FAIRPORT
FARM SOFTWARE

POCKET PAM

PROCESS | ANALYSE | MANAGE

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USER MANUAL

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GENERAL INFORMATION ABOUT THIS MANUAL

As you would be aware, within PAM you can configure your system to suit your needs. PocketPAM learns all your settings from PAM, so if you call your production units “Blocks” or “Cells” or “Fields” and you call your Farm a “Vineyard” or “Orchard” or “Ranch”, then those are the words you will see on your PocketPAM screens.

However, we have used the generic words Farm and Paddock to describe the ‘production units’ throughout this manual.

The PocketPAM modules are determined by your choices in the PAM software, so don’t be alarmed if screen shots in this manual don’t always match your PocketPAM screen.

GENERAL INFORMATION ABOUT THE SOFTWARE

In order to develop software to run on multiple platforms (iOS, Android, Windows, Mac), we have used the very latest technologies. The application is written using website development tools and it runs using the power of the built in internet browser on your device.

By using web technologies to develop this software it can run on a range of platforms.

Android Quirks

- **Android Back Button**: Throughout PocketPAM your Android back button will function as you would expect. On the Home Screen of the program, the Android Back Button will ask you if you want to Exit the App.

- **Emailing from PocketPAM:** Most of the PocketPAM reports and job summaries can be sent via email. Unfortunately Androids have very limited support for HTML formatted email, so the output will be not as pretty as it appears on the PocketPAM screen. Sorry, we’ve tried our best to format the email.

  iOS devices support full HTML formatted email, so if this is an important issue, we suggest moving to an iPhone or iPad.

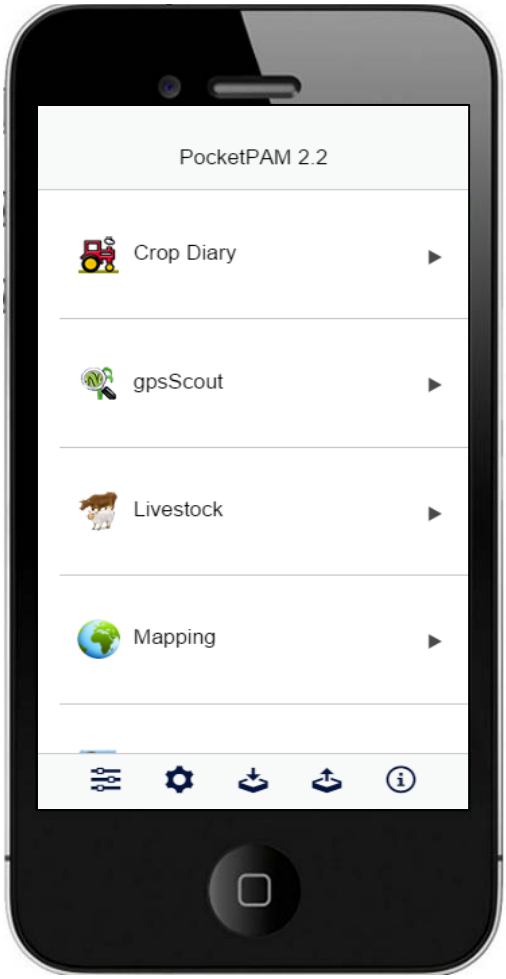
We hope it serves you well. Thanks for coming on board!

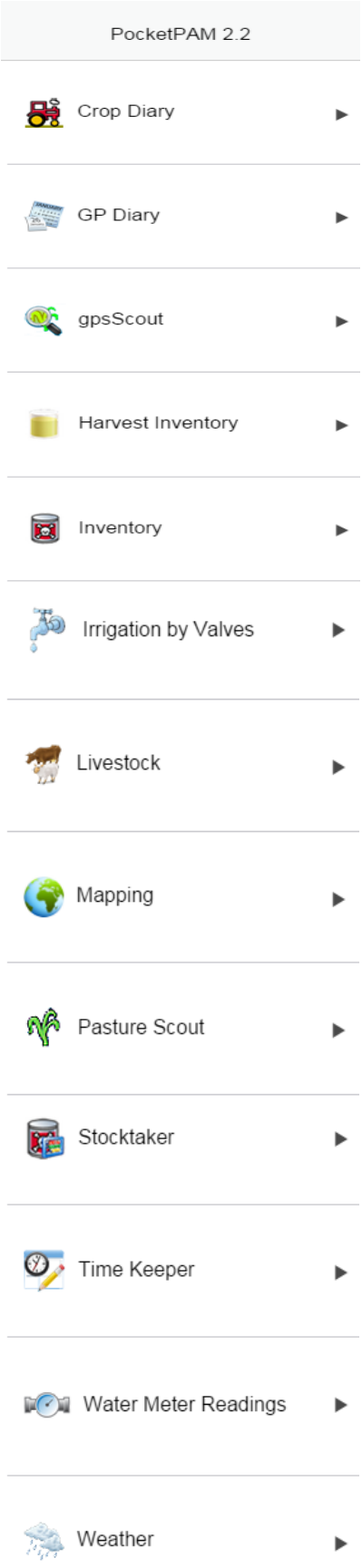
The Fairport Team

HOME PAGE

PocketPAM – a suite of data entry modules rolled into a single “App” - ready to run on your:

- iPhone
- iPad
- Android
- Mac
- Windows PC
- Windows Tablet
- Any box that can run a “Safari” or “Chrome” browser





GETTING STARTED

Download PocketPAM onto your device using ‘App Store’ or ‘Android Market’.

Launching PocketPAM

Tap on the PocketPAM application launch icon.

The First Run - Creating The Database On Your Device

PocketPAM stores the data that you transfer from PAM and the data you add while using the app in a dedicated database file.

When you run PocketPAM for the very first time it has to create the database file. When this happens, you will see this message on your screen: “Updating Database”.

Be warned! Creating the database can take a minute or two.

Will this ever happen again?
This will only happen again if you upgrade to a newer version of PocketPAM. When you do, the software will check the database and upgrade it – if any changes have been made that affect the structure of the database, it will be updated.

TRANSFERRING DATA TO AND FROM PAM

For complete instructions on settings within PAM and your device for transferring data see “EXCHANGING PAM DATA WITH PocketPAM (Synchronising)” starting on page 98.

MODULES LIST

Crop Diary: Covering manual tasks, machinery events, planting records, harvesting records, irrigation records, fertilizer applications and a comprehensive spray diary records data entry system with the option to track your inventory batch numbers and spray weather details. Use PAM tank mixes or create your own in PocketPAM. Pull in Planned Events from PAM (or create Plans in PocketPAM) and convert them to Actual Events.

GP Diary: Do away with the old notebook – GP Diary synchronises with PAM's General Purpose Diary. Used for taking general (not paddock specific) notes linked to a date. Reminders can be added and associated with dates as can numeric data types and values. Reminders and Numeric Data types can be added on-the-go. Generate graphs of any numeric data!

gpsScout: Used for crop scouting. Crop observations, pest & disease scouting and weed scouting records can be entered. A GPS reading can be taken along with the crop monitoring record. In conjunction with PAM Mapping, a layer of observation sites will be made for each scouting mission, if the GPS option is enabled. gpsScout can also be used to collect waypoints in the field. The layers of scouting points and waypoints can be uploaded to PAM Mapping.

Harvest Inventory: Used to keep track of your stored produce and to maintain a running balance of materials in your harvest storage locations. It enables you to sell, transfer or use the produce. If you are using the Harvest Contracts system in PAM, this module also enables you to record your deliveries that go to fulfill those contracts.

Inventory: Record purchases of inventory (add new consumables and pack sizes on the fly). Record stock write-offs and write-ons. Record inventory storage location transfers.

Irrigation by Valves: If you are running PAM UltraCrop or PAM AusVit or PAM UltraVit, you will have the option to set up the recording of irrigation events in “Valve Mode”. If you have chosen that mode, this module will become available in PocketPAM.

Livestock: The Livestock module has almost as much functionality as PAM’s Livestock Diary. Use this module for recording livestock events: movements, veterinary treatments, supplementary feeding, shearing, branding, breeding, purchases, sales, births, deaths etc.

Mapping: If you are running PAM + Mapping on your desktop, your layer of fields or paddocks will automatically transfer to PocketPAM. The mapping module enables you to draw points, lines & areas, measure areas, collect waypoints, enter data by picking the field or paddock on the map for crop monitoring, crop diary records & livestock records.

Pasture Scout: Pasture Scout is used to record the Feed on Offer or Pasture Cover and Pasture Growth Rates of your pasture paddocks. Pasture composition can also be recorded. Display graphs of Pasture Growth Rates, Feed Wedges & Total Pasture Cover.

Stocktaker: The Stocktaker module is designed to be taken to your inventory storage locations to perform a physical stock take of consumables. PAM sends the current stock-on-hand data to PocketPAM then you record the actual (observed) stock on hand and PocketPAM sends the adjustment records back to PAM.

Time Keeper: Used for recording events, e.g. who did them, where, what they did and how long it took. On synchronising the data back to PAM, employee hourly costs are added to the records.

Water Meter Readings: Within PAM, you can choose to enable the Water Meter readings module. If that has been enabled in PAM, this module will also become available in PocketPAM. Use this for keeping track of the water meter readings on your farming operation.

Weather: Do your data entry when you check the gauge. Synchronises with PAM's rainfall system and includes the optional comprehensive weather system. Temperature, humidity, evaporation etc. View rainfall and weather graphs.

Selecting Your Modules From The Modules List

Inevitably, you will not want to have all PocketPAM modules enabled for your operation.

1. Tap on the Modules button.

2. Choose the modules you will be running using the ON/OFF slides.

3. Tap “Back” to save your options.

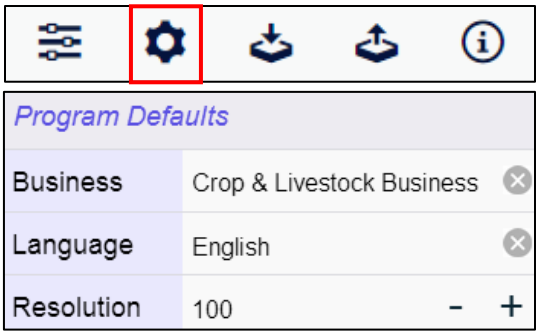
- *PocketPAM ‘learns’ your important program settings from PAM. So, if you have chosen not to use particular activities in PAM, then those activities will be unavailable in PocketPAM also.*

But… we’re not quite ready to run any of the PocketPAM modules yet!

Before you can start using PocketPAM, you need to decide on the way you will be transferring your data to and from PAM. Once that’s been decided, you’ll need to register your device in PAM so it knows where the data is coming from etc.

PROGRAM DEFAULT SETTINGS

1. In PocketPAM set up the program defaults by tapping on the "Settings" button.



2. Tap on the "Business" field and select the business unit that you want to use from the pop-up menu.
   - *PAM Enterprise or Mid-Tier Enterprise users will be able to enter data for all the business units they have been given permission to access, however, only one business unit will be "live" at one time (just as in PAM).*

3. Tap on the "Language"" field and select the language you want to use from the pop-up menu and then **RESTART** the application.
   - *This will ensure the translator has a chance to translate all sections of the program.*

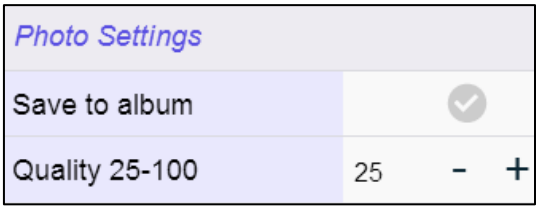
4. Adjust the screen resolution using the "-" and "+" buttons.
   - *The higher the screen resolution, the larger the text will appear.*

5. Tap "< Back" to save your preferences.

Photo Settings

You can use your device's camera to take photos associated with recording jobs. These settings are provided to enable you to:

- Save images to your devices photo album.
- Vary the resolution (quality) of the images.



Sync Settings

For complete instructions on settings within PAM and your device for transferring data see "EXCHANGING PAM DATA WITH PocketPAM (Synchronising)" starting on page 98.

Business to Sync Listing, Clear PAM Data Cache, Delete all data, Delete all photos

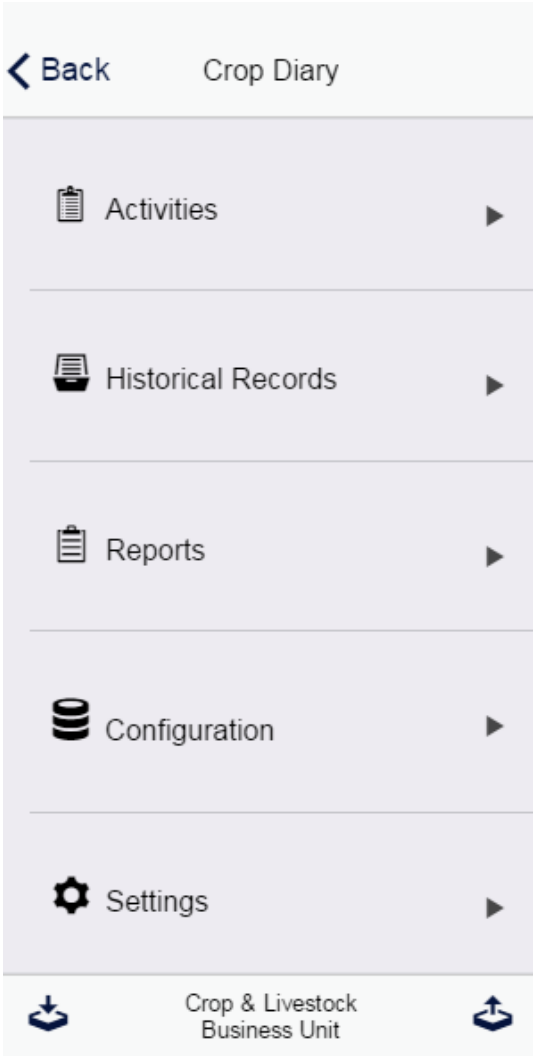
ANDROID Users Only

Your Android back button will take over the job done by the PocketPAM back buttons.

If you tap the Android back button on the PocketPAM home screen it will give you the option to "Kill the App".

CROP DIARY

- Add activities, recommendations and plans.
- Edit activities, recommendaitons and plans.
- Convert Recommendations and Plans to 'Actuals'.
- Review historical data from PAM (includes records you have already sent to PAM).
- View Reports.
- Crop monitoring, pest, disease and weed scouting records can also be recorded using the gpsScout module if you would like to include the geo-location of those records.
- Pasture monitoring records can be recorded using the Pasture Scout module.
- The Time Keeper module can also be used as an alternative to the manual task recording operation in the Crop Diary. The two systems work similarly but are different. Both systems record data that will be displayed in PAM as a manual task.
- PocketPAM has the same user-friendly, intuitive system for selecting areas when recording events as PAM. Generally you will be recording your events for cropped areas (when your paddock is in crop) and for un-cropped areas when your events are in either a paddock with no crop growing in it or on an un-cropped section of a paddock. In PAM, a cropped area can be made non-active (out-of-crop) after all your harvesting activities for the area have finished.



If you have configured the operating costs, labour costs, consumable costs, etc., for all your Crop Diary inputs in the PAM configuration section, those costs will be incorporated into your records (behind the scenes). The only place in PocketPAM where costs are displayed (and entered) is when purchasing new consumables in the Inventory module.

Crop Diary Settings

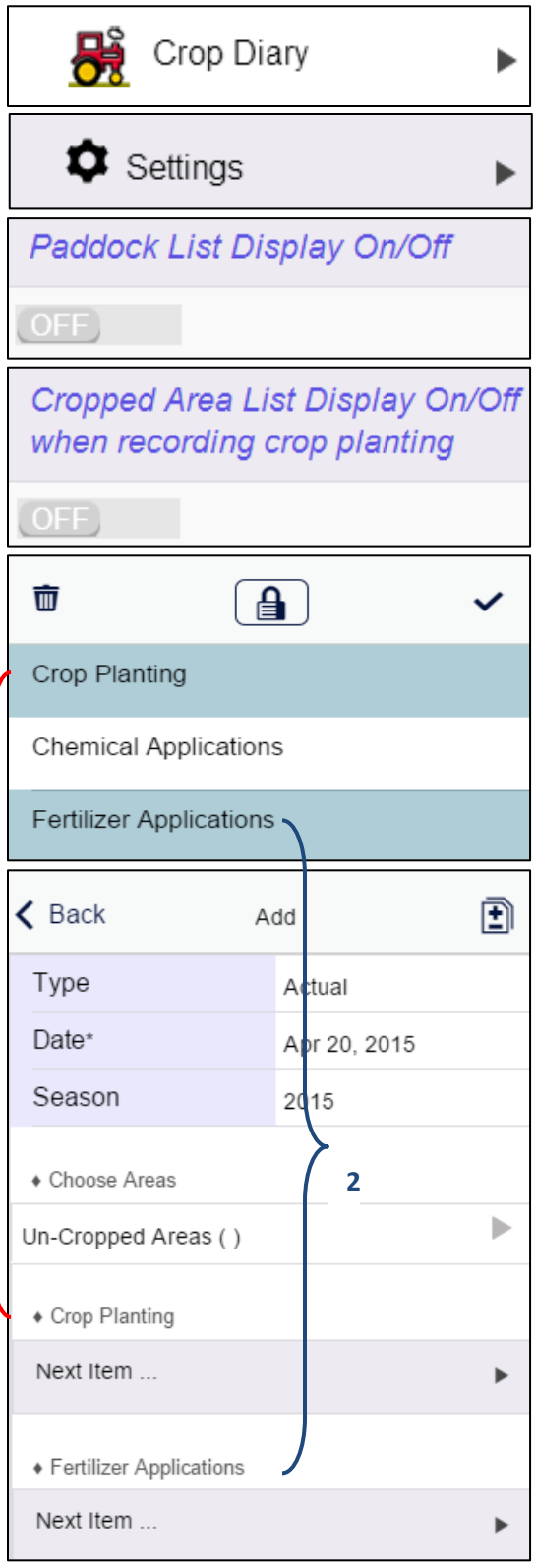
1. Tap “Crop Diary” from the main menu of PocketPAM.

2. Tap “Settings”.

3. Set the Paddock List Display to “ON” or “OFF” using the ON/OFF slide.
   - *Tip: Only use the Paddock List in situations when a paddock is cropped and you do not want to attribute the costs of an operation to the crop.*

4. Set the Cropped Area List Display to “ON” or “OFF” using the ON/OFF slide.
   - *Recommendation: Only use the Cropped Areas List for crop planting when you want to record a re-planting or an ‘infill’ planting of some type.*

5. Tap “Back” to save your options.



Crop Diary Entry

In PocketPAM, as in PAM, you can combine several activities into one operation.

The stacking order of the activities on the main data entry screen will be in the same order as they appear on the selection screen.

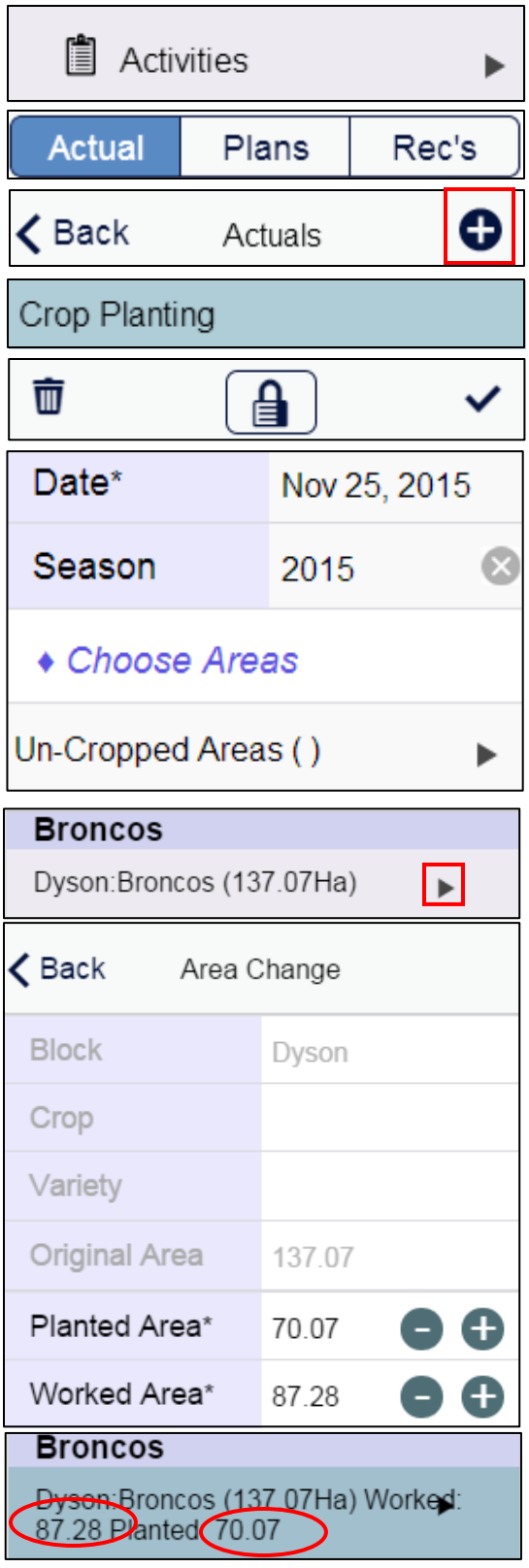
In our case, we’ll only see an Un-Cropped Areas selection option … why? Because:

- *we are recording a Planting event and;*
- *we configured PocketPAM to hide the Cropped Areas list when recording a planting event and;*
- *we configured the program to always hide the Paddocks selection list.*

Crop Planting

- Tap “Activities”.
- Select the type of activity it will be: Actual, Plan or Recommendation.
- Tap the “Add” button.
- Tap on “Crop Planting”.
  Tip: If you are going to be doing the same activity or combination of activities repeatedly, tap on the “Padlock” button. Thereafter your selection(s) will be auto-selected. To reset at any time, tap on:

- Tap on the “Close” tick.
- Tap on “Date*” field and select the activity date from the pop-up calendar.
- Tap on the “Season” field and select from the pop-up list.
- Choose your area by tapping on “Un-Cropped Areas () >” under the “Choose Areas” heading to display your cropped areas.
- Select your paddock by tapping on its name. If you need to alter the area treated or area worked, select your paddock by tapping on the right-arrow button next to its name.
- On the “Area Change” screen, adjust the “Planted Area” and “Worked Area” using the “-“ and “+” buttons.
  - *The Planted Area may never exceed the Worked Area. The upper limit of the Worked Area is 125% of the original area.*
  - *e.g.the Planted Area has been reduced to 70.07Ha and the Worked Area to 87.28Ha.*
- Tap ”< Back”.
  - *On returning to the previous screen, the adjusted Planted Area and Worked Area are shown with the Original Area.*
- Tap ”< Back”.



Crop Planting continued

- Tap on "+Next Item…" under the "Crop Planting" heading.

- Tap on the "Crop/Variety" field and select from the pop-up list.

- Adjust the "Rate (Kg/Ha)", "Row Spacing", "Seed Depth" and "Soil Moisture" if relevant using the "-" and "+" buttons.
  - *The Total (T) value is in purchase units and is automatically calculated, i.e. your pre-configured (in PAM) seed purchase units. The Rate (Kg/Ha) is in your planting units.*

- Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 96) or alternatively enter a "free text" batch number (as in PAM).

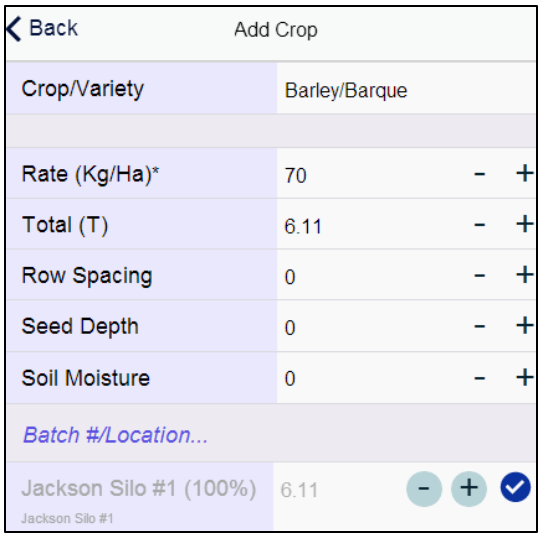
- Tap on "Next Item…>" under the "Seed Dressing" heading.

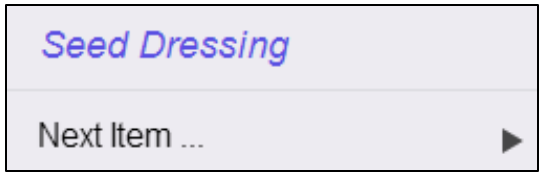
- Tap on the "Seed Dressing" field to select from the pop-up list.

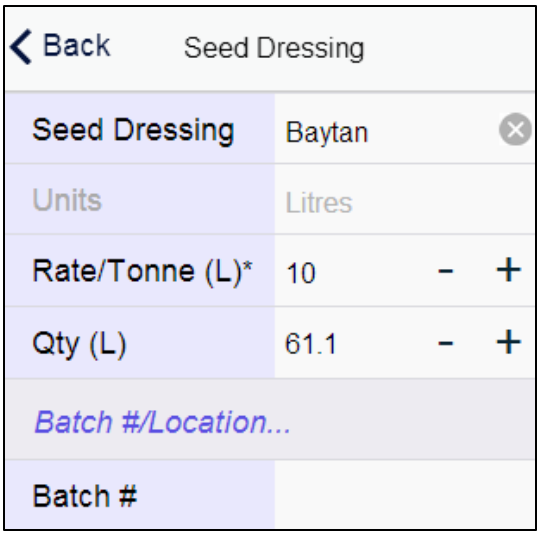
- Enter the "Rate*" using the "-" and "+" buttons.
  - *The "Qty" field will be automatically calculated.*

- Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 96) or alternatively enter a "free text" batch number (as in PAM).

- Tap "< Back" to save your entry.







Crop Planting continued

[M] = Main Crop

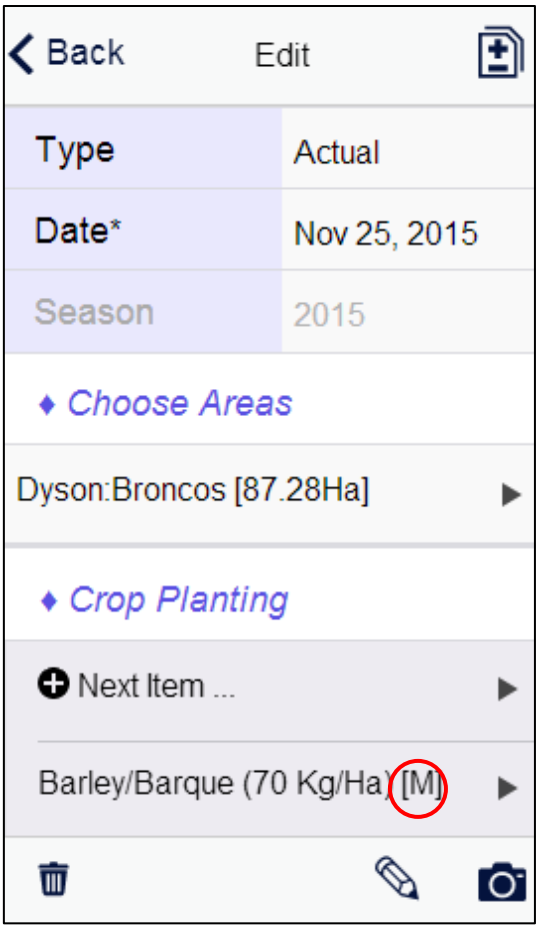
Note the [M] alongside Barley/Barque?

As in PAM, you are only permitted to have one Main Crop in an area at one time. Any other crop/variety that may be planted in that area at the same time will be considered 'under-sown' or an 'infill' crop of some type.

Only the Main Crop can be harvested.
In PocketPAM, you must choose your Main Crop first, prior to selecting any 'under-sown' or 'infill' crops.

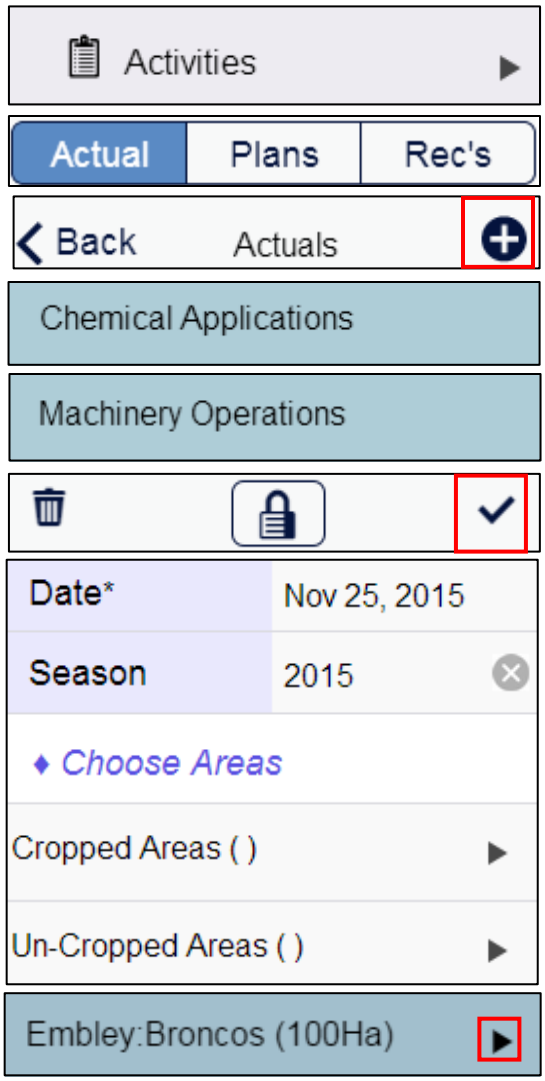
If you need to re-plant a section of crop, or plant an infill (or inter-row) crop after having planted the main crop in an area, you must choose from the "Cropped Area" list when recording that subsequent planting.

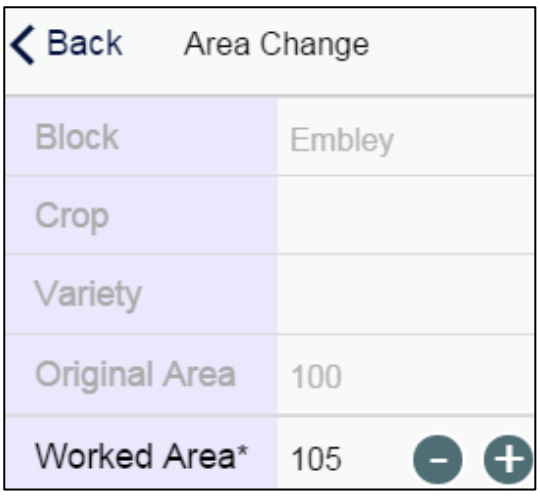
This is the only circumstance where it is appropriate to choose from the Cropped Areas list when recording a planting event.



Chemical Application

1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Chemical Applications”.
   - *“Machinery Operations” will automatically be selected.*
5. Tap on the “Close” tick.
6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on “Cropped Areas () >” or “Un-Cropped Areas () >” under the “Choose Areas” heading to display either cropped areas or un-cropped areas.
9. Select your paddock by tapping on its name. If you need to alter the area treated or area worked, select your paddock by tapping on the right-arrow button next to its name.
10. On the “Area Change” screen, adjust the “Worked Area” using the “-“ and “+” buttons.
    - *The upper limit of the worked area is 125% of the original area.*
11. Tap ”< Back”.
12. Tap”< Back”.





