Introduction to Agrinavia Field

Agrinavia, Stubbekøbingvej 41, DK-4840 Nørre Alslev
Tel.: +45 70 20 33 11 - Email: mail@agrinavia.com

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Indholdsfortegnelse

1. Get started with Agrinavia MANAGEMENT

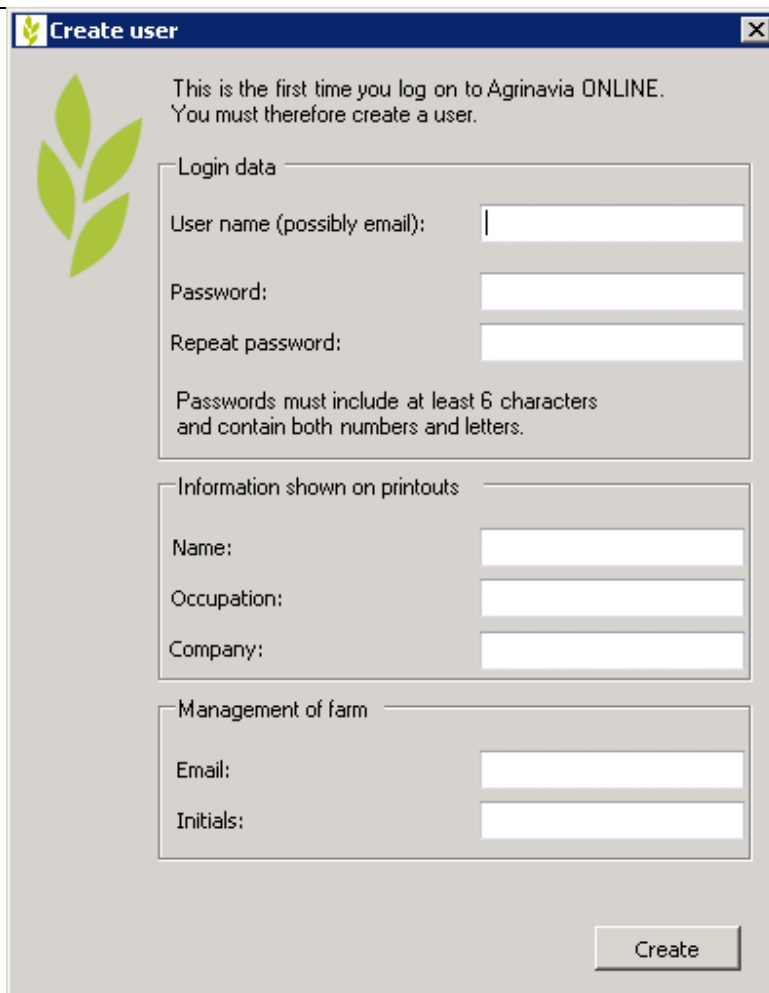|	
General details	When you have installed the program according to the enclosed
	instructions, you should read this section to get started correctly.
	Here is a brief introduction to the functions and facilities of the program.
After installing the program, an icon with a shortcut and a menu under Start / Programs will be created automatically on your Desktop.	When you have installed the program according to the enclosed
	instructions, you should read this section to get started correctly.
	Here is a brief introduction to the functions and facilities of the program.

1.1 Online users and farms

Data on online server vs. program on local PC	When using Næsgaard Online, data only is stored online. The program will still be installed locally on the PC but connect to the database using the Internet connection of the PC. It is therefore a requirement that the PC is connected to the Internet during work session.
No differences in the use of the program.	The program's features and functions are the same regardless of whether data resides on Local PC or online on the server.
	Only the farm dialogue is different during operation of the program.
Multiple simultaneous users	Along with Online module, there is the possibility that multiple users can work on the same farm at the same time. Users can access data from multiple PC installations but also using mobile application like phones, ipads and tablets.
	Be aware that there may be discrepancies if two users dishes in the very same data simultaneously. Eg. if one user dishes crop in a specific field, while another user dishes in treatments in the same field.

First time

At first start as Online user you must add in basic information of the administrator on your license.

Once you have logged in the program, it is possible to modify this and create multiple users.

To be declared as follows:

|	
User name	Username must be used for all startups of field application and mobile application.
Password	The password must be at least 6 characters and must contain both letters and numbers. The password will be used during startup of Agrinavia MANAGEMENT and mobile application
Name	Enter your name. Used on printouts
Position	Voluntary disclosure. Used on printouts
Company	Voluntary disclosure. Used on printouts
initials	The information used during open-farm.
E-mail:	The information is used for when you need to share data with another license of Næsgaard MARK
password	The password should be at least 6 characters, and will be used during startup of Agrinavia MANAGEMENT and mobile application.

Once the information is
reported select the Create

Create/upload farmdata

At first start you can either
create a new farm or upload
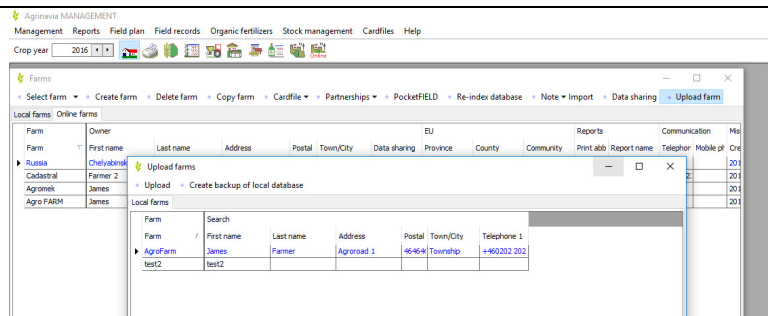a farm/farms from local
database.
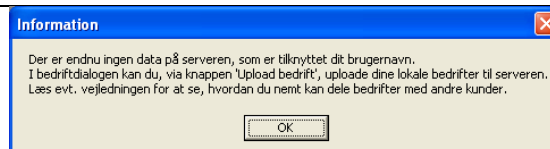
You create a farm using the
"Create farm" button and
provide in the name, address
and so on.
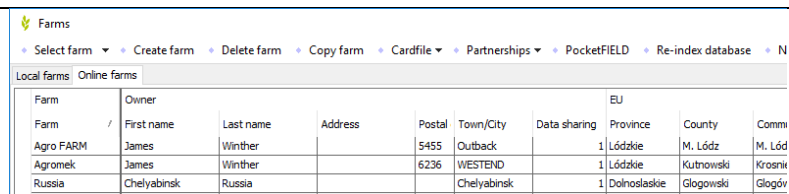
If you previously have been
using Agrinavia
MANAGEMENT with data
stored locally, you may
upload the data by pressing
the Upload data-button

Here, you set all the farms
you want to transfer to the
server, and choose Upload
button

The program will now transfer
the / selected farms to the
server.

Depending on farm size and
Internet connection, this
function may take up to 15
minutes.
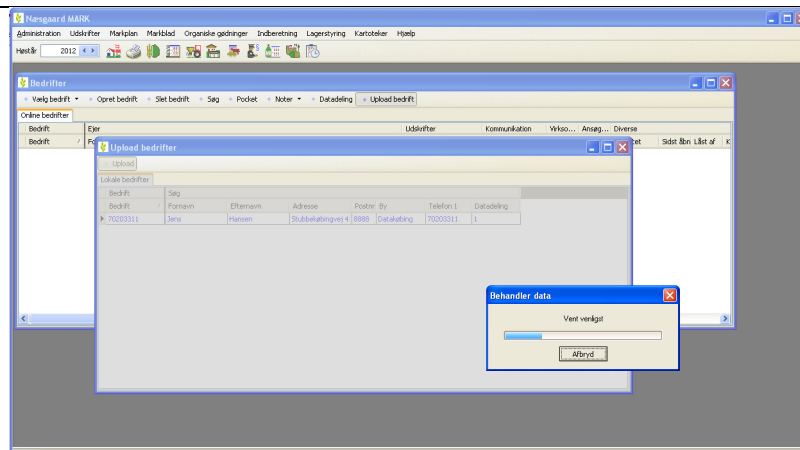
When the upload is complete,
you may open and work with
the transferred farm data.

To work on a specific farm,
place cursor on the farm and
press the Select farm-button.
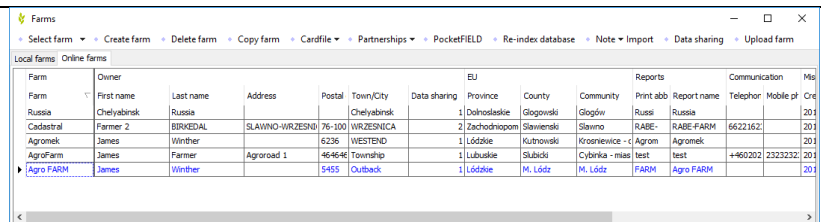
Create Additional users

Select the **Management/ Setup / User management** Menu.	
Here you may change previous added information	
or add/delete multiple new users using mobile phones or tablets with own username and password	
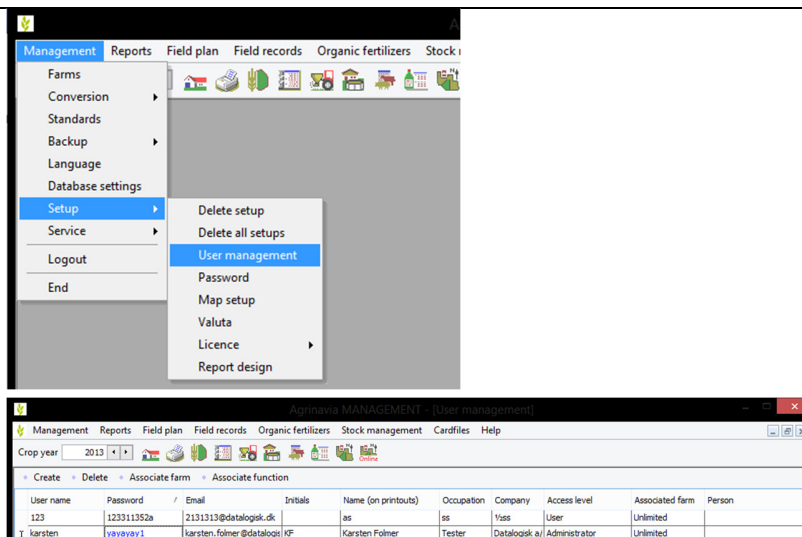
1.2 Administration of users and farms on a local database

All customers are available at all times	Agrinavia MANAGEMENT is built as a network program and all users always have access to all customer data in the program.

Setting up user data
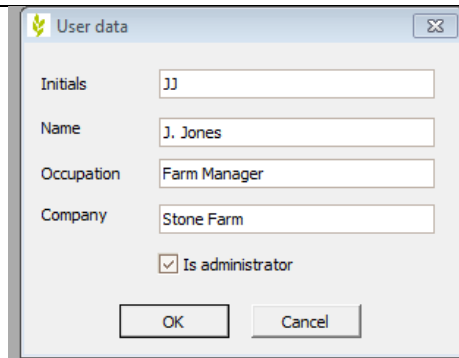
Initials	To be able to view who is currently working with a customer, each PC must indicate the name and initials of the user in question. Each user must have a unique ID in relation to the other users in the office. This is the responsibility of the users.
Select the **Management/ Setup / User data** Menu.	
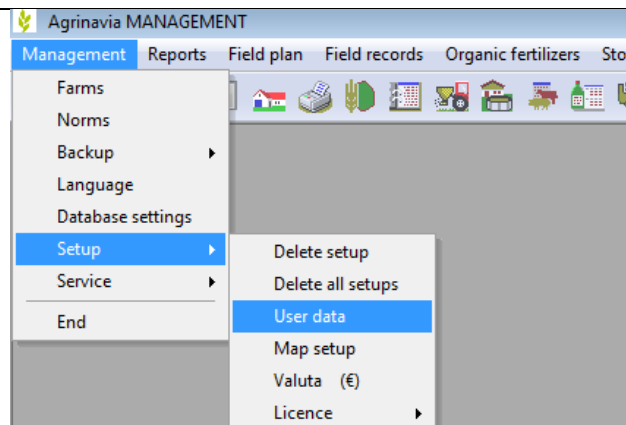
When you open a farm, it is marked with the relevant initials. At the same time the information from the Name box will be indicated as the person who last opened the farm.

