

AgNav Farmer User Manual

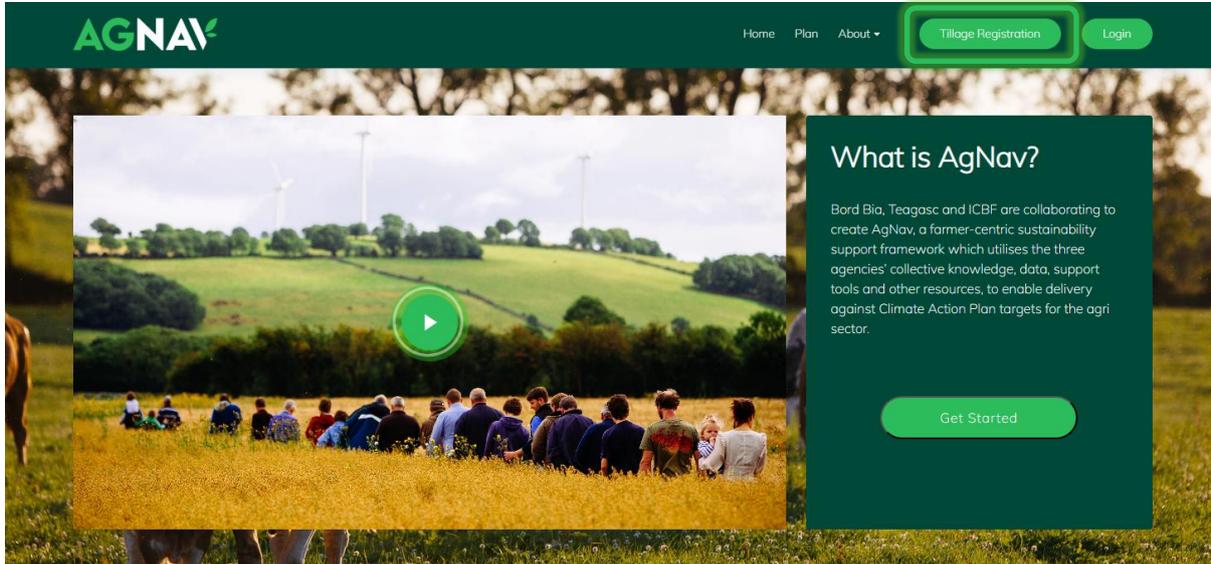
Tillage

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1. Registering for AgNav Tillage

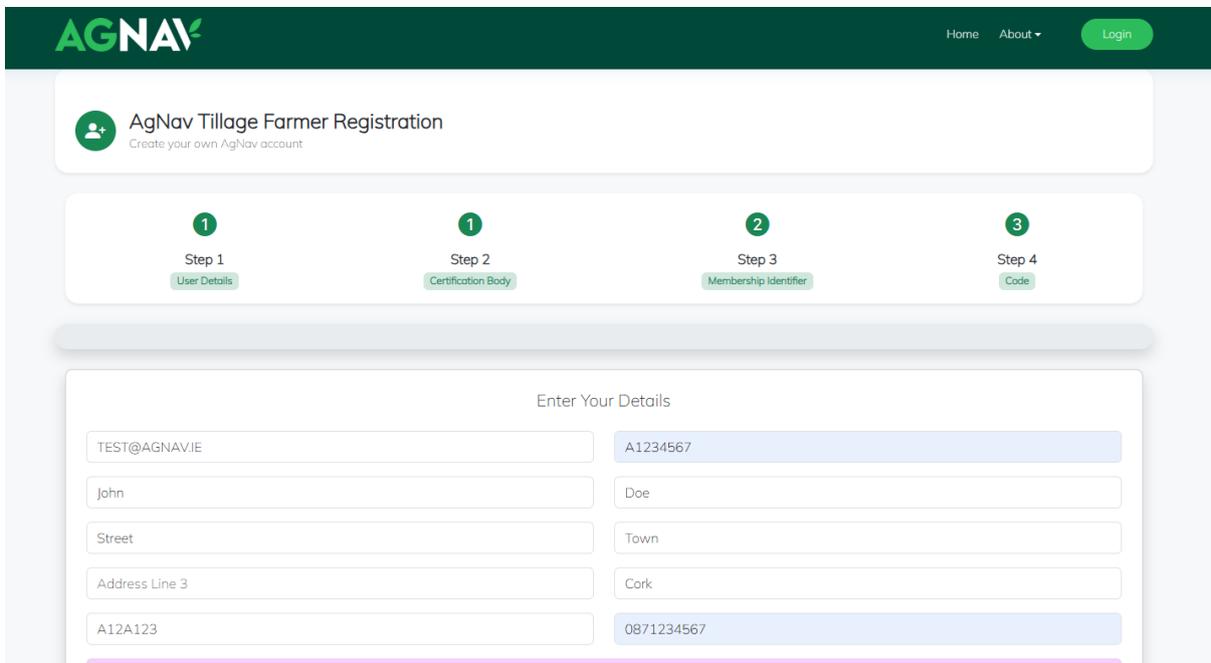
To register for AgNav Tillage, click the 'Tillage Registration' button at the top righthand side of the main page (www.agnav.ie). You will need to register for AgNav Tillage even if you have a pre-existing AgNav account.



