

Data Inbox

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Tasks

Cross Organization Task Sharing

1. Select the task(s) you want to share with another organization in FarmENGAGE
2. Click the “Share” button
3. Enter the user’s email address you want to share the task with
 - a. Note: All organizations associated with the entered email address will receive the task in their Data Inbox
4. Click “Share” button
5. The contacts list will update to reflect who the task has been shared with along with the status of the shared file
 - a. Pending: The receiving user has not accepted the task in any of their organizations
 - i. The sender can cancel the send request if the file is in the pending status
 - b. Accepted: The receiving user has accepted the task in at least one of their organizations
6. The shared task file will include:
 - a. Field Boundaries
 - b. Crop Zone Boundaries
 - c. Materials
7. Sharing with another organization means:
 - a. They keep a permanent copy
 - b. Edits to a pending share become part of the shared data upon acceptance.
 - c. To update accepted shared data, simply re-share it.

All Name	Date	Client	Farm	Field	Year	Crop	Area
<input checked="" type="checkbox"/> Spraying	07/01/2025 2:33:53 PM	Close Ranch	Haines Place	Wheat patch	2025	Winter Wheat	10.17 ha
<input type="checkbox"/> Spraying	06/30/2025 10:29:17 AM	Close Ranch	South	Small Cotton	2025		3.81 ha
<input type="checkbox"/> Cotton Harvesting	06/17/2025 8:00:00 AM	Close Ranch	Haines Place	Highway	2025	Cotton	20.43 ha
<input type="checkbox"/> Cotton Harvesting	06/17/2025 8:00:00 AM	Close Ranch	Haines Place	Highway	2025	Cotton	20.43 ha

Sharing ⓘ

Enter a new user's email or select from previously shared users.

Sharing data with another Organization means they keep a permanent copy.

Contacts

sophia.capello@ptxag.com	CANCEL REQUEST	Pending
taylor.szallar@ptxag.com	CANCEL REQUEST	Pending
viviane.faria@ptxag.com		Accepted

✕ CLOSE ✉ SHARE

How to Preview Incoming Tasks

1. Navigate to Data transfer > Inbox
2. All tasks that have been shared with the user email associated with the organization will appear in the Data Inbox List
3. Click the magnifying glass icon on a shared task to preview
4. After previewing the incoming data select 'Accept' or 'Reject'
 - a. Accept: All data shown in the preview will be added to your organization
 - b. Reject: No data shown in the preview will be added to your organization

Source	Type	Name	Field	Date	Preview	Accept	Reject
FarmENGAGE EDU_US	Task	Spreading	PI 1208	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Almonds Mapping:DT-test	SK-28-2	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Spraying	29 Acres BW	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Alfalfa Other	29 Acres BW	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sophia Capello - Core	Task	Spreading 1200	PI 1208	02/25/2026		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Details

