ADVISER MOBILE USER GUIDE

BACK PADDOCK Adviser

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Contents

1. Overview – What does this App do? 3
2. Get this App! 3
3. Setting up your App – Add Data 3
   3.1 Output data to CornerPost – for subscribers 3
      3.1.1 Adviser details 4
      3.1.2 Recommendation Template 4
      3.1.3 Master Database 4
      3.1.4 Clients, Trading Names, Farms, Paddocks, Spray Recs, Logo 4
   3.2 Log in 4
   3.3 Where to go first? 5
   3.4 Synchronise and Open! First time and every time 5
4. Input Data 6
   4.1 Adding Trading Names 6
   4.2 Adding Farms to a Trading Name 6
   4.3 Adding Paddocks to a Farm 7
   4.4 Spray Recommendations 7
      5.4.1 Create a Spray Recommendation 8
      5.4.2 View a Spray Recommendation 11
      5.4.3 Send Spray Recommendation by Email 12
      5.4.4 Copy and Edit a Spray Recommendation 13
      5.4.5 Applications – Action a Spray Recommendation 13
   4.5 Paddock Diary 15
      5.5.1 Add Entry to Paddock Diary 15
      5.5.2 Send Paddock Entry by email 17
   4.6 Mapping 19
      5.6.1 Finding your current location 19
      5.6.2 Finding a different location 19
      5.6.3 Creating a Paddock Boundary 21
      5.6.4 Adding a Hole to a Paddock 22
      5.6.5 Edit a Created Paddock or Hole 23
      5.6.6 Removing Holes, or entire Paddocks from Mapping 25
      5.6.7 Mapping Help 25
      5.6.8 Mapping Settings 25

5. Help please! 26
5.1 Talking to Real People 26
5.2 See things Visually 26
5.3 Visually yes, big crowd no! 26
5.4 Notes to look at it in my own time 26
5.5 Phones are down, need help! 26
5.6 Non-urgent brainwave in the middle of the night? 26

BACK PADDOCK COMPANY

ADVISER MOBILE

1. Overview – What does this App do?

Thank you for selecting Back Paddock, and welcome to your new mobile application! First, let's just go through what you can expect your new application to do.

The new and improved Adviser App is designed to be your Friend in the Field! From viewing, creating and recording Spray Recommendations to mapping, capturing photos, videos and voice clicks for a nominated paddock; this App is right there with you.

We've plucked and teased our way down to make this App simple and streamlined, performing the functions you require on the spot without too much unnecessary bulk.

No internet out in the back field? Not a problem! With this App it is completely interactive in the field, storing all data until you are within wi-fi range, then just one button and up she goes! Synching through CornerPost with your program to ensure you always have the information you require.

Sounds pretty good so far? Read on to learn more about your App, and how to use it.

2. Get this App!

1. Go to the App store on your iPhone or iPad
2. Type Back Paddock into the search box
3. Click Search

This will bring up several options; find Back Paddock Adviser in this selection.

4. Touch $149.99
5. Touch INSTALL APP
6. Follow prompts for your password if required, or input Name and Trading Name details as requested to create an account with Back Paddock

Your new App is ready to go, but it's just a shell! Time to put some data in.

If you are a subscriber, follow the instructions to input data from your computer or skip these to Log In and Input Data Manually.

3. Setting up your App – Add Data

3.1 Output data to CornerPost – for subscribers

To make it just that little bit easier, we have set up this App so that information from your computer can be sent to your new App through CornerPost. The following information can be synchronised:

3.1.1 Adviser details

The Adviser details that will be carried over into your mobile App are those found in the Spray Recommendations tab of your Adviser / Manager program. Update these if required!

3.1.2 Recommendation Template

Any of the Spray Recommendation templates you have constructed can be sent to your App through CornerPost.

1. Click File in your Adviser / Manager program
2. Click CornerPost
3. Click Upload Recommendation Template to CornerPost

3.1.3 Master Database

This is a huge component of the customisation of your program. Upload your Master Database to CornerPost ready to retrieve to your App!

1. Open Master Database in Adviser / Manager
2. Select CornerPost
3. Select Upload. This can take several minutes to synchronise. Retry if initially unsuccessful.

3.1.4 Clients, Trading Names, Farms, Paddocks, Spray Recs, Logo

This data is all synchronised to the Back Paddock Mobile App through the standard CornerPost synchronisation tool. If preferred, these can be manually entered into the App.

1. Open Client File in your Adviser / Manager program
2. Click File
3. Select CornerPost
4. Send – Upload Updated Data from Current File to CornerPost. This can take several minutes.
5. Repeat for each Client File

3.2 Log in

To log in to your App, a Username and Password will be required as seen below.

For subscribers:

- Username – your email address
- Password – your standard Back Paddock password (CornerPost / SoilMate online)

Enter your Email address and Password and press OK to proceed.

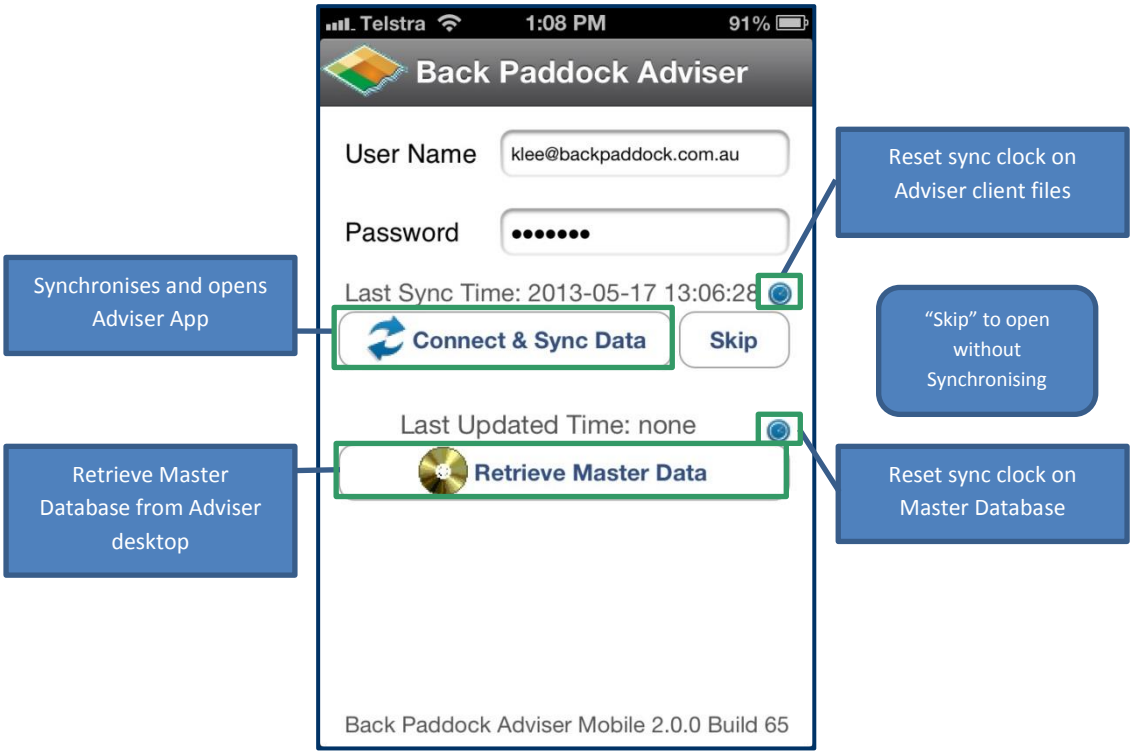
If you are unsure, we can easily re-set this if contacted by phone or email.