Chemical Application continued

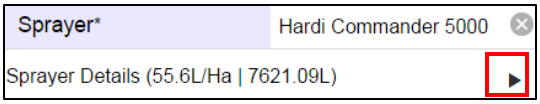
13. Tap on the "Sprayer*" field under the "Chemical Applications" heading and select from the pop-up list (if it is not already pre-selected for you by PocketPAM).
    - *PocketPAM 'remembers' the sprayer details from the last record to save you time.*

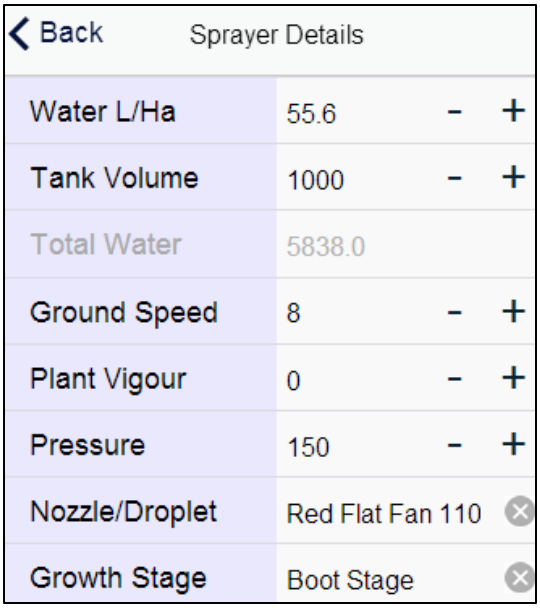
14. Enter or adjust the sprayer details by tapping on the Sprayer Details field. On the Sprayer Details screen use the "-" and "+" buttons next to the relevant fields to set up the appropriate details.

15. Tap on the "Nozzle/Droplet" and "Growth Stage" fields and select from the pop-up lists.

16. Tap "< Back".

17. Choose Chemical Mix or Chemical(s) using option 1, 2 or 3 below.





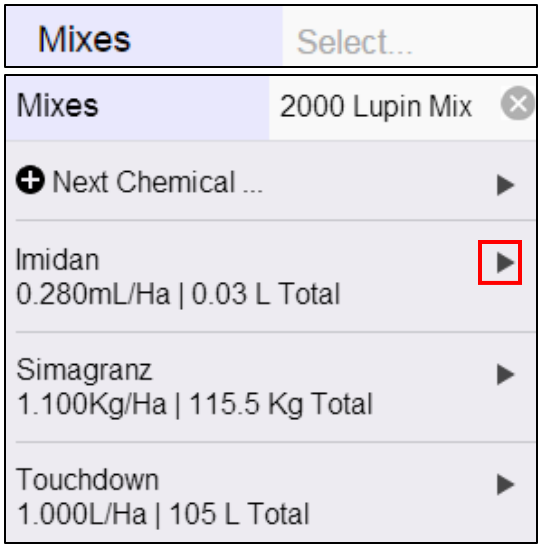
Option 1: Mix Application

- Tap on the "Mixes" field under the "Chemical Applications" " heading and select from the pop-up menu.

- Change the rate for a pre-configured tank mix constituent if required, by tapping on the right-arrow button next to each chemical.

- Select Spray Targets (applicable only when a Fungicide, Herbicide or Insecticide is chosen).

- Tap "< Back".

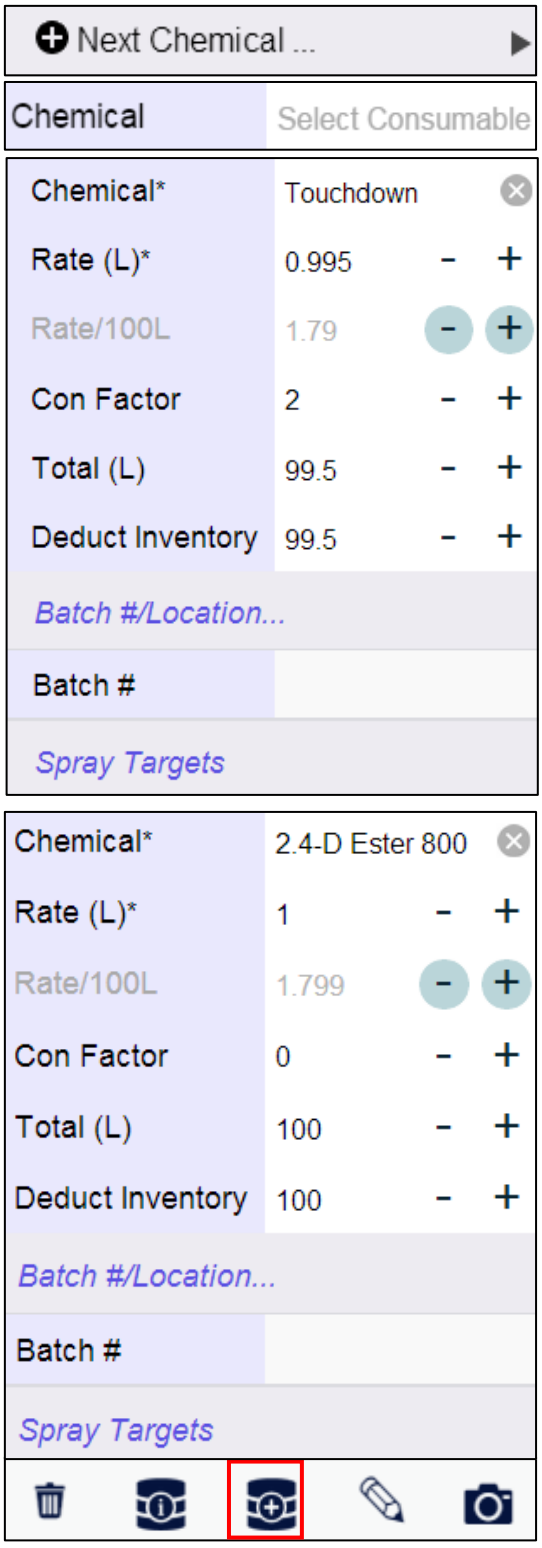


Chemical Application continued

Option 2: New Mix Application

- Tap on the "+Next Chemical" menu under the "Chemical Applications" heading.
- Tap on the "Chemical" field and select from the pop-up list.
- Adjust the "Rate (L)*"setting using the "-" and "+" button. The "Rate/100L", "Total (L)" & "Deduct Inventory" fields will be automatically calculated.
- Adjust the "Concentration (Con) Factor" using the "-" and "+" button.
  - *Con Factor is only shown with a PAM horticulture system.*
- Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 9696) or alternatively enter a "free text" batch number (as in PAM).
- Select Spray Targets (applicable only when a Fungicide, Herbicide or Insecticide is chosen).
- Tap "< Back".
  - Repeat steps to add more chemicals to the new tank mix.
- If required, you may save the new tank mix by tapping on the "Save New Tank Mix" button and entering a name for the new mix. Tap "OK".

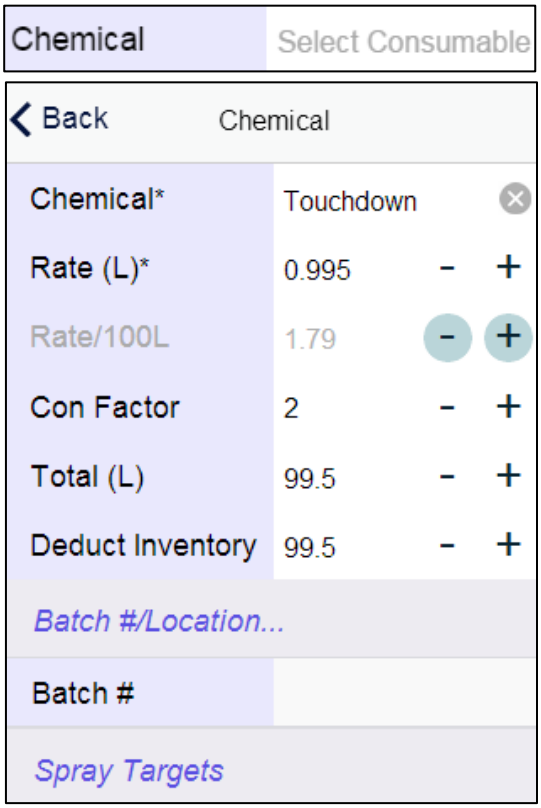
For information on using Batch Numbers and Inventory Locations for chemicals, see page 96.



Chemical Application continued

Option 3: Single Chemical Application

- Tap on "+Next Chemical" under the "Chemical Applications" heading.
- On the "Chemical Screen" tap on the "Chemical" field and select from the pop-up list.
- Tap "< Back".
- Tap on the "+Next Chemical" menu under the "Chemical Applications" heading.
- Tap on the "Chemical" field and select from the pop-up list.
- Tap "< Back".
- Adjust the settings using the "-" and "+" buttons.
- Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 96) or alternatively enter a "free text" batch number (as in PAM).
- Select Spray Targets (applicable only when a Fungicide, Herbicide or Insecticide is chosen).
- Tap "< Back".



For information on using Batch Numbers and Inventory Locations for chemicals, see page 96.

Chemical Application continued

18. Tap on "+Next Weather Record…>" under the "Chemical Applications" heading.

19. Tap on the "Start Time" field and use the spinners to set the start time.
    - *The start date and time will default to current date and time.*

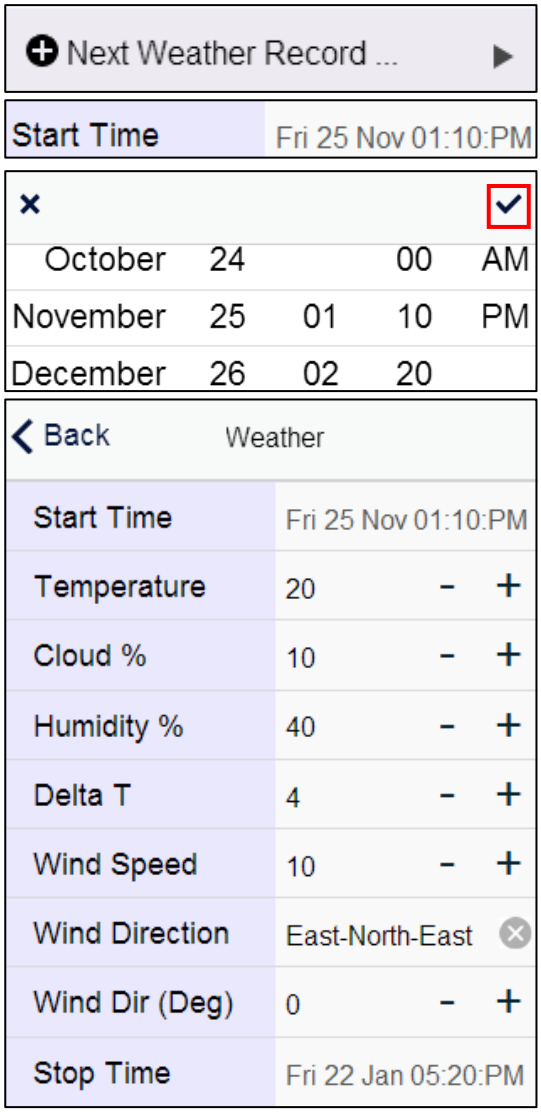
20. Tap on the "Close" tick.

21. Adjust the settings for "Temperature", "Cloud %", "Humidity %", "Delta T" and "Wind Speed" using the "-" and "+" buttons.

22. Tap on the "Wind Direction" field to select a direction from the pop-up list or use the "-" and "+" buttons to adjust the Wind Direction (Degrees).
    - *PocketPAM will only store a value from one of these fields (Degrees) if you use both.*

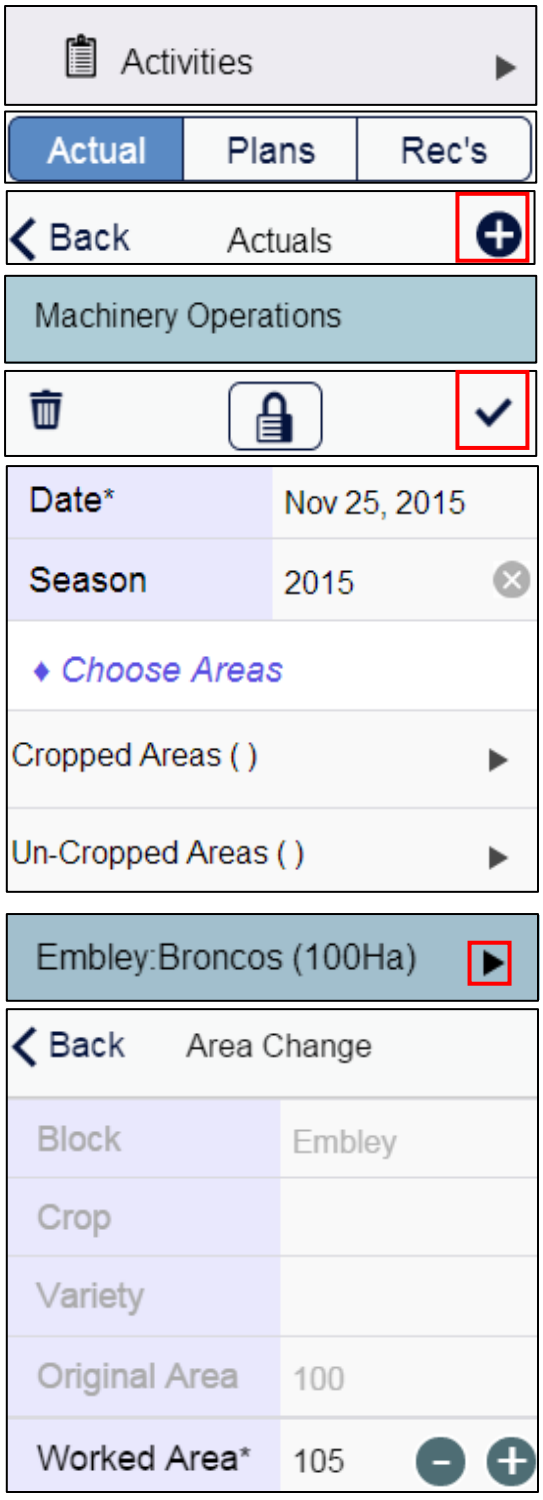
23. Tap on the "Stop Time" field and use the spinners to set the stop time if required.
    - *The stop time will automatically default to the machine hours.*

24. Tap "< Back" to save your entry.



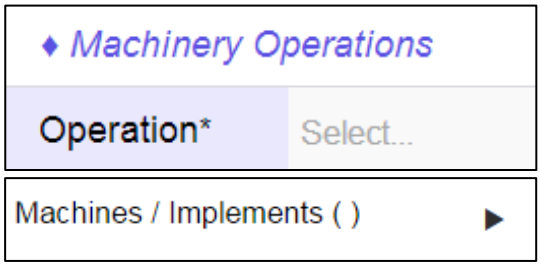
Machinery Operations

1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Machinery Operations”.
5. Tap on the **“Close”** tick.
6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on “Cropped Areas () >” or “Un-Cropped Areas () >” under the “Choose Areas” heading to display either cropped areas or un-cropped areas.
9. Select your paddock by tapping on its name. If you need to alter the area treated or area worked, select your paddock by tapping on the right-arrow button next to its name.
10. On the “Area Change” screen, adjust the “Worked Area” using the “-“ and “+” buttons.
    - *The upper limit of the worked area is 125% of the original area.*
11. Tap ”< Back”.
12. Tap ”< Back”.



Machinery Operations continued

13. Choose the machinery operation by tapping on the "Operation*" field under the "Machinery Operations" menu and selecting from the pop-up menu (if it is not already pre-selected for you by PocketPAM).



14. Tap on the "Machines/Implements () >"menu under the "Machinery Operations" heading and select from the list.
    - *It is possible to multi-select machinery or implements.*

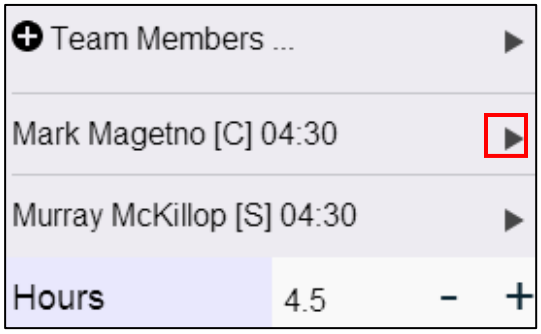
15. Tap "< Back".

16. Enter the machine hours using the "-" and "+"buttons next to the "Machine Hours" field. The hours entered will be assigned to all selected machinery.

17. Tap on "+Team Members…>" under the "Machinery Operations" heading to choose the team members involved and select from the list.

18. Tap "< Back".

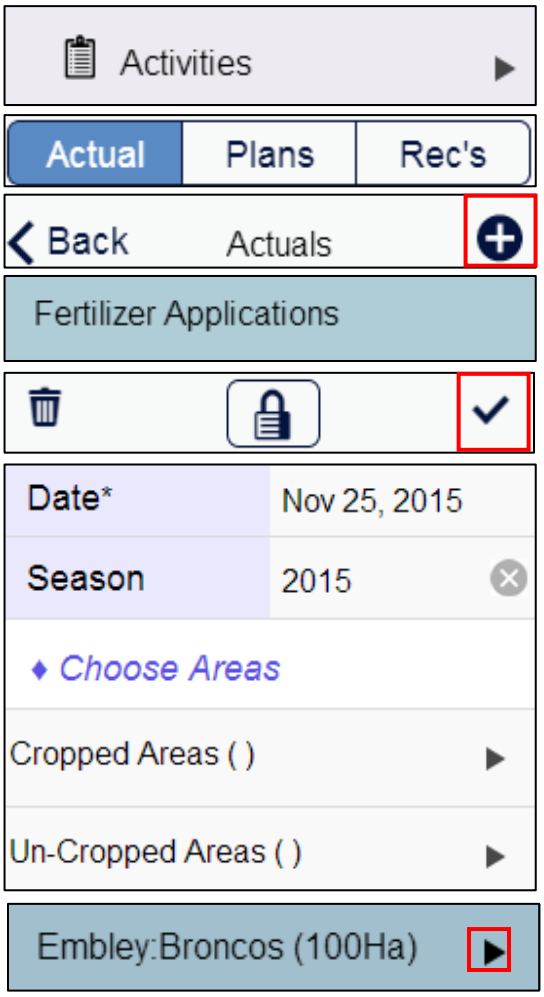
19. Enter the duration of the task, not total man hours using the "-" and "+" buttons next to the "Hours" field.
    - *The hours for each team member are automatically populated but if you need to adjust these, tapping on the right-arrow button next to the Team members name and use the "-" and "+" buttons.*



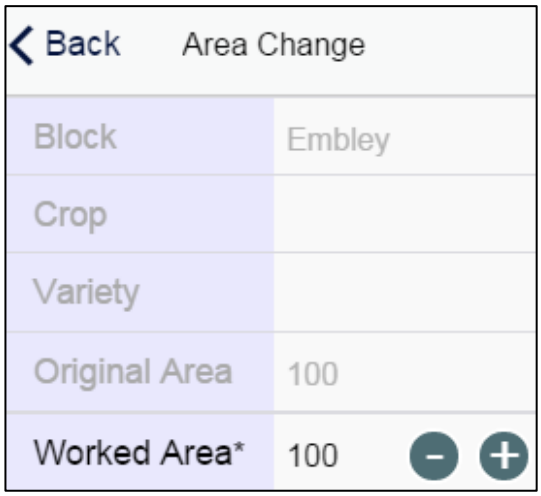
20. Tap "< Back" to save your entry.

Fertilizer Application

1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Fertilizer Applications”.
5. Tap on the “Close” tick.
6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on the “Cropped Areas () >” or “Un-Cropped Areas () >”menu under the “Choose Areas” heading to display either cropped areas or un-cropped areas.



9. Select your paddock by tapping on its name. If you need to alter the area treated or area worked, select your paddock by tapping on the right-arrow button next to its name.
10. On the “Area Change” screen, adjust the “Worked Area” using the “-“ and “+” buttons.
    - *The upper limit of the worked area is 125% of the original area.*
11. Tap ”< Back”.
12. Tap ”< Back”.



Fertilizer Application continued

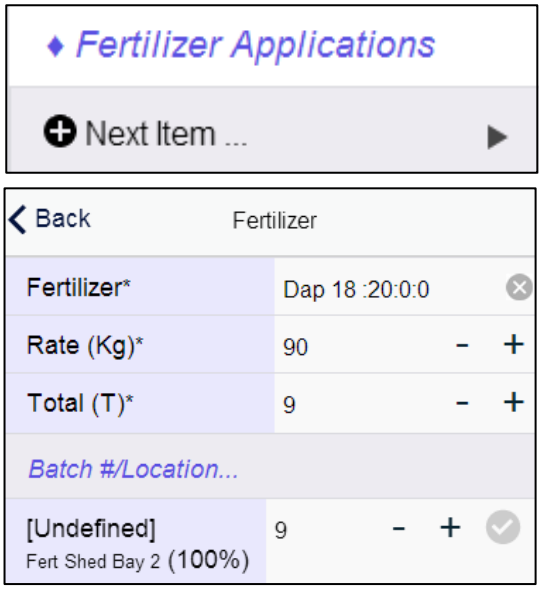
13. Tap on "+Next Item……>" under the "Fertilizer Applications" heading.

14. Tap on the "Fertilizer*" field and select from the pop-up list.

15. Adjust the "Rate(Kg)*" using the "-" and "+" buttons.
    - *The "Total (T) field will be automatically calculated.*

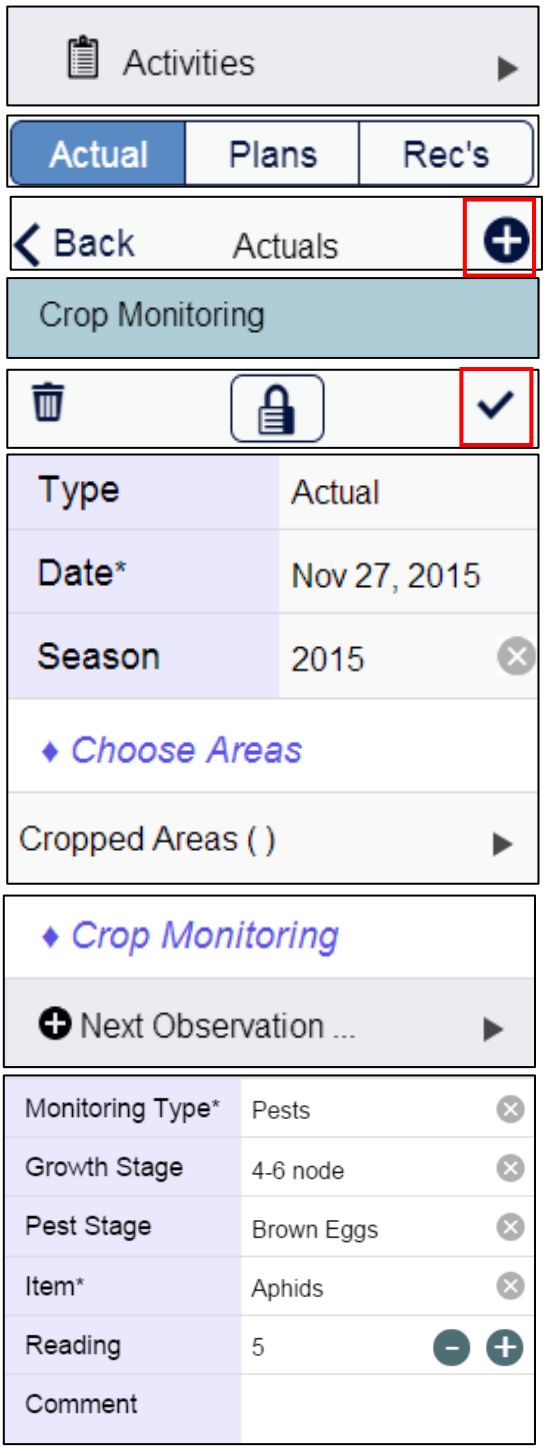
16. Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 96) or alternatively enter a "free text" batch number (as in PAM).

17. Tap "< Back" to save your entry.



Crop Monitoring

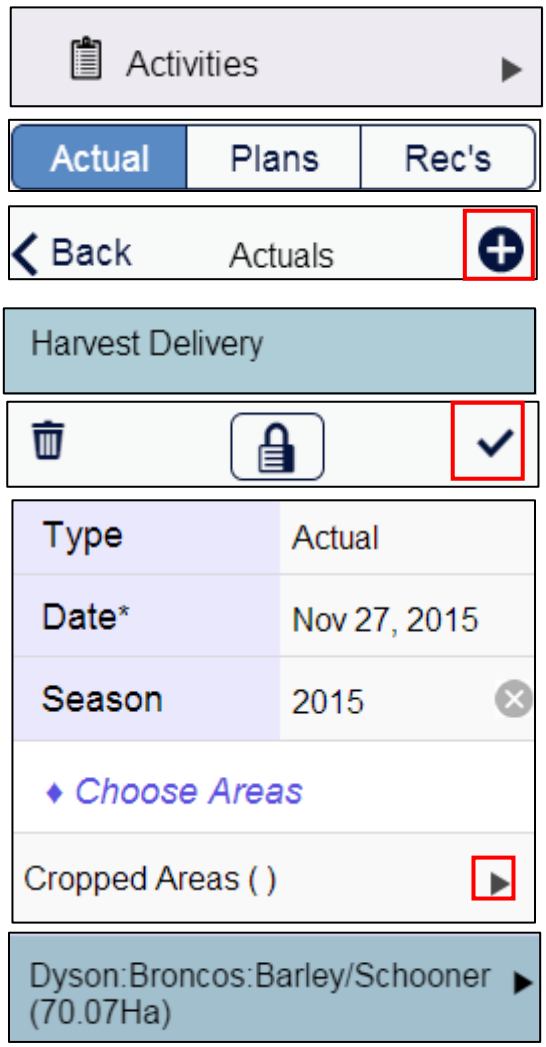
1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Crop Monitoring”.
5. Tap on the “Close” tick.
6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on “Cropped Areas () >” under the “Choose Areas” heading and selecting from the list.
9. Tap ”< Back”.
10. Tap on “+Next Observation…>” under the “Crop Monitoring” heading.
11. Tap on the “Monitoring Type*” field to select from the pop-up list.
12. Tap on the “Growth Stage” and “Item” fields to select from the pop-up lists.
13. If applicable tap on the “Pest Stage” field and select from the pop-up list.
14. Adjust the “Reading” using the “-“ and “+” buttons.
15. Tap ”< Back” to save your entry.



Please Note: If you want to record a pest, disease or weed monitoring record against a paddock (i.e. one not in crop), you need to set: Show Paddocks “ON” under Settings (see page 14).

Harvest Delivery

1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Harvest Delivery”.
5. Tap on the “Close” tick.
6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on the “Cropped Areas () >”menu under the “Choose Areas” heading to display cropped areas.
9. Select your paddock by tapping on its name.
10. Tap ”< Back”.



Harvest Delivery continued

11. Enter the “Total Units*” delivered using the “-“ and “+” buttons.

12. Choose the class by tapping on the “Class” field under the “Harvest Delivery” heading and select from the pop-up list.

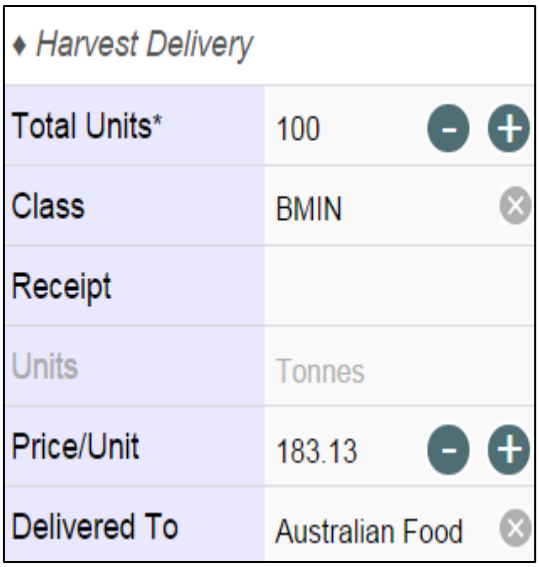
13. Enter receipt information by tapping on the “Receipt” field.

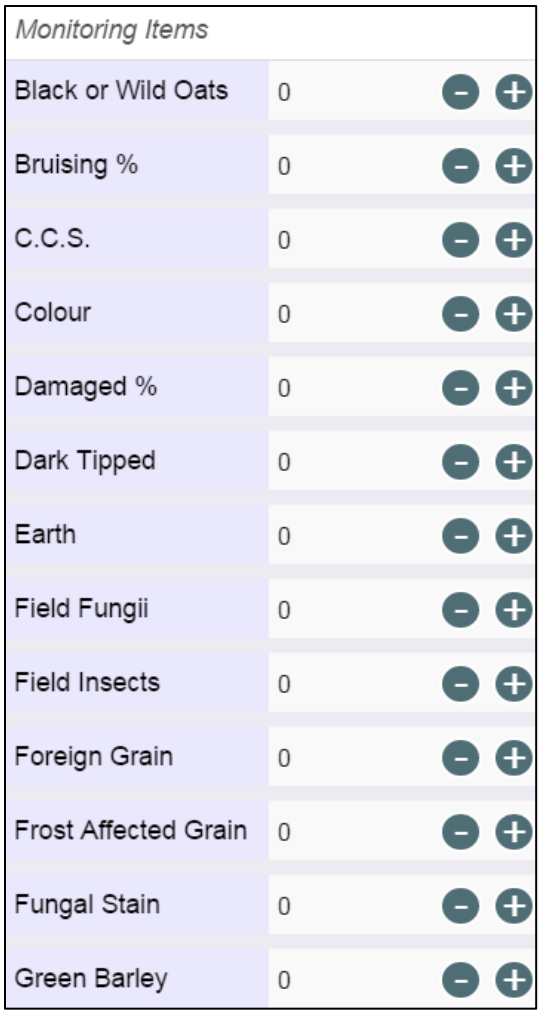
14. The “Price/Unit: field will be automatically calculated. If you need to adjust the price/unit, use the “-“ and “+” buttons.

15. Choose the delivery location by tapping on the “Delivered To” field and select from the pop-up list.

16. Adjust the Monitoring Item using the “-“ and “+” buttons.

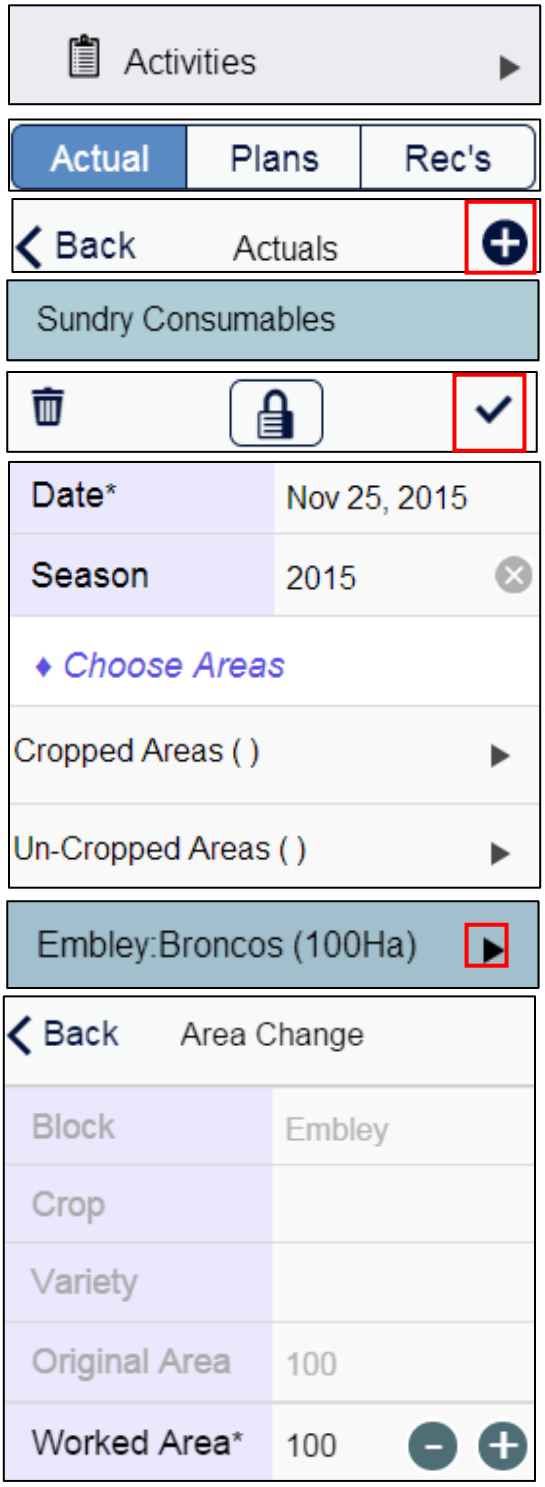
17. Tap ”< Back” to save your entry.





