



Automated Crop Reporting Manual

Collecting and transferring data to JohnDeereAgent



JOHN DEERE

Agents are appointed by John Deere Insurance Company of Johnston, Iowa, which issues crop insurance products through its Managing General Agent and affiliate, John Deere Risk Protection, Inc. (DBA in California as JDRP Crop Insurance Services). John Deere Insurance Company and John Deere Risk Protection, Inc. are equal opportunity providers. Coverage is subject to availability, terms and conditions. John Deere Insurance Company is not licensed or does not do any insurance business in AK, CT, D.C., HI, MA, ME, NH, NV, NY, RI, and VT. John Deere Financial is not an insurance company.

Transmission via the Internet requires an eligible precision agricultural system, Apex™ Farm Management software version 3.2.1 or higher, and an active Internet connection (sold separately), as well as registration with GSDNet™. Non-Internet transmission requires a precision farming system, eligible farm management software, and a data storage device (sold separately). Wireless Data Transfer requires a GreenStar™ 3 2630 display, JDLink™ Ultimate Subscription with RDA, and a Wireless Data Transfer upgrade subscription. Visit www.AutomatedCropReporting.com for details and system limitations, or call 866-404-9057 for more information.

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Setup of MyJohnDeere Accounts, Partnerships & Permissions

Creating & Validating Accounts

John Deere Customers:

We recommend that customers work with their local John Deere dealer to setup, validate and establish proper permissions within a MyJohnDeere account. Doing so will allow them to choose who has access to view which portions of their data.

John Deere crop insurance agencies:

To get started, a 'MyJohnDeere Administrator' must be named in JohnDeereAgent. This is done by accessing the User Administration navigation link, entering an agency code and selecting a user. Once this action is complete, an "organization" is created for your agency in MyJohnDeere. An electronic confirmation message will be sent to the agency's email.

The screenshot displays the 'USER ADMINISTRATION' section of the MyJohnDeere system. The main interface shows a table with columns for 'AGENCY', 'USER', 'AGENCY CONTACT', and 'ROLES'. A modal window titled 'Agency Maintenance' is open, showing the following details:

- Agencies:** JDRP TEST AGENCY - 99001
- Users:** All User
- Roles:** A list of roles with checkboxes, including 'MyJohnDeere Admin' which is highlighted in pink.

AGENCY	USER	AGENCY CONTACT	ROLES
JDRP TEST AGENCY - 99001	All Users		Admin, Certified Agent, Claims, Claims View Only, Commissions, Custom Marketing, General, Mapping, Mapping Admin, Marketing, MyJohnDeere Admin, Policy, Policy Submit, Policy View Only, Reports

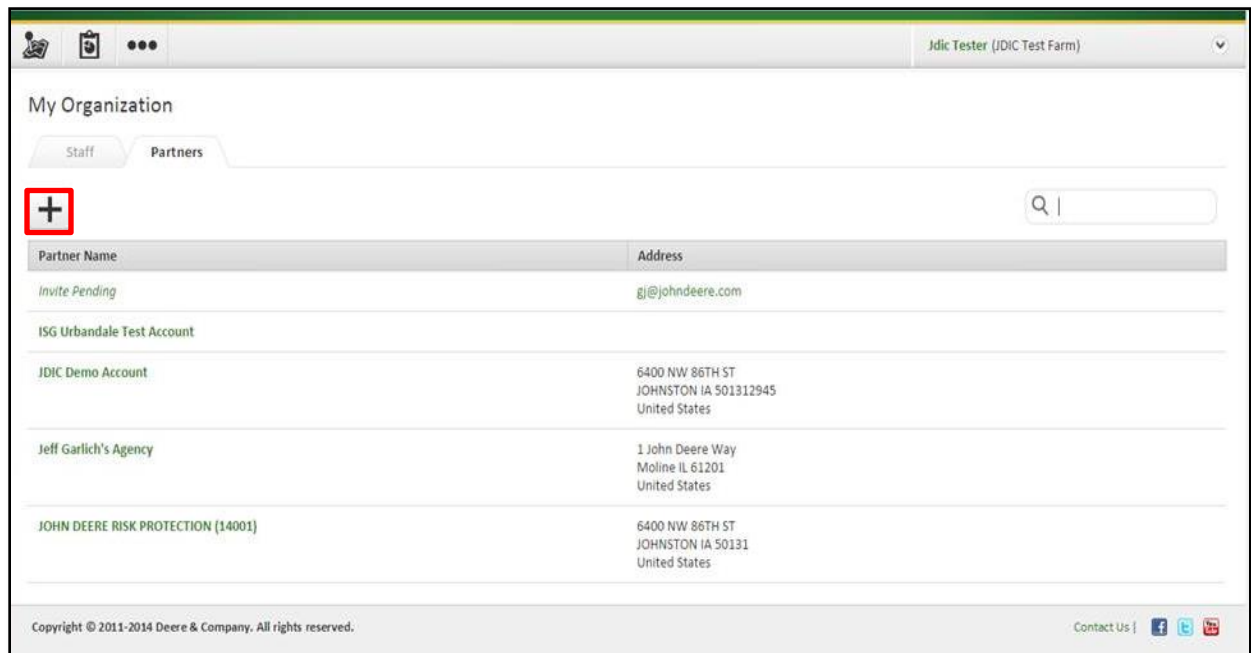
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Creating Partnerships

In MyJohnDeere, ensure a partnership is established between the customer's and agent's MyJohnDeere organization.

- a. Navigate to:
 - Operations Center
 - My Organization
 - Partners Tab
 - + sign
- b. After selecting the "+" sign in the Partners tab, enter the email address of the individual you want to add as a partner to your MyJohnDeere organization.

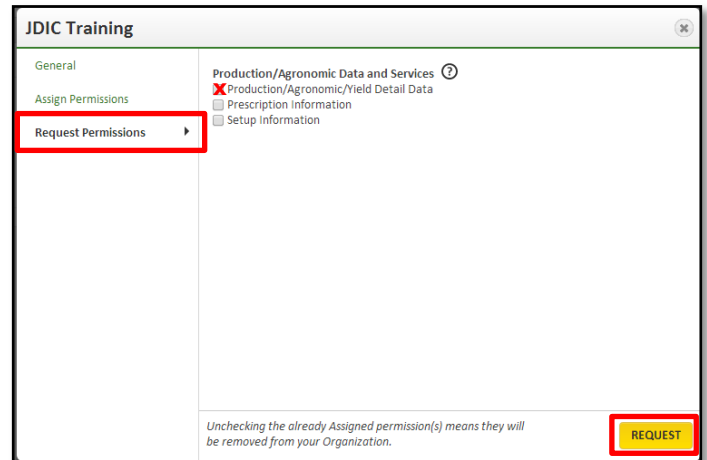
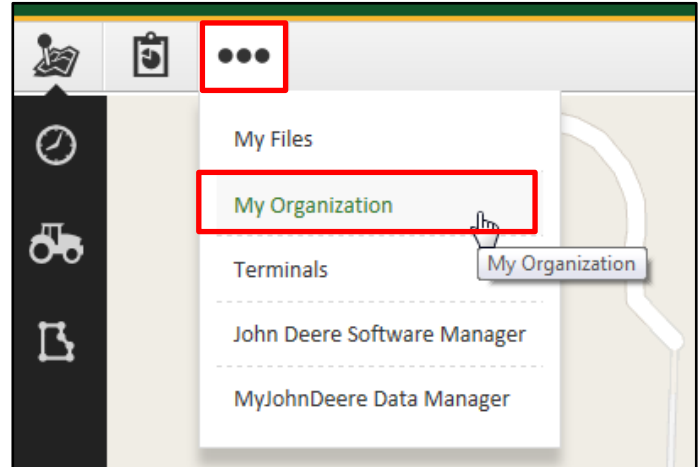
NOTE: Doing so, will prompt an email to be sent to this individual asking them to verify if they want to be added as a partner to your MyJohnDeere organization. Also, ensure partners are added to the Partners tab and not the Staff tab.



Requesting Permissions

In order to view a customer's data or send their data to yourself, they must grant you permission to access their MyJohnDeere organization.

