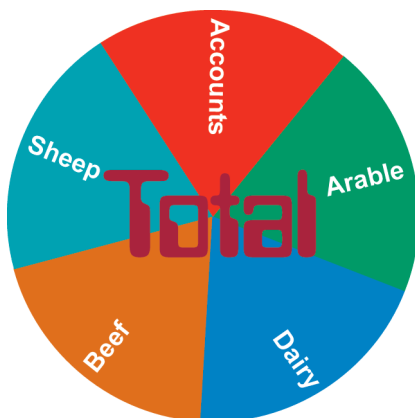


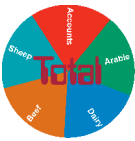


Where Innovation Meets Integration



Top Ten Tips

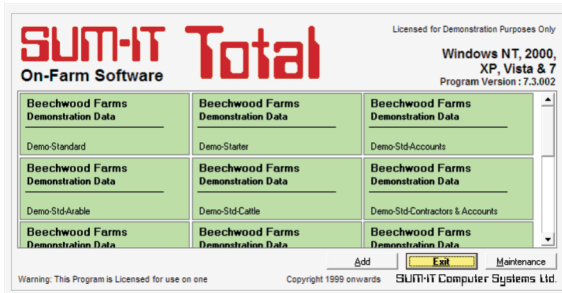
**PROFESSIONAL PROGRAMS
FOR PRACTICAL FARMERS**



Total Integrated Software

1. Multi-Dataset Login Screen

There are two display formats of the Total Login Screen. The format below can be useful if you run more than one dataset.




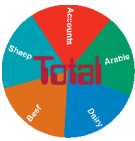
To change the format of the login screen, select Total from your desktop and click on:

- **Maintenance**
- **Configuration and General Settings**
- Select the **General Tab**
- Left Click to add/remove tick from **Multi-dataset login screen**. (A tick in the box will set multi-dataset login as above, a blank in the box will set to the standard login screen).

2. Deleting Datasets

Keep your Total directory tidy by removing datasets that are obsolete or have been created in error. From the Sum-It Total Options menu, select:

- **'Total' Configuration**
-  **System Tools**
- **Delete Total Dataset**
- Click on the drop-down box to select a set of data you wish to delete. Note that you CANNOT delete the dataset that you are currently in
- Select **Commit**. If you do not feel confident about this process, call Sum-It Support for guidance.

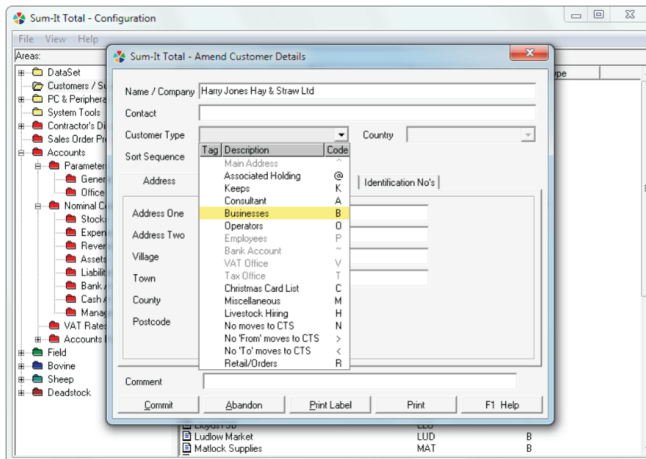


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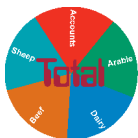
3. Archiving Customers/Suppliers

Manage your list of customers/suppliers through the archiving tool so that your list displays 'Active' (i.e current) names only. From the Sum-It Total Options menu, select:

- **'Total' Configuration**
- **Customers/Suppliers**
- Double click on the **Details** screen to open up a highlighted customer/supplier
- In the **Customer Type Box**, select drop down box and left click to remove the tick against **Business**, select **Commit** and the name will be archived. If you need to retrieve the name in the future, select **View** from the tool bar, and **Full List** and you can activate the name again by inserting a tick against **Business**.



- Note that the **Sort Seq** box refers to the alphabetical order that the name will appear in the list - this can also be amended.



Total Integrated Software

4. Function Key F4

The **F4** key will display a list in the drop down box. If you type a letter and then **F4** you will jump to this part of the list. In the example above, at the nominal account box, enter **R** and then press **F4** to jump straight to revenues.

