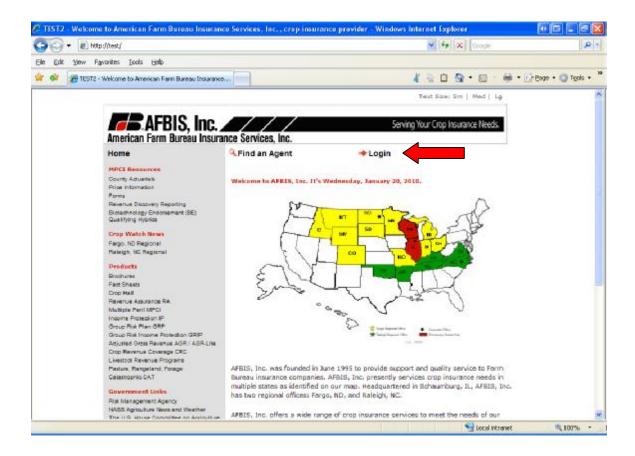
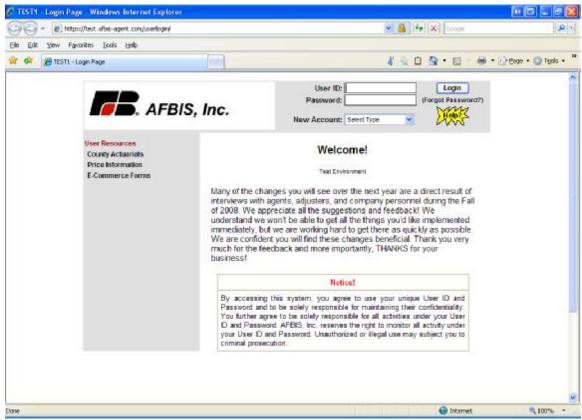
AgriData

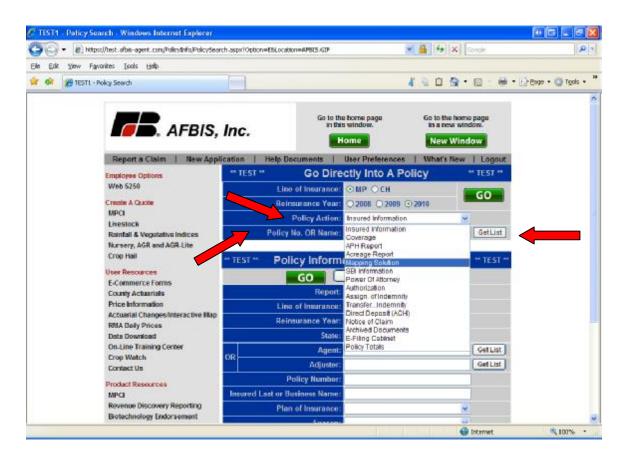
Mapping your Fields



Click "Login" on the AFBIS home page.



Enter your User ID and Password.

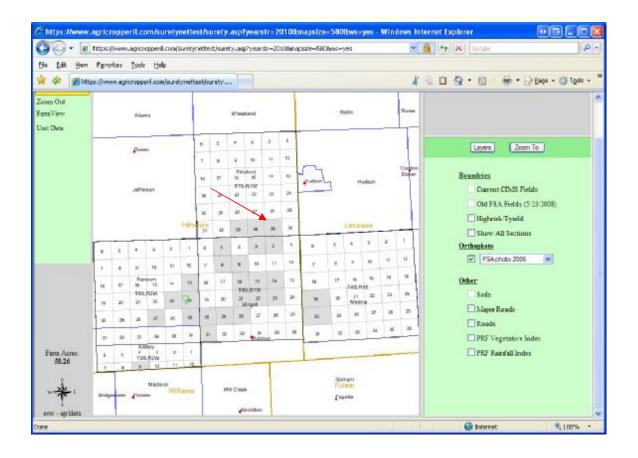


Select Mapping Solution from the Policy Action heading.

Enter the policy number. If the policy number is not known, enter the named insured and click Get List.

