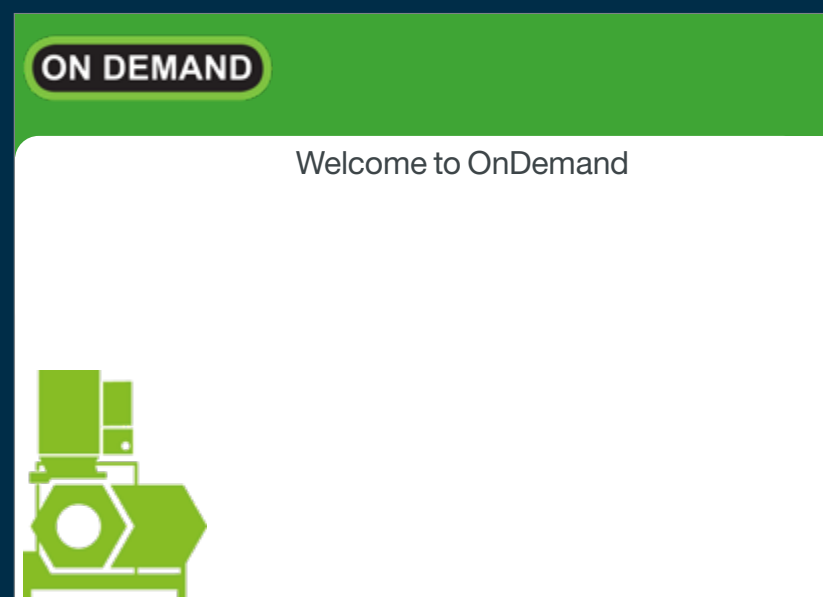
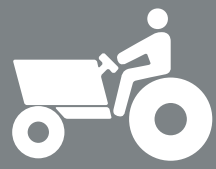




## ON DEMAND™ WEB GUIDE

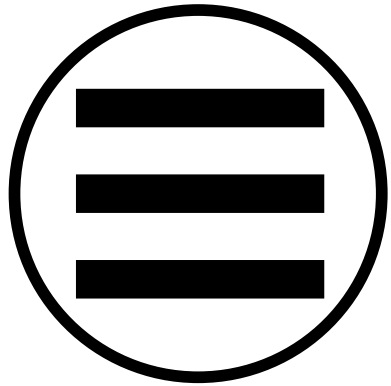




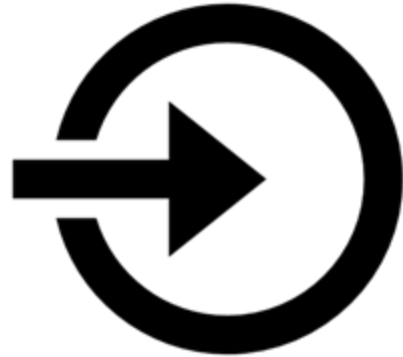
# PICTOGRAMS



Each Signifier displayed here is specific to this User Manual.



Menu



Login



Reports



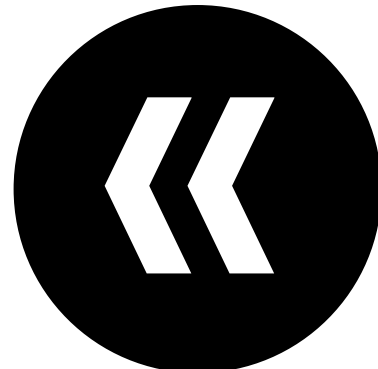
Inventory



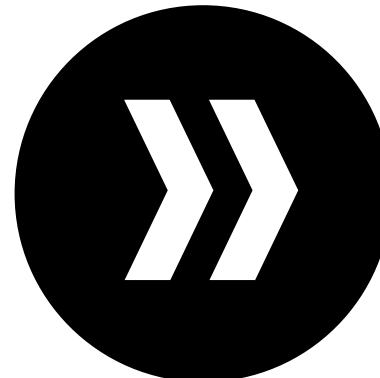
Information



System Maint.



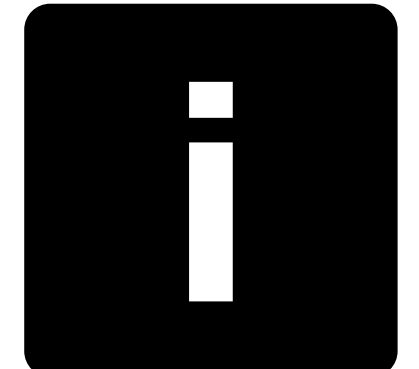
Previous



Advance



Note



Tip



Example





# MENU



This is an interactive PDF.  
To fastforward to a chapter of interest  
click on the icon tiles.



Pictograms



Login



Reports



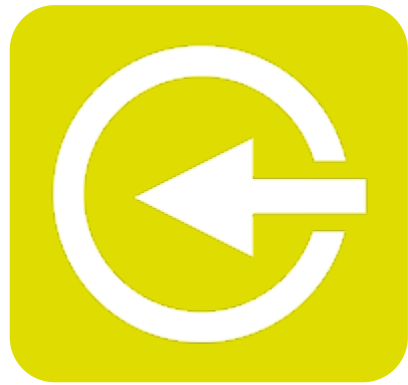
Inventory



Information



System Maint.



Logout



# LOGIN



Note: \*Users will need to establish a User name & Password first via email from Bayer. Contact the Bayer Customer Service Help Desk: 855.363.3152



\*\*Use **Ctrl C** keystroke function on the keyboard to copy the Password from your email. Then, use **Ctrl V** keystroke function to paste the Password on the site Login screen.



The white and blue hand cursor icon used throughout this guide is an indicator graphic, used to reference actions on the website.



The Yellow and blue hand cursor icon used throughout this guide is an action graphic, telling the user to touch the interactive PDF: navigation to the next screen will occur.

Users can advance or go back single pages by using quick navigation links shown below, right.

Users can navigate to the Menu by clicking on the Menu icon shown below, left.



## ON DEMAND

Welcome to OnDemand

Username

Password

 **Log In**

[Forgot Password?](#)

### Login Screen

Log into the website\*.

**Step 1:** Touch the **Username** text field to enter your User name.

**Step 2:** Touch the **Password** text field to enter your Password from the email (copy & paste\*\*)

**Step 3:** Click on the **Log In** button icon: navigates to the **License Agreement Screen** ➔

ON DEMAND

## License Agreement



This is a Bayer EULA 12/07/2017 9:38am



Accept

Decline

### License Agreement Screen

In order to continue, users must agree to the **License Agreement** by clicking on the **Accept** button icon. If for any reason users disagree to any portion of the agreement, they must click on the **Decline** button icon, which will revert them back to the **Log In screen** (page 4).

**Step 1:** Click the **Accept** button icon: navigates to the **Home Screen** ➔





Note: Users accounts will be set up by Bayer Customer service upon receipt of an On Demand order. An email is then automatically generated to the user, with their user name and an encrypted password. As described above, each user will then be required to change their password and answer a security question when they log on to the site for the first time.



Note: ++ALL PASSWORDS MUST HAVE - 1 non-alpha-numeric character and at least a length of 7 letters\*\*

# ON DEMAND

## User Security Settings

**Username** \*\*\*\*\*


**Current Password\***

**New Password\***

**Confirm Password\***

**Security Question\***

**Answer\***



### User Security Settings Screen

Once the Agreement is **Accepted** (page 5), users will be prompted to change their password and set up a security question and answer.

#### \*Required fields

**Step 1:** Click on the **Submit** button icon once the form is completed: navigates to the **Home Screen** ➔



ON DEMAND

## User Security Settings

Security settings have been updated successfully.



### User Security Settings Screen

Once security settings have been created...

**Step 1:** Click the **OK** button icon: navigates to the **Home Screen** ➔





Note: Users will be identified when logged onto the website, as displayed in the upper right hand corner.

**ON DEMAND**

User Name (User Status)

**Reports**

Inventory

Information

System Maintenance

Logout

Welcome to the OnDemand System. Please choose an option to the left.

### Home - Welcome Screen

User login name and status will display as shown in the upper left hand portion of the screen.

Left hand links are the main categories for site navigation.

**Step 1:** Click on the **Reports** button icon: navigates to the **Reports Screen** ➔







# REPORTS



Note: Treater\* options are the same for all reports.

The screenshot shows the 'ON DEMAND' interface. On the left is a sidebar with categories: Reports, Inventory, Information, System Maintenance, and Logout. Under 'Reports', 'Report Creation' is selected, with 'Submit Batch Reports' as a sub-option. The main area is titled 'Choose Report' and features a list of reports: Alarm Log Report (highlighted in blue), Batch Report, Chemical Usage, Equipment Log, Seed Label, and Seed Usage. Below the list are three radio buttons for filtering: 'Most Recent' (selected), 'By Date', and 'By Batch ID'. A 'Treater\*' dropdown menu is present with a masked selection '\*\*\*\*\*'. A 'View Report' button is at the bottom. The top right corner shows 'User Name (User Status)'.

