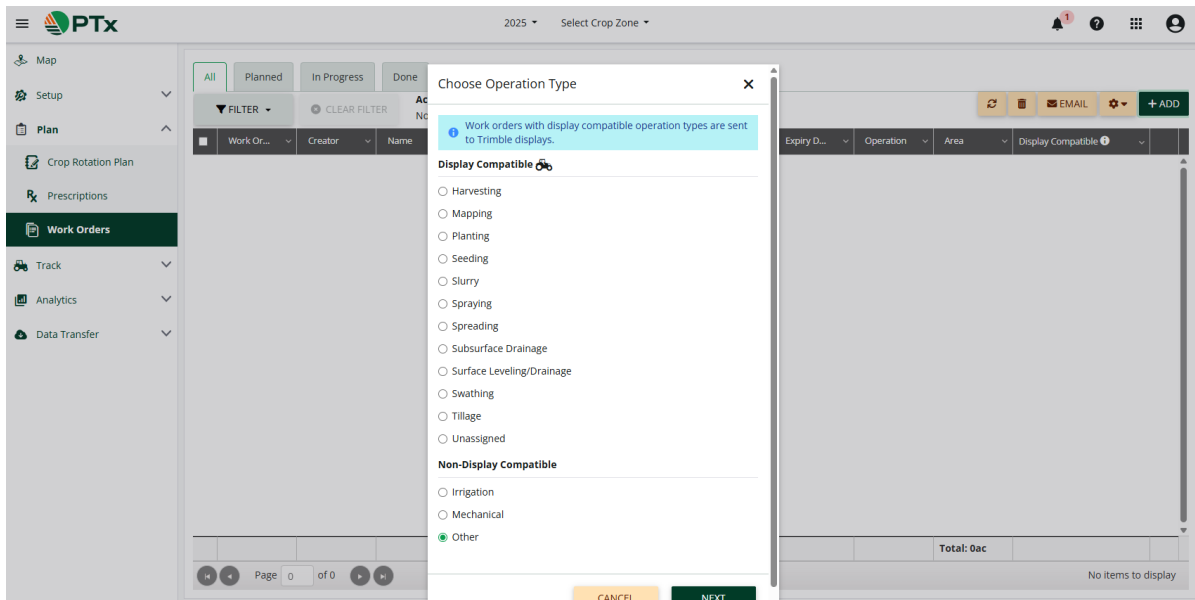


# Work Orders

## Creating a Work Order

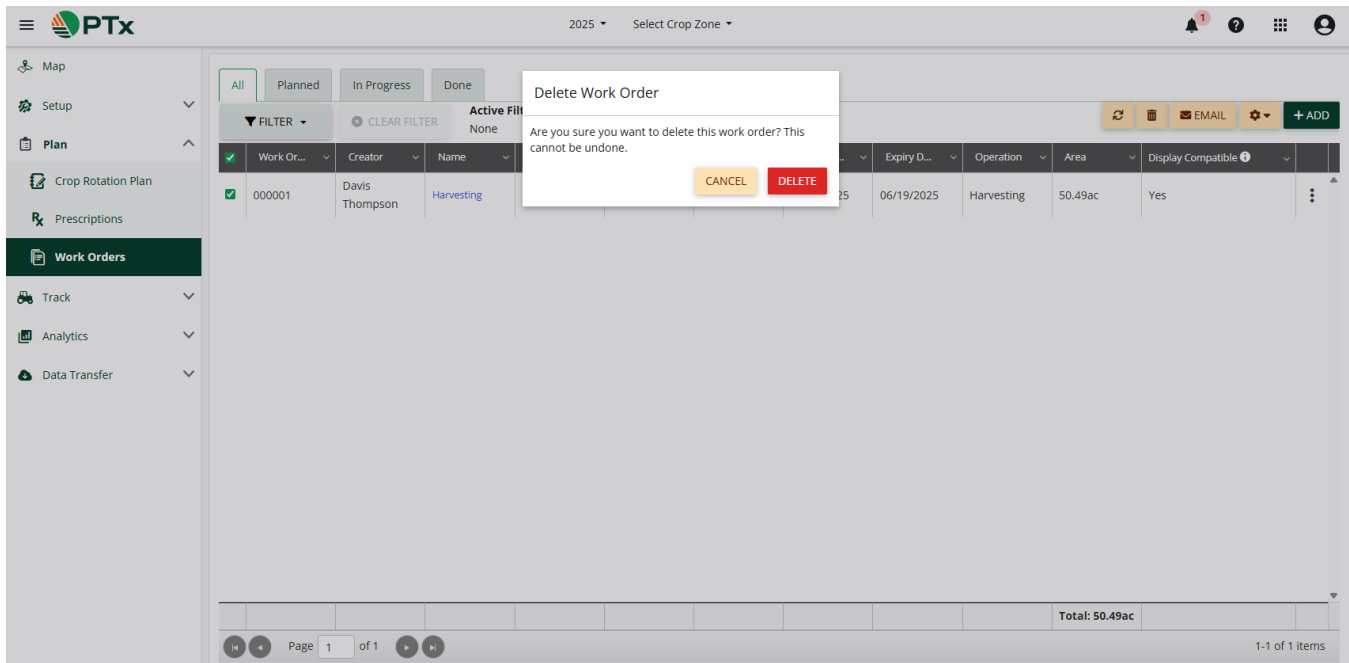
1. In FarmENGAGE under Plan, select the Work Orders page
2. Click “+ADD” in the top right corner
3. Chose the operation you would like for the Work Order and click Next
  - a. When you choose a Display Compatible operation and meet the following criteria, the work order syncs with Precision-IQ on connected 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.



