

Adviser / Manager: Getting started

1. Overview

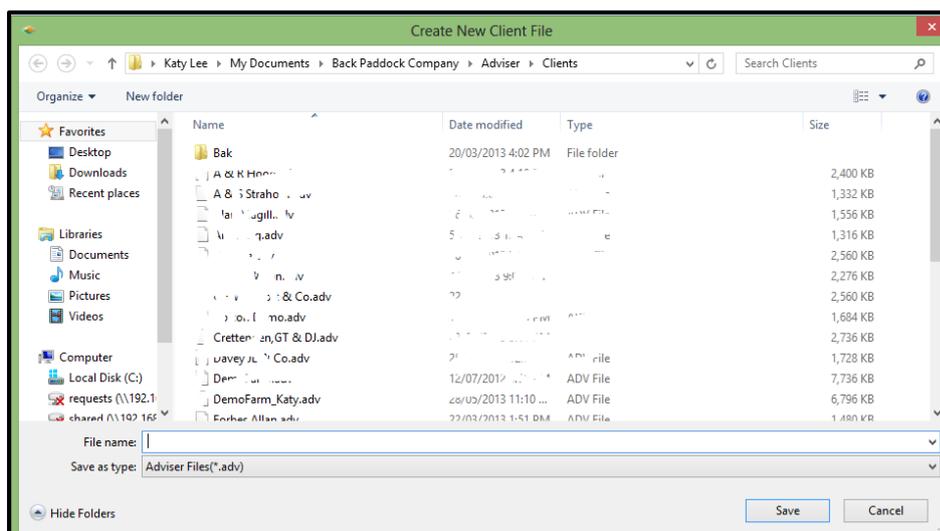
Welcome to Back Paddock! It is assumed at this point that the decision has been made to purchase this product, so you are all well aware of the basic functionality of the program. This guide will take you through some of the start-up procedures we recommend in the Adviser program, and the basics of getting started. This guide assumes that you have completed the [New Client Registration](#) form on our website, subscribed to our products and completed the steps in your Activation Email to download and activate the product.

Please find instructions below to create a brand new client file as required. If you are a new manager sharing with an existing agronomist, you may instead already have access to a client file. Skip down below to learn how to adjust or view any of the included information.

2. Create a Client File

Adviser users are able to create multiple Client Files, one per Client or Trading Name. This will contain all of the information pertaining to them including Trading Names, Farms, Paddocks and the Plan you create.

Before we begin, take a moment to think about your nomenclature. It's important to stick to a common format when creating multiple files. Are you going to use Trading Names or Client Names as the file name? If you use Client names are they going to be "Surname, First name" or "Full name"? Think about your clients, are there any that double up either way? In the program this will be listed as the Trading Name, with Farms and Paddocks allocated under this.

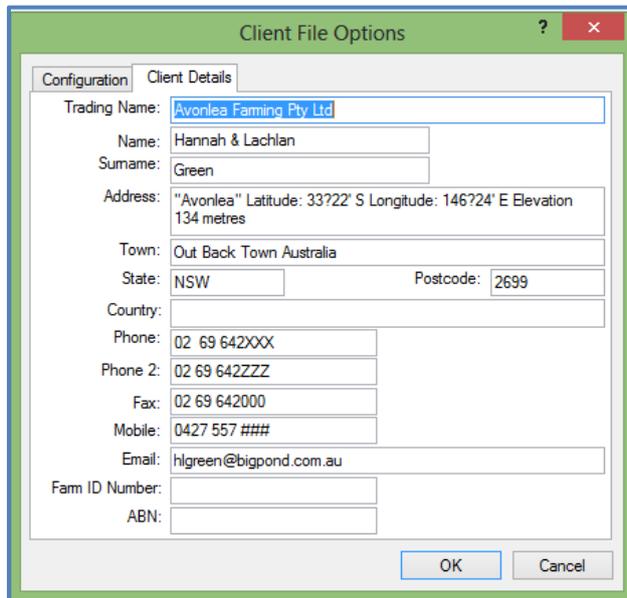


1. Double click on the Adviser icon on your desktop to open
2. Click on New
3. Enter decided name of file
4. Click Save

Your new Client File will open at the Home page, ready to start entering more data.

3. Enter Client Details

Now, we suggest entering the client details including name and postal address. These details will be displayed when reports are generated for the Client.



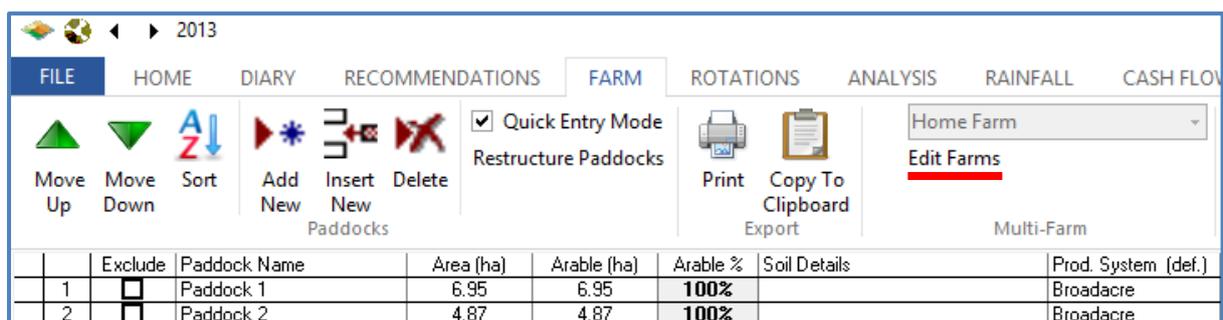
1. Click File
2. Click Info
3. Click Client Options
4. Click Client Details tab
5. Enter details as required
6. Click OK

Your client details are now entered.