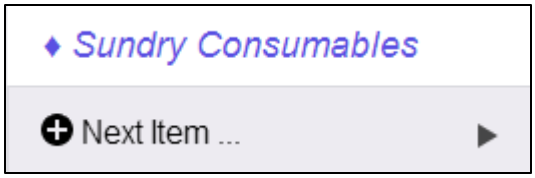
Sundry Consumables

1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Sundry Consumables”.
5. Tap on the “Close” tick.
6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on “Cropped Areas () >” or “Un-Cropped Areas () >” under the “Choose Areas” heading.
9. Select your paddock by tapping on its name. If you need to alter the area treated or area worked, select your paddock by tapping on the right-arrow button next to its name.
10. On the “Area Change” screen, adjust the “Worked Area” using the “-“ and “+” buttons.
    - *The upper limit of the worked area is 125% of the original area.*
11. Tap ”< Back”.
12. Tap ”< Back”.



Sundry Consumables continued

13. Tap on “+Next Item…>” under the “Sundry Consumables” heading.

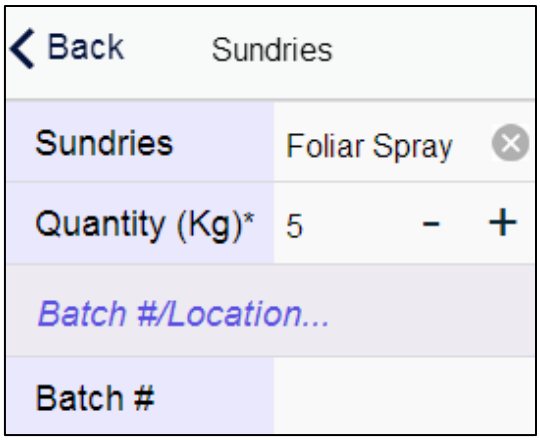


14. Tap on the “Sundries” field to select a consumable from the pop-up list.

15. Adjust the “Quantity “ amount using the “-“ and “+” buttons.

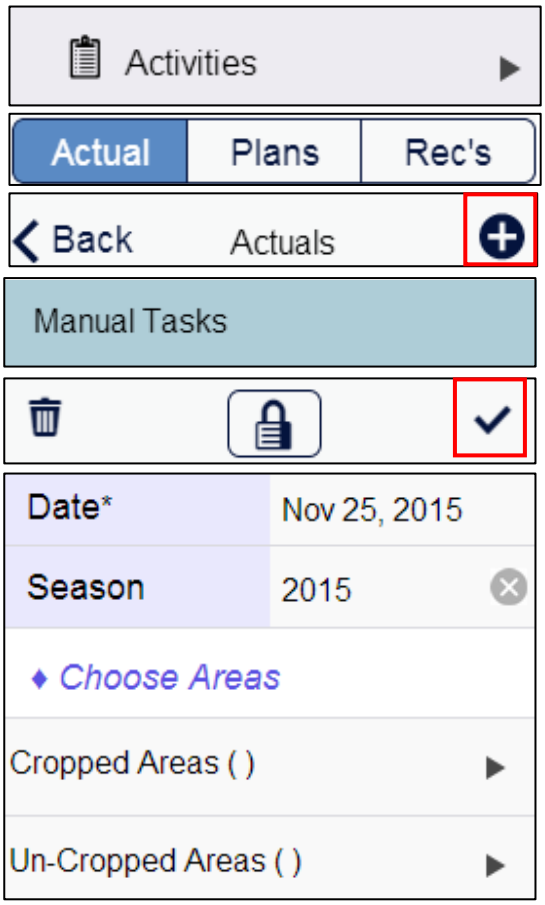
16. Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 9696) or alternatively enter a “free text” batch number (as in PAM).

17. Tap ”< Back” to save your entry.

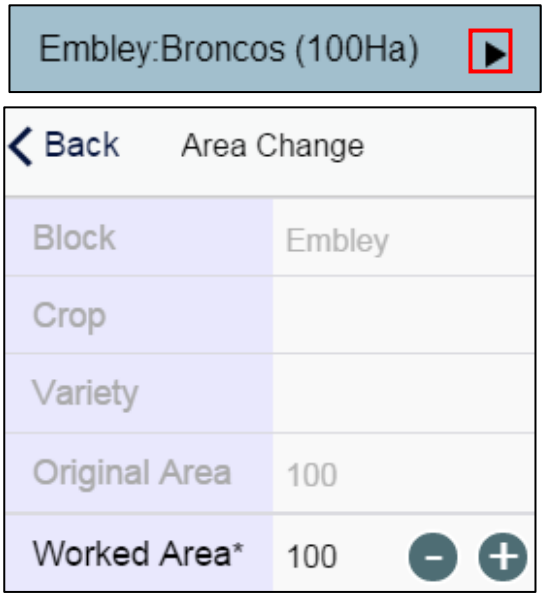


Manual Tasks

1. Tap “Activities”.
2. Select the type of activity it will be: Actual, Plan or Recommendation.
3. Tap the “Add” button.
4. Tap on “Manual Tasks”.
5. Tap on the “Close” tick.

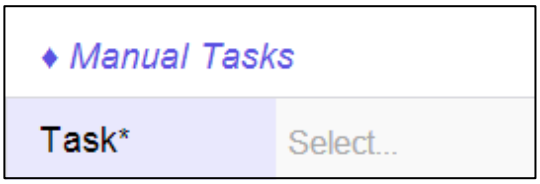


6. Tap on “Date*” field and select the activity date from the pop-up calendar.
7. Tap on the “Season” field and select from the pop-up list.
8. Choose your area by tapping on “Cropped Areas () >” or “Un-Cropped Areas () >” under the “Choose Areas” heading to display either cropped areas or un-cropped areas.
9. Select your paddock by tapping on its name. If you need to alter the area treated or area worked, select your paddock by tapping on the right-arrow button next to its name.
10. On the “Area Change” screen, adjust the “Worked Area” using the “-“ and “+” buttons.
    - *The upper limit of the worked area is 125% of the original area.*
11. Tap ”< Back”.
12. Tap ”< Back”.



Manual Tasks continued

13. Choose the manual task by tapping on the "Task*" field under the "Manual Tasks" menu and selecting from the pop-up list.

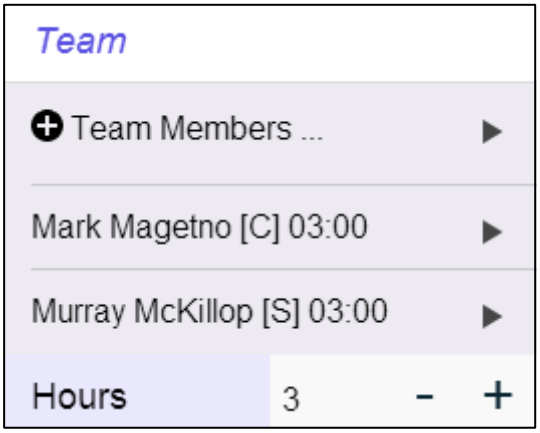


14. Tap on "+Team Members…>" under the "Team" heading to choose the team members involved and select from the pop-up list.

15. Tap "< Back".

16. Enter the duration of the task, not total man hours using the "-" and "+" buttons next to the "Hours" field.

- *The hours for each team member are automatically populated but if you need to adjust these, tapping on the right-arrow button next to the Team members name and use the "-" and "+" buttons.*



17. Tap "< Back" to save your entry.

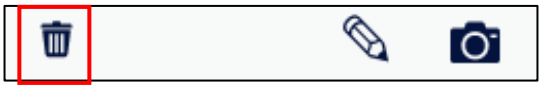
Crop Diary Functions

Activities Lock

- Tap on the “Lock” button to lock in your preferred activity selection(s). Next time you open the Activity Selector the activities are automatically selected.
- For adding additional activities, removing unwanted activities, or re-setting your “locked” activities.

Delete

- Tap on the “Delete” button to cancel your selection.



Job Notes

- Add a Job Note, by tapping on the ”Job Notes” button.
  - *All the Notes Templates that you configured in PAM are available to you in PocketPAM.*
  - *When you have added a note, a tick appears on the icon.*

Images

- If you want to attach an image to a job, tap on the ”Camera” button in the bottom toolbar.
- Tap the “Add” button.
- *When you have added an image, a tick appears on the icon.*

For more information, see page 106

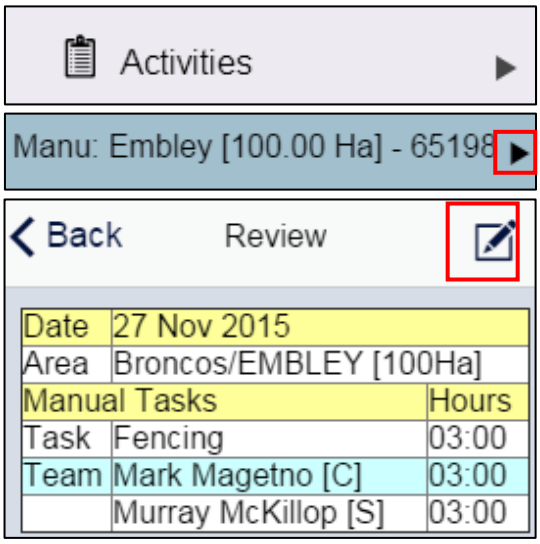
Saving

- To save the job, simply tap on the Back button. PocketPAM will save your record automatically.
- If you omit vital data for a record, that record will not be saved, e.g. if you omit an application rate for fertilizers or chemicals, that record won’t be saved.

Crop Diary Functions continued

Edit/Review

- Tap “Activities”.
- Select the type of activity it was: Actual, Plan or Recommendation.
- Tap on the right-arrow button next to the activity.
- On the “Review” screen, tap on the “Edit/Review” button.

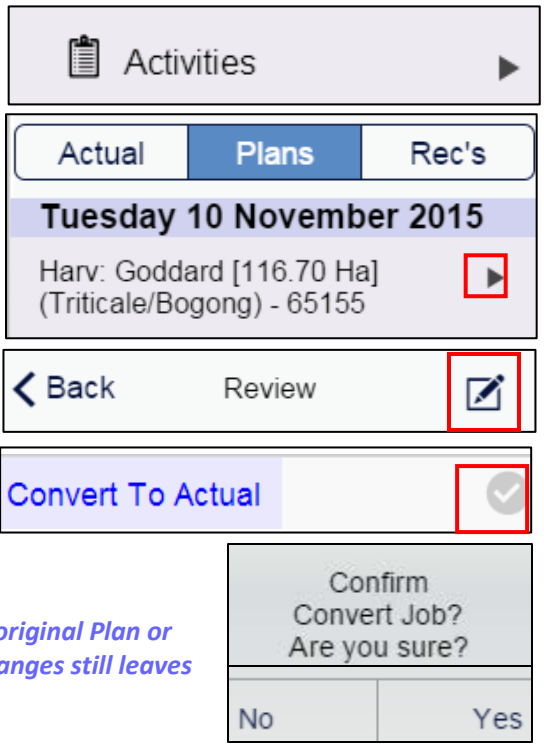


- To add a new activity or remove unwanted activities tap on the “Activity Selector” button.
- Tap ”< Back”.

Convert Plans/Recommendations to Actual

Plans and Recommendations can be set up and used over and over again as even after they are converted to an Actual, the original Plan or Recommendation remains intact.

1. Tap “Activities”.
2. Select the type of activity to be converted to an Actual, i.e. Plan or Recommendation.
3. Tap on the right-arrow button next to the activity to be converted.
4. Tap the “Edit” button and edit the record if required.
5. Tap on the “Convert To Actual” tick.
6. Tap on “Yes” to convert the job.



Editing and saving a Plan or Recommendation will change the original Plan or Recommendation BUT converting to an Actual after making changes still leaves the original intact and unedited.

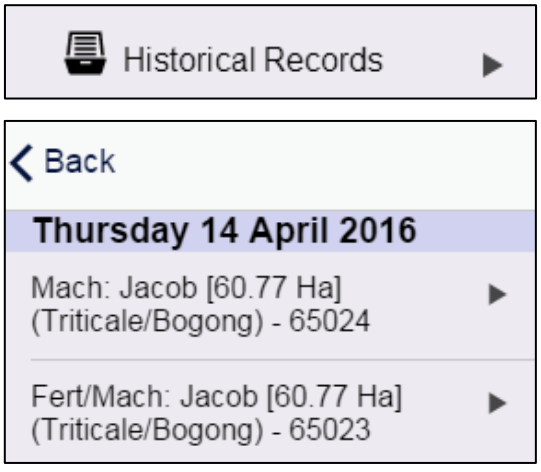
All plans and recommendations can only be converted until you do a “From PAM”.

Plans, no matter if they were created in PAM or PocketPAM, do not get sent back to PAM. Recommendations created on PocketPAM do get sent back to PAM.

Historical Records

Once you have sent data from PocketPAM to PAM, it becomes ‘history’ and can be viewed by tapping on the “Historical Records” menu. Historical records can’t be edited, they can only be viewed.

The Annual Paddock Summary report enables you to view a quite comprehensive report of paddock records, organised into one (paddock-season) screen . Therefore it is recommended that you do NOT send a lot of historical records from PAM to PocketPAM. Plans and recommendations that are un-applied and are up to 1 month old will still be sent to PocketPAM if you set the month of historical data to 0.

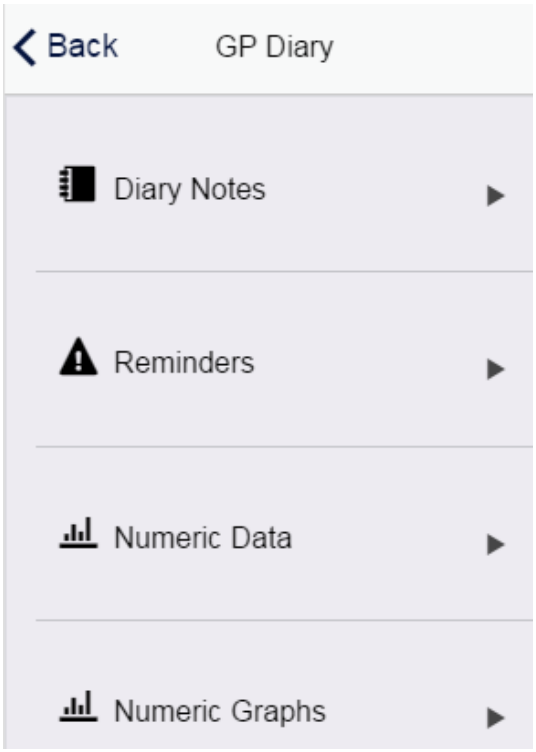


GP DIARY

Use the GP Diary for taking general (not paddock specific) notes linked to a date.

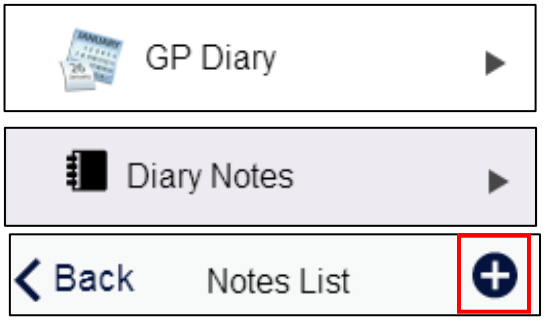
Reminders can be added and associated with dates as can numeric data types and values. Reminders and numeric data types can be added on-the-go.

Records which have already been saved in PAM cannot be edited on PocketPAM. They are read-only.



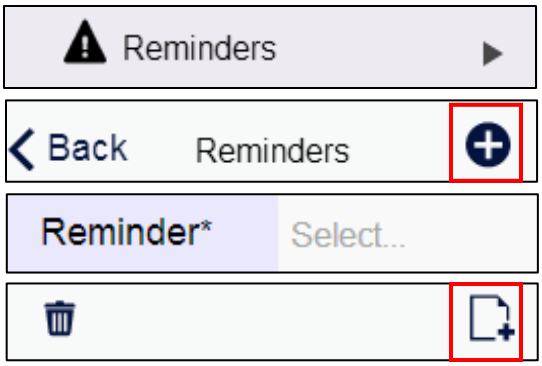
Add Dairy Notes, Reminders and Numeric Data

1. Tap “GP Diary” from the main menu of PocketPAM.

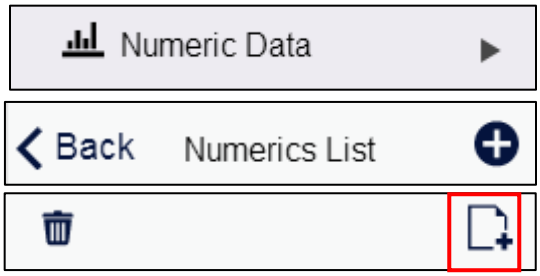


- Tap the “Diary Notes” menu and then tap the “Add” button to add any type of note.

- Tap the “Reminders” menu then on the ”Add” button. Tap on the “Reminder*” field to select from the pop-up list or add a new one by tapping on the “Add Record” button.

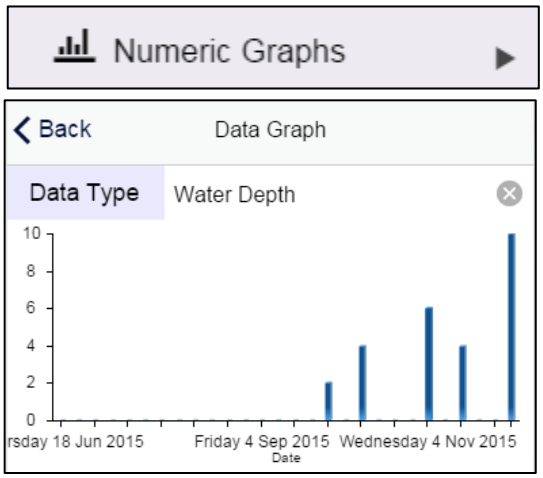


- Tap the “Numeric Data” menu then on the ”Add” button to add any type of numeric data e.g. wheat prices, wool prices, water table depth etc. against a selected “Item” from the pop-up list or add a new one by tapping on the “Add Record” button.



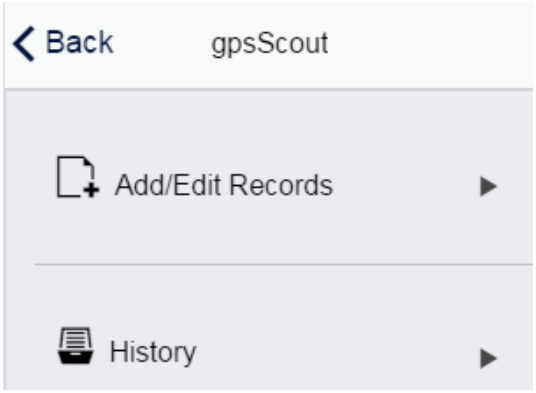
Numeric Graphs

1. Tap “Numeric Graphs”
   - *The data you have entered in the “Numeric Data” section will be displayed in graph form.*
2. Tap on the “Data Type” field to toggle through the types of data entered.
3. Tap ”< Back”.



gpsSCOUT

gpsScout is used to collect data relating to pests, diseases, weeds and general observations in a crop.



A GPS on board the device can be used to geo-locate the scouting positions.

A crop monitoring **mission** involves observations at sites, within a cropped area.

A crop monitoring **job** involves the recording of one or more observations at a single site within a cropped, or un-cropped area.

The records in gpsScout are arranged into job-sets.

- **Location:** a cropped area (Block/Paddock/Field).
- **Site:** a position within the selected cropped area, at which you can record the GPS location.
- **Observations:** One or potentially any number.

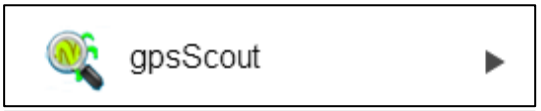
The gpsScout button on the mapping toolbar gives you direct access to the gpsScout module.

Add Records

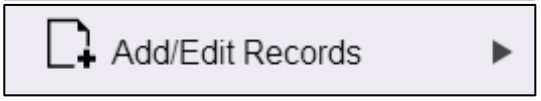
1. To get started, you need to retrieve data from the PAM database. To do that, simply tap on the "From PAM" button.

2. Whenever you need to send you data back to PAM, tap on the "To PAM" button.
   - *You can send data back to PAM at any time, i.e. you don't have to retrieve data from PAM between transfers to PAM.*

3. Tap "gpsScout" from the main menu of PocketPAM.



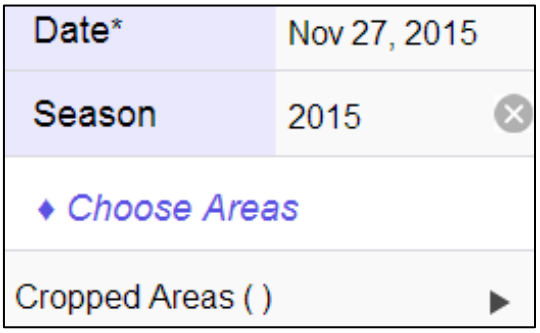
4. Tap "Add/Edit Records".



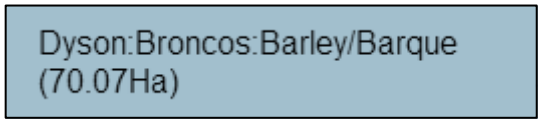
5. Tap the "Add" button.

6. Tap on "Date*" field and select the activity date from the pop-up calendar.

7. Tap on the "Season" field and select from the pop-up menu.

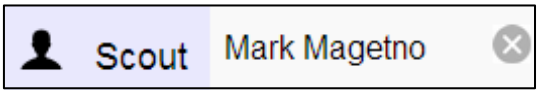


8. Choose your area by tapping on the "Cropped Areas () >"menu under the "Choose Areas" heading to the cropped areas list.



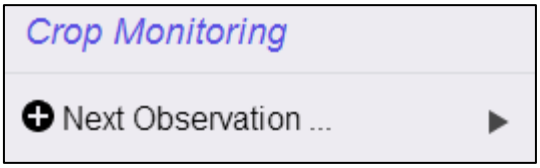
9. Select your cropped area by tapping on its name.

10. Tap "< Back".



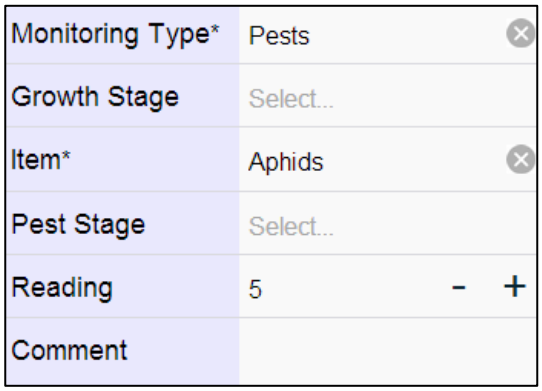
11. Tap on the "Scout" field to choose the team member involved from the pop-up list.

12. Tap on "Next Observation" under Crop Monitoring.



13. Tap on the "Monitoring Type*", "Growth Stage", "Pest Stage" and "Item" fields and select from the pop-up list.

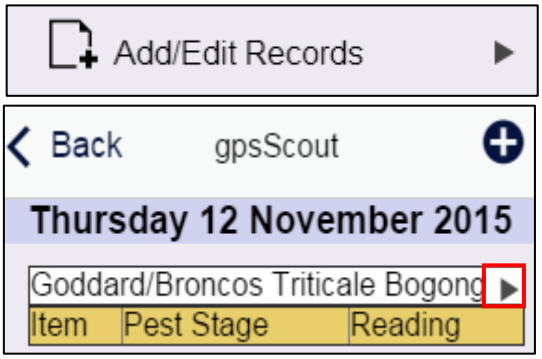
14. Enter the "Reading" using the "-" and "+" buttons and add a "Comment" if required.



15. Tap "< Back" to save your entry.

Edit Records

1. Tap “Add/Edit Records”.



2. Tap the right-arrow button next to the entry you want to review.

3. The entry record will be shown on the next screen and you will be able to amend the record using “Add Record” steps.

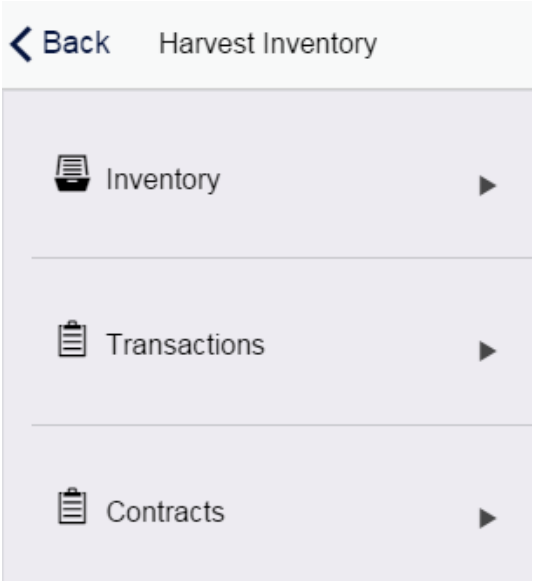
HARVEST INVENTORY

Produce is delivered to your on-farm storage facilities using Harvest Deliveries - as per usual.

If you have a situation where a LOT of deliveries are being made from the same Paddock to the same storage location, you can easily set up a Planned Event and repeatedly convert that planned event.
(Please note: it is not possible to change the selected paddock when converting a planned harvest event to an actual).

Having set up a plan, simply use the Edit/Review/Convert system to repeatedly convert this plan, making whatever changes you need to make each time.

You can record machinery operations at the same time.



This module enables you to transfer produce from its current location to

- Another on-farm location
- Crop seed (but still located in the same storage facility)
- Stock feed (but still located in the same storage facility)

Adding Records

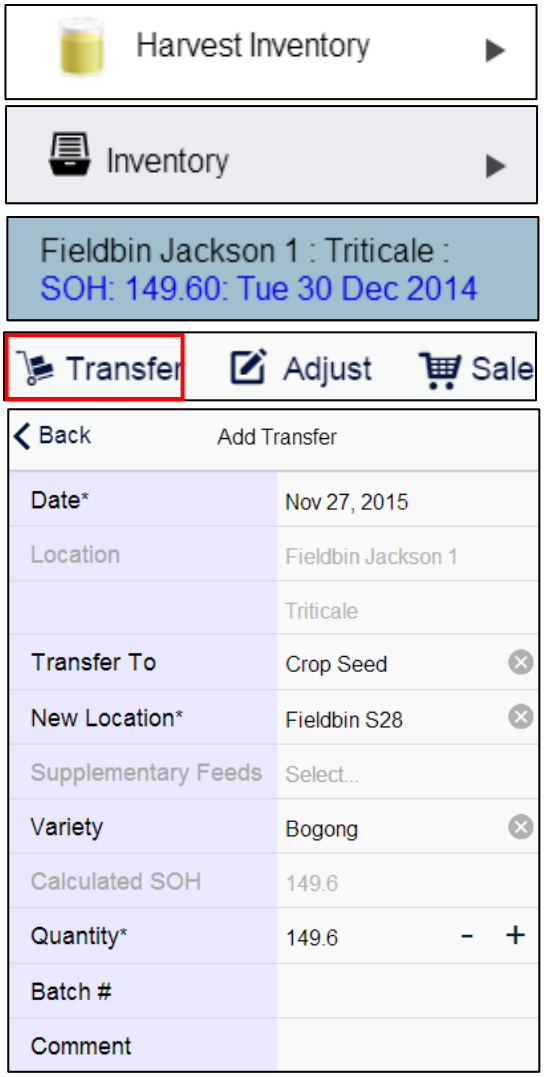
1. To get started, you need to retrieve data from the PAM database. To do that, simply tap on the “From PAM” button.

2. Whenever you need to send you data back to PAM, tap on the “To PAM” button.
   - *You can send data back to PAM at any time, i.e. you don’t have to retrieve data from PAM between transfers to PAM.*

Harvest Deliveries recorded in PocketPAM don’t automatically update the Inventory of Harvested Produce in PocketPAM

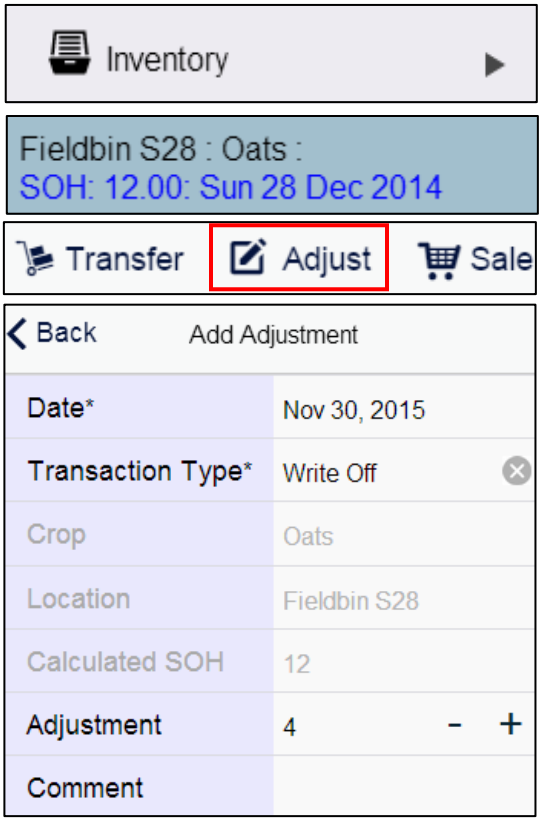
Within PAM, you can’t continue to deliver to a Contract when that contract has been fulfilled. However, PocketPAM will not be aware of a contract being fulfilled until you do a fresh “from PAM”.

Transfers



1. Tap “Harvest Inventory” from the main menu of PocketPAM.
2. Tap “Inventory”.
3. Choose the inventory required by tapping on its name.
4. Tap “Transfer”.
5. Tap on “Date*” field and select the activity date from the pop-up calendar.
6. The “Location” field will automatically be populated.
7. Tap on the “Transfer To” field to select from the pop-up list.
8. Choose the new location by tapping on the “New Location*” field and selecting from the pop-up list.
9. If “Livestock Feeds” has been selected at the “Transfer To” field, choose the supplementary feed by tapping on the “Supplementary Feeds” field and selecting from the pop-up list.
10. The “Variety”, “Calculated SOH” and “Quantity” fields are automatically calculated. To adjust the quantity being transferred use the “-“ and “+” buttons.
11. Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 96) or alternatively enter a “free text” batch number (as in PAM).
12. Tap ”< Back” to save your entry.

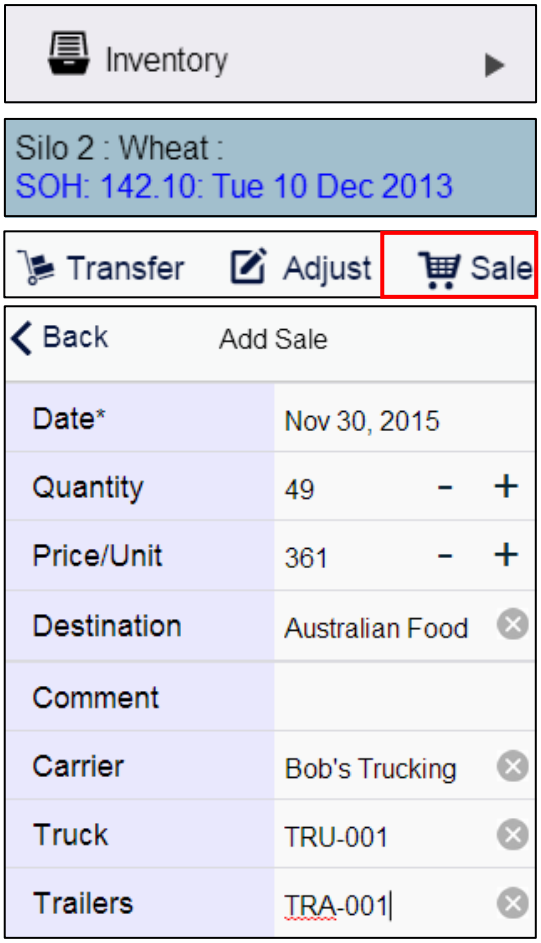
Adjustments



1. Tap “Inventory”.
2. Choose the inventory required by tapping on its name.
3. Tap “Adjust”.
4. Tap on “Date*” field and select the activity date from the pop-up calendar.
5. Tap the “Transaction Type*” field and select “Write On”, “Write Off” or “Empty”.
6. The “Crop”, “Location” and “Calculated SOH” fields will be automatically populated.
7. Enter the adjustment amount using the “-“ and “+” buttons next to the “Adjustment” field.
8. Add a comment in the “Comment” field if required.
9. Tap “< Back”.
10. Tap ”< Back” to save your entry.

