



# SOILMATE MOBILE USER GUIDE



## Contents

1. Overview – What does this App do?.....	2
2. Get this App! .....	2
3. Setting up your App .....	2
3.1 Output data to CornerPost – for subscribers.....	2
3.2 Log in.....	3
3.3 Where to go first? .....	4
3.4 Synchronise and Open! First time and every time .....	4
4. Input data.....	4
4.1 Adding Trading Names.....	4
4.2 Adding Farms to a Trading Name.....	5
4.3 Add Contact Details.....	6
4.4 Add Paddocks.....	6
4.5 Deleting Data .....	7
5. Sample Orders.....	8
4.6.1 Logging a Sample in a designated Paddock .....	8
4.6.2 Viewing and Sending submission paperwork .....	9
4.6.5 Handy Hint – Limit Barcode View .....	10
6. Sync – send to CornerPost .....	11
7. Switching Accounts .....	11
8. Help please! .....	12
8.1 Talking to Real People.....	12
8.2 See things Visually.....	12
8.3 Visually yes, big crowd no!.....	12
8.4 Notes to look at it in my own time .....	12
8.5 Phones are down, need help! .....	12
8.6 Non-urgent brainwave in the middle of the night? .....	12



BACK PADDOCK  
COMPANY

# SOILMATE MOBILE

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## 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 SoilMate App enables the user to access Trading Name, Farm and Paddock information on the go, and completely log samples from start to finish. It is then capable of sending the Sample Order Form (SOF) created by email to persons of your choosing!

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! Syncing 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!

Good choice! Follow steps below to get this App on your Apple device.

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

The SoilMate app should be displayed on your screen

4. Click \$149.99
5. Click 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

### 3.1 Output data to CornerPost – for subscribers

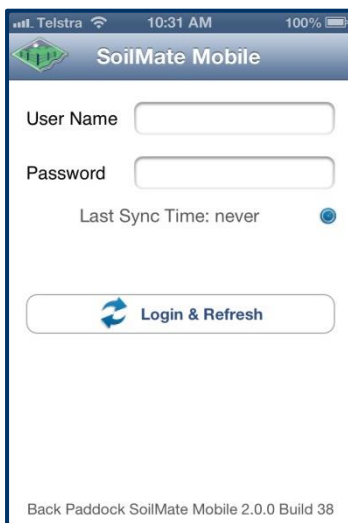
To make it just that little bit easier, we have set up this App so that information from your computer can be sent to your new App through CornerPost.

Data including Trading Names, Farms and Paddocks can be synchronised to assist with the early set-up of your SoilMate App. Existing Sample Orders in your SoilMate program will also be transferred. This data is synchronised through the CornerPost tool.

1. Select Tools
2. Upload Data to CornerPost
3. Yes. Data will upload, this can take several minutes
4. A notification should come up; "Upload to CornerPost: Successful", Select OK

