



# AgFleet PDA Software

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For questions or more information, contact Customer Support  
at (814)-357-8498 or e-mail [support@agfleet.com](mailto:support@agfleet.com).



## Important Requirements for Proper Use

The following checks must be confirmed before the installation of the AgFleet software, whether to start up a new user or to update the PDA program.

### **1st. Check for the following requirements:**

- A PDA from the AgFleet Supported Hardware list. Please check in the Documents and Downloads module to view the most recent Supported Hardware List for more details.
- Confirm the PDA calendar and clock are set to the current date and time.
- Windows Pocket PC 2002 operating system (or updated versions) is installed on the PDA.
- Windows 98 operating system, or higher, running on the computer.
- All the appropriate and necessary equipment (such as a Sync Cord for the PDA, USB port on the computer, Car Lighter Power Cord for the PDA, USB Card Reader to read SD cards or any other memory cards, etc.)
- Confirm the installation of the WinZip program, or any other zip file program, capable of handling zip files. **A link to the free WinZip shareware download page is found on the AgFleet log-in page.**

### **2nd. Make sure your website configuration is setup to your needs:**

- Set up your Grower profiles, including the Farms and Fields, in the Data Manager page.
- Create the proper entries for Programs, Equipment and Personnel in the Record Keeper module of your AgFleet account. Enter the Setup Page to create and make changes to these entries. Please refer to the Record Keeper Web Manual to learn more about the Setup page.

These previous checks are for the normal use of the AgFleet PDA software. Please refer to the AgFleet Supported Hardware List in the Documents and Downloads module for the products and systems supported by AgFleet and that work with the software. For questions on the hardware, please contact Aaron Hunt at 814-357-8490.



## Installations and Setup

Follow each step in the order shown to assure the proper setup.

### **1st. (Required) Download and install the Microsoft ActiveSync Software on the computer:**

1. A link to the latest version of the Microsoft ActiveSync can be found in the Documents and Downloads module. On the ActiveSync website, read carefully and follow installation instructions.

### **2nd. Download and install the AgFleet PDA Software on the computer:**

1. In the Documents and Downloads page, look for and click on the [AgFleet Modular PDA Self-Install Software Suite](#) link. When another window opens, choose to open the file directly or to save the file on your Desktop.
2. If you chose to save on the Desktop, look for the icon called "AgFleet PDA v1.3.exe" and double-click it. An install window will open. Read carefully as you install the program. Once the install is complete, an icon called "AgFleetSync" will appear on your desktop.

### **3rd. Install the AgFleet PDA Software on the PDA:**

1. **While the PDA is on**, place the PDA on its cradle or connect it to the USB cord from your computer. This will activate the Microsoft ActiveSync. Register with a 'Guest Partnership' if you have not registered a name. Then, minimize the Microsoft ActiveSync window.
2. Click the Start menu of your computer, click the Programs folder of "All Programs" and find the AgFleet folder.
3. Click the "Install PDA Application" link to run the install program. The install window will open.
4. Install the default installation folders by clicking 'OK'. Follow the instructions that appear. The Install program will close once finished.

### **4th. Update your PDA Preferences in your User Preferences page:**

1. In the PDA Profile link, choose the Growers and Farms to be downloaded onto the PDA or memory card. **Click the Update button once finished.**
2. In the Date Range link, select the correct data collection dates. **Click the Update button once finished.**
3. In the Copy Preferences link, select the items you want available for all Growers. **Click the Update button once finished.**

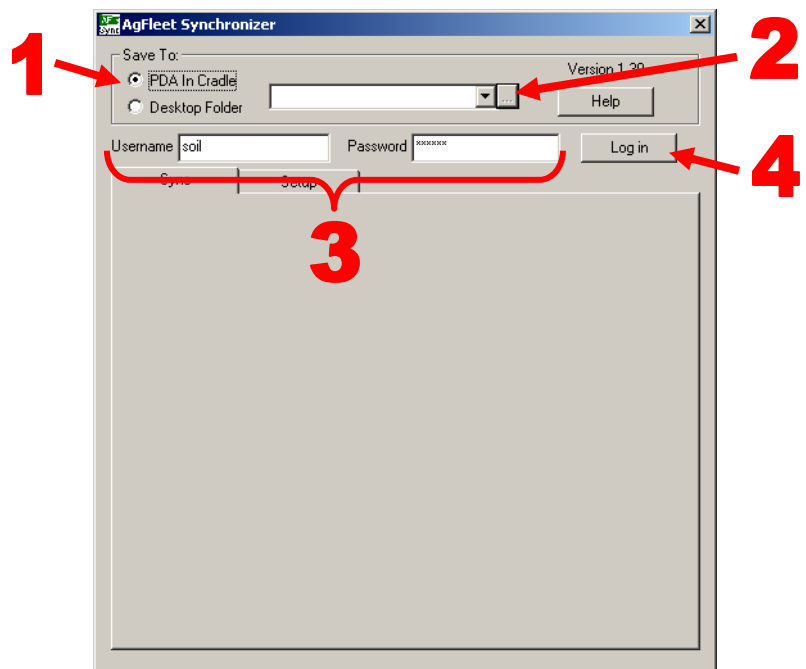
**These update steps are preliminary. Updating PDA Preferences can be done within the synchronizer, prior to synchronization. Further instructions follow.**

