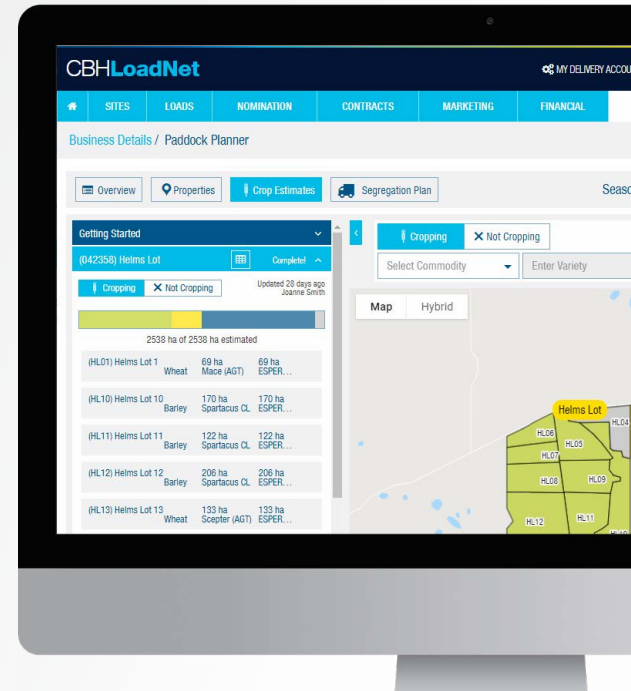


CBHLoadNet

# Paddock Planner User Guide



# Paddock Planner is an interactive tool for your crop estimates. It helps you keep your property information up to date and easily submit your annual estimates to CBH.

CBH is focused on maximising value for growers through easy to use technology from paddock to port, including Paddock Planner. Our technology allows you to work with CBH so your grain can get from your paddock to our customers as efficiently as possible, while keeping costs as low as possible.

Accurate information allows for accurate planning. Estimates that you submit in Paddock Planner will provide us information to drive operational efficiencies for the coming harvest and the long-term planning of the network. This benefits all Western Australian growers.

## Key benefits

Segregations that match grain types grown in your local area – and we'll let you know early what will be on offer at your local site so you can plan your deliveries.

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Quicker deliveries – together with the CDF App, we can plan staffing and opening hours and importantly, help reduce your time on site.

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Additional storage – if required, we can plan for and build emergency storage where it's needed before harvest.

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Efficient network – we can continue to work on improving the long-term performance of your network to maximise the value of your grain.

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Note: This contents page is clickable.  
Click on any of the chapters listed to go directly to that page.

## How to use this guide

The user guide is divided into different sections for each part of Paddock Planner so you can find detailed information on the specific section of the tool you need help with.

This guide has interactive elements to help you navigate the document and includes a clickable contents page and clickable text links, which are underlined.

The following icons are found in the bottom left of each page and provide basic navigation functions:



Click this arrow to go **back** one page



Click this arrow to go **forward** one page



Click this list icon to go **back to the contents** page.



# How to access Paddock Planner

Paddock Planner is a tool you can access via your **LoadNet** account under the **Business Details** menu.

You will need a Personal Access Number (PAN) to log in to LoadNet. If you don't have one, please contact the Grower Service Centre on 1800 199 083 for assistance.

You can use Paddock Planner on your laptop, desktop computer or tablet device, however you can't map your properties on tablet devices.

We recommend using **Chrome**, **Firefox** or **Edge** internet browsers for the best experience with LoadNet and Paddock Planner. If you have Windows10 you can easily download Chrome or Firefox.

**We do not recommend using Internet Explorer (IE) as it is a poor user experience.**



**NEXT: NAVIGATING  
PADDOCK PLANNER**

Use the links provided if you have forgotten your PAN or Password to re-set them.

If you don't have a Personal Access Number (PAN), please contact the Grower Service Centre on 1800 199 083 for assistance.

## Step 1

Go to **LoadNet** and select **GROWER – WA**, enter your **PERSONAL ACCESS NUMBER (PAN)** and **PASSWORD** then select the **LOGIN** button.

## Step 2

From the home page select the Paddock Planner banner displayed or go to **BUSINESS DETAILS** in the top menu bar, then select **PADDOCK PLANNER**.



# Navigating Paddock Planner

## Overview

Go here to read important information on Paddock Planner, how it works, benefits and the Estimates Collection Statement.

## Properties

Set up and edit your properties and paddocks, upload or download paddock files, create new properties, transfer properties and paddocks and more.

## Crop Estimates

Enter your crop plans by paddock, commodity, variety and preferred delivery sites. Split paddock estimates and add multiple delivery sites if you need.

## Segregation Plans

View the planned segregations for sites for the coming harvest and compare them against your estimates when they become available pre-harvest.



**NEXT: UPLOAD PROPERTY FILES**

Select an option to navigate through each step of Paddock Planner.

Use the dropdown to switch between your CBH accounts.

**EXPAND** your view to full screen.



Select **USER GUIDES** to find detailed instructions.

Download a copy of your properties and estimates in printable PDF or CSV data file.



# Upload property files

If you already use other farm or mapping software to map your paddocks you may be able to upload them directly into Paddock Planner.

Acceptable file formats are:

- KML
- KMZ
- Shapefiles  
(consisting of three files; PRJ, DBF, SHP)

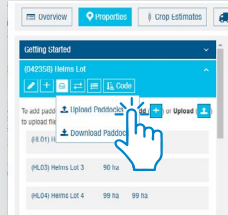
The upload includes paddock code, paddock name, total hectares and arable hectares. If these are not available in your upload files, you can add or update them in Paddock Planner.

You will need to upload a separate file **for each property**.

Once uploaded you will be able to make any changes to your properties and paddocks.