### Choose Report Screen - Alarm Log Report

Click on **Reports**, then click on **Report Creation**. This page will always display **Alarm Log Report** highlighted in blue at the top of the list, as shown above. All reports can be filtered by **Most Recent**, **By Date** or **By Batch ID**.

**Step 1:** Filter the **Alarm Log Report** by clicking on the **Most Recent** button.

**Step 2:** Use the **Treater\*** drop-down arrow to select the treater that was used to view the report activity.

**Step 3:** Click on the **View Report** button icon: navigates to the **View Batch Report Screen** ➔



## View Batch Report Screen - Alarm Log Report

View the report details as shown right.

Users can also filter the report by selecting either **Filter By Batch ID**, or **Filter By HMI Tag**, as shown middle right.

Printing reports procedures will be covered later on in this manual.

**Step 1:** Click on the tab **X** to close/exit the report page; navigates to: **Choose Report Screen** ➔

Filter By Batch ID: All items checked Filter By HMI Tag: All items checked Generate Report

of 1 Export to the selected format Export

### Alarm Log Report

Treater ID:	Batch ID:	DateTime:	HMI Tag Name:	HMI Tag Description:
81	1488	12/07/2017 2:47:11 PM	ST01_SCALE_ROC_HI_ALARM_HMI	High Rate of Change; check scale

OnDemand Report Page 1 of 1

Totalized quantities are for reference only and are not intended as being "Legal for Trade"

Filter By Batch ID: All items checked Filter By HMI Tag: All items checked Generate Report

of 1 Export to the selected format Export

### Alarm Log Report

Treater ID:	Batch ID:	DateTime:	HMI Tag Name:	HMI Tag Description:
81	1488	12/07/2017 2:47:11 PM	ST01_SCALE_ROC_HI_ALARM_HMI	High Rate of Change; check scale

OnDemand Report Page 1 of 1

Totalized quantities are for reference only and are not intended as being "Legal for Trade"

OnDemand - Reports Alarm Log Report Alarm Log Report X

Filter By Batch ID: All items checked Filter By HMI Tag: All items checked Generate Report

of 1 Export to the selected format Export

### Alarm Log Report

Treater ID:	Batch ID:	DateTime:	HMI Tag Name:	HMI Tag Description:
81	1488	12/07/2017 2:47:11 PM	ST01_SCALE_ROC_HI_ALARM_HMI	High Rate of Change; check scale

OnDemand Report Page 1 of 1

Totalized quantities are for reference only and are not intended as being "Legal for Trade"



Reports

Report Creation

Submit Batch Reports

Inventory

Information

System

Maintenance

Logout

# Choose Report

- Alarm Log Report
- Batch Report
- Chemical Usage
- Equipment Log
- Seed Label
- Seed Usage

Most Recent  By Date  By Batch ID

Treater\* [\*\*\*\*\*] [v]

Report Start Date\* [\*\*\*\*\*]

Report End Date\* [\*\*\*\*\*]

View Report

## Choose Report Screen - Alarm Log Report

Filtered the report By Date...

**Step 1:** Filter the report by clicking on the **By Date** button.

**Step 2:** Use the **Treater** drop-down arrow to select the treater that was used to run the report activity.

**Step 3:** Select the **Report Start Date** (click inside the field and a calendar pop-up will appear).

**Step 4:** Select the **Report End Date** (click inside the field and a calendar pop-up will appear).

**Step 5:** Click on the **View Report** button icon: navigates to the **View Batch Report Screen**

Report activity will display by date, similar to the report shown on page 10, with the same filter options.



Reports

Report Creation

Submit Batch Reports

Inventory

Information

System

Maintenance

Logout

# Choose Report

- Alarm Log Report
- Batch Report
- Chemical Usage
- Equipment Log
- Seed Label
- Seed Usage

Most Recent  By Date  By Batch ID

Treater\*

\*\*\*\*\*

Batch ID\*

008105- \*\*\*\*\*

 View Report

## Choose Report Screen - Alarm Log Report

Filtered the report By Batch ID...

**Step 1:** Filter the report by clicking on the **By Batch ID** button.

**Step 2:** Use the **Treater** drop-down arrow to select the treater that was used to run the report activity.

**Step 3:** Touch the **Batch ID** text field to enter the batch id number.

**Step 4:** Click on the **View Report** button icon: navigates to the **View Batch Report Screen**

Report activity will display by date, similar to the report shown on page 10, with the same filter options.





## Reports

**Alarms Log Report:** Displays each alarm that the system has logged. Users can filter this report by Batch ID or by HMI Tag for specific details.

**Batch Report:** Displays each batch that the system has logged. Users can filter this report by changing the Seed Unit of Measure or by selecting the Chemical Unit of Measure for specific details.

**Chemical Usage:** Displays each chemical used that the system has logged. Users can filter this report by Chemical Name, Chemical Batch or by selecting the Chemical Unit of Measure for specific details.

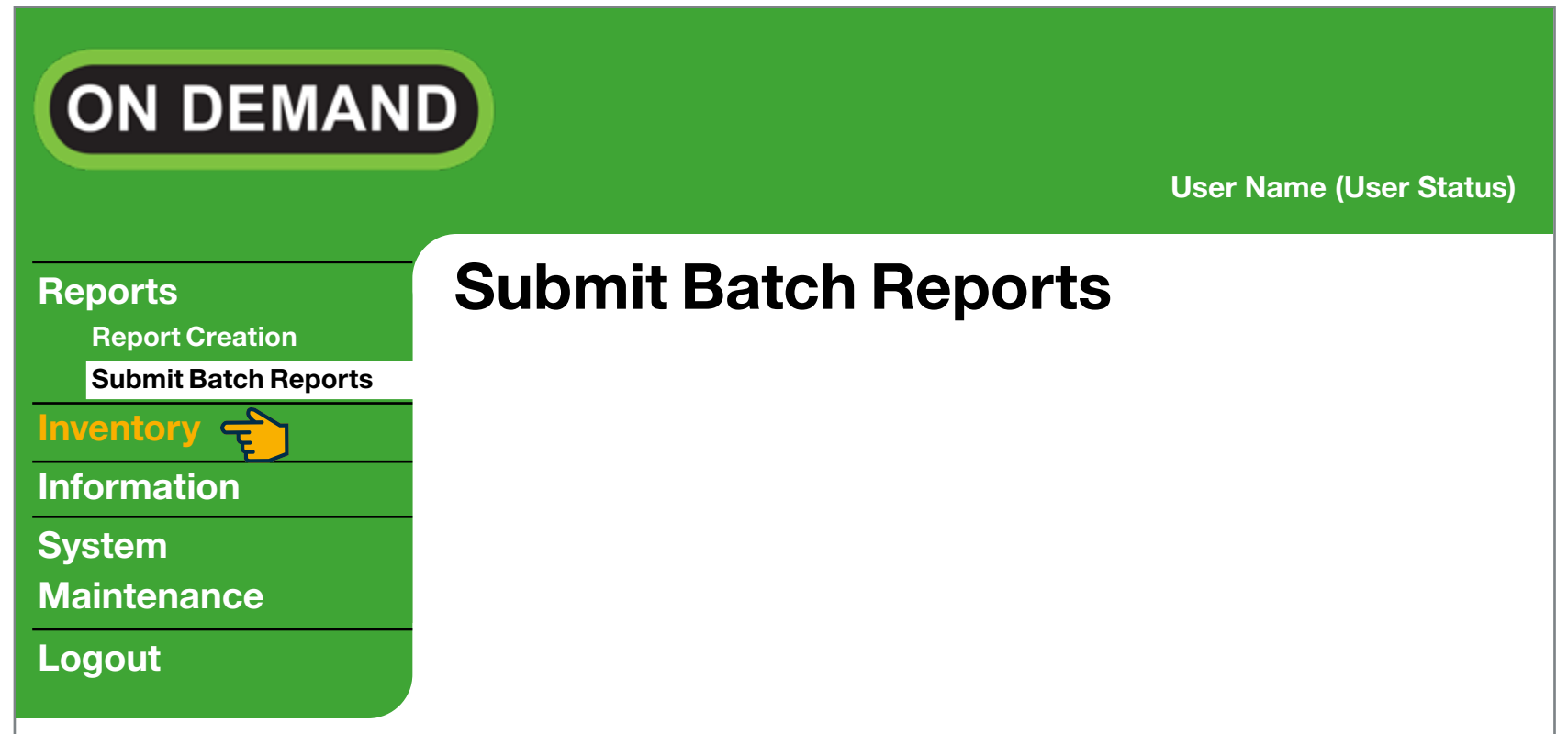
**Equipment Log:** Displays each machine that the system has logged. Users can filter this report by Alert Type for specific details.

**Seed Label:** Displays each seed variety that the system has logged. Users can filter this report by the Seed Unit of Measure or by selecting the Chemical Unit of Measuring for specific details.

**Seed Usage:** Displays seed volumes that the system has logged. Users can filter this report by the Seed Type, Recipe, Customer, Seed Unit of Measure, Seed Variety, Batch ID or by selecting the Company for specific details.

**Site Summary:** Displays each site that the system has logged. Users can filter this report by the Crop Type, Seed Unit of Measure, Chemical name or by selecting the Chemical Unit of Measuring for specific details. This report can also be displayed as an CSV file (excel file).

