App User Manual

CONTENTS

Note:

Screenshots within are from the iOS version of our app. If you are using an Android version of our app, there might be slight differences in the interface.

DOWNLOADING THE APP

1. Go to Apple's **App Store** or Android's **Google Play Store** on your device
2. Search for **AgriSmart**
3. Tap **GET** (Apple) or **INSTALL** (Android) to download the app

You will find the AgriSmart app on your homescreen

1.   Tap on the AgriSmart app to open it:
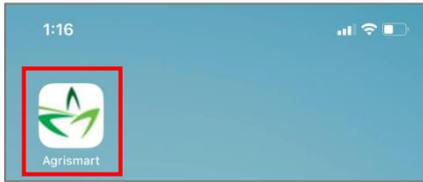
2.   The following alert will pop up – tap *OK*:

3.   Enter your *Email:*

4.   Enter your *Password*:

5.   Tap *Submit:*

6. Enter a 4-digit PIN then tap *Add PIN*. If you want to add a PIN later, tap *Add later*:
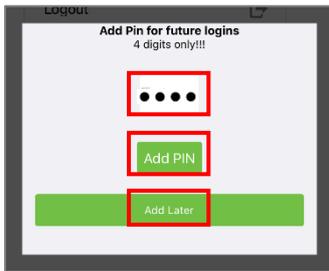
7. If you see the below screen, you have successfully logged into the app and are currently on the *Dashboard:*
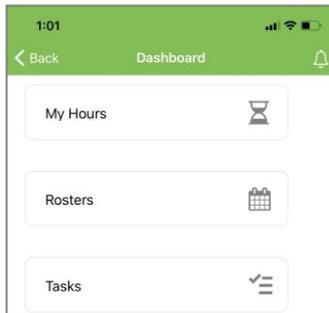
1. Tap on the AgriSmart app to open it:
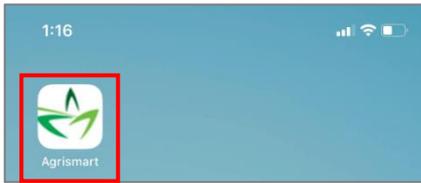
2. Enter your *PIN*:
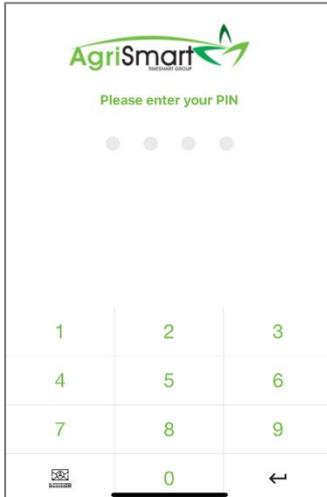
3. If you want to log in with your email address and password, tap the email icon:
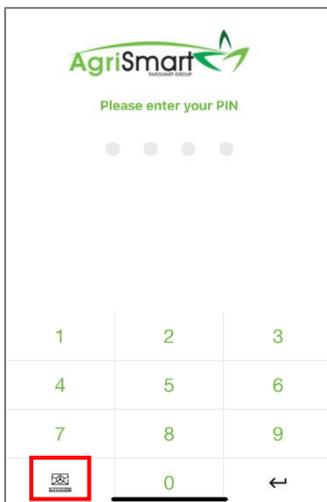
4. Enter your *Email:*

5. Enter your *Password*:

6. Tap *Submit:*

7. Tap *Back to PIN* if you want to log in with your PIN:
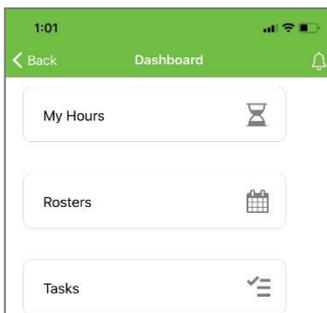
8. If you see the below screen, you have successfully logged into the app and are currently on the *Dashboard:*