For newcomers:

Welcome! Please contact the HelpDesk on 1800 557 166 or BPCSupport@backpaddock.com.au and we will be more than happy to provide you with your new Username and Password.

3.3 Where to go first?

Okay, so we're all Signed In and ready to go! But where are we going? Check out the diagram below to find out what does what, and how to go where you need to go.



3.4 Synchronise and Open! First time and every time

Your data is all at your fingertips, now we just need to put it into your App. On your App, the same buttons are pressed to both Upload and Download data from CornerPost. This is conducted on the Home Page as seen above using the Connect & Sync Data button.

4. Input Data

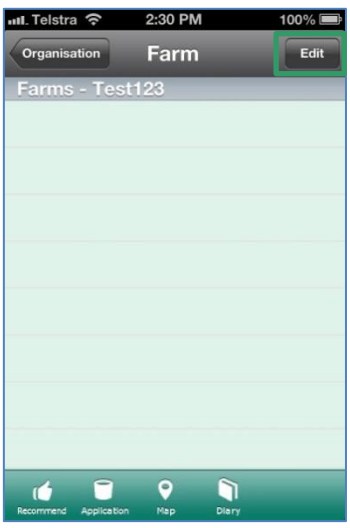
Adding Trading Names, Farms, Paddocks and Areas is all possible manually without the use of CornerPost or any of our other programs. The key to following this App through any steps is to remember this rule of thumb: Edit is your friend. The Edit button in the top right corner allows us to Add through most areas of the App.

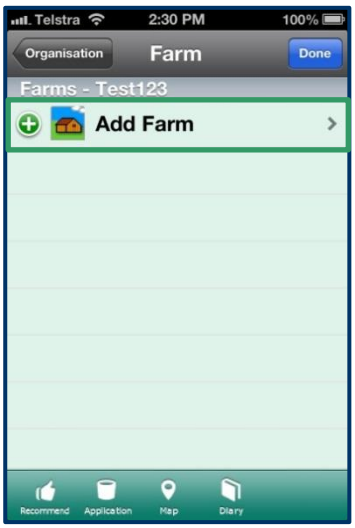
4.1 Adding Trading Names

First things first, you have now logged in and pressed Connect & Sync, or Skip, and should be staring at a blank page with Organisation at the top. You are ready to proceed.

1. Touch Edit
2. Scroll down until Add Trading Name can be seen
3. Touch Add Trading Name
4. Enter details by touching in white bar, and using keyboard on your device
5. Touch Done
6. Continue as required by following steps above for additional Trading Names
7. Touch Done when complete

4.2 Adding Farms to a Trading Name

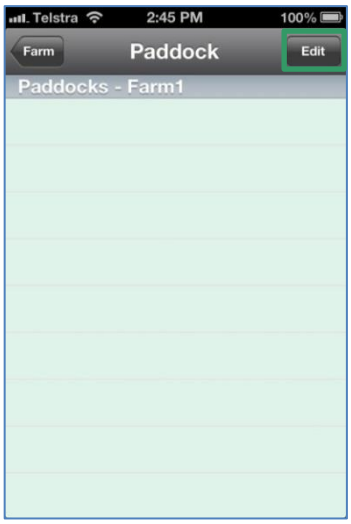




1. Touch appropriate Trading Name to see Farm screen
2. Touch Edit
3. Scroll down until Add Farm can be seen
4. Touch Add Farm
5. Enter details by touching in white bar, and using keyboard on your device
6. Touch Done
7. Continue as required by following steps above for additional Farms
8. Touch Done when complete

4.3 Adding Paddocks to a Farm

Starting to feel familiar?



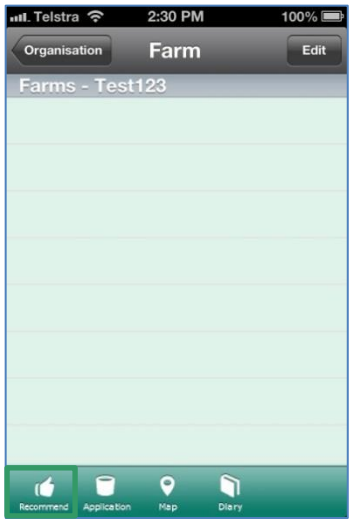
1. Touch appropriate Farm name to show Paddock screen
2. Touch Edit
3. Scroll down if required until Add Paddock can be seen
4. Touch Add Paddock
5. Enter details as required, by touching in the white bar and using the keyboard on device
    - Please Note: To set Paddock Boundaries in Map see section 3.9.3 – Creating a Paddock Boundary starting at step 4
6. Touch Done when complete
7. Repeat to add additional Paddocks
8. Touch Done when complete

