

CornerPost User Guide

1. Overview

This guide is designed to explain how to use CornerPost correctly in order to seamlessly share information with other users or devices, and be confident in the integrity of your data. Manual and AutoSync options are available and described below.

2. Understanding CornerPost

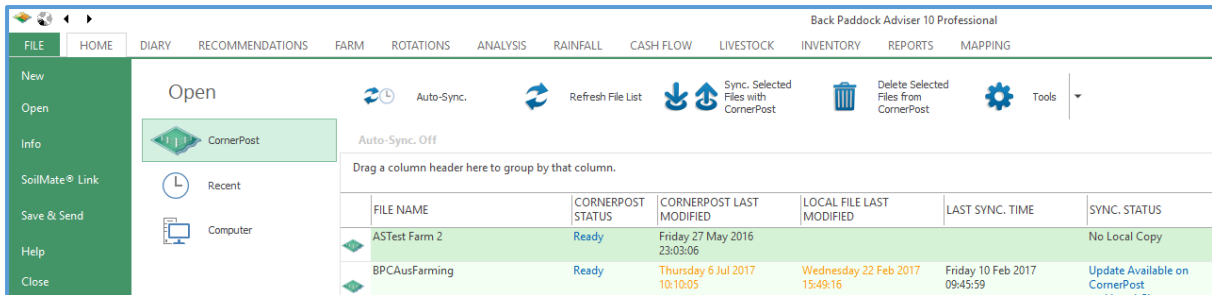
CornerPost is used to synchronise your data between Mobile Apps and windows software programs for one or multiple users, and is also used as a back-up when required. Regardless of the method you are using (manual or auto sync) the process will remain the same. The file is sync'd both before and after work is completed. This ensures that you are looking at the latest data when you open your file, and that you make any changes available for other users or your other devices when you have finished.



3. Standard Sync / Work Processes

Please find below the standard manual sync processes for use on the Adviser or Manager program.

3.1 Before you work

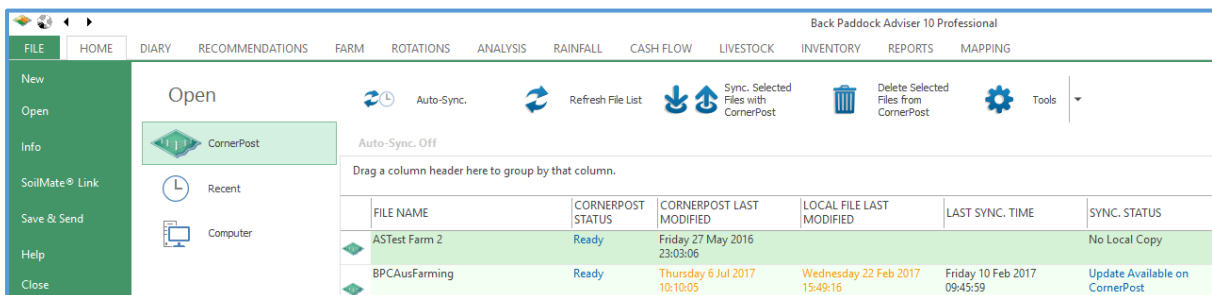


Follow these steps when you first sit down, ready to work on your Adviser or Manager desktop file.

1. Open Adviser
2. Check CornerPost status is Ready – if not, wait 5 mins and Refresh File List. If still not Ready contact Support
3. Single click file to highlight
4. Click Sync Selected Files with CornerPost
5. Click OK on Manual Sync Complete prompt
6. Double click to enter your file

Continue to work on your file as required, and move on to the below when work has been completed.

3.2 After you work

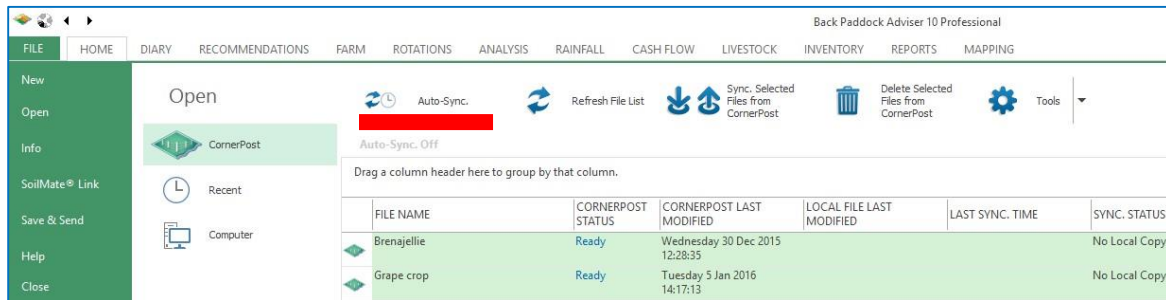


1. Click File tab
2. Click Close
3. Click Refresh File List
4. Check CornerPost status is Ready – if not, wait 5 mins and Refresh File List again. If still not Ready contact Support
5. Single click file to highlight
6. Click Sync Selected Files with CornerPost
7. Click OK on Manual Sync Complete prompt

You may now move on to your next file as required, or close the program down if finished by clicking Exit.

