Let us walk you through the first few steps on using Trimble Ag Software. Find step-by-step help on activating your account, customizing your profile, setting up your crops, farms, fields and more. With an easy-to-find publishing date and links in this guide to the latest topics on How-To Central, you'll always have access to the most up-to-date help.
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Introduction

This edition of our Getting Started with Farmer Pro guide shows several end-user workflows in Trimble Ag Software, many of which can be performed in the online website and mobile app. These workflows were collected from our web-based user guide, How-To Central, where additional workflows are kept.

The field is at the center of most of Trimble Ag Software. The topics follow the diagram below, from left to right:

- Create crops so they are available when assigning fields (they can be created on the fly as well)
- Create materials and apply them to fields (they can be applied one-by-one and across several fields at one time)
- Record activities such as seeding and irrigation events
- Create fields and add several attributes as listed below
- Manage fields by crop year
- Adjust farm settings for your location
- Create storage and manage transactions from fields and to customers

Workflows Covered in this Starter Manual
1 | Set up your crop year online

Each time that you login or use your account, you’ll start by selecting your preferred crop year, which will default to the latest crop year saved. The crop year ties your activities and records together under a single point of reference so that you can organize and view information year over year.

When you first use your account, you’ll be prompted to set up your crop year and primary crop, as shown below (you can change it later, if needed). This initial setup for crop year needs to completed online so that the system can organize your records, and prior to using the mobile app for the first time.

The online account has more options that you can review during initial setup or change as needed, such as adding additional crop years, adding seed varieties to your purchased materials used during planting, and more. Follow these steps or scroll down to watch our video:

1. Log in to your account online (learn more)
2. Click the dropdown arrow next to the crop year (top left)
3. Click Manage Crop Years
4. On the Commodities menu displayed in the main window, click the Crop Seasons tab
5. Click the +Add Crop Season button
6. On the Create Crop Season pop-up window, click to enter or select options as listed below (required fields are displayed with an asterisk*)
○ **Harvest Year** (required) – also known as crop year; select from the dropdown list
○ **Crop** (required) – select from the list of crops already entered your account, or click the +**Add Crops** link to select from the master list of crops available in your region
○ **Subcrop** - enter a name (for example, if your crop is corn, your subcrop could be entered as popcorn)
○ **Activities Start Date** and **Activities End Date** (required) – click the calendar 📆 icons to adjust dates (for example, depending on the crop, climate zone and type of activities planned for your operation including soil testing and prep, you can set your own start and end date outside of standard seasonal cycles; as well, if you’re connecting data to your account from vehicle equipment displays that don’t have a crop season defined, these start and end dates are used to match your data to the correct crop season for the field)
○ **Default Yield Potential** (optional) – enter an estimated average crop yield that can serve as a benchmark when comparing crop plans on your account

7. Click **Save** (or **Cancel**)

For help with deleting a crop year from your account, contact customer support.

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### 2 | Download the mobile app

If you already have an online account, you can download the **Trimble Ag Mobile** app for iOS or Android for use on your phone or tablet. (Don’t have an online account? [Click here to browse our plans](#) or [contact our sales team to find the best match for you](#).)

Get the mobile app here:

1. From your phone or tablet, search the app store for the **Trimble Ag** mobile app
2. Click the download icon
3. Close the app store screen
4. Find and tap the Trimble Ag Mobile app icon to launch the app
5. Enter your Trimble user ID (email address) and password (learn more)
6. Click Allow to permit Trimble Ag Software to access your location (you can change this later in your mobile device settings)
7. Click Continue to review the Terms of Use and click Accept
8. Adjust your mobile device settings as desired to allow the app to access your location, use cellular or wireless data, install updates automatically or access your device camera.
9. Using Android? There's one more step:

Android requires that app users also give permission for the app to access Storage on your phone. Users will get a notification when they first run the new version. Settings can also be accessed from the alert that pops up when you first run the app. The app will not run without this permission (selecting Not Now will shut down app). Users can also go to Settings and turn on permission for storage.

Learn more about Activating Your Account.

3 | Create/edit organization

3.1 Enter your initial settings online

When you use your online account for the first time, you'll be prompted to fill in some basic information for your account organization, as shown below. Name your organization to match your business (for example, Smith Farms or 3R Farms). Your Organization Name is also known as your Purchasing Organization when managing licenses in your account. It's also helpful to know your Organization Name if you choose to add upgrades to your account (such as extra Vehicle Connections) later through the online Marketplace or through your reseller.
3.2 Manage organizations

After naming your organization during the initial setup of your Trimble Ag Software account, organization administrators can manage the members and ownership of organizations associated with your account, edit organization settings, add an organization or delete an organization. When you’re done here, check out other account settings that can be updated in your online account.

1. Log in to your online account (learn more)
2. Click the person icon (top right)
3. Click Manage Organizations

4. Click the pencil icon to edit the organization details
5. On the **Edit Organization** pop-up window, select options in each dropdown list or enter changes as needed.

- **Organization Owner** (also known as the Purchasing Organization used for managing licenses in the online Marketplace)
  - If a new organization owner is selected from the list of contacts already added to your account, the following notification will appear before changes are saved:

  ![Notification]

  *This member will gain control of this Org, its settings and members. You will still be able to add or remove members, devices and accounts unless changed by the new owner.*

  - Click the **notification** icon (top right) to view new messages as changes are made, then click the **gear** icon to mark as read, or click **Show Previously Read**.

- **Organization Name** (also known as the **Company Name**)
- **Time Zone** - select from the dropdown list for regions around the world
○ Default Measurement System - select Metric or U.S. (also known as Imperial) used for automatic processing of your precision ag data
○ Currency Symbol - select from the dropdown list to choose Dollars, Pound Sterling or Euros

6. Click Save or Cancel

More options:

1. Add an organization: click the +Create New button to add an organization that will not share your account data or plan features (contact our sales team to learn more about pricing and options that fit your needs)
2. Delete an organization: click to select one or more organization names on your list, then click the Delete button to remove the organization including all associated data from your account

For help with deleting or recovering an organization, contact our customer support team for assistance.

Learn more about Managing Account Settings.

4 | Create farm/profile

4.1 Update your profile

Find and keep your client information up-to-date for your account with one simple form. Add an email address to ensure you’re receiving the latest feature updates and service alerts, and record your address to support purchases in the online Marketplace. Client information can vary if you have more than one organization associated with your Trimble ID.

1. Log in to your account online (learn more)
2. Click on the Farm tab (top menu)
3. Select Profile to view or print your Client Information
4. Edit details by clicking the **Update** button (top right)

5. Modify your client profile by adding:
   - **Company name** – (required) also known as your **Organization name** within the account
   - **Name** – contact name associated with the Company Name
   - **Title** – position or job title
   - **Email** – (required) email address used to keep you informed of feature updates or service alerts
   - **Home, work, cell or fax** numbers – add contact information
   - **Address** – required to **manage licenses** or purchase add-ons in the online Marketplace
   - **Get from Address** – click this button to automatically add GPS or latitude and longitude coordinates based on your address
   - **Notes** – add details for your own reference, such as how this account is being used in your business, etc.
   - **Carbon Aggregation** – (available for certain locations in North America) click the checkbox to sign up for the optional carbon credit program, to earn potential cash rebates in return for sustainable (zero-till) farm practices

6. Click **Save Info** (or click **Back** to return to the previous screen without saving changes)

Learn more about **Managing Account Settings**.