### 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.

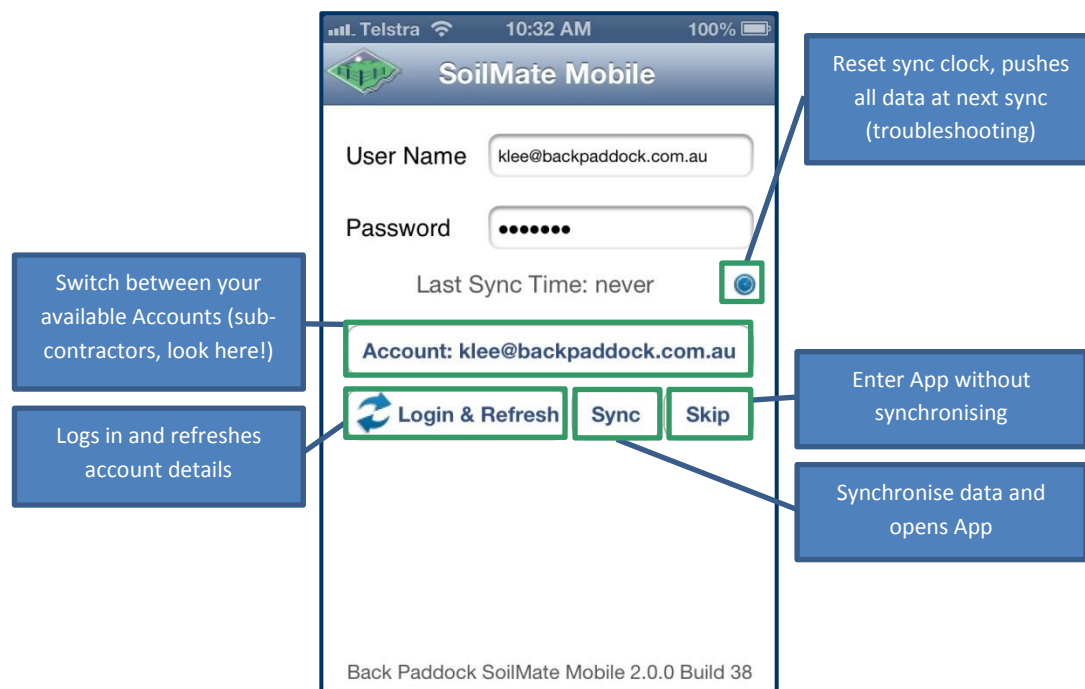
If you are unsure of your Password, we can easily re-set this if contacted by phone or email.

#### For newcomers:

Welcome! Please contact the HelpDesk on 1800 557 166 or [BPCSupport@backpaddock.com.au](mailto: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? From this screen, we have a few options, let's see what they do.



### 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, by choosing the appropriate selection.

Press Login & Refresh to synchronise and open your App, or just "Skip" in non-wifi areas or for non-subscribers; it allows all the functionality of the App but skips the synchronisation step.

Pressing Sync will send all new data to CornerPost; send at the end of the day or after an intense sample logging session to protect your data!

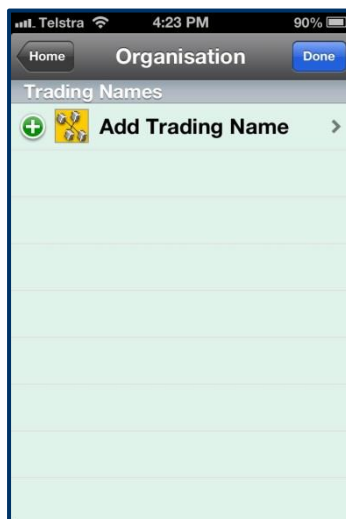
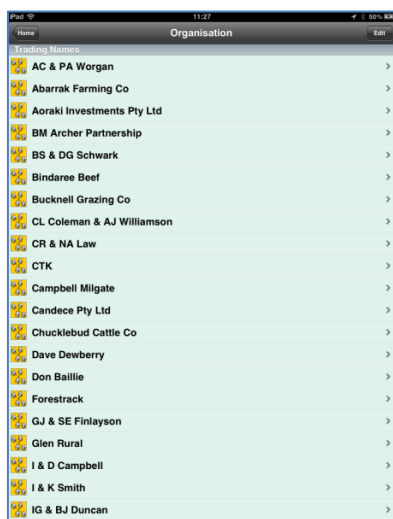
## 4. Input data

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

Once Logged in, select Login & Refresh (or Skip) to produce the Organisation page. Meet our friend the Edit button!



