

Reports

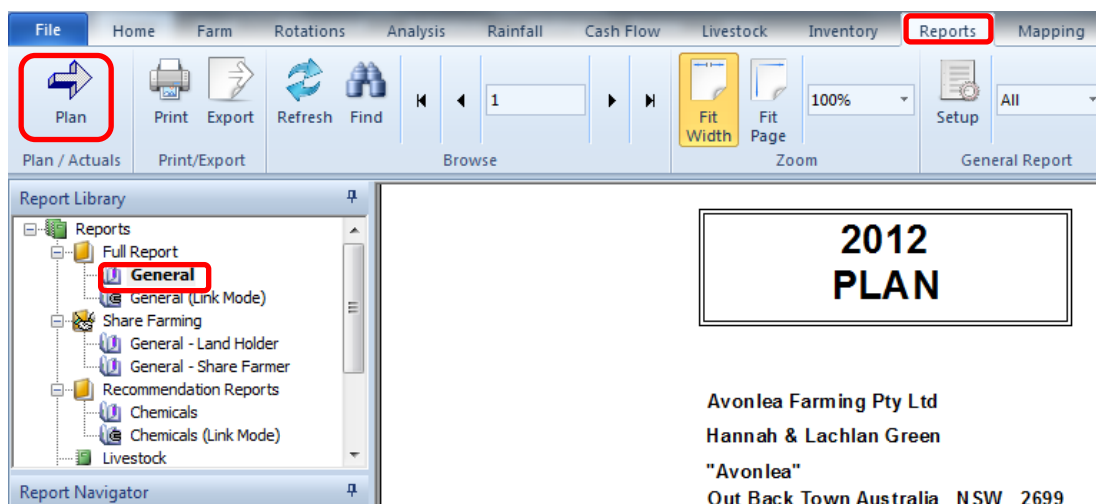
The Report tab has a wide variety of Reports that can be generated to collate information in a various ways. The main Report is the General Report which has input summaries and details per paddock. Reports can be displayed as 'Plan' or 'Actuals'. It is helpful to print off and save a copy of the 'Plan' Report at the beginning of the season when the Plan has been finalised. Then the hardcopy can be used to manually record daily any changes to paddock inputs and operations. The program can then be regularly updated at a time of your convenience.

Note: All prices stated in the Report are to be GST exclusive and used as only a guide.

Using Reports

1. Generating a Report

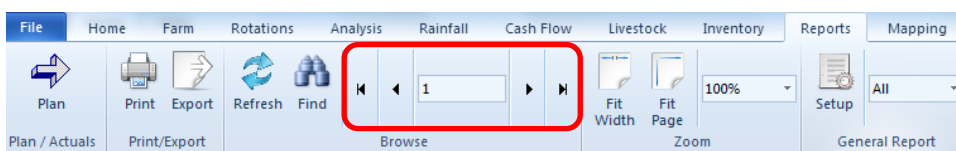
1. Click on Reports Tab> Choose a Report from Report Library. Report generates in middle view. This may take a few moments.



Note: Choose General (Link Mode) if have paddocks linked in Home tab.

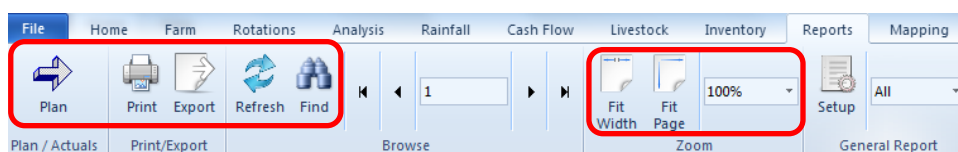
Note: The Report generates based on what year is in view in the Home tab and if in Plan or Actuals mode. To generate an 'Actuals' Report>Click Plan button located underneath File Tab name.

2. Click arrows either side of the page number to browse through the pages. Or type a number directly into the box and hit enter to skip through several pages.

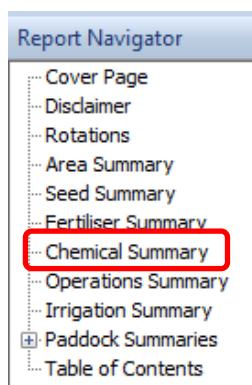


Note: The arrows with the vertical line navigate to the first and last pages.