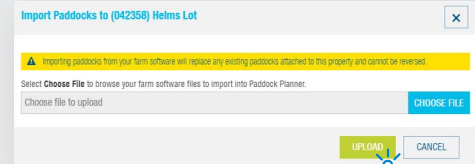


**NEXT: DOWNLOAD PROPERTY FILES**



## Step 1

Under **Properties** choose the property to upload the file to and select the **UPLOAD PADDOCKS** option.

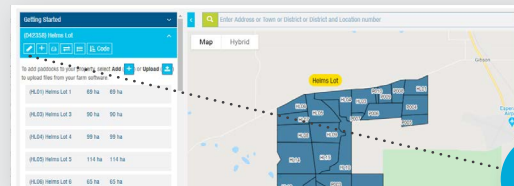
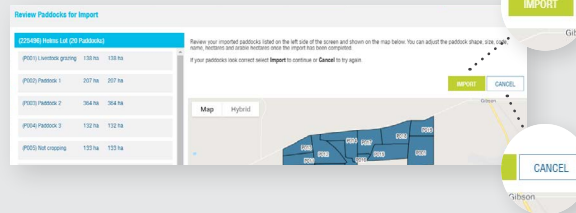


## Step 2

Choose the file you want to upload from your computer then select the **UPLOAD** button.



**Warning:** when you upload a file it will override (replace) any existing paddocks and information including any estimates already entered.



## Step 3

Review your paddocks and if OK select the **IMPORT** button to continue or **CANCEL** to try again.

## Step 4

Your paddocks are now available to make any changes or enter your crop estimates.



# Download property files

If you have set up your properties and mapped your paddocks in Paddock Planner, you can download a file to then upload to your farm or mapping software or other purposes.

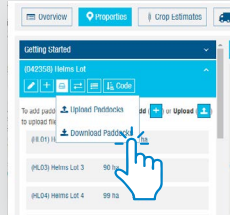
Downloadable file formats are:

- KML
- KMZ
- Shapefiles  
(consisting of three files; PRJ, DBF, SHP)

The download files will include the paddock code, paddock name, area hectares and GIS location (polygon points).

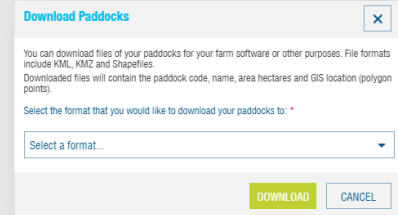
You will need to download a separate file **for each property**.

You will only be able to open the files using compatible software.



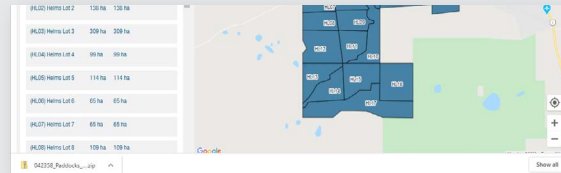
## Step 1

Under **Properties** choose the property to download and select the **DOWNLOAD PADDOCKS** option.

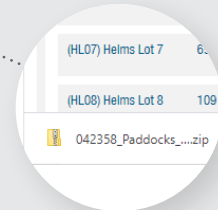


## Step 2

Select the file format that you want to download from Paddock Planner (Shape Files, KMZ or KML) then select the **DOWNLOAD** button.



**Note:** To upload to your farm software you will need to follow instructions provided by the software provider.



## Step 3

Depending on your browser, you may be asked to save the file, otherwise it will appear at the bottom of your browser screen. Select the file to **OPEN** or **SAVE** it to your computer so you can upload it to your farm software.



**NEXT: PRINT PROPERTY REPORT PDF**



# Print property report PDF

You can download and print a PDF version of your Property which provides:

- A summary of all **properties** and individual properties by commodity, variety and total hectares
- A summary of all **paddocks** by property including commodity, variety and hectares
- Your mapped paddocks including paddock code

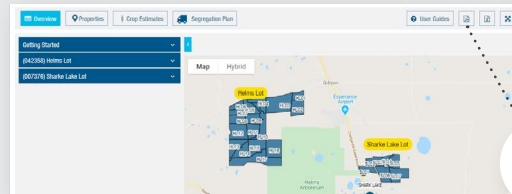
You may like to use this report to provide to your farm workers and drivers during harvest, or for other purposes.

Things to note:

- You will need the Adobe PDF Reader in order to be able to access the report – [you can download this for free from Adobe here](#)
- The property report is available for each season you have used Paddock Planner as a historical record for your own purposes.

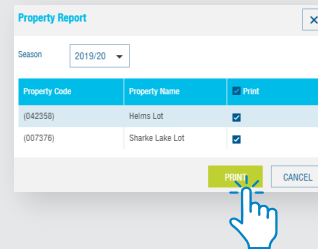


**NEXT: DOWNLOAD  
CSV DATA FILE**



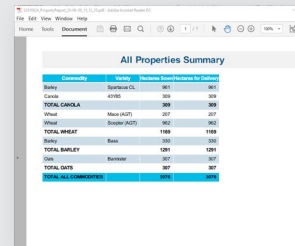
## Step 1

Select the **PDF** button located in the top menu bar of Paddock Planner.



## Step 2

Select the **Season** and **Property Codes** (if multiple) that you want to download and print then select the **PRINT** button.



## Step 3

Depending on your browser and if you have **ADOBE** installed, the report may open on your screen, otherwise it will appear at the bottom of your browser screen.





## Download CSV data file

You can download your property data to a CSV file which can then be used to upload to other programs or applications.

The CSV file provides all your property and paddock details including commodity, variety, hectares sown, hectares for delivery and site.

You can export the file for each season you have used Paddock Planner as a historical record for your own purposes.

### What is a CSV file?

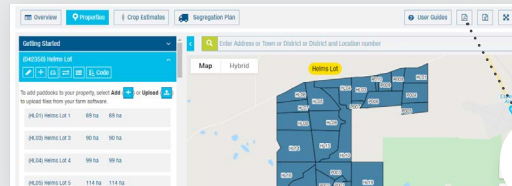
A Comma Separated Values (CSV) file is a plain text file that allows you to exchange data between programs.