1. Tap *Forgot Password* on the login screen:

2. Enter your *Email:*

3. Tap *Send:*

4. Tap *OK:*
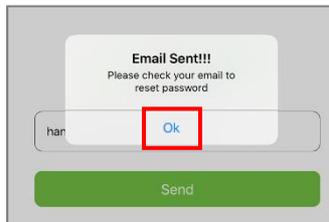
5. Open your email account

6. Look for an email from *noreply@agrismart.co.nz* (if it's not in your Inbox, check in your junk/spam folder):
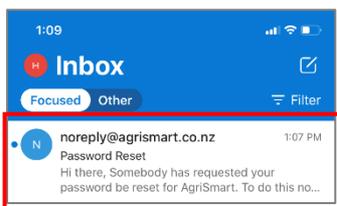
7. Tap on Click here:
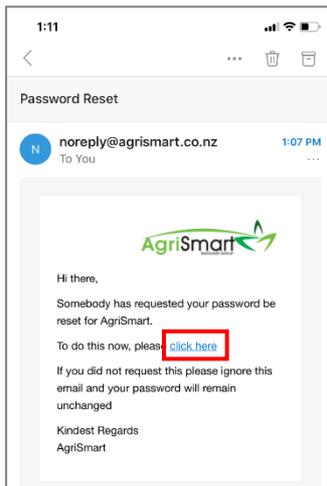
8. Enter a new *Password*:
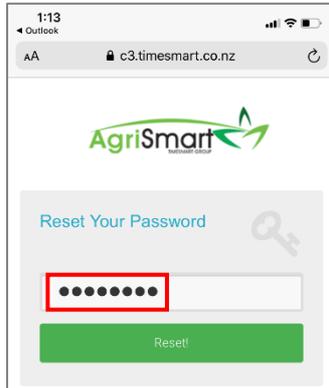
9. Tap *Reset*:

10. If you see the below screen, you have successfully reset your password:
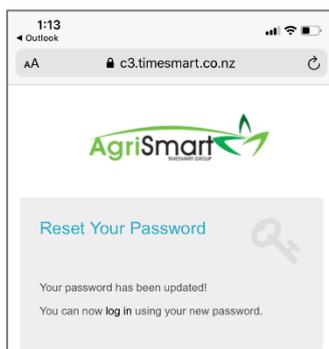
11. Go back to the AgriSmart login screen:

12. Login with your new password and tap *Submit*:

13. If you see the below screen, you have successfully logged into the app and are currently on the *Dashboard:*
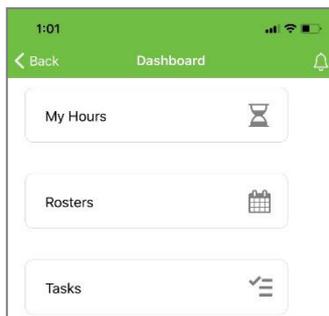
1. Tap the plus icon:
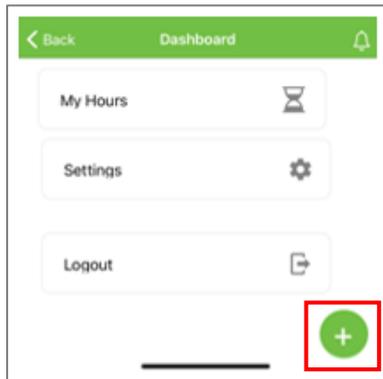
2. Select a *Date* (this defaults to the current date):
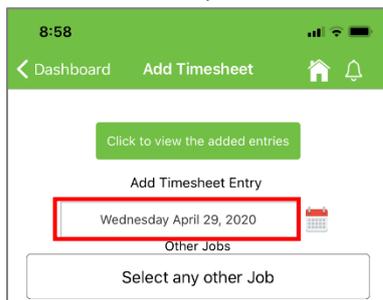
3. Select a *Job* (if applicable):
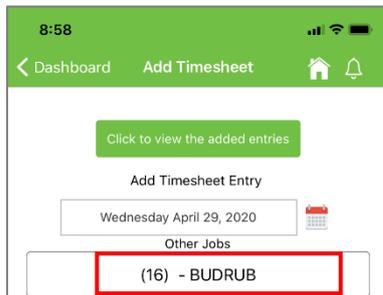
4. Select an *Activity*:

5. Add a *Comment* (optional):

11

6. Enter time - there are three ways:

REAL TIME

a. Tap the *Start* button – this will pull through the real time:

b. Enter any *Unpaid Time (minutes)* that you have had during the day (e.g. 30 minutes for lunch):

c. Enter the number of *Units* (if applicable):

d. Tap the *Stop* button – this will pull through the real time:

12

e.   Tap *Add Entry*:

f.   If the timesheet has been added correctly, the following alert will pop up – tap *OK*:

MANUAL

a.   Tap the green box in line with the *Start* button – you can select the start time:

b.   Tap the green box in line with the *Stop* button – you can select the end time:

c. Enter any *Unpaid Time (minutes)* that you have had during the day (e.g. 30 minutes for lunch):

d. Enter the number of *Units* (if applicable):

e. Tap *Add Entry*:

f. If the timesheet has been added correctly, the following alert will pop up – tap *OK*:

a. Enter the **Total Hours** worked for the day:

b. Enter any **Unpaid Time (minutes)** that you have had during the day (e.g. 30 minutes for lunch):

c. Enter the number of **Units** (if applicable):

d. Tap **Add Entry**:

e. If the timesheet has been added correctly, the following alert will pop up – tap **OK**:

