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ADVISER MANUAL – About Scenarios

1. Overview

Scenarios in our program are "drop in" crop, fertiliser and operations templates that include information regularly used to expedite the planning process. Adviser Professional comes with approximately 100 scenarios for different crops and products for your convenience, but also provides you with the tools required to manipulate these or create brand new ones to your own specifications. Creating and using these is particularly useful in situations where you regularly recommend or utilise the same products or fertilisers associated with a crop variety on a large scale – perhaps even across different clients. The purpose of this guide is to highlight certain hints and tricks, and to familiarise with Scenarios and their use. If you're new to Scenarios, try them out first in the DemoFarm provided with your program.

2. Frequently Asked Questions

2.1 Can I use someone else's scenario file?

Absolutely. These files can be shared through the directory by emailing or transferring between computers on a USB. As the program can store several "scenario files" this need not impact your own.

2.2 Does the file have to be called something in particular to work?

No, as long as the file type stays ".scen" the program will be able to use this. Name these appropriately to help you distinguish between multiple files.

2.3 Will my Master Database automatically update my Scenarios?

No, Scenarios are kept up to date manually by you as the user. There are tools available in the program to simplify this process. For example, Find/Replace Data and Copy Data between Paddocks.

2.4 Do I need to use Scenarios?

Not at all, they are a tool designed to assist you in your program.

2.5 Where is my Scenario File located?

Scenarios are installed with your program, and are found at Documents\Back Paddock Company\Adviser\Scenarios.

### 2.6 What happens if I accidentally delete my Scenario File?

We have our base scenario file available on our website at www.backpaddock.com.au by clicking on Products > Adviser > Download Scenario File. Unfortunately, your modifications will not be present in the newly downloaded version. To save some of these, you may be able to go back through your client file and "Load Selected Paddock to Scenario".

2.7   Will my Scenarios sync through CornerPost to another user?

No, your Scenario file is a local file, not one shared on CornerPost. If you choose to share this with another user, it can be emailed or saved to a USB for transferral. It should then be saved in the correct location on the second users' computer, and the Scenario file selected following instructions in step 7 of this guide.

3.   Familiarisation
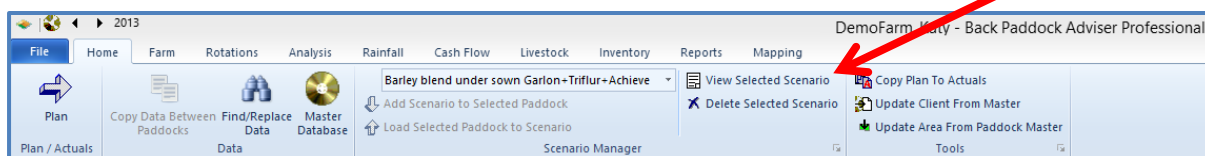
The starting point for Scenario use in the program is in the Home tab. This is how we access and allocate Scenarios, and also open Scenario Manager which opens the Scenarios as a separate client file.

3.1   View Selected Scenarios

This enables the user to have a "sneak peak" at what is included in the current Scenario displayed in the white bar. This will open a printable form highlighting crop, fertiliser, operations etc.

3.2   Delete Selected Scenarios

This deletes the file currently displayed in the white bar. A prompt will ask you to confirm this delete before proceeding. Deleting a scenario here also deletes in your Scenario file.

3.3   Add Scenario to Selected Paddock

This allows the user to take the Scenario currently displayed in the white bar, and apply it to the highlighted paddock in the program.

3.4   Load Selected Paddock to Scenario

This allows the user to create a template copy of any information stored in a paddock, for use as a scenario. This is a great way to "tweak" a Scenario on the go, without going through Scenario

Manager. Simply Add Scenario to your Paddock, adjust as required, and Load Paddock to Scenario giving it a new name.

3.5 Scenario Manager

Now we're pulling out the big guns. This enables the user to open the scenario file as a client file, with the scenarios listed in the Navigation pane like paddocks, and the details listed in the program as they are when you use a scenario.

