

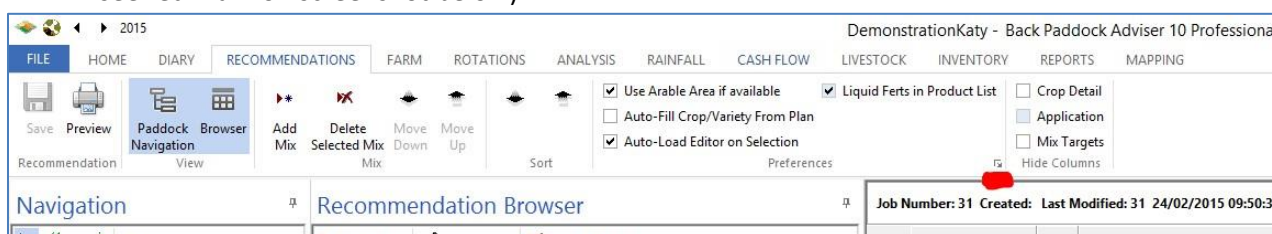
Customising your program: Logo, Adviser Details and Sync to App

1. Spray Recommendations

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

1.1 Add 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

Continue to add agronomist details (step 2), or close the Recommendation Settings box (save changes) and skip ahead to “Check logo, disclaimer and Agronomist details”

1.2 Add 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

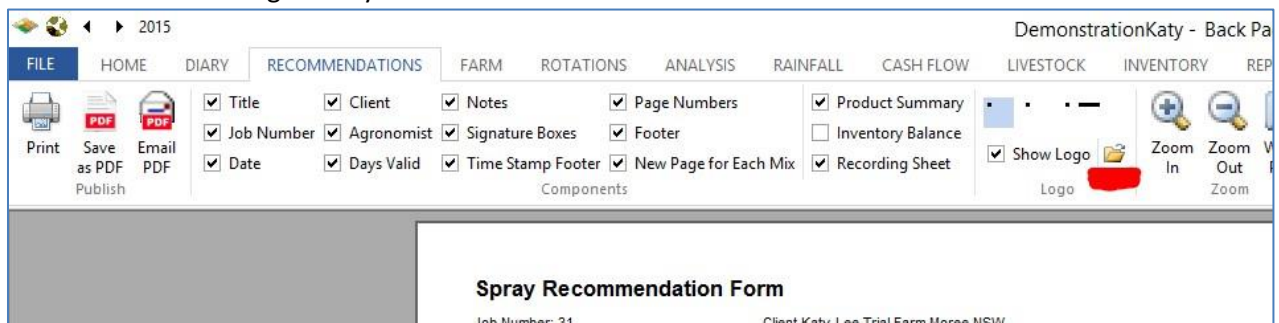
1.3 Check disclaimer and Agronomist details

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 and disclaimer – repeat above steps if not visible (contact HelpDesk if unsuccessful twice in a row). Continue to Add Logo at step 5.

1.4 Add logo

Your logo should be saved as a “bmp” file type on your computer somewhere accessible. This should ideally be no larger than 100KB. Adjust size if required prior to importing into your Rec.

1. Open Adviser
2. Open any Client File
3. Click Recommendations tab
4. Preview any Recommendation
5. Click Select Logo File symbol from Rec Preview screen as shown in screenshot below



6. Navigate to where your logo is saved on your computer
 - a. WebConnect users. It is recommended you copy your logo to the server, follow these instructions
 - b. Minimise Adviser program
 - c. Locate logo on your computer
 - d. Click to highlight
 - e. Ctrl C to copy
 - f. Open Adviser
 - g. Click in the white space in the open “Open” box

- h. Click Ctrl V on keyboard to paste
 - i. File will copy, highlight file and continue
7. Click Open

Your logo will now be included on your recommendation, 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 unticking boxes in the Components section. Please complete this as required. Continue when ready.

