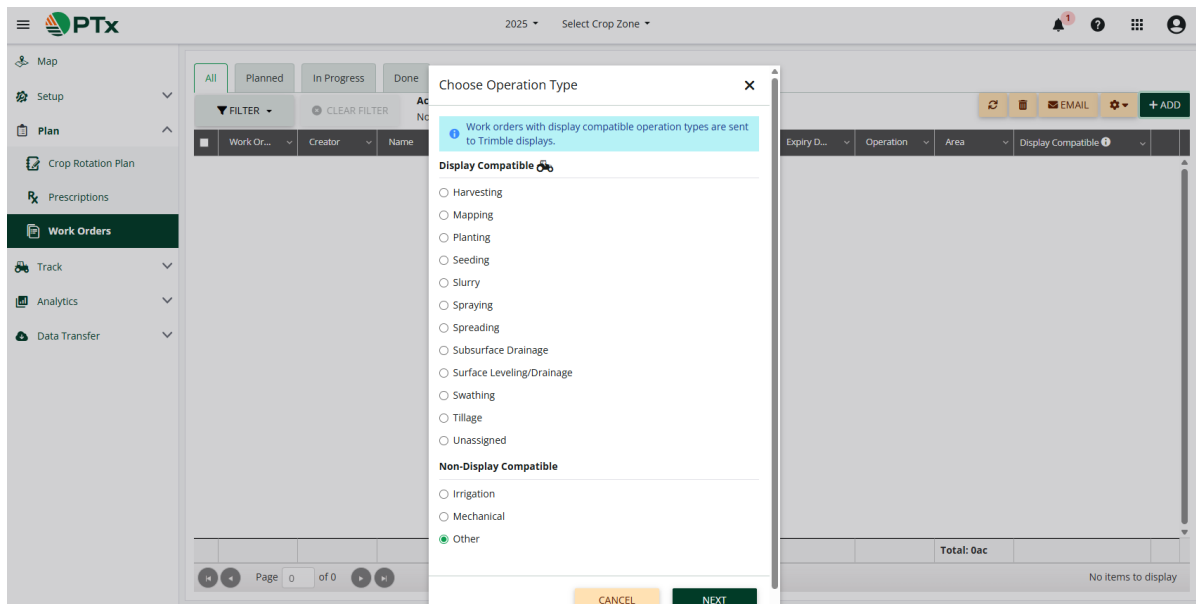


# Work Orders

## Creating a Work Order

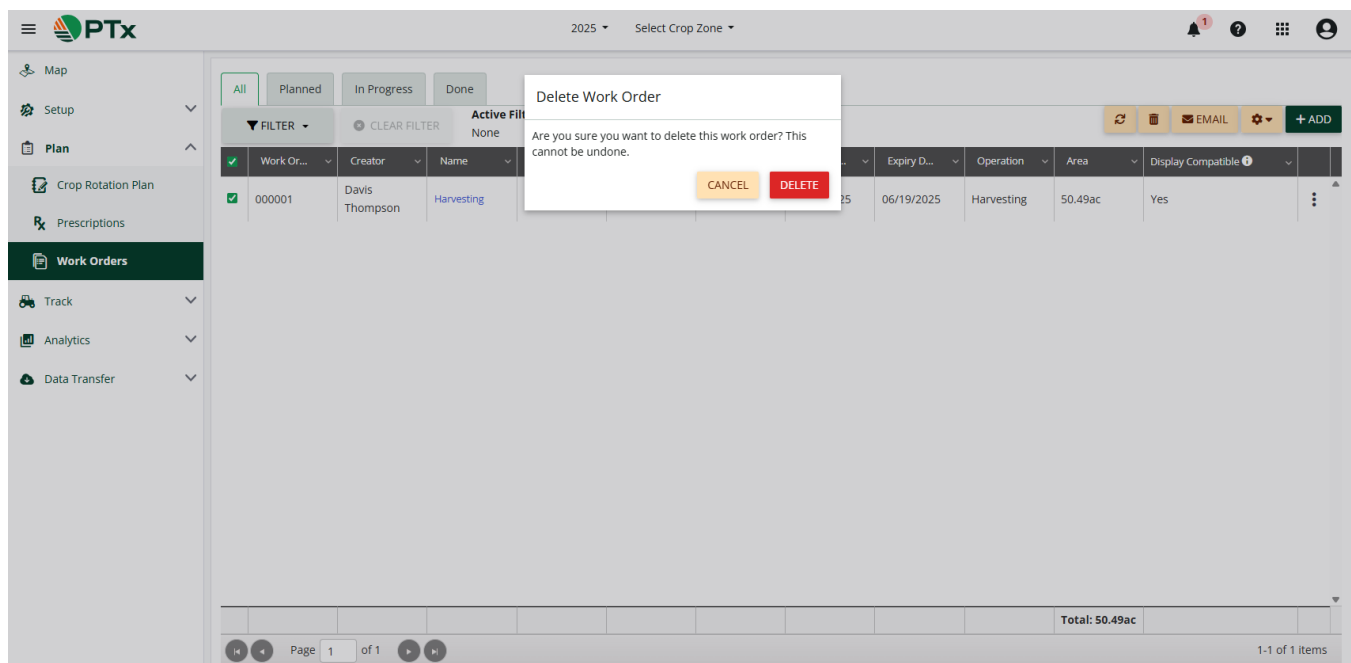
1. In FarmENGAGE under Plan, select the Work Orders page
2. Click "+ADD" in the top right corner
3. Chose the operation you would like for the Work Order and click Next
  - a. When you choose a Display Compatible operation and meet the following criteria, the work order syncs with Precision-IQ on connected displays when using AutoSync. Criteria for Display Compatible Work Orders:
    - i. A display compatible operation type is selected
    - ii. No more than one material is selected
    - iii. Either select a vehicle containing at least one profile or do not select a vehicle
    - iv. Either select one implement profile or do not select an implement
  - b. Choose non-display compatible operations such as Irrigation or Mechanical
    - i. These operations are not meant to be done by tractors, but you are able to keep track of their details and progress in FarmENGAGE



