# 2020 Latevo Maps User Guide

To log into Latevo Maps, you will need your Latevo Maps username and password. If you need your username and password, or help using Latevo Maps, please contact Latevo on telephone (02) 6964 7111 or send an email message to support@latevo.com.

Mapping your farm

1   Log into Latevo Maps at http://maps.latevo.com/login by using your username and password, then click on the "Login" button.
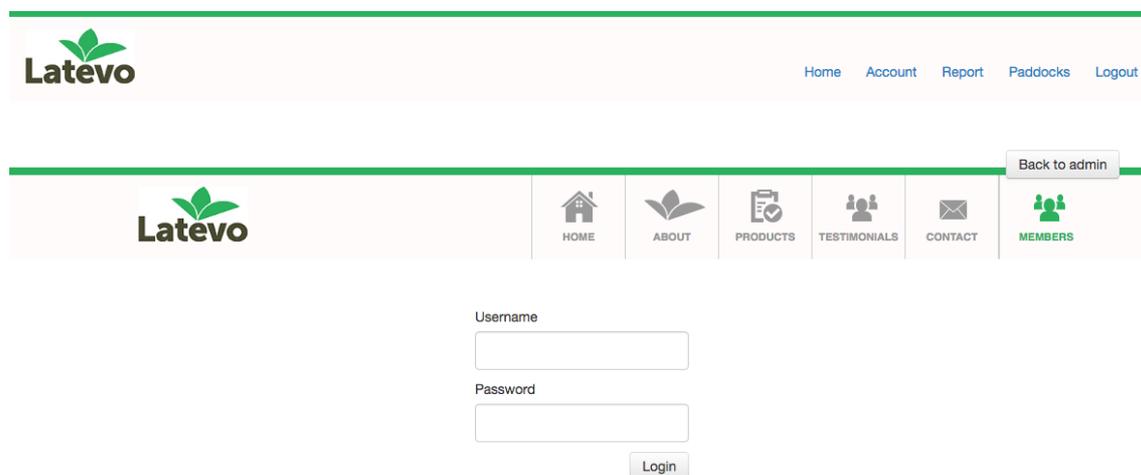
2   You will be redirected to the Latevo Maps home screen.
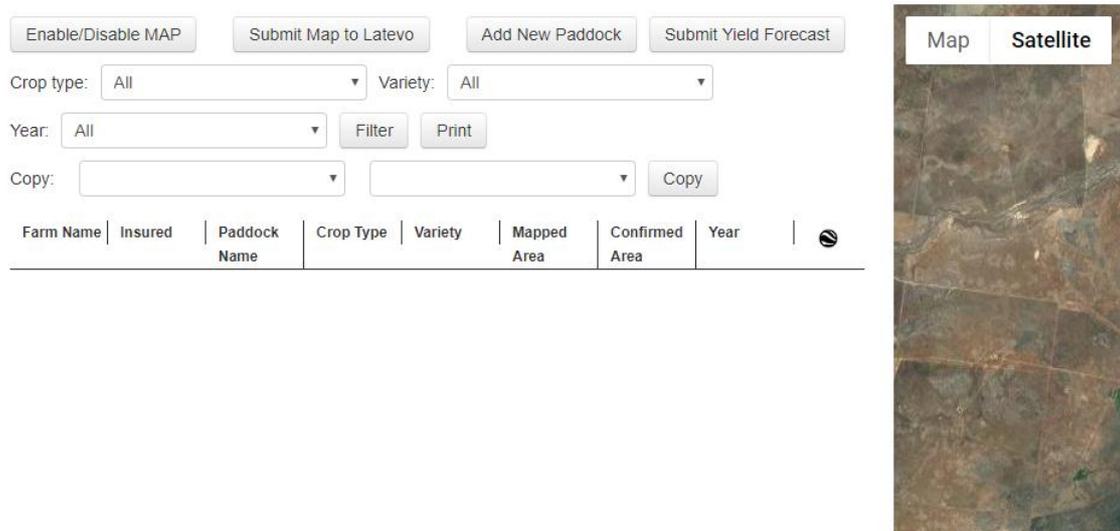
3   To start mapping your <u>individual paddocks</u>, click on the "**Add new paddock**" button, as
     shown below in the red box. Complete all the required fields in the popup box for each
     paddock.

The required fields are:
- Farm name
- Paddock name
- Your Paddock ID (if you don't have an ID, repeat the paddock name)
- Crop type
- Variety
- Status (ie, if the land is Owned, Leased or Sharefarmed)
- Confirmed area (Ha) – use the actual hectares
- **"Is insured"** box (as shown to the right in the red box) should be ticked if you wish the paddock to be covered by a Latevo policy.

The three fields that are greyed out, will complete automatically once your paddock is drawn, so leave blank.

See the following page for the next steps.

4   Once all the information for the paddock has been entered, click the "**Edit Area**" button at the bottom of the popup form to start drawing the paddock (shown below).

5   Your cursor should appear as a cross on the screen. Click the **left** mouse button **once** on the corner boundary point of the paddock on the map. Then move the mouse to the next corner/boundary point and click again (a red line will indicate the boundaries). Please ensure the boundary lines are drawn as accurately as possible.

Once you have set the boundary lines, finish the boundary area markings by clicking the start point to complete the paddock. When the boundary area has been set, the entire area will be filled in with the colour red.