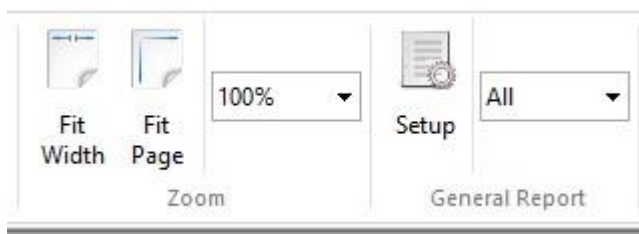
8. Close Preview

2. Reports

The settings described here are to do with branding and personal details on Reports. To access Report Settings:

1. Open an existing Client File
2. Click the Reports tab
3. Click 'General' from the Report Library

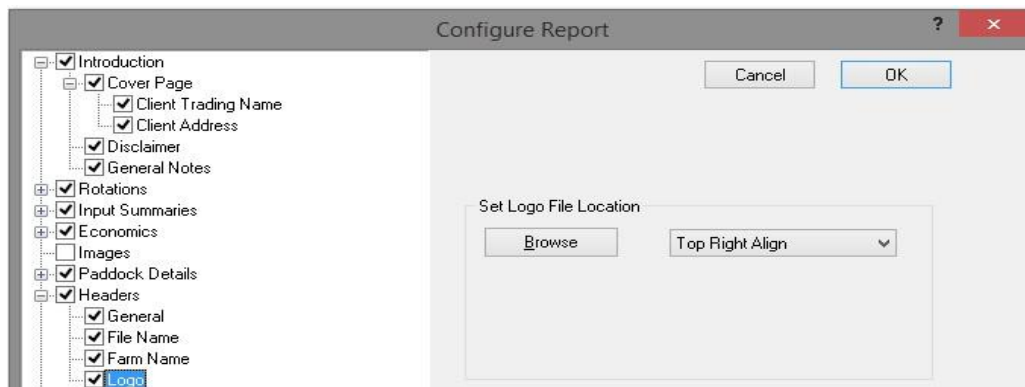
The Report will generate. This may take a few moments depending on the size of your client file.



4. Click Setup

The configuration options will be explained below. Click the '+' symbol or double click on each section (parent node) to expand its children.

2.1 Logo

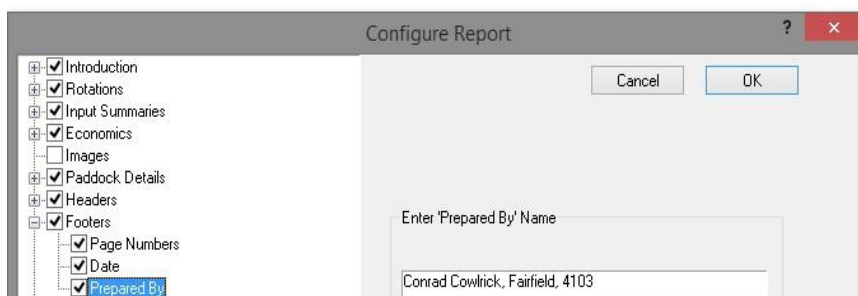


The logo used must be a bitmap image, and should be prepared to an appropriate size for the reports (preferably under 100KB)

To add your own logo:

1. Click '+ Headers'
2. Tick Logo
3. Click Browse and navigate to the file location of the image (NB: WebConnect users please copy this file to the server)
4. Select file to be used
5. Click Open

2.2 Prepared By



To add your name to the 'Prepared By' message in the footer:

6. Click '+ Footers'
7. Tick Prepared By
8. Type in your name and details if required
9. Click Prepared By again to save change
10. Click OK
11. Click Refresh to update report

Please check that all settings are as required, and repeat above steps to adjust if required. These report settings will be used for all client files.

3. Master Database

The Master Database can and should be modified to suit local requirement. Follow [this guide](#) to complete.

4. Send to CornerPost, Sync to App

4.1 Send your Rec Template to CornerPost

1. Open Adviser program (or continue to step 2 if open)
2. Click File tab
3. Click CornerPost tab on left if not selected
4. Click Tools
5. Click Upload Rec Template
6. Click OK on prompt "Succeeded in pushing data to CornerPost"
7. Wait 10 minutes before proceeding

4.2 Send your Master Database to CornerPost

1. Click Home tab in Adviser program
2. Open Master Database
3. Click CornerPost tab
4. Click Upload
5. Click OK on Complete prompt
6. Wait 30mins before moving to App to download

4.3 Retrieve your Rec Template and MDB to the Mobile App

1. Open Back Paddock Mobile
2. Navigate to Home screen if required
3. Touch Settings (cog wheel)
4. Touch Retrieve Rec Template
5. Touch OK on 'successful' prompt
6. Touch Settings (cog wheel) again
7. Touch Retrieve Master Data
8. Touch OK twice to Retrieve Now
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