4.2 **Add or edit farms online**

1. Log in to your account online (**learn more**)
2. Click on the **Farm** tab (top menu)
3. Select **Farms** from the left navigation menu
4. Click on the **Farms** tab
5. Click **Add Farm** (or click the **edit icon** next to the farm name)
6. In the pop-up window, enter or edit the **Farm Name** (required)

![Farm Name Input Field]

7. Enter or edit the optional **FSA Number** (Farm Service Agency tracking number assigned to farms in the US by the USDA)

8. Select the **Client** name from the dropdown list or click the quick-add + sign to add a new client name (tip: adding a client to each farm makes it easy to match both to fields in your account)

9. Click **Save** (or Cancel)

Learn more about **Managing Farms**.

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**5 | Create a second crop season**

Once you've set up your crop year online during the initial setup of your account (see the first topic in this guide), here's another option for managing crop years with the mobile app.

5.1 **Add a crop year on the mobile app**

When you're on the go or working in the field, it's simple to add a new crop year to your account using the mobile app.

1. Log in to the mobile app with the same Trimble ID used to access your online account ([learn more](#))
2. Tap the **crop year** (top left) visible under your organization name

![Mobile App Screenshot]

3. Click **New Year**
4. Enter **four digits** from the on-screen keypad, for the new crop year
5. Click **Done** (or Dismiss to cancel)
6. Later, log in to your account online to **add more details to your new crop year** (also shown in the first topic in this guide)

Learn more about **Tracking Commodities**.
6 | Create a field

6.1 Add fields on the mobile app

With the mobile app's automatic map coordinates, plus the same features that are available online, you can easily add fields and associated farms on your Trimble Ag Software account using your phone or tablet, with or without cellular or wi-fi coverage.

1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app's home screen, select the preferred crop year (top left)
3. Tap on the Fields tile

4. Tap the add + sign icon on the top right corner of the screen to add a new field

5. Tap to add information on the New Field screen

6. Tap Name to enter the field name
7. Tap Acres to enter a number (may be shown as hectares, depending on your settings)
8. Tap Farm to select from the list of farms on your account, or add a new farm to the list
9. Tap Crop to search or select from Purchased, Frequent or All crops available (note: the crops shown do not reflect crops saved for commodities tracking online; if adding a new crop on the mobile app, return to the online account to edit the price or delete, as needed)
10. Tap Description to search or select options available for the selected crop
11. Tap Variety to search or select options available for the selected crop
12. Tap Target Yield to enter the quantity per area, tapping on the unit of measure shown to scroll and select a different measurement from the list, add the moisture percentage, then click Save
13. Tap the **add** icon + next to **Legal Land Description** (a series of numbers listed on land title records, representing quarter, section, township, range and meridian)

The following screen is displayed:

![Legal Land Description screen](image)

14. Tap **Seeded Acres** to enter the number (may be shown as hectares, depending on your settings)

15. Tap **Cultivated Acres** to enter the number (may be shown as hectares, depending on your settings)

16. Tap **Description** to add any notes

17. Tap **QTR** to select from the list of Quarters (or click Dismiss)

18. Tap **SEC** to select from the list of Section numbers (or click Dismiss)

19. Tap **TWP** to enter the Township

20. Tap **RNG** to enter the Range

21. Tap **MER** to select from the list of Meridians (or click Dismiss)
22. Automatically update the LAT and LONG (latitude and longitude) coordinates by moving the map under the white X, or tap the white compass icon on the top left corner of the map to move to show your current location.

23. Tap the disc icon (top right) to save changes.

24. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green sync icon (top right).

### 6.2 Add or edit fields online

Add fields to your online account with as much or as little information as you need, with the option to draw or import boundaries to auto-calculate area for boundaries. Start by selecting the preferred crop year, then enter details on each tab before saving all changes at once. Return to the field profile editor any time by jumping to a field or selecting the field name from the Field Profiler list, then click Manage and select Update.

**Quick Steps**

- Select preferred crop year
- Go to Field > Field Profiler
- Click Manage > Add New Field
- Use the General tab to name your field and draw or import the boundary shape file
- Use the Crop tab to define the crop details, practices and plan for your field
- Use the Legal tab to record the legal land description and lat/long coordinates
- Use the Soil tab to select options to define the soil profile
- Use the Irrigation tab to select options to define your water management strategy
- Use the Processor tab to track food processor service details (contact support for help with options available in your account)
- Click Save to capture all changes and launch the Field Manager to start tracking field tasks and expenses

**Step-by-Step**

1. Log in to your account online (learn more)
2. Select the preferred crop year (top left)
3. Click on the Field tab (top menu)
4. From the Field Profiler list displayed, click the Manage button (top right)
5. Select Add New Field

6. The field profile editor is displayed as shown below (note: the left navigation menu disappears when using this screen)

7. From the General tab (shown above), enter or select the options below:
   ○ Enter the Field Name
   ○ Select a Client from the dropdown list (or click + to add a client name to the list)
   ○ Select a Farm name from the dropdown list (or click + to add a client name to the list)
   ○ Enter the Tillable Area (equivalent to crop boundary, separate from a field perimeter boundary) in one of three ways:
     ■ Enter the area number or add a boundary using the map drawing tools (learn more), then click refresh to automatically update the number
■ Add a boundary by clicking **Import .Shp File**, then click **refresh** to automatically update the Boundary Area number
■ Manually enter the number of acres/hectares
  ○ Continue to the next tab, or click **Save** to launch the **Field Manager** (return to the field profile editor by clicking the **Manage** button, then select **Update**)

8. From the **Crop** tab, enter or select the options below:

   - Select a **Crop** from the list of crops assigned to your farm (or click + to select from the master crop list)
   - Select a **Subcrop** (if applicable) from the list that automatically matches your selected crop
   - Select a **Variety** (if applicable) from the list that automatically matches your selected Subcrop
   - Enter an estimated **Yield Goal** for each acre (or hectare, depending on your settings)
   - Enter an estimated **Target Moisture** level as a percentage
   - Add any notes for the current crop year
   - Select a **Crop Sequence** from the list (defaults to one; learn more about adding more sequences)
   - Select a **Cultural Practice** from the list

   ![Crop Sequence Selection]

   - Select type of **Ownership** from the list

   ![Ownership Selection]

   - Add **Crop Rotation History** for the two years prior to current year, by selecting the crop and subcrop for each year
9. From the **Legal** tab, enter or select the options below:

- Select the **State** (or Province) from the dropdown list (options determined by the country selected under Farm > Profile)
- Enter the **County** name
- Enter the **Township** name
- Enter the **Legal Description** (defines the boundaries of your property)
- Adjust the **Total Seeded Area** (default is 0.00 if Tillable Acres are not entered on the General tab; modify this number if the seeded area is different from the tillable area on your field)
- Enter the **Legal Land Description** (click + to add or delete locations):
  - **Qtr** – type a quarter direction or select from the dropdown list or click the globe icon to automatically generate the Legal Land Description from the boundary
  - **Sec** – enter a section number or select from the list
  - **Twp** – enter a township number then select a direction (N = North, S = South) from the list
  - **Rng** – enter a range number then select a direction (E = East, W = West) from the list
  - **Mer** – select a meridian from the list
  - **Lat/Long** – enter the latitude and longitude coordinates or click the globe icon to automatically generate coordinates from the legal land description
  - **Seeded Area** – enter the total seeded area; if using more than one parcel of land, the combined total will be visible on the Total Seeded Area
  - **Cult. Area** – enter the total cultivated area
- Add a **Description** with notes for this legal profile
- Continue to the next tab, or click **Save** to launch the **Field Manager** (return to the field profile editor by clicking the **Manage** button, then select **Update**)

10. From the **Soil** tab, enter or select the options below:
○ **Soil Type** – select your field's type from the dropdown list

![Soil Type dropdown list](image)

○ **Sand** – enter the percentage of sand found in your soil
○ **Silt** – enter the percentage of silt found in your soil
○ **Clay** – enter the percentage of clay found in your soil
○ **ENR (coef.)(Lbs N per % of OM)** – enter the soil's estimated nitrogen release
○ **Plant Available Water** – enter the soil's volume of water available to plants
○ **Est. Nitrogen Efficiency** – enter the soil's level of nitrogen efficiency
○ Continue to the next tab, or click **Save** to launch the **Field Manager** (return to the field profile editor by clicking the **Manage** button, then select **Update**).
11. From the Irrigation tab, enter or select the options below:

- **Is irrigated** – click the checkbox to show if this field is irrigated (default when not checked shows greyed-out, disabled options below)
- **Primary** – select the primary application method from the list

```
Primary
Pivot
Whee Line
Linear
Furrow/Gravity
Flood
Solid Set
Drip
Micro Sprinkler
Hand Line
Travelling Gun
Hard Hose
Soft Hose
Other
```

- **Secondary** – select the secondary application method from the list (same options as listed in Primary above)
- **Irrigated** – enter the size of the irrigated area
- **Non-Irrigated** – enter the size of the non-irrigated area
- **Well Type** – select Single or Shared from the list
- **Pump Pressure** – enter the pressure value and click the measurement to select psi (pounds per square inch) or kPa (kilopascal)
- **Pump Lift** – enter the vertical distance from intake into the pump and click the measurement to select ft (feet) or m (meters)
- **Principal Irrigator** – select Self or Landlord from the list
- **Define Sources** (click + to add or delete sources):
  - **Gal / minute** – enter the number of source gallons per minute
# of Heads – enter the number of irrigation heads

Source – select the irrigation source from the list

Description – enter a description with notes on the source

- Continue to the next tab, or click Save to launch the Field Manager (return to the field profile editor by clicking the Manage button, then select Update)

12. From the irrigation tab, enter or select the options below:

- Processor – select the food processor from the list (or contact support for help with options available in your account)

- Processor PIN – enter the personal identification number used to authenticate data sharing with a third-party

- Region – select the Food Processor’s region of operations from the list (if available for your account)

- Contract Type – select the type of contract from the list (if available for your account)

- Contract Number – enter the full contract number
Processor Field ID – enter the corresponding ID for this field from the food processor’s system

13. Click **Save** to launch the **Field Manager** (return to the field profile editor by clicking the **Manage** button, then select **Update**)

Learn more about **Managing Fields**

## 7 | Create crop planner and/or field plans

### 7.1 Use the Crop Planner

View, edit or print and share high-level crop plans for all of your fields, including past crops, current crop and variety, along with target yield rates and prices. Crop plan summaries are automatically generated from fields set up on your account, and are organized by farm and by crop year.

1. Log in to your account online ([learn more](#))
2. Select the preferred **crop year** (top left)
3. Click the **Field** tab (top menu)
4. Select **Crop Planner** (left navigation menu)

![Crop Planner Screenshot](image)

5. Enter or edit the **Target Yield** to add or adjust the rate or unit of measure, as well as moisture
6. Enter or edit the **Target Price** for each field
7. Click **Save Changes** (or navigate away from screen to cancel changes)

More options:

- **+Add Crops** – click to select a new crop from the master list ([learn more about adding or editing crops](#))
- **Print** – click the link (top right corner of screen) to see a printable view of the crop planner report
  - Press CTRL+P to select a printer and print hard copies, or print to PDF to save in your files or send as an attachment via email
- **View a crop planner for a different crop year** – select the preferred year (top left corner of screen), then refresh your browser to see updated results

### 7.2 Create and compare field plan budgets

Using an **existing field** set up in your Trimble Ag Software account, you can quickly generate a series of field plans to compare the cost of different crop management strategies. Compare side-by-side budgets
with basic or complex operational details, to gauge the cost per unit of production and benefits of each scenario. Save time by converting a plan to actuals, to use as your plan of record when tracking field-level events and expenses throughout the crop season.

1. Log in to your account online (learn more)
2. Select the preferred crop year (top left)

3. Click **Jump to field** and select the field name
   - Not seeing it? Type the first few letters to search by name, or go to the Field menu to select the field name from the Field Profiler list
   - if two fields with the same name are shown, choose the field with a crop listed

4. From the Field Manager screen, select Planner / Budget (left navigation menu)
5. On the **Field Planner** screen, add or select options to define a new plan

   ○ Enter a **Name** for your field plan (example: Good, Better and Best)
   ○ Select a **Code** from the dropdown list to help keep your plans organized
   ○ Adjust the default **Crop**, if needed, by selecting a different crop from the list (or click **add icon + to Add Crops**) to add to your crops
   ○ Enter a **Target Yield** amount and click to adjust the unit of measure

[Image: Field Planner screen]

   ○ Enter a **Target Price** for the yield

6. Click **Create Plan** to save changes (or navigate away from this screen to cancel)
7. Review the new **Field Planner** and scroll down to enter relevant fixed and variable expenses for this plan.