4. Open Scenario Manager

The easiest way to open multiple scenarios for editing and updating purposes is through this tool.
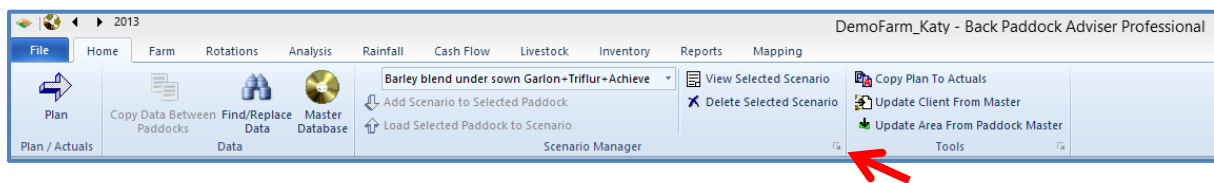
1. Click on ⌐ icon as demonstrated above
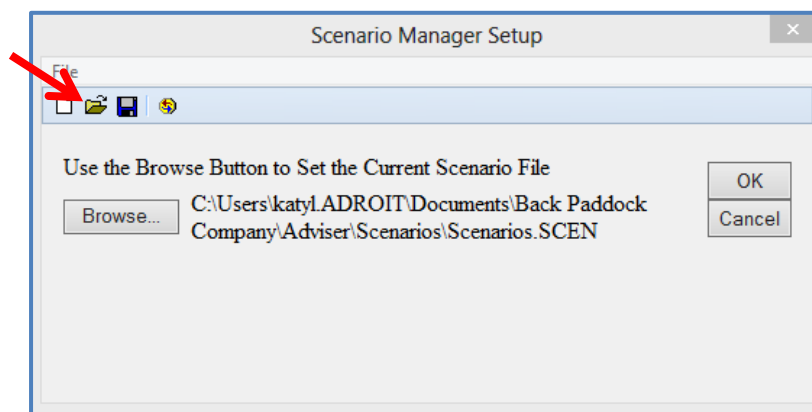
2. Click Open Folder
3. Select required Scenario file (always extension .scen)
4. Click Open

Your Scenario file has now been opened in Adviser for modification.

5. Customising Scenario File

If you are opening your Scenario File as a client file for the first time the first step may be to establish which scenarios you may use, which you may discard, and which you may remove from view but not delete.
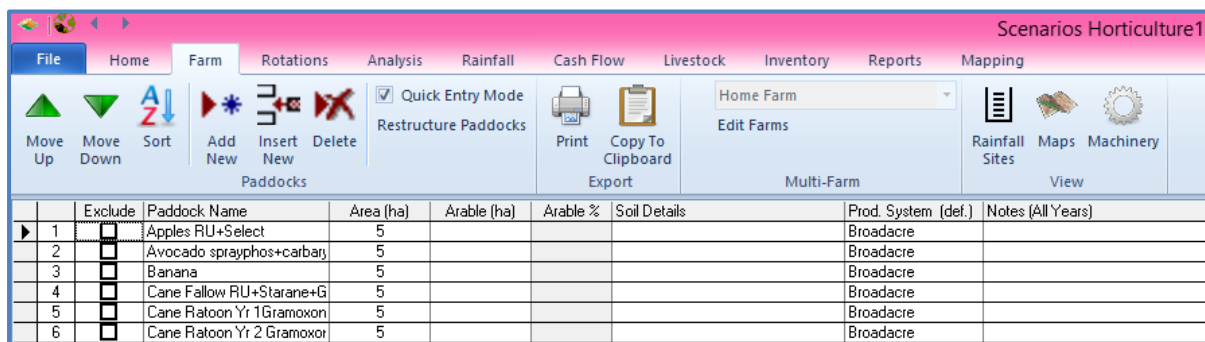
5.1 Edit Scenario Lists

With your scenario file open, you are now able to edit names, exclusions and deletions in the same manner as manipulating your Paddock details in Adviser.

1. Click Farm tab from your Scenario file

Take a moment to look over the buttons displayed at the top; Move, Sort, Add New, Insert New, Delete. These will be used to manipulate your lists. The tick boxes shown below "Exclude" will also be used to temporarily remove particular scenarios from sight in your Adviser scenario drop down list.

