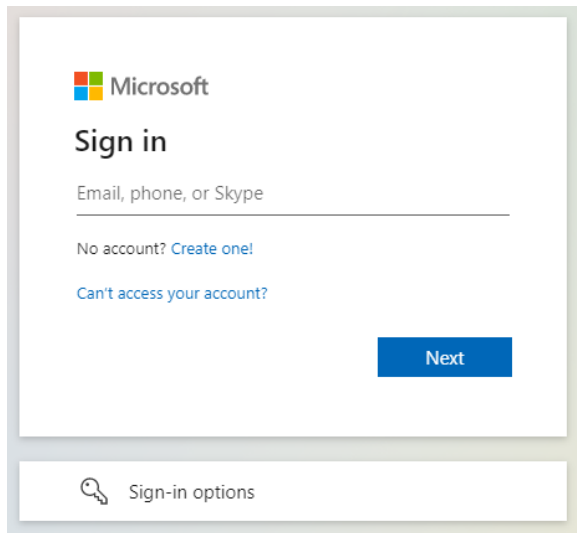


Introduction to the AgCode Harvest Module

Login and Homepage

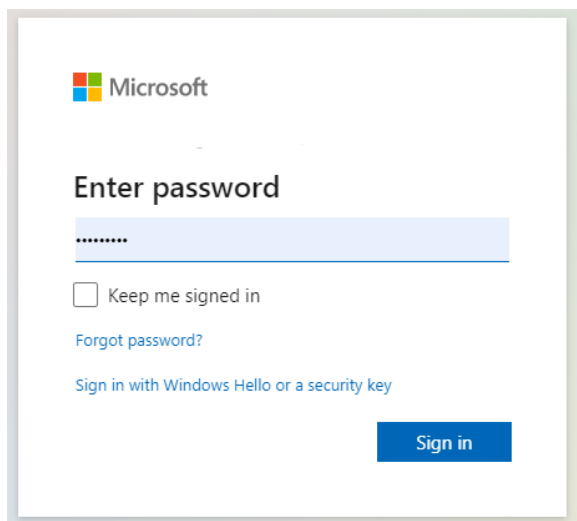
Customer Login (if you are new)

If you have an AgCode account, open your Internet browser. Type ***** in the search bar. The Microsoft **Sign in** popup opens.

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". At the bottom of the page, there is a section titled "Sign-in options" with a key icon.

Enter your AgCode email address or phone number, then click

Next

A screenshot of the Microsoft Enter password screen. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Underneath is a password input field with a blue background and a series of dots. Below the input field is a checkbox labeled "Keep me signed in". Below the checkbox is a link "Forgot password?". At the bottom left, there is a link "Sign in with Windows Hello or a security key". At the bottom right is a blue button labeled "Sign in".

You may want to check **Keep me signed in**. Enter your AgCode account password and click