A CSV file can generally be opened in any program, however for most users a spreadsheet program (such as Microsoft Excel) is best.

Data can then be analysed and tables and graphs created to suit your requirements.

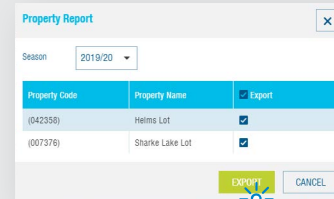


**NEXT: PROPERTIES OVERVIEW**



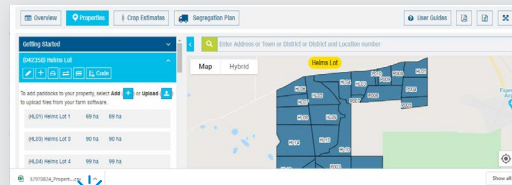
### Step 1

Select the **EXPORT** button located in the top menu bar of Paddock Planner.



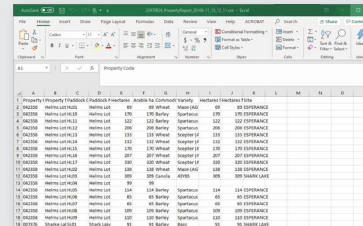
### Step 2

Select the **Season** and **Property Codes** (if multiple) that you want to download and print then select the **EXPORT** button.



### Step 3

Depending on your browser, you may be asked to save the file, otherwise it will appear at the bottom of your browser screen. Select the file to **OPEN** or **SAVE** it to your computer.



### Step 4

Open the file in **Microsoft Excel** (or another compatible application) to view and use the data.



# Properties overview

Review and update your properties and paddocks before you complete your crop estimates each season.

If you are using Paddock Planner for the first time, where possible we have mapped your properties and paddocks based on the information when you registered with CBH.

Make changes to your mapped properties and paddocks at any time.

Select a link below for step by step instructions or use the **NEXT** and **BACK** buttons to move through the instructions.

## CONTENTS

[Edit property details](#)

[Create a new property](#)

[Transfer a property to another account](#)

[Approve a property transfer](#)

[Add paddocks manually](#)

[Merge paddocks](#)

[Re-shape paddocks](#)

[Edit paddocks](#)

[Transfer paddocks](#)

[Delete paddocks](#)

[Sort paddocks](#)

Select the **PROPERTIES** to view and update your paddocks.

Create a new property under your CBH account.

If you have multiple CBH accounts, use the dropdown to switch between them.



Select a property to update (dark blue) or reactivate an unused property (light blue).

Switch from **MAP** to **HYBRID** for satellite image view.

Select **USER GUIDES** to find detailed instructions.



**NEXT: EDIT PROPERTY DETAILS**



# Edit property details

You can edit the property details to suit your business requirements including property name, Shire location, nearest (geographically closest to your property and operational) and alternate CBH site (i.e. second closest or your preferred site).

You can also make your property **Active** or **Inactive** to suit your business needs.

## Make a property active

A property may be inactive if it has not had any deliveries in recent seasons, or you have made it inactive. You will be able to make any inactive properties active again.

## Make a property inactive

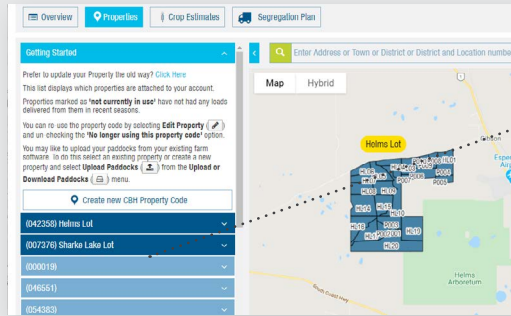
If you are not currently cropping a property (i.e. leasing it out) you can make it inactive. The property will remain in your list and you can make it active again any time.

## Remove a property

If you have a property in your list that is no longer relevant please contact the Grower Service Centre on 1800 199 083.

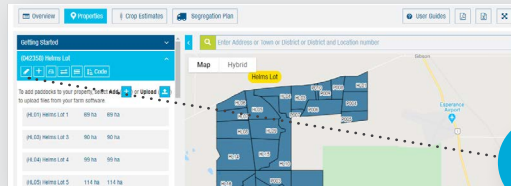


**NEXT: CREATE NEW OR RE-USE PROPERTY**



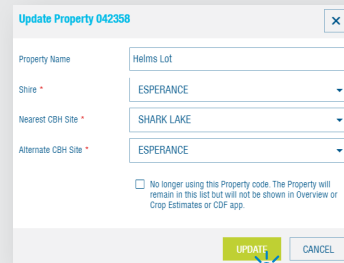
### Step 1

Under **Properties** the active properties are **dark blue** and the inactive properties are **light blue**.



### Step 2

Select the property you want to edit, make **active** or make **inactive** and select the **EDIT** option.



### Step 3

Edit the property details as required, or select the **No longer using this Property code** to make property **inactive** or **active**. Select the **UPDATE** button to save changes.





# Create new or re-use a property

You can have up to five (5) property codes under one account.

## Create new property code

You may want to create a new property code if you acquire new land (purchase or lease) and want to keep it separate from other properties.

We recommend if the acquired land is in the same Shire and less than 100km from an existing property, add the acquired land as new **Paddocks** to your existing property, unless you want to keep it separate for your own reference.

Before creating a new or re-activating a property code, check with the original owner if they are able to **Transfer** the property to your account.

