

Crop Record Instructions

Welcome

A Crop Record documents an operation that is planned or has already been completed. There are currently three categories of Crop Records available.

1. Recommendation – A record of what is being recommended to be applied or completed.
2. Work Order – A record used to complete what was recommended or what should occur.
3. Completion – A record of what was completed or occurred.

Each record can be created independently. If a Recommendation is created, it may be converted to a Work Order or directly to a Completion. A Work Order may also be converted to a Completion.

For each category, there are several operations to select from, depending on the level of access. The purpose of each type is to organize records by operation type. These primary operations are default categories and may be customized if preferred.

1. Tillage
2. Planting
3. Application
4. Irrigation
5. Harvest
6. Other

Need Help? If you experience any issues, please contact your Field Marketer (FM) for assistance.

CREATING A CROP RECORD

Navigate to the top-left corner and click the menu icon, as shown in the screenshot below.

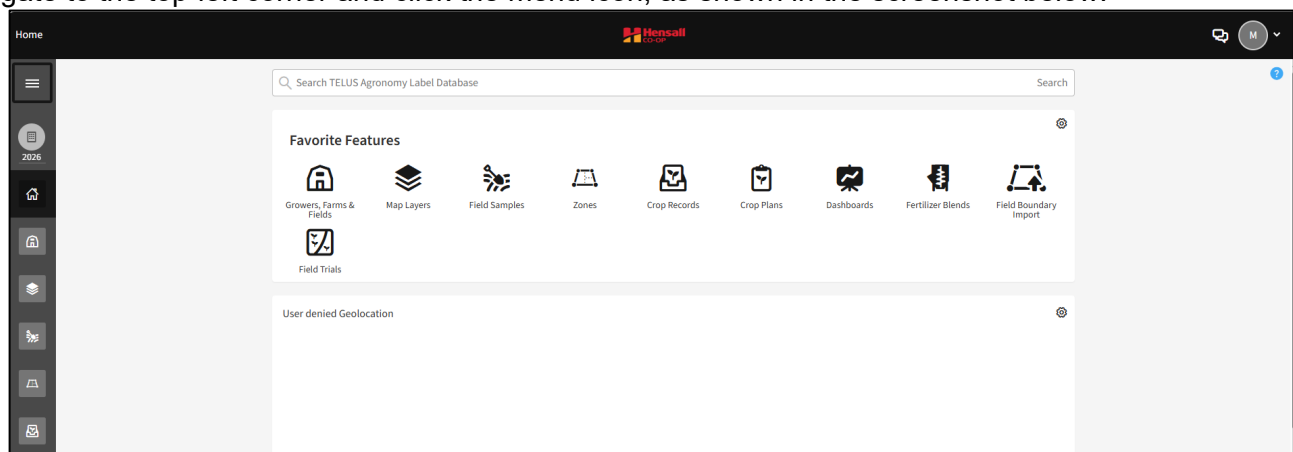


Fig. 1.1 Navigate to the menu icon

The screen below will appear. Click Crop Records.