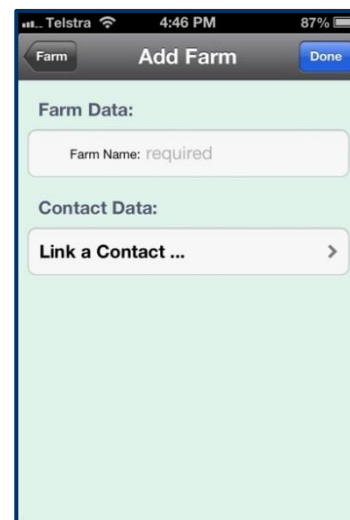
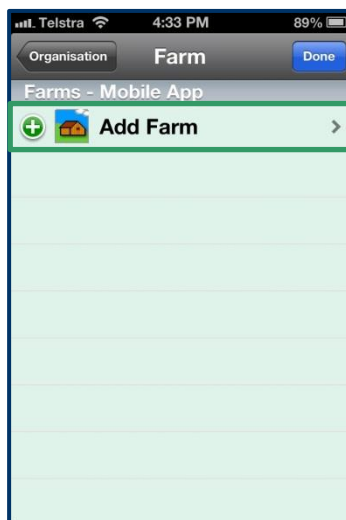
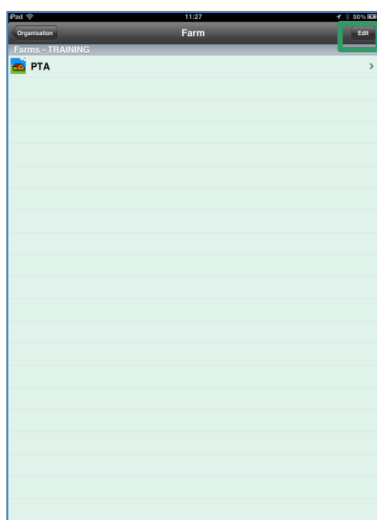


1. Press Edit to Add Trading Name
2. Scroll down if required, until Add Trading Name is on screen
3. To Add, touch the words "Add Trading Name" or the green plus sign to the left
4. Type in Trading Name when prompted, by touching in white bar and using keyboard on monitor
5. Touch Done when complete, this will bring you back to the Organisation screen.
6. Select Add Trading Name to add more, or select Done to continue.
7. This will show the Organisation screen, with your New Trading Name listed.

When ready, select the correct Trading Name by touching on the Name to continue on to Farms.

## 4.2 Adding Farms to a Trading Name

Adding Farms to Trading Names follows a similar procedure to Adding Trading Names.

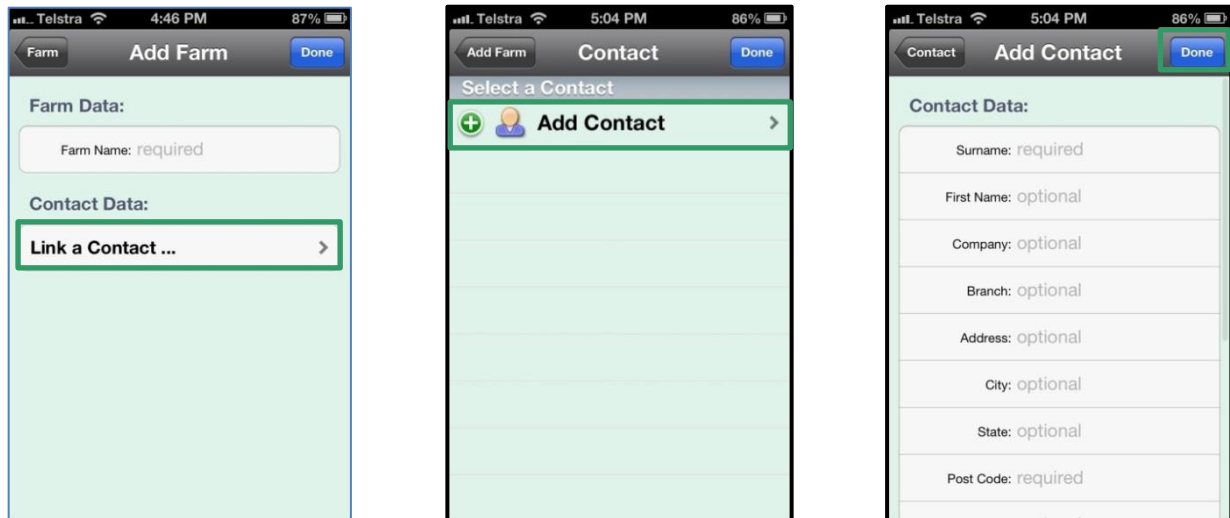


1. Touch Edit to begin
2. Select Add Farm by touching the words or the green plus sign to the left
3. Enter Farm Name as prompted, by touching in the white bar and using the keyboard on your device