## The Synchronizer

Double-click on the AgFleet Synchronizer icon on your desktop. It will open the window to the right. Follow the steps to log in. **Make sure the AgFleet PDA Program and AgFleet web site are closed before synchronizing.**

### Logging in

1. Select the location of where to synchronize.
  - “PDA In Cradle” will save to a folder on the PDA, which is selected in step 2.
  - “Desktop Folder” will save to a desktop folder or an external drive, such as a card reader, selected in step 2.
2. Select a folder to save the data.
  - For “PDA In Cradle”, the drop-down menu will show the available folders in the PDA.
  - For “Desktop Folder”, click the browse button next to the menu and select a drive or folder on your computer.



3. Write your Username and Password exactly as you would in the AgFleet log-in page.
4. Click the Log in button. (This button will change into a Log out button.)

Once you log-in to the synchronizer, the Sync tab will display a blank screen with a small scale, which will be discussed in the Setup section of the synchronizer. If the names of growers have been previously setup, they will appear on this screen.

### Synchronizer Setup

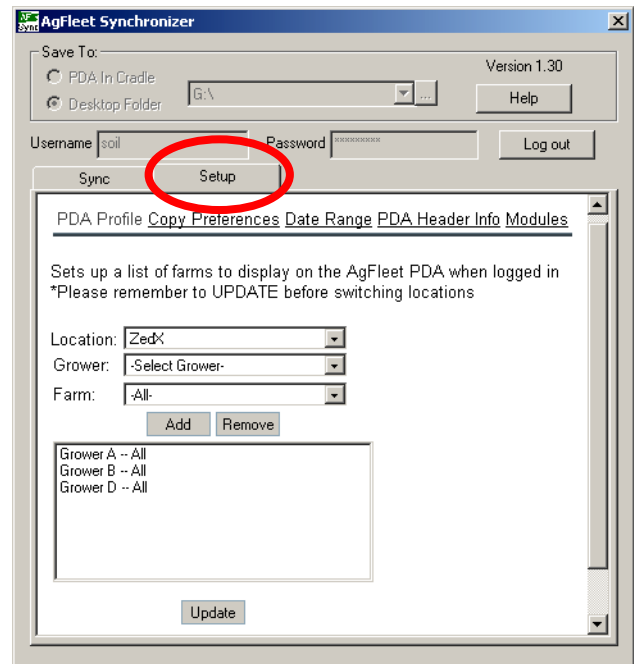
Click the Setup tab. This will automatically open the User Preferences page from the account of the login name entered.

- The first view (shown in the next page, top image) is the PDA Profile link. Add or remove the Growers and Farms you want to view in the PDA after synchronization. **Remember to click Update.**

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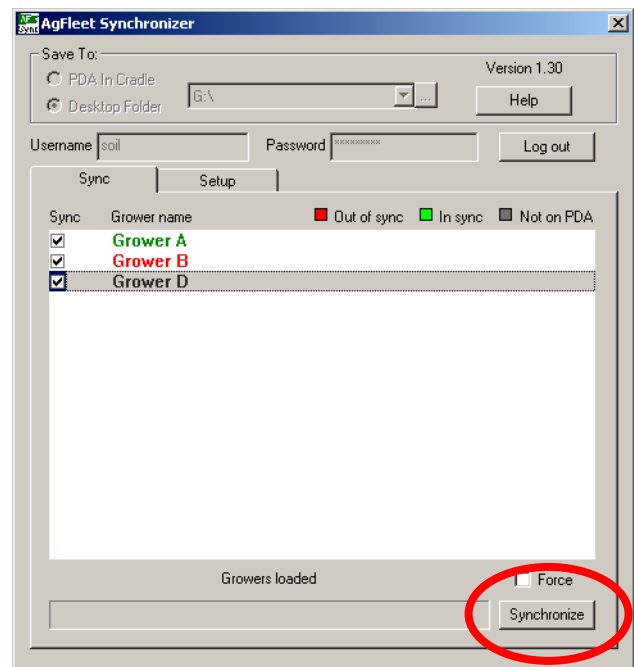