Information from Name, Occupation and Company will be indicated on all prints.

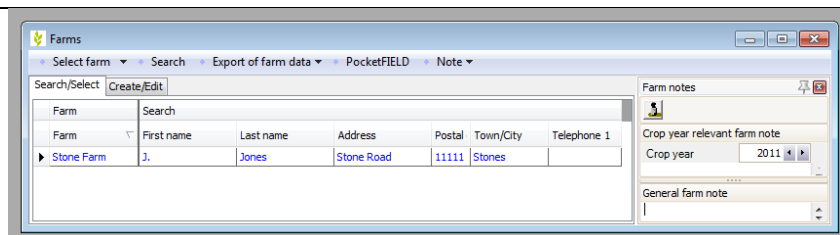| **Administrator** | When this box is checked, you have access to edit the print setup of the card file set. |

Farm Card file

You have access to all farms from the Farm Card file.

Select the **Management / Farms** menu
or click the icon
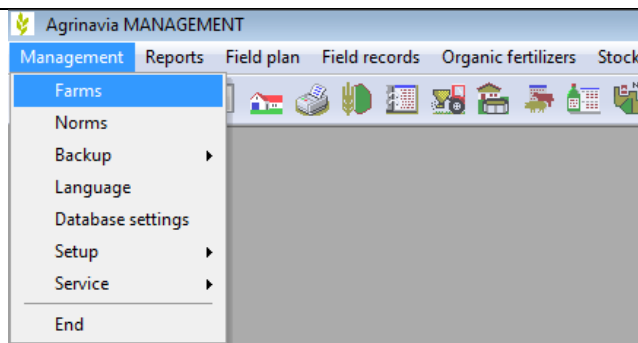
The Farm Card file is divided into 2 tabs.
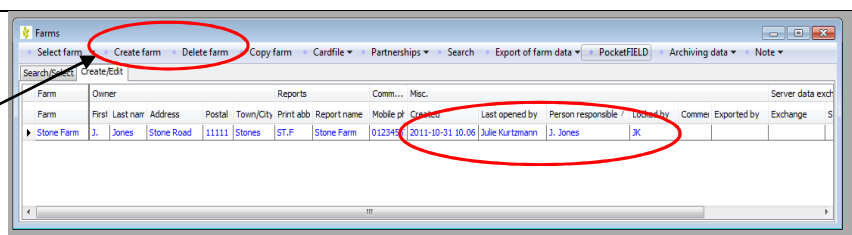
On the **Search/Select** Tab you will find the relevant farm, and on the **Create/Edit** Tab you can edit the information in the farm's card file.

You create new farms and delete existing farms in the Farm Card file.

Note! If you delete a farm, you cannot undo the deletion.

Settings and options for multi user administration of farms

Locked by (filled in automatically)	This box indicates the initials of the user working on the farm. When the farm is locked, it cannot be opened or accessed by other users. If you choose another farm, or the program is shut down, all farms are unlocked again.
Responsible (filled in manually)	Here you can write the name of the person who has main responsibility for the farm.
Last opened by (filled in automatically)	This box indicates which user last opened the farm.

Boxes for identifying the farm

Farm no., Search name, First name, Last name, Farm name, etc. …	The box Farm no. is used to identify the farm. More than one farm can have the same farm no. All other information is entered as needed.
First Name, Last Name, Address, Locality, Postal Code, Town / City, and Telephone are indicated in the headings of all prints.	
Print abbrev. and **Print Name** are used when printing several farms simultaneously.	
Farm notes	Notes relevant to the selected farm are shown at the right side of the Farm Dialog.
	The crop year-relevant farm note is seen at the top and the general farm note below.
	The Note function can be viewed accordingly or it can be hidden. As default, notes are permanently shown.

Data exchange and archive with local database

|	
Data exchange with other installations of Agrinavia MANAGEMENT and data archiving.	This program offers the option of exchanging data between 2 local installations of Agrinavia MANAGEMENT for one or several farms simultaneously.
	These facilities may also be used internally on a PC to save a copy of data for one or several farms if you should need to reset the data as they were upon uploading them.

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Uploading data

If you want to upload data to another installation (e.g. a laptop computer or data exchange via e.g. email) select the relevant farms and select **Export of farm data / Local / Export data**.
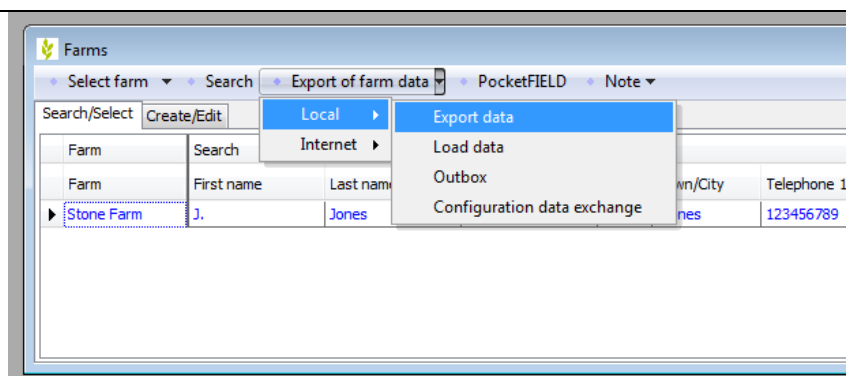
You may attach a comment to the data exchange. Click **Ok** to start the export.

When the Status Bar disappears, the data has been exported to a card file in the program's **Outbox**.
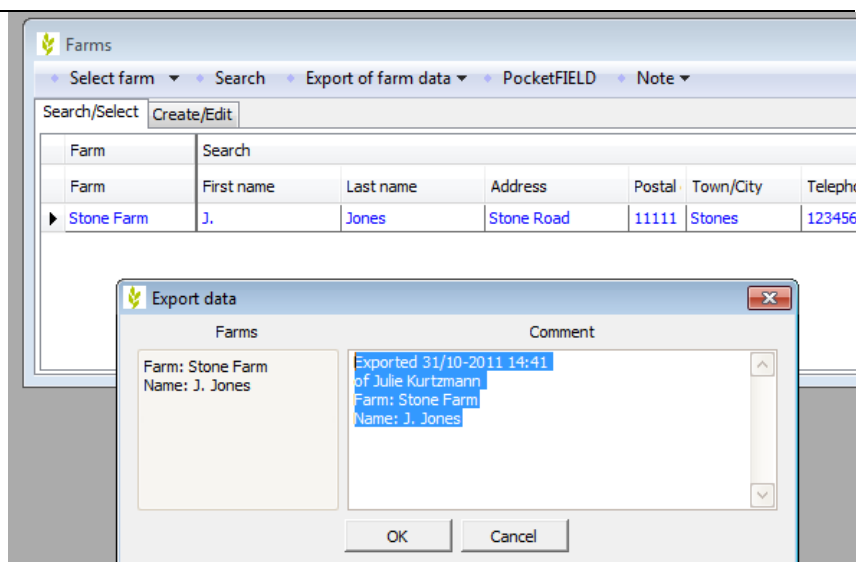
If you want to distribute the uploaded data card file by email or copy it to another media, the program's **Outbox** opens and the exported data can be forwarded by email, copied to a USB drive / CD burner or deleted from the Outbox.
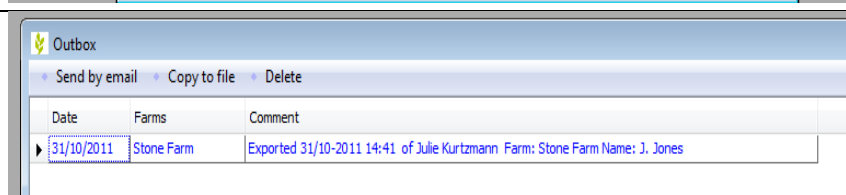
Please note that the entire farm's data is overwritten when loading a data exchange card file.

Uploaded farms therefore remain checked, until data is loaded again and a warning is activated when the farm is selected. You can uncheck export manually by checking the box **Do not show this message again**
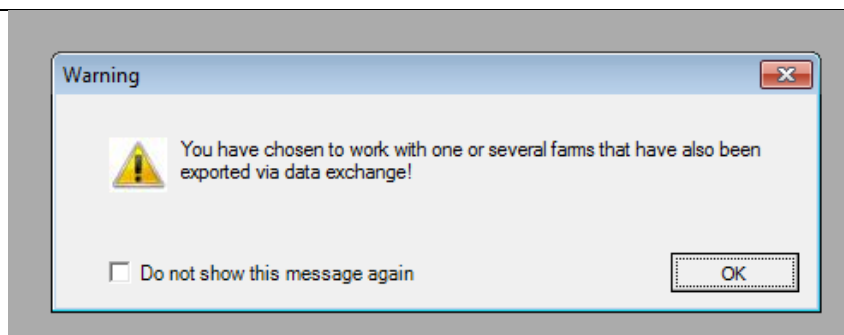
Loading of data

When you receive a data set from another installation via email or on a data media (e.g. a USB device), the data is loaded by double-clicking the card file (Agrinavia MANAGEMENT must be shut down) directly in the email or on the media, and selecting **Open** (or Run).

The program **Agrinavia MANAGEMENT** starts automatically and you can select the farm from the data exchange card file to be loaded.
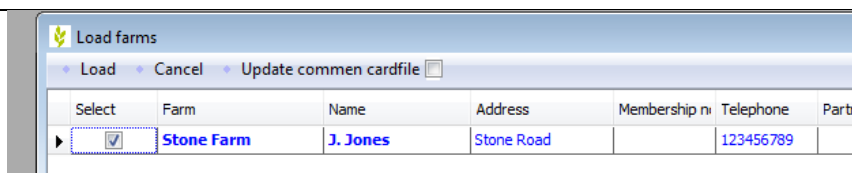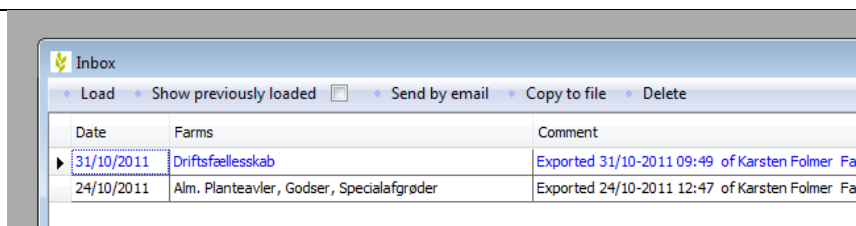
Alternatively, the card file can be saved in the program's **Inbox** (see the section on setting up data exchange) and the data can be loaded via the **Load data** option.
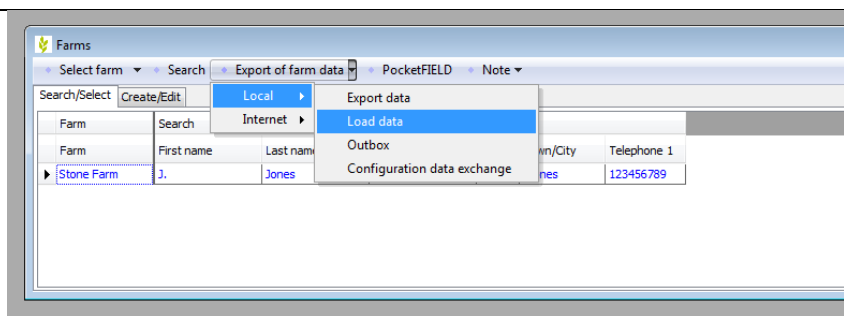
The data exchange card

files in the program's **Inbox** are automatically loaded when the program starts or they can be loaded manually. From the **Inbox** you can also send an email, save or delete data exchange card files and view which data card files have been loaded previously to the PC.	

