

Seed Certification Information System (SCIS)

**New Zealand
Seeds Authority**

NZSA's mission is that through effective policy and governance, New Zealand has professionally and efficiently managed seed certification schemes delivering product that meets all statutory and regulatory standards.

[Sign In](#)

to access the
Seed Certification Information System

Reference User Guide for: Grower Role

- Part 1: User Registration**
- User Login screen**
- Notifications screen**
- Manage Crop's screen**
- Manage ROP's screen**

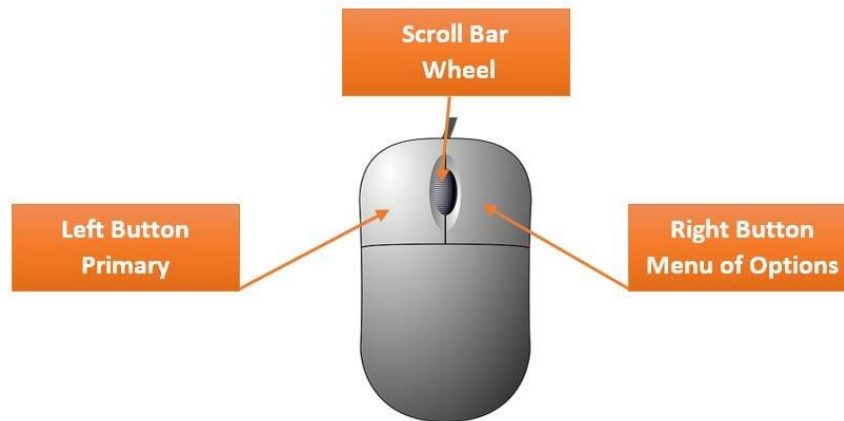
SCIS is an on-line software application designed to administer seed certification. This includes the listing of varieties through to crop allocation, field delivery, seed processing, label requests and seed laboratory test results. It allows MPI to validate and release OECD labelled certified seed lots. The system will remove practically all paper based activities in the certification of seed. The system allows growers to use geographical information systems (GIS) to map paddocks (production sites) digitally.

This reference user guide (part 1) covers the initial requirements of Growers to register, login, read notifications, manage crops (complete a Growers application) and manage ROP's.

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Basic Mouse Operation with SCIS



1. The left button

The left button will be the most used. Click on, Clicking on and Click and drag is all using the left button.

2. The scroll bar wheel

The scroll wheel will move up or down the page when you move it forward or back.

3. The right button

Clicking the right button reveals menus that relate to editing, copy, paste etc. Click and holding the button allows the selection of text.

4. The Mouse Controls for SCIS mapping screens

Left button – With the cursor on the map, and you click and hold the left button down then move the mouse left, right, up or down, the map will move in those directions.

With the cursor on the map, if you double click the left button, the map will zoom in, repeating this action keeps zooming the map in until it reaches maximum zoom (you will need to use the scroll wheel to zoom out again).

Scroll bar wheel - With the cursor on the map and you roll the scroll wheel forward or back, the map will zoom in or out.

Right button – With the cursor on the map and you hold the right button down and move the mouse up, down or around in a circle, the map will rotate.

Cursor images you may see while using SCIS



Registration

To be able to use SCIS, you must be an **Organisation** or an **employee** of an Organisation. SCIS has 8 Organisation types it recognizes and these are listed in table 1. The NSCO is the only Organisation that can register Organisations and Users. AsureQuality’s Seed Bureau will operate the NSCO. The Merchant and Processor must also be an MAO (MPI Approved Organisation)

A new Organisation must contact the NSCO and request to be registered for SCIS. An Organisation may have multiple roles. An Organisation with sites in multiple locations can have these identified as separate locations. Once the Organisation is registered, the staff who will use SCIS (users) within that Organisation must also be registered. Multiple users must not use the same login. **Each user should have their own individual login. This protects the confidentiality of each user.**

Table 1. Organisation Roles

NSCO	National Seed Certification Office - operates the administrative functions of SCIS.
MPI	Ministry for Primary Industries – approves final verification release of MD seed lots labelled with OECD and OECD-EU labels
IVA	Independent Verification Agency - operates the administration, inspection and official verification of SCIS
Grower	Plants, maintains and harvests production sites to create FD seed lines
Merchant	contracts Growers to produce seed for domestic and international market requirements
Processor	Receives, cleans, packages, labels and stores seed produced by Growers
FISP	Field Inspection Service Provider - inspects production sites during the growing season to ensure they meet the required rules, regulations and standards of the applicable certification schemes.
LTSP	Laboratory Testing Service Provider - tests MD seed lots to ensure they meet the required seed certification scheme seed lot purity and germination standards applicable to the labelled certification scheme
NB1. The NZSA contracts AsureQuality to operate the NSCO, IVA, FISP and LTSP roles within SCIS	
NB2. There are 2 other roles – Variety owner and Breeder. These have no functionality in SCIS other than to appear on some screens.	

Initial Registration Process

All current Organisations active in seed varietal certification will be bulk loaded into Seed Certification Information System (SCIS) before going live. When the system goes live, the NSCO will trigger an email containing a user login, password and link to the NZSA web page. The organisation can then click on the


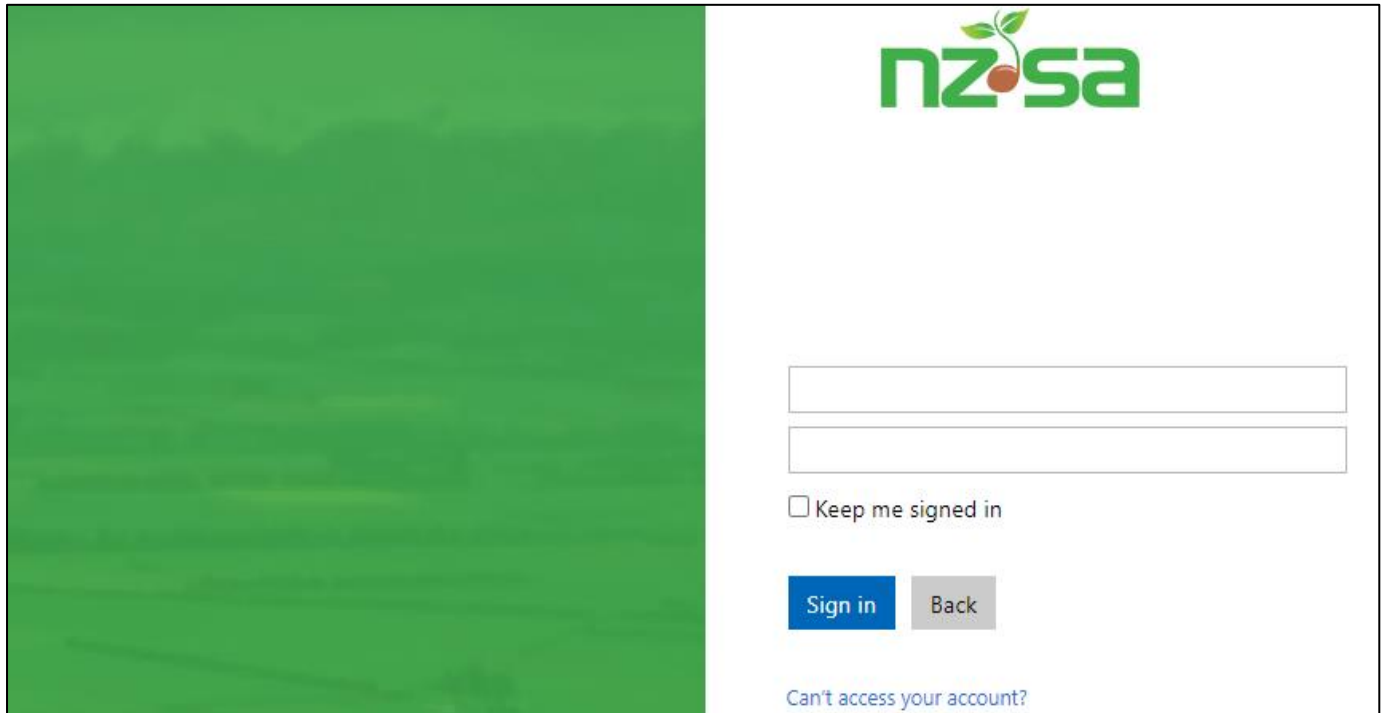
 button to open the SCIS login page.

Figure 1. NZSA web page with the  button to the SCIS login page.



Figure 2. SCIS Login window – enter the user login and initial password then click on **Sign in** button or use the Enter key on the keyboard.



For this first initial login, there is a compulsory password update. The current password is the password you were email by the NSCO. Enter your new password twice to confirm. You may see another pop up that is offering a password. It is your choice to enter your own choice of password or accept the one offered.

Figure 3. Pop up for compulsory password update.

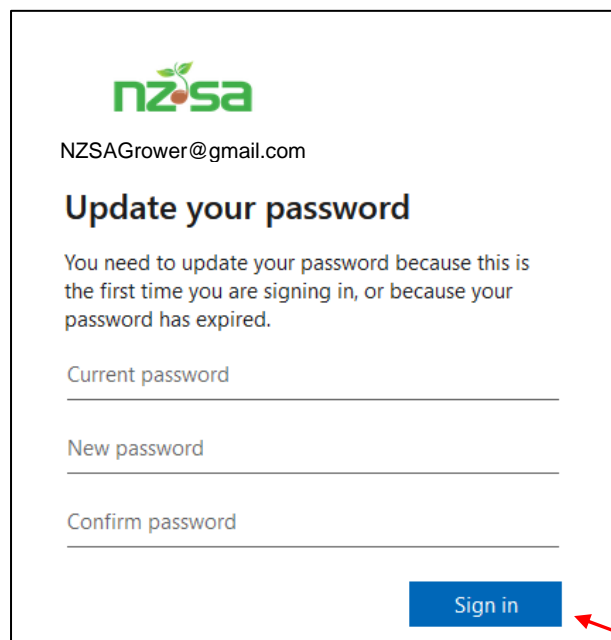


Figure 4. User may see another pop up offering a Password.



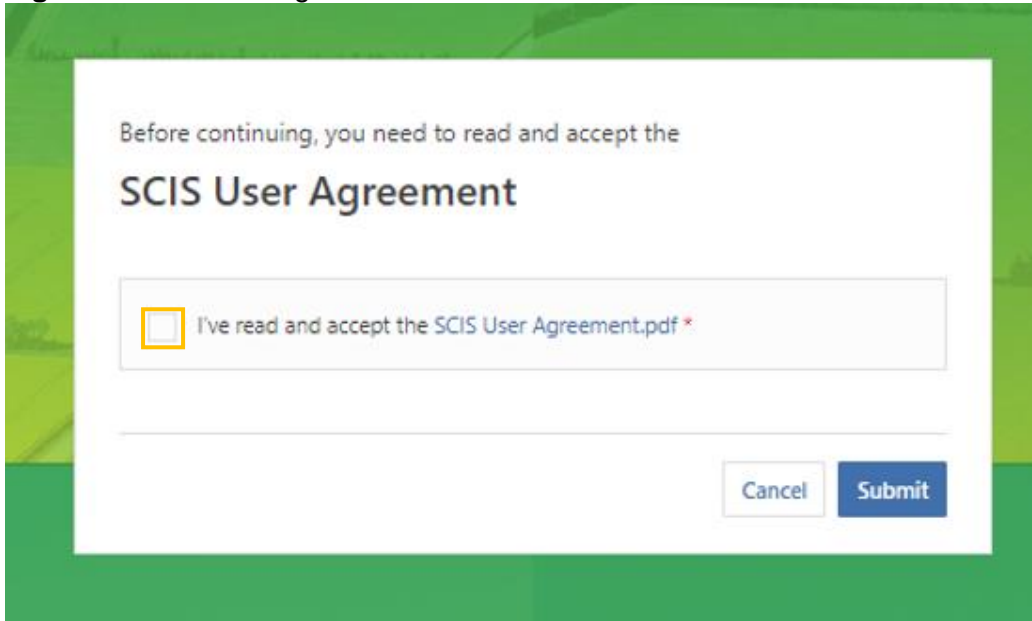
When the confirmed password is entered, the user clicks on the **Sign in** button. Save the password in a safe place that you will remember where it is. The final stage before SCIS opens is the 'SCIS User Agreement'. To open the user agreement document, click on [SCIS User Agreement.pdf](#) link. Please read the terms and conditions of the user agreement carefully before you start using this platform.

By using this platform, you agree to be bound to these terms and conditions.

If use is on behalf of an organisation (ie a company), you confirm that you are authorised to and agree to these terms and conditions (Ts&Cs) on that organisation's behalf and that, by agreeing to these terms and conditions, that organisation is bound by these terms and conditions. You can print it and save it in a file for future reference.

After reading them, click in the small then click on button (you cannot get access to SCIS if you don't tick the box).

Figure 5. SCIS user agreement with Ts&Cs

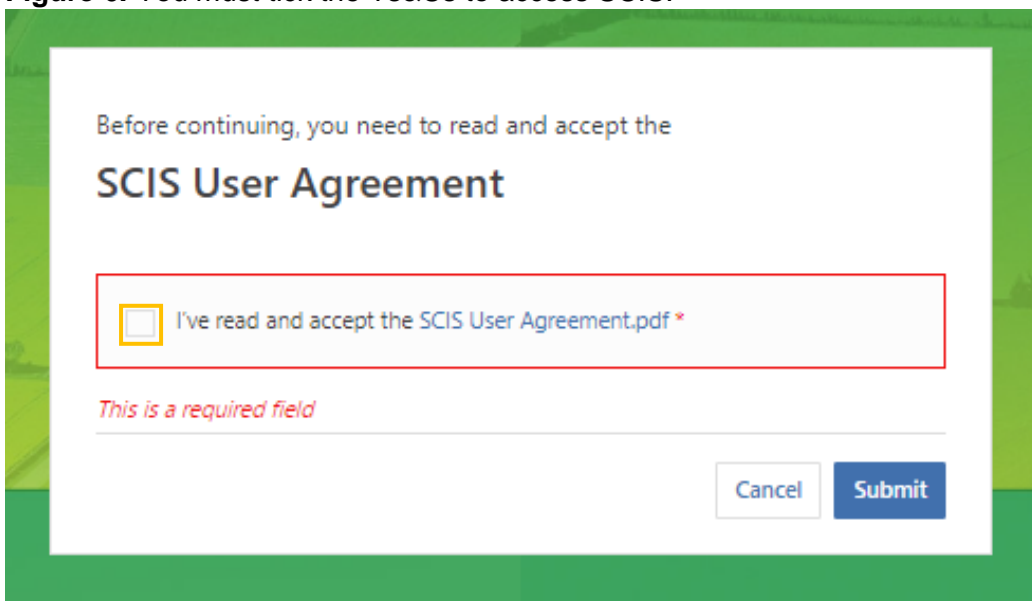


Before continuing, you need to read and accept the

SCIS User Agreement

I've read and accept the SCIS User Agreement.pdf *

Figure 6. You must tick the Ts&Cs to access SCIS.



