AIC statistics user testing

Create an ACCOUNT

You will need an account before you begin testing. Accounts can only be created by AIC administrators, so you will need to have received an invitation generated from the system before you can proceed.

Once you've received your invitation:

1. Follow the link in the email to the registration page.

2. Complete the registration process by setting a password for the system. Try to remember it! If at any point you forget your password you can reset it from the sign in page.

3. Your account will either (a) allow you submit and view submissions for your organisation (a SUBMITTER), or (b) view submissions only (a READER).

When logged in as a READER

When you are logged in as a READER you will be able to view your organisation's fertiliser statistics, any published reports containing aggregated monthly and six monthly submissions (and download relevant data); and view UK import data. You will NOT be able to make submissions on behalf of your organisation.

Viewing a published report

Monthly and six monthly reports containing aggregated data can be viewed once all submissions have been made by all relevant companies and organisations and the data has been checked and published by AIC. Once a report has been published, a view button will appear alongside the relevant month in the Reports and Submissions section. You can access this by following these steps:

1. Log in to the Fertiliser Statistics site here: https://statistics.agindustries.org.uk/fertiliser/

2. Any recent published documents will be indicated on the landing page. Select the Fertiliser Deliveries button under Fertiliser Deliveries to UK Agriculture - Reports and Submissions to find and view the relevant report. Published reports will have a View next to the relevant date.

3. Published reports show aggregated data alongside the data supplied by your company or organisation.

4. When viewing a report, a Download link will appear at the top of the report. You can use this to download the data to Excel.

When logged in as a SUBMITTER

When you are logged in as a SUBMITTER you will be able to view, add and amend your organisation's monthly and six monthly submissions; as well as view any published reports containing aggregated monthly and six monthly submissions (and download relevant data); and view UK import data.

Submitting a monthly report

1. Log in to the Fertiliser Statistics site here: https://statistics.agindustries.org.uk/fertiliser/

2. Select the Fertiliser Deliveries button under Fertiliser Deliveries to UK Agriculture - Reports and Submissions.

3. Find the month you wish to submit data for (which is likely to be the most recent month). Note that you will only be able to make a submission if there is a request for data from AIC. If you are unable to submit data for a month which you think should be active please contact AIC.

4. Submit the data using the form provided. This follows the same format as the existing paper based form, so you should be able to complete it using your existing data collection procedures. If you leave a field blank it will be recorded as 0.

5. The form will automatically check any submitted data against previous months (and years) and indicate if there are any significant discrepancies in your submissions. You can ignore any warnings if you are sure your data is accurate.

6. Once submitted you can amend the form if you notice any errors. Any amendments will be logged by the system and AIC will be notified.

Submitting a six monthly report

1. Log in to the Fertiliser Statistics site here: https://statistics.agindustries.org.uk/fertiliser/

2. Select the Fertiliser Deliveries button under Fertiliser Deliveries to UK Agriculture - Reports and Submissions.

3. Find the 6 month period you wish to submit data for. Note that you will only be able to make a submission if there is a request for data from AIC. If you are unable to submit data for a 6 month period which you think should be active please contact AIC.

4. The online form incorporates all of the different parts of the current paper based form in a very similar format, so you should be able to complete it using your existing data collection procedures. **You should ensure that you have all of the relevant information available before you begin the process.** If you leave a field blank it will be recorded as 0. Please ensure any blank data should be 0 before submission.

5. The form will automatically check any submitted data against previous months (and years) and indicate if there are any significant discrepancies in your submissions. You can ignore any warnings if you are sure your data is accurate. You should pay careful attention to the collated six monthly data comparisons with prior monthly submissions. Your monthly data when added up should match the data you submit on the six monthly form. If need be, please go back and correct any monthly data.

6. Once submitted you can amend the form if you notice any errors. Any amendments will be logged by the system and AIC will be notified.