4. Add Farms and Paddocks to your Client File

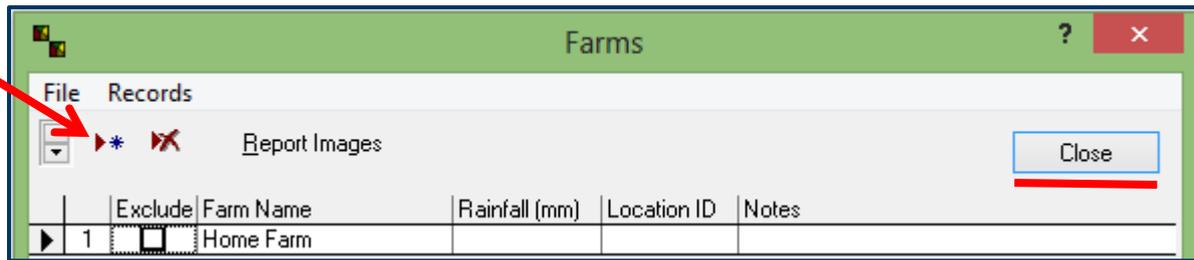
Now, we want to add the Farms and Paddocks to your client file in preparation for planning. Make sure you have all your information ready, we will need Farm names, Paddock names and Areas.

4.1 Create new Farms



	Exclude	Paddock Name	Area (ha)	Arable (ha)	Arable %	Soil Details	Prod. System (def.)
1	<input type="checkbox"/>	Paddock 1	6.95	6.95	100%		Broadacre
2	<input type="checkbox"/>	Paddock 2	4.87	4.87	100%		Broadacre

1. Click Farm
2. Click Edit Farms



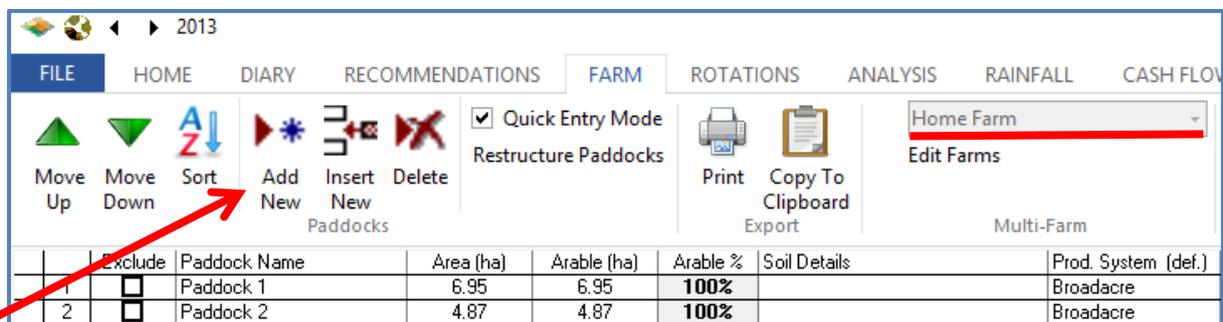
Home Farm is the default name for your Farm. Click in the box to edit this name, and continue to add more Farms as required.

3. Click  for extra Farm lines
4. Enter Information as required (Farm Name compulsory, other optional)
5. Click Close to save.

Your Farms are now successfully added.

4.2 Create new Paddocks and Areas (manually)

It's time to add some Paddocks to your Farms.



1. Select correct Farm using the drop down box above Edit Farms
2. Click Add New to insert a line

There are two options here; standard and quick entry mode. Choosing Quick Entry allows the user to hit "Enter" to create a new paddock line after typing the Paddock Name and Area. Standard mode requires you to click Add New to create the fields; hitting Enter in this mode allows you to fill in all tabs along the screen. Selection is based on personal preference. Instructions below are for Quick Entry.

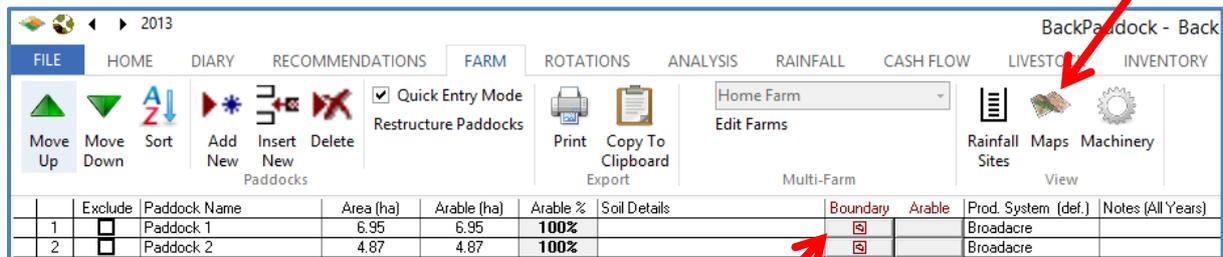
3. Enter first paddock name as required
4. Click Enter
5. Enter Area
6. Click Enter for new paddock

Your paddocks are now created.

4.3 Create new Paddocks and Areas (using Mapping)

This is an exciting new feature of the program, enabling the user to import kml or shp files into our program and create new paddocks through the Mapping system. Auto-areas can also be calculated from these files. If you do not have any mapping files and would like some, check out our guide to create mapping files available on our website. Simply download Free Google Earth and away you go.

