

Input Data – Plan or Actuals

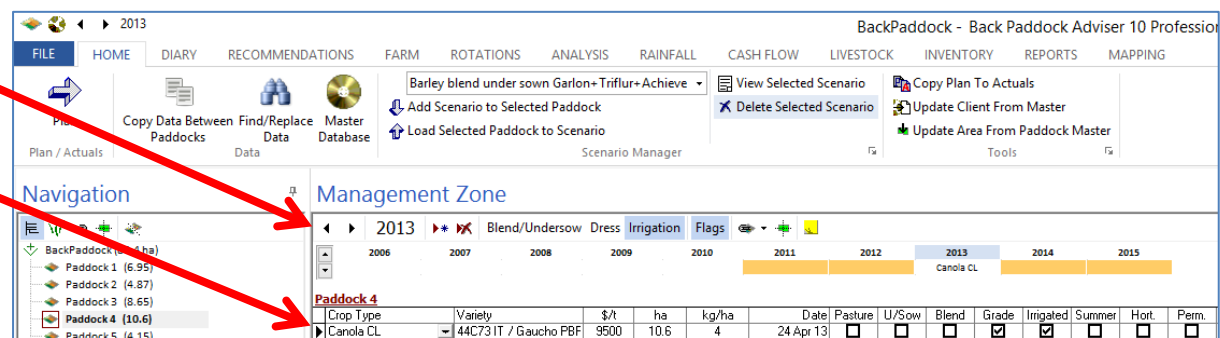
1. Overview

The majority of data that is entered into the Adviser or Manager program is done through the Home Tab. This guide will focus on some of the key data entry skills for beginners. As you become more confident in the use of this software, why not try out some of the other available ‘buttons’ with your DemoFarm file open? This way, there’s all the fun of trying new things without the worry of what it might do to your data. Check out our Create The Shell module for the first set up steps required in creating your client file, then follow on to see where data goes! Please note. If you have several paddocks that follow a very similar management plan, complete details for one Paddock then check out how to Copy Data between Paddocks. It’s a real time saver!

2. Sowing in Management Zone

In Adviser/Manager, Management zones contain fertiliser, chemical and operational data for a particular crop, in a particular paddock, in a particular calendar year. Multiple management zones can be added to a paddock if there is more than one crop or ag-chem plan in a paddock in any given calendar year. Let’s get started with your first paddock, in the current year. Current year can be found in the top toolbar, or under the words Management Zone. Click ◀ ▶ arrows to change current year.

Note: If you are trying to add a crop or variety and it’s not in the Drop downs, check the Master Database section of this document to resolve.



The screenshot shows the BackPaddock software interface. The top menu bar includes FILE, HOME, DIARY, RECOMMENDATIONS, FARM, ROTATIONS, ANALYSIS, RAINFALL, CASH FLOW, LIVESTOCK, INVENTORY, REPORTS, and MAPPING. The main toolbar contains various icons and buttons like 'Copy Data Between Paddocks', 'Find/Replace Data', 'Master Database', 'Add Scenario to Selected Paddock', 'Load Selected Paddock to Scenario', 'View Selected Scenario', 'Delete Selected Scenario', 'Copy Plan To Actuals', 'Update Client From Master', and 'Update Area From Paddock Master'. The 'Management Zone' section is active, showing a navigation pane on the left with a tree view of paddocks. The main area displays a table for 'Paddock 4' with columns for Crop Type, Variety, \$/t, ha, kg/ha, Date, Pasture, U/Sow, Blend, Grade, Irrigated, Summer, Hort., and Perm. The table shows 'Canola CL' as the crop type and '44C73 IT / Gaucho PBF' as the variety. Red arrows point to the 'Crop Type' and 'Variety' dropdown menus in the table.