Edit Names
1. Left click in the required "Paddock Name" bar
2. Type in new name as required
3. Click off to save

Delete Scenarios
1. Click on name of scenario you wish to permanently delete
2. Ensure black arrow is pointing at correct line number (far left)
3. Click Delete
4. Confirm "Delete Selected Paddock" by clicking Yes

Exclude Scenarios
1. Click in Paddock name bar of scenario to be excluded
2. Click in check box in Exclude column beside scenario selected

Add New Scenarios
1. Click Add New in Scenario Manager, new line will be created at end
2. Type in new Scenario Name
3. Click off to save
4. Populate fields as required in Home tab

5.2 Edit information in Scenario Manager

Assumed knowledge in this guide is that you are familiar with how to enter data for sowing, soil health, sprays, operations and production. If you're not 100% sure on this one have a look at the DemoFarm provided in your program by clicking on File > Open > DemoFarm. This is the best place to try new things without it affecting your data. Try dropping a new scenario in a paddock here first to ensure it is correct before using in your Client File.

Sowing, Soil Health, Sprays, Operations, Production

Looking at the Home tab of Adviser, the scenario can be used to input information into the Sowing field (or Management Zones) which include crop, variety, dates and pricings.
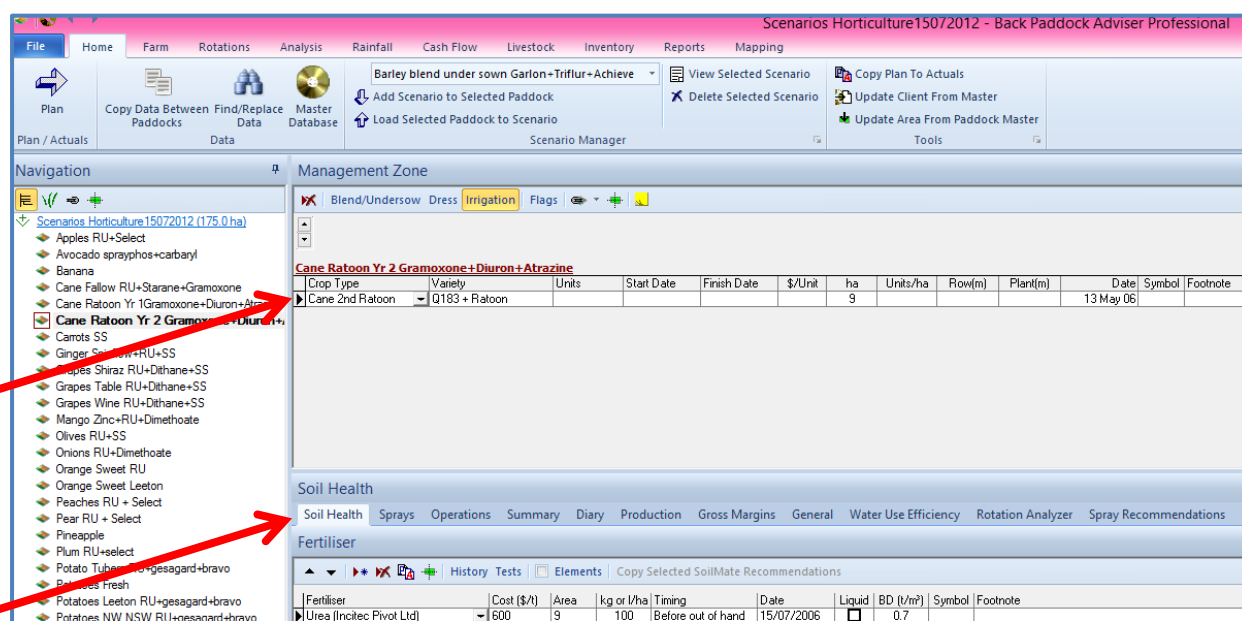
Working our way down the page; Soil Health, Sprays, Operations and Production are all included as Scenario fields.

Enter information into these fields following standard procedures. If you are unfamiliar with the program, hover over each of the buttons available under each tab for a small description. One big play-toy here might be to "Copy Data between Paddocks". Use this to bulk-transfer data to other similar scenarios, for fine tuning.

