



NVZ Recording System
Quick Start Guide

Version 10.0

Documentation and Software by **farm**data Limited

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This booklet is designed to help you get started. It should be used in conjunction with the operating manual.

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Related Documents.

NVZdata Manual

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The Information Needed Before You Start

The system can be stated with very little detail. It can be as little as Field names or numbers and sizes, the crops and varieties you grow and basic details of the fertilisers and fym's you are going to apply.

What you need

Business Name. Address, telephone, farm code can be entered later.

Metric or Imperial Measurements. Which are you going to use?

Harvest Year What cropping year are you starting to enter data for?

Crops and Varieties. What are you growing?

Holdings. What are the different holdings within this business?

Field Names & Areas. OS numbers, land class, and other detail can be entered later.

Split Fields & Areas. Any fields which are being split for the current year.

Cropping Plan. What crops are in what fields for the year you are starting with and the previous year.

Inputs. The fertiliser and manures to be applied to the crops. Each fertiliser needs a name, unit of application, pack size, and price. The quantity in stock would also be useful.

Loading the Disk

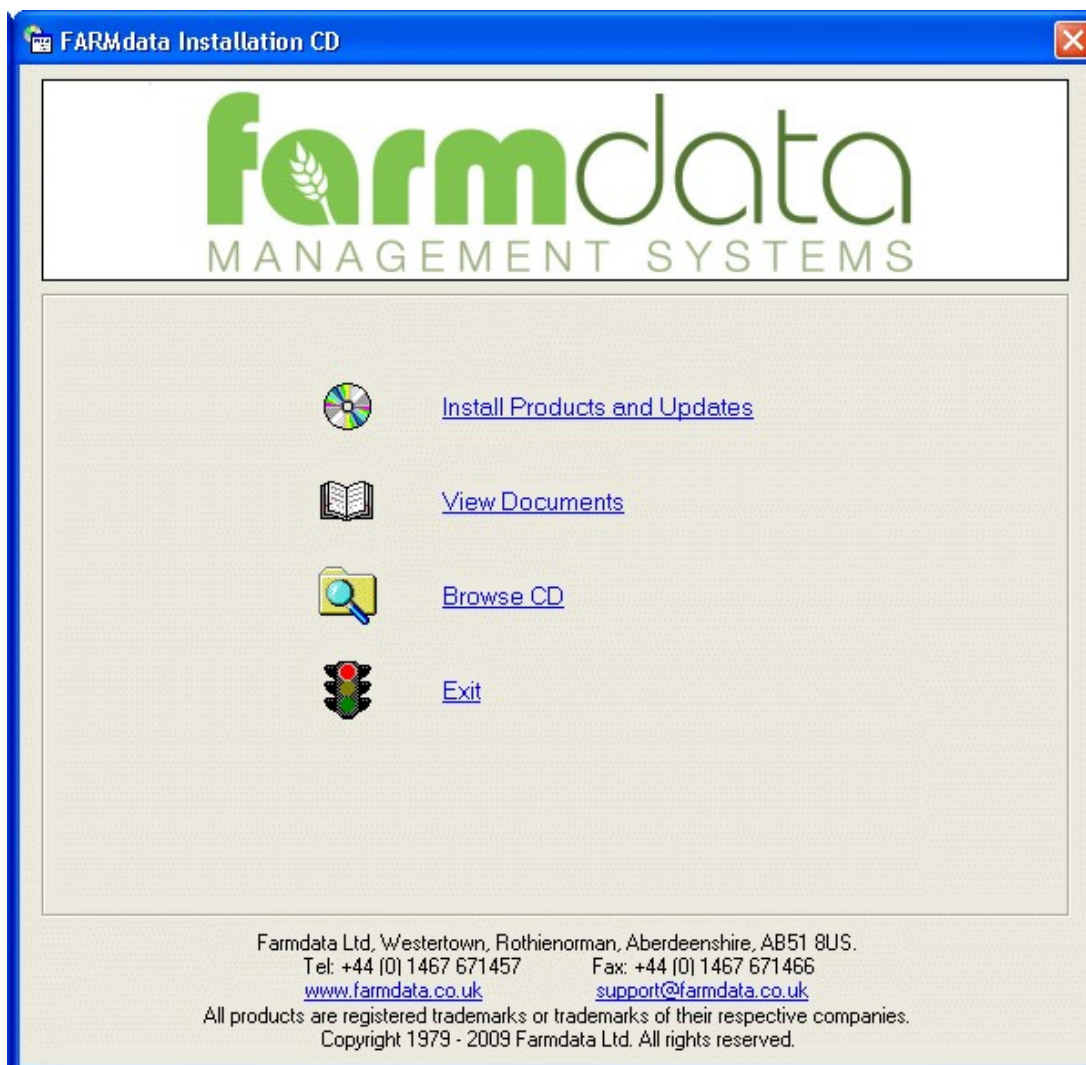
NVZdata is a restricted version of Cropdata. The procedure will install Cropdata and you will be required to enter an activation key from Farmdata to get NVZdata.

The system has to be loaded onto a computer running Windows 2000 or above.

