

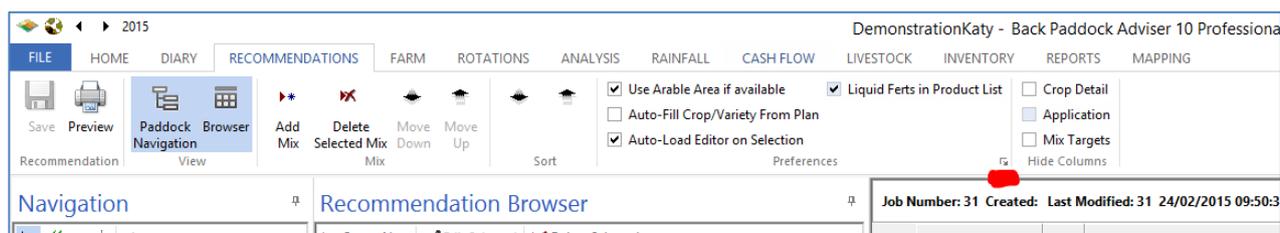
Create Spray Rec Template; sync to App

Your Spray Recommendation template includes the company logo, disclaimer and your contact details. Please follow the guide below to customise these, we will start on the PC.

Prepare Spray Rec Template

Add your Disclaimer

1. Open Adviser
2. Open any Client File
3. Click Recommendations tab
4. Click Recommendation Settings (tiny little down arrow to the right of the word Preferences, see red mark on screenshot below)



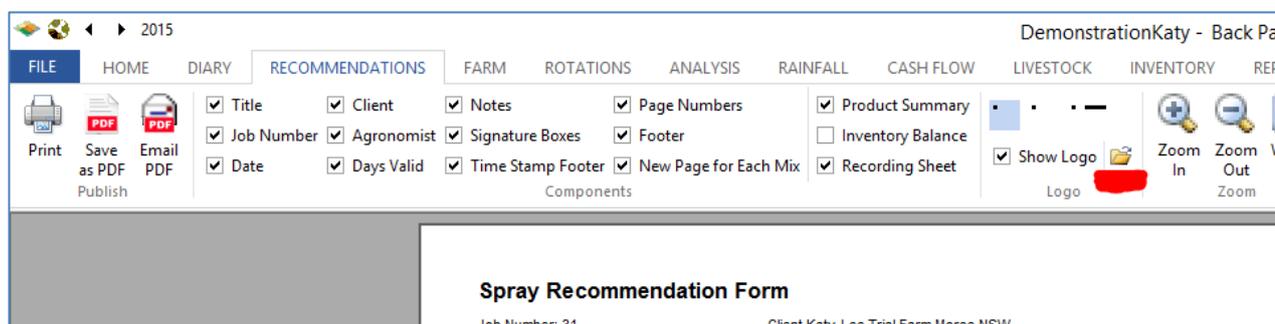
5. Click Notes Editor tab
6. Type or copy your Disclaimer
7. Highlight the disclaimer entered – adjust size to no larger than 7. You will need to type the number 7 (or smaller) in the font size box and click enter
8. Continue to add agronomist details, or close the Recommendation Settings box (save changes) and skip ahead to “Check logo, disclaimer and Agronomist details”

Add your Agronomist details

1. Click Recommendation Settings (as in screenshot above)
2. Click Settings Tab
3. Expand Agronomist
4. Enter your details
5. Click off last cell to save the last changes entered
6. Click the round disc in top left corner
7. Click Exit
8. Click YES on Save Changes? Prompt
9. Continue to check disclaimer and logo details below

Check logo, disclaimer and Agronomist details

1. Open any Client File (or continue to step 2 if open)
2. Preview any Recommendation (read below to create new if none available)
 - a. Click Create New
 - b. Use paddock drop down to select any paddock – double click
 - c. Use Product drop down (scroll right if not in view) to select any product – double click to select
 - d. Click SAVE (top left)
 - e. Click Trading Name at the top of the navigation pane
 - f. Click the new Rec to highlight, click Preview
3. Check agronomist details, logo and disclaimer – repeat above steps if not visible (contact HelpDesk if unsuccessful twice in a row)
4. Add logo if required
 - a. Click Select Logo File symbol from Rec Preview screen as shown in screenshot below



- b. Navigate to where your logo is saved on your computer
 - i. WebConnect users. It is recommended you copy your logo to the server, follow these instructions
 - ii. Minimise Adviser program
 - iii. Locate logo on your computer
 - iv. Click to highlight
 - v. Ctrl C to copy
 - vi. Open Adviser
 - vii. Click in the white space in the open “Open” box
 - viii. Click Ctrl V on keyboard to paste
 - ix. File will copy, highlight file and continue
- c. Click Open

Your logo will adjust, repeat above steps with a smaller/larger image or contact Support if logo size is inappropriate. From the preview screen you are now on, you can change other settings by ticking or un-ticking boxes in the Components section. Please complete this as required. Continue when ready.

5. Close Preview

Make Available on CornerPost, Sync to App

Send your Rec Template to CornerPost

1. Open Adviser program (or continue to step 2 if open)
2. Click File tab
3. Click Tools
4. Click Upload Rec Template
5. Click OK on prompt "Succeeded in pushing data to CornerPost"
6. Wait 10 minutes before proceeding

Retrieve your Spray Rec Template on the Mobile App

1. Open Back Paddock Mobile
2. Navigate to Login screen if required
3. Touch Settings (cog wheel)
4. Touch Reset Recc Template
5. Touch OK to reset template
6. Touch Settings (cog wheel)
7. Touch Update Recc Template
8. Touch OK on 'successful' prompt
9. Navigate to an existing Rec on your App
10. Preview – all details should be updated, if not, please wait 5 minutes and repeat steps in this section. If unsuccessful twice, please contact HelpDesk