

E-Crops Collating information

Collating information

1. Save the file as a different name

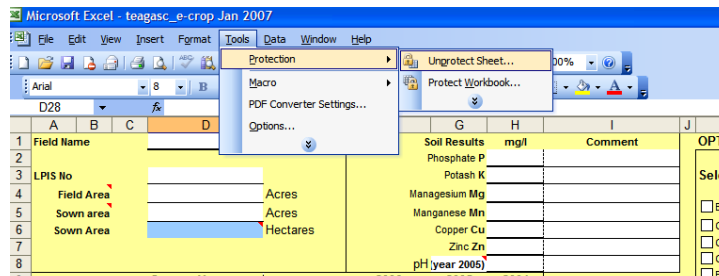
Open up the file and save it to another location under a different name. (This will protect the original file) Save the file to the Desktop can often be easiest while you are working on the file.

2. Unprotect all the sheets

All the sheets in the e-crops refer to a field name (see grey tab on the bottom of the page) and all sheets are individually protected.

In order to access and copy information all sheets should be unprotected

Click on **Tools** in the top menu and select **Protection** then click on **unprotect sheet**



Picture 1

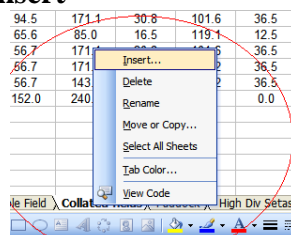
The sheet is now unprotected and information can be copied to another work book

3. Check the information for obvious mistakes

Look for mistakes like blank lines, no prices or inputs entered under the wrong category. Also look for very high or low input product prices.

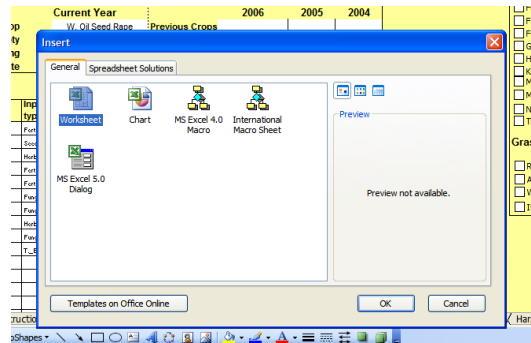
4. Insert a sheet to collate all the information

Right click on the tabs (at the field names) on the bottom of the page. A menu will pop up....look for **Insert**



Picture 2

Click **Insert** then on **worksheet (in the pop up box)** and then click **ok**

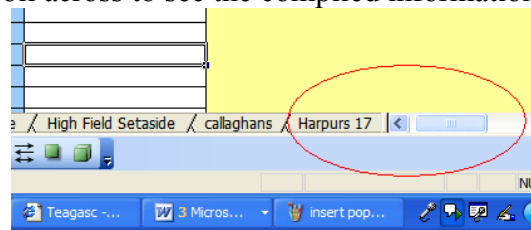


Picture 3

A new blank worksheet is created and is now ready to receive information

5. How to copy information into the new worksheet

On each worksheets scroll across to see the complied information



Picture 4

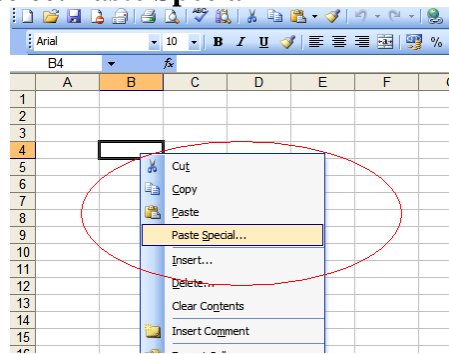
This complied information is a summary of all the information of that field

Crop	Seed	Fertiliser	Herbicide	Fungicide	Gr_Reg	T_Elem	Insecticide	Other	Field area	Total Rent	Total tonnes	Grain Value	Straw
W. Oil Seed R	135	215.05	47.1	69.48	0	8.6	0	0	3.0		13.0	2990.0	150
		92.5											
	135		33.6										