- a. Navigate to:
 - Operations Center
 - My Organization
 - Partners Tab
- b. Select the partner name of whom you wish to request permission – a new window will appear.
- c. Select *Request Permissions*.
- d. Place a checkmark in the box next to Production/Agronomic/Yield Detail Data.
- e. Select the *Request* button.



NOTE:

- Completing this process will trigger an email notification to be sent to the customer. Within that email, they must accept the request in order for the process to be complete.
- Complete steps a through e above for **each** partner (customer organization) that you wish to send precision data on behalf of.

Ensure Wireless Data Transfer Subscription is Current

There are two different ways to check the status of active subscriptions:

Dealer Assisted

1. Check with a local John Deere dealer.

Self-Check

1. Ask the customer to log into their MyJohnDeere account.
2. Navigate to *Operations Center > More > Terminals*.
3. Identify the appropriate machine terminal(s) and select it(them).
4. Check the expiration date(s) of subscription(s).

Wireless Data Transfer from Apex – Sending Setup to Machine

These steps assume Apex has already been connected to a MyJohnDeere organization. If the steps to complete this process are not known, please refer to the Getting Started guides within MyJohnDeere.

1. Select *Save*.
2. Select *Organization*, *Machine(s)*, and *Profile* or enter a new profile name. Setup can be sent to multiple machines at one time.

NOTE: In the Organization list, partner organizations are listed in parenthesis in order to identify ability to send setup to partner MyJohnDeere organizations (not directly to machines). Correct permissions must be defined.

3. Select information to include in the setup file.

NOTE: Aerial maps and Surface Water Pro elevation maps cannot be sent via Wireless Data Transfer.

4. Select *Send to Machine* or *Send to MyJohnDeere* to send the setup file. When *Send to Machine* is selected, Apex software sends a copy to MyJohnDeere as well as sending the file to the machine.

5. Select *OK* in the *Export to Card* results window.

NOTE: Establish an Internet connection to send a file from Apex software to a machine or MyJohnDeere. The following alert will appear if an Internet connection is not detected.

6. Go to *Activity Log*.

7. Verify file status in *Activity Log*:

- Successful: File has reached MyJohnDeere or has been unloaded into Apex software
- Failed: An error occurred while transferring the file into Apex software from machine or MyJohnDeere

Wireless Data Transfer from Apex – Importing Setup Data into Display

1. View *File In* notification.
2. Go to *Main Menu > GreenStar > GS3 > Memory*.
3. Select the file from *Transfer Log*.
4. Verify file status via Transfer Log:
 - Ready to Use: File is available to apply to the display or has been applied to the display
 - Import Failed: An error occurred while importing the file. Refer to Troubleshooting information
5. If the transferred file is a *Setup* file, choose *Profile* and then select *Apply Setup*.

Note: Selecting *Apply Setup* will overwrite any existing display setup. Also, selecting *Apply Setup* only loads setup files to the display. To complete machine setup, the correct Client, Farm, Field and other machine settings will still need selected within the display.

Upload Data to MyJohnDeere

Downloading the Data Manager

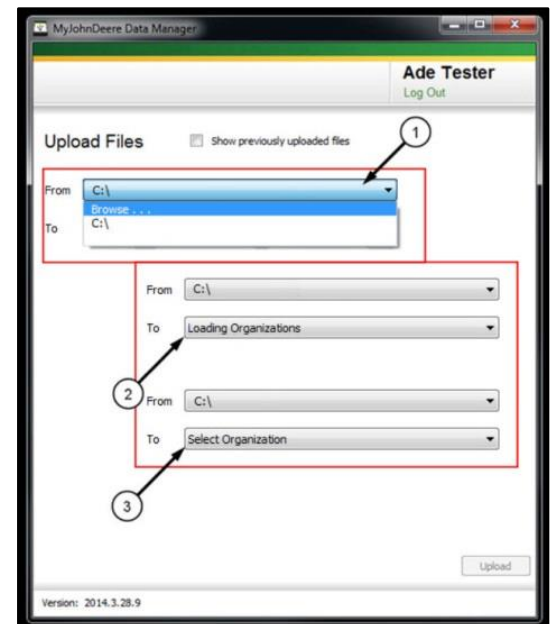
1. Log into MyJohnDeere.
2. Navigate to *Operations Center > More > MyJohnDeere Data Manager*.

Uploading Data

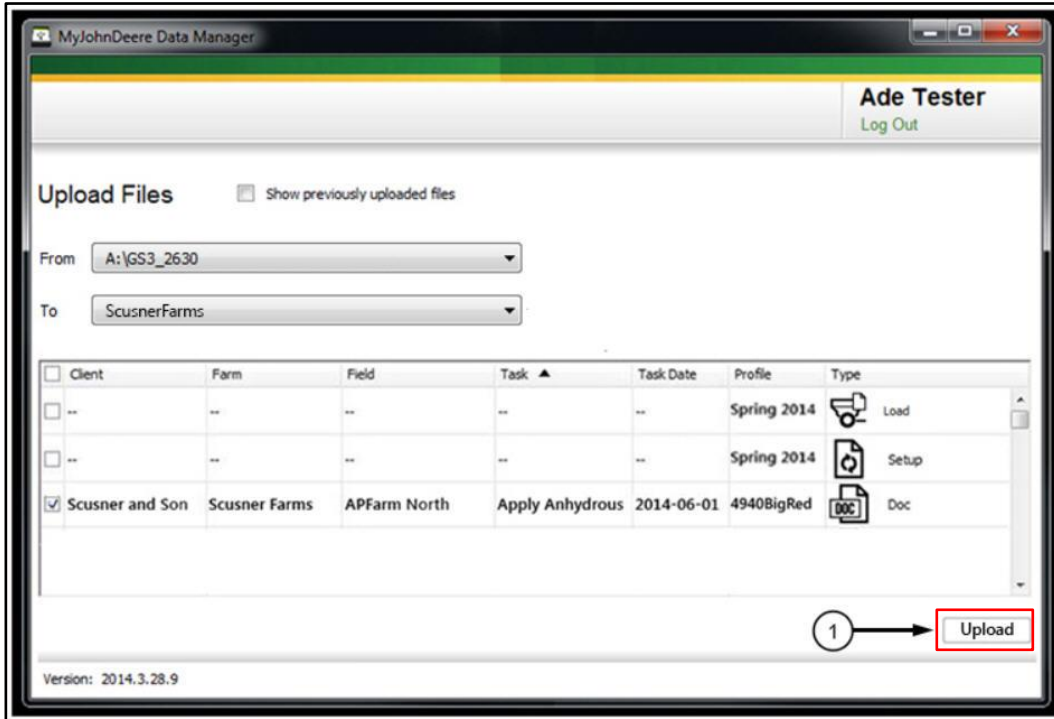
1. Connect a USB drive to the computer where MyJohnDeere Data Manager is installed.
2. Start Data Manager.
3. Select *Log In* to connect to the MyJohnDeere.com site.
4. Select *ALLOW to connect Data Manager* to MyJohnDeere.com site.
5. Select *Allow to connect site to MyJohnDeere Data Manager*.
6. Select files on attached USB drive by browsing.

NOTE:

- After MyJohnDeere Data Manager and MyJohnDeere.com site are connected, Data Manager loads your organization(s) in the "To" menu. The menu title will be "Loading Organizations" until the organization(s) are loaded, then the menu title will change to "Select Organization". If the menu title does not change and remains empty, no organization is available. At this point, you must confirm acceptance of the Deere Data Usage agreement and ensure your account is validated.
 - Data from USB drive is not unloaded automatically into Apex software.
 - File information from setup and load files does not appear in MyJohnDeere Data Manager window because setup and load files contain multiple data files.
7. Select organization and file(s).



