



RISE 3.0 - Software Manual

Version: 04. May 2016



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RISE Response-Inducing Sustainability Evaluation

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Contents

1	Start the application and login	5
1.1	Two ways to access the RISE 3.0 application	5
1.2	Language selection	5
1.3	Login to your personal user account.....	6
2	Opening a questionnaire.....	6
2.1	Selection and opening of a project.....	6
2.2	Editing a questionnaire: Opening	7
2.3	Editing a questionnaire: Check out and check in	7
3	The RISE survey.....	8
3.1	Basic functions.....	8
3.2	The questionnaire tree	9
3.3	Saving data.....	10
3.4	Different types of questions	11
3.5	The filter function.....	12
4	Administrate questionnaires and farms	2
4.1	Adding of farms and surveys	2
4.2	Deleting of farms and surveys	2
4.3	Copying of farms and surveys	3
4.4	Theme variants	4
4.5	Printing a questionnaire.....	5
5	The comments function	7
5.1	Creating new comments	8
5.2	Comments overview (questionnaire).....	8
5.3	Creating comments (results section).....	9
5.4	Comments overview (results section).....	9
5.5	Defining measures.....	10
5.6	Overview of all comments.....	11
6	Calculation and analysis.....	13
6.1	Calculate a questionnaire.....	13
6.2	The results section	15
6.3	Calculate average values	17
6.4	Compare farm results.....	19

6.5	Create a RISE-Sustainability report (Excel)	19
6.6	Create a RISE-Sustainability report (Word)	21
7	Working mode offline - online.....	22
7.1	Change to offline mode.....	22
7.2	Synchronizing individual regions	23
7.3	Using the software in offline mode	24
7.4	Synchronize data after having worked offline	24
8	Reference data	27
8.1	Open the Reference data part	27
8.2	Project specific data	27
8.3	Extend a region with animals and crops.....	28
8.4	Extend master data.....	29
9	Frequently asked questions FAQ	31
10	Annex I: Create your own RISE user account	34
11	Annex II: Installation of the RISE application on your computer	36
12	Annex III: RISE-Calculation Check-list	37

Start the application and login

1.1 Two ways to access the RISE 3.0 application

- 1) **RISE 3.0 application on your computer (recommended):** Open the locally installed RISE 3.0 application with the RISE icon on the desktop of your computer.

Note 1: Please follow the steps described in Annex II of this manual to learn how to install the RISE application on your computer if not yet done.

Note 2: If you intend to work in the offline mode (without Internet connection) you need to install the application on your computer as the web based version of this application runs only online.

- 2) **Web browser (alternative):** Navigate to the following URL using the Microsoft Internet Explorer to open the RISE site: <http://www.farmrise.ch>

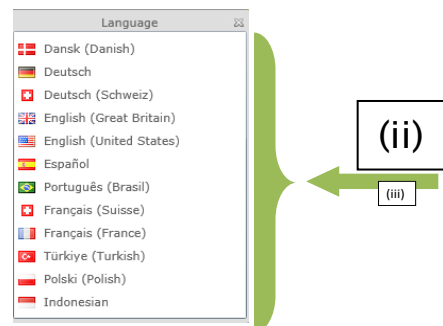
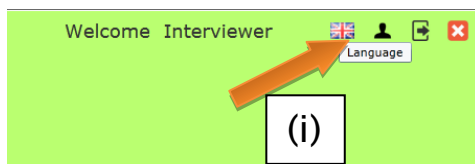
Note 1: The web access to RISE is designed for visitors and as an alternative for cases where it's not possible to install the application on your computer. Note that the web version always requires an internet connection and that it's not possible to work in the offline mode.

Note 2: RISE is designed for and runs best with "Microsoft Internet Explorer™".

Note 3: You may be asked to install the "Microsoft Silverlight™ plug-in" on your computer. Please accept this installation in case. Otherwise RISE will not run. To check whether you have the latest version of the plug-in, go to: <http://www.microsoft.com/getsilverlight>

1.2 Language selection

- (i) Press "Language" on the RISE home page.



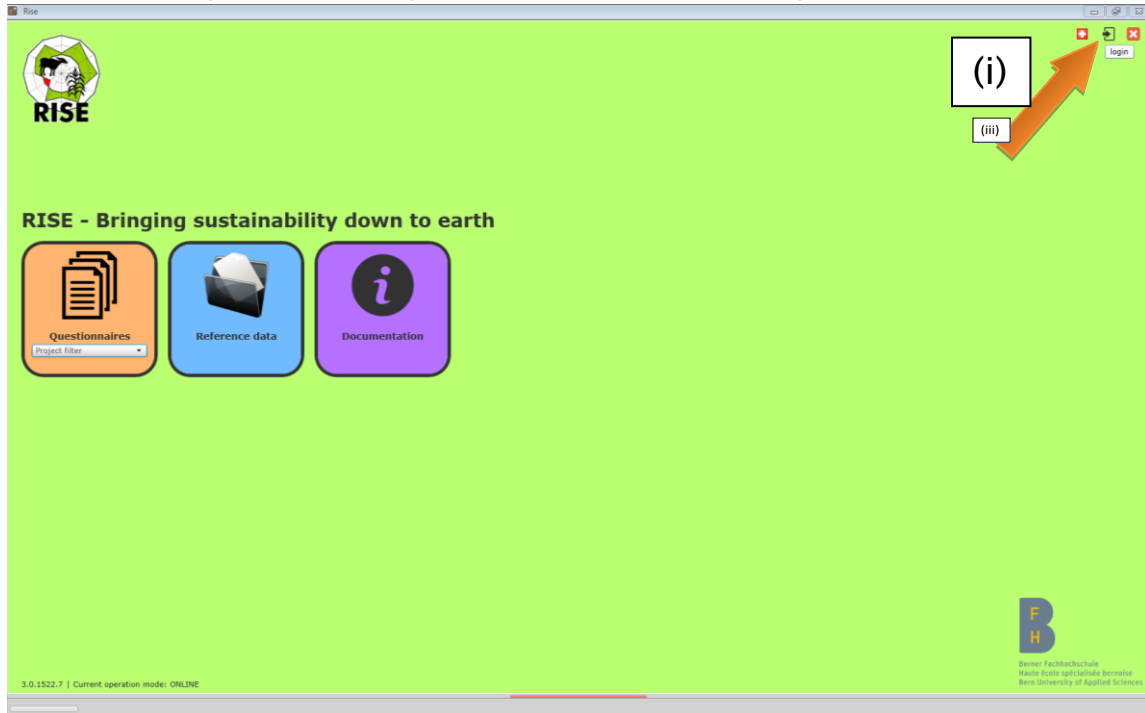
- (ii) Select the language you want to work with

Note 1: The language of the questionnaires as well as the way numbers are displayed, e.g. one thousand as "1'000" or as "1,000" are adapted accordingly. Note that language settings can still be modified while using the RISE software.

Note 2: At the moment, the complete RISE software is only available in German and Spanish. Translation into further languages is in progress.

1.3 Login to your personal user account

- (i) Click on “login” in the top right corner on the RISE home page.

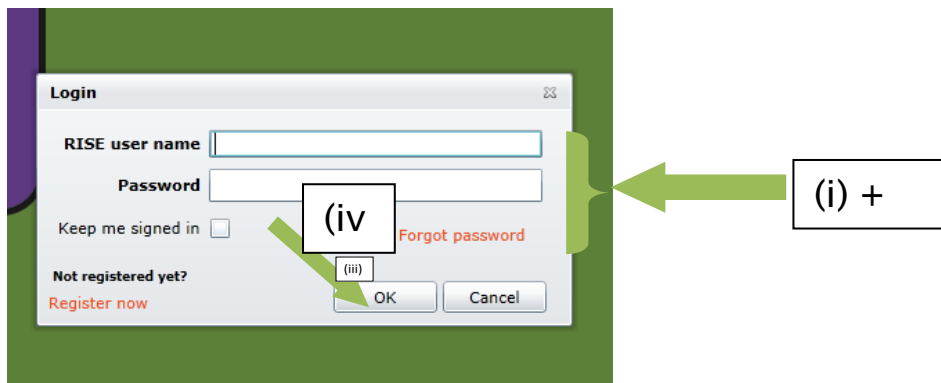


- (ii) Enter your personal user name

- (iii) Enter your personal password

Note 1: If you tick “keep me signed in”, you will not have to enter your personal data for further log-ins from the same computer.

Note 2: If you are not yet registered as a RISE-user please go to Annex I of this user manual “Creating a RISE user account”

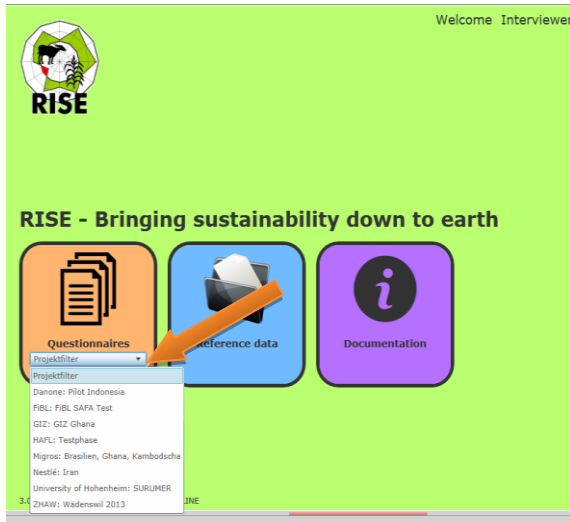


Opening a questionnaire

1.4 Selection and opening of a project

- (i) Click on “Project filter” to proceed to the project overview. Select the desired.

Note: The list shows only the projects, which you have access to with your personal user account. If you cannot find the project which you want to work with please contact the RISE-administrator.



1.5 Editing a questionnaire: Opening

- (i) Open a questionnaire from the list by opening the drop-down menu of the according farm.
- (ii) And click „Open“.

Note 1: The same farm will be displayed several times for each questionnaire that exists of it.

Note 2: If your questionnaire is not checked out (see chapter 1.6), it will appear in “read only” mode and you can’t edit the data.

Farm	Farm ID	Questionnaire / scenario	Questionnaire ID	Date	Project	Project ID	Analysis year (period analyzed)	Region	Int.
Iran farms	14208	Average scores	16355	08/07/2015	Iran	137	1900		ath
Neuer Durchschnittsbetrieb	14213	Neues Durchschnittsresultat	16361	08/07/2015	Iran	137	1900		inte
Iran farm 4	13212	Questionnaire	15362	08/06/2015	Iran	137	2014	Qazvin	ath
Iran farm 5		Questionnaire	15363	08/06/2015	Iran	137	2014	Qazvin	ath
Iran farm 5		Questionnaire new financial data	16347	08/06/2015	Iran	137	2014	Qazvin	ath
Iran farm 2		Iran farm 2_Interviewer	16356	06/06/2015	Iran	137	2014	Qazvin	inte
Iran farm 2		Questionnaire	15342	06/06/2015	Iran	137	2014	Qazvin	ath
Iran farm 3		Questionnaire	15343	06/06/2015	Iran	137	2014	Qazvin	ath
Iran farm 1	13200	Iran farm 1_Interviewer	16351	02/06/2015	Iran	137	2014	Qazvin	inte
Iran farm 1	13200	Questionnaire	15340	02/06/2015	Iran	137	2014	Qazvin	ath

Note: Selection of the pages

Note: Number of questionnaires that should be displayed on one page

1.6 Editing a questionnaire: Check out and check in

- (i) When you want to edit a questionnaire you have to check it out first. To do so, please click on “Check out” in the drop-down menu of the according questionnaire.
- (ii) When you do not want to edit it anymore please click on “Check in”.

Note 1: When you check out a questionnaire it will appear in read-only mode for other users. Vice versa you may not check out a questionnaire that has been checked out by somebody else. You may look in the window “Overview” in the column “Editor” if questionnaires are checked out and by what user.

Note 2: If you are not allowed to edit data of a questionnaire the button is deactivated and appears with the text "Read-only". You may not check-out this questionnaire and it's only allowed to view the data. Please contact the project manager or the interviewer of this questionnaire in case you need access.

Note 3: You may only check out those questionnaires you are listed as interviewer in the column "Interviewer" or when the according cell is empty. The questionnaire may be handed-over by the current interviewer to another user. Thereto the interviewer selects the new interviewer at question 10.5.3 in the checked out questionnaire. In order to re-lease the questionnaire reservation of this person he/she has to check in the questionnaire at the "Overview" window.

Farm	Farm ID	Questionnaire / scenario	Que	Date	Project	Project ID	Analys	Region	Interviewer	Editor	Comment
Iran farms	14208	Average scores	16355	08/07/2015	Iran	137	1900		athach	athach	
Neuer Durchschnittsbetrieb	14209	Neues Durchschnittsergebnis	16361	08/07/2015	Iran	137	1900		interviewer	interviewer	
Iran farm 4	13212	Questionnaire	15362	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
Iran farm 5	13213	Questionnaire	15363	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
Check out			16347	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
Check in	13202	Questionnaire	16356	06/06/2015	Iran	137	2014	Qazvin	interviewer	interviewer	
Open	13202	Questionnaire	15342	06/06/2015	Iran	137	2014	Qazvin	athach	athach	
Copy	13203	Questionnaire	15343	06/06/2015	Iran	137	2014	Qazvin	athach	athach	
Delete	13200	Iran farm 1_Interviewer	16351	02/06/2015	Iran	137	2014	Qazvin	interviewer	interviewer	
Iran farm 1	13200	Questionnaire	15340	02/06/2015	Iran	137	2014	Qazvin	athach	athach	

The RISE survey

1.7 Basic functions

Back to home page

To project overview

Downloading the user manual

To current questionnaire

Questionnaire tree reflecting the structure of the interview

Categories (to open a question page and /or the respective sub-category)

Die Filterfunktion: Hiermit lassen sich Fragen nach den Themenbereichen der Analyse auflisten

The "i"-button next to the question gives you additional clarifications regarding the question when swiping over it with the cursor

Question page

1.8 The questionnaire tree

(i) Background information on the selected farm

- ▲ Q Survey
 - ▲ A Preparation of farm visit
 - 10.1 Farm information
 - 10.2 Information on the survey
 - ✓ 10.3 Farm type
 - ✓ 10.4 Theme sets
 - 10.5 Labelling, certification and programs
 - ▶ ✓ 10.6 Direct input

Section A Preparation:

Note: Contains general questions of the farm and the questionnaire for preparation.

These questions must be answered at the beginning of the interview.

(ii) Farm visit questions (interview)

- ▲ B Farm visit questions
 - ▲ ✓ 20 Livestock
 - ▲ ✓ 20.1 Animal categories
 - ✓ 20.1.1 Livestock
 - ✓ 20.1.2 Production & Quality
 - ✓ 20.1.3 Living conditions I
 - ✓ 20.1.4 Living conditions II
 - ✓ 20.1.5 Animal health
 - ▶ ✓ 20.2 Livestock production general
 - ▶ 30 Soil & Biodiversity
 - ▶ ✓ 40 Water
 - ▶ ✓ 50 Materials use & environmental protection
 - ▶ ✓ 60 Energy use
 - ▶ ✓ 70 Labor
 - ▶ 80 Quality of life
 - ▶ 90 Financial analysis farm
 - ▶ ✓ 100 Farm management
 - ✓ 200 Additional project questions
 - ✓ D Comments

Section B Farm visit questions

Refers to the qualitative and quantitative data needed for the RISE interview.

Note: All questions of section B appear only after having selected a region under node 10.2 "Information on the survey"

It is recommended to fill in the questionnaire from top to bottom together with the farmer. Nevertheless, you may switch directly to another page or go back as necessary.

Note: Some questions and nodes are interactive, i.e. they appear or disappear during the interview depending on answers given to other questions.

If you click once on a node a window opens with related questions

1.9 Saving data

RISE Home Overview Ref. data Doc Print Info Panel Questionnaire Calculation Analysis Measures Report

Current operation mode: ONLINE

Iran farm 1, Iran farm 1_Interviewer

20.1 Animal categories

20.1.a List of animal category

- cattle (Bovini): ... cows, potential: 10,000 kg
- cattle (Bovini): Heifers > 2 years old
- cattle (Bovini): Heifers for breeding < 1 year old
- cattle (Bovini): Fattening calves (< 200 kg) per ye

20.1.b How many livestock breeds are kept on the farm

1

20.1.c How many traditional or endangered breeds are kept on the farm

0

Previous Next

Q Survey

- A Preparation of farm visit
 - 10.1 Farm information
 - 10.2 Information on the survey
 - 10.3 Farm type
 - 10.4 Theme sets
 - 10.5 Labelling, certification and programs
 - 10.6 Direct input
- B Farm visit questions
 - 20 Livestock
 - 20.1 Animal categories
 - 20.1.1 Livestock
 - 20.1.2 Production & Quality
 - 20.1.3 Living conditions I
 - 20.1.4 Living conditions II
 - 20.1.5 Animal health
 - 20.2 Livestock production general
- 30 Soil & Biodiversity
- 40 Water
- 50 Materials use & environmental protection
- 60 Energy use
- 70 Labor
- 80 Quality of life
- 90 Financial analysis farm
- 100 Farm management

Click “Next” or “Previous” to proceed to the next or return to the previous page.

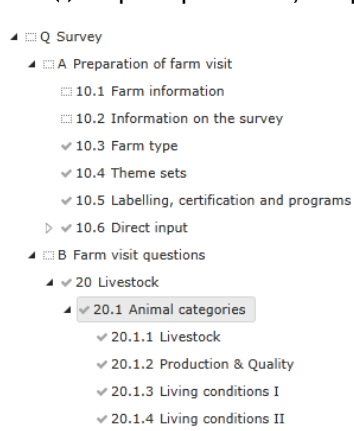
Note 1: All data on this page are automatically saved when changing to another page.

