

# Adviser / Manager User Guide

## Introduction to the software and getting started



BACK PADDOCK  
Adviser



BACK PADDOCK  
Manager

**July 2010**

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BACK PADDOCK



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Adviser and Manager are whole farm planning, paddock based recording, reporting and mapping software programs. Both programs can assess profitability and risk as you plan and come with a comprehensive list of crop, variety and chemical inputs, and all can be easily added or edited.

Plans can be viewed as maps with links to soil samples. The farms physical resources such as soil types, tree plantings and contours can also be displayed on a map. A farm rotation analyser and a crop water use calculator are added features.

Adviser and Manager programs are powerful, accurate, easy to use and compliant with most management systems including yield and paddock maps from farm machinery.

# About Adviser / Manager

## BACKGROUND TO THE SOFTWARE

Adviser was originally developed to provide Agronomists with a means to quickly provide their clients with detailed paddock-based agronomic plans for the coming season while allowing the flexibility to modify the plan as the season progressed.

Those who previously had systems based around combinations of word processors, spreadsheets and databases found Adviser to be a single comprehensive solution that reduced preparation time substantially and provided a more integrated and professional looking product.

The software has continued to evolve and expand to suit the requirements of farmers as well as Advisers while maintaining ease of use and the original core aims of the software:

- To provide fast and efficient agronomic planning
- Reduce repetition and save time
- Utilise data to provide useful information to help with decision making and communication

Adviser software is to be used as an integral piece of farm machinery throughout the entire farming year. We believe it can add much value to a farm business by improved planning, communication and informed decision making

## ADVISER EDITIONS

The Adviser family of software is available in several flavours to suit different user requirements and budgets.



- **Adviser** is aimed at Consultants, Advisers, Agronomists or anyone who needs to use the software for Multiple Clients.






- **Manager** is aimed at farmers or those who wish to use the software for a single farm business entity. *Manager does not include all the functions of Adviser*

Both of these versions are available in “Lite” versions that do not include GIS Mapping and a number of other features.




## USING THIS GUIDE

Throughout this guide the following symbols are used to help you better understand the software.

These are:

	<b>Exercises</b>	These are “ <b>hands-on</b> ” <b>practice runs</b> that will guide you through all the steps to complete a key task
	<b>Pointers</b>	<b>Useful tips</b> to help you avoid some of the pitfalls of new users
	<b>Table Layout</b>	<b>An explanation of the data fields</b> that you will encounter in the data entry tables as you use the software

Another convention that you will encounter is the “Menu Path” These are used to indicate which menu commands you use to achieve a specific function. For example, to close the program you select the File menu and then the Exit menu contained in the File menu. The menu Path form of this is **[File/Exit]**. A more advanced example could be **[Mapping/Layer Library/Saved Layers/Retrieve]**. Simply start at the main application Menu and work your way through.

Similarly Keyboard Shortcuts are denoted by   

The Guide has been structured to take you through each section of the software in a logical manner to get you up and running as quickly as possible. The Guide has been designed to be flexible for use as either a self-paced tutorial, training course notes and as a reference source as required.

## Chapter 1 – Getting started

*In this chapter you will familiarise yourself with licencing the software, requesting support, the software user interface and the process of getting ready to set-up your first Client File.*

### 1.1 LICENCING

#### Licence Manager

The licence manager is accessed through the Help section via the command [**Help > Licence Manager**]. This will then bring up the licence manager window where information on advisor licences can be obtained. There are four sections in the licence manger that consist of the licence current status, licence product comparison, licence agreements and licence requests.

#### Licence Current Status

This window displays the status information on the licence currently used by the computer. The status of the licence is then displayed in the right hand section along with the expiry date, last accessed date, issue date, current time and product configuration.

#### Product Comparison

The product comparison section shows a table with all products offered by Back Paddock Company. In the neighbouring columns are the products description and its limitations. This section is important in determining what product would best be suited for your particular needs.

#### Licence Agreement

This particular section of the report displays the licence agreement for the software issued. It is important that this is read and understood before purchasing and using the software.

#### Licence Request

The licence request section has three aspects to it, which consist of the user details, privacy statement and request licence.

1. The user details section determines which product you wish to request and also the name and location for the software. Choose a particular product and then enter in the details below.
2. The privacy statement then explains that all the information provided to Back Paddock Company is kept confidential.
3. The request section then displays the particular product and issue length at the top of the window. If the information is correct then simply click on the send email request to obtain the above



product. To save the request form for another time, simply click on the save request file and it will be saved in a particular location for future reference.

## 1.2 SUPPORT

The help section at the top of the page can be used to describe certain aspects about the program, access the Back Paddock Company website, display licence manager, check for updates and “Open” the support page.

If any problems are encountered whilst using this program there are a number of options that can be used to overcome the problem or situation. The first step would be to find the particular section in this users guide and follow the steps and procedures as followed. If the problem persists or is not found within the report then other options can consist of:

1. Contact **Free call help desk** on 1800 557166 during 7am-7pm EST

**\*If issues with the software, users must be on the latest version so under help check for updates when on line before contacting the help desk as often an enhancement in the latest version may satisfy your enquiry.**

2. Group Training – Back Paddock Adviser/Manager training is available in group sessions with a minimum number of 10 required. Manager and Manager Lite training can attract government subsidies such as FarmBis. All training delivered by Certificate IV, Training and assessment accredited trainers.
3. Master Data Base - an up to date Master Data base can be emailed to users upon request and includes the most of the current seed varieties, fertilisers, operations, timings and chemicals that could be used on farms in Australia. Default costs and application rates are also included.
4. Demonstration CD copies - available free upon request, email a request to [support@backpaddock.com.au](mailto:support@backpaddock.com.au), or phone 1800 557 166. The demonstration CD allows users to adjust details in two paddocks of a sample farm file. Also included is a video explaining the features of Back Paddock Adviser/Manager, a tutorial and a testimonial by an experienced user.
5. Customised reports - detailed customised reports can be created on a fee for service basis.

## Chapter 2 – Setting Up the Farm

*In this Chapter you will learn how to set up the Client File with farms and their associated paddocks. This will form the backbone of all future work done on this file and the presentation of summaries and Reports.*

### FILE MANAGEMENT

The native document type for Adviser is the "ADV" file. This file can contain data for any number of farms, paddocks and management zones for any number of years.

It is usual for one client file to contain the data of one farm business entity.

To create your initial Client File, complete [Exercise 1](#). After this exercise you will be ready to start adding farms and paddocks, which is covered in the next chapter.

## CLIENT DETAILS

Each Client File can contain client information to be used when printing reports or as a general reference.



To view or edit Client details go to menu [**File > Client Options**]. This will “Open” the Client Options dialog. Select the Client Details tab and edit fields as required.

## BACKING-UP & SAVING DATA

Before we move on we will cover the very important topic of making sure you do not lose your data once you have invested the time in entering it.

## HOW DOES ADVISER SAVE DATA?


While you are entering data the software constantly writes changes to your client file after updating each entry.

You can easily tell when this occurs as when you start to edit the symbol at the left of the table row you are editing changes to a . After editing is complete and the data is saved to disk the symbol changes to a . There is no need to manually save, as this is automatic each time you update. If the program crashes or the computer is closed the data will remain intact provided the storage disk is operational. To protect against a loss of storage



### Exercise 1

#### Create a new Client File


- Select New From the File menu (or the New button  on the Toolbar)
- Check that the path to the correct Drive and Folder is correct so you will place it where you want it and you can find it later.


The recommended and default location for client files is in;

**My Documents/Back Paddock/Software/Adviser/Clients**


This Folder is created during installation and is default location when you create a new file.

- Enter a name for the file

 *Naming Client files by the farm business name is the preferred practice. This name can be used later in report headers.*

 *A filename can contain up to 255 characters, including spaces. But, it **cannot** contain any of the following characters:*

**\ / : \* ? " < >**

 *It is essential that the file has the “.adv” extension. It is possible to accidentally change the file name extension when renaming files.*

- Select Save to create new file

Your newly created file will now be open ready to start entering data.

If it is necessary to change a file name, this can be done in the “Open” File Box (select client file and click right mouse button), or alternatively in Windows Explorer.

device you must make a back-up copy to a different storage device.

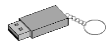
## BACKING-UP CLIENT FILES

To back-up your client file the easiest method is to use the Export/Backup Client File As... Menu command located on the File Menu [File> Export> Backup Client File As...].

This function “Opens” a standard Windows save dialog where you can direct it to a new location. If desired you can also rename the file at this time.

**Examples** of where to back-up are:

- USB Thumb drive
- Burn to CD
- A networked hard drive on a different PC



You can back-up the file anywhere data can be stored.

Alternatively you can back up files manually using Windows Explorer.

### SAVE CLIENT FILE AS... MENU COMMAND

This command is only used when you wish to save the Client file as a different name and make the new name the active file. The existing file remains unchanged after this point. This is useful for doing “What if” scenarios, though much care should be taken to ensure data remains complete in the desired file.

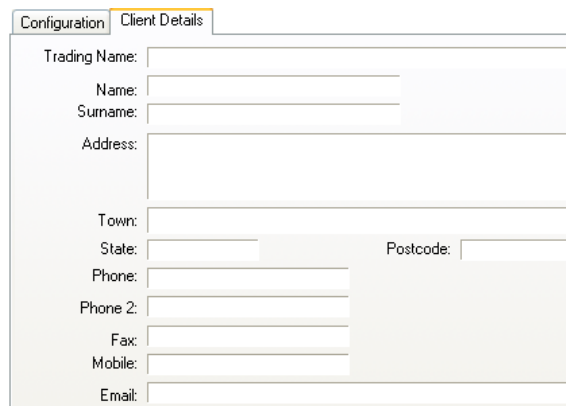
**It is not recommended that this function be used to back-up data.**



### Pointers for Backing-Up Data

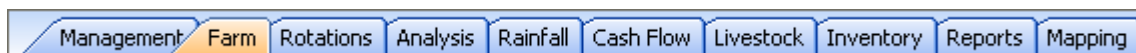
- *Get in the habit of backing-up client files after each time you make significant changes*
- *If you lose the client file you will have to start again from scratch. The file is an investment of your time. You can never have too many backups.*
- *We have heard from many devastated users who did not back-up their file. Some examples are;*
  - *Laptop stolen from car*
  - *Hard disk failure*
  - *Accidentally overwrote or deleted file*
  - *Electrical storm fried PC*
- *A backup saved in a different location would have prevented loss in all these cases*

The initial step in creating a new client file is to set up the client details. To do this, go to **[File>Client Options]**. This will bring up an additional window that will enable you to enter all the relevant details for the particular client file.



The next step in configuring a new Client File is to set up the farm. Once farms and paddocks are added the program is ready to go.

*Click on the Farm Tab at the top of the page to proceed in setting up your farm.*




## MULTI-FARM


By default one farm called "Home Farm" is created at the time of file creation. If there is only one farm for the client file then you may wish to change the name of the farm. This is done in the Multi-Farm section. Press the **Multi-Farm** button to view this.

The Multi-Farm dialog provides the following functions:

### Add a New Farm


- 1) To add a new farm, press the Add button. 
- 2) Name the new farm and any other details in the table.
- 3) Close the Multi-Farm dialog when complete.

### Changing farm sort order

You can change the order of farms by selecting the row containing the farm you wish to move and then pressing either of up or down buttons in the toolbar. 

This order is used for all navigation and presentation throughout the program.

### Deleting Farms

To delete a farm, select the row of the farm you wish to delete and press the Delete button. 

**❖ NOTE THAT DELETING A FARM WILL PERMANENTLY DELETE ALL DATA FOR THAT FARM INCLUDING ALL PADDOCKS, ALL INPUTS FOR ALL YEARS. USE WITH CAUTION!!**

### Report Images

In the Report Images dialog you can add graphics files to be included in the report. These could be: a diagram, photo or map or any bitmap or jpeg file. These will appear in reports before the farm they are linked to. *Take care to not use images that are too large and can fit within A4 page margins.*



*The Restructure Paddocks section allows you to change farm structure without data loss. This is covered later.*

### Multi-Farm Data Details



#### Table Layout – Farm Table (Multi-Farm Box)

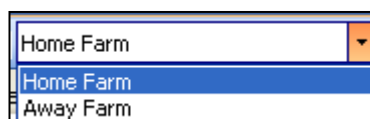
<b>Exclude</b>		Excludes selected paddock from Navigation, summaries and reports
<b>Farm Name</b>		Name of farm to be presented throughout all displays
<b>Rainfall</b>	o	Average annual rainfall for farm
<b>LocationID</b>	o	Unique farm ID for use in Adviser Analyser software
<b>Notes</b>		Any permanent details for the farm

o = optional

## SETTING-UP PADDOCKS

The paddock table on the Farm page allows you to allocate any number of paddocks to a particular farm. The table can only include the paddocks from the currently selected farm.


This is set by using the drop list on the toolbar. If there is only one farm in the Client file then there is no need to set the current farm.






When initially setting up the farm you may wish to use the **Quick Entry** feature, which can be seen below.



## Adding

Having selected the current farm (if more than one farm) you can begin to add paddocks. To do this, select the Add button on the toolbar. 

The cursor will be ready in the Paddock Name cell so you can begin typing the name immediately. Hit the Enter key  and the cursor will move to the Area cell where you can type the paddock area immediately.


## Paddocks

### Quick Entry

The Quick Entry feature  allows you to automatically add a new paddock after editing the area cell and pressing the Enter > Return key  on the keyboard. This can make it easy to work through a list of paddock names and areas using minimal keystrokes.

**Be careful when on the last paddock not to add an extra paddock. If you do, then simply delete the surplus paddock.**

### Insert Paddock

The Add button always adds a paddock to the bottom of the list. Alternatively you can insert a paddock by selecting the paddock that you wish a new paddock to appear above and then selecting the Insert button  instead of the Add button. A new paddock appears above your current selection.


### Deleting a Paddock

To delete a paddock, select the row of the paddock you wish to delete and press the Delete button.



**NOTE THAT DELETING A PADDOCK WILL PERMANENTLY DELETE ALL DATA FOR THAT PADDOCK INCLUDING ALL INPUTS FOR ALL YEARS. USE WITH CAUTION**

### Sorting Paddock Order

You can change the order of paddocks by selecting the row containing the paddock you wish to move and then pressing either of up or down buttons in the toolbar, to move the paddock in that direction.  This order is used for all navigation and presentation throughout the program.

## PADDOCK TABLE DATA DETAILS



### Table Layout – Paddock Table (Farm Tab)

<b>Exclude</b>		Excludes selected paddock from Navigation, summaries and reports
<b>Paddock Name</b>		Name of paddock to be presented throughout all displays
<b>Area</b>		Area in Ha to be used as default throughout
<b>Soil Details</b>	○	Description of soil type for paddock
<b>Boundary</b>	(not included in Lite versions)	Press to “Open” paddock boundary editor in mapping
<b>Arable</b>	(not included in Lite versions)	Press to “Open” paddock arable area editor in mapping
<b>Rain Site</b>	○	Rainfall collection site relevant to this paddock
<b>Notes</b>	○	Any permanent details for the paddock

○ = optional

### Pointers for setting-up the farm

- Start by re-naming the Home Farm and adding any additional farms in the Multi-Farm section
- Add paddocks to each farm in the order you wish them to be presented throughout the program
  - **Enter paddock area as you go as this is important later when you start entering data**
- Be careful not to include any typo's such as extra spaces in names as these will be used throughout the entire package
- Take care not to add additional paddocks (particularly when using Quick Entry mode) or farms that are not required as this can cause problems later on







BACK PADDOCK



## Exercise 2

### Adding Farms and Paddocks

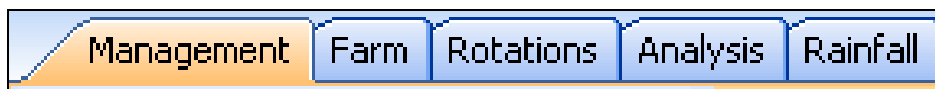
1. Use the Client file you created in Exercise 1. If this is not already “Open” then “Open” it now. To “Open” use either the Menu **[File/”Open”]** or the “Open” Client button on the toolbar. 
2. Select the Farm Tab on the Main Screen
3. Select the Multi-Farm button on the Toolbar
4. Place the cursor in the Farm Name cell and rename “Home Farm” to something else
5. Select Add new farm
6. Type a new farm name for the second farm. The cursor will be ready to overwrite the default “New Farm 2” name.
7. Select the second farm and change the sort order up and down.
8. Close the Farms Dialog
9. Select a farm that you wish to add paddocks to using the drop list on the Farm View toolbar
10. Select the Add button and then type a new paddock name over the default “paddock 1”
11. Hit Enter  on the keyboard and then type the area of the paddock
12. Press Quick Entry on the toolbar once to set Quick-Entry mode
13. Add a new paddock as before
14. Type the name and press enter 
15. Type the area and press enter  - A new paddock should have been added
16. Repeat steps 14 and 15 until all desired paddocks are complete

## Chapter 3 – Navigation

*In this Chapter you will get an initial feel for how the client file is structured for data associated with paddock operations. The concept of the Management Zone is to see how we input data and navigate to view the data we want to see.*

### THE MANAGEMENT VIEW – WHERE IT ALL HAPPENS

Most data entry in Adviser is performed in the Management View. This view is activated by selecting the Management Tab on the main Client screen.



The Management View is divided into a number of Panes. With the exception of the Navigation Pane, all panes are used to enter or view data.

### MANAGEMENT ZONES

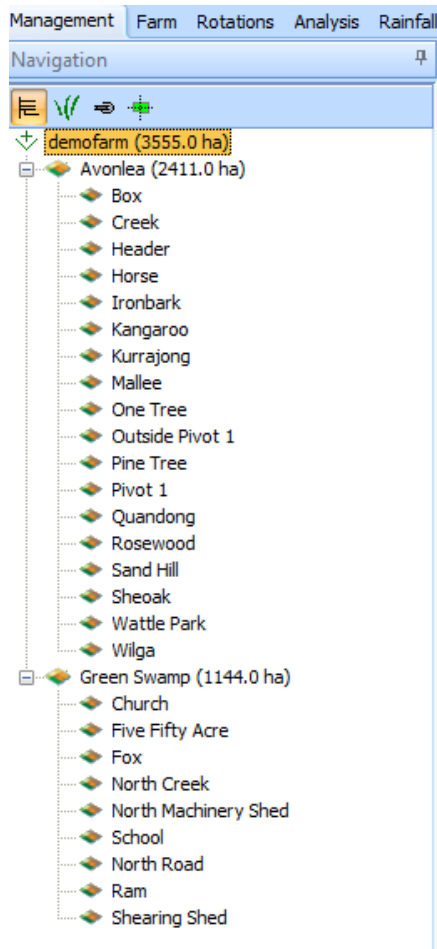
The term “Management Zone” is used in Adviser to refer to a particular piece of land over a given timeframe. This is generally a paddock in a given year, though can be a part of a paddock in the case of split paddocks. Later you will see that inputs are allocated to Management Zones. This section will cover the methods of moving between Management Zones to select the sections related to them and allow you to view, add or edit data for a particular zone.

## NAVIGATION PANE Navigation

To move between paddocks you must use the Navigation Pane.

Summary and Rotation scope can also be set using the Navigation Pane to select different levels such as All Farms, Selected Farm, Selected Paddock or Selected Usage.

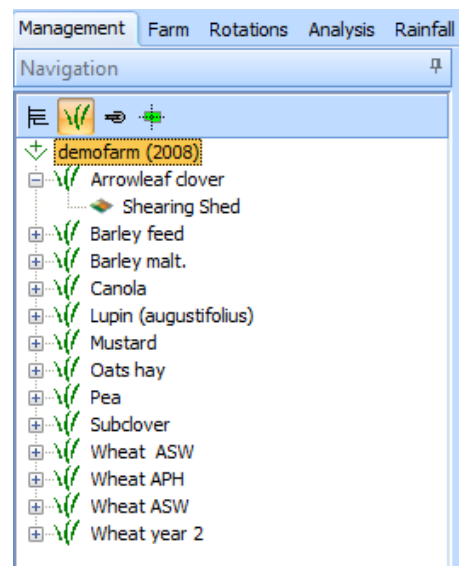
The Navigation Pane has several modes of presentation. These are:

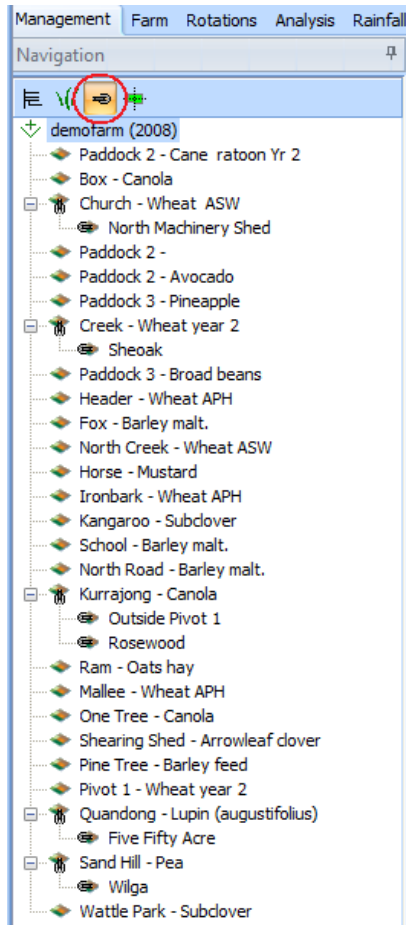


- **Normal Mode** - Tree shows hierarchy of Farms and Paddocks. See example to the left.



- **Crop Mode** - Tree shows hierarchy of Crop type and Paddocks. See example to the right.





- **Link Mode** - Tree shows paddocks / master paddocks as parent nodes of any paddocks or management zones that are linked to them using paddock linking. See example to the left.



- **Map Mode** - (not included in Lite versions) Paddock map allows navigation by paddock boundary selection or keyboard arrows. Use mouse wheel to zoom. See example to the right.



## Paddock Selection

In the non-map modes where a hierarchical tree is used, navigate by initially selecting a paddock from the tree. Selection of paddocks can then be by:

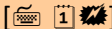
- Selecting another paddock using the mouse
- Using the up or down arrows on the keyboard
- Typing the first letter of a paddock to move to (can be repeated until correct paddock is selected)

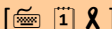
## THE FARM YEAR

Data input and summary is considered in terms of a Farm Year. The Farm Year is set in the toolbar of the Management Zone Pane. To change year select the left or right buttons to move to the previous or next year respectively. By default the program opens in the current year.



*The Farm Year can also be set using keyboard shortcuts.*

 to move to the next year

 to move to the previous year.

The Farm Year is not necessarily a calendar year. The starting month may be important for dates in the Cash flow or Diary sections.

The starting month of the Farm Year can be set by selecting menu **[File>Client Options]** and choosing a month in the drop down list.

## PLAN & ACTUALS MODE

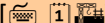
While navigating, it is also important to be aware of the Plan status. By default a Client File opens in Plan mode. Plan mode is for looking forward to costs and actions that have not yet occurred.

Throughout the year actuals can be added with the real situation without overwriting the plan.

To switch between Plan and Actual mode press the button on the Main Toolbar. You can also use the menu command **[View>Actuals]**.



*You can also toggle between Plan and Actual mode by using the keyboard shortcut*



## Chapter 4 – The Master Database

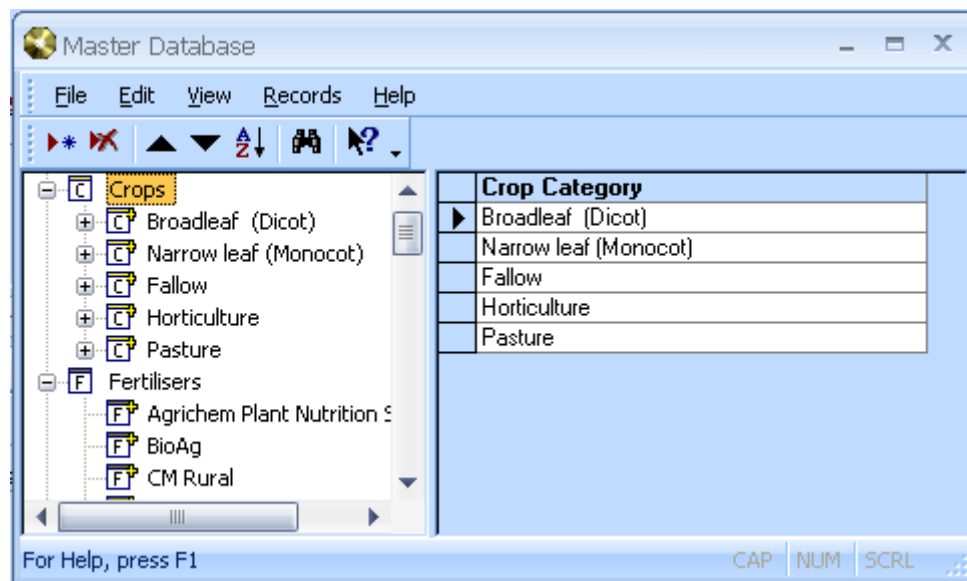
*In this Chapter you will find out about one of the single most powerful components of the software, The Master Database. You will learn how this database interacts with your Client File to reduce repetition and maintain consistency for summaries and reports.*

### 4.1 WHAT IS THE MASTER DATABASE?

The Master database is common for ALL client files. Its purpose is to:

- Save time by not having to retype product and other input names
- Maintain default prices, yields and usage rates
- Allow users to configure drop-down lists to their own specifications
- Standardise terms and groupings for use in Reports, Summaries and History (Quality Assurance)

The Master Database can be opened from the Tools Menu or tool button



Prices in the Master Database are default only, and can be overwritten at any stage in the client file.

**Changes to the Master Database ARE NOT automatically reflected in Client files, though can be manually updated per year by using Tools > Update client from master.**

When entering names, bear in mind that this is how they will appear in summaries and reports. Note also that the drop-down lists in the client files will sort these by alphabetical order and so the naming convention should facilitate the fast find feature of pressing the first letter of an input.

The Master database is structured to allow you to Add, Modify or Exclude items under the headings – Crops/Fertilisers/Chemicals/Operations/Timings/Production/Livestock and General.

Images as bmp files can be added in the Timings section and show in the Spray Program Report.

Utilise the + and – buttons to collapse the branch and expose the contents under each heading i.e.

Crops – Broadleaf/Fallow etc

Crops - Broadleaf		
	Exclude	Crop
	<input checked="" type="checkbox"/>	Canola
	<input type="checkbox"/>	Chickpea

You can utilise the EXCLUDE tick box (tick to exclude) to remove certain items from your drop down selections in PA that you do not wish to see. i.e. controls what appears in lists - certain Fertiliser suppliers or blends etc.

Values are copied from the Master Database to Client Files when using Drop-List. These values then become part of the Client File and will remain as such until they are either overwritten or reselected from Drop-List. Using the Update From Master Command on the Tools Menu of the Main Program can refresh updated details in the Master.

The Master database file “AdviserMaster.pm” is interchangeable with other users. By default this file is located under your \Back Paddock Software\Adviser\Master Data directory located in your “My Documents”.

To share your Master Database with another user you are required to Export your database as a \*.pm file by selecting File/Export Master As, selecting a directory where you wish to Save your database file and then giving the File a name in the File Name box. Select SAVE to create the file in the selected directory.

When you have sent your database to another user of Adviser/Manager, they need to Save the file to their directory of choice and then “Open” their existing Master Database.

To utilise your master database on their copy of Adviser/Manager they need to select File/Set Master File and then use the BROWSE option to select the appropriate directory where they saved your master database copy with a \*.pm extension. When found, select the File name by clicking on it to highlight and then select “OPEN”. Your database will now be the default database for their copy of PA. To revert to your original database simply select the RESTORE DEFAULT option on the same page.

You can also PRINT your selections for Crops/Fertilisers/Chemicals and Operations by utilising the PRINT LISTS option, and if need be control this list via the EXCLUDE option within each sub heading group



## Exercise 4.1

### Adding and Deleting Master Database items

#### Adding a new item

1. "Open" the master database
2. Select Herbicide in the Navigation tree.
3. In the sub groups within Herbicide select Group-M Glycine
4. Select the add button. A new row will appear at the base of the group M Table in the right pane.
5. Add a new product called "no frills kill" herbicide (generic Glyphosate 450) and type in the details.
6. You may wish to sort at this stage as the order in this table persists in the drop downs in the main program. To do this, select the sort button from the toolbar.

#### Deleting an Item

1. Deleting a product is very similar to adding, lets delete the product we just added;
2. Select the product to delete "no frills kill" herbicide (generic Glyphosate 450) Chemicals-Herbicide-M Glycine- then the product
3. Select the delete button on the top toolbar then "yes" from the drop down. Now minimise the herbicide section by selecting the minus button adjacent to herbicide.

#### Excluding an Item

1. Excluding items is just as easy by ticking the box adjacent to the item to be excluded;
2. Select the item to be excluded then tick the box. Select fertilisers then tick the supplier companies that you do not deal with
3. Select another item that you may never use and exclude it, select operations then tick a product.

#### modifying an Item

1. Modifying an item is just a matter of typing over the existing figures. Commonly rates per hectare, costs and expected yields and returns are areas that need to be checked.
2. Select crops Broadleaf (Dicot) and change the yield and \$/T value figures for canola.
3. Select Chemicals-Herbicides-Achieve WG and change the cost and default application rate to \$90 and .38. (380 grms)

There is an up to date master data base file available on the back paddock website [www.backpaddock.com.au](http://www.backpaddock.com.au) or by request via the help desk on 1800 557 166 7am-7pm EST or email [support@backpaddock.com.au](mailto:support@backpaddock.com.au)

## Chapter 5 – Data Entry

*In 'Chapter 3 – Navigation', the concept of the Management Zone was introduced and was defined as a particular piece of land over a given timeframe. At this point we should revisit the Management Zone as it is at the core of all our input data entry.*

### COMMON METHODS FOR ENTERING DATA

Throughout the software the process for adding, editing or deleting records is consistent. The common buttons are as follows:



Add new record to bottom of table



Delete selected record



Shift record up one row (change sort order)



Shift record Down one row (change sort order)



Copy plans to actuals

Note that deleting a record is permanent with no undo function, however you are always prompted to prevent accidental data loss.

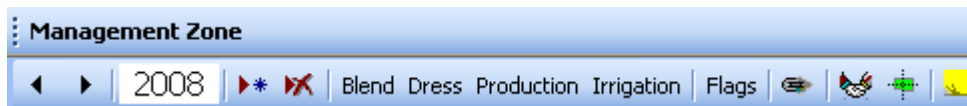
## 5.1 MANAGEMENT SECTION



By default each paddock has a Management Zone defined for each year. This simplifies the data entry process considerably unless we wish to split a paddock into two or more Management Zones. As the Management Zone is usually defined by its crop type or rotation status it follows that this is the best place to start entering data.

The crop type can be set either on the Management View or the Rotations View. The Rotations section can be a good place to plan the whole-farm cropping program in one place without the distraction of inputs other than seed ([Refer to Rotations section](#)).

### MANAGEMENT ZONE DATA



Primarily the data entered in the Management Zone table is the crop type and seeding rate information. Available data fields are summarised below.

Crop Type	Variety	\$/T	ha	kg/ha	Date	Symbol	Footnote
-----------	---------	------	----	-------	------	--------	----------



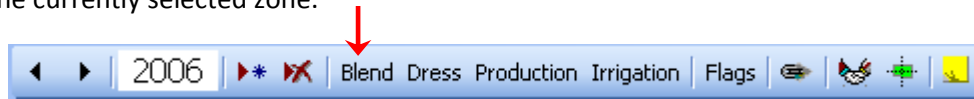
#### **Table Layout – Management Zone Table (Management Tab)**

<b>Crop Type</b>		Crop Type name from Master List
<b>Variety</b>	o	Variety name from Master List
<b>\$/T</b>		Seed price in dollars per tonne
<b>Ha</b>		Seeding area of this Management Zone
<b>Kg/ha</b>		Seeding rate in kilos per ha
<b>Date</b>	o	Seeding Date
<b>Pasture</b>	o	Indicates pasture (necessary to allocate livestock paddocks)
<b>U/Sow</b>	o	Indicates zone is under sown
<b>Blend</b>	o	Indicates blended seed
<b>Grade</b>	o	Indicates graded seed
<b>Irrigated</b>	o	Indicates zone is irrigated
<b>Summer</b>	o	Zone is a Summer crop
<b>Symbol</b>	o	Footnote symbol used in reports
<b>Footnote</b>	o	Notes for Zone. Also used as zone footnote in reports

o = optional

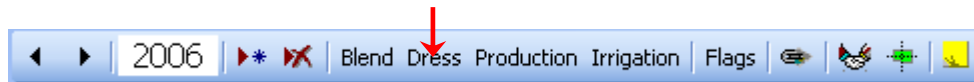
In addition to these fields, buttons on the Management Zone toolbar provide access to other tables for data linked to the currently selected zone.

**BLEND**



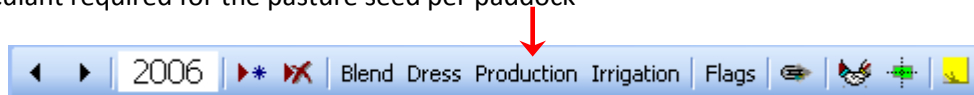
Opens the seed blend dialog - This allows any number of seed varieties to be used on one zone.

**DRESS**



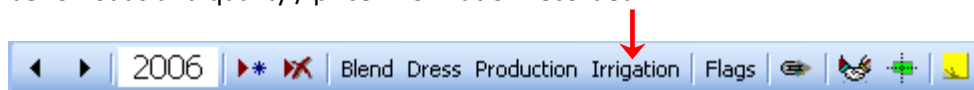
Opens the seed dressing dialog - This is used to apply any product to seed at a constant rate per 100 kg of seed. Examples are seed fungicides, inoculants etc. Currently inoculant rates are calculated on the sowing rate of the main crop grown and not the undersown pasture, so in this situation enter the amount of inoculant required for the pasture seed per paddock

**PRODUCTION**



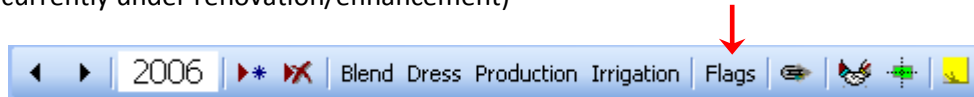
Opens the production dialog - Here you can enter grain production for the zone. Production can be entered in any number of loads and quality / price information recorded.

**IRRIGATION**



Opens the seed irrigation dialog - This section allows water costs and volumes to be attributed to zone. (This section currently under renovation/enhancement)

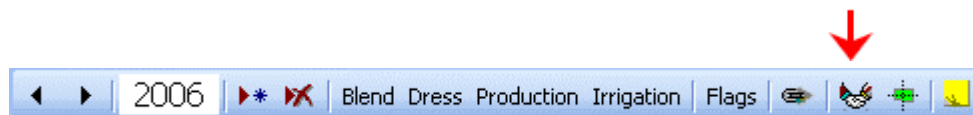
**FLAGS**



Selecting the flags tab exposes the check box flags that consist of pasture, u/sow, Blend, Grade, Irrigated, Summer, Hort. and Perm. Check the corresponding boxes to the relation of the paddock. When checking the Horticultural and Permanent boxes, new options then become available to edit data in.

Hort.	Perm.	Row(m)	Plant(m)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

**Share Farming**



Clicking on the share farming tab brings up the 'Share Farming' window where each paddock can be designated Share farming status. In this window you are able to adjust the percentage of income and costs that are attributed to the particular share farmer. Clicking on the Edit Share Farmers tab allows you to enter key associated notes about the particular share farmers. When a paddock has been designated as a share farm, then a symbol will appear in the navigational tree to indicate that the particular paddock is shared. 🌈

The share farming cost splitup can also be changed in the fertiliser and operations sections of each paddock although it defaults to the figures selected in the client options area if changes are not made.

**Note: To enable farm sharing you must first apply it in File>Client options**








Paddock NOTES



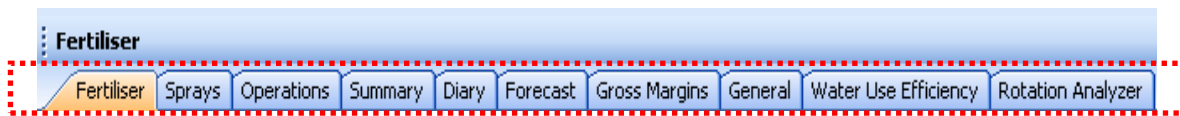
The show paddock note from farm section is an important function as it displays the notes from the farm section in the management section and also in the report. It is useful in remembering key issues or points of interest within the selected paddock. The notes are displayed above the paddock name in the management tab and are displayed under the crop/variety section in the report for each paddock.

Other functions on the Management Zone toolbar



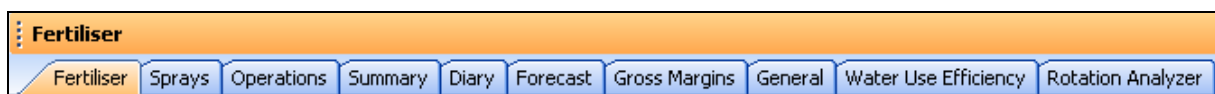
-  Exposes paddock linking field in Management Zone table
-  Opens coverage map editor for zone **(not included in Lite versions)**
-  Displays paddock note from Farm View at top of Management Zone table
-  Opens Share Farming dialog

## 5.2 DATA TABS








The data panes consist of 10 different sections that range from fertilisers to the rotation analyser. In these panes certain management adjustments and decisions can be made.

### Fertiliser



Each of the following tabs in the fertiliser pane are shown below:

-  Moves Selected
-  Add
-  Remove / Delete
-  Copies plan data to actuals
-  Opens coverage map editor for application (not included in Lite versions)
- History** Opens fertiliser history / nutrient audit dialog
- Tests** Opens soil/plant tests dialog
- Elements** Exposes fields in Fertiliser table that contain elemental analysis for fertiliser product

Primarily the data entered in the Management Zone table is the crop type and seeding rate information. Available data fields are summarised below.



**Table Layout – Fertiliser Table (Management Tab)**


<b>Fertiliser</b>		Fertilise name from Master List
<b>Cost (\$/T)</b>		Fertiliser cost in dollars per tonne
<b>Area</b>		Fertiliser spreading area in ha
<b>Kg or l/ha</b>		Application rate in tones per ha
<b>Elements × 12</b>		Elemental analysis in %
<b>Timing</b>	o	Timing description from Master List
<b>Date</b>	o	Application date
<b>Liquid</b>		Indicates the fertiliser is a liquid
<b>BD (t/m<sup>3</sup>)</b>		If liquid then a Bulk Density is required here
<b>Share %</b>	o	Percent cost contributed by share farmer
<b>Symbol</b>	o	Footnote symbol used in reports
<b>Footnote</b>	o	Notes for application. Also used as footnote in reports

o = optional




*Take care when applying liquid fertilisers. Be sure that the price is \$/T and the analysis is by volume. If the bulk density is not included for liquids then the summary totals may be wrong.*

**Fertiliser History**


The fertiliser history section derives information from actual data rather than plan data. Once a fertiliser has been compiled in the plan section, clicking on the ‘actual’ button, will copy the data from the plan section to the actual section. 

