Reports Tab - Booklet Report

Map	Data	Spread Map	Data Upload	Data Export	File Upload	Target Samples	Reports

1. Click on the **Reports** Tab. The **Booklet Report** tab will be visible. This option allows you to create all reports available in I.F.A.R.M. from this one function tab. All reporting types / options are available to choose from.

Batch Processing	Booklet Report

A. Click on the **Booklet Report** tab.

B. The Booklet Report page will display.

Booklet Report continued…

2. **Booklet Name**: Type in a name for the booklet to be run.

3. **Load Farms / Fields**: Click, hold and pull in the desired field(s) / soil data into the **Account** window.

   A. Be mindful of the amount of data pulled to the Account window. Pulling in a farm will produce reports on each field and dataset tied to those fields. The report could result in many pages.
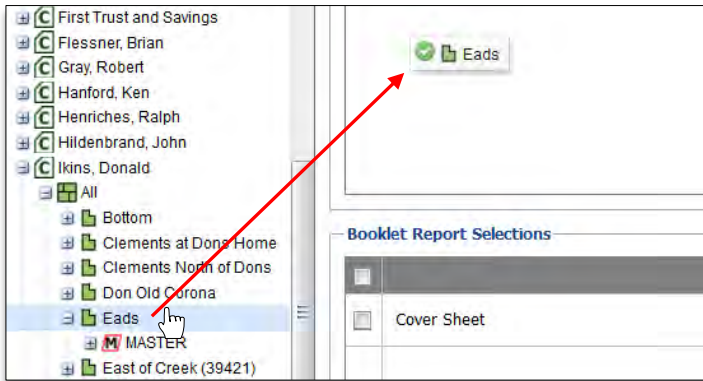
   B. **Booklet Report Sections.** This section shows all reports (with options) that can be run for a given field. Users can choose individual reports, or can select all reports by clicking the topmost box.

Produces a cover sheet with company logo, date and user.

Produces a Field Boundary Map with Bing satellite background imagery. Includes lat-long information.

Produces a Yield Analysis map as seen in the Data Viewer tab.

Soil map with soil type designations as seen in the Soil Zones tab.

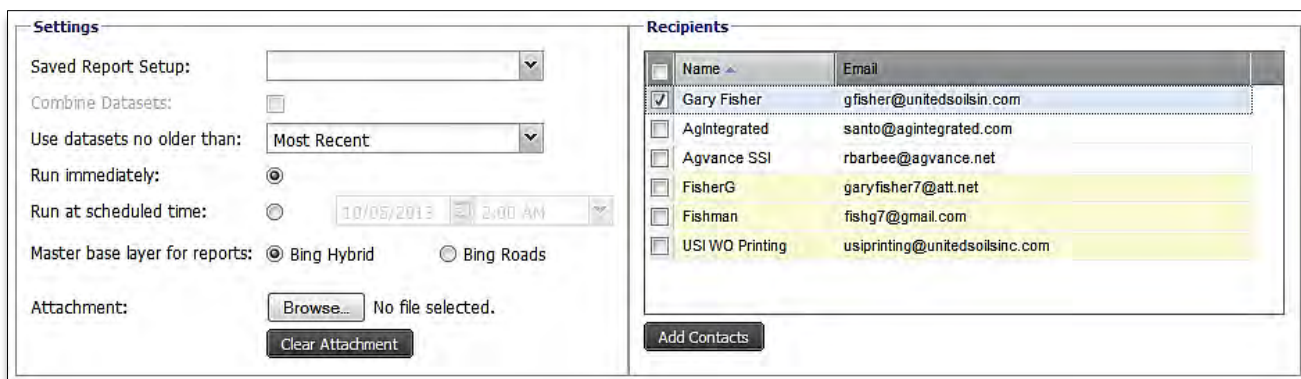Produces the sample point analysis grid report as seen in the Sample Management tab.

Produces a Field Boundary map with colored product analysis maps as seen in the Data Viewer tab.