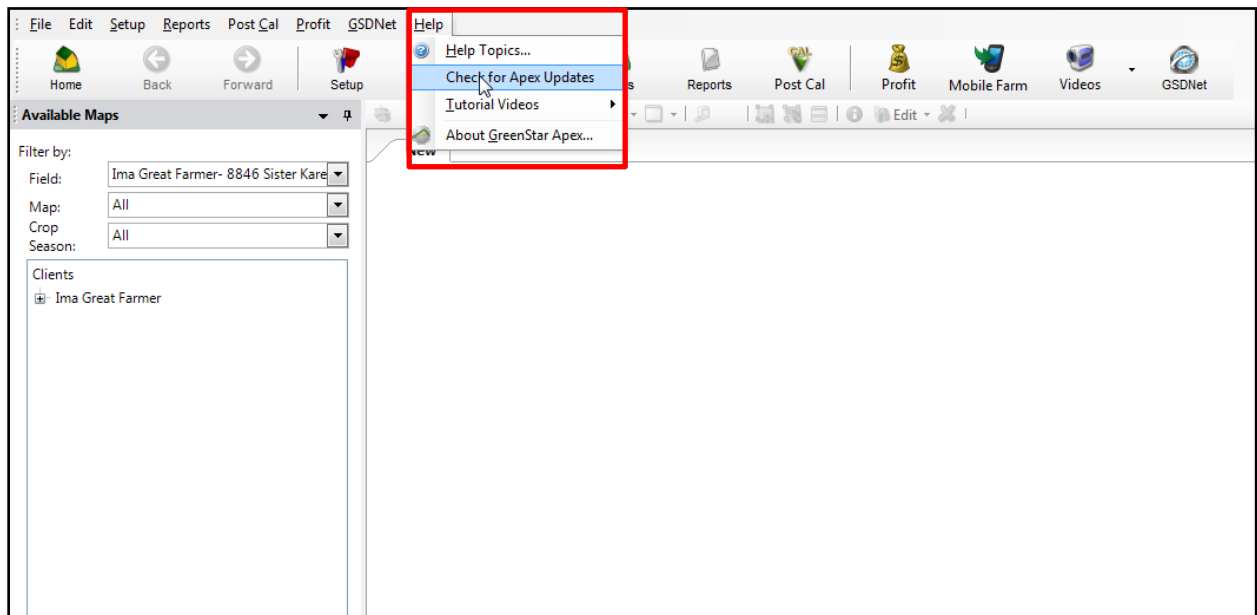
8. Select *Upload*.



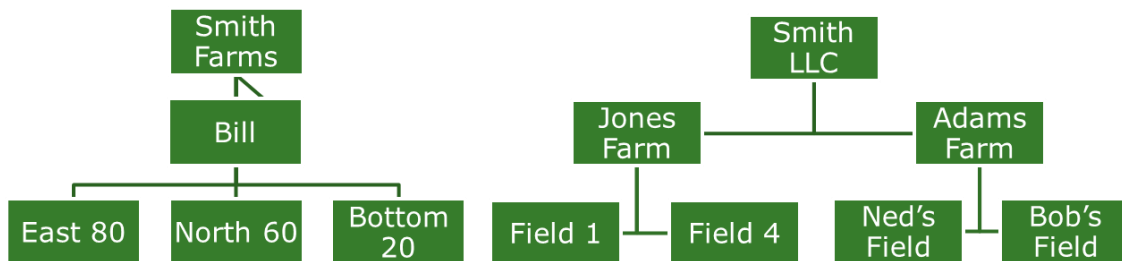
Checking for Apex Updates

1. Open Apex.
2. In the top toolbar, select *Help*.
3. In the Help drop down menu, select *Check for Apex Updates*.

NOTE: Internet access is required for Apex to check for updates.



Determine Apex Structure



1. Schedule a meeting between the customer, John Deere crop insurance agent and John Deere dealer.
2. Discuss and determine organization and naming of Clients, Farms and Fields within Apex.

Note: The organization and naming of clients, farms, and fields directly influence how smoothly data will flow from customer to agent and on to governmental entities.

Considerations

- Think ahead on how the data should be divided for reporting, practices and land owners.
- Once names are identified, consistency throughout the rest of the process is key (Apex setup, equipment operator training, insurance unit farm names, etc.). Keep the names consistent wherever they are used.
- Avoid underestimating the time requirement for first-time setup or potential re-organization.

Apex Setup



Adding a New Client

1. Select *Setup > Enterprise > Client*.
2. Select the *New* button on the right side of the screen.
3. In the *Add a new client* box, enter information about a client.
4. When you are finished adding information, select *Add to list* or *Done*.
Add to list will permit you to continue adding clients to the list, whereas done will add only the information and return you to the client maintenance page.

NOTE: A red star represents required information.

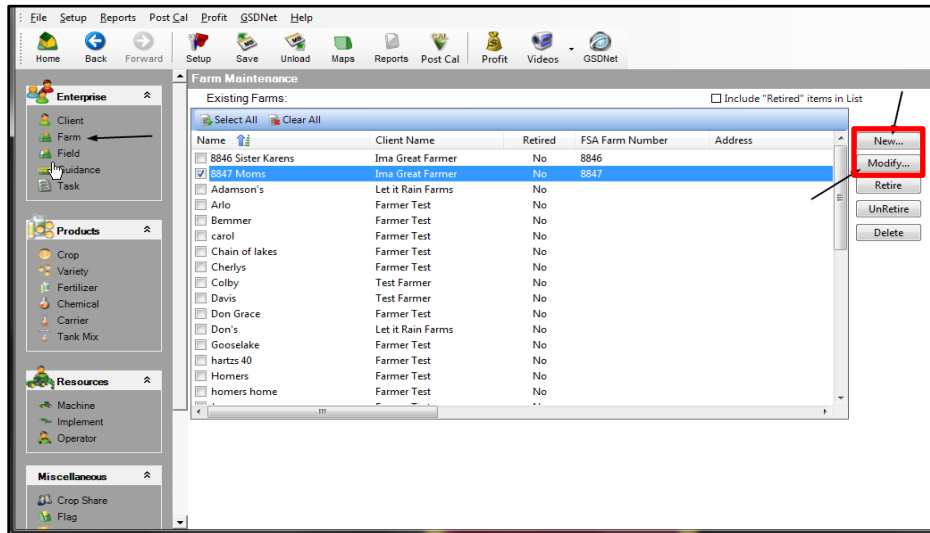
Considerations

Identify a method for separating clients. Popular examples include one client for everything (typical for smaller operations), or dividing by:

- Insurance provider
- Custom operations
- Crop share (rented vs. owned)
- Practice (irrigated vs. non-irrigated)

You may also use a combination of several of the above.

Apex Setup



Adding a New Farm

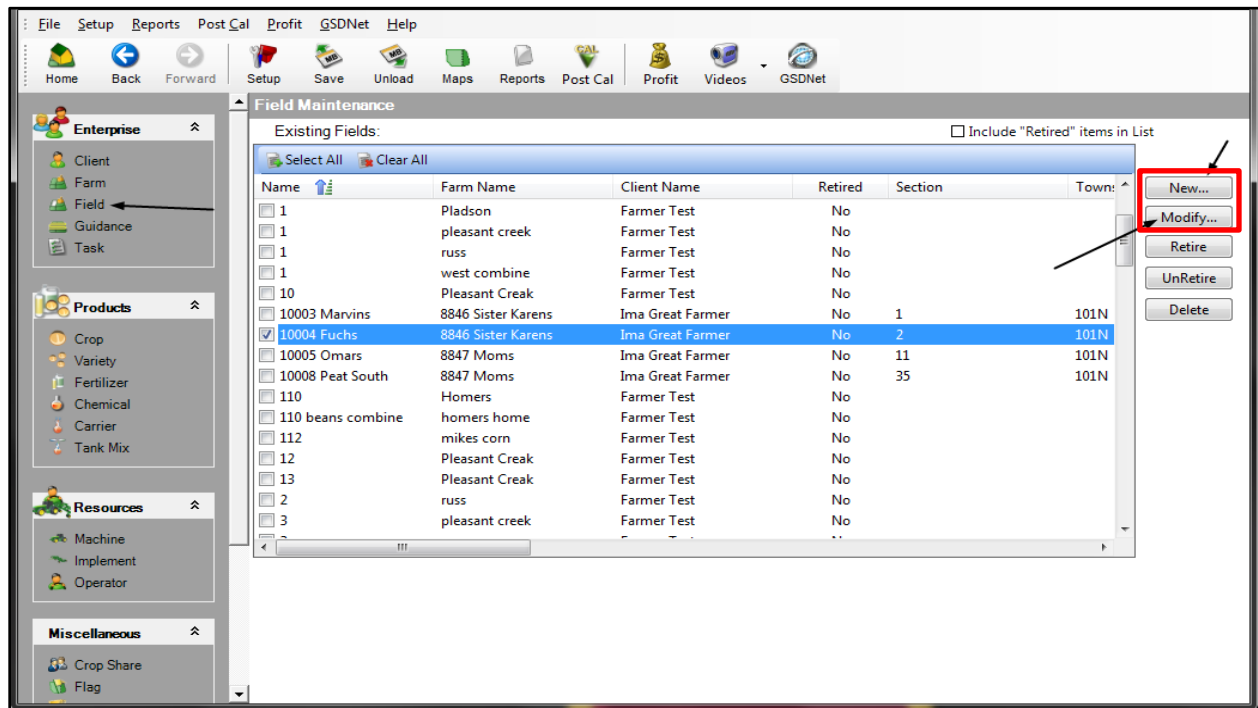
1. Select *Setup* > *Enterprise* > *Farm*.
2. Select the *New* button located on the right side of the screen.
3. Select the client that the farm will be associated with from the populated drop down box.
4. Enter the relevant information for the farm.
5. When you are finished adding information, select *Add to List* or *Done*. *Add to list* will permit the user to continue adding farms to the list, whereas *Done* will add only the information and return you to the farm maintenance page.

