

MPS

driven by
sustainability



MPS-ABC

User guide

Record-keeping environment



This user guide is intended for customers who have already been transferred to the new MPS-ABC record-keeping environment. You will be notified by email when you are transferred to the new system.



mps_sustainability



@MPSCert



MPS (More Profitable Sustainability)

W www.my-mps.com

T +31 (0)174-615 715

E info@my-mps.com

Leehove 65a

2678 MB De Lier

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Contents

| | |
|---|----|
| Introduction | 3 |
| 1. Logging into the Customer portal | 3 |
| 2. Settings | 4 |
| 3. Cultivation plan | 5 |
| 3.1 Cultivations | 5 |
| 3.2 Other cultivations | 6 |
| 4. Stock | 7 |
| 5. Manage | 8 |
| 5.1 Energy meters | 8 |
| 5.2 Water meters | 8 |
| 5.3 Mixes | 9 |
| 5.3.1 Creating mixture when using stock | 9 |
| 5.3.2 Creating mixture when not using stock | 9 |
| 5.4 Compound fertilisers | 10 |
| 6. Usage | 11 |
| 6.1 Crop protection | 11 |
| 6.2 Fertilisers | 12 |
| 6.3 Energy | 13 |
| 6.4 Other fuel | 14 |
| 6.5 Lighting | 15 |
| 6.6 Water | 16 |
| 7. Submit data | 17 |
| 8. Setting up record-keeping tool on a smartphone or tablet | 18 |
| 9. Downloading registration reports to Excel | 19 |
| 10. Adding a contact | 20 |
| Attachment I: MPS calendar | 21 |
| Attachment II: About record-keeping preferences | 22 |

Introduction

The MPS-ABC record-keeping environment is a digital tool which allows you to quickly and easily log environmental and usage data on your crop at any time. The record-keeping environment meets all the requirements for MPS-ABC certification. The tool also provides overviews showing relevant information on the relative environmental performance of your crop. By logging 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 log your usage data for each application of crop protection products and fertilisers. You can also log 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 User guide helps you navigate through the record-keeping environment.

It will be updated every time a new release becomes available. For example, the 'Starting material' module is still under development. Once it is completed, a new version of this user guide will be published. 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 under 'Documents'.

If you have any questions or comments regarding this User Guide or the record-keeping environment in general, please email us at 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 going to www.my-mps.com and clicking on 'Login' at top right of the screen and selecting 'Customer portal'. A new page will open where you can enter your email address and password. To log your usage, once you have logged into the Customer Portal, go to 'Record-keeping environment'. You will be taken to a screen where you can select 'Company settings' and 'Sites'. When you click on 'Sites', an overview of your sites will appear where you can enter your record-keeping preferences, fill in the questionnaire, create a crop schedule and enter your usage.

If you do not have an account:

Before you can start logging your usage, you will need to set up an account for the customer portal. You can activate your account by going to www.my-mps.com. Then click on 'Login' and then on 'Customer portal'. A new page will open. 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. Once you have set up your password, you can start using the customer portal. To log your usage, once you have logged into the customer portal, go to 'Record-keeping environment'. You will be taken to a screen where you can select 'Sites'. An overview of your sites will appear where you can enter your site settings, create a crop schedule and enter your usage.

Create shortcut to the record-keeping environment:

The fastest way to get to the record-keeping environment is to follow the steps above and then create a shortcut. To do this, if you have the record-keeping environment in front of you, right-click on the bar above the record-keeping environment. Then click on 'add page' and give the page a name. The next time you wish to register your data, you can do so by clicking on this shortcut.

2. Settings

Before you start logging your usage, it is important to enter your company settings, record-keeping preferences and fill in the questionnaire. You will need to enter these details here even if you have worked with MY-MPS before. Do this as follows:

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

2. Indicate whether you want to see MIND information and whether you want to use the stock module. If you do not choose this, these fields will be omitted in the record-keeping environment.

3. If you want to use the stock module, it is important to fill in your preferences accurately. 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 products 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 products and fertilisers for each site.

4. Save the data and click on 'Back to dashboard'. Click on '**Questionnaire**' and answer the questions.

5. Indicate whether there is a trade name and contract cultivation. Save the data and go 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 1).

7. Enter your **record-keeping preferences** first. When you click on the icon, you will see the screen shown in figure 2. 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 record lighting and weather conditions. If you do not select 'Yes' for these fields, they will not appear in the record-keeping environment. When you have finished, click on 'Submit my answers'.

9. Now complete the '**Site questionnaire**' (see figure 3). Start by entering the area. Then go to 'Energy' and work through each tab. Click on save and return to dashboard.