Picture 5

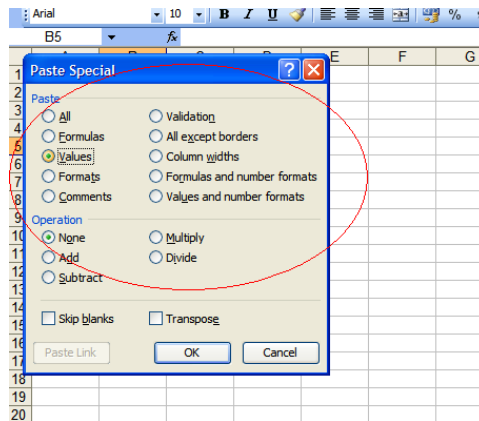
Highlight the relevant information and **copy**.
Then select the newly created worksheet in the file.

Right click in cell B4 and select **Paste Special**



Picture 6

A new pop up box appears. Select **Value** from this box and then click **ok**



Picture 7

All the information selected will now be copied onto the new work sheet
Continue to copy all information until all the field information is copied.

6. Keep information together

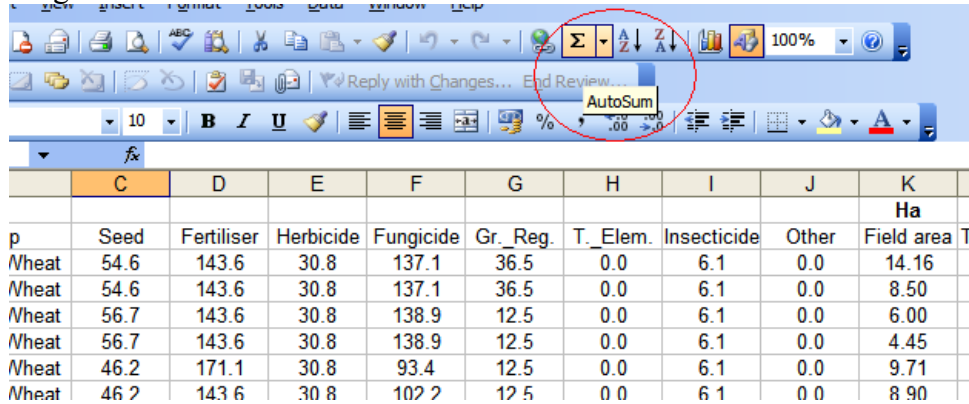
Paste the crop types together so that they can be easily added (see picture). Leave enough room between crop types so that all fields can be pasted in

Crop	Seed	Fertiliser	Herbicide	Fungicide	Gr_Reg.	T_Elem.	Insecticide	Other	Field area	Total Rent	Total tonnes	Grain Value	Straw
Winter Wheat	54.6	143.6	30.8	137.1	36.5	0.0	6.1	0.0	14.16		140.0	18200.0	1400
Winter Wheat	54.6	143.6	30.8	137.1	36.5	0.0	6.1	0.0	8.50		84.0	10920.0	840
Winter Wheat	56.7	143.6	30.8	138.9	12.5	0.0	6.1	0.0	6.00		54.0	6858.0	592
Winter Wheat	56.7	143.6	30.8	138.9	12.5	0.0	6.1	0.0	4.45	1430.0	40.0	5080.0	440
Winter Wheat	46.2	171.1	30.8	93.4	12.5	0.0	6.1	0.0	9.71		96.0	12000.0	960
Winter Wheat	46.2	143.6	30.8	102.2	12.5	0.0	6.1	0.0	8.90	2860.0	90.0	11250.0	880
Winter Wheat	46.2	123.5	30.8	94.1	12.5	0.0	6.6	0.0	10.12		112.5	13500.0	1000
Winter Wheat	56.7	143.6	47.3	95.5	12.5	0.0	6.1	0.0	9.71		90.0	14400.0	960
Winter Wheat	56.7	143.6	30.8	95.5	12.5	0.0	6.1	0.0	4.45	440.0	40.0	6400.0	440
Winter Wheat	94.5	171.1	30.8	101.6	36.5	0.0	6.1	0.0	8.90		95.0	11970.0	1320
Winter Wheat	65.6	168.6	16.5	119.1	12.5	0.0	0.0	0.0	8.09		55.0	8800.0	1000
Winter Wheat	56.7	171.1	30.8	101.6	36.5	0.0	6.1	0.0	4.86		45.0	5400.0	600
Winter Wheat	56.7	171.1	30.8	105.2	36.5	0.0	2.5	0.0	3.24		30.0	4800.0	320
Winter Wheat	56.7	143.6	30.8	105.2	36.5	0.0	2.5	0.0	4.86	1200.0	45.0	7200.0	480
Winter Oats	47.9	144.5	4.5	135.4	12.1	0.0	2.5	0.0	8.09		76.2	9144.0	2300
Winter Oats	47.9	144.5	4.5	137.9	9.6	0.0	2.5	0.0	14.16		133.0	15960.0	1400
Winter Oats	47.9	144.5	4.5	145.0	2.5	0.0	2.5	0.0	8.50	840.0	80.0	9600.0	840
V. Oil Seed Rap	135.0	215.1	47.1	69.5	0.0	8.6	0.0	0.0	7.28		30.0	6900.0	359
M. Oil Seed Rap	135.0	215.1	47.1	69.5	0.0	8.6	0.0	0.0	7.28		30.0	6900.0	359

