

Summit® 8.5.2

Copyright © 2018 Proagrica
All Rights Reserved

The information contained in this document is the exclusive property of Proagrica. These documents protection fall under United States copyright law and other international copyright treaties and conventions. All requests should be submitted in writing to Proagrica, 824 North Country Club Road, Stillwater, Oklahoma, 74075-0918, USA.

License Notice:

Before installing Summit® software, please carefully read the License Agreement included with the original Summit® package.

Proagrica continually updates its product publications. Before using this publication with any Proagrica product, it is the user's responsibility to ensure that this edition is applicable and current. Proagrica makes no warranties with respect to the contents of this publication and does not assume any liability arising out of the use of any product described in this publication.

20191202

Author: Bill Richardson

Table of Contents

Table of Contents	2
Chapter 1: Installing Summit and SIRRUS	7
System Requirements	7
Installation of the Software	7
Installing Summit from the Homepage:	7
Generating the Summit Key:	7
Installing SIRRUS:	8
Chapter 2: Adding Field Boundaries in Summit	9
Download Subset of Growers, Data Types, and Seasons	9
Common Field Boundaries (CFB) Tool	9
To work with the Common Field Boundary Tool	10
To work with the Common Land Unit Tool	10
Digitizing Field Boundaries from Online Imagery	11
Digitizing Field Boundaries from Saved Imagery	12
Adding Field Boundaries from Existing Shapefiles	13
Digitizing Center Pivot Field Boundaries	13
Editing an Existing Field Boundary	14
Editing Fields using the Combine Fields Option	15
Field Boundary Default Legends	15
Management Zones	16
Creating Management Zones	16
Digitizing a Boundary using Online Imagery in SIRRUS	17
Driving a Boundary using GPS in SIRRUS	18
Chapter 3: Creating an agX Account	20
To create an agX Account:	20
Logging into the agX Account:	20
General agX Account Settings Page:	20
Add a Connection	21

Managing an agX Account:	22
Empty/Rejected Connections:	23
Transfer Administrative Rights:	23
Transfer Rights to an Existing User option	23
Transfer Rights to User Email option	23
Resurrect Data	24
Align Names and Structure	24
Chapter 4: Importing & Managing Data in Summit	25
Importing Soil Type Data	25
Importing Soil Lab Results	26
Importing Soil Test Shapefile	27
Exporting Fertilizer or Planting Recommendations	28
Importing Yield Data	28
Importing As-Applied Data	29
Importing Tissue Sampling	29
Importing Veris EC/OM/CEC Data	30
Importing Veris pH Data	30
Importing .sst Packages	31
To export an .sst package:	31
To export a Shapefile from Summit:	31
Exporting a Data Bullet	31
Deleting or Renaming Data	33
Deleting Growers, Farms, or Fields	33
Renaming a Grower, Farm, or Field.	34
Moving Farms and Fields	34
Combine Fields	34
Grower Labels	34
Deleting Imagery	35
Chapter 5: Creating Crop Plans and Cost Groups	36
To Create a Crop Plan;	36
To Apply Plans to Fields (Creating Scenarios);	37
Creating Cost Groups	38

To Create a Planning Report:	38
Converting a Scenario to a Recommendation	38
Converting a Recommendation to an Operation	39
Creating Planning Reports	39
Chapter 6: Record Keeping in Summit	40
Recording an Operation in Summit	40
Recording a Deep Soil Sampling Operation	41
Creating a Recommendation for Planting or Fertilizer	41
Creating a Tank Mix Recommendation	42
Converting a Recommendation to a Saved Operation	42
Exporting Fertilizer Operations Created in the Records View.	43
agX Content Request Form	44
Chapter 7: Working in the Maps Section	46
Viewing Data	46
Legend Editor Options	48
Soil Sampling Recommendation from Soil Type	48
Creating Management Zones	48
Management Zone Tools	49
Grower/Farm/Field Window Pane Options	50
Product Editor	50
Request Dispatch	50
Layers Settings	51
Show Favorite Recommendations	51
Chapter 8: Creating Reports	52
Report Examples	52
Soil Sampling Reports	53
Soil Test Import (STI) Barcode Report for a Soil Test Lab	53
Option to Remove Logo from Report	54
Creating Planning Reports	54
FarmRite Reports	54
Creating FarmRite Reports (Mapbooks)	54
Aggregate Reporting Dashboard	55

Chapter 9: FarmRite - On-Line Processing Service available to Summit Professional users only	56
Common Field Boundaries (CFB) Tool	56
Setting Up a FarmRite Account	57
Placing FarmRite Orders	57
Placing Orders by Management Zone	58
Resolving Delayed Orders	58
Setting up Default Products (From within Summit on Desktop)	59
Setting up Default Products (From within the FarmRite Server)	59
Creating Recommendation Controller Files	61
Creating FarmRite Reports	61
Creating FarmRite Reports (Mapbooks)	61
Chapter 10: LOGISTICS	63
Introduction	63
Setup and Application of the Logistics Program	63
Logistics Functionality	63
Settings	63
Creating Dispatch Requests	64
Option 1: Send Dispatch Requests	64
Option 2: Send Existing Data	64
Managing Dispatch Requests: Releasing to Dispatch	64
Managing Dispatch Requests: Dispatch Reports and Exports	65
Managing Dispatch Requests: Marking Completed	65
Managing Dispatch Requests: Report	66
Logistics View Panel Options	66
Weather	68
Handout Guides	69
Digitizing a Boundary in Summit	69
Working with Summit Professional and FarmRite (10 Steps)	69
Summit Quick Tips: Home View	71
Summit Quick Tips: Maps View	71
Summit Quick Tips: Record Reports	72

Chapter 1: Installing Summit and SIRRUS

System Requirements

Requirements for Summit

- Intel Pentium or AMD Thunderbird/XP 2 GHz or greater
- 1 GB RAM
- 50+ GB Hard Disk
- CD-ROM
- Windows 7, 8, or 10

Requirements for SIRRUS

- iPad device; iPad Pro, iPad Air 2, iPad Air, iPad mini 4, or iPad mini 2
- 16 MB of storage space

Installation of the Software

Installing Summit from the Homepage:

1. Navigate to the **software.com** webpage.
2. Select the **Products/ Summit/Download** option.
3. **Fill out the information boxes**, once completed click the **Submit** button.
4. The download process will begin, follow the on-screen directions.
5. Once the download is complete and you want to purchase, you will need to contact **Proagrica @ 1-888-377-5334** to register the software and receive the Summit Key.

Generating the Summit Key:

1. Open **Summit**.
2. Select **Home** from the top menu.
3. Select **Settings** on the left of the view.
4. Select the **Summit Key** tab.
5. Email the **Device ID** and **Serial Number** to support@software.com.
6. A Customer Service Representative will reply with your **Summit Key**.

Installing Sirrus:

1. In the **App Store** search for **Sirrus**.
2. Select the **GET** button option; this will download the program onto your device.

Note: Refer to the User-Guide on Sirrus for more information.

Chapter 2: Adding Field Boundaries in Summit

Download Subset of Growers, Data Types, and Seasons

To improve sync performance, the user can subset what Growers, Data Types, and Seasons will appear on their local device, from their agX Account. To do this use the following steps.

1. Navigate to the **Home** screen and **select the Sync Settings button** or click the  in the top right side of the window.
2. A screen will appear with all your Growers check-marked, if this is the first time this window is opened. *The user can uncheck any Growers they do not want to download by unchecking that Grower from the list.*
3. On the right side of the view, you can **subset your Seasons of Downloaded Data for Sampling, Analysis Surfaces, Recommendations, Field Activities, and Imagery Products**. In other words, you could select different Seasons for each of these and not have to Download every Season of Data onto your device. *(This could save an immense amount of time when Syncing and Placing Orders).*
4. In the bottom-left side of this box is an option to **Download New Growers Automatically**. *(This only applies when another user that you have an agX connection with shares a new Grower with you).*

Common Field Boundaries (CFB) Tool

To alleviate duplication when digitizing new field boundaries that exist within a company, all boundaries that exist within an organization will be visible in the digitizer view when adding new fields. Field boundaries that are already digitized and tied to a Grower, Farm, and Field will appear as blue, fields that are being created are displayed as green, and fields that exist in other Summits within your organization will appear as red. This allows the user to select the already created field boundary and will alleviate duplication of these files, thus the name **Common Field Boundary** tool. This will not fix any existing problems that existed because of these issues from the past; they will still need to be resolved.

To work with the Common Field Boundary Tool

Common Field Boundaries are a boundary or boundaries that exist on one of your company's Summits, but do not exist on your Summit version. The idea is to use that common boundary, without digitizing or driving it again.....so as to keep the same exact field shape between locations.

1. When the Digitizer view is zoomed-in to a field area, the **existing field boundaries** that are on another of your company's Summits, but not on yours **will appear in Red**. (If the boundaries are shared but do not appear, **select** the Reload Common Field Boundary option).
2. Choose the **Select Common Field Boundary** option and click on the field.
3. A selection window will appear showing what boundaries exist for that geography. If more than one boundary appears in the view, you will need to choose the one that will be the final boundary. You do this by choosing the **Hide Common Field Boundary option and turning off the ones that are not needed**. This will load only the one boundary into the view.
4. Now choose the **Select Common Field Boundary option** a second time, this time only one boundary map shows up. Choose the **Select** tool with the right-facing arrow.
5. The boundary will appear as a green outline indicating that it is in the state of being created. Select the **Done** button.
6. The **Grower-Farm-Field hierarchy** will appear. These names can be changed under the **Setup/Field Management Setup/Edit Delete Fields**, if needed.

To work with the Common Land Unit Tool

1. Choose **Setup/Field Management Setup/Create New Boundary/Create Boundary using Online Imagery/Enter the City, State and click Next**.
2. **Zoom-in** to the area of interest then click the **Load Common Land Unit** to activate it. **Click on the field** you want to load the common land unit for, if available it will appear as a green outline. You may need to edit this to model what the actual acres are in the real world.
3. Click the **Done button** and **Enter the name of the Grower, Farm, and Field**.

Digitizing Field Boundaries from Online Imagery

Navigate to **Setup/Field Management Setup** to begin the process of digitizing field boundaries.

Identify Tool

When using the Digitizer, use the Identify Tool to identify the Grower, Farm, and Field names of those boundaries within the view.

To digitize a field boundary from online imagery:

1. Select **Setup** from the top menu.
2. Select **Field Management Setup/Create New Boundary** and click **Next**.
3. Select **Create Boundary Using Online Imagery** and click **Next**.
4. Type in the **Latitude/Longitude, City/State, or PLSS code** nearest to the field you want to digitize and select **Next**. The digitizing screen appears with an aerial image of the location you entered. *(Most users will select the City/State option for quick access to their boundaries).*
5. Use the Pan Button (or right-mouse click and move the image to the desired location) to move to the desired field and use the cursor to zoom in to the field. The image will download to a finer resolution for digitizing. *(You may need to select the Imagery Source before the image will draw into the view.)*
6. The **Digitize** feature is automatically selected. Draw a line around the desired field by clicking the mouse button. **Double-click** to close the polygon and complete the field boundary. *(Click the **Help** button to learn more about each tool).*
7. When finished, select **Done**.
8. The Add New Field section appears. **Fill out the form** to name the new field in the **Grower/Farm/Field** structure. Click **Save**.
9. The Field Information screen appears. Fill out the form if you want to add more detailed information about the field and select **Save and Exit** or **Save and Digitize Another**, whichever is appropriate.
10. To see the field or begin collecting records, select the **Records** button on the top menu. Select the **Grower/Farm/Field** from the right menu and the field boundary will open. *Refer to the Records section (Chapter 6) for more details on recording field information.*

Digitizing Field Boundaries from Saved Imagery

The first step is to import the image into Summit to begin the process of being able to digitize boundaries from it. Use the following steps to accomplish this task.

Identify Tool

When using the Digitizer, use the Identify Tool to show what the Grower, Farm, and Field names are of those boundaries within the view.