Produces a Rx product analysis report as seen in the Spread Map Rx tab.
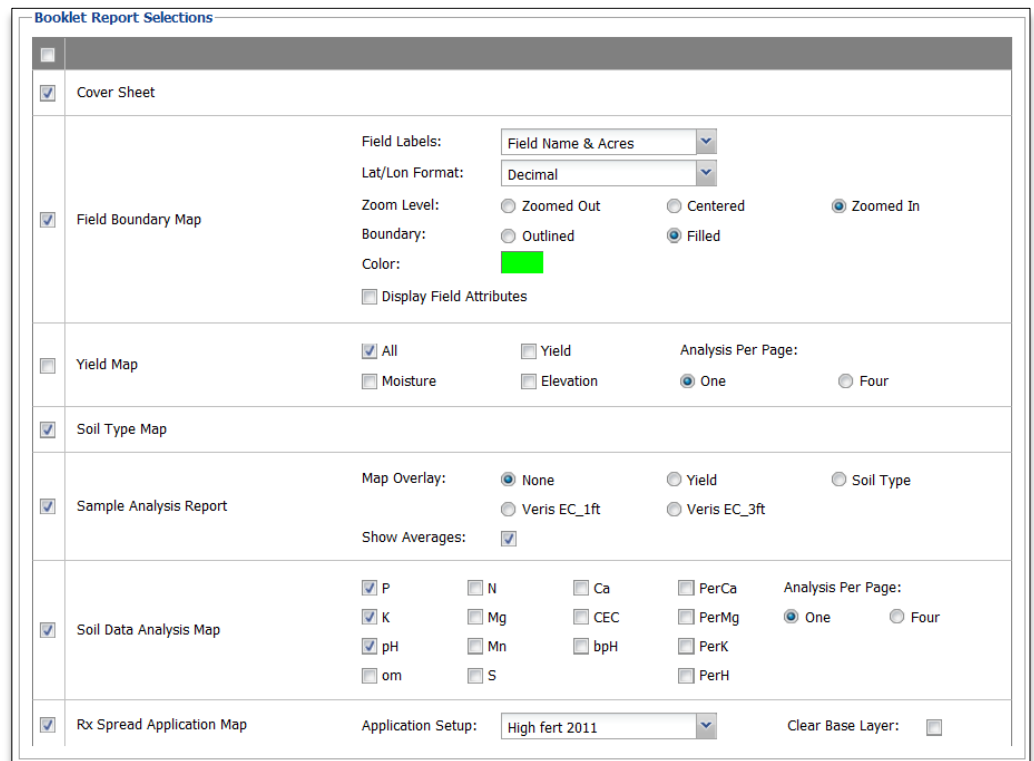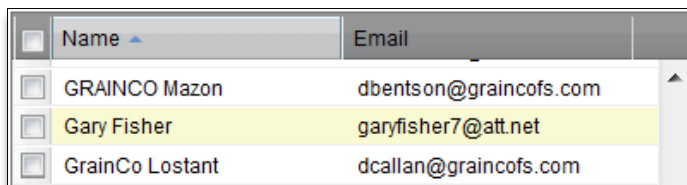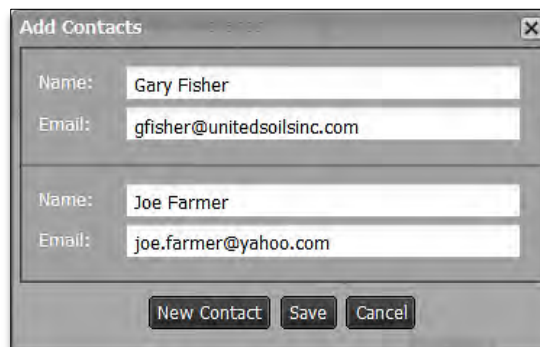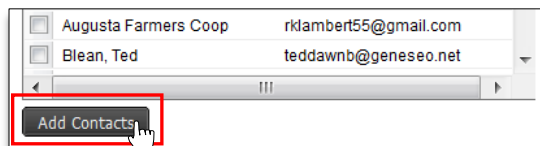
Booklet Report continued…

4. **Settings**. This feature allows the user to go through and configure the reports:

A. **Saved Report Setup:**	Will be addressed in the following section.
B. **Combine Datasets**:	This will average out data if same fields with multiple datasets are selected.
C. **Use Datasets No Older Than**:	**Most Recent** data is the program default, meaning the program will report datasets with the most current date.
	Use the drop-down menu to select other available time periods (see above).
D. **Run Immediately:**	Default setting. Generates the report as soon as ran.
E. **Run at Scheduled Time:**	If chosen, select day / time for report to be generated.
F. **Master Base Layer / Reports:**	Chooses the background imagery for the reports.
G. **Attachment:**	If you want to attach a file to go along with the report, browse and attach it from this command (i.e. cover letter, plat maps, etc.).

5. **Recipients.** This area allows the user to select clients or recipients saved in their **Recipients** log.

