


**MPS**  
driven by  
sustainability



# MPS-ABC

## User guide

## Record-keeping environment

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## Introduction

The MPS-ABC record-keeping environment is a digital environment which allows you to quickly record environmental and usage data on your cultivation at any time. By recording your usage, you can measure in real time how sustainably you are growing. This can help you become more aware of your product usage and you can use the data to make your company even more sustainable and reduce costs.

In the MPS-ABC record-keeping environment, you can record your usage data for each application of crop protection agents and fertilisers. You can also record your usage of energy, water and waste, as well as where, when and how much starting material you have purchased. There is an optional module for logging stock data and data on additional sales and resales. This manual helps you navigate through the record-keeping environment.

The manual will be updated every time a new release becomes available. To avoid confusion, please make sure you always use the most recent version. You will find the latest version on our website [www.my-mps.com](http://www.my-mps.com) under 'Documents'.

If you have any questions or comments regarding this manual or the record-keeping environment in general, please email us at [info@my-mps.com](mailto:info@my-mps.com).

## 1. Logging into the Customer portal

### **If you already have an account:**

If you already have an account, you can access the record-keeping environment by

1. going to [www.my-mps.com](http://www.my-mps.com) and selecting the right language.
2. Click on 'Login' at top right of the screen and click on 'Customer portal'.
3. A new page will open where you can enter your email address and password.
4. To record your usage, once you have logged into the Customer Portal, go to 'Record-keeping'. You will be taken to a screen where you can select 'Company settings', 'Company questionnaire' and 'Sites'.
5. When you click on 'Sites', an overview of your sites will appear where you can enter your record-keeping preferences, complete the questionnaire, create your cultivation plan and enter your usage.

### **If you do not have an account:**

Before you can start entering your usage, you will need to set up an account for the customer portal. You can activate your account as follows:

1. Go to [www.my-mps.com](http://www.my-mps.com). Then select the correct language. Click on 'Login' and then on 'Customer portal'. A new page will open.
2. Activate your account by clicking on 'Request password'. Enter your email address and you will receive an e-mail with a link to set up a password.
3. Once you have set up your password, you can start using the customer portal.
4. To record your usage, once you have logged into the customer portal, go to 'Record-keeping'. This can be found in the left menu bar.
5. You will be taken to a screen where you can select 'Company settings', 'Company questionnaire' and 'Sites'.
6. When you click on 'Sites', an overview of your sites will appear where you can enter your record-keeping preferences, complete the questionnaire, create your cultivation plan and enter your usage. For more information, see Chapter 2: Settings.

## 2. Settings

Before you start logging your usage, you will need to enter your company settings and record-keeping preferences and complete the questionnaire and the site questionnaire. At the top right of the screen you will receive a confirmation when an action has been performed successfully.

1. In the menu on the left, click on 'Record-keeping environment' and then on 'Company settings'.

2. Indicate whether you would like to see an explanation of the MIND information. You will then see a colour (white, green, amber or red) indicating how environmentally friendly a product is. Also select whether you would like to use the stock module. If you do not select 'Yes' for these fields, they will not appear in the record-keeping environment. If you want to use the stock module, it is important to fill in your preferences accurately.

3. Under 'Preferred stock module', select 'Centralised' or 'Decentralised'. Select 'Centralised' if your company consists of one site or if you have multiple sites but your crop protection agents and fertilisers all come from the same stock or site. Select 'Decentralised' if your company consists of multiple sites and you have separate stocks of crop protection agents and fertilisers for each site.

4. Save the data and click on 'Back'. Now click on 'Questionnaire' (see figure 1).

5. Enter your trading name and state whether you engage in contract cultivation. If you engage in contract cultivation, only select 'Yes' if you are the contracting party. Save the data and click on 'Back'.

6. Now click on 'Sites'. You will find your sub-records on this page. For each sub-record, enter your record-keeping preferences and complete the site questionnaire (see figure 2).

### You can submit periods automatically if you expect to have no usage

Click on 'Site questionnaire' and then, in the next screen that opens, on the + sign by the question 'Are there weeks in which you expect to record no usage?'. A pop-up will open. Enter the start date of the period concerned. This can be a date in the past. Then click on 'Yes' and enter from which week to which week you expect to have no usage. Then click on 'Save and return'.

The periods in the weeks you have entered will be submitted automatically. For example, if you expect to have no usage from week 40 in one year to week 10 in the following year, you can enter this without stating the year. The system will know that week 10 is in the following year.

If you do have usage in that period, you can simply record it. In that case, you will have to submit the periods manually.

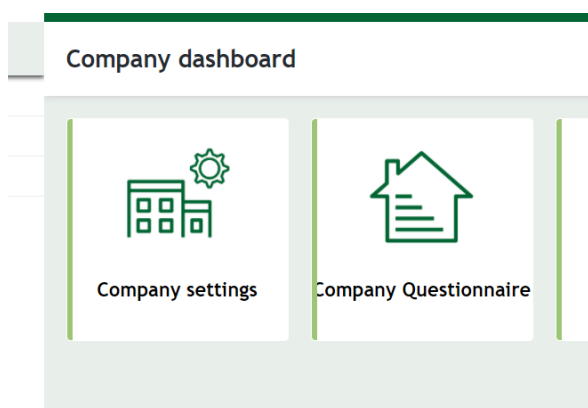
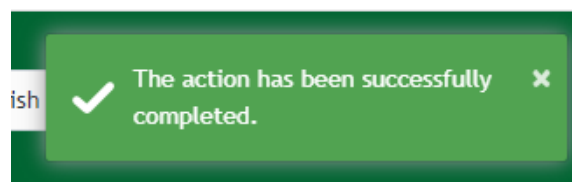


Figure 1

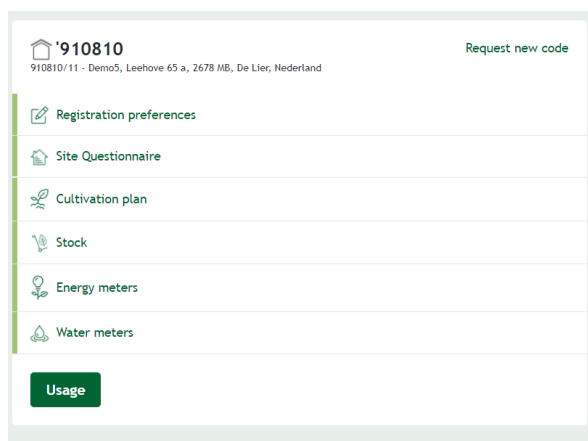


Figure 2

Company dashboard

Sites

Company settings

Company questionnaire

Sites

Audits

**INDOOR**  
802162/11 - Demo engels, Leefweg 41 A, 3476 HB, De Liere, Nederland

Request new code

- Record-keeping preferences
- Site questionnaire**
- Cultivation plan
- Stock
- Energy meters
- Water meters

Usage

**OUTDOOR**  
802162/21 - Demo engels, Leefweg 41 A, 3476 HB, De Liere, Nederland

- Record-keeping preferences
- Site questionnaire**
- Cultivation plan
- Stock
- Energy meters
- Water meters

Usage

### Site questionnaire

Area	Energy	MIND	OEX	Waste	
Question					Answer
+ ↻	What is the total area of the location?				67,000 m2
	How much of the total area of the location is protected cultivation?				0 m2
+ ↻	Is there cultivation all year round?				Yes
+ ↻	Do you rent out part of your location for third-party production?				No
+ ↻	<b>Zijn er weken waarin u verwacht geen verbruik te registreren?</b>				No

**Add answer** ✕

Active since period:

Zijn er weken waarin u verwacht geen verbruik te registreren?

Question	P01 2021 (Jan/4/2021)
Zijn er weken waarin u verwacht geen verbruik te registreren?	No
Geen verbruik verwacht vanaf week	-
Geen verbruik verwacht tot en met week	-

**Add answer** ✕

Active since period: P10 2022

Zijn er weken waarin u verwacht geen verbruik te registreren?

Geen verbruik verwacht vanaf week:

Geen verbruik verwacht tot en met week:

Question	P01 2021 (Jan/4/2021)
Zijn er weken waarin u verwacht geen verbruik te registreren?	No
Geen verbruik verwacht vanaf week	-
Geen verbruik verwacht tot en met week	-

**7.** Enter your record-keeping preferences first. When you click on the icon, you will see the screen shown in figure 3. This data is used to compile your record-keeping environment. See Chapter 11 for more information on the record-keeping preferences.

**8.** Check the boxes for the optional fields you want to use. For example, you can choose to select weather conditions and equipment. If you do not select 'Yes' for these fields, they will not appear in the record-keeping environment. When you have finished, click on 'Save and back'.

**9.** Now complete the 'Site questionnaire' (see figure 4). Start by entering the area. Then go to 'Energy' and work through each tab until you get to 'Waste'. Click on 'Save and back'.

**Record-keeping preferences**

Location	Question	Answer
	(Short) description of the location.	910807
+ ⓘ	Would you like to record the crop protection agents per dosage? In this way you do not record the absolute quantities, but the quantities per square meters.	No
+ ⓘ	Would you like to log the applicant?	Yes
+ ⓘ	Would you like to log the person in charge?	Yes
+ ⓘ	Would you like to log the application method?	Yes
+ ⓘ	Would you like to log the used equipment?	Yes
+ ⓘ	Would you like to record the weather conditions?	No
+ ⓘ	Would you like to record the re-entry time?	No

Figure 3

**Site questionnaire**

Area	Energy	MIND	OEX	Waste	Water
Question					
+ ⓘ	What is the total area of the location?				
	How much of the total area of the location is protected cultivation?				
+ ⓘ	Is there cultivation all year round?				
+ ⓘ	Do you rent out part of your location for third-party production?				

Figure 4

### 3. Cultivation plan

Once you have completed all the site settings, you can create your cultivation plan. This is where you log your crops and the number of square metres. To do so, click on the 'Usage records' button below the sub-record.

#### 3.1 Cultivations

Create your cultivation plan following the steps below.

1. Click on 'Cultivations' as shown in figure 1.
2. Add your plots by clicking on the green '+ Plot' button at the top of the screen.
3. Enter the data. When you create your cultivation plan, enter the start date of the period in which you are recording usage in the new environment under 'Start date'. If you make changes later, first enter the new date and area in the questionnaire. After that you can change the date in the cultivation plan.
4. You do not have to enter an end date. The plot size and name are required fields. These can only be changed if you have not yet added any crops. Click on 'Save'.
5. Now create your crops. Click on 'New crop' at top right. You will see a pop-up as shown in figure 3. When you create a crop, you can select whether to record usage at crop or crop group level. Selecting crop group level means you don't have to record each crop separately. The disadvantage is that the standard is less specific and therefore stricter. If you choose to record your usage by crop group, you cannot record usage for an individual crop in that group.
6. You can now choose a colour for each crop. This will give each crop the same colour when used on multiple plots. Go to the crop plan, click the crop, click edit, select the colour and click save (figure 4).

