AgSense

New WagNet Dealer Manual


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INTRODUCTION

It's a brand new year here in 2013 and it is time for change! We would like to introduce you to our new WagNet site. It is loaded with all of the same good old things, plus many, many new features. We have created this manual to walk you through WagNet step by step to give you a sound understanding of the new system. The goal of this manual is to help you, our dealers, understand the administration system provided to you.
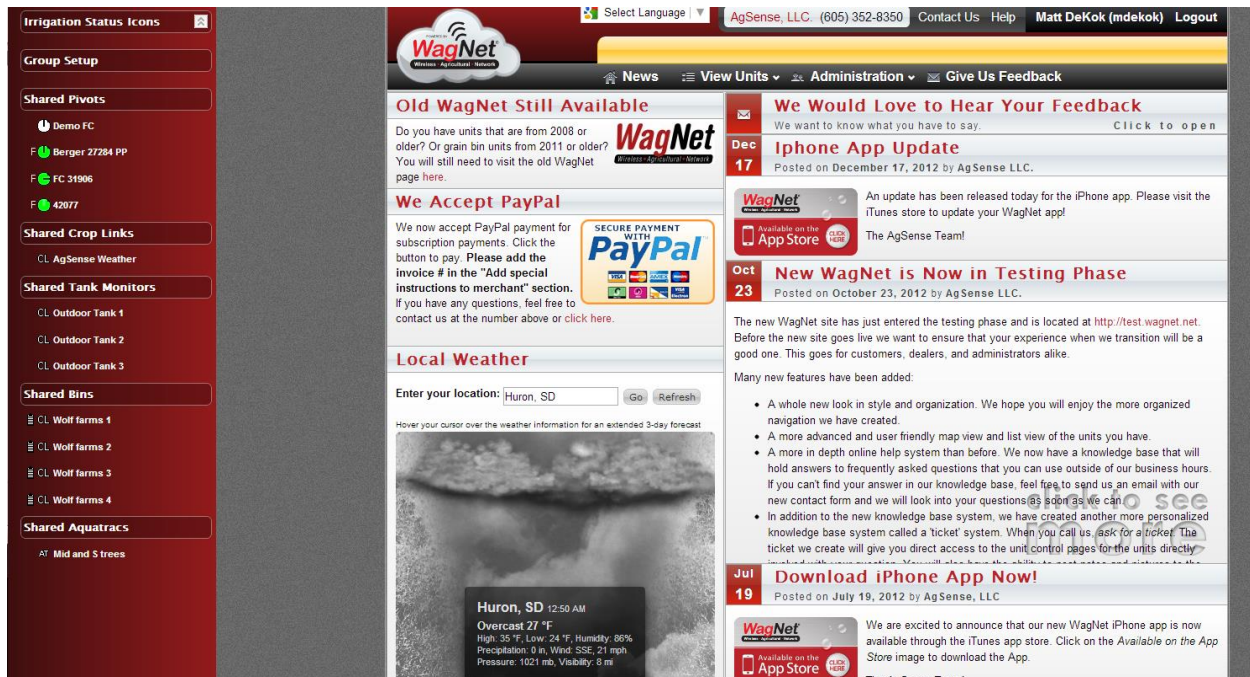

AVAILABILITY OF OLD WAGNET

For those who do not like change, do not fret! We still have made the old WagNet available to you. You can still find it at HTTP://OLD.WAGNET.NET/. We have also provided a link to old WagNet on the front page of new WagNet.

WE WOULD LIKE YOUR FEEDBACK

As the user of this site, your opinions matter the most. Therefore, on our new Home Page, we have created a form for you to fill out. We want to know what you think, so that we can make this website a better experience for you.
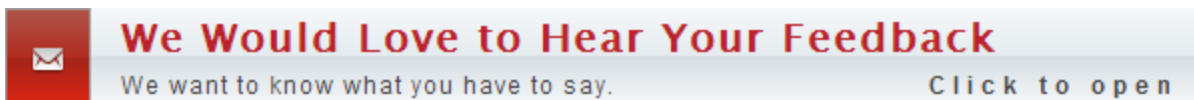
ALERTS BAR

If you look at the top of the page, you should see a gold bar with scrolling messages. This bar was created to give you quick information about things that might need your attention. Information included in this bar include

- the latest news entry in the **Info** page,
- any open tickets created during phone conversations with AgSense LLC.,
- and any orders you have that have not yet been shipped.