Import Map



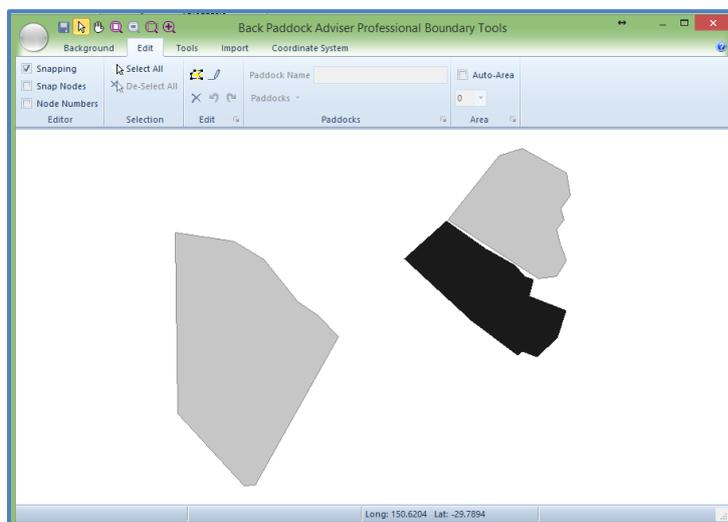
1. On the Farm tab, click on Maps
2. Click on grey square under “Boundary”
3. Click on Import
4. Click Open
5. Locate your kml or shp Mapping file and click on it to highlight
6. Click Open

Your paddock polygon/s will now be visible on screen.

Assign Paddock Name

1. Click Edit Tab

If you would like the program to calculate the area of your paddocks through your Mapping files, this should be selected now. Alternately, continue with step 4.

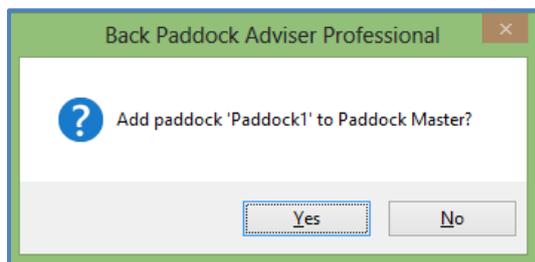


2. Click Auto-Area

3. Select required decimal places (0, 0.0, 0.00)

We are now ready to start assigning Paddock Names to these polygons. If Paddock names are created, we use the drop down box next to “Paddocks” to assign by double clicking. Alternately they can be created from Maps as per below.

4. Click Select Tool 
5. Left click on your first paddock to highlight
 - a. Click drop down next to Paddocks and double click to select paddock name if available OR
6. Click in white bar next to Paddock Name
7. Type in required Paddock Name
8. Hit Enter on your keyboard



You will be prompted with the screen above. This is our program confirming that you want to add this Paddock to your client file.

9. Click Yes

If you have multiple farms you will be prompted to select the Farm to add this paddock to.



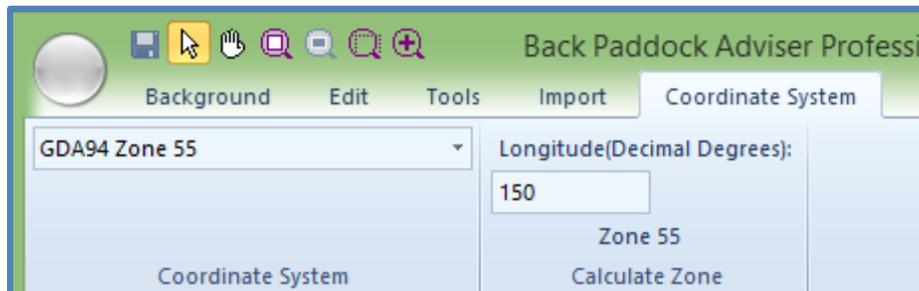
10. Use drop down box to select correct Farm
11. Click OK
12. Continue with remaining Paddocks from Step 5 as required

Set Coordinate System

From here, we must set the Coordinate system which tells our program where in the world our farm is sitting. This is set by Zone, based on the longitude.

1. Click Coordinate System tab

2. Hover mouse over whole farm, taking note of the longitude in the bottom-centre of the screen (NOTE: If you see Eastings and Northings you can skip this step and continue to SAVE at step 7)
3. Enter this longitude as a whole number into the white bar beneath “Longitude (Decimal Degrees)”
4. Click Calculate Zone



5. Select appropriate zone (for example Zone 55 in above) from drop down menu
6. Click OK
7. Click Save disc in top left corner
8. Click round circle, and Exit to close module

Your paddock names have been successfully created, and your maps correctly labelled.

From here, we recommend that the Master Database be customised.

4.4 Edit / Exclude Paddocks or Farms

To edit these in Adviser / Manager is a simple matter of typing over the Paddock or Farm name you wish to change. Clicking off this bar will save the change.

