MPS

driven by sustainability

MPS-ABC
User Guide
Record-keeping environment

This user guide is intended for customers who have already been transferred to the new MPS-ABC record-keeping environment. You will be notified by email when you are transferred to the new system.

Contents

Introduction

The MPS-ABC record-keeping environment is a digital tool which allows you to quickly and easily log environmental and usage data on your crop at any time. The record-keeping environment meets all the requirements for MPS-ABC certification. The tool also provides overviews showing relevant information on the relative environmental performance of your crop. By logging your usage, you can measure in real time how sustainably you are growing. This can help you become more aware of your product usage and you can use the data to make your company even more sustainable and reduce costs.

In the MPS-ABC record-keeping environment, you can log your usage data for each application of crop protection products and fertilisers. You can also log your usage of energy, water and waste, as well as where, when and how much starting material you have purchased. There is an optional module for logging stock data and data on additional sales and resales. This User Guide helps you navigate through the record-keeping environment.

It will be updated every time a new release becomes available. For example, the 'Starting material' module is still under development. Once it is completed, a new version of this user guide will be published. To avoid confusion, please make sure you always use the most recent version. You will find the latest version on our website www.my-mps.com under 'Documents'.

If you have any questions or comments regarding this User Guide or the record-keeping environment in general, please email us at info@my-mps.com.

1. Logging into the customer portal

If you already have an account:
If you already have an account, you can access the record-keeping environment by going to www.my-mps.com and clicking on 'Login' at top right of the screen and selecting 'Customer portal'. A new page will open where you can enter your email address and password. To log your usage, once you have logged into the Customer Portal, go to 'New record'. You will be taken to a screen where you can select 'Company settings' and 'Sites'. When you click on 'Sites', an overview of your sites will appear where you can enter your record-keeping preferences, fill in the questionnaire, create a crop schedule and enter your usage.

If you do not have an account:
Before you can start logging your usage, you will need to set up an account for the customer portal. You can activate your account by going to www.my-mps.com. Then click on 'Login' and then on 'Customer portal'. A new page will open. Activate your account by clicking on 'Request password'. Enter your email address and you will receive an e-mail with a link to set up a password. Once you have set up your password, you can start using the customer portal. To log your usage, once you have logged into the customer portal, go to 'New record'. You will be taken to a screen where you can select 'Sites'. An overview of your sites will appear where you can enter your site settings, create a crop schedule and enter your usage.

2. Settings

Before you start logging your usage, it is important to enter your company settings, record-keeping preferences and fill in the questionnaire. You will need to enter these details here even if you have worked with MY-MPS before. Do this as follows:

1. In the menu on the left, click on 'New record-keeping system' and then on '**Company settings**'.

2. Select the certificate for which you would like to create a record. If you have both MPS-ABC and MPS-GAP, select MPS-GAP.

3. Specify any other fields you would like to use.

4. If you want to use the stock module, it is important to fill in your preferences accurately. Under 'Preferred stock module', select 'Centralised' or 'Decentralised'. Select 'Centralised' if your company consists of one site or if you have multiple sites but your crop protection products and fertilisers all come from the same stock or site. Select 'Decentralised' if your company consists of multiple sites and you have separate stocks of crop protection products and fertilisers for each site.

5. Save the data and click on 'Back to dashboard'. Click on '**Questionnaire**' and answer the questions.

6. Save the data and click on 'Back to dashboard'. Now click on '**Sites**'.

7. You will find your sub-records on this page. For each sub-record, enter your record-keeping preferences and complete the site questionnaire (see figure 1). The icon turns green when the settings have been completed.

8. Enter your **record-keeping preferences** first. When you click on the icon, you will see the screen shown in figure 2. This data is used to compile your record-keeping environment. See Chapter 11 for more information on the record-keeping preferences.

9. Check the boxes for the optional fields you want to use. For example, you can choose to record lighting, weather conditions and stock. If you do not select 'Yes' for these fields, they will not appear in the record-keeping environment. When you have finished, click on 'Submit my answers'.

10. Now complete the '**Site questionnaire**' (see figure 3). Start by entering the area. Then go to 'Stock' and work through each tab until you get to 'Submit'. Enter the start date of the logging period here.

Figure 1

Figure 2

Figure 3

3. Crop schedule

Once you have completed all the site settings, you can create your crop schedule. This is where you log your crops and the number of square metres. To do so, click on the 'Usage record-keeping' button below the sub-record.

3.1 Teelten

Create your crop schedule following the steps below.