Clicking on a message will direct your browser to the page associated with it. For example, clicking on a message about open orders will direct you to the list of orders on your page.

ADMINISTRATION

As you have probably noticed, the biggest change we have made is the administration section. In this section is every page used to manage your customers, units, and orders. We have also given you the ability to create news posts that will appear on the **Info** page.

MAIN PANEL

The **Main Panel** is located in **Administration → Main Panel** in the black menu bar at the top of the page. From this page you can search for any orders or news entries or manage your customers and units.

Figure 1 - Administration Main Panel

MANAGE ORDERS

The Manage Orders box allows you to quickly search your orders directly from the main panel. The header bar of this box also has 3 quick-access buttons. The first one (which looks like a printer) generates a PDF file with a list of all yours open orders. The second button (which looks like a wrench and hammer) is a link to manage all of your orders. It is the same as the **Orders** button on the left side of the page. The third button (which looks like 2 sheets and a plus icon) is a link to create a new order.
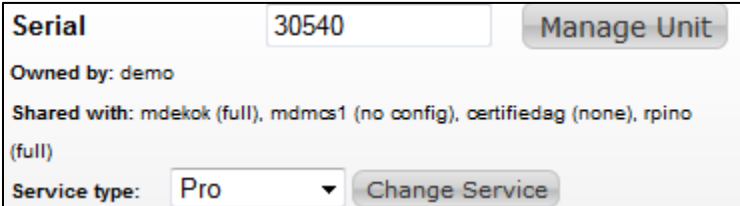
MANAGE USERS

The Manage Users box gives you the ability to access your users' pages directly with only a username, first name, last name, or serial number of one of their units. **Important note:** If you use your users' first or last names or serial number here, you must then select their username from the dropdown box. The reason why is because this box only recognizes usernames. After entering or selecting a username, you can either click the **Open** button or press the **Enter** key on your keyboard.

The lower part of this box allows you to create your own users. Please note that, as of right now, you can only create "customer"-type accounts.

MANAGE UNITS

The Manage Units box gives you direct access to any unit provided that you know its serial number. When you enter a serial number here, information about the unit (including its owner, share status, and service level) will appear. The **Service type** field shown in *Figure 2 - Manage Units Unit Information* is where you go to change the service level of a unit.

Figure 2 - Manage Units Unit Information

Also, clicking on **Manage Unit** or pressing the **Enter** key on your keyboard will open up the unit directly.

The last section of this box is the Move Unit section. When you enter a serial number (or a list of serial numbers separated by commas), you have the option to move the unit(s) to another user. You can move units from yourself to a customer, a customer to yourself, or customer to customer. **Preserve GPS** will ensure that each unit will retain its current GPS information when transferred. Turning this off will reset the GPS coordinates to zeroes.

MANAGE NEWS

The Manage News box, like the Manage Orders box, is a search form for searching the News entries you have posted. More information is on page 6.

MANAGING ORDERS

As a dealer, you have the ability to create, edit, and manage your own orders. The following sections describe these processes in detail.

MANAGE ORDERS

The Manage Orders page is a page where you can see a detailed list of all orders placed by you or placed by AgSense in your name.

The Manage Orders page is located in several places:

- In the black menu bar at the top of the page, go to **Administration → Manage Orders**.
- In the red menu bar on the left side of any administration page, go to **Orders → Manage Orders**.
- In the header bar of the Manage Orders box on the administration main panel, click on the tools icon.

Figure 3 - Manage Orders Page

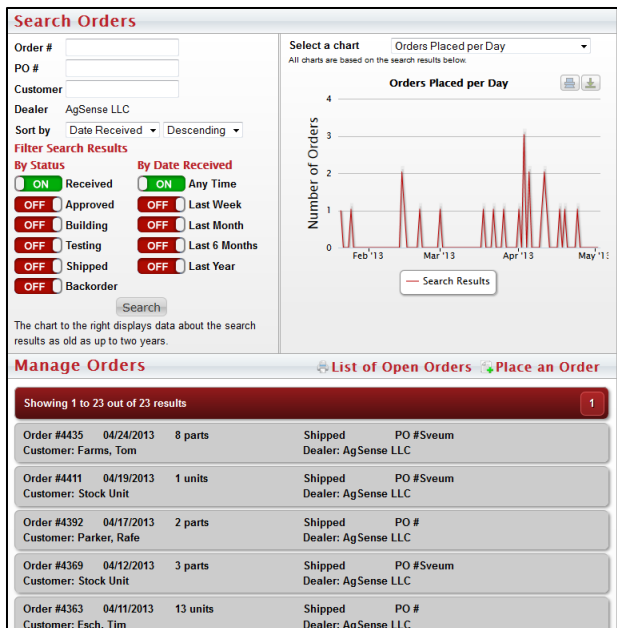In the top right of this page is a series of charts available for you to view including: orders placed per day, orders placed per person (top 10), orders placed per customer (top 10), units per order, and units ordered per day. We have added this to provide you a graphic representation of your order data.

