AGREN®

Sustainability Solution

User Manual

Agren Disclaimer

The content and products associated with Agren’s Sustainability Solution are provided to you on an “as is” and “as available” basis. Agren makes no representations or warranties of any kind, expressed or implied, as to the operation of the Sustainability Solution or the information, estimates, content, materials, products, or services included on or associated with the Sustainability Solution. You expressly agree that your use of Agren’s Sustainability Solution and all products and services included on or associated with the Sustainability Solution are at your sole risk.

Agren does not make any representations, warranties, or guarantees, expressed or implied, regarding the accuracy, correctness, or completeness of the content of Agren’s Sustainability Solution, nor the safety, reliability, title, timeliness, completeness, merchantability, conformity, or fitness for a particular purpose of the content of the Sustainability Solution. It is your sole responsibility to independently evaluate the accuracy, correctness, or completeness of the content of the Sustainability Solution.

Agren makes no representation, warranty, or guarantees that the content is free of infection from any viruses, worms, or other code or computer programming routines that are intended to damage or detrimentally interfere with any system data.

Initial Subscriber Login

When your account is created by Agren, the subscriber for your account will receive an activation email containing an activation link. The activation link is valid for 30 days. If 30 days has elapsed and the link has not been used, you will need to contact admin@agrentools.com to have a new activation link sent.

When the subscriber clicks the activation link, they will be prompted to choose a password (see following pages for password requirements).

Enter and confirm your chosen password and click ***Activate My Account***. You will be redirected to the login screen where you will need to log in again with your username (typically your email address) and password.

Executing the End User License Agreement (EULA)

As the Subscriber, you must execute the End User License Agreement (EULA) before accessing any part of the tools. Click on ***Click here to execute the EULA***. Read the EULA and if you agree with the terms, click ***I Agree*** to execute the EULA.

The current copy of the EULA can always be found by clicking ***EULA*** in the footer of the login system.

Managing My Users

Part of the responsibility of the subscriber is to manage the users assigned to their license. Initially, this requires setting up users that can access your license.

Upon executing the EULA, the subscriber will be redirected to the Manage My Users page. The Manage My Users page contains three sections, Add New User, Search & Add Existing User, and Edit Licensed Users.

To add a new user, type in the user's first name, last name, email, and company/agency under the grey bar Add New User. The user name will automatically populate when you enter the email address. Clicking ***Add New User*** will add the user to the license you are logged in to and email them an activation link. (If the user needs to be added to another license you are the subscriber for, you must log into that license and repeat the steps.)

Email addresses cannot contain spaces or underscores.

If you would like to add a user that is an existing user on another license, you may enter their user name (typically their email address) under the grey bar Search & Add Existing User. Clicking ***Add Existing User*** will add the user to the license you are logged in to.

It is the responsibility of the subscriber to keep their license information current as employees are hired or terminated. To remove a user from a license, click ***Remove From License*** to the right of the user's name under the grey bar Edit Licensed User.

To edit first name, last name, or company, click on the user's name in the first column of the Edit Licensed User table. If you need to change a user's email address or user name, contact admin@agrentools.com. If a user's activation link has expired, you can also send another activation link by clicking ***Resend activation email*** from the Manage Individual User page.

A link to Manage My Users can be found in the footer of the login screens.

Initial User Login

When your subscriber accepts the EULA and sets up the users for a license, activation emails will be sent to each user. The email contains an activation link that is valid for 30 days. If 30 days has elapsed and the link has not been used, you will need to contact your subscriber to have a new activation link sent.

When you click on the activation link, you will be prompted to choose a new password (see below for password requirements).

Enter and confirm your chosen password and click ***Activate My Account***. You will be redirected to the login screen where you will need to login again with your user name (typically your email address) and password.

For subsequent logins, go to www.agrentools.com. Click on ***Login*** in the top right corner of your screen.

Password Requirements

Passwords must be at least 12 characters in length and may only be repeated once every 24 passwords. In addition, passwords must contain characters from three of the following four categories.

- English uppercase characters (A - Z)
- English lowercase characters (a - z)
- Base 10 digits (0 - 9)
- Non-alphabetic characters (e.g., !, $, #, %)

Passwords must be changed every 180 days. Seven days before the expiration of your password, you will receive an email notifying you that your password will expire and provide you with instructions on how to change your password. On the day your password expires, you will receive an email notice that your password has expired with a link to the initial login screen to reset your password.

Resetting Your Password

After three incorrect login attempts, your account will be locked for 15 minutes. After 15 minutes, you may retry your account or reset your password.

To reset your password, click ***Forgot your password?*** on the login screen. A Forgot Password screen will come up. Enter your user name (typically your email address) and click ***Submit*** to send an email with a link to reset your password.

When you click the link in the password reset email, you will be redirected to a Reset Password screen. Choose a new password following the requirements above and confirm. Once your password is updated, you will be prompted to log in again with your user name and new password.

