

# FarmMate

**Software for Equipment  
Maintenance and  
Inventory Control**



**FarmMate™** is designed to let you maintain equipment maintenance records and to help you keep track of parts and supplies you have on hand. Through use of the Palm OS HotSync conduit, the handheld and Windows desktop versions of FarmMate can share the same data files. You can enter or modify records on the desktop, perform a HotSync, and the records will appear on your handheld computer, ready to use in the field. Likewise, you can enter or modify records on the handheld computer, perform a HotSync, and the records will appear in your desktop FarmMate program.

Since the versions of FarmMate for the handheld and desktop “platforms” look the same and work the same way, you only need to learn about one program. Once you know how to use FarmMate on one platform, you also know how to use it on the other!

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## **FarmMate Version 1.0**

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# Using FarmMate™

## *Trial Version Mode and Registered Mode*

### **Trial Version Mode**

The first time you start the FarmMate program, it will be running in “Trial Version” mode. The program is fully operational in trial mode, but you can only enter 8 records in each of the equipment databases (you can enter up to 8 truck records and 8 tractor records and 8 combine records, etc.). In Registered Mode you can enter an unlimited number of records.

On the Palm OS handheld computer, this consists of a 10-day free trial. After that, you need to purchase and enter a registration code to convert the trial version to “registered” so you can continue to use it. To run the software in Trial Version mode on the Palm OS handheld computer, tap the [Try it] button that appears on the trial version startup screen.

On the Windows desktop, the trial version can be run 10 times before it requires a purchased registration code. To run the desktop software in Trial Version mode, select the [Continue] button on the startup screen, then click the number buttons on the screen to enter the temporary registration code that appears at the top of the Registration Screen, then click the [Submit Registration] button at the bottom of the screen.

### **Registered Mode**

To register the software, converting it from trial software to fully operational, purchase a registration code. See the registration screen in the software for guidance to the registration code sales website. When you make your purchase, you will receive both a handheld version code and a Windows desktop version code.

To register the handheld version, tap the [Register] button near the bottom of the screen, then tap the number buttons on the Registration Screen to enter your code, then tap the [Submit Registration] button at the bottom of the screen.

To register the Windows desktop version, click the [Continue] button at the bottom of the startup screen, then click the number buttons on the screen to enter your permanent registration code. Finally, click the [Submit Registration] button at the bottom of the screen.

Once the software is registered, you will not see the startup screen or the registration screen again. The registered software will go directly to the Main Menu at startup.

## The FarmMate Main Menu

Select any of the pictures or words on the FarmMate Main Menu to enter and access data about your trucks, tractors, combines, power units, field equipment, grain bins, wells or inventory. The Inventory section is a handy place to keep up with maintenance items you have on hand, such as air filters and fuel filters.



## The Inventory Record List

Item	Part #	Cost	Qty
Air Cab Inside	RE70742	32.27	5
Air Cab	R119168	26.94	3
Air Eng Sec	RE51630	21.49	12
Air Engine Pri	RE51629	45.99	5
Fuel Filter	AR86745	14.71	7
Oil Engine	RE57394	10.49	1
Oil Hydraulic	RE174130	65.95	3
Oil Steering	RE69054	37.70	2

Before you create your equipment records in FarmMate, you should enter your maintenance parts inventory list, since you will then be able to “plug” these inventory items into your equipment records, making data entry much easier.

When you select the Inventory section on the FarmMate Main Menu, you will see a list of any inventory records currently in the inventory database.

*Of course, until you have created some inventory records, the inventory record list will be empty.*


In the upper left area of the screen you will see a drop-down **Category Selector** list that lets you select what inventory records will appear on the list of inventory records. You can set the selector to show ALL records, or just records for your Field Equipment inventory, or just records for Air Filters, etc. As you create the records your inventory items, you will indicate which of these categories apply to the current item. You can select multiple categories as needed.

