
**OVERSEERFM AND FARM PORTAL/EQUIVALENT PATHWAY
USER GUIDE - EXTERNAL**

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OverseerFM and Farm Portal/Equivalent Pathway User Guide for Consenting - External

This Guide has been developed to:

- ensure that Overseer analyses published to Environment Canterbury for consenting purposes are consistently categorised and easily identified; and
- assist users with generating a GMP number through the Farm Portal/Equivalent Pathway.

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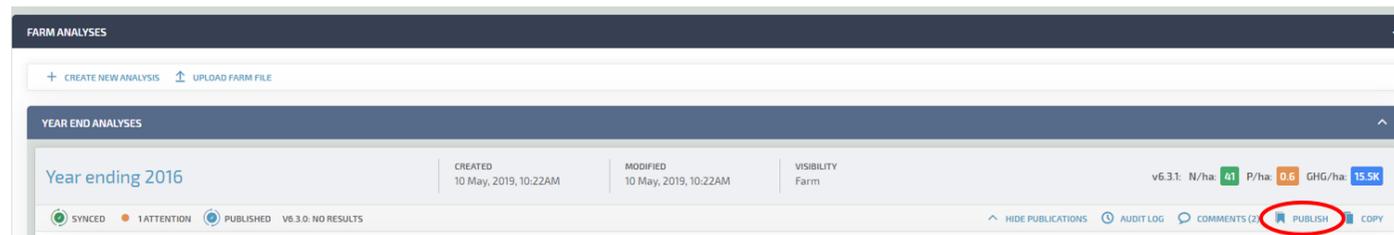
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OverseerFM

Publishing an analysis to Environment Canterbury

1. For the analysis that you want to share with Environment Canterbury, select the 'PUBLISH' button. Please note that you cannot publish 'Scenario' analyses.



The screenshot displays the 'FARM ANALYSES' section of the OverseerFM interface. It features a 'YEAR END ANALYSES' header and a card for 'Year ending 2016'. The card includes metadata such as 'CREATED 10 May, 2019, 10:22AM', 'MODIFIED 10 May, 2019, 10:22AM', and 'VISIBILITY Farm'. Key performance indicators are shown as 'v6.3.1: N/ha: 41', 'P/ha: 0.6', and 'GHG/ha: 15.5K'. At the bottom of the card, there are status indicators: 'SYNCED', '1 ATTENTION', 'PUBLISHED', and 'v6.3.0: NO RESULTS'. A navigation bar at the bottom of the card contains buttons for 'HIDE PUBLICATIONS', 'AUDIT LOG', 'COMMENTS (2)', 'PUBLISH' (circled in red), and 'COPY'.

2. This will bring up text fields that need to be completed as per the below instructions:

PUBLISH ANALYSIS - YEAR ENDING 2016 (V2) ✕

* **PUBLISH TO**
Select a publishee ▼

* **STATUS**
Select a status ▼

PUBLISHEE'S FARM IDENTIFIER
Enter the publishee's identifier for this farm

PUBLISHEE'S REFERENCE
Enter the publishee's reference for this publication

COMMENTS
Enter any comments

- a. 'PUBLISH TO'
 - i. Select 'Environment Canterbury'

- b. 'STATUS'
 - i. Draft: If the analysis is not being published as part of a resource consent application
 - ii. Submitted: Use if publishing for a resource consent application

- c. 'PUBLISHEE'S FARM IDENTIFIER'
 - i. Enter Farm Name

- d. 'PUBLISHEE'S REFERENCE'

- i. Enter pre-app reference (RMA number) or CRC number if you have one
- e. 'Add consent applicants name'
 - i. Select this option
- f. 'CONSENT APPLICANT'S NAME'
 - i. Enter the consent applicants name as listed in the consent application
- g. 'COMMENTS'
 - i. Enter any relevant comments that would be useful for the Consent Planner. This could include noting that the analysis being submitted is part representative of the entire baseline period, that there are there other year-ends to come etc.

A completed example is included below.



* PUBLISH TO
Environment Canterbury

* STATUS
Submitted

PUBLISHEE'S FARM IDENTIFIER
Parkfarm

The identifier for this farm as defined by the organisation being published to

PUBLISHEE'S REFERENCE
RMA123456

The reference for this publication as defined by the organisation being published to

Add consent applicant's name

* CONSENT APPLICANT'S NAME
Mr ABC Brown

COMMENTS

This analysis is representative of the 2009-2013 baseline period

Cancel

Save

Generating PDF document to include with resource consent application

Please include a PDF print out for each of the analyses that form part of the consent application. Not only will this remove the requirement for us to do it at our end, it also helps ensure that we have identified all of the analyses that form part of the application. This will include checking the versions of the published and PDF analyses.

How to save a PDF from OFM?

- a. Click into publication
- b. Select 'Farm Details' tab
- c. Within the 'Report Settings' box, ensure that all boxes (except 'Expand nutrient budget sections') is selected. Click 'Print'. Change the destination to 'Save as PDF'.