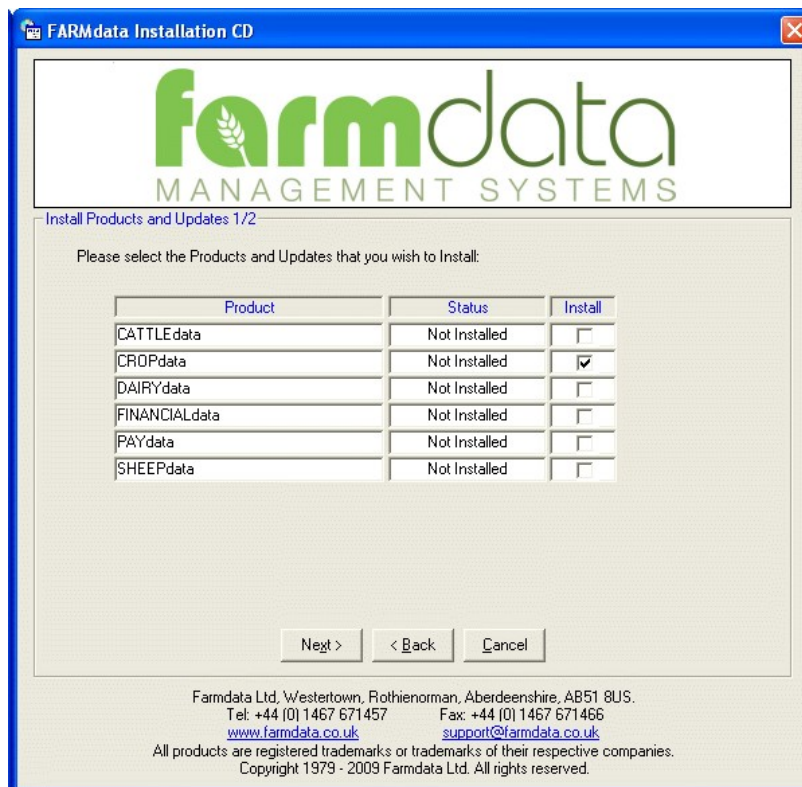
If you receive the program on CD, place the CD in the drive and it should Auto-run.

In the **Command Line** type **D:\Setup** (where D is the letter of the drive with the disk) and click **OK**.

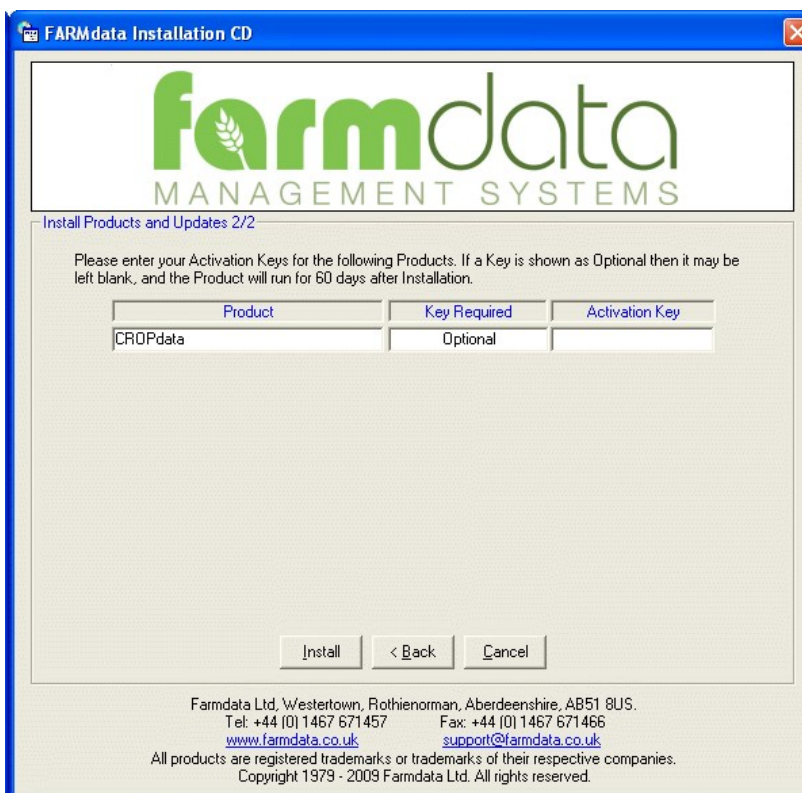
The Setup screen will now appear.



Select **Install Products and Updates**. If you wish to view the manual, you will need to select **View Documents** after.



Select the Cropdata to install and click Next. NVZdata is a restricted version of Cropdata.



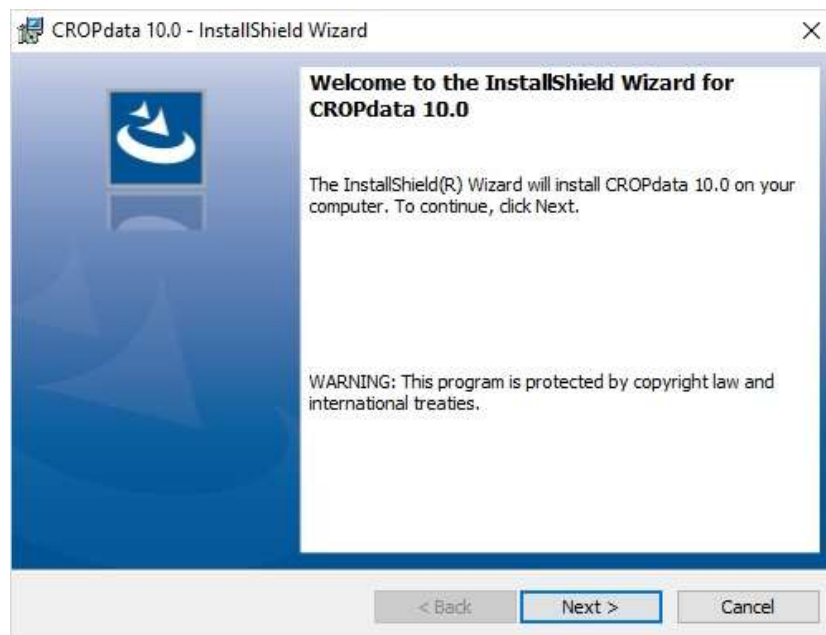
An Activation Key is not required however for NVZdata demonstration purposes you should obtain one from Farmdata.

If a Key is not entered the program will run as an evaluation copy for 60 days from installation.