The screenshot shows the FarmENGAGE interface with a 'Delete Work Order' dialog box open. The dialog box contains the text: 'Delete Work Order', 'Are you sure you want to delete this work order? This cannot be undone.', and two buttons: 'CANCEL' and 'DELETE'.

The background interface shows a table of work orders. The table has columns: Work Or..., Creator, Name, Expiry D..., Operation, Area, and Display Compatible. The first row is selected, showing a work order with ID 000001, created by Davis Thompson, with the operation 'Harvesting' and an area of 50.49ac.

Work Or...	Creator	Name	Expiry D...	Operation	Area	Display Compatible
000001	Davis Thompson	Harvesting	06/19/2025	Harvesting	50.49ac	Yes

At the bottom of the interface, there is a pagination bar showing 'Page 1 of 1' and a total area of 'Total: 50.49ac'.

## 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 displays the FarmENGAGE web application interface. On the left is a navigation sidebar with options like Map, Setup, Plan, Crop Rotation Plan, Prescriptions, Work Orders, Track, Analytics, and Data Transfer. The main area shows a table of work orders with columns for Work Order ID, Creator, Name, Location, Status, and various dates. A modal dialog titled "Edit Work Order Date?" is open, allowing users to edit the date upon completion. The table includes the following data:

Work Order ID	Creator	Name	Location	Status	Start Date	End Date	Operation	Area	Display Compatible
000034	Sophia Capello	Spraying							
000033	Sophia Capello	Spraying							
000032	Sophia Capello	Spraying							
000031	Sophia Capello	Spraying	Carleton Place #1	Planned	01/21/2025	01/21/2025	Spraying	142.57ac	Yes
000030	Sophia Capello	Spraying	Carleton Place #1	Planned	12/06/2024	12/06/2024	Spraying	142.57ac	Yes
000029	Sophia Capello	Sophia test work order	Mw4	Done	11/06/2024	11/08/2024	Spraying	9.06ac	No
000028	Sophia Capello	Planting	Mw4	Done	11/04/2024 (11/04/2024 9:43:23 AM)	11/04/2024	Planting	9.06ac	No
000027	Sophia Capello	Seeding	Carleton Place #1	Planned	09/04/2024	09/04/2024	Seeding	142.57ac	No
000025	Adolfo De la Torre Gutierrez	Seeding	TABS-20974	Planned	07/26/2024	08/31/2024	Seeding	0.03ac	Yes
000024	Adolfo De la Torre Gutierrez	TABS-20974 seeding	TABS-20974	Planned	07/26/2024	08/31/2024	Seeding	0.03ac	Yes
000020	Sophia Capello	Planting	Carleton Place #1	Planned	07/16/2024	07/16/2024	Planting	142.57ac	No
000019	Sophia Capello	Planting	Carleton Place #1	Planned	06/26/2024	06/26/2024	Planting	142.57ac	Yes
000018	Sophia Capello	testing	Carleton Place #1	Planned	06/20/2024	06/20/2024	Other	142.57ac	No