A. Click on as many recipients as required.

B. To add a new email address, click on **Add Contacts**.

   - An **Add Contacts** window will appear.

   - Type in the **Name** and **Email Address** of the new contact.

   - If you have more than one entry, click on **New Contact**. You can add as many contacts as needed.

   - Click on **Save** (right).

C. Once entered, the new email address will appear in the listing highlighted in yellow. It will now be saved permanently under the Recipients list.

   - Any entered contact will display with a light yellow backdrop.

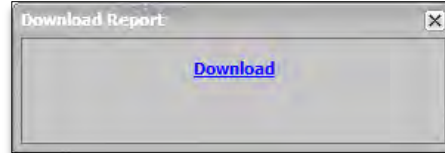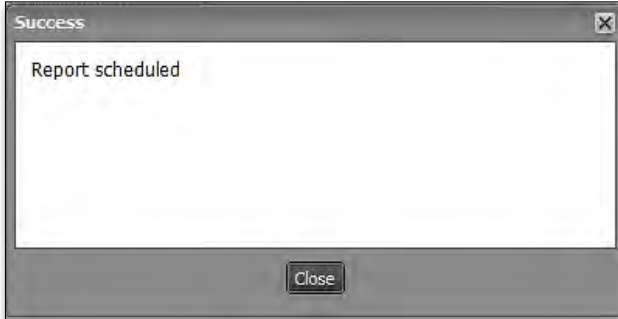   - Entered contacts can be edited or deleted. Right click to see the options.

Booklet Report continued…

6. **Schedule Report.** Once you have all the booklet report conditions set, click on the **Schedule Report** button.

| Schedule Report | Delete Setup | Save Setup |

A. **Notification:** You will see an indication that the reports are run / scheduled.
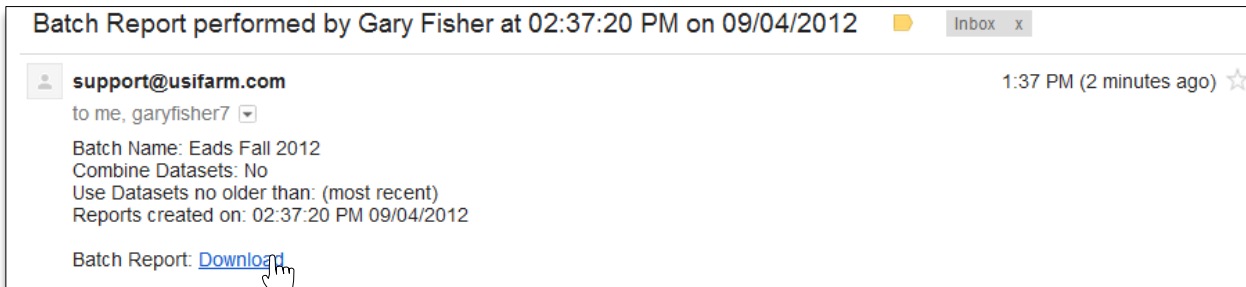   - After the report is processed, a second indicator will appear offering to open the Booklet Report immediately.
   - Users have the option to open the report, or close the indicator and open in the File Manager at another time.
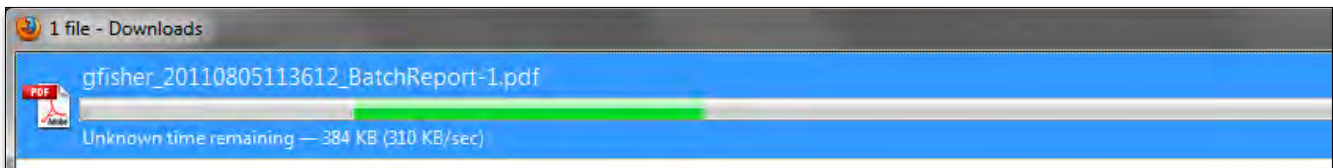
Success ☒

Report scheduled

Close

Download Report ☒

Download

B. **Email:** When finished processing, an email will be sent with a link to view the PDF report.

☐ ☆ ☐	support	**Batch Report performed by Gary Fisher at 02:37:20 PM on 09/04/2012**	1:37 pm
☐ ☆ ▯			12:55 pm
☐ ☆ ▯			11:23 am

   - The opened email will show a **Download** link. By clicking the link, viewing options will be displayed.