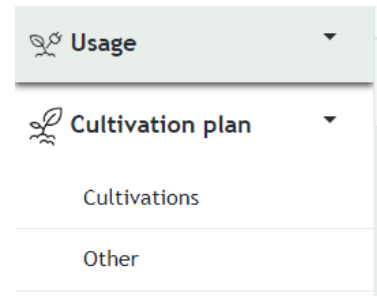


Figure 1

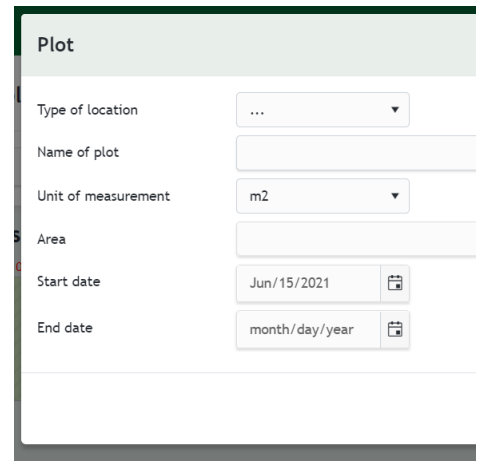


Figure 2

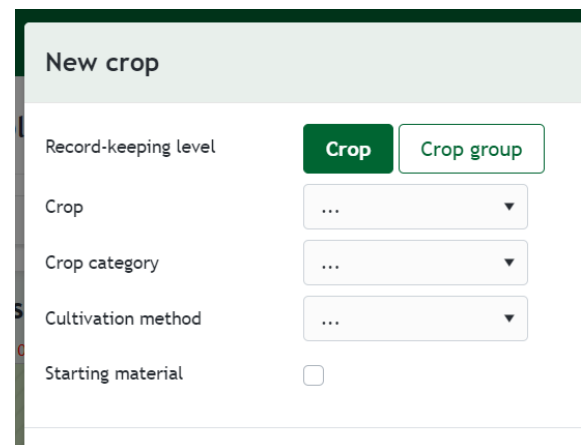


Figure 3

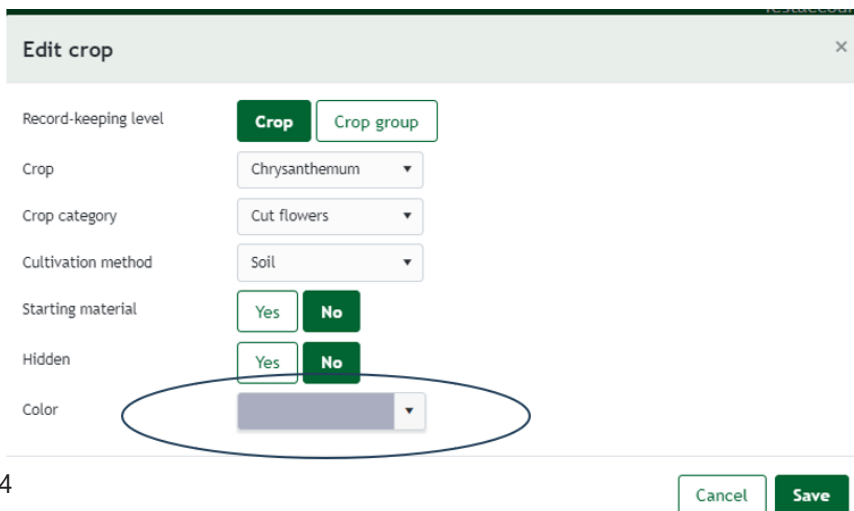


Figure 4

7. If part of your plot is uncultivated, you can select 'Uncultivated' under 'New crop'.

8. If you produce starting material, you can specify this by checking 'Starting material'.

9. Now you can set up your plot by dragging the crops to the plot. When you drag a crop, you will see a screen as shown in figure 5. You can also indicate whether the starting material comes from an MPS-ABC or GLOBALG.A.P. certified grower.

10. Create more plots if necessary.

11. It is possible to hide inactive crops in the crop plan. Go to the crop plan, select the crop you want to inactivate and click edit. Select 'yes' under hidden and click save. Check 'Show hidden crops' to show the hidden crops.

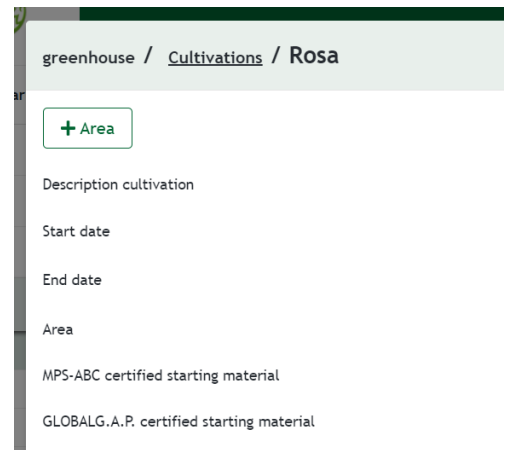
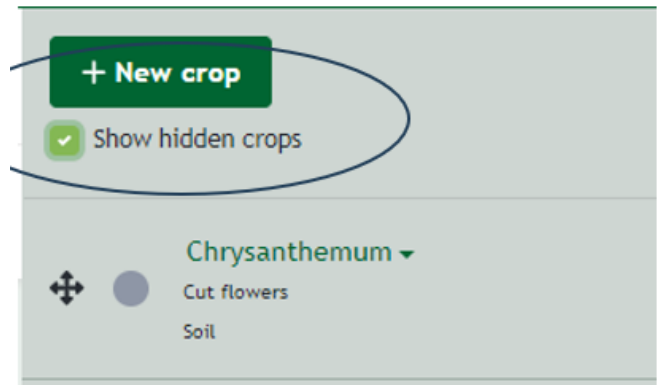
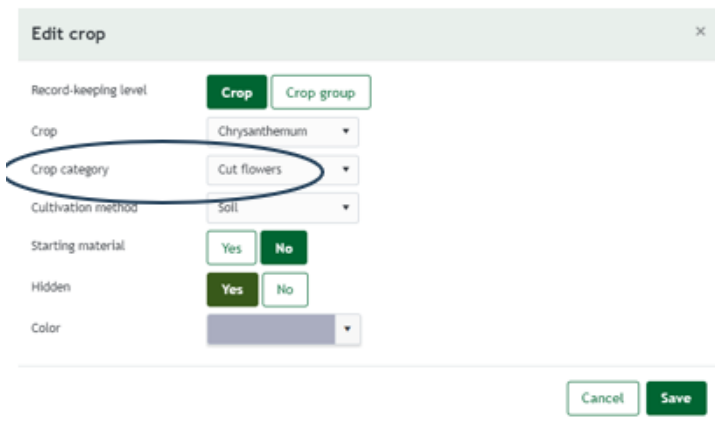


Figure 5





### 3.1.1 Edit plot size

If you would like to edit the size of your plot, you can do so by clicking 'Edit area' (figure 5).

The next screen opens.

You can now edit the area of the field (figure 6). By doing this, the system closes the previous field and all crops on it on the day before the change date. An empty plot will then appear that you can rearrange according to the new situation.

When editing, make sure there is enough space. That is why it is best to first edit the surfaces in the location questionnaire, before you edit the plots.

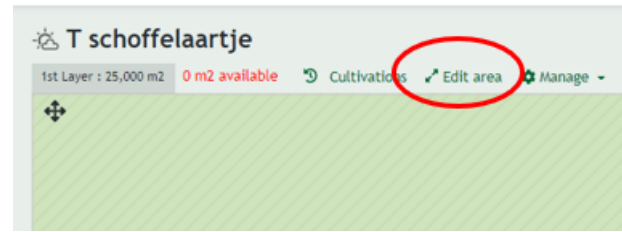


Figure 5

A screenshot of a dialog box titled 'Area edit plot 'T schoffelaartje''. It has a close button (X) in the top right corner. There are two main input fields: 'Date of change' with a date picker showing 'May/31/2022' and a calendar icon, and 'Area' with a text input field containing '25,000' and a unit selector 'm²'. Both the date picker and the area input field are circled in red. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Figure 6

### 3.1.2 Undo action

Delete the newly created plot (of course this is only possible if no cultivations and recordings have been done yet).

Go to the date before the change date and remove the end dates from the cultivation (figure 7) and the plot and cultivation will continue as usual.

A screenshot of a cultivation date selection interface. It has two main input fields: 'Start date' with a date picker showing 'Nov/2/2020' and a calendar icon, and 'End date' with a date picker showing 'May/31/2022' and a calendar icon. The 'End date' field is circled in red. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Figure 7

### 3.1.3 Overview of plots in the past and the future

You can now view a total overview of which plots you have ever created.

You can view this by clicking on 'Plots' (figure 8), the following screen will now open.

Here you can see what the current, future and past plots are (figure 9). This makes it easier to enter annual cultivation plans in the system.

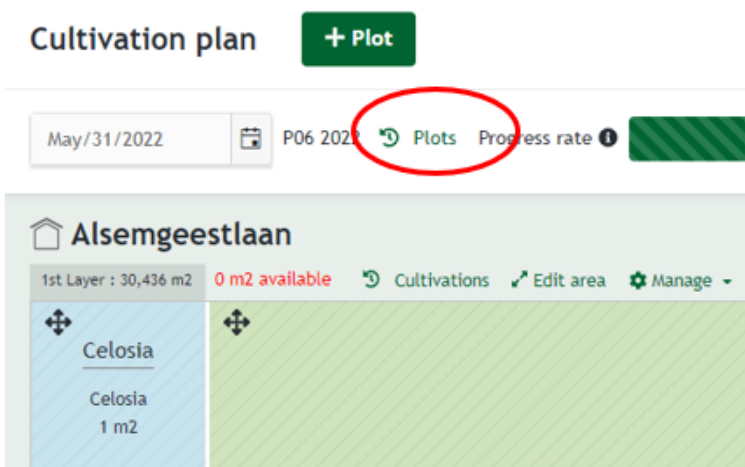


Figure 8

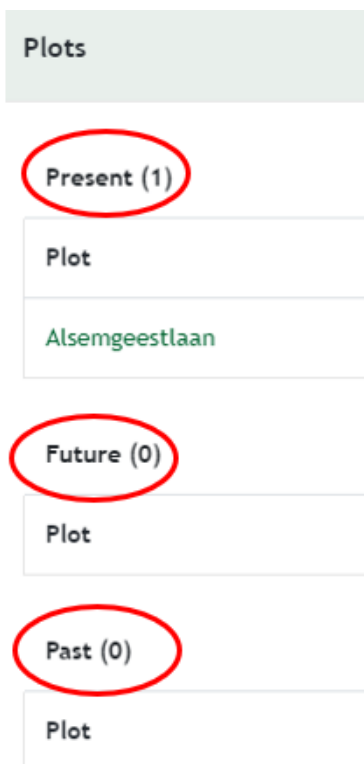
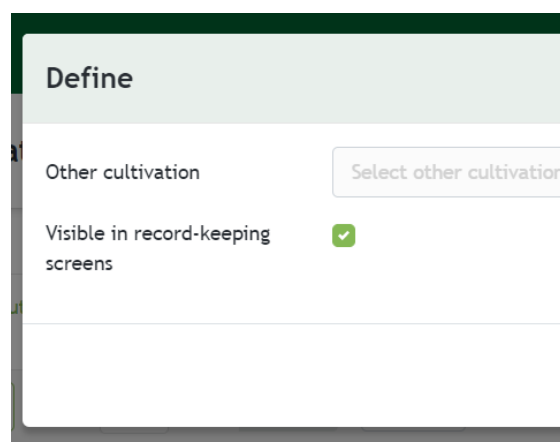


Figure 9

## 3.2 Other cultivations

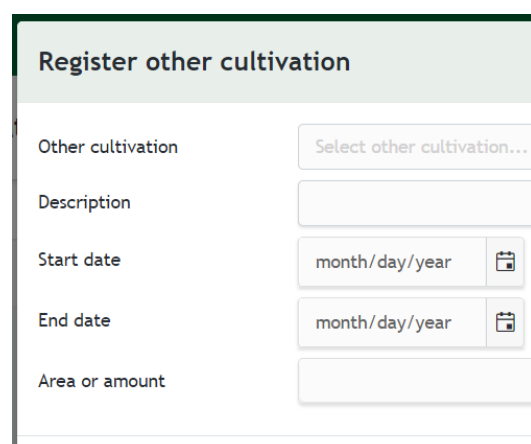
If you have any other activities besides the production of ornamental crops, you can record these under 'Other'. Because MPS-ABC is a certificate you obtain for the whole company, you must also enter any other (non-ornamental) activities you have, such as any agricultural crops you grow.

1. Click on 'Cultivation plan' and then on 'Other' (see figure 10).
2. Then click on 'Define' at top right of the screen. A screen will open as shown in figure 5. Enter the data.
3. Click on the green '+ Record' button. A screen will open as shown in figure 11. Select the crop in the first field and click on 'Save'.
4. You can now select the activity you defined in step 7 under 'Other crops'. Enter the rest of the data. When you create your cultivation plan, enter the start date of the period in which you are recording usage in the new environment under 'Start date'. If you make any changes at a later date, enter the date from which the change applies. Once you have entered the data, click on 'Save'.
5. Your other crop has now been added.
6. Add any other activities you may have.
7. Easier way to edit the area size of other crops --> When you click on 'Edit area', you will see a pop-up screen in which you can enter the date from which you want the change to start (in this case the number of cubic metres for drying/storage of plant material (hot/cold store)).