Note 2: In case of entering incorrect data the page change will be blocked and you have to correct the data.

Note 3: When all questions are answered, a tick “✓” appears beside the corresponding node of the questionnaire tree.

1.10 Different types of questions

(i) Open questions, drop-down selection and Boolean questions



20.1 Animal categories

20.1.a Enter animal category

cattle (Bovini): Suckler cows > 600 kg
 cattle (Bovini): Fattening calves (< 200 kg) pe

20.1.b How many livestock breeds are kept on the

2

20.1.c How many traditional or endangered breeds

Open question (enter a number or text as required)

Note 1: If the answer is "0," please do enter "0". Please do not leave any empty fields or boxes. The software handles empty fields differently from those whose value is zero.

Note 2: The data you enter are validated by the program. If you enter "impossible" values (out of range, false data type), a red frame will appear.

Drop-down selection (choose from list)

20.2.a Is information concerning animal conditions and performance documented and used for herd management?

Animals are regularly observed, information about performance, reproduction, animal transport and illness is collected and d

2

Animals are occasionally monitored, information is incomplete and livestock management is mainly done by intuition.

The condition of the animals is only monitored when there are si

2

Not yet answered

Barns are cleaned properly, frequently and thorc

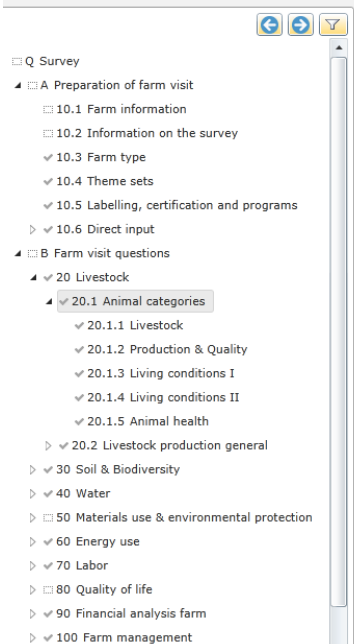
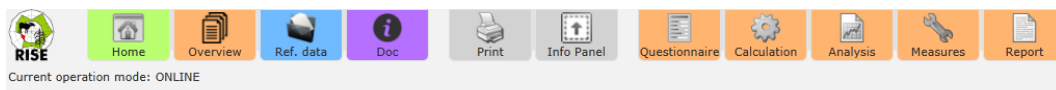
20.2.d Are toxic animal treatments used FREQUENTLY (e.g. spray i

Yes No

Boolean question (tick "yes" or "no")

Note: Node 20.2.1.a depends on question 20.2.d. If you tick "yes", under section 20.2.1 appears the node "Animal treatment products" and you will be asked to enter animal treatment products. If you tick "no" this section will not appear.

(ii) Lists (example 1: Animal categories)



20.1 Animal categories

20.1.a Enter animal category

cattle (Bovini): Dairy cows, potential: 10,000 kg
 cattle (Bovini): Heifers, 1-2 years old
 cattle (Bovini): Heifers for breeding < 1 year old
 cattle (Bovini): Fattening calves (50-200 kg) per year

20.1.b How many livestock breeds are kept on the farm?

1

20.1.c How many traditional or endangered breeds are kept on the farm?

0

Delete a category
Note: All data entered in relation with this category will be deleted when deleting the category.

Add an additional line (use drop-down selection)
Note 1: Some new questions further down in the questionnaire may appear when adding a new category.
Note 2: If you add a new category may appear a new node in the navigation tree.

(iii) Tables

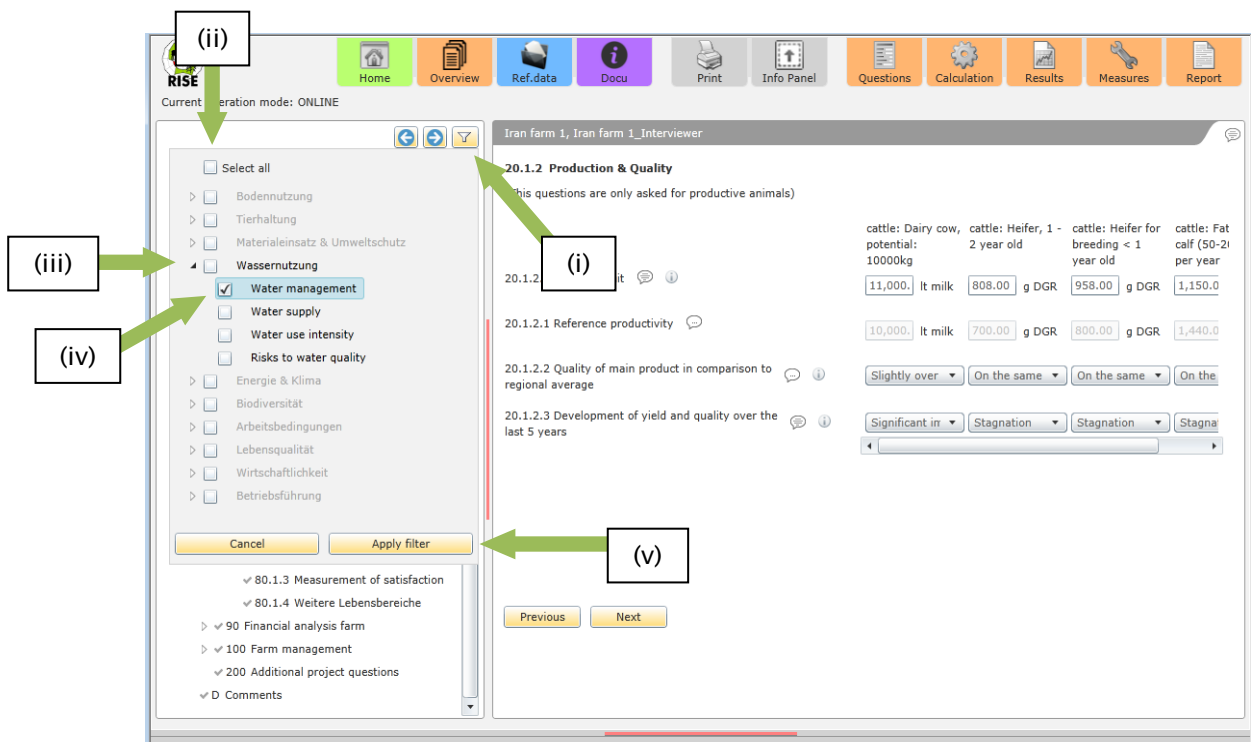
For each productive animal category selected a column with specific questions appears.
Note: How to select an animal category is explained under (ii) lists (example 1: animal categories)

	cattle (Bovini): Dairy cows, potential: 10,000	cattle (Bovini): Heifers, 1-2 years old	cattle (Bovini): Heifers for breeding < 1	cattle (Bovini): Fattening (50-200 kg)
20.1.2.a Yield per unit	11,000.00 l milk	808.00 g DGR	958.00 g DGR	1,150.00
20.1.2.b Comparable average performance per unit	10,000.00 l milk	700.00 g DGR	800.00 g DGR	1,440.00
20.1.2.e Quality of main product in comparison with	Slightly above	At the same	At the same	At the same
	Significant increase	Stagnation	Stagnation	Stagnation

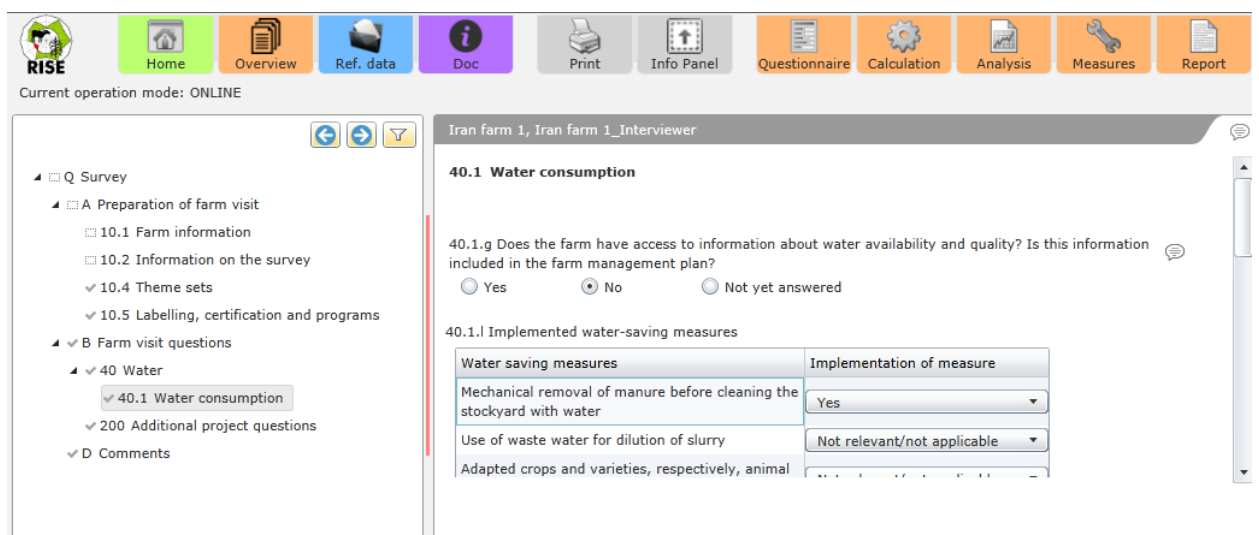
- (iv) Additional questions: The RISE-Administrator of a project can define additional questions. Such questions are only appearing in questionnaires that are part of this project (see chapter **Error! Reference source not found.**). This information will not be calculated in RISE-analyses but can serve as additional information in the context of a project.
- (v) General remark: A correct calculation of the RISE results is only possible once all questions in the questionnaire have been answered. Do not leave any empty or invalid (red frame) fields. The option “Not yet answered” must not remain in any of the drop-down selections. Prior to calculating results, delete all empty lines in list questions. The calculation of results and the analysis section are described in chapter 6.

1.11 The filter function

- (i) *Open the questionnaire and click "Filter", the filter mask appears in the area of the navigation tree.*
- (ii) *With the "Select all" button, you can open all indicator sets.*
- (iii) *To open a particular indicator set, click on the triangle in front of the box.*
- (iv) *You can now select one or more indicators by clicking the box in front of the indicator name.*
- (v) *Click on "Filter questionnaire".*



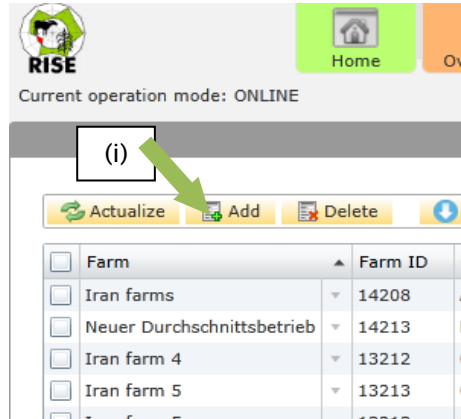
- (vi) *The navigation tree of the questionnaire will be displayed again, but reduced to the questions linked to the selected indicator.*
- (vii) *If you want to return and display all the questions, click again on the "Filter" icon in the navigation tree, and press "Select All". Click on "Filter questionnaire", after a short loading time all the questions in the library are displayed again.*



Administrating questionnaires and farms

1.12 Adding of farms and surveys

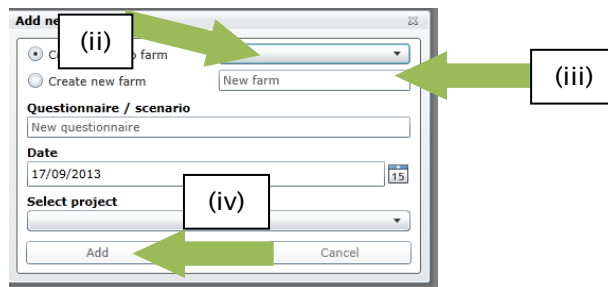
(i) You may add (create) a new questionnaire by clicking “Add” at the “Overview” window.



(ii) In the appearing dialogue window you are asked whether the new questionnaire belongs to an already entered farm (available in the dropdown list)

(iii) or whether a new farm shall be created.

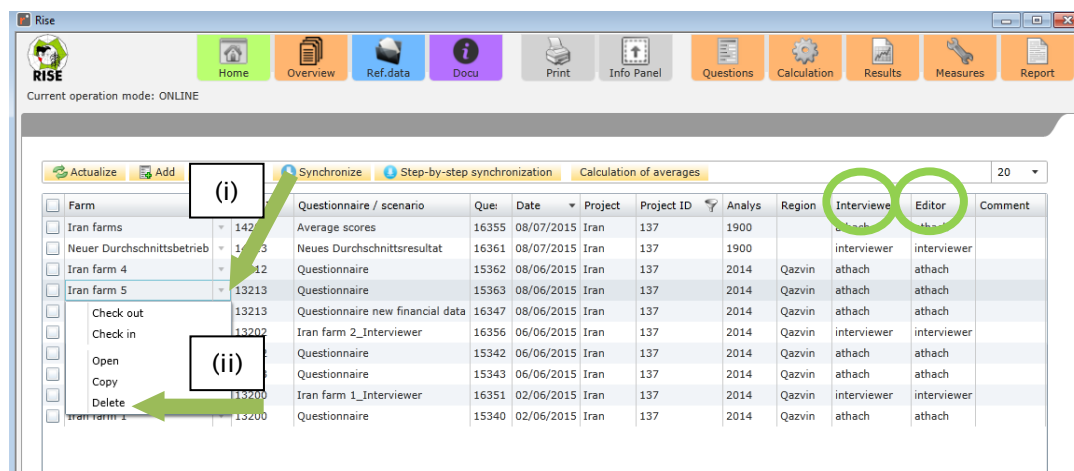
(iv) After completion of the dialogue click “Add”. The new survey will appear in alphabetic order in the window “Overview”.



1.13 Deleting of farms and surveys

(i) You may delete a questionnaire by clicking “Delete” in the dropdown menu of the according questionnaire.

(ii) Please confirm the deletion in the appearing dialogue window.



Note 1: It is not possible to delete a farm in one step, as there several questionnaires may be assigned to it. By deleting all assigned questionnaires you may delete the farm.

Note 2: You cannot delete a questionnaire that has been checked out by someone else.

Note 3: You may copy a complete survey of a farm and change data in the copy to calculate a scenario for this farm.

1.14 Copying of farms and surveys

- (i) You may copy a questionnaire by clicking “Copy” in the dropdown menu of the according questionnaire.
- (ii) In the appearing dialogue window you are asked whether the copied questionnaire belongs to an already entered farm (available in the dropdown list) or whether a new farm shall be created. After completion of the dialogue click “Copy survey”. The new survey will appear in alphabetic order in the window “Overview”.

Note: You may copy a questionnaire for adjusting or change data, or for calculating scenarios of a farm. You are automatically set as “Interviewer” in the according column and by check out and edit questionnaires.

Farm	Questionnaire / scenario	Que:	Date	Project	Project ID	Analys	Region	Interviewer	Editor	Comment
Iran farms	Average scores	16355	08/07/2015	Iran	137	1900		athach	athach	
Neuer Durchschnittsbetrieb	Neues Durchschnittsresultat	16361	08/07/2015	Iran	137	1900		interviewer	interviewer	
Iran farm 4	Questionnaire	15362	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
Iran farm 5	Questionnaire	15363	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
Check out	Questionnaire new financial data	16347	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
Check in	Iran farm 2_Interviewer	16356	06/06/2015	Iran	137	2014	Qazvin	interviewer	interviewer	
Open	Questionnaire	15342	06/06/2015	Iran	137	2014	Qazvin	athach	athach	
Copy	Questionnaire	15343	06/06/2015	Iran	137	2014	Qazvin	athach	athach	
Delete	Iran farm 1_Interviewer	16351	02/06/2015	Iran	137	2014	Qazvin	interviewer	interviewer	
Iran farm 1	Questionnaire	15340	02/06/2015	Iran	137	2014	Qazvin	athach	athach	

Check this option if you intend to add the copied survey to an existing farm. Choose the farm from the drop-down selection (on the right hand side).

Check this option if you intend to add the copied survey to a new farm. Enter the name of the new farm into the field on the right hand side.

Give a suitable name to the questionnaire or scenario

Select the project to which the farm analysis belongs.

Note: Only projects to which you have been assigned will appear.

1.15 Theme variants

In RISE 3.0 you have the option of choosing whether you want to work with the RISE 2.0, 3.0 or other questionnaires. If you copy a questionnaire, these settings will not change.

Note 1: The standard settings are project-specific, and are defined in the beginning of each project (see point 8.4).

Note 2 : The description of the RISE 2.0/3.0 theme variants can be found in the manual.

(I) Open the item "10.4 themes variants" in the questionnaire window.

(li) Press "Select Theme variants" .

(lii) For each theme of the evaluation you can define the RISE 2.0/3.0 questionnaire settings.

(Iv) After selection click on " Save " .

The screenshot shows the RISE 3.0 software interface. At the top, there is a navigation bar with icons for Home, Overview, Ref. data, Doc, Print, Info Panel, Questionnaire, Calculation, Analysis, Measures, and Report. Below the navigation bar, the current operation mode is ONLINE. The main content area is titled "Iran farm 1, Iran farm 1_Interviewer". On the left, there is a tree view showing the structure of the questionnaire. The "10.4 Theme sets" item is selected, and a green arrow points to it from a box labeled "(i)". On the right, the "10.4 Theme sets" configuration panel is displayed. It contains a "Select package" button, and a green arrow points to it from a box labeled "(ii)". Below the button, there are sections for "Soil use", "Animal husbandry", "Materials use & environmental protection", and "Water use", each with radio buttons for "RISE 2.0" and "RISE 3.0".

