



NuMan Pro 5.0: Entering Information on the Farmer & Consultant, Field, and Soil Tabs

Introduction

After collecting information, you will need to go through the process of entering information about the client, farm, location, field(s), and soil(s) into *NuMan Pro*. You will also be asked to input your Nutrient Management Consultant Certification and License numbers.

For any of the tabbed pages where you enter information, **bold** text in the data entry screen indicates *required* information. If the required information is not completed, you will be unable to print recommendations.

Resources for gathering information to include in *NuMan Pro 5.0* can be found on the Agricultural Nutrient Management Program website (<https://extension.umd.edu/anmp>) under the “Plan Writing Tools” section.

Contents

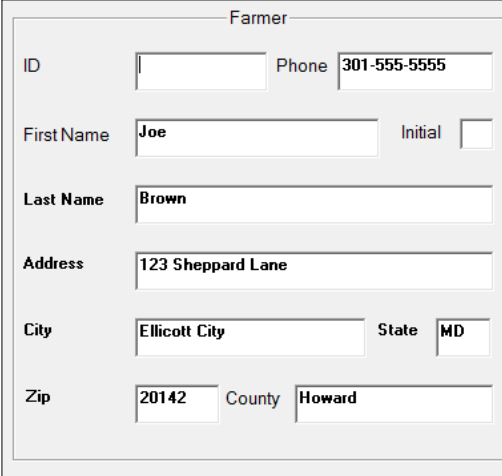
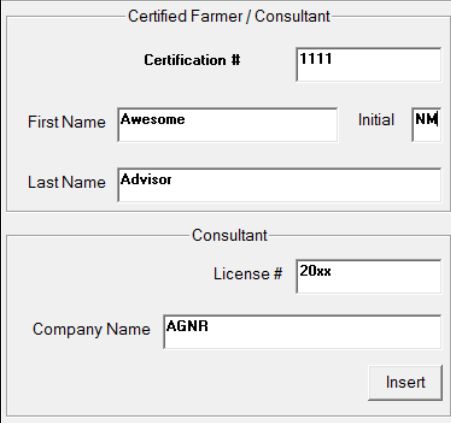
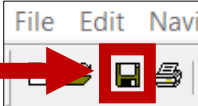
In this document, you will find instructions for the following tabbed pages:

- [Farmer and Consultant](#)
- [Field](#)
- [Soil](#)

Farmer & Consultant Page

Instructions

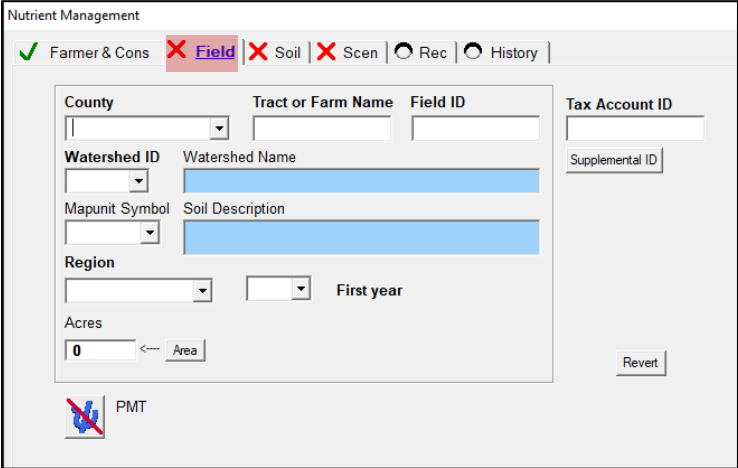
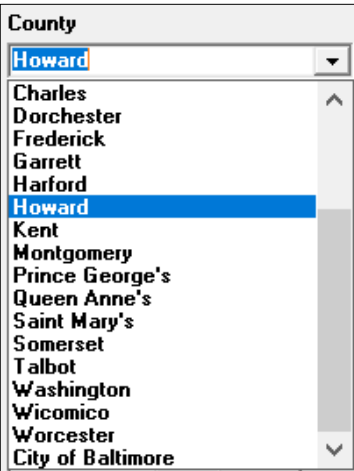
Step	Action
1	<p>Using the mouse, click on the “Farmer & Consultant” tab in the Nutrient Management work area. The text labels for required information are shown in bold.</p>