Crop Type	Variety	\$/t	ha	kg/ha	Date	Pasture	U/Sow	Blend	Grade	Irrigated	Summer	Hort.	Perm.
Canola CL	44C73 IT / Gaucho PBF	9500	10.6	4	24 Apr 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

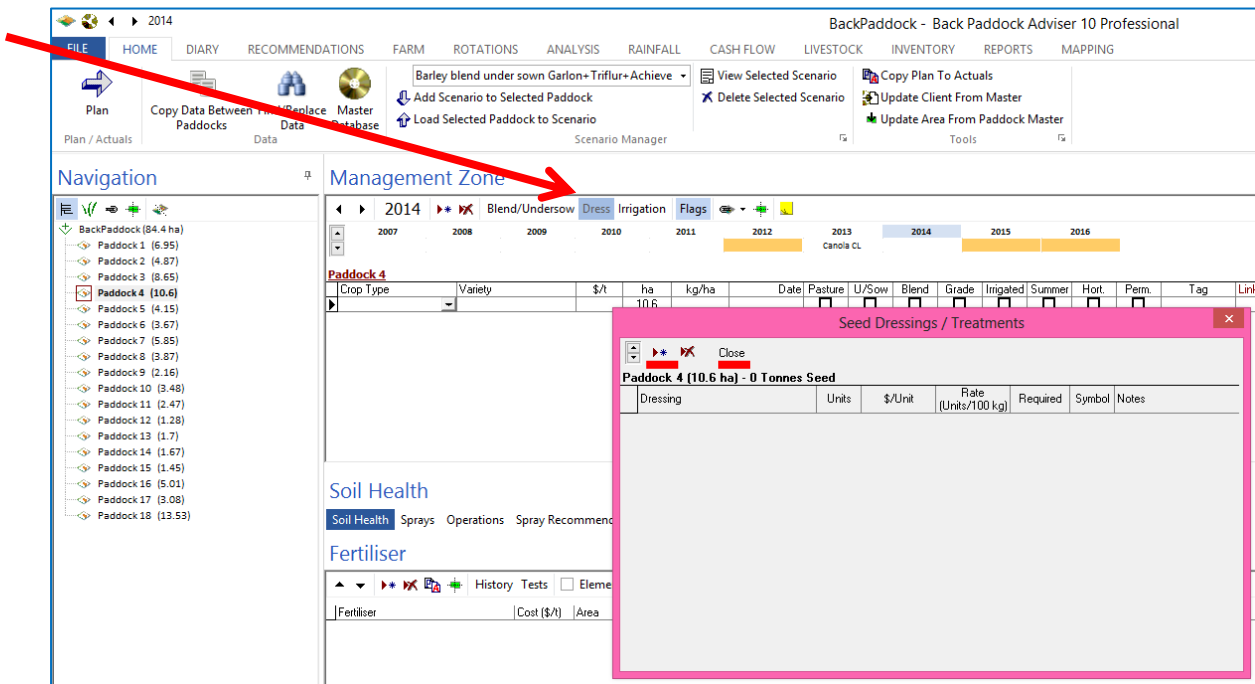
1. Open your Adviser program
2. **Sync** (see number 10 in this document for assistance) and open your client file
3. Click on your first paddock in the Navigation Pane
4. Click the arrow underneath Crop Type, and single click on required Crop
5. Click arrow underneath Variety, and single click on required Variety


This will automatically populate \$/t and kg/ha detail from your Master Database. Adjust as required by clicking in each field, and typing over the top of the entry. Enter your sowing date using the drop down calendar.

Several tick-boxes are found here that increase your available entry fields in each Management Zone. For example, tick in the Perm (Permanent crop) box to see additional Date boxes appear. Tick the required boxes for this crop.

Next, read along the top row from the current year: Blend/Undersow, Dress and Irrigation. If any of these options apply to the current crop, click to enter in any required information.

For example, if this crop is Dressed follow process below:

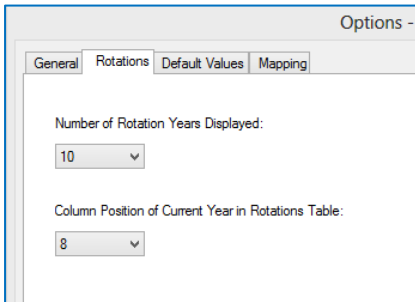


1. Click Dress
2. Click Add New line 
3. Select your Dressing from the drop down list by clicking on the name once
4. Enter or Modify \$/Unit and Rate as required by clicking in each cell, and typing detail
5. Click Close to save details

You have now successfully 'sown' a crop in the current year with the required Dressing.