This will bring you to the AgNav Tillage Farmer Registration screen. There are four registration steps.

Step 1: Enter User Details

In the appropriate boxes, enter your personal details, including your name, address, herd code, email address, and phone number.



NOTE:

If you have already signed up to AgNav (dairy and beef), **please use the same email address.** This will allow your accounts to merge, so that you will have access to AgNav dairy, beef, and tillage from the same home screen. If you use a different email when signing up for AgNav Tillage, you will have two separate accounts: one for dairy and beef and one for tillage.

In this step, you will also need to agree to AgNav’s Terms and Conditions. You can also optionally select whether or not you would like to be contacted about joining Teagasc’s free Signpost Advisory Programme (SAP). You will also be provided with the link if you would like to sign up for SAP yourself.

The screenshot shows the registration form with the following sections:

- AGNAV** logo and navigation links (Home, About, Login).
- A purple box containing terms and conditions:
 - By completing and submitting the application you:
 - authorise and agree to ICBF, Bord Bia and Teagasc having access to and sharing the Farm Data identified above (including the relevant Personal Data) and any other data that may be required for the purpose of operating AgNav;
 - confirm that you have read and understood and agree to comply with and be bound by the terms and conditions of Agnav [AgNav Terms & Conditions](#);
 - I accept the Terms and Conditions
- Teagasc Signpost Advisory Programme** section:
 - The Teagasc Signpost Advisory Programme offers free advisory support to farmers. Our climate advisors will assist tillage farmers in using AgNav and understanding their sustainability metrics.
 - If you wish to join the Signpost Advisory Programme and avail of this free advisory service please click on this link to register: <https://www.teagasc.ie/environment/climate-change--air-quality/signpost-programme/signpost-advisory-programme/sign-up/>
 - OR
 - If you would like a climate advisor to get in touch to give you further information on the programme please tick this box:
 - By ticking this box, you confirm that you agree to the sharing of your personal data, including your name, email, mobile number, address and herd number, with the Teagasc Signpost Advisory Programme for the purpose of contacting you about the programme.
 - I agree
- Please verify you are human** section:
 - A CAPTCHA image showing the number '2671'.
 - A text input field containing 'zv67n'.
 - A green **Submit** button.

Step 2: Select Certification Body

Here you will need to nominate a certification body from the provided list.

The screenshot shows the registration progress bar and the current step:

- AGNAV** logo and navigation links (Home, About, Login).
- AgNav Tillage Farmer Registration** header with the subtext 'Create your own AgNav account'.
- Progress bar showing 25% completion.
- Four steps in the process:
 - Step 1: User Details
 - Step 2: Certification Body (Current Step)
 - Step 3: Membership Identifier
 - Step 4: Code
- Select A Nominated Certification Body** section:
 - A text input field with the placeholder 'Select Certification Body'.
 - A green **Submit** button.