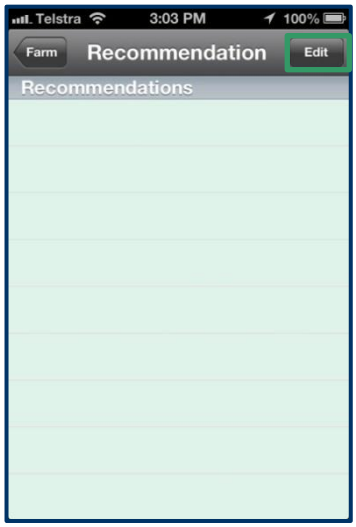
4.4 Spray Recommendations

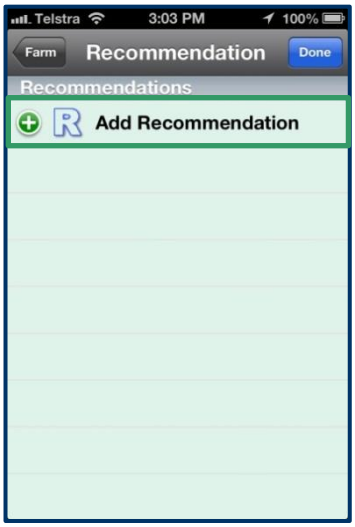
Spray Recommendations can be created manually in the App, or synchronised from your PC. See Synchronisation for information on how to bring these across. There are a few steps involved here but just follow the process along, step by step for success!

5.4.1 Create a Spray Recommendation

1. Touch on appropriate Trading Name until the Farm screen can be seen, as below



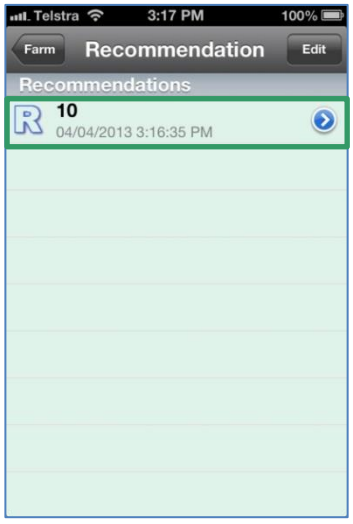


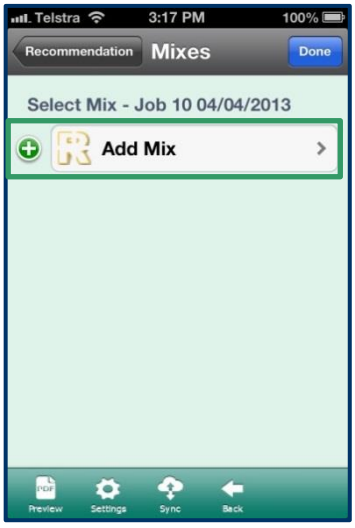


2. Touch Recommend in the bottom left corner
3. Touch Edit
4. Scroll down until Add Recommendation can be seen
5. Touch Add Recommendation

Please note: Job number is automatically populated, but can be changed.

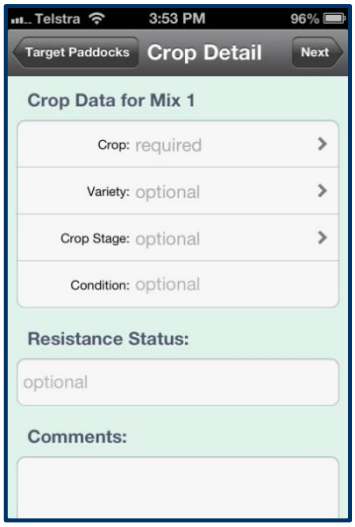
6. Touch in white bar to enter or modify details for Job Number, Advice Type and/or Remarks
7. Touch Done when complete
8. Touch Done on Recommendation screen to continue



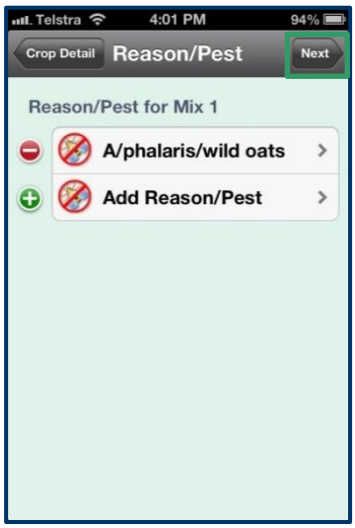


9. Touch Recommendation just created, noting date and number as identification
10. Touch Add Mix
11. Touch Set Target Paddock
    - Touching the words will bring you a list of the Paddocks available (standard option), continue to step 12
    - Touching the blue arrow will take you to the Mapping option

a. Touch and hold on required Paddocks to highlight
b. Touch Done to continue at step 14



12. Select Paddocks by Touching their names on the left to move them to Selected (on right)
13. Touch Done when complete
14. Check that all required Paddocks are displayed, repeat steps above until satisfied
15. Touch Next
16. Enter details by touching in white bars and scrolling to crop and variety selections and/or using the keyboard on your device
17. Scroll down to add Undersown details as required
18. Touch Next to continue



The option now exists to enter reasons for the Spray Recommendation. This can be skipped if unnecessary for your situation.

19. Touch Add Reason/Pest

20. Scroll down to find (from your Master Database list), or type first letter of reason/pest to jump ahead
21. Touch on required Reason/Pest entry
22. Repeat steps above for additional Reason/Pests
23. Touch Done when complete
24. Touch Next to continue

We are now ready to enter Products for your Spray Mix.

25. Touch Add Product

26

26. Touch in the white Product bar
27. In the provided list, scroll until required Product is found or manually type Product name
    - *Products are synchronised from your Master Database for subscribers*
    - *Tip: Type the first letter of your product to jump ahead*
28. Touch on Product to select
    - *Rate, units and other information may be brought across, this is from your PC Master Database*
29. Adjust Rate / Units by touching in white bars and using keyboard on your device
30. Touch Add another Product if required
31. Touch Done to continue
32. Repeat above for additional Products
33. Touch Next to continue
34. Enter Application Data details as required
    a. Touch in white bars and use keyboard on device to type or scroll as prompted
35. Touch Finish when complete
36. Repeat steps above for additional Mixes
37. Touch Done

Your Recommendation is now complete!