3. Entering Crops in Rotations

This is a quick way of entering in your rotational summary over several years if required. Adjust the number of rotations that are seen in this Tab by following instructions below.



1. Click File (top left in Adviser program)
2. Click Options
3. Click Rotations tab
4. Click drop down box under Number of Rotations displayed
 - a. Up to 10 years can be displayed
 - b. Single click on required selection
5. Click Column Position drop down
 - a. Adjusts position of current year, for example, if mine is position 8 of 10, I see 7 years historical rotations, and 2 years in advance
 - b. Single click on required selection
6. Click Apply
7. Click OK
8. Click Rotations tab (beside Farm tab)

Your rotations tab will now display years as requested. The top section is an Area Summary, calculating total areas by crop. This is calculated based on the Rotations underneath it.

AREA SUMMARY (ha) - BackPaddock		2007	2008	2009	2010	2011	2012	2013
Broadleaf-Dicot	Broad beans							8.65
	Canola							4.15
	Canola CL							10.6
	Chickpea							3.67
	Cotton							9.72
	Cowpea							2.16
	Faba bean							2.47
	Lentil							1.7
	Linseed							1.67
	Miscellaneous	Fallow short < 4 mths						
								84.44

Rotations (Bold Crop Type Indicates Seed Blend)							
Paddock	2007 Crop	2008 Crop	2009 Crop	2010 Crop	2011 Crop	2012 Crop	2013 Crop
Paddock 1 (7.0)							Barley U/S blend
Paddock 2 (4.9)							Barley feed
Paddock 3 (8.7)							Broad beans
Paddock 4 (10.6)							Canola CL
Paddock 5 (4.2)							Canola

To enter crop information directly into Rotations

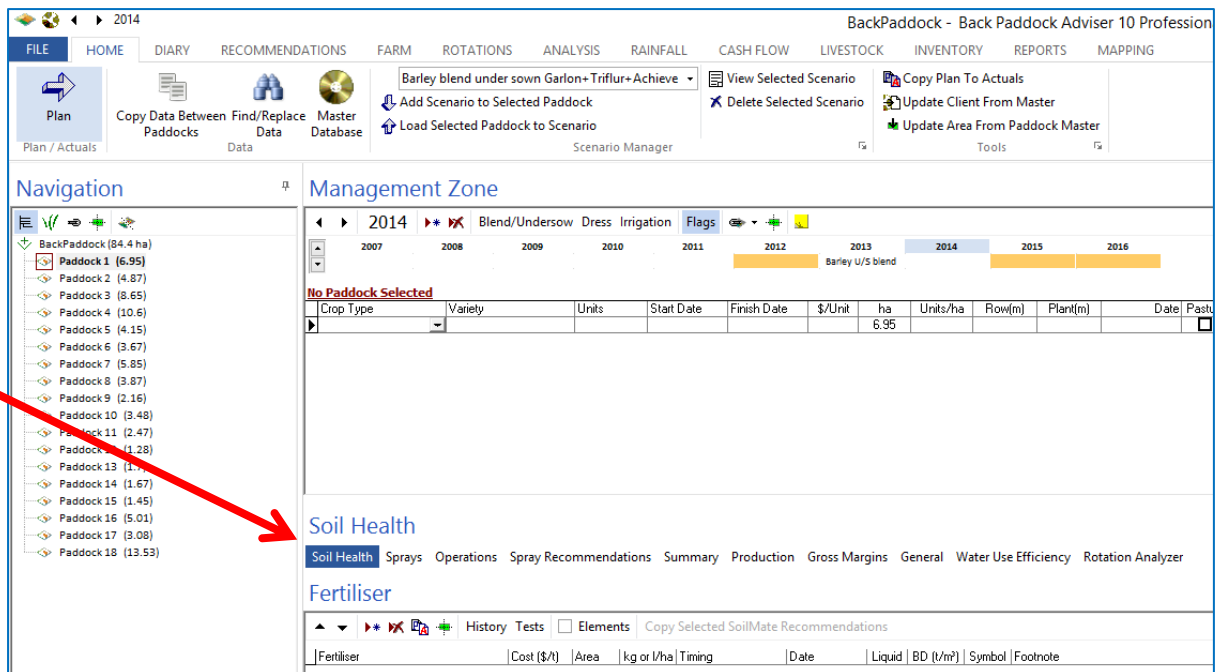
1. Single click in required cell
 - a. Check Paddock on left, and Year along the top to match cell
2. Click on the drop down arrow that will appear
3. Single click on required crop and/or variety
4. Click into an adjacent cell to save


The information entered will then be saved into your Home tab, in the sowing section, for each selected paddock and year.