1. Click on 'Crop schedule' as shown in figure 4.

2. Add your plots by clicking on the green '+ Add plot' button at the top of the screen.

3. Enter the data as seen in figure 5. When you create your crop schedule, enter the start date of the period in which you are logging usage in the new environment under 'Start date'. If you make any changes at a later date, enter the date from which the change applies.

4. You do not have to enter an end date. The plot size and name are required fields. These can only be changed if you have not yet added any crops. Sites with hot/cold stores (cells) can also be created here.

5. Click on 'Extra crop layer' if you have a second layer of products. Click on 'Save'.

6. Now create your crops. Click on 'New crop' at top right. You will see a pop-up as shown in figure 6. When you create crops, you can choose whether you want to log them by crop or crop group. Logging by crop group has the advantage that if you have a large number of crops, you don't have to log each one individually. The disadvantage is that the standard is less specific and therefore stricter. If you choose to log your usage by crop group, you cannot log usage for an individual crop in that group.

7. If part of your plot is uncultivated, you can select 'Uncultivated' under 'New crop'.

8. For starting material, check 'Starting material'.

9. Now you can set up your plot by dragging the crops to the plot. When you drag a crop, you will see a screen as shown in figure 7. You can also indicate whether the product comes from an MPS-ABC or GLOBALG.A.P. certified grower.

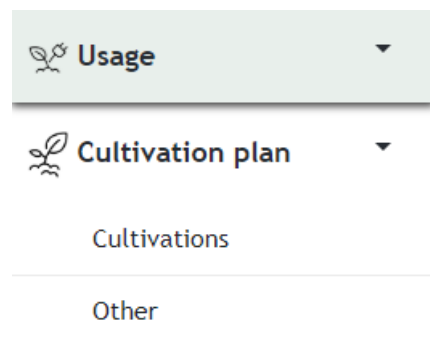10. Create more plots if necessary.

Figure 4

Figure 5

Figure 6

Figure 7

3.2 Other crops

If you have any other activities besides the production of ornamental crops, you can log these under 'Other crops'. Because MPS-ABC is a company record-keeping system, you must also enter any other (non-ornamental) activities you have, such as any agricultural crops you grow. You can also log forcing in frames and bulb disinfection under 'Other crops'. This is done as follows.

1. Click on 'Cultivation plan' and then on 'Other' (see figure 8).

2. Then click on 'Define' at top right of the screen. A screen will open as shown in figure 9.

3. Click on the green '+ Register' button. A screen will open as shown in figure 10. Select the crop in the first field and click on 'Save'.

4. You can now select the activity you defined in step 2 under 'Other crops'. Enter the rest of the data. When you create your cultivation plan, enter the start date of the period in which you are logging usage in the new environment under Start date. If you make any changes at a later date, enter the date from which the change applies. Once you have entered the data, click on 'Save'.

5. Your other crop has now been added.
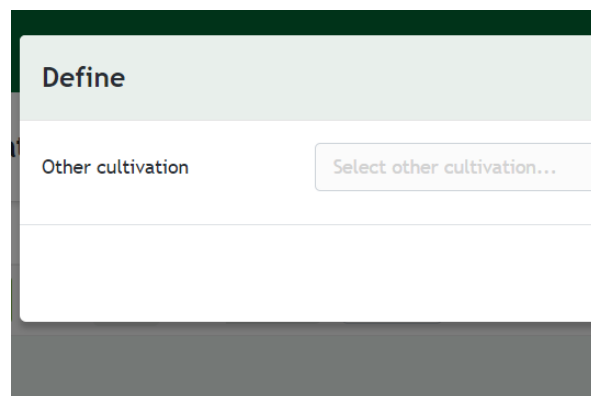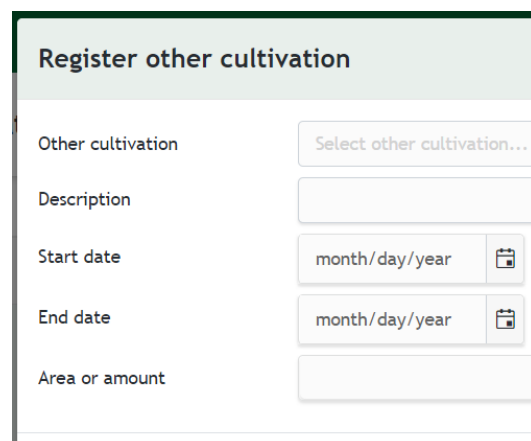
6. Add any other activities.
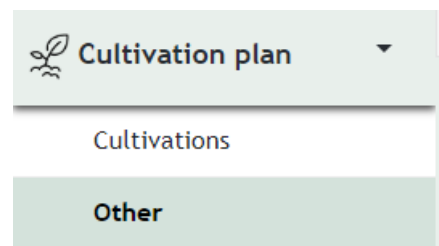
Figure 8

Figure 9

Figure 10

4. Stock

If you specified in the settings that you wish to log stock, follow the steps below. NB: If you kept stock records in MY-MPS, you will need to enter your stock again, starting on the start date of your new record-keeping environment.