Category	#	Cost	Qty
Combiners	742	32.27	5
Field Equipment	168	26.94	3
Power Units	630	21.49	12
Tractors	629	45.99	5
Trucks	745	14.71	7
A/C Filters	394	10.49	1
Air Filters	4130	65.95	3
Cab Filters	054	37.70	2
Fuel Filters			
Hydraulic Filters			
Oil Filters			
Other			

## On-Screen Keyboards

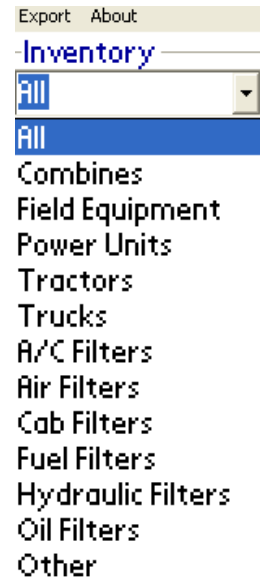
In the handheld version of FarmMate, you can enter text via Graffiti or you can pop up the on-screen alphabetic and numeric keyboards to enter text and numbers. Many FarmMate screens feature **abc** and **123** buttons that let you conveniently pop up the on-screen alphabetic or numeric keyboards as needed. Just tap first in the field where you want to enter data, then tap a keyboard button to open the keyboard you need.

## Creating New Inventory Records

To create a new record, select the  “add” button in the upper right area of the record list screen. This will open a new, blank record for you to fill in.



L If you set the category selector to the type of items you are currently entering into the database, the item will be automatically categorized for that item type, making data entry a bit faster. For instance, before creating all your fuel filter records, set the Category Selector to “Fuel Filters”. That way, all the records you create will already have the Fuel Filter checkbox marked as you create each new record.



On the New Record screen, you will enter an item description, its brand name, part number, unit cost and quantity on hand. You can enter the quantity number directly, or you can tap/click the up/down arrows to increase or decrease the number.

In the lower half of the screen, mark as many checkboxes as desired to describe what equipment the current item fits, and what type filter it is. If it's not a filter, mark the “Other” box. When done entering data about the new record, select the “back” button in the upper right corner of the screen to save the record and return to the records list view. The new record will appear on the alphabetical records list.

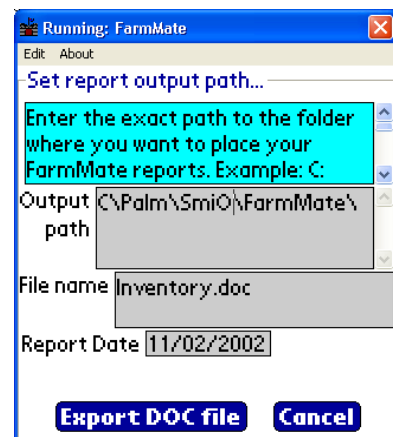
## Opening Existing Records

To open an existing record, just tap/click its name on the list of existing records.

## Generating Inventory Reports in Windows

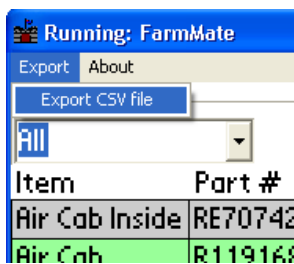


You can generate a printable report of your inventory records. The report will contain all the records under the current category selection. To print out all your inventory records, set the Category Selector in the upper left area of the screen to “All”. To generate a report of just your oil filters, set the Category Selector to “Oil Filters”. To create the report, tap/click the printer button in the upper right corner of the screen. You can then give a name to the DOC file about to be created (you can change the name suggested by FarmMate, as desired). You can also enter a date to appear at the top of the report, if desired. When you select the [Export DOC file] button at the bottom of the screen, the report file will be created under the file name/location you chose.



- L If you do not enter a “path” (storage location) for the new report file, FarmMate will store it in the program’s default storage location. If you are using FarmMate with a handheld computer, the default report storage location will be your handheld computer’s HotSync folder. For example, if you use a Palm-brand handheld, the default report storage location is probably C:\Palm\[your user name]\FarmMate. If you are using the FarmMate Windows software without syncing it with a handheld computer, the default report location is your FarmMate program folder. In most cases, this location is C:\Program Files\FarmMate.