To Import an image into Summit:

1. Select **Setup** from the top menu.
2. Select **Basedata** and select the **Import Image File** tab.
3. Option: Choose **Add Field-Specific Imagery** if the image you are importing is a single field or choose **Add General Imagery** if the image covers a large area that encompasses many fields such as a County NAIP image or imagery provided by a third party source.
4. Follow the directions on the screen to **browse** to and import the image. When finished, select **Done**.

To digitize a field boundary from the imported image:

1. Select **Setup** from the top menu.
2. Select **Field Management Setup/Create New Boundary**.
3. Select **Create boundary using imagery in Summit**.
4. **Select the image you imported** and select **Next**.
The image appears in the Summit Digitizing Screen.
5. The **Digitize** tool is automatically selected. Draw a line around the desired field by left-mouse clicking the mouse button. **Double-click** to close the polygon and complete the field boundary. Click the **Help** button to learn more about each tool.
6. When finished, select **Next**.
7. The Add Fields section appears. **Fill out the form** to name the new field in the Grower/Farm/Field structure. Click **Save**.
8. The Field Information screen appears. Fill out the form if you want to add more detailed information about the field and select **Save** and **Done**.
9. To see the field or begin collecting records, select the **Records** button on the top menu. Select the **Grower/Farm/Field** from the right menu and the field boundary will open.

Adding Field Boundaries from Existing Shapefiles

- **Clipped-Out Fields Displayed:** *When an imported field SHP is fully inside an existing field a message will notify the user that the imported file is completely contained within an existing field and cannot be imported. The user will then see a graphic of both the existing and new boundaries and can use the Field Identification tool to determine the name of the existing field.*
 - **Editing One SHP with another:** *After loading a new field SHP into the digitizer, a user can browse to a second SHP to edit the first. When the second file is loaded the user will be asked if they would like to add or remove the area of the second file to/from the first.*
1. Select **Setup** from the top menu.
 2. Select **Field Management Setup/Add field by browsing to existing shapefile** and select **Next**.
 3. **Browse to the shapefile** stored on your hard drive and select **Next**.
 4. The field boundary will appear as a green outline in the view, in the top right-hand corner select your **Imagery Source** to use to validate the boundary file.
 5. Verify the boundary as needed and use the edit boundary tools to correct any errors. When finished, click **Next**.
 6. The Add Fields section appears. **Fill out the form** to name the new field in the Grower/Farm/Field structure. Click **Save**.
 7. The Field Information screen appears. Fill out the form if you want to add more detailed information about the field and select **Save** and **Done**.
 8. To see the field or begin collecting records, select the **Records** button on the top menu. Select the **Grower/Farm/Field** from the right menu and the field boundary will open.

Digitizing Center Pivot Field Boundaries

1. Navigate to **Setup/Field Management Setup/Create New Boundary/Create Boundary using Online Imagery**.
2. Type in the City/State and click **Next**.

3. Select the Imagery Source to use, if it isn't already. (*Note: if within the United States use the NAIP option; if not, choose the Other option for areas outside of the U.S.*)
4. Choose the Zoom-In tool and drag a box around the field of choice. (*The imagery will download to a higher resolution image for digitizing purposes.*)
5. Click the Center Pivot Tool option to activate the **Center Pivot Tool**, move into the image view and left mouse click to begin dragging a circle out to match the pivot area. (Don't let go of the left-mouse button until you get the size of circle you need).
6. To drag the circle around the view, keep holding down the left-mouse button and hold the **Control key**. This will allow you to move the circle to fit on the image wherever you might need it to be placed. Once you get the circle tool set where you want it, let go of the left-mouse button. This will create the circle around the pivot area. (*If all you have are the pivot acres for this field, then you're done and ready to hit Next to create the Grower-Farm-Field hierarchy. If you need the dry-land corners digitized then go to the next step.*)
7. Activate the **Digitize tool** by selecting it. **Now move into the view and begin by clicking inside the pivot by one of the corners**, then continue around the dry-land areas of the field and double-click when you're finished. This will attach the non-pivot acres to the pivot acres for the entire field boundary, but they'll be separated by the zones defining the field boundary. (*This can be used as a management zone when recording inputs on the field, whereas inputs might be different from what's under the pivot as compared to the acres in dry-land.*) Once this is completed, click the **Done** button and name the Grower-Farm-Field hierarchy to complete the process.

Editing an Existing Field Boundary

Over time a field boundary may change and need to be edited to reflect the acreage difference. You should always *Edit* an existing boundary; don't re-drive or re-digitize a new one as this will duplicate the existing boundary and cause issues with data sharing in the future. To edit a field boundary use the following steps.

1. Navigate to **Setup/Field Management Setup/Edit/Delete Fields**.

2. In the next window select the Grower-Farm-Field to edit and select the **Edit Boundary** button. If you don't have Field-Specific Imagery or General Imagery just select the **Next** button to continue. By clicking next you have the option to select the imagery source to use to stream in live such as NAIP (if within the U.S.) or another source (if outside the U.S.)
3. Select the tools needed to make the edits to the boundary and continue.
4. The tools you will most often use are the:
 1. **Edit Vertices**: with this tool you can select a vertex, (a point) and move it to a new location.
 2. **Add Vertices**: with this tool click anywhere on the field boundary outline and new vertex appears.
 3. **Split Polygons**: with this tool you can split off areas of the field then select the Clear Selected Features to delete these areas, you must begin outside and finish outside of the area being split.
 4. **Edit with Shapefile**: this tool will allow you to load a shapefile, such as a driven boundary using GPS, to overwrite the field that is currently in the system.
5. When finished select the **Done** button. A window will appear explaining that editing a boundary will result in all previously collected management zones being deleted. Select **Yes** and continue. All your saved data is fine; all Operations for all years are still available, just the management zones were deleted.

Editing Fields using the Combine Fields Option

When editing a field boundary using the Combine Fields option found under **Setup/Field Management Setup/Combine Fields**, you have two choices. Users can choose; 1) to only show Fields that intersect, or 2) show fields that intersect or are within a distance of.

This filter is a global setting, so once applied all Growers that have fields that fall within that filter distance will show up in the lists. If a change is applied from this view, then the filter will need to be reapplied to show all the Grower's fields a second time.

Field Boundary Default Legends

In Summit, a default legend can be set universally for all Growers' Field Boundaries. The default can be set to outline or solid and any color that a user prefers.

1. Navigate to the Maps view and a Field Boundary level.
2. Double-click the Field Boundary legend to bring up the Legend Editor.
3. Set your Boundary color to your desire and set the Draw Style to Outline or Solid.
4. Save both the Color Scheme and the Legend, naming both of them Boundary. In the Save Legend box, place a check mark in the Set as the default option.
5. Apply these changes to the boundary you are currently working with.

Management Zones

Always digitize or drive the boundary to the largest extent of the cultivated and managed acres that define the field boundary. This defines the number of acres managed within that field by that farmer/grower. Sub-field areas that managed independently of one another are Management Zones. For example, an 80-acre field split with corn on one-half and beans on the other is managed as one 80-acre field with two Management Zones for that crop within that season. A field boundary may or may not change over time but the different inputs over that same period definitely will. These areas, by Proagrica's logic, are management zones. In our system, a user can have as many management zones as needed to model real-world inputs and management practices within the field over time and space.

Creating Management Zones

Management zones in Summit can be created in either the Records or the Maps sections or in real-time using DGPS and Sirrus, in the field.

From the Records Section:

1. Select **Records** from the top menu.
2. Navigate to the Grower, Farm, Field desired.
3. Select the **Split** tool from the toolbar. Draw a line or polygon and double-click to make the split. (*The measure tools can be used to drop markers where a field split needs to be made, and then use the Split tool to complete the actual split.*)
4. Select **Save** on the bottom left of the screen and **name the file management zone** or something that reflects what happened at the time of creation. Examples might be crop zones 2009, corn/beans 2008, or corn 2010.

5. The **Load Management Zone tool**  can now be used to load what management zone is appropriate for the data to be recorded within the Records section.
6. Notice that you can only have one at a time saved as the default but, you can activate any of these and **Load** them into the field area view.

From the Maps Section:

1. Select **Maps** from the top menu.
2. **Turn on the layer of data** that you want to create a management zone from by placing a check mark in the box to the left of the name of that layer. Also, **click on the background of that layer** or the legend, it will turn dark gray. (*Only polygon layers can be converted to management zones*).
3. Click on the **Management Zone button** on the menu bar. It is the multi-colored icon in a square shape.
4. This will open the Management Zone tool Editor. This gives the user the ability to create further splits, union multiple zones into one zone, measure out how they want to make the splits, etc. Use these tools to create the needed management zone.
5. Select the **Save** button and name this by typing in an appropriate name for that management zone. You also have the option to save the management zone to either specific crop seasons or all crop seasons.
6. When you place a FarmRite Order or record Field Records in Summit, you can use these management zones to collect these data within these field boundaries. For example, placing an order on corn acres versus bean acres within the same field boundary allows you to utilize this tool.

Digitizing a Boundary using Online Imagery in SIRRUS

1. **Open SIRRUS® for iPad and click the 3-Parallel white bars (Menu Bar) in the top-left of the screen.** This will open the Growers, Farm, or Field view window.
2. **Choose the Create Boundary option.**
3. **Active the Boundary Tool option needed** by selecting that option in this list. These include GPS, Draw, or Pivot boundary options.
4. **Choose the Draw option.**
5. **Zoom in to the Field of your choosing. Click on the screen to drop vertices and choose the “Close Polygon” to complete the boundary. For**

additional polygons to be added to a Field Boundary, select the Orange button pop-up option-list. Choose the Draw option and continue.

6. The field edit buttons are in the pop-up list for the Boundary Tools. These give you the capability to use GPS, Draw, Edit Vertex, Draw Split, Union, GPS Split, and Pivot.
 - **GPS** – used with a GPS receiver to drive the field to create the boundary.
 - **Draw** – used to “click” around the field to drop vertices.
 - **Edit Vertex** – used to add new vertices or add and delete other vertices.
 - **Draw Split** – used to draw a line through a field boundary to create a split to the existing polygon.
 - **GPS Split** – used with a GPS receiver to split a field in real-time while driving across the field.
 - **Pivot** – used to create a Center Pivot field boundary. Click on the field where you want to drop the pivot, move the pivot by placing your finger where you want it moved to. Change the Radius by entering the value you need in the units box.
7. When finished with the boundary select the **Save** button, in the top right.
8. Enter or choose the name of the **Grower, Farm, and Field**.
9. **Choose Save to Exit.**

Driving a Boundary using GPS in SIRRUS

4. **Open SIRRUS® for iPad and click the 3-Parallel white bars (Menu Bar) in the top-left of the screen.** This will open the Growers, Farm, or Field view window.
5. **Choose the Create Boundary option.**
6. Choose the **Boundary Tools** pop-up list and select the **GPS option**. *At this point the assumption is you have set up your iPad with GPS using either the internal or external Bluetooth option. If not, this will need to occur before you can proceed using this functionality.*

7. Move to the area of the field to begin driving the boundary and **“Start”** the process. As you drive you will notice that it is dropping points (vertices) and snapping the line to define the field boundary.
8. When you are finished with the boundary, select the **Stop** button.
9. **Enter the name of the Grower, Farm, and Field** and select the **Save** button.
10. **Choose Save and Exit.**

Chapter 3: Creating an agX Account

An agX Account is part of the agX platform service that allows you to do several things; 1) synchronize data with other Summit users, 2) automatically backup and store your data on the FarmRite server, and, 3) download free soil type data (only available to U.S. customers). It is also the data delivery system for FarmRite customers.

To create an agX Account:

1. In Summit select the button named **agX Account**, in the top right of the Home Page.
2. Select the **Create Account** in the bottom center of the page.
3. In the following pages fill out the requested information. Your agX Account Sync ID will be created for this agX account using these credentials you have entered.

Logging into the agX Account:

1. In Summit select the button named **agX Account**, in the top right of the Home Page.
2. **Enter your credentials for your agX Account**, and click the **Sign In button**.
3. Your agX Account page will open showing your Profile, Authorizations, Connections, and Administration buttons.