Click Go

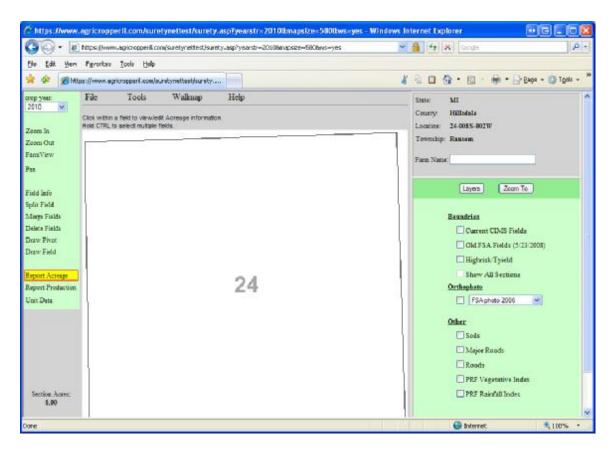
You will be redirected to the AgriData website. A new window will open.



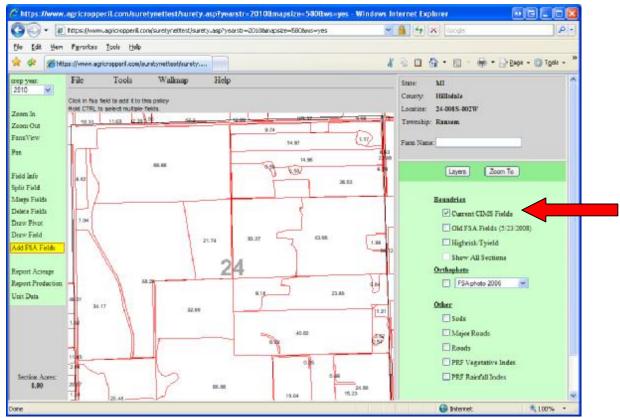
The gray shaded boxes are the sections your policyholder has on the crop policy.

Click on a gray "Section" box to add the fields for this policy. Our example will use Section 24.

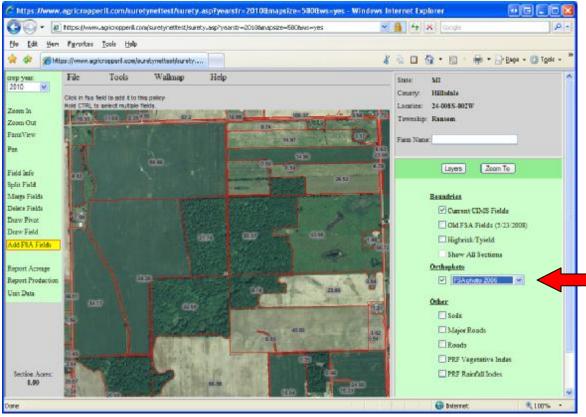
Note: Instructions will appear at the top of each screen.



This is the section map.



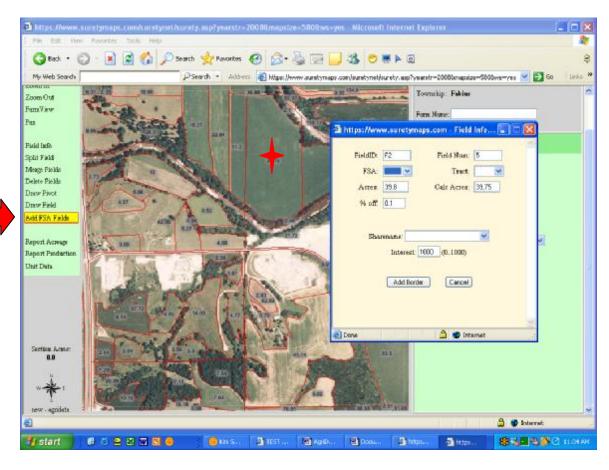
Place a checkmark in the Current CIMS fields box to load the fields for the section.



Put a checkmark in the box under the Orthophoto tab to load the aerial photo of the section.

Adding a Field to the Policy

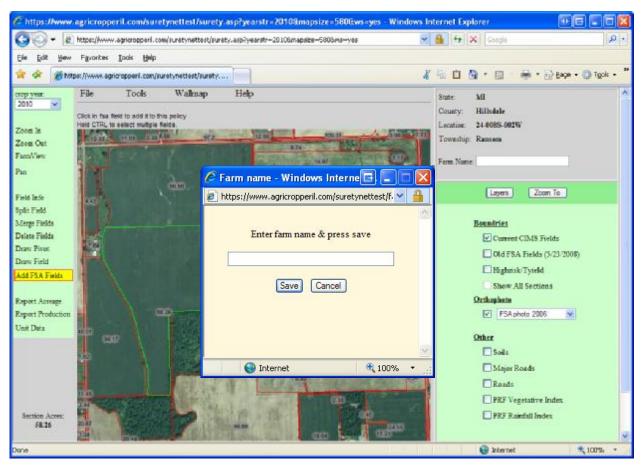
** The field(s) must be added to the mapping program before you can add/edit any other information.***



- 1. Click on "Add FSA Fields" on the left...
- 2. Click on the field you want to add. A pop up box will appear.
 - a. Field ID any number/letter combination the farmer would use.
 - i. This is a required field
 - b. Field Number any number the farmer uses to number their fields.
 - i. Entry is not required.
 - c. FSA Number Click the drop down.
 - i. The farm numbers will be listed in the dropdown if there is a unit set up on the policy.
 - ii. Select "NEW" from the dropdown if there is no unit set up on the policy.