NOTE: A red star represents required information.

Considerations

- Include the farm serial number with the common name of the farm. This tends to only be a practice for those areas with no Public Land Survey availability. Adding this additional information will ensure it is included on all maps and reports generated in Apex.
- The farm level may be the best place to divide the same farm into its respective units. For example, the Spencer Farm may be in two different two fields 3 miles apart, but have the same FSN number (probably different tract numbers). Dividing the farm into its respective units at the farm level (i.e. Spencer East and Spencer West) may prove to be easier than the field level.

Apex Setup



Adding a New Field

1. Select *Setup* > *Enterprise* > *Field*.
2. Next, select the *New* button located to the right.
3. Select a farm and client the new field will be associated with from the drop-down list.
4. Name the field by using a unique name for this location.
 - a. Field names are limited to 20 characters.
5. When you are finished adding information, select *Add to List* or *Done*. *Add to list* will permit the user to continue adding fields to the list, whereas *done* will add only the information and return you to the field maintenance page.

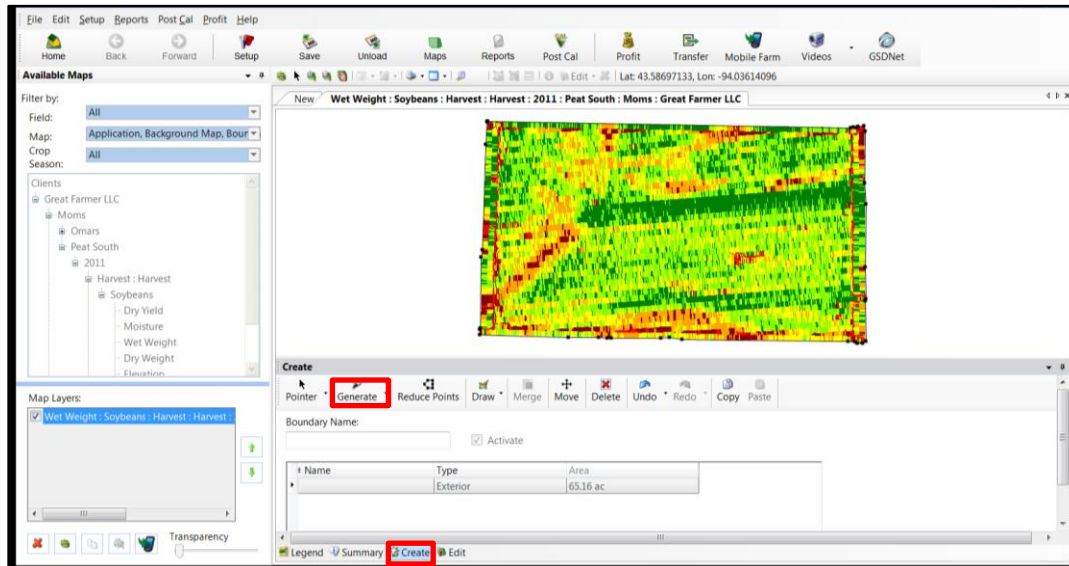
NOTE: A red star represents required information.

Apex Setup

Considerations

- Incorporate the legal description (section, township, range) information with the common field name. Adding the legal description to the field name ensures this information will be included on every map or report generated in Apex.
 - Typically, this information is added behind the common field name. Remember there is a character limit to this box in Apex, therefore, the entire legal description may not fit along with the common field name. If this is the case, the section number becomes the most important part of that description to include.
- Do not complete the *Area* box underneath the common field name or ensure Apex is using machine area with maps by checking Apex preferences.
 - If the “Area” box is completed with acreage and Apex map settings are set to *Area of Field*, the information entered in the Area box will override machine data. **This can greatly skew the data and the resulting map will not be usable for crop insurance purposes (acreage reporting, claims, acceptable records, etc.).** Crop insurance requires the actual acres of that year’s planting of the insured crop, not the default area or boundary amount for the field. For example, if only part of the field was planted and the rest was not, the planted acres would be overwritten on maps and reports by the *Area* acreage, the acreage amount for the entire field.
 - In Apex, under File-Preferences-Maps there are different settings to select from to depict how area on printed maps (the acreage amount) is displayed. The default setting is *Area of Field*. If this setting is set to default-*Area of Field* and the *Area* box is filled in under *Field Setup*, the maps and reports will show what has been typed in that box regardless of what was recorded by the machine. To avoid this issue there are two options:
 - Have this setting set to machine area
 - Do not complete or fill in the *Area* box if *Area of Field* is selected.

Apex Setup



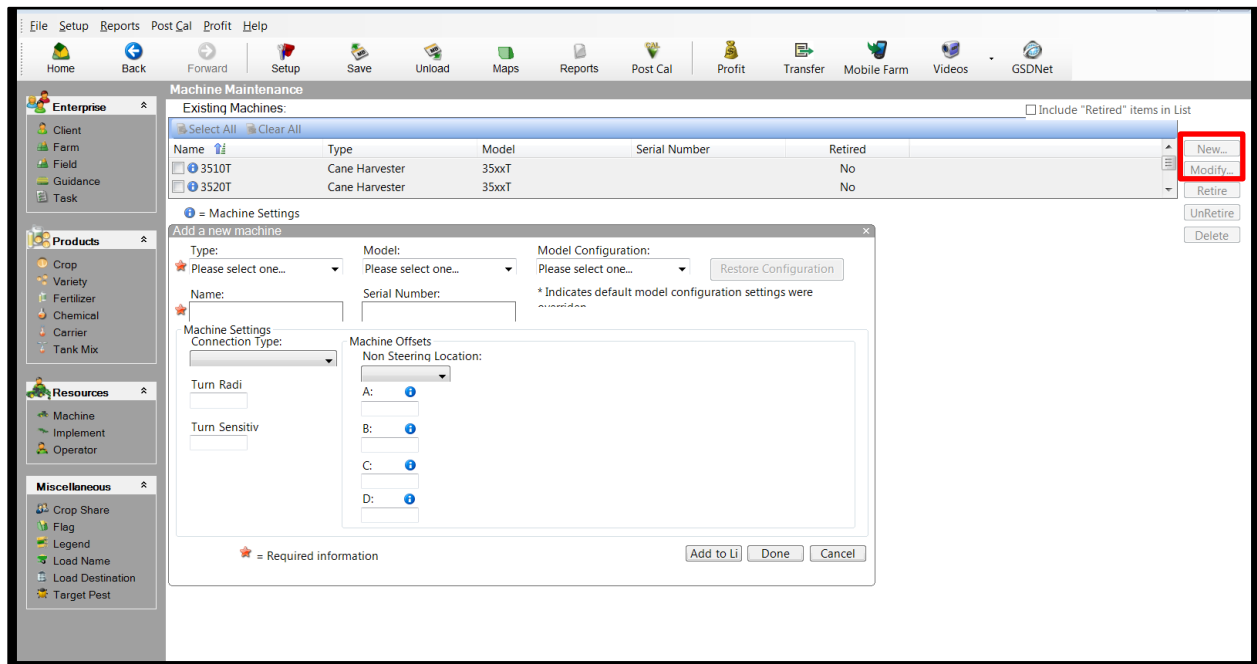
Creating Field Boundaries Around Existing Maps

1. Open an operational layer, aerial image or management zone to use as a reference to create a boundary.
2. Select the *Create* icon in the functional area.
3. Select *Boundary*.
 - a. Apex will auto generate a boundary that encompasses the layer opened in step one.
 - b. The boundary consists of a set of points (vertices) connected by a line.
 - c. Each point (vertex) is numbered and in a clock-wise pattern.
 - d. Users can modify the shape of the boundary by selecting a point and dragging it to a new location.
 - e. Points can be deleted by double-clicking on a point and new points can be added by selecting the boundary.
 - f. Apex also creates a boundary name and defines the boundary color.
 - g. Both the name and color can be changed by the user.
4. When satisfied with the boundary select *Done* to save. If not satisfied with the boundary, select *Cancel* and start the process over.