- Click the Copy Preferences link to edit the items you want copied over from the website. **Remember to click Update.**
- Click the Date Range link to select the appropriate dates in which the data will be saved and viewed. **Remember to click Update.**
- Click the PDA Header Info link to edit the information that will appear in any printouts (only for the Reports mode on the PDA). **Remember to click Update.**
- Click the Modules link to select which modules will be visible on the PDA if you do not wish to see all modules. **Remember to click Update.**



After making the necessary updates and **remembering to Update**, click on the Sync tab. The Grower names selected in the PDA Profile will appear. As shown below, the colors of the growers are defined below:

- Growers displayed in **Black** indicate the 'Save To' location does not have data on that grower. The growers will have check marks and are forced to be synchronized.
- Growers in **Red** indicate growers with synchronized data, but the data does not match the data in the AgFleet system. The growers will have check marks and synchronization is recommended.
- Growers in **Green** indicate growers with data that matches the data in the AgFleet system. Synchronization of these growers is possible but is not required.



**The synchronizer is now ready to copy the data. Click the 'Synchronize' button.**

After the synchronization is complete, please close the synchronizer before going on to the PDA software.

The 'Force' check box should only be used when data entered in the PDA software did not get moved to the website properly. If you have any doubts on using 'Force', please call Customer Support.

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## The AgFleet PDA Software

The AgFleet PDA software is similar to the website. Open the PDA software by tapping the Start menu on the PDA, then tap on Programs. In the window that opens, find and tap the icon called 'AgFleet PDA'.

Each tool in the software is called **Mode** and all can be found in the **Mode menu** found at the bottom of the screen. Each Mode will be discussed.

When more than one grower is synchronized, a **Growers** menu will appear next to the Mode menu. Please observe the images displayed for each mode.

### **Add Farm/Field Mode**

You can add a new Farm name and/or Field name for a Grower, as you would in the Data Manager Setup page.

**Please confirm the Farm and Field names DO NOT already exist BEFORE ADDING a Farm and Field.**

#### **To Add a Farm:**

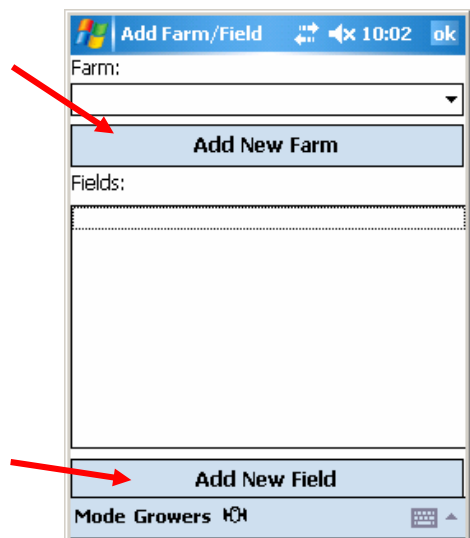
1. Tap the "Add New Farm" button. A new window will display a text box and the keyboard.
2. Using the keyboard, write the name of the new farm.
3. Tap the "OK" button below the text box.

The new Farm will appear in the drop-down menu. Tap the arrow to display the Farms available or recently entered.

#### **To Add a Field:**

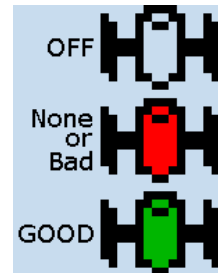
1. Select a Farm from the drop-down menu. The Fields for that Farm will appear in the center text box.
2. Tap the "Add New Field" button at the bottom of the page.
3. Using the keyboard, write the name of the new field.
4. Tap the "OK" button below the text box.

The new Field will appear in the center box below any other field in that Farm.



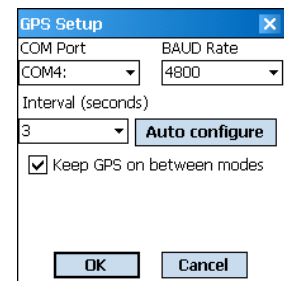
## GPS Activator

In order to create boundaries or mark points on the field, your GPS device must be activated. The GPS Activator (shown right) is accessible in every mode, but it is only used in those modes that require GPS data. This will be used in the Boundary, Sampler, Zone Scouter and Scouter Map modes.



