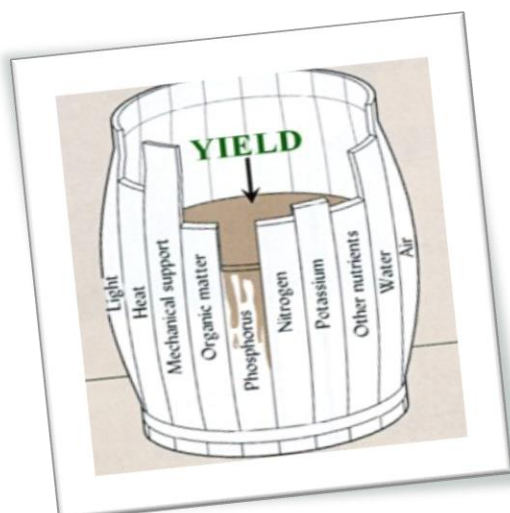




# NMP Online User Manual





**Contact details for NMP Online:**

**Website:** <https://nmp.teagasc.ie>

**NMP Help Desk:**

**Email:** [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie)

**Phone number:** 076-1111339

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# 1. HOW TO REGISTER

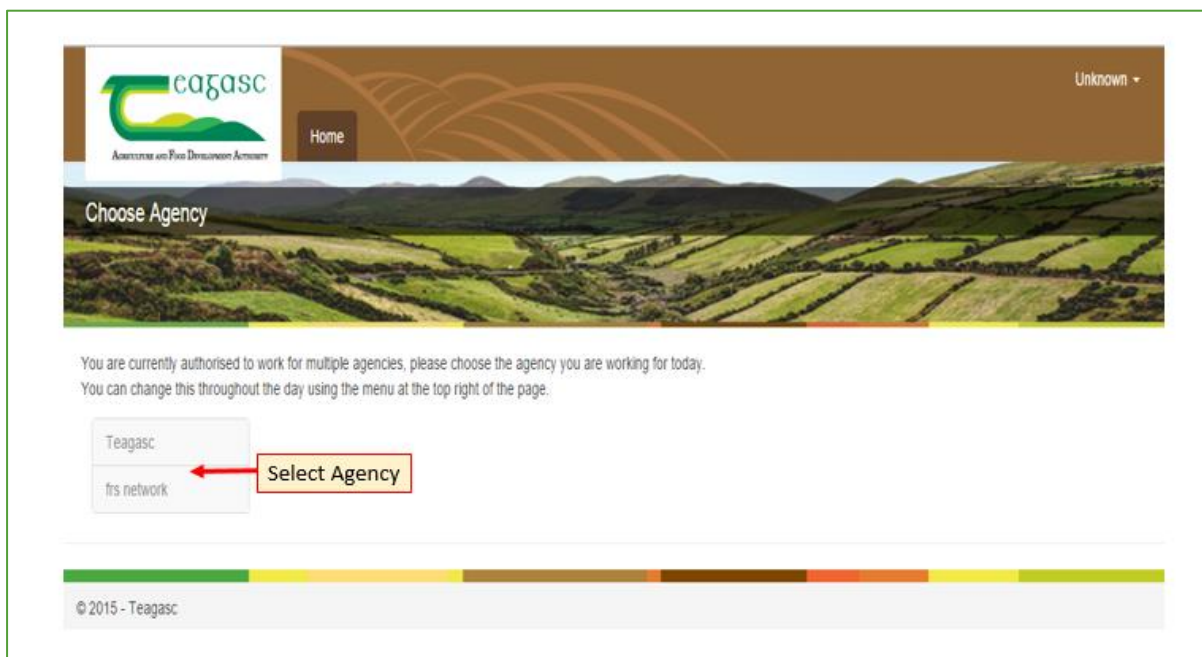
## 1.1 Registration, Log-in, choosing an Agency

1. Having followed the procedures outlined in 'Registering to Use NMP Online' (see Appendix 1), log into <https://nmp.teagasc.ie>, enter your Username and Password and click **Sign in**



The image shows the Teagasc Online Services login page. On the left is the Teagasc logo with the text 'eagasc' and 'AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY' below it. On the right, there is a login form with the heading 'Teagasc Online Services'. Below the heading, it says 'Please enter your Teagasc username and password'. There are two input fields: 'Username' and a password field with dots. A red arrow points from a yellow box labeled 'Enter Username and Password Click Sign in' to the 'Username' field. Below the input fields is a green 'Sign in' button. At the bottom, there are links for 'Sign-in to Teagasc requires registration. To register please visit our Registration Portal' and 'Forgot your password? Reset Password'.

2. After logging in the following home screen appears, this is where you select your associated Agency.
3. If associated with more than one Agency these will also appear.



The image shows the Teagasc home screen. At the top left is the Teagasc logo. To its right is a 'Home' button. In the top right corner, it says 'Unknown' with a dropdown arrow. Below the header is a large banner image of a rural landscape with the text 'Choose Agency' overlaid. Below the banner, there is a message: 'You are currently authorised to work for multiple agencies, please choose the agency you are working for today. You can change this throughout the day using the menu at the top right of the page.' Below this message is a dropdown menu with 'Teagasc' and 'frs network' as options. A red arrow points from a yellow box labeled 'Select Agency' to the 'frs network' option. At the bottom of the page, there is a copyright notice: '© 2015 - Teagasc'.

## 1.2 Tips for using NMP Online

1. Where possible use a large screen (21" monitor ideal), this will make more data available on the screen and ensure less scrolling up, down and across.
2. Using a mouse makes the use of mapping and other aspects of the system easier.
3. If you click the little question mark symbol on the top of every page it will bring up a help text in relation to the page you are on, which will guide you if you are unsure of something.

93 - 2015 - Meath - A Client - A1234567

New version Create a copy Send to another agency Download DAFM Data Send to external entity Map Viewer

Plan - Soil Samples

Next >

Search:

ID	EAL	Date	pH	Loss	P Value	K Value	Mg	Cu	Zn	Fe	Mn	Ca	Ti
5521	EAL - 1727	26/11/2014	6.54	8	2.94	36.5							
5522	EAL - 1728	26/11/2014	6.31	1.9	2.11	24.1							
551	EAL - 1384	06/12/2013	5.68	2.9	5.22	124							
552	EAL - 1385	06/12/2013	6.06	4.5	5.88	183							
553	EAL - 1386	06/12/2013	5.91	4.5	3.31	182							
554	EAL - 1387	06/12/2013	5.95	2.5	2.89	48							
555	EAL - 1388	06/12/2013	5.86	3	1.58	85.1							
556	EAL - 1389	06/12/2013	5.85	2.5	7.91	127							
557	EAL - 1390	06/12/2013	5.63	4	1.6	93.9							
558	EAL - 1391	06/12/2013	5.89	2	1.9	50.1							

Previous 1 2 3 Next

Add Soil Sample Import LIMS Samples Import From File

Clicking on the question symbol at any time will bring up a help text

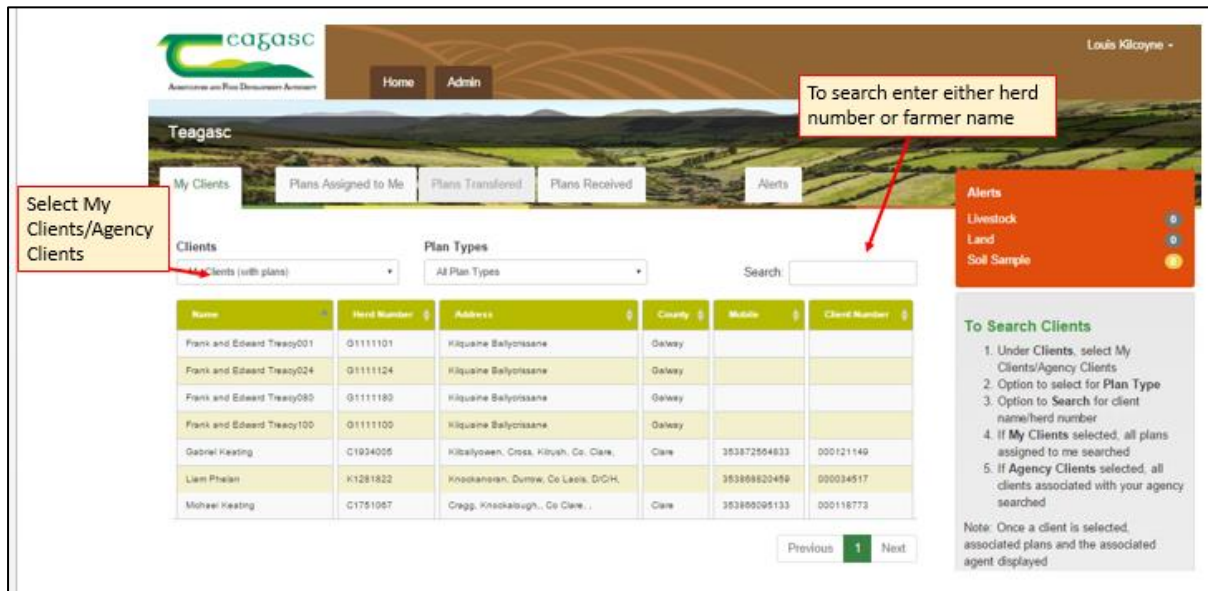
4. Beside the ? above are Diagonal arrows which will enlarge the screen on all the tabs within the programme.
5. The cog symbol allows the user to edit the setting for individual plans.
6. If you find that an action you are carrying out is unresponsive this means that the session has timed out, however, you will not have to sign back in just click the refresh button.
7. **Some of the following Sections will contain the following text *\*Note: This is an information page only. No data is entered into this page.***



## 2. AGENT HOMEPAGE

**\*Note:** At first this screen will appear blank please follow the instructions below.

Clients will not appear on the home screen unless you have a plan created for a client.



### 2.1 To search for Clients or Plans

Search options available:

- Option to search **My Clients** or **Agency Clients** from the drop down menu;
  - My Clients:** When you choose my clients a list of plans that the user has in progress will appear. The first time you pick this option no clients will appear as no plans have been completed.
  - Agency Clients:** When you choose this option all clients associated with your Agency will appear.
- Option to select **Plan Type** from the drop down menu;
  - This option allows a user to search for a client by a particular plan type e.g. all plan types, derogation or GLAS.
- Option to **Search** for client

- a) Enter the name or herd number in the search box, do not press enter just type it in and wait for the details to appear. “Progressing” may appear as the system searches for data.

**Tabs on the top of the screen:**

**My Clients, Plans assigned to me, Plans Transferred, Plans Received;** these allow the user to search/switch between different plan types.

- a) **Plans assigned to me;** are clients/plans which have been transferred to you by your Agency, but you currently have no plan in progress.
- b) **Plans Transferred;** are plans which you have transferred to another Agent or Agency. For transparency, all plans and versions of plans within an Agency are visible to all Agents associated with that Agency.
- c) **Plans Received;** are plans which have been transferred to you by another Agent/Agency.

**\*Note:**

With Teagasc users all clients are present on the system. All Agencies other than Teagasc must create their own client list, by selecting “Add Client” on the home page, then enter all the client’s details, name, address, herd number etc.

Do not press "New Version" or "Create a copy" before emailing the Help Desk.



### 3. CLIENT HOMEPAGE

#### 3.1 To create a Plan

1. Select the client from the search list.
2. Click **Create Plan**
3. Option to **Create Plan** or **Import From Excel**
4. All mandatory settings must be completed as this will impact on the detail printed in the final NMP and on the maps for the farmer.
5. The **Plan Safety** option when 'Yes' is selected ensures that where the Grassland Stocking rate is near the Nitrates bands that the programme will automatically select the lower available N & P levels for this plan.
6. Click **Next**

Home Admin

Create Plan for Frank and Edward Treacy048

**Mandatory Settings**

Year: 2017  
Herd Number: G1111148  
County: Galway  
Plan Safety: No  
Plan Type: Derogation  
Mapping: Yes  
Field By Field: Yes

Next >

Settings menu  
Mandatory Settings  
Option Settings  
Units

Select mandatory settings from the dropdown boxes

7. Optional Settings allows for enterprise and plan details to be selected.

The screenshot shows the 'Option Settings' page for 'Create Plan for Frank and Edward Treacy048'. The page has a green header with the Teagasc logo and navigation links 'Home' and 'Admin'. Below the header is a landscape image. The main content area is titled 'Option Settings' and contains several sections of settings. On the left, there are checkboxes for 'Enterprise' (Beef, Dairy, Deer/Goats/Horses, Horticulture), 'Pigs/Poultry' (Sheep, Tillage), 'Soil Sampling', 'Use Maps', 'Crop Yields Adjustment', and 'Winter Housing'. On the right, there are dropdown menus for 'Organic Manures Import', 'Organic Manures Export', and 'Manure Storage Capacity'. A 'Settings menu' is visible on the right side, listing 'Mandatory Settings', 'Option Settings', and 'Units'. A red box highlights the 'Enterprise' section with the text: 'Select the Enterprise on the holding, the other 7 options on this page need consideration as these are important features within the plan. If you select 'No', these features will not appear in the plan.'