   - **Seed** – click the **add record** icon to display or edit the default crop type costs for any planned seed applications, then select one or more fields and click **Add Application** (or Close Window).
○ **Fertilizer Application** – click the **add record** icon to add any planned fertilizer applications, then select one or more fields and click **Add Application** (or Close Window)

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Farm Name</th>
<th>Legal Desc.</th>
<th>Acres</th>
<th>Crop Desc.</th>
<th>Variety</th>
</tr>
</thead>
<tbody>
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<td>Farm Forum Farm</td>
<td>Farm Forum Field</td>
<td>73.77</td>
<td>Canola - CF</td>
<td></td>
</tr>
<tr>
<td>790133</td>
<td>TAS Demo Farm 1</td>
<td>Demo Field 1</td>
<td>146.76</td>
<td>Canola - LL</td>
<td>Canola - Invigor L241C</td>
</tr>
<tr>
<td>790847</td>
<td>TAS Demo Farm 1</td>
<td>Demo Field 2</td>
<td>58</td>
<td>Winter Wheat - Hard Red Winter</td>
<td>AC Morley</td>
</tr>
</tbody>
</table>

○ **Product Application** – click the **add record** icon to add any planned fertilizer applications, then select one or more fields and click **Add Application** (or Close Window)

○ **Other Expenses** – click the **add record** icon to add any other expense types (such as tractor repairs or lease costs), then select one or more fields and click **Save** (or Close)

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</tbody>
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8. Scroll to the top of the screen and click the **Manage** button, then select **Compare Plans and Actuals**

9. View or print the **Field Comparison** report to see the total cost of operating between actuals (Field Manager plan on left) and the new scenario (Good – A plan on right)

10. Click **Back** (top left) to return to the previous screen

11. To compare more scenarios, click the **Manage** button to **Add Plan**

12. Toggle between plans by clicking the **Select Plan** drop down list, beneath the Manage button

13. Optional: select your preferred plan, then click **Manage** and select **Apply Plan as Actual** (replaces existing Field Manager plan of record, including any actual applications or expenses already recorded for the crop year)
14. From the left navigation menu, select **Overview** to return to the **Field Manager** (actuals) screen.

Learn more about **Managing Fields**.

**8 | Crop boundaries**

8.1 **Draw boundaries on the mobile app**

When you're on the go, use the mobile app's simple point-and-click tools to **drive** or draw boundaries and automatically update boundary area in your Trimble Ag Software account. View or zoom into your location on satellite maps while your phone's GPS automatically updates latitude and longitude coordinates for your field. By adding boundaries to your fields, you'll be able to access more map information for weather, **Pure Pixel™ crop health imagery, as-applied coverage maps and vehicle locations across your farm.**

1. **Log in to the mobile app** with the same Trimble ID used to access your online account (**learn more**)
2. From the mobile app's home screen, select the preferred **crop year** (top left)
3. Tap the **Fields** tile
4. Tap the arrow on the black row to expand the farms list, then scroll and tap to select a field

5. Tap the pencil icon (top right) to edit Field Details
6. Tap the **pencil** icon again (top right) on the **Edit Field** screen

7. Tap **DRAW**

8. Tap **Start**

9. Slide the map under the white X to pinpoint a location

10. Tap **+ Add Point** to drop the first boundary point

11. Continue sliding the map under the X and adding points (or tap ⬅️ to undo)

12. Close the shape by adding the last point on top of the first point
13. Continue editing the boundary to **Add** or **Subtract** area (land formations, buildings, etc.), if needed, then click **Done**

14. Tap the disc icon (top right) to **save** changes (or click the trash icon to delete)
15. Tap **Yes** (or No) at the prompt to **Update Area**
16. View the updated area on the **Edit Field** screen (may be shown as acres or hectares, depending on your **settings**)

17. Tap the disc icon (top right) to save changes
18. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green **sync** icon (top right)

8.2 **Drive boundaries on the mobile app**

With the same tools used to **draw** boundaries on the mobile app, you can also drive boundaries in your vehicle while using your **phone or tablet** to automatically update boundary area in your Trimble Ag Software account. View or zoom into your location on satellite maps while your phone’s GPS automatically updates latitude and longitude coordinates for your field. By adding boundaries to your fields, you’ll be able to access more map information for weather, **Pure Pixel™** crop health imagery, as-applied coverage maps and vehicle locations across your farm.

1. **Log in to the mobile app** with the same Trimble ID used to access your online account (**learn more**)
2. From the mobile app’s home screen, select the preferred **crop year** (top left)
3. Tap the **Fields** tile

4. Tap the arrow on the black row to expand the farms list, then scroll and tap to select a field

5. Tap the **pencil** icon (top right) to edit **Field Details**
6. Tap the pencil icon again (top right) on the **Edit Field** screen

![Edit Field screen](image)

7. Tap **DRIVE**

![DRIVE screen](image)

8. Tap **Offset** to record your mobile device's in-vehicle's distance and direction from the edge of your field boundary

![Offset screen](image)

9. Enter a number for Distance (feet or meters, depending your settings)

10. Tap the checkmark icon to save the offset
11. Tap **Start**
12. Drive the perimeter of your field, tapping **Pause** as needed
13. When ready, tap **Resume**

14. When finished driving, tap **Done**

15. Continue editing the boundary to **Add** or **Subtract** area (land formations, buildings, etc.), if needed, then click **Done**

16. Tap the **disc** icon (top right) to **save** changes (or delete)

17. Tap **Yes** (or No) at the prompt to **Update Area**

18. View the updated area on the **Edit Field** screen (may be shown as acres or hectares, depending on your **settings**)

19. Tap the **disc** icon (top right) to **save** changes

20. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green **sync** icon (top right)
8.3 Draw boundaries with Field Manager (GIS) online

Use a wide range of drawing tools available online in Trimble Ag Software, with the GIS editor. Create point-and-click shape files that auto-calculate the boundary area, including polygons, lines as well as circles for fields managed by centre-pivot irrigation, with the option to save separate crop and field boundaries. Units of measure shown in boundary area can be adjusted in your account settings.

Did you know? There are multiple options for drawing boundaries online. Click here to find the best tools for you.

1. Log in to your account online (learn more)
2. Select the preferred crop year (top left)
3. Click Jump to field and select the field name
   - if two fields with the same name are shown, choose the field with a crop listed
   - if you don’t see your field on the list (shows the first 20 fields), go to the Field menu and select Field Profiler, then click on the name of the field to open the Field Manager
   - as an alternative, you can go directly to the GIS editor screen by going to the Farm menu and select Farms, then click on the Fields tab and click the edit icon next to a field name
     ■ Note: the direct-to-GIS method may not work if you see and select fields that were already deleted using the Field Details screen but were not yet retired as assets on the Farm menu
4. From the Field Manager screen, select GIS from the left navigation menu
5. From the **Boundary** tab, click **Edit Crop Boundary** (bottom right)

6. Click the checkbox to confirm if **crop boundary matches field boundary** (allows for separate tracking of overall field perimeter versus smaller tillable or seeded area that excludes land formations, buildings, etc.)

7. Click **Save** (or Cancel)

8. From the **Boundary** tab, click **Edit Field Boundary** (bottom right)

9. Zoom in to the preferred location on the satellite map using the plus + and minus – icons (bottom right) or adjust the screen zoom on your browser, or click and drag to move the map in any direction

10. Hover over the drawing tools at the top of the map to see options available, depending on the state of the drawing

11. Click on the **Draw Polygon** icon
12. Click to drop points on the map along the outer edges of the field boundary as guided by the on-screen prompts, following the shape as closely as possible to minimize editing later.

13. Click **Delete last point** or **Cancel**, as needed.

14. Click the first point to close the shape.

15. Click **Save** (or **Cancel**).

16. Click to select the field boundary and continue editing, if needed.
17. Click the **Subtract by Polygon** icon to remove non-tillable areas from the boundary.

