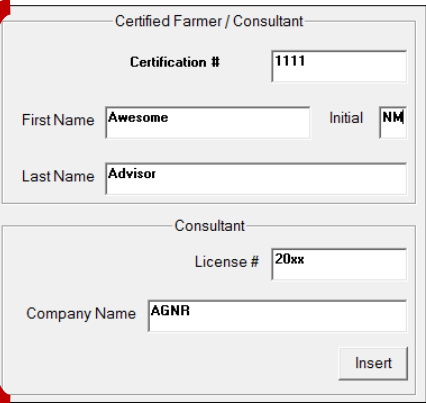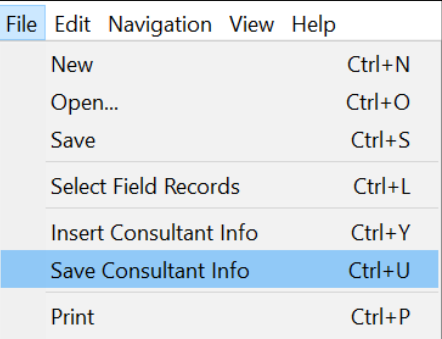## *NuMan Pro 5.0*: Streamlining Data Entry

Introduction   This document will provide you with a few tips for streamlining data entry into *NuMan Pro* once you've become comfortable with the basic tabs and screens in the software.

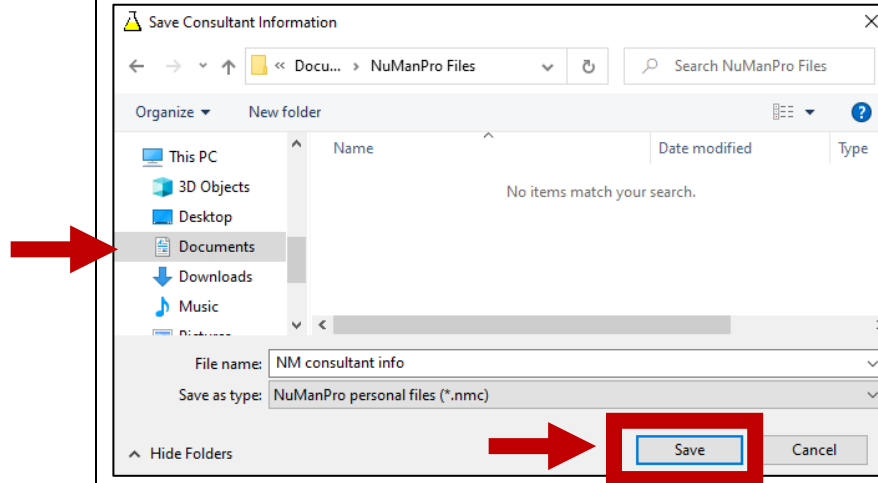**Contents**   In this document, you will find instructions for:

- Saving and Retrieving Consultant Information for Future Use
- Copying Field Information to a New Field
- Extending Soil Test Analyses to Additional Fields
- Duplicating Similar Management Scenarios to Other Fields

Saving and Retrieving Consultant Information for Future Use

Instructions

Step	Action
1	On the "Farmer & Consultant" tab, fill in the Consultant information.
2	Click on "File" → "Save Consultant Info".

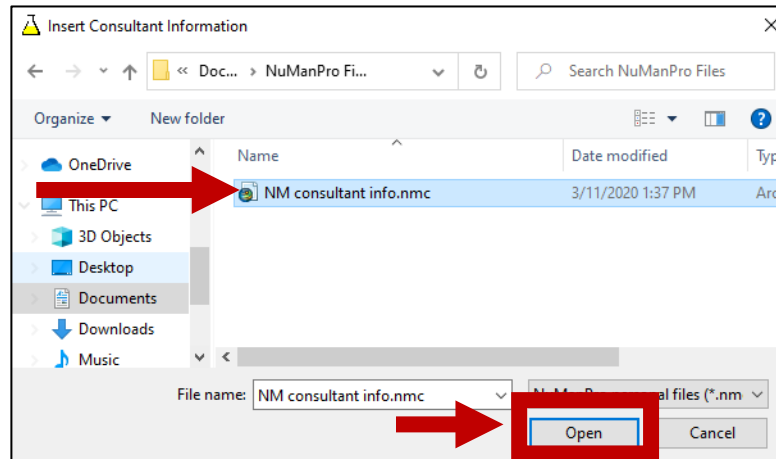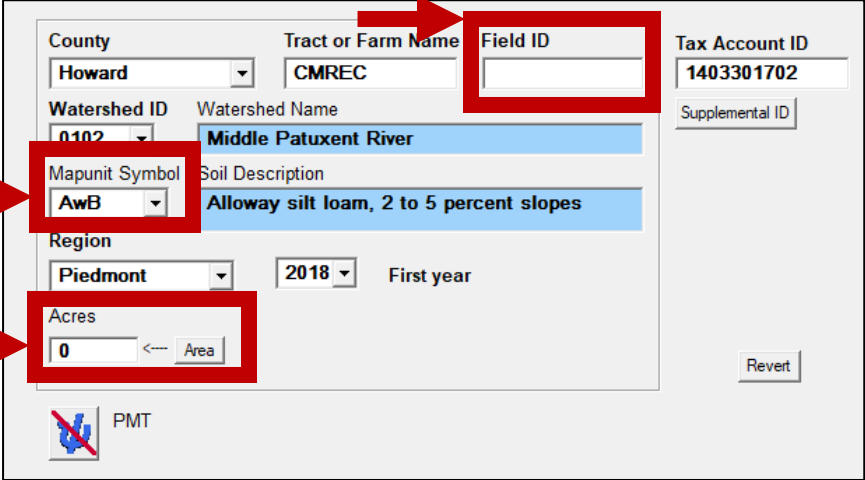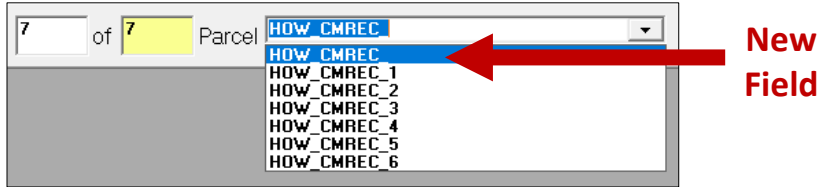| 3	In the dialogue box that opens, navigate to where you want to save your file and then name the consultant information file.
	Click "Save" when you are finished.
4	To retrieve consultant information in the future, click the "Insert" button at the bottom right corner of the Farmer and Consultant page.
5	Navigate to where you saved your consultant information file. Highlight the desired file name and select "Open".