Figure 1

Registration preferences

| Location | |
|----------|--|
| | Question |
| + ↺ | (Short) description of the location |
| + ↺ | Would you like to register the crop protection agents per absolute quantities, but register the quantities per square meter? |
| + ↺ | Would you like to log the applicant? |
| + ↺ | Would you like to log the person in charge? |

Figure 2

General information form location

| Area | Energy | MIND | OEX | Waste |
|------|--|------|-----|-------|
| | Question | | | |
| + ↺ | What is the total area in m2 of the location? | | | |
| | How much of the total area in m2 of the location is covered cultivation? | | | |
| + ↺ | Is there cultivation all year round? | | | |
| + ↺ | Do you rent out part of your location for third-party production? | | | |

Figure 3

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 record-keeping' button below the sub-record.

3.1 Cultivations

Create your cultivation plan following the steps below.

1. Click on 'cultivation plan' as shown in figure 1.
2. Add your plots by clicking on the green '+ Add plot' button at the top of the screen.
3. Enter the data as seen in figure 2. When you create your cultivation plan, enter the start date of the period in which you are logging 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.
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. Sites with hot/cold stores (cells) can also be created here.
5. Click on 'Extra crop layer' if you have a second layer of products. Click on 'Save'.
6. 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 crops, you can choose whether you want to log them by crop or crop group. Logging by crop group has the advantage that if you have a large number of crops, you don't have to log each one individually. The disadvantage is that the standard is less specific and therefore stricter. If you choose to log your usage by crop group, you cannot log usage for an individual crop in that group.
7. If part of your plot is uncultivated, you can select 'Uncultivated' under 'New crop'.
8. For starting material, check '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 4. You can also indicate whether the product comes from an MPS-ABC or GLOBALG.A.P. certified grower.
10. Create more plots if necessary.

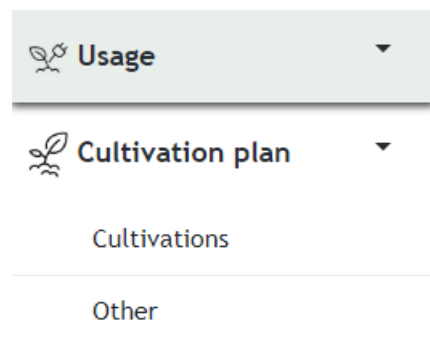


Figure 1

Figure 2

Figure 3

Figure 4

3.2 Other cultivations

If you have any other activities besides the production of ornamental crops, you can log these under 'Other crops'. Because MPS-ABC is a company record-keeping system, you must also enter any other (non-ornamental) activities you have, such as any agricultural crops you grow. You can also log forcing in frames and bulb disinfection under 'Other crops'. This is done as follows.

1. Click on 'Cultivation plan' and then on 'Other' (see figure 5).
2. Then click on 'Define' at top right of the screen. A screen will open as shown in figure 6.
3. Click on the green '+ Register' button. A screen will open as shown in figure 7. Select the crop in the first field and click on 'Save'.
4. You can now select the activity you defined in step 2 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 logging 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.

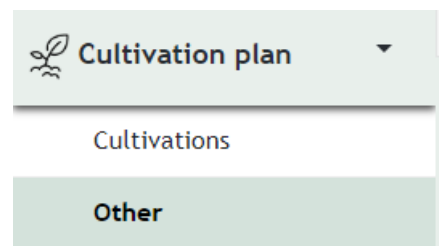


Figure 5

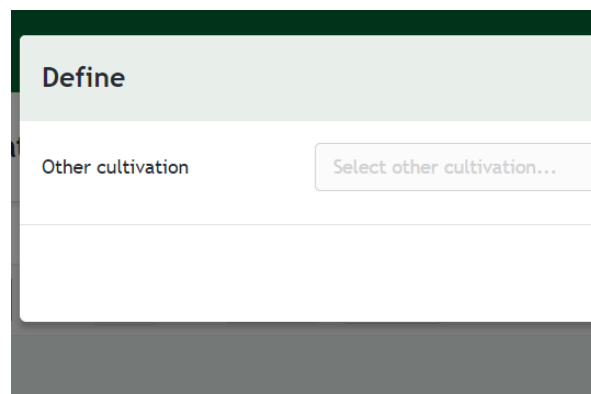


Figure 6

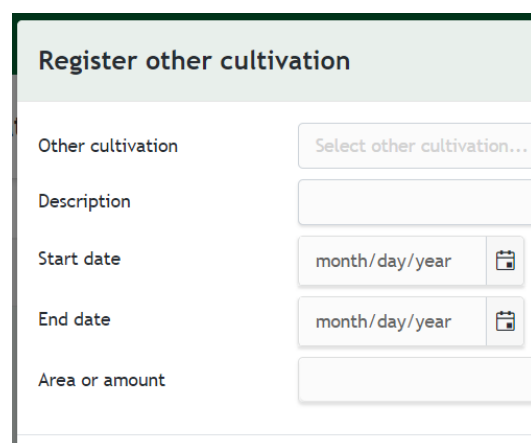


Figure 7

4. Stock

If you specified in the settings that you wish to log stock, follow the steps below. Note: 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 logging 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 products or fertilisers.