4. Select Return on your keyboard

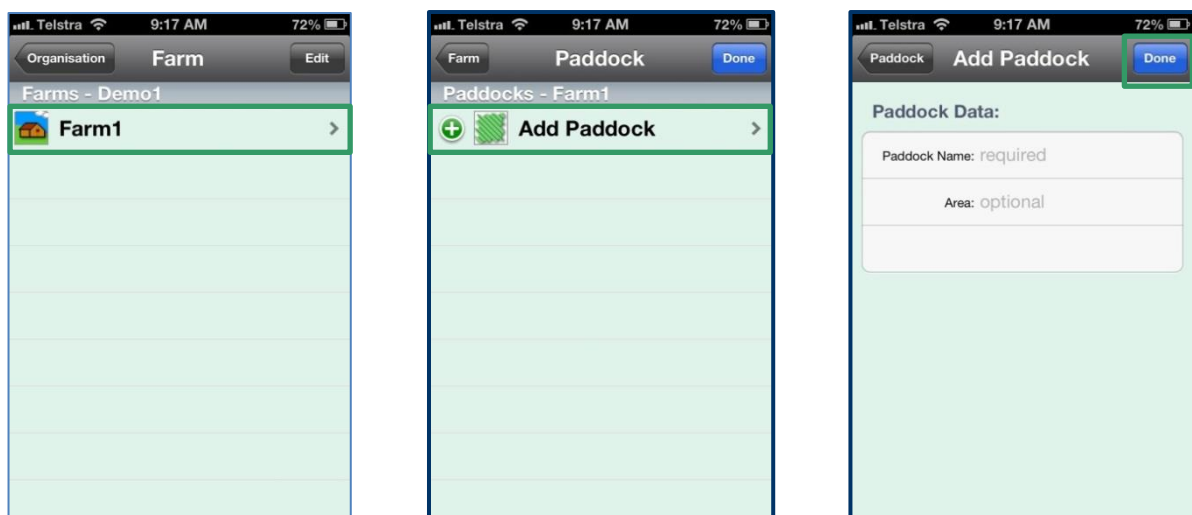
### 4.3 Add Contact Details

Contact Data for your Grower must be entered here, this will be Farm specific.



1. Touch Link a Contact
2. Touch Edit
3. Touch Add Contact
4. Enter details as prompted by touching in the white bar, and using the keyboard on your device
5. Touch Done
6. Continue to Add Contacts if required following steps above
7. Touch Done when ready
8. Touch the name of the Contact for your Farm, this will take you back to the Add Farm screen
  - o Note: if you touch "Link a Contact" again now, your correct contact will be 'ticked'
9. Touch Done
10. Continue to Add Farms following steps above
11. Touch Done when complete

### 4.4 Add Paddocks



1. Touch appropriate Farm name
2. Touch Edit to Add Paddocks
3. Touch Add Paddock
4. Enter details as prompted, by tapping in the white bar and using the keyboard on your device
5. Touch Done when complete
6. Continue to add other Paddocks as required
7. Touch Done when complete

## 4.5 Deleting Data

For any of the options above, it is possible to delete Trading Names, Farms and Paddocks. This is recommended only on an empty database, as deleting these also deletes corresponding data. Deleting entries will also delete secondary entries down the chain. If a Trading Name is deleted, all Farms and Paddocks associated with this will also be removed.

Please use caution.



### To delete:

1. Find entry to delete (Trading Name, Farm or Paddock) by “following the chain” until the incorrect entry is on the screen
  - For example, if deleting a paddock:
    - a. Touch correct Trading Name
    - b. Touch correct Farm
    - c. Stay on page with Paddock
2. Touch Edit
3. Touch the red Negative sign beside the entry to be deleted
4. Touch Delete on the right hand side
5. Touch Done when complete



