

# Publications

## Introduction

Publications provide a way of taking a snapshot of an analysis and making it available to your own or another organisation.

This could be used to:

- submit to a council for resource consent.
- make available for download to your organisation's system(s)
- mark a point in time for an analysis

This document describes how to publish an analysis and what that means for the publisher and the organisation that is being published to.

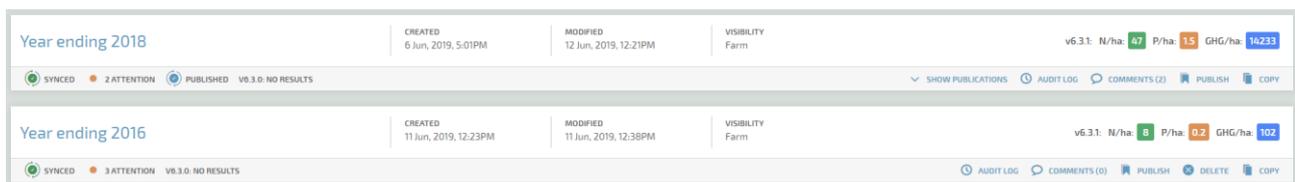
Some organisations are set up to download published information into their own systems for analysis and processing. Please be aware of who you are publishing to and the purpose of that publication data. That organisation will have access to that publication data forever.

It is assumed that the reader understands OverseerFM and how farms and analyses are set up.

## Publishing an analysis

An analysis is a description of the farm system with a set of results modelled by Overseer. A farmer or consultant may work on an analysis making changes until it is ready for publishing. The farm screen shows a list of analyses for that farm. Both year end and predictive analyses can be published.

Anyone that has write access to a farm is able to publish an analysis for that farm.



| Year ending 2018                                 | CREATED<br>6 Jun, 2019, 5:01PM   | MODIFIED<br>12 Jun, 2019, 12:21PM | VISIBILITY<br>Farm | v6.3.1: N/ha: 47 P/ha: 1.5 GHG/ha: 14233              |
|--|----------------------------------|-----------------------------------|--------------------|---|
| SYNCHED 2 ATTENTION PUBLISHED v6.3.0: NO RESULTS |                                  |                                   |                    | SHOW PUBLICATIONS AUDIT LOG COMMENTS (2) PUBLISH COPY |
| Year ending 2016                                 | CREATED<br>11 Jun, 2019, 12:23PM | MODIFIED<br>11 Jun, 2019, 12:36PM | VISIBILITY<br>Farm | v6.3.1: N/ha: 8 P/ha: 0.2 GHG/ha: 102                 |
| SYNCHED 3 ATTENTION v6.3.0: NO RESULTS           |                                  |                                   |                    | AUDIT LOG COMMENTS (0) PUBLISH DELETE COPY            |

Select publish (bottom right of an analysis) to launch the publish analysis screen.

The screenshot shows a form titled "PUBLISH ANALYSIS - YEAR ENDING 2018 (V2)". It contains several fields: "PUBLISH TO" with a dropdown menu showing "My organisation"; "STATUS" with a dropdown menu showing "Draft"; "PUBLISHER'S FARM IDENTIFIER" with the value "FARM1234"; and "PUBLISHER'S REFERENCE" with the value "REF2018". Below these fields are two informational boxes: one for the farm identifier and one for the reference. A "COMMENTS" section has a text area with the placeholder "Enter any comments". At the bottom, there are "Cancel" and "Save" buttons.

Select the organisation that you are publishing to. You can select your own organisation or another organisation (such as a council) that has been set up in OverseerFM.

There is a list of states that can be selected for the publication. This can be used to define a workflow for the publication as it is processed and is typically used by councils to process consents. When a publication is closed or under review it cannot be changed (resubmitted).

You may enter a farm identifier and a reference that will identify this publication to the organisation that you are publishing to. For example, a council might require a property identifier for the farm identifier and a consent number for the reference.

Additional information or a description of work arounds can be included in the comments. Additional comments may be added to a publication over time as changes are made to improve the analysis.

Publishing creates a copy of the analysis and modelled results at the time it is published. Any subsequent changes to the analysis will not affect this publication. If the analysis is published to the same organisation again the publication will be overwritten with the new analysis details and results.

Selecting show publications on an analysis shows the list of publications for that analysis. Analyses that are published to organisations other than your own organisation cannot be deleted.

