

Helpful information for using myfields.

**Field applications are due March 15.** I ask that you not wait until the last minute to complete your application submittals.

I know I get rusty over the course of the year, so I have placed some training videos on our website [www.kscrop.org](http://www.kscrop.org). When you are at our website, along the left side you will see a choice “myfields help page” and you will find the videos there. Don’t expect star quality, I am what I am.

Here are some helpful points to remember:

First off, there appears to be a glitch in a coding change that myfields made where you may see a yellow circle saying loading image. While myfields is working on correcting this, we have found that applications can still be made. Myfields just must periodically manually upload the images periodically until they fix the glitch. Meanwhile, for the most part you can still access the image and your application will show your field polygon.

### 1. Use the correct Internet Browser – Chrome or Firefox

Myfields functions best with either Chrome or Firefox. This is because myfields has been enhanced for use on phones and tablets and the Internet Explorer just causes problems such as issues with drawing the field. Chrome is a free download and easy to obtain unless it has been a while since you’ve upgraded your computer. If your computer or its software is getting outdated then you should consider upgrading or updating anyway for security reasons alone, if not for enhanced features.

You can have both internet explorer and Chrome and Firefox all on your computer and use the one you are most comfortable with for other things but use Chrome or Firefox for myfields to prevent problems.

If your computer is too outdated to be able to use Chrome or Firefox, then it’s time for a new computer for more reasons than just using myfields.

### 2. Gather all your information before sitting down to make field applications.

*Seed tags* – if you are using your own seed, then you don’t need to upload the seed tag, the certification seed lot # (i.e. “D” for KS and OK) is sufficient. If you produced Registered seed **with no intent to sale**, then completion of certification (the testing part) is not necessary and only the field number (i.e. KS41000) is necessary. We will confirm your seed source in our office.

If you need to include a tag or certificate for seed source, load them to your computer to a file where you can find them prior to making applications to save time. Call us if you need help.

*Legal description:* Yes, we still need the legal description. Sometime we use it to locate the field if gps doesn’t work, and it is used as a check of field identity. Make sure it’s correct. Quarter, Section, Township, Range. Example: N1/4 NW; 25; 21S; 5E

*GPS or lat/long:* The correct format for lat/long must be used. The **correct format is decimal degrees i.e. 39.204783 - 96.591675**. Other formats such as Degrees, Minutes, Seconds i.e. 39°12’17.22” N 96°35’30.03” **will not work** and will give you strange results.

*Field Coordinates section of the application:* You will notice two buttons. The “find my location” button will locate where you are at in the world. This works well if you are in the field with your tablet or phone, or if your field is near your house. Otherwise, you will want to actually enter the actual lat/long of the field and click the “Center map using

Field Coordinates” button. The first button takes you to where you are at while the second button locates the coordinates you enter on the map.

*Variety Name:* As you enter variety name, it will pop up in the drop down menu. Choose it by clicking on the correct variety. This is to ensure consistency in variety names in our database which is necessary to function properly. It creates havoc to have several different variations of a variety name.

If the drop down list does not contain the variety you are trying to enter, it may be that it hasn’t been entered in our database yet. It may be a new variety or an experimental. In this case you will need to click the “experimental” box and then you will be able to type in the variety. We will then confirm the variety and enter it to the database list.

*Contract Grower:* If a field is grown by a contract grower, and we need to contact that grower, please provide name and phone number in the appropriate boxes.

*Other Information:* Please assume that if we request it, it needs to be provided, such as directions to the field. Although we will likely be able to find the field using GPS, redundant information is required to positively confirm a field’s identity. In other instances we will have to depend on the legal description and the written directions to locate the field.

**3. Making changes to applications:** As you complete individual applications, remember that you can click the “Save Draft” button to save the work so far and return to complete later. Likewise, once you finish an application and it has been submitted to KCIA, as long as it’s status is “submitted” you can go in and edit an application. Once an application’s status changes to reviewed, you will have to contact KCIA to make any corrections. We must do this to ensure that our information from you is correct.

**4. Google Earth:** Google earth is a fantastic tool for obtaining legal descriptions and lat/long. It is free to download, and on our website myfields help page, I have directions for obtaining a township overlay. Using Google Earth, you can sit at home and obtain field location information. In your rare free time, you can travel to places such as the Eiffel Tower, Normandy, or Tokyo.

### **Changes to myfields in the past year**

Not a lot has changed since last year. You will notice an additional tab on your “add a field” page. Last year you had “Fields” and “Submitted” tabs. Now you will also have a “Completed” tab. By clicking on the completed tab, you will be able to choose which years applications to view. It is a way to maintain your past field application information should you wish to review it. One thing we haven’t done is to auto-populate a new application with info from an earlier application. This is by design as we feel that each application should stand alone in order to assure that cut and paste errors are not made. Correct field applications are obviously very important.

Another change made was a more print-friendly field page enabling you to print off field information. It should print off on one page rather than three pages like last year.

Another change is the addition of an “operations” menu on the “Fields” tab of your home page. You now have a “delete” button that you use by checking the box next to the field you wish to eliminate and then click the red delete button. The delete button actually only hides the field so it appears deleted. Since the field is linked to other info in your account such as applications, it is not possible to actually delete it from the database.

I look to see more refinements as time progresses.

### **Closing Comments**

Application can be made fairly quickly and easily provided you have prepared field information for entry prior to beginning. Rural areas sometimes suffer from less than optimal internet service. Slow service will manifest itself through slow button response, so be sure to give your computer and internet time to respond, as response may not be instantaneous always. Response may be faster if you can recognize times when overall internet system client use is less, thus speeding up the system. Also, public libraries usually have fast broadband connections.

At any rate, please do not spend hours trying to figure something out when a phone call to us will save you much time and frustration.

Steve Schuler