

## FieldTrace® Tutorials

**Note:** The instructions in this document all coincide with the tutorial videos available from: <https://vimeopro.com/hensallcoop/fieldtrace>

[Adding a Field](#)  
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### Adding a Field

<https://vimeopro.com/hensallcoop/fieldtrace/video/588875967>

Here is a video of the process. There is currently no narration in the video. This workflow includes adding a field with multiple parcels and including a “cut out” area that is not cropped.

#### *From the Map View:*

1. Select the account name above the field list to display the account level options in the bottom left of the screen.
2. Select the Field icon in the Add section of “Selection Options”.
3. Name the field
4. Select the Add a Field Boundary option in the dialog.
5. Select the Draw field Boundary option
  - a. You could import a kml file if you have it saved in a known location.
6. Scroll to the area of the field and turn on the Satellite map layer.
7. Draw the perimeter of the first parcel. (As you do you will see the acreage being calculated at the top of the options bar on the bottom of the screen.)
  - a. Select the checkbox to save this parcel
  - b. Add the next parcel and select the checkbox for this parcel.
8. To create an area that is “cut out” of the field, select the parcel that is to contain the cut out by selecting the pencil icon related to that parcel.
  - a. Select Cut from the toolbar at the bottom of the map area.
  - b. Place the nodes around the area and select the checkbox to complete this task.
  - c. Repeat for other cut outs.
9. Select Done from the toolbar.
10. Add any additional data to the dialog.
11. Select Save to complete the process.

#### *From the Data View:*

1. Make sure you are on the Field/Crop main tab.
2. Then select the Fields sub-tab.
3. Select the Add a Field icon in the right side of the screen.
  - a. This will take you to the map view where you can follow the instructions listed above.

## Adding a Crop

<https://vimeopro.com/hensallcoop/fieldtrace/video/588875850>

Here is a video of the process. There is currently no narration in the video.

### *From the Map View:*

1. Select the field that you want to use from the map or from the field list.
2. Select the Crop icon from the Add section below the field list.
3. Select "HDC Contracted Crops" from the dialog.
4. Use the checkbox to select the contract and select Next.
5. Select the option that you want to use for the crop boundary.
6. Select the previous crop from the dropdown list and enter any other relevant details.
7. To add a non-contracted crop to a field, select "All Other Crops" in step 3.

### *From the Data View:*

1. Select the Field/Crops main tab and select the Fields sub-tab
  - a. Select the Fields sub-tab and highlight the field that you want (single mouse click).
  - b. Select the ellipsis "..." in the Actions column of the row that you highlighted.
  - c. Select Crop from the add options in the dialog that is presented.
  - d. Carry on from step 3 in the map view notes above.

### *Or:*

2. Select the Field/Crops main tab and select the Crops sub-tab
  - a. Select the Add Crop icon on the right side of the header.
  - b. Select the field from the drop down in the dialog that is presented and select OK.
  - c. Carry on from step 3 in the map view notes above.

## Adding Multiple Contracts to a Field -

<https://vimeopro.com/hensallcoop/fieldtrace/video/588876902>

Here is a video of the process. There is currently no narration in the video. This workflow allocates the crop acres by mapping the areas in the field for each contracted crop.

### *Background:*

Grower has the following contracts:

S07M8 contract for 200 acres

S14H3 contract for 100 acres

The grower has the following Fields:

"Field 1" 250 acre field

"Field 2" 50 acre fields

Workflow using the field geometry as the crop geometry:

From the Map View:

1. Select the field that you want to use from the map or from the field list.
2. Select the Crop icon from the Add section below the field list.
3. Select "HDC Contracted Crops" from the dialog.
4. Use the check-box to select the contract and select Next.
5. Add the S07M8 contract to the 250 acre Field 1
6. Add the S14H3 contract to the 250 acre Field 1
7. Add the S14H3 contract to the 50 acre Field 2
8. Edit the geometry on the S07M8 crop in the Field 1 to 200 acres
9. Edit the geometry on the S14H3 crop in the Field 1 to 50 acres a. You could also draw the crop boundaries manually rather than using the field the geometry and editing it, so do whichever is simpler for your circumstance. Sometimes it is easier to use the field geometry as the crop geometry and edit it if the field geometry is complicated.
10. No adjustments are required on the S14H3 crop in the Field 2 field

Using this workflow, the crop acreage that is mapped in each field will be linked to the individual contracts.

*To check the results, do the following:*

- A. You can review the records in the Contract tab of the data view.
- B. Select a contract and click on the "..." in the "More" column at the right of the screen
- C. The Contract Field List shows which fields are linked to this contract.
- D. Applications can be recorded to multiple crops using the Copy To feature in the dialogs.