18. Click to drop points on the map to outline the shape to be removed.

19. Click on the last point to close and remove the shape from your boundary.

20. Continue editing the field boundary shape, or click the **trash icon** to delete the boundary.

21. Click **Save** (or **Cancel**).

22. Continue by clicking **Edit Crop Boundary**, if needed, to create a separate boundary for seeded/tillable area.

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### 9 | Add purchases

#### 9.1 Manage crop inputs on the mobile app

Check the status of purchased inventory on your farm with Trimble Ag Mobile, when recording products applied to the field with the mobile app. Crop inputs are managed by crop year. Share real-time updates with your online account, where crop inputs (also known as Purchases online) can also carry over balances to next year. When you enter a purchase, the product is automatically listed in your Materials tab online, where you can continue filling in the materials profile to capture application rates and product safety details, as needed.

1. **Log in to the mobile app** with the same Trimble ID used to access your online account ([learn more](#)).
2. From the mobile app's home screen, select the preferred **crop year** (top left).
3. Tap the green **sync** icon (top right) to sync your mobile app with the latest updates online.
4. Tap the **Crop Inputs** tile.

5. Tap to select a **Crop Input** type (choose from Seeding, Fertilizer or Crop Protection).

6. View the current purchased inventory list by product name on the **Crop Inputs** list screen.
- **Amount** – purchased quantity
- **Applied** – number of units applied
- **Balance** – inventory amount
- **Avg rate** – average rate of application based on tasks with this product application
- **$ amount** – total cost of the purchased inventory

7. Tap the **plus** (+) icon to add a new **Crop Inputs** record, entering or selecting from options below

![Crop Inputs](image)

- **Type** (required) – auto-populates based on selection in Crop Inputs type
- **Category** (required) – tap to select from the list:
  - **All** – master list of products available in your region
  - **My Materials** – products used during any crop year, without associated inventory *(learn more)*
  - **Purchased** – purchased inventory
- **Product** (required) – may auto-populate, depending on type and information saved in Materials or Purchases; if blank, tap to enter text
- **Date** (required) – tap to select a different purchase date
- **Quantity** (required) – tap to enter a number of units purchased
- **Product Size** (required) – tap to enter the unit size
- **Product Price** – tap to enter the unit price
- **Taxes** – tap to enter taxes applied
- **Total Invoiced** - automatically calculates total cost, based on quantity, price and taxes entered
- **Vendor** – tap to enter the company name
- **Invoice #** – tap to enter the receipt number
- **Notes** – tap to enter comments

8. Tap the **disc** () icon to save changes
9. Sync changes with the online account when you're within cellular or wi-fi range, by returning to
the home screen and tapping the green sync icon (top right)

More options:

- Tap a record on the Crop Inputs list to display purchase records by date

  - View or edit – tap a record to view the Crop Inputs details, make changes (optional),
    then tap the disc icon to save changes
  
  - Save as new – tap checkbox to select one or more records, then tap the plus icon to create a new record for the same type and product
  
  - Delete – tap the checkbox to select one or more records, then tap the trash icon to delete a record (caution: this action is final, with no warning on-screen)

Learn more about Managing Inputs and Materials.
10 | Seed a field with costs

10.1 Add a seed application to a field using the mobile app

Use your mobile device to record a seed application on your field. Contacts with access to your account can see real-time updates online or on the mobile app in Trimble Ag Software.

1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app's home screen, select the preferred crop year (top left)
3. Tap the Fields tile

4. Tap the arrow on the black row to expand the farms list, then scroll and tap to select a field
5. Tap the **Seeding** tile

6. On the **Field Applications** summary screen, tap the **plus** icon to add a new record (tap to edit an existing record listed by date at the bottom)
7. On the **Seeding** details screen, tap to enter or select from options below (swipe up to see all rows)

- **Date** - tap to view **Task Time**, then tap to select **Start** and **Stop** dates, as well as times to automatically calculate **Total Time** for tasks (tap back arrow at top of screen when done)

- **Total Area** – tap to edit default size (matches boundary area)
○ **Weather** – tap the light blue bar to display the Weather Customizer screen, and tap the sync icon to get the latest weather, or tap any field to edit or select new options (tap check mark icon to save changes)

○ **Cost/Acre** – (skip) automatically calculates based on entries in Rate and Cost Per Unit

○ **Crop** (required) – automatically displays crop assigned to this field, or tap to search or select as new option from the list:
  ■ **All** – master list of products available in your region
  ■ **My Materials** – products used during any crop year, without associated inventory (learn more)
  ■ **Purchased** – purchased inventory (learn more)

○ **Description** – automatically displays result for crop assigned to this field, or tap to select a new option from the list

○ **Variety** – automatically displays result for crop assigned to this field, or tap to select a new option from the list

○ **Rate** – tap to display the Rate and Unit screen, to enter a number and select a unit of measure from the list

  ▪ **Tip:** if you've saved this product to Materials online, enter that Default Rate

○ **Cost per Unit** – automatically displays cost if product was entered in Purchases online or Crop Inputs on the mobile app
  ▪ **Tip:** check that the unit of measure matches the application rate; if you've saved this product to Materials online, enter that Cost

○ **Seeded As** – tap to select options from the list (defaults to Underseeded/Refuge if field is already seeded)

○ **Seeded Onto** – tap to select options from the list (Summerfallow and Stubble)
○ **Advanced** – tap the dropdown arrow to display more rows, then tap to enter or select from options below (swipe up to see all rows)

8. Tap the disc icon (top right) to **save** changes
9. Sync changes with the online account when you're within cellular or wi-fi range, by returning to the home screen and tapping the green sync icon (top right)
Add an irrigation event on the mobile app

When you’re on the go, use the mobile app to add irrigation and rain events in Trimble Ag Software.

1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app’s home screen, select the preferred crop year (top left)
3. Tap the Fields tile

4. Tap the arrow on the black row to expand the farms list, then scroll and tap to select a field
5. Tap the **Irrigation** tile

6. On the **Irrigation screen**, tap the **plus** (+) icon (top right) to add a new event

7. On the **Irrigation Details** screen, tap to enter or select from options below

   - **Date** – tap to select a new date, if needed
   - **Detail** – tap to select options (Rain or Irrigation)
   - **Source** – automatically populates if Irrigation is selected in **Detail**
   - **Amount** (required) – tap enter the volume and tap on the default unit (inches) to select other options from the list
   - **Comments** – tap to enter text for additional information about this event
8. Tap the disc icon (top right) to save changes
9. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green sync icon (top right)

Learn more about Managing Field Activities.

12 | Contact support with in-app help

When you need help with using Trimble Ag Software, live support is just a click away. Use our online and mobile in-app help options to send an email message to our global support team in your region, which automatically includes system diagnostics for your account.

Two Options for In-App Help

1. Click the help icon when you’re logged into Trimble Ag Online to email support with the option to upload files

2. From the Trimble Ag Mobile app, tap the Settings tile and scroll down to click Email Diagnostic Info to send a message that includes your account details. Use the mobile app option to automatically Upload Detailed Logs, if requested by our support team.