The screenshot shows a table of publications under the heading "YEAR END ANALYSES". The table has columns for "CREATED", "MODIFIED", "VISIBILITY", "PUBLISHER'S FARM IDENTIFIER", and "PUBLISHER'S REFERENCE". The first row is "Year ending 2013" with a status of "v6.3.1: NO RESULTS". Below it is a section for "WORKING COPY - COUNCIL" with a row for "Year ending 2013 (v1)". At the bottom is a section for "PUBLICATIONS" with a row for "Version 2 Council".

| Analysis Name         | Created              | Modified              | Visibility | Publisher's Farm Identifier | Publisher's Reference | GHG/ha |
|-----------------------|----------------------|-----------------------|------------|-----------------------------|-----------------------|--------|
| Year ending 2013      | 15 Apr, 2019, 3:43PM | 18 Apr, 2019, 10:09AM | Farm       |                             |                       | 1354   |
| Year ending 2013 (v1) | 12 Jun, 2019, 3:38PM | 12 Jun, 2019, 3:38PM  | Farm       |                             |                       | 1354   |
| Version 2 Council     | 13 Jun, 2019, 9:31AM | 13 Jun, 2019, 9:31AM  |            | Property identifier         | Consent reference     | 1.4    |

## Viewing a publication

To view publications that have been published to your organisation, Select Farm Search from the OverseerFM title bar and then select Publications under Search By (top left). Enter the search criteria for the publications/farms that you wish to find.

You can search by the name of the farm, address, name/email of the publisher, reference number or you can get all publications submitted since a date (e.g. 10/10/18). This will return a list of publications for your organisation.

| FARM NAME   | ADDRESS | ANALYSIS         | REFERENCE         | VERSION | PUBLISHED BY | EMAIL | PUBLISHED ON         | STATE     | MY FARM                             |
|-------------|---------|------------------|-------------------|---------|--------------|-------|----------------------|-----------|-------------------------------------|
| Publication | ...     | Year ending 2013 | Consent reference | 2       | James Smith  | ...   | 13 Jun, 2019, 9:31AM | Submitted | <input checked="" type="checkbox"/> |

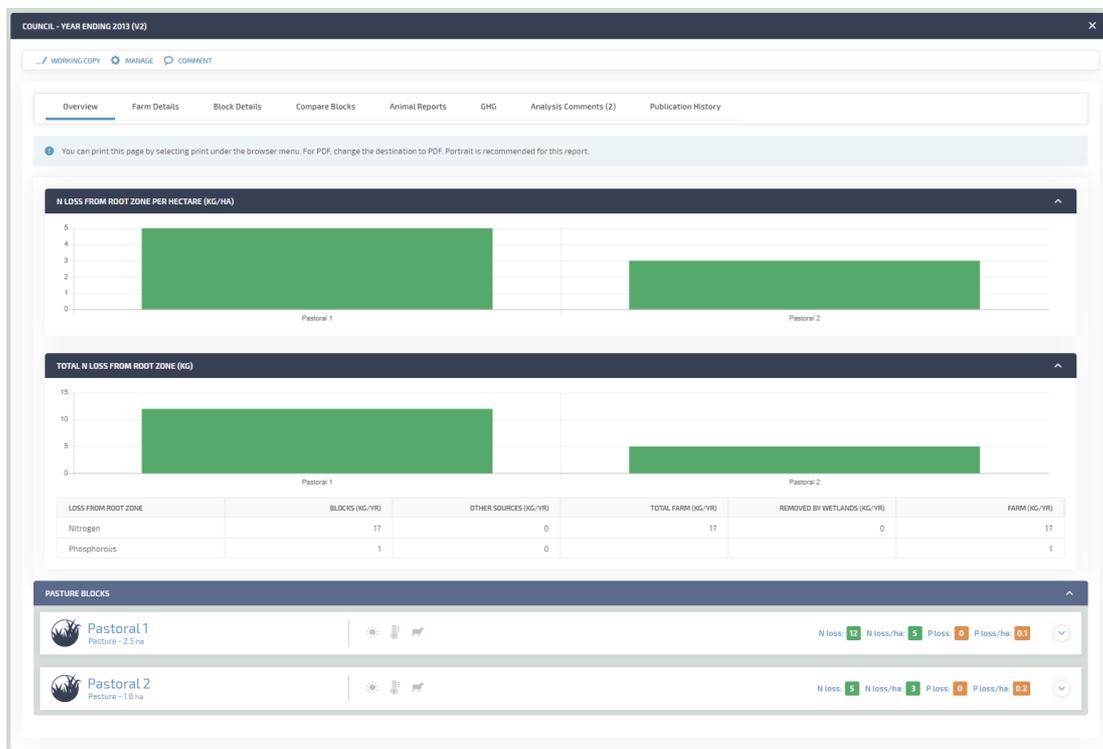
You can also search for the farm itself in the usual way. You will not be able to use any of the publication details such as reference in that search.

Select the check box under “My Farm” to add the farm to your dashboard.