8. Units default to metric measurements. This can be changed in settings at any time.

The screenshot shows the 'Units' page in the Teagasc planning tool. The page has a green header with the Teagasc logo and navigation links 'Home' and 'Admin'. Below the header is a landscape image. The main content area is titled 'Units' and contains several dropdown menus for selecting units: 'Nutrient Application Rate' (Kg/Ha), 'Fertiliser product rate units' (Kg/Ha), 'Slurry application rate units' (M3/Ha), 'Lime or Solid Manure application rate units' (T/Ha), and 'Area' (Ha). A 'Settings menu' is visible on the right side, listing 'Mandatory Settings', 'Option Settings', and 'Units'. A red box highlights the 'Units' section with the text: 'Click on this symbol at any stage during the plan to change the units'. Another red box highlights the 'Create Plan' button with the text: 'Select the Units/ Measurements that you would like to appear in the plan'.

9. Click **Create Plan**

### 3.2 To View Existing Plans

1. Click anywhere on client details to select the latest plan.
2. Click on **versions** to view different versions of this plan in the same year, the latest version is displayed first.
3. Click **Client Details** to view all client details.
4. All available plans for a client are shown on this page. To view a plan, click on a row.
5. If there are different versions of the plan, **versions** will be visible/highlighted and different versions can be viewed by clicking on them.
6. Plans can be filtered by year from the 'Select Year' drop down

The screenshot displays the Teagasc web application interface. At the top, there is a navigation bar with 'Home' and 'Admin' links. Below this, a banner image shows a rural landscape. The main content area is divided into two sections: 'Client Details' on the left and 'Plans' on the right. The 'Client Details' section includes a 'Search' box and a 'Select year' dropdown menu. The 'Plans' section contains a table with columns: Year, Plan ID, Client Name, Agent Name, Agency Code, and Versions. The table shows two rows of data for the years 2014 and 2015. A 'Create new Plan' button is located in the top right corner. A 'View all Client Details' button is located in the top center. A 'Search Plan Year' button is located in the top left. A 'Select Plan Year' button is located in the bottom left. A 'View different versions' button is located in the bottom right.

Year	Plan ID	Client Name	Agent Name	Agency Code	Versions
2014	100	A Client	Testum2	Teagasc	
2015	93	A Client	Testum2	Teagasc	

The screenshot below is the first screen you will see when you enter the plan, this also shows the facilities which are available during the planning process, these facilities are available on every page of the plan.

The screenshot displays the 'Plan - Soil Samples' interface. At the top, a header bar shows the plan ID '3400 - 2017 - Galway - Frank and Edward Treacy048 - G1111148' and buttons for 'New version', 'Create a copy', 'Send to another agency', and 'Send to e'. A 'Reports' button is also visible. Below the header, a green bar contains the title 'Plan - Soil Samples'. To the right of this bar, a 'Next >' button is present. A 'Search' bar is located below the 'Next >' button. The main content area features a table with columns for 'Sample Id', 'Sample Code', 'Sample Date', 'pH', 'Lime Req', 'P Value', 'K Value', and 'Trace Elements' (Mg, Cu, ER Mn, Zn, Bo, Co, Tot. Mn). A message 'No data available in table' is displayed below the table. Below the table, there are buttons for 'Add Soil Sample', 'Import LIMS Samples', and 'Import From File'. At the bottom, there are two green boxes labeled 'Advisor notes' and 'Farmer notes'. On the right side, a 'Plan Menu' is visible, listing various facilities such as 'Soil Samples', 'Land Status', 'Concentrate Feeds', 'Winter Housing', 'Manure Storage', 'Storage Requirements', 'Soiled Water', 'Winter Dairy Herd', 'Soiled Water Locations', 'Collecting Yard', 'Yards to Soiled H2O', 'Dairy Washings', 'Summary', 'Storage', 'FYM', 'FYM Production', 'Straw Requirement', 'FYM Storage', 'FYM Storage Balance', 'Slurry', 'Slurry Produced', 'Slurry Storage Available', 'Slurry Storage Balance', and 'Farmyard Manure'. Annotations with red arrows point to specific features: 'Clicking here brings up the settings page, this allows you turn on and off certain planning features depending on the planning type. In settings you can also change the units at any time' points to the 'Settings' icon; 'Clicking on the question mark symbol opens the Help Section' points to the 'Help' icon; 'Clicking on the arrows, will expand the screen you are working on. To make the screen smaller select the button' points to the 'Expand/Collapse' icon; and 'To add notes to the plan enter notes in the Adviser notes or the Farmer notes section' points to the 'Advisor notes' and 'Farmer notes' boxes.

## 4. SOIL SAMPLES

### Options to add soil samples

- Check all soil sample data when entered to ensure the correct ppm of P and K are entered.

3400 - 2017 - Galway - Frank and Edward Treacy048 - G1111148

New version Create a copy Send to another agency Send to external entity Map Viewer Reports +

Plan - Soil Samples

Next >

Search:

Sample ID	Sample Code	Sample Date	pH	Lime Req	P Value	K Value	Trace Elements
1	GBK/32	03/03/2015	6.8	0.0	5.4	53.0	Mg 0.0 Ca 0.0 ER Mn 0.0 Zn 0.0 Na 0.0 Co 0.0 Totl Mn 0.0

Previous 1 Next

Add Soil Sample Import LIMS Samples Import From File

Advisor Options to add soil samples Farmer notes

Plan Menu

- Soil Samples
- Land Setup
- Livestock
  - Animal Numbers
  - Organic Fertiliser import
  - Organic fertiliser export
  - Org N&P Summary
- Concentrate Feeds
- Winter Housing
- Manure Storage
  - Storage Requirements
  - Soiled Water
    - Winter Dairy Herd
    - Soiled Water Locations
    - Collecting Yard
    - Yards to Soiled H2O
    - Dairy Washings
  - Summary
  - Storage
- FYM
  - FYM Production
  - Straw Requirement
  - FYM Storage
  - FYM Storage Balance
- Slurry
  - Slurry Produced
  - Slurry Storage Available
  - Slurry Storage Balance
- Farmhouse Man

### Manually

1. Click **Add Soil Sample**.
2. Enter sample details.
3. Click **Save** or **Save and New** to add additional samples. Each soil sample page is populated with 10 samples, any additional soil samples can be seen by pressing on the 'Next' button and moving onto the next page.

**\*Note:** Make sure to double check soil samples if entered manually.

## From LIMS/Nautilus (Internal Teagasc Users only)

1. Click **Import LIMS Samples**.
2. Search by herd number to locate samples for the client.
3. Click anywhere on the sample to import. The selected samples are highlighted. A sample cannot be selected more than once.
4. Click **Close**

**\*Note:** All soil sample results entered manually and imported from LIMS must be checked to ensure that the data entered/imported is correct.

## Import from File

1. This facility is for use by external labs who have been sent the format and will input the soil sample data into the Excel sheet. This is for ease of input onto the online system
2. Click **Import from File**
3. Select the file you want to import
4. Click **Ok**

**\*Note:** Only files in the correct format can be imported and this is shown in Appendix 2.

## Soil Sample Warnings

There are three warnings which may appear on the soils sample page;

1. **Red Flag;** The sample has expired. Soil samples that are out of date can be deleted by selecting the sample and choosing 'Delete' in the pop-up box.
2. **Yellow Flag;** The sample is going to expire during the year.
3. **Orange Flag;** The sample is going to expire during the next year.
4. **Green Flag;** The sample is in date.



348 - 2016 - Galway - Frank and Edward Treacy080 - G1111180

New version
Create a copy
Send to another agency
Download DAFM Data
Send to external entity
Map Viewer
Reports -

Warning! Plan has Expired Soil Samples  
Warning! Plan has Expired Soil Samples attached to land

Plan - Soil Samples

Next >

Search:

Sample Code	Field Name	Sample	Line	P Value	K Value	Trace Elements							Total Mo	Soil
						Mg	Cu	ER Mo	Zn	Ba	Cd			
GBK43				12.5	245.0								Loi	
GBK44				5.6	89.0								Loi	
GBK33				4.6	56.0								Loi	
GBK45				19.7	247.0								Loi	
GBK32				5.4	53.0								Loi	

Previous
1
2
Next

Add Soil Sample
Import Links Samples
Import From File

Plan Menu

- Soil Samples
- Land Setup
- Livestock
  - Animal Numbers
  - Organic fertiliser export
  - Org N&P Summary
- Concentrate Feeds
- Winter Housing
- Manure Storage
  - Storage Requirements
  - Soiled Water
  - Winter Dairy Herd
  - Soiled Water Locations
  - Collecting Yard
  - Yards to Soiled H2O
  - Dairy Washings
  - Summary
  - Storage
- FYM
  - FYM Production
  - Straw Requirement
  - FYM Storage
  - FYM Storage Balance
- Slurry
  - Slurry Produced
  - Slurry Storage
  - Available
  - Slurry Storage Balance
  - Farmyard Map

Red Flag-The sample has expired

Yellow Flag-The sample is going to expire during the year

Red Flag-The sample has expired

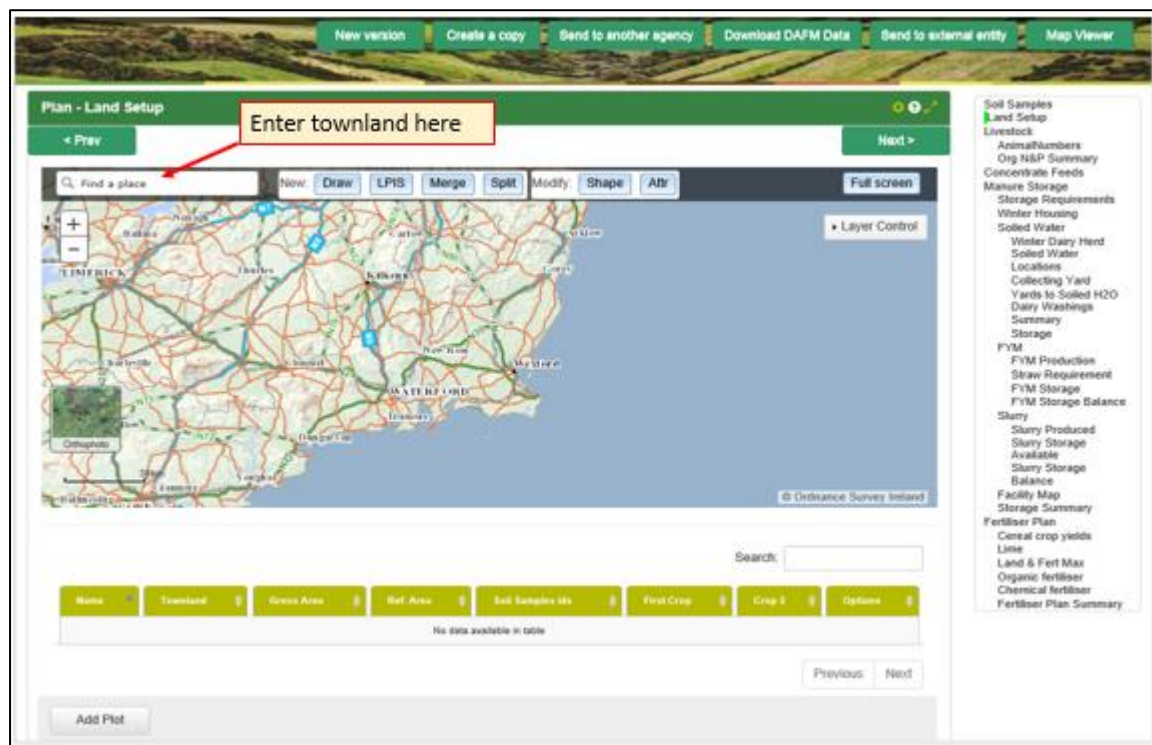


## 5. LAND SET-UP

Find the farm that you require on the map, you can do this by searching by townland in the search bar (see screenshot below).

**Layer Control Tab** - Gives the user the ability to turn on and off parcels, exclusions and plots on the map.

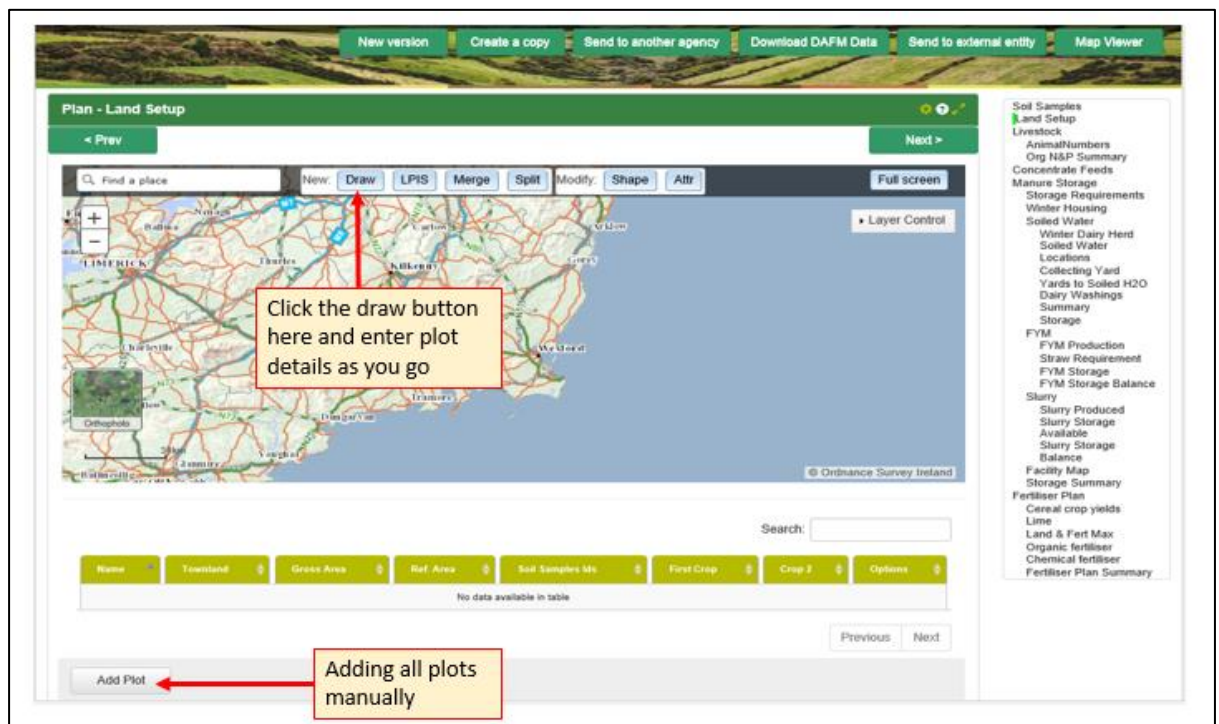
1. **Parcels:** This shows you all the LPIS parcels in the country which are taken from the BPS data and all are identified on the map, you can turn these on and off. Currently based on 2014 BPS parcel boundaries.
2. **Exclusions:** These are all the exclusion zones taken from BPS (red lined areas), and you can also turn these on and off.
3. **Plots:** These are the client's individual plots, these will not appear on the map until you have assigned a certain area "Plot" to the map.