<p>2</p>	<p>Enter the Farmer information on the left of the page.</p> <p>The Farmer ID is an optional piece of information assigned by the Maryland Department of Agriculture (MDA). Enter the ID if known; otherwise, leave blank.</p>	
<p>3</p>	<p>On the right, fill out the Consultant information. Choose one of the following:</p> <p>A. If you are a certified farm operator, enter your nutrient management certification number and name. You do not need to enter a license number.</p> <p>B. If you are a University of Maryland Extension (UME) Advisor, enter your nutrient management certification number and name. If you are not yet certified, you should enter some random numbers here as a temporary placeholder. Your plan will be reviewed by a certified planner before it is delivered to the farmer. UME Advisors are licensed under the College of Agriculture and Natural Resources (AGNR) and the license number is 2030.</p> <p>C. If you are a certified planner not employed by UME, enter your nutrient management certification number, name, and the license number and company name under which you operate.</p>	
<p>4</p>	<p>Remember to save your work! There is no autosave feature in <i>NuMan Pro</i>.</p>	

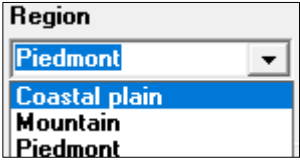

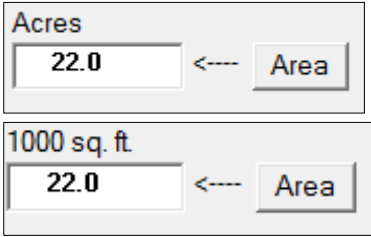
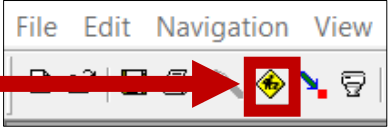
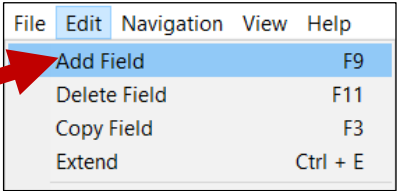
Field Page


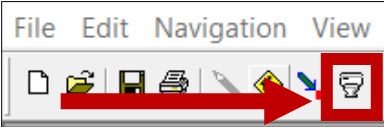
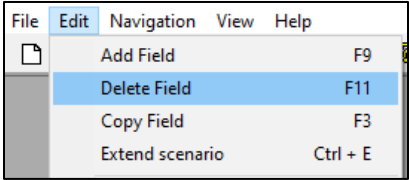
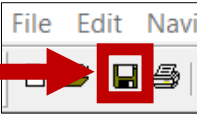
Instructions

Identifying information for all fields is entered on this page. One field is equivalent to one management unit and each field will have its own “Field” page.

Step	Action
1	<p>Using the mouse, click on the “Field” tab in the Nutrient Management work area.</p>  <p>Drop-down lists are provided for ease of selecting County, Watershed, Mapunit Symbol, and Region. The blue spaces will automatically populate once the other information is entered.</p> <p>Other data must be entered manually in the remaining white spaces.</p>
2	<p>Use the drop-down menu to choose the county that the field is located in.</p> 