1. Open the AgriSmart app and tap on *My Hours*:

2. Scroll through the dates to view the hours that have been coded:

If time has been entered on a day, it shows as black

The current day is highlighted in green

If no time has been entered on a day, it shows as light grey

3. To view entries made on a specific day, tap on the applicable date:
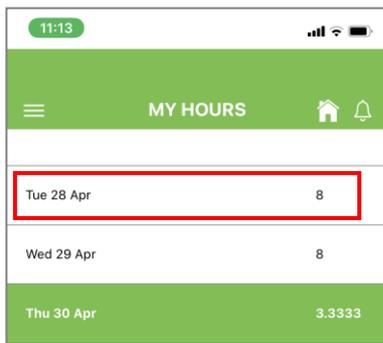
4. Tap on *Click to view the added entries*:
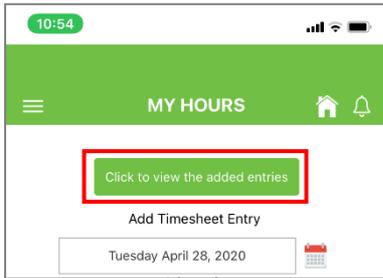
5. Here you will see the timesheet entries made on the specific day:
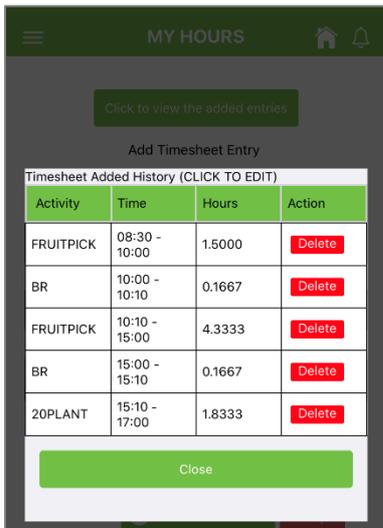
Time can only be edited if the timesheet is unlocked. If the timesheet is locked, contact your employer.

1. Open the AgriSmart app and tap on **My Hours**:
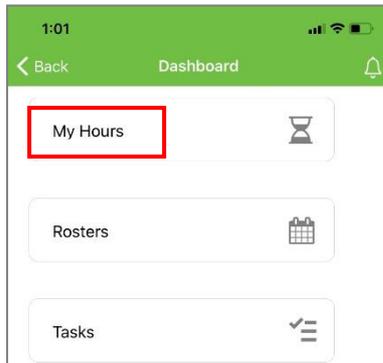
2. Tap on the day that is to be edited:
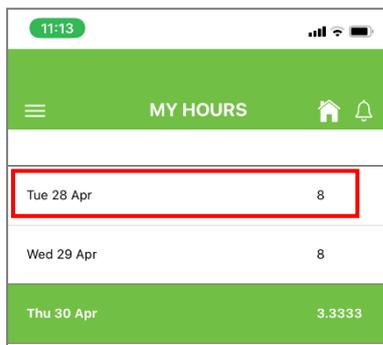
3. Tap on ***Click to view the added entries***:
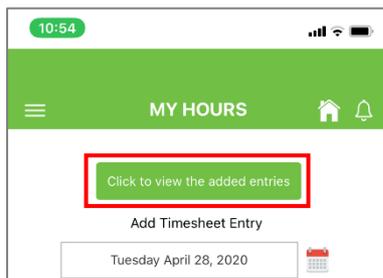
4. Here you will see the timesheet entries made on the specific day:
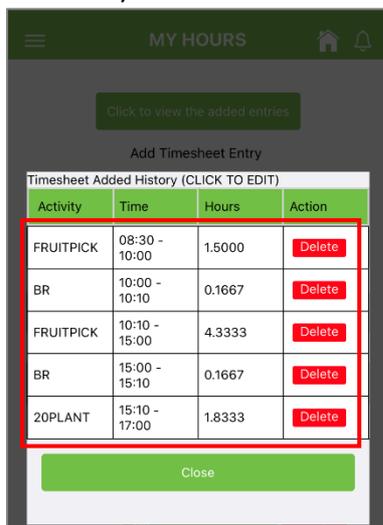
19

5. Tap on the entry to edit:

6. Make the applicable changes – then tap *Update*:

	Change **Date**
	Change **Job**
	Change **Activity**
	Add/edit/delete **Comment**
	Change **Start Time**
	Change **End Time**
	Add/edit/delete **Unpaid Time**