4. Adding Fertilisers to a Management Zone

After sowing our crop, we can start moving along the secondary toolbar, half way down your screen on the Home Tab. The first – Soil Health, is to be populated with any Fertiliser treatment required for that crop.

Note: Add or Include items in your Master Database if they are not available in your drop down box. See the Master Database section of this guide for assistance.



1. Click Soil Health tab
2. Click Add New line 
3. Click arrow underneath Fertiliser for drop down Fertiliser menu
4. Click once to select your Product

This will pre-fill your Cost and Rate with information from your Master Database. Adjust as required by clicking in each cell, and typing over data. Enter your Timing and Date information using the drop down selection boxes.

Repeat for additional fertilisers.


5. Adding Chemicals to a Management Zone

There are two ways of entering Chemicals to a Management Zone. These may be entered manually direct to either Plan or Actuals as required following steps below, or copied to Plan or Actuals from a received Spray Recommendation. Separate instructions apply to this that can be found in our Mobile App How To guides.

The concept here is; a Mix is a group of chemicals applied to one or multiple paddocks at a particular rate.

Note: If a particular chemical or adjuvant is not available in your drop down jump to the Master Database section of this guide to Include or Add this item.


The screenshot shows the 'Sprays' application interface. At the top, there are navigation tabs: 'Soil Health', 'Sprays' (selected), 'Operations', 'Spray Recommendations', 'Summary', 'Production', 'Gross Margins', 'General', 'Water Use Efficiency', and 'Rotation Analyzer'. Below this is the 'Spray Man...' section with a 'Mix' heading. A sidebar on the left has 'Mix Compose...' and checkboxes for 'Show Chemicals' and 'Show Adjuvants'. The main area contains a table for 'Mix' with columns: Mix, ha, Water L/ha, Water Req. L, Target Species, Timing, Date, and Notes. Below this is the 'Chemicals' section with tabs for 'Chemicals' and 'Adjuvants'. It features a table with columns: Chemical, Units, \$ / Unit, Units/ha, Required, Symbol, and Foot Note.

1. Click Sprays Tab
2. Click Add New  under Mix heading
3. Adjust Water rate as required
4. Enter Target Species, Timing and Date using drop down boxes supplied
5. Click Add New line under Chemicals heading
6. Click down arrow under Chemical to show drop down Chemical list
7. Click once on required Chemical

Units, price and rate will pre-fill with information from your Master Database. Based on your Paddock hectares, the program will also calculate the required amount of chemicals in the units listed.

8. Adjust units, price and rate as required by clicking in each cell, and typing over data
9. Click off cell to save changes

Repeat above process for additional Chemicals in this mix. Follow for Adjuvants below.

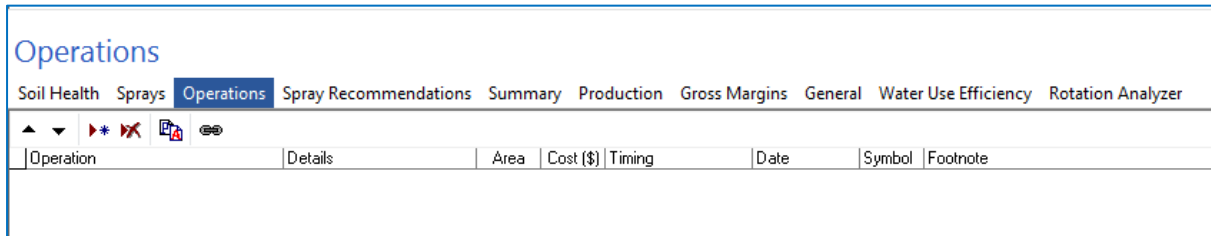
10. Click Adjuvants tab
11. Click Add New line 
12. Click down arrow under Adjuvant for drop down list
13. Select by single clicking on the correct product
14. Adjust units, price and rate as required
15. Click off cell to save


Repeat above process for additional Adjuvants.