**Submit Batch Reports:** Displays system logged batch reports. Details display the Batch ID number, Treater used, the Batch Size, the date of Batch Completion and the Customer Name.



### Submit Batch Reports Screen

**Step 1:** Click on the **Inventory** button icon: navigates to the **Inventory Screen** ↻





# INVENTORY

The **Inventory Checkout** button icon is **ONLY** for transferring product **OUT** of inventory! If clicked on in error, click on the **Cancel** button icon: closes pop-up. The **Inventory Checkout** pop-up (shown below) prompts users for an answer... **Are you sure you want to checkout this keg?** Click on the **Cancel** button: pop-up closes.

If users click on the **OK** button icon to remove inventory (displays current **On Hand Total** 122.3). Once the user clicks on the **OK** button icon to confirm checkout, inventory will automatically deplete and display a new On Hand total as well as the message at the top of the screen: **Keg has been checked out successfully**

**Inventory Checkout**

Are you sure you want to checkout this keg?

ON DEMAND

User Name (User Status)

Reports

---

Inventory

---

Inventory

---

Generate Barcode

---

Information

---

System Maintenance

---

Logout

## Inventory

Sequence	Serial Number	On Hand	Unavailable
> Xxxxxx	FS176.6		
TOTAL:		2.1	0.0
> Xxxxxx Green (18.75 GAL)			
✓ Batch: ZZZZZZZZZZZZ			
9	00000000Z35ZZZZZZZ	16.5	Checkout
TOTAL:		16.5	0.0
TOTAL:		16.5	0.0

### Inventory Screen

Inventory is transferred to the website upon receipt and once the barcode labels on each keg has been scanned.

**Step 1:** Click on **Inventory**. The Inventory menu displays all scanned items.

**Step 2:** Click on the **arrow** at the chemical name: displays details: batch numbers and on-hand inventory levels. Click the arrow to collapse the details.

**Step 3:** Click on the **Generate Barcode** button icon: navigates to the **Generate Barcode Screen** ➔



This page displays the Xxxxx barcode set up on the HMI system. Users select from the drop-down list of pre-registered chemicals the barcode to generate. Enter data in the required text fields: Batch Number, Serial Number, Density and Quantity (to print). Then touch the Generate Barcode button.

Only click **Auto-Fill Values** if the Barcode is not attached to the keg and the operator does not know the required information. Click on the **Auto-Fill Values** button icon (uses nominal density value). Click on the Density Alert **OK** button icon; pop-up closes.

**Density Alert**

Auto-Filling values will always use the nominal density of the selected chemical. Pumping accuracy cannot be guaranteed using this value.

Do you want to continue?

Auto-Fill populates the required information then, as shown below. If quantity > 1, sequential serial numbers will be used. Then touch the Generate Barcode button. System creates a new tab and the barcode can be printed as a PDF.

**Chemical\***   **Auto-Fill Values** Will only fill in blank Values

**Batch Number\***

**Serial Number\***

**Density\***

**Quantity\***

ON DEMAND

User Name (User Status)

**Reports**

**Inventory**

Inventory

Generate Barcode

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System

Maintenance

Logout

## Generate Barcodes

**Chemical\***   **Auto-Fill Values** Will only fill in blank Values

**Batch Number\***

**Serial Number\***

**Density\***

**Quantity\***

Xxxxx 15 Gal Drum

(00)0 0785740 15789 3 (10)NK41BX0333 (21)0001 (90)1261

↓  
GTIN  
AI

↓  
GTIN-14

↓  
BATCH  
NO AI

↓  
BATCH No.

↓  
Serial No.  
AI

↓  
Serial No.

↓  
Density  
AI

↓  
Density  
(g/ML)

### Generate Barcodes Screen

**Step 1:** Select a chemical from the drop down list. The chemical selected **Xxxxx 15 Gal Drum** displays in the Chemical text box, as shown above.

**Step 2:** Click on the **Information** button icon: navigates to the **Information Screen** ➔







# INFORMATION



Note: Whichever screen users touch the Information link, only the left hand navigation links will change (also shown right). The page they were on still displays (as shown right) until an Information link is selected.

## Generate Barcodes Screen

**Step 1:** Under the Information link, click on the **Chemical Materials** button icon: navigates to the **Chemical Materials Screen** ↻

ON DEMAND

User Name (User Status)

**Reports**

**Inventory**

**Information**

- Chemical Materials**
- End Customers
- Recipes
- Seed Varieties
- Treater Equipment
- Seed Retailer Location

**System Maintenance**

**Logout**

## Generate Barcodes

**Chemical\***

Will only fill in blank Values

**Batch Number\***

**Serial Number\***

**Density\***

**Quantity\***

Xxxxx 15 Gal Drum

(00)0 0785740 15789 3 (10)NK41BX0333 (21)0001 (90)1261

↓  
GTIN AI

↓  
GTIN-14

↓  
BATCH NO AI

↓  
BATCH No.

↓  
Serial No AI

↓  
Serial No.

↓  
Density AI

↓  
Density (g/ML)





Note: filter columns not shown: Chemical Density, Recipe U.O.M., Minimum Order, SDS/Product Label and Notes.

Filter by **Chemical Name**...Type in **Ae** then click filter button **Contains**, as shown below...results after filtering...a list of chemicals that start with letters **Ae**.

Diagram illustrating the filtering process. A search box contains the text "Ae". A dropdown menu is open, showing filter options: "NoFilter" (highlighted in green), "Contains", "EqualTo", "GreaterThan", and "LessThan". A hand icon points to the "Contains" option.

User Name (User Status)

ON DEMAND

**Reports**

**Inventory**

**Information**

Chemical Materials

**End Customers**

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Seed Varieties

Treater Equipment

Seed Retailer Location

## Chemical Materials

Chemical Name	Sort Name	Chemical Company	GTIN	Qty/Package
<input type="text" value="Xxxxx"/>	<input type="text" value="Xxxxx"/>	<input type="text" value="BAYER"/>	<input type="text" value="00785740136171"/>	<input type="text" value="30 gallons"/>
Xxxxxx	Xxxxxx	BAYER	00785740139967	15 gallons
Xxx	Xxx	BAYER	00785740129388	15 gallons
Xxxxxx	Xxxxxx	BAYER	00785740178287	15 gallons
Xxxxx	Xxxxx	BAYER	00785740154519	15 gallons
Xxxx	Xxxx	BAYER	00785740181508	15 gallons
Xxxxx 15 Gal Drum	Xxxxx	BAYER	00785740157893	15 gallons

⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 ... > >| Page Size:  61 items on 71 pages

### INFORMATION - CHEMICAL MATERIALS SCREEN

Displays general information only. There are many options this list can be filtered: Chemical Name, Short Name, Chemical Company, GTIN, Quantity Per Package, Chemical Density, Recipe U.O.M., Minimum Order, and MSDS/Product Label.

**Step 1:** Under the Information link, click on the **End Customers** button icon: navigates to **End Customers Screen** ➔





Note: filter columns not shown: State, Zip, Phone, Email and Account#.

User Name (User Status)

# ON DEMAND

**Reports**

**Inventory**

**Information**

- Chemical Materials
- End Customers
- Recipes
- Seed Varieties
- Treater Equipment
- Seed Retailer Location

**System Maintenance**

**Logout**

## End Customers

Bulk Import
Export to CSV

Display Active Status:  Active  Inactive  All

Company Name	Contact First Name	Contact Last Name	City
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****

⏪ < 1 > ⏩

Page Size:

9 items on 1 page

👉
Add
Edit
Deactivate

### End Customers Screen

**Step 1:** Under the Information link, click **End Customers: Display Active Status** displays active growers/farmers for whom operators treat at their location. The end Customer list will automatically display the **Active** customer list.

**Step 2:** Click on the **Inactive** button: displays **Deactivated** customers or **All** to display all customers, both Active and Inactive.

**Step 3:** Click on the **Add** button to add a new customer: displays **Customer Information Screen** ➔



Reports

Inventory

Information

Chemical Materials

**End Customers**

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Location

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## Customer Information

Company Name	<input type="text"/>
Contact First Name	<input type="text"/>
Contact Last Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text" value="United States of America"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Account#	<input type="text"/>

\* Either Company Name OR Contact First and Last Name is required.

 **Submit**  

### End Customers Screen

**Step 1:** Touch each text field on the **Customer Information** form above to add a customer, then click the **Submit** button icon. The new customer will be added to the **Active End Customer List** ➔



## End Customers Screen - Activate/Deactivate

**Step 1:** To activate a new Customer from the Active List, touch the new customer name (will highlight green, as shown above).

**Step 2:** Click on the **Activate** button icon. The customer will be added the **Active End Customer List**.

**Step 3:** To deactivate a Customer from the Active List, touch the customer name (will highlight green, as shown above).

