Guide to Online Field Applications

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This guide will cover how to assist your customers in creating field applications online, and how to accept a field into the system after it has been submitted.

This process can be customized to meet your organization's needs.

Creating the Field

Your customers will go to yourlab.pureharvest.com, login using the External (XT) Login, and use the Fields menu to access the Online Field Application page.

From there they will see a list of the fields that have already been created using the online system, and when those fields were submitted, and accepted.

The customer will use the New Field link to open a form, or they can take an existing field and use the "Copy to new" to make it easier to enter fields with similar information (Crop/Variety etc.). After copying to the information, any of it can be edited before saving.

Once the customers have created and saved the field, they can then upload any images or PDF documents that may be needed, such as a map of the field, or the tags of the lot used when planting the field.

After documents have been uploaded, and the field information has been entered, the Customer can submit the field for approval.

Initial Screen

Here is the initial screen for creating a field application online. This can be customized to fit your needs.

Define Field for: Certification

[Click Here] To see the state of Washington's general rules for seed certification

Producer: Mickey Mouse
                           Main Street USA
                           Happiest Place on Earth, WA 12345m

XT Field #

Field Name [_____] (Your internal Name/Number for Identifying this field)

* Crop [_____]

Product name should only be used if the Variety name was not found in the system.

Variety [_____]

Product Name [_____]

Desired Class [_____]

Inspections Needed [_____]

*Date Planted [_____] 🗓

Crop Year   2017

Grower Name [_____]

Grower Phone [_____]

Shared With: [_____]

* County, State [_____]

Field Zone [_____]

* Acres Applied [_____]

Previous usage   Alfalfa - must have 4 years for Foundation, 3 years for Registered and 1 year for Certified
                        Grass - must have 5 years for Foundation, 3 years for Registered and 1 year for Certified
                        Last Year: [_____]
                        Additional Previous Years

Identity [_____]

GPS Location [_____]

Remarks

Documents

[Save]

Accepting the Field

Inside the office, the applications can be reviewed (fields/XT Fields), modified and accepted.

Click the [Edit] link to begin the review process and a screen similar to the one shown for external data entry opens. You modify as needed before you accept it into the PH system.

- Admin
- Associates
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Filter

| Associate | | Crop/Variety | | Field Type | All ▾ |
| Per Page | 50 ▾ | ☐ Show Accepted | ☐ Show Unsubmitted | Apply | Clear Filter |

Assoc ID	XT Field #	Crop/Variety	Acres	Created	Submitted	Accepted
	[< Prev 50] Showing 1 - 5 of 5 [Next 50 >]					
	(C) XT-01609 [Edit]	Bluegrass, Canada Variety: Reubens	28.00	10/03/17	10/03/17	
	(C) XT-01608 [Edit]	Poa trivialis Variety: Havana	37.50	10/03/17	10/03/17	
	(C) XT-01607 [Edit]	Poa trivialis Variety: Havana	40.60	10/03/17	10/03/17	
	(C) XT-01606 [Edit]	Poa trivialis Variety: Havana	38.40	10/03/17	10/03/17	
	(C) XT-01605 [Edit]	Poa trivialis Variety: Havana	36.40	10/03/17	10/03/17	