



AgriSite IPM

Agronomist User Guide

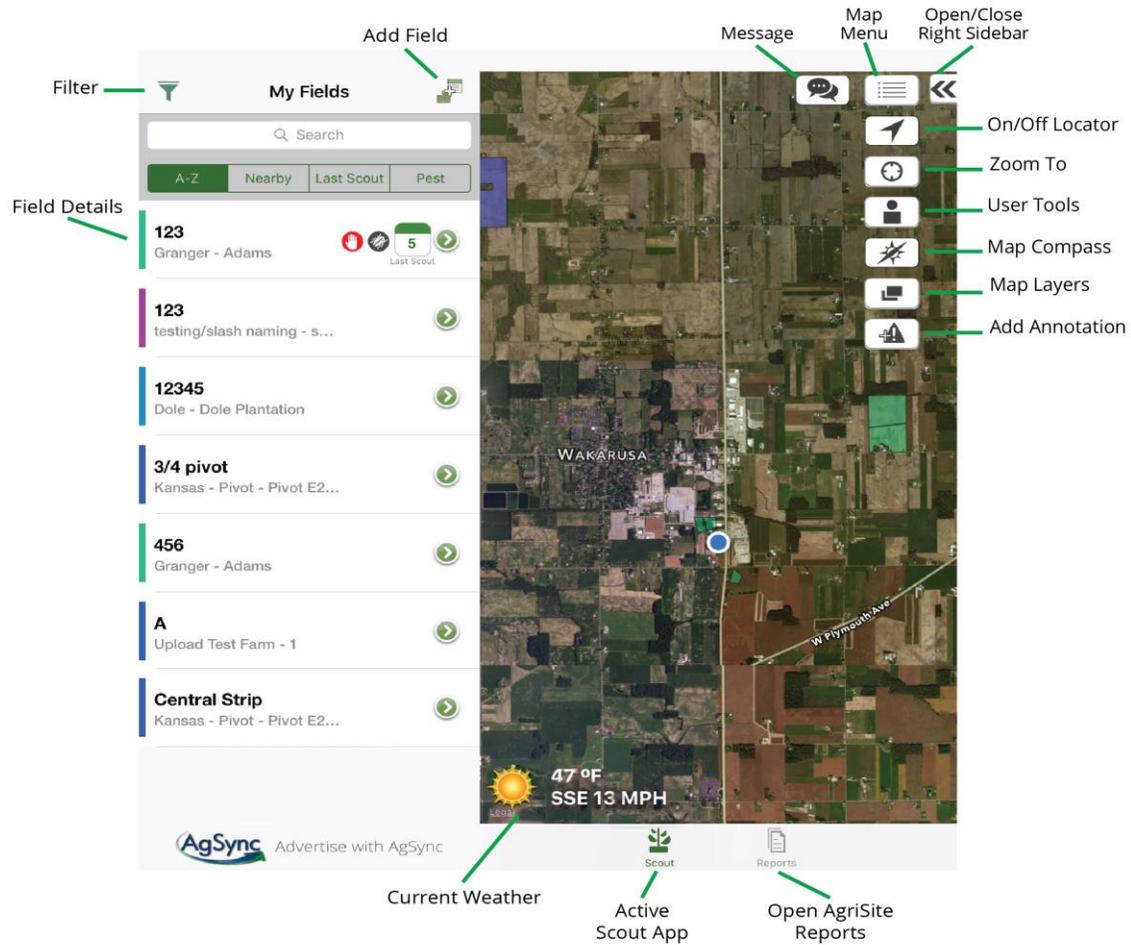
Set up Customer, Grower, Farms & Fields in AgSync
Submit, View, Approve and Delete Reports
Create Advisor Recommendations
Export pdf, csv reports

Contents

MAIN SCREEN FEATURES	3
FIELD DETAILS	4
GETTING STARTED	5
Where can I get the AgriSite app ?	5
How do I obtain a login (username) to use the app?	5
Can I have more than one login ?	5
How do I log out ?	5
What happens if I change the screen mode on the device? Portrait vs Landscape?	5
MAP	5
What do the pins on the map stand for?	5
How do I open the map menu ?	5
How do I change my map type ?	Error! Bookmark not defined.
How do I zoom to my location ?	5
How do I activate public &/or private annotations ?	5
How can I keep the map from losing my location ?	6
How can I add weather layers to the map?	6
FIELDS	6
How do I find my fields ?	6
How can I sync my fields ?	6
How to filter fields ?	6
How do I search fields ?	6
How can I view a field on the map ?	6
See the field details	6
View grower details	7
View field Order details and status	7
How do I navigate to a field ?	7
What do the icons on the field lines stand for?	7
How do I add a new grower, farm, or field ?	7
How do I add a new field via Draw or GPS?	8
How do I add a new zone ?	8
How do I find zone(s) for a field?	8
SCOUTING	9
How do I start a scouting report ?	9
How do I Add a Site Observation ?	9
How do I Add a Trap Location ?	9