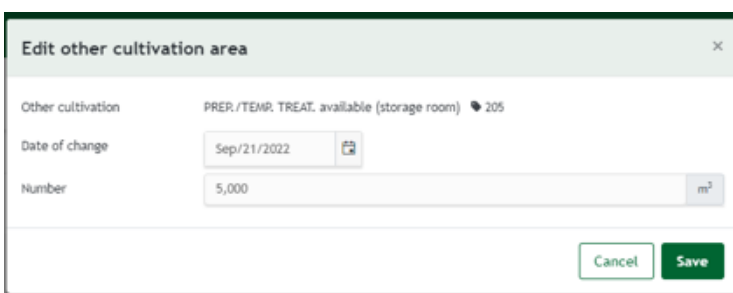
The 'Define' screen features a header with the title 'Define'. Below the header, there are two main sections. The first section is labeled 'Other cultivation' and contains a dropdown menu with the text 'Select other cultivation'. The second section is labeled 'Visible in record-keeping screens' and has a green checkmark in a box to its right.

Figure 10



The 'Register other cultivation' screen has a header with the title 'Register other cultivation'. It contains several input fields: 'Other cultivation' with a dropdown menu 'Select other cultivation...', 'Description' with a text input field, 'Start date' with a date picker showing 'month/day/year' and a calendar icon, 'End date' with a date picker showing 'month/day/year' and a calendar icon, and 'Area or amount' with a text input field.

Figure 11



The 'Edit other cultivation area' pop-up screen has a title bar with the text 'Edit other cultivation area' and a close button. It contains three input fields: 'Other cultivation' with the text 'PRER./TEMP. TREAT. available (storage room)' and a dropdown arrow, 'Date of change' with a date picker showing 'Sep/21/2022' and a calendar icon, and 'Number' with a text input field containing '5,000' and a unit selector 'm²'. At the bottom, there are two buttons: 'Cancel' and 'Save'.

### 3.3 Adjust size

If you want to adjust the size of the crop, you can do that in two ways.

The first option is to move the cursor to the relevant crop. A pop-up will then appear where you have the option to click on 'Edit area' and 'End' (figure 12).

If you click on 'Edit area', you will be taken to the next screen.

The second option is to click on a crop. You will then be taken to a page where you can choose 'Edit area', 'End' or 'Edit'. If you click on 'Edit area' here (figure 13), you will get a following screen.

In the new screen you can enter the new m2 and the date on which the new surface will take effect (change date) (figure 14). Then click on 'Save' and the cultivation will be closed on the date prior to the date on which the cultivation was changed. The new m2 will take effect on the specified date.

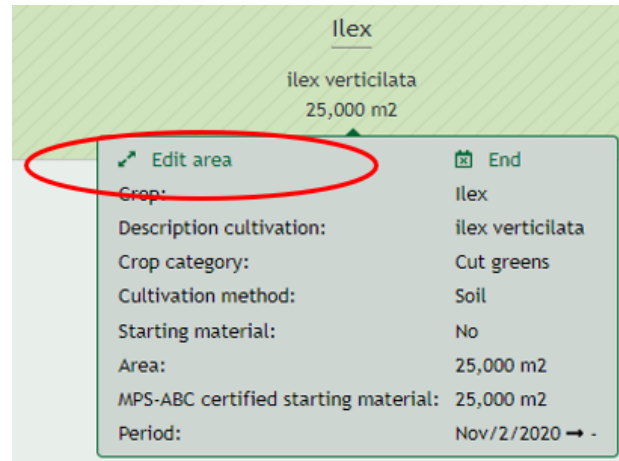


Figure 12

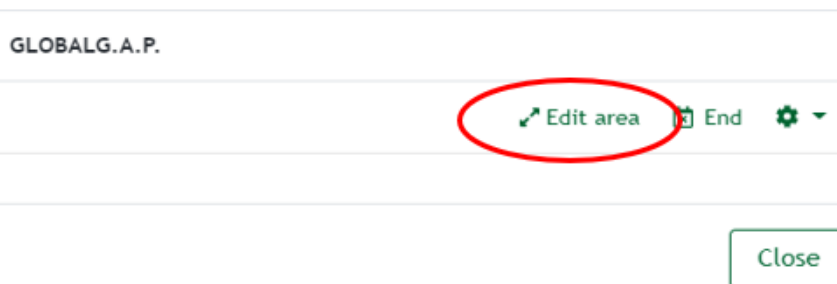


Figure 13

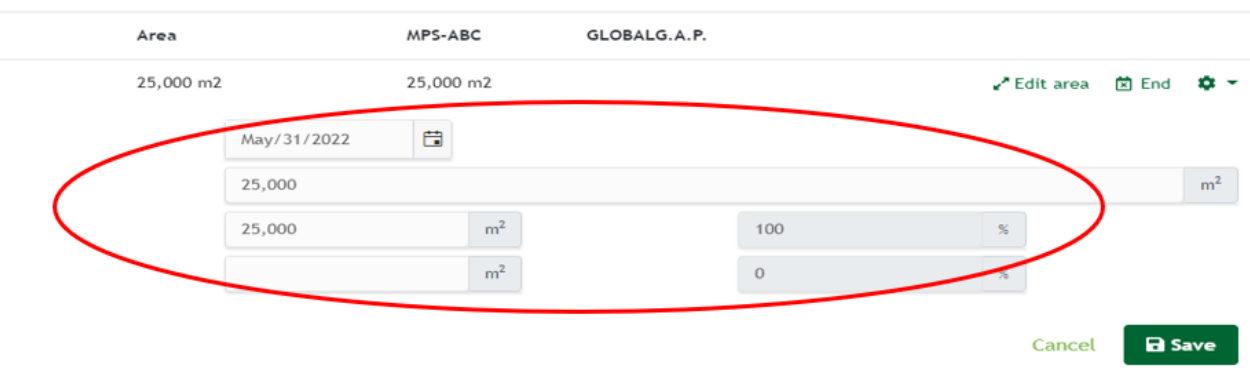



Figure 14

### 3.4 Cultivation change of plot

You can switch crops from one plot to another, for example if a crop goes from inside to outside or vice versa.

Click on  (figure 10), hold the left mouse button, drag the plot to the desired location and release.

A new window will open in which you can enter the modification date and adjust the size if necessary. It is important that there is sufficient space on the new plot. If there have already been recordings on or after the transfer date, the system will ask if you want to take these recordings with you. Confirm this or cancel and remove this usage from the cultivation.

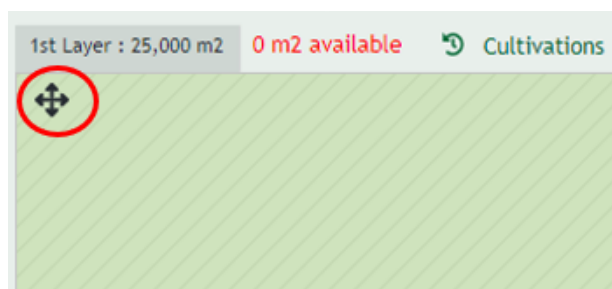


Figure 10

#### Move cultivation: Pot- Bedding and tubplants diverse - stektray


Date of change	<input type="text" value="May/31/2022"/> 
New area	<input type="text" value="3,750"/>
MPS-ABC certified starting material	<input type="text" value="3,750"/> m <sup>2</sup>
GLOBALG.A.P. certified starting material	<input type="text"/> m <sup>2</sup>

Figure 11

### 3.5 End cultivations

You can end the cultivation in two ways.

The first option is to move the cursor to the relevant crop. A pop-up will then appear where you have the option to click on 'Edit area' and 'End'.

If you click on 'End' (figure 12), you will be taken to the next screen.

The second option is to click on a crop. You will then be taken to a page where you can choose 'Edit area', 'End' or 'Edit'. If you click on 'End' here (figure 13), you will see the following screen.

In the new screen you can enter the end date of the cultivation you want to end (figure 14). Then click on 'Save' and the cultivation is finished. Incidentally, this is only possible if no recordings have been made on the cultivation after the termination date.

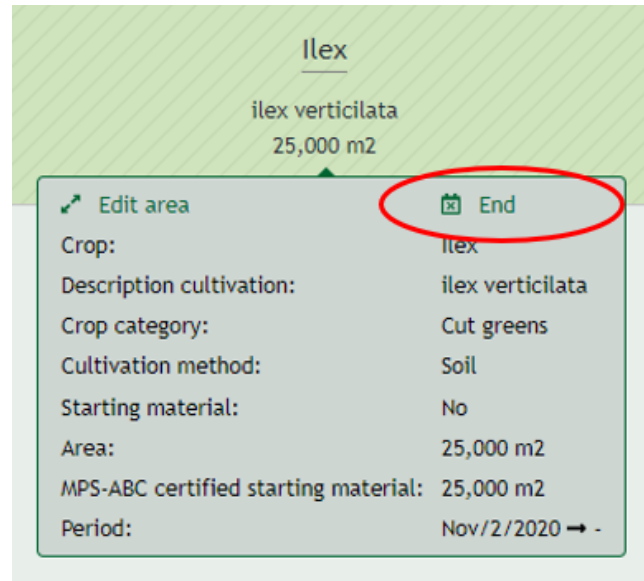


Figure 12

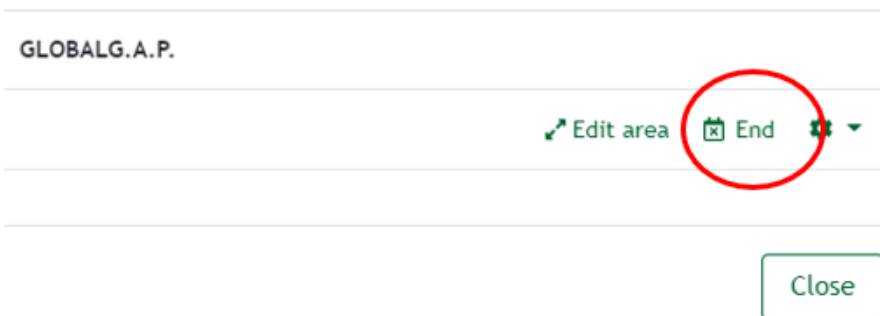


Figure 13

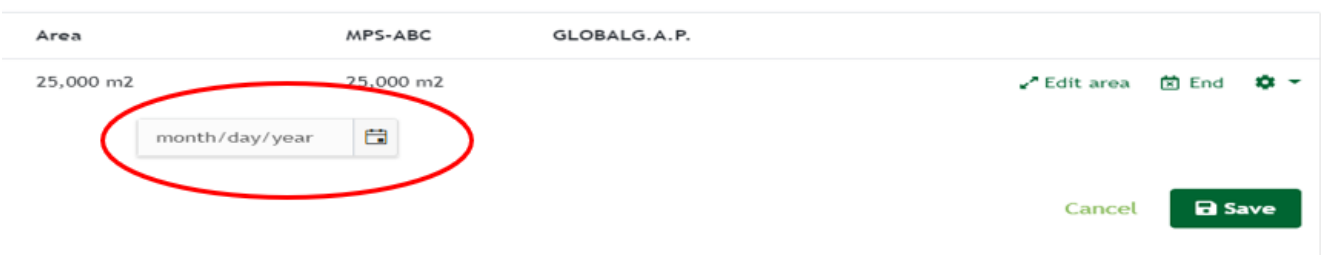


Figure 14

## 4. Stock

If you specified in the settings that you wish to log stock, follow the steps below. NB: If you kept stock records in MY-MPS, you will need to enter your stock again, starting on the start date of your new record-keeping environment.

1. Click on 'Stock' in the menu on the left, as shown in figure 1.

2. This will take you to the screen for recording stock. On the right-hand side of the page there is a drop-down menu where you can select whether you want to view your stock of crop protection agents or fertilisers.

3. Click on the green '+ New agent or fertiliser' button to add a product or fertiliser to the stock (see figure 2).

4. A pop-up will open. Enter your product or fertiliser. Next you will see the screen shown in figure 3.

5. Enter the data requested. You can also enter a desired minimum quantity. You will then receive a notification when the limit is reached.