Farms are automatically archived upon loading the data exchange card file.	If the farm loaded from a data exchange card file already exists in the program, a copy of the farm is automatically saved via the archiving option (AutoArchive). If you want to undo the function, the farm's original data can be reset via the function for the automatic archiving of data.

Setting up the Inbox / Outbox for data exchange with local database

Via the **Export of farm data / Local / Configuration data exchange** option you can choose where the card files for the data exchange are to be located. The default setting is that the data exchange card files are placed in the folders **Documents / DatalogiskINT / Inbox** and **Documents / DatalogiskINT / Outbox**.	
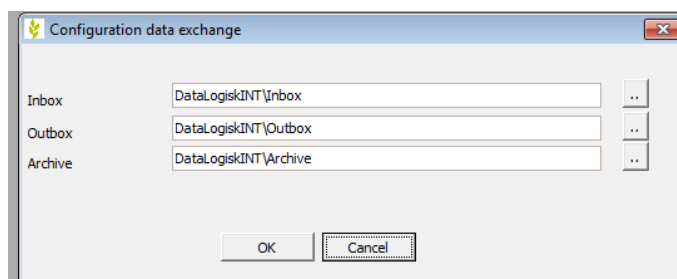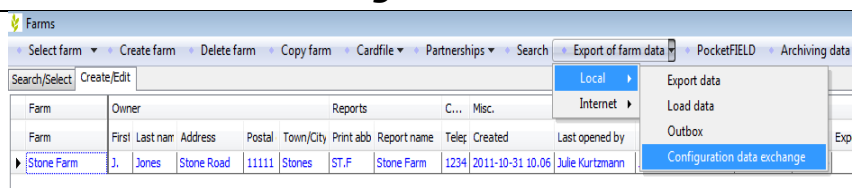
Tips for Advisor setup	If you exchange data on a regular basis between server / desktop computer and a laptop computer, it would be to your advantage to edit the setup on the server so that it points to your Inbox or Outbox on the laptop computer (Inbox on the server to point to the Outbox folder on the laptop computer. Outbox on the server to point to the Inbox folder on the laptop computer). When you shift between working on the server and on the laptop computer, you are automatically reminded that there is data in the Inbox if you have finished uploading data.

![Agrinavia FIELD]

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Data archiving with local database

This function offers the option of saving a snap-shot of one or several farms.

The copy is saved on the hard disk and can be loaded into the database later on.

Note! The facility is not the same as the backup process.

Backing up data must be performed via the **Management** / **Backup** menu

Archiving Data. This option creates an archive card file with the selected farms. **Note!** The selected farms must belong to the same card file box.

When the function is accessed, the user is requested to write a short comment. This comment can be viewed if you want to upload the archive again later.

When you click **OK**, a status bar shows you where you are in the process. When the status bar disappears, the selected farms have been filed in the archive.

Select the subfeature **Archive** if you want to load data from the archive.

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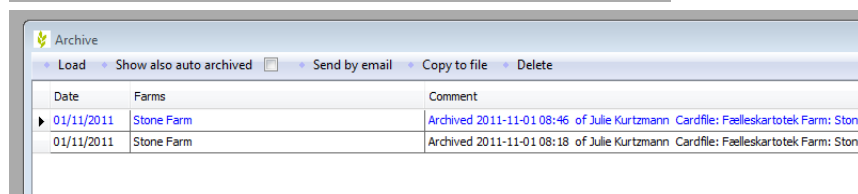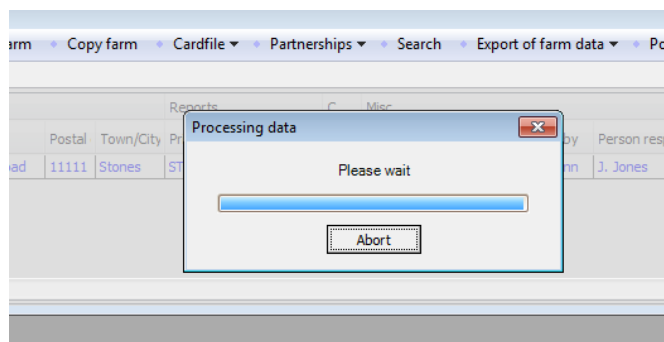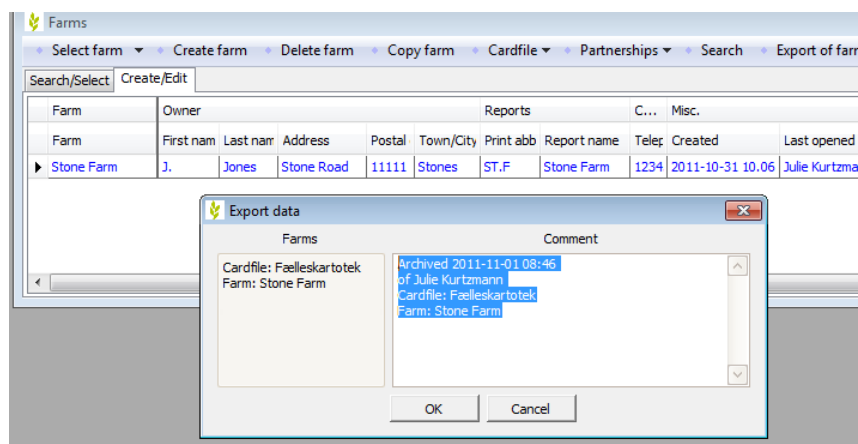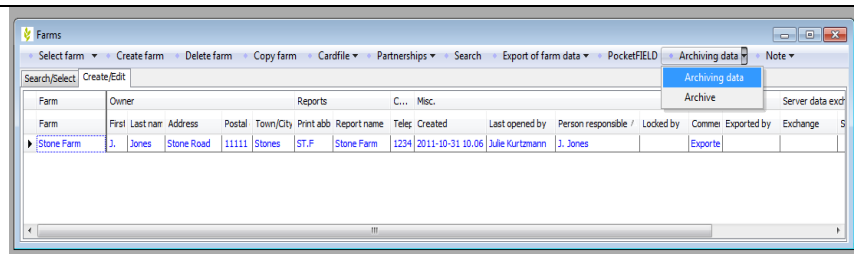
Here you will find a list of archived data on the PC. Select the relevant data from the archive, and click **Load**.
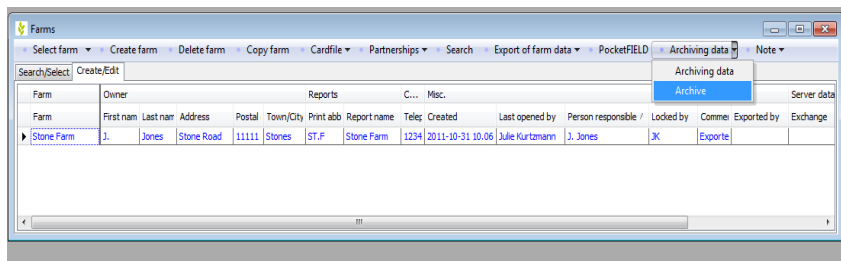
In the next Dialog you must choose which farms you want to reproduce from the archive. When you have selected the farms, click **Load**.
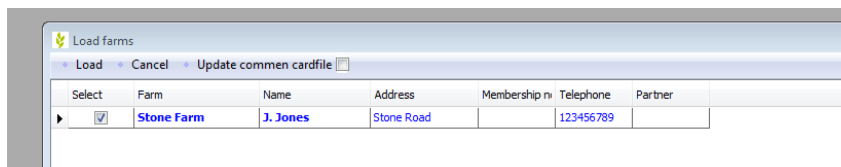
Auto Archiving

Auto Archiving	When an existing farm is loaded from a data exchange card file, a copy is automatically created from the original data for the farm in question.
If you want to load the original data again, select the menu **Archiving Data / Archive** and check the box **Show also Auto Archived**. Select the relevant data and click **Load**	
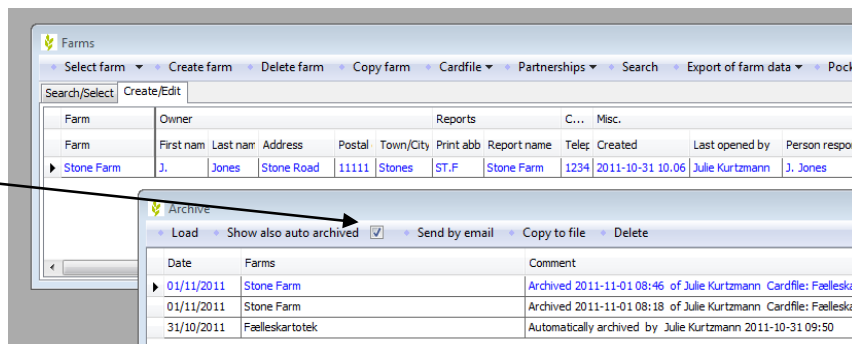
2. Card files

Option for common card files	The farms included in the program can apply a common crop card file and product card files (not organic manure, machines, or people), i.e. the latest setup of crops, products and prices which are used and can be edited for all farms.
Card files with standards or local products	All crops / products in the card files serve as a selection of the underlying standards card file and local products card files (not local crops).
Partnership Card files	The **Machines** and **Persons** card files can be divided onto several farms (typically a small number of farms) via a **Partnership** – Please see below.

Stock containing organic manure	The Organic Manure Stock card files solely belong to the individual farms.

Partnerships

Farms that share machines and employees, for example	You can create a partnership for farms that among other things share machinery, employees, and stocks of products.

Indicate the name and address of the partnership in the Partnership Dialog.	

A farm is associated to a partnership by selecting the option in the **Partnership** column. Repeat this action for all the farms you want to include in the partnership.	

Crop card file

For the crop card file select the **Card files** / **Crops** Menu.	

The crops card file contains the crops applied across all farms in the common card file box. The individual crop is equipped with a name and a group as well as the requirement for nutrients.	

Standard Plan for Crops

In the crops card file click the **Standard Plan** button

Each crop has a standard plan associated with treatments that are copied to the field records when the crop is selected for a field. You can add additional treatments to the standard plan. These treatments are also copied to the field records when the crop is planted in the field.

Product card files

Select the relevant card files on the **Card files** menu.

The card files contain options for importing standard products, creating local products and for deleting products.

There are also options for adding local products to a standard product and for indicating an alternative name for a standard product.

Card file options

Create New You can create new products by importing them from the standards or as local products.	
Delete A product cannot be deleted if it has been used for a registration on a farm.	
Attach standard. This option is used to attach local products to a standard product.	

Alternative Name.

This option enables you to indicate an alternative name to a standard product. For example, the crop **Spring barley, fodder** can be renamed to **Barley, fodder**.

Show also passive.

In the column **Passive** you can hide products in search lists and from the card file list. Using the **Show also passive** option, these products can be viewed temporarily in the card file list.

3. Standard plans

Standard plans.

On the **Card files** / **Standard plans** menu you can create standard plans that are not associated to a crop in particular.

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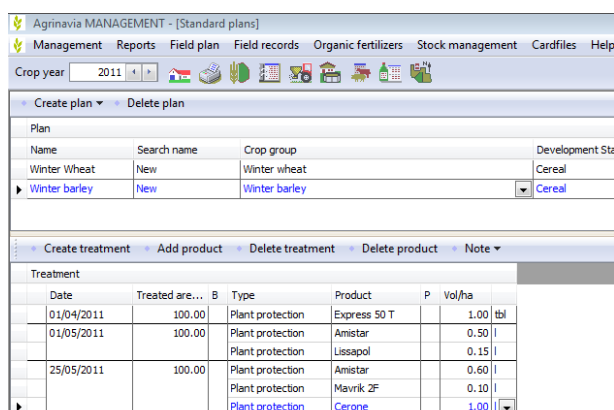**Create treatments in Standard Plan**.

You must create a treatment date relevant to the program's current crop year.

