

TABULA STEP-BY-STEP GUIDE

CREATE AN ACCOUNT

- Contact OSFLO to invite you to Tabula (contact details at the end of the guide)
- Click the blue link in the email invite

NOTE: This invite will expire in 7 days



Hello Bob Brown,

Georgina has set up an account for you in Tabula Online.

Please click the following [link](#) and login to Tabula Online.

https://app.tabula-online.com/invite/user_link/75cba80864f97657b1f80de2bbac52dec5b7450b

User Account will then be automatically connected to your existing login.

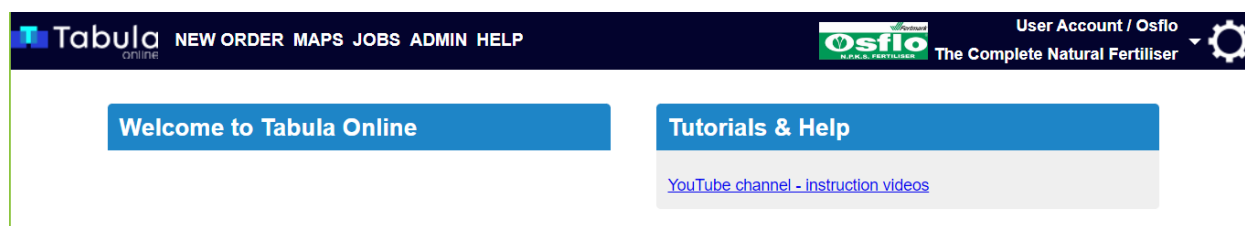
To switch between accounts use the account selector in the top right hand corner.

This link will only work for 7 days and then will expire. Once expired, you will have to contact Georgina again to get a new link.

Regards,
Tabula Online Team

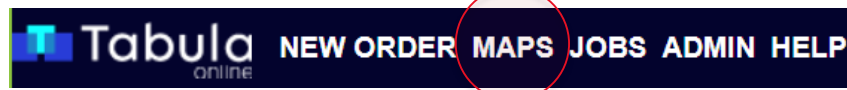
- Create an account with your email as the username and a password that you will remember (write this down in case you forget).

THE HOMESCREEN



- MAPS** – where you will find all of your account’s maps.
- JOBS** – where you will find all of your account’s current and historical jobs.
- ADMIN** – where you can manage who has access to your Tabula account. this can be changed at any stage.
- NEW ORDER** – we advise against using this feature unless you have previously talked to one of our representatives and have full understanding on how to use this feature. If you are interested in booking your fertiliser jobs through Tabula, feel free to give us a call and we can talk you through it.

MAPS

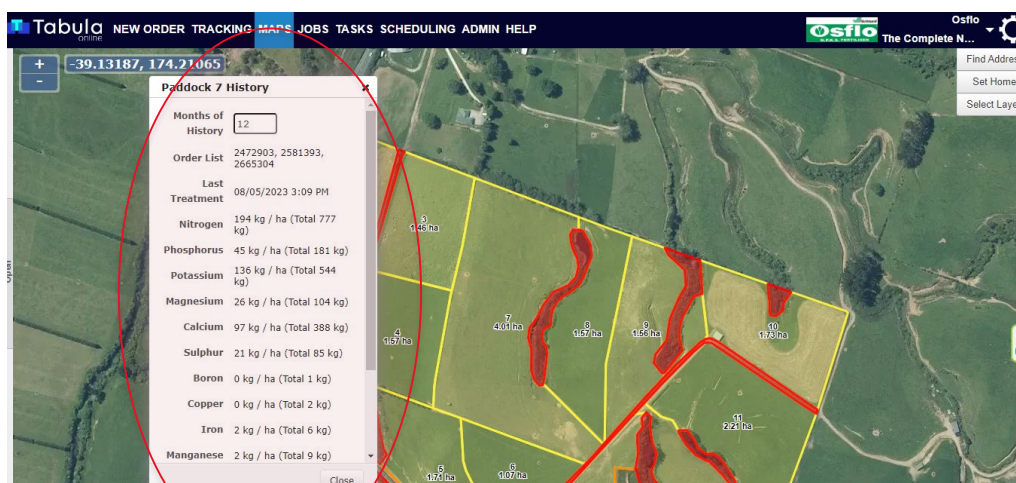


- Your account’s maps are listed here. Click on ‘MAPS’ to see them on the screen. You can click multiple maps at once to see them on the map. Zoom in on the map using the ‘+’ to see paddock sizes.