How do I update Trap count ?	10
MESSAGING	10
How do I send a message ?	10
How do I respond to a message ?	11
How do I delete a message ?	11
Can I edit a topic ?	11
REPORTS	11
How do I view reports for a field in the app?	11
Report Preview	11
Report History	11
How do I view reports on AgriSite Report site?	12
TROUBLESHOOT	12
My username isn't working	12
I am missing farms / fields from my list.	12
I need to add a new field.	12
My weather isn't loading.	12
How will I know I have the most recent version of AgriSite?	12
COMPATIBILITY	13
iOS Devices	13

MAIN SCREEN FEATURES



MAIN SCREEN DETAILS

Filter
Tap to open the filter fields options. Filter by: Accounts, Growers, Farms.

Search
Search the field list.

Add Field
Click icon to add a field. Add a field by GPS or by plotting on the map.

Message
Opens the messaging window. User can message agronomists or other scouts about field conditions.

Map Menu
Opens the map tools menu. User settings, annotation and map options are in this menu.

Open Sidebar
Opens the reports sidebar. View current and submitted reports here.

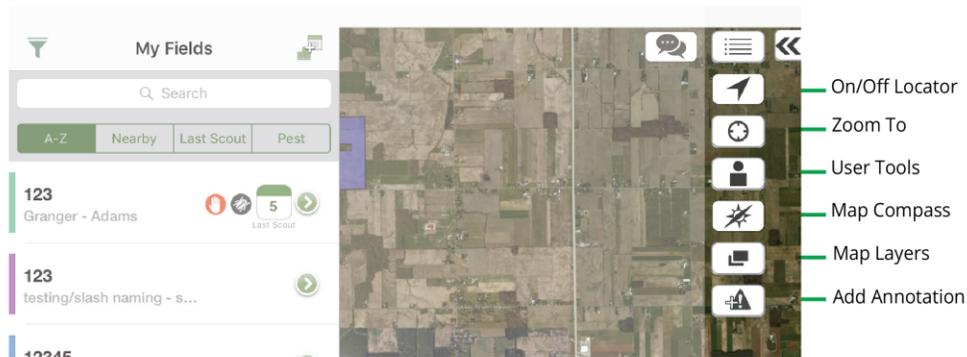
Current Weather
Shows current on-site weather conditions. Tapping the weather will open layer options. User can choose between:
- radar, current wind, dew point, humidity, current temperature.

Scout
Highlighted when the scout app is active and open.

Reports
Click to open the reports tab in AgriSite online.

FIELD DETAILS

Map Menu



MAP MENU DESCRIPTION

- Locator**
User location is kept inside the map. App will follow user as they move around area.
- Compass**
Places compass widget on map.
- Add Annotation**
Add annotations to the map. Choices include, point annotation, polygon annotation.
- User Tools**
Opens window where user can:
- logout of app.
- upload offline records
- check syncing of records
- sync new fields
- Zoom**
Zoom into user gps location.
- Current Weather**
Shows current on-site weather conditions. Tapping the weather will open layer options. User can choose between:
- radar, current wind, dew point, humidity, current temperature.
- Map Layers**
Add annotation and trap layers.

Field Details



FIELD DETAILS

- Field Name**
Name of field from AgSync account.
- REI Alert**
If the field has an REI alert on it the icon will be present. To review REI notices, click to open the field details and the alert and REI details will be available to review.
- Last Scout Window**
If there are previous scouting reports on the field, the window will indicate the days since the last report.
- Customer / Farm**
Customer and Farm that the field belongs to.
- Pest**
If insects are present on the field then the icon appears to alert user.
- Open Field Details**
Opens the field details window and also opens the action area to begin a scouting report.

GETTING STARTED

Where can I access AgriSite IPM?

AgriSite is available for on the web at www.agsync.com or www.agrisiteipm.com . You can access via computer or any device with a web browser.

How do I obtain a login (username) to use the app?

You will need an AgSync Agronomist username with the Agronomist credentials activated. You can call sales or support at AgSync to get an account. If you have an account or username, you can contact us or your system admin to add this functionality.

Can I have more than one login?

A person or company can have as many AgriSite users as necessary. There is a per user charge for the scouting and agronomy functionality.