# 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

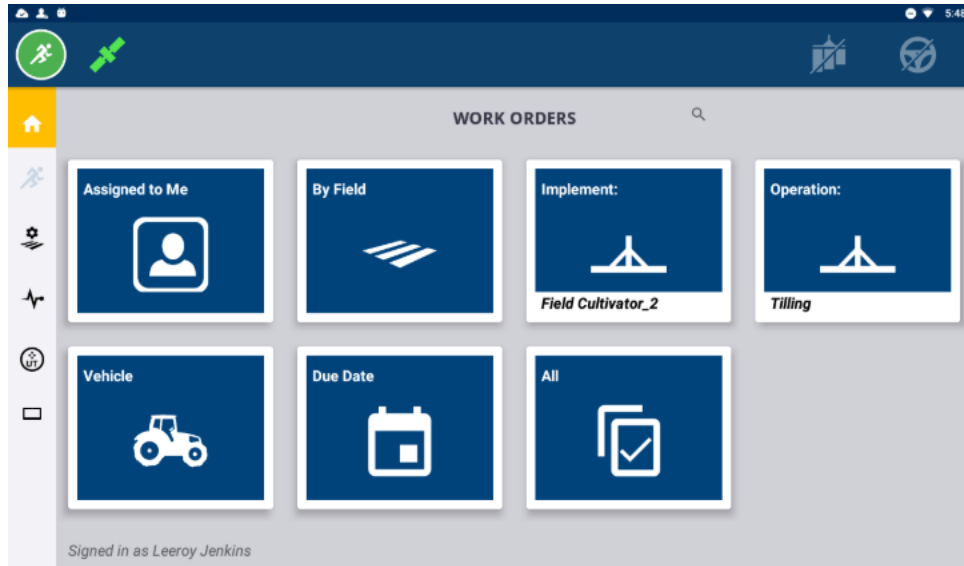
The screenshot shows the FarmENGAGE interface. On the left is a navigation sidebar with options: Map, Setup, Plan, Crop Rotation Plan, Prescriptions, Work Orders (highlighted), Track, Analytics, and Data Transfer. The top header includes the PTx logo, the year 2025, a 'Select Crop Zone' dropdown, and notification icons. The main content area features a table with columns: Work Or..., Creator, Name, Crop Zone, Crop, Status, Planned..., Expiry D..., Operation, Area, and Display Compatible. A single row is visible with the following data: 000001, Davis Thompson, Harvesting, Highway, Wheat, Planned, 06/18/2025, 06/20/2025, Harvesting, 50.49ac, Yes. A context menu is open over the first row, listing actions: Edit, Copy to Same Crop Zones, Copy to New Crop Zones, Mark as Done, Delete, and Send To TaskDoc Vehicle. Above the table are filter tabs (All, Planned, In Progress, Done), a filter dropdown, a clear filter button, and an active filter section showing 'None'. Action buttons for refresh, delete, email, settings, and add are also present.

Work Or...	Creator	Name	Crop Zone	Crop	Status	Planned ...	Expiry D...	Operation	Area	Display Compatible
000001	Davis Thompson	Harvesting	Highway	Wheat	Planned	06/18/2025	06/20/2025	Harvesting	50.49ac	Yes

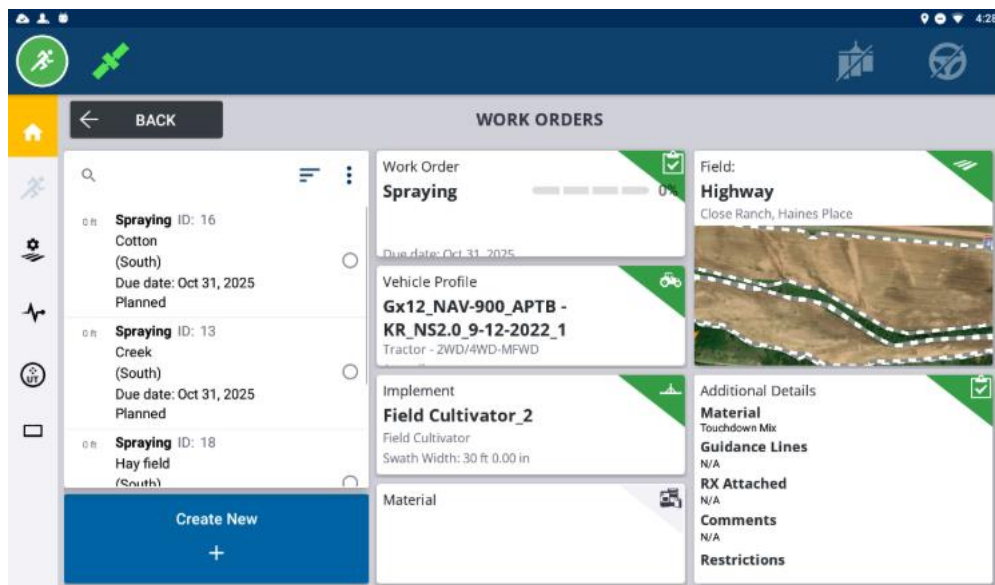
## Syncing Work Orders to Precision-IQ Displays