Visit our website’s support page for more resources and ways to connect with us.
Optional Topics (all new)

13 | Scout a field

13.1 Add a field scout report on the mobile app

Create a new field scout report with Trimble Ag Mobile to quickly record observations on your mobile device when you’re out in the field. Select from predefined crop health factors, add photos and comments, then sync updates with your online account once you’re back within cell or wi-fi range. Save your report to edit later, keep on file or share with contacts, operators or partners with access to your account, or email reports to other advisors.

1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app’s home screen, select the preferred crop year (top left)
3. Tap the Fields tile

4. Tap the arrow on the black row to expand the farms list, then scroll and tap to select a field
5. On the **Field Details** screen, tap the **Field Scout** tile

6. On the **Field Scout** summary screen, tap the **plus** icon to add a scouting record

7. On the **Field Scout** detail screen, tap to select or enter observations, as needed
○ **Crop Stage** (required) – tap to select from the list (swipe up for more options)

<table>
<thead>
<tr>
<th>Crop Stage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Seed</td>
<td></td>
</tr>
<tr>
<td>Crop Planted</td>
<td></td>
</tr>
<tr>
<td>Emergence</td>
<td></td>
</tr>
<tr>
<td>Pre-emergence</td>
<td></td>
</tr>
<tr>
<td>Seedling</td>
<td></td>
</tr>
<tr>
<td>5 Leaf</td>
<td></td>
</tr>
<tr>
<td>1 Leaf</td>
<td></td>
</tr>
<tr>
<td>1.5 Leaf</td>
<td></td>
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<tr>
<td>2 Leaf</td>
<td></td>
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<tr>
<td>2.5 Leaf</td>
<td></td>
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<tr>
<td>3 Leaf</td>
<td></td>
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<tr>
<td>3.5 Leaf</td>
<td></td>
</tr>
<tr>
<td>4 Leaf</td>
<td></td>
</tr>
<tr>
<td>4.5 Leaf</td>
<td></td>
</tr>
</tbody>
</table>

○ **Crop Condition** (required) – tap to select a rating from the list

<table>
<thead>
<tr>
<th>Crop Conditions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Poor</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>Fair</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Excellent</td>
<td></td>
</tr>
</tbody>
</table>

○ **Plant** – tap to view the **Plant Observations** screen and enter text or tap to select options; when finished, tap **Done** (or **Dismiss**)

<table>
<thead>
<tr>
<th>Plant Observations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeding Depth</td>
<td></td>
</tr>
<tr>
<td>Plant Stand</td>
<td></td>
</tr>
<tr>
<td>Crop Height</td>
<td></td>
</tr>
<tr>
<td>Uniformity</td>
<td></td>
</tr>
<tr>
<td>Fruit Development</td>
<td></td>
</tr>
</tbody>
</table>

○ **Soil** - tap to view any **Soil** sample reports saved for this scouting report, or tap the **plus** icon to add soil sample reports
On the **Soil** sample report screen, tap to enter text or select options (note: no entries are required to save the default report as shown below)

- **Soil Sample Method** - tap to enter text
- **Soil Temperature** - tap to enter a number, then tap the unit of measure to select Fahrenheit or Celsius
- **Soil Moisture** - tap to change from the default (Inadequate) and select from the list (Adequate or Excessive)
- **Sample Location** - tap to enter text
- **Lat/Long** - touch the screen to slide the map under the white X to automatically update Tap to enter latitude and longitude coordinates, or tap to enter text
- **Soil/Moisture Comments** - tap to enter text
- Swipe up to view the field map and tap an icon to add, edit or view the following map features:
  - ![path or polygon](learn more)
  - ![benchmark](learn more)
  - ![layers](learn more)
  - ![map type](learn more)
- Click the disc icon to save the **Soil** sample report
- View the list of **Soil** sample reports for this field scout report, with the following options (or click the < back arrow to return to the Field Details screen):
+ add a new report

- delete one more reports (select by tapping the checkbox first)

- Roots – tap to view the Root Observations screen and enter text or tap to select options; when finished, tap Done (or Dismiss)

<table>
<thead>
<tr>
<th>Root Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
</tr>
</tbody>
</table>

  | Exodites |
  | Poor | Fair | Good | Excellent |

  | Mycorrhiza |
  | Poor | Fair | Good | Excellent |

  | Downward Growth |
  | Poor | Fair | Good | Excellent |

  | Nodules |
  | Poor | Fair | Good | Excellent |

- Dismiss | Done

○ Key Dates – (skip) will auto-populate or remain blank if not applicable, as key dates are not available for all crops

○ Weeds – tap to view the master list to search or select from All, Frequent, Recent or History items (swipe up for more options), then tap a checkbox to select an item and click Done

- Absinth Wormwood
- American Dragonhead
- American Watercress
- Annual Bluegrass
- Arrowgrass
- Baby’s Breath
- Barnyard Grass
- Bedstraw

- View the list of Associated Weeds for this field scout report, with the following options (or click the < back arrow to return to the Field Details screen):

  - Annual Bluegrass
  - Low
- Tap the checkbox to select an optional **Low** rating
- **delete** one more weeds (select by tapping the checkbox first)
- **+ add** a new weed

  - **Insects** – tap to view the master list to search or select from **All**, **Frequent** or **Recent** items (swipe up for more options), then tap a checkbox to select an item and click **Done**

- View the list of **Associated Insects** for this field scout report, with the following options (or click the < back arrow to return to the **Field Details** screen):

  - Tap the checkbox to select an optional **Low** rating
  - **delete** one more insects (select by tapping the checkbox first)
  - **+ add** a new insect
○ **Diseases** – tap to view the master list to search or select from **All, Frequent** or **Recent** items (swipe up for more options), then tap a checkbox to select an item and click **Done**

View the list of **Associated Diseases** for this field scout report, with the following options (or click the `< back arrow` to return to the **Field Details** screen):

- Tap the checkbox to select an optional **Low** rating
- **delete** one more diseases (select by tapping the checkbox first)
- **add** a new disease

○ **Nematodes** - (skip) not available for all regions; contact our customer support team to have this added to your account

○ **Product Recs** – tap to view the **Product App Recommendation** screen (learn more)

○ **Photos** – tap the **camera** icon to launch your mobile device’s camera
- Tap **OK** (or **Don't Allow**) to allow Trimble Ag Mobile to access your photos to record field scouting images.

- Tap to select one of two photo options:
  - **Take Photo** – launches your device's camera so that you can take a new photo (displays all shots as portrait/vertical)
    - Preview the new photo and tap **Retake** or **Use Photo** (note: when selecting **Use Photo**, the camera launches again; tap **Cancel** to close the camera)

- Tap the back arrow on the **Image** screen to return to the **Field Scout** detail screen.
■ View the image saved to the Field Scout report under **Photos**

![Image](image.png)

■ Tap to open the close-up **Image View** or delete the image (tap the back arrow to return to the previous screen)

![Image](image.png)

■ **Select a Photo** – launches your device's photo library
  ■ Tap one or more photos on the **Image selection** screen, then tap the disc icon to save selection

![Image](image.png)
Tap the **back arrow** on the **Image** screen to return to the **Field Scout** detail screen.

- View thumbnail images saved to the Field Scout report under **Photos**.