6. Adding Operations to a Management Zone

Operations in Adviser can loosely be defined as ‘anything that costs the crop money’. This could be boomspray activities, consulting fees, seed grading, cartage etc.

Note: If a particular operation is not available in your drop down jump to the Master Database section of this guide to Include or Add this item.



1. Click Operations tab
2. Click Add New line 
3. Click the down arrow underneath Operation
4. Select required operation by single clicking

Your selected operation will be filled in the program with price information from your Master Database. Adjust as required by clicking in the cell, and typing in the correct figures.

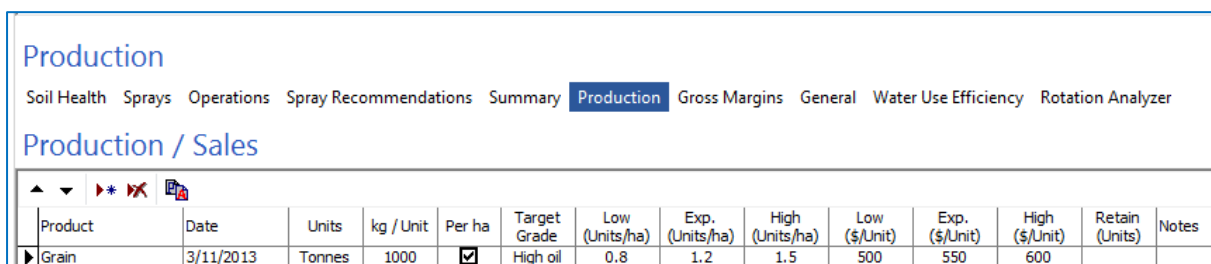
5. Use drop down boxes to select Timing and Date as required
6. Type any additional details as required in as Details or Footnotes

Repeat process above for additional Operations.

7. Adding Production data to Management Zone

In the Plan mode of Adviser Low, Expected and High yields and prices have been incorporated for sensitivity testing purposes in consequent parts of the program. Enter approximate figures to give accurate projected Gross Margins for each crop.

Note: If a particular product is not available in your drop down jump to the Master Database section of this guide to Include or Add this item.



1. Click Production tab

2. Click Add New line ▶*
3. Click the down arrow under Product to make your selection
4. Single click on required product

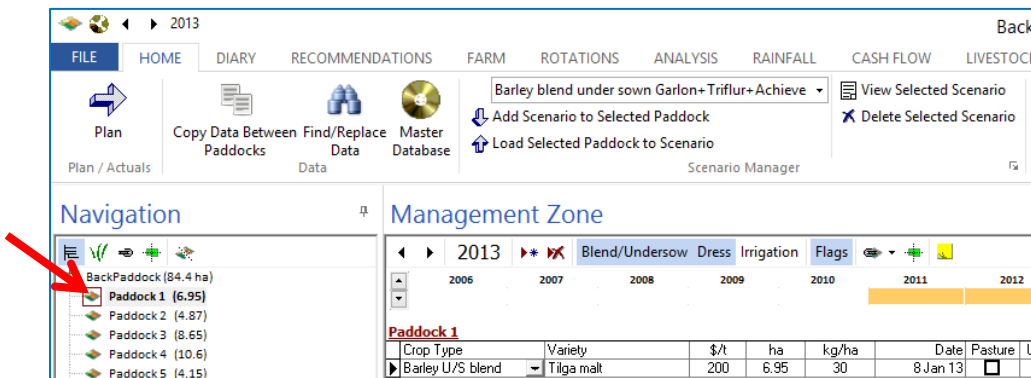
Units, kg/unit and expected yields and prices will all be pre-filled from the Master Database, based on information from that crop type and variety. Note the “per ha” tickbox, untick this if your product is not based on units per hectare but may be measure on units/paddock. For example, bales per paddock. Adjust or add information as required by clicking in each cell, and using drop down boxes where available, or manually typing information.

