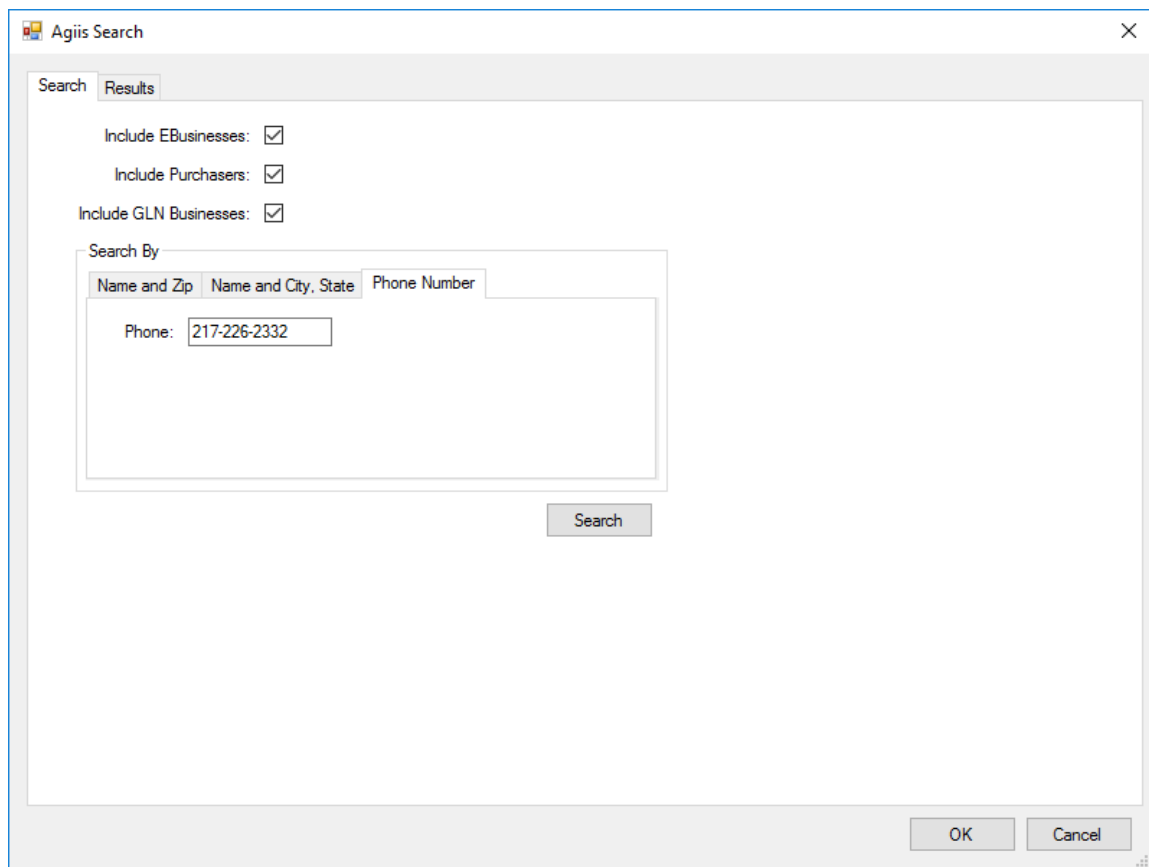


Adding a GLN to a Grower

Last Modified on 01/07/2025 2:40 pm CST

Easily verify or add GLN information associated with a Customer or manufacturer.

1. Navigate to *Accounting / File Folder / Customers*, locate the Customer, and select **Edit**.
2. Choose **Attributes** to determine if the GLN is listed.
3. Add the GLN manually by entering the appropriate information in the *Attribute Value* column. Select **Done**.
4. The GLN can also be added or verified by selecting **AGIIS** on the Customer's *Profile* tab.
 - a. Select a tab to search by *Company Name, Last Name and Zip, Name/City/State*, or by *Phone Number*. Enter the search criteria and choose **Search**.



- b. Information returned from AGIIS displays in the top grid of the *Results* window, select the appropriate row. Once selected, data populates in the second, third, and bottom grids.
Note: If more than one result returns, be sure to select a listing marked *IsActive* and GLN information is populated in the third grid.

Agilis Search

Search Results

Type	NamePreferred	FirstName	LastName	Phone	IsActive	NameDBA	Latitude	Longitude
	MILLER FARM	CLARK	MILLER	2175394474	<input type="checkbox"/>	MILLER FARM		
		WAYNE	MILLER	2175394554	<input type="checkbox"/>			
		BUCK OR KAY	MILLER		<input checked="" type="checkbox"/>			
	MILLERSVILLE...			2172263918	<input checked="" type="checkbox"/>	MILLERSVILLE...		
		WAYNE	MILLER		<input checked="" type="checkbox"/>			
		DOUG	MILLER		<input checked="" type="checkbox"/>			
		DOUG	MILLER		<input checked="" type="checkbox"/>			
		CLINTON	MILLER	2175673237	<input type="checkbox"/>			
		WAYNE	MILLER	2175624084	<input type="checkbox"/>			
		KAY	MILLER		<input type="checkbox"/>			
		CLARK	MILLER	2175394474	<input type="checkbox"/>			
	MILLER, MR DA...	ARNOLD	MILLER	2175623388	<input checked="" type="checkbox"/>	MILLER, MR DA...		
		ARNOLD	MILLER	2175623388	<input type="checkbox"/>			

Type	Line1	Line2	City	State	PostalCode	CountyName	Country	CountyFIPS
Mailing	2282 E 800 NO...		PANA	IL	625576350	CHRISTIAN	US	17021

Type	ProprietaryCode	Identifier	LicenseCode	AgreementCode	EffectiveDate	ExpirationDate
NAPD/HP ID		0000428502383608				
GLN		1100012609730				

Element	Agvance	AGIIS	Update
1 NAPD		0000428502383608	<input type="checkbox"/>
2 EBID			<input type="checkbox"/>
3 GLN	1100011140850	1100012609730	<input type="checkbox"/>
4 First Name	My Dealer Bucket		<input type="checkbox"/>
5 Last Name	Test Account	MILLERSVILLE.JOE BE...	<input type="checkbox"/>
6 Address 1		2282 E 800 NORTH RD	<input type="checkbox"/>
7 Address 2			<input type="checkbox"/>

OK Cancel

- c. In the third grid, select the *Type* *GLN*. Verify the selected GLN is associated with a Tech License number, displayed in the grid to the right of the GLN information.
 - d. The bottom grid contains the following columns:
 - o **Agvance** – Populated with information from the Customer file.
 - o **AGIIS** – Information returned from AGIIS.
Note: Information in the *AGIIS* column can be edited or data not provided by AGIIS can also be entered.
 - e. For each *Element* in *Agvance* to be updated with the *AGIIS* results, select the checkbox in the *Update* column. Optionally choose **Tag All** to select all rows.
 - f. Select **OK** to update the Customer file and return to the *Profile* tab.
5. Optionally, on the *Profile* tab, select **Attributes** to verify the GLN information was added in the *Attributes* window.
 6. Choose **Save**.