax Number** that you want to show up on reports printed from Farm Trac.
3. When finished, press **OK**.

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Adding Fields and Inputs

Before you can begin recording farming operations with Farm Trac, you must add your farms, fields, and inputs to the program. Site Pro users must also add Clients. You add your farms and fields to the Farm box, and your inputs (which are your workers, equipment, and supplies) to the Inputs box. The Farm and Input boxes are both located in the left-hand column of the program.

Setting up your farms and fields takes very little time. All you have to do is enter the names of your farms, and the names, legal acres and tillable acres for your fields. If desired, additional details can be added for your fields, such as FSA information. If you have the Farm Site program installed with Farm Trac or if you are using Site Pro, you can draw or import maps of your fields. You can still perform farming operations even if you have not added field maps with Farm Site.

Setting up workers (such as employees) and machines (such as tractors, combines, and sprayers) is also easy. All you are required to enter is certain general information such as names and charge units for each item. If desired, you can add additional data, including addresses and license numbers for your workers as well as service intervals for your equipment.

Setting up your supplies requires the most documentation. You should enter the correct purchase units and distributed units for each supply when first entering them. For fertilizers, you must record the appropriate percentages for nitrogen, phosphorus, potassium, or other nutrients. For herbicides, insecticides, and other chemicals, you should decide whether to have Farm Trac keep detailed chemical records. If necessary, you can also document protective equipment and restricted-reentry requirements.

This chapter explains how to add your farms, fields, workers, machines and supplies to Farm Trac. The sections of this chapter follow a logical sequence for setting up your fields and inputs, but you can set them up in any order you prefer.

Using the Job-Resources Tools Toolbar

At the top of Farm Trac under the menu bar is the Job/Resources Tools toolbar.



The Job/Resources Tools toolbar has 11 toolbar buttons for performing many of the tasks of the program:



New Farm toolbar button allows you to add new farms to the program.



New Field toolbar button lets you add new fields to the program.



New Structure toolbar button enables you to add structures, such as bins or barns.



New Person toolbar button gives you the ability to add laborers, employees and other workers.



New Machine toolbar button allows you to add equipment, such as tractors, planters and combines.



New Supply toolbar button lets you add supplies to your inventory, such as seeds, fertilizers and chemicals.



New Animal toolbar button enables you to add livestock.



Read Job Data toolbar button gives you the ability to import yield and other data into the program.



Write Job Data toolbar button allows you to export maps and other data from the program.



Synchronize Trac Mate toolbar button lets you synchronize Farm Trac with Trac Mate running on a handheld computer or with a USB drive for use with a Titan RT.





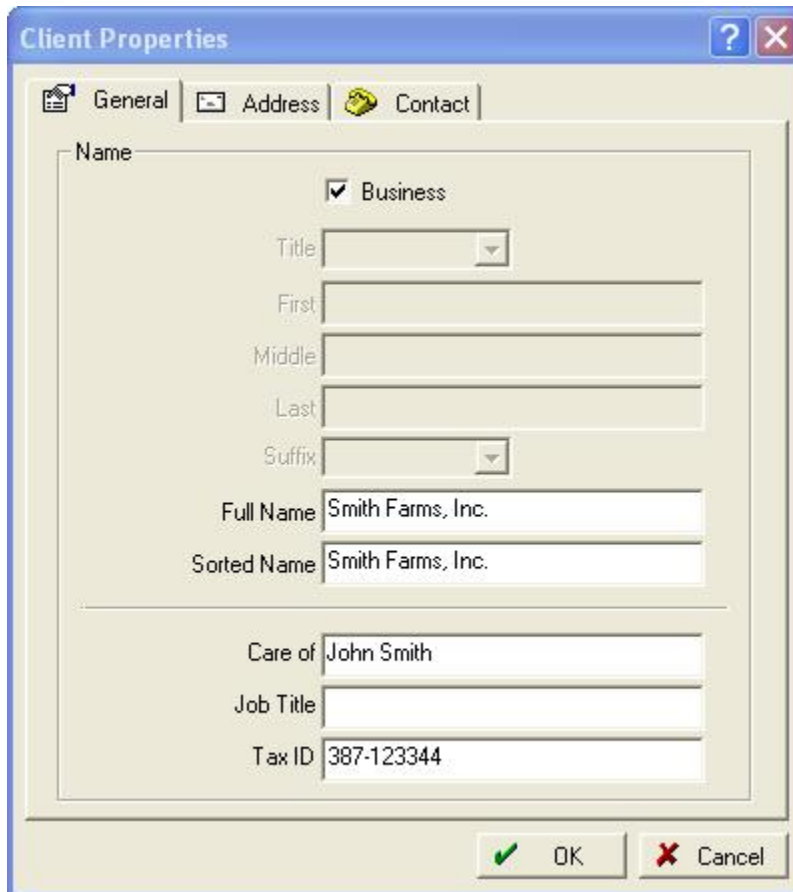
All Reports toolbar button enables you to select reports to print or export.

Setting Up Clients and Farms (Site Pro only)

Site Professional has the capability of supporting multiple clients. This allows consultants and users with multiple clients to keep the information between clients separate. Clients can be created when creating a new farm or a new field. Clients show under the farm box as folders with fields and farms listed under each. There will also be a Common folder that is used for information common to all clients (background maps, roads and waterways, etc.)

To add a Client to Site Pro:

1. Select the **Farm** tab , right-click the **Common** folder  **Common**, and select **New Client** on the shortcut menu.




The image shows a 'Client Properties' dialog box with three tabs: 'General', 'Address', and 'Contact'. The 'General' tab is active. It contains the following fields and options:

- Name** section:
 - Business
 - Title: [Dropdown menu]
 - First: [Text field]
 - Middle: [Text field]
 - Last: [Text field]
 - Suffix: [Dropdown menu]
 - Full Name: Smith Farms, Inc.
 - Sorted Name: Smith Farms, Inc.
- Care of: John Smith
- Job Title: [Text field]
- Tax ID: 387-123344

At the bottom, there are 'OK' and 'Cancel' buttons with checkmark and X icons respectively.

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2. In the **Client Properties** dialog box that appears, enter General, Address, and Contact information under the appropriate tabs. 
3. Press **OK** to create the new **Client**. The new Client will display in the Farm box as a new folder.

Farms and Fields can now be created under the new client. Clients can also be created when adding Farms and Fields. For more information, see the following sections. You can view and modify a client's information by right-clicking its name in the Farm box and selecting Client Properties.

If you find you no longer need a client, you can either delete or retire the client. You cannot delete clients for which you have recorded planned or completed farming operations, but must retire them instead. To delete a client for which you have *not* entered a planned or completed farming operation, right-click the client's name in the Farm box and select Delete. To retire a client for which you *have* entered a planned or completed farming operation, right-click the client's name and select Retire. When you retire a client, Farm Trac will add an asterisk to the client's name or remove the client from the Farm box. The program will still keep the retired client's farming history in case you need to see it in the future. To display/hide retired clients in the Farm box, go to the View menu and select Show Retired Land Areas.

Setting Up Farms

Farm Trac allows you to have farms in which to group your fields. Multiple farms are generally used with different landlords, as you can organize your fields by farm name. Once you add your farms to the Farm box, you can begin adding your fields. You can also move fields that you previously added to the program to the farm you just created (for instructions on adding your fields to Farm Trac, see the next section of this chapter).

To add a new farm:

1. Select **New Farm** on the **Resources** menu.

- or -



Select the **New Farm** toolbar button.



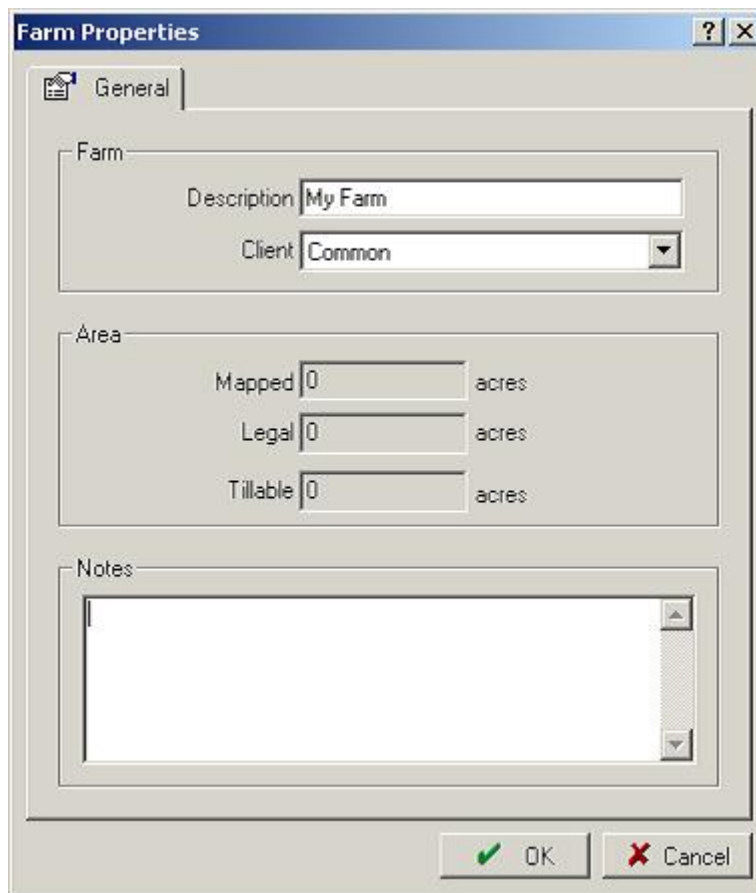
- or -



Farm Trac Reference Guide

Select the **Farm** tab , right-click the **<Unknown>** farm icon , and select **New Farm** on the shortcut menu.

2. In the **Farm Properties** dialog box that appears, enter a name for the farm in the **Description** box. Client will always be “Common” unless using Site Pro. If a Client needs to be created, choose **<Add>** and follow the instructions in the section on creating clients. You will not be able to fill in the area boxes here as these numbers will come from the individual fields.
3. In the **Notes** box, enter any miscellaneous information for the farm (you can enter up to 255 characters).



The screenshot shows the 'Farm Properties' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into three main sections: 'Farm', 'Area', and 'Notes'. The 'Farm' section contains a 'Description' text box with the text 'My Farm' and a 'Client' dropdown menu currently set to 'Common'. The 'Area' section contains three text boxes labeled 'Mapped', 'Legal', and 'Tillable', each with the value '0' and the unit 'acres' to its right. The 'Notes' section is a large, empty text area. At the bottom of the dialog are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

Now that you have your Farms set up, you will now be able to add Fields under each Farm. You can view and modify a farm’s information by right-clicking its name in the Farm box and selecting Farm Properties.

If you find you no longer need a farm, you can either delete or retire the farm. You cannot delete farms for which you have recorded planned or completed farming operations, but must retire them instead. To delete a farm for which you have *not* entered a planned or completed farming operation, right-click the farm’s name in the Farm box and select Delete. To retire a farm for which you *have* entered a planned or completed farming operation, right-click the farm’s name

and select Retire. When you retire a farm, Farm Trac will add an asterisk to the farm's name or remove the field from the Farm box. The program will still keep the retired farm's farming history in case you need to see it in the future. To display/hide retired farms in the Farm box, go to the View menu and select Show Retired Land Areas.

Setting Up Fields

With Farm Trac you can quickly set up your fields so you can begin recording farming operations. All you have to do is enter the field names, tillable and legal acres for your fields, and indicate whether you own, cash rent or share crop the fields. You can also add additional information for your fields, including FSA information (optional). Photographs of your field taken with a digital camera, scanned in, etc can also be added to the field information. Farm Trac allows you to group your fields by farm. Farms must be added to the Farm box, which is in the left-hand column of the program (for instructions on adding farms, see the previous section of this chapter).

To add a new field:

1. Select **New Field** on the **Resources** menu.



- or -





Select the **New Field** toolbar button.



- or -




Select the **Farm** tab , right-click the icon of the farm  for which you will add the field, and select **New Field** on the shortcut menu. (If you have not added a farm, right-click on the <Unknown> farm and select **New Field**. For instructions on adding a farm, see the section on that topic in this chapter.)

2. The **Field Properties** dialog box that appears has four tabs you can select to enter field data:  **General**  **Info**  **Landlords**  **Photo**. (The Landlords tab will not be displayed if Farm Funds is not installed.) On the **General** tab page:


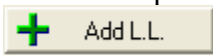
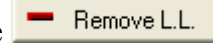

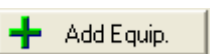
- Enter a name for the field in the **Description** box.
- Under **Area**, enter the number of **Legal** and **Tillable** acres. (Tillable acres will be used in field records. Mapped acres are calculated automatically from mapped boundaries.)

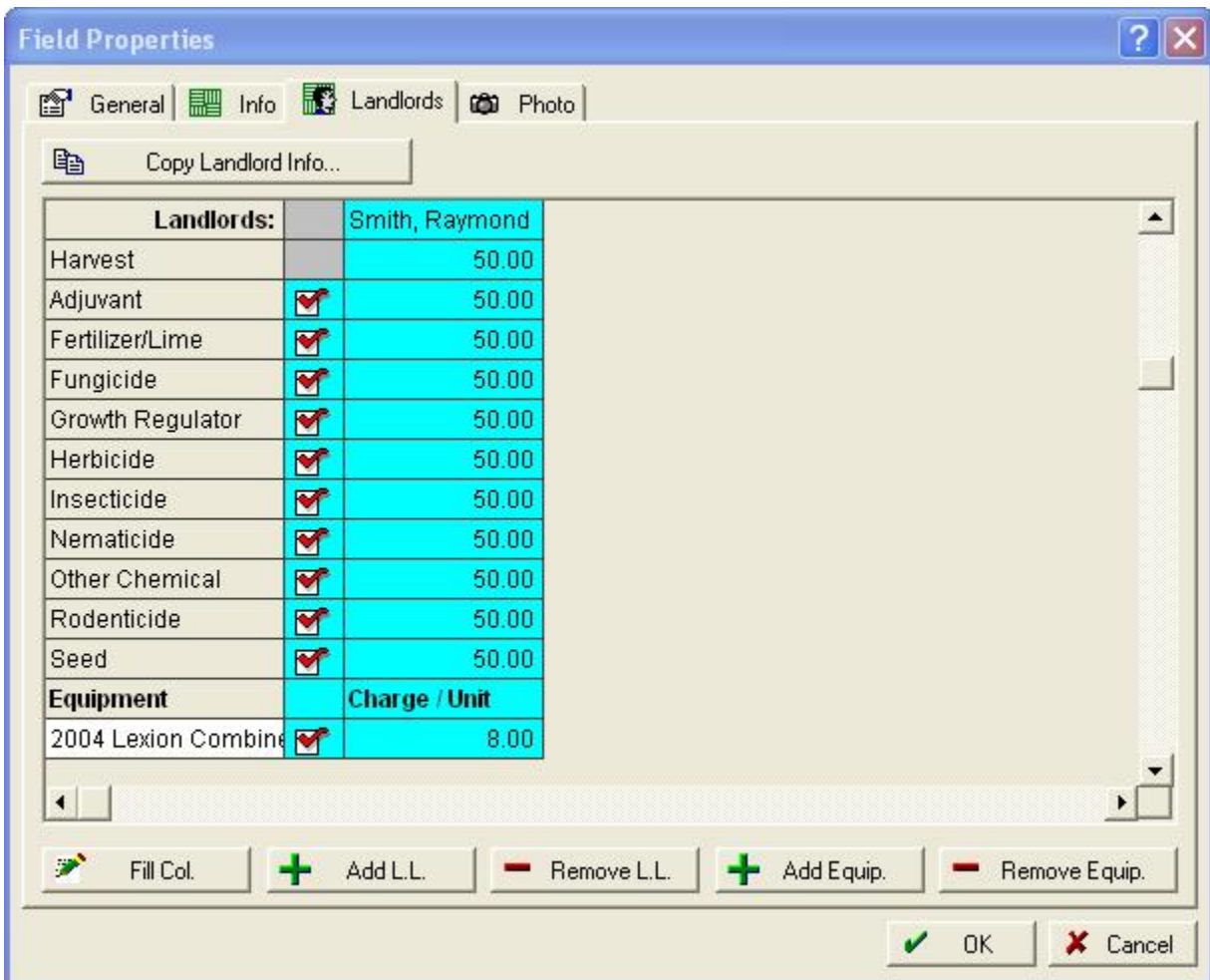
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- Under **Owner/Landlord**, select the **Farm** that the field belongs to (You may also choose **<Unknown Farm>** if you don't know or **<Add>** to add a Farm that is not in the list). **Client** will always be "Common" unless using Site Pro.
 - Select whether the field is **Owned**, **Cash Rented**, or **Share Cropped**.
3. Select the  tab to enter FSA and Legal information about the field (optional).
- Select the appropriate **County** where the field resides, or select **<Add/Edit>** to add a county to the drop down list. Select the **Add** button in the dialog box, and enter the name of the county.
 - Under **FSA**, enter the appropriate information in the **FSA Farm #**, **Field #**, **Track #** and **Land Class** boxes.
 - Under **Legal**, enter the correct information in the **Section #**, **Township #** and **Range #** boxes.
 - If desired, you may enter a brief description of the field in the **Description** box (you can enter up to 255 characters, spaces and punctuation marks).


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The screenshot shows the 'Field Properties' dialog box with the 'Landlords' tab selected. The 'FSA' section includes a dropdown for 'County' (Steuben), and text boxes for 'FSA Farm #' (35982101), 'Field #' (We-1), 'Track #' (SA-1534-24), and 'Land Class' (H.E.L.). The 'Legal' section includes text boxes for 'Section #' (40), 'Township #' (87 West), and 'Range #' (55 North), along with a 'Description' text area. The 'OK' and 'Cancel' buttons are at the bottom right.

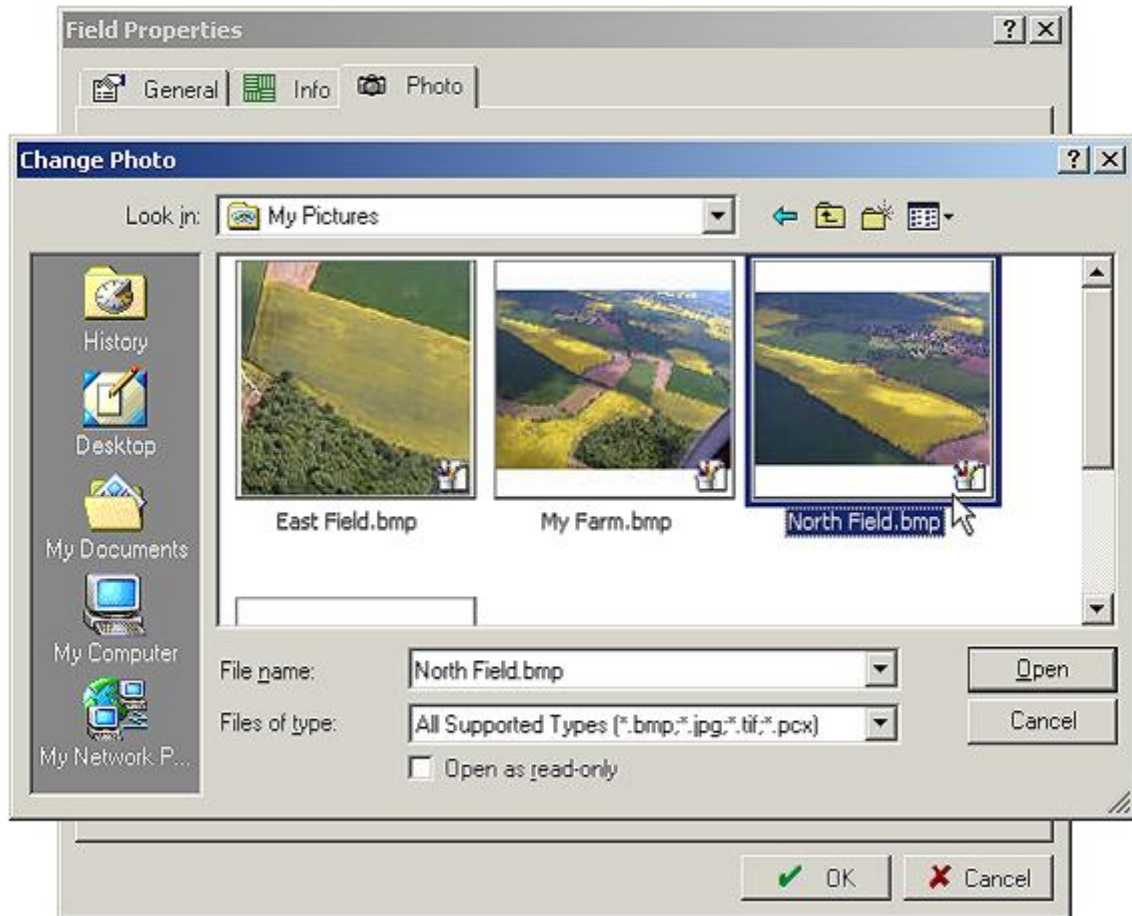
4. If the Field is Share Cropped, select the  Landlords tab.
- Select the Landlord or select **<Add/Edit>** to add a Landlord to the drop down list. If there are multiple landlords for the same field, press the  Add L.L. button. You can remove a Landlord from the field with the  Remove L.L. button.
 - If the billed items and the percentages are the same as another previously entered field, you can press the  Copy Landlord Info... button to keep from entering all of the information again. Simply select which field the landlord information should be copied from.
 - Fill in the percentage of the crop that each landlord receives. Also, select which Inputs the landlord gets billed for and what percentage they pay. You can press the Fill Col. button if all items are billed at the same percentage.
 - If the Landlord gets billed for any equipment usage, press  Add Equip., select the equipment that they get charged for, and enter the Charge/Unit.



5. To add a digital photograph of the field, select the  Photo tab (optional).

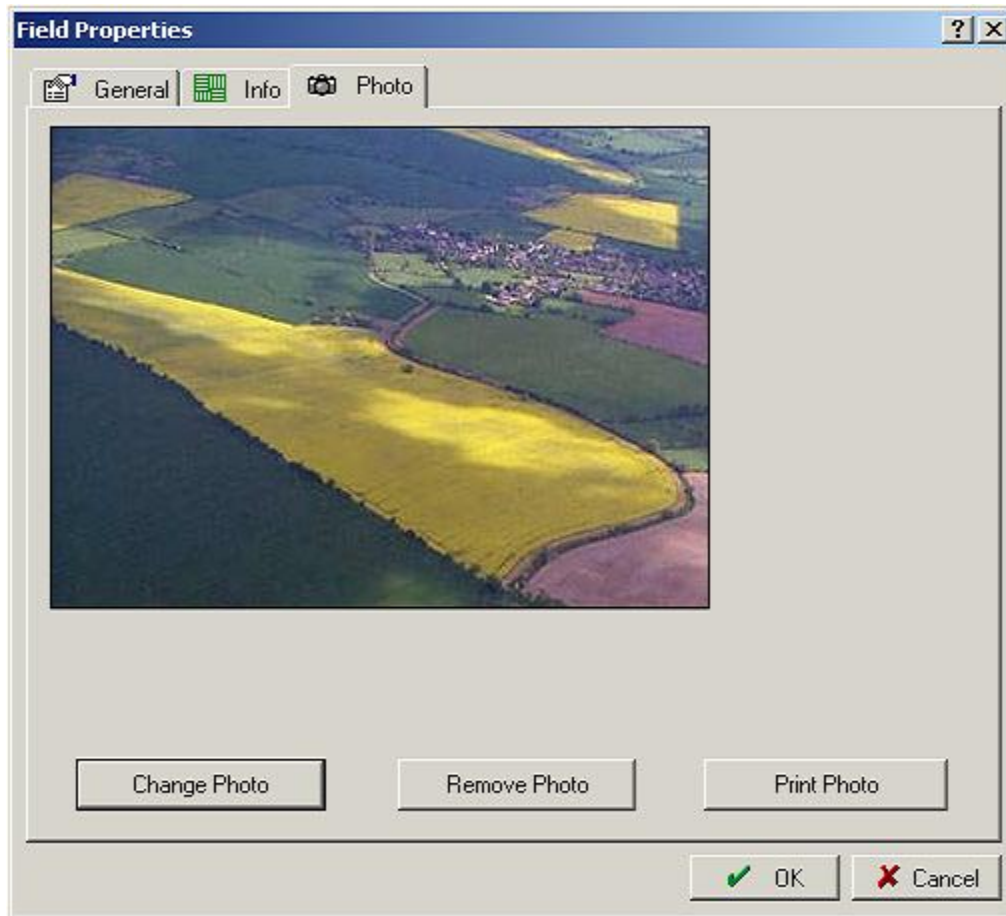
- Select the  button.
- In the **Change Photo** dialog box, select the folder where you previously saved a digital photograph of the field (such as the **My Pictures** folder).
- Select the image file of the digital photograph of the field, and select **Open** (the image file can be a bitmap (.bmp), Joint Photographic Experts Group (.jpg), Tagged Image File Format (.tif), or PC Paintbrush (.pcx) file).



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- The digital photograph of the field appears in the **Field Properties** dialog box. To choose a different photograph, select the Change Photo button once more.

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- To print the photograph of the field, select the  button.
 - To remove the photograph, select the  button (removing the photograph from the **Field Properties** dialog box will *not* delete the image file from your computer's hard drive or removable drive).
6. When you finish entering the information that you want for the field, select **OK**. The field name will now appear under the selected Farm in the Farm box.

View and modify the information for a field any time by right-clicking the field's name in the Farm box and selecting Field Properties to open the Field Properties dialog box once again. In the dialog box you can make the desired changes and select OK to save the changes. For example, you can move a field from the <Unknown> farm to a different farm by selecting the name of a farm you added in the Farm list.

If you find you no longer need a field, you can either delete or retire the field. You cannot delete a field for which you have recorded planned or completed farming operations, but must retire them instead. To delete a field for which you have *not* entered a planned or completed farming operation, right-click the field's name in the Farm box and select Delete. To retire a field for

which you *have* entered a planned or completed farming operation, right-click the field's name and select Retire. When you retire a field, Farm Trac will add an asterisk (*) to the name of a field or remove the field from the Farm box. The program will still keep the retired field's farming history in case you need to see it in the future. To display/hide retired fields in the Farm box, go to the View menu and select Show Retired Land Areas.

Setting Up Machinery

Farm Trac makes it easy to set up the machinery that you use to perform farming operations. (combines, tractors, planters, sprayers, etc). You can organize your machines into categories of application, baling/forage, farm maintenance, harvesting, hauling/transport, land preparation, other, planting/seeding and tractors. The program can also keep track of detailed information for your machines, including when the last service was completed and when the next service is due.

When you add machines to the Working Group box and select the Apply to Fields button, you can choose the fields in which you use your machines and the types of farming operations they perform. Farm Trac calculates and displays the charge units (such as the number of acres farmed) and costs (such as the dollars per acre) for your machines. For machines you set up to use fuel, the program automatically calculates the amount of fuel used on the jobs performed. If you have installed Farm Funds together with Farm Trac, the program tracks costs of repairs and fuel for your machinery.



To add a new machine:

1. Select **New Machine** on the **Resources** menu.



- or -


Select the **New Machine** toolbar button. 

- or -

Select the **Inputs** tab,  right-click the **Machines** icon,  and select **New Machine** on the shortcut menu.