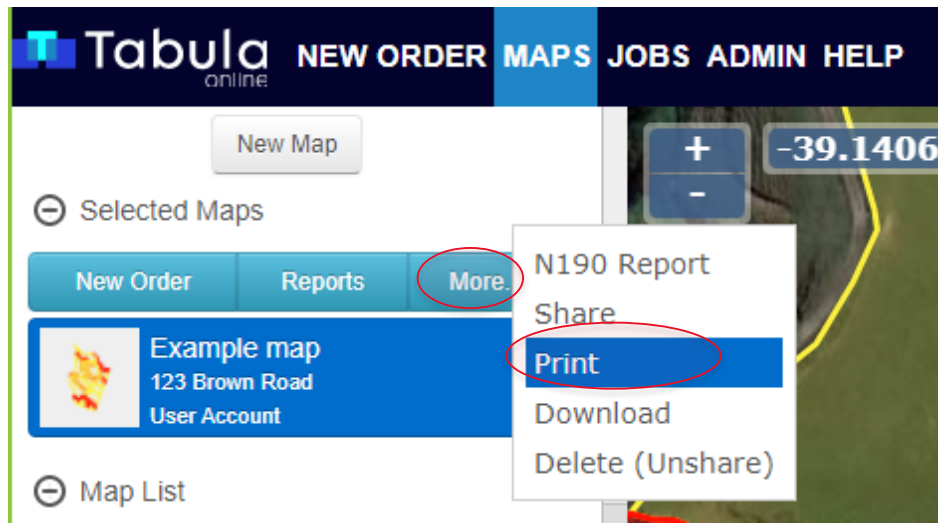


Map showing one farm map selected

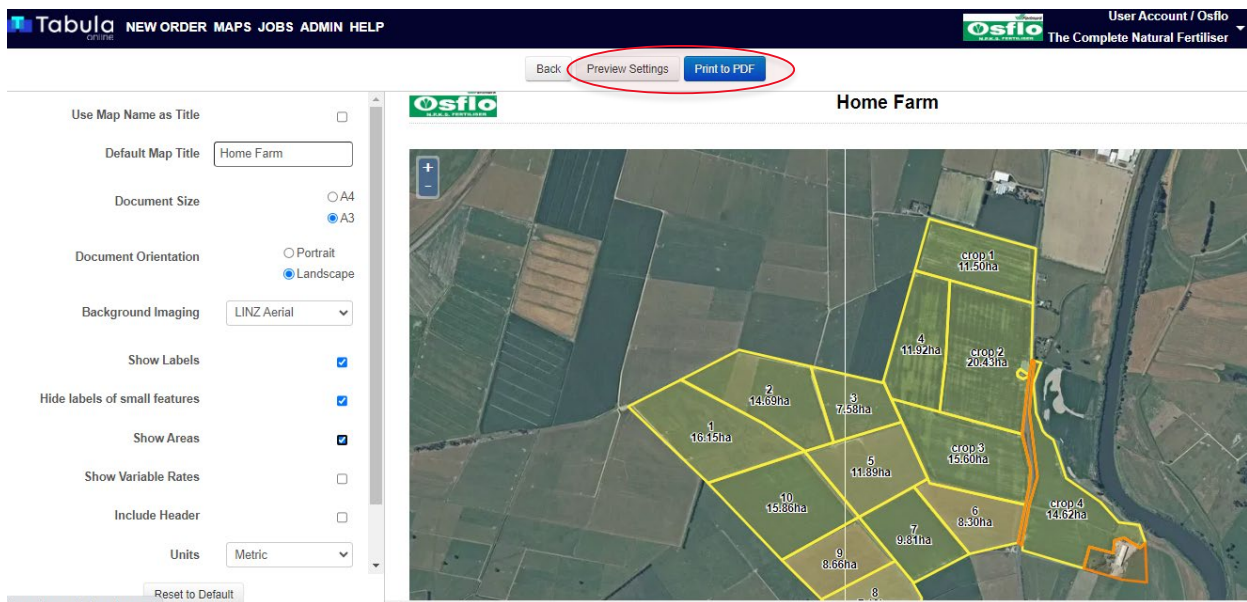
- To see the history of each block/paddock, click on the paddock. You can change the timeframe of the paddock history in the pop up box using the up and down arrows. This will show you the nutrient that has been applied to each area over that period of time.