3. Click on the green '+ New product 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. Click on the product to add and deduct quantities. NB: Logged usage is automatically deducted from stock. You can edit the data here as well.

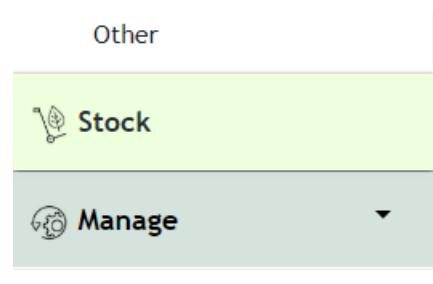


Figure 1

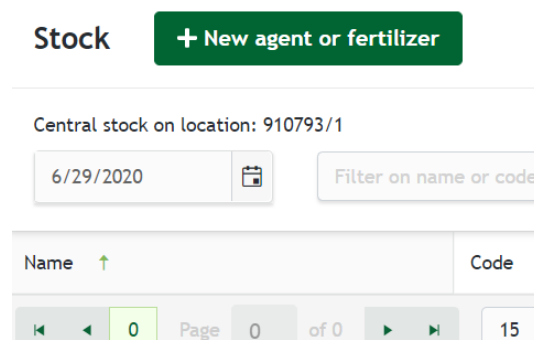


Figure 2

Figure 3

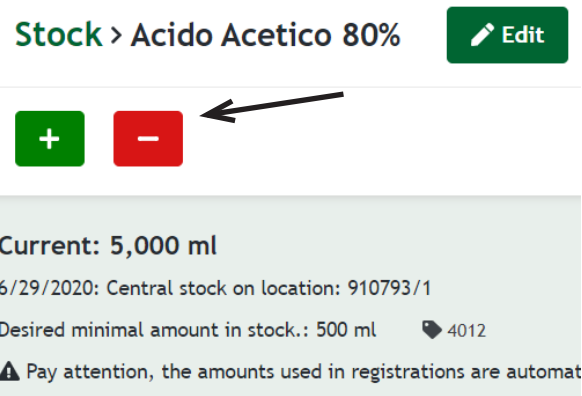


Figure 4

5. Manage

Before you start logging your usage, you will need to create your energy meter(s) and water meter(s) under 'Manage'. You can also create fertiliser mixes and fertiliser compositions 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 sub-record, 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 sub-record and you want to log 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 'Log 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 (figure 3).

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

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 logging method: Usage per meter or Total usage, and click on 'Save'. The meter can only be edited if it contains no data.

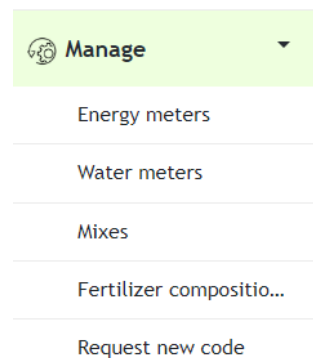


Figure 1

A screenshot of the 'Add meter' form. It has a light green header with the text 'Add meter'. Below the header are several fields: 'Type' with three buttons labeled 'Electricity' (green), 'Gas' (light green), and 'Heat' (light green); 'Meter type' with a dropdown menu showing '...'; 'Name' with a text input field; 'Registration method' with a dropdown menu showing '...'; 'Supplier' with a text input field; and 'Active' with two buttons labeled 'Yes' (green) and 'No' (light green).

Figure 2

A screenshot of an error message. It has a yellow background. The text 'Unable to add.' is at the top. Below it are two bullet points: '• A energy meter of the type "Electricity" already exists.' and '• A energy meter of the type "Electricity" with registration method "reg...'. Below the error message is a partial view of the 'Add meter' form, showing the 'Type' section with 'Electricity', 'Gas', and 'Heat' buttons, and the 'Meter type' dropdown set to 'Electricity'. The 'Name' field contains the text 'Energy meter 1'.

Figure 3

A screenshot of the 'Add meter' form. It has a light green header with the text 'Add meter'. Below the header are several fields: 'Meter type' with a dropdown menu showing '...'; 'Name' with a text input field; 'Registration method' with a dropdown menu showing '...'; and 'Active' with two buttons labeled 'Yes' (green) and 'No' (light green).

Figure 4

5.3 Mixes

5.3.1. Creating mixture when using stock

1. Click "Manage" on the left side of the menu and then "Mixes".

2. You will then be taken to a new screen as shown in figure 5. Click on the green button "+ Mix" to create a mix.

3. You will get a screen as seen in figure 6. Choose what type of mix you want to make. A self-mixed mix is composed from the individual products in the stock, where the proportions can differ per use. A purchased mix has fixed proportions, for example potting soil that contains fertilisers.

4. If you are making a self-mixed mix: give the mix a name and search for the agents that are in the mix at "Agent or fertiliser". Click on save. The mix has now been added and can be selected when using fertilisers.