Before continuing, you need to read and accept the

SCIS User Agreement

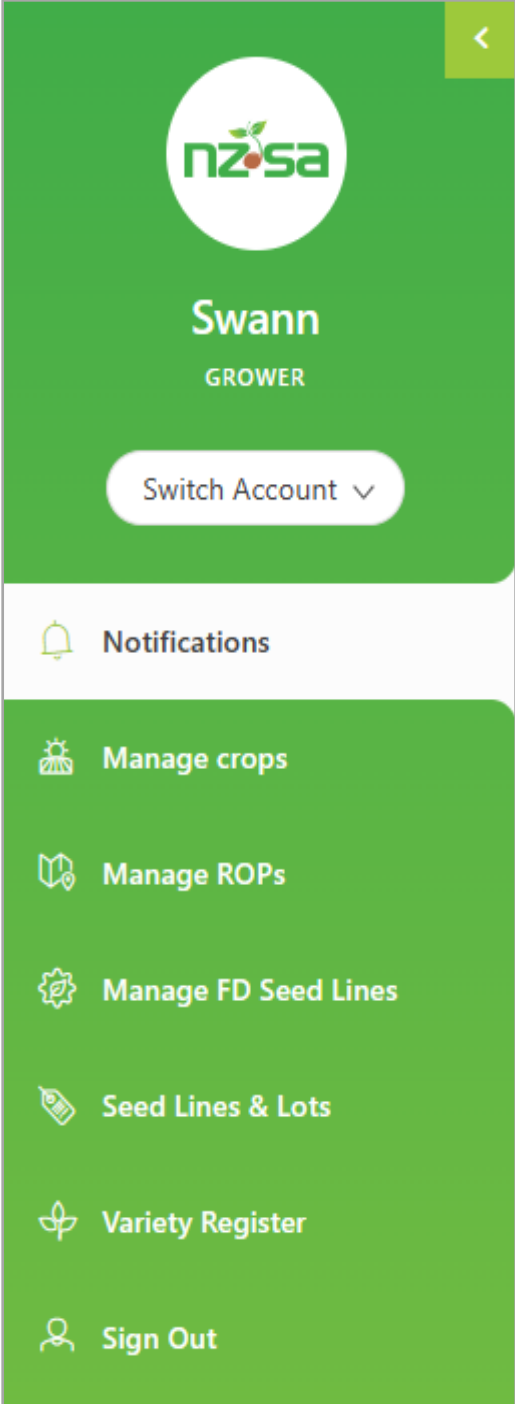
I've read and accept the SCIS User Agreement.pdf *

This is a required field





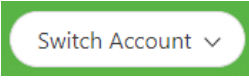







Logged In

You should be logged in now and viewing the 'Notifications' screen. Notifications is the default screen when you log in. The **Green bar** on the left side of the screen is your controller.

Figure 7. Green bar identifying user, role and data screens.



The screenshot shows a green navigation bar at the top with the nzsa logo, the user name 'Swann', the role 'GROWER', and a 'Switch Account' dropdown menu. Below this is a white 'Notifications' section, and then a green list of data screens: 'Manage crops', 'Manage ROPs', 'Manage FD Seed Lines', 'Seed Lines & Lots', 'Variety Register', and 'Sign Out'. The 'Notifications' screen is currently active and highlighted in white.

1.  Closes/opens green bar to maximise screen size.
2.  New Zealand Seeds Authority logo.
3.  The logged in user.
4.  Organisation role.
5.  Drop down box to switch user role if you have multiple roles (i.e. Processor).
6.  **Notifications** Receive notifications from other Organisations.
7.  **Manage crops** Lists individual seed production sites (paddocks) and can enter a Grower application (GA) from here.
8.  **Manage ROPs** View ROP's, draw new/edit existing production sites (paddocks), transfer to Manage crops screen
9.  **Manage FD Seed Lines** Print storage labels, on farm splits and blends, create transport notices.
10.  **Seed Lines & Lots** View seed lines and lots status.
11.  **Variety Register** View list of registered varieties.
12.  **Sign Out** Log out and returns to the SCIS sign in screen.

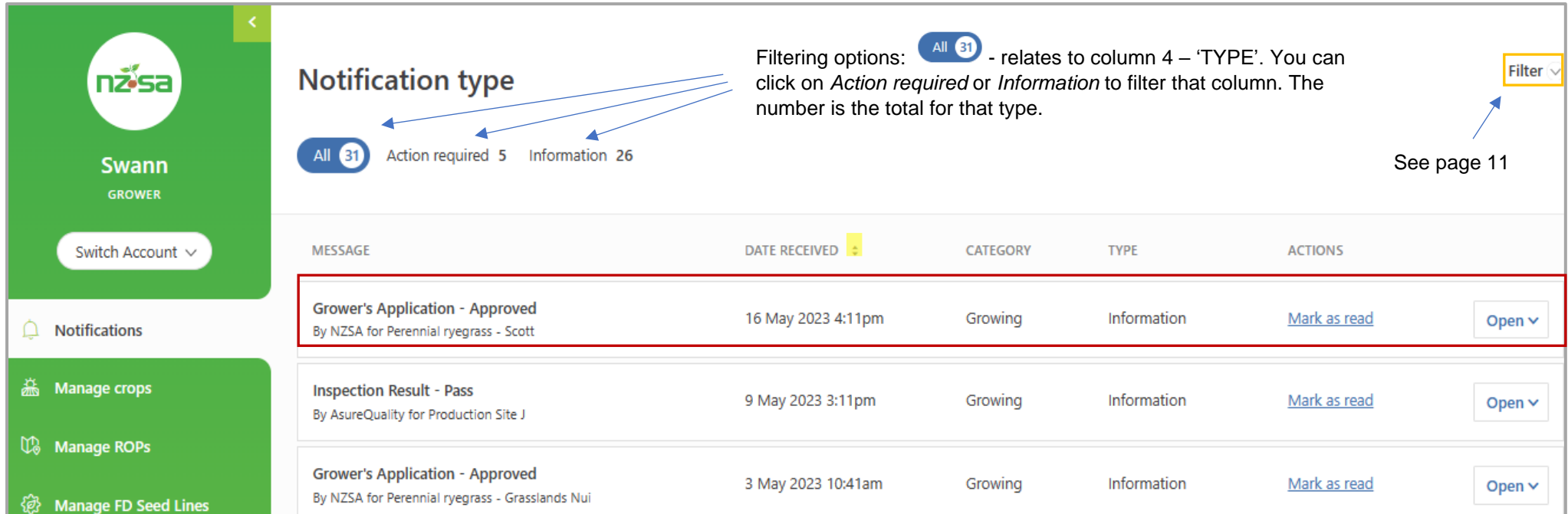
The Grower role has 6 data screens - numbered **6** to **11** in figure 7 above. The **active** screen will always be highlighted in white.

Each screen will have multiple pages of data by the end of each season. Most screens will also have filtering options to allow you to quickly find information. When you have finished using SCIS, click on Sign out to log out.

Notifications Screen

There are 5 columns on the screen. The DATE RECEIVED column has an up and down arrow (⚡) beside it that allows that column to be sorted as ascending or descending. There is also a **Filter** for CATEGORIES and ACTIONS (will show as Read Notifications in filter).

Figure 8. Notifications screen



Notification type

Filtering options: All 31 - relates to column 4 – 'TYPE'. You can click on *Action required* or *Information* to filter that column. The number is the total for that type.

See page 11

MESSAGE	DATE RECEIVED	CATEGORY	TYPE	ACTIONS
Grower's Application - Approved By NZSA for Perennial ryegrass - Scott	16 May 2023 4:11pm	Growing	Information	Mark as read Open
Inspection Result - Pass By AsureQuality for Production Site J	9 May 2023 3:11pm	Growing	Information	Mark as read Open
Grower's Application - Approved By NZSA for Perennial ryegrass - Grasslands Nui	3 May 2023 10:41am	Growing	Information	Mark as read Open

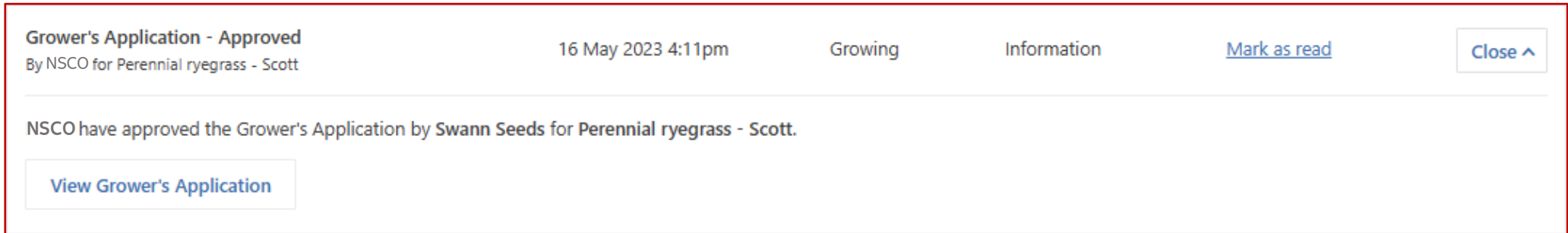
Table 2. Notifications sent to Growers from NSCO*, FISP*, IVA* and Merchant(s)

Growers Application – More information requested.	New Grower Production Right (GPR).	ROP assign (for new assigned Grower).
Growers application harvest class change.	Inspection result - Pass	Production site Change of Operator.
Growers application declined.	Field inspection class downgraded.	Production site operator end.
Growers application withdrawn.	Independent verification failed.	
Growers Application - Approved.	ROP owner change (for original Grower).	

* **NSCO** – National Seed Certification Office, **FISP** – Field Inspection Service Provider and **IVA** – Independent Verification Agency

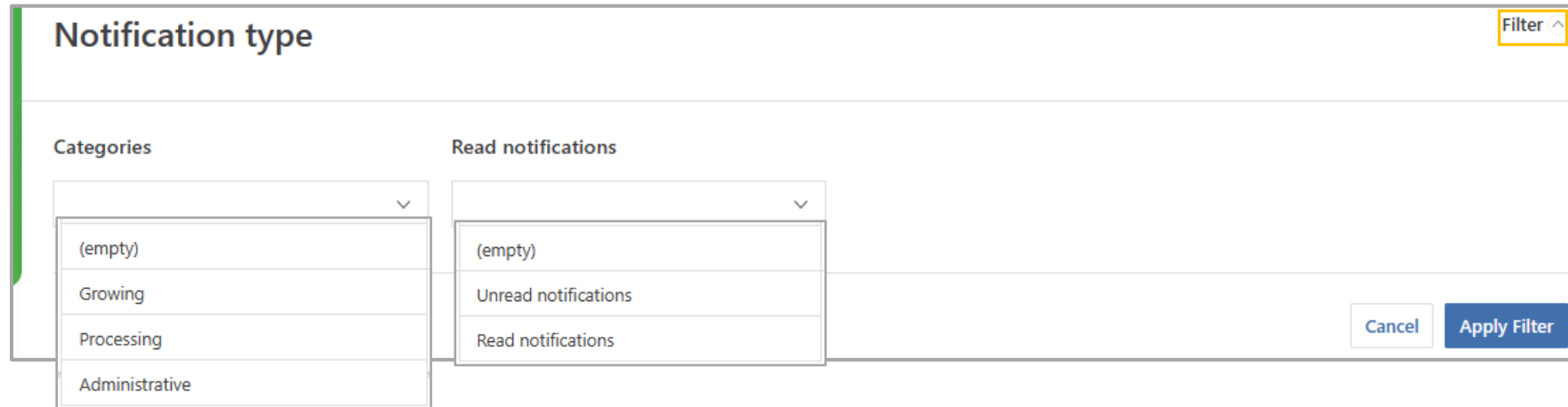
Each notification is in its own box. Out to the right hand side of the notification is a button labelled **Open**. Clicking on this will open the box to see the wording of the notification. When it is open, the button will change to read **Close**. There is also a button in bottom left of box with **View Grower's Application** that you can click on to take you to that Grower's application (GA).

Figure 9. The Notification box and the notification has been opened.



