

Seed Data Entry Workflow Best Practices

Step by Step Instructions

As-Applied Files

1. If using AgLeader SMS, use [planting templates](#) and merge datasets by **Field**.

Select Data Filters

Select the desired data filters from the management items below.

Type to filter available items

Grower (9)	Don Lewis	<input type="button" value="v"/>	<input type="button" value="..."/>
Farm (2)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>
Field (3)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>
Year (11)	2021	<input type="button" value="v"/>	<input type="button" value="..."/>
Operation (6)	Planting	<input type="button" value="v"/>	<input type="button" value="..."/>
Product - Crop Type (1)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>
Product (2)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>
Pest (1)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>
Operational Instance (1)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>
Dataset (4)	(All)	<input type="button" value="v"/>	<input type="button" value="..."/>

Apply Management Tree Filter

Optional Date Filter

Filter by Date Range

Start Date

End Date

Search for All Uses of Product(s), i.e. Product Mixes

Automatically Load Linked Datasets

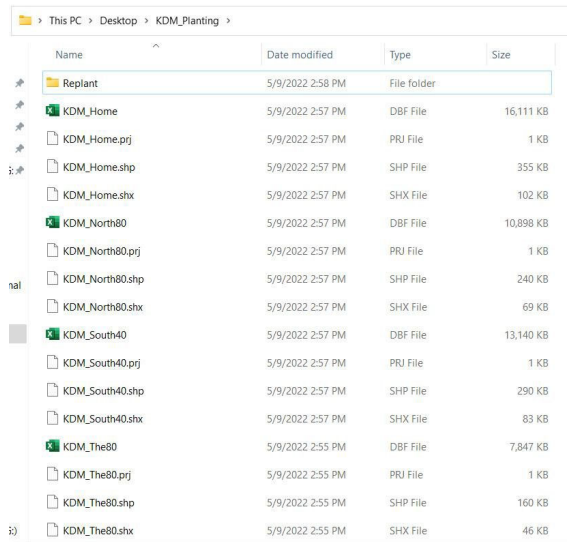
Merge Filter Result Datasets by...

< Back Cancel Help



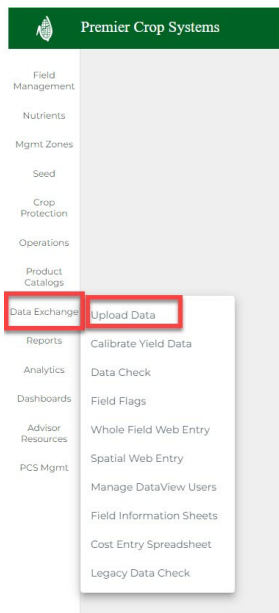
PREMIER PROCESS

- a. For ELBs, make sure that you export out the planting data as .csv files.
- b. Put all files into a folder
 - i. If you have replant, put this data into a separate folder. Data support can do the patchwork for you!



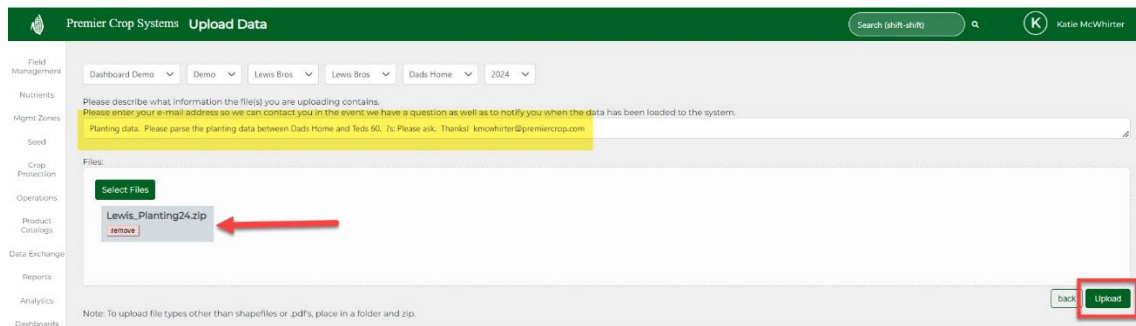
Name	Date modified	Type	Size
Replant	5/9/2022 2:58 PM	File folder	
KDM_Home	5/9/2022 2:57 PM	DBF File	16,111 KB
KDM_Home.prj	5/9/2022 2:57 PM	PRJ File	1 KB
KDM_Home.shp	5/9/2022 2:57 PM	SHP File	355 KB
KDM_Home.shx	5/9/2022 2:57 PM	SHX File	102 KB
KDM_North80	5/9/2022 2:57 PM	DBF File	10,898 KB
KDM_North80.prj	5/9/2022 2:57 PM	PRJ File	1 KB
KDM_North80.shp	5/9/2022 2:57 PM	SHP File	240 KB
KDM_North80.shx	5/9/2022 2:57 PM	SHX File	69 KB
KDM_South40	5/9/2022 2:57 PM	DBF File	13,140 KB
KDM_South40.prj	5/9/2022 2:57 PM	PRJ File	1 KB
KDM_South40.shp	5/9/2022 2:57 PM	SHP File	290 KB
KDM_South40.shx	5/9/2022 2:57 PM	SHX File	83 KB
KDM_The80	5/9/2022 2:55 PM	DBF File	7,847 KB
KDM_The80.prj	5/9/2022 2:55 PM	PRJ File	1 KB
KDM_The80.shp	5/9/2022 2:55 PM	SHP File	160 KB
KDM_The80.shx	5/9/2022 2:55 PM	SHX File	46 KB

