



# HQ

## Quick Start Guide



This Quick Start Guide provides an overview of the interface and controls, the setup requirements, and routine operations. The guide provides detailed information on the following:

- The interface and controls
- The setup of assets, profiles, Areas of Interest (AOIs) including boundary creation (drawing) or upload
- File management
- Job management
- Remote display
- Contact and Technical Support information (see bottom of this page)

### Obtaining Help for HQ

Contact your local dealer for technical assistance.  
To find the authorized dealer near you:

**Satloc**

Phone: 940-687-1100  
[sales@Translandllc.com](mailto:sales@Translandllc.com)

*Enter your dealer information here for quick reference.*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

HQ Customer Service:

**Satloc**

1206 Hatton Rd  
Wichita Falls, TX 76302  
Phone: (800) 388-2511  
Fax: (940) 687-1941  
[support@satloc.com](mailto:support@satloc.com)

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## Overview

This overview provides summary information about the (map) interface, initial setup requirements and routine procedures. This Quick Start Guide provides detailed information, instruction and guidance on all the items summarized below.

## The Interface

There are three 'button sets' (or 'control sets') on the main screen. The function of each button within each set, and its associated screen or window activity, is described and shown on a series of interface pages starting on page 4. The button sets are:

- Tools (for example, Jobs and Files - at top left of your HQ screen).
- Map management (for example, zoom and centering, display options, location management - at bottom left of your HQ screen)
- Admin and settings (for example, users, customers, preferences - at bottom right of your HQ screen)

## Setup

You will need to set up:

- **Assets** (for example, airplanes): Assets are guidance-system (for example, G4) equipped units with which you exchange information (for example jobs, logs). You can track assets and remotely control an asset's G4. See pages 9, 19 and 20.
- **Customers:** You associate customers with jobs. See pages 5 and 8.
- **Profiles and/or AOIs:** Profiles are your regular work sites. They comprise growers, farms and fields, the fields having boundaries. An AIO (Area of Interest) is a 'one off' or irregular work site. AOIs have only boundaries. See page 10.
- **Boundaries:** You add boundaries to fields or AOIs. You can draw boundaries (circular, square and polygonal—see "Drawing Boundaries (for Profiles and AOIs)" on page 12) or upload them from external sources (shape files and prescription maps—see pages 13 to 15).

## Routine Operations

- **Uploading and creating (outbound) files:** Uploaded files and assigned jobs become waiting outbound files and can be downloaded by the assigned asset. There are three main ways to create outbound files. See "Upload Boundary (Files) for G4" on page 13.
- **Receiving (inbound) files:** Receiving and processing log data from assets. See "Inbound files" on page 16.
- **Creating jobs:** You create jobs for customers, assigning assets and attaching boundaries through your profile or AOI selection for the job. (Jobs become outbound files once assigned). See "Creating and Managing Jobs" on page 17.
- **Reporting/Exporting:** For example, maintaining/managing job and file statuses, creating shape files from drawn boundaries.

## Notes

- Some items shown are for future development—for example some of the grower and farm level reports. See **Notes on profiles, AOIs, assets and jobs** on page 9.
- You can add products to the extensive database provided and add product information to jobs. Currently this is for information/records only, stored with the job—there is no system processing associated with the entered data.
- When creating a job you specify the customer (who you set up under admin and settings). Currently this is also for information/records only, there is no system processing associated with the entered data.

## The Interface - Tools - Part 1: Assets, AOIs and Profiles

**Tools**

Map Layers  
Assets, US Radar

Close Tools

See next page

**Assets:** Create, edit, rename, delete assets (folders, airplanes, tractors, dry/liquid applicators, harvesters). Enter make/model, year and communication IDs. Can send jobs (work orders) or just files to assets.

**Area of Interest:** One-off or infrequent job sites. Locations with drawn or imported boundaries. Can attach AOIs to jobs (work orders) and send to assets.

**Profile:** Job sites. Profiles of your regular customers (growers), their locations (farms) and the fields with their drawn or imported boundaries. Can attach profiles to jobs (work orders) and send to assets.

**Assets Window:**

- Satloc Demo
  - AGA
  - Gold Coast
  - Kash
  - Lyric's Plane
  - Plane1.SatlocG4xxxxx
  - Porto Aero
  - SatlocG4005
  - SatlocG41058
  - SatlocG42013
  - SatlocG411206

**AOI Window:**

- Satloc Demo
  - 123
  - Boundary
  - ABC
  - Back40
  - Bob
  - boones farm

**Asset Details Window:**

Asset Name: SatlocG41058  
Asset Type: Plane

Make: Air Tractor  
Model: AT-502  
Year: 2005  
Wireless ID: SatlocG41058  
Satloc ID: SatlocG41058  
Skype ID: SatlocG41058  
Icon: [Select Icon](#)

**Profile Window:**

- HQ User - Business Owner/Operator
  - Grower 1
    - Gr1Fm1
      - G1Fm1Fd1
      - Add Boundary
  - Grower 2
  - Grower 3
  - Grower 4



## The Interface - Tools - Part 2: Jobs and Files

**Tools**

Assets | AOI | Profile | **Jobs** | Files

Map Layers: Assets, US Radar

**Jobs (Work Orders):** Create and manage jobs. Assign name/number; specify customer; attach profile or AOI; record product information; assign (upload) to an asset.

**Files:** Send/Receive to/from assets. Download from external sources for upload to asset.

**Jobs Table:**

Status	Name/Number	Type	Target Date	Customer	User	Action
Assigned	1	Liquid	2013-03-20	Boone's Farm	satloc@hqedge.com	Action
Assigned	44	Liquid	2013-06-14	Abe's Farm	satloc@hqedge.com	Action
Accepted	51	Liquid	2013-06-11	Abe's Farm	satloc@hqedge.com	Action
Complete	100	Liquid	2013-05-31	Abe's Farm	satloc@hqedge.com	Action
Assigned	101	Liquid	2013-05-31	Chuck's Farm	satloc@hqedge.com	Action

**Add Job**

**Job Filter**

**Add Job Form:**

Name/Type: [Name/Type] | Customer: [Abe's Farm] | Job Name/Number: [400] | Target Date: [2013-07-31] | Job Type: [Liquid]

**Job Filter Form:**

Status: [Select options] | Type: [Select options] | Target Date: [From] to [to] | Product: [Chemical: Select options, Fertilizer: Select options, Seed: Select options]

**Files Table:**

Status	Asset	File	Date Uploaded	Action
Waiting	AGA	100.job.zip	2013-08-06 03:23:41 PM	Action
Waiting	AGA	100.job.zip	2013-08-06 03:23:13 PM	Action
Waiting	AGA	100.job.zip	2013-08-06 03:22:58 PM	Action
Waiting	SatlocG42013	Sugar_Loaf_Home.zip	2013-07-22 04:37:26 PM	Action
Cancelled	Porto Aero	Disr.zip	2013-06-13 01:09:14 PM	Action
Cancelled	Porto Aero	54.zip	2013-06-13 12:57:17 PM	Action

**Name/Type, Products, Profile or AOI, Asset(s), Details (notes)**

## The Interface - Map Management

**Tools**  
Assets AOL Profile Jobs Files

**Map Layers**  
Assets, US Radar

**Location Search: Search by Address or TRS (Township, Range, Section)**

**Location Search**  
Address  
Enter Address/Zipcode:  
Iowa St Hiawatha  
Find

**Location Search**  
TRS  
Enter TRS:  
State: Arizona  
Principal Meridian: PM 14 - Gila-Salt River  
Township: 1 None North  
Range: 1 None East  
Section: 1  
Find

**Zoom: Zoom in or out on center of current display**

**Zoom to Current Position:**  
Known as 'Location-Aware Browsing', you can set HQ to zoom to the location of the current device using it (based on, for example, IP address and nearby wireless access points.) You have to first 'Allow' HQ to use your current location (you will see a message) and can revoke 'permission' at any time (check browser info on 'Location-Aware Browsing').