Sales

The Sales screen layout will differ depending if you have switched on the Harvest Tracker system in PAM.



1. Tap “Inventory”.
2. Choose the inventory required by tapping on its name.
3. Tap “Sale”.
4. Tap on “Date*” field and select the activity date from the pop-up calendar.
5. The “Quantity” and “Price/Unit” fields are automatically calculated. Use the “-“ and “+” buttons if you need to adjust them.
6. Type details in the “Comment”, “Carrier”, “Truck” and “Trailers” fields if required.
7. Tap ”< Back” to save your entry.

Harvest Contracts Delivery

1. Tap “Contracts”.

2. Tap the “Add” button.

3. Tap on the “Contract” field to choose the contract from the pop-up menu.

4. The “Broker”, “Price”, and “Crop” fields will be automatically populated.

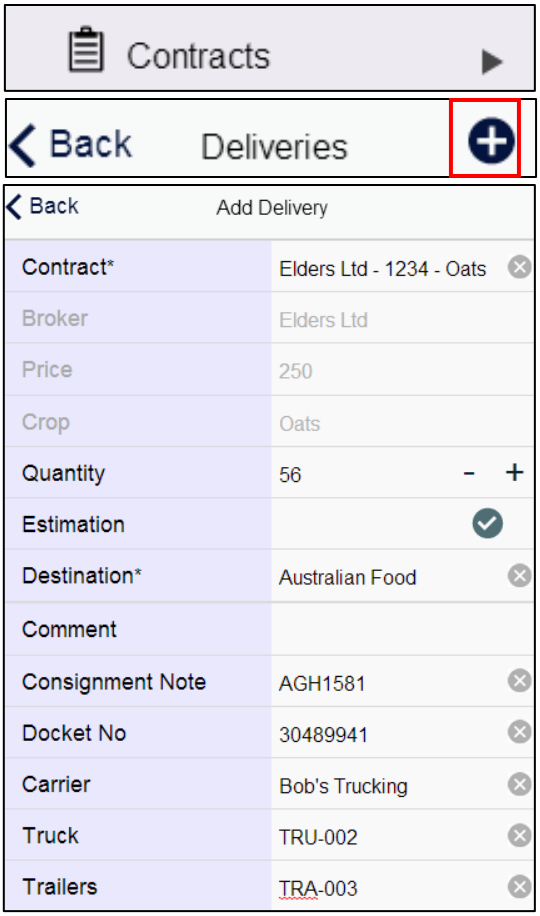
5. Adjust the quantity being delivered using the “-“ and “+” buttons.

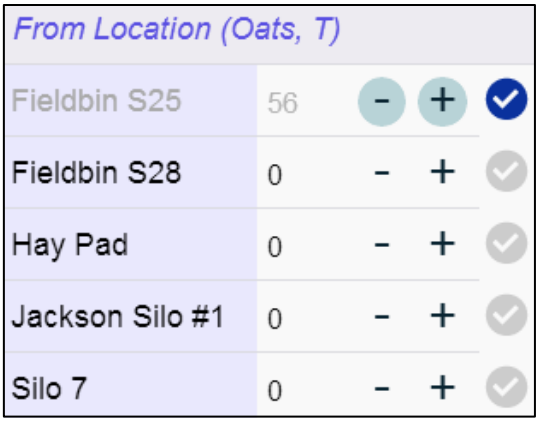
6. If the quantity is an estimate, tap on the ‘tick’ in the “Estimation” field.
   - *The record can then be edited in PAM and the actual weight entered.*

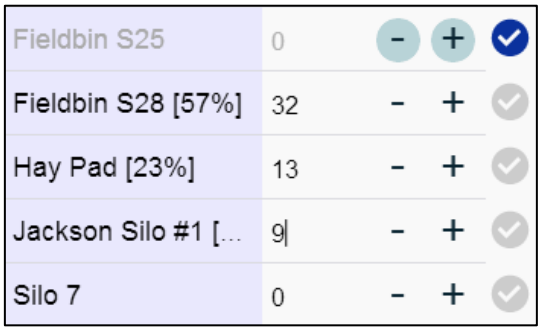
7. Tap on the “Destination” field to choose the destination from the pop-up list.

8. Type details in the “Comment”, “Consignment Note”, “Docket No”, “Carrier”, “Truck” and “Trailers” fields

9. Choose the location to be used under the “From Location” heading.







Option 1: One Location

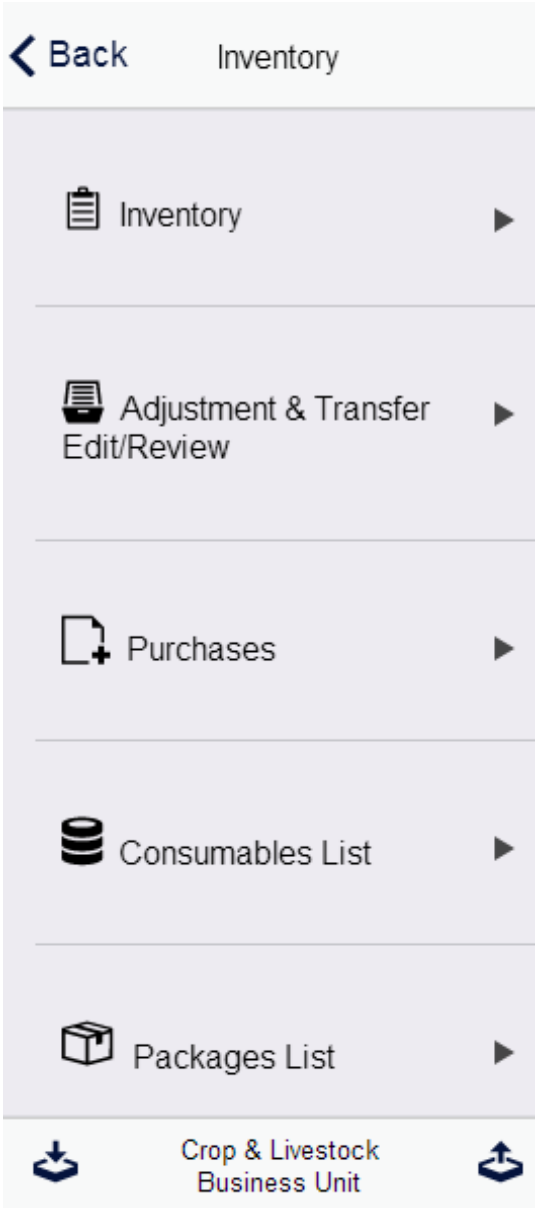
- Choose 1 location by tapping on the ‘tick’ alongside the location name. The total quantity is automatically allocated.

Option 2: Two or More Locations

- Choose 2 or more locations by tapping on the first location ‘tick’ and then the second location ‘tick’ Reduce the quantity of the first location using the “-“ button. Tap on the third location ‘tick’ and reduce the quantities of the first and second locations using the “-“ button.

INVENTORY

The Inventory module enables you to record inventory purchases, adjustments (write-on/write-off) and location transfers on-the-go and transmit those records back to your PAM database.



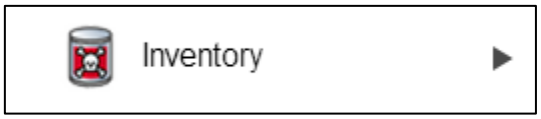
Adding Records

1. To get started, you need to retrieve data from the PAM database. To do that, simply tap on the "From PAM" button.

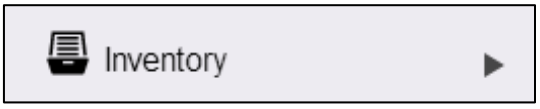
2. Whenever you need to send you data back to PAM, tap on the "To PAM" button.
   - *You can send data back to PAM at any time, i.e. you don't have to retrieve data from PAM between transfers to PAM.*

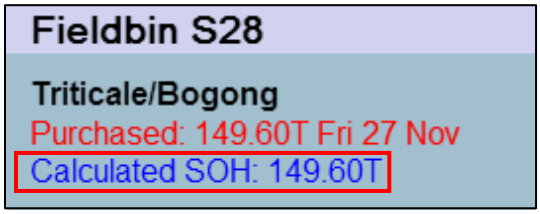
Inventory

1. Tap “Inventory” from the main menu of PocketPAM.



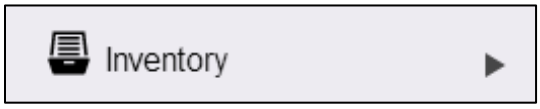
2. Tap “Inventory”.
   - *When data is prepared in PAM for sending to either the Stocktaker Module or the Inventory module, PAM generates a Stock On Hand listing.*
   - *PAM “knows” if you are using Batch Number tracking and / or Location tracking of inventory and will prepare the data accordingly.*
   - *Stock on hand records are tagged with (“SOH” and the date).*





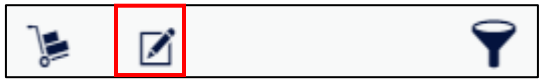
Adjustments

1. Tap “Inventory”.



2. Select the item that needs adjusting.

3. Tap on the “Adjustment” button.



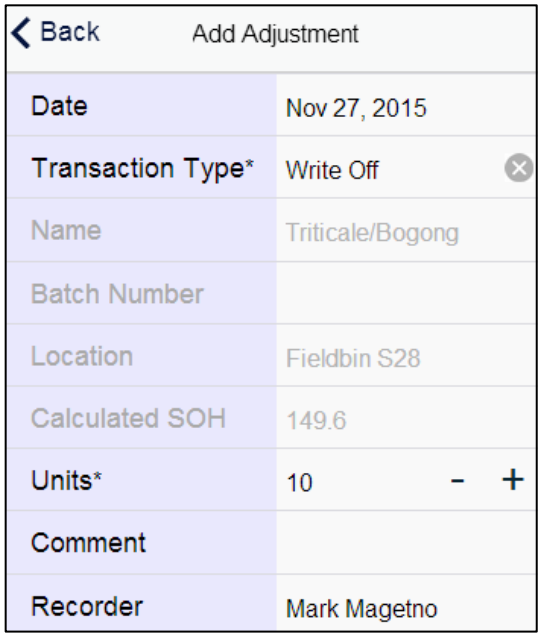
4. Tap on “Date*” field and select the activity date from the pop-up calendar.

5. Tap on the “Transaction Type*” field and select either “Write On” or “Write Off”.

6. Adjust the “Units*” using the “-“ and “+” buttons.

7. Add a comment if required.

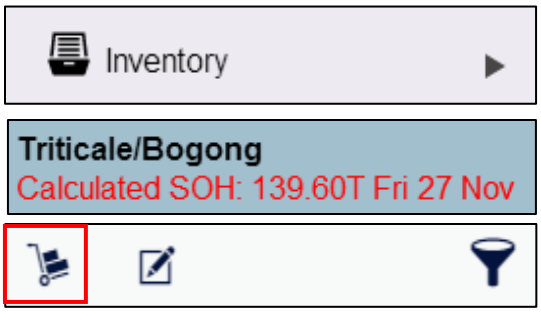
8. Choose the Team Member involved by tapping on the “Recorder:” field and selecting from the pop-up list.



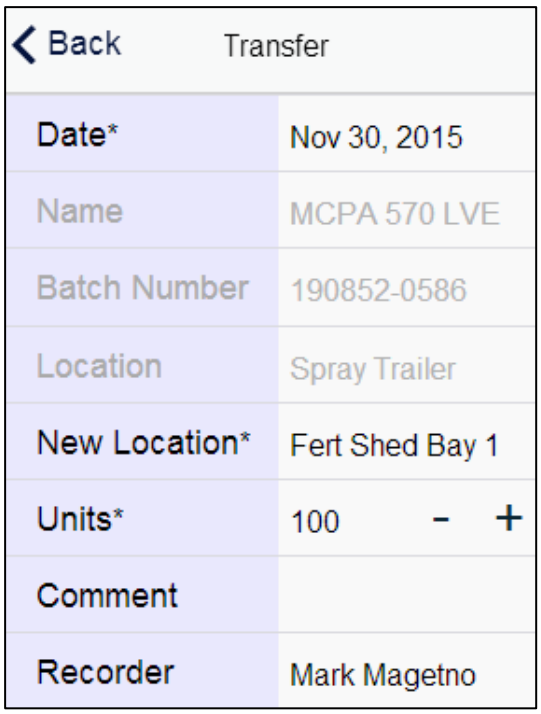
9. Tap ”< Back” to save your entry.
   - The Calculated SOH now reflects the adjustment made.

Transfers

1. Tap “Inventory”.
2. Select the item that needs transferring.

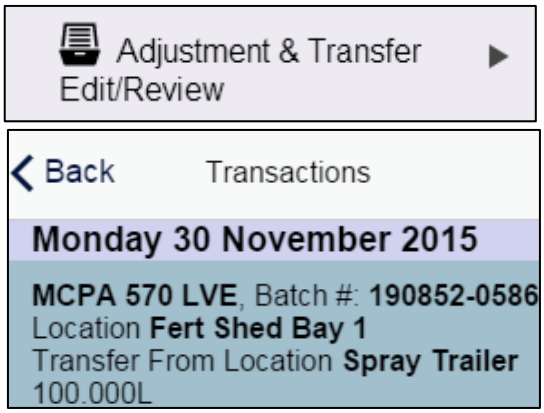


3. Tap on the “Transfer” button.
4. Tap on “Date*” field and select the activity date from the pop-up calendar.
5. The “Name”, “Batch Number” and “Location” fields are automatically populated.
6. Tap on the “New Location*” field and select from the pop-up list.
7. The “Calculated SOH” and “Units*” fields are automatically calculated. Adjust the “Units*” using the “-“ and “+” buttons.
8. Add a comment if required.
9. Choose the Team Member involved by tapping on the “Recorder:” field and selecting from the pop-up menu.
10. Tap ”< Back” to save your entry.



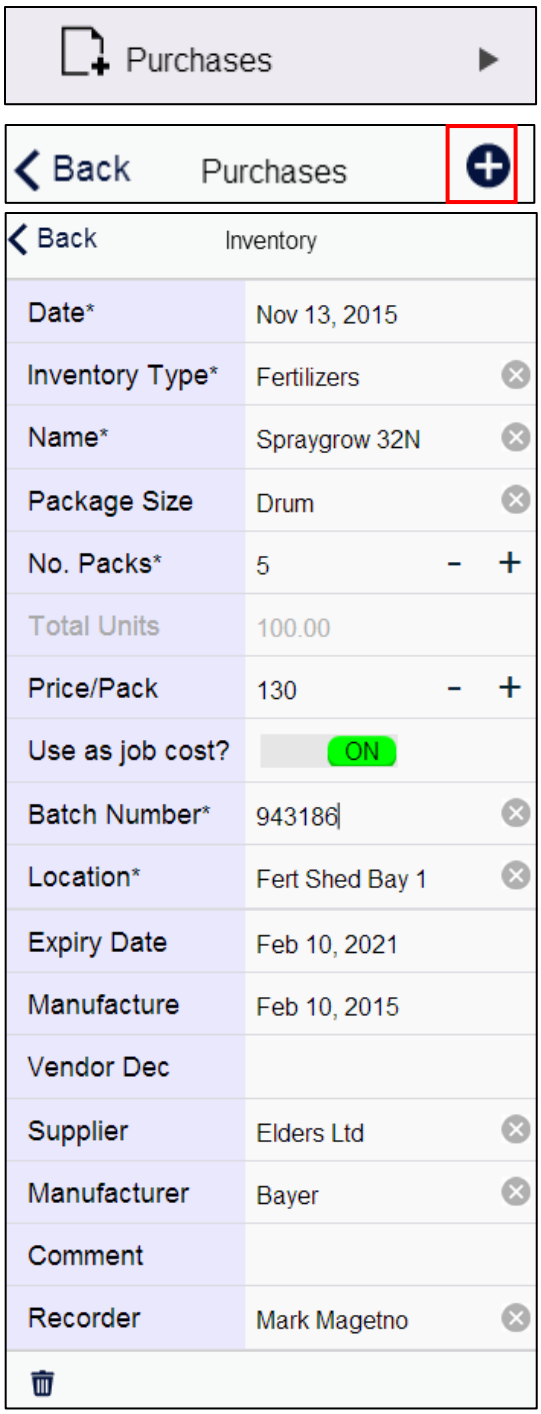
Adjustment & Transfer Edit/Review

1. Tap “Adjustment & Transfer Edit/Review”.
2. Select the item that needs editing.

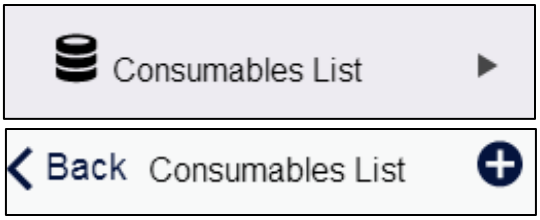


Purchases

1. Tap “Purchases”.
2. Tap the “Add” button.
3. Tap on “Date*” field and select the activity date from the pop-up calendar.
4. Tap on the “Inventory Type*”, “Name” and “Package Size” fields and choose from the pop-up lists.
5. Enter the “No. Packs*” using the “-“ and “+” buttons.
   - The “Total Units” and “Price/Pack” fields will be automatically calculated.
6. Use the “ON/OFF” slide to select if the cost is a job cost.
7. Enter the “Batch Number” if required.
8. Tap on the “Location*” field and select from the pop-up list.
9. The “Expiry Date” and “Manufacture” dates are automatically calculated. To adjust these dates tap on the date fields and select the required date from the pop-up calendar.
10. If purchasing Chemicals or Vet Treatments enter the “WHP” Withholding Period and “REI” Restricted Entry Interval using the “-“ and “+” buttons if applicable.
11. Enter “Vendor Dec” notes if required.
12. Tap on the “Supplier” and “Manufacturer” fields and select from the pop-up lists.
13. Add a “Comment” if required.
14. Tap on the “Recorder” field to choose the team member involved from the pop-up list.
15. Tap “< Back” to save your entry.

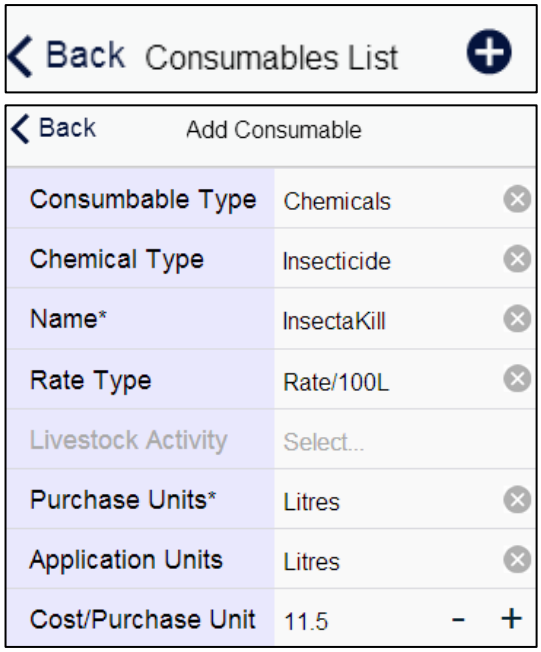


Consumables List



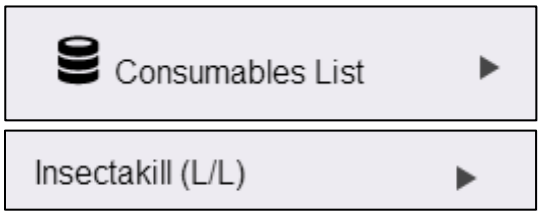
1. Tap “Consumables List”.
2. Scroll through the “Consumables List” screen to review.

Add New Consumable



1. Tap the “Add” button.
2. Tap on the “Consumable Type“ field and choose from the pop-up list.
3. Tap on the “Chemical Type“ field if adding a new chemical and choose from the pop-up list.
4. Enter the name of the new consumable in the “Name*” field.
5. Tap on the “Rate Type” field and select the relevant rate from the pop-up list.
6. For Vet Treatments, tap on the “Livestock Activity” field and select from the pop-up list.
7. The “Purchase Units*” and “Application Units” fields are automatically populated.
8. Enter the “Cost/Purchase Unit” using the “-“ and “+” buttons.
9. Tap “< Back” to save your entry.

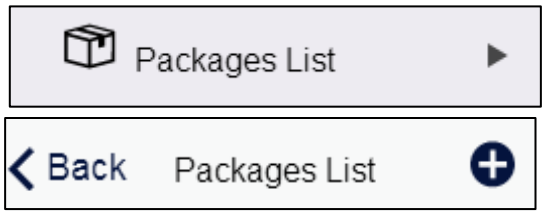
Edit New Consumable



1. Tap “Consumables List”.
2. Scroll through the “Consumables List” screen and tap on the right-arrow next to the consumable name to edit.

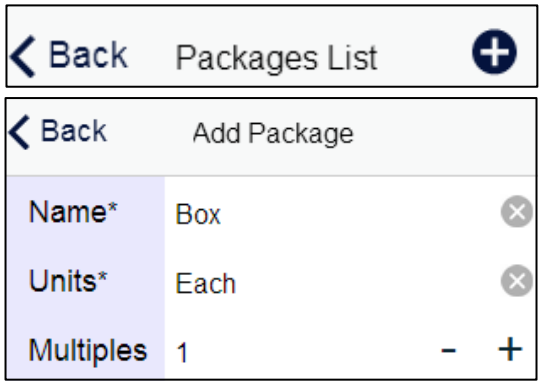
Packages List

1. Tap “Packages List”.
2. Scroll through the “Packages List” screen to review.



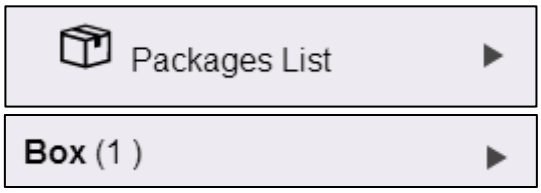
Add New Pack Size

1. Tap the “Add” button.
2. Enter the name of the new pack size in the “Name*” field.
3. Tap on the “Units*” field and select the relevant unit from the pop-up list.
4. Enter the “Multiples” using the “-“ and “+” buttons.
5. Tap “< Back” to save your entry.



Edit New Pack Size

1. Tap “Packages List”.
2. Scroll through the “Packages List” screen and tap on the right-arrow next to the package name to edit.



BEWARE: Stocktaker and Inventory share data!

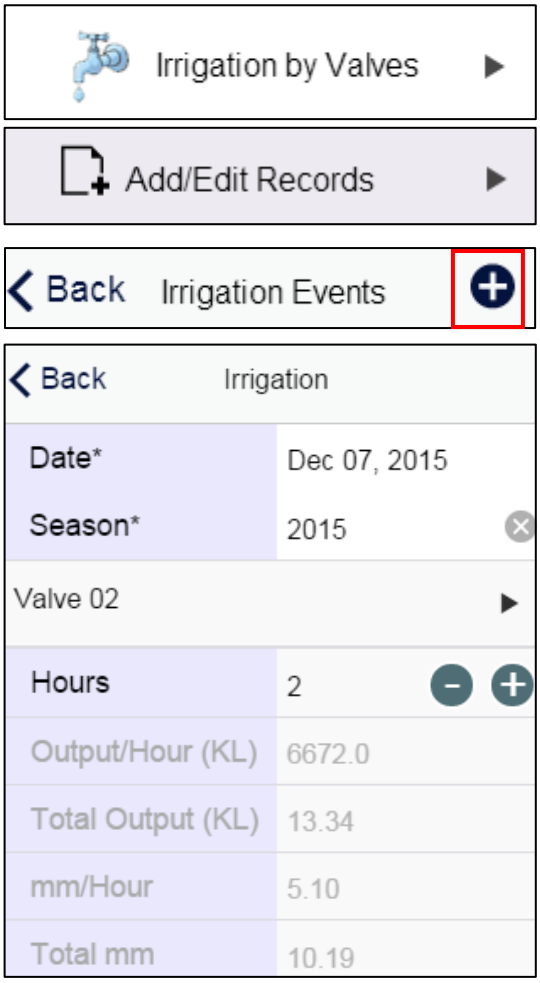
If you intend to use the Stocktaker module, you are advised to start and complete the stock take entry, then transfer the data to PAM and then get a fresh set of data from PAM.

PocketPAM does not regenerate the stock on hand data, only PAM does that, so as soon as there have been any consumption records (chemical or fertilizer jobs, for example) or adjustment records created on the mobile device in the Inventory module, the Stocktaker (stock on hand) data will be incorrect.

The Crop Diary module (and the Livestock Diary module – if applicable) transfer and refresh the inventory data as well… This is done in case you need to create new consumable items on the fly.

IRRIGATION BY VALVES

1. Tap “Irrigation by Valves” from the main menu of PocketPAM.
2. Tap “Add/Edit Records”.
3. Tap the “Add” button.
4. Tap on “Date*” field and select the activity date from the pop-up calendar.
5. Choose your season by tapping on the “Season*” field and selecting from the pop-up list.
6. Choose your valve(s) by tapping on the “Valves ( )” menu and selecting from the list.
7. Tap “< Back”.
8. Enter the hours using the “-“ and “+” buttons.
9. The “Output/Hour (Kl Avg.)”, “Total Output (KL)”, “mm/Hour” and “Total mm” fields are automatically calculated.
10. Tap “< Back” to save your entry.



AusVit, UltraVit or UltraCrop Users: PocketPAM will configure your irrigation data entry system in line with your settings in PAM so can be set up to use one of the following “modes”: Valves, Emitters or Water Sources.

If you are running in Valves mode, you will see a pick list of Valves in PocketPAM.

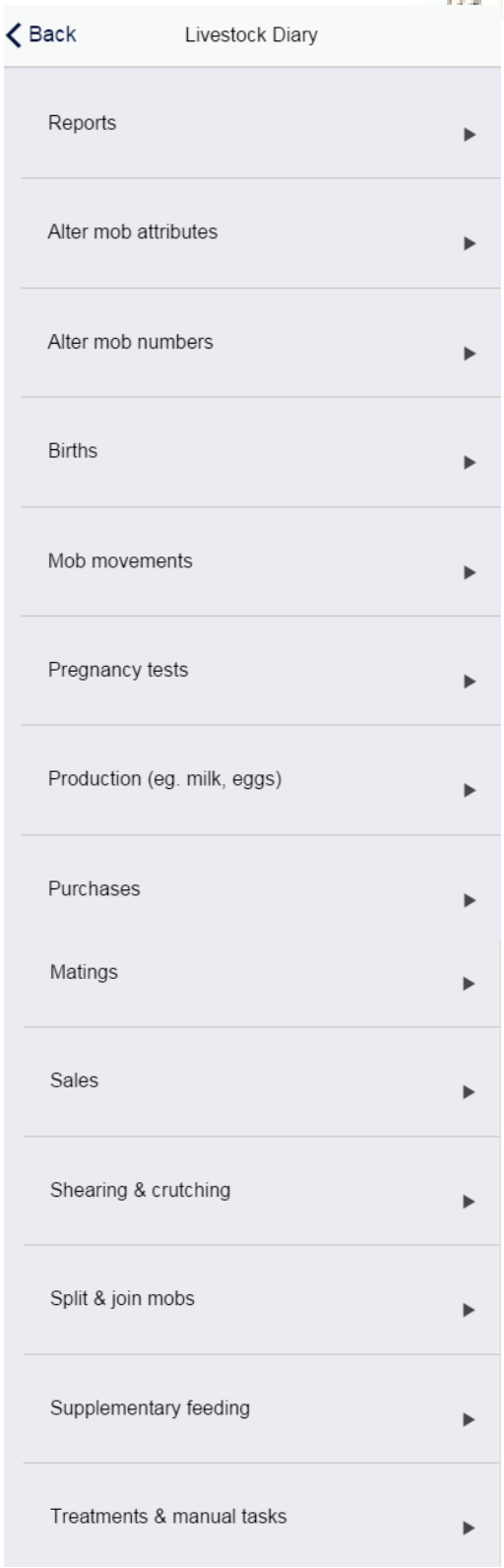
When entering irrigation records, you will only need to enter the number of hours of the irrigation event. PocketPAM will use your PAM settings for all other calculations. Therefore it is important that you have configured your irrigation options properly in PAM in advance.

Valve Mode: Ensure the emitter count and hourly outputs are configured.
Emitter Mode: Ensure you have configured the number of emitters and their output.
Water Source Mode: Ensure you have configured the hourly output.

If you have configured the operating costs for your irrigation water sources, those costs will be incorporated into your records (behind the scenes).

LIVESTOCK

The Livestock module has almost as much functionality as PAM's Livestock Diary. Use this module for recording livestock events: movements, veterinary treatments, supplementary feeding, shearing, branding, breeding, purchases, sales, births, deaths etc.



Background Information

We have made some assumptions in PocketPAM, e.g. we expect that you will be entering data in chronological order and generally 'as it happens' ... or at least, just after it happened. Therefore, you are discouraged from entering backdated records. Unlike PAM, PocketPAM doesn't cater for back dated data entries or editing of events that involved paddock moves or number changes. To rectify any errors of this type, simply add a new record to correct the error, e.g. if you recorded a death of an animal by mistake, simply record a death reversal record. If you move a mob into the wrong paddock, just move it again into the correct paddock.

Records not involving number changes can be deleted and re-entered, rather than edited, e.g. treatments and feeding.

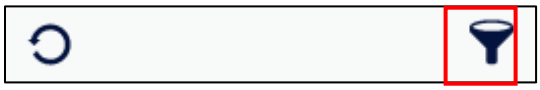
Remember, you can always remedy any problem you may have created accidentally when you are back in PAM.

If you have configured the labour costs and consumable costs for all your Livestock Diary inputs in the PAM configuration section, those costs will be incorporated into your records (behind the scenes). Miscellaneous costs of selling and buying stock, additional labour costs for shearing and crutching can be entered in PocketPAM, just as you do in PAM itself.

Mob &Paddock Pick List Options

Mob Filter & Farm Filter

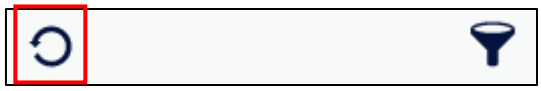
- When choosing from the list of mobs in paddocks, you will notice a “Filter” button on the bottom tool bar.



- Tapping on this button will display the filtering options: Farm and Category

Clear

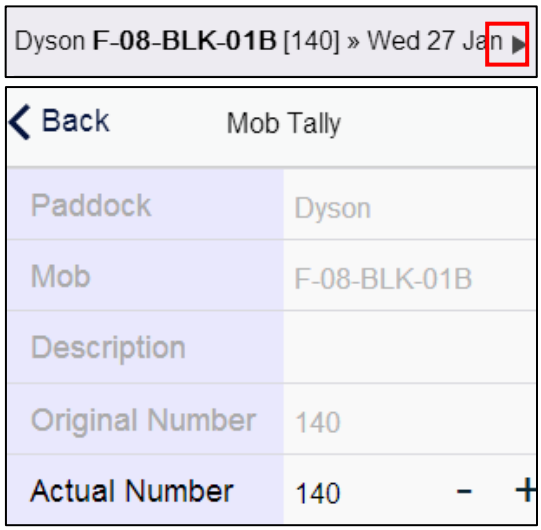
- Use the “Clear” button to clear all selections.



- These options are shared between all livestock operations.

