

Editing client details

April 2025

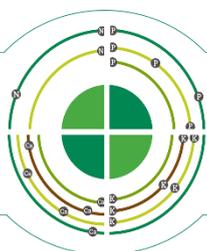


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1. How to edit client details as an agency owner

Go to admin beside the home button



In admin go to the menu tab clients



This page will have all the clients for that agency

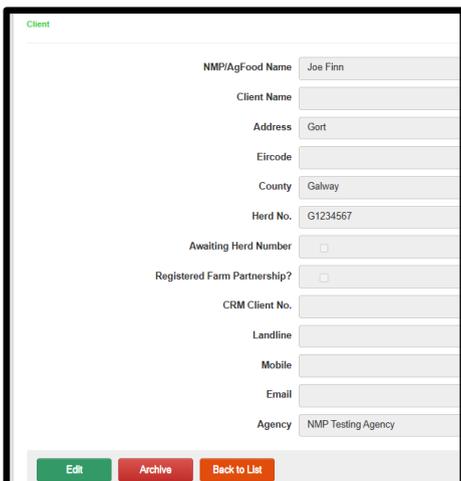


Max No. of Clients: 1000 No. of Active Clients: 144

Show 10 entries [Reset Table Searches](#)

NMP Client ID	NMP/AgFood Name	Client Name	HerdNumber	RFP No.	Address	County
614667	Joe Finn		G1234567		Gort	Galway
614708	Cavan Training Centre		B1234567		Cavan Training Centre	Cavan
614723	Copperbeech Farm Limited		Q1420012		Copperbeech Farm Limited	Meath

Click on any row of the client you wish to edit, and the client appears as below



Client

NMP/AgFood Name: Joe Finn

Client Name: _____

Address: Gort

Eircode: _____

County: Galway

Herd No.: G1234567

Awaiting Herd Number:

Registered Farm Partnership?:

CRM Client No.: _____

Landline: _____

Mobile: _____

Email: _____

Agency: NMP Testing Agency

[Edit](#) [Archive](#) [Back to List](#)

Select **edit** and this screen appears

NMP/AgFood Name	Joe Finn	
Client Name		
Address	Gort	
Eircode		
County	Galway	
Herd No.	G1234567	Awaiting Herd Number No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
Registered Farm Partnership?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	
CRM Client No.		
Landline		
Mobile		
Email		

Save Back to List

In the herd number field, you may get the message in red below, where there is a letter at the end of the herd number and the user clicks save (Use a lower-case letter at the end and it will save). There are other validation messages on Eircode and RFP No. If there is a duplicate herd number, this will be flagged and will not save (may have to correct the other herd number first and then return to edit the client that was initially being edited). There is no need to have the County in the address (The county section is mandatory and will drive the manure storage requirements under The Nitrates Directive).

NMP/AgFood Name	Joe Finn	
Client Name		
Address	Gort	
Eircode		
County	Galway	
Herd No.	G1234567x	Awaiting Herd Number No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>

Invalid herd number and/or please use lowercase letters

For RFP's see below.

NMP/AgFood Name	Joe Finn	Insert name as on Biss AgFood here
Client Name		Insert name as you know the farmer – not displayed on NMP, to help search the home page for clients
Address	Gort	
Eircode		Eircode
County	Galway	
Herd No.	G1234567	Insert herd number
Registered Farm Partnership?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	Awaiting herd number to be ticked yes if no herd number from DAFM yet
CRM Client No.		
Landline		
Mobile		
Email		

Save Back to List

Where there is an RFP the Registered Farm Partnership? Must be ticked yes. All RFP's have an active herd number where the livestock are and this must be in Herd No. section above the RFP

Main herd number with an RFP goes in here

Herd No. Awaiting Herd Number Yes No

Registered Farm Partnership? No Yes

RFP No. RFP number goes in here

Are there other herd numbers associated with this RFP? No Yes

Herd No. 2 Other herd numbers associated with the RFP (multi herd number partnerships) go in here and here

Herd No. 3 All herd numbers must be valid and if not get this warning below

Invalid herd number and/or please use lowercase letters

Select save

2. How to edit client details as an advisor (non-agency owner)

The Agency owner will have to have ticked this below in admin – agents. For Teagasc agents contact the NMPHelpdesk@teagasc.ie

May need to log out of NMP and back into NMP for this to come active for each user.

Roles for agency NMP Testing Agency

- Accept Agent
- Administrative access
- Agency Owner (receives agency emails)
- Archive Plan
- Edit Client Details
- Submit Plan To DAFM
- Accept Plan Transfer In
- Agency DAFM Access
- Agent DAFM Access
- Archive Client
- Create Client
- Export Client List
- Transfer Plan

Go to your plans by/client's page

Clients | Plans Assigned to Me | Plans Transferred | Plans Received | Soil Reports | Alerts

Clients: Plans by Tim Hyde | Plan Types: All Plan Types | P BuildUp: All | Plan Year: All

Show 10 entries Showing 1 to 10 of 75 entries

NMP/AgFood Name	Client Name	Herd Number	RFP No.	Address	County	Mobile
A Simple NMP Test		C1234567		Teagasc	Carlow	
ACRES Test April 2024		G9988776		ACRES Ballinasloe	Galway	
Agile 1349 Test A		G1212123		Agile 1349 Test A	Galway	
AGILE 1371 Ballyoushlane Farm Ltd		Y1372073		TBC	Wexford	

Select a client and this opens the Farmers Plans Page

The screenshot shows the 'Farmer Plans Page' for a client named 'A Simple NMP Test'. At the top, there are four tabs: 'Plans', 'Client Details', 'Alerts', and 'Soil Reports'. The 'Client Details' tab is highlighted with a red box. Below the tabs, there is a 'Show 25 entries' dropdown and 'Showing 1 to 2 of 2 entries' text. A table with 9 columns is displayed below. The columns are: Year, Plan Id, Last Modified, Created Date, Created by, Plan Type, Last Report Date, Last Report By, and Last Type. The table contains two rows of data.

Year	Plan Id	Last Modified	Created Date	Created by	Plan Type	Last Report Date	Last Report By	Last Type
2024	375483	03/04/2025	21/02/2025	Tim Hyde	O			
2024	333320		20/02/2024	Tim Hyde	O			

Select Client Details and at the bottom left is Edit

The screenshot shows the 'Client Details' page for 'A Simple NMP Test'. The 'Client Details' tab is selected. The page contains a form with the following fields: NMP/AgFood Name (A Simple NMP Test), Client Name, Address (Teagasc), Eircode, County (Carlow), Herd No. (C1234567), Awaiting Herd Number (checkbox), Registered Farm Partnership? (checkbox), CRM Client No., Landline, Mobile, Email, and Agency (NMP Testing Agency). At the bottom left, there is an 'Edit Client' button highlighted with a red box.

Edit client details as on pages 2 and 3 above and save.