3	<p>Enter the Tract (or Farm) name or number and the Field ID using the farmer's preferred designations whenever possible. The Field ID may be alphabetical or numeric and can include hyphens and underlines, but is limited to 10 characters for proper display on printouts.</p> <div data-bbox="922 323 1406 411" style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 2px;">Tract or Farm Name</td> <td style="border: 1px solid gray; padding: 2px;">Field ID</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">CMREC</td> <td style="border: 1px solid gray; padding: 2px;">1</td> </tr> </table> </div> <p>**Remember that this information is for a single field or management unit. You will add separate fields later, if applicable.</p>	Tract or Farm Name	Field ID	CMREC	1																																																	
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4	<p>Enter the Tax Account ID number for the field. If a second Tax Account ID is available, click on the "Supplemental ID" button to add up to 5 additional Tax Account ID numbers.</p> <div data-bbox="1117 600 1406 764" style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 2px;">Tax Account ID</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">1403301702</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px; text-align: center;">Supplemental ID</td> </tr> </table> </div> <p>A common error on the Field page is to not enter enough digits for the Account ID number. Make sure you have included the 2-digit county code at the beginning of the Tax account ID number.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr> <th style="width: 50%;">County</th> <th style="width: 50%;">County Codes</th> </tr> </thead> <tbody> <tr><td>Allegany</td><td>01</td></tr> <tr><td>Anne Arundel</td><td>02</td></tr> <tr><td>Baltimore City</td><td>03</td></tr> <tr><td>Baltimore</td><td>04</td></tr> <tr><td>Calvert</td><td>05</td></tr> <tr><td>Caroline</td><td>06</td></tr> <tr><td>Carroll</td><td>07</td></tr> <tr><td>Cecil</td><td>08</td></tr> <tr><td>Charles</td><td>09</td></tr> <tr><td>Dorchester</td><td>10</td></tr> <tr><td>Frederick</td><td>11</td></tr> <tr><td>Garrett</td><td>12</td></tr> <tr><td>Harford</td><td>13</td></tr> <tr><td>Howard</td><td>14</td></tr> <tr><td>Kent</td><td>15</td></tr> <tr><td>Montgomery</td><td>16</td></tr> <tr><td>Prince George's</td><td>17</td></tr> <tr><td>Queen Anne's</td><td>18</td></tr> <tr><td>St. Mary's</td><td>19</td></tr> <tr><td>Somerset</td><td>20</td></tr> <tr><td>Talbot</td><td>21</td></tr> <tr><td>Washington</td><td>22</td></tr> <tr><td>Wicomico</td><td>23</td></tr> <tr><td>Worcester</td><td>24</td></tr> </tbody> </table>	Tax Account ID	1403301702	Supplemental ID	County	County Codes	Allegany	01	Anne Arundel	02	Baltimore City	03	Baltimore	04	Calvert	05	Caroline	06	Carroll	07	Cecil	08	Charles	09	Dorchester	10	Frederick	11	Garrett	12	Harford	13	Howard	14	Kent	15	Montgomery	16	Prince George's	17	Queen Anne's	18	St. Mary's	19	Somerset	20	Talbot	21	Washington	22	Wicomico	23	Worcester	24