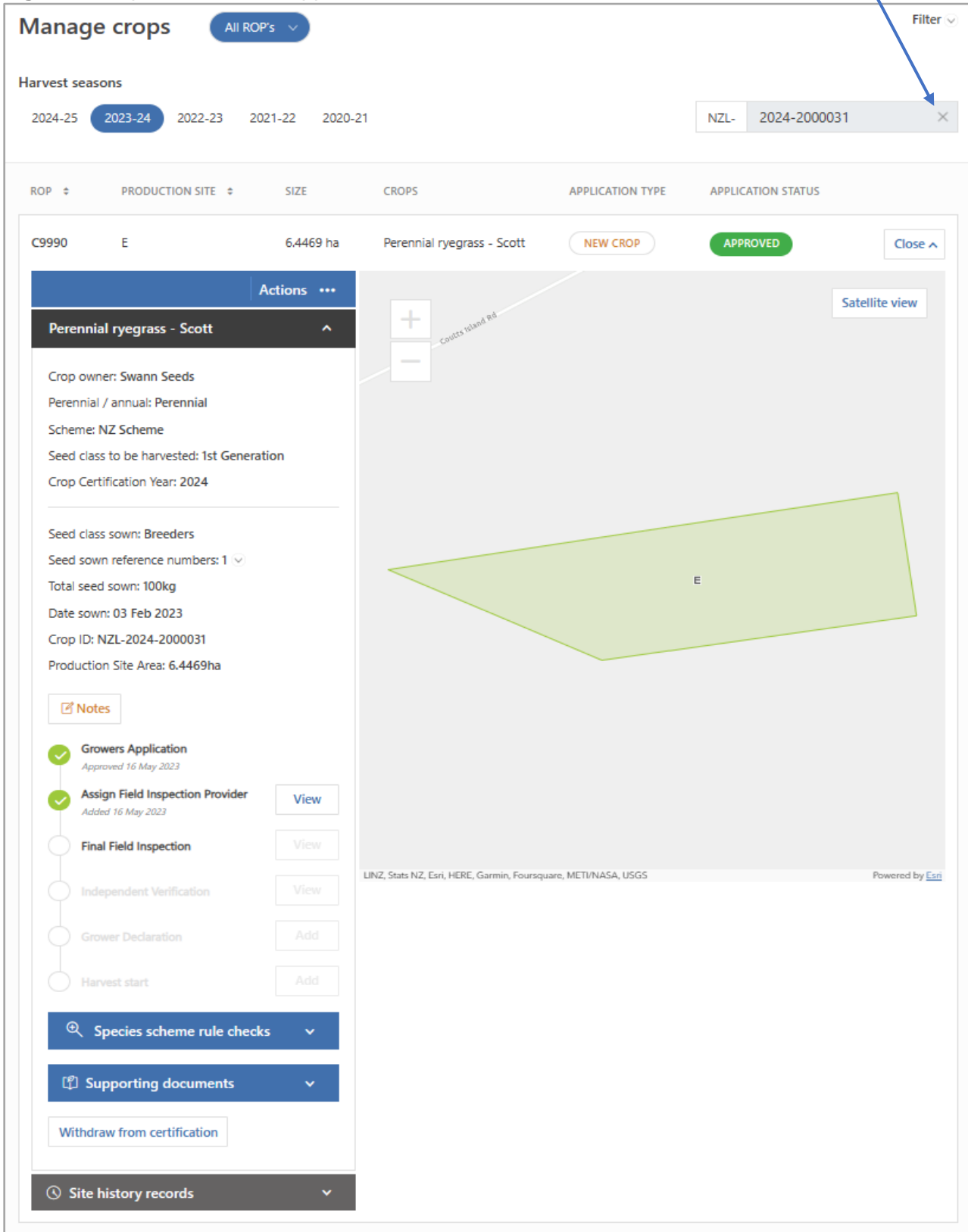
There are 2 main filters for the notification screen. These are CATEGORY (column 3) and ACTIONS (column 5). These are drop box's that you click on the small arrow and a list of options appear. Click on the option you want then click on the **Apply Filter** button. An orange band appears at the top of the page that says Filters applied on the left side and has an x and the words Clear filter on the right side.

Figure 10. Notification screen 2 main filters.



The GA below is from the notification example in Figure 11 on the previous page. Clicking on the [View Grower's Application](#) button takes you to the Manage crops screen and opens the GA. The filter used is the Crop ID that was created when the NSCO approved the GA. Clicking on the 'x' in the Crop ID box, closes the GA and leaves you in the Manage crops screen. Click on Notifications on the green bar to go back to Notifications.

Figure 11. Opened Growers application from Notifications.



Manage crops All ROP's Filter

Harvest seasons
 2024-25 2023-24 2022-23 2021-22 2020-21
 NZL- 2024-2000031

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	E	6.4469 ha	Perennial ryegrass - Scott	NEW CROP	APPROVED

Perennial ryegrass - Scott

Crop owner: Swann Seeds
 Perennial / annual: Perennial
 Scheme: NZ Scheme
 Seed class to be harvested: 1st Generation
 Crop Certification Year: 2024

Seed class sown: Breeders
 Seed sown reference numbers: 1
 Total seed sown: 100kg
 Date sown: 03 Feb 2023
 Crop ID: NZL-2024-2000031
 Production Site Area: 6.4469ha

Notes

- Growers Application Approved 16 May 2023
- Assign Field Inspection Provider Added 16 May 2023
- Final Field Inspection
- Independent Verification
- Grower Declaration
- Harvest start

Species scheme rule checks

Supporting documents

Withdraw from certification

Site history records

Manage Crops Screen


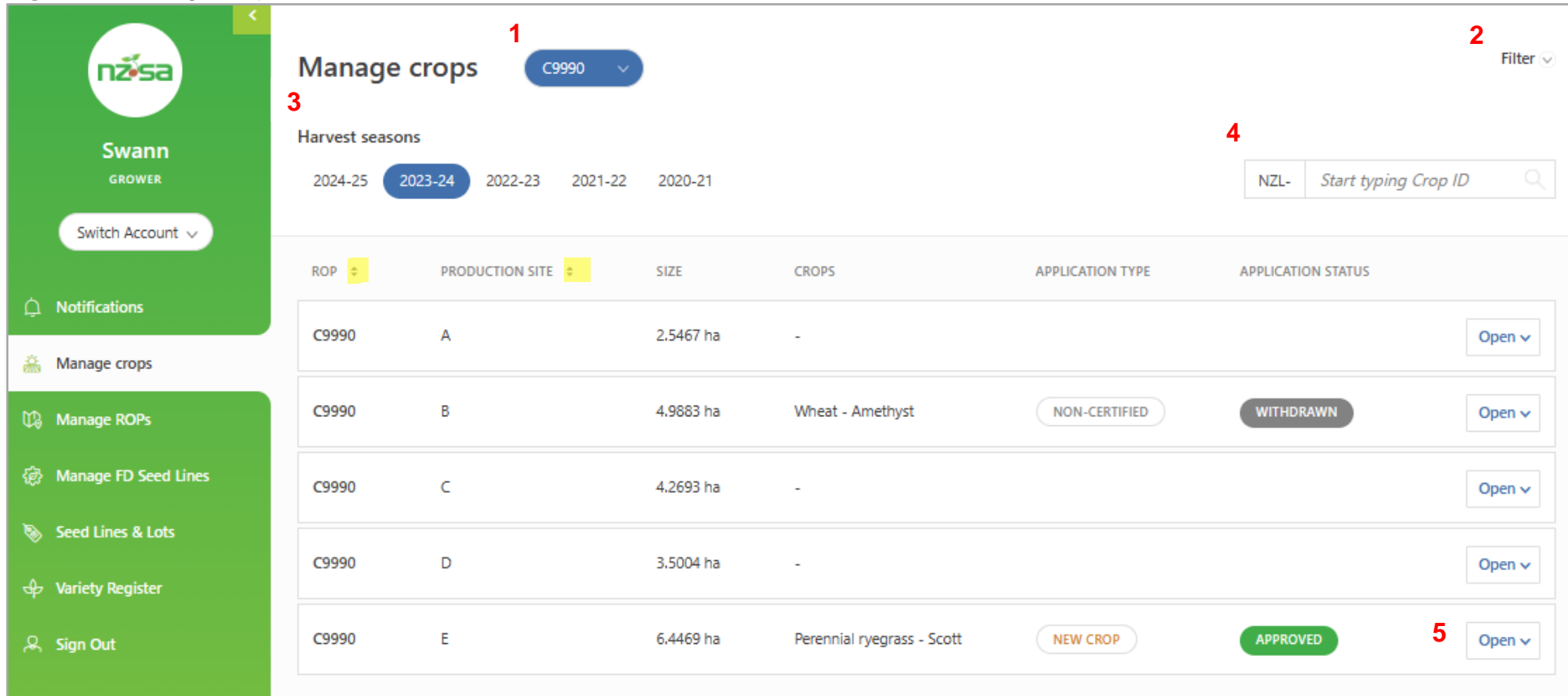
The ‘Manage crops’ screen will display the paddocks on your ROP(s), including those that have certified crops, empty or planted with uncertified crops that have not been entered into SCIS. The screen has 6 columns. The ROP and PRODUCTION SITE columns can be ascending or descending by clicking on the  symbol. The default order is descending order. It is also where you can create your Growers Application (GA).


Figure 12. Manage Crops screen.



The screenshot shows the 'Manage crops' interface. On the left is a green sidebar with the user's name 'Swann GROWER' and a 'Switch Account' button. The main area has a title 'Manage crops' with a dropdown menu for 'C9990' (callout 1) and a 'Filter' button (callout 2). Below the title are 'Harvest seasons' buttons for 2024-25, 2023-24 (selected), 2022-23, 2021-22, and 2020-21. A search bar with 'NZL-' and 'Start typing Crop ID' is on the right (callout 4). The main table has columns: ROP (with a sort icon, callout 3), PRODUCTION SITE (with a sort icon), SIZE, CROPS, APPLICATION TYPE, and APPLICATION STATUS. The table contains five rows of data. The last row (E) has 'NEW CROP' and 'APPROVED' buttons (callout 5) and an 'Open' button.

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	A	2,5467 ha	-		Open
C9990	B	4,9883 ha	Wheat - Amethyst	NON-CERTIFIED	WITHDRAWN
C9990	C	4,2693 ha	-		Open
C9990	D	3,5004 ha	-		Open
C9990	E	6,4469 ha	Perennial ryegrass - Scott	NEW CROP	APPROVED

The layout of the screen is

1.  Click on the button to show and select your ROP number(s). The default is showing all ROPs in descending order. Showing all may create multiple pages.

2. Clicking on the **Filter** allows you to refine a search for specific information.

Species

Crop Owner

Application Status

Variety

Species, Crop Owner and Variety boxes are all predictive typing from the 2nd letter. Click in the box and start typing until you see the selection you want. **Application Status** is a drop box. Click in the box and the selection options will appear – it will show the first 10 so you need to turn the mouse wheel to see the rest or point the cursor onto the narrow shaded line on the right side of the drop down box and slide down.

You can use 1 or multiple of the filters. Once you have entered your info, click on the 'Apply Filter' button to get your filtered information.

Application Status

- (empty)
- Incomplete (Planned)
- Incomplete (Sown)
- Sown
- Submitted
- Declined
- Withdrawn
- Approved
- Final Inspection Passed
- Final Inspection Failed
- Downgraded
- Harvest Started
- Removed
- IVA Verified
- IVA Failed
- Harvested

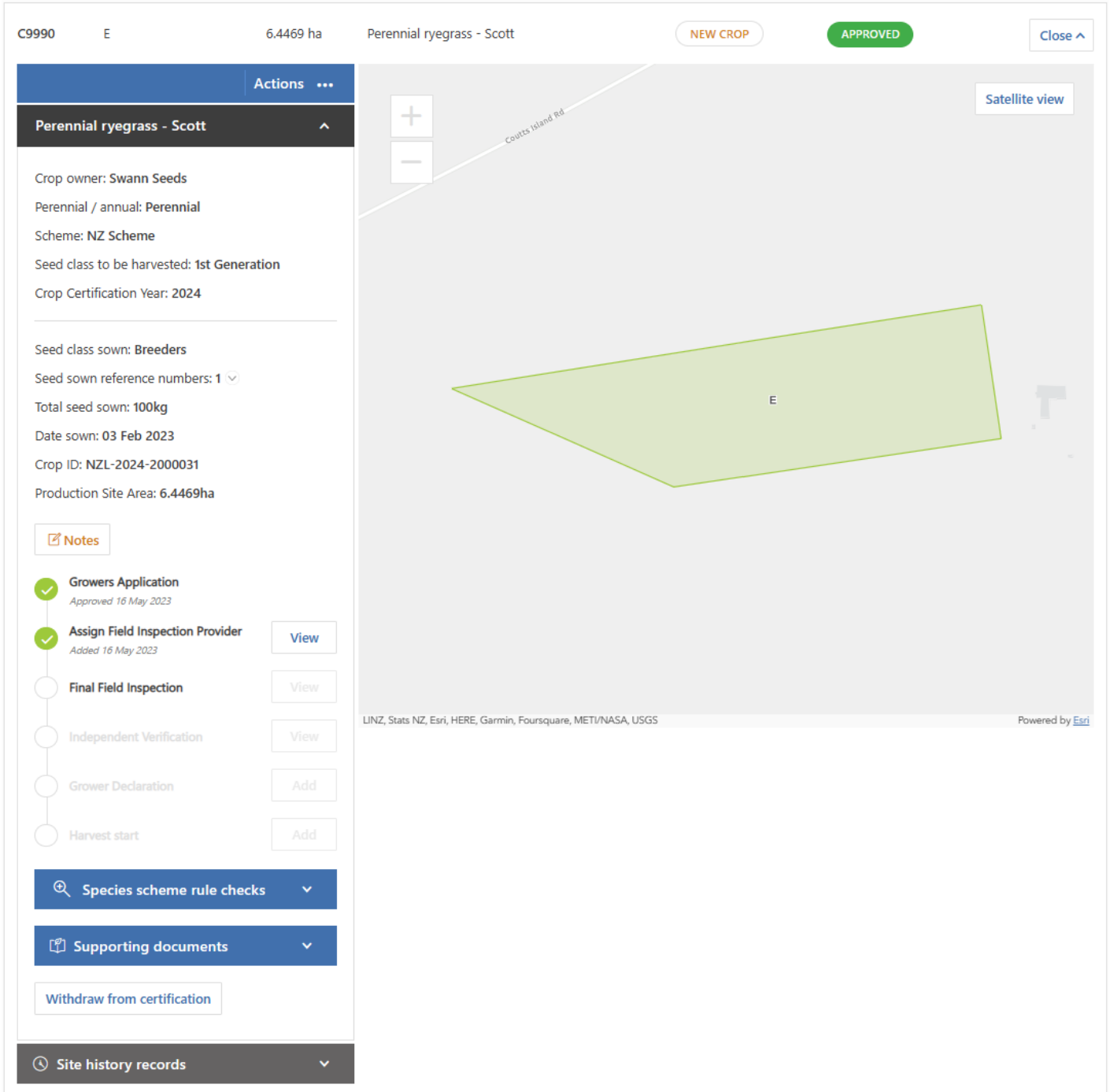
3. 2024-25 **2023-24** 2022-23 2021-22 2020-21 As well as showing the current year crops, you can go back 3 years and forward 1 year by clicking on that year.

4. NZL- The crop ID is the unique number that SCIS allocates when the GA is 'Approved'. The number is on the GA screen, just above 'Notes' on the left hand side.

5. **Open** ▾ Clicking on this 'Open' button will open the GA including a paddock map (see figure 15 on page 15).

The narrow grey line to put cursor on and hold the mouse button down and drag downwards.

Figure 13. A GA opened from the Managed crops screen showing Paddock. This crop has been submitted, approved and now awaiting the field inspection to be done.