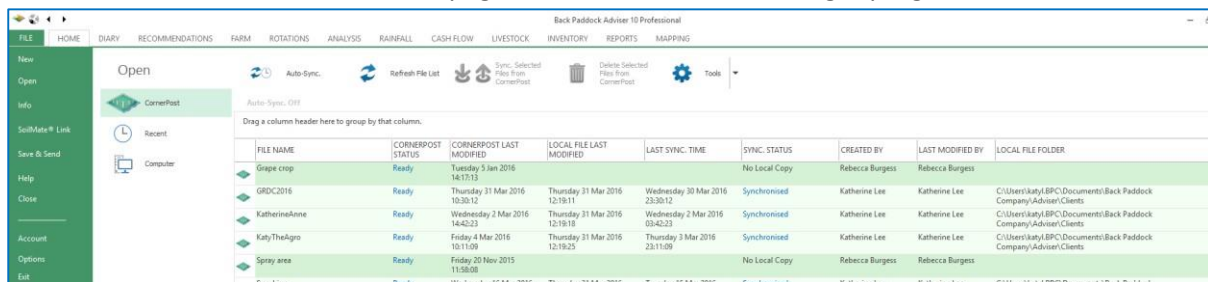
4. AutoSync for PC

To enable AutoSync on your Adviser or Manager program, simply click the AutoSync icon in the top toolbar of the opening page (shown below). This will then sync any files that are both active on CornerPost and available on the current PC. Files that are Local Only **will not be synchronised**.



5. CornerPost interface – Adviser PC

Using CornerPost manually is simply a matter of “sync, work, send” with some interpretation of the information below. This is the ‘home page’ for the Adviser and Manager program.



Please read details below to correctly interpret this interface.

5.1 CornerPost, Recent, Computer

These options enable the user to control if the file is opened through the CornerPost interface or locally. The CornerPost interface is most commonly used to open all files, simply double click on the file name to open either a CornerPost or Local file. If required click Computer then Browse to search for a file in a different location.

5.2 AutoSync, Refresh File List

These AutoSync icon is used to enable and disable AutoSync, with current status shown in grey writing underneath. Refresh File List can be used to refresh the information on the CornerPost page, this will only be available if AutoSync is turned off.

5.3 Sync Selected Files with CornerPost

In contrast to the Send and Retrieve of previous versions, the new Adviser CornerPost interface simply has one Sync button. Single or multiple files can be synchronised simultaneously, which both pulls the recent data from CornerPost and pushes any changes made on the local file.

5.4 Delete Selected Files from CornerPost

This may be used if client files are not longer required on CornerPost, for example if they have changed name (using the Save As function – do not manually rename client files) or if they are no longer a client. Click the required client file in the CornerPost list and click this icon to remove the file from your CornerPost list. This can only be completed by the file administrator.

5.5 Tools

This contains additional options for users as shown below.

Upload Rec Template – This will send the Rec Template from the current Adviser program (including agronomist details and logo) to CornerPost, to be retrieved on the Mobile App. Click this after changes have been made to the rec template that you want to transfer to the mobile app.

Reset Sync Clock – This is a trouble-shooting tool, and also enables Local Only files to be sync'd to CornerPost for the first time. Highlight the required file and click Tools > Reset Sync Clock > OK to utilise this function. After this, click Sync Selected Files from CornerPost.

Set File Admin – Used primarily by agronomists that wish to share their client file with their grower. The File Admin should be set as the growers name in order for them to see your file.

Show File GUID – Used by the support team to investigate any conflicts

Settings – Takes the user to the same interface as File > Options

5.6 File Name

These are the client files that you have available on CornerPost and/or locally. Files that have a green icon on the left are CornerPost files, while those with a white file box are Local files. All files can be opened through the CornerPost interface, this has essentially replaced the previous Recents list.

5.7 CornerPost Status

The CornerPost status a file reflects whether or not any activity is currently being completed on CornerPost. This will show either Pending or Ready. A Pending file is currently synchronising on CornerPost.

5.8 CornerPost Last Modified, Local File Last Modified, Last Sync Time

These three date stamps are used for troubleshooting in many cases, they highlight when a file was last modified where, and in conjunction with the Last Modified By column can help identify if new items are available for a user. The program uses these to determine the Sync Status of a file.

5.9 Sync Status

This is the column that has the most information.

No Local Copy – the file is on CornerPost but has not yet been opened on the current computer. This must be synchronised before opening.

Synchronised – this file is ready to be opened

Changes on Local only – The file has been opened / modified 'locally' and not yet Synchronised to CornerPost. This should be synchronised before the program is closed for the day.

Updates Available on CornerPost – Changes have been made to the CornerPost file that need to be sync'd to the computer before opening. This may be from a Mobile App or another user.

Updates Available on CornerPost and Local Changes – Updates are available locally and on CornerPost, the file must be synchronised before additional work is completed.

5.10 Local File Folder

This information is more commonly used by Support to troubleshoot any issues, but shows where on the local computer the client file is being saved.

6. The App Process – Internet access required

APP SUMMARY (Manual)

1. Sync before using your App
2. Work on file
3. Sync after you use your App

The App also has access to Manual and Auto Sync processes. Files should be synchronised both before and after use.

6.1 AutoSync

For AutoSync to be enabled on the App, the file must first be manually sync'd. Follow instructions for Manual Sync first if required.

1. Touch Back Paddock Mobile app to start
2. Touch Adviser Mobile
3. Touch the slider beside your file name to enable AutoSync
4. If required, touch "On" in the top toolbar of the Organisation screen where it says "Touch ON here"
5. AutoSync will then Sync your files
6. A countdown will display when AutoSync has been successfully activated

6.2 Manual Sync

It may be preferential for some users to use Manual Sync instead of AutoSync, particularly in areas with poor internet connectivity.

1. Touch Back Paddock Mobile App to start
2. Touch CornerPost
3. Tick required file/s (ensuring status says Ready)
4. Touch Done

Your selected files will be synchronised.

Good luck, and have fun!

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