1. Touch on the big R next to the required Recommendation and follow steps below to View / Send starting at step 6

5.4.2 View a Spray Recommendation

From the App, it is possible to Preview a PDF of the created Spray Recommendation that can then be sent by email. The screen below can be found by touching on the Recommend button in the Farm screen following these instructions:

From Log-In screen:

1. Touch Connect & Sync Data (or Skip)
2. Touch appropriate Trading Name
3. Touch appropriate Farm Name
4. Touch Recommend in bottom left corner
5. Touch appropriate Recommendation number
6. Touch Preview to see PDF of your created Spray Recommendation

Shows PDF of Spray Rec that can be then emailed

Additional Report and Entry settings including Spray Operator Records and PDF File Name

Links to Quick Sync page to upload Spray Rec to CornerPost

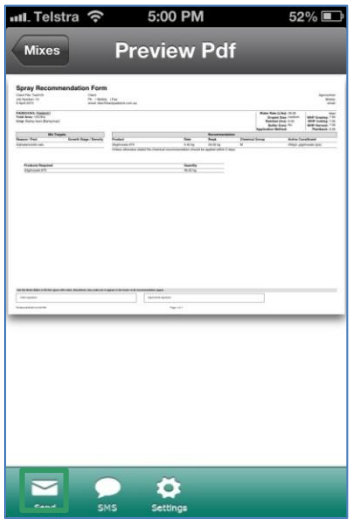
This takes you back to Trading Names

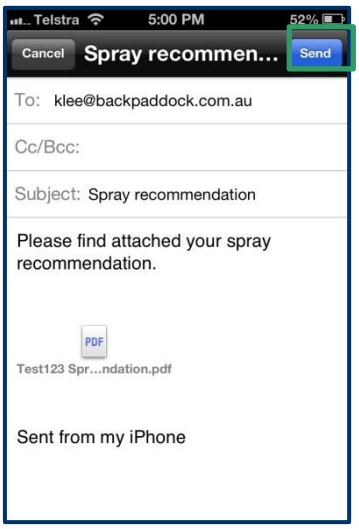
Please note: Logos and further Contact Details can be added in the PC program, and synchronised across to be used in this report. See our Help Sheets online ***http://www.backpaddock.com.au/help-desk/*** *for help on adding details, and* ***Synchronise*** *in this guide for how to bring them across.*

From here, an email can be sent with this PDF as the attachment to recipients of your choice. An SMS can also be sent to notify of the sent email. Choose Settings to turn SMS notification on and off. Follow instructions below to send PDF by email.

5.4.3 Send Spray Recommendation by Email

Follow instructions above to first View Spray Recommendation, then continue as per below. This will require a wi-fi connection.





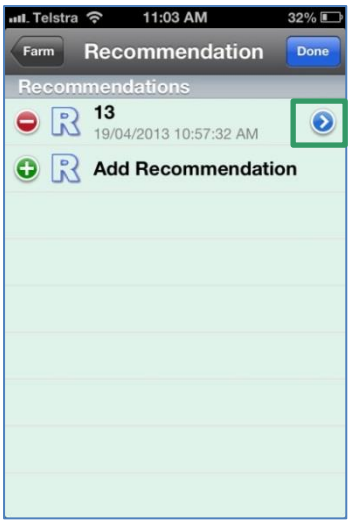
7. Touch Send
8. Modify or Add recipients as required
    a. Touch in white To or CC bars
    b. Enter details using the keyboard on your device
9. Modify the Subject or Email body if required
    a. Touch in Subject or below the subject line
    b. Enter details using the keyboard on your device
10. Touch Send when complete

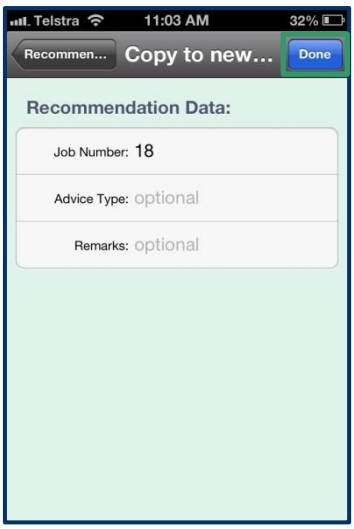
<u>To send an SMS notification:</u>

1. Touch the SMS bubble
2. Enter mobile number details
    a. Touch in white bar
    b. Use keyboard on device to enter number
3. Touch Send

5.4.4 Copy and Edit a Spray Recommendation

Just to make life that little bit easier for you, we've decided to incorporate a "Copy" function into our Spray Recommendation system. This will create a complete copy of the selected Recommendation, modifying the Job number and Timestamp only. It is then possible to Edit this Recommendation by following the steps above for Creating a Spray Rec, and changing details as required.





1. Navigate to Farm Screen required
2. Touch Recommend
3. Touch Edit
4. Touch blue arrow next to Recommendation to copy
5. Enter new Job Number, Advice and Remarks as required
6. Touch Done on "Copy to New.." screen
7. Touch Done on Recommendation screen

Your Recommendation has now been copied.

<u>To edit</u>

1. Touch on required Recommendation (big R) on Recommendation screen
2. Touch Mix1 to open fields for modification
3. Follow steps above to Create a Spray Recommendation

5.4.5 Applications – Action a Spray Recommendation

On top of being able to create and view Spray Recommendations, the App has the ability to record Actions on these, with status options including Pending, In Progress, Complete and Not Implemented.

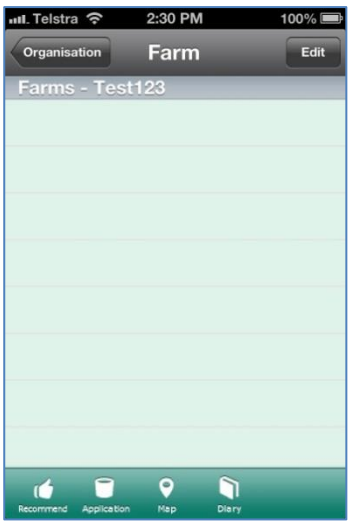
Applications can be recorded within the program, and are accessed through the Farm screen. Follow steps below to make Application notes on a specific Recommendation.

