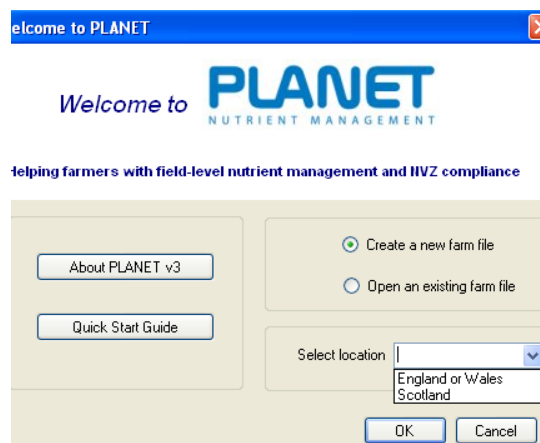


## Quick Start guide for new users



1. Install the PLANET software by downloading from the [www.planet4farmers.co.uk](http://www.planet4farmers.co.uk) website or from the DVD. Follow the installation instructions and the PLANET icon will appear on your desktop.
2. Open PLANET by double clicking on the PLANET icon on desktop. When the PLANET software is opened, a dialogue box will appear asking if you want to **Create a new farm file** or **Open an existing farm file**. If you want to start Create a new farm file, you must select if you want to follow the nutrient recommendations and NVZ rules that are applicable in England or Wales, or in Scotland.



If you have an existing PLANET file that you have set up using an earlier version of PLANET v3, you can open and continue using and adding to the data in this file using PLANET v3.3

Otherwise select **Create a new farm file**. This will take you to the Farm Details screen.

New users of PLANET should read this Quick Start guide before proceeding further. There is also information here about PLANET version 3.

### 3. Enter your farm details.


The screenshot shows the PLANET software interface. The 'Farm Details' section contains the following fields:

- Farm name: Taylors Farm
- Farm address: Bridgelown, Camba
- Postcode: CB52 7TH
- CPH number: [empty]
- Farm STD code: 01480 (Huntingdon) with a 'Find STD code' button
- Farm average annual rainfall (mm): 550
- Farmer's name: [empty]
- Business name: [empty]
- Single Business Identifier (SBI): [empty]
- Telephone: [empty]
- Mobile: [empty]
- Email: [empty]
- Total farm area (ha): [empty]
- Average altitude (m): [empty]
- Registered organic producer?:

The 'Field Details' section is a table with the following columns:



Field name	National Grid number	Other ref	Field area (ha)	Cropped area (ha)	Manure non-spreading area (ha)	Soil type	K releasing clay	NVZ Action Programme
*							<input type="checkbox"/>	

The status bar at the bottom shows: Current file: Taylors Farm (PE 7 June).mdb, PLANET version 3 (England & Wales), Current Units: Metric.

If you have started a new farm file, you must enter the Farm name, Farm STD code and Postcode (as a minimum). You must enter these three items of information before you can move to any of the PLANET modules. You must then save the file by clicking on the **Save** icon  or selecting *Save* from the *File* menu, and then giving a name to the file. By default, PLANET farm files (.mdb) are stored in the *C:\Documents\PLANET\DATA* directory.

4. Select the PLANET module that you wish to use by clicking on the appropriate icon on the taskbar or selecting the module from the *View* menu at the top of the screen. The main modules available are as follows:
  - Field-level Nutrient Planning and Recording – generates RB209 recommendations, allows for organic manure nutrients, nutrient planning and record keeping.
  - Livestock Manure N Farm Limit – calculates compliance with the NVZ Livestock Manure N Farm Limit.
  - Organic Manures Inventory and Storage Requirements– calculates the quantities of slurry, dirty water and solid manure produced on a farm and their NPK content. Calculates the NVZ Minimum Manure Storage requirements for holdings in NVZs.
  - Existing Manure Storage Capacity – calculates the capacity of existing slurry, dirty water and solid manure stores.
  - N max – calculates the NVZ N max limit for each specified crop type, and compliance with this limit.
  - Farmgate Nutrient Balance – calculates the farmgate balance of nitrogen, phosphate and potash.
5. Once you have selected and moved to a module, you should first read the Help file for the module. Each of the PLANET modules has a help file which can be viewed and printed. To do this, select the relevant help file from the *Help* menu at the top of the page.
6. Audio-visual tutorials are available for the Field-level Nutrient Planning and Records module. These can be accessed by going to the *Tutorials* menu.

7. On-screen *Help* can be accessed in several different ways:

- by clicking on the Help icon  which is on the taskbar. This will take you to the start of the Help document.
- by selecting *Help* from the menu at the top of the screen
- by clicking in any data entry cell and then pressing the F1 key.
- by hovering on the column headers where there is a  icon.

Further Help is available by visiting the website on [www.planet4farmers.co.uk](http://www.planet4farmers.co.uk) or by contacting the PLANET Helpline on 08453 451302 (PLANET England and Wales) or 08456 023864 (PLANET Scotland).

**Important**

The information supplied in the PLANET software is for guidance purposes only and is not intended to fully substitute for professional agricultural advice. The specific statutory elements concerning water and nitrates are set out in the relevant national legislation and you should refer to this legislation to find out exactly what you must do. The nutrient recommendations provided by PLANET are in line with national industry standard guidance. If in doubt, farmers should seek help from a qualified adviser.

The user is responsible for ensuring the accuracy and completeness of all data entered and used by PLANET, and for any commercial decisions taken based on any of the PLANET recommendations or other outputs of this software. Use of the PLANET software is subject to the terms and conditions of the PLANET User Licence.

