

AgWorks, Inc.

111 W. 76th Street – Davenport, IA 52806

Standard Operating Procedures for: Mix Plant Manager

Revisions:

Date	Author	Description
9/15/2011	Sara Toliver	Creation of document.

Summary/Overview:

Within the Agronomy Mix Plant, where fertilizers and pesticides are being formulated and loaded, Mix Plant Manager serves as a tool to organize and define delivery activities. Plant Managers have instant knowledge of each order's delivery status and can increase efficiency as they define and control the sequence of delivery activities.

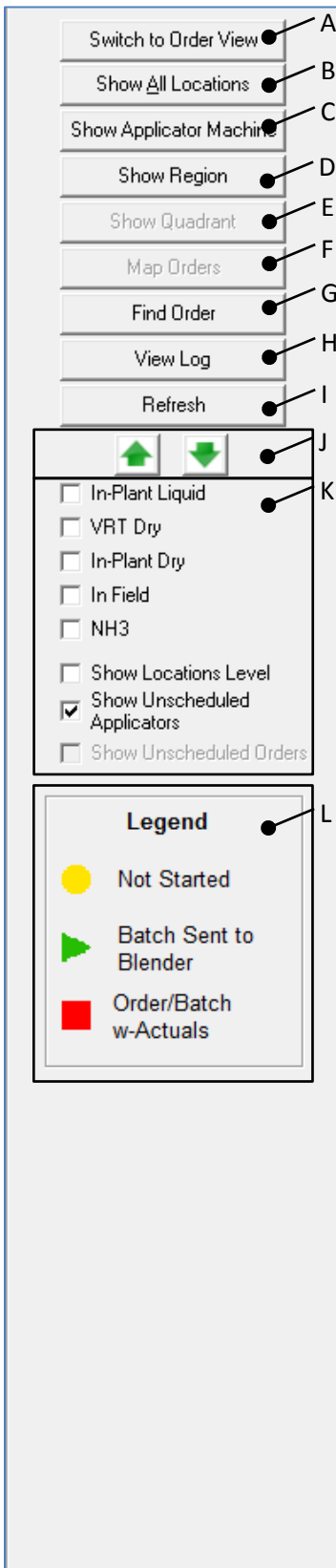
Definitions:

MPM	Mix Plant Manager
MPM Applicator View	The default MPM display grouped by applicator machines and their scheduled Orders
MPM Order View	An alternate MPM display with enhanced sort capabilities for unscheduled Orders
Promote	The process of moving an Order up in priority
Demote	The process of moving an Order down in priority

Warning/Notice:

- The following assumes the Mix Plant Manager component has been enabled for all desired locations
 - *Please contact AgWorks to enable this functionality*

Understanding Buttons

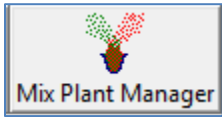


- A. Switch to Order View/Switch to Applicator View**
- This button will toggle between the two MPM views
- B. Show One/All Locations**
- This button is utilized to display applicator machines based on their location assignment. Users can click on this button numerous times to toggle between displaying applicator machines for all locations or displaying applicator machines for a specified location.
- C. Show Applicator Machine**
- This button is utilized to display a specific applicator machine and the Orders scheduled to that machine.
- D. Show Region**
- This button is utilized to display applicator machines based on their regional assignment.
- E. Show Quadrant**
- This button is only available when in MPM Order View. When used, it will filter the list of Orders to the specified quadrant.
- F. Map Orders**
- This button is only available when GIS Order Mapping functionality is enabled. When used, it will display the Orders as points on a map.
- G. Find Order**
- This button is utilized to search the Orders assigned within MPM
- H. View Log**
- This button will run a report against Orders processed through MPM
- I. Refresh**
- This button will refresh the current display should changes be made through other areas of DeliveryDoc/Schedule
- J. Promote/Demote Orders**
- These buttons allow the user to move a currently scheduled Order up or down in priority for that specific applicator machine.
- K. Filters**
- Users can independently or concurrently apply these filters to the specific views
- L. Legend**
- Denotes special icons utilized within this component

