OPERATIONS CENTER

MIDWEST MACHINERY CO
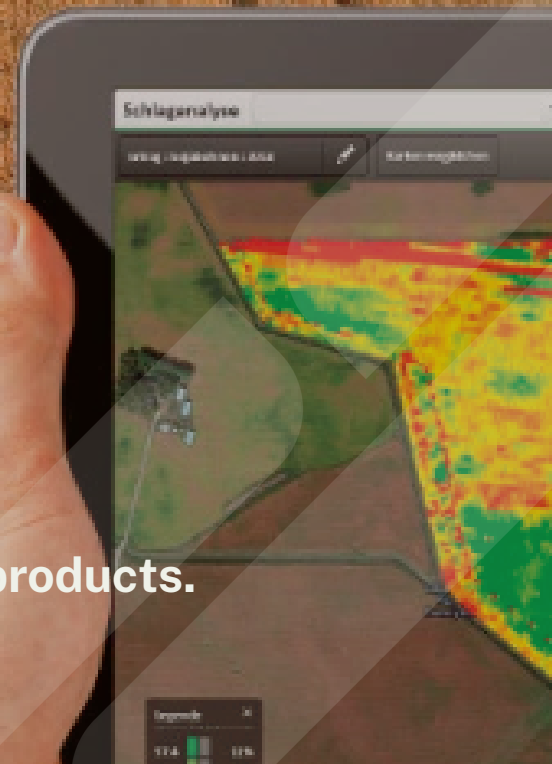
PRODUCTS

How to add new products and archive old products.

Operations Center - Products
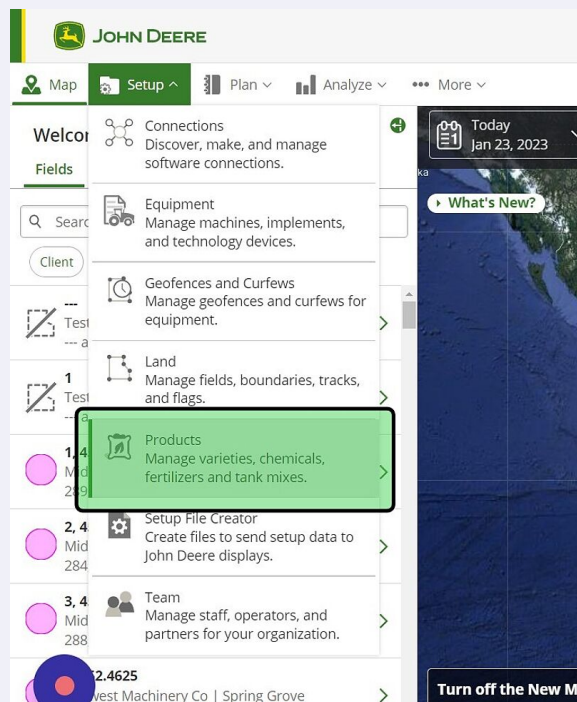
How to add new products and archive old products

1 Navigate to Operations Center

2 Select "Products: Manage varieties, chemicals, fertilizers and tank mixes" under "Setup"

Removing Old Products

3   Check the box next to the products the user wishes to remove

4   Select "Archive." These products can be brought back from the archived list if used again in the future.

Adding New Products

5 In the "Products" tool, Select "Add"
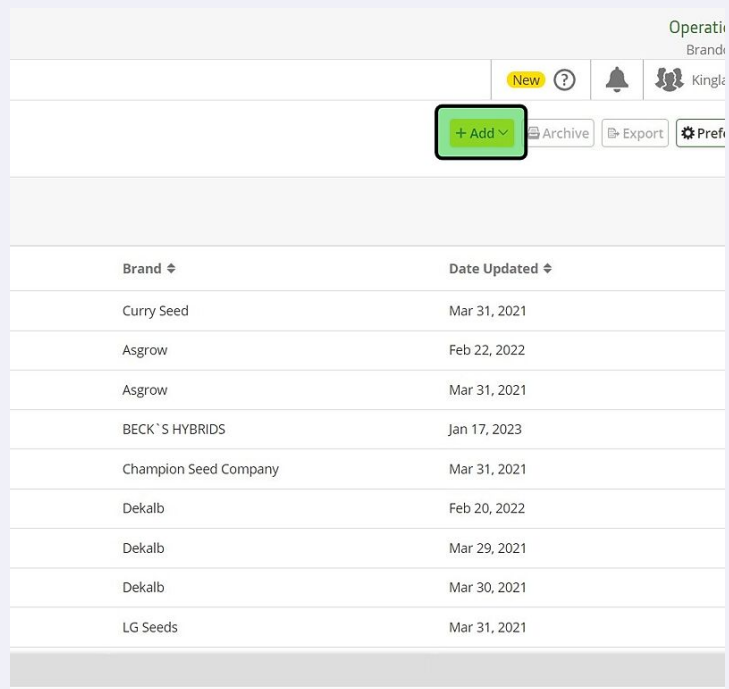
6 Select "Products"

7 Type in the name of variety or chemical the user would like to add.

8 Find the variety or chemical desired. A green dot next to a product means that the product is already present in the user's organization. Check the box next to all the products the user wants to add.

9 Click "Add Products." Products will now be available to the user.