FARMTECH

FarmTech Solutions, Inc. · Choteau, Montana · USA

FarmTag User Manual

Equipment tags, service, checklists, grain bins and parts on FarmIQ™

Version	v1.0
Revised	2026-11-22
Applies to	FarmTag on FarmIQ™ (farmiq.us), with FarmTag tags on equipment and grain bins

FarmTag

What this system does

FarmTag puts a tag on each machine and grain bin. Hold a phone to the tag and it opens that machine in FarmIQ™: the daily check, a way to report a problem, and for the owner, everything about the machine — what service is due, its history, readings, specs and documents.

FarmTag keeps a service timer for each job on each machine, by hours, miles or kilometres. It emails you when service is due or overdue, and the moment someone reports a problem.

FarmTag has two kinds of users:

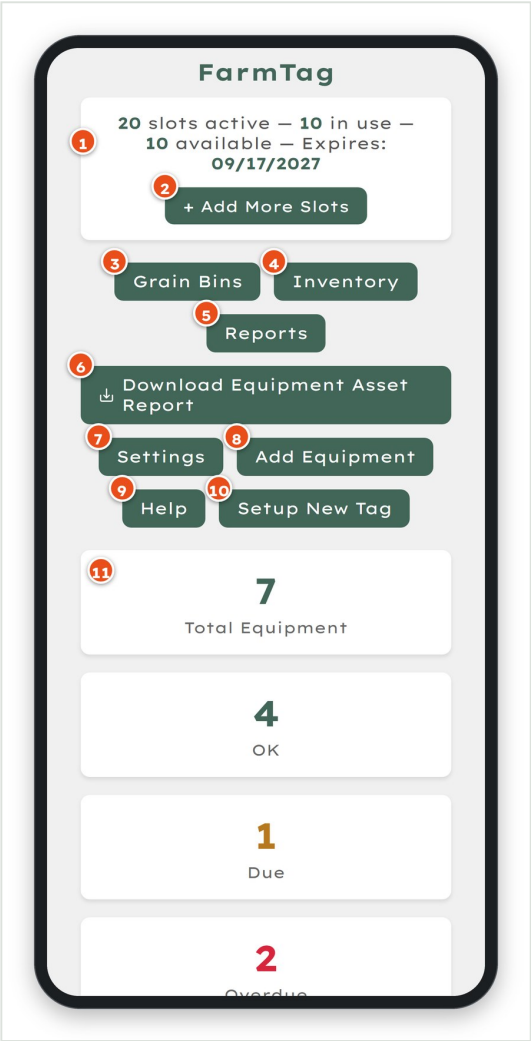
- **The owner** logs in to FarmIQ, sets up the machines and sees everything.
- **Everyone else** — operators, hired help, a mechanic — taps the tag, does the daily check or reports a problem. They don't need a login.

For your FarmIQ account, logging in and passwords, see the **Getting Started with FarmIQ** guide.

The screen at a glance

The FarmTag dashboard

The owner's main page. On the FarmIQ dashboard, tap the **FarmTag** tile.



The FarmTag dashboard, numbered.