- Printing the map is easy – click the blue ‘More...’ button at the top of the map selection pane, and click ‘Print’



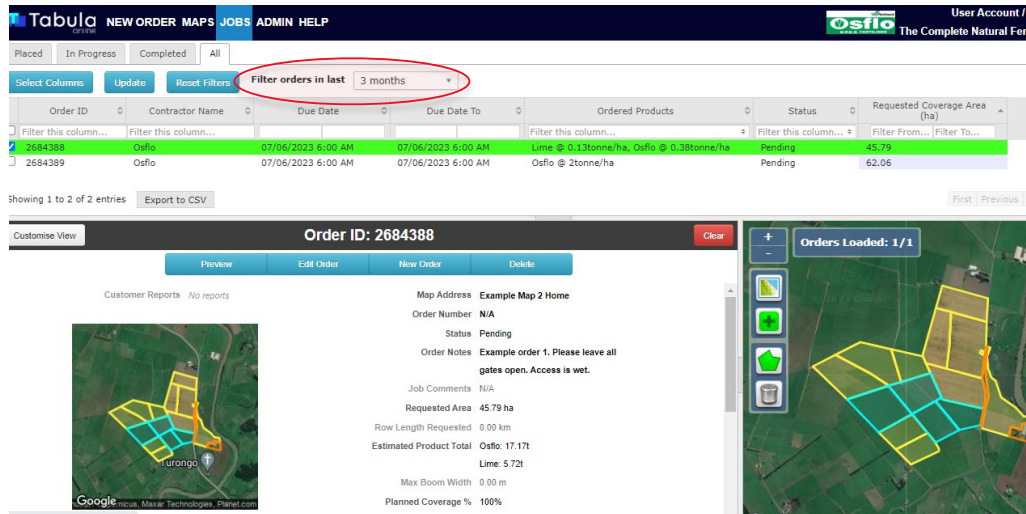
- You can change the properties of your map, click on ‘Preview Settings’. Here you can choose what your printed map will show – areas, labels, background imaging (note that you can have ‘None’ to print just your farm outline). When ready, click ‘Print to PDF’ and then the blue link to download.



