



Gatekeeper web apps User guide for growers and agronomists

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About web apps

Introduction

The Gatekeeper web app is a collection of utilities which allow you to share elements of your Gatekeeper records to a smartphone or tablet. The web app collection is made up of:

Module	Function
Web Viewer	View cropping details and field records
Web Agronomy	Add inspection notes or create a recommendation
Web Recording	Create a record of work done
Web Work Plans	View or complete exported work plans, or create and complete a new work plan
Sentinel Online	Access Sentinel through your mobile device

Access to each utility is controlled by the desktop Gatekeeper, which sends information to each web apps user. Different users may have different web app permissions as required. Certain elements require an active internet connection to function – these are highlighted through this guide. Gatekeeper web apps will operate on all smartphones, tablets, and web-enabled devices which are able to run HTML.5 and are Java enabled.

How does it work?

Web apps allow you to access and record field and job information on any device which is capable of connecting to the internet and meets the specifications mentioned above.

Web apps are accessed through a web browser, which means you do not need to download or install it from an app store. Instead, you navigate to a web address via a browser.

For operators' convenience, we strongly recommend downloading a web browser which is different to the device's default browser and is used solely for accessing web apps. For example, iOS devices have Safari as standard, so you could download Google Chrome browser and use this to access web apps.

The web address to access web apps is:

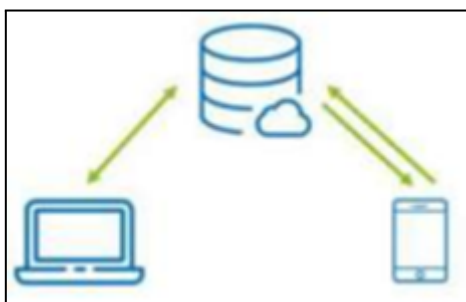
<https://prod.gk-cloud.com/apps/device.html>

It is strongly recommended to bookmark this page for easiest access.

Data exchange

The exchange of data between desktop Gatekeeper and web apps users is essential to understand before use, in order to minimise the chances of data loss. Gatekeeper and web app devices do not communicate directly with each other, but via Farmplan servers (the 'cloud').

The process of sending data between Gatekeeper and web app is known as 'exchange'. For desktop Gatekeeper, data exchange is always a two-way process: at the same time as uploading information for the next web app device session, it is also pulling down any information waiting to be imported. For web apps, data exchange is a single direction: either pulling down information to start a session, or pushing it up to finish a session.



Information is sent from Gatekeeper desktop to a web apps user, depending on the options selected in Gatekeeper. This places a parcel of data into the cloud, which is downloaded to the device when the web apps user logs in.

While the user is logged in, they are able to view field records, complete work plans, create jobs, etc. Their data is held locally on their device until they finish their session by uploading the data back to the cloud.

Once a user has logged out, their data may be retrieved back into Gatekeeper desktop.

Because users are effectively working 'offline' while web apps is in use, work completed is not visible in Gatekeeper until an exchange has taken place. This means that where more than one person is using web apps within the same organisation, they will not be able to see work completed by the other web apps user until both have uploaded their work done and new data sets have been sent out to each user.

Some key points to bear in mind about the data exchange process are:

- A web apps connection is always specific to the single Gatekeeper installation that sends the data. For users with multi-site Gatekeeper systems, web apps is only activated on one site, not every site in the business.
- Where multiple operators are entering information into web apps, their work will not be visible to each other until all users have exchanged data.

- Gatekeeper desktop is always pushing up data for the next session as well as pulling down any work completed by the device in its last session. This is especially important to understand where more than one user is active on web apps.

For further details on using web apps with more than one operator, please see [Appendix 1 – Multiple devices in use.](#)

Importance of caching

In order to allow you to take the device offline and still access the web apps information, web apps uses a process called ‘caching’, which is effectively the process of temporarily storing the information within the web page. This cache is then available to the user as long as they remain within the cached web page.

If the size of your data is significant enough to mean that caching takes longer than a few minutes, it is advised to use a device with a SIM for internet access and work online for a better user experience.

Best practice for use of web apps

For users, the information above translates into a couple of key points to bear in mind when using web apps:

- You must log in while there is an active internet connection (to download the information available).
- You must cache the data while there is an active internet connection (so that you can take it offline and work).
- You must only navigate web apps using the web apps back arrow, never the browser arrows (so that you stay within the data cache).
- You must log out once you have returned to an active internet connection (so that all work completed is safely uploaded to the cloud).

It is also preferable to have more, smaller work plans than a few large ones.

Shared Lists

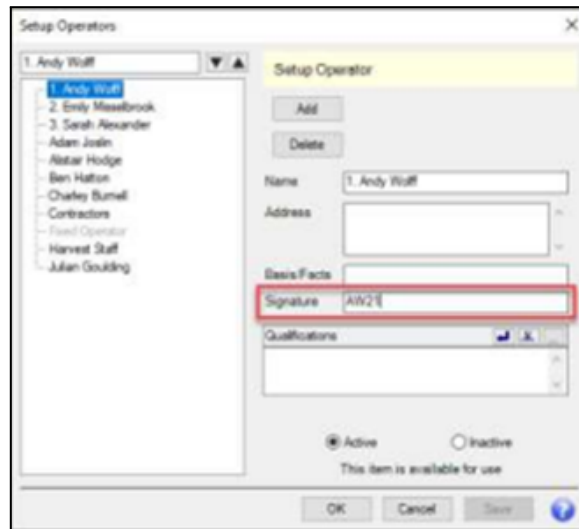
The information available to users on web apps is dependent on the information held within the Gatekeeper desktop programme. Therefore, if you have just added web apps to your Gatekeeper setup, it is advisable to check the following areas in order to provide the best experience on web apps.

Operators

The operators list available on web apps is based on the Gatekeeper operators list. To view the current list, go to Setup > Operators.

The list is displayed in alphabetical order, so in situations where you have a long list of operators but a handful who complete the majority of the work, you may wish to prefix their names with numbers or an A to push them to the top of the list (see example below).

If required, it is possible to add a signature to each operator. This is to enable you to make sure that an individual operator has confirmed their personal completion of each job. If a signature is assigned, then it must be entered by the operator each time they wish to complete a record in web apps. To add a signature, within the Setup > Operators window, enter the signature required: As with other pick lists, it is recommended to inactivate any operators who are no longer needed in web apps.



Product Lists

The product list is shared with web apps for pick lists. For easiest navigation of web apps, it is strongly recommended that the list is reviewed and any old or unnecessary products are made inactive.

Implements

It is strongly recommended to use the implements functionality of Gatekeeper where web apps will be used for spraying jobs. This is to enable use of the load planner functionality in web apps.