If you have purchased the product a key will have been supplied by Farmdata. Enter it at this point. The Key is case sensitive. The install button will only become active if a valid Key is entered or the Key is left blank.

Click Install to continue.

The installation routine will now begin.



CROPdata 10.0 - InstallShield Wizard

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Print

InstallShield

< Back Next > Cancel

CROPdata 10.0 - InstallShield Wizard

Customer Information

Please enter your information.

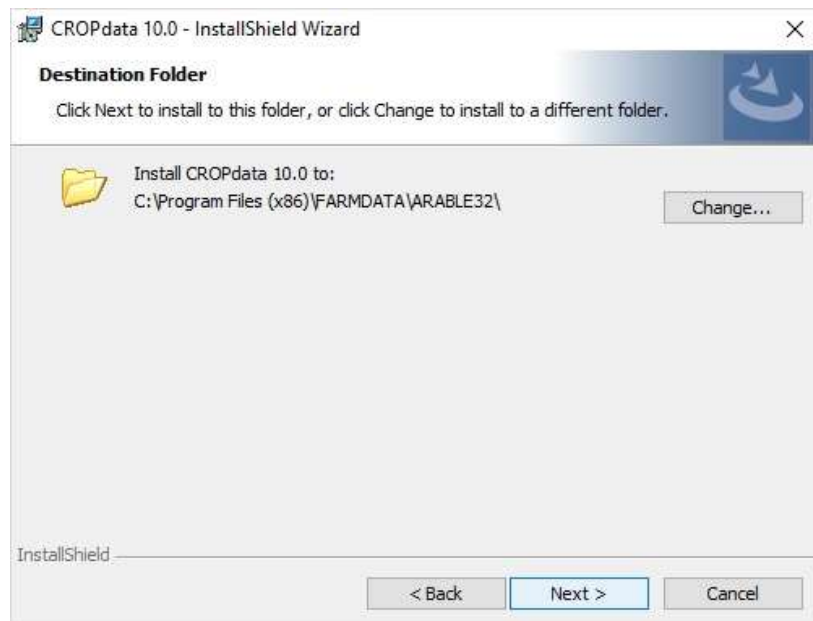
User Name:
|

Organization:
|

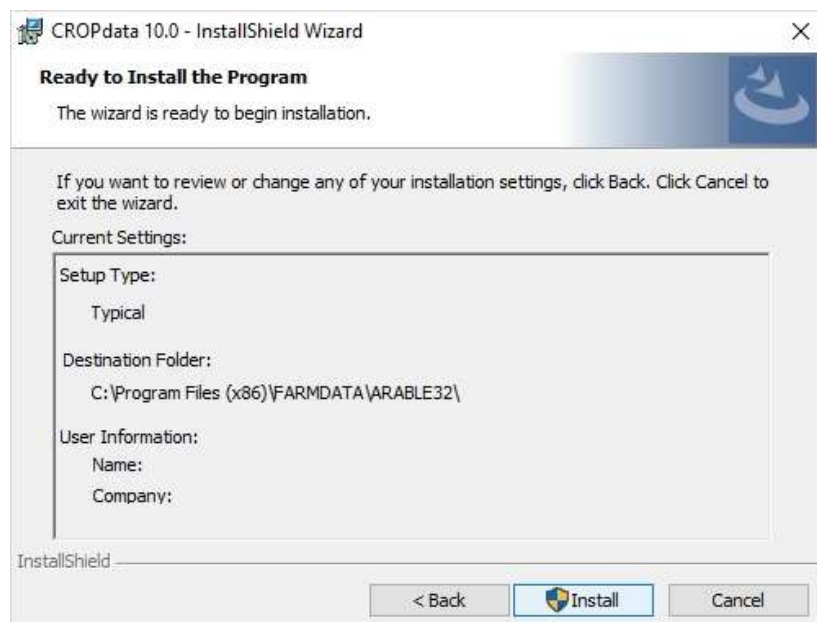
InstallShield

< Back Next > Cancel

Customer information can be set above to complete the licence information.



The default program location is set as above by default. You may change this if required. Any subsequent program updates will have to be set likewise.



The CROPdata 10.0 settings screen will now appear. Click **Install** to proceed and files will be copied.



Click Finish to complete the installation.

The process may restart in order to install the Auto Update software, this is used to pull update for the program from the web.

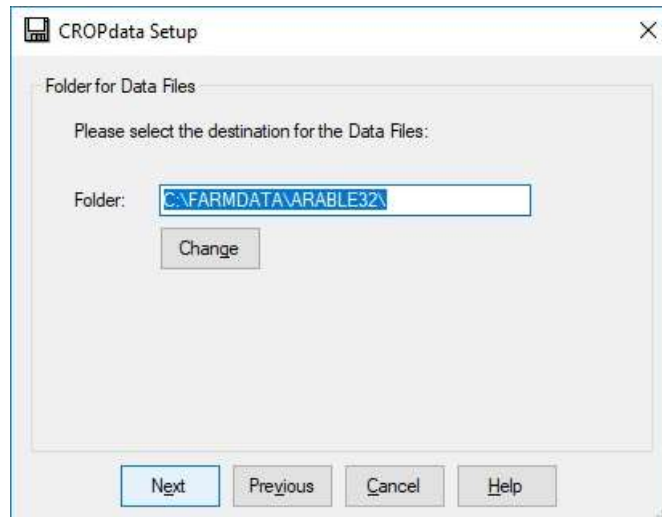
You will now have a Cropdata 10.0 Icon on your desktop.

Starting the System

Once you have the system loaded onto the computer you can go ahead and start to use it.