Step 3: Enter your Audit Number

Here you will need to enter your auditing number and agree for AgNav to share your auditing number to verify your membership.

The screenshot shows the AgNav Tillage Farmer Registration interface. At the top, there is a navigation bar with the AgNav logo, 'Home', 'About', and a 'Login' button. Below this is a header for 'AgNav Tillage Farmer Registration' with a sub-header 'Create your own AgNav account'. A progress bar indicates the current step: Step 1 (User Details), Step 2 (Certification Body), Step 3 (Membership Identifier), and Step 4 (Code). A progress indicator shows 50% completion. The main content area is titled 'Enter Your Auditing Number' and contains a text input field with the value 'CO12345'. Below the input field is a purple box with the text: 'Application to use AgNav. By completing and submitting the application you: i. Agree to AgNav sharing IGAS number with Irish Cereal Association (ICA) to verify membership to the Irish Grain Assurance Scheme;'. There is a checked checkbox labeled 'I agree' and a 'Submit' button at the bottom.

Step 4: Verify your Audit Number

A 6-digit verification code will be sent to the phone number associated with your certification body. Please enter the 6-digit you receive into the box and press submit.

The screenshot shows the verification step. It features a text input field labeled 'Enter Security Code' with the value '123456'. Below the input field is a dark green 'Submit' button.

After your phone number has been verified, you have officially registered your account.

Next Step

If you are new to AgNav, you will receive an email to create a password for your account.

The screenshot shows a confirmation message: 'Please check your Email'. Below the message, it says: 'Your account has been created successfully. You need to create your password via the email sent to you.' At the bottom of the message box is a dark green button labeled 'Add Another Account'.

If you already have an AgNav account, you will not receive an email to reset your password; instead, you will be prompted to log into AgNav using your preexisting credentials.

The screenshot shows a confirmation message: 'Registration Complete'. Below the message, it says: 'Your tillage enterprise has been merged with your existing account. You can log in using your existing credentials.' At the bottom of the message box is a dark green button labeled 'Add Another Account'.

2. Logging in to AgNav

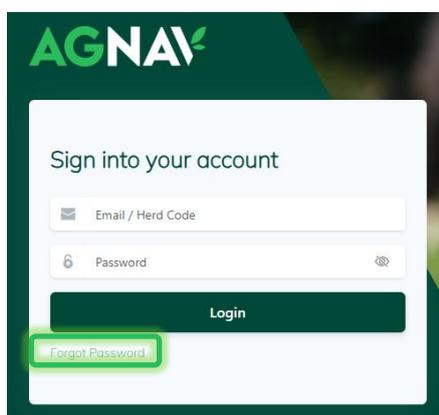
Log in to AgNav from the main website page (www.agnav.ie) by clicking the log in button on the top righthand side of the screen, which will bring you to the log in page (www.agnav.ie/login).

To log in for AgNav Tillage, enter your email or herd code and your password.

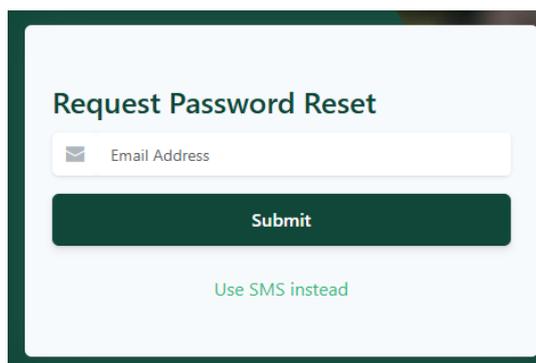
If you have forgotten your password, click 'Forgot Password' and follow the instructions to create a new password (see section below for more details).

Resetting your password

If you have forgotten your password or want to reset your password, click 'Forgot Password' and follow the instructions to create a new password.