**Select Map Background: Select Satellite or Roads**

**Map Layer**  
Satellite  
Roads  
Satellite  
Load

**FAA Digital Obstacle: Select by State(s)**

**FAA Digital Obstacle**  
Select options  
Alabama  
Alaska  
Arizona  
California  
Colorado  
Connecticut  
Delaware  
Florida  
Georgia  
Hawaii  
Idaho  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana  
Maine  
Maryland  
Massachusetts  
Michigan  
Minnesota  
Mississippi  
Missouri  
Montana  
Nebraska  
Nevada  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
Oregon  
Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Texas  
Utah  
Vermont  
Virginia  
Washington  
West Virginia  
Wisconsin  
Wyoming

**The Digital Obstacle File** describes all known obstacles of interest to aviation users in the U.S., with limited coverage of the Pacific, the Caribbean, Canada, and Mexico.

**Center Map: Display pans/zooms back to start-up display (approximately on 0° longitude – the prime or Greenwich meridian).**

## The Interface - Language, Admin, Settings - Part 1: Language/Admin

The screenshot displays the SATLOC HQ interface with several administrative panels overlaid on a map background. The top navigation bar includes 'Tools' (Assets, AOI, Profile, Jobs, Files) and 'Map Layers' (Assets, US Radar). A 'Close Tools' button is in the top right.

**Administration Panel (Top Left):** Contains tabs for System Info, Update Password, System Settings, Create User, and Equipment Profiles. It displays System Version 2.0, a User Key (9dbcfa195179e7aa0528a1ba0f6bf636), and Support contact information (Phone: 800-247-3808, Email: support@support.com).

**Update Password Panel (Top Right):** Features fields for Current Password, New Password, and Confirm New Password, with an 'Update Password' button.

**System Settings Panel (Middle Left):** Includes a 'Preferences' section with a 'Map Source' dropdown (Google Maps) and an 'Asset Refresh Rate' dropdown (15 Seconds). Red text indicates '(or Microsoft Bing)' and '(or 30, 45, 60, 120)'. A 'Save' button is at the bottom.

**Create User Panel (Middle Right):** Contains fields for First Name, Last Name, Job Title, Address 1, Address 2, City, State, Zip, Phone, Cell, and Fax. It also has a 'Read-Only access for the Following:' section with checkboxes for AOI, Assets, Jobs, Products, and Profile. A 'Restrict user activities' box points to this section. The 'User Name' field is pre-filled with 'crw1@y7mail.com'. A 'Password' field has a hint 'Enter a random value'. An 'Update User' button is at the bottom.

**Equipment Profiles Panel (Bottom Center):** Shows a message 'No Equipment Found' and '(For future development)'. The 'Equipment Profiles' tab is highlighted in the top navigation bar.

**Language Panel (Bottom Left):** Displays a 'Language:' section with flags for English and Spanish, and a note 'Select from currently available'.

**Footer:** Includes a 'Logout' button, a 'Settings - see next page' label, and a row of icons (SATLOC HQ logo, flags, a gear, and a power button).

## The Interface - Language, Admin, Settings - Part 2: Settings

**Settings:**

**User Info:** This is 'You', owner/operator of this HQ

**Preferences:** Default units for products in Job setup

**Customers:** This is information only. You specify a customer in a job but there is no HQ/Job system processing associated with the customer – that is done through the Profile/AOI (work site) and asset (job assignee) specified for the job.

**Products:** You can specify listed products (adding or importing as required) for jobs – currently for records/data storage only.

**Chemical Products Table:**

Name	Type	Manufacturer	EPA	Restr.	Carrier	REI	DH	PB	Action
Alamo	Fungicide	Syngenta Crop Protection, LLC	0000100-00741-AA-0000000	no	no				Action
Headline® fungicide	Fungicide	BASF Corporation	0007969-00186-AA-0000000	no	no				Action
Roundup Original Herbicide	Herbicide	Monsanto Company	0000524-00445-ZF-0000000	no	no				Action
Spectracide	Defoliant	TriCorp		yes	no				Action
Water	Carrier	null	null	no	yes				Action

**Add Product Form:**

Name: \_\_\_\_\_  
 Type: Select Type  
 Manufacturer: Select Manufacturer  
 Physical State: Select Physical State  
 EPA: \_\_\_\_\_  
 Restricted Use: ☐  
 Carrier: ☐  
 REI: \_\_\_\_\_  
 DH: \_\_\_\_\_  
 PB: \_\_\_\_\_  
 Default Application Rate: \_\_\_\_\_  
 Default Application Unit: Select Unit  
 Transfer Unit: Select Unit  
 Purchase Unit: Select Unit  
 Save Product

**Edit Product Form:**

Please Complete Fields and Save the Chemical

Name: Abamectin 0.15 EC  
 Type: Insecticide  
 Manufacturer: FarmSaver.com LLC  
 Physical State: Select Physical State  
 EPA: 0073220-00010-AA-0000000  
 Restricted Use: ☐  
 Carrier: ☐  
 REI: \_\_\_\_\_  
 DH: \_\_\_\_\_  
 PB: \_\_\_\_\_  
 Default Application Rate: \_\_\_\_\_  
 Default Application Unit: Select Unit  
 Transfer Unit: Select Unit  
 Purchase Unit: Select Unit  
 Save Product

**Settings**

Language, Admin, Logout – see previous page



## Assets

Assets are the guidance system-equipped (for example, G4) units to which you send HQ-managed work information and from which you receive position or work data, such as logs.

An asset information/options window displays if you place your mouse over the asset icon on the map or, after selecting the asset from the **Assets** drop-down (Tools), place your mouse over the asset icon in the dashboard (bottom bar).

You can track assets (by viewing their path) based on the position information they transmit.

If the asset is not flying/transmitting, the map pop-up shows without the asset name and 'Last Report' title. Also, the map pop-up does not show lat/long.

### To create an asset

Right click the top item in the Assets tree ('HQ Owner - Business Owner/Operator' in the example below), click **Create**.

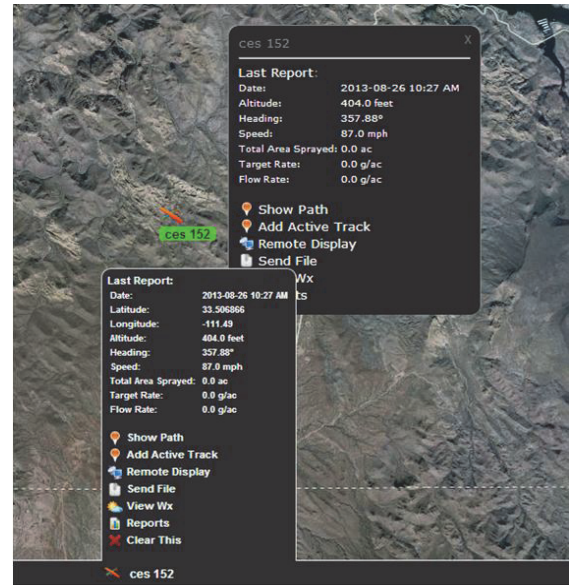
Select the type of asset you want to create (you can change the icon later if required).

Right click the **New node** default asset name, click **Rename** and rename the asset. Right click the asset, click **Edit** and add details as required, noting the following:

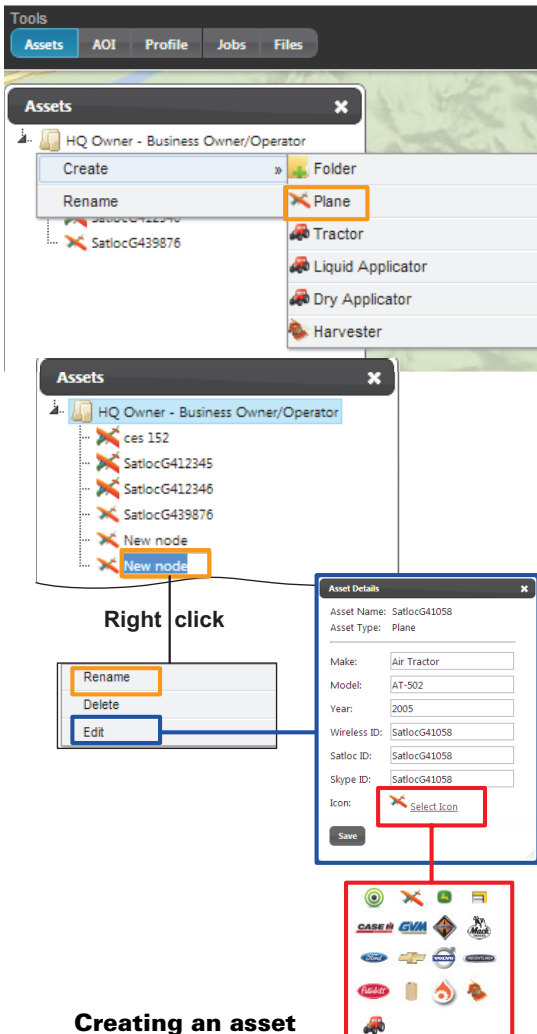
**The Wireless/Satloc/Skype ID:** Enter the guidance system's unique ID (e.g. SatlocG4xxxxx). Use this ID for all communications—that is, whenever you need to enter the asset's ID (see also "Remote Display" on page 20).