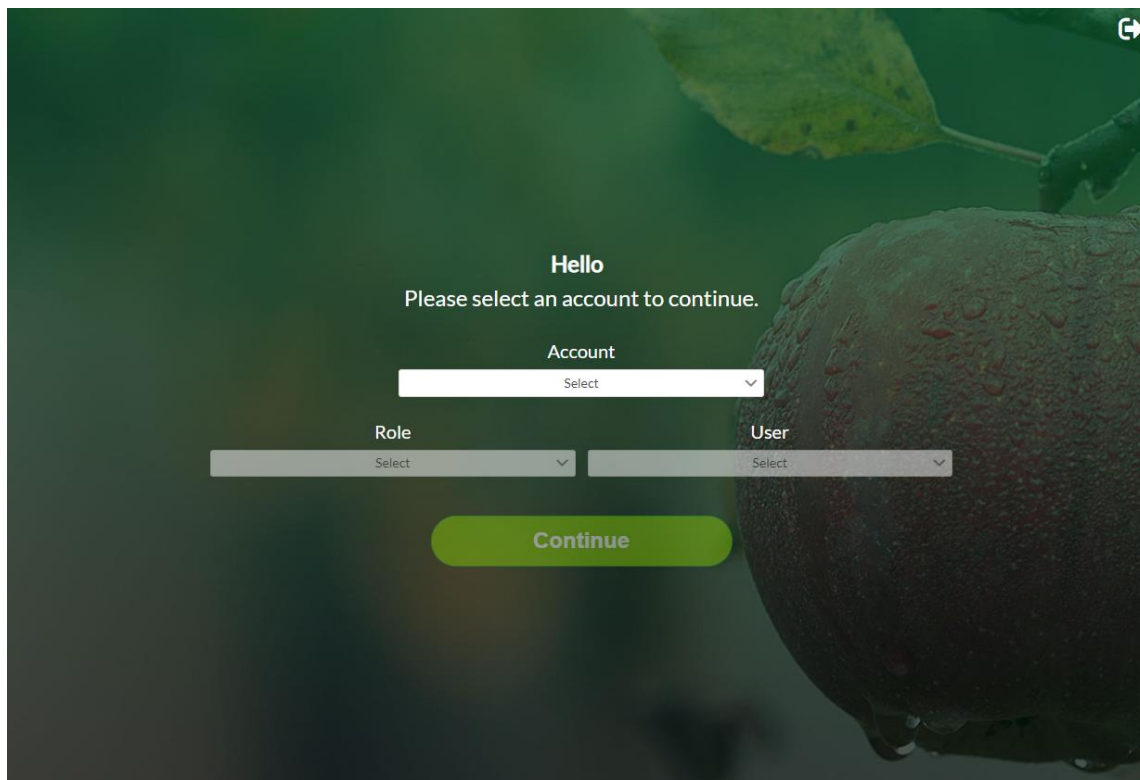
Sign in

Customer Login (if you have logged in previously)

If you have an AgCode account, to enter the AgCode platform, type ***** into your Internet browser.

Entering the AgCode platform

The **Hello** page opens.



Select an **Account**, and **Role** or **User** from the dropdown lists. Select

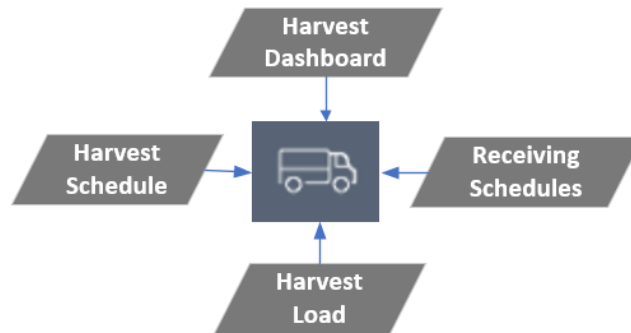
Continue

Select the **Harvest** icon from the navigation bar.

Harvest



The **Harvest** page lists what is to be harvested, how many acres, the planned harvest dates, and other information. The page opens on **Harvest Schedule** by default.



Harvest Schedule - calendar format

The categories are **Planned**, **Request**, **Scheduled**, **Finalized**, and **Completed**.

Planned refers to the original status used to state the anticipated tons coming from a particular Block Allocation. **Requested** refers to a grower rep or winemaker that has requested a block to be put into consideration, but it is not ready to be scheduled. **Scheduled** refers to a date that has been selected, the number of tons indicated, and the task details solidified. **Finalized** refers to a harvest scheduling status that a harvest task has been finalized and the Vineyard Manager or Grower have been notified. **Completed** refers to a task completed and that the tons are received.



The page opens in the calendar format by default.