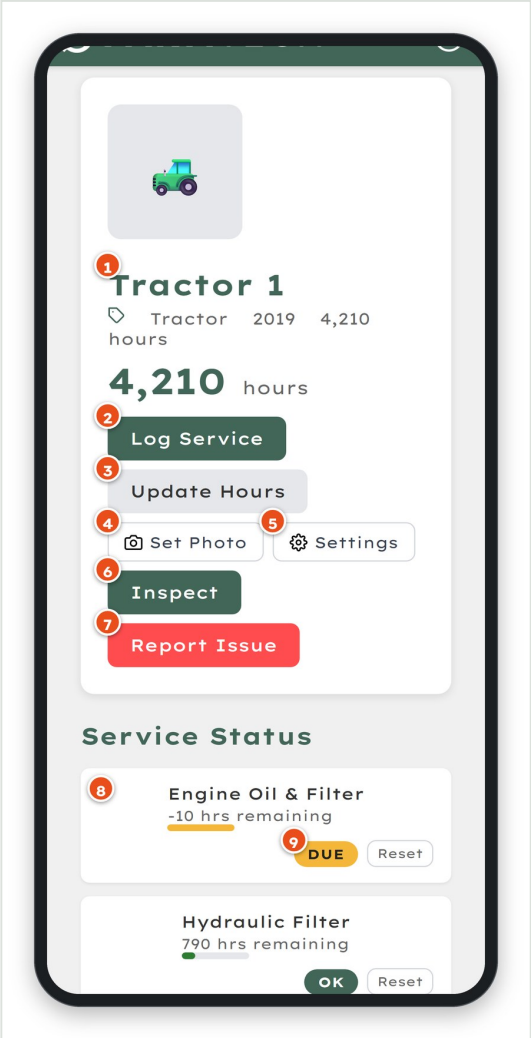
#	Button or area	What it does
1	Slots	How many slots you have, how many are in use, how many are free, and when they expire.
2	+ Add More Slots	Buy more slots. Each slot covers one machine or one grain bin for a year.
3	Grain Bins	Your bins, how full they are, fills, hauls and scale tickets.
4	Inventory	Parts and filters on hand, low stock, and scanning invoices.
5	Reports	Service history and scale tickets, with CSV export.
6	Download Equipment Asset Report	A PDF list of every machine with its VIN, plate and reading.
7	Settings	Operators and PINs, tags, checklists, switches and emails.
8	Add Equipment	Add a machine or a grain bin.
9	Help	The help page in FarmIQ.
10	Setup New Tag	Write your own tags with an Android phone. Shows only when you have an operator with the Admin role.

#	Button or area	What it does
11	Status cards	Total Equipment, OK, Due, Overdue, Low Stock Parts, Open Issues. Tap a card to filter the list.

Scroll down for **Open Issues** (problems not yet fixed, each with **Resolve**) and **Fleet** (every machine, with its status, reading and next service; search, filter and sort).

The equipment page

One page per machine. Tap a machine in the Fleet list, or hold your phone to its tag while logged in.



The equipment page, numbered.

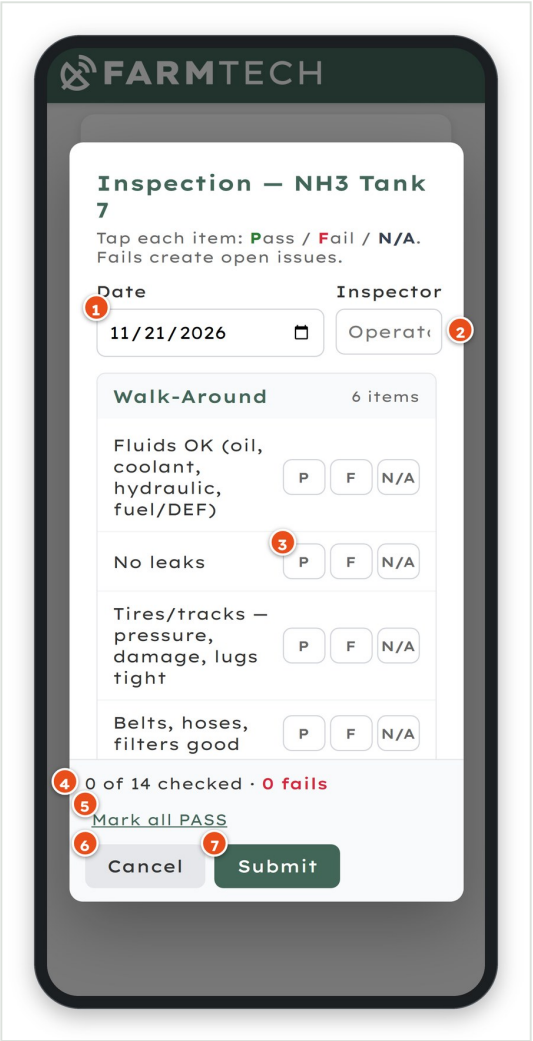
#	Button or area	What it does
1	Name and reading	The machine's name, type, year and its hour meter or odometer reading.
2	Log Service	Record service you did. The timer for each service starts again.

