

Instructions for Printing your DairyBase Report

You will need a PDF reader. These can be downloaded free from <http://www.adobe.com/downloads/>, then select Get Adobe reader.

Requesting Reports

1. Log onto DairyBase www.dairybase.co.nz/dairybase/ and enter your username and password as emailed by DairyBase (ph 07 858 3890 if you have misplaced this).
 2. Your Home page displays your farms. When data has been entered into DairyBase, **Reports** appears next to your farm under **View Report**. If this is not present your data has not been committed to DairyBase, please contact your accountant or farm Consultant.
 3. Click on **Reports**
 4. Ensure the year showing is the season you require. To select a different season click the drop down arrow, then the season. Click the 'Select' button.
 5. Select reports as required. Standard Financial gives a full financial analysis for the selected season. Multi-year versions of the financial detail show the operating profit breakdown for your farm for several seasons. Physical Detail will be available if you have completed a level-2 questionnaire and had it entered.
 6. If benchmarks are not available for the season selected, you can print your report without benchmarks. When benchmarks are available you can use either 'Quick Benchmark Selection' option or manually select through 'Custom Benchmark Selection'.
-

Selecting benchmarks with the Quick Select option

1. Select required reports as above then click on 'Quick Benchmark Selection'.
2. Default Benchmarks are pre-defined system benchmarks related to your farm. For example, if you are an Owner-Operator in Waikato then the 'Farm Business Type – Region' option will show Owner-Operator – Waikato.
Any previously bookmarked groups will also be selectable from this screen (see 'Using the custom select option' below)
3. For all groups that are available for the selected season, a 'Request Report' button will show. Clicking on this will generate your report with the benchmark against it. If there are not enough farms for any of these benchmark groups then '*Not available*' will be displayed instead.

Using the Custom Selection option to Bookmark other benchmark types

1. Select required reports as above, then click on 'Custom Benchmark Selection'.
2. The system default options will display as above, along with previously defined groups you have bookmarked. However the 'Request Report' option has been replaced with a 'Load' option. Bookmarked groups also have the option to delete this preference from your screens. Once bookmarked, this option will appear on your screen for all seasons until specifically removed.
3. If there is a group that you wish to customise then click 'Load' to load these basic options into the current selection area at the bottom of the screen.
If this option is currently available, a count will appear with the number of farms in the benchmark group and you can Request the report.
4. From here you can:
 - a. Add components (e.g. Production System, District) to the current selection area then drop down the arrow next to 'Benchmark component' just above the current selection area. Click on the option required then click the 'Add Benchmark Component' button. Or
 - b. Add a ranking (this is a special type of component based on an average of the top farms in a group), by selecting a criteria such as Operating Profit. This requires a lot more farms e.g. to get the average of the top 50% we need 40 farms and for the top 20% we need 100 farms in the original benchmark group selected.
5. In the current selection area, drop down the arrows and select the values required. When you have selected a combination that is available, the following options will appear:
 - a. Request Report – Will produce this report without saving the selection
 - b. Bookmark and Request Report – Will produce the report and save the selection
 - c. Bookmark Selection – Will save this combination, and allow you to continue selecting different benchmark groups. It will not produce the report until specifically requested

Note: If requesting financial reports then farm business type must be one of your selected components.