To view/print the report, find the newly created report file in its storage location (see note above) then open it in any word processor capable of viewing plain text files, such as Microsoft Word or Windows WordPad. In order for the report to appear properly formatted, you should view it in a fixed-width font such as Courier. You can make changes as desired to the report before printing it with the word processor’s print function.



You can also generate a **CSV report** on all records in the currently selected category. These comma-separated-value reports can be imported/opened in to many popular spreadsheet programs like Microsoft Excel, and into database programs like Microsoft Access. To generate the report, select Export Export CSV file on the drop-down menu at the top of the screen.

The screenshot shows Microsoft Excel with a file named 'Inventory.csv' open. The spreadsheet contains the following data:

	A	B	C	D	E	F		
1	Item	Brand	Part #	Cost	Qty	Categories		
2	Air Cab Inside	JD	RE70742	32.27	5	Tractors	Air Filters	Cab Filters
3	Air Cab Outside	JD	R119168	26.94	3	Tractors	Cab Filters	
4	Air Eng Sec	JD	RE 51630	21.49	12	Tractors	Air Filters	
5	Air Engine Pri	JD	RE51629	45.99	5	Tractors	Air Filters	
6	Fuel Filter	JD	AR86745	14.71	7	Tractors	Fuel Filters	
7	Oil Engine	JD	RE57394	10.49	1	Tractors	Oil Filters	
8	Oil Hydraulic	JD	RE174130	65.95	3	Tractors	Hydraulic Filters	Oil Filters
9	Oil Sterring	JD	RE69054	37.7	2	Tractors	Hvdraulic Filters	Oil Filters

To view/print the CSV report, find the newly created report file in its storage location (see note above) then open it or import it into your spreadsheet or database program. Viewing/printing reports in spreadsheet format can make it very easy to compare different records and data types side-by-side.

### Returning to the Main Menu

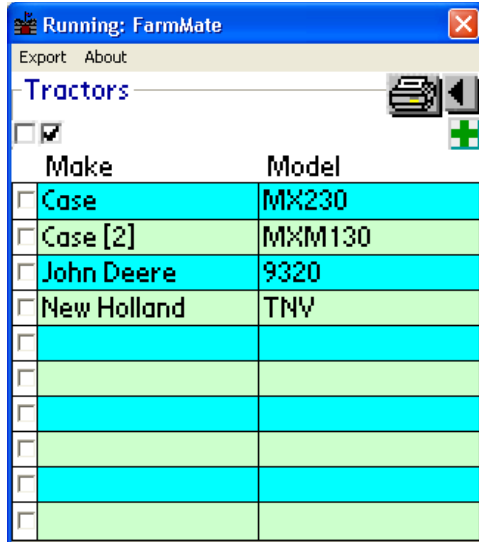


To leave the Inventory record list and return to the Main Menu, select the “back” button in the upper right corner of the screen.

## The Equipment Record Lists

When you select any of the equipment data modules (trucks, tractors, etc.) on the main menu, you will be taken to a list of records you have created about that type of equipment.

*Of course, until you have created records for a given equipment type, that type's record list will be empty.*



The screenshot shows a window titled "Running: FarmMate" with a menu bar containing "Export" and "About". Below the menu bar is a tab labeled "Tractors". There are icons for printing and a plus sign. A table with two columns, "Make" and "Model", is displayed. The table contains the following records:


Make	Model
Case	MX230
Case [2]	MXM130
John Deere	9320
New Holland	TNV

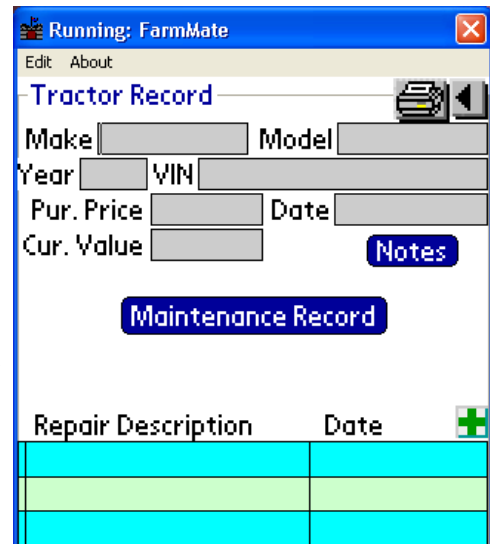
*Since all the record lists work in the same way, once you learn to use one, you will know how to use them all.*

A sample tractor record list appears to the left. If you name multiple records with the same "Make", as with the two Case tractors to the left, the computer will automatically give the additional records unique numbers like [2] and [3] so you can tell the records apart more easily.


- L The screen will only hold 10 records at a time, but if you have more than 10 records entered, a scroll bar will appear to the right side of the screen so you can find records currently hidden from view.

### Creating New Records for Tractors, Combines and Headers

 To create a new Tractor record, first select the Tractors module from the Main Menu, then select the "add" button in the upper right area of the Tractor List screen that appears. This will open a new, blank tractor record, ready for you to fill in. Filling in the new record data screen is pretty much self-explanatory. You can enter the vehicle's purchase price, its current value, and its purchase date. Several of the data fields will automatically format data as you enter it, so, for instance, you don't have to shift to "upper case" to enter the make name.



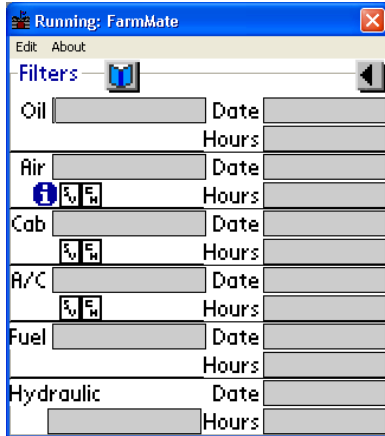
The screenshot shows a window titled "Running: FarmMate" with a menu bar containing "Edit" and "About". Below the menu bar is a tab labeled "Tractor Record". There are icons for printing and a plus sign. The form contains the following fields:

Make  Model   
Year  VIN   
Pur. Price  Date   
Cur. Value    
  
Repair Description  Date  

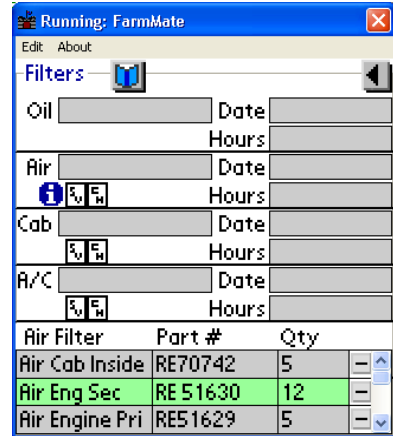
- L On Palm OS devices, you can tap in the date field and select the date of tractor purchase, or date of oil or air filter change, using the device's built-in date selector. In Windows, you must enter the date manually, but the program will attempt to assure that you enter the date in the proper MM/DD/YYYY (2-digit month/2-digit day/4-digit year) format expected by the software.

If you select the [Notes] button you will be taken to a full-screen text editor where you can enter unlimited additional notes about the current record. When done entering notes, select the "back" button in the upper right corner of the notes screen to return to

the main tractor record screen. When a record has notes entered about it, a small black triangle will appear next to the [Notes] button to indicate that notes exist for this record.



Selecting the [Maintenance Record] button brings up the tractor maintenance screen. When you enter the type of oil, air, cab, and other filters used by the tractor currently being set up, you can enter the information directly into the filter fields. But you can also “plug” filter descriptions in from the FarmMate Inventory (assuming that you have already set up the filter record in the inventory). To



look up a filter and plug it into the record, you should first tap/click in the field of the filter type you want to look up. For instance, to look up an air filter, tap or click in the box beside the word Air. Then select the little “book” button at the top, left area of the screen. A list of all your air filters will appear at the bottom of the screen.