NB 1. Figure 15 showing paddock map, also shows the active timeline that confirms the status of the crops journey to Harvest start. The timeline currently shows the GA has been approved and the inspection agency has been assigned. Clicking on the [View](#) button beside 'Assign Field Inspection Provider' would reveal the field inspection provider isASUREQuality (SCIS automatically assign ASUREQuality as the only Field inspection provider).

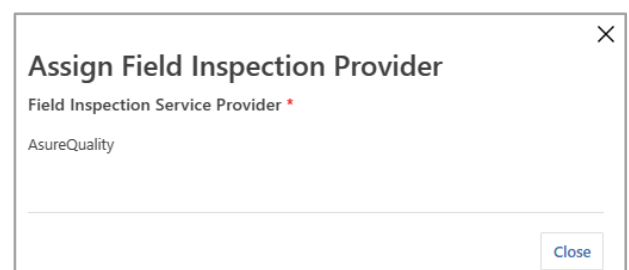


Figure 14. Variety Production Right (VPR) and Grower Production Right (GPR)

NB. SCIS changes the way new varieties and Merchants production authorities are managed, creating some new terminology, which is:

1. A **Variety Production Right – VPR**. Created by the Merchant. This details the species, variety, scheme (NZ/OECD/OECD_EU/AOSCA) and area. These will be proprietary varieties, multiplication and re-export and / or a public that the merchant wants to contract to a Grower.
2. A **Grower Production Right – GPR**. Created from the Merchants VPR and sent as a notification to Grower.


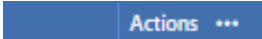
NB. Growers are able to select varieties from the Public varieties tab for their own productions. The VPR for the Public varieties is created automatically by SCIS.

Starting a Growers application (GA)

Instructions for doing a GA

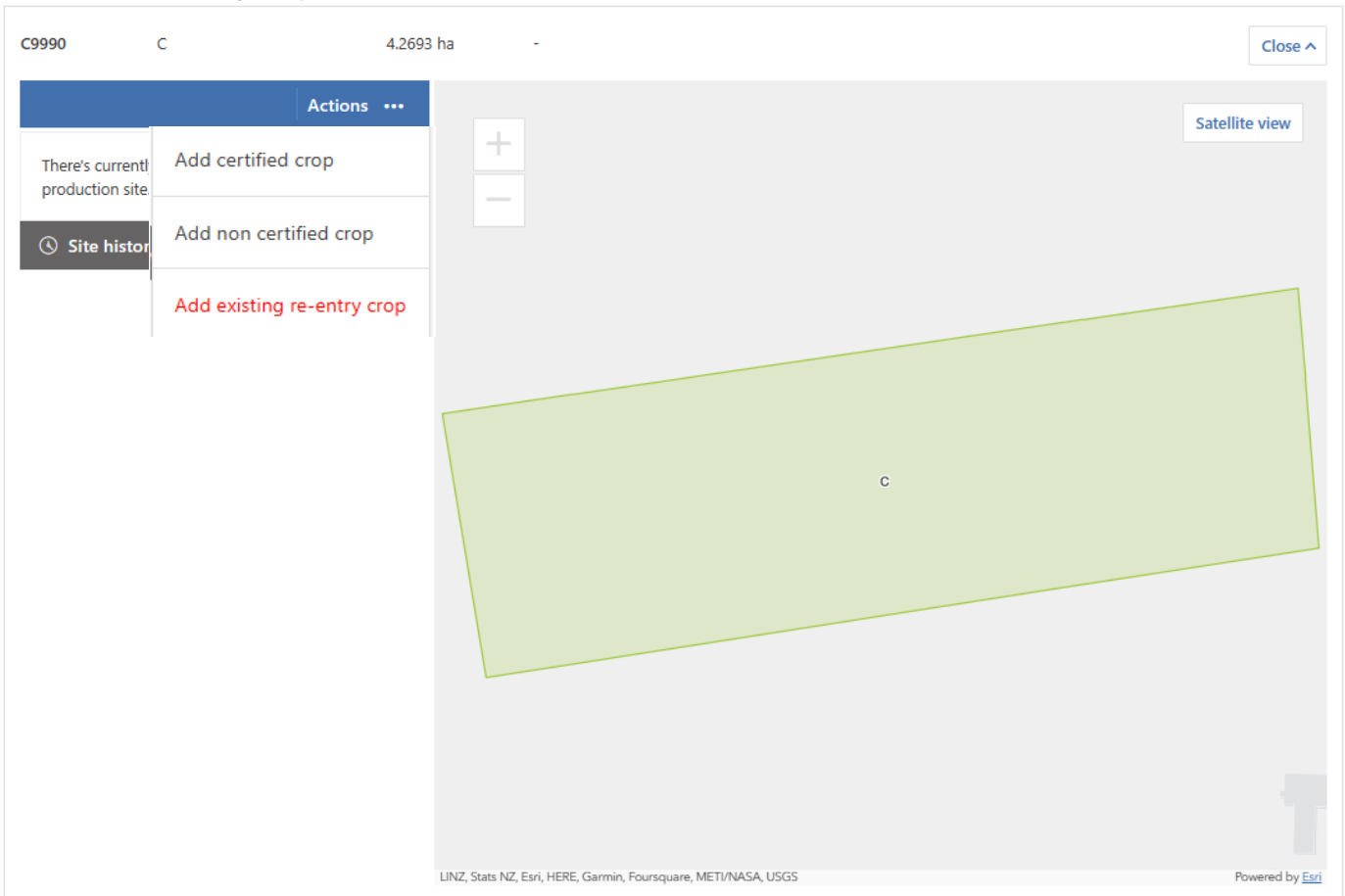
Figure 15. Choose your Production site (Paddock) – C9990 - C



- a) To enter a proposed crop into the Paddock, click on the  button on the right hand side. This opens the map view for that production site (Figure 18).
- b) On the left side of the map view is a blue band with 'Actions' and 3 white dots . Click on the 3 white dots and a drop box will appear with 3 options - click on 'Add certified crop'.

(NB. Optional - you can also add your non certified crops into SCIS. This would build up paddock history records).

Figure 16. Choose your production option – 'Add certified crop' or 'Add non-certified crop' or 'Add existing re-entry crop'.



- c) Clicking on 'Add certified crop' will open a pop up box with 2 tabs (Figure 19):
 - 1 - The first is labelled '**Available varieties**'
 - 2 - The second labelled 'Public varieties'

The tab in bold lettering is the active one and defaults to '**Available varieties**'. To change to the Public varieties list, click on the Public varieties tab


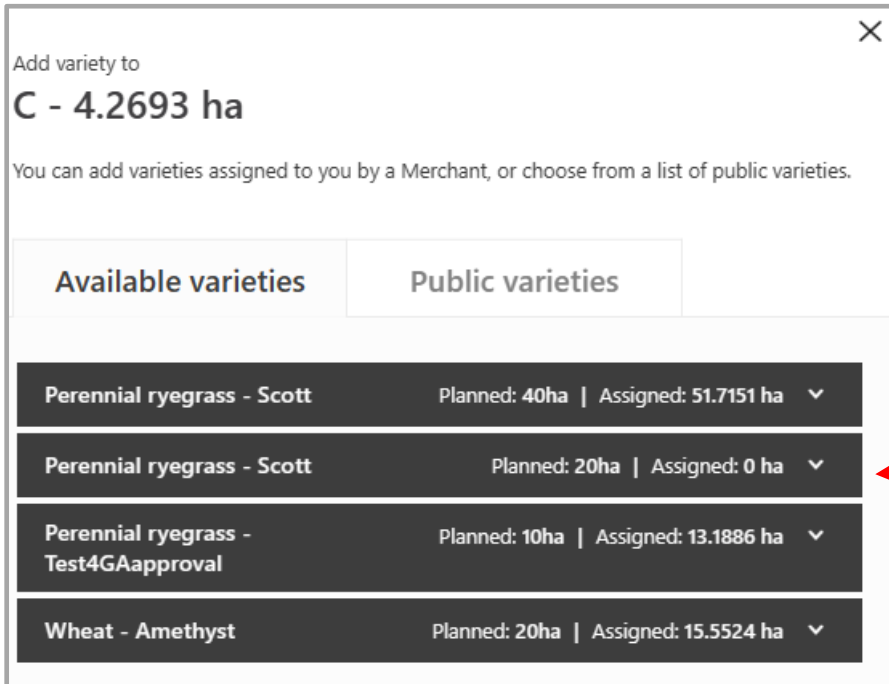
- d) These are the GPR's that your Merchant(s) has contracted you to grow. Click on the  arrow to open the GPR and reveal more details. Click on the [Assign](#) to create the GA.

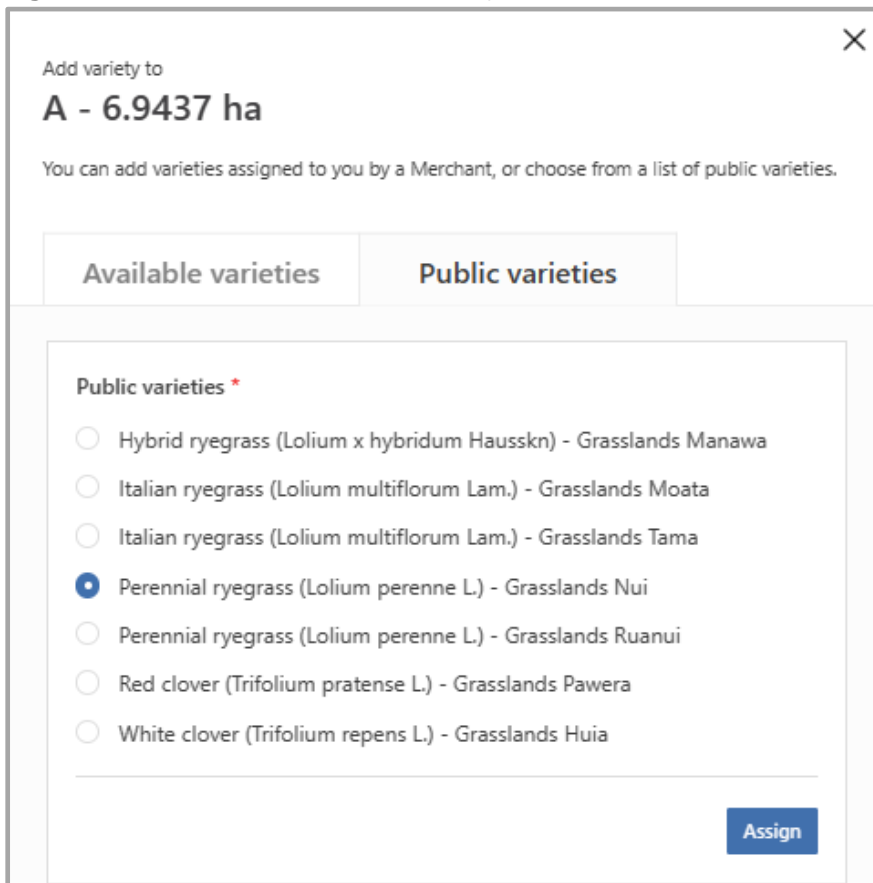
Figure 17. The 'Available varieties' tab will show your Merchant contracted proprietary, re-export and contracted Public varieties



If a variety you expect to see is not there, contact your Merchant.

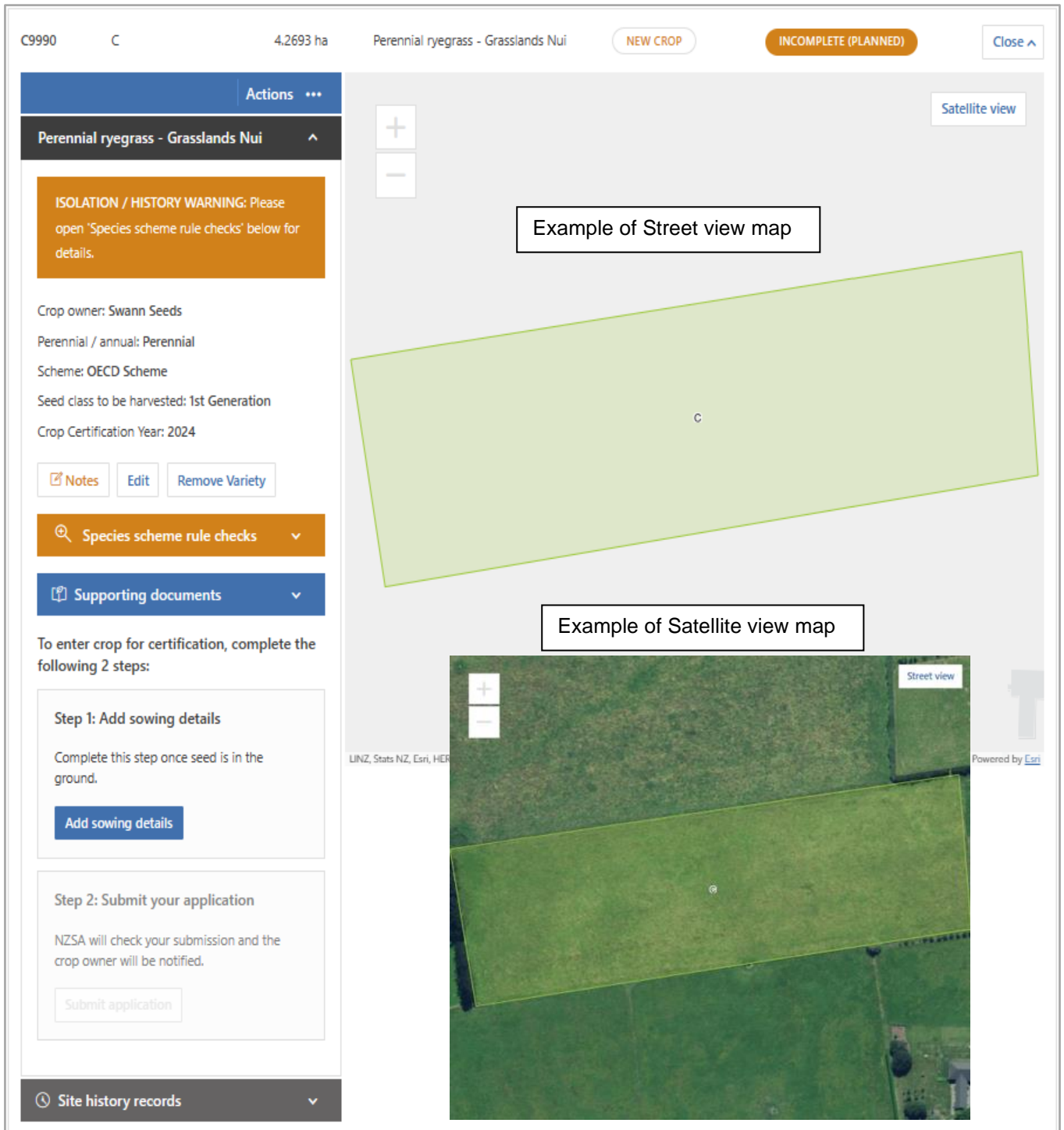
- e) Select the public variety you want by clicking the small circle beside the variety and click on the [Assign](#) button. This creates the GA.

