NuMan Pro 5.0: Introduction to the Software

Introduction	"Nutrient Management for Maryland - Professional Edition" (*NuMan Pro 5.0*) is a software program that provides field-specific recommendations for environmentally sound utilization of commercial fertilizer, animal manure, and other organic materials such as biosolids. It is based on research and Extension recommendations appropriate to the Mid-Atlantic region and meets all regulatory requirements of the State of Maryland.
	In order to develop a nutrient management plan, you will need to collect information about the farms, soils, crops, nutrient sources, and field history. Data collection forms and other resources for developing plans are available on the University of Maryland's Agricultural Nutrient Management Program website (https://extension.umd.edu/anmp) under the section entitled *Plan Writing Tools*.
	Once collected, data will be entered manually into the *NuMan Pro 5.0* software. This document will provide you with an introduction to the icons, tabs, and data screens you will be using regularly when developing plans using this program.

Contents	In this document, you will find instructions for:
	- Navigating the basic screens
	- Saving *NuMan Pro* files
	- Printing reports

Navigating the Basic Screens	**Instructions**

Step	Action	
1	Open *NuMan Pro* by clicking on the flask icon on your desktop.	

2	View the various aspects of the main screen: **A.** The first line across the top of the screen is the **Title Bar** with the *NuMan Pro* icon and name. After files have been created, the name of the currently opened file will appear here. The second line is the **Menu Bar**. Drop-down menus will appear when clicking on one of the selections. **B.** On the left side of the third line, the **Tool Bar** contains icons. If you pause the mouse cursor over the icons, the name of the tool will appear just below it and a brief description of its function will appear at the bottom of the screen. **C.** To the right is the **Navigation Bar** which is used to identify and move between individual farm fields.
3	Below the **Tool Bar** and the **Navigation Bar** is the **Nutrient Management** work area. The work area has tabbed pages that indicate the type of information to be entered. • When starting a new file, all the tabs *requiring* data will be marked with a red X to indicate that information is needed. • The tabs with optional information or that need input from the other tabbed pages will be marked with a black circle. • When a section is complete, the red X or black circle will change to a green check mark.
4	To learn about entering information in the various tabbed pages, visit the ANMP website. Under the "Software" tab and in the *NuMan Pro 5.0* section, you will find instructional videos and written documentation: https://extension.umd.edu/anmp/software/numan-pro-42-and-50

Saving *NuMan Pro* Files

Instructions

There is **no** Autosave or step-by-step undo in *NuMan Pro*, so you will need to manually save your files frequently.

Step	Action
1	Do one of the following: A. Click on the "Save" icon on the Tool Bar. **OR** B. On the Menu Bar, click on "File" then "Save".
2	The "Save As" dialogue box will appear. Navigate to where you want to save your file. Enter a "File Name" and click "Save".
3	You will need to repeat this every time you save your file. After the first time, however, the "File name" should remain the same so you will only need to click on "Save". Another dialogue box will come up confirming the save. Click on "Yes".
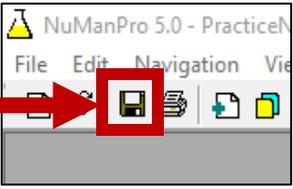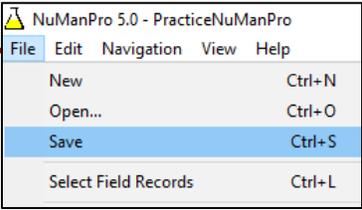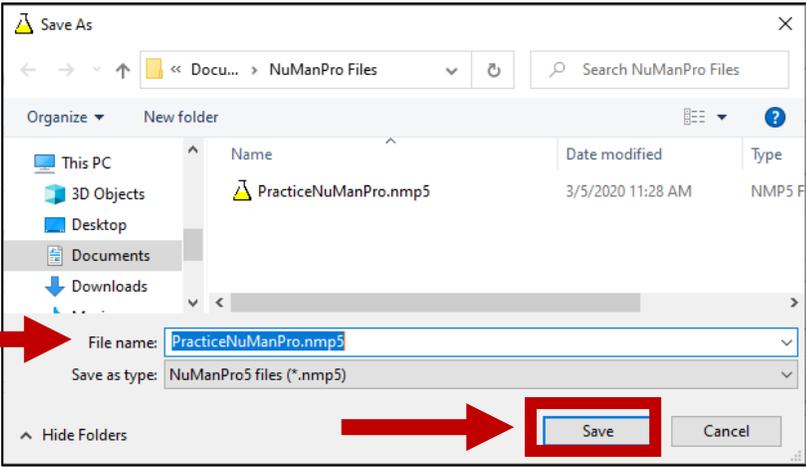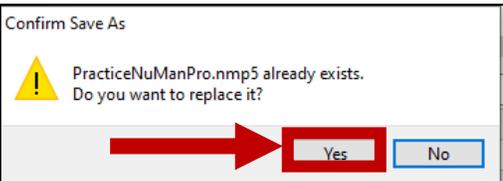
Opening
NuMan Pro
Files