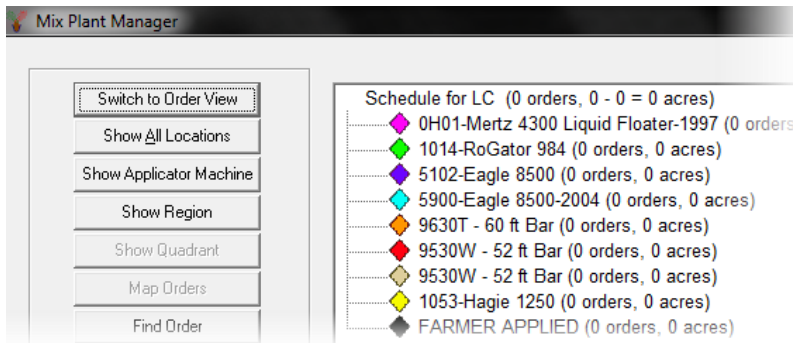
Functionality within MPM Applicator View:

Procedures for Scheduling Order and Sending to Blender

- 1. Open Mix Plant Manager by navigating to:
Delivery Doc > Schedule > Mix Plant Manager



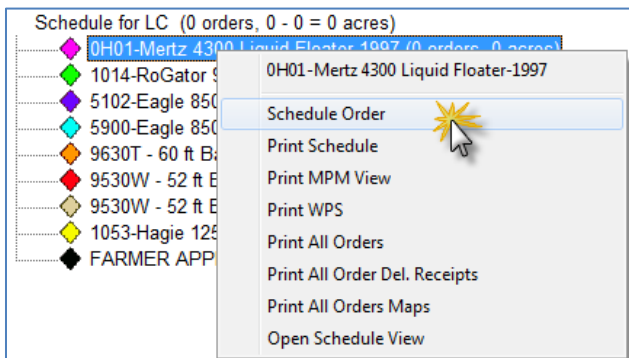
- a. The Mix Plant Manager component is disabled by default. If you do not see the Mix Plant Manager quick button from the Delivery Doc home screen; please contact AgWorks to have it enabled.
- 2. The default view of MPM will display all applicator machines within this specific location



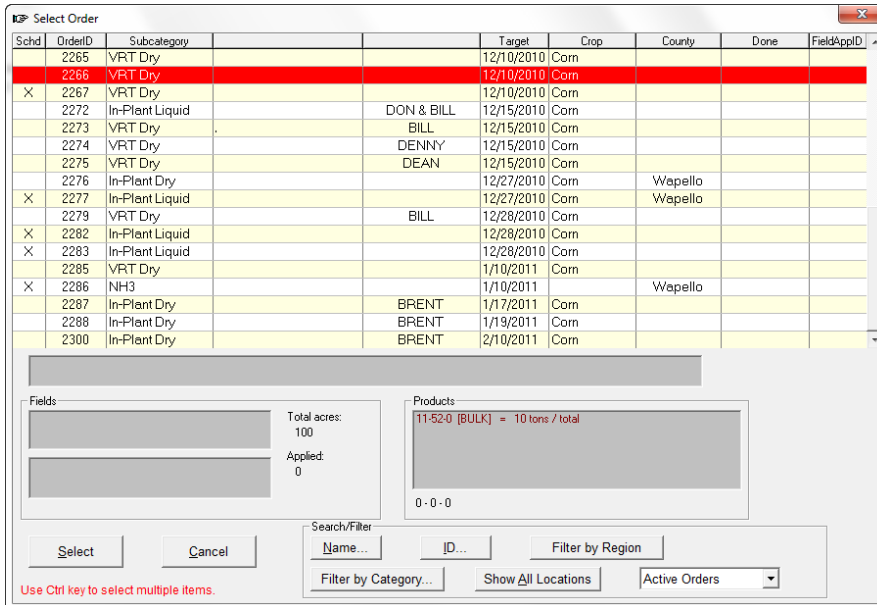
- a. You can modify this view by applying various filters
- b. The colored diamond icon next to each applicator machine denotes its GIS Legend Color reference as it is set within AgWorks Manager.