2. Report Tab Navigation



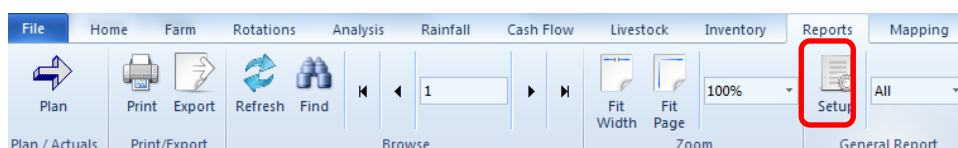
1. Plan/Actuals – Click to change from Plan to Actuals easily. Refresh report to regenerate.
2. Print – Print Report in view.
3. Export – Export Report to Save as a pdf and Email.
4. Refresh – Regenerates/Refreshes Report view.
5. Find – Allows searching by a term within the Report.
6. Zoom – Use various options to make the report view larger or smaller.
7. Report Navigator – Click on a Title to be direct to that section of the Report.



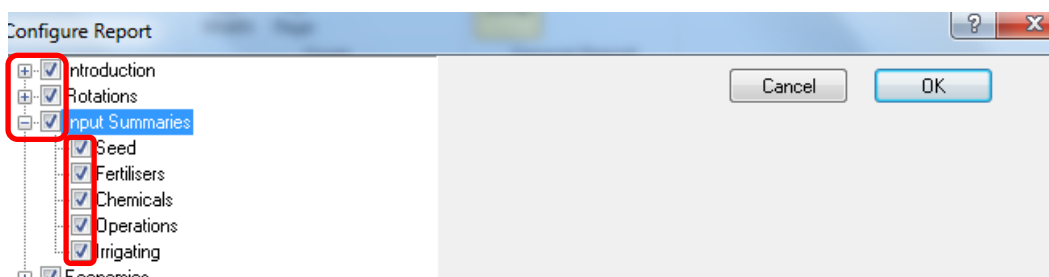
Customising Reports

1. Report Set up

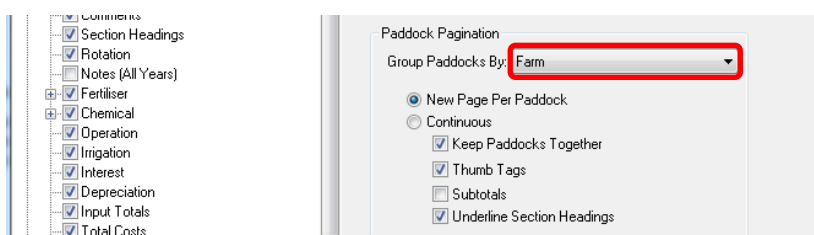
1. Generate a Report>Click on Setup Button.



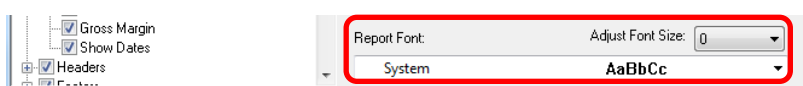
2. Click '+' to expand list>Tick/untick the various options to customise the Report.