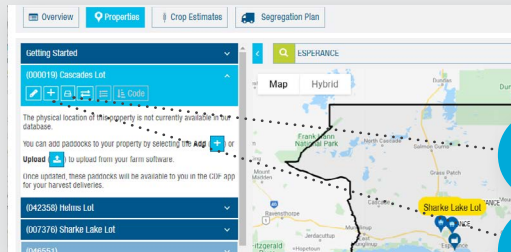
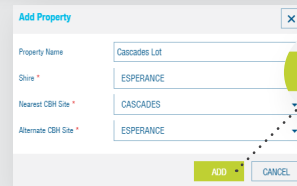
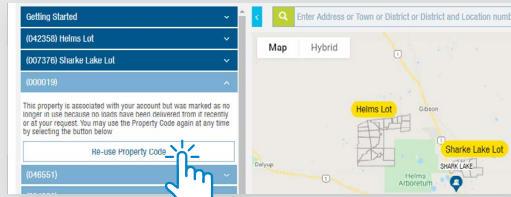
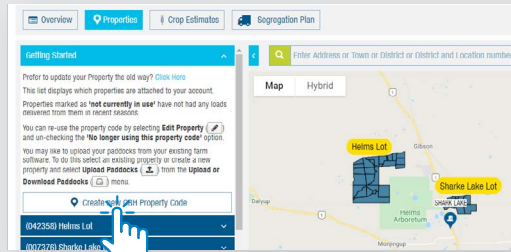
## Re-use a property code

If you have a property code that you can re-use it will be shown in your property list in a light blue colour.

Once you have created or re-activated a property code it will be available in Paddock Planner to map your paddocks and enter Crop Estimates.



**NEXT: TRANSFER A PROPERTY**



## Step 1a

Under **Properties > Getting Started** select the **CREATE NEW CBH PROPERTY CODE** button. See **Step 1b** if you want to re-use an existing property code.

## Step 1b

Select the unused property shown in light blue then select the **RE-USE PROPERTY CODE** button.

## Step 2

Enter the **Property Name, Shire, Nearest CBH Site** and **Alternate CBH site** (next closest to the property or a preferred site) and select the **ADD** button.

## Step 3

The new property will appear in your list and is ready to map your paddocks.

Either **UPLOAD PADDOCKS** from your existing farm software, or manually **ADD PADDOCKS** to your property and then enter your **Crop Estimates**.





# Transfer a property

You can transfer a property between your own accounts or to another grower's account.

All of the current property mapping and information will be transferred, including your crop estimate for the season if you have entered it. No historical information is transferred.

Only the **Administrator** of the account is able transfer a property.

## Transfer between your own accounts

Transferring between accounts will happen automatically if you are the Administrator of both accounts, otherwise the account Administrator will need to approve the transfer.

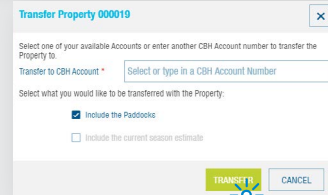
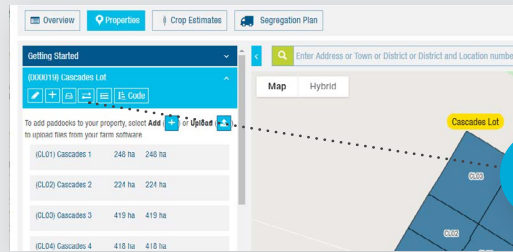
## Transfer to another grower

You will need to obtain the CBH account number from the grower to enable the transfer and the account Administrator (transferee) will need to approve the transfer.

You will receive an alert in LoadNet and email to prompt any required action.



**NEXT: APPROVE A PROPERTY TRANSFER**

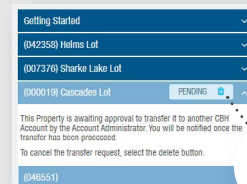
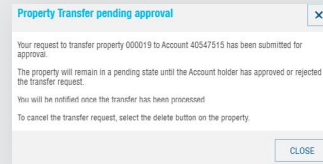


## Step 3

A 'pending' message will appear if the transfer has to be approved by the Administrator of the receiving account.

If no approval is required by the Administrator, the property will automatically transfer to the receiving account.

**Note:** only the Administrator of the account can approve transfers – see [Approve a property transfer](#).



## Step 1

Under **Properties** choose the property to transfer from the list and select the **TRANSFER** option.

## Step 2

Select one of your own accounts (if you have multiple) or enter the account number of the grower you are transferring the property to then select the **TRANSFER** button.

## Step 4

To cancel a transfer that is still 'pending', select the **DELETE** option next to the property.



# Approve a property transfer

Before a property can be transferred it must be approved by the **Administrator** of the account it is being transferred to (transferee).

You will be notified by an alert in the **LoadNet Alert Hub** and email to prompt you to **approve** or **reject** the transfer.

## Approve transfer

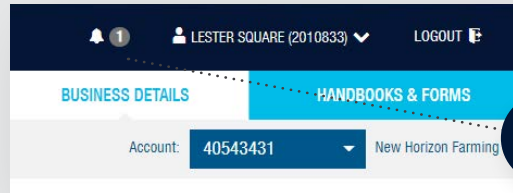
If you approve the transfer all property information including paddock boundaries, name, area and any crop estimate will be shown under your account in Paddock Planner. You will then be able to make any edits to the property as required.

## Reject transfer

If you reject the transfer the property will remain with the original account.

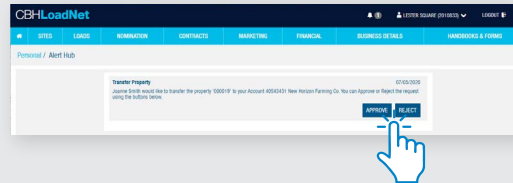


**NEXT: ADD  
PADDOCKS MANUALLY**



## Step 1

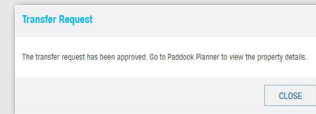
Go to the **Alert Hub** in the top section of LoadNet to view your alerts.