- Tap to open the close-up **Image View** or **delete** the image (tap the back arrow to return to the previous screen).

- **Comments** – tap to enter optional text.
9. Swipe up to display the field boundary map at the bottom of the screen

10. Tap an icon to add, edit or view the following map features:
   - path or polygon with automatic coordinates (learn more)
   - benchmark with automatic coordinates (learn more)
   - layers (learn more)
   - map type (learn more)

11. Click the disc to save changes
12. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to
the home screen and tapping the green sync icon (top right)

14 | Make a recommendation

14.1 Add a product recommendation on the mobile app

Plan the next step in your crop management plan with product recommendations on Trimble Ag Mobile. As part of the field scout report, you or your advisors with access to your account can use the mobile app to define and share the purpose, timing, rate and more for product applications, including automatic PHI (pre-harvest interval) and REI (re-entry interval) alerts to manage the health and safety of your operators and customers.
1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app's home screen, select the preferred crop year (top left)
3. Tap the Fields tile

![Fields tile]

4. Tap the arrow on the black row to expand the farms list, then scroll and tap to select a field

5. On the Field Details screen, tap the Field Scout tile
6. On the **Field Scout** summary screen, tap a record to view the report (or tap the **plus** icon to add a new report)

7. On the **Field Scout** detail screen, tap to select **Product Recs**

8. On the **Product App Recommendation** screen, tap to enter or select from the options shown
   - **Suggested Date** – tap to select a start date for optimal window of application
   - **Expiry Date** – tap to select the date that product must be applied on or before
○ **Crop Stage** – tap to select from the master list (note: any changes here will be reflected on the Field Scout report; if planning a product recommendation months in the future, consider starting from a new, future-dated Field Scout report to align crop stages on both reports)

○ **Acres** – tap to enter a number of acres for the application (may display hectares, depending on your settings)

○ **Application** – tap to select **App Type** type from the list, then enter a **Spray Volume** and tap to select the **unit of measure** from the list; click **Done** (or **Dismiss**)

○ **Applicator** – tap to enter the **Applicator** name and **License** number, then tap **Done** (or **Dismiss**)

○ **Comments** – tap to enter text notes (optional)

○ **Products** – tap to select from options

  ■ **Tank Mix** – display and tap to select an item (if available in your account)

  ■ **Delete** – tap the checkbox to remove one or more Products from the recommendation

  ■ **Pesticide Application Search** – tap to search or select from **All**, **Recent**, **My Materials** or **Purchased** products
On the Pesticide Application detail screen, enter or select the options:

- **Selected Product** – keep (or tap to select a different product from the list)
- **Cost per Unit** – tap to enter the cost and select the unit of measure, then tap **Done** (or Dismiss)
- **Rate** – tap enter the application volume and select the unit of measure, then tap **Done** (or Dismiss)
- **Target Pest** – tap to enter text (for example: Weeds), then tap **Done** (or Dismiss)
- **PHI** - displays a pre-harvest interval for some products, to automatically alert mobile app users on your account of fields that can no longer be treated due to upcoming harvest; if nothing is displayed, enter text as required from the manufacturer's label
- **REI** - displays a re-entry interval for some products, to automatically alert mobile app users on your account of fields that are temporarily unsafe to enter without protective clothing or equipment; if nothing is displayed, enter text as required from the manufacturer’s label.

- Tap the disc icon to **save** changes, which may display the following notice (applicable if units of measure used in this application do not match those in the purchased inventory on your account):

  Your product will not appear in My Materials as there is no conversion available from purchased to applied unit.

9. View or edit the completed **Product App Recommendation**

![Product App Recommendation](image)
10. Tap the disc icon to save changes and return to the Field Scout detail view

11. Tap the disc icon again to update the Field Scout with the new Product Recommendations

12. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green sync icon (top right)

More options:

- **Email** – tap the pencil icon on the Field Scout report to email the Field Scout report including Product Recommendations

- **Delete** – tap Product Recs on the Field Scout report to manually clear entries and delete Products from the Product App Recommendation screen, then tap the disc icon to save changes
15 | Create benchmark

15.1 Add a map benchmark on the mobile app

Use Trimble Ag Mobile to easily drop map points (also known as benchmarks) with custom names to keep track of field scouting, crop health, property issues and more. With precise coordinates automatically generated for each point, you can use your mobile device's built-in GPS to view the distance to navigate to each point from your current location. When you're done here, you can also view map benchmarks in your online account.

1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app's home screen, select the preferred crop year (top left)
3. Tap the Fields tile
4. Tap the full-screen icon to expand the map view
5. Tap the compass icon to show your current location (only use if you're close to the field boundary)
6. Tap the benchmark icon
7. Enter text to add a Name and Description
8. Touch the screen to slide the map under the white X to position the benchmark point, and automatically update the latitude and longitude coordinates
9. Tap the **blue point** icon to select a different benchmark icon shape or colour from the list.

10. Tap the **check mark** to save the benchmark point (or X to cancel) and update distance from your current location.

11. Tap the point to view the **Name**.

12. Tap the **information** icon to edit details or to select the option to **delete** the point.

13. Tap the **check mark** to save changes (or X to cancel).

14. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green **sync** icon (top right).

Learn more about **Scouting Fields**.

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**16 | Create storage bins**

**16.1 Add storage bins online**

Use Trimble Ag Online to keep detailed records of storage bins used by your farm, including capacity, location, construction, access and more. Once bins are set up online, transactions can be logged online or on the mobile app to automatically update capacity and inventory for each bin. As a physical asset tied to your farm, storage bins are not associated with a specific crop year, but they can be assigned to certain field names to help you manage crop traceability requirements, if needed.

1. Log in to your account online (learn more)
2. Click **Farm** (top menu)
3. Select **Storage** (left navigation menu)
4. On the **Bin Profiler** tab, click **Manage**
5. Select **Add New Bin**

6. On the **Bin Details** screen, select options in each dropdown list or enter information as needed:

   - **Bin Code** – (required) assign a unique code for use on your farm
   - **Bin Name** – (required) enter a name for your storage bin (for example, include the field name if crop traceability is a requirement for your business)
   - **Total Capacity** – (required) enter a number and click the dropdown list to select a unit of measure:
     - bu – bushel
     - MT – metric ton
     - T – ton
     - kg – kilogram
     - lb – pound
   - **Location** – enter text to describe the location (for example, South Farm)
   - **Legal Land** – a series of numbers listed on land title records, representing quarter, section, township, range and meridian
   - **GPS Location** – enter the Latitude and longitude coordinates
   - **Inventory and Space Available** – these numbers auto-calculate based on Total Capacity, as storage bin transactions are recorded online or on the mobile app
   - **Crop Type, Crop Description and Crop Variety** – this information auto-populates as storage bin transactions are recorded online or on the mobile app
   - **Grade** – select or enter a description
   - **Moisture** – enter the maximum allowable moisture content for optimal storage of your crop
- **Protein** – enter the desired level of protein (also displays cumulative percentage as storage bin transactions are recorded online or the mobile app)
- **Weight** – enter the test weight as a measure of density (grams per 0.5 litre), assessed after dockage is removed, required to make grades for certain grains
- **Grading Factors Other** – enter notes as needed
- **Access Description** – enter a text description (for example, road type, ramp, etc.)
- **Construction Type** – enter a description (for example, steel and wood, all steel, etc.)
- **Floor Type** – enter a description (for example, concrete pad, wood, etc.)
- **Dimensions** – enter a value for the Length and Width
- **Circumference** – enter a number to measure the distance around the outside of the storage bin, as needed
- **Hopper Height** – enter a number for hopper height, as needed
- **Auger Size** – enter a number for the size of your auger, as needed
- **Aeration** – click to select Yes or No to indicate if the storage bin is aerated
- **Notes** – enter additional notes, as needed

7. Click **Save** (or click the back arrow icon at the top of the screen to cancel changes and return to the previous screen)

### 16.2 Add storage bins on the mobile app

Set up basic storage bin profiles with Trimble Ag Mobile when you're on the go, to automatically update inventory as delivery transactions are recorded for bins. Later, **edit or delete** full bin profiles online, if needed.

