

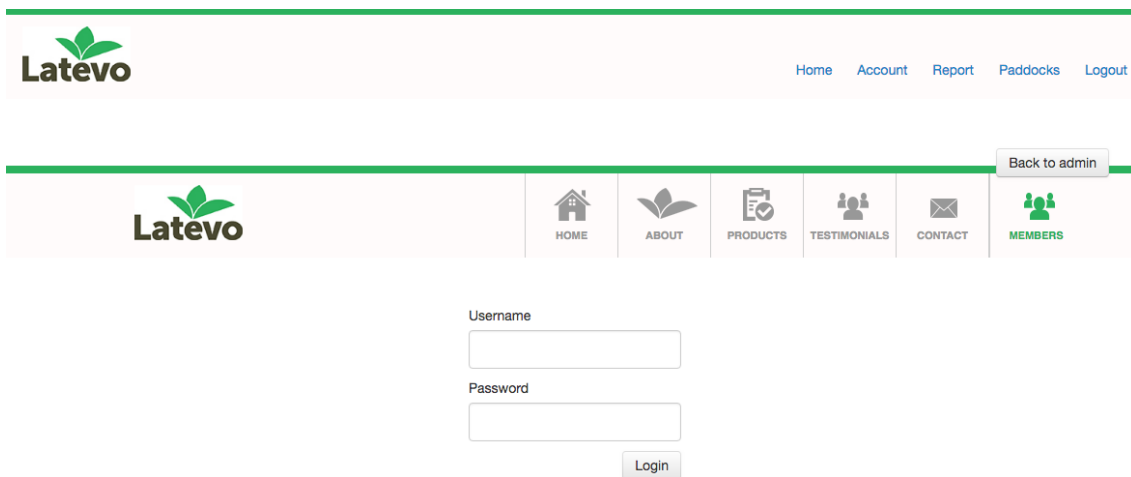
# 2020 Latevo Maps User Guide

## Season Update

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](mailto:support@latevo.com).

### Updating your farm mapping

- 1 Log into Latevo Maps at <http://maps.latevo.com/login> by using your username and password, then click on the "login" button.