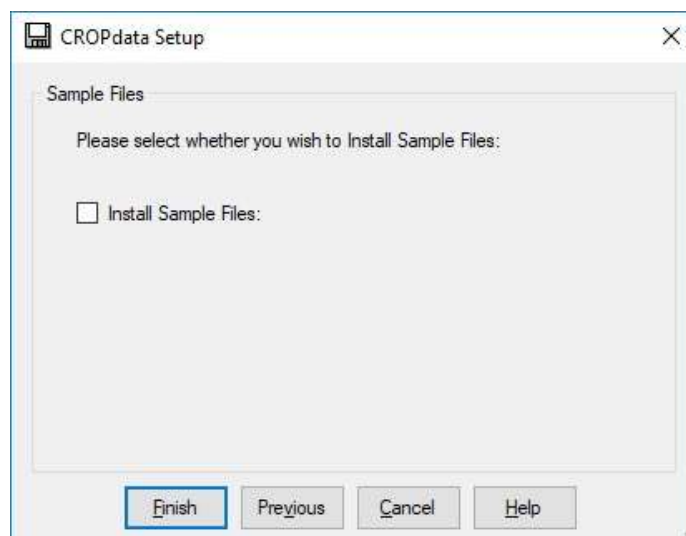
Use the Cropdata Icon on your desktop or go to Start, Programs, Farmdata and Cropdata.

You will then get a screen showing you which directory the data files will be loaded into. C:\FARMDATA\ARABLE32\ is the suggested directory. If this is not acceptable, click **Change** and select your preferred directory.



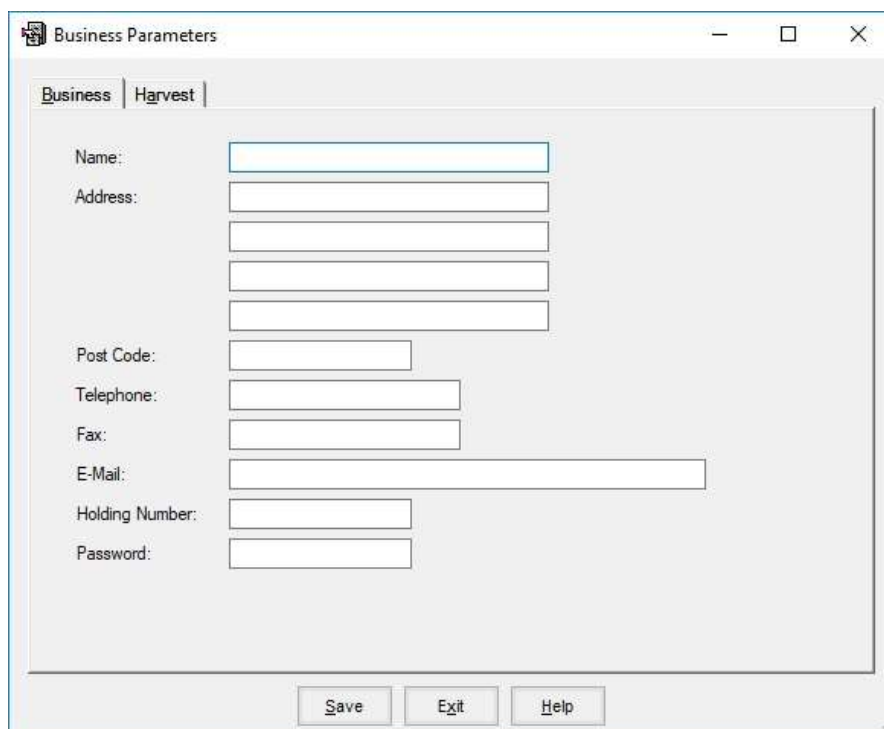
Click next proceed.

You will be asked if you wish to install sample files. This is example data which can be installed for demonstration purposes. It will give you an idea of how the system operates without having to enter any data of your own. This data can be removed at a later date if you wish. You should take care to create a new business for your own data, rather than add yours to the sample files.



If you install sample data you will then go into the program. If you don't you will go into the routine to set up a business.

The first time you go into the program the following screen will appear.



Name, Address, Telephone and Fax Number and Email should be filled in as required.

Holding No. should be that of the main holding as stated on the IACS return. Other code numbers for land parcels within the business can be identified in **Holdings** as described later.

Leave **Password** blank if one is not required.