When the standard plan is copied to the field records, the year is adjusted in relation to the crop year set in the program upon copying.
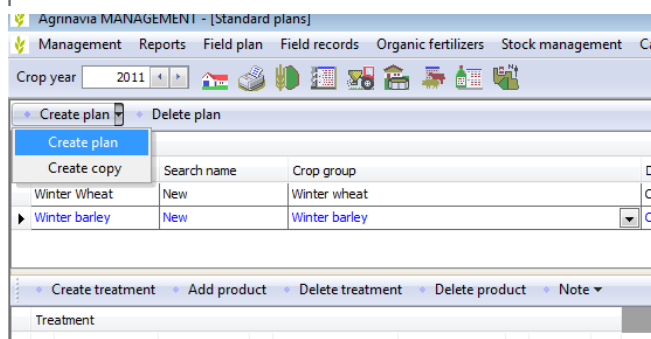
Copy Plan.

You can copy a created plan to a new plan.

You have access to an unlimited number of standard plans.
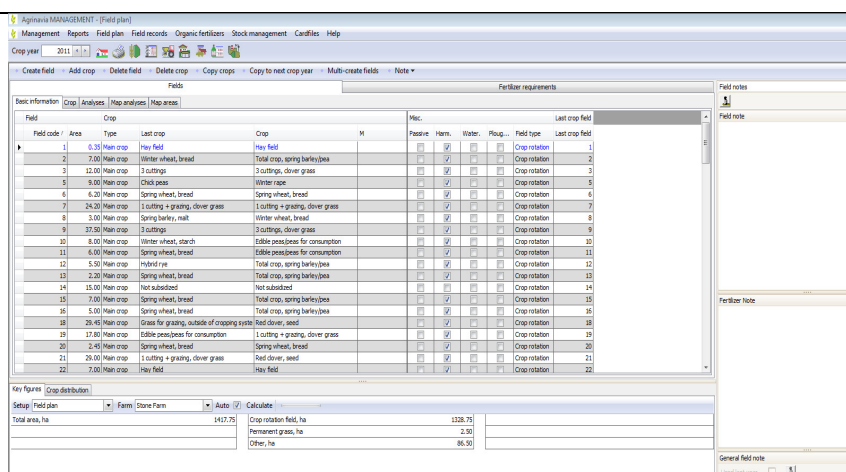
4. Field Plan

The field plan contains information about fields and crops on the farm's fields.

The field plan is accessed via the **Field Plan** menu or by clicking the **Field Plan** icon

This Dialog is split into 2 layers of tabs according to various themes.

You can edit the information in the field records directly in the table.

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Fields

Fields Tab. On this tab you can manage the physical and trade information about the farm's fields.	
Basic Information Subtab	Here you create and delete fields as well as copy fields to the next crop year. You can for example indicate information about which field is the last crop field.
Crops Subtab	Here you can add and edit information about the crops chosen for the fields. You can for example indicate varieties and yields. This is also where you can make notes if you have undersown the crop.
Analyses Subtab	Here you can correct the field's soil analyses for the current crop year. A date is associated with each analysis result.
Map analyses Subtab	Here you can transfer analyses from AgroSat Map Module.
Maps Subtab	Here you can transfer areas which have been calculated in AgroSat Map Module.

Fertilizer requirements

Fertilizer Requirements Tab Here you determine the N, P, K, Mg, S and Na requirements for the fields.	
N requirements Subtab	Here you determine the N requirements of the field. A standard requirement for the individual crops has been entered. If you check the box **Enter N requirements**, you can enter your own numbers in the box **N requirements**, which is the dose

shown on the fertilizer plan.

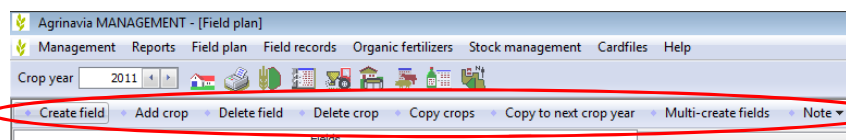|	
When you right-click the mouse, a shortcut menu appears and here you can check or uncheck all boxes in a column to change the **Select all / Deselect all** options.	
Other requirements Subtab	Here you determine the P, K, S, Mg and Na requirements for the field. As default, the requirements from the crop card file are entered. If you check the box **Enter ## requirements**, you can enter your own requirements in the box **## requirements**, which is the dose shown on the fertilizer plan.
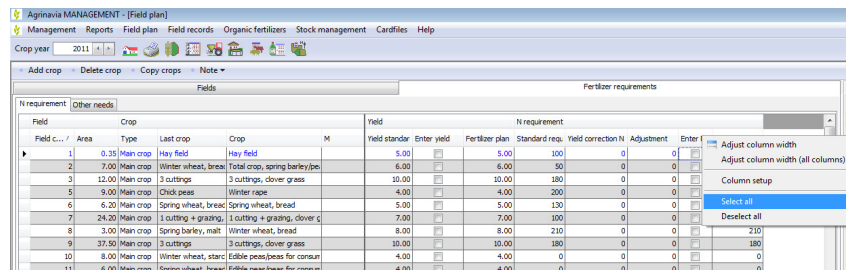
Field Records settings and options

Field Records options.	You access a number of relevant functions via each tab.
Create field / Multi-create fields	You can create one field at a time (in the current crop year), or you can multi-create a random number of fields in several consecutive crop years. When you have created a field, you can add one crop to that field as a standard. When you create a field, a set of analysis data is automatically added to that field.
Add crop	Choose this option if there is more than one crop in the field (last crop, main crop or second crop). You can choose 5 last crops, 5 main crops and 5 second crops.
Delete field	This option deletes the selected field / fields and the associated treatments.
Delete crop	This option deletes the selected crop / crops and the associated treatments.
Copy crop	This option copies all the crops (and their treatments) from one field to one or several other fields.
Copy to next crop year	Via this option you can copy a number of fields to the following crop year. If the field code already exists for the following

year, the field cannot be copied.

| **Multi-create fields** | Via this function you can create several fields for several consecutive crop years at one time. |

4.1 Ratio Dialog

The **Key figures** Dialog is at the bottom of the **Field Records** Dialog. The ratios are calculated for the farm to which the current field belongs.

The calculation of ratios is activated by checking the box **Auto**.

Select a Key figure setup.	Select the desired setup to be displayed in the box **Setup**. The selected setup is saved for each tab locally for the current user.
	The Key figure setups are set with standards.
Select farm	You select which farm the Key figures are to be shown for in the box **Farm**. As default, the Key figures are shown for the farm to which the current field belongs.

Field notes

In the right side of the field records you can view the field notes if you have activated the Notes function. At the top, you can see the field note for the current crop year.

In the middle, you can see the fertilizer note for the current crop year.

At the bottom, you can see the general field note which may run across several crop years.

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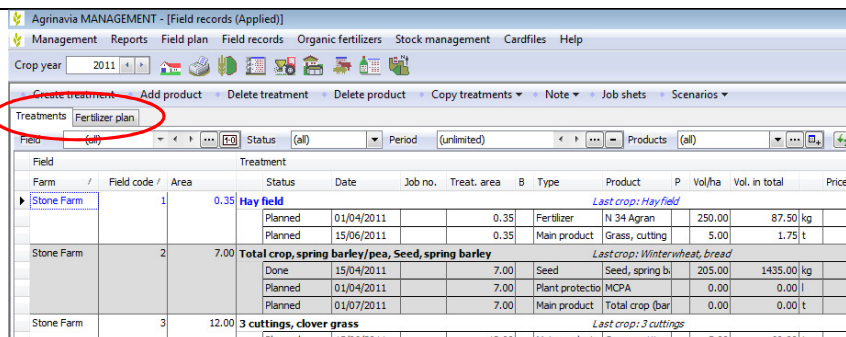**Introduction to Agrinavia MANAGEMENT**

5. Field Records

The Field Records Page is used for planning and for registration of treatments.

The field records are accessed via the **Field Records** menu or by clicking the **Field Records** icon

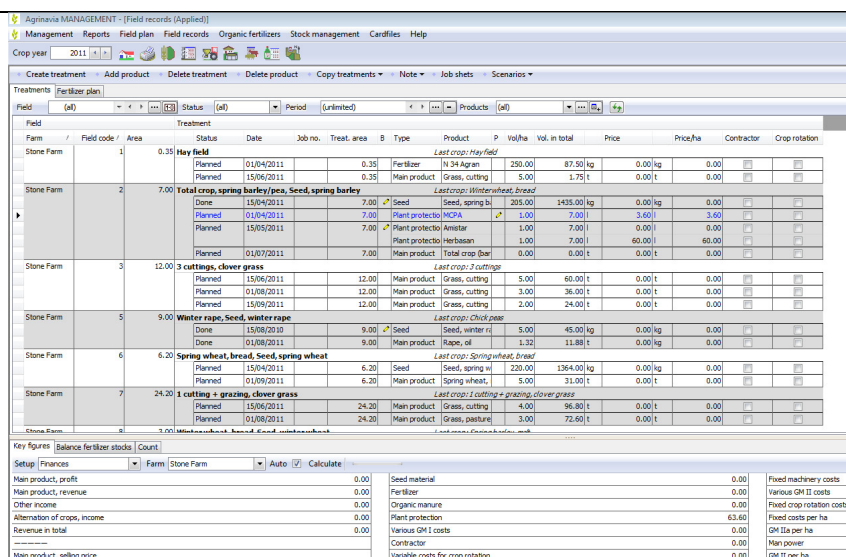The Field Records page has 2 tabs containing various themes.

Treatments

On the **Treatments** Tab you can view information about the field (crops, areas, etc.) and all the treatment types.

The information is shown for one or for several fields at a time.

Here you can create, edit or delete all treatment types.

Fertilizer Plan

On the **Fertilizer Plan** Tab you can view information about the field's requirements and its fertilizer plan. The information is shown for one or for several fields at a time.

Here you can create, edit and delete treatments for fertilizer or for organic manure.

Field filtration

You select fields via the dropdown menu at the top of the field records page.

Show all fields

At the top of the dropdown menu you can select all fields simultaneously.

This will show you all actions for all fields.

This is a useful function to limit a certain topic, e.g. Seed. It gives you an easy preview of all treatments for one topic all at once/simultaneously.
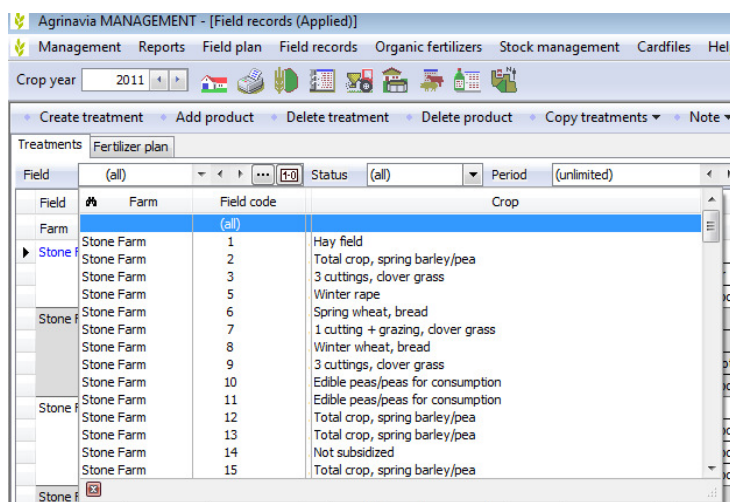
Change sequence of field in field code order

You can flip between the fields in the field code order by using the arrow buttons next to the dropdown menu