5. If you are making a purchased mix: give it a name and indicate a total quantity in which the mix is delivered, for example 10kg of 1 bag of potting soil. Then search for the agents that are in the mix, see image 7.

6. You can add the purchased mix to the stock by clicking the box next to "add to stock". At "Starting amount stock" you indicate how much stock you start with, for example 20 kg for 2 bags of 10 kg potting soil.

7. Click on save. The mix has now been added and you can use it in the stock and it can be selected when using fertilisers.

5.3.2. Creating mixture when not using stock

1. Click "Manage" on the left side of the menu and then "Mix".

2. You will then be taken to a screen as shown in figure 6. Click on the green button "+ Mix" to create a mix.

3. You will see a screen like in image 7. Give the mix a name and search for the agents that are it via "Agent" or "Fertiliser".

4. Click on save. The mix has now been added and can be selected when using fertilisers.

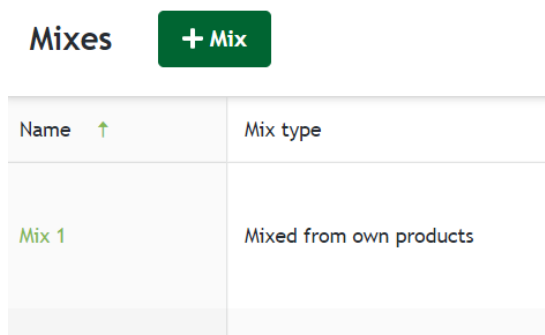


Figure 5

The screenshot shows the 'Add' form for creating a mix. The form has a light green header with the word 'Add'. Below the header, there are two tabs: 'Mixed from own products' (which is selected and highlighted in green) and 'Bought as product'. The form contains several input fields: 'Name', 'Agent or fertiliser', and a search bar with the placeholder text 'Search with name or code'. At the bottom, there are two more input fields: 'Name' and 'Amount'.

Figure 6

The screenshot shows the 'Add' form for creating a mix, specifically the 'Bought as product' tab. The form has a light green header with the word 'Add'. Below the header, there are two tabs: 'Mixed from own products' and 'Bought as product' (which is selected and highlighted in green). The form contains several input fields: 'Name', 'Total amount of product', 'Agent or fertiliser', and a search bar with the placeholder text 'Search with name or code'. There are also checkboxes for 'Add to stock' (which is checked) and 'Desired minimal amount in stock'. At the bottom, there are input fields for 'Starting amount Stock' and 'Date' (with a calendar icon).

Figure 7

5.4 Fertilisers compositions

Create a fertiliser composition as follows:

1. In the menu on the left, click on 'Manage' and then on 'Fertiliser composition'.
2. A new screen will open as shown in figure 8. Click on the green '+ Fertiliser composition' button to create a mix.
3. You will see a pop-up as shown in figure 9. Enter the details of the fertiliser composition 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 fertiliser composition has now been added and can be selected in the fertiliser usage section.

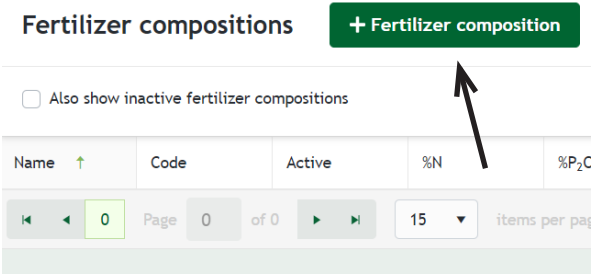


Figure 8

Figure 9

6. Usage

You have created your cultivation plan, meters and any mixes and compound fertilisers. Now you can start record your usage. View the period calendar (attachment I) to see when a period ends and when you need to register your consumption 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-keeping' (see figure 1).
3. Enter the data. If you are updating stock, select 'Stock' under 'Select agents 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 see a complete list of products from which you can make your selection (see figure 2).
5. Choose the relevant product by searching for a word or code. Click on the double chevron to select a product (see figure 3). 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 via the 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 26). Click on 'Add to stock' and enter the information requested.
7. Select the crop on which the product 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.
8. Scroll back to the top of the page and click on 'Save' or on 'Save & new' if you wish to add another product.
9. Your usage is saved. You can view your usage later and edit it (retrospectively over up to seven periods) by clicking again on 'Crop protection' and then clicking on the application date.

