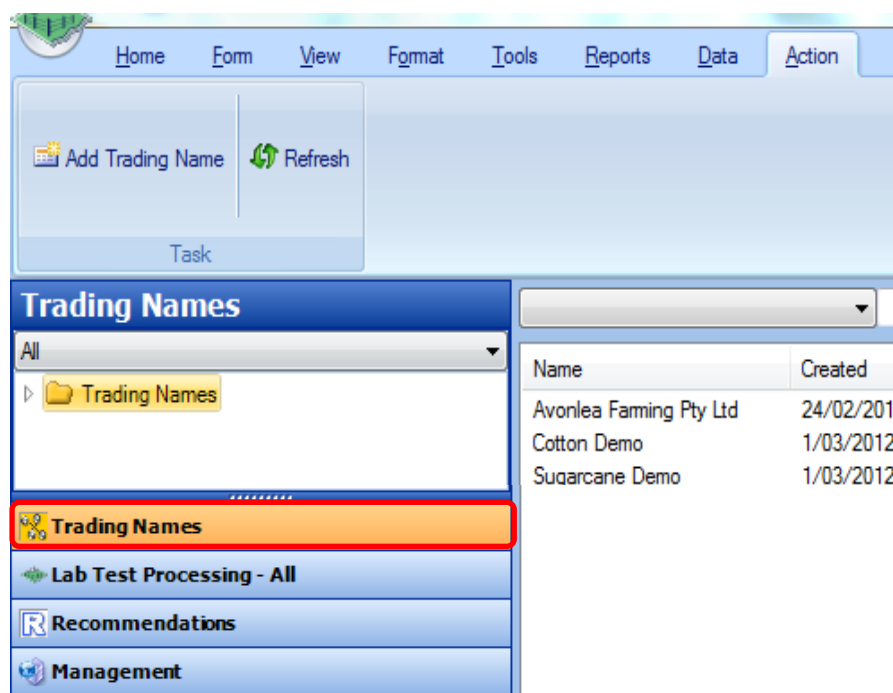


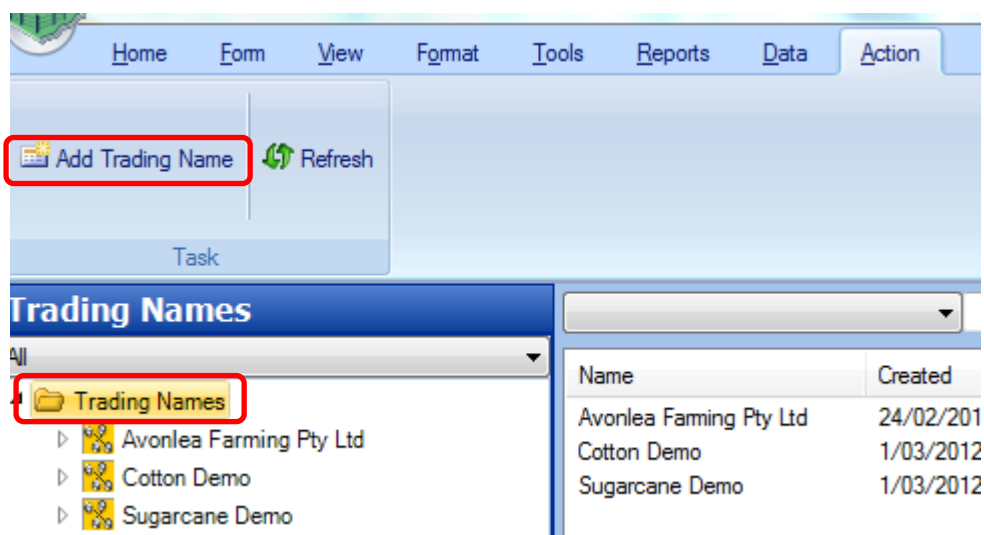
## 4. Setting Up Trading Names (with Farms and Paddocks)

- a. Click on the **Trading Names** bar in the bottom left of the screen

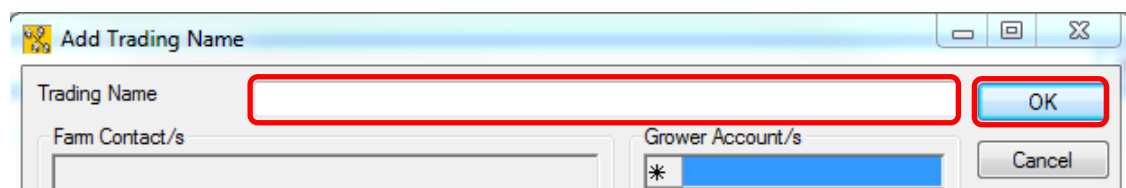


- b. Click on ► next to **Trading Names** to see list of trading names already entered.

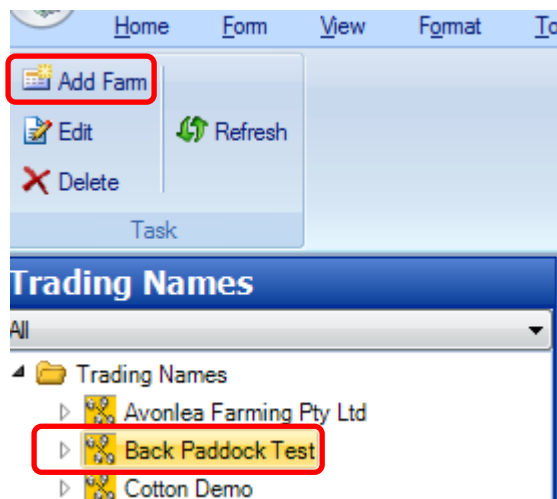
- c. Click **Add Trading Name**



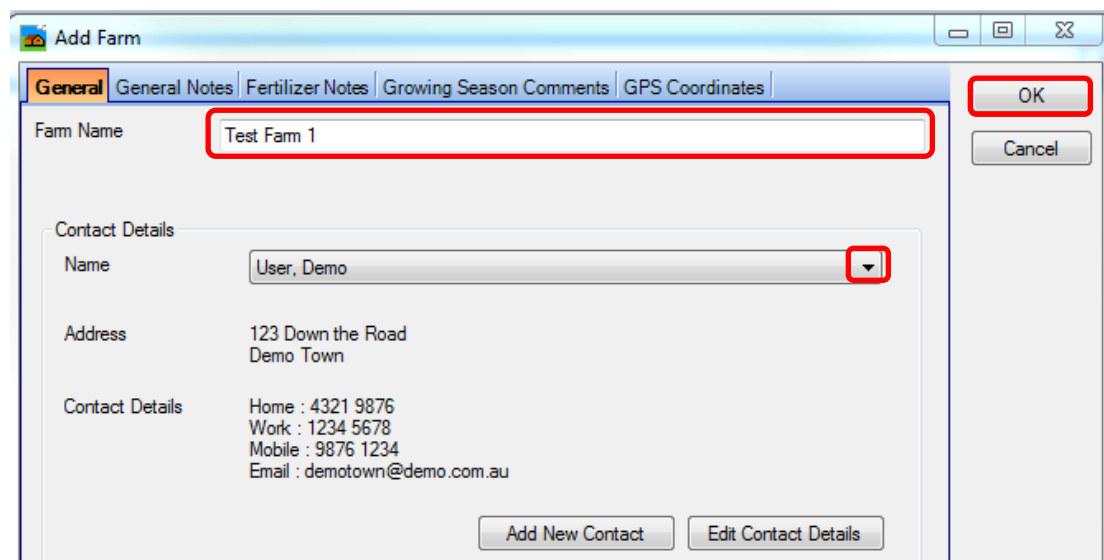
- d. Type in the **Trading Name**. Click **OK**



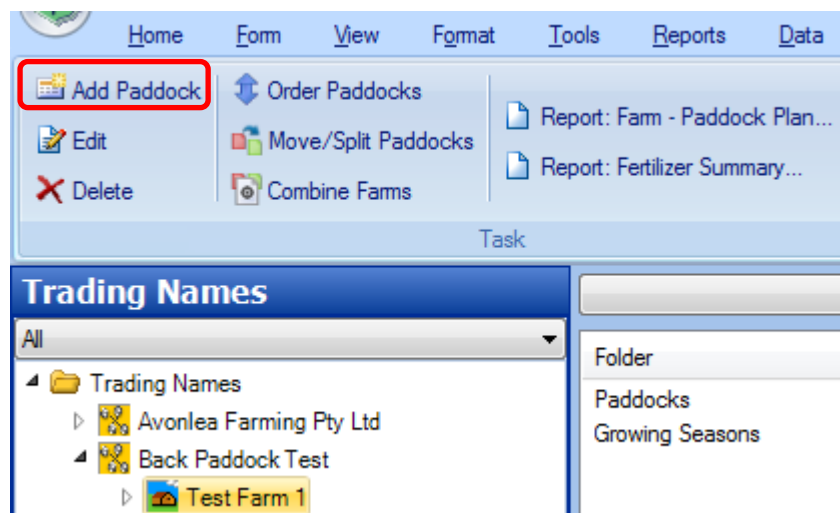
- e. In the side toolbar. Click on the new trading name. Click **Add Farm**



- f. Enter the **Farm Name**. Click on the drop down box to select your contact. Click **OK**



- g. In the side toolbar, click on the Farm Name. Click **Add Paddock**



- h. Enter the **Paddock Name**. If known, enter the **Area**. Click on the **Growing Season**. Click **OK**.

**Add Paddock**

**General** | General Notes | Fertilizer Notes

Paddock Name: Paddock A

Area (ha): 60

Paddock Plan

Growing Seasons

- 2008 Winter
- 2011 Summer
- 2011 Spring
- 2012 Summer
- 2012 Autumn

Paddock Plan Text for 2012 Autumn

Rich text editor toolbar: A | B | I | U | [List Icon] | [List Icon] | [List Icon] | [Undo] | [Redo] | [Cut] | [Paste] | [ABC] | Comment

Type your text in here if you have any specific comments about the paddock

Buttons: OK, Cancel