Picture 8

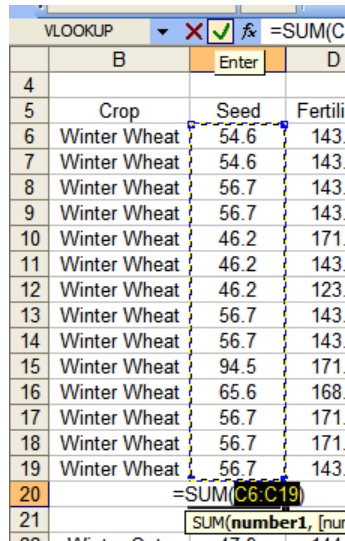
7. The next step is to total the columns

Click into the cell underneath the last entry for a crop (see picture). Then press the auto sum (shaped like an E) on the tool bar (see picture) and add the formula. Make sure the formula contains all the cells you are trying to add up. Drag the formula across to add all the other figures.



	C	D	E	F	G	H	I	J	K
									Ha
p	Seed	Fertiliser	Herbicide	Fungicide	Gr. Reg.	T. Elem.	Insecticide	Other	Field area T
Wheat	54.6	143.6	30.8	137.1	36.5	0.0	6.1	0.0	14.16
Wheat	54.6	143.6	30.8	137.1	36.5	0.0	6.1	0.0	8.50
Wheat	56.7	143.6	30.8	138.9	12.5	0.0	6.1	0.0	6.00
Wheat	56.7	143.6	30.8	138.9	12.5	0.0	6.1	0.0	4.45
Wheat	46.2	171.1	30.8	93.4	12.5	0.0	6.1	0.0	9.71
Wheat	46.2	143.6	30.8	102.2	12.5	0.0	6.1	0.0	8.90

Picture 9



	B	C	D
4			
5	Crop	Seed	Fertili
6	Winter Wheat	54.6	143.
7	Winter Wheat	54.6	143.
8	Winter Wheat	56.7	143.
9	Winter Wheat	56.7	143.
10	Winter Wheat	46.2	171.
11	Winter Wheat	46.2	143.
12	Winter Wheat	46.2	123.
13	Winter Wheat	56.7	143.
14	Winter Wheat	56.7	143.
15	Winter Wheat	94.5	171.
16	Winter Wheat	65.6	168.
17	Winter Wheat	56.7	171.
18	Winter Wheat	56.7	171.
19	Winter Wheat	56.7	143.
20		=SUM(C6:C19)	
21		SUM(number1, [nur	

Picture 10

8. Enter figures into the e-Profit Monitor

Enter the totals directly into the e-pm programme or onto the input sheet which can then be entered later.

The address of the e-profit monitor is <https://epm.teagasc.ie>