2. The **Machine Properties** dialog box that appears has four tabs you can select to enter information for the machine -  General  Service  Options  Photo. Under the

 General tab:

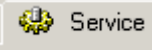
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- Enter a name for the machine in the **Description** box.
- Select the type of machine in the **Category** list (application, baling/forage, farm maintenance, harvesting, hauling/transport, land preparation, other, planting/seeding or tractors).
- Under **Model**, enter the make, model, year and serial number for the machine.
- Enter the Console ID# under **Console** (AGCO GTA users only).
- Under **Operation**, select how you want the machine to be charged (by the acre of hour) in the **Charge Unit** list. Enter the rate per acre or hour in the **Charge Rate** box for the machine.
 - § The charge rate will be used on the enterprise statements and get directly applied to the acres that the machine covers if Farm Trac is installed without Farm Funds. This rate will also be applied on planned operation reports.
 - § If Farm Funds is installed and Profit Enterprise is selected for the equipment, the charge rate will also go directly to the fields covered by the equipment. If Passive Enterprise is selected, the charge rate will only be used for planning reports. Enterprises will be covered more in the Farm Funds Manual.
- Enter the implement width in the **Width** box. (This is only necessary if using TracMate)

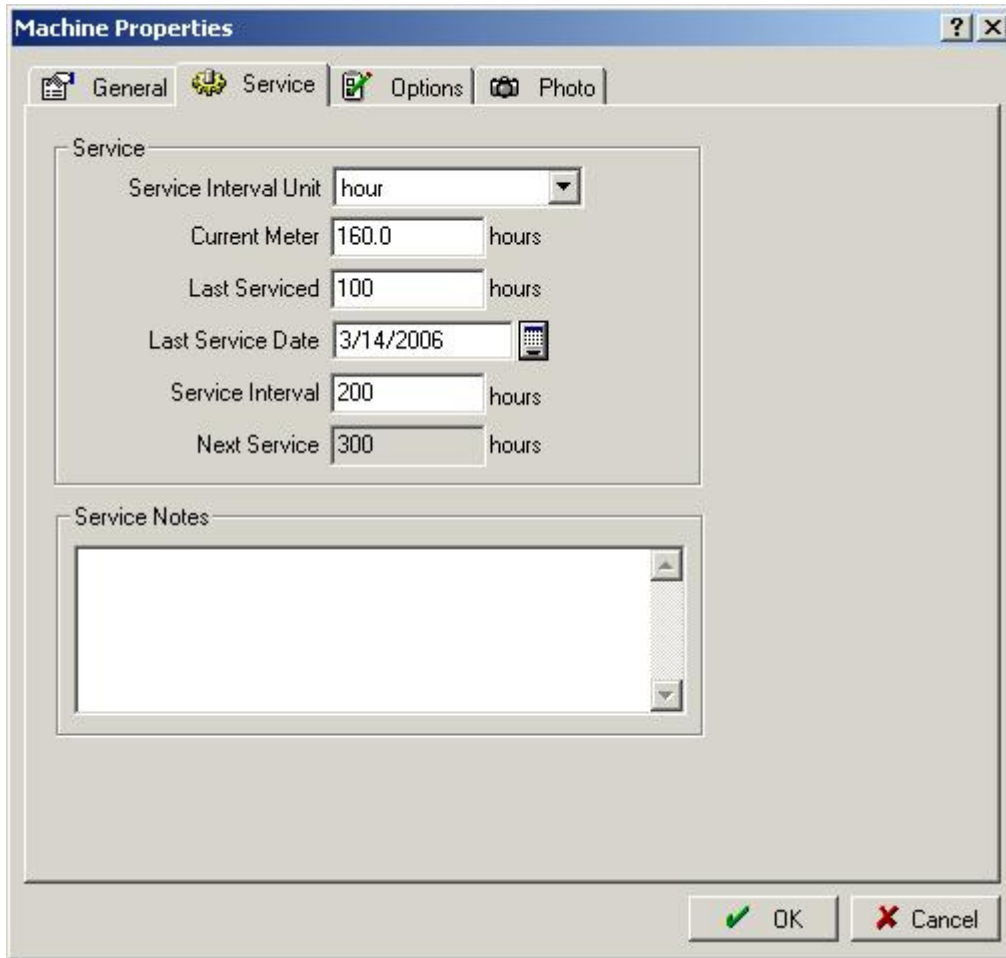
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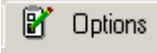
The screenshot shows the 'Machine Properties' dialog box with the following fields and values:

- Machine:** Description: Agco; Category: Tractors
- Model:** Make: Agco; Model: DT240; Year: 2006; Serial #: P166067
- Console:** ID #: (empty)
- Operation:** Charge Unit: hour; Charge Rate: \$10.00; Width: 0 feet

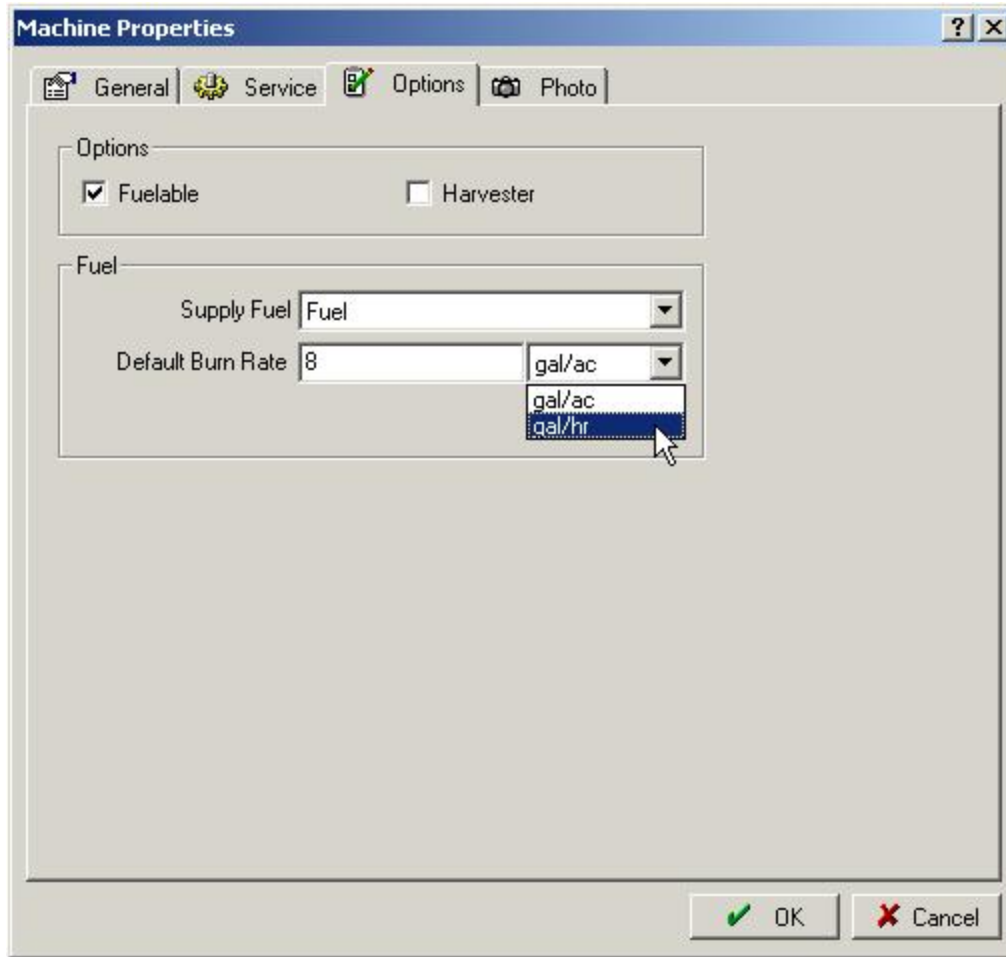
3. To keep track of service records for the machine, select the  **Service** tab.

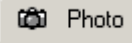
- Select the **Service Interval Unit** (Acre or Hour).
- In the **Current Meter** box, enter the current acres or hours on the machine.
- In the **Last Serviced** box, enter the acres or hours at the time of the last service.
- In the **Last Service Date** box, enter the date of the last service, or select the calendar button  and choose the date in the calendar.
- In the **Service Interval** box, enter the number of acres or hours to elapse between each service (Farm Trac automatically calculates and displays the number of hours or acres until the next service is due in the **Next Service** box).
- Enter any **Service Notes** in the box (you can enter up to 255 characters).




4. Select the  Options tab.
- Select the **Harvester** check box if you will use the machine to perform harvesting operations. (Combines, balers, etc.)
 - Select the **Fuelable** check box if you want Farm Trac to track fuel use for the machine.
 - If the machine uses fuel, select the correct fuel type in the **Supply Fuel** list. (The supply fuel must be already set up under supplies) Enter the **Default Burn Rate**, and select **Gal/Acre** or **Gal/hr**.
 - If Farm Funds is being used, select Passive or Profit Enterprise under **Enterprise Type**. (Enterprise Type will be explained in the Farm Funds manual)

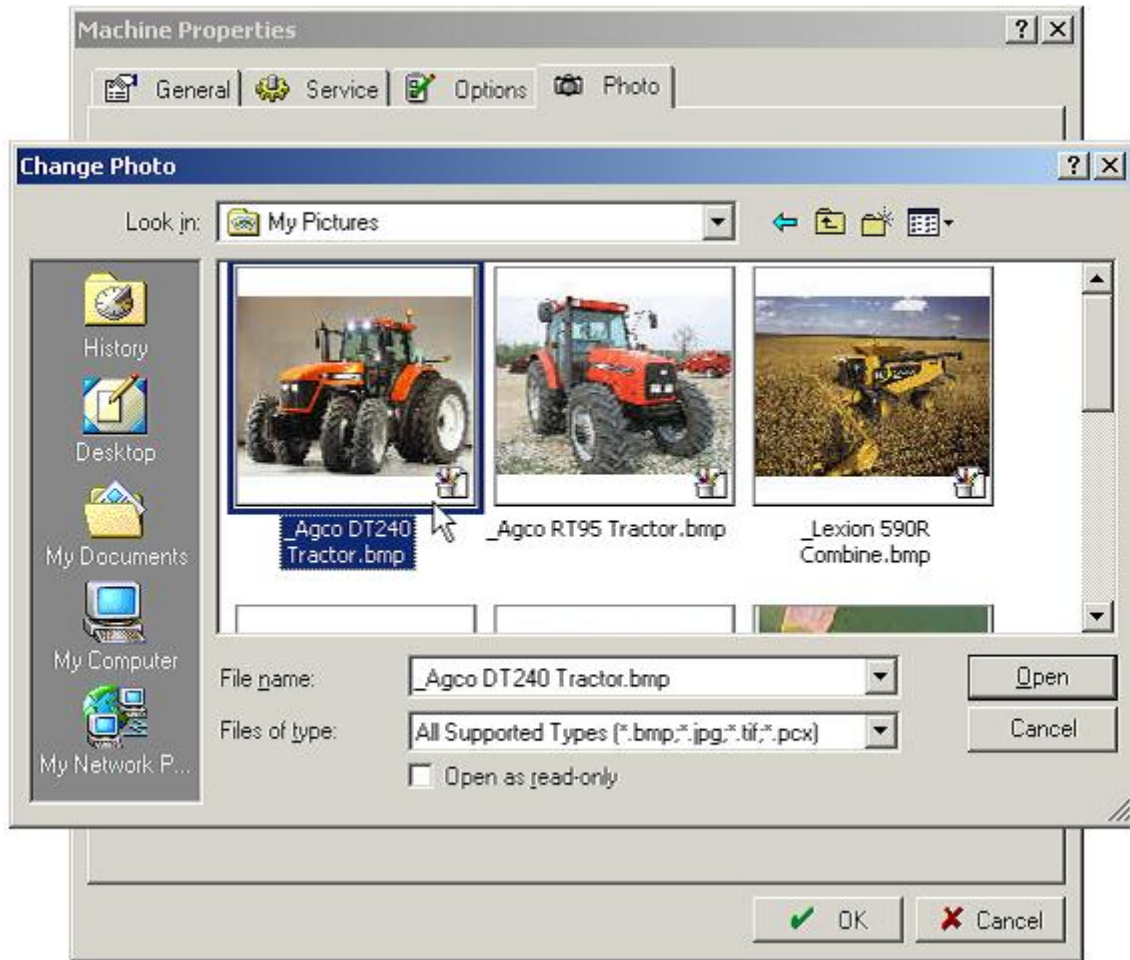
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5. Add a digital photograph of the machine by selecting the  **Photo** tab (optional).

- Select the  **Change Photo** button.
- In the **Change Photo** dialog box, select the folder where you previously saved a digital photograph of the machine (such as the **My Pictures** folder).

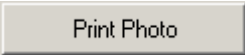
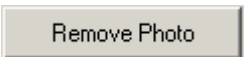


Farm Trac Reference Guide



- Select the image file of the digital photograph, and select **Open** (the image file can be a bit map (.bmp), Joint Photographic Experts Group (.jpg), Tagged Image File Format (.tif), or PC Paintbrush (.pcx) file).
- The digital photograph appears in the Machine Properties dialog box. To choose a different photograph, select the **Change Photo** button once again and choose a different image file in the **Change Photo** dialog box.

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- To print the photograph of the machine, select the  button.
 - To remove the photograph, select the  button (removing the photograph will *not* delete the image file from your computer's hard drive or removable drive).
6. When you finish entering the information for the machine, select **OK**. The machine now appears in the **Inputs** box, where you will find it under the appropriate machine category  under the **Machines** icon. 

At any time you can open the Machine Properties dialog box so you can view or change the machine's information by right-clicking the name of the machine in the Inputs box and selecting Properties on the shortcut menu. If you find you no longer need a machine, you can delete or retire the machine. You cannot delete a machine you have used in a planned or completed farming operation, but must retire it instead.

To delete a machine you have *not* used in a planned or completed farming operation, right-click the machine's name in the Inputs box and select Delete.

To retire a machine you *have* used in a planned or completed farming operation, right-click the machine's name and select Retire. When you retire a machine, Farm Trac will add an asterisk (*) to the machine's name or remove its name from the Inputs box. The program will still keep the farming history for the retired machine for future reference. To display/hide retired inputs in the Farm box, go to the View menu and select Show Retired Inputs.

Setting Up People

You can use Farm Trac to track the operations that your employees or other workers perform. When you add workers to the Working Group box and select the Apply to Fields button, Farm Trac allows you to choose the fields in which the workers do the work, the types of operations they perform, the number of hours it takes to finish the operation, and their rates of pay. If you have installed Farm Funds together with Farm Trac, the program keeps track of the dates and hours worked, and accurately calculates payroll for you.



Before you begin recording jobs for your workers, you must add them to the Inputs box. To add a new worker:

1. Select **New Person** on the **Resources** menu.

- or -

Select the **New Person** toolbar button. 

- or -

Select the **Inputs** tab,  right-click the **People** icon,  and select **New Person** on the shortcut menu.



2. The **Person Properties** dialog box that appears has tabs you can select to enter information.



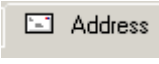
The Payroll tab will only show if Farm Funds is installed. Farm Trac only requires you to enter a first or last name for the worker on the **General** tab page, the rest of the information is optional.

The Person Properties instructions are also used when adding contacts. All details mentioned are not necessarily for employees only. Some of the information entered will be applicable to business contacts, landlords, vendors, etc.

Farm Trac Reference Guide

- Check the Business box to add a name of a business as a contact.
- Select the person's **Title**, enter their **First**, **Middle**, and **Last** name, and select the appropriate **Suffix**.
- The **Full Name** and **Sorted Name** will automatically fill in. You may change these to your preference. The **Sorted Name** is how it will show up in all of the lists within Farm Trac.
- You can also enter the name of the **Business** for which the person works, their appropriate **Job Title**, and **Tax ID** (Farm Funds only).

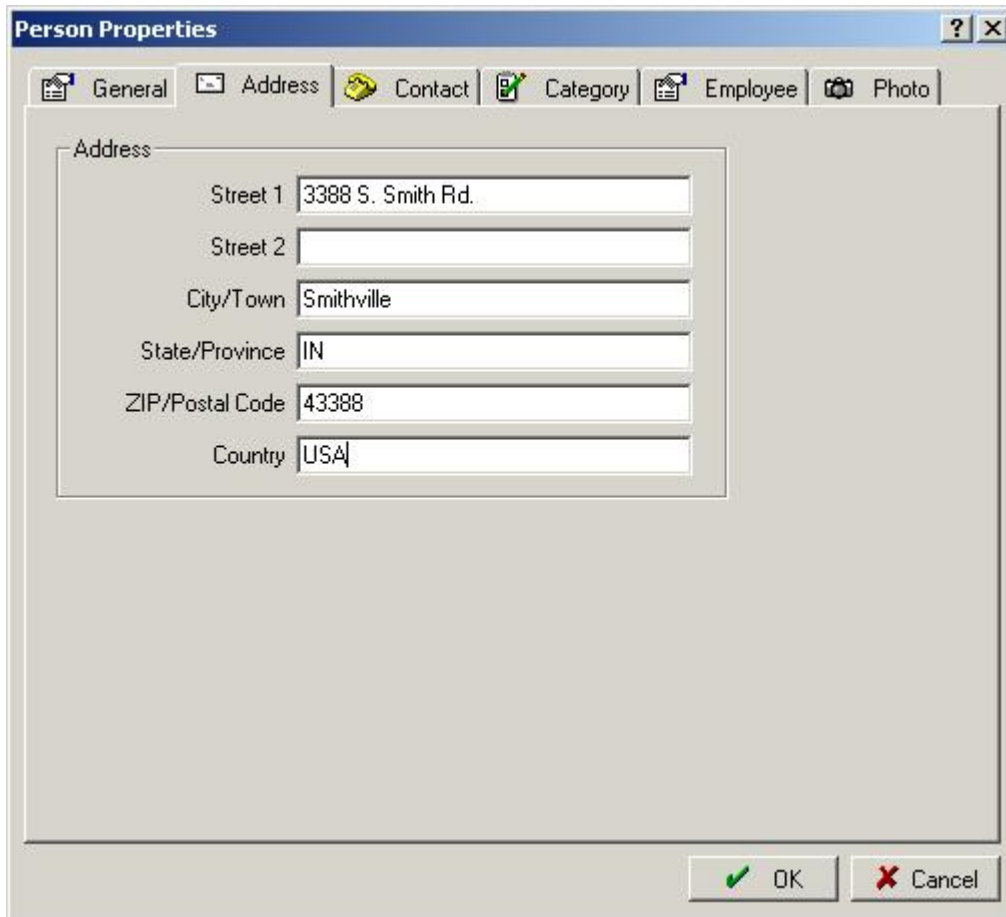
The screenshot shows the 'Person Properties' dialog box with the 'General' tab active. The 'Name' section includes a 'Business' checkbox, a 'Title' dropdown menu, and text input fields for 'First', 'Middle', 'Last', and 'Suffix' (with a dropdown). Below these are 'Full Name' and 'Sorted Name' text boxes. The 'Business' section has text boxes for 'Business', 'Job Title', and 'Tax ID'. The 'Address' tab is highlighted in the background, and 'OK' and 'Cancel' buttons are at the bottom right.

3. Select the  **Address** tab to add a mailing address for the person.

- Enter their P.O. box, rural route, or street address in the **Street 1** and **Street 2** boxes.

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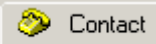
- Enter the person's **City/Town**, **State/Province**, **Zip/Postal Code**, and **Country** in the appropriate boxes.



The screenshot shows a software window titled "Person Properties" with a blue title bar and standard window controls. Below the title bar is a tabbed interface with six tabs: "General", "Address", "Contact", "Category", "Employee", and "Photo". The "Address" tab is currently selected. The main area of the window is a form titled "Address" containing six input fields:

Street 1	3388 S. Smith Rd.
Street 2	
City/Town	Smithville
State/Province	IN
ZIP/Postal Code	43388
Country	USA

At the bottom right of the window are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

4. Select the  **Contact** tab to enter all relative contact information such as a business telephone number, mobile phone number, or e-mail address.

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Person Properties

Employee | Payroll | Photo

General | Address | Contact | Category

Phone

Home 260-338-3388

Business 260-338-4499

Fax 260-338-3838

Mobile 260-333-8888

Pager


Phone #1

Internet

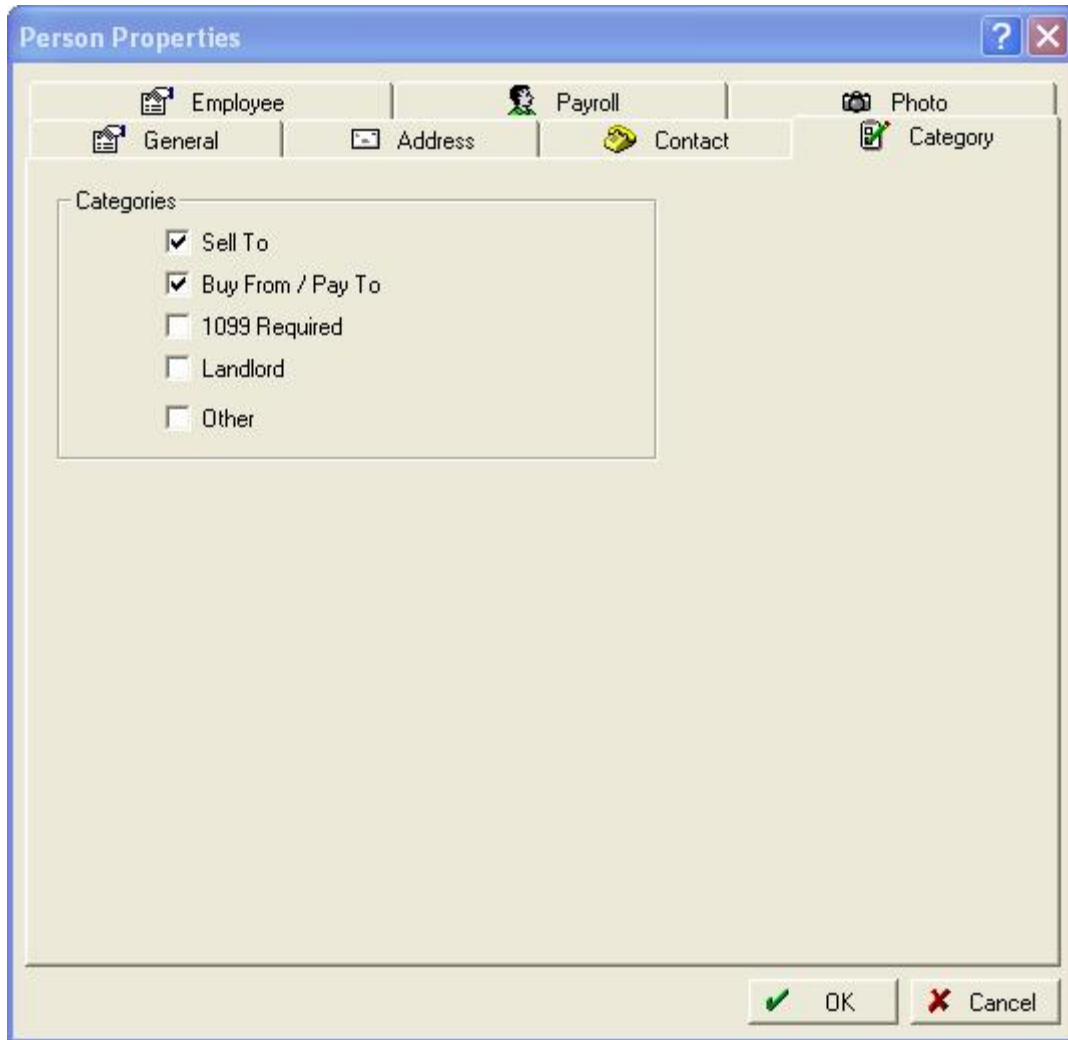
E Mail jjsmith@smithfarms.com

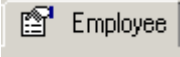
URL www.smithfarms.com

OK Cancel

5. Select the  **Category** tab and select the check boxes that apply to the contact:
- Select **Sell To** if this person will purchase items from your farm.
 - Select **Buy From / Pay To** if your farm will purchase items from the contact.
 - Select **1099 Required** if you the Federal Government will require you to fill out a Form 1099.
 - Select **Landlord** if the added person is one of your landlords.
 - Select **Other** if the contact fits some other category.




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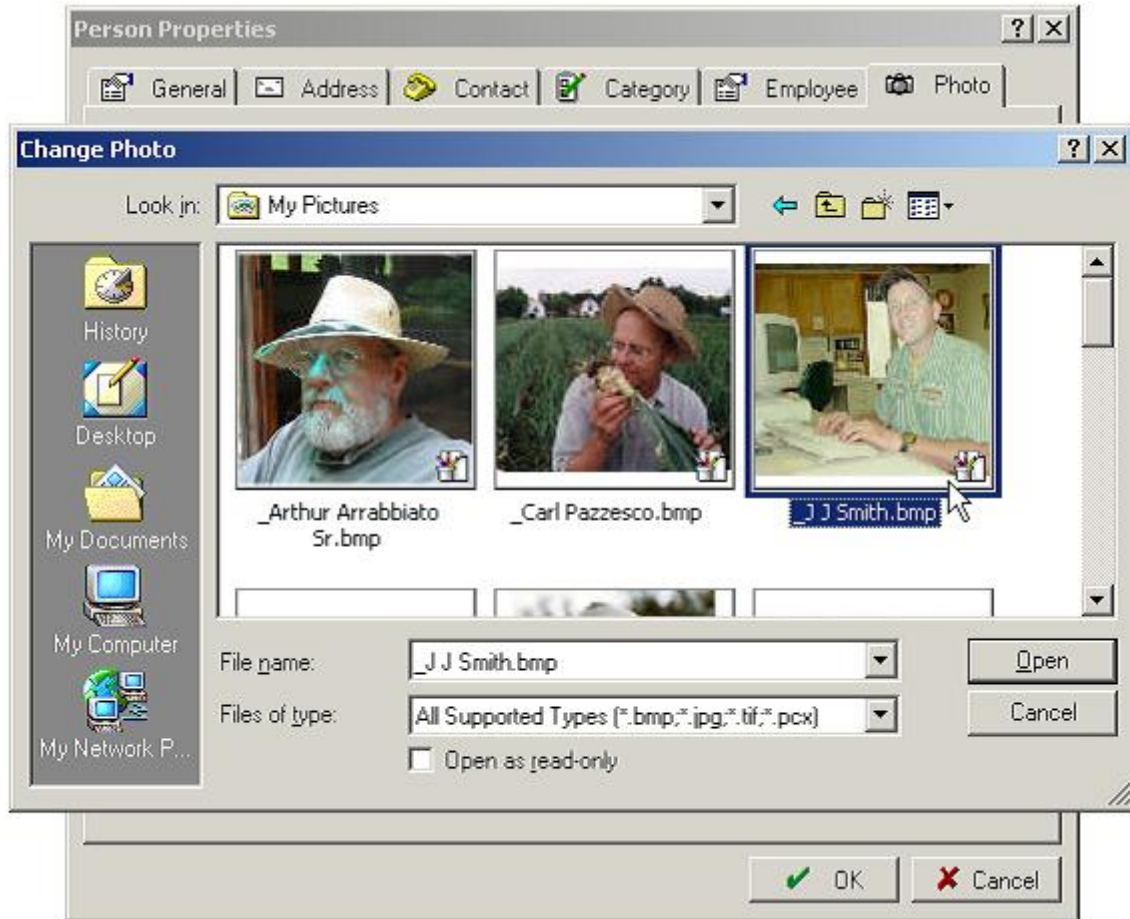
6. Select the  Employee tab to record employee license number and charge rate.
- If the employee has a pesticide applicator's license, enter the license number here and it will show up on all application reports for that employee.
 - Enter the Charge Rate in dollars per hour that the employee gets paid. This charge rate is very similar to the charge rate used for machinery. Without Farm Funds, this cost will get allocated directly to each operation that the employee performs. If Farm Funds is installed, this rate will only be used for planning operations and payroll will determine the costs that get applied to each field operation.

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The screenshot shows the 'Person Properties' dialog box. The 'Employee' tab is active, displaying the 'License Number' as 488FW-3388. The 'Costing' section shows a 'Charge Rate' of \$18.00 per hour. The 'Photo' tab is also visible, indicating where a photo can be added.

7. The  Payroll tab will be covered in the Farm Funds manual.
8. Select the  Photo tab to add a digital photograph of the contact:
 - Select the  button.
 - In the **Change Photo** dialog box, select the folder where you previously saved a digital photograph of the worker (such as the **My Pictures** folder).


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- Select the image file of the digital photograph, and select **Open** (the image file can be a bit map (.bmp), Joint Photographic Experts Group (.jpg), Tagged Image File Format (.tif), or PC Paintbrush (.pcx) file).
- The digital photo appears in the Person Properties dialog box. To change the photograph of the worker, select the **Change Photo** button to open the **Change Photo** dialog box once again.



- To print the worker's photograph, select **Print Photo**.
- To remove the photograph, select **Remove Photo** (removing the photograph will *not* delete the image file from your computer's hard drive or removable drive).

