

TABULA STEP-BY-STEP GUIDE

CREATE AN ACCOUNT

- Contact OSFLO to invite you to Tabula (contact details at the end of the guide)
- Click the blue link in the email invite

NOTE: This invite will expire in 7 days



Hello Bob Brown,

Georgina has set up an account for you in Tabula Online.

Please click the following [link](#) and login to Tabula Online.

https://app.tabula-online.com/invite/user_link/75cba80864f97657b1f80de2bbac52dec5b7450b

User Account will then be automatically connected to your existing login.

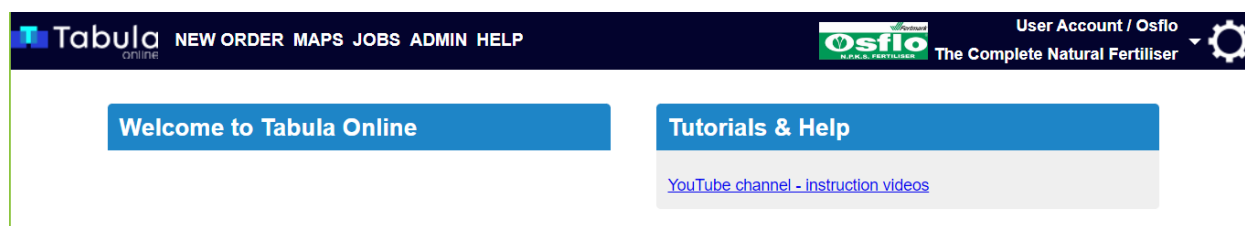
To switch between accounts use the account selector in the top right hand corner.

This link will only work for 7 days and then will expire. Once expired, you will have to contact Georgina again to get a new link.

Regards,
Tabula Online Team

- Create an account with your email as the username and a password that you will remember (write this down in case you forget).

THE HOMESCREEN



- MAPS** – where you will find all of your account’s maps.
- JOBS** – where you will find all of your account’s current and historical jobs.
- ADMIN** – where you can manage who has access to your Tabula account. this can be changed at any stage.
- NEW ORDER** – we advise against using this feature unless you have previously talked to one of our representatives and have full understanding on how to use this feature. If you are interested in booking your fertiliser jobs through Tabula, feel free to give us a call and we can talk you through it.

MAPS

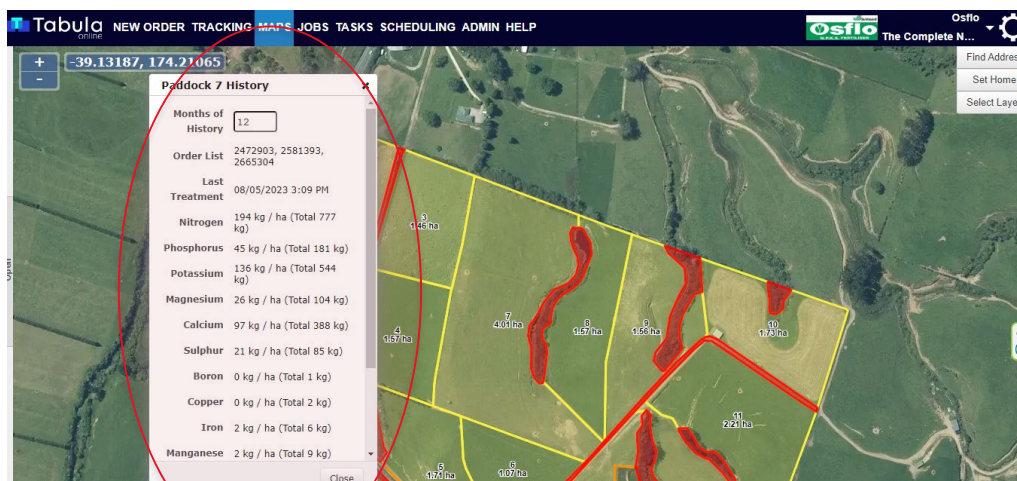


- Your account's maps are listed here. Click on 'MAPS' to see them on the screen. You can click multiple maps at once to see them on the map. Zoom in on the map using the '+' to see paddock sizes.