Reducing the Tally

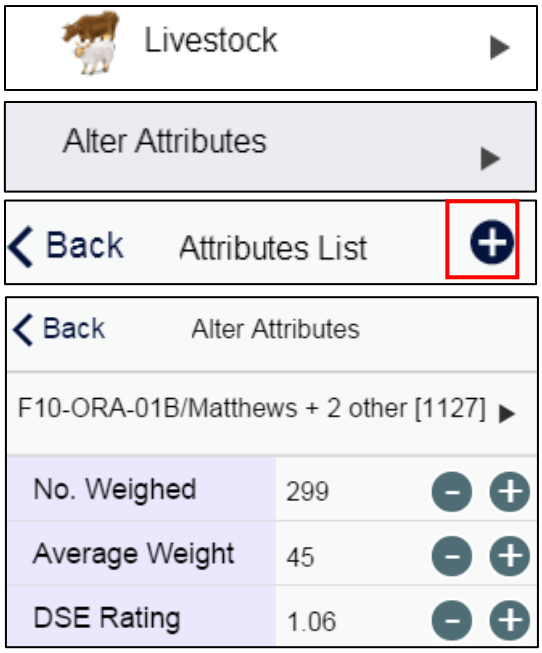
- Tap on the right arrow button next to the mob name to reduce the tally.



- To reset the tally, tap on the “Clear” button.

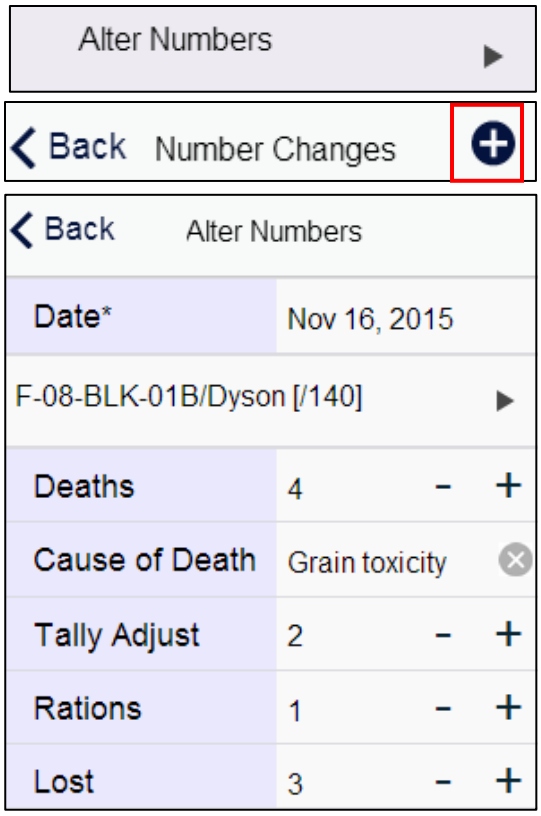
Alter Attributes

1. Tap “Livestock” from the main menu of PocketPAM.
2. Tap “Alter Attributes”.
3. Tap the “Add” button.
4. Tap on “Select Mob(s) >” and select mob(s) from the list by tapping on the name(s).
5. Tap ”< Back”.
6. Enter the “Number Weighed” using the “-“ and “+” buttons.
7. The “Average Weight” and “DSE Rating” fields are automatically calculated. To adjust these fields use the “-“ and “+” buttons.



8. If your PAM is configured to auto-calculate the “LU” rating, this will happen here also.
   - *As the average weight is increased, the rating is increased.*
9. Tap “< Back” to save your entry.

Alter Numbers

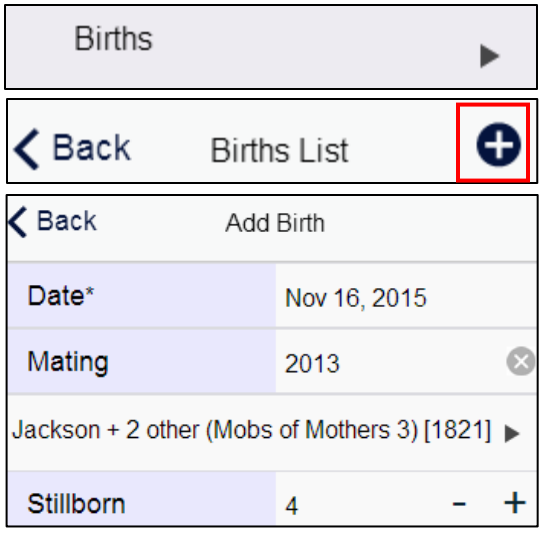


1. Tap “Alter Numbers”.
2. Tap the “Add” button.
3. Tap on “Date*” field and select the activity date from the pop-up calendar.
4. Tap on “Select Mob >” and select a mob from list by tapping on its name.
   - *This operation is single mob-paddock selection only.*
5. Tap ”< Back”.
6. Enter the “Number of Deaths” using the “-“ and “+” buttons.

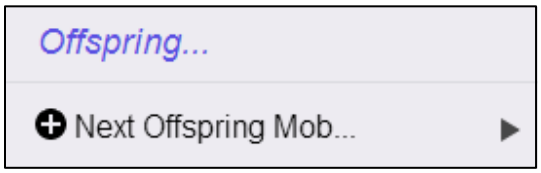
To reverse any of the number changes, simply make the number negative, e.g. If you recorded the death of an animal and need to reverse that, simply record -1 death.

7. Tap on the “Cause of Death” field and select from the pop-up menu.
8. Enter the “Tally Adjust” figure using the “-“ and “+” buttons.
9. Enter the “Rations” figure using the “-“ and “+” buttons.
10. Enter the “Lost” figure using the “-“ and “+” buttons.
11. Tap “< Back” to save your entry.

Births

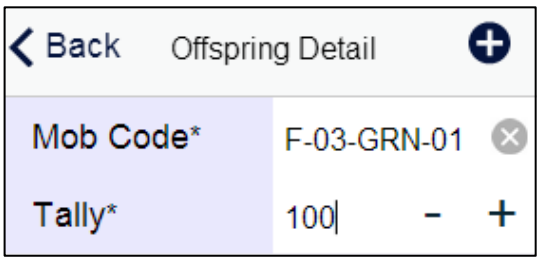


1. Tap “Births”.
2. Tap the “Add” button.
3. Tap on “Date*” field and select the activity date from the pop-up calendar.
4. Choose a Mating Season by tapping on the “Mating” field and selecting from the pop-up menu.
5. Tap on “Mobs of Mothers…>” and select mob(s) from the list by tapping on name(s).
   - *Mother mobs can be multi-selected.*
6. Tap “< Back”.
7. Enter the Number of Stillborns using the “-“ and “+” buttons.
8. Tap “Next Offspring Mob” under the “Offspring” menu to choose an existing mob code or create a new mob code:



Option 1: Choose Existing Mob Code

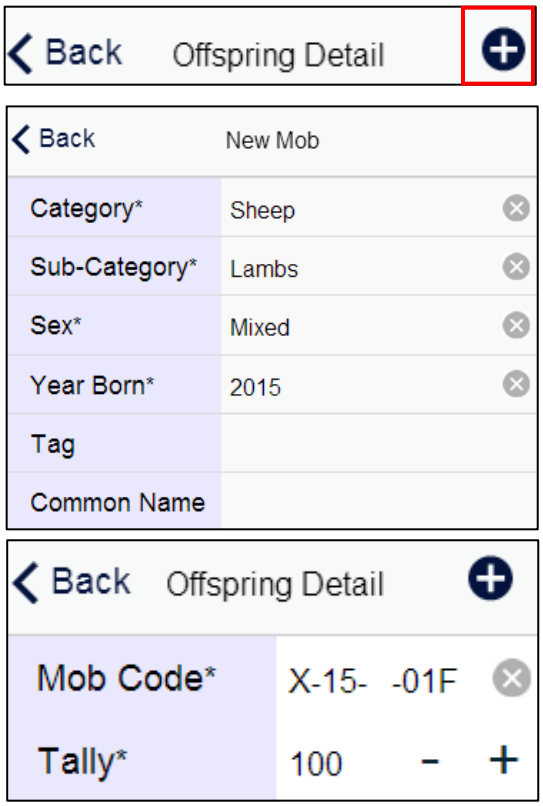
- Choose a mob code by tapping on the “Mob Code*” field and selecting from the pop-up list.
- Enter the tally using the “-“ and “+” buttons.
- Tap “< Back” to save your entry.



Births continued

Option2: Create a New Mob

- Tap the “Add Button”.
- Choose the “Category”, “Sub-Category*”, “Sex*” and “Year Born*” by tapping on the fields and selecting from the pop-up lists.
- Add a “Tag” and “Common Name” if required.
- Tap “< Back”.



- Enter the tally using the “-“ and “+” buttons.
- Tap “< Back” to save your entry.

Moves

As in PAM, this is the only operation where you are required to enter a time. PocketPAM will default to "now" so if you record the moves immediately after you have finished, you will not need to alter anything.

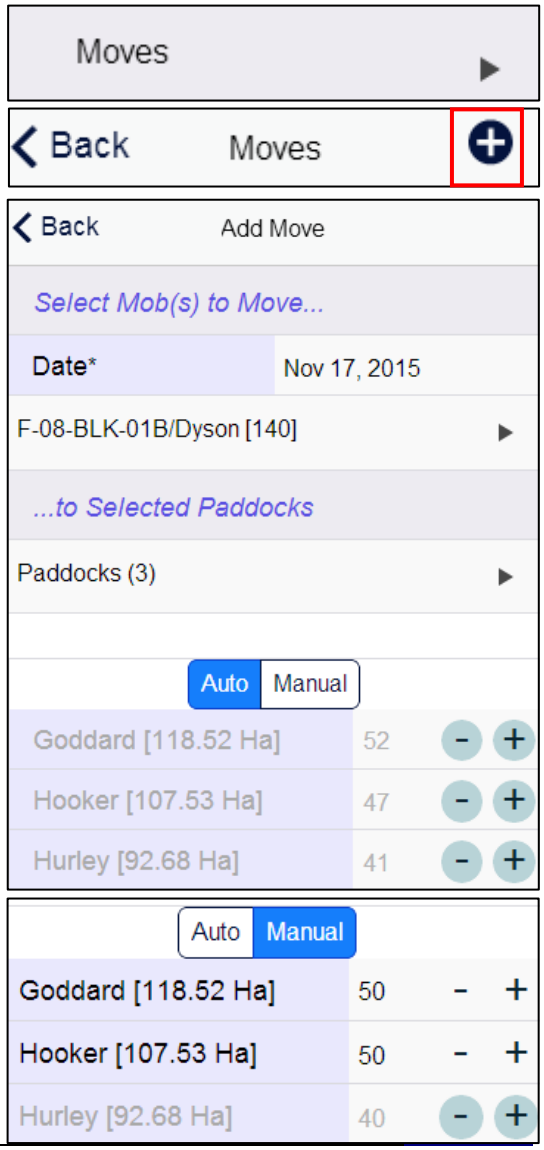
Multi-selection of mobs for moving is enabled; however if you select more than one mob, you will be restricted to just one destination paddock.

If you choose just one mob to move, you can multi-select destination paddocks.

If you need to move many mobs into many paddocks, first move them all into the *Yards*, then move them to their multiple paddocks.

Option 1: Move One Mob Into Many Paddocks

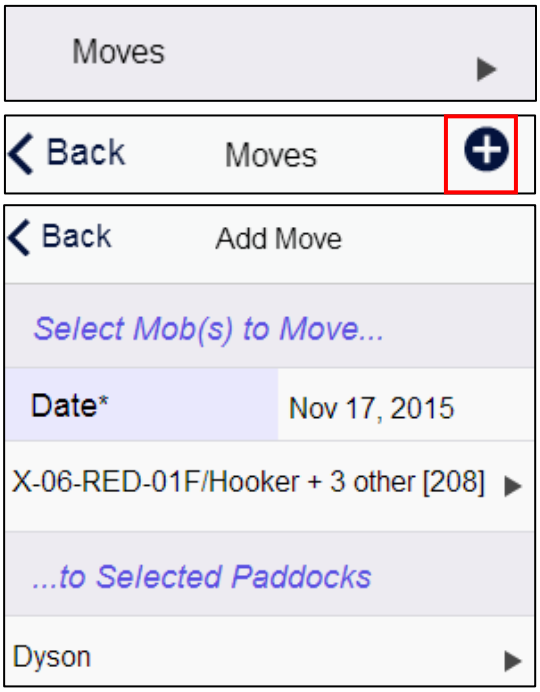
- Tap "Moves".
- Tap the "Add" button.
- Tap on "Date*" field and select the activity date from the pop-up calendar.
- Tap on "Mobs Selected >" and select a mob from the list by tapping on its name.
- Tap "< Back".
- Tap on "Select Paddocks" and select paddocks from the pop-up menu by tapping on the paddock names.
- Tap "< Back".
- By default, the tallies are automatically distributed at a consistent stocking rate.
- *To manually allocate the tallies tap on "Manual" and use the "-" and "+" buttons.*
- Tap "< Back" to save your entry.



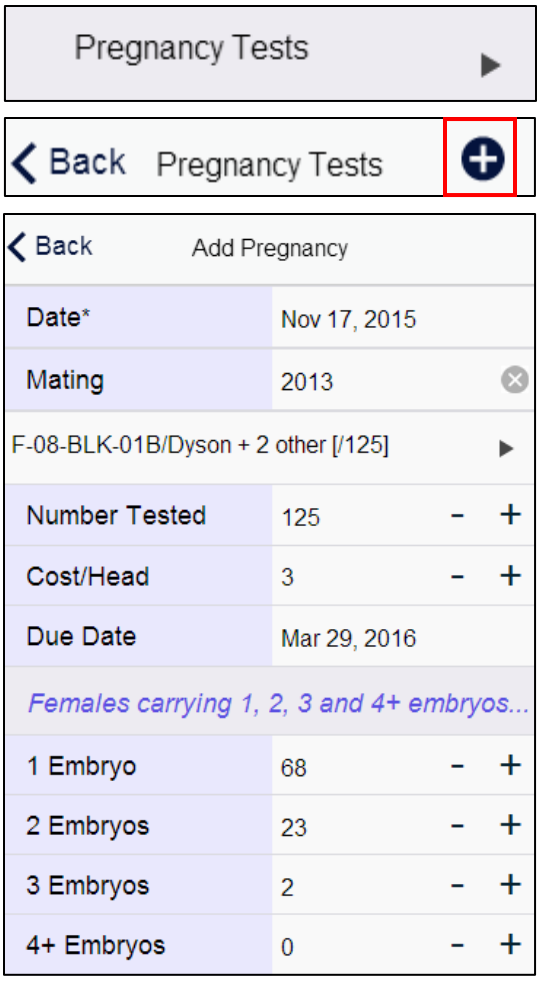
Moves continued

Option 2: Many Mobs Into One Paddock

- Tap “Moves”.
- Tap the “Add” button.
- Tap on “Date*” field and select the activity date from the pop-up calendar.
- Tap on “Mobs Selected >” and select the mobs from the list by tapping on their names.
- Tap “< Back”.
- Tap on “Select Paddocks” and select a paddock from the pop-up menu by tapping on the paddock name.
- Tap “< Back” to save your entry.



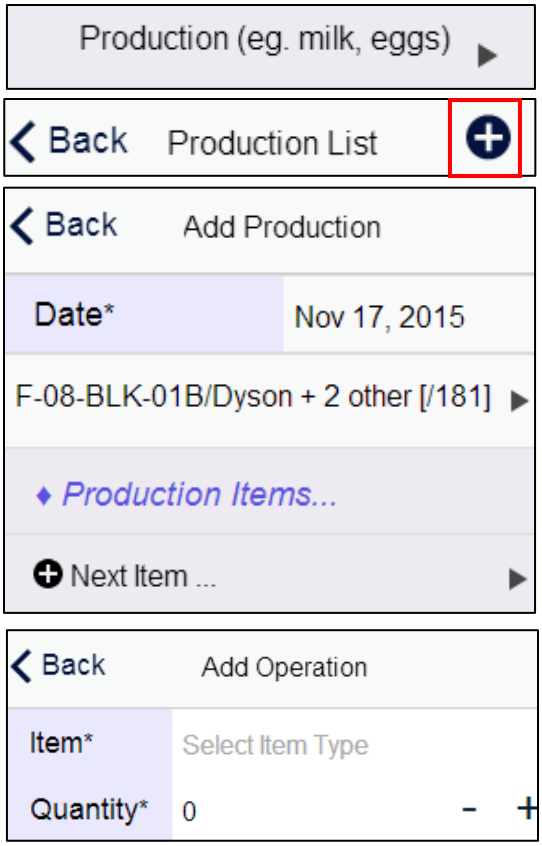
Pregnancy Tests



1. Tap “Pregnancy Tests”.
2. Tap the “Add” button.
3. Tap on the “Date*” field and select the activity date from the pop-up calendar.
4. Tap on the “Mating” field and select from the pop-up menu.
5. Tap on “Select Mob(s)…>” and select the mobs from the list by tapping on their names.
6. Tap “< Back”.
7. The “Number Tested” field is automatically calculated but if you need to adjust this, use the “-“ and “+” buttons.
8. Enter the “Cost/Head” using the “-“ and “+” buttons.
9. Tap on the “Due Date*” field and select the due date from the pop-up calendar.
10. Enter the number of females carrying 1,2,3 and 4+ embryos using the “-“ and “+” buttons next to each field.
11. Tap “< Back” to save your entry.

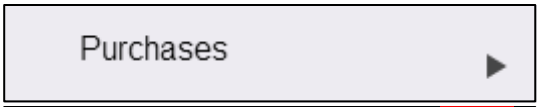
Production (eg. milk, eggs)

1. Tap “Production (eg. milk, eggs)”.
2. Tap the “Add” button.
3. Tap on “Date*” field and select the activity date from the pop-up calendar.
4. Tap on “Select Mob(s)…>” and select the mobs from the list by tapping on their names.
5. Tap “< Back”.
6. Tap on “Next Item…” under Production Items.
7. Choose the product type by tapping on the “Next Item…”.
8. Enter the “Quantity” using the “-“ and “+” buttons.
9. Tap “< Back” to save your entry.

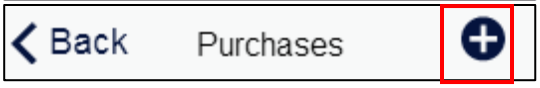


Purchases

1. Tap “Purchases”.



2. Tap the “Add” button.

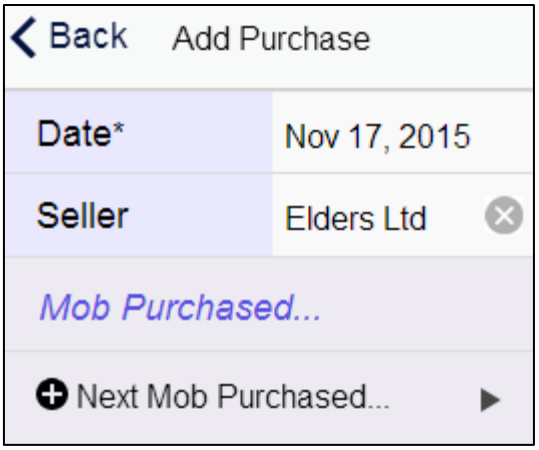


3. Tap on “Date*” field and select the activity date from the pop-up calendar.

4. Tap the “Seller” field and select from the pop-up menu.

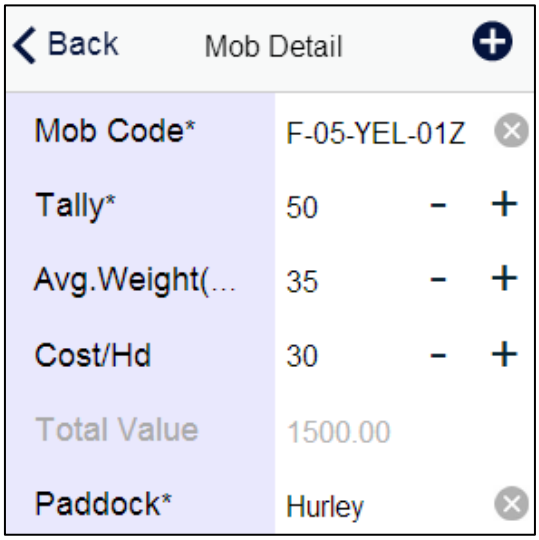
5. Tap on “+Next Mob Purchased…>” under the “Mob Purchased…” heading.

6. Choose an existing mob code or create a new mob code:



Option 1: Choose Existing Mob Code

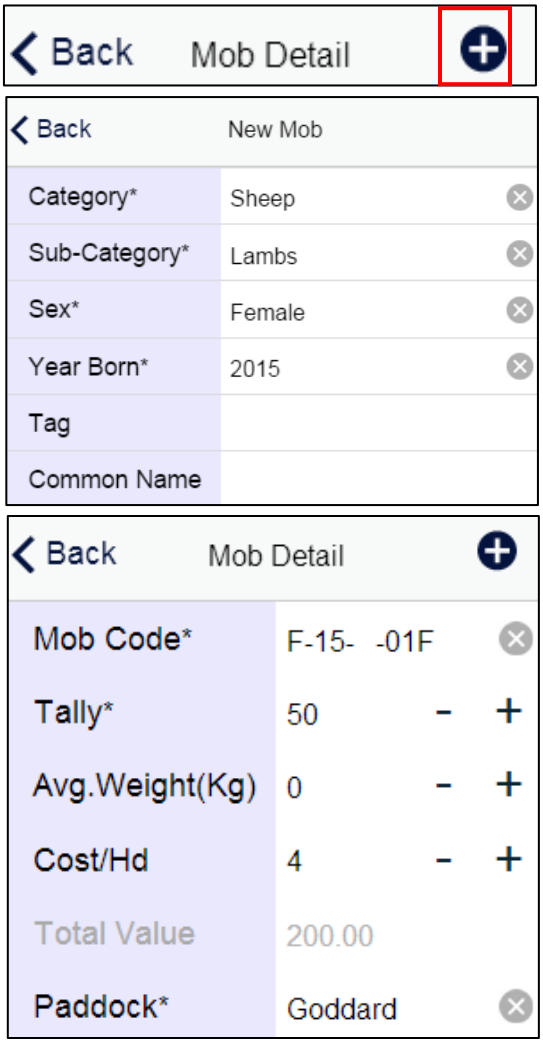
- Choose a mob code by tapping on the “Mob Code*” field and selecting from the pop-up list.
- Enter the “Tally*”, Average Weight (kg)” and “Cost/Head” using the “-“ and “+” buttons.
- The “Total Value” field is automatically calculated.
- Tap on the “Paddock*” field and select from the pop-up list by tapping on the paddock.
- Tap “< Back”.
- Tap “< Back” to save your entry.



Purchases continued

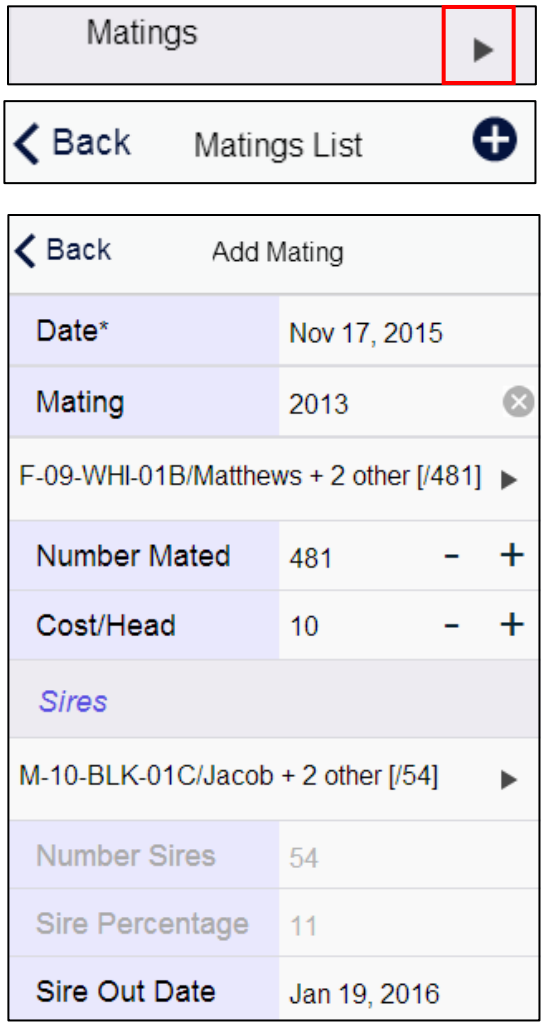
Option2: Create a New Mob

- Tap the "Add Button".
- Choose the "Category", "Sub-Category*", "Sex*" and "Year Born*" by tapping on the fields and selecting from the pop-up lists.
- Add a "Tag" and "Common Name" if required.
- Tap "< Back".
- Enter the tally using the "-" and "+" buttons.
- Enter the cost/head using the "-" and "+" buttons.
- The "Total Value" field is automatically calculated.
- Tap on the "Paddock*" field and select from the pop-up menu by tapping on the paddock.
- Tap "< Back".
- Tap "< Back" to save your entry.



Matings

1. Tap “Matings”.
2. Tap the “Add” button.
3. Tap on “Date*” field and select the activity date from the pop-up calendar.
4. Choose a Mating Season by tapping on the “Mating” field and selecting from the pop-up menu.
5. Tap on “Select Mob(s)…>” and select a mob (s) from the list by tapping on its name.
6. Tap “< Back”.
7. The “Number Mated” field is automatically calculated but if you need to adjust this, use the “-“ and “+” buttons.
8. Enter the “Cost/Head“ using the “-“ and “+” buttons.
9. Tap on “Select Mob(s)…>” under the “Sires” heading and select a mob(s) from the list by tapping on its name.
10. Tap “< Back”.
11. The “Number of Sires” and “Sire Percentage” fields are automatically calculated.
12. Tap on “Sire Out Date*” field and select the date from the pop-up calendar.
13. Tap “< Back” to save your entry.



Sales

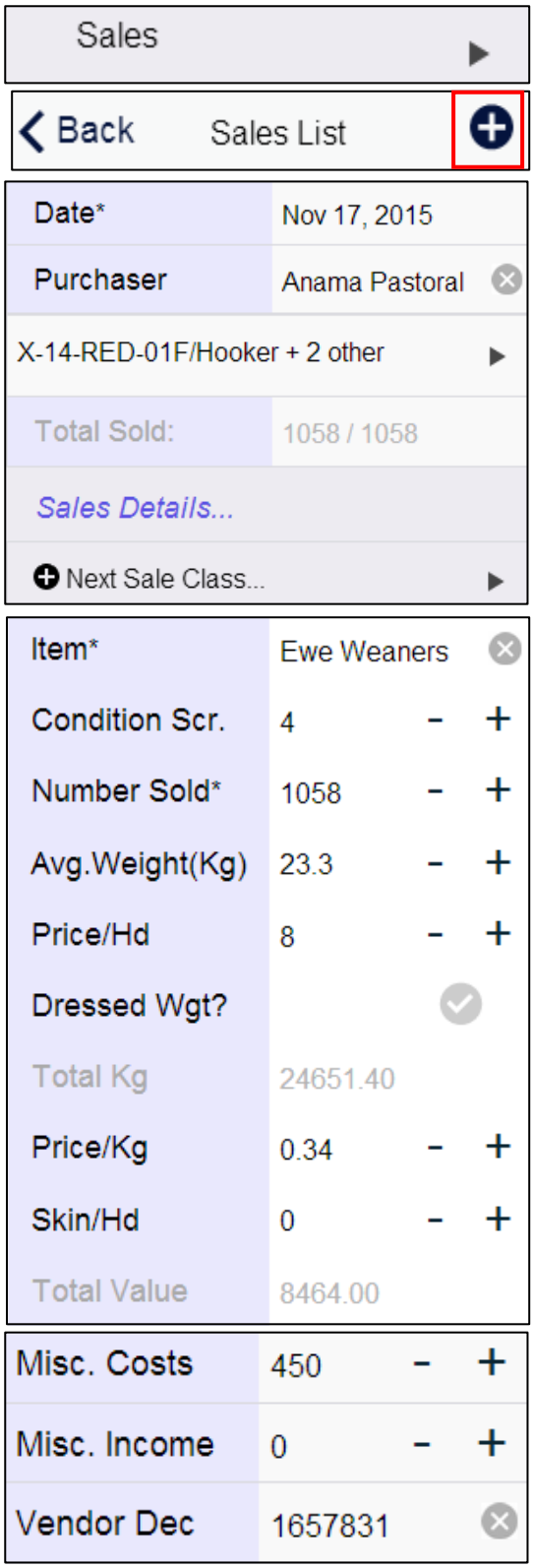
13. Tap “Sales”.
14. Tap the “Add” button.
15. Tap on “Date*” field and select the activity date from the pop-up calendar.
16. Tap the “Purchaser” field and select from the pop-up menu.
17. Tap on “Select Mob(s)…>” and select a mob(s) from the list by tapping on its name.
18. Tap “< Back”
19. The “Total Sold” field is automatically calculated.
20. Tap on “Next Sale Class…>” under the “Sales Details” heading.
21. Tap on the “Item*” field and select from the pop-up list.
22. Enter the “Condition Score”, “Average Weight (kg)” and “Price/Head” using the “-“ and “+” buttons.

- *If the “Average Weight kg)” has been calculated using the Dressed Weight, tap on the ‘tick’ in the “Dressed Wgt?” field.*

23. The “Number Sold*”, “Total Kg” and “Price/Kg” fields are automatically calculated. To adjust use the “-“ and “+” buttons.
24. Enter the “Skin/Head” price using the “-“ and “+” buttons.

- *The “Total Value” field is automatically calculated.*

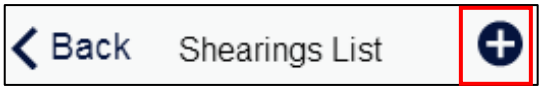
25. Tap “< Back” and enter another sales class if required.
26. Enter any “Miscellaneous Costs” & “Miscellaneous Income” using the “-“ and “+” buttons.
27. Enter any Vendor Declaration information in the field.
28. Tap “< Back” to save your entry.



Shearing & Crutching

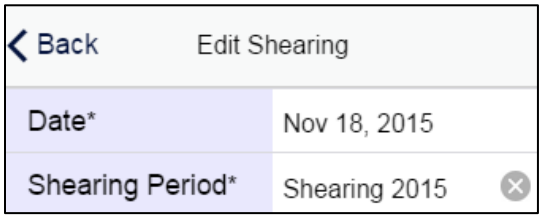
1. Tap “Shearing & Crutching”.

2. Tap the “Add” button.

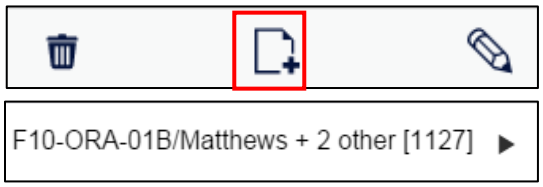


3. Tap on “Date*” field and select the activity date from the pop-up calendar.

4. Tap on the “Shearing Period*” field and select from the pop-up menu.
   - Add a new Shearing or Crutching period by tapping on the “Add Record” button.

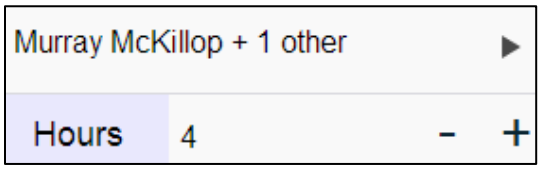


5. Tap on “Select Mob(s)…>” and select a mob (s) from the list by tapping on its name.



6. Tap “< Back”.

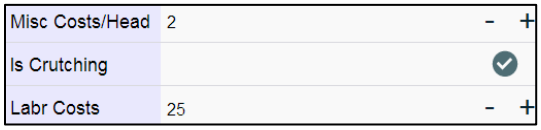
7. Tap on “Operators ( ) >” and choose the team member(s) involved from the list.



8. Tap ”< Back”.

9. Enter the “Hours” using the “-“ and “+” buttons.

10. Enter the Miscellaneous Costs/Head” and “Labour Costs” using the “-“ and “+” buttons.
    - *The costs entered here are in addition to any labour costs per hour entered above.*

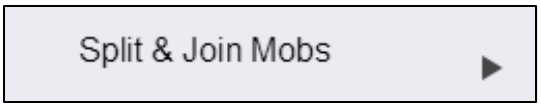


11. If Crutching, tap on the ‘tick’ in the “Is Crutching”.

12. Add a Job Note if required, by tapping on the ”Job Notes” button.
    - *All the Notes Templates that you configured in PAM are available to you in PocketPAM.*
    - *When you have added a note, a tick appears on the icon.*

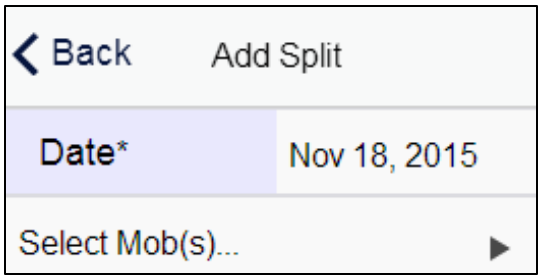
13. Tap “< Back” to save your entry.