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

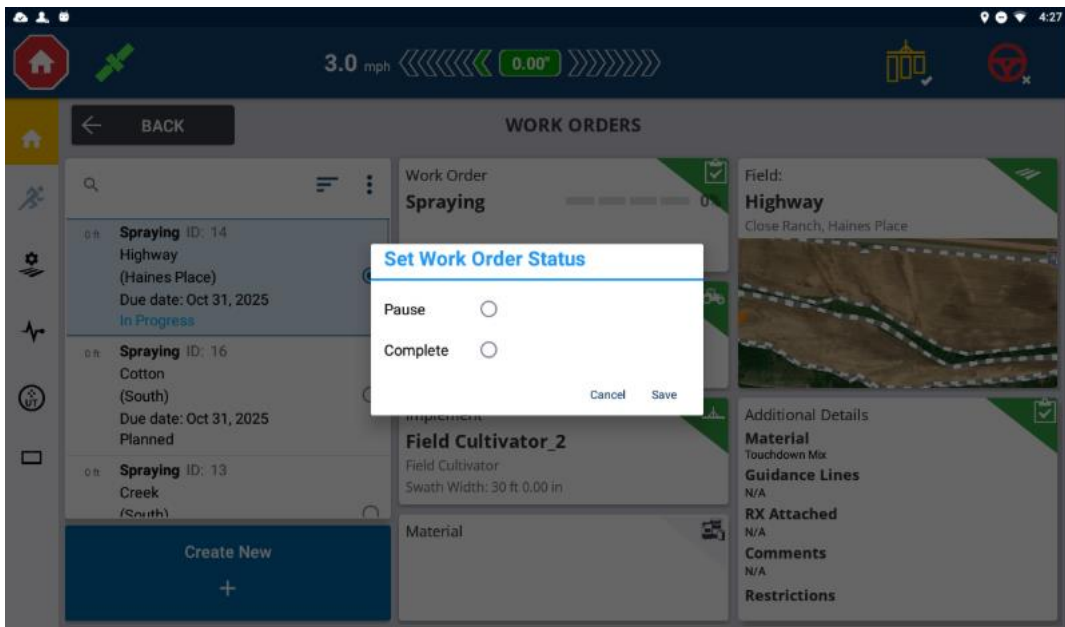
1. Ensure that the display has an internet connection and has AutoSync turned on
2. On the display, chose which option you would like to filter by



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

The screenshot shows the FarmENGAGE interface with a 'Send to TaskDoc Vehicles' dialog box open. The dialog box has a search bar and a list of vehicles to select. The background shows a table of work orders with columns for Work Order ID, Creator, Name, Expiry Date, Operation, Area, and Display Compatible.

Work Order ID	Creator	Name	Expiry Date	Operation	Area	Display Compatible
000029	Anitha Subramanian	Spraying	07/23/2025	Spraying	0ac	Yes
000027	Anitha Subramanian	Spraying - 5K lbs	06/06/2025	Spraying	254.77ac	Yes
000026	Anitha Subramanian	Spraying - 5M lbs	06/06/2025	Spraying	254.77ac	Yes
000025	Anitha Subramanian	Seeding 22000	04/28/2025	Seeding	254.77ac	Yes
000024	Anitha Subramanian	Seeding - singulated check	04/27/2025	Seeding	10.66ac	Yes
000023	Anitha Subramanian	Mechanical with multiple WOs	03/09/2025	Mechanical	10.66ac	No
000022	Anitha Subramanian	Spraying without Operators	03/09/2025	Spraying	10.66ac	Yes
000021	Scott Reinert	Seeding	06/04/2025	Seeding	593.42ac	Yes
000020	Scott Reinert	Seeding	03/12/2025	Seeding	10.66ac	Yes

The dialog box 'Send to TaskDoc Vehicles' contains a search bar and a list of vehicles:

- Vehicle or group name: [SEARCH]
- Test
- Unassigned
- Big Yellow Tractor (TaskDoc) (VarioDoc)
- TRAC1

Buttons: CANCEL, SEND

## 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 displays the FarmENGAGE 'Work Orders' page. A modal window titled 'Email' is open, allowing the user to send an email to a recipient. The modal contains the following fields:

- To: davis\_thompson@trimble.com
- Subject: Sophia Capello - pro has sent you the following reports
- Body: This is the new work order.

Below the body text, there is a link: 'Field to merge into. Field to merge 1, field test - Spraying View Report'. At the bottom of the modal are 'CANCEL' and 'SEND' buttons.