Click **Select Icon** and select the icon you want for this asset.

You can right click and delete an asset at any time.



Asset pop-up windows - upper from the map icon, lower from the bottom bar



Creating an asset

### Asset pop-up options

Use the asset options as follows:

<b>Show Path</b>	Shows tracked points for the asset. You specify the period you want displayed—from last 15 minutes to last 12 hours. When path is showing, this option becomes Hide Path.
<b>Hide Path</b>	
<b>Add Active Track</b>	Define the track color for an asset - for display with 'Show Path' on.
<b>Remote Display</b>	Connect to and use an asset's G4, while on the ground, for training, operational checks, and troubleshooting.
<b>Send File</b>	Same as Tools > Files (without having to specify the asset). Browse/add files, upload.
<b>View Wx</b>	Show weather details: Current Observation; Rain over next hour; Hourly Forecast (48 hrs)
<b>Reports</b>	Create a History Summary or History Map report (position and job data). Set start/end dates for the summary.

### Notes on assets, profiles, AOIs, and jobs

- You can specify multiple assets, multiple profiles and multiple AOIs for a job.
- You can have multiple drawn or uploaded boundaries for each profile's field or each AOI.
- You can set up your AOIs directly under the tree's 'root' (the top level 'HQ Owner' etc. in the example at left) or in folders. See "Adding Boundaries to the AOI Tree Hierarchy" on page 11.
- The **Reports** and **Logged Data Reports** at grower and farm levels (see red-boxed list items in the **Reports/Export** pop-ups in the profile tree on page 10) are for future development.
- The **Exports > Shape File** option at grower and farm levels (see the **Reports/Export** pop-ups in the profile tree on page 10) converts boundaries into the standard three-part shape file set and zips them.
- A job's status is initially Entered. Setting its status to Assigned makes it available to the asset for downloading from HQ (as a Waiting file - see "Upload Boundary (Files) for G4" on page 13).

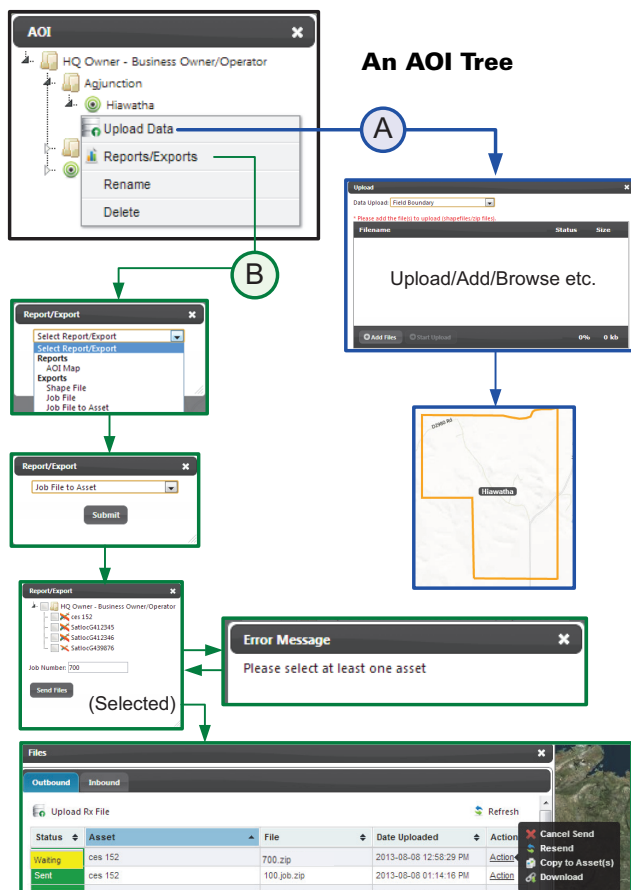
## Profiles and AOIs - Introducing

You can think of profiles as your primary, or regular job sites (or customers, although you add actual customer details outside of profiles—Settings > Customers). You can think of AOIs (Areas of Interest) as your ‘one off’ or irregular jobs.

You view and manage profiles and AOIs in a ‘tree’ format. A profile tree (at right) comprises a grower with single or multiple farms, fields and boundaries. An AOI (below) has only a boundary or boundaries. You can use a folder/sub-folder structure for your AOIs as required (see bottom right).

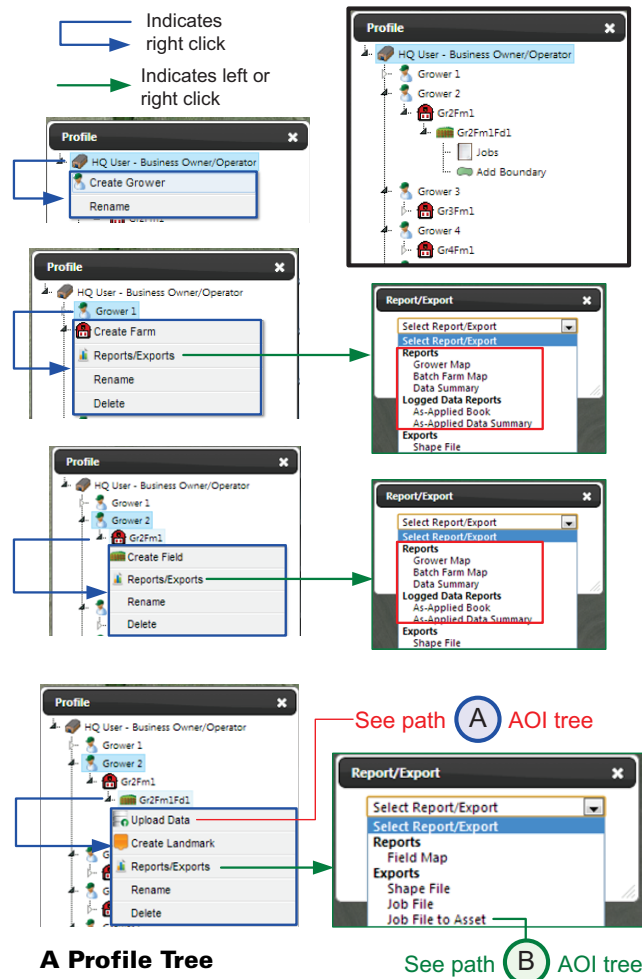
You can draw or import boundaries for profiles and AOIs (see “Adding Boundaries to the Profile Tree Hierarchy” on page 11, “Adding Boundaries to the AOI Tree Hierarchy” on page 11, and “Upload Boundary (Files) for G4” on page 13).

When you create a job, you specify a profile or an AOI for that job. When that job is transferred to an asset (also specified for the job) that profile’s (or AOI’s) boundary becomes a G4’s ‘Job’ polygon just like a G4-created polygon and can be used just like one. When drawing boundaries you can use the location search feature to have the map center on the required location (see “The Interface - Map Management” on page 6).



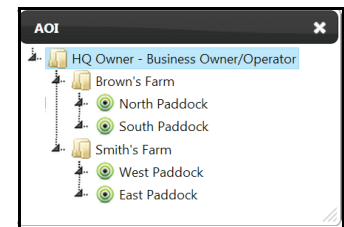
**Path A:** Shows one method for uploading a boundary file (the alternative to drawing a boundary). It is the same process as selecting **Upload Boundary** from the options available when you click Add Boundary. See “Uploading Boundaries” on page 12.

**Path B:** Shows how to export a boundary to an asset as a job (without using the create job process detailed on page 18). The sequence is right click the profile field or AOI, select Reports/Exports, select Job File to Asset, ‘Submit’, select the asset(s), add a job number and ‘Send Files’.