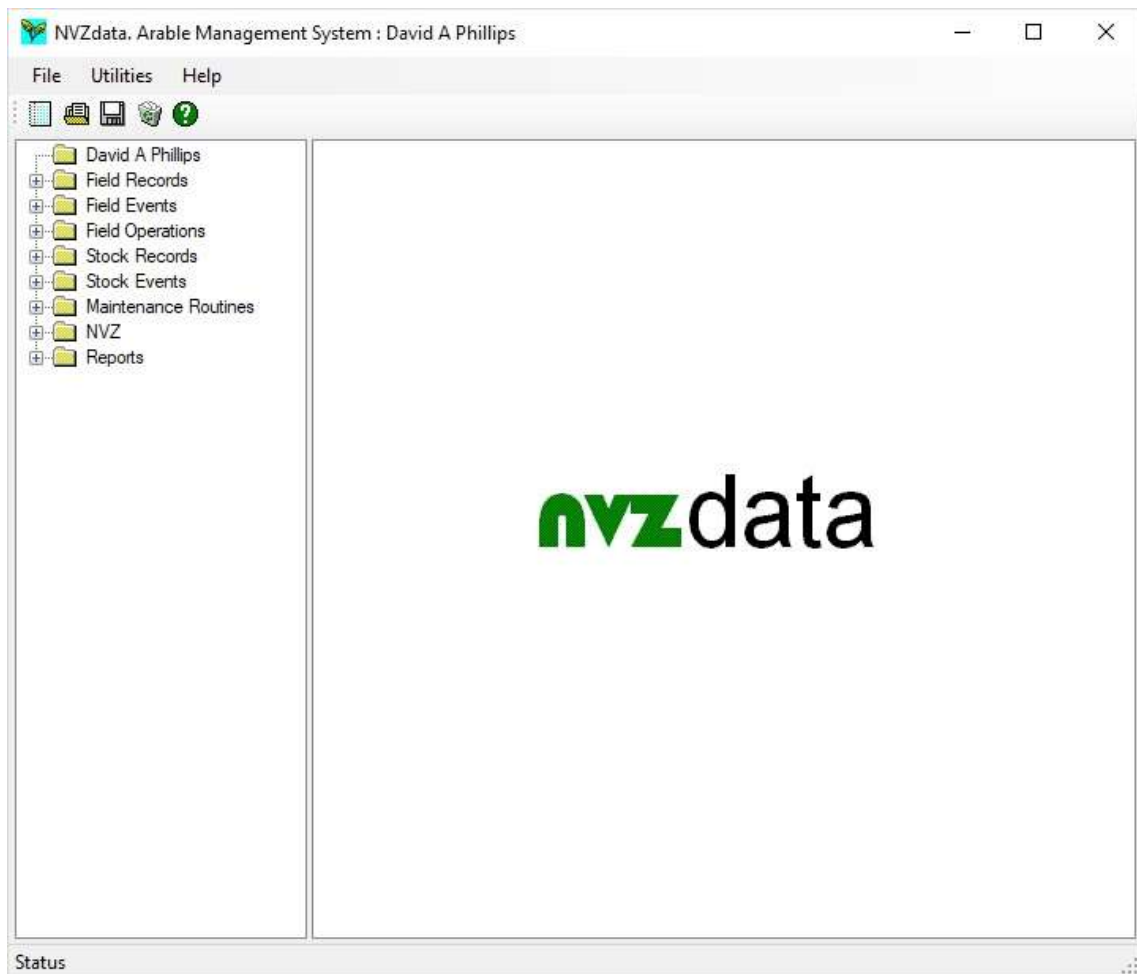
Units can either be **Hectares** or **Acres** depending on whether metric or imperial measures are to be used. This applies to all areas, sprays, seeds and fertilisers. Once the system is started it is not advisable to change this setting.

Harvest Year should be set initially to the IACS year you are going to enter details of once set up. This year will change as you move from one year to next.

Enable Stock Control, if available, when selected will record all the detail of purchase and application of each seed, spray and fertiliser. If not selected only the stock on hand of each item is recorded.

Click **Save** to exit the screen.

The machine will then spend a short time creating the database for this business. You will then be presented with the normal main window as shown below.



Use the manual for further explanation when required.

Setting up the System Structure

Maintenance routines

Business Parameters are set on creation of the business but can be amended as required.

Code Lists

In each of the following sections new items can be added as you require although some may have pre-set entries as a start. The routines to add, edit and delete entries are the same in all the sections.

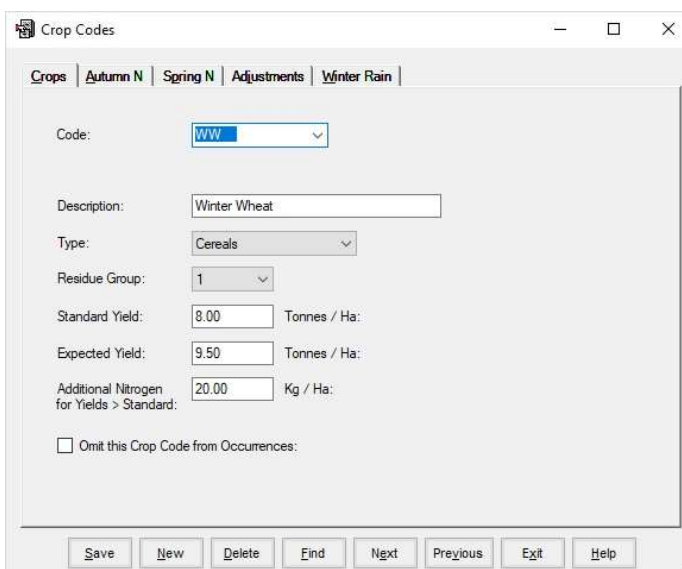
The lists can also be updated as entries are made using the Add Button at the end of the drop-down list.

Help will bring up a screen of information which should give some detail of what is required at any point.

To add a code - Click **New** on the bottom button bar. A blank form will be presented. Fill in the new code, description and any other detail required. When you are happy click **Save**. To add another, click **New** again and repeat the procedure.

Any code can be **edited** by selecting it, changing it, and clicking **Save**. This change will then apply to everywhere the code has been used in all the records past and current.

Delete will remove any code that is selected at the time. Care should be taken as deleting a code may leave a blank in the history if it has been used somewhere.



The screenshot shows a window titled "Crop Codes" with a tabbed interface. The "Crops" tab is selected. The form contains the following fields and controls:

- Code:** A dropdown menu showing "WW".
- Description:** A text box containing "Winter Wheat".
- Type:** A dropdown menu showing "Cereals".
- Residue Group:** A dropdown menu showing "1".
- Standard Yield:** A text box with "8.00" followed by "Tonnes / Ha:".
- Expected Yield:** A text box with "9.50" followed by "Tonnes / Ha:".
- Additional Nitrogen for Yields > Standard:** A text box with "20.00" followed by "Kg / Ha:".
- Omit this Crop Code from Occurrences:** An unchecked checkbox.
- Buttons:** A row of buttons at the bottom: "Save", "New", "Delete", "Find", "Next", "Previous", "Exit", and "Help".

Crops.

This is the list of crops grown by your business. A pre-set list of crops is already entered based on details in the IACS Explanatory Leaflet. Yield, adjustments and N values may be amended as required. Should you need to create others, Click **New** and fill in a code, description and appropriate crop class, then Click **Save**.

Code:

Description:

Crop Type:

Type:

☐ Omit this Variety Code from Occurrences:

Varieties.