PLANET v3 has been developed by ADAS and SRUC with funding and support from Defra and the Scottish Government. The software is maintained by ADAS. For further information, visit [www.planet4farmers.co.uk](http://www.planet4farmers.co.uk) or ring the PLANET Helpline on 08453 451302 (PLANET England and Wales) or 08456 023864 (PLANET Scotland).

## General guidance about using PLANET


### Version compatibility and file management

Existing PLANET farm files can be upgraded to v3.3. Before installing the new PLANET v3.3 you must first uninstall any old versions of PLANET from your computer. Your farm files are stored separately to the PLANET programme and will not be affected by uninstalling the PLANET programme from your computer.

Farm files that have been set up and used with PLANET version 2.0 can be loaded and continued to be used in PLANET version 3 (England and Wales) but not PLANET (Scotland). When an existing farm file set up in v2.0 is first used with PLANET v3, it will go through an automatic process to make it usable with version 3, and will be renamed with *\_v3* added to the filename. This file will then be suitable for use with PLANET v3 but will not then be usable with PLANET v2.0. However, a backup of the original v2.0 file will be saved in the same location with *\_v2.0* added to the filename but without a *.mdb* suffix. This file can be re-used with v2.0 if required by adding a *.mdb* suffix to the filename - this can be done by going into Windows Explorer and renaming the file.

PLANET can store and process data for many different farms or *Farm files*. Information for each *Farm file* will be saved as an individual PLANET (*.mdb*) file. Files are stored in the Documents\PLANET\DATA directory. Backup files are stored in the Documents\PLANET\DATA\BACKUP directory.

PLANET files can be transferred between computers by email, disc, memory stick, etc. This can allow the same file to be used by different PLANET users (e.g. farmer and adviser). To do this, identify the correct file (*.mdb* file) in the Documents\PLANET\DATA directory and copy this to another computer. You can email the file as an attachment, sometimes best done as a zipped file. Provided the other computer has the PLANET software loaded, it can read, edit and add to the file. If you are sharing files in this way, always make sure you know where the master version is.

You can save information at any time by clicking on the **Save** icon  or selecting *Save* from the *File* menu. You can save with a new filename or location by selecting *Save As* from the *File* menu. Additionally, you will be prompted to save information when moving between modules.

It is always wise to save a backup of all farm files on a separate storage device.

### Entering data in the correct units

All information and data must be entered accurately and in the correct units. The correct units are shown at the top of each column.

In PLANET (England and Wales), you can select if you want to enter data in metric or imperial units by going to the *Units* menu. However, be careful that you enter information in the same units as the current selection (i.e. metric or imperial). For existing Farm files, the file will open in the same units as was last used when the file was last closed.

### Deleting rows and cells

Deleting information from rows or cells can be done as follows but must be done with great care.

- Deleting rows – highlight the row by clicking in the cell at far left hand end of the row. Press the *Delete* key. Confirm if you want to delete the row of information.
- Deleting cells – information can be deleted from some, but not all, individual cells by selecting the information and then pressing the *Delete* key. You can change but not delete information from cells with drop-down menus.

**Warning.** Once information in rows or individual cells has been deleted, it cannot be retrieved. There is no Undo function in PLANET. Information deleted in error must be re-entered.

## Menus

The menus can be found at the top of the screen. There are several menus, each with a range of options, including:

*File* – file management options

*View* – navigating to the PLANET modules

*Tools* – a range of helpful functions and tools

*Library* – range of published literature

*Tutorials* – audio-visual tutorials for Field-level Nutrient Planning and Records

*Help* – Help file for each module, web links

## The toolbar

The toolbar contains icons (buttons) which may be used instead of the *View* menu options for navigating around the software. The icons that are available will change depending on the module that is open.

## Tabs

Each module is divided into a series of tabs (screens). You can move between tabs by clicking on the tab required.

## Drop-down menus

When entering information into cells with a drop-down menu, available options are shown with an up/down arrow. Scroll down and select from the list. Quick selection is possible by pressing the first letter of the required option.

Cells without a drop-down menu either require direct entry of a number or text, or will not allow entry of any information.

## Essential information and defaults

Throughout the PLANET software, information must be entered accurately in order for each module to function properly and to generate correct recommendations. You will be prompted by a red ! if essential information is missing.

Some items of information are essential and must be entered. The system may not allow you to progress unless these items have been entered correctly.

## Sources of Help

### *Audio-visual tutorials*


Tutorials are available for the Field-level Nutrient Planning and Records module.


### *Help files*

Each of the PLANET modules has a help file which can be viewed and printed. To do this, select the help document from the *Help* menu at the top of the page

### *On-screen Help*

On-screen *Help* can be accessed in several different ways:-

- by clicking on the Help icon  which is on the taskbar. This will take you to the start of the Help document.
- by selecting *Help* from the menu at the top of the screen.

- by clicking in any data entry cell and then pressing the F1 key.
- by clicking on the  icon which occurs alongside some column headers.

#### *PLANET website*

The PLANET website ([www.planet4farmers.co.uk](http://www.planet4farmers.co.uk)) contains a range of relevant information, web links and software downloads. You can email questions to the PLANET Helpline via the website.

#### *PLANET Helpline*

Further Help in using the PLANET software is available by contacting the PLANET Helpline on 08453 451302 (PLANET England and Wales) or 08456 023864 (PLANET Scotland). However, this Helpline will NOT give specific technical advice on manure or fertiliser use for a specific farm or field crop.