## 5.1 Land set-up when a plan is prepared from scratch

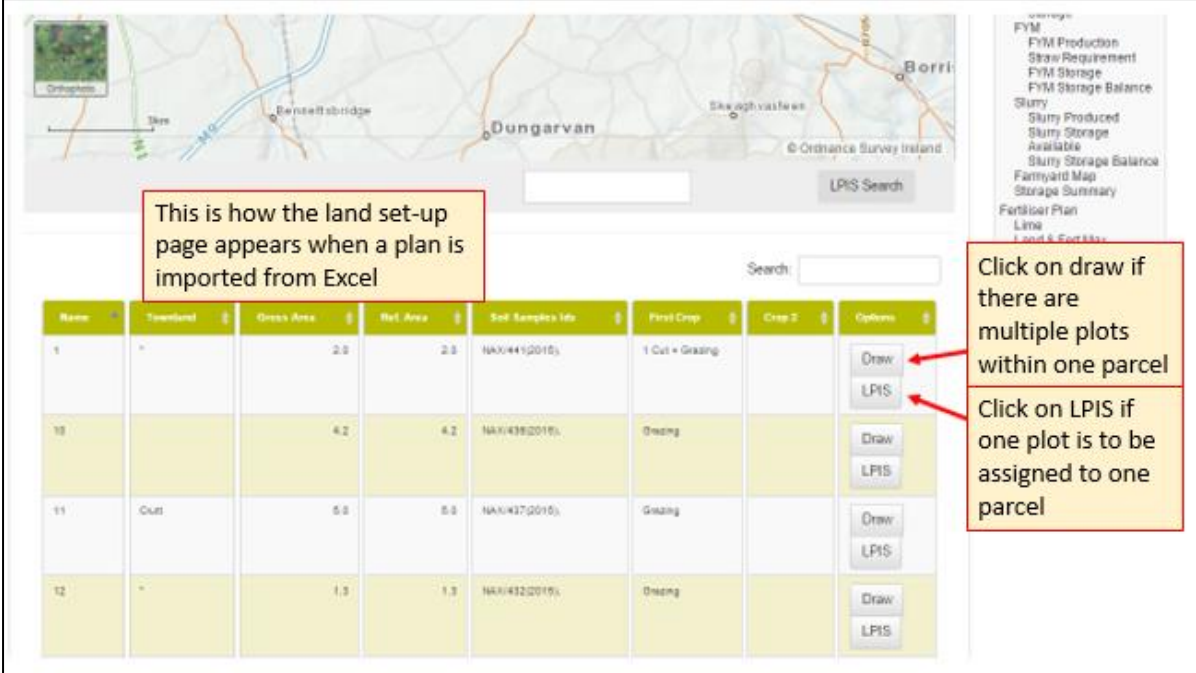
When the plan is being created from scratch you need to manually create the plots and assign them to the map, there are two ways to do this;

1. Click **Draw** over the 3map (See above) and draw in the plot, you will then be prompted to enter the land details.
2. Click add plot on the bottom of the page and enter plot details, then select **Draw** to assign it to the map.



## 5.2 Land set-up when a plan has been imported from Excel

When a plan has been imported from Excel, a list of the plots from that Excel plan will appear on the bottom of the Land Set-up screen, you will work from this list to assign each plot/field to the map. [\* **Note:** Further details on how to prepare Excel files for upload to NMP are given in the Appendix 2]



This is how the land set-up page appears when a plan is imported from Excel

Click on draw if there are multiple plots within one parcel

Click on LPIS if one plot is to be assigned to one parcel

Name	Townland	Gross Area	Net Area	Soil Sample No	First Crop	Crop 2	Options
1	"	2.0	2.0	NA00441(2015)	1 Cut + Grazing		Draw LPIS
10		4.2	4.2	NA00439(2015)	Grazing		Draw LPIS
11	Cull	5.0	5.0	NA00437(2015)	Grazing		Draw LPIS
12	"	1.3	1.3	NA00432(2015)	Grazing		Draw LPIS

Choose from the list of plots either **Draw** (use where multiple plots within parcel) or **LPIS** (where one LPIS parcel is one whole plot)

**LPIS** as a whole plot;

1. Click **LPIS** and search the map for the required parcels.
2. **Left click** to highlight the plot.
3. Click **Confirm**.
4. Click **Save**

To **Draw** plots;

1. Click **Draw** and draw a plot on map.
2. **Double click** to close the polygon.
3. Add **soil samples** if desired.
4. Click **Save**

### **5.2.1**      *To manually draw one plot and to draw a parcel with multiple plots*

**a) To Use existing LPIS boundaries as the plot** (Where one parcel is one plot)

1. Click **LPIS** and search the map for the required parcels.
2. **Left click** to highlight the plot.
3. Click **Confirm**.
4. Enter the **parcel details** and the crop type.
5. Add the **soil samples** if desired.
6. Click **Save**

**b) To manually draw one parcel with multiple plots** where a large LPIS has several soil samples

1. Click **Draw** and draw the plot on the map.
2. **Double click** to close the polygon.
3. Enter the **parcel details** and crop type.
4. Add the **soil samples** if desired.
5. Click **Save**

**\*Note:** There is no indication of the parcel size when drawing. The parcel size can be added manually.

**The following are a list of options available once the plots are drawn**

a) To **Split** parcels (this does not apply to plots).

1. Click **Split** to divide a parcel into one or more divisions.
2. Click on the polygon to split and draw the dividing line that you require. This dividing line is only to be drawn from boundary to boundary across the existing polygon. Start and finish on a boundary and no need to follow the existing boundaries.
3. If you make an error in drawing double click to escape.
4. **Double click** to close the polygon and add parcel details, e.g. details for 'Split A' and 'Split B'.
5. Click **Save**

b) To **Merge** parcels (this does not apply to plots already drawn)

1. Click **Merge** to merge two or more parcels.
2. Click on parcels to merge and click **Confirm**.

c) To change a parcel **Shape**

1. Click **Shape**.
2. **Double click** the required parcel and move the points to the desired location.
3. **Double click** to close and confirm the parcel details.

**\*Note:** Only use the shape button for tiny modifications to plots because when a field is re-shaped, areas of the plots don't change, please check the field areas against the BPS maps.

d) To view parcel details from map

1. Click **Attr** and select required parcel.
2. **Save** or **edit** details as required.

**\*Note:** The button **Zoom To** appears in the plots table, when a plot has been drawn on the map, details assigned and saved. Clicking centres the map and highlights the parcel.

**Download DAFM Data** to select LPIS plots from DAFM BPS submissions. This function is not currently available due to a delay in accessing DAFM ata.

## 6. LIVESTOCK

### 6.1. Animal Numbers

#### Options to add Livestock

1. To add Livestock numbers manually;
  - a. Click **Add Livestock**.
  - b. Enter stock details in drop down.
  - c. Click **Save**
2. To **edit/delete**, click on animal type, change details and **Save** or **Delete** as appropriate.
3. Total N and P for animal type and numbers populate automatically.
4. There is an option to add advisor notes and farmer notes at the bottom of the page.

**\*Note:** If the plan is imported from Excel, the animal numbers in the Excel file will automatically will carry into the NMP package.

Animal	No. Animals	Nitrogen	N Total	P Total	P Total
Dairy cow	90		7650	13	1170
Cattle (1-2 year old)	70	57	3990	8	560
Cattle (1-2 year old)	0	57	0	8	0
Cattle (5-1 year old)	65	24	1560	3	195

5. **Download DAFM Data** to enter numbers from the DAFM AIMS system. Not currently available.



## 6.2. Organic Fertiliser Import

1. Click **Add Organic Manure Import**.
2. Click **Manure Type** and select from the drop down box.
3. Enter **Quantity** and select **Default (Nitrates Regulations)** for N, P & K contents or **Certified Lab Analysis** if available.
4. Total N, P & K contents are calculated automatically once Default (Regulations) is selected. This can also be changed to show certified analysis, i.e. **Other (Cert. Analysis)**.
5. Click **Save**

\* Organic manures such as paunch, dairy and sewage sludge and bio-solid can be classified as

**Custom Non-Animal.**

**Livestock - Organic Fertiliser import**

< Prev Next >

Search:

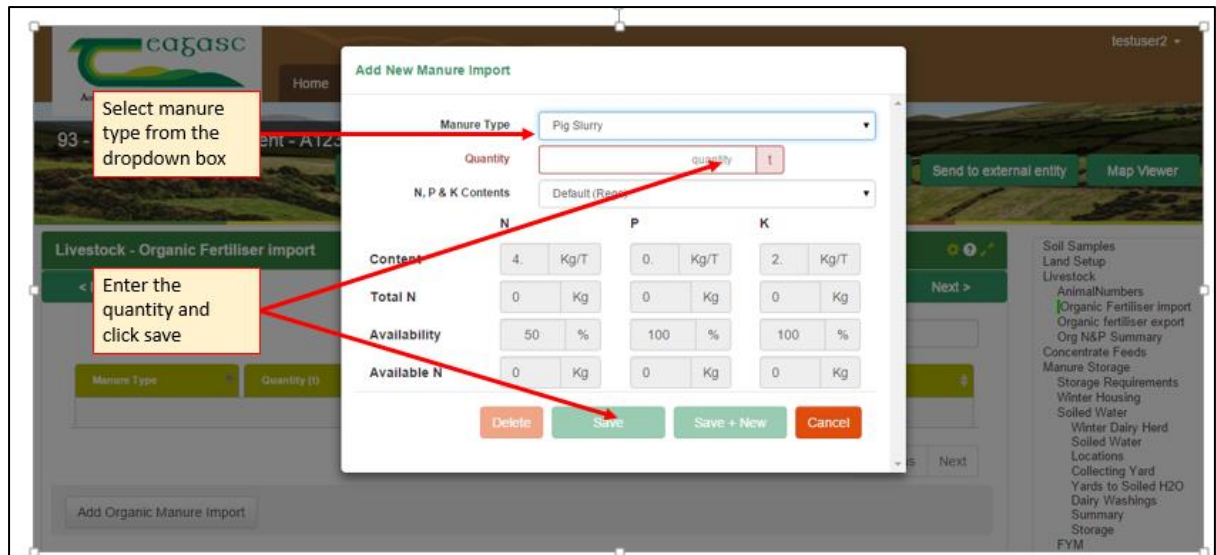
Manure Type	Quantity (t)	Available N (kg)	Available P (kg)	Available K (kg)
No data available in table				

Previous Next

Add Organic Manure Import

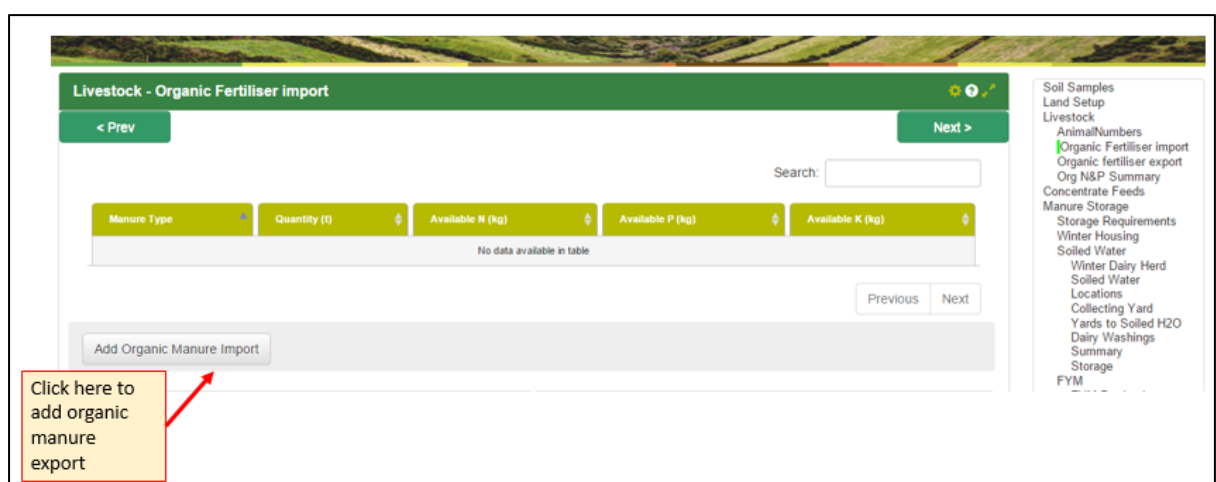
Click here to add organic manure import

Soil Samples  
Land Setup  
Livestock  
AnimalNumbers  
Organic Fertiliser import  
Organic fertiliser export  
Org N&P Summary  
Concentrate Feeds  
Manure Storage  
Storage Requirements  
Winter Housing  
Soiled Water  
Winter Dairy Herd  
Soiled Water  
Locations  
Collecting Yard  
Yards to Soiled H2O  
Dairy Washings  
Summary  
Storage  
FYM



### 6.3. Organic Fertiliser Export

1. Click **Add Organic Manure Export**.
2. Click **Manure Type** and select from the drop down box.
3. Enter the **Quantity** and select **Default (Nitrates Regulations)** for N, P & K contents or **Certified Lab Analysis** if available.
4. Total N, P & K contents are calculated automatically once Default (Regulations) is selected. This can also be changed to show certified analysis, i.e. **Other (Cert. Analysis)**.
5. Click **Save**



## 6.4. Organic N and P Summary

1. This is a summary of Total N and P produced by grazing and non-grazing livestock on the holding.
2. Figures for projected imports and exports are also shown, if entered in previous sections.
3. The Total N and P to be applied from Livestock on the holding (kg) is also presented.
4. Check that the correct figures under Animal Breakdown are correct.