Planned

Harvest Schedule | Harvest Load | Receiving Schedules | Harvest Dashboards

Swift River Vineyards

Planned | Request | Scheduled | Finalized | Completed

Reset

Requested Scheduled Finalized

Winery Variety Vineyard

Maturity Min Max Wed 10/20 - Fri 10/29

Search	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29
B10274 Open BERRYHILL MACKVILLE -156t Remaining										
B10275 Open GILL CREEK 325t Remaining										
B10276 Open PGRG JAVID - HOME 480t Remaining										
B10297 Open ACAMPO LAND DEVELOPMENT										

To add a **Planned** harvest date to the calendar, select the square for the appropriate ranch and calendar date. The popup below opens. Make the appropriate edits.

Harvest Schedule | Harvest Load | Receiving Schedules | Harvest Dashboards

Swift River Vineyards

Planned | Request | Scheduled | Finalized | Completed

Reset

Maturity Min Max Wed 10/20 - Fri 10/29

Search	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Sun 10/24
B10274 Open BERRYHILL MACKVILLE -156t Remaining					
B10275 Open GILL CREEK 325t Remaining					
B10276 Open PGRG JAVID - HOME 480t Remaining					
B10297 Open ACAMPO LAND DEVELOPMENT 0t Remaining					

BERRYHILL MACKVILLE B10274

Est.	Req.	Rec.	Rem.
156	312	0	-156

-156 Tons 0 /Truck 15 Min

Activity Code

10/20/2021

Processing Site Crush Pad

Entity

Grade Intended Use Requested

Start Row Start Row Stop Row Stop Row

Additional Details Cancel Save

After sufficient selections are made, three new tabs appear; **+ Crew and Personnel**, **+ Delivery and Logistics**, and **+ Details**.

BERRYHILL MACKVILLE
B10274

Est.	Req.	Rec.	Rem.
156	156	0	0

Tons /Truck Min

[Additional Details](#)

Make the appropriate edits.

Select **+ Crew and Personnel**.

+ Crew and Personnel ☒

Make the appropriate edits.

Select **+ Delivery and Logistics**.

+ Crew and Personnel

✓

+ Delivery and Logistics

✓

Add

	Tons	Trucking Company	Departure	Arrival
	24	<input type="text"/>	<input type="text"/>	07:30
	24	<input type="text"/>	<input type="text"/>	08:00
	24	<input type="text"/>	<input type="text"/>	08:30
	24	<input type="text"/>	<input type="text"/>	09:00

+ Details

✓

Make the appropriate edits.

Select **+ Details**.

+ Crew and Personnel

✓

+ Delivery and Logistics

✓

+ Details

✓

AddLoad Standards

	Item *	Scale *	Value *
	Load Number <input type="text"/>	<input type="text"/>	12/31/1969 1
	Vintage <input type="text"/>	<input type="text"/>	12/31/1969 1
	Weighed For <input type="text"/>	<input type="text"/>	12/31/1969 1

Additional Details

Cancel

Save

Select

Save

. The planned harvest date is entered on the calendar.

Search

Wed 10/20

Thu 10/21

Fri 10/22

B10274 | Open

BERRYHILL MACKVILLE

0t Remaining

CS

B10275 | Open

GILL CREEK

325t Remaining

Brix

B10276 | Open

JAVID - HOME

480t Remaining

Brix

B10297 | Open

ACAMPO LAND DEVELOPMENT

0t Remaining

Brix

Duckhorn...

BERRYHILL MACKVILLE

B10274 -156t

0 crews

(-156 Tons)

Duckhorn Winery

0 Tons


Request

To add a **Request** harvest date to the calendar, select the **Request** tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select . The requested harvest date is entered on the calendar.

Scheduled

To add a **Scheduled** harvest date to the calendar, select the **Scheduled** tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select . The **Scheduled** harvest date is entered on the calendar.

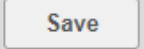
Finalized

To add a **Finalized** harvest date to the calendar, select the **Finalized** tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select . The **Finalized** harvest date is entered on the calendar.

Completed

To add a **Completed** harvest date to the calendar, select the **Completed** tab. Then select a ranch and a date on the calendar as before. The popup opens. Make the appropriate edits.