1. Click on 'Stock' in the menu on the left, as shown in figure 11.

2. This will take you to the screen for logging stock. On the right-hand side of the page there is a drop-down menu where you can select whether you want to view your stock of crop protection products or fertilisers.

3. Click on the green '+ New product or fertiliser' button to add a product or fertiliser to the stock (see figure 12).

4. A pop-up will open. Enter your product or fertiliser. Next you will see the screen shown in figure 13.

5. Enter the data requested. You can also enter a desired minimum quantity. You will then receive a notification when the limit is reached.

6. Add the product and click on 'Save'. You can always edit the data later.

7. Once you have added the product, the screen shown in figure 14 will open. Here you can add and deduct quantities by clicking on the + and - buttons. Only deduct quantities when you dispose of a product or fertiliser or return it to the supplier. When you enter a product in the usage section, it will be automatically deducted from stock.

8. Click on the green 'Edit' button to edit the minimum stock quantity and add comments.

9. If you click on 'Stock' on the right of the menu again, the product you have added will be visible in the list. Click on the product to add and deduct quantities. NB: Logged usage is automatically deducted from stock. You can edit the data here as well.
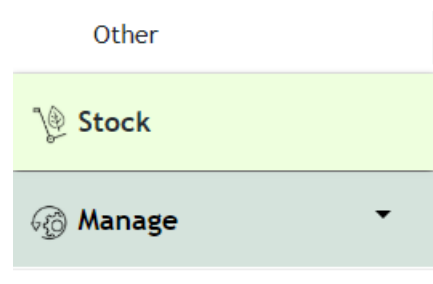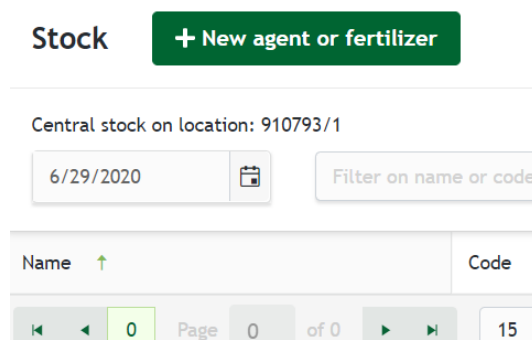
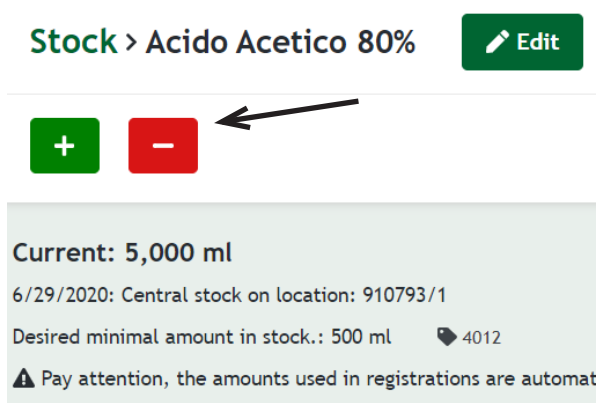

Figure 11

Figure 12

Figure 13

Figure 14

7

5. Manage

Before you start logging your usage, you will need to create your energy meter(s) and water meter(s) under 'Manage'. You can also create fertiliser mixes and compound fertilisers under 'Manage'.

5.1 Energy meter

Add your electricity, gas or heat meter(s) as follows:

1. At the top of the screen, click on the green '+ Meter' button. Enter the data as shown in figure 16. The supplier name is optional.

2. If you have more than one energy meter per sub-record, when you create the energy meter you can select either 'Total usage' or 'Usage per meter'. As the name suggests, with the first option you will enter the total usage. The second option allows you to enter the meter readings of each of your meters. The system automatically calculates your usage for the period based on the previous meter reading.