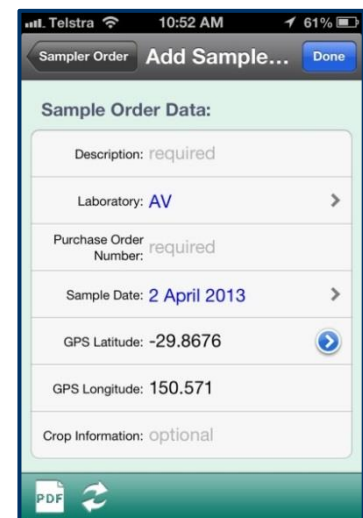
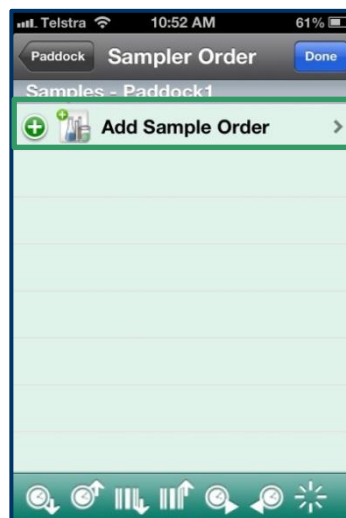
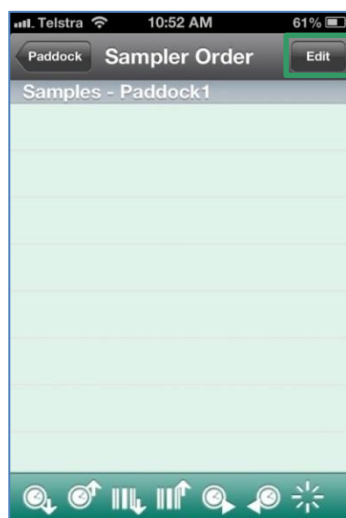
## 5. Sample Orders

Samples for submission to designated laboratories can be logged in the SoilMate Mobile App, which can then be emailed to your choice of recipients, and synchronised with your SoilMate program ready for results. This function also works for sub-contractors, using our CornerPost technology. Visit our website for more information!

### 4.6.1 Logging a Sample in a designated Paddock

To log a sample, we need to 'open' the required paddock by following the chain.

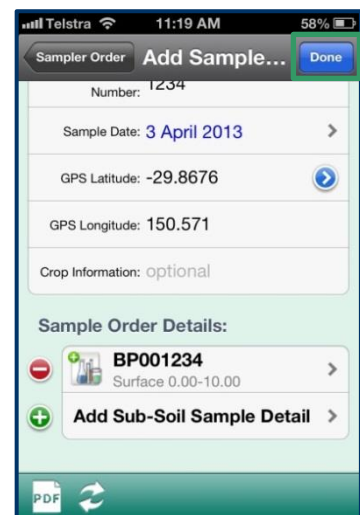
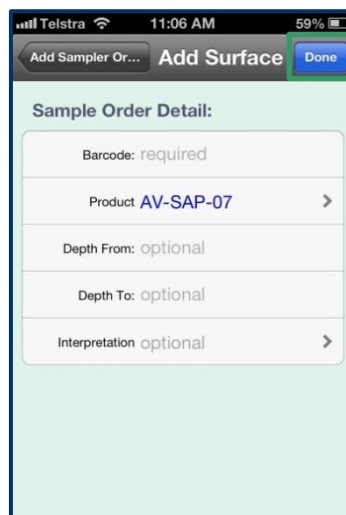
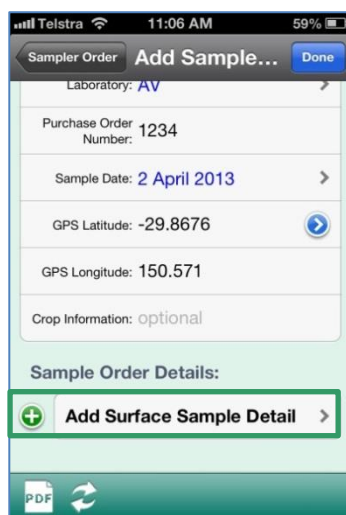
1. Touch required Trading Name
2. Touch required Farm
3. Touch required Paddock



4. Touch Edit to Add Sample Order
5. Touch Add Sample Order

*Note: at this point, your App may have a prompt "SoilMate would like to use your current location", this enables the App to enter your GPS co-ordinates into the Sample Order Form*

6. Enter details as required by touching in white bars, and using keyboard on device
7. Scroll down for additional options



8. Touch Add Surface Sample Detail to input sample information
9. Enter details as required by touching in white bars, and using keyboard on device
10. Select Done when completed
11. Continue to Add Sub-Soil Sample Detail to this location as required eg. Associated sample depths
12. Select Done when complete

This will bring you back to the Sampler Order screen. From here, additional samples can be added to this Paddock as required following steps above.