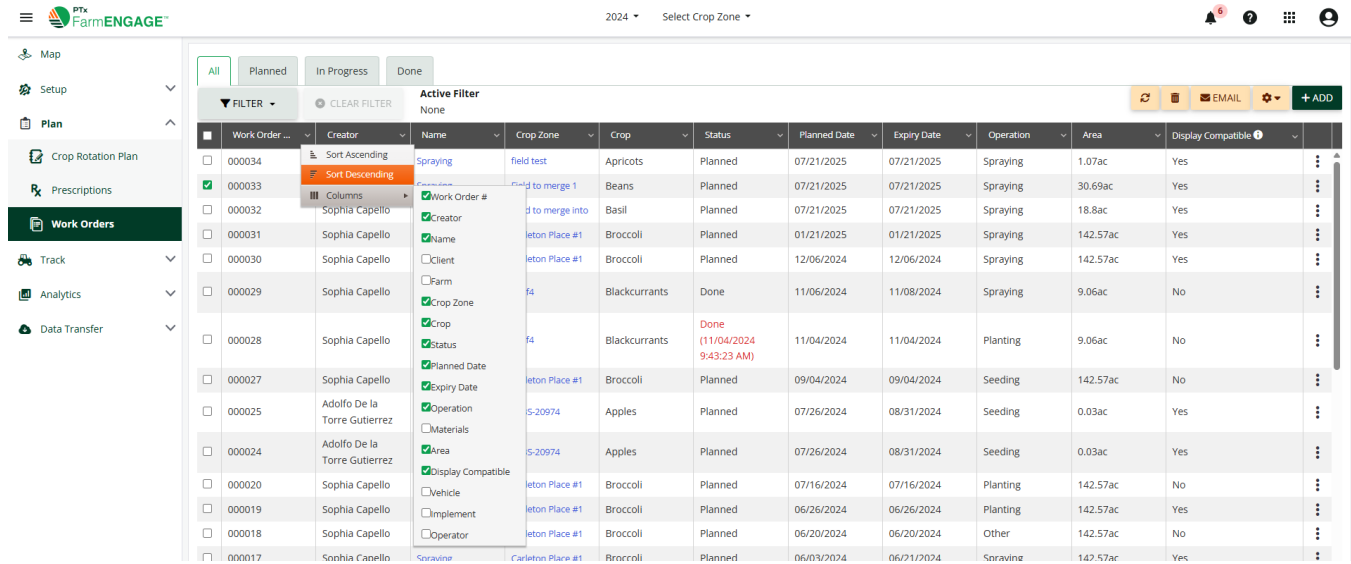
The background shows a table of Work Orders with columns: Work Order ID, Creator, Name, Operation, Area, and Display Compatible. The table is filtered to show 29 items, with a total area of 2,649.46ac.

Work Order ID	Creator	Name	Operation	Area	Display Compatible
000034	Sophia Capello	Spraying			
000033	Sophia Capello	Spraying			
000032	Sophia Capello	Spraying			
000031	Sophia Capello	Spraying			
000030	Sophia Capello	Spraying			
000029	Sophia Capello	Sophia test w order			
000028	Sophia Capello	Planting			
000027	Sophia Capello	Seeding	Carleton Place #1 Broccoli	Planned	09/04/2024
000025	Adolfo De la Torre Gutierrez	Seeding	TABS-20974 Apples	Planned	07/26/2024
000024	Adolfo De la Torre Gutierrez	Seeding	TABS-20974 Apples	Planned	07/26/2024
000020	Sophia Capello	Planting	Carleton Place #1 Broccoli	Planned	07/16/2024
000019	Sophia Capello	Planting	Carleton Place #1 Broccoli	Planned	06/26/2024
000018	Sophia Capello	testing	Carleton Place #1 Broccoli	Planned	06/20/2024
000017	Sophia Capello	Spraying	Carleton Place #1 Broccoli	Planned	06/03/2024
000016	Sophia Capello	Spraying	Carleton Place #1 Broccoli	Planned	02/28/2024

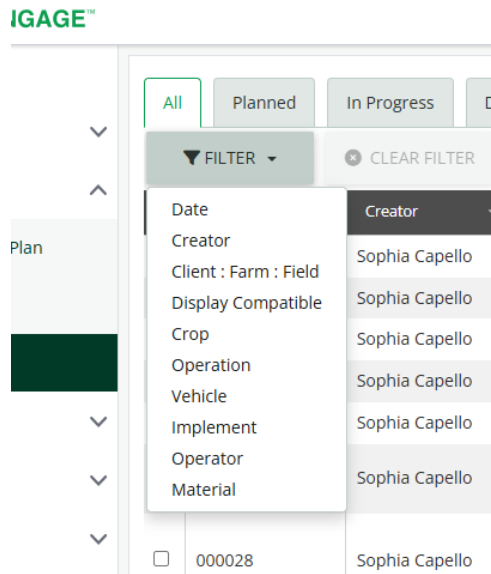
# Adjusting Columns and Filtering Work Orders