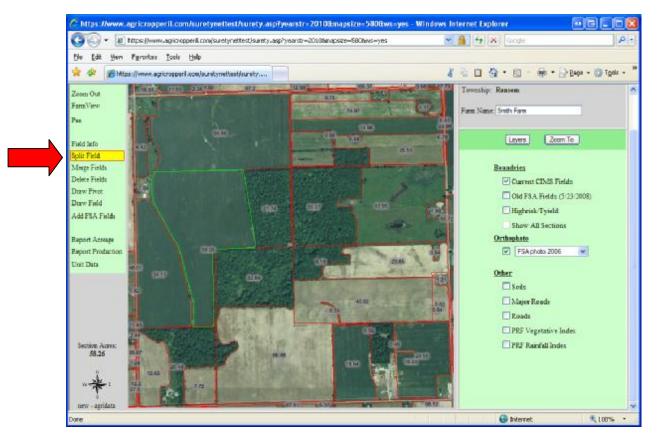
- 1. If you select "NEW", you will be given another pop up box in which to enter the new number.
- d. Tract Number Click the drop down and enter the number.
 - i. Entry is not required.
- e. The acres and calculated acres will be pre-filled for you.
- f. Share Name Click on the dropdown.
 - i. The share names will be listed if there is a unit set up on the policy
 - ii. Select "Not Shared" if there is no share
 - iii. Select "New" if this is a new share arrangement. A pop up box will open to enter the share name.
- g. Enter the Share Percentage Interest. Must be 4 characters, (i.e., 1000, 0500, 0750 ect.)
- h. Click Add Border
- i. The Border color will change from red to green.
- 3. Click "Field Info" to make corrections to information already entered. A pop up box will appear.
 - a. Make the correction/revision
 - b. Click "Add Border".

Enter a Farm Name

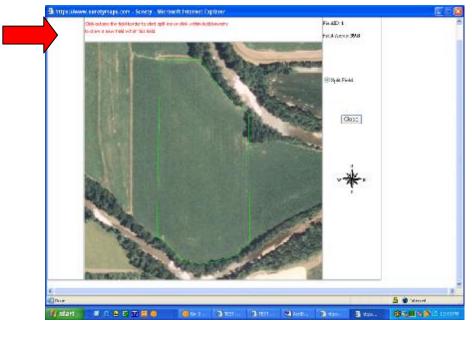


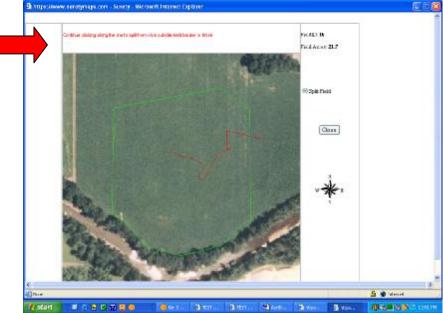
- 1. Click on the "Farm Name" field. A pop up box will appear.
- 2. Enter the farm name in the pop up box and click "Save".

Split a Field

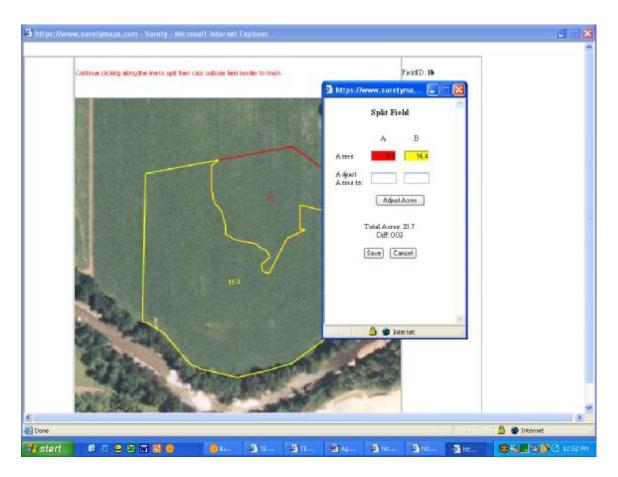


- 1. Click on the "Split Field" option on the left.
- 2. Click on the field you want to split
- 3. A new window will open
- 4. The instructions to split the field will be listed at the top of the screen.