Select . The **Completed** harvest date is entered on the calendar.

Additional Details can be selected at the bottom of the page. A summary page opens for review and final editing.

Swift River Vineyards

BERRYHILL MACKVILLE

B10274

Acres: 26

Est-156

Req156

Rec-0

Rem-156

...

08/23/2021

Duckhorn Winery

Crush Pad

-144

Entity

4010 Hand Harvest

Start Row

Stop Row

Requested

Grade

Intended Use

Crew and Personnel

Assign crews and pick managers

Add >

Equipment

Request Equipment Needs

Add >

Delivery and Logistics

Schedule PickUp and Delivery Information

Add >

Harvest Details

Additional Harvest Details

Add >

Comments

Add Comments

Add >

+ Request

Split

Cancel

Save

Click **Add >** to edit the **Crew and Personnel** section. The page below opens.

Swift River Vineyards

BERRYHILL MACKVILLE

B10274

Acres: 26

Est-156

Req156

Rec-0

Rem-156

...

+

Date: 08/22/2021

100 Tons

Activity Code: 4010 Hand Harvest

Pass: 1

Requested

+

Date: 08/22/2021

100 Tons

Activity Code: 4010 Hand Harvest

Pass: 1

Requested

+

Date: 08/22/2021

100 Tons

Activity Code: 4010 Hand Harvest

Pass: 1

Requested

08/23/2021

Duckhorn Winery

Crush Pad

-144

Entity

4010 Hand Harvest

Start Row

Stop Row

Requested

Grade

Intended Use

Crew and Personnel

Pick Date: 08/23/2021 12:00 AM

Edit >

Equipment

Request Equipment Needs

Add >


+ Request

Split


Cancel

Save

Make appropriate edits and select . In the same manner, make edits to the **Equipment, Delivery and Logistics, Harvest Details**, and the **Comments** sections.

When satisfied with your edits, select .

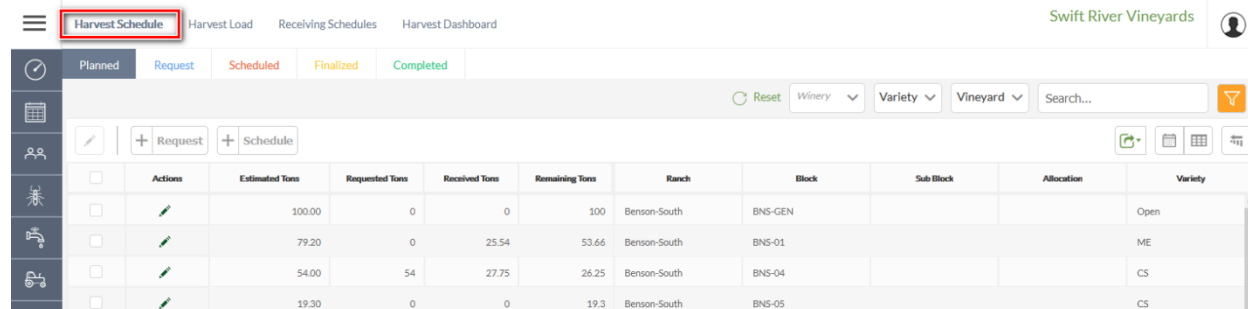
Harvest Schedule - list format

To change the format to a list, select the  icon.


The categories are **Planned, Request, Scheduled, Finalized**, and **Completed**.


Planned refers to the original status used to state the anticipated tons coming from a particular Block Allocation. **Requested** refers to a grower rep or winemaker that has requested a block to be put into consideration, but it is not ready to be scheduled. **Scheduled** refers to a date that has been selected, the number of tons indicated, and the task details solidified. **Finalized** refers to a harvest scheduling status that a harvest task has been finalized and the Vineyard Manager or Grower have been notified. **Completed** refers to a task completed and that the tons are received.