6. Add the product and click on 'Save'. You can always edit the data later.

7. Once you have added the product, the screen shown in figure 4 will open. Here you can add and deduct quantities by clicking on the + and - buttons. Only deduct quantities when you dispose of a product or fertiliser or return it to the supplier. When you enter a product in the usage section, it will be automatically deducted from stock.

8. Click on the green 'Edit' button to edit the minimum stock quantity and add comments.

9. If you click on 'Stock' on the right of the menu again, the product you have added will be visible in the list. NB: Recorded usage is automatically deducted from stock. You can edit the data here as well.

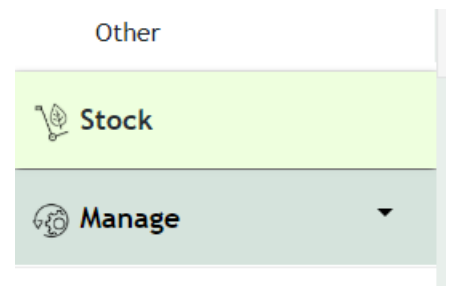


Figure 1

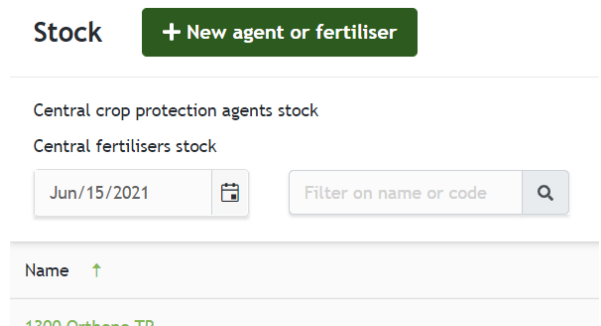


Figure 2

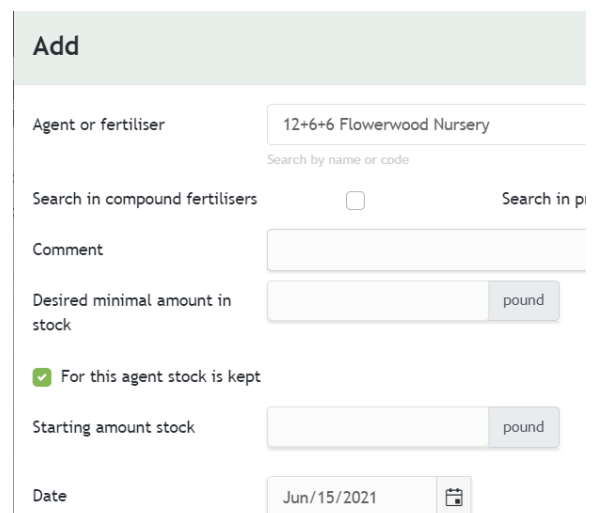


Figure 3

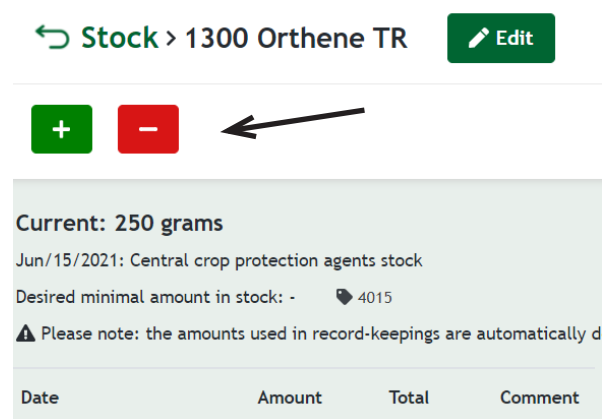


Figure 4

## 5. Manage

Before you start recording your usage, you will need to create your energy meter(s) and water meter(s) under 'Manage'. You can also create fertiliser mixes and compound fertilisers under 'Manage'.

### 5.1 Energy meter

Add your electricity, gas or heat meter(s) as follows:

1. At the top of the screen, click on the green '+ Meter' button. Enter the data as shown in figure 2. The supplier name is optional.

2. If you have more than one energy meter per site, when you create the energy meter you can select either 'Total usage' or 'Usage per meter'. As the name suggests, with the first option you will enter the total usage. The second option allows you to enter the meter readings of each of your meters. The system automatically calculates your usage for the period based on the previous meter reading.

3. If you have multiple (physical) energy meters in one site and you want to record the meter readings individually, you should always select the 'Usage per meter' option when you create the meters. Then you can choose whether to enter your usage based on meter readings or actual usage.

4. Bear in mind that if you choose record 'Total usage' for the first meter of a particular type (e.g. electricity), you will not be able to create another meter of the same type.

5. Click on 'Save'. The meter can only be edited if it contains no data.

#### 5.1.1 Change of method

You can change the record-keeping method for a meter. If you go to 'Manage' and click on 'Energy meters', you can change the record-keeping method by clicking on the name of the meter. The screen shown on the right will open. Now you can change the record-keeping method from 'Total usage' to 'Usage per meter'. You can do this if you have several meters for which you want to record usage separately.

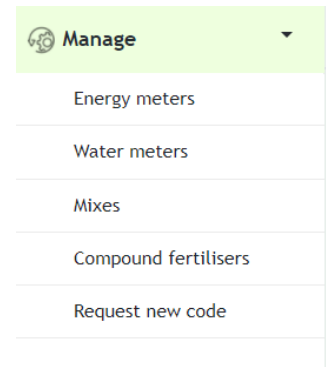


Figure 1

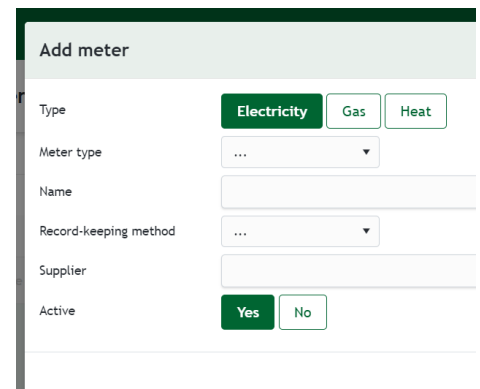


Figure 2

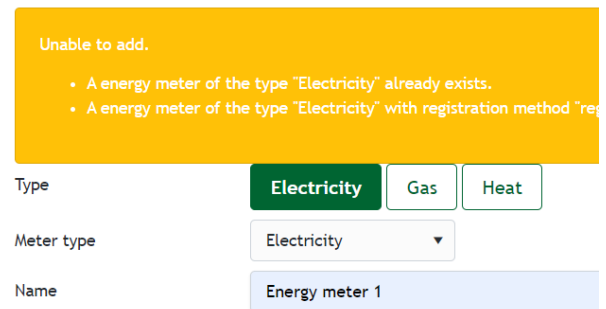
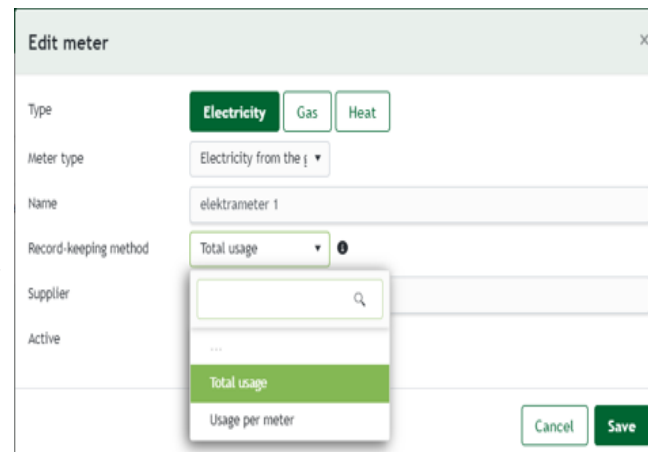


Figure 3

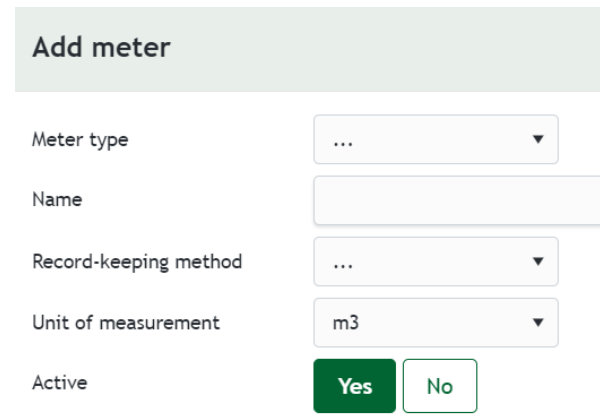




## 5.2 Water meter

Create your water meter(s) as follows:

1. At the top of the screen, click on '+ Meter'. A pop-up will open as shown in figure 4.
2. Select the type of meter.
3. Select a recording method: Usage per meter or Total usage, and click on 'Save'. The meter can only be edited if it contains no data.



The screenshot shows a form titled "Add meter" with the following fields and options:

- Meter type:** A dropdown menu with three dots and a downward arrow.
- Name:** A text input field.
- Record-keeping method:** A dropdown menu with three dots and a downward arrow.
- Unit of measurement:** A dropdown menu with "m3" selected and a downward arrow.
- Active:** Two buttons, "Yes" (highlighted in green) and "No".

Figure 4

## 5.3 Mixes

### 5.3.1 Creating mix from available stock

1. Click on 'Manage' in the menu and then 'Mixes'.
2. A new screen will open as shown in figure 5. Click on the green '+ Mix' button to create a mix.
3. When you click on the icon, you will see the screen shown in figure 6. Select the type of mix you want to create. A self-mixed mix is one that is made up of different proportions of individual products you have in stock. A purchased mix is a mix in fixed proportions, such as potting compost containing fertilisers.
4. To create a self-mixed mix: Give the mix a name and select the products in the mix under 'Product or fertiliser'. Click on 'Save'. The mix has now been added and can be selected in the fertiliser usage section.
5. The method of preparing a purchased fertiliser mix has changed. For example, you can now indicate how many fertilisers a purchase unit (big bag, container or m3) contains, so that later when recording, you only need to record the number of big bags, containers or m3 (figure 7). The system then automatically calculates the usage per product. New here are the units of measurement. In addition, the quantity per product is now set to 1. This option was not available at all for participants without a stock module. If you already use this option but with a different unit of measurement, you can continue to use it.
6. You can add purchased mixes to your stock by checking 'Add to stock'. Under 'Initial quantity', enter how much stock you are starting with, e.g. 20 kg for two 10 kg bags of potting compost.

7. Click on 'Save'. The mix has now been added and can be used in your stock and selected in the fertiliser usage section.

Mixes

+ Mix

Type

Fertilisers

Name ↑	Type	Mix type
ground	Fertilisers	Bought as p

Figure 5

Add

Type

Fertiliser

Crop protection

Mix type

Mixed from own products

Bought as product

Name

Fertiliser

Search with name or code

Name

Amount

Figure 6

Add

Type: **Fertiliser** Crop protection

Mix type: **Mixed from own products** Bought as product

Name:

Purchasing unit: 1  Select unit of measu...

Fertiliser:  Search by name or code

Name	Amount
------	--------

Close Save

Select unit of measurement...  
Big bag  
Container  
m3

Figure 7

### 5.3.2 Creating mix without available stock

1. Click on 'Manage' in the menu and then 'Mixes'.
2. A screen will open as shown in figure 7. Click on the green '+ Mix' button to create a mix.
3. When you click on the icon, you will see the screen shown in figure 8. Give the mix a name and select the products in the mix under 'Product' or 'Fertiliser'.
4. Click on 'Save'. The mix has now been added and can be selected in the fertiliser usage section.

