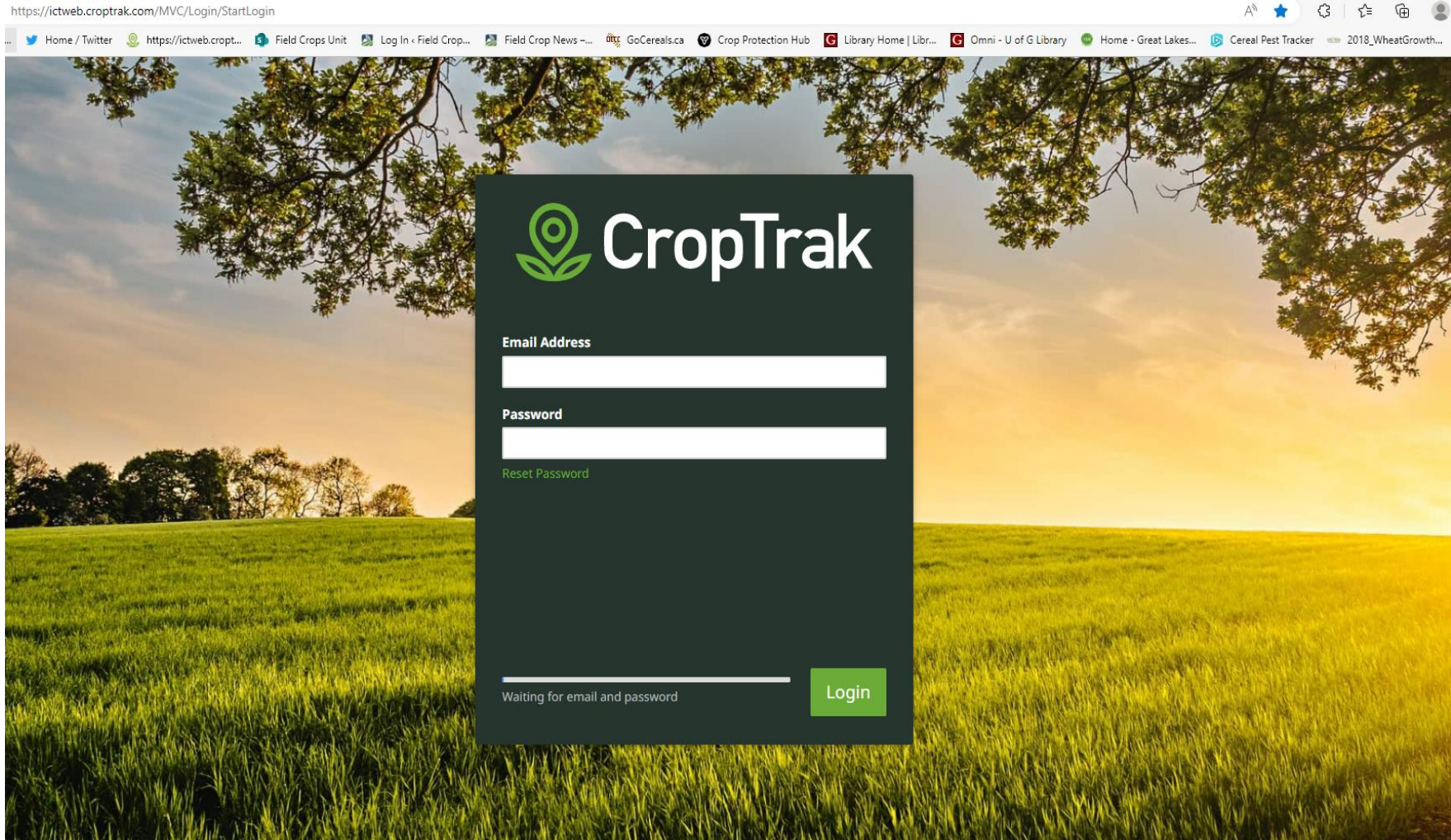


CropTrak Desktop Guide – Logging in, adding a field and adding an agronomist (Optional)



Getting Started: To access CropTrak for entering in agronomic data*, reporting growth stages and head counts and to view your lab results, enter in your email address and password via this link: <https://ictweb.croptrak.com/MVC/Login/StartLogin>.

**All survey information is stored privately and is secure*

Click on the “Filter” icon (circled in red) to select your country and make sure all the “Categories” are checked. Click Apply to save your selection.