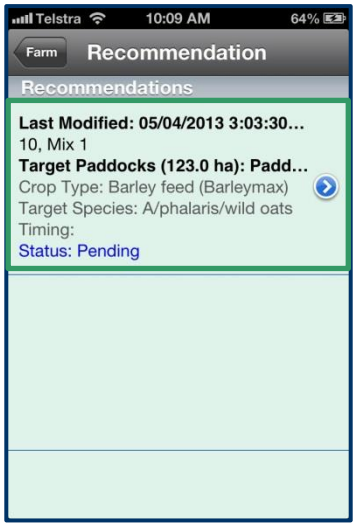
1. Open Farm screen for appropriate Trading Name

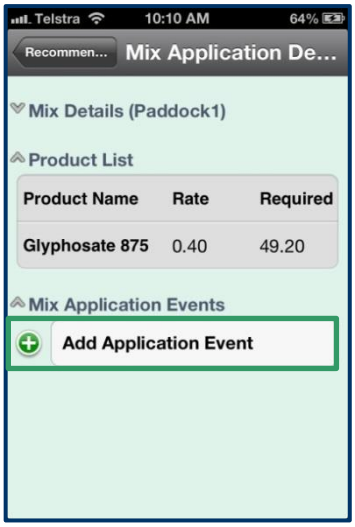
a. From Log in screen, Touch Connect & Sync Data (or Skip)
b. Touch required Trading Name (scroll down if required)
c. Touch required Farm Name (scroll down if required)

2. Touch Application

A list of your Recommendations pertaining to this Farm should now be visible.

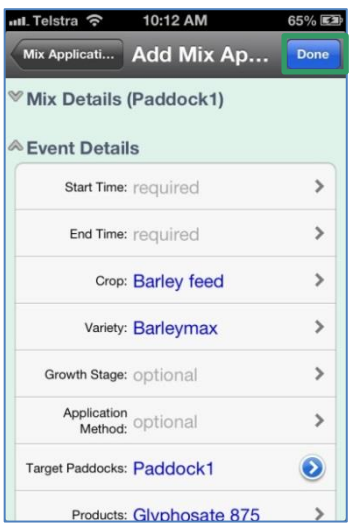


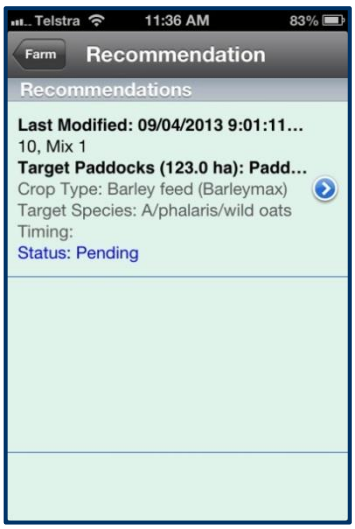




3. Touch the required Recommendation details to continue
4. Touch Add Application Event
5. Enter Start and End time details as requested
   a. Touch in white bar required
   b. Enter details using keyboard on device
6. Scroll down to view more options / fields

There is a lot of information that can be recorded on this screen, including entry details, weather details and even down to recording neighbour notification and warning signs. These buttons are “swiped” ON or OFF by touching on the grey dot. Enter any relevant details for your own situation, the only requisite data is that with “required” written in grey in each white bar.

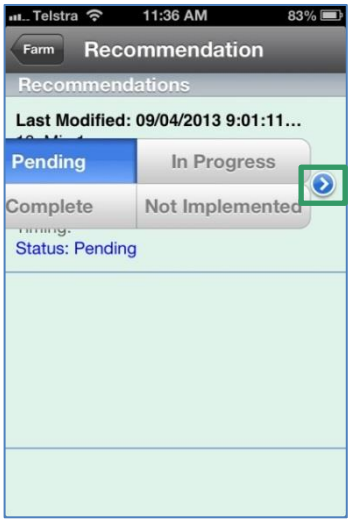




7. Touch Done when complete
8. Touch Recommendation

This will bring you back to the Recommendation screen. From here, we need to change the Status of the Recommendation.

9. Touch the blue arrow next to the required Recommendation



10. Touch the required status (Pending, In Progress, Complete, Not Implemented)
11. Touch blue arrow again to confirm selection

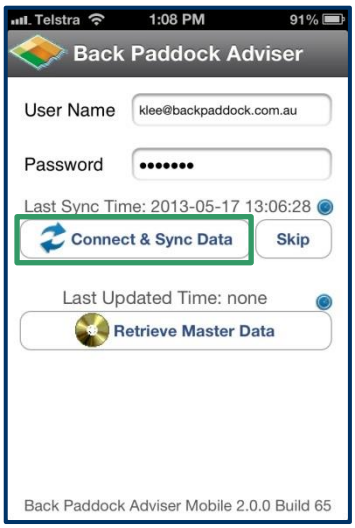
The Application record of your Spray Recommendation has now been completed, and saved.

4.5 Paddock Diary

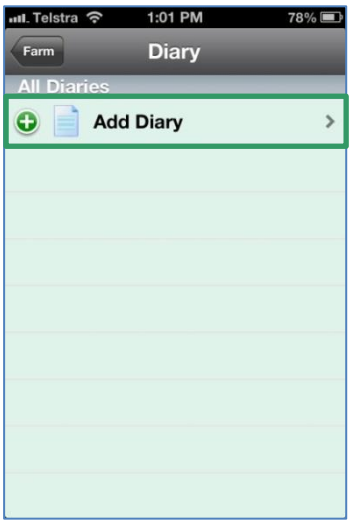
The Paddock Diary is your Friend in the Field! This is designed to help you easily and conveniently record observations in text, photo, video or voice clip form. The Paddock Diary can be found within the App at the Farm screen.

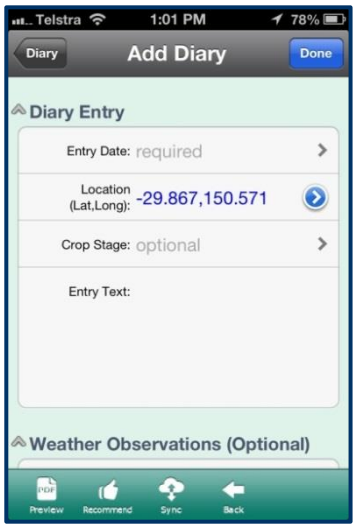
5.5.1 Add Entry to Paddock Diary

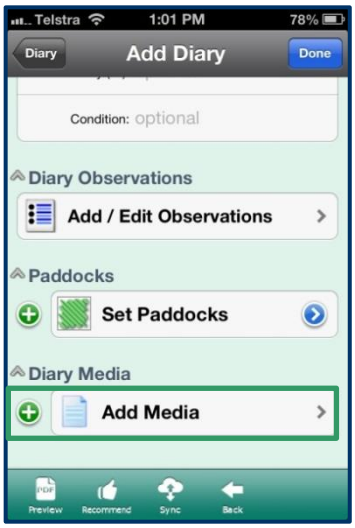
From the Log in screen, please follow these steps below to add a diary entry.