9. When you finish entering the information for the worker, select **OK** (the worker now appears in the **Inputs** box under the **People** icon). 

You can later open the Person Properties dialog box to review or change the worker's information by right-clicking the worker's name in the Inputs box and selecting Properties. If a person is no longer an employee, you can delete or retire the worker. You cannot delete a worker who you used in a planned or completed job, but must retire the worker instead. To delete a worker you have *not* used in a planned or completed farming operation, right-click the worker's name in the Inputs box and select Delete.

To retire a worker you *have* used in a planned or completed farming operation, right-click the worker's name and select Retire. When you retire a worker, Farm Trac will add an asterisk to the worker's name, or remove the name from the Inputs box. The program will keep the work history for the retired worker for future reference. To display/hide retired employees in the Farm box, go to the View menu and select Show Retired Inputs.

Setting Up Supplies

Farm Trac allows you to keep comprehensive information for all of the supplies you apply to your fields such as seeds, fertilizers, insecticides, and other chemicals. You can record detailed chemical information and re-entry restrictions for applicable chemicals and document the analysis of nitrogen, phosphorus, potassium and other nutrients for your fertilizers.

When you add supplies to the Working Group box and select the Apply to Fields button, you will then choose which fields to apply the inputs. Farm Trac calculates and displays the number of acres and the quantities used for the applications. If you have Trac Mate installed on a handheld computer or the Titan RT, the Synchronize Trac Mate feature of Farm Trac can be used to copy the supply data for a planned job to Trac Mate. Costs of supplies will get allocated to the fields that the supply gets used on.



Before you can begin recording farming operations, you must add the supplies to the Inputs box. To add a new supply:

1. Select **New Supply** on the **Resources** menu.

- or -


Select the **New Supply** toolbar button. 

- or -

Select the **Inputs** tab,  right-click the **Supplies** icon,  and select **New Supply** on the shortcut menu.

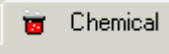


2. The **Supply Properties** dialog box opens and has the following tabs to record information for the supply:

Under the  **General** tab:

- Enter a name for the supply in the **Description** box.
- If relevant, enter the **Part #** number for the supply.
- If Farm Funds is installed, you will have to select the applicable account.
- Select the **Add to Markers** check box, if applicable. (Agco GTA users only)

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- Under **Type**, select the supply category (choose **Herbicide**, **Insecticide**, **Fungicide**, **Nematicide**, **Rodenticide**, **Seed**, **Fertilizer/Lime**, **Adjuvant**, **Growth Regulator**, **Other Chemical**, **Feed**, **Fuel**, or **Other Non-Distributed Item**).
 - Enter the **Purchased Units**, **Unit Cost**, **Distributed Unit**, and the **Default Application Rate**. Farm Trac will automatically fill in the conversion value.
 - Unit cost is similar to charge rate for machinery and people. This will be used on Enterprise statements if Farm Trac is installed without Farm Funds as well as on planned operation reports. If Farm Funds is installed, it is still important to enter this value, as it will still be used on all planned operation reports.
3. To keep detailed chemical records for the supply, select the  **Chemical** tab. If you choose to keep detailed chemical records for a supply, Farm Trac will keep records of field and weather information each time the supply is used.
- Select the **Keep Detailed Chemical Records** check box.
 - Enter all of the applicable information about the supply. This information should be taken from the label on the chemical.

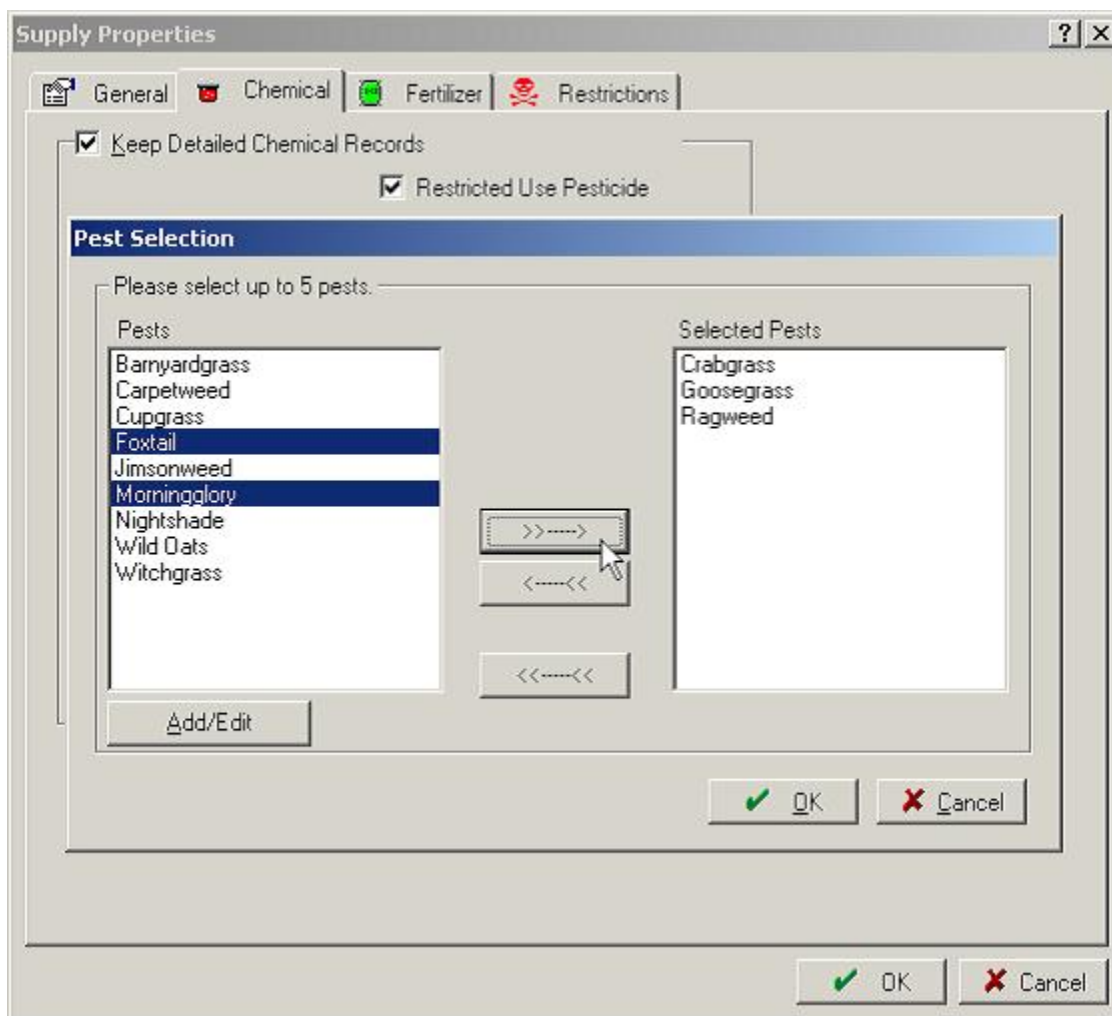
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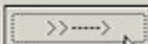

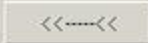

The screenshot shows the 'Supply Properties' dialog box with the 'Chemical' tab selected. The 'Keep Detailed Chemical Records' checkbox is checked. Within this section, the 'Restricted Use Pesticide' checkbox is also checked. The following fields are populated: 'Chemical Name' is 'Acetochlor, Atrazine', 'EPA #' is '524-280', 'Manufacturer' is 'Monsanto Ag Co', and 'Formulation' is 'Liquid'. The 'Mode of Operation' is a dropdown menu currently showing a blank space. The 'Target Problems (max. 5)' list contains: Crabgrass, Foxtail, Goosegrass, Morningglory, and Ragweed. An 'Add/Edit Problem List' button is located below the list. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Field	Value
Keep Detailed Chemical Records	<input checked="" type="checkbox"/>
Restricted Use Pesticide	<input checked="" type="checkbox"/>
Chemical Name	Acetochlor, Atrazine
EPA #	524-280
Manufacturer	Monsanto Ag Co
Formulation	Liquid
Mode of Operation	
Target Problems (max. 5)	Crabgrass Foxtail Goosegrass Morningglory Ragweed

- Add target problems in the **Target Problems** box by selecting the **Add/Edit Problem List** button, which opens the **Pest Selection** dialog box.

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- In the **Pest Selection** dialog box, select the pests controlled by the chemical in the **Pests** box (select more than one by holding down the Ctrl key as you click them with your mouse), and then select the  button to add them to the **Selected Pests** box. A maximum of 5 pests can be selected. Many times, a broad term such as “Broadleaves” or “Grasses” can be used to narrow the list.
 - To remove pests from the **Selected Pests** box, select them in the box and select the  button, or select  to remove all.
 - If you need to add a new pest to the **Pest Selection** dialog box, select **Add/Edit** to open the **Pests** dialog box, select the **Add** button, and enter the name of the new pest.
4. If the supply you add is a fertilizer, select the **Fertilizer** tab  and complete the following:


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- In the **Fertilizer Nutrients** box, select the first nutrient and the percent of the analysis that nutrient makes up in the **Percent %** column. The picture below shows an example of liquid 10-34-0.
- Select the **Add Nutrient** button to add a row to the **Fertilizer Nutrients** box.
- In the new row, enter the second nutrient in the **Nutrient** column and the percentage of that nutrient in the **Percent %** column.


The screenshot shows the 'Supply Properties' dialog box with the 'Fertilizer' tab selected. The 'Fertilizer Nutrients' table is as follows:

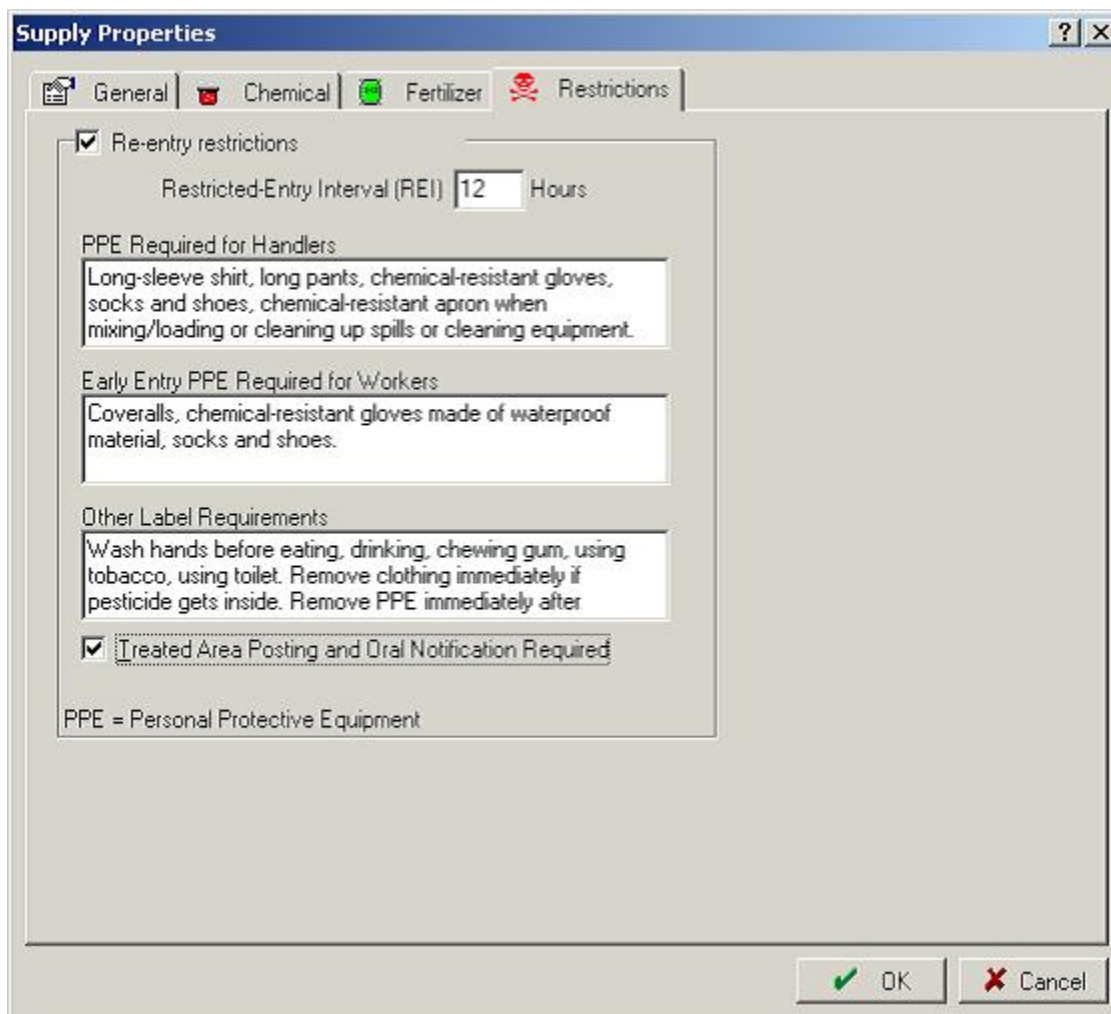
Nutrient	Percent %
Nitrogen	10.00
Phosphorus - elemental	34.00

A dropdown menu is open for the second row, showing the following options: Phosphorus - elemental, Phosphorus - oxide, Potassium - elemental, Potassium - oxide, Sulfur, and Zinc. Below the table is an 'Add Nutrient' button. The 'Product Weight' section shows '1 ton = 2000 lbs'. At the bottom right are 'OK' and 'Cancel' buttons.

- Repeat the previous steps to add as many nutrients as needed.
- If a nutrient is not in the drop down list, select **<Add/Edit>** to add it to the list.
- Remove a nutrient from the analysis by selecting the remove button  to the left of the row for that nutrient.

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- Farm Trac will enter the product weight conversion factor in the Product Weight for you.
5. Select the  Restrictions tab if you need to record re-entry restrictions for the supply. Re-entry Restrictions should be taken directly from the label.
- Select the **Re-entry Restrictions** check box and enter the required number of hours in the **Restricted-Entry Interval** box.



The screenshot shows the "Supply Properties" dialog box with the "Restrictions" tab selected. The "Re-entry restrictions" checkbox is checked. The "Restricted-Entry Interval (REI)" is set to 12 Hours. There are three text boxes for PPE requirements: "PPE Required for Handlers", "Early Entry PPE Required for Workers", and "Other Label Requirements". The "Treated Area Posting and Oral Notification Required" checkbox is also checked. The "OK" and "Cancel" buttons are at the bottom right.

Supply Properties

General | Chemical | Fertilizer | **Restrictions**

Re-entry restrictions

Restricted-Entry Interval (REI) Hours

PPE Required for Handlers
Long-sleeve shirt, long pants, chemical-resistant gloves, socks and shoes, chemical-resistant apron when mixing/loading or cleaning up spills or cleaning equipment.

Early Entry PPE Required for Workers
Coveralls, chemical-resistant gloves made of waterproof material, socks and shoes.

Other Label Requirements
Wash hands before eating, drinking, chewing gum, using tobacco, using toilet. Remove clothing immediately if pesticide gets inside. Remove PPE immediately after


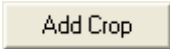
Treated Area Posting and Oral Notification Required

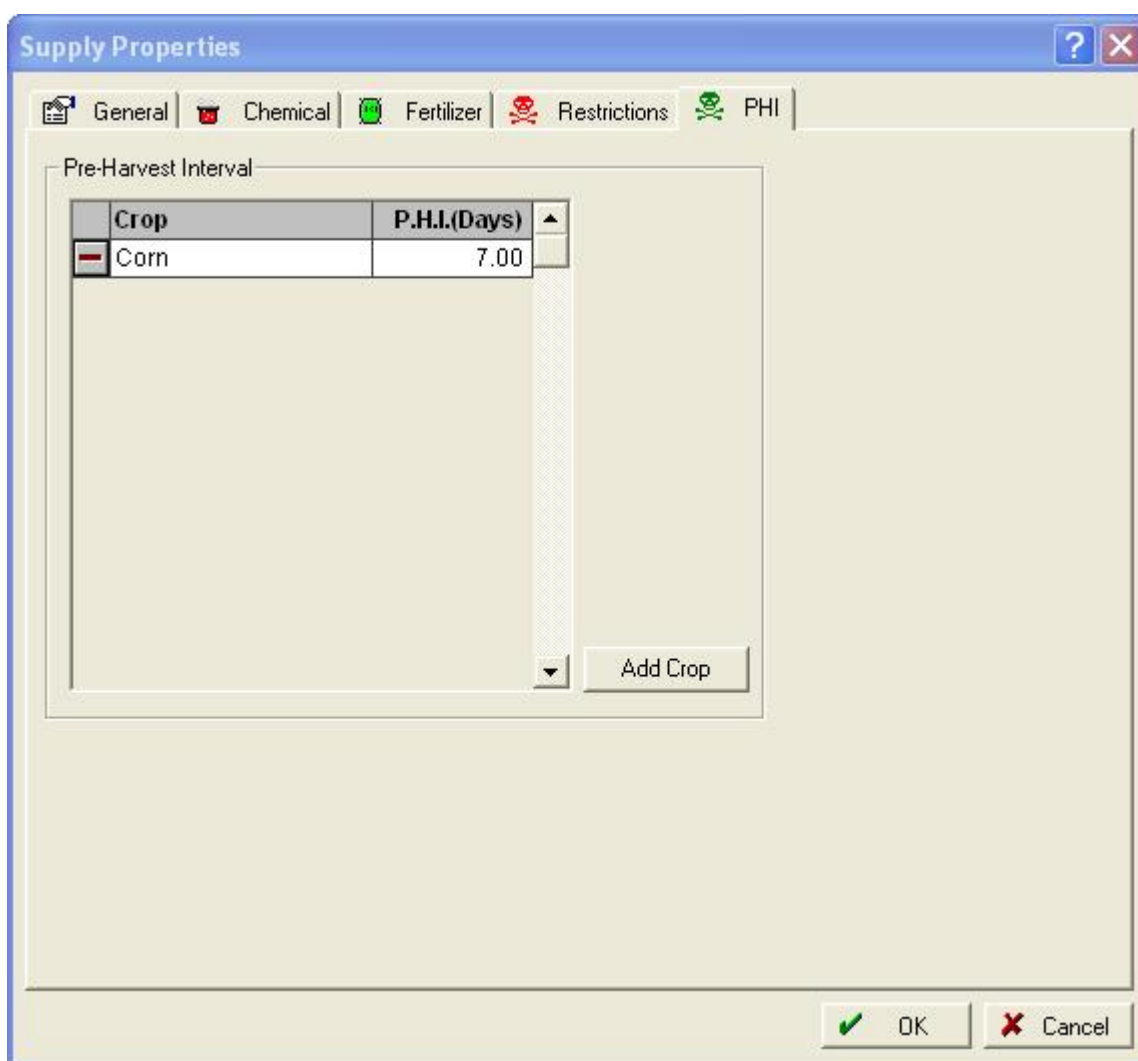
PPE = Personal Protective Equipment


OK Cancel

- In the **PPE Required for Handlers** and **Early Entry PPE Required for Workers** boxes, enter the required protective equipment for those handling the supply.
- In the **Other Label Requirements** box, enter the other requirements for those handling the supply.

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- If applicable, select the **Treat Area Posting and Oral Notification Required** check box.
6. If there is a Pre-Harvest Interval restriction on the chemical, go to the  **PHI** tab.
- Select the crop from the drop down list or select **<Add/Edit>** if the crop isn't listed.
 - Enter the Pre-Harvest Interval (in Days) in the second column.
 - If there are restrictions for more than one crop, press .



7. When you have all of the desired information recorded for the supply, select **OK** (the supply will now appear in the **Inputs** box, under the appropriate Supply type—for example, a new fertilizer will appear under the **Fertilizer/Lime** icon). 

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View or modify the information for a supply at any time by right-clicking the name of the supply in the Inputs box and selecting Properties on the shortcut menu. If you find you no longer need a supply, you can delete or retire it. You cannot delete a supply that you used in a planned or completed farming operation—instead you must retire it. To delete a supply you have *not* used in a planned or completed farming operation, right-click the supply's name in the Inputs box and select Delete. To retire a supply you *have* used in a planned or completed farming operation, right-click the supply's name and select Retire. When you retire a supply, Farm Trac will add an asterisk (*) to its name, or remove the supply from the Inputs box. The program will still keep the retired supply's farming history for future reference. To display/hide retired employees in the Farm box, go to the View menu and select Show Retired Inputs.

After you add your farms, fields, machines, people and supplies to the Farm Trac, you can begin recording planned and completed farming operations. As stated previously, you do not have to draw or import maps of your fields before you enter your planned or completed tillage, spraying, seeding, or harvesting operations. All you have to do is add the machines, people and supplies for the operation to the Working Group box and select the Apply to Fields button. The next chapter will take you step-by-step through the process of recording planned and completed farming operations.

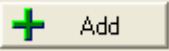
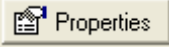
Adding/Editing Commodities

Commodities that are used in Farm Trac have properties tied to them that can be edited. Farm Trac has a long list of pre-entered commodities that can be chosen from. Commodities must be added to show up in lists as active. These changes are made under **Commodity Properties**.

To edit Commodity Properties:

1. Under the **Resources** menu, select **Other** and **Commodities...**

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- The commodities that are currently being used will be displayed in the **Commodities** box that appears.
- To add a commodity, press the  button and select the new commodity from the list or select <New> to add your own.
- To edit a commodities' information, press the  button.



- After adding a new commodity name or when viewing the properties, the Commodities Properties box appears. Here you can enter/change any information about the commodity.

- Units are the harvested units of the commodity
- Density and 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.
- The value of the commodity is what will be used on Enterprise Statements when Farm Funds is not being used. This will be used to calculate profit/loss.
- If Farm Site is installed, the **Color** will be the color shown on the map where that commodity is being grown.

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Planning and Recording Jobs

After you add your fields and inputs to Farm Trac, you can begin entering farming operations (also called jobs). These consist of tillage, planting, spraying and harvesting operations to name a few. To record a job, all you have to do is add the machines, people, and supplies for the job to the Working Group box, select the Apply to Fields button, and choose the fields where the operation was performed. You can also enter planned jobs showing the inputs you intend to use for each job which will enable you to print work orders to give to your workers in the field. If you have Trac Mate installed on a handheld computer or the Titan RT, you can export the work orders for use in that program. Planned jobs are also useful for generating cost-per-acre estimates for the upcoming crop year. This can be helpful when setting up a budget in Farm Funds or to just get an idea of supply costs for the year.

When you or your workers complete a job, you can mark the planned job as complete in Farm Trac. If you did not to enter a planned job for the work done in the field, you can record a completed job. All of the planned and completed jobs you add to the program are conveniently listed in the Jobs box. To help you find a job, you can sort the jobs in the Jobs box by field name, date, or other category.



You will find information about how to synchronize work orders to Trac Mate and print work orders and other reports in other chapters of this reference guide. This chapter describes how to record planned and completed jobs.

Planning Jobs




To create planned jobs, add all of the inputs (machinery, people, and supplies) you expect to use to the Working Group box. Select the Apply to Fields button, and then choose the field or fields for which you are planning the job. Farm Trac displays the planned jobs in the Jobs box with orange text and icons of clipboards without checkmarks,  to help you see at a glance what farming operations are yet to be completed. Once you finish the jobs, Farm Trac changes the text color to black and adds icons of clipboards with checkmarks  to the completed jobs.

*When planning a job, all of the inputs, such as machinery and people, may not be known. In this case, only apply the inputs that are known and the others can be added when the job is complete.

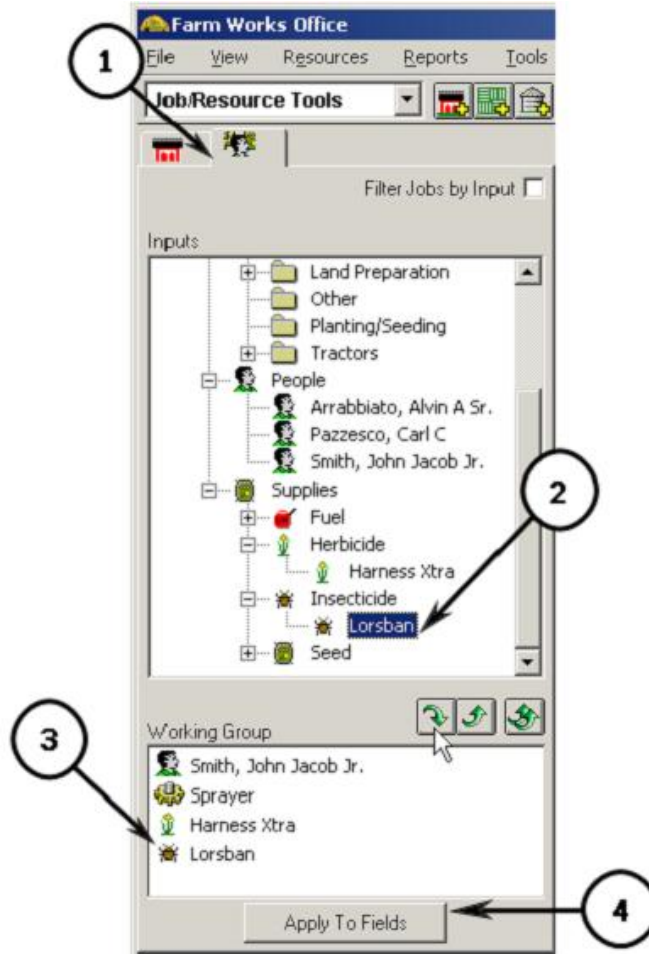
To record a planned job:




1. Select the **Inputs** tab  to view the **Inputs** box.
2. In the **Inputs** box, choose each machine that you plan to use for the job. Open the tree to view the machines in each category by pressing the plus sign  next to the **Machines**






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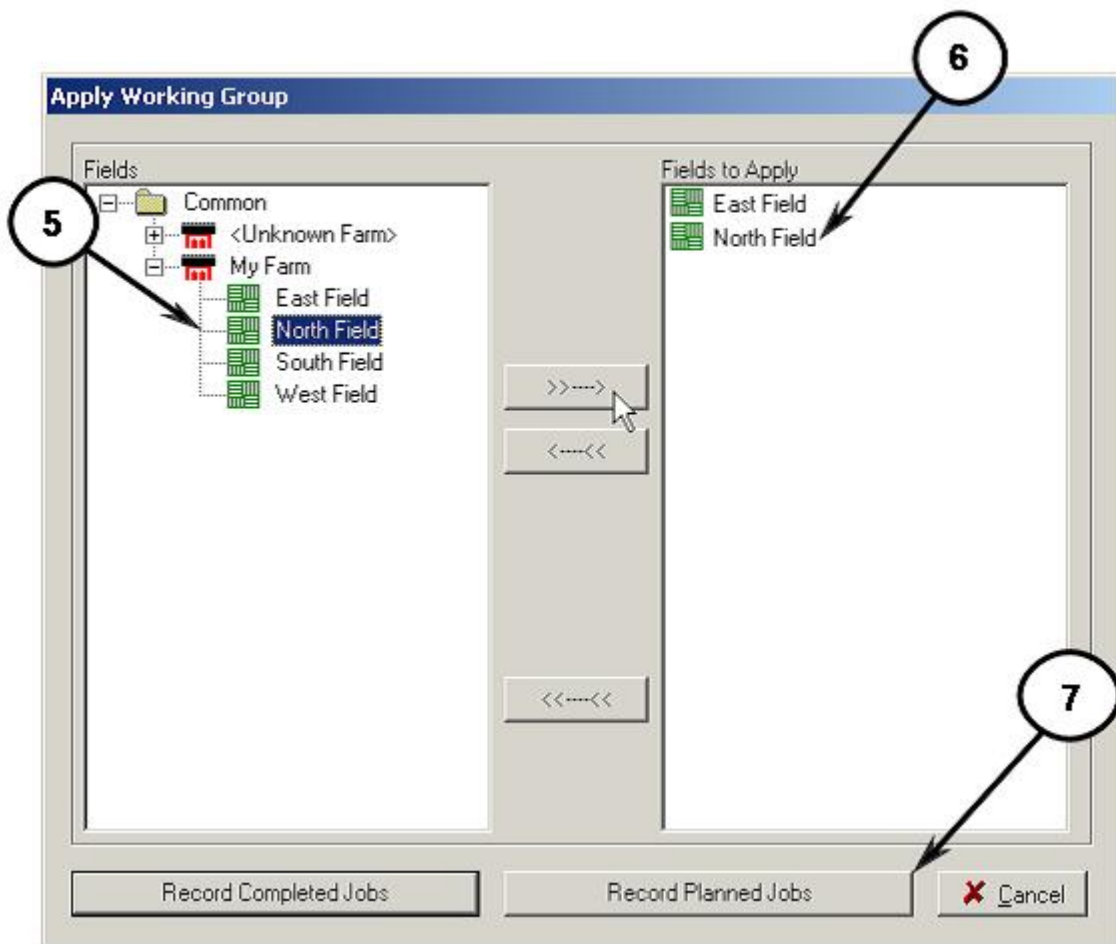
icon,  and opening the folder that the machine is under.  Add the machine to the **Working Group** by highlighting it and pressing the add button.  You can also double click the name of the machine.