1. **Log in to the mobile app** with the same Trimble ID used to access your online account (learn more)
2. From the mobile app's home screen, select the preferred **crop year** (top left) which is not required to manage bins, but helps if you want to add transactions later
3. Tap the **Bins** tile
4. On the **Farm Bins** summary screen, tap the + icon to add a new storage bin

![Farm Bins summary screen](image)

5. On the **New Bin** detail screen, tap to select or enter basic details (more details can be added online)

![New Bin detail screen](image)

- **Bin Code** - (required) assign a unique code for use on your farm
- **Bin Name** - (required) enter a name for your storage bin (for example, include the field name if crop traceability is a requirement for your business)
- **Location** - enter text to describe the location (for example, South Farm)
- **Legal Land** - a series of numbers listed on land title records, representing quarter, section, township, range and meridian
- Tap to enter **Latitude and longitude coordinates**
- **Total Capacity** - (required) enter a number and tap to select a unit of measure
  - bu – bushel
  - MT – metric ton
  - lbs – pounds
  - T – ton
  - kg – kilogram

6. Tap the disc icon (top right) to save changes
7. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green sync icon (top right)

Learn more about Managing Storage Bins.

17 | Create bin transactions

17.1 Add or remove bin inventory on the mobile app

Once storage bins for your farm have been set up online or on the mobile app in Trimble Ag Software, any contacts with access to your account can use the mobile app to record bin transactions in real-time, and automatically update the inventory and storage capacity of your bins. Additional tracking options are only available on the mobile app including: Operator, Harvester, Crew Number, Container Type, Number of Totes and Number of Beds.

1. Log in to the mobile app with the same Trimble ID used to access your online account (learn more)
2. From the mobile app’s home screen, select the preferred crop year (top left)
3. Tap the Bins tile

4. On the Farm Bins summary screen, tap to open a bin from the list
5. On the **Bin Details** summary screen, the status automatically displays the total capacity, inventory and space available, with percentage filled displayed in a graph for quick reference.

6. Tap the **plus** or **minus** icon to record a change in inventory.

7. On the **Bin Transaction** detail screen, tap to select or enter details (swipe up to see all options).
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- **Date and time** – tap to select a new date and time for the transaction
- **Origin** – tap the field icon to select an option (field, bin, other)
- **Destination** – ignore (selected storage bin cannot be changed on this screen)
- **Quantity Gross** – tap to enter a number and to select a unit of measure
  - bu – bushel
  - MT – metric ton
  - lbs – pounds
  - T – ton
  - kg – kilogram
- **Protein** – enter the level of protein in this shipment
- **Moisture** – enter the moisture content in this shipment
- **Ticket** – enter a delivery ticket number, if available
- **Truck** – enter the truck number, if available
- **Crop** – auto-populates based on the crop assigned to the field
- **Description** – auto-populates based on the crop assigned to the field
- **Variety** – auto-populates based on the crop assigned to the field
- **Operator** – tap a checkbox to select a contact with system access to your account, then tap the disc icon to save changes
- **Harvester** – tap a checkbox to select a vehicle assigned to your account (if no vehicles are assigned, this screen is blank)
- **Crew #** – tap to enter a number, if needed
- **Container Type**
- **Number of Totes** – tap to enter the number of harvest totes (boxes)
- **Number of Beds** – tap to enter the number of beds harvested
- **Comments** – tap to enter notes, if needed

8. Tap the disc icon to save changes
9. Sync changes with the online account when you’re within cellular or wi-fi range, by returning to the home screen and tapping the green sync icon (top right)

More options:

- **Delete transaction** – on the Bin Details summary screen, select one of more records by tapping the checkbox, then tap the delete icon (caution: this action is final, with no
17.2 Manage bin transactions online

With Trimble Ag Software, each storage bin transaction recorded online or on the mobile account is rolled up into the Bin Transactions summary for your farm. See all records from any crop year and tailor your online report to show as much or as little information as you need, with options to edit or import CSV data or adjust batch records to add harvest data or update destinations.

1. Log in to your account online (learn more)
2. Click Farm (top menu)
3. Select Storage (left navigation menu)
4. Select the Bin Transactions tab
5. Click Manage to select from one of four options (listed below)

   ○ Import from CSV – import your inventory data from another system (such as Agrimatics Libra) or from Excel in CSV (comma-separated values) format
■ Click the calendar 📅 icons to select a Start Date and End Date for your CSV records
■ Select the Date Format and Time Format from the dropdown lists to match records in your CSV file
■ Click to choose 12 hour format (for example, 2:01 PM) or 24 hour format (for example, 14:01:00)
■ Click Choose File to select a document from your desktop
■ Click OK (or use your browser’s back arrow to cancel and return to the previous screen)

○ Add Harvest Data – automatically copy one or more bin transactions to the Harvest Summarizer for the relevant crop year
  ■ Select one or more bin transactions by clicking the checkbox
  ■ At the confirmation, click OK

■ View new harvest records
  ■ Click Field (top menu) then select Harvest Summary (left navigation menu)
  ■ New harvest records are identified on the Harvest Summarizer by the following: Harvest Date = today’s date, Total Yield = transaction Volume, Comments = From Bin Transactions
  ■ Edit and Save changes, as needed
  ■ Refresh browser if switching to view a different crop year

○ Update Destination – make a batch adjustment to the delivery destination for multiple bin transactions
  ■ Select one or more bin transactions by clicking the checkbox (take note of which records have been selected, as the list will not highlight updated records)
  ■ Click the dropdown to adjust the type (Bin, Contract, Other)
  ■ Click the dropdown list to select the bin name
  ■ Click Save (or click X to close the window)
  ■ Click the edit ✏️ icon to view or edit each bin transaction that was selected and modified
  ■ Make further changes as needed (learn more) and click Submit or Delete Transaction (or click X to close the window)

○ Reset Table View – return to the default bin transactions summary view after adjusting columns and filters (learn more)

Learn more about Managing Storage Bins.
For the latest step-by-step help,
visit our website at agriculture.trimble.com/software
and click the Support tab to find How-To Central.