Updating costs, pricing and rates

In addition to updating the Master Database, scenarios need to be kept updated to maximise ease of use in the program, and keep your data as accurate as possible. "Find/Replace Data" will be very useful here for updating chemicals, prices or rates of application. It is recommended that this is updated whenever there are price / rate changes available. This will be much easier than saving it all up to do in one big swoop!
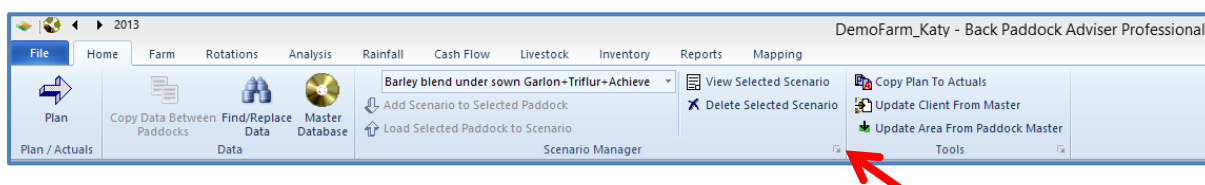
6. Close Scenario Manager

Although information is saved "as you go", Scenario Manager should be closed when modification has been completed in order to use your data throughout the program.
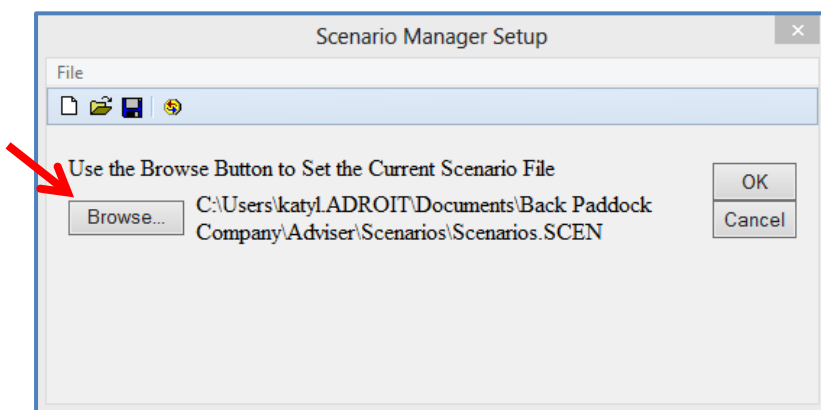
1. Click File
2. Click Close

7. Set Scenario File

The current Scenario File is set in the Scenario Manager tool.

1. Click Scenario Manager icon ⬏ as above

2. Click Browse
3. Click to highlight required Scenario File (always extension .scen)
4. Click Open
5. Click OK

Your Scenario file has now been selected as current. You may need to close and re-open Adviser if this does not immediately take effect.

Thanks for joining me in understanding Scenarios!

By completing these set-up steps, you will save yourself a lot of time and complication down the track. Take a rest and come back to the next part of our Manual. If you think we've missed anything, don't hesitate to contact us by email and we will do our best to incorporate this or at the very least answer your enquiry!

8. Help please!

We at Back Paddock understand that everyone is different and learns in different ways. To facilitate this and make our products more accessible for everyone, we have a plethora of different ways and means of obtaining assistance in any situation.

8.1 Talking to Real People

That's fine by us! We have a HelpDesk service that operates Monday to Friday 7:30am – 5pm on free call 1800 557 166 and we are always happy to take your call.

8.2 See things Visually

Private webinar sessions can be arranged if you say please very nicely, and send an email through to Support@backpaddock.com.au Alternately, there are a few videos on various processes available online at http://www.backpaddock.com.au/help-desk/ This gets updated frequently, so if you have a question about something that's not up there, let us know and we may just create one inspired by your request!

8.3 Notes to look at it in my own time

Not a problem! As well as this user manual, we have a heap of Help Sheets available online to point you in the right direction, get you started, and save you from any sticky situations you might find yourself in. Visit: http://www.backpaddock.com.au/help-desk/ for the full list organised by program.

8.4 Phones are down, need help!

Have you seen met our Online Consultant? She's friendly, patient, knowledgeable and about three clicks away! Reach her at http://www.backpaddock.com.au/help-desk/ by clicking on the Site Consultant button.

8.5 Non-urgent brainwave in the middle of the night?

How about an email? We've usually responded by the end of the next business day, and this gives you a chance to send us your thoughts or questions at any hour of the day or night! Give us a yell at Support@backpaddock.com.au

Good luck, and have fun!

Back Paddock Team.

Ph: 1800 755 166
E: Support@backpaddock.com.au
W: www.backpaddock.com.au