6	Consultant information in the selected file will be inserted into the appropriate boxes.	

Certified Farmer / Consultant

Certification # `1111`

First Name `Awesome` Initial `NM`

Last Name `Advisor`

Consultant

License # `20xx`

Company Name `AGNR`

Insert

Copying Field Information to a New Field

Instructions

Field information, including Account ID, County, Tract, and Watershed ID, Region, and the First year the plan was written can be copied to a new field to streamline data entry. No other information will be copied using this method.
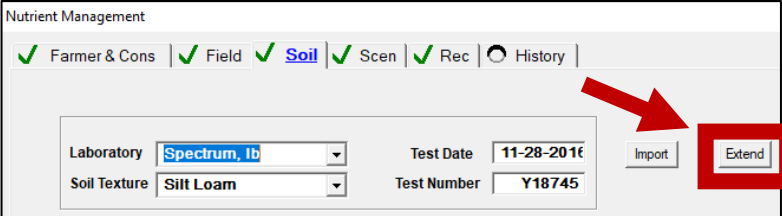
Step	Action
1	Navigate to the "Field" tab of the field you wish to copy by using the drop-down menu next to **Parcel**. File Edit Navigation View Help `2` of `6` Parcel `HOW_CMREC_2` HOW_CMREC_1 HOW_CMREC_2 HOW_CMREC_3 HOW_CMREC_4 HOW_CMREC_5 HOW_CMREC_6
2	Click on "Edit" → "Copy Field". **OR** Click on the "Copy Field" icon in the Tool bar… NuManPro 5.0 - PracticeNuManPro File Edit Navigation View Help File Edit Navigation View Help Add Field .... F9 Delete Field .... F11 Copy Field .... F3 Extend .... Ctrl + E Lock All Unlock All Organics Master List .... Ctrl + G Manure Generation .... Ctrl + D Import Soil Analysis .... Ctrl + A Dump PMT data

3	You must enter a **Field ID**, choose the appropriate **Mapunit Symbol**, and enter the total **Acres** of the new field.

 |
| 4 | The new field will be added to the end of the fields already included in the file.

 |

Extending Soil Test Analyses to Additional Fields

Instructions
If a single soil test applies to more than one field because of similar soils, management histories, and crop rotations, you can extend a soil test to that field instead of reentering data by hand.

Step	Action
1	Navigate to the "Soil" tab of the field that contains the soil test information you wish to copy.

 |
| 2 | Click on the "Extend" button on the right to open the extend dialogue box.

 |

3	The source field is listed on the left, and all eligible target fields are listed on the right.

Highlight the target fields to which you would like to extend soil test information, and click "OK".

 |
| 4 | Soil test data has now been copied to the new field. |

Duplicating Similar Management Scenarios to Other Fields
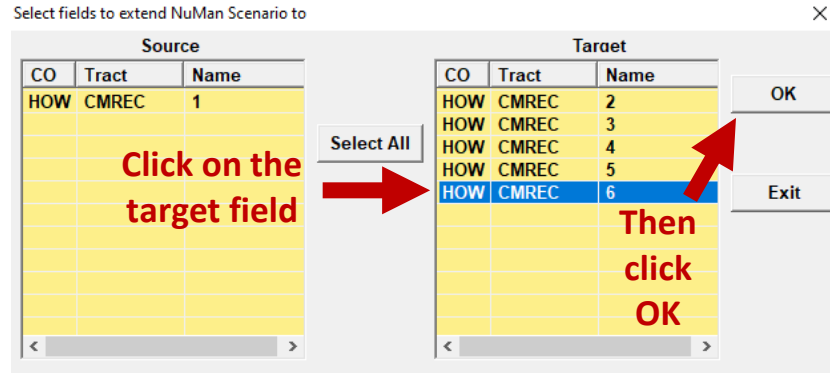
Instructions

Several fields within a farming operation may use similar management scenarios. When this is the case, *NuMan Pro* allows management decisions made in one field to be duplicated to a larger number of fields.

Step	Action
1	Display the field containing the completed management information on the "Scenario" page.

Open the extend dialogue box by clicking on Extend icon on the Tool Bar, or by clicking "Edit" → "Extend".

OR:

 |

2	The source field will be on the left side of the dialogue box. All eligible fields to which the management scenario can be extended are on the right.
	Highlight all the fields to which the same organics and crop selection information should be extended, and click "OK".
3	The information on the source field's "Scenarios" page, plus the fine tuning adjustments made on the "Recommendations" page, will be duplicated among all the fields selected.