*From the Data View:*

1. Select the Field/Crops main tab and select the Fields sub-tab
  - a. Select the Fields sub-tab and highlight the field that you want (single mouse click).
  - b. Select the ellipsis "..." in the Actions column of the row that you highlighted.
  - c. Select Crop from the add options in the dialog that is presented.
  - d. Carry on from step 3 in the map view notes above.

*Or:*

2. Select the Field/Crops main tab and select the Crops sub-tab
  - a. Select the Add Crop icon on the right side of the header.
  - b. Select the field from the drop down in the dialog that is presented and select OK.
  - c. Carry on from step 3 in the map view notes above.

## Editing Geometry

<https://vimeopro.com/hensallcoop/fieldtrace/video/588877358>

Here is a video of the process. There is currently no narration in the video.

### *From the Map View:*

1. Select the field or crop that you want to work with from the map or field list.
2. Select the Geometry icon from the Edit options.
3. Select the parcel that you want to edit by clicking on it or selecting the pencil icon that is associated with it.
  - a. You can select a node by clicking on it and move as needed.
  - b. You can add a node to a line by clicking on the line while it is highlighted in orange (when you mouse over it).
  - c. You can delete nodes by selecting them and selecting the undo box that appears.
  - d. Select the checkbox associated with the current parcel to save it.
4. Repeat the process from step 3 for any additional parcels that you want to edit.
5. Select the Done option from the task bar to complete the process.

### *From the Data View:*

1. Select the Field/Crops main tab.
  - a. Select the Fields or Crops sub-tab and highlight the field that you want (single mouse click).
  - b. Select the ellipsis "..." in the Actions column of the row that you highlighted.
  - c. Select Geometry from the Edit options in the dialog that is presented.
  - d. Carry on from step 3 in the map view notes above.

Fields that have been saved without geometry have red map marker with a "?" in the field list of the map view. You can add geometry to these fields or crops by using the geometry edit function.

1. Select the field or crop from the list.
2. Select Geometry from the Edit options.
3. Continue the process from step 3 above to add geometry.

## Adding Entrances

<https://vimeopro.com/hensallcoop/fieldtrace/video/588876470>

Here is a video of the process. There is currently no narration in the video. Field entrances help to provide information to applicator operators and others that need to visit the field. It could be an indication of the proper entrance to use at the customer's request or the location of the bridge to the back field so a scout can tell where to cross that darn deep creek.

### *From the Map View:*

1. Select the field that you want to link the entrance to.
2. Select the Entrance icon from the Add section below the field list.
3. Step 1 - Select the method that you want to use from the dialog
  - a. The 1<sup>st</sup> allows you to create a new entrance (when you go to step 2).
  - b. The 2<sup>nd</sup> allows you to pick one that you created earlier (when you go to step 2).
4. Step 2 - Go to "Enter Entrance Information"
  - a. Enter the entrance name (using or including the same text as the field name makes sense)
  - b. Add the 911 address and any note that you want to add.
5. Select Add Geometry to mark the entrance location and select Save.
6. You can add multiple entrances to a field so repeat the process starting at step 2 if desired.
7. To use an entrance that was created earlier, use option 3.b. above and select the entrance from the drop-down list. This feature can be used for shared entrances whether they are shared between two fields or a field and a grain or crop input storage.
  - c. Select Entrance from the add options in the dialog that is presented.
  - d. Carry on from step 3 in the map view notes above.

### *Optional:* Adding an entrance that is not linked to a field:

These could be used for crop input delivery and grain storage location entrances or can be selected in step 3.b. above.

1. Select the Field/Crops main tab and select the Entrances sub-tab
  - a. Select the Add Entrance Location icon on the right side of the header.
  - b. Select the field from the dropdown in the dialog that is presented and select OK.
  - c. Enter the entrance name, 911 address and any relevant notes.
2. Step 1 - Select the method that you want to use from the dialog
  - a. The 1<sup>st</sup> allows you to create a new entrance (when you go to step 2).
  - b. The 2<sup>nd</sup> allows you to pick one that you created earlier (when you go to step 2).
3. Step 2 - Go to "Enter Entrance Information"
  - a. Enter the entrance name (using or including the same text as the field name makes sense)
  - b. Add the 911 address and any note that you want to add.
4. Select Add Geometry to mark the entrance location and select Save.

## Printing a Map

<https://vimeopro.com/hensallcoop/fieldtrace/video/588878406>

Here is a video of the process. There is currently no narration in the video.

1. Find the field or crop that you want to use. If you have several fields listed use the filter option to trim the list.
2. Click on the field/crop in the map area or on the field/crop name in the list area.
3. Select the Create Map icon below the field list.
4. Scroll out to make sure that you can see the area that you want.
5. Select the Add Road Labels option.
  - a. Draw the area where road labels are to be placed.
  - b. Review the road labels. You can remove any that you do not want by clicking on them.
6. Scroll in or out to include the map area that you want to print.
7. Select Print and follow the prompts on your screen.
8. Select the X in the bottom right corner to return to the map view.