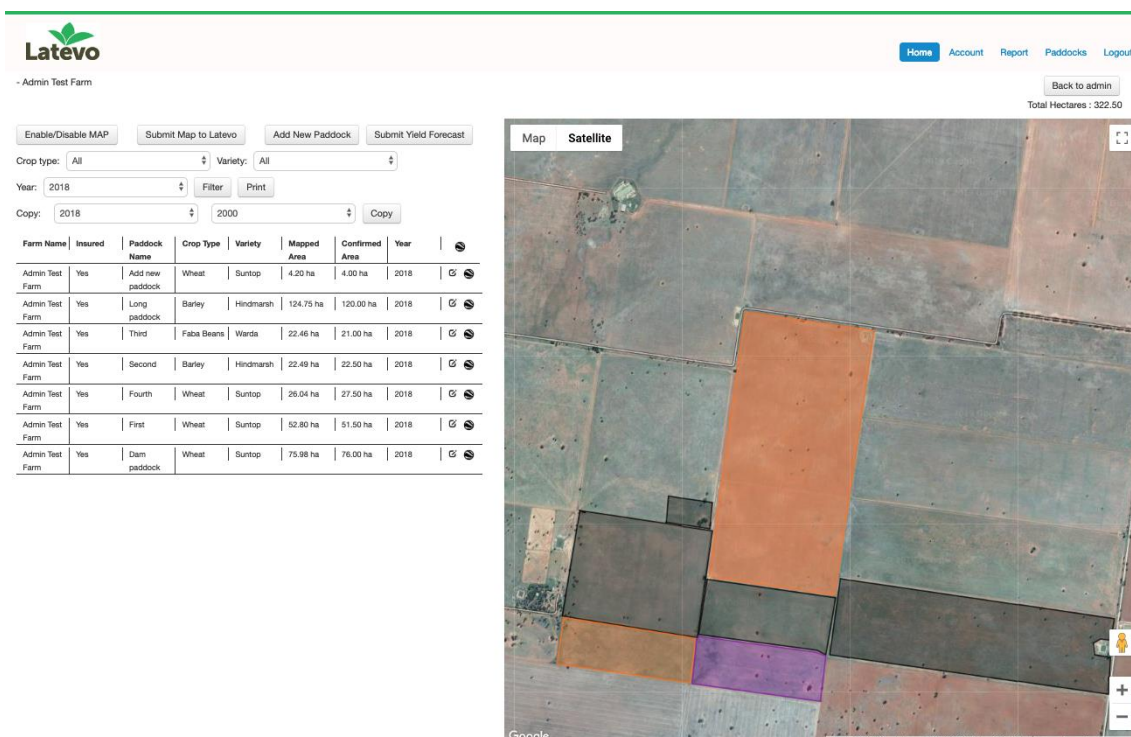


Username

Password

Login

- 2 You will be redirected to your Latevo Maps home screen.




Admin Test Farm

Total Hectares : 322.50

Farm Name	Issued	Paddock Name	Crop Type	Variety	Mapped Area	Confirmed Area	Year
Admin Test Farm	Yes	Add new paddock	Wheat	Suntop	4.20 ha	4.00 ha	2018
Admin Test Farm	Yes	Long paddock	Barley	Hindmarsh	124.75 ha	120.00 ha	2018
Admin Test Farm	Yes	Third	Faba Beans	Warda	22.46 ha	21.00 ha	2018
Admin Test Farm	Yes	Second	Barley	Hindmarsh	22.49 ha	22.50 ha	2018
Admin Test Farm	Yes	Fourth	Wheat	Suntop	26.04 ha	27.50 ha	2018
Admin Test Farm	Yes	First	Wheat	Suntop	52.80 ha	51.50 ha	2018
Admin Test Farm	Yes	Dam paddock	Wheat	Suntop	75.98 ha	76.00 ha	2018

- 3 (a) First of all, check that the year in the “Copy” field is **2019** (see the first red box on the [previous page](#)). If not, select the year 2018 from the dropdown arrows (see the second red box below).





- Admin Test Farm

Enable/Disable MAP
Submit Map to Latevo
Add New Paddock
Submit Yield Forecast

Crop type: All Variety: All

Year: All Filter Print

Copy: 2019

2000 Copy

Farm Name	Insured	Paddock Name	Crop Type	Variety	Mapped Area	Confirmed Area	Year	
Admin Test Farm	Yes	New paddock	Wheat	Suntop	80.33 ha	80.00 ha	2019	
Admin Test Farm	Yes	First	Wheat	Suntop	52.80 ha	51.50 ha	2019	

- (b) Secondly, copy your 2018 mapping to 2020 by clicking on the dropdown arrows to select the year by clicking on **2020** (as shown in the red box in the following diagram). Then click on the “Copy” button next to the year selected.