Crop protection > Registration

Save Save & new

Date: 6/29/2020

Amount of water: Amount of water

Remark: Remark

Start and end of application: 12:00 PM until 12:00 PM

Choose used agents

Search agents: Stock

Page 0 of 0 15 items per page

Choose cultivations

Search cultivations

Figure 1

Choose used agents

Search agents: Codelist

| | | |
|----|----------------------------------|-------|
| ✓ | 1.4Sight | 14855 |
| >> | 11E Olie | 5952 |
| ✓ | 2.4 D Amine / U 46 D-fluid-2.4-D | 7556 |
| >> | 2.4 D-amine | 10218 |
| >> | AA BautyL combi | 10823 |

Figure 2

Codelist

| | | | |
|--------------|-------|------|---|
| 11E Olie | 5952 | - ml | ⊗ |
| Add to stock | | | |
| 1.4Sight | 14855 | - ml | ⊗ |
| Add to stock | | | |
| 1.4Sight | 14855 | - ml | ⊗ |
| Add to stock | | | |

Figure 3

6.2 Fertilisers

Add your fertilisers by following the steps below.

Note: instructions for adding fertilisers compositions can be found in section 4.4.

1. Click on 'Usage' and then on 'Fertilisers' (see figure 4).
2. Click on '+ Record-keeping'. A new screen will open as shown in figure 5.
3. Enter the data. If you keep stock records, select 'Stock' under 'Choose used fertilizers'. You will then see a list of fertilizers 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 fertiliser composition, you will first need to create it under 'Manage'. For more information, see chapter 6: 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 for it via the 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). Click on 'Add to stock' and enter the information requested.
7. 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.
8. Scroll back to the top of the page and click on 'Save' or on 'Save & new' if you wish to add another product.
9. 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

Fertilizers > Registration

Save Save & new

Date: 6/29/2020

Application method: Select application method

Executor: Select executor...

Remark: Remark

Responsible person: Select responsible person

Choose used fertilizers

Search fertilizers

Stock

Page 0 of 0 15 items per page

Figure 5

Choose used fertilizers

Search fertilizers

Codelist

| | | |
|----|-----------------------------|------|
| ✓ | 42PHI 7+16+0+1.5%Cu | 1286 |
| ✓ | AB Orga Crop | 2261 |
| ✓ | AB Osabio Koper (Osabio-Cu) | 2480 |
| >> | AB Osabio Zink (Osabio-Zn) | 2450 |
| >> | AB Sea Elixer 0.14+0.1+0.28 | 2235 |
| >> | AB Vegasol 6+3+4 | 2388 |
| >> | ACS - koper 350 24.2% | 1315 |

Figure 6

list

AB Orga Crop 2261 - litre

Add to stock

AB Osabio Koper (Osabio-Cu) 2480 - litre

Add to stock

42PHI 7+16+0+1.5%Cu 1286 - litre

Add to stock

Figure 7

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' (see figure 8).

1. Click on 'Usage' in the menu and then on 'Energy' (see figure 31).

2. Here you will find the meters you entered under 'Manage', as shown in the example in figure 9.

3. Click on a meter. A new screen will open, in which you can click on '+ Record-keeping'. When you click on this, a screen will open as shown in figure 10.

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 'Energy'. You can edit the data for a particular date by clicking on the energy meter concerned.

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

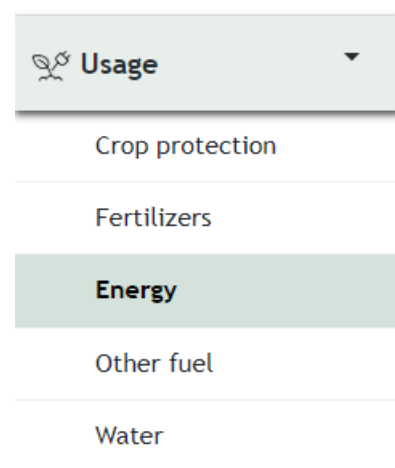


Figure 8

Energy meters

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

⏪ ⏩ 1 Page 1 of 1 ⏪ ⏩ 15 items p

Figure 9

Usage add for meter 'test dg'

Date
6/29/2020

Usage

Factor
1

Amount green
kWh

Distribution green-grey

Figure 10

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 '+ Add record-keeping'. 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.