8. Copy Data between Paddocks

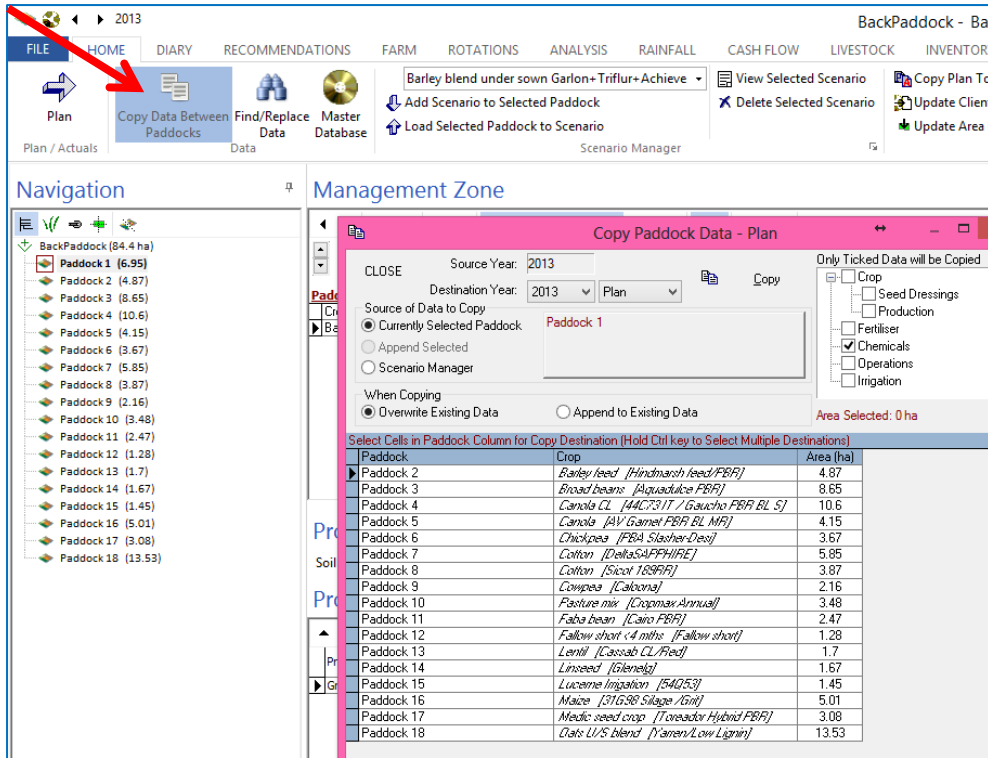
At this stage, you have entered crop, ferts, chems, ops and production for a particular paddock. This is the bare bones of the plan – congratulations! Let’s see if we can make the next paddock a bit easier. Do you have another paddock that is treated very similarly to your first paddock? This is the one we want to look at next.

1. Click on source paddock in left hand navigation pane

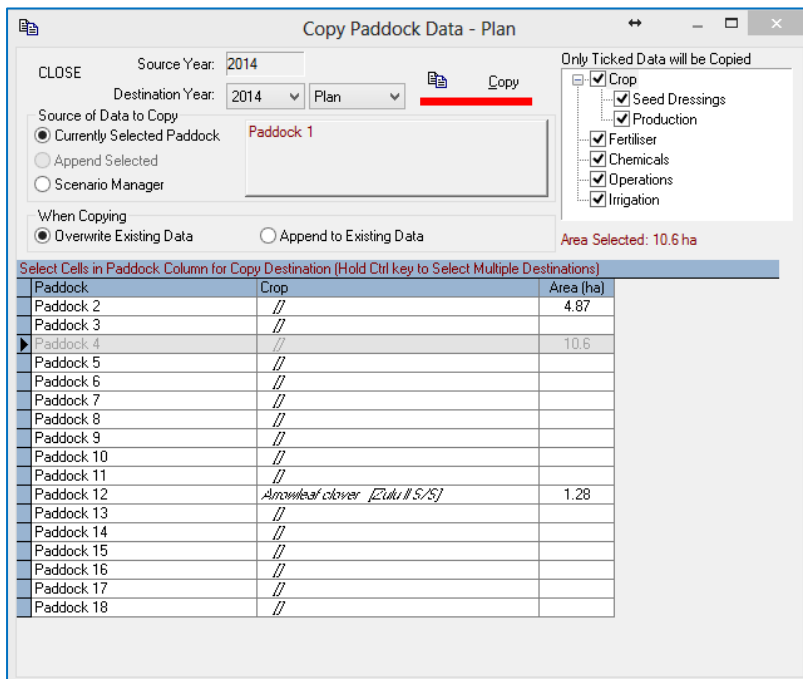
This is the paddock that we want to copy data from.