**For users with Blue Tooth GPS devices, please setup your Blue Tooth GPS and turn on your Blue Tooth Manager before you continue with the following GPS activation steps.**

1. Activate and de-activate your GPS device by clicking the Activator icon found at the bottom of the screen. The GPS Setup window will open when you activate it.
2. Your PDA has certain factory settings, shown in the products manual. Use the manual to find the proper BAUD Rate, and select this rate in the BAUD Rate drop-down menu.
3. Select the interval of time of when the device will gather Lat-Lon data.
4. Tap the 'Auto configure' button and allow the program to select the correct COM Port for your GPS device.
5. Tap the 'OK' button to continue.



The Activator icon will be transparent when it is de-activated. Once activated, if there isn't a good signal it will turn red and flash. If there is a good signal, it will be green and solid.

Once the Activator is on, the 'Status' box will change from red to green depending on the types of signals it is receiving. To the left of this box is the 'Sat' box, which displays the number of satellites used.

## Boundary Mode

Using a portable GPS device, you can draw the boundary of a field, as well as mark the attributes on the field.

### Before creating a boundary

- a. You must have a properly working GPS device that is compatible with your PDA. Please refer to the AgFleet Supported Hardware List for the supported GPS devices.
- b. Tap the GPS Activator. Confirm if there is a good signal.
- c. The sound on the PDA must be turned on.

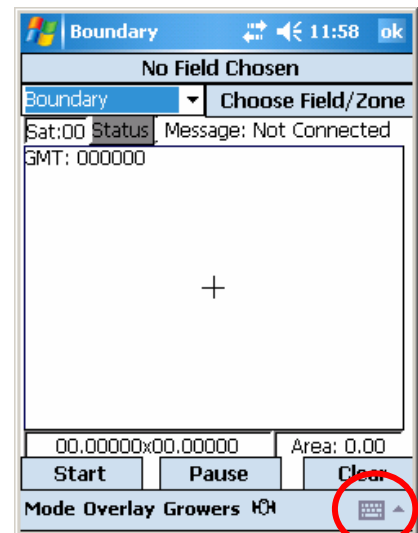
## The Overlay menu

The tools available in the Overlay menu help with creating a boundary using visual components.

- The Grid tool shows a grid on the field. The size of the grid can be changed by using the menu available or can be typed in using the Keyboard (shown in red, next page).
- The Odometer displays a marker that once activated will measure the distance traveled. Select the unit of measurement in Feet, Kilometers, Meters and Miles.
- The Images only displays the aerial image of a field that was bounded on-line. (This is available only if you specify in your Copy Preferences to copy the Background.)
- The GPS Offset allows you to set a distance, to the left or to the right, of where you are creating a boundary.

## Creating a Boundary

1. Tap the 'Choose Field/Zone' button and select the Farm and Field names. Tap 'OK'.
2. Make sure 'Boundary' shows up in the menu next to the 'Choose Field/Zone' button. If not, select it from the menu.
3. If the GPS Activator is de-activated, tap it to turn on and confirm for a good signal. Otherwise, continue to the next step.
4. Tap the 'Start' button. (After that, this button will change into a 'Stop' button) The PDA will emit a sound confirming it is gathering data. Start moving around the field, while watching the PDA monitor, to create the boundary. A line will be created as you move.



**Keyboard**

5. Tap the 'Pause' button for any reason that interferes with you creating the boundary. This button is used when you wish to quickly continue making the boundary. (The 'Pause' button will change into a 'Resume' button at this point) To continue with the boundary, tap the 'Resume' button.
6. Once you are very close to completing the boundary, tap the 'Stop' button. The boundary will close and automatically be saved.

**To redo the boundary within a field**, if the field boundary does not look right, tap the "Clear" button and repeat the steps to make a boundary.

**To start a new boundary for another field**, select another Farm and/or Field name and repeat the steps to create a boundary.



## Adding Attributes to a Field

1. Tap the 'Choose Field/Zone' button and select the Farm and Field names. Tap 'OK'.
2. Select an attribute name from the menu next to the 'Choose Field/Zone' button. The attributes are defined in the following table.

