



App User Manual

WWW.AGRISMART.CO.NZ

+64 0800 110 172

SUPPORT@AGRISMART.CO.NZ

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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.

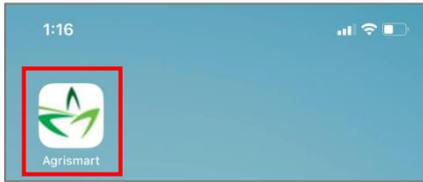
DOWNLOADING THE APP

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

LOGGING INTO THE APP FOR THE FIRST TIME

1. Tap on the AgriSmart app to open it:



2. The following alert will pop up – tap **OK**:



3. Enter your **Email**:



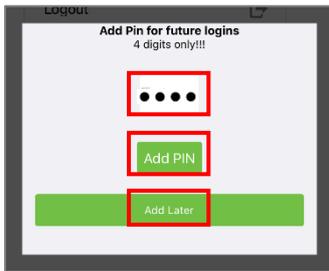
4. Enter your **Password**:



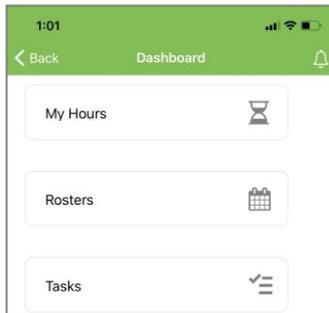
5. Tap **Submit**:



6. Enter a 4-digit PIN then tap **Add PIN**. If you want to add a PIN later, tap **Add later**:

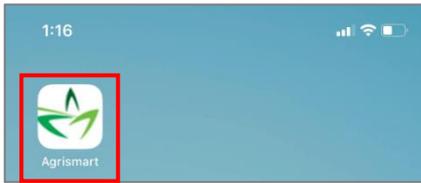


7. If you see the below screen, you have successfully logged into the app and are currently on the **Dashboard**:

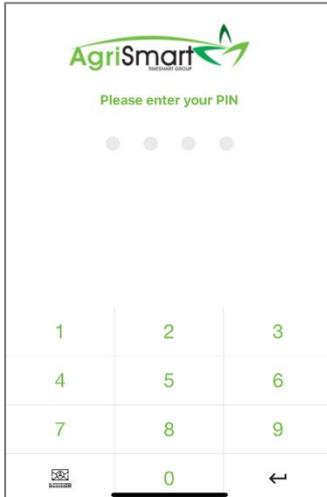


LOGGING INTO THE APP

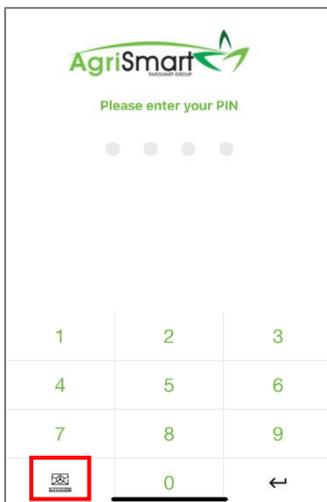
1. Tap on the AgriSmart app to open it:



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:**



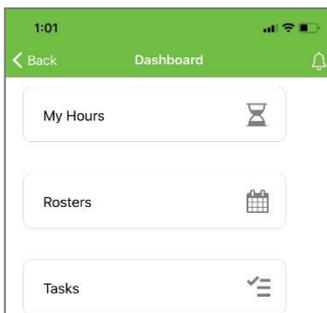
6. Tap **Submit:**



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:**



FORGOT PASSWORD

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



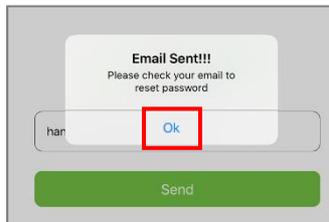
2. Enter your **Email**:



3. Tap **Send**:

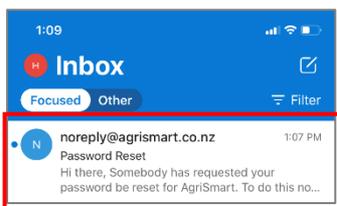


4. Tap **OK**:

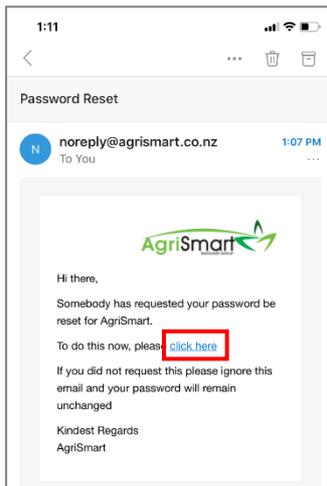


5. Open your email account

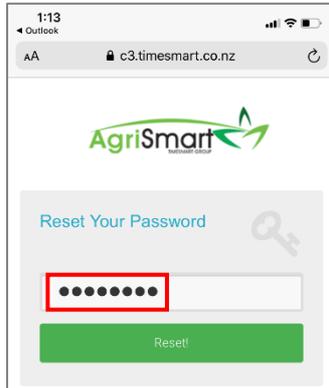
6. Look for an email from **noreply@agrismart.co.nz** (if it's not in your Inbox, check in your junk/spam folder):



7. Tap on Click here:



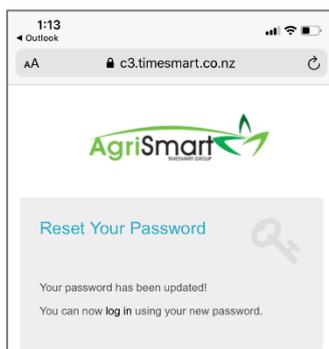
8. Enter a new **Password**:



9. Tap **Reset**:



10. If you see the below screen, you have successfully reset your password:



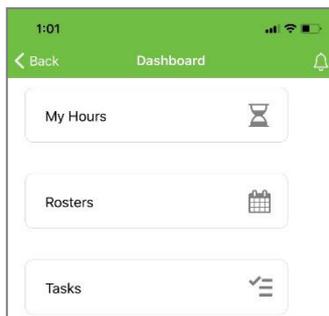
11. Go back to the AgriSmart login screen:



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

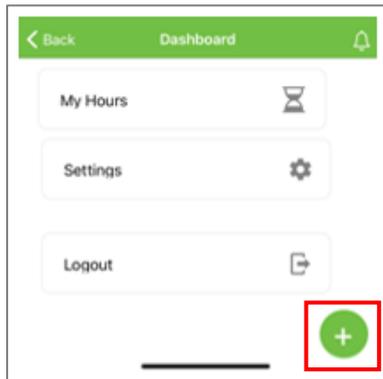


13. If you see the below screen, you have successfully logged into the app and are currently on the **Dashboard**:

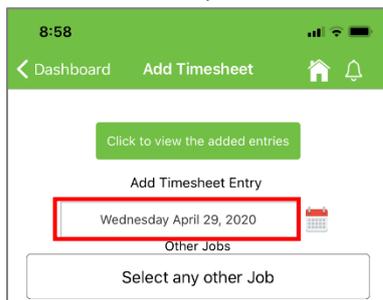


ENTERING TIME

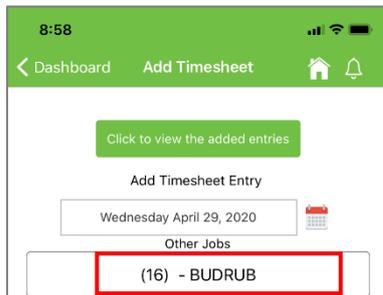
1. Tap the plus icon:



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):



6. Enter time - there are three ways:

REAL TIME

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

The first screenshot shows the 'Start Time (24hr format)' field with a red box around the 'Start' button. The second screenshot shows the 'Start Time (24hr format)' field populated with '08:30' and the 'Start' button highlighted with a red box.

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

The screenshot shows the 'Unpaid time (minutes)' field highlighted with a red box and containing the value '30'.

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

The screenshot shows the 'Units' field highlighted with a red box.

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

The first screenshot shows the 'Stop' button highlighted with a red box. The second screenshot shows the 'End Time (24hr format)' field populated with '17:00' and the 'Stop' button highlighted with a red box.

e. Tap **Add Entry**:

Start Time (24hr format)
08:30 Start

End Time (24hr format)
17:00 Stop

Unpaid time (minutes)
30

Total Hours

Units

Add Entry

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

Alert
Timesheet Added Successfully

OK

MANUAL

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

Start Time (24hr format)
08:30 Start

End Time (24hr format)
17:00 Stop

Unpaid time (minutes)

Unpaid Time in Minutes

Total Hours

Units

Add Entry

Pick a date

8 30 AM

Confirm

Cancel

Start Time (24hr format)
08:30 Start

End Time (24hr format)
17:00 Stop

Unpaid time (minutes)

Unpaid Time in Minutes

Total Hours

Units

Add Entry

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

Start Time (24hr format)
08:30 Start

End Time (24hr format)
17:00 Stop

Unpaid time (minutes)