5. Archiving Deadstock Records

Deadstock records that you use on the enterprise programs such as seeds, sprays, fertilisers, medicines, feed, semen records and revenues can be archived when they are no longer required. From the **Sum-It Total Options** menu, select:

- **'Total' Configuration**
- **Deadstock**
- Double click on the + to display the list underneath the folder of the deadstock categories.
- Double click on a category e.g. **Fertiliser**.
- Double click on a deadstock product on the details screen to view the **Amend Deadstock** Item screen.

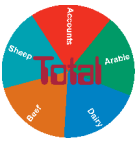


-
- Sum-It Total - Configuration
- File View Help
- Sum-It Total - Amend Deadstock Item
- Areas:
- Contractor's Details
 - Sales Order Print
 - Accounts
 - Parameters
 - General
 - Office
 - Normal Costs
 - Stock
 - Expense
 - Revenue
 - Assets
 - Liabilities
 - Bank Accounts
 - Cash Accounts
 - Management
 - VAT Rates
 - Accounts Payable
 - Field
 - Bovine
 - Sheep
 - Deadstock
 - Fertilisers
 - Analysis
 - Locations
 - Groups
 - Seeds
 - Sprays
 - Feed
 - Medicines/Drugs
- Definition
- Description Nitram
- Group Nitrogens
- Applicable to F
- User Ref
- Trading Nom. Tag Description Fields
- Quantity Detail
- Usage Units Kgs
- Purchase Units Tons
- Conversion 1000.000 No. Kgs in 1 Ton.
- Stock Levels & Pricing
- | Location | Quantity (Kgs) | Calc. Average Value From | 01/09/2010 |
|------------------|----------------|--------------------------|------------|
| Bulk Tanker | 0.000 | | |
| Fertiliser Store | 17,920.000 | | |
| Muck Heap | 0.000 | | |
- Av. Cost Price £ 0.11 per Kg
- Harvest Interval Detail
- Post Harvest Interval 0 (Days)
- Pre Harvest Interval 0 (Days)
- Analysis
- Record FEPA ☐
- Add COPB Details
- Amend Fertiliser Analysis
- Commit Abandon Print Preview Delete F1 Help

- ## 6. Sum-It Website

Contractor's Diary	<input type="button" value="Refresh"/> Farm Statistics as at 06 September 2010 <input type="button" value="Official (AM)"/> <input checked="" type="button" value="Management (PM)"/>	
View Reports		
Total Configuration		
Closedown		
F1 Help		

Arable	Hctrs	Bovines	No	Sheep	No	
Grassland	55.210	c6 Mths		4 Ewes	54	
Winter Wheat	38.150	6+ Mths		2 Gamers		
Obseed Rape	35.950	12+ Mths		8 Rams	5	
Rotations	35.950	F 24+ Mths		19 Shores	146	
Winter Barley	26.830	N 24+ Mths		3 Ewe Lambs	23	
Set-aside	7.500			Ram Lambs	15	
				Unclassified	14	
			193.140	36	295	

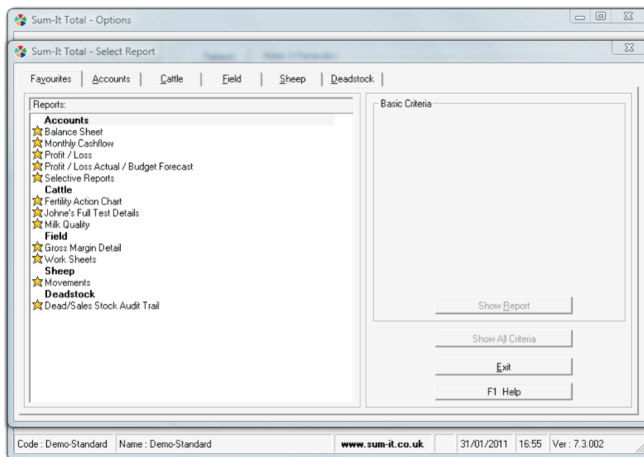


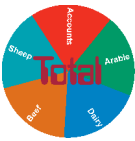
Total Integrated Software

7. Favourite Reports

Keep a handy list of your most popular reports by using the 'Favourite' tool through **View Reports**. From the Sum-It **Total Options** menu, select:

- **'Total' Configuration**
- **View Reports**
- Left click to highlight a report under the reports listing
- Click [Add to Favourites](#)
- Click on the **Favourite** tab selection to view list of reports.



