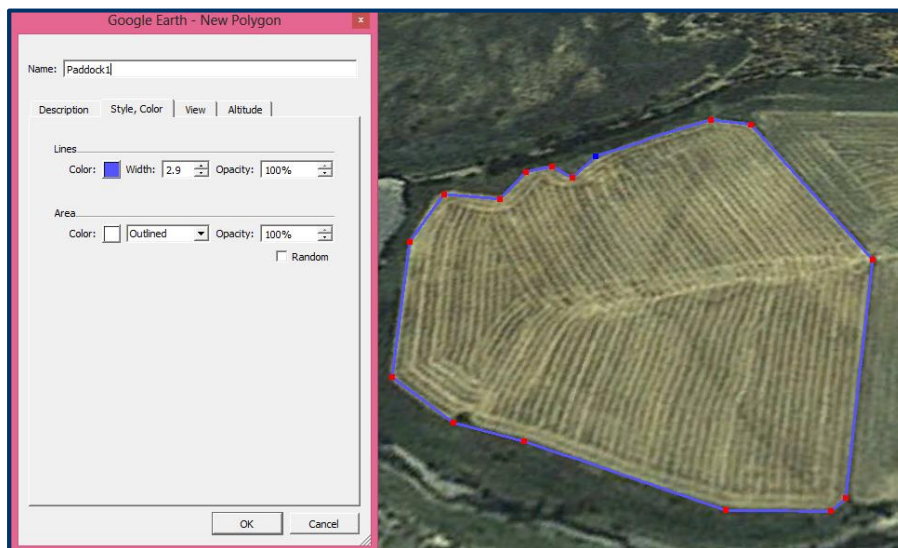


Adviser: Create file, add maps, sync

1. Create Paddock Boundaries in Google Earth

Please skip this step if you have boundaries in SHP or KML format.

1. Open Google Earth (or download and open)
2. Right click My Places, centre left on your screen
3. Click Add
4. Click Folder
5. Give folder a farm name (eg TEST FILE)
6. Use search bar (top left) or zoom to find your first paddock
7. Click farm folder to highlight
8. Right click > Add > Polygon
9. Move prompt out of the way (NOTE: On prompt click Style, Colour and select Outlined in area, this will make it easier to see)



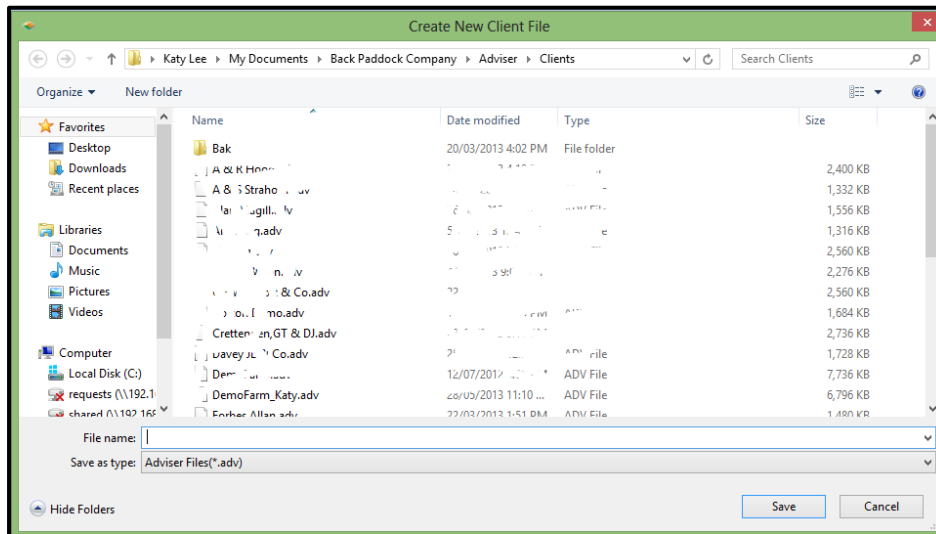
10. Click once on each corner of the paddock, moving clockwise or anticlockwise
11. Give paddock a name in Name cell
12. Click OK
13. Repeat steps -12 for additional paddocks

Continue when all paddock boundaries are mapped.

14. Click farm folder
15. Right click > Save Place As
16. Change file type to KML
17. Navigate to a folder you can find (Documents\Back Paddock Company\Adviser\Maps if you have it, alternately Desktop or Documents)
18. Click Save

Your boundaries are now mapped and saved, continue to Adviser now.