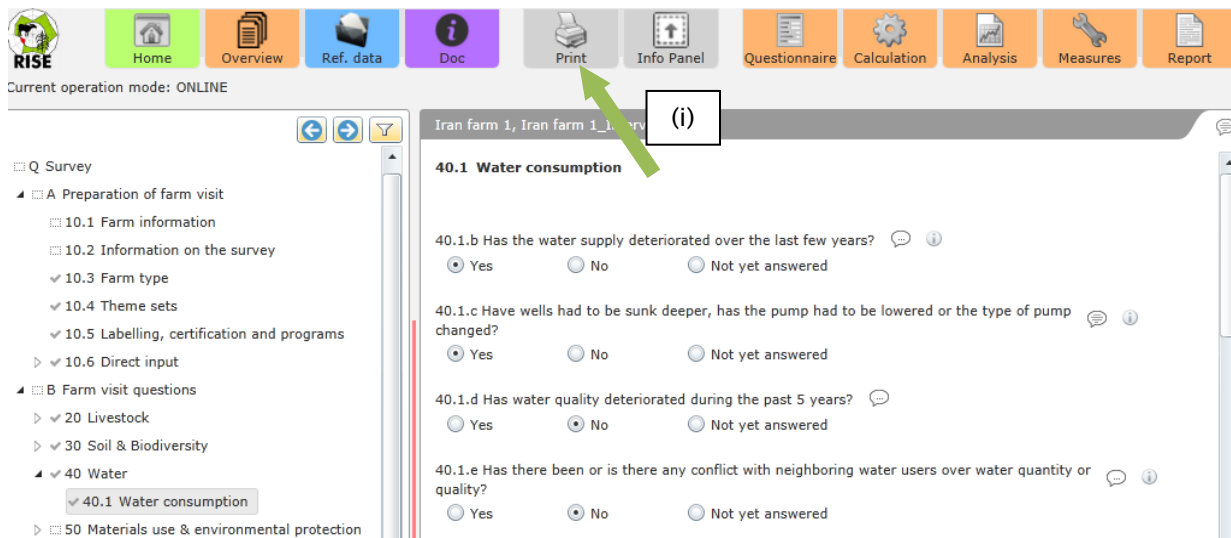
1.16 Printing a questionnaire

- (i) Choose "Print" in the open questionnaire.

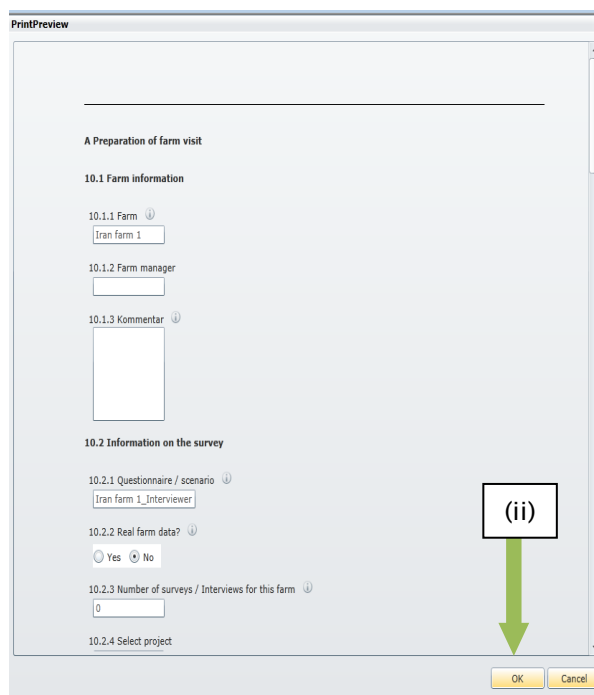
Note 1: Please be patient after this step. You have to wait (up to 1 minute) until the printing preview is generated by the program.

Note 2: Printing with PostScript enabled printers are possible (most printers)

Note 3: You may convert the questionnaire to pdf, in order to print it out from your computer or your network.



- (ii) Click "OK" on the print preview. It may appear a window "Check Printer Settings". It is recommended to select a resolution of 600 dpi and to use PostScript printers. Click „OK“.



- (iii) Chose the printer.

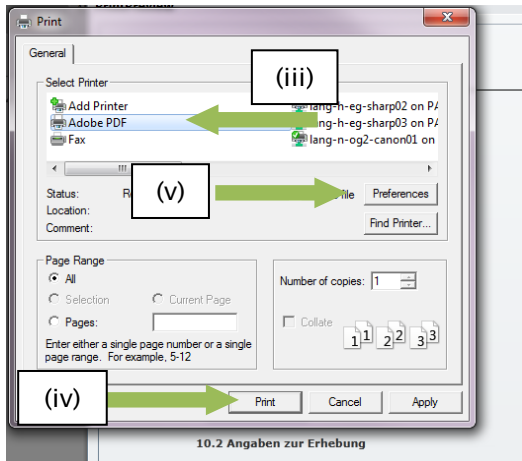
(iv) Click on "print".

Note: For conversion to pdf please select a pdf-printer such as Adobe Printer.

(v) Depending on printer drivers, settings have to be adjusted in order to get optimal printings. Thereto click on "Preferences"

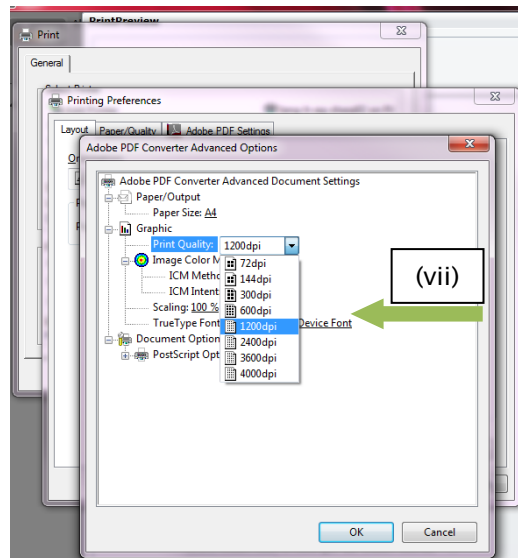
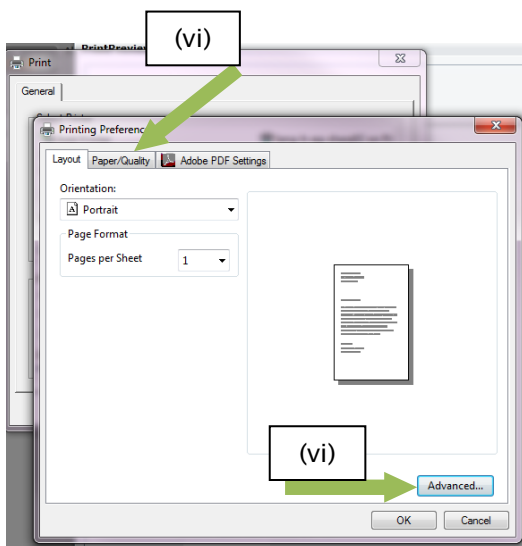
(vi) Click at "Layout" window, click on "Advanced";

(vii) Reduce the selected resolution (e.g. on 600 dpi).



Note 1: Depending on your computer system the layout of the window may look different.

Note 2: Possibly your printer software requires different printing settings.



The comments function

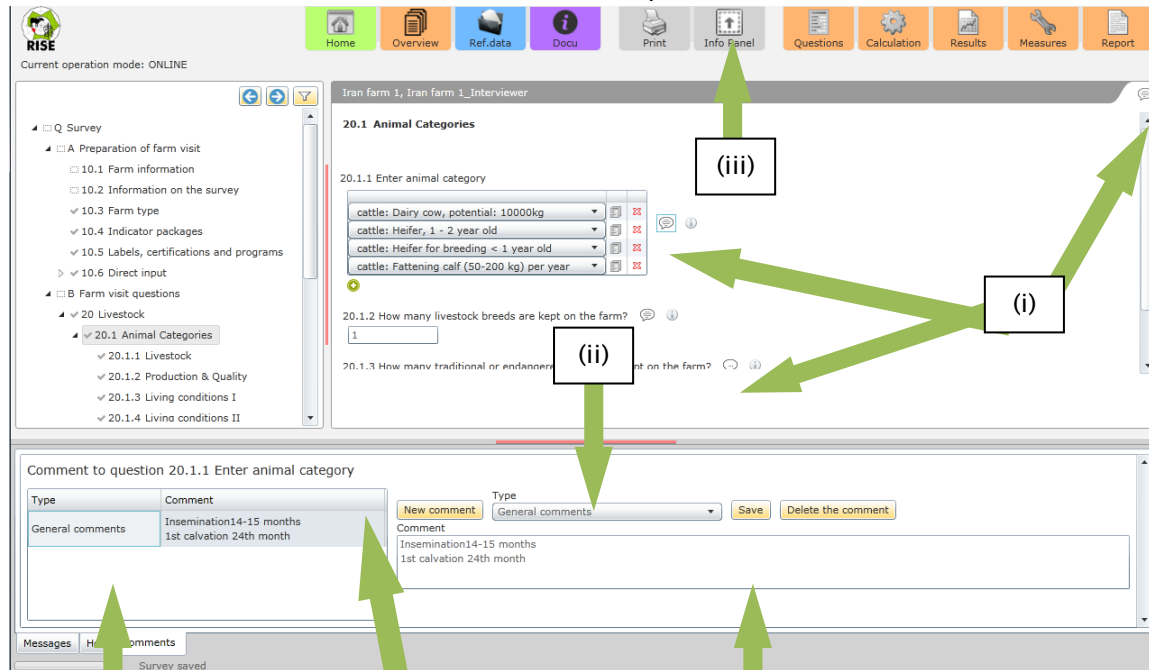
You can always insert comments for each question of the questionnaire and to any part of the results. There are different comment categories, some are just additional notes in the questionnaire, and others are automatically inserted into the RISE sustainability report.

(i) Click on the "comment" icon.

Note: Each question-window and each question has its own "comment" icon.

(ii) The comment window opens. Now you can enter your comments and save the comments.

(iii) To close the comment window, click on the "Info Panel" icon.



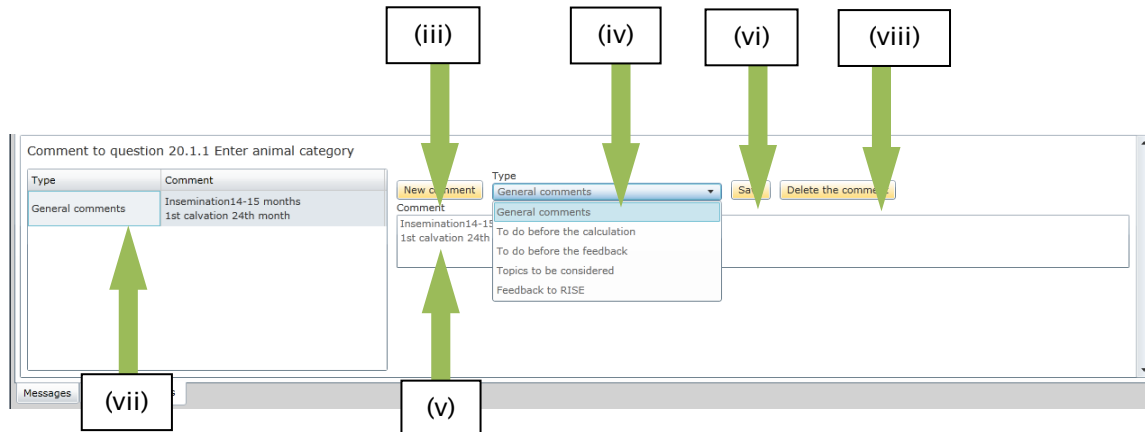
Note: All comments of this section are listed.

Note: The title gives an orientation of the comment section.

Note: Here you can input the new comments.

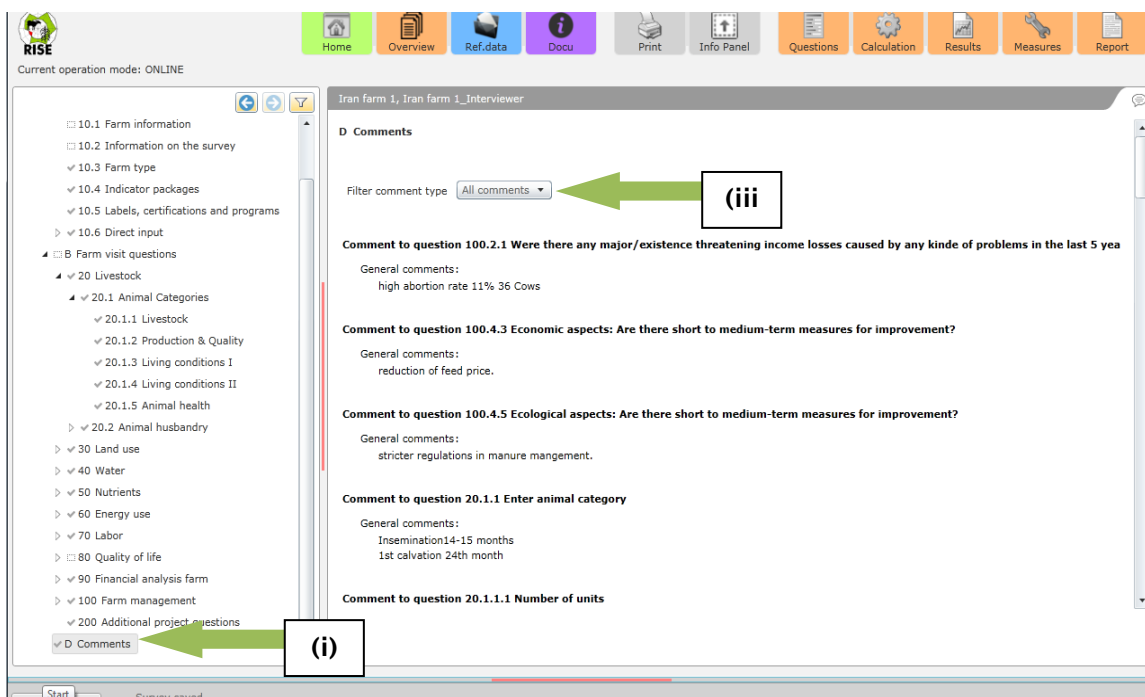
1.17 Creating new comments

- (i) Click on the "comment" symbol of the question to which you want to submit a comment.
- (ii) The comment window opens.
- (iii) Click on "New Comment".
- (iv) Select from the dropdown menu the type of comment you need.
- (v) Enter your comment in the text box.
- (vi) Save the comment
- (vii) If you want to delete or modify a comment, select the comment in the left list.
- (viii) You can now modify or delete the comment.



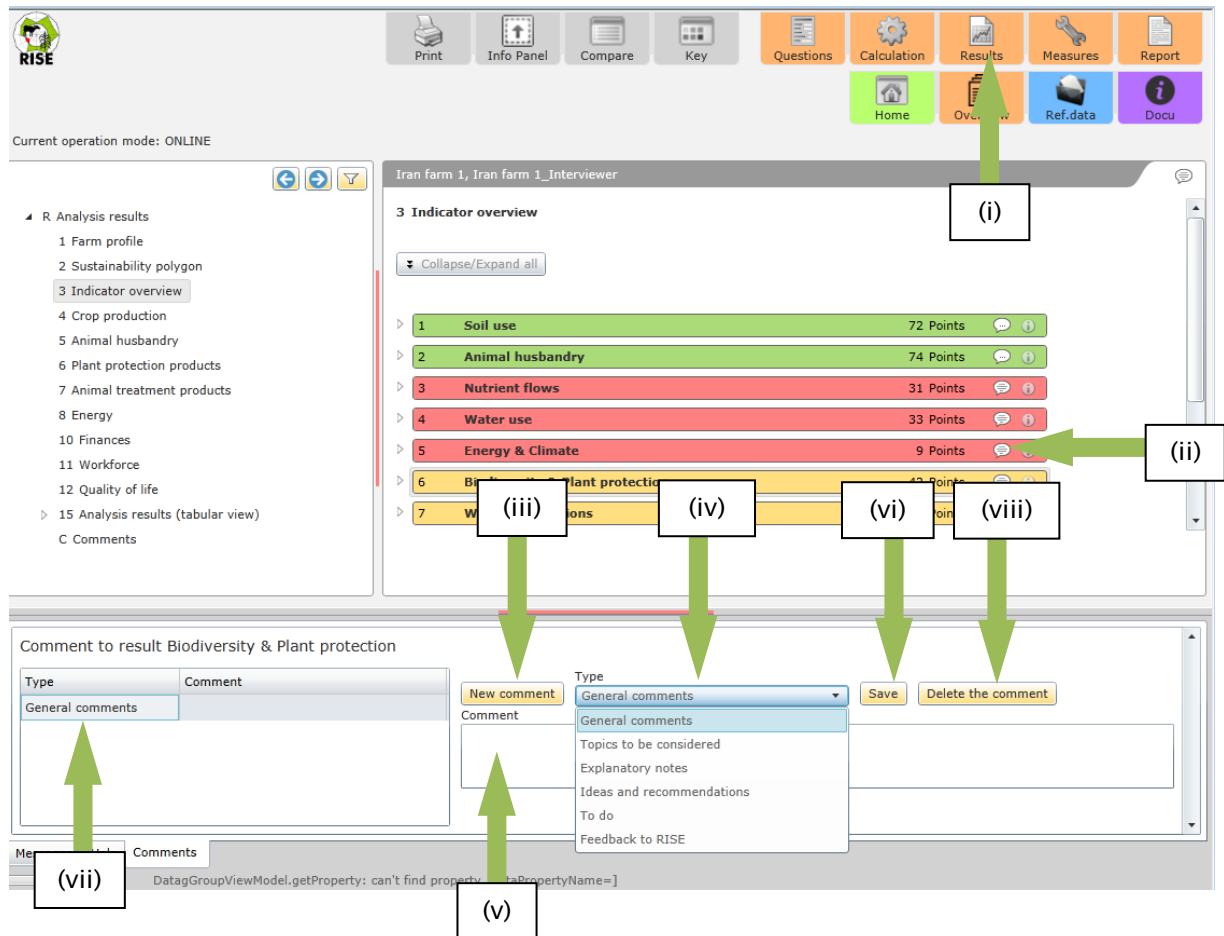
1.18 Comments overview (questionnaire)

- (i) Click "D Comments" in the navigation tree of the questionnaire.
- (ii) All comments in the questionnaire are displayed.
- (iii) You can filter the comments by clicking on "All comments" and selecting the desired type of comment in the dropdown menu.