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5	<p>Select the Watershed ID and the dominant soil type in the Mapunit Symbol from their respective drop-down boxes. The watershed name and dominant soil description will appear in the blue boxes.</p> <div data-bbox="565 1633 1315 1797" style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 2px;">Watershed ID</td> <td style="border: 1px solid gray; padding: 2px;">Watershed Name</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">0102</td> <td style="border: 1px solid gray; padding: 2px; background-color: #e6f2ff;">Middle Patuxent River</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">Mapunit Symbol</td> <td style="border: 1px solid gray; padding: 2px;">Soil Description</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">GgB</td> <td style="border: 1px solid gray; padding: 2px; background-color: #e6f2ff;">Glenelg loam, 3 to 8 percent slopes</td> </tr> </table> </div>	Watershed ID	Watershed Name	0102	Middle Patuxent River	Mapunit Symbol	Soil Description	GgB	Glenelg loam, 3 to 8 percent slopes																																													
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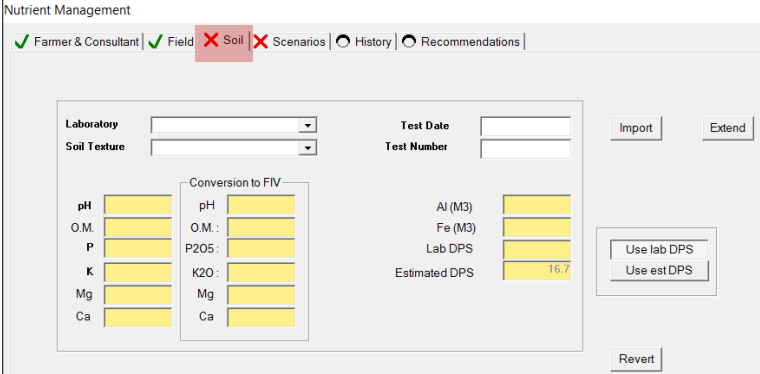
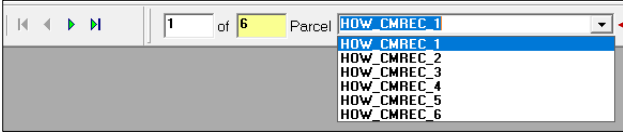
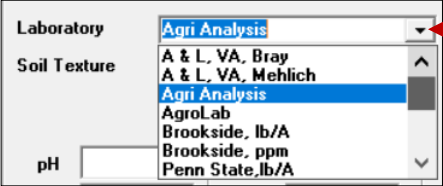
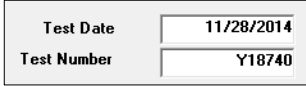
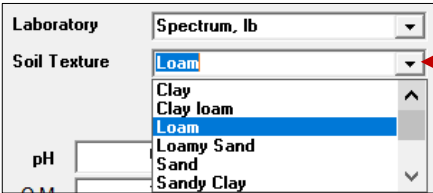
	<p>**Watershed ID can be found from county maps available from MDA and the Mapunit Symbol can be determined from the Web Soil Survey.</p>
6	<p>Region is utilized for lime recommendations. Use the drop-down box to choose one of the following:</p> <p>A. "Coastal Plain" for all counties on the Eastern Shore, Southern Maryland and areas East of Interstate 95</p> <p>B. "Mountain" for properties from the Blue Ridge Mountains in Frederick County and areas west.</p> <p>C. "Piedmont" for Central Maryland</p> 
7	<p>Use the drop-down box to select the First Year in which your organization wrote a plan for the farm.</p> 
8	<p>Enter the field size in "acres" or "1,000 sq. ft.", using the Area button to toggle between the two units of measurement.</p> 
9	<p>Now you have entered complete information for one field. If you have additional fields in your farm scenario, do one of the following:</p> <p>A. Click on the "Add Field" icon in the Tool bar.</p>  <p>OR</p> <p>B. Click on "Edit" in the menu bar, then "Add Field".</p> 
10	<p>Now follow steps 2-8 to fill in the information for your next field. Repeat as necessary.</p>