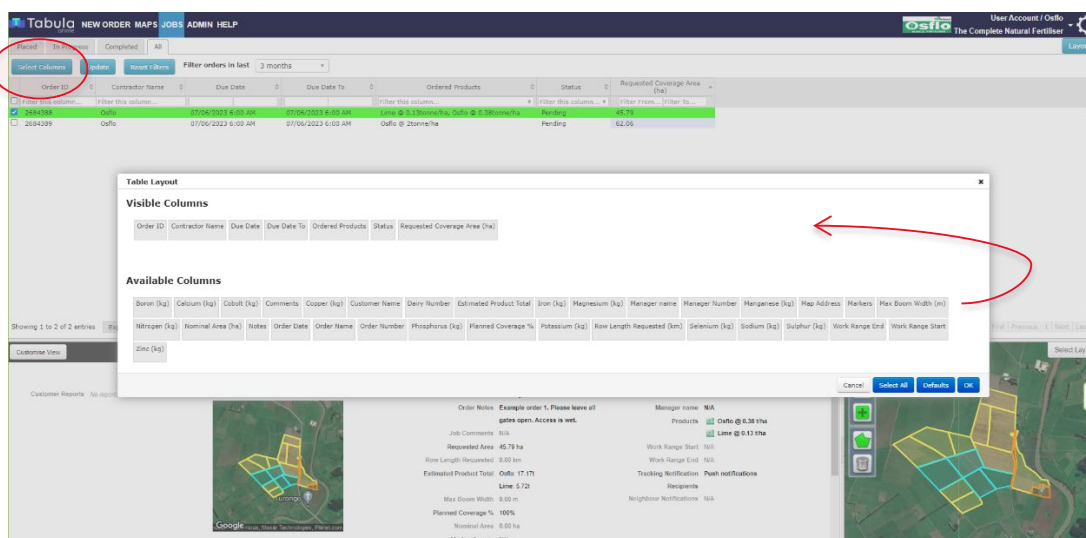
JOBS



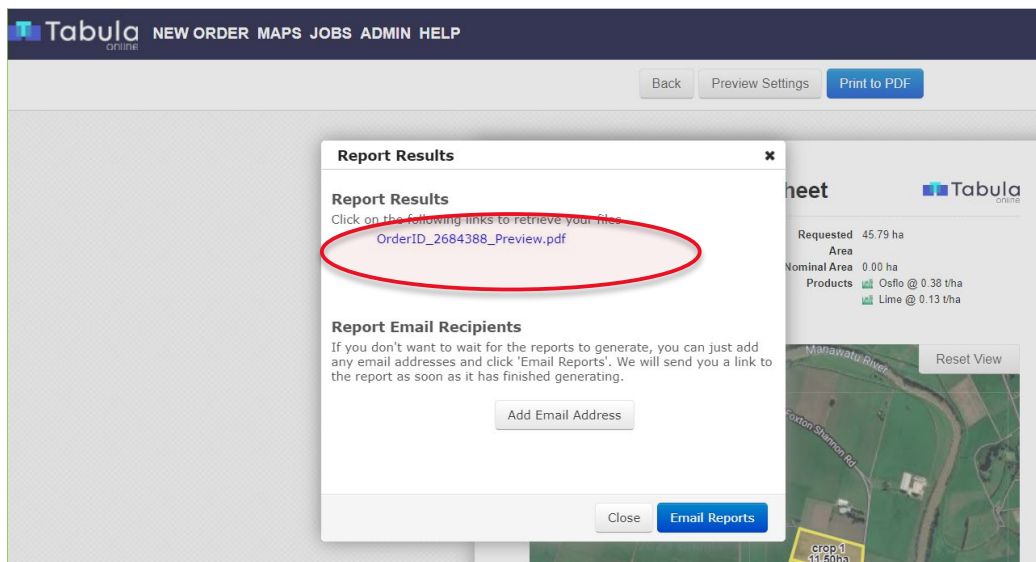
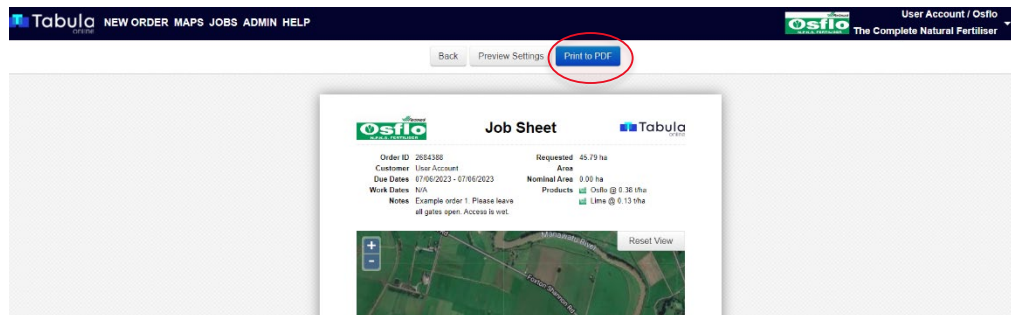
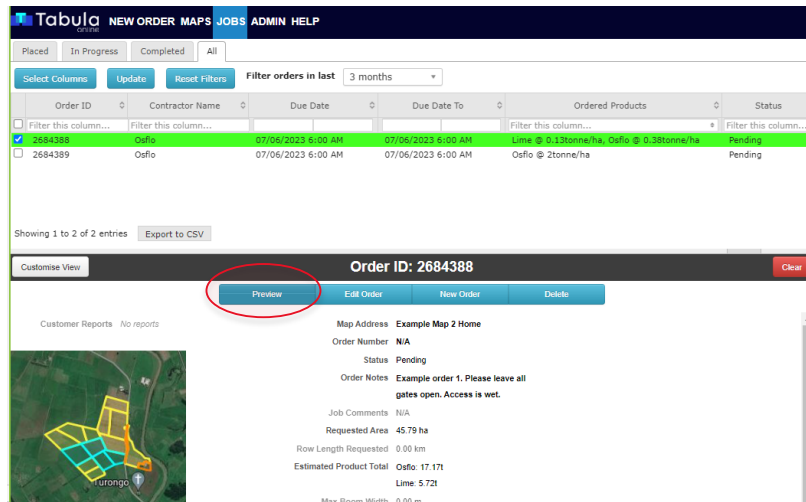
- Under the **JOBS** tab, you can see all of your orders. By selecting the order, you can see the details and map of the order below. You can also select multiple orders to see more than one on the map. You can filter the orders you are seeing by selecting the timeframe of orders you want to see – 3 months, 1 year, 3 years, or unlimited.



