



Add Users (pg. 2) | Point-Shape Files (pg. 6) Multi-Poly Merging (pg. 8) | Grids (pg. 10)

### add users ADMIN

When adding a new grower or editing the account information of an existing one, select your name in the upper-right corner of the program.

**NOTE:** The number to the right marks the current credit balance on your account. If you don't see this number, it is because you do not have permission to purchase imagery.



# add users NAVIGATE

The left side of "My Account" panel lists your current user hierarchy.

You may add a new user under any dealer, consultant or grower visible to you.

To navigate, select the arrow to the right of any name. Or to edit, select that name.

Dealer	<< Back	
Democo Inc.		
	Consultants	
	NEW	
	Demo Agriculturist	Þ
	Demo Dealer	•
	Demo Master	•
	None (shared)	•
	Test Consultant	

# add users NEW ENTITY

When creating a new entity from any level (dealer, consultant or grower), it is important to note that this does NOT create a new user.

Furthermore, you do NOT need to create a user for every entity in your hierarchy.

Choosing not to add a user to a particular entity level means that you are, more or less, adding a 'folder' to store farms and fields.

You can, at any time, add a user to that entity level. Thus, allowing all the farms and fields you put inside that 'folder' accessible by said user.



# add users NEW USER

Select NEW at any level and a blank form will appear.

Users		
NEW Android Grower		
Demo Grower		

		NO
Login	my_username	fill (
Password	myPassword	req
User Level	Grower 🛟	tull
First Name	Eldrick	Also
Last Name	Johannesberg	stor
Address	9631 Laner Dr	pla
Address 2		
City	Ruralton	
State	North Dakota	
ZIP	58109	
Phone	715-866-1234	Clic
Email	contact@myemail.com	a no acc
Disabled	No	
	Create	

**NOTE:** Be sure to out every box as L information is uired to successly create a user.

o, write down ir password and re it in a safe ce.

ck Create to add ew user to your count.

## point-shape files CREATE

In addition to creating a polygonbased shape file, you may now follow the same procedure to create a point-based shape file.

First, choose the analysis of interest from the active datasets you've loaded onto the map.

Then, left click the **'Make Point Vector'** button.

**NOTE:** Depending on the size of the file and your connection speed, this may take a minute or two.



# point-shape files EXPORT

After the file is created, it will be added to the **'Active Datasets'** list and shown on the map.

Because you're working with a vector file, you must select **'Vectors'** from the sub-tabs to export.

First, Select the **'Point'** file of interest from the **'Active Datasets'** list.

Then, Choose the appropriate Datum for export. (NAD 83 or WGS 84).

After the file has been exported, a link will appear for you to down-load to your computer or device.



multi-polygons ADDING

The process of merging polygons is the same, whether you draw them in Mapcenter or import them from a Shapefile.

First, make sure your draw tools are selected and all the polygons you are working with are loaded in Mapcenter.

**NOTE:** When you are using the drawing tools (or any other toolset), you are unable to move the map. This is to ensure the highest accuracy when adding information to the system.



#### multi-polygons SAVING

In this example, there are two adjacently drawn boundaries.

**NOTE:** The last three tools of the toolbox are all merging tools. The icons represent how the polygons are handled.

After selecting the type of merge you prefer, a drop down apprears.

The list contains all polygons drawn or imported. Select from the list the prefered polygons to merge and **'Go'**. (**Shift + Click** to select)

Now that a new boundary exists, you may save, name and add it to your farm of choice.

**IMPORTANT!** When importing a shapefile, be sure to group your polygons BEFORE saving them to a farm.



#### custom grids CREATE

A new toolset added to the Mapcenter top console is the Grid Creation tool (top-left of app).

# 

This tool requires that only one field be selected to create a grid.

Once you've selected a field and selected the grid tool icon, a **draggable** 'Grid Controls' panel will appear.

Mapcenter gives you the option to: **Rotate** (left-click on any corner of the grid), **move** (left-click center of grid) and **customize grid square size.** 

'Save Grid' when you're done.



**NOTE:** You may attribute and export this file in the **'Vectors'** sub-tab of Exports/Reports.