1. Touch Connect & Sync Data (or Skip)
2. Touch required Trading Name (scroll if required to find)
3. Touch Diary on the farm screen







4. Touch Add Diary
5. Enter details as required
    a. Touch in each white bar, using the keyboard on your device to enter details
    b. Scroll down for further options

Media such as photos, videos and voice clips can also be added to the Paddock Diary. To use these facilities, follow instructions below:

6. Scroll down and touch Add Media at the bottom of the Add Diary page

5.5.1.1 For visual media

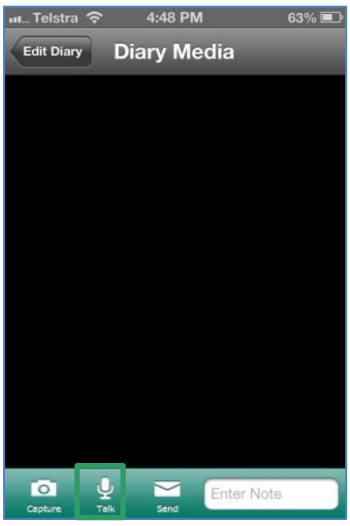
1. Touch Capture

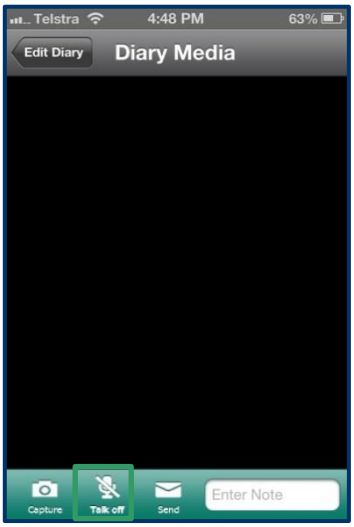
<u>To take a photo</u>

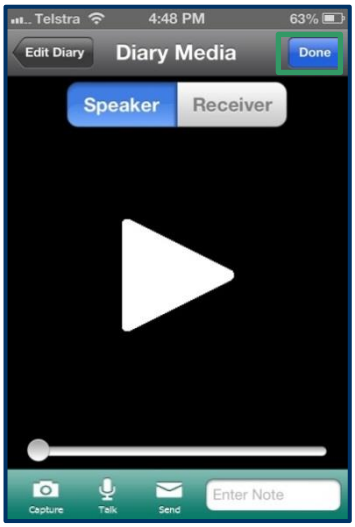
1. Focus on the image required
2. Touch the camera at the bottom of your screen
3. To continue, press Use. Retake image if incorrect
4. Touch Done when complete

<u>To take a video</u>

1. Swipe from the camera picture to the video picture in the bottom right corner of your screen
2. Press red dot to record
3. Press red dot again to finish recording
4. Select Use or Retake as required
5. Touch Done when complete







5.5.1.2 For audio media

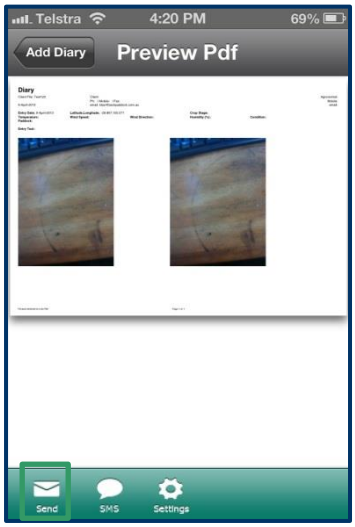
1. Touch Talk
2. Record your voice clip
3. Touch Talk Off when complete
4. Touch 'Play' arrow to hear back
5. Touch Done when complete

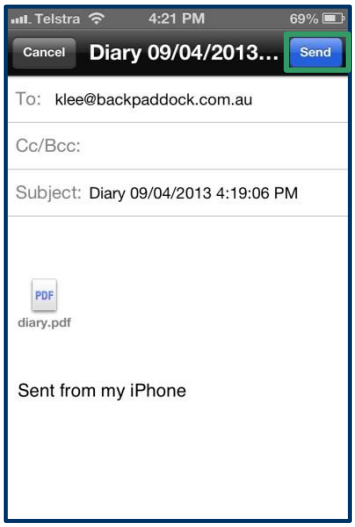
Repeat steps above to add additional media.

Several options are now available; this can be viewed and sent to an email or incorporated into a Recommendation.

5.5.2 Send Paddock Entry by email

Paddock Entry files can be sent by email for your records. Please note: Internet connection required.





1. Touch Preview
2. Touch Send to continue
    a. Touch Add Diary to modify prior to sending
3. Enter recipients
    a. Touch in white bar next to To or CC and use keyboard on device
4. Touch Send

An automatic SMS may pop up at this point, press Cancel if this is not required and follow instructions below to turn this function off, or enter recipient number and touch Send.

<u>To send SMS notification manually:</u>

1. Touch SMS bubble
2. Enter recipient mobile number using keyboard on device
3. Touch Send

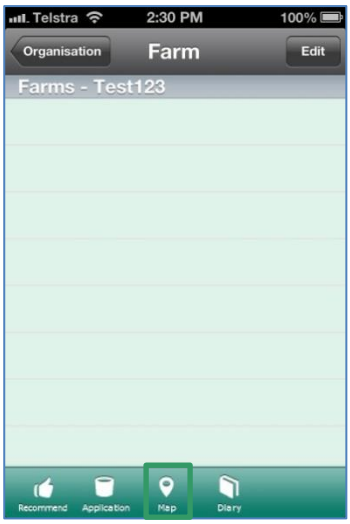
<u>To turn automatic SMS function Off or On</u>

1. Touch Settings
2. Touch “SMS after sending report by email” On or Off as required
3. Touch Done

4.6 Mapping

Farms and Paddocks can be mapped in the Back Paddock Mobile App to provide a visual representation of your area. The following is designed to help familiarise yourself with the processes involved in using this tool.

5.6.1 Finding your current location



The mapping feature in your App can be accessed from the Farm screen.

1. Touch Connect & Sync (or Skip)
2. Touch Trading Name
3. Touch Farm
4. Touch Map
5. Touch Locate
6. Touch Satellite if preferred

The App will now zoom to your location, with a blue dot representing your current position.