This lists the varieties grown by your business. A list is already entered based on recommended cereal and oilseed list. You should ensure all varieties of all crops are on the system. If you intend to put previous crop histories on, don't forget the varieties no longer grown.

To add a new variety, Click **New** and fill in the new code, description, select the crop type and the appropriate crop class should enter automatically, then Click **Save**. Repeat until you have all your varieties entered.

Holding | Rainfall

Code:

Description:

Holding Number:

Region:

Height:

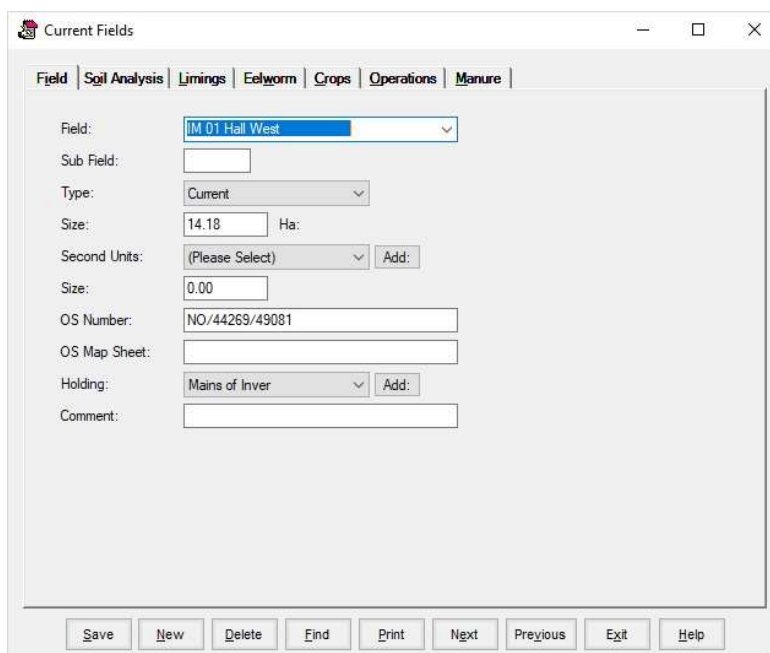
☐ Omit this Holding Code from Occurrences:

Holdings

These are the separate land parcels within the business. If a business is made up of separate holdings and wishes to report on them individually they should be created here. Height and Rainfall values, required for NVZ purposes, can be set for each holding. Each field or sub-field must be allocated to a holding.

New Fields

The details of your individual fields are entered in the Field Records section. Click **New** to enter the first field.



The screenshot shows a window titled 'Current Fields' with a tabbed interface. The 'Field' tab is selected. The form contains the following fields:

- Field: A dropdown menu showing 'IM 01 Hall West'.
- Sub Field: A text input field.
- Type: A dropdown menu showing 'Current'.
- Size: A text input field showing '14.18'.
- Ha: A text input field.
- Second Units: A dropdown menu showing '(Please Select)' and an 'Add:' button.
- Size: A text input field showing '0.00'.
- OS Number: A text input field showing 'NO/44269/49081'.
- OS Map Sheet: A text input field.
- Holding: A dropdown menu showing 'Mains of Inver' and an 'Add:' button.
- Comment: A text input field.

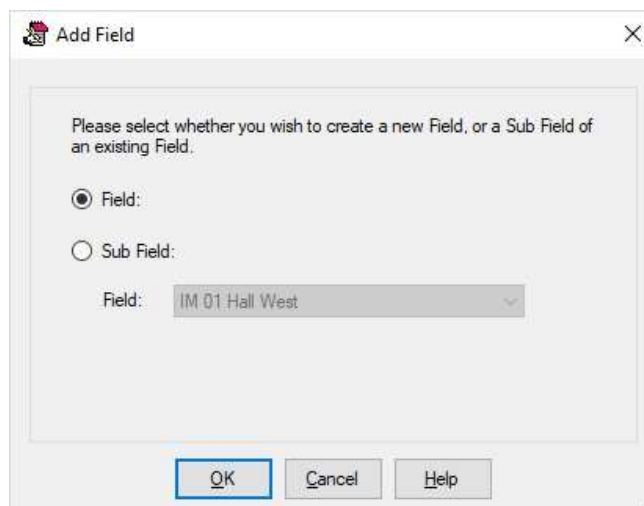
At the bottom of the window, there is a row of buttons: Save, New, Delete, Find, Print, Next, Previous, Exit, and Help.

- Field -** This is the name or number of the field. This has to be unique within the business.
- Type -** This is Current or Non-Current. Non-Current fields can be entered, these are fields which are no longer cropped but you wish to retain the record. They may have been sold, amalgamated, etc. Only Current fields show in the everyday lists.
- Size -** This is the nominal OS size of the field.
- Second units & Sizes -** Only applies where Areas are defined in the Maintenance Routines. These are the units and number of them in this field.
- OS Number -** The OS Number applied to this field.
- OS Map Sheet -** This used to be the sheet number of the map for this field. It is now incorporated in the OS number but may need to be retained for some purposes.
- Holding -** The holding within this business for this field.
- Comment -** Free text to use as you wish.

Once this detail has been entered click **Save**.

You can then access the Tabs along the top. This allows you to enter Soil Tests, Limings, Eelworm Tests and Previous Cropping History for this individual field. These details can be updated in field events.

After creating the first field, each time you click new you have to select if it is a new Field or Sub-Field. Selecting field gives a blank sheet for a new field.



New Sub Field

Select New in the field record section. Select Sub Field in the above box and then select the field you wish to split from the list of fields.



Click OK and you will go to the field record

You can then enter an Identifier for the Sub Field. This is usually two or three digits including a year identifier. E9 and W9 could be the east and west split of a field in 1999 for example.

The area of this particular sub field can also be entered. The combined area of sub fields in any one year should not add to more than the area of the field as a whole.

