

App Installation Instructions

1. Download app from
<https://drive.google.com/file/d/1gJLJ9LILCMYElXw9GL9TJf8RIGFoNnpY/view?usp=sharing>
Two methods:
 - a. Download directly from the phone.
 - b. Download prior to leaving onto a Phone or Laptop. Then transfer via cable or bluetooth transfer.
2. Install the app.
 - a. Go to phone settings.
 - b. Search for “Unknown Sources” or go to security/lock screen and security or apps and look for the option to install apps from unknown sources.
 - c. Tick or slide this to enabled and click OK to the message that will appear.
3. On the phone go to where the app was downloaded
 - a. If it was downloaded from the link you will find it in the download folder of the phones file manager. Sort by date for easier locating or search “Govi” or scroll to “G”
4. Install the app by simply clicking on the file. The file is an APK (Android Package) so the phone should know that when you selecting it you are asking for the file to be installed as an application.
 - a. Note: If the phone cannot open the file go to Google Play and get Astro File Manager or ES File Explorer and install from one of those file management tools.
 - b. We have noticed that Fijian Farmers like to use an application called SHAREit on google to share files via bluetooth:
<https://play.google.com/store/apps/details?id=com.lenovo.anyshare.gps&hl=en>
5. After installation to maintain security with the phone turn this option back off.

Sales procedure

1. Address your sales SOP for preparation of pitch details and sales process
2. Ensure you have with you:
 - a. Cash book for writing receipts for people who purchase the app.
 - b. Purchase cards with PEV & FarmEd Logo and sections for customer name, subscription type, username and password and subscription end date.
3. Upon agreeing to pay and handing over money, write up the receipt on the white paper with the carbon sheet underneath to create the Carbon Copy. Give the customer the receipt while you keep the CC (did you just learn what CC stands for? Yeah sweet thank me any time)
4. Enter them into the Database (explained in the “Database Management section”) and write all the contract and log in details onto the purchase card. (For efficient

management of this have one person filling out the receipt and card while the other installs the app and enters them into the database. Play with and refine this process yourself)

Database Management

This section aims to explain the Database system currently in use and provide step by step instructions on how to use it.

The database in use is a websheet designed for management of customers. At this stage it does not contain any automatic method of ending a users subscription so this must be done externally either with a dedicated calendar or some other means. Once the external system informs us that the subscription is up, Change the Pin log on status.

1. Access the Websheet through the following link.
<http://webe47.scem.westernsydney.edu.au/admin2/web/index.php/public/home>
2. Log in with username **fiji_admin** and password **fijiadmin456**
3. Go to the left panel where it says Fiji App and click Manage Farmers.

Adding a Farmer

1. In the top right click the button "Add New Farmer User"
2. Fill in the Form. The essential fields have an Asterisk next to them. You need to include their phone number for them to log in with. You can enter anything for the National ID as I am not sure if it is a number known by the populations of Timor or Fiji. This being said it would be ideal if a system of allocating this was developed. You also have to select a team. Teams have been created so select the relevant team.
3. Write down (or allow the customer to write down) the PIN on their sales card with their phone number for their username.
4. Click create if all is good.

Editing a Farmer

1. Select the edit button in the Farmers row. From here you can change any of their details. To end the subscription change Can Login to "No"

Deleting a Farmer

1. First you must click the archive button in that farmers row
2. Click on the "Archived Farmer" tab in the top left
3. From here you can either restore the farmer to the main database or delete them.