#	Button or area	What it does
3	Update Hours	Set the meter to a new reading. Says Update Miles or Update Kilometres on machines tracked that way.
4	Set Photo	Take or choose the machine's picture.
5	Settings	Change the machine's details, turn on scale tickets, or delete the machine.
6	Inspect	Do the daily check.
7	Report Issue	Report a problem, with a photo if you like.
8	Service card	One card per service, with the time left until it is due.
9	Status	OK, DUE or OVERDUE. Reset beside it restarts that timer without logging service.

Scroll down for **Inspections & Issues**, **Service History**, **Vehicle Documents**, **Equipment Specifications**, **AI Photo Tools** and **Verification Photos** (see **The equipment page** below).

The daily check

What anyone sees when they hold a phone to a machine's tag. The owner gets the same checklist from **Inspect**.



The daily check, numbered.

#	Button or area	What it does
1	Date	The day of the check. It starts at today.
2	Inspector	Your name. Asks for your 4-digit Operator PIN instead when the owner has turned on PIN on Inspections.
3	P / F / N/A	Pass, fail or not applicable, for each item. A fail opens a note box and Add Photo.
4	Count	How many items are checked and how many failed.
5	Mark all PASS	Pass every item at once.
6	Cancel	Close without sending. Nothing is saved.
7	Submit	Send the check to the owner. Each fail becomes an open issue and the owner gets an email.

Machines with a meter also show a reading box under the date.

Quick reference

To do this	Do this
Do the daily check	Hold your phone to the machine's tag. The checklist opens.
Report a problem	Hold your phone to the tag, then tap Report Issue.
Log an oil change or other service	Equipment page, Log Service
See what's due	FarmTag dashboard, the Due and Overdue cards
Close a problem	FarmTag dashboard, Open Issues, Resolve
Accept a reading sent from a tag	Equipment page, Inspections & Issues, Accept
Add a machine	FarmTag dashboard, Add Equipment
Put a tag on a machine	Log in on your phone and hold it to the new tag
Add an operator and PIN	FarmTag dashboard, Settings, Operators
Export service history	FarmTag dashboard, Reports, Export CSV

Daily routine

Scanning a tag

Hold the top of your phone against the tag with the screen unlocked. The phone opens the machine's FarmTag page in its web browser. On an Android phone, NFC must be turned on in the phone's settings.

What opens depends on who is holding the phone:

Who	What opens
Anyone but the owner, with Scan Without Login on	The machine's name with Inspect and Report Issue. The checklist opens by itself. Nothing else about the machine or your account is shown.
The owner, logged in	The machine's full equipment page.
Anyone, on a grain bin tag	The bin's page, after logging in. Bin tags always need a login.
Anyone but the owner, with Scan Without Login off	The FarmIQ login page.

Scan Without Login is on unless you turn it off (see **Settings**).

