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Accessing AgriSmart

Usernames & Passwords

To change yours, or your teams, username(s) and/or password(s), please <u>click here</u>. For your team member(s) to change their own username and/or password, please <u>click here</u>. If you, or any of you team members have forgotten your passwords, please <u>click here</u>.

Desktop/Laptop

There are two ways to access AgriSmart via your Desktop/Laptop:

1. Individual URL

- Have your individual URL ready (found in your Individual Information Pack)
- Copy and paste it into your browser
- Login using your own details provided in your Initial Information Pack

2. Cloud Login

- The URL is: <u>login.agrismart.co.nz</u>
- Copy and paste this into your browser
- Login using your email address and your password that is provided in your Initial Information Pack

Please note: With both methods, we recommend that you use either Google Chrome or Mozilla Firefox as Internet Explorer is not suitable to use with AgriSmart

The Apps

There are two ways to access AgriSmart via your phone/tablet:

1. Android & iOS App

Available on the App Store & Google Play – Search for 'AgriSmart'.

Once you have downloaded the app, login using your email address and your password that is provided in your Initial Information Pack

At this stage, the Android & iOS apps are for Timesheet use only. Everything else such as Payroll, Rosters, Tasks, Reports, and H&S are only available via the Web-Based app (details below) and the Desktop/Laptop version. However, these features are all coming soon, and we will notify you when they have become available.

Please note: If we did not receive an email address for any team member in your information sheet, the app won't be available to them until an email address has been entered in their setup

2. Web-Based App

This app is accessible via an internet browser. We are slowly phasing this out, but until our Android and iOS apps have all the features that this app has, it will remain as one of our apps.

Instructions on how to access it are as follows:

- 1. Open Google Chrome (if an Android User) or Safari (if an iOS user) on your device
- 2. Enter your Individual URL (found in your Individual Information Pack)
- 3. Search
- 4. Login using your username and password that is provided in your Initial Information Pack
- 5. Add to Home Screen if desired

Support & Additional Charges

<u>Support</u>

Support for AgriSmart is currently covered by your monthly subscription, so if you have any queries, or need any assistance with anything, please do not hesitate to contact our Support Team on <u>0800</u> <u>110 172</u> or at <u>support@agrismart.co.nz</u>

Additional Charges

We currently charge for two of the services we provide. Details below:

- Setting up a new employee: \$15 plus GST (per employee)
- Final Pay: \$30 plus GST (per employee)

If you would like to do the above yourself at any point, details on how to do so are found in our <u>Help</u> section.

Help Documents

Your Help Menu is located at the very right-hand side of your Menu Bar in your AgriSmart licence:



Alternatively, <u>click here</u> to view the AgriSmart Help section.