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



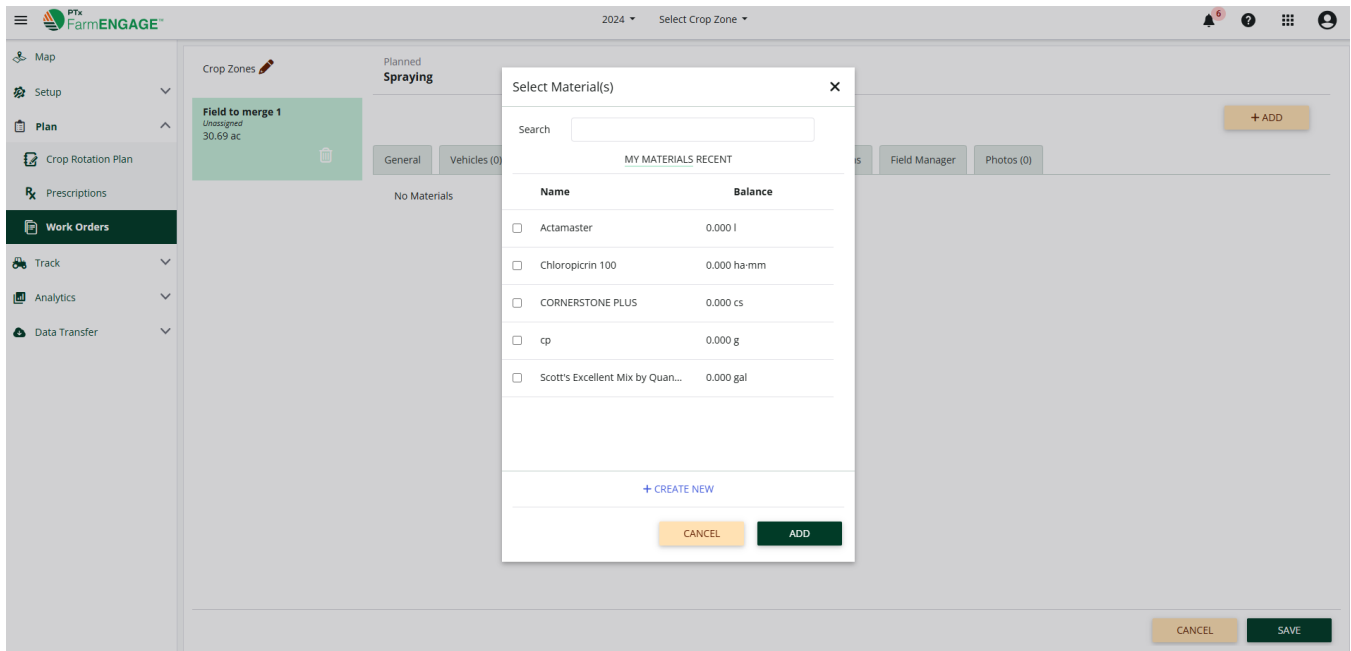
4. Apply filters to the Work Order screen by selecting the filter option at the top of the page
  - a. Select the information and details you want to filter the page by