You can locate the filter you are looking for on the list. Tap/click on the record to plug its description into the Air field of the current record **or** tap/click the little [ - ] button to the extreme right side of the filter to both plug the filter description into the current record **and** reduce the inventory quantity on hand for the filter by one.

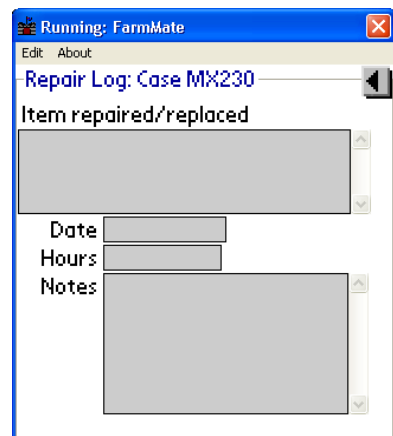
When you enter a filter description, you can also enter the date that service was last performed on the filter, and the tractor’s “hours” reading as of the time of its last service. Under the Air, Cab and Air Conditioner Filter sections, you can select the [SV] button to indicate that the filter was just cleaned/serviced, or you can select the [CH] button to indicate that you changed the filter.

When done entering maintenance data you can return to the tractor’s main record screen by selecting the [<] “back” button in the upper right corner of the screen. You cannot enter records into the tractor’s repair log until you have saved the record by selecting the “back” button in the upper right corner of the main record screen.

## REPAIR LOG

Once a vehicle’s record has been set up and saved, you can create and add records to the vehicle’s repair log. To create a new repair log record, select the [+] button in the lower right area of the main record screen. After indicating the description, date, etc. for the repair, select the “back” button in the upper right corner of the screen to save the new repair record. Repair records are always displayed with the most recent repairs at the bottom of the repair list. To look back at older repairs, scroll upward in the list.

To delete a repair log record, open the record then select the trash can button in the upper right area of the screen.



## Opening Existing Records

To open an existing record, just tap/click its name on the list of existing records. You can generate a printable report about the current record by selecting the printer button in the upper right area of the record screen.

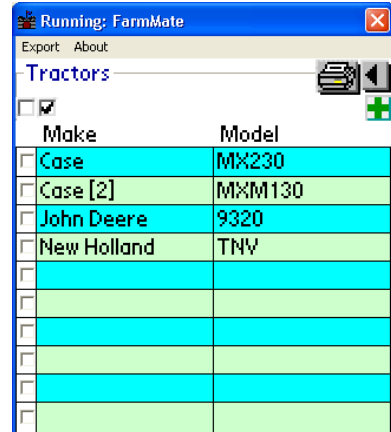
## Deleting Existing Records

To delete a record, open the record and select the trash can button in the upper right area of the screen.

## Using the Checkboxes in Windows



In the Windows desktop version of FarmMate, the checkboxes to the left side of the record names list let you mark individual records for printing or exporting to CSV files. To mark records for printing or exporting, tap/click the blank checkboxes by any records you want to select. On the handheld computer, the checkboxes don't do anything.


*CSV files are comma-separated value files that can be opened or imported into most popular spreadsheet programs, like Microsoft Excel, and into desktop database programs like Microsoft Access. When FarmMate exports CSV files, you can easily review many records at once, side-by-side, in spreadsheet format.*



Make	Model
<input type="checkbox"/> Case	MX230
<input type="checkbox"/> Case [2]	MXM130
<input type="checkbox"/> John Deere	9320
<input type="checkbox"/> New Holland	TNV
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

- While a record's checkbox is marked, you cannot open the record to view or change its contents. To open the record, select its checkbox again to unmark it.

  To **clear all** the checkboxes at once, tap/click the blank checkbox button at the top of the checkbox column. To **mark all** the checkboxes at once, tap/click the marked checkbox button at the top of the checkbox column.