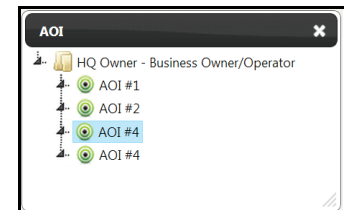


### Using Folders with AOIs

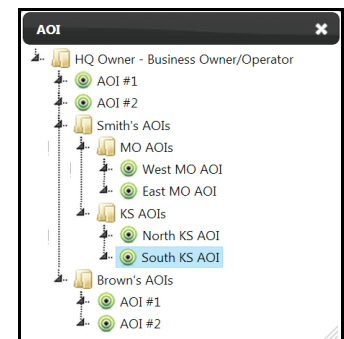
All AOIs in folders



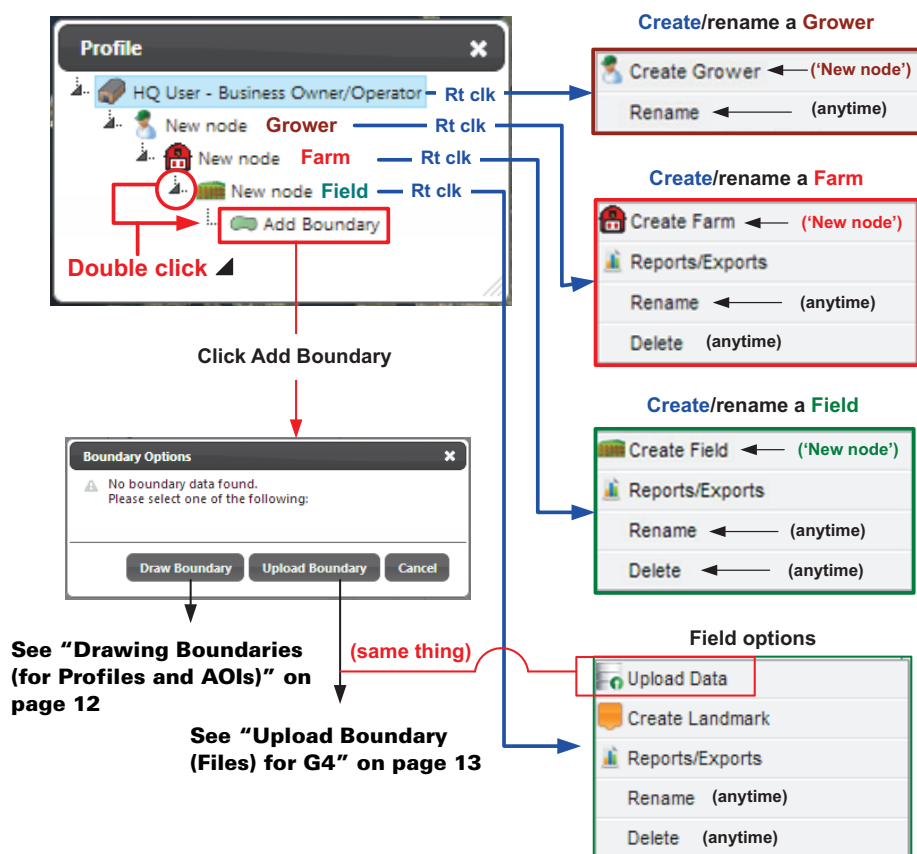
No folders used



Some AOIs in folders and sub-folders



## Adding Boundaries to the Profile Tree Hierarchy



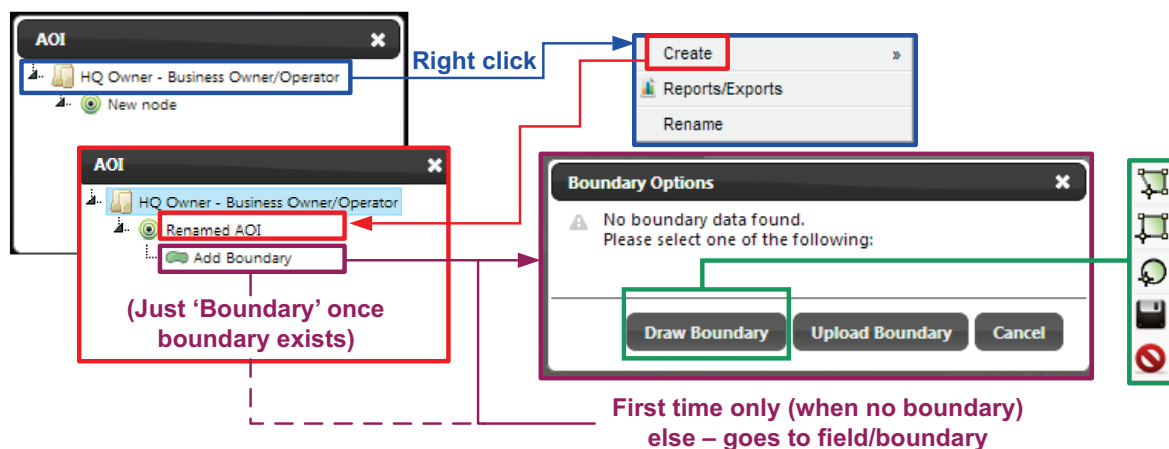
1. Right click the top item in the **Profiles** tree ('HQ User - Business Owner/Operator' in the example) and click **Create Farm**. The new farm will show as 'New node' (which you can rename immediately or later\*).
- \*If you add a new node when an earlier one (of the same kind) is still 'New node' you will get a duplicate name message.
2. Repeat the right click/create/rename process for a field.
3. Double click the field—the **Add Boundary** branch of the tree appears. (If a boundary has already been added, the tree label is just **Boundary**.)

**Note:** If you right click the field, you'll see the other field options, like creating a landmark.

## Adding Boundaries to the AOI Tree Hierarchy

Areas of Interest (AOIs), like profiles, include a boundary. Unlike profiles, AOI boundaries are not associated with a grower, farm or field. They are just boundaries—drawn or uploaded—marking an ‘area of interest’.

You have the same options and procedures for drawing or uploading a boundary or boundaries as you have when adding boundaries to a profile's field.



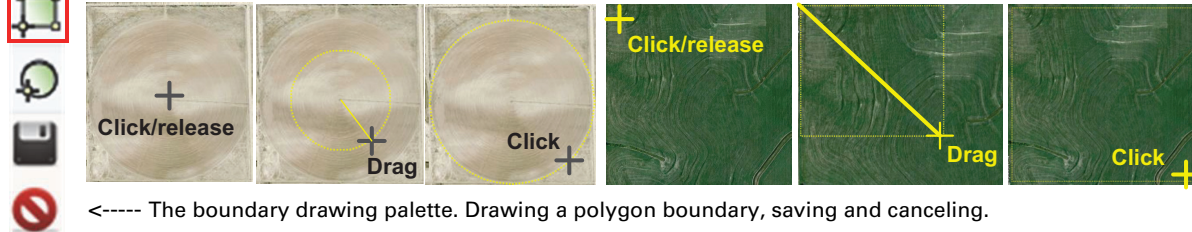


## Drawing Boundaries (for Profiles and AOIs)

You can draw a boundary (see “Drawing Boundaries...” following) or upload a boundary in a compatible file format.

### Drawing Boundaries - Circles and Squares

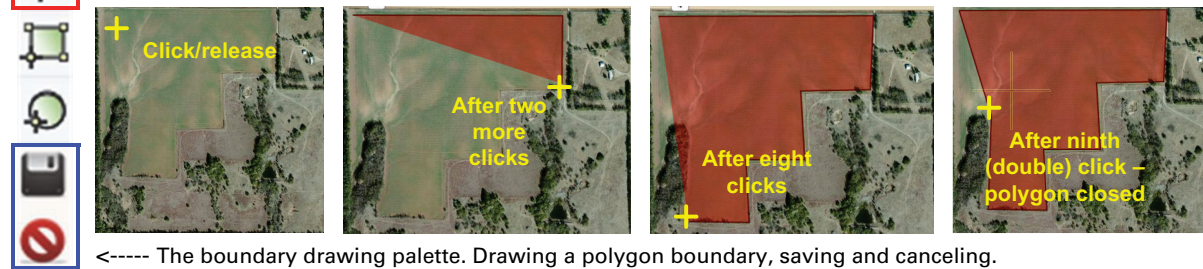
Set the map to where you want to draw a boundary (use Location Search as required). Click **Draw Boundary**. The boundary palette appears on screen. You can draw circular and rectangular boundaries (click and drag) or polygonal boundaries (multi-click to create the sides).