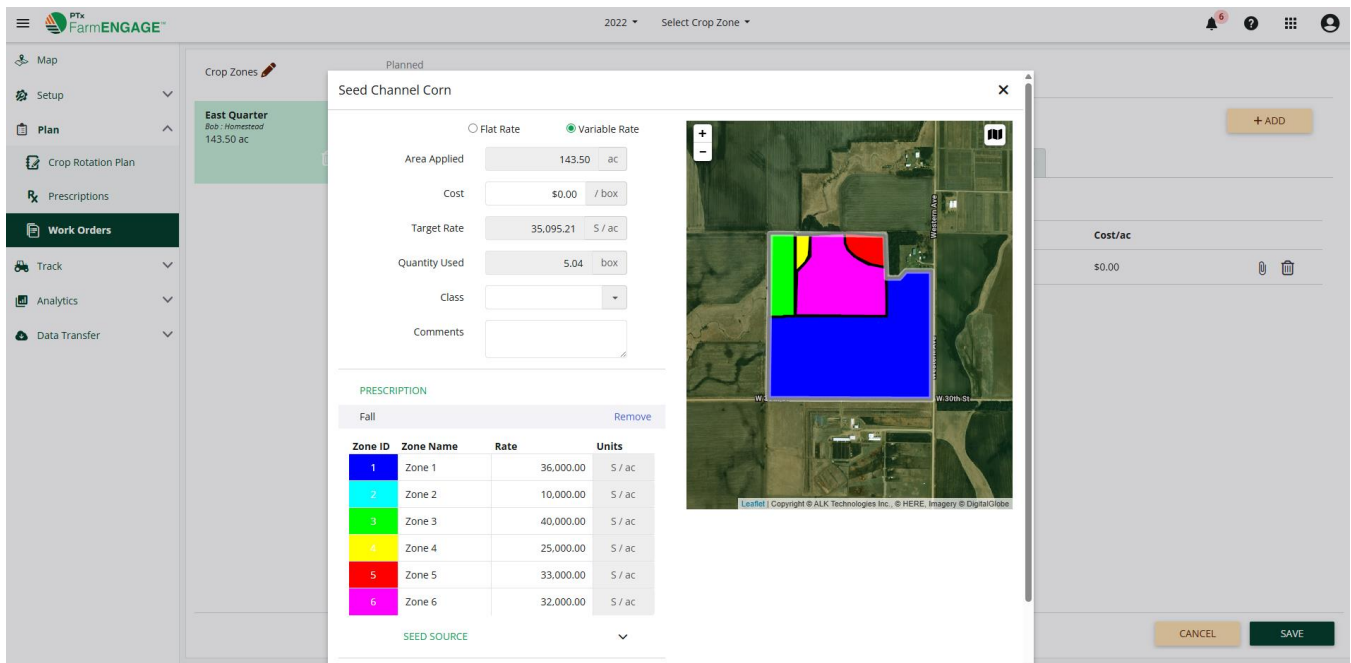
## Prescriptions with Work Orders

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

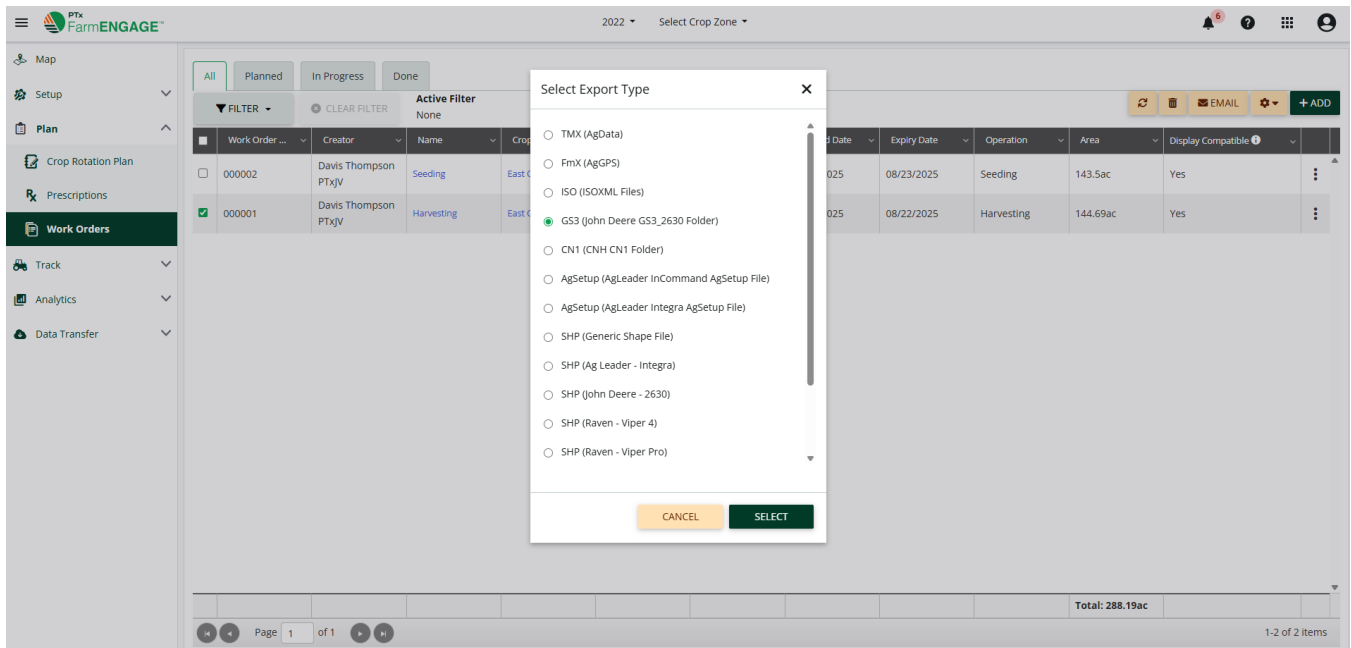
1. In FarmENGAGE under Plan, select the Work Orders page
2. Click on the +Add in the top right corner to create a new Work Order
3. Choose the Operation Type
4. Select the Crop Zones to apply the Work Order to
5. Enter the planned Start time and Due Date
6. Go to the materials tab and add a new material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



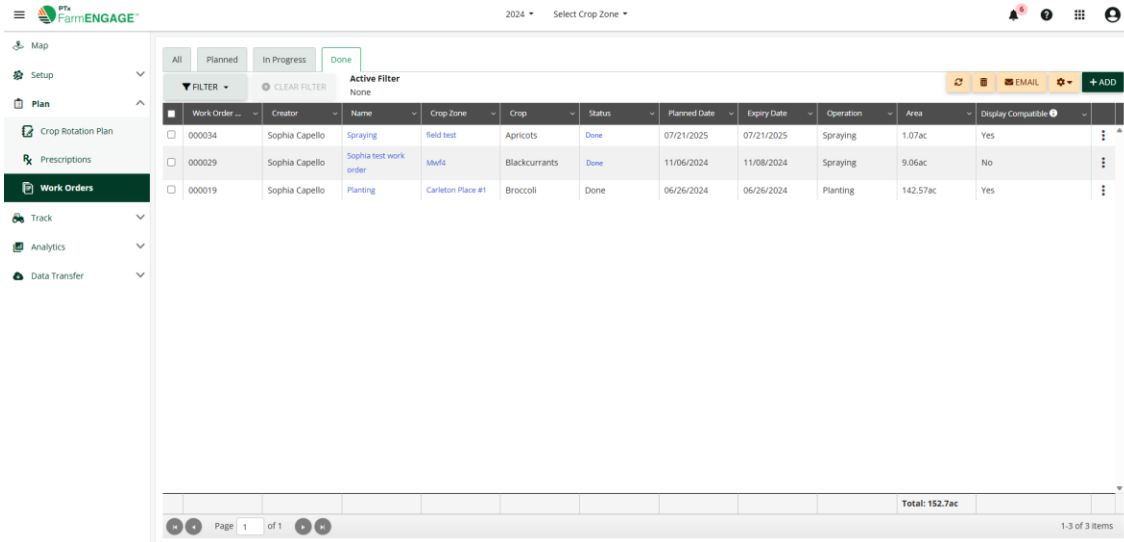
14. When complete, select Save to create the Work Order
15. Once the Work Order is saved, you can download the prescription by clicking on the 3 dots of the Work Order and click Download Rx File
16. Select the Export type and download the file



