

1. Click on **New Order**

NEW ORDER: 1 JOBS ADMIN



1. Click on the **Map** you want to create an order from
2. Click on **Include**
3. Or, if you don't have a map, select **Cancel**

1. Select the required Order Type (only appears if you have the option of ground and aviation systems)

Optional

1. Enter **Date From** and **Time**
2. Enter **Date To** and **Time**
3. Enter **Order No**
4. Enter **Order Name**
5. Enter **Address**
6. Enter **Notes**

Next
Page

If you have a map:

1. Click on **Blue Cross** (when activated, it will have Green Glow around it)
2. Click on the blocks you want to apply product to. (Click on a block again to remove product - refer labels 2 – 7)
3. Total treatment area shown in box at the top left



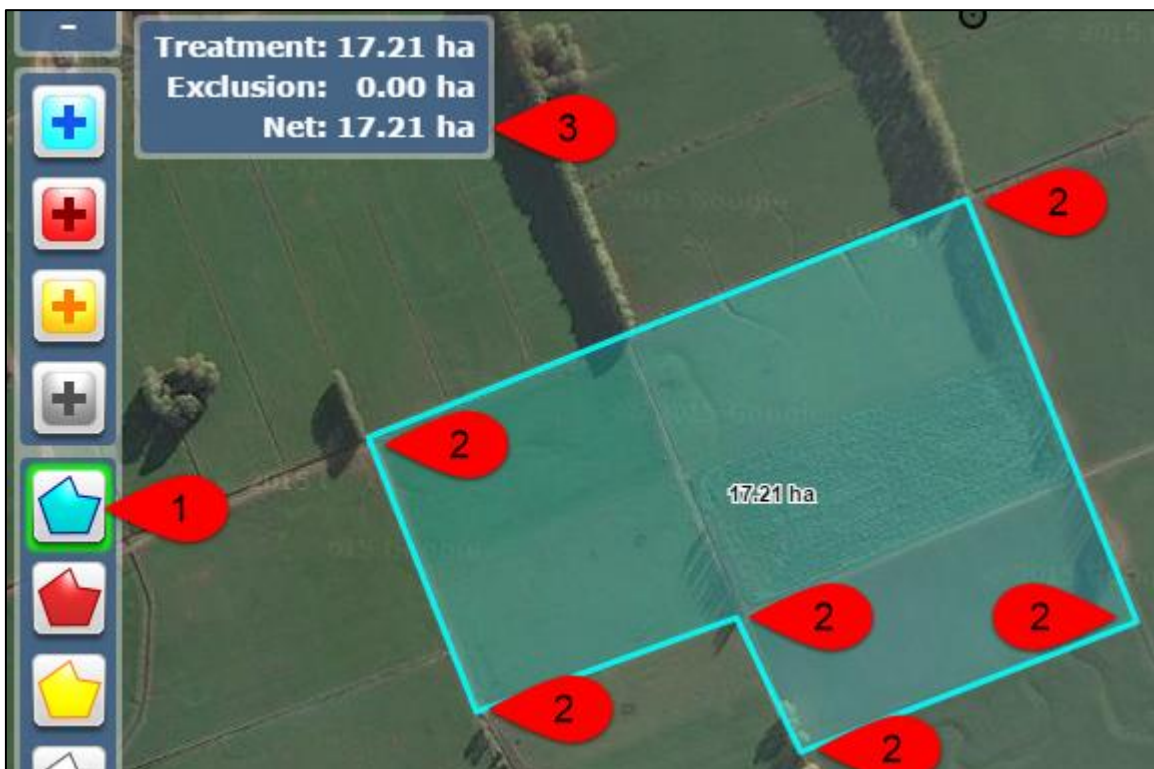
Next Page

Previous Page

Selecting Areas using the Coverage Tool

(You can also use this method to create Exclusion and No Go Zones)

1. Click on the **Coverage Blue Icon**
(This will make a custom area. The same as the 'Drawing Area' tool when drawing a map).
2. Click around the area (s) to be treated. At the final point, double click to create coverage area.
3. Total treatment area

[Next Page](#)[Previous Page](#)

1. Enter the **Coverage %**

(used to adjust the calculation of total product required. Only change from 100% if you understand how to use this feature).

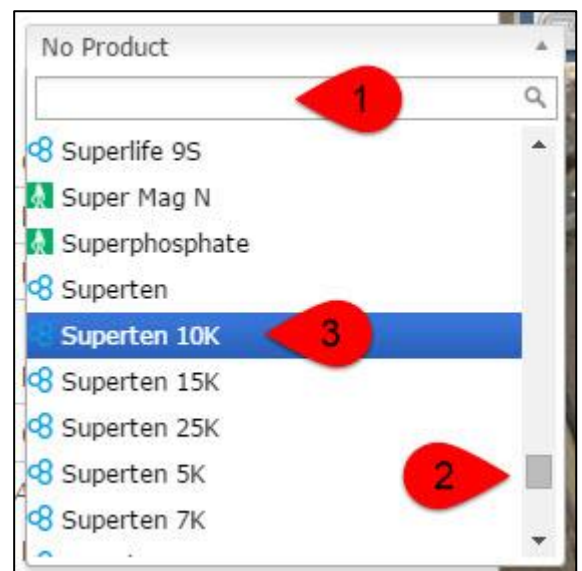
1. Click the drop down box to see Products

(Click **New Product** should you want to add more products to the mix)



A screenshot of a software interface showing a 'Coverage %' input field with the value '100' and a red callout '1' pointing to it. Below it is a dropdown menu currently displaying 'No Product' with a red callout '2' pointing to the dropdown arrow. A 'New Product' button is located below the dropdown.

