

## Manual MPS-ACTRES Basic

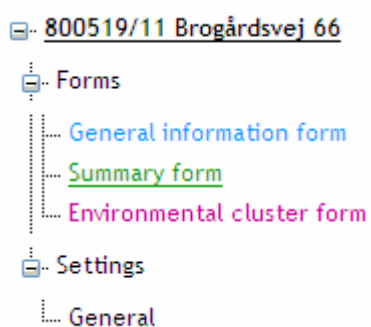
This is the manual for MPS-ACTRES Basic. Many of the items in this manual are self-explanatory and apply to all registration forms. The envelope symbol, for instance, always stands for Send. The left and right arrow symbols will take you to a previous or next screen respectively. Should you have any questions, however, you can always contact the Service Team (+31 (0)174 615715).

### 1. Logging in

Clicking on the button MPS-ACTRES/Electronic Submission on the website [www.my-mps.com](http://www.my-mps.com) takes you to the log in page. Here you log in with your usual details:

- User name (= MPS number)
- Password

After you have logged in, you will see “MPS-ACTRES” listed in the menu on the left. When you click on this link, the MPS-ACTRES registration programme will open in a new window.



### 2. Menu

After you have logged in, you will see your part-registrations in the left column and listed underneath: forms and settings. By clicking on the plus sign in front of forms, an overview will open up showing the General Information Form, the Summary Form, and the Environmental Cluster Form. When you click on one of these forms, the relevant form will appear on your screen.

### 3. Settings
















The general settings allow you to adjust the following priority screen settings per part-registration.

- *Number of periods visible per overview:*  
This sets the number of periods that will be visible on your screen. This does not include the current period;
- *Number of periods for which the recorded codes are transferred to a new period:*  
As soon as a new period is opened, previously recorded codes are entered in the themes. This setting determines from how many previous periods the recorded codes will be retrieved and shown in a new period. Amounts will not be entered;
- *Sequence of items (with date of period) in the general overview screen:*  
This setting determines whether the periods are shown in increasing or decreasing order.

These settings should be saved per part-registration.

#### 4. Symbols

MPS-ACTRES uses a number of symbols. These are explained in the table below. By moving your cursor across the symbol, an explanation will appear.

|   |   |
|---|---|
|  opslaan    | Save: the recorded data shown on screen will be saved; the screen remains visible                     |
|  annuleren  | Cancel: you will return to the previous screen; any changes that may have been made will not be saved |
|    | Store changes and return to the general overview screen   |
|    | Store changes and return to the previous screen   |
|    | Store changes and continue to the next screen   |
|    | Change data: allows you to change the data in that specific line                                      |
|    | View data   |
|    | Data have been recorded   |
|   | Data have not been recorded   |
|    | Print or export to e.g. an Excel or PDF file.   |
|    | Remove line   |
|    | Send to MPS   |
|    |   |

#### 5. Status of the period

In the General Information Form, the Summary Form, and the Environmental Cluster Form, each period has a status. There are five different types of status:

Not recorded: no data have been recorded for this period;

Preliminary: data have been recorded for at least one section. As soon as all themes have been saved (with or without any recorded details), the complete period can be sent to MPS. At this point the send button is shown:

Sent: the period has been sent to MPS, but can still be corrected and subsequently resent;

Finalised: the period has been finalised and can no longer be resent or corrected;

Unchanged: no changes have been made in comparison with the previous period.

#### 6. General Information Form

Underneath the General Information Form, 9 categories are listed. These categories can be changed by clicking on the notepad symbol next to the relevant category.

After answering the questions, you can move on to the next screen by clicking on the right arrow symbol. To return to the previous screen, you will need to click on the left arrow symbol. The General Information Form is sent to MPS by clicking on the envelope symbol after you have answered all the questions.

! If there are no changes with respect to the previous period, you will not need to send the General Information Form to MPS.

! In the old Electronic Submissions programme you were used to register your waste details

in the Summary Form for each period. This has been adapted in MPS-ACTRES: your waste management details are entered in the General Information Form. It is therefore no longer necessary to record these details for every period. The answers which you entered during the past year via the Summary Form, have been copied into the new General Information Form.

## 7. Summary Form

| Period   | State          | Theme   |
|----------|----------------|---|
| P11 2009 | Not registered | Crop protection   |
|          |                | Fertilizers       |
|          |                | Energy            |
|          |                | Water             |
|          |                | Lighting          |

When you see an exclamation mark next to a theme in the Summary Form for a specific period, this means that no details have been entered in the form yet. You can open the form by clicking on the notepad symbol next to the theme. In all screens you can add an agent by entering part of its name or code in the search bar.

The search results will show all agents that contain those letters.

! Only when all themes have been saved, will you be able to send the Summary Form to MPS by clicking on the envelope symbol.

! When you have no details to enter for a specific theme in a specific period, you have to save the theme while empty of details.

! If you use green electricity, the amount is registered as code 6: green electricity. This amount should also be added to the amount entered under Electricity Consumption (code 4). This is where you enter the total electricity consumption, including green electricity.

The system issues an error message when the total electricity consumption is not entered (see image on the next page).

**Energy** Subregistration 800519/11 Gartneriet Brølkke  
 P11 2009 - Temporary


Search by code or description       

• "Green Electricity Usage, 6": You must enter a "Electricity consumption, 4". 

**Gas usage**

| Description                | Code | Amount                           | Unit | Caloric value                       | Factor |
|----------------------------|------|----------------------------------|------|-------------------------------------|--------|
| <b>Electricity</b>         |      |                                  |      |                                     |        |
| Description                | Code | Amount                           | Unit | Factor                              |        |
| Green Electricity Usage    | 6    | <input type="text" value="100"/> | kWh  | <input type="text" value="1,0000"/> |        |
| <b>Heat and other fuel</b> |      |                                  |      |                                     |        |
| Description                | Code | Amount                           | Unit |                                     |        |
| Residual heat usage        | 7    | <input type="text"/>             | GJ   |                                     |        |

## 8. Environmental Cluster Form

| Period   | State     | Total area | Area     | Item              | Environmental clusters                   |   |
|----------|-----------|------------|----------|-------------------|--|---|
| P11 2009 | Unchanged | 63406 m2   | 10406 m2 | Glasshouse crops  | POT PLANTS 6, ROSES                      |  |
|          |           |            | 53000 m2 | Outdoors crop     | HERB. PERENNIALS Container, UNCULTIVATED |   |
|          |           |            |          | Second crop layer |  |   |
|          |           |            |          | Kistenbroei       |  |   |
|          |           |            |          | Remaining         |  |   |

By clicking on the notepad symbol in the Environmental Cluster Form in the period that needs changing, you will open the relevant period. By using the search function, you can add the required environmental cluster. All environmental clusters: Covered, Uncovered, 2<sup>nd</sup> crop layer, Forcing in frames crates, and Other are recorded on one single page. By clicking on the envelope symbol, the Environmental Cluster Form is sent to MPS.

## 9. Correction Form

As opposed to the old Electronic Submissions programme, the Correction Form is no longer available in the new ACTRES. When you have made a mistake in the data you have recorded, it will no longer be necessary to fill in a Correction Form. You can simply adjust your data in the relevant period and resend the form to MPS.

## 10. Printing overviews

By clicking on the printer symbol in the form you wish to print, you can print the overviews or export them as, for example, an Excel or PDF file.

## Questions

If you should have any questions after reading this manual, please phone the Service Team (+31 (0)174 615715) or e-mail your question to [info@my-mps.com](mailto:info@my-mps.com). It will be our pleasure to assist you.