Managing My Info

To edit your first name, last name, or company, click on your user name (typically your email address) and then click Manage My Info in the footer of the login screens. If you need to change your email address or user name, contact admin@agrentools.com.

Choosing a License and Tool

From the login screen, choose the license you want to access from the drop down list.

To access Agren's conservation planning tools, click on the tool you would like to use below the license selection.

Agren's Sustainability Solution is compatible with all modern desktop browsers.

Customer Support

If you experience even the smallest problem while using Agren's conservation planning tools, please let us know! We do our best to get you answers within the hour, 8am to 5pm CST Monday through Friday.

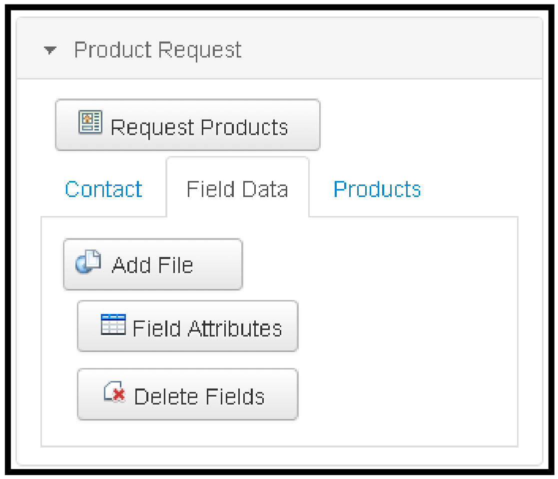
To contact support, email support@agrentools.com or call (844) 653-2528. Please include a copy of your saved session as well as a screen shot showing the problem you are experiencing. An email link can also be found by clicking ***Customer Support*** under the ***Welcome*** drop down in the top right corner of your browser. Please be as descriptive as possible in explaining the problem you are experiencing.

A User Manual and Demonstration Videos can be found at www.agrentools.com or under the ***Welcome*** drop down.

Enter Contact Information

Under the Product Request toolbar, choose the Contact tab and enter a name for your request. Next, enter your email address in the Recipient Email field. Enter additional emails by clicking the green **+** icon.

Uploading Field Data



Agren's Sustainability Solution allows for upload of field boundaries via shapefile (.shp) GIS format. To upload a zipped shape file, click ***Add File*** from the Field Data tab under the Product Request toolbar***.*** Navigate to the location of the zipped shape file you would like to load and click ***Open***.

Multiple fields can be uploaded, but they all must be contained within one shape file. Each GIS feature will be represented as an individual field boundary within the Sustainability Solution.

Field, farm, and client names cannot include special characters (~, #, %, &, *, {, }, \, :, <, >, ?, /, +, |, “, or ”).

When field boundaries are created in ArcGIS, it works well to combine the files with the merge tool found at Data Management Tools/General/Merge. If you experience problems uploading field data, email your zipped shape file to support@agrentools.com for assistance.

Deleting a Field(s)

To delete an individual field, click the delete field tool with the red ***x*** on the right side of the Field Attributes table. You will be asked to verify that you want to delete the field.

To delete all fields, click Delete Fields from the Field Data tab under the Product Request menu. You will be asked to verify that you want to delete ALL fields.

Zooming to Field Location

Under the Product Request toolbar, choose the Field Data tab and click ***Field Attributes*** to display the Field Attributes table at the bottom of your map. Click ***Zoom*** in the far-right column of the table to zoom to a desired field.

Alternative Methods to Zoom or Pan

1. Press ***Shift*** on the keyboard and then click and hold the left mouse button on one corner of the area of interest. Drag the pointer to the opposite corner drawing a rectangle and release.

2. Using the scroll bar/wheel on the mouse, roll forward to zoom in, roll backward to zoom out.
3. Double click in the map area to zoom in.
4. Click the **+ *or* –** in the top left corner of the map to zoom in and out.
5. Press the **+ *or* –** on the keyboard of your computer.
6. Click and drag the map to pan to the desired location.

Basemap Options

In the top right-hand corner of your map, there are three check boxes that allow different viewing options (shown on the right). Check the box next to the ArcGIS Basemap layer you prefer to work with.

Streets provides street map with highway-level and street-level data.

Imagery provides one meter or better satellite and aerial imagery.

Topo includes cities, water features, physiographic features, parks, landmarks, highways, roads, railways, airports, and administrative boundaries overlaid on land cover and shaded relief imagery for added context.