Planned




Actions	Estimated Tons	Requested Tons	Received Tons	Remaining Tons	Ranch	Block	Sub Block	Allocation	Variety
	100.00	0	0	100	Benson-South	BNS-GEN			Open
	79.20	0	25.54	53.66	Benson-South	BNS-01			ME
	54.00	54	27.75	26.25	Benson-South	BNS-04			CS
	19.30	0	0	19.3	Benson-South	BNS-05			CS

The page above shows the “grid”  view for **Tasks** that are **Planned**, displaying data in rows and columns.

Selecting the calendar icon  shows data in a calendar format.

To filter the list of wineries to only those of interest, select . In the dropdown list, select a winery or wineries.



yard ▾ Search... 

Filters



Advanced Filter

Winery


Select ▾

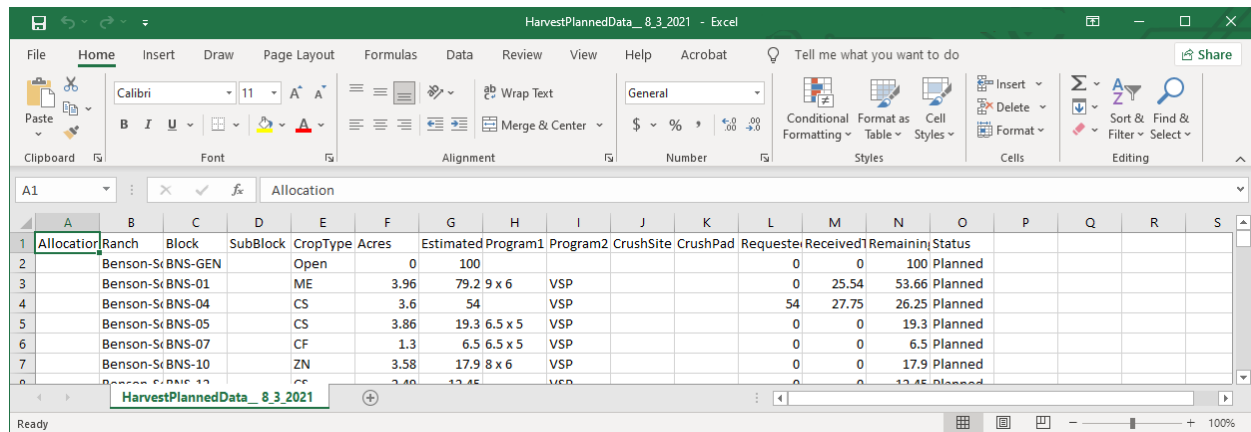
☐  

- ☐ CRE
- ☐ Duckhorn Winery
- ☐ Goldeneye Winery
- ☐ Goose
- ☐ Grapes
- ☐ Harste Winery
- ☐ JS


 

Select . When you return to the previous page, the list of wineries has been updated.

To extract the data in the list as an Excel spreadsheet, select . Download the **HarvestPlannedDate.xls** file to your computer.



Allocation	Ranch	Block	SubBlock	CropType	Acres	Estimated	Program1	Program2	CrushSite	CrushPad	Requeste	Received	Remaining	Status
	Benson-S	BNS-GEN		Open	0	100					0	0	100	Planned
	Benson-S	BNS-01		ME	3.96	79.2	9 x 6	VSP			0	25.54	53.66	Planned
	Benson-S	BNS-04		CS	3.6	54		VSP			54	27.75	26.25	Planned
	Benson-S	BNS-05		CS	3.86	19.3	6.5 x 5	VSP			0	0	19.3	Planned
	Benson-S	BNS-07		CF	1.3	6.5	6.5 x 5	VSP			0	0	6.5	Planned
	Benson-S	BNS-10		ZN	3.58	17.9	8 x 6	VSP			0	0	17.9	Planned
	Benson-S	BNS-12		CS	3.40	13.45		VSP			0	0	13.45	Planned

To change the order of the columns, select . A list of columns opens.