General agX Account Settings Page:

The following are on the General Settings page when you first open your agX Account portal. Each has a short explanation, and in the following pages these will be explained in further detail.

- **Home Settings:** Update Password, Update Email, Add a Connection, Transfer Admin Rights, and Resurrect Data.
- **Profile Settings:** Update your Profile settings to the latest information.
- **Authorizations:** Selecting a Device Family allows the user to Revoke that product.
- **Connections:** Add or Manage a Connection with other agX Accounts.
- **Administration:** Transfer Administrative Rights, Resurrect Data, or Align Names and Structure.

Add a Connection

The agX Shared relationships can be set up between multiple Products including Summit, Summit Professional, SIRRUS, SIRRUS Premium, or Viewer. Once an agX Account has been created, then the user can set-up and share unlimited data between those locations and other products.

1. In Summit click the agX Account button, or open a browser and enter agxplatform.com, (if you do not have a Summit).
2. Select the **Connections** Option.
3. Choose to **Add a Connection**.
4. Enter the **email address of the Recipient** you are setting the agX Sync Relationship with, then click **Next**. (*This email address is tied to the other person's agX Account within our system*).
5. Select **the Growers, Farms, and Field boundaries to be shared** and select **Next**.
6. **Select all or only the Operations** (Layers) to be shared with this recipient and click **Next**.
7. Set the **Permissions** to either **Read Only or Read/Write** for these Operations.
8. **Select all or only the Recommendations** to be shared to this recipient and click **Next**.
9. Set the **Permissions** to either **Read Only or Read/Write** for these Recommendations.

10. The default for Administration settings for each agX Sync account, is each unique agX account is its own Administrator. *(The Administrator is in full control of these data being shared between locations. There is only ever one (1) Administrator of these data. If for a reason that you would be the Administrator of the other recipient's data, then you would need to be set as the Administrator of their data also on this page).*

The **Recipient Allowed to Transfer Data** is a setting that applies to users who might need to send .sst packages to other Products. Make the appropriate settings and click **Next**.

The **Automatically Share Incoming Fields from the current agX Account** allows the user to Automatically Share Incoming Fields to this recipient.

11. The next page is a confirmation page of all the settings and selections you have made in the previous pages. If everything is set up properly, then click the **Connect** button.

An invitation will be sent to the recipient of this relationship. The next time they click the agX Sync button, they will be presented with an option to Accept or Reject this relationship. Once Accepted, the recipient needs to click the Reciprocate button to allow a two-way channel of data being shared back and forth between these two agX Sync accounts.

Managing an agX Account:

1. In Summit click the agX Account button, or open a browser and enter agxplatform.com, (if you do not have a Summit).
2. Select the **Sign In** button and enter your agX Account credentials and choose the **Sign In option**.
3. **Select a Connection to Manage** by clicking on that connection (agX Sync Account).
4. **The Outgoing and Incoming Connections will show either Rejected or Accepted.** To Manage Outgoing Fields and Data, **Click on the appropriate option(s)** and make the edits as necessary.

Empty/Rejected Connections:

If agX Sync Account relationships have been empty or rejected over some period of time, the user has the option to **Hide** those connections.

Transfer Administrative Rights:

At times, a user may need to Transfer Administrative Rights from one agX account to another. These steps will demonstrate how to accomplish that.

1. From your agX Account site, select the Administration/Transfer Administrative Rights.
2. Under the “Select an Option” box you have two choices. First, is to **Transfer Rights to an Existing User; and second, is Transfer Rights to User Email.**

Transfer Rights to an Existing User option

1. Select that Existing Connection, to transfer rights to. Choose **Next**.
2. In the Pick an Option drop-down list choose from, 1) Transfer Selective Rights (Single Field); or 2, Transfer All Rights (Multiple Fields). Select the appropriate options and continue by clicking **Next**.
3. **Click the Transfer Rights button in the bottom right of the page.**

Note: Recipient Must Have Corresponding Data to Complete Transfer

Transfer Rights to User Email option

- 1) Select the Transfer Rights to User Email option.
- 2) Enter the Email and SyncID in the appropriate boxes, and select the Verify button.
- 3) In the Pick an Option drop-down list choose from, 1) Transfer Selective Rights (Single Field); or 2, Transfer All Rights (Multiple Fields). Select the appropriate options and continue by clicking **Next**.
- 4) **For the Multiple Fields option select the Growers, Farms, and Fields to Transfer and click the Next button.**
- 5) **Click the Transfer Rights button in the bottom right of the page.**

Note: Recipient Must Have Corresponding Data to Complete Transfer

Resurrect Data

Data that has been deleted can be resurrected back into your agX Account. To accomplish this use the following steps.

- 1) Select the **Administration/Resurrect Data** option.
- 2) **Make your selection of the Field** and all related data to be resurrected.
- 3) **Click the Resurrect Selected Field** button at the bottom of the page.
- 4) **Next time you Sync, this Field and all its data will appear within the program.**

Align Names and Structure

At various times two users may get the same data, but under different Named Growers, Farms, or Fields. This tool allows one user to pass the Grower, Farm, Field names in a one-time push, to another agX Sync Account.

- 1) Select the **Align Names and Structure option.**
- 2) Select the Existing Connection to pass this to.
- 3) Select the **Align** button.
- 4) Click the **OK** button and continue.

***Note:** Once a connection has been created, all newly added boundaries can be shared in these agX connections. Each time a new field boundary is added on a Summit, you have options to assign that Grower-Farm-Field hierarchy to any of the other agX accounts you have an agX connection set up between.*

***Note:** It typically takes three agX Sync clicks per agX Sync Account to finalize data sharing through an agX connection. Both agX Sync Accounts must perform an agX Sync once to initiate the connection. Then they must perform an agX Sync each time to upload data to the server and to download from the server.*

Chapter 4: Importing & Managing Data in Summit

Importing Soil Type Data

Downloading Soil Type Data:

1. Navigate to **Setup/Basedata/Download Soil Data**. Choose the **Grower, Farm, Field**, if you are in Iowa you may want to take the ISPAID option. All other states will use the SSURGO database, which is the default.

***Note:** All newly created field boundaries will have SSURGO data automatically downloaded.*

Using Online Imagery to Create the Field Boundary:

1. When digitizing a field boundary from online imagery, the soil type maps are downloaded automatically once the boundary has been digitized and added with a Grower, Farm, and Field name. The same applies if you had added the boundary as a shapefile.

Adding the Boundary as a .sst package or through an agX connection

Once your boundary or boundaries have been entered into your Summit, follow these steps:

1. Perform an **agX Sync** to send the Field(s) to your agX account.
2. Choose **Home/Soil Data**.
3. Select the **Grower, Farm, and Field** and which option for the soils resource.
4. Select the **Download Selected**.
5. Navigate to the **Maps view** and the soils layer will appear in the Table of Contents.

Note: You can convert soil type maps into images and/or management zones in the Maps view. These, in turn, can be used in Summit as management zones or synchronize to your SIRRUS for recording field inputs.

Importing Soil Lab Results

There are two methods to get your results file back from the soil test lab. The first is the automated method which is explained in more detail in the following paragraphs. A second method is to build the lab import, which will be used each time to import the results into each individual field.

1) Directly Importing Soil Test Results from Lab

Several leading soil test labs have implemented a programming interface that allows them to directly attach soil test results within the agX platform, minimizing the need for you to receive soil test result emails and manually importing each file.

1. Import the soil test points from SIRRUS. (See the SIRRUS Manual).
2. Select **Reports** from the top menu.
3. Select **Record Reports**.
4. Select the appropriate **Grower, Farm, and Fields**.
5. Select **Soil Sampling Reports/Barcode Report**.
6. Click the **Preview** button to open a .pdf barcode report the soil test lab will use for this automated method.
7. **Print** 1-page for each field and include it with the soil samples that are delivered to the soil test lab.
8. When the lab is finished, click the **agX Sync** button to import the results into your Summit.

Users can place a FarmRite order with their agronomic tasks without the results being completed. These orders will appear as delayed until the soil test lab sends the results to the Client's agX Account, in which case, the order is re-queued on the FarmRite server and the processing is completed.

The following is the second method of importing in soil test lab results into Summit.

2a) Building the Soil Lab Format

1. Select **Data Management (Data Mgmt.)** from the top menu.
2. Select the **Import Data** tab.
3. Select **Soil Test (Results)** from the Type of Data pick list.
4. Under the Format option, choose **Manage Import Formats**.
5. Select the **Create New** button.
6. **Browse** to a file that contains your soil test lab results.
7. Select the **Delimiter Type**.

8. Match each column header to the appropriate header such as: match Sampling ID to the id column or Soil pH to the pH column.
9. When finished, click **Save**.

2b) Importing Soil Test Results

1. Select **Data Management (Data Mgmt.)** from the top menu.
2. Select the **Import Data** tab.
3. Select **Soil Test (Results)** from the Type of Data pick list.
4. Under the Format option, select the **appropriate lab format**.
5. **Browse** to the file that contains your soil test lab results.
6. Open up the **Grower/Farm/Field** to the **Soil Sampling** operation.
7. Match the Grower's Field to the correct lab file for each individual field boundary.
8. Click the **Import** button each time, per field boundary, to import in that specific Field's lab results.
9. When finished, select the **Done** button.

Importing Soil Test Lab Recommendation

- 1) When creating a soil test lab format the user will set columns for "P205_Rec, "K20_Rec, etc. that will be matched to the labs file.
- 2) Recommendations must be 100% nutrient recommendations, not product recommendations.

Importing Soil Test Shapefile

1. Select **Data Management (Data Mgmt.)** from the top menu.
2. Select the **Import Data** tab.
3. Select **Soil Test (Spatial)** from the Type of Data pick list.
4. Under the Format option, select **Shapefile**.
5. Click **Browse** and navigate to the location where these shapefiles are located.
6. **Select all the shapefiles** you need to import and select **Next**.
7. The next view will show all the fields that intersect the selected point shapefiles.
8. **Choose** the files you want to import by filling out all the items in red.
9. Select **Next**.

Exporting Fertilizer or Planting Recommendations

1. Select **Data Mgmt.**
2. **Export Data.**
3. Select the **Export Recommendations** tab.
4. Select the data types such as **Commercial Fertilizer or Planting.**
5. **Choose the Controller Company, Controller Software, and Controller Type** in the bottom center of the screen.
6. Select the **Recommendations to Export** and click **Next.**
7. Select the **file naming format**, the **export location**, and any custom text (this is optional).
8. Select the **Export button** to complete the process.

Importing Yield Data

1. Select **Data Management (Data Mgmt.)** from the top menu.
2. Select **Import Data**
3. From the **Type of Data** list, select **Harvest.**
4. Choose the **Format.**
5. **Browse** to the folder where these raw yield data files are stored.
6. **Select the files** you wish to import.
7. Click the **Next** button
8. **Fill out the Red Text boxes** in the following pages.
9. When asked to fill out the Crop Season, in the lower right hand corner of the view is the **Crop Settings** button. Select this and choose your **Summit Crop, Crop Season, either the Manual or Auto Calculate option, other properties options, and whether to Save as default and/or Override settings assigned at Field. Click the Save button and Close.**
10. Click the **Next** button
11. Choose either the **Manual or Batch** option. The **Batch Import** option will save the user time and effort, using **Manual** requires the user to visit each single field and yield file in the system. The **Batch** options can be set to save time and effort in processing yield data.
12. If the **Manual** option is chosen, if all the yield points (in blue) intersect the field, click the **Next** button and continue. If not, select the **Split** tool and **Select Intersecting Points.** If a field is not found that intersects these yield data, you will need to click the **Digitize** button and create the field.
13. Click **Next.**
14. Click the **Finish** button when all the yield files have been read.
15. When Summit has completed processing, click **OK.**

16. To view yield data, open the **Maps** section and navigate to the field. (Refer to the Maps Chapter).

Note: *Yield Reports can be created by navigating to **Reports/Record Reports/Harvest Reports/Yield**. There are several options available for reporting the information.*

Importing As-Applied Data

1. Select **Data Management** from the top menu.
2. Select **Import Data** and for the Type of Data, choose **As-Applied**.
3. Select the correct Format to use and click the **Browse button** to select the needed files to import and select **Next**.
4. Fill out the needed information and **choose the correct Season**.
5. Select **Next and click the Edit button** to make any changes as needed. When everything is complete select the **Next** button.
6. All the fields that intersect these data will be shown in the view with the **Import** option pre-selected. **Click the Next button** to continue.
7. If no intersecting fields were found for the as-applied data, then you have the option to **Digitize** the boundary around the points that were collected. Select Done when finished and fill out the Grower/Farm/Field information.
8. Select the **Finish button** to complete the process.