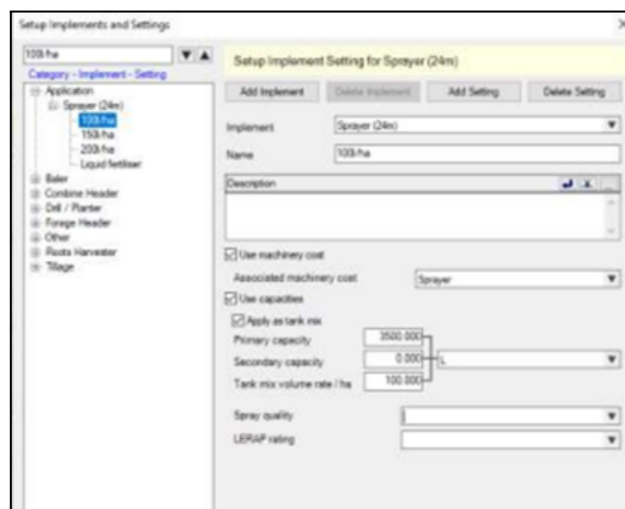
If you have not used implements to date, you will first need to turn on the option to use implements. From the main Gatekeeper screen:

- Go to Tools > Options
- Select the 'Field Jobs' section from the list on the left hand side of the window.
- Tick the option 'Record implements used for planning and recording jobs'

To add an implement, from the main Gatekeeper screen:

- Go to Setup > Implements and Settings

- Click 'Add Implement'
- Name the implement. Automatically, a setting is present for each implement named 'Standard Setting'.
- Fixed costs may be linked to each setting by ticking the option 'Use machinery cost' Sprayer implements should have multiple settings for the different water rates used when in work:
 - Name setting (e.g., '150l/ha flat fan')
 - Tick 'Use capacities' and 'Apply as tank mix'
 - Enter the sprayer tank size in 'Primary capacity'
 - Enter application rate in 'Tank mix volume rate/ha'
 - If required, select spray quality and LERAP rating of nozzles Add additional settings as required by clicking 'Add Setting'
- Add additional settings as required by clicking 'Add Setting'



Export to Web Apps

Add device for the first time

To add a web apps device, from the main Gatekeeper screen:

- Open the devices module.
- From the list on the left hand side, navigate to Farmplan/Generic > GK Web Apps. (If those filters are not visible, click the 'Manufacturer' and 'Type' filters on above the list) Click 'Setup Devices'
- In the window that opens, click 'Add'
- Enter a device name (typically the name of the operator who will be using this login).
- Click 'OK'

The device is now added. Login credentials will be generated after the first exchange of data to the user.

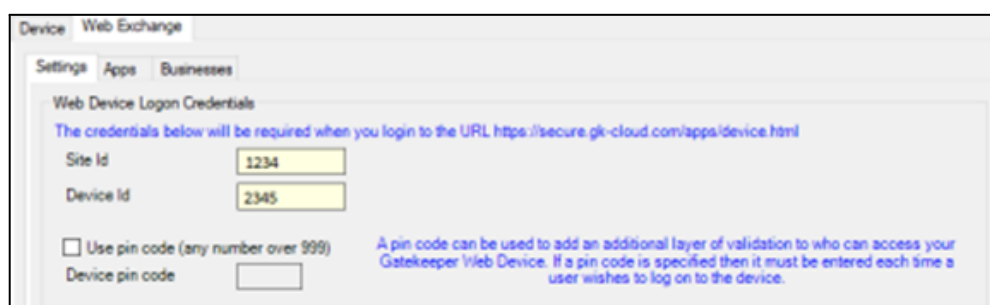
These steps may be repeated to add extra users as required.

Exporting to a device for the first time

From the devices module in Gatekeeper:

- Select the device from the list on the left hand side (Farmplan/Generic > GK Web Apps > Device Name).
- Click 'Device Sync'
- Select the 'Web Exchange' tab.
- On the 'Settings' subtab:
 - If you wish to require a PIN code before the user can login, tick 'Use pin code' and enter a 4 digit number. If you specify a PIN code, the user will have to enter it manually before each log in.
 - In the 'Product Lists to Export' section, tick any lists which will be required by the user.
 - Agronomist users only: select appropriate product list to export from 'Business/Stock' or 'Catalogue'. Typically this should be catalogue.
 - If the previous year's records are required, tick 'Export data for the previous year'. This option is only recommended while cropping records are active in both the previous and current cropping year, due to the amount of data required.
- On the 'Apps' subtab:
 - Use the tick box selections to choose which web app utilities the user should have access to.
- On the 'Businesses' subtab:
 - If more than one business exists in Gatekeeper: select which business(es) the user should have access to.
 - Select any plans to be exported to the user.
- Click 'Exchange Data' at the bottom right of the screen.
- Return to the 'Settings' subtab.

The site and device ID will now be populated, and may be used to log in to the web apps device:



Device: Web Exchange

Settings Apps Businesses

Web Device Logon Credentials

The credentials below will be required when you login to the URL <https://secure.gk-cloud.com/apps/device.html>

Site Id

Device Id

Use pin code (any number over 999)

Device pin code

A pin code can be used to add an additional layer of validation to who can access your Gatekeeper Web Device. If a pin code is specified then it must be entered each time a user wishes to log on to the device.

Exporting to a device after setup is complete

From the devices module in Gatekeeper:

- Select the device from the list on the left hand side (Farmplan/Generic > GK Web Apps > Device Name)
- Click 'Device Sync'
- Select the 'Web Exchange' tab.
- On the 'Settings' subtab, check the device is available for data exchange:

If the status shows the device is not available, you will not be able to exchange data until the user has successfully logged out.

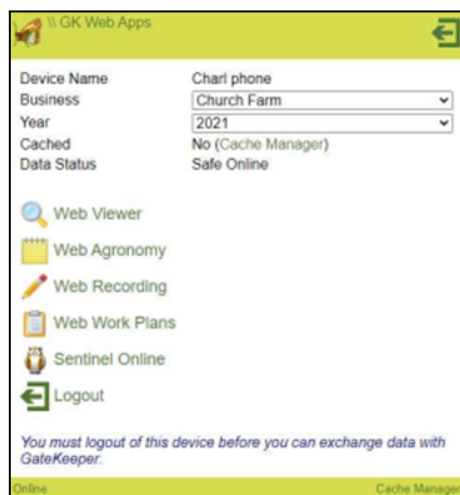
- On the 'Businesses' subtab:
 - If more than one business exists in Gatekeeper: select which business(es) the user should have access to.
 - Select any plans to be exported to the user.
- Click 'Exchange Data' at the bottom right of the screen.

The selected data has been exchanged and can be accessed on the web apps device.

Navigating web apps

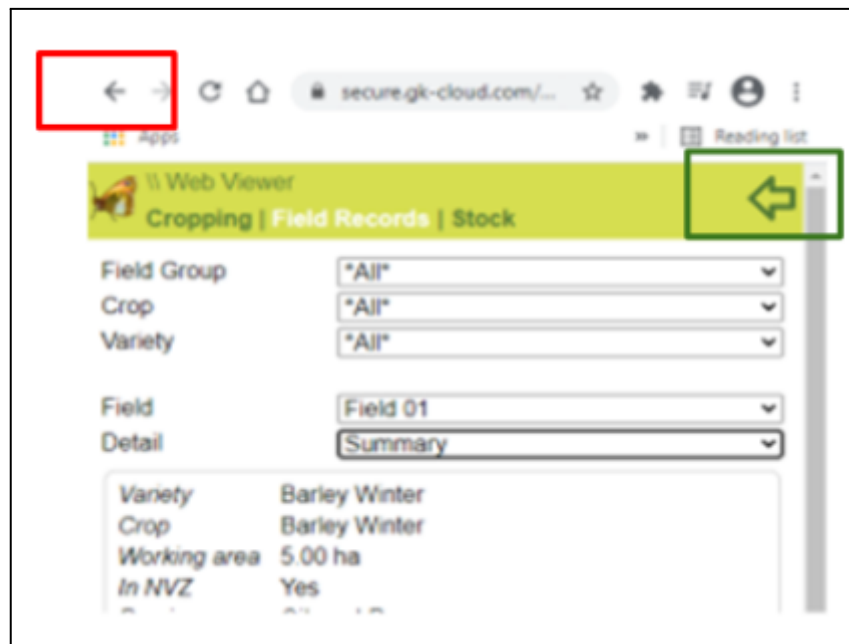
Once data exchange has successfully taken place, the user may log in to web apps on the device. The site and device ID must be manually entered for the first login, but will be automatically remembered after this. If used, the device PIN must be entered each time.

Ensure the device has an active internet connection, and then select 'Login'.



- To switch between businesses, select from the 'Business' dropdown.
- To switch between cropping years (if more than one has been exported), select from the 'Year' dropdown.
- To cache data, select 'Cache Manager' and then 'Cache' for the business(es) and year(s) required.
- To use any of the utilities, select the link – for example 'Web Viewer'. Sentinel Online will open in a new tab if selected.