**\*Note:** This is an information page only. No data is entered into this page.

This page is a summary of N & P produced on the holding

By scrolling down you can also see the projected N & P imports and exports

Animal	No. Animals	N/head	N Total	P/head	P Total
Dairy cow	90	85	7650	13	1170
Cattle (1-2 year old)	70	57	3990	8	560
Cattle (1-2 year old)	0	57	0	8	0
Cattle (0-1 year old)	65	24	1560	3	195
		<b>Total N</b>	<b>13200</b>	<b>Total P</b>	<b>1925</b>

Animal Category	N Total	P Total
Grazing	13200	1925
Non-Grazing	0	0

## 7. CONCENTRATE FEEDS

1. Select the **Accounting Method**, i.e. Straight Feed Accounting Method and/ or Compound Feed Accounting Method.
2. Choose either **default value**, **book value** (Straight Feed Accounting Method) or **bag value** (Compound Feed Accounting Method).
3. Enter the previous year's total Organic N and **Apply**
4. Click **Add Feed**.
5. Select **Feed Type** (Straight or Compound) from the drop down list and enter feed details.
6. Click **Save**
7. To edit/delete, click on feed type, change type/quantity and **Save** or **Delete** as appropriate.

The screenshot shows the 'Plan - Concentrate Feeds' interface. Annotations include:

- Select accounting method:** Points to the 'Straight Feed Accounting Method' and 'Compound Feed Accounting Method' dropdown menus.
- Enter last years Org N and click apply:** Points to the 'Last Year Organic N' input field (13200 kg) and the 'Apply' button.
- Click add feed select from the dropdown menu and enter feed details:** Points to the 'Add Feed' button.
- To edit or delete click on feed name:** Points to the 'Compound Ration (Default P 5 kg/t)' entry in the table.

Name	Quantity	P Content Data Source	P Content	Total P
Compound Ration (Default P 5 kg/t)	200	Default(5kg)	5	1000
	200			

Summary values:

- Last Year Organic N: 13200 kg
- Total P Fed to Grazing Livestock: 1000.0 kg
- Total P to be discounted: 232.9 kg
- Net P contributing to Available Allowance: 767.1 kg

Navigation: Previous, 1, Next

Right sidebar menu items:

- Soil Samples
- Land Setup
- Livestock
- Animal Numbers
- Organic Fertiliser import
- Organic Fertiliser export
- Org N&P Summary
- Concentrate Feeds
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- Straw Requirement
- FYM Storage
- FYM Storage Balance
- Slurry
- Slurry Produced
- Slurry Storage
- Available
- Slurry Storage
- Balance
- Facility Map
- Storage Summary
- Fertiliser Plan
- Cereal crop yields
- Lime
- Land & Fert Max
- Organic fertiliser

## 8. WINTER HOUSING

1. Livestock type, total animals and total over winter have already been added from **Livestock – Animal Numbers**.

**\*Note:** Animal numbers cannot be changed in this section, see **Livestock – Animal Numbers Section 6.1**.

Plan - Winter Housing

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Next >

Livestock Winter Housing Numbers

Animal	Total Animals	Animals Over Winter	No. Animals Out Wintering	On FYM	Straw Usage	On Slurry
Cattle > 2 years	13	13	3	10	L	0
Cattle (18-24 months old)	30	30	0	10	M	20
Cattle (6-12 months old)	40	40	0	2	H	38
Lowland ewe	1	1	0	0		0


Advisor notes

Farmer notes

Plan Menu

- Soil Samples
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2. Click anywhere on animals and add details in drop down of where the animals are for the winter (Out-Wintered, Slurry or FYM)
3. Click anywhere on animals and add details in drop down.
4. There is also a section for advisor notes and farmer notes.
5. Click **OK**


Home

3332 - 2015 - Galway - Anthony Hy

Warning! Not all over-winter animals housed

Plan - Winter Housing

< Prev

Livestock Winter Housing Numbers

Animal					
Cattle > 2 years					
Cattle (18-24 months old)	30	30	0	10	M
Cattle (6-12 months old)	40	40	0	2	H
Lowland ewe	1	1	0	0	

Livestock Winter Housing

Live Stock type

Cattle > 2 years

Total Animals

13

Animals Overwinter

13

Num Out Wintered

Num on FYM

Straw Usage

Num on Slurry

OK

Cancel

Advisor notes

Farmer notes

## 9.1 Storage Requirements

## 9.1 Storage Requirements

1. The county is pre-populated automatically from the entry in 'General Settings' in 'Plan Settings'.
2. The weekly rainfall and the default storage period are automatically calculated.
3. The Custom Storage Period (weeks), can be changed to account for a longer housing period.

**\*Note:** The Custom Storage Period figure can be less than the default but storage is required for the minimum storage period.

4. If soiled water is present, select the method of application.

**\*Note:** Tanks built after 1/1/15 require 15 days storage instead of 10.

5. Click **Save** if any changes made on this page.

Manure Storage - Storage Requirements

< Prev

Next >

Storage Requirements

County

Galway

Weekly Rainfall

34 mm/week

Default Storage Period

18 weeks

Custom Storage Period

0 weeks

(If different from above.)

SW storage tanks built after 1 Jan 2015?

☐

(This affects the legislated required storage period.)

Soiled Water method of application

Save

Cancel

Farmer notes

Plan Menu

Soil Samples

Land Setup

Livestock

Animal Numbers

Organic Fertiliser import

Organic Fertiliser export

Measurements

Field Locations

Field H2O

Field Notes

Field Management

FYM Storage

FYM Storage Balance

Slurry Produced

Slurry Storage

Slurry Storage Available

Slurry Storage Balance

Farmyard Map

Storage Summary

Fertiliser Plan

Cereal crop yields

Lime

Land & Fert Max

Organic fertiliser

Chemical fertiliser



## 9.2 Soiled Water

### 9.2.1 Winter Dairy Herd

1. Enter the details of **average number of cows** and **maximum number of cows** to be milked during the closed period.
2. If a **dry period**, click the box ('Is there a period during which all cows are dry') and enter the Date of Final Milking (Autumn) and Date of first milking (Spring). Use the calendar symbol on right hand side.
3. The Days milking during closed period automatically populates.
4. There is also a section for advisor notes and farmer notes.
5. Click **Ok**
6. Click **Next >**

**Soiled Water - Winter Dairy Herd**

< Prev Next >

Soiled Water: Winter Dairy Herd

Winter Herd Management: (For the period between 15 October and 30 April)

Average No of cows to be milked: 20 COWS

Max No of cows milked at any time: 35 COWS

Is there a period during which all cows are dry? ☒

Date of Final Milking (Autumn):

Date of First milking (Spring):

Days Milking During Closed Period: 0 days

Save Cancel

Advisor notes Farmer notes

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  - Chemical fertiliser

## 9.2.2 Soiled Water Locations

1. Enter the location of where the soiled water from the Dairy and Parlour is stored from the drop down list. "Stored with Slurry or Stored in a Separate Soiled Water Tank"
2. If the collecting yard is washed after each milking tick the box and select where it's stored from the drop down list.

**\*Note:** Storage period, cows and water produced are calculated from data entered on previous screen.

3. Click **OK**

**\*Note:** This is just for the collecting yard. Dirty yards are located under the **Slurry Produced** section.

4. Click **Next >**

**Soiled Water - Soiled Water Locations**

< Prev Next >

**Soiled Water: Soiled Water Storage Facilities**

**Destination of Water from Dairy and Parlour**

Soiled water produced in the dairy and parlour storing method: Stored in a separate Soiled Water Tank

Storage Period: 18 days

No. Cows: 26 cows

Litres / cow / day: 26.0 litres

Total Water from dairy & parlour: 6.8 m<sup>3</sup>

**Destination of Collecting Yard Washings**

Is the Collecting Yard washed after each milking? ☐

Soiled water produced in the collecting yard storing method: Stored with Slurry

Storage Period: 126 days

No. Cows: 26 cows

Litres / cow / day: 0.0 litres

Total Water from washing Collecting Yard: 0.0 m<sup>3</sup>

Save Cancel

Select the storage method by clicking the drop down. If the collecting yard is washed, tick the box

## 9.2.3 Collecting Yard

1. Click **Add Soiled Water Area**
2. Enter the yard name and details in the drop down list.
3. It is very important to label the facilities from Section 9.2.3 to 9.4.2 as Yard 1 or Tank 2 or Loose Shed 3, for example.
4. Click **Save**
5. There is also a section to add advisor notes and farmer notes.
6. Click **Next >**

**\*Note:** This is only for yards designated as soiled water. Dirty yards (where manures/rainfall produced is stored with slurry) are entered in section **Slurry Produced**.

The screenshot shows the 'Soiled Water - Collecting Yard' form. A yellow box labeled 'Enter details of yard' has a red arrow pointing to the 'Yard Name' field in the modal. Another yellow box labeled 'Click below to add soiled water area' has a red arrow pointing to the 'Add Soiled Water Area' button. The modal contains fields for 'Yard Name' (with placeholder 'Give Yard a name.'), 'Is Circular' (checkbox), 'Length' (with unit 'm'), and 'Width' (with unit 'm'). At the bottom of the modal are 'Save', 'Save + New', and 'Cancel' buttons. The background form has a 'Next >' button and a 'Plan Menu' on the right. The 'Plan Menu' includes sections like 'Soil Samples', 'Land Setup', 'Livestock', 'Concentrate Feeds', 'Winter Housing', 'Manure Storage', 'Storage Requirements', 'Soiled Water', 'Winter Dairy Herd', 'Soiled Water Locations', 'Collecting Yard', 'Yards to Soiled H2O', 'Dairy Washings', 'Summary', 'Storage', 'FYM', 'FYM Production', 'Straw Requirement', 'FYM Storage', 'FYM Storage Balance', 'Slurry', 'Slurry Produced', 'Slurry Storage Available', 'Slurry Storage Balance', 'Farmyard Map', 'Storage Summary', 'Fertiliser Plan', 'Cereal crop yields', 'Lime', 'Land & Fert Max', 'Organic fertiliser', 'Chemical fertiliser', 'Fertiliser Plan Summary', and 'Fertility Summary'.

Enter details of yard

Soiled Water - Collecting Yard

< Prev

Collecting Yard

Areas of any Unroofed Collecting Yard(s)

Click below to add soiled water area

Add Soiled Water Area

Total Storage Required for Ra

Rectangular Areas

Yard	Width (m)	Length (m)	Area (m2)
Front Yard	15.0	10.0	150.0

Circular Areas

Yard	Diameter (m)	Area (m2)
No data available in table		

Save Save + New Cancel

Next >

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### 9.2.4 Yards to Soiled H<sub>2</sub>O

1. This is for soiled water yards such as vegetable washings, machinery washing, etc.
2. Click **Add Soiled Water Area**
3. Enter the yard name and details in the drop down list.
4. Click **Save**
5. Click **Next >**

### 9.2.5 Dairy Washings Summary

1. This is a summary page showing the soiled water produced and available storage and storage balance on the holding.
2. Click **Next >**

**\*Note:** This is an information page only. No data is entered here and the data shown on this page can be edited in previous sections.