6   Click the "**Save**" button once the boundary area has been set. A notification will show at the bottom of the screen when it has been saved (this may take a few seconds to save).

If the "Save" button is clicked multiple times, the paddock record will duplicate. Rectify this by editing the paddock and deleting the paddock record.

7   Continue to add new paddocks until the total farm area is covered, repeating steps 3-6.

8   If any of the paddocks require editing after they have been saved, click the "**Edit**" icon next to the paddock name on the home screen (shown above and enlarged below).

9   Please note, we require all paddocks to be drawn, including paddocks you don't wish to insure this season, such as pasture, grazing oats or fallow.

10   Finally, click on the **"Submit Map to Latevo"** on your home screen, and a notification will be sent to Latevo.

Troubleshooting and hints

- If the mouse cursor returns to the hand symbol when drawing a paddock, click the "**Clear Area**" button to reset the editing process. Then again click on the "**Edit Area**" button before continuing. This can happen if the mouse is dragged slightly when clicking; try and keep mouse still as you perform the first click.

- If you make an error and wish to stop drawing the paddock, double-click on the left mouse button before clicking the "**Clear Area**" button. This will stop the drawing process so you can scroll down to the Clear Area button.

- Use the "**Confirmed Area (Ha)**" field in the paddock's popup form to enter the paddock's actual hectares. This will help if you cannot draw the paddock to the exact hectares, or if there is an area within the paddock to be excluded (such as trees or a dam).

- Note that if you draw another paddock too close to an existing boundary line, the new paddock will not appear. Just draw as closely as possible to keep the newly drawn paddock.

- If you wish to maximise the map on your monitor screen, click on the **"square"** on the top right hand corner of the map.

- To revert to the original layout, press the **"esc"** key on your keyboard.
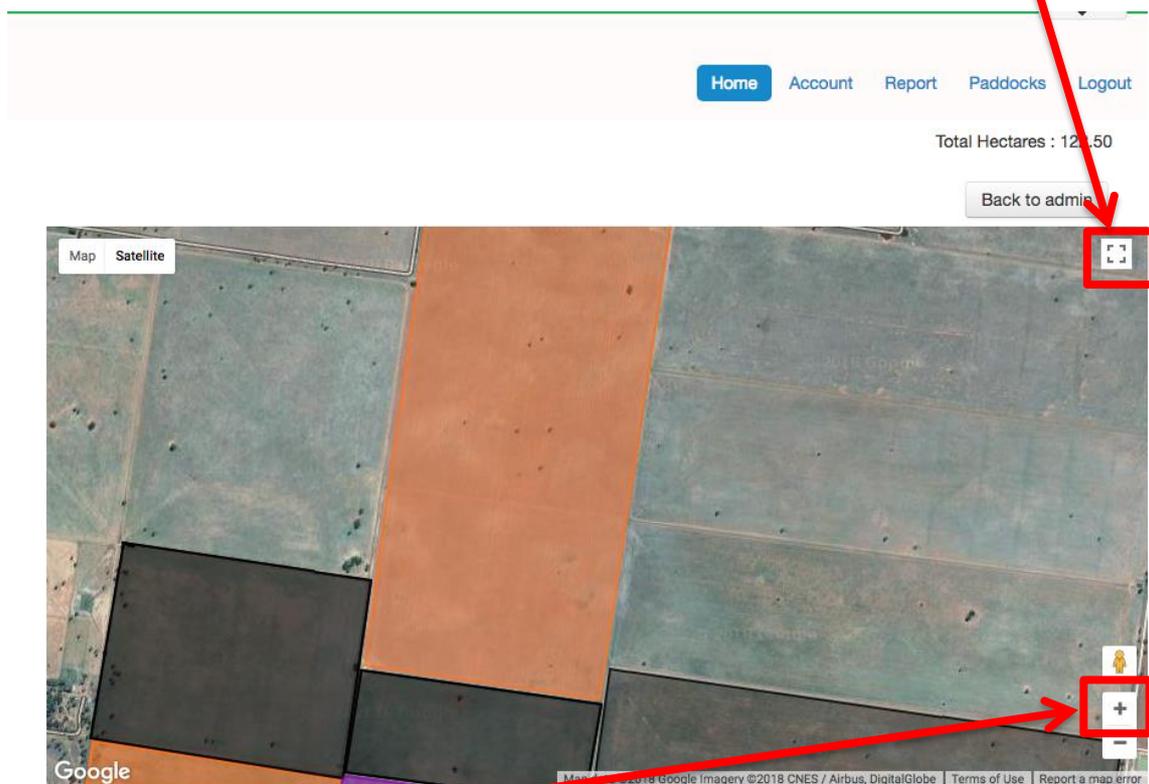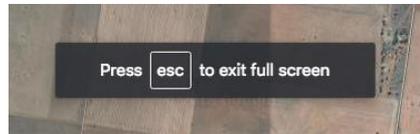
- Use the "**+**" sign (in the map's bottom right hand corner) to help draw your paddock's boundaries as accurately as possible, zoom in so you can see the paddock more clearly

Help and assistance

We are here to help, so if you have any questions or difficulties regarding Latevo Maps at any stage, please do not hesitate to contact Latevo:

Phone: (02) 6964 7111
Email: support@latevo.com