



PLANNING: App > PC > App

It's that time again! Pre-season planning is hotting up and it's time to move from App to PC and back again. We hope you have been enjoying using the Mobile App for in-season work. Information below will instruct you to sync your files as required in preparation for Planning. **Please repeat steps for any client Plans, or each time any data is modified on the desktop program.** Connectivity required.



ON YOUR APP – Back Paddock Mobile

1. Go to home screen
2. Touch CornerPost
3. Touch file name/s to Tick
4. Touch Done

Wait 5 minutes to allow CornerPost to process your file.

ON YOUR PC

1. Open Adviser program
2. Single click required file to highlight – check status is READY
3. Click Sync Selected Files with CornerPost
4. Click OK on Manual Sync Complete prompt
5. Double click to open your file
6. Check your in-season recs are in there, then GET PLANNING!
Continue when you have finished for that client file / day
7. Click File
8. Click Close
9. Click Refresh File List
10. Single click file to highlight – check status is READY
11. Click Sync Selected Files with CornerPost

Wait 5 minutes, then repeat APP steps above to sync your changes to your Back Paddock Mobile App. Repeat for your next client file as required, or for Plan modifications.

Please don't hesitate to contact HelpDesk for assistance with this process.