Enable/Disable MAP
Submit Map to Latevo
Add New Paddock
Submit Yield Forecast

Crop type: All Variety: All

Year: All Filter Print

Copy: 2019

2000

2000

2001

2002

2003

2004

2005

2006

2007

2008

2009

2010

2011

2012

2013

2014

2015

2020

2021

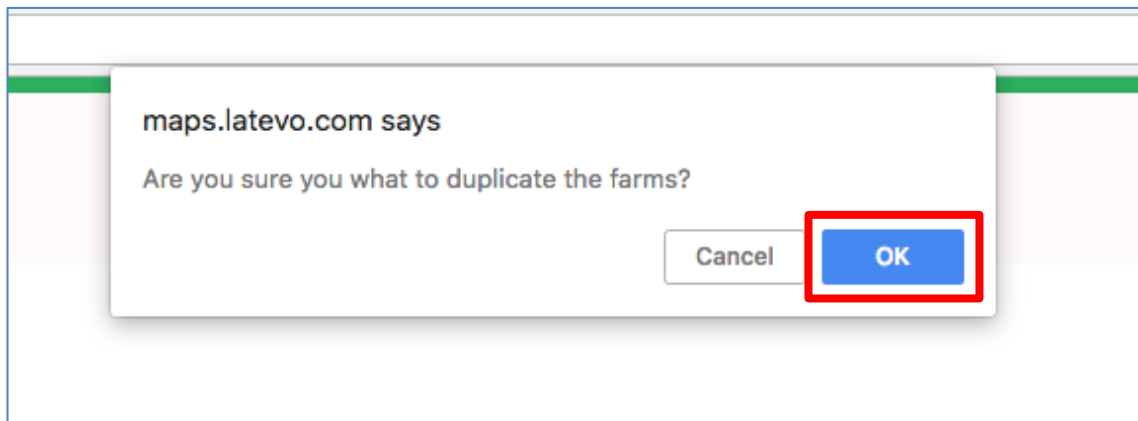
2022

2023


Copy

Farm Name	Insured	Paddock Name	Crop Type	Variety	Mapped Area	Confirmed Area	Year	
Admin Test Farm	Yes	New paddock	Wheat	Suntop	80.33 ha	80.00 ha	2019	
Admin Test Farm	Yes	First	Wheat	Suntop	52.80 ha	51.50 ha	2019	
Admin Test Farm	Yes	Third	Faba Beans	Suntop	52.80 ha	51.50 ha	2019	
Admin Test Farm	Yes	Second	Barley	Suntop	52.80 ha	51.50 ha	2019	
Admin Test Farm	Yes	Dam paddock	Wheat	Suntop	52.80 ha	51.50 ha	2019	
Admin Test Farm	Yes	Fourth	Wheat	Suntop	52.80 ha	51.50 ha	2019	
Admin Test Farm	Yes	Long paddock	Barley	Suntop	52.80 ha	51.50 ha	2019	

The following popup message will appear on the top of your screen. Selected the “OK” button by clicking on it.



The page will then refresh and show the Year: 2020, as shown below in red. *If the page does not automatically go to your 2020 paddocks, select 2020 from the Year dropdown and click on Filter.*



- Admin Test Farm

Enable/Disable MAP
Submit Map to Latevo
Add New Paddock
Submit Yield Forecast

Crop type: All Variety: All

Year: 2020 Filter Print

Copy: 2016 2000 Copy









Farm Name	Insured	Paddock Name	Crop Type	Variety	Mapped Area	Confirmed Area	Year	
Admin Test Farm	Yes	Add new paddock	Wheat	Suntop	4.20 ha	4.00 ha	2020	
Admin Test Farm	Yes	Fourth	Wheat	Suntop	26.04 ha	27.50 ha	2020	
Admin Test Farm	Yes	Third	Faba Beans	Warda	22.46 ha	21.00 ha	2020	

4 Start by editing your first paddock by selecting the “**Edit**” icon (shown below as an enlargement).


Crop type:  Variety:

Year:

Copy:

Farm Name	Insured	Paddock Name	Crop Type	Variety	Mapped Area	Confirmed Area	Year	
Admin Test Farm	Yes	Add new paddock	Wheat	Suntop	4.20 ha	4.00 ha	2020	<input checked="" type="checkbox"/> 
Admin Test Farm	Yes	Fourth	Wheat	Suntop	26.04 ha	27.50 ha	2020	<input type="checkbox"/> 
Admin Test Farm	Yes	Third	Faba Beans	Warda	22.46 ha	21.00 ha	2020	<input type="checkbox"/> 
Admin Test Farm	Yes	Second	Barley	Hindmarsh	22.49 ha	22.50 ha	2020	<input type="checkbox"/> 
Admin Test Farm	Yes	Dam paddock	Wheat	Suntop	75.98 ha	76.00 ha	2020	<input type="checkbox"/> 
Admin Test Farm	Yes	Long paddock	Barley	Hindmarsh	124.75 ha	120.00 ha	2020	<input type="checkbox"/> 
Admin Test Farm	Yes	First	Wheat	Suntop	52.80 ha	51.50 ha	2020	<input type="checkbox"/> 
Admin Test Farm	Yes	New paddock	Wheat	Suntop	80.33 ha	80.00 ha	2020	<input type="checkbox"/> 

Mapped Area	Confirmed Area	Year	
4.20 ha	4.00 ha	2020	<input checked="" type="checkbox"/> 

Update each paddock’s required fields for the 2020 season in the popup box (shown on the following page). Please ensure the “**Status**” field is also filled in (ie, Owned, Leased or Sharefarmed). Then click on the “**Save and Next**” button to go to the next paddock. However, for the last paddock, click on the “**Save**” button only.