Once you have navigated away from the home page, it is essential to navigate backwards using the web apps back arrow, and not your browser back arrow:



Using Web Viewer Module

Viewing field records

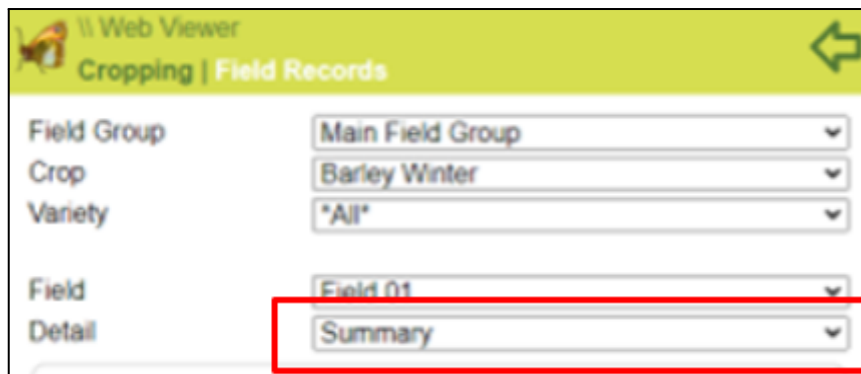
The web viewer module allows access to field records. When selecting the web viewer module, by default it will show you a cropping list (fields broken down by crop). This list may be filtered by field group using the drop down selector.

To view an individual field's records, select the Field Records tab:



Fields can be selected from the dropdown list. To filter the fields available, use the field group, crop, and/or variety dropdown lists.

Different field information may be viewed depending on the selection of the detail selector:



The 'Map' selection will display a boundary around aerial imagery if a boundary is present in Gatekeeper mapping, but is only accessible while your device has an internet connection.

Viewing stock records

If you have selected to export stock information from Gatekeeper, this will also be visible in the web viewer utility.



The list may be filtered using the heading group dropdown list, but stock information is only visible when your device has an active internet connection.

Using Web Agronomy Module

Web agronomy allows users to record field inspections, for fields individually or for groups of fields. It is also possible to create draft recommendations using web agronomy for direct transfer into the recommendations module of Gatekeeper.

Web agronomy users with a large number of individual businesses may wish to consider only caching data for the businesses they will need to access within a single day (rather than all businesses) in order to optimise data exchange time and device performance.

Product lists and templates available are governed by the 'Export Options' selected on the 'Settings' subtab of the device when data exchange takes place – see [Exporting to a device for the first time](#).

Create an inspection

- Ensure you have the correct business selected.
- Select the web agronomy utility.
- If required, filter the visible fields list using the dropdown selectors.
- Select field(s) to inspect:
 - To select a single field: select 'Inspect' to the right of the field name.
 - To select multiple fields: select the tick boxes to the left of the fields required, and once you have selected the required fields, select 'Multi Inspect':



- To inspect all listed fields (including as filtered), select 'All' at the top right of the field list.
- Select the type of inspection required from the 'Type' dropdown:
 - 'Operation Job' to create a draft plan.
 - 'Inspection Note' to record a crop observation.
 - 'Field Note' to record a text comment against a field.

Details of recording each job type may be found below.

Add an operation job

Use the operation job type to create a draft recommendation which will be transferred to Gatekeeper recommendations module as appropriate.

- Ensure type dropdown list says operation job.
- Select job option:
 - '*Unnamed plan*' will create a new plan without a name.
 - '*Add Named Plan*' will let you enter a new plan name for the job to be added into.
 - Any existing plans will also be visible from the dropdown to select to add the job into.
- Select template option (Gatekeeper agronomist users only):
 - Leave option as '*None*' to not use a template but add a job from scratch.
 - Select template job from dropdown to use. Products, rates, and comments will be populated from the template, but may be edited if required. Skip the 'Select product' skip below.
- Select product(s):
 - Select 'Add Product'
 - To pick from existing product lists:
 - Select product type from the heading dropdown list.
 - Select product required.
 - Select 'OK'
 - To add a product not in existing lists:
 - Select option 'Add new product'
 - Enter product name.
 - Select product heading.

- Select product units.
 - Optional: enter default rate.
 - Select 'OK'
 - Enter product rate required.
 - Add another product if needed.
- Optional: Enter job reason by either:
 - Selecting the reason box and typing a comment required.
 - Selecting 'Pick Reason' and then selecting comment from list. Multiple reasons may be selected by repeating if required.
- When inspection details have been added as required, use the back arrow to return to the fields list.

Add an inspection note

Inspection notes should be used to record crop observations. When transferred to Gatekeeper, they will be visible in the 'Diary Notes' tab of the field record.

- Ensure type dropdown list says inspection note.
- Optional: select a plan to attach notes to (copy from above).
- Optional: to give the note a warning flag when imported to Gatekeeper, tick 'Warn Flag' box.
- Optional: select growth stage.
- Enter field comment by either:
 - Selecting comment box and typing comment required.
 - Selecting 'Pick Comment' and then selecting comment from list. Consistent use of comments for field inspections will allow for better use of the analysis module in Gatekeeper to collate inspection results, if required.
- Optional: enter comment value.

Add a field note

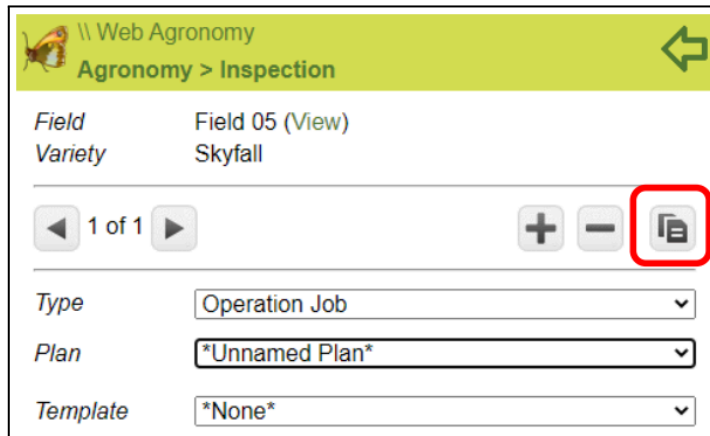
Field notes should be used to add general field notes – crop observations are better suited to inspection notes. When transferred to Gatekeeper, field notes are visible in the 'Field Notes' subtab of the 'Field' tab in the field records.

Add next inspection

After adding any inspection, return to the fields list using the back arrow to continue working.

Copy existing inspection to more fields

To copy an inspection (whether comment or job) that has already been created in the current session to the selected field(s), use the 'Same as' button:



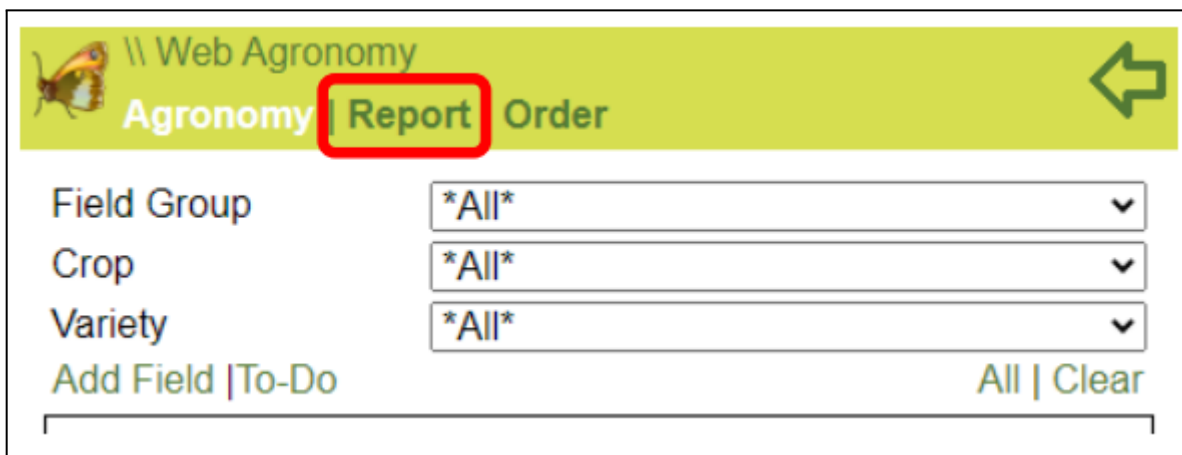
You will then be presented with a list of inspections, and can select which one should be used for the selected field(s).