3. Choose the worker you intend to assign to the job by repeating the same process and adding them to the **Working Group**





4. If applicable, add the supplies to the working group that you are likely to apply in the operation. Once again, open the tree to select the supply by pressing the plus sign  next to the **Supplies** icon  and open the applicable category to select the name of the supply to be used., Select the add button  or double click on the supply name to add it to the **Working Group** box. *f*
5. Repeat these steps to add as many machines, people and supplies as needed for the planned job.

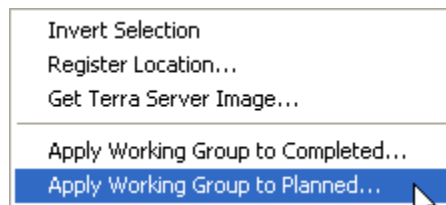
6. To remove an input from the working group, highlight it in the **Working Group** box, and select the remove button.  To remove all inputs from the working group, select the remove all button. 
7. After you have all of the inputs you expect to use during the operation in the **Working Group** box, select the **Apply to Fields** button. „
8. In the **Apply Working Group** dialog box, select the plus sign  next to the farm  and select the field for which you are planning the job. ... Press the add button  to add the field to the **Fields to Apply** box. † You can also double click the name of the field to move it from one box to another.




9. If the same operation is to be performed on more than one field, repeat the previous step to add additional fields to the **Fields to Apply** box.
10. To remove a field from the planned job, select it in the **Fields to Apply** box and press the  button. All of the fields can be removed by pressing the  button.

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11. Select the **Record Planned Jobs** button  to open the **Farming** dialog box. Notice the Orange highlighted boxes. This is to show you that the operation is a Planned Job and *not* a Completed Job. The **Farming** dialog box displays the general information for the planned job, followed by the information for each input. If more than one field was selected, the dialog box displays a separate column for each field. There will be “Total Column” to the left if there are multiple fields selected. Total values may be entered here and will be taken across each field by the proportion of the Area Farmed in each.
12. If Site Pro is being used or if Farm Site is installed, you may also select the fields that the operation will be performed on in the  **Map** tab. To select multiple fields, hold down the shift key while selecting them. After all of the fields have been selected, right click and select **Apply Working Group to Planned...**



13. Enter the information for the planned job:
 - The field name and job type will be listed in the **Job Name**. You may rename the Job if desired.
 - To change the planned field name, select a field name button  in the **Field Name** row and select a different field in the **Fields** dialog box.

Farm Trac Reference Guide


8

Farming			
Add			
Job Name		East Field - Applicati	North Field - Applicati
Field Name		East Field	North Field
Crop Enterprise		2006 Corn, Sweet	2006 Corn, Sweet
Job Type		Application	Application
Console ID			
Area Farmed	150.00	50.00	100.00
Start Date		8/2/2006	8/3/2006
Start Time		7:00 AM	6:00 AM
Stop Date		8/2/2006	8/3/2006
Stop Time		12:00 PM	11:00 AM
Job Hours	10.00	5.00	5.00
Operator		Smith, John Jacob Jr	Smith, John Jacob Jr


- To change the planned crop enterprise, select a different commodity and year in the **Crop Enterprise** list. Select **<Add>** to add a new crop enterprise to the list.
- It is suggested to always assign a **Crop Enterprise** and not have the enterprise be “Field Prep” as was allowed in previous versions. Crop enterprises never get closed and each operation can be edited at any time. If the Enterprise changes throughout the year (plant a field to beans when it was planned to be corn) in a certain field, it can be edited under each individual job.
- Crop Enterprises are a way to analyze a certain crop in a given year. There is a new enterprise for each year within a given crop. To compare records and profitability of one crop to another and one year to another, they must have separate enterprises. For example, if a grower raises several types of one crop (soybeans and low linolenic soybeans) and wants to compare the two, they will all need to be under separate enterprises.
- Select a **Job Type** for the operation. Job types are simply a way to sort through the many operations that take place throughout the year. These can be queried for reports and editing.
- Enter/change the **Console ID** if applicable (Agco GTA users only).
- The **Area Farmed** defaults to the tillable acres of the selected field. (If a partial operation was completed previously, it will default to the remaining tillable acres.) During a planned operation, area farmed is usually not changed from the

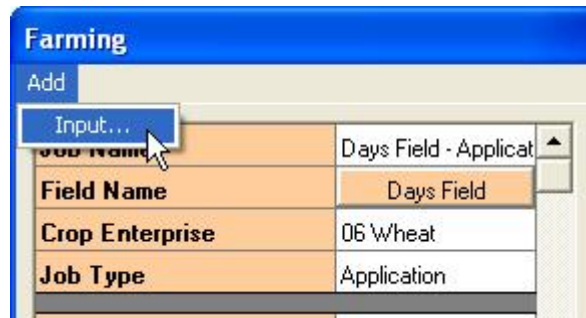
Farm Trac Reference Guide

tillable acres as actual applied acres will not be known until the job is complete. They may be changed if a partial operation is planned. The **Area Farmed** will carry to the **charge units** and **applied area** of the inputs below.

- Enter the correct dates into the **Start and Stop Date** boxes. The calendar button  can also be used. Actual dates and times will generally not be known when planning a job. Enter in an approximation or simply leave these items blank.
- Estimated **Start and Stop Times** may also be entered in the respective boxes. Farm Trac will calculate the Job Hours based off of these entries. The program will also fill these hours into the Charge Units (Hours) for any applicable inputs. If time is not known, estimate or leave these items blank.
- To change the planned operator in charge of the operation, select a different person in the **Operator** list, or select <Add> to add a new operator.

14. Enter the information for each of the inputs:

- Any of the inputs may be removed from the planned operation by pressing the  button next to it.
- Inputs may also be added while in the **Farming** dialog box by selecting the Add Input menu item and selecting the input from the **Resources** dialog box.




- If a Person was used in the planned operation, the **Charge Units (hours)** will be filled in automatically from the **Job Hours** calculated above. The **Cost (\$/hour)** of the worker defaults to the cost entered in the person's properties. Both of these values may be modified here, if necessary.
- Any machinery used in the operation will be under the Personnel. Once again, the **Charge Units** and **Cost** of the machinery will come from the **Area Farmed** and the machine's properties (entered when adding machinery) respectively. If the machinery uses fuel, the estimated **Fuel Used** as well as the **Fuel Cost** will display as well. Any of these values may be edited here.

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- After the machinery, all of the supplies that are planned to be used are listed. If the supply is going to be applied using **Variable Rate Application**, check the corresponding box. This will allow you to create a variable rate prescription map for this supply. Variable Rate Application will be covered in the Farm Site manual.
- Select the machine that will be applying the supply and if needed, edit the **Applied Area, Planned Rate, or Cost** of the supply. The **Planned Rate** and **Cost** of the supplies are the values that were entered when the supply was setup. **Quantity Used** is calculated from the **Applied Area** and **Planned Rate**. Changing the **Quantity Used** will also change the **Planned Rate** and vice versa.
- If applicable, select a **Chemical Carrier** and enter a **Carrier Rate** for each Chemical.
- If a supply is an insecticide, herbicide, or other pest-control chemical, you can select the **Pests Controlled** button and choose the pests that the chemical controls (you can choose up to five pests for each chemical).

Atrazine 4L	Delete
Variable Rate Application	<input type="checkbox"/>
Machine	Spray Coup
Applied Area	16.04
Planned Rate (qt/ac)	2.00
Qty. Used (gal)	8.021
Cost (\$/gal)	35.00
Chemical Carrier	Water (gal/ac)
Carrier Rate	10.00
Pests Controlled	Pests Controlled

15. Save the planned job by selecting **OK**, or select **Cancel** to close the **Farming** dialog box without saving the planned job. Farm Trac adds the planned job you saved to the **Jobs** box, where it has orange-color text and an icon of a clipboard *without* a checkmark.  If you selected more than one field, the program adds a separate planned job for each field to the **Jobs** box.

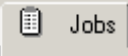
Completing Planned Jobs

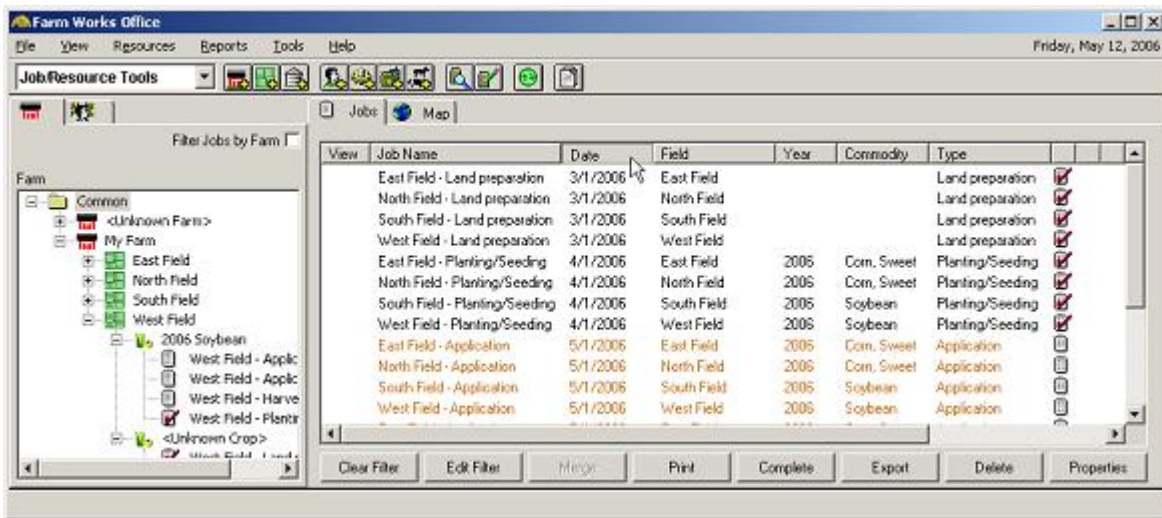
After you create your planned jobs (also called planned farming operations), Farm Trac allows you to make changes to the planned jobs as often as you like before you assign the jobs to your workers. All you have to do is select the planned jobs in the Jobs box and re-open the Farming dialog box to make the modifications you want. When you have the plans for the job entered to your satisfaction, you can then print planned job reports to give to your workers, or you can mark the jobs for export to Trac Mate so your workers can use the work orders on a handheld computer or the Titan RT out in the field.





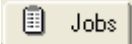
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After you print or export work orders, you can easily mark a job as complete with just two clicks of your mouse. See the next chapters of this reference guide for instructions on editing planned jobs, printing work orders, and exporting work orders to Trac Mate. This section explains how to complete planned jobs. To locate a planned job and mark it as complete:

1. Find the planned job you that want to mark as complete in the **Jobs** box:

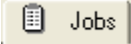
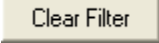
- Select the **Jobs** tab. 
- In the **Jobs** box, jobs can be sorted by selecting the appropriate column header, such as the **Date** or **Field** column header.

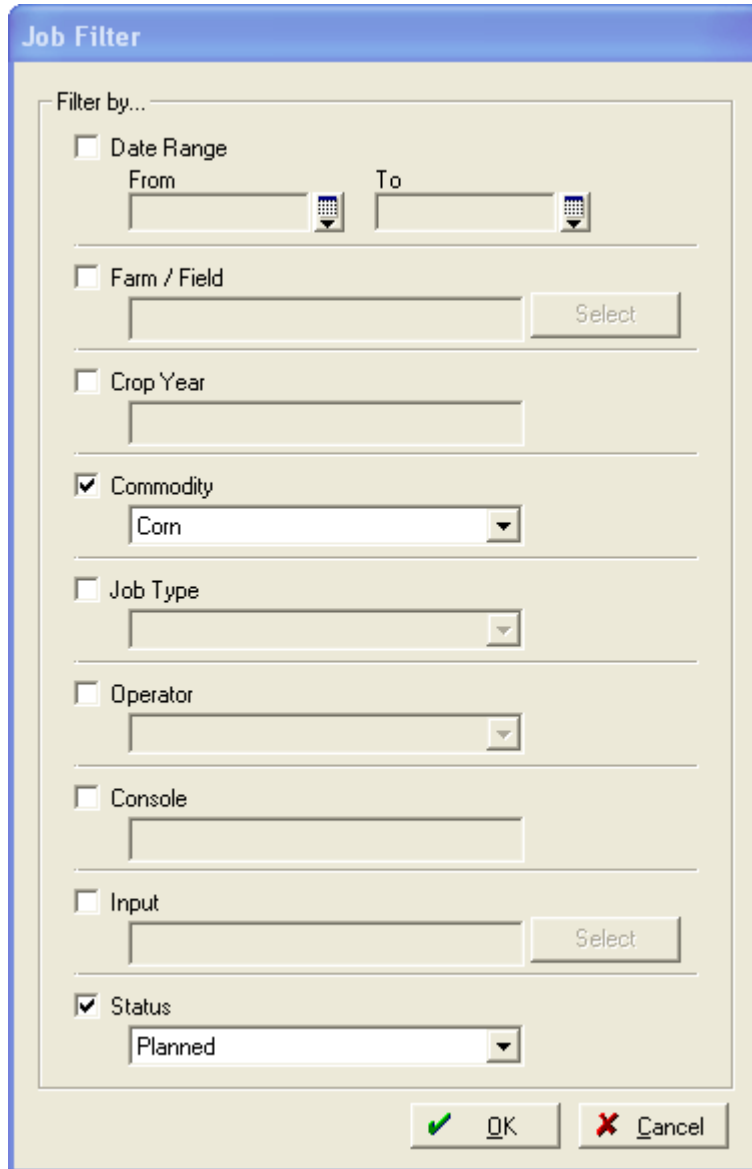


- Select a column header a second time to reverse the sort order.
- If necessary, scroll up  or down  through the farming operations to find the job you wish to complete. Remember, planned jobs are listed in orange and have a clipboard with no checkmark. 
- If there is a long list in the Jobs tab and you are having a problem finding the correct operation, you can use a filter to only display certain jobs.
 - § Press the  button at the bottom of the  tab. You can now use the **Job Filter** to narrow the jobs listed by any of the following parameters: Date Range, Farm/Field, Crop Year, Commodity, Job Type, Operator, Console, Input, or Status.
 - § For example, if the job that needs to be completed is a corn enterprise, check the box beside **Commodity** and select Corn. Since we know this job

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is a planned job, **Status** can also be checked and Planned can be selected. Press OK to apply the Filter.

- § To show all of the jobs in the  **Jobs** tab once again, simply press the  button at the bottom of the screen.



The image shows a 'Job Filter' dialog box with the following fields and options:

- Filter by...**
 - Date Range
 - From: [] [Calendar icon]
 - To: [] [Calendar icon]
 - Farm / Field [] [Select]
 - Crop Year []
 - Commodity [Corn] [v]
 - Job Type [] [v]
 - Operator [] [v]
 - Console []
 - Input [] [Select]
 - Status [Planned] [v]

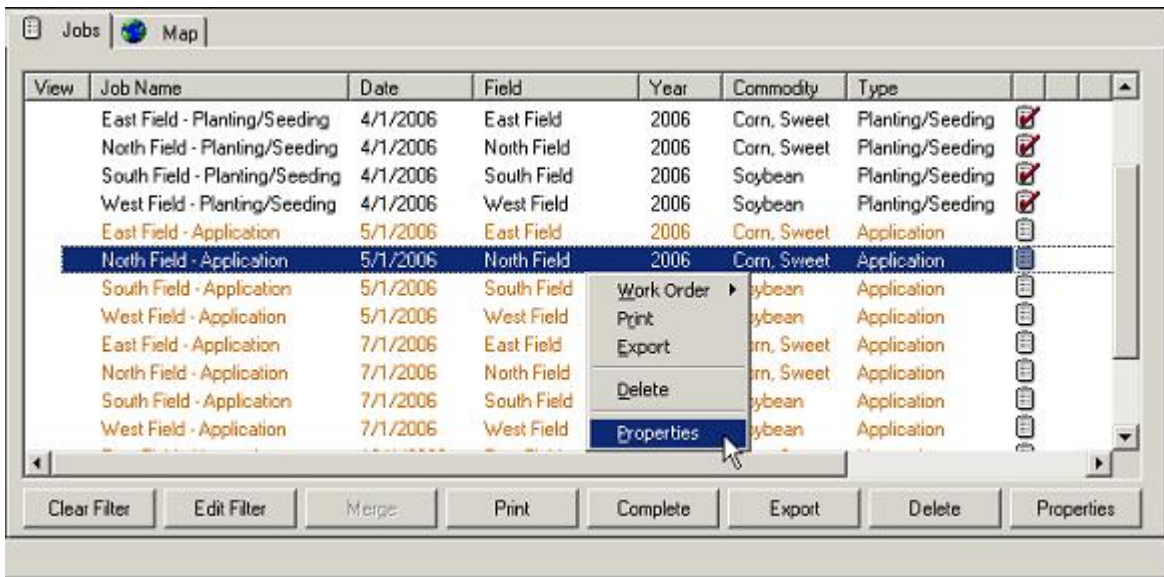
At the bottom are **OK** and **Cancel** buttons.

2. After locating the planned job that you want to complete in the **Jobs** box, you may want to verify this is the correct operation.
 - Right-click the job and select **Properties** on the shortcut menu.

- or -

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Select the job to highlight it and select the **Properties** button at the bottom of the **Jobs** box.



- In the **Farming** dialog box that opens, examine the information to verify it is the correct job (This is the same information that was entered when the Planned job was created.)

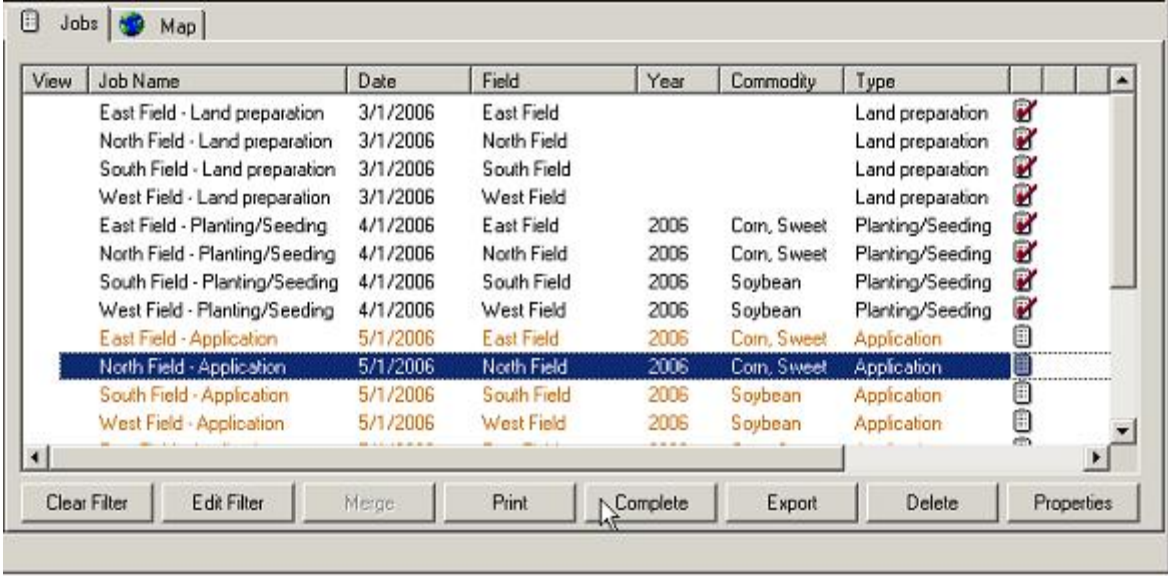
3. You may now complete the planned job.

- Right-click the job and select **Complete** on the shortcut menu.

- or -

Select the job to highlight it and select the **Complete** button at the bottom of the **Jobs** box.

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View	Job Name	Date	Field	Year	Commodity	Type	
	East Field - Land preparation	3/1/2006	East Field			Land preparation	
	North Field - Land preparation	3/1/2006	North Field			Land preparation	
	South Field - Land preparation	3/1/2006	South Field			Land preparation	
	West Field - Land preparation	3/1/2006	West Field			Land preparation	
	East Field - Planting/Seeding	4/1/2006	East Field	2006	Corn, Sweet	Planting/Seeding	
	North Field - Planting/Seeding	4/1/2006	North Field	2006	Corn, Sweet	Planting/Seeding	
	South Field - Planting/Seeding	4/1/2006	South Field	2006	Soybean	Planting/Seeding	
	West Field - Planting/Seeding	4/1/2006	West Field	2006	Soybean	Planting/Seeding	
	East Field - Application	5/1/2006	East Field	2006	Corn, Sweet	Application	
	North Field - Application	5/1/2006	North Field	2006	Corn, Sweet	Application	
	South Field - Application	5/1/2006	South Field	2006	Soybean	Application	
	West Field - Application	5/1/2006	West Field	2006	Soybean	Application	

Buttons: Clear Filter, Edit Filter, Merge, Print, Complete, Export, Delete, Properties

- You may now make any changes to the operation in the **Farming** dialog box that opens. Notice the orange highlighted boxes are now grey. This is to show you that the operation will now be a Completed Job and *not* a Planned Job. Fill in any information that was not known when the job was planned and correct any information that may have changed.
- Select **OK** to complete the job. Farm Trac will now indicate it is completed by changing the text color of the job from orange to black and placing a checkmark on the clipboard.
- Select **Cancel** rather than **OK** if you decide not to complete the job. Farm Trac will continue to display the job as a planned job with orange-color text and a clipboard without a checkmark.






Once you mark a job as complete, you cannot change it back to a planned job; however, you can make changes to the completed job as needed. You can also delete a completed job and reenter it as a planned job. For explanations on editing and deleting jobs, see the appropriate chapter of this reference guide.

Recording Tillage Operations




Rather than recording planned farming operations and then marking them as complete, you can just record completed farming operations (also called completed jobs). To record a tillage farming operation, add all of the used inputs (people, machinery, supplies) to the working group and then select the Apply to Fields button. Before you save the tillage operation, complete the details of the job in the Farming dialog box. Farm Trac adds the completed tillage operation to the Jobs box where it has black text and an icon of a clipboard with a checkmark.

To record a tillage operation:

1. Add the machinery to the **Working Group**:

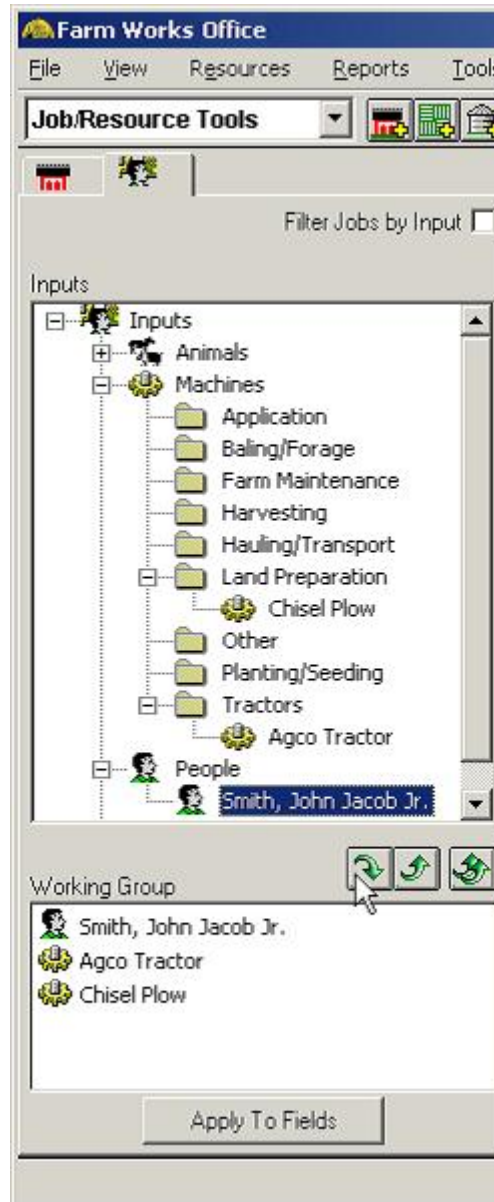
- Select the **Inputs** tab. 
- Find the machinery that will be used in the operation within the tree by selecting the plus sign  to open each category.
- Select each machine and press the add button  to add it to the **Working Group** box. Double clicking on the machine name will also add it to the **Working Group**.
- To remove a machine from the working group, select a machine in the **Working Group** box and select the remove button  or double click on the machine name. To remove all inputs from the working group, select the remove all button. 





2. Add the worker to the **Working Group** box:

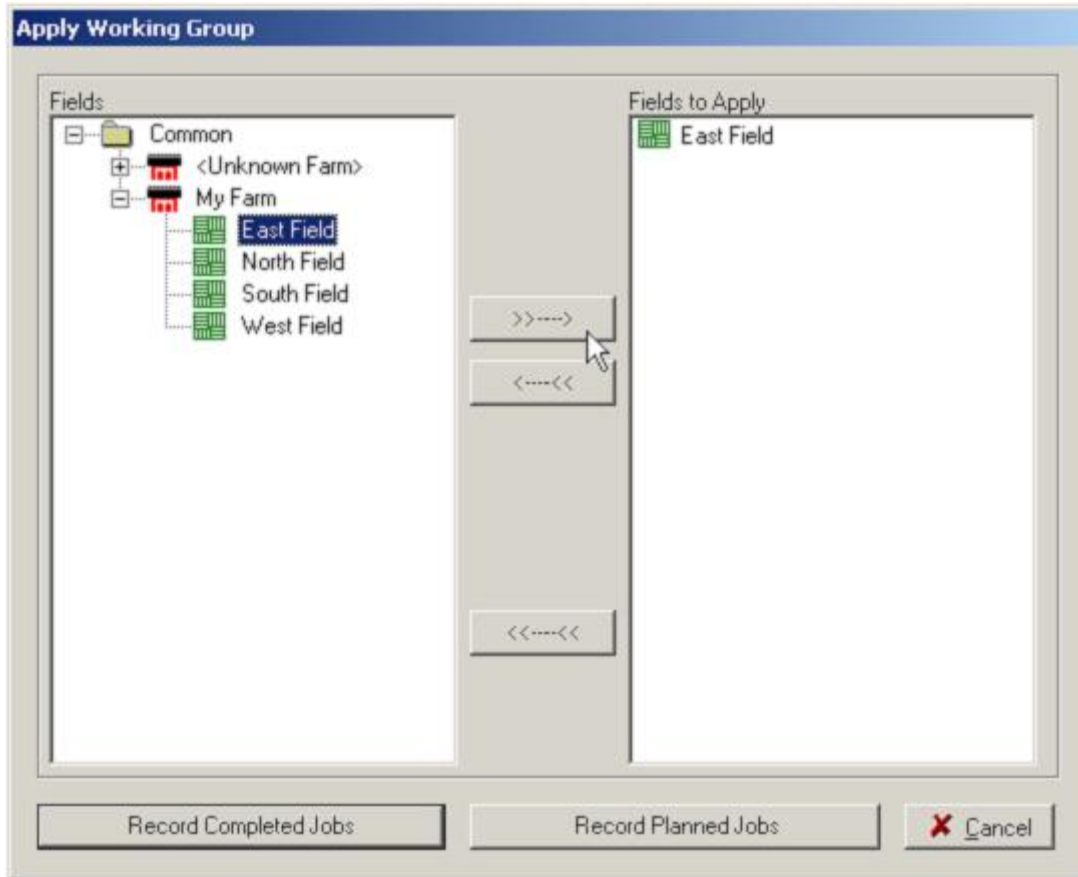
- Select the plus sign  next to the **People** icon  to see the workers that have been added to Farm Trac.
- Select the worker who performed the tillage operation and add them to the **Working Group** box by selecting the add button  or double clicking their name.
- Repeat the previous steps to add any additional workers to the operation.