Alternatively, if you are unable to include PDF copies as part of the application, please include a cover letter that states all analyses that form part of the application. Once we have identified them all in OFM, we will update the Publishee's reference to include the resource consent number and generate a copy of the PDF ourselves.

GMP Modified Analyses

- a. Within OverseerFM you can only publish year ends or predictive analyses. You can only create one analyses for each year end. In certain applications we require two versions of particular year ends. For example, if a property in Selwyn was not operated in accordance with Selwyn GMP guidance during the baseline years, then they will be required to model their nitrogen baseline practices to align at GMP, in addition to the actual nitrogen baseline. As these two analyses are for the same time period, the use of a substitute year-end is required. We propose that the following year-ends are selected in-lieu of the actual year-ends which will already be used to represent the actual nitrogen baseline.

OverseerFM Year End	Analysis	OverseerFM Year End	Analysis
B A S E L I N E			
2009/2010	Actual 2009/10 Nitrogen Baseline	Predictive	GMP Adjusted/Equivalent GMP 2009/10 Nitrogen Baseline
2010/2011	Actual 2010/11 Nitrogen Baseline	Predictive	GMP Adjusted/Equivalent GMP 2010/11 Nitrogen Baseline
2011/2012	Actual 2011/12 Nitrogen Baseline	Predictive	GMP Adjusted/Equivalent GMP 2011/12 Nitrogen Baseline
2012/2013	Actual 2012/13 Nitrogen Baseline	Predictive	GMP Adjusted/Equivalent GMP 2012/13 Nitrogen Baseline
C U R R E N T			
2015/2016	Actual 2015/2016 system	Predictive	Equivalent GMP 2015/2016 system
2016/2017	Actual 2016/2017 system	Predictive	Equivalent GMP 2016/2017 system
2017/2018	Actual 2017/2018 system	Predictive	Equivalent GMP 2017/2018 system
2018/2019	Actual 2018/2019 system	Predictive	Equivalent GMP 2018/2019 system

2019/2020	Actual 2019/2020 system...	Predictive	Equivalent GMP 2019/2020 system, etc.
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- b. Ensure that detail of what the analysis represents is included in the 'Comment' box when the analysis is published.

What does each 'Status' mean?

The following 'Status' options are available in OverseerFM, however only the first two options are available for publishees:

	Publisher	Publishee	Use
Draft	Available	Not an option	When publishing to Environment Canterbury to generate a GMP/ECEP Nitrogen loss rate (through Farm Portal), when submitting a draft analysis for review (i.e. as part of pre-application advice)
Submitted	Available	Available	When submitting an analysis as part of a resource consent application
Returned	Not an option	Available	If an application is returned under s88 of the Resource Management Act or the Overseer modelling requires work, Environment Canterbury will set the status as 'Returned'.
Reviewing	Not an option	Available	Environment Canterbury will update the status to 'reviewing' when the application is in process. While status is set to 'Reviewing', you will be unable to republish.
Closed	Not an option	Available	Environment Canterbury may set the status to 'Closed' when we have completed an audit of an analysis. While status is set to 'Closed', you will be unable to republish.

Who has prepared the nutrient budget?

Within OFM, the Publishee is not able to see who has created or updated a nutrient budget. As some of the LWRP rules now include conditions around who has prepared and/or reviewed the nutrient budget, we need to know this for rule classification. If the proposal is being considered under the regional rules, please detail who prepared and reviewed the nutrient budget, and whether they are a Certified Nutrient Management Advisor or not, as part of the application.

What happens if there is one analysis to represent the whole baseline period?

There are two options here:

- The same analysis can be used for all four year-ends (09/10, 10/11, 11/12 and 12/13); or
- One year-end can be used to represent the entire baseline period. If this is the case, please ensure that this is clearly detailed as a 'Comment' within the analysis.

What happens to analyses once they have been published to Environment Canterbury?

When an analysis is published, it is a snapshot in time. This means that if there are changes to the analysis, these changes will not transfer to Environment Canterbury's version unless the analysis is republished. While any changes to the analysis will not update the published version, the nitrogen loss number will update with Overseer version changes.

Farm Portal/Equivalent Pathway

Registering in the Farm Portal/Equivalent Pathway:

- a. You must use the same email address that was used to publish the analysis to Environment Canterbury in OverseerFM
- b. If you have an existing Farm Portal/Equivalent Pathway login with a different email address, then you will need to create a new user login with the email address used for OverseerFM.

Returning users login:

Login using the same credentials that we used when registering for the Farm Portal/Equivalent Pathway (provided they use the same email address as what was used for OverseerFM).

Using OverseerFM to generate a GMP loss rate/ECEP Nitrogen loss rate

Users will only be able to generate a GMP/ECEP Nitrogen loss rate from analyses that they have published to Environment Canterbury themselves.