5.6.2 Finding a different location

To search on your App for a different location close to your current position, it is often easiest to use the processes above to give yourself a reference point from which the map can be manipulated.

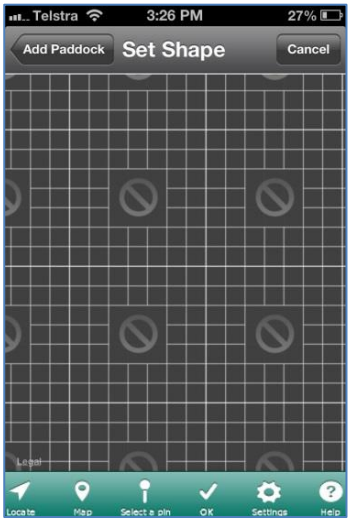
Manipulation of the map follows standard iPhone / iPad processes; you “pinch in” to zoom out on your screen, and “pinch out” to zoom in.

1. Touch Map on the Farm screen to open Mapping component
2. Zoom in on map of Australia
    - *Place your two fingers over area on map to expand*
    - *Retain contact to screen and slowly spread your fingers apart*
3. Move map left or right as required
    - *To move map left, touch on right side of map and slide finger Left across screen*
    - *To move map right, touch on left side of map and slide finger Right across screen*
4. Continue to "zoom" and "move" map until desired location is found

Please note: View can be changed from map view (as above) to Satellite by touching "Satellite" icon in bottom bar of map.

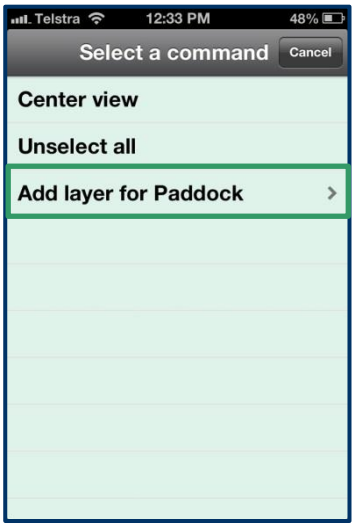
<u>Troubleshooting during Mapping:</u>

The screen shown below is displayed when the App is zoomed too far in. To show image, zoom out slightly by pinching fingers together on screen from the edges to the centre of the screen.

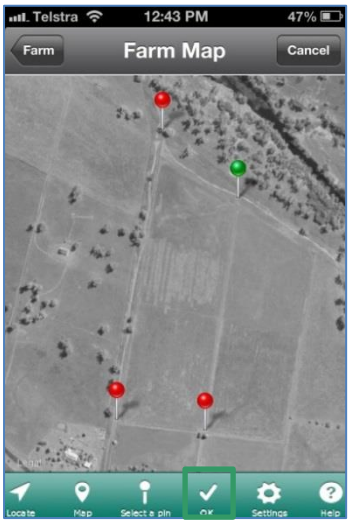


5.6.3 Creating a Paddock Boundary

Once the farm and paddock have been located, zoom in as much as possible for improved accuracy. To stop your screen jumping to your searched location, turn “Locate Off” if it is turned on.



1. Touch Commands
2. Touch Add Layer for Paddock
3. Touch the Paddock Name required



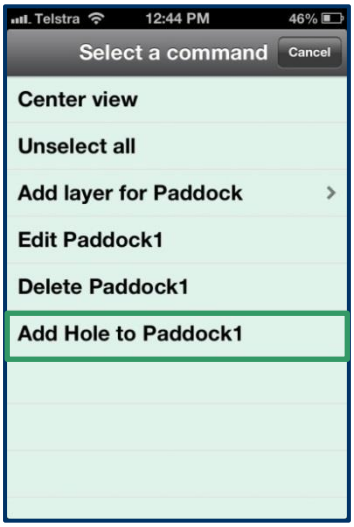
4. Drop Pins in corners of your paddock in a clockwise direction
    a. Touch and hold on corner of Paddock to Drop Pin
    b. Move erroneous pins by touching and holding on Pin until it jumps up, drag to new location
5. Touch OK when complete

A polygon of your paddock will appear as above. If satisfied, this Paddock has been mapped.

6. Touch Farm to save these changes

5.6.4 Adding a Hole to a Paddock

It is simple to add Holes to a Paddock from within the Back Paddock Mobile App.

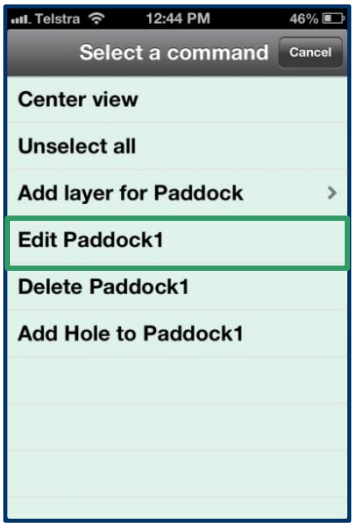


1. Touch Map from Farm screen to open Mapping
2. Touch Select Layer
3. Touch Paddock name required
4. Touch Commands
5. Touch Add Hole to Paddock
6. Drop Pins in corners of the hole, in a clockwise direction
    - Touch and Hold on first corner to Drop Pin
    - Repeat for remaining corners
    - Move Pin by touching and holding Pin until it jumps up, drag to new location
7. Touch OK when complete
8. Touch Farm to save changes to Paddock

A Hole has now been created in your Paddock.

5.6.5 Edit a Created Paddock or Hole

If your Paddock shape doesn't appear quite as you require, or if Paddock boundaries change it is simple to change these within the App.



1. Touch Map from Farm screen to open Mapping

The App will automatically open Mapping at your paddocks location.

2. Touch Select Layer to choose a Paddock
3. Touch on the required Paddock Name
4. Touch Commands
5. Touch Edit Paddock

From here, it is possible to move the existing Pin/s, or simply delete them and start again. Follow relevant option below to continue.