**\* Without the data in the ‘Actual’ section the previous year’s fertiliser records will not be displayed when the fertiliser history window is displayed.**

The Fertiliser history button displays a new window that displays the paddocks fertiliser history over a selected period of time. To determine the number of years that are displayed for the paddock history, select the scroll down menu in the year’s section. From here you can determine how many years back you want to view the paddocks fertiliser history.

Years: 6 

- 1
- 2
- 3
- 4
- 5
- 6






Once the number of years are determined the years will displayed in the left hand side column. The other columns consist of the crop grown in that particular year, the fertiliser applied during the year, the area applied, kg or l/ha, the date and the nutrients by kg/ha. To display the nutrient audit, simply check the box at the top of the screen.  Nutrient Audit This will then display extra rows within the year that determine the removed nutrients per T/ha. To print the fertiliser history simply click on the print button located at the top left hand of the screen. 



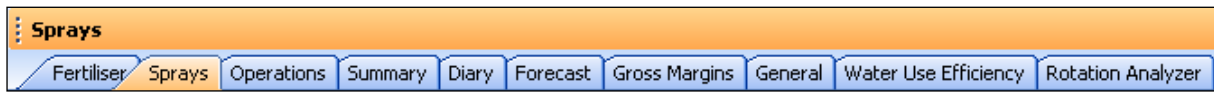
## Exercise

### Adding Fertiliser

Let's add fertiliser to your paddocks. Your client file needs to be "Open" and select the 'management' tab;

1. Select a paddock, click on the fertiliser tab then press the Add Record button for the Fertiliser table, and select a fertiliser from the Drop down arrow in the fertiliser column. Add a granular fertiliser such as DAP to be applied by a drill at seeding. Fertilisers can also be deleted in this manner using the delete button . Fertiliser can be sorted by using the up/down toggles  located at the top left of each table. This sort order will be used in reports.
2. Click on and complete the other cells to the right including cost, application rate, timing and sowing date.
3. If you now select the 'Elements' button above it will display just exactly what elements are being applied.
4. Lets presume you need more nitrogen, again select the Add Record button  and select urea. Applied this product at 50kg/ha at growth stage 39 on 1/09/2006 by air. It is the same procedure if you were to add a fluid fertiliser, the only difference being you need to tick the liquid fertilise box so that the bulk density of the product is taken into account when analysing applied elements.
5. Fertilisers can also be deleted in this manner using the delete button . Fertiliser can be sorted by using the up/down toggles  located at the top left of each table. This sort order will be used in reports.
6. Fertiliser history and a nutrient audit can be viewed by selecting the history button.

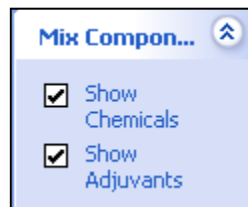
## SPRAYS



The spray pane contains three different sections that consist of the *spray manager*, *mix* and *chemicals*.

### Spray Manager

The spray manager section allows you to adjust whether or not you want to view the chemical or adjuvant on the corresponding screen. This can simply be done by checking and un-checking the desired box.

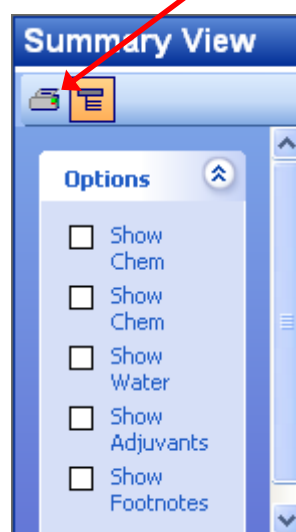


There are two view modes to choose from in the spray manager section that consists of the 'edit view' and the 'summary view'.



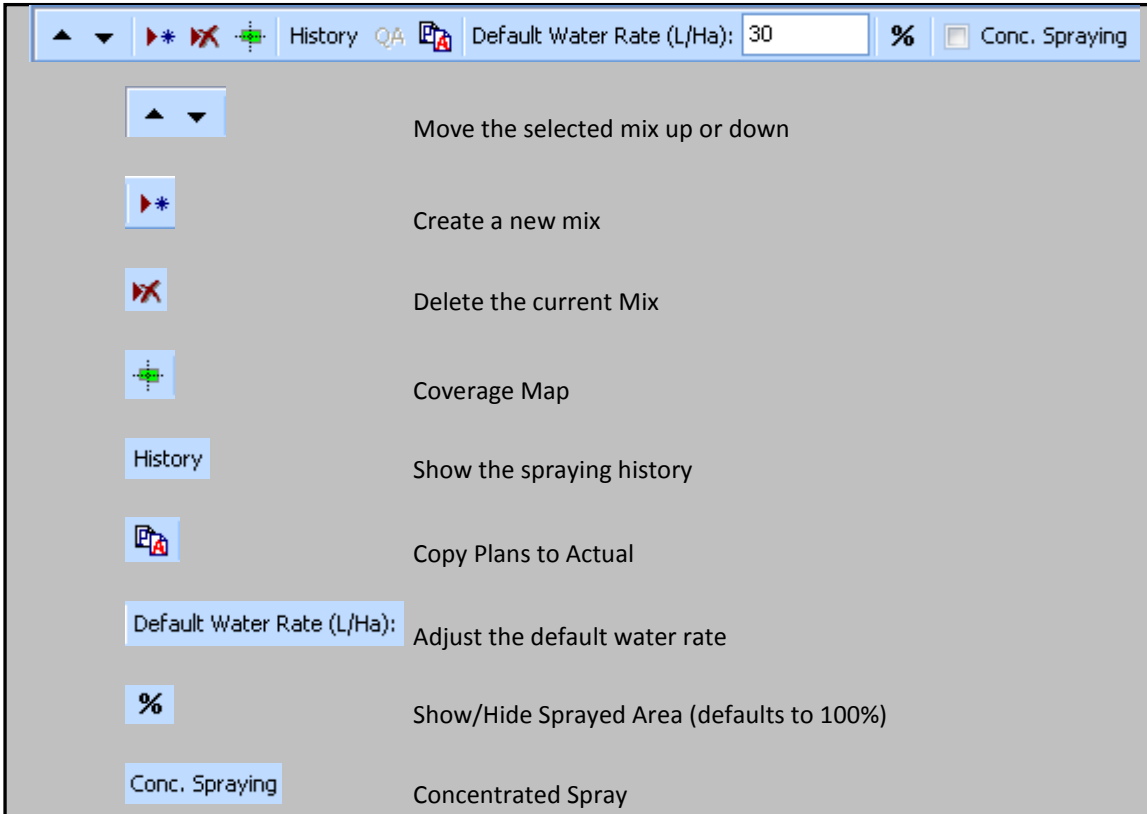
Each of these views are as their name suggests with the edit view enabling you to edit the sprays and the summary view providing you with an overall spray summary for the paddock.

Whilst in the summary view you are also able to choose the specific details you want to display by checking or un-checking the boxes. Once you have your desired display you have the option to print the sheet by selecting the print button



## Sprays Mix

### Functions on the Sprays Mix toolbar



The toolbar includes the following functions:

- Move the selected mix up or down
- Create a new mix
- Delete the current Mix
- Coverage Map
- History
- Copy Plans to Actual
- Default Water Rate (L/Ha): Adjust the default water rate
- % Show/Hide Sprayed Area (defaults to 100%)
- Conc. Spraying Concentrated Spray

The default water rate can be adjusted to apply to each new mix by simply entering a new water rate figure in the provided section.

Default Water Rate (L/Ha): 30

The mix section determines the required water mix with the chemical/s for the particular paddock that is being sprayed.

Mix	ha	Water L/ha	Runoff L/ha	Water Req. L	Target Species	Timing	Date
▶ 1	50	30		1500			

By ticking the Conc. Spray box, you are adjusting the spraying method to a concentrated spray, as used in horticulture, rather than a broad acre spraying method.  Conc. Spraying

A new column then appears which allows for the runoff rates to be calculated and included in to the spraying calculation.

Runoff L/ha



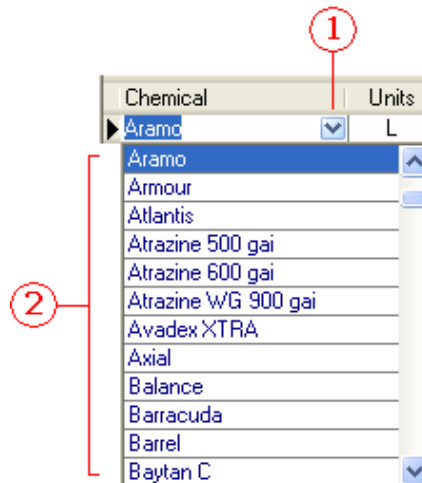
### Table Layout –Mix Table (Sprays Tab)

<b>Mix</b>		Displays the numbered mix
<b>Ha</b>		The area to be sprayed
<b>Water L/ha</b>		Water rate (default rate can be changed above)
<b>Water Req. L</b>		Calculated water required
<b>Target Species</b>	o	Lists the Targeted Species for the Chemical
<b>Timing</b>	o	Crop stage
<b>Date</b>	o	Spraying date
<b>Notes</b>	o	Additional notes
<b>Runoff L/ha</b>	o	(Active when Conc. Spraying checked)

o = optional

## Chemicals/Adjuvants

The chemical/Adjuvants section allows you to choose the particular chemical that is to be used on the particular paddock. This is done by simply clicking on the scroll down arrow **(1)** in the chemical space and choosing from the list the particular chemical desired **(2)**.



## Chemical History

The chemical history operates in the same respect as the fertiliser history. The same steps are required in order to display the number of years for the chemical history as in the fertiliser history.

Years:

**\*Data must be 'actual' data and not 'plan' data to view chemical history**

The columns display the year, crop of the particular year, chemical class, group, type, chemical brand name, units, units/ha, area, date and the timing.





To print the chemical history simply click on the print button located at the top left of the window.



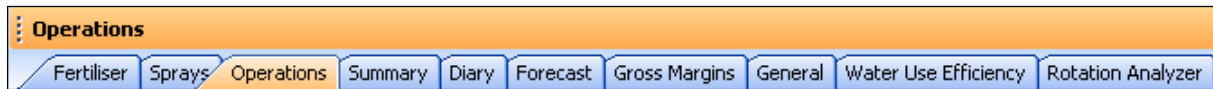
## Exercise

### Adding Chemicals

Lets add chemicals to your paddocks. Your client file needs to be “Open” and select the ‘management’ tab;

1. Select a paddock, click on the sprays tab then press the Add ‘new mix’ button for the mix table, and select the specific water levels required, target species, timing, date and add any particular notes in relation to the chemical and paddock. To change the default water rate simply enter in the top of the pane. The mixes can also be deleted in this manner using the delete button . Mixes can be sorted by using the up/down toggles  located at the top left of each table. This sort order will be used in reports.
2. Once the mix is compiled, it is time to add the chemicals to the mix. This is done in the chemical pane below the mix pane.
3. Click on the ‘add chemical’ button and then click on the scroll down menu in the chemical column to choose a particular chemical.
4. To add an adjuvant to the mix, click on the adjuvant tab located at the bottom of the screen. The same steps are then repeated as when adding a new chemical to the mix.
5. Chemicals and Adjuvants can be deleted using the delete button . Chemicals and Adjuvants can be sorted by using the up/down toggles  located at the top left of each table. This sort order will be used in reports.
6. Chemical history can be seen in the history button located at the top of the pane.
7. To view a summary of the particular chemicals being applied to the paddock, click on the summary tab in the view window to the left hand side of the chemicals pane.

## OPERATIONS




The operations pane allows you to input the particular operations that will occur within the paddock at a particular point in time. In this section you are able to link particular operations to other activities.



### Table Layout –Operations


<b>Operation</b>		Choose the type of operation
<b>Details</b>		Details you may wish to enter about the operation
<b>Area</b>		The selected area
<b>Cost (\$)</b>		Calculated cost
<b>Timing</b>	o	Stage of operation
<b>Date</b>	o	Date of Operation
<b>Link type</b>	o	Linked Activity to Operation
<b>Link Item</b>		Linked items
<b>Share</b>		Share percentage
<b>Symbol</b>		Additional symbols
<b>Footnote</b>		Additional footnotes to record

o = optional

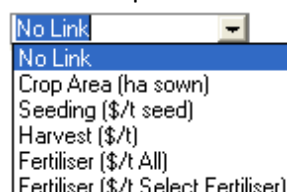
To insert a new operation into the program, click on the 'insert new operation button' and click on the scroll down menu in the operations column. 

Select a particular operation and the area and cost will appear automatically in the other columns deriving the information from the master database. Then select the appropriate timing, symbol and any other notes that can be included for the particular operation.

### Linking Operations


To link a particular operation to a particular link type, simply click on the linking button at the top of the pane to display the linking column. 

With the linking column displayed, you are then able to select a particular link to the operation by using the scroll down menu in the 'link type' column.



Also the 'Link item' section appears which adds the option to include the possibility of different harvest units. This option is **Not defaulted to grain** so must be selected in certain circumstances

Link Item
10.0 T Fertiliser @ \$5./T = \$50

To unlink the operation simply click on the link button again 

A common link type is "Harvest (\$/Unit)" when linking a grain cartage cost to a yield say cartage of \$20/T. In this situation the link item of "Grain" must also be selected.

### Importance of Operations

It is important that the data entered in the operations section is accurate. All the data collected in the operations section is summarised and calculated in the gross margins section. Therefore it is important that the operation data is correct in terms of costs.

The operations are also displayed in the cash flow, so it is important that the correct dates and figures are entered into the operations section so that they are displayed in the correct month in the cash flow projection table in the Adviser and Manager programs.

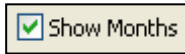
## SUMMARY


Summary									
Fertiliser	Sprays	Operations	Summary	Diary	Forecast	Gross Margins	General	Water Use Efficiency	Rotation Analyzer

The summary pane displays the summary of the operations and adjustments previously made in each individual paddock. It shows the cost, area and quantity of the particular variables over the year. Each of the particular summary drops down menu's can be seen below.

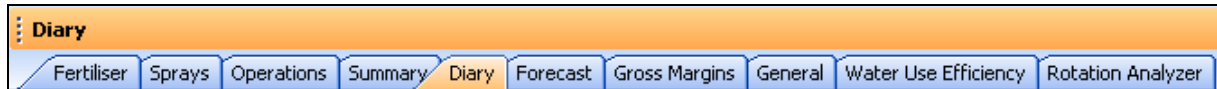
Crop Crop Variety Fertiliser Chemicals Operations	This particular menu determines the variables that will be displayed in the summary display. These variables consist of Crop, variety, fertilizer, chemicals, and operations.
Quantity Quantity Cost Area	This particular menu determines the cost, quantity or area of the particular variable at a particular time.
All All Summer Winter	This menu determines what portion of the season will be displayed in the summary.

To display the summary over a monthly period, simply check the box that states 'show months'



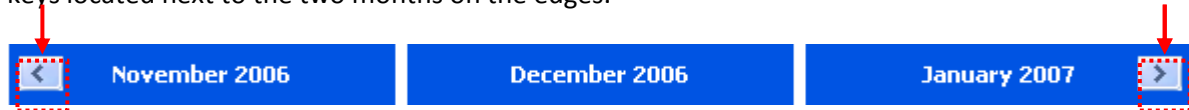
The summary displayed can also be printed by simply clicking on the print button 

## DIARY

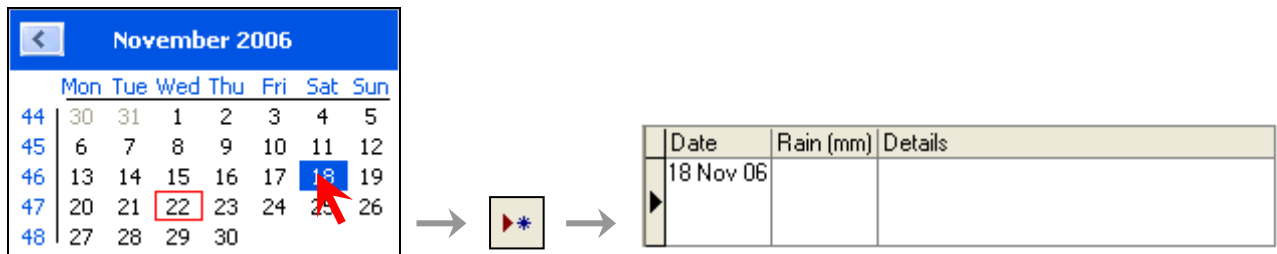


The diary pane allows for you to enter notes or data for particular dates in regards to the selected paddock. It also allows for you to enter rainfall figures in for each day of the year.

There are three months displayed on the screen and can be scrolled through by pressing the arrow keys located next to the two months on the edges.




To enter a specific diary entry on a particular date, simply click on the date on the calendar and then press the add note button which will then bring up a section to write a particular entry.



To gain an overall summary of all the paddocks on the farm, click on the Farm Name or Block name in the navigation pane and then check the box 'Summary Mode' .  Summary Mode

This should bring up all of the notes and data over a period of time for each of the paddocks in the section below. To change the particular time frame of the Summary mode, click on the starting date and then click on the 'From' tab.

This should change the date to the particular date currently selected on the calendar. Repeat the same steps as above to get the end date by selecting the end of the time frame on the calendar and then pressing the 'To' tab.

To obtain a printed version of the summary, simply click on the print button located above the notes. 

## PRODUCTION

Production

Fertiliser Sprays Operations Summary Diary **Production** Gross Margins General Water Use Efficiency Rotation Analyzer

The production pane determines the expected prices and yields for the particular paddock highlighted in the navigation section. To view other paddocks prices and yields, scroll through the paddocks in the navigation pane. In this section you able to add additional harvest units like Wheat grain and straw ect. The default settings are set to grain but can be adjusted by selecting the products link or adding another production unit.

Product
▶ Grain

### Table Layout – Production (Price/Yields)

<b>Units</b>		Select Unit type i.e. onne sect
<b>Kg/Units</b>		Determine the number of Kg per Unit
<b>Target Grade</b>	o	The target grade for the current crop selected
<b>Pessimistic Price (\$/t)</b>		Estimated Price at a Pessimistic view
<b>Expected Price (\$/t)</b>		Expected price to receive
<b>High Price (\$/t)</b>		Estimated Price at a optimistic view
<b>Pessimistic yield (T/ha)</b>		Estimated Yield at a Pessimistic view
<b>Expected yield (T/ha)</b>		Expected Yield to receive
<b>High yield (T/ha)</b>		Estimated Yield at a optimistic view
<b>Retain (T)</b>	o	Amount of seed to retain from paddock
<b>Estimated Harvest Date</b>	o	Estimated date of harvesting the particular paddock

o = optional

At the bottom of the pane there is crop production forecast that includes the crop, variety and Grade. This displays the crop production forecast in tonnes by the three different perspectives, which include pessimistic, expected and high.

Crop Production Forecast (Tonnes)						
Crop	Variety	Grade	Pess	Exp	High	Retained
Wheat APW	Brookton		50	100	150	0

The crop production forecast can be summarised by crop, variety and grade by selecting the various displays.

Summarise Crop Production by

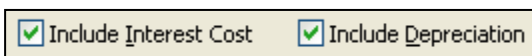
Crop  Variety  Grade

## GROSS MARGINS



The gross margins pane shows the gross margins of each individual paddock or over the whole farm depending on which is currently selected in the navigations pane.

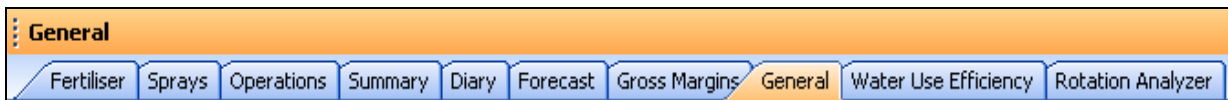
Gross margins can be viewed in “Plan” or “Actual” modes. When there are costs associated with a pasture/grazing paddock its best to select “Pasture Maintenance” in the production tab to explain the negative gross margin. In this situation income can be assigned to the livestock section. To include the depreciation and interest accumulated, simply check the corresponding boxes at the top



By checking the boxes for both the interest and depreciation, the accumulated interest and depreciation for the year are displayed in the gross margin. These contribute to the costs of the farm but are generally absent from the gross margins as they are commonly fixed costs.

To Print the gross margins, simply click on the print button located at the top left of the pane. 

## GENERAL



In the General Pane financial data is recorded so it can be incorporated within the program and the report. There is also space available at the bottom of the pane to add additional notes for general comments on the particular year. These notes display at the start of the report.

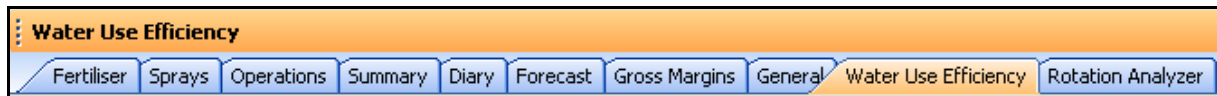


### Table Layout – General


<b>Opening Balance (\$)</b>	o	Opening Balance of the year
<b>Working Account Interest Rate (%)</b>	o	Current financial interest rates
<b>Estimated months in debt</b>	o	Months in debt estimate
<b>Quick budget Chemical costs (\$/ha)</b>		Quick overall Chemical costs budget

o = optional

## WATER USE EFFICIENCY



The water use efficiency pane calculates the total net water use efficiency of the particular paddock highlighted in the navigation pane by using the French & Shultz equation.

The first step in this section is to set the water use efficiency crop parameters by clicking on the button in the top left of the pane. 

This will bring up an additional window where the crop parameters can be entered for reference in the calculation.

A typical crop parameter layout can be seen in the following table below. The crop parameters are composed of the crops non-productive water (NPW) that consists of mm lost to evaporation, leaching, run-off etc during a normal year and a dry year. The harvest index represents the total percentage of the crop biomass extracted at harvest and the root index represents the total percentage of crop roots compared to entire crop.

NPW = Crop Non-Productive Water					
Crop	NPW - Normal (mm)	NPW - Dry (mm)	Harvest Index (%)	Root Biomass (%)	Biomass C (%)
Barley - Feed	100	85	45	30	48
Barley - Malt	100	85	40	30	48
Canola	120	90	40	30	48
Field Pea	110		35	30	48
Lupin (albus)	110		35	30	48
Lupin (augustifolius)	110		35	30	48
Oats - Grain	100	85	40	30	48
Oats - Grazing	100	85	40	30	48
Oats - Hay	100	85	40	30	48
Vetch	110		35	30	48
Wheat - AH	110	80	45	30	48
Wheat - APH	110	80	45	30	48
Wheat - Aust. Hard	110	80	45	30	48
Wheat - Aust. Hard	110	80	35	30	48
Wheat - Livestock	110	80	45	30	48
Wheat - PH	110	80	45	30	48

After the data has been recorded, return the main screen by pressing ok. At the main screen the Starting available Soil Moisture (SASM) and the Harvest available soil Moisture (HASM) can be entered in the blue figures. Entering the figures in the top sections can also set the default level.

Default SASM	<input type="text" value="0"/>	Default HASM	<input type="text" value="0"/>
--------------	--------------------------------	--------------	--------------------------------

Once these figures have been entered into the corresponding places, then the calculations are compiled and displayed below using the French & Shultz Equation. To distinguish the differences between dry conditions and normal conditions simply click on the scroll down menu above and select the appropriate one.

- Normal
- Dry

\*The total rainfall figures are calculated from the input of rain data into the rainfall section at the top

Management Farm Rotations Analysis Rainfall Cash Flow Livestock Inventory Reports Mapping

## ROTATION ANALYSER

⋮ **Rotation Analyser**

Fertiliser Sprays Operations Summary Diary Forecast Gross Margins General Water Use Efficiency Rotation Analyser

The Rotation analyser provides a range of analysis that is dependent on the type of rotation that has been established over the years on a particular paddock. The rotation analyser can display the rotations for a 3 to 10 year time period, which can be adjusted at the top of the pane.

The default tillage, burn and removal factors can also be changed at the top of the pane by entering the figures in the spaces available.

Default Tillage Factor 
Default Burn Factor 
Default Removal Factor

### The Concept of Sustainability

Sustainability is the goal of most modern businesses and it is increasing a much talked about concept. Sustainable agriculture is generally quoted to integrate three main goals - environmental health, economic profitability, and social and economic equity (Feenstra et al. 1997). Measurement, management and manipulation of sustainability has been an elusive concept for the farm practitioner due to the often-large number and complexity of the measurements required to produce a result from the more academic sustainability indices.

## The Rotational Analyser

The Rotation Analyser approach to sustainability management is proposed based on the premise that at the most simplistic level: sustainability of farming is a function of efficiency of use of the most limiting resource (generally water), soil health (a function of carbon input) and profitability (gross margin). Rotation Analyser requires input of a small number of commonly available paddock details such as total crop rainfall, crop yield and value, and variable costs. These inputs are used to calculate ratios such as:

- Precipitation Use Efficiency – efficiency of conversion of rainfall into produce – using fallow plus in-crop rainfall received adjusts this ratio for the effectiveness of the enterprise owner in storing and extracting soil water. Decisions about tillage, weed control, nutrient use, sowing date etc all impact on this ratio.
- Carbon Conversion Efficiency – efficiency of conversion of water into plant carbon to sustain soil health
- \$ Precipitation Use Efficiency – how effectively rainfall is turned into dollars
- Carbon Efficiency Index – Greenhouse gas is an issue that is starting to impact on the farm sector. This ratio is derived from the soil carbon inputs and variable cost reflects the carbon returned to the soil per unit of carbon consumed, using the assumption that most of the variable cost inputs are high carbon emitting during their production eg fertiliser and fuel.
- Input Cost Efficiency – effectiveness of using variable cost (energy) inputs.
- Economic Efficiency – efficiency with which economic resources (variable costs) are used.

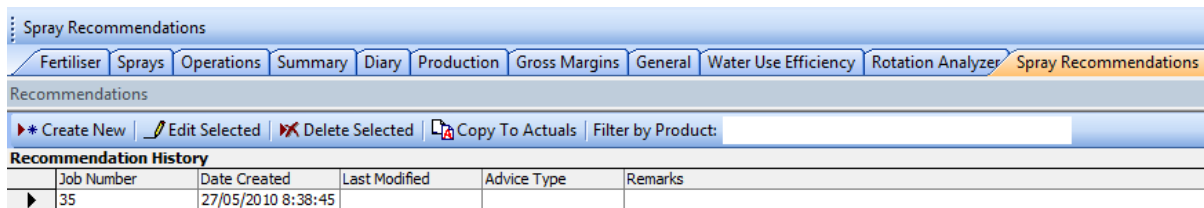
These ratios are then used to calculate an overall sustainability index to allow the comparison between rotation plan for a paddock or between paddocks. They also play a vital role in providing information about the strengths and weaknesses of individual crops in the rotation allowing tradeoffs between areas such as profit and soil health to be made with some knowledge about the scale and impact on the overall sustainability of the rotation.

## Spray Recommendations

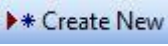
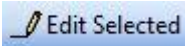
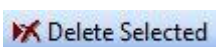
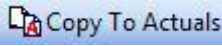
The Recommendations tab is located in the Management Tab. Recommendations are "stand alone" and not linked directly to plan or actuals. Once created and saved the paddock recommendation can be copied and saved as an "Actual Record" against the paddock(s) in that year.

A recommendation report can include;

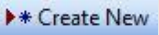
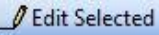
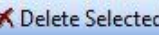
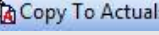
- Single or multiple spray recommendations
- Each recommendation can include any number of paddocks



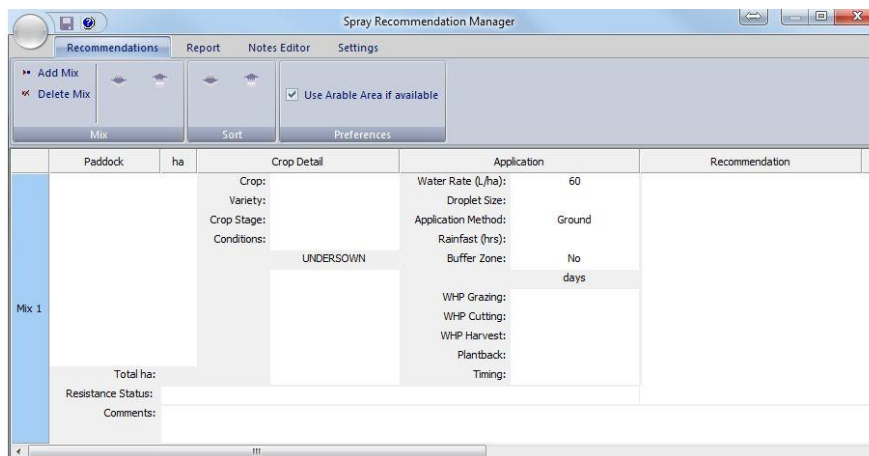
Recommendation History				
Job Number	Date Created	Last Modified	Advice Type	Remarks
▶ 35	27/05/2010 8:38:45			

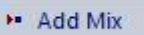
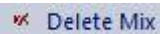


1. To **Create** a new Spray Recommendation click the  button. A new Recommendation will be now be available in the **Recommendation History** panel.
2. To **Edit** a Spray Recommendation click the  button. This will open the Spray Recommendation Manager panel.  
\*When editing a Spray Recommendation please note that it will be **saved to the paddocks added** to the recommendation and not the paddock selected when created.
3. To **Delete** a Spray Recommendation click the  button.
4. To **Copy** from **Plan to Actuals** click the  button
5. Enter a product name into the **Filter by Product** search box to locate the Spray Recommendation containing the product. (Use this feature to quickly sort through multiple Recommendations and group them by product).

### Table Layout – Spray Recommendations


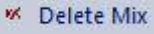

<b>Recommendations :</b>	
	Create a new Spray Recommendation
	Open selected recommendation in the Spray Recommendation Manager panel.
	Delete selected recommendation
	Copy selected recommendation to Actuals
Filter by Product: <input type="text"/>	Filter recommendations by Product Type
<b>Recommendation History :</b>	
<input type="text" value="Job Number"/>	Enter Job Number for the recommendation
<input type="text" value="Date Created"/>	Date recommendation was Created
<input type="text" value="Last Modified"/>	Date recommendation was Last Modified
<input type="text" value="Advice Type"/>	Add Advice type eg phone, office, on farm, field inspection
<input type="text" value="Remarks"/>	Add Remarks eg with farmer/employee/owner

### Spray Recommendation Manager



1. To **Add** another Mix to the Recommendation click the  button.
2. To **Delete** a Mix from the Recommendation click the  button.
3. To **Sort** through the Mixes on your Recommendation click the  buttons to move the mix up or down.
4. To use available Arable Area versus boundary area ensure  box is ticked

### Table Layout – Recommendations Tab

	Add Mix to recommendation
	Delete Mix from recommendation
	Click arrows to Sort mixes
<input checked="" type="checkbox"/> Use Arable Area if available	Tick to use Arable Area if available

### Add details to a Spray Recommendation

1. To **Add a Paddock** to a Mix double click the blank space in the Paddock panel and a **drop down box** will appear. Select the relevant paddock. You can add as many paddocks to a mix as you like.
2. To **Add a Crop, Variety and Crop Stage** double click the blank space and a **drop down box** will appear. Select the relevant entry.
3. To **Add Conditions** click the blank space next to **Conditions** to type a description e.g. actively growing, 3 days after last frost, calm
4. To **Add an Under sown** crop or pasture double click the blank space in the Under sown panel and a **drop down box** will appear. Select the relevant species.
5. To **Add a Droplet Size** click the blank space in the Application panel and a **drop down box** will appear. Select the relevant Droplet Size e.g. Fine, Fine/Med, Medium, Course, Very Course
6. To **Add a Timing** click the blank space in the Application panel and a **drop down box** will appear. Select the relevant Timing.
7. To **Add a Product** click the blank space in the Recommendation panel and a **drop down box** will appear. Select the relevant paddock. You can add as many paddocks to a mix as you like.  
Once a product has been added, the following fields will be populated from the Master Data Base:  
*Rainfast (hrs), WHP Grazing, Cutting, Harvest, Rate, Units, Reqd, Chemical Group and Active Constituent.* (You can change any of these figures by double left clicking the figure).
8. To **Add a Reason/Pest** click the blank space below and a **drop down box** will appear. Select the relevant Reason/Pest .
9. To **Add a Growth Stage/Density** click the blank space below and type relevant details e.g. GS 31, 10/square metre
10. To **Add a Resistance Status** click the blank space below and type relevant details.
11. To **Add a Comment** click the blank space below and type relevant details.

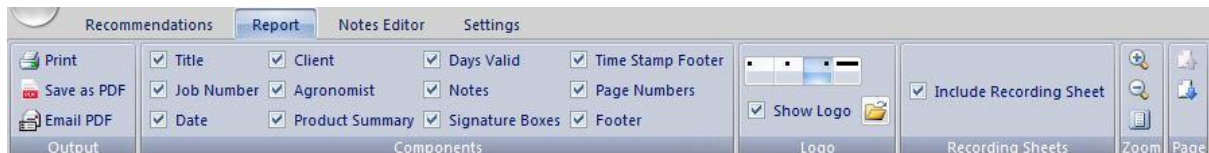
### Table Layout – Recommendations Tab

<b>Spray Recommendation Manager:</b>																										
<table border="1"> <tr><th>Paddock</th><th>ha</th></tr> <tr><td>Sand Hill</td><td>206</td></tr> <tr><td>Block 3</td><td>11</td></tr> </table>		Paddock	ha	Sand Hill	206	Block 3	11			Click drop down arrow to <b>Add</b> a paddock																
Paddock	ha																									
Sand Hill	206																									
Block 3	11																									
<table border="1"> <tr><th colspan="2">Crop Detail</th></tr> <tr><td>Crop:</td><td>Wheat APH</td></tr> <tr><td>Variety:</td><td>EGA Eagle Rock APH/PBR</td></tr> <tr><td>Crop Stage:</td><td>Before seed set</td></tr> <tr><td>Conditions:</td><td>Calm</td></tr> </table>		Crop Detail		Crop:	Wheat APH	Variety:	EGA Eagle Rock APH/PBR	Crop Stage:	Before seed set	Conditions:	Calm			Click drop down arrow to <b>Add</b> Crop Type, Variety, Stage and Conditions												
Crop Detail																										
Crop:	Wheat APH																									
Variety:	EGA Eagle Rock APH/PBR																									
Crop Stage:	Before seed set																									
Conditions:	Calm																									
<table border="1"> <tr><th colspan="2">UNDERSOWN</th></tr> <tr><td>Lucerne/dover</td><td></td></tr> </table>		UNDERSOWN		Lucerne/dover				Click drop down arrow to <b>Add</b> Undersown Crop																		
UNDERSOWN																										
Lucerne/dover																										
<table border="1"> <tr><th colspan="2">Application</th></tr> <tr><td>Water Rate (L/ha):</td><td>50</td></tr> <tr><td>Droplet Size:</td><td>Medium</td></tr> <tr><td>Application Method:</td><td>Ground</td></tr> <tr><td>Rainfast (hrs):</td><td>6</td></tr> <tr><td>Buffer Zone:</td><td>No days</td></tr> <tr><td>WHP Grazing:</td><td>7</td></tr> <tr><td>WHP Cutting:</td><td>7</td></tr> <tr><td>WHP Harvest:</td><td>7</td></tr> <tr><td>Plantback:</td><td>0</td></tr> <tr><td>Timing:</td><td>Before planting</td></tr> </table>		Application		Water Rate (L/ha):	50	Droplet Size:	Medium	Application Method:	Ground	Rainfast (hrs):	6	Buffer Zone:	No days	WHP Grazing:	7	WHP Cutting:	7	WHP Harvest:	7	Plantback:	0	Timing:	Before planting			Enter Application data
Application																										
Water Rate (L/ha):	50																									
Droplet Size:	Medium																									
Application Method:	Ground																									
Rainfast (hrs):	6																									
Buffer Zone:	No days																									
WHP Grazing:	7																									
WHP Cutting:	7																									
WHP Harvest:	7																									
Plantback:	0																									
Timing:	Before planting																									
<table border="1"> <tr><th>Recommendation</th><th>Rate</th><th>Units</th><th>Reqd.</th></tr> <tr><td>Roundup CT</td><td>1</td><td>L</td><td>217</td></tr> </table>		Recommendation	Rate	Units	Reqd.	Roundup CT	1	L	217			Click drop down arrow to <b>Add</b> a Chemical														
Recommendation	Rate	Units	Reqd.																							
Roundup CT	1	L	217																							
<table border="1"> <tr><th>Reason / Pest</th></tr> <tr><td>Wild oats</td></tr> </table>		Reason / Pest	Wild oats			Click drop down arrow to <b>Add</b> a Reason / Pest																				
Reason / Pest																										
Wild oats																										
<table border="1"> <tr><th>Growth Stage / Density</th></tr> <tr><td>Before Seeding</td></tr> </table>		Growth Stage / Density	Before Seeding			Type a Growth Stage / Density																				
Growth Stage / Density																										
Before Seeding																										
<table border="1"> <tr><th>Chemical Group</th></tr> <tr><td>M</td></tr> </table>		Chemical Group	M			Displays Chemical Group																				
Chemical Group																										
M																										
<table border="1"> <tr><th>Active Constituent</th></tr> <tr><td>450g/L glyphosate (pa)</td></tr> </table>		Active Constituent	450g/L glyphosate (pa)			Displays Active Constituent																				
Active Constituent																										
450g/L glyphosate (pa)																										
<table border="1"> <tr><td>Resistance Status:</td><td>Nil</td></tr> </table>		Resistance Status:	Nil			Type Resistance Status																				
Resistance Status:	Nil																									
<table border="1"> <tr><td>Comments:</td><td></td></tr> </table>		Comments:				Type Comments																				
Comments:																										

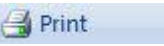
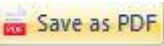
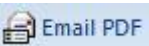




A large number of categories and items have been added to the Master data Base to enable quick functionality of most drop down boxes in the Spray Recommendation feature. An up-to-date Master Data Base file is always available on the Back Paddock web site to download.

Users may find it easier to use the updated Master Data Base file and customise, rather than add all the new items so that the drop downs work smoothly.






## Report Tab



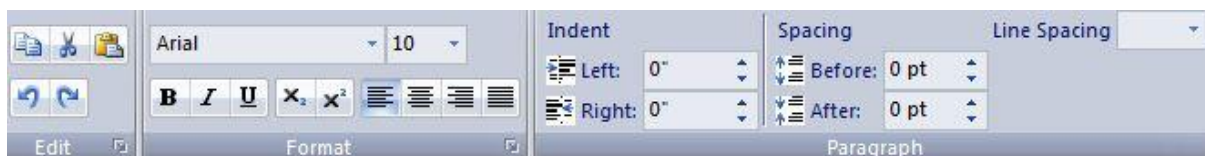
The **Report Tab** allows you to **Print** or **Save as PDF** your Spray Recommendation. By editing the tick boxes you are able to customise what appears in the report. You can also add and change the position of a Logo and include a Spray Operator Recording Sheet with your report.

1. To **Print** a report click the  button.
2. To **Save as PDF** click the  button.
3. To **Email PDF** click the  button.
4. To toggle the various components of a report on or off, check/uncheck the relevant tick box.
5. To **Add** or change a Logo in .bmp format click the  button. To toggle a Logo on or off check /uncheck the tick box.
6. To change the position of the Logo click the  buttons. (Note: clicking  will create a full page Logo).
7. To **Include Spray Operator Recording Sheet** check /uncheck the tick box. This form can only be completed as a hard copy.
8. To **Zoom** in or out and **Scroll** through the pages of a report click the  buttons.