### 9.2.6 Storage

1. To add soiled water storage tanks click **Add Soiled Water Storage**
2. Enter the tank name and details.
3. Click **Save** The storage summary is given at bottom of page.
4. Click **Next >**

**Add New Rectangular Soiled Water Area**

Is Circular? ☐

Tank Name

Is Covered? ☐

Is Lagoon? ☐

Width  m

Length  m

Depth  m

Save Save + New Cancel

**Warning! Not all over-winter animals housed**

**Soiled Water - Storage**

< Prev

**Soiled Water Storage Available**

Add Soiled Water Storage

**Covered Tanks**

Rectangular Areas (Covered)

Tank	Width (m)	Length (m)	Depth (m)	Gross Volume (m3)	Rainfall + Freeboard Reduction (m3)	Net Storage (m3)
No data available in table						

**Circular Tanks (Covered)**

Tank	Diameter (m)	Depth (m)	Gross Volume (m3)	Rainfall + Freeboard Reduction (m3)	Net Storage (m3)
No data available in table					

**Total Net Storage from Covered Tanks:** 0.0 m<sup>3</sup>

**Uncovered Tanks**

Rectangular Areas (Uncovered)

Tank	Width (m)	Length (m)	Depth (m)	Gross Volume (m3)	Rainfall + Freeboard Reduction (m3)	Net Storage (m3)
Tank Front Yard	2.1	2.1	1.6	7.1	1.5	5.5

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**Add New Rectangular Soiled Water Area**

Is Circular? ☐

Tank Name

Is Covered? ☐

Is Lagoon? ☐

Width  m

Length  m

Depth  m

Save Save + New Cancel

**Warning! Derogation stocking rate exceeded, Derogation rules applied**

**Warning! Not all over-winter animals housed**

**Soiled Water - Storage**

< Prev

**Soiled Water Storage Available**

Add Soiled Water Storage

**Covered Tanks**

Rectangular Areas (Covered)

Tank	Width (m)	Length (m)	Depth (m)	Gross Volume (m3)	Rainfall + Freeboard Reduction (m3)	Net Storage (m3)
No data available in table						

**Circular Tanks (Covered)**

Tank	Diameter (m)	Depth (m)	Gross Volume (m3)	Rainfall + Freeboard Reduction (m3)	Net Storage (m3)
No data available in table					

**Total Net Storage from Covered Tanks:** 0.0 m<sup>3</sup>

**Uncovered Tanks**

Rectangular Areas (Uncovered)

Tank	Width (m)	Length (m)	Depth (m)	Gross Volume (m3)	Rainfall + Freeboard Reduction (m3)	Net Storage (m3)
No data available in table						

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## 9.3 FYM

### 9.3.1 FYM Production

1. This section is populated from data entered in section **Manure Storage – Winter Housing**. To edit the details see this section.
2. Click **Next >**

**\*Note:** This is an information page only. No data is entered here.

### 9.3.2 Straw Requirement

1. Enter the **Bale Type** from the drop down menu.
2. The average bale weight and estimated number of bales required is automatically calculated.
3. Click **Next >**

### 9.3.3 FYM Storage

1. Click Add FYM Storage and enter details in the drop down box.
2. 'Under Animals' if ticked applies to FYM bedded/Loose shed.
3. 'Is covered' if ticked applies to roofed FYM stores.

**Warning! Not all over-winter animals housed**

### FYM - FYM Storage

< Prev

**FYM Storage**

Add FYM Storage

**Total FYM Produced**

Storage under animals

Shed	Width (m)	Length (m)	Depth (m)	Seepage Produced (m3)	Storage Capacity (m3)
Iouis 2 (Under Animals)	5.0	5.0	0.5		12.5

**Total Storage under animals:** 12.5 m<sup>3</sup>

**Covered FYM Heaps**

Heap	Length (m)	Width (m)	Depth (m)	Seepage Produced (m3)	Storage Capacity (m3)
Iouis	5.0	5.0	5.0	0.0	125.0

**Total covered FYM Heap Storage:** 125.0 m<sup>3</sup>

**Uncovered FYM Heaps**

Heap	Width (m)	Length (m)	Depth (m)	Seepage Produced (m3)	Storage Capacity (m3)
No data available in table					

#### Add New Rectangular FYM Storage

Name: Give storage area a name

Is Under Animals? ☐

Is Covered? ☐

Width:  m

Length:  m

Depth:  m

Save Save + New Cancel

Next >

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1. Click **Save**
2. Click **Next >**

**\*Note:** The **Total FYM Produced** box is populated from the **FYM Production** section.

### 9.3.4 FYM Storage Balance

1. This is a summary of Seepage Produced, FYM Produced, FYM Storage Available and FYM Storage Balance
2. Click **Next >**

**\*Note:** This is an information page only, no data is entered here.



## 9.4 Slurry

### 9.4.1 Slurry Produced

1. **Slurry Produced from Animals** is populated from data entered in the Winter Housing section. Details can be edited in the Winter Housing (Section 8) if necessary.
2. Click **Add Dirty Yard** and enter the details in drop down box where slurry and rainfall from dirty yards are stored in slurry tanks.
3. Click **Save**
4. Storage required;
  - a. **From FYM Seepage** is populated from the FYM Production Section and takes into account FYM seepage that is classed as slurry.
  - b. **From Dairy Washings** is populated from the Soiled Water Location Section if the option of storing with slurry is selected.

**\*Note:** This data cannot be edited from this section. Edit from the input section.

5. Click **Next >**

### 9.4.2 Slurry Storage Available

1. Click **Add Slurry Storage** and enter tank name and details in drop down box.
2. Click **Save**
3. Click **Next >**

### 9.4.3 Slurry Storage Balance

1. This is a summary page of the Slurry Produced, Storage Available and Storage Balance.
2. Click **Next >**

**\*Note:** This is a summary page only. No data can be entered here. To edit see the input section.

## 9.5 Farmyard Map

1. **Unmapped facilities** can be added to farm buildings on the map. Facilities that have been inputted from sections 9.2.3 to 9.4.3 will appear as “unmapped Facilities” when you get to this section.
2. Zoom into the map (not orthophotograph) to locate the farmyard.
3. Left click and hold on the required facility and drag it to the required location on the map.
4. To move a facility, click once on the facility it will turn red click, hold and drag to required location.
5. You can only delete a facility by going back to where it was added between sections 9.2.3 to 9.4.3
6. Can also add a feature (tree, well, or structure) and when you click on the map these will drop onto the map and you can highlight these to move or delete them
7. Click **Next >**

**\*Note:** The facilities cannot be deleted.

## 9.6 Storage Summary

1. This is a summary page for FYM, slurry and soiled water storage capacity

**\*Note:** This is a summary page only. No data can be entered here. To edit see the input section.

## 10 FERTILISER PLAN

### 10.1 Cereal Crop Yields

1. Click **Add Crop Transaction**.
2. Enter **Crop, Year, Total Weight (t)** for harvested crop and **Moisture Content (%)**.
3. Click **Save**, a table showing the crop type, Area (ha), Total Weight (t) and Yield (t/ha) will appear.
4. Under the Area (ha) enter the area of the field.
5. The cropping details can be altered by clicking on any column.
6. Click **Ok**
7. Click **Next >**

### 10.2 Lime

1. Lime required from soil sample results are given.
2. Click under **Advised Lime** to add recommended lime application to particular years.
3. Click **Ok**
4. Click **Save**.

The screenshot displays the 'Fertiliser Plan - Lime' interface. A modal dialog titled 'Add Lime To Plot' is open, allowing users to input lime requirements for specific plots and years. The background shows a 'Lime Requirements' table with columns for Plot Name and Area (Ha).

**Plot Name**: big field (Split a)

**Soil Sample pH**: 6.8

**Soil Sample Lime Req**: 0.0

**Lime Advised** (T/Ha):

Year	Lime Advised (T/Ha)
2015	0.0
2016	0.0
2017	0.0
2018	0.0

Buttons: OK, Cancel

**Lime Requirements Table (Background):**

Plot Name	Area(Ha)
big field (Split a)	7.9
big field (Split b)	8.2
Far field	4.5
small field	3.8
wet field	4.0

### 10.3 Fertiliser Plan - Land and Fert Max

1. This is a summary page of total cropping area, N & P index and total fertiliser allowed.
2. Click **Next >**

**\*Note:** This is a summary page only. No data can be entered here. To edit see the input section.

### 10.4 Organic Fertiliser

1. Plots added in the Land Set-up Section will be shown in table on screen.
2. Nutrient advice is given for each plot/crop based on the Teagasc Green book.
3. Nutrient applied shows what nutrients have been applied in organic and chemical fertiliser.
4. Nutrient balance shows the difference between Nutrient advice and Nutrients applied.
5. Click **+** to add Organic Fertiliser Type.
6. Select **Crop**, **N Index** and **P Index** to highlight the crops with the relevant N index and the lowest P index to target organic manures.
7. Add the quantity to be applied to each plot.

**\*Note:** Units can be changed in Plan Settings at the top of the page

8. Nutrients Applied, Advice and Balance are shown in the table to the right of the screen.
9. Applied Fertiliser are shown in **Allocated Fertilisers**
10. Click **Save**.
11. Click **Next >**

There are three way to sort the plots they are by crop type, N index and P index

Organic Fertilisers plan

Crop: N Index: P Index: Search:

Nutrients Applied (Kg/ha)			Nutrients Advice (Kg/ha)			Nutrients Balance (Kg/ha)			Organic Fertilisers	Plot(ha)	Crop
N	P	K	N	P	K	N	P	K	1		
0	0	0	141	0	0	-49	0	0		12(2.0)	Grazing
0	0	0	141	14	25	141	14	25		test a(2.8)	Grazing
0	0	0	141	48	120	-49	48	120		10(3.0)	1 Cut + Grazing
17	74	0	141	14	55	84	-3	-19		13(3.0)	Grazing
0	0	0	120	35	105	83	35	105		4(3.1)	Winter Wheat (F...
0	0	0	141	14	25	141	14	25		test b(3.1)	Grazing
0	0	0	141	34	0	84	34	0		6(3.5)	Grazing
0	0	0	141	0	0	84	0	0		14(3.6)	Grazing
0	37	0	141	34	25	35	34	-12		7(3.6)	Grazing
0	58	0	141	0	55	10	0	-1		5(3.8)	Grazing
0	0	0	141	14	25	141	14	25		test(4.0)	Grazing

Select the organic fertiliser type you are using from the dropdown here

Always click save after allocating your organic manure, failure to do so will result in the information being lost

Save

## 10.5 Chemical Fertiliser

1. Select Crop, N Index and P Index.
  2. Plots added in the Land Set-up Section will be shown in table on screen.
  3. Nutrient advice is given for each plot/crop.
  4. Click + to add Fertiliser Type.
  5. Add the quantity to be applied to each plot.
- \*Note:** Units can be changed in Plan Settings at the top of the page.
6. Nutrients Applied, Advice and Balance are shown in the table to the right of the screen.
  7. Applied Fertiliser shown in Allocated Fertilisers
  8. New fertiliser types are added under Add Fertiliser, enter N, P and K values.
  9. Click Save.
  10. Click Next >

There are three ways to sort the plots they are by crop type, N index and P index

chemical Fertilisers plan

Crop:  N Index:  P Index:  Search:

Nutrients Applied (Kg/ha)			Nutrients Advice (Kg/ha)			Nutrients Balance (Kg/ha)			Chemical Fertilisers	Plot(ha)	Crop
N	P	K	N	P	K	N	P	K	1 <input type="text"/> X +		
0	0	0	40	4	0	40	4	0		11,(1.9)	Graz
0	0	0	40	0	0	40	0	0		12(2.1)	Graz
0	0	0	40	0	0	40	0	0		7(3.6)	Graz
0	0	0	40	0	0	40	0	0		5(3.8)	Graz
0	0	0	120	25	100	120	25	100		3(5.1)	Wint
0	0	0	225	34	200	225	34	200		1(7.0)	2 Cu
0	0	0	225	44	200	225	44	200		2(8.0)	2 Cu
0	0	0	40	4	0	40	4	0		15(10.7)	Graz

Select the chemical fertiliser type you are using from the dropdown here

Always click save after allocating your chemical fertiliser, failure to do so will result in the information being lost

Save

- Ensure to keep under the GLAS area based action limits such as GLAS Low Input Permanent Pasture of 40 kg N/ha.

## 10.6 Fertiliser Plan Summary

The Fertiliser Plan Summary gives a summary of fertilisers applied to the holding.

**\*Note:** This is a summary page only. No data can be entered here. To edit see the input section.

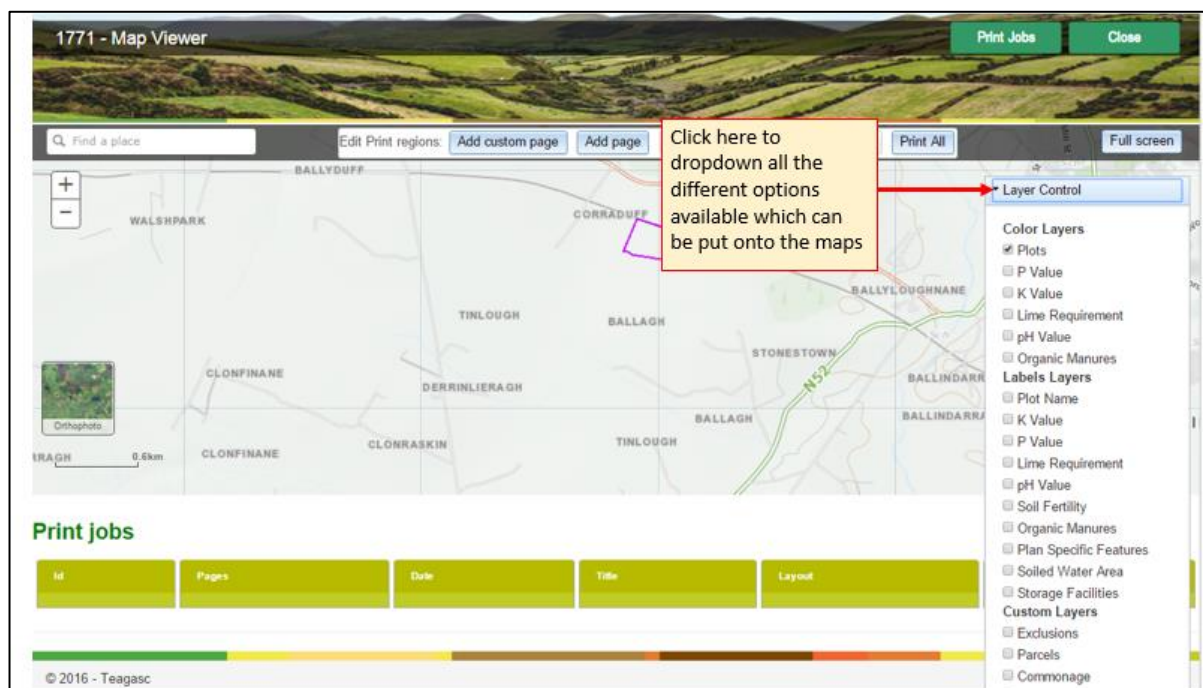
## 11 MAP VIEWER

This is where the Agent creates the map printouts. To enter the map viewer click on the **Map Viewer** tab on the top of the screen (see screenshot below).