Task Name: Spreading

Source: FarmENGAGE EDU_US

Resource Type: Task

Operation Type: Spreading

Date Completed: 02/25/2026

Received **Saved As**
 What was originally shared | How it will be saved

Field

PI 1208

Client: Precision Technology Institute | Client: Precision Technology Institute

Farm: PTI Pontiac | Farm: PTI Pontiac

Area: 15.35 ac | Area: 15.35 ac

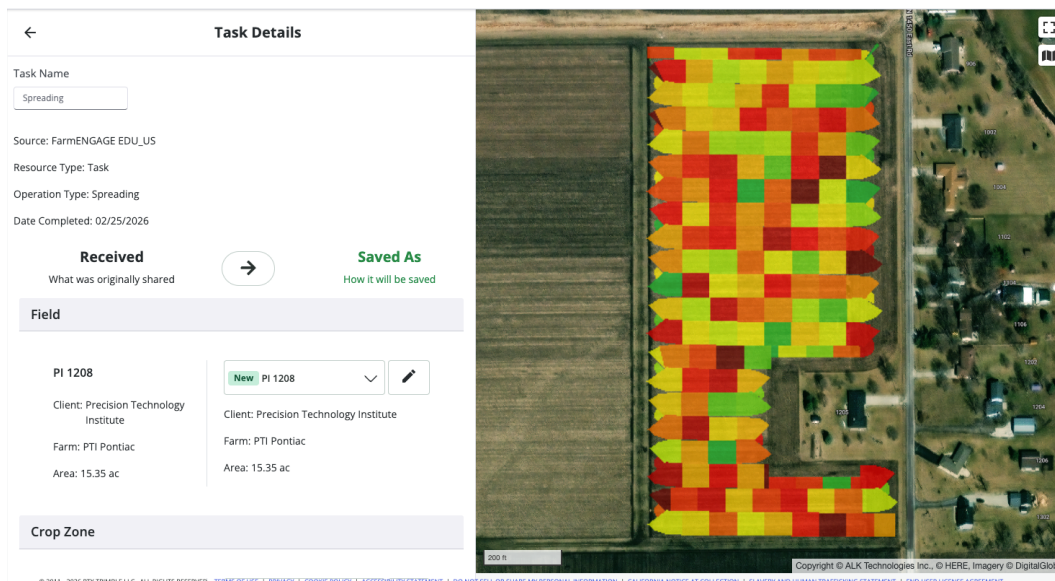
Crop Zone

200 ft

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How to Edit Incoming Task Data

1. Select to Preview an incoming task
2. Data shown on the left represents what is included in the shared file
3. Data shown on the right represents how it will be saved in your organization
 - a. Based on Spatial matching for field and crop zones
 - b. Based on name/resource details for other resources
4. Click the pencil icon to the right of a resource to edit. The editing pencil is only available if the incoming resource does not have a match in the accepting organization.
 - a. Editing
 - i. To update the incoming Field/Crop Zone Details
 1. Name
 2. Client
 3. Farm
 4. Fields
 5. Boundaries
 - ii. To update the incoming Material Details
 1. Name
 2. Category
 3. Active Ingredients
 4. Purchased Units
 5. Applied Units
 6. Rates
 7. Cost
 8. Etc.
 - iii. Edit pencil is not available if an incoming resource is matched with an already existing one in the receiving organization. To edit that resource visit Setup after the import of the task.
 - b. Note any changes will not be saved until the user clicks the 'Accept' button
5. Click the 'Accept' button for all edits to be saved and for the task details to be added to your organization

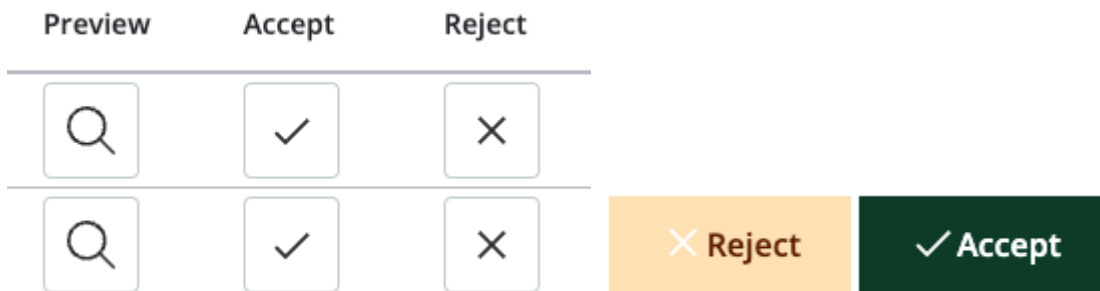


How to Accept Incoming Tasks

1. From the Data Inbox list, directly click the accept check mark icon
 - a. All data in the shared task file will be saved into the organization as it is received

Or

1. From the Data inbox list, click the preview magnifying glass icon
2. Make any necessary edits
3. Click Accept Button
 - a. All data in the shared task file will be saved into the organization as it is shown in the 'Saved As' column



How to Reject Incoming Tasks

1. From the Data Inbox list, directly click the Reject x mark icon
 - a. No data in the shared task file will be saved into the organization