## Step 2

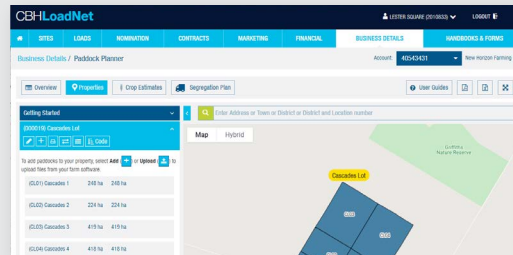
Under the Transfer Property alert you can **APPROVE** or **REJECT** the transfer.

You will be unable to see the details of the property until the transfer has been approved. If you reject the property transfer, it will remain with the original account.



## Step 3

A confirmation message will appear once approved.



## Step 4

You can view and edit the property in **Paddock Planner**.



# Add paddocks manually

If you are unable to **Upload** your paddocks from existing farm software you can manually add paddocks to your property.

There are two ways to do this:

- 1 Use the green paddock boundary guidelines on the map to select and add to your property.
- 2 Drag the green rectangle onto the map to shape your own paddocks.

## Paddock boundaries

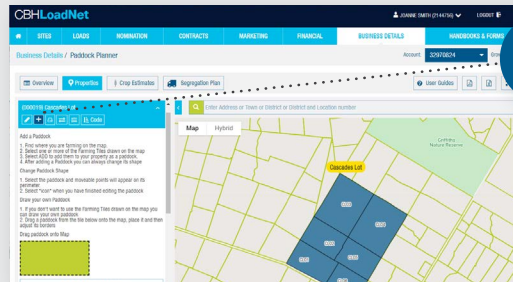
The green paddock boundaries shown on the map are guidelines using satellite imagery. If they do not truly represent your paddock boundaries, you can **re-shape** them and/or **merge** with surrounding paddocks.

## Paddock and hectares

The hectares provided when adding new paddocks are calculated using satellite imagery relative to the size of the paddock. You can update the hectares if there is un-arable sections of the paddock, rather than try to shape around those sections.



**NEXT: MERGE  
PADDOCKS**



## Step 1

Under **Properties** choose the property to add paddocks to and select the **ADD** option.

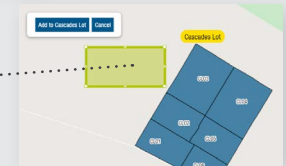
## Step 2a

The green lines indicate the approximate paddock boundaries. Hover over a paddock to select it then add to your property with the **ADD** button.



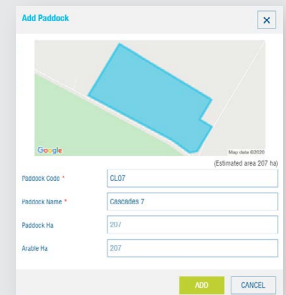
## Step 2b

Alternatively, drag and drop the green rectangle into position on the map. Once added, you can edit and re-shape it to your desired paddock.



## Step 3

Enter the **Paddock Code** (4-digits), **Paddock Name**, **Paddock Hectares** (Ha) and **Arable Hectares** (Ha). Hectares provided are approximate and can be changed. We recommend merging and/or re-shaping paddocks before updating hectares.





# Merge paddocks

Once you have added paddocks to your property, you can merge paddocks that share a common boundary.

## Things to note when merging paddocks:

- There must be a common boundary between paddocks to be able to merge them – these paddocks will change colour so you can clearly see them.
- The hectares for each paddock will be added together into the merged paddock.
- Once merged you can edit the paddock details including code, name and hectares.
- If you have already entered an estimate for paddocks you are merging this will be deleted and you will need to re-enter it.



**NEXT: RE-SHAPE  
PADDOCKS**



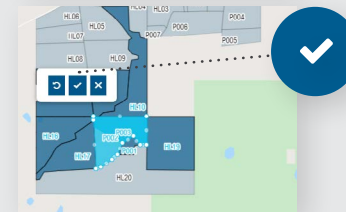
### Step 1

Select a paddock on the map and the edit options will appear. Select the **SHAPE** option.



### Step 2

Select the **MERGE** button.



### Step 3

Paddocks that can be merged will be highlighted blue. Select the paddocks to merge then select the **TICK** button to save changes.

### Step 4

A confirmation message will appear and if all OK, choose the **MERGE PADDOCKS** button otherwise cancel. The hectares will be added together and any estimate for the paddocks will be deleted and you will need to re-enter them.



Once merged you can **Edit** the paddock details including code, name and hectares.





## Re-shape paddocks

You can re-shape paddock boundaries once you have added them to your property.

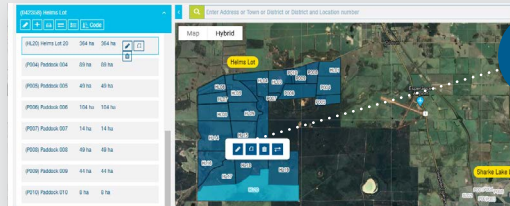
We recommend changing your map view to **Hybrid** to better see what to shape around.

### Things to note when re-shaping paddocks:

- It's best to re-shape your paddock boundaries on a desktop or laptop computer instead of a tablet device.
- The boundary is a continuous closed-loop line that can be re-shaped using the polygon points (dots).
- As you re-shape the paddock the estimated hectares will re-calculate to match the new area.
- It's up to you how detailed you want to shape your paddocks. You don't need to shape around every object within the paddock (ie. dams, vegetation, homestead) – we'd recommend changing the [arable hectares](#) of the paddock instead.

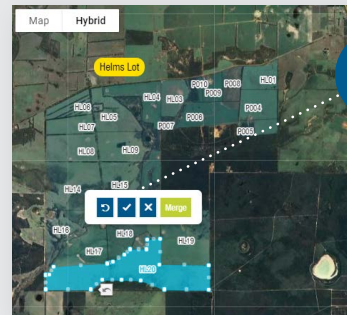


**NEXT: EDIT  
PADDOCK DETAILS**



### Step 1

Change the view to **Hybrid** to see satellite image then select a paddock and the edit options will appear. Select the **SHAPE** option.