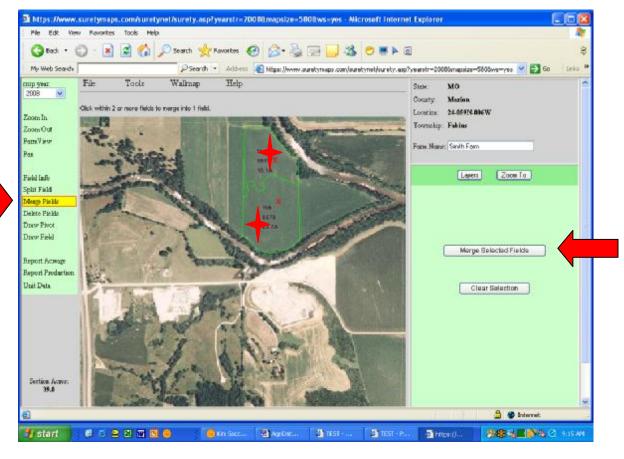


- 5. Click your mouse on the outside of the field border and drag your mouse across the field to create the border.
 - a. Click twice on the left mouse button to begin drawing the field.



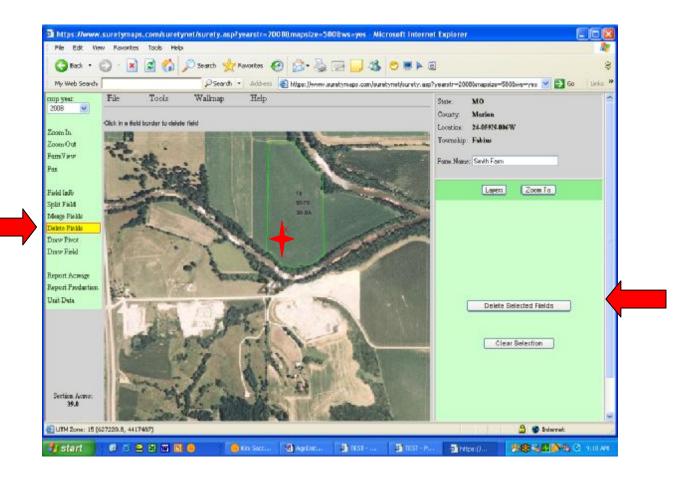
- 6. A pop up box will appear with the split field data.
 - a. If your drawing did not come out with the correct number of acres for each field, you may adjust the acres in the pop up box. The borders you drew will automatically adjust itself to the correct acres.
- 7. Click "Save".
- 8. When the split is completed successfully, you will receive a pop up box that states, "Successful Split".
- 9. Click the OK button to return to your map.

Merge a Field



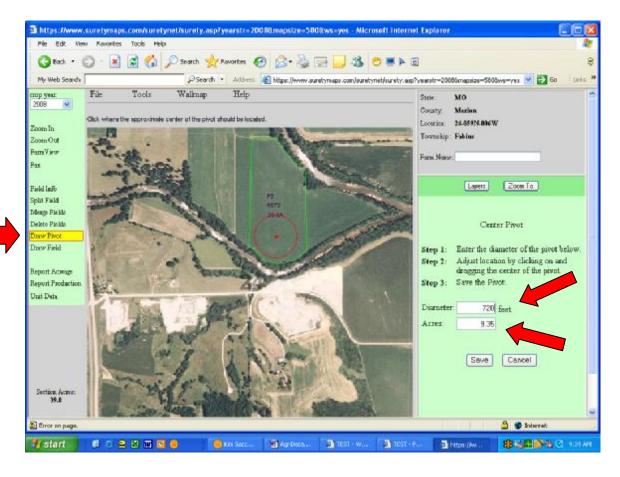
- 1. Click on the "Merge Fields" tab on the left.
- 2. Click on the fields you want to merge. To select multiple fields, hold down the "Ctrl" key as you click on the fields.
- 3. Click on the "Merge Selected Fields" on the right. The map will automatically update.