Attribute Name	Attribute Type	Attribute Name	Attribute Type
1 Building	POLYGON	24 Pest Survey	POLYGON
2 Canal	POLYGON	25 Pile	POLYGON
3 Crop Survey	POLYGON	26 Pit	
4 Deer Stand	POINT	27 Pump Station	POLYGON
5 Drainage Ditch	POLYGON	28 Road	POLYGON
6 Drainage Tile	POINT	29 Rock	POLYGON
7 Duck Blind	POLYGON	30 Sink Hole	POLYGON
8 Dug Pit	POLYGON	31 Stand Pipe	POINT
9 Fence	LINE STRING	32 Stand Pipe with Terrace	POLYGON
10 Field Area	POLYGON	33 Storage Area	POLYGON
11 Food Plot	POLYGON	34 Trees	POLYGON
12 Frost Station	POINT	35 Utility Lines	LINE STRING
13 Gas/Oil Well	POLYGON	36 Utility Pole	POINT
14 Grass Area	POLYGON	37 Wall	LINE STRING
15 Grass Waterway	POLYGON	38 Wasteground	POLYGON
16 Gypsum Block	POINT	39 Water	POLYGON
17 Holding Pond	POLYGON	40 Water Well	POINT
18 Irrigation Channel	POLYGON	41 Waterway	POLYGON
19 Irrigation Pivot Circumference	POLYGON	42 Weather Station	POINT
20 Lateral	POLYGON	43 Weed Survey	POLYGON
21 Levee	LINE STRING	44 Wetlands	POLYGON
22 Line	LINE STRING	45 Wind Break	POLYGON
23 Pest Station	POINT		

3. If the GPS Activator is de-activated, tap it to turn on and confirm for a good signal. Otherwise, continue to the next step.
4. How to create each attribute:
  - **Point Attribute:** select the attribute, verify on the screen the location of the attribute, and tap on the 'Mark' button.
  - **Line String Attribute,** select the attribute, press the 'Start' button, move the length required for the attribute while watching the PDA screen, and tap the 'Stop' button to finish.
  - **Polygon Attribute,** select the attribute, tap the 'Start' button, move slowly around the attribute while watching the PDA screen, and tap the 'Stop' button to close the polygon.

**To create another attribute within the same field,** select the attribute from the drop down menu and follow the steps.

**The "Clear" button will erase all the entries of the attribute created. Use this button only if necessary.**

## Sampler Mode

During the process of taking samples on the field, this mode is useful to mark the location of the sample and identify the type of sample, the date of collection and other important information useful in the Field Sampler module on the website. This mode does not require a GPS device to be used, but it does come in handy.

### Before marking a sample location using GPS

- You must have a properly working GPS device that is compatible with your PDA. Please refer to the AgFleet Supported Hardware List for the supported GPS devices.
- Tap the GPS Activator. Confirm if there is a good signal.
- The sound on the PDA must be turned on.

## The Overlay menu

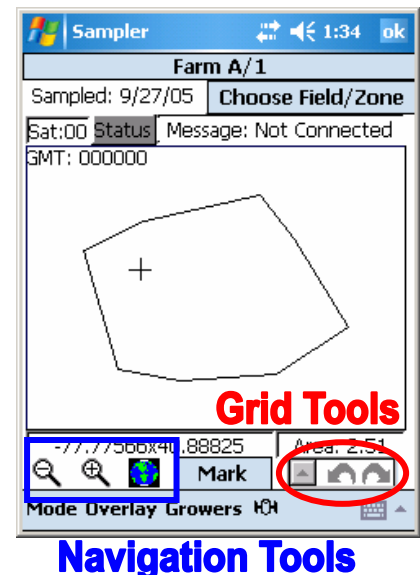
The tools available in the Overlay menu help with marking samples using visual components.

- The Grid tool shows a grid on the field. The size of the grid can be changed by using the menu available or can be typed in using the Keyboard.

When the grid is displayed, change its position using the Grid Tools (shown in red), moving it 'North-South', 'East-West' and 'Rotating' it.

- The Odometer displays a marker that once activated will measure the distance traveled. Select the unit of measurement in Feet, Kilometers, Meters and Miles.
- The Images only displays the aerial image of a field that was bounded on-line. (This is available only if you specify in your Copy Preferences to copy the Background.)
- The Sample ID displays the sample numbers of the sample points marked.
- The Target Pts displays an overlay of Smart Sample locations, by layer name. These layers are created in the AgFleet web site. Once the layers are created, they can be viewed in the Setup page of Data Manager.
- The Sample Point Offset allows you to set a distance and a direction from where you are marking a sample point.

Additional to the Overlay menu, use the Navigation Tools (shown in blue) to 'Zoom-Out' and 'Zoom-In' on the field, and 'Show-All' to display the whole field boundary.



## Marking Points

1. Tap the 'Choose Field/Zone' button and select the Farm and Field names. Tap 'OK'.

2. Find the location where you will take a sample.

If you will use the GPS device, confirm the Activator is on and that it has a good signal.