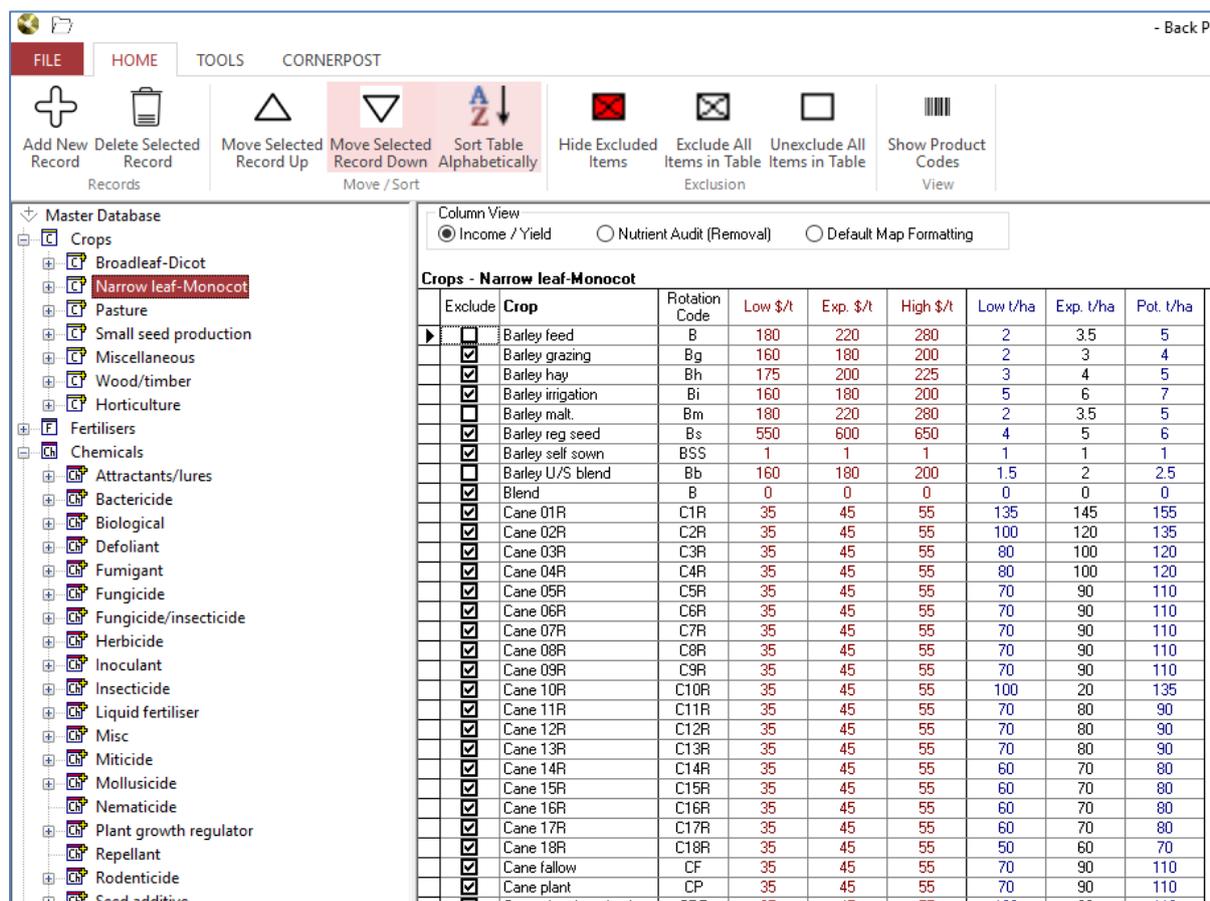
Excluding Paddocks or Farms ensures that historical data remains for those fields, but this information is not included in reporting. This is particularly useful if perhaps a Farm or Paddock is on seasonal lease, has been flooded or is spelling. Tick in the Exclude box next to the required Farm or Paddock to Exclude.

Word to the wise RE: Deleting

There is no “Undo” button in this program! We do not recommend deleting entries without careful scrutiny of potential ramifications. For example, deleting a Farm deletes all associated Paddocks. Deleting a Paddock deletes that Paddock in all years.

5. Customise your Master Database

This is where the MDB is chopped and filtered to suit your local situation, saving you time in-field or when using the program.



The screenshot shows the software interface with the 'Master Database' menu open. The 'Crops' category is expanded, and 'Narrow leaf-Monocot' is selected. A table titled 'Crops - Narrow leaf-Monocot' is displayed, showing various crop varieties with their respective rotation codes and economic data.

Exclude	Crop	Rotation Code	Low \$/t	Exp. \$/t	High \$/t	Low t/ha	Exp. t/ha	Pot. t/ha
<input type="checkbox"/>	Barley feed	B	180	220	280	2	3.5	5
<input checked="" type="checkbox"/>	Barley grazing	Bg	160	180	200	2	3	4
<input checked="" type="checkbox"/>	Barley hay	Bh	175	200	225	3	4	5
<input checked="" type="checkbox"/>	Barley irrigation	Bi	160	180	200	5	6	7
<input checked="" type="checkbox"/>	Barley malt	Bm	180	220	280	2	3.5	5
<input checked="" type="checkbox"/>	Barley reg seed	Bs	550	600	650	4	5	6
<input checked="" type="checkbox"/>	Barley self sown	BSS	1	1	1	1	1	1
<input checked="" type="checkbox"/>	Barley U/S blend	Bb	160	180	200	1.5	2	2.5
<input checked="" type="checkbox"/>	Blend	B	0	0	0	0	0	0
<input checked="" type="checkbox"/>	Cane 01R	C1R	35	45	55	135	145	155
<input checked="" type="checkbox"/>	Cane 02R	C2R	35	45	55	100	120	135
<input checked="" type="checkbox"/>	Cane 03R	C3R	35	45	55	80	100	120
<input checked="" type="checkbox"/>	Cane 04R	C4R	35	45	55	80	100	120
<input checked="" type="checkbox"/>	Cane 05R	C5R	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane 06R	C6R	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane 07R	C7R	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane 08R	C8R	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane 09R	C9R	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane 10R	C10R	35	45	55	100	20	135
<input checked="" type="checkbox"/>	Cane 11R	C11R	35	45	55	70	80	90
<input checked="" type="checkbox"/>	Cane 12R	C12R	35	45	55	70	80	90
<input checked="" type="checkbox"/>	Cane 13R	C13R	35	45	55	70	80	90
<input checked="" type="checkbox"/>	Cane 14R	C14R	35	45	55	60	70	80
<input checked="" type="checkbox"/>	Cane 15R	C15R	35	45	55	60	70	80
<input checked="" type="checkbox"/>	Cane 16R	C16R	35	45	55	60	70	80
<input checked="" type="checkbox"/>	Cane 17R	C17R	35	45	55	60	70	80
<input checked="" type="checkbox"/>	Cane 18R	C18R	35	45	55	50	60	70
<input checked="" type="checkbox"/>	Cane fallow	CF	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane plant	CP	35	45	55	70	90	110
<input checked="" type="checkbox"/>	Cane plant	CP	35	45	55	70	90	110