Basemap Options

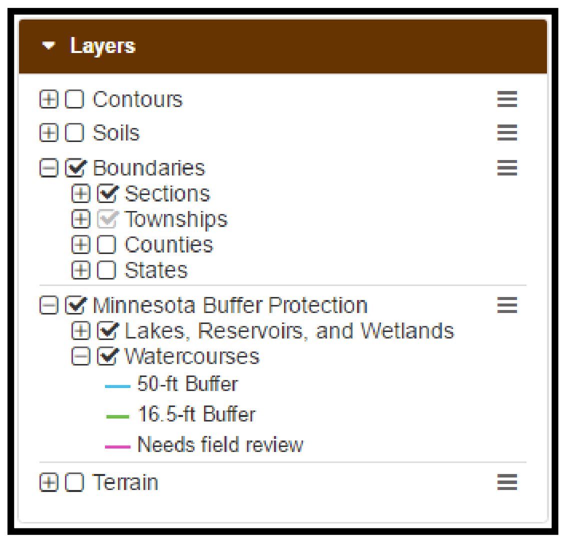
Map Layer Options

In the bottom left hand corner of your screen, you will find the Layers toolbar that allows different viewing options (shown on the right). Layers provide options to view two-foot Contours, Soils, Boundaries (Sections, Townships, Counties, and States), Minnesota Buffer Protection and Terrain (black and white image of the elevation).

Check the box next to the map layer(s) you prefer to work with when using this tool.

Different layers are available at different map scales. As you zoom in or zoom out, map layer options will become grey if they are not available.

You may use a combination of Contours, Soils, Boundaries, and Terrain layers simultaneously.



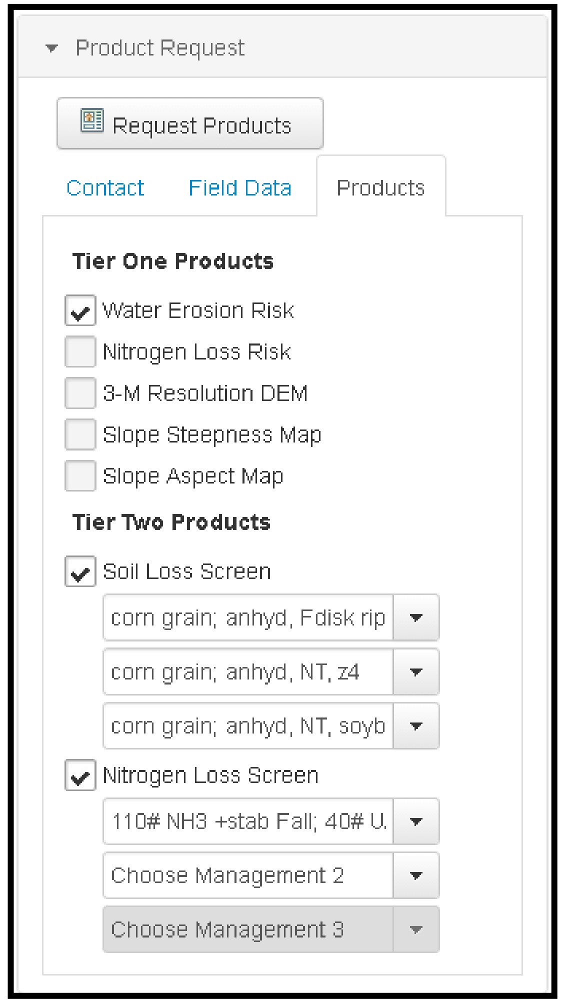
Map Layer Options

Selecting a Product

Under the Product Request toolbar, choose the Products tab and select your desired Tier One and/or Tier Two Products.

Tier One Products include Water Erosion Risk, Nitrogen Loss Risk, 3-M Resolution DEM, Slope Steepness Map and Slope Aspect Map.

Tier Two Products include Soil Loss Screen and Nitrogen Loss Screen. After selecting either Tier Two Product, select up to three managements to compare from the drop-down list. Each time you choose a soil loss management, the management details will appear in the right sidebar.



Requesting Reports

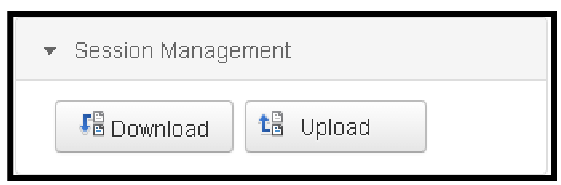
When you have selected your product(s) and managements, you are ready to request your results. Expand the Product Request toolbar and click ***Request Products***.

When the analysis is complete, you will receive an email from no-reply@agreninc.com. Click Download: ***Report Collection*** in the email to download your requested reports.

Downloading and Uploading Sessions

To save a session file to return to it in the future, click ***Download*** under the Session Management toolbar (be sure pop-ups are enabled). Give the file a descriptive name and choose a location to save it. The session will be saved as a .txt file.

To upload a saved session, simply click ***Upload*** under in the Session Management toolbar and navigate to the .txt file you would like to load.



Downloading and uploading session tools

Notes:

1238 Heires Ave. • Carroll, IA 51401
P: 712.792.6248 • E: support@agrensupport.com
W: www.agrentools.com