### Step 2

The polygon points (white dots) will appear on the paddock boundary – **click and drag** the points into position on your map. New points will appear as you re-shape the paddock. When finished select the **TICK** button to save changes.



## Edit paddock details

You can edit the paddock details including:

**Paddock Code** - a default paddock code will be created using consecutive numbers (starting at P001). You can update this code to your own, but it must be 4 digits or letters and unique from other paddock codes within the same property.

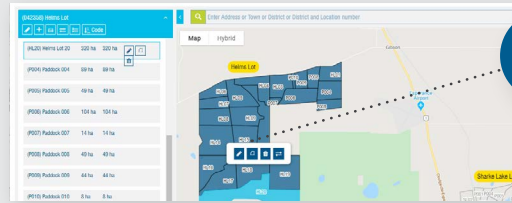
**Paddock Name** - similar to codes, default paddock names will be created (starting with Paddock 001) which can be updated as required.

**Paddock Hectares (Ha)** - the hectares provided when adding new paddocks are calculated relative to the size of the paddock.

**Arable Hectares (Ha)** - you can update the arable hectares if there are un-arable sections of the paddock, rather than try to re-shape around those sections.



**NEXT: TRANSFER  
PADDOCKS**



### Step 1

Select a paddock and the edit options will appear. Select the **EDIT** option.

**Update Paddock HL20**

Map data ©2020 (Estimated area: 320 ha)

Paddock Code *	HL20
Paddock Name *	Helms Lot 20
Paddock Ha	330
Arable Ha	320

**UPDATE** CANCEL

### Step 2

Edit the Paddock Code, Paddock Name, Paddock Ha or Arable Ha then select the **UPDATE** button.



# Transfer paddocks

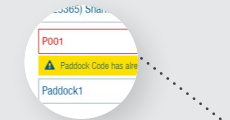
If you have multiple properties you can transfer paddocks between them.

## Things to note when transferring paddocks:

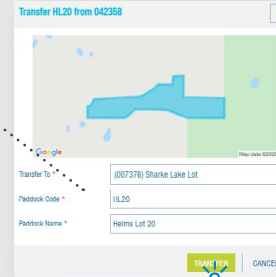
- You can transfer multiple paddocks at a time, or single paddocks.
- You will not be able to transfer a paddock if it has the same code as another paddock in the property you want to transfer to. You will need to [edit](#) the paddock code before you can transfer it.
- All of the paddock details including crop estimate (if it has been entered) will transfer with the paddock.
- The transfer will happen immediately between properties, there are no approvals required.
- When transferring paddocks to another account of your own, or to transfer to another grower's account, you will need to:
  1. Create a new property code;
  2. Transfer the paddocks to the newly created property; then
  3. Transfer the property to the chosen account.



**NEXT: DELETE PADDOCKS**



An error message will appear if the paddock code already exists in the property you are transferring to – you will need to change it before you can transfer it.



## Step 2a

To transfer **multiple** paddocks, select the **TRANSFER OR DELETE MULTIPLE PADDOCKS** option then **Multiple Paddock Transfer** option.

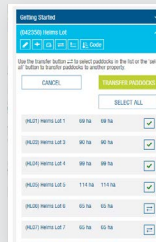


## Step 1a

To transfer a **single** paddock, select a paddock on the map and then select the **TRANSFER** option.

## Step 1b

Edit the property code (and name) and then select the **TRANSFER** button.



## Step 2b

Use the **Transfer** option to select paddocks in the list, or **Select All**, then select the **TRANSFER PADDOCKS** button.

Select property to transfer to then the **TRANSFER** button to complete transfer.





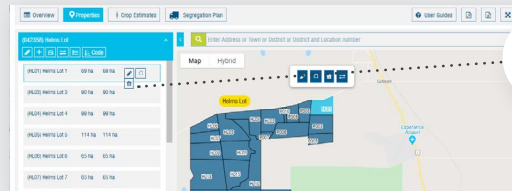
# Delete paddocks

## Things to note when deleting paddocks:

- You can delete multiple paddocks at a time, or single paddocks.
- All of the paddock details including crop estimate (if it has been entered) will also be deleted with the paddock.
- The delete will happen immediately, there are no approvals required.
- Once you have deleted a paddock you cannot undo it.

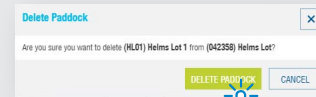


NEXT: SORT  
PADDOCKS



## Step 1a

To delete a **single** paddock, select a paddock on the map and then select the **DELETE** option.

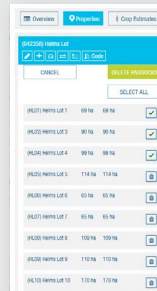


## Step 1b

On the confirmation message if OK select the **DELETE Paddock** button otherwise cancel.

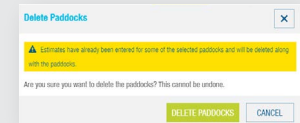
## Step 2a

To delete **multiple** paddocks, select the **TRANSFER OR DELETE MULTIPLE PADDOCKS** option then **Multiple Paddock Delete** option.



## Step 2b

Use the **Delete** option to select paddocks in the list, or **Select All**, then select the **DELETE PADDOCKS** button.



A warning message will appear if you have entered an estimate for a paddock that you are deleting. If OK, select the Delete Paddock button otherwise cancel.



# Sort paddocks

Sort your paddocks in the list by paddock code, paddock name or recently updated.