**Step 4:** Click on the **Deactivate** button icon. The customer will be removed from the **Active End Customer List**.

**Step 5:** If a retail location has several End Customers to add, click on the **Bulk Import** button: navigates to the **Customer Import Screen** ➔

**ON DEMAND**

User Name (User Status)

### End Customers

Display Active Status:  Active  Inactive  All

**Bulk Import** **Export to CSV**

Company Name	Contact First Name	Contact Last Name	City
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****

Navigation: [K] [ < ] [ 1 ] [ > ] [ > ] Page Size: [ v ] 9 items on 1 page

Buttons: Add Edit **Activate** Deactivate

Annotation: Button toggles between Activate and Deactivate when touched



User Name (User Status)

ON DEMAND

Reports

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Chemical Materials

End Customers

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Seed Retailer Location

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## Customer Import

**Instructions**

1. Download the OnDemand Customers template from the link below
2. Fill the template with customers to be imported
3. Click on "Browse" and select the file to import
4. Click on the "Import" button

**Requirements**

- File must be a correctly formatted CSV file (See format below)
- Each Customer must be on a new line and each field must be separated by a comma
- File cannot contain duplicate account numbers
- Customers with same names, but different account numbers will not be considered as duplicates
- [View Field Requirements](#)

**CSV Format** [Download Template](#)

Account Number, Company Name, Contact First Name, Contact Last Name, Address Line 1, Address Line 2, City, State, Postal Code, Phone , Fax , Email

**Import File:**

**Customer Import Screen**

Displayed will be instructions and requirements for importing an End customer group list, as shown above.

**Step 1:** Click on the **View Field Requirements** link ➡



Reports

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## Customer Import

### Instructions

1. Down

2. Fill the

3. Click

4. Click

### Requirements

• File m

• Each C

• File ca

• Custo

• View F

### CSV Format Do

Account Number, Company Name, Contact First Name, Contact Last Name, Address Line 1, Address Line 2, City, State, Postal Code, Phone, Fax, Email

Import File:

Browse...

Import

Customer Field Requirements
X

**Customer Field requirements**

Field	Data Type	Min. Length	Max Length	Required
Account Number	Alphanumeric	1	25	No
Company Name	Alphanumeric	1	50	**
Contact First Name	Alphanumeric	1	30	**
Contact Last Name	Alphanumeric	1	50	**
Address Line 1	Alphanumeric	1	40	No
Address Line 2	Alphanumeric	1	40	No
City	Alphanumeric	1	80	No
State	Alphanumeric	2	2	No
Postal Code	Numeric	5	5	No
Phone	Numeric	10	10	No
Fax	Numeric	10	10	No
Email	Alphanumeric	1	50	No

\*\* Either Company Name OR Contact First and Last Name is required.

Close

### Customer Field Requirements Pop-up

This pop-up displays the customer information required on the CSV spreadsheet.

**Step 1:** click on the **Close** button: pop-up closes and navigates to the **Customer Import Screen** ➔



Reports

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Chemical Materials

**End Customers**

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Seed Varieties

Treater Equipment

Seed Retailer Location

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# Customer Import

## Instructions

1. Download the OnDemand Customers template from the link below
2. Fill the template with customers to be imported
3. Click on "Browse" and select the file to import
4. Click on the "Import" button

## Requirements

- File must be a correctly formatted CSV file (See format below)
- Each Customer must be on a new line and each field must be separated by a comma
- File cannot contain duplicate account numbers
- Customers with same names, but different account numbers will not be considered as duplicates
- [View Field Requirements](#)

CSV Format [Download Template](#) 

Account Number, Company Name, Contact First Name, Contact Last Name, Address Line 1, Address Line 2, City, State, Postal Code, Phone , Fax , Email

Import File:

## Customer Import Screen

**Step 1:** Click on the **Download Template** link: navigates to the **OnDemand Customers.csv excel document** ↻





ON DEMAND

User Name (User Status)

Reports

Inventory

Information

Chemical Materials

End Customers

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Seed Varieties

Treater Equipment

Seed Retailer Location

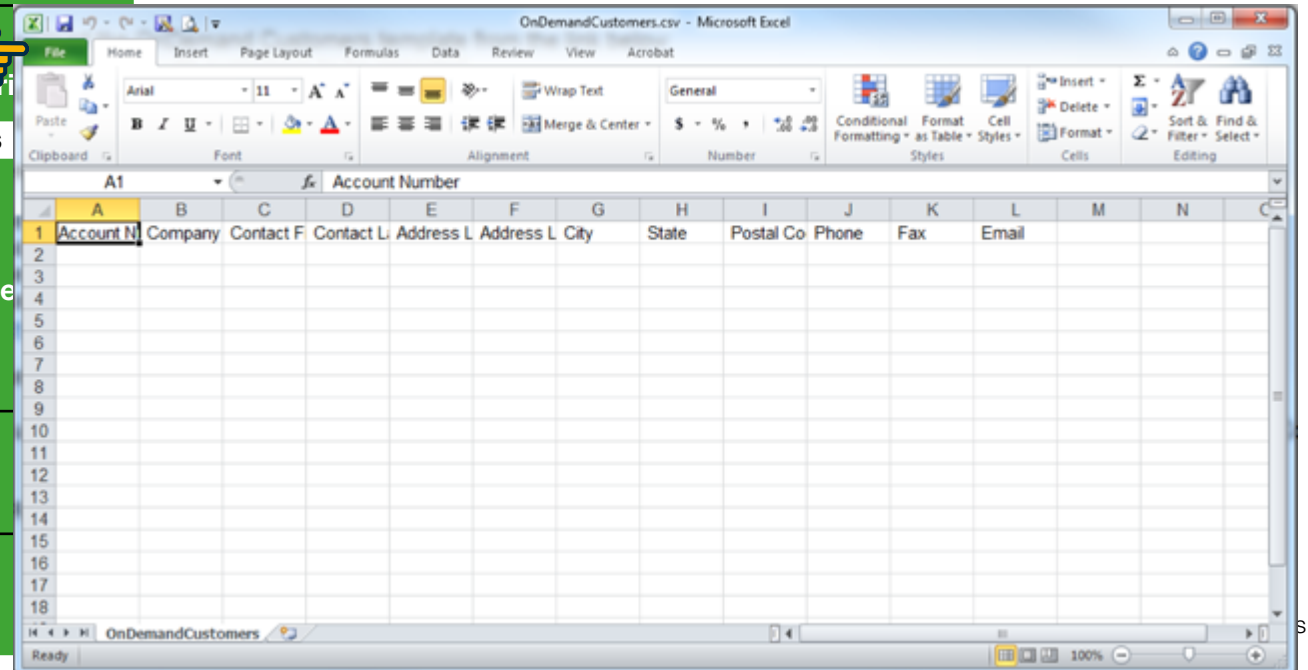
System

Maintenance

Logout

## Customer Import

Instructions



Import File:

### End Customers Screen

An Excel spreadsheet will open, as shown above. Complete the fields with the End Customer information (shown previously, page 25).

Users must start data entry on **ROW 2**. Do **NOT** leave **ROW 2** blank. This will cause an error when trying to upload the End Customer List.

**Step 1:** Once all customers and data are entered, click on **File**, then **Save: OnDemand Customers.csv excel document** closes ↻



**ON DEMAND**

User Name (User Status)

Reports

Inventory

Information

Chemical Ma

End Customer

Recipes

Seed Varieties

Treater Equip

Seed Retailer

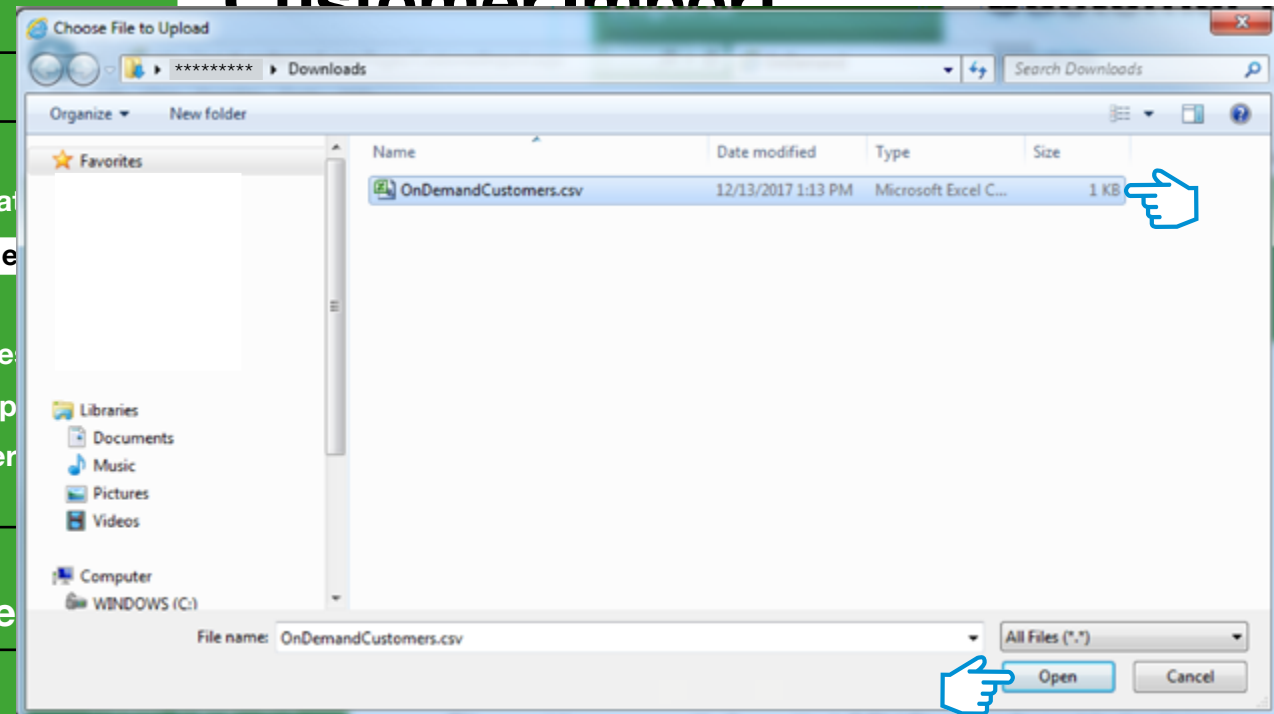
Location

System

Maintenance

Logout

## Customer Import



Account Number, Company Name, Contact First Name, Contact Last Name, Address Line 1, Address Line 2, City, State, Postal Code, Phone , Fax , Email