Unpaid Time in Minutes

Total Hours

Units

Add Entry

Pick a date

5 00 PM

Confirm

Cancel

Start Time (24hr format)
08:30 Start

End Time (24hr format)
17:00 Stop

Unpaid time (minutes)

Unpaid Time in Minutes

Total Hours

Units

Add Entry

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

The screenshot shows a mobile application interface for entering a timesheet entry. At the top, there are two rows for time selection. The first row is labeled "Start Time (24hr format)" and shows a green box with a clock icon, the time "08:30", and a blue "Start" button. The second row is labeled "End Time (24hr format)" and shows a green box with a clock icon, the time "17:00", and a red "Stop" button. Below these is a text input field labeled "Unpaid time (minutes)" containing the number "30". Underneath are three more text input fields: "Total Hours", "Total Hours", and "Units". At the bottom is a rounded rectangular button labeled "Add Entry".

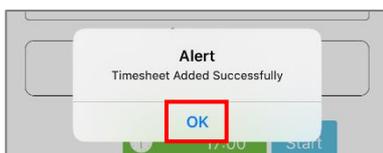
d. Enter the number of **Units** (if applicable):

This screenshot is identical to the previous one, but the "Units" text input field is highlighted with a red rectangular border. The "Add Entry" button is also visible at the bottom.

e. Tap **Add Entry**:

This screenshot is identical to the previous ones, but the "Add Entry" button at the bottom is highlighted with a red rectangular border.

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



TOTAL HOURS

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

The screenshot shows a time entry form with the following fields: 'Start Time (24hr format)' with a green input field and a blue 'Start' button; 'End Time (24hr format)' with a green input field and a red 'Stop' button; 'Unpaid time (minutes)' with a text input field containing 'Unpaid Time in Minutes'; 'Total Hours' with a text input field containing '9', which is highlighted with a red box; and 'Units' with a text input field containing 'Units'. An 'Add Entry' button is at the bottom.

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

The screenshot shows the same time entry form as in step a, but with the 'Unpaid time (minutes)' text input field containing '30' highlighted with a red box. The 'Total Hours' field now contains '9'.

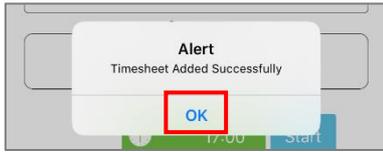
c. Enter the number of **Units** (if applicable):

The screenshot shows the same time entry form as in step b, but with the 'Units' text input field highlighted with a red box. The 'Unpaid time (minutes)' field contains '30' and the 'Total Hours' field contains '9'.

d. Tap **Add Entry**:

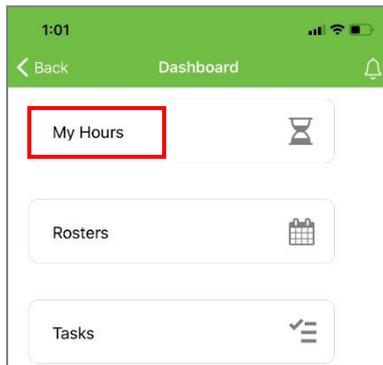
The screenshot shows the same time entry form as in step c, but with the 'Add Entry' button highlighted with a red box. The 'Unpaid time (minutes)' field contains '30', the 'Total Hours' field contains '9', and the 'Units' field is empty.

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



VIEWING HOURS

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

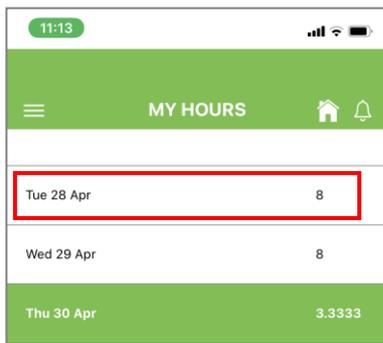


2. Scroll through the dates to view the hours that have been coded:

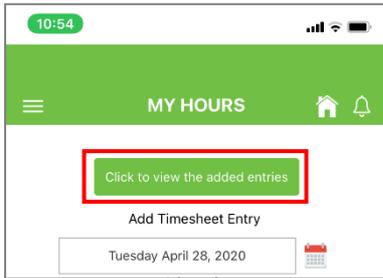
The screenshot shows the 'MY HOURS' screen. At the top, there is a green header with '10:53' on the left, signal strength, Wi-Fi, and battery icons on the right. Below the header is a navigation bar with a menu icon, 'MY HOURS', a home icon, and a bell icon. The main content area is a list of dates and hours. The current day, 'Thu 30 Apr', is highlighted in green. Other days are in black or light grey. A green callout box points to the '8' hours for 'Mon 27 Apr' with the text 'If time has been entered on a day, it shows as black'. Another green callout box points to the '3.3333' hours for 'Thu 30 Apr' with the text 'The current day is highlighted in green'. A third green callout box points to the '0' hours for 'Sat 2 May' with the text 'If no time has been entered on a day, it shows as light grey'. A green line on the left side of the screen indicates scrolling through the dates.