The screenshot shows the CropTrak user interface. At the top, there is a header with the CropTrak logo and the user's name, "Great Lakes YEN". Below the header is a large image of a field with irrigation equipment. The main content area is divided into sections: "Welcome, MI047 Grower", "WORKLISTS", and "Croptrak News". A "Filter" icon is circled in red in the "WORKLISTS" section. A blue arrow points from this icon to a "Filter" dialog box that is open. The dialog box has a search bar and two main sections: "Categories" and "Assets".

Categories	
<input checked="" type="checkbox"/>	Category Name
<input checked="" type="checkbox"/>	Asset Management
<input checked="" type="checkbox"/>	Data Collection
<input checked="" type="checkbox"/>	Informational

Assets	
<input checked="" type="checkbox"/>	Select All
<input checked="" type="checkbox"/>	Canada
<input checked="" type="checkbox"/>	United States

At the bottom of the dialog box, there are two buttons: "Cancel" and "Apply". The "Apply" button is circled in red.

Once this step is complete – you are ready to start **Adding a Field!** Adding an agronomist is optional and will grant them access to your CropTrak information (lab results, your entered survey information etc.). If your agronomist is going to help with your data entry don't skip this important step!

On the CropTrak main page, you should now see option to “Add a Field” and “Add an Agronomist”. **Click on either icon to get started.**

The screenshot shows the CropTrak main page. At the top left is the CropTrak logo with a hamburger menu icon. At the top right, it says "Great Lakes YEN" next to a user profile icon. Below the header is a large banner image of a field with irrigation. On the right side of the banner, there is a weather widget showing a cloud icon, "35°F", "2°C", "Detroit", and a "Use Your Location" link. Below the banner, there is a navigation bar with "WORKLISTS" on the left, "Assets: ALL" and a "Filter" button in the center, and "Croptrak News View All" on the right. Below the navigation bar is the "ASSET MANAGEMENT" section, which contains two cards: "Add a Field" and "Add an Agronomist". Each card has a green icon, a "1/1" status indicator, and "2 minutes ago" text. At the bottom of the page, there is a footer with "Copyright © 2022 Cogent3D, Inc. dba CropTrak. All Rights Reserved" on the left and "Powered by CropTrak v7.1.23" on the right.

≡ CropTrak® Great Lakes YEN

35°F
2°C
Detroit
[Use Your Location](#)

Welcome, MI047 Grower [Commodity Prices](#) [Extended Forecast](#)

WORKLISTS Assets: ALL [Filter](#) Croptrak News [View All](#)

ASSET MANAGEMENT

Add a Field 1/1
2 minutes ago

Add an Agronomist 1/1
2 minutes ago

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When you click on either the Add a Field or Agronomist, you will be directed to the **form directory** as seen below. All the forms that you are required to fill out will be listed on the left of the screen. The one that is highlighted gray is the one that you currently have selected. To fill out the information, select “Open Form” to fill out the survey information.

The screenshot shows the CropTrak interface. On the left sidebar, under 'MY WORKLISTS', there are two items: 'Add a Field' and 'Add an Agronomist'. The 'Add an Agronomist' item is highlighted in gray. A blue arrow points from a callout box to this item. The main content area shows a 'Reports Page' with a search bar and a table. The table has four columns: 'Open Form', 'Go To Asset', 'Done/Not Done', and 'Response'. The first row of data has the following values: 'Open Form' (with a link), 'MI047', 'Not Done', and an empty cell. Blue arrows point from callout boxes to each of these four elements in the table. At the bottom of the page, there is a footer with copyright information and the version number.

Notice this area is gray, meaning it is selected

Click here to open the form

Your YEN ID

Notice this section “Not Done” yet

After you fill out the agronomist info, this will indicate complete

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Adding an Agronomist – all required form items have a * beside them. Do not forget to click “Save” at the top right of the screen before exiting the form.

Reminder: This step is optional and can be completed at any time. It is up to you if you would like your agronomist to have access to your survey responses and lab results. Completing this step is necessary to grant access to your survey forms!

The screenshot shows the 'Add an Agronomist' form in the CropTrak interface. The form is titled 'Add Agronomist - MI047' and is located under the 'Forms' section. The form contains several fields and questions:

- MI047** (Asset Selection)
- Reference**
- Agronomist Info**

The form includes the following questions and fields:

- Would you like to give your agronomist permission to access your data in CropTrak?
*
 Yes No
- Agronomist Info
Please provide or review the following information for your primary agronomist.
First Name: * (Dennis)
Last Name: * (Pennington)
Email Address: * (pennin34@msu.edu)
- Would you like your agronomist to be included as a recipient for all grower communications?
*
 Yes No

Annotations on the form:

- A red circle highlights the 'Save Your New Form' button at the top right.
- A blue box with an arrow pointing to the 'Yes' radio button contains the text: "Select either Yes or No to grant your agronomist permission to access and/or enter data for you."
- A blue box with an arrow pointing to the 'Agronomist Info' section contains the text: "If you **do want** your agronomist to have permission, fill out the rest of this information."
- A second blue box below the first contains the text: "** If you want them to receive all the email communication that the YEN group receives, check Yes on the bottom question"

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Adding a Field – this step needs to be completed as soon as possible after you have been granted access to your CropTrak account.