Delete a Field



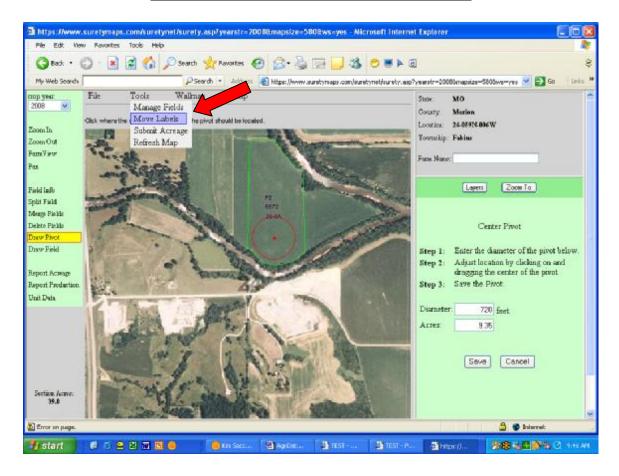
- 1. Click on the "Delete Fields" tab on the left.
- 2. Click on the field(s) you want to delete. To select multiple fields, hold down the "Ctrl" key as you click on the fields.
- 3. Click on the "Delete Selected Fields" on the right. The map will automatically update.

Draw a Pivot

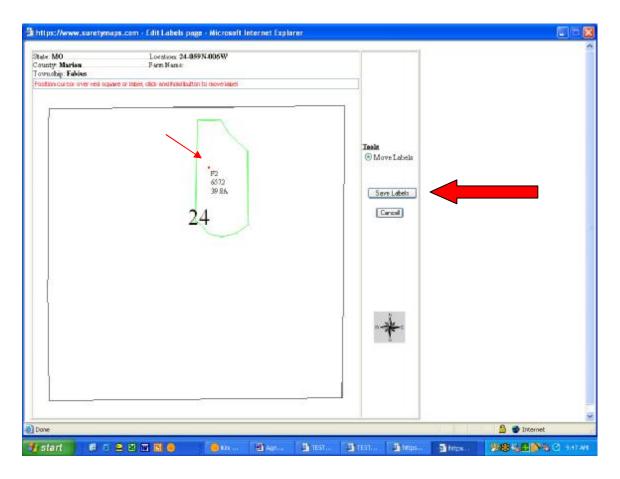


- 1. Click on the "Draw Pivot" tab on the left.
- 2. Click on the field where the approximate center of the pivot should be located.
- 3. Adjust the size of the pivot by changing the diameter of the pivot in the box on the right.
- 4. As you adjust the size of the pivot, the acres will automatically adjust.

Move Field Information



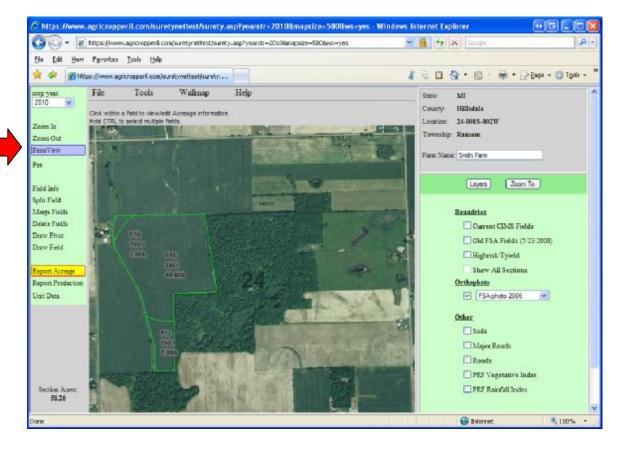
1. Under the "Tools" Tab click on "Move Labels". You will be redirected to a new screen.



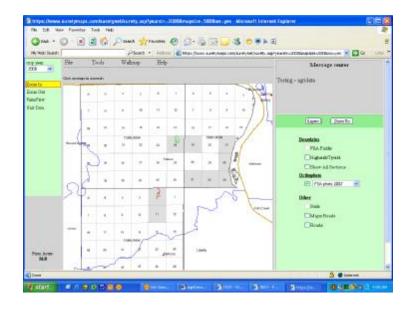
- 2. Position your cursor over the red square and move the field information as needed.
- 3. Click "Save Label" on the right. You will be returned to your map and your field data will be moved.



