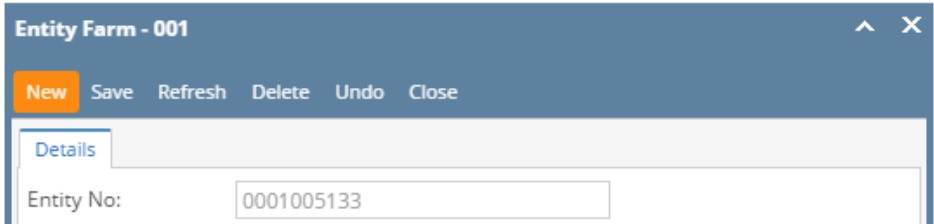


# How to Add an Entity Farm

- 1. Open an existing entity record from any entities.
- 2. Navigate to **Farm tab**.
- 3. Open a new Entity Farm screen. There are 2 ways to do this:
  - a. Click the **Insert button**.



- b. On Entity Farm screen, click the **New toolbar button**.



- 4. Enter the details. You can be as detailed as needed. Refer to [Entity Farm](#) for the description of each field. Note that **Farm No** and **Field No** are required details.

A screenshot of a software window titled "Entity Farm - 001". The window has a menu bar with "New", "Save", "Refresh", "Delete", "Undo", and "Close". Below the menu bar is a tabbed interface with tabs for "Details" and "Map". The "Details" tab is selected. In the "Details" tab, there is a form with fields: "Entity No:" (value: 0001005133), "Farm No:" (value: 001), "Farm Description:" (value: 001Farm Desc), "Field No:" (value: 001), "Field Description:" (value: 0001 Field Desc), "Default Location:" (value: 01), "Acres:" (value: 10.00), "FSA No:" (value: 01), "Obsolete:" (checkbox), "Latitude Degrees:" (value: 300.00), "N/S:" (value: N), "Longitude Degrees:" (value: 30.00), "E/W:" (value: E), "Comments:" (value: Test), "Split No:" (value: 001), "Split Type:" (dropdown), "Field Map Filename:" (value: Test), and "Directions:" (text area with value: Test Farm Record Only.). The "New" button in the toolbar is highlighted with a blue rectangle. At the bottom of the window, there is a status bar with a question mark icon, a globe icon, a lightbulb icon, the text "Edited", and a page indicator "Page 1 of 1".

5. Once done, click the **Save toolbar button**.



The screenshot shows a window titled "Entity Farm - 001". At the top, there is a toolbar with buttons: "New", "Save" (highlighted in orange), "Refresh", "Delete", "Undo", and "Close". Below the toolbar is a tabbed interface with a "Details" tab selected. Under the "Details" tab, there is a label "Entity No:" followed by a text input field containing the value "0001005133".

The newly added Customer Farm will be displayed on the Farm tab of the customer.



The screenshot shows a window titled "Entity - 113-Ent". It has a complex toolbar with buttons: "New", "Save", "Search", "Refresh", "Delete", "Undo", "Additional", and "Close". Below the toolbar is a tabbed interface with tabs: "Entity", "Vendor", "Split", "Farm" (selected), "Ship Via", "Locations", "Contacts", "Comments (0)", "History", "Attachments (0)", "Messages", "Custom", and "Audit Log (1)". Below the tabs is a table with columns: "Farm No.", "Farm Description", "Field No.", "Field Description", "Default Location", and "Acres". The table contains one row of data.

Farm No.	Farm Description	Field No.	Field Description	Default Location	Acres
001	001Farm Desc	001	0001 Field Desc	01	10.00