- To see more information on the orders, you can click **'Select Columns'** at the top of the order list and choose what you want to see in the columns (order name, nutrients, area, products etc.). Drag the options you want to see from **'Available Columns'** to **'Visible Columns'** and click **'OK'**



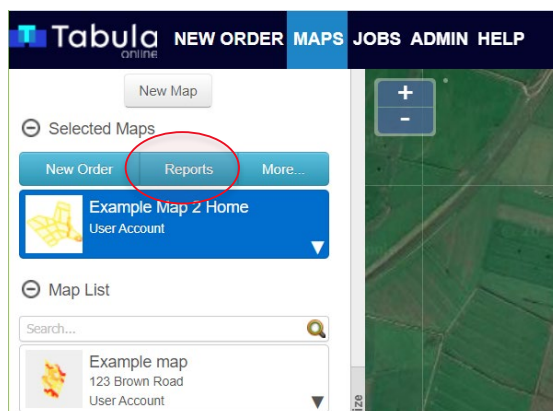
- You may also print orders as a map, by clicking **'Preview'** in the order information pane. This will bring you to a similar screen as the general map printing. To edit the information on the map that you are printing, click **'Preview Settings'**. Once ready to print, click **'Print to PDF'** then click the blue link to download to your device.



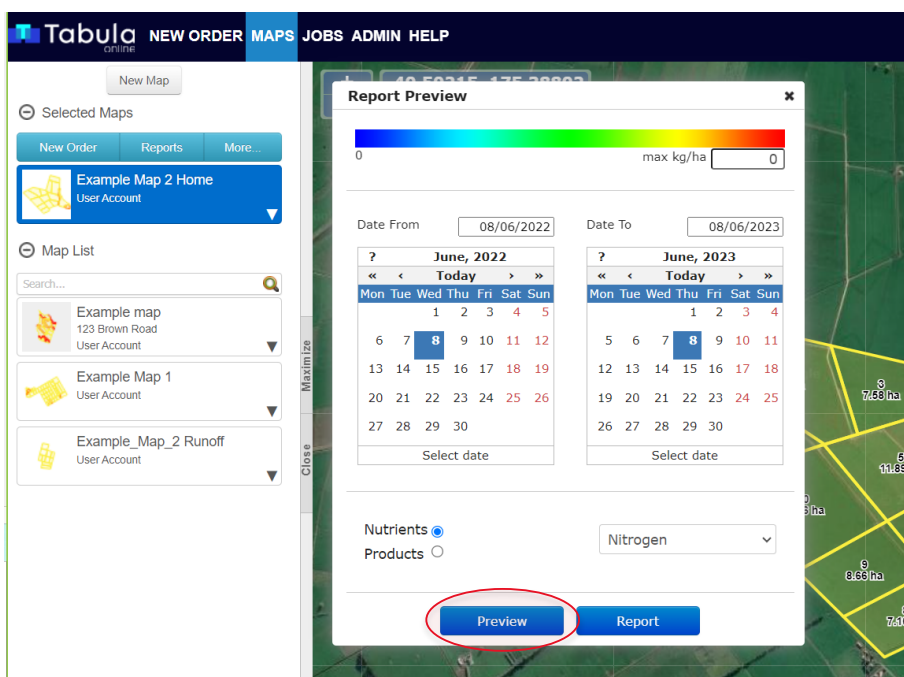
REPORTS



