

# YEN Data Entry Guide, v2

We are pleased to release the online data-sharing platform for crop YEN entrants to submit their crop and field information. The key feature of this platform is a collaborative way of sharing the data for your YEN entry i.e. a grower along with their advisor or sponsor can both help to submit crop data.

The YEN data-sharing platform should work on most modern browsers (Chrome, Firefox, Edge & Safari) and can be accessed by going on to your YEN account.

If you have any questions or require further help, please contact <u>yen@adas.co.uk</u> with your Crop YEN ID.

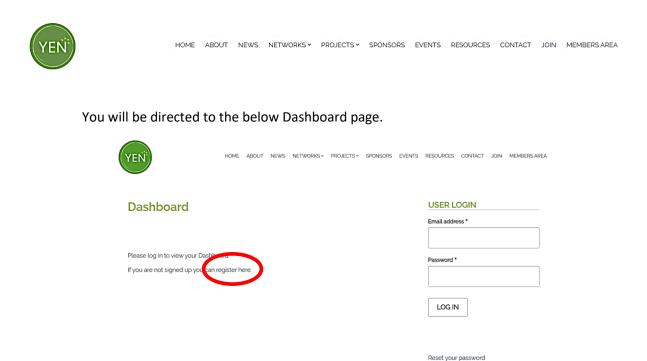
### Guide to Access your YEN Account and the YEN data-sharing portal

1. To access your YEN account, please go to the link: <u>https://yen.adas.co.uk/</u>

On navigating to this link, you will arrive at the below landing page:



2. Click on the "MEMBERS AREA" button at the top right corner of the website.



3. If you already have a YEN account, please enter your email & password.

If you do not have a YEN account please click on "register here" (circled in red)

The password must contain at least one of each of the following: UPPERCASE letter, a lowercase letter, a number, a symbol. An example password would be Hello2\$. The symbol MUST NOT be the first character in the password (this limitation will be removed in the future)

- 4. Once you have filled in the form, then press the "LOG IN" button.
- 5. On your Dashboard, please scroll and click on "YEN DATA ENTRY (CROP AND ZERO)" on the right-hand side of the screen. This will take you to the "Your YEN Engagements" you have registered for the 2024 season.

Please note that the ID of your YEN entry will be shared as "Crop\_Year\_Number" e.g. Cereal2400001. The name of your farm will also be present to confirm your entry. If you have any questions or find any details to be not correct, please contact <u>yen@adas.co.uk</u> with your YEN ID.

6. Once you have found all the entries for your subscribed/paid entries, please click on the "MANAGE" button.

## Your YEN Engagements

YEN	ENGAGEMENT REFERENCE	FARM NAME	PROGRESS		
Bean YEN	Bean2400012		Entries Expected: 1 Entries Confirmed: 0 Entries Completed: 0	LAB INFO	MANAGE
Bean YEN	Bean2400014		Entries Expected: 1 Entries Confirmed: 0 Entries Completed: 0	LAB INFO	MANAGE

7. This will bring you to "Your YEN Entries" where you can 'ASSIGN HARVEST YEAR" and "ASSIGN FIELD" as required and enter the relevant one for your YEN entry.

ENTRY REFERENCE	FIELD NAME	SUB- FIELD NAME	ENTRY DESCRIPTION	YEAR OF HARVEST	PROGRESS					
Bean2400012- 01					Un- Confirmet	ASSIGN HARVEST YEAR	ASSIGN FIELD	ASSIGN SUB-FIELD	CONFIRM	DELETE

### Select and Enter Fields

To enter a field into the YEN please click the field you wish to enter and click 'Enter Field'

LD NAME PLEASE CHOOSE ONE FIELD	FIELD NAME PLEASE CHOOSE ONE FIELD
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#### Enter Field Cancel

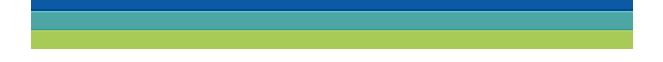
If the field you want isn't in the list please enter the name of the field in the box and click 'Create Field

#### Field Name

Please enter a real world field name.

#### Create Field

Clicking Create Field will add the field into the list above. Please ensure you enter a real world field name. Do not enter the name of a trial, variety or product.



If you have entered multiple crop YENs, you will be able to repeat the above step to assign each field to the relevant ID. Thus, you will now be able to manage all of your crop YEN entries in one place and save the progress of filling out information for each crop/field.

 If you wish to enter a tramline or plot area as your crop YEN entry, please click 'ASSIGN SUB-FIELD'. Here you will be directed to select 'Plot' or 'Tramline' and assign a sub-field name. These names will usually be the treatment names or in some cases the "farm standard". <u>Note</u>: - This is not a necessary step if you are not making treatment comparisons in the same field.

IF THE SUB-FIELD YOU WANT ISN'T IN THE LIST PLEASE ENTER THE NAME OF THE FIELD IN THE BOX AND CLICK 'CREATE SUB FIELD'.

THE NEW SUB FIELD WILL BE RELATED TO THE FIELD YOU HAVE SPECIFIED FOR THE ENTRY.

Sub Field Name Please enter the sub field name.	
Sub field spatial unit type	
Please choose this option	~
Please choose this option	
Plot	
Tramline	
Clicking Create Sub Field will add the sub field into the list above.	

You will now be able to select your sub-field and click 'Enter Sub Field' to submit the chosen area specific to your YEN ID.

### Enter YEN Data

9. Once you have selected the relevant field to enter in the crop YEN(s), please click on the "CONFIRM" button for the field you want to share the data.

ENTRY REFERENCE	FIELD NAME	SUB- FIELD NAME	ENTRY DESCRIPTION	YEAR OF HARVEST	PROGRESS					
Cereal2400000- 01	Example 1		Example 1 2024	2024	Data Entry Incomplete	ASSIGN HARVEST YEAR	ASSIGN FIELD	ASSIGN SUB-FIELD	CONFIRM	DELETE

Add Entry Cancel

PLEASE NOTE: You must select a field (see above) before this step. The "DATA ENTRY" button for YEN ID, by default, is disabled until a corresponding field is chosen/created.

ENTRY REFERENCE	NAME	SUB- FIELD NAME	ENTRY DESCRIPTION	YEAR OF HARVEST	PROGRESS					
Cereal2400000- 01	Example 1		Example 1 2024	2024	Data Entry Incomplete	ASSIGN HARVEST YEAR	ASSIGN FIELD	ASSIGN SUB-FIELD	DATA ENTRY	DELETE

10. After selecting the appropriate "DATA ENTRY" button, the below screen will be presented with various sections of the data-sharing for that entry shown.

### Manage YEN Entry - Cereal2400000-01

Entry Information	Field Information	Establishment Information
Crop Observations	Agronomy	
Return to entries list		

11. Please select relevant section and add/update the information as required.

ALL the Questions with "Red Asterisk" are compulsory. Other questions are not compulsory but will add a lot of value to your final Benchmarking reports.

An example of the Field information is shared below.



Each section has at the end - "BACK", "CONTINUE LATER" and "SUBMIT" buttons. The "BACK" button takes you back to the "Manage Crop YEN" page. The "CONTINUE LATER" saves the progress of the sheet until you are ready to submit. The "SUBMIT" validates your inputs and stores your data.

Once the data is submitted, you **will be not be** able to come back and complete or overwrite your progress.

### Reminder For Crop YENs ONLY (Cereal YEN, Oilseed YEN, Pea YEN and Bean YEN)

Once all the required data is submitted, please make sure you have forwarded the yield form via the below link to complete your entry.

https://www.yen.adas.co.uk/yen-2024-yield-form-submission