Note: *Navigate to the Maps view to view these data and create a quick map of the dataset. You can also select Reports and either Planting or Fertilizer Reports to create a report that can be saved as a .pdf file.*

Importing Tissue Sampling

1. Select **Data Management** from the top menu.
2. Select **Import Data** and for the Type of Data, choose **Tissue (Results)**.
3. Select the correct Format to use and click the **Browse button** to select the needed files to import.
4. If a Format needs to be created, choose **Manage Import Formats**.
5. Select the **Create New** button.
6. **Browse** to a file that contains your results.
7. Select the **Delimiter Type**.
8. Match each column header to the appropriate header such as: match Sampling ID to the id column or Soil pH to the pH column.

9. When finished, click **Save**.
10. Choose this file from the list to complete the import.

Importing Veris EC/OM/CEC Data

1. Select **Data Mgmt.** from the top menu.
2. Select **Import Data** and for the type of data choose **Soil Sensor**, the Manufacturer **Veris**, and the format **EC/OM/CEC**. *The Remove Statistical Outliers from Data is checked by default, uncheck this if you want to view all of these data.*
3. **Browse** to and **select** the **.dat/.txt files**.
4. For the **Select an Import Option**, choose **Import points to this field**.
5. Fill in the **Crop Season**.
6. Fill in a **Saved Name**. (This is optional)
7. Choose the **Event Date** for when this data was collected.
8. Click the **Next** button.
9. To **view these data**, navigate to the appropriate field in the **Maps** section. (Refer to the Maps Chapter)

Importing Veris pH Data

1. Select **Data Mgmt.** from the top menu.
2. Select **Import Data** and for the type of data choose **Soil Sensor**, the Manufacturer **Veris**, and the format **pH**. *The Remove Statistical Outliers from Data is checked by default, uncheck this if you want to view these data.*
3. **Browse** to and **select** the **.dat/.txt files**.
4. For the **Select an Import Option**, choose **Import points to this field**.
5. Fill in the **Crop Season**.
6. Fill in a **Saved Name**. (This is optional)
7. Choose the **Event Date** for when this data was collected.
8. Click the **Next** button.
9. To **view these data**, navigate to the appropriate field in the **Maps** section. (Refer to the Maps Chapter)

Importing .sst Packages

An .sst package is a set of files that one Summit user can send to another Summit user for transferring data when no agX Connection exists between users.

To import an .sst package:

1. Select **Data Mgmt.** from the top menu.
2. Choose **Import Data.**
3. Select the **Import Package** tab.
4. **Browse to the .sst file.**
5. Follow the on-screen directions and click **Next** through the wizard.

To export an .sst package:

1. Select **Data Mgmt.** from the top menu.
2. Select **Export Data** and choose the types of data to send to another Summit.
3. Click the **Next** button.
4. Choose the specific **Growers/Farms/Field** and data to be packaged.
5. **Choose the items** to be packaged.
6. Click the **Create Package** button.
7. **Name and Save** the file on your hard drive.
8. The .sst package can be emailed to another Summit user.

To export a Shapefile from Summit:

1. Select **Data Mgmt./Export Data/Place a check-mark in the boxes next to the items required and click Next.**
2. If a Field boundary is desired, (as a shapefile) open to the boundary of choice and **right-mouse click.**
3. Choose **Export Single Shapefile.**
4. For other items such as soil test points, management zones, yield etc. the same steps are followed, just open to that level of the item needed to be exported and repeat steps 1 – 3.

Exporting a Data Bullet

A Data Bullet is exactly as it sounds, it's a one way shot of data to an outside party that you may not want to create an agX Sync Relationship with. Example might be to a soil sampling group, a crop scouting crew, or a set of Yield Files

to a 3rd party group. Data Bullet is a one-time solution, there is no 2-way street of data flow, such as in an agX Sync Relationship. The following steps will demonstrate where these options are located at within the program.

- At the Field level, load (Apply) what layers you need into the Mapping view.
- In the Mapping view select the layer to Data Bullet and right-mouse click on that layer. A window will appear with the option to create a Data Bullet. Select this from this list.
- The “Select Contacts” window will appear. To add Contacts click the Green Plus sign and enter the appropriate Name, Email Address, and Sync ID and click the Add Contact button. (These Contacts will appear each time as choice options in the list).
- Once this list is populated with your Contact information, you have the option to select one, or several at a time. If you Select One Contact, you have the option of Transferring Admin Rights, but if multiple Contacts are selected, this option is not available.
- Make your selections and hit the Send button. *A screen should appear confirming that a Data Bullet has been sent to this Contact.* Click OK and continue.
-

Note: The Data Bullet option is available anywhere where the Preview Data option is available within the software:

1. Field Level Mapping View/Export Recs/Select the Data Type/Right Mouse click on the Recs and select the Preview Data option/Select the Data Bullet button.
2. Select Data Mgmt./Export Data/Select the Recs/Select the Grower-Farm-Field(s)/Select the Nutrient Recs/Right-Mouse Click to Preview Data/Select the Data Bullet option/Click Next/Select the Product Recs/Right-Mouse Click to Preview Data/Select the Data Bullet Option.
3. The “Select Contacts” window will appear. To add Contacts click the Green Plus sign and enter the appropriate Name, Email Address, and Sync ID and click the Add Contact button. (These Contacts will appear each time as choice options in the list).
4. Once this list is populated with your Contact information, you have the option to select one, or several at a time. If you Select One Contact, you have the option of Transferring Admin Rights, but if multiple Contacts are selected, this option is not available.

5. Make your selections and hit the Send button. *A screen should appear confirming that a Data Bullet has been sent to this Contact.* Click OK and continue.

Deleting or Renaming Data

To delete Yield Data:

1. Select **Data Mgmt.** from the top menu.
2. Select **Delete Data.**
3. Select the **Fields Yield files to delete.**
4. Once selections are made, choose the **Delete Checked Items** button.

To delete Operations:

1. Select **Data Mgmt.** from the top menu.
2. Select **Delete Data.**
3. Select the **Fields Saved Data to delete.**
4. Once selections are made, choose the **Delete Checked Items** button.

Deleting or Renaming Operations from the Maps View:

1. At the Field level, select the layer to **Rename or Delete.**
2. **Right-mouse click** on that layer and choose either option.

*Note: This only deletes out Operations or data layers not the field boundaries. To delete out a Field Boundary go to **Setup/Field Management Setup/Edit/Delete Fields** to make those selections. This is outlined in the following steps.*

Deleting Growers, Farms, or Fields

To delete a Grower, Farm, or Field:

Note: This will delete ALL saved data for the selected Grower, Farm, or Field and remove the Grower, Farm, or Field and all associated data from any agX Connections.

1. Select **Setup** from the top menu.
2. Select **Field Management Setup.**
3. Select **Edit/Delete Fields.**
4. Select the **Grower, Farm, or Field** you wish to delete.
5. Choose the **Delete Selected Item** button.

Renaming a Grower, Farm, or Field.

To rename a Grower, Farm, or Field:

1. Select **Setup** from the top menu.
2. Select **Field Management Setup**.
3. Select **Edit/Delete Fields**.
4. **Select the Grower, Farm, or Field** you wish to rename.
5. Choose the **Rename** button.
6. Type in new name and select **Enter**.

Moving Farms and Fields

To move a field to another farm, or to move a farm to a different Grower:

1. Select **Setup** from the top menu.
2. Select **Field Management Setup**.
3. Select **Move Farms/Field**.
4. Select the **Grower/Farm/Field** you wish to move.
5. Select the **Grower/Farm/Field** you wish to move your previous selection to.
6. Click the **Move** button.

Note: All relevant data that belongs to that field will move along with the field boundary to the new location.

Combine Fields

1. Select **Setup** from the top menu.
2. Select **Field Management Setup**.
3. Select **Combine Fields**.
4. **Choose Field 1** from the left-hand side, (this will be your final boundary) and the **field you want to combine from Field 2** from the right-hand side drop-down list. *Once this is complete, field 2 will be combined into Field 1 as the final result... ..and all data belonging to field 2 will be moved into your field 1 choice.*

Grower Labels

1. Navigate to **Setup/Field Management Setup/Grower Labels**.
2. Select the **New Label button** and enter the name.
3. **Select this Label** and **select Growers** to Assign to Label.

4. In the **Records or Maps** view, select the **Filter** button (looks like a funnel on the right top side of the view) and you can filter by All Growers (that you select) or Shared Growers that belong across two different Labels. Example of Labels might be Salespeople, Business Units, Retail Locations, etc.

Deleting Imagery

To delete imagery:

1. Select **Setup** from the top menu.
2. Select **Basedata**.
3. Select **Manage Images** tab.
4. Select the Grower, Farm, Field, and **image** you wish to delete.
5. Select the **Delete Checked Items** button.

Chapter 5: Creating Crop Plans and Cost Groups

The Plans section is only available in Summit Professional. The Plans section allows you to create and spatially apply plans to a farm or individual fields in order to compare various crop input scenarios. These scenarios can then be converted into recommendations and/or actual records.

To Create a Crop Plan;

1. Select **Plans** from the top menu.
2. Select **Create and Manage Plans**.
3. Select an **Operation** and select the **Add** button at the bottom of the screen.
4. **Fill out** the pick list and select **Save**.
5. **Repeat steps 3 and 4 for each operation you wish to add to the Current Plan.**
6. When you are complete with the Operations list, **close the pick list**.
7. **Select an operation** and **click the right arrow** in the middle of the screen to add that operation to the Current Plan.
8. **Repeat Step 7 for each operation you wish to add to the Current Plan.**
9. When the Current Plan is complete, click **Save** and assign a name that identifies the plan.
10. Select **Done**.

To Apply Plans to Fields (Creating Scenarios);

1. Select **Plans** from the top menu.
2. Select **View/Apply Plans**.
3. On the right side of the screen, **select the Grower, Farm, or Field** to which you will apply a plan.
4. On the bottom left of the screen, **select the Plan** you wish to apply.
5. **Click on the fields or management zones** to apply the plan.
6. The fields or zones will be highlighted and the Applied Plan will be listed on the top left of the screen. These will be color-coded according to the plan used.
7. When finished, select **Save** at the bottom left of the screen.
8. **Enter a name** for the Scenario.
9. If you intend to associate costs with the scenario, select the **Season**.
10. Select a **Cost Group** from the following drop-down lists.
11. When finished, select **Save** and **OK**.

Creating Cost Groups

Cost groups allow you to compare input costs across an entire farming operation or within just one field. Cost groups can be categorized in several ways; 1) based on a time/date of payment, 2) based upon different retail locations regarding product costs, and 3) based upon what can be saved if paid in pre-season vs. in-season price lists.

1. Select **Setup** from the top menu.
2. Select **Input Cost Setup**.
3. You can assign costs under the following 4 tabs: Inputs, Operational, Fixed, and Service.
4. The **Inputs** tab is selected by default.
5. Select the **Crop Season**.
6. In the Cost Group list, select **New**.
7. Enter a descriptive **Name** and click **OK**.
8. **Select the appropriate category tab.**
9. Any products that appear in red text need costs associated with them.
10. Click **Edit** and fill out the needed information.
11. When finished, click the **Add Item** button and **Close**.
12. When you are finished assigning costs, click **Save** and **Done** at the bottom of the screen.