If you do not wish to use the GPS, press and hold on the location of the sample until a drop down menu opens. Select 'Center' to move the crosshairs to that location.

3. Tap the 'Mark' button if using GPS. Otherwise, press and hold on the location of the sample and select 'Add'. The window to the right will open.

4. Select whether the sample is a Soil or Nematode sample in the Sample Type.

The Evaluator selection in Sample Type is used to mark the corner points of an area that is under study. These points are used along with the Evaluator module (please contact Customer Support for more information).

5. Change the Sample ID# using the keyboard provided.

**NOTE: Sampler will automatically count up the samples recorded, starting from the first sample entered.**

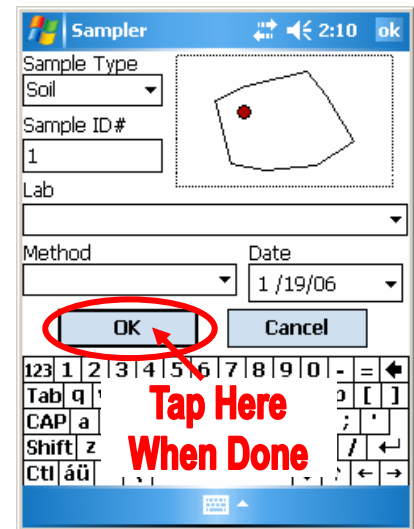
6. Select the Lab and Method from the select boxes.

**NOTE: You must select a Lab and Method in order to record the first sample point. Sampler will save this entry for all other points marked on the field.**

7. Tap the "OK" button near the keyboard once finished (as shown). If you do not wish to save the point, tap the "Cancel" button.

**To Mark another sample point**, select another location on the field and repeat the steps. [Make sure sample point numbers are not repeated in order to identify them properly after synchronization.](#)

**To Edit a recorded point**, press and hold on the point you want to edit. Choose Edit from the menu, which will open a window that will prompt you to edit or delete a point or cancel the action.



## Record Keeper Mode

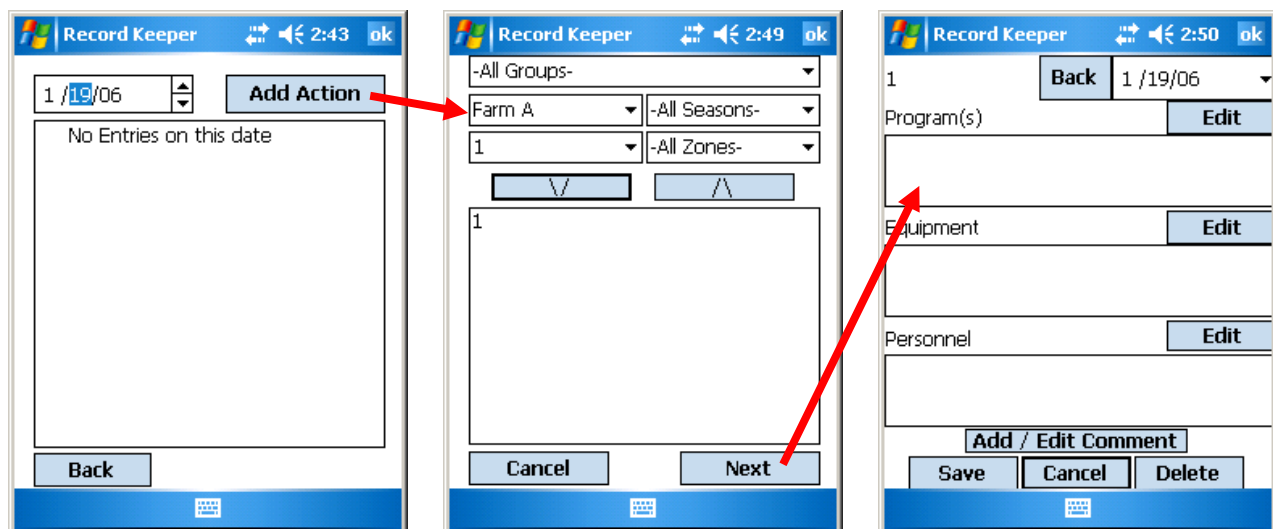
Record events done on the field at the moment they are done. This mode is similar to the Record Keeper module in the web site. There are some points that should be observed for proper use. Please read the following key points.