4. Chose the Crop Zone(s) to apply the Work Order to
5. Fill in all required information on the General tab and any optional details
6. Add desired Vehicle, Implement, Material(s), Operators, Restrictions, Boundaries, Guidance Lines and Photos
7. Click Save when complete
8. All Work Orders created in the web are synced to the mobile app and vise versa

## Deleting a Work Order

1. In FarmENGAGE under Plan, select the Work Orders page
2. Check the box(es) of the Work Order you would like to delete
3. Click the Trashcan icon in the top right corner
4. Select delete to delete the Work Order
  - a. Note – All associated records will be deleted with the Work Order
    - i. There is an option to maintain associated Crop Zone Activities and Equipment Activities is available. This will delete the Work Order, but keep the associated records.



## Changing the Status of a Work Order

1. In FarmENGAGE under Plan, select the Work Orders page
2. Check the box of the Work Order(s) you would like to mark as done
3. In the top right-hand corner, click the settings dropdown and select "Mark as Done"
4. If you choose multiple Work Orders at one time, you may choose to either edit the start and end time of the work order or not upon changing the status to Done. Choose the option you desire to continue.
5. A Work Order in the Done status, can be reset to Planned status.
  - a. Note – Resetting the Work Order will delete all associated Crop Zone Activity and status

The screenshot shows the PTx FarmENGAGE interface. On the left is a sidebar with navigation options: Map, Setup, Plan, Crop Rotation Plan, Prescriptions, Work Orders (selected), Track, Analytics, and Data Transfer. The main area displays a table of work orders with columns: Work Order, Creator, Name, Crop Zone, Crop, Status, Planned, Expiry Date, Operation, Area, and Display Compatible. A modal dialog titled 'Edit Work Order Date?' is open, showing the text 'You may edit the work order date upon completion.' and buttons for 'CANCEL', 'DO NOT EDIT', and 'EDIT'.

## Editing a Work Order

1. In FarmENGAGE under Plan, select the Work Orders page
2. Find the Work Order you like to edit and click the three dots on the right side of the page
3. Select Edit
4. You are now able to edit the Work Order details

