



Welcome to AgTrak's subsidiary Help files. It is recommended that you read the entire contents of this page or if you know what it is you want, click an item name above.

If you've looked through AgTrak's and Access's Help files and not found a solution to your query, this is where you will get a quick answer.

The assistance found on this page should offer sufficient information to get you going again, and possibly out of trouble.

If you are unable to locate an answer to your problem, then please E-mail us, setting out as much detail as possible, in particular information regarding your level of Access knowledge, and we will be back to you within 24 hours during normal business hours.

Licence Holders ... As a Registered Licence Holder, you will have been supplied with a 10 character Licence Number, usually located on the AgTrak CD, and is required to initially make AgTrak work properly. Without this number, AgTrak will close after three attempts. Once the Licence Number and your full name are typed into the opening page of AgTrak there will be no need to repeat this.

The Help file is basically broken down into two categories - Folders and Reports.

Folders ... All the Folders are designed in such a way as to make it as easy as possible to input your information in a logical fashion.

The 'Date' field is the first to get the focus, in other words AgTrak is designed to start at that field when each Folder is opened. To the right of the 'Date' field is a small image that when clicked will open up as a full month's Calendar for the current month. Clicking on a Calendar's date will return it to the smaller image. Once another field is either selected or Tabbed to, the small image will also be removed from view.

The Calendar will only appear to be faulty, and put a wrong date in if the settings in your operating system (say, Windows XP) are incorrect. These incorrect settings should be addressed as soon as possible using your computer's 'Control Panel/Date and Time Settings'.

Clicking on a field will display a short note stating what is required in that particular field. This message (we call it a screen-hint) is removed from view when another field is selected or Tabbed to. Date and currency fields will not accept regular text input, however text fields will accept most types of input. Labels (they are the texts written to the left of most fields) are there purely to advise you of the detail. They cannot be altered.

Yellow back-grounded fields are generally automatically updated, but will allow you to alter them, if necessary. Yellow fields relate to items that may be immediately unknown to the user and allow only a numeral of a certain length to be input. The lengths allowed depend on the Folder being used. They do not relate to currency fields.

Red back-grounded fields will not allow any input as they are automatically updated as other fields in AgTrak are added to, changed or edited. They relate to currency or numeric calculations (for additions or alterations). A warning will appear when any of these fields are clicked and once responded to with 'Okay', the mouse-pointer will appear in another field.

All other fields are of a white background and are available for use and accept most types of input. The screen-hint will be of value when typing in these fields to ensure that your input is valid.

By clicking on the small Printer icon which will move away from that particular Folder to print a Report, will cause the Report to display in Print Preview format. From here, if you're satisfied with the details and lay-out, click the Office button and go to Print. To close the Report, click the 'X' button at the top right-hand corner of the Report. This action will immediately take you back to the previously opened Folder.

You may notice Folders/Reports that have been opened at any time during a current session with AgTrak will always remain open in the background. These unused Folders or Reports can be removed from total view by clicking the 'X' that appears also in the top right-hand corner, but just below AgTrak's Close button, that is located at the very top right-hand corner. Any Folders that were open and then closed using the above-mentioned manner will save their input immediately, if necessary.

In the Traders + Suppliers Folder, there is a facility to update your E-mail's address book. When that Folder is opened, an unticked box appears (in all new records) to the left of "Add to E-mail Address Books". By ticking the box, you are then offered the option to add the new Trader/Supplier's details to the Address Book of your E-mail programme.

There is no method available to users of changing the lay-out or design of each Folder. Should you discover anything that may be a further issue for assistance, contact us.

If you should want AgTrak's Folders to be "personalised" to your requirements, please contact Redback Web Studio for a free quote.

Reports ... Each Folder has a Report available that is generated by clicking either of two small Printer icons. The icon on the left prints a Full Report and the right icon prints a Summary Report. Summary Reports are only available for Development/Budgeting and Crop Spraying Folders.

Each Full Report is created using its Folder as a simile, so that the printed Report resembles as close as possible, the lay-out and information shown on the Folder. Should the user wish to print only one record of a Folder, he/she has the option of selecting the record and then printing just that single record. Should the user want to print all the records, it is a simple matter of clicking Print. Summary Reports print in the same way.

Some Report's lay-out is in Landscape format and others in Portrait. The difference allows the Report to be viewed as a hard copy in the correct format. This is why each Report first appears in Print Preview. It is then a matter of selecting the appropriate record(s) to print, as explained above.

All Reports should be colour-printed to good quality A4 paper in the United Kingdom, Europe and Australia.

You may notice Reports/Folders that have been opened at any time during a current session with AgTrak will always remain open in the background. These unused Folders or Reports can be removed from total view by clicking the 'X' that appears also in the top right-hand corner, but just below the AgTrak's Close button, that is located at the very top right-hand corner. Any Folders that were open and then closed using the above-mentioned manner will save their input immediately, if necessary.

If you should want AgTrak's Reports to be "personalised" to your requirements, please contact Redback Web Studio for a free quote.

Get a copy of this Help file by clicking [here](#). You will need to have Adobe Reader installed to your computer.

The 'Harvesting, Planting, Crop Spraying and Seed (inventory)' Folders have a facility that allows you to click on the 'Seed' or 'Crop' fields and display a list of either Seeds or Crops (depending on which Folder you are using). By clicking a Seed or Crop field, a further list appears that displays the varieties of that seed or crop.

After the variety has been selected, a field to its right will fill with this variety, thereby allowing the extra information to be printed on the Report. The 'Variety' field may be manually over-ridden if necessary.