The daily check

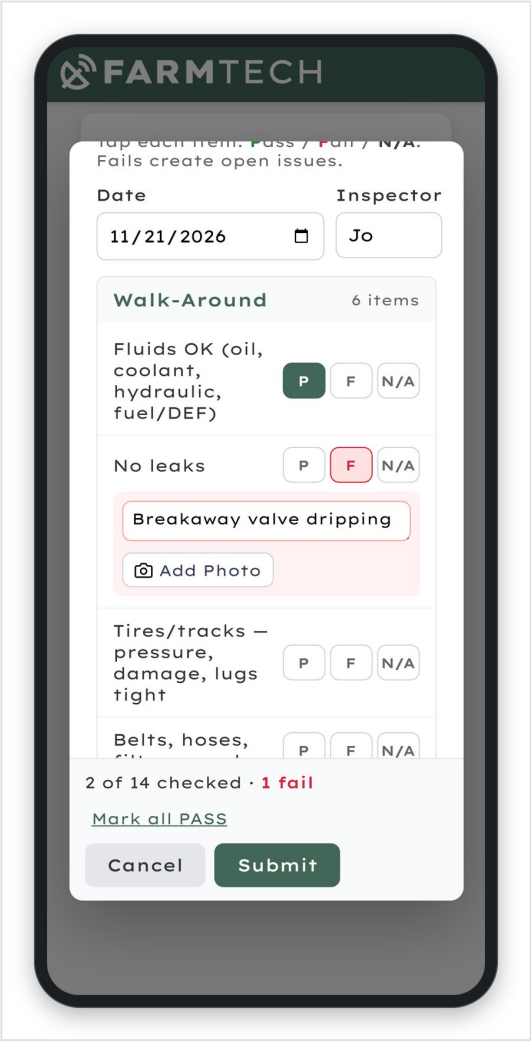
1. Hold your phone to the tag. The checklist opens. (On the equipment page, tap **Inspect**.)
2. Check the **Date**. It starts at today.
3. In **Inspector**, type your name. If the owner has turned on **PIN on**

Inspections, type your 4-digit **Operator PIN** instead.

4. If a reading box shows, type the hour meter or odometer reading in whole numbers. Trailers, applicators and NH3 tanks have no meter and no reading box.
5. Tap **P** (pass), **F** (fail) or **N/A** for each item. **Mark all PASS** passes every item at once.
6. For each **F**, type what's wrong and tap **Add Photo** if a picture helps.
7. Tap **Submit**.

A check sent from a tag shows **Sent to the owner. Thank you.**

Every failed item becomes an open issue on the owner's dashboard, and the owner gets an email right away. A reading sent from a tag waits until the owner accepts it (see **The owner's daily look**).



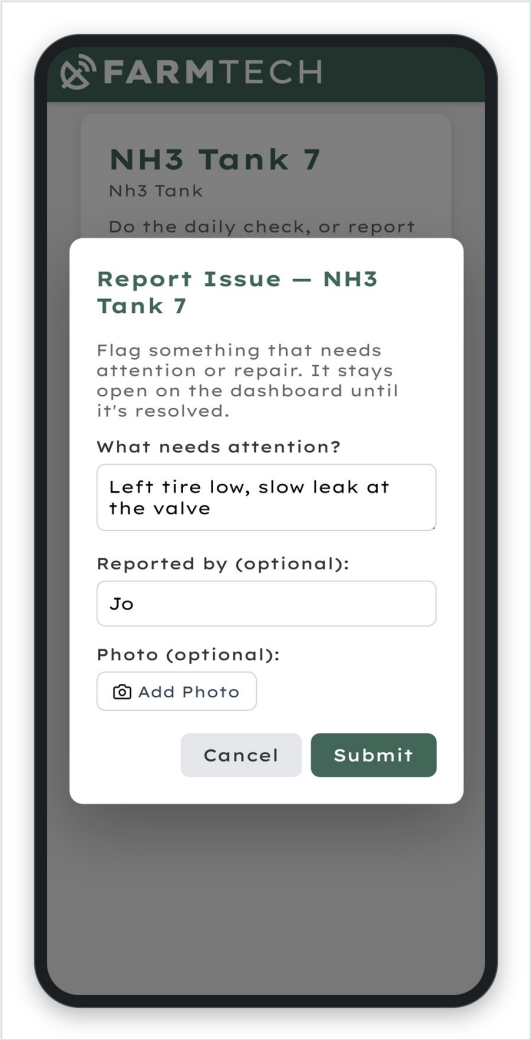
A failed item: the note box and Add Photo open under it.