<----- The boundary drawing palette. Drawing a polygon boundary, saving and canceling.

### Drawing Boundaries - Polygons

You draw polygonal boundaries in much the same way as you draw circular and square boundaries: click/release at the first point, click at each subsequent point (but double click at the last point). The enclosed area becomes filled after the third point and reshapes with each added point. Double click at the last point to close the polygon (all sides become black lines).



<----- The boundary drawing palette. Drawing a polygon boundary, saving and canceling.

### Saving or Canceling Boundaries

Save or cancel your boundary using the bottom two boundary palette buttons (see left - your keyboard Delete key also cancels the boundary). Once saved, the fill disappears and the boundary lines are shown orange/yellow (see next picture) and the drawing palette disappears.

### Editing Boundaries

You can edit boundaries before or after saving them. You can edit uploaded boundaries and drawn boundaries.

**To edit before saving:** Click within the boundary. The points show as white squares. Select a point (it turns green) and drag it to its new position.

**To edit after saving:** Click the boundary icon below the field in the Profiles tree. The drawing palette reappears and the boundary becomes filled. Edit as described for ‘before saving’ above.

**Note:** You can edit/save uploaded boundaries just as you can drawn boundaries.

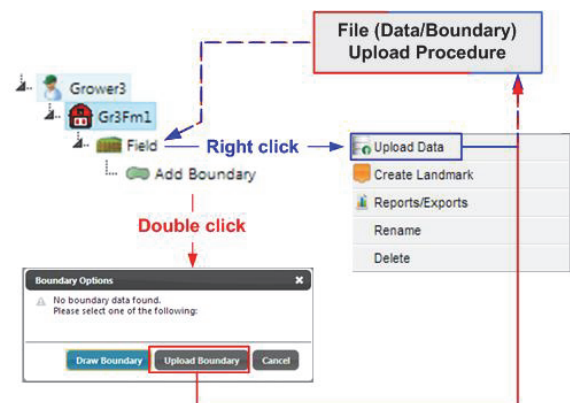


Saving and editing boundaries

### Uploading Boundaries

As an alternative to drawing boundaries for your profile's fields or AOIs, you can upload boundaries (as files) to become the field's or the AOI's boundary. You can do this initially either by selecting **Upload Boundary** from the **Add Boundary** options (double click Add Boundary) or **Upload Data** from the field options (right click field). Both options take you to and through the file upload procedure (see “Uploading (Boundary) Files” on page 15.)

Once your field or AOI has a boundary, you can make that boundary available, as an outbound file, for downloading by the specified asset. There are two ways you can do this using profiles or AOIs: by using **Jobs** or by using the (field) **Reports/Export** feature. See the following sections on preparing outbound boundary files.

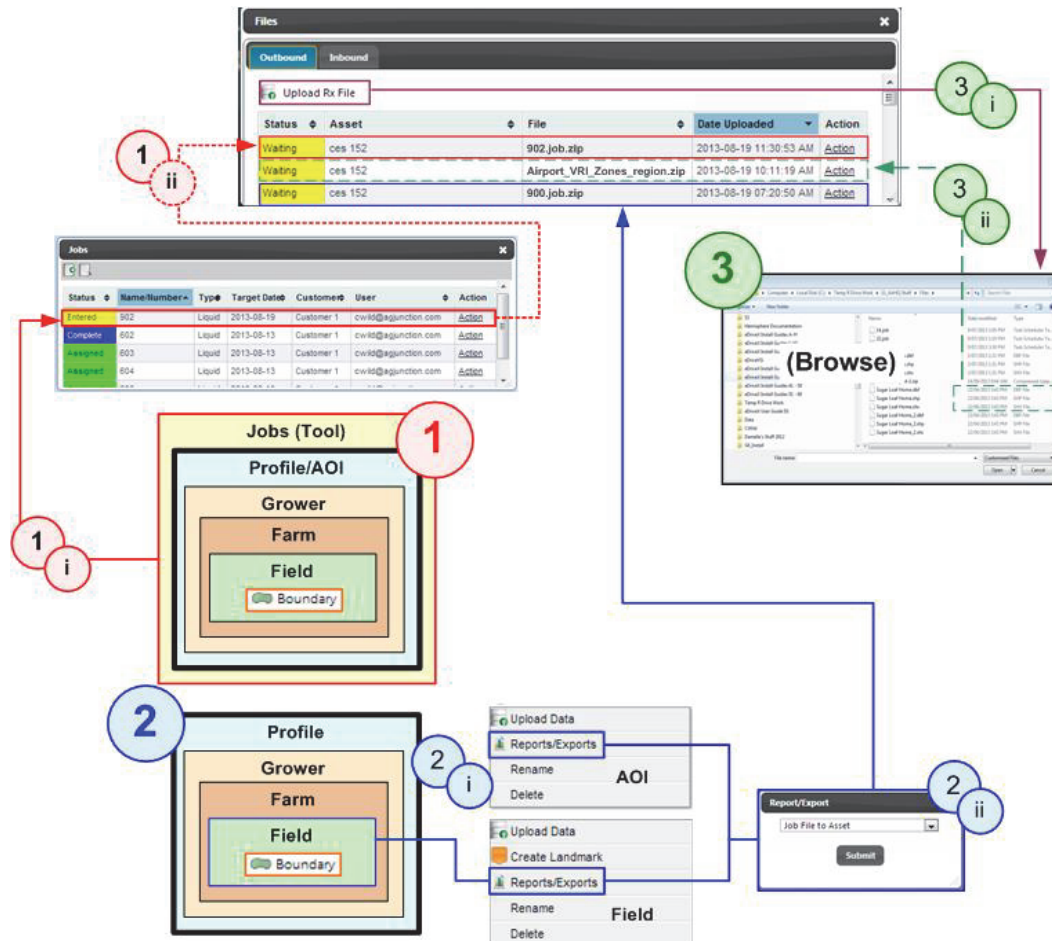


## Upload Boundary (Files) for G4

There are three ways—methods—through which you can create an outbound boundary file for download by an asset (through its G4). Two of them are by using your profile or AOI, the third is by the direct 'File' method (which uses neither a profile nor an AOI).

The schematic below, with its accompanying notes, summarizes the main steps for the three methods. The schematic on page 14 shows how the G4 can download waiting outbound files however they are prepared. For details of the actual file upload process—be it for a profile's field, an AOI, or for the direct files upload method, see "Uploading (Boundary) Files" on page 15.

### G4 can download 'Waiting' files



1. The '**Job**' method: From within **Jobs**, create a job, add a profile that has a boundary (1-i); assign the job (1-ii). See "Creating and Managing Jobs" on page 17.
  2. The '**Reports/Exports**' method: From within **Profiles** (field) or **AOI**, export a field (or AOI) that has a boundary (2-i); specify export as a 'Job File to Asset' (2-ii). The complete sequence is:
    - a. Right click the profile field or AOI
    - b. Select **Reports/Exports**
    - c. Select **Job File to Asset**
    - d. Click **Submit**
    - e. Select the asset(s)
    - f. Add a job number
    - g. Click **Send Files**

See also **Path B** on page 10.
  3. The '**Files**' method. From within **Files**, select to upload (boundary) files, specify asset (3-i), add/upload files (3-ii). See "Uploading (Boundary) Files" on page 15.
- The **G4** can upload all or any waiting files, see next page.

## Download Boundary (Files) by G4

**Select HQ File Transfers**

Upload TRENDS to HQ site

Upload LOG Files to HQ site

☒ JOBs ☒ PMaps ☒ SHAPE

Download Files from HQ site

HQ File Transfer Message window...

**G4**

**Files**

Outbound Inbound

Upload Rx File

Refresh

Status	Asset	File	Date Uploaded	Action
Waiting	ces 152	902.job.zip	2013-08-19 11:30:53 AM	Action
Waiting	ces 152	Airport_VRI_Zones_region.zip	2013-08-19 10:11:19 AM	Action
Waiting	ces 152	900.job.zip	2013-08-19 07:20:50 AM	Action

**Files**

Outbound Inbound

Upload Rx File

Refresh

Status	Asset	File	Date Uploaded	Action
Sent	ces 152	100.job.zip	2013-08-19 11:30:53 AM	Action
Sent	ces 152	100.job.zip	2013-08-19 10:11:19 AM	Action
Sent	ces 152	900.zip	2013-08-19 07:20:50 AM	Action

From within G4 the pilot can download waiting (boundary) files by type (JOBs, Prescription Maps, SHAPE). Their **Status** in the Files table becomes 'Sent'.