NOTE:

- Driving/recording boundaries, in field, with the highest level of accuracy (RTK) is the best option for guaranteeing accurate, repeatable boundaries.
- The zoom in/out, zoom to full extent, pan and arrow buttons can be used when creating/editing boundaries. Users may want to use the zoom tools to more easily see the points of the boundary.

Apex Setup



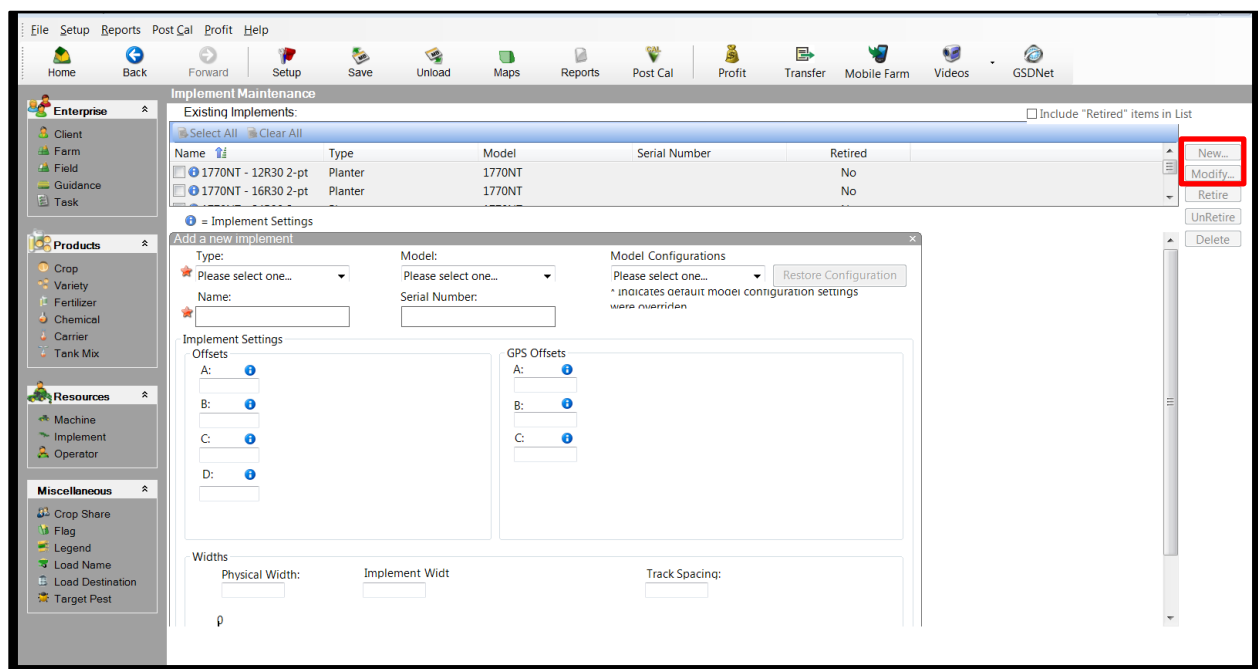
Adding a New Machine

1. Select *Setup* > *Resources* > *Machine*.
2. Select the *New* button located on the right side of the screen.
3. The *Add a New Machine* box will appear and allow you to enter the appropriate information.
4. When you are finished adding the pertinent information, select *Add to List* or *Done*. *Add to list* will permit you to continue to add machines to the list, whereas *Done* will add only the information and return you to the machine maintenance page.

NOTE:

- Machine offsets are only available for certain machine types.
- For an explanation of what each offset entails, hover the pointer over the *I* icon for more information.
- A red star represents required information.

Apex Setup



Adding a New Implement

1. Select *Setup* > *Enterprise* > *Implement*.
2. Select the *New* button located on the right side of the screen.
3. The *Add a New Implement* box will appear allowing the user to enter important information about the implement.
4. When you are finished adding the pertinent information, select *Add to List* or *Done*. *Add to list* will permit you to continue to add machines to the list, whereas *Done* will add only the information and return you to the machine maintenance page.

Apex Setup

Adding New Tasks, Crops, Chemicals, Etc.

The remaining items to setup are not any less important to complete than those already covered. These items could include the following:

Guidance lines	Carriers
Tasks	Tank mixes
Crops	Prescriptions
Varieties	Operators
Fertilizers	Loads
Chemicals	

The process in which to setup these items are the same as those already discussed. If questions arise on how to setup these items, refer to the Help guides within Apex or those that reside on StellarSupport.com.

NOTE:

- For setup of a Seeding Task, you are able to add up to six varieties. To assign a specific variety to multiple rows, the planter must be selected as Implement #1.
- A red star represents required information.

Saving Setup to USB Drive / Data Card

1. Place the data card in the card reader or the USB drive in the appropriate drive.
2. Select *File > Save to Card* or select the *Save* icon.
3. On the left side under *Card Display Options*, select the correct drive letter, and check the box for the corresponding GreenStar System (the drive letter and Display checkbox are now grouped together).
 - a. If you are unsure of the correct drive letter you can verify your drives by going to *My Computer*.
 - b. If you are saving data for the GS2 1800 Display, Apex will display a list of available profiles after the card path is selected. Select the appropriate profile, or select *New* to create a new profile.

NOTE:

- The drive selection drop down will no longer default to the C:\ drive. Users must select a drive before saving to the card. The C:\ drive will still be an option in the drop down.
 - If you are saving setup to the Original GreenStar System for Combine Yield Mapping, you will need to specify a single client to save to the card. Select the *Original GreenStar System* from the available displays, the *Card Format* section will open, select *Yes* and the Client you wish to save to the card. The client you select from the card format list will override your selections in the tree structure.
 - When saving data for the GS2 1800 display, a profile must be created. The GS2 1800 can have multiple profiles with different data sets, while using the same data card. It is only possible to save Client, Farm, Field, Guidance and Boundary information for the GS2 1800 display.
4. To save variety locator information to the card, variety locator files must be created first. To create variety locator files, review the *Variety Locator* section in this chapter.
 5. Select the appropriate filters in the *Filter by* drop down menu. This will allow the user to determine if aerial images, boundaries, flags or prescriptions are saved to the card.
 6. There are two windows on the main screen. On the left hand side is your entire Apex setup list with "+" and "-" buttons that will expand and collapse the list of setup. There are also boxes that need to be checked to mark what items in the setup will be saved to the card.

NOTE:

- The following data is required to be saved to card: Client, Farm, Field, Crop, Machine, Implement and GreenStar Display(s) used. Also, Flags under Enterprise represent Flags which were unloaded from the GS2 and/or which were created in Apex. Flags under Resource are Flag names only; they do not represent spatial flags.

Load Destinations and *Names* can be saved to the data card.

Example: If a grower is taking all their grain to the elevator for storage, you can use all the elevators' names or locations as the Load Destination. An example of a Load Name is the name of the driver or truck for a certain load.

7. At the bottom of the window there will be four selections:
 - a. *Expand All* will expand the entire list of setup to show everything.
 - b. *Collapse All* will do the opposite, and just show the main categories in setup.
 - c. *Select All* will mark every item in setup to be saved to the card.
 - d. *Clear All* will uncheck all items and nothing will be saved to the card.
8. The window on the right hand side will display every item in setup that has been selected for saving to the card.
9. Once you verify that you are saving the correct information from setup, press the *Save to Card* button at the top right of the window.