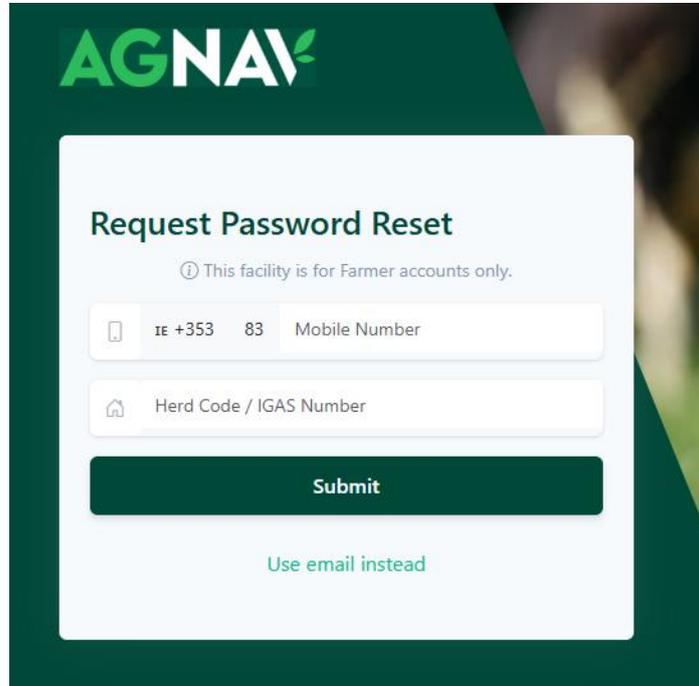
From this screen, you can choose to reset your password in two different ways: through your email or through an SMS text message. If you want to reset your password through your email, enter your email in the box below and click 'Submit'. If you would like to receive a text message to reset your password, click 'Use SMS instead'.



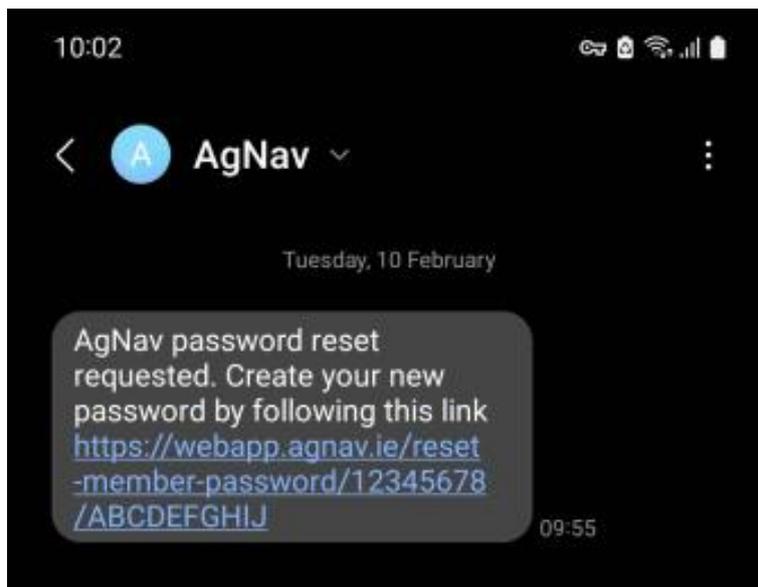
***Please note, AgNav users with @eircom.net emails have reported issues with receiving emails from AgNav. In this case, please opt to use the SMS text password reset method. ***

To reset your password via SMS text message, please enter your mobile number into the designated box in the depicted format, enter your herd number or IGAS number, and then click submit. If you registered for AgNav tillage without a herd code, you will need to use your IGAS number.

The mobile number and herd code/IGAS number you provide must match the mobile number and herd code/IGAS number that ICBF have on record (at the time that you first logging into or registered for AgNav). If they do not match, you will not receive the SMS text message to reset your password.