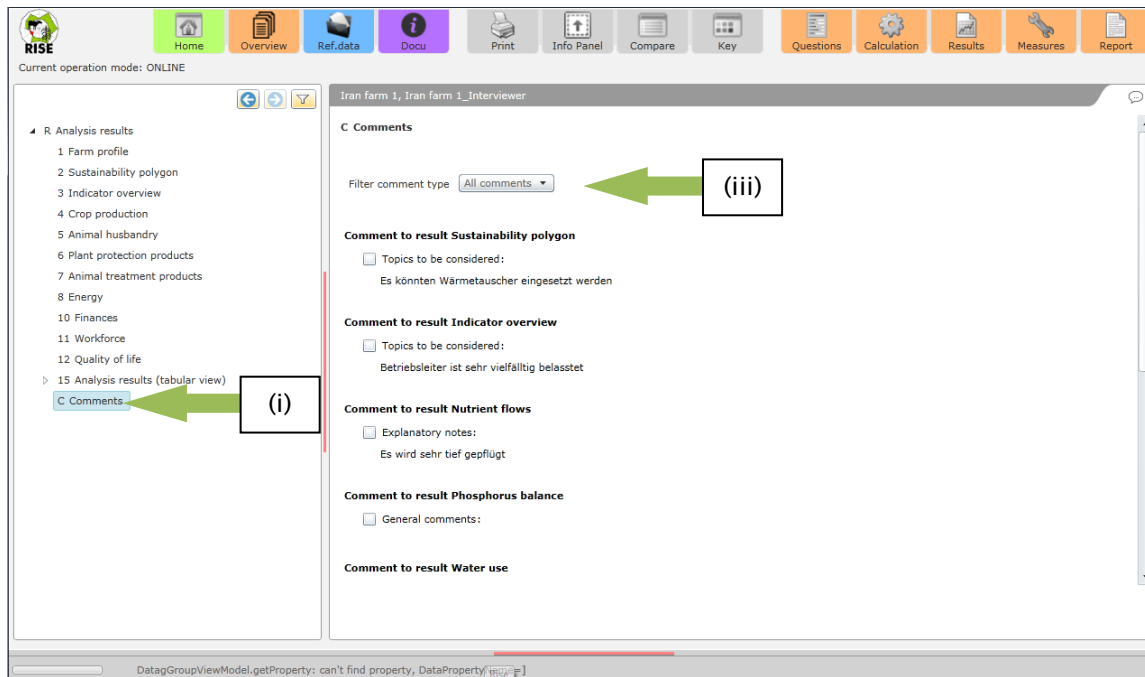
1.19 Creating comments (results section)

- (i) Switch to the "Analysis" view in the top menu bar.
- (ii) Click on the "Comment" button in the area for which you want to submit a comment.
- (iii) Click "New Comment".
- (iv) Select from the dropdown menu the type of comment you need.
- (v) Enter your comment in the text box.
- (vi) Save the comment.
- (vii) If you want to delete or modify a comment, select the comment in the left list.
- (viii) You can now modify or delete the comment.



1.20 Comments overview (results section)

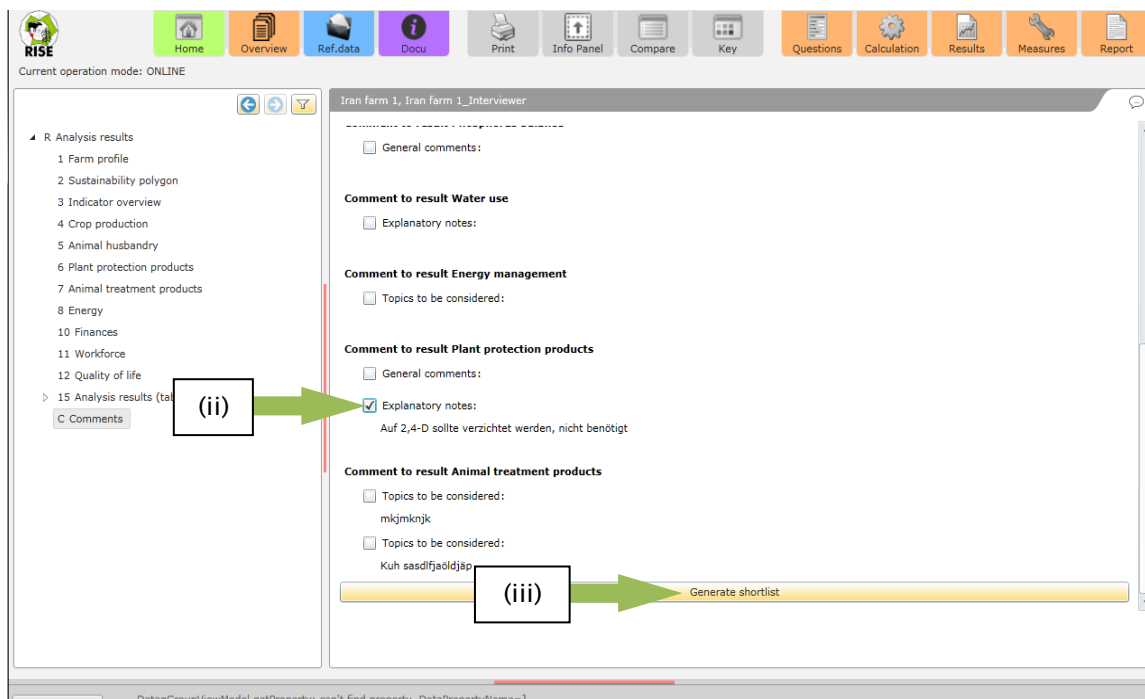
- (i) Click "C Comments" in the navigation tree.
- (ii) All comments in the questionnaire are displayed.
- (iii) You can filter the comments by clicking on "All comments" and selecting the desired type of comment in the dropdown menu.



1.21 Defining measures

- (i) Go to the list with the overview of the registered comments in the analysis section "C Comments" (described in 5.4)
- (ii) Here you can select comments that you would like to define as a measure, and that should be published in the RISE sustainability report.
- (iii) Click on "Create Shortlist".

Note: the button "Create Shortlist" is at the bottom of this list, if you have a long list, you have to scroll down.



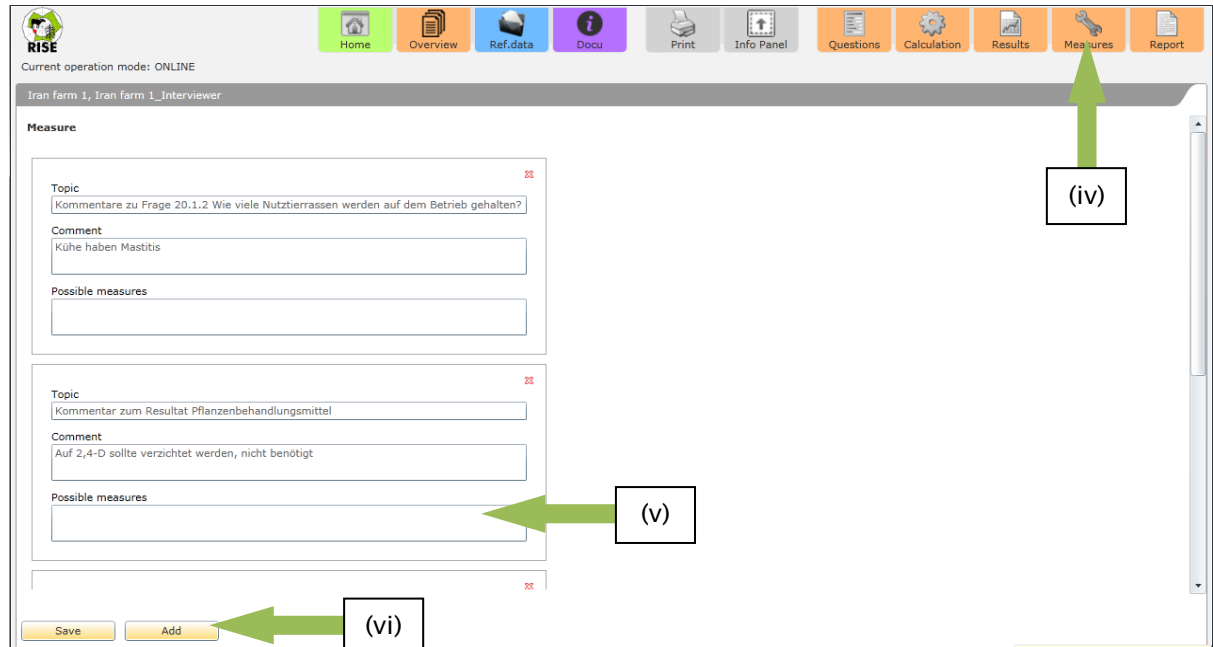
- (iv) The view changes to the "Measures" window.

Note: You can also get to this window by selecting the "Measure" button in the top menu bar.

(v) You see a list of measures which are automatically inserted into the RISE sustainability report.

Note: The report is generated according to the text entered here, you can edit the fields manually.

(vi) You can also directly input a new measure by clicking add.



1.22 Overview of all comments

(i) Click on the "Report" button in the main menu bar.

(ii) In the lower area of the report menu, you find the three lists of all registered comments: List 1 comments in the questionnaire; List 2 comments in the analysis; List 3 measures.

(iii) Comments in the questionnaire: These are comments that do not appear in the RISE sustainability report. They serve mainly as a reference for a better interpretability of the results as well as to capture additional information.

(iv) Comments in the analysis: Here the "Ideas and Recommendations" and "Explanations" are automatically inserted into the RISE sustainability report.

(v) Measures: Comments which are listed in this list are also automatically inserted into the RISE sustainability report.

Note 1: To export the comment lists to Excel files, you can select the lists with Ctrl + A and copy with Ctrl + C and paste with Ctrl + V into your Excel file.

Note 2: The final order of the lists need to be checked as changes may occur: When there were two lines in one text field - two separate text fields are created in Excel; and empty cells are skipped in the new Excel file.

RISE

Current operation mode: ONLINE

Iran farm 1, Iran farm 1_Interviewer

Report

Project	SurvId	FarmName	Interviewname	Farmer	Year	Interviewer	InterviewDate	AH	AH_1	AH_2	AH_3	AH_4
Iran	16351	Iran farm 1	Iran farm 1, Iran farm 1_Interviewer		2015	interviewer	02/06/2015	74	83	96	37	

How to create a report?

- (1) Open the Excel-template on your computer (Please click on "Download template" if you don't have the template on your computer)
- (2) Copy the complete line with the farm results (Click on the "Download template" button, select all with Ctrl+A and copy with Ctrl+C)
- (3) Paste it in the sheet named "Data" in line 2 of the "Data" sheet (The polygon and the overview on results will be generated)
- (4) Used the empty cells to explain the results in your own words (The polygon and the overview on results will be generated, farm manager and to note your recommendations.

> In a close future the report will be generated for your understanding.

[Open the RISE report template](#)

Comment to the questionnaire

Type	Comment	Link
General comments	high abortion rate 11% 36 Cows	Comment to question 100.2.1 Were there any major/existence threatening income l
General comments	reduction of feed price.	Comment to question 100.4.3 Economic aspects: Are there short to medium-term r
General comments	stricter regulations in manure mangement.	Comment to question 100.4.5 Ecological aspects: Are there short to medium-term n
General comments	Insemination 14-15 months 1st calvation 24th month	Comment to question 20.1.1 Enter animal category
General comments	usually steer calves sold with 3 monts	Comment to question 20.1.1.1 Number of units
General comments	manure bedding, but not comfortable	Comment to question 20.1.1.6 Animals are permanently pastured
General comments	dairy cows: very dirty grounds in the stables Calves: not enough direct contact, slippery, partly water on soil	Comment to question 20.1.1.6 Animals are permanently pastured

(i)

(ii)

Note: Scroll down to see more comments.

Calculation and analysis

1.23 Calculate a questionnaire

- (i) A questionnaire is ready for calculation when a tick appears next to “B Farm visit questions”. This means that all questions were responded and therefore every chapter from 20-100 has a tick on its left side. However, it is also possible that a set of questions will not appear, as the overlaying topic was unselected as it is not relevant (e.g. whether heavy machinery was used or not).

Note 1: A check-list with needed steps and questions to do before you can make a RISE-calculation can be found in the annex III of this document.

Note 2: In principle, the RISE method only foresees to calculate complete questionnaires. Nevertheless, it is also possible to calculate incomplete questionnaires. But in this case it must be taken into consideration that calculation errors and wrong results cannot be avoided.

- Q Survey
 - A Preparation of farm visit
 - 10.1 Farm information
 - 10.2 Information on the survey
 - 10.3 Farm type
 - 10.4 Theme sets
 - 10.5 Labelling, certification and programs
 - 10.6 Direct input
 - B Farm visit questions
 - 20 Livestock
 - 30 Soil & Biodiversity
 - 40 Water
 - 40.1 Water consumption
 - 50 Materials use & environmental protection
 - 60 Energy use
 - 60.1 Contract machine work
 - 70 Labor
 - 80 Quality of life
 - 90 Financial analysis farm
 - 100 Farm management
 - 200 Additional project questions
 - D Comments

- (ii) Go to the calculation section of the application (click once on the “Calculation” icon)

60.1 Machinery contract work
Correction of farm's energy consumption

60.1.1 Machine work conducted on the farm by third-party as well as off-farm machine work with farm machinery and fuel.

Activity	Tick for off-farm activities	Number of units	Proportion of energy from ret
Plough (0.3 m depth)	<input type="checkbox"/>	90	ha 0
Silage maize chopper (8 rows)	<input type="checkbox"/>	45	ha 0
Threshing	<input type="checkbox"/>	45	ha 0

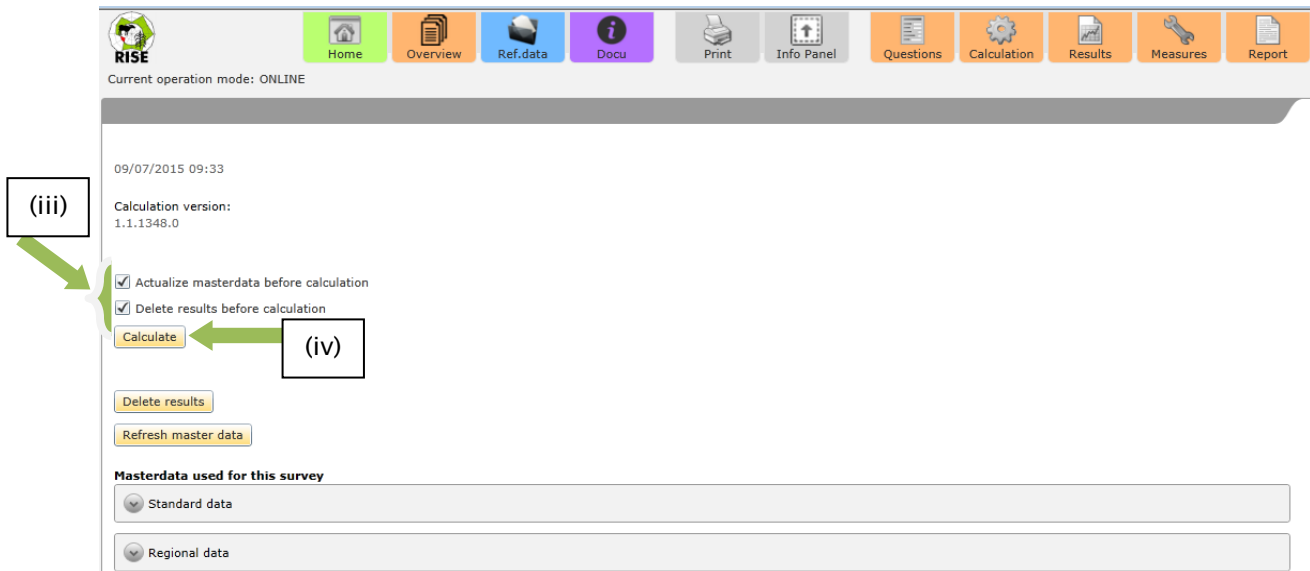
- (iii) Please ensure to select "Automatic update of master data before calculating", in order to use the latest version of the master data for the calculation. "Results automatically delete before calculating" reduces the likelihood of errors.

Note 1: After changes in the questionnaire, you can also manually update the master data before calculation.

Note 2: Old results, you can also remove manually.

- (iv) Click on "Calculate" to start your RISE analysis. The page gets inactivated while calculation is running. After completion the actual calculation time and date are shown at the left hand side.