### 11.1 Adding information to the map

There is a wide variety of information that can be put onto the map. These options can be selected by clicking on the **Layer Control** button on the map (see below). Press the Orthophoto icon to bring up the Orthophotographs.





## 11.2 Printing a map

In order to create a printout you must **Add custom page** or **Add page**, this is where you select the area on the map which you want print. The features you have ticked in the **Layer Control box** will appear on the printout.

To add a page there are two options **Add custom page** and **Add page**.

### 11.2.1 Add Custom page

1. Click once on **Add custom page** and then click once on the map, a black shaded box will appear.
2. Click, hold and drag to move it over the area that you want to appear on the printout. You can adjust the shaded box to surround the required area you want. This is done by clicking and dragging the smaller grey boxes which are on the outline of the shaded box. Once you are satisfied with the area select click **Print all**.
3. If you require multiple pages of maps in the .pdf document simply repeat the process and anything inside the shaded areas will appear in the print out.
4. If you want to change the page layout click **Edit** on the top of the screen. This facility allows you to choose the scale of the map and page set-up, i.e. A3 or A4, landscape or portrait layout.

### 11.2.2 Add Page

1. Click once on **Add Page** and then click once on the map. A grey rectangular box will appear, zoom out to see the edge of this box and reshape it to enclose the area that you want to print. Once you have selected the correct area select click **Print all**.
2. If you want to change the page layout click **Edit** on the top of the screen. This facility allows you to choose the scale of the map and page set-up, i.e. A3 or A4, landscape or portrait layout.

**\*Note:**

- The farmyard map doesn't show up on the map unless 'Winter Housing' is selected.
- Print jobs stay on the system for 14 days.

## **APPENDICES**

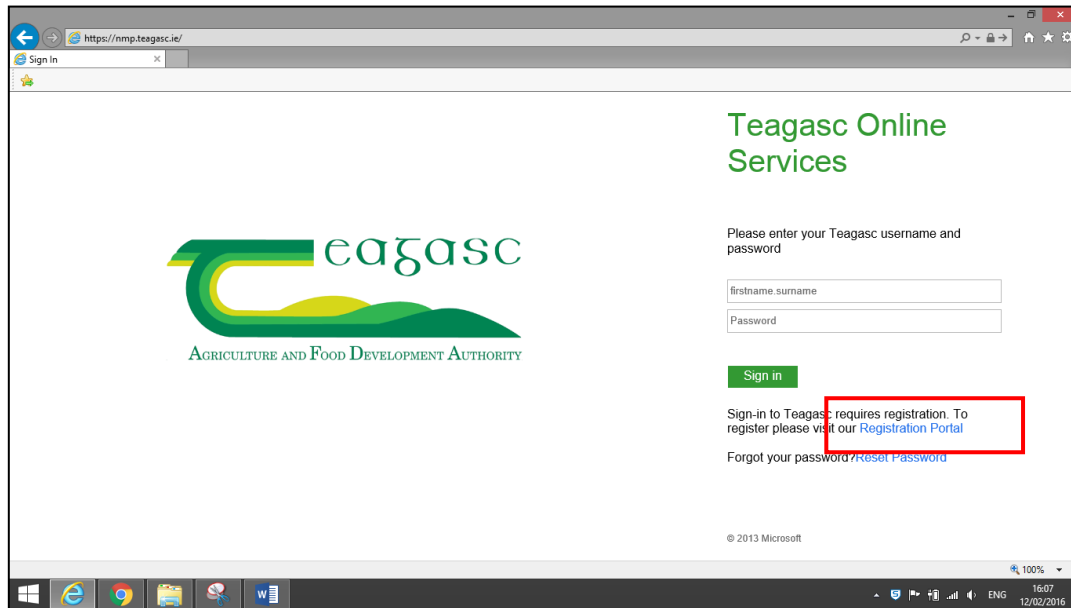
**Appendix 1:** Registering to use NMP online

**Appendix 2:** Preparing Excel spreadsheet files for upload into NMP

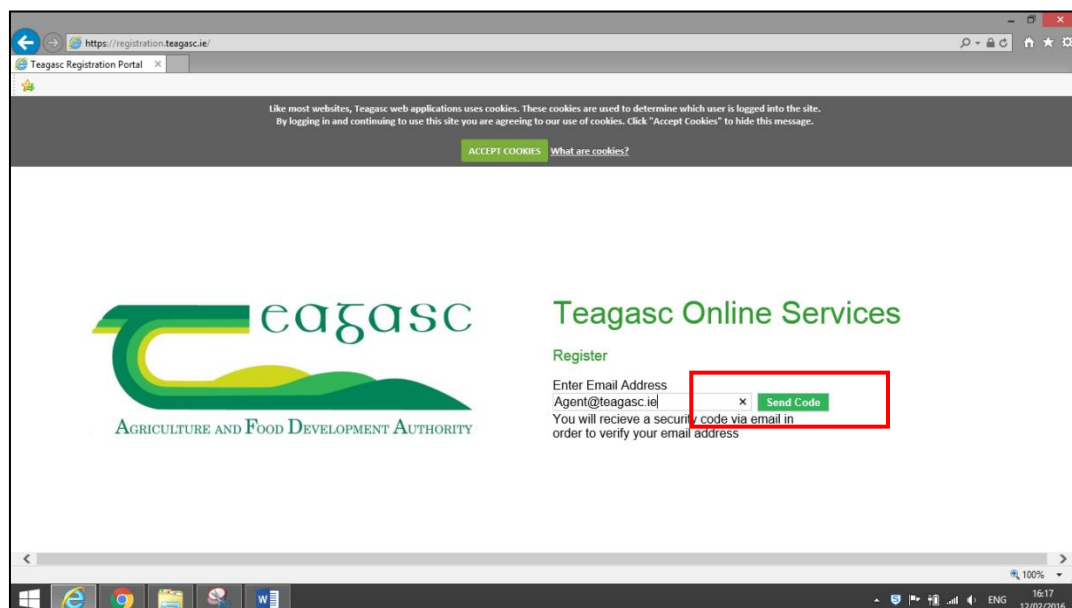
## **Appendix 1: Registering to use NMP online**

## *Registering to use NMP online*

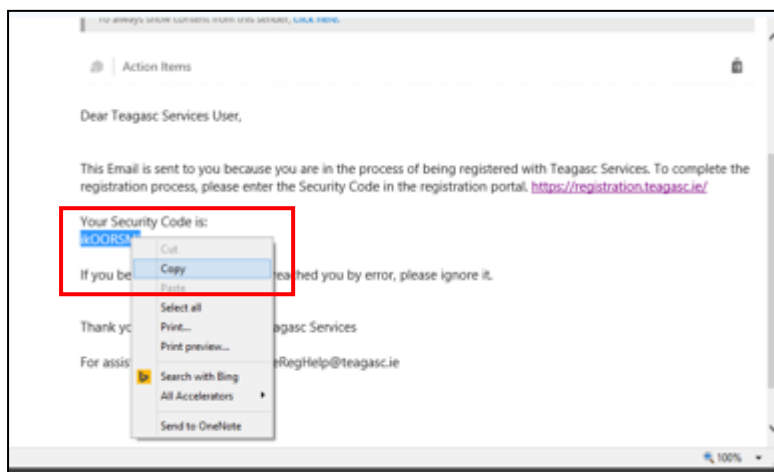
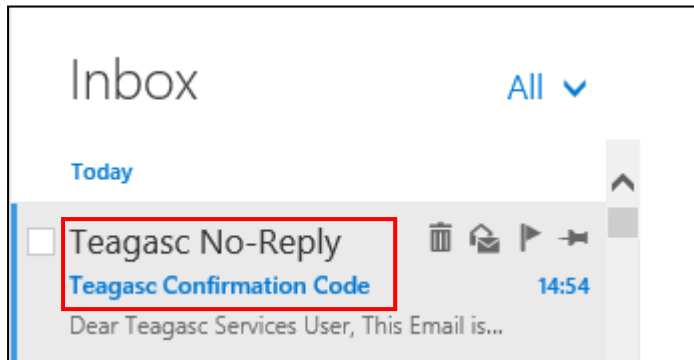
1. Type <https://nmp.teagasc.ie> into the address bar.
2. Click on Registration Portal.



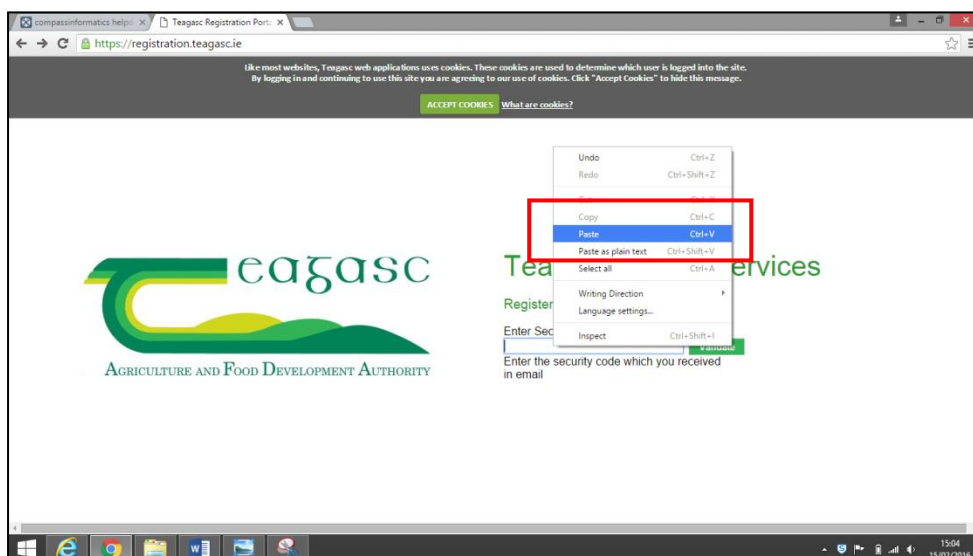
3. Add email to box and click on **Send Code**



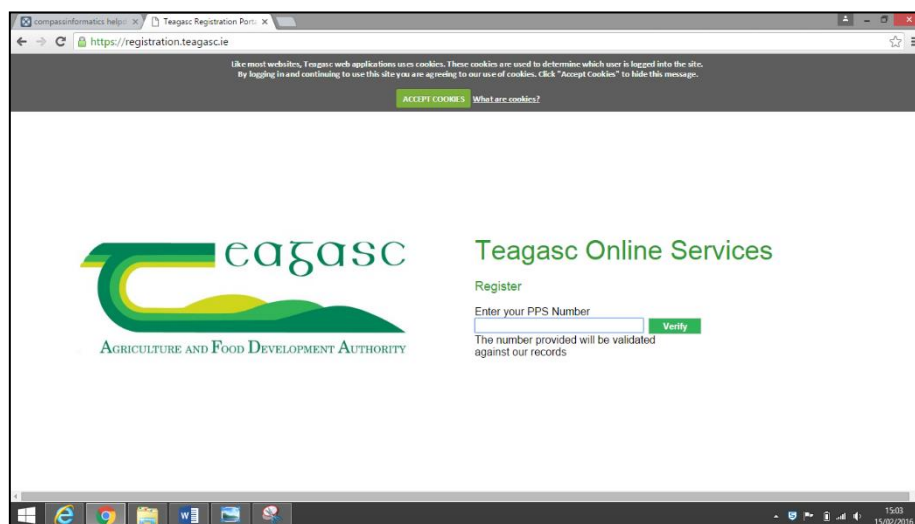
4. Retrieve the security code from the e-mail by selecting, right clicking and copy.