Split & Join Mobs



1. Tap “Split & Join Mobs”.

2. Tap the “Add” button.



3. Tap on “Date*” field and select the activity date from the pop-up calendar.

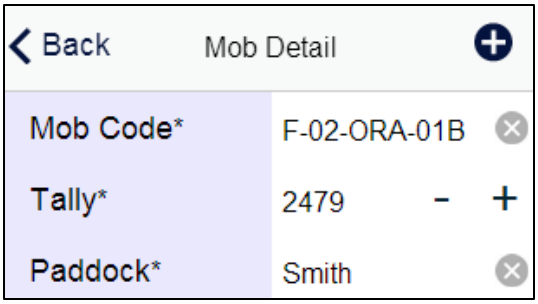
4. Tap on “Select Mob(s)…>” and select the mob(s) from the list by tapping on the name.

5. Tap “< Back”.

6. Tap on “+Next Mob…>” under the “Destination Mobs…” heading. Choose an existing mob code or create a new mob code:

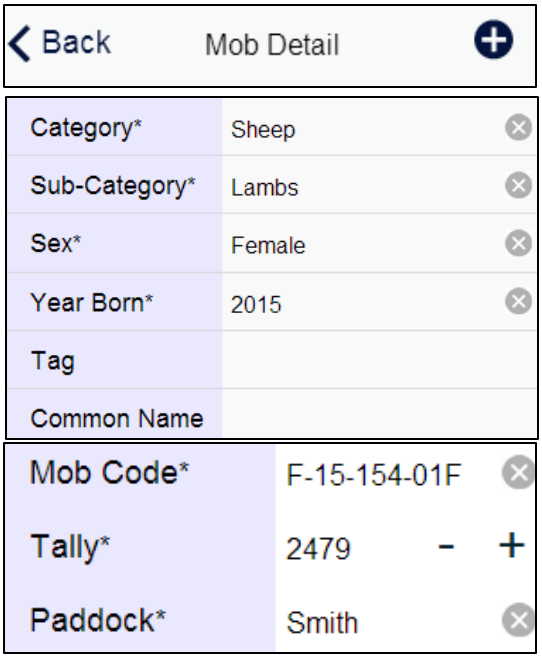
Option 1: Existing Mob Code

- Choose a mob code by tapping on the “Mob Code*” field and selecting from the pop-up menu.
- The “Tally*” is automatically calculated. To adjust the tally use the “-“ and “+” buttons.
- Tap on the “Paddock*” field and select from the pop-up menu by tapping on the paddock.
- Tap “< Back” to save your entry.



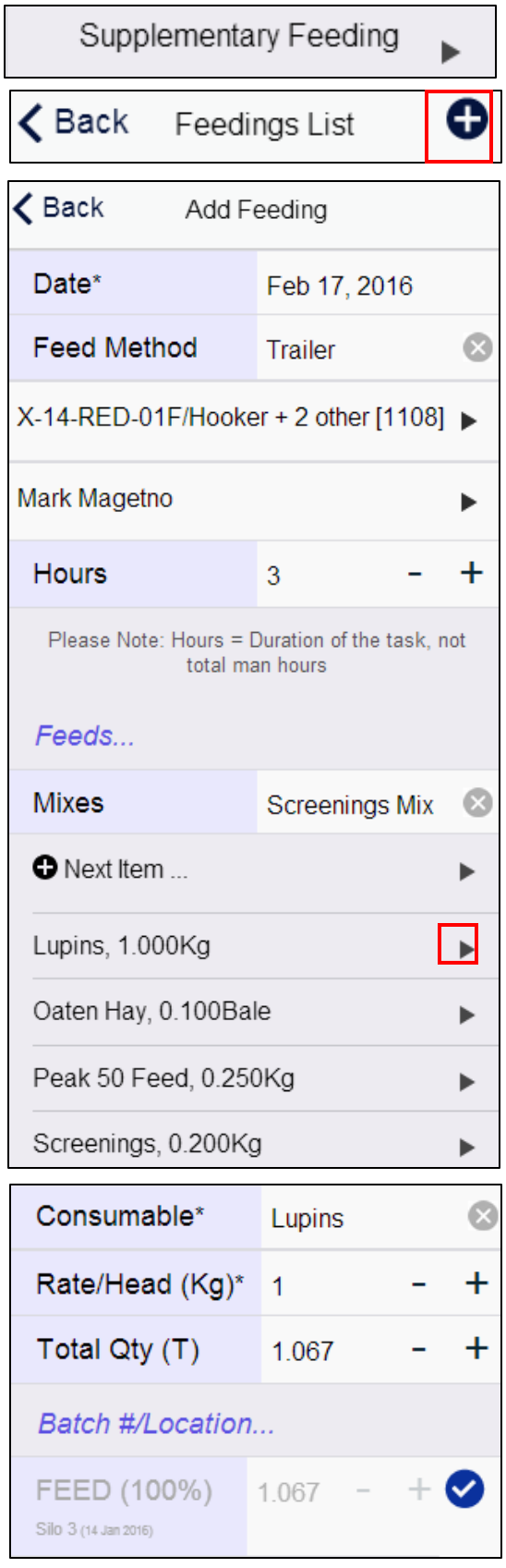
Option2: Create a New Mob

- Tap the “Add Button”.
- Choose the “Category”, “Sub-Category*”, “Sex*” and “Year Born*” by tapping on the fields and selecting from the pop-up menus.
- Add a “Tag” and “Common Name” if required.
- Tap “< Back”.
- The “Tally*” is automatically calculated. To adjust the tally use the “-“ and “+” buttons.
- The “Mob Code*” field is automatically populated.
- Tap on the “Paddock*” field and select from the pop-up menu by tapping on the paddock.
- Tap “< Back” to save your entry.



Supplementary Feeding

1. Tap “Supplementary Feeding”.
2. Tap the “Add” button.
3. Tap on “Date*” field and select the activity date from the pop-up calendar.
4. Tap on the “Feed Method” field and select from the pop-up menu.
5. Tap on “Select Mob(s)…>” and select a mob (s) from the list by tapping on its name.
6. Tap “< Back”
7. Tap on “Operators ( ) >” and choose the team member(s) involved from the list.
8. Tap ”< Back”.
9. Enter the “Hours” using the “-“ and “+” buttons.
   - *PLEASE NOTE: Hours = the duration of the task, not the total man hours.*
10. Tap on the “Mixes” field under the “Feeds…” heading and select from the pop-up menu.
11. If you need to adjust the rate/head(kg) of any item tap on the right-arrow next to its name and use the “-“ and “+” buttons.
    - *Note that the total quantity is displayed as you choose the rate. The units of measure are the “Purchase Units” you have used when configuring PAM.*
12. Allocate the batch numbers or storage locations if you have configured PAM to track them (see page 96) or alternatively enter a “free text” batch number (as in PAM).



Treatments & Manual Tasks

1. Tap “Treatments & Manual Tasks”.

2. Tap the “Add” button.

3. Tap on “Date*” field and select the activity date from the pop-up calendar.

4. Tap on “Select Mob(s)…>” and select a mob (s) from the list by tapping on its name.

5. Tap “< Back”

6. Tap on “Operators ( ) >” and choose the team member(s) involved from the pop-up list.

7. Tap ”< Back”.

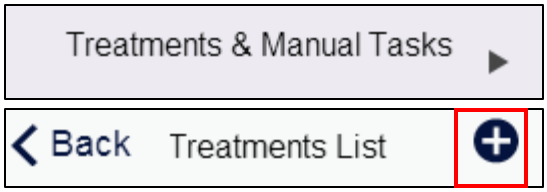
8. Enter the “Hours” using the “-“ and “+” buttons.
   - *Hours = the duration of the task, not the total man hours.*

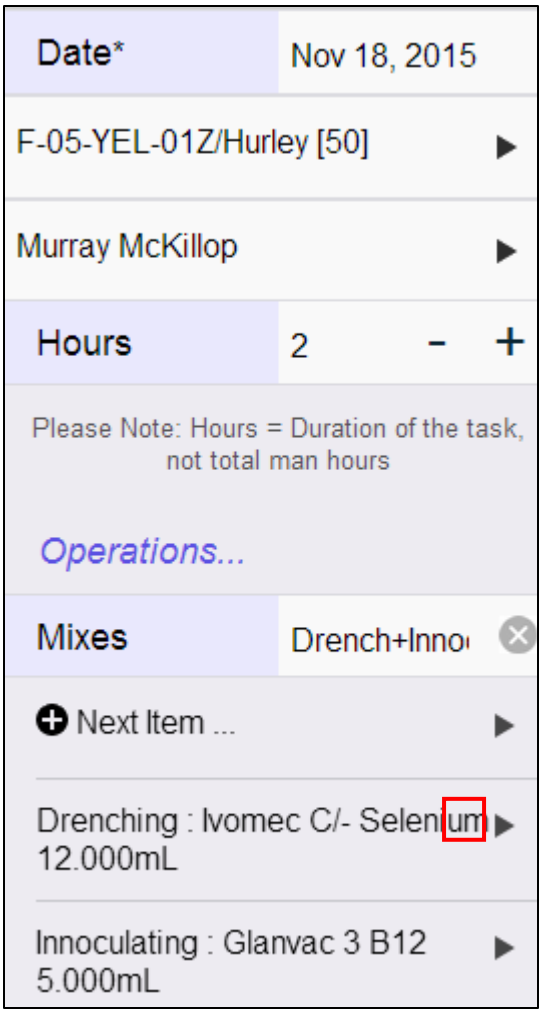
9. Tap on the “Mixes” field under the “Operations…” heading and select from the pop-up list.

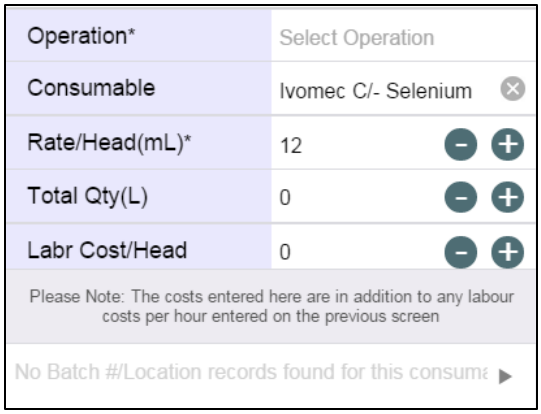
10. Tap on the right-arrow button to adjust the rate/head of any item or enter the “Total Qty” or “Labour Cost/Head” using the “-“ and “+” buttons.
    - *The costs entered here are in addition to any labour costs per hour entered on the previous screen.*

OR
Add an operation by tapping on “Next Item” under “Operations…”. If you have picked several operations and want to create a new mix tap on the “Save” button and enter a name for the new mix.

11. Allocate the batch numbers or storage locations if you have configured PAM to track them (see page96) or alternatively enter a “free text” batch number (as in PAM).







MAPPING

The Mapping module uses the Google Maps system with full access when you are connected to the internet.

Features include:

- Layers from your PAM Mapping module can be uploaded to PocketPAM.
- New objects (polygons, lines and points) can be drawn manually and also drawn "live" by the GPS in your device as you move.
- Map reports - View cropped areas and paddocks with livestock on the map
- Enter cropping and livestock data via the map

Create a Home View

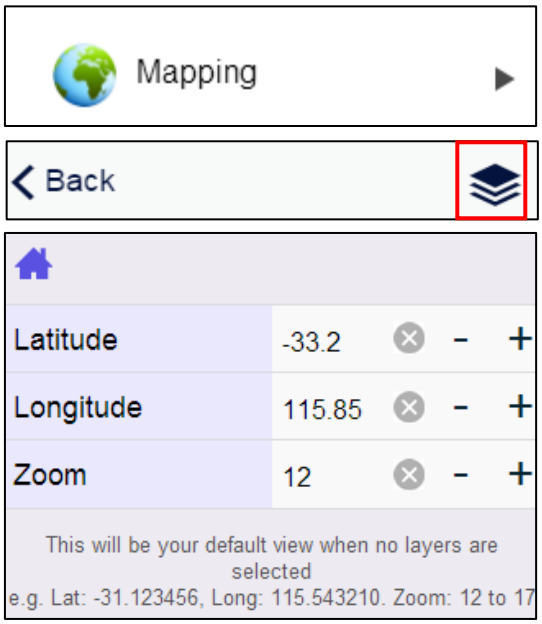
1. Tap "Mapping" from the main menu of PocketPAM.
   - *When you first open the mapping module, you will be asked if you will allow the program to use your current location. Tap "OK". The screen will locate itself at your current location.*

2. Zoom in or out to suit using your fingers on a Smartphone/Android Tablet/iPad or the mouse scroller if using a PC.

3. Tap the "Layer Manager" button.

4. Enter the "Latitude" and "Longitude" of the center of your home view using the "-" and "+" buttons.

5. Enter the zoom value using the "-" and "+" buttons to determine the area that will be displayed.



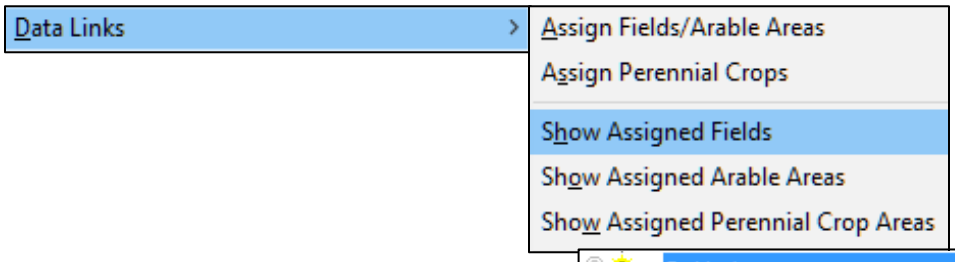
Layers From PAM

- You can choose layers in PAM Mapping for uploading to PocketPAM by right-clicking on the layer name in the layers listing and choosing "Upload to PocketPAM".

- In PAM Mapping: click on the "File/Tools" menu, choose "Data Links" then "Show Assigned Fields.
  - *The assigned (linked) paddocks will show on your screen, filled with yellow.*

- *For more information check out the "Mapping Data Links" video on the Fairport website.*

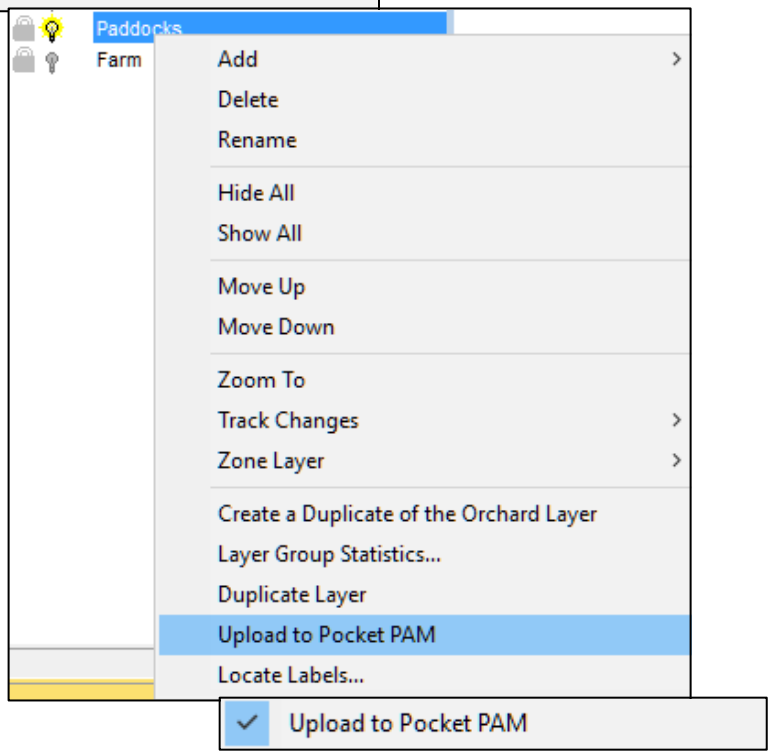
- To ensure all the new features work for you in the PocketPAM mapping, get the data from PAM for the Crop Diary and for Livestock (if applicable).



- Also, any layers that you have nominated for sending to PocketPAM will be fetched.

- To nominate layers for PocketPAM, right click on the layer name and choose "Upload to Pocket PAM" on the menu. A tick will be shown on the menu.

- Any time you want to stop a layer going to PocketPAM, simply select the menu option again and the tick will disappear.

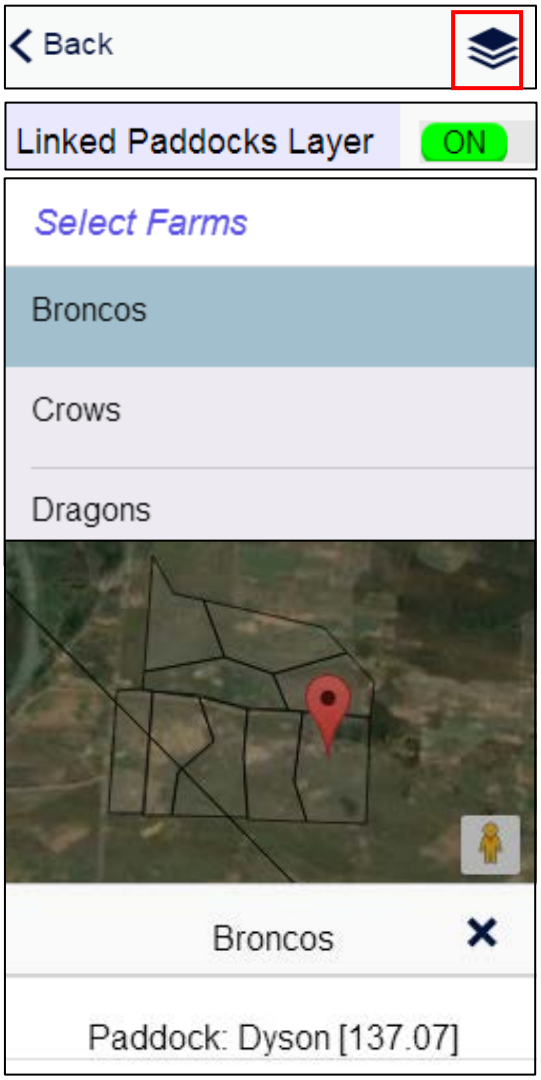


To exchange mapping data with your PAM mapping module, use the 'to PAM' and 'from PAM' buttons on the mapping home screen.

Using the "Linked" Layer

For the "Linked Paddock" layers to work as expected, you must first ensure that you have linked all your paddock polygons (or circles, if you have center-pivot areas). If you are unsure how to do this process, please check the videos on the support pages of the Fairport website for full details.

1. Tap the "Layer Manager" button.
2. Use the "ON/OFF" slide to turn the Linked Paddocks Layer ON.
3. Filter the map display by selecting one or more farms.
   - *If you select none, all of your farms will be displayed on the map.*
4. Tap "< Back".
5. Tap on one of the paddocks or blocks to display the "Info" panel.



Working with Cropped Areas

1. Tap the “Layer Manager” button.

2. Use the “ON/OFF” slide to turn the Cropped Areas layer ON.
   - *Cropped areas are coloured by their crop type. If there is more than one crop growing in a paddock, it will show the colour of just one of those crop types.*

3. Tap on one of the paddocks or blocks to display the Info panel.

4. Activate the “Clipboard”, “+Actual”, “+Plans” or “+Rec’s” buttons by tapping on the Cropped Area name row.
   - Tap on the “Clipboard” button to generate the Annual Paddock/Block Summary report.
   - Tap on the “+Actual” button to add an actual event record.
   - Tap on the ”+Plans” button to add a new event plan.
   - Tap on the “+Rec’s” button to add a recommendation.

Working with Cropped Areas continued

Multiple Paddocks

1. Tap the “Layer Manager” button.

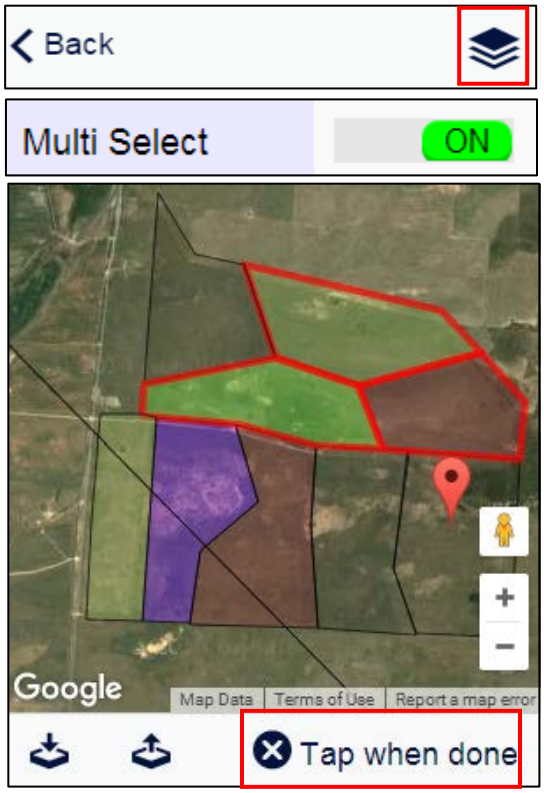
2. Use the “ON/OFF” slide to turn the Multi Select option ON to add a record (Actual, Plan or Recommendation) for multiple Paddocks/Blocks.

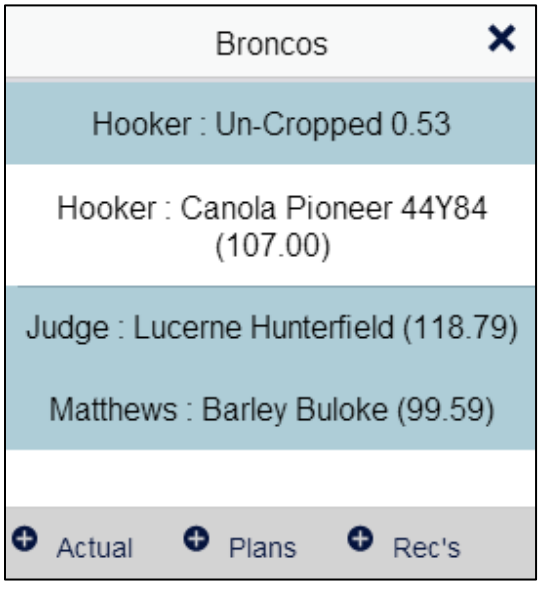
3. Tap on each area.

4. Tap the ”Tap when done” button when all areas have been selected.

5. The areas selected will be shown on the pop up screen.
   - *To deselect any areas that you don’t want to include in the job tap on its name.*

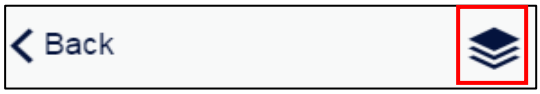
6. Tap on the type of record you want to create.
   - *You will be taken directly to the Crop Diary screen where you choose the activity or activities. Your area will be pre-selected for you.*





Working with Livestock

1. Tap the “Layer Manager” button.

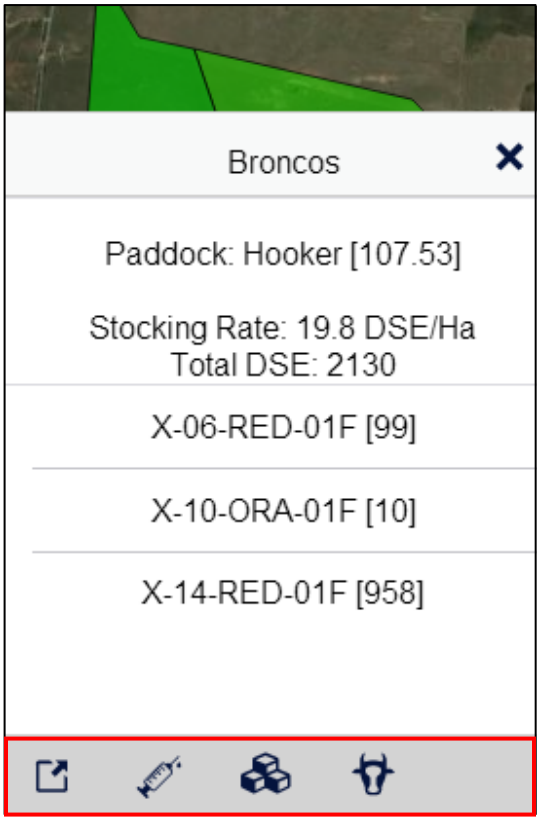


2. Use the “ON/OFF” slide to turn the Livestock layer ON.

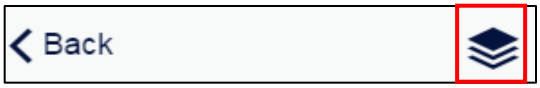
3. The paddocks are coloured by stocking rate:
   - Red = High stocking rate
   - Green = Low stocking rate

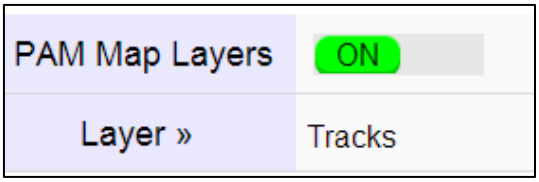
4. Tap on each area to display the mobs and Info panel.

5. Activate the “Move”, “Treatment”, “Feed” or “Alter” buttons by tapping on the mob(s).
   - Tap on the “Move” button to add a mob movement.
   - Tap on the Treatment” button to add a treatment.
   - Tap on the ”Feed” button to add a feeding record.
   - Tap on the “Alter” button to alter mob numbers.



Working with PAM Mapping Layers





1. Tap the “Layer Manager” button.
2. Use the “ON/OFF” slide to turn the Cropped Areas layer ON.
   - *The layers that you nominate in the PAM Mapping layers list for uploading Pocket PAM are displayed in PocketPAM.*
3. Tap on the “Layer” field to select a layer from the pop up menu.
4. Tap ”< Back”.

The PAM Mapping Layers are not transferred back to PAM and it is not possible to edit them in PocketPAM.

If you need to add PAM Mapping features in PocketPAM you would use the Drawing tools while in Drawing Mode.

Send Drawn Objects and Waypoints to PAM

Three types of mapping data get sent back to PAM.

gpsScout Coordinates

To send gpsScout coordinates back to PAM, tap on the "to PAM" button on either:

- the gpsScout module home page or
- the Crop Diary module home page or
- the main home page of PocketPAM.

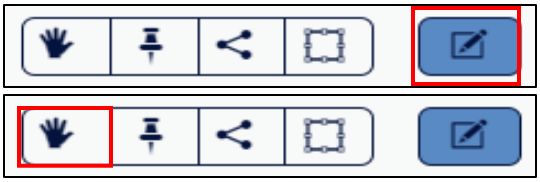
Waypoints & Drawn Objects

To send these mapping data types back to PAM, tap on the "to PAM" button on either:

- the Mapping module home screen, or
- the main home page of PocketPAM.

Drawing Mode

- Tap the "Drawing Mode" toggle button to show or hide the Drawing Panel.
- Tap the "Hand" button to get out of a drawing mode and back to using your finger to pan.

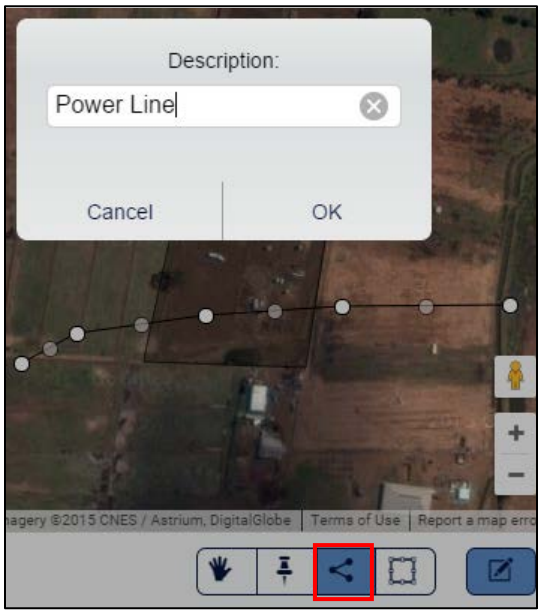


Drawing Polygons

1. Tap the "Polygon" button to get into Polygon drawing mode.
2. Tap on each corner of the area you want to draw.
3. Double tap when done.
4. Add a description for the new polygon.
5. Tap "OK".

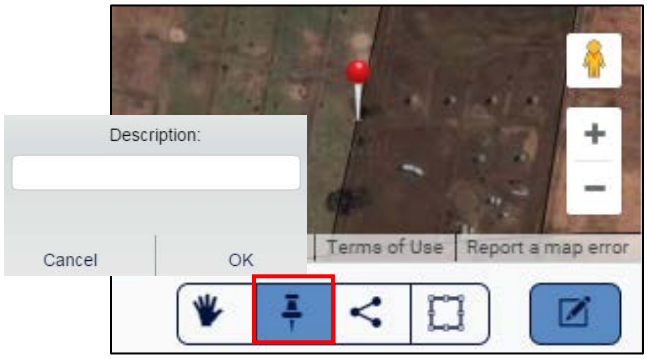
Drawing Mode continued

Drawing Polylines



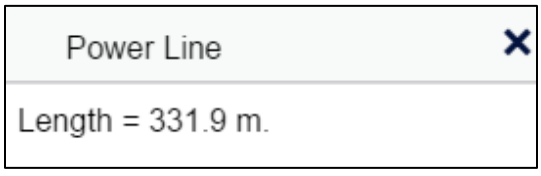
1. Tap the “Polyline” button to get into polyline drawing mode.
2. Tap on each corner in the line.
3. Double tap when done.
4. Add a description for the new polyline.
5. Tap “OK”.

Drawing Points

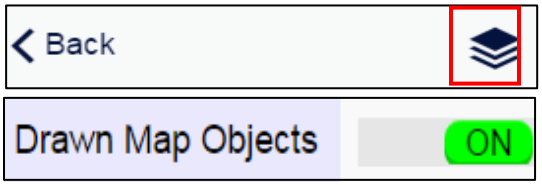


1. Tap the “Drawing Point” button get into drawing point mode.
2. Tap on the spot where you want your point.
3. Add a description for the new point.
3. Tap “OK”.

Drawn Objects Information



- Tap on your drawn objects when no longer in a drawing mode to slide up an information panel showing the description of the object and either the length (polylines) or the area (polygons).



1. Tap on the “Layer Manager” button.
2. Tap on the “Drawn Map Objects” ON/OFF slide to show or hide the objects.

Tracking Mode ON/OFF

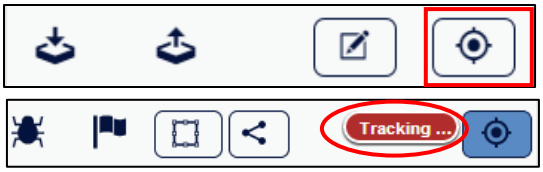
Tracking mode turns your mapping screen into a live map which will show your current position in the center of the screen.

When in this mode you can:

add Waypoints and record gpsScout records.

This is the ONLY way you will be able to record coordinates with crop monitoring records.