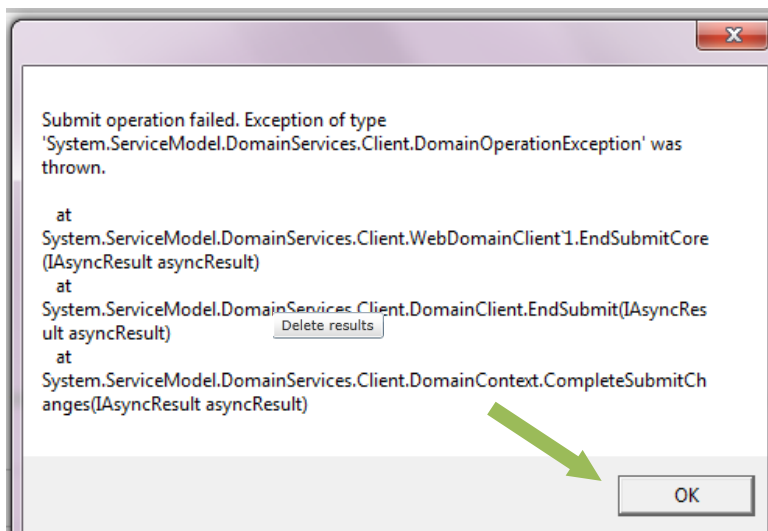
Note 1: Whenever you work several hours in the offline mode the software gets slower and slower as a temporary buffer is filled. To avoid a software crash during calculation, please take a break and restart the software before calculating results.



Note 1: If error messages appear during calculation you can close them by clicking on "OK". This happens normally due to missing data in the questionnaire. The RISE software will nevertheless calculate your results.

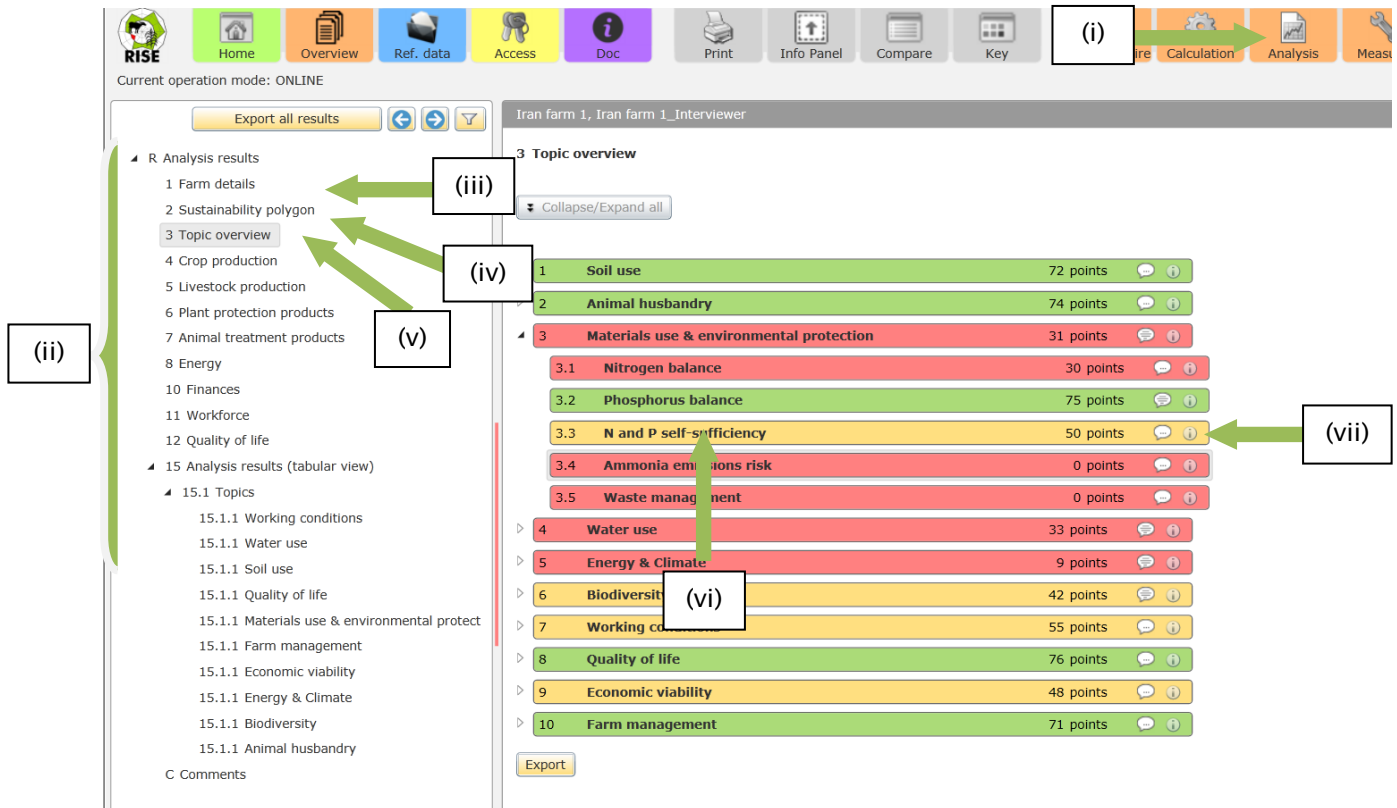
Note 2: You can also have a look at these previous results in the analysis part without any problem. Note that due to the calculation problems some results may be missing or incorrect. .

Note 3: It is important that you delete the results before you go back to work on the questionnaire. Otherwise the application will not be able to save any changes you will make. Note that deleting results does not affect the questionnaire data. If "Delete results automatically before calculation" is selected, this process is automated.



1.24 The results section

- (i) Go to the results section of the application (click once on the “Results” icon)
- (ii) Use the navigation tree (“R Analysis results”) to access the different views on results and background information.



- (iii) **1 Farm details:** A tabular overview on the farm data.
- (iv) **2 Sustainability polygon:** Graphical overview on themes and indicators in form of a spider diagram. The degree of sustainability of the 10 themes connected with a red line and the 50 indicators, visible as little black dots.
- (v) **3 Theme overview:** A tabular overview on themes and indicators. Here you have the possibility to check detailed results and background information out of the RISE manual.

Note 1: By clicking on the little triangle next to the indicator bar the table will be expanded showing you the corresponding parameters. Use the same triangle to collapse the table or use the “Collapse/Expand all” button at the top of the list.

- (vi) **3 Indicator overview (details):** By double-clicking on the green, red or yellow bars you can open the detail results and see the composition of the score for every theme/indicator.

Note 1: The tabular view on intermediate results and raw data allows you to understand the composition of the score for every theme/indicator. In the figure below the example of the indicator “soil management” is given. The calculation of indicator is done from the right column to the left. As this farmer did neither calculate a nutrient balance for N and P (answer is “No”) nor carried out soil analyses (answer is “No”) and got 33 of 100 possible points, therefore (middle column). In the upper part of the column at the very right one can see that no farm area was lost in the last 10 years and the farmer got therefore 100 points (middle column). The very left column valued with 67 points is the average calculation of 100 and 33.

Note 2: If you want to copy the figures of a table out of RISE, please click first on the button “Copy mode”. The table gets uncolored and can now be copied with the key combination “Ctrl + C”.

Text	Unit	Value	Value	Value
Soil management	Points	67		
Loss of agricultural area in the past 10 years	Points		100	
Share of lost areas of total agricultural area	%			0
Farm area lost in the last 10 years (soil gain due to rehabilitation = negative value)	ha			0
Agricultural area (AA) in ha	ha			3
Knowledge and up-to-date information about soil fertility	Points		33	
Carrying out soil analyses regularly and taking the results into account for fertilization				No
Calculation of humus balances and taking the results into account in cultivation planning				Yes
Calculation of nutrient balances (N&P) and taking the results into account in fertilization planning				No

- (vii) **3 Theme overview (background information):** Click on the information button “i” on the right hand side of the theme (respectively indicator) bar in the theme overview to open an information window with explanations and background information to the theme (respectively indicator). This is the same information you can find in the RISE Manual.

Note: The explanation window will open at the bottom of the page. You can adjust the size of this window. Click on the red arrow at the right very bottom side of the application to close it.

Current operation mode: ONLINE

Export all results

Iran farm 1, Iran farm 1_Interviewer

3 Topic overview

Collapse/Expand all

- 1 Soil use 72 points
 - 1.1 Soil management 84 points
 - 1.2 Crop productivity 77 points
 - 1.3 Soil organic matter 29 points
 - 1.4 Soil reaction 100 points
 - 1.5 Soil pollution 90 points
 - 1.6 Soil erosion 75 points
 - 1.7 Soil compaction 50 points
- 2 Animal husbandry 74 points
- 3 Materials use & environmental protection 31 points
- 4 Water use 33 points
- 5 Energy & Climate 9 points

Parameter so_1: Soil Management

Sustainability goal

Knowledge and technology are actively employed for a site-adapted, soil conserving use.

Content

It is assessed whether soil analysis, soil organic matter and nutrient balances are done and taken into account, and whether any agricultural areas were lost within the last ten years (Fig. 9).

Valuation

100 points if analyses are done and no areas were lost.

Questions

Messages Software manual Comments

- (viii) Check the nodes 4 to 12 of the analysis navigation tree for detailed results to specific aspects (Crop production, animal husbandry, plant protection, animal treatment, energy, workforce and quality of life).

Note: As an example of such a table with detailed results, the aspect “11 Workforce” is shown below. Every person registered as a workforce on this farm is listed in a separate column with the individual results which are further aggregated to the parameters “Salary and income level” and “Working times”.

Analysis results

- 1 Farm details
- 2 Sustainability polygon
- 3 Topic overview
- 4 Crop production
- 5 Livestock production
- 6 Plant protection products
- 7 Animal treatment products
- 8 Energy
- 10 Finances
- 11 Workforce
- 12 Quality of life
- 15 Analysis results (tabular view)
- C Comments

11 Workforce

Text	Unit	farm manager	employee1	employee2	apprentice
Employment type		Self-employed	Employed	Employed	Employed
Number of persons	number	1.0	1.0	1.0	1.0
Performance	%	100.0	100.0	100.0	50.0
Employment duration per year (seasonal workers)	weeks	52.0	52.0	52.0	52.0
Working hours					
Score hours per week	points	0	100	100	100
Score days per week	points	33	100	100	100
Score annual weeks vacation	points	11	100	100	78
Working hours on an average day	h	10.0	8.0	8.0	8.0
Working days per week	days	6.0	5.0	5.0	5.0
Annual vacation weeks	weeks	2.0	6.0	6.0	5.0
Annual weeks vacation (corrected)	weeks	2.0	6.0	6.0	5.0
Hours per week	h	60.0	40.0	40.0	40.0
Total hours worked per year	h	3,120.0	2,080.0	2,080.0	2,080.0
Corrected annual working hours (incl. paid vacations and corrector	h	3,360.0	2,080.0	2,080.0	1,060.0

1.25 Calculate average values

- (i) To calculate an average result of a group of farms select all the farms under “overview”. click on the RISE button on the top left corner and choose “Calculation of averages” under “Analyses”.
- (ii) Select the surveys of which you want to calculate an average result. By ticking the check box in the header line, you may select all available (calculated) questionnaires in the current view.

Actualize Add Delete Synchronize Step-by-step synchronization Calculation of averages											20
Farm	Farm ID	Questionnaire / scenario	Questionnaire ID	Date	Project	Project ID	Analysis year (period analyzed)	Region	Interviewer	Editor	
<input type="checkbox"/>	Iran farms	Average scores	16355	08/07/2015	Iran	137	1900		athach	athach	
<input type="checkbox"/>	Neuer Durchschnittsbetrieb	Neues Durchschnittsresultat	16361	08/07/2015	Iran	137	1900		interviewer	interviewer	
<input type="checkbox"/>	Iran farm 4	Questionnaire	15362	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
<input type="checkbox"/>	Iran farm 5	Questionnaire	15363	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
<input type="checkbox"/>	Iran farm 5	Questionnaire new financial data	16347	08/06/2015	Iran	137	2014	Qazvin	athach	athach	
<input type="checkbox"/>	Iran farm 5	TestNiklaus	16372	08/06/2015	Iran	137	2014	Qazvin	jordi	jordi	
<input checked="" type="checkbox"/>	Iran farm 2	Iran farm 2_Interviewer	16356	06/06/2015	Iran	137	2014	Qazvin	interviewer	interviewer	
<input type="checkbox"/>	Iran farm 2	Questionnaire	15342	06/06/2015	Iran	137	2014	Qazvin	athach	athach	
<input type="checkbox"/>	Iran farm 2	Questionnaire	15343	06/06/2015	Iran	137	2014	Qazvin	athach	athach	
<input checked="" type="checkbox"/>	Iran farm 1	Iran farm 1_Interviewer	16351	02/06/2015	Iran	137	2014	Qazvin	interviewer	interviewer	
<input type="checkbox"/>	Iran farm 1	Questionnaire	15340	02/06/2015	Iran	137	2014	Qazvin	athach	athach	

Note: By ticking this box all calculated questionnaires on the current view may be selected.

Note: Questionnaires may also be selected individually.

Note 1: You can only select questionnaires which have been calculated successfully. You may recognize them as their check box is highlighted and the date of calculation is listed in the column “Last calculation”.

Note 2: You can either tick “select all calculated farms” in order to calculate an average of all surveys in your project, or you can individually select the surveys.

Note 3: You may also include average results you calculated before.

Click “OK” when you finished the selection of questionnaires. Wait until data is loaded and the average result is calculated. Select a farm or create a new one, give a name to the average result and assign it to a project. Click “Add” to complete the process.

- (iii) The average results are displayed in the questionnaire “Overview” list as the other questionnaires. Click the button “Refresh” in order to refresh the list. You may open average results the same way as “normal questionnaires”.

Note 1: You will be directed to the analyses section as an average result does not have a questionnaire part.

Note 2: An average result includes all indicators and parameters plus some specific values displayed in the farm profile.

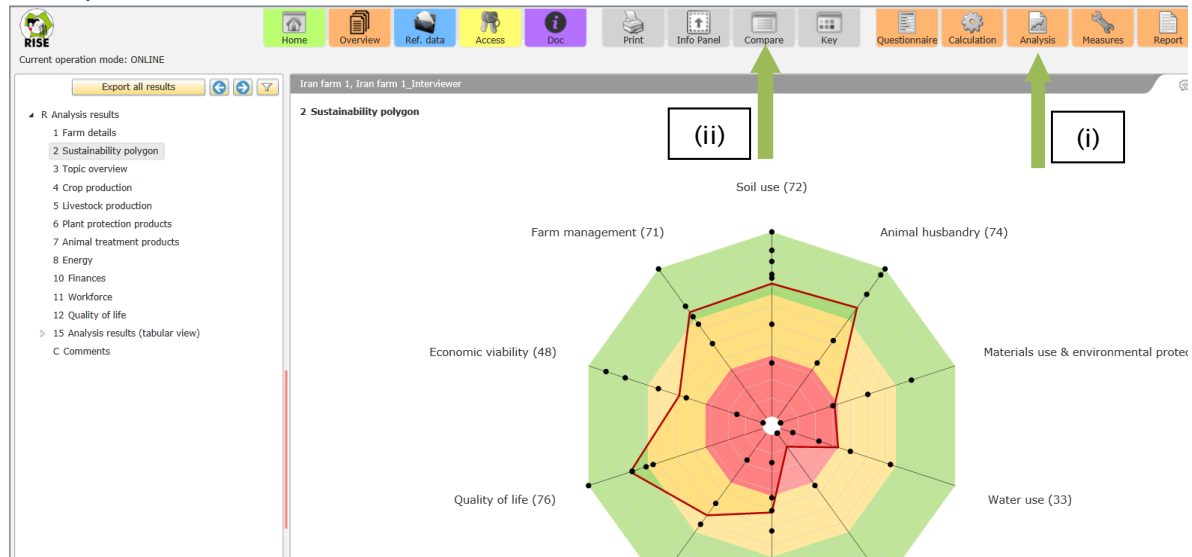
Farm	Farm ID	Questionnaire / scenario	Questionnaire ID	Date	Project	Project ID	Analysis
Iran farms	14208	Average scores	16355	08/07/2015	Iran	137	1900
Neuer Durchschnittsbetrieb	14213	Neues Durchschnittsresultat	16361	08/07/2015	Iran	137	1900
Iran farm 4	13212	Questionnaire	15362	08/06/2015	Iran	137	2014
Iran farm 5	13213	Questionnaire	15363	08/06/2015	Iran	137	2014
Iran farm 5	13213	Questionnaire new financial data	16347	08/06/2015	Iran	137	2014
Iran farm 2	13202	Iran farm 2_Interviewer	16356	06/06/2015	Iran	137	2014
Iran farm 2	13202	Questionnaire	15342	06/06/2015	Iran	137	2014
Iran farm 3	13203	Questionnaire	15343	06/06/2015	Iran	137	2014
Iran farm 1	13200	Iran farm 1_Interviewer	16351	02/06/2015	Iran	137	2014
Iran farm 1	13200	Questionnaire	15340	02/06/2015	Iran	137	2014

1.26 Compare farm results

- (i) Go to the results section of the application.

Note: It's possible to compare a farm result to the result of another farm or to a calculated average.

- (ii) Click on the icon at the very right of the page ("Load reference surveys") to select the surveys.



- (iii) Choose the surveys and/or calculated averages to which you want to compare your farm result to. Proceed as described at chapter 1.250. "Close" to go back to the analyses section.

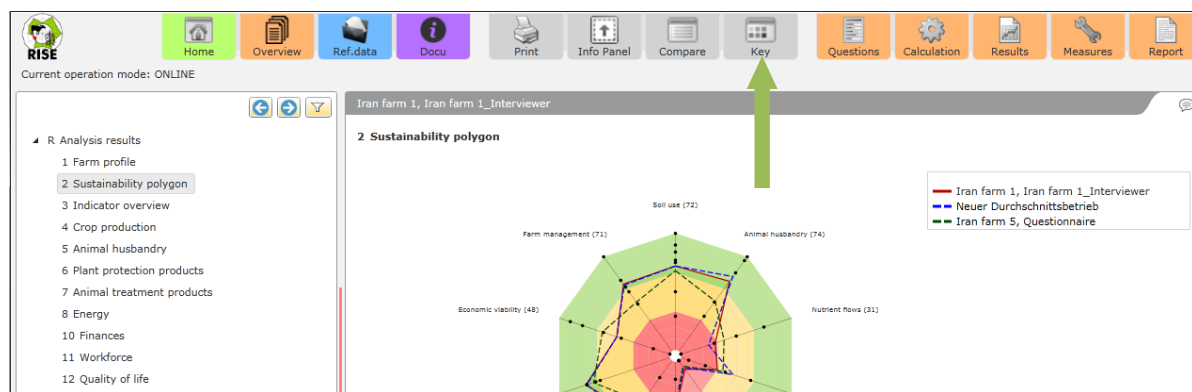
Note 1: You may only select calculated questionnaires.