Change sequence of field in crop order

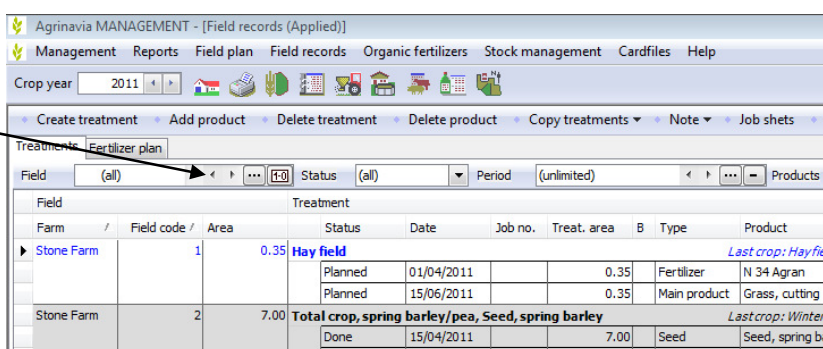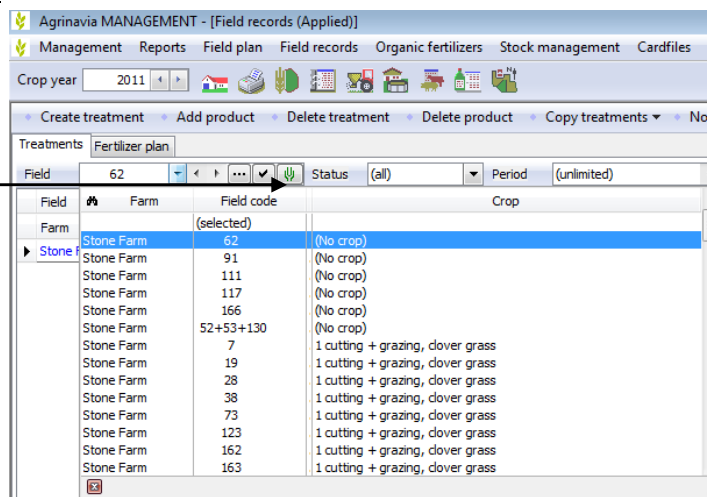You can flip between the fields in the crop order by first changing the crop order using the last button in the row (The button changes symbol to [icon]).

Then use the arrow buttons behind the dropdown menu [icons] or the dropdown menu.

Select fields

If you want to work with treatments for several fields simultaneously – e.g. all fields with spring barley, apply the filter button [...] that is located next to the arrow buttons.
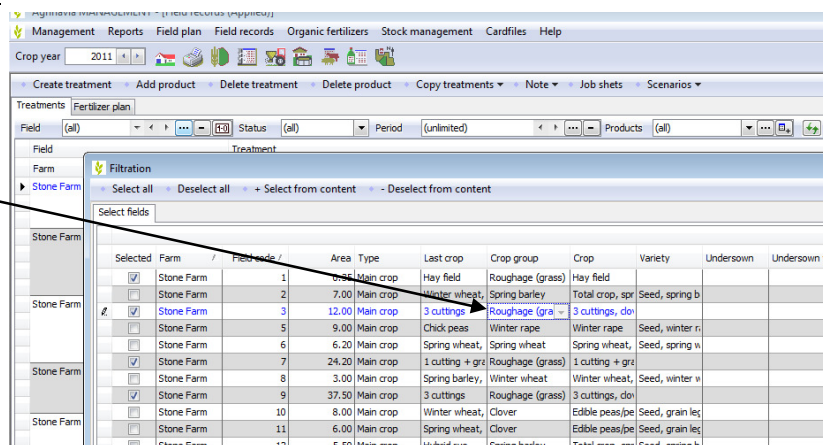
Select treatments / products

In the **Status**, **Period** and **Product** boxes you can limit field records to only show the selected treatments / products.

If the field records are limited to only show planned treatments, and you change status for a treatment to **Done**, the treatment is shown until you for example change fields.
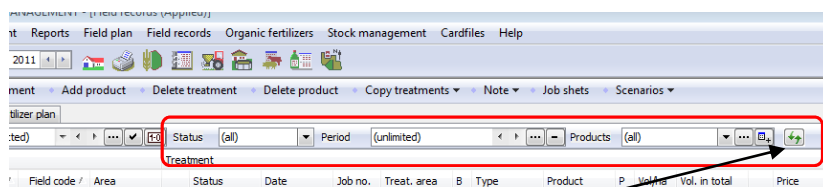
Use the button [icon] to force a recreation of the field records.

Show other products in the treatment

Use the button [icon] to switch between viewing all products in the treatment or only the filtered products.
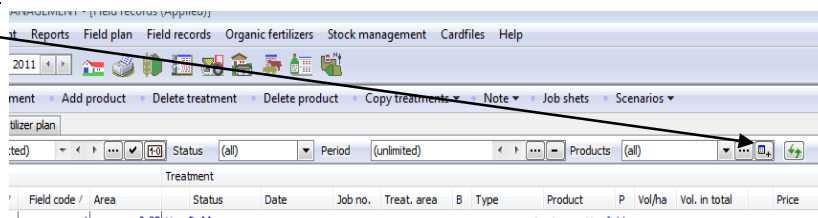
Create new treatment

Click the **Create treatment** option to create a new treatment.

Alternatively, press the shortcut key **F11**.
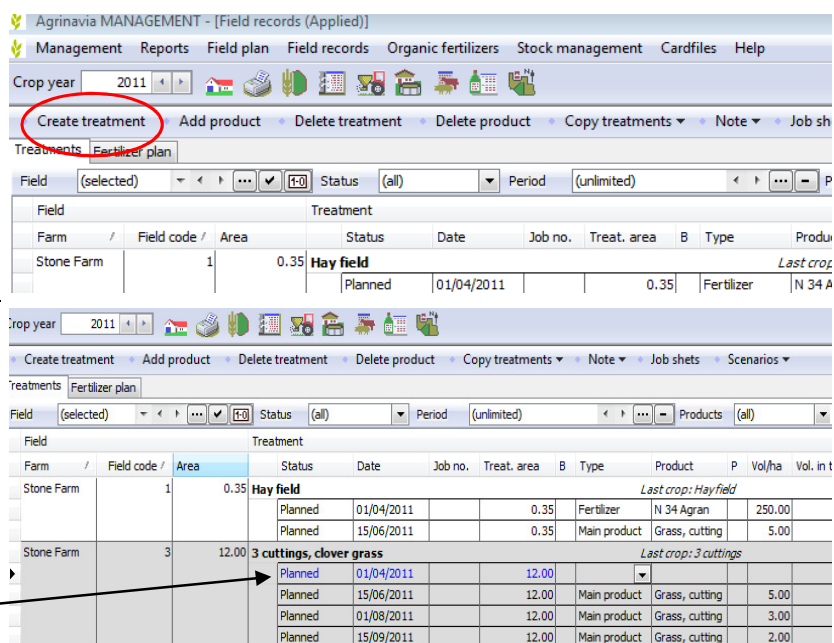
The first treatment is always created indicating the date April 1st in the current crop year. Subsequent treatments are automatically created on the last creation date.

As the field records are sorted in date order, an empty line is inserted in front of the relevant date.

Fill in the empty line appropriately.

You can correct or edit the status to Realised, Date, Treated area, etc. as appropriate.

Add product (for treatment)

To add a product to a treatment, point at the line of the relevant treatment to which you want to add the product.

Click **Add product** or press the shortcut key **F12**.

Fill in the empty line accordingly.

Delete treatment / product

You can delete treatments and products as follows:
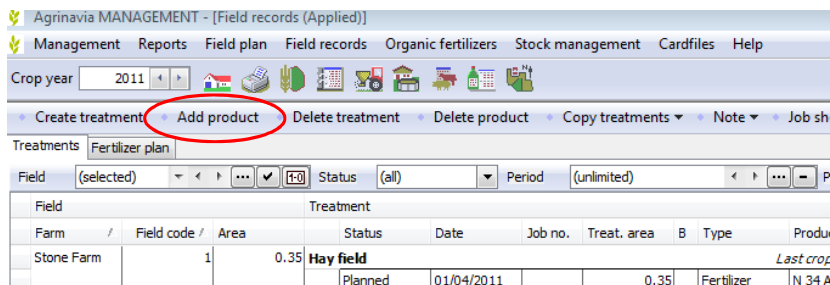
- Delete a full treatment (all lines of the treatment)
- Delete one product in the treatment (only one line is deleted)
- Delete several treatments simultaneously (Select the treatments first)
- Delete several products simultaneously. (Select the lines first)

5.1 Copy treatments

In general

In the field records you can copy treatments from one field to another or to several other fields. This makes it quick and easy to plan and register your treatments.

Select treatment(s) for copying

In order to copy treatments you must first select which treatments to copy.

Click anywhere on the line of a treatment to select it. (the text of the line in question is highlighted)

Hold down Ctrl and click to select multiple treatments. (the selected lines are highlighted)

All lines of a treatment are copied.

Select the **Copy treatments** option.
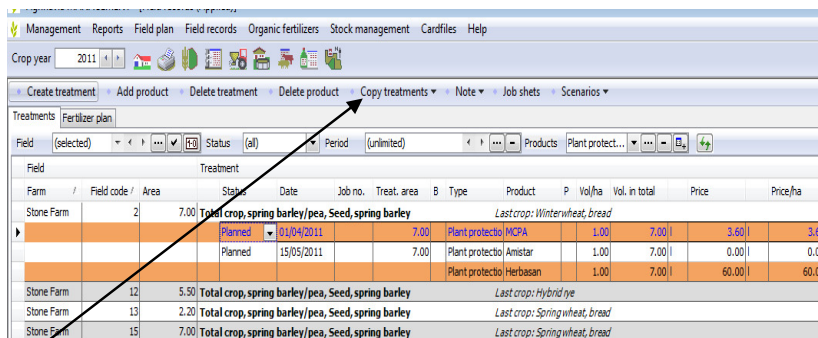
If you click **Add treatments**, the treatments will be added to any treatments that might already exist for the fields to which you are copying.

If you click **Replace planned treatments of the same type**, all treatments containing the same type of products will be replaced.

Click OK.
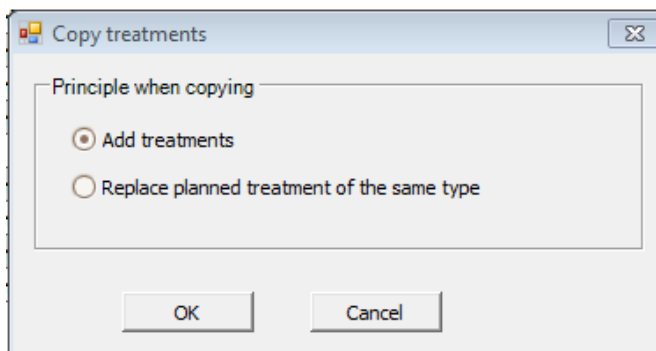
Select the fields you want to copy by checking them in the column **Selected**.

You can either select one field at a time, or you can use the **Select from box** option.

Point at e.g. "Spring barley" in the column Crop Group, and choose the option **Select from content**. The program automatically selects all the fields that include "Spring barley" in the Crop Group column.

This function can also be applied to all columns, and by combining the function with the **Select All**, **Deselect All** or **Deselect from content** options, you can quickly indicate the fields you want to work with.

When you click **OK**, the selection is copied to the selected fields.

Delete treatment / product

You can delete treatments and products as follows:

- Delete a full treatment (all lines of the treatment)
- Delete one product in the treatment (only one line is deleted)
- Delete several treatments simultaneously (Select the treatments first)
- Delete several products simultaneously. (Select the lines first)

All treatments / products to be deleted must be checked in the table. Hold down **Ctrl** and click the lines to select multiple lines.

Click **Delete treatment** or **Delete product** to delete a treatment or a product.
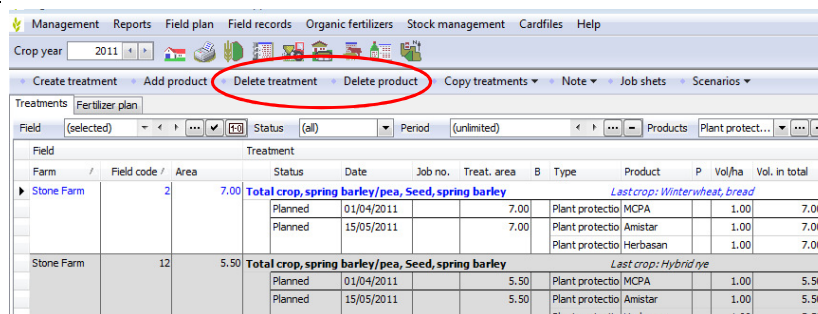
Inventory - Organic manure

On the **Balance fertilizer stocks** Tab at the bottom of the Dialog you can see an Inventory of the farm's stocks of organic manure.