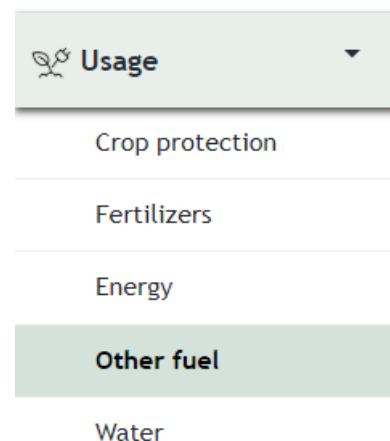


Figure 11

Other fuels

+ Add record-keeping

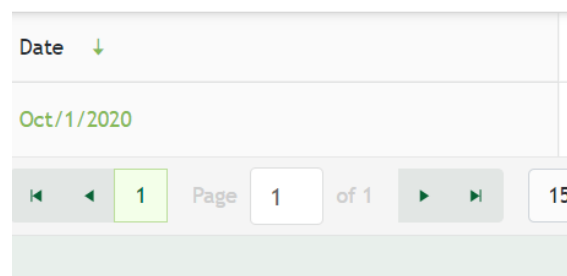


Figure 12

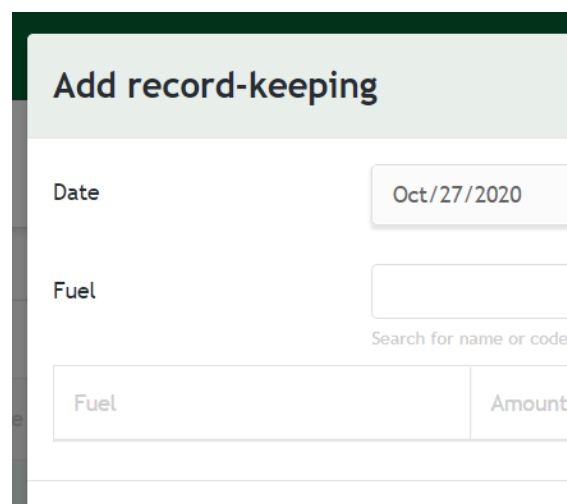


Figure 13

6.5 Light

Enter light as follows:

1. Click on 'Usage' in the menu and then on 'Light' (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 light 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.

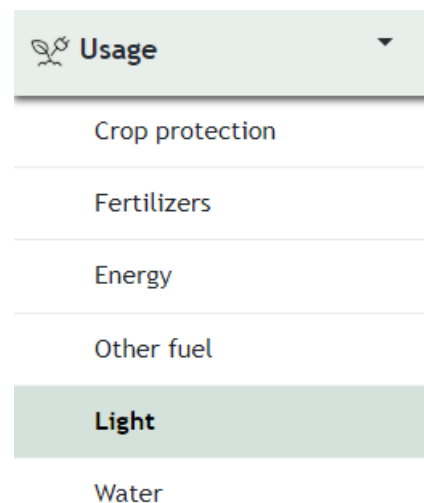


Figure 14

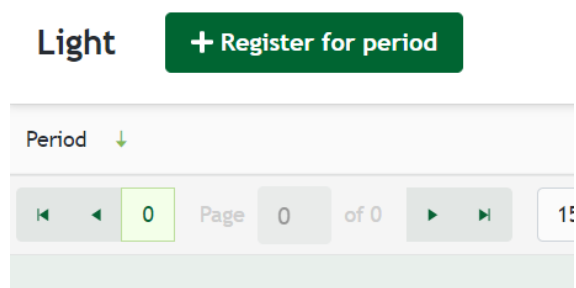


Figure 15

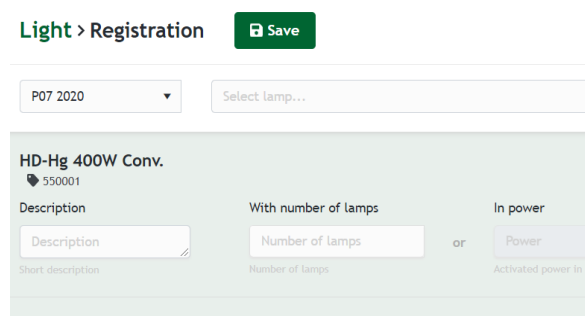


Figure 16

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 'Management'.
3. Click on a water meter and then on '+ Record-keeping'. 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.

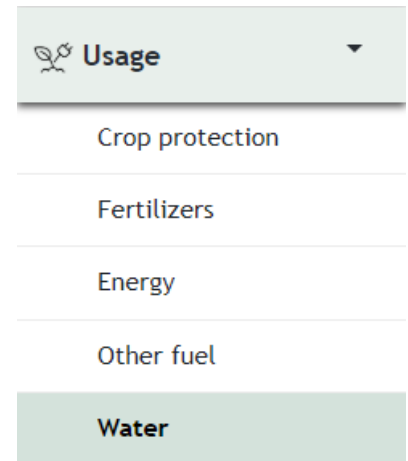


Figure 17

Water meters

| Name ↑ | Meter type | Source | Registration method |
|--------|------------|--------|------------------------|
| 1 | Drainage | - | Registration per meter |


◀
1
Page
1
of 1
▶
15
▼
items per page

Figure 18

Usage add for meter '1'

Date

6/29/2020



Usage

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. View the MPS Calendar to see when a period ends and you can submit your consumption data. To do this, go to 'New record-keeping environment' and click on 'MPS Calendar', see figure 1.

2. Click 'Send' in the menu.

3. A new screen will open as shown in figure 2. In it you will see an overview of periods with their dates and status ('Send' or 'Not send').

4. Click on the period you want to submit.

5. A new screen with an overview of your usage data will open (see figure 3).

6. Check the data.

7. Check 'Agree' in the top menu bar and then click on 'Send' (see figure 4).

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.

