Red Sky GETTING STARTED CHECKLIST

This checklist below is designed to highlight the key points to getting started with Red Sky. It is not meant to be an exhaustive list but is provided to support the training CD-ROM, the tool tips and other aids also available. It could also be helpful to have the Red Sky DATA ENTRY CHECKLIST on hand when entering and checking data.

- Open Red Sky and have the Main Menu visible
- Select Farmer/Clients from the Main Menu and create a Farmer/Client (this involves a short internet connection) by clicking on New
- Select Farms from the Main Menu and create a Farm by clicking on New – this includes setting up the farm areas by selecting the 'Edit Areas' button (these farm areas must be entered correctly as the license is based on this)
- From the Farm Maintenance screen select Join Groups and apply to join the Farm to your Red Sky Account Group
- Select Farm Groups from the Main Menu and open/edit your Red Sky Account Group by adding this new Farm to your Group
- Select Years from the Main Menu and create a Year by clicking on New, ensuring that you:
    - enter the Year as the end of the financial year e.g. 2002/03 = 2003
    - enter the Start of the Financial Year corresponding to the first month of the financial year
    - select Actual or Budget as appropriate
    - select Financial Only (accountants primarily) or Financial & Physical (consultants primarily)
    - select the license option required
    - then SAVE
- Select the Year you have created in the Year Maintenance screen and open/edit this
- Progressively enter all the data by moving from left to right across the red tabs, completing any orange tabs below the red tabs by moving from left to right, and completing any yellow tabs on the left side of the screen by moving from top to bottom
- As soon as you enter the first data entry screen ensure that you select the Comparison button at the bottom of the screen and select one or more comparison years to line up alongside your entry year – this will prompt you to enter the correct data
- An extensive array of tool tips are available whenever you rest your cursor over the words to the left of the entry cells
- Once you want to view the Reports you need to synchronise and purchase a license. To do this close the Year screen and from the Main Menu select Synchronise. Select the Farm and then the Years you wish to synchronise and follow the instructions. This process requires you to be connected to the internet.
- Prior to printing any reports you should select your logo so that it is printed in the top right corner of all reports. To do this go to the Main Menu and select Options. To the very right of 'Logo File Name' select the rectangular button and then search for and select your logo. Directly below this at 'Logo File Size' percentage you can adjust the print size of your logo.
- To print reports open up the Year that you wish to have in the left column and go to Reports. Select via the Comparison button which other years for the Farm or Benchmark years you would also like on the reports. Then select the printer icon button at the bottom of the screen and format the report by:
    - selecting the magnifying glass at top left so the whole page is visible
    - adjusting the 'Row and Column Spacings' to fit the report to a single page
    - selecting from the 'Fonts, Borders, Colours' drop down boxes to adjust the settings
    - selecting 'Summary Only' to reduce the number of figures in the Financial and Physical reports in particular
    - selecting 'Show Margins' so you can detail the edges of the print area
    - then select the printer icon at top left to print the reports

MAKING A COPY OF A YEAR

To analyse a change in policy for the same year under review then you would use the Copy function to make a copy of the initial year. Similarly to do a sensitivity analysis or to show a client the effect of lower or higher product prices or expenses then you would use the Copy function.

The Copy function is available on the right of the Year Maintenance screen. Just select the Copy button and follow the instructions, which will result in a copy of the Year named 'Copy of ___'. You can then open/edit the Year, change the Year name, change from Actual to Budget, and Save the screen.

You can then go ahead and edit the data. You are not able to view the Reports until you have synchronised the newly created Year so that Red Sky can ascertain whether you have an operating license and if not book another license up to your account.

MAKING A ROLLOVER OF A YEAR

To enter a second year of actual data or to build a budget after completing data entry for the previous year, then you would use the Rollover function to roll over the initial year into a future year. This Rollover will result in all of the numbers and values that were entered as End of Year figures being transferred to the start of the new year. The same numbers and values are also left unchanged as the End of Year figures.

The Rollover function is available on the right of the Year Maintenance screen. Just select the Rollover button and follow the instructions, which will result in a rollover of the Year named 'Rollover of ___'. You can then open/edit the Year, change the Year name, change from Actual to Budget if necessary, and Save the screen. If you wish to analyse a different farm area then you should tick the 'Make Editable Area Year' checkbox and then select the 'View Area Details' button and make the changes to Farm areas.

You can then go ahead and edit the data. You are not able to view the Reports until you have synchronised the newly created Year so that Red Sky can ascertain whether you have an operating license and if not book another license up to your account.

RETRIEVING BENCHMARKS

You should always operate Red Sky with some benchmarks available in your program. These benchmarks need to be retrieved from our server and a list of the benchmarks available is on our website at www.redskyagri.com/links/redsky_1_85.php

To retrieve either a benchmark or farm data from another user then you need to select Farmer/Clients from the Main Menu. The Retrieve button is available on the right of the Farmer/Clients Maintenance screen. Just select Retrieve and enter the Login Name and Password for the benchmark or farm data you want to retrieve and follow the instructions.