Import File: \*\*\*\*\* Browse... **Import**

### End Customers Screen

**Step 1:** Click on the **Browse** button icon: then the **Choose File to Upload** pop-up box appears (shown above).

**Step 2:** Locate and click on the **OnDemandCustomers.csv** file.

**Step 3:** Click on the **Open** button icon.

>>The **OnDemandCustomers.csv** file name will be displayed in the **Import File:** field, as shown above.

**Step 4:** Click on the **Import** button icon ➡



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## Customer Import

Customer Import was successful. 0 customers in the file, 0 customers updated, 0 customers created.



### Customer Import Screen

Customer Import was successful.

**Step 1:** Click on the **OK** button icon: navigates to the **End Customers Screen** ➔



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## End Customers

Bulk Import  **Export to CSV**

Display Active Status:  Active  Inactive  All

Company Name	Contact First Name	Contact Last Name	City
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****

Navigation: [K] [←] [1] [→] [>] Page Size:  9 items on 1 page

Add Edit Deactivate

### End Customers Screen

Search the **End Customers** screen to view the newly imported Customer Import file.

Users may also Export to CSV an existing customer list.

**Step 1:** Click the **Export to CSV** button icon: navigates to the **CustomersExport.csv excel document** ↗





ON DEMAND

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## End Customers

Bulk Import

Export to CSV

The screenshot shows the 'End Customers' interface. A 'Choose File to Upload' dialog box is open, displaying the 'Downloads' folder. A file named 'CustomersExport.csv' (2 KB) is selected. A blue hand icon points to the file name. Another blue hand icon points to the 'Open' button at the bottom of the dialog. In the background, a Microsoft Excel spreadsheet is open, showing a table with columns: Account Number, Company, Contact F, Contact L, Address L, Address L, City, State, Postal Co, Phone, Fax, and Email. A blue hand icon points to the top-right corner of the Excel window. The 'End Customers' screen also features buttons for 'Add', 'Edit', and 'Deactivate' at the bottom.

### End Customers Screen

**Step 1:** Click on the **Open folder** button icon to view where on your computer the file has been saved.

**Step 2:** Double click on **CustomersExport (1).csv** file: opens the file.

**Step 3:** Click on the **X** in the upper right hand corner to close the **CustomersExport (1).csv** file.

**Step 4:** Click on the **X** in the upper right hand corner to close the **Downloads** window: navigates to the **End Customers Screen** ↻



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## End Customers

Bulk Import

Export to CSV

Display Active Status:  Active  Inactive  All

Company Name	Contact First Name	Contact Last Name	City
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****
*****	*****	*****	*****

Navigation: [K] [ < ] [ 1 ] [ > ] [ > ] Page Size:  9 items on 1 page

Add Edit Deactivate

### End Customers Screen

Step 1: Under the Information link, click **Recipes**: navigates to the **Recipes Screen** ➔





Note: To view different recipe lists, users can click on the action buttons at the top of the screen next to **Display Approval Status: Approved, Unapproved, Rejected** and **All**.



Note: Users can view each page within the **Display Approval Status:** by clicking on either the R-L arrows or the page numbers along the bottom of the Recipe screen.

# ON DEMAND

User Name (User Status)

## Reports

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- Seed Retailer Location

## System Maintenance

## Logout

## Recipes

Change HMI Display Order: Change Order

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

Page Size: 
46 items on 5 pages

### Recipes Screen

The Approved list will display automatically, as shown above. Retail users are responsible for maintaining their location Recipes. Before a new recipe can be used, a request must be submitted to Bayer for approval. Recipe approval will be conducted during normal business hours. Recipes should be submitted at least ten business days prior to their planned usage.

**Step 1:** Click on a **Recipe:** navigates to the **Recipes Screen** ➔





## Recipes Screen

### To Edit or Remove a Recipe...

**Step 1:** Click on an existing recipe (turns green as shown above), then choose either **Edit** or **Remove**.

**Step 2:** Click on **Edit** allows users to change the recipe name - **ONLY**, as shown left.

**Step 3:** Click on **Remove** pops up a message (as shown above): do you really want to remove this recipe? **REMOVAL IS PERMANENT!**

**Step 1:** Click on the **Cancel** button: navigates to the **Recipes Screen** ↻

## Recipe Information

Recipe Name\*

Crop Soybean

Notes

### Chemicals

Chemical	Application Rate	Unit of Measure
*****	1	Fl Oz/CWT

### Comments

No comments to display

The screenshot shows the 'Recipes' screen with a sidebar menu on the left containing: Reports, Inventory, Information (with sub-items: Chemical Materials, End Customers, Recipes, Seed Varieties, Treater Equipment, Seed Retailer Location), System Maintenance, and Logout. The main area has a header 'ON DEMAND' and 'User Name (User Status)'. Below the header are controls for 'Change HMI Display Order' (Change Order button) and 'Display Approval Status' (radio buttons for Approved, Unapproved, Rejected, All). A table lists recipes with columns for 'Recipe Name' and 'Crop'. The second row is highlighted in green. A modal dialog titled 'Message from webpage' is open, asking 'Are you sure you want to remove this recipe?' with 'OK' and 'Cancel' buttons. At the bottom, there are 'Add', 'Edit', 'Remove', and 'Copy Recipe' buttons. A pagination bar shows '46 items on 5 pages'.

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# Recipes

Change HMI Display Order:

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
	<input type="text"/>
*	Cotton
*	Soybean
*	Soybean
*	Soybean
*	Soybean
*	Soybean
*	Soybean
*	Soybean
*	Soybean
*	Soybean

**Recipe Creation Wizard**

**Welcome to the Recipe Creation Wizard**

This wizard will step you through the process of creating a recipe. You may exit the wizard and return to the form at any time by clicking on the "x" in the upper-right hand corner of this window.



Page Size:  46 items on 5 pages

### Recipes Screen

To Add a new recipe...

**Step 1:** Click on the **Add** button icon The Recipe Creation Wizard displays (as shown above).

**Step 2:** Click the **Begin** button icon ➡



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# Recipes

Change HMI Display Order:

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

Recipe Creation Wizard

Step 1 of 6 (Recipe Name)

Enter a name for the recipe:

Previous Next

### Recipes Screen

**Step 1:** Touch the text field; a keyboard pop-up window will display. Type: **Bayer** (as shown below)

**Step 2:** Click the **Next** button icon ➡



- Alfalfa
- Barley
- Cotton
- Distributor
- Dry Beans & Peas
- Forage Grass
- Miscellaneous
- Oats
- Peanuts
- Potatoes
- Rice
- Rye
- Sorghum
- Soybean**
- Stored Grain
- Sugar Beets
- Sunflowers
- Sweet Corn
- Vegetables
- Wheat

User Name (User Status)

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## Recipes

Change HMI Display Order: Change Order

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

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K
<
1
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3
4
5
>
>|
Page Size: ▼
46 items on 5 pages

Add
Edit
Remove
Copy Recipe

### Recipes Screen

**Step 1:** Touch the crop drop-down arrow to display the list of approved crops and select one: **Soybean**.

**Step 2:** Click the **Next** button icon ➡



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# Recipes

Change HMI Display Order:

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

Recipe Creation Wizard

**Step 3 of 6 (Notes)**

Enter a description or any short notes for the recipe: (Optional)

Page Size:        46 items on 5 pages

### Recipes Screen

**OPTIONAL** - Touch the text field; a keyboard pop-up window will display to enter notes in this field.

**Step 1:** Click the **Next** button icon ➡



Xxx  
Xxxx  
Xxxxx  
Xxxxxx  
**Xxxxxxx**  
Xxxxxx  
Inoculant  
Xxxxx 15 Gal Drum

### Recipes Screen

**Step 1:** Touch the drop-down arrow to display the list of approved chemicals and select one: **Xxxxxxx** (shown left).