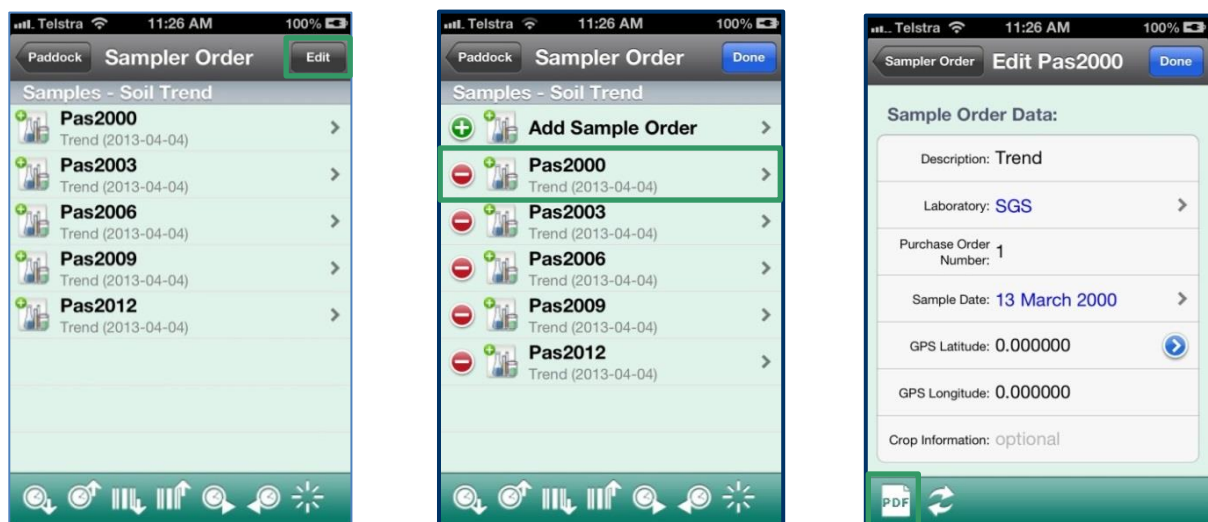
13. Touch Done when complete

If samples in additional paddocks are to be submitted under one Purchase Order number, it is advised that all samples are logged prior to creating either our Sample Order Form (SOF – for the laboratory) or Sample Information Form (SIF – for your records). The program uses this Purchase Order Number as a unique identifier to compile all necessary samples into a single form where possible.

#### 4.6.2 Viewing and Sending submission paperwork

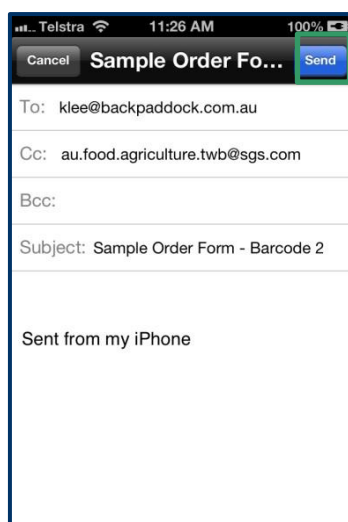
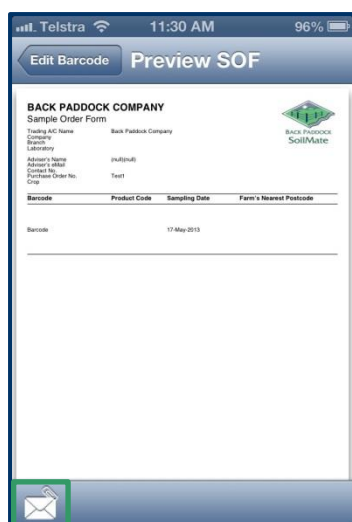
SOF and SIF can be created, viewed and forwarded via email by your App. Purchase Order numbers are used as the unique identifier to create single forms where possible.