### Table Layout – Report Tab

	Print, Save or Email Spray Recommendation Report
	Tick box to include Components in Spray Recommendation Report
	Top boxes position Logo in Report Tick box to show Logo in Report Tick Folder to select Logo (bmp or jpg)
	Tick box to include a Recording Sheet in Report
	Click magnifying glass to zoom in or out Click arrow to scroll through pages of Report

### The Notes Editor



The Notes Editor is used for adding notes, disclaimers and key codes etc. to your Spray Recommendation Report. These notes will appear in the footer of all recommendation pages. It works like any other standard text editor allowing you to adjust the font, size, indent and spacing of the footer.

A few examples are:

- Whilst every care is taken in the preparation of these recommendations, I cannot accept responsibility for unsatisfactory results. Many other factors beyond our control, either before, at, or after application, can affect the efficacy of the recommended treatment. If in doubt that conditions may have changed since these recommendations were made, you should contact me. **Manufacturers instructions should ALWAYS be read before application. Treating weeds larger than stated on the label is at the growers risk. I accept no responsibility for off label/off permit application.**

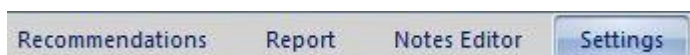
**"READ THE LABEL BEFORE YOU BUY, USE PESTICIDES SAFELY". ALWAYS READ AND FOLLOW PRODUCT LABEL ADVICE, ESPECIALLY SPECIFIC APPLICATION INSTRUCTIONS. CHECK THE STATUTORY BOX ON THE LABELS FOR "NO SPRAY ZONE" AND OTHER REQUIREMENTS.**

To the extent permitted by law I accept no responsibility to the Client and assumes no duty of care to the Client in providing this recommendation schedule to the Client and any use or non use by the Client of any statements, advice, information, recommendations or suggestions in this recommendation schedule.

The Client accepts this recommendation report and uses it or does not use it at its own risk. To the extent permitted by law accept no responsibility to and assumes no duty of care to any third party (being any person or legal entity other than the Client) in relation to this recommendation report. This recommendation schedule is provided to the Client only and to no one else and for no other purpose. Any third party (being any legal entity other than the Client) uses or does not use and relies upon this recommendation report or any part thereof at its own risk.

- Please carefully read the label information before commencing any treatment program. Whilst all care is taken in the provision of these recommendations, environmental, seasonal and other conditions can affect the performance of the treatment. Accordingly I will not be liable in any way for the failure of the treatment where seasonal conditions have changed since the date of this plan. If chemicals are not used according to the label direction, you do so entirely at your own discretion and risk.
- Water conditioners e.g. Liase, LI-700, Ammonium Sulphate
- **WETTABLE POWDERS**
  - Granules e.g. Atrazine, Logran etc
  - Flowables e.g. Diuron & Simazine
  - EC formulations e.g. Trifluralin - these makes the water turn milky
  - Aqueous solutions e.g. Roundup, Sprayseed
- **SPRAY OILS THEN WETTERS E.G. BS1000, UPTAKE**
  - Ensure that the tank is half full before you start adding chemicals. Ensure that agitation is operating before chemicals are added and allow each chemical to be thoroughly mixed before adding the chemical. Finally, add the wetter as late as possible to minimize foaming.

## Settings Tab






The Settings Tab is used to adjust and enter default settings that are displayed in the Spray Recommendation Report. It is used to alter the Font size and type, and various details that you would like displayed on reports.

Please note client details are added outside the report in Tools/ Options/ Client Details.

Using large font sizes can cause the report to display incorrectly, the table below outlines the default Setting if you need to reset.


### Table Layout – Settings Tab









<table border="1"> <tr> <th colspan="2">Recommendation Fonts</th> </tr> <tr> <td>Heading Font</td> <td>Arial; 8pt; bold</td> </tr> <tr> <td>Client/Agro Details Font</td> <td>Arial; 8pt</td> </tr> <tr> <td>Recommendation Font</td> <td>Arial; 8pt</td> </tr> <tr> <td>Valid Statement Font</td> <td>Arial; 8pt</td> </tr> <tr> <td>Text Spacing (mm)</td> <td>0</td> </tr> </table>	Recommendation Fonts		Heading Font	Arial; 8pt; bold	Client/Agro Details Font	Arial; 8pt	Recommendation Font	Arial; 8pt	Valid Statement Font	Arial; 8pt	Text Spacing (mm)	0	<p>Change Font size and type for various headings presented in the report.</p>				
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<table border="1"> <tr> <th colspan="2">Page Title</th> </tr> <tr> <td>Title Text</td> <td>Field Service Recommendation Form</td> </tr> <tr> <td>mm from top</td> <td>0</td> </tr> <tr> <td>mm from left</td> <td>50</td> </tr> <tr> <td>Justify Page Title</td> <td>Left</td> </tr> <tr> <td>Title Font</td> <td>Arial; 8pt; bold</td> </tr> </table>	Page Title		Title Text	Field Service Recommendation Form	mm from top	0	mm from left	50	Justify Page Title	Left	Title Font	Arial; 8pt; bold	<p>Add a title to reports and adjust Font size, type and position.  <b>*Please note:</b> large Font sizes may cause reports to display incorrectly.</p>				
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<table border="1"> <tr> <th colspan="2">Agronomist</th> </tr> <tr> <td>Title Text</td> <td>Back Paddock</td> </tr> <tr> <td>Name</td> <td>John Citizen</td> </tr> <tr> <td>Branch</td> <td>Cleveland</td> </tr> <tr> <td>Phone</td> <td>1800 557 166</td> </tr> <tr> <td>Mobile</td> <td>0427 557 166</td> </tr> <tr> <td>Fax</td> <td>07 3821 3544</td> </tr> <tr> <td>Email</td> <td>support@backpaddock.com.au</td> </tr> </table>	Agronomist		Title Text	Back Paddock	Name	John Citizen	Branch	Cleveland	Phone	1800 557 166	Mobile	0427 557 166	Fax	07 3821 3544	Email	support@backpaddock.com.au	<p>Add Agronomist name and contact details.</p>
Agronomist																	
Title Text	Back Paddock																
Name	John Citizen																
Branch	Cleveland																
Phone	1800 557 166																
Mobile	0427 557 166																
Fax	07 3821 3544																
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<table border="1"> <tr> <th colspan="2">Other Details</th> </tr> <tr> <td>Client/Customer Title</td> <td>Client</td> </tr> <tr> <td>Valid Statement</td> <td>Unless otherwise stated, the treatment recommendation should be applied within 7 days by an industry accredited applicator</td> </tr> </table>	Other Details		Client/Customer Title	Client	Valid Statement	Unless otherwise stated, the treatment recommendation should be applied within 7 days by an industry accredited applicator	<p>Enter other details.</p>										
Other Details																	
Client/Customer Title	Client																
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## 5.3 FARM SECTION



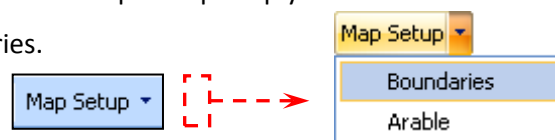
As previously mentioned in Chapter 2 – Setting up the Farm, the farm section allows you to create, adjust and arrange the paddocks on the farm. This is done using the buttons below the Farm tab.

 **Table Layout – Farm**

	Move selected paddock up or down
	Create a new paddock
	Insert a new paddock above current selected
	Delete current paddock
	Print this page
	Arrange paddocks alphabetically (Can't arrange back once done)
	Copy plans to actuals
	Displays rainfall sites column
<input type="checkbox"/> Quick Entry	Quick entry mode for paddock entry
Multi-Farm	Displays multi-farm options (Create, Delete, Rearrange farm blocks)
Home Farm	Select a different Farm Block
Map Setup	Displays the 'boundary editing' window.

### Paddock Boundaries (not included in Lite versions)

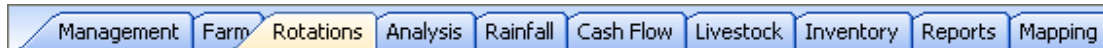
One of the major functions of the Farm Section is the ability to map out the specific paddock boundaries on a Geo-referenced Aerial Photo map. This tool is useful in determining specific land areas and a detailed outlay of the farm/s. To enter the map set-up simply click on the scroll down menu on the map set-up tab and select boundaries.



This will then bring up the Advisor boundary tool where you are able to create and edit particular paddock boundaries.

**\*The Steps involved to create paddock boundary maps can be seen in the Mapping section, Chapter – 6**

## 5.4 ROTATIONS



The Rotations View provides an alternative data presentation to the Management View as it can present up to 10 years of crop type / variety data at one time. This is useful when you need to see what has been grown in paddocks in previous years while planning rotations for the present and future years.

### Area Summary

The Rotations View also has an area summary table that displays a tally of total area for different crop types and categories, corresponding to the years displayed in the rotation table. This can be useful when planning the balance of production or when for example percentages are required for the spread of Cereal, Broadleaf and pasture.

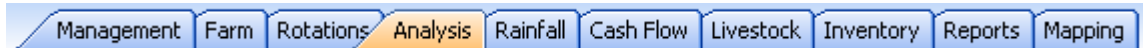
AREA SUMMARY (ha) - Home Farm						
Category	Crop	2004	2005	2006	2007	2008

There are a few options that allow the table to expand further that consist of adding varieties, sub-totals and percentages. These options can be included in the table by checking the boxes above the table.

Varieties
  Sub-Totals
  Percentages

The bottom table represents the paddocks and the corresponding crops to the particular year displayed at the top. To expand the columns and display the variety as well, double-click on the top of the column on the year or 'Crop'. This should then expand the columns, displaying both the crop and variety of that year.

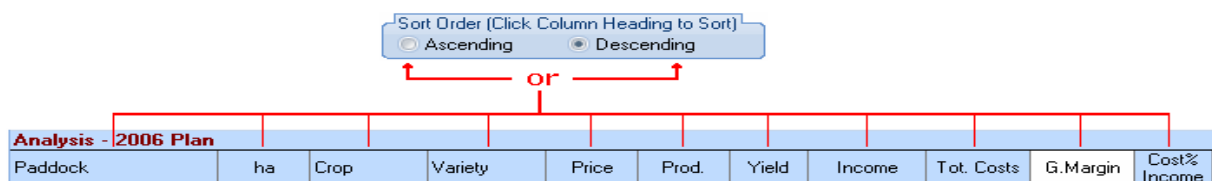
## 5.5 ANALYSIS



The analysis section in advisor, analyses the Plan for the particular year displayed. Each paddock is displayed with an analysis of the crop, variety, price, production, yield, income, total costs, gross margins and cost percentage income. Each of these variables are taken from the 'Management' section of advisor where the data was entered earlier.


There are a number of views that can be used to view the paddock analysis. The sort order section allows you to view the order of paddocks via their productiveness. The table can also be changed to view a pessimistic, expected or optimistic view of the production and prices of the year.

By choosing between Ascending and Descending sort order and clicking on a particular column heading on the table, the layout will change to display the particular column in ascending/descending order in relation to the columns value. The Paddock field sort alternates between alphabetical and user defined when repeating the heading click.



<input type="checkbox"/> \$/ha	Check this box to display income, total cost and gross margins in \$/ha
<input type="checkbox"/> Include Interest	Check this box to include a column displaying the interest for each paddock
<input type="checkbox"/> Show Cost Breakdown	Check this box to breakdown and display the costs in seed, dressing, fertilisers, chemicals, adjuvant and operations.
Price Expected	Use the scroll down menu to choose between an expected, pessimistic and high price received.
Production Expected	Use the scroll down menu to choose between an expected, pessimistic and high production levels.
Bottom Row <input checked="" type="radio"/> Average <input type="radio"/> Total <input type="checkbox"/> Weight Averages by ha	Choose to display the bottom totals as an average or total and check the box to weight the averages by hectares.

## Exporting Table



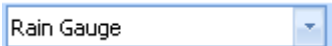
The Gross margin table can be exported to another program for further analysis's or display. This table can be displayed in such programs as excel or PDF etc. To export the table, click on the 'copy table to clipboard' button , which will allow you to then "Open" a different program and then select paste via the Edit>Paste function.

## 5.6 RAINFALL





The rainfall section allows you to record rainfall levels at any date of the year. This section is mainly displayed in yearly view with the months running across the top of the table and the dates running down the side of the table. The rainfall section also has a navigation window that allows you to quickly identify months and dates for future references.


To add or choose between different rain gauges, use the functions at the top of the navigation window.

	<p>Click on this function to bring up a window to add new rain gauges and adjust there location by entering the Northing and Easting co-ordinates</p>
	<p>Click on this function to import rainfall data from another specific source</p>
	<p>Use this scroll down menu to choose between the different rain gauges on the farm</p>

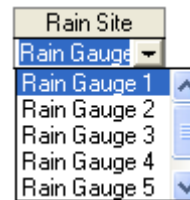
### Allocating Rainfall Gauges to Paddocks

In order to designate specific rain gauges to various paddocks, the number of rain gauges must first be compiled in the rainfall section by clicking on the add button 

Once the number of rainfall gauges has been compiled, enter the main Farm tab at the top of the page where the paddock boundaries are created. 

Once in the Farm section simply click on the rainfall gauge button at the top of the window to display the rainfall gauge column. 

The rain gauges can then be allocated to particular paddocks by selecting the scroll down menu in the column and selecting the appropriate rain gauge for the site.

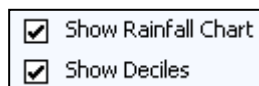


### Rainfall views and Displays

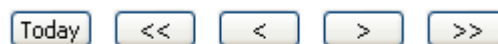
To change the view of the table, scroll down to the bottom of the navigation window and click on 'month' or 'year' view to determine which view is most suited for the table.



To display the rainfall chart with the current rainfall figures for the year, check box at the bottom of the navigation window to display the chart next to the rainfall table. The Deciles can also be displayed in the graph by checking the box underneath the rainfall chart box.





The arrows located in the navigation window allow you to shuffle through the years in by 1 and 5 lots. Clicking on the single arrow will change the calendar either forward or backwards a year and clicking on the double arrow will result in a leap of 5 years. Clicking on the 'Today' button will result in the calendar returning to the present day of the current year.

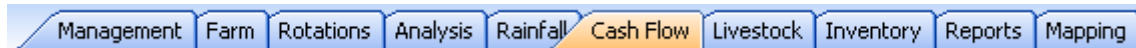


**Historical rainfall data** is available from Back Paddock Software. Licenced users just need to phone the Help Desk on **1800 557 166** or email to [support@backpaddock.com.au](mailto:support@backpaddock.com.au) with their request.

1. You must clearly nominate the nearest open Bureau of Meteorology (BOM) recording station to your farm – often post offices, research stations and some farms. Best to nominate, if known, the BOM station name or number.
2. If not known then simply nominate nearest town with a backup town close by and the particular State.
3. Data should then be emailed back to you via Back Paddock Software with instructions on how to download the file.

To import the downloaded historical rainfall data file into adviser, start in the rainfall section of the program and simply click on the 'import' button . This will bring up an additional window, where you are able to import the particular data from the saved location you designated when downloading the file by clicking on the "Open" button .

## 5.7 CASH FLOW (NOT INCLUDED IN LITE VERSIONS)




The cash flow section displays the current year's incomes and expenditures and calculates total expenditures, balance and Cash flow. This section derives its information from other parts of advisor and is mainly used as a reference to the cash flow over the months of the year.

**Note: Caution should be taken when interpreting this section. It is not meant to be a comprehensive cash flow.**

It is important that each of the income or expenditure aspects of the cash flow have a designated date in relevance to their activity date. The dates are designated in the corresponding sections in the management tab under particular panes, like the fertiliser and chemicals.

**Note: Please be aware of the date source and do not confuse activity date and purchase date.**

 The 'No Date' column can help determine which areas still have undesignated dates. If particular crop expenditure displays 'No date' then it could be in regards to an undesignated fertiliser used on the crop.

### Exporting Table


The Cash Flow table can be exported to another program for further analysis's or display. This table can be displayed in such programs as Excel, PDF or Word. To copy the table, click on the top left hand square and drag down to the bottom right hand square so that all the square are highlighted in blue. Then right mouse click and select 'copy' or follow the commands, **Edit>Copy**. Once in another program simply right mouse click on the empty screen and select paste or follow the commands, **Edit>Paste**.

## 5.8 LIVESTOCK




The livestock section allows for you to adjust the groups of livestock located on the farm and which paddock they are correlated too. The first section allows you to classify the specific stock group and then the later sections classify the stock class and then the related income and expenditure.

### Stock Groups

The livestock section allows you to include livestock groups and classes into the program that are currently run on the farm. The first step in this section is to define the particular stock groups that are on the farm i.e. Sheep or Cattle. Click the add group button at the top of the window. 

**\*This section applies to all years. Yearly data is altered in the below sections (Mobs)**


This will then provide a scroll down menu in the type column that will allow you to choose the particular Group type on the Farm



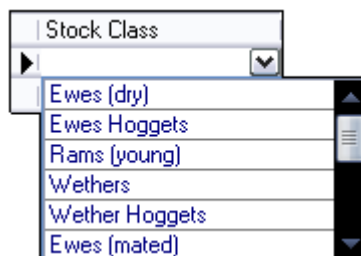
After you have determined the particular group type, you are able to give that group a particular group name (optional) and also add any particular notes.

Group Name (optional)	Notes

### Define Mobs

After the Group type is determined Mobs section is then available to further define the selected group type. Click on the add button to enter a new stock class for the group. 

Once you have added a stock class you are able to access the scroll down menu and choose a specific class for the group.



Once the stock class has been entered a description, opening number, DSE/hd, Value (\$/hd) and notes can be adjusted and entered along side the class.

Table 2: MOBS - Define Mobs for Selected Group in Table 1 (Current Year Only)						
Stock Class	Description (eg Tag Colour)	Open Number	DSE/hd	Value (\$/hd)	Notes	

There can be a number of stock classes added to a particular group that could consist of ewes and weaners or Steers and Heifers etc.

\*The particular year can be adjusted by selecting the arrows located above table 2. ◀ ▶ 2006

Once the stock classes have been identified in the group type, the costs, income, gross margins and Paddock allocation can be compiled at the bottom of the page. This section has the four sections displayed in tabs along the top part of the bottom pane.

Costs	Income	Gross Margin	Paddock Allocation
-------	--------	--------------	--------------------

### Costs

The costs section indicates the particular costs associated with the current selected Mob. Using the scroll down menu you are able to choose from a list of costs and then determine the units, \$/unit, units/hd, hd, date and notes that are associated with the particular cost.

Description	Units	\$/Unit	Units/hd	hd	Date	Notes
-------------	-------	---------	----------	----	------	-------

### Income

The income section indicates the particular income associated with the current selected Mob. Using the scroll down menu you are able to choose from a list of income types and determine the units, Low (\$/units), Expected (\$/units), High (\$/units), low (units/hd), expected (units/hd), high (units/hd), hd, Date and Notes that are associated with the particular income type.


Income Type	Units	Low (\$/Unit)	Expected \$/Unit	High (\$/Unit)	Low (Units/hd)	Expected Units/hd	High (Units/hd)	hd	Date	Notes
-------------	-------	---------------	------------------	----------------	----------------	-------------------	-----------------	----	------	-------

### Gross Margin

The gross margin section provides an overview of the particular gross margins for the currently selected stock class. To include certain features like the interest, livestock capital costs and depreciation, simply check the boxes above the gross margin display.

<input type="checkbox"/> Include Interest	<input type="checkbox"/> Include Livestock Capital Costs	<input type="checkbox"/> Include Depreciation
---	--	---

## Paddock Allocation

The paddock allocation section allows you to allocate particular paddocks to the currently selected livestock. The current stock groups selected will be designated the paddock in the paddock allocation section. In the left hand window, a list of the farms and paddocks are  displayed and can be expanded and retracted by selecting the plus/minus button next to the names. Once a particular paddock is selected, click on the add button which should then make the paddock appear in the paddock column. The area is displayed in the adjacent column and next to this column is a place to write notes corresponding to the particular paddock and livestock.

All paddocks that are grazed, irrespective if pasture or crop, must be ticked in the Management zone under the flag section as a pasture otherwise stock will be unable to be allocated to that particular paddock.



## 5.9 INVENTORY

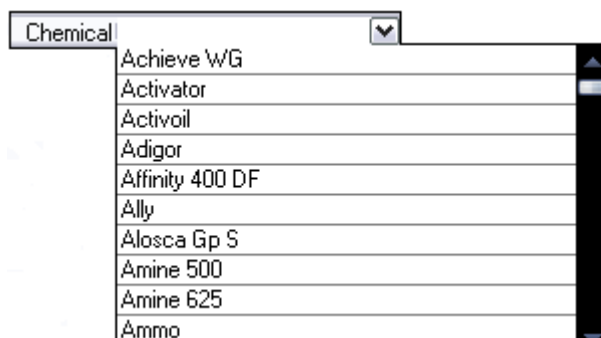


The inventory section allows you to adjust certain inventory items that are in possession of the farm. Ideally this section refers to the stored available chemicals that are on the farm. The inventory section also lists the people associated with the farm in terms of owners, employees, contractors etc. To add a new chemical, simply click on the add button located in the Products window.



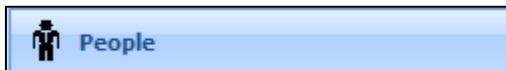
After clicking this button, a new inventory column will appear in the right hand side window that will allow you to select a particular chemical brand and lists information on the particular chemical.

The main part in this section is to use the scroll down menu and select the particular chemical.



There is also a list of other information that is optional to enter for the particular chemical that consists of information like, purchase date, pack size, cost, notes etc.

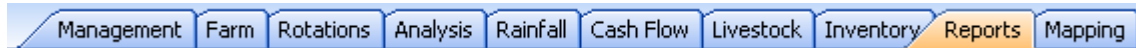
To add people in the inventory section, simply click on the people tab at the bottom of the left pane.



This will bring up a new pane on the right hand side that allows you to add new people by selecting the add button and then entering information like their name, qualifications and notes in the designated areas.

Management   Farm   Rotations   Analysis   Rainfall   Cash Flow   Livestock   <b>Inventory</b>   Reports   Mapping		
<b>People</b>	▶* ✕	
	Name	Qualifications / Courses Completed   Notes
	▶ Aerial Contractor-Skyspray	Chemical User Training Course 2006   2006
	Karen Woods	Viticulture Pest Seminar   2006

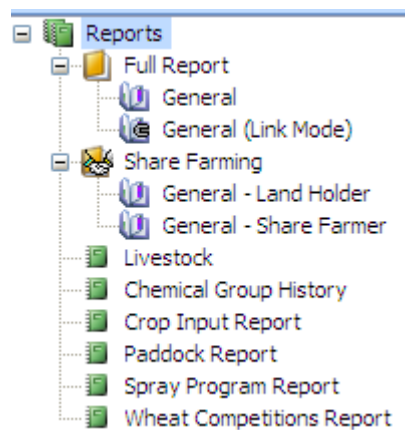
## 5.10 REPORTS



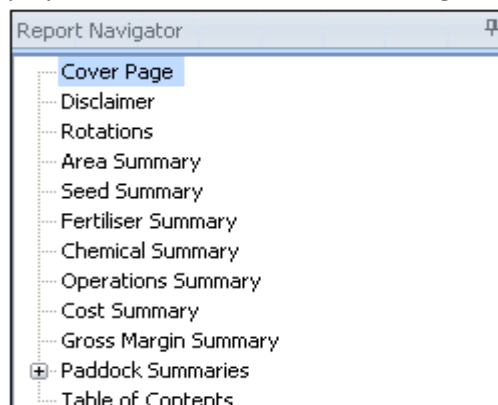
The Report section collectively acquires all the summaries and assumptions derived through the program and display them in report format for printing and viewing. This report is displayed as a 'Plan' that is derived for a particular year and is used as a guide in making operational decisions throughout the year.

**Note: All prices stated in the report are GST exclusive and a guide only.**

There are a number of particular reports that can be displayed via the report library, located in the top left pane. These reports consist of the full report-general or general link mode, Share farming, livestock, chemical history, crop input, paddock report, spray program and wheat competitions.



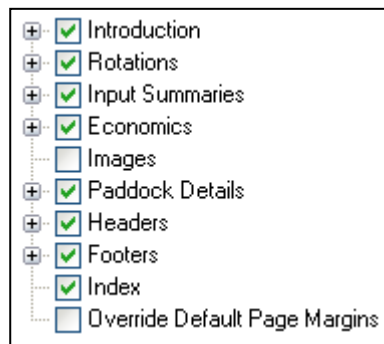
In each of these reports, there are different sections that are then displayed in the report navigator, below the report library. This Report navigator allows for quick access to the certain parts of the report, which are then displayed in the main window on the right.



To adjust the set-up of the main report that is displayed in the main window to the right, click on the set-up button located above the window.



This then brings up the set-up window where adjustments to the report layout and display can be made. To include and exclude particular parts of the report simply check or uncheck the boxes in the left hand window.



### Adding Footer & Headings to Report

To include footers & headings to the report, simply expand the Headers and Footers section by clicking on the expand button next to the name.

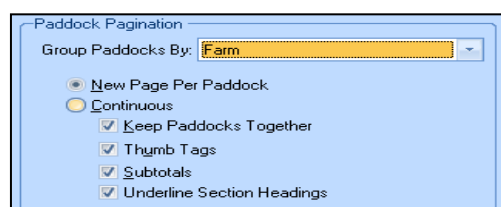
With these sections expanded there are a number of other details that can be included into the report. These consist of: General notes, file name, farm name, logo, page numbers, date and prepared by. To adjust the settings of these particular aspects, simply click on a particular one and then an editing section should appear for some in the window to the right, complete the additions and select ok.

### Adding Logo (not included in Manager versions)

To include a logo on the report in set-up expand Headers, select logo and browse for the particular file. Then select OK. The logo should be a bmp file and approximately 185 X 160 pixels.

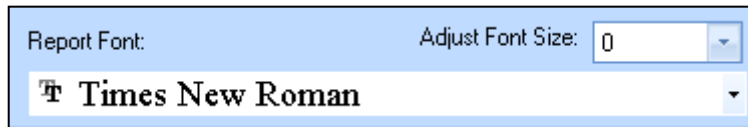
### Paddock Order and Arrangement

Paddock Pagination arranges the particular setup of the pages in the report. The option to group paddocks by Farm or crop type can be done through the scroll down menu. Other options consist of compiling the report so that each paddock is on a new page or is continuous; keeping paddocks together, thumb tags, subtotals and underling section headings.









### Font adjustments to Report

The report font and font size can also be adjusted at the bottom of the window by using the designated scroll down menus.



In the main reports window, there are a number of tools associated with displaying the report on the screen or for printing purposes.

	Refresh the current page
	Search the Report for a specific section
	Export report – save as a PDF, Word or Excel document
	Print Report
	Shuffle through Pages
	Page display – Page width / whole page / zoom

### Uses of the General Report

The report is essentially the whole programs management decisions displayed in an easily referenced and formatted guide for users to clearly see objectives and decisions made within the program for future use. The report can be an extremely useful guide for rotation analysis and planning, investigating costs and expenditures, timetable of operations, submissions for finance, benchmarking and more.

### Rotation Summary

The rotation summary of the report helps to clearly identify the paddocks rotations over the previous years. Helps to provide a guide for the current years rotation to be used and also to analyse next year's crop rotation.

### Area Summary

The area summary of the report provides a whole farm overview of the total amount of crops currently grown. This can be useful in analysing output levels and planning sales and storage for the current year.

### Variables Summary

In this particular section of the report, the variables are summarised for the current year. These variables consist of the fertiliser, chemicals and operations. Each of these variables are summarised by their particular product or operation, area allocated, average \$/ha and total. These summaries help to identify all the variable costs associated with growing the particular crops for the current year. The cost by crop is displayed at the bottom of the summaries and displays the crops in association with their variable cost.

### Costs by Crop Table and Graph

This section summarises the broad cost groups by crop type and is useful when planning farming requirements and identifying cost areas that could be re visited. The same information can be represented in a graphical form by selecting cost chart tab beneath the crop costs tab in reports set-up.

### Gross Margin Summary by Crop

This particular section of the report looks at the particular gross margins of the crops in relation to pessimistic, expected and optimistic prices and production levels. This section is ideal for identifying the potential gross margins per crop dependent on the type of season. This allows for an analysis of management decisions that can be initiated if the season is better or worse than expected.

### Paddock Summary

The paddock summary section mainly displays the crop and the associated costs and operations that are devised for the year. This section is the main section of the report as it outlines each individual paddocks variables and their timing of application. This provides a useful guide for advisers and farmers and allows for them to analyse and plan operations and applications that are needed in each individual paddock. In the report set-up tab tick off the economic tabs and Paddock details input total tab and an operations report can be created and is useful for farm workers or contactors.

## Actuals

As mentioned in the previous chapters, the program operates between 'Plans' & 'Actuals'. The plan section allows consultants and managers to plan certain events and operations prior to their execution. Plans are useful in determining the operations and costs that are associated

for the farm in that year and provides an outline for others to operate from. Once the actual plan has been executed it can then be recorded as an 'Actual' event and noted in farm reports.

The report can be changed between plans and actuals so that they display the current plan of operations for the year or the actual operations and procedures executed throughout the year.



## Chapter 6 - Mapping (not included in Lite versions)



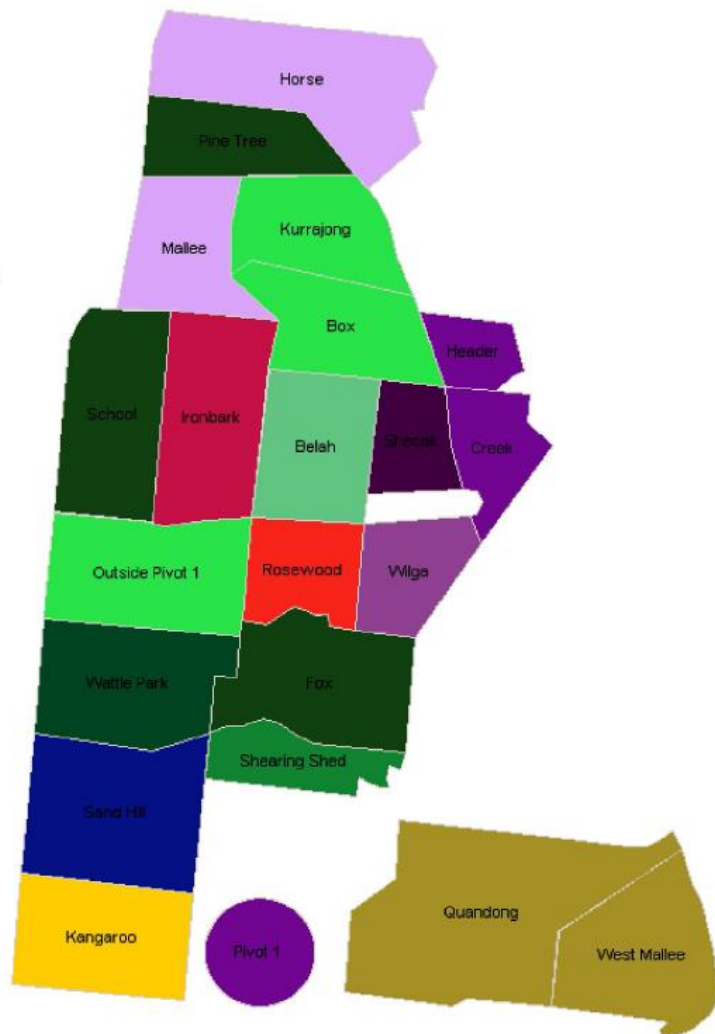
### INTRODUCTION TO MAPPING

This chapter will provide you with a general overview of how to go about using Back Paddock Mapping, it outlines the basic steps involved in setting up a farm map in Back Paddock Software. After completing this chapter you will be able to:

- Obtain an image of your farm
- Load your farm image into Back Paddock Software
- Add paddock boundaries (arable and non-arable) to your farm map
- Add crop details to each paddock layer on your farm map
- 2008 Varieties / Crop Plan

You \  
below

- Crop Type 2008 Plan
- Barley malt.
  - Canola
  - Ley Pasture
  - Lupin (augustifolius)
  - Medic
  - Oats grazing
  - Oats hay
  - Pea
  - Subclover
  - Vetch
  - Wheat AH
  - Wheat APW
- Crop Variety 2008 Plan
- 44C73 IT / Gaucho PBR BL-5
  - Belara PBR
  - Calingiri
  - Excell Blue/PBR
  - Geraldton
  - Gladius PBR EPR
  - Graza 68 / PBR
  - Haymaker Plus PBR
  - InVigor
  - Kaspa Dun/EPR
  - Paraggio Barrel
  - Schooner Malt/Public
  - Yarren L Lignin



the

Back Paddock's mapping can utilise an orthorectified (geometrically corrected so that distances shown are uniform and can be measured like a map) aerial photo with known control points. Once loaded Back Paddock formats the image combining the visual characteristics of a photograph with the geometric qualities of a map, geo-referencing the image and resulting in a spatially accurate image to scale with correct coordinates. This image eliminates distortions caused by camera angle and the altitude of landforms. The image is generally too large to email and is supplied on a CD and is usually a JPG or BMP file type.

An aerial photo image is usually obtained by various aerial photo companies for a fee, these photos are high quality digital images with a very high level of accuracy, (see "Obtaining an aerial photo from a paid provider"). However there are free options that can be used to obtain an image of your farm, one of these options been Google Earth.

Google Earth can be utilized to obtain an image of your farm along with the appropriate coordinates. The process for obtaining an image from Google Earth is outlined in this user guide (see "Obtaining an aerial photo using Google Earth"), however for a digital image with improved quality and accuracy we recommend a paid aerial photo provider.

## OBTAINING AN AERIAL PHOTO FROM A PAID PROVIDER

### New South Wales

**NSW Department of Lands** Ph 02 6332 8123, Fax 02 6332 8299

Locate and purchase the image on the web at; <http://www.lands.nsw.gov.au/airview/>>Spatial search>select map>place your

order>enter customer details>submit order>print order, complete payment details and in the special instructions space indicate that you require a "Digital image with control points" then fax to the number above.

For accuracy and to avoid a spatial search on the web fax indicate the Parish, Lot and DP numbers of the property, which are usually on a Local Government rates notice and ask for a quote.

Typical image prices range from \$150-\$400.

### Victoria

**Qasco VIC Image** Ph 03 9682 3330, Fax 03 9682 3335 Email [digital@qasco.com.au](mailto:digital@qasco.com.au)

Firstly locate the property at Vic Land web site,

[http://www.land.vic.gov.au/land/lcnlc2.nsf/Home+Page/Land+Channel~Home+Page?](http://www.land.vic.gov.au/land/lcnlc2.nsf/Home+Page/Land+Channel~Home+Page?open)

open>Property reports>agree to terms and conditions>search for the property>print

Then draw the property boundary on the printed map and fax the map, Parish, Lot and DP numbers to Qasco for a quote for a orthorectified image. Prices will range from \$200-\$800

## Western Australia

**Landgate** offers orthorectified digital aerial photographic images at varying resolutions. These images cover a large portion of Western Australia.

View, purchase and download images online at SkyView WA (just select this link) or log onto [www.landgate.wa.gov.au/corporate.nsf](http://www.landgate.wa.gov.au/corporate.nsf) > aerial imagery > aerial photography > orthorectified digital images > Skyview WA > Go. Print out the handy hints and follow the directions.

SkyView WA displays digital aerial imagery for purchase on-line. Using SkyView WA you can find your area of interest on a map, view the imagery and then purchase on-line, all at the click of a mouse.

You can order an ECW image on CD-ROM. ECW format is a more complex compression format regularly used by mapping professionals, which allows compression of very high-resolution (definition) imagery. ECW images are geo-referenced already.


Contact details; Ph 08 9273 7555 or Email; [sales@landgate.wa.gov.au](mailto:sales@landgate.wa.gov.au)

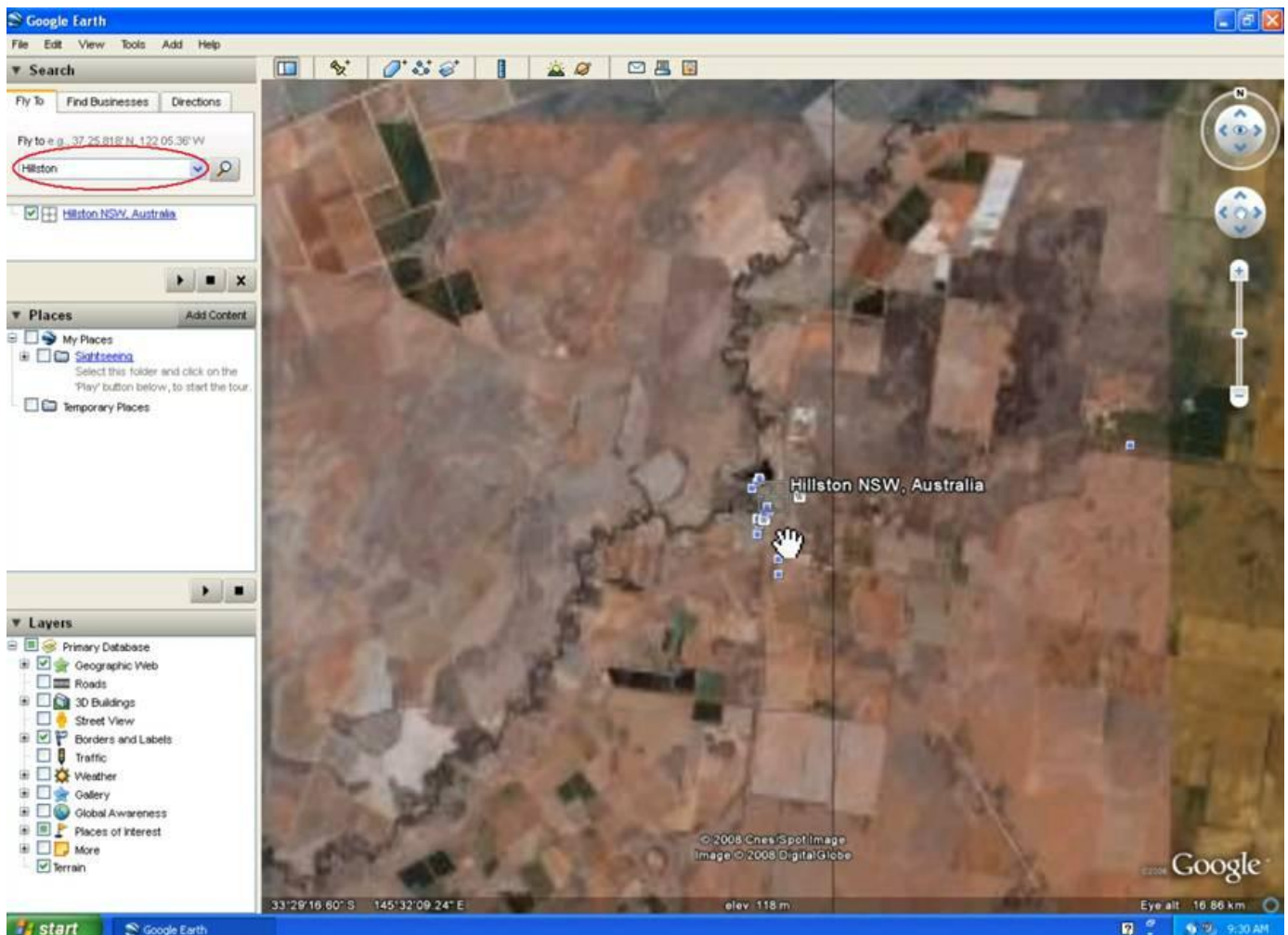
## South Australia, Queensland, Northern Territory and Tasmania

Email [support@backpaddock.com.au](mailto:support@backpaddock.com.au) for each land title required; state the Parish, Lot and DP numbers which are usually stated on all rate notices.

