Facts and Tips for using myfields for submitting field application to Kansas Crop Improvement Association

As issues arise, or clearer explanations are needed in the use of our electronic field submittal, I will place helpful information here. While we are only concerned with the certification aspect of myfields, please remember that the overall myfields site is being developed as a resource for all agricultural producers.

Is your computer updated? The OS (operating system) and internet browser you currently have on your desktop computer can affect your myfields experience. As of April 5, 2017, myfields is being enhanced for use on touch-screen tablets and other mobile devices such as smart phones. It will also be better on a desktop. As with other things in life that become obsolete, Internet Explorer may no longer be able to utilize the full capabilities of myfields features and it may become necessary to update your browser to Google Chrome, or adopt a different browser such as Mozilla Foxfire. As you attempt to update your browser, you may find that your OS won't support a newer browser and you will have to update your computer. Fortunately there are choices. You might decide on a new computer, PC or Mac, or perhaps a tablet. If cost is a prime consideration, tablets can be purchased for less than 200 dollars. Some are under 100 dollars. Updating to Chrome or Firefox is free, assuming your computer can accept the update. If you just can't give up your internet explorer, you can download Chrome and open myfields with it and still keep Internet Explorer as your default browser.

Your account profile: When you open your free account with myfields, please make sure that you complete your user profile. KCIA needs to know who you are when you request permission to submit fields. Under "My Account" select "Roles" then choose "grower" and Kansas Crop Improvement Association. There have been a couple of instances where form submittal did not function properly because of misspelled user ID or lack of selecting KCIA in the user profile.

Permission to submit fields for certification: Only the person listed in our records as the member will be granted permission to submit fields for certification. One permission per company. We must do this for various reasons, not the least of which is to avoid confusion. You, as the member, are free, at your discretion, to give your user name and password to your employees in order for them to submit fields under your direction.

When adding a field to your account, remember that the latitude and longitude (GPS coordinates) must be in decimal degrees (DD) and not degrees, minutes, seconds.

If Google Maps seems to be inaccurate with GPS coordinates, try this: Here is quick guide to reference for improving location on Google Maps. Scroll down to 'Give Maps location permission in your browser' and it lists common browsers and how to adjust each of their privacy settings for proper geolocation.

Using the polygon tool in the application program to outline irregularly shaped fields. The polygon tool used to outline your certified field sets a point each time you click your mouse and then connects each "click" with a line. At its simplest, it takes four clicks to outline a rectangle, with a click at each corner, and a double click at the last corner. As a field becomes more irregular, you will have to click more often to get the shape of the

field. The more curved a portion is, the more you will have to click. When done outlining the field, be sure to double click on your last point to complete the process.

Submitting a field to KCIA. Once a field has been submitted to KCIA, you can still edit it up to the time that KCIA actually reviews and accepts that field. Then you can no longer change it, but you can call KCIA and we will be able to make the changes, just like was done with the former paper apps. We have to do it this way so that we know we are sending the correct version of the field to our inspectors.   So, once a field is listed as "reviewed" in your account, you can no longer edit your application without calling KCIA.

Seed Source. Just as always, a proper official certified label has to accompany your field application if you purchased seed to plant a field for certification. You need to have a photo file of the tag or certificate on your computer to attach to your application. When completing your application, you simply browse and attached the image file of your tag or certificate to the application. In the case where you are planting your own certified seed from a field that passed inspection, you will simply put the KCIA field application number of that field in the box for seed source. **Applications will not be accepted without proof of seed source, same as always.**