To Create a Planning Report:

1. Select **Reports** from the top menu.
2. Select **Planning Reports**.
3. Select the **Grower, Farm, or Field** you wish to report.
4. Select a **Scenario**.
5. Select the **Type of Report** you wish to create.
6. Select the **Preview** button.
7. An Adobe PDF report will open. Click the **Save** button to save it to your hard drive. Click the **Print** button to print a copy.

Converting a Scenario to a Recommendation

A Scenario can be converted to a Recommendation and sent to another Summit or to Sirrus.

1. Select **Plans/View Apply Plans**.
2. Select the **Scenario** to be converted to a recommendation.
3. Click the **Convert button** in the lower-left corner of the view.

4. Complete all the needed information regarding **Crop Season, Fulfill Dates** and any **Notes** that may need to be filled out.
5. Click the **OK** button to finish this process.

Converting a Recommendation to an Operation

Once fulfilled, a Recommendation can be converted to a Saved Operation.

1. Navigate to the **Records** view.
2. **Open** to the field to work with.
3. **Click** the **Open** button and select the Recommendation to convert to a Record.
4. **Choose** from the options given as is appropriate.
5. **Click** the **Save** button to finish this process.

Creating Planning Reports

Once Plans have been filled out and recorded, and cost groups have been populated to each field for the items selected various reports can be ran from these data.

1. Choose the **Reports** button.
2. Select the Planning Reports option.
3. Choose the Grower, Farm, Field and Scenario to run the report.
4. On the right side of the page select the types of Financial or Planting reports that you want to run.
5. Click the **Preview** button.

Chapter 6: Record Keeping in Summit

Record View Tools



Select Zoom-In Zoom-Out Zoom-All Pan Measure Split Load Mgmt. Zones Notes Help

Recording an Operation in Summit

1. Select **Records** from the top menu.
2. Choose the **Edit** button on left side of the screen.
3. **Uncheck any operations** you will not collect data for in a Farming Year cycle.
***Note:** you will only need to do this one time. You can modify this list as needed.*
4. Click the **Save** button.
5. On the right side of the screen, select the appropriate **Grower/Farm/Field level view to begin the process.**
6. On the left side of the screen, choose the **Operation** you will be recording.
7. **Select the field(s) or part of the field** you wish to assign data to.
8. **Fill out the drop-down lists** for the selected operation.
9. You will **Assign** this to the field or fields as needed, before you actually click the Save button. Assign this by holding the **Shift Key and left mouse clicking on those other fields** or areas of a field with those same inputs.

***Note:** The first time you use the Records section you must select Manage Pick-List for each drop down list item. Simply select the most commonly used inputs, rates, etc. The pick lists can always be modified and they are available globally to every Grower.*

10. When finished recording an operation, click the **Save** button at the bottom left of the screen.

11. Fill out the **Season, Event Date, Name**, and any notes, if needed.
12. Click the **Save** button.

Recording a Deep Soil Sampling Operation

1. Select **Records** from the top menu.
2. Choose the **Grower/Farm/Field** from the list.
3. From the **Operations** list select **Soil Sampling**.
4. Select the **Edit** button and turn on the items for the Deep Soil Sampling such as Subsoil 1 Sample ID, Subsoil 1 Sample Depth, Subsoil 2 Sample ID, Subsoil 2 Sample Depth, etc. How deep you are sampling will determine what items you'll need to turn on and fill out in the following steps.
5. From the dialog box select either New Polygon or New Point, whichever one is appropriate for your application. *(This example will be for a New Point Operation.)*
6. Select the Drop-Point Tool (the blue point tool on the tool bar) and drop the first point where you want it on the field. *(Before you drop a second point you will need to fill out the needed items on the left-hand side of the screen.)*
7. The first point will be selected or yellow in the view, now on the Soil Sampling Operations list fill out the following items Sample ID, Sample Depth, Sample Depth Units, and all the subsequent Subsoil 1 Sample ID, Subsoil 1 Sample Depth, etc. that is necessary for your soil sample. *(Fill out the SS1 Sample Depth to and hit the "Enter" key, the other information will fill out automatically within the needed items.)*
8. When all the depths are filled out go back into the view and begin dropping your second point and so on until all points are dropped within the field.
9. Select the **Save** button and fill out the **Season, Event Date, and User Defined Name**. Select the **Save** button again to save the Operation. This file can be shared to Sirrus and be used in the field for pulling the samples.

Creating a Recommendation for Planting or Fertilizer

1. Select **Records** from the top menu.
2. On the right side of the screen, select the appropriate **Grower/Farm/Field**.
3. On the left side of the screen, choose the **Crop Establishment and Inputs** Operation.
4. **Select the field or part of the field** you wish to assign data to.
5. **Fill out the drop-down lists** for the selected operation.

6. When finished, click the **Save** button.
7. Place a check mark next to **Save as recommendation**.
8. Fill out the **Season, Name, Recommended Dates** and any notes.
9. Click the **Save** button.

***Note:** Recommendations are just that, they are what a crop consultant or crop advisor suggest that a grower might need to do. An example might be planting a certain rate of corn of a specific hybrid on specific soils across the field.*

Creating a Tank Mix Recommendation

1. Using one of the **Options** in the **Crop Establishment and Inputs** Operation that can be stored as a Tank Mix Recommendation, select one such as **Herbicide**.
2. Fill out the **Product(s) and amounts, units**, etc.
3. You are required to fill out **Carrier, Total Application Rate, and Total Application Rate Units**. Save this as a **Recommendation**.
4. Choose **Data Mgmt./Export Data/Export Recommendations/Tank Mix**.
5. **Select the appropriate controller**, choose a storage location, and name the file.
6. In the last box, select to **Create Loadsheets** before selecting **Export**. This will create the .txt file that will contain the product amount and total amount information. Your recommendation file will be in the location where you chose to store this in the earlier step.

***Note for Recommendations:** when working within the **Pesticides (Herbicides, Insecticides, or Fungicides), Growth Regulators, Seed Treatments, or Nitrogen Stabilizers Operations** that use any product with a **MSDS (Material Safety Data Sheet)**, you can print this off or save a **.pdf** for later use in the field. This is represented by the small **i (identify)** button beside the **Registration Code** for that specified product.*

Converting a Recommendation to a Saved Operation

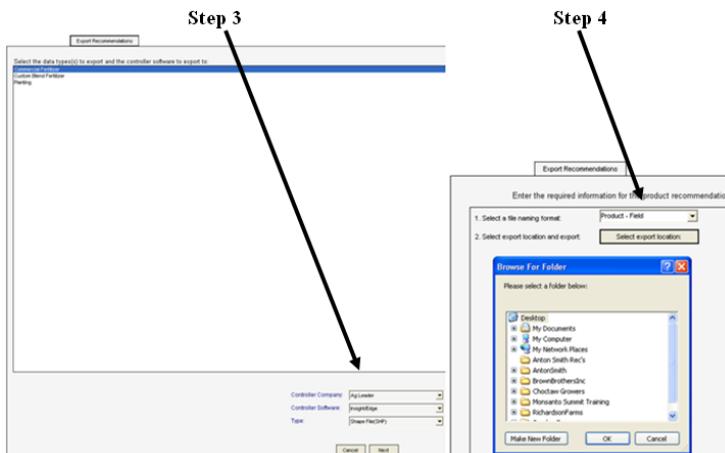
1. Select **Records** from the top menu.
2. At the bottom left of the screen, select **Open**.
3. **Choose a recommendation** from the list and click **Open**.

4. If changes are necessary, select those from the drop down lists and click **Save**.
5. A dialogue box opens. You can choose to **Fulfill, Overwrite Existing, Save as New** or **Skip**.
 - Choose **Fulfill** to convert the recommendation to a saved operation (a record of what was done on the field).
 - Choose **Overwrite Existing** to overwrite a previously saved recommendation.
 - Choose **Save as New** if you made changes and wish to save it as a new recommendation.
 - Choose **Skip** if you don't want to save the recommendation.

Exporting Fertilizer Operations Created in the Records View.

When a fertilizer operation has been saved as a recommendation, this can be exported to shape file based controllers.

1. Fill out a **Fertilizer** input within the **Crop Establishment and Inputs** Operation in the **Records** view.
2. Save this as a **Recommendation**.
3. Navigate to **Data Mgmt./Export Data/Export Recommendations** and choose the appropriate files to be exported.
4. Fill out all the requested information and choose the location where to store the file. From this location, you will make a copy of this file to take to the controller software.



agX Content Request Form

Proagrica personnel manage all the reference database items used in Summit and SIRRUS. In order to share data between multiple programs these collected data must be in a standardized format. Although tremendous effort is spent keeping the agX Content database up to date, there may be instances where data items you need are not available for selection. If this is the case, please submit a request to us and we will add the items in the next update. The following steps outline this process.

To Submit a agX Content Database Request (must be connected to the Internet):

1. Select **Home** from the top menu.
2. Select **Updates** on the left side of the screen.
3. Select **agX Content Request**.
4. Fill out the required **contact information** form.
5. In the text box, **write a request** for Hybrids/Varieties, Herbicide, Insecticides, Fungicides, Weeds, Insects, Diseases, Tractor Models, etc. you wish to be available in the pick lists. Please mention the specific item that is needed and include any additional information that might assist Proagrica personnel with the research and entry process. Examples include crop type, pesticide type, product registrant, registration number, manufacturer website, manufacturer phone number, etc.

Note for Recommendations: when working within the Pesticides (Herbicides, Insecticides, or Fungicides), Growth Regulators, Seed Treatments, or Nitrogen Stabilizers Operations that use any product with a MSDS (Material Safety Data Sheet), you can print this off or save a .pdf for later use in the field. This is represented by the small button (a small orange label on a piece of paper) beside the Registration Code for that specified product.

Chapter 7: Working in the Maps Section

The Maps section is used for viewing all the data layers you have collected on a given Grower, Farm, or Field. For FarmRite users it can also be used for creating, editing, and exporting Product Recommendations.

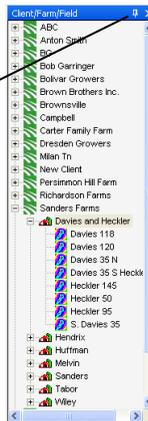
Viewing Data

View Layers in Maps Section

1. Select **Maps** from the top menu.
2. Select the **Grower/Farm/Field** you wish to view. Available data layers appear on the left.
3. **Check** on a layer you wish to view.
4. **Double-click** on the layer to open the Legend Editor. The Legend Editor allows you to change color and legend settings.
5. Create a PDF report by selecting the **Print Report** button on the toolbar.

Working in the Map Panels

Click the Pushpin to collapse the



- In the Maps section, you can minimize and maximize the panels by clicking on each panel's push-pin button.
- You can also drag the panels left or right to maximize the center map.

- At any time you can select the Undo button (green circular arrow button ) to return to the default settings.

Maps Section Tools

- The various tools in the toolbar are from left to right: Zoom-in, Zoom-out, Zoom-all, Pan, Measure Tool, Print Report, Create Management Zones, Create a Field Specific Image, Export to Google Earth, Create Road Maps, Create Routing Map, Display Values Tool, and a Labels On/Off feature.

Right-Mouse Click Options

- By right-mouse clicking on any layer you will be presented with a list of options to perform on that layer.

Right-Mouse Click Options on Yield Data

- Right-mouse clicking on a yield layer **opens the Summit Yield Editor**. This editor includes features that allow changing the following: **Crop Settings, Yield Adjustment, Monitor Settings, Move Observations, and Swath Width**. There is a Return to Original button, which allows the original Yield Layer to be re-loaded. Any changes that are permanent must have the **Apply** button selected, to apply those changes.

Layers Button Drop-Down List Options

- In the top-left corner is the Layers button, this gives the user a selection on different options to be performed on all the layers.