Figure 18. The 'Public varieties' tab (**NB.** Grasslands Pawera may not be available).



- f) The start of your GA now opens up. All GA's will be linked to a GIS (Geographical Information Systems) map of the paddock (production site). Another key feature of the GA is an automated check for isolation and history. This warns if there is missing history and or a potential isolation issues.

Figure 19. The created GA ready to add the additional information required.



The screenshot displays the SCIS interface for a Geographical Information System (GIS) map of a paddock. The interface is divided into a left sidebar and a main map area.

Left Sidebar:

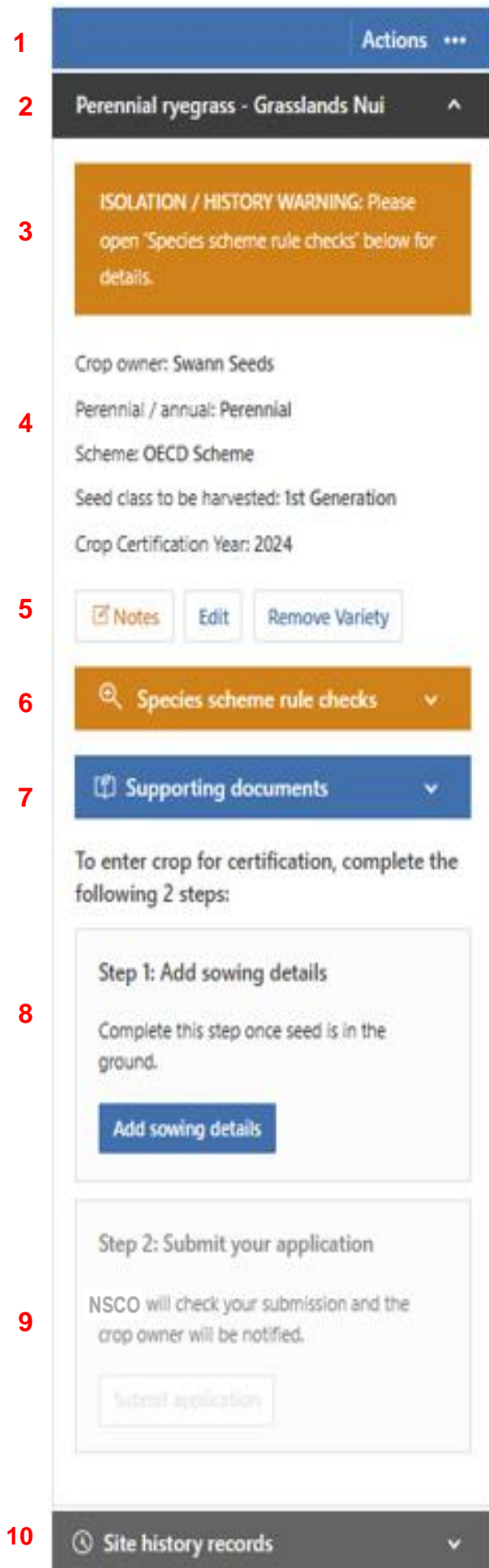
- Header:** C9990, C, 4.2693 ha, Perennial ryegrass - Grasslands Nui, NEW CROP, INCOMPLETE (PLANNED), Close ^
- Actions:** Perennial ryegrass - Grasslands Nui
- Warning:** ISOLATION / HISTORY WARNING: Please open 'Species scheme rule checks' below for details.
- Crop Details:**
 - Crop owner: Swann Seeds
 - Perennial / annual: Perennial
 - Scheme: OECD Scheme
 - Seed class to be harvested: 1st Generation
 - Crop Certification Year: 2024
- Buttons:** Notes, Edit, Remove Variety
- Species scheme rule checks:** Search icon, Species scheme rule checks, dropdown arrow
- Supporting documents:** Document icon, Supporting documents, dropdown arrow
- Instructions:** To enter crop for certification, complete the following 2 steps:
 - Step 1: Add sowing details**
 - Complete this step once seed is in the ground.
 - Button: Add sowing details
 - Step 2: Submit your application**
 - NZSA will check your submission and the crop owner will be notified.
 - Button: Submit application
- Site history records:** Clock icon, Site history records, dropdown arrow

Main Map Area:

- Map View:** Aerial view of the paddock, labeled 'Example of Satellite view map'.
- Map Controls:** Zoom in (+), Zoom out (-), Street view button (top right), Satellite view button (top right).
- Map Label:** Example of Street view map (pointing to the map area).
- Map Footer:** LINZ, Stats NZ, Esri, HERE, DeLorme, Mapbox, Microsoft, Swire, Vigor, Aerotech, IGN Paris, SDEGeo, Esri, HERE, DeLorme, Mapbox, Microsoft, Swire, Vigor, Aerotech, IGN Paris, Powered by Esri

NB. When the GA opens, the map opens in 'Satellite view'. This can be changed to a 'Street view' by clicking on the [Satellite view](#) in the top right corner of the map box. If in Satellite view, that button will read [Street view](#).

g) We'll now work down the information column on the left of the map to explain each part. The parts that require interaction will be explained in further detail in the following pages.



1 Blue bar with **Actions ...** – click on the 3 dots to select the production type : Add certified crop, Add non-certified crop, Add existing re-entry crop.

2 The black bar states species and variety. Clicking on the **^** arrow closes the column to Site history records. Click it again to open it.

3 The orange Isolation / History (paddock) warning. This only shows if there is an isolation and /or history issue. **NB1.** An isolation warning will require a proposed mitigation to be entered when you submit the GA. **NB2.** If you get no isolation warning initially, this could change as other crops are entered around you.

4 This section details the core information automatically inserted into the GA. This is based on VPR's and GPR's entered by Merchants or already loaded into SCIS (for Public varieties).

5 Three interactive buttons – clicking on these opens a pop up box to add information. Edit is removed after the GA is submitted/approved.

6 Click on the **v** arrow to trigger an isolation / history rules check. This can be done at any and as many times as you like.

7 Click on the **v** arrow to see what supporting documents have been uploaded (ie photo of seed labels).

8 Click on the **Add sowing details** button to open a pop up box to enter the appropriate details for the sowing seed.

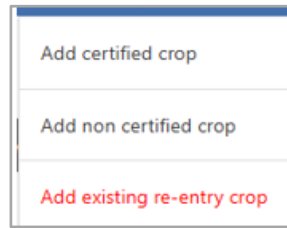
9 Once you have entered the appropriate details required to complete your GA, the **Submit application** button will become active in the 'Step 2' box.


10 Click on the **v** arrow to open the Site history records and input previous paddock history.



h) Further explanation and or view of the pop up boxes mentioned on previous page.

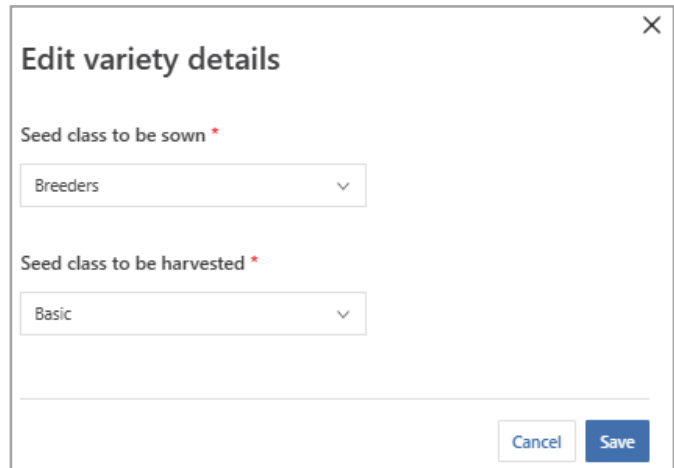
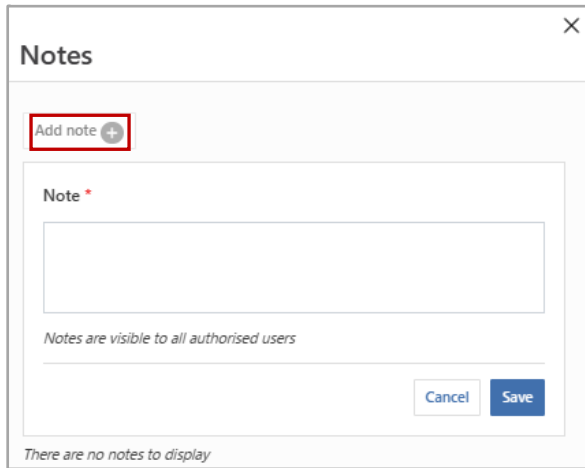


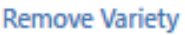

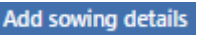
Click on the 3 white dots to select the production type.

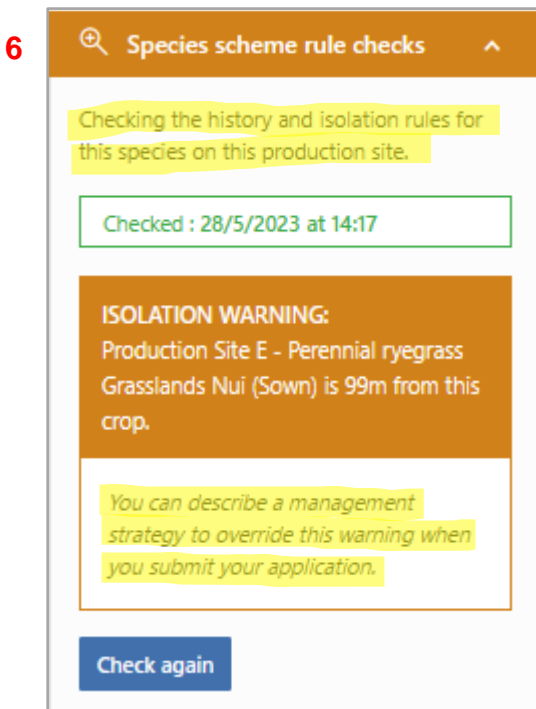
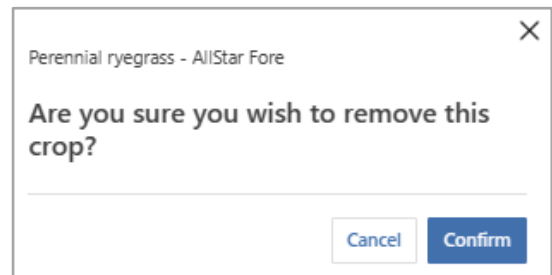




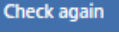
5  Click on  to get the Pop up then click on the  button to enter a message

 Click on  to change the sown and or harvest class until the GA is approved.



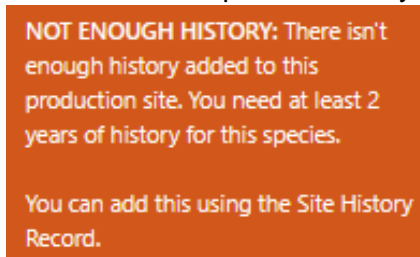
 Click on  to get the pop up that allows you to remove the variety. This button is only available until the seed is sown (when you complete the ).







This is the opened  Species scheme rule checks  box. It records the last date and time you checked it. You can check this any time by clicking on the  button.

In this example, there is not enough isolation. Note the *italic* writing underneath the warning

Here is an example of a history warning.



7  Click on the  arrow to be able to check if any supporting documents have been added.

8  Click on the  button to open the sowing details pop up.


Add sowing details for
Perennial ryegrass - AllStar Fore
on F - 7.4154 ha

Stock seed details

Stock seed reference number * Bag weight * kg × Number of bags *

[+ Add another](#)

Total seed sown (exact) * kg

Sowing completion date *  [Clear](#)

Please provide supporting evidence of the stock seed reference numbers.

This may be in the form of an invoice or pick-up slip with lot number(s), weights and official reference number(s) printed. Or photos of the labels.

Upload supporting documentation (max 20mb)

Document description

Enter the seed sown official reference number. If the number is new to SCIS, a warning message will appear -

Reference number not recognised, please confirm number is correct.
You can still proceed.

Enter the bag weight and number of bags. If you have a part bag or bags with different reference numbers, click on [+ Add another](#) to add additional rows.

Enter total seed sown (not calculated by SCIS)

Enter the date sowing was completed.

Upload the appropriate documentation.

NB1. Photographing the required number of labels and uploading will be accepted by the NSCO (operated byASUREQuality Seed Bureau).

When all the information has been entered, click on [Save](#). Once the sowing details are saved, the greyed out [Submit application](#) button in the Step 2 section, becomes active.

9 **Step 2: Submit your application**
NSCO will check your submission and the crop owner will be notified.

