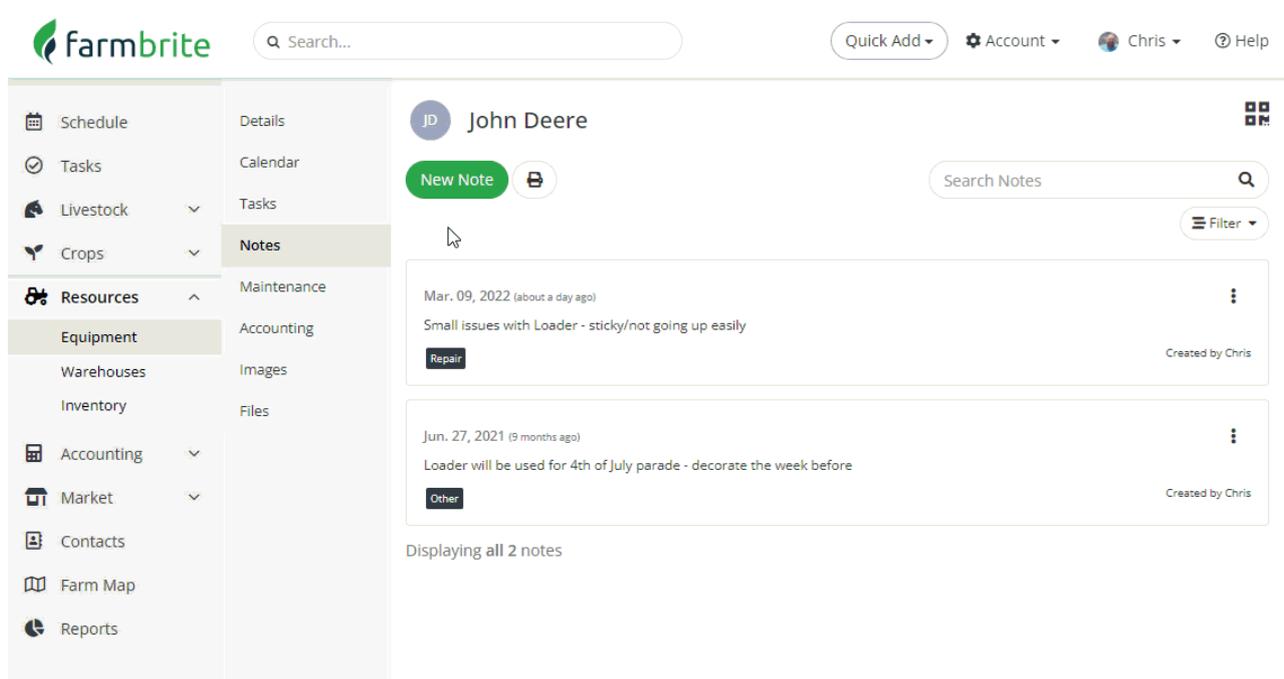


Adding Equipment Notes

Last Modified on 05/03/2024 12:13 pm 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 left is the Farmbrite logo. A search bar is located next to it. On the right side of the top navigation bar, there are buttons for '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 expanded to show 'Equipment'. The main panel displays the 'Notes' section for a 'John Deere' resource. It includes a 'New Note' button, a search bar for notes, and a list of two notes. The first note is dated 'Mar. 09, 2022' and describes 'Small issues with Loader - sticky/not going up easily' with a 'Repair' category. The second note is dated 'Jun. 27, 2021' and describes 'Loader will be used for 4th of July parade - decorate the week before' 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 on 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 displays the Farmbrite interface. At the top left is the Farmbrite logo. A search bar is located next to it. On the right side of the top navigation bar, there are buttons for 'Quick Add', 'Account', 'Chris', and 'Help'. A left-hand sidebar contains a menu with categories like 'Schedule', 'Tasks', 'Livestock', 'Crops', 'Resources', 'Equipment', 'Warehouses', 'Inventory', 'Accounting', 'Market', 'Contacts', 'Farm Map', and 'Reports'. The 'Notes' section is currently selected. The main content area shows the profile for 'John Deere' with a 'New Note' button and a search bar for notes. Below this, three notes are listed, each with a date, a description, a status tag (e.g., 'Repair', 'Other'), and a 'Created by Chris' attribution. The notes are: 1) 'Today: Issues with the rear axle, let's get it looked at in the shop' with a 'Repair' tag and 'Location Tagged' icon; 2) 'Mar. 09, 2022 (about a day ago): Small issues with Loader - sticky/not going up easily' with a 'Repair' tag; 3) 'Jun. 27, 2021 (9 months ago): Loader will be used for 4th of July parade - decorate the week before' with an 'Other' tag. At the bottom of the notes list, it says 'Displaying all 3 notes'.