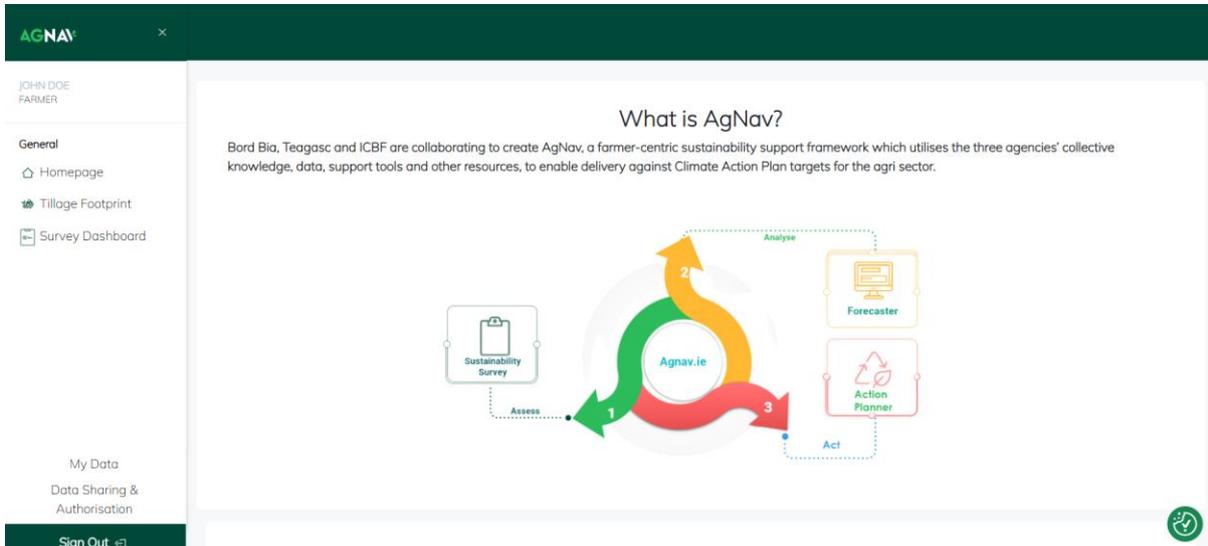
If your mobile number matches the one registered with your herd code in ICBF, you will receive a SMS text message with a link to reset your password. Click the link, and follow the steps to reset your password.



3. Navigating AgNav

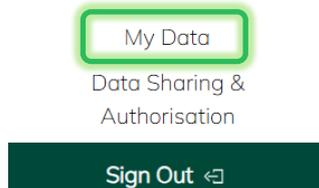
Homepage

The homepage is the first page that you are directed to after logging into AgNav. It contains links to the Survey Dashboard and Tillage Footprint, as well as general information about AgNav.