Reporting a problem

Use **Report Issue** for anything that needs fixing, any time, not only during the daily check.

1. Hold your phone to the tag and tap **Report Issue**. (On the equipment page, tap **Report Issue**.)
2. In **What needs attention?**, describe the problem.
3. Type your name in **Reported by (optional):** so the owner knows who to ask.
4. To add a picture, tap **Add Photo**, then **Take Photo** or **Choose from Library**.
5. Tap **Submit**.

The issue stays open on the owner's dashboard until it is resolved. The owner gets an email with a link to the photo.



Report Issue on a phone.

The owner's daily look

Open the FarmTag dashboard (see **The dashboard**) and check three cards:

- **Overdue** and **Due**: tap a card to list those machines. Open a machine to see

which service.

- **Open Issues**: every problem reported and not yet fixed, with who reported it and a **Photo** link. An entry marked · **scan** came from a tag. When it's fixed, tap **Resolve** and add a note if you like.

Readings sent from a tag don't move the machine's meter until you accept them. On the equipment page, under **Inspections & Issues**, tap **Accept** beside the reading.

The dashboard

On the FarmIQ dashboard, tap the **FarmTag** tile. Each button is explained in **The screen at a glance**.

A service is **DUE** once 90% of its interval is used, and **OVERDUE** once 110% is used.

Getting started

1. On the FarmIQ dashboard, tap **FarmTag**.
2. Type your farm name and tap **Get Started**.
3. Get slots (see below). Each slot covers one machine or one grain bin for one year.
4. FarmTech mails your tags to the address you gave. They arrive ready to use.

- **Your first tag is free.** Tap **Get Your Free Tag**, check your mailing address and tap **Claim Free Tag**. This gives you one slot.
- **To buy slots**, tap **Purchase Slots** (or **+ Add More Slots**), choose how many, and tap **Confirm Purchase**. FarmIQ emails you a confirmation.

While you have no active slots, the dashboard shows only the slot offers. Your machines and their history come back when you add slots.

Adding a machine

1. Tap **Add Equipment**.
2. Fill in **Equipment Name** and **Type**. Make, model, year, VIN or serial number and licence plate are optional. To fill them from a picture, tap **Identify Equipment** and take a photo of the machine.
3. Under **Tracking Unit**, choose **Hours**, **Miles**, **Kilometres** or **None (no meter)**. FarmTag suggests one for the type.
4. Type the current reading.
5. Tap **Next**, check the details, then tap **Create Equipment**.

The service timers start from the reading you typed. Type the real reading, or the first services will show the wrong time left.

A 17-character VIN fills in a blank make, model and year. To add a grain bin,

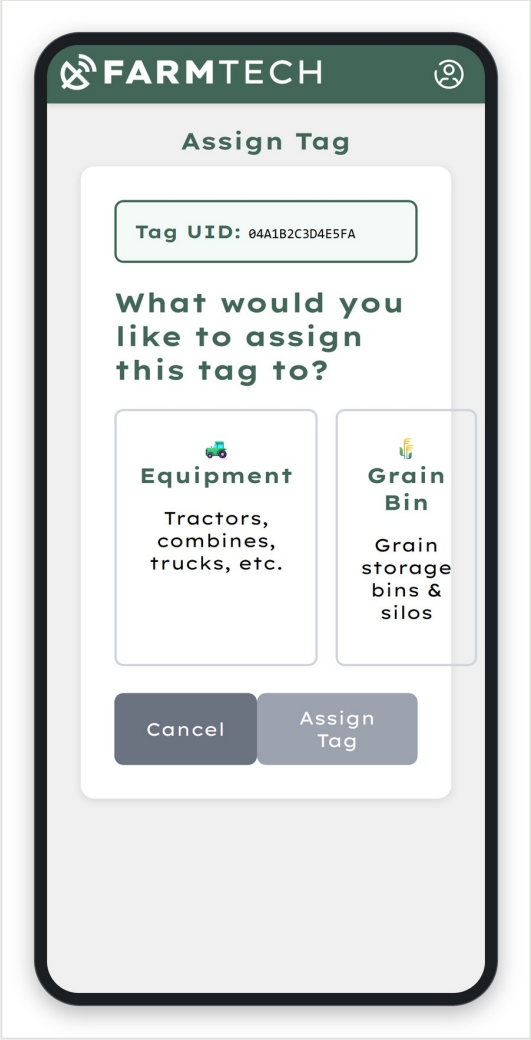
choose the type **Grain Bin**, or use **Grain Bins** (see **Grain bins**).