**Step 2:** Click the **Next** button icon ➡



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# Recipes

Change HMI Display Order:

Change Order

Display Approval Status:

Approved

Unapproved

Rejected

All

Recipe Name

Crop

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

**Recipe Creation Wizard** X

**Step 4 of 6 (Chemicals)**

Enter the application rate that "Xxxxxx" should be applied at:  
(The rate must be between 0.1168 and 0.2336 mgAl/Seed)

2.5

Previous Next

Page Size: 46 items on 5 pages

### Recipes Screen

Enter the **Application Rate** that the selected chemical should be applied at. Refer to the product label on the container.

**Step 1:** Touch the text field: a pop-up key pad will display. Enter the numerical value: **2.5** (as shown above)

**Step 2:** Click the **Next** button icon ➡







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# Recipes

Change HMI Display Order:

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name

Crop

**Recipe Creation Wizard** X

**Step 4 of 6 (Chemicals)**

Would you like to add another chemical to the recipe?

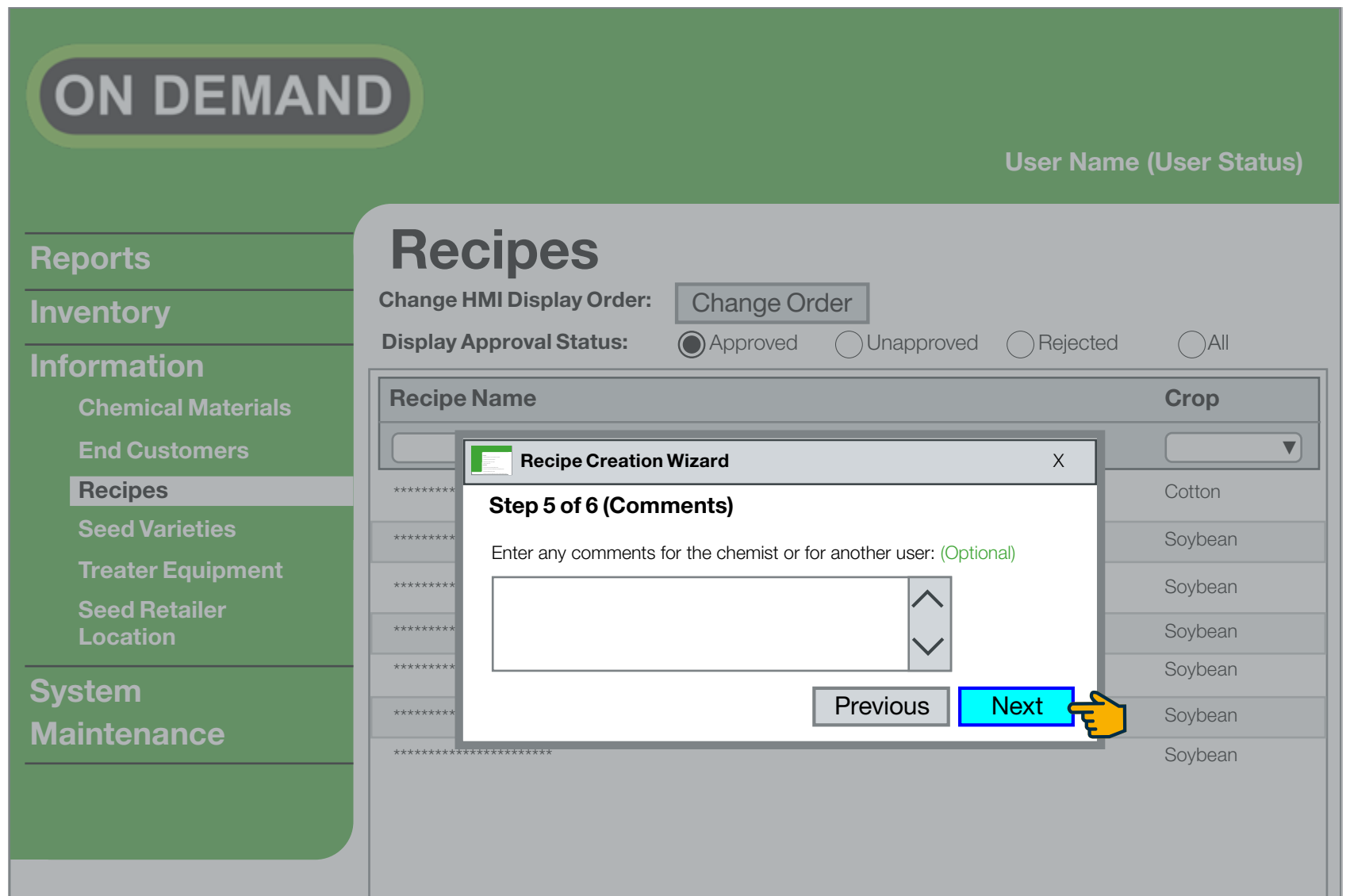
- Cotton
- Soybean
- Soybean
- Soybean
- Soybean
- Soybean
- Soybean
- Soybean

## Recipes Screen

Would you like to add another chemical to the recipe? Select either **Yes** or **No**...

**Step 1:** Click the **No** button icon ➡



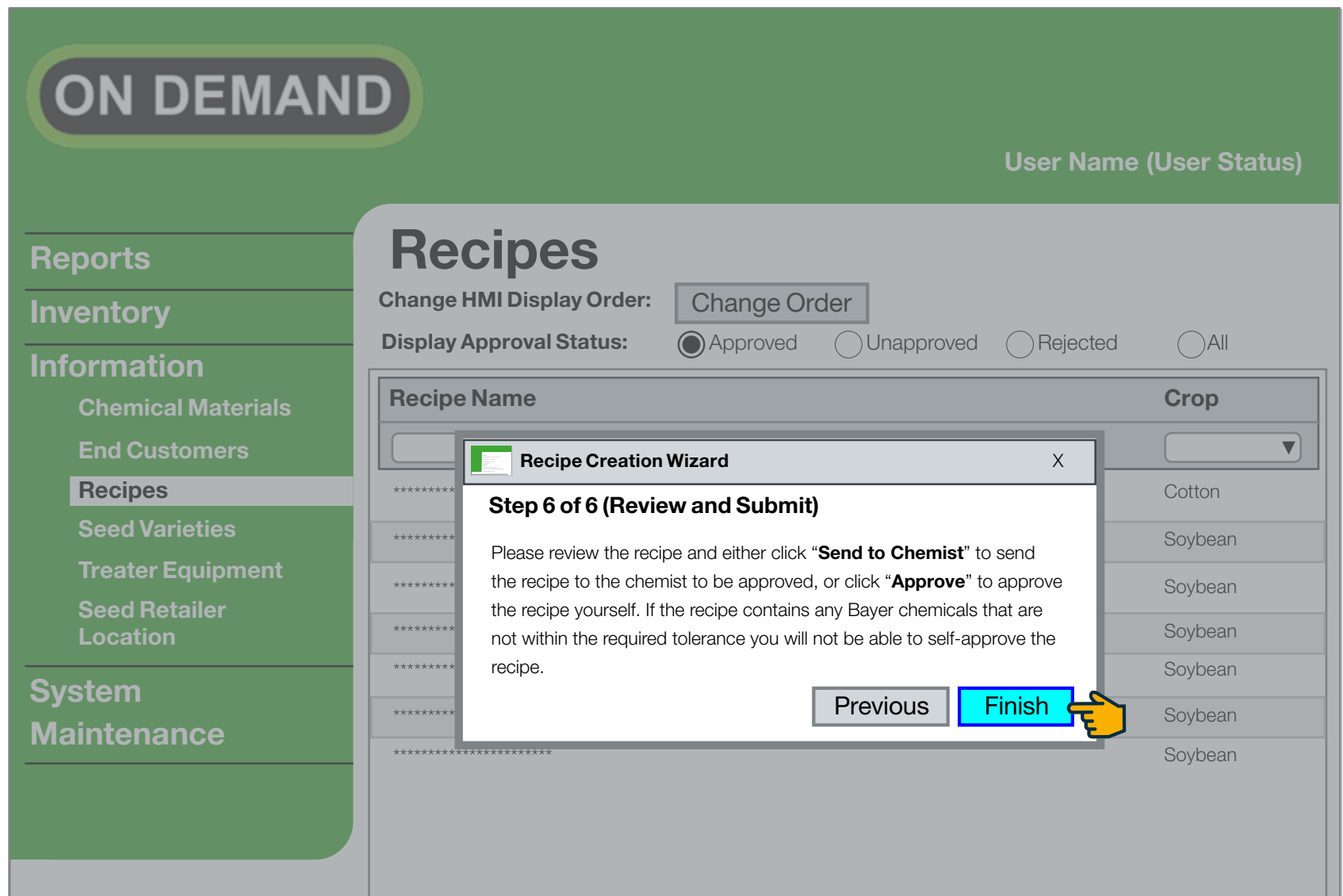


### Recipes Screen

Enter any comments or notes (optional)? Touch the text field to enter comments or...

**Step 1:** Click the **Next** button icon ➡





### Recipes Screen

**Step 1: To Review the recipe:** touch **X** in the upper right hand corner of the Recipe Creation Wizard. The Maintain Recipe screen will display the created recipe. Review the recipe field content you have just created on the Maintain Recipe screen, as shown on page 41...

