

Hello,

Thank you for using our Back Paddock Mobile App. Please find instructions below to help you with the basics of the Adviser Mobile component, you will find further instructions on our HelpDesk website.

Log in

1. Open Back Paddock Mobile HD
2. Touch cog wheel
3. Touch sign in
4. Enter your credentials
5. Touch OK

Set Up App:

- A. Spray Rec Template (agro details and logo):** Is set up on your computer. Follow this guide to adjust your rec template and send to your App:
<https://downloads.backpaddock.com.au/helpdesk/RecTemplateSetUp2.0.pdf>
- B. Master Database** – The App is installed with a default Master Database. We recommend customizing your MDB on the computer and sharing this to your App using steps in this HelpSheet: <https://downloads.backpaddock.com.au/helpdesk/MobileAppSetUp2.0.pdf>

Synchronise Client File/s

Potentially the most important thing, this retrieves your latest client file data from CornerPost and sends your updated records back.

A. First time retrieve

1. Touch CornerPost from the home tab
2. Touch your file/s (you will see a tick on right hand side)
3. Touch Done

Your files will now be on the App. These should be sync'd before and after use by either returning to the home screen and completing steps above, or completing a quick sync below for each file.

B. From the main screen of the App (with Farm, Diary tabs along the top)

1. Touch arrow sync icon in top left corner of screen (quick sync), **OR**
1. Touch burger menu ☰ in top left corner of screen
2. Touch Back to Home
3. Touch CornerPost
4. Touch your file (ensure status is Ready, if Pending, wait 5 minutes, Refresh, and check again) to tick
5. Touch Done

Return to Organisation Screen, change client file

Please ensure files are synchronized prior to use following instructions above.

1. Touch burger menu ☰ in top left corner
2. Touch Back to Organisation
3. Touch required client file

Plan/Actuals

Can be seen and modified on the App. To get to plan/actuals...

1. Touch Farm tab
2. Touch farm name
3. Touch Paddock name
4. Touch required Zone

If you see Plan in the top toolbar, you're in it. If you see Actuals, you're in it. Records can be added direct into this screen by touching the Add icons, or deleted touching the red negative icons. Touch in any cell to modify (rates, products etc).

This same Plan/Actuals interface can also be accessed by **touching and holding** on any **Paddock Polygon** in your **Map tab**, and selecting the Zone.

To create a Rec (basic)

1. Touch Recommendation tab
2. Touch Add
3. Adjust job number if required, touch Done
4. Touch Add Mix (or Add Nutrient Application for a fert rec)
5. Touch Set Target Paddocks – select paddocks by touching required on the left, touch Done
6. Add products as required
7. Add other details as required
8. Touch Back in top left
9. Add Mix if required for multiple mixes



10. Touch View Report
11. Touch Send to email to your grower

To create a Rec from a planned mix

1. Touch Farm tab
2. Touch farm name
3. Touch paddock
4. Touch zone
5. Touch blue R beside required Mix
6. Adjust job number as required
7. Touch Done
8. Touch Recommendation tab
9. Touch your newly created Recommendation
10. Touch Mix 1
11. Touch Set Target Paddocks
12. Add paddocks as required
13. Touch Done
14. Add products / adjust as required
15. Touch Back
16. Touch View Report
17. Touch Send to email to your grower

Rotations – can be viewed by touching Rotations tab at the top. Change year view by touching Settings and using + and – to adjust years shown.

HelpDesk online – has a lot of information to help you with your products. You can also book an online training session to cover anything you wish, you can access this here: <https://backpaddock.com.au/help-desk/>

Call Support – HelpDesk staff are available from 7:30am-6pm AEST on 07 3220 2959 or support@backpaddock.com.au

Enjoy!

Back Paddock Company