Putting a tag on a machine

1. Log in to FarmIQ on your phone.
2. Hold the phone to the new tag. FarmTag asks **What would you like to assign this tag to?**
3. Tap **Equipment** or **Grain Bin**, then pick the machine. To make a new one, tap **+ New Equipment** or **+ New Grain Bin**.
4. Tap **Assign Tag**.

The machine's page opens with **Tag assigned successfully**.

Put the tag where people can reach it with a phone: inside the cab, on the door, on the fender. A machine can carry up to three tags.



Assigning a new tag: pick the machine, then Assign Tag.

To manage tags, tap **Settings**, then **Tags**:

- **Assign** moves a tag to another of your machines.
- **Replace** moves a machine's tag to a new one: type the new tag's number.

The old tag stops working.

- **Deactivate** stops a lost or damaged tag working. This cannot be undone.

The equipment page

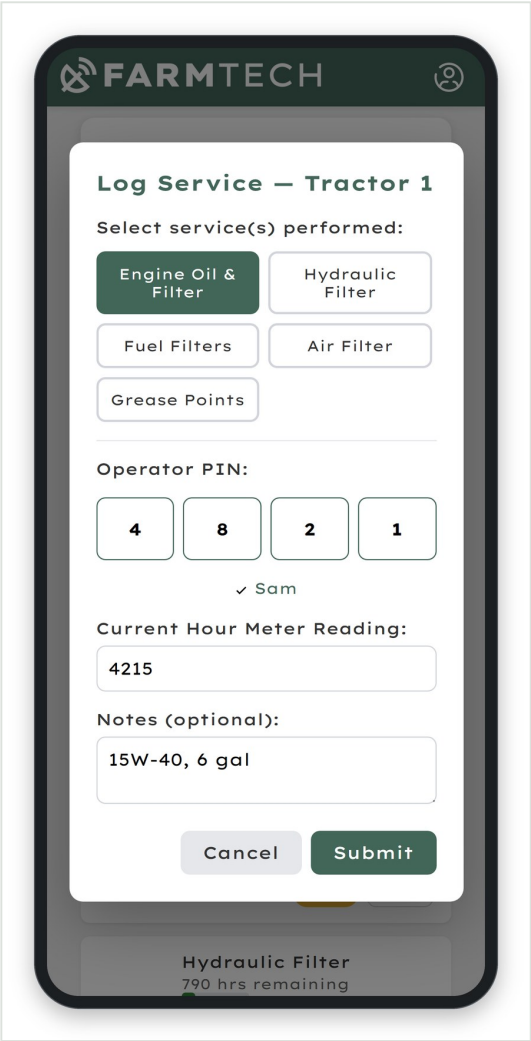
Tap a machine in the Fleet list, or hold your phone to its tag while logged in. The buttons at the top are explained in **The screen at a glance**. Further down the page:

- **Service Status**: one card per service, with the time left and **OK**, **DUE** or **OVERDUE**.
- **Inspections & Issues**: every daily check and problem, with **Accept** for readings sent from a tag and **Resolve** for open issues.
- **Service History**: every service logged, with the date, reading, who did it and notes.
- **Vehicle Documents** (trucks, pickups, sprayers, ATVs, trailers and NH3 tanks): photos of the insurance card and registration, with an expiration date. FarmTag emails you 30 days before a document expires.
- **Equipment Specifications**: filters, fluids and capacities, once make and model are filled in. **Look Up Specs with AI** fills them in; check them and tap **Mark as Verified**.
- **AI Photo Tools**: take a picture of a meter, VIN plate, filter, tire or door sticker and FarmTag reads it for you.
- **Verification Photos**: dated photos of condition, damage or work done.
- **Settings**: change the machine's details, or **Delete Equipment**. Deleting removes all its history and frees its slot and tags.