Paddock Code	Paddock Name	Recently Updated
(HLD1)	Paddock Code	0 ha
(HLD3)	Paddock Name	0 ha
(HLD4)	Recently Updated	0 ha
(HLD5)	Helms Lot 5	114 ha 114 ha
(HLD6)	Helms Lot 6	65 ha 65 ha
(HLD7)	Helms Lot 7	65 ha 65 ha
(HLD8)	Helms Lot 8	109 ha 109 ha
(HLD9)	Helms Lot 9	110 ha 110 ha
(HLD10)	Helms Lot 10	170 ha 170 ha



## Step 1

Select the **Sort** button and choose **Paddock Code**, **Paddock Name** or **Recently Updated**.

Paddocks are defaulted to sort by 'code'.



**NEXT: CROP ESTIMATES OVERVIEW**



## Crop estimates overview

In the Crop Estimates Section you can fill in your sown commodities, varieties and intended delivery sites by paddock each season.

Crop Estimates should be **completed by 31 July each year** and can be updated if anything changes at any time.

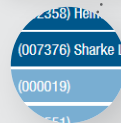
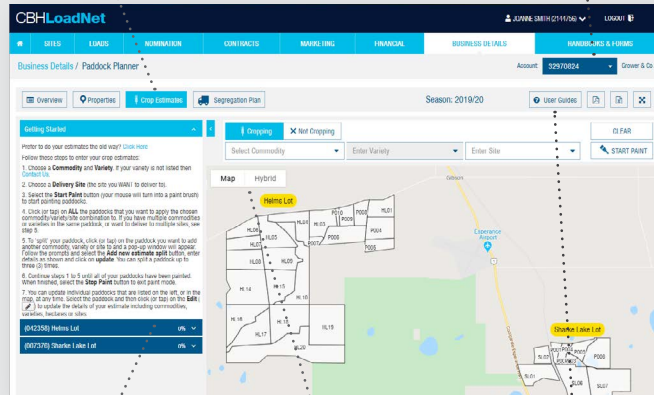
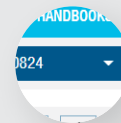
**Your crop estimates information syncs to your CDF App** to make your harvest deliveries easier and ensures your staff and contractors have the right information.

When complete you can print a PDF summary report of your properties with all your crop estimate information.

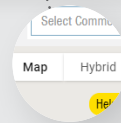
Select the **CROP ESTIMATES** to enter and update your estimates.



If you have multiple CBH accounts, use the dropdown to switch between them.



Select a property to enter or update your crop estimates.



Switch from **MAP** to **HYBRID** for satellite image view.



Select **USER GUIDES** to find detailed instructions.



**NEXT: ENTER CROP ESTIMATES**



# Enter Crop Estimate

To enter your crop estimates use the interactive 'paint' tool to paint your paddocks on the map or in the list under the Property header.

## Split paddocks

You can [split paddocks](#) with multiple commodities, varieties or sites without needing to add paddocks to your map.

## Auto save and progress bar

Your work will **automatically save** and you can see how you are progressing with the **Progress Bar** under the Property header.

## Not Cropping

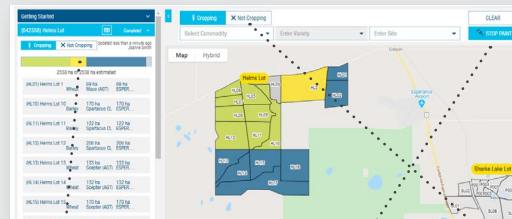
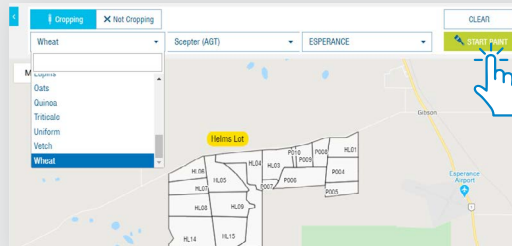
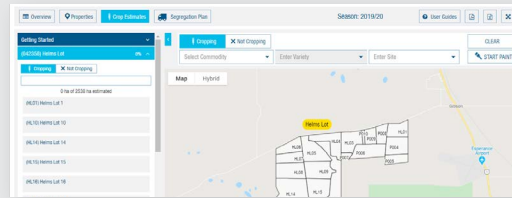
Use the **Not Cropping** button if you are not cropping a property or paddocks, or if you are using it for other purposes (ie. livestock/pasture).

## Variety not available to select?

If your variety is missing from the list, please email us at [operations@cbh.com.au](mailto:operations@cbh.com.au) to request if it can be added to the list.



**NEXT: SPLIT  
PADDOCKS**



Check the **Progress Bar** under the Property header to see progress. Once all paddocks have been painted it will show as **Complete!**

When finished select the **STOP PAINT** button in the selection panel above the map.

## Step 1

Select the **Property** from the left hand side of the screen. The property will display your paddocks on the map and the list of paddocks on the left under the Property header.

## Step 2

Select the **Commodity**, **Variety** and **Site** from the drop down options in the selection panel above the map. You can type to search or find it by scrolling through the list.

Once all selections have been made select the **START PAINT** button.

## Step 3

You can either select paddocks to paint on the **map** or in the **list** on the left hand side under the Property header.

Paddocks will change colour as you paint them and your work will **automatically save**.

Change your selections - commodity, variety and site or select **NOT CROPPING** to continue painting all your paddocks.



# Split paddocks

You may want to split a paddock if you have sown multiple commodities or varieties in a single paddock, or you plan to deliver to multiple sites.

You may find this easier to do after you have added your first commodity, variety and site to all paddocks you are delivering.

### Please note:

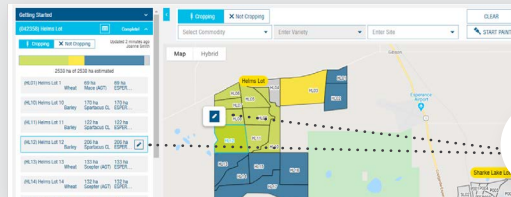
- A paddock can only be split three (3) times. If you have more, we recommend re-shaping or adding new paddocks.
- The first commodity and variety are pre-filled in your CDF App and you will need to manually add the second and third for a load.