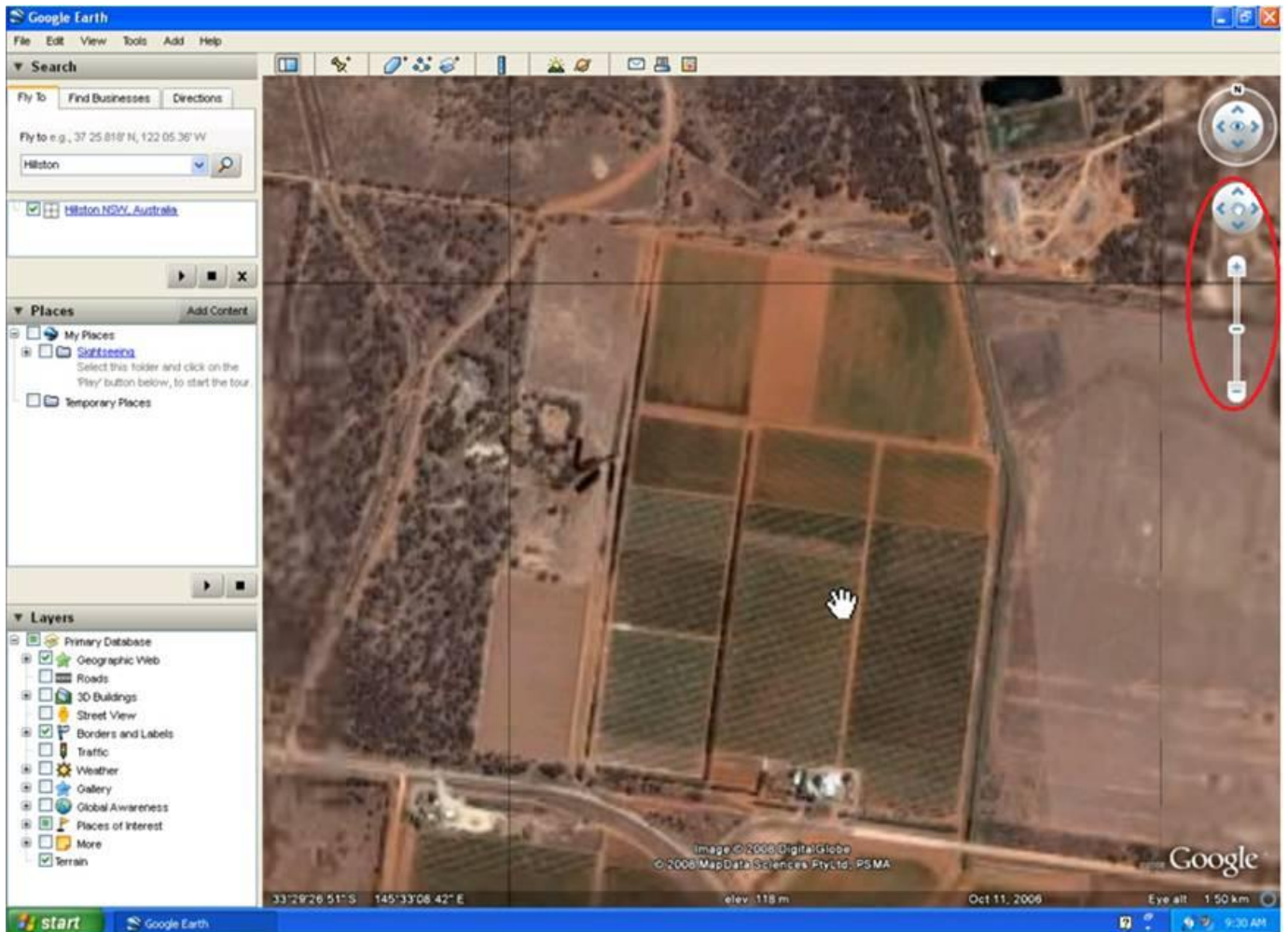
## HOW TO ID A PROPERTY ON GOOGLE EARTH FOR A HIGH RESOLUTION IMAGE ORDER

Please read the below instructions for details on how to ID a property on Google Earth for a high resolution image order.

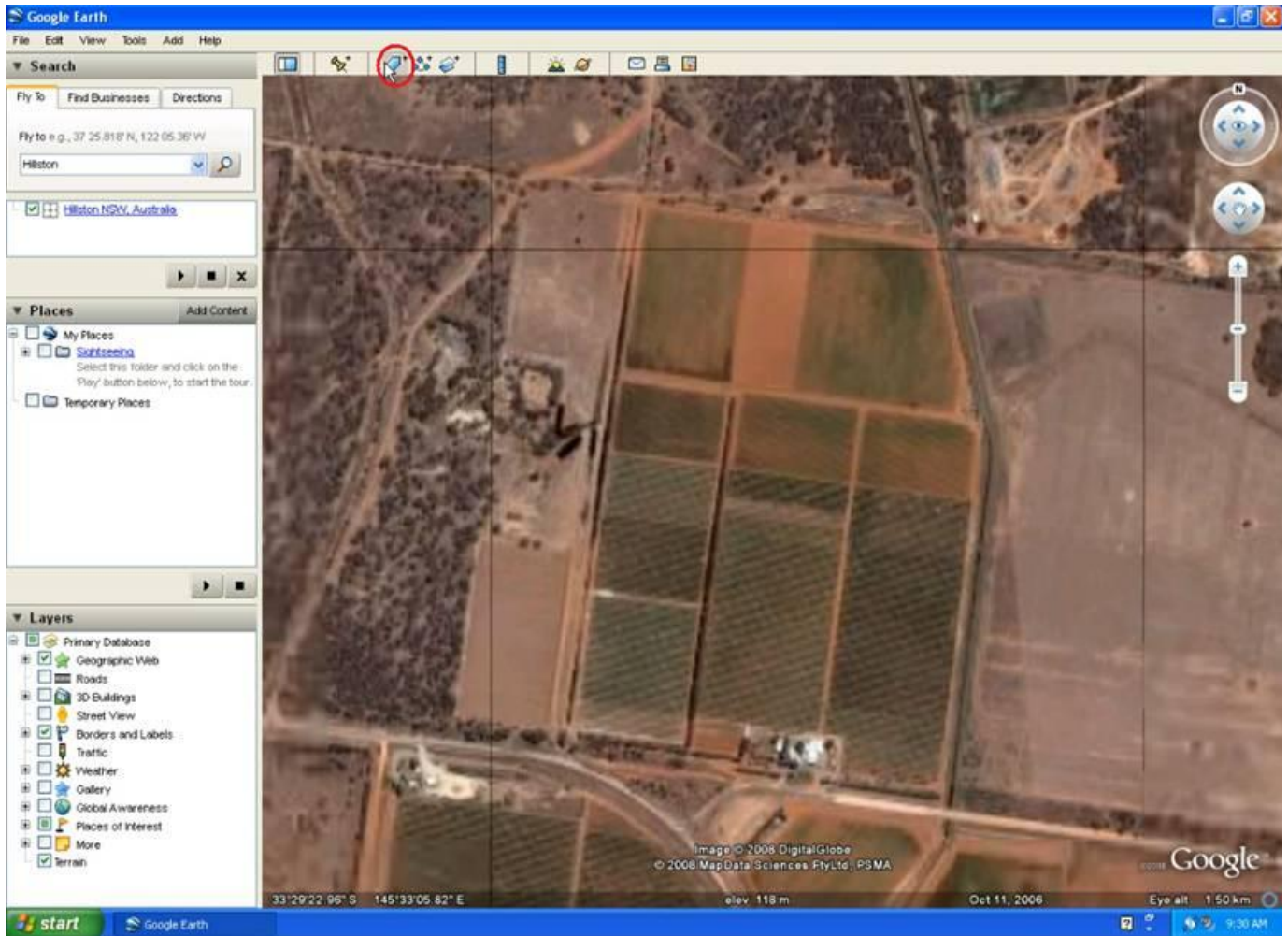
1. Enter the location of where the property is into the search box as shown below, for example we have used the town of Hillston in NSW.
2. After entering the name click the  button to begin the search.
3. The location entered in the search box will shortly be displayed on screen, see below.



4. Zoom in and find your farm area as shown below. Use the directional and zoom buttons to assist you, they have been circled in red in the below image.

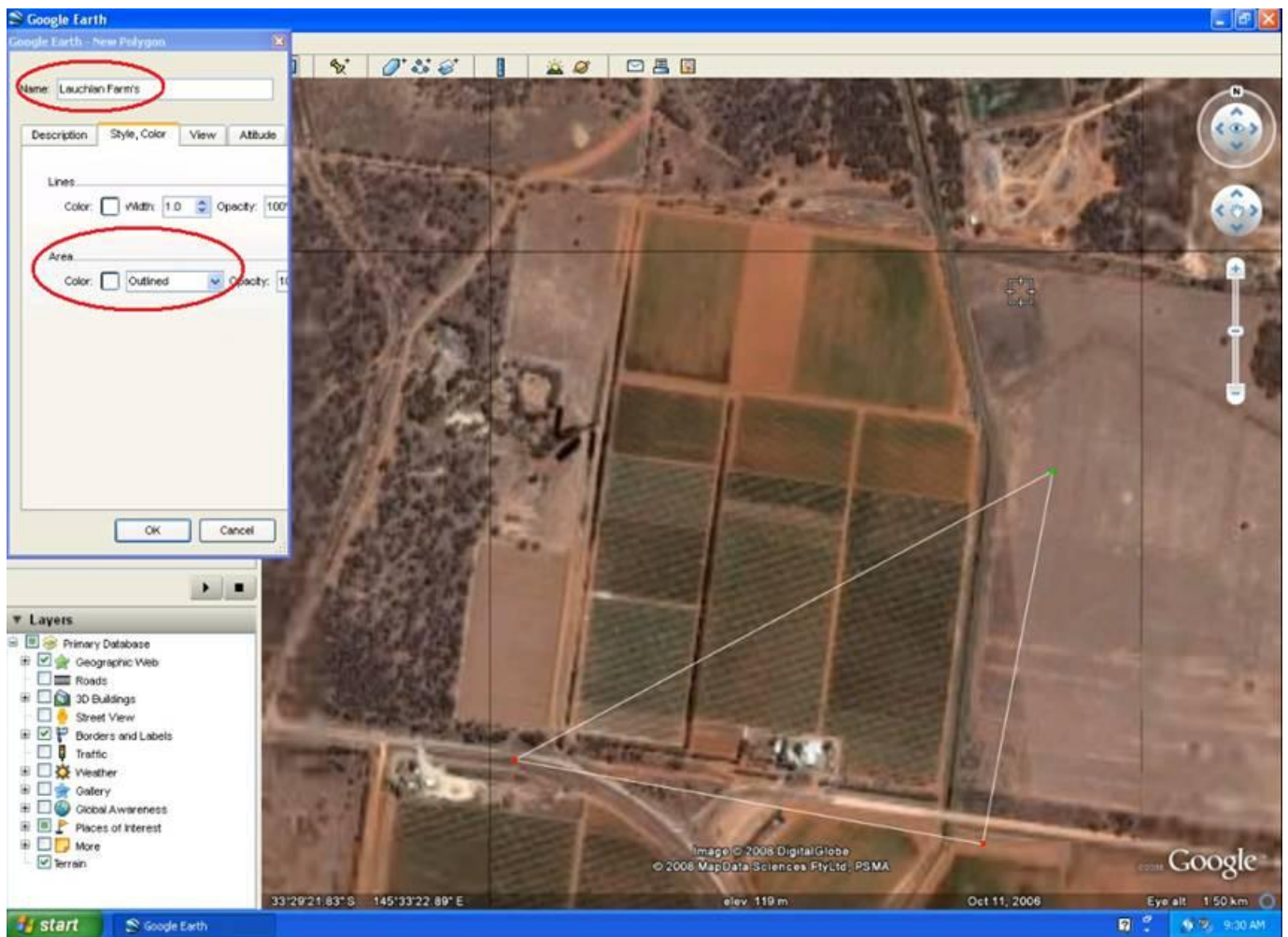


5. Once your farm area is clearly visible on screen click the “Add Polygon” button circled in red below.

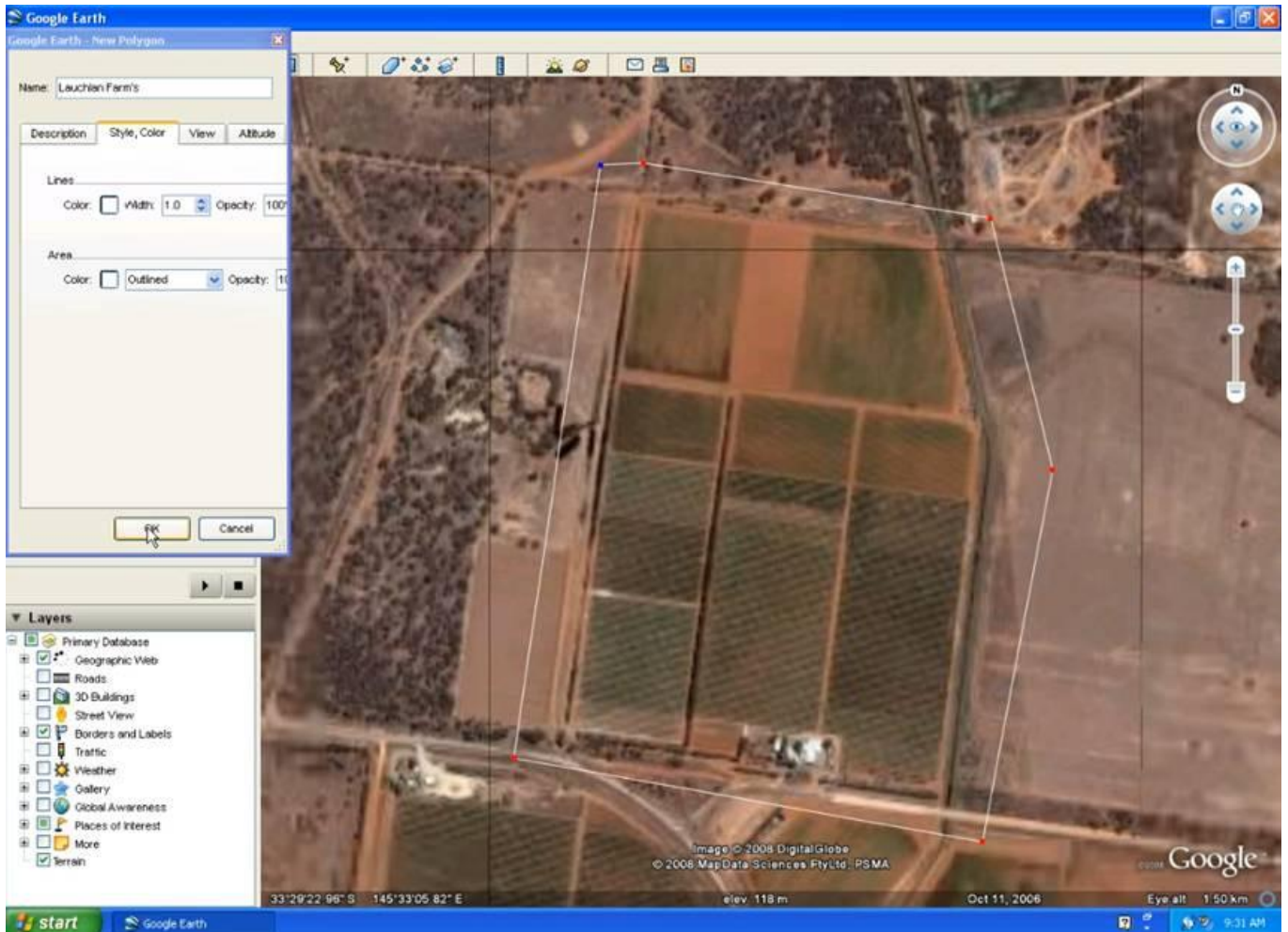




6. The New Polygon window is now displayed on screen, move the position of the New Polygon window so your farm is still visible.
7. Enter the name of your farm in the Name box.
8. Configure the Area Colour to be Outlined as shown below.
9. Now you can draw around your farm image, leave some space outside of the property.

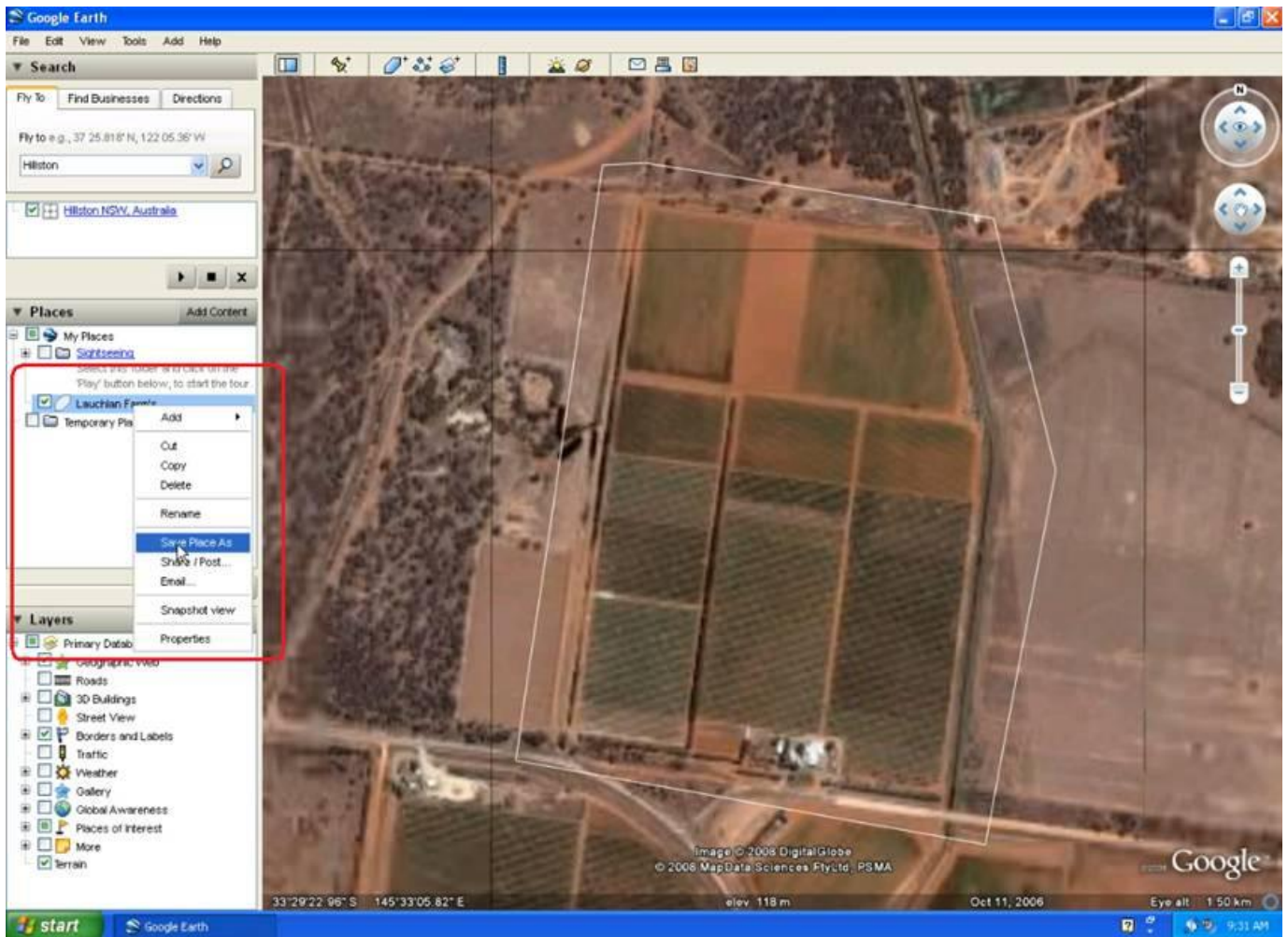


10. See below for an example of correctly drawing around the property.



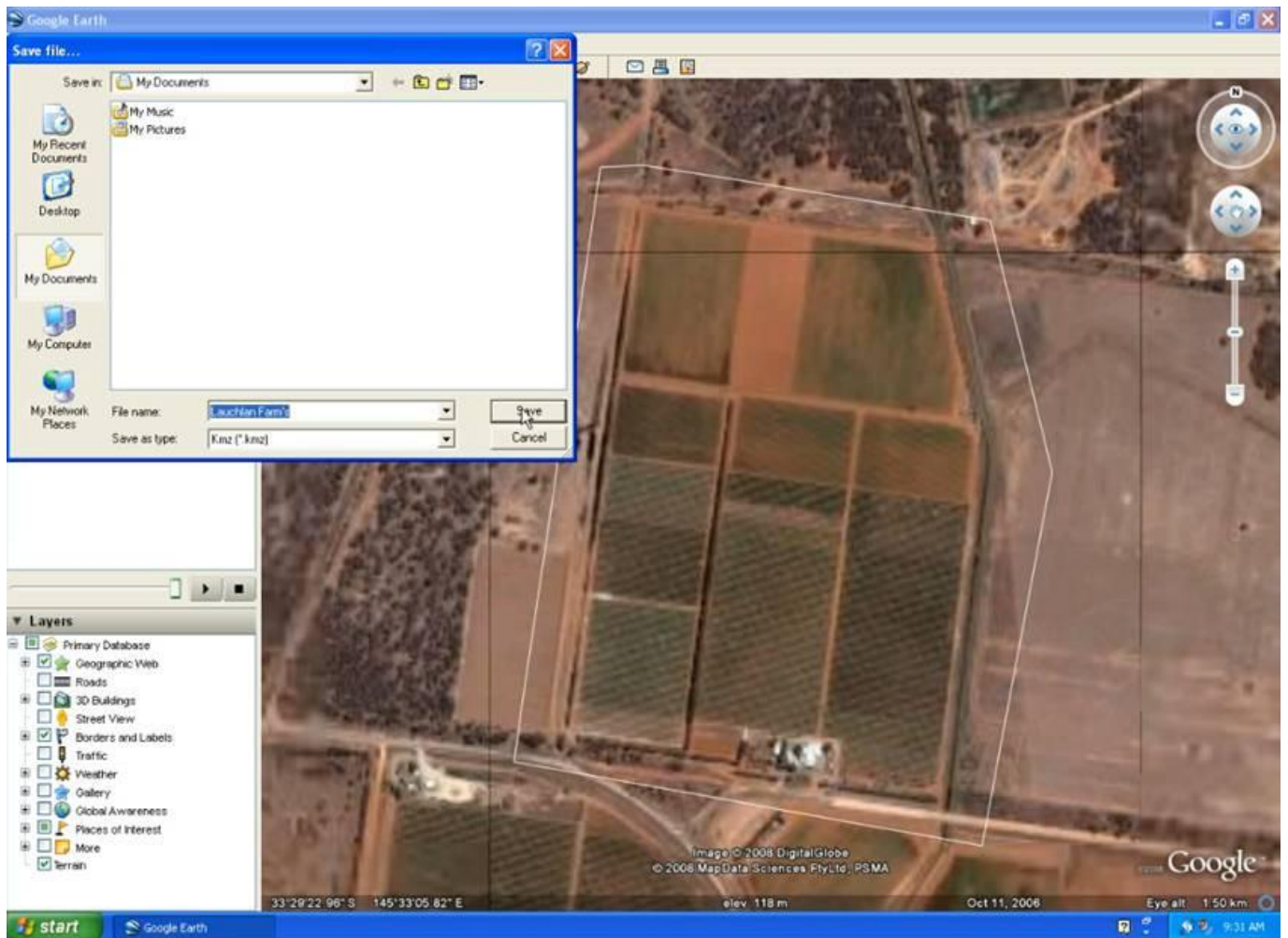
11. After drawing around the property click the OK button on the New Polygon window.

12. The name chosen in the New Polygon window will now appear in the Places panel as shown below.

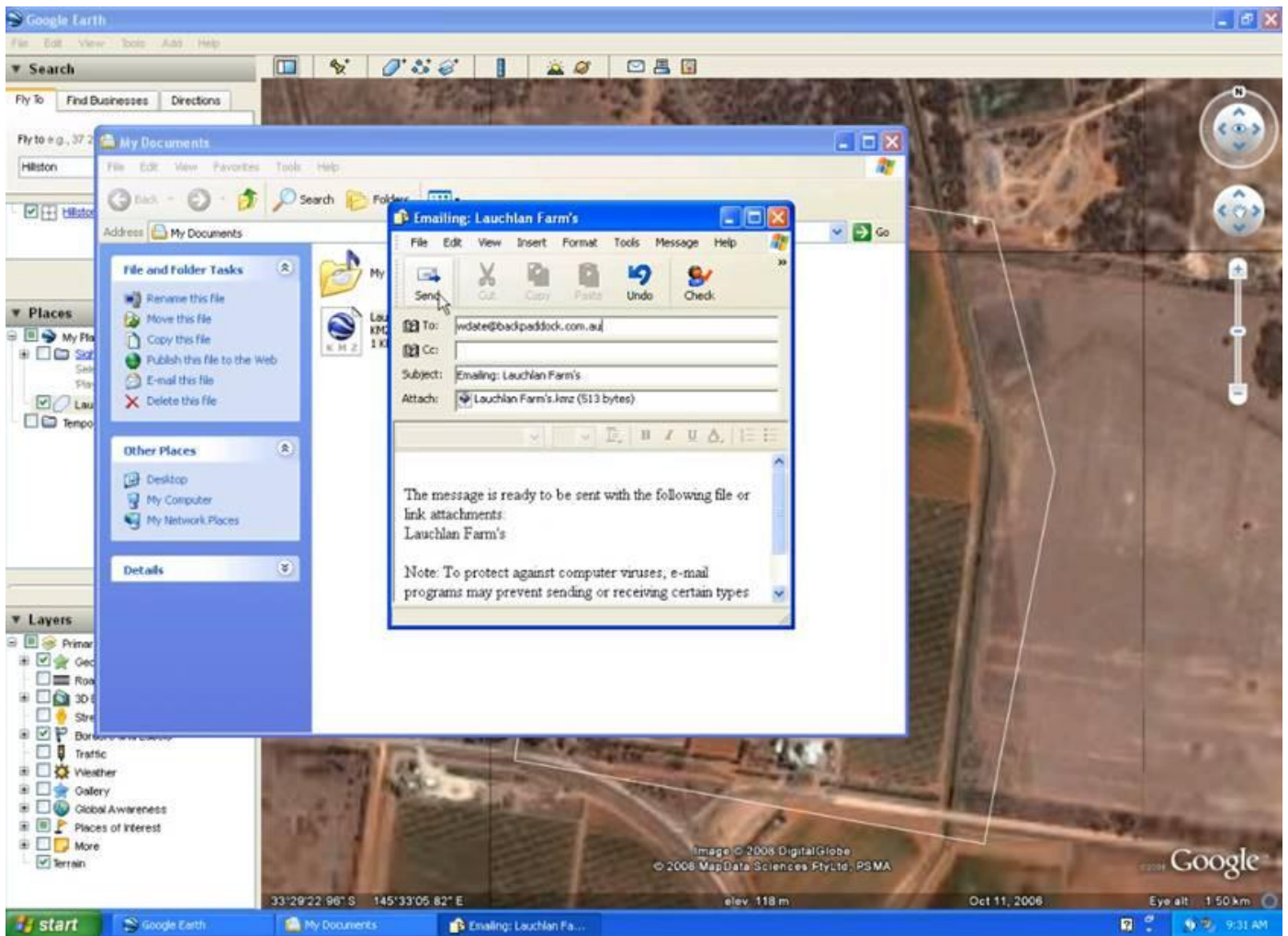


13. Right mouse click on the name and choose Save Place As.

14. Choose a name for the file and select where you would like to save it, see below.

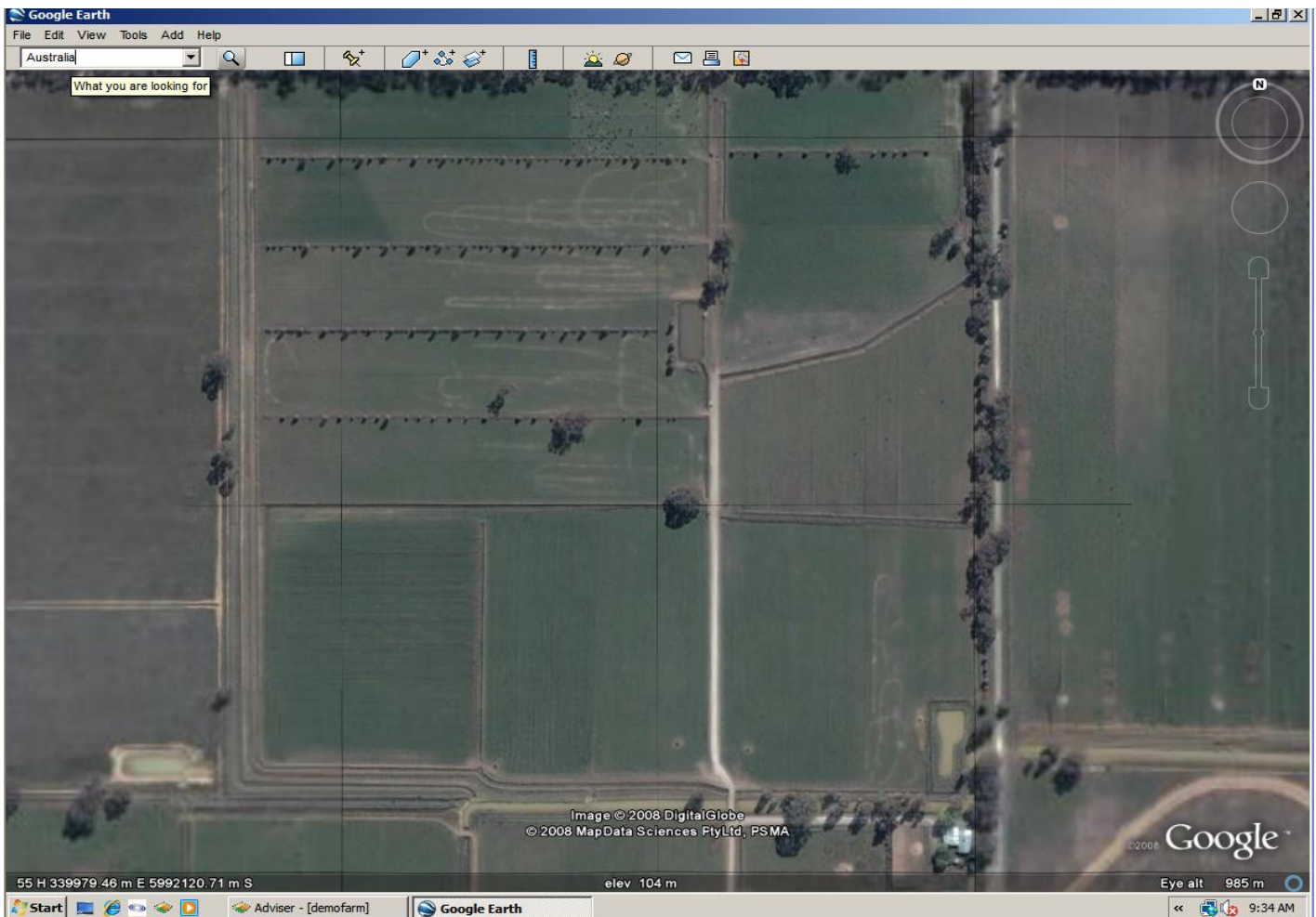


15. Attach this file to an email message and send to [wdate@backpaddock.com.au](mailto:wdate@backpaddock.com.au)



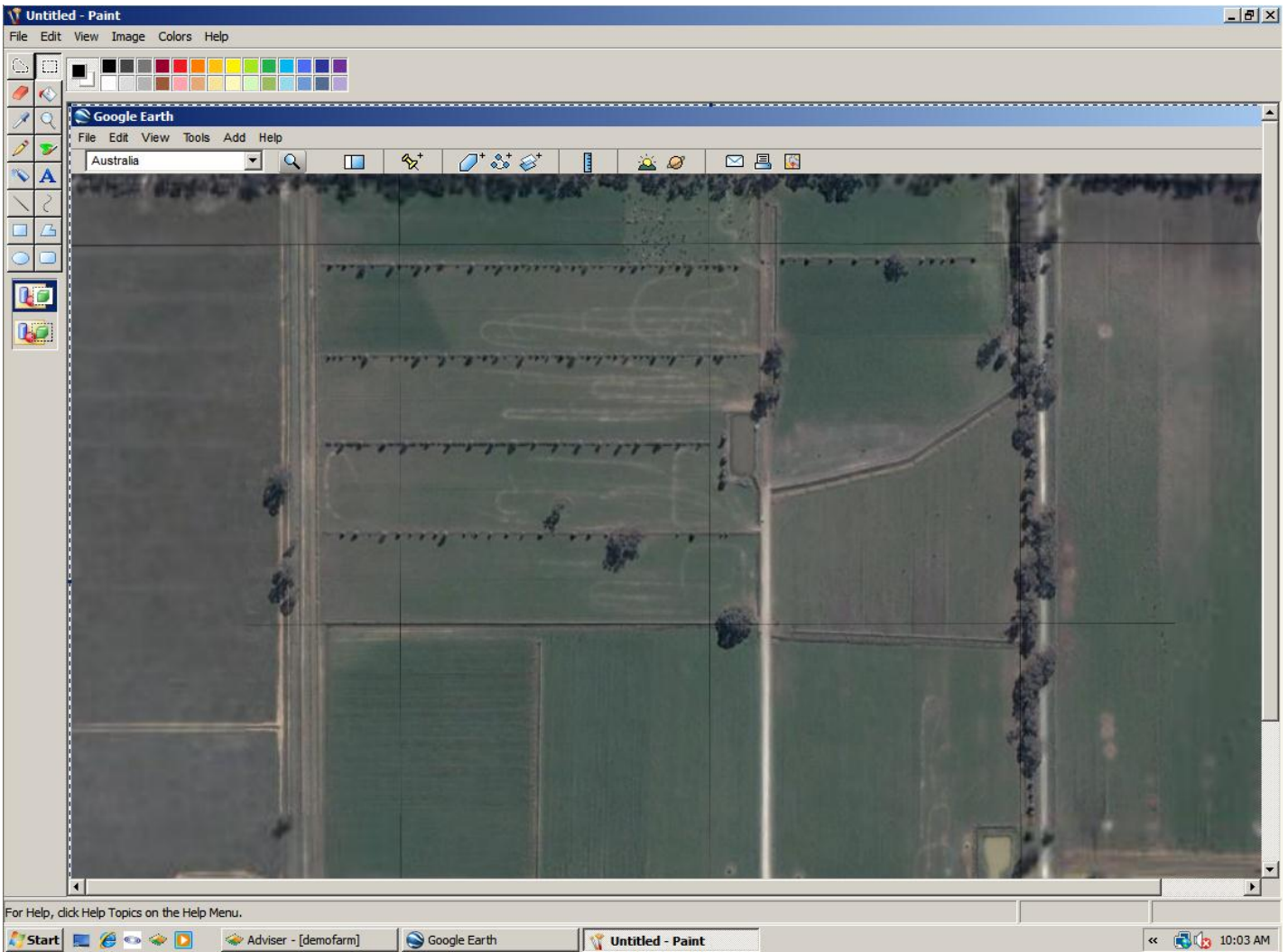
## OBTAINING AN AERIAL PHOTO USING GOOGLE EARTH

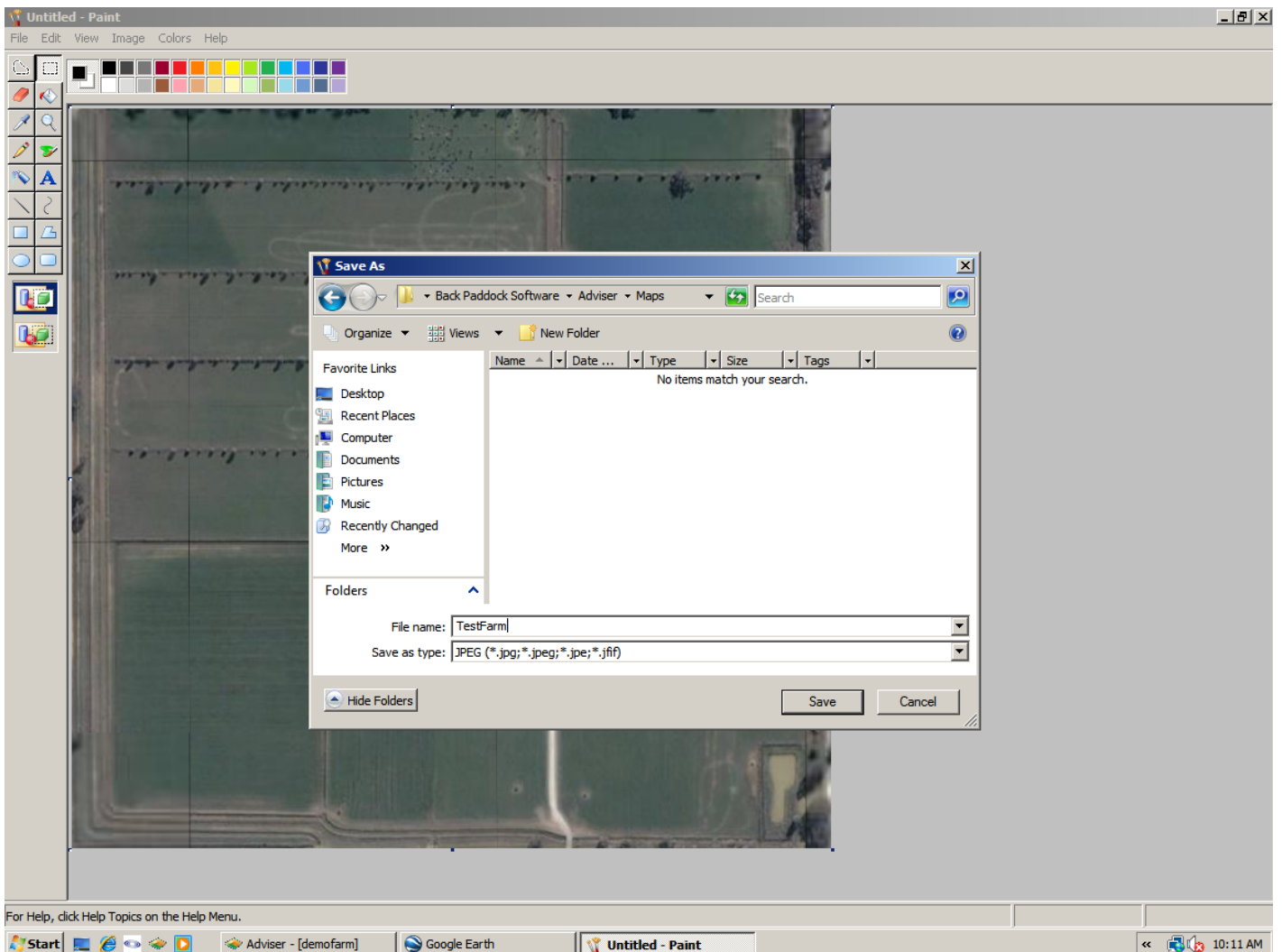
1. Start Google Earth and browse to your farms location.