Date	Hours
Thu 23 Apr	8
Fri 24 Apr	9
Sat 25 Apr	9
Sun 26 Apr	9
Mon 27 Apr	8
Tue 28 Apr	8
Wed 29 Apr	8
Thu 30 Apr	3.3333
Fri 1 May	0
Sat 2 May	0
Sun 3 May	0

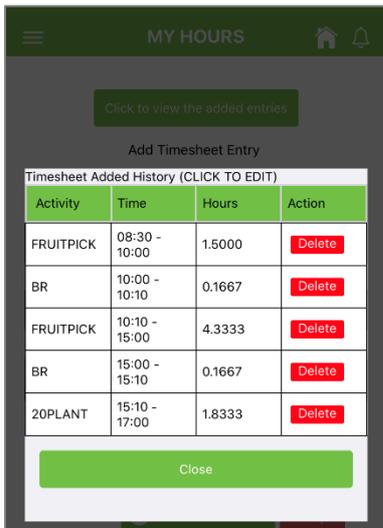
3. To view entries made on a specific day, tap on the applicable date:



4. Tap on **Click to view the added entries**:



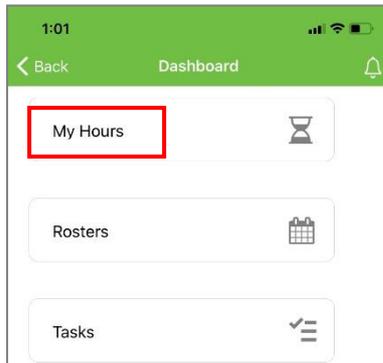
5. Here you will see the timesheet entries made on the specific day:



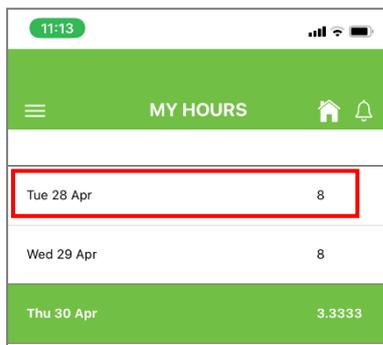
EDITING TIME

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

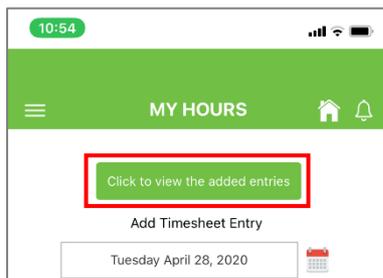
1. Open the AgriSmart app and tap on **My Hours**:



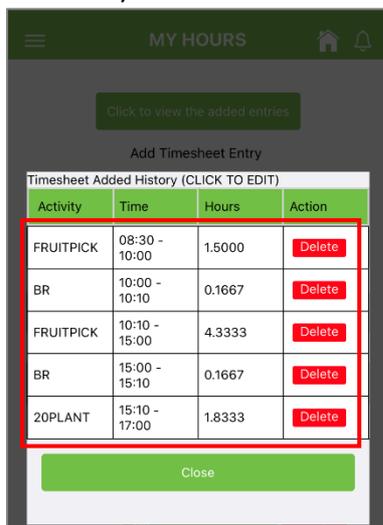
2. Tap on the day that is to be edited:



3. Tap on **Click to view the added entries**:



4. Here you will see the timesheet entries made on the specific day:



5. Tap on the entry to edit:

Add Timesheet Entry

Timesheet Added History (CLICK TO EDIT)

Activity	Time	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 - 17:00	1.8333	Delete

Close

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

Back Edit Timesheet

Timesheet History

Click for Timesheet History

Edit Timesheet Entry

Tuesday April 28, 2020

Job

Non-Billable

Activity

20PLANT

Comment

Comment

Start Time
(Click to change time)

15:10

End Time
(Click to change time)

17:00

Unpaid time (minutes)