To view or edit a Task, select it in the **Task** column, in our case **HO - 016686 - 4010 Hand Harvest** for the Benson-North ranch.

Swift River Vineyards

BERRYHILL MACKVILLE Acres: 26
B10274

Est:156 Req:156 Rec:0 Rem:156 ...

08/23/2021 Duckhorn Winery Crush Pad

-144 Entity

4010 Hand Harvest Start Row Stop Row

Requested Grade Intended Use

Crew and Personnel
Assign crews and pick managers Add >

Equipment
Request Equipment Needs Add >

Delivery and Logistics
Schedule PickUp and Delivery Information Add >

Harvest Details
Additional Harvest Details Add >

Comments
Add Comments Add >

+ Request

Split Cancel Save

Select **Add >** or **Edit >** as appropriate to update data in the individual sections. Select **Save** when complete.

Scheduled

Swift River Vineyards

Harvest Schedule Harvest Load Receiving Schedules Harvest Dashboard

Planned Request Scheduled Finalized Completed

Reset Start Date 01/01/2021 End Date 12/31/2021 Search...

Actions	Date	Status	Task	Ranch	Block	Sub Block	Allocation	Variety	Tons	Turn
> <	02/13/2021	Scheduled	HO-016681-4010 Hand Harvest	Benson-North	BNN-02			PV	25.00	
> <	02/16/2021	Scheduled	HO-016679-4015 Machine Harvest	Benson-North	BNN-01			ME	14.66	
> <	02/16/2021	Scheduled	HO-016684-4010 Hand Harvest	Benson-North	BNN-02			PV	21.37	
> <	02/27/2021	Scheduled	HO-016723-4015 Machine Harvest	Benson-North	BNN-03	BNN-03A		CS	4.00	

To view or edit a Task, select it in the **Task** column, in our case **HO - 016679 - 4015 Machine Harvest** for the Benson-North ranch.

Swift River Vineyards

Benson-North BNN-02 Acres: 4.7

Est:0 Req:77.75 Rec:0 Rem:0

02/13/2021 Duckhorn Winery Crush Pad

25 Entity

4010 Hand Harvest Start Row Stop Row

Scheduled Grade Intended Use

Crew and Personnel Pick Date: 02/13/2021 08:15 AM Edit >

Equipment Request Equipment Needs Add >

Delivery and Logistics Edit >

Tons	Trucking Company	Departure	Arrival	Delivery Ticket
4			02/15/21 12:00 AM	
4			02/15/21 12:15 AM	
4			02/15/21 12:30 AM	
4			02/15/21 12:45 AM	
4			02/15/21 05:00 AM	

+ Request

Split Cancel Save

Select **Add >** or **Edit >** as appropriate to update data in the individual sections. Select **Save** when complete.

Finalized

Swift River Vineyards

Harvest Schedule Harvest Load Receiving Schedules Harvest Dashboard

Planned Request Scheduled Finalized Completed

Reset Start Date: 01/01/2021 End Date: 12/31/2021 Search...

Actions	Date	Status	Task	Ranch	Block	Sub Block	Allocation	Variety	Tons	To
No records found										

To view or edit a Task, select it in the **Task** column, in our case **HO - 001227 Hand Harvest** for the Benson-South ranch.

Completed

Swift River Vineyards

Harvest Schedule | Harvest Load | Receiving Schedules | Harvest Dashboard

Planned | Request | Scheduled | Finalized | **Completed**

Reset Start Date 01/01/2021 End Date 12/31/2021 Search...