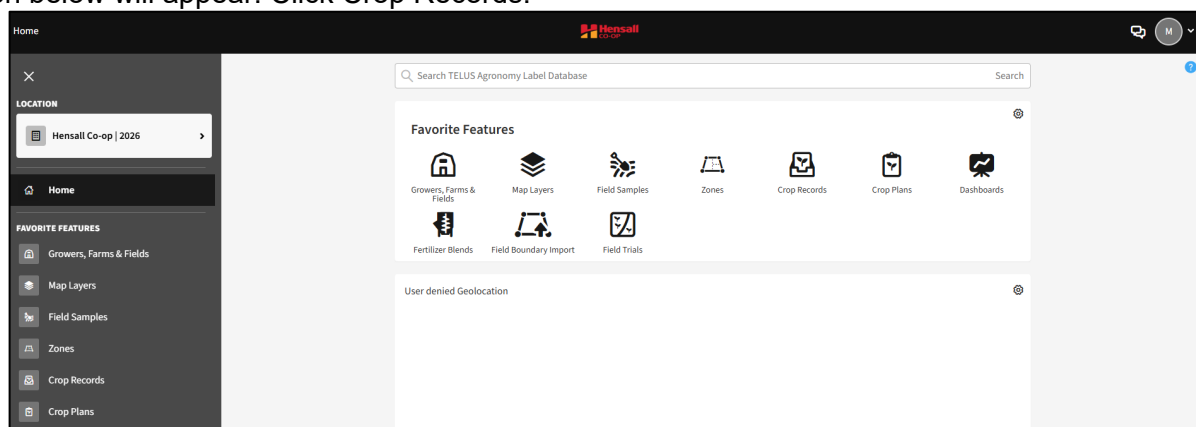


Fig 1.2 Navigate to Crop Records

Select the plus (+) button in the bottom-right corner.

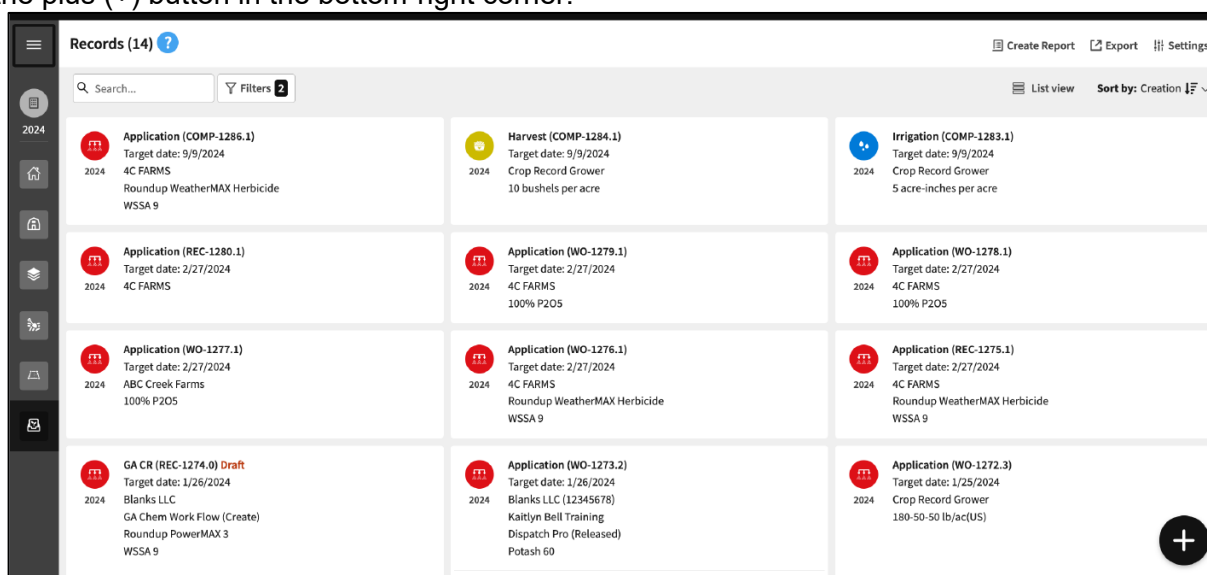


Fig. 1.3 Create a crop record

Select the record type and operation

Season – The current season will default automatically, but you can select a different season if necessary.

Record Type – The default is Recommendation. Other options include Work Order and Completion.

Operations – Select the appropriate operation category. Some operation types include optional drop-down choices for more specific operations.

For the record type, select Completion if the products have already been applied to the fields.

New Hensall Grower

1 Main 2 Location 3 Timing 4 Application 5 Extras

Name
Hensall Grower optional

Season
2026

Record Type
☐ Recommendation
☐ Work Order
☒ Completion

Operation
☐ Tillage
☐ Planting
☒ Application
 Flat rate
☐ Irrigation
☐ Harvest
☐ Sampling
☐ Other

Workflow
Workflow optional

< Prev Next >

Fig. 1.4 Select record type and operation

Click Next, then click Add Location. The fields will appear as shown below. Select all fields where the products were applied, then continue to the next step.

New Hensall Grower

1 Main 2 Location 3 Timing 4 Application 5 Extras

Locations

Search...