3. If you have multiple (physical) energy meters in one sub-record and you want to log the meter readings individually, you should always select the 'Usage per meter' option when you create the meters. Then you can choose whether to enter your usage based on meter readings or actual usage.

4. Bear in mind that if you choose 'Log total usage' for the first meter of a particular type (e.g. electricity), you will not be able to create another meter of the same type (figure 17).

5. Click on 'Save'. The meter can only be edited if it contains no data.

5.2 Water meter

Create your water meter(s) as follows:

1. At the top of the screen, click on '+ Meter'. A pop-up will open as shown in figure 18.

2. Select the type of meter.

3. Select a logging method: Usage per meter or Total usage, and click on 'Save'. The meter can only be edited if it contains no data.
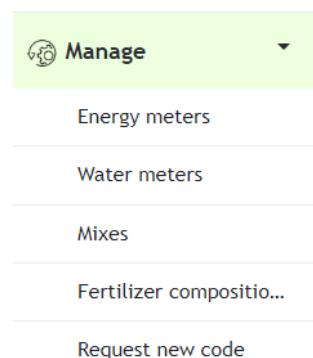

Figure 15

Figure 16

Figure 17

Figure 18

5.3 Mixes

Create a mix as follows:

1. Click on 'Manage' in the menu and then 'Mixes' (see figure 15).

2. A new screen will open as shown in figure 19. Click on the green '+ Mix' button to create a mix.

3. A screen will open as shown in figure 20. Give the mix a name and select the products in the mix under 'Product or fertiliser'.

4. Click on 'Save'. The mix has now been added and can be selected in the fertiliser usage section.

5.4 Fertilisers composition

Create a fertiliser composition as follows:

1. In the menu on the left, click on 'Manage' and then on 'Fertiliser composition'(see figure 15).

2. A new screen will open as shown in figure 21. Click on the green '+ Fertiliser composition' button to create a mix.

3. You will see a pop-up as shown in figure 22. Enter the details of the fertiliser composition here, either as a per-centage or in weight. For the latter, always enter the total weight. The proportions will be calculated automatically.

4. Click on 'Save'. The fertiliser composition has now been added and can be selected in the fertiliser usage section.
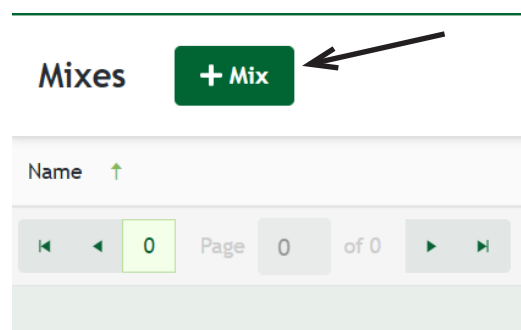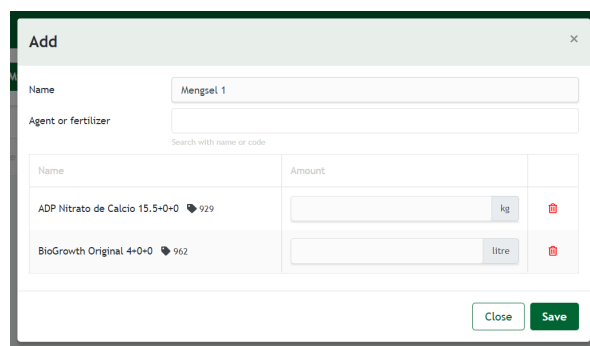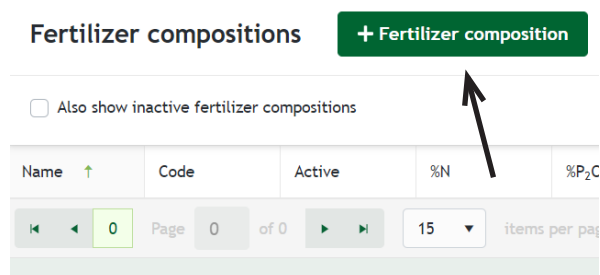