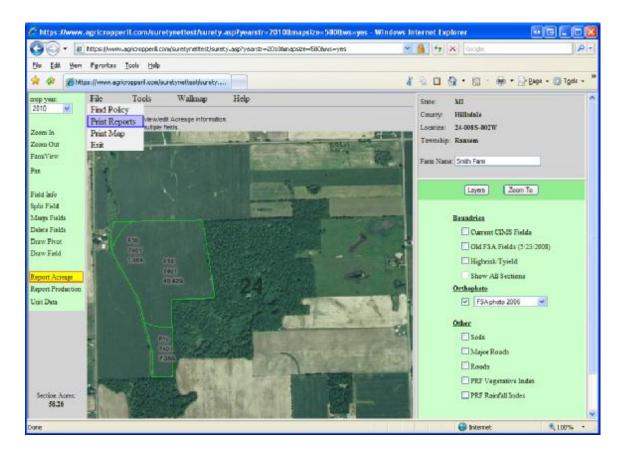
Farm View



Click on the "Farm View". You will return to the screen below.

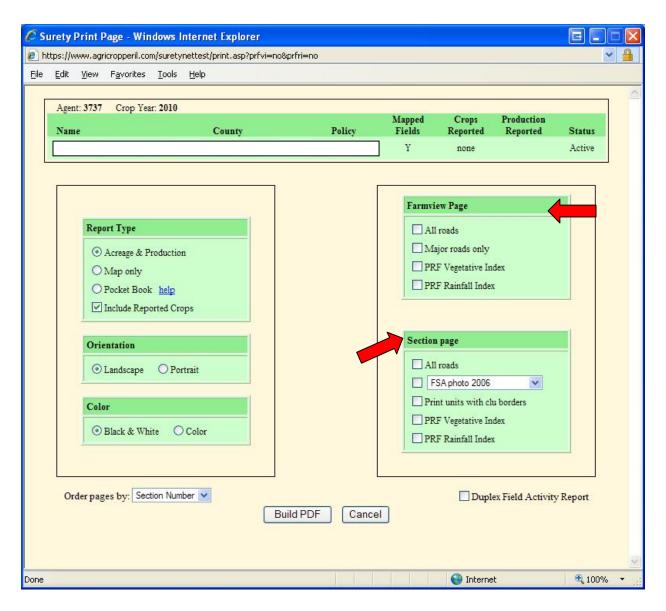


Printing Maps for Planting



- 1. Click on the File tab at the top of the screen and select "Print Reports".
 - a. The pop up box shown on the next page will appear.

***The number of pages in the PDF will depend on the number of mapped sections. If a section is not mapped, a page won't print.



- 2. The default settings are as follows:
 - a. Report type Acreage and Production; Include Reported Crops
 - b. Orientations Landscape
 - c. Color Black and White

If you intend to provide these maps to the farmer so he can log his planted acres for acreage reporting purposes, it would be a good idea to add a checkmark to the FSA Photo map under the "Section Page".

^{**} Change any of the default setting to customize your report.**

3. Click on "Build PDF" to get your maps.

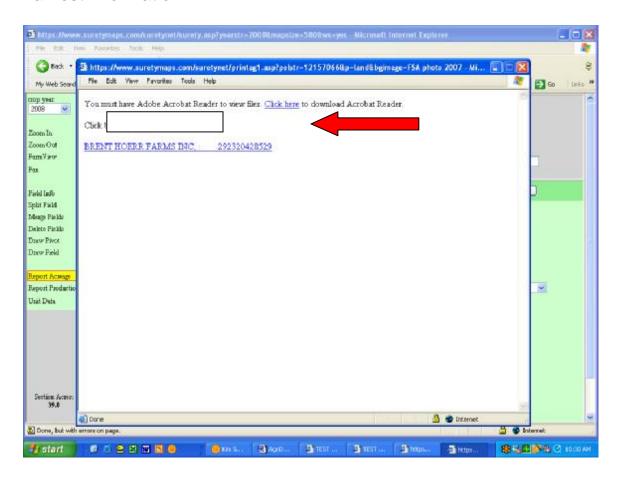
This is where you will be charged for the mapped fields.

**"Print units with CLU borders" box:

Placing a check mark in this box will map every field, including those in which the farmer may have NO interest. Be VERY cautious when using this feature as you will be billed for EVERY acre mapped!

