



# AGRIDIGITAL FOR GROWERS

QUICK GUIDE

hello@agridigital.io  
**agridigital.io**

 @Agri\_Digital

 agridigital

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## CONTENTS

Forgot password? How to reset your password	02
Notifications for growers	03
Viewing your deliveries and inventory	03
Transfers to a Buyer	04

## Forgot password?

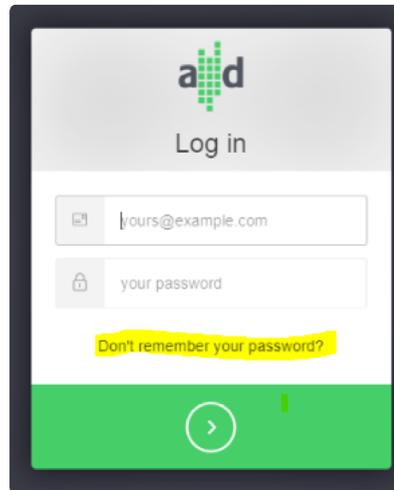
### *How to reset your password*

#### **Set up your account and resetting your password**

Your account is already setup and ready to go. Ensure you are using the email address that is linked to your NGR account.

Please log in via the below link using your email address:

1. Go to <https://app.agridigital.io/login>
2. Click on 'Don't remember password'



3. Enter your email address and then view the email in your inbox. Follow the steps in the link to reset your password.

## Notifications for growers



### AgriDigital automatically sends real-time email notifications to growers for the following;

1. New contract with a buyer who uses AgriDigital,
2. RCTI has been processed by a buyer on AgriDigital,
3. Deliveries to a site operator using AgriDigital. If a grower has activated their AgriDigital account they will get a real-time text message when a delivery has been received as well.

*Notifications will be sent to the grower's email address and mobile number that is associated to the NGR number. If these details are updated with NGR, the site operator must re-sync with NGR via AgriDigital which will import new grower records, as well as update existing details.*

## Viewing your deliveries and inventory



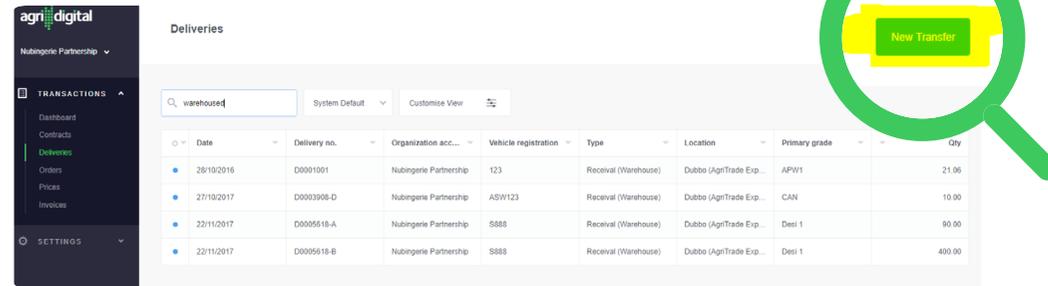
1. Login to your AgriDigital account
2. Go into the Transactions module and select Deliveries
3. You will be able to view your delivery tickets and thereby your inventory at AgriDigital sites by looking at the blue 'warehoused' tickets.

Date	Delivery no.	Organization...	Vehicle regis...	Type	Location	Primary grade	Qty
04/10/2018	D0021126	Nubingerie Partn...		Receival (Wareho...	Dubbo (AgriTrade...	APW1	1.00
04/10/2018	D0021117	Nubingerie Partn...		Receival (Wareho...	Dubbo (AgriTrade...	APW1	0.90
04/10/2018	D0021114	Nubingerie Partn...	12QW34	Receival (Wareho...	Dubbo (AgriTrade...	APW1	9.00
04/10/2018	D0021104	Nubingerie Partn...		Sale (Contract)	Del buyer loc 1	APW1	10.00
04/10/2018	D0021000	Nubingerie Partn...		Receival (Wareho...	Dubbo (AgriTrade...	APW1	10.00

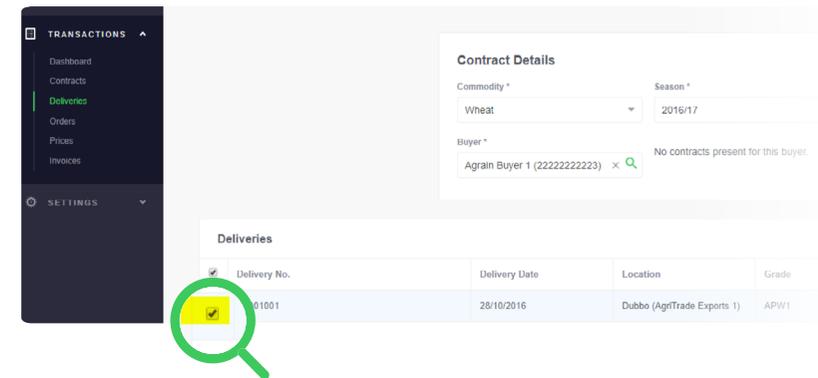
● Green = transferred tickets      ● Blue = inventory / warehouse tickets

# Transfers to a Buyer

## To perform a transfer to a buyer:



1. Navigate to the Transactions Delivery list and click the green “New Transfer” button in the top right-hand corner, this will take you to the transfer screen.
2. Select the appropriate Commodity, Season, Buyer and enter your reference number (e.g. contract number).
3. You will now see all deliveries available to transfer matching these parameters. To transfer one or more of these deliveries, click the check box adjacent to the deliveries you desire to transfer (NB split transfers are possible by entering a portion of the delivery amount e.g. if you delivered 25mt but only want to transfer 10mt, simply enter this in the number field and AgriDigital will split this delivery for you).
4. The sum of your deliveries to transfer will be displayed in the bottom-hand corner, next to “Total Selected Quantity”.
5. Click the “Transfer Deliveries”
6. You will be then prompted to confirm that you are sure you would like to proceed with the transfer, click OK.



## Useful links

### **FORGOT PASSWORD**

[https://knowledgebase.agridigital.io/hc/en-us/articles/228120848-  
Forgotten-password](https://knowledgebase.agridigital.io/hc/en-us/articles/228120848-Forgotten-password)

### **SPLITTING DELIVERIES**

[https://knowledgebase.agridigital.io/hc/en-us/articles/333757013775-  
Splitting-Deliveries-Grower-](https://knowledgebase.agridigital.io/hc/en-us/articles/333757013775-Splitting-Deliveries-Grower-)

### **DEFINITIONS OF COMMON TERMS**

[https://knowledgebase.agridigital.io/hc/en-us/articles/226475948-  
Definitions-of-common-terms](https://knowledgebase.agridigital.io/hc/en-us/articles/226475948-Definitions-of-common-terms)