Note 2: You may select and deselect all calculated questionnaires of the current view by ticking the check box in the header line.

- (iv) If you successfully selected some surveys you will find now the results of several farms in the following parts: "Farm profile", "Sustainability polygon" and "Indicator overview".

- (v) In order to show the color code of the different surveys, click on the middle small icon at the very right of the page.

Note: There are different colors used for the first six farms. The rest is displayed in black.



- (vi) To deactivate the display of several surveys repeat step (ii) and tick the "Deselect" checkbox in the header line for the current view.

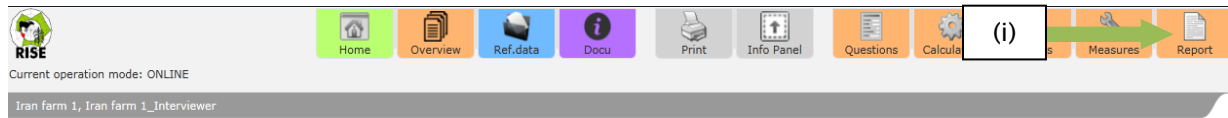
1.27 Create a RISE-Sustainability report (Excel)

- (i) Go to the report section of the application.

- (ii) Please click on "Download template" and save it on your computer. Open the template using Microsoft Excel on your computer.

Note 1: This template works only with Microsoft Excel.

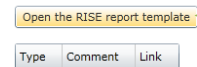
(iii) Copy the complete line with the farm results. First click once into the line with results, then select all with the keys “Ctrl+A” and copy the results with “Ctrl+C”.



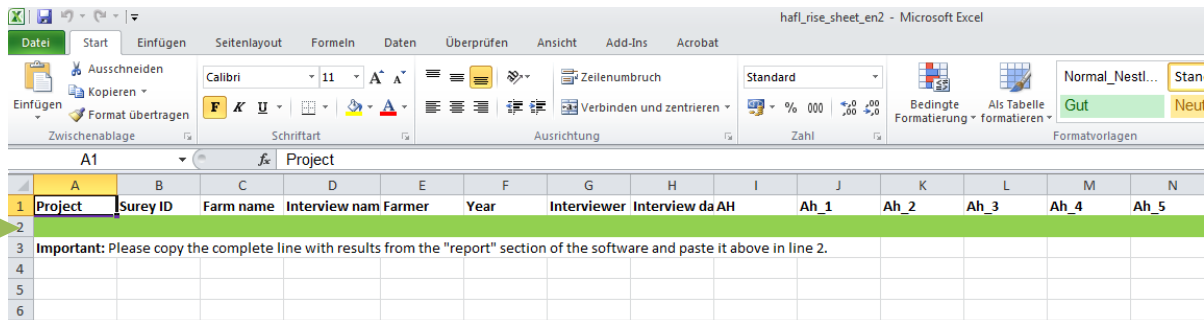
Report

Project	SurvId	FarmName	Interviewname	Farmer	Year	Interviewer	InterviewDate	AH	AH_1	AH_2	AH_3	AH_4
	16351	Iran farm 1	Iran farm 1, Iran farm 1_Interviewer		2015	interviewer	02/06/2015	74	83	96	37	100
								RISE 2.0 Standard	RISE 2.0 Standard	RISE 2.0 Standard	RISE 2.0 Standard	RISE 2.0 Standard

How to create a report?
 (1) Open the Excel-template on your computer (Please click on "Download template" if you don't have the template on your computer).
 (2) Copy the complete line with the farm results (Click once into the line, select all with Ctrl+A and copy with Ctrl+C)
 (3) Paste it in the sheet named "Data" in line 2 of the Excel-template (The polygon and the overview on results will be generated)
 (4) Used the empty cells to explain the results in your words to the farm manager and to note your recommendations.
 > In a close future the report will be generated automatically for your understanding.



(iv) Paste the results in the Excel template you opened in line 2 of the sheet named “Data”. By doing so, the polygon and the overview on results are generated.



(v) Use the empty space in the report to explain the results in your words to the farm manager and to note your recommendations. The consultation of the detailed results in the analyses section of the software as well as the reading of the explanations in the RISE manual will support you.

Note: The RISE method does not provide “recipe-like solutions”. The idea of this report is to describe in your own words indicators and parameters with good performance as well as aspects with opportunities for improvement, based on the knowledge about the RISE method, the detailed result and about the local context. It’s important to formulate ideas and recommendations to give it a forward looking perspective.

1.28 Create a RISE-Sustainability report (Word)

- (i) Go to the report section of the application.
- (ii) Click "Create Sustainability Report" to automatically generate a RISE sustainability report in Word.

Note 1: The comments including the "ideas and recommendations" which you added in the results section are automatically added to the appropriate topic in the RISE sustainability report (see also section 5.3).

Note 2: Similarly the shortlisted comments and "Measures" of the results section are automatically added to the sustainability report (see also section 5.5).

Current operation mode: ONLINE

Iran farm 1, Iran farm 1_Interviewer

Project	SurvId	FarmName	Interviewname	Farmer	Year	Interviewer	InterviewDate	AH	AH_1	AH_2	AH_3	AH_4
Iran	16351	Iran farm 1	Iran farm 1, Iran farm 1_Interviewer		2015	interviewer	02/06/2015	74	83	96	37	100
								RISE 2.0 Standard	RISE 2.0 Standard	RISE 2.0 Standard	RISE 2.0 Standard	RISE 2.0 Stan

How to create a report?

- (1) Open the Excel-template on your computer (Please click on "Download template" if you don't have the template on your computer).
- (2) Copy the complete line with the farm results (Click once into the line, select all with Ctrl+A and copy with Ctrl+C)
- (3) Paste it in the sheet named "Data" in line 2 of the Excel-teemplate (The polygon and the overview on results will be generated)
- (4) Used the empty cells to explain the results in your words to the farm manager and to note your recommendations.

> In a close future the report will be generated automatically. Thanks for your understanding.

Open the RISE report template

Type Comment Link

Type Comment Link

Topic Comment Possible measures

Working mode offline – online

The RISE program offers the two options, to work in the online or offline mode. In the online mode, there is a continuous data exchange between your computer and the RISE Server. This has the advantage that the data is secured immediately.

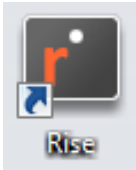
You also have the option to work in the offline mode. This means that your data is temporarily not stored on the server but on your computer. For this all necessary reference data (e.g. regional data, master data for animals, crops, fertilizers, etc.) are stored on your computer, during your switch from online to offline mode. So the program can be used offline, without internet connection. Once you have internet access again, the data can be transferred to the RISE Server (synchronization).

Note 1: You need a connection to the Internet to be able to switch to the offline mode

Note 2: It's not possible to synchronize data and to work offline if you access RISE with your Web-Browser. The RISE application has to be installed on your computer as described in Annex II of this software manual.

1.29 Change to offline mode

- (i) Click on the RISE-symbol on your desktop to open the software.



- (ii) Login with your personal username and password and select the language you want to work with.
- (iii) Select the project you need in “ questionnaire overview” “project filter” (see also chapter 2.1 and 2.2).
- (iv) Select all the questionnaires that you want to use in offline mode.

Note 1: If you do not have a pre-defined questionnaire, you can switch directly to the offline mode (chapter 1.4).

Note 2: It is possible to create a new questionnaire in the offline mode.

Note 3: If you want to change data in a copied questionnaire, you first need to reserve this questionnaire. Please follow the instructions described in chapter 1.5.

- (v) To start working in the offline mode, click "Synchronize" to download the questionnaires (and the associated reference data).

Farm	Farm ID	Questionnaire / scenario	Questionnaire ID	Date	Project	Project ID	Analysis year
Iran farms	14208	Average scores	16355	08/07/2015	Iran	137	1900
<input checked="" type="checkbox"/> Neuer Durchschnittsbetrieb	14213	Neues Durchschnittsergebnis	16361	08/07/2015	Iran	137	1900
<input type="checkbox"/> Iran farm 4	13212	Questionnaire	15362	08/06/2015	Iran	137	2014
<input type="checkbox"/> Iran farm 5	13213	Questionnaire	15363	08/06/2015	Iran	137	2014
<input type="checkbox"/> Iran farm 5	13213	Questionnaire new financial data	16347	08/06/2015	Iran	137	2014
<input checked="" type="checkbox"/> Iran farm 2	13202	Iran farm 2_Interviewer	16356	06/06/2015	Iran	137	2014
<input type="checkbox"/> Iran farm 2	13202	Questionnaire	15342	06/06/2015	Iran	137	2014
<input type="checkbox"/> Iran farm 3	13203	Questionnaire	15343	06/06/2015	Iran	137	2014
<input checked="" type="checkbox"/> Iran farm 1	13200	Iran farm 1_Interviewer	16351	02/06/2015	Iran	137	2014
<input type="checkbox"/> Iran farm 1	13200	Questionnaire	15340	02/06/2015	Iran	137	2014

(vi) After the synchronization is completed, the information below the RISE Logo indicates that you are in the offline mode.

Note: Now the program requires no internet connection, you can now use the tool offline in the field.

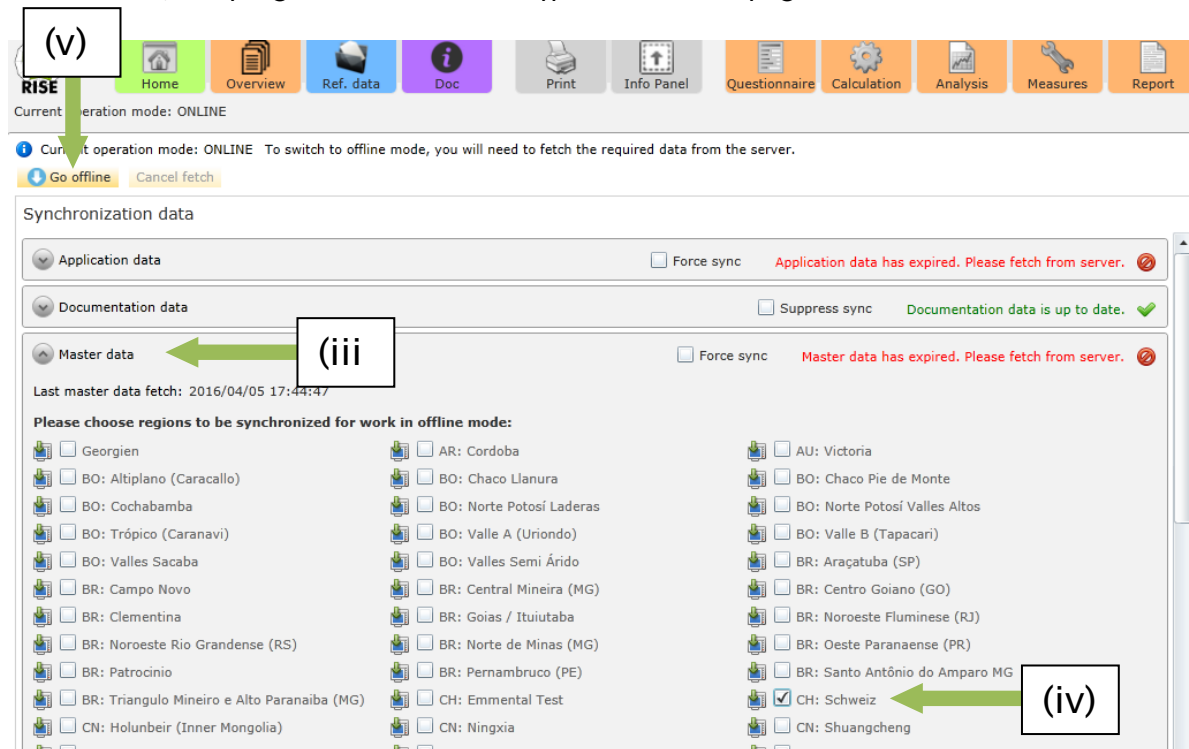
1.30 Synchronizing individual regions

To create a questionnaire in offline mode, the program requires the master data of a region. If you download the questionnaire on your computer (change from online to offline mode), the program will automatically download the master data of the respective region.


But if you have not selected a questionnaire, the program will not know which regional data you want to use in offline mode. To manually determine the needed regions, proceed as follows:

- (i) In the questionnaire overview page click on the "Go offline" icon, without selecting any questionnaire.
- (ii) The message appears that master data is required, click "OK".
- (iii) There appears a new window. Open the "Master data" heading.
- (iv) Select the region where you want to work offline, in order to create a new questionnaire offline.

- (v) Click on "Go offline", the data will be synchronized. After downloading the regional data, the program moves to the offline RISE homepage.



1.31 Using the software in offline mode

Note 1: The software opens by double-clicking on the RISE-symbol and lets shut like every other window by clicking on the red cross on the top right corner . When you are working in offline mode you do not have to enter your personal username and password. This implies that computer has to be protected with a password against unauthorized access.

Note 2: Whenever you open the software and at the same time an internet connection is available the program will ask you if you want to synchronize your data and continue to work online. If you would like to continue working in offline mode please click "cancel".

Note 3: You have only displayed the farms which were synchronized and/or created in the offline mode

Note 4: In general the software works the same way as in the online mode. The only constraint is that you are not able to delete farms in offline mode.

Note 5: Data is saved on your computer

*Note 6: **Attention!** Keep in mind that you are allowed by default to work a maximum of 7 days in offline mode in order to prevent data losses. If you are not able to synchronize the data at an interval of 7 days, please contact the RISE-administrator.*

1.32 Synchronize data after having worked offline

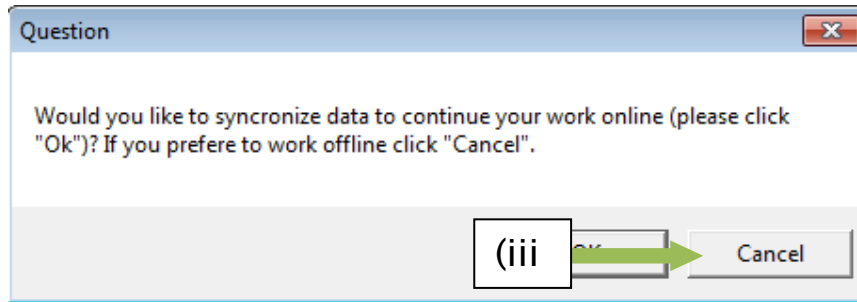
By switching from offline to online, the locally stored data will be synchronized with the RISE-Server via Internet.

Note: For the synchronization process, an internet connection is required.

- (i) Please connect to the internet
- (ii) To open the software please click on the RISE-symbol on your desktop

- (iii) Click on "OK". By doing so you confirm that you want to synchronize the data and switch to online mode.

Note: This message will not appear if there is no working internet connection available



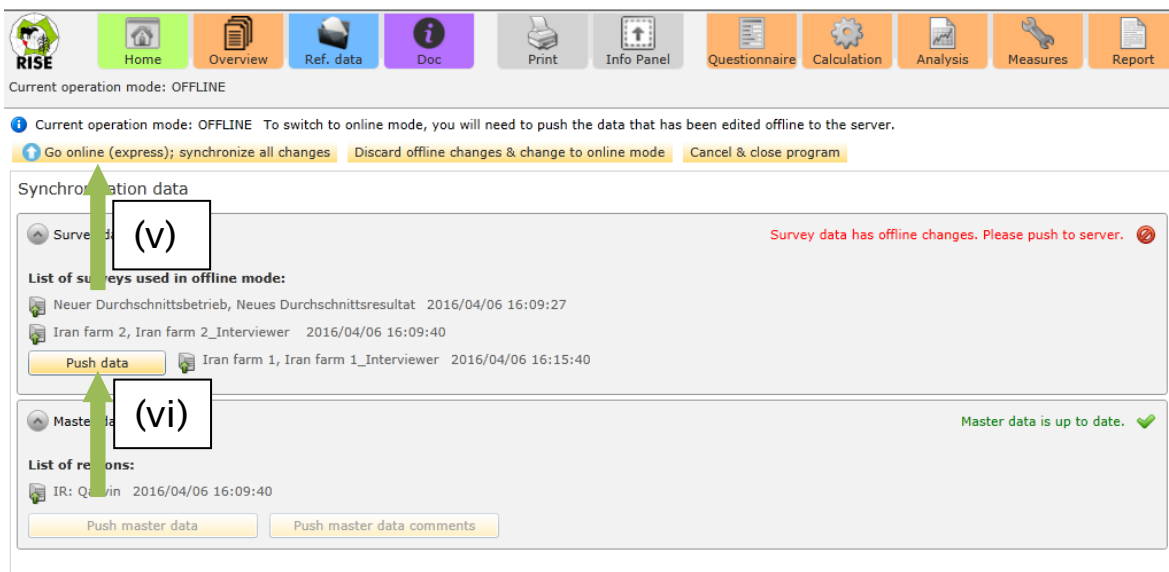
- (iv) Login with your personal username and password and choose the language you want to work with
- (v) Click on "go online"

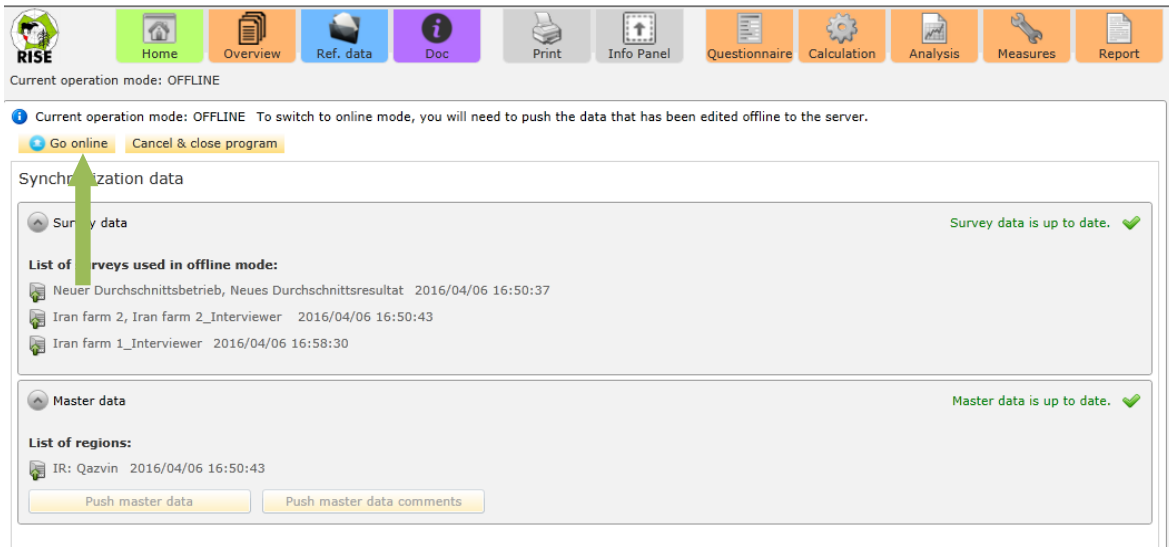
Note: In case of weak internet connection, there can be some complications. In this case, it is recommended to synchronize the individual questionnaires one by one. Please wait until one questionnaire is successfully synchronized before you synchronize the next.

