



Farmplan gatekeeper

Web apps

Quick Start Cab Sheets

Operators please note – this document is intended as a quick reference which is supplementary to the information included in the Web Apps handbook. You may wish to refer to the handbook for more detailed information.

v.4.1 (CB4.01)



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: chose 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'

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 warning message.

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.

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.

... 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.

...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.