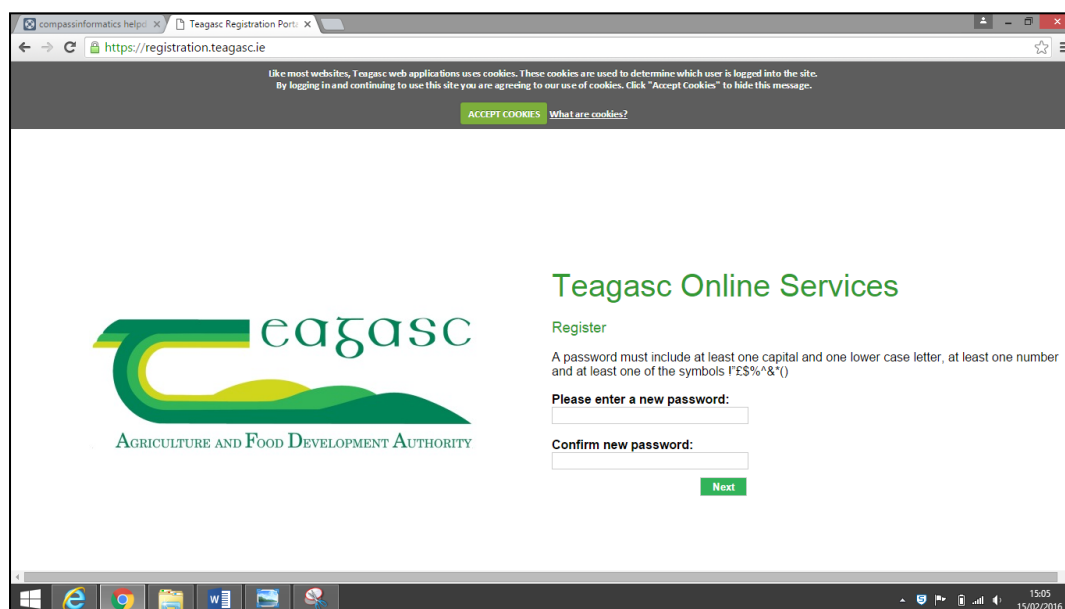
5. Return to the registration page, right click paste and click Validate.



6. For *Teagasc staff* enter the staff ID number and click Verify.  
For *non-Teagasc staff/ External Consultants* enter your Teagasc Client number or if you are not the agency owner it will ask you for your PPSN number, enter and click Verify.



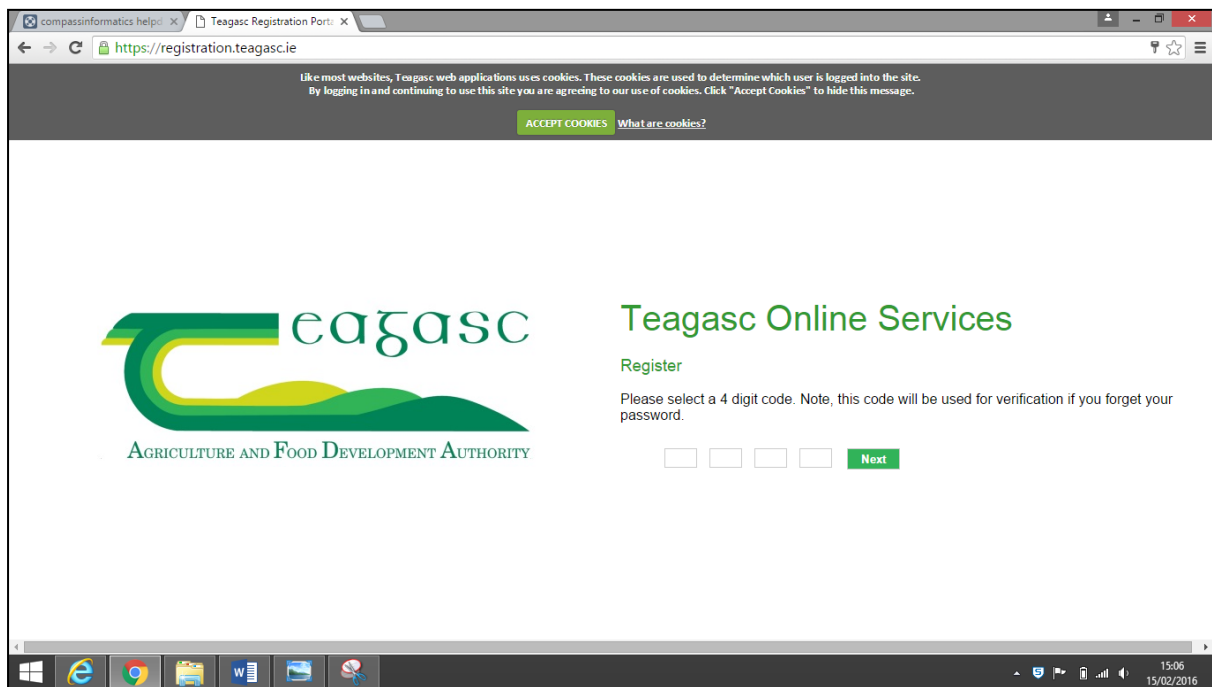
7. Create a strong password. The password **MUST** contain the following and any reference to your name will not be accepted:  
**MUST HAVE A CAPITAL, SYMBOL, NUMBER AND AT LEAST 8 CHARACTERS LONG.**



**Record the password after creating it.**



8. Create a 4 digit code. **Record this 4 digit code after creating it. The password expires after 90 days and your 4 digit code will be needed to re-set it.**




compassinformatics help: x Teagasc Registration Port: x

← → ↻ https://registration.teagasc.ie

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ACCEPT COOKIES What are cookies?

 **Teagasc Online Services**

Register

Please select a 4 digit code. Note, this code will be used for verification if you forget your password.

**Next**

15:06 15/02/2016

A username will be created for you. **Record the username after creating it.**



compassinformatics help: x Teagasc Registration Port: x

← → ↻ https://registration.teagasc.ie

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ACCEPT COOKIES What are cookies?

 **Teagasc Online Services**

Register

**IMPORTANT: Please take a note of this username to access Teagasc Services**

Registration Complete. Your user name for Teagasc Services is:  
colin.brennan001

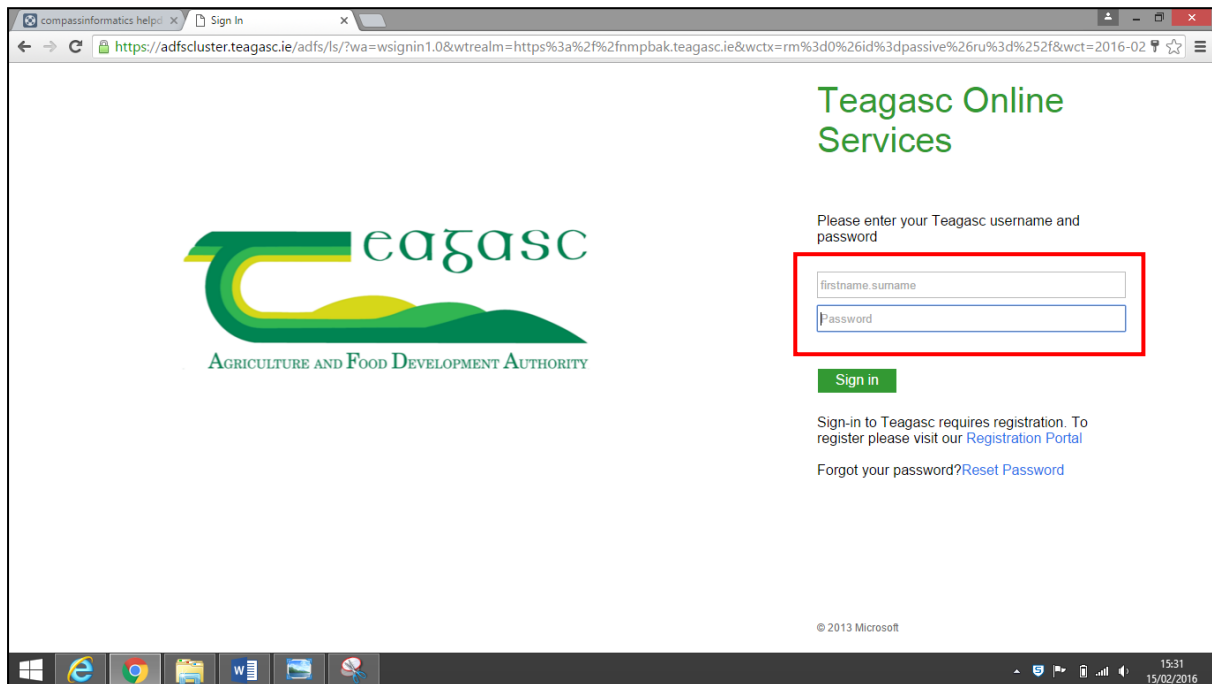
Click Continue to login for Teagasc Services

**Continue**

15:06 15/02/2016

9.

10. You are back to the start, enter your username, password below and sign in.



**Please write down and keep the following information safely:**

**Username:** \_\_\_\_\_

**Password (expires every 90 days):** \_\_\_\_\_

**4 digit PIN number:** \_\_\_\_\_

**(required to re-set your password when it expires)**

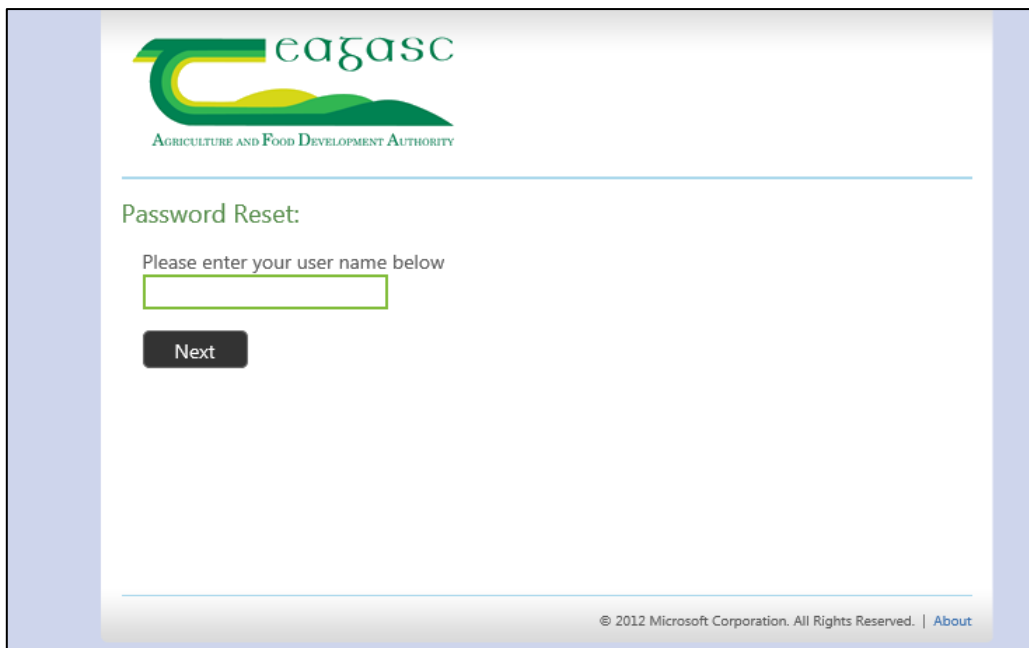
## **Appendix 2:** Resetting an NMP Online Password when it expires

Your NMP Online password will expire after 90 days and you will need to **reset your password**:




The image shows the Teagasc Online Services login page. On the left is the Teagasc logo, which consists of a stylized green and yellow 'T' followed by the word 'teagasc' in a green serif font, and 'AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY' in a smaller green sans-serif font below it. On the right, the text 'Teagasc Online Services' is in green. Below this, it says 'Please enter your Teagasc username and password'. There is a red error message: 'Your password has expired. Type your updated password and try again.' Below the error message are two input fields; the first contains the text 'teagweb\pat.murphy'. Below the input fields is a green 'Sign in' button. Below the button, it says 'Sign-in to Teagasc requires registration. To register please visit our [Registration Portal](#)'. Below that, it says 'Forgot your password? [Reset Password](#)'. At the bottom right, there is a small copyright notice: '© 2013 Microsoft'.

Click on the **Reset Password** option and the following box appears.



The image shows the Teagasc Password Reset page. At the top is the Teagasc logo. Below the logo, the text 'Password Reset:' is in green. Below this, it says 'Please enter your user name below'. There is a text input field. Below the input field is a dark grey 'Next' button. At the bottom right, there is a small copyright notice: '© 2012 Microsoft Corporation. All Rights Reserved. | [About](#)'.

Enter the user name that you use to log into NMP Online, e.g. Joe.Bloggs001



**Verify Your Identity: Submit Your Answers**

You must answer 2 of the following 2 questions.


Enter the first digit of your PIN:

Enter the second digit of your PIN:

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Enter the numbers requested from your 4 digit PIN (**this was given to you when you registered to use NMP Online initially, it was important to write down and remember this PIN code**). You have five attempts at entering the correct PIN numbers, after this you are locked out of the system and you will have to contact [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie) for assistance. If you forget your PIN, try entering a series of numbers 3 times, if you fail to remember your PIN, you must contact [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie) because you will have to be re-registered on the system.

Click **Next** and a security code will be sent to your email address.



AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY

---

### Verify Your Identity: Email Verification

Enter your security code below. A security code was sent to the email address registered with this organization.

Security Code:

---

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Enter the security code that you have been emailed into the box, select Next and then enter your new password. Your password must not contain your name and must have a capital letter, a symbol, a number and be at least 8 characters long, e.g. Townland1%. Your password is now reset.

### **Appendix 3:** Preparing Excel spreadsheet files for upload into NMP

## **Preparing Excel spreadsheet files for upload into NMP**

### ***Introduction***

NMPs prepared in the Full Version Spreadsheet (Stanley Lawlor's NMP spreadsheet) can be imported into NMP online. This can happen for a number of versions of the programme. There are a number of issues which can lead to problems in the upload – it is recommended that each spreadsheet to be uploaded be checked to ensure that it is prepared for upload.