OR...

**Step 2:** Touch the **Finish** button icon ➡



## Recipes Screen

**Step 1:** Touch the **Send to Chemist** button icon.

The form will be sent via email to the Bayer chemist for approval. Once a recipe has been approved by the Bayer chemist, an email response will be sent to the retailer, confirming that the recipe has been approved. If the recipe contains any Bayer chemicals that are not within the required tolerance, you will not be able to self-approve the recipe (see step 2 below).

The retail user is responsible for making the necessary corrections to the recipe and resubmitting it for approval. The Bayer chemists will receive another email from the retailer to approve the changed recipe. Once all corrections have been made, the Bayer chemist will then approve the updated recipe and the retail user will receive another email, confirming that the recipe has been approved.

**Step 2:** Touch the **Approve** button icon to approve the recipe yourself.

**Step 3:** Touch the **Cancel** button icon to cancel the recipe: navigates to the **Recipes Screen** ↻

# ON DEMAND

User Name (User Status)

## Maintain Recipe

**Recipe Name\***  Show Recipe Wizard

**Crop\***

**Notes**

Chemicals*	Application Rate*	Unit of Measure*
<input type="text" value="Xxxxxxx"/> <input type="button" value="v"/>	<input type="text" value="2.5"/>	<input type="text" value="mg/AI/Seed"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>

**Total Application Rate:** 0.00

**Comments**

Bayer reserves the right to approve, disapprove, and modify any recipes at any time.



## Recipes Screen

Users can create a new recipe that is based on an existing recipe, using the **Copy Recipe** function.

**Step 1:** Select a recipe (touch to highlight).

**Step 2:** Then click on the **Copy Recipe** button icon at the bottom of the page.

**Step 3:** Then click on the **Add** button icon at the bottom of the page. The same recipe creation wizard will appear., as shown on the following page. Follow the instructions to Add a new recipe as previously ↻

# ON DEMAND

User Name (User Status)

## Recipes

Change HMI Display Order:

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

Navigation: [K] [←] [1] [2] [3] [4] [5] [→] [>] Page Size: [v] 46 items on 5 pages



**Recipe Creation Wizard** X

### Welcome to the Recipe Creation Wizard

This wizard will step you through the process of creating a recipe. You may exit the wizard and return to the form at any time by clicking on the "x" in the upper-right hand corner of this window.

**Begin**

**Recipe Creation Wizard** X

### Step 1 of 6 (Recipe Name)

Enter a name for the recipe:

**Previous** **Next**

**Recipe Creation Wizard** X

### Step 2 of 6 (Crop)

Select the crop that this recipe is for:

**Soybean** ▾

**Previous** **Next**

**Recipe Creation Wizard** X

### Step 3 of 6 (Notes)

Enter a description or any short notes for the recipe: (Optional)

**Recipe Creation Wizard** X

### Step 4 of 6 (Chemicals)

Select a chemical to add to the recipe:

**Xxxxxxx** ▾

**Previous** **Next**

**Recipe Creation Wizard** X

### Step 4 of 6 (Chemicals)

Enter the application rate that "Xxxxxxx" should be applied at:  
(The rate must be between 0.1168 and 0.2336 mgAl/Seed)

**Previous** **Next**

**Recipe Creation Wizard** X

### Step 4 of 6 (Chemicals)

Select the unit of measure that "Xxxxxxx" should be applied at:

**mg/Al/Seed** ▾

**Previous** **Next**

**Recipe Creation Wizard** X

### Step 4 of 6 (Chemicals)

Would you like to add another chemical to the recipe?

**Yes** **No**

**Recipe Creation Wizard** X

### Step 5 of 6 (Comments)

Enter any comments for the chemist or for another user: (Optional)

**Previous** **Next**

**Recipe Creation Wizard** X

### Step 6 of 6 (Review and Submit)

Please review the recipe and either click "**Send to Chemist**" to send the recipe to the chemist to be approved, or click "**Approve**" to approve the recipe yourself. If the recipe contains any Bayer chemicals that are not within the required tolerance you will not be able to self-approve the recipe.

**Previous** **Finish**

Click **Finish** button: navigates to the **Recipes Screen** ↻



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## Recipes

Change HMI Display Order:

Display Approval Status:  Approved  Unapproved  Rejected  All

Recipe Name	Crop
*****	Cotton
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean
*****	Soybean

### Recipes Screen

**Step 1:** If a recipe name needs to be changed, highlight the recipe and click on the **Edit** button icon: navigates to the **Recipe Information Screen** ↻



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## Recipe Information

Recipe Name\*

Crop Soybean

Notes

Chemicals\*

Chemical	Application Rate	Unit of Measure
*****	1	Soybean
*****	1	Soybean
*****	0.3	Soybean
*****	1	Soybean
*****	1	Soybean
*****	1	Soybean
*****	1.5	Soybean
*****	1	Soybean

Comments

No comments to display



Submit

Cancel

### Recipes Screen

**Step 1:** Type new name in text field.

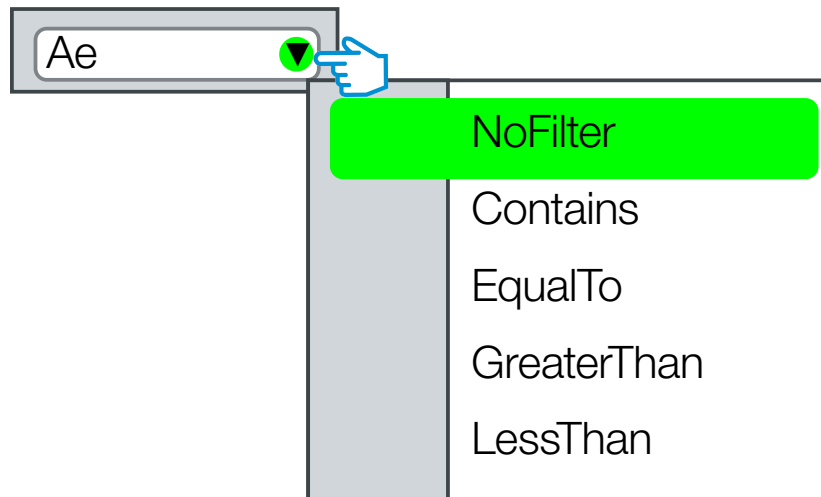
**Step 2:** Click on the **Submit** button icon. The re-named recipe will appear on the chemical list.

**Step 3:** Click on the **Seed Varieties** button icon: navigates to the **Seed Varieties Screen** ➔





Filter by **Seed Name**...Type in **Ae** then click filter button **Contains**, as shown below...results after filtering...a list of seeds that start with letters **Ae**.



User Name (User Status)

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   Treater Equipment  
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## Seed Varieties

Name	Crop	Company	SAP Code	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*****	Cotton	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		

Page Size: 
8 items in 1 page

### INFORMATION - SEED VARIETIES SCREEN

Displays general information only. There are many options this list can be filtered: Seed Variety Name, Crop, Company, SAP Code and Notes.

**Step 1:** To add a seed variety to the list, click the **Add** button icon: navigates to the **Seed Varieties Screen** ↻



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## Seed Variety

Name\*

Crop\*

Seed Company\*

SAP Code

Notes

### INFORMATION - SEED VARIETIES SCREEN

The Seed Variety form displays.

**Step 1:** Fill in the required information.

**Step 2:** Click on the **Submit** button icon: navigates to the **Seed Varieties Screen** ↻



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## Seed Varieties

Name	Crop	Company	SAP Code	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*****	Cotton	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		
*****	Soybean	*****		

Navigation: [K] [Left] [1] [Right] [X] Page Size:  8 items in 1 page

Add

Edit

### Treater Equipment Screen

Check on the **Seed Varieties** screen, the new name will be added to the list

**Step 1:** Under the Information link, click **Treater Equipment**: navigates to the **Treater Equipment Information Screen**  
➔



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## Treater Equipment Information

Serial Number	Treater Type	# of Stations
<input type="text"/>	<input type="text"/>	<input type="text"/>
*****	RH200036	12
*****	RH200036	6
*****	RH800	4
*****	RH200036	1
*****	RH200036	0*

Navigation: [K] [Left] [1] [Right] [>] Page Size:  5 items in 1 page

Add **View**

### Treater Equipment Screen

This screen displays the information associated with the treater(s) at a specific location. Filter options are available if there are multiple systems at one location.

**Step 2:** Highlight the treater.

**Step 3:** Click on the **View** button icon: navigates to the **Treater Equipment Information Screen** ➔



Info	View History	
Software	Version Downloaded	Installed
No records to display.		

### Treater Equipment Screen

**Step 2:** Click on the Info button icon: navigates back to the **Treater Equipment Information** screen, shown right.

ON DEMAND

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   Recipes  
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   Seed Retailer Location  
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Info
View History

**Seed Retailer Location**

**Treater Serial Number**

**HMI Version**

**PLC Version**

**TS Version**

**DB Version**

**Stations Connected to Treater 1**

**Cell Phone #**

**Cell Phone IP**

**Cell Phone ESN**

**Cell Phone Port**

**LAN IP Address**

**LAN Port**

**Shakopee R&D**

**100025**

Return to Treater List

### Treater Equipment Screen

**Step 1:** Click on the **View History** button icon: navigates to the condensed **Treater Equipment Information** screen, shown left.

