AGVERDICT™

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Adding Contacts & Personnel

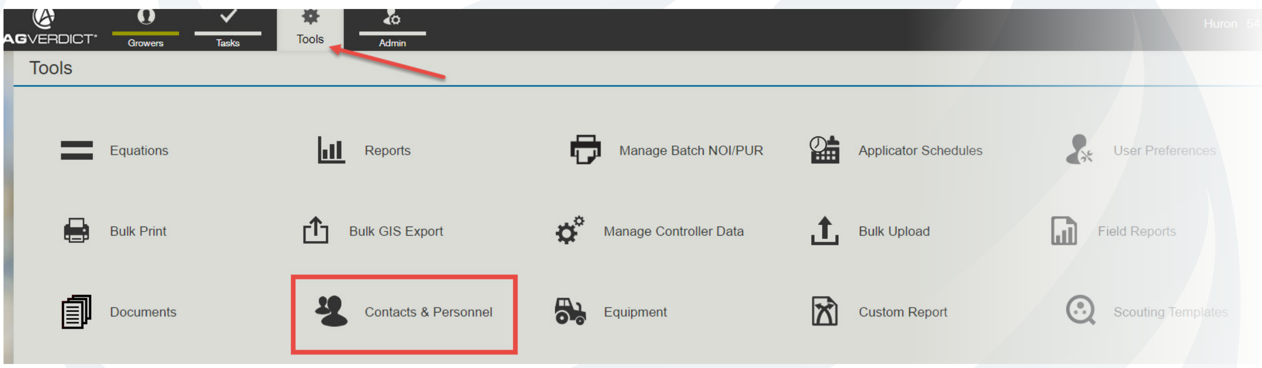
Contacts and Personnel can be used when creating Recommendations and Application Events.

Create a New Contact

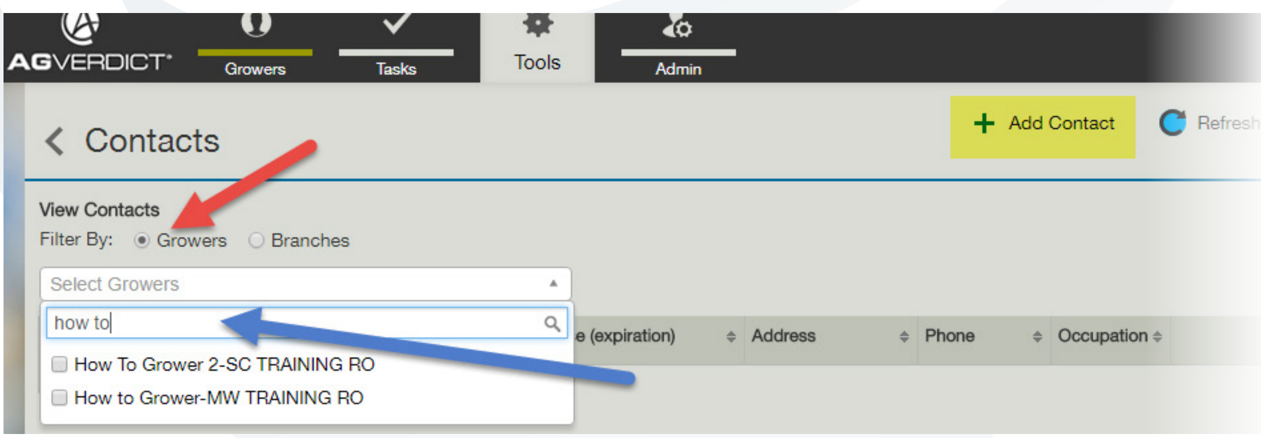
For Grower assignment

1. On the top of your **AgVerdict** home page, select **Tools**.

2. Select **Contacts & Personnel**.



3. Be sure **Grower** is selected. There is a **search option** to view contacts that are presently in the system. Click on **Add Contact**.



