

Latevo Maps Quick Guide

Adding new paddocks

- Log in to [Latevo Maps](#) (check your emails for your login credentials)
- Click on the Add New Paddock button
- Enter the paddock details: Farm Name; Paddock Name; Paddock ID; Crop Type; Variety; Status and Confirmed Area (Arable or Hectares you intend to sow in that paddock)
 - *Make sure you check the "is insured" box if you want the paddock covered in the current cropping year*
 - *Leave the yield information blank*
 - *If your Crop Type is not available to select, choose other and enter the Crop Type in the Variety field*
- Click on Edit Area
- Draw your paddock boundary
- Click on Save
- Click on Add New Paddock to enter your next paddock
- Make sure you map all of your paddocks, including those you do not wish to cover for the current cropping year (eg: fallow, grazing oats, pasture)

Rolling your paddocks into the next year (Returning Clients)

- Log in to [Latevo Maps](#) (check your emails for your login credentials)
- In the Copy field select the most recent year from the drop down
- In the next field select the year you want to copy the paddocks to (ie: the current cropping year)
- Click on Copy
- A warning message will pop up asking if you are sure you want to duplicate paddocks? Click on Yes.
- Your paddocks will rollover into the cropping current year and can now be edited if required

Editing paddock information

- Go to the Home page
- Find the paddock you want to edit in the table of paddocks on the left side of the page
- Click on the edit button (the square with the pencil)
- Edit the paddock details: Farm Name; Paddock Name; Paddock ID; Crop Type; Variety; Status and Confirmed Area (Arable or Hectares you intend to sow in that paddock)
 - *Make sure you check the "is insured" box if you want the paddock covered in the current cropping year*
 - *Leave the yield information blank*
 - *If your Crop Type is not available to select, choose other and enter the Crop Type in the Variety field*
- Click on Save

Editing paddock boundaries

- Go to the Home page
- In the Year field select the current cropping year
- Click on Filter
- Find the paddock you want to edit in the table of paddocks on the left side of the page
- Click on the edit button (the square with the pencil)
- Click on Edit Area and move the paddock boundary; **OR** Click on Clear Area and re-draw the paddock boundary
- Click on Save