3. After all of the inputs have been added to the **Working Group**, select the **Apply to Fields** button.

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4. In the **Apply Working Group** dialog box, select the field or fields that the tillage operation was performed in:
 - In the **Fields** box, select the plus sign  next to the icon of the farm  that the field is located in.
 - Select the icon for the appropriate field  and select the add field button  to add the field to the **Fields to Apply** box. You can also double click the name of the field to add or remove it from the **Fields to Apply** box.



- Repeat these steps to add any additional fields to the tillage operation.
- To remove a field from the tillage operation, select the remove button  or remove all fields from the **Fields to Apply** box by selecting the remove all button. 
- Select the  button to open the **Farming** dialog box.

5. In the **Farming** dialog box, enter the details about the tillage operation:

- If multiple fields were selected, there will be a separate column for each field with a Total Column on the left. If items are entered into the total column, they will carry through to all fields selected. If quantities are entered in the total column, they will get distributed to each field by proportion of total area farmed.

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- General information for the tillage operation is listed, followed by specific information for each input. Weather and field condition information is also included for every farming operation. You may need to scroll up and down to see all of the items listed for the operation.
- If the wrong field was selected, select the **Field Name** button and choose a different field in the **Fields** dialog box.
- The **Crop Enterprise** box will be blank if you have not previously chosen a crop enterprise for the field. Select the crop you intend to plant in the field and the correct crop year. If the correct crop enterprise is not listed, select **<Add>** to add the new enterprise.
- Unlike in past versions, it is best to select a crop enterprise even if you are unsure of the crop. This can be edited at any time.

Farming	
Add	
Job Name	East Field - Land pre
Field Name	East Field
Crop Enterprise	2006 Corn, Sweet
Job Type	Land preparation
<hr/>	
Console ID	
Area Farmed	50.00
Start Date	3/1/2006
Start Time	6:00 AM
Stop Date	3/1/2006
Stop Time	12:00 PM
Job Hours	6.00
Operator	Smith, John Jacob Jr
<hr/>	
Smith, John Jacob Jr.	Delete
Charge Units (hours)	6.00
Cost (\$/hours)	21.00
<hr/>	
Agco Tractor	Delete
Charge Units (acres)	50.00
Cost (\$/acres)	10.00
Fuel Used (gallons)	50.00
Fuel Cost (\$/gallons)	3.50
<hr/>	
Chisel Plow	Delete
Charge Units (acres)	50.00
Cost (\$/acres)	50.00
<hr/>	
Weather Information	▼
<input type="button" value="✓ OK"/> <input type="button" value="✗ Cancel"/>	

- The field name and job type will be listed in the **Job Name**. You may rename the Job if desired.
- If a machine from the Land Preparation folder was chosen, **Land Preparation** will be the listed **Job Type**. Job Type is a simple way of sorting operations. Jobs can be queried by this, so it is important to have the correct type selected.
- The **Area Farmed** box displays the tillable acres for each field. If a partial tillage operation was performed previously, the remaining acres will be shown here. If

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the entire field was not farmed, enter the covered acres. Farm Trac carries this value to the charge units for any inputs that charge by the acre.


- The **Start Date** and **Stop Date** boxes display the current working date for Farm Trac. If the operation was completed on a different date, enter it here. The operation may also be completed over more than one day.
- Enter the appropriate **Start** and **Stop Times** for the operation. Farm Trac will automatically calculate and display the total hours in the **Job Hours** box. These hours will be carried to any inputs that have hours as their **Charge Units**. **Job Hours** and **Charge Units** can be edited and do *not* have to match the start and stop times.
- The **Operator** is the person that was added to the **Working Group**. If more than one operator was selected, you must choose only one **Operator** for each field. You can select an operator from the list, or select <Add> to add a new one. The operator is another way that jobs can be queried or sorted in the  **Jobs** tab.
- If necessary, you can change the **Charge Units** and **Cost** for any workers in the operation. If Farm Funds is installed, **Cost** will not be in the list as it will come directly from the employee's payroll.
- For any of the machines used in the operation, you can change the **Charge Units**, **Cost**, **Fuel Used**, and **Fuel Cost** items. Once again, **Cost** and **Fuel Cost** will only display if Farm Funds is not installed. These items will be explained further in the Farm Funds manual.
- Any of the inputs may be removed from the operation by pressing the  **Delete** button next to it.

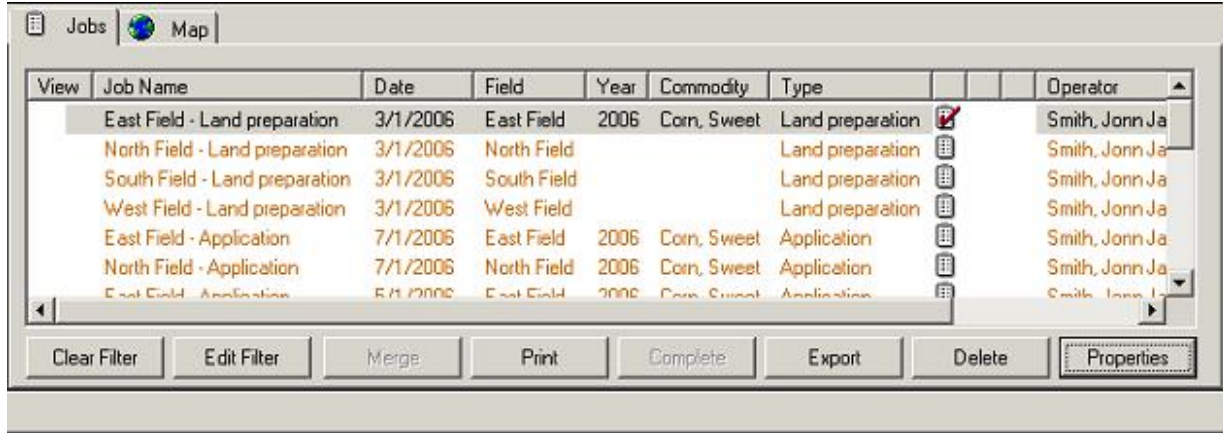
- Inputs may also be added while in the **Farming** dialog box by selecting the **Add Input** menu item and then selecting the input from the **Resources** dialog box.










- To record weather information, select values in the **Sky Conditions** and **Wind Direction** lists, and enter the appropriate numbers in the **Wind Speed**, **Gusting To**, **Temperature** and **Relative Humidity %** boxes.


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- Once all of the information is entered into the **Farming** dialog box, select **OK** to save the tillage operation. Farm Trac adds the completed operation to the **Jobs** box with black text and an icon of a clipboard with a checkmark for every field that the operation was performed. 




View	Job Name	Date	Field	Year	Commodity	Type		Operator
	East Field - Land preparation	3/1/2006	East Field	2006	Corn, Sweet	Land preparation		Smith, Jonn Ja
	North Field - Land preparation	3/1/2006	North Field			Land preparation		Smith, Jonn Ja
	South Field - Land preparation	3/1/2006	South Field			Land preparation		Smith, Jonn Ja
	West Field - Land preparation	3/1/2006	West Field			Land preparation		Smith, Jonn Ja
	East Field - Application	7/1/2006	East Field	2006	Corn, Sweet	Application		Smith, Jonn Ja
	North Field - Application	7/1/2006	North Field	2006	Corn, Sweet	Application		Smith, Jonn Ja
	East Field - Application	5/1/2006	East Field	2006	Corn, Sweet	Application		Smith, Jonn Ja

Buttons: Clear Filter, Edit Filter, Merge, Print, Complete, Export, Delete, Properties




- If no more operations are to be performed using the current inputs, remove the, from the **Working Group** dialog box by selecting the remove all button. 

Recording Planting Operations



To record a planting farming operation, add all of the inputs that were used to the working group, select the Apply to Fields button, and choose the field or fields to which you want to apply the inputs. Before you save the planting operation, enter all of the details from the job in the Farming dialog box. Farm Trac will add the completed planting operation to the Jobs box where it will have black text and an icon of a clipboard with a checkmark. 

To record a planting operation:




- Add the planting equipment to the **Working Group**:

- Select the **Inputs** tab. 
- Find the machinery that will be used in the operation within the tree by selecting the plus sign  to open each category.
- Select each machine and press the add button  to add the machine to the **Working Group**. Double clicking on the machine name will also add it to the **Working Group**.


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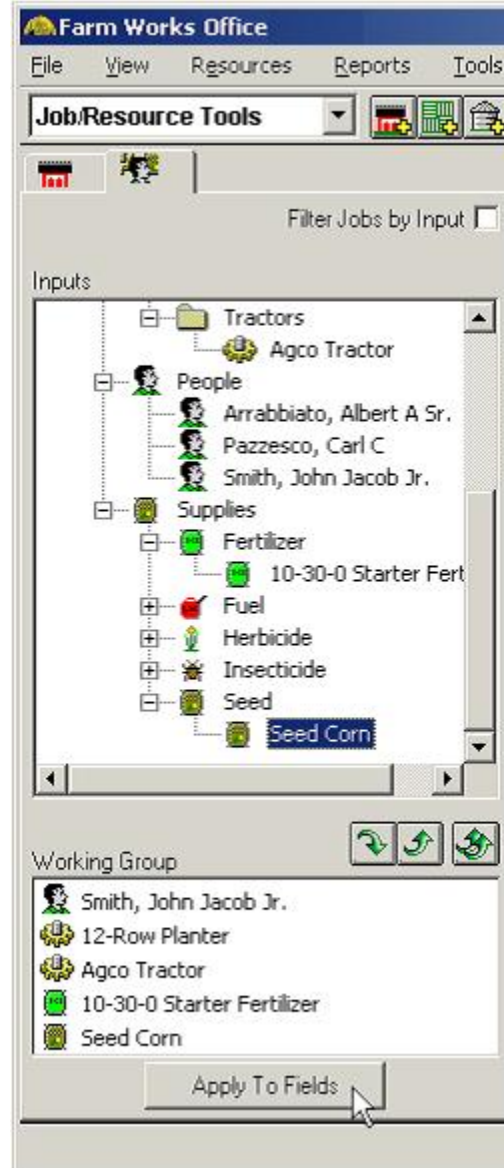
- To remove a machine from the working group, select a machine in the **Working Group** box and select the remove button,  or double click on the machine name. To remove all inputs from the working group, press the remove all button. 

2. Add the worker to the **Working Group** dialog box:




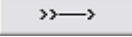



- Select the plus sign  next to the **People** icon  to see the workers that have been added to Farm Trac.
- Select the worker who performed the planting job and select the add button  or double click their name, to add the worker to the **Working Group**.
- Repeat the previous step to add additional workers to the operation.

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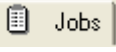
3. Add the supplies to the **Working Group**:
 - Select the plus sign  next to the **Supplies** icon to open the supply tree. Select the supplies used from each supply category and add them to the **Working Group** as you did the machinery and people.
 - After all of the inputs have been added to the **Working Group**, select the **Apply to Fields** button




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4. In the **Apply Working Group** dialog box, select the field or fields where the working group performed the planting operation:
 - In the **Fields** box, select the plus sign  next to the icon of the farm  that the field is located in.
 - Select the icon for the appropriate field  and select the add field button  to add the field to the **Fields to Apply** box. You can also double click the name of the field to add or remove it from the **Fields to Apply** box.
 - Repeat these steps to add any additional fields to the planting operation.
 - To remove a field from the planting operation, select the remove button  or remove all fields from the **Fields to Apply** box by selecting the remove all button. 
 - Select the  button to open the **Farming** dialog box.
5. In the **Farming** dialog box, enter the details about the planting operation:
 - If multiple fields were selected, there will be a separate column for each field with a Total Column on the left. If items are entered into the total column, they will carry through to all fields selected. If quantities are entered in the total column, they will get distributed to each field by proportion of total area farmed.
 - General information for the planting operation is listed, followed by specific information for each input. Weather and field condition information is also included for every farming operation. You may need to scroll up and down to see all of the items listed for the operation.
 - If the wrong field was selected, select the **Field Name** button and choose a different field in the **Fields** dialog box.
 - The **Crop Enterprise** box will be blank if you have not previously chosen a crop enterprise for the field. Select the crop you are planting in the field and the correct crop year. If the correct crop enterprise is not listed, select **<Add>** to add the new enterprise.
 - The field name and job type will be listed in the **Job Name**. You may rename the Job if desired.

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- If a machine from the Planting/Seeding folder was chosen, **Planting/Seeding** will be the listed **Job Type**. Job Type is a simple way of sorting operations. Jobs can be queried by this, so it is important to have the correct type selected.
- The **Area Farmed** box displays the tillable acres for each field. If a partial planting operation was performed previously, the remaining acres will be shown here. If the entire field was not farmed, enter the covered acres. Farm Trac carries this value to the charge units for any inputs that charge by the acre as well as **Applied Areas**.
- The **Start Date** and **Stop Date** boxes display the current working date for Farm Trac. If the operation was completed on a different date, enter it here. The operation may also be completed over more than one day.
- Enter the appropriate **Start** and **Stop Times** for the operation. Farm Trac will automatically calculate and display the total hours in the **Job Hours** box. These hours will be carried to any inputs that have hours as their **Charge Units**. **Job Hours** and **Charge Units** can be edited and do *not* have to match the start and stop times.
- The **Operator** is the person that was added to the **Working Group**. If more than one operator was selected, you must choose only one **Operator** for each field. You can select an operator from the list, or select <Add> to add a new one. The operator is another way that jobs can be queried or sorted in the  **Jobs** tab.
- If necessary, you can change the **Charge Units** and **Cost** for any workers in the operation. If Farm Funds is installed, **Cost** will not be in the list as it will come directly from the employee's payroll.
- For any of the machines used in the operation, you can change the **Charge Units**, **Cost**, **Fuel Used**, and **Fuel Cost** items. Once again, **Cost** and **Fuel Cost** will only display if Farm Funds is not installed. These items will be explained further in the Farm Funds manual.
- For the supplies used in the operation, select the **Machine** that applied them. **Applied Area** is filled in from the **Area Farmed**. **Planned Rate** defaults to the rate specified when setting up the supply. You may change it as needed. **Qty. Used** gets calculated from the **Area Farmed** and the **Planned Rate**. If actual amounts are different than this, enter them here and **Actual Rate** will reflect the new value. **Cost** of each supply is from the value entered when setting up the supply. This can be edited if needed. Again, **Cost** for a supply will not show up if Farm Funds is installed.
- For restricted-use supplies, you can select a carrier in the **Chemical Carrier** list and enter a rate in the **Carrier Rate** box.

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- For herbicides, insecticides and other pest-control supplies, you can select the **Pests Controlled** button to choose the applicable pests. If pests were selected when entering the supply, they will already be chosen here.
- Any of the inputs may be removed from the operation by pressing the  button next to it.
- Inputs may also be added while in the **Farming** dialog box by selecting the Add Input menu item and then selecting the input from the **Resources** dialog box.
- To record weather information, select values in the **Sky Conditions** and **Wind Direction** lists, and enter the appropriate numbers in the **Wind Speed, Gusting To, Temperature** and **Relative Humidity %** boxes. (optional)
- To record field conditions, select the applicable values in the **Growth Stage, Application Method, Soil Condition** and **Soil Type** lists, or select <Add/Edit> to add any new values. (optional)

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Farming

Add


Job Name		East Field - Planting	North Field - Planting ▲
Field Name		East Field	North Field
Crop Enterprise		2006 Corn, Sweet	2006 Corn, Sweet
Job Type		Planting/Seeding	Planting/Seeding
<hr/>			
10-30-5 Starter Fertilizer	Delete	Delete	Delete
Variable Rate Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine		Agco Tractor	Agco Tractor
Applied Area	150.00	50.00	100.00
Planned Rate (lbs/ac)		200.00	200.00
Actual Rate (lbs/ac)		200.00	200.00
Qty. Used (ton)	15.00	5.000	10.000
Cost (\$/ton)	300.00	300.00	300.00
<hr/>			
Seed Corn	Delete	Delete	Delete
Variable Rate Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine		Agco Tractor	Agco Tractor
Applied Area	150.00	50.00	100.00
Planned Rate (pop/ac)		24,000.00	24,000.00
Actual Rate (pop/ac)		24,000.00	24,000.00
Qty. Used (bag)	45.00	15.000	30.000
Cost (\$/bag)	40.00	40.00	40.00
<hr/>			
Field Information			
Growth Stage		Seedling	Seedling
Application Method		Post-emergence	Post-emergence
Soil Condition		Damp	▼
Soil Type		Clay Loam	▲

< Add / Edit >
Damp
Dry
Wet

6. Once all of the information is entered into the **Farming** dialog box, select **OK** to save the planting operation. Farm Trac adds the completed operation to the **Jobs** box with black text and an icon of a clipboard with a checkmark for every field that the operation was performed.





7. If no more operations are to be performed using the current inputs, remove the, from the **Working Group** dialog box by selecting the remove all button.

Recording Harvest Operations

To record a harvest farming operation, add all of the inputs (labor, machinery, etc) to the working group and select the Apply to Fields button. Before you save the harvest operation, enter all of the details from the harvest into the Farming dialog box. Farm Trac will add the completed harvest operation to the Jobs box where it will have black text and an icon of a clipboard with a checkmark. 




To record a harvest operation:

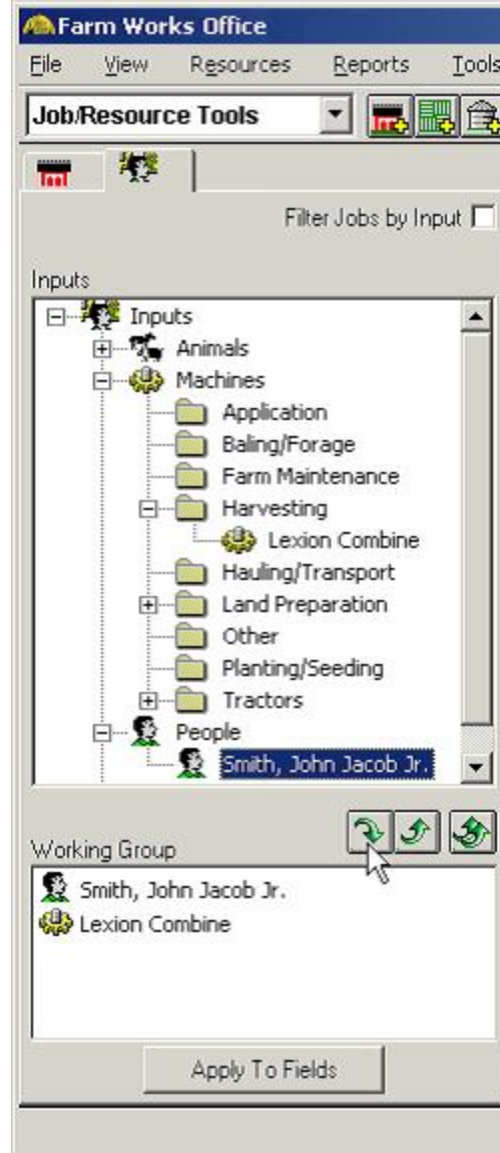
1. Add the harvest equipment to the **Working Group**:

- Select the **Inputs** tab. 
- Find the machinery that will be used in the operation within the tree by selecting the plus sign  to open each category. (Combines, headers, grain trucks, etc.)
- Select each machine and press the add button  to add the machine to the **Working Group**. Double clicking on the machine name will also add it to the **Working Group**.
- To remove a machine from the working group, select a machine in the **Working Group** box and select the remove button,  or double click on the machine name. To remove all inputs from the working group, press the remove all button.

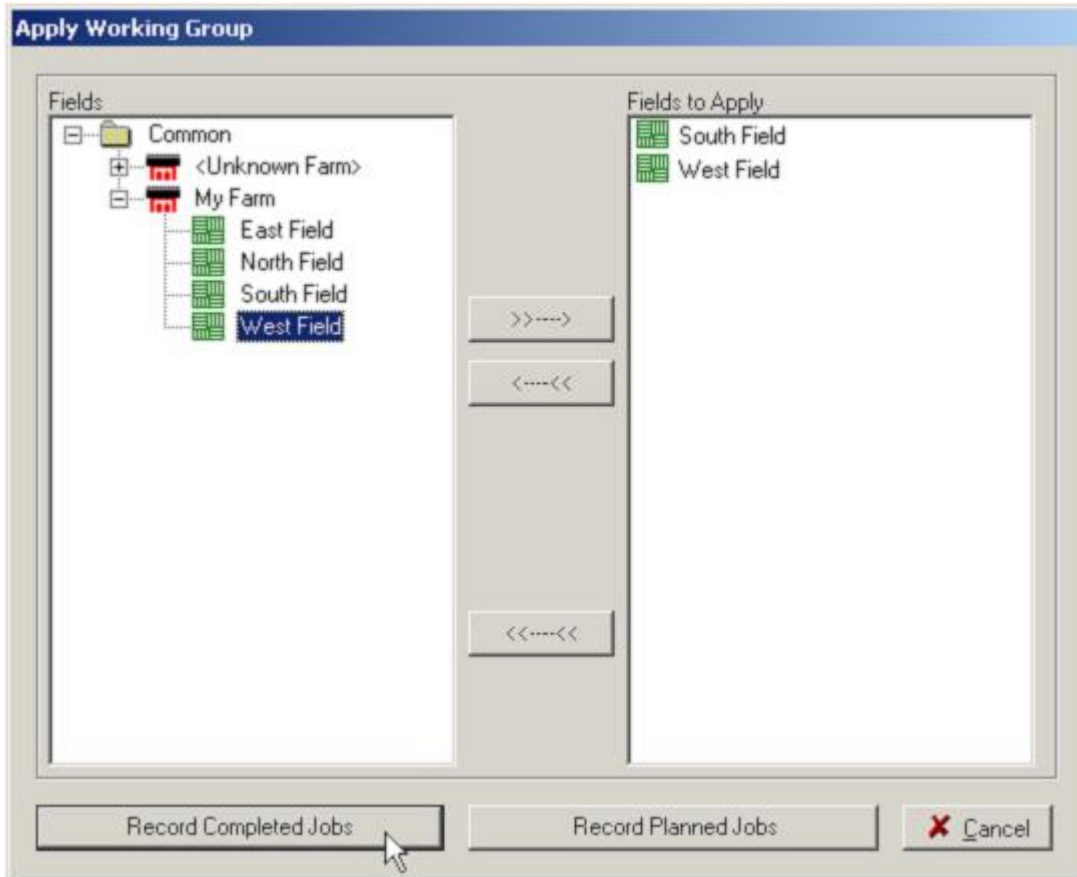









Farm Trac Reference Guide

2. Add the worker to the **Working Group** dialog box
 - Select the plus sign  next to the **People** icon  to see the workers that have been added to Farm Trac.
 - Select the worker who performed the harvest job and select the add button  or double click their name, to add the worker to the **Working Group**.
 - Repeat the previous step to add additional workers to the working group.
3. After you have all the inputs you want added to the **Working Group** box, select the **Apply to Fields** button.



4. In the **Apply Working Group** dialog box, select the field or fields where the working group performed the harvest operation:



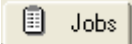
- In the **Fields** box, select the plus sign  next to the icon of the farm  that the field is located in.
- Select the icon for the appropriate field  and select the add field button  to add the field to the **Fields to Apply** box. You can also double click the name of the field to add or remove it from the **Fields to Apply** box.
- Repeat these steps to add any additional fields to the harvest operation.
- To remove a field from the planting operation, select the remove button  or remove all fields from the **Fields to Apply** box by selecting the remove all button. 
- Select the  button to open the **Farming** dialog box.

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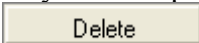


5. In the **Farming** dialog box, enter all of the details about the harvest operation.

Farming			
Add			
Job Name		South Field - Harves	West Field - Harvest
Field Name		South Field	West Field
Crop Enterprise		2006 Soybean	2006 Soybean
Job Type		Harvesting	Harvesting
Console ID			
Area Farmed	105.00	35.00	70.00
Start Date		10/1/2006	10/3/2006
Start Time		7:00 AM	6:00 AM
Stop Date		10/1/2006	10/3/2006
Stop Time		11:00 AM	2:00 PM
Job Hours	12.00	4.00	8.00
Operator		Smith, John Jacob Jr	Smith, John Jacob Jr
Smith, John Jacob Jr.	Delete	Delete	Delete
Charge Units (hours)	12.00	4.00	8.00
Cost (\$/hours)		21.00	21.00
Lexion Combine	Delete	Delete	Delete
Charge Units (acres)	105.00	35.00	70.00
Cost (\$/acres)		20.00	20.00
Weather Information			
Sky Conditions		Mostly Sunny	Mostly Cloudy
Wind Direction		East	East-northeast
Wind Speed (mph)		5	7
Gusting to (mph)		10	12
Temperature		65	60
Relative Humidity %		10	20
Harvest Information			
Yield/ac		100.00	90.00
Qty. Harvested	9,800.00	3,500.000	6,300.000
Harvest Unit Cost		15.00	15.00
Scale Tickets	Scale Tickets	Scale Tickets	Scale Tickets
<input type="button" value="✓ OK"/>		<input type="button" value="✗ Cancel"/>	

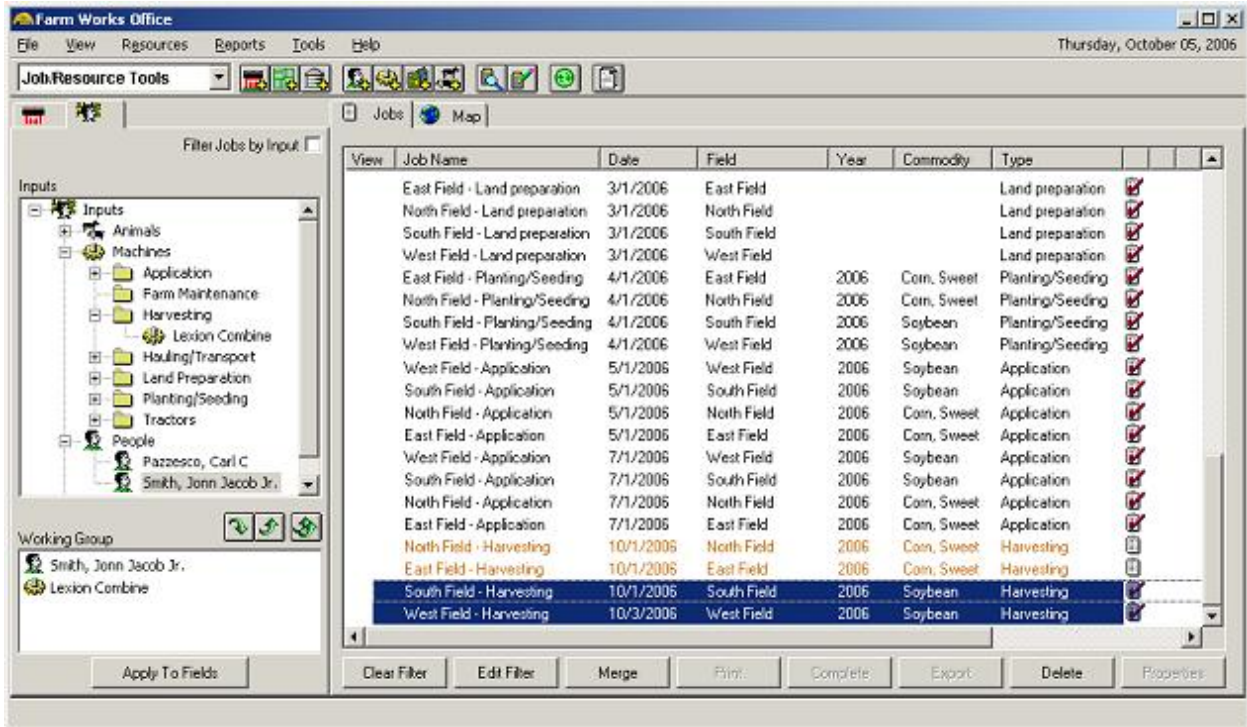
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- If multiple fields were selected, there will be a separate column for each field with a Total Column on the left. If items are entered into the total column, they will carry through to all fields selected. If quantities are entered in the total column, they will get distributed to each field by proportion of total area farmed.
- General information for the planting operation is listed, followed by specific information for each input. Weather and field condition information is also included for every farming operation. You may need to scroll up and down to see all of the items listed for the operation.
- If the wrong field was selected, select the **Field Name** button and choose a different field in the **Fields** dialog box.
- The **Crop Enterprise** list displays the year and commodity you chose during a previous farming operation. This should be correct; however, you can change it here if needed. If the enterprise is not listed, select **<Add>** to add the new enterprise to the list.
- The field name and job type will be listed in the **Job Name**. You may rename the Job if desired.
- If a machine from the Harvesting folder was chosen, **Harvesting** will be the listed **Job Type**. Job Type is a simple way of sorting operations. Jobs can be queried by this, so it is important to have the correct type selected.
- The **Area Farmed** box displays the tillable acres for each field. If a partial harvest operation was performed previously, the remaining acres will be shown here. If the entire field was not farmed, enter the covered acres. Farm Trac carries this value to the charge units for any inputs that charge by the acre.
- The **Start Date** and **Stop Date** boxes display the current working date for Farm Trac. If the operation was completed on a different date, enter it here. The operation may also be completed over more than one day.
- Enter the appropriate **Start** and **Stop Times** for the operation. Farm Trac will automatically calculate and display the total hours in the **Job Hours** box. These hours will be carried to any inputs that have hours as their **Charge Units**. **Job Hours** and **Charge Units** can be edited and do *not* have to match the start and stop times.
- The **Operator** is the person that was added to the **Working Group**. If more than one operator was selected, you must choose only one **Operator** for each field. You can select an operator from the list, or select **<Add>** to add a new one. The operator is another way that jobs can be queried or sorted in the  **Jobs** tab.