Figure 19
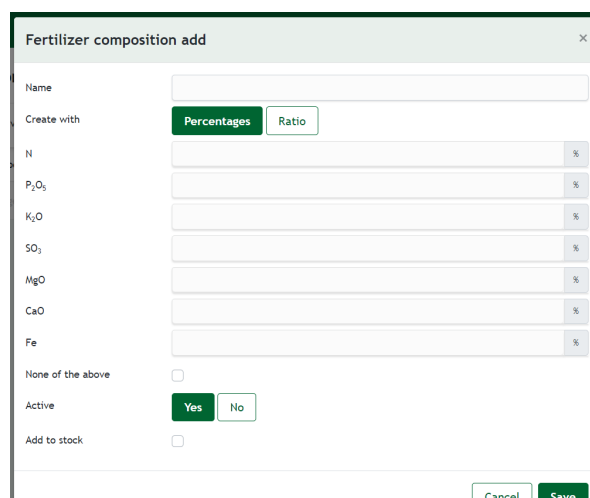

Figure 20

Figure 21

Figure 22

6. Usage

You have created your crop schedule, meters and any mixes and compound fertilisers. Now you can start entering your usage of crop protection products, **fertilisers, energy, other fuel, lighting and water**. In this chapter you will find instructions for logging each of these.

6.1 Crop protection products

Log your usage of crop protection products as follows:

1. Click on 'Usage' and then on 'Crop protection'.

2. Click on '+ Registration' (see figure 24).

3. Enter the data. If you are updating stock, select 'Stock' under 'Select products used'. You will then see a list of products you have in stock. If you are not keeping stock records or if you have not yet created the product concerned in your stock, select 'Code list'. You will then see a complete list of products from which you can make your selection (see figure 24).

5. Choose the relevant product by searching for a word or code. Click on the double chevron to select a product (see figure 25). You can select more than one product at a time. If you can't see your product on the list, you can request a code via the dashboard.

6. If you are keeping stock records and you use a product that is not yet in your stock, you will need to add the product to your stock before you can specify the quantity (see figure 26). Click on 'Add to stock' and enter the information requested.

7. Select the crop on which the product was used by clicking on the green double chevron or the name. As standard, the entire area of the crop is entered here. You can change this for a specific application.

8. Scroll back to the top of the page and click on 'Save' or on 'Save & new' if you wish to add another product.

9. Your usage is saved. You can view your usage later and edit it (retrospectively over up to seven periods) by clicking again on 'Crop protection' and then clicking on the application date.

Figure 23

Figure 24

Figure 25

Figure 26

6.2 Fertilisers

Add your fertilisers by following the steps below.

NB: Instructions for adding compound fertilisers can be found in section 4.4.

1. Click on 'Usage' and then on 'Fertilisers' (see figure 27).

2. Click on '+ Registration'. A new screen will open as shown in figure 28.

3. Enter the data. If you keep stock records, select 'Stock' under 'Choose used fertilisers'. You will then see a list of fertilisers you have in stock. If you are not keeping stock records or if you have not yet created the product concerned, select 'Code list'. You will then see a complete list of products from which you can make your selection (see figure 29).

4. If you want to add a mix or fertiliser composition, you will first need to create it under 'Manage'. For more information, see chapter 6: Manage. When you add your usage, you can then select the product concerned from the list of mixes or compound fertilisers.

5. Choose the relevant product by searching for a word or code. Click on the double chevron to select a product (see figure 29). You can select more than one product at a time. If you can't see your product on the list, you can request a code for it via the dashboard.

6. If you are keeping stock records and you use a product that is not yet in your stock, you will need to add the product to your stock before you can specify the quantity (see figure 30). Click on 'Add to stock' and enter the information requested.

7. Select the crop on which the fertiliser was used by clicking on the green double chevron. As standard, the entire area of the crop is entered here. You can change this in the event of a specific application.

8. Scroll back to the top of the page and click on 'Save' or on 'Save & new' if you wish to add another product.

9. Your usage is stored and you can view it later and edit it retrospectively (over up to seven periods) by clicking on 'Fertilisers' again and then clicking on the application date.

Figure 27

Figure 28

Figure 29

Figure 30

6.3 Energy

Once you have created your energy meters under 'Manage', you can enter your energy usage by going to 'Usage' and then 'Energy' (see figure 31).

1. Click on 'Usage' in the menu and then on 'Energy' (see figure 31).

2. Here you will find the meters you entered under 'Manage', as shown in the example in figure 32.

3. Click on a meter. A new screen will open, in which you can click on '+ Record'. When you click on this, a screen will open as shown in figure 33.

4. Enter your data and click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Energy'. You can edit the data for a particular date by clicking on the energy meter concerned.