- To view which Groups, Farms and Fields have saved actions, select them from the select boxes and then observing which days are in **bold text** on the calendar.
- To view menus for seasons and zones, make sure 'Zones' is selected in the Grower Info, Setup section in the Record Keeper page, for each grower that is synchronized.
- Switch Growers using the "Grower" menu at the bottom of the screen. This menu will appear if more than one Grower is synchronized.
- The **Orange** box on the date is the last date selected (which could be today's date). The black outline around the date is today's date (this is defined by the date on the PDA. Please confirm the date on the PDA is correct)



## Add New Actions

1. Tap on the date of the calendar in which you want to save an action. It will open the screen below on the left. **Note: It is recommended to select the current day when you record data in the field as it happens.**

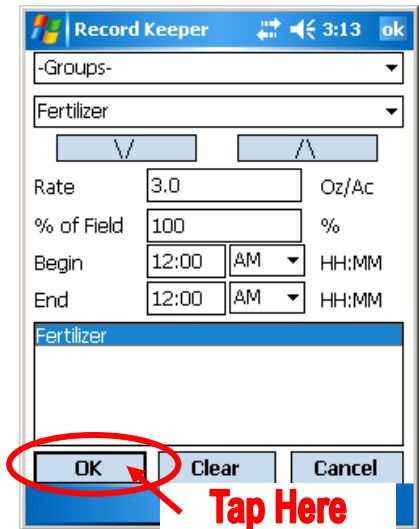


2. Tap on the "Add Action" button. The screen above in the center will open.
3. Select a Group, Farm and Field. Tap the down arrow button. The name of the field will appear on the center list box. Continue adding to the list, then tap the "Next" button. The screen above on the right will open.

4. Tap on the 'Edit' buttons to add Program(s), Equipment and/or Personnel files, respectively. Follow step 3 to enter the names of the Programs, Equipment and Personnel.

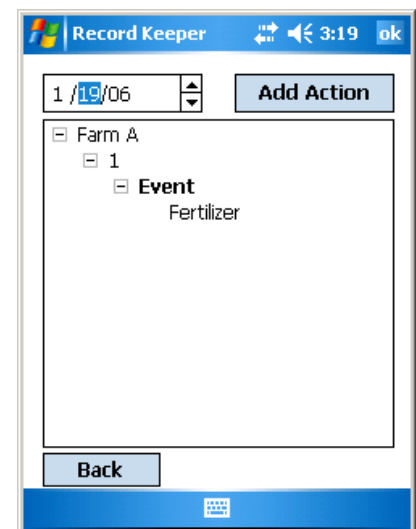
(Observe image at right) To edit details for each file, tap on the specific name in the list box and change the information (Rate, Hours, % of Field, etc.). Tap the 'OK' button after the edits are done.

5. Tap the "Add/Edit Comment" button to enter additional comments.
  - a. Tap inside the text box.
  - b. Tap the keyboard icon on the lower right corner of the screen and type in your comment.
  - c. Select the 'Commercial Type', if applicable.
  - d. Tap the 'OK' button below the text box to save the comment.
6. When you are satisfied with the Programs, Equipment, and/or Personnel assigned to the action, **tap the "Save" button**.



## Edit or Delete Saved Actions

1. Tap the bold type date in the Calendar screen, which has the action you want to change or delete. The screen to the right will open.
2. Find the Farm and Field that has the action you want to edit or delete. Select the respective "Event" link by tapping twice on it rapidly. On the screen that opens, confirm the action you selected is the one you want to edit or delete.
  - **To edit an entry**, make the necessary changes in the Program(s), Equipment, Personnel and/or Comments. **Remember to tap the "Save" button once finished.**
  - **To delete** the information, tap the "Delete" button.
  - Tap the "Cancel" button to return to the Calendar screen.

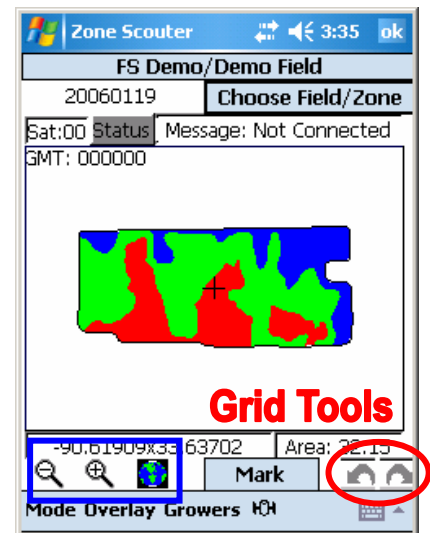


## Zone Scouter Mode

The zones created in the Zone Maker module are used for analysis and zone management. These zones can be copied to the PDA and used to evaluate plant height and record desired application rates. Using the Zone Scouter you can view the zones and enter the necessary data.