2. Once your farm is clearly visible press the "Print Screen" button on your keyboard.
3. Open Microsoft Paint by clicking on the Start Menu button, then navigating to All Programs>Accessories and selecting Paint from the list.

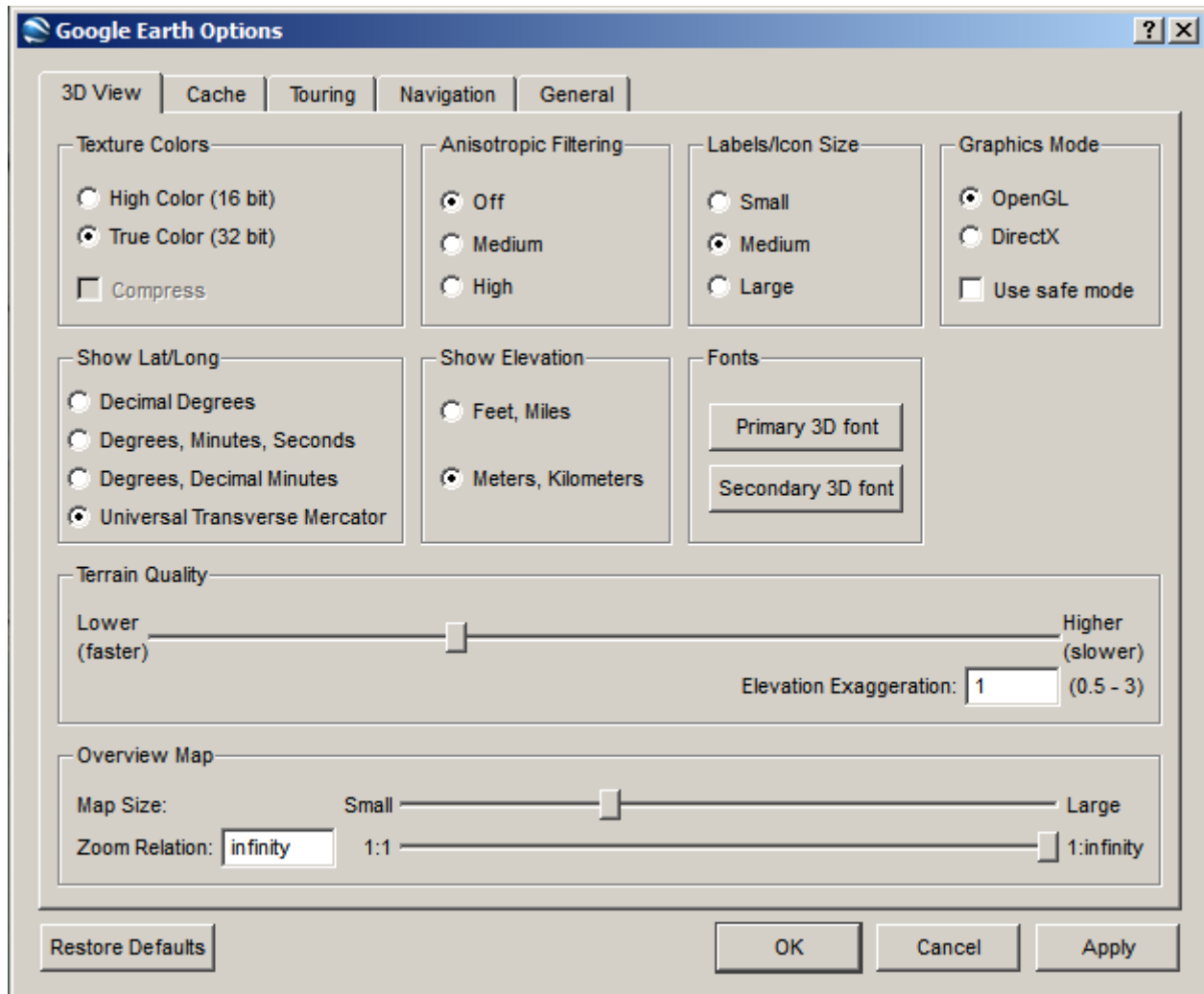
4. Once in paint press Ctrl + V on your keyboard. The image of your farm should now appear in the paint canvas.





5. Remove any unwanted area from your farm image and then select File>Save As.
6. In the “Save As” window select where you wish to save the map image, then select the “Save as type:” down arrow and point to “JPEG (\*.JPG;\*JPEG;\*.JPE;\*.JFIF)”. Now click the [Save] button.

7. Return to Google Earth and obtain co-ordinates for the map image. We have displayed the co-ordinates in UTM (Universal Transverse Mercator) and would recommend this as it is the most popular method for obtaining co-ordinates. To adjust Google Earth to display the co-ordinates in UTM navigate to the Tools menu and click Options. Ensure you are on the 3D View tab in Google Earth Options. Select the Universal Transverse Mercator radio button then press [Apply] and click [OK]. See below for an image of the configuration.



❖ In the below image we have selected two points on the map image and obtained the appropriate co-ordinates.

**Point 1** 55 H 340203.30, 5991929.73 **Point 2** 55 H 339683.48, 5992439.16

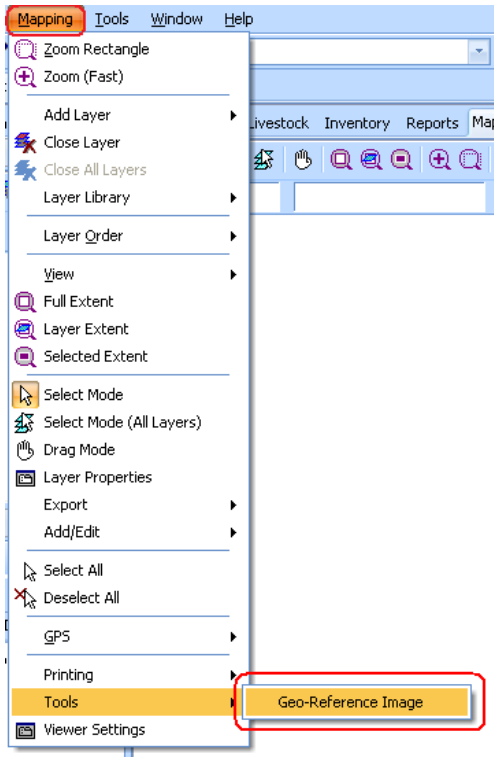


❖ Now we can load this map image into BPS and Geo-Reference it.

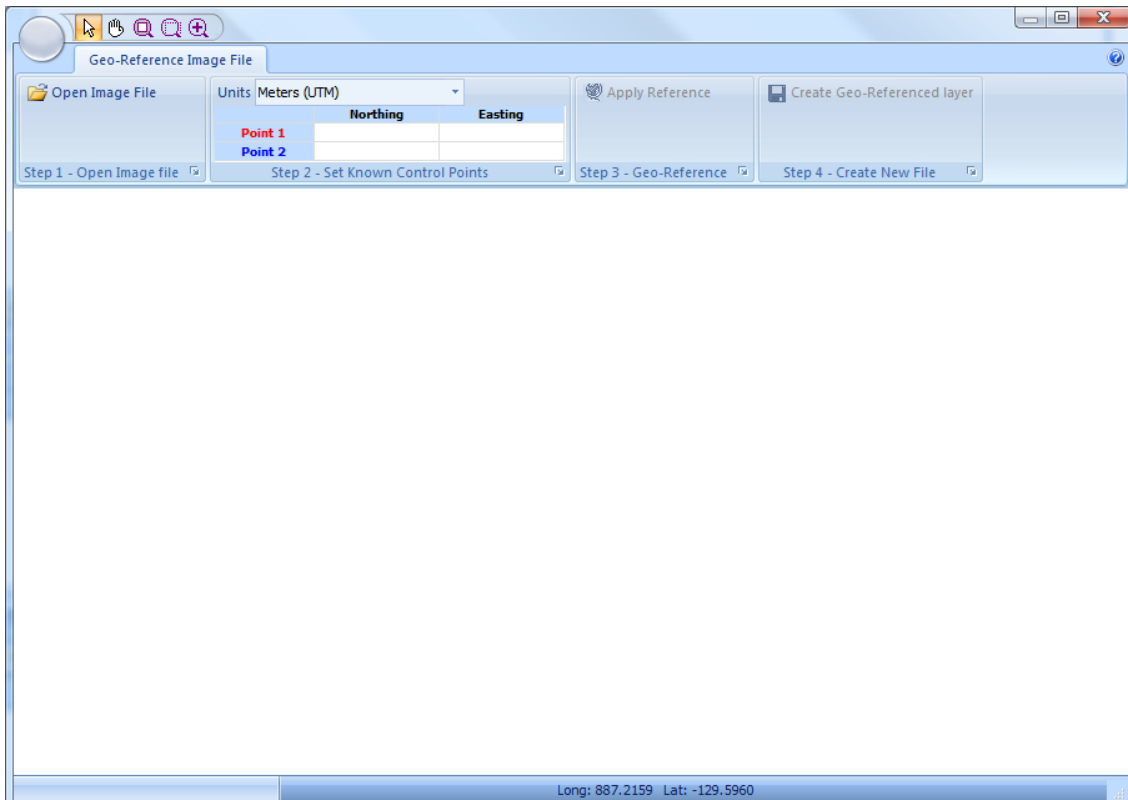
8. Start the Back Paddock Software application.



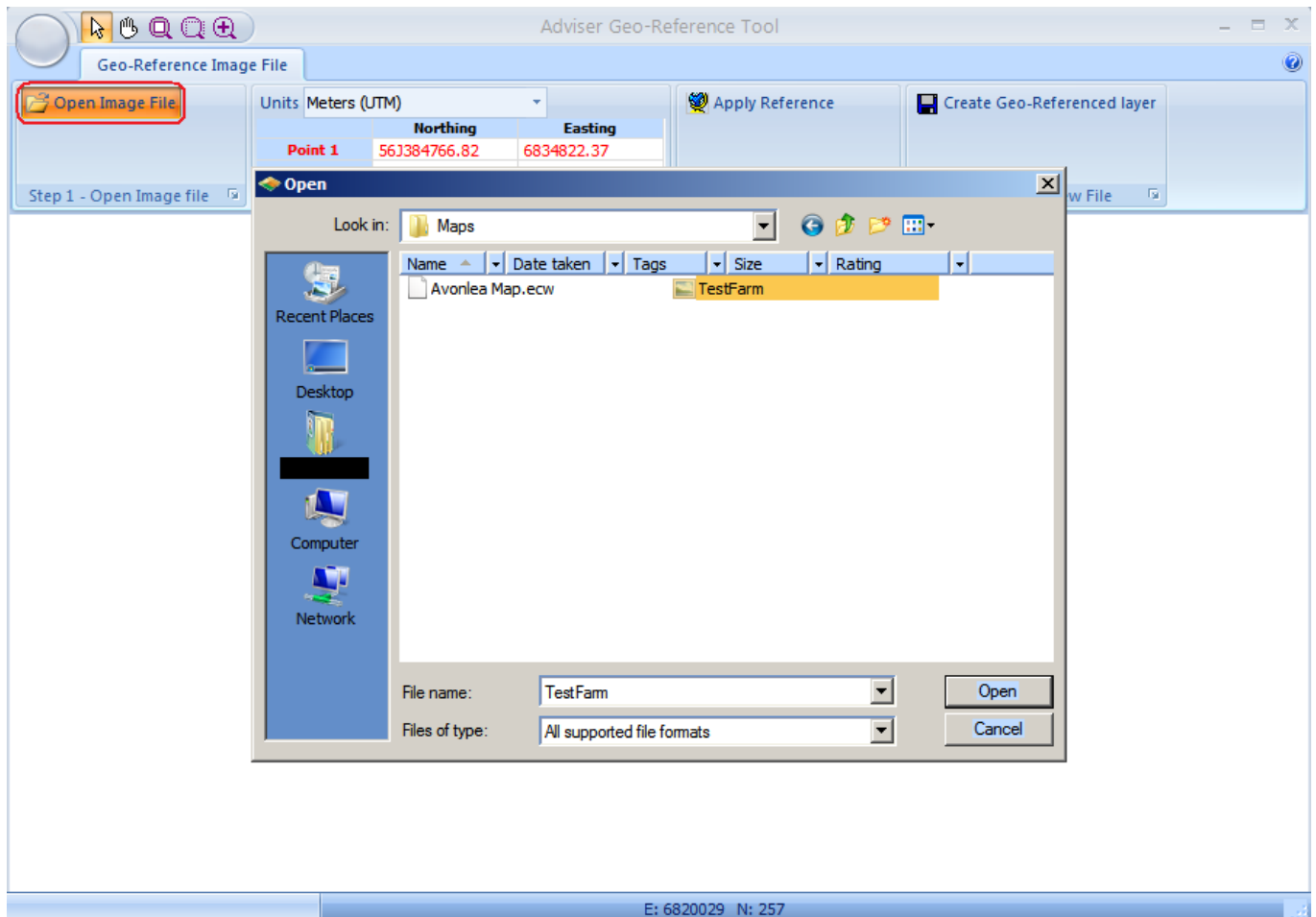
9. Select the Mapping menu and browse to Tools then click Geo-reference image.



10. The Adviser Geo-Reference Tool window appears.

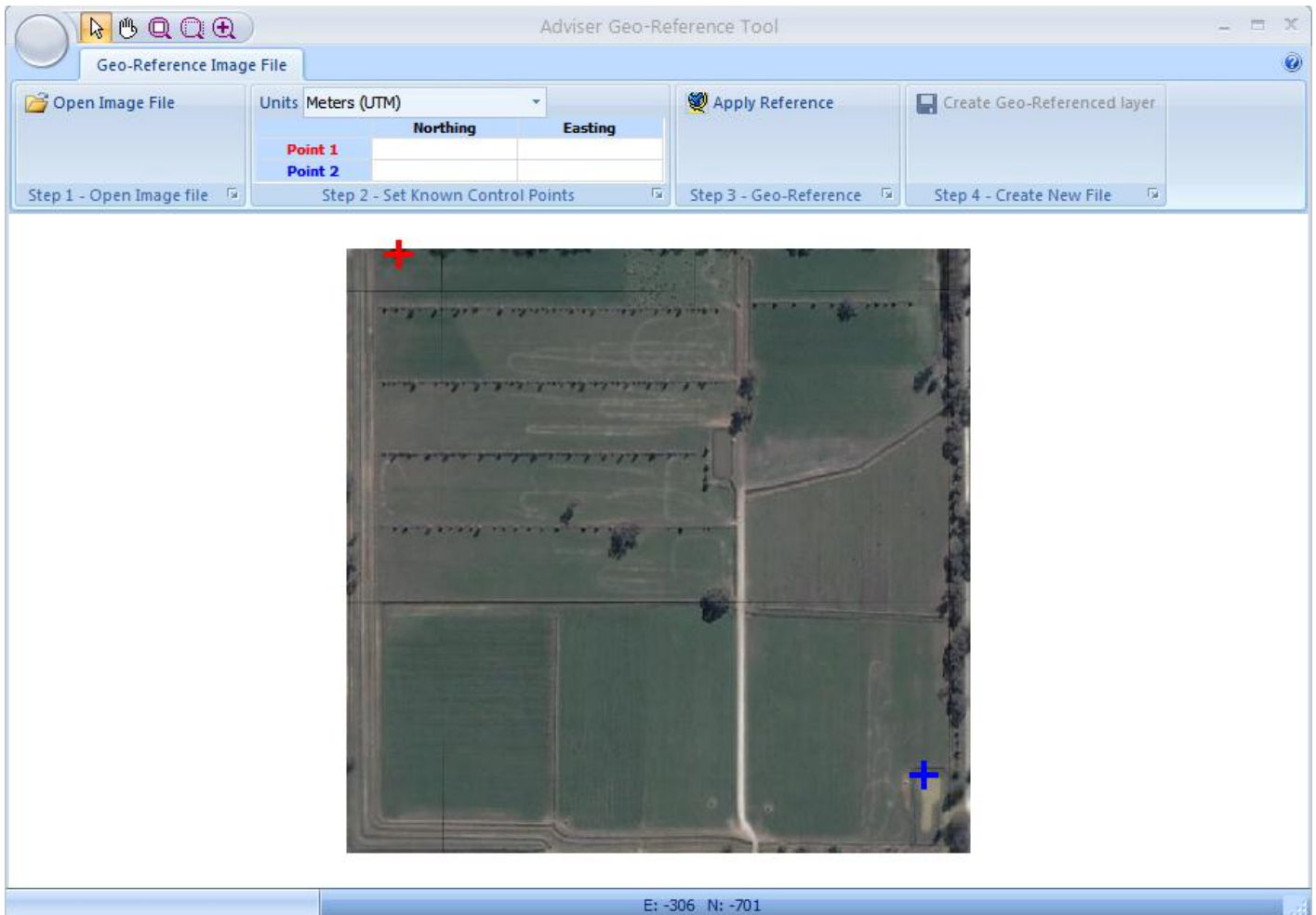


11. Click the [Open Image File] button and browse to the location where you saved the map image.



12. Select the map image file and press the [Open] button.

❖ The map image will now be loaded into the work space.



13. Move the Point 1 and Point 2 icons to their correct place on the map image. For example left click the red + icon and drag it to move).

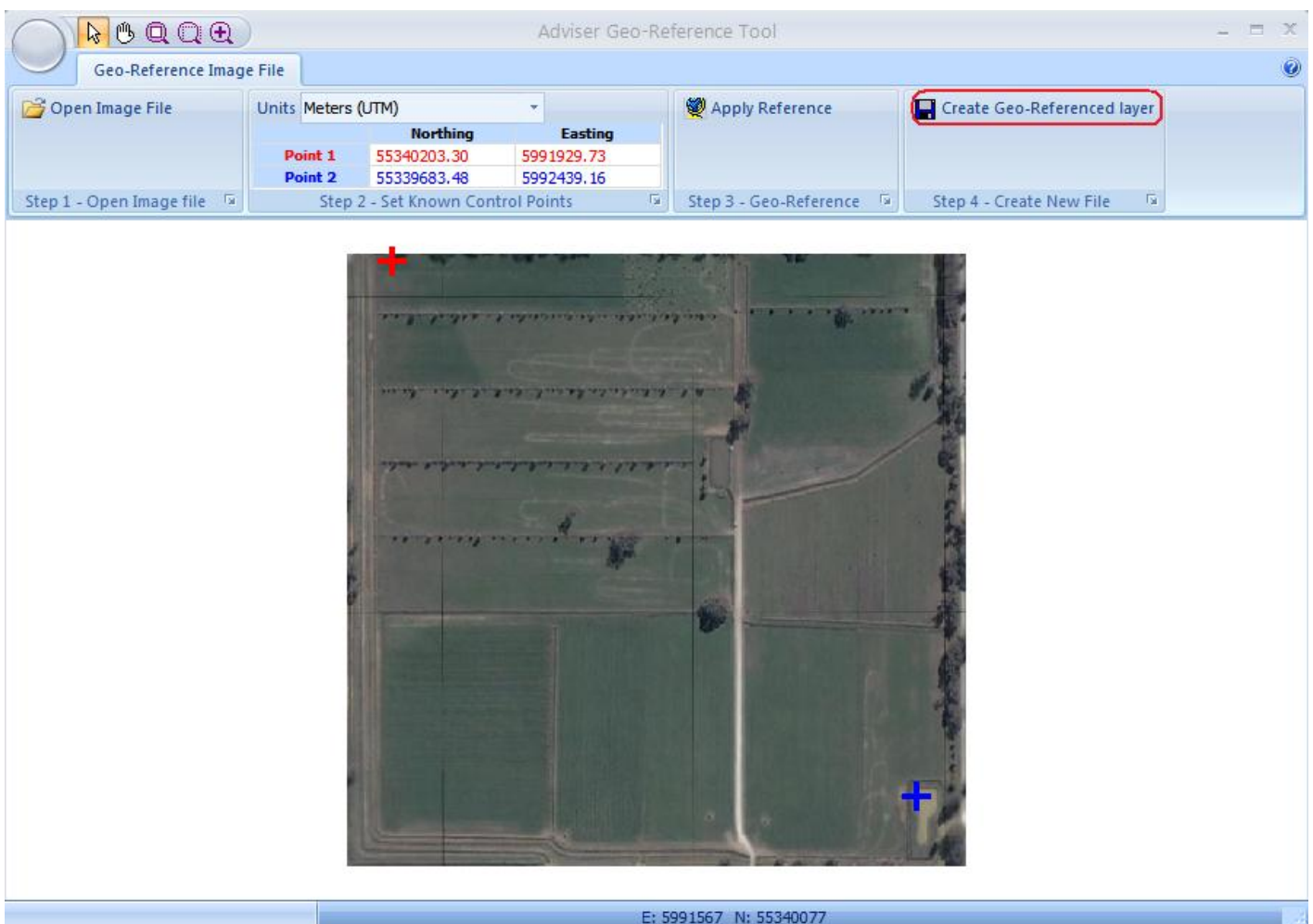
- ❖ Now it is time to enter the co-ordinates for each point.
- ❖ (Remove any alphabetical letters from the co-ordinate values when entering the co-ordinates into Back Paddock Software).
- ❖ For example for the co-ordinate value `55 H 340204.18 m E 5991929.75 m S` you would enter it into the software as

Units Meters (UTM)		
	Northing	Easting
Point 1	55340204.18	5991929.75

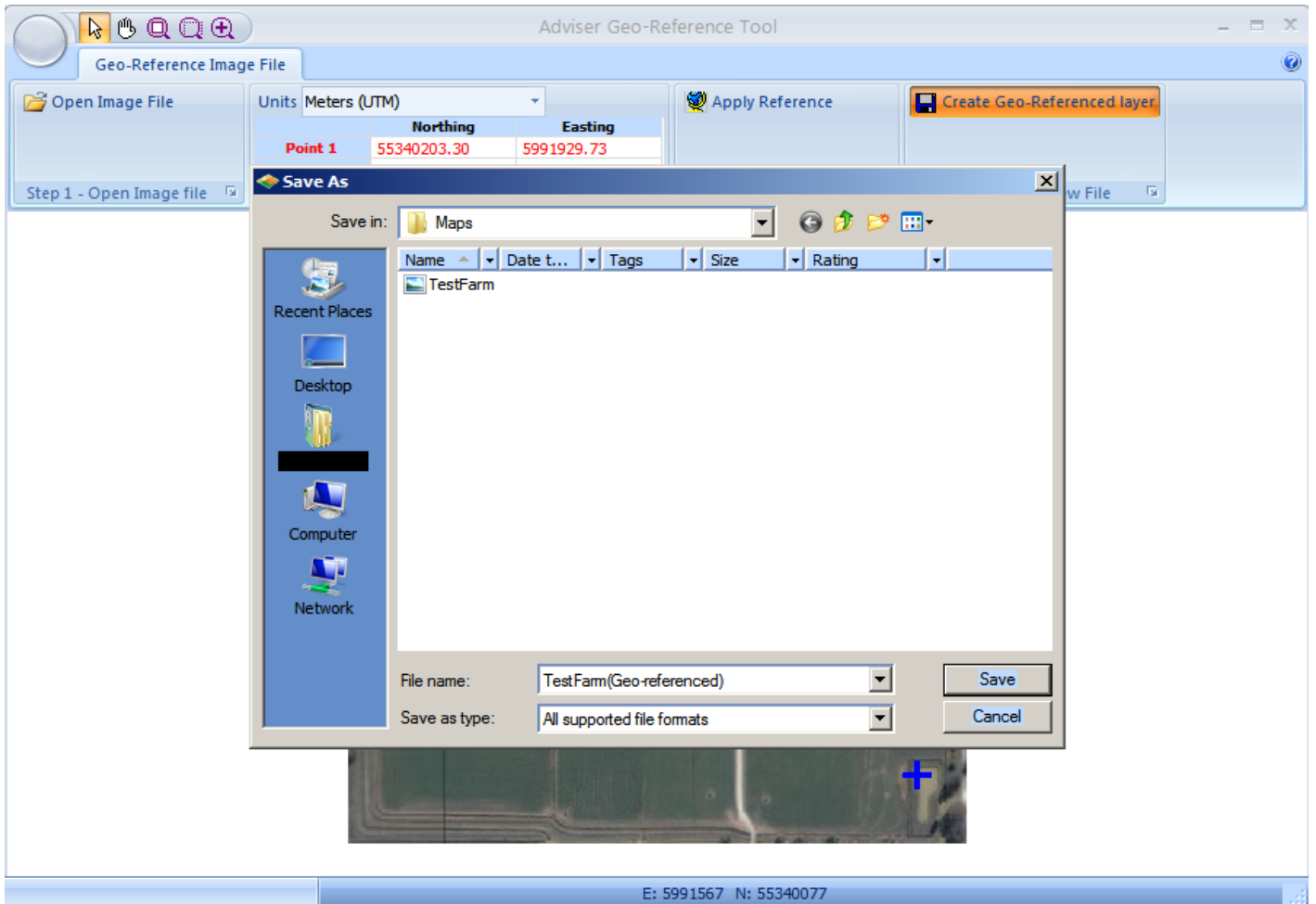
14. After entering these points click the [Apply Reference] button. If the image does not appear to move then the Applied Reference has been successful.

❖ **If the image becomes distorted or disappears then the co-ordinates have been either incorrectly obtained or entered. Verify the co-ordinates and repeat this process.**

15. After successfully applying the reference click the [Create Geo-Referenced layer] button.

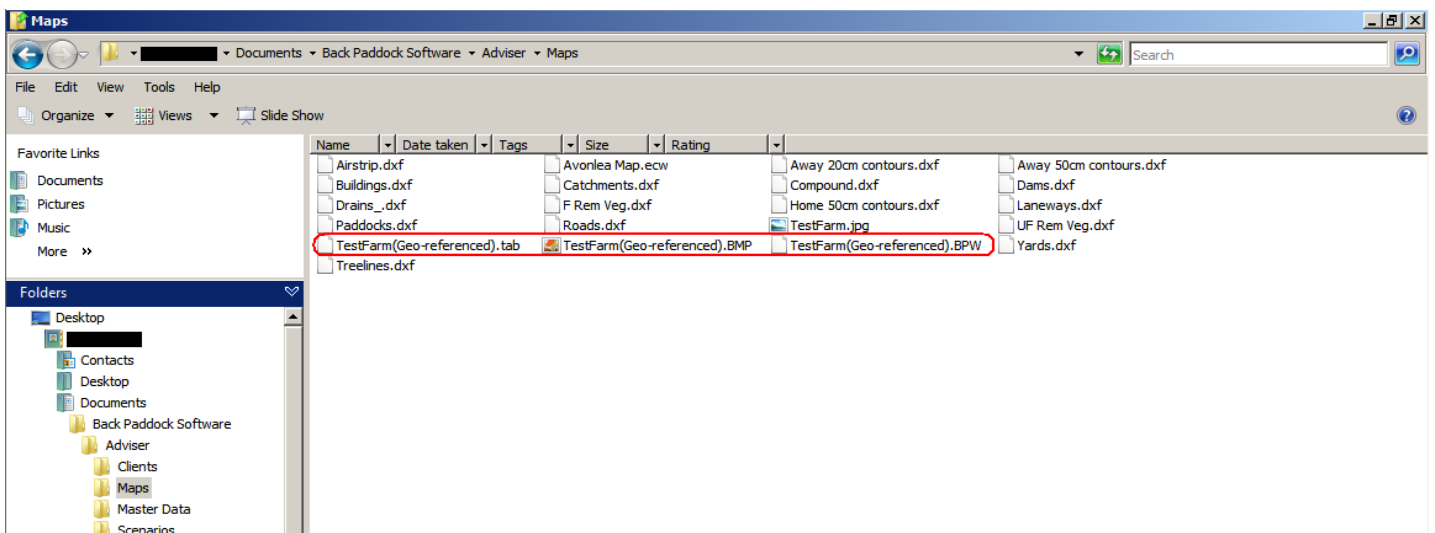


16. The “Save As” window appears as shown below.



17. Specify a file name and location then press [Save].

❖ After clicking the [Save] button three files will be created in the specified location with the




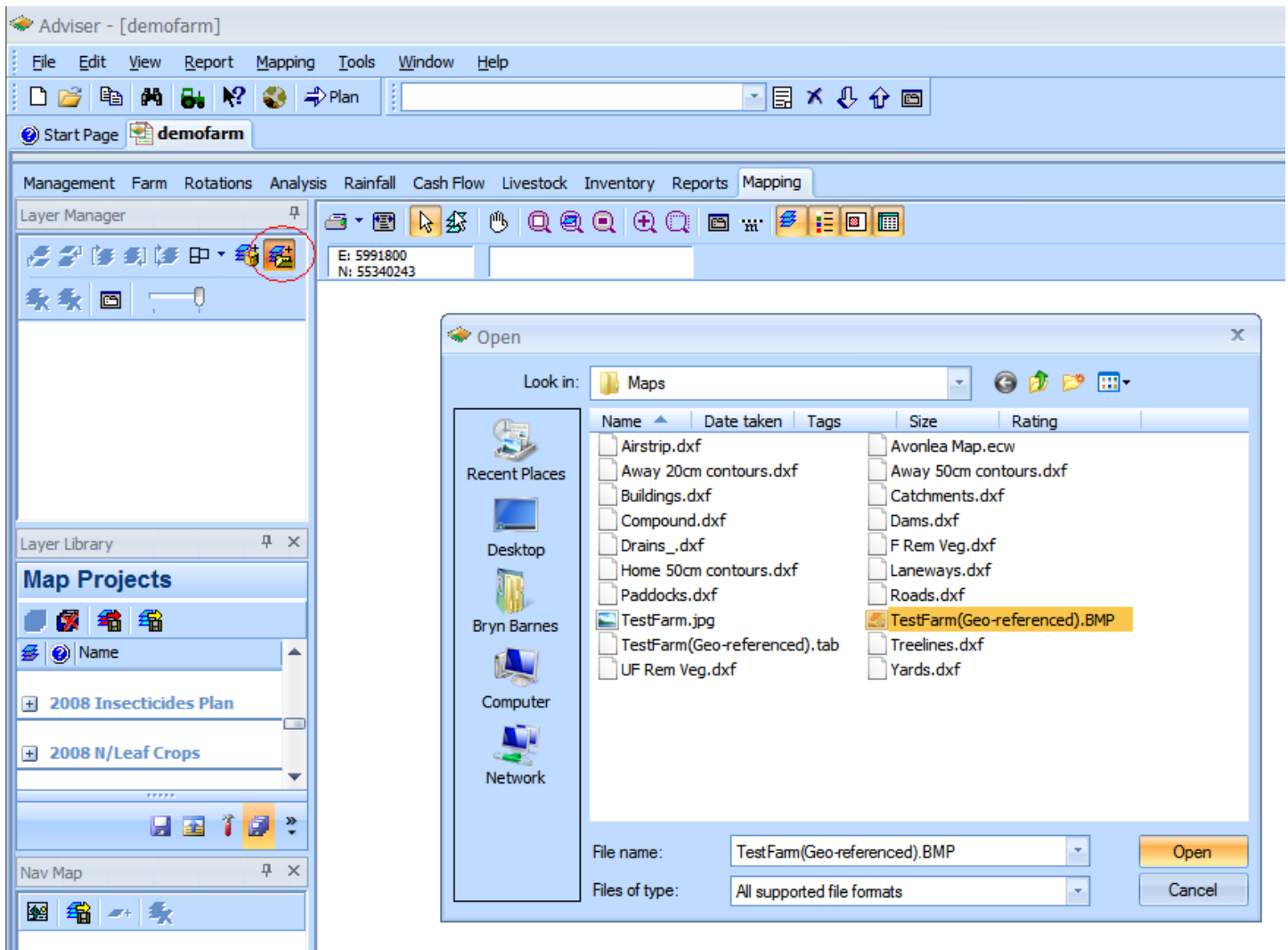
extensions .bmp, .bpw and .tab. The .bmp file is the geo-referenced file that we will now use to draw our paddock boundaries on.

## CREATING A MAP PROJECT

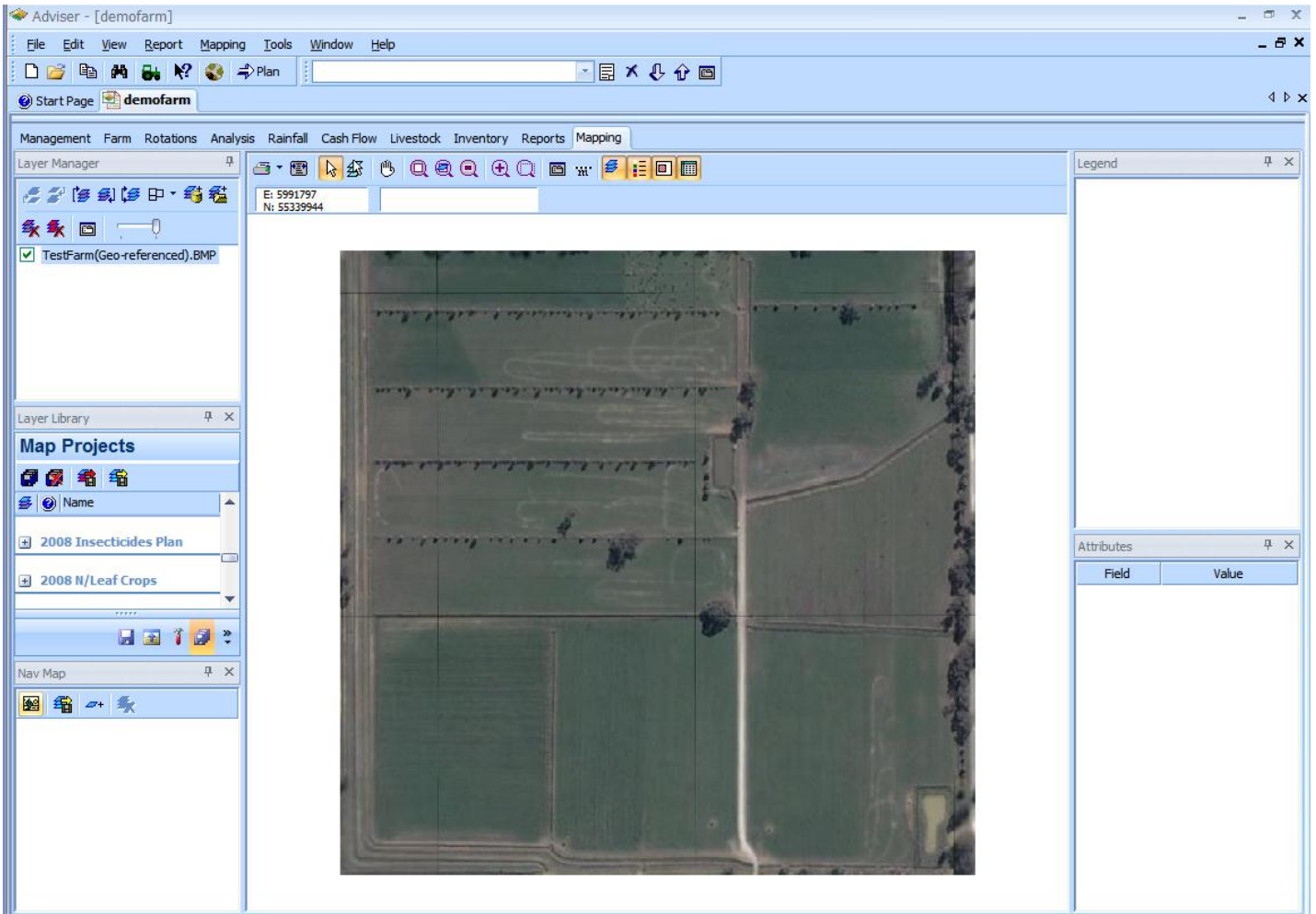
❖ After obtaining a Geo-Referenced photo we can create a map project and assign it as the current project in the software.


❖ To create a Map Project follow the below process.

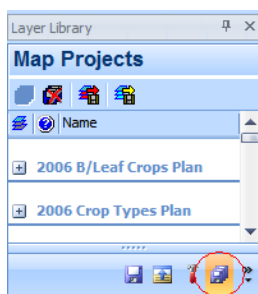
1. Open the “Mapping” tab in the software.
2. Click the “Open map layer from external file” [  ] button under the “Layer Manager” Panel.
3. Browse to the location of your Geo-referenced image, select it and press the [Open] button.



❖ The image will now be displayed on the “Mapping” tab canvas.



4. Click the “Map Projects” [  ] button under the “Layer Library” panel. See below.

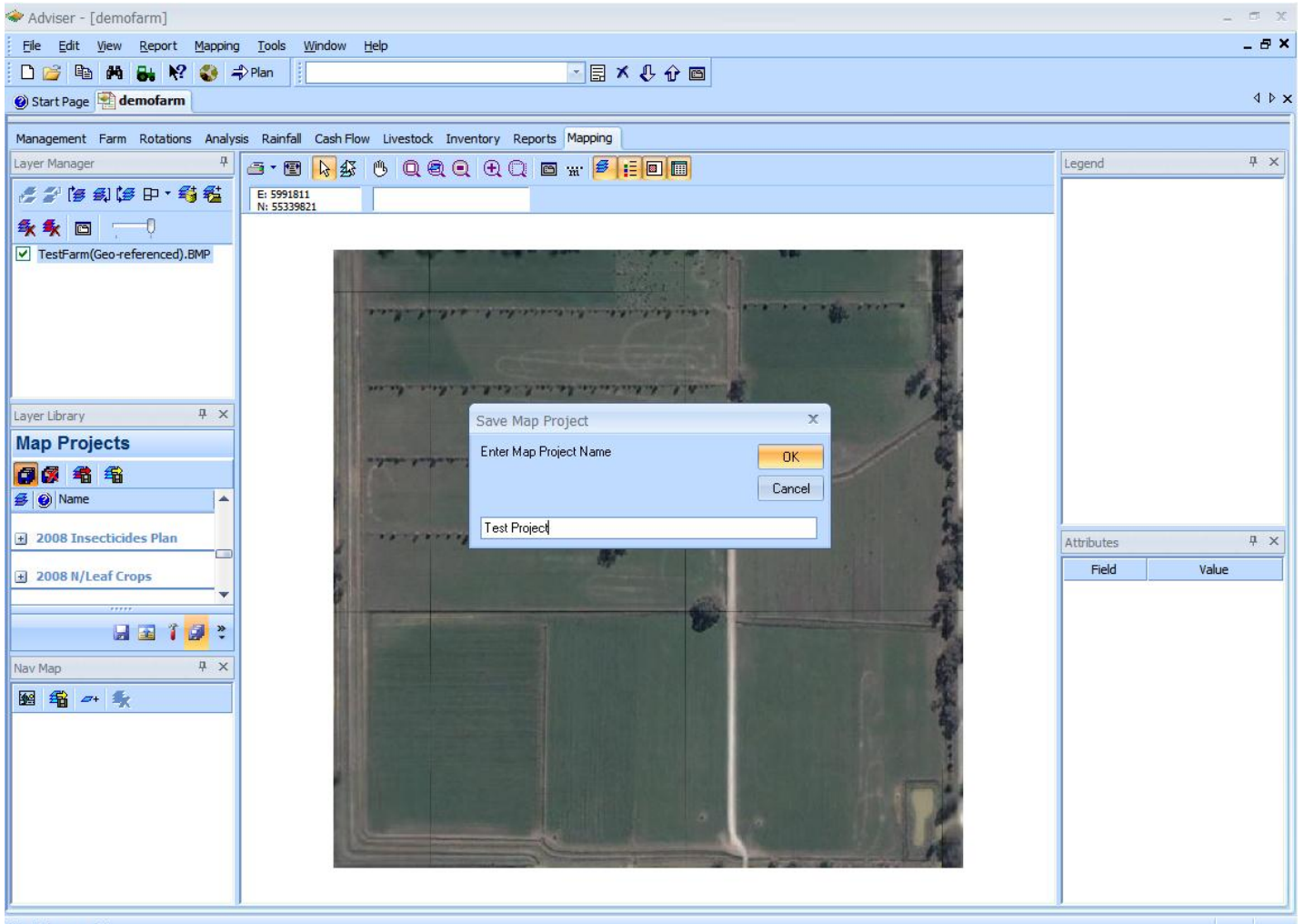


5. Now click the [Create New Map Project] button as circled in the below image.

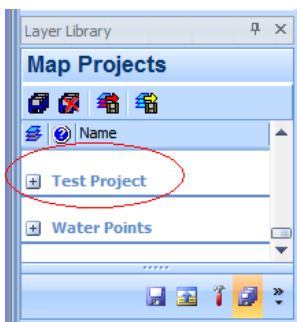


❖ The “Save Map Project” popup box will now appear on screen.

6. Enter a name for the map project and press [OK].

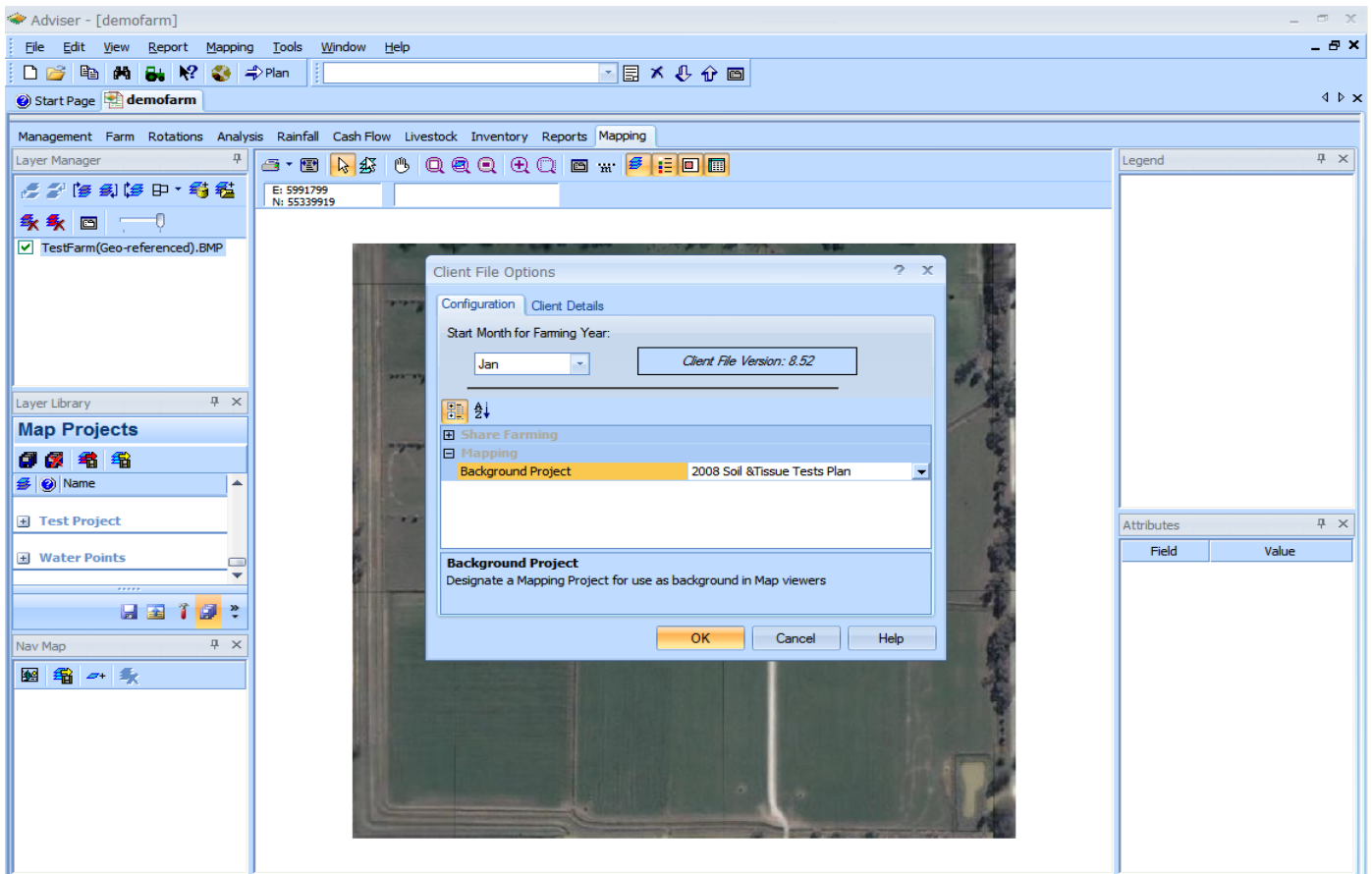


❖ A map project by this name will now appear in the Map Projects list as shown below.

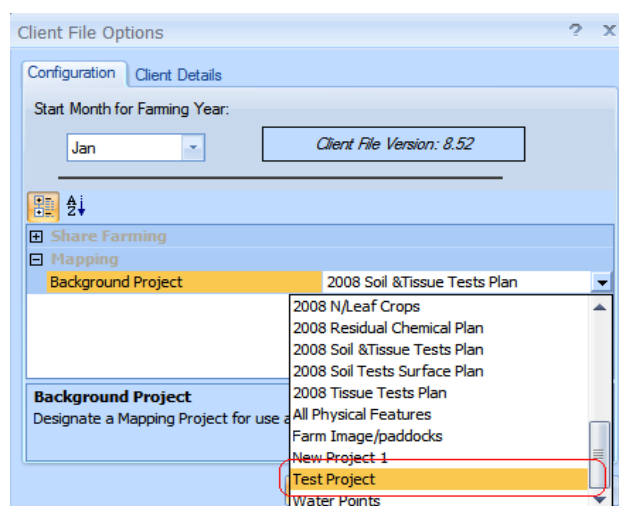


❖ Now it is time to assign this project as the current project in the software.

7. Open [Client Options] from the “File menu”.
8. In the Client File Options window ensure you are on the Configuration tab.



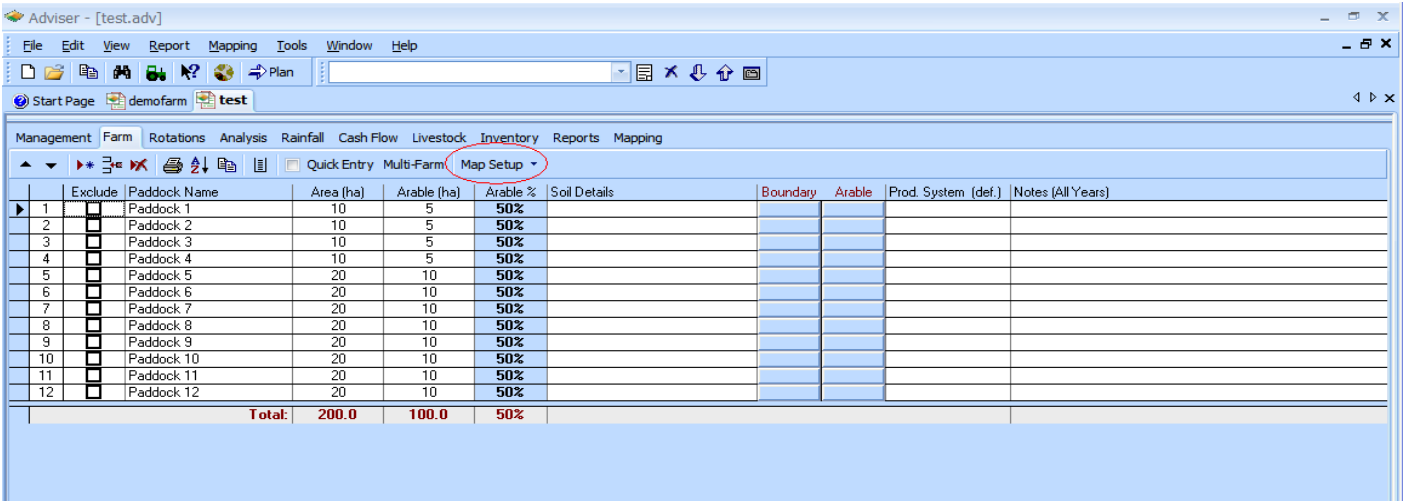
9. Expand the Mapping option (click the [+] button) if required and click the [Background Project] heading. Use the down arrow button to navigate to the map project you have just created.



10. Select the project name and press [OK] to close the “Client File Options” window

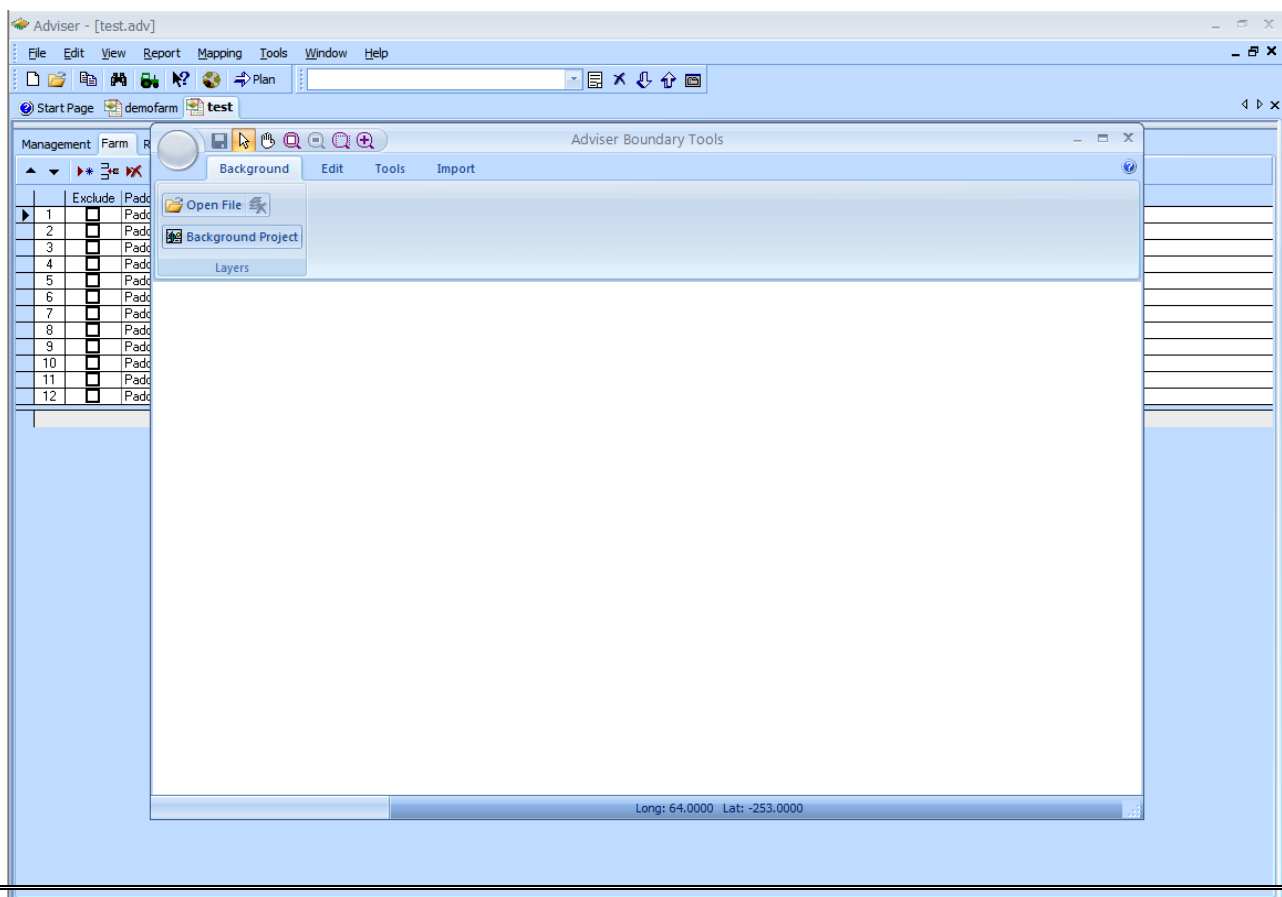
❖ You have successfully set your new map project as the current project in the software. It is now time to create your paddock boundaries.

## CREATING PADDOCK BOUNDARIES



	Exclude	Paddock Name	Area (ha)	Arable (ha)	Arable %	Soil Details	Boundary	Arable	Prod. System (def.)	Notes (All Years)
1	<input type="checkbox"/>	Paddock 1	10	5	50%					
2	<input type="checkbox"/>	Paddock 2	10	5	50%					
3	<input type="checkbox"/>	Paddock 3	10	5	50%					
4	<input type="checkbox"/>	Paddock 4	10	5	50%					
5	<input type="checkbox"/>	Paddock 5	20	10	50%					
6	<input type="checkbox"/>	Paddock 6	20	10	50%					
7	<input type="checkbox"/>	Paddock 7	20	10	50%					
8	<input type="checkbox"/>	Paddock 8	20	10	50%					
9	<input type="checkbox"/>	Paddock 9	20	10	50%					
10	<input type="checkbox"/>	Paddock 10	20	10	50%					
11	<input type="checkbox"/>	Paddock 11	20	10	50%					
12	<input type="checkbox"/>	Paddock 12	20	10	50%					
<b>Total:</b>			<b>200.0</b>	<b>100.0</b>	<b>50%</b>					







1. Open the “Farm” tab in the software and click the [Map Setup] button.
2. Left click in the Boundary rectangular box for any paddock. The Adviser Boundary Tools



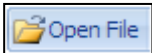
window is displayed. See below.

In this window there are two main function tabs that consist of 'Background' and 'Edit'. The background tab deals with the uploading of aerial maps onto the window for future reference. The edit tab deals with the creation, editing and deleting of paddock boundaries on the farm. The main tools on the menu consist of:

In this window there are two main function tabs that consist of 'Background' and 'Edit'. The background tab deals with the uploading of aerial maps onto the window for future reference. The edit tab deals with the creation, editing and deleting of paddock boundaries on the farm. The main tools on the menu consist of:

	Select Tool – Selects a particular layer i.e. a particular paddock boundary
	Mapping Drag tool – Select and hold to pan around map
	Zooms to the maps full extent for all layers
	Zooms to fit all selected shapes
	Zooms to fit rectangle drawn by clicking, holding and dragging
	Zooms specifically on location

## Background Tab

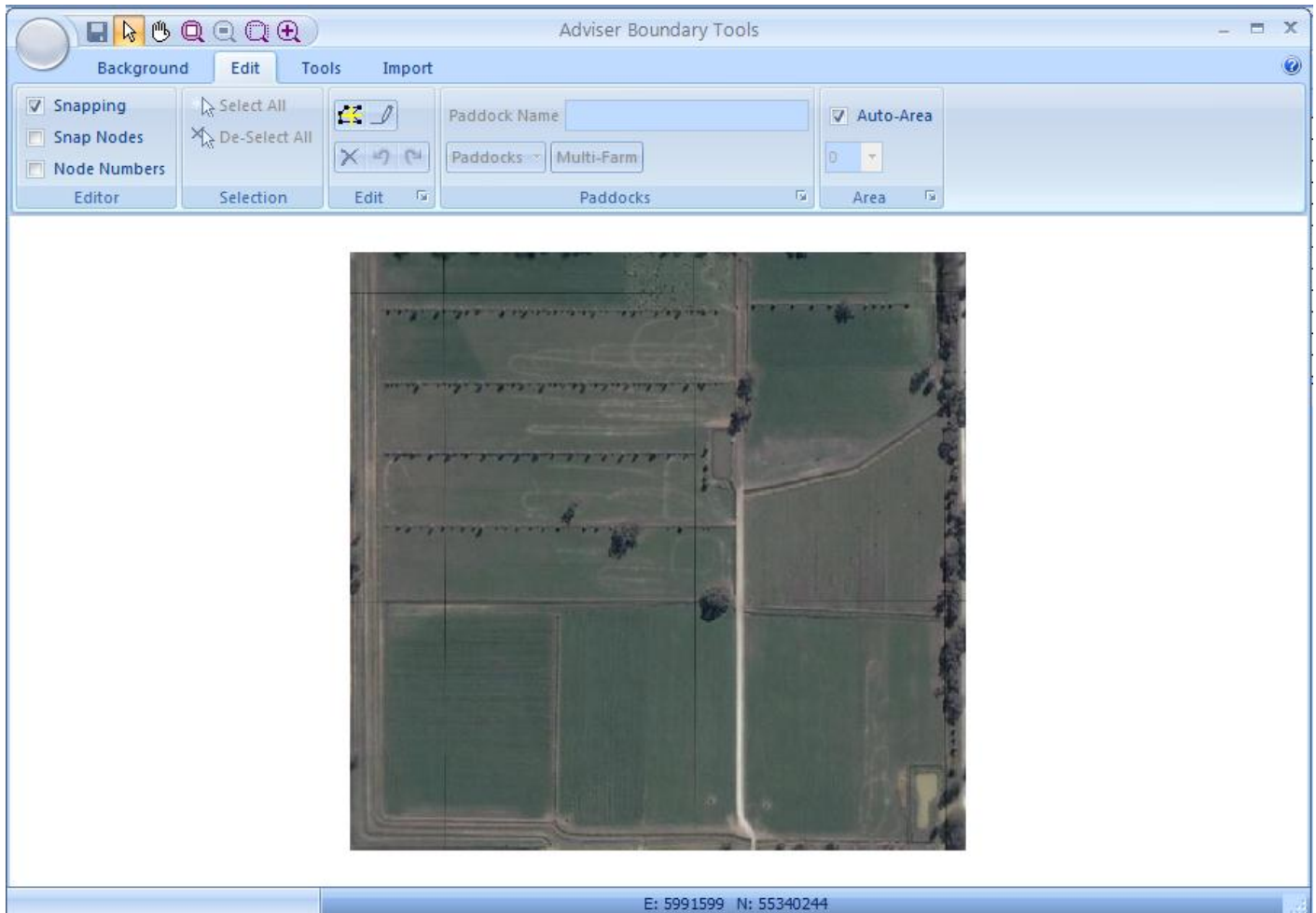
The background tab is the first part to deal with in setting up the farms boundaries. If you have not created a Background Project then to bring up an aerial photo, click the "Open" file button. 

This will bring up an Open window where you are able to search files and folders to find your specific aerial photos.

We are assuming you have created a Background project as described in the "Creating a Map Project" section and will continue on from this stage.

3. Click the "Background Project" button. This will load the image we saved earlier as our background project to the Adviser Boundary Tools canvas.

4. Click the Edit tab in the Adviser Boundary Tools window as shown below.



### Edit Tab






The edit tab allows you to create and edit paddock boundaries using the Geo-referenced Aerial photo uploaded in the background tab.

In the edit tab section there should be the aerial photo that was uploaded in the background tab displayed in the window. From here you are able to create and edit paddock boundaries on the aerial photo.

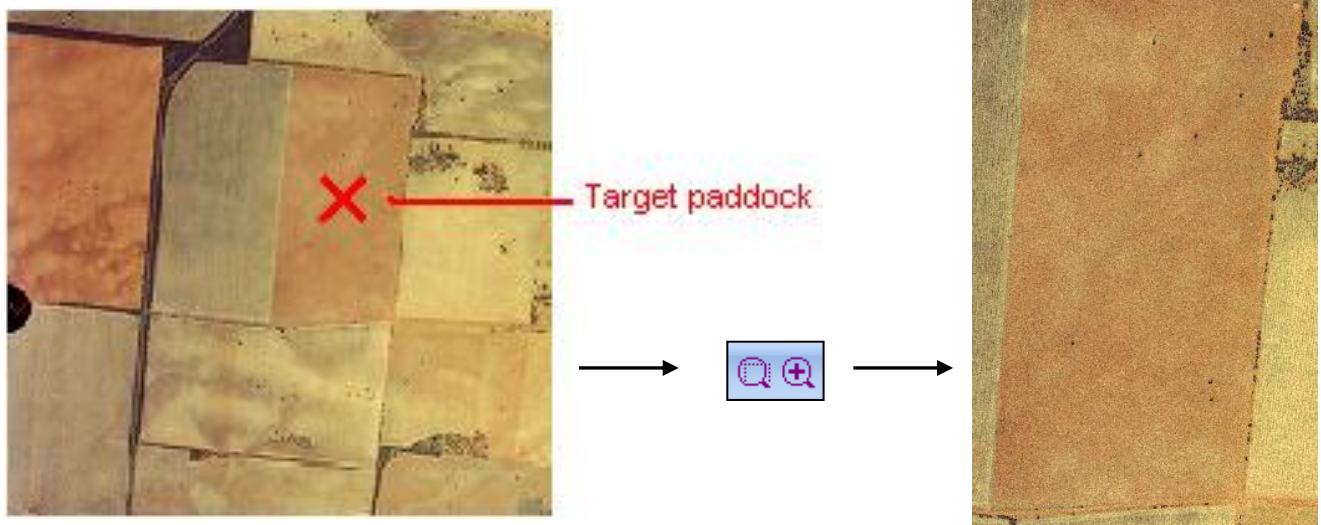



*It may be helpful to increase the size of the window by clicking on the maximize button on the top right of the screen.*




	Create a new paddock boundary
	Edit an existing paddock boundary
	Delete current selected boundary
	Undo
	Redo

The first step in creating a paddock boundary is to zoom in on the particular paddock to help identify the boundaries more clearly. It is important to note that it is not necessary for it to be precise at this stage as you are able to return to edit the boundary at a closer distance after the initial shape is compiled.

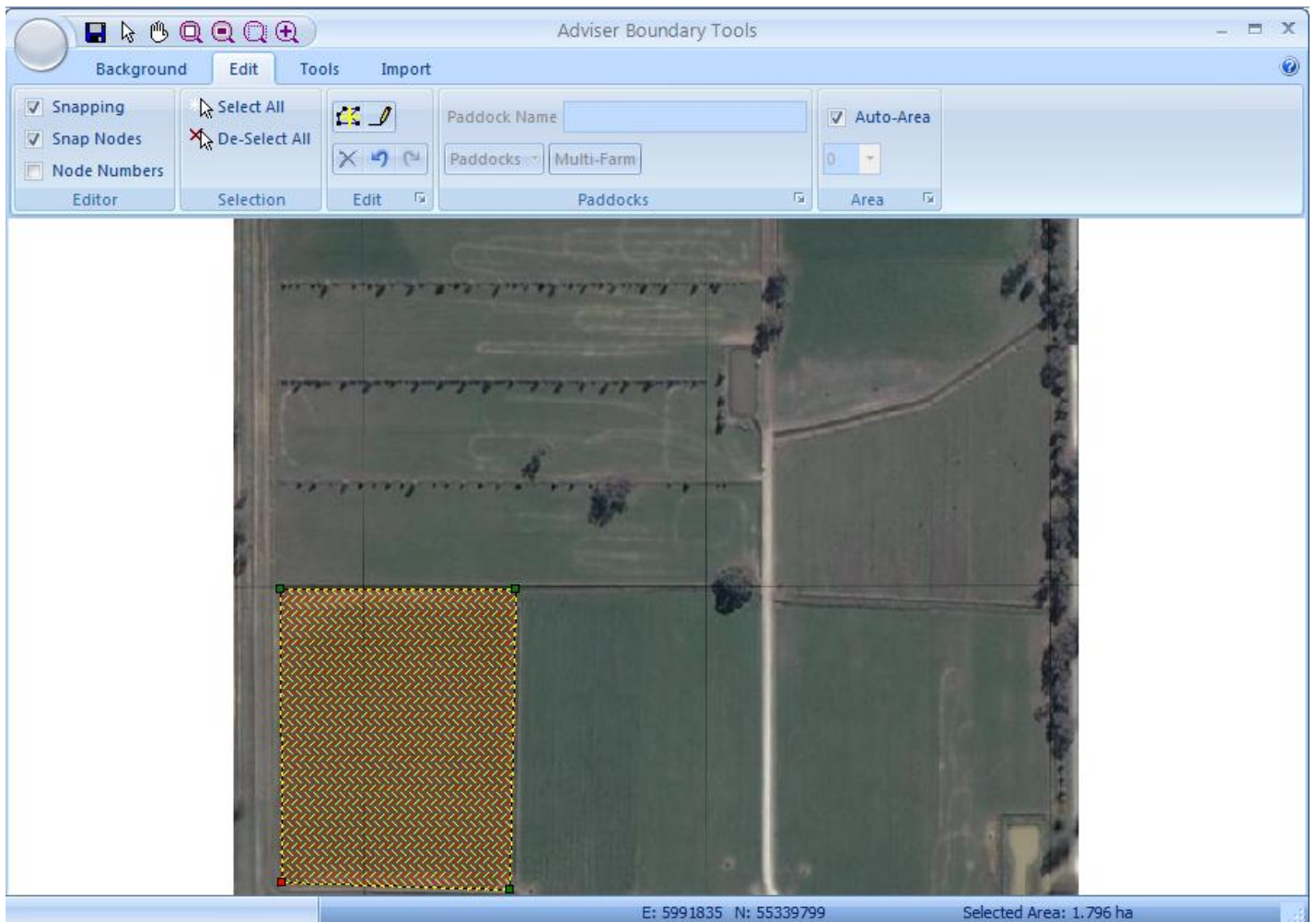



Once the designated paddock is within the parameters of the window, the outlining of the paddock can be done by firstly selecting the 'draw boundary' button. 


5. Tick the Snap Nodes tick box and click the  tool.
6. With this button selected you are able to start tracing around the paddock by clicking on points of the map. This draws a shape file around the paddock and highlights the paddock in yellow to identify the paddock area.

❖ Now we can draw our first paddock boundary.

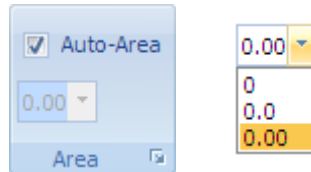
7. Left mouse click in each corner of the desired paddock to create a paddock boundary layer. See image below.



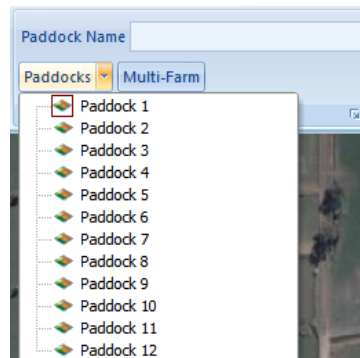
8. To finish the layer unselect it by clicking the  **De-Select All** button.


9. Now reselect the layer by pressing the  **Select All** button and clicking on the newly created layer.

The Auto Area section at the top of the window allows you to determine whether or not the paddocks area is calculated by the paddock boundary drawn on the aerial map. This section also allows you to adjust the amount of decimal places you wish the paddock to calculate in.

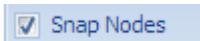


10. A paddock name can now be assigned to this layer. You may type the appropriate paddock name into the “Paddock Name” text box or alternatively press the **Paddocks** button drop down arrow and select the appropriate paddock as shown in the below image.



11. Complete this process for all paddocks then press the  button. After pressing the save button close the Adviser Boundary Tools window.

The same process is used as before to create additional paddock boundaries. The only difference is that there are some additional tools that need to be recognized to help make creating additional paddocks easier.



By checking this box the nodes of previously drawn paddock boundaries will appear as yellow squares. This allows you to identify the particular corners or joins in particular paddocks.



**Nodes** = Nodes are the squares represented on the paddock boundaries. Each click when creating a paddock creates a node.



**Green Nodes** - Represent the current selected paddocks nodes



**Yellow Nodes** – Represent the nodes of other paddocks that are not selected

Node Numbers

By checking this box the nodes on the current boundary being drawn will display a number in relevance to their order of creation.

Snapping

By checking the snapping box the snapping function is then incorporated into the creation of paddock boundaries. Ideally this means that when you are creating a new paddock that is adjacent to an existing paddock, clicking near the other paddocks nodes will create a node for the paddock being created on the same spot. This is mainly used for when paddocks share the same boundary. When two paddocks share the same boundary, using the snapping tool will snap the nodes directly to the neighbouring paddocks nodes.



By clicking near the two adjacent nodes, they are automatically snapped to them




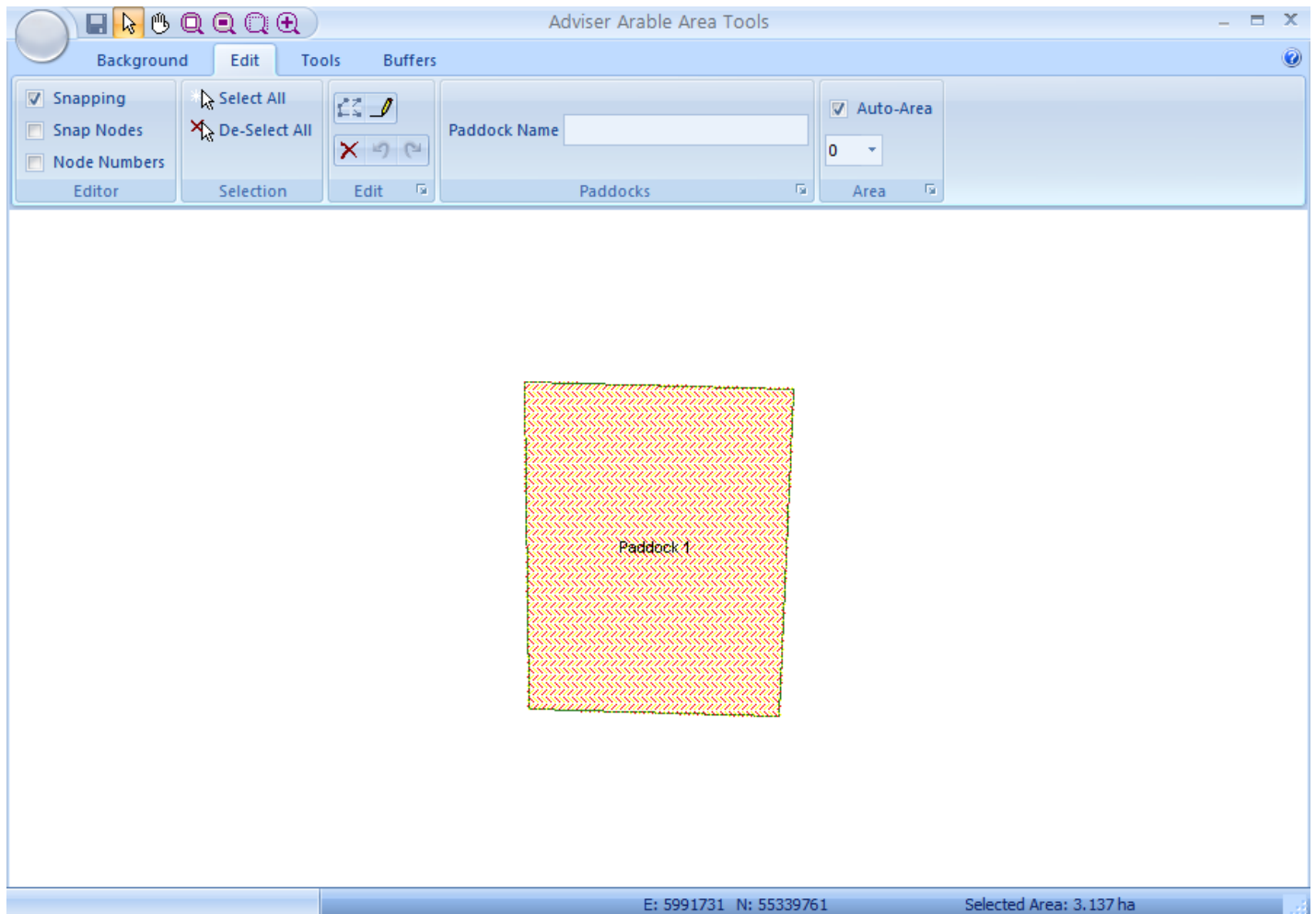
❖ **Now we can setup the arable area layers.**

12. Return to the "Farm" tab in the software.
13. Left click in the Arable rectangular box for any paddock in which a boundary layer was created. An icon will appear in the Boundary rectangular box as shown below if a layer has been created for that paddock.




❖ **After left clicking in the Arable rectangular box the Adviser Arable Area Tools window is displayed.**

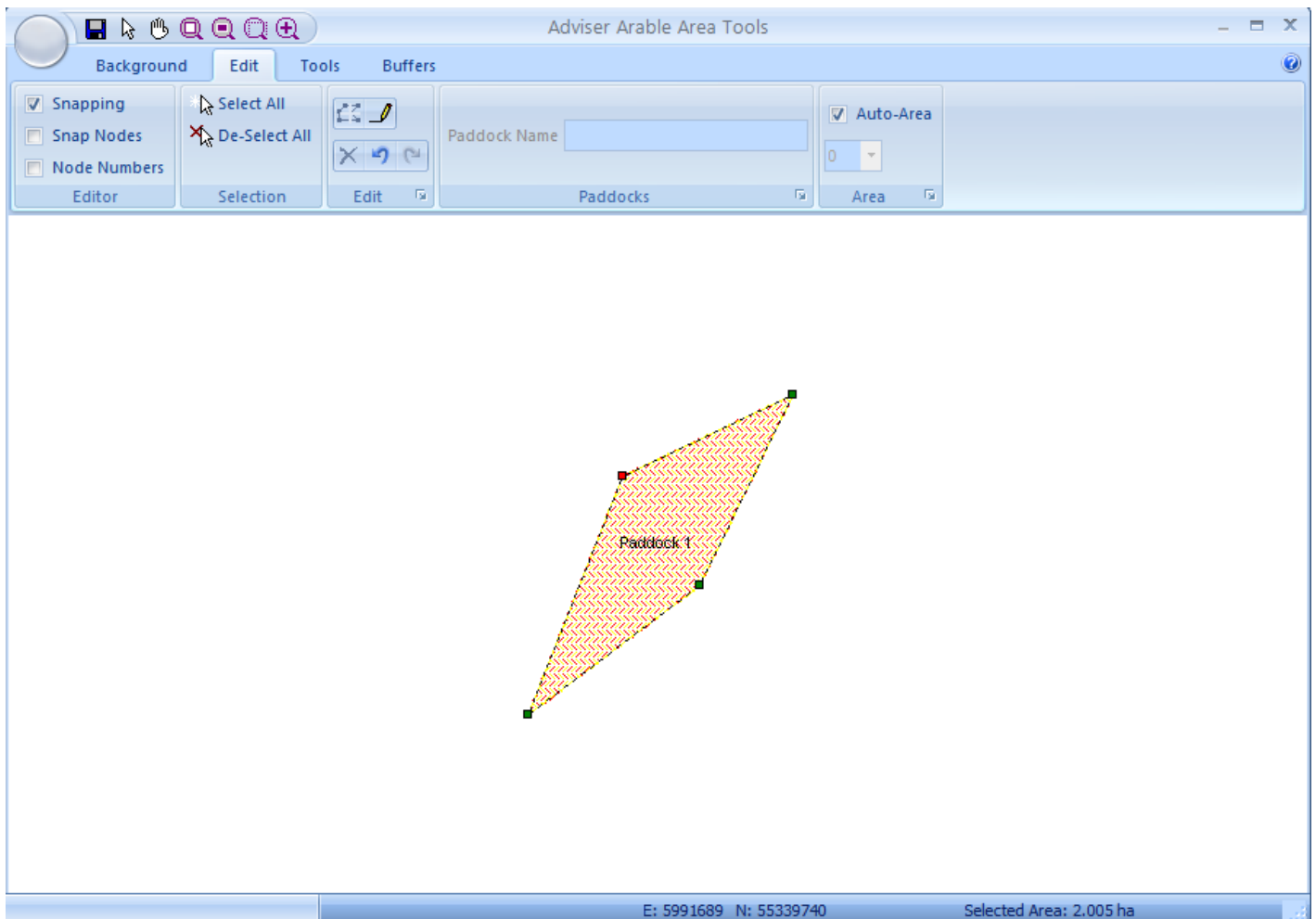
14. Click the “Edit” tab in this window. Now select the layer as shown below, with the  Select All tool.




❖ We can now resize this layer to the Arable area size.

15. Click the  button. This will now display corner dots on the layer.

16. Drag each corner to create the shape of the arable area. See the example below.



17. Once the desired shape is created press the  button to save progress and close the Adviser Arable Area Tools window.
18. Repeat this process to create all Arable Area layers.

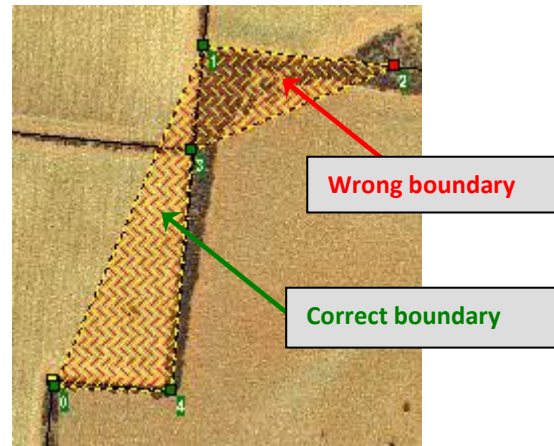
## Problems in Creating Paddocks

### Nodes Created from Wrong Boundary

One of the main problems that can occur when creating a paddock boundary is the paddock shape distorting. This happens commonly when the paddock has a zigzag boundary shape or crosses over itself.



When creating the paddock boundary from the bottom left corner of this particular shape, the boundary remains correct until it gets to the top left corner. From here, clicking on the right side of the boundary creates a node on the wrong boundary of the paddock.



To create a node on the ride side of the paddock from the correct boundary, click and hold on the correct boundary and drag it across to the right side of the paddock.

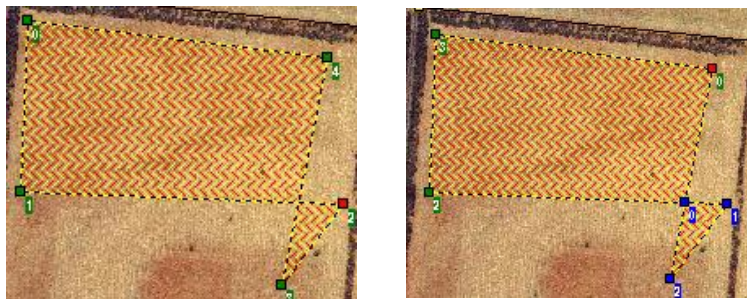


Another way to overcome this problem is to start creating the paddock boundaries at a different point of the paddock.