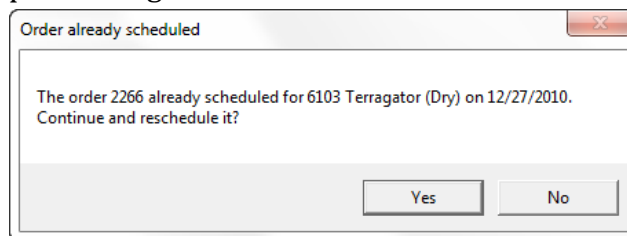
- 3. To schedule an Order to an applicator machine
 - a. Right-click on the applicator machine
 - b. On the menu, navigate to Schedule Order



c. The Order Selection window will be displayed

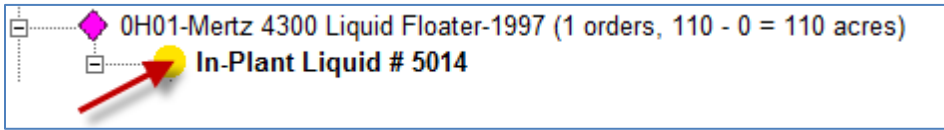


- i. In-Plant Liquid, In-Plant Dry, VRT, In Field, and NH3 Orders can be scheduled from MPM
- ii. Orders with an “x” in the “Sched” (Scheduled) column denote which Orders have already been scheduled to an applicator machine.
 - 1. Orders that are already scheduled to another machine can be selected and rescheduled to an alternate machine. If you do this, you will see a message like the one below that you will be required to acknowledge before proceeding.

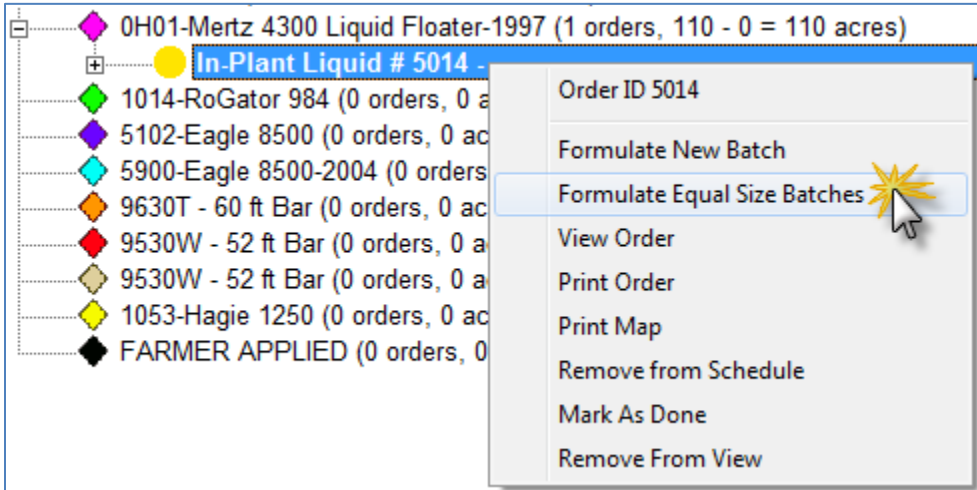


- iii. Each of the column headings can be clicked on to sort a specific column in descending sequence (A to Z)
 - iv. Holding the Ctrl key on your keyboard and using the mouse to select specific Orders, you can schedule multiple Orders to the applicator machine at the same time.
- d. Highlight the desired Order(s), and click Select
- e. The Order(s) will be assigned to this applicator machine.

4. When the Order is first scheduled to the applicator machine it will be given a “Not Started” status; noted by the yellow circle.