NOTE: The *Copy to* button at the top right of the window performs the same function as the *Save to Card*.

10. A progress indicator will appear to show that setup is being saved to the card. Once finished a message will appear stating: "Data was successfully saved to your card(s)." You will need to stop the drive that your card is in, and then you can eject the device.

NOTE: *Save to Card* does not append information to the card. It is necessary to select all information to be saved to the card each time a card is made.

Wireless Data Transfer - Exporting Data to Office

1. Go to *Main Menu > GreenStar > GS3 > Memory*.

Note: Once a WDT subscription is activated, the display will default to send files automatically at every change of Client, Farm or Field.

2. Select *Data Transfer Settings*.
3. If the data transfer setting is *On Request*, select *Send Files*.
4. Choose *Data Type* (Setup, Documentation, or HID) and *Profile Name* or enter a profile name.
5. Select *Begin Transfer*.

Note: Do not power down the machine until file status is *Exporting*. If power or cellular coverage is interrupted during a file transfer, the transfer will resume once power or cellular signal is regained.

6. View the *File Out* message.
7. Verify file status via the Transfer Log:
 - Processing: File is being zipped and is in the process of being sent to the MTG
 - Exporting: File is in the process of being sent from the MTG to MyJohnDeere
 - Exported: File has reached MyJohnDeere
 - Export Failed: An error occurred while processing or exporting the file. Refer to the troubleshooting section.

NOTE: If the user has sent files wirelessly, these files can also be exported via USB, if needed. However, if the user first exports files via USB, the files cannot be sent wirelessly.

Transferring Data to Agent via MyJohnDeere

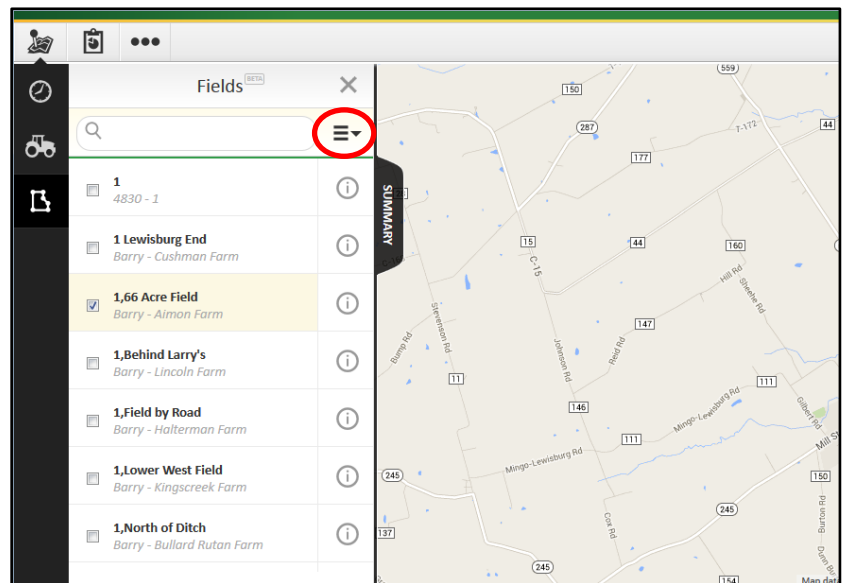
NOTE:

- Ensure customer has verified data accuracy before sending data to the agent.
- If the *Insurance Agent* link is greyed out when hovering over the *Take Action* button, a partnership between the customer and John Deere crop insurance agency has not been established.

1. Log into MyJohnDeere.
2. Navigate to *Operations Center > My Fields*.
3. Place a checkmark next to every field there is data to be sent for.
4. Select *Take Action*.
5. Select *Insurance Agent*.
6. Select the crop year.
7. Select the type of data being sent.
8. Select *Submit*.

NOTE:

- A message stating "Data has been sent" should appear.
- Once data has been sent, both the customer and agent will receive confirmation emails. Depending on the time of the year, it might take an hour or more to receive this.



Transferring Data to Agent via MyJohnDeere on Behalf of the Customer

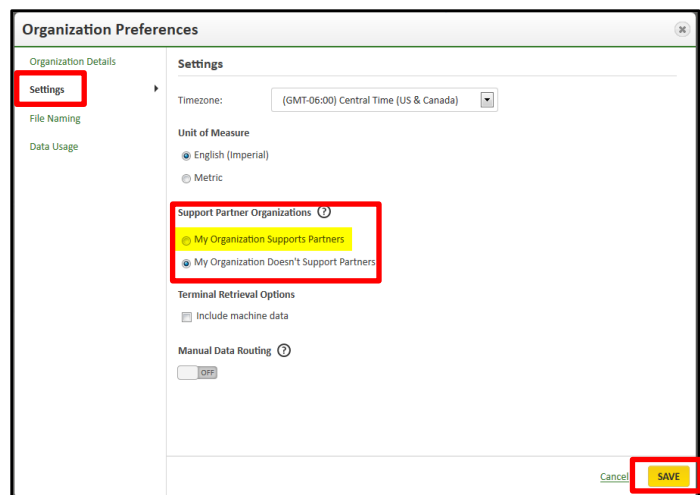
*****ATTENTION: The ability to access a customer's organization is a privilege they grant to you and should be treated as such. When accessing a customer's MyJohnDeere organization or supporting other organizations within MyJohnDeere, YOU ARE ACTING ON THEIR BEHALF. Please be cognizant of the actions taken and abide by data privacy regulations.*****

NOTE:

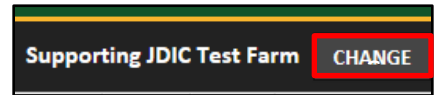
- Due to data security, customers must grant an agency permission to access production/agronomic data.
- The following functionality is not available in Apex/GSDNet, only MyJohnDeere.
- When viewing imported data files from MyJohnDeere in JohnDeereAgent, the sender can be quickly identified. Under the Description column, the name of the customer organization from whom the data was sent can be identified under the User column, who sent the data can be seen.

Setting Preferences

1. Log into MyJohnDeere.
2. Hover the mouse over your organization name in the upper right corner of your screen. A drop-down menu should appear.
3. Select *Organization Preferences*.
4. In the left-hand menu, select *Settings*.
5. Select *Edit*.
6. Select the radio button next to *My Organization Supports Partners*.
7. Select *Save*.
8. Exit the window by selecting the "X" in the upper right-hand corner.



9. The screen will then refresh and you will see a banner across the top 'Supporting [Organization Name]'. Select the change button.



10. A list of all the organizations in which a partnership exists should be seen. Access within their organization will be based on the permissions granted. If they have granted permission to their agronomic/production data, you will now be able to send files to yourself from the customer organizations without any additional action by the customer.

11. To send data, follow step 2 outlined on the previous page.

Importing ACR Data into JohnDeereAgent

1. Log into JohnDeereAgent.
2. On the left side of the screen, select the customer/organization you have data for.

NOTE: The precision data will be pushed to the entity map. Therefore, specific policy numbers are not needed.



3. Once a customer is selected, a policy will open to the application screen. From here, select the *Edit Insured* icon. This is the first icon on the left hand side under *Policy* that looks like a white paper with a pencil.



4. Once in the entity maintenance page, look to the row of icons in the top right corner of the screen. Moving from left to right, select the first icon, which is the *Import* icon.



5. This is the ACR Data Manager. Verify the correct policyholders name and entity number are in the top right of the screen. Proceed by selecting the *Data Type* and *Job Type*.

- a. Data Type – corresponds with layers from GSDNet
 - i. Boundary from GSDNet – Field in JohnDeereAgent
 - ii. Seeding from GSDNet – Acreage in JohnDeereAgent
 - iii. Harvest from GSDNet – Production in JohnDeereAgent

- b. Job Type – identifies how data was transmitted

- i. GSDNet
- ii. Apex
- iii. Ag Leader
- iv. MyJohnDeere
- v. MiscShapeFile (Field Data Type only)

6. Once the layer and job type are defined, a list of available imports can be seen. Locate the order to import by referring to the email confirmation sent by GSDNet.

7. Place a check mark next to the order to import, select *Import* at the bottom left, and select *Ok* for the import to start.