Add and delete inspections

To add another inspection to the selected field(s), use the plus button; to delete the current inspection, use the minus button.

Inspection report

To view the inspections made in the current session, return to the web agronomy home page and select 'Report':



Product orders

To view product totals based on inspections made, from the web agronomy home page select 'Order'.

Product totals as calculated from the inspections will be displayed. To enter existing stock levels and reduce the amount to be ordered, select the 'N/A' stock column and enter amount of product in stock:

Web Agronomy			
Agronomy Report Order			
Add Product Refresh All			
Aquascope (Refresh)			
Required	Stock	Order	Unit
5.360	N/A	5.360	L
Biopower (Refresh)			
Required	Stock	Order	Unit
34.170	N/A	34.170	L
Filan (11449) (Refresh)			

Web Agronomy			
Agronomy Report Order			
Add Product Refresh All			
Aquascope (Refresh)			
Required	Stock	Order	Unit
5.360	N/A	5.360	L
Biopower (Refresh)			
Required	Stock	Order	Unit
34.170	15.000	19.170	L
Filan (11449) (Refresh)			

Recorded in-stock figures will be imported into Gatekeeper at data exchange and will display in the 'Checked Stock' column of the order builder.

Using Web Recording Module

Web recording can be used to record work 'on the fly' as required. It does not require a work plan to have been exported from Gatekeeper prior to data exchange.

It is also possible to create work plans on web apps so for spraying, fertiliser, and seeding jobs you may prefer to create a new work plan in the web work plans utility. For further information, see [Adding a work plan on web apps](#).

Creating a work record

From the web apps home page:

- Select 'Web Recording'
 - Select 'Add Job'
 - Optional: enter a job name, reason, or comment.
 - Select 'OK'
 - Select field(s) required:
 - Select 'Add Field'
 - Select field required from the dropdown list:
 - Filter the field list if required using the crop, variety, and/or field group dropdowns.
 - Enter a field comment if required.
 - Select 'OK'
- Note before proceeding: you must select any fields you wish to add to the job before starting to record work done. For example, if you are planning to

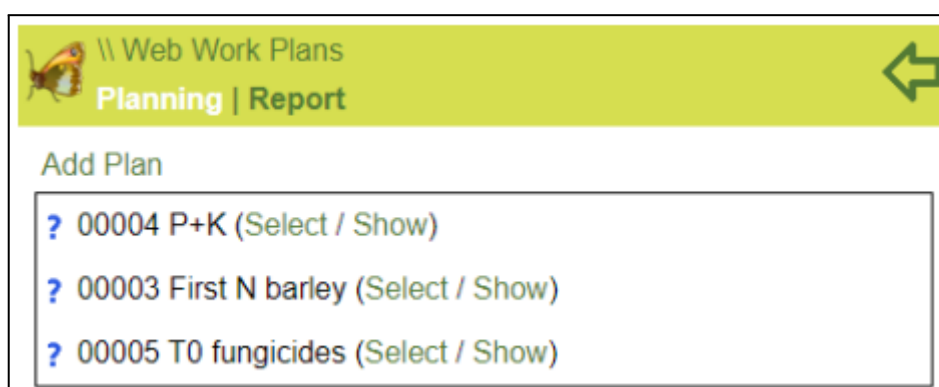
go to three fields for the job, select all three fields at this point. Fields cannot be added to a job once the job is complete, so any job with a single field in will automatically complete once the field is recorded, and will import into Gatekeeper as many recording jobs.

- For the first field, select 'Select'
- In the 'Detail' section, tick any observations you will wish to record against the completed job.
- In the 'Implement' section, select an implement for the job (plus setting if appropriate). If required, edit working width or water rate volume.
- In the 'Products' section (if product required)
 - Select 'Add Product'
 - To pick existing product from lists:
 - Optional: select product heading.
 - Select product from list.
 - Select 'OK'
 - To add a product which isn't in lists:
 - Select option 'Add New Product'
 - Enter product name.
 - Select product heading.
 - Adjust units if necessary.
 - Optional: enter default rate.
 - Select 'OK'
- Record work done – see [Recording work done](#).

Using Web Work Plans Module

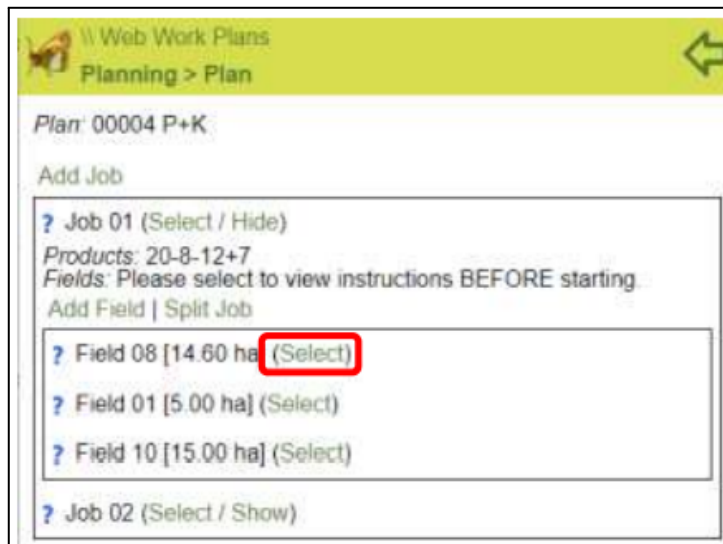
Selecting work plans

The work plans exported to the user will be visible in the web work plans utility:



'Show' will display the status of the plan; 'Select' will display the plan details.

The first screen will display the jobs in the plan, and the products and fields for each job. To start the job, 'Select' the first field:



The 'Detail' section has tick boxes for the operator to control what they are asked to record when the field is completed. For example, for drilling and fertiliser jobs they might untick the 'Weather' and 'Completed GS' options.

The 'Implement' section will display the implement attached when the job was exported from Gatekeeper, and associated tank mix rate if appropriate. These details may be changed if required by selecting 'Change'.

The 'Products' section will display products and their rates.

The 'Requirement' section will display that individual field's product requirement. To view the job product requirements, select the load planner and then the 'Job Outstanding' section – see [Load Planner below](#).

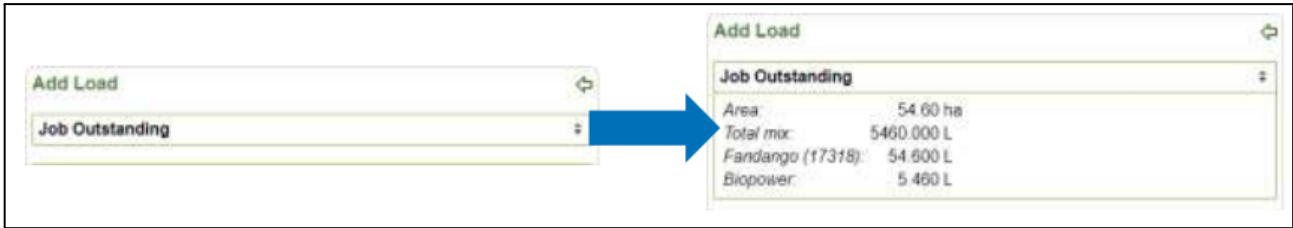
Load Planner

As long as jobs have been linked to an implement which has had a capacity and water rate setup from Gatekeeper, the load planner functionality can help with sprayer filling.