- (vi) With a click on "Push data" modified questionnaires can be uploaded on the RISE-Server.
- (vii) *If you want to ignore the changes you made while working offline, please click and confirm "Discard offline changes". Data is deleted and you can work with the one you saved before in the online mode*
- (viii) If during synchronization error messages appear, click "OK". Also click on "Remove results manually". The removed results can be recalculated in the online mode. All the data of the questionnaire will be saved.

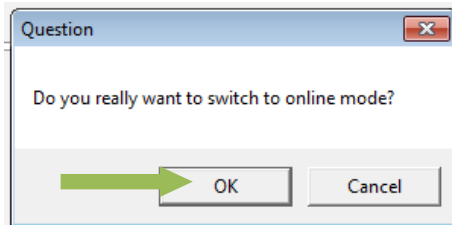
Note 1: If problems with the synchronization process will continue, please contact the RISE-administrator.

Note 2: It is important that all questionnaires and master data are updated before you switch to online mode ("Survey and master data is up to date").

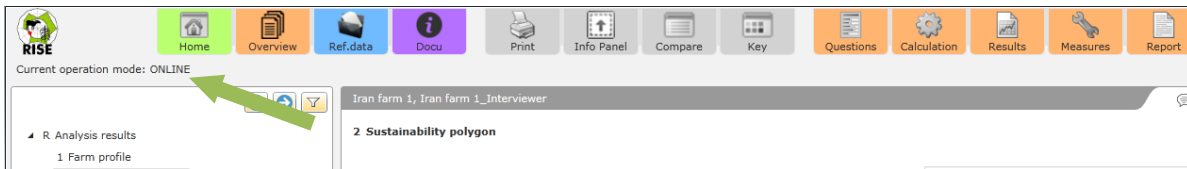




(ix) Click on “OK”. The software is now switching to online mode. This requires an internet connection.



(x) The program has now changed to online mode
Note: Now you can use the software only with a working internet connection. This applies as long as you synchronize your data again.

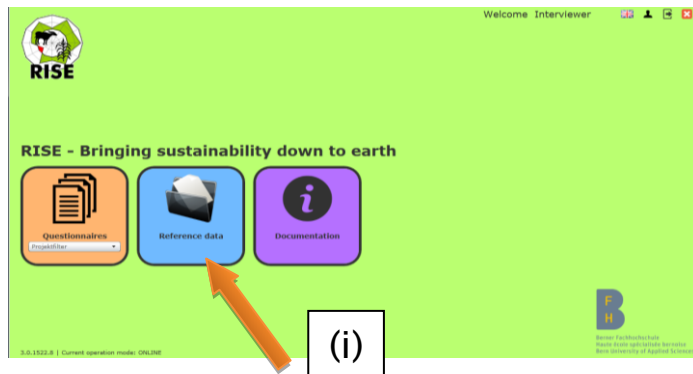


Reference data

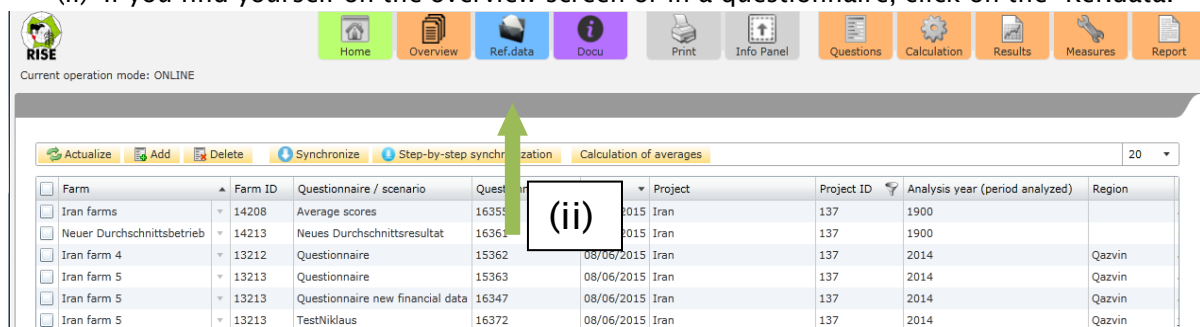
Reference-data are data linked to particular projects and regions as well as master data (e.g. feed, fertilizer, livestock data, crop data, etc.). These data provide the reference for calculating all the indicators and parameters (e.g. water needs of particular livestock practices and the level of potential nutrient excretions in such practices).

1.33 Open the Reference data part

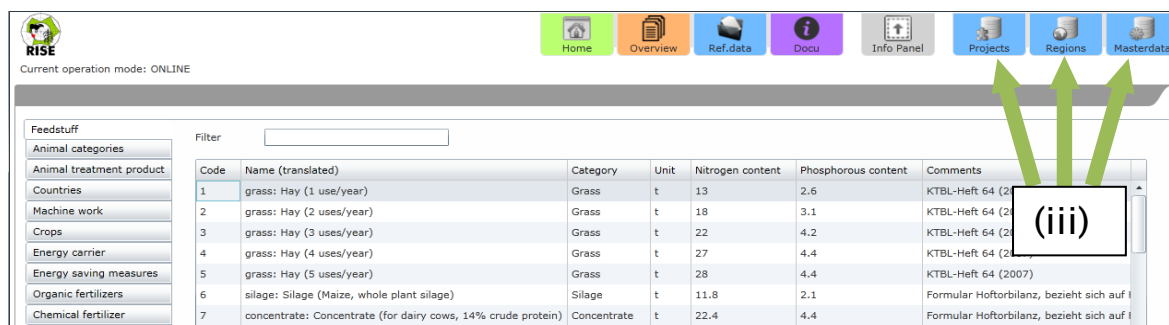
- (i) Click on “Reference data” on the home page



- (ii) If you find yourself on the overview screen or in a questionnaire, click on the “Ref.data.”



- (iii) The home page of the Reference data part appears

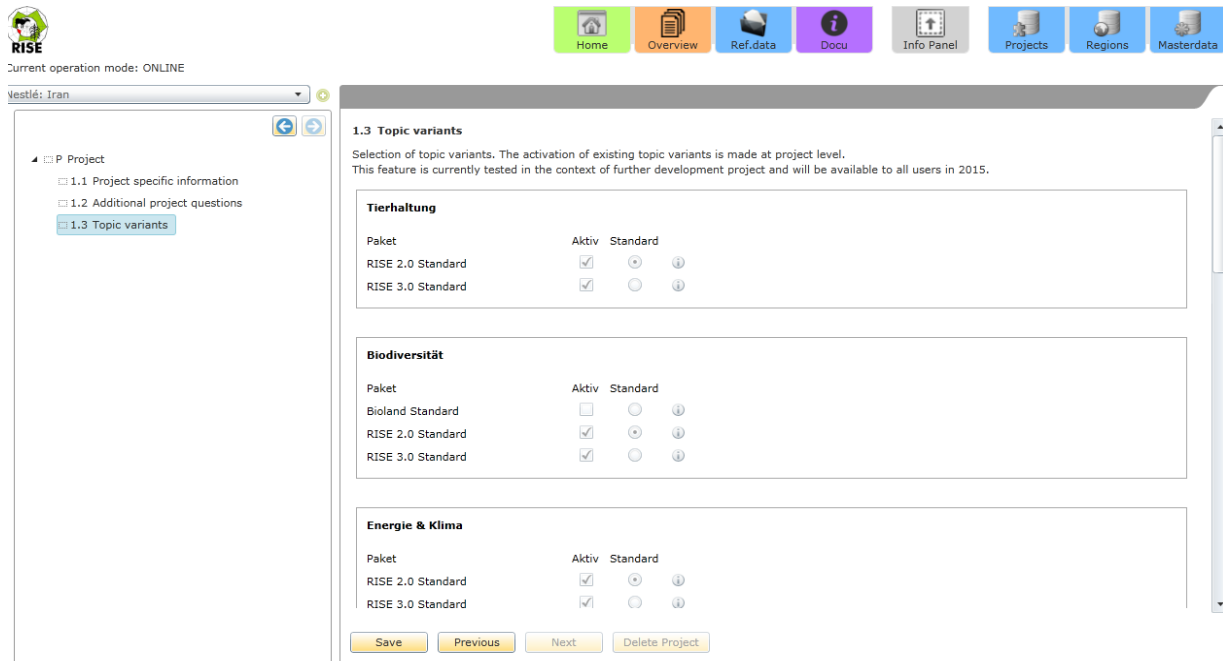


1.34 Project specific data

Under the menu item “Project”, changes can only be made if you have editor rights for the particular project.

- (i) In "1.1 Project information" basic information about the project can be defined.
 (ii) In "1.2 Additional project information" supplementary project information can be added. This information is not part of the calculations, but can serve to explain important project-specific issues.
 (iii) In "1.3 Theme variants" you can define the RISE 2.0/ 3.0 questionnaires, which will be the standard questions for all assessments of a particular project. You can also pre-define some question variants within individual questionnaires.

Note 1: For the content of the RISE 2.0/ 3.0 questionnaire, please consult the RISE user manual.
 Note 2: This chapter will be further developed. For questions, please contact the RISE team.



1.35 Extend a region with animals and crops

Each questionnaire refers to a region. Climatic, ecological and socio-economic data, as well as different benchmarks are defined for every region. At the “Administration” part of the software, at the “Regional data” window, please go to the pages “2.5 Crops” respective “2.6 Animals” at the navigation tree. At these pages animals respectively crops are set, which are among the choices in the questionnaire. If during the interview it occurs that an animal or a crop is not available in the menu list the questionnaire you have to leave the questionnaire and extend the regional data.

Note: Most of the „regional data“ only the „region editor“ can edit. All other RISE users just can read these data.

The crops and animals list can be edited by a person with interviewer rights.

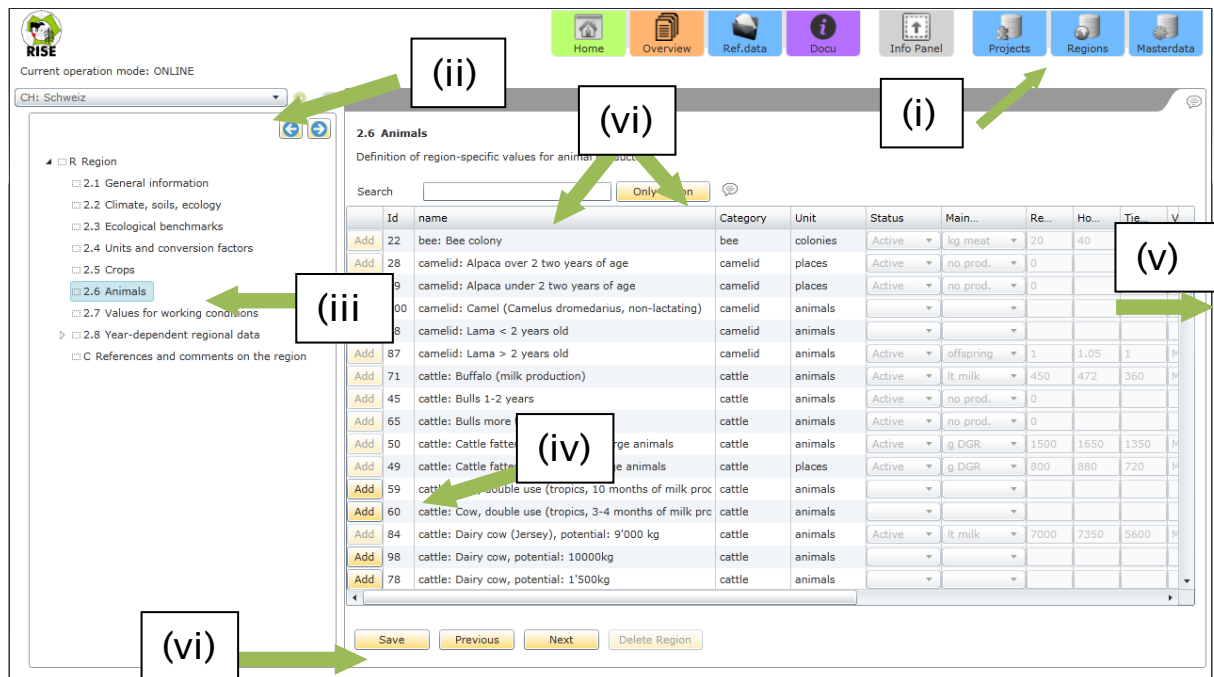
Note 1: An RISE Interviewer can only propose animals and crops to the system. Data get the status “proposed” automatically. These will be immediately available to the Interviewer. A RISE Administrator verifies proposed master data and changes the status from “proposed” to “active”. Now the information will be available to all RISE users.

Note 2: Please use the possibility to add items restrainedly, as validation process is complex. Mostly there is the possibility to select a similar crop or animal

- (i) Please select the region you want to add an additional animal type or crop
- (ii) Go to page “2.5 Crops” or “2.6 Animals”
- (iii) You may select further crops respectively animals by clicking the “Add” button. Thereafter the selected crop or animal will be available in the drop down menu in the questionnaire part. The button “Remove” is always inactivated for Interviewers.
- (iv) Please select a crop or an animal in master data of RISE. The software will take over the default values of yield and performance etc. automatically. Please now adapt this data to regional averages.

Note 1: If you cannot find the animal or crop in the list they are not available in the master data of RISE. In this case you have to switch to master data and suggest this animal or this crop to the system (chapter 1.36). Afterwards you can go back to “Regional data” and activate the animal or crop that you just added before.

(v) Please save the changes by clicking on the “Save” button.



(vi) *Note 1: **Project data** can only be changed from a project manager or administrator. For a person with role “interviewer”, project data will appear in read-only mode. The “project manager” can add additional questions to a project. This process is explained in chapter 1.34 of this user manual*

(vii) *Note 2: **Regional data:** A person with role “interviewer” can extend the list of animals and crops of a region (suggestion). This step is described in chapter 1.35 of this user manual. The remaining information can only be changed by an administrator or region-editor. For all other users this information appears in read-only mode.*

(viii) *Note 3: **Master data:** For an “interviewer” all data is displayed and can be extended by proposing a suggestion to the system. This process is explained in chapter 1.36 of this user manual. Only a RISE-administrator can change or delete existing master data.*

1.36 Extend master data

(i) General information

Master data is used for RISE analysis. At the “Administration” part of the questionnaire at the “Master data” window you may open the page “Categories of animals” and for instance choose the item “Cow”. Here category-specific data are defined like nutrient or water demand. Or at the page “Water saving measures” you may choose the item “irrigation only at night” (Bewässerung nur nachts). In the master data you may then define how many points this measure should be attributed.

Note 1: Interviewers may only propose new Master data to the system. Data get the status “proposed” automatically. Data will be immediately available to the Interviewer. A RISE Administrator verifies proposed Master data and changes the status from “proposed” to “validated” or “active”. Now the information will be available to the other RISE-users.

Note 2: Adding new Master data often causes an extensive research of experts in this field. For validation purposes it is imperative to mention the source of information. Otherwise the new item cannot be activated by the RISE Administrator.

Note 3: Please use the possibility to add items restrainedly, as validation process is complex. Mostly there is the possibility to select a similar Master data.

- (ii) At Master data please select a category (page) in which you want to add an item

Note: For this example table "Crops" has been chosen

- (iii) By entering the name in the filter field, it's possible to search for a certain category.

- (iv) You may select a similar item in the list and copy it by clicking once on the according line.

Note 1: The name of the item does not appear in the language you have chosen in the beginning. It appears in the language it was filled in in the database. If you would like to add a new crop to the system you may do this in your mother tongue. As soon as the RISE Administrator validates the information it will be translated.

Note 2: When you copy a similar item it may help finding all required information of the new item.

- (v) Make a copy in order to adapt the item

Note 1: If you are not choosing an existing item, then only the button "New" is active. With this button you may open an empty master data form in order to define the specific data of the new item.

Note 2: For Interviewers the button "Edit" opens the master data window in the read-only mode.

