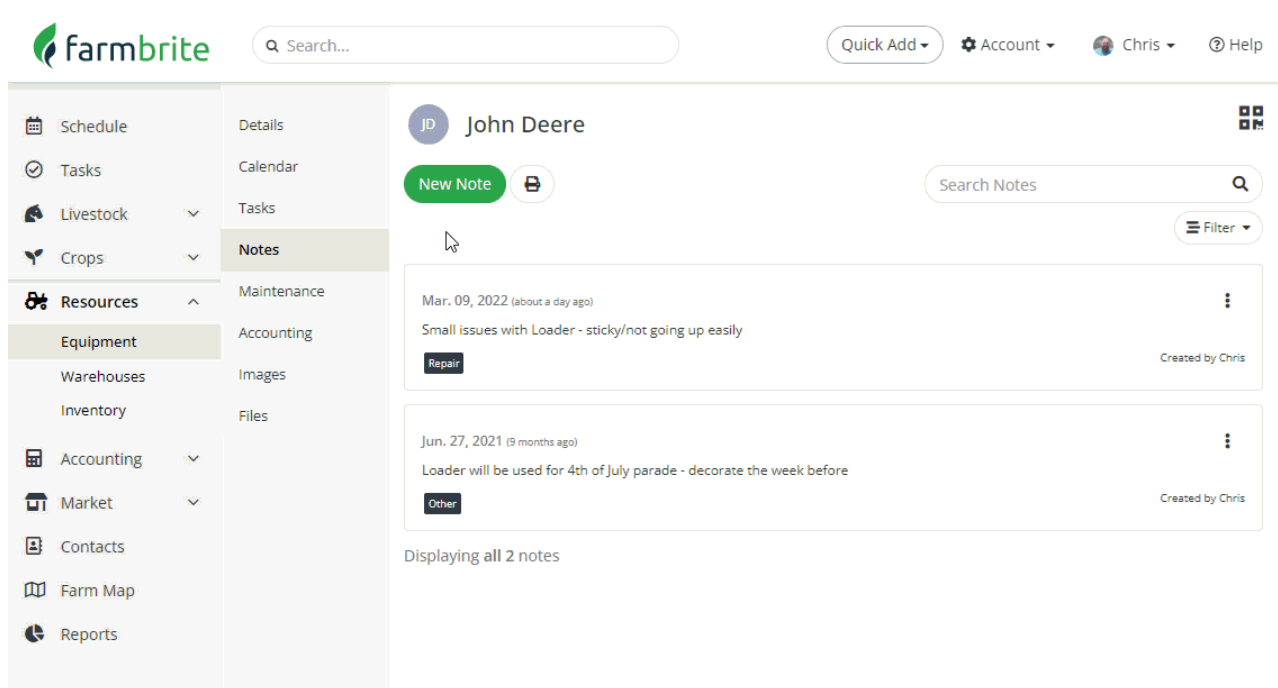


Adding Equipment Notes

Last Modified on 03/16/2022 7:27 am MDT

Keeping detailed logs is critical, and the Farmbrite notes feature provides an easy way to record all sorts of information about your equipment. You'll be able to categorize your notes and add keywords for easier tracking and searching in the future, and add images or map a location to the note as well. You can even associate Tasks with notes to assign maintenance and service chores to your farmhands as you write the note.

To write a note about a piece of equipment, select Resources from the main menu, and then Equipment. Click on the piece of equipment you want to work with, and then select notes. Click the button for New Note to write a new note.



The screenshot shows the Farmbrite web application interface. At the top, there is a search bar, a 'Quick Add' button, and user information for 'Chris'. The left sidebar contains a navigation menu with categories like Schedule, Tasks, Livestock, Crops, Resources, and Reports. Under 'Resources', the 'Equipment' sub-menu is expanded, and the 'Notes' option is selected. The main content area displays the 'John Deere' equipment page. It features a 'New Note' button and a search bar for notes. Two notes are listed: one from March 9, 2022, about loader issues with a 'Repair' category, and another from June 27, 2021, about a parade decoration with an 'Other' category. A 'Filter' button is also visible.

When writing the notes, you can optionally supply the following information:

- **Note details** - *This field is required.*
- **Date to record the note** - *Defaults to today, but you might back date a note after an incident has occurred if needed.*
- **Category** - *Not required; select if applicable.*
- **Keywords** that you might want to search for later - *You can add multiple by separating them with a comma.*
- **Assign Task** - select a user to assign this task to.
- **Add To Calendar** to show this note as a scheduled appointment
- **Add a mapped location** for the note
- **Add an image** associated with the note.

Be sure to click Save to add the note to Farmbrite.

Once your note is saved you can easily find them by paging through chronologically or searching by part

of the note details or keywords.

Using QR Codes With Equipment Notes

Farmbrite's QR Codes are a useful tool to help you quickly add notes or see what has already been done to a piece of equipment. Print out the QR code that is shown in the top right hand corner and put the QR code by the equipment item. Then, use your phone to scan and make quick notes in the field whenever you need to - the QR code will bring you directly to this piece of equipment in Farmbrite.

The screenshot shows the Farmbrite web application interface. At the top left is the Farmbrite logo. To its right is a search bar with the text "Search...". Further right are navigation buttons: "Quick Add", "Account", "Chris", and "Help".

The main content area is divided into a left sidebar and a main panel. The sidebar has a "Resources" section with a sub-menu where "Equipment" is selected. The main panel shows the details for a "John Deere" piece of equipment. At the top of this panel is a "New Note" button and a search bar labeled "Search Notes". Below this is a list of three notes:

- Today**: "Issues with the rear axle, let's get it looked at in the shop". Includes tags for "Location Tagged", "Repair", and "axle". Created by Chris.
- Mar. 09, 2022 (about a day ago)**: "Small issues with Loader - sticky/not going up easily". Includes a "Repair" tag. Created by Chris.
- Jun. 27, 2021 (9 months ago)**: "Loader will be used for 4th of July parade - decorate the week before". Includes an "Other" tag. Created by Chris.

At the bottom of the notes list, it says "Displaying all 3 notes".