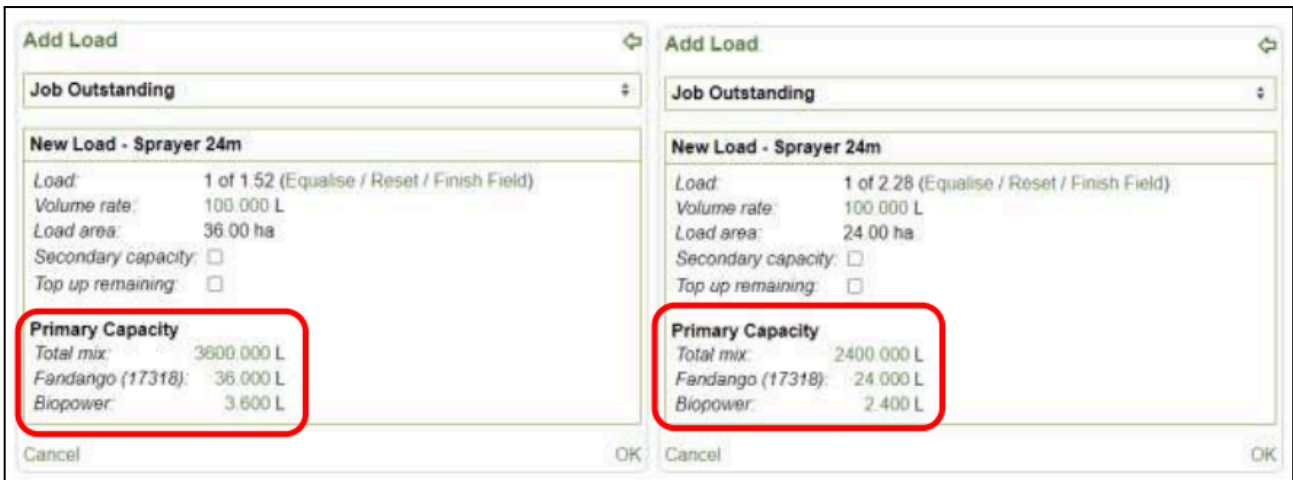
To access the load planner, navigate to a field within a job and then select 'Loads':



To see the product totals for the job, expand the 'Job Outstanding' section:



At the start of a job, the load planner will show the product required for a full tank. If you do not wish to start with a full tank, you can reduce the total mix quantity as required and the product totals will be revised to match that water quantity:



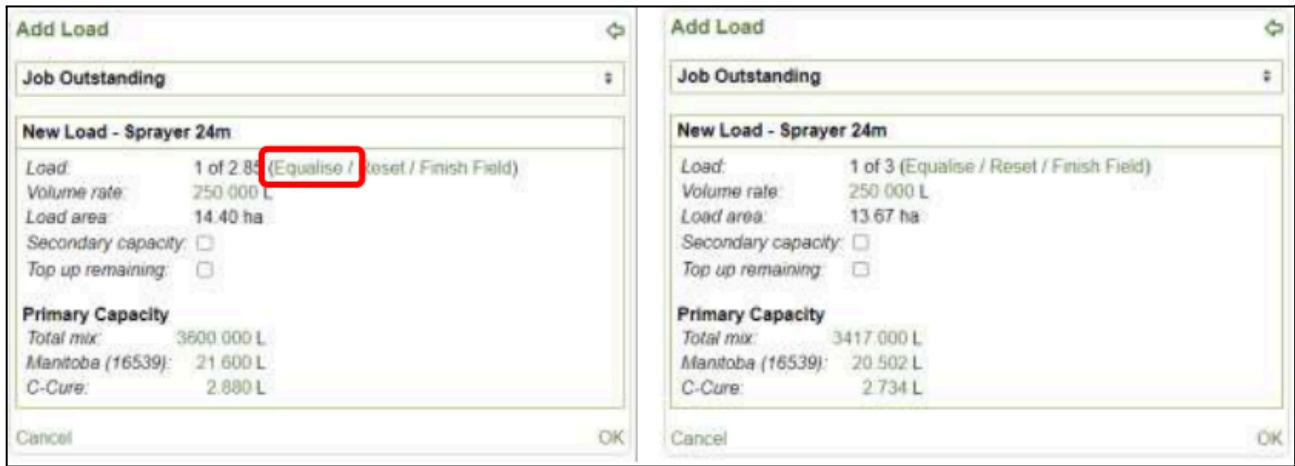
Loads may be adjusted using the functions explained below. To activate a load, exit the load planner by selecting 'OK'. If you do not want to activate the first load, exit the load planner using the back arrow.

To use the load planner, field jobs must be confirmed using the product quantity option 'Record quantities used per field'. For more details, please see [Recording work done](#).

Load Planner - Equalise

The equalise option will calculate and show the product requirements as equal tank loads, instead of full and part tank loads.

For example, the job below contains 2.85 loads. Selecting 'Equalise' will split the water and product requirements into three equal loads:



The load area is adjusted to show the area that can be covered by the equalised load.

Load planner – Reset

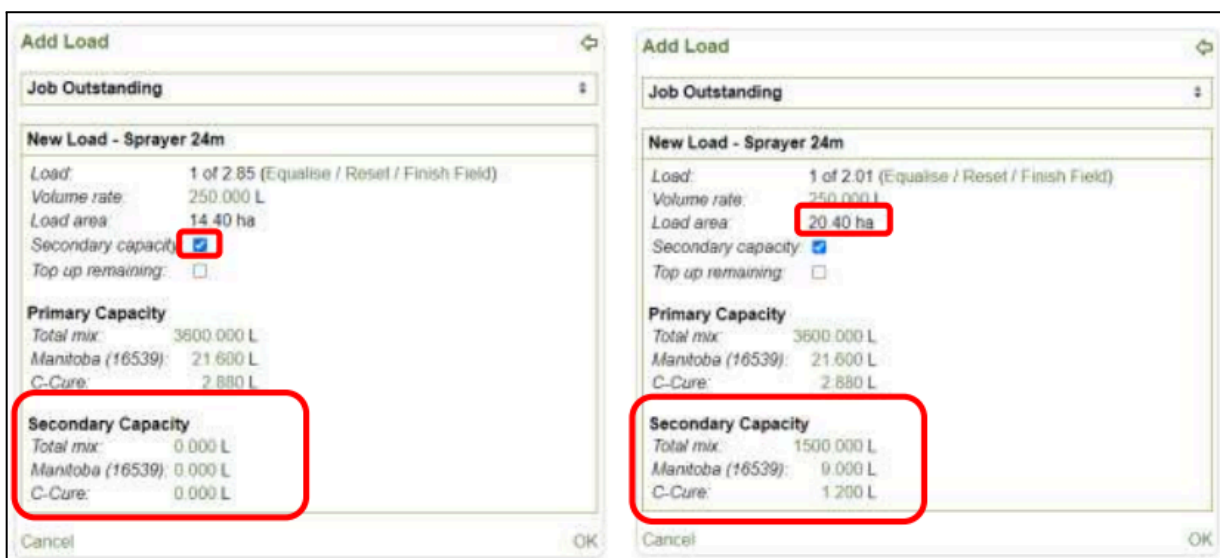
The reset option can be used to reset figures to the original quantities. If the volume rate is manually adjusted, it will not be changed when the reset is used.

Load planner – Finish Field

The finish field option will show the quantities required to finish the currently active field. Once the first load has been activated, exit load planner and start field as required. Return to load planner and by default it will show quantities required for the next full fill (or partial if that's all that's required). To calculate requirements to finish that field only, select 'Finish field'.