Unpaid Time in Minutes

Total Hours

1.8333

Update

Change **Date**

Change **Job**

Change **Activity**

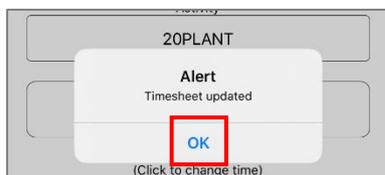
Add/edit/delete **Comment**

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:

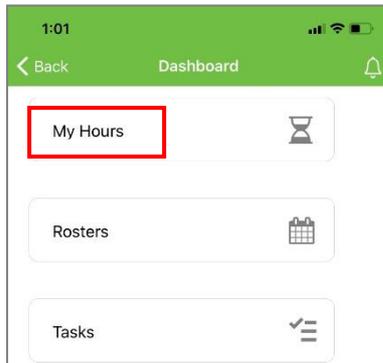
The screenshot shows a dialog titled 'Timesheet Added History'. It contains a table with four columns: 'Activity', 'Start & End', 'Hours', and 'Action'. The table lists five entries. The entry for '20PLANT' is highlighted with a red rectangular box. Below the table is a green button labeled 'Close'.

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

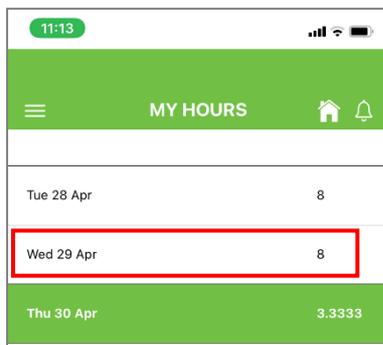
DELETING TIME

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

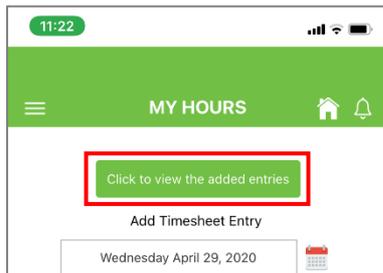
10. Open the AgriSmart app and tap on **My Hours**:



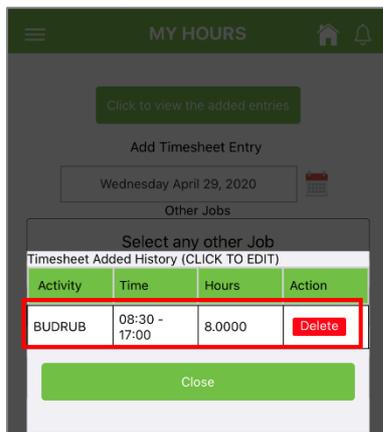
11. Tap on the day that is to be deleted:



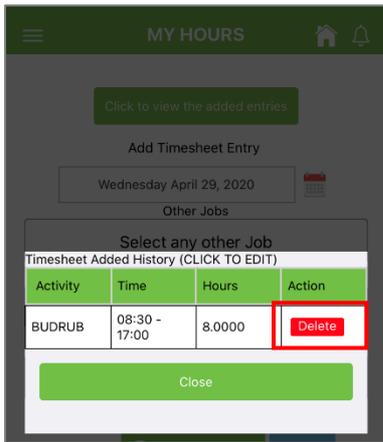
12. Tap on **Click to view the added entries**:



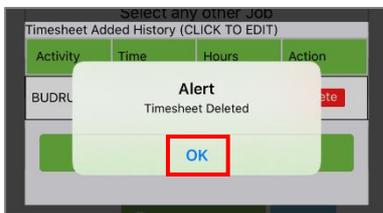
13. Here you will see the timesheet entries made on the specific day:



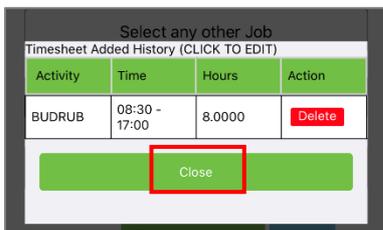
14. Tap **Delete**:



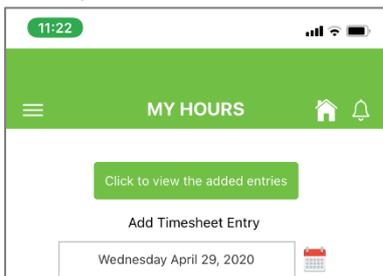
15. The following alert will appear – tap **OK**:



16. Tap **Close**:



17. Tap on **Click to view the added entries**:



18. You will see that the deleted entry is no longer there:

