


Creating Spray or Fert Recs

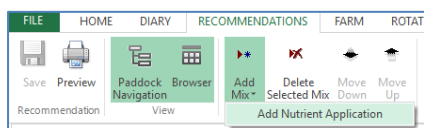
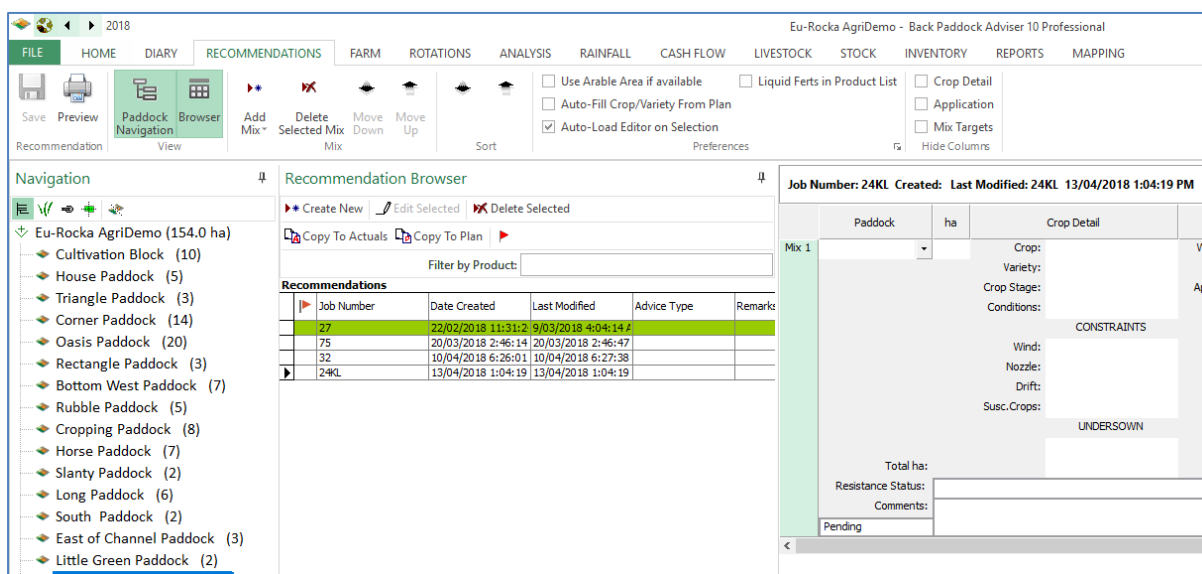
1. Create new Recommendation

It is assumed at this point that a client file has been created and is opened in the Adviser or Manager program. Please follow steps below to create a Rec that can be exported as a PDF, printed or emailed.

1. Open Adviser program
2. Open required Client File
3. Click Recommendations tab
4. Confirm correct current year (top left of screen '2018'), use arrows to adjust if required
5. Click Trading Name in left hand navigation pane, this will allow you to see all recs created for the trading name. Selecting a paddock shows recs for that paddock only
6. Click  **Create New** under Recommendation Browser

This will provide you with the framework for your Rec including a Job number and created date. The date cannot be modified, but your Job Number can if required. If there are multiple users in the single client file, it may be appropriate to add your initials to the Job Number.

7. Click Add Mix in the top toolbar (or drop down beside Add Mix and Add Nutrient Application for a Fert Rec)

Eu-Rocka AgriDemo - Back Paddock Adviser 10 Professional

Navigation: Eu-Rocka AgriDemo (154.0 ha)

- Cultivation Block (10)
- House Paddock (5)
- Triangle Paddock (3)
- Corner Paddock (14)
- Oasis Paddock (20)
- Rectangle Paddock (3)
- Bottom West Paddock (7)
- Rubble Paddock (5)
- Cropping Paddock (8)
- Horse Paddock (7)
- Slanty Paddock (2)
- Long Paddock (6)
- South Paddock (2)
- East of Channel Paddock (3)
- Little Green Paddock (2)

Recommendation Browser

Job Number: 24KL Created: Last Modified: 24KL 13/04/2018 1:04:19 PM

Job Number	Date Created	Last Modified	Advice Type	Remarks
27	22/02/2018 11:31:12	9/03/2018 4:04:14		
75	20/03/2018 2:46:14	20/03/2018 2:46:47		
32	10/04/2018 6:26:01	10/04/2018 6:27:38		
24KL	13/04/2018 1:04:19	13/04/2018 1:04:19		

Recommendations

Filter by Product:

CONRAINTS

UNDERSOWN

Total ha:

Resistance Status:

Comments:

Pending

You will now see a data entry screen on the right hand side of the program. This is what you will use to enter the raw data required to create a legal recommendation including Paddock, Product, Rate, Application constraints and Timing. You may need to use the scroll bar at the bottom of the Mix data entry screen to scroll left if you do not see the Paddock drop down as the first available cell. To add any details, simply click the required cell (eg Paddock) and double click on the required data. Scroll right on the Mix data entry screen to see more options including Pest species and Products. You may also choose to “turn off” the Paddock Navigation and/or Browser screens while data entry is completed, making your Mix screen full page. Continue once all required data is entered.

8. Click Save in the top left corner
9. Click Preview

You will then see a PDF view of your recommendation. The Components in the top toolbar can be used to toggle items on and off as required. Check our [Product Set Up](#) guideline if you have not yet customised your Rec template.

2. Print / Export Recommendation

From the preview screen you will see Print, Save as PDF and Email PDF options in the top left corner. To get there...

1. *Open Adviser*
2. *Open client file*
3. *Click Recommendations tab*
4. *Click Trading Name in navigation pane to see all recs for year*
5. *Click required Job Number*
6. *Click Preview*

2.1 Print

Click Print from the Spray Rec preview screen. You will then be able to adjust your printer settings as required and click OK to print.

2.2 Save as PDF

Click Save as PDF from the rec preview screen and navigate to your desired Save location. Please note – if you are using WebConnect please make sure you are saving to your local computer. If you Save and cannot find your document, it may be on the server. If you suspect this, try clicking Save as PDF again to locate the document. From that point you could click the file, Ctrl C to copy and Ctrl V to paste on your local computer.

2.3 Email PDF

Click this to email the PDF direct from the Adviser program. This may not be an option for all users.

2.4 Close Rec Preview

Click Close Preview to return to main Recommendation tab in program.

3. Help please!

We at Back Paddock understand that everyone is different and learns in different ways. To facilitate this and make our products more accessible for everyone, we have a plethora of different ways and means of obtaining assistance in any situation.

3.1 Call Us

Call our HelpDesk on 07 3220 2959, available Monday to Friday 7:30am-6pm AEST.

3.2 Online Consultant (chat)

Chat to our HelpDesk online! Go to <http://www.backpaddock.com.au/help-desk> and click Site Consultant to get started, also available from within the Adviser program by clicking File > Help

3.3 How To Guides

Visit: <http://www.backpaddock.com.au/help-desk/> for the full list of How To guides and Manuals organised by program.

3.4 YouTube Videos

That's right, we're on YouTube too! Check out our channel here
<https://www.youtube.com/user/BackPaddockSupport>

3.5 Email Us

Send us an email any time, we will respond by the next business day. Reach us on
Support@backpaddock.com.au

Thanks for joining us!

Back Paddock Team.

Ph: 07 3220 2959

E: Support@backpaddock.com.au

W: www.backpaddock.com.au