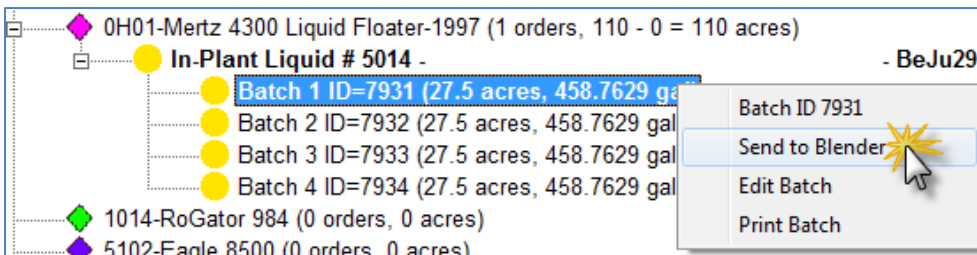


5. To create batches for the Order, right click on the Order and select Formulate New Batch or Formulate Equal Size Batches

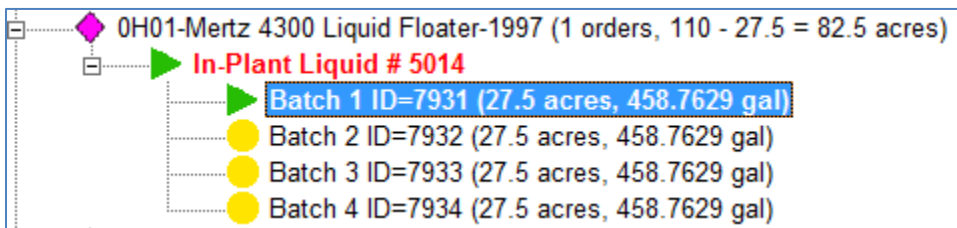


- a. Batches can be created for In-Plant Liquid, In-Plant Dry, and VRT Orders
- i. VRT Orders are not formulated, but AgWorks will process a batch ticket with average rate/acre and product information.

6. To send the batches to the blender, right click on the batch and select Send To Blender

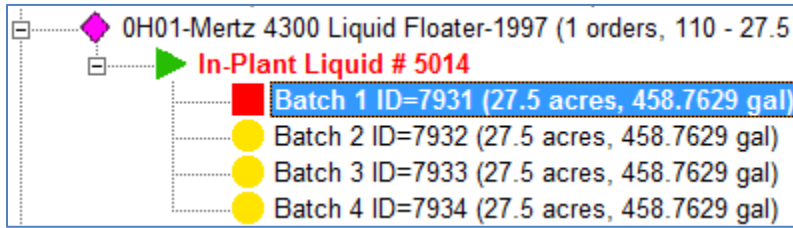


- a. When a batch is sent to the blender, the Order and Batch statuses change to “In Progress”; noted by a green sideways triangle.





- i. All Orders that are In Progress are also noted in red, bold font

7. When actuals are read back into AgWorks from a blender interface or through manual input on the blend ticket(s), the batch will be noted with a red square.



- a. When actuals are received for all batches, the Order status will be changed as well; this is noted by a red square on the Order line item.

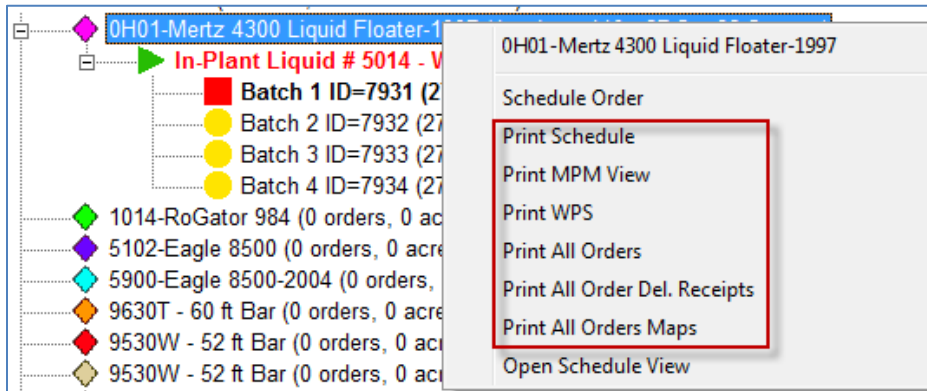
Procedures for Promoting and Demoting Orders

1. Once Orders have been scheduled within MPM View, users have the ability to prioritize these Orders through the promote/demote process.
 - a. To promote an Order
 - i. Highlight the desired Order, and click on 
 1. You can move the Order up in priority as many times as desired.
 - b. To demote an Order
 - i. Highlight the desired Order, and click on 
 1. You can move the Order down in priority as many times as desired.