Counts

On the **Counts** Tab there is a treatment status and a quantity statement for the shown treatments on the field records page.

You can edit the contents of the columns concerning the full treatment, e.g. you can correct the status from Planned to Realised on all shown treatments.

The information about the viewed products can be edited directly in the table with the summed products.

You can edit the following columns:

- Product

- Area

- Vol/Ha

- Vol/Total

- Price

If you edit the column **Vol/Ha**, you can make either a relative or an absolute correction, depending on the setting of the **Update Vol/Ha** box. All other columns with "figures" are updated accordingly.

5.2 Job sheets

You can open a job sheet from the Field Records page.

Press the **Job Sheets** button.

Create a Job Sheet

To create a job sheet press the **Create** button.

![Agrinavia FIELD logo] **Introduction to Agrinavia MANAGEMENT**

Job Sheet Information

Fill in the information on the job sheet.

Fill in the **Name** field with a descriptive text and enter the name of a group or choose one of the existing groups in the **Group** box.

In the **Print** box you must indicate whether the job sheet is a **Spraying Sheet** (with mixing information for plant protection) or a regular job sheet.

All other information is filled in as appropriate.

Associate job sheets with treatments

Select the relevant job sheet in the column **Job no.**

Alternatively, the field records can be restricted to selected treatments and then a job sheet no. can be added

Print job sheets

Select one or several job sheets to be printed, and press the **Print** button to print the job sheet on the printer.

Alternatively, click the arrow next to the button and select **Print preview**.

The spraying sheet for each field includes a calculation of how much product is to be applied for a full tank, and how many tankfuls are needed for the treatment in question.

You can also make a note of consumed volumes.

J. Jones, 123456789				Printed on: 02/11/2011 at 15:29 Page 1 of 3	
Job					
no. 1	**Spraying winter wheat**				Crop year 2011
8 Pagrieziens Veideres, ejer		**3.00 ha**	Date	01/04/2011	
Winter wheat, bread, Seed, winter wheat			Stage:		
			Treated area:	3.00	
Planned	**Vol/ha**		**Vol/tank Per 100 L**	**Total**	**Executed in all**
Liters of water	L/ha				
Bumpers	0.000 l			0.00	

Ha per XL water	:		Tankfuls in total	:	
Weather	:		Wind speed, m/s	: ....
Wind direction	:		Temperature, C	: ....
Relative air humidity	:		Soil temperature, C	: ....
Soil humidity:	:			

8 Pagrieziens Veideres, ejer		**3.00 ha**	Date	01/04/2011	
Winter wheat, bread, Seed, winter wheat			Stage:		
			Treated area:	3.00	
Planned	**Vol/ha**		**Vol/tank Per 100 L**	**Total**	**Executed in all**
Liters of water	L/ha				
Amistar	1.000 l			3.00	

Ha per XL water	:		Tankfuls in total	:	

At the bottom of the print you can note the total volume of consumed product for each product.

Total quantities.	**Planned Total**		**Executed in all**
Treated area in total	155.00 Ha		
Tankfuls in total	0.00		
Water total	0.00 L		
Amistar	77.500 l		
Bumpers	0.000 l		

6. Stocks of organic manure

Stocks of organic manure are either accessed via the **Organic fertilizers / Stock** menu or by clicking the Organic fertilizers Icon

All actions concerning the stocks of organic manure are reported here. For example: indication of initial stock, purchase, sales, mixing, etc.

The program presupposes the same nutrient content of the stocks for the entire period.

Agrinavia FIELD   **Introduction to Agrinavia MANAGEMENT**

Card file information on organic manure

You create and delete stocks on the **Cardfile** Tab, and here you also enter information about e.g. units, price and utilization rate for all nutrients.

There are 2 subtabs; Basic information and Other information

Initial stock of organic manure

On the **Initial** Tab the warehouse stock at the beginning of the period is set.

The initial stock is indicated in the row **Applied**. A calculated initial stock is shown in the row **Calculated**.

The calculated initial stock can be copied for all stocks or for the current manure stock to the row Applied by using the **Use calculated initial** option.

Purchase of organic manure

The **Purchase** Tab.

There are 2 subtabs.

You can create, delete and edit your purchases of organic manure on the **Purchase** Tab. A purchase consists of an contract and a number of supplies. As default, there is one supply per contract.

The **Contracts** Tab.

Here you can view all agreed purchases of the plan period. You can edit the date and the nutrients. Please see below for the indication of the supplier's address.

The **Supplies** Subtab.

Here all the deliveries belonging to the created contract are shown. When creating an extra delivery, the same volumes and nutrients as the ones selected are indicated.

You can edit directly in the nutrients and volumes.

Sales of organic manure

The **Sales** Tab.

There are 2 subtabs.

You can create, delete and edit your sales of organic manure on the **Sales** Tab. A sale consists of an agreement and a number of deliveries. As default, there is one delivery per agreement.

The **Agreements** Subtab.

Here you can view all the sales of the plan period. You can edit directly in the date and the nutrients.

The **Supplies** Subtab.

Here all the deliveries belonging to the created agreements are shown. When creating an extra delivery, the same volumes and nutrients as the ones selected are indicated.

You can edit directly in the nutrients and volumes.

Address Book for manure agreements

Click the **Organic fertilizers / Addresses** menu.

Indicate the name, address and any other relevant information about the partners of the manure contracts.

Internal transfer of organic manure

The **Internal Transfer** Tab.

There are 2 subtabs.

On the **Internal Transfer** Tab you can transfer manure from one stock to another. The nutrients of the transfer in question are not re-calculated if the concentration is changed in the stock from which the transfer takes place. A transfer consists of an agreement and a number of deliveries.

The **Agreements** Subtab.

Here you can view all the transfers of the plan period. You can edit directly in the date and the nutrients.

The **Supplies** Subtab.

Here all the deliveries belonging to the created agreements are shown. When creating an extra delivery, the same volumes and nutrients as the ones selected are indicated.

You can edit directly in the nutrients and volumes.

Admixtures for organic manure stocks

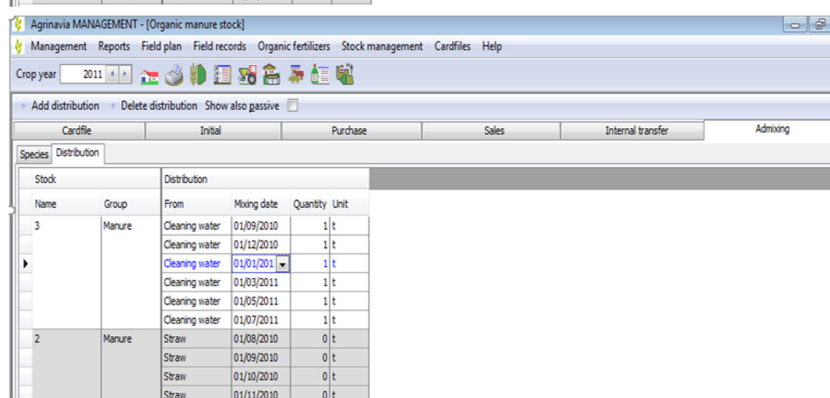|	
The **Admixture** Tab. There are 2 subtabs.	On the **Admixture** Tab you can adjust the dose of an organic manure stock. The nutrients of the stock will be proportionally higher or lower, depending on the admixing. An admixture consists of a species and a distribution.
The **Species** Subtab. Here you can view all the admixtures of the plan period. You can edit directly in the date and the doses.	
The **Distribution** Subtab. Here all additions to the created admixtures are viewed. When creating an extra delivery, the same dose as the one selected is indicated. As default, the admixture is evenly distributed across all the months of the year. You can edit the date and the doses.	

Options for organic manure stocks

The **Cardfile** Tab.	Here you will find all the options for creating and deleting a stock. If a stock is open, it cannot be deleted.
The **Initial** Tab.	Here you will find an option to copy the calculated initial stock to the applied initial stock.
The **Purchase, Sales, Internal transfer** and **Admixture** Tabs.	Here you will find the options for creating and deleting agreements and deliveries, respectively.

7. Livestock and stable systems

Livestock is created via the menu **Organic fertilizers / Livestock / Herd/livestock system** or by clicking the icon **Livestock**

The module includes 3 main tabs.

The livestock can be copied to the following crop year.

Herd / Livestock system

The **Herd / Livestock system** Tab.

Here you edit the livestock and stable systems.

You must indicate the number of animals, and which manure stocks the manure is directed to. The current manure production is shown for all nutrients.

Corrections

The **Correction** Tab.

Here you can correct the manure production via an index.

Periods and grazing

The **Grazing** Tab

Here you can divide the production into various periods. The periods are used if there are a varying number of animals or if the animals are grazing on pasture. All production units have one period as a minimum.

You can only edit the **Start date** in additional periods.
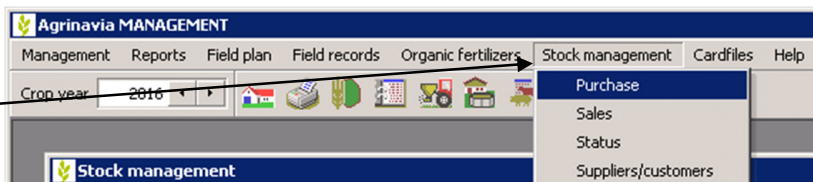
Options for production units

The **Herd/Livestock** Tab.	You can create and delete production units and copy production units to the subsequent crop year.
The **Grazing** Tab	Here you can create and delete periods.

8. Stock Management

You get access to Stock Management by clicking the pulldown menu **Stock Management** or the iCON

.

Stock Management on multiple farms

If you want to use the same storage on several farms, all farms have to belong to the same card file and be in the same Partnership.

It is optional, if farms in Partnership uses the same stock.

8.1 Principles in Stock management

This module deals with the concepts slips (for purchase and sale) as well as inventory and status.

Basically you create an inventory status and from that date any sales and purchase has to be added. Any use from field records (marked done) after that date will be withdrawn from stock. At any time you may create a status to see your current inventory and recalculate value of your inventory based og purchase and initial stock price.
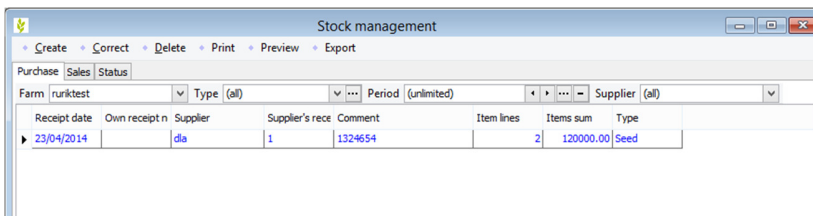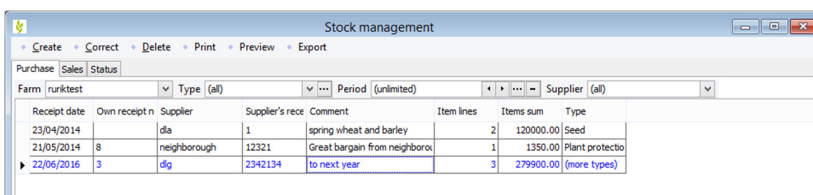
Supplier/customer

All slips for **Buying** and **Sales** are reported to the specific **Supplier / Customer**.