Batch Report performed by Gary Fisher at 02:37:20 PM on 09/04/2012 ▭ Inbox x

👤 **support@usifarm.com** 1:37 PM (2 minutes ago) ☆
to me, garyfisher7 ▾

Batch Name: Eads Fall 2012
Combine Datasets: No
Use Datasets no older than: (most recent)
Reports created on: 02:37:20 PM 09/04/2012

Batch Report: Download

C. The report will go through a processing function via Firefox (or other web browser). A progress indicator will display.

🦊 1 file - Downloads

PDF gfisher_20110805113612_BatchReport-1.pdf

Unknown time remaining — 384 KB (310 KB/sec)

Booklet Report continued…

D. Once processed, the PDF file will open with all selected reports.


E. From the PDF software, you can print or save the report.

Booklet Report continued…

7. **Save Setup.** If there is a standard report that needs to be generated and repeated, I.F.A.R.M. allows the user to save a specific report & options that can be replicated quickly.

   A. Once a specific report is completed, or set up for creation, go up and remove the initial field from the Account Window by choosing Remove All or Remove Selected.
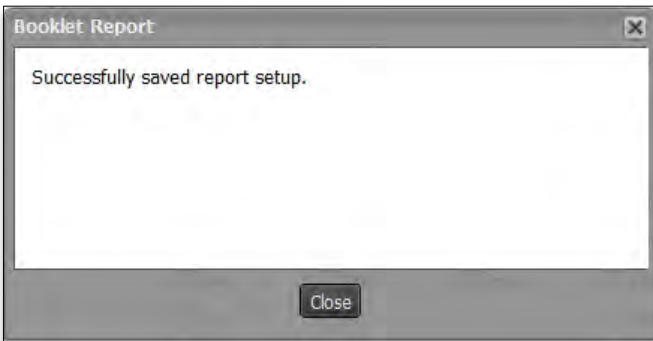
   Fields
   | Remove All | Remove Selected |
   Account
   Ikins, Donald
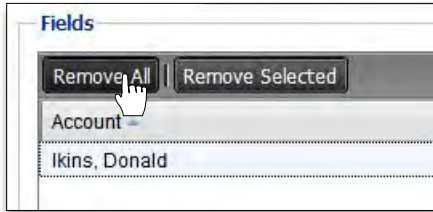
   B. Move to the bottom of the screen and select **Save Setup**.

   | Schedule Report | Delete Setup | Save Setup |

   C. A naming prompt will appear. Enter the name of a very recognizable setup, then click **OK**.

   Booklet Report
   Enter a name for the new report setup.
   2013 Std Report
   | OK | Cancel |
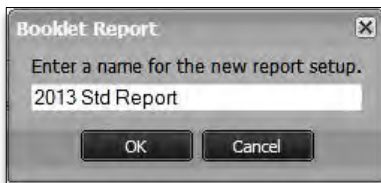
   D. A Booklet Report success message will appear. Click close.

   Booklet Report
   Successfully saved report setup.
   Close

   E. To verify the saved setup took, go to the Settings area and click on the Saved Report Setup drop-down menu.
   - Look for the newly created saved setup.

   Settings
   Saved Report Setup:
   Combine Datasets:
   2013 Std Report
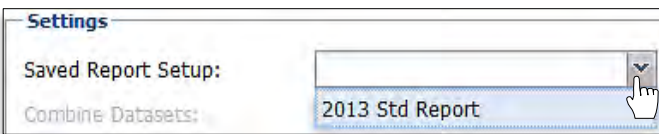
   F. The next time you have a booklet report to run, go to the Saved Report Setup and select the standard setup.
   - The overall report options will automatically populate the saved options.
   - From there, name the report, pull in the field(s) needed and schedule the report.

Booklet Report continued…

8. **Starting Over**. If you are finished with a given session and want to look at new data, simply select the **Remove All** or **Remove Selected** buttons to clear the Account Window.

   A. You can then drag new fields in the Profiles / Account window to start a new session.
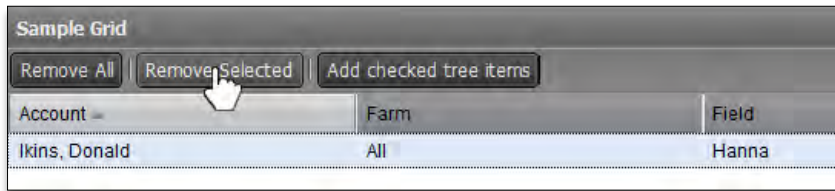
   B. Users can also use the **Clear Form** button (in the lower right corner) to clear all entries in the Batch Report page.