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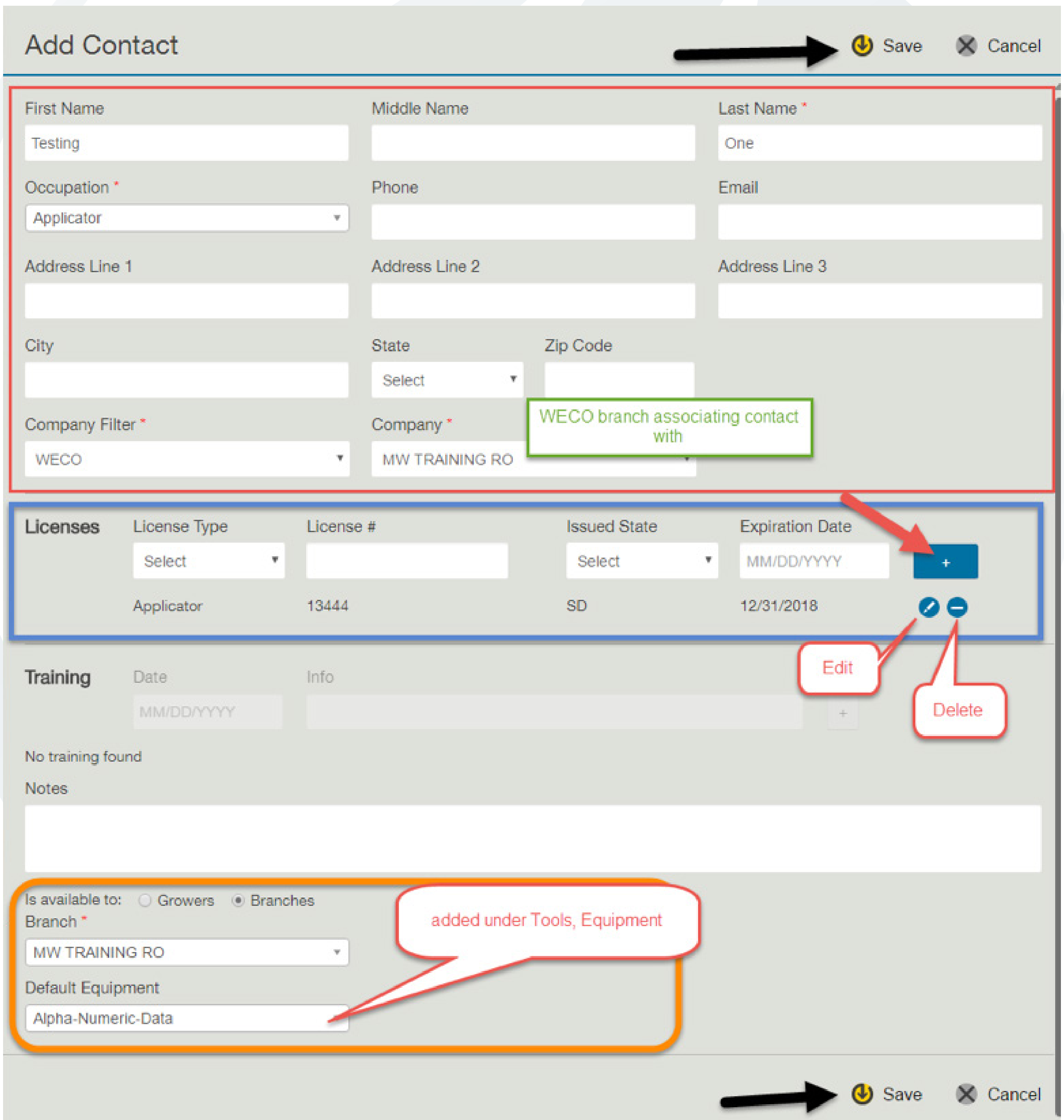
4. Enter all **Contact information**. Anything marked with an * is required. The Company Filter should be WECO and the Company should be the grower's name that you are associating the contact with. Add any **licenses** that the Contact has and click the **blue +**. The license information will populate along with Edit and Delete options. Also have the option to assign this contact to a **specific Farm(s)** and **Field(s)** along with an option to assign **default equipment** to this contact. Click **Save** when done.