### Variety not available to select?

If your variety is missing from the list, please email us at [operations@cbh.com.au](mailto:operations@cbh.com.au) to request if it can be added to the list.



**NEXT: SEGREGATION PLAN OVERVIEW**

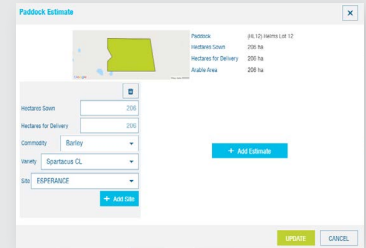


## Step 1

Select the **Paddock** on the **map** or the **list** under the Property header, then select the **EDIT** option.

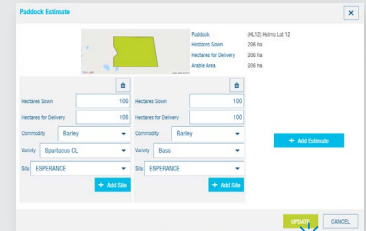
## Step 2

A new window will appear. The options to **ADD ESTIMATE** button to add another commodity or variety, or the **ADD SITE** button to add another site will be available.



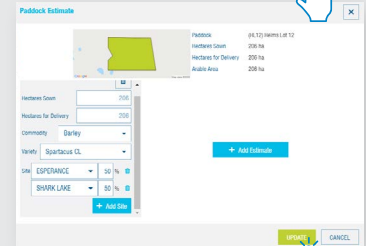
## Step 3a

Select the **ADD ESTIMATE** button and fill in the additional Commodity, Variety and Site. You will need to adjust the hectares for each so it equals total arable hectares for the paddock shown at the top then select the **UPDATE** button.



## Step 3b

Select the **ADD SITE** button if you plan to deliver to multiple sites. Enter the site and percentage for each site to add up to 100%, then select the **UPDATE** button.







# Segregation Plan overview

Segregation Plans provide you with an indication of which commodities and grades will be available at receival sites for harvest.

## Compare plans to your estimates

If you used Paddock Planner your estimates are matched to the planned segregations at your chosen sites. If a segregation is not available at your chosen site, there are alternative site options provided for you.

## Check any sites segregation plan

You can take a look at the segregation plans for any site just by selecting it on the map.

## Plans are indicative only

The segregation plans are subject to change with the final segregations available and kept up to date in the CDF App.

Select the **SEGREGATION PLAN** section.

If you have multiple CBH accounts, use the dropdown to switch between them.

The screenshot shows the CBHLoadNet Segregation Plan interface. The navigation menu includes 'SEGS', 'LOADS', 'NUMBERVIEW', 'CONTACTS', 'MARKETING', 'FINANCIAL', 'BUSINESS UNITS LABEL', and 'HANDBOOKS & FILTERS'. The 'SEGREGATION PLAN' section is selected. A dropdown menu is open, showing '0824'. The main content area displays a map of a farm with various lots highlighted in yellow and blue. A sidebar on the left shows a list of sites, including 'ESPERANCE' and 'SHARK LAKE'. A callout box points to the 'SHARK LAKE' site on the map.

Select a Site in the list to view planned segregations against your crop estimates.

Select any site on the map to view planned segregations for that site.



**NEXT: COMPARE SEGREGATION PLAN TO ESTIMATE**



# Compare segregation plan to estimate

If you used Paddock Planner we have matched your estimate to the planned segregations at your chosen sites.

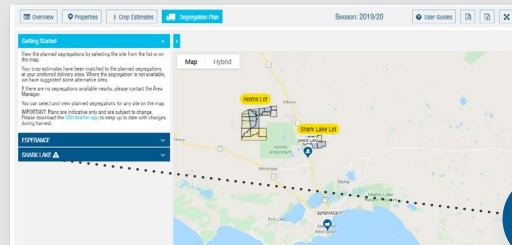
If a segregation is not available at your chosen site, we have provided alternative site options for you to consider.

**Remember** – plans are indicative only and subject to change. Final segregations will be available and kept up to date in the CDF App for harvest.

## Need to provide feedback?

Site and harvest plans are discussed at pre-harvest meetings and are a good opportunity to discuss feedback directly with the CBH team.

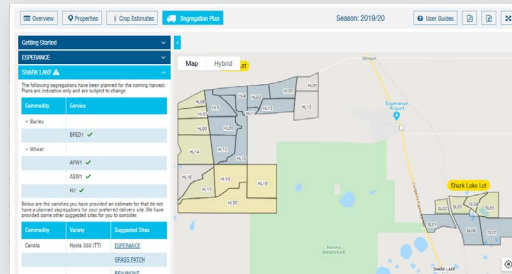
Otherwise you can always call your local CBH office to provide feedback at any time.



## Step 1

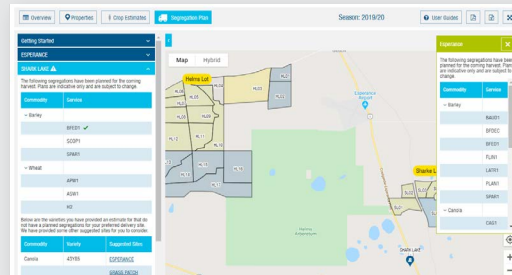
Select the **Site** from the list under the **Segregation Plan** section.

This icon next to the site name indicates you have an estimate where a segregation is not available at the site.



## Step 2

Once selected the site will display the planned commodities and grades (services/segregations) and match your estimate in the top table. The unmatched estimate and suggested site alternatives are in the bottom table.



## Step 3

Select a **SUGGESTED SITE** to view that sites full segregation plans.

**Tip:** You can view any segregation plan for any site simply by finding and selecting it on the map.

 [cbh.com.au/paddockplanner](http://cbh.com.au/paddockplanner)

 **Grower Service Centre: 1800 199 083**