Logging service

1. On the equipment page, tap **Log Service**.
2. Tap each service you did. You can pick several.
3. If you have operators, type your 4-digit **Operator PIN**. Your name shows when the PIN is right.
4. Type the current hour meter or odometer reading. **Always type it.** The timer restarts from this number.
5. Add notes if you like and tap **Submit**.

Each service you picked gets its own line in **Service History**, and its timer starts again.



Log Service: pick the services, PIN, reading, notes.

Two other buttons change the timers:

- **Update Hours** (or **Update Miles**, **Update Kilometres**) sets the meter to the number you type, even a lower one.
- **Reset** on a service card restarts that timer from the current reading without logging service. History shows **Timer reset (no service performed)**.

Grain bins

Tap **Grain Bins**. Each bin shows how full it is. Tap **+ Create Grain Bin** to add one.

On a bin's page:

- **Fill** adds bushels to the bin.
- **Start Haul** marks the bin as being hauled. **End Haul** takes the bushels out.
- **Log Scale Ticket** records a delivery: ticket number, elevator, crop, weights, price and moisture. Net bushels are worked out from the weights. **Scan Scale Ticket** reads a ticket from a photo. A ticket does not change the bushels in the bin.
- **+ Add Elevator** adds an elevator to choose on tickets.

Parts

Tap **Inventory**.

- **+ Add Part**: part number, description, category, quantity, location, unit cost and the low-stock level (2 unless you change it).
- **–** and **+** change the quantity.
- **LOW** marks a part at or below its low-stock level. **Low Stock Parts** on the dashboard counts them.
- **Scan Invoice** reads a parts invoice from a photo. Check the list and tap **Add All Items to Inventory**.
- **Scan Parts** reads parts from a photo of the boxes.

When **Auto-Decrement Inventory** is on, logging an engine oil, fuel filter, air filter or hydraulic filter service takes one off stock. It only finds a part whose **Category** is typed exactly `engine_oil`, `fuel`, `air` or `hydraulic`.

Reports

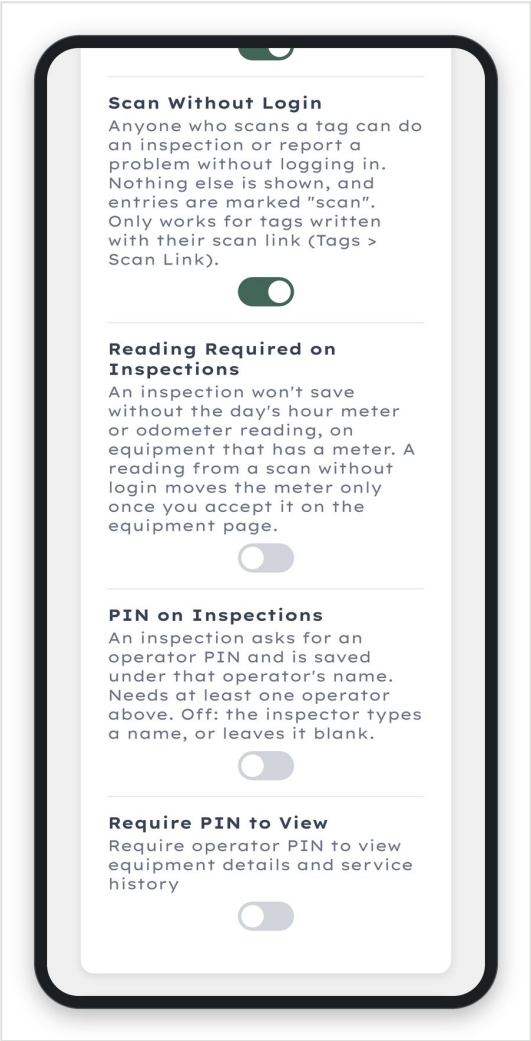
Tap **Reports**.

- **Service History**: choose a machine and dates, tap **Search**, then **Export CSV**.
- **Scale Tickets**: choose crop, elevator, bin, machine and dates. Shows tickets, bushels and revenue, with **Export CSV**.

Download Equipment Asset Report on the dashboard gives a PDF list of every machine with its VIN, licence plate and reading.

Settings

Tap **Settings**. Anyone logged in to your FarmIQ account can change these.



FarmTag Settings: Scan Without Login, Reading Required on Inspections and PIN on Inspections.

Operators. Add each person who logs service: name, a 4-digit PIN and a role. Each PIN must be different. Anyone logged in to your account can see the PINs. A PIN is asked for:

- when logging service, once you have at least one operator;
- on the daily check, when **PIN on Inspections** is on. The check is saved under that operator's name.

Inspection Checklists. FarmTag makes a **Default Inspection** for you: Walk-Around, Safety, Start-Up and Attachments, 14 items. Tap **+ Add Checklist** to make your own. Choose an **Equipment Type** to use it for that type only, or tick **Use as default checklist**.

Feature Settings:

Switch	When it's on
Auto-Decrement Inventory	Logging service takes the part off stock (see Parts). On to start with.

Switch	When it's on
Scan Without Login	Anyone holding a phone to a machine's tag gets the daily check and Report Issue with no login. On to start with. It covers every machine on the account.
Reading Required on Inspections	The daily check needs a meter reading.
PIN on Inspections	The daily check needs an operator PIN instead of a typed name.

Email Notifications. All on to start with. Emails go to your FarmIQ login email.

Switch	What it sends
Service Due Reminders	Once a day, the services that are due.
Service Overdue Alerts	Once a day, the services that are overdue.
Issue Logged Alerts	Right away, each failed check item and each problem reported.
Document Expiration Alerts	30 days before an insurance card or registration expires, and again when it has.

Each due or overdue service is emailed once, until the service is logged.

Troubleshooting

What you see	What to do
Holding the phone to the tag does nothing	Unlock the phone and hold its top flat against the tag for a second or two. On Android, turn NFC on in the phone's settings.
The tag opens the FarmIQ login page	Scan Without Login is off, or it is a grain bin tag. The owner can turn it on in Settings.
This tag is not set up for scanning without login.	Contact the owner. If you are the owner, contact support.
Too many entries from this tag. Please try again later.	A tag takes up to 50 entries an hour. Wait and try again.
Failed to log inspection. Please try again. (or a similar Failed to … message)	There is no signal. Nothing was saved. Keep the box open, move to where you have a signal and tap Submit again.
Please enter a valid 4-digit PIN. or That PIN is not right.	Check your PIN with the owner (Settings, Operators).
The reading must be a whole number.	Type the reading with no decimals.
A service shows OVERDUE right after it was logged	The reading was left blank, so the service was saved at 0. Log the service again with the reading.
No Slots Available	Tap Buy More Slots, or delete a machine you no longer use.
Unauthorized Tag	The tag is not a FarmTag tag. Contact support.

What you see	What to do
That already has 3 tags, the most allowed.	Deactivate one of the machine's tags in Settings, Tags, then assign the new one.
Tag Deactivated	That tag no longer works. Use a new tag.
Daily AI limit reached	The photo tools are used up for today. Type the details in, or try again tomorrow.

Support

- **In FarmIQ**: tap **Feedback** at the top of any page and tell us what happened.
- **Phone or text**: (406) 271-6400
- **Email**: support@farmtech.us

The current version of this manual is at farmtech.us/support.