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- If necessary, you can change the **Charge Units** and **Cost** for any workers in the operation. If Farm Funds is installed, **Cost** will not be in the list as it will come directly from the employee's payroll.
 - For any of the machines used in the operation, you can change the **Charge Units**, **Cost**, **Fuel Used**, and **Fuel Cost** items. Once again, **Cost** and **Fuel Cost** will only display if Farm Funds is not installed. These items will be explained further in the Farm Funds manual.
 - To add a new input to the harvest job (such as another machine or person) select **Input** on the **Add** menu, and select the input you want to add in the **Resources** dialog box that opens and select **OK**.
 - Any of the inputs may be removed from the operation by pressing the  button next to it.
 - Inputs may also be added while in the **Farming** dialog box by selecting the Add Input menu item and then selecting the input from the **Resources** dialog box.
 - If scale tickets are available, press the  button. To learn how to enter scale tickets, see the appropriate section in this manual.
 - If Farm Funds is installed, select the **Harvest Destination**. See the Farm Funds manual for further explanation.
 - Under **harvest information**, enter the **Yield/Ac** or **Qty. Harvested** and Farm Trac will calculate the other one based off of the **Area Farmed**. Enter the **Harvest Unit Cost** (will not be present if Farm Funds is installed).
 - To record weather information, select values in the **Sky Conditions** and **Wind Direction** lists, and enter the appropriate numbers in the **Wind Speed**, **Gusting To**, **Temperature** and **Relative Humidity %** boxes. (optional)
 - To record field conditions, select the applicable values in the **Growth Stage**, **Application Method**, **Soil Condition** and **Soil Type** lists, or select **<Add/Edit>** to add any new values. (optional)
6. Once all of the information is entered into the **Farming** dialog box, select **OK** to save the harvest operation. Farm Trac adds the completed operation to the **Jobs** box with black text and an icon of a clipboard with a checkmark for every field that the operation was performed. 


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- If no more operations are to be performed using the current inputs, remove the, from the **Working Group** dialog box by selecting the remove all button. 

Entering Scale Tickets

When entering a harvest operation, scale tickets can be entered into Farm Trac. This can be an easy way of calculating yield, plus allows you to keep these records and print scale ticket reports. Scale ticket information will be transferred to **Qty. Harvested** and **Yield/ac** in the Farming dialog box. Many times at harvest, these tickets aren't available yet. When initially entering the harvest operation, an estimate can be entered into the **Qty. Harvested** and **Yield/ac**. When scale tickets are available, they can then be entered and that information will override any previously entered values.

- Press the  button under **Harvest Information** in the farming dialog box when entering a harvest operation.
- Select the **Commodity** in the drop down list or select **<Add/Edit>** if it is not listed.
- Enter the **Dry Moisture**, **Lbs/bushel** and **Shrink** values into the appropriate boxes. This information should be available from your local elevator or wherever you deliver you grain. When you enter in the ticket information, Farm Trac will use these numbers to calculate the Qty. (Dry)



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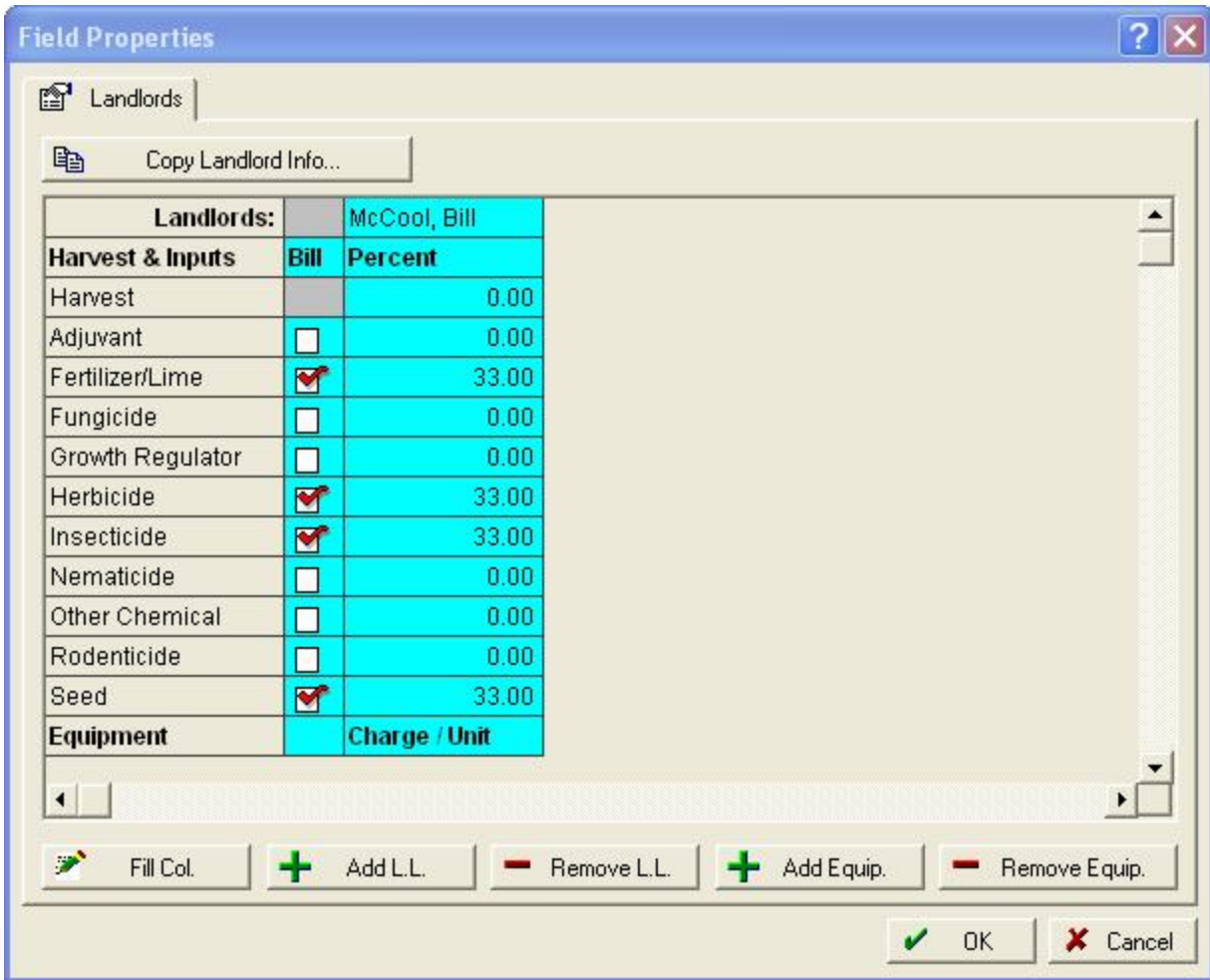
4. Enter the **Load ID** (ticket number), **Gross Wt.**, **Tare Wt.**, **% Moisture**, and **% FM** from the scale ticket.
5. Press the  button to add as many rows as needed.
6. Once all of the ticket information is entered, press the  button and Farm Trac will calculate **Net Wt.**, **Qty. (Wet)**, **Qty. (Dry)**, and the **Totals** row.
7. Under the **File** menu, a simple scale ticket report can be printed.
8. Press **OK** and the **Total Qty. (Dry)** will be entered into the **Qty. Harvested** in the farming dialog box.

Editing Landlord/Sharecrop Information when Completing a Job

Fields that are sharecropped will have a special line item in the farming dialog box. The **Landlords** button will show beside **Sharecrop Information** allowing you to modify any charges, receipts, and inputs for a landlord.

To edit Landlord information while performing a farming operation (sharecropped fields only):

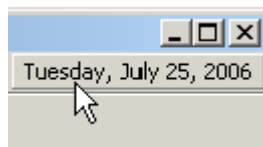
1. In the Farming dialog box, press the  button.
2. The  **Landlords** tab of the **Field Properties** box will appear.
3. Add/modify any information for Harvest/Input charges and percentages as well as Equipment charges, if applicable.
4. You can also Add and Remove Landlords from the sharecrop information on the field.
5. For more information on landlord properties, see the Setting up Fields section of this manual.



Changing the Working Date




When using Farm Trac, you may temporarily change the working date within the program. This can be helpful if you are entering multiple operations that occurred on the same date. Changing the working date prevents you from having to enter the correct date for every operation. To temporarily change the working date:

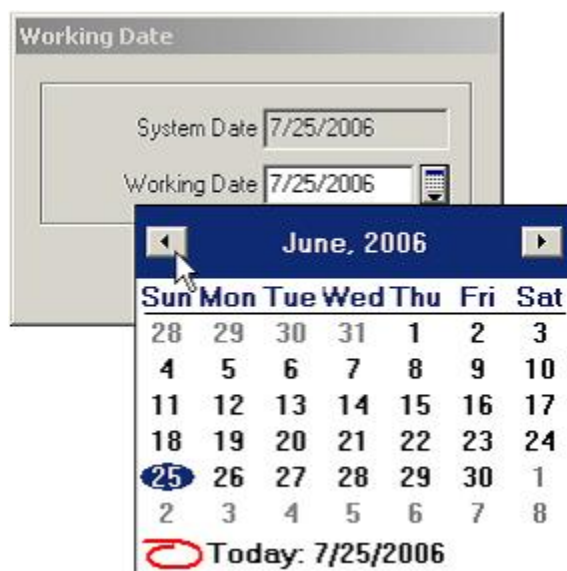
1. Select the working date in the upper, right-hand corner of the program to open the **Working Date** dialog box.



2. In the **Working Date** dialog box, the date that your computer's operating system is using is in the **System Date** box, and the date the program is using in the **Working Date** box.

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3. Enter the date you want the program to use in the **Working Date** box by either typing the new date in the box, or selecting the calendar button.  Choose the appropriate date in the calendar that appears. If necessary use the left spinner button  or right spinner button  to change the calendar month.





4. The **Working Date** dialog box displays the new selected date. Press **OK** to accept the working date change.
5. If you select **OK**, Farm Trac displays the working date you chose in the upper, right-hand corner of the program, and will use this date until you change it. Restarting the program will also set the **Working Date** back to the **System Date**.



6. When finished with the work on previous date, do not forget to change the **Working Date** back to match the **System Date**. Operations can easily be performed on the incorrect date if this is not done. The **System Date** is the date that your computer is set to.

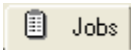


There are times that changes need to be made to planned and completed farming operations. The next chapter covers editing and removing farming operations.

Modifying and Managing Jobs

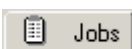
After you record planned and completed jobs (farming operations) with Farm Trac, it is easy to manage and modify the jobs. You can manage jobs in either the Farm box  or the Jobs box.  To locate a job in the Farm box, you must first select Show Jobs in Land Areas on the View menu. Then all you have to do is select the Farm tab and open the tree under a farm to view a job that has been recorded. To find a job in the Jobs box, select the Jobs tab and use the sorting and filtering features of Farm Trac to display only the jobs that meet the criteria of the job for which you are searching.

Once you locate a job, you can modify the operation by right-clicking it and selecting Properties on the shortcut menu. This opens the Farming dialog box where you can change any of the details of the farming operation. Use the Farming dialog box to delete or add inputs such as machinery, people and supplies. You can change the dates of the farming operation, the number of acres farmed, and even the field in which the operation took place. Jobs can also be deleted by right-clicking the job and selecting Delete on the shortcut menu.

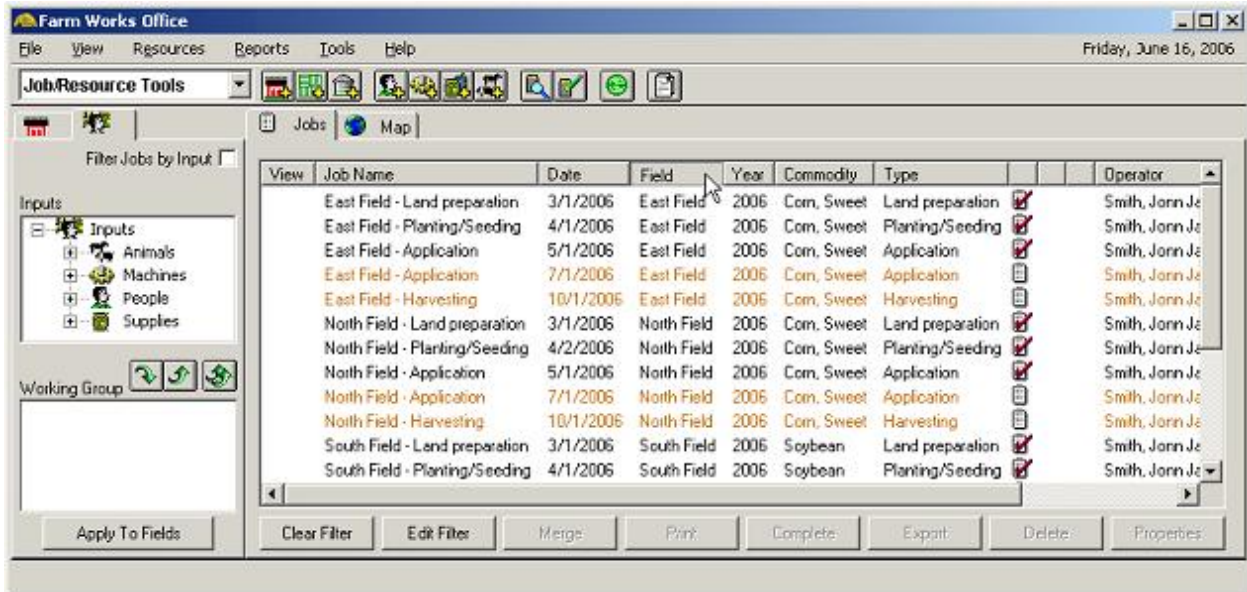
Using the Jobs Tab


When you select the  tab of Farm Trac, all of the planned and completed jobs you have entered, synchronized, or imported into the program will be listed. The Jobs box has a separate row for each job and displays planned jobs with orange-color text and an icon of a clipboard without a checkmark.  Completed jobs are listed with black text and a clipboard with a checkmark.  In the Jobs box, there are several columns, including the Job Name, Date, Field, Year, Commodity, Type, Operator and other columns, under which you will see the specific information for each job. Jobs can be sorted by these columns headers.





To find a specific job in the Jobs box:

1. Select the  tab to see all planned and completed jobs.
2. To sort the jobs listed, select a column header of the **Jobs** box. For example, select the **Field** column header to sort the jobs by field name, or select the **Date** column header to sort the jobs by date and display the most recent jobs first.

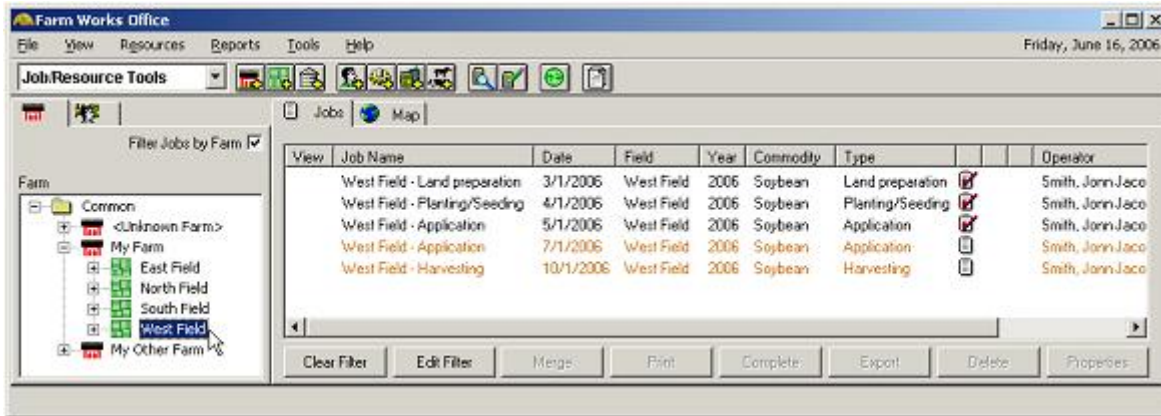
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- To reverse the order of the jobs, select a column header a second time (for example, select the **Date** column header a second time to display the oldest jobs first).
- To widen or narrow a column, move your cursor over the space between the column header you want to widen or narrow so that the cursor changes to one with two arrows.  Hold the left mouse button down as you drag your mouse to the left or right to adjust the column width.
- If it is difficult to find the job you are looking for because the **Jobs** box is cluttered, use the filter to display only certain jobs. To view the jobs for only one farm or field:



- Select the **Farm** tab. 
- Select the plus sign  next to the icon of the farm  for the jobs you want to display. (Farm Trac highlights the farm and displays the fields of that farm in the **Farm** box).
- Select the **Filter Jobs by Farm** check box at the top of the **Farm** box to display only the jobs for that farm in the **Jobs** box.
- Select a specific field icon  in the **Farm** box, and Farm Trac shows only the operations for that field in the **Jobs** box.

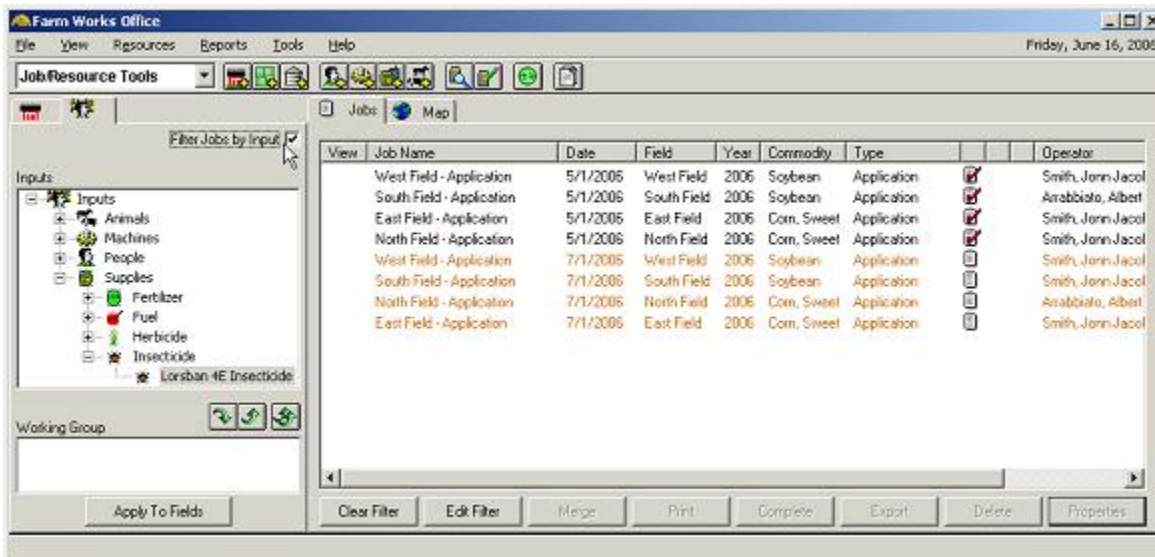
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- To remove the filter, clear the **Filter Jobs by Farm** check box, and Farm Trac displays all of the jobs for all of the fields in the **Jobs** box once again.


6. To filter jobs by a specific machine, person, or supply:

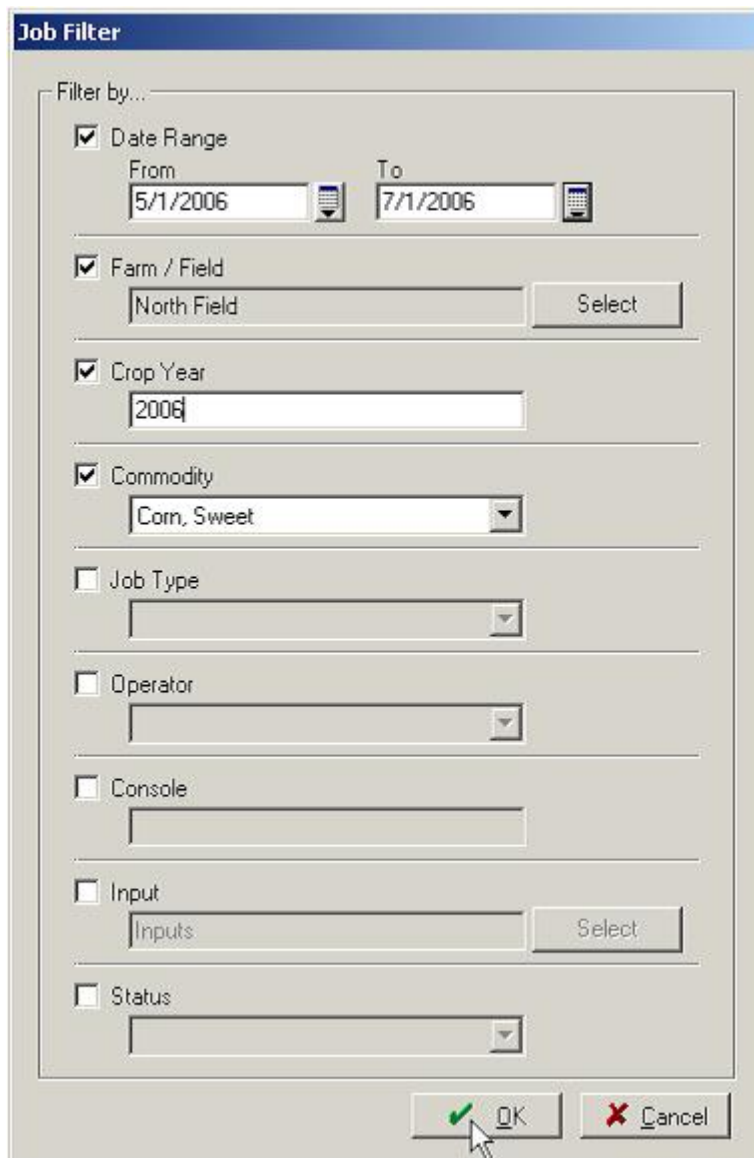
- Select the **Inputs** tab. 
- Select the plus sign  next to the appropriate category and select the item you want to filter by.
- After choosing the input, select the **Filter Jobs by Input** check box to have the **Jobs** box show only the jobs including the use of that input.



- Clear the **Filter Jobs by Input** check box to have the **Jobs** box display all jobs once again.

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7. To filter jobs by a date range, or by other criteria, select the  button at the bottom of the **Jobs** box to open the **Job Filter** dialog box. Select the check boxes for each property you want to add to the filter. Jobs can be filtered by more than one criteria.
- To filter jobs by a particular date range, select the **Date Range** check box and enter the desired dates in the **From** and **To** boxes.
 - To filter jobs by any of the other criteria, select the check boxes beside the property and enter or select the values to filter.



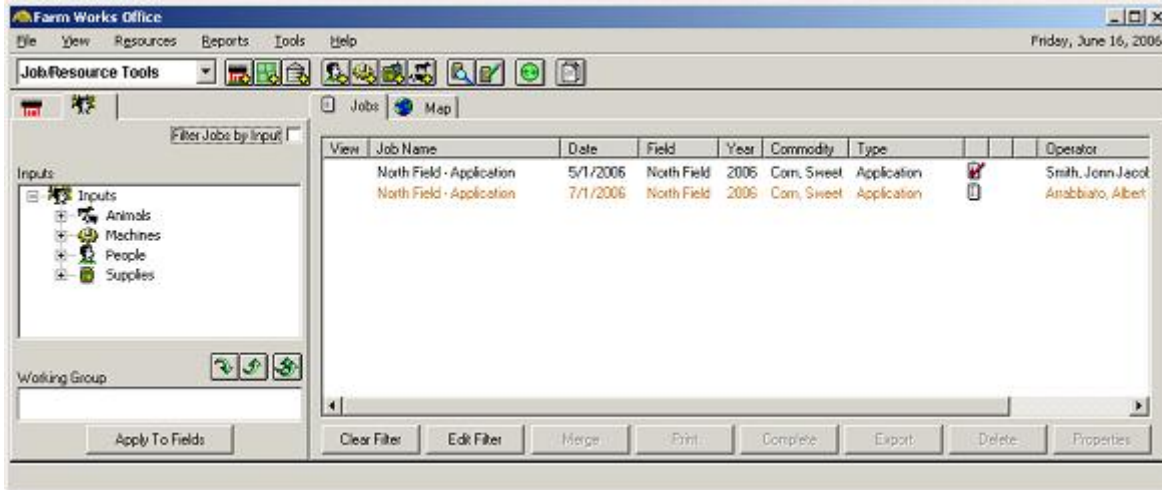
The **Job Filter** dialog box is shown with the following settings:

- Filter by...**
- Date Range**
From: 5/1/2006 To: 7/1/2006
- Farm / Field**
North Field
- Crop Year**
2006
- Commodity**
Corn, Sweet
- Job Type**
- Operator**
- Console**
- Input**
Inputs
- Status**

Buttons:

- To remove criteria from the job filter, clear their check boxes.
- Apply the job filter by selecting **OK**, and the **Jobs** box now displays only the jobs that meet the criteria of the filter you created.

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- Edit the items filtered by selecting the **Edit Filter** button again and follow the previous steps.
- Remove the filter by selecting the **Clear Filter** button, and Farm Trac will display all jobs in the **Jobs** box once again.
- It is possible to apply a filter that doesn't show any jobs in the list. If the job list is ever blank, just press the **Clear Filter** button to show all of the jobs again.

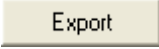


8. Other tasks can be performed with the buttons at the bottom of the **Jobs** box:





Each of these tasks can also be performed by right clicking on a job in the jobs list.

- If one operation got entered as two or more different jobs, you can merge the operations together. The jobs to be merged together have to be of the same Type and in the same Field. To merge jobs together, highlight all of them in the **Jobs** tab by holding the Ctrl key and press the **Merge** button. The multiple entries in the jobs list will now only be listed as one. If you right click on the new job, it will list a separate column for each job that was merged together as well as a total column.
- Select the **Print** button to print job reports for a highlighted job. See the printing section of this manual for more information.
- The **Complete** button can be used to complete a planned job. See Completing Planned Jobs in this manual for further explanation.

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- The  button allows you to export an .xml file of a job. If a map (VRA, yield map, etc) is tied to the job, a shape file or .csv file can be exported as well.
- Use the  button to delete a job. Once removed, a job cannot be recovered.
- The  button allows you to view or edit the details of a job.