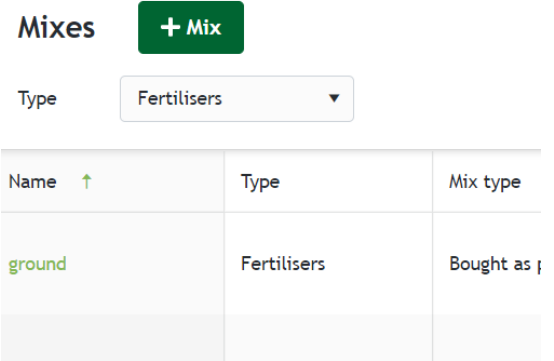


Figure 7

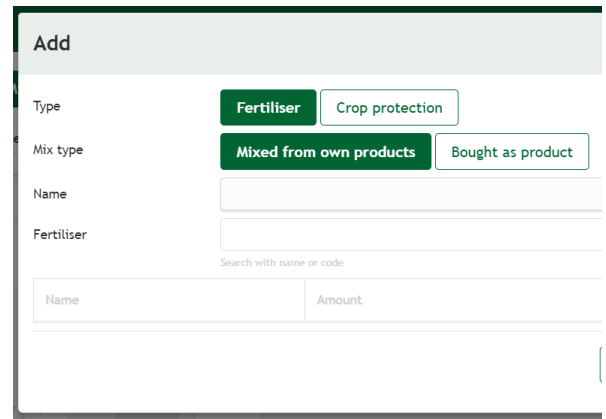
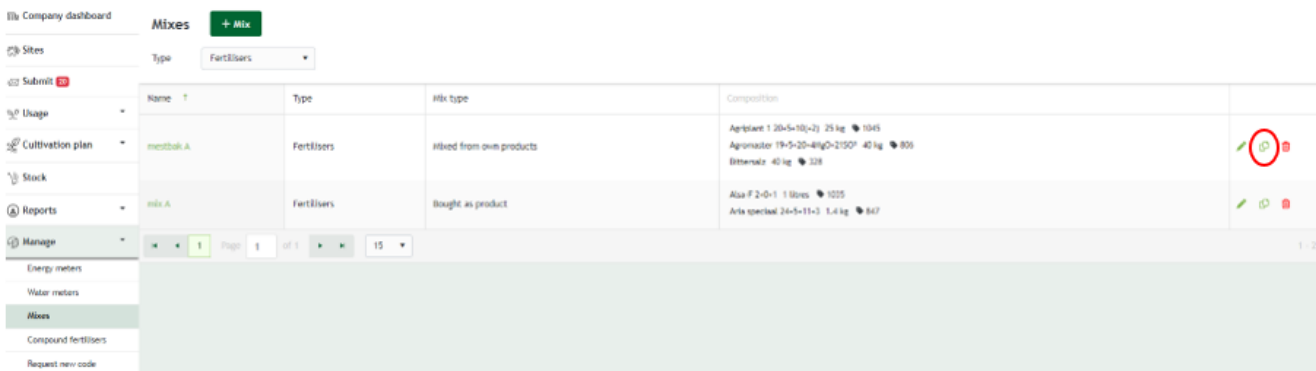


Figure 8

### 5.3.3 Copy an existing mix




If you want to change an existing mix, for example because you are using a different fertiliser or a different amount of fertiliser, you can now copy the existing mix and save the changes in the new configuration (with a new name). This avoids the need to create a new mix every time something changes.



### 5.3.4 Making a used mixture active/inactive

When you are temporarily not using a blend, it is possible to make it temporarily inactive. Click the bin to make the mixture inactive. Select the checkmark at the top to also show inactive mixtures. When you click on an inactive mixture, you will see a pop-up. Click 'Yes' here to make the mixture active again.

Type: Fertilisers  Also show inactive mixes

Name ↑	Type	Mix type	Composition	Active	
test 1	Fertilisers	Mixed from own products	Kalksalpeter 15.5+0+0 (tuinbouwkw.) 25 kg 545 Kalksalpeter 13+0+45 25 kg 537 Bitterzout (16%MgO-32.6%SO3) 25 kg 516 AB Orga Crop 0.5 litres 2261	✓	  

Page 1 of 1 15 1 - 1 of 1 items

#### Edit mix

Type:

Mix type:

Active:

Name: test 1

Fertiliser:

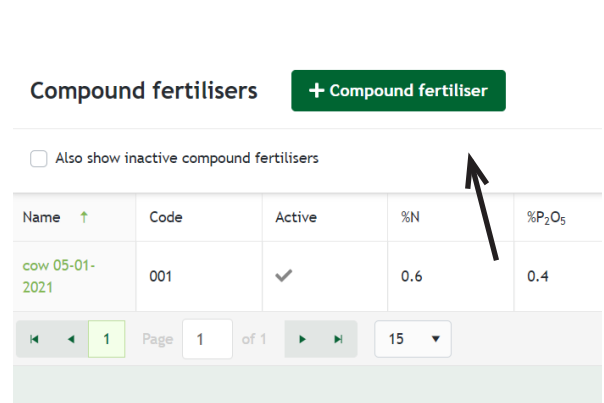
Search by name or code

Name	Amount
------	--------

## 5.4 Compound fertilisers

Create a compound fertiliser as follows:

1. Click on 'Manage' in the menu and then 'Compound fertilisers'.
2. A new screen will open as shown in figure 8. Click on the green '+ Compound fertiliser' button to create a mix.
3. You will see a pop-up as shown in figure 9. Enter the details of the compound fertiliser here, either as a percentage or in weight. For the latter, always enter the total weight. The proportions will be calculated automatically.
4. Click on 'Save'. The compound fertiliser has now been added and can be selected in the fertiliser usage section.



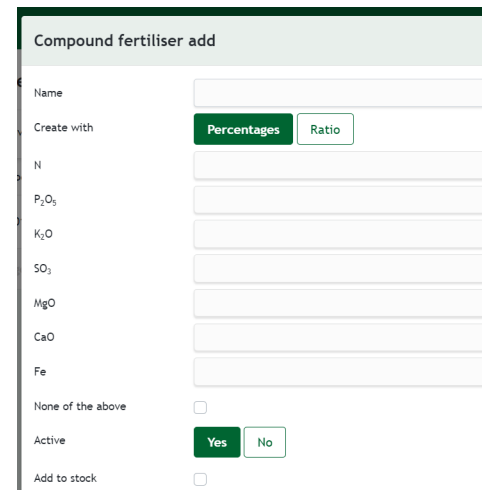
Compound fertilisers + Compound fertiliser

Also show inactive compound fertilisers

Name ↑	Code	Active	%N	%P <sub>2</sub> O <sub>5</sub>
cow 05-01-2021	001	✓	0.6	0.4

Page 1 of 1 15 ▾

Figure 8



Compound fertiliser add

Name

Create with Percentages Ratio

N

P<sub>2</sub>O<sub>5</sub>

K<sub>2</sub>O

SO<sub>3</sub>

MgO

CaO

Fe

None of the above

Active Yes No

Add to stock

Figure 9

## 6. Usage

You can now start keeping usage records. Check the period calendar (Appendix 1) to see when a period ends and the latest date by which you need to record your usage data.

### 6.1 Crop protection agents

Log your usage of crop protection agents as follows:

1. Click on 'Usage' and then on 'Crop protection'.
2. Click on '+ Record'. A screen will open as shown in figure 1.
3. Enter the data. If you are updating stock, select 'Stock' under 'Select products used'. You will then see a list of products you have in stock. If you are not keeping stock records or if you have not yet created the product concerned in your stock, select 'Code list'. You will then get a complete list of products from which you can make your selection (see figure 2).

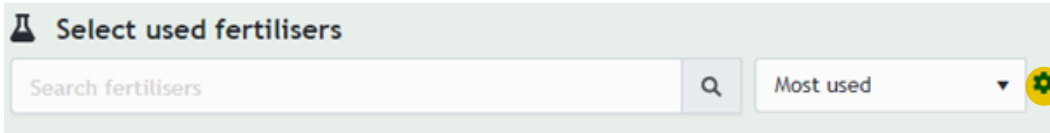
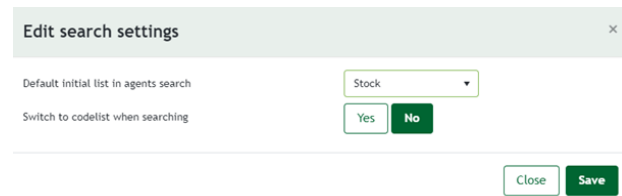
As a user you will first see the crop protection agents, fertilisers, application method and equipment you have used most.

To view the code list, mixes etc., click on the arrow.  
If you want to enter a different application method or different equipment used, you will find these in alphabetical order under 'Most used'.

Figure 1

Figure 2

You can set your own default initial list to look up agents in the crop protection agents or fertilisers records. In addition, you can also specify whether you want to search the entire code list automatically or whether you want to do so manually if a resource is not in the default list. To do this, open a record and click on the settings icon next to 'Select fertilisers used'. Set your initial list, e.g. stock or most used and then specify whether you want to automatically switch to the code list when searching. The settings are saved and are always editable. When you search the code list, resources that are in stock are recognisable by the stock symbol. Resources that have been used previously can be recognised by the previously used symbol.



4. If you are keeping stock records and you use a product that is not yet in your stock, you will need to add the product to your stock before you can specify the quantity (see figure 3). Click on 'Add to stock' and enter the information requested.

5. Select the crop on which the agent was used by clicking on the green double chevron or the name. As standard, the entire area of the crop is entered here. You can change this for a specific application.

6. If you grow or force bulbs: link the application to the crop if you use the product outdoors. If you use a product for forcing in frames or growing in hot or cold stores, you can select the crop concerned under 'Other'.

7. Scroll to the top to save the application or to add another product.

8. Your usage is saved. You can view your usage later and edit it (retrospectively over up to seven periods).

A filter has been added to the 'Crop Protection' record page. You can filter by period, crop/crop group or product used. This function enables you to quickly look back at what happened last season.

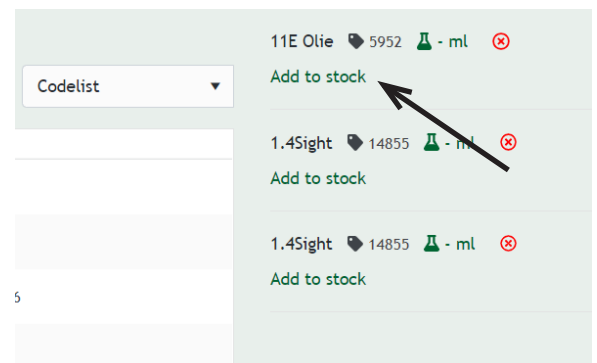
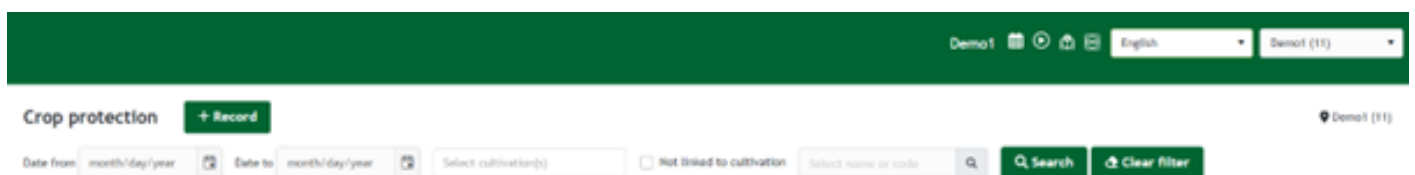


Figure 3



## 6.2 Fertilisers

Add your fertilisers by following the steps below. NB: Instructions for adding compound fertilisers can be found in section 4.4.

1. Click on 'Usage' and then on 'Fertilisers'.
2. Click on '+ Record'. A screen will open as shown in figure 5.

3. Enter the data. If you keep stock records, select 'Stock' under 'Select fertilisers used'. You will then see a list of fertilisers you have in stock. If you are not keeping stock records or if you have not yet created the product concerned, select 'Code list'. You will then see a complete list of products from which you can make your selection (see figure 6).

4. If you want to add a mix or compound fertiliser, you will first need to create it under 'Manage'. For more information, see chapter 5: Manage. When you add your usage, you can then select the product concerned from the list of mixes or compound fertilisers.

5. Choose the relevant product by searching for a word or code. Click on the double chevron to select a product (see figure 6). You can select more than one product at a time. If you can't see your product on the list, you can request a code under 'Manage' or via the site dashboard.