Unloading Data from USB Drive / Data Card

NOTE:

- Prior to unloading the card, you must first make updates to your preferences to utilize the file processing delay functionality or the data will not reflect the delay settings for your implement or combine.
- In preferences, Apex now allows split operations to be unloaded. Refer to Preferences for additional information.
- Setup data can be unloaded by using the card or archive files. Setup data contains all information regarding the setup screen (Client, Farm, Field, Task, flags and so on.)
- Unloading setup data WILL NOT unload maps or any other information.
- Setup data can be used and unloaded across multiple computers with Apex.
- If you have multiple GreenStar Systems, data will be listed separately according to each system.

1. Place the card in the card reader or USB drive into appropriate drive.
2. Select *File > Unload* or select the *Unload* icon from the navigation bar.
3. On the left side, in the *Card Options* section, select the correct drive letter for the corresponding GreenStar System.
 - a. If you are unsure of the correct drive letter, you can verify your drives by going to *My Computer*.
 - b. If you are unloading data from the GS2 1800 display, Apex will display a list of available profiles after the card path is selected. Select the appropriate profile from the drop down box.
4. After the correct drive is selected all recorded data that is on the card will be listed in the main window according to the client, farm, field and task. Each file in the main window has a box that needs to be checked to signify that you want to have it unloaded. To simplify the selection, there are two buttons at the top of the window that will allow you to *Select All* or *Clear All* this will check or uncheck every file.
5. You can unload the following data: Setup data, Operational data, Flags, Guidance tracks which include A/B lines, A/B curves, Curved track lines and Circle tracks.
6. After you have checked the data that you want to unload, select *Unload* in the top right corner of the window. Each file will have a progress indicator and will be labeled successful when it has been brought into Apex.

Receiving a File in Apex from Wireless Data Transfer

Customers are able to receive documentation files from MyJohnDeere or a machine with Apex. This can be done in one of two ways:

- Automatic: Apex software will automatically check (every 5 minutes) for new files sent wirelessly to MyJohnDeere and download them into Apex software. As long as an Internet connection is detected, files will be downloaded automatically whether Apex is open or closed. (Recommended for customer.)
- Manual: Individual files are selected to be sent wirelessly to MyJohnDeere in order to download into Apex software. This allows the user to retire clients or for restoring each customer's back-up in order to work with customer data. (Recommended for John Deere dealer.)

Automatic Download

1. Go to *Transfer* and select *Automatic* to download files.
2. Verify file status in the Activity Log.
 - a. Successful: File has reached MyJohnDeere or unloaded into Apex successfully
 - b. Failed: An error occurred while transferring the file into Apex from machine or MyJohnDeere

Manual Download

1. Select *Unload*.
2. Select *Unload files* from MyJohnDeere.
3. Select files to download into Apex. Multiple files can be selected.

Note: Filter by *Partner Organization* for manual download. To do so, correct permissions must be defined.

4. Select *Download*.
5. Select files to unload.

NOTE:

- To view the data recently unloaded from MyJohnDeere, you may have to press F5 or close and reopen Apex software.
- If duplicate files are detected during the unload process, they will not be unloaded into Apex software.

Transferring Data to Agent via GSDNet

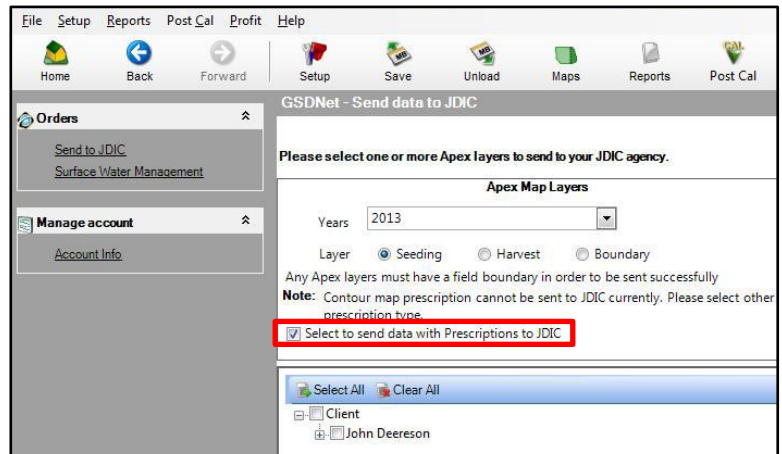
NOTE: Ensure customer has verified data accuracy before sending data to the agent.

1. Open Apex.
2. Select *GSDNet* in the top toolbar.
3. Select *Send to JDIC* underneath *Orders* in the upper left corner.
4. You'll notice the screen is now split into three sections. In the upper portion of the middle section of the screen (under *Apex Map Layers*), select the appropriate year in the drop-down menu and select what type of data is being sent.
5. In the lower portion of the middle section of the screen, expand the data tree and select all data layers to send to an agent by placing a check-mark next to the desired layers.
6. After selecting the data layers, move to the right section of the screen. First, select the state in which the agency resides from the drop-down menu at the top. Once the list of agencies appears, select the agency the data should be sent to by placing a check-mark next to the name.
7. Lastly, select the *Send* button toward the bottom. A pop-up message will appear within seconds or minutes advising whether the transaction was successful. The agent and customer will also receive confirmation emails with an order number to document the transaction.

Transferring Data to Agent via GSDNet (including separated irrigated & non-irrigated acreage)

NOTE: The steps provided below assume prescriptions depicting the pivot area have already been created in Apex. If further direction is needed regarding how to create prescriptions in Apex, contact a John Deere dealer or the John Deere Global Support Center.

1. Open Apex.
2. Select *GSDNet* in the top toolbar.
3. Select *Send to JDIC* underneath *Orders* in the upper left corner
4. You'll notice the screen is now split into three sections. In the upper portion of the middle section of the screen (under *Apex Map Layers*), select the appropriate year in the drop-down menu and select what type of data is being sent.
5. In order for irrigated and non-irrigated acreage to be split for reporting, prescriptions must also be sent. To do so, place a checkmark in the box next to "Select to send data with Prescriptions to JDIC."



6. In the lower portion of the middle section of the screen, expand the data tree and select all data layers to send to an agent by placing a check-mark next to the desired layers. Make sure to also include one prescription per field.
7. After selecting the data layers, move to the right section of the screen. First, select the state in which the agency resides from the drop-down menu at the top. Then, select the reinsurance year in the next drop-down menu. Once the list of agencies appears, select the agency the data should be sent to by placing a check-mark next to the name.
8. Lastly, select the *Send* button toward the bottom. A pop-up message will appear within seconds or minutes advising whether the transaction was successful. The agent and customer will also receive confirmation emails with an order number to document the transaction.

Importing Competitive Data into JohnDeereAgent

Certain data types will have to be submitted to the JDRP Mapping Support Team for proper processing and importing into JohnDeereAgent. To submit data files to the support team, follow the steps below.

Compress Files

1. Open a new Windows Explorer window.
2. Find and open the correct data card that contains the customer's data.
3. Find the correct folder in the root directory of the card. Right-click on the folder, hover over *WinZip* and select *Add to Zip File*. Another option to compress the folder is to right-click on the folder, hover over *Send to*, and select *Compressed(zipped)* folder.

NOTE:

- The folder names will be different for each customer as they are system generated from each individual monitor.
- The chart below shows the monitor name and file types for non-GreenStar equipment. If you need assistance with equipment that is not on this list, please contact the John Deere Insurance Company Mapping Support Center at 1-800-886-2132.

If your computer does not have the WinZip file compression utility, go to www.WinZip.com to download and install a free version of the compression utility.

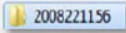

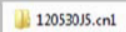



4. After opening WinZip, select *New*.
5. In the *Add to archive* box, name the folder with an easily remembered file name (i.e. the producer's name) and select *Add* at the bottom of the dialog box. Wait for the system to compress or zip the file.
6. Open the newly created folder and confirm that the correct data card folders were added to the zipped folder.

Submitting Data to JDRP Mapping

1. Log into JohnDeereAgent.
2. Hover over *Policy Management* in the top toolbar and select Automated Crop Reporting.
3. In the list of links along the left side of the screen, select *Resource Guides*.
4. In the Post-Planting or Harvest section, select **Upload Form** next to *Non GreenStar Data Card Upload*.
5. Once the form populates on the screen, complete all information with a red asterisk beside it and upload the data file(s) at the bottom.