[Submit application](#)

Submitted : 28/8/2023 at 15:34

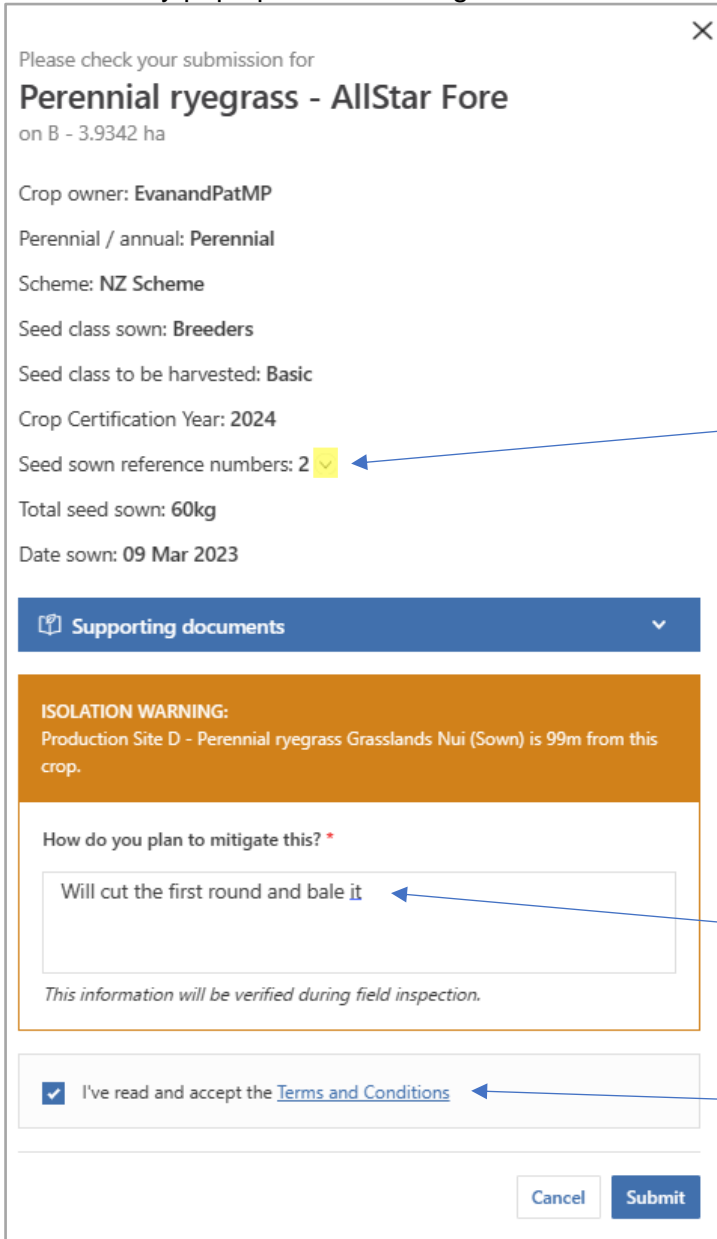
[Withdraw from certification](#)

Clicking on the [Submit application](#) button opens a pop up that summarises the GA details. After clicking the submit application button for the first time, that button will then change to read [Resubmit application](#).

This sends the GA to the NSCO and will show as application status is Submitted.

GA summary pop up before clicking the button.

[Terms and Conditions](#)



Please check your submission for
Perennial ryegrass - AllStar Fore
 on B - 3.9342 ha

Crop owner: EvanandPatMP
 Perennial / annual: Perennial
 Scheme: NZ Scheme
 Seed class sown: Breeders
 Seed class to be harvested: Basic
 Crop Certification Year: 2024
 Seed sown reference numbers: 2
 Total seed sown: 60kg
 Date sown: 09 Mar 2023

Supporting documents

ISOLATION WARNING:
 Production Site D - Perennial ryegrass Grasslands Nui (Sown) is 99m from this crop.

How do you plan to mitigate this? *

Will cut the first round and bale it

This information will be verified during field inspection.

I've read and accept the [Terms and Conditions](#)

You can click on the arrow beside the seed sown reference numbers to view them.

Click on the arrow to view any documents.

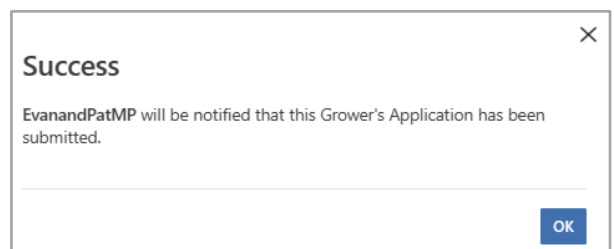
If an isolation warning appears on the pop up, you will have to enter a proposed mitigation.

The isolation mitigation proposal.

Tick box to click in and T&Cs to click on and read.

Click on the button to send the GA to the NSCO. The GA application status will show as

These little 'Success' pop ups will appear a few times. Just click on the button.



Success

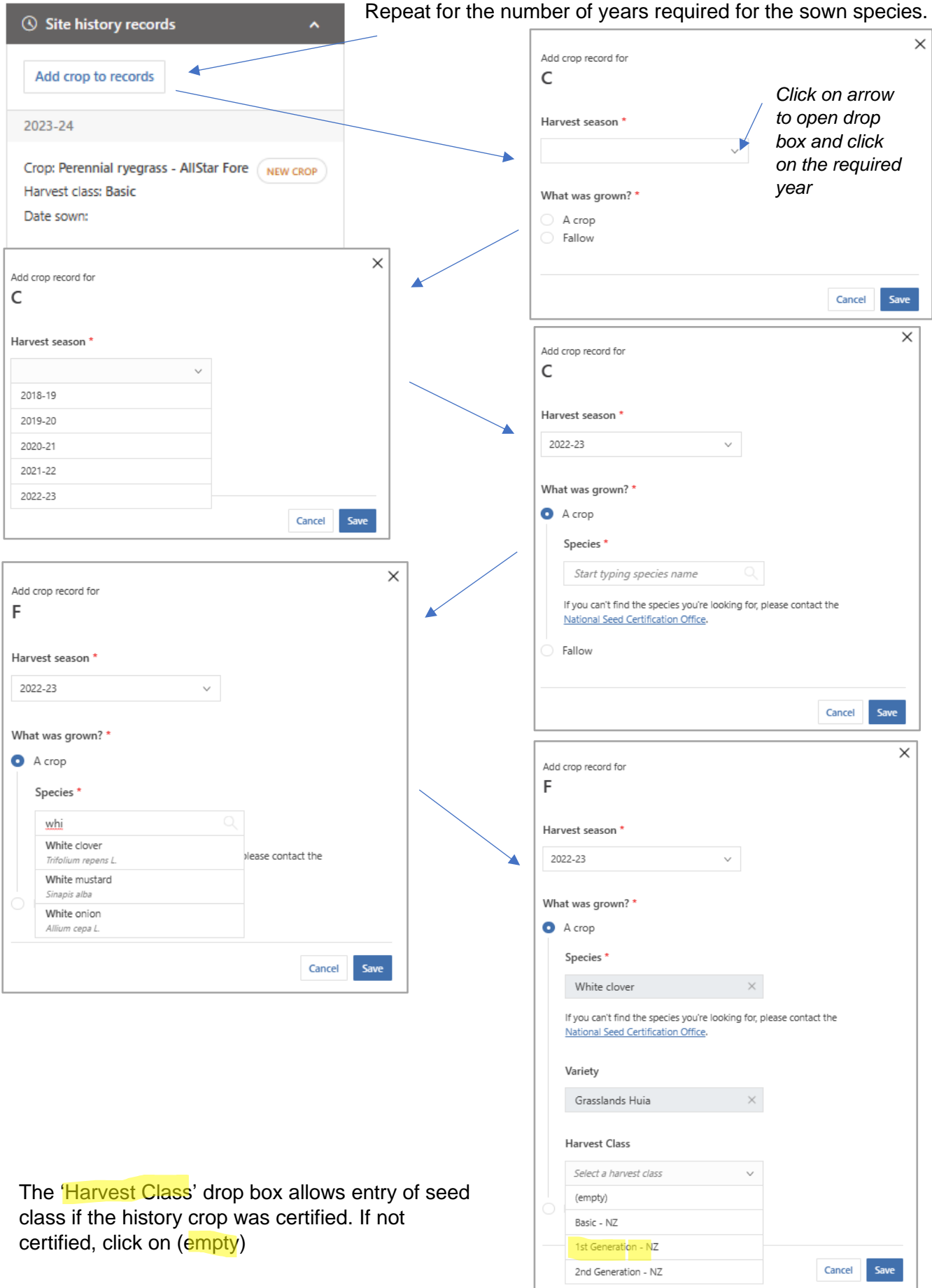
EvanandPatMP will be notified that this Grower's Application has been submitted.

10

Click on the arrow to open the site history records pop up and add any missing history required.

Opened site history records pop up. Clicking on 'Add crop to records' opens the pop up to enter history.

Repeat for the number of years required for the sown species.



The sequence of screenshots illustrates the steps to add a crop record:

- Site history records:** Shows a table with columns for year, crop, harvest class, and date sown. A 'NEW CROP' button is visible. The 'Add crop to records' button is highlighted.
- Add crop record for C:** The 'Harvest season' dropdown is open, showing years from 2018-19 to 2022-23. An arrow points to the dropdown arrow.
- Add crop record for F:** The 'Harvest season' is set to 2022-23. Under 'What was grown?', 'A crop' is selected.
- Add crop record for F (Detailed):** Shows the 'Species' dropdown with 'White clover' selected. The 'Variety' dropdown has 'Grasslands Huia' selected. The 'Harvest Class' dropdown has '1st Generation - NZ' selected.

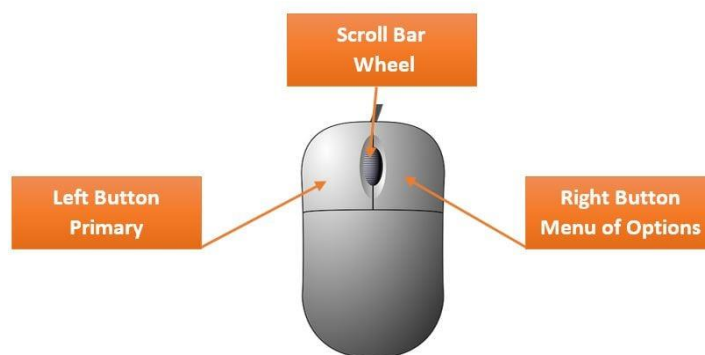
Click on arrow to open drop box and click on the required year

The 'Harvest Class' drop box allows entry of seed class if the history crop was certified. If not certified, click on (empty)

The GA has now been submitted. The Manage crop screen will now track the path of the GA through its journey along the pathway to becoming an approved and released MD Seed lot.

As the Grower, you will be able to see that journey through the Notifications, Managed crops and Seed Lines & Lots screens.

Basic Mouse Operation for SCIS Mapping Screens



1. The Mouse Controls for SCIS mapping screens

Left button – With the cursor on the map, and you click and hold the left button down then move the mouse left, right, up or down, the map will move in those directions.

With the cursor on the map, if you double click the left button, the map will zoom in, repeating this action keeps zooming the map in until it reaches maximum zoom (you will need to use the scroll wheel to zoom out again).

Scroll bar wheel - With the cursor on the map and you roll the scroll wheel forward or back, the map will zoom in or out.

Right button – With the cursor on the map and you hold the right button down and move the mouse up, down or around in a circle, the map will rotate.

Cursor images you may see while using SCIS



Manage ROPs

Manage ROPs is the mapping capabilities of SCIS. It is where you can Rename sites, Change site status, Edit site boundary, Assign an Operator (lease a paddock), Go to production site crop view (direct to Managed crops view) and Remove site. When you first click on the Manage ROPs screen, it will display an ROP(s). If you have multiple ROP's, they will be in alphabetical order, with the first ROP opened and paddocks listed.

Figure 20. Example of an ROP (C9990) in Satellite view.



The Manage ROPs screen is split into 2 sections. Section one is a column containing ROPs the Grower has. These are identified on the black banners. In this example, the Grower has 3 separate ROPs – C9990, R9995 and R9998. Section two is the mapping area. There are 2 views available –Satellite view above (the default) and Street view below.

To change from one view to the other, click on the [Street view](#) or [Satellite view](#) button depending on the view it's on.



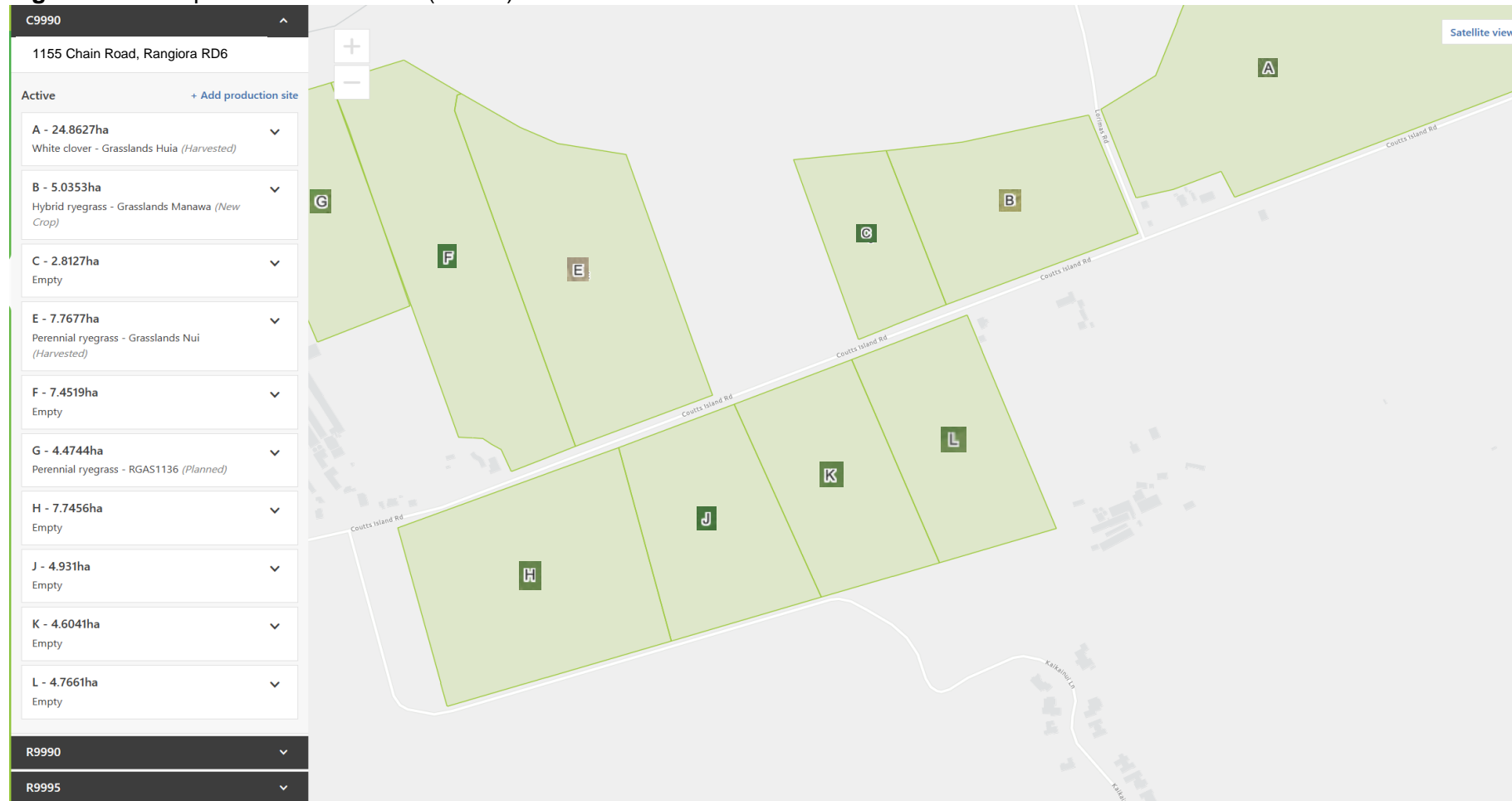
In the 'Street view' below, the ROP C9990 has also been opened by clicking on the  arrow to reveal the individual paddocks already existing. To hide the paddocks again, click on the  arrow.