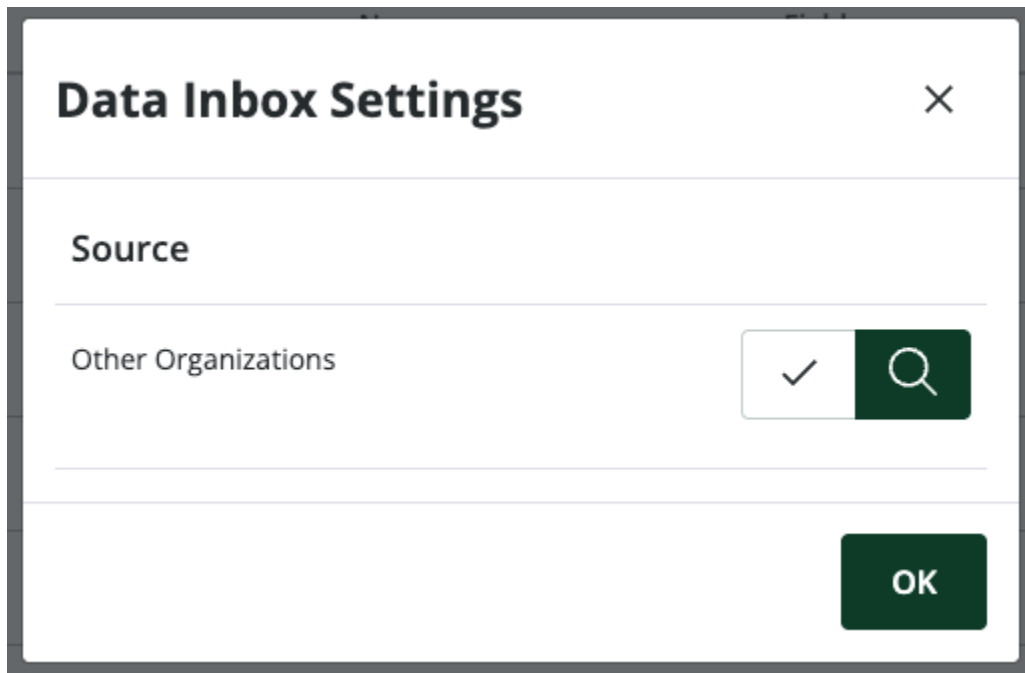
Or

1. From the Data inbox list, click the preview magnifying glass icon
2. Click Reject Button
 - a. No data in the shared task file will be saved into the organization



How to Auto Accept Incoming Files

1. From the Data Inbox List, select the setting wheel icon
2. Click on the check mark Icon next to Source > Other Organizations
3. When selected, all incoming tasks will be automatically accepted into the organization as it is received
4. Note: If the accepting user is associated with multiple organizations
 - a. And has auto accept turned on in only one associated organization
 - i. All shared tasks will automatically be accepted into this organization
 - b. And has auto accept tuned on in multiple associated organizations
 - i. The shared file will show in the inbox for all associated organizations and will not automatically be accepted
5. Note: If the accepting user is only in a single associated organization:
 - a. And has auto accept turned on
 - i. The data inbox list will always appear empty as the shared files will always be automatically accepted



How to Filter the Data Inbox List

1. From the Data Inbox List click the filter button
2. The filter Panel will expand from the right side of the screen
3. Apply filters as needed
4. The Data Inbox List will update to reflect the selected filters
5. Filter by:
 - a. Date Added Range – date the task was shared with the organization
 - b. Organization – source organization that sent the file
 - c. Field – incoming field name
6. Clear any applied filters by selecting the 'Reset Filters' button

Inbox ⚙️

Filter

<input type="checkbox"/>	Source	Type	Name	Field	Date	Preview	Accept	Reject
<input type="checkbox"/>	FarmENGAGE EDU_US	Task	Spreading	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Almonds Mapping-DT- test	SK-28-2	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spraying	29 Acres BW	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Alfalfa Other	29 Acres BW	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spreading	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spreading 1200	PI 1208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="X"/>

Filters ×

Date Added
From To

Organization

Field

Reset Filters

How to Search the Data Inbox List

1. From the data inbox list enter a search parameter into the search bar
 - a. Search by Name of Task

Inbox ⚙️

Filter

<input type="checkbox"/>	Source	Type	Name	Field	Date	Preview	Accept	Reject
<input type="checkbox"/>	Sophia Capello - Core	Task	Spraying	29 Acres BW	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="text" value="X"/>
<input type="checkbox"/>	Sophia Capello - Core	Task	Spraying	PI 4208	02/25/2026	<input type="text" value="Q"/>	<input checked="" type="checkbox"/>	<input type="text" value="X"/>