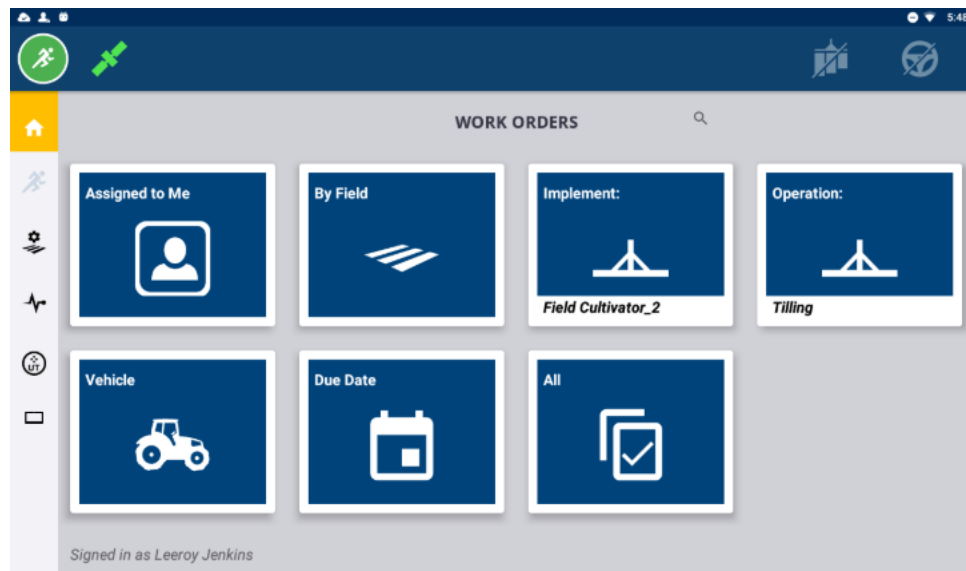
The screenshot shows the PTx interface. On the left is a sidebar with navigation options: Map, Setup, Plan, Crop Rotation Plan, Prescriptions, Work Orders (selected), Track, Analytics, and Data Transfer. The main area displays a table of work orders with columns: Work Or..., Creator, Name, Crop Zone, Crop, Status, Planned..., Expiry D..., Operation, Area, and Display Compatible. A context menu is open for the first work order, showing options: Edit, Copy to Same Crop Zones, Copy to New Crop Zones, Mark as Done, Delete, and Send To TaskDoc Vehicle.

## Syncing Work Orders to Precision-IQ Displays

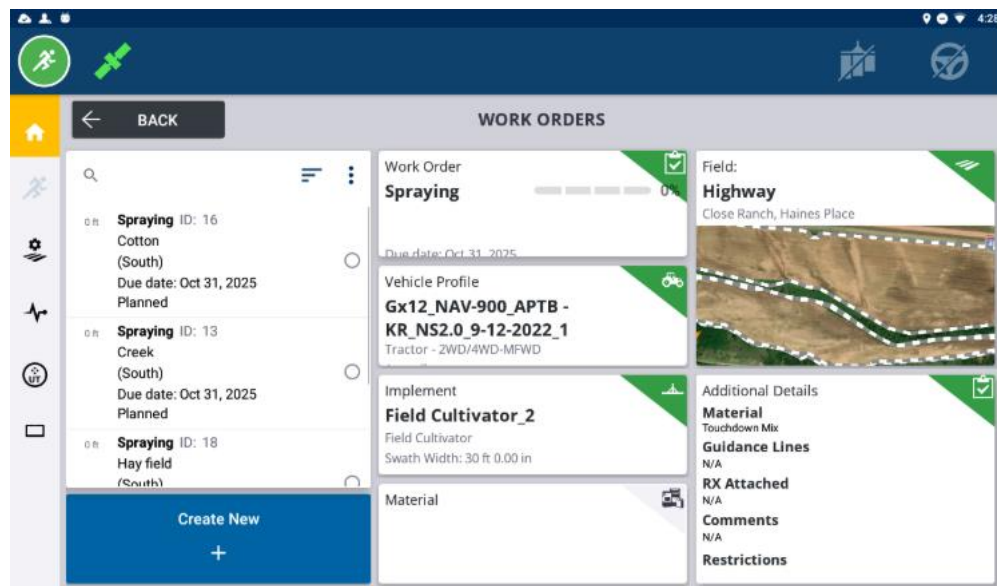
Display compatible Work Orders are automatically synced to connected displays to streamline your communication.

1. Ensure that the display has an internet connection and has AutoSync turned on

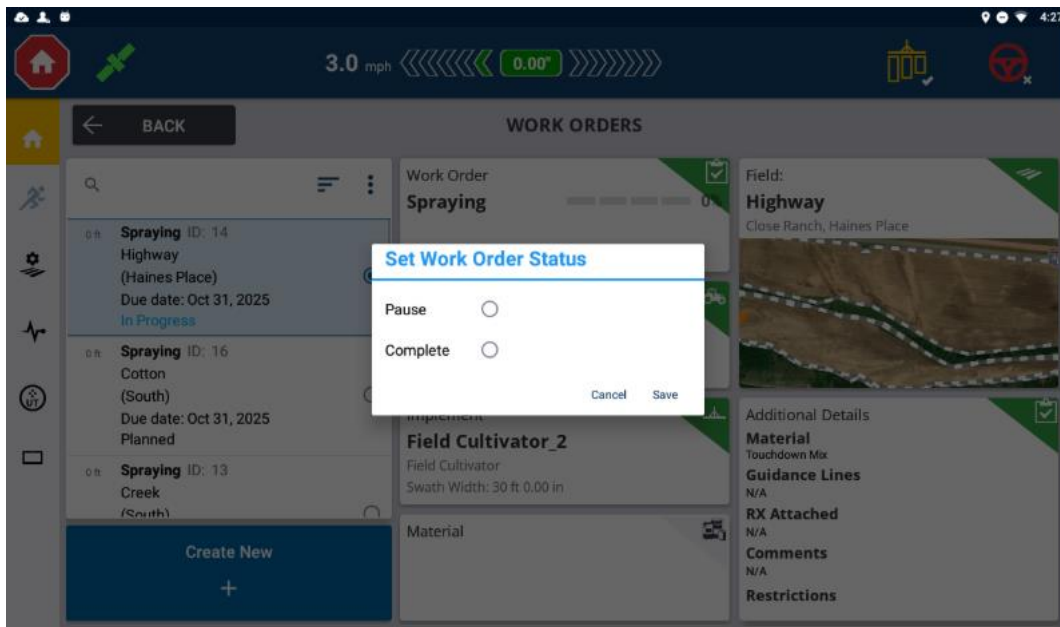
2. On the display, chose which option you would like to filter by