Entering Crops in Fields

This section is used, generally once each year, to allocate crops to fields. It is found in Field Events, Allocation of Crops.

Allocation of Crops

Details

Date: 01/09/2017 Type: Cereals

Crop: Winter Wheat Add:

Variety: Rogibus Add:

Comment:

Fields

☐ By Holding: Little Manor Harvest Year: 2018 ☐ Following Crop: Selected: 4 Available: 37 Total: 41

Field Name	SF	Include	Area to be Allocated	Crop Area	Previous Crop
IM 01 Hall West		<input type="checkbox"/>	14.18	14.18	Winter Wheat
IM 02 Hall East E	E	<input checked="" type="checkbox"/>	6.22	6.22	Peas
IM 02 Hall East W	W	<input type="checkbox"/>	6.22	6.22	Winter Wheat
IM 03 Whirlies		<input checked="" type="checkbox"/>	8.10	8.10	Seed Potatoes
IM 04 Well		<input type="checkbox"/>	9.35	9.35	Winter Wheat
IM 05 Cotter		<input checked="" type="checkbox"/>	10.17	10.17	Winter Oilseed Rape
IM 06 North Eat Bank		<input checked="" type="checkbox"/>	5.10	5.10	Winter Oilseed Rape
IM 07 Roadside		<input type="checkbox"/>	9.96	9.96	Winter Barley
IM 08 Mid Bank		<input type="checkbox"/>	5.30	5.30	Spring Barley
IM 09 Bam Park		<input type="checkbox"/>	6.60	6.60	Spring Barley

Save Select Print Refresh Exit Help

Date - Enter a date on which the work started for this particular crop. It is only a guide.

Crop - The crop you are allocating to fields.

Type - The Class this crop is to be allocated to.

Variety - The variety of the crop.

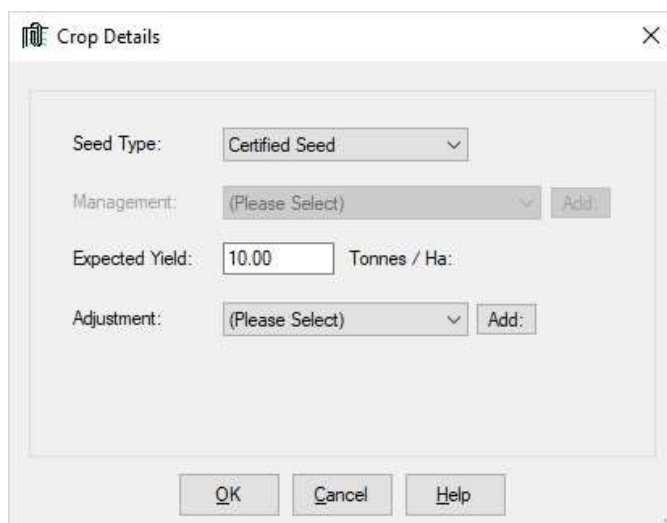
Comment - Free text for any comment you wish.

By Holding Selecting by holding will show all fields within a selected holding. Only fields flagged as Current in the record will appear.

Harvest Year - The year in which it is to be harvested.

Select the Include option for fields growing this crop. Fields with an area of crop less than the OS area can have the Crop Area set as required.

The following detail screen will appear.



The screenshot shows a 'Crop Details' dialog box with the following fields and controls:

- Seed Type:** A dropdown menu currently showing 'Certified Seed'.
- Management:** A dropdown menu showing '(Please Select)' with an 'Add:' button to its right.
- Expected Yield:** A text input field containing '10.00' followed by the unit 'Tonnes / Ha'.
- Adjustment:** A dropdown menu showing '(Please Select)' with an 'Add:' button to its right.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons are located at the bottom of the dialog.

Seed Type - Identifies the seed type.

Management - The Management regime for the is crop, applies to Grassland.

Expected Yield - Adjusts from the standard yield for this crop.

Adjustment - Adjustment which are required for intended end market.

Click OK when completed. Any fields where the full area has been allocated will disappear from the list. Where there is area left the field will stay on the list but with the remaining area showing to be allocated to another crop.

Repeat for each crop and variety in the new cropping year. You should end up with no fields at the end or fields which have no crops in the year.

Use the Following Crop option if a second crop is to be allocated to a field in the same harvest year.

New Stock Items

Once you have created your fields and put crops in them you will need the inorganic fertiliser stock items which are applied to fields. Organic Fertiliser types are pre-entered according to standard figures. Create these in **Stock Records**. Before starting the system it is advisable to do a physical stock check so that on hand quantities and prices can be entered. Alternatively enter all stock a zero and “purchase” the current stock holdings in stock receipts.

To enter a new stock item, click **New** and fill in as below.

The screenshot shows a software window titled "Current Items" with three tabs: "Stock", "Analysis", and "Receipts". The "Stock" tab is active. The form contains the following fields and values:

- Name: 34.5% N (dropdown menu)
- Type: Current (dropdown menu)
- Category: Fertiliser (dropdown menu) with an "Add:" button
- Sub Category: Nitrogen (dropdown menu) with an "Add:" button
- Units: Kilogrammes (dropdown menu) with an "Add:" button
- Standard Size: 1000.00 (text box) with a label "Kilogrammes:"
- Description: Tonnes (dropdown menu) with an "Add:" button
- Adjusted Cost: 198.00 (text box) with a label "Tonnes:"
- Stock on Hand: 17.400 (text box) with a label "Tonnes:"
- Committed Stock: 0.000 (text box) with a label "Tonnes:"
- Comment: (empty text box)

At the bottom of the window are buttons: Save, New, Delete, Find, Print, Next, Previous, Exit, and Help.

Item - The name of the record being created. This is free text and can be anything you wish. Usually the name of the spray, seed or fertiliser.

