

*The key to successful field documentation is starting with proper setup in APEX®. Prior to the planting season it is highly recommended to review the following items.*

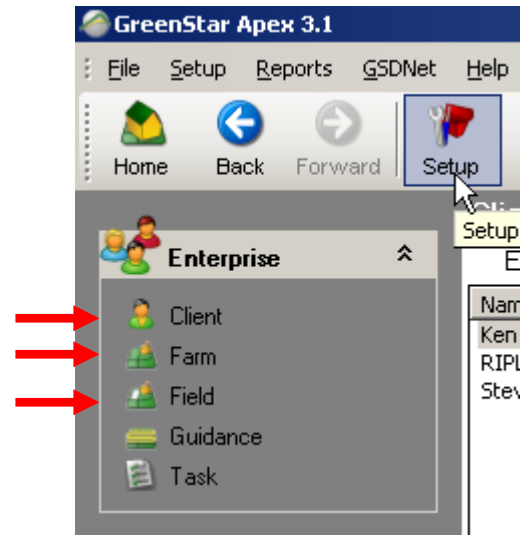
1. Ensure you have the latest software version of **APEX®**. Perform a Live Update if needed.



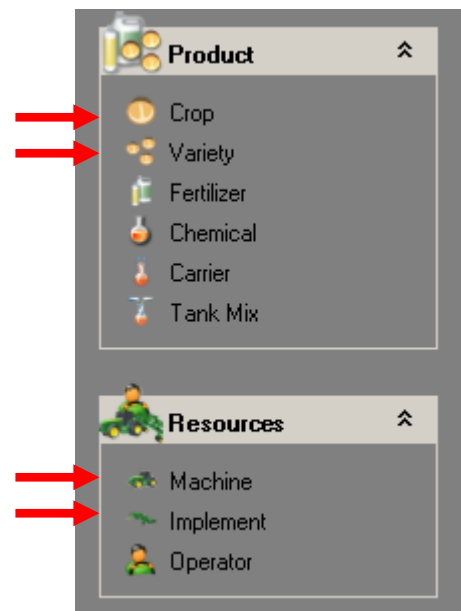
2. Review your Client, Farm, and Field listings under the Setup Menu tab. Make sure to add any new farms or fields.

Optional task—Load your Crop Insurance Policy and Unit number for each field. This step will organize your JDRP Acreage and Production Report in APEX® but is not a required step for Automated Crop Reporting (ACR).

|  |                                   |
|--|-----------------------------------|
| Crop Insurance                         |                                   |
| Policy Number:                         | Unit Number:                      |
| <input type="text" value="001754009"/> | <input type="text" value="1001"/> |

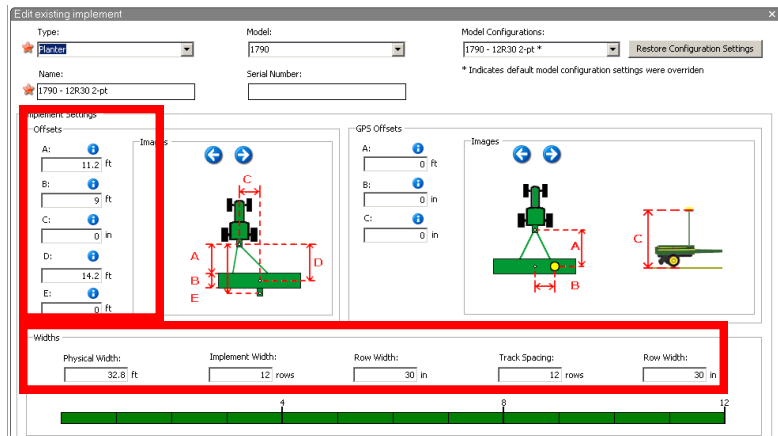
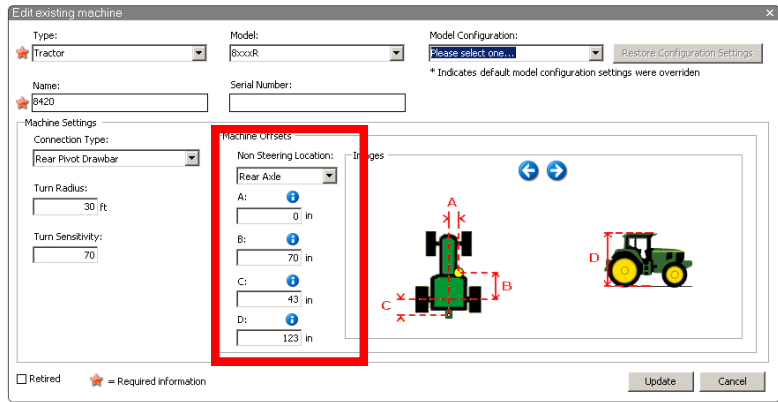


3. Review your Crop and Variety lists. Remember to add any new hybrids you will be planting this year. Hybrids are not needed for ACR but are required if you want to utilize variety locator at harvest time.



4. Review your Machine and Implement lists. Remember to add any new equipment you have added to your farming operation.

5. Review your Machine and Implement machine offsets. They can be accessed by double clicking on the machine name. For Automated Crop Reporting these are very critical measurements to ensure accurate documentation.



6. Once all setup changes have been completed you are now ready to save the data to your data cards. Click on the Save tab. First select your display type and card path. Second select the items you want saved to your card. Then click on Save to Card. Complete this task for every card you will be utilizing on your farm.

