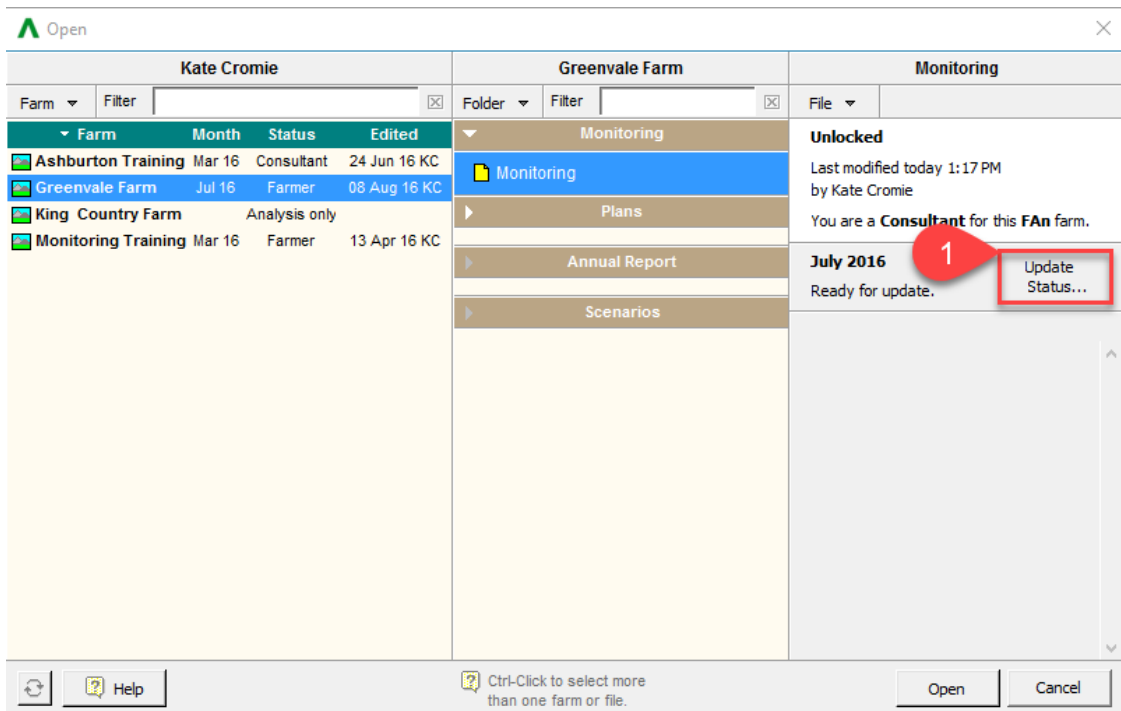


Updating Monthly File Status

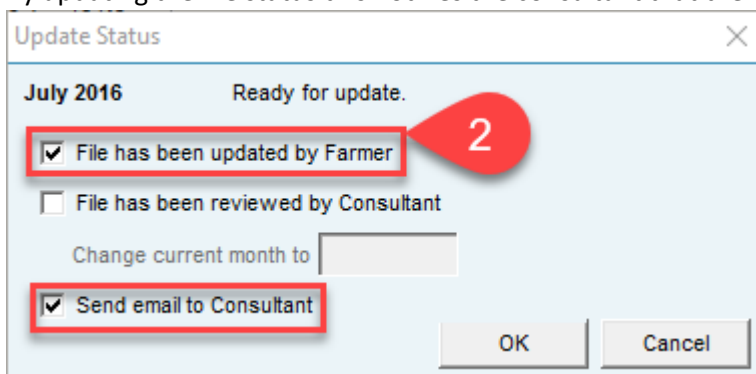
The FARMAX monthly monitoring service requires users to continually update and review their Farmmax monitoring file. This is to ensure the model is relevant and kept up to date, providing accurate forecasts to aid decision making.

When monthly updates are complete, follow the steps below to update the status of your file monthly:

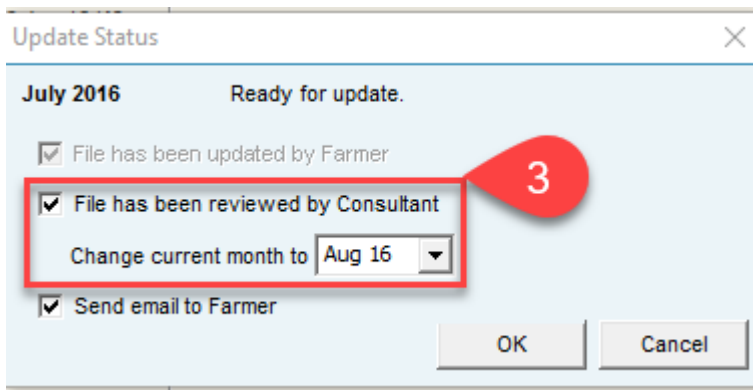
1. Update the file status, by clicking on the 'Update Status' button indicated as 1 below



By updating the file status this notifies the consultant that the file is ready for review.



2. If you have a consultant
 - a. The consultant will review the file
 - b. Once the consultant has finished reviewing the file, they will update the file status and change the current month of the file to the next month.



3. If you do not have a consultant
 - a. Once you have completed your month you can change the current month straight away, as above.

To make substantial productivity gains, collecting and monitoring quality information go hand in hand with good planning. Farmmax helps you communicate clearly to other people where you are and where you would like to be.

Therefore, it is important to roll your file over each month as this tells Farmmax to record your monthly entries as an actual and no longer forecast data.

Farmmax monitoring system is designed to keep your plan up to date, showing you the impact of your efforts and allowing you to see trends as they emerge.