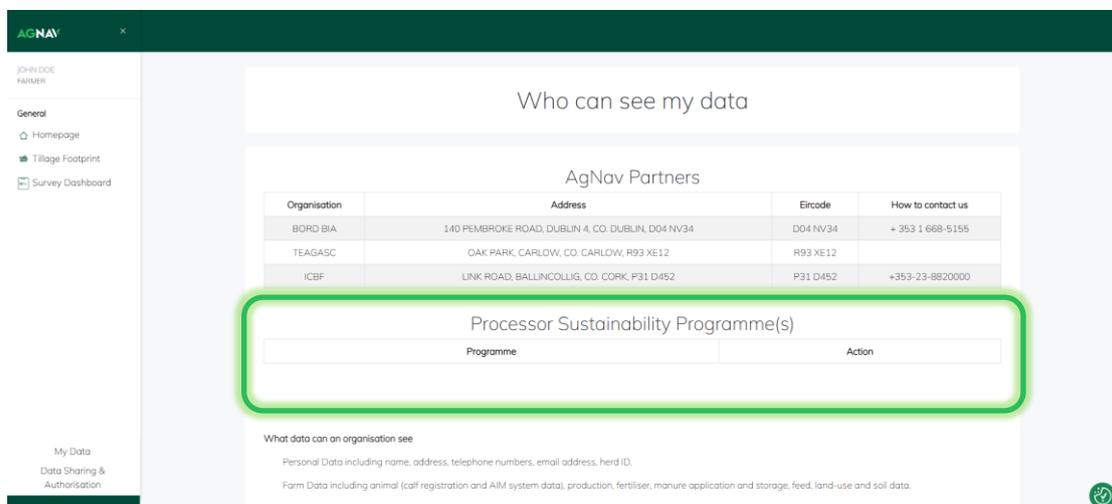
My Data

Selecting this button takes you to a page detailing who has access your data, such as the AgNav partners (Bord Bia, Teagasc, and ICBF) and any processors (if you are participating in a processor sustainability programme).



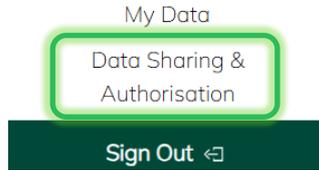
Revoking Data Access

On the 'My Data' page, you can revoke data access to processor sustainability programmes that you are a part of. If you are a member of any scheme, in the highlighted green box below you will be able to see the name of the scheme and a red 'Revoke' button in the action column. Press 'Revoke' if you would like to revoke that scheme's access to your data and leave the scheme.



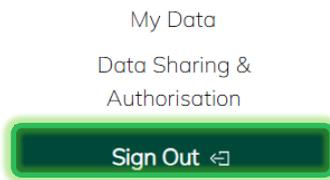
Data Sharing & Authorisation

Selecting this button will open a pop-up window containing information on AgNav's data sharing and authorisation policies. This includes how AgNav uses your data, which data AgNav uses, and how your data is stored.



Signing Out

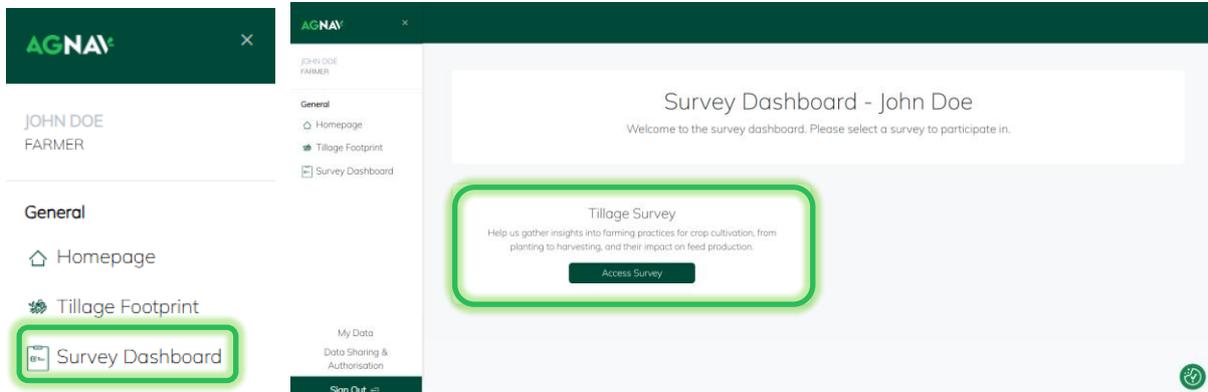
To sign out of AgNav, click the 'Sign Out' button on the lower lefthand side of the screen.



4. Accessing and Completing your Tillage Survey

Access the Tillage Survey

The Tillage Survey can be accessed from the Homepage by clicking the menu option on the lefthand side of the screen. This will take you to the Survey Dashboard. From here, click 'Access Survey'.