Load planner – Secondary capacity

This option enables you to take a second tank into consideration for filling purposes. To include a secondary capacity, tick the 'Secondary capacity' box. Enter the water total and the product totals will be calculated for you:



The load area is adjusted to show the area that can be covered by the increased capacity.

Load planner – Top up remaining

The top up function allows you to calculate quantities required to re-fill sprayer to capacity before it is emptied. For example, if finishing a field leaves you with some product left in the tank but you want to re-fill before starting the next field.

Add Load

Job Outstanding

New Load - Sprayer 24m

Load: 2 of 1.64 (Equalise / Reset / Finish Field)
Volume rate: 250.000 L
Load area: 14.40 ha
Secondary capacity:
Top up remaining:
Remaining from: *This Job - Last Load*

Primary Capacity

Total mix: 3600.000 L
Mix remaining: 1600.000 L
Top up quantity: 2000.000 L
Manitoba (16539): 12.000 L
C-Cure: 1.600 L

Cancel OK

The 'Mix remaining' is calculated based on the last load and work done using it, but may be adjusted if necessary.

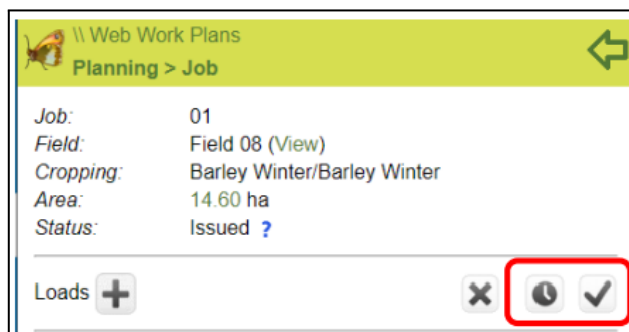
Loads may also be carried forward from previous jobs, where the products and rates of the tank mix are identical.

Recording work done

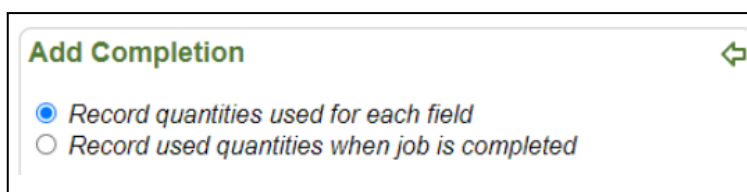
To start recording work in a field, select the clock icon and confirm the message to begin recording. This will record the start time for the field.

If you accidentally forget to start a field, just complete the field and then edit the start time on the details page as required.

To complete a field, select the tick icon. You will then be taken to a details screen to enter further information.



At the top of the 'Add Completion' screen, there are two selectors which control how you are asked to record product quantities:



When the first option is selected, you will be asked to confirm product quantities for each field. This option is ideal for seed and fertiliser jobs, where you may wish to record individual field quantities. This option should also be used where the load planner is being used, because the confirmed quantity of tank mixed used is what is taken off the load balance.

Where the second option is selected, you will only be asked to confirm product quantities when the job is completed. This is ideal for any jobs where you do not wish to record quantity field by field, but can only be used for spraying jobs if the load planner is not being utilised.

<i>Field</i>	Field 08
<i>Start</i>	31/03/2021 13:52
<i>Finish</i>	31/03/2021 15:02
<i>Interrupted</i>	<input type="checkbox"/>
<i>Area</i>	14.60 ha

Start and finish dates and times are based on when the clock and tick icons were selected, but may be edited if required. If times are edited, the hours and minutes must be separated by a colon (:) or the number entered will not be accepted and will revert to the previous entry.

If the field is interrupted and will be completed at a later date, tick the 'Interrupted' box and then edit the area to show what has been completed so far. An interrupted field will remain in the work plan for completion at a later date.

The completed area should also be adjusted downwards if the activity did not take place over the whole planned area – for example, to show that buffers have been observed.

Depending on the option selected, you may be asked to confirm a product quantity. For spray jobs, it is not necessary to adjust the quantity of each product in the mix (unless required) – adjusting the mix total applied will automatically adjust product totals used. All other observations will depend on the options selected in the ‘Details’ section of the job screen.

Weather observations will be pulled through from the previous job to make data entry more efficient.

If required, a HSE checklist can be filled out by ticking the box and then selecting the required actions.

To confirm the field’s record, click ‘OK’. You will automatically be taken to the next field in the job, but may navigate to other fields either by selecting ‘Next Field’ and ‘Previous Field’ as appropriate, or returning to the job screen and selecting the next field to be completed.

If you have chosen to use ‘Record quantities used when job is completed’, after the last field in the job is completed you will be asked to confirm product amounts. Wastage may be recorded if required by selecting the ‘Record wastage’ option and entering quantities.

Adding a work plan on web apps

To add a work plan from scratch, from the web work plans first screen:

- Select ‘Add Plan’
- Enter plan name.
- Select operator.
- Optional: enter plan comments or conditions.
- Select ‘OK’
- Select ‘Add Job’
- Optional: enter job name, reason, and/or comment.
- Select ‘OK’
- Select ‘Add Field’ and:
 - Select field required from the dropdown list, using the filters if required.
 - Click ‘OK’
- Repeat as required for other fields needed in the job.
- Select into first field and select:
 - Implement and setting, and mix rate if required.
 - Product(s) and rates.

You can then record work in the same fashion as for an imported web plan.

Logging out

Once work is completed, it is essential to log out in order for your completed data to be returned to the cloud and accessible for desktop Gatekeeper.

You should always log out at the end of a work day – it's important not to stay logged in overnight without banking the work you've done.

After a web apps user has logged out and their data has been imported back into Gatekeeper, any completed work will no longer be visible in the web work plans app. Partially completed plans will display fields to be completed, but finished fields will not be in the plan any more.

Import from Web Apps





After work has been recorded on web apps and the user has logged out, the data may be imported back into Gatekeeper.

Remember that work cannot be imported while the web apps device is active, so users must have logged before the steps below can be followed.

Importing work records

From the devices module in Gatekeeper:

- Select the device from the list on the left hand side (Farmplan/Generic > GK Web Apps > Device Name)
- Click 'Device Sync'
- Select the 'Web Exchange' tab.
- On the 'Settings' subtab, check the device is available for data exchange:

Device Status		Device Status	
Device has changed data online	<input type="checkbox"/> Yes 	Device has changed data online	<input type="checkbox"/> Yes 
Device is available for data exchange	<input checked="" type="checkbox"/> Yes 	Device is available for data exchange	<input type="checkbox"/> No  <input type="checkbox"/>

If the status shows the device is not available, you will not be able to exchange data until the user has successfully logged out.

- On the 'Businesses' subtab:
 - If more than one business exists in Gatekeeper: select which business(es) the user should have access to in their next session.
 - Select any plans to be exported to the user in their next session.
- Click 'Exchange Data' at the bottom right of the screen.

If you have more than one web apps device in use, you may well need to exchange data again once all devices' data has been imported – for more information, please see [Appendix 1 – Multiple devices in use](#).

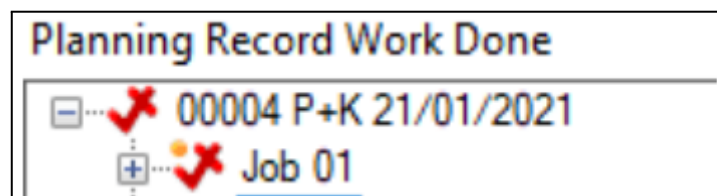
Work plans with records added will be displayed on the device screen, and can be opened by double clicking on a plan element:



Confirming work done

By default, work completed on web apps comes back into Gatekeeper with a status of 'Completed not Confirmed'. This status will become 'Completed' once a user has reviewed and confirmed the work records.