Also, clicking on one of the orders below will open up the Edit Orders page as describe on page 5.

PLACING AN ORDER

When placing an order, you'll see a small but powerful order creation system we've put in place this year. To start, you will need to select a customer or "Stock Unit" from the **Customer** dropdown box.

The Billing & Shipping options each have 3 modes to make it easier for you to finish your order more quickly – Customer, Dealer, and Custom. If you have selected "Stock Unit" in the **Customer** field, however, you will only see 2 – Dealer and Custom. When Customer is selected, the selected customer's information should be populated in the box below it. If it is not or it appears to be blank, then it means that the customer has no information in their Account Information page. If that is the case, then you will need to select Custom and enter it manually. When Dealer is selected, the same thing will happen with the dealer's information.
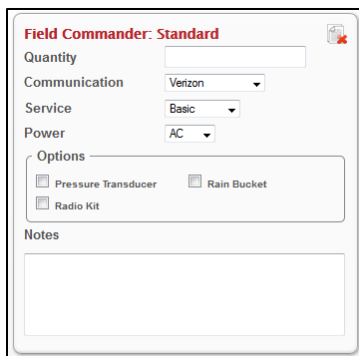

Figure 4 - Item Entry

The next section is where products are added to the order. To add an item, select one from the dropdown menu provided and click **Add Item**. When you do, a box will appear with further information to fill out about the product being ordered.

Figure 4 - Item Entry shows you an example of a standard Field Commander item entry box. All items have a quantity field. After that, each item's options are different based on the item selected. We have also provided you the ability to add notes to each item.

The last section is the Notes section. This is where you enter notes on the overall order. When you have finished, you can click **Submit Order**. If the order entry was successful, you should be directed to the Edit Order page to make any necessary changes to the order or print out an order invoice.

EDITING AN ORDER

The layout of the Edit Order page is very similar to the Create Order page. However, you'll notice some slight differences. A new field has appeared in the top section called **Order Status**. This field allows you to keep track of an order's status during its process from the receiving of the order to its shipment. However, the Billing & Shipping, Items, and Notes sections are all the same.

Another new item on this page is the **Printable Report** link in the order header bar. This link generates a PDF report for you on the fly that you can save or print.

MANAGING USERS

The Manage Users page is very similar to the Manage Orders page, except that it does not have any graphs. It is a very simple page created for viewing customer details.

MANAGING NEWS

This is a new feature we are providing to our dealers. You now have the ability to create and manage news entries that will appear on the Info/News page.

CREATING A NEWS ENTRY

The news entry form is pretty simple. All that is required is a title and a body. However, the title must be 15 characters or more and the body must be 75 characters or more.

When creating the body of the news entry, you are allowed to add tables, lists, special symbols, etc. just like in Microsoft Word. Images and special media (such as video or Flash) must be added by a representative from AgSense.

Important Note: When a dealer submits a news entry, the news entry must first be approved by approved by a representative from AgSense.

EDITING A NEWS ENTRY

The form for this is the same as the form for creating a new news entry, except with the addition of an option to delete the news entry being edited.

Important Note: When a dealer submits an edited news entry, the news entry must then be re-approved by approved by a representative from AgSense.

SIDEBAR

We covered most of this part of WagNet in the *Customer* manual. However, dealers have more features in the sidebar that will be covered here.

The first feature is the ability to select or enter a username of one of your customers and view a list of their units. When selected or entered, click **View User Units** and the list of that user's units will appear where your units were. To see your units again, you can either select your own username or click **View User Units** again while the text box is blank.

The second feature we've added is the ability to filter units by serial number or alias. When entered, click **Filter Units** and the list of units below will be filtered.