5. Usage can be edited retrospectively going back up to seven periods.
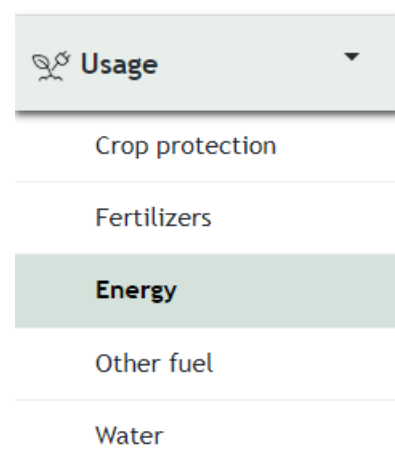
Figure 31

Energy meters

↑	Name	Meter type	Registration method
⚡	test dg	Electricity	Registration of total
⚡	Test	Green electricity	Registration per meter

| ⏮ | ◀ | 1 | Page | 1 | of 1 | ▶ | ⏭ | 15 | ▼ | items p |

Figure 32

Usage add for meter 'test dg'

Date	6/29/2020	📅
Usage		
Factor	1	
Amount green		kWh
Distribution green-grey		

Figure 33

6.4 Other fuel

Enter other fuel as follows:

1. Click on 'Usage' in the menu and then on 'Other Fuel' (see figure 34).

2. A screen will open as shown in figure 35.

3. Click on '+ Add record'. A screen will open as shown in figure 36.

4. Enter your data and click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Other fuel'. You can edit your entry by clicking on the record date.

5. Usage can be edited retrospectively going back up to seven periods.
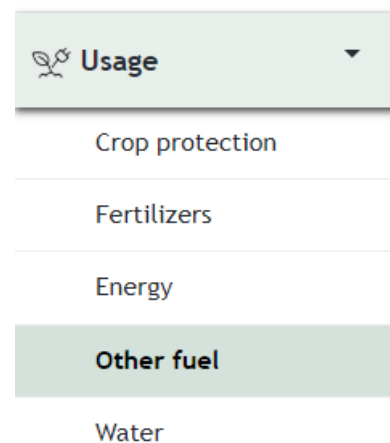
Figure 34

Figure 35

Figure 36

6.5 Lighting

Enter lighting as follows:

1. Click on 'Usage' in the menu and then on 'Lighting' (see figure 37).

2. A new screen will open as shown in figure 38.

3. Click on '+ Register for a period'. A screen will open as shown in figure 39.

4. Select the type of light from the drop-down menu. You can enter a description, the number of lights or their output and the lighting duration in hours here. Click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Lighting'. You can edit your usage for a particular period.

5. Usage can be edited retrospectively going back up to seven periods.

6. If you use the same lighting in a particular period, you can copy an entry by clicking on the overlapping squares icon next to the usage entered. This way, you don't have to enter the same data twice.
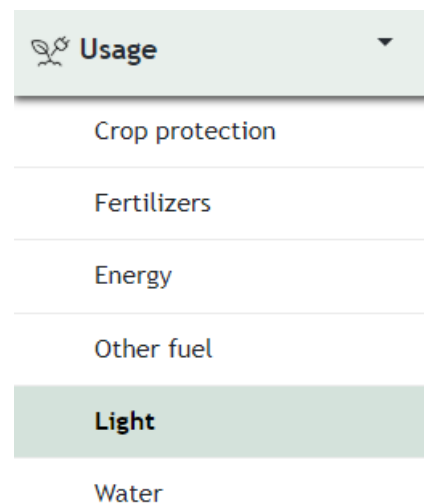
Figure 37
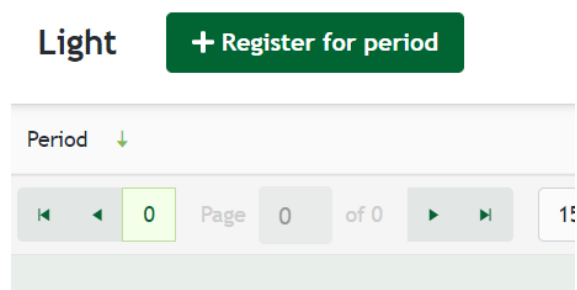
Figure 38
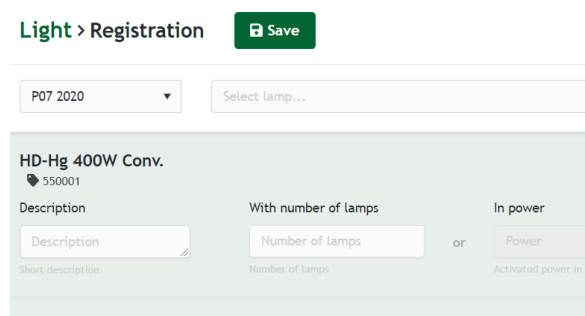
Figure 39

6.6 Water

Enter your water usage as follows:

1. Click on 'Usage' in the menu on the left and then on 'Water' (see figure 40).

2. A new screen will open as shown in figure 41. In this screen you will find the water meters which you created under 'Manage'.