6. If you are keeping stock records and you use a product that is not yet in your stock, you will need to add the product to your stock before you can specify the quantity (see figure 7).

7. Click on 'Add to stock' and enter the information requested.

8. Select the crop on which the fertiliser was used by clicking on the green double chevron. As standard, the entire area of the crop is entered here. You can change this in the event of a specific application.

9. If you grow or force bulbs: link the application to the crop if you use the product outdoors. If you use a product for forcing in frames or growing in hot or cold stores, you can select the crop concerned under 'Other'.

10. Scroll back to the top of the page and click on 'Save' or on 'Save & new' if you wish to add another fertiliser.

11. Your usage is stored and you can view it later and edit it retrospectively (over up to seven periods) by clicking on 'Fertilisers' again and then clicking on the application date.

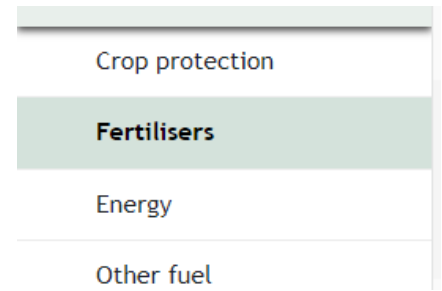


Figure 4

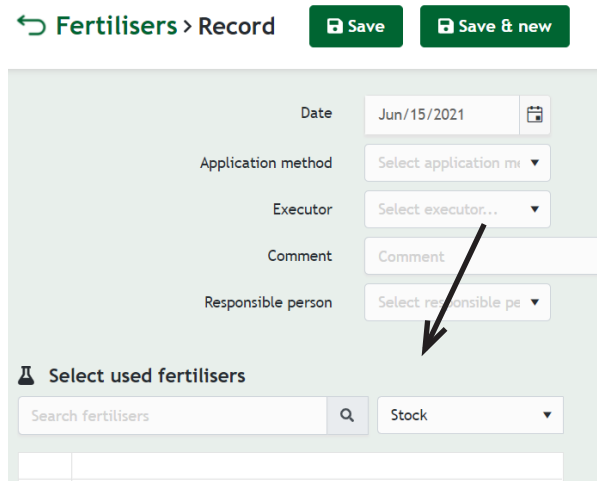


Figure 5

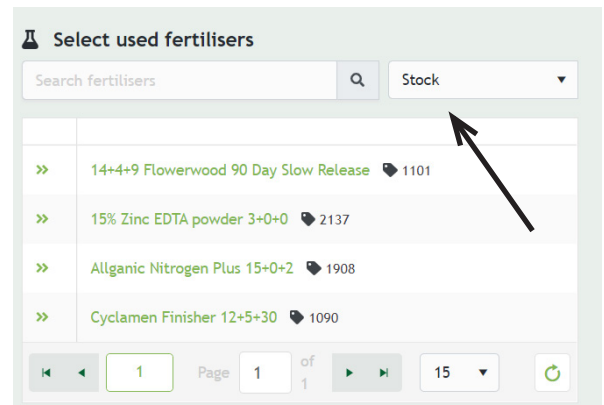


Figure 6

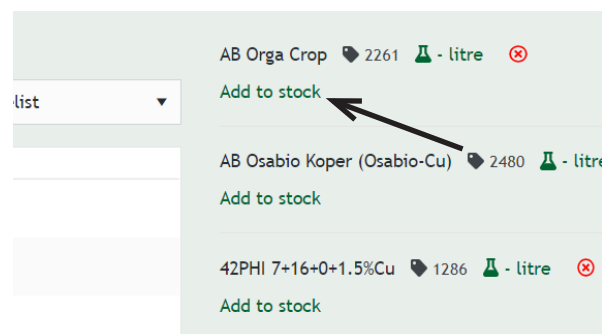


Figure 7



12. A filter has been added to the 'Fertilisers' record page. You can filter by period, crop/crop group or product used. This function enables you to quickly look back at what happened last season.

Fertilisers + Record

Date from     Not linked to cultivation

13. If you have recorded a purchased mixture you can view the contents of the mixture and the total amount recorded in the fertiliser overview. Hold your mouse over the i-sign after the name of the mixture and the contents will appear.

Greenhouse 2: ● Alchemilla (Alchemilla)

potgrond 12 Big bag ⓘ

potgrond		
Purchasing unit: 1 Big bag		
Name	Composition	Usage
Biokalk 4+5+12	15 kg	180 kg
Agrimix 7+6+12+4MgO	7 kg	84 kg
AB Osabio Koper (Osabio-Cu)	2 litres	24 litres
NPK Meststof 12+10+18 (Crop Solutions)	3 kg	36 kg

### 6.3 Energy

Once you have created your energy meters under 'Manage', you can enter your energy usage by going to 'Usage' and then 'Energy'.

1. Click on 'Usage' in the menu and then on 'Energy' (see figure 8).
2. Here you will find the meters you entered under 'Manage', as shown in figure 9.
3. Recording energy can be done directly from the overview screen. Click on the plus sign to the right of the energy meter and enter the data in the pop-up screen (figure 10).

4. Click on a meter. A new screen will open, in which you can click on '+ Record'. When you click on this, a screen will open as shown in figure 11.

5. Enter your data and click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Energy'. You can edit the data for a particular date by clicking on the energy meter concerned.

6. Usage can be edited retrospectively going back up to seven periods.

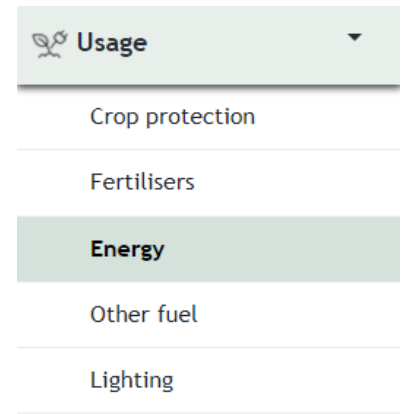


Figure 8

#### Energy meters

↑	Name	Meter type	Registration method
⚡	test dg	Electricity	Registration of total
⚡	Test	Green electricity	Registration per meter

Page 1 of 1 | 15 items per page

Figure 9

Name	Meter type	Record-keeping method	Record-keeping of	Supplier	Last given meter reading	Last given/calculated usage	Date last record
Purchase	Gas	Usage per meter	Usage	-	-	150 m3	May 20/2023
Purchase	Electricity from the grid	Usage per meter	Usage	-	-	76,532 kWh	Jun/15/2023
Energy return	Returned electricity	Usage per meter	Usage	-	-	65,322 kWh	Jun/15/2023
Sale neighbour	Heat to third parties	Usage per meter	Usage	-	-	1,800 GJ	Nov/16/2022

Figure 10

#### Meter reading add for meter 'electricity'

Date: Jun/15/2021

Meter reading:

Factor: 1

Amount renewable:

Distribution renewable-non-renewable:

Figure 11

## 6.4 Other fuel

Enter other fuel as follows:

1. Click on 'Usage' in the menu and then on 'Other fuel' (see figure 11).
2. A screen will open as shown in figure 12.
3. Click on '+ Record'. A screen will open as shown in figure 13.
4. Enter your data and click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Other fuel'. You can edit your entry by clicking on the record date.
5. Usage can be edited retrospectively going back up to seven periods.

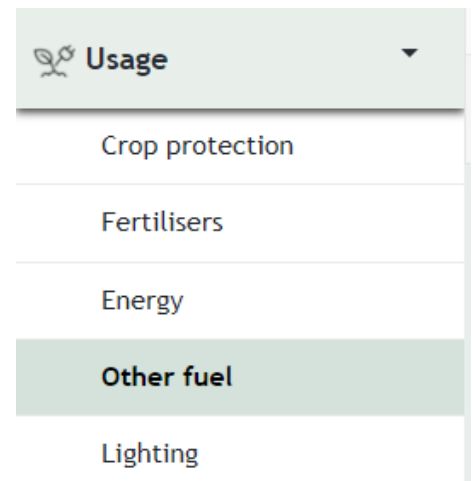


Figure 11

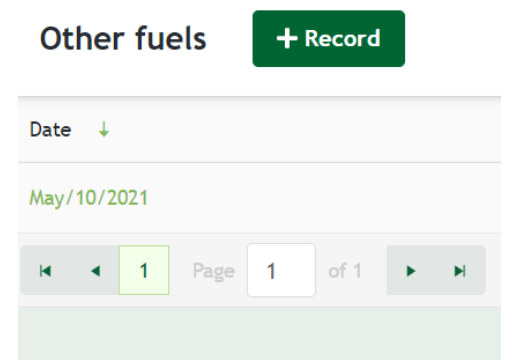


Figure 12

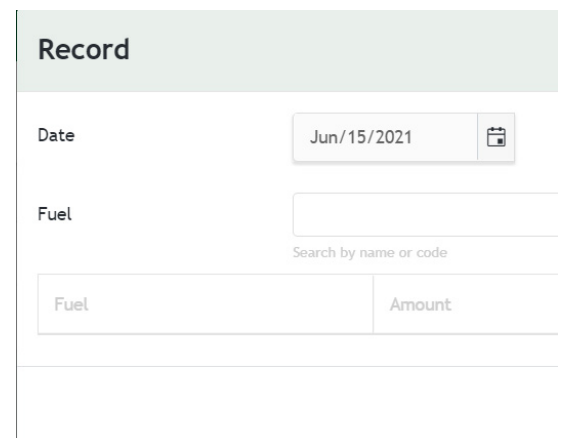
A screenshot of the 'Record' form. The title 'Record' is at the top. Below it, there is a 'Date' field with a calendar icon, showing 'Jun/15/2021'. Below the date is a 'Fuel' field with a search icon and the text 'Search by name or code'. At the bottom, there is a table with two columns: 'Fuel' and 'Amount'.

Figure 13

## 6.5 Lighting

Enter lighting as follows:

1. Click on 'Usage' in the menu and then on 'Lighting' (see figure 14).
2. A new screen will open as shown in figure 15.
3. Click on '+ Record for a period'. A screen will open as shown in figure 16.
4. Select the type of light from the drop-down menu. You can enter a description, the number of lights or their output and the lighting duration in hours here. Click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Lighting'. You can edit your usage for a particular period.
5. Usage can be edited retrospectively going back up to seven periods.
6. If you use the same lighting in a particular period, you can copy an entry by clicking on the overlapping squares icon next to the usage entered. This way, you don't have to enter the same data twice.

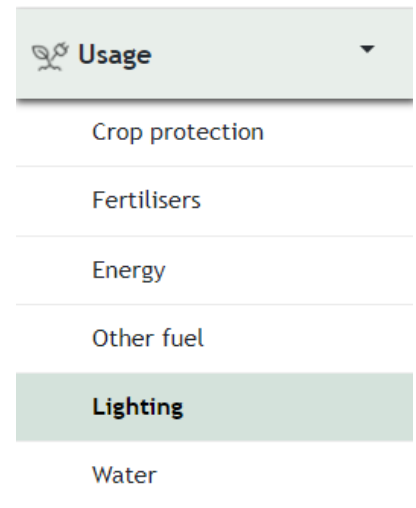


Figure 14

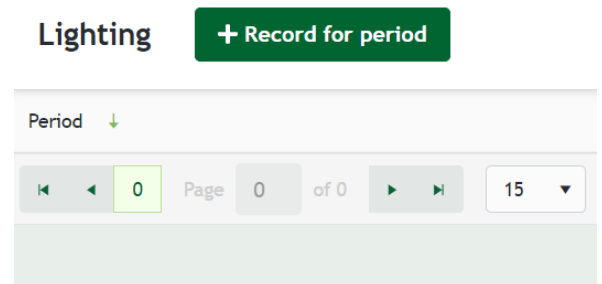


Figure 15

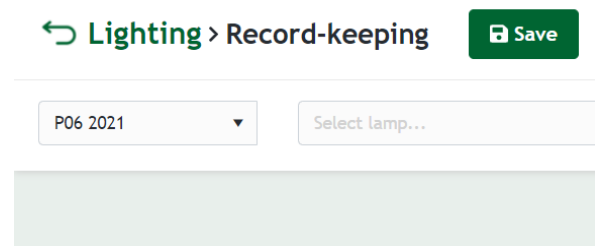


Figure 16

## 6.6 Water

Enter your water usage as follows:

1. Click on 'Usage' in the menu on the left and then on 'Water' (see figure 17).
2. A new screen will open as shown in figure 18. In this screen you will find the water meters which you created under 'Manage'.
3. Click on a water meter and then on '+ Record'. A screen will open as shown in figure 19.
4. Enter the new meter reading here. Click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Water'. You can edit your entry for a particular record date by clicking on the water meter concerned.
5. Usage can be edited retrospectively going back up to seven periods.