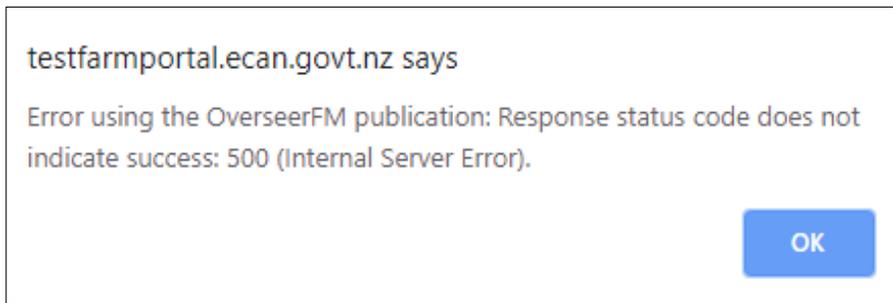
- a. Select the relevant Year, Report Purpose and specify a Report Name as per the on-screen instructions.
- b. Click 'Select OverseerFM Publication'
- c. Complete at least one of the search fields. You do not need to complete all fields, however the more you complete the refiner your search will become. Each of these search options directly correlates to the inputs used when the analyses are published to Environment Canterbury.
 - i. Farm Name: This does not need to be an exact match, but needs to be at least FOUR characters long
 - ii. Publishee's Reference: This is the reference value recorded when the analysis is published in OverseerFM. Please note that this field will likely be updated to reference the resource consent number (CRCXXXXXX) once the application is receipted. If in doubt about whether this has been altered, refer to the publication in OverseerFM.
 - iii. Publishing User Name: This does not need to be an exact match, but must be at least FOUR characters long
 - iv. Publishing User Email: This needs to be an exact match

- d. Select the relevant analysis and check which years it applies to. Currently a four years period is required to produce a GMP/ECEP Nitrogen loss rate, this can be based off anywhere between one and four analyses.
- e. If multiple analyses apply to the four-year period, repeat the search process until all relevant analyses have been selected.
- f. Click 'Next'. The Farm Portal/Equivalent Pathway will then calculate the GMP/ECEP Nitrogen loss rate, which will be displayed alongside the original nitrogen loss rate. Ignore the '.0' decimal point.
- g. Download the Report to determine what the GMP/ECEP Nitrogen loss rate was for each block, or if needed to provide as part of the consent application.

What does an error mean?

In some instances, the Farm Portal/Equivalent Pathway may produce an error message, meaning that a GMP/ECEP Nitrogen loss rate and/or a Report cannot be generated.

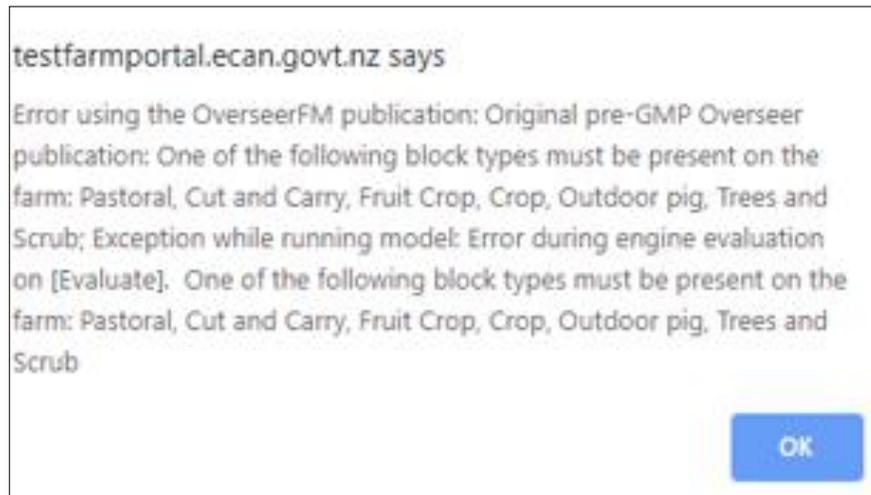
Internal error to Environment Canterbury.



This error is when the record is orphaned, and there is no information in the file



These are OverseerFM publication error, **to resolve the issue in the Farm Portal/Equivalent Pathway you must rectify the problem in OFM first.**



Appendix - Glossary

Item	Definition
FP	Farm Portal
ECEP	Environment Canterbury Equivalent Pathway
OFM	OverseerFM
GMP	Good Management Practice
Loss Rate	It is the average nitrogen loss rate below the root zone
GMP Report	A downloadable report that is produced after you put your OverseerFM publications or Overseer Legacy XML. files through the farm portal
Publication	The Publish function is designed to enable you to share a “read only” or reporting version of an analysis with another organisation. Organisations have to be setup within OverseerFM to receive publications. https://docs.overseer.org.nz/OverseerFMUserGuide.pdf
Analysis	OverseerFM allows users to publish a specific analysis to the council for them to review via their OverseerFM dashboard. This provides a secure and traceable process for submitting budget analyses to councils.
Overseer Legacy	The legacy Overseer Nutrient Budgets software retires on 30 June 2019, at which time you will no longer be able to use this software or access your files. See more on https://www.overseer.org.nz/frequently-asked-questions#using-legacy-overseer
File	An XML file storing farm input and outputs that is used with legacy Overseer software.