Figure 21. Example of the same ROP (C9990) in Street view



i. C9990 currently has 10 paddocks – A, B, C, E, F, G, H, J, K and L. We will now create another paddock and call it D.

a. You need to be in satellite view when you map a paddock

b. Open your ROP and click on **+ Add production site**.

c. The screen will now be in mapping mode with the mapping tool bar opened in the top right side of the map (the zoom in and out buttons on the top left of the screen are still there).  and .

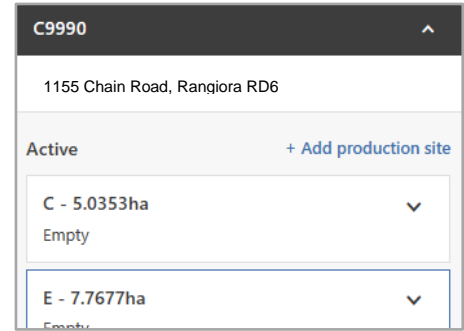
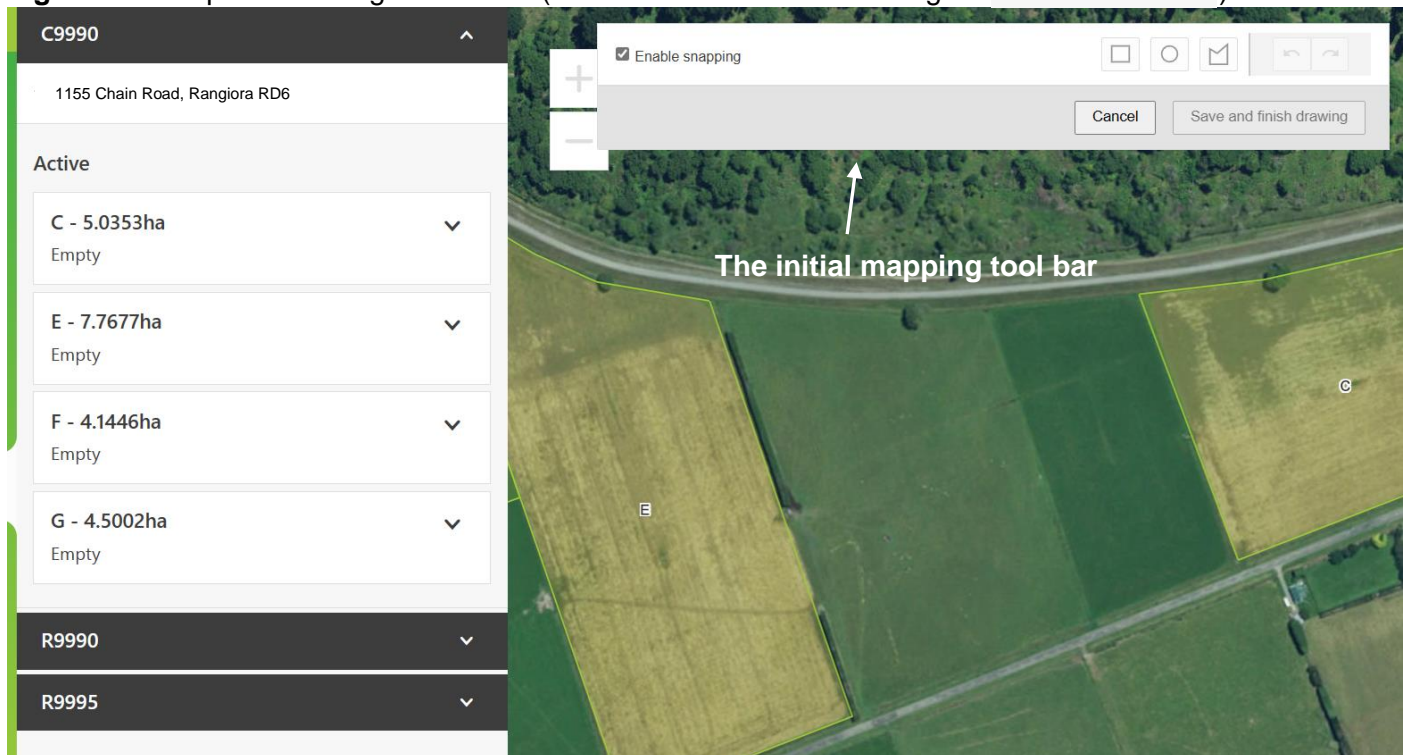
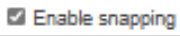
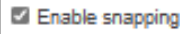




Figure 22. Step 1 for adding a Paddock (this is the screen after clicking on **+ Add production site**)





d. The initial mapping tool bar has the following controls:


 **Enable snapping** is automatically turned on. This feature allows paddock boundaries to be on top of each other without creating an overlapping issue. Clicking the tick box turns it off .

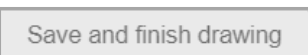
 This is the first of 3 options for marking out the paddock boundary (and easiest to use). It creates a box that you 'click and drag' the box corners out to the corners of the paddock.

 This option can be used for centre pivot or part of centre pivot paddocks

 This option can be used for centre pivots or paddocks with many direction changes (ie river boundaries).

 **Cancel** Click on this to cancel the mapping session.

 These are disabled until the paddock is drawn.

 **Save and finish drawing** This is disabled until you begin to draw the paddock.


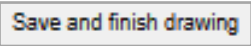
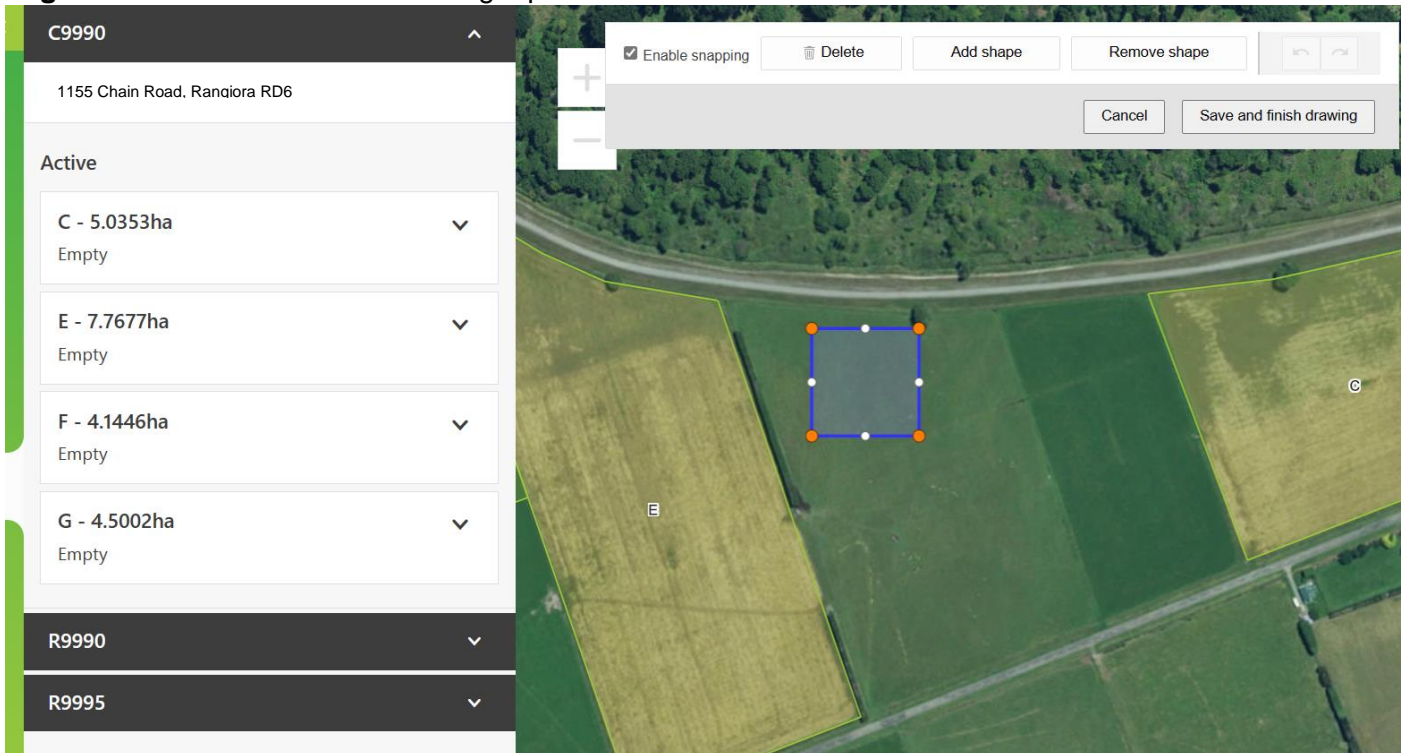
- e. Now, move the cursor to this button  on the mapping tool bar (cursor will turn into a hand) and click on it.
- f. Move cursor back inside the paddock boundary for drawing (cursor changes to a plus sign) and click the mouse, a small square with 4 orange dots in the corners and a white dot in between the orange dots.
- g. Now move the cursor on to one of the orange corner dots and click and hold the mouse button down then drag the orange dot to the nearest corner of the paddock.
- h. Repeat with the other 3 orange dots. With the last corner dot is placed, click on  for the pop up to appear and enter the paddock ID.

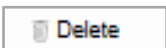
Figure 23. Create the click and drag square.



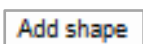
NB. Once you begin to draw the paddock, the mapping tool bar reveals another 3 action options and the symbols are enabled. The other additional options are:



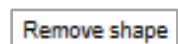
When these activate, clicking on them allow you to go back a step or forward a step.



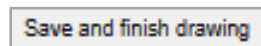
Deletes the shape you have drawn .



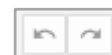
TBC



Remove a shape within the paddock you are drawing (could be a house or shed).

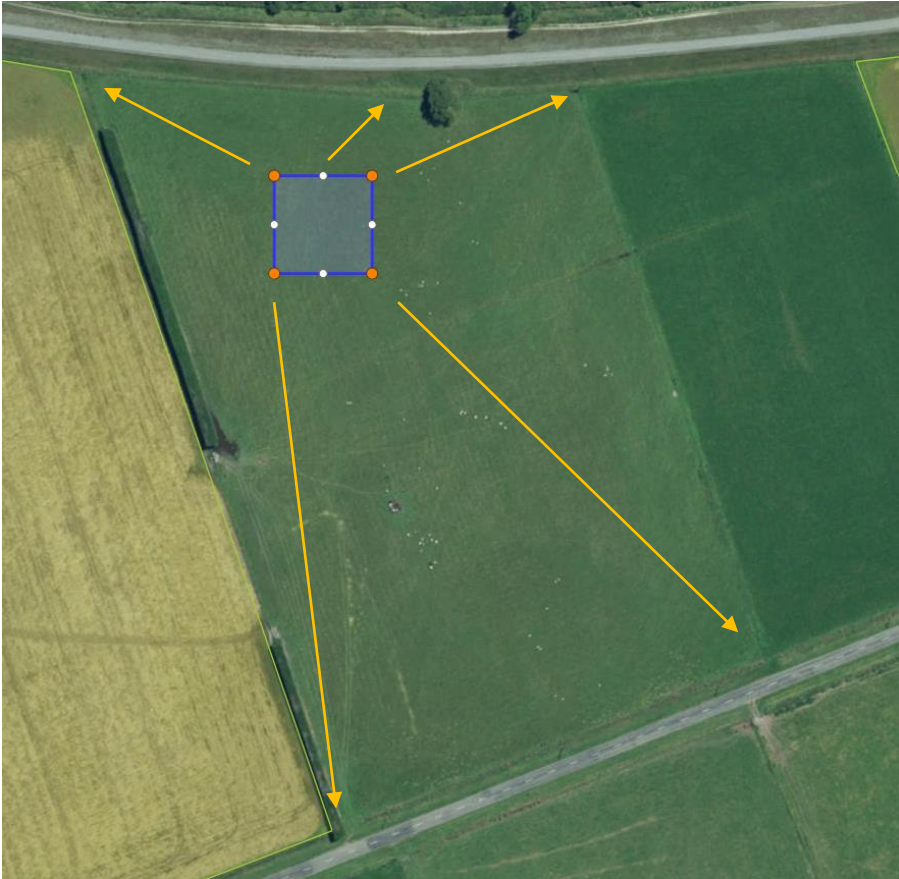


Click on this to reveal the pop up to create the paddock ID.



Clicking on these back track or forward track the previous change made.

Figure 24. Click and dragging to create the paddock boundaries.



