

# AgriDigital for Growers

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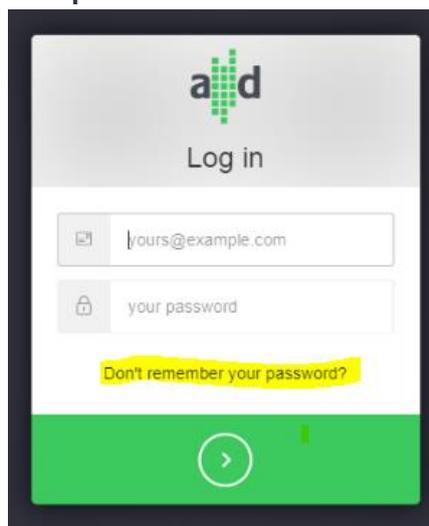
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## 1. Set up your account and resetting your password

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.

## 2. 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.

## 3. 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 you delivery tickets and thereby your inventory at AgriDigital sites by looking at the blue 'warehoused' tickets.

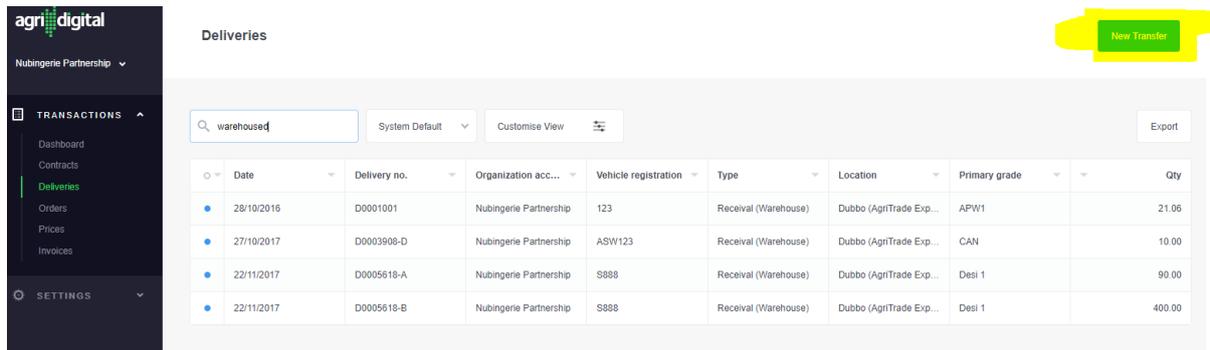
● Green = transferred tickets

● Blue = inventory / warehouse tickets

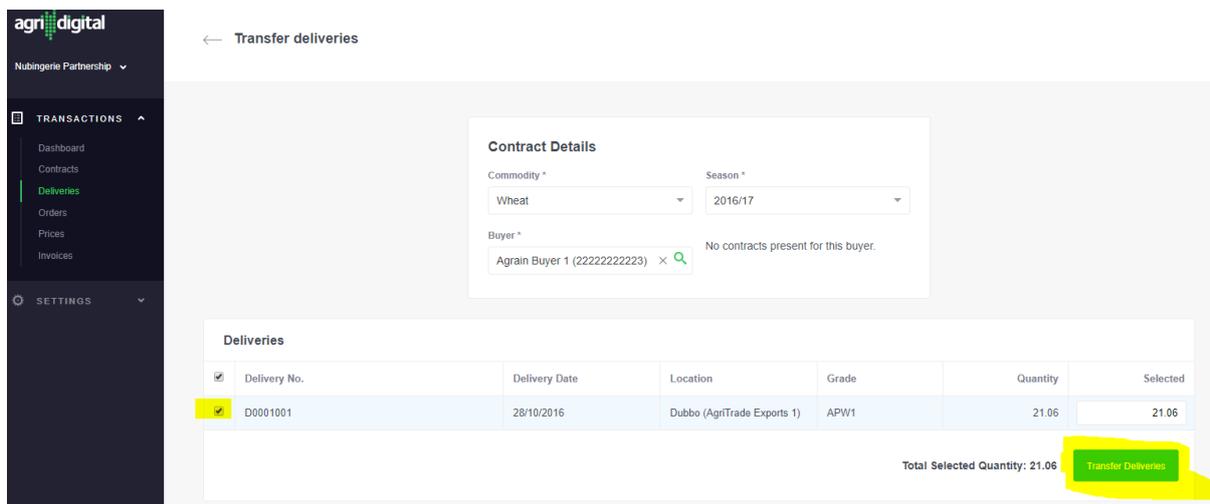
| Date       | Delivery no. | Organization...     | Vehicle regis... | Type                | Location            | Primary grade | Qty   |
|------------|--------------|---------------------|------------------|---------------------|---------------------|---------------|-------|
| 05/10/2018 | D0021126     | 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 |

## 4. 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.



You will now see the deliveries status update to "Transferred".

If you make a mistake with your transfers, please contact the AgriDigital Support team via [support@agridigital.io](mailto:support@agridigital.io).

**Useful links**



Forgot 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->

Definitions of common terms

<https://knowledgebase.agridigital.io/hc/en-us/articles/226475948-Definitions-of-common-terms>