Selecting the farm will show the list of publications for that farm. If your organisation has write access to the farm you will see the list of analysis and publications as normal. If your organisation does not have access the analyses will be read only with publications shown underneath.

| Year ending 2013                       | CREATED              | MODIFIED             | VISIBILITY |
|--|----------------------|----------------------|------------|
| -                                      | -                    | -                    | Farm       |
| PUBLISHED                              |                      |                      |            |
| WORKING COPY - COUNCIL                 |                      |                      |            |
| Year ending 2013 (v1)                  | 12 Jun, 2019, 3:38PM | 12 Jun, 2019, 3:38PM | Farm       |
| v6.3.1: N/ha: 4 P/ha: 0.2 GHG/ha: 1354 |                      |                      |            |
| SYNCHED 3 ATTENTION V6.3.0. NO RESULTS |                      |                      |            |
| RENAME AUDIT LOG COMMENTS (2) DELETE   |                      |                      |            |
| PUBLICATIONS                           |                      |                      |            |
| Version 2 Council                      | 13 Jun, 2019, 9:31AM | 13 Jun, 2019, 9:31AM | Farm       |
| SUBMITTED                              |                      |                      |            |
| MANAGE HISTORY WORKING COPY COMMENT    |                      |                      |            |
| Year ending 2012                       |                      |                      |            |
| CREATED - MODIFIED - VISIBILITY Farm   |                      |                      |            |
| PUBLISHED                              |                      |                      |            |
| PUBLICATIONS                           |                      |                      |            |
| Version 2 Council                      | 15 Apr, 2019, 3:45PM | 15 Apr, 2019, 3:45PM | Farm       |
| DRAFT                                  |                      |                      |            |
| MANAGE HISTORY WORKING COPY COMMENT    |                      |                      |            |

Selecting a publication will show the overview screen for that snapshot. You cannot change the farm information within a publication. You can review the details using each of the reports and can change the status by selecting Manage. The status can be changed to under review or closed once it has been processed. While under review or closed the analysis can not be published again. Reverting to draft or submitted will allow it to be republished again.



You can view or create comments by selecting Comment. All comments and publication versions are shown under Publication history.

| VERSION | STATUS    | ACTION              | DATE                  | BY          | COMMENT                                       |
|---------|-----------|---------------------|-----------------------|-------------|---|
| 2       | Submitted | Commented           | 13 Jun, 2019, 9:46AM  | Admin       | Please enter irrigation details for the farm. |
| 2       | Submitted | Published version 2 | 13 Jun, 2019, 9:31AM  | James Smith |   |
| 1       | Submitted | Published version 1 | 17 Apr, 2019, 10:21AM | James Smith |   |

## Making a working copy

Selecting working copy will create a copy of the publication within the farm. This copy can be used to review all details and make any changes to see what effect they have. This does not alter the publication or the original analysis. Any suggestions will need to be described to the publisher such that they can make the necessary changes to the original analysis and republish.

## Publication agents

An organisation that has been published to can make those publications available to a third party for review or audit purposes. When on the farm home screen select Manage publication agents at the top right of the screen.

The screenshot shows the 'FARM ANALYSES' section of the OverseerFM interface. At the top, there is a header for 'Publication testing' with the location 'Hawke's Bay Airport, Napier 4110, New Zealand'. On the right, there are links for 'MANAGE PUBLICATION AGENTS' and 'REQUEST FARM ACCESS'. The main content area is divided into several sections:

- YEAR END ANALYSES:** A card for 'Year ending 2013' with 'CREATED' and 'MODIFIED' dates set to '-' and 'VISIBILITY' set to 'Farm'. Below this is a 'PUBLISHED' status indicator.
- WORKING COPY - COUNCIL:** A card for 'Year ending 2013 (v1)' with 'CREATED' and 'MODIFIED' dates of '12 Jun, 2019, 3:38PM'. It includes a 'v6.3.1: N/ha: 4 P/ha: 0.2 GHG/ha: 1354' summary and a '3 ATTENTION' indicator. Action buttons for 'RENAME', 'AUDIT LOG', 'COMMENTS (2)', and 'DELETE' are visible.
- PUBLICATIONS:** A card for 'Version 2 Council' with 'PUBLISHED' and 'MODIFIED' dates of '13 Jun, 2019, 9:31AM' and '13 Jun, 2019, 9:46AM'. It lists 'PUBLISHER'S FARM IDENTIFIER' as 'Property identifier' and 'PUBLISHER'S REFERENCE' as 'Consent reference'. Summary values are 'N/ha: 4 P/ha: 0.2 GHG/ha: 1.4'. Action buttons for 'MANAGE', 'HISTORY', 'WORKING COPY', and 'COMMENT' are visible.

This will launch the following screen. Select Grant access and enter the email address of the person you wish to grant access.

The screenshot shows the 'MANAGE PUBLICATION AGENTS' screen. At the top, there is a header with a close button. Below the header, there is a green banner with the text: 'Use this screen to manage the users who can act as your agent for all publications that have been published to you for this farm.' Below this is a search bar with a '+ ADD PUBLICATION AGENT' button. Underneath is a section titled 'EXISTING PUBLICATION AGENTS' which is currently empty. In the center of the screen, there is a large blue button with a '+' icon and the text '+ GRANT ACCESS'.

This will make the publications for this farm available to that user.