"Uploading (Boundary) Files" on the next page details the procedure for uploading (boundary) files for downloading by the G4.

The procedure details the direct **Files** method shown as method 3 on page 13. If you are uploading files for a profile's field or an AOI through either the **Field > Add Boundary > Upload Boundary** path or the **Field/AOI level Upload Data path** (see figure below), the procedure starts at the **Upload Rx File** screen (step 3 - the screen will be labeled **Upload** with 'Field Boundary' already selected in the **Data Upload** field) and ends at step 6. This is confirmed in the notes.

**Field > Add Boundary**

Boundary Options

No boundary data found.  
Please select one of the following:

**Profile (Field) > Upload Data**

**AOI > Upload Data**

## Uploading (Boundary) Files

(Note: For boundary/data uploads for profile fields and AOIs, steps 3-6 only apply.)

Select **Files** from the **Tools** set then (figure numbers appear within the relevant part of the schematic):

1. Click **Upload Files** (1)
2. Select asset(s) to which you want to send the files (2) - click **Next**
3. Click **Add Files** (3)
4. Browse to your files (the **Customized Files** feature means only uploadable files are displayed) and select the required files (the shape file 'set' or a zipped prescription map or job file) (4)
5. When the files appear, queued (5), click **Start Upload**. The files are sequentially uploaded (6. You can stop the process if required.)
6. The files appear, zipped (if they weren't already) in the File screen (7). Click **Select Files\*** or **Finish\*\*** (7)

\* This effectively now means 'Re-select' or 'Replace' files. You can upload multiple files or file sets (for shape files) in one upload process but you cannot add to your uploaded list (7), you can only replace the uploaded files by repeating the process and making new selections.

\*\* If a 'Select File Type' pop-up window appears, click Submit for the default file type 'Job'.

**Files**

Outbound Inbound

Upload Rx File

Status Asset File Date Uploaded Action

Sent ces 152 701.zip 2013-08-14 10:13:50 AM Action

**Assets**

Assets Please Select Asset(s):

File

HQ Owner - Business Owner/Operator

SatlocG412345

SatlocG412346

SatlocG439876

**Upload Rx File**

\* Please select the file(s) to upload (shapefiles/zip files).

Filename Status Size

Click 'Add Files'

Add Files Start Upload 0% 0 kb

**Upload Rx File**

\* Please select the file(s) to upload (shapefiles/zip files).

Filename Status Size

Sugar Loaf Home\_2.dbf 0% 378 b

Sugar Loaf Home\_2.shp 0% 460 b

Sugar Loaf Home\_2.shx 0% 108 b

3 files queued Start Upload 0% 946 b

**Upload Rx File**

\* Please select the file(s) to upload (shapefiles/zip files).

Filename Status Size

Sugar Loaf Home\_2.dbf 100% 378 b

Sugar Loaf Home\_2.shp 0% 460 b

Sugar Loaf Home\_2.shx 0% 108 b

3 files queued Start Upload Stop Upload 40% 946 b

Uploaded 1/3 files

**Add File(s)**

File

Select File

Sugar\_Loaf\_Home\_2.zip

Files, zipped and added

1 of 2 Complete

Cancel Previous Finish

**Browse to file location.**  
**'Customised Files' ensures only files that can be uploaded are available for selection.**  
**Select file(s) for uploading.**

Name

national\_parks.dbf

national\_parks.shp

national\_parks.shx

RiverRanch\_Fld-2.zip

Sugar Loaf Home.dbf

Sugar Loaf Home.shp

Sugar Loaf Home.shx

Sugar Loaf Home\_2.dbf

Sugar Loaf Home\_2.shp

Sugar Loaf Home\_2.shx

Customised Files

Open Cancel

The uploading file (boundary) procedure



## Managing Files

You manage files through the files table. In addition to displaying outbound (to G4) and inbound (from G4) files, the files table launches the file upload procedure detailed under “Uploading Boundaries” on page 12.

### Outbound files

Status	Asset	File	Date Uploaded	Action
Waiting	SatlocG439876	Sugar_Loaf_Home_2.zip	2013-08-07 02:54:53 PM	Action
Cancelled	HQ Owner - Business Owner/Operator	Sugar_Loaf_Home_2.zip	2013-08-07 02:54:53 PM	Action
Waiting	SatlocG412345	Sugar_Loaf_Home_2.zip	2013-08-07 02:54:53 PM	Action
Waiting	SatlocG412346	Sugar_Loaf_Home_2.zip	2013-08-07 02:54:53 PM	Action
Sent	SatlocG439876	Sugar_Loaf_Home.zip	2013-07-25 06:59:07 PM	Action

The Files table - outbound list

The **Action** options for outbound files are:

<b>Cancel Send</b>	Your choice when or why to cancel a waiting file
<b>Resend</b>	Resets a <b>Sent</b> file back to <b>Waiting</b> - for example on request from an asset
<b>Copy to Assets</b>	Creates a new <b>Waiting</b> row for the newly specified asset(s)
<b>Download</b>	Copies the file to the Download folder of the PC or other using device

### Inbound files

**Upload LOG Files to HQ site (G4 option)**

Status	Asset	File	Date Uploaded	Action
Waiting Processing	ces 152	1210290950SatlocG411180.log	2013-08-20 10:58:39 AM	Action
Waiting Processing	ces 152	01081355.log	2013-08-20 10:58:39 AM	Action
Waiting Processing	ces 152	02070732.log	2013-08-20 10:58:39 AM	Action
Waiting Processing	ces 152	06300749.log	2013-08-20 10:58:39 AM	Action
Ready	ces 152	1308150931SatlocG411132.log	2013-08-15 09:32:20 AM	Action

The Files table - inbound list

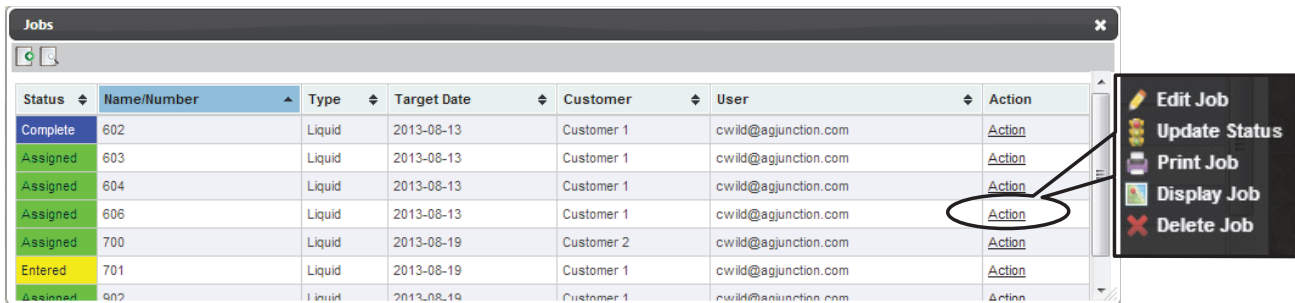
The **Action** options for inbound files are:

<b>Download</b>	Copies the file to the Download folder of the PC or other using device
<b>Report</b>	Creates a PDF showing the map and related data (including: location, job name, start and end times, product, target, applied and average rates, elevation)
<b>View</b>	Presents a map view of the worked area and an As-Applied: Actual Rate bar graph
<b>Delete File</b>	Permanently deletes the file

## Creating and Managing Jobs

You create and manage jobs through the Jobs table. Use the Jobs table to view summary info, take action(s), create new/edit existing jobs, open associated fields/boundaries.