7. The following alert will appear- tap *OK*:
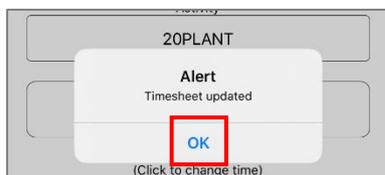
8. Tap on *Click for Timesheet History*:

9. The changes are seen here:

Activity	Start & End	Hours	Action
FRUITPICK	08:30 - 10:00	1.5000	Delete
BR	10:00 - 10:10	0.1667	Delete
FRUITPICK	10:10 - 15:00	4.3333	Delete
BR	15:00 - 15:10	0.1667	Delete
20PLANT	15:10 - 17:20	2.1667	Delete

Time can only be deleted if the timesheet is unlocked. If the timesheet is locked, contact your employer.

10. Open the AgriSmart app and tap on **My Hours**:
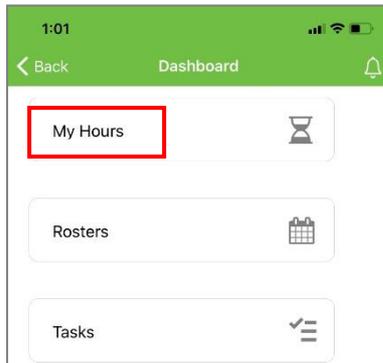
11. Tap on the day that is to be deleted:
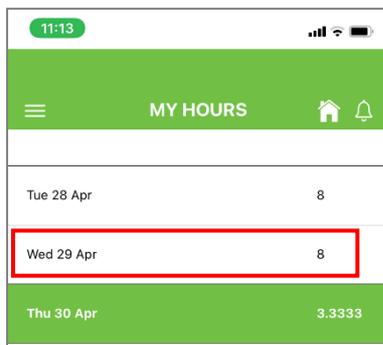
12. Tap on **Click to view the added entries**:
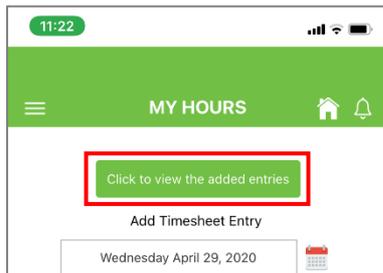
13. Here you will see the timesheet entries made on the specific day:
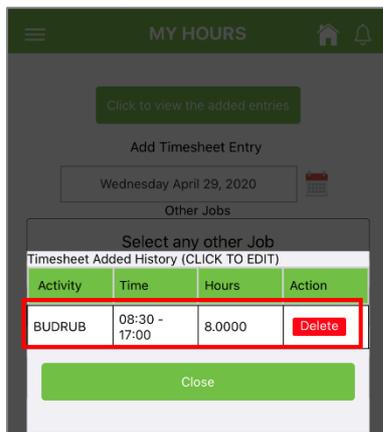
14. Tap *Delete*:
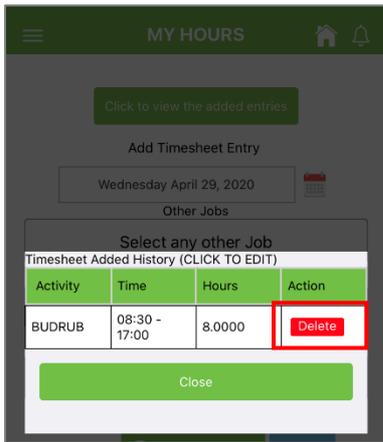
15. The following alert will appear – tap *OK*:
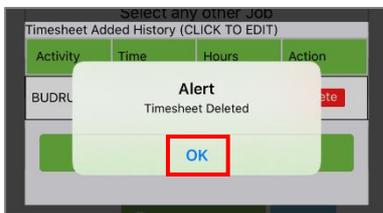
16. Tap Close:
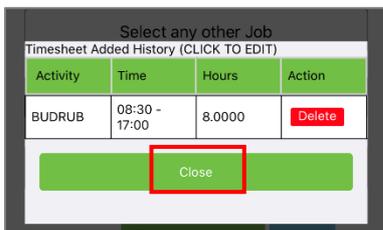
17. Tap on *Click to view the added entries*:
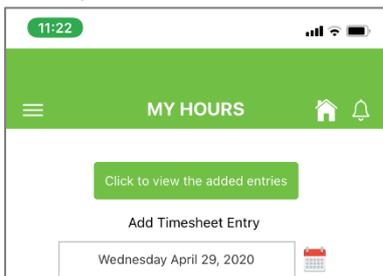
18. You will see that the deleted entry is no longer there: