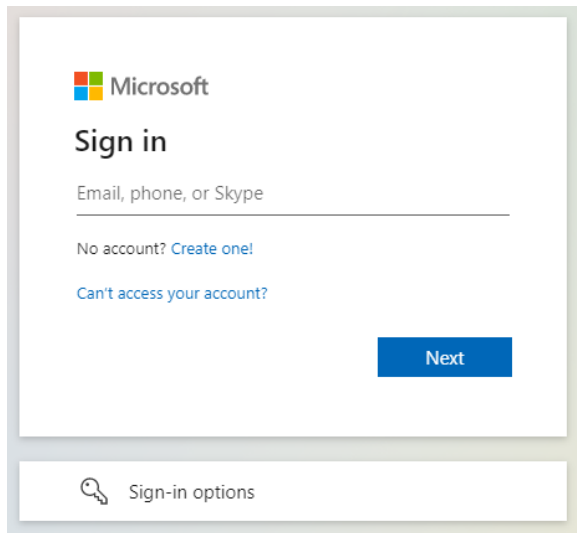# Introduction to the AgCode
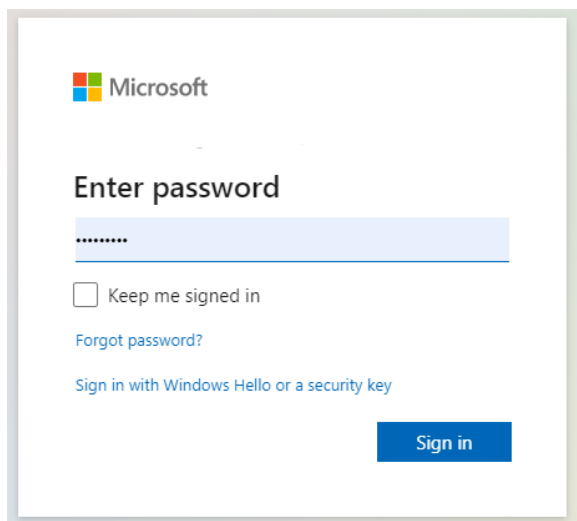# Harvest Module

Login and Homepage

Customer Login (if you are new)

If you have an AgCode account, open your Internet browser. Type ************** in the search bar. The Microsoft **Sign in** popup opens.

Enter your AgCode email address or phone number, then click .

You may want to check **Keep me signed in**. Enter your AgCode account password and click
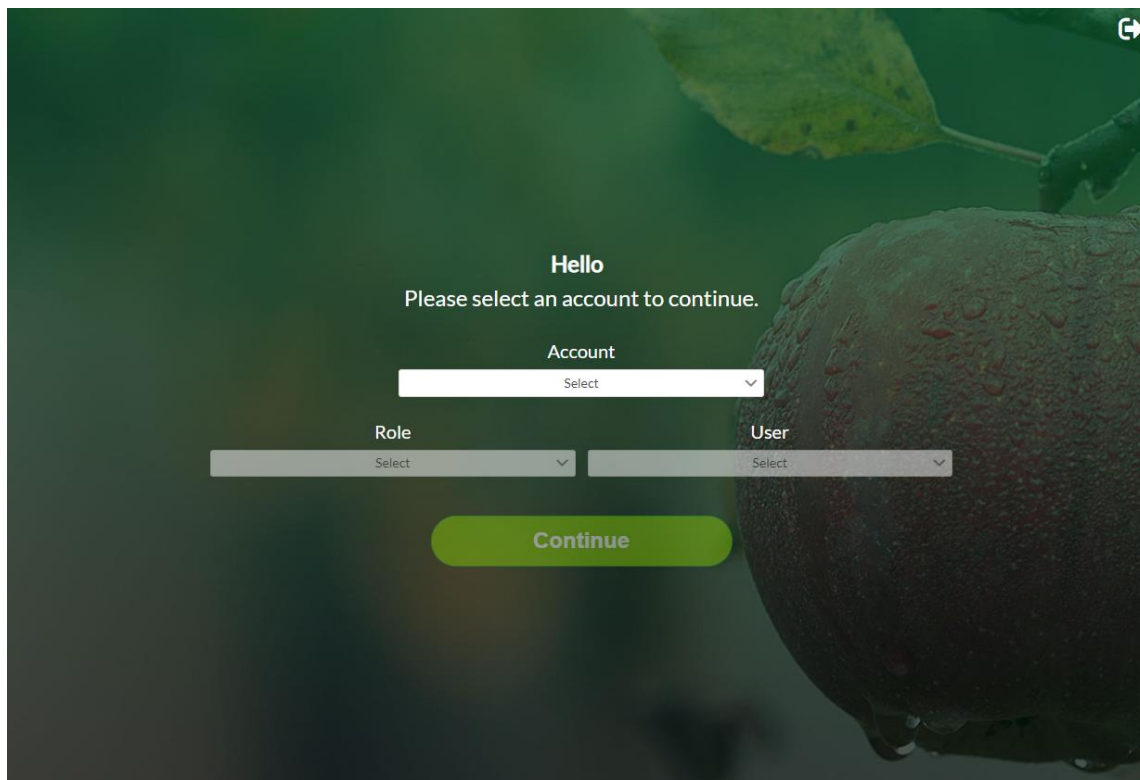
Sign in
.

Customer Login (if you have logged in previously)

If you have an AgCode account, to enter the AgCode platform, type ************* into your Internet browser.

Entering the AgCode platform

The **Hello** page opens.

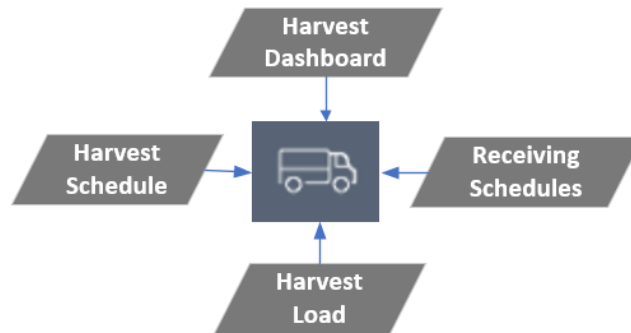Select an **Account**, and **Role** or **User** from the dropdown lists. Select **Continue**
.

Select the **Harvest** icon from the navigation bar.

Harvest

The **Harvest** page lists what is to be harvested, how many acres, the planned harvest dates, and other information. The page opens on **Harvest Schedule** by default.

Harvest Schedule - calendar format

The categories are **Planned**, **Request**, **Scheduled**, **Finalized**, and **Completed**.

Planned refers to the original status used to state the anticipated tons coming from a particular Block Allocation. **Requested** refers to a grower rep or winemaker that has requested a block to be put into consideration, but it is not ready to be scheduled. **Scheduled** refers to a date that has been selected, the number of tons indicated, and the task details solidified. **Finalized** refers to a harvest scheduling status that a harvest task has been finalized and the Vineyard Manager or Grower have been notified. **Completed** refers to a task completed and that the tons are received.

The page opens in the calendar format by default.

Planned

To add a **Planned** harvest date to the calendar, select the square for the appropriate ranch and calendar date. The popup below opens. Make the appropriate edits.

After sufficient selections are made, three new tabs appear; **+ Crew and Personnel**, **+ Delivery and Logistics**, and **+ Details**.

Make the appropriate edits.

Select **+ Crew and Personnel**.

Make the appropriate edits.

Select **+ Delivery and Logistics**.

Make the appropriate edits.

Select **+ Details**.

Select [Save]. The planned harvest date is entered on the calendar.

Request

To add a **Request** harvest date to the calendar, select the [Request] tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select [Save]. The requested harvest date is entered on the calendar.

Scheduled

To add a **Scheduled** harvest date to the calendar, select the [Scheduled] tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

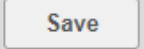Select [Save]. The **Scheduled** harvest date is entered on the calendar.

Finalized

To add a **Finalized** harvest date to the calendar, select the [Finalized] tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select [Save]. The **Finalized** harvest date is entered on the calendar.

Completed

To add a **Completed** harvest date to the calendar, select the [Completed] tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select [Save]. The **Completed** harvest date is entered on the calendar.

Additional Details can be selected at the bottom of the page. A summary page opens for review and final editing.

Click **Add >** to edit the **Crew and Personnel** section. The page below opens.

Make appropriate edits and select Save . In the same manner, make edits to
the **Equipment**, **Delivery and Logistics**, **Harvest Details**, and the **Comments** sections.

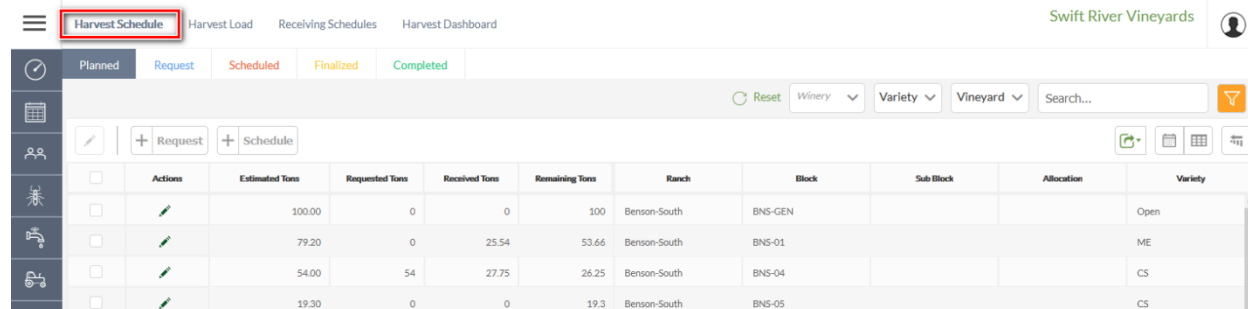When satisfied with your edits, select Save .

Harvest Schedule - list format

To change the format to a list, select the ⊞ icon.

The categories are **Planned**, **Request**, **Scheduled**, **Finalized**, and **Completed**.

Planned refers to the original status used to state the anticipated tons coming from a particular
Block Allocation. **Requested** refers to a grower rep or winemaker that has requested a block to
be put into consideration, but it is not ready to be scheduled. **Scheduled** refers to a date that
has been selected, the number of tons indicated, and the task details solidified. **Finalized**
refers to a harvest scheduling status that a harvest task has been finalized and the Vineyard
Manager or Grower have been notified. **Completed** refers to a task completed and that the tons
are received.

Planned

The page above shows the "grid" ⊞ view for **Tasks** that are **Planned**, displaying data in rows
and columns.

Selecting the calendar icon 📅 shows data in a calendar format.

To filter the list of wineries to only those of interest, select 🔻. In the dropdown list, select a
winery or wineries.
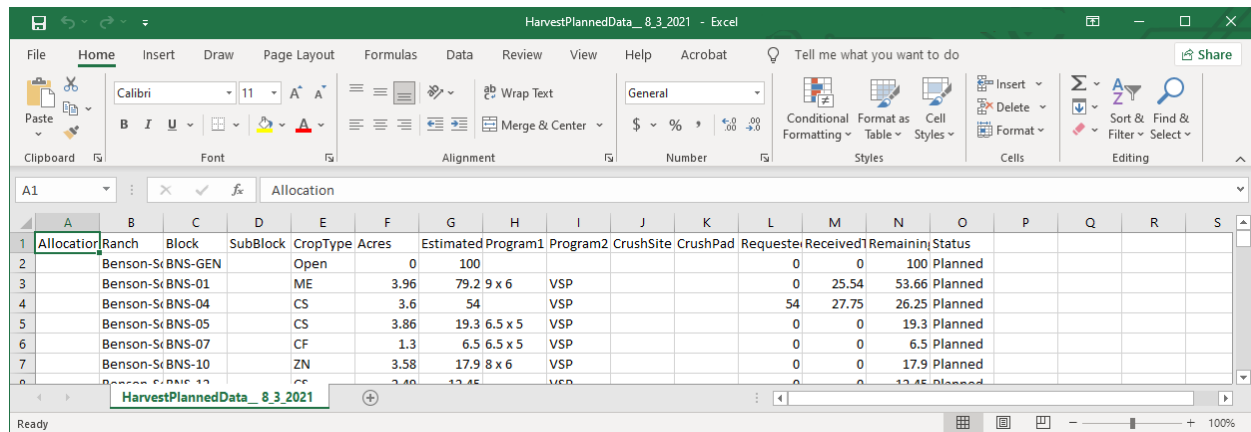
Select . When you return to the previous page, the list of wineries has been updated.

To extract the data in the list as an Excel spreadsheet, select . Download the **HarvestPlannedDate.xls** file to your computer.

To change the order of the columns, select . A list of columns opens.

Notice that the left-most four columns are "frozen," that is they don't move when scrolling left or right. Nine columns are not frozen. To change the column order, click on a column name and

drag it to a new location. If making changes, when finished, click **Save**.

Request

To view or edit a Task, select it in the **Task** column, in our case **HO - 016686 - 4010 Hand Harvest** for the Benson-North ranch.

Select **Add >** or **Edit >** as appropriate to update data in the individual sections. Select **Save** when complete.

Scheduled

To view or edit a Task, select it in the **Task** column, in our case **HO - 016679 - 4015 Machine Harvest** for the Benson-North ranch.

Select **Add >** or **Edit >** as appropriate to update data in the individual sections. Select

 when complete.

Finalized

To view or edit a Task, select it in the **Task** column, in our case **HO - 001227 Hand Harvest** for the Benson-South ranch.

Completed

Harvest Load

All

Select a date range for your displayed data.

Click to update the page.

To get weight detail, select a line item and the number in the **Weight Certificate** column. In our case, **654123** for Benson-South Block **BNS-04** was chosen. The page below opens.

Scroll down to display sections **Load Details**, **Ranch, Truck & Delivery**, **Other**, **Comments & Grades,** and **Harvest Grades**. A data field with a red asterisk * is a required field. The form can not be saved if these fields are not completed. If making changes or additions, select **Save** when finished. To open a blank page to create a new record, select **Save & New**.

The other similar **Harvest Load** pages are **Daily**, **In-progress**, **Posted**, and **Voided**.

Receiving Schedules

The vineyard **Block** is a distinct name to refer to the vineyard block where the grapes were grown, also known as the "block designate." A vineyard owner may sell wine grapes to a winery under a vineyard designate or block, even though multiple wineries are purchasing grapes from the same vineyard property.
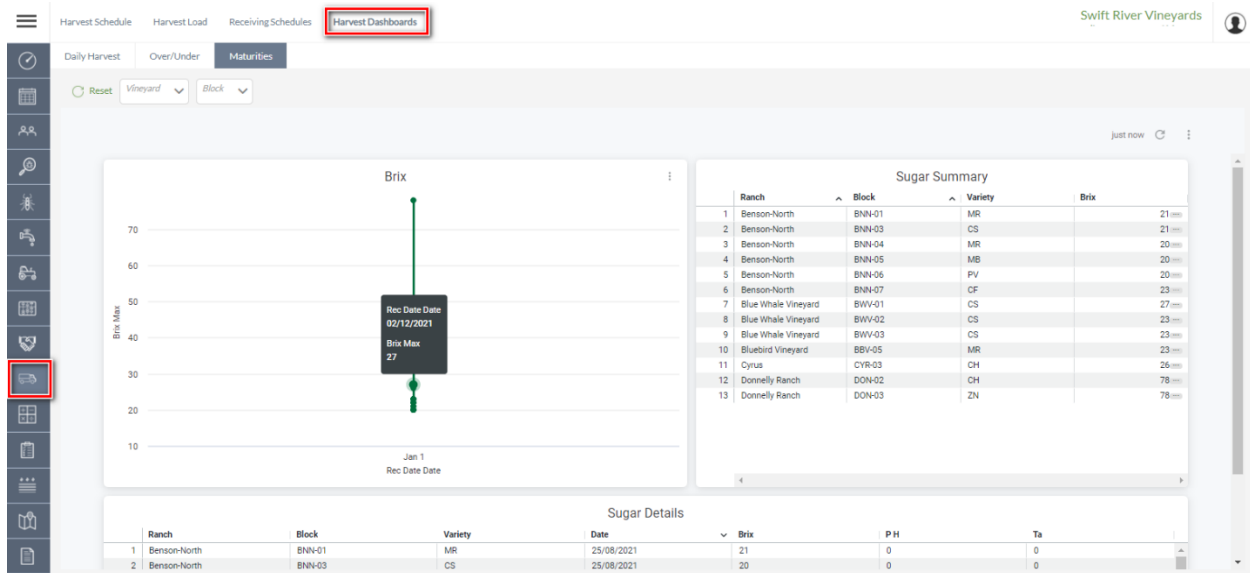

Picks are another name for harvesting activities.

Harvest Dashboards

Daily Harvest

Over/Under
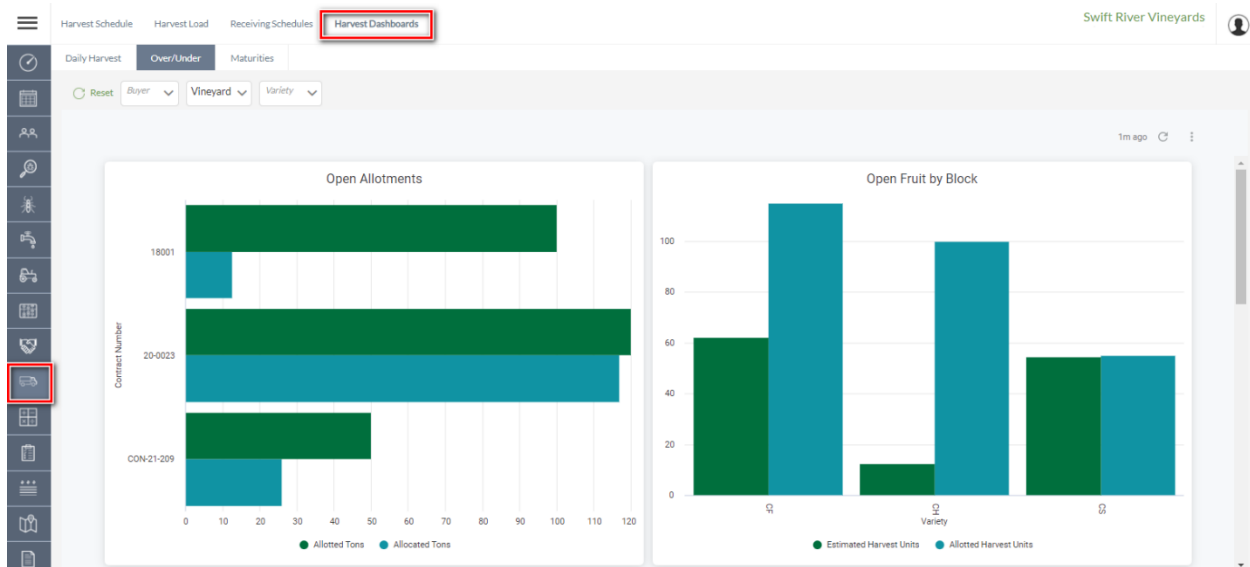
Scroll down to see the **Delivered Against Contracted** and **Contract Allotment** sections.

Maturities

Scroll down to see the **Sugar Details** section.