1. Double click on Adviser icon on desktop to open program
2. Click Home Tab
3. Click Master Database

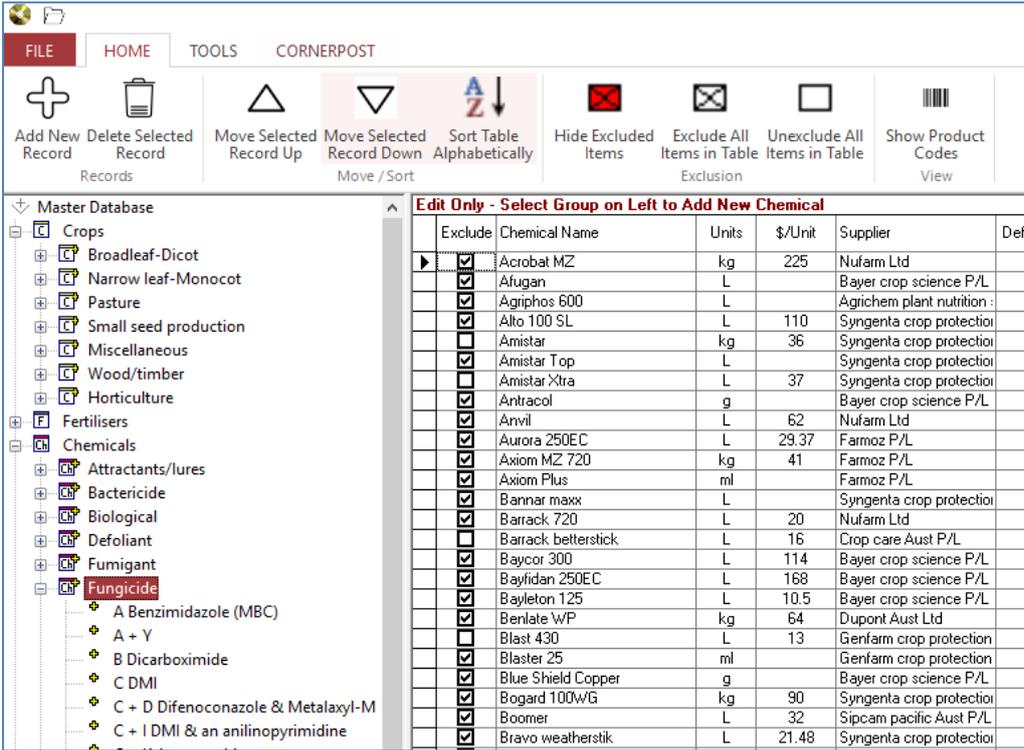
The terminology we use within the Master Database is “Exclude” and “Unexclude”. If something has a tick next to it that means it is Excluded (not included) in the lists within the program. Items without ticks are Unexcluded (included).

5.1 Reducing your Master Database

Starting at the beginning, so with Crops. There are layers in the Master Database, they are classified by Crop first, then variety. Excluding an item at the top of the ladder will exclude items underneath it further down the ladder. For example, if you exclude all Narrow Leaf Monocots, you will not be able to see any barley, sorghum, oats, wheat etc.

Clicking on the plus sign to the left of the classification (eg. Narrow Leaf Monocot) will show you a list of Crops in the left hand pane, clicking on a crop shows their corresponding Variety in the right hand pane.

Exclude crops that you don't require first, and then varieties. You may find it easier to "Exclude All Items in Table" and then un-tick the ones you want to see. As a check, click "Hide Excluded Items" to show you a list of only those you have included for your database. Click this red cross again to make all lines appear. Continue to Exclude or Unexclude down the list of crops.



The screenshot shows the software interface with a toolbar at the top and a table of chemical products below. The toolbar includes icons for 'Add New Record', 'Delete Selected Record', 'Move Selected Record Up', 'Move Selected Record Down', 'Sort Table Alphabetically', 'Hide Excluded Items', 'Exclude All Items in Table', 'Unexclude All Items in Table', and 'Show Product Codes View'. The table has columns for 'Exclude', 'Chemical Name', 'Units', '\$/Unit', 'Supplier', and 'Def'. The 'Fungicide' category is highlighted in the left-hand pane.

Exclude	Chemical Name	Units	\$/Unit	Supplier	Def
<input checked="" type="checkbox"/>	Acrobat MZ	kg	225	Nufarm Ltd	
<input checked="" type="checkbox"/>	Afugan	L		Bayer crop science P/L	
<input checked="" type="checkbox"/>	Agriphos 600	L		Agrichem plant nutrition :	
<input checked="" type="checkbox"/>	Alto 100 SL	L	110	Syngenta crop protection	
<input checked="" type="checkbox"/>	Amistar	kg	36	Syngenta crop protection	
<input checked="" type="checkbox"/>	Amistar Top	L		Syngenta crop protection	
<input checked="" type="checkbox"/>	Amistar Xtra	L	37	Syngenta crop protection	
<input checked="" type="checkbox"/>	Antracol	g		Bayer crop science P/L	
<input checked="" type="checkbox"/>	Anvil	L	62	Nufarm Ltd	
<input checked="" type="checkbox"/>	Aurora 250EC	L	29.37	Farmoz P/L	
<input checked="" type="checkbox"/>	Axiom MZ 720	kg	41	Farmoz P/L	
<input checked="" type="checkbox"/>	Axiom Plus	ml		Farmoz P/L	
<input checked="" type="checkbox"/>	Bannar maxx	L		Syngenta crop protection	
<input checked="" type="checkbox"/>	Barrack 720	L	20	Nufarm Ltd	
<input checked="" type="checkbox"/>	Barrack betterstick	L	16	Crop care Aust P/L	
<input checked="" type="checkbox"/>	Baycor 300	L	114	Bayer crop science P/L	
<input checked="" type="checkbox"/>	Bayfidan 250EC	L	168	Bayer crop science P/L	
<input checked="" type="checkbox"/>	Bayleton 125	L	10.5	Bayer crop science P/L	
<input checked="" type="checkbox"/>	Benlate W/P	kg	64	Dupont Aust Ltd	
<input checked="" type="checkbox"/>	Blast 430	L	13	Genfarm crop protection	
<input checked="" type="checkbox"/>	Blaster 25	ml		Genfarm crop protection	
<input checked="" type="checkbox"/>	Blue Shield Copper	g		Bayer crop science P/L	
<input checked="" type="checkbox"/>	Bogard 100WG	kg	90	Syngenta crop protection	
<input checked="" type="checkbox"/>	Boomer	L	32	Sipcam pacific Aust P/L	
<input checked="" type="checkbox"/>	Bravo weatherstik	L	21.48	Syngenta crop protection	