Choose **Stock Management / Suppliers / customers** to create and edit your list of trading partners.
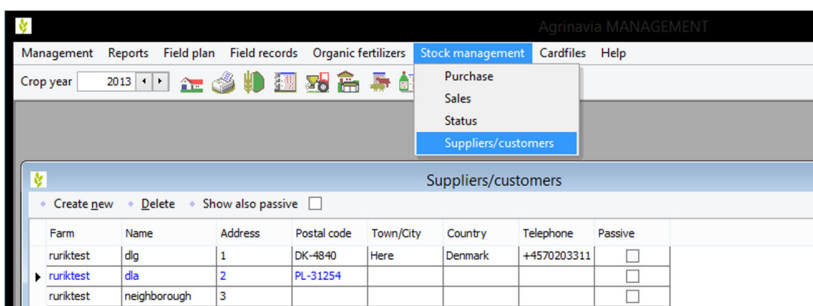
8.2 Buying

All administration of purchase / insertion of goods in the Stock Management module is using the **Purchase** tab.

Slips from purchase

Purchase is done by creating a slip where all items are reported.

At every slip at minimum you have to fill in Document Date.

The products/items are added in the table at the bottom of the dialog.

Add product lines with the **Add Product** button or use hotkey F11 or just by pressing Enter in the Comment box on the last reported line

It is possible to report the purchase of different item types in the same slip.

Prints of purchase

You may print a list of all items in the slips as shown in the table.

Printouts are generated using the Print or Print Preview button.

Using the table filtering function, it's possible to print purchase for a certain period of time or from a particular supplier.

NOTE: if slips contains purchase of multiple item types (seed, crop protection, etc.), all types are printed.

The printout shows all entries broken down by Item type and group.

8.3 Stock Management and Sale

All sale has to be reported to the Stock Management module by creating a slip using the tab **Sales**.

Sale slips

Sales are reported by creating a slip where all products/items likewise are entered.

Again at least the Document Date has to be entered.

All products/items are added in the table at the bottom of the dialog.

Add product lines with the **Add product** button or using hotkey F11 or by pressing Enter in the Comment box on the last reported trade.

Again it's possible to add multiple item types to same Sale slip!
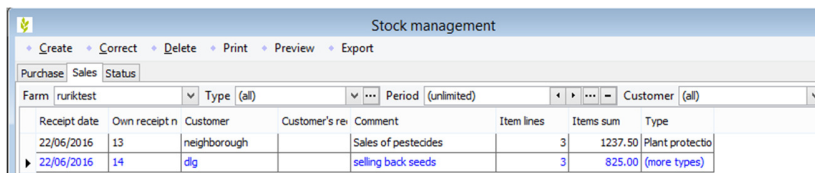
Printout of sales

Like purchase you may print a list of all items in the slips as shown in the table.

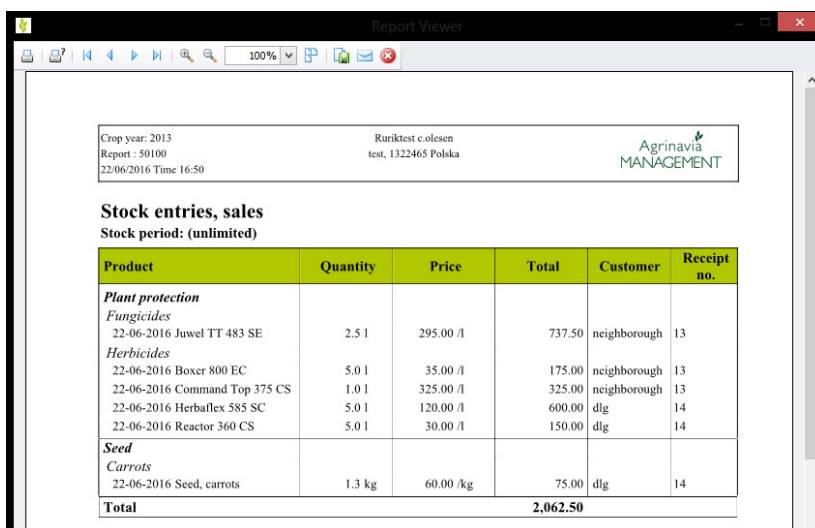Printouts are generated using the **Print** or **Print Preview** button.

Using the table filtering function, it's possible to print purchase for a certain period of time or from a particular supplier.

NOTE: if slips contains purchase of multiple item types (seed, crop protection, etc.), all types are printed

The printout shows all sales broken down by Item type and group.

8.4 Filtering

Inventory items are shown for one farm, one / all storage types, one period / unlimited time and postings for one / all suppliers / customers.

The filtering is done using the controls directly above the table.

You my filter by **Farm**, **Item type** or (*specific selected items* within a slip) or **time-frame** and **trading partner.**
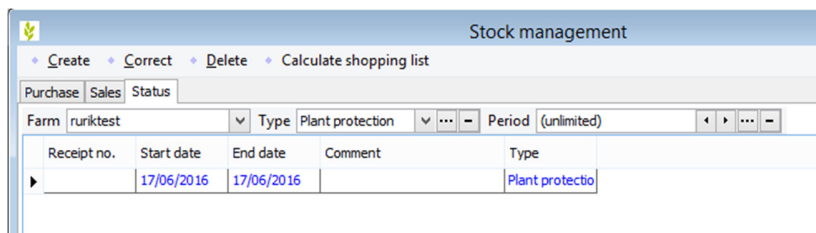

The selected farm will be saved on the PC and any selected period are stored with the data (actual if the same data is accessed from multiple workstations).

8.5 Inventory Status

A statement of stocks is performed by calculating a status or make a manual inventory on the **Status** tab.

The calculation can be performed on a date of your choice.

If calculations are done for a specific time frame start date and end date is shown

Creating Inventory Status

A stock status is created by clicking the **Create** button.

Then you specify the desired conditions for the calculations.

Farm/stock

Here you see previous calculations for the farms/ storages. The information cannot be changed.

Partnership

If the farm is part of a partnership, it is possible to choose farms to be included or not in the calculation of consumption. By standard all farms in the partnership is included.

If the farm is outside a partnership only consumption from own fields are included.

Calculate status for

Choose the storage type to be calculated.

Calculating Period

Here you select the time period to be calculated.

Default: Start date is the day after the end date of the last Status. If no previous status for the storage is found, the date may be chosen freely?
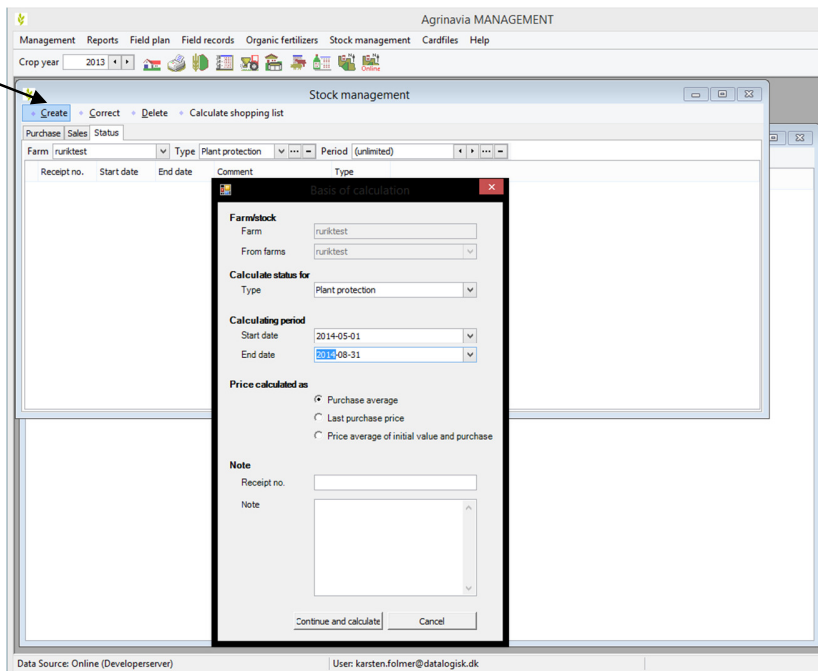
Default End date is today.

Price is calculated as

There are 3 principles for calculating stock prices.

- Average of purchase
- The last purchase price
- Average of beginning and purchase

When all fields are filled click **Continue and calculate.**

![Agrinavia FIELD logo] **Introduction to Agrinavia MANAGEMENT**

Inventory

The dialogue Inventory shows the result of the calculation.

Primo

Previous period's inventory is transferred as primo.

Purchase

Sum of the purchase during the calculation period.

Sales

Sum of sales in the calculation period.

Consumption

Sum of treatments performed on the Field sheets for the selected period of time.

Calculated Stock

Calculated as Primo + Purchase – Sales - Consumption

Counted Stock

Actual stock found by a manual count of the warehouse

Regulation

If you enter a counted stock a regulation of the inventory is calculated automatically

Price

Value of the calculated stock based on the selected calculation model.

The price can be corrected in the table.

				Inventory						
◦ Accept ◦ Add product ◦ Delete ◦ Update cardfile price ◦ Print ◦ Preview ◦ Export										

Farm/stock: ruriktest
From farms: ruriktest
Type: Plant protection

Calculated for period
Start date: 01/05/2014
End date: 31/08/2014

Price calculated as
Purchase average

Receipt no.:
Comment:

Cardfile	Product		Initial	Purchase	Sales	Consumption	Calculated stock	Counted stock	Regulation	Price	Unit
Planteværn	Amistar	l		10,00		8,90	1,10			384,83	l
Planteværn	Basagran M75	l	30,00	75,00		101,00	4,00			121,36	l
Planteværn	Bittersalz	kg	299,98	350,00		350,00	299,98			6,94	kg
Planteværn	Fastac 50	l	2,00	32,00		33,60	0,40			81,35	l
Planteværn	Harmony Plus	tbl		160,00		144,00	16,00			52,66	tbl
Planteværn	Lexus 50 WG	g	-265,00	1700,00			1435,00			10,58	g
Planteværn	Mavrik 2 F	l	0,50	17,00		16,50	1,00			406,75	l
Planteværn	ND Metamitron	l	4,00	240,00		236,50	7,50			144,37	l
Planteværn	Opus	l	21,39	105,00		110,50	15,89			327,97	l
Planteværn	Pirimor	kg	0,22	23,00		22,00	1,22			570,30	kg
Planteværn	Primera Super	l	13,50				13,50			0,00	l
Planteværn	Primus	l	0,40				0,40			0,00	l
Planteværn	Reglone	l	20,00				20,00			0,00	l
Planteværn	Signum WG	kg		20,00		17,10	2,90			470,97	kg
Planteværn	Sun-oil 33 E	l	12,47	270,00		272,60	9,87			41,07	l
Planteværn	Tribunil	kg	65,00				65,00			0,00	kg

Approved and Accept

Click **Accept**, if you want the Inventory and the showed calculation to be saved for subsequent calculations.

Otherwise close the Inventory to exit.

Add product

It is possible to add more products using the **Add Product** button or using hotkey F11.

Price and counted inventory for the newly added products likewise may be saved. The reported stock will be included as the Primo amount of the product in the coming calculation.

Likewise it's possible to **Delete** a product you don't want to stay in a future inventory list

Print Inventory list

Using the buttons **Print** and **Print Preview** it is possible to print a list for manual counting of the warehouse.

The printout shows the listed holdings and make a calculation of the warehouse value.

8.6 Calculating an inventory corrected shoppinglist

Using the tab **Status** it is possible to calculate, edit, and print an inventory corrected shopping list. Select the button **Calculate shopping list**

Agrinavia FIELD

Introduction to Agrinavia MANAGEMENT

In the Setup dialog, select eg consumption farms (if a partnership), type, period and model for price calculation.

Start date us filled in automatically according to the latest calculation date.