3. Click on a water meter and then on '+ Registration'. A screen will open as shown in figure 42.

4. Enter the new meter reading here. Click on 'Save'. Your usage is stored and you can view it by going back to 'Usage' and clicking on 'Water'. You can edit your entry for a particular record date by clicking on the water meter concerned.

5. Usage can be edited retrospectively going back up to seven periods.
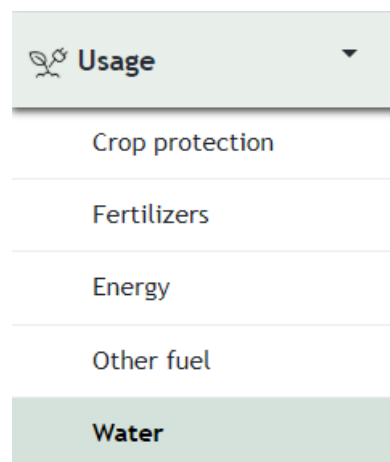
Figure 40

Figure 41

Figure 42

7. Submit data

At the end of every period, you will need to check the data and submit it. If you don't do this, we will send you an email reminder to submit the period. Submit your data as follows:

1. Click 'Submit' in the menu (see figure 43).

2. A new screen will open as shown in figure 44. In it you will see an overview of periods with their dates and status ('Submitted' or 'Not submitted').

3. Click on the period you want to submit.

4. A new screen with an overview of your usage data will open (see figure 45).

5. Check the data.

6. Check 'Agree' in the top menu bar and then click on 'Submit' (see figure 46).

7. The data is submitted. You can view the data again later by clicking on 'Submit' in the menu, where you will see an overview of periods submitted. You can edit the data retrospectively going back up to seven periods. If you edit the usage data in the record for a particular period, this period will need to be submitted again. You can do this at any time.

Figure 43

Figure 44

Figure 45

Figure 46

8. Setting up record-keeping tool on smartphone or tablet

Once you have entered your settings and your crop schedule, you can also enter usage data via a smartphone or tablet. Follow these instructions to install the app on your smartphone or tablet:

For iPhone and iPad:

1. Open Safari, Google Chrome or another browser.

2. Go to https://mps-registratietool-prod.my-mps.com/

3. Tap on the 'Share URL' icon at the bottom of your screen as shown in figure 47.

4. Then tap on 'Add to home screen' (see figure 48).

5. You can give the app a name if you wish, such as 'MPS records'.

6. You will then find the app icon on your home screen.

For Android devices:

1. Open Safari, Google Chrome or another browser.

2. Go to https://mps-registratietool-prod.my-mps.com/

3. In the browser, tap on the share icon (see figure 49).

4. Then tap on 'Add shortcut to home'.

5. You can give the app a name if you wish, such as 'MPS records' (see figure 50).

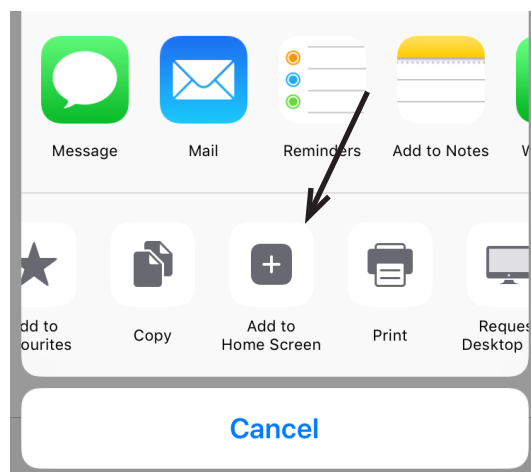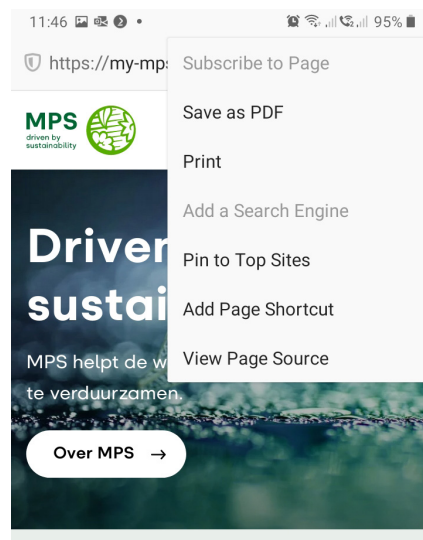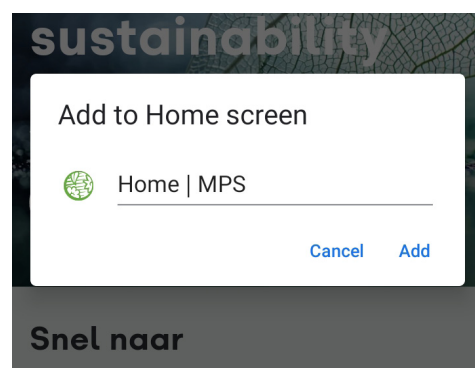6. You will then find the app icon on your home screen.