### The Jobs Table



Status	Name/Number	Type	Target Date	Customer	User	Action
Complete	602	Liquid	2013-08-13	Customer 1	cwild@agjunction.com	Action
Assigned	603	Liquid	2013-08-13	Customer 1	cwild@agjunction.com	Action
Assigned	604	Liquid	2013-08-13	Customer 1	cwild@agjunction.com	Action
Assigned	606	Liquid	2013-08-13	Customer 1	cwild@agjunction.com	Action
Assigned	700	Liquid	2013-08-19	Customer 2	cwild@agjunction.com	Action
Entered	701	Liquid	2013-08-19	Customer 1	cwild@agjunction.com	Action
Assigned	902	Liquid	2013-08-19	Customer 1	cwild@agjunction.com	Action

Jobs table: the two icons at top left (   ) are Add Job and Search Job(s)

### Job Action(s)

<b>Edit Job</b>	Opens the Job screen group (Name/Type to Details) in edit mode. Edit as required and click Finish on the last (Details) screen
<b>Update Status</b>	See next table
<b>Print Job</b>	Creates a printable PDF containing a map of, carrier and product details, profile information, and load and partial load information
<b>Display Job</b>	'Opens' the map at the Profile or AOI boundary
<b>Delete Job</b>	Deletes the job and all its detail permanently - the job cannot be retrieved

### Job action 'Update Status'

You can update a job's status as required by clicking on Action for the job row.

The table below describes what each action means (the asterisk indicates statuses that are set by the system).



### Job Actions Update Status table

<b>Entered</b>	You have successfully entered at least all the required information for a job to be saved
<b>Assigned</b>	You have manually set the job status to Assigned - makes the job a waiting file in the File table, ready for download from HQ by G4
<b>Accepted</b>	The G4 has downloaded the files from HQ
<b>In progress</b>	Your choice to set this status while viewing the job in progress (or indicating that it is)
<b>Complete</b>	Your choice to set this status at the appropriate time
<b>Invoiced</b>	Your choice to set this when logs have been uploaded to HQ by the G4, reports generated, data used, and invoices raised
<b>Archived</b>	Your choice to remove all completed jobs and store them
<b>On hold</b>	Your choice to use the informational status as appropriate
<b>Rejected</b>	Your choice to use this status appropriately - consider 'Rejected' or 'Canceled' depending on individual circumstances
<b>Cancelled</b>	See Rejected



## Creating a new job

(Figure numbers appear within the relevant part of the schematic).

Click the **Add Job** icon  at top left of the Jobs table.

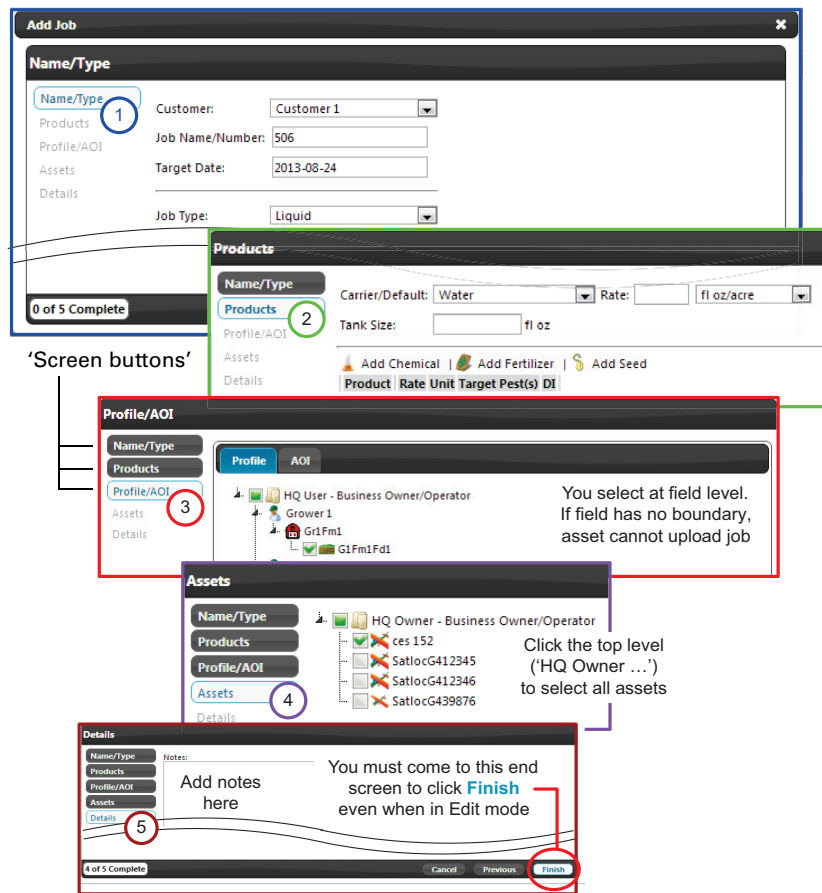
1. Enter **Name/Type** information (there are no mandatory [required] fields on this page). Click **Next** at bottom right of the screen (1). (You enter customers in Settings > Customers.)
2. Enter **Products** details. (Carrier) **Rate** and **Tank Size** are mandatory fields. Data is for records only—it is not currently processed (2).
3. Select a **Profile** (or **AOI**). You cannot save (Finish) a job if the field does not have a boundary (3). (If a small Profile/AOI box pops up and obscures a selection point, click away from it to clear it.)
4. Select one or more **Assets** - you must select at least one (4).
5. Add notes (**Details**) as required and click **Finish**. Job appears in the Job Table as 'Entered'. Click **Previous** (or an active screen button) to go back through the screen group (5). After editing, you still come here to save ('Finish').

## Job processing after creation

(See also Job actions - "Job action 'Update Status'" on page 17)

A job remains as 'Entered' until you assign it (Actions > Update Status > Assigned). Once you have set the job to Assigned, it becomes a (status) Waiting file in the Files table.

When the asset has uploaded the job, its status automatically becomes 'Accepted' (so Job statuses 'Entered' and 'Accepted' are the only two statuses set by the system—all others are manually set as required).



The schematic illustrates the 'Add Job' workflow through five numbered steps across different screens:

- Step 1: Name/Type screen** - Shows fields for Customer (Customer 1), Job Name/Number (506), Target Date (2013-08-24), and Job Type (Liquid). A 'Next' button is at the bottom right.
- Step 2: Products screen** - Shows fields for Carrier/Default (Water), Rate, and Tank Size. It includes buttons for 'Add Chemical', 'Add Fertilizer', and 'Add Seed', and a table with columns: Product, Rate, Unit, Target, Pest(s), DI.
- Step 3: Profile/AOI screen** - Shows a selection of assets like 'HQ User - Business Owner/Operator', 'Grower 1', 'Gr1Fm1', and 'G1Fm1Fd1'. A note states: 'You select at field level. If field has no boundary, asset cannot upload job'.
- Step 4: Assets screen** - Shows a selection of assets like 'HQ Owner - Business Owner/Operator', 'ces 152', 'SatlocG412345', 'SatlocG412346', and 'SatlocG439876'. A note states: 'Click the top level ('HQ Owner ...') to select all assets'.
- Step 5: Details screen** - Shows a 'Notes' field with the text 'Add notes here'. A note states: 'You must come to this end screen to click Finish even when in Edit mode'. The 'Finish' button is highlighted at the bottom right.

A 'Screen buttons' label points to the navigation buttons (Previous, Finish) at the bottom of the screens.



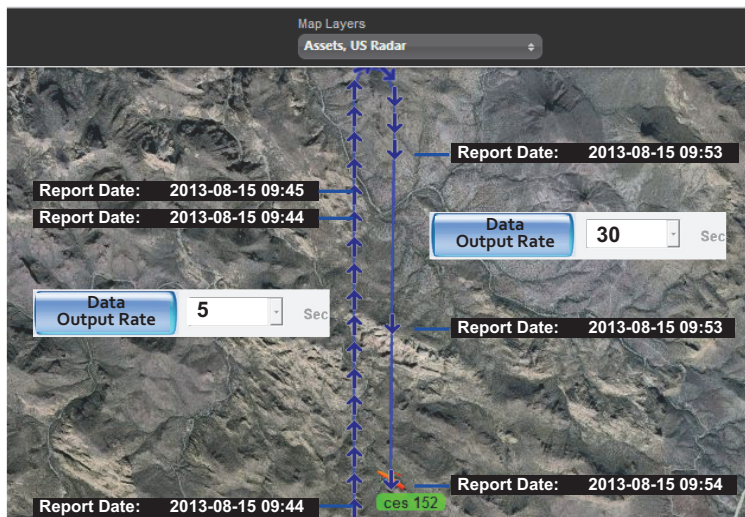
## Tracking - Show and Hide Path - Tracking Intervals

The asset pop-up has path options. They switch between **Show Path** (turn path on if turned off) and **Hide Path** (turn off if turned on). After selecting **Show path**, you can set from how far back (in time) you want to show the path for, that is, you set the **Display Last** value where the options are 15 or 30 minutes; 1, 2, 4 or 12 hours.

