

# UPLOAD RAW DATA INTO AEROS

## Pre-Steps

1. Confirm you have an active **Permanent Policy in Aeros**
2. Confirm units set up on policy **includes added land**
3. CLU's must be mapped in **Aeros Mapping 2.0 and assigned correctly**
4. Agent must obtain **"Raw/Unprocessed Data" from insured** and save to agent computer
5. When saving data, convert to .zip file and name accordingly (i.e. 2019 planter data)
  - a. **Note:** Raw/Unprocessed Data must be unprocessed and downloaded from the following options:
    - Cab monitor
    - Cloud
    - Manufacturer website (i.e. Deere Op Center, Climate FieldView, Ag Leader)

## Step 1: Search for the policy you want to upload data to.

### Enter either:

- A) Policy number OR
- B) Insured's Name
- C) Select appropriate policy as insured may have more than one policy

The screenshot shows the Aeros software interface. The 'Policy Search' section is highlighted. The search criteria are: Reins Year: All, Policy #: [empty], Tax ID: [empty], Insured Name: [empty], SBI Name: [empty], SBI Tax ID: [empty]. The search results table is as follows:

Name	Policy Number	Crops Covered	Agency Name	Agency Code	Type
NE-180-3102285-19 Supbanan Group (COLFAX, STANTON)					



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Step 2: Once the correct policy has been selected, click Edit.



**Insured Information:**  
**Supbanan Group**  
 TaxID: \*\*\*\*\*4484  
 Entity Type: Limited Liability Company  
 Relation Type: None  
 Limited Resource Farmer: No  
 Address: 167 Route 6, Concord, OK 37360-1166  
 Phone: (748) 824-3269 Cell: None  
 Email: None

**Agency Information:**  
**9066510 Bartumistor Holdings**  
 Agent Detail: Name: Tamara T. Lowe, Email: test@cropriskservices.com  
 Agency Detail: Keying Agency  
 Address: 37 River Street, Newark, CA 18347-6168  
 Phone: (209) 497-6743 Fax: (307) 371-7654  
 Email: test@cropriskservices.com

**Claim Information:** No Claims

**Summary:**  
 Policy Type: Multi Peril Crop Insurance  
 RMA Status: OK  
 Policy Stage: Acres Required  
 Underwriting: **CULTIVATE**  
 Sales Rep: Hayden, Harold

Gross Premium:	\$	0
Net Premium:	\$	0
Admin Fees:	\$	0
Total:	\$	0
Balance:	\$	0.00

Step 3:

- A) Select Misc Policy Info
- B) Select Precision Ag Data - TruAcre

**Insured Information:**  
**Supbanan Group**  
 TaxID: \*\*\*\*\*4484  
 Entity Type: Limited Liability Company  
 Relation Type: None  
 Limited Resource Farmer: No  
 Address: 167 Route 6, Concord, OK 37360-1166  
 Phone: (748) 824-3269 Cell: None  
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**Agency Information:**  
**9066510 Bartumistor Holdings**  
 Agent Detail: Name: Tamara T. Lowe, Email: test@cropriskservices.com  
 Agency Detail: Keying Agency  
 Address: 37 River Street, Newark, CA 18347-6168  
 Phone: (209) 497-6743 Fax: (307) 371-7654  
 Email: test@cropriskservices.com

**Claim Information:** No Claims

**Summary:**  
 Policy Type: Multi Peril Crop Insurance  
 RMA Status: OK  
 Policy Stage: Acres Required  
 Underwriting: **CULTIVATE**  
 Sales Rep: Hayden, Harold

Gross Premium:	\$	0
Net Premium:	\$	0
Admin Fees:	\$	0
Total:	\$	0
Balance:	\$	0.00

## Step 4: Enter Raw Data

- A) Select Add File (If data has been saved as a .zip file)
- B) Select Add Directory (If data must be zipped)\*



File Name	Memo	Request Status	Request Date	Sent Date	Received Date	Request_Type
PrecisionAg_2019042...	TEST 1	Pending Transmission	4/24/2019			Acreage Reporting

## Step 5: Select the file or directory where raw data is saved on Agent's computer.

File Name	Memo	Request Status	Request Date	Sent Date	Received Date	Request_Type	Season
PrecisionAg_2019...	TEST 1	Pending Transmission	4/24/2019			Acreage Reporting	Spring

Name: Tamara Lowe  
Phone #: (737) 604-5706  
Email: test@cropriskservices.com



## Step 6: Verification of Data

- A) Shows directory where data is located
- B) Select Season - Spring or Fall
- C) Select Upload Type - Acreage or Production Reporting
- D) Memo - Enter any information Agent may want noted (this field may be left blank)
- E) Click Submit Files



The screenshot shows the TruAcre - Precision Ag Data interface. The main content area contains a table with the following data:

File Name	Memo	Request Status	Request Date	Sent Date	Received Date	Request_Type	Season
PrecisionAg_2019...	TEST 1	Pending Transmis...	4/24/2019			Acreage Reporting	Spring

Below the table is a form for uploading data. The form includes a 'Files to upload' section with a text input field containing a file path and buttons for 'Add File', 'Add Directory', and 'Remove File'. There is also a contact information section with fields for Name, Phone #, and Email, and an 'Update Contact Information' button. The form also has dropdown menus for 'Season' (set to Spring) and 'Upload Type' (set to Acreage Reporting), a 'Memo' text input field containing 'TEST 1', and a 'Submit Files' button. Green arrows labeled A through E point to these elements: A points to the table header, B points to the Season dropdown, C points to the Upload Type dropdown, D points to the Memo text input, and E points to the Submit Files button.

**Once your data has been submitted, TruAcre will begin processing data and return within 2-3 business days. A verification email will be sent upon completion, HOWEVER, please check Aeros daily as email may go to your spam and not your inbox.**