Report Options with MPM

There are multiple Report options available within MPM

1. By right-clicking on the Applicator Machine node the menu displays some of the available reports



- a. Print the Order Scheduled for this Applicator Machine
- b. Print the MPM View for this Applicator Machine
- c. Print the WPS for Orders assigned to this Applicator Machine
- d. Print All Orders assigned to this Applicator Machine
- e. Print All Order Delivery Receipts for Orders assigned to this Applicator Machine
- f. Print All Maps for Orders assigned to this Applicator Machine

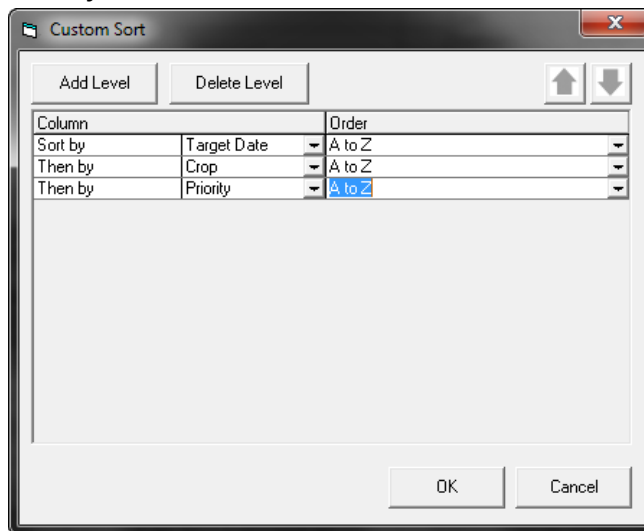
Functionality within MPM Order View:

Order View is a quick and easy way for Mix Plant Operators to manage all Orders within the company. Order View displays the Order Status, Order ID, Location, Customer, Farm Name and Field Name, Acres Scheduled for the Order, Crop, Order Priority (1-5), Order Subcategory Type, Quadrant, Target Date, Scheduled Date, User that created the Order, Longitude, Latitude, and Order Comments.

Status	Ord#	Loc	Customer	FarmName	Acres	Crop	Priority	AppType	Quad	TrgDate	SchdDate	User	Longitude	Latitude	Comments
6812	LC					Corn	3	In-Plant Dry		9/7/2011	9/8/2011	admin			
6815	LC					Corn	2	In-Plant Dry		9/7/2011		admin			
6805	DR			New site : H1	50	Alfalfa	1	In-Plant Dry	N	9/6/2011		admin	0	0	
6804	LC					None		VRT Dry		9/6/2011		admin			
6795	LC			New site : H1	50	None		In-Plant Dry		9/6/2011		admin	0	0	
6796	DR					None		In-Plant Dry		9/6/2011		admin			
6802	LC					None		In-Plant Dry		9/6/2011		admin			
6806	LC					None		In-Plant Dry		9/6/2011		admin			
6811	LC			BeRa03 Home : Home	60	Corn	2	In-Plant Dry	NE	9/7/2011		admin	44.1015	-94.0585	
6800	DR			New site : New field	50	None		In-Plant Dry		9/6/2011		admin	0	0	

1. Define the desired display

- a. MPM Order View can be filtered and custom sorted to fit the needs of your company.
 - i. To filter the list of Orders, use the controls on the left navigation.
 1. Orders can be filtered by Region, Quadrant, One/All Locations
 2. Orders can be filtered to one or more Order Subcategory Types – In Plant Liquid, In Plant Dry, VRT Dry, In Field, and NH3
 3. Users can choose to view all Orders or just the scheduled Orders
 - ii. To sort the list of Orders, use the controls on the top navigation
 1. Each column heading can be clicked to sort the column in ascending and descending sequence
 2. Users can also use the Custom Sort functionality for advanced sorting capabilities
 - a. For example: To sort by Target Date, then Crop, and then Priority; add levels to the Custom Sort functionality in the desired sequence to fulfill your needs

