

Teagasc E-CRoP

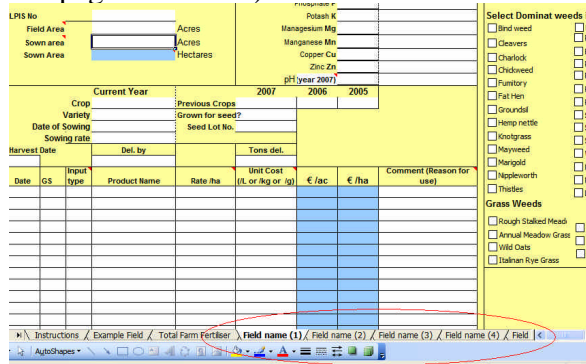
Instruction guide

Step 1

After opening the programme read the instructions on the first page. The next job is to re-name the fields at the bottom of the excel work book.

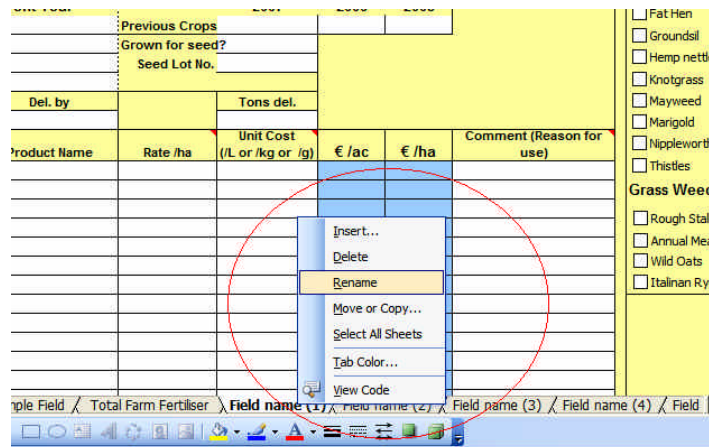
Renaming a work sheet to the name of your fields

Look to the bottom of the programme and where you see Instructions *Example Field* *Field name (1)* *Field name (2)* etc. (see Picture 1) Each of these names corresponds to a worksheet (similar to the pages of a book).



Picture 1

Start by renaming the *Field (1)*. To do this, bring the mouse pointer over the text *Field name (1)* and click the right button on the mouse. A pop up menu will appear. Select the **Rename** option by clicking on it with the left button of the mouse. See Picture 2. Now the text *Field name (1)* is highlighted, you can now retype your field name e.g. Shed Field.



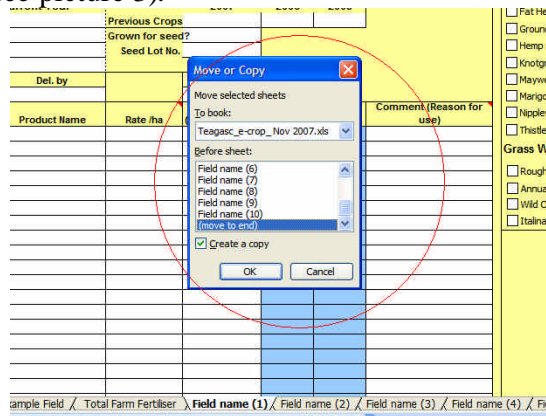
Picture 2

Continue to rename the worksheets along the bottom to your fields using the method described above.

Adding another work sheet or field record

You need to add another work sheet if you are dealing have more than 10 fields.

Its best to choose a worksheet that is blank (no information filled in the body of the worksheet). To add a field bring the mouse pointer over the text, *Field name (10)* and click the right button on the mouse. A pop up menu will appear (see picture 2). Select the ***Move or copy...*** option by clicking on it with the left button of the mouse. Another box will now appear (see picture 3).



Picture 3

In the dialog box (see Picture 3), click the tick box named ***Create a copy*** and also scroll down and select (***move to end***). A new worksheet has now been created which should be called *Field name (11)*. This is an exact copy of the work sheet *Field name (10)*. You can now rename the worksheet to the name of your field.

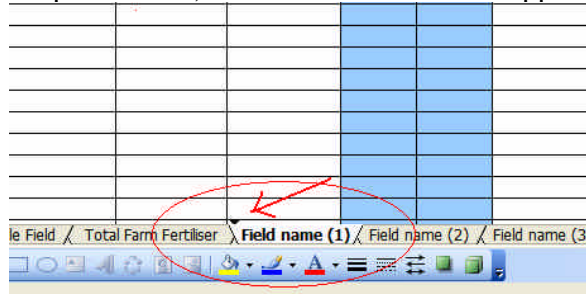
Step 2

Group the fields by crop type

Grouping the fields by crop type will allow identical records to be typed only once but filled into all fields. For example if you sprayed all the winter barley fields (of which there are five fields) with the same herbicide at the same rate then by grouping these fields the entry need only be entered once but the computer will automatically enter the information into the four other field records.

Grouping Fields

Start by placing the mouse over the field to be moved. Now click the left button of the mouse and hold the button down. The pointer on the screen will now have a small square in front of it and at the top of the tab, a small black mark will appear (see picture 4)



Picture 4

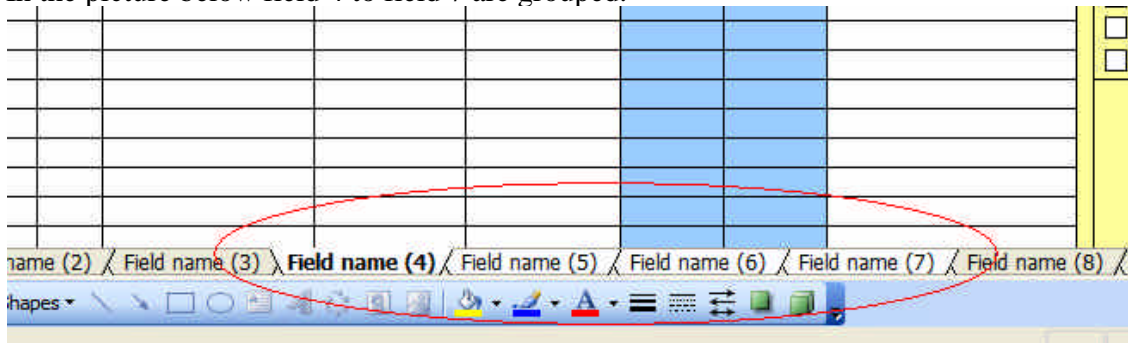
Continue to hold the left button down and move the field to either the right or the left of the screen (the small black mark will jump between worksheet) to its desired position. When the field is where you want it, unclick the left button of the mouse and the field will now be placed into this position. Place all the fields with similar crops together. After renaming and grouping all your fields Save your work

Now to group the fields.

Click on the first field in the group of fields (ie winter barley). On the keyboard press the shift key (look to the bottom left hand side of the keyboard, the shift is the second key on the left up from the bottom key (Ctrl)).

Keep the shift key pressed and at the same time click (with the right hand button) of the mouse onto the last field you want to group together.

In the picture below field 4 to field 7 are grouped.



Picture 5

Notice the field tabs change to a light colour. To ungroup the fields, click into another tab outside of the grouped fields.

When filling out a record it essentially means you fill out a record in one field and it will automatically copy it onto all the other fields (similar to having carbon paper between the pages of book). Always pick a blank line (in all fields) as you may overwrite information without noticing.