2. Click Copy Data between Paddocks from your top toolbar



The trick to using this tool is to read all the information from the top of the box down. In the following example, we are going to copy all entered data from Paddock 1 to Paddock 4.



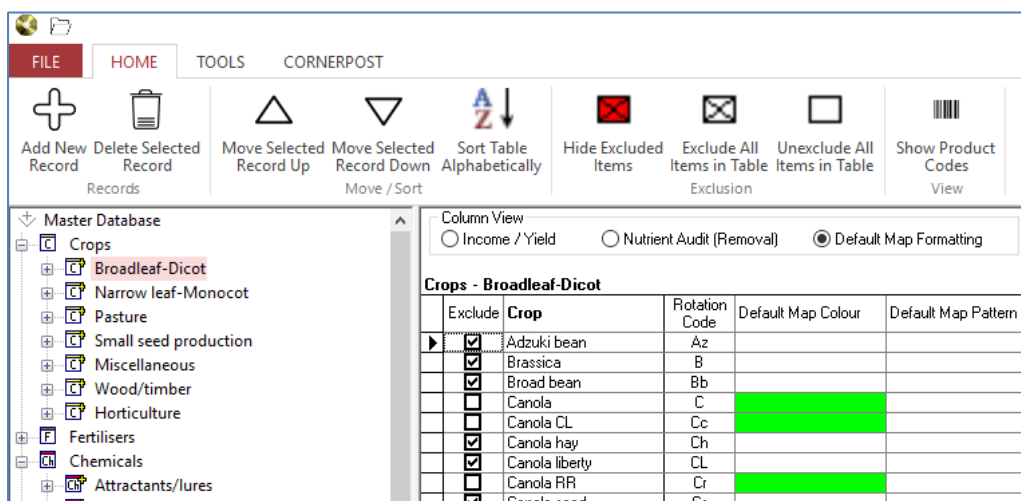
1. Check Source Year, in this example, I am working in the year 2014
2. Check Destination Year, in this example, I am copying to another paddock in the same year
3. Yes, I would to copy from the Currently Selected Paddock (listed to the right as Paddock 1)
4. Yes, I would like to overwrite existing data
 - a. Note the option to Append, this 'adds on' to whatever is already in the destination paddock, rather than writing over the top of it

5. I have decided to copy all data by ticking in all the boxes in the top right hand corner
 - a. Only tick required information to be copied, for example if you only wanted to copy your Fert plan, just tick Fertiliser
6. Left click with your mouse on the paddock you want to copy data into (eg. Paddock 4)
 - a. For multiple discrete paddocks, hold Control and left click on each required Paddock
 - b. For multiple paddocks in a row, left click on the first, hold Shift on your keyboard and left click on the last in the required run
7. When satisfied with selection, let go of Control or Shift keys if held
8. Click Copy, underlined in red
9. Click OK at Copy Complete prompt
10. Click Close on the Copy Paddock Data screen

You have now successfully copied your data from one paddock to another – click on your ‘copied to’ paddock in the navigation pane of Adviser to see your data now listed under both the source and destination paddocks. As you can see, the opportunities with this tool are endless!

Continue with other Paddocks in your Farm/s as required. Don’t forget to sync when you’re finished up for the day following “after you work” instructions in the CornerPost section below.

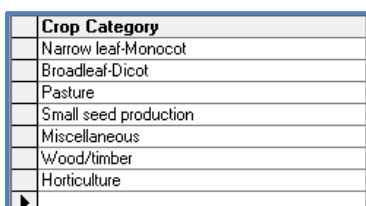
9. Master Database, Quick Guide



Your Master Database can be opened by clicking the disc icon in the top toolbar of the Home tab, and controls the information you find in all of your “drop down fields” in Adviser or Manager. Items in here are Ticked if they are Excluded from view, or Unticked if they are Included. If an item that you need IS listed in your Master Database but it ticked, try Unticking to include it. If the item is not there, it is easily possible to add new items to your Master Database by clicking through to the desired location in the left hand pane 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.