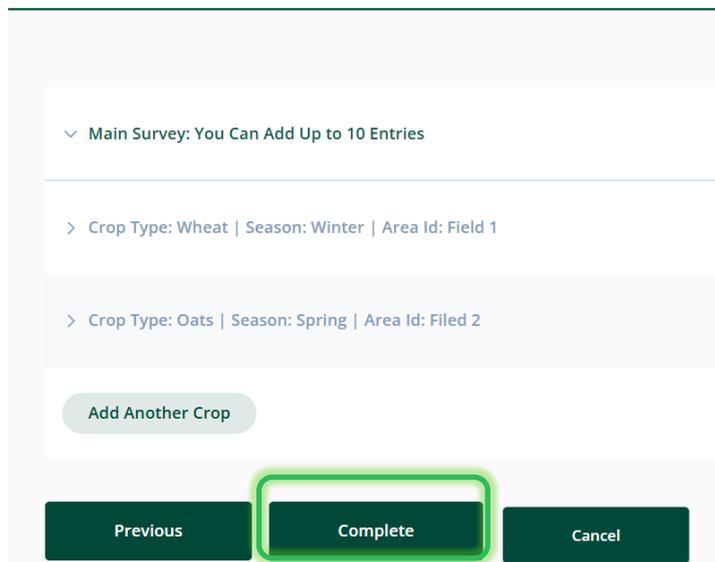
Completing your Tillage Survey

To complete your tillage survey, navigate through the survey using the dropdown menus and text boxes to fill in your farm's information.

On the first page, you enter the harvest year. On the second page, you can add information on up to 10 crops. The survey requires information regarding: crop type, straw incorporation, cover crops, soil type, fertiliser application, and organic manure application.

Once you have entered all of the information for all the crops on your farm, click complete.

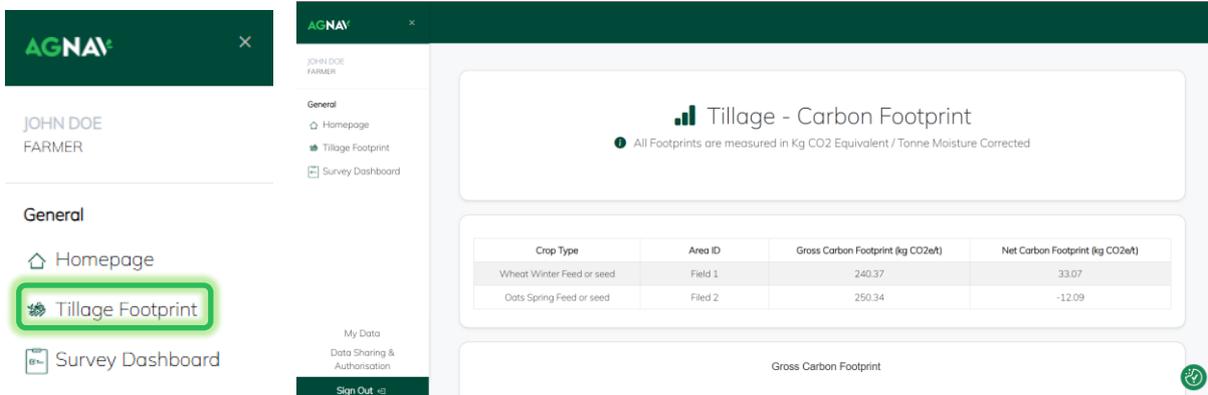
Tillage Survey



When you click complete, this brings you back to the Survey Dashboard.

5. Viewing your Tillage Footprint

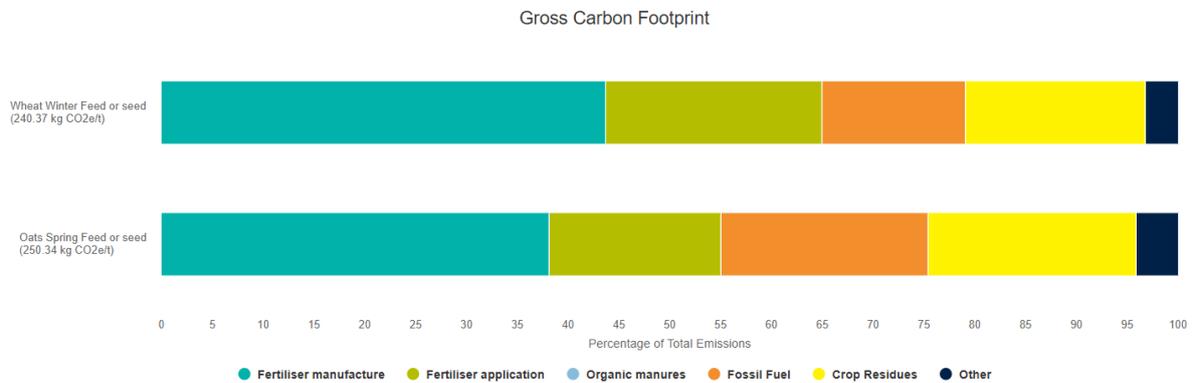
To navigate to your Tillage Footprint, click the menu button on the lefthand side of the screen. This will bring you to the Tillage – Carbon Footprint screen.