3. Select the Work Order you want to complete from the list, then tap the green running man to enter the Run Screen



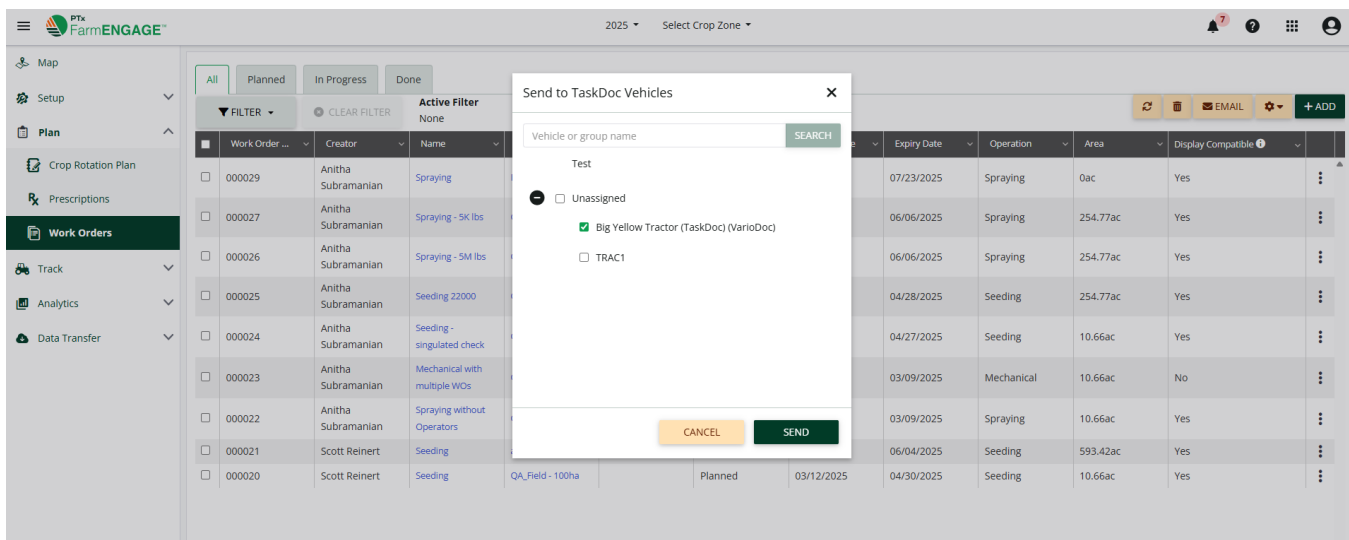
4. When you are done, stop the Run Screen. You will be prompted to select whether the Work Order is Complete or Paused, this will show on FarmENGAGE
  - a. Completing a Work Order will mark the status as Done
  - b. Pausing a Work Order will mark the status as In Progress



## Sending Work Orders to TaskDoc Vehicle

Send desired Work Orders to Fendt, Massey Ferguson and Valtra terminals via the TaskDoc API

1. In FarmENGAGE under Plan, select the Work Orders page
2. Navigate to the Work Order you want to send and click on the 3 dots on the right side of the page
3. Click Send to TaskDoc Vehicle to send the Work Order
4. Select the vehicle and click Send to send the Work Order to the vehicle



## View or Email Work Orders

You can easily share Work Orders by emailing them directly to those affected.