3. Paddock Order and Arrangement>Choose to Group by Farm or Crop type. Other options also available below.

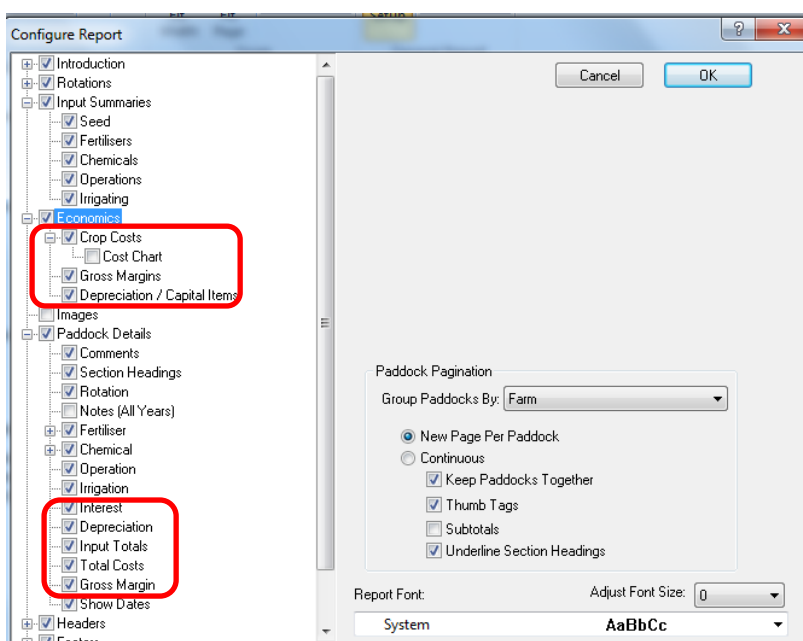


4. Adjust Font size and type as required.



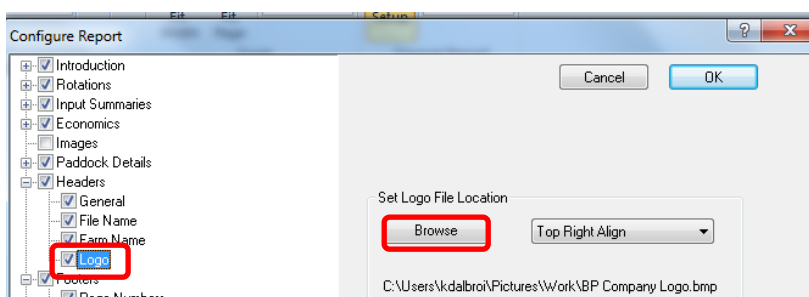
2. Removing \$ figures from Report

1. Removing \$ figures only for Paddock Report pages (not in Summaries)>Untick Economics (All), plus in Paddock Details: Interest/Depreciation/Input totals/Total Costs and Gross Margin.



3. Add a Logo

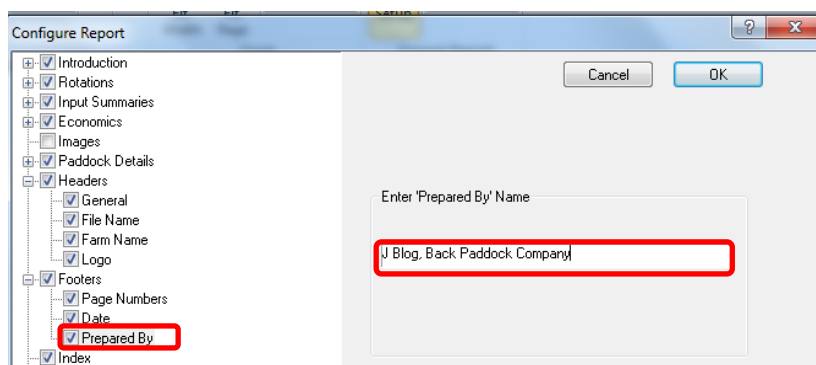
1. Add Logo to Report>Click '+' Headers>Tick Logo>Click Browse>Find and open Logo image.



Note: Image be saved as a Bitmap.

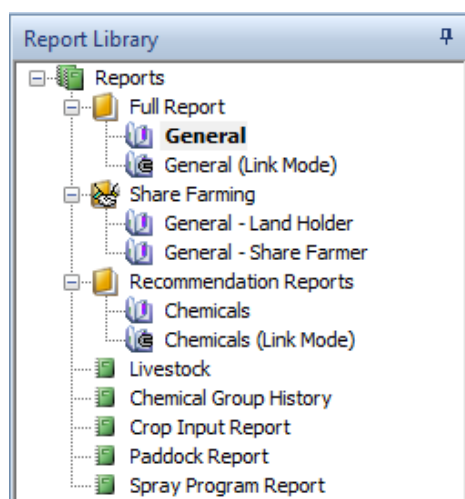
4. Add Prepared By

1. Add Prepared By to the Report front page>Click '+' Footers>Tick Prepared By>Enter in details in blank cell to the right.



Different Reports

There are a variety of pre-defined Reports available for selection:



1. General – Full Report.
2. General (Link Mode) – Full Report to be used if Paddocks have been Linked.
3. Share Farming – Under Construction.
4. Recommendation Reports – Provide a listing of Chemical mixes with no costs per paddock. Handy for spray contractors/application.
5. Livestock – Summaries and Gross Margins for Livestock.
6. Chemical Group History – Table of chemical groups applied to each paddock per year. Great for review to prevent chemical resistance.

Note: Each year must be Copied to Actuals OR have data entered directly into Actuals.

7. Crop Input Report – Input summaries by Crop type.
8. Spray Program – Lists paddock per page with Mixes to be sprayed.