	Actions	Date	Status	Task	Ranch	Block	Sub Block	Allocation	Variety	Tons	Tons/V
<input type="checkbox"/>			Completed	HO - 016963 - 4010 Hand Harvest	AGG-KNOOLL	B2037			PSIR	100.00	
<input type="checkbox"/>		04/16/2021	Completed	FO - 001227 - 4010 Hand Harvest	Benson-South	BNS-04			CS		
<input type="checkbox"/>		04/16/2021	Completed	FO - 001231 - 4010 Hand Harvest	Benson-South	BNS-10			ZN		
<input type="checkbox"/>		04/16/2021	Completed	FO - 001236 - 4010 Hand Harvest	Atlas Ranch	Atlas Block					

Harvest Load

All

Swift River Vineyards

Harvest Schedule | **Harvest Load** | Receiving Schedules | Harvest Dashboard

All | Daily | In-progress | Posted | Voided

Reset Start Date 01/01/2021 End Date 12/31/2021 Group Type Search...

+ + Update Pay

	Weight Certificate	Delivery Ticket	Ranch	Block	Sub Block	Deliver To	Crew	Contract Crew	Status	Gr
<input type="checkbox"/>	321321	321321	Benson-South	BNS-04		CCW		Alvarez 01	Daily	
<input type="checkbox"/>	654123	456789	Benson-South	BNS-04		Duckhorn Winery		AGC Crew	Delivered	
<input type="checkbox"/>	987654	123456	Benson-South	BNS-04		CCR		AGC Crew	Delivered	
<input type="checkbox"/>	45123	651231	Benson-South	BNS-01		Goose		Alvarez 01	Delivered	

Select a date range for your displayed data.

Start Date 01/01/2021 End Date 12/31/2021

Reset Start Date 01/01/2021 End Date 12/31/2021 Group Type Search...

<

Jan 2021

>

<

Dec 2021

>

Su

Mo

Tu

We

Th

Fr

Sa

27

28

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

6

Su

Mo

Tu

We

Th

Fr

Sa

28

29

30

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

6

7

8

None

Today

Yesterday

Tomorrow

Last 2 days

This Week

Last Week

Next Week

Next 2 Weeks

Cancel

Apply

Click **Apply** to update the page.

To get weight detail, select a line item and the number in the **Weight Certificate** column. In our case, **654123** for Benson-South Block **BNS-04** was chosen. The page below opens.

Scroll down to display sections **Load Details**, **Ranch**, **Truck & Delivery**, **Other**, **Comments & Grades**, and **Harvest Grades**. A data field with a red asterisk * is a required field. The form can not be saved if these fields are not completed. If making changes or additions, select [Save](#) when finished. To open a blank page to create a new record, select [Save & New](#).

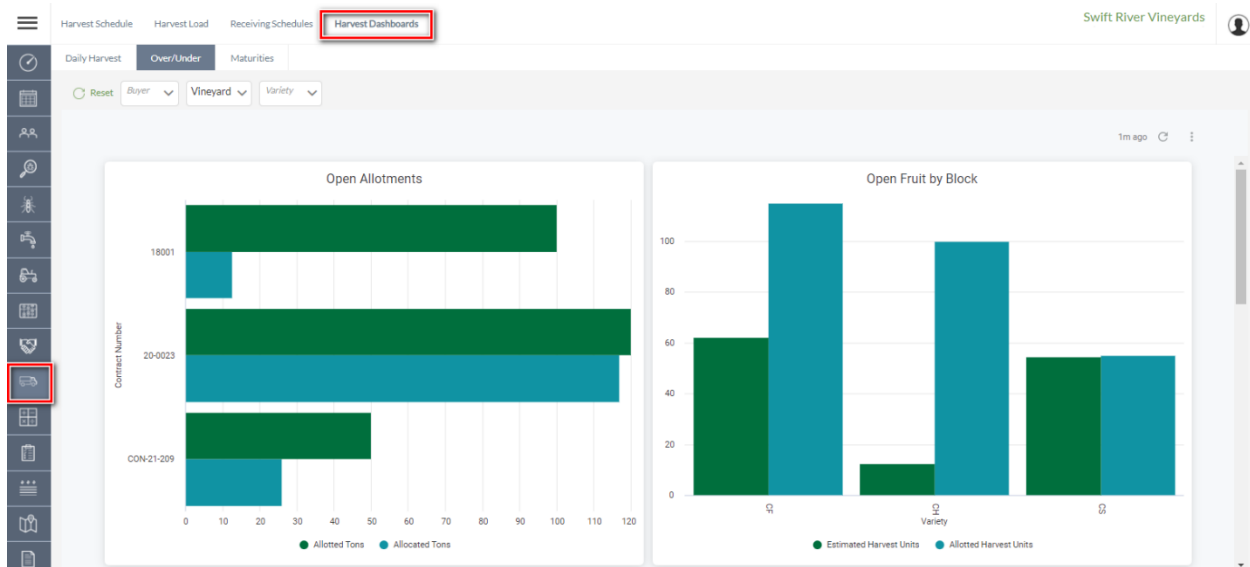
The other similar **Harvest Load** pages are **Daily**, **In-progress**, **Posted**, and **Voided**.