How do I log out?

Click the log out button on the main screen.

What happens if I change the screen mode on the device? Portrait vs Landscape?

AgriSite IPM is designed to work in both portrait and landscape mode, depending on your device specifications.

MAP

What do the icons on the map stand for?

The icons help to navigate and use the map.

Find icon lets you type in search criteria for the map.

Layers icon: User can switch between road and satellite map and also add many overlays such as:

Sensitive Area, PLSS Overlay, Civil Township, CLU Layer, FAA Obstruction, US Radar, Winds, Annotation Layer, Scouting Trail, Recurring Problems and Traps.

How do I open the map menu?

Clicking the menu icon  will open the dropdown menu items. Re-clicking the icon will close the dropdown.

How do I zoom to my location?



With the map menu open, click the zoom icon. This will zoom the map to your GPS location.

How do I activate public &/or private annotations?



With the map menu open, click the layers icon. This will open the annotation options. Choose public or private or both. These stay active while you are logged into this session.

How can I keep the map from losing my location?



With the map menu open, click the location icon. This locks the map view to your location. If you move outside the map viewing area, the app will reposition to follow you. Unselect the locator to stop following.

How can I add weather layers to the map?

Clicking the weather widget  on the lower left side of the map will open the weather layers options. Click on a layer to enable it. Layers available are: Radar, Current Temperature, Current Winds, Dew Point, Humidity. One layer can be chosen at a time and you can deactivate the layer by deselecting it.

FIELDS

How do I find my fields?

The left side of the screen will list the fields in your account. These are listed by Field name, followed by Customer and Farm

How can I sync my fields?

Click  >>  >> **Update**

Clicking **Update** under **Downloads** will update the app to bring in any new fields that may have been added since the last sync time.



How to filter fields?

In the Field Sidebar click the filter icon .

Make the filter selections and then click >> **Done**.

Options to filter by are:

Account: If you have more than one account you can filter between or view them all.

Growers: Choose the grower fields you want to have load.

Farms: Choose the specific farm to view.

In Progress: Toggle this on and off to see fields that have scouting reports started.

How do I search fields?

 Search

Type the search criteria in the search window, then click the Search button on the keyboard.

How can I view a field on the map?

Click the field open icon  on the field name on the list. This will choose the field and load the map with the corresponding field.

See the field details.

Click  on the field name on the list and the field will load on the map, and the Field Overview, Grower Overview, and Order Overview (if there are orders for the field), will load.

View grower details.

Click the field open icon  and the field will load on the map, and the Grower Overview will load. This will list the grower name, address and contact information. Clicking the email, phone or cell numbers will allow you to contact owner if applicable with your service.

View field Order details and status.

Click the field open icon  and the field will load on the map, and the Order Overview will load. This will only load **if** there are orders on the field. Scouts can see order status and review order details by clicking on the orders. Products labels can be downloaded if available.

How do I navigate to a field?

Load the map with the boundary by clicking on the field in the field listing. Click and hold down on the boundary, and a pop up window will appear containing the field details, along with navigate to field button. Clicking “navigate to” button will give turn by turn directions from your current GPS location to that specific field. To start the navigation click Start in right hand corner. To close the navigation mode click Close in lower left side corner.

What do the icons on the field lines stand for?



Insect present on last report.



Days since last field scouting.



Field warning icon. Warns there is an REI present on the field.

How do I add a new grower, farm, or field?

- 1.) Click the add field icon  above the field list.
- 2.) Choose **Create Field** (Draw) or (GPS).
- 3.) Click on map to draw polygon.
- 4.) Choose Save  at bottom of screen.
- 5.) Choose Grower to associate Field to.
 - a.) Select Grower from list or to add a new grower choose the Add icon .
 - b.) Enter the Grower details.
 - c.) Click **Done**.
- 6.) Choose Farm to associate Field to.
 - a.) Select Farm from list or to add a new farm choose the Add icon .
 - b.) Enter the Farm details.
- 7.) Enter the name of the new field you created.
- 8.) Click **Next**, then click **Done**.

How do I add a new field via Draw or GPS?

You can add new fields in the AgriSite app.

Add a field via Draw:



- 9.) Click the add field icon above the field list.
 - 10.) Choose Create Field (Draw) or (GPS).
 - 11.) Click on map to draw polygon.
 - 12.) Double click to finish shape.
 - 13.) Choose Save icon at bottom of screen.
 - 14.) Choose the Customer and Farm name from list.
 - 15.) Name new field.
 - 16.) Update billable acres and add notes if necessary.
 - 17.) Choose "Next"
 - 18.) Populate Grower information.(if needed)
 - 19.) Choose **Done** to Finish and Save.
- Now you can create a new scouting report for the new field.