1. In FarmENGAGE under Plan, select the Work Orders page
2. To View the Work Order from the list, click the blue hyperlink in the Name column
3. To Email the Work Order, select the Work Order you wish to email, or create a new one
4. Click the "Email" button in the upper right corner
5. Enter the email address and add details to the body paragraph
  - a. You can view the report of the Work Order here to double check the details
6. Click Send to send the email containing the Work Order
7. The recipient of the email will be able to view the report of the Work Order without needing to be logged into FarmENGAGE

The screenshot shows the FarmENGAGE interface. On the left is a sidebar with navigation options: Map, Setup, Plan, Crop Rotation Plan, Prescriptions, Work Orders (selected), Track, Analytics, and Data Transfer. The main area displays a table of Work Orders. At the top of the table are tabs for 'All', 'Planned', 'In Progress', and 'Done'. Above the table is a 'FILTER' button and an 'Active Filter' dropdown set to 'None'. An 'Email' modal window is open in the center, showing a form to send an email. The 'To' field contains 'davis\_thompson@trimble.com', the 'Subject' is 'Sophia Capello - pro has sent you the following reports', and the 'Body' contains 'This is the new work order.' Below the body text is a link that says 'Field to merge into. Field to merge 1, field test - Spraying View Report'. At the bottom of the modal are 'CANCEL' and 'SEND' buttons. The background table has columns: Work Order #, Creator, Name, Expiry Date, Operation, Area, and Display Compatible. It lists various work orders with details like '000034', 'Sophia Capello', 'Spraying', and '1.07ac'. At the bottom right of the table, it says 'Total: 2,649.46ac' and '1-29 of 29 items'.

## Adjusting Columns and Filtering Work Orders

You can customize the columns and apply filters on the work order screen to better organize and manage your tasks.

1. In FarmENGAGE under Plan, select the Work Orders page
2. Select the dropdown on one of the column headers
3. You can select "Sort Ascending" or "Sort Descending"
  - a. You can also select what columns to see by clicking Columns

PTx FarmENGAGE™ 2024 Select Crop Zone

Map Setup Plan Crop Rotation Plan Prescriptions **Work Orders** Track Analytics Data Transfer

Active Filter: None

Work Order #	Creator	Name	Crop Zone	Crop	Status	Planned Date	Expiry Date	Operation	Area	Display Compatible
000034	Sophia Capello	Spraying	field test	Apricots	Planned	07/21/2025	07/21/2025	Spraying	1.07ac	Yes
000033	Sophia Capello	Spraying	field test	Beans	Planned	07/21/2025	07/21/2025	Spraying	30.69ac	Yes
000032	Sophia Capello	Spraying	field test	Basil	Planned	07/21/2025	07/21/2025	Spraying	18.8ac	Yes
000031	Sophia Capello	Spraying	field test	Broccoli	Planned	01/21/2025	01/21/2025	Spraying	142.57ac	Yes
000030	Sophia Capello	Spraying	field test	Broccoli	Planned	12/06/2024	12/06/2024	Spraying	142.57ac	Yes
000029	Sophia Capello	Spraying	field test	Blackcurrants	Done	11/06/2024	11/08/2024	Spraying	9.06ac	No
000028	Sophia Capello	Spraying	field test	Blackcurrants	Done	11/04/2024	11/04/2024	Planting	9.06ac	No
000027	Sophia Capello	Spraying	field test	Broccoli	Planned	09/04/2024	09/04/2024	Seeding	142.57ac	No
000025	Adolfo De la Torre Gutierrez	Spraying	field test	Apples	Planned	07/26/2024	08/31/2024	Seeding	0.03ac	Yes
000024	Adolfo De la Torre Gutierrez	Spraying	field test	Apples	Planned	07/26/2024	08/31/2024	Seeding	0.03ac	Yes
000020	Sophia Capello	Spraying	field test	Broccoli	Planned	07/16/2024	07/16/2024	Planting	142.57ac	No
000019	Sophia Capello	Spraying	field test	Broccoli	Planned	06/26/2024	06/26/2024	Planting	142.57ac	Yes
000018	Sophia Capello	Spraying	field test	Broccoli	Planned	06/20/2024	06/20/2024	Other	142.57ac	No
000017	Sophia Capello	Spraying	field test	Broccoli	Planned	06/03/2024	06/03/2024	Spraying	142.57ac	Yes

4. Apply filters to the Work Order screen by selecting the filter option at the top of the page
  - a. Select the information and details you want to filter the page by