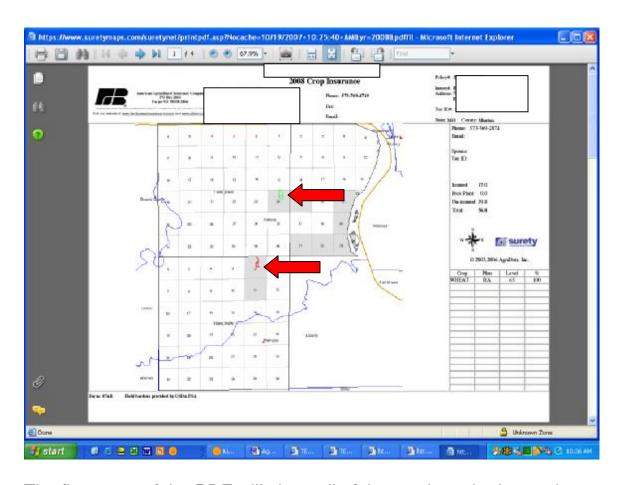
**"Duplex Field Activity Report" box

This option will provide a report in which the farmer can track everything from acres planted, variety, fertilizer, chemicals and harvest information.



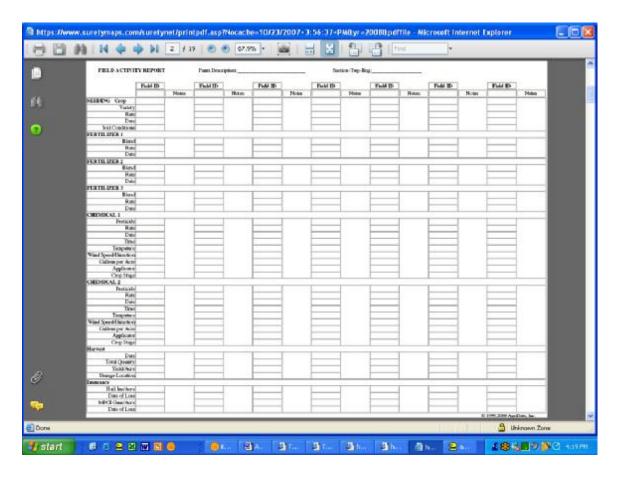
4. Click on the link to view your PDF documents.

You may print your PDF once you have completed your entry.*

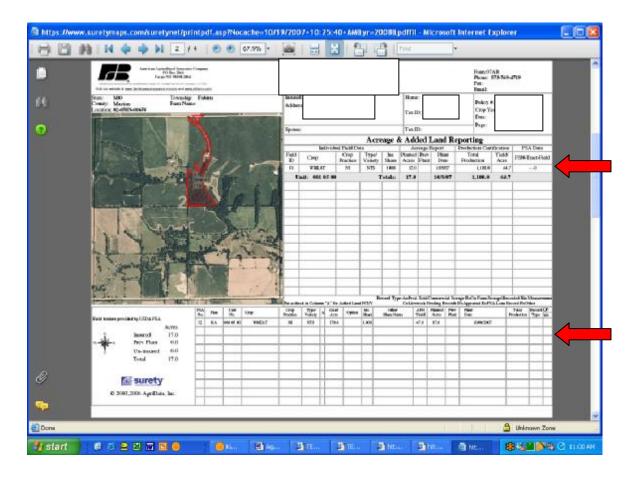


The first page of the PDF will show all of the sections the insured has on the policy.

Fields that were mapped will appear as outlined fields within a section.



This is a copy of the report received if you indicted you wanted the "Duplex Field Activity Report".

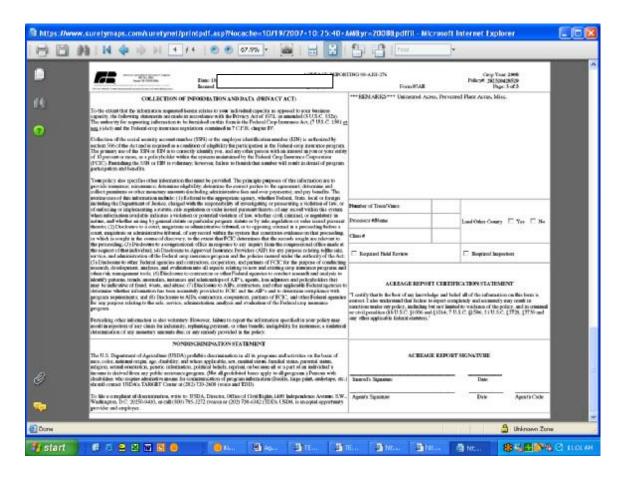


There will be a summary page for each section mapped.