**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 which are greyed out will complete automatically once your paddock is drawn, so they can be left blank.

The four fields relating to yield forecast (including the "Actual" field) should also be left blank for now.

Enable/Disable MAP    Submit Map to Latevo    Add New Paddock    Submit Yield Forecast

Crop type: All    Variety

Year: 2020    Filter

Copy: 2016    2000

Farm Name	Insured	Paddock Name	Crop Type	Va
Admin Test Farm	Yes	Add new paddock	Wheat	Su
Admin Test Farm	Yes	Fourth	Wheat	Su
Admin Test Farm	Yes	Third	Faba Beans	Wa
Admin Test Farm	Yes	Second	Barley	Hir
Admin Test Farm	Yes	Dam paddock	Wheat	Su
Admin Test Farm	Yes	Long paddock	Barley	Hir
Admin Test Farm	Yes	First	Wheat	Su
Admin Test Farm	Yes	New paddock	Wheat	Su

Farm Name: Admin Test Farm

Paddock name: Middle

Your Paddock ID: West

System Paddock ID: [Greyed out]

Crop type: Wheat

Variety: Suntop

Status: Owned

Confirmed Area (Ha): 31

Mapped Area (Hectares): 33.76

Centre Coordinate: [-33.796718989767676, 1!

Lowest Yield: [Greyed out]

Highest Yield: [Greyed out]

Estimated Yield: [Greyed out]

Forecast Comment: [Text area]

Actual: [Greyed out]

Is Insured

*Not required*

Yield forecast planting [Greyed out]

Yield forecast July [Greyed out]

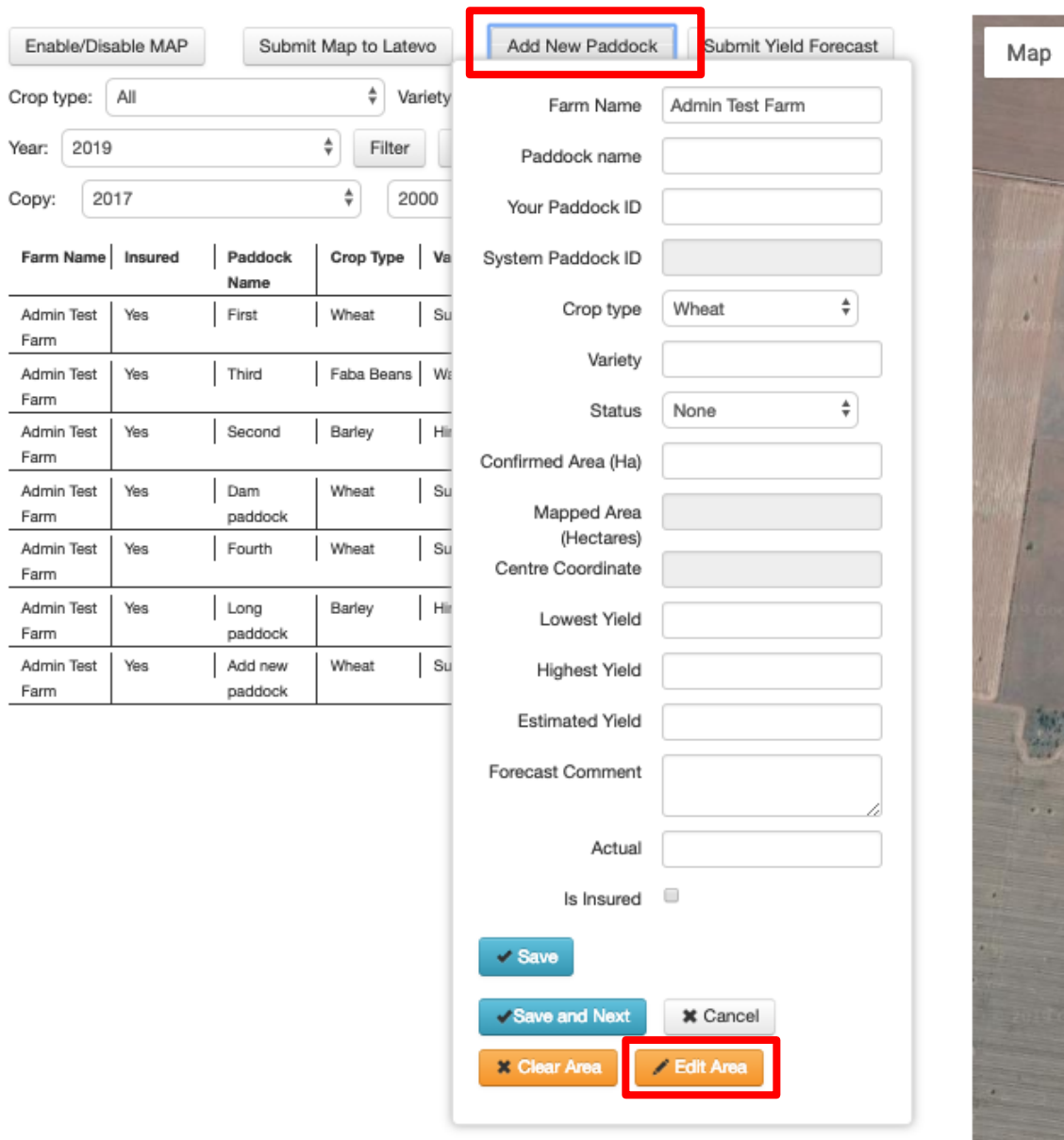
Yield forecast Sep [Greyed out]