Instructions

Step	Action
1	Do one of the following: C. Click on the "Open" icon on the Tool Bar. **OR** D. On the Menu Bar, click on "File" then "Open…".
2	If you were working on another *NuMan Pro 5.0* file, be sure to save it before opening a new file. A popup box will serve as a reminder…
3	The "Open" dialogue box will appear. Navigate to the file location, click on the file, and click "Open".
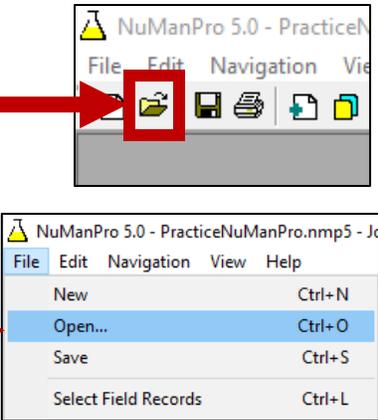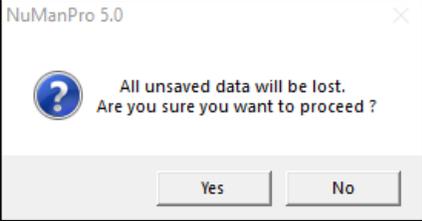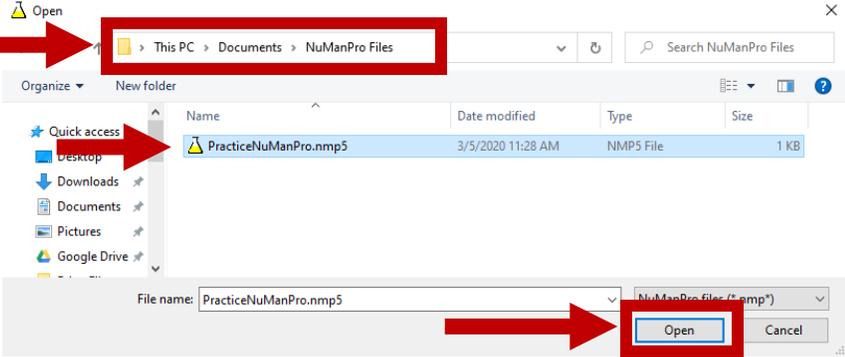
Printing Reports

Instructions

Once data entry is complete, you will be able to print the *NuMan Pro* recommendations and reports. Please note that printouts are provided **only** for topics which have had information entered. For example, unless fertigation is used, fertigation recommendations will not print.