Merge Tool

- Under Edit Data is an option to Merge Data, use this if you have multiple layers of the same data type such as soil test points, EC data, or nutrient recommendations. This tool will combine the old individual layers and merge them into one new merged layer. This layer can then be used to import soil test results into, place orders, or create a recommendation file.

Create/Edit Product Recommendations

- Refer to FarmRite Chapter 9 for more details.

Legend Editor Options

By Double Left Mouse Clicking on any data layer, the user is presented with the **Legend Editor**. In this Editor window are several options including:

- **Drop down list options** for switching between the Layers in the View, without leaving the Legend Editor.
- The **Classification Section** including the **Item, Method, and Number of Classes** to use.
- The **Legend** itself, which can be changed, but that depends on the Classification Method used. If the **User-Defined** option is selected, then the user can enter the value ranges they want to use between the classifications breaks manually, from the keyboard.
- The **Multi-Color Ramps using a Start Color, Two-Mid Color ranges, and an End Color option**.
- A **Single color** option, whereas, the colors can be reversed.
- The **User-Defined** option, whereas, the user can set the colors independent of one another.
- The **Transparency** option, from solid through the user's level of transparency required.
- **Load Color Scheme** and **Save Color Scheme** option buttons.
- Button options for **Returning to Default, Apply to Layer, Close, Load Saved Legend, or Save Legend**.

Soil Sampling Recommendation from Soil Type

By right-mouse clicking on a soil type layer (or a layer that was surfaced through FarmRite) and selecting "Soil Sampling", the user can create a polygon based soil sampling recommendation. This recommendation can then be loaded on to r SIRRUS for field sampling.

Creating Management Zones

1. Select **Maps** from the top menu.
2. **Turn on the layer of data** that you want to create a management zone from by placing a check mark in the box to the left of the name of that layer.

Also, **click on the background of that layer** or the legend, it will turn dark gray.

3. Click on the **Management Zone button** on the menu bar. It is a multi-colored icon in a square shape.
4. This will open the Management Zone tool Editor. This gives the user the ability to create further splits, union multiple zones into one zone, measure out how they want to make the splits, etc. You can also name this by typing in an appropriate name for that management zone.
5. Now, when you place a FarmRite Order or record Records in Summit you can use these management zones to drive what is to be recorded or ordered upon within these field boundaries.

Management Zone Tools

Within the Management Zone Editor tool are a few more options for working with management zones. Although you can create Management Zones in the Records view, you can only access the Management Zone Editor tool in the Maps view. The Editor gives the user more options for working with a management zone.

Tools:

Included in this list are the Center Pivot Tool, Pan, Select, Zoom In, Zoom Out, Zoom Original, Union Polygons, Split Polygons, Area Split, Clear Last Point, Clear All Points, Absolute Distance, Relative Distance, and Clear Points tool. Each tool must be selected or activated for it to be utilizable in the view.

Load Shapefile:

When choosing the **Load Shapefile** option you now have two choices; A) import in **Polygon shapefiles**, or B) import in **Point shapefiles**.

Settings option:

When opening the Management Zone Editor tool the user has the option to set the minimum acreage setting for the zones to be created. The default is 0.25 acre, but users can set whatever is needed for their inputs. This option is found in the right side panel about half-way down the screen.

Help:

This list gives a detailed breakdown of each tool and its function.

Saving a Management Zone:

- When saving a Management Zone, you can assign to a **specific Crop Season** or to **All Crop Seasons**.

Grower/Farm/Field Window Pane Options

1. In the **Maps** view, open the **Grower/Farm/Field** window pane.
2. **Right-mouse click** on any field name and you have options for the Grower/Farm/Field ID, Load Boundary Only, or Show Intersecting Fields.

The Grower/Farm/Field Id would be used for any technical related issues within these data. The Load Boundary Only does exactly that, to re-load any of the existing layers, simply turn them back on, in the **Layers** drop-down list for that field. The Show Intersecting Fields will do exactly that as well, once they appear the user can make a decision to combine them to alleviate any spatial errors.

Product Editor

1. In the **Maps** view, right mouse click on the **Recommendation layer** that needs editing.
2. Choose **Edit Product Rec.**
3. Make any of the needed changes and select the **Save** button.
4. **Name this recommendation** and click the **Close** button. This new recommendation will now appear in the list.

Request Dispatch

1. In the **Maps view**, **right-mouse click** on the Recommendation layer that needs to be dispatched and choose **Request Dispatch**.
2. **Select** the Dispatcher, set your **Cutoff Date** and set up the **Task Window** and click **Request**. *Refer to the section on Logistics for further instructions.*

Layers Settings

In the top left corner, click the Layers option and a drop-down list appears. Located here are the following options; 1) Modify Classifications, 2) Uncheck all Layers, 3) Add New Folder.

1. Modify Classifications allows the user to access the Legend Editor. This allows for view of different layers, classification item, classification method, and the Number of Classes. You can also choose between color schemes and Draw Styles, Saved Color Schemes, and Saved Legends. .
2. Uncheck All Layers does just that, all layers will be turned off in the view.
3. Add New Folder allow the user to create a Folder, and then drag any of the other layers into it for view purposes. Examples of this might be for Crop Year, Product Recommendations, or Management Zones.

Show Favorite Recommendations

In the top left of the page is an option to **Show Favorite Recommendations**. If this is checked, only those Recommendations that have been flagged as Favorites will show up in the view. To make a Recommendation a Favorite, **right-mouse click** on the Recommendation layer and **select the Favorite option**.

Chapter 8: Creating Reports

Summit Report options are found under the **Reports/Record Reports** section. These are Summit streamlined report options that can be created from any layers that are collected within the Records view of Summit or SIRRUS. Each of these Reports has options within the individual reports themselves for reporting purposes; you access these by either right-mouse clicking on the report or clicking the Selected Report Settings.

Creating Record Reports

1. Select **Reports** from the top menu.
2. Select the **Record Reports** option.
3. On the left of the screen, choose the **Grower/Farm/Field**.
4. On the right side, choose one or more Operations to report.
5. You can narrow your search by season, date and the type of report you wish to create. You can choose Applications, Recommendations or Both.
6. Select the **Preview** button to generate the report.
7. **Save** the report to your hard drive.

***Note:** You can change the color, logo, and image settings under **Reports/Settings**.*

Report Examples

Yield Reports (must have imported Yield data from a Monitor)

1. Select **Reports** from the top menu.
2. Select the **Record Reports** option.
3. On the left of the screen, choose the **Grower/Farm/Field** you wish to create a report for.
4. On the right side, select **Harvest Reports** and select **Yield Map**.
5. Make selections and select the **Preview** button.

Other options include Yield by Soil Type, Yield by Hybrid/Variety, through Yield by Management Zone. Multiple reports can be created at once by placing a check-mark in each of the boxes to run that specific report. These will appear in a single .pdf file.

Insecticide Reports

1. Select **Reports** from the top menu.
2. Select the **Record Reports** option.

3. On the left of the screen, choose the **Grower/Farm/Field** you wish to create a report for.
4. On the right side, select **Pesticide Reports** and select **Insecticide**.
5. Make selections and select the **Preview** button.

Soil Sampling Reports

1. Select **Reports** from the top menu.
2. Select the **Record Reports** option.
3. On the left of the screen, choose the **Grower/Farm/Field** you wish to create a report for.
4. On the right side, select any of the **Soil Sampling** options. (*Notice the Nematode options that are available as well*)
5. Make selections and select the **Preview** button.

Soil Test Import (STI) Barcode Report for a Soil Test Lab

1. Select **Reports** from the top menu.
2. Choose **Record Reports**.
3. **Select the G-F-F** from the left view and the **Soil Sampling Reports/Barcode Report** from the right view. Users can right-mouse click on this report and make any specific changes they need such as Name, Location, Lab Account, etc.
4. **Make sure the Season Range is appropriate for the data being queried, as well as the type of data to report from.**
5. Select the **Preview** button to create this report. These reports can either be printed off and placed in the box or bag with the field's soil samples or saved as a .pdf and emailed to the soil testing lab.

Cost Analysis Reports

These reports allow you to calculate input costs for a field.

1. Select **Reports** from the top menu.
2. Select the **Record Reports** option.
3. On the left of the screen, choose the **Grower/Farm/Field** you wish to create a report for.
4. On the right side, select **Cost**.
5. Make selections and select the **Preview** button.

Input/Cost Summary Reports by Crop

Users have the option of breaking down input/cost summary reports by crop and season. This feature is found in the report settings for the cost reports.

Option to Remove Logo from Report

1. Navigate to **Reports/Settings/Logo Settings**.

Creating Planning Reports

1. Select **Reports** from the top menu.
2. Select the **Planning Reports** option.
3. Choose the **Grower/Farm/Field** and the **Scenario** you wish to report.
4. On the right side, select the **type of report** you wish to create.
5. To change settings, click the **Selected Report Settings** button.
6. Select the **Preview** button to open a .pdf of the report.

FarmRite Reports

These reports are found under the **Reports/FarmRite Reports** section.

***Note:** FarmRite Reports are called Mapbooks. These Mapbooks are compiled by Proagrica. They are assigned to the agX Sync ID for an individual Summit. To be assigned a Mapbook, contact your service provider or to start this process.*

Creating FarmRite Reports (Mapbooks)

1. Select **Reports** from the top menu.
2. Choose **FarmRite Reports**.
3. Select the appropriate **Grower, Farm, Field**.
4. Select an available **Mapbook**. (If you do not have a Mapbook available, contact your service provider or a representative.)
5. Select the **Settings** button to choose the folder structure you wish to use.
6. You have the option to filter reports by date and season.
7. Click the **Map** button.
8. A window will pop up after mapping is complete with results of success or failure.

9. **Double-click** a map to open a pdf or **right-click** a map to navigate to the location of the pdf on your hard drive.

Aggregate Reporting Dashboard

1. Select **Reports**.
2. Choose the **Aggregate Reporting Dashboard**. *If you have Yield, Hybrids/Varieties, Crop, Soil Types, and Seed Company in your Summit, the program will aggregate these data into several reports. If you have a large amount of data the program may take several minutes to do the statistical measures in the background, before the reports will be updated. Future updates will include reporting functionality.*

Chapter 9: FarmRite - On-Line Processing Service available to Summit Professional users only

FarmRite is a web-based data management and processing service only available to Summit Professional users. FarmRite is for major input supply companies that want to offer new decision-support services to their customers and partner-companies. It is a fully customizable service that allows you to define the agronomic equations, company logos, and map settings you want to use for your information product offerings (such as variable rate fertility recommendations, yield mapping and analyses, etc.). Orders are then placed, processed, securely backed-up, and delivered to you in a matter of minutes via your agX Account.

Common Field Boundaries (CFB) Tool

The CFB tool helps to reduce duplication of boundaries when two or more Summits have set up an agX Connection between one another. To reduce duplication when digitizing new field boundaries, all boundaries that exist within an organization will be visible in the digitizer view when adding new fields. Field boundaries that are already digitized will appear as blue, fields that are being created are displayed as green, and fields that already exist in other Summits within your organization will appear as red. This allows the user to select the already digitized field boundary and will alleviate duplication of these files. This will not fix any existing problems that existed because of these issues from the past; they will still need to be resolved.

To work with the Common Field Boundary Tool:

1. When the Digitizer view is zoomed to a field area the **existing field boundaries** that are on another's Summit **will appear in Red**. (If these do not, **select** the Reload Common Field Boundary option).
2. Choose the **Select Common Field Boundary** option and click on the field.
3. A selection window will appear showing what boundaries exist for that geography. If more than one boundary appears in the view, you'll need to choose the one that will be the final boundary. You do this by choosing the **Hide Common Field Boundary option and turning off the ones that aren't needed**. This will load only the one boundary into the view.
4. Now choose the **Select Common Field Boundary option** a second time, this time only one boundary map shows up. Choose the **Select** tool with the right-facing arrow.

5. The boundary will appear as a green outline indicating that it is in the being created state. Select the **Done** button.
6. The **Grower-Farm-Field hierarchy** will appear. **Select the Save** button. These names can be changed under the Setup/Field Management Setup/Edit Delete Fields, if needed.