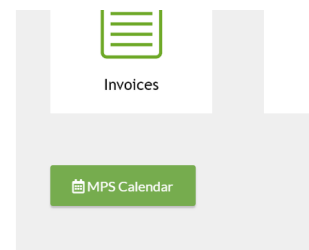


Figure 1

Send overview

| Period ↓ | Period |
|----------|-----------------------|
| P07 2020 | 6/15/2020 → 7/12/2020 |
| P06 2020 | 5/18/2020 → 6/14/2020 |
| P05 2020 | 4/20/2020 → 5/17/2020 |
| P04 2020 | 3/23/2020 → 4/19/2020 |
| P03 2020 | 2/24/2020 → 3/22/2020 |
| P02 2020 | 1/27/2020 → 2/23/2020 |

Figure 2

Send overview > P06 2020

Crop protection 2

Agent

1.4Sight 14855

11E Olie 5952

Fertilisers 1

Energy 1

Water 0

Cultivations 1

Other 1

Figure 3

Send overview > P06 2020

☒ Agree

Send

Crop protection 2

Fertilisers 1

Energy 1

Figure 4

8. Setting up record-keeping environment on smartphone

Once you have entered your settings and your cultivation plan, you can also enter usage data via a smartphone or tablet. Follow these instructions to install the app on your smartphone or tablet:

For iPhone and iPad:

1. Open Safari, Google Chrome or another browser.
2. Go to <https://mps-registratietool-prod.my-mps.com/>
3. Tap on the 'Share URL' icon at the bottom of your screen as shown in figure 1.
4. Then tap on 'Add to home screen' (see figure 2).
5. You can give the app a name if you wish, such as 'MPS records'.
6. You will then find the app icon on your home screen.



Figure 1

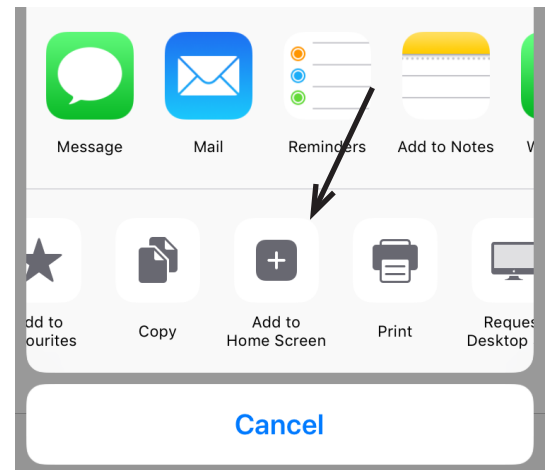


Figure 2

For Android devices:

1. Open Safari, Google Chrome or another browser.
2. Go to <https://mps-registratietool-prod.my-mps.com/>
3. In the browser, tap on the share icon (see figure 3).
4. Then tap on 'Add shortcut to home'.
5. You can give the app a name if you wish, such as 'MPS records' (see figure 4).
6. You will then find the app icon on your home screen.

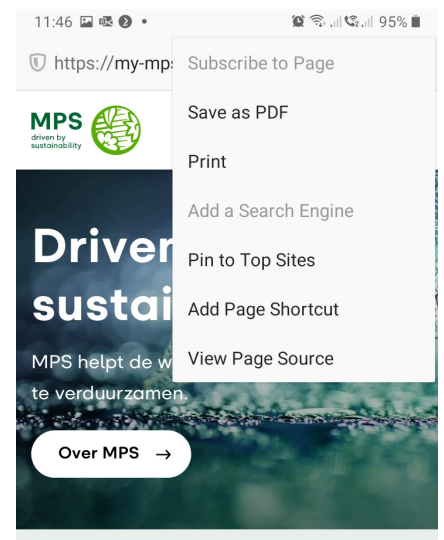


Figure 3

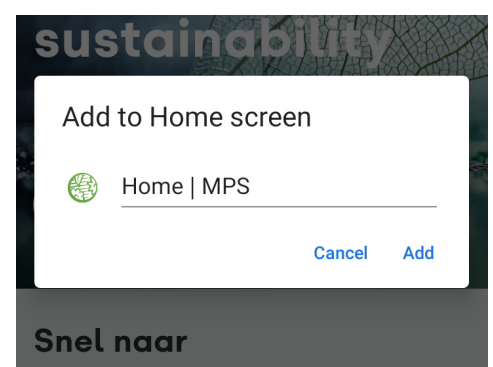


Figure 4

9. Downloading registrations report to Excel

If you want an overview of the entered usage over a certain period, you can download it as follows:

1. Click on 'Reports' on the right-hand side of the menu and then on 'Registrations report'.
2. A screen as in figure 1 opens. Select the themes and cultivations for which you want an overview. If you do not select a cultivation, all registrations will be exported without crop registration.
3. Click 'Export to Excel'.
4. An Excel document with the overview will be downloaded.