Step	Action
1	First you will need to tell *NuMan Pro* which printer you would like to use. On the Menu Bar, click on "File" then "Print Setup" to open the dialogue box.
2	In the dialogue box, use the dropdown menu to choose the printer you want to use and then click "OK". Make sure orientation is set to "Landscape."
3	Next, do one of the following: A. Click on the "Print" icon on the Tool Bar. **OR**
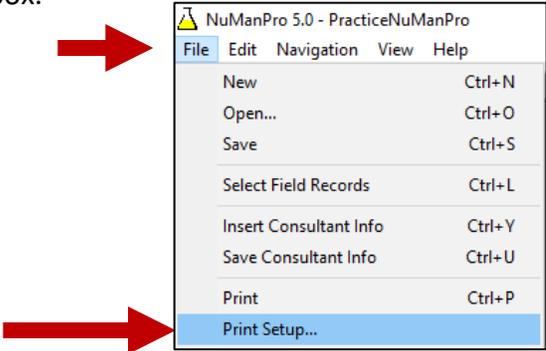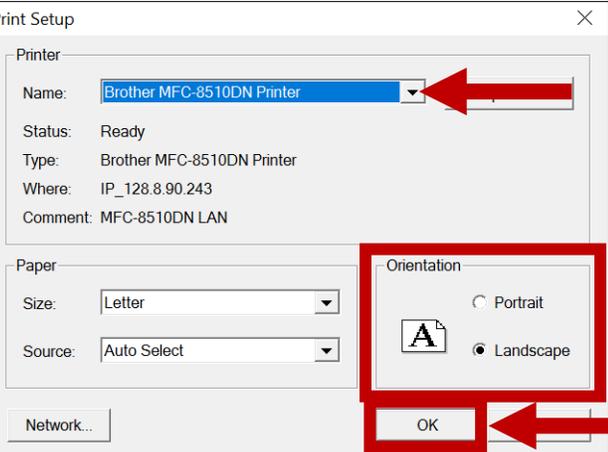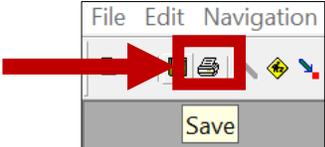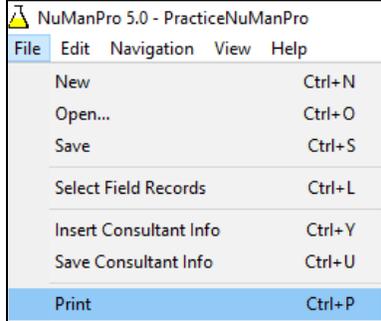
	B. On the Menu Bar, click on "File" then "Print".
4	A **Print List** dialogue box will open, showing the list of currently available fields on the left in the "Source List". Choose fields *individually* for printing by clicking on them, then clicking on the "Add ->" button to move them from the "Source List" on the left into the "Target List" on the right. **OR** Choose *all* fields by clicking the "Add All ->" button to move them from the "Source List" on the left into the "Target List" on the right.
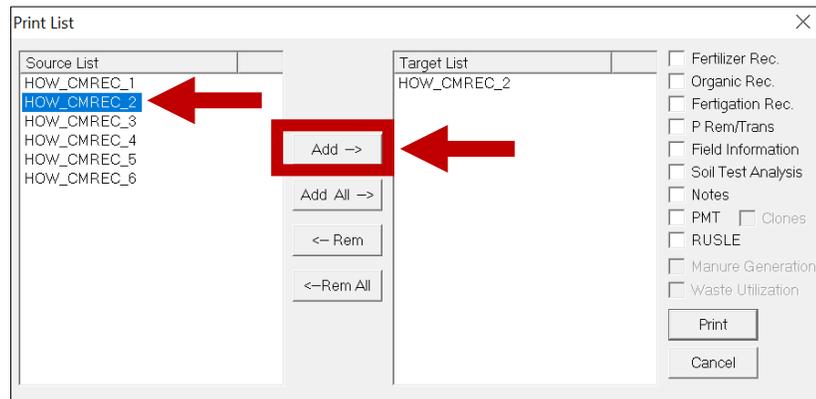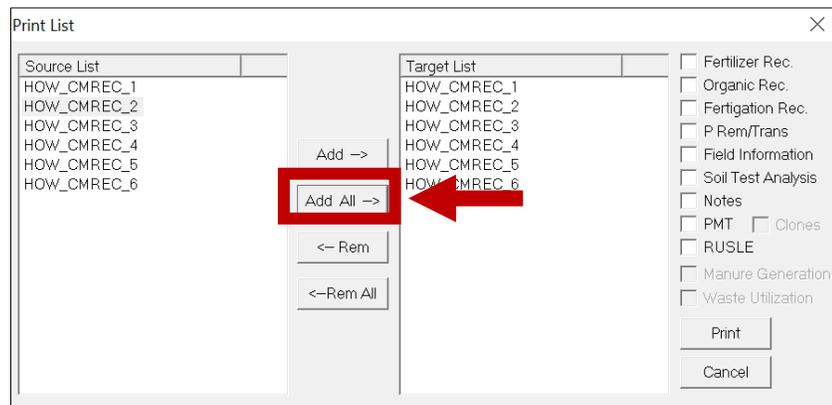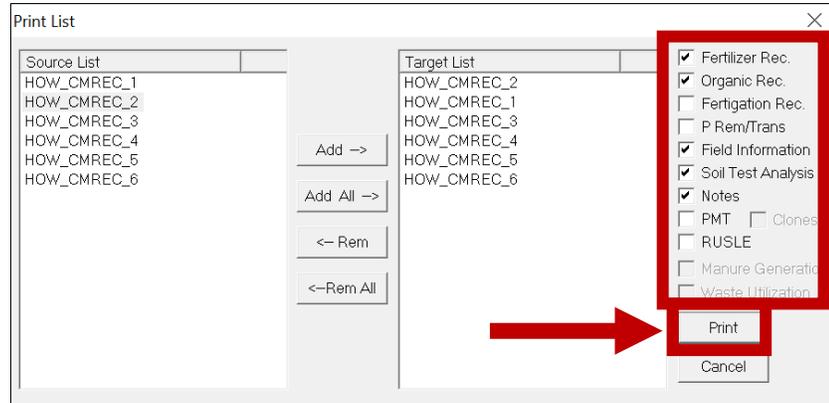
	**Be advised that the software will not necessarily print fields in the order you prefer. Make sure your documents are listed in the order that you want them to print in the "Target List", and double-check that the order of pages in the final plan makes sense.
5	Click the **check boxes** on the right to **print some or all** of the reports. Then click "Print". **Note that if you chose to print to PDF when setting up your printer in Step 2, each box you check will open up a separate "Save As" dialogue box. • For example, the "Fertilizer Rec." will be saved as one file, the "Organic Rec." will save as a separate file, etc. They will save in the order listed in the "Print List" dialogue box (see the diagram above). **Be aware that if you checked a box that does not have recommendations, it will not print. • For example, if you checked the "Organic Rec." box but there is no manure used on the farm, the organic recommendations will not print nor will they be saved as a PDF file.