The top portion is the current year's acreage and production information. The farmer can report:

- Acres planted
- Share Arrangement
- Plant Date
- Total Production
- Yield/acre

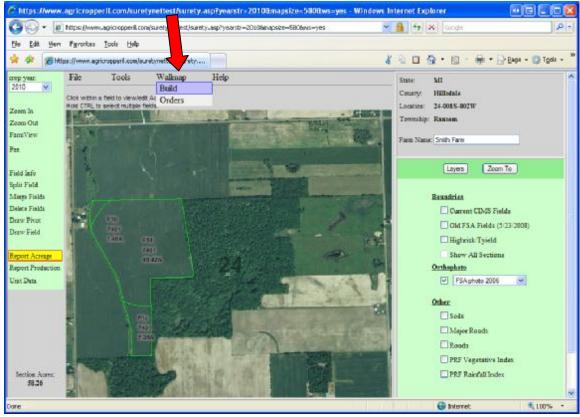
The bottom portion is the unit history for the section. It will display all units for each crop set up on the section in the crop policy.



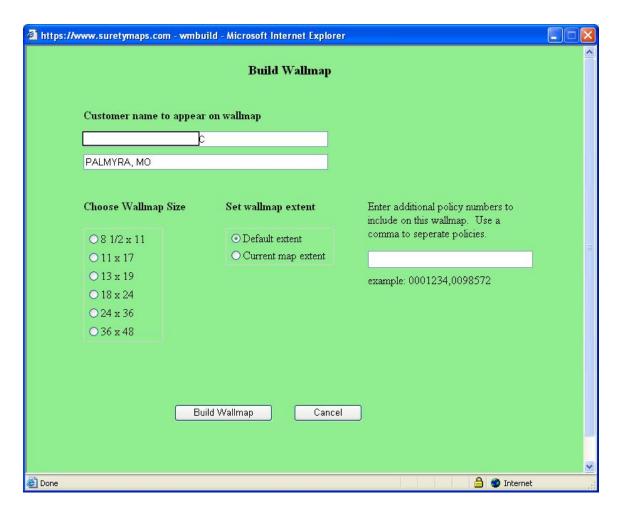
The final page of the PDF will be the acreage and production certification statement.

If you are using these documents to report production and acreage, please review the Help document entitled "AgriData – Reporting Acreage".

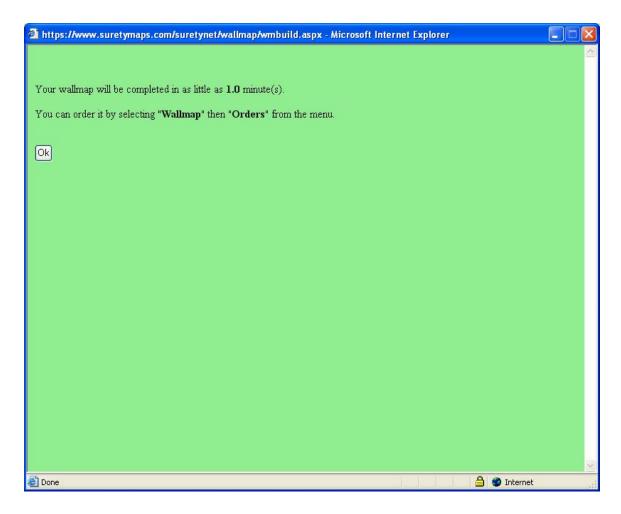
Requesting a Wall Map



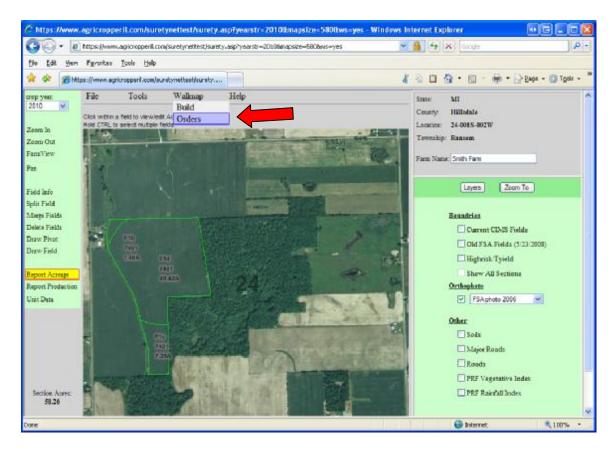
Click on "Wallmap" and select "Build". A new window will appear



Choose the size Wallmap desired. Click "Build Wallmap". You will see the screen below. Click OK.



You will see the screen above. Click OK.



Click on "Wallmap" and select "Orders". A new window will appear



From the Wallmap Order Page you may Preview, Delete or Order the Wallmap.

These Wallmaps are not free and vary in price based on the size selected.

If you choose to order, you will be prompted to enter information in the screen below.