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.

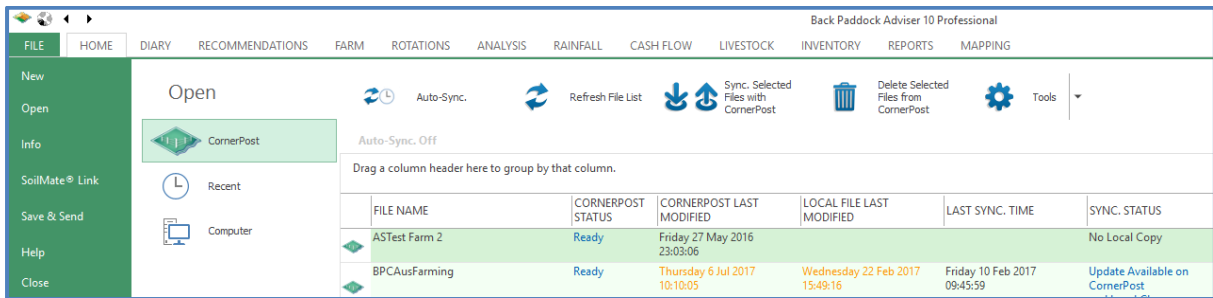
The Master Database also includes default information for prices, expected yields, nutrient levels, rates and much more. These are easily modified to suit your situation by clicking in each cell and

typing the new number. This will save you modifying it in your program each and every time that product is selected.

10. Synchronisation, Quick Guide

Please find instructions below to sync your file, both before and after you work. These are particularly important to follow if you share your file with another device (perhaps the App) or with another user.

10.1 Before you work

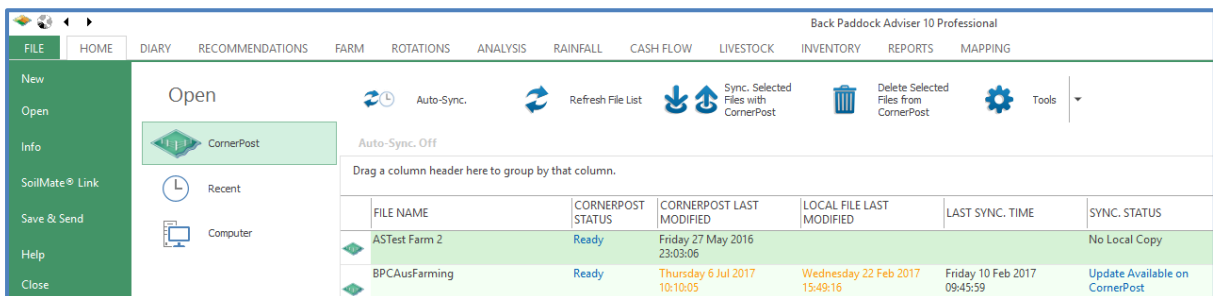


Follow these steps when you first sit down, ready to work on your Adviser or Manager desktop file.

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.

10.2 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.

11.Data output - Basics

The base data for your Plan has now successfully been entered. Have a look at how the information you have entered has come through the other tabs in the program.

Analysis Tab

This gives you a gross margin by paddock, using the information you have entered in the program. Do some sensitivity testing by clicking on the Low, Expected and Optimistic radio buttons in the top toolbar and seeing how this affects your costings and gross margin. Click Copy and then Paste into Excel if you like to manipulate further.

Cash Flow Tab

This breaks down your cash flow on a month to month basis – both incomes and expenditures are listed here.

Reports Tab

For a report that shows off all the hard work you have just put into your program, click “General”. This may take some minutes to compile, but it is pulling all the information you have entered into the program and presented it as a Plan for that calendar year. Use the Report Navigator in the bottom left to flick through the pages. Export this to PDF to save to your computer, or simply Print if required.

Congratulations! That’s the first big step to Paddock Planning and understanding how the Back Paddock software works. For the next step, perhaps you’d like to do some Mapping, or start entering Rainfall data? Good luck, and have fun!

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