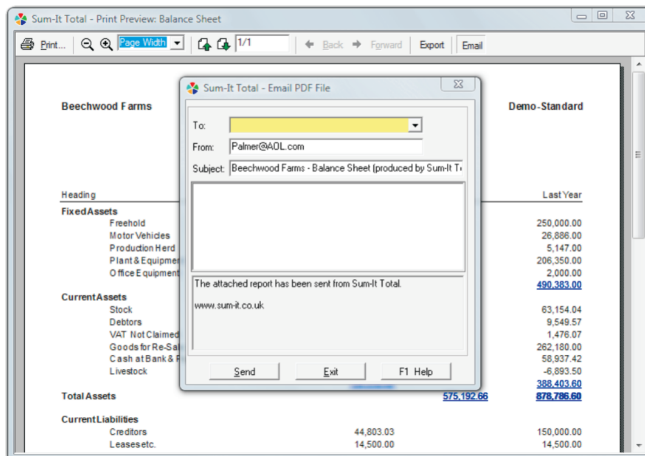


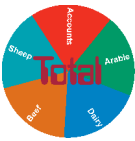
Total Integrated Software

8. Emailing Reports

All reports in Total Standard Modules can be emailed directly from the **Print Preview Screen** as follows:

- Select report and click on **Print Preview**.
- Click on the **Email** tab on the Print Tool Bar.
- Either enter email address or select from list if the recipient is a customer/supplier and you have entered an email address into the Contact No's section of their record.
- Your email address will be the default in the 'From' box if you have entered it in your own customer/supplier record .
- Complete the box with any detail you wish to include regarding the email.
- Click on **Send** and the selected report will be emailed as a PDF directly from the program.





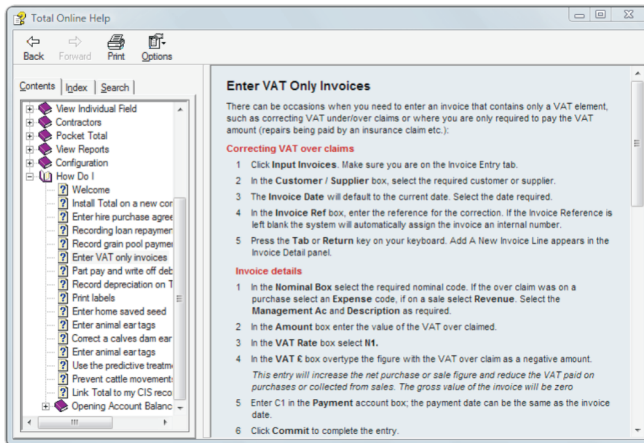
Total Integrated Software

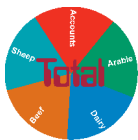
9. HELP

Selecting the **F1** key or **HELP** tab will pull up relevant help files.

Click on the '**Contents**' tab of **HELP** to categorise the sections into chapters.

HELP is updated with every new release of **Total** and new pages are often added to the 'How Do I?' chapters according to common support queries. For example if you need to enter a pure VAT invoice then follow the help page here on **Enter VAT Only Invoices** or if you need to load **Total** onto a new PC, look up **Install Total on a new computer**.





Total Integrated Software

10. Notes/Reminders

Let Total remind you of future events or use it to log past events/actions that take place on the farm and need reporting on in the future. From the Sum-It **Total Options** menu, select:

- **Notes / Reminders**
- Double-click on **ADD A NEW NOTE / REMINDER**. The Add New Note / Reminder input window appears.
- In the **Date** box, enter the date for the note or reminder.
- In the **Type** box, select the type, for example a Reminder, Action, or Calibration.
- If you want to create a new type, press **F2** while you are in the Type box.
- In the **Description** box, type the note or reminder. You are restricted to 100 characters. Note: You can ignore the Complete box at this stage if you wish the system to remind you.
- Click the **Commit** button to save the note or reminder. The note or reminder that you just added will be shown on the View Notes / Reminders screen.
- The Notes/Reminders on the front Total Options menu is set to show all future events up to six weeks ahead.



Total Integrated Software

Notes



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Notes

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