Setting Up a FarmRite Account

- If you are a FarmRite customer and have not yet received permissions, please contact your FarmRite account administrator or Proagrica's FarmRite Operations Manager.

- **Note:** *you must create a agX Account before using FarmRite.*

Placing FarmRite Orders

1. Select **FarmRite** from the top menu.
2. Select **Place New Orders**.
3. Select the **Crop Season** and enter an **Order Name**.
4. Select the appropriate **Grower/Farm/Field**.
5. Select the **Tasks** you wish to complete on this field(s) and select **Next**.
6. If necessary, choose the correct management zone to use.
7. If this is a whole field recommendation click **Next**, if not; choose the Management Zones to run the order from and continue.
8. Fill out all the **Parameters**.
9. Click **Next**.
10. Continue this for each task until all are complete.
11. Click the **Place Order** option.
12. Choose whether to print the details or not and continue.
13. Choose whether to place another order.
14. To follow the progress of your order, select **Dashboard/Display Live Order Tracking**.
15. Click the **agX Sync** button to download the processed data.
16. To view the processed data (information products); select **Maps** from the top menu.
17. Select the appropriate **Field**. The data layers will be available on the left of the screen.

Placing Orders by Management Zone

When placing the order by management zone, you have the option to **Select by Name**. This is only available if labels are attached to a management zone. If you select the label name, all associated polygons will be selected by default. To have this option you must place an order on this layer of data to be surfaced first, and then create the **Management Zone** from this layer.

1. **Place an Order** on any data that can be surfaced such as yield, pH, P, K, etc.
2. When FarmRite is finished, go to the **Maps section**, make active, **and turn on the layer to use**, and then click the **Management Zone** button.
3. You can re-name the management zone and re-name the classes; if you need to, then **Save** this file. *In the **Records section**, when you load this Management Zone to use you'll notice that the classes are labeled in the load view.*
4. When you place an order on a field that has a management zone created in this manner, you'll notice that the classes are labeled and can be selected individually or grouped together, whichever is the appropriate choice to make.

Resolving Delayed Orders

1. Select **FarmRite** from the top menu.
2. Select **Manage Orders**.
3. In the **Order Num:** drop down list, select the **delayed order number**.
4. Click the **delayed field** (highlighted in red) and then click the **delayed task** (highlighted in red).
5. Select **Preview Tasks** or **Cancel Tasks**. Preview Tasks will open a screen that allows you to resolve the problem. If Duplicate Data is found, you can commit an operation to use for that task. You will have to do this for each delayed task. You may have to reorder or contact Customer Service for other delayed messages.
 - **No Source Data....**the task is missing needed data (soil test results, yield, ec data, etc.).
 - **Duplicate Data.....**there is more than one set of data to use. You will need to select and commit the appropriate layer for the order to re-que on the FarmRite server.

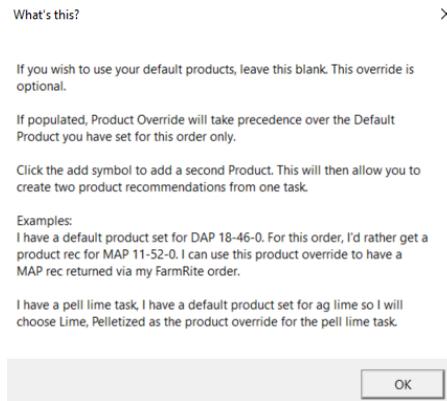
- **An error occurred with the field boundary.....**you'll need to edit in the digitizer screen and reorder.
- **Outside the processing range.....**the task cannot be completed because the field is smaller than one acre or larger than our maximum acreage size.

Setting up Default Products (From within Summit on Desktop)

You can choose to set up default products so that when nutrient recommendations are received via the agX Sync, your product recommendations are automatically created. *You can always edit these in the Maps section but this will automate the creation of the product recommendations from the outset.*

1. Select **Setup** from the top menu.
2. Select **Product Setup** and select the **Default Products** tab at the top.
3. Select the **Nutrient** to be addressed
4. Place a check mark in the “**Auto create Product Recommendations**” box and fill out all the needed inputs regarding Product, % product, units, Application charge, etc. that you will use to satisfy each nutrient recommendation.
5. Click the **Save** button when completed.
6. Continue these steps for all applicable nutrients.

Setting up Default Products (From within the FarmRite Server)



1. Select **FarmRite** and **Place New Orders**.
2. Choose your Crop Season, Order Name (Optional), Grower-Farm-Fields, Tasks to run, and place a check-mark in the **Enable Default Product Override for tasks without parameters**. *(If this option is selected this Product Override will take precedence over the Default Product you have set for this Order ONLY).*
3. Choose either to run this task by Management Zone or across the entire Field Boundary and click **Next**.
4. To setup the Default Product Override click the Drop-Down list and Add Default Product. In the following window set-up, the Default List as is needed from your Products List.

The screenshot shows a software window titled "SST Summit - Ordering". The main heading is "Create or Edit existing configurations for Product Recommendations made by FarmRite. When used, these will override your Default Products." Below this, there are fields for "Name:" and "Line:" with a dropdown menu for "Line #2" and a text field for "Product Name" containing "Line #2".

There are two tabs: "Create Empty Product Recommendations" (selected) and "Custom Parts". Under "Create Empty Product Recommendations", there are sub-tabs for "Common Parts" (selected) and "Custom Parts".

Fields include:

- Product: Line, Ag
- % Nutrient: 42 %
- Units: U.S. ton/acre
- Application Charge: 0.00 \$ / ac
- Product Recommendation Name: 42_Line #2
- Starts with Nutrient Recommendation Name

On the right side, there are checkboxes for "Recommendation Area" and "Application Area", and a checked box for "Field Area". Below these are "Default Minimum Rate" (0.30 U.S. ton/acre) and "Default Maximum Rate" (4.00 U.S. ton/acre). There are also options for "Rates below the minimum" (Change to Zero, Change to the minimum) and "Leaves areas with application rates of 0 or 0". A "Round to nearest" dropdown is set to "1".

Buttons at the bottom are "Delete", "Save", and "Close".

Continue Adding as many Products as needed by selecting the Green Plus sign and entering in the Default Product information. There is no limit on the number of Default Products that can be made available.

Once these Products are entered, they will always be available in the future unless you delete them from this window.

Creating and Editing Recommendations

1. Select **Maps** from the top menu.
2. **Click** on the appropriate layer to make it active. *The layer will have a gray background when it is active.*
3. Select **Edit Data** at the top of the Layers panel.
4. Select **Product Recommendations/Create/Edit**.
5. Adjust the various options such as Commercial or Custom, the product you wish to apply, as well as the units. When finished select **Save**. *(Notice that you can right-mouse click on recommendations listed in the credit nutrient using....box and get a preview of the recommendation including the parameters used to create it. This should make it easier to identify a recommendation to adjust without having to rely on just the name.)*
6. A new product recommendation layer will be created and can be viewed when you close the Summit Product Recommendation Editor window.

Creating Recommendation Controller Files

1. Select **Data Mgmt.** from the top menu.
2. Select **Export Data** and select the **Export Recommendations** tab at the top.
3. Choose the **Controller Software** and the **Controller** to be used.
4. Click the **Next** button.
5. **Choose the appropriate Recommendations** to export and select **Next**.
6. **Fill out the information** needed for a specific controller.
7. **Browse** to the location on your computer you wish to save the file.
8. **Copy** the file(s) to a memory card for use in the controller system.

Creating FarmRite Reports

These reports are found under the Reports/FarmRite Reports section.

Creating FarmRite Reports (Mapbooks)

1. Select **Reports** from the top menu.
2. Choose **FarmRite Reports**.
3. Select the appropriate **Grower, Farm, Field**.
4. Select an available **Mapbook**. *If you do not have mapbooks available, contact your FarmRite administrator.*
5. Select the **Settings** button to choose the folder structure you wish to use.
6. You have the option to filter reports by date and season.

7. Click the **Map** button.
8. A window will pop up after mapping is complete with results of success or failure.
9. **Double-click** a map to open a pdf or **right-click** a map to navigate to the location of the pdf file on your hard drive.

Chapter 10: LOGISTICS

Introduction

Logistics is a program that will help track what and where products are to be applied. It also quantifies total product and creates several reports to help expedite the end process of applying inputs with greater efficiency. Logistics is optimized to run on two monitors in a 2048 x 768 resolution but has options to run in a single monitor configuration. Dual screens allow the Map of Logistics to be viewed on one screen and the Grid or Table information on another screen.

Setup and Application of the Logistics Program

To initialize the setup process of Logistics, the user will need to set up Service Provider Teams, and then assign who will be the Order Placer as well as the Order Receiver. Once this setup process is in place, agX Sync will be used to send data between each user and/or location running Summit Professional. There are two ways of using the program, 1) Sending Dispatch Requests, or 2) Sending Existing Data. Each of these option's steps will be shown in the following pages. If you elect to use the first option, you will need to contact Proagrica's FarmRite Manager to be assigned Locations for your Summit SyncID.

Logistics Functionality

Settings

1. To start, select the **Logistics** icon and choose the **Settings option**.
2. Under the “**Service provider teams owned by you**” drop-down list choose “**New Team**” and fill in what your teams will be called.
3. Under the *Users that dispatch* type in the **SyncID** and their **User Email** and click the Add button.
4. Under the *Users that request dispatch* type in the **SyncID** and their **User Email**.
5. Once this information is entered, navigate back to the **Send Dispatch Request** site.

Creating Dispatch Requests

Note: There are two ways to Send Dispatch Requests, either by Sending Dispatch Requests or Sending Data.

Option 1: Send Dispatch Requests

1. To start this process, click the Logistics icon at the top of the page.
2. Select **Send Dispatch Request** and take the default of **Send Dispatch Request** to get to the order page.
3. Select the correct **Crop Season**, enter an **Order Name** (optional), select the correct **Grower/Farm/Field**, choose the appropriate **Service Provider**, select the correct **Operation Type** such as Fertilizer or Fungicide, and **set the From and To date ranges**. Set the **Cutoff date** for this application and hit the Next button.
4. The ordering page for the geography will open, select either the whole field by clicking the Next button, or choose Management Zone and select the sub-field area to be applied.
5. Fill out the correct input parameters such as Insecticide, the Rate, Units, etc.... Once the first column is filled out properly, you can hit the Fill with First button to apply this to all fields.
6. The next page is for confirmation, if everything is correct click the **Place Order** button to continue.
7. A popup box will appear confirming the order was placed, you will be asked if you want to place another order. **Make the appropriate selection and continue**.
8. Once the order is completed on the FarmRite server click on the **agX Sync** icon to synchronize the information back to your desktop Summit.

Option 2: Send Existing Data

1. Select **Logistics/Send Dispatch Request/Send Existing Data** and Next.
2. Choose the **Service Provider Team, App Window From and To dates, and the Cutoff Date**.
3. Select **the Crop Season and the Grower/Farm/Field/Operation**.
4. **Choose the Request button** option and this Dispatch Request will be Sent.

Managing Dispatch Requests: Releasing to Dispatch

Before you can begin working with an actual order you must have it released. There are two tabs when you first open the Logistics Manager view; 1) Released, and 2) Not

Released. When you first open this window the default is Not Released, simply click on the Released Tab and those requests that have been released will appear. The following directions demonstrate how to release a Dispatch order.

1. To start this process, select the **Logistics** icon at the top of the page.
2. Choose **Logistics Manager**.
3. **Place a check mark in the box** next to the Orders you want released and **click the Release button** at the bottom of this screen.