Registrations report

[Export to excel](#)

Report from date

Oct/21/2020

Report up to and including date

Oct/21/2020

Select themes

☐ Crop protection

☐ Energy


☐ Fertilisers

☐ Water

☐ Lighting

Include active ingredients

☐

 Select cultivations for the report


 If no cultivations are selected all registrations will be exported without cultivation information.

Figure 1

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 products, 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.

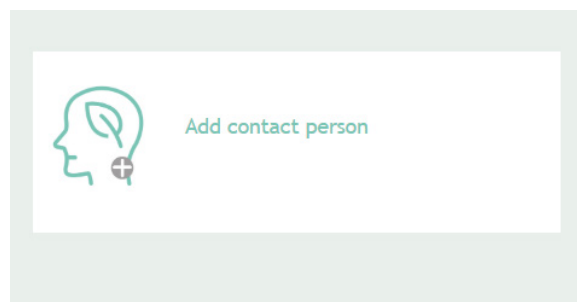


Figure 1

A form titled 'Create contact person' in a bold, black font. Below the title are several input fields: 'Initials' (a single character input), 'First name' (a full-width input), 'Prefix' (a full-width input), 'Last name' (a full-width input), 'Date of birth' (a date picker with a calendar icon), 'Gender' (a dropdown menu with a yellow star icon), 'Naam verkort' (a full-width input), and 'Portal access e-mail' (a full-width input with a grey background).

Figure 2

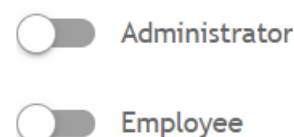


Figure 3

Attachment I: MPS calendar 2020

| period 1 Dec/Jan | | | | | period 2 Jan/Feb | | | | period 3 Feb/Mar | | | | period 4 March/Apr | | | |
|-------------------|----|----|----|----|------------------|----|----|----|-----------------------|----|----|----|--------------------|------------------|----|----|
| wk | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| M | 30 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 2 | 9 | 16 | 23 | 30 | 6 | 13 |
| T | 31 | 7 | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 3 | 10 | 17 | 24 | 31 | 7 | 14 |
| W | 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 |
| F | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 6 | 13 | 20 | 27 | 3 | 10 | 17 |
| S | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 7 | 14 | 21 | 28 | 4 | 11 | 18 |
| S | 5 | 12 | 19 | 26 | 2 | 9 | 16 | 23 | 1 | 8 | 15 | 22 | 29 | 5 | 12 | 19 |
| 🔴 submit p13 '19 | | | | | 🔴 submit p1 '20 | | | | 🔴 submit p2 '20 | | | | 🔴 submit p3 '20 | | | |
| period 5 Apr/May | | | | | period 6 May/Jun | | | | period 7 Jun/Jul | | | | | | | |
| wk | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | |
| M | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | | | | |
| T | 21 | 28 | 5 | 12 | 19 | 26 | 2 | 9 | 16 | 23 | 30 | 7 | | | | |
| W | 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 | | | | |
| F | 24 | 1 | 8 | 15 | 22 | 29 | 5 | 12 | 19 | 26 | 3 | 10 | | | | |
| S | 25 | 2 | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 4 | 11 | | | | |
| S | 26 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 5 | 12 | | | | |
| 🔴 submit p4 '20 | | | | | 🔴 submit p5 '20 | | | | 🔴 submit p6 '20 | | | | | | | |
| period 8 Jul/Aug | | | | | period 9 Aug/Sep | | | | period 10 Sep/Oct | | | | | | | |
| wk | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | | | | |
| M | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | | | | |
| T | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | | | | |
| W | 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 | | | | |
| F | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 2 | | | | |
| S | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 5 | 12 | 19 | 26 | 3 | | | | |
| S | 19 | 26 | 2 | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 4 | | | | |
| 🔴 submit p7 '20 | | | | | 🔴 submit p8 '20 | | | | 🔴 submit p9 '20 | | | | | | | |
| period 11 Oct/Nov | | | | | period 12 Nov | | | | period 13 Nov/Dec/Jan | | | | | period 1 2021 | | |
| wk | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 1 | | |
| M | 5 | 12 | 19 | 26 | 2 | 9 | 16 | 23 | 30 | 7 | 14 | 21 | 28 | 4 | | |
| T | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 1 | 8 | 15 | 22 | 29 | 5 | | |
| W | 7 | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 2 | 9 | 16 | 23 | 30 | 6 | | |
| T | 8 | 15 | 22 | 29 | 5 | 12 | 19 | 26 | 3 | 10 | 17 | 24 | 31 | 7 | | |
| F | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | | |
| S | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 5 | 12 | 19 | 26 | 2 | 9 | | |
| S | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | | |
| 🔴 submit p10 '20 | | | | | 🔴 submit p11 '20 | | | | 🔴 submit p12 '20 | | | | | 🔴 submit p13 '20 | | |

Attachment II: About record-keeping preferences

| Record-keeping preferences | Explanation |
|--|--|
| 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. |