2. Create a Client File



1. Double click on the Adviser icon on your desktop to open
2. Click on New
3. Navigate to Documents\Back Paddock Company\Adviser\Clients (this should be default)
4. Enter file name
5. Click Save

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

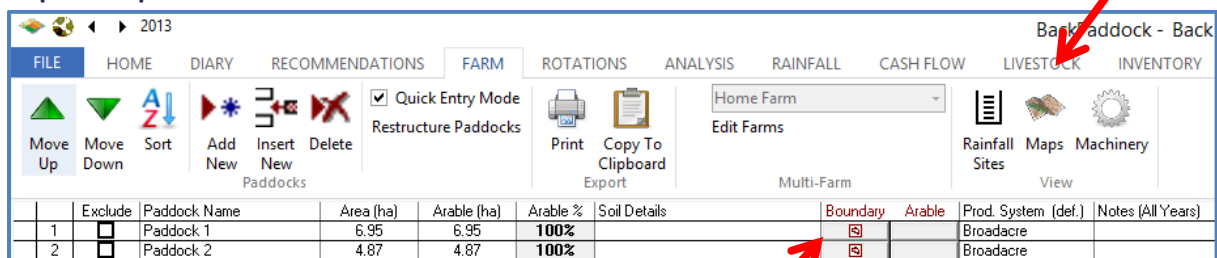
3. Add Farms and Paddocks to your Client File

3.1 Create Farms (if more than one, otherwise skip to 3.2)

1. Click Farm tab
2. Click Edit Farms
3. Click Add New to add farms as required
4. Click Close to save
5. Select first farm using drop down box

3.2 Create new Paddocks and Areas

Import Map



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

1. Click Farm tab

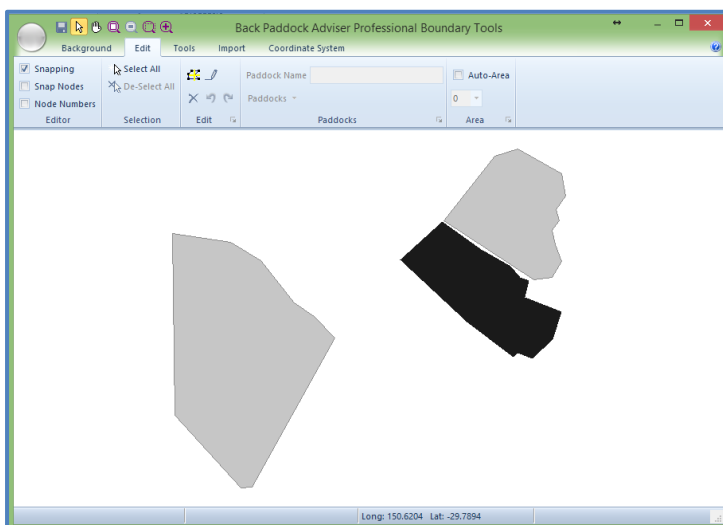
2. Click Add New to add a single paddock (adjust name if required)
3. Click Maps
4. Click on grey square under "Boundary"
5. Click on Import
6. Click Open
7. Navigate to boundary file
 - a. **WEBCONNECT USERS:** Open your local computer File Explorer and locate your previously saved boundary file, right click and COPY this
 - b. Go back to Adviser
 - c. Click Ctrl V in the Open dialogue to paste your new boundary file to the server
8. Click Open

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

Assign Paddock Name


1. Click Edit Tab

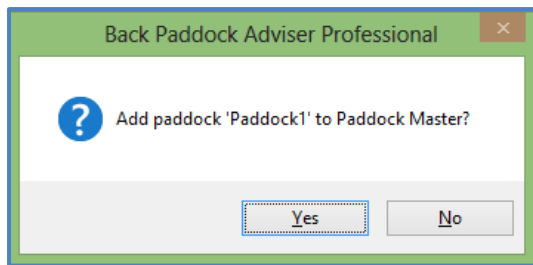
If you would like the program to calculate the area of your paddocks through your Mapping files, this should be selected now. Alternately, continue with step 4.



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.

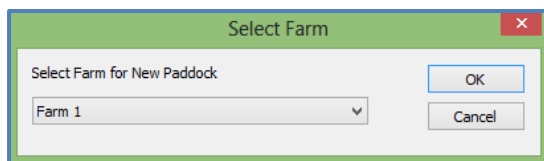
4. Click Select Tool 
5. Left click on your first paddock to highlight
6. Click in white bar next to Paddock Name
7. Type in required Paddock Name
8. Hit Enter on your keyboard



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

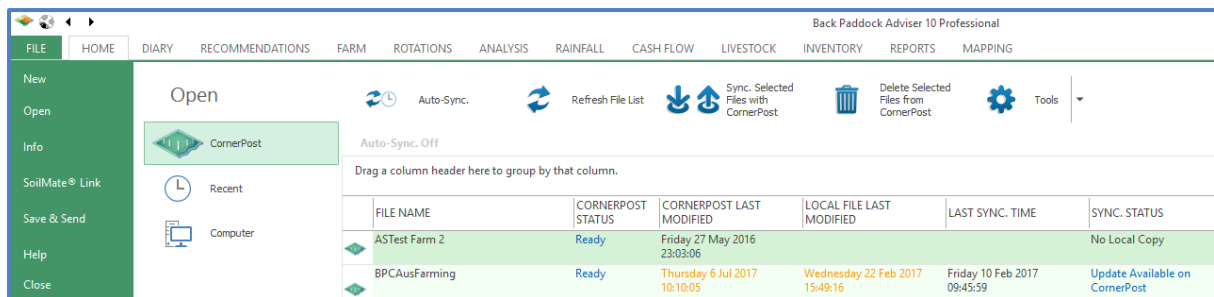
If you have multiple farms you will be prompted to select the Farm to add this paddock to.



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

Repeat steps above for additional Farms if required.

4. Sync New file to 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 (down the bottom)
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. Please continue over page.

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

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.

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