Type - Can be Current or Non-Current. A non-current item is one which is no longer used. The item will still remain in the historical records but will not appear on the list of usable stock when entering operations. At start up all entries will probably be current.

Category - Pre-set to Fertiliser.

Sub Category - A record may be related to one of the Sub-Category Codes as set up in the Maintenance Section.

Units - This is the unit in which the item is applied to the crop. For example, Kgs where Kgs/Ha is used, Litres where Litres/Ha is used. Units available are those as set up in the Maintenance Section.

Standard Size - This is the number of the above units in which the item is purchased. For example, fertiliser is generally purchased in 1000 Kg lots called a tonne. The price used when entering purchases is the price of this standard size.

Description - This is the description of the pack size, i.e. tonne. Units available are those as set up in the Maintenance Section.

Adjusted Cost - This is the average cost of the stock on hand at the moment.

Stock on Hand - This is the stock in store at the moment.

Committed Stock - This is the quantity of stock which has been earmarked for use in planned activities.

Comment - This is free text and can be used as you wish.

Click **Save** and you will be able to access the other Tabs along the top.

Analysis - Allows you to enter the fertiliser analysis for fertilisers. This is vital to calculating unit usage of N, P and K on fields.

You now have Fields, Crops in the fields and stock items to use on the fields. Now you can enter operations, soil analysis etc. through the standard routines.

Field Operations

The simplest and most commonly used method of operation entry is described below. This a One Crop Operation.

The screenshot shows a software window titled "Completed New Operations". It has two main sections: "Details" and "Fields".

Details Section:

- Date:** 09/04/2017 (dropdown)
- Category:** All (dropdown)
- Item:** 34.5% N (dropdown) with an **Add:** button
- Comment:** (text input)
- Rate:** 231.965 (input) with a radio button
- Quantity:** 10000.000 (input) with a radio button
- Price:** 198.00 (input)
- Stock:** -2.599 (input)
- Units: Kgs/Ha, Kgs, Tonnes

Fields Section:

- By Holding:** Little Manor (dropdown)
- Harvest Year:** 2017 (dropdown)
- Planned:** (checkbox)
- Selected:** 5
- Available:** 36
- Total:** 41

Fields Table:

Field Name	SF	Area	Crop
IM 01 Hall West		14.18	Winter Wheat
IM 02 Hall East	E E	6.22	Peas
IM 02 Hall East	W W	6.22	Winter Wheat
IM 03 Whirlies		8.10	Seed Potatoes
IM 04 Well		9.35	Winter Wheat
IM 05 Cotter		10.17	Winter Oilseed Rape
IM 06 North Eat Bank		5.10	Winter Oilseed Rape
IM 07 Roadside		9.96	Winter Barley
IM 08 Mid Bank		5.30	Spring Barley
IM 09 Ram Park		6.60	Spring Barley
IM 10 Garden		4.37	Seed Potatoes
IM 11 Road End	E	3.40	Winter Wheat
IM 11 Road End	W	4.11	Seed Potatoes
IM 12 Randle		3.53	Winter Wheat
IM13		8.25	Grass over 5 years

Buttons: Save, Select, Find, Print, Restore, Refresh, Exit, Help

Enter the **Date** of the operation, select the **Category** and/or **Item** to be applied. Either the **Rate** of Application or the total **Quantity** applied can be selected and entered. **Price** is the current adjusted price of the stock on hand. **Comment** is free text to be used as you require.

The **Crop** to be worked on and the **Variety** if required should be selected. The **Year** should be set to the required harvest year.

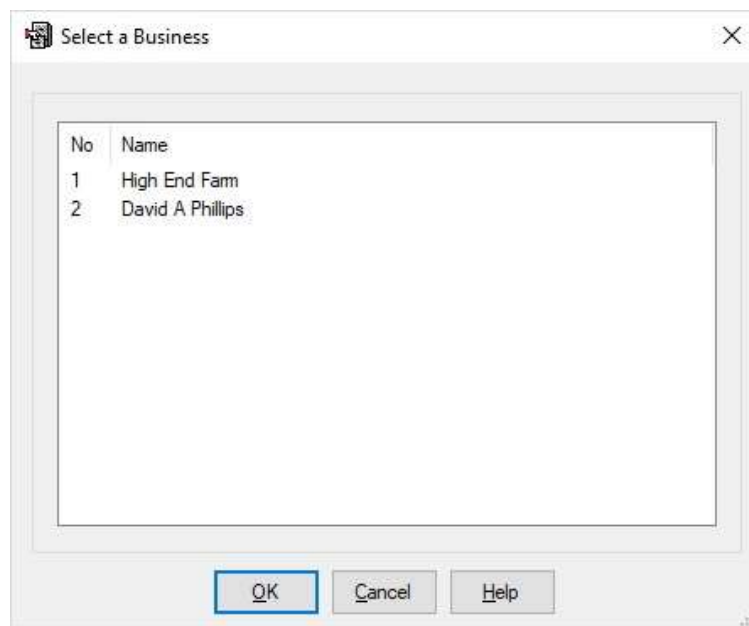
The list of fields growing your selection in the chosen year will be displayed. Select the fields you want by clicking on them individually or Click Select on the bottom button bar to highlight them all and deselect the one ones which are not treated by clicking on them.

As you select the fields the rate or total will adjust according to the total area of the fields selected.

New Businesses

If you have separate farms which you wish to keep as individual businesses on the system you have to click on File and New Business. Alternatively click the blank page icon at the top of the screen. This will take you back to the initial start-up screen. You then follow the same routine for each new business.

Next time you start the program you will be given the business option screen to pick from as shown below. If you wish to swap between businesses whilst working in the program, click File and Change Business. Alternatively click the Open folder icon at the top of the screen.



Routine occurrences can now be entered through the appropriate Occurrence Routines.

Don't forget to do your Backups!!!