Use this method for all tables in your Master Database including Chemicals, Fertilisers and Operations.

5.2 Adding items to your Master Database

It is easily possible to add new items to your Master Database by clicking through to the desired location and selecting "Add New Record" to add a blank line in the right hand pane. This icon is situated in the top left corner of your screen and appears as per below.



Clicking this will enter a new line at the bottom of the screen that you are on (right hand pane). In the example below, Add New Record has been clicked with Crops highlighted. This will allow us to add a new Crop Category.

Crop Category
Narrow leaf-Monocot
Broadleaf-Dicot
Pasture
Small seed production
Miscellaneous
Wood/timber
Horticulture

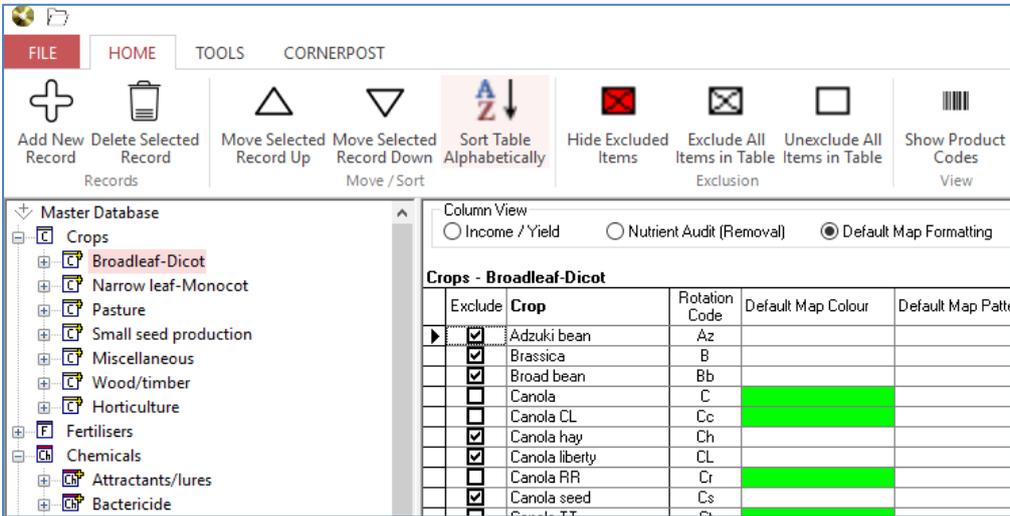
Details should then be entered as required. Click in any cell on the right hand pane to make adjustments to names or spelling as required.

Real time data editing is used to save changes to the Master Database, meaning that when data is entered into a cell the very minute you click off that cell the data is saved as a permanent record. Close out of your Master Database by clicking on the X in the top right corner of your screen.

The Master Database also includes default information for prices, expected yields, nutrient levels, rates and much more. These are easily modified to suit your situation by clicking in each cell and typing the new number. This will save you modifying it in your program each and every time that product is selected.

5.3 Default Map Colours

Default map colours for each variety are also set in your Master Database. Selecting these will ensure that colours remain the same each time for any Mapping layers created using this data. These colours are also sync'd to show coloured maps on your iPad if applicable.



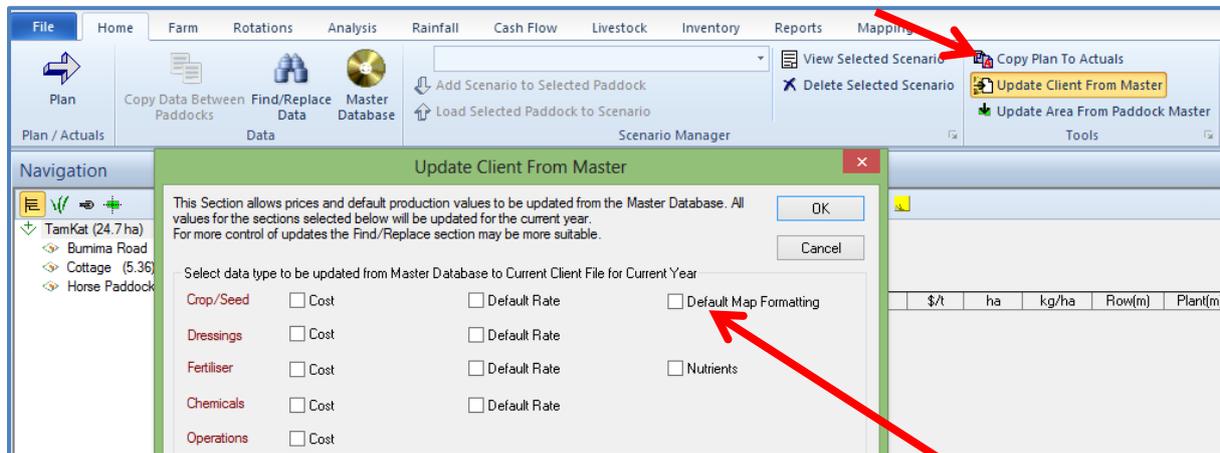
The screenshot shows the software interface with a menu bar (FILE, HOME, TOOLS, CORNERPOST) and a toolbar with icons for adding, deleting, and moving records, as well as sorting and exclusion options. The 'Master Database' tree on the left shows 'Crops' expanded to 'Broadleaf-Dicot'. The main table displays the following data:

Exclude	Crop	Rotation Code	Default Map Colour	Default Map Pattern
<input checked="" type="checkbox"/>	Adzuki bean	Az		
<input checked="" type="checkbox"/>	Brassica	B		
<input checked="" type="checkbox"/>	Broad bean	Bb		
<input type="checkbox"/>	Canola	C		
<input type="checkbox"/>	Canola CL	Cc		
<input checked="" type="checkbox"/>	Canola hay	Ch		
<input checked="" type="checkbox"/>	Canola liberty	CL		
<input type="checkbox"/>	Canola RR	Cr		
<input checked="" type="checkbox"/>	Canola seed	Cs		

1. Open Master Database
2. Click on plus sign next to required Crop Category
3. Click on the Crop name
4. Adjust the "Default Map Colour" in the right hand Variety pane
5. Close Master Database to save changes

5.4 Update Client From Master

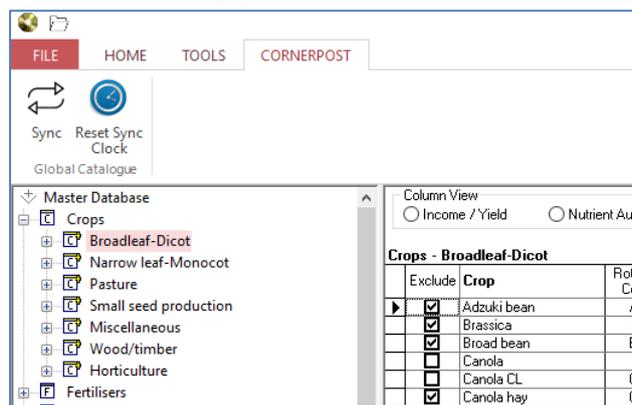
This button allows the changes that we have just made to override relevant data in the selected year. For example, updating chemical costs or rates from the MDB and overriding those already entered in the selected year and mode (Plan/Actuals). The steps below are for Default Map colours specifically, but ticking other boxes will adjust what is updated appropriately.



6. Click on “Update Client from Master” in the Home tab
7. Tick “Default Map Formatting”
8. Click OK

These changes will now be pushed through from your Master Database to your active client file.

6. Sending your Master Database to CornerPost



Unlike Client Files, the Master Database is sent to CornerPost in a section of its' own. This can be sent to CornerPost as a back-up, or in order to synchronise with another device registered in your name.

1. Double click on Adviser icon on desktop
2. Click Home
3. Click Master Database disc
4. Click CornerPost

5. Click Sync
6. Click Yes

This process can take several minutes. Please ensure that you have good internet connectivity for the duration of the Upload.

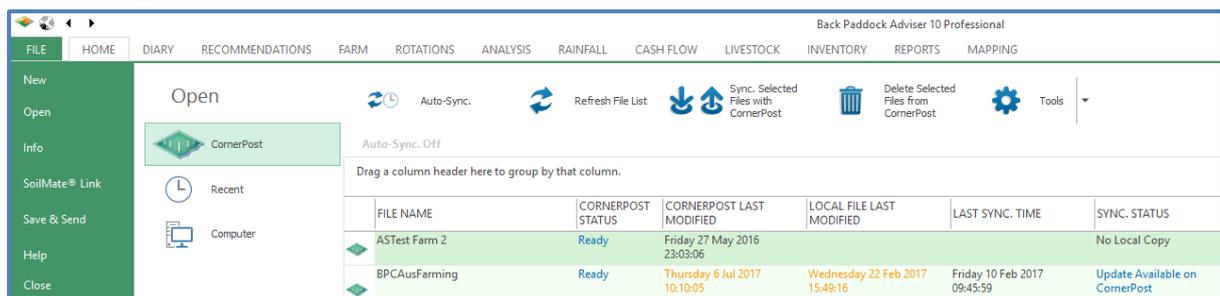
7. Click OK following successful upload.

Your Master Database has now been customised and has been sent to CornerPost to be retrieved to your App if applicable. Let's jump back to our newly created client file now and push this to CornerPost.

7. Sync New file to CornerPost

You are now in a position where the basics of your program have been populated, we have customised your Master Database and you have a client file with Farms and Paddocks. This is a good time to send your file to CornerPost, or you may wish to continue by adding in rotations data following our Inputs guide.

7.1 Sync new file



The screenshot shows the 'Open' dialog box in the Back Paddock Adviser 10 Professional software. The 'CornerPost' folder is selected in the left sidebar. The main area displays a table of files with the following columns: FILE NAME, CORNERPOST STATUS, CORNERPOST LAST MODIFIED, LOCAL FILE LAST MODIFIED, LAST SYNC. TIME, and SYNC. STATUS.

FILE NAME	CORNERPOST STATUS	CORNERPOST LAST MODIFIED	LOCAL FILE LAST MODIFIED	LAST SYNC. TIME	SYNC. STATUS
ASTest Farm 2	Ready	Friday 27 May 2016 23:03:06			No Local Copy
BPCAusFarming	Ready	Thursday 6 Jul 2017 10:10:05	Wednesday 22 Feb 2017 15:49:16	Friday 10 Feb 2017 09:45:59	Update Available on CornerPost

CornerPost is the name we give our database system; this is used to back up or synchronise data between devices and as a reporting tool.