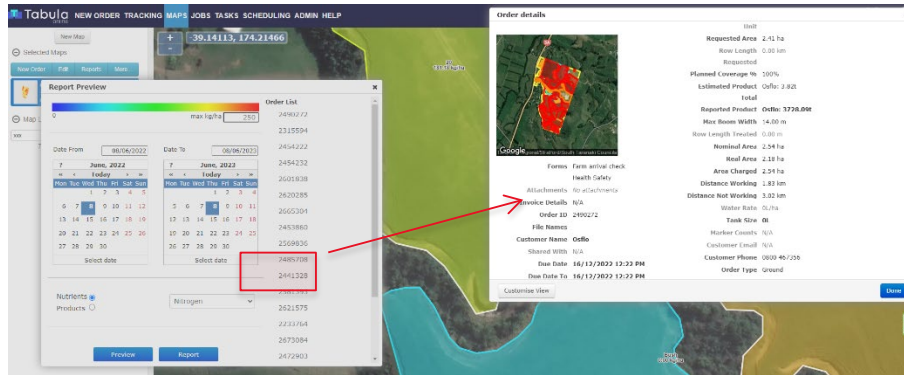
- From the 'MAP' tab, you can create reports on product and nutrient that has been used. Click the map that you want the report on. Click 'Reports' button at the top of the map selection pane.



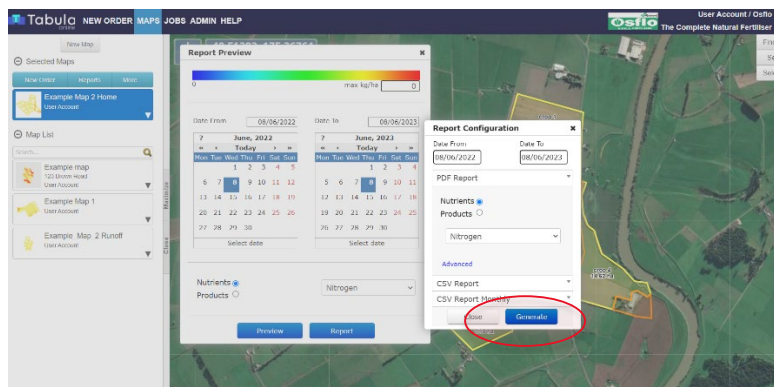
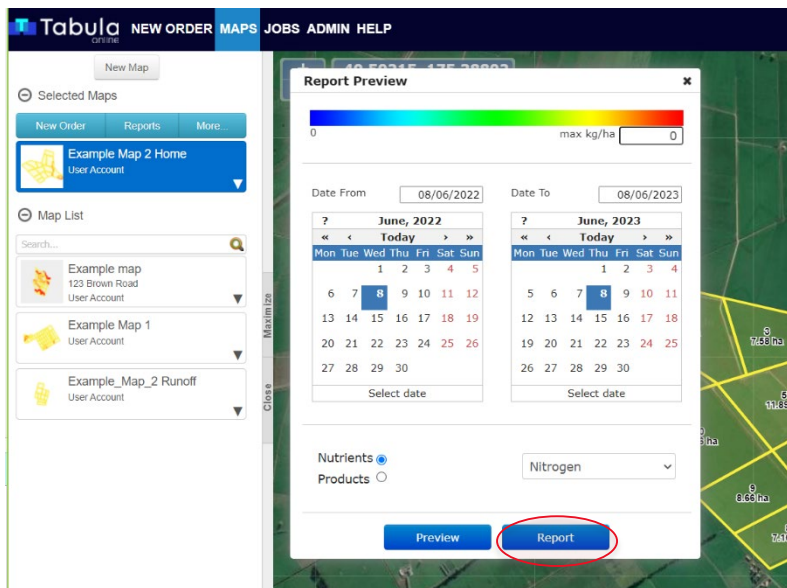
- Here you can select the timeframe you want your report to run, and whether you want a nutrient (N, P, K, S...) or a product breakdown. By clicking 'Preview' you will see a heat map of the farm with the product that has been applied.



- On this 'Preview' setting, you can also click into each order on the side bar and this will show you an 'Order details' box with what each order was. It will also highlight in orange the paddocks where the spreading job went.