NOTE: You will receive an email from John Deere Insurance Company confirming the receipt of your data within 48 hours.

Commonly Accepted File Types for Automated Crop Reporting

Brand	Monitor	File Type	Folder Example	Data Example
Ag Leader	Insight, Integra, Edge	.ilf	Folder to be zipped and uploaded typically is a number with several .ilf or .yld file. 	
Case IH New Holland	200/300, Pro 600/700, Intelliview II	.vy1	Folder to be zipped and uploaded typically a number followed by .cn1. 	
Precision Planter	20.20 Seed Sense	.dat	Folder to be zipped and uploaded is typically is the year with field name folders inside. .dat files are inside each field folder. 	

Machine Setup - Calibrations


NOTE: For step-by-step calibration procedures, please refer to the combine operator's manual.

For precision data to be utilized for crop insurance claims, the Risk Management Agency (RMA) requires:


1. Precision farming systems operated and calibrated in accordance with the manufacturer's guidelines.
2. Data accuracy must reach +/- 3% error.
3. All yield calibrations must be documented in a calibration report. Blank calibration reports for both John Deere S-Series and John Deere 50-70-Series combines can be found on JohnDeereAgent by navigating to: Policy Management – Automated Crop Reporting – Reference Guides. They will be under the "Calibration" heading.

NOTE: Calibration reports must include EVERY calibration completed in that season, for each combine.

Combine Model	Required Calibrations
John Deere 50-70-Series	Moisture Sensor
	Yield (3+)
John Deere S-Series	Moisture Sensor
	Yield (6+)
	Vibration
	Moisture Sensor Temperature

S-Series Combine Calibration Report 

Crop Year:	Harvested Crop:	Scale Source:	S-Series Model:	Farm Name:		
Calibration Date & Time	Field Name	Machine Speed	Machine Displayed Weight	Scale Measured Weight	+/- Difference (wgt/prct)	Avg. Crop Moisture Percent
		+0.5 MPH				
		Normal Harvest Speed				
		-0.5 MPH				
		-1.0 MPH				
		-1.5 MPH				
		-2.0 MPH				
		-2.5 MPH				
		___ MPH				
		___ MPH				
		___ MPH				

John Deere 50, 60 and 70 Series Calibration Report 

Crop Year:	Harvested Crop:	Scale Source:	Combine Model:	Farm Name:				
Calibration Date & Time	Field Name	Flow Rate (Standard or Low)	Machine Displayed Weight	Scale Measured Weight	+/- Difference (wgt/prct)	Original Calibration/Comp Number	New Calibration/Comp Number	Avg. Crop Moisture Percent

Apex Post Calibrations

*****ATTENTION:** *Post calibration should only be performed if the insured is unable to reach yield accuracy within 3% using the manufacturer's recommended yield calibration procedure. When yield post calibration is performed, the insured must provide the claim adjuster with all settlement sheets, as well as the maps required for the precision claims process. If the insured was able to achieve yield accuracy within 3% during harvest, it is recommended that they wait to post calibrate until after the claim is reviewed and submitted.****

There are four ways to post-calibrate the yield:

- Calibrate by Field Totals
- Calibrate by Harvest Date
- Calibrate by Variety
- Calibrate by Machine

NOTE:

- When post calibrating, a red star represents required information.
- If a field is calibrated with the wrong value, place a check in the box for that field and select the *Original Values* button. This will restore the fields of Current Wet Weight, Current Moisture and Current Total Area to their original values before post calibration.
- Planting, Tillage and Product Application can also be post calibrated to fix any variation. Please refer to the Help section within Apex for step-by-step instructions on how to calibrate Planting, Tillage and Production Application data.

Calibrate by Field Totals (all fields)

1. Open Apex.
2. In the top toolbar, select the *Post Cal* icon.
3. Near the top of the screen, make the appropriate selections in the following drop down menus: Farm, Season, Crop.

Identify Data to Calibrate

Farm: Crop Season: Crop:

4. Once the list of fields is populated, place a checkmark next to each field needing calibrated. Enter the new weight(s) for each. Select *Calibrate* along the right side of the field list.

Harvest Field Total

Identify Data to Calibrate

Farm: Crop Season: Crop:

Payable Moisture: 15.0 % Payable Weight: 56.00 t/bbu

Field	Current Wet Weight...	New Wet Weight...	Current Moisture...	New Moisture...	Current Dry Yield...	New Dry Yield...	Current Total Area...	New Total Area...	Calibrate
Fred's	159522.134		14.68		26852.52		153.90		<input type="checkbox"/>
Marvins	433283.32		15.79		7664.90		40.96		<input type="checkbox"/>

Buttons: Cancel, Tickets, Check All, UNCHECK, Original, Values

Calibrate by Field Totals (one field at a time)

Calibrating by Field Totals allows you to match your data in Apex to your scale tickets.

1. When viewing a harvest map, select the *Edit* tab.
2. Select *Post Calibration*.
 - a. You can also access this from the Home Page. Select the *North American* region for Harvest. In the *Harvest* tab on the left hand side, select *Post Calibration*.)
3. On the left hand side, select *Field Total*.
4. In the window to the right, you will need to specify the data that you want to calibrate.
5. After entering the required information, a second window will appear with the following fields populated: Field, Current Wet Weight, Current Moisture, and Current Total Area.
6. To the left of the Field column, place a check in the box for the field that you want to calibrate. To select all fields select the *Check All* button and to uncheck all fields select the *Uncheck All* button. Your verified totals can be entered for the following:
 - a. New Wet Weight – Enter the verified wet weight for the field
 - b. New Dry Yield – Enter the verified dry weight for the field
 - c. New Moisture – Enter the verified moisture for the field
 - d. New Total Area – Enter the verified area that you prefer Apex to use
7. Once you have entered the new values, select *Calibrate* and new calibration values will be calculated and transferred to the selected field. Selecting *Cancel* will ignore any changes.

Calibrate by Field Totals Using Scale Tickets

1. To enter the individual scale ticket amounts place a check in the box for the field that you want to calibrate.
2. Select *Tickets*.
3. This will prompt the *Scale Tickets* window to open.
 - a. In the upper left corner of the window you will see a calculator and a *Delete Row* icon. To delete a row, select the row you want to delete and select the delete row icon.
4. You can enter the Ticket Number, Weight, Moisture, and FM (Foreign Material) for each scale ticket.
5. To input multiple scale tickets, fill in the first row and press *Enter* on your keyboard, a new row will be inserted into the table.
6. Once you have entered the scale tickets, select *Done*. The ticket information will be calculated and transferred to the selected field.
7. Select *Calibrate* and the new calibration values will be calculated and transferred to the selected field. Selecting *Cancel* will ignore any changes.

Calibrate by Harvest Date

Calibrating by Harvest Date allows you to enter the correct calibration factor for data that was recorded with an incorrect calibration factor.

1. When viewing a harvest map, select the *Edit* tab.
2. Select *Post Calibration*.
 - a. You can also access this from the *Home* page. Select the *North American* region for Harvest. In the *Harvest* tab on the left hand side, select *Post Calibration*.
3. On the left hand side, select *Harvest Date*.
4. In the window to the right, you will need to specify the data that you want to calibrate.
5. After entering the required information, a second window will appear with the following fields populated: Harvest Date, Current Calibration and Current Moisture.
 - a. To expand and collapse each table, toggle the "+" or "-" box that is located to the left of the "Field/Machine" information.
6. To the left of the *Harvest Date* column, place a check in the box for the field that you want to calibrate. To select all fields select the *Check All* button and to uncheck all fields select the *Uncheck All* button. Your verified totals can be entered for the following:
 - a. New Calibration – Enter the correct calibration factor
 - b. New Moisture – Enter the verified moisture for the field
7. Once you have entered the new values, select *Calibrate* and the new calibration values will be calculated and transferred to the selected field. Selecting *Cancel* will ignore any changes.

Calibrate by Machine or Variety

The selection tools can be used to highlight an area on a map and calibrate by Machine or Variety. Data in Apex is recorded in regions, when post calibrating the entire region must be calibrated. Area selected to be calibrated will be gray once selected, ensure highlighted area is the area that needs to be calibrated. The check boxes at the bottom of the screen can be used to select additional areas or select cancel and use the selection tools again.