### Before using Zone Scouter with a GPS

- You must have a properly working GPS device that is compatible with your PDA. Please refer to the AgFleet Supported Hardware List for the supported GPS devices.
- Tap the GPS Activator. Confirm if there is a good signal.
- The sound on the PDA must be turned on.



### The Overlay menu

The tools available in the Overlay menu help with visual components.

- The Grid tool shows a grid on the field. The size of the grid can be changed by using the menu available or can be typed in using the Keyboard.

When the grid is displayed, change its position using the Grid Tools (shown in red), moving it 'North-South', 'East-West' and 'Rotating' it.

- The Odometer displays a marker that once activated will measure the distance traveled. Select the unit of measurement in Feet, Kilometers, Meters and Miles.
- The Zones will display the image of the zone name selected (previously created on the website in Zone Maker).

Additional to the Overlay menu, use the Navigation Tools (shown in blue) to 'Zoom-Out' and 'Zoom-In' on the field, and 'Show-All' to display the whole field boundary.

### Add and Edit Zone Data:

- Tap the 'Choose Field/Zone' button and select the Farm and Field names. Tap 'OK'.
- Find the location where you are scouting.

If you will use the GPS device, confirm the Activator is on and that it has a good signal.

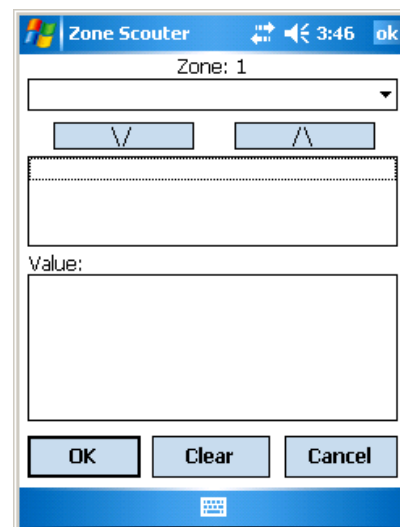
If you do not wish to use the GPS, press and hold on the map location until a drop down menu opens. Select 'Center' to move the crosshairs to that location.

3. Tap the 'Mark' button to make an entry.

If you press and hold on the location of the observation, selecting 'Edit' or 'Legend' will give you the same access to make entries.

The window to the right will open.

4. Select the type of entry for the zone, between 'plant\_height' and 'rate'. Tap on the down arrow button to enter the selection in the list box.
5. Tap on a selection in the list box and enter a value in the text box provided, using the Keyboard.
6. Once all entries have values, tap the 'OK' button.



**Repeat these steps for all zones.** Editing entries for zones follows the same steps.

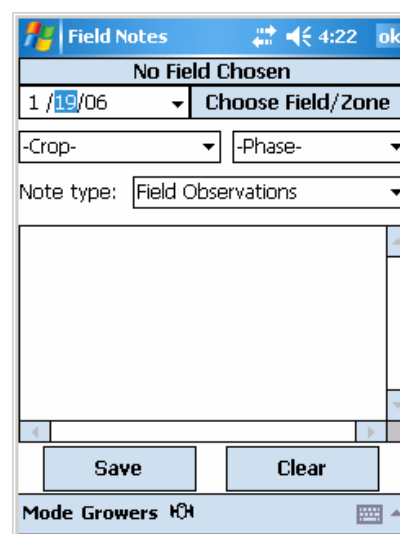
**View the entries made** by pressing and holding on the zone map and selecting 'Legend'. A list of the zones will appear with their entries. Tap the zone name to edit the entries.

## Field Notes Mode

Enter any additional notes of anything important on the field that does not fall within the modes previously mentioned. The Field Notes mode only allow notes added for one field at a time.

### Taking Notes

1. On the top left corner of the screen, make sure you have the correct date for the note (It is recommended you select the current day to record any note).
2. Make sure you have the correct Farm/Field selected. Tap the "Choose Field/Zone" button at the top to confirm you have the right field.
3. Select the correct Crop and Phase that are associated to the field from their respective select boxes.(example Corn and Planting Date)
4. Select the type of note you are writing from the Note Type select box.
5. Tap the text box in the center to open the keyboard. Type the field note using the keyboard. Once done, tap the keyboard icon at the bottom right corner of the screen to remove the keyboard.
6. **Tap the "Save" button if you are satisfied with the note.**



**To create another note for another field,** repeat steps 2 through 7.