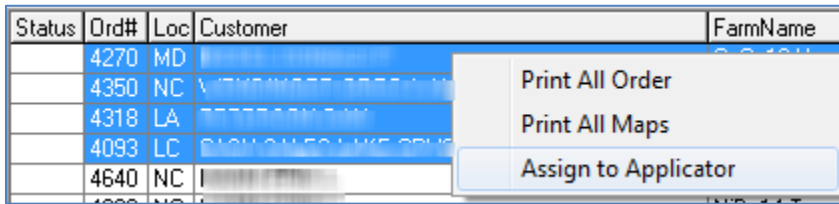


- i. To change your sort sequence, a line can be highlighted and the click on the or the

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b. Once the desired display is set, the user can then highlight multiple Orders to:

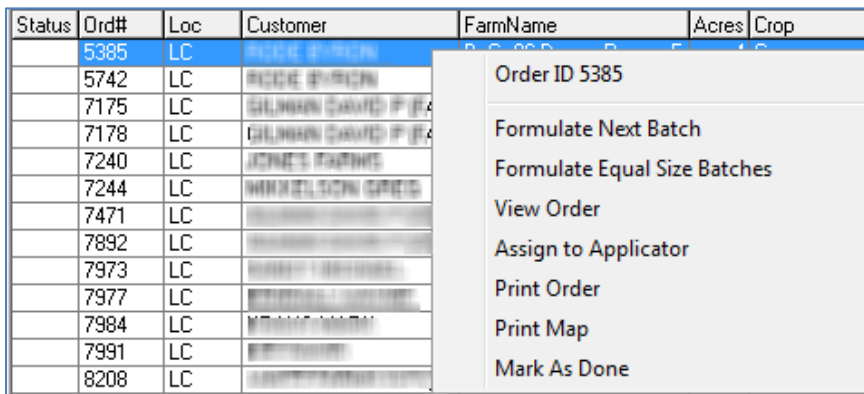


The screenshot shows a table with columns: Status, Ord#, Loc, Customer, and FarmName. The rows for Ord# 4270, 4350, 4318, and 4093 are highlighted in blue. A context menu is open over these rows, containing the following options: Print All Order, Print All Maps, and Assign to Applicator.

Status	Ord#	Loc	Customer	FarmName
	4270	MD		
	4350	NC		
	4318	LA		
	4093	LC		
	4640	NC		

- i. Print all Orders
- ii. Print all Maps
- iii. Assign all highlighted Orders to a specific applicator machine
 1. Users will then be presented with the list of applicator machines where they can pick their desired machine. Once Orders are assigned they will appear below that Applicator Machine within MPM Applicator View.

c. By selecting a single Order, you can:



The screenshot shows a table with columns: Status, Ord#, Loc, Customer, FarmName, Acres, and Crop. The row for Ord# 5385 is highlighted in blue. A context menu is open over this row, containing the following options: Order ID 5385, Formulate Next Batch, Formulate Equal Size Batches, View Order, Assign to Applicator, Print Order, Print Map, and Mark As Done.

Status	Ord#	Loc	Customer	FarmName	Acres	Crop
	5385	LC				
	5742	LC				
	7175	LC				
	7178	LC				
	7240	LC				
	7244	LC				
	7471	LC				
	7892	LC				
	7973	LC				
	7977	LC				
	7984	LC				
	7991	LC				
	8208	LC				

- i. Formulate Batches
 1. Batches will appear within MPM Applicator View, they will not be visible in MPM Order View
- ii. View Order
- iii. Assign highlighted Order to a specific applicator machine
 1. Users will then be presented with the list of applicator machines where they can pick their desired machine. Once Order is assigned it will appear below that Applicator Machine within MPM Applicator View.
- iv. Print the Order
- v. Print the Map for this Order
- vi. Mark this Order as Done