### Blue Nodes

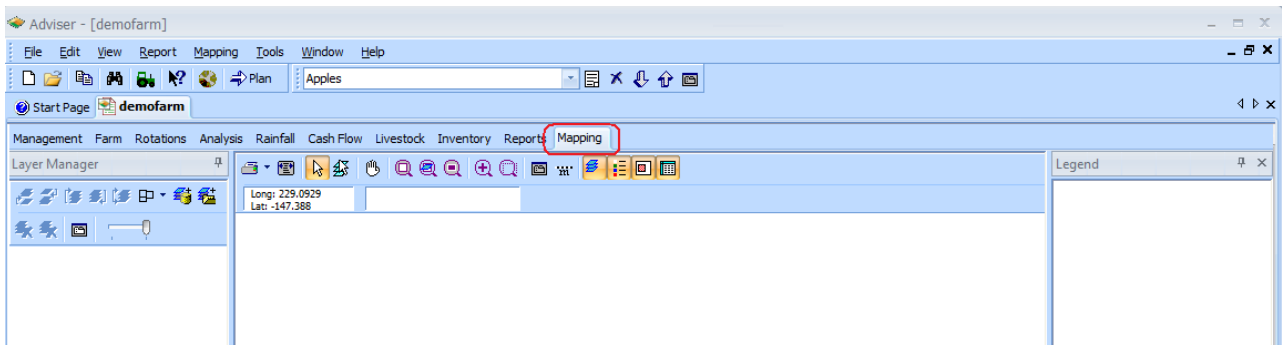
Blue nodes occur when the paddock has overlapped itself. They don't appear when first creating the paddock but appear when you return to edit that paddock or select the paddock. When the paddock overlaps itself this generally is not a problem due to the fact that it may do so for a brief moment in time as the paddock is created. If there is a section that is left overlapped then the nodes that are affected will appear in blue.



To delete the blue nodes, you need to delete the whole paddock and recreate the paddock again.

The best solution to this problem is to insure that there are no inverted parts of the paddock when first creating the paddock. If there are, you are able to delete these nodes then, but are unable to delete them if you return at a later time.











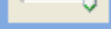
19. After creating all Boundary and Arable Areas, return to the “Mapping” Tab.



The mapping section displays the whole farm aerial map with paddock boundaries and allows for the addition of other layers or adjustment of the map to create specific maps for personal use. Layers that can be introduced onto the map can consist of soil test sites that can display the nutrient and pH levels in the relevant spots tested. The map can also be adjusted to display crop type and varieties, which can be used for rotation planning.

### Layer Manager

The layer manager is the where layers are imported, created and managed. Once a layer is created or imported they are displayed in the window display under the layer manager headings and tools. The layers position, properties and format can then be altered using the functions in the layer manager.

	“Open” map or shape file from external file
	Create a new map layer from data
	Show paddock boundaries +  Show paddock Names
	Reverse layer order for all layers
	Move selected layer to the bottom/top
	Move selected layer up/down the list
	Close selected layer
	Close all layers
	Set layer formatting and properties
	Set current layer transparency





## Layer Library

The layer library consists of four different sections that consist of saved layers, pre-defined layers, custom layers and map projects. These sections can be found at the bottom of the layer library screen:






## Saved layers



The saved layers section allows for the current layers in the layer manager list to be saved onto the client folder. By saving the selection of layers, they can be retrieved at a later date. Select each individual layer and save them in the layer library to make them available for future use.

	Save current selected layer to library
	Delete current selected layer to library
	Retrieve selected layer to Viewer window
	Show column grouping
Name	Click here to arrange layers according to name
Date	Click here to arrange layers according to date

## Pre-defined layers

The pre-defined layers represent the layers that have already been established in previous sections of the program. They consist of the paddock boundaries, arable area and non-arable area.







	Paddock Boundaries
	Non-Arable Area
	Arable Area

By selecting one of these pre-defined layers and selecting the 'retrieve button'  the layer is then displayed in the main window and is also displayed in the layer manager. With these layers then present in the layer manager, they are then able to have their properties adjusted via the formatting and properties button. 


## Custom layers

The custom layers option allows for the creation of new customer layers to be added onto the map.

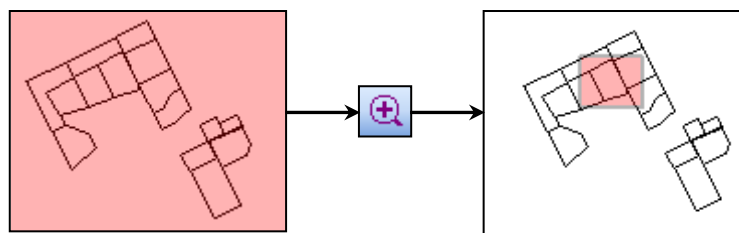
Before creating a new layer it is best to distinguish the different functions on the custom layer toolbar.

	Custom layer grouping
	Create a new custom layer
	Edit selected custom layer
	Import vector layer from external file
	Delete current selected custom layer
	Add selected custom layer to viewer





## Nav Map

The nav map section provides an easier guide to viewing the saved map projects. When selecting a saved map project, the load button will appear in the nav map menu. 

When loading a saved map onto the navigation map, the paddock boundaries will appear in the window below. The viewed area is highlighted in a light red square, which adjust to the zoom level in the main window.


















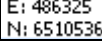



The tools in the Nav Map section consist of:

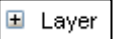
	Loads the background project
	Loads saved map project to Nav Map
	Adds a layer from layer manager
	Deletes current layers in the nav window

## Main Mapping Window


The main mapping window displays all the current layers in layer manager window. This window is the final display that will be shown when printed either individually or with the report. There are a number of tools at the top of the window which consists of:


	Prints map.  Accesses quick print selection or printing setup
	Use printer ratio
	Select Mode (Currently selected layer only)
	Select Mode (all layers)
	Mapping drag mode
	Zooms to full extent of all layers
	Zooms to maps full extent for current layers
	Zooms to particular shape/paddock/layer
	Zooms on point of mouse
	Mapping zoom to drawn rectangle
	Set map viewer options
	Show Map scale in viewer
	Display layer library window
	Display map legend window
	Display nav map window
	Display vector layer attributes window
	Displays the current Easting's and Northing's on map
	Displays current selected paddocks area

## Legend Window

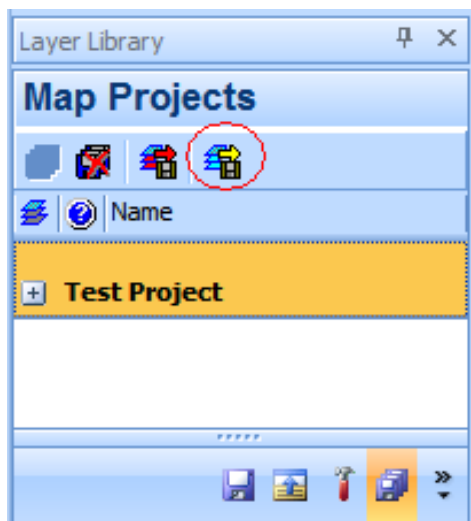
The legend window displays the current layers within the layer manager. These particular layers can be expanded and retracted to display the particular colour key data relating to that layer. This is done by clicking on expand and retract button located to the left of the layer name. 


For the colour code to be displayed once the layer is expanded you must ensure that the 'Show in Legend' Box is checked in the properties section in the polygon tab.  Show in Legend

This will display a triangle in the legend under the layer name with the matching colour found on the main mapping window. 

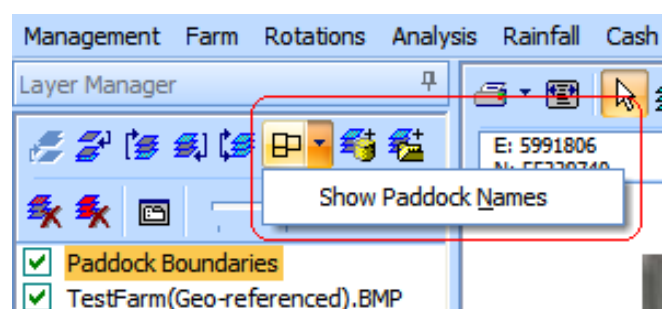
To change the name of the main heading for a particular layer in the legend window, click on the desired layer in the 'Layer manager' window and then enter the properties section . Once in the vector layer properties section, the layer tab should already be displayed where you can change the name displayed in the layer manager and the Name displayed in the legend.

20. Load the Map Project to the canvas if required. This can be done by clicking the map project name and then pressing the "Load Selected Map Project to Viewer (add existing layers in viewer)" button. See the below example.

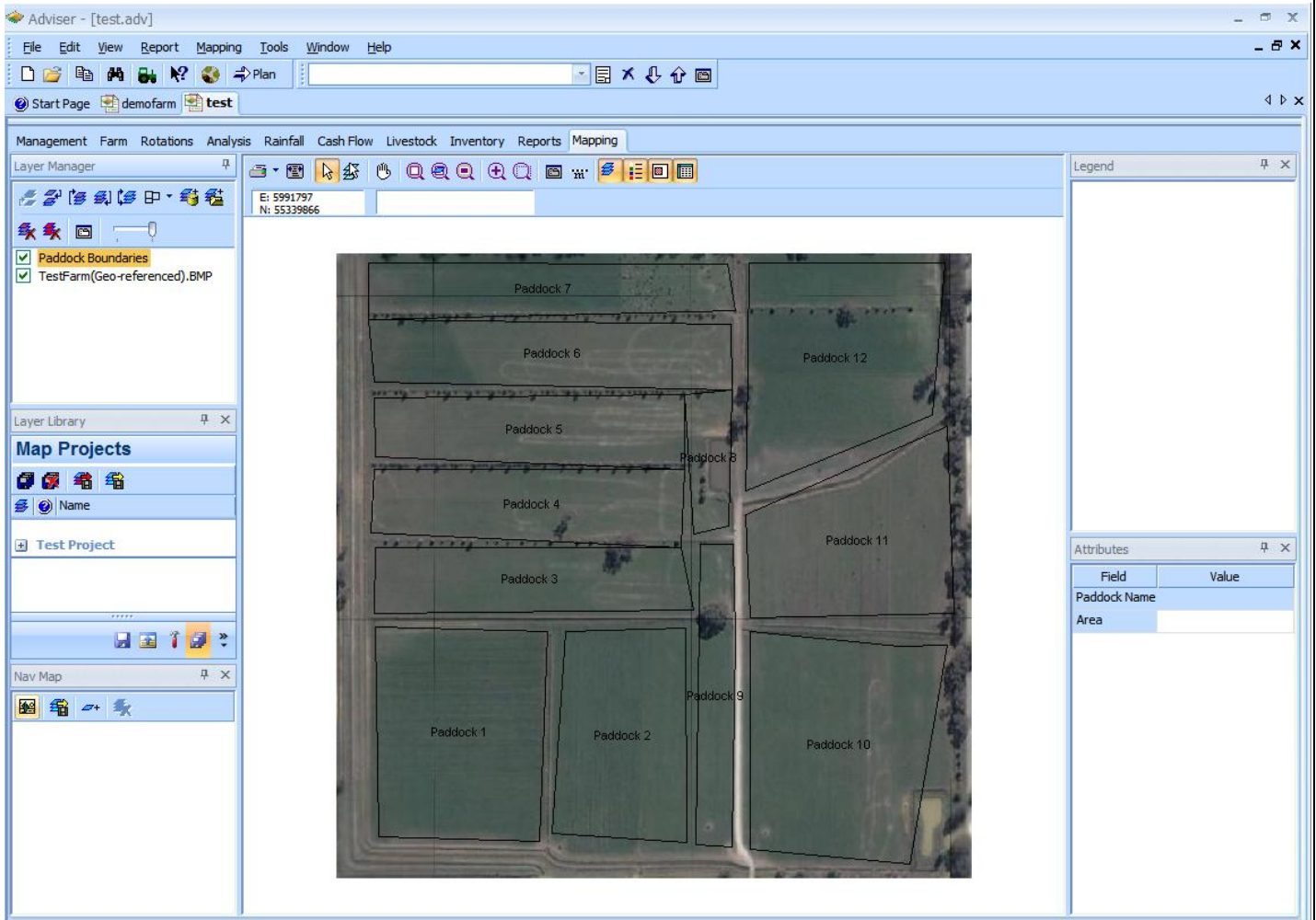



21. After loading the map project to the canvas paddock boundaries can be displayed. To do this press the "Show Boundaries"  button under the "Layer Manager" panel.

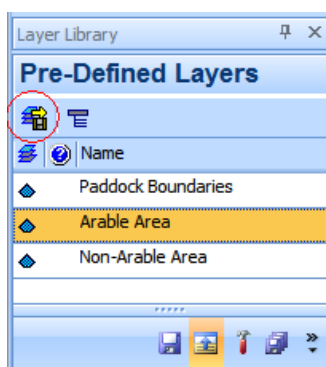
22. To show paddock names on their appropriate layer click the down arrow beside the "Show Boundaries" button and click the Show Paddock Names option.



❖ The farm image should now show Paddock Boundaries and Paddock Names as shown below.



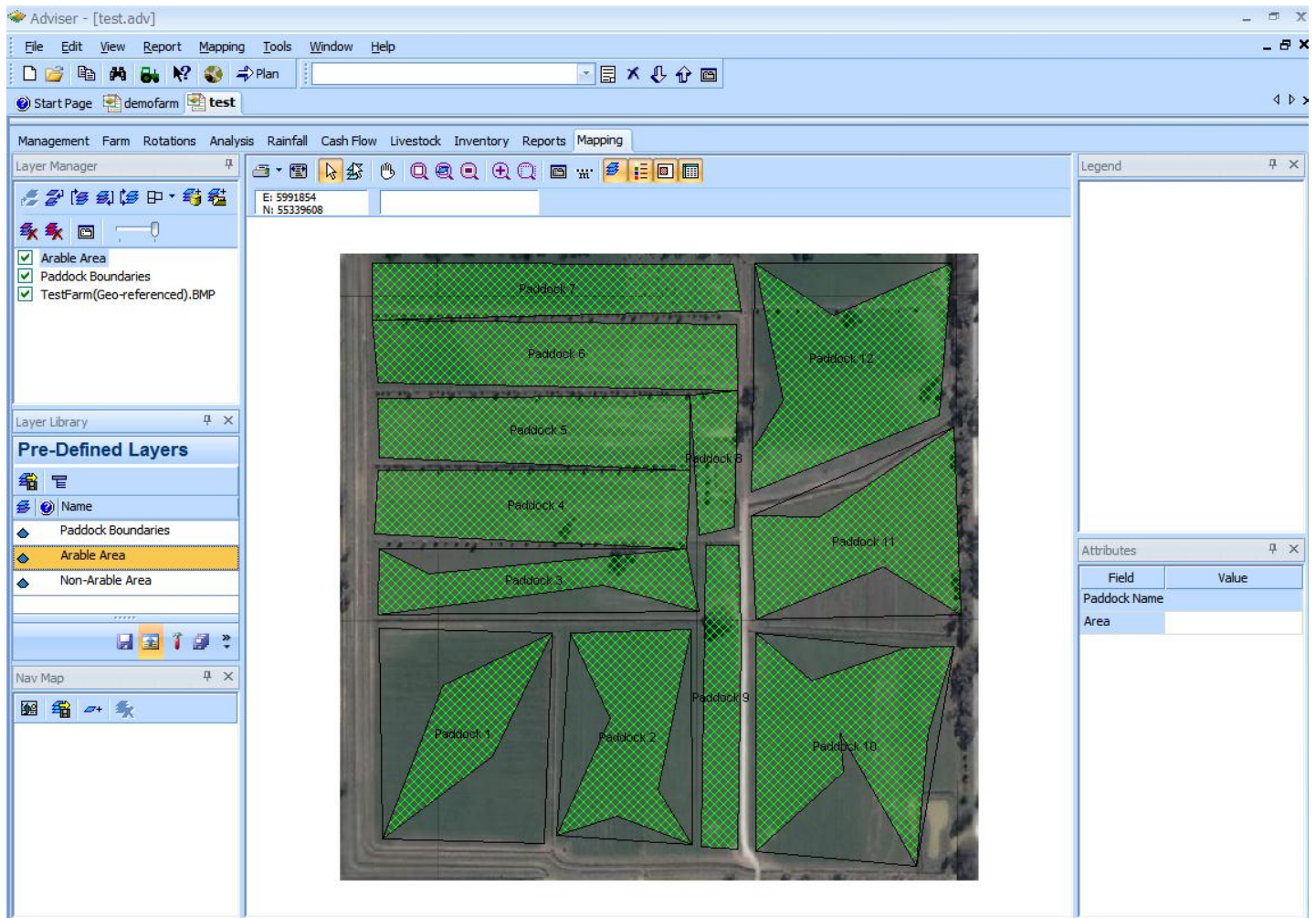
23. To show our arable area click the  under the Layer Library panel. This will now display the Pre-Defined Layers options. Left mouse click “Arable Area” in this list then click the “Retrieve Selected Saved Layer to Viewer” button as shown below.



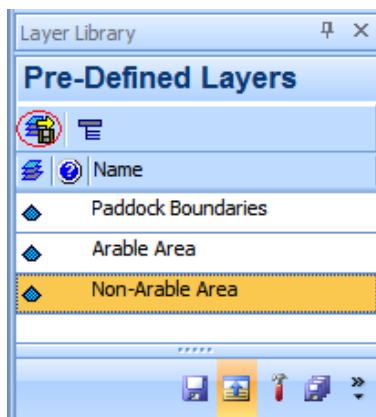


BACK PADDOCK

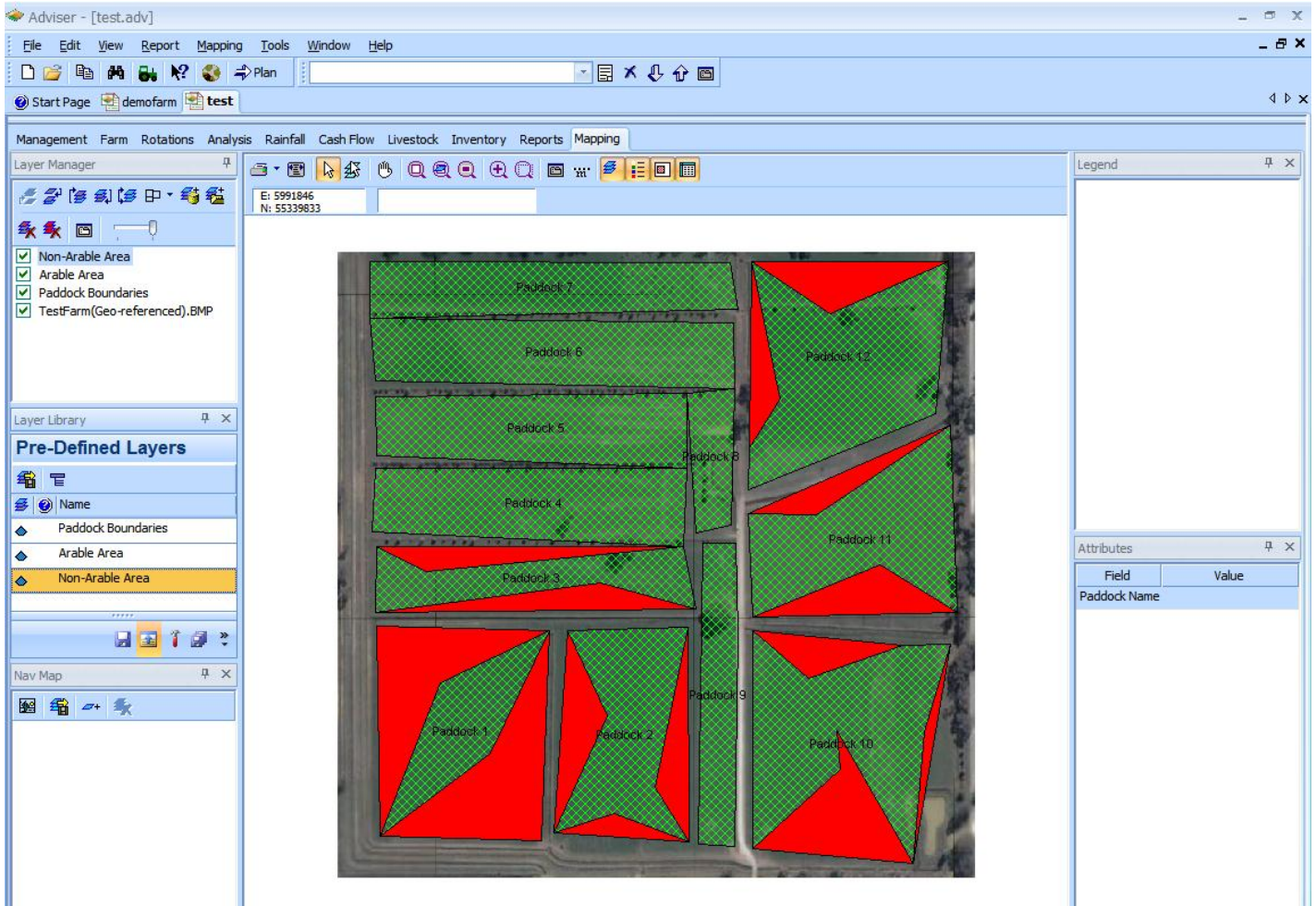
❖ Arable area layers will now be displayed on the map image as shown below.



24. To view non-arable areas on the map image left mouse click “Non-Arable Area” in the Pre-Defined Layers list then click the “Retrieve Selected Saved Layer to Viewer” button as shown below.



❖ Non-Arable areas will now be shown on the map. See example below.



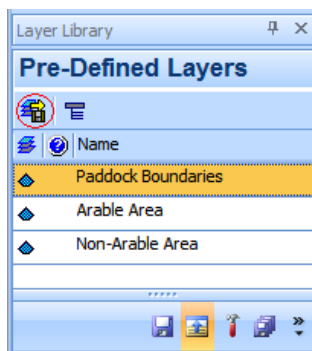
The screenshot displays the 'Adviser - [test.adv]' software interface. The main map shows 12 paddocks, each labeled from Paddock 1 to Paddock 12. Paddock 12 is entirely red. Paddock 1, 2, 3, 8, 9, 10, and 11 have red areas at their corners or along their boundaries, while the rest of the paddocks (4, 5, 6, 7) are green with a cross-hatch pattern. The interface includes a Layer Manager on the left with 'Non-Arable Area', 'Arable Area', 'Paddock Boundaries', and 'TestFarm(Geo-referenced).BMP' checked. The Layer Library shows 'Pre-Defined Layers' with 'Non-Arable Area' selected. The Attributes panel on the right shows a table with 'Paddock Name' as the field.

Field	Value
Paddock Name	

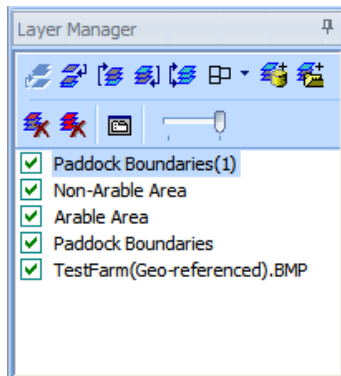
## DISPLAYING Paddock AREAS ON THE MAP


- ❖ To display paddock areas on the map we will need a second paddock boundaries layer active.

1. To activate a second paddock boundaries layer click the Paddock Boundaries option in the Pre-Defined Layers list then click the “Retrieve Selected Saved Layer to Viewer” button as shown below.

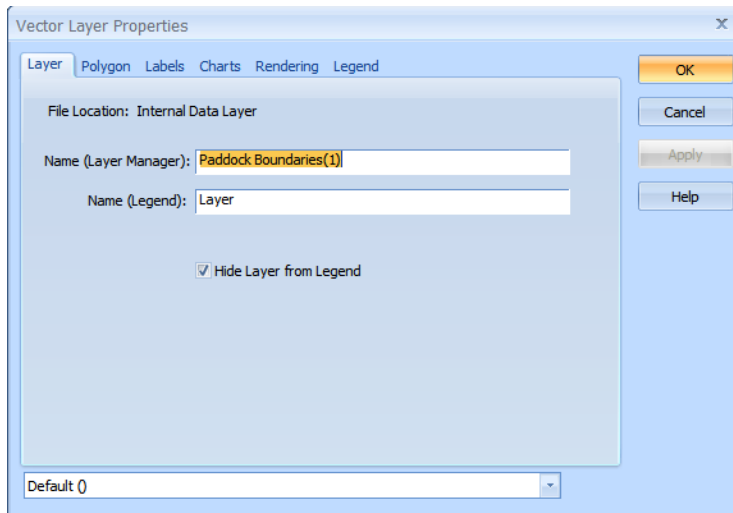


- ❖ A second paddock boundaries layer named Paddock Boundaries(1) will now appear in the Layer Manager panel.

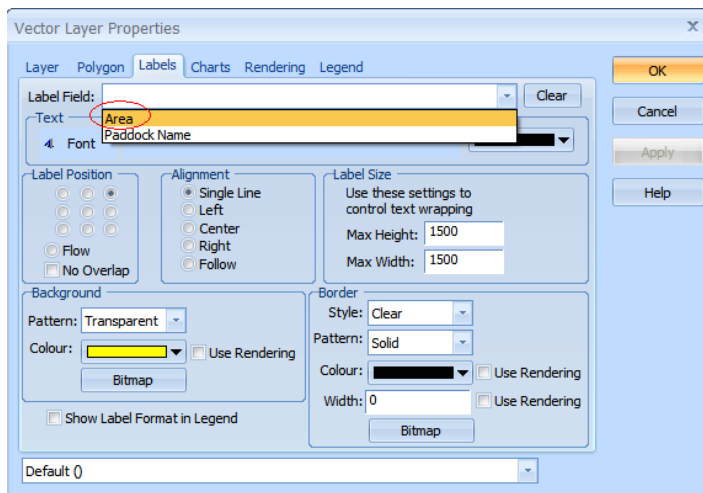


2. Left click this layer then click the “Set layer formatting and properties” [  ] button.

❖ The Vector Layer Properties window will now appear as shown below.



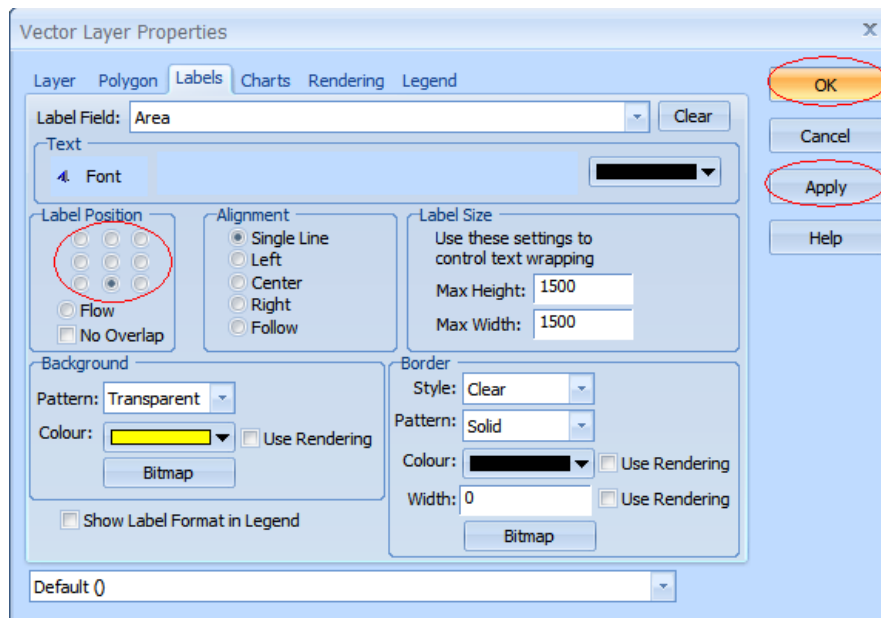
3. Click the Labels tab in this window.



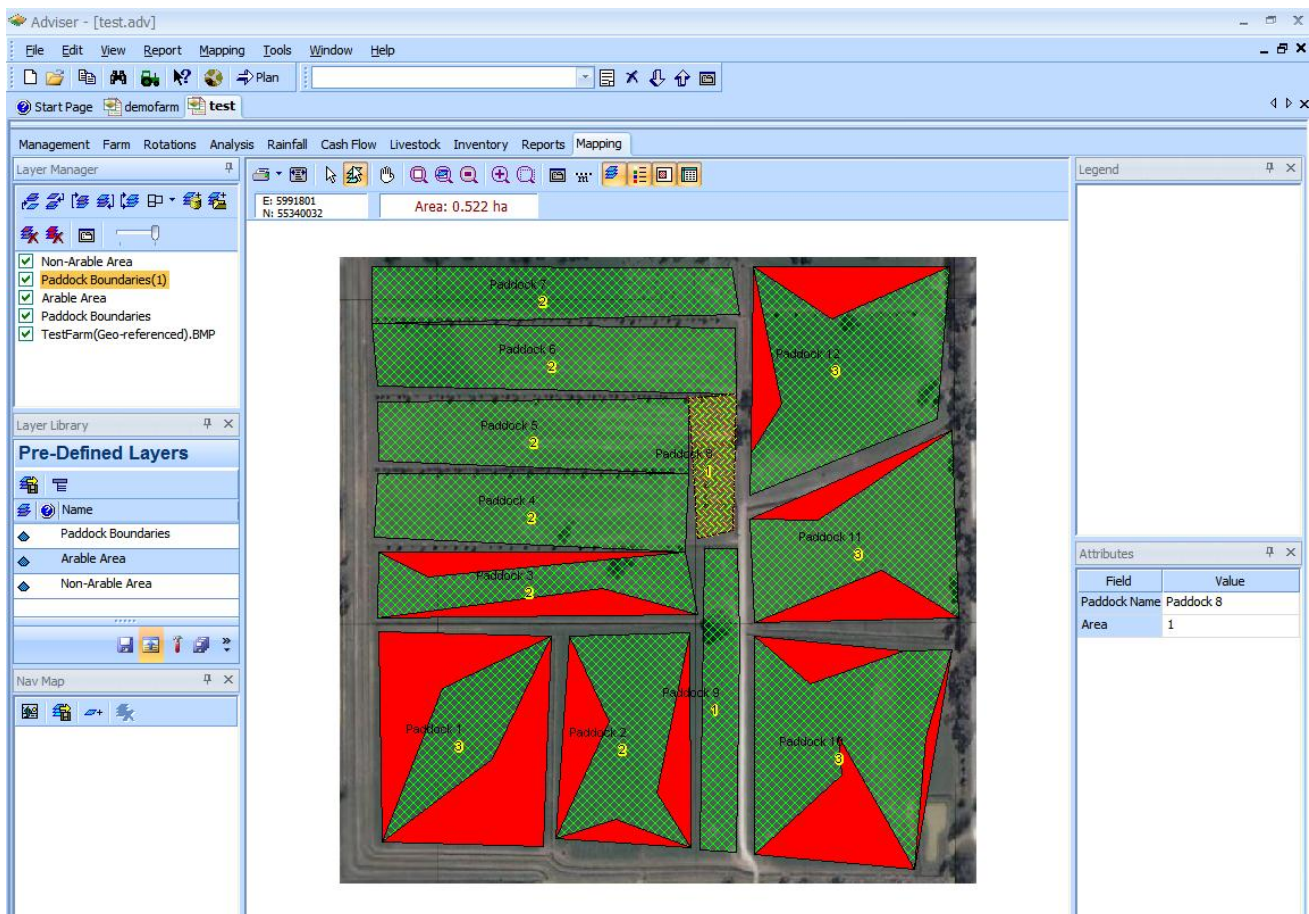
4. On the Labels tab select the Area option from the Label Field: drop down arrow.

5. Select where you would like to position the paddock areas on the layers by populating the appropriate radio button under the Label Position heading. (Note if the paddock area and paddock names appear to overlap on the layer or the paddock areas do not appear on the layer then configure this option).

6. After selecting the desired Label Position apply the changes with the [Apply] button then click the [OK] button to close the Vector Layer Properties window.



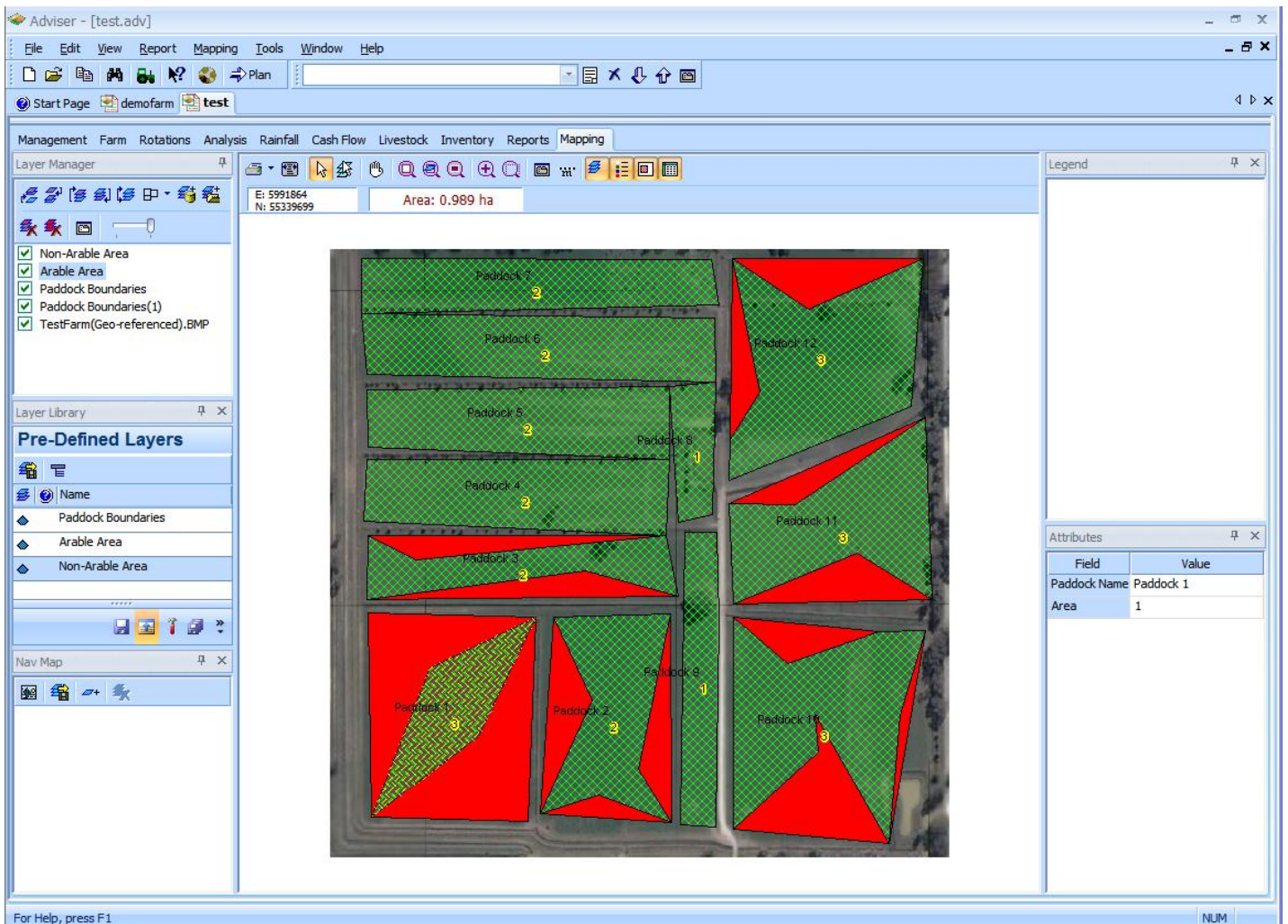
❖ **Paddock Areas will now be displayed on the map image as shown below.**




## ADDING DATA TO A LAYER

❖ Various different forms of data can be represented on your map image. In this example we will run through the process of adding crop data to a layer.

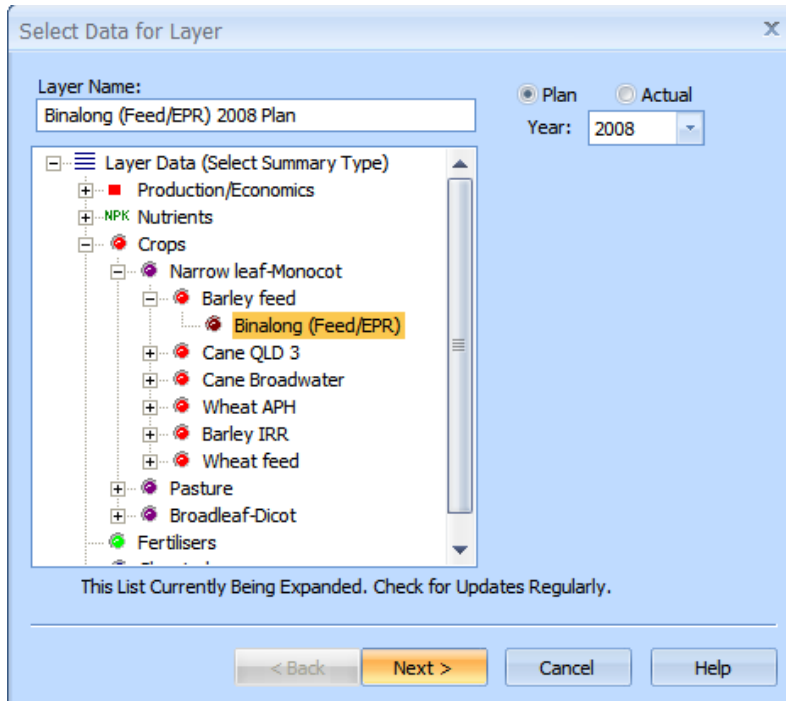
1. To begin this process, select the arable area layer in the Layer Manager panel. Now click on the paddock layer that you wish to add the crop data to.



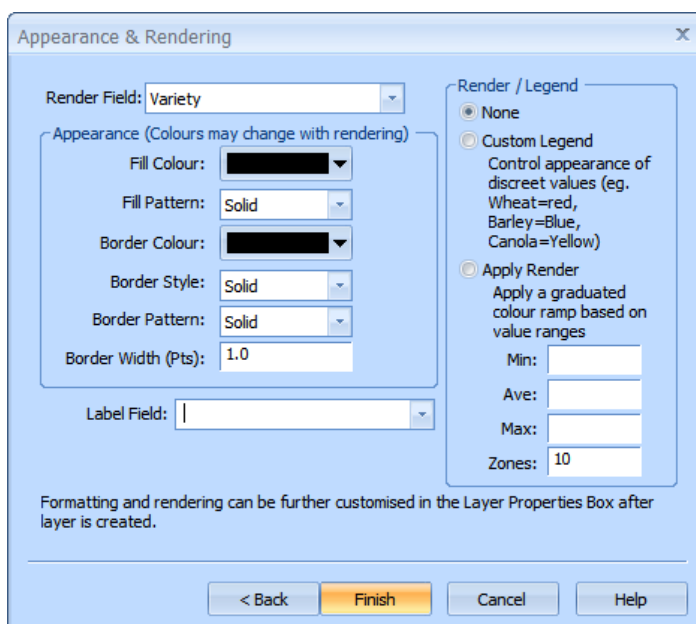
2. After selecting the paddock layer click the “Create new map layer from data” [  ] button, located on the Layer Manager panel.

❖ **The Select Data for Layer window is now displayed.**

3. Navigate in the tree view to the desired crop, select and then click the [Next] button. (Note: you may specify the year in which to obtain the data and whether it is from the Plan or Actuals).