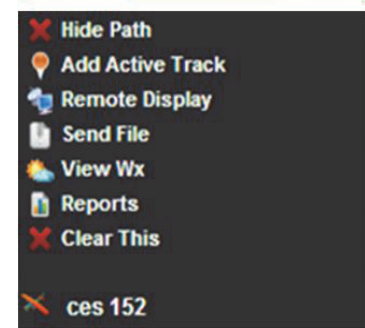
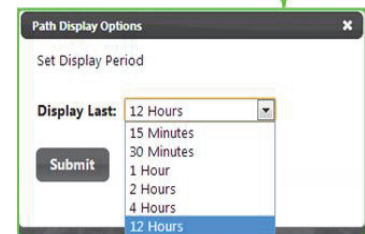
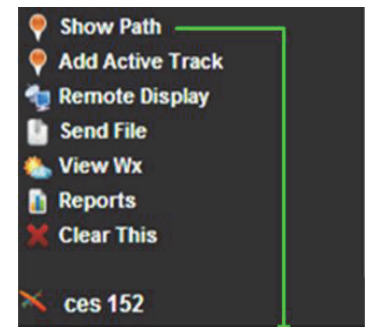
The number of tracking points you see depends on the **Data Rate Output** set by the **G4** user. If that is set to 5 seconds, your path will show 12 tracking points for each minute of flying ( $5 \times 12 = 60$ ). If the output rate is 30 seconds, you will see two tracking points for each minute of flying.

### Notes:

- The path shows green if the aircraft is spraying
- Periods, within the display period you set (the **Display Last** setting), when the G4 had tracking turned off, show as straight lines connecting the periods when the G4 had tracking on.
- In the figure below, the airplane tracking output rate was 5 seconds flying north, 30 seconds shortly after turning south



Tracking points at different data output rates - 5 seconds (N), 30 seconds (S)



Above (top to bottom): Show path, set display period, hide path

## Remote Display



**WARNING:**

### DO NOT ENABLE THE REMOTE DISPLAY FEATURE WHILE THE G4 AIRCRAFT IS IN FLIGHT

The remote display function enables you to access and use an aircraft's G4 for such things as training, operational checks, and troubleshooting *while the aircraft is on the ground*.

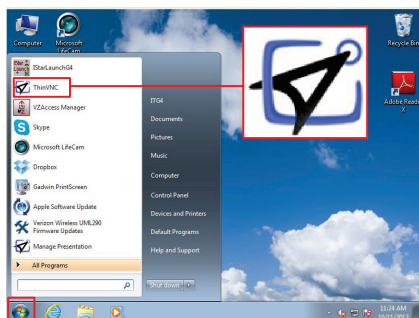
The requirements for using the feature are that:

- The asset is set up in HQ with its ID(s) entered (see "The Wireless/Satloc/Skype ID:" (Assets) on page 9)
- A connection has been established through one of the following:
  - The supplied Verizon cell modem
  - Local WiFi
  - Tethering
- The G4 has been set up for screen sharing and file transfer (see "Setting Up for Remote Display - G4" following)

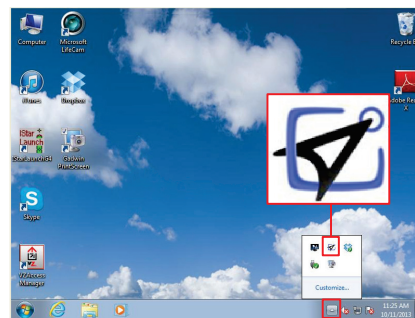
"Establishing Remote Display - HQ" on page 21, with its notes, steps you through the HQ setup procedure for using the remote display feature.

### Setting Up for Remote Display - G4

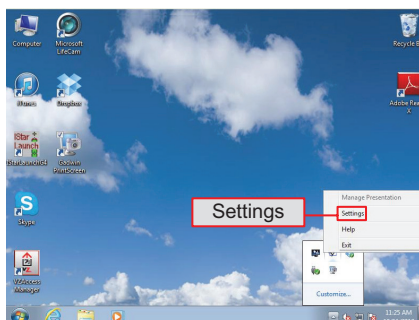
1. From the G4 desktop, click **Start** then **ThinVCN**



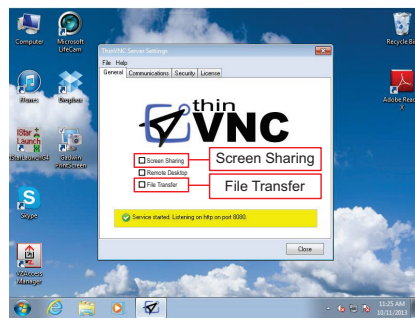
2. Click the icons button then the ThinVCN icon



3. From the **Manage Presentation** pop-up, select **Settings**



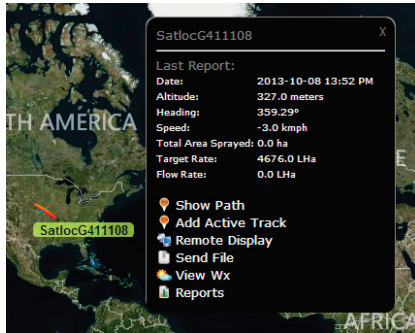
4. In the VCN **General** (tab) screen, select **Screen Sharing** and **File Transfer**. Click **Close**.



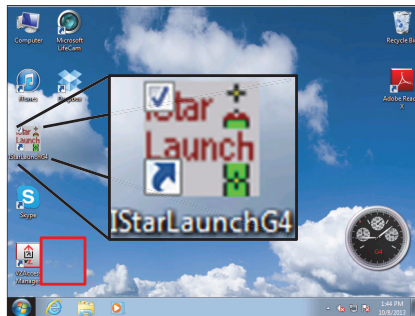
## Establishing Remote Display - HQ

 **Do not use Remote Display when the aircraft is flying**

1. In the asset pop-up, select **Remote Display**



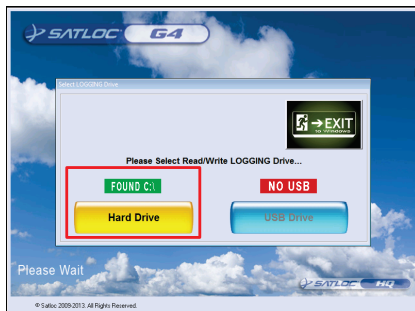
3. Double click the **IStar Launch** icon



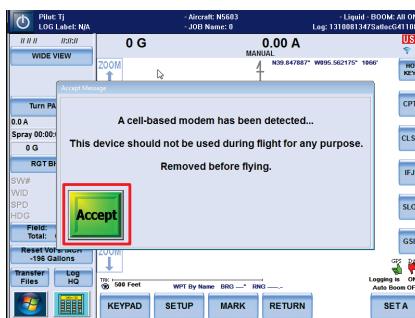
4. At the '...VFR USE ONLY' warning, click **OK**



6. Click **Hard Drive** (even if a USB is installed/detected)



8. At the cell-based modem detection notice, and heeding the warning about not using this feature when the aircraft is in flight, click **Accept**



2. Accepting the defaults 'Screen Sharing' and 'Open in a new browser window', click **Connect**



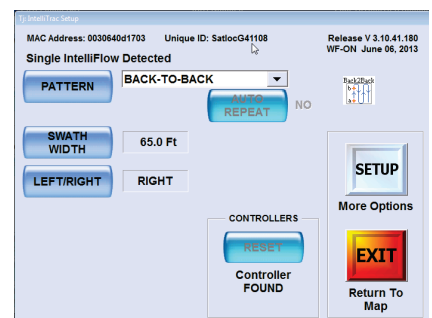
5. Click **RUN IntelliTrac Touchscreen**



7. Wait while the **IntelliTrac** welcome screen is displayed



9. After briefly displaying the map screen, the G4 displays the default first **SETUP** screen



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