## Viewing a Finished Task

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

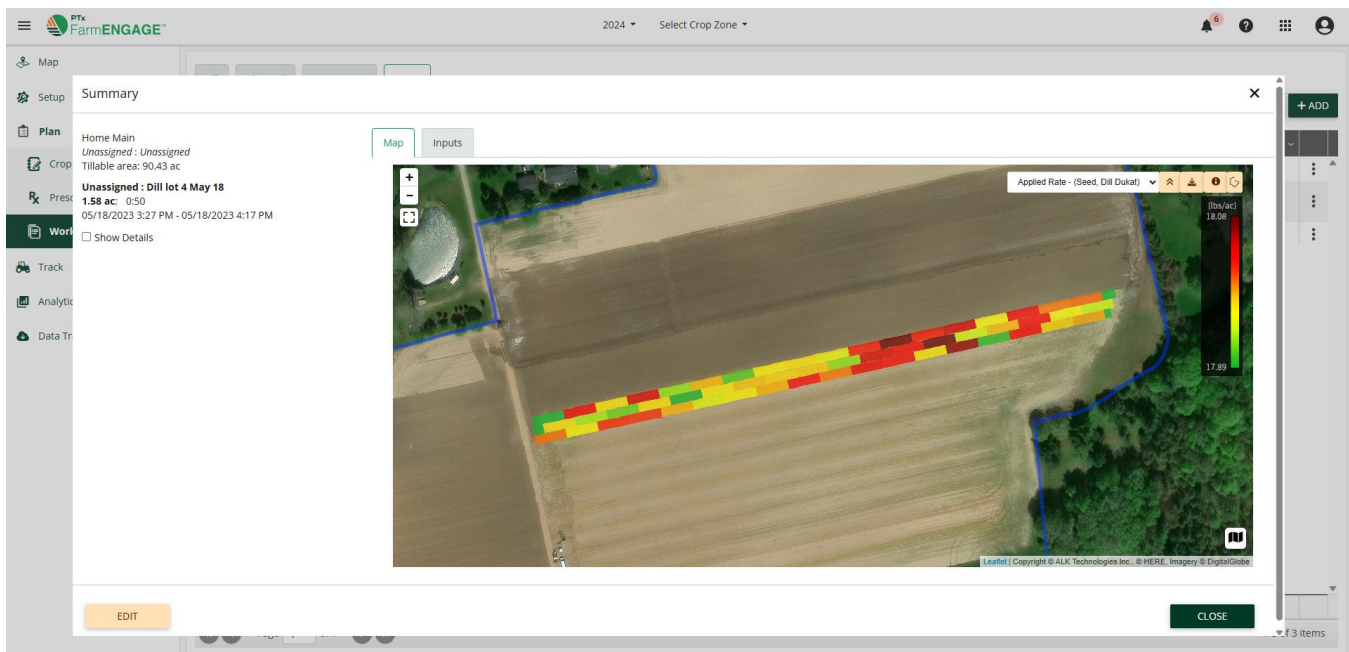
1. In FarmENGAGE under Plan, select the Work Orders page
2. Select the Done tab to view finished Work Orders
3. When the Work Order was finished on the display, click on the “Done” hyperlink on the Work Order listing



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	MvM	Blackcurrants	Done	11/06/2024	11/08/2024	Spraying	9.06ac	No
000019	Sophia Capello	Planting	Carlton Place #1	Broccoli	Done	06/26/2024	06/26/2024	Planting	142.57ac	Yes

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 with the 'Work Orders' page selected. The table displays two work orders:

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

A context menu is open over the second work order, listing the following options:

- Edit
- Copy to Same Crop Zones
- Copy to New Crop Zones
- Mark as Done
- Delete
- Send To TaskDoc Vehicle