Add a field via GPS:



- 1.) Click the add field icon above the fields list.
- 2.) Choose Create Field (GPS)
- 3.) The app will track your gps location, as you move around the field.
- 4.) Click Save icon at bottom of the screen.
- 5.) Continue with [Steps 6 – 11](#) from Create Field via Draw (above)

How do I add a new zone?

To add a zone to an existing field, click the field in the My Fields list to load it on the map. Load the field details by clicking the open icon.



Click the Create Zone icon (Draw or GPS).
Start drawing zone inside current field by clicking on the map.
Click the Save icon.
Populate the Zone name, Billable Acres and Notes.
Choose Save.

You can now create a report for this zone.

How do I find zone(s) for a field?

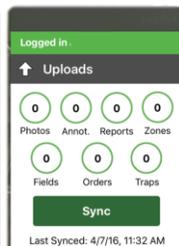
Click the Field details and then Create New Scouting Report. The next screen will list the Field and any Zones associated with the field. To use one of the zones, click it to bring it to map and begin report.

How can I sync my reports?

Click  >>  >> **Uploads**

Clicking **Sync** under **Uploads** will update AgriSite and send any reports, photos, annotations, zones, fields, orders and traps, back to the AgSync/AgriSite IPM system.

You will see any non-synced items by looking at the Upload area, the number in the circle indicates what is on the app and not synced back to AgSync.



SCOUTING

How do I start a scouting report?

Find the field in the sidebar and click the arrow icon , this will load the Field and Grower Overview details and the Action area.

Scroll to bottom of area and choose **Create New Scouting Report**, the New Report window will open.

It is recommended to activate the zoom to feature  under the Map Menu. This way the map will follow your gps location and as you make observations will use those gps coordinates to place observation markers.

- Populate the report Date, Crop, Flags and Notes.
- Click **Recommendation** > choose Template (if available) and then fill in rec. details, then click **Done**. **/Agronomist User Only**.

(Templates can be created on the AgriSite IPM Website Login, click the Reports icon on the bottom of the screen to open the AgriSite Website.)

- **Approve** > Toggle to approve report recommendations. **/Agronomist User Only**
- Click **Add Site Observation** > populate the observations, then click **Done**.
- Click **Add Trap Location** > on the map you can choose the place trap icon
And then touch area to add the trap point, or the app will use your gps location if you do not choose a point.

Fill in the Trap name, Insect type, Attractant type, Start Date, Lure Change, and Threshold.

If this is a current trap you can add a new trap count to the Count window.

Once the report is finalized, click the **Submit Report** button at the bottom of the column. This will submit the report to the agronomist for review.

How do I Add a Site Observation?

Find the field in the sidebar and click the arrow icon , this will load the Field and Grower Overview details and the Action area.

Scroll to bottom of area and choose **Create New Scouting Report**, the New Report window will open.

- Click **Add Site Observation** > populate the observations, then click **Done**.

How do I Add a Trap Location?

Find the field in the sidebar and click the arrow icon , this will load the Field and Grower Overview details and the Action area.

Scroll to bottom of area and choose **Create New Scouting Report**, the New Report window will open.

- Click **Add Trap Location** > on the map you can choose the place trap icon
And then touch area to add the trap point, or the app will use your gps location if you do not choose a point.

Fill in the Trap name, Insect type, Attractant type, Start Date, Lure Change, and Threshold.

If this is a current trap you can add a new trap count to the Count window.

Once the report is finalized, click the **Submit Report** button at the bottom of the column. This will submit the report to the agronomist for review.

How do I update Trap count?

If this is a current trap you can add a new trap count to the Count window.

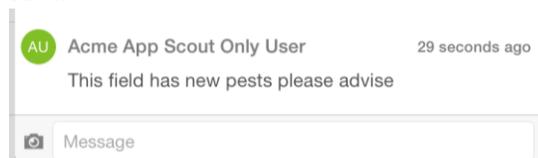
Once the report is finalized, click the **Submit Report** button at the bottom of the column. This will submit the report to the agronomist for review.

MESSAGING

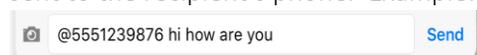
The messaging feature allows scouts to communicate about field conditions instantly. The notes are categorized based on topic that the user sets up. Other agronomists and scouts logged into the same account can communicate thru the app. Users can also send messages to cell phones if the receiver has messaging capability.

How do I send a message?