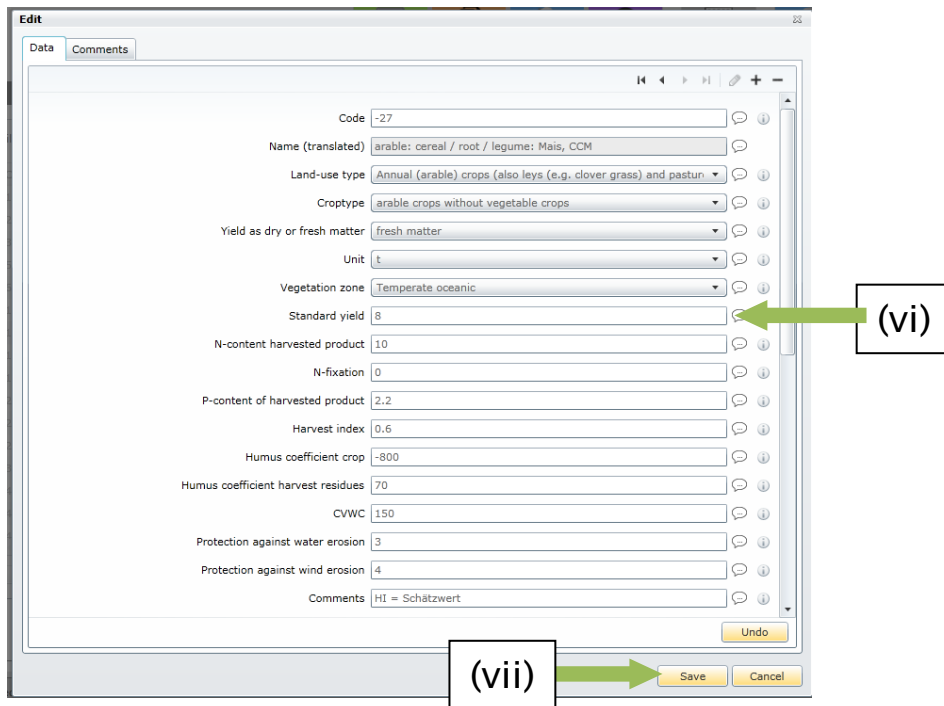
Code	Name (translated)	Land-use type	Croptype
1	arable: cereal / root / legume: Field bean (vicia faba)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	arable crops without vegetable cro
2	arable: vegetable: eggplant	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
3	arable: vegetable: eggplant (green house)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
5	arable: vegetable: cauliflower	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
6	arable: vegetable: cabbage turnip	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
12	arable: Unprod. arable areas: Wildflower strips	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Unproductive arable areas (fallow)
13	arable: cereal / root / legume: Corn cob mix (CCM)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	arable crops without vegetable cro
17	arable: cereal / root / legume: Spelt	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	arable crops without vegetable cro
18	arable: cereal / root / legume: Peas protein	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	arable crops without vegetable cro
22	arable: vegetable: Peas Garden- (in pods)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
26	arable: vegetable: Strawberries, annual	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
27	arable: cereal / root / legume: Peanuts	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	arable crops without vegetable cro
34	arable: cereal / root / legume: Feeding beet	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	arable crops without vegetable cro
44	arable: vegetable: Cabbage (Sauerkraut)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
45	arable: vegetable: Cabbage (early, for...)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops
46	arable: vegetable: Cabbage (stornae)	Annual (arable) crops (also leys (e.g. clover grass) and pastures in crop rotation)	Vegetable crops

- (vi) Complete all required data for this item by double-clicking on the according item. Enter the data.

Note 1: It is very important to fill in all fields and boxes. It is your responsibility to fill in valid and correct data. Please fill in the source of data directly in the last field called "Source and comments"

Note 2: You find an exact description to all fields under "i". Please consider the correct use of the units.

- (vii) Save data and close the window



Frequently asked questions FAQ

I. What can be done in case of a software problem?

Please read carefully the error message; maybe that this will help you to solve the problem.

Frequent problems are:

- **Validation error:** You entered a non-valid value on the actual page (for example a text instead of a number, a value out of the allowed range, too long string etc.). Normally the non-valid value is marked with a red rectangle. After having corrected this value you may continue your work.
- **Failure of the internet connection:** If an error message appears when working in the online-mode it's probable that your connection to the internet has been interrupted. Do not continue your work until you established an internet connection and data could be saved successfully.

If the error message is not understandable for you and the above described cases do not apply it's recommendable to close the software and restart it.

Note: All information you entered before the error message appeared was successfully saved in the RISE-database. Do not continue entering data when an error message appears. Otherwise this data may be lost

II. What can I do if in a drop down selection the desired category or precise answer is not available?

If you have to answer a question try to choose the item which most fits to reality. Whenever the exact answer or at least a similar one cannot be found items can be suggested to the system (see chapter 1.36). If this step does not work please contact the responsible person of the project. Selection menus (animals, fertilizers, crops, etc.) can be extended by the RISE-administrator.

III. Why does data added by the RISE-administrator not appear in the program? How do I get the newest version of RISE?

Every time when RISE is opened with a working internet connection, the software is automatically updated. In order to see the last changes of another RISE-user or to have available data that has been added of an administrator you have to close the software completely and start again.

Note: Depending on your settings it may be necessary to delete the browser cash to be sure that no data is loaded from the cash.

IV. Is it possible to work with RISE without an internet connection?

Yes, it is possible to work with RISE without any internet connection. Install the software on your computer and synchronize the data before disconnecting the internet connection (see chapter 0)

V. How can I be sure that no data are lost?

- Data is automatically saved on the RISE-server when you go to the next (or previous) question page. When working offline it will be saved on your computer, when working online data is saved directly on the RISE-server.
Note: When an error message appears while saving data please stop to work. Try to correct all incorrect values. If this is not possible restart the software. Otherwise data may be lost.
- Changes in the administration part have to be saved manually with a click on the “save”-button.
- Log out on the home-page when finishing your work before closing the internet browser.
- If you like to assure you against data loss during the synchronization process you can make a security copy of the RISE-data folder. Open the “My Documents” folder on your computer. **Copy** the folder “Rise” and rename the copied folder with “Copy of Rise”. Start the software and synchronize your data. After a successful synchronization you should delete the folder named “Copy of Rise”.

VI. What can be done in case of synchronization problems?

- To synchronize data you always need a working internet connection. If this is not the case, try again later or with another network.
- Note that the synchronization process needs some time. Do not interrupt the process by closing the software.
- It's better to synchronize farms and questionnaires one after each other.
- If you don't need the questionnaire data on your computer any more, you may choose the option “Discard offline changes” to directly change to the online mode. If this option does not work anymore you should uninstall the software and install it again (as described in this manual).
- If you don't want to lose the offline data, please make a security copy of the RISE-data folder. Open the “My Documents” folder on your computer. **Copy** the folder “Rise” and rename the copied folder with “Copy of Rise”. Now you can uninstall the software and install it again (as described in this manual). Please contact the RISE-support to rescue the data saved in the folder “Copy of Rise”.

VII. What can I do if I don't find an answer on my question in this software manual?

Please contact the RISE-support with the following email-address: rise.hafl@bfh.ch

Please describe your problem as detailed as possible:

- What did you want to do at the moment the problem appeared?
- What did you do with RISE before?
- Mention the farm names, questionnaire names and your user name
- If possible add a print screen of the error message to your description.
- Note how we can contact you (phone, skype, etc.).

With this information you help us to quickly solve the problem and to further improve the RISE software.

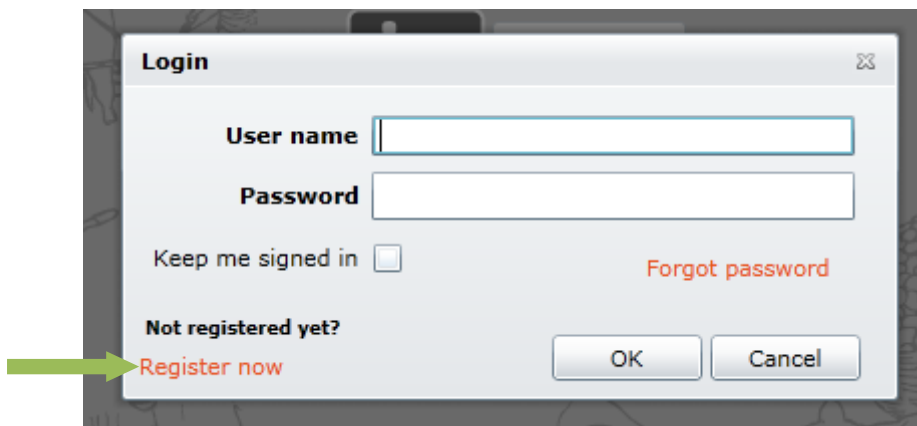
When somebody of the RISE-support contacts you, please have your computer ready with connection to the internet. Install the Team Viewer software if possible:

<http://www.teamviewer.com/de/download/index.aspx>

Annex I: Create your own RISE user account

Step 1: Open the login window

- (i) Click on “register now” in the lower left corner of the pop-up window



Step 2: Enter your personal user data

- (ii) Choose your user name (*you need this username to login to the application*)
- (iii) Enter your friendly name (*personal name*)
- (iv) Select a language (and country) out of the list of available languages
- (v) Enter your e-mail address.
- (vi) Choose a password (*it must be between 8 and 50 characters long and contain at least one special character (e.g. @ or #), one number (e.g. 3) as well as lower and upper case letters*)
- (vii) Confirm your password
- (viii) Please download the two documents Privacy policy (Data protection) and the Code of conduct. Read them carefully. If you agree in them, please tick the box “I accept the terms of use for RISE”.

Note: Now you have created a user account. Before being able to use RISE, your user name has to be added to the farms and projects to which you have access. This can only be done by RISE Administrators.

- (ix) If you do not agree in the terms of use for RISE do not tick the according box and please contact the RISE support (rise.hafl@bfh.ch).

Register 23

Please complete all required fields to create your account

User name

Friendly name ⓘ

Standard language and country ⓘ

Email

Password ⓘ

Confirm password

Please click on the links bellow to read and download the terms of use for RISE (data protection and code of conduct).

[Data protection](#) ⓘ

[Code of conduct](#) ⓘ

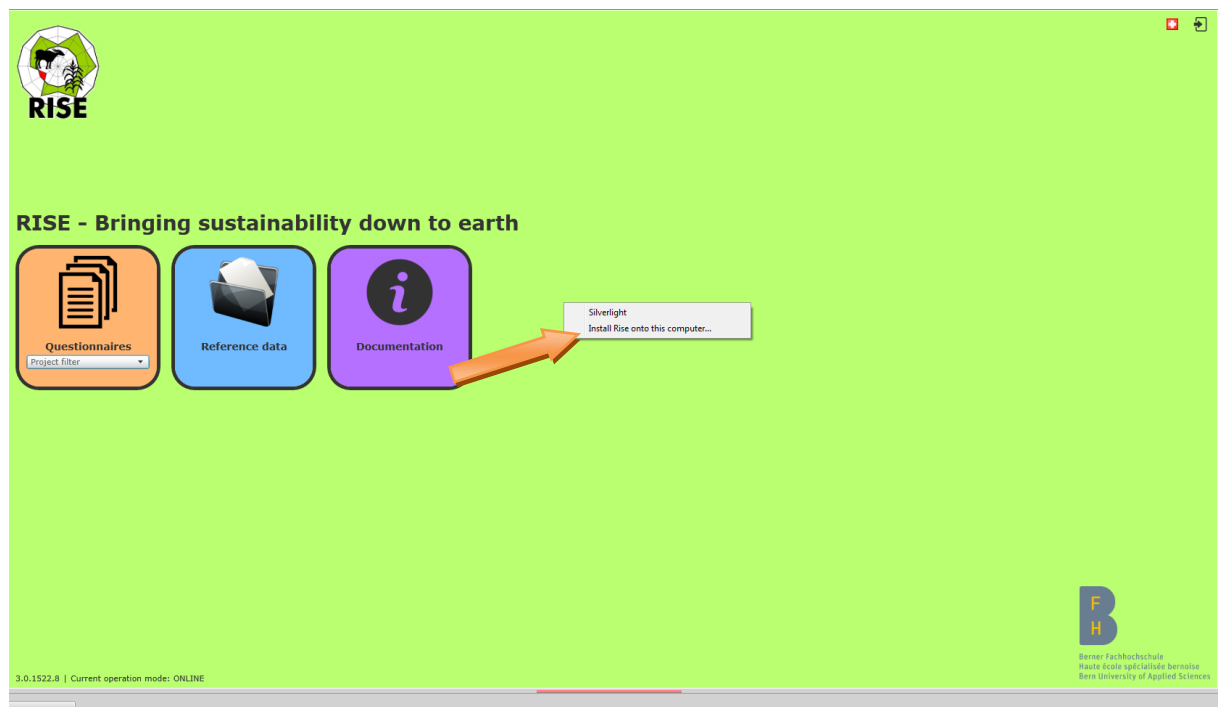
I accept the terms of use for RISE

Already registered?
[Back to Login](#)

The image shows a registration form with several green arrows pointing to specific elements: a large arrow on the right points to the 'User name', 'Friendly name', 'Standard language and country', 'Email', 'Password', and 'Confirm password' fields; an arrow on the left points to the 'Data protection' link; another arrow on the left points to the 'Code of conduct' link; and an arrow at the bottom points to the 'I accept the terms of use for RISE' checkbox.

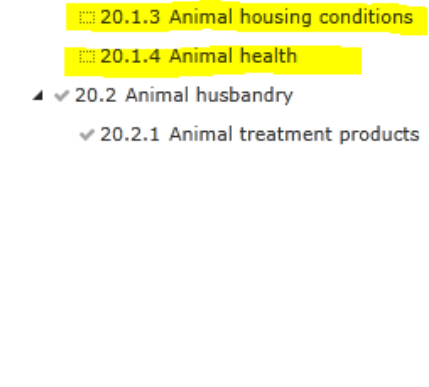
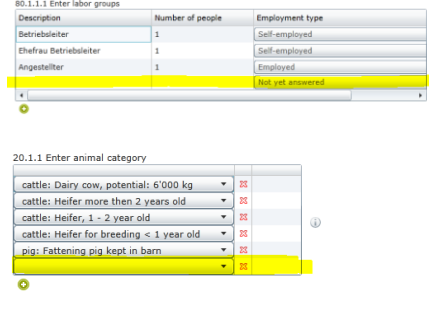
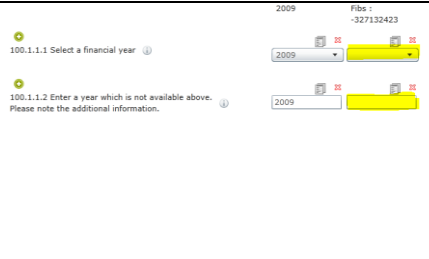
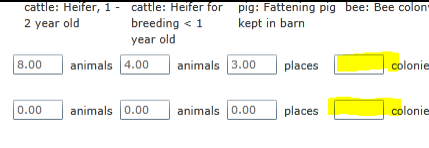
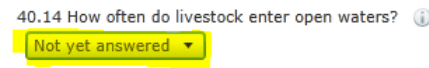
Annex II: Installation of the RISE application on your computer

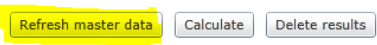
- (i) Navigate to the following URL to open the RISE homepage: <http://www.farmrise.ch>
Note 1: RISE is designed for and runs best with "Microsoft Internet Explorer™".
Note 2: You may be asked to install the "Microsoft Silverlight™ plug-in" on your computer. Please accept this installation as otherwise RISE will not run. To check whether you have the latest version of the plug-in, go to: <http://www.microsoft.com/getsilverlight>
- (ii) Make a right-click on the screen and choose the second option "Install RISE onto this computer..."
Note 1: This message can also appear in another language depending on the language of your system
Note 2: If instead of "Install RISE onto this computer ..." the words "Remove this application" are appearing you do not need to perform this function. This means, that the software is already installed on your computer and you can skip the next step.



- (iii) Please follow the installation steps of the software
(iv) Close your internet explorer
(v) If the installation was successful, the RISE-icon appeared on your desktop (see picture below) and the software created a RISE-folder in the folder "My documents"
Note 1: You are no longer required to open the internet browser to be able to access the software. Click on the RISE-symbol on your desktop to start the software.
*Note 2: **Attention!** The RISE-software still needs an internet connection in order to work (even if the software is now installed on your computer)*
Note 3: The folder "Rise" will be used of the software and should not be moved or deleted.

Annex III: RISE-Calculation Check-list

	Where	Check	Example	If not, do the following action
1.	10.2.4	Did you select a project?		Select a project in the dropdown list.
2.	10.2.5	Did you select a region?		Select a region in the dropdown list.
3.	10.2.6	Did you select a year?		Select a year in the dropdown list.
4.	Navigation tree	Are all boxes in the survey tree ticked, indicating that all questions are answered? A questionnaire is ready for calculation when a tick appears next to “B Farm visit questions”.		Open the respective page and answer all questions. Note that you may find an unanswered question further down in the hierarchy of the navigation tree.
4.1	Tabular questions	Did you add any line in a table in the survey without filling out all data required?		Either fill the line or delete it.
4.2	Financial years	Did you add a column for an additional financial year without selecting a year or/and answering all respective questions?		Either fill the column (also on the following pages) or delete it.
4.3	Open questions	Are there any empty cells in the questionnaire?		Either fill the cells or in tables delete the respective line or column.
4.4	Drop down questions	Are there drop down questions which are still on “Not yet answered”?		Select an answer out of the dropdown menu.

5.	Calcula- tion	Do you have the most recent master data? These data are the background data concerning animal, crops, energy carriers, etc. and have to be refreshed after every change made in the questionnaire.		Click button “Re- fresh master data”.
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