Completed not confirmed plans and jobs will display in the planning module with the following symbol:



The action of importing a web apps job automatically also adds a 'To-Do' to the business list, so typically users will want to complete the 'To-Do' as well as confirming the work done.

To confirm work done:

- Check job details (times, dates, operators, product quantities).
- Confirm job by either:
 - On the job tab, tick 'Complete To-Do' and then click 'Confirm Job':

Field	Target Area ha	Start		Finish		Interrupted	Completed	
		Date	Time	Date	Time		Area ha	Operator
Field 08	14.60	31/03/2021	13:52	31/03/2021	15:02	<input type="checkbox"/>	14.60	Fixed Operator

Select Fields	Confirm Job	Delete Work Record	Delete All Work	<input checked="" type="checkbox"/> Report plots individually
Split Job	Target job area	14.60	<input type="checkbox"/> Block job together as a group	Complete To-Do

- Or, on the job header tab, tick 'Complete To-Do' and then click 'Confirm Job':

		Add Job	<< Previous Job	Next Job >>
Job	Order: 1	Job status: Completed Not Confirmed	<input type="checkbox"/> Warning flag	
Job Type: Field Operation Products Only	<input type="checkbox"/> Block job together as a group		<input type="checkbox"/> Complete To-Do <input type="button" value="Confirm Job Completed"/>	
Optional job reference: <input type="text"/>	<input type="checkbox"/> Variable application target map <input type="checkbox"/> Allow actual map data		<input type="button" value="Delete Job"/> <input type="button" value="Delete Work Carried Out"/> <input type="button" value="Cancel Job"/> <input type="button" value="Undo Cancel"/> <input type="button" value="Split Job"/>	

Switch off if not required

If you do not wish to confirm work completed on web apps, and would prefer for it to import directly as a 'Completed' job, the option to confirm can be switched off:

- Go to devices module.
- Select web apps device.
- Click 'Device Sync'
- Select 'Web Exchange' tab.
- Select 'Apps' subtab.
- Tick 'Imported completed data is automatically confirmed'.
- Save.

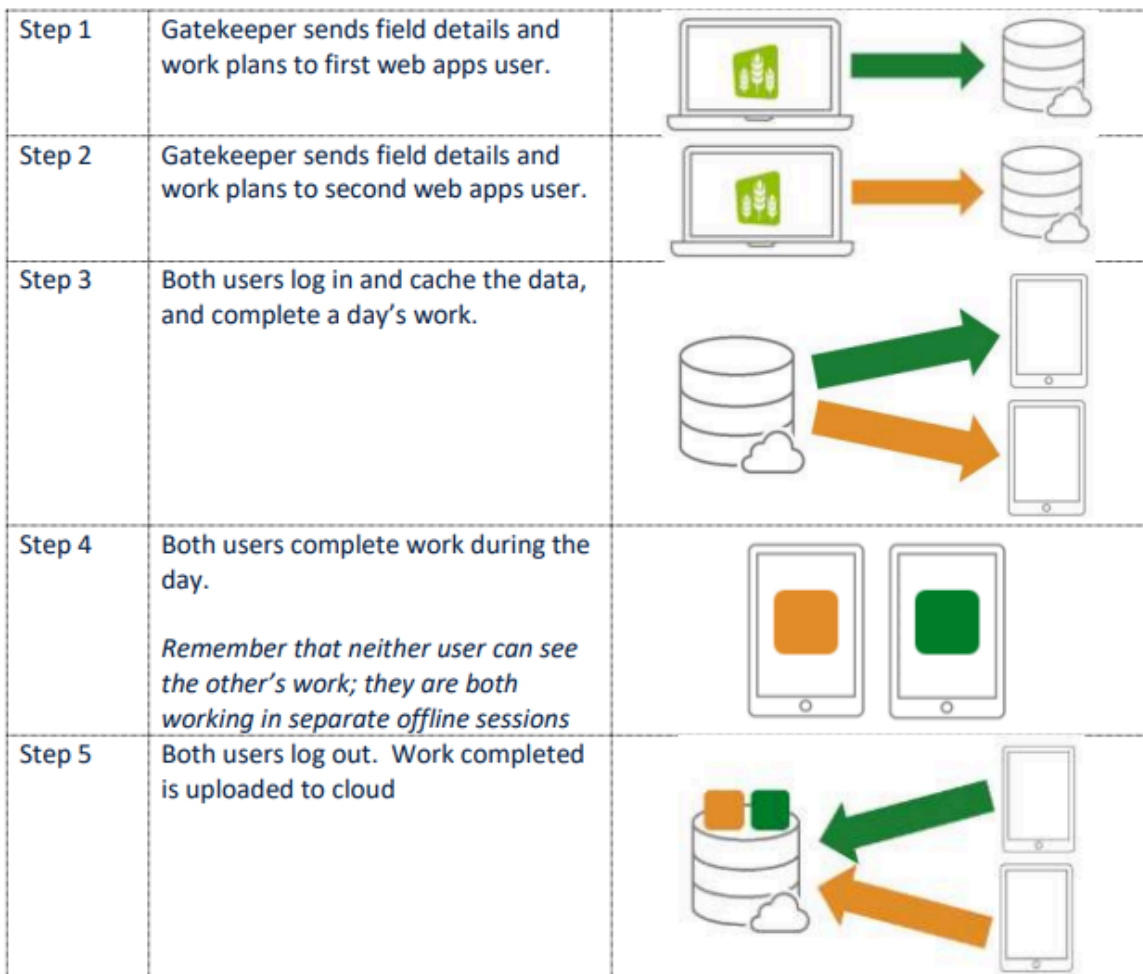
Appendix 1 – Multiple devices in use

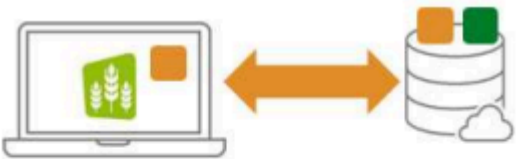

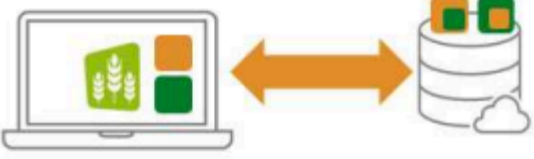
Where multiple devices are in use in a single business, it becomes even more important to understand the flow of data between Gatekeeper and web apps devices.

As it is not possible for operators to view each other’s completed work, if work is being shared between two or more operators it is preferable for each operator to have their own distinct work plan. It is possible for operators to share jobs in the same plan, but they will not be able to see any work completed by the other operator during the day.

If operators are sharing a work plan or job, it is essential that only one web apps device completes the work record for a single field. Data loss will occur if both operators record information against the same field. In practice, this means that if two operators are in the same field at the same time, one must enter all the information and the other must not record anything against the field.

The diagram below uses an example where two web apps devices are in use at the same time, to illustrate how the data flow between Gatekeeper and web apps works:



<p>Step 6</p>	<p>Gatekeeper exchanges with first device.</p> <p><i>Work completed is imported. Because exchange is always a 2 step process from Gatekeeper, the field records correct at this point in time and any outstanding jobs are uploaded to device 1.</i></p>	
<p>Step 7</p>	<p>Gatekeeper exchanges with second device.</p> <p><i>Second user's work is imported into Gatekeeper. Because exchange is always a 2 step process from Gatekeeper, the field records correct at this point in time and any outstanding jobs are uploaded to device 2. Field records contain work done by both user 1 and user 2, plans updated with work completed by user 1.</i></p>	
<p><i>At this point: user 1 has no visibility of work done by user 2, because their latest update was sent before user 2's work was imported. Therefore it is necessary to again update the first web apps user with updated records and plans:</i></p>		
<p>Step 8</p>	<p>Gatekeeper exchanges with device 1 again.</p> <p><i>Both devices are updated with work completed and remaining.</i></p>	

Quick start cab sheets

Web apps golden rules

- Log in with an active internet connection to download work and details
 - Log in once, and stay logged in until finished
 - Cache data before starting work
 - Only use the web apps back arrow, never your browser arrow
 - Remember to edit field size if you use the interrupted option
 - If two users share work in a field, work done must only be entered on one device.
- Always log out at the end of every day or session.**

Viewing field records

- Go to web viewer
- Touch 'Field Records'
- Pick field from dropdown list (use field group, crop, and variety filters if needed) Change 'Detail' dropdown to view different levels of field information.