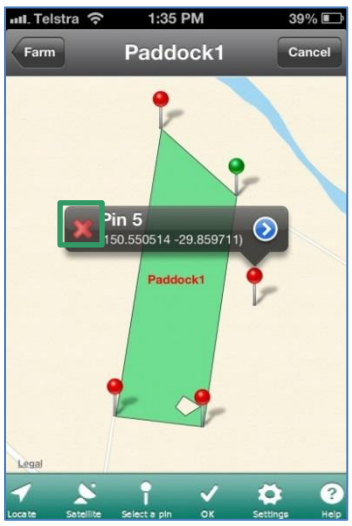
5.6.5.1 Move existing Pins

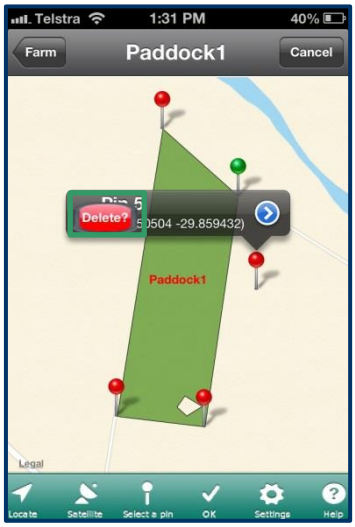
1. Touch and hold on required Pin until it 'jumps up'
2. Drag to new location
    a. Without removing finger, slide to new required location
    b. Remove finger to drop Pin
3. Continue to move pins as required
4. Touch OK when complete

5.6.5.2 Delete a Pin entirely

Sometimes, the Pins we drop just don't want to play the game, and it's easier to start from scratch. There are two ways of deleting these Pins, both equally effective.

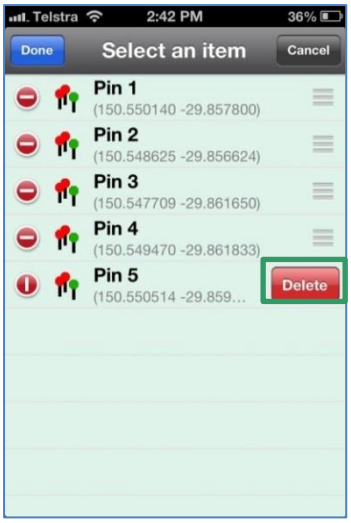
Method 1:





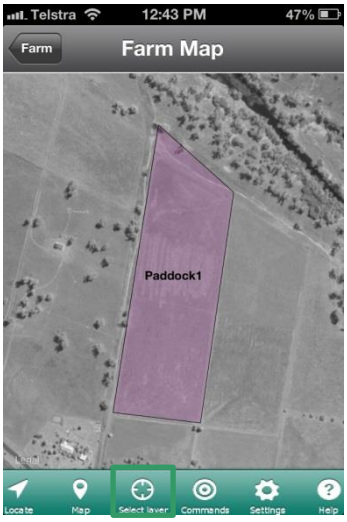
1. Touch erroneous pin once
2. Touch red X
3. Touch Delete

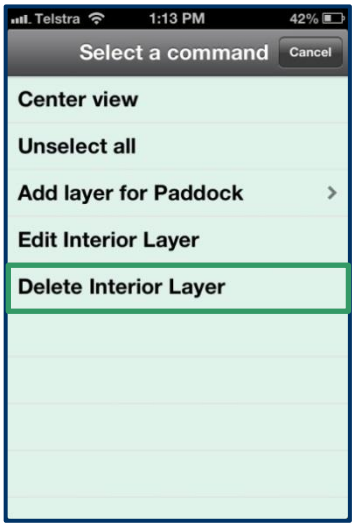
Method 2:



1. Touch Select a Pin
2. Touch red Negative sign to left of errant Pin
3. Touch Delete
4. Touch Done
5. Touch OK to complete

5.6.6 Removing Holes, or entire Paddocks from Mapping





1. Touch Map from Farm screen to open Mapping
2. Touch Select Layer
3. Touch Appropriate Layer to Edit / Delete
    a. This could be your Paddock Boundary, or Interior Polygon (Hole)
4. Touch Commands
5. Touch Delete Layer (as shown for Paddocks) or Delete Interior Layer (for Holes)

The App will prompt you – “Do you want to delete the Layer: xxx”

6. Touch OK to Delete
7. Touch Cancel to return without deleting

5.6.7 Mapping Help

From any point within the program, a Help section is available by touching on the Help icon in the bottom right corner. This contains four pages of information that provide a general guide to different steps within the Mapping system.

5.6.8 Mapping Settings

Settings are available at all points within the Mapping system, and allows the user to turn Snap Point on or off. Snap Point is used for boundary fences, and allows the user to “snap” to the closest pin when adding a secondary boundary fence.

This should be turned Off if paddocks do not share a boundary, for example, if there was a gully or non-arable land between the two.

5. Help please!

We at Back Paddock understand that everyone is different and learns in different ways. To facilitate this and make our products more accessible for everyone, we have a plethora of different ways and means of obtaining assistance in any situation.

5.1 Talking to Real People

That's fine by us! We have a HelpDesk service that operates Monday to Friday 7:30am – 5pm on free call 1800 557 166 and we are always happy to take your call.

5.2 See things Visually

Easy done. We hold webinar sessions every week that are a free for all. There are designated session times for each of our products, but with two solid days a week chockas full of webinars, we're sure we can help you out quickly. Check out: http://www.backpaddock.com.au/services/back-paddock-training/back-paddock-system-training/ for more info.

5.3 Visually yes, big crowd no!

Never you fear; we cater for you too. Private sessions can be arranged if you say please very nicely, and send an email through to BPCSupport@backpaddock.com.au Alternately, there are a few videos on various processes available online at http://www.backpaddock.com.au/help-desk/ This gets updated frequently, so if you have a question about something that's not up there, let us know and we may just create one inspired by your request!

5.4 Notes to look at it in my own time

Not a problem! As well as this user manual, we have a heap of Help Sheets available online to point you in the right direction, get you started, and save you from any sticky situations you might find yourself in. Visit: http://www.backpaddock.com.au/help-desk/ for the full list organised by program.

5.5 Phones are down, need help!

Have you seen met our Online Consultant? She's friendly, patient, knowledgeable and about three clicks away! Reach her at http://www.backpaddock.com.au/help-desk/ by clicking on the Site Consultant button.

5.6 Non-urgent brainwave in the middle of the night?

How about an email? We've usually responded by the end of the next business day, and this gives you a chance to send us your thoughts or questions at any hour of the day or night! Give us a yell at BPCSupport@backpaddock.com.au

Good luck, and have fun!

Back Paddock Team.

Ph: 1800 755 166
E: BPCSupport@backpaddock.com.au
W: www.backpaddock.com.au