Figure 47

Figure 48

Figure 49

Figure 50

17

9. Adding a contact

If more than one person updates your records for MPS-ABC, the administrator can add a contact as follows. This person will then also be able to log data in the system.

1. In the dashboard, tap on 'Details' and then on 'Contacts'.

2. Tap on 'Add contact' as shown in figure 51.

3. Enter the data of the person you want to add.

4. If you want to add a person whom you only want to be able to identify as the applicator when logging crop protection products, add this person without their e-mail address. This person will not be able to log in themselves, but you can select their name when you log fertiliser and crop protection product usage.

5. If you want a person to be able to log in to the environment and log data themselves, add them with their e-mail address. Then select 'Employee' at the bottom of the screen.
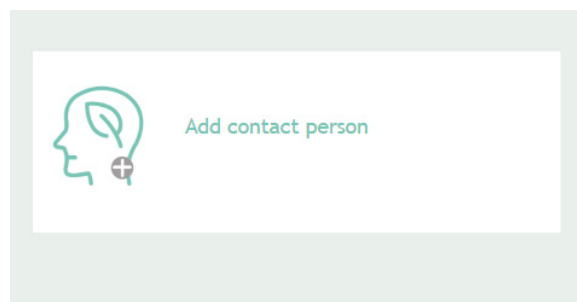
6. Click on 'Create'. The contact has now been added.

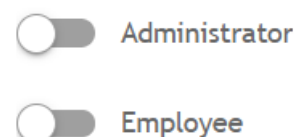

Figure 51

Figure 52

Figure 53

10. About record-keeping preferences

Record-keeping preferences	Explanation
1. Brief description of the site	Your own description of the site for identification purposes in the record-keeping environment.
2. Do you want to log usage of crop protection products by application rate?	Selecting 'yes' here allows you to enter your crop protection product usage as a quantity per square metre rather than as an absolute quantity.
3. Log applicator	Selecting 'yes' here allows you to record the applicator of the crop protection products and fertilisers you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
4. Log person in charge	Selecting 'yes' here allows you to record the name of the person in charge of the crop protection products and fertilisers you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
5. Log application method	Selecting 'yes' here allows you to select the application method of the crop protection products and fertilisers you are logging from a drop-down menu. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
6. Log equipment used	Selecting 'yes' here allows you to record what equipment was used to apply the crop protection products and fertilisers you are logging. The user must first define the equipment before it can be selected. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
7. Log weather conditions	Selecting 'yes' here allows you to record the weather conditions at the time of applying the crop protection products and fertilisers you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.
8. Log re-entry time	Selecting 'yes' here allows you to record how much time there should be between applying the crop protection products and fertilisers you are logging and entering the room without protective clothing. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.

9. Log pre-harvest interval on label

Selecting 'yes' here allows you to record the pre-harvest interval for each active ingredient as stated on the label of the crop protection products you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.

10. Log harvest date

Selecting 'yes' here allows you to record the planned harvest date of each selected crop when you log your crop protection product usage. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.

11. Log reason for application

Selecting 'yes' here allows you to record the application reason for each active ingredient of the crop protection products you are logging. This is a mandatory part of record-keeping for MPS-GAP and GLOBALG.A.P.

12. Unit of measurement for logging crop protection products

Here you can specify the unit you wish to use for logging crop protection products. NB: This unit applies to all crop protection product usage records and can only be changed via these record-keeping preferences.

13. Unit of measurement for logging area

Here you can specify the unit you want to use for the area in the crop schedule. NB: This unit applies to all areas you have created and can only be changed via these record-keeping preferences.