- c. [Zip/Compress the folder.](#)
2. Upload your planting files by navigating to the [Data Entry > Upload Data](#) page or FTP folder.



PREMIER PROCESS

3. If using AgLeader SMS, most of the data can be quickly uploaded. However, here are some key things to type into the “Notes” section while uploading data via the website (or send an email, if using the FTP) in order to make data entry as efficient as possible.
 - a. What kind of files you have uploaded. (*Ex: Planting, Replant, or Planting & Replant*)
 - b. If there is one file that needs to be parsed between multiple fields.
 - c. If there is more than one file that needs to be merged into one field.
 - d. If it is replant.
 - e. If you have costs (these can be entered in the Seed Planned Products Catalog, as well!).
 - f. If there is a seed treatment.

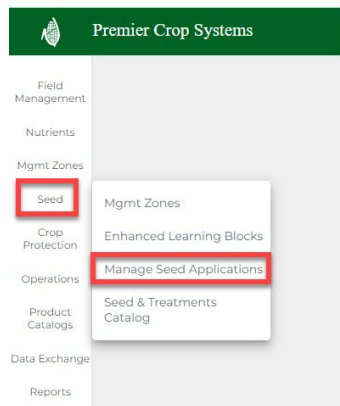


4. If you are not using AgLeader SMS, the one thing that can speed up data upload, including #3's tips, is:
 - a. **Seeds are in seeds/acre NOT Kseeds/acre.**
5. There are limitations in the “Notes” section, so if you get an error message on this page, click on this [document](#).
6. These things that help speed up data entry
 - a. [Enter in known hybrids &/or varieties](#) with seed treatments in the Seed Planned Product Catalog.
 - b. Enter in costs in the Seed Product Catalog.
 - c. While entering in known hybrids &/or varieties that a Grower has and there is one not in the dropdown list, enter it in as a custom hybrid, then email a tech sheet to data support to add to the list and approve.
 - d. If a boundary has been updated, send in the new boundary with the planting data.

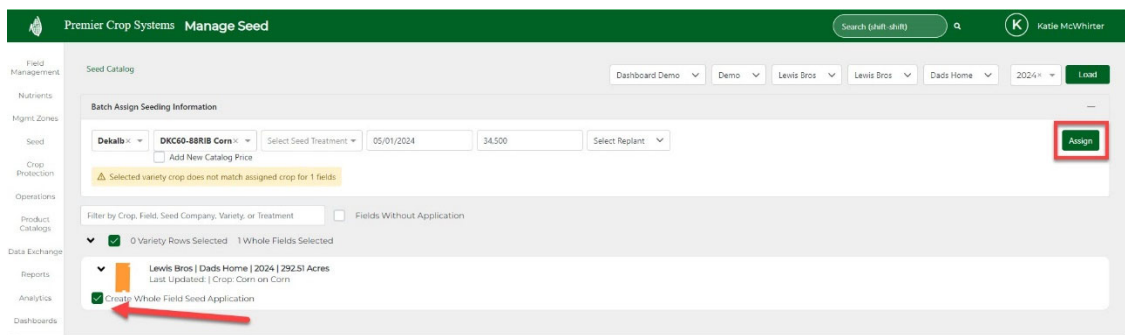


No As-Applied File

1. For Single Variety/Hybrid & Single Rate applications that you will not get an as-applied file for, navigate to the **Seed > Manage Seed Applications** page.



2. [Create an application](#) with the single variety/hybrid, single rate, date, and cost.



3. For replant, select the "Replant" option from the dropdown before clicking the "Assign" button.