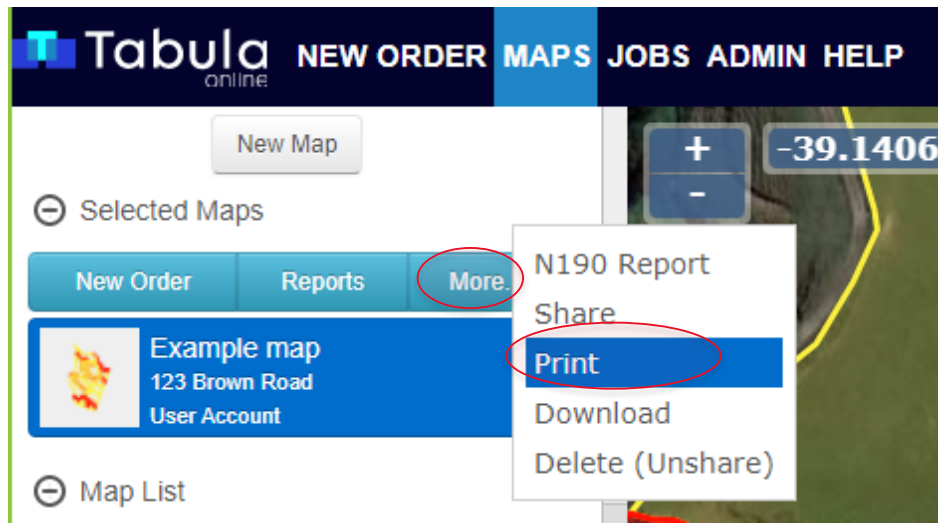


Map showing one farm map selected

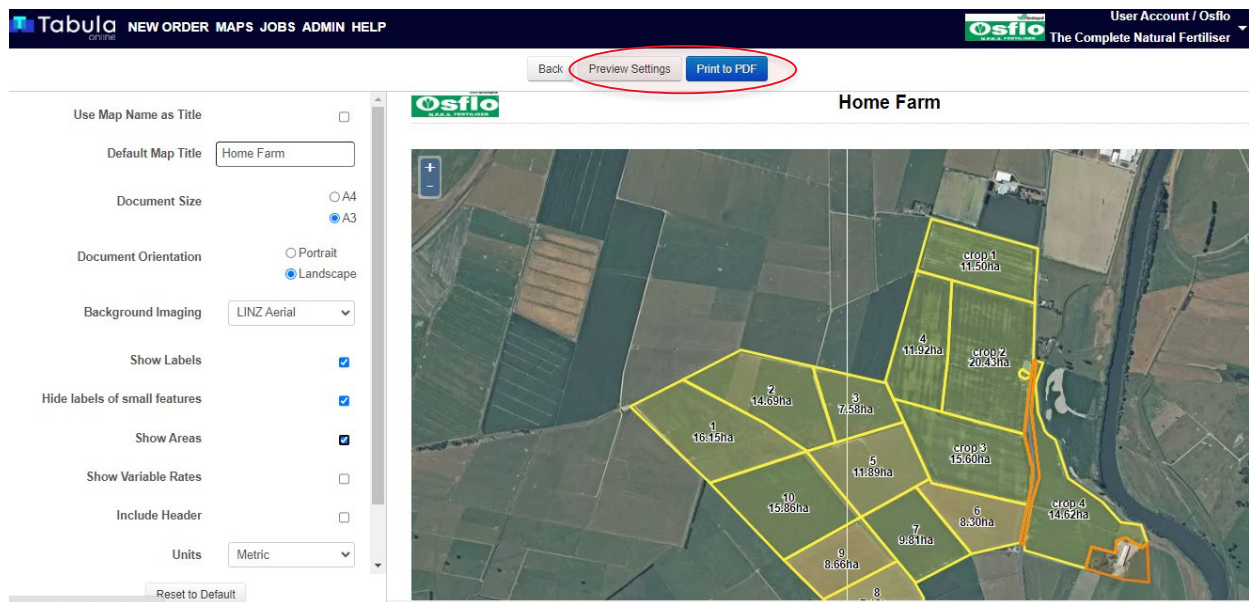
- To see the history of each block/paddock, click on the paddock. You can change the timeframe of the paddock history in the pop up box using the up and down arrows. This will show you the nutrient that has been applied to each area over that period of time.



- Printing the map is easy – click the blue ‘More...’ button at the top of the map selection pane, and click ‘Print’



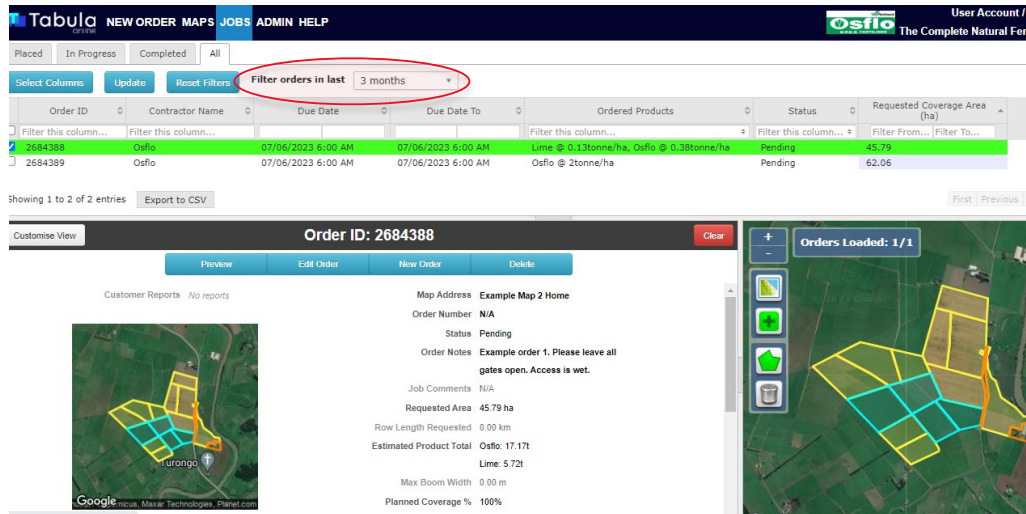
- You can change the properties of your map, click on ‘Preview Settings’. Here you can choose what your printed map will show – areas, labels, background imaging (note that you can have ‘None’ to print just your farm outline). When ready, click ‘Print to PDF’ and then the blue link to download.