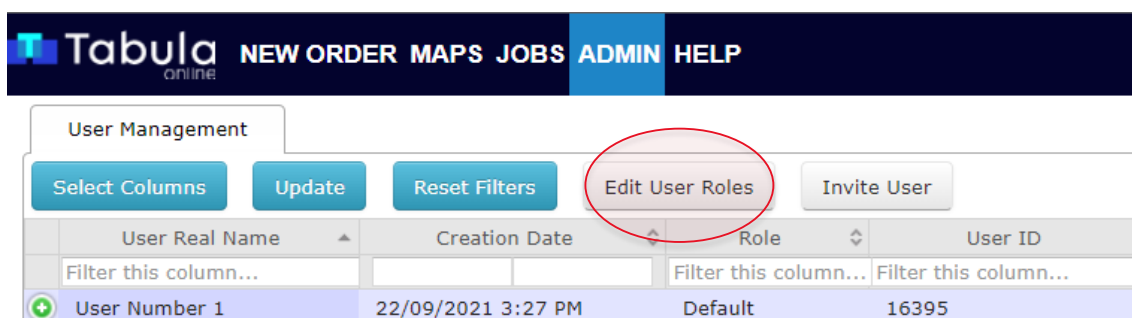
- To print the report, click 'Report' then 'Generate' to download this as a report. The report will have a nutrient/product summary of each paddock as well as a whole farm map.



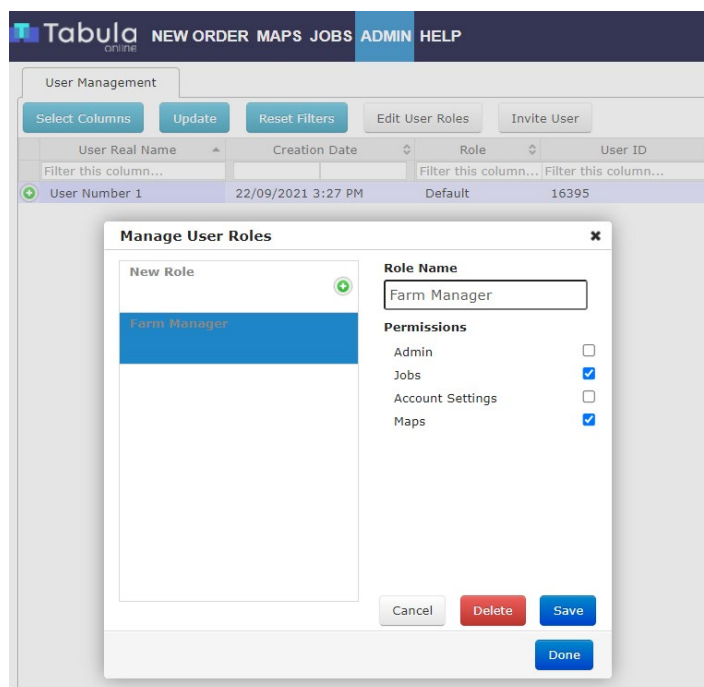
MANAGING USERS



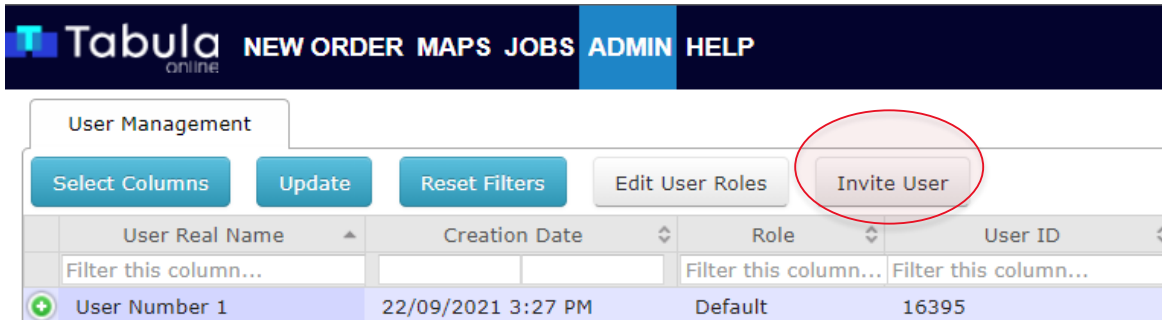
- Tabula allows you to set up different access for different users. Often the farm owner, farm manager, workers, and accountants will have access to different areas of Tabula. You can set this up in the **ADMIN** tab through the 'Edit User Roles'.