Completing work in web work plans

- Go to web work plans
- Find plan in list and touch 'Select'
- Pick first field from list and touch 'Select'
- Use tick boxes in 'Detail' tab to control what you are asked to record when completing job
- Touch the clock icon to start field
- Touch the tick icon to finish field
- For the first field in the job: choose whether to record quantities field by field, or when the job is completed.
- If the field isn't finished and you need to record against it another time:
 - Tick 'Interrupted'
 - Change area to what has been completed so far
 - If required, confirm quantities for the field
 - Enter operator, growth stage, and weather as required
 - *Optional:* enter comment or fill out HSE checklist
 - Touch 'OK'
- You will automatically be taken to the next field in the list. If required, scroll using the next/previous field option, or use the back arrow to go back to the field list.

When all fields in a job are completed, you will be shown a 'Job Totals' screen. To adjust any product totals, touch into the 'Quantity' and edit as required. It is also possible to record wastage against a job by ticking the 'Wastage' box and entering quantities as required.

Adding a plan on the fly

- Go to web work plans
- Touch 'Add Plan'
- Enter plan name. Select operator, and if required add comments. Touch 'OK'
- Touch 'Add Job'
- Enter name, reason, or comment if required. Touch 'OK'
- Touch 'Add Field' and pick first required field. Touch 'OK' and repeat for other fields needed for the job
- When all fields picked, touch 'Select' for the first field you want to record
- Pick implement and products (if required) – this is for all fields in the job. Remember you will need an implement and mix rate if you wish to use the load planner.
- Record work as usual.

Using the load planner

For the load planner to work, you must have an implement selected which has had its capacity information entered in Gatekeeper.

The load planner screen shows product quantities required to finish the job in the 'Job outstanding' section.

- Go to work plan or recording job
- Touch 'Loads [+]
- By default, you will be shown the number of full loads and then a single part load to finish the job. The following options are available:
 - 'Equalise' – split job into equal sized loads
 - Adjust total mix to water quantity desired: product totals will automatically adjust to fit
 - 'Finish Field' to show water and product totals required to finish the current field
 - Secondary capacity: ticking this box will give you the option to add a second tank capacity. Enter the tank size (e.g., bowser capacity) and the matching product requirements will be calculated.
 - Top up remaining: this option allows to refill the tank before it's emptied.

Loads may be carried between jobs, if the products and rates required are identical.

Adding a recording job

- Go to web recording
- Touch 'Add Job'
- Optional: enter name, reason and/or comment. Touch 'OK'
- Touch 'Add Field' and pick first required field. Touch 'OK' and repeat for other fields needed for the job
- When all fields picked, touch 'Select' for the first field you want to record
- Pick implement and products (if required) – this is for all fields in the job.
- Record work as usual.

Editing a job

Where required, job details may be edited before a job is started by changing information as required. If a job has been started and then you need to change information for the fields still to be completed, you must split the job before it can be edited.

It is only possible to edit any of the below **before** a job has been started. If a job has been started and then you need to change a job detail, you must split the job first.

ADD A PRODUCT TO THE JOB

- Select into a field in the job
- Scroll to 'Products' section
- Touch 'Add Product'
- Pick/add product as required.
- Touch 'OK'
- Touch the product rate and enter as required.

ADD A FIELD TO THE JOB

- Start on job preview page
- Touch 'Add Field'
- Select field from dropdown list
- Touch 'OK'
- Repeat if required.

CANCEL A FIELD'S WORK RECORD

- Start on job preview page
- Select completed field
- Scroll down to 'Completions' section
- Touch 'Remove'

SWAP A PRODUCT IN/OUT OF THE JOB

- Select into a field in the job
- Scroll to 'Products' section
- Find product to swap out and touch 'Swap'
- Pick/add product as required.
- Touch 'OK'
- Touch the product rate and enter as required.

CHANGE THE WATER RATE

- Select into a field in the job
- Scroll to 'Implement'
- To change to a water rate already present as an implement setting, touch 'Change' by the setting and select correct setting
- To change to a water rate not present as a setting, touch 'Change' by 'Mix rate' and enter the mix rate to be used.

SPLIT A JOB

When a job is split, all uncompleted fields are moved out of the current job into a new copy of the job. Job details (products, rates, etc) can then be edited as required.

- Start on job preview page
- Touch 'Split job'
- Accept the warning message.

Editing field work details

EDIT START/FINISH TIME/DATE

- Touch into the time or date that you want to edit
- Adjust as necessary

Adjusted time or date will only save if it is entered in the same format as it is displayed – i.e., 'dd/mm/yyyy' with the / divider (05/04/21 will not save) – or 07:15 with the : divider (07.15 will not save)

EDIT JOB PRODUCT TOTALS

- Touch into a field in the job required
- In the 'Products' section, touch 'Job Totals'
- Edit as required and touch 'OK' to finish.

What should I do if....

- **A DIFFERENT PRODUCT HAS BEEN DELIVERED THAN IS ON THE RECOMMENDATION?**

Swap the products: – see 'Swap a product in/out of the job' above

- **I'M USING UP ONE PRODUCT TO FINISH UP STOCK AND THEN CONTINUING USING A DIFFERENT BUT EQUIVALENT PRODUCT?**

Split then swap: complete any fields which are using the correct product already in the job.

If the change in product happens at the end of a field/tank: use 'Split job' to move the remaining fields into a new job, then use the steps above to swap the product.

If one or more fields will have a mixture of the two products in the same tank: use 'Split job' to move the remaining fields into a new job. Use 'Add Product' to add the second product into the tank in addition to the first. Record quantities in this job, not rates. When you finish using the mixed tank, split the job again, and in the new job remove the first product.

- **I NEED TO ADD ANOTHER PRODUCT INTO THE TANK FOR ALL FIELDS IN A JOB?**

Add product – see above.

What should I do if....

- **I NEED TO ADD ANOTHER PRODUCT INTO THE TANK FOR ONLY SOME OF THE FIELDS IN A JOB?**

Split then add: complete any fields not getting the extra product, then use 'Split job' to move the remaining fields into a new job, and use 'Add Product'.

- **I NEED TO CHANGE THE RATE FOR JUST SOME OF THE FIELDS IN THE JOB?**

Split then change: complete any fields getting the original rates, then use 'Split Job' to move the remaining fields into a new job, and use 'Add Product'.

- **I FORGOT TO START THE CLOCK WHEN I STARTED THE FIELD?**

No problem – just edit the time on the field completion screen.

- **I FORGOT TO EDIT A FIELD SIZE?**

Field size can't be edited after a field is completed. Make a note of the field's other completion details, cancel the completion (see above), and then complete again with correct information.

- **I NEED TO FINISH A FIELD LATER?**

Where a field cannot be completed, and you will need to return at a later date, record the work that has been done and tick the 'Interrupted' box. Make sure that you adjust the area to record how much of the field has been completed. The remainder of the field will be available for you to complete at a later date.

- **I CAN'T COMPLETE SOME FIELDS IN THE JOB?**

Where fields cannot be completed and will not be included in the job (e.g., too wet to travel), select the field and then use the cross icon to cancel.

- **I ACCIDENTALLY CLOSE THE TAB OR BROWSER? NEW FOR 2021**

Reopen the tab and navigate to the log in screen. Once logged in, your completed data will be there and you can continue where you left off.