1 of 7 selected

Selected locations

- Back of Gregs Farm: Greg Farm
Unplanted | Add Planting
37.33 acres
- Front Farm: Greg Farm
Unplanted | Add Planting
55.86 acres
- Huron Farm: AM TEST FARM
Unplanted | Add Planting
63.69 acres
- Other Farm: Greg Farm
Unplanted | Add Planting
45.55 acres
- Test 1 Farm: AM TEST FARM
Unplanted | Add Planting
58.36 acres
- Test 2 Farm: AM TEST FARM
Unplanted | Add Planting
79.72 acres

Done

Fig. 1.5 Select fields for the crop record

The Timing section is used to record when the activity is planned to take place and any important timing details related to the operation.

- A. Target Date – Enter the planned date for the activity, such as planting, spraying, or harvesting.

- B. Expiration Date – If applicable, enter the date after which the recommendation or work order is no longer valid.
- C. Crop Phase – Select the crop growth stage that best represents when the activity will occur.
- D. Timing Notes – Add any special instructions or important information related to the timing of the activity.

Fig. 1.6 Add application timing

In the Application step, enter the required information for the crop record.

- A. Tank Size – Enter the tank size that will be used for the application.
- B. Method – Select the appropriate method from the drop-down list.
- C. Application – Click Add to choose the correct products for the record. Enter the rates, cost, and treatment justification. Multiple products may be added.

Fig. 1.7 Add application details

Product details

Cancel

Pests

Pest

▼

Rate / Amount

Enter the application rate or total amount used

Set as carrier product

☒

Auto-calculate carrier rate

☐

Manual input of rate is disabled when "Auto-calculate carrier rate" is switched on.

Application rate

3

fluid ounces

▼

per acre

▼

Total used

3

fluid ounces

▼

Advanced

Save & add another

Done

Fig. 1.8 Add application rate

New Application Recommendation

Products

Drexel Atrazine 4L

Drexel Chemical Company

19713-11-AA

19713-11

TELUS Agronomy

Pests: Bermudagrass (CYNDA)

Total: 6,838.21 fluid ounces (US)

2

qt(US)/ac(US)

Callisto

Syngenta Crop Protection, LLC

100-1131-AA

100-1131

TELUS Agronomy

Total: 160.27 gallons (US)

1.5

gal(US)/ac(US)

Save as Tank Mix

Pre-harvest Interval: 60 Days

Re-entry Interval: 12 Hours

Add product

< Prev

Next >

New Tank Mix

Cancel

Name

Corn Spray #2

Commodity

Corn, Grain

Application info

Products

Drexel Atrazine 4L

Drexel Chemical Company

19713-11-AA

19713-11

2

qt(US)/ac(US)

Callisto

Syngenta Crop Protection, LLC

100-1131-AA

100-1131

1.5

gal(US)/ac(US)

Pre-harvest Interval: 60 Days

Re-entry Interval: 12 Hours

Create

Fig. 1.9 Click Create

Note: Create is used to create the product/tank mix entry. Save is used at the end to save the final crop record.

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Click Create, then click Next.

New Application Recommendation Cancel

Progress: Main Location Timing Application Extras (5)

Services A
No services have been added Add

Labor B
No labor has been added Add

Equipment C
No equipment has been added Add

Comments D
No comments have been added Add

Photos E
No photos have been added Add

Files F
No files have been added Add

< Prev Next > Save

Fig. 1.10 Click Save to save the crop record

Optional Details – Complete the following sections only if applicable.

- A. Services – Select a service from the drop-down list if applicable. For example, select Custom Application Fee if a retailer is writing the recommendation and will be charging an application fee.
- B. Labor – Select the applicator from the list if applicable. This includes selecting a specific role or person and entering a time estimate.
- C. Equipment – If the equipment is set up, use this option to identify which equipment is associated with the record.
- D. Comments – Add comments to the record. Comments may be saved as a template for future use. When adding a comment, you can adjust the color, bold, italics, and font size. Comments will appear on the printable Crop Record.
- E. Photos – Use this option to add any important photos.
- F. Files – Use this option to add a file to the crop record.

Once all required crop record information has been entered, select Save. After the record is successfully saved, you can choose to create a new record or return to the index view.