 To generate a **printable report** of all the data in currently-marked records, tap/click the printer button in the upper right corner of the screen. For more information on generating printed reports, see "Generating Inventory Reports in Windows," earlier in this manual.

To generate a **CSV report** on all currently-marked records, select Export > Export CSV file on the drop-down menu at the top of the screen.



- Repair records are not included in CSV export records, but they *are* included in printed reports.

When you create a CSV report on Grain Bins, you are offered 2 report types to choose from: 1) A report listing the bins and their last 10 moisture log records, or 2) A report listing bins and their record data, such as contents, insurance information, etc.

## Returning to the Main Menu



To leave the record list and return to the Main Menu, select the “back” button in the upper right corner of the screen.

## Creating New Records for Trucks

Select Trucks on the Main Menu, then select the [+] Add New Record button in the upper right area of the record list view screen. See “Creating New Records for Tractor, Combines and Headers” earlier in this manual for full details on how to fill in record screens and enter repair log records. All FarmMate data screen work in the same basic way.

Repair Description	Date

## Creating Power Unit Records

Power Unit records are basically just like records for tractors and combines, described earlier, but they have room to keep track of two fuel filters on the Maintenance Record screen.

## Creating Field Equipment Records

Field Equipment records are basically just like records for trucks, but the maintenance portion of the record includes a place to list all items checked on the date of service. You can look up and plug items checked into the record from Inventory. Just click/tap in the Items Checked box then select the little book button at the top of the screen. All items in the inventory whose “Field Equip” checkbox is marked will appear for you to search through. Clicking/tapping on an item in the inventory list will plug the item description into the Items Checked field. You can repeatedly select the book button at the top of the screen to enter multiple items into the Items Checked field.

## Creating Grain Bin Records

On grain bin records, you can keep track of information relating to each bin. Instead of a repair log at the bottom of the screen, there is a “moisture level” log. Use it just like the repair log (described under “tractors” earlier in this manual). When a bin’s moisture log contains more than 10 moisture records, newly added records (over 10) will replace the oldest record on the list, so the list won’t grow too long and unmanageable.

## Creating Well Records

Records on wells work just like all the other records in FarmMate. See similar information under “Creating New Records for Tractors, Combines and Headers” for details on how to create and fill in records, notes and the well repair log.

## ***The Dropdown “Top Menu”***

Selecting the top-of-screen menus available for many FarmMate screens present several utility functions for use in the program.

On the Palm OS handheld computer, open the menus by tapping the drop-down icon in the lower left corner of the device's Graffiti area, below the “home” button.

In Windows, just click on the menus that appear along the top of the program screen (some screens don't have any menus available).

## **The Edit Menu**

You can highlight text and use the Edit menu's Copy command to copy the highlighted data. Then move to the place where you want to paste the text, tap/click to place the insertion point (cursor) there, then select Paste from the Edit menu.

Of course, in Windows you can always highlight text (even in a different Windows program) and press Ctrl+C to copy it, then move where you want to insert it and press Ctrl+V to paste the text in a new place.

## **Beaming FarmMate**

On the handheld computer, you can select to beam FarmMate to another handheld computer. The program beams only as a 10-day trial version. To use the program longer than that on a different device, you'll need to purchase a registration code for each device running the program (quantity discounts are available from Arkansoft).

When you beam FarmMate, you are offered the option to also beam your data files.

## ***Uninstalling FarmMate***

To remove FarmMate from a Palm OS handheld computer, just go to the device Main Menu and select the Delete function from the drop-down menu.

To remove FarmMate for Windows:

1. You should first remove the FarmMate conduit (if you are using FarmMate for Windows in conjunction from the Palm OS handheld version). Select “e) Remove FarmMate (ARKF) Conduit” in the FarmMate program group under Windows Start Button Programs.
2. Next, return to the FarmMate program group under Windows Start Button Programs and select “Uninstall FarmMate” to remove the Windows version software.