1. Turn on Live Tracking by tapping the "Tracking" button.
2. "Tracking…" will appear on the toolbar.

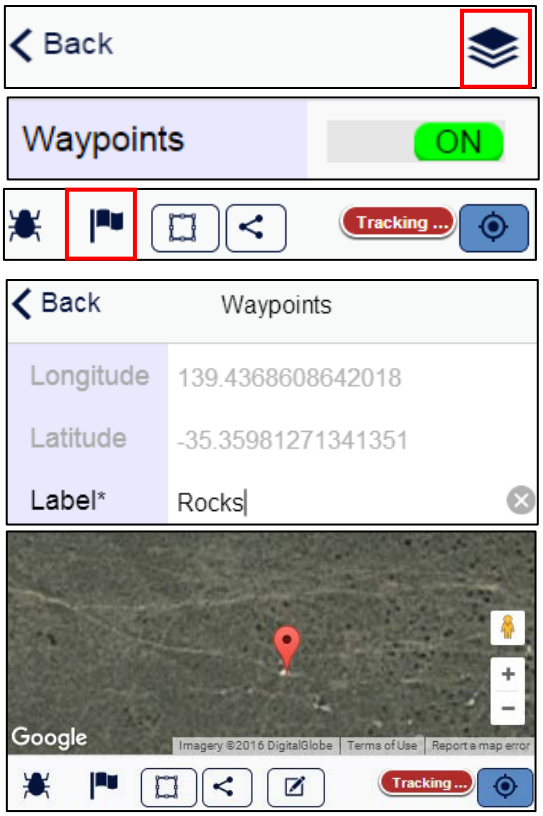


Adding a Waypoint

Creating a point with a description at the current location as opposed to drawing points where you can place a point manually wherever you want.

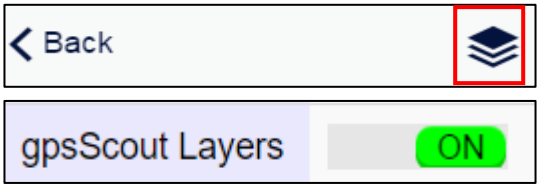
Tip: It's a good idea to turn the Waypoint Layer on before you begin collecting waypoints

1. Tap on the "Layer Manager" button.
2. Use the "ON/OFF" slide to turn the Waypoints Layer ON.
3. Tap on the "Waypoint" button to add a waypoint.
4. Enter a name for your waypoint in the "Label" field.
5. Tap "< Back".
6. The waypoint will now be shown provided your Waypoint Layer is turned on.
7. The waypoints collected will appear in the PAM Mapping layers when you next send your data to PAM.



Adding a gpsScout Record

1. Tap on the gpsScout button to display the gpsScout screen with the coordinates already entered.
2. Complete the crop monitoring record as required.
3. Tap the "< Back" button to return to the mapping screen.



It is a good idea to have the gpsScout map layer turned on. If there aren't any gpsScout points in your database, this will not be possible. So, as soon as you have taken your reading gpsScout record, go the Layer Manager and turn on that layer.

Job Photos

Take 1 or more photos for any Crop Diary or gpsScout job … send them back to PAM. They are kept linked to your jobs in the Job Notes window.

Live Mapping

PocketPAM introduces live drawing of lines and areas (polylines and polygons in 'mapping-speak')
To put your device into live mapping mode, you must first turn on live tracking.

Your screen should locate to your current position and be marked by a pin marker.

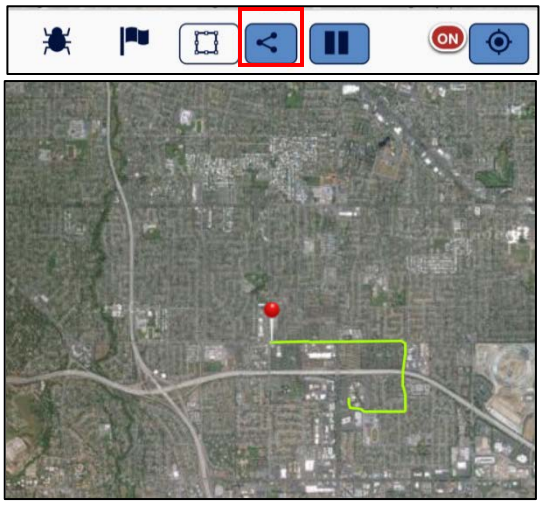
Draw an Area/Polygon

1. Tap on the "polygon" button.

2. Start moving.
   - *If you travel more than 50 meters, or if you change direction by 3 degrees or more, a point will be created.*
3. To finish the polygon, tap the "polygon" button.
4. Enter a description.
5. Tap "OK".
6. Tap "OK" to find your new area object on the Drawn Map Objects Layer.
   - *You will still be in Tracking Mode.*

Draw a Line

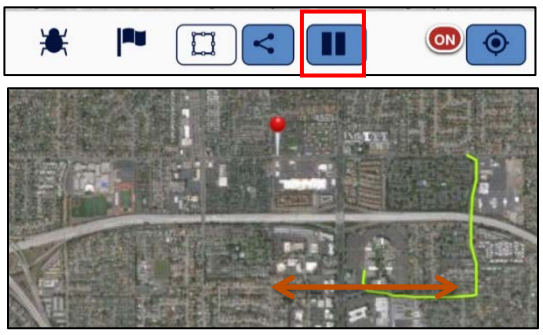
1. Tap on the “polyline button”.



2. Start moving.
   - *If you travel more than 50 meters, or if you change direction by 3 degrees or more, a point will be created.*
3. To finish the polyline, tap the “polyline” button.
4. Enter a description, e.g. pipeline, powerline, road)
5. Tap “OK”.
6. Tap “OK” to find your new area object on the Drawn Map Objects Layer.
   - *You will still be in Tracking Mode.*

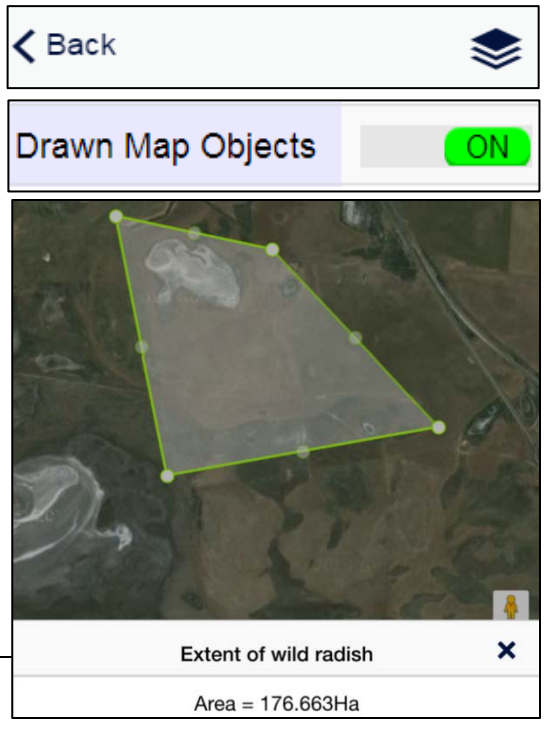
Pause

1. Tap on the “pause” button to stop adding new points.
   - *Tracking will continue.*
2. To start drawing again, tap the “pause” button.
   - *There will be a gap showing the distance travelled while paused.*



View Drawn Map Objects

1. Tap on the “Layer Manager” button.
2. Use the “ON/OFF” slide to turn Drawn Map Objects ON.
3. Tap on the drawn object to display the area and your description.



PASTURE SCOUT

Pasture Scout is used to record the Feed on Offer or Pasture Cover and Pasture Growth Rates of your pasture paddocks.

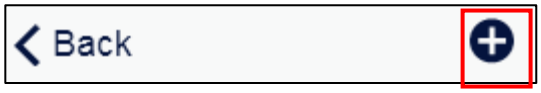
Pasture composition can also be recorded.

If you opt to include several months of history in your PocketPAM sync options, you will be able to see some useful graphs.

Add/Edit Pasture Record

1. Tap “Pasture Scout” from the main menu of PocketPAM.

2. Tap “Pasture Records”.



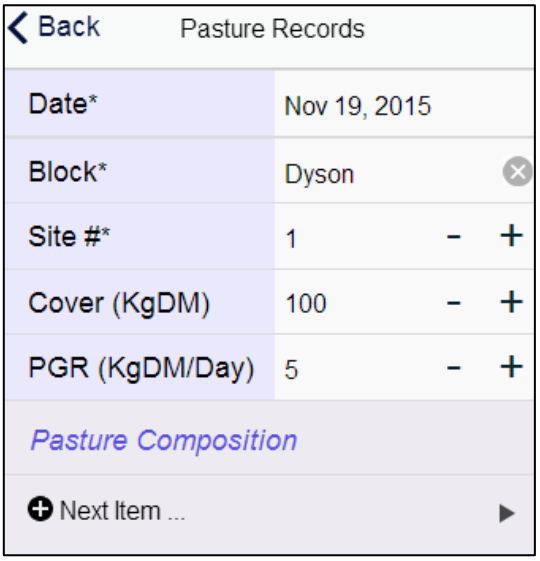
3. Tap the “Add” button.

4. Tap on “Date*” field and select the activity date from the pop-up calendar.

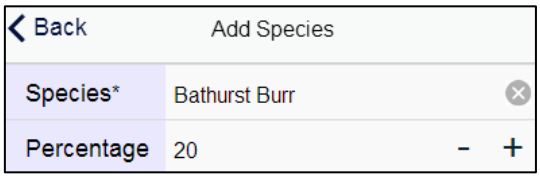
5. Tap on the “Block*” field and select a block from the pop-up menu by tapping on its name.

6. Enter the Site Number using the “-“ and “+” buttons.

7. Enter the “Cover(KgDM)” and “PGR” using the “-“ and “+” buttons next to each field.



8. Tap on the “Next Item” menu under the “Pasture Composition” heading.



9. Tap on the “Species*” field on the “Add Species” screen and select from the pop-up menu.

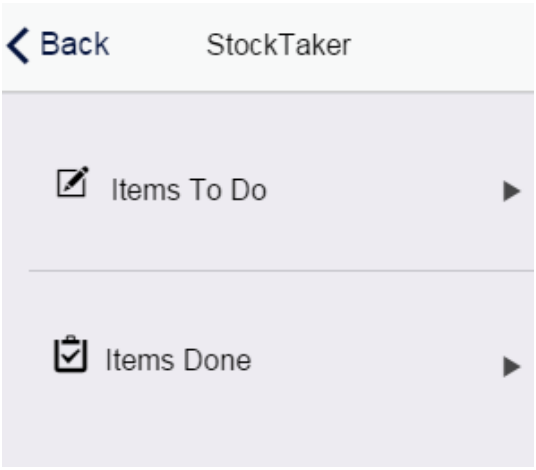
10. Enter the composition percentage using the “-“ and “+” buttons.

11. Tap “< Back”.

12. Tap “< Back” to save your entry.

STOCKTAKER

The Stocktaker module is designed to be taken to your inventory storage locations to perform a physical stock take of consumables.



The process flow will be thus:
When data is prepared in PAM for sending to either the Stocktaker module or the Inventory module, PAM generates a Stock On Hand listing.

You are advised to conduct the stock take mission, transfer the data to PAM, then refresh the data on the mobile with a “From PAM”.

PAM “knows” if you are using Batch Number tracking and/or Location tracking of inventory and will prepare the data accordingly.

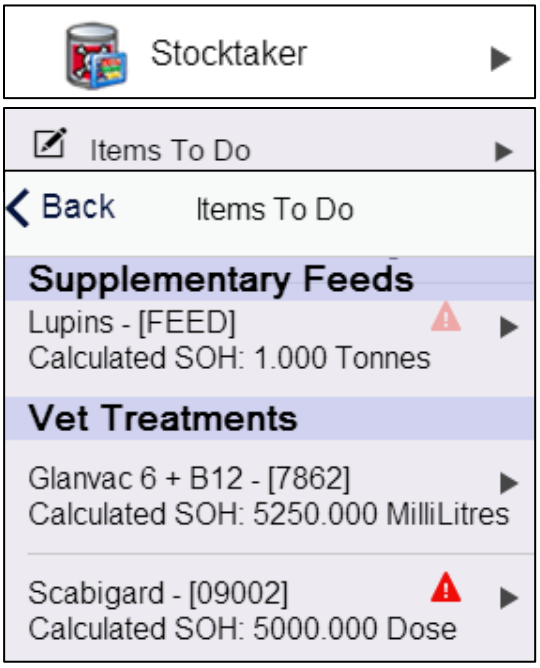
Items To Do List

1. Tap “Stocktaker” from the main menu of PocketPAM.

2. Tap “Items To Do” menu.

3. When you first open the “Item To Do” menu, you will see your Stock on Hand.
   - *No Warning Symbol: Stock Not Expired*
   - *Bright Warning Symbol: Stock Expired*
   - *Dull Warning Symbol: No Expiry Date Given*

If you would like to just remove items from the To Do list without recording a stock on hand, see how below on page 88.

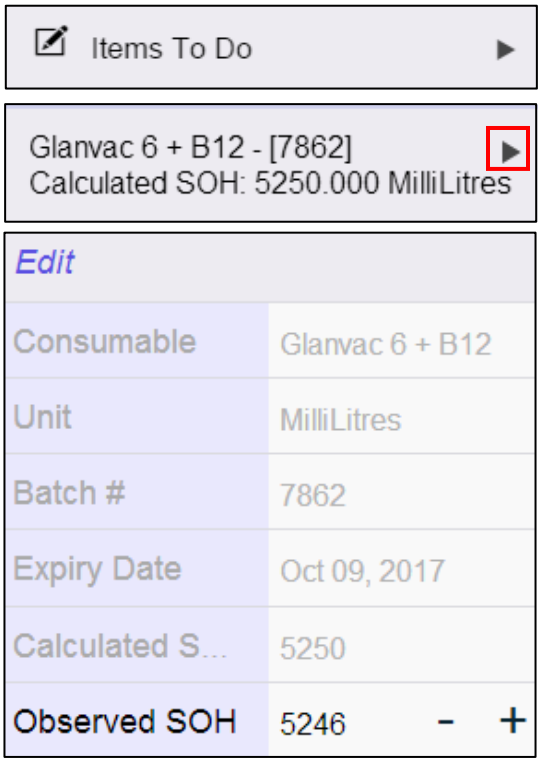


Entering Observed Stock On Hand

1. Tap “Items To Do” menu.

2. Tap on the right-arrow next to its name and use the “-“ and “+” buttons to change the observed stock on hand.

3. Tap “< Back” to save your entry.
   - *The item will then be removed from the “To Do” list and added to the “Items Done” list.*



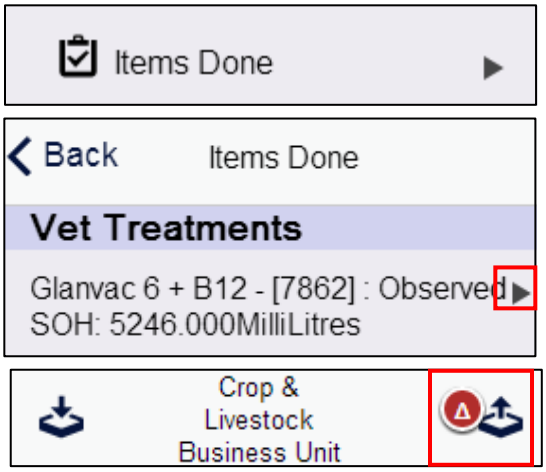
Items Done List

1. Tap on the “Items Done” menu.

2. Tap on the right-arrow next to its name and use the “-“ and “+” buttons to edit the observed stock on hand.

3. Tap “< Back” to save your entry.

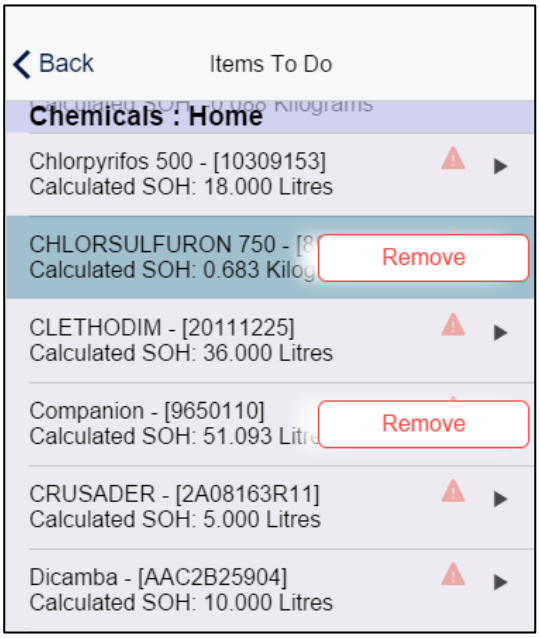
4. Tap on the “To PAM” button to send the data back to PAM.



Remove Items from the To Do List

If you want to remove items form the To Do List, simply swipe your finger across the item on the list.
You will see a “Remove” button appear. Tap on that to remove the item from the list.

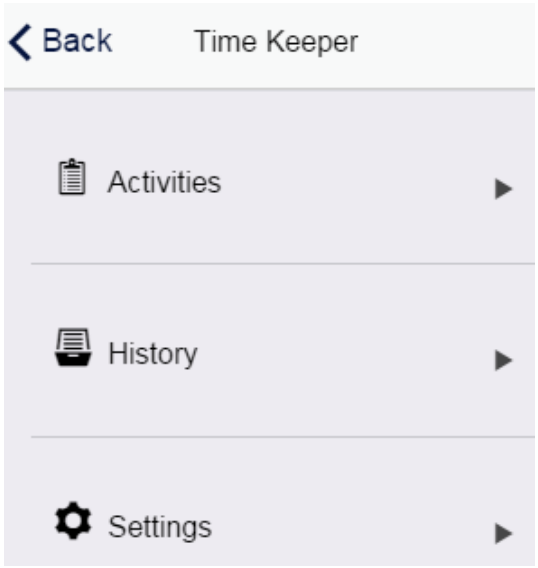
This would be handy when an item has not be in use since your last stock take, so ther eis no need to record it’s observed stock on hand.



TIME KEEPER

The Time Keeper module is used to keep track of personnel, tasks and hours.

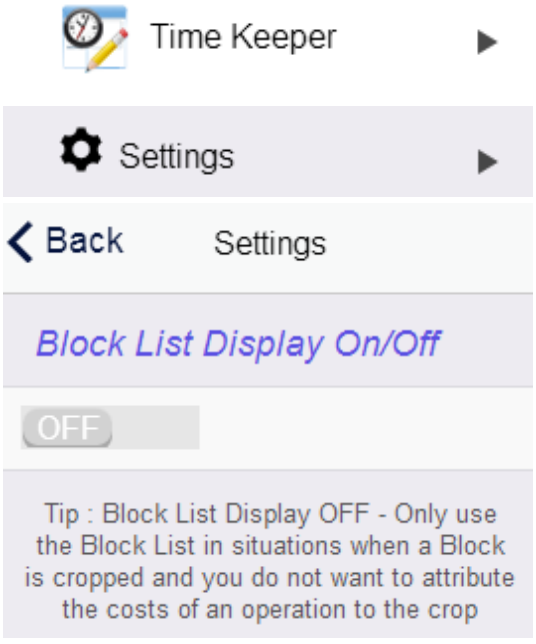
It is the “who did what, where & when” record keeping system.



Settings

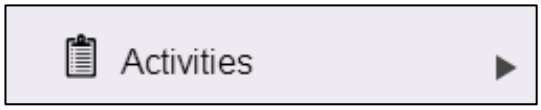
Use the ‘Block List’ only when you want to avoid allocating the costs of a task to a cropped area, e.g. you might be replacing a fence around a paddock that has a crop in it. For that task, it wouldn’t be appropriate to allocate the costs to the crop.

1. Tap “Time Keeper” from the main menu of PocketPAM.
2. Tap “Settings” menu.
3. Turn the “Block List Display” on or off by using the ON/OFF slide.
4. Tap “Back” to save your entry.



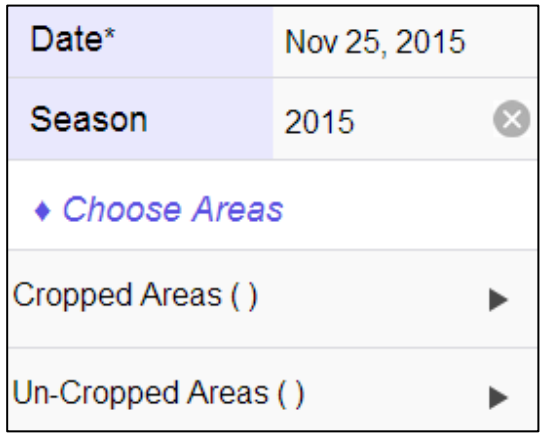
Add Activites

- Tap “Activities”.



- Tap the “Add” button.

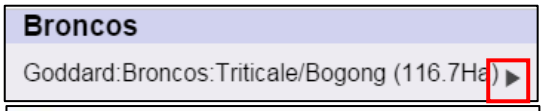
- Tap on “Date*” field and select the activity date from the pop-up calendar.



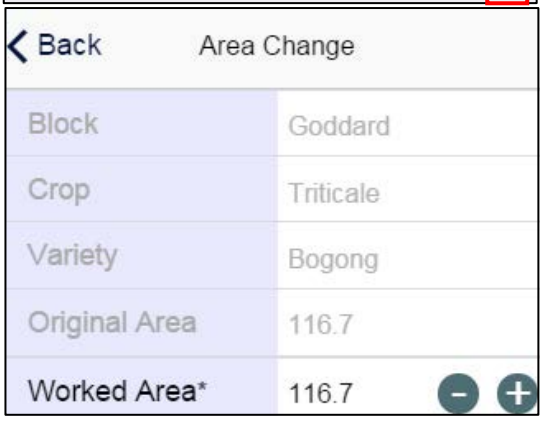
- Tap on the “Season*” field and select from the pop-up menu.

- Choose your area by tapping on the “Cropped Areas () >” or “Un-Cropped Areas () >”menu under the “Choose Areas” heading to display paddocks.

- Select your paddock by tapping on its name.



- On the “Area Change” screen, adjust the “Planted Area” and “Worked Area” using the “-“ and “+” buttons.
  - *PLEASE NOTE: The Planted Area may never exceed the Worked Area. The upper limit of the worked area is 125% of the original area.*



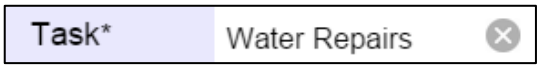
8. Tap ”< Back”.

9. Tap “< Back”.

10. Tap on the “+Team Members…>” menu to choose the team members involved and select from the pop-up menu.

11. Tap ”< Back”.

12. Tap on the “Task*” field to select your task from the pop-up menu.



Add Activities continued

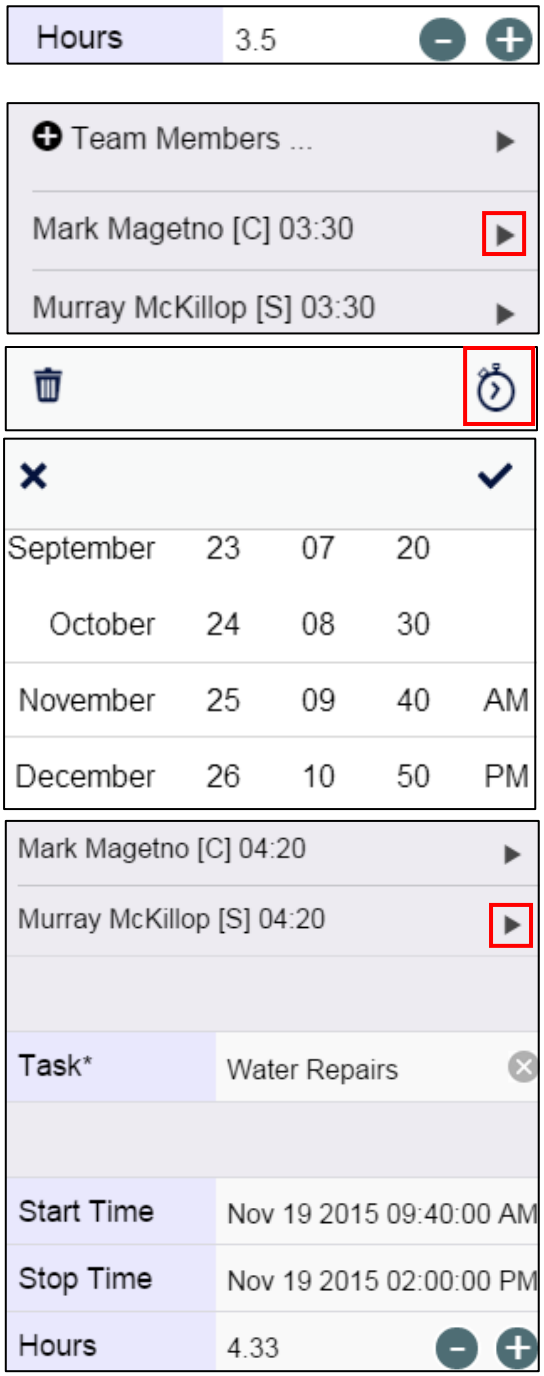
13. Enter the duration of the task, not total man hours using the "-" and "+" buttons next to the "Hours" field or use the "Stopwatch" instructions below.
    - *The hours for each team member are automatically populated but if you need to adjust these, tapping on the right-arrow button next to the Team members name and use the "-" and "+" buttons.*

14 To use the stopwatch function tap on the "Stopwatch" button.

15 Tap on the "Start Time" field then on the "Stop Time" field and use the spinners to set the start and stop times.
    - *PLEASE NOTE: The date and time will default to current date and time for the start time.*

16 Tap on the "Close" tick.
    - *The hours for each team member are automatically populated but if you need to adjust these, tapping on the right-arrow button next to the Team members name and use the "-" and "+" buttons.*

17. The "Hours" field is automatically calculated using the stopwatch times.



In Time Keeper you can add records against cropped areas, un-cropped areas (which may include paddocks/ blocks that are partially cropped and of course, entirely un-cropped) and also paddocks/ blocks.

It is recommended, to ensure richer and more useful reporting in PAM, that if a paddock/block is cropped, you choose from the cropped areas list rather than the paddock list when doing any data entry - In PAM or PocketPAM.

Rows

If a cropped area has rows defined (that is, it is an orchard or vineyard) then you can choose the rows that were (or are being) worked on. This will only be available to you if you do, in fact have rows set up in PAM for any of your chosen cropped areas.

WATER METER READINGS

1. Tap “Water Meter Readings” from the main menu of PocketPAM.

2. Tap “Add/Edit Records”.

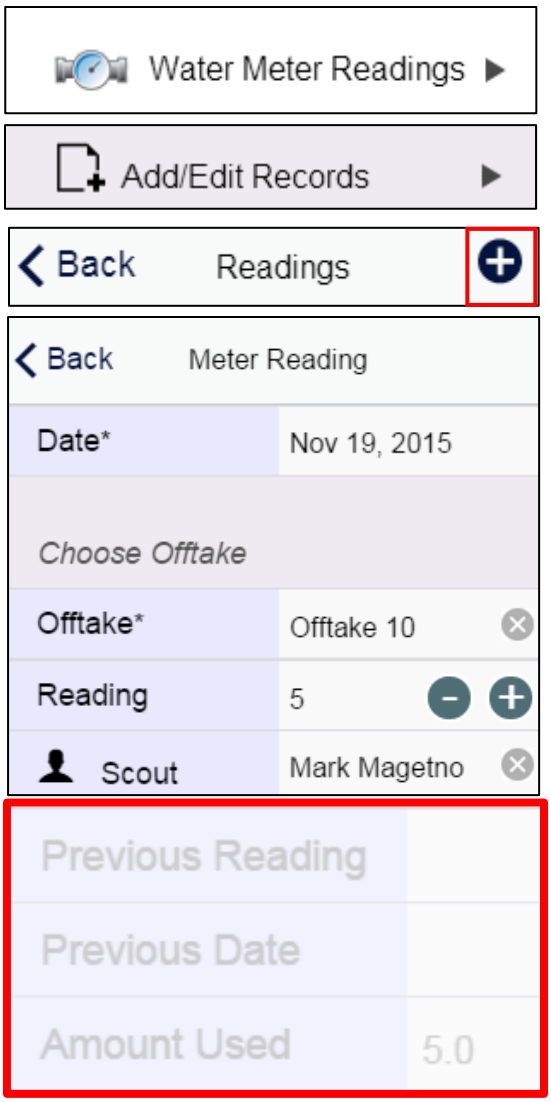
3. Tap the “Add” button.

4. Tap on “Date*” field and select the activity date from the pop-up calendar.

5. Tap on the “Offtake*” field under the “Choose Offtake” heading and choose from the pop-up menu.

6. Enter the “Reading” using the “-“ and “+” buttons.

7. Choose the Team Member involved by tapping on the “Scout” field and selecting from the pop-up menu.

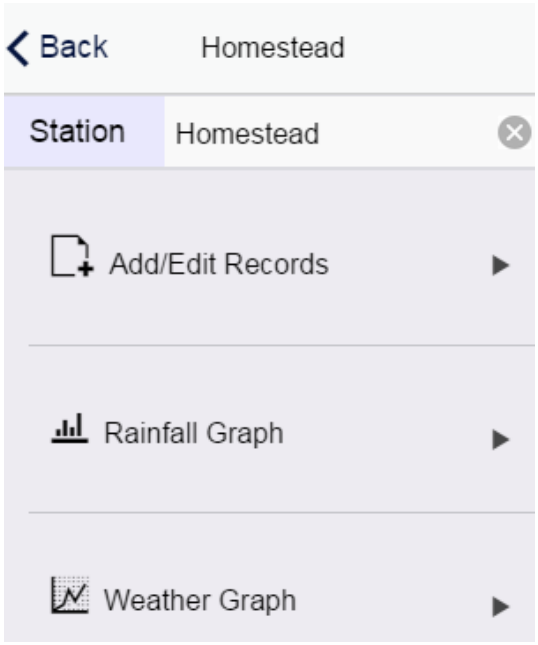


WEATHER RECORDS

The Weather module's main panel displays the daily weather data for each day (grouped by months) for a selected weather station.

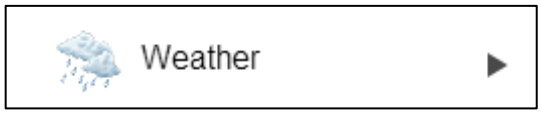
By default, PocketPAM displays the data entry screen with the expectation that you are using the comprehensive weather system in PAM.

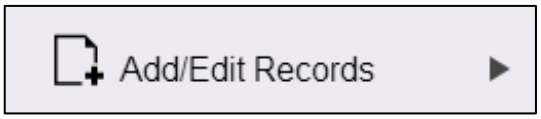
If you don't have comprehensive weather recording configured in PAM, only record rainfall. If you enter temperature and humidity data in PocketPAM, you won't get to see that information in PAM unless you switch to comprehensive weather data recording.

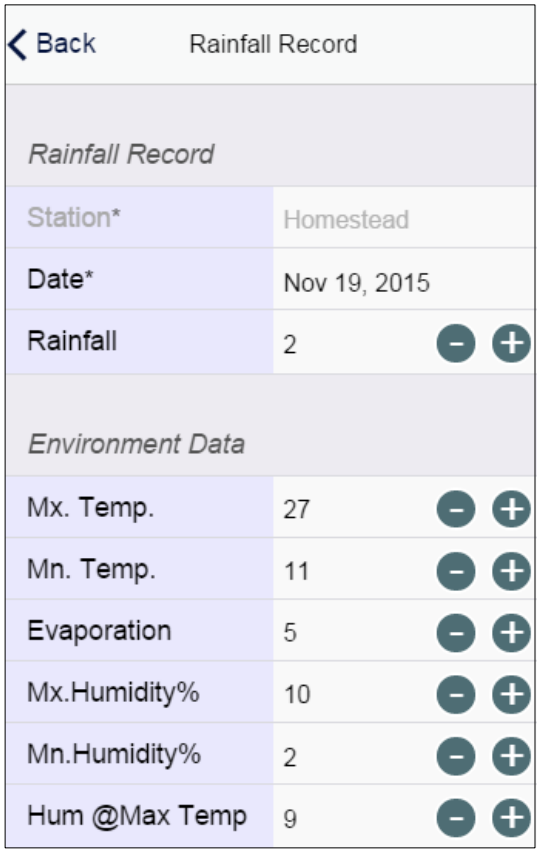


Add/Edit Record

1. Tap “Weather” from the main menu of PocketPAM.
2. Tap on the “Station” field and select from the pop-up menu.
3. Tap “Add/Edit Records”.
4. Tap the “Add” button.
5. Tap on “Date*” field and select the date from the pop-up calendar.
6. Enter the “Rainfall”, “Maximum Temperature”, “Minimum Temperature”, “Evaporation”, “Maximum Humidity%”, “Minimum Humidity%” and “Humidity @ Maximum Temperature” readings using the “-“ and “+” buttons.
7. Tap “< Back”.