**Step 3:** Click on the **Return to Treater List** button icon: navigates back to the **Treater Equipment** screen.

**Step 4:** Click on the **Seed Retailer Location** button icon: navigates to the **Seed Retailer Location Information Screen** ↻



## Seed Retailer Locations Screen

This screen displays Seed Retailer Location information.

**Step 2:** Click on the **Assign Seed Companies** tab at the top of the screen: navigates to the **Assign Seed Companies** detail screen →

User Name (User Status)

# ON DEMAND

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- Seed Varieties
- Treater Equipment
- Seed Retailer Location

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**System Maintenance**

---

**Logout**

## Seed Retailer Location Information

Main Assign Seed Companies Assign Seed Varieties

**Retail Location Name\***

**Customer Number\***

**Address Line 1\***

**Address Line 2**

**City\***

**State\***  ▼

**Zip Code\***

**Country\***  ▼

**Primary Contact\***  ▼

**HQ Company Name (EBID)**  ▼

**Billing Type\***  Consignment  Title Transfer

**Email Batch Reports to Customers\***  Yes  No ▶

**Contacts**

First Name	Last Name	Email	Phone	Extension
*****	*****	*****	*****	*****
*****	*****	*****	*****	*****

**Recipes**

\*\*\*\*\*

\*\*\*\*\*

**Share Customer Batch Data\***  Yes  No

SubmitReset Form

**Email Batch Reports to Customers:** if **Yes** is checked, Batch Reports are automatically sent to the customer. Default is **No**.



## Seed Retailer Locations Screen - Assign Seed Companies

This screen displays all Assigned Seed Companies information.

**Step 1:** Click on the **Assign Seed Varieties** tab at the top of the screen: navigates to the **Assign Seed Varieties** detail screen →

# ON DEMAND

User Name (User Status)

## Seed Retailer Location Information

Main Assign Seed Companies **Assign Seed Varieties**

### Unassigned

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

### Assigned

\*\*\*\*\*

Note: Unassigning a seed company will automatically unassign all seed varieties for that company.

Submit Reset Form



## Seed Retailer Locations Screen - Assign Seed Companies

This screen displays all Assigned Seed varieties information.

**Step 1:** Under the Information link, click **System Maintenance**

**Step 2:** Then under **System Maintenance** click **Change Password**: navigates to the **Treater Equipment Information Screen** →

**ON DEMAND** User Name (User Status)

**Seed Retailer Location Information**

Main | **Assign Seed Companies** | Assign Seed Varieties

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

Submit | Reset Form







# SYSTEM MAINTENANCE

## Seed Retailer Locations Screen - Assign Seed Companies

**Step 1:** Under **System Maintenance** click **Change Password**: navigates to the **Change Password Screen** ↻

User Name (User Status)

**ON DEMAND**

Reports

Inventory

Information

**System Maintenance**

➔ Change Password

Change Security Question

User Accounts

Logout

### Seed Retailer Location Information

Main
Assign Seed Companies
Assign Seed Varieties

\*\*\*\*\*

\*\*\*\*\*

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▶

◀

▶▶

◀◀

Submit
Reset Form



Reports

Inventory

Information

System

Maintenance

Change Password

Change Security Question

User Accounts

Logout

## Change Password

Current Password\*

New Password\*

Confirm New Password\*

Confirm Password



### System Maintenance Screen - Change Password

#### OPTIONAL

Fill in the required information, then Click on the **Change Password** button icon (this will change your login password).

**Step 1:** Under **System Maintenance** click **Change Security Question**: navigates to the **Change Security Question and Answer Screen** ↻



**ON DEMAND**

User Name (User Status)

Reports  
Inventory  
Information  
System  
Maintenance  
Change Password  
Change Security Question  
User Accounts  
Logout

### Change Security Question and Answer

Password\*

Security Question\*

Answer\*

Submit Cancel

### System Maintenance Screen - Change Security Question

#### OPTIONAL

Fill in the required information, then click on the **Submit** button icon (this will change your security question).

**Step 1:** Under **System Maintenance** click **User Accounts**: navigates to the **User List Screen** ↻



Reports

Inventory

Information

System

Maintenance

Change Password

Change Security Question

User Accounts

Logout

## User List

Display Active Status:  Active  Inactive  All

User Name	First Name	Last Name	Email	Phone	Extension	Fax
▼	▼	▼	▼	▼	▼	▼
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		
*****	*****	*****	*****	*****		

Navigation: [K] [←] [1] [→] [X] Page Size: [▼] 8 items in 1 page

 **Add** Edit Deactivate

### User Accounts Screen - User List

To create a new user for the retail location...

**Step 1:** Click the **Add** button icon: navigates to the **Create User Screen** ➔



Reports

Inventory

Information

System

Maintenance

Change Password

Change Security Question

User Accounts

 Logout

## Create User

User Name*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Title	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>
Email*	<input type="text"/>
Phone*	<input type="text"/>
Phone Extension	<input type="text"/>
Fax	<input type="text"/>
Applicator License	<input type="text"/>



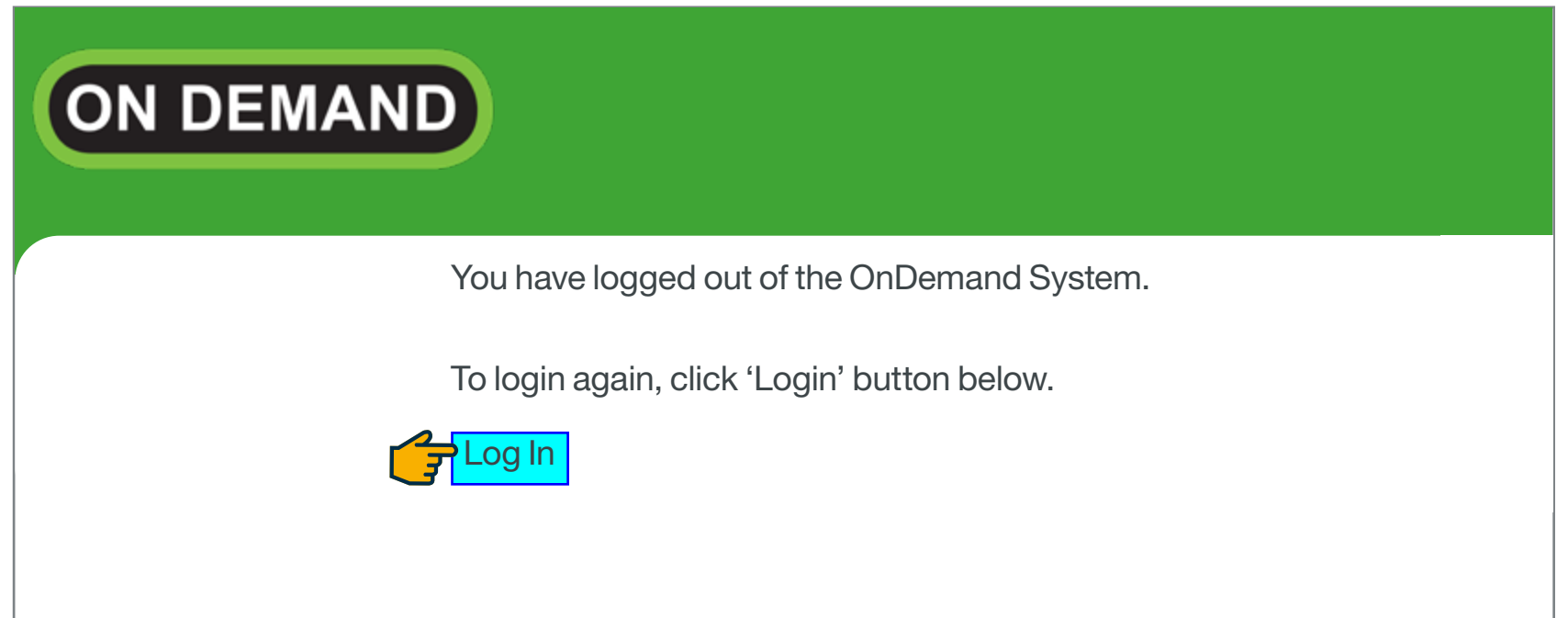
### User Accounts Screen - User List

Complete all required fields on the form for a new user. This action generates an email to the new user, providing them with their user name and password to log onto the website.

**Step 1:** Click on the **Logout** button icon: navigates to the **Login Screen** ➔



# LOGOUT



## Logout Screen

**Step 1:** Click the **Login** button icon: navigates to the **Login Screen** ↻





**Bayer**

Crop Science Division  
1451 Dean Lakes Trail  
Shakopee, MN 5379  
USA

**Telephone**

+1-952-445-6868

**Toll free:**

+1-855-363-3152

**Visit us on:**

[www.seedgrowth.bayer.com](http://www.seedgrowth.bayer.com)

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