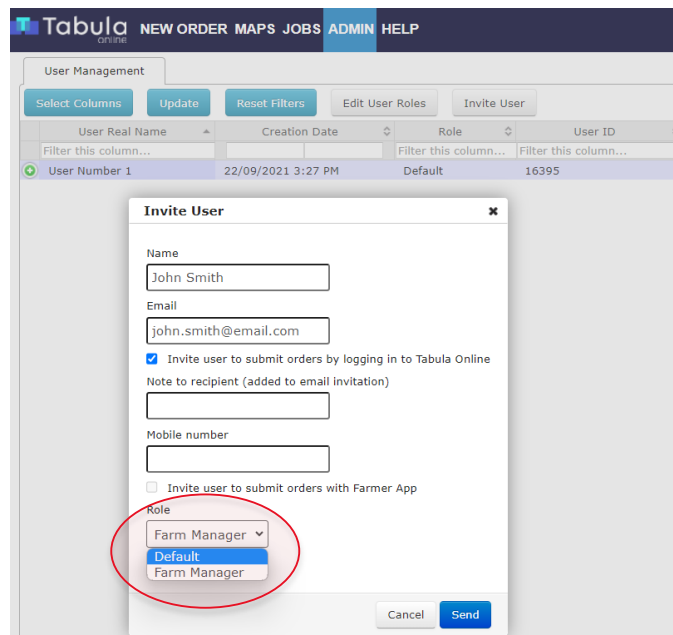
- The 'Edit User Roles' is where you can set up the roles for people who will have access to your Tabula account. you can choose who gets access to what – Maps, Jobs, Account Settings and this Admin section. Remember that if someone has access to one of these Tabula sections, they can do everything you are able to do in that particular section. It is helpful to set up the User Roles before inviting additional people into your Tabula account.



- You can invite multiple people through to your Tabula account through the ‘Invite User’ button.



- To invite a user, you need to enter their name and email address. the phone number is not compulsory. Here is also where you can choose what user role that person can have (see how to **edit user roles** above). They will be sent an invitation to their email, where they can accept and sign up similar to how you first did.



For more information or a helping hand, don't hesitate to get in contact!

Tracey Thomson
 Technical Specialist
 027 396 0859
tracey.thomson@fbt.co.nz

Georgina Maud
 Technical Specialist
 027 555 1860
georgina.maud@osflo.co.nz

Dispatch/Office
 06 755 0697
enquiries@osflo.co.nz





**For more information
contact us**

Phone. 0800 432 866

Email. enquiries@fbt.co.nz

fbt.co.nz

WHAT IS OUR NEW N-CAP REPORTING SERVICE?

Focus on the farm (or fishing!)
and let us take the hassle of
N-Cap reporting for you!



fbt.co.nz

SYNTHETIC NITROGEN FERTILISER REPORTING

We're excited to be offering our new Nitrogen reporting service. Let us take the hassle away from regulatory pressures and spend time doing what you love!

Reporting

We'll manage all of your Nitrogen reporting.

Compliance

Hawkeye, MyBallance & N-Cap database submissions.

Seasonal Summary

Information gathered via phone, email and one-on-one. Farm mapping included!

Policy

Our specialists will keep up-to-date with any change in policy/systems, on your behalf.

Call our specialists for more information

0800 432 866



**NEW
SERVICE
OFFERING**
TARANAKI
WIDE

OUR SERVICE

Sign up

The first step is signing up to our N-Cap reporting service through the sign up form.



Map your farm

Our technical services team will map your farm. This is included in the N-Cap package offering.



Collect seasons information

We will collect and process the information needed for the N-Cap submission process.



Submit on your behalf

We will collect, collate and submit the data provided for N-Cap reporting on your behalf.



Summary provided

You will receive a summary of your N-Cap report from us once completed.



*There is no requirement to be a SFBT customer to access this service.