Not doing so will result in complications later in the season when you are trying to enter additional survey information. You will not have access to the other required survey forms until you add your field.

Step 1: Navigate back to the “Form Directory” and select “Add a Field” on the left side of the screen and click “Open Form”.

The screenshot shows the CropTrak web application interface. On the left sidebar, under 'Asset Management', the 'Add a Field' option is highlighted in gray. A blue callout box with an arrow points to this option, containing the text: 'The form you have selected will be highlighted in gray'. In the main content area, the 'Reports Page' is visible, featuring a search bar and a table. A blue callout box with an arrow points to the 'Open Form' link in the table, containing the text: 'Click to open the form'. The table has the following data:

Open Form	Go To Asset	Fields Remaining	Done/Not Done
Open Form	M1047	1	Not Done

At the bottom of the page, there is a footer with the text: 'Copyright © 2022 Cogent3D, Inc. dba CropTrak. All Rights Reserved' and 'Powered by CropTrak v7.1.23'.

Step 2: Start by naming your field. You can give it any name you'd like and is meant to help to distinguish between fields if a participant has multiple entries within a single report year.

Then, click the "Polygon" icon at the bottom right to place a single GPS coordinate as close to the centre of your test area as possible.

The screenshot shows the CropTrak mobile application interface for adding a field. The top navigation bar includes the CropTrak logo and the user name 'Great Lakes YEN'. Below this is a header for 'Add a Field' with a back arrow and an 'Add New' button. The main content area is titled 'Add Field - MI047' and is divided into two sections: 'FORM' and 'GALLERY'. The 'FORM' section contains the following fields:

- Search:** A search bar.
- Asset Selection:** A list of assets with expandable options: Asset Selection, Instructions, Reference, and Add a Field.
- Instructions:** A section for 'Instructions for filling out this form'.
- Reference:** A section for 'YEN ID:' with a text input field containing 'MI047'.
- Remaining Fields to Add:** A section with a text input field containing '1'.
- Add a Field:** A section for 'Field Name: *' with a text input field containing 'Back 40'.
- Tap to add the Center Point of this Field: *:** A section with a text input field containing 'Asset Digitizer' and a 'Polygon' icon (a square with a diagonal line) circled in blue.

Annotations on the screenshot include:

- A blue box on the left with the text: "Name your field. This can be anything you want to help you to identify your field when navigating CropTrak." An arrow points from this box to the 'Field Name' input field.
- A blue box on the right with the text: "Click the Polygon icon to add a single GPS coordinate in your field. Try to place it in the center of the test area as best you can." An arrow points from this box to the circled 'Polygon' icon.
- Below the right box, another note reads: "Note: We are NOT putting in field boundaries, just one GPS point."

At the bottom of the screen, there is a footer with the text: "Copyright © 2022 Cogent3D, Inc. dba CropTrak. All Rights Reserved" on the left and "Powered by CropTrak v7.1.23" on the right.

Step 3: After completing A and B below, **don't forget to click "Save" at the top right of the screen.**

You are now ready to enter in your survey data!

The screenshot shows the CropTrak Asset Digitizer interface. At the top, there is a header with the CropTrak logo and the user name 'Great Lakes YEN'. Below the header, there is a navigation bar with a back arrow, the text 'Add a Field', and an 'Add New' button. The main area is titled 'Asset Digitizer' and contains an aerial satellite view of a rural property. A blue location pin labeled 'BACK 40' is placed in the center of a large field. A context menu is open over the map, showing options: 'Save', 'Details', 'Add Point', and 'Erase'. A blue callout box labeled 'A) Select "Add Point"' has an arrow pointing to the 'Add Point' option. To the right, a layer selection panel is visible, showing 'Select All' and 'Back 40 MI047' with a purple diamond icon. Below this panel, it says 'Michigan, United States'. A second blue callout box labeled 'B) Scroll, zoom, pan to locate your field and place the point in the middle of your test area. When finished, click "Apply" below.' has an arrow pointing to a green 'Apply' button with a checkmark, which is circled in blue. The bottom of the screen shows a 'Field:' label and the text 'Asset Digitizer'.