



Publishing field records to an agronomist

Download notes to accompany help video

Please note before proceeding:

These notes have been created to accompany the video guide available on the Farmplan website. The videos are quick help resources, and as such their contents do not cover every available situation, option, or solution: depending on your farm and business setup you may need to adapt or follow a different process.

For further information please contact the Gatekeeper support team, who will be happy to advise you.



These steps assume that you have already exchanged publishing keys with the person you wish to send field details to. If this is not the case, please refer to the help video 'Setting up publishing keys', the Gatekeeper help centre, or contact the support team.

If you want to publish field operations as well as cropping details:

1. From the main Gatekeeper screen, click on 'Tools' and then 'Options'.
2. From the left hand side under your business name, select 'General'.
3. Place a tick in the box 'Allow Gatekeeper export of operations, notes, and sampling...' and click 'OK'

To publish field details:

1. From the main Gatekeeper screen, click on the envelope icon to open the publishing centre.
2. Click on the 'Outbox' tab, and then on the button 'Publish Field Records'.
3. Select the contact to send field details to by clicking on the three dot selector icon. A contact selector window will open; select the contact from the left hand side and use the single blue arrow to move it to the right. Click 'OK'.
4. If you do not wish to send all your fields, you can limit the fields send with two options:
 - a. Click 'Selected field groups and crops'. Two new sub-tabs will appear, titled 'Groups' and 'Crops'. On either tab, clicking the 'Selected' option will allow you to choose which field groups and/or crops should be published.
 - b. Click 'Searched fields'. A new window will open which displays the field search parameters – further information on the field search function may be found in the help resources.
5. *For customers who wish to send field operations as well as cropping details only:* Select the option 'Cropping plus operations, notes, and sampling'. It is possible to determine which elements of the field operations are published by picking the 'Selected' option underneath 'Heading Types'; to limit by a date range; and to include or exclude product prices and job map data.
6. If you wish to add a message with your publication, enter it in the message box.
7. Click 'OK' to build a publication containing your field details.
8. To send the publication, click 'Send Now' and then 'Send/Receive', or synchronise your Gatekeeper.