Using the View Menu

Use the View menu of Farm Trac to set your viewing preferences for the Farm  and Input  boxes. The View menu allows you to show or hide items in the Farm box, such as retired land areas, or planned and completed jobs. Items in the Inputs box can also be hidden, such as machines, people, or supplies. If you have Farm Site installed with Farm Trac, you can use the View menu to show or hide background images, such as aerial photos to display with maps of your fields.

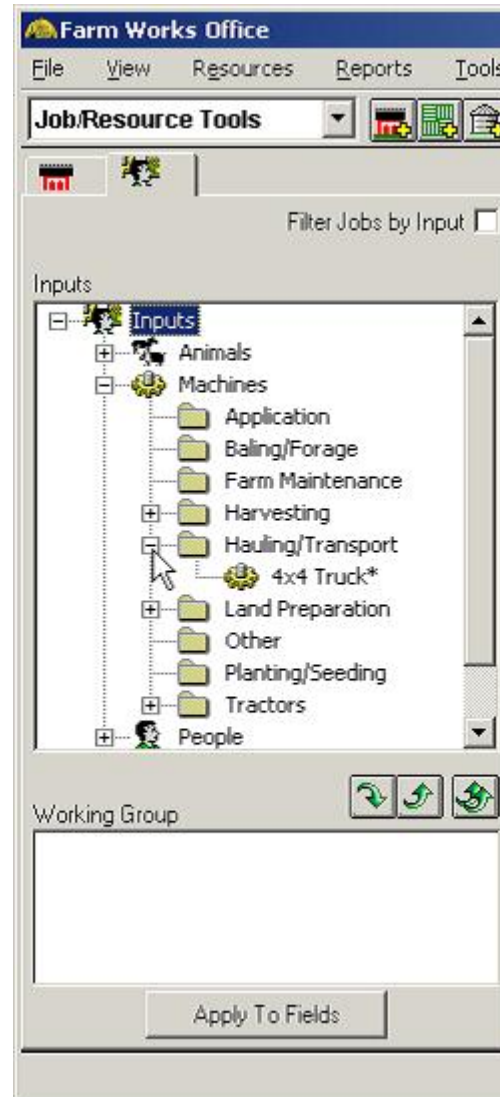
To show or hide items in the Farm and Inputs boxes:





1. Checkmarks beside items in the **View** menu indicate which items are displayed and which are hidden.





- To show retired inputs, select the **Inputs** tab  and select **Show Retired Inputs** on the **View** menu. Farm Trac places a checkmark beside the menu item and displays the retired inputs with an asterisk (*) beside them. To hide the retired inputs again, simply remove the checkmark beside **Show Retired Inputs**.

- To put an input back into use and out of retirement, place a checkmark beside **Show Retired Inputs** on the **View** menu, right click the retired input, and select **Un-Retire** on the shortcut menu. This will remove the asterisk from the input's name.



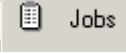


- To show retired farms and fields, select the **Farm** tab  and select **Show Retired Land Areas** on the **View** menu. Farm Trac places a checkmark beside the menu item and displays the retired land areas with an asterisk (*) beside them. To hide the retired land areas again, simply remove the checkmark beside **Show Retired Land Areas**.
- To put an farm or field back into use and out of retirement, place a checkmark beside **Show Retired Land Areas** on the **View** menu, right click the retired farm or field, and select **Un-Retire** on the shortcut menu. This will remove the asterisk from the farm or field's name.
- To show planned and completed jobs in the **Farm** box, select **Show Jobs in Land Areas** on the **View** menu. Farm Trac displays the jobs under the applicable farm,  field,  and crop enterprise icons  in the **Farm** box. Hide the jobs in the **Farm** box by removing the checkmark beside **Show Jobs in Land Areas** on the **View** menu.

7. If Farm Site is installed together with Farm Trac, you can select **Show Backgrounds in Land Areas** on the **View** menu to display background image icons in the **Farm** box. Farm Trac adds a background image icon  to the **Farm** box for each background image that has been imported into the program. To display this image, double click on the image name or icon.  This will be covered further in the Farm Site manual. Remove the checkmark beside **Show Backgrounds in Land Areas** to hide the image icons and aerial photograph names.

Editing Jobs

You can edit a farming operation in Farm Trac at any time. First, find the operation or job in the Jobs or Farm boxes. You can then modify the job by viewing the Job Properties. Planned and completed jobs can be modified in this manner.


To edit a farming operation:

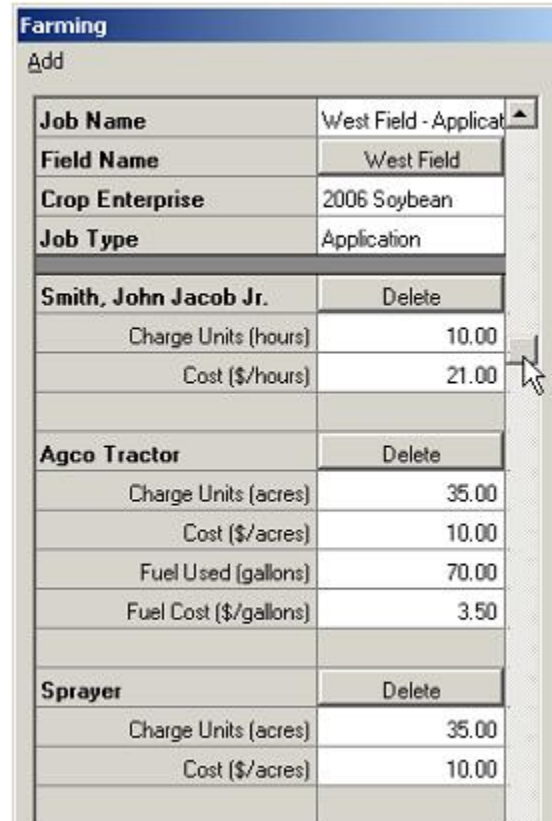
1. Find the farming operation under either the  **Jobs** tab or the  **Farm** tab. Filters and sorting can be used to assist in finding the jobs (see Using the Jobs Tab section).
2. Right click on the farming operation you want to modify and select **Job Properties** on the shortcut menu. Under the Jobs tab, you can also select the  **Properties** button after highlighting the job.
3. The farming dialog box will appear for the operation. Here you can make any modifications as well as add or remove any necessary inputs.

- To add an input, select **Input** on the **Add** menu. Select the machine, person, or supply you wish to add to the operation in the **Resources** dialog box that appears and press **OK**.



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- Remove an input from the operation by pressing the  button next to the input name.
- You can also change the **Field Name, Crop Enterprise, Job Type**, and any other information displayed in the farming dialog box. Areas, times, quantities, units, operators, and field/weather information can all be modified.



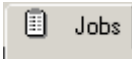

Farming	
Add	
Job Name	West Field - Applicat
Field Name	West Field
Crop Enterprise	2006 Soybean
Job Type	Application
Smith, John Jacob Jr.	Delete
Charge Units (hours)	10.00
Cost (\$/hours)	21.00
Agco Tractor	Delete
Charge Units (acres)	35.00
Cost (\$/acres)	10.00
Fuel Used (gallons)	70.00
Fuel Cost (\$/gallons)	3.50
Sprayer	Delete
Charge Units (acres)	35.00
Cost (\$/acres)	10.00

- Make these changes just as you would enter a new operation. (See the recording operations sections for more information.)
- Farming operations can be modified as often as needed.

Removing/Deleting Jobs


At any time you can delete planned or completed farming operations. Deleting farming operations **permanently** removes them from Farm Trac, replaces any inventories (Farm Funds only), and subtracts any charge units when inputs were used.

To delete a farming operation:

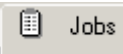
1. Find the farming operation under either the  Jobs tab or the  tab. Filters and sorting can be used to assist in finding the jobs (see Using the Jobs Tab section).
2. Verify the operation is the one that needs removed by right clicking on the job and selecting **Properties** on the shortcut menu. This will display all of the entered information about the operation.


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- Once it is determined the operation needs deleted, right click on the Job name and select **Delete**. You can also highlight the job name under the Jobs tab and press the

 button at the bottom of the screen.



- Several operations can be removed at one time by holding the Ctrl key and selecting each operation under the  tab. Once they are all highlighted, press the

 button at the bottom of the screen.

- Once a job is deleted, the records are **PERMANENTLY** removed from Farm Trac.

Editing Enterprise Properties

Information about an enterprise can be edited to show different information on Enterprise Statements and other reports. Area, Plant Dates, and Harvest Dates can all be edited. Area will be the amount of tillable acres specified when the field was set up. Plant Date and Harvest Date will be automatically entered when farming operations are completed. These dates can be modified here if necessary.

To edit Enterprise Properties:

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1. Under the **View** menu, select **Enterprise Properties...**
2. All enterprises will be listed. To make finding an enterprise easier, the selection can be narrowed using the **Selection Filter**.

The screenshot shows the 'Enterprise Properties' dialog box. On the left, the 'Selection Filter' section contains three dropdown menus: 'Year' (set to 2006), 'Commodity' (set to Corn), and 'Farm/ Field' (empty). Below these are two buttons: 'Select Farm/ Field' and 'Clear Filter'. On the right, the 'Highlight Selections' section contains a table with the following data:

Field	Year	Commodity
Bickel #2	2006	Corn
Bickel #4	2006	Corn
Bickel #5	2006	Corn
Smith #2	2006	Corn
Weesner East	2006	Corn
Home #2	2006	Corn
Matt#3	2006	Corn
Home #4	2006	Corn
Home #1	2006	Corn

At the bottom of the dialog box are three buttons: 'Edit', 'Delete', and 'Close'.

3. Select the year and/or commodity of the enterprise in the drop down lists.


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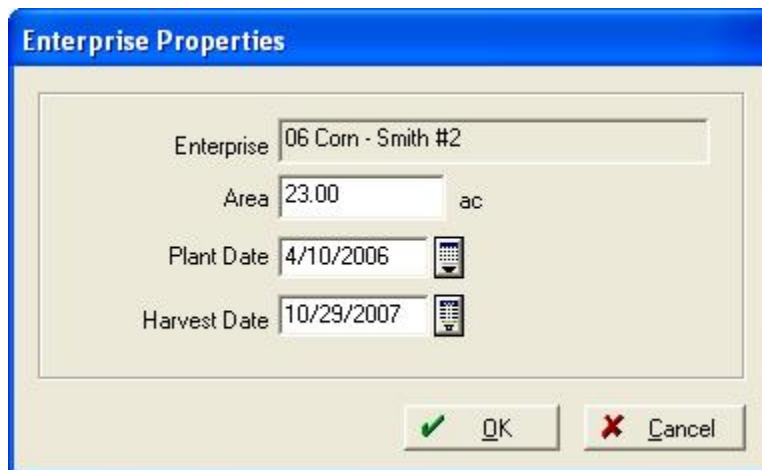
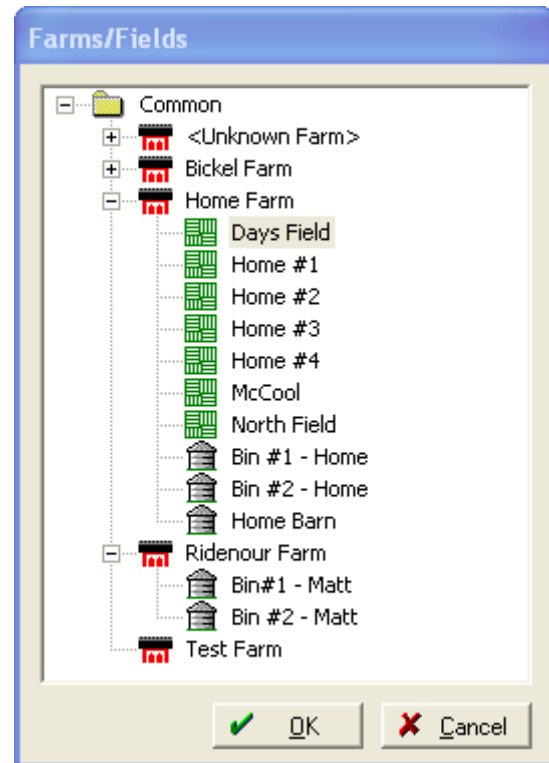
4. Farm and Field can also be selected by pressing the **Select Farm/Field** button and choosing which field to filter by.

5. Press the  button.

6. In the Enterprise Properties box that appears, the **Enterprise** will be listed along with the **Area** and **Plant** and **Harvest Dates**.

7. Make any modifications here and press **OK**.

8. An enterprise can also be deleted here by pressing the  button. An enterprise cannot be deleted if any jobs are assigned to it.



Importing and Exporting Jobs

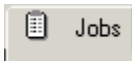

Once jobs are created, there may be a need to import and export them for different uses outside of the office or on another device. Jobs can be exported in several useful formats such as .csv files, ArcView Shape files, FODM (.xml) files, and also for use with Trac Mate. Exporting a job will not remove or change it in the Jobs list.

Marking Jobs for Export to Trac Mate

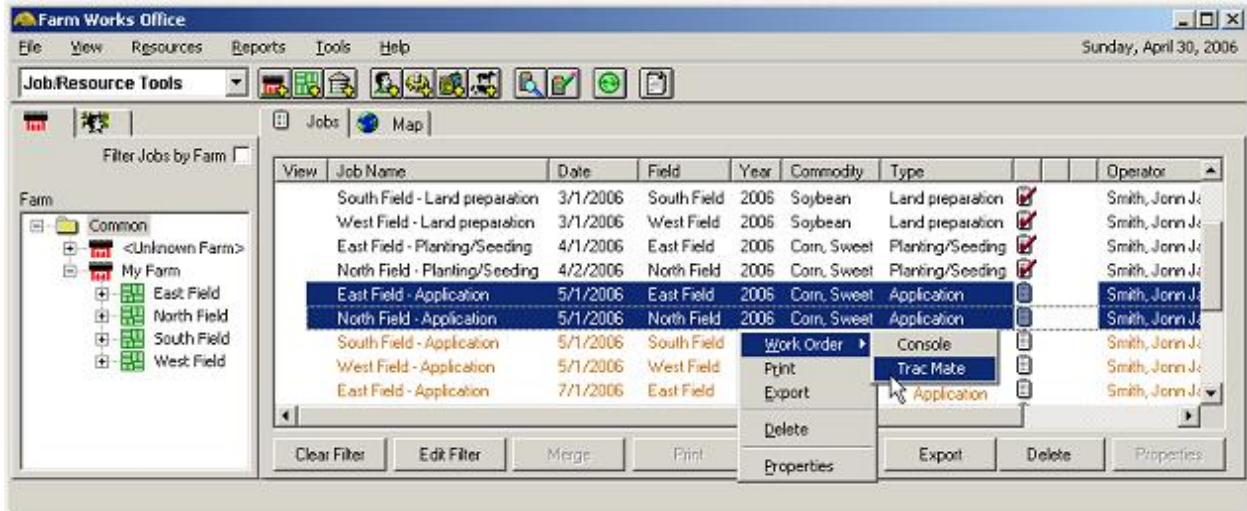
You can export planned jobs from Farm Trac for use with the Trac Mate program out in the field. Trac Mate can be used on a handheld computer, such as an HP iPAQ, or the Titan RT. After you synchronize with Trac Mate, you can open and complete any exported jobs in Trac Mate while you are in the field. Completed jobs cannot be marked for export to Trac Mate.


Exporting planned jobs from Farm Trac to Trac Mate is a three-step process: First, you create the planned jobs with Farm Trac. Second, you mark the planned jobs for export. Third, you synchronize Farm Trac with a handheld computer or a USB drive. You can read about creating planned jobs and synchronizing with Trac Mate in other sections of this reference guide.

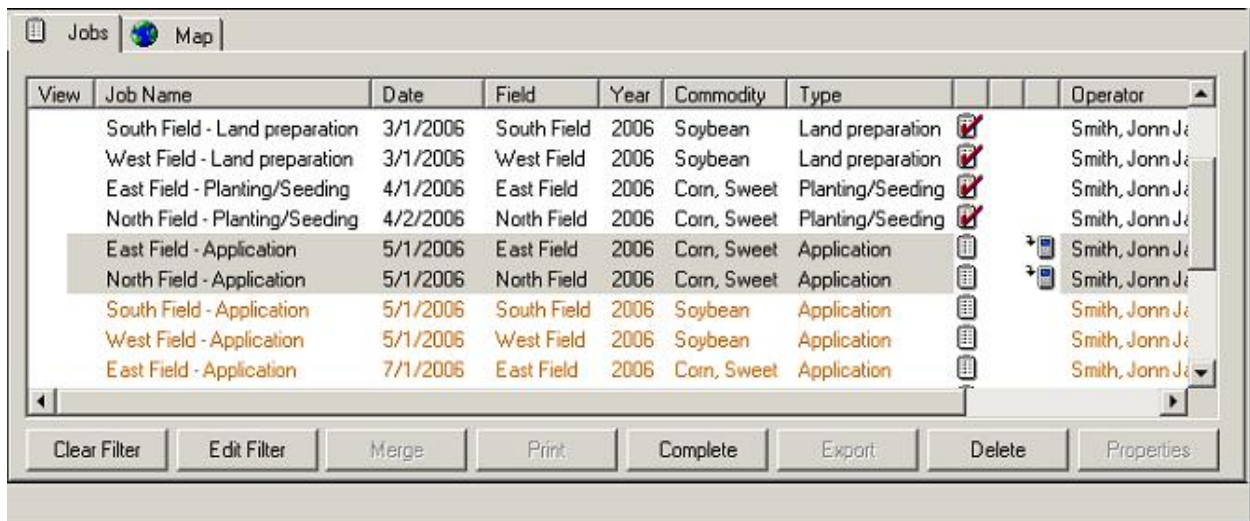
To mark a planned job(s) for export to Trac Mate:

1. Locate the planned job(s) under the  **Jobs** tab.
 - Planned jobs have orange text and a clipboard with no checkmark. 
 - Filters and sorting can be used to assist in finding the jobs (see Using the Jobs Tab section).
2. Select and highlight the jobs to export. Several jobs can be selected by holding down the Ctrl key while selecting each operation.
3. Mark the jobs for export by right-clicking one of the highlighted jobs, pointing to **Work Order** on the shortcut menu, and selecting **Trac Mate**.

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- Farm Trac adds the export icon  to the row of each planned job you chose in the Jobs box to let you know they are now marked for export to Trac Mate. After you synchronize with Trac Mate, Farm Trac removes the icons from the jobs it copies to your handheld computer or USB drive. You can mark a job for export and synchronize with Trac Mate as many times as needed.



Synchronizing with Trac Mate

If Trac Mate is installed on a handheld computer or the Titan RT, you can easily copy jobs completed in the field to Farm Trac running on your office computer. Planned jobs created in Farm Trac can also be copied to Trac Mate for use as a work order in the field. The Synchronize Trac Mate feature of Farm Trac copies files to and from a handheld computer or to a USB drive for use with a Titan RT. If you are synchronizing with a handheld computer, you must first connect the handheld computer to your office computer and have the Microsoft ActiveSync program connect and synchronize with the device. If you are synchronizing with a USB drive,

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insert the drive into a USB port on your office computer and use My Computer or Windows Explorer to determine the drive letter Windows assigns to the USB drive.

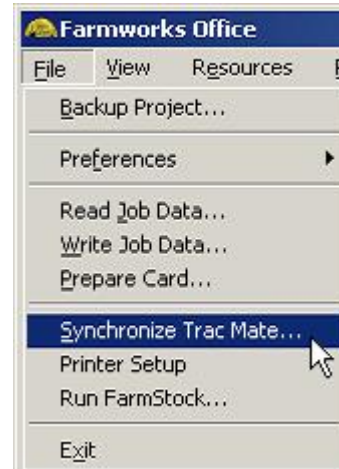
To synchronize Farm Trac with a handheld computer or USB drive:

1. Connect your handheld computer to your office computer and synchronize with Microsoft ActiveSync according to the directions provided by the manufacturer.

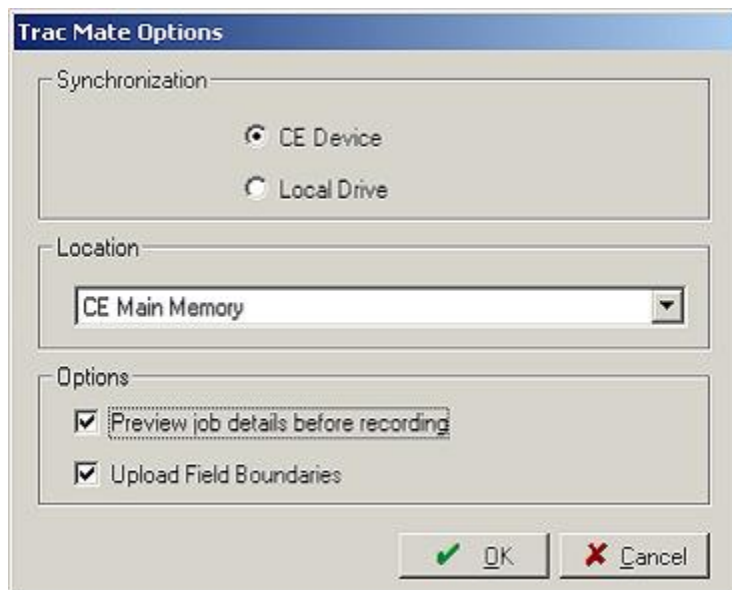
- or -



Insert the USB drive into a USB port on your office computer.

2. Select **Synchronize Trac Mate** on the **File** menu of Farm Trac, or select the Synchronize toolbar button. 



3. In the **Trac Mate Options** dialog box that opens, select **CE Device** if you are synchronizing with a handheld computer or **Local Drive** if you are synchronizing with a USB drive.
4. Under **Location**, select the location where the Trac Mate jobs have been/will be saved to:
 - Select **CE Main Memory** to utilize the main memory of the connected handheld computer. (This is volatile memory that can be lost if the handheld computer's battery discharges.)
 - Select **CE SD Card** to utilize the removable storage card of the connected handheld computer. If this option is available, it is suggested over using the Main Memory.
 - Select the drive letter for the USB drive to utilize the removable drive for use with the Titan RT.



5. Select **Preview Job Details Before Recording** if you want to view the details of the Trac Mate job and make any necessary changes before importing a job from Trac Mate. (Suggested)
6. If Farm Site and Site Mate are being used, Upload Field Boundaries can be selected to copy boundaries from Farm Site for use in Site Mate in the field.
7. If you selected **Preview Job Details Before Recording**, the **Farming** dialog box will display each job being synchronized.
 - Verify the accuracy and completeness of the information in the **Farming** dialog box.
 - Make any necessary modifications and select **OK**. Jobs will also be able to be edited within Farm Trac at any time.
8. Once you select **OK** after the synchronization is complete, the jobs that were completed in Trac Mate will display in the  tab with black text and will have a clipboard with a checkmark next to them.  Planned jobs that were marked for export will also be exported to the handheld or USB drive for use within Trac Mate as work orders.

Linking Resources when Synchronizing or Importing Jobs

When importing jobs from either a file or from Trac Mate, there are times that there will be resources and job entry items used that are not entered into Farm Trac. These can be created elsewhere and then set up in Farm Trac when importing. Many times, when entering a resource in the field, a different name may be used than what was used in the office. For this reason, the

Linker dialog box shows when importing jobs to either create new resources or “link” them with current ones. If they are linked, Farm Trac will assume that the two different items are actually one.

1. When importing a job or synchronizing jobs from Trac Mate, the **Linker** dialog box may appear. Two lists of resources will be listed: **Operation** and **Desktop**. If there are items in the **Operation** box, they have to be either created or linked with the **Desktop Resources**.



2. Select an item in the **Operation Resources** box.
3. If it is a new item, press the **Create -->** button. Enter all of the applicable information in the screen that appears about that item. This will create a new resource in Farm Trac.
4. If the item is the same as an item already listed under **Desktop Resources**, highlight both resources and select the **<-- Link -->** button.
5. If the Resource does not show up under the **Desktop Resources**, it may be a retired item. Place a checkmark beside **Show Retired** and it should now show in the list.
6. Once all items are linked or created, press **OK**.

Exporting Jobs

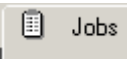

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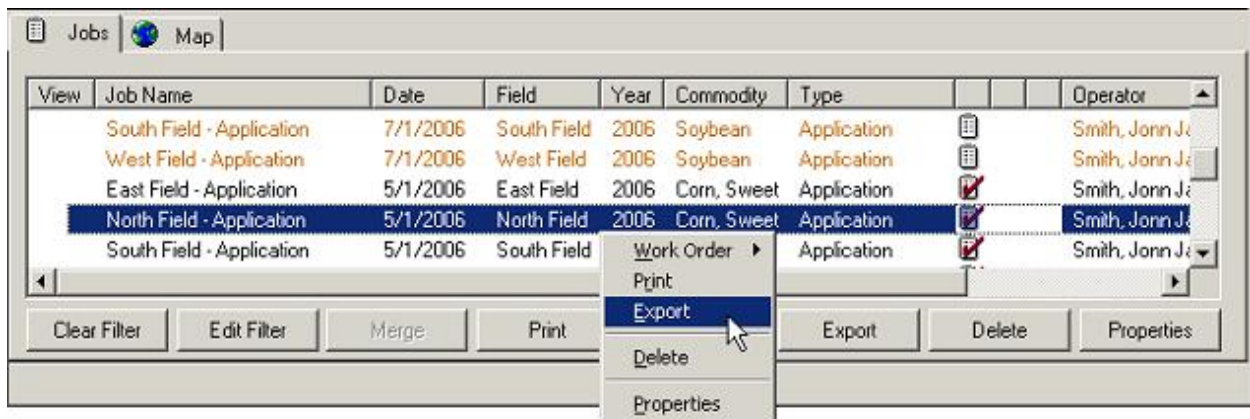
You can export planned and completed jobs from Farm Trac and save them on your computer or removable media such as a USB drive. The file formats in which you can save the exported jobs include Comma Separated Value (.csv), FODM (.xml), and ArcView Shape (.shp, .shx and .dbf) files. You can only export one job at a time, and jobs you export will remain unchanged in the Jobs box of Farm Trac.

After exporting jobs, you can import them into Farm Trac or another compatible program. For example, FODM files can be imported into Farm Trac on another computer. Comma Separated Value (.csv) files can be exported and opened with a spreadsheet program, such Microsoft Excel. The details of the job can then be viewed, emailed, or printed.

Exporting jobs is not the same as marking them for export to Trac Mate. See the appropriate section of this manual for those instructions.

To export an operation:

1. Locate and select the farming operation under the  **Jobs** tab. Filters and sorting can be used to assist in finding the correct operation (see Using the Jobs Tab section).
2. Verify the operation is the one that needs to be exported by right clicking on the job and selecting **Properties** on the shortcut menu. This will display all of the entered information about the operation.
3. To export the job, right-click on it in the **Jobs** box and select **Export** on the shortcut menu or it and select the  button at the bottom of the screen.



4. The **Job Export** dialog box will then open.
 - Select the location to save the operation to. (My Documents, a USB Drive, etc.)
 - Enter a name for the job in the **File Name** box.

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- Select the type of file to export the job to in the **Save as Type** list. (choose **ArcView Shape File (*.shp)**, **Comma Separated Values File (*.csv)**, or **FODM XML File (*.xml)** as the file type)
- Select **Save** to complete the export.

Farm Trac saves the exported job to the folder or removable drive chosen. You can use Windows Explorer or My Computer to locate the file to copy it to a removable drive, attach it to an e-mail, or import it back into Farm Trac. To open a Comma Separated Value file with your computer's spreadsheet program, (such as Microsoft Excel) right-click the file, point to Open With on the shortcut menu, and select the program to use to view the file. For instructions on importing an FODM file back into Farm Trac, see the appropriate section in this chapter.

Importing Jobs

You can import planned and completed jobs into Farm Trac that were previously exported from the program. Farm Trac imports operations using the FODM (.xml) file format. You can only import one job at a time into Farm Trac. The imported job will be added to the Jobs box of the program where you can view, edit, print or export the operation.

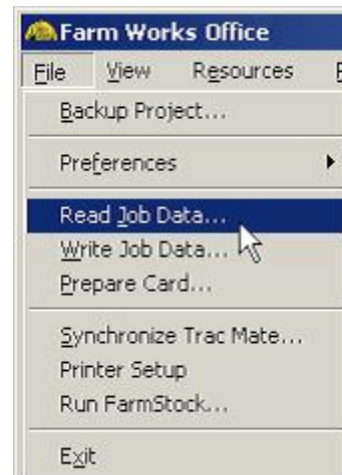
Importing jobs is not the same as synchronizing with Trac Mate. See the appropriate section of this manual for those instructions.