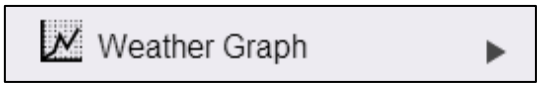




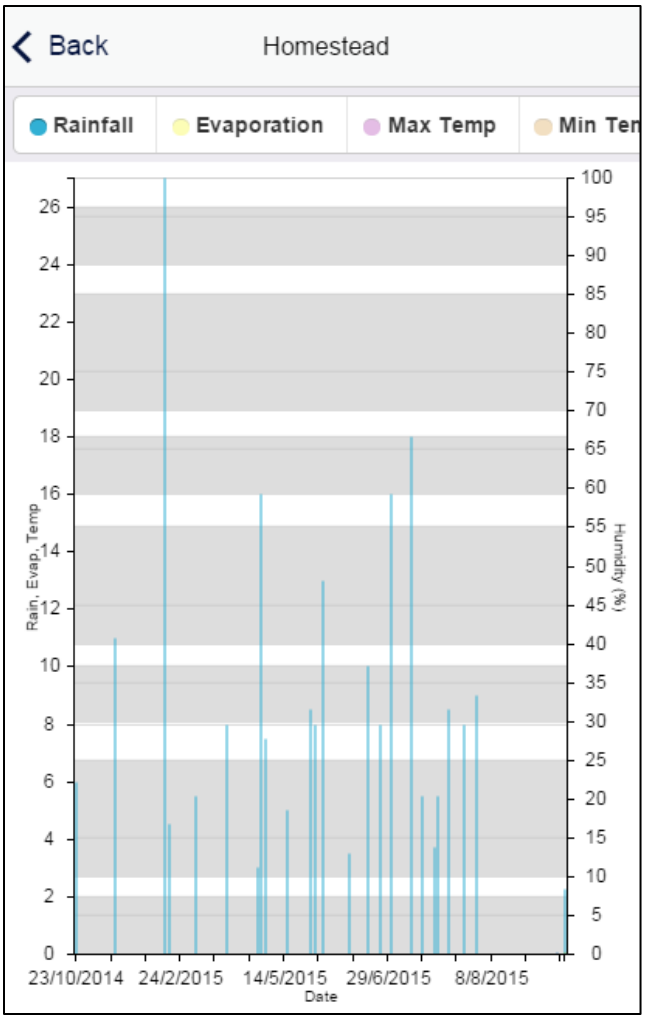


Weather Graph

By default, the weather graph will display all your weather records as a bar graph.



Swipe the legend to show all the options:



- Rainfall
- Evaporation
- Maximum Temperature
- Minimum Temperature
- Maximum Humidity
- Minimum Humidity
- Humidity @ Maximum Temperature

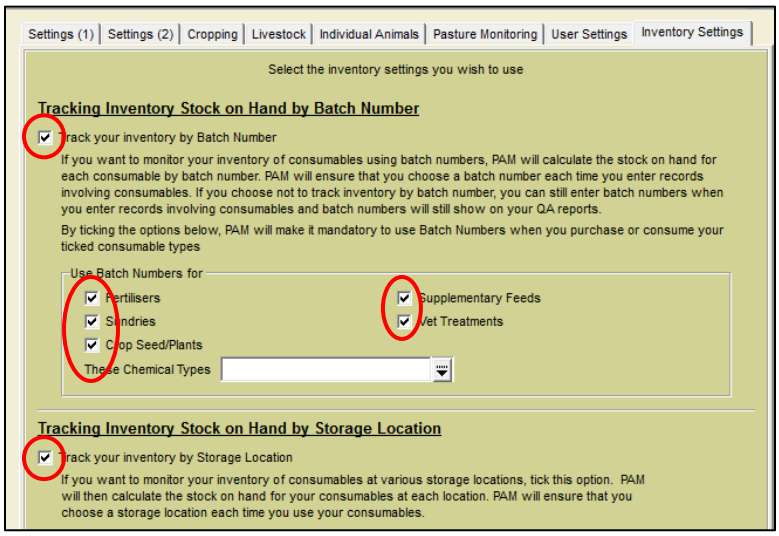
The legend doubles as a selection system. Tap on the legend sections to switch them on or off e.g. in the example shown, only rainfall has been selected.

As you tap on the legend to switch off a data type, it will become 'greyed out' .

INVENTORY BATCH NUMBERS & STORAGE LOCATIONS

If you want to keep track of the batch numbers of consumables used or consumables used from their various storage locations in PocketPAM you need to set this up in PAM first.

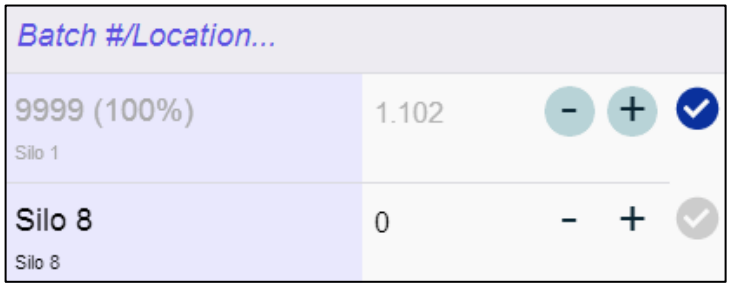
- In PAM by click on “Configuration”, then “Customize your PAM program…” then click on the “Inventory Settings” tab.
- Click on the check box for “Tracking Inventory Stock on Hand by **Batch Number**” and/or “Tracking Inventory Stock on Hand by **Storage Location**”.
- If you choose to track by batch numbers, use the check boxes to select the items to be tracked.
- Click “OK”.



Quantity Allocation Screen

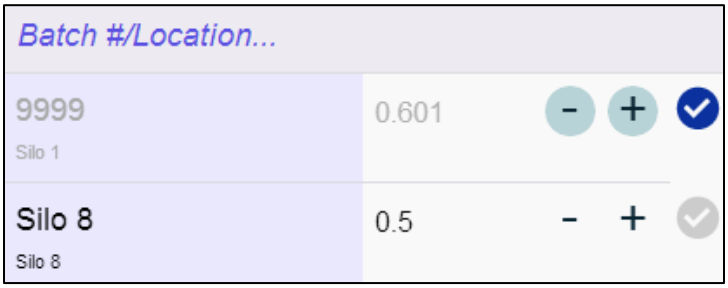
Option 1: One Location

- Choose 1 location by tapping on the ‘tick’ alongside the location name. The total quantity is automatically allocated.



Option 2: Two or More Locations

- Choose 2 or more locations by tapping on the first location ‘tick’ and then the second location ‘tick’ Reduce the quantity of the first location using the “-“ button. Tap on the third location ‘tick’ and reduce the quantities of the first and second locations using the “-“ button.



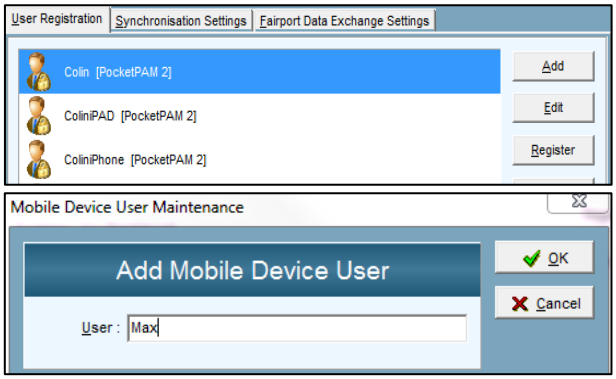
SET UP YOUR POCKETPAM USERS

Decide on the method of synchronisation you will be using, e.g. either the "PocketPAM Listener" (see page 98) or the "Fairport Data Exchange" (see page 102).

1. In PAM, go to "Utilities", then "Mobile Device Utilities…" then click on the "User Registration" tab and then click the "Add" button to add a new user.

2. Enter the name of the person using PocketPAM in the field "User".

   - *The user name you use here must match up with the user name you use on the Connection Settings screen in the PocketPAM app.*



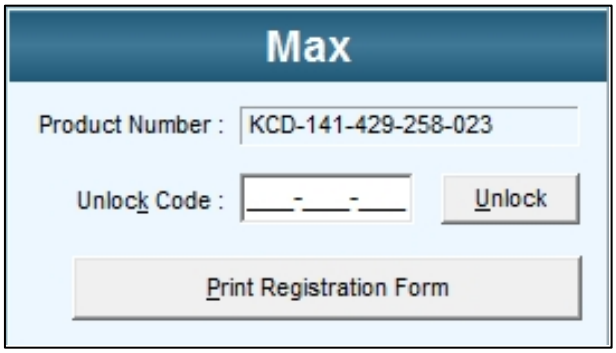
PAM Enterprise & PAM Mid-Tier Enterprises Users:
PocketPAM users will be set up under User Maintenance by your PAM Administrator.

Non-PAM Enterprise users will need to register PocketPAM by completing the Registration Form.
You can leave the registration process for later but the user can't transfer data to PAM until registered.

3. Select the newly created user and click "Register".

4. Click "Print the Registration Form" and once completed this form needs to be sent to Fairport either by fax (08) 9367 5823 or emailed to mail@fairport.com.au to receive your Unlock Code.

5. When you have 'unlocked' the user, a padlock appears on the icon.
   - *If a user is deleted (made inactive), their icon will remain but be 'greyed out'.*



EXCHANGING PAM DATA WITH POCKETPAM (SYNCHRONISING)

There are several ways to synchronise your PAM data with your mobile device. The method you choose will either mean you need to install the "PocketPAM Listener" or the "Fairport Data Exchange" client software on your PAM computer.

Option 1: Synchronising Using PocketPAM Listener

1A: Via the Internet

- This option uses the 3G/4G network coverage or a wireless (Wi-Fi) connection from a remote site.
- There are two ways you can use the internet to synchronise data:

    1. A "Static IP Address" ; or
    2. The Fairport Data Exchange (FDE). See the special FDE section of this manual for full details.

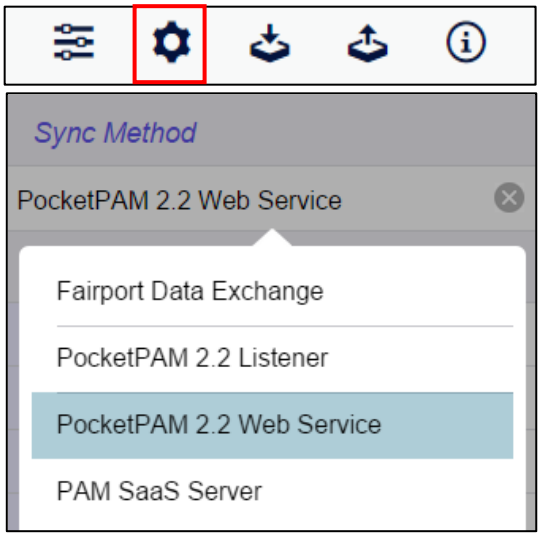
- A Static IP Address.
    - A Static IP address is an internet address that never changes. They are a set of numbers separated by 'dots', like this: 123.456.789.012 and can be obtained (at a small annual cost) from your Internet Service Provider (ISP).
    - PocketPAM "Listener" software needs to be installed on your PAM computer.
    - Within the configuration settings of your 'outward facing' internet connected modem-router, you will need to set up a 'port forward' setting to the IP address of the computer that houses your PAM database. The incoming port is 50555.

1B: Via Wireless Modem Router

- You can transfer data to and from PocketPAM, without needing a Static IP address. Instead of a Static IP address, you will use the IP address of your PAM computer.
- This option uses your local area Wi-Fi Network when you are in wireless range of the wireless modem router.
- PocketPAM "Listener" software needs to be installed on your PAM computer (or the PAM database server, if you are in a networked environment).

Synchronising Using PocketPAM Listener continued

1. In PocketPAM set up the connection settings by tapping on the "Settings" button.



2. Tap on the "Sync Method" field and select "PocketPAM Listener" or the "PocketPAM Web Service". Both of these options work on some devices but increasing numbers of devices will only work with the "Web Services" option. Fairport therefore recommends the "Web Services" option.

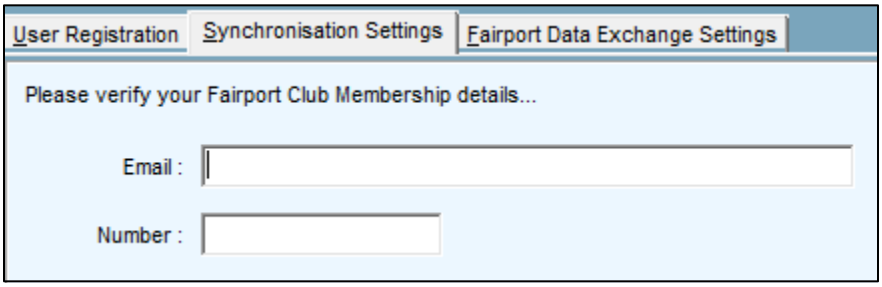
3. Enter the Computer IP Address (see page 99) in the "IP*" field.

4. Enter your network domain (if applicable) in the "Domain" field. *Please Note: PAM 8 users will not need to enter a domain name.*

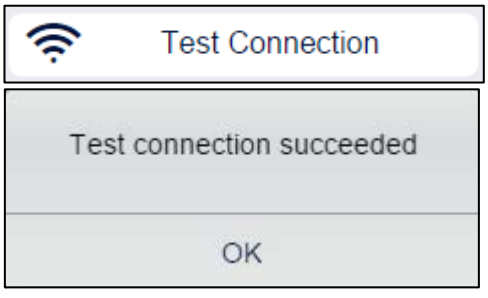
   - Enter the user's name and password in the relevant fields - PAM 8 users will not need to enter a password.

5. In PAM click on "Utilities", then "Mobile Device Utilities…" then click on the "Synchronisation Settings" tab.

6. Enter your email address in the "Email" field.
   - *The FCM "Number" field is only applicable if you intend to use the FDE for your data synchronisation. If you are using the standard PocketPAM Listener, PocketPAM will retrieve your FCM number from PAM automatically.*



7. Test the connection settings in PocketPAM by tapping on the "Settings" button, then the "Test Connection" button.



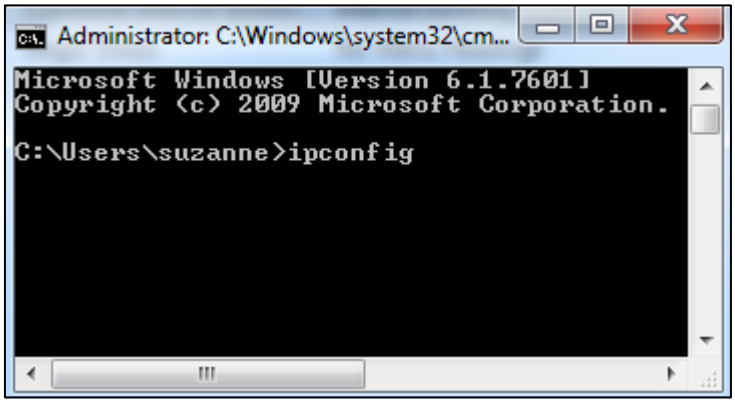
8. If you receive a "Test connection succeeded" message, you are set to go - if not, check your settings.
   - If a Test Connection fails using the Computer Name as the "IP Address" then you will need to find your PAM Computer's IP Address.

Synchronising Using PocketPAM Listener continued

- Click (or Right Click in you're running Windows 10) on the Start/Windows button.
- Click on the "Run..." option.
- Type **CMD** into the search box.
- Press <Enter>.

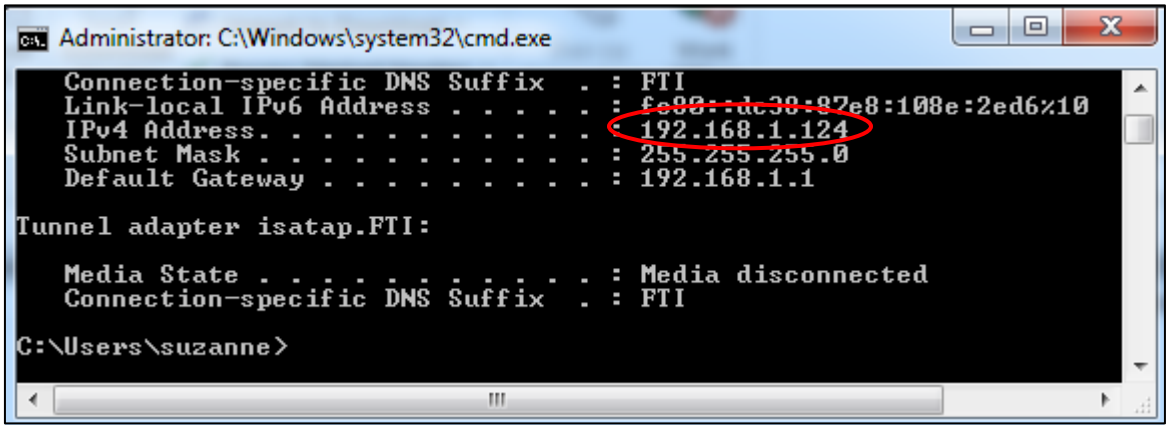
Now you will see what is known as the 'Command Prompt' (remember it may look different to the picture).

1. Type **ipconfig** then press <Enter>.



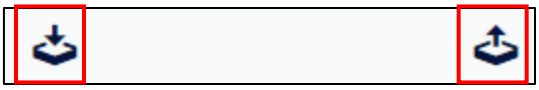
2. Take a note of the IP/IPv4 Address (if you see more than one IP Address, use the IPv4 Address one).

3. Close the window.



Synchronising Using PocketPAM Listener continued

Getting data from PAM and sending data to PAM is done either on a module by module basis by tapping on the "To PAM" and "From PAM" buttons.



or

for all selected modules by tapping on the "To PAM" and "From PAM" buttons on the Home screen.

As soon as you enter records into a module (i.e. Crop Diary), the red "Delta" badge appears on the "To PAM" button. This indicates that you have records to be sent to PAM.

Some modules share data, e.g. Inventory records can be shared with both the Crop Diary and the Livestock modules, i.e. if you have purchased any new consumables or added a new consumable in PocketPAM. The Inventory and Stocktaker modules share data as do Time Keeper and the Crop Diary modules. By adding records in one module, you may see the red "Delta" warning badge appear in others.

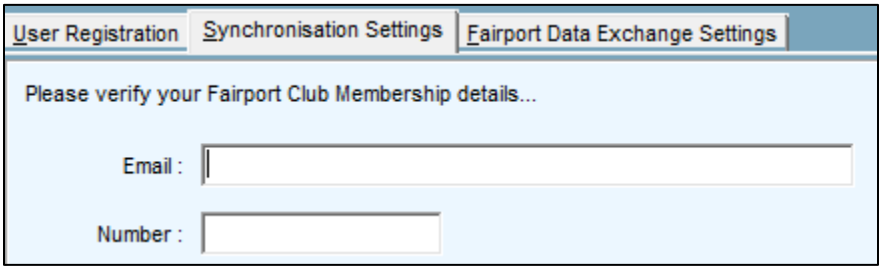
If you attempt to get fresh data from PAM while you still have unsent records, you will be warned. You will be required to tap "YES" before any data can be received from PAM because the consequences of doing that is that your new data will be overwritten!

Modules use differing numbers of data tables, e.g. the Weather data all 'lives' in a single table, while the Crop Diary module uses over 60 tables. Consequently, the time taken to transfer your data varies from module to module.

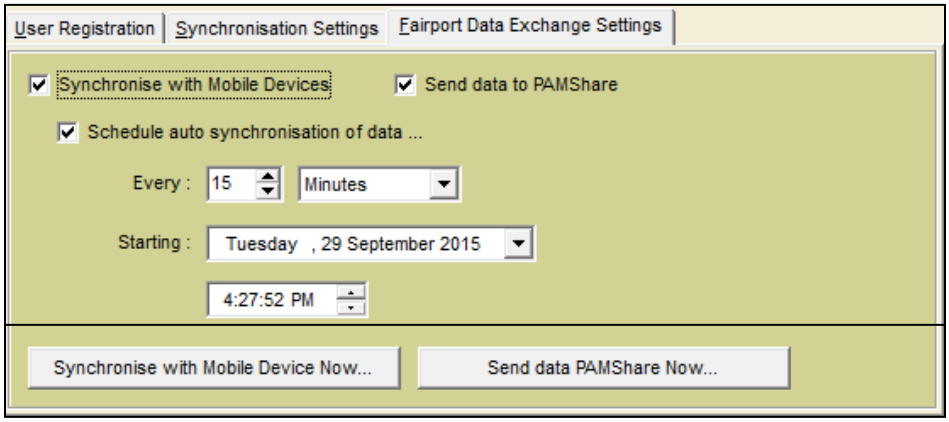
Option 2: Fairport Data Exchange (FDE)

Like a mailbox in the cloud for your PAM data…

1. To take advantage of the FDE, you need to pay an annual subscription for the service which will then be included as a part of the Fairport Club Membership fee.
2. Download and install a FDE Client app from the Fairport web site.
3. In PAM click on "Utilities", then "Mobile Device Utilities…" then click on the "Synchronisation Settings" tab.
4. Enter your email address and Fairport Club Membership (FCM) number in the relevant fields.



5. Set up your FDE settings in PAM. Go to "Utilities", then "Mobile Device Utilities…" then click on the "Fairport Data Exchange Settings" tab.



6. When you need to synchronise PAM and PocketPAM data manually, simply click on the "Synchronise with Mobile Device Now…" button.

7. To set PAM to automatically collect PocketPAM data and then upload new data to the FDE, enter the synchronisation interval required.
   - This option will be useful when there are several people entering data in their mobile devices and it is important for them or the farm office to be up to date with the latest data.
   - If you set the interval to 30 minutes, then every 30 minutes PAM will check for new data, download it, update its records then refresh the data on the FDE.
   - Mobile users can tap "From PAM" every 30 - 40 minutes to get the latest data.

Settings for FDE Synchronising continued

1. In PocketPAM set up the connection settings by tapping on the “Settings” button.

2. Tap on the “Sync Method” field and select “Fairport Data Exchange”.

3. Enter the user’s name and password in the relevant fields.

4. Enter your Fairport Club Membership (FCM) number in the “FCM#” field.

5. Test the connection settings by tapping on the “Test Connection” button - this will upload a small (encrypted) file to the FDE server. (You will need internet connection to do this.)

6. If you receive a “Test connection succeeded” message, you are set to go - if not, check your settings.

- If this message doesn’t disappear after a couple of minutes and you don’t see a user-friendly error message explaining what the problem may be, you will need to abort the program.

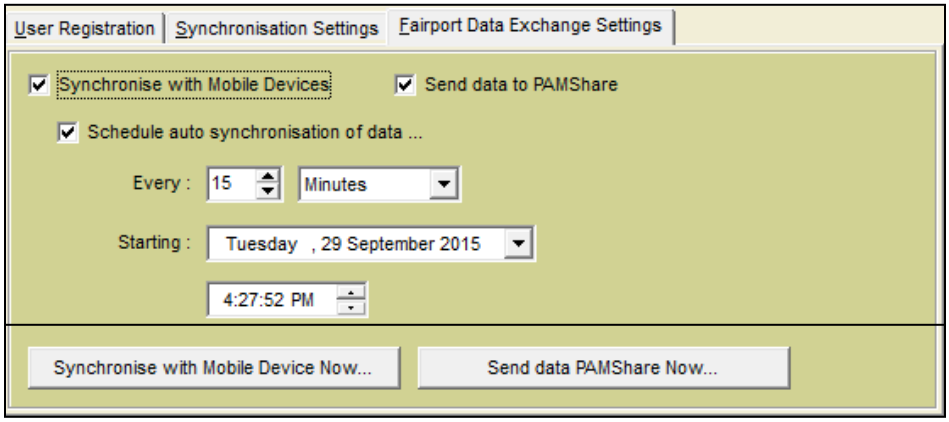
- For iPhones & iPads refer to the Trouble Shooting section at the end of this manual (Page 108). Android devices should display a message asking if you want to force the software to close down.

Settings for FDE Synchronising continued

To send & receive data from & to your mobile device, internet connection is required.

PocketPAM to FDE via PAM

- In PAM, go to "Utilities", then "Mobile Device Utilities…" then click on the "Fairport Data Exchange Settings" tab.
- Click on the "Synchronise with Mobile Device Now…" button.
- The data will be sent to the FDE, tagged with your FCM number.



FDE to PocketPAM

- In PocketPAM tap on the "From PAM" button.
- The mobile device will send your FCM number to the FDE Server, which in turn will locate your data in your 'mail box' and transmit it to your device.

PocketPAM to FDE

- In PocketPAM tap on the "To PAM" button.
- The mobile device will send the data, tagged with your FCM Number to the FDE Server.

This is as far as the synchronisation process can go for unregistered PocketPAM users.
See page 97 for instructions on registering.

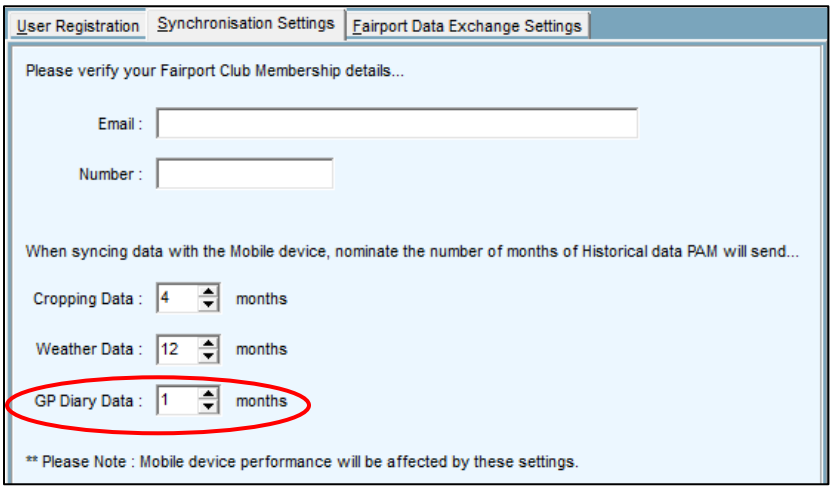
FDE to PAM

- Set up the 'Synchronisation Interval' for PAM to automatically synchronize with the FDE
  OR
- In PAM, go to "Utilities", then "Mobile Device Utilities…" then click on the "Fairport Data Exchange Settings" tab.
- Click on the "Synchronise with Mobile Device Now…" button.
- The FDE server will check for the existence of any data 'tagged' with your FCM Number and will also check that the data has been sent by a registered PocketPAM user.

NOMINATING MONTHS OF HISTORICAL DATA TO SEND TO PAM

In the "Synchronisation Settings" in PAM, you can nominate the number of months of historical data PAM will send to PocketPAM.

- In PAM by click on "Utilities", then "Mobile Device Utilities…" then click on the "Synchronisation Settings" tab.
- Use the "up" and "down" arrows to select the number of months of historical data you want to see "0" months to "24" months.



MULTICLIENT SYNCING

If you are running a PAM MultiClient system, you will notice a listing of all your clients on the settings screen. That listing will tell you which clients you are currently carrying onboard your device, when you last synced data & if you have un-sent data.

If you want to send data back to PAM in 'bulk', tap on each client that you would like to sync (as shown here) then proceed to send the data.

Businesses to Sync	Last Sync	Has Unsent Data
Fruit	✗	✗
Horticulture	11 Mar 2016	✓
Livestock	08 Mar 2016	✗
Non Hort	✗	✗
The Pivots	11 Mar 2016	✓

JOB IMAGES

For image quality settings see page 12. Unless it is very important to have high resolution imagery, we recommend you set the quality at 50%.

There is no limit to the number of images you can attach to a job.

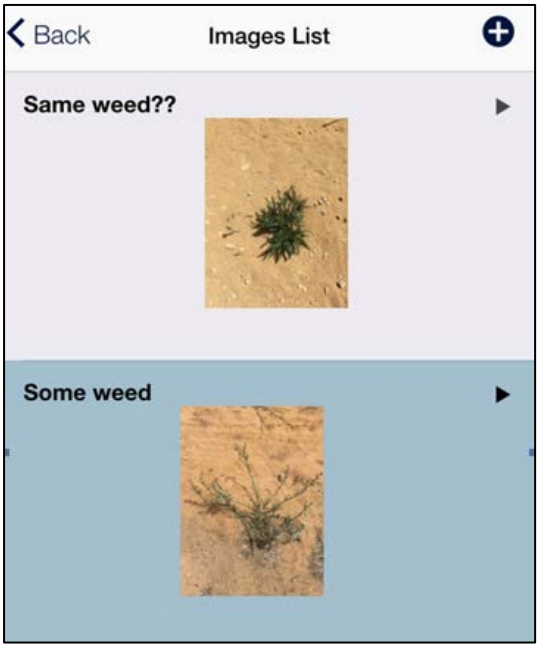
To take a photo, tap on the camera icon, and then tap on the add button… now tap on the camera icon to take the image. The device's camera functionality will then take over. Having taken the photo, you will either see a Tick, or "Use Photo" or similar depending on device type.

On returning, you may want to supply a name for the image. If you don't supply a name, PocketPAM will name it with a Date + Time stamp.

When done, tap "< Back" and you will see the new image on the Images List screen.

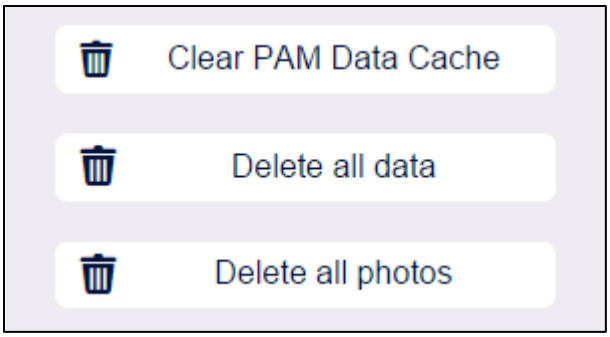
When you send the data back to PAM, you can view the job images on a special Job Images tab on the Job Notes pop-up window.

This involves having a DropBox account and DropBox folder on your computer



TROUBLE SHOOTING

The following options are available on the Settings screen.



Clear PAM Data Cache

To avoid sending data to PocketPAM from PAM where that data has not change at all since you last preformed a 'from PAM', PAM "remembers" the status of the data that you last received on the device. This is a good thing as it speeds up the transfer of data dramatically.

HOWEVER … there can be times when this is a nuisance. For example:

1. when you want to overwrite all the data on your device with new data.
2. If you remove the app from your device and reinstall it, the Listener will not "know" that you have done that & think you still have it fully loaded with data.

   If you ever need to do that, simply tap "Clear PAM Data Cache". The next time you perform a 'from PAM' all tables will be completely refreshed.

Delete all data

Like it says, all PocketPAM data will be deleted from your device. You will even have to re-enter your settings on the settings screen before you can start using the app again.
This option is provided for trouble recovery. This could also be useful consultants using PocketPAM in a consulting/Multi-Client environment when a complete clean-out is desired.

Delete all photos

As photos occupy a lot of space on your device and can also slow down the transfer of data quite noticeably, this option is provided to enable you to recover from a situation where the volume of images is stopping data transfer.

HOW TO STOP USERS SEEING REPORTS, HISTORY OR FINANCIALS

In PAM, on the User Registration tab of the Mobile Device Utilities screen, select the user, tap on the Edit button and you will see 3 options put there specifically for this purpose.

The only reports that are disabled are the Crop Diary reports.
The "Paddocks under quarantine" report will remain enabled.

If you disallow a user to see Crop Diary History records, they will still see the records they will have entered on their device in the History listing after they have sent those records to PAM.

Shutting Down Software

If the app is still operating but you'd like to restart it from within the app, go to the settings screen and at the bottom of the screen you'll see a Restart PocketPAM button.

iPhone or iPad

If for any reason you need to force PocketPAM to shut down, you can do that by quickly double clicking the home button on your device … scroll left or right until the PocketPAM screen appears, then swipe that screen of the devices screen with your

Android

Tap on the Android back button until you are at the PocketPAM home screen, then tap once more on the Android back button. PocketPAM.2. will ask you if you want to exit.

Please visit www.fairport.com.au and go to the Trouble Shooting section of the PocketPAM web page. You will see a button at the top of that web page to take you directly to trouble shooting.