11	<p>Use the Navigation Bar to move between “Field” pages since only one can be displayed at a time.</p>  <p>Click on arrows to move through the list of fields OR Use drop-down menu to choose which field is displayed</p>
12	<p>If you need to delete a field, do one of the following:</p> <p>A. Click on the “Delete Field” icon in the Tool bar.</p>  <p>OR</p> <p>B. Click on “Edit” in the menu bar, then “Delete Field”.</p> 
13	<p>Remember to save your work! There is no autosave feature in <i>NuMan Pro</i>.</p> 

Soil Page

Instructions

Soil test results are a critical part of nutrient management planning. Not all laboratories use the same procedures or reporting methods so it is important to properly identify which laboratory and analysis method was used for a particular test. Lab results are then converted to Maryland Fertility Index Values (FIV). Incorrect selection will result in improper conversions and invalid recommendations.

Step	Action
1	<p>Using the mouse, click on the “Soil” tab in the Nutrient Management work area.</p> 
2	<p>Navigate to the appropriate field using the navigation toolbar near the top of the <i>NuMan Pro</i> screen.</p> 
3	<p>Choose the correct Laboratory from the drop-down box. Note that some laboratories are listed twice due to different reporting methods.</p> 
3	<p>Enter the Test Date and the Test Number for the individual soil sample. Make sure this is consistent with the soil test analysis report provided by your client.</p> 
4	<p>Choose the Soil Texture from the drop-down menu. This can be obtained from a previous soil test report or from the soil texture of the A horizon of the dominant soil map unit of the field.</p> 

5	<p>Enter the soil analysis data into the white boxes. These values will be automatically converted to Maryland Fertility Index Values (FIV) in the yellow boxes.</p> <p>Do not put a zero into any box unless the report value is, in fact, zero. If data is missing from the report, leave the white box in <i>NuMan Pro</i> blank.</p> <div data-bbox="1036 306 1406 562"> <table border="1"> <thead> <tr> <th colspan="2">Conversion to FIV</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>6.20</td> </tr> <tr> <td>O.M.</td> <td>1.80</td> </tr> <tr> <td>P</td> <td>28.00</td> </tr> <tr> <td>K</td> <td>227.00</td> </tr> <tr> <td>Mg</td> <td>914.00</td> </tr> <tr> <td>Ca</td> <td>4873.00</td> </tr> <tr> <td>pH</td> <td>6.20</td> </tr> <tr> <td>O.M.</td> <td>1.80</td> </tr> <tr> <td>P2O5</td> <td>30.25</td> </tr> <tr> <td>K2O</td> <td>73.83</td> </tr> <tr> <td>Mg</td> <td>399.04</td> </tr> <tr> <td>Ca</td> <td>355.88</td> </tr> </tbody> </table> </div>	Conversion to FIV		pH	6.20	O.M.	1.80	P	28.00	K	227.00	Mg	914.00	Ca	4873.00	pH	6.20	O.M.	1.80	P2O5	30.25	K2O	73.83	Mg	399.04	Ca	355.88
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6	<p>If the soil analysis reports the Degree of Phosphorus Saturation* (Lab DPS) enter the value in the white box. Make sure the “Use lab DPS” box is selected.</p> <p>OR</p> <p>If the soil analysis report does <i>not</i> report the Lab DPS, leave the white box blank and make sure to select “Use est. DPS”.</p> <div data-bbox="906 617 1406 777"> <table border="1"> <tbody> <tr> <td>Al (M3)</td> <td></td> <td></td> </tr> <tr> <td>Fe (M3)</td> <td></td> <td></td> </tr> <tr> <td>Lab DPS</td> <td>53</td> <td><input checked="" type="checkbox"/> Use lab DPS</td> </tr> <tr> <td>Estimated DPS</td> <td>22.1</td> <td><input type="checkbox"/> Use est. DPS</td> </tr> </tbody> </table> </div> <div data-bbox="928 919 1406 1079"> <table border="1"> <tbody> <tr> <td>Al (M3)</td> <td></td> <td></td> </tr> <tr> <td>Fe (M3)</td> <td></td> <td></td> </tr> <tr> <td>Lab DPS</td> <td></td> <td><input type="checkbox"/> Use lab DPS</td> </tr> <tr> <td>Estimated DPS</td> <td>22.1</td> <td><input checked="" type="checkbox"/> Use est. DPS</td> </tr> </tbody> </table> </div> <p>*The Degree of Phosphorus Saturation may also be reported as the Percent (%) Phosphorus Saturation, depending on the lab.</p>	Al (M3)			Fe (M3)			Lab DPS	53	<input checked="" type="checkbox"/> Use lab DPS	Estimated DPS	22.1	<input type="checkbox"/> Use est. DPS	Al (M3)			Fe (M3)			Lab DPS		<input type="checkbox"/> Use lab DPS	Estimated DPS	22.1	<input checked="" type="checkbox"/> Use est. DPS		
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