There are a number of different versions of the Programme. Different amounts of data can be taken from different versions. The update programme can recognise the version and work accordingly. The objective is to minimise workload but it is essential to cross check all data imported to ensure that the data is effectively imported.

### ***Getting Started***

- Open the spreadsheet in Excel.
- Ensure that editing is available



## *Plan Year*

**The year on the spreadsheet file will be the year for which the plan is created on NMP Online.** The year that the plan was drawn up for will be indicate in various parts of the plan. However it can only be changed on the client details plan. You have two choices

- 1) Update the year to the current year on the plan and import
- 2) Import for the year of the spreadsheet plan and subsequently create a copy on NMP Online

Option 1 is probably the most straightforward

- 1) Open the spreadsheet file
- 2) Go to Client Details Tab and change year (to 2016)

Client Details	
<u>Farmer Details</u>	
Name	John Harris
Address	Ryndville Lodge
y (Zone) where farm located	Meath *
Year	2016

- 3) Save the file – Use save as and save using an updated name e.g
  - a) Tommy Tobin Derogation Import 2016 (This will leave the original version intact)
- 4) When the file is imported it will create a 2016 plan

## Amending Land Details

### 1. Net Area

In many plans the “Net Area (Ha)” will not be fully populated when it has been divided into “Sub-plot Areas” (e.g. A 10ha plot divided into five 2 Ha plots). **These plans will not import land details successfully until all “Net Area” cells are populated.** In these situation you will need to input 10Ha in each “Net area” cell beside the 2Ha “Sub-plot area” cell. View screenshot below.

### 2. Townland and Parcel number

Many plans will also have blanks cells in the Townland and Parcel No. columns. In order to have this information in your NMP plan you will need to populate these cells. View screenshot below.

## Pre-amended cells

Field Name	Townland	Parcel No.	Net Area (ha)	Sub-plot Area (ha)	Soil Sample	Parcel Use	Crop
lawn A	JORDANSTOWN	Q18508053	10	2.00	lawn A		Winter Barley
Back field		"	"	2.00	No Soil Test		1 Cut + Grazing
Back field		"	"	2.00	Back field HIGH		Field Beans
Back field		"	"	2.00	Back field LOW		Field Beans
hill		"	"	2.00	FAIRY hill		1 Cut + Grazing

## Amended cells ready for import

Field Name	Townland	Parcel No.	Net Area (ha)	Sub-plot Area (ha)	Soil Sample	Parcel Use	Crop
lawn A	JORDANSTOWN	Q18508053	10	2.00	lawn A		Winter Barley
Back field	JORDANSTOWN	Q18508053	10	2.00	No Soil Test		1 Cut + Grazing
Back field	JORDANSTOWN	Q18508053	10	2.00	Back field HIGH		Field Beans
Back field	JORDANSTOWN	Q18508053	10	2.00	Back field LOW		Field Beans
hill	JORDANSTOWN	Q18508053	10	2.00	FAIRY hill		1 Cut + Grazing

*Slurry Page*

- The rows in the Slurry Page in Version 8 were sometimes changed to accommodate the number of stores of different types (in some regions the template used had been changed). This will lead to **failure to import storage facilities**.
- The correct row number range is listed – in the figure below (The actual rows in this case are incorrect and needs to be adjusted)

[illegible]

- Rows may need to be deleted or inserted to correct this problem.
  - Before Adding or Deleting
    - Click on Review at the top of the screen (Excel Menu)
    - Click on Unprotect Sheet
  - To delete a row
    - Point to a row number (You will get a right pointing arrow)
    - Left Click – The row should be highlighted
    - Right click and you will get a menu

- Click delete to delete the line
- To Add a row
  - Point to a row number within a table preferably the last row (You will get a right pointing arrow)
  - Left Click – The row should be highlighted
  - Right click and you will get a menu
  - Click delete to delete the line
- If you are required to delete a row containing data you should
  - Be absolutely sure that you are working on a copy of the original spreadsheet
  - Take note of the data in the deleted line to enter after update

N.B. If the client has more than 4 “Uncovered tanks” for example, you will need to enter just 4 in the Excel and add the remaining tanks into the NMP plan after import.

## Things to check after upload

After the file is uploaded you will have a copy of some of the data from the spreadsheet file. It is vital that you only use the data as a support to data entry and that you do not consider it to be correct until it has been checked, updated and amended as required

### 1. Concentrates

It is vital to remember that the concentrates information is historic and will need to be replaced with more recent information (Unless you are converting a plan to NMP Online for the same year as the existing spreadsheet file).

Make sure that the accounting method is correct

The screenshot shows the 'Plan - Concentrate Feeds' page in the NMP Online system. A red arrow points to the 'Last years total organic N' input field, which is set to 9553 kg. Below this, there are input fields for 'Total P Fed to Grazing Livestock' (25 kg), 'Total P to be discounted' (169 kg), and 'Net P contributing to Available Allowance' (0 kg). There are also dropdown menus for 'Straight Feed Accounting Method' and 'Compound Feed Accounting Method'. A table lists feed items with columns for Name, Quantity (t), P Content Data Source, P Content, and Total P (kg). The right sidebar shows a 'Plan Menu' with various options like 'Soil Samples', 'Livestock', and 'Concentrate Feeds'. The bottom of the page shows a Windows taskbar with various application icons and the system clock indicating 12:31 on 29/01/2016.

Name	Quantity (t)	P Content Data Source	P Content	Total P (kg)
Ration	5.0	Bag Label	5.0	25.0
	5.0			

## 2. Tillage Crops

Index of tillage crops may need to be updated.

**Organic Fertilisers plan**

Crop: Index N Index: P Index: Search:

Plot(Ha)	Crop	Index	Nutrients Applied (Kg/Ha)			Nutrients Advice (Kg/Ha)			Nutrients Balance (Kg/Ha)		
			N	P	K	N	P	K	N	P	K
14(1.0)	Courgettes	1   4   2	0.0	0.0	0.0	140.0	20.0	270.0	140.0	20.0	270.0
15(1.0)	French beans	1   4   2	0.0	0.0	0.0	90.0	20.0	200.0	90.0	20.0	200.0
16(1.0)	Gooseberries	1   4   2	0.0	0.0	0.0	40.0	8.0	90.0	40.0	8.0	90.0
17(1.0)	Leeks	1   4   2	0.0	0.0	0.0	200.0	20.0	220.0	200.0	20.0	220.0
18(1.0)	Lettuce	1   4   2	0.0	0.0	0.0	150.0	20.0	220.0	150.0	20.0	220.0
19(1.0)	Loganberries	1   4   2	0.0	0.0	0.0	50.0	8.0	60.0	50.0	8.0	60.0
20(1.0)	Onions	1   4   2	0.0	0.0	0.0	140.0	20.0	215.0	140.0	20.0	215.0
21(1.0)	Other Cabbage	1   4   2	0.0	0.0	0.0	250.0	20.0	180.0	250.0	20.0	180.0
22(1.0)	Parsley	1   4   2	0.0	0.0	0.0	250.0	20.0	180.0	250.0	20.0	180.0
23(1.0)	Parsnip	1   4   2	0.0	0.0	0.0	150.0	20.0	180.0	150.0	20.0	180.0

Save

**Right Panel:** Farmyard Map, Storage Summary, Fertiliser Plan, Cereal crop yields, Lime, Land & Fert Max, Organic fertiliser, Chemical fertiliser, Fertiliser Plan Summary, Fertility Summary.

**Derogation Plan 2015 - Excel**

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

A1

**Manure Allocations**

Estimate (t)	Applied (t)	Allocated Fertilisers	Tonnes	Other Fertilisers	Tonnes	Fertiliser Balance
11360347	740	18-6-12	0.0			N (kg) P (kg) K (kg)
	22	CAN (27%N)	0.0			12,867 1,451 3,305
	146	0-7-30	0.0			13,287 1,451

**Manure P Remaining** 500

**Manure P Allocated** 510

**Manure P Remaining** 0

**Manure P on Index** 0

**Manure P on Index** 500

**Total Available P** 500

**Total Unavailable P** 0

**Organic Manure imports - None**

**Nutrients Applied**

Area	Soil Sample	Soil pH	Index	Lime	N	P	K	Cattle Slurry (7% DM)	FYM	18-6-12	CAN (27%N)	0-7-30	Nutrient Advice	Balance	Manures
Seed Rape	3.8	No Soil Test	3	3	0	9	7	40	11				160 20 25 151 13 -15	P	7 30
Fertilised Area	3.8	No Soil Test	3	3	0	9	7	40	11				0 0 0 -7 -40		7 30
transplanted crops	4.2	No Soil Test	3	3	0	9	7	40	11				29 45 170 20 38 130	3	7 30
edex/Turnips	4.2	No Soil Test	3	3	0	9	7	40	11				40 40 60 31 33 20	1	7 30
cut + Grazing	4.2	No Soil Test	3	3	0	9	7	40	11				279 43 120 270 36 80	2	7 30
cut + Grazing	4.2	No Soil Test	3	3	0	9	7	40	11				279 43 120 270 36 80	2	7 30
cut + Grazing	4.2	No Soil Test	3	3	0	9	7	40	11				279 43 120 270 36 80	2	7 30
cut + Grazing	4.0	No Soil Test	3	3	0	9	7	40	11				279 43 120 270 36 80	2	7 30
cut + Grazing	4.5	No Soil Test	3	3	0	9	7	40	11				279 43 120 270 36 80	2	7 30
cut + Grazing	6.5	No Soil Test	3	3	0	9	7	40	11				279 43 120 270 36 80	2	7 30

**Navigation:** Soiled Water, Out-Wintering, FYM, Slurry, Farm Summary, Livestock Summary, Land and Fert Max, Fertiliser Program, Storage Capacity, Storage...

### 3. Winter Dairy herd

The dates may need to be reset for the winter period if there are dairy cows on the farm.

Warning! Soils Samples allocated to over 8 Ha of land

#### Soiled Water - Winter Dairy Herd

< Prev Next >

Soiled Water: Winter Dairy Herd

Winter Herd Management: (For the period between 15 October and 30 April)

Average No of cows to be milked  COWS

Max No of cows milked at any time  COWS

Is there a period during which all cows are dry? ☒

Date of Final Milking (Autumn)

Date of First milking (Spring)

Days Milking During Closed Period  0 days

OK Cancel

Plan Menu

- Soil Samples
- Land Setup
- Livestock
  - Animal Numbers
  - Organic Fertiliser import
  - Organic fertiliser export
  - Org N&P Summary
- Concentrate Feeds
- Winter Housing
- Manure Storage
  - Storage Requirements
  - Soiled Water
    - Winter Dairy Herd
    - Soiled Water Locations
    - Yards to Soiled H2O
    - Dairy Washings
    - Summary
    - Storage
- FYM
  - FYM Production
  - Straw Requirement
  - FYM Storage
  - FYM Storage Balance
- Slurry
  - Slurry Produced
  - Slurry Storage Available
  - Slurry Storage Balance
- Farmyard Map
- Storage Summary
- Fertiliser Plan

11:42 29/01/2016

#### 4. Cross Checking Data

There are a number of key figures to check which will indicate how successful the download has been

- Check the total area and Stocking rate (Bottom of each page on NMP Online)

### Plan Summary

Grassland Stocking Rate: 211  
Whole Farm Stocking Rate: 172  
Farm Area: 65.34  
Grass Land Area: 53.15  
Non Grass %: 18.7

Compare these figures to the Excel figures

<u>Farm Organic N Balance</u>		Org N	Org P
		kg	kg
Total Org N & P Produced on the farm by grazing animals		11220	1626
Organic N applied or deposited per ha - <b>GRASS</b> (Grassland Stocking rate)		211 kg/ha	Grassland Stocking rate (kg/ha)
			for Max N 211
			for Max P 211
Total Org N & P Produced on the farm by <b>NON-grazing</b> animals		0	0
Total Org N & P imported in livestock manure		0	0
Total Org N & P imported in other organic materials (non-livestock)		0	0
Total Org N & P exported in livestock manure (grazing animals)		0	0
Total Org N & P exported in livestock manure (non-grazing animals)		0	0
Total Org N & P from livestock applied or deposited on the farm		11220	1626
Organic N applied or deposited per ha - <b>WHOLE FARM</b>		172 kg/ha	

### Advisory Comments

Your whole farm organic N is 172 kg/ha.

**You will require a derogation to enable you to continue farming at this stocking rate**

Alternatively, you can either reduce the stock carried on the farm, increase the area farmed or export manure

You will need to increase area farmed by 4.4 ha to bring your organic N balance below 170 kg/ha.

▶ ... C4

Printing

Client Details

Land

Livestock

Soiled Water

Out-Wintering

FYM

Slurry



Land

Land area Totals

Total Net Area farmed for Fertiliser Plan

65.34

ha

% non-grassland crops

18.7%

Area Doubled Cropped

0.00

ha

Soil Sample Results

SPS Data

Import data from SPS Sheet

	Field Name	Townland	Parcel No.	Net Area (ha)
1	1	Seskin	J13605013	7.58
2	2	Seskin	"	7.58
3	3	Seskin	J13605043	21.01
4	4	Seskin	"	21.01
5	5	Seskin	"	21.01
6	6	Seskin	"	21.01

C4

Printing

Client Details

Land

Livestock

- Double check that figures in the NMP match figures in the slurry balance page.