- 1.) Click the Message icon  at top of map.
- 2.) Choose Selected Field (to comment about field you are on. All Fields to find other fields from the list, or General to view the topics in that category.
- 3.) To message you must have a topic, if one is not available to choose, then click the **Add Topic** button.
- 4.) Add a topic name, and click **Next**. You can also choose the grower, farm, and field.
- 5.) Now you can begin your message, type in the lower text box and click **Send** when finished.
- 6.) You can also add images to the message by clicking the **Camera** icon.
- 7.) The message will indicate its status, whether it is Pending, Sent or the time it was sent.



- 8.) You can send a message directly to another authorized user on your account. Type the "@" symbol in the message text field and you will be prompted with a list of users to send a direct message to. Pick the one you want to send the message to, then type the message. The receiver will be notified there is a message waiting for them via the message app alert icon. 
- 9.) You can also send the message to a cell phone that accepts messages. In the same line you type your message also type "@" sign followed by the phone number, then space and begin your message. Upon send the message will be sent to the recipient's phone. Example: @5555555555 Hi how are you



Recipients can respond via text message back to the AgriSite messaging feature.
***STANDARD DATA FEES AND TEXT MESSAGING RATES MAY APPLY BASED ON YOUR PLAN WITH YOUR MOBILE PHONE CARRIER.*

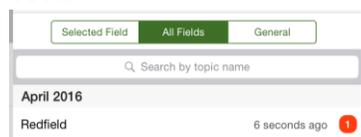
How do I know I have a message?

You will see alert icon for new messages: 

If a new message is sent to either you directly or your account group there will be an alert on the messaging icon.

How do I respond to a message?

If a new message was sent to the account, you will see a new message alert, on the field line. Click on it and you will be able to respond in the text box at the bottom.



If the message was texted to your phone, you can type the letter **s** followed by the message and click send. The message will show up in the messaging area in the AgriSite app.

How do I delete a message?

If you created the message topic you can swipe across the topic name and choose **Delete**.

Can I edit a topic?

You can edit a topic name by swiping the name and choosing **Edit**. Then you can change the topic name. Then click **Next**.

REPORTS

How do I view reports for a field in the app?

If there are reports for a field you can review them on the right sidebar window. Choose the field to review, then click the Open Sidebar icon .

Choose the type of report you want to view.

 Report Preview – reports you have started, and not submitted back to the AgSync reporting feature.

 Report History – reports that were submitted for a field and submitted.

 Recurring Prob.

Report Preview

To see field reports, click the open sidebar icon  then click Report Preview. The screen lists all unsubmitted reports. To see the report details click the arrow next to the report date and the Report Information and Crop Health will load.

Report History

To see field report history, click the open sidebar icon  then click Report History. The report history will list all reports submitted on a field for the calendar year. To see the report details click the arrow next to the report date and the Report Information and Crop Health will load. You can view the report observation points on the map by using the toggle to the left of the report date and viewing the screen. Observation icons will be listed as one of the following:



Submitted Reports



Active Reports



Recurring Problems

How do I view reports on AgriSite Report site?

To view submitted reports for more details and to export csv and pdf files you can click the report icon  on the bottom toolbar.

This will open the AgriSite IPM website, where you can log in and view report overview. Users can get the current report status, export a pdf with scouting trail, export csv file, and view report on map.

TROUBLESHOOT

My username isn't working.

Check capitalization on your password. Some devices automatically capitalize the first character. Sometimes it will be necessary to close down the app. To do this double click the home button and then swipe up on the app window to close it. If you continue to see problems check with your admin and confirm your permission.

I am missing farms / fields from my list.

The app will sync with the AgSync program upon login. But you may need to sync your app. again, click the  Map menu >>  >> Sync If syncing doesn't fix the missing field issue, go back to AgSync and confirm the field does exist and hasn't been removed. Also check spelling as it could be overlooked.

I need to add a new field.

New fields can be added thru the AgriSite app to your profile tree. **See:** How do I **add a new field** via Draw or GPS?

My weather isn't loading.

Weather is loaded based on your GPS location. You may have a signal strength issue. It is recommended to log out and sign back into the app to see if the weather will load with a new session.

How will I know I have the most recent version of AgriSite?

Check with the Google Play Store or the Apple App Store to see if there is an update available. Click to update if available.

COMPATIBILITY

The AgriSite app is a mobile device application. It can be downloaded and installed to Apple iOS iPad device

iOS Devices

iPad, iOS 8.0 or later. For best user experience it is recommended to use iOS 9.0 and after. Some features may not be available in earlier versions.