1. You can also Search for a Product here by entering in the product name
2. Or you can use the side scrolling bar
3. Once you have found your product, left click to select it

[Next Page](#)[Previous Page](#)

1. Enter in your target Rate kg/ha and press the Tab key on keyboard to see total product required

Products

Coverage % 115

Superten 10K

Rate 200.00 kg/ha = 908.268 kg

You can assign straight to a Display Unit from the Order screen

1. Click on **Display Units** to expand
2. Click on **Assign Display Units**

Display Units

Assign Display Units

1. Click the **Vehicle to Assign** the order
2. Click **OK**
3. You can also Download the order to a usb stick and upload it into the Display Unit

Assign Order

Your Display Units Other Available Display Units

Demo 1 Demo 2 Demo 3

Download for USB transfer OK

Next Page

Previous Page

1. Click on **Submit**



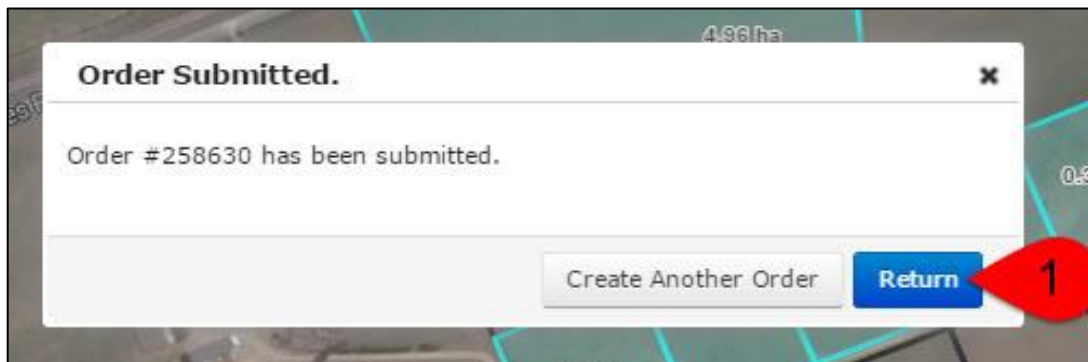
1. Click on **Submit** to confirm order



1. Click on **Return**

(You will see a unique Job Order Number that is created by Tracmap. Eg: #258630).

(If you want to create another order simply click on Create Another Order)

[Next Page](#)[Previous Page](#)

Alternative: Assign the New Order from the Jobs Tab

1. Click on **Jobs**



1. You will see as per 1- 4, Placed, Assigned, Returned and All

Order ID	Customer Name	Date From	Date To
253518		10/04/2015 6:00 AM	10/04/2015 6:00 AM
252898		09/04/2015 6:00 AM	09/04/2015 6:00 AM

1. Click on **Placed**

2. You can either enter in the unique 6 digit Order Number in the search field or scroll down the list. Depending on content.

Order ID	Customer Name	Date From	Date To
253518		10/04/2015	10/04/2015
252898		09/04/2015	09/04/2015

Next Page

Previous Page

1. Click on your **Job** to highlight it in green
2. Click on **Assign**

The screenshot shows the TracMap software interface. At the top, there is a table with columns: Order ID, Customer Name, Date From, Date To, Ordered Products, Requested Coverage Area (ha), and Nominal Area (ha). The first row is highlighted in green, indicating it is selected. Below the table, there is a 'Customize View' section for Order ID: 145411. This section includes a map on the left, a central information panel, and a larger map on the right. The central panel contains various fields such as 'Contractor Reports', 'Customer Reports', 'Work Range End', 'Last Returned', 'Order ID', 'File Names', 'Customer Name', 'Due Date From', 'Due Date To', 'Contractor Name', 'Order Name', 'Activity', 'Status', 'Field Order', 'Order Notes', 'Job Comments', 'Order Number', 'Jobs Returned By', 'Order Assigned To', 'Estimated Product Total', 'Nominal Linear Length', 'Nominal Area', 'Real Area', 'Area Charged', 'Distance Working', 'Distance Not Working', 'Tank Size', 'Marker Counts', 'Customer Email', 'Customer Phone', 'Order Type', 'Supplier', 'Urgency', 'Coming Up', 'Provider', 'Provider Reference', 'Deleted', and 'Original Order ID'. The right map shows a field layout with various colored zones and a tractor icon.

1. Click on the **Vehicle** you want to **Assign** the job to
2. Click on **OK**
(You can also Download the file to a USB stick and upload it to your Display Unit)

The screenshot shows the 'Assign Order' dialog box. It has a 'Display Units' section with two buttons: '1994' (highlighted in blue) and '3010'. Below these buttons are two buttons: 'Download for USB transfer' and 'OK'. Red circles with numbers 1, 2, and 3 point to the '1994' button, the 'OK' button, and the 'Download for USB transfer' button respectively.

Previous
Page