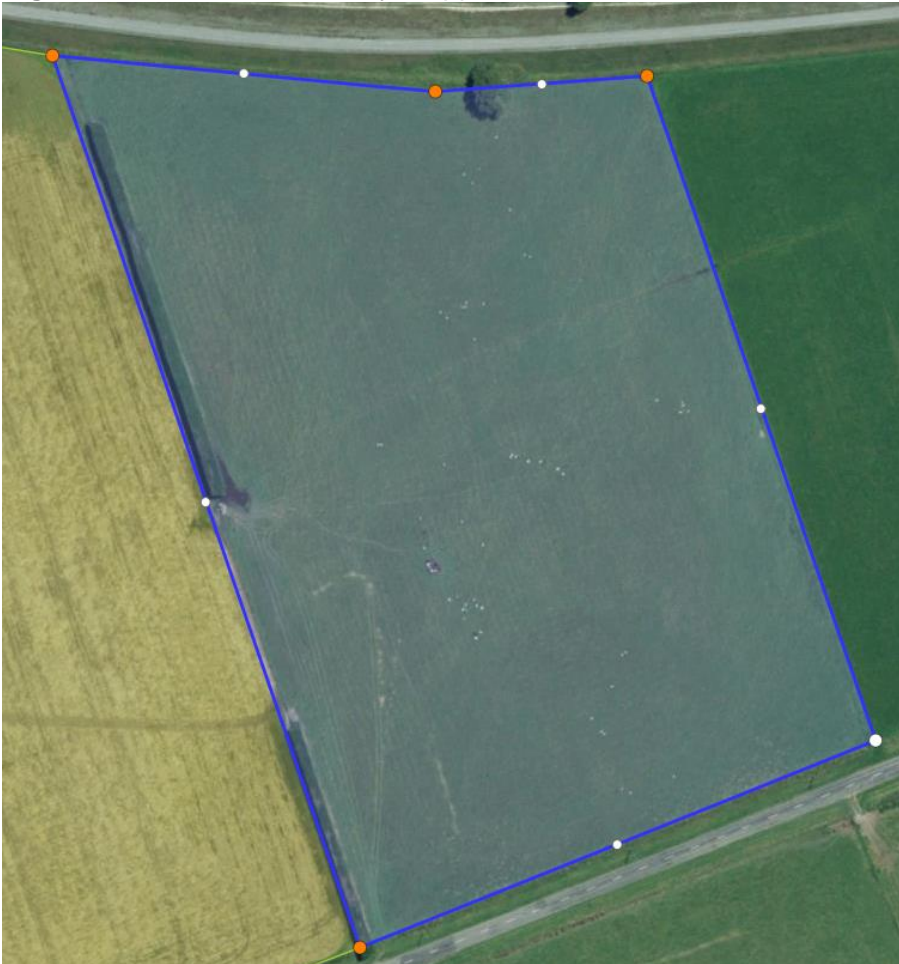
NB. There are white dots between the orange dots and these can also be clicked on and dragged so paddocks with angled fence lines or more than 4 corners can also be mapped. If you move a white dot onto a boundary a new white dot will appear for use.


How the snapping tool works

Figure 26.



Figure 25. Paddock boundary mapped



Move the cursor to an orange dot (will change to the 4 arrow symbol ) and click and hold the mouse button then drag the cursor to the nearest corner so it sits on top of the existing next door paddock corner junction.

The cursor is aligned right when the 2 fence lines at that junction turn orange. Release the mouse button. Repeat with the other corners.

Figure 27.



This creates a perfect alignment of the fence line of both paddocks without an overlap which would affect paddock history for both paddocks.

- i. When you finish mapping the paddock boundaries, click on **Save and finish drawing** in the mapping tool bar and the pop up to enter your paddock ID opens. Enter the paddock ID and click on **Save**



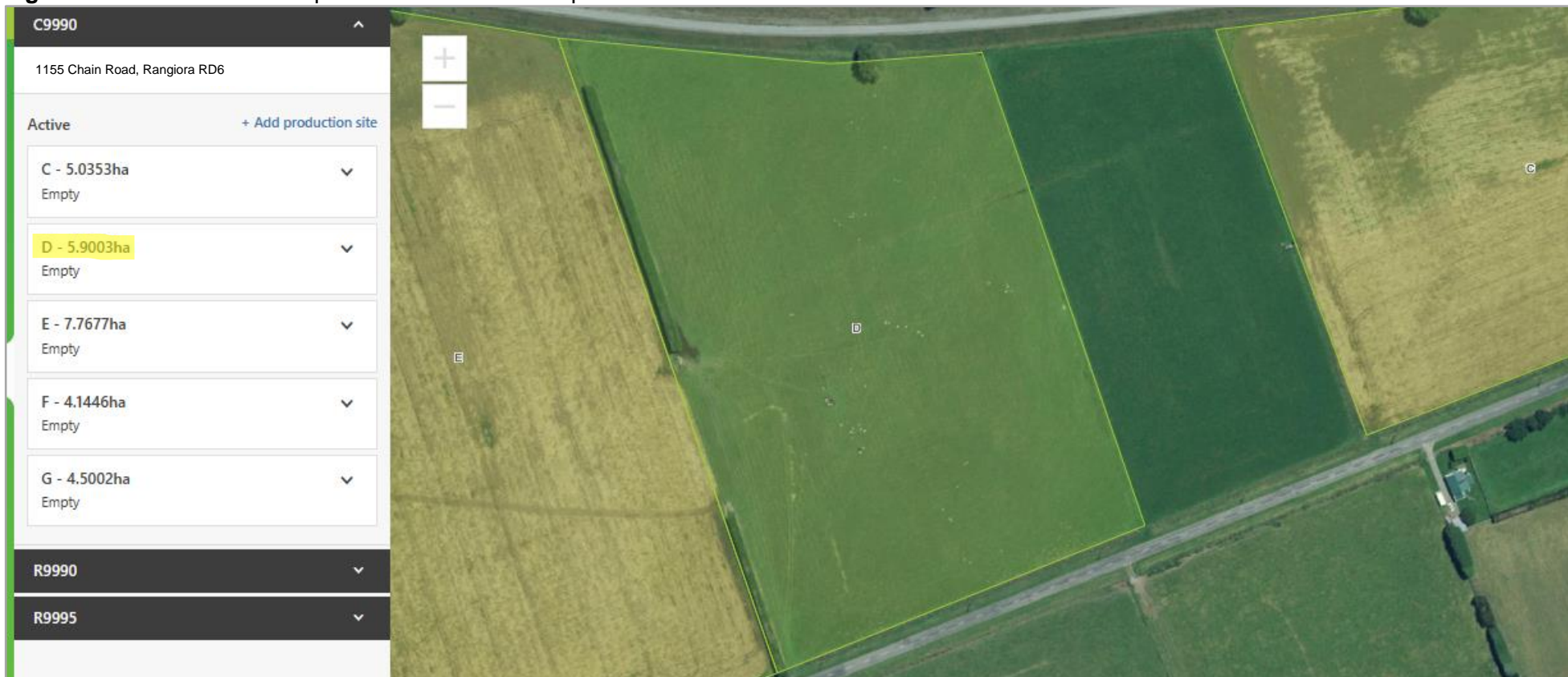
You are adding a new production site to

ROP: C9990 - 5.9003 ha

Name production site *

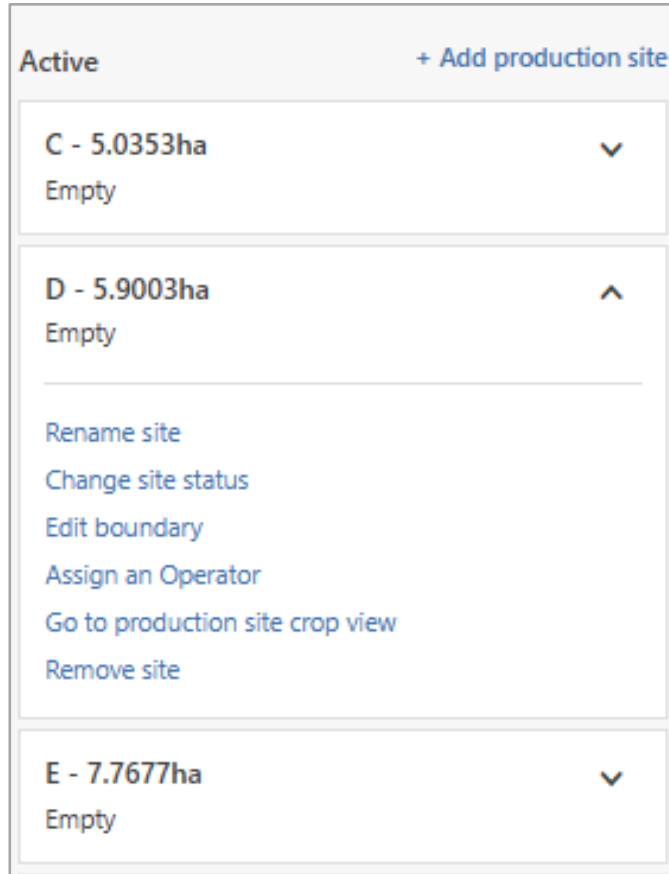
D

Figure 28. Paddock now completed and in the C9990 paddock list.



Paddock D has now been created and ready for use. There are 6 actions initially available on a paddock. Once there has been a crop sown, the actions available drop to 3 (Rename site, Edit Boundary and Go to production site crop view).

6 actions initially available



Active + Add production site

C - 5.0353ha
Empty

D - 5.9003ha
Empty

Rename site
Change site status
Edit boundary
Assign an Operator
Go to production site crop view
Remove site

E - 7.7677ha
Empty

1. Rename site – change the current ID of the paddock.



Rename production site

D - 5.9003 ha

New site name *

Cancel Save

2. Change site status – there are 3 status options. Inactive can be made active again. *Retired can not be made Inactive or Active again.



Change status for production site

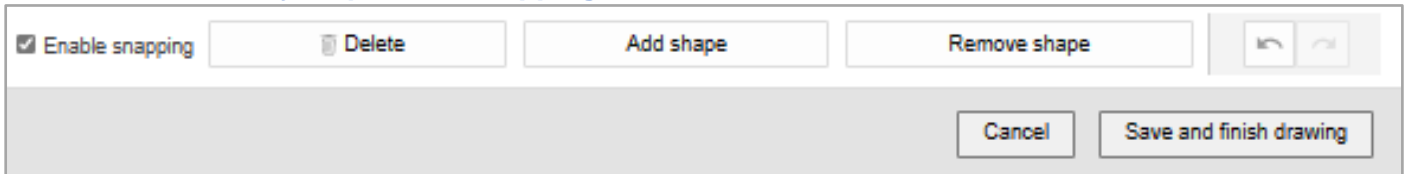
D - 5.9003 ha

Production site status (Site must be empty (or marked fallow) to become 'Inactive' or 'Retired') *

Active
 Inactive
 Retired

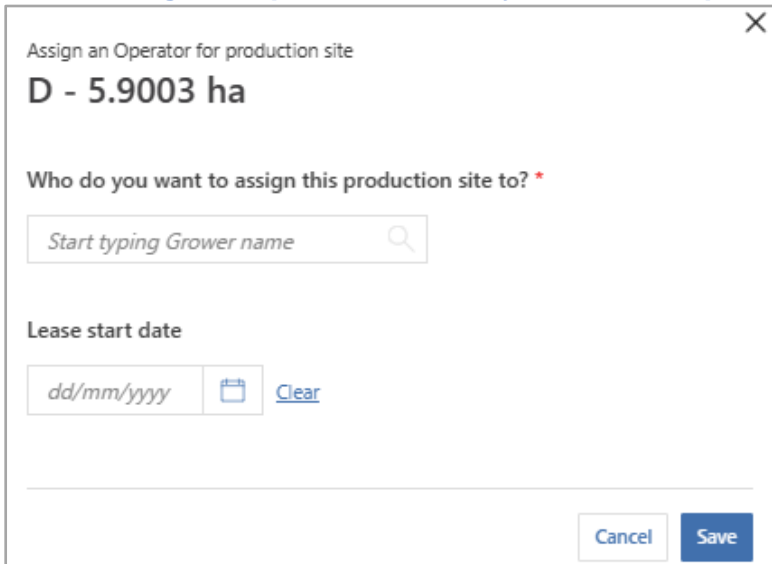
Cancel Save

3. Edit boundary – opens the mapping tool bar.



The mapping tool bar includes a checked 'Enable snapping' checkbox, a 'Delete' button with a trash icon, an 'Add shape' button, a 'Remove shape' button with a square and arrow icon, and a 'Cancel' button. A 'Save and finish drawing' button is located at the bottom right.

4. Assign an Operator – allows you to lease a paddock to another Grower.

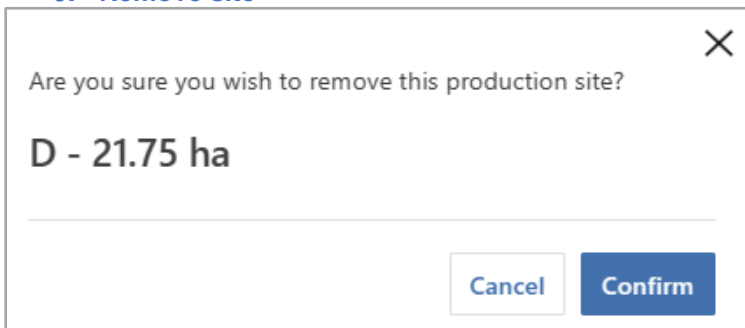


The dialog box is titled 'Assign an Operator for production site' and shows 'D - 5.9003 ha'. It asks 'Who do you want to assign this production site to? *' with a search input field containing the placeholder 'Start typing Grower name'. Below is a 'Lease start date' field with a date picker icon and a 'Clear' link. 'Cancel' and 'Save' buttons are at the bottom right.

5. Go to production site crop view


Clicking on this will take you directly to a new GA screen.

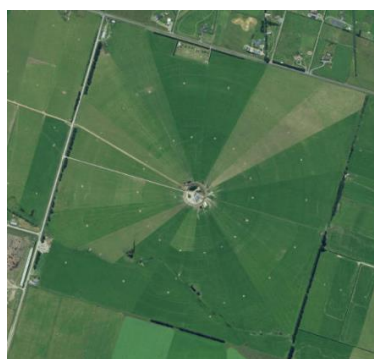
6. Remove site




The dialog box asks 'Are you sure you wish to remove this production site?' and shows 'D - 21.75 ha'. It has 'Cancel' and 'Confirm' buttons at the bottom right.

Centre Pivot Production Sites (Paddocks).

For mapping a paddock within a centre pivot perimeter, the 3rd option drawing tool  has been found to be the easier one to use.



- a. Click on [+ Add production site](#) to open the mapping tool bar. Click on  drawing option and move the cursor (cursor changes to a plus sign) to our starting point – in this example it will be bottom left corner. When on our starting point, click the mouse button and release the button. Start moving to the next point (a black and white line appears and follows the cursor)– this will be the top left corner.

Start



Moving to top left corner



Top left corner



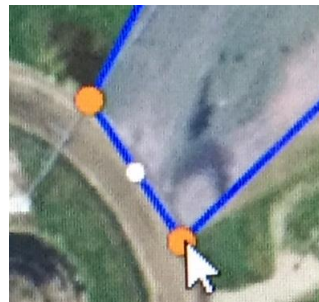
Top right corner



Back to bottom right



Double click the mouse button to join back to the start



The finished paddock boundary – now click on [Save and finish drawing](#) and enter the paddock ID