1. Click File tab in your open client file
2. Click Close
3. Click Refresh File List
4. Single click new "Local Only" file
5. Click Tools > Reset Sync Clock
6. Click Yes on prompt
7. Click Sync Selected Files with CornerPost

Your file is now being uploaded to CornerPost, this may take several minutes dependent on your internet connection.

8. Click OK on Manual Sync Complete pop up
9. Wait 5 minutes
10. Click Refresh File List, file should appear as a CornerPost active file with a green icon. If not, wait 5 mins and refresh again. Continue when available

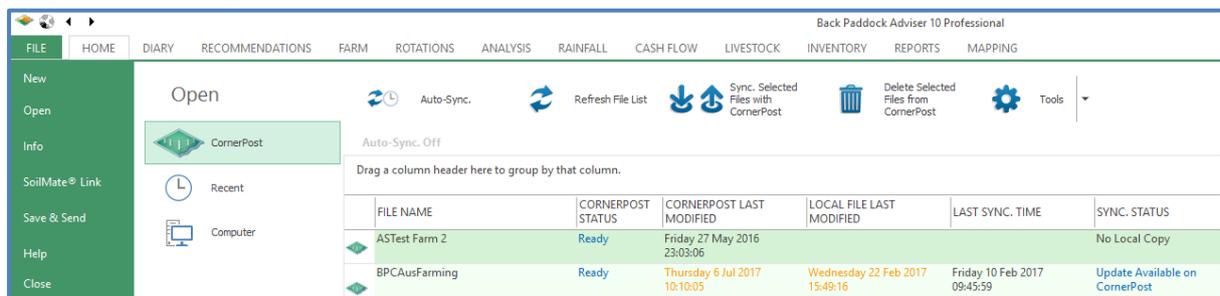
11. Single click file to highlight
12. Click Sync Selected Files with CornerPost
13. Click OK on Manual Sync Complete prompt

Your data has now been successfully backed up to CornerPost, to retrieve to your PC or other devices as required.

8. Standard Sync / Work Processes

Now that you have a CornerPost Active file it's important to read the instructions below to help you continually update your information.

8.1 Before you work



The screenshot shows the 'Open' dialog box in the Back Paddock Adviser 10 Professional software. The dialog box is titled 'Open' and has a sidebar on the left with options: New, Open, Info, SoilMate® Link, Save & Send, Help, and Close. The main area shows a list of files with columns: FILE NAME, CORNERPOST STATUS, CORNERPOST LAST MODIFIED, LOCAL FILE LAST MODIFIED, LAST SYNC. TIME, and SYNC. STATUS. The files listed are 'ASTest Farm 2' and 'BPCAusFarming'. The 'ASTest Farm 2' file is highlighted in green and has a status of 'Ready'. The 'BPCAusFarming' file has a status of 'Ready' and a sync status of 'Update Available on CornerPost'. The interface also shows various icons for 'Auto-Sync', 'Refresh File List', 'Sync. Selected Files with CornerPost', and 'Delete Selected Files from CornerPost'.

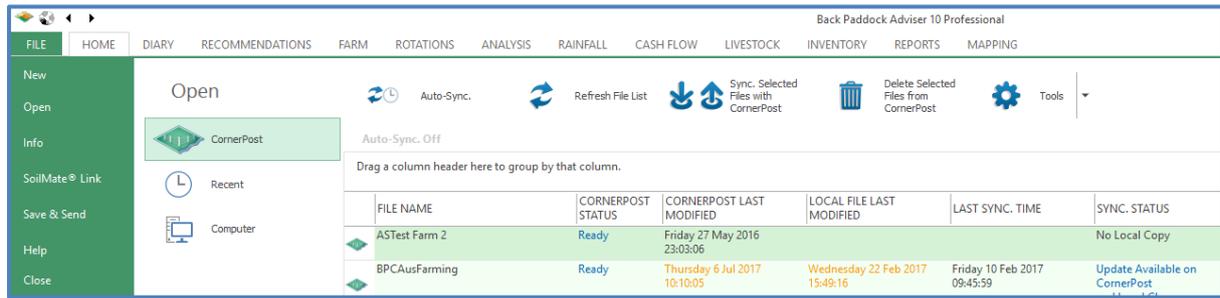
FILE NAME	CORNERPOST STATUS	CORNERPOST LAST MODIFIED	LOCAL FILE LAST MODIFIED	LAST SYNC. TIME	SYNC. STATUS
ASTest Farm 2	Ready	Friday 27 May 2016 23:03:06			No Local Copy
BPCAusFarming	Ready	Thursday 6 Jul 2017 10:10:05	Wednesday 22 Feb 2017 15:49:16	Friday 10 Feb 2017 09:45:59	Update Available on CornerPost

Follow these steps when you first sit down, ready to work on your Adviser or Manager desktop file.

1. Open Adviser
2. Check CornerPost status is Ready – if not, wait 5 mins and Refresh File List. If still not Ready contact Support
3. Single click file to highlight
4. Click Sync Selected Files with CornerPost
5. Click OK on Manual Sync Complete prompt
6. Double click to enter your file

Continue to work on your file as required, and move on to the below when work has been completed.

8.2 After you work



1. Click File tab
2. Click Close
3. Click Refresh File List
4. Check CornerPost status is Ready – if not, wait 5 mins and Refresh File List again. If still not Ready contact Support
5. Single click file to highlight
6. Click Sync Selected Files with CornerPost
7. Click OK on Manual Sync Complete prompt

You may now move on to your next file as required, or close the program down if finished by clicking Exit.

Thanks for joining me in setting up your client file!

Please don't hesitate to contact us if we can be of further assistance, or book one of our online training sessions on our HelpDesk site.

Enjoy!

Back Paddock Team.

Ph: 07 3220 2959

E: Support@backpaddock.com.au

W: www.backpaddock.com.au