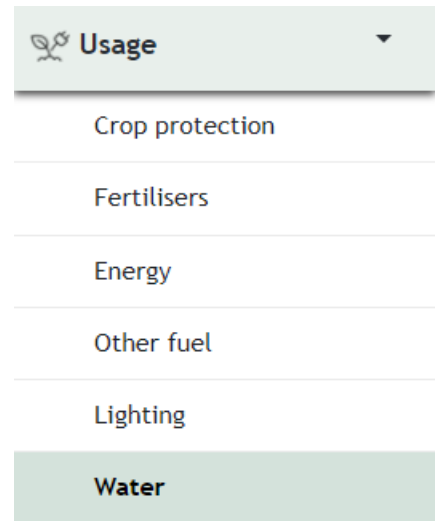


Figure 17

### Water meters

Name ↑	Meter type	Source	Record-keeping method
basin	Irrigation	Rain/basin water	Total usage
drain	Drainage	-	Total usage

Navigation: Page 1 of 1, 15 items

Figure 18

The image shows a form titled 'Usage add for meter '1''. It has two main input fields: 'Date' with a calendar icon and a value of '6/29/2020', and 'Usage' which is currently empty.

Figure 19

## 7. Submit data

At the end of every period, you will need to check the data and submit it. If you don't do this, we will send you an email reminder to submit the period. Submit your data as follows:

1. Check the period calendar to see when a period ends and you can submit your usage data. To do this, go to 'Record-keeping environment' and click on 'MPS calendar' (see figure 1). You can also find the calendar under 'Appendix 1'.
2. Click on 'Submit' in the menu on the left.
3. A new screen will open. In it you will see an overview of periods with their dates and status.
4. Click on the period you want to submit. A screen will open as shown in figure 2.
5. A new screen with an overview of your usage data will open.
6. Check the data.
7. Check 'Agree' in the top menu bar and then click on 'submit' (see figure 2).
8. The data is submitted. You can view the data again later by clicking on 'Submit' in the menu, where you will see an overview of periods submitted. You can edit the data retrospectively going back up to seven periods. If you edit the usage data in the record for a particular period, this period will need to be submitted again. You can do this at any time.

### 7.1 Unsubmitted period alert

From now on, you can see at a glance that there are periods that have not yet been submitted.

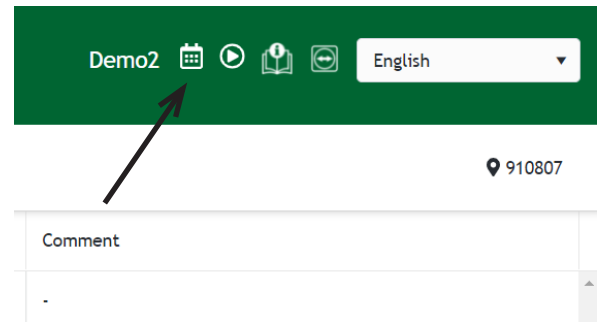


Figure 1

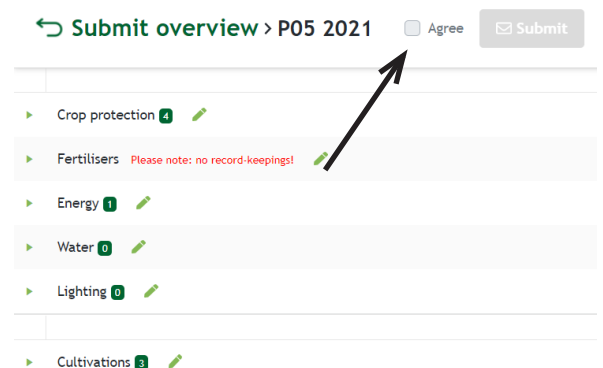
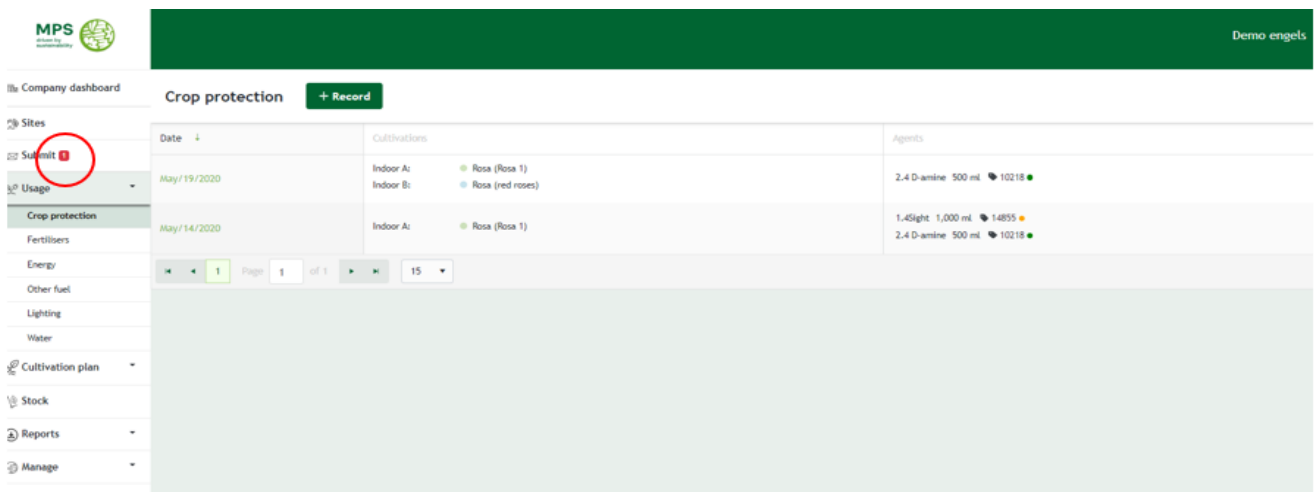


Figure 2



## 8. Downloading record-keeping report to Excel

To obtain an overview of the usage entered for a particular period, you can download a record-keeping report as follows:

1. Click on 'Reports' in the menu on the right, and then on 'Record-keeping report' or 'Stock report'.

2. A screen will open as shown in figure 1. Select the subjects and cultivations for which you want to download an overview. If you do not select a cultivation, all records will be exported without cultivation records. If you want to produce a usage overview, you can now also select usage not connected to cultivation. This will then appear in your overview.

3. Click on 'Export to Excel'.

4. The overview will be downloaded in an Excel file.

5. A tab has been added to the Excel export of the record-keeping overview. This shows what the selection of the overview was.

Figure 1

Crop protection	Fertilisers	Report information
<b>Record-keeping report</b>		Crop protection, Fertilisers
<b>Site</b>		Demo1 (11)
<b>Datetime export</b>		4-24-2023
<b>Report from date</b>		1-1-2023
<b>Report up to and including date</b>		4-22-2023
<b>Include active ingredients</b>		Yes
<b>Include usage not linked to cultivation</b>		Yes

## 9. Audits

The 'Audits' button is new in the company dashboard (figure 1).

From now on you can approve the corrections of the recently performed audits here.

Clicking on the 'Audits' button will take you to the following screen. Here you can see the date of the audits and the audit status. If you click on the date of the audit (figure 2) or on the eye next to it, the following screen opens.

In this screen you can agree to the corrections. The corrections are at the bottom and you can view them. The 'Approve' button is then coloured green. When you click on this, the corrections will be made (figure 3). The status changes to 'Context finished'. When the audit has been fully reviewed by the reviewer and any shortcomings have been resolved, the status will change to 'Assessed' and the new qualification will be published.

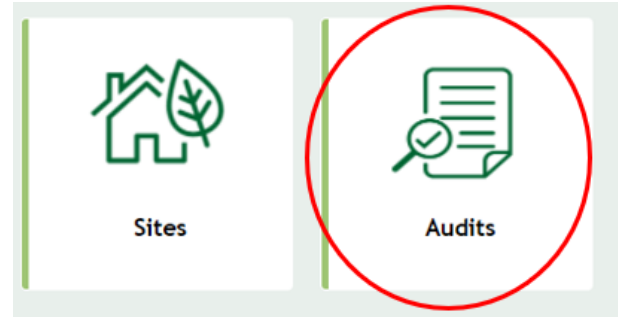


Figure 1

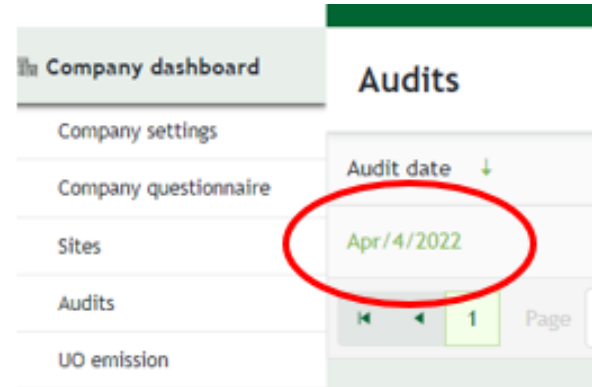


Figure 2

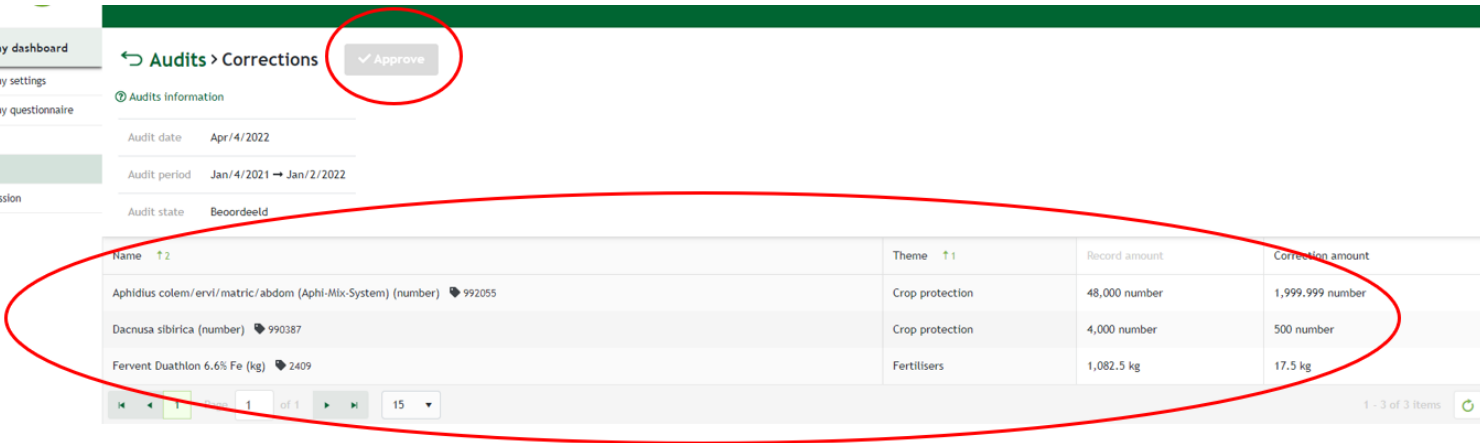


Figure 3



## 9.1 Folding out audit information

The audit information in the screen to approve audits has been made foldable to create more space to show adjustments.

← Audits > Corrections ✓ Approve

▼ Audits information ⓘ

---

Audit date Jan/11/2023

---

Audit period Sep/13/2021 → Sep/11/2022

---

Audit type Full company audit

---

Audit state Awaiting approval

---

Name ↑ 2

## 9.2 IPM plan

It is possible to upload a completed IPM plan in the record-keeping environment. During an audit, a current, completed IPM plan must be present on the farm. It is possible to arrange this in the record-keeping environment. First of all, click on the 'IPM plan' tile on the dashboard. You can then download an empty template and upload the completed IPM plan again. If you already have an IPM plan, you can also upload it here. It is also possible to view additional information about the IPM plan on our website via the link in the record-keeping environment.