To import an operation:

1. Select **Read Job Data** on the **File** menu.

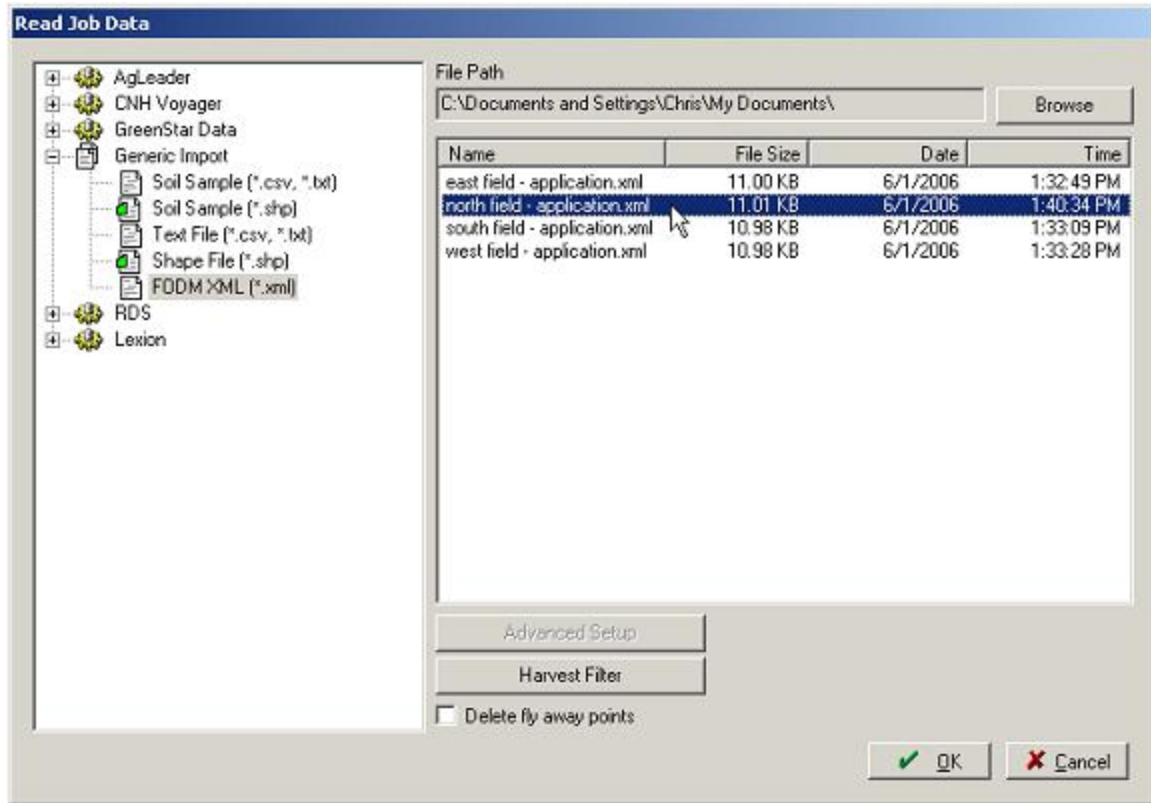
- or -

Select the **Read Job Data** button on the **Job/Resource Tools** toolbar.



2. In the **Read Job Data** dialog box, select **FODM XML** under **Generic Import**.
3. Locate the file to import by pressing the  button and select **OK**.

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4. If there resources used in the operation that are not currently in Farm Trac, the **Linker** dialog box will appear. Create new resources or link them to already added items within Farm Trac. For more information, see the appropriate section.
5. Farm Trac will add the imported job to the **Jobs** box and list it among all of the other planned and completed jobs where it can be viewed, exported, modified, or printed.

Printing and Saving Reports

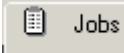

Farm Trac offers many comprehensive reports that can be printed or saved. There are job reports that you can print as work orders to give to workers for use in the field. There are equipment reports showing when your machinery is due for service, what fields the machines worked in, and the expenses accumulated for each machine. You can also print various field and supply reports showing the total costs as well as profit for each crop enterprise.

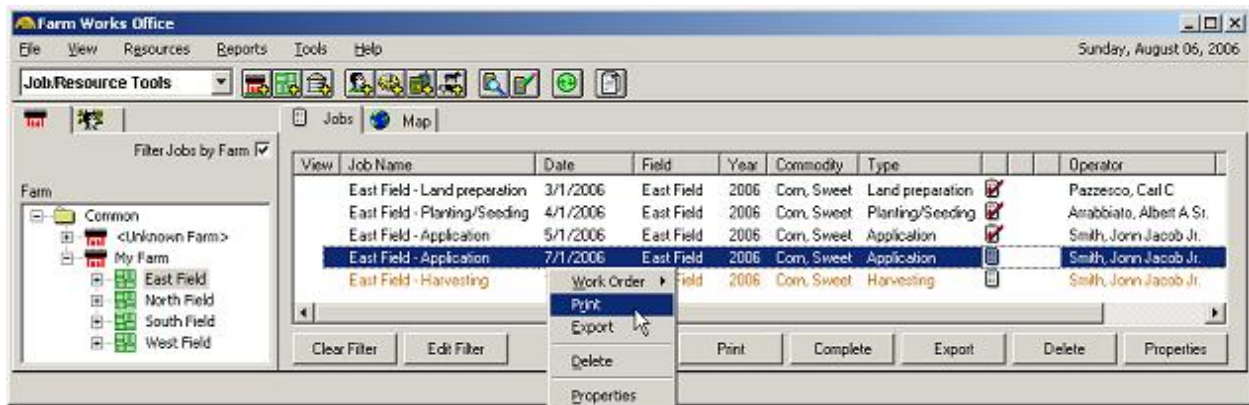
Job reports are printed from the Jobs box, while other reports can be printed or saved from the Reports dialog box. The following formats can be used when saving a report: Microsoft Word documents, Microsoft Excel spreadsheets, and Adobe Acrobat Reader Portable Document Format (PDF) documents.

Printing and Saving Job Reports


You can print or save job reports for planned and completed jobs. The job report for a planned job is a work order to give employees assigned to a job. The job report for a completed job is a summary of the details of the farming operation that has been completed. Only one job report can be printed at a time.

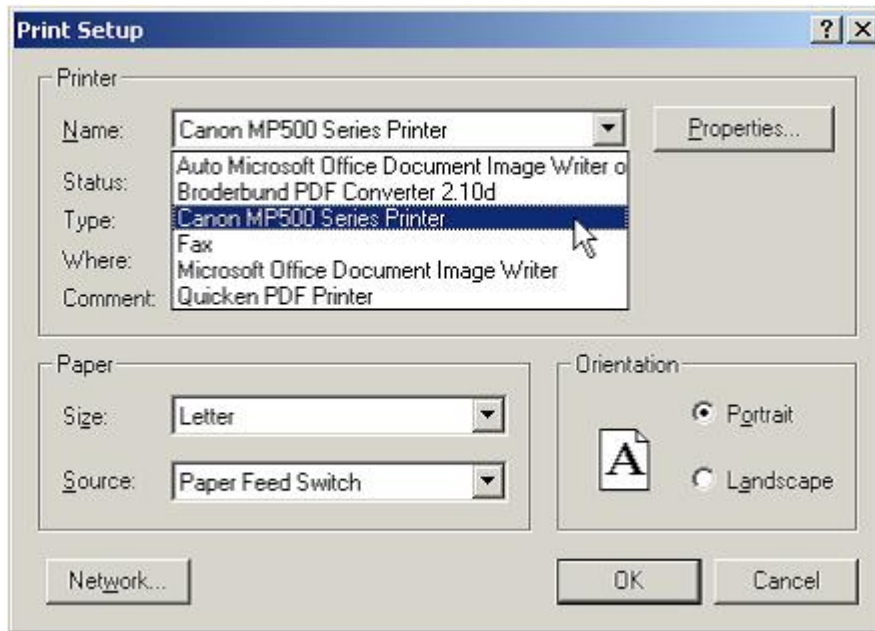
To print or save a job report:


1. Locate and select the farming operation under the  tab. Filters and sorting can be used to assist in finding the correct operation (see Using the Jobs Tab section).
2. Right-click the job in the **Jobs** box, and select **Print** on the shortcut menu or highlight the job and select the  button at the bottom of the screen.



3. A print preview screen will open where you can print or export the job report.

- To choose a printer to which to print the report, or change the printer properties, select the **Printer Setup** toolbar button. 

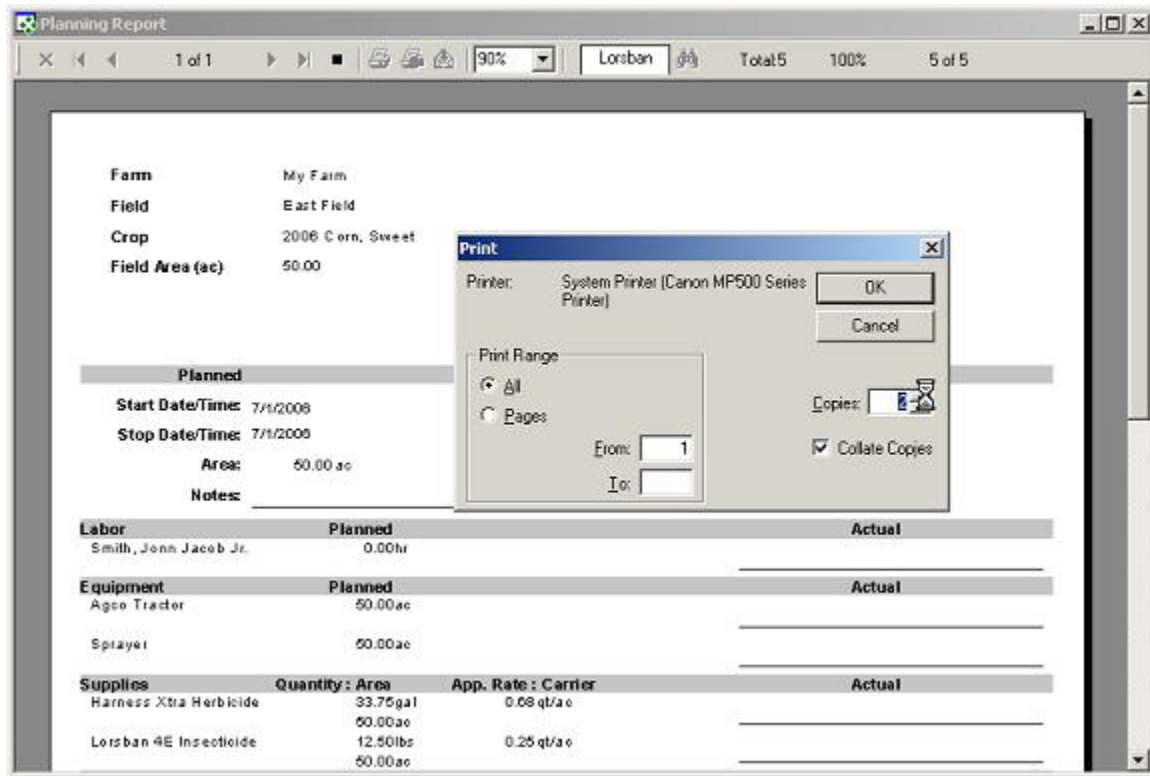


- Select the **Print** button  on the toolbar at the top of the window to print the report.




- In the **Print** dialog box that appears, you can choose the pages and number of copies to print.

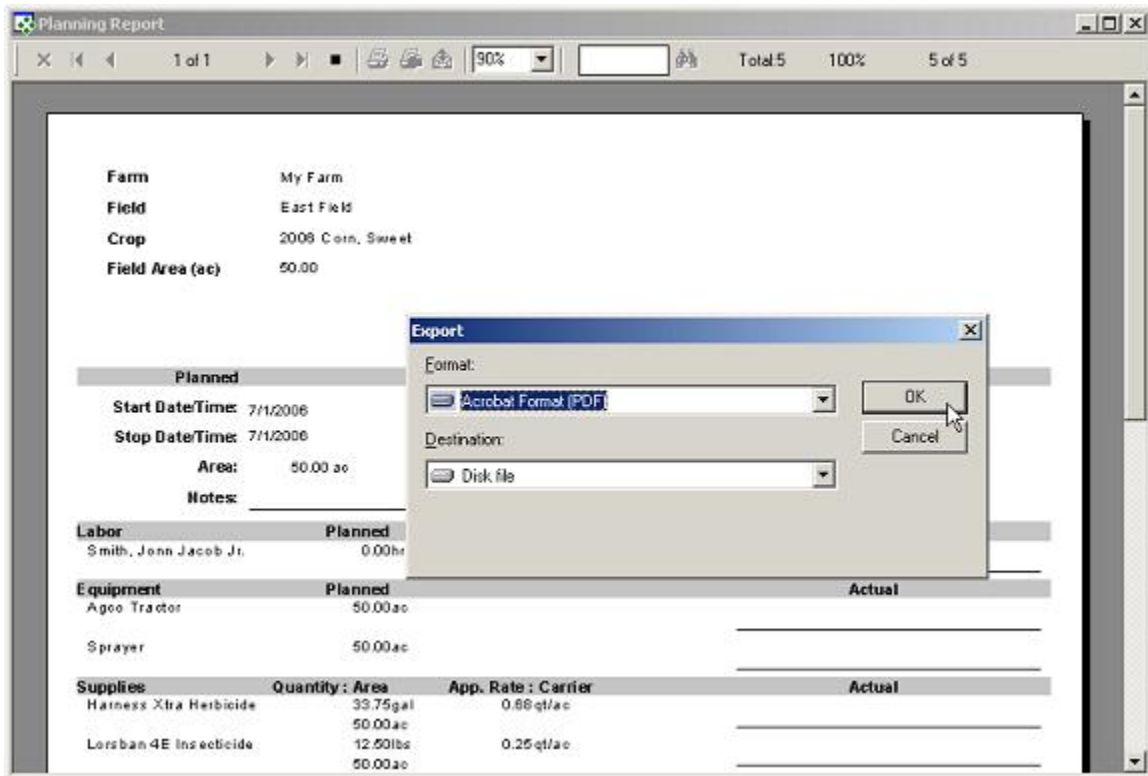
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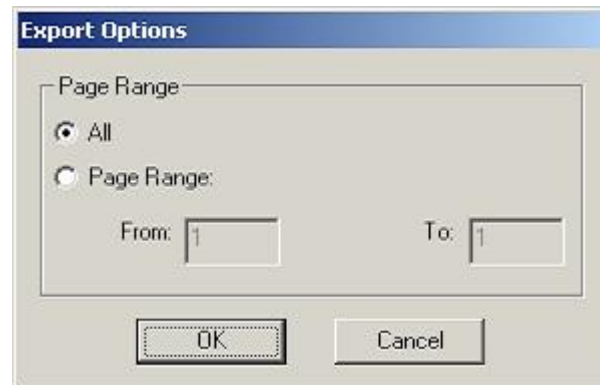
7. To save a copy of the report:

- Select the **Export** toolbar button. 
- In the **Export** dialog box that appears, choose the type of file you want to save the report as.

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- In the **Export Options** dialog box, select the pages of the report to export or press **OK** to export the whole report.



- In the **Choose Export File** dialog box, select the folder or removable drive where you want to save the report and enter a name for the file in the **File Name** box.
- Farm Trac will then export the report to the specified location where it can be printed, copied, or emailed.



Printing and Saving Field, Equipment, and Supply Usage Reports

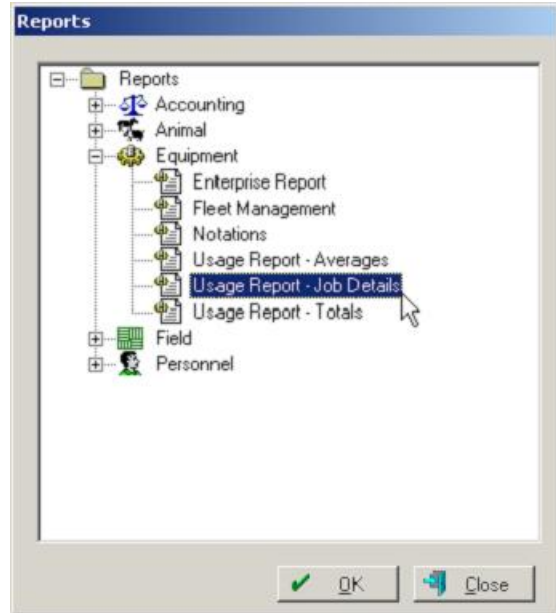
Farm Trac will print and save reports for all of your machinery, field enterprises, and supply usage. There are many different reports that can be printed. A few of the available reports are:




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- Equipment reports: Enterprise Statement, Fleet Management, Notation Report, Usage Reports (Averages, Job Details, and Totals).
- Field Reports: Field Equipment Usage, Field Enterprise Statement, Planning Summary by Crop, and Planning Summary Total
- Fertilizer and Supply Usage Reports
- Personnel Reports

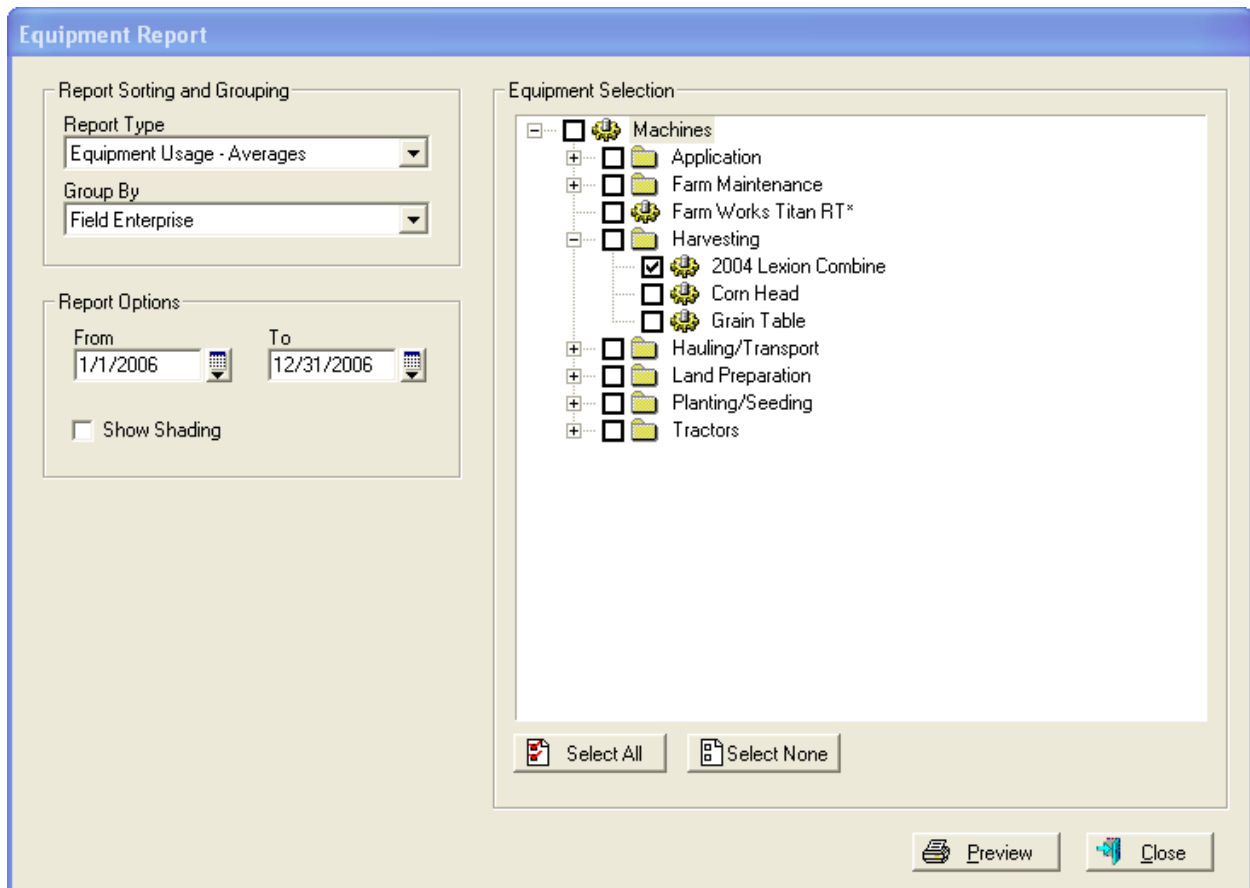
To print or save a report:

1. Select **All Reports** on the **Reports** menu, or select the **All Reports** toolbar button.  You can also right click on a piece of machinery or a person under the Inputs tab and select **Reports** to get an equipment or personnel report.
2. Select **OK** to open the **Report** dialog box. The report type selected will be shown here.
3. In the **Reports** dialog box, select exactly which report you want to print or save. Find the report by selecting the  beside each category to open the tree.



4. Enter the dates to be shown in the report under **Report Options**. If the report is going to be printed, the Show Shading box can be unchecked to make it more clear and save ink.
5. Place a checkmark beside each item that you want in the report. The  **Select All** and  **Select None** buttons can also be used.
6. When all of the options have been selected, press the  **Preview** button to display the report for printing or saving.

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7. The print preview window shows the first page of the report. Other pages can be viewed by selecting the **Next Page** button ► and **Previous Page** toolbar buttons. ◀

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Equipment Usage Report

Total: 20 100% 20 of 20

Equipment Usage - Job Details


Grouped by: Field Enterprise
1/1/2006 - 12/31/2006

Machine: Agco Tractor
Serial No.:
Terminal No.:

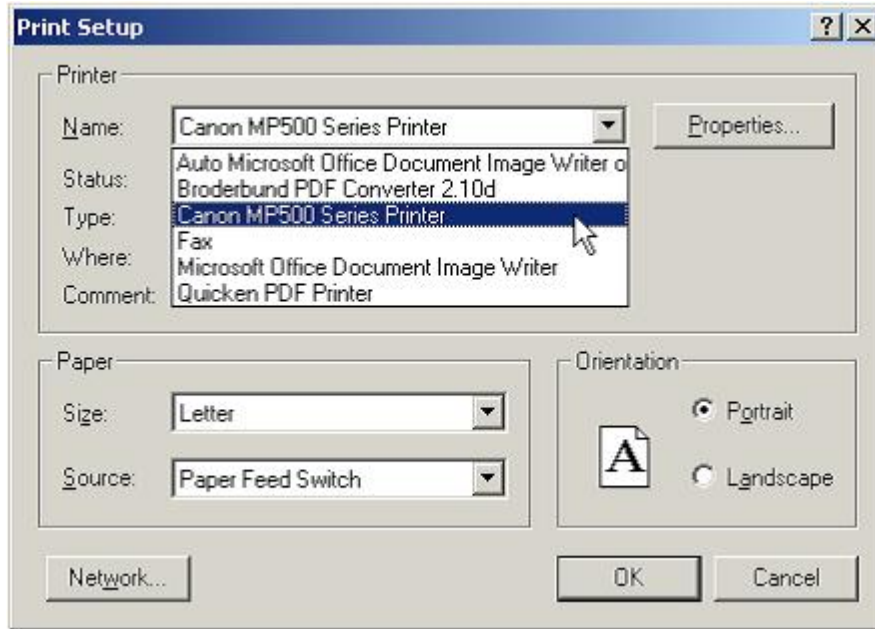
Fuel	\$1,585.00	\$2.07 / ac	\$3.00 / gal
Equipment	\$7,650.00	\$10.00 / ac	\$10.00 / ac
Total	\$9,235.00	\$12.07 / ac	


Engine (hr): 53.00
In Operate (hr): 53.00
Efficiency: 100.00 %

Date	Job Name	Operator	Area (ac)	Engine (hr)	In Operate (hr)	Efficiency (%)	Fuel (gal)	Fuel Cost (\$)
2006 Com, Sweet - East Field								
3/1/2006 6:00AM	East Field - Land prep Land preparation	Pazzesco, Carl C	50.00	6.00	6.00	100.00	50.00	\$175.00
4/1/2006 6:00AM	East Field - Planting/S Planting/Seeding	Arrabbiato, Albert A Sr.	50.00	6.00	6.00	100.00	50.00	\$175.00
5/1/2006 6:00AM	East Field - Application Application	Smith, John Jacob Jr.	50.00	6.00	6.00	100.00	50.00	\$175.00
Totals			150.00	18.00	18.00	100.00	150.00	\$525.00
2006 Com, Sweet - North Field								
4/2/2006 6:00AM	North Field - Planting/S Planting/Seeding	Pazzesco, Carl C	100.00	12.00	12.00	100.00	100.00	\$350.00
3/1/2006 6:00AM	North Field - Land prep Land preparation	Smith, John Jacob Jr.	100.00	12.00	12.00	100.00	100.00	\$350.00
5/1/2006 6:00AM	North Field - Applicatio Application	Arrabbiato, Albert A Sr.	100.00	11.00	11.00	100.00	90.00	\$380.00
Totals			300.00	35.00	35.00	100.00	290.00	\$1,060.00

8. To choose a printer to which to print the report, or change the printer properties, select the **Printer Setup** toolbar button. 

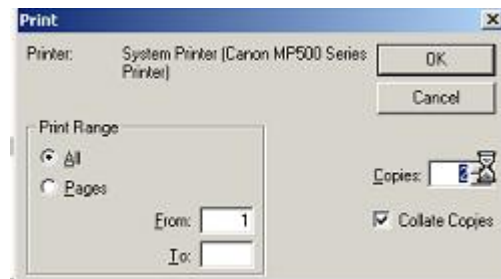
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9. Select the **Print** button  on the toolbar at the top of the window to print the report.



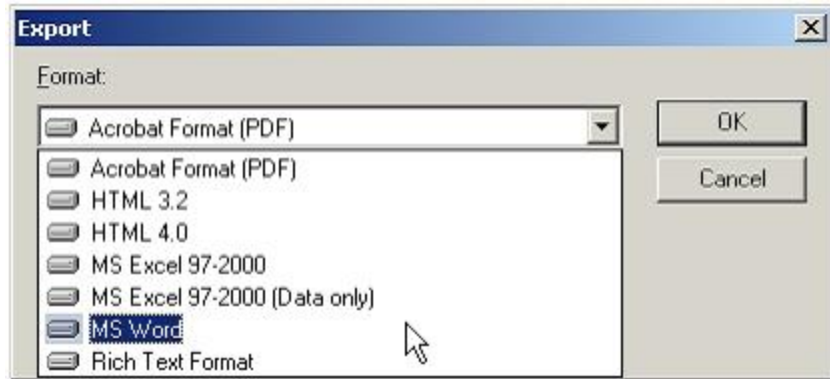
10. In the **Print** dialog box that appears, you can choose the pages and number of copies to print.



11. To save a copy of the report:

- Select the **Export** toolbar button. 
- In the **Export** dialog box that appears, choose the type of file you want to save the report as.

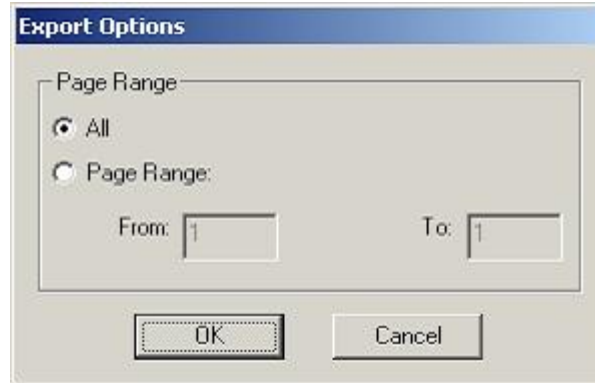
Farm Trac Reference Guide



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- In the **Export Options** dialog box, select the pages of the report to export or press **OK** to export the whole report.

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- In the **Choose Export File** dialog box, select the folder or removable drive where you want to save the report and enter a name for the file in the **File Name** box.
- Farm Trac will then export the report to the specified location where it can be opened, printed, copied, or emailed.
- An equipment report example was used here. Follow the previous steps to print any additional report.

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