Actual [Greyed out]

Is Insured

## Drawing a new paddock

- 1 To add a new paddock, if required, click on the **“Add New Paddock”** button, as shown below in the red box. Complete all the required fields in the popup box for the paddock.



Enable/Disable MAP    Submit Map to Latevo    **Add New Paddock**    Submit Yield Forecast

Crop type: All    Variety

Year: 2019    Filter

Copy: 2017    2000

Farm Name	Insured	Paddock Name	Crop Type	Va
Admin Test Farm	Yes	First	Wheat	Su
Admin Test Farm	Yes	Third	Faba Beans	Wi
Admin Test Farm	Yes	Second	Barley	Hi
Admin Test Farm	Yes	Dam paddock	Wheat	Su
Admin Test Farm	Yes	Fourth	Wheat	Su
Admin Test Farm	Yes	Long paddock	Barley	Hi
Admin Test Farm	Yes	Add new paddock	Wheat	Su

Farm Name: Admin Test Farm

Paddock name:

Your Paddock ID:

System Paddock ID:

Crop type: Wheat

Variety:

Status: None

Confirmed Area (Ha):

Mapped Area (Hectares):

Centre Coordinate:

Lowest Yield:

Highest Yield:

Estimated Yield:

Forecast Comment:

Actual:

Is Insured:

- 2 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 in the above red box).

- 3 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.

Enable/Disable MAP    Submit Map to Latevo    **Add New Paddock**    Submit Yield Forecast

Crop type: All    Variety

Year: 2020    Filter

Copy: 2016    2000

Farm Name	Insured	Paddock Name	Crop Type	Va
Admin Test Farm	Yes	Add new paddock	Wheat	Su
Admin Test Farm	Yes	Fourth	Wheat	Su
Admin Test Farm	Yes	Third	Faba Beans	We
Admin Test Farm	Yes	Second	Barley	Hir
Admin Test Farm	Yes	Dam paddock	Wheat	Su
Admin Test Farm	Yes	Long paddock	Barley	Hir
Admin Test Farm	Yes	First	Wheat	Su
Admin Test Farm	Yes	New paddock	Wheat	Su

Farm Name: Admin Test Farm

Paddock name:

Your Paddock ID:

System Paddock ID:

Crop type: Wheat

Variety:

Status: None

Confirmed Area (Ha):

Mapped Area (Hectares):

Centre Coordinate:

Lowest Yield:

Highest Yield:

Estimated Yield:

Forecast Comment:

Actual:

Is Insured

Map    Satellite

Yaringa

Gowrie

Griffin Way

Google

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 (see example above).

- 4 Complete the following fields:

- 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



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).



- Please note, we require all paddocks to be drawn for the 2020 season, including paddocks you don't wish to insure, such as pasture, grazing oats or fallow.