IPM-Plan

IPM plan + IPM plan Download template More information

Uploaded on	Name	Type	Description
Dec/14/2023	IPM-plan	pdf	IPM

### Add IPM plan

IPM plan Select file...

IPM-plan.pdf 292.87 KB ×

Description

Cancel Save

### 9.3 Complaints registration

It is possible to register received complaints related to MPS-ABC in the registration environment. During an audit, you must be able to show a complaint registration to the auditor. To register a complaint, click on the 'Complaint registration' tile. Then select + Complaint, fill in the formulary completely and click save.



Complaints registration

Complaints registration

+ Complaint

Received on	Received from	Treated by	Complaint	Corrective action
Dec/14/2023	test	test	test	test

Page 1 of 1 15 items per page

#### Add complaint

Received on: Dec/14/2023

Received from: test

Treated by: test

Complaint: test

Corrective action: test

Cancel Save

## 10. Adding a contact person

If more than one person updates your records for MPS-ABC, the administrator can add a contact person as follows. This person will then also be able to log data in the system.

1. In the dashboard, tap on 'Details' and then on 'Contacts'.
2. Tap on 'Add contact person' as shown in figure 1.
3. Enter the data of the person you want to add.
4. If you want to add a person whom you only want to be able to identify as the applicator when logging crop protection agents, add this contact person without their e-mail address. This person will not be able to log in themselves, but you can select their name when you log fertiliser and crop protection product usage.
5. If you want a person to be able to log in to the environment and log data themselves, add them with their e-mail address. Then select 'Employee' at the bottom of the screen.
6. Click on 'Create'. The contact person has now been added.

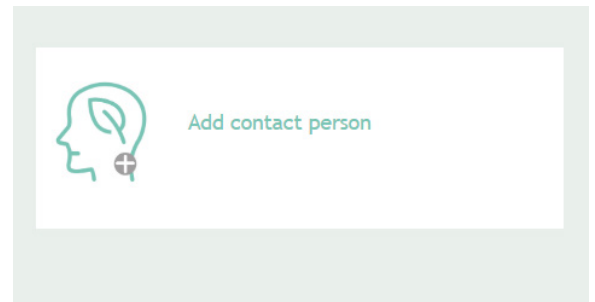


Figure 1

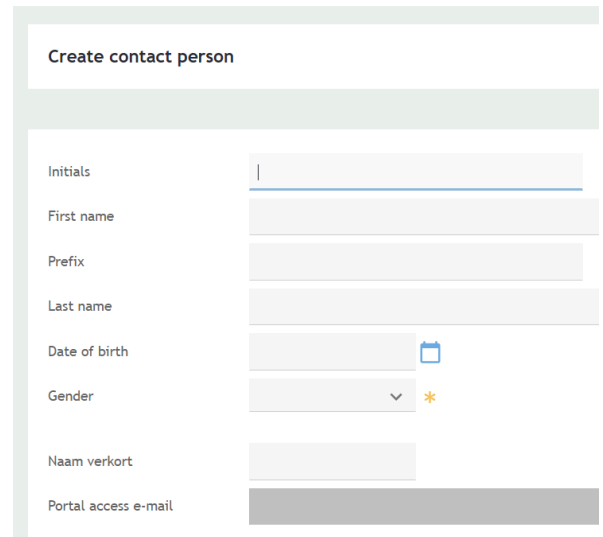
A screenshot of a mobile application form titled "Create contact person". The form contains several input fields: "Initials" (a text field with a cursor), "First name" (a text field), "Prefix" (a text field), "Last name" (a text field), "Date of birth" (a date picker with a calendar icon), "Gender" (a dropdown menu with a downward arrow and a yellow asterisk), "Naam verkort" (a text field), and "Portal access e-mail" (a text field with a grey background).

Figure 2

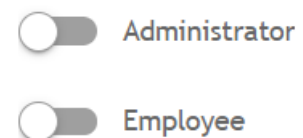


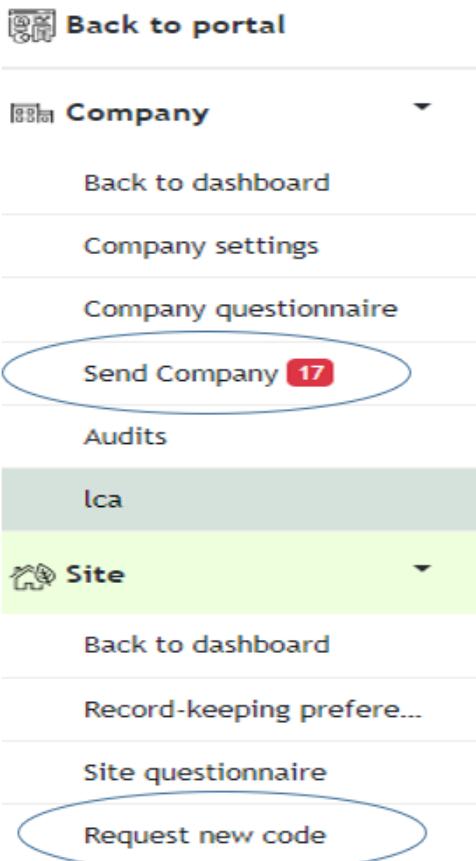
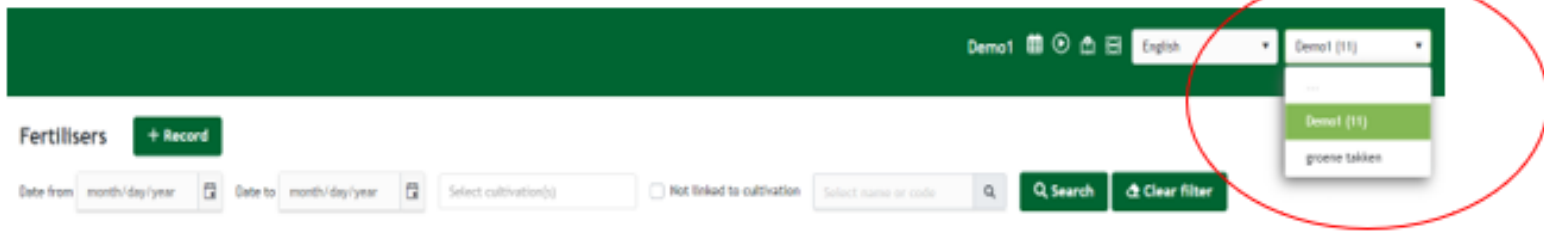
Figure 3

## 11. Additional information record-keeping environment

You can now switch between sub-records within the record-keeping environment. You can see the sub-record you are currently working in at top right of the screen. If you click on this, you will see a list of all your sub-records.

The navigation bar in the record-keeping screen has been extended. You can now access all functions on the 'company dashboard' and all 'Sites' directly. 'Request new code' has been moved to 'Sites'. A direct link to the Customer Portal has also been added. Lastly, you can now access the periods to be submitted for all sub-records in one overview.

Application new code has been added to the record-keeping overview for both crop protection and fertilisers.





	period 1 Jan				period 2 Jan/Feb				period 3 Feb/Mar				period 4 Mar/Apr			
wk	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
M	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15
T	2	9	16	23	30	6	13	20	27	5	12	19	26	2	9	16
W	3	10	17	24	31	7	14	21	28	6	13	20	27	3	10	17
T	4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18
F	5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19
S	6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20
S	7	14	21	28	4	11	18	25	3	10	17	24	31	7	14	21

🔴 submit p13 '23      🔴 submit p1 '24      🔴 submit p2 '24      🔴 submit p3 '24

	period 5 Apr/May				period 6 May/June				period 7 Jun/Jul			
wk	17	18	19	20	21	22	23	24	25	26	27	28
M	22	29	6	13	20	27	3	10	17	24	1	8
T	23	30	7	14	21	28	4	11	18	25	2	9
W	24	1	8	15	22	29	5	12	19	26	3	10
T	25	2	9	16	23	30	6	13	20	27	4	11
F	26	3	10	17	24	31	7	14	21	28	5	12
S	27	4	11	18	25	1	8	15	22	29	6	13
S	28	5	12	19	26	2	9	16	23	30	7	14

🔴 submit p4 '24      🔴 submit p5 '24      🔴 submit p6 '24

Publication MPS-ABC  
qualification:

2023 Q13: 29-01-2024
2024 Q04: 20-05-2024
2024 Q07: 12-08-2024
2024 Q10: 04-11-2024
2024 Q13: 27-01-2025

	period 8 Jul/Aug				period 9 Aug/Sept				period 10 Sept/Oct			
wk	29	30	31	32	33	34	35	36	37	38	39	40
M	15	22	29	5	12	19	26	2	9	16	23	30
T	16	23	30	6	13	20	27	3	10	17	24	1
W	17	24	31	7	14	21	28	4	11	18	25	2
T	18	25	1	8	15	22	29	5	12	19	26	3
F	19	26	2	9	16	23	30	6	13	20	27	4
S	20	27	3	10	17	24	31	7	14	21	28	5
S	21	28	4	11	18	25	1	8	15	22	29	6

🔴 submit p7 '24      🔴 submit p8 '24      🔴 submit p9 '24

	period 11 Oct/Nov				period 12 Nov/Dec				period 13 Dec				period 1 2025
wk	41	42	43	44	45	46	47	48	49	50	51	52	1
M	7	14	21	28	4	11	18	25	2	9	16	23	30
T	8	15	22	29	5	12	19	26	3	10	17	24	31
W	9	16	23	30	6	13	20	27	4	11	18	25	1
T	10	17	24	31	7	14	21	28	5	12	19	26	2
F	11	18	25	1	8	15	22	29	6	13	20	27	3
S	12	19	26	2	9	16	23	30	7	14	21	28	4
S	13	20	27	3	10	17	24	1	8	15	22	29	5

🔴 submit p10 '24      🔴 submit p11 '24      🔴 submit p12 '24      🔴 submit p13 '24

# Appendix II: About record-keeping preferences

<b>Record-keeping preferences</b>	<b>Explanation</b>
1. Brief description of the site	Your own description of the site for identification purposes in the record-keeping environment.
2. Do you want to log usage of crop protection products by application rate?	Selecting 'yes' here allows you to enter your crop protection product usage as a quantity per square metre rather than as an absolute quantity.
3. Log applicator	Selecting 'yes' here allows you to record the applicator of the crop protection products and fertilisers you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
4. Log person in charge	Selecting 'yes' here allows you to record the name of the person in charge of the crop protection products and fertilisers you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
5. Log application method	Selecting 'yes' here allows you to select the application method of the crop protection products and fertilisers you are logging from a drop-down menu. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
6. Log equipment used	Selecting 'yes' here allows you to record what equipment was used to apply the crop protection products and fertilisers you are logging. The user must first define the equipment before it can be selected. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
7. Log weather conditions	Selecting 'yes' here allows you to record the weather conditions at the time of applying the crop protection products and fertilisers you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
8. Log re-entry time	Selecting 'yes' here allows you to record how much time there should be between applying the crop protection products and fertilisers you are logging and entering the room without protective clothing. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.

- 9. Log pre-harvest interval on label** Selecting 'yes' here allows you to record the pre-harvest interval for each active ingredient as stated on the label of the crop protection products you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
- 10. Log harvest date** Selecting 'yes' here allows you to record the planned harvest date of each selected crop when you log your crop protection product usage. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
- 11. Log reason for application** Selecting 'yes' here allows you to record the application reason for each active ingredient of the crop protection products you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
- 12. Unit of measurement for logging crop protection products** Here you can specify the unit you wish to use for logging crop protection products. NB: This unit applies to all crop protection product usage records and can only be changed via these record-keeping preferences.
- 13. Unit of measurement for logging area** Here you can specify the unit you want to use for the area in the crop schedule. NB: This unit applies to all areas you have created and can only be changed via these record-keeping preferences.