1. Follow chain to the Sample Order form (SOF) within the required paddock



2. Touch Edit
3. Touch the name on one of the required barcode/s
4. Touch the PDF icon in the bottom left corner

This will bring up a preview of your SOF, as shown below. From here, you can email or SMS to recipients of your choice. The default recipients for email are the contact, plus the Laboratory as a Carbon Copy.

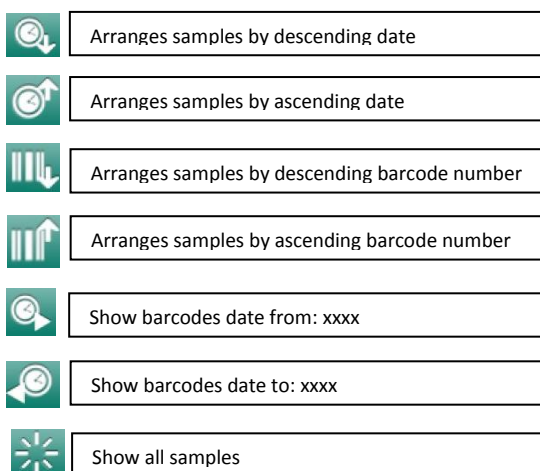


5. Touch envelope in bottom left corner
6. Confirm or modify recipients
  - To modify – touch in To and/or CC bars, and use keyboard on device
7. Touch Send
8. Touch Edit Barcode at top left to go back
9. Touch Done twice to return to Sample Orders

*Please note: Although only one barcode was selected, it has shown the SOF for all samples logged using the Purchase Order number associated with that barcode.*

#### 4.6.5 Handy Hint – Limit Barcode View

We've incorporated some handy ways of sorting through your barcodes; to reduce the time spent trawling through years of submissions. On the Sample Order screen as shown below, each icon is designed to help you find data as quickly as possible.



*Please note: refer to Deleting Data guide to delete unrequired barcodes. Please use caution.*

You have now successfully logged a sample using the SoilMate App.

## 6. Sync – send to CornerPost

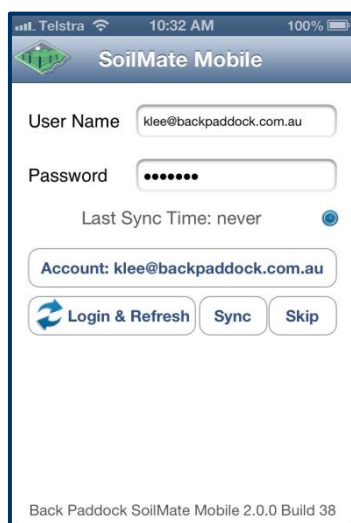
We would recommend synchronising this at the end of every logging session (at the end of the day perhaps).

1. Follow the chain in reverse to the logging screen
  - a. For example, from Sample Order touch
    - i. < Paddock
    - ii. <Farm
    - iii. <Organisation
    - iv. < Login
2. Touch Sync

Your data has now been sent to CornerPost, as a back-up and also to retrieve on the SoilMate desktop for our subscribers.

## 7. Switching Accounts

We have tried to make it nice and simple for our samplers to switch between accounts when required.



1. Log in using own details
2. Touch Login & Refresh
3. Touch Account
4. Select appropriate account from list
5. Touch Sync

This will enable you to log samples under another users' name. This function is enabled through CornerPost by setting up a relationship between your account, and that of another. If you are interested in this, please contact our Help Desk on 1800 557 166 or

[BPCSupport@backpaddock.com.au](mailto:BPCSupport@backpaddock.com.au)

## **8. 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.

### **8.1 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.

### **8.2 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.

### **8.3 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](mailto: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!

### **8.4 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.

### **8.5 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.

### **8.6 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](mailto:BPCSupport@backpaddock.com.au)

# Good luck, and have fun!

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**Back Paddock Team.**

**Ph:** 1800 755 166

**E:** [BPCSupport@backpaddock.com.au](mailto:BPCSupport@backpaddock.com.au)

**W:** [www.backpaddock.com.au](http://www.backpaddock.com.au)