## Submitting your maps

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

- Admin Test Farm

Enable/Disable MAP   **Submit Map to Latevo**   Add New Paddock   Submit Yield Forecast

Crop type: All   Variety: All

Year: 2020   Filter   Print

Copy: 2016   2000   Copy

Farm Name	Insured	Paddock Name	Crop Type	Variety	Mapped Area	Confirmed Area	Year	
Admin Test Farm	Yes	Add new paddock	Wheat	Suntop	4.20 ha	4.00 ha	2020	🗑️ 📄
Admin Test Farm	Yes	Fourth	Wheat	Suntop	26.04 ha	27.50 ha	2020	🗑️ 📄
Admin Test Farm	Yes	Third	Faba Beans	Warda	22.46 ha	21.00 ha	2020	🗑️ 📄
Admin Test Farm	Yes	Second	Barley	Hindmarsh	22.49 ha	22.50 ha	2020	🗑️ 📄

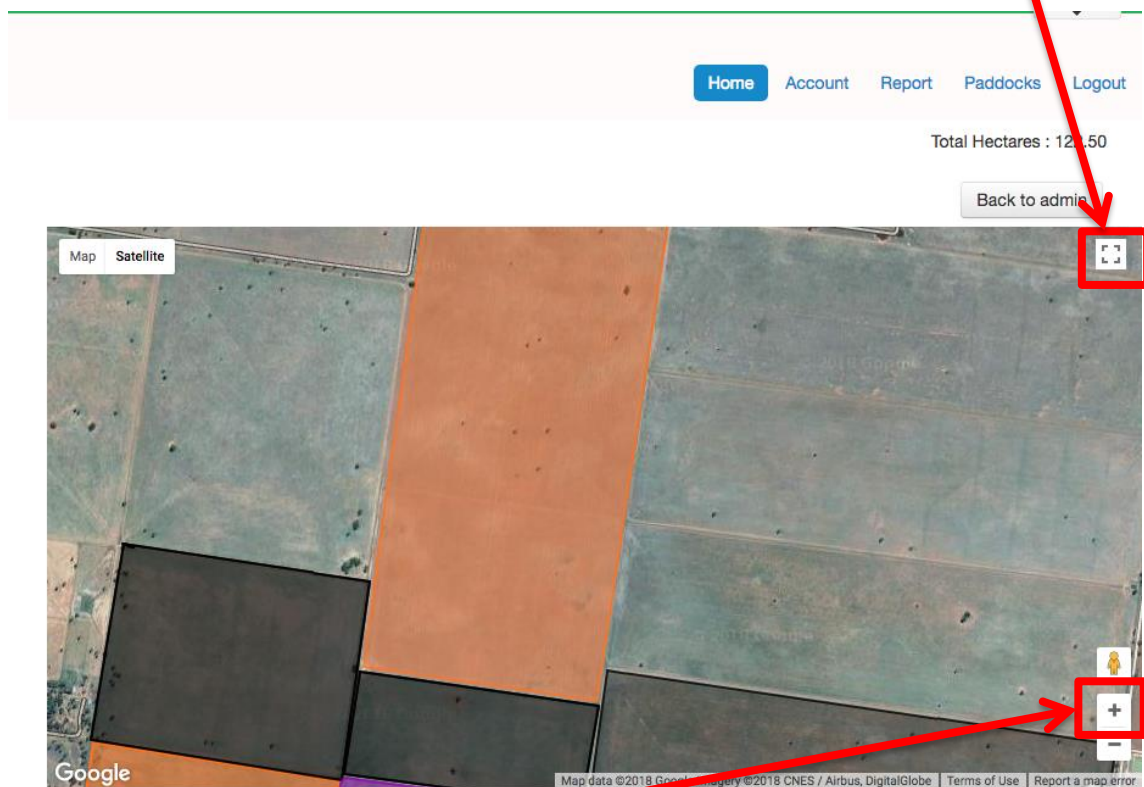
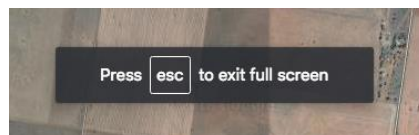
## Troubleshooting and hints

- 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](mailto:support@latevo.com)