When the dialog is filled out, click on the button **Continue and calculate**

In the table that appears the following columns are displayed:

Calculated inventory

(Primo + Purchase-Sales-The sum of treatments performed)

Planned consumption

(sum of planned treatments)

Net purchases

It is possible to manually edit the net purchase. Only products with net purchases higher than zero is listed in the printout.
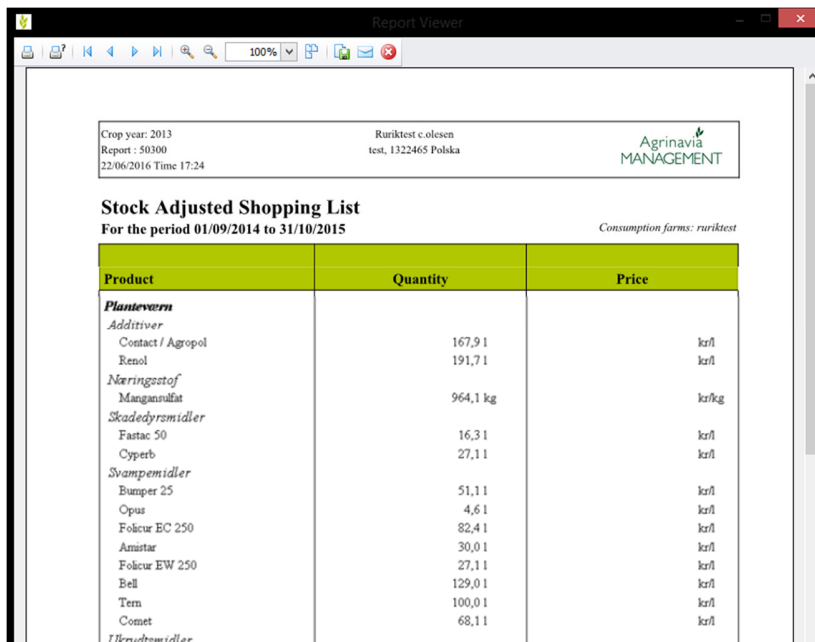
Price

The estimated price for the purchaseIt is possible to add and delete products manually using the **Add** and **Delete Product** buttons.

Printing the inventory corrected shoppinglist

When shopping list is ready select either **Print** or **Print Preview**.

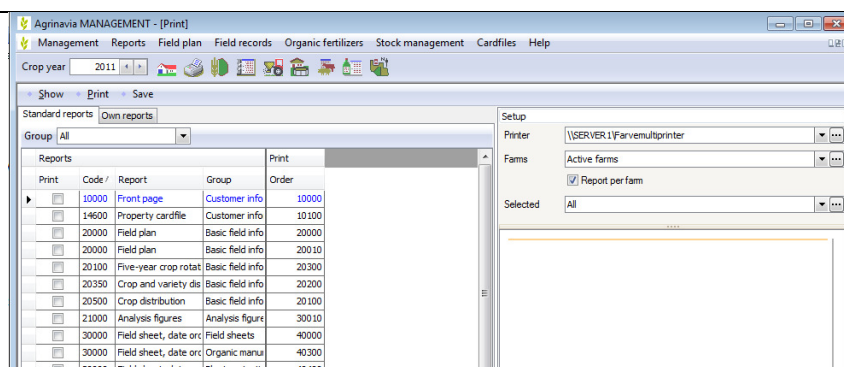The printout shows the products and desired quantity needed and a blank column to registrate actual price.

9. Prints

Prints are either ordered via the **Reports** menu or by clicking the icon

Setup of reports.

On the **Standard reports** Tab you have access to all the reports in the program. You can edit the report. These changes are reset when the report module is closed.

On the **Own reports** Tab you can prepare your own report setup, which can be saved for future use.

Create own reports by selecting one or more standard reports and click save on the menu.
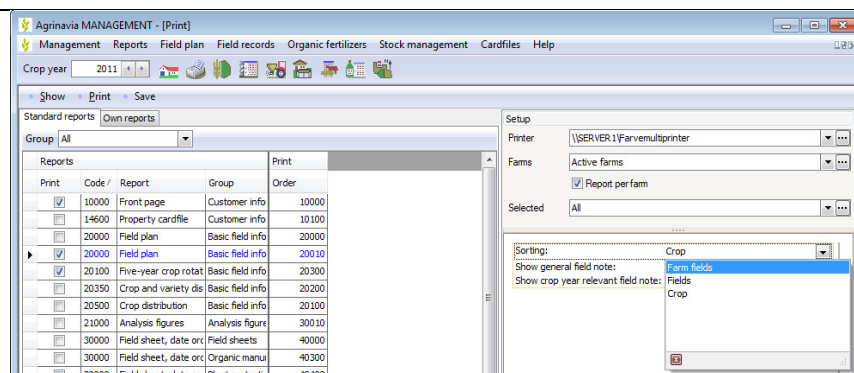
Selecting reports

Check the box in the column Print to print a page or a plan, etc. You can send one or several reports for simultaneous printing. All reports from the same print job are "bundled".
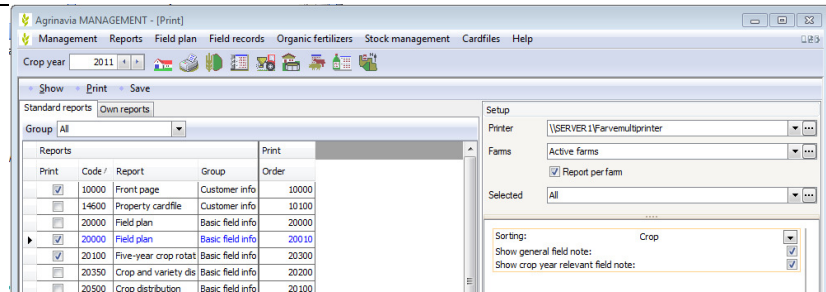
Restriction of reports for selected fields

You can restrict the selected reports for selected fields. You can restrict fields, crops or crop groups.

Note! The individual report determines whether the restriction is observed (certain prints cannot be restricted on specific fields).

Selecting farms for printing

You can order reports for either active farms or for selected farms.
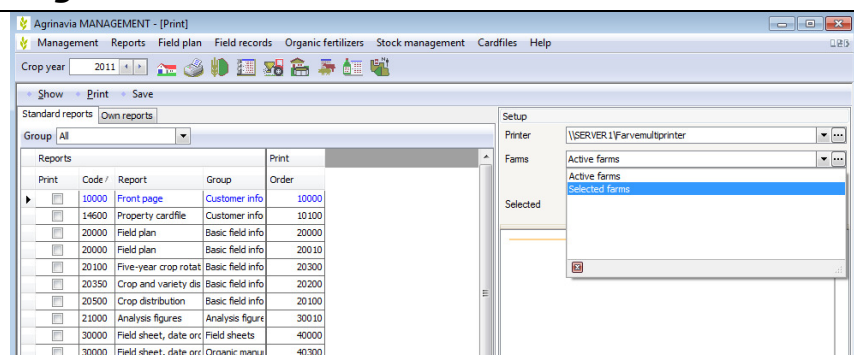
If you want to order reports for more than one farm, check the box **Report per farm**. You can choose to generate one report per farm, but you can also choose to print all farms in one report.

The individual report determines whether this selection is observed (certain reports can only be printed per farm.)
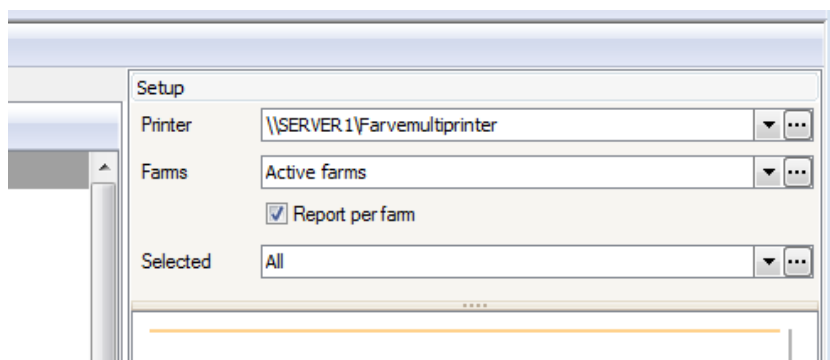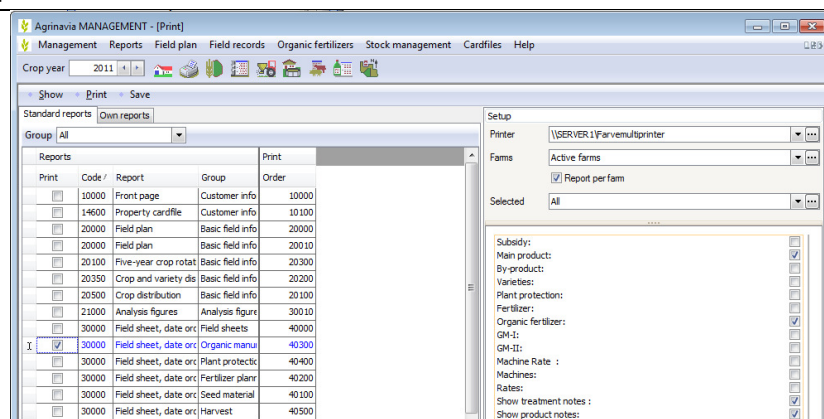
Setting up and restricting prints

Each report has various restriction options.

Setup and restriction options for the current report are shown at the right side of the dialog.

There are various setup and restriction option for the different reports.

Print setup for a card file set

To edit a print setup, the card file box must be selected via the **Select farm / Select cardfile set** option.

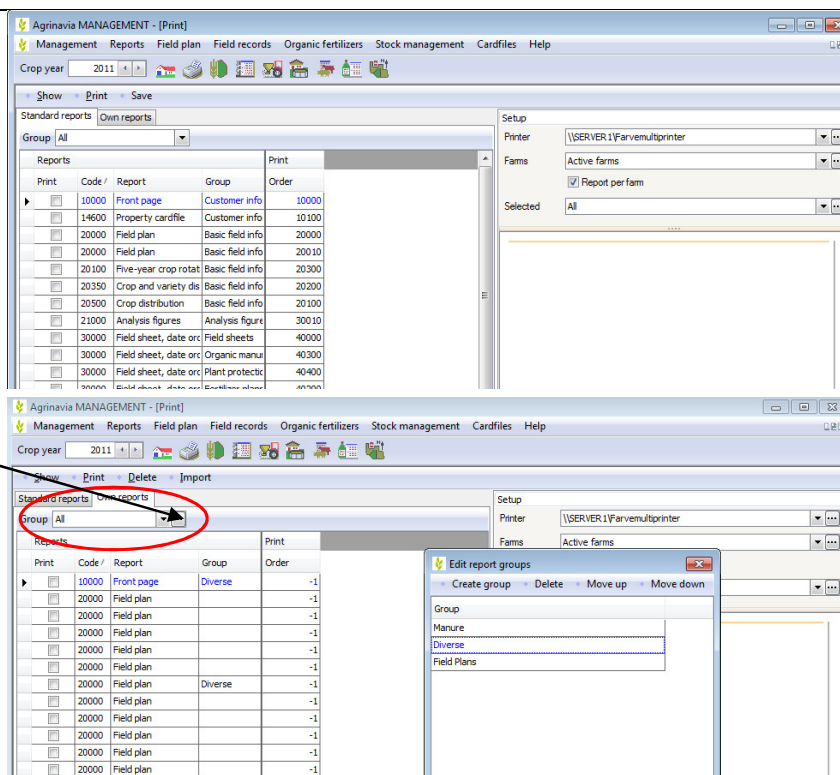**Note!** Only users who are administrators can select the card file set.

You can create and delete reports for the card file set.

The individual reports can be imported several times if you need reports with different restrictions.

Report groups

You can create report groups via the **Groups** option.

New groups are created by typing their names into the "empty" line.

Shortcut keys

F11	Create field / Create treatment
Alt+F11	Delete field / Delete treatment
F12	Add crop / Add product
Alt+F12	Delete crop / Delete product
Ctrl →	Next tab
Ctrl ←	Previous tab
Ctrl+N	Control of Nitrogen
Ctrl+tab	Shift between open dialogs
F4	Opens dropdown menu