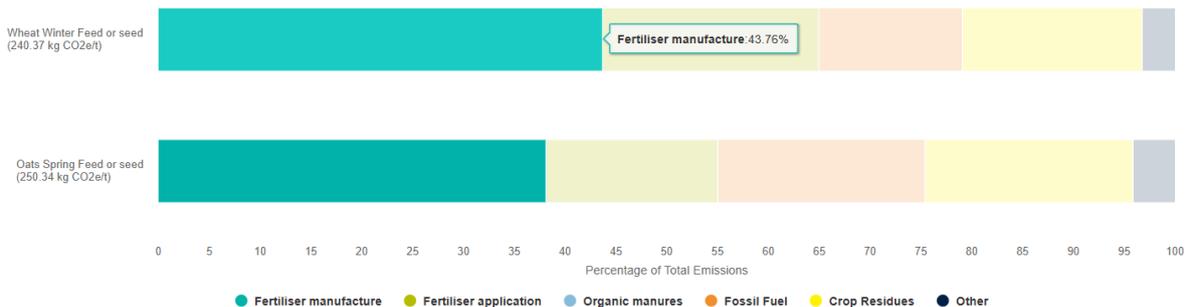
The first section shows you the Gross Carbon Footprint (kg CO₂ equivalent/tonne) and Net Carbon Footprint (kg CO₂ equivalent) for each crop that you entered in the survey.

Crop Type	Area ID	Gross Carbon Footprint (kg CO ₂ e/t)	Net Carbon Footprint (kg CO ₂ e/t)
Wheat Winter Feed or seed	Field 1	240.37	33.07
Oats Spring Feed or seed	Filed 2	250.34	-12.09

The Emissions Breakdown shows you how much each of the inputs (fertiliser manufacture, fertiliser application, organic manure, fossil fuel, crop residues, and other) are contributing to your Gross Carbon Footprint as a percentage. The Gross Carbon Footprint for each crop is also shown on the lefthand side of the bar chart.



You can view the percentage that each input is contributing by hovering your mouse over that section of the bar chart.



6. General Information

Who to contact if you have a general question about AgNav?

If you have a general question about AgNav, you can ring the Bord Bia Helpdesk on (01) 524 0410, Monday to Friday, 9am to 8pm.

Who to contact if you want to update your Bord Bia Sustainability Survey?

If you want to update information in your Bord Bia Sustainability Survey, you can ring the Bord Bia Helpdesk on (01) 524 0410, Monday to Friday, 9am to 8pm.

Who to contact if you have a query regarding the technical content of AgNav?

If you have a technical or scientific question about the contents of AgNav, we suggest you sign up to Teagasc's free Signpost Advisory Programme (SAP). If you sign up to SAP, you will be contacted by your local SAP Climate Advisor, who will organise a visit with you to help you create your AgNav Sustainability Action Plan.

For more information on SAP: <https://teagasc.ie/environment/climate-change-air-quality/signpost-programme/signpost-advisory-programme/what-is-the-signpost-advisory-programme/>

To sign up for SAP: <https://teagasc.ie/environment/climate-change--air-quality/signpost-programme/signpost-advisory-programme/sign-up/>