Receiving Schedules

The vineyard **Block** is a distinct name to refer to the vineyard block where the grapes were grown, also known as the “block designate.” A vineyard owner may sell wine grapes to a winery under a vineyard designate or block, even though multiple wineries are purchasing grapes from the same vineyard property.

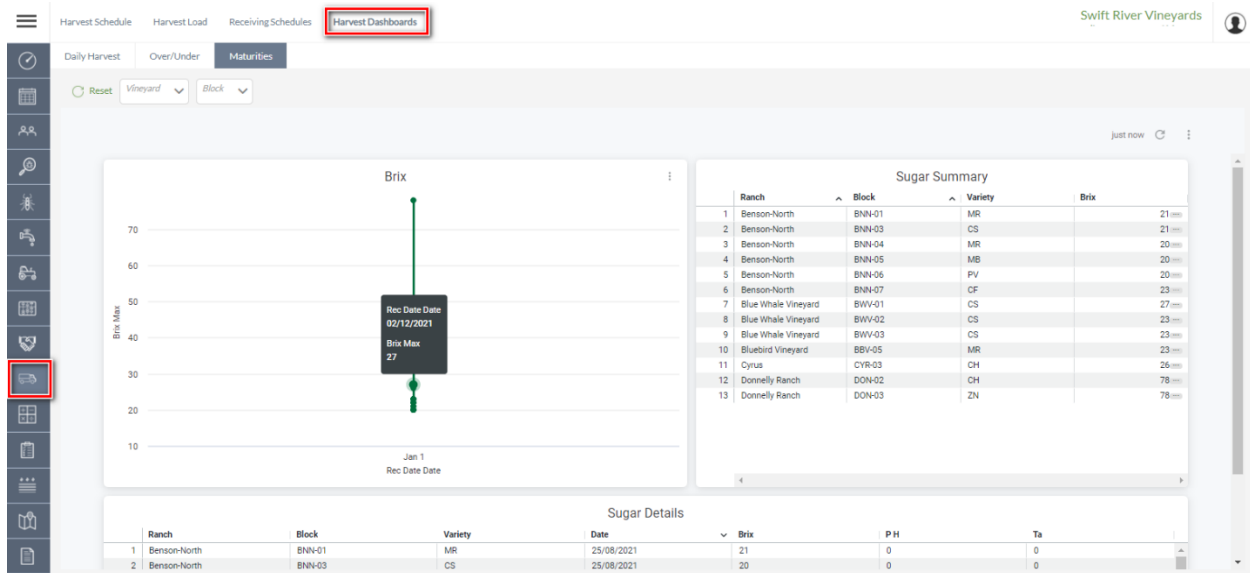
Picks are another name for harvesting activities.

Over/Under



Scroll down to see the **Delivered Against Contracted** and **Contract Allotment** sections.

Maturities



Scroll down to see the **Sugar Details** section.