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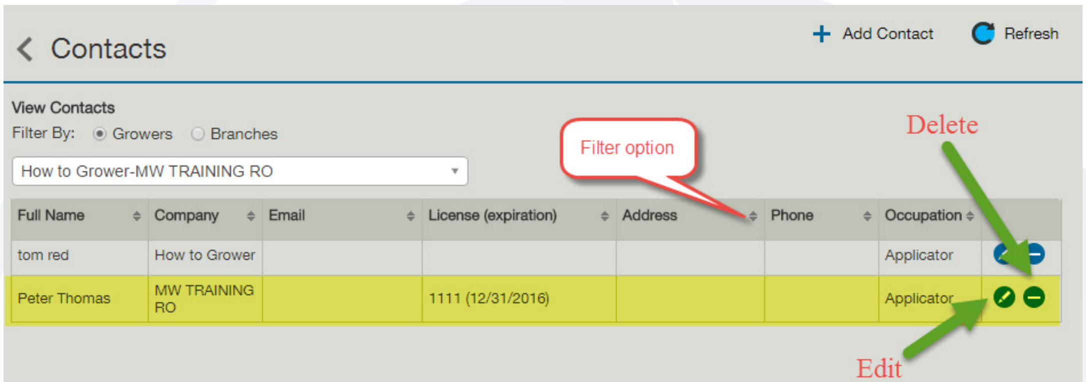
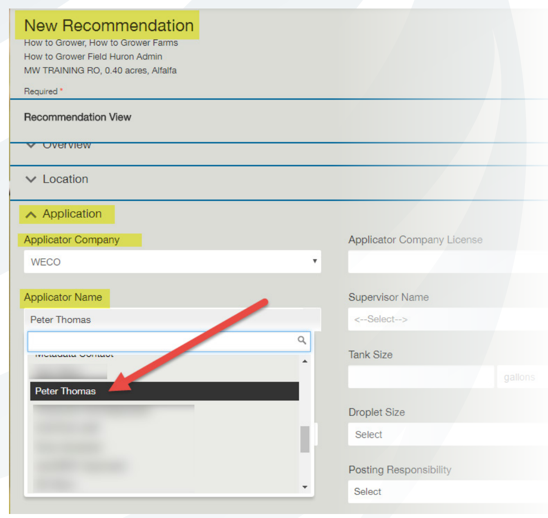
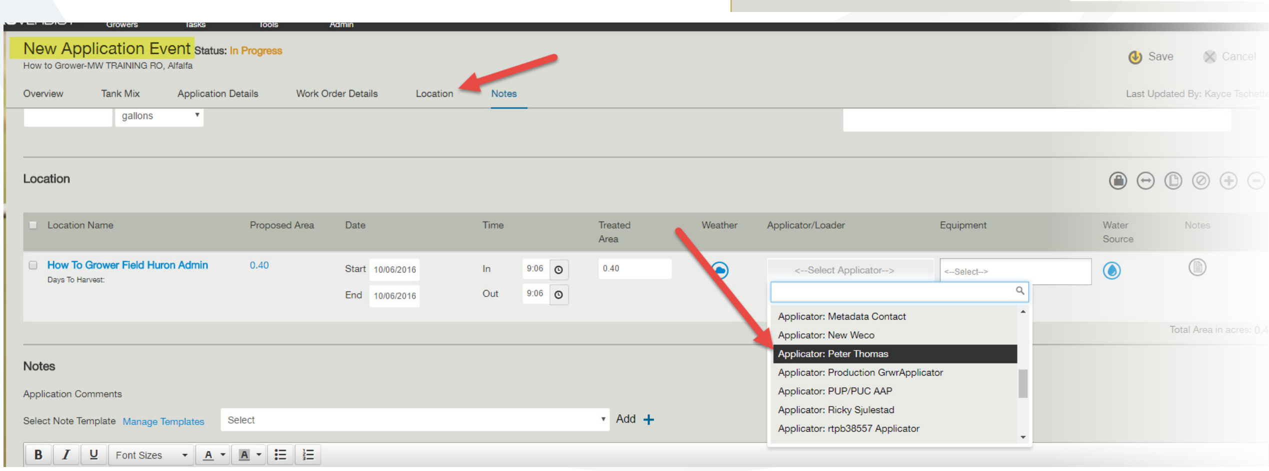
You should now be able to see the contact under the Grower along with the options to Edit or Delete a contact. There are also **Filter options** on each of the columns to help locate a contact.



This information will now be available when creating a Recommendation or Application Event for this grower.





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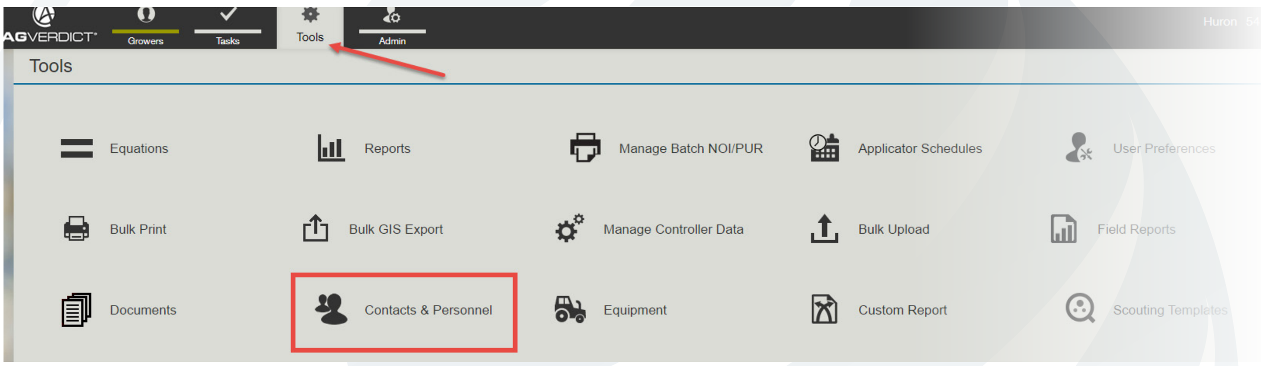
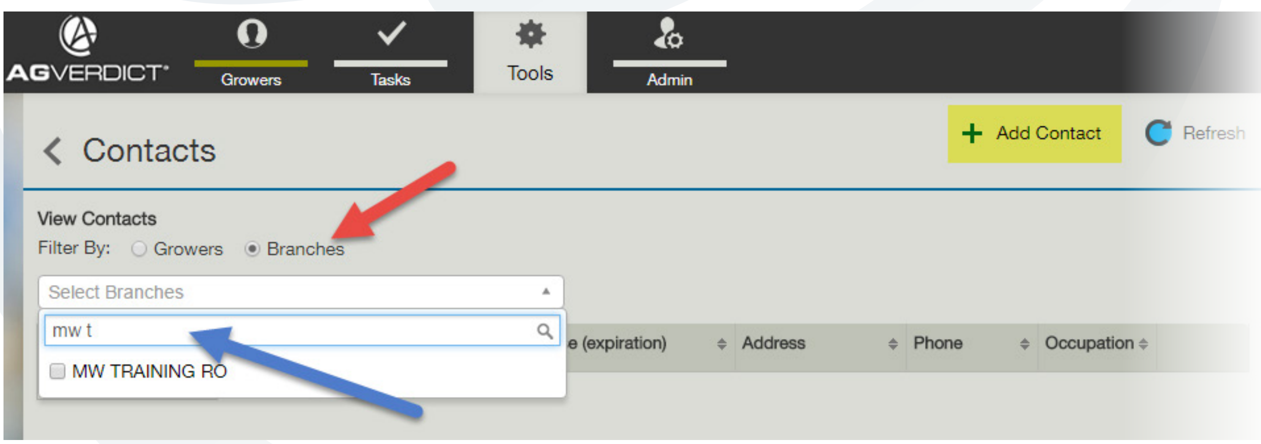
For Branch assignment

1. On the top of your **AgVerdict** home page, select **Tools**.

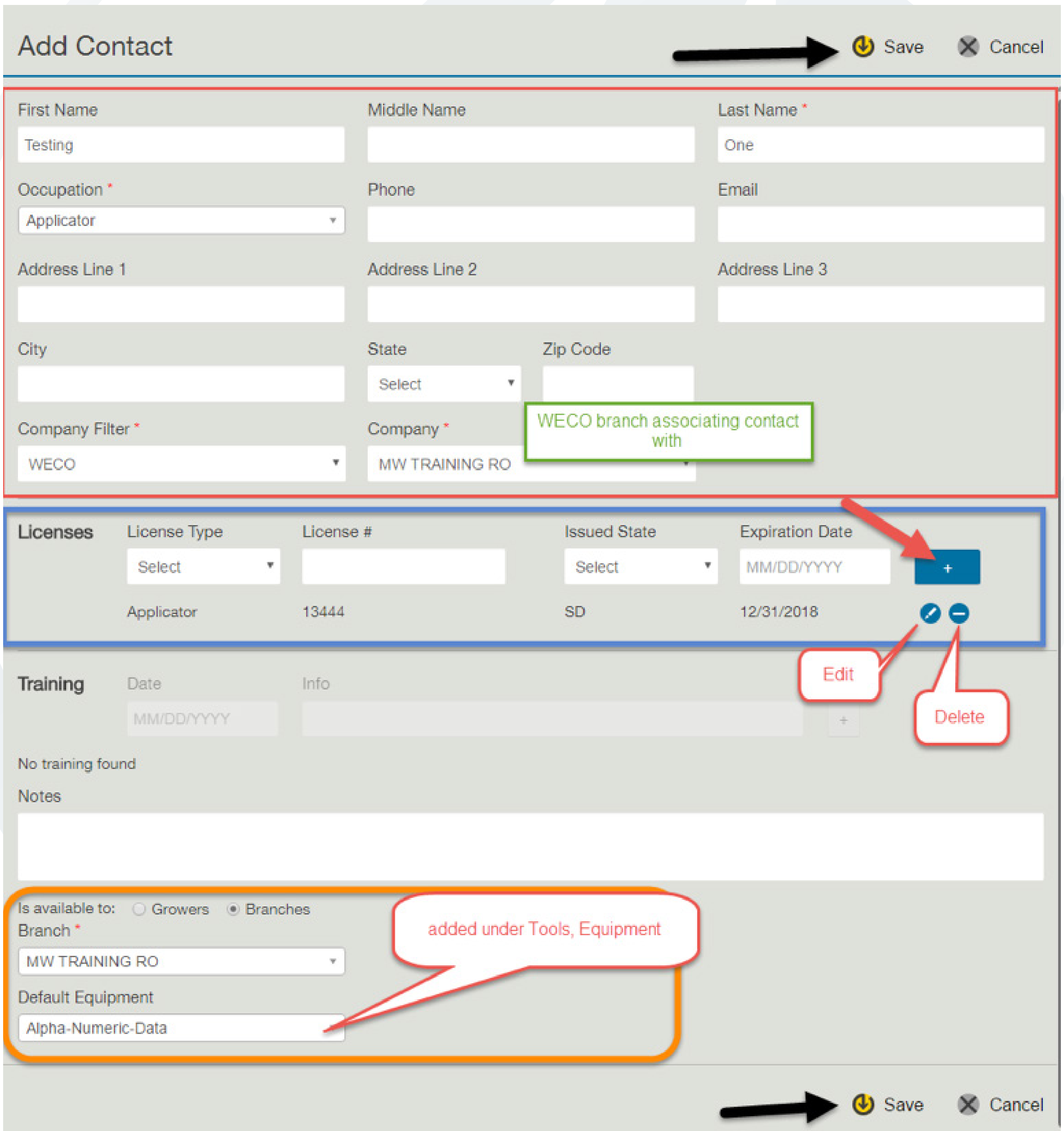
2. Select **Contacts & Personnel**.



3. Be sure **Grower** is selected. There is a **search option** to view contacts that are presently in the system. Click on **Add Contact**.



4. Enter all Contact information. Anything marked with an * is required. The Company Filter should be WECO and the Company should be the branch name that you are associating the contact with. Add any licenses that the Contact has and click the **blue +**. The license information will populate along with Edit and Delete options. Also have the option to assign **Default Equipment** to this contact. Click **Save** when done.



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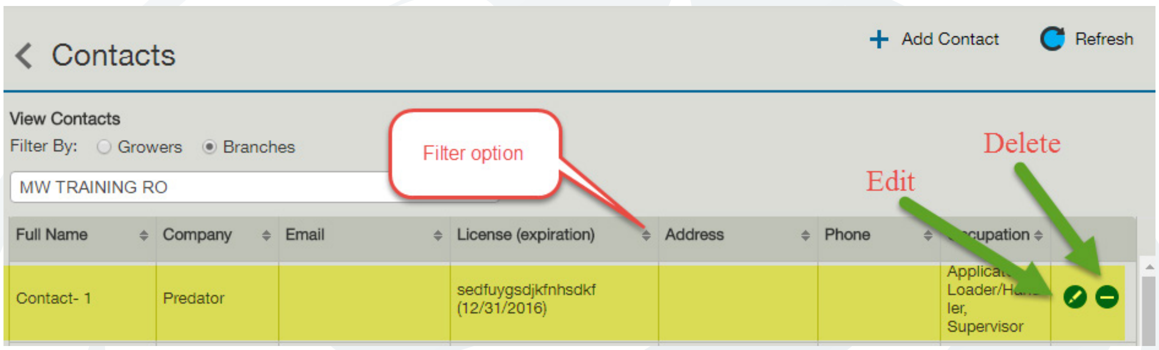
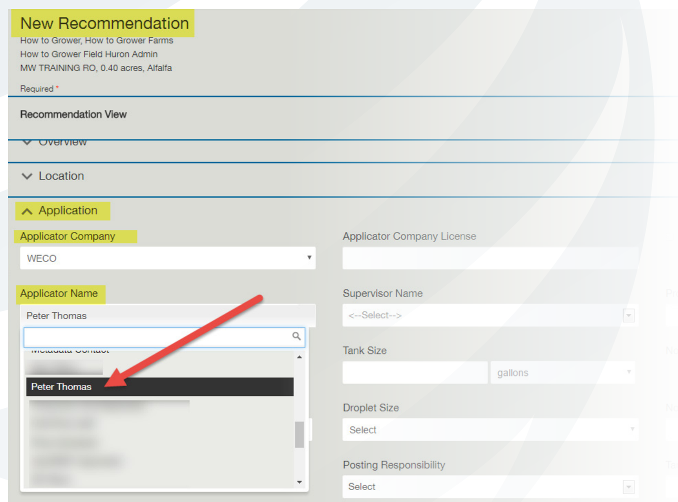
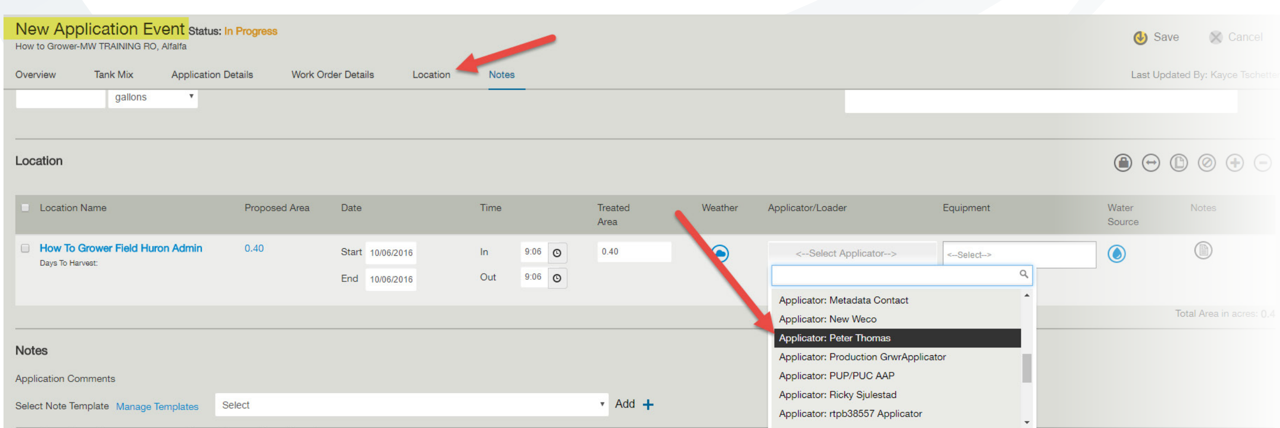
You should now be able to see the contact under the Branch along with the options to Edit or Delete a contact. There are also **Filter options** on each of the columns to help locate a contact.



This information will now be available when creating a Recommendation or Application Event for any grower in the branch.





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