Managing Dispatch Requests: Dispatch Reports and Exports

1. To start this process, select the **Logistics** icon at the top of the page.
2. Select Logistics Manager.
3. Choose the **Release tab**, and then **select your Fields by placing a check mark** in the box next to the Fields you want to include in a Dispatch order. *You could use the Select Tool in the Tools Pane to click on the field(s) needed to complete this Dispatch order as well, either method will get you the same result.* (Notice also that Online Imagery, Summit Imagery, or Live Imagery can be turned on by placing a check-mark in the respective boxes in the right-hand bottom of the Tools pane). **Click the Dispatch button** in the bottom of this view.
4. **Select the Dispatch Date, Order the fields as needed, and select the types of maps and reports.** If you click the Settings button the Output Settings appears. This allows you to set specific images and units settings.
5. **Click the Finish button** and you will be asked where you want to store these files. **Choose an appropriate file location and click OK.**
6. Depending on the Reports you requested, you may be asked to Include or Skip certain maps that will appear. When finished a screen will appear with the file shown by date and order number. By right-mouse clicking on a folder (either on Exports or Maps), it will open showing the files that were created in this process.

Managing Dispatch Requests: Marking Completed

1. To start this process, select the **Logistics** icon on the top of the page.
2. Select **Logistics Manager**.
3. **Place a check mark in the Fields to be marked as Completed.**

4. **Click on the Mark Completed button in the bottom of this view. Fill out the Season, Event Date, and Name (if desired) and click the Save button.**
5. The Dispatch Request will be marked as completed and a date will appear in the Completed column indicating this.

Managing Dispatch Requests: Report

1. To start this process, select the **Logistics** icon on the top of the page.
2. Select **Logistics Manager**.
3. Select the Growers, Farms, and Fields to run this report by placing a check mark in their respective boxes. Click on the Report button. You will be asked where to store this file and once completed it will be a .pdf file that can be opened with a right-mouse click. This report will show what requests are Released, Dispatched, or Completed.

Logistics View Panel Options

Date Range

1. To start this process, select the **Logistics** icon on the top of the page.
2. Select **Logistics Manager**.
3. In this view are Date Range options for searching; **choose the appropriate From and To dates and click Search**. This will limit the Search to the dates chosen. (These dates only apply to the Application Window Header within the Table, not when the request was generated, completed, or otherwise).

Ordered by and Grower

1. In the Ordered By and Grower options, selections can be made from the drop-down lists to limit which ones will appear in the view.

Status is and Status is not Filters

1. The Status is and Status is not filters work as follows; if one of the options is check marked under that column that will meet that query by appearing or not in the resulting view.

Product Filter

1. By choosing this option, the user can check-mark Products to limit what appears in the view based on a selection.

2. This, when selected, will narrow the list that appears in the view along with the Unique Products list. (e.g. If you chose Roundup in the Product Filter then the Unique Product list would show Roundup with Clarity or Roundup with other additives.)

Enable Distance filter

1. If checked, click on Set Options to set a distance from a chosen City and State. This will only show those fields that are within the set distance range. Click the Search button to activate this option.

Unique Products

1. Unique Products filters recommendations to those containing the unique set of products selected. Again, this works in conjunction with what was selected in the Product Filter.

Logistics Grid (Data Table)

In the Logistics Grid, each column can be adjusted and manipulated by a right-mouse click on a column header such as Grower, Farm, or Field. This will present the user with a list of options to select from including Sort Ascending, Sort Descending, Clear Sorting, etc... The user can also left-mouse click on the header separation line and slide the column either to the left or the right. If a record within the Grid is selected the user can right-mouse click to Preview data or Zoom to layer. Zoom to layer will zoom in within the Map view to a selected Field. Hold down Shift and click within a box to select all the recommendations shown in the grid. To de-select all recommendations, hold down the Control key and click in a box.

Weather information can be accessed within the Summit including your region of interest for your Growers. You must have set up an agX account for this to work, if you don't have one set up yet, refer to Chapter 3: Creating an agX Account. Once you have synchronized your Growers, Farms, and Fields to your agX Account you will have access to the weather screen. In the future there will be in-depth reports, maps, legends, etc. available for the user. Today, it is simply a viewer for the weather patterns within your region.

The Weather map displays a pushpin for each grower you have synced with the FarmRite server. This will show your region selected for the weather with the current conditions and a 10 Day Forecast. It also includes a 36 hour forecast given hour by hour from the current date.

To access the Weather tool:

1. Click on the **Weather icon** on the top of the page.
2. You can choose to **View All Growers**, by clicking that button, or a **single Grower, Farm, or Field** based on your hierarchy and selection. If you choose View All Growers your local address is used for the weather map.

Handout Guides

These are some of the more common sets of procedures that many of our customers are using with our technology.

Digitizing a Boundary in Summit

1. If a waterway or other feature, (rock outcropping, tree line, pond, etc.) is completely within the field and needs to be reduced from the cultivated acres, use the **Digitize** tool.
2. If a waterway or other feature, (rock outcropping, tree line, pond, etc.) is touching or extending beyond the boundary, use the **Split** tool. Then, follow up with the **Select** tool, then **Delete Selected Feature** to completely subtract that uncultivated area.
3. When using the Digitize tool to cut out a small area of a field, set your Settings to a really small number to always cut out anything that would be uncultivated. The default setting is 0.25 (or a quarter of an acre), set this to something like 0.0025, which will catch most areas you ever need to cut out of a field.

Working with Summit Professional and FarmRite (10 Steps)

1. **Create the Field Boundaries. (Setup/Field Management Setup/Create New Boundary/Create Boundary using online imagery/Type in the city and state/digitize the boundaries).**
2. **Load SIRRUS** with the boundaries. To load into SIRRUS, click the agX Sync button in Summit, then Sync SIRRUS to receive the boundaries.
3. In SIRRUS, **record the soil samples. For SIRRUS Soil Sampling refer to the SIRRUS Userguide.**
4. **Sync SIRRUS to the agX Sync Account, then click the agX Sync button in Summit to receive your SIRRUS layers.** *When your Soil Test Lab gets completely onto the STI (Soil Test Import), then you will print out a BarCode Report for each Field. This report is located under **Reports/Record Reports/Soil Sampling Report/Barcode Report.** In SIRRUS, the same report can*

be found at any level by clicking the Add Button/Reports/BarCode Report for Soil Sampling.

5. Import in your Soil Test Results from your Soil Test Lab.
 - 5a. Click the **Sync** button, if using the BarCode Lab Method.
 - 5b. If not, choose **Data Mgmt./Import Data/Soil Test Results/Choose your Lab's format/Browse** to the file location/**Click Next/Choose the field** to import in and **click Import/When finished click the Done button.**
6. Place your FarmRite Orders. (**FarmRite/Place New Orders/Choose the Season, give the order a name/select your Growers, Farms and Fields, and select the Tasks to run**).
7. Setup your Default Products for your Nutrient Recommendations.

As you place the FarmRite Orders for the Nutrient Recommendations, **at the top of each column** is a Default Option for your Products:

P205 – DAP, MAP, Etc.

K20 – 0-0-60, 0-0-62, Etc.

Lime – 38%, 50%, 90%, Etc.

It is unlimited how many Default Products you can set, so **set as many as needed for each Nutrient Recommendation**, and continue placing the FarmRite Order.

8. When your FarmRite Order is completed, **click the agX Sync button** to get the data back from your agX Sync account onto your desktop Summit.
9. Create the MapBook. (**Reports/FarmRite Reports/Select the correct MapBook to run**).
10. Create your Recommendation files to go to the controller. (**Data Mgmt./Export Data/Export Recommendations/Select the controller/Select Recommendations to Export/Select the Export location**).

Summit Quick Tips: Home View

1. At the **Home view**, select any of the **Categories under the Statistics pane** and the program will show what Growers/Farms/Fields (GFFs) have those specific layers. In other words, **select Yield Data**, and the program will only give you a **list of the GFFs that have Yield Data imported**.
2. Once you have a GFF selected in this view, **right-mouse click** and you have the option to open up in the **Maps view**. (Use this as a navigation tool within the program for all the fields that only have Product Recs, or Analysis Surfaces, or Yield Data.
3. Automatic Backup of your Summit: At the **Home view** and **Settings** choose the **“Summit must be closed or idle”** option to set up an automatic backup of your Summit. You have two choices of times for backup over a 24-hour period.
4. View the Training Library of Videos: At the **Home view**, in the bottom-right corner is the **Training Library** option. This will open YouTube to Proagrica’s location of our Video Library. There are videos over Variable Rate Seeding, Map Layers, Management Zones, and so forth.
5. agX Account Site: At the **Home view** select the **agX Account** button, (located in the top-right of the screen). This will open your agX Account location page and allows the user to check the status of Sync Connections, Manage those Connections, Set up new Connections, and manage the Administration of data.
6. At the **Home view**, select the **Sync Settings** button. This allows the user to turn on or off (visible in Summit, or not) what GFFs they want to have available on the Desktop. *(This does not delete anything, just makes your Summit run somewhat faster with less data having to sync down from your agX account).* The Seasons and Types of Data to sync can be managed here also.

Summit Quick Tips: Maps View

1. In the **Maps view**, **Turn on a Layer** of data such as a K Surface. **Right-mouse click** on the layer, and **select to view** as either a **Surface or Polygons**.
2. Once a layer is **set to Polygons** and its **active**, (grey color appearance around that layer) it can be used to create a Management Zone. **Select the Management Zone Tool**, (Multi-colored tool on the tool bar) and the Management Zone Editor opens up. **Save** this as a Management Zone for Planting, Fertilizer Recs, and other applications.

3. **Double-clicking** on any layer **opens the Legend Editor**. Settings for number of classes, colors, Classification Method, etc. can be set within this window to automate other views, when opening that saved layer.
4. In the **Mapping Pane**, **classify your Soil Test Points on an attribute**, (pH, P, K, etc.) and **click the Label tool**, this will label each point with that value. By **clicking the Label tool a second time**, it turns the **labels off**.
5. Right-mouse clicking on any Product Recommendation layer allows the user to set this as a “Favorite”. *These Favorites can be utilized in the Mapbooks section to limit layers such as only my DAP, Potash, or Ag Lime Recs.*
6. Once **Favorite Recommendations are set**, **these can be selected** (in the top-left side of the Available Layers) to load fewer Recommendations into a Field’s Mapping view.
7. Any single layer turned on in the view can be made into a .pdf, by selecting the 6th tool on the tool bar from the left. The icon is named, **“Use this to print a report for selected theme item”**. *Very quick and easy way to map any layer and save as a .pdf or print.*
8. Under the **Mapping pane/Layers/you can uncheck all layers** at once, (turn them off).
9. Under the **Mapping pane/Edit Data/you have the option to Merge Layers**. Layers such as multiple Soil Test Point layers can be merged into one layer.
10. In the **Grower/Farm/Field pane**, **right-mouse** clicking on **any field name** gives these options: **Growers/Farm/Field Id, Load Boundary Only, Show Intersecting Fields, and Data Bullet**.
11. In the bottom-right side of the Maps View are Imagery options. By checking that specific box, that layer will turn on in the view.

Summit Quick Tips: Record Reports

1. Select **Reports/Record Reports/Harvest Reports/Yield** and you have **10 Yield Reports** available. *Examples: Yield by Soil Type, Yield by Hybrid/Variety, Yield by Crop Protection, and several other options.*
2. **On any Report, right-mouse click** and that report’s options will appear in a dialog box. Choose the appropriate selections and **Save**.
3. Select **Soil Sampling Reports/Soil Test Fields Sampled**, and then use the **Date and/or Season Range** to narrow this report to a specific set of time.
4. **All Reports** can be created by clicking the **Preview button** in the bottom left.

Summit Quick Tips: MapBook Reports

1. Select **Reports/FarmRite Reports/Growers/Farms/Fields/MapBooks** to create your company's customized MapBook(s) that includes your colors, logo, classifications, and so forth.
2. Limit the Report by **Date, Crop Season, and Favorite Recommendation** in the bottom left of the view. *(To set Recs as Favorites look at the [Summit Quick Tips: Maps](#) options on setting Recommendations as Favorites).*
3. Filters are available by **Order Number, Crop Season, or Ordered within a Specified Time Period**. *These are located in the top left of this view.*
4. In the bottom-left of this view is a **Settings** option. *Use this to create your Folders (for saving the Mapbooks) by choosing any of the selections from Grower, Farm, or Field.*