IGAGE™

Plan

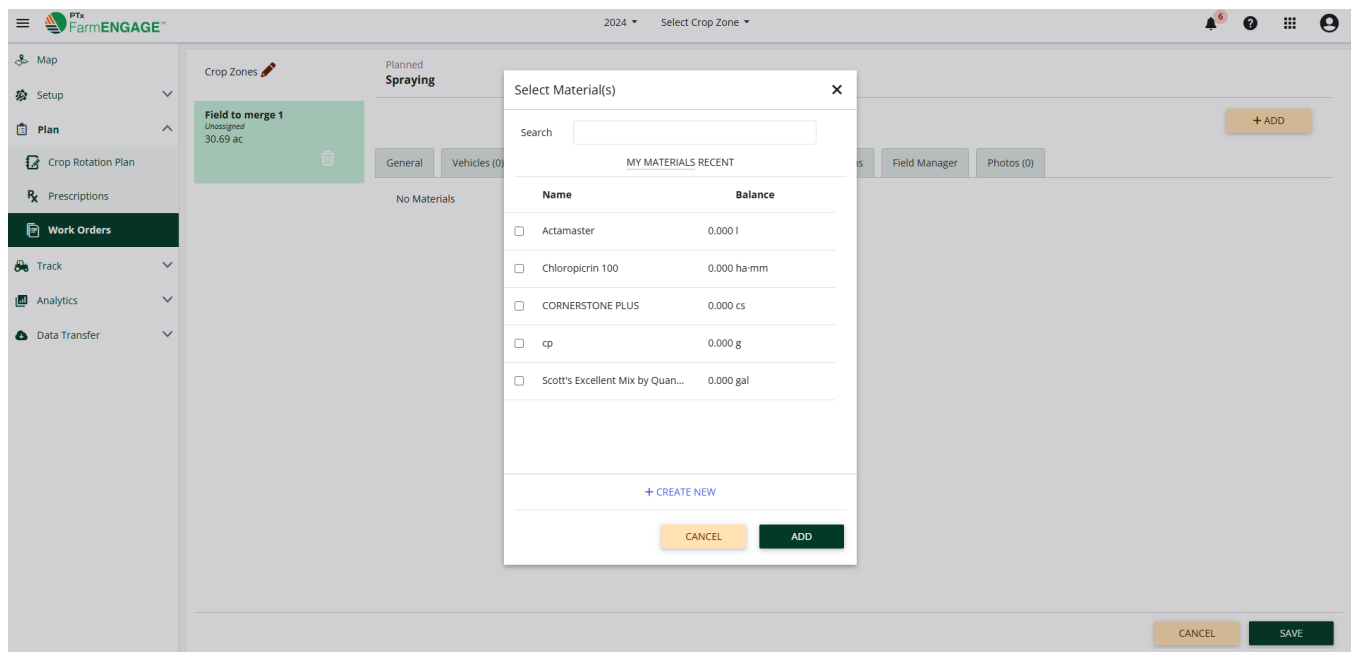
Active Filter: None

Work Order #	Creator
000028	Sophia Capello

## Prescriptions with Work Orders

You can add prescriptions with Work Orders to effectively track work on your farm.

1. In FarmENGAGE under Plan, select the Work Orders page
2. Click on the +Add in the top right corner to create a new Work Order
3. Choose the Operation Type
4. Select the Crop Zones to apply the Work Order to
5. Enter the planned Start time and Due Date
6. Go to the materials tab and add a new material
7. Select what type of material you are creating
8. Select the recent materials or create a new one



9. Change the rate type to Variable Rate
10. In the prescription section, choose whether to use existing, create new, or import zones.
11. Enter the Prescription name
12. If Creating New, in the Rates section, enter the rate for each zone
13. When complete, select OK



PTx FarmENGAGE™ 2022 Select Crop Zone

Map Setup Plan Crop Rotation Plan Prescriptions **Work Orders** Track Analytics Data Transfer

Crop Zones **East Quarter**  
Bob - Homestead  
143.50 ac

Planned

**Seed Channel Corn**

☐ Flat Rate ☒ Variable Rate

Area Applied 143.50 ac

Cost \$0.00 / box

Target Rate 35,095.21 \$ / ac

Quantity Used 5.04 box

Class

Comments

**PRESCRIPTION**

Fall Remove

Zone ID	Zone Name	Rate	Units
1	Zone 1	36,000.00	\$ / ac
2	Zone 2	10,000.00	\$ / ac
3	Zone 3	40,000.00	\$ / ac
4	Zone 4	25,000.00	\$ / ac
5	Zone 5	33,000.00	\$ / ac
6	Zone 6	32,000.00	\$ / ac

SEED SOURCE

Cost/ac  
\$0.00

+ ADD

CANCEL SAVE

- When complete, select Save to create the Work Order
- Once the Work Order is saved, you can download the prescription by clicking on the 3 dots of the Work Order and click Download Rx File
- Select the Export type and download the file

PTx FarmENGAGE™ 2022 Select Crop Zone

Map Setup Plan Crop Rotation Plan Prescriptions **Work Orders** Track Analytics Data Transfer

All Planned In Progress Done

Active Filter None

Work Order ... Creator Name Crop

000002 Davis Thompson PTxJV Seeding East

000001 Davis Thompson PTxJV Harvesting East

**Select Export Type**

☐ TMX (AgData)

☐ FmX (AgGPS)

☐ ISO (ISOXML Files)

☒ GS3 (John Deere GS3\_2630 Folder)

☐ CN1 (CNH CN1 Folder)

☐ AgSetup (AgLeader InCommand AgSetup File)

☐ AgSetup (AgLeader Integra AgSetup File)

☐ SHP (Generic Shape File)

☐ SHP (Ag Leader - Integra)

☐ SHP (John Deere - 2630)

☐ SHP (Raven - Viper 4)

☐ SHP (Raven - Viper Pro)

CANCEL SELECT

Date	Expiry Date	Operation	Area	Display Compatible
025	08/23/2025	Seeding	143.5ac	Yes
025	08/22/2025	Harvesting	144.69ac	Yes

Total: 288.19ac

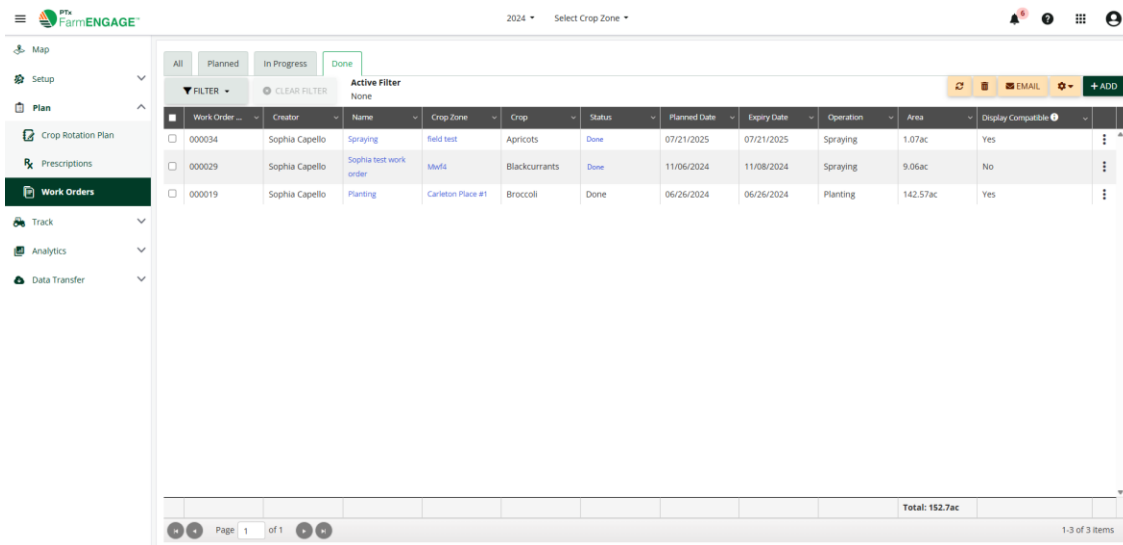
Page 1 of 1

1-2 of 2 Items

## Viewing a Finished Task

You can view finished Work Orders on the Work Orders page.

1. In FarmENGAGE under Plan, select the Work Orders page
2. Select the Done tab to view finished Work Orders
3. When the Work Order was finished on the display, click on the “Done” hyperlink on the Work Order listing

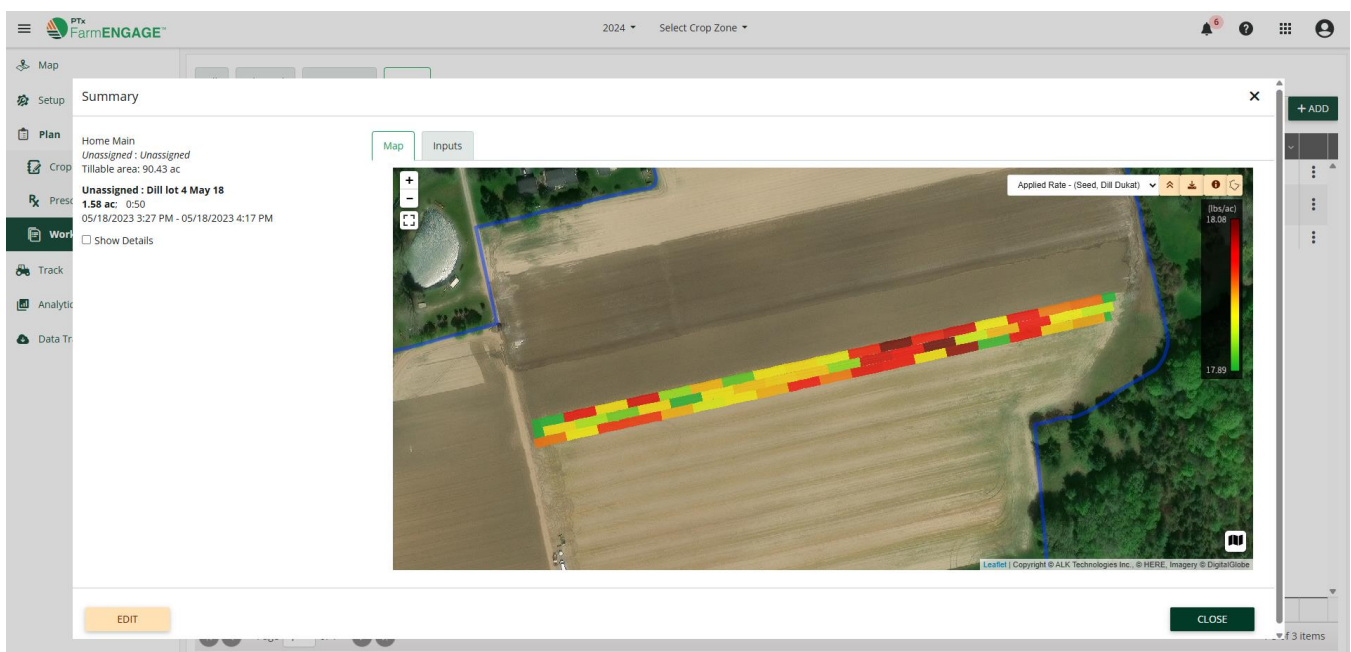


The screenshot shows the FarmENGAGE interface with the 'Work Orders' page selected. The 'Done' tab is active, displaying a table of completed work orders. The table has columns for Work Order ID, Creator, Name, Crop Zone, Crop, Status, Planned Date, Expiry Date, Operation, Area, and Display Compatible. Three work orders are listed, all with a status of 'Done'.

Work Order	Creator	Name	Crop Zone	Crop	Status	Planned Date	Expiry Date	Operation	Area	Display Compatible
000034	Sophia Capello	Spraying	field test	Apricots	Done	07/21/2025	07/21/2025	Spraying	1.07ac	Yes
000029	Sophia Capello	Sophia test work order	Mvita	Blackcurrants	Done	11/06/2024	11/08/2024	Spraying	9.06ac	No
000019	Sophia Capello	Planting	Carleton Place #1	Broccoli	Done	06/26/2024	06/26/2024	Planting	142.57ac	Yes

At the bottom of the table, it shows 'Total: 152.7ac' and 'Page 1 of 1'.

4. This will show you the task for the Work Order



## Copy to Same and New Crop Zones

To quickly create a duplicate of the Work Order, you can create a Copy for the same Crop Zone or for a New Crop Zone.

1. In FarmENGAGE under Plan, select the Work Orders page
2. Select the 3 dots of the Work Order that you want to duplicate
3. If you want the copy of the Work Order to be for the same Crop Zone, select Copy to Same Crop Zones
  - a. Select Save to create the duplicate work order
4. If you want the copy of the work order to be for a new Crop Zone, select Copy to New Crop Zones
5. Select the Crop Zone for the duplicate Work Order
6. Click Save to create the Work Order

The screenshot shows the FarmENGAGE interface. The top navigation bar includes the PTx FarmENGAGE logo, a year selector set to 2023, a 'Select Crop Zone' dropdown, and notification, help, and user icons. A left sidebar contains navigation links: Map, Setup, Plan (expanded), Crop Rotation Plan, Prescriptions, Work Orders (selected), Track, Analytics, and Data Transfer. The main content area displays a table of work orders with columns: Work Order ID, Creator, Name, Crop Zone, Crop, Status, Planned Date, Expiry Date, Operation, Area, and Display Compatible. Two work orders are listed: one for Seeding (ID 000026) and one for Other (ID 000001). A context menu is open for the 'Other' work order, showing options: Edit, Copy to Same Crop Zones, Copy to New Crop Zones, Mark as Done, Delete, and Send To TaskDoc Vehicle.

Work Order ID	Creator	Name	Crop Zone	Crop	Status	Planned Date	Expiry Date	Operation	Area	Display Compatible
000026	Sophia Capello	Seeding	1 mile		Planned	09/03/2024	09/03/2024	Seeding	7.24ac	Yes
000001	Sophia Capello	Other	Carleton Place #2 edit to have really long name to	Apples	Planned	12/05/2023	12/05/2023	Other	0ac	No