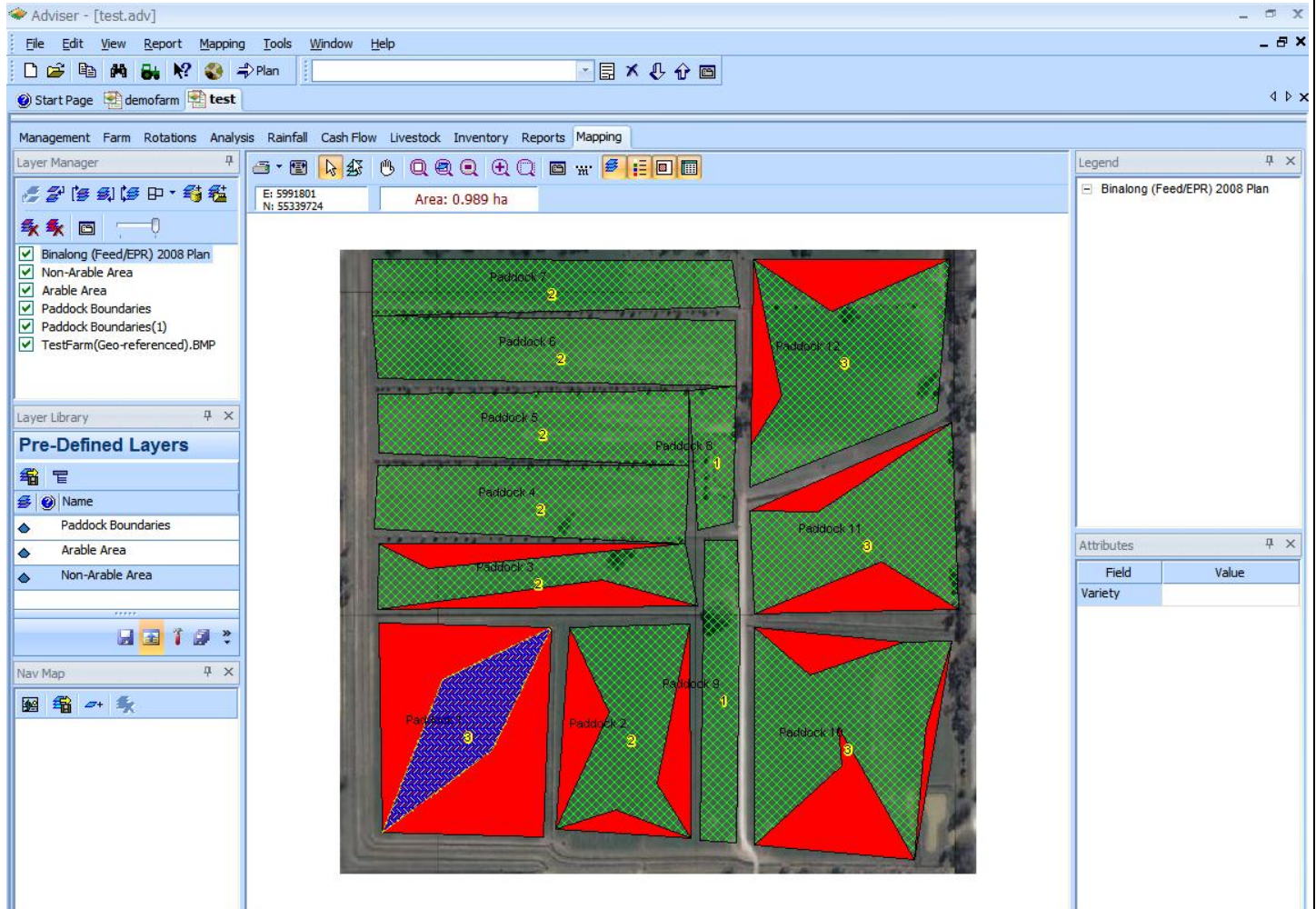



4. After clicking [Next] the Appearance & Rendering window is displayed as shown below. You may specify the colour settings and style of the crop layer in this window.

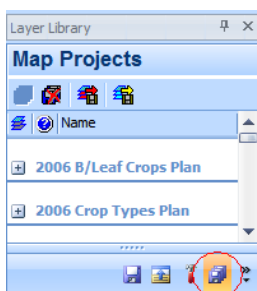


5. After populating the desired settings click the [Finish] button to close the Appearance & Rendering window.

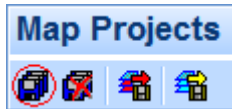
❖ A new layer is created with the appropriate crop data and displayed on the map image as shown below.



6. Follow this process to add all required data layers to your map image.
7. Once all layers are created we will need to save them to your map project. To save these layers to your map project follow the below process.
8. Ensure all layers are open in the “Layer Manager” panel.
9. Click the “Map Projects” [  ] button under the “Layer Library” panel.

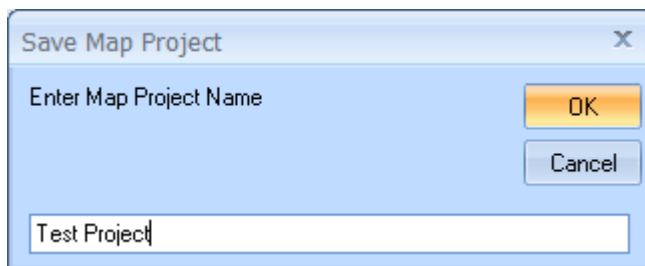


10. Now click the [Create New Map Project] button as circled in the below image.

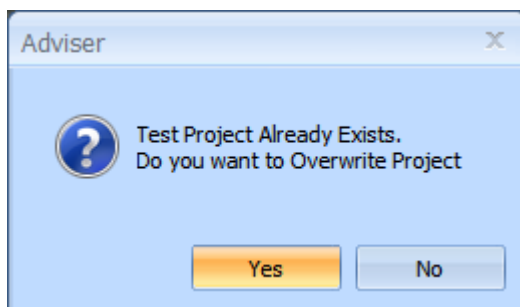


❖ The “Save Map Project” popup box will appear on screen.

11. Enter the name of the map project you created earlier, or specify a new one if required then click [OK].



12. If you specified the map project that you created earlier then you will be presented with the following pop up box.




13. Click the “Yes” button to overwrite the existing project.

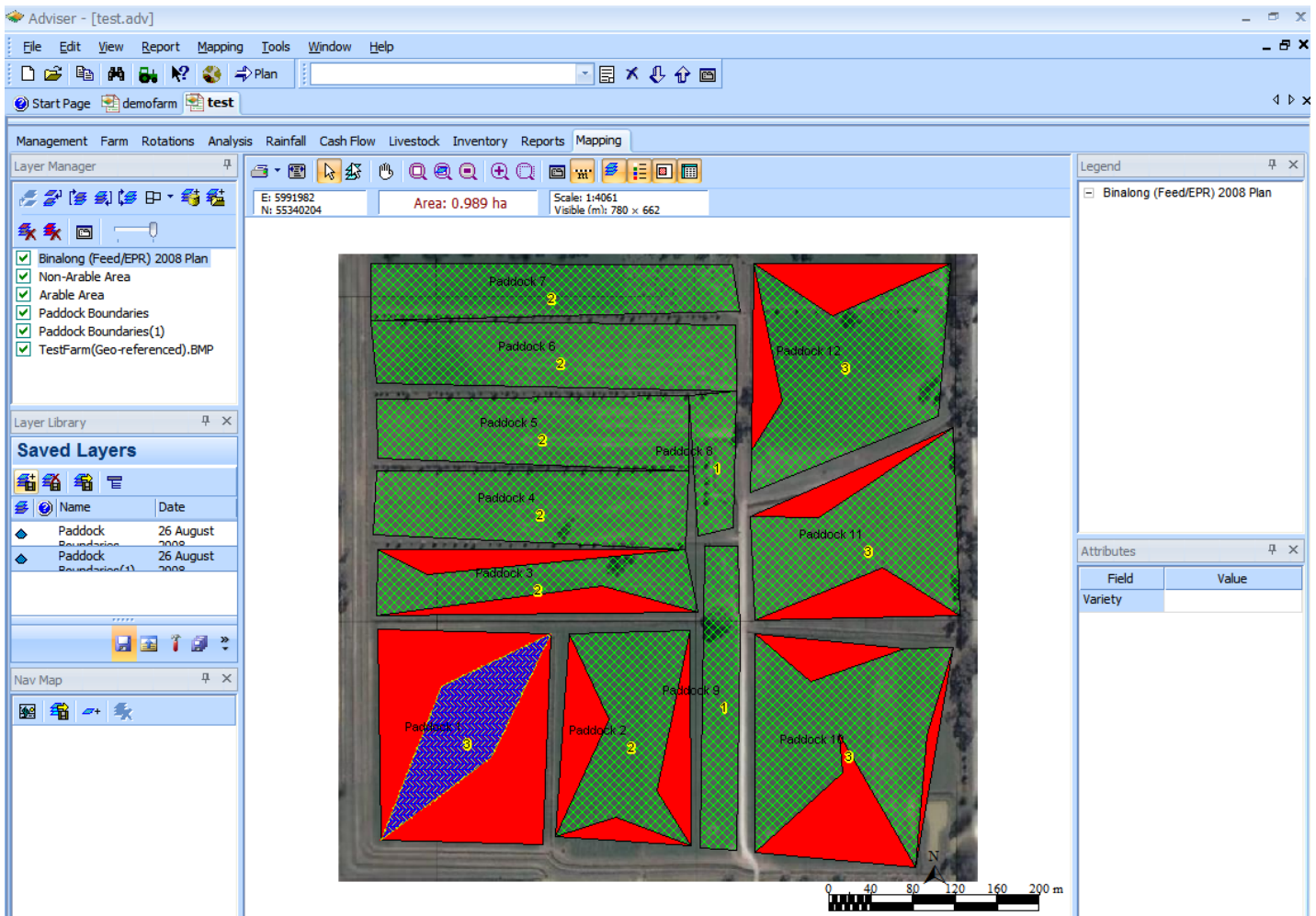
❖ Your map project is now updated with the currently open data.

## PRINTING YOUR MAP IMAGE

- ❖ After adding the desired layers to your map it can now be printed. To print your farm map follow the process below.

1. Before printing your map you may wish to display the map scale. To do this click the  button under the “Mapping” tab.

- ❖ The Map scale is now displayed on the canvas.



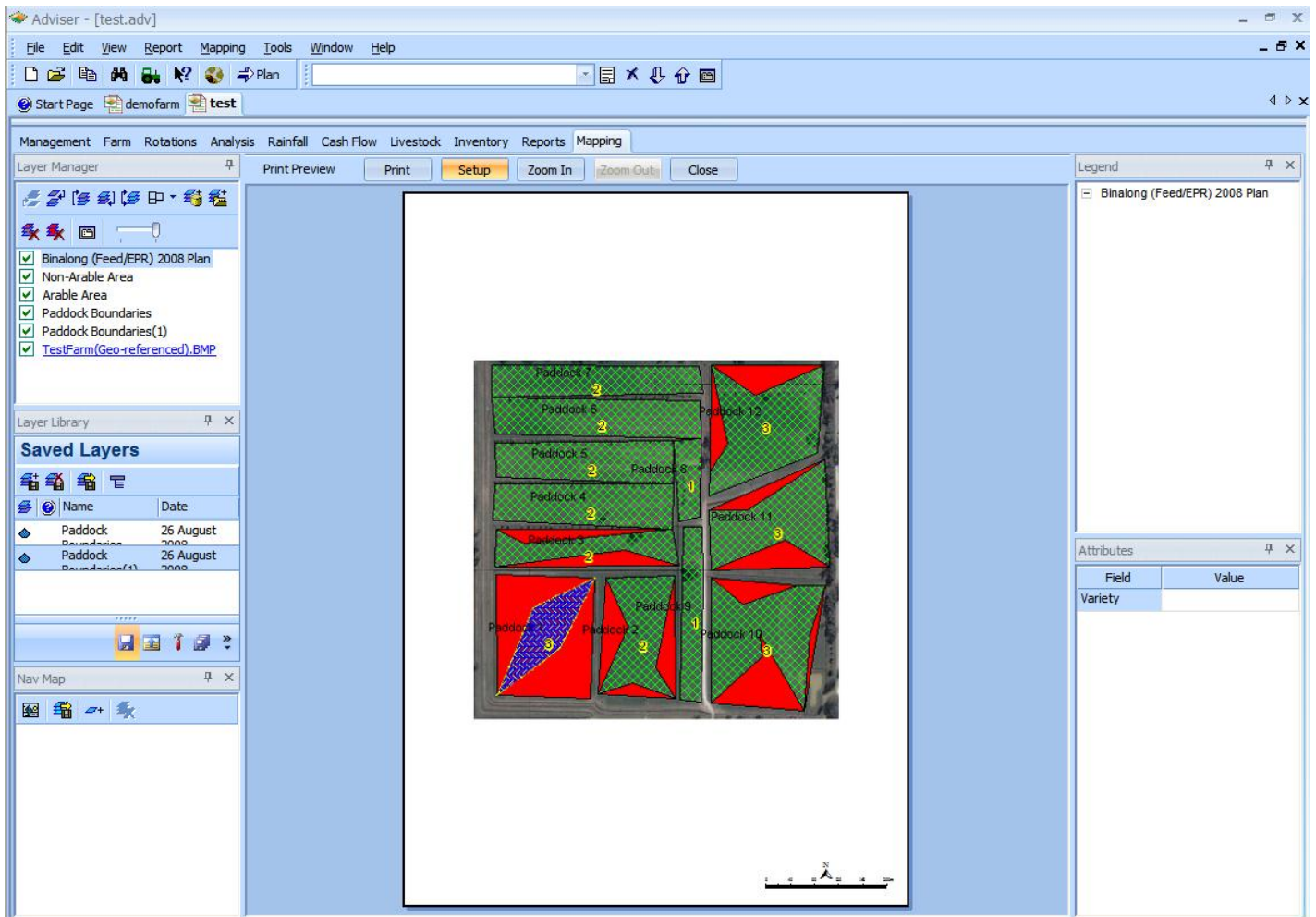
The screenshot shows the 'Adviser - [test.adv]' software window. The 'Mapping' tab is active, and the 'Scale' button is highlighted. The map displays 12 paddocks, each labeled with a number and a color. A scale bar at the bottom right indicates a distance of 200 meters. The interface includes a menu bar (File, Edit, View, Report, Mapping, Tools, Window, Help), a toolbar, a Layer Manager on the left, and a Legend and Attributes panel on the right.

2. Click the “Print Map”  button.



BACK Paddock



❖ The Print Preview screen is displayed.



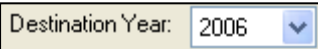
3. Verify the map image is displayed correctly on the page. If you would like to change the page orientation or size click the [Setup] button and configure the desired options.
4. When satisfied with the layout of the map image click the [Print] button.

## Chapter 7 - Productivity Features

### 7.1 COPYING DATA BETWEEN PADDOCKS

Data entered in any Management Zone can be re-used elsewhere in the Client File by use of the Copy Wizard. To “Open” the Copy Wizard, Select the Management Zone that contains the source data you wish to reuse and then select the Copy Wizard button from the main toolbar or menu **[Edit > Copy Data]**.  

This brings up the Copy paddock data window which allows you to select when and where you want the data to be copied too.

The first step is to select the particular year you want that data to be copied too. By default the copy paddock data window remains in the current year as where the data was selected. To change the year simply select the scroll down menu in the destination year space and choose a particular year to copy too. 

The next step is to decide the source of data to copy. There are three sources to choose that consist of copying currently selected paddock, copying append selected fertiliser or scenario manager.

Source of Data to Copy

Currently Selected Paddock

Append Selected Fertiliser

Scenario Manager

The source data can be copied to any other Management Zone in any year. If you do not want all input data copied you can deselect items in the top-right corner.

Crop

Seed Dressings


Forecast

Fertiliser

Chemicals

Operations

Irrigation

The data being copied can also be chosen to overwrite the existing data in other paddocks or to append to existing data. 

### **Overwrite Existing Data**

The 'overwrite existing data' when copying function essentially means that the data being copied across will delete the current data in the data destination. For example copying fertiliser data across from one source to another will cause all the existing fertiliser data in the destination area to be overwritten by the copied data.

### **Append to Existing Data**

The 'Append to existing Data' when copying function essentially means that the data being copied will merge with the existing data at the destination area. For example copying fertiliser data from one paddock to another will merge the copied fertiliser data with the fertiliser in the destination paddock. This feature can also be used when copying a spray mix as both the chemicals and adjuvants will be copied.

### **Data Destination**

Destination Management Zones are selected with the mouse in the Destination Table at the bottom of the Copy Wizard.

Multiple destinations can be selected by either holding the Control Key [Ctrl] while selecting with the mouse, or by dragging the mouse through the rows of destination Management Zones. Selected zones are shaded.

Once the destination zones are set then press the Copy button at the top of the Copy Wizard. A completion box notifies you that the operation is complete. Close the box to return to the Management View.

### **Uses and Benefits**

- Copies existing data from any area to one or more other areas
- Major time saver
- Avoid repeating existing data
- Plan by crop type or Livestock Management Units rather than paddock
- Use data from previous years



## 7.2 SCENARIOS (NOT INCLUDED IN MANAGER VERSIONS) BACK Paddock

Scenarios are used to copy the data of a common paddock setup and apply to other paddocks.


Ideally this means that for a selected paddock, a scenario can be derived and then applied to similar paddocks that would require the same inputs. A crop type scenario is basically a standard recipe of inputs for a particular situation or district.

Its important to include all the fine detail in the scenario so that minimal adjustments are required when copied to a particular paddock. Include dates, seed dressings, costs, timings, forecast yield/prices, fertiliser, chemicals, adjuvants and operations.


Once an initial paddock setup has been compiled for a particular crop with variables, i.e. seed, fertiliser, chemicals, operations, timing etc, then this paddocks scenario can be copied and applied to other paddocks.

The scenarios once saved are then displayed in the navigation window of the management section. The can then be selected at a later date and loaded again to apply to paddocks in future years to help save time by eradicating the similar data entries that were created in the scenario. Save the scenario by crop type name and date as the scenario drop down screen is sorted in alphabetical order. E.G. Wheat pre em 012007


### Creating Scenarios

To create a scenario from the currently selected paddock, select the paddock in the management section and then follow the command [**Tools > Scenarios > Load selected paddock to Scenario**] or click on the up arrow icon in the scenario  section. This will then create a scenario based on the selected paddocks variables.


### View Current scenario

To view the scenario, follow the command [**Tools > Scenarios > View selected Scenario**] or click on the icon adjacent  to the scenario crop cell. This will then display a window that has all the particular aspects that the current scenario will add to a particular paddock.


### Load Selected Scenario

To add a particular scenario to a paddock follow the command [**Tools > Scenarios > Add scenario to selected Paddock**] or click on the selected  scenario in the scenario cell then select the down arrow in the scenario section. This will then add the current scenario to the current selected paddock.

## Scenario Setup

To save, "Open" or adjust a scenario simply follow the command [**Tools > Scenarios > Scenario Setup**] or click. 

## Editing a Scenario

To edit a scenario simply click on **Tools > Scenario > Scenario Setup**. This will open a window where you can either click on the File Symbol or  follow the links by clicking on **File > Open/Edit Scenario File**.

You are then presented with a directory search where you can then locate the particular scenario you wish to edit or open. After clicking on the particular scenario, the file will then be opened and displayed in advisor as a typical client file.

A new tab will appear along the top of the window where you can switch between the farm setup to the scenario's.



In the scenario tab you are able to select and change any of the management options or variables to match a particular scenario. Crops can be copied from the scenario section and applied to the current management section in the Farm's tab.

## Scenario




*There is an up to date Scenario file available consisting of over 65 different crop types/scenarios both agronomic and horticulture available on the back paddock website [www.backpaddock.com.au](http://www.backpaddock.com.au) or by request via the help desk on 1800 557 166 7am-7pm EST or email [support@backpaddock.com.au](mailto:support@backpaddock.com.au)*

## 7.3 PADDOCK LINKING

Paddock linking gives you the ability to dynamically link paddocks to other paddocks.

This can be used as an alternative to copying data and to produce smaller reports for large farms.

### To link a paddock

1. Designate a paddock as a Master (no action needed)
2. Select a paddock that you want to link to the Master paddock
3. Select the Link Button  in the Crop Section. This will expose a cell where a drop-down list of other paddocks appears
4. Select Master paddock from list

Repeat for as many paddocks as you want linked to master. Once linked only the area can be changed. All changes must be made in Master paddock and are automatically reflected in linked paddocks.


### To unlink a paddock

Select the linking cell and press the Delete key on keyboard. If you want a linked report (One page for all linked paddocks), select Link Mode report from list on Reports Section. Link status can be easily viewed by selecting the Link-Node Navigation option in the Navigation Pane.

## 7.4 FIND & REPLACE

The Find and Replace feature was included initially to allow a quick means of changing prices, rates or products for a particular season after a plan has been completed.

The feature is now also being used as a review tool with users finding it a fast and thorough means of checking the plan before producing the Report.

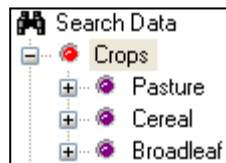
The Find & Replace function is accessed by selecting the Find/Replace  Button or from Menu [Edit > Find > Replace].

### Find / Replace - 2006 Plan

The Find & Replace Box will “Open” in the current year and mode (Plan or Actual). The navigation tree on the left of the box contains all inputs for that year and mode. Inputs selected in the Navigation Tree are summarised in the Table below.

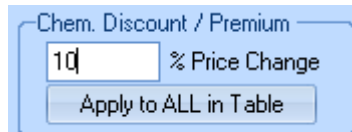


You can browse inputs at a generic or specific level. For example selecting Fertilisers will show all fertilisers in all paddocks for that year. Selecting just Urea will show only where Urea was applied. Similarly, chemicals can be summarised by type, group or chemical.

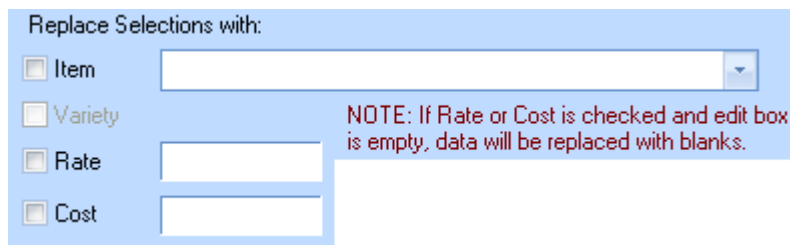


Once a specific input is selected, the replacement tools on the right become active. You can select to change the input, the application rate or the price for the selected input. By selecting specific paddocks in the lower table, you can chose to only change rates in specific paddocks or opt to change all occurrences in that years plan.

Due to the fact that chemical prices can vary over the season, you are able to adjust the chemical discount/premium as a percentage change which can then be applied by selecting the [Apply to ALL in Table] button. This then adjusts the particular chemical price for all sections of the program.



The **[Replace Selections with]** feature allows you to adjust the particular data with a replacement item. An example of this could be a particular chemical with a different chemical. You are able to also adjust the rates and costs.




### Find & Replace as a review Tool

Many users have found that the Find & Replace function is a good place to quickly check the plan.

For example you can quickly create a summary of all the instances of a particular chemical in all paddocks and run your eye down the rates to see if your eyebrows rise at an unexpected rate.

You can also check that all instances of a particular product have been priced at the correct level.

If herbicide resistance issues are to be considered you can view products by chemical groups to quickly see where you are applying them and at what rate.

### Examples of when this feature can be useful are:

- Changing a price when price has changed in period between initial plan and printing report.
- Changing rates as you fine-tune the plan.


- Changing products because availability or seasonal conditions change.
- Changing crop varieties
- Reviewing the Plan

## 7.5 OPTIONS

The options menu window is found by following the command [**Tools > Options**]. In the options window you are able to adjust the general settings, rotational settings, default values and mapping.

### General Tab

General

The general settings section allows you to adjust the file preferences and general preferences of the program. The default settings for the folder options can be adjusted by selecting the file path and then clicking on the choose file path button located to the right. 

The general settings allow you to choose to display certain aspects of the program. By selecting true or false certain aspects will be displayed or not displayed. For example you are able to turn off the start up screen by selecting false in the corresponding area.

Show Start Page at Start-Up	True
	True
	False

To show the paddock area in the management navigation tree select 'true' adjacent to the show area tab.

### Rotations Tab

Rotations

The rotations tab allows you to adjust the settings of the rotation displays within the program. The two aspects of the rotations section that can be changed in the program consist of how many years' rotations you want displayed and the current year's column position when displayed. The drop down menus next to each can change either of these aspects.

### Default Values tab

Default Values

The default values for new data that is entered into the program can be changed via the default values tab. Default values for Seasonal Finance %PA can be changed in the space provided as well as number of months seasonal finance estimate (months per year). The last aspect in the default values tab that can be changed is the actual growing season from one designated month to another.

Mapping

## Mapping tab

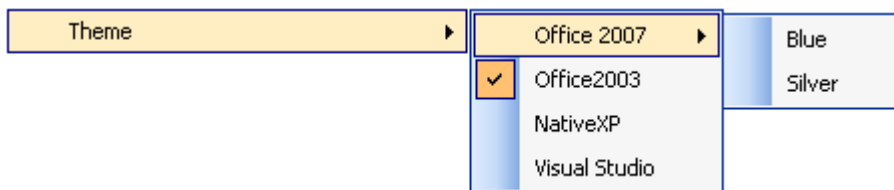
The mapping tab makes adjustments to the mapping section of the program. There are four areas that can be adjusted for personal preference that consist of the Map viewer,

Area selection, Map scale and GPS settings. Each of the areas has particular aspects that can be changed by using the scroll down menus next to the default values.

## 7.6 CHANGING THE THEME

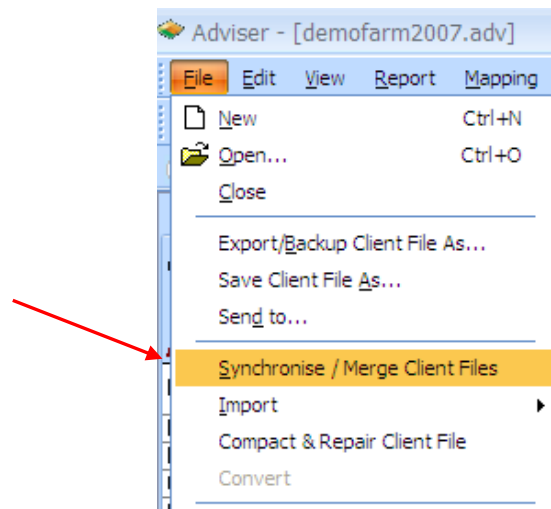
The theme of the program can be changed to better suit personal preferences. This works in the same regards as changing the windows themes on your computer settings by adjusting the colours and display of the windows.

Clicking on the tools section on the top menu and scrolling down and selecting 'themes' can do this. This will then display the different themes available to be used within advisor. By selecting a theme, the display windows in advisor will change accordingly.



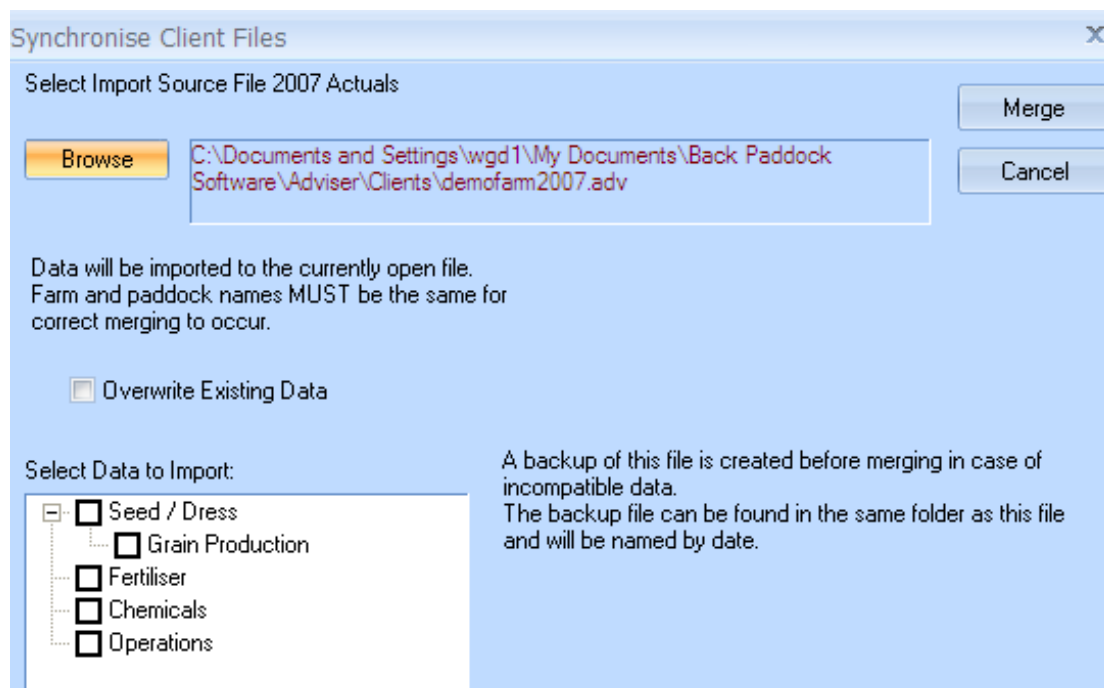
## 7.7 SYNCHRONISE FILES

Files within all Back Paddock Software products can be synchronised / merged. This feature is often used when the Adviser user creates a plan then emails the file to a Manager user which then updates and adjusts throughout the season, especially the "Actuals" data. Then this file is emailed back to the Adviser user who then merges the two to update the file with accurate records. Select file>Synchronise/Merge Client Files to open this feature.



To merge, the required file must be open then browse to select the updated files, select the sections to merge then select the Merge button. Data can be ammended or over written as desired. Additional paddocks or farms will also be added.

To merge, the required file must be open then browse to select the updated files, select the sections to merge then select the Merge button. Data can be ammended or over written as desired. Additional paddocks or farms will also be added.



## 7.8 COPY PLAN TO ACTUALS

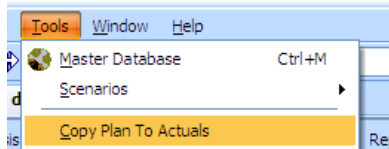
Once the Plan is created the data can then be copied to Actuals and adjusted as details change such as inputs, rates, prices or timings. Whole sections can be copied across to actuals by the selection of the Plan to Actuals button which is located in the Fertiliser, Sprays and

Operations sections.



Alternatively the entire plan can be copied to actuals. Open the client file then

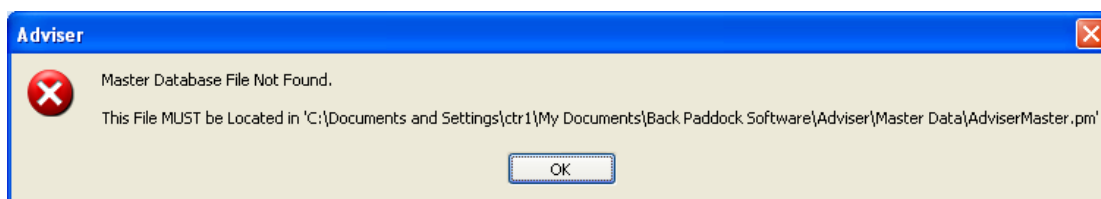
select Tools>Copy plan to actuals>yes . Even if the records are not adjusted in Actuals this process is useful to ensure there is history to view at a later date.



## Chapter 8 – Trouble Shooting

### 8.1 SELECTING THE MASTER DATABASE

When trying to edit any detail in a file a “*Master Database File Not Found*” error occurs.



The reasons this would occur are:

- The master database has been moved from location set in Adviser.
- The master database has been deleted from hard drive.
- The set master database location is incorrect.

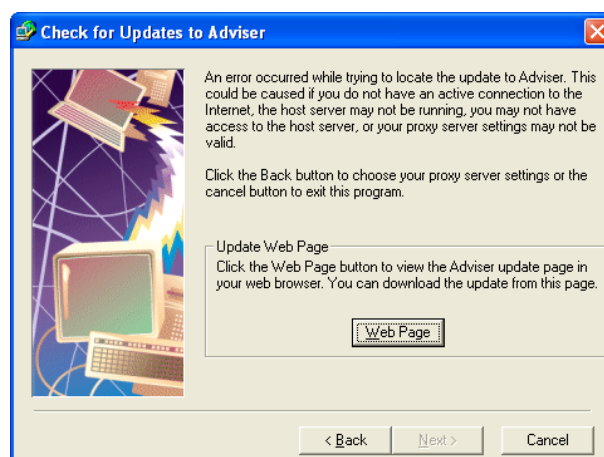
By default the Master Database File should be located in My Documents>Back Paddock Software>Adviser>Master Data

To solve this problem, follow these steps:

1. Start Adviser and click [Tools] then [Options].
2. Click the text that says “Current Master Data File”. A button will appear on the right. Click the button [...] that appears on the right.
3. Locate and select the master database file (\*.pm) and click [Open].
4. Click [Apply] and [Ok].

## 8.2 ERROR WHEN TRYING TO UPDATE THE SOFTWARE

When checking for update using the [Help] [Check for Updates] function Adviser presents “An error occurred while trying to locate the update to Adviser”.



The reasons for this occurring are usually because you are using firewall software such as Zone Alarm or is behind a corporate firewall that does not allow Adviser to communicate with the update server. A firewall is a protection wall to stop unwanted downloads from the Internet.

This can be fixed by following the steps below. NOTE: If you work for a large company and do not have Administrator Privileges, you need to contact your IT department and have received sufficient rights assigned to you by them first.

1. Download the 'Full Installer' for Adviser from the website

<http://www.backpaddock.com.au/Downloads/AdviserFull/BPSAdviserInstall.exe>

2. Follow the install process that automatically runs

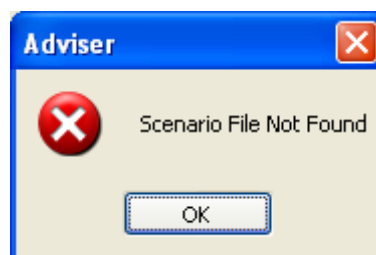
**IMPORTANT:**

If prompted select OPEN or Run from current location DO NOT select "Save to Disk" as it is an Internet installation.

If the download stops for any reason, repeat the process and it should pick up where it left off.

### 8.3 SET THE SCENARIO FILE (NOT INCLUDED IN MANAGER VERSIONS)

This error occurs either, when attempting to save a scenario to the scenario manager Adviser generates a Runtime error. Or, when attempting to start Adviser the following error occurs.



The reason for this is because the Scenario file has been moved or deleted or is not set correctly.

This can be fixed by following the steps below:

1. Click [Tools] then [Scenario Manager] then [Scenario Setup]
2. Click [Browse] and locate scenarios file (\*.SCEN or in some situations \*.ADV)
3. Then click [Open] and finally click [OK]

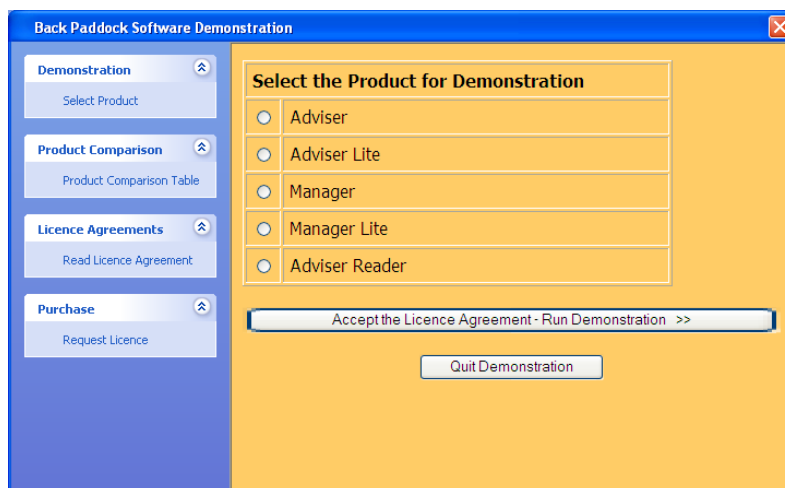
By default the Scenarios File should be located in My Documents>Back Paddock Software>Adviser>Scenarios

If this does not solve the problem then it could be that there is a problem with the licence. In that case you need to contact us on 1800 557 166 or email [support@backpaddock.com.au](mailto:support@backpaddock.com.au) to get a replacement licence sent out.

*NOTE: Manager and Manager Lite products do not have Scenario Manager functions.*

## 8.4 THE “BACK PADDOCK SOFTWARE DEMO” WINDOW APPEARS ON START-UP

The computer screen looks like:



**You may see this when:**

1. The licence file has not been installed correctly
2. The computer has the incorrect date and time set
3. The licence file is invalid.

**These are all easily solved. Follow the steps for each error:**

1. The licence file has not been installed correctly
  - a. Save the 'Adviser.Lic' file into Adviser's install directory, overwriting any existing file (C:\PROGRAM FILES\BACK PADDOCK SOFTWARE\ADVISER)
2. The computer has the incorrect date and time set
  - a. Make sure the system date and time is correctly set by:
    - i. Go to START at the bottom left corner of your screen
    - ii. Click on Control Panel
    - iii. Click on Settings
    - iv. Click on Date & Time
    - v. Adjust settings accordingly
    - vi. Finally click [Apply] then [OK]
3. The licence file is invalid
  - a. Phone the BPS sales and help desk on 1800 557 166 or email [support@backpaddock.com.au](mailto:support@backpaddock.com.au) to get a replacement licence sent out.

## 8.5 RESETTING DEFAULTS

Clearing the registry and resetting the defaults can sometimes solve software bugs that occur with use over time. If requested to do this by the Back Paddock Software support team, the process required to do this consists of going through the process of **Help>About>Reset Defaults**.

After completing this process you will need to re-enter any changes you have made to the default settings e.g. Headings and footers (see section 5.10). Also if you have changed the pathway (Not recommended) of the Master Data Base, Scenarios and Map files, then these will need to be reset – see sections 6.5, 8.1, 8.3

## 8.6 PADDOCK CATEGORY

The paddock categories need to be changed to suit the Master Data Base being used. This can be presented as an issue if the master data bas has been changed and the category is wrong. If this has

happened then they will not be displayed in the rotations area summary section. It can be corrected by selecting File>Client Master Lists unlock and re select the correct category as it appears in the Master Data Base.

## 8.7 OTHER ERRORS/PROBLEMS

If you have an error other than those listed above please do the following:

1. Note down what you were doing in the program just before the error
2. Send an email [support@backpaddock.com.au](mailto:support@backpaddock.com.au) or phone 1800 557 166 with the details of the problem and what you were doing when it occurred.
  - If an error message is showing, take a 'screen dump' (copy) of the screen by:
    - a. Pressing the "Print Scn" button on your keyboard

Open a new email, press [CTRL] and [V] (paste) and send it to

[support@backpaddock.com.au](mailto:support@backpaddock.com.au)

## References

Feenstra, G., Ingels, C. and Campbell, D. 1997. *What is Sustainable Agriculture?*

<http://www.sarep.ucdavis.edu/concept.htm> Freebairn D 2005.

Feenstra, G., Ingels, C. and Campbell, D. 1997. *What is a Healthy Soil?*

[http://www.condaminecatchment.com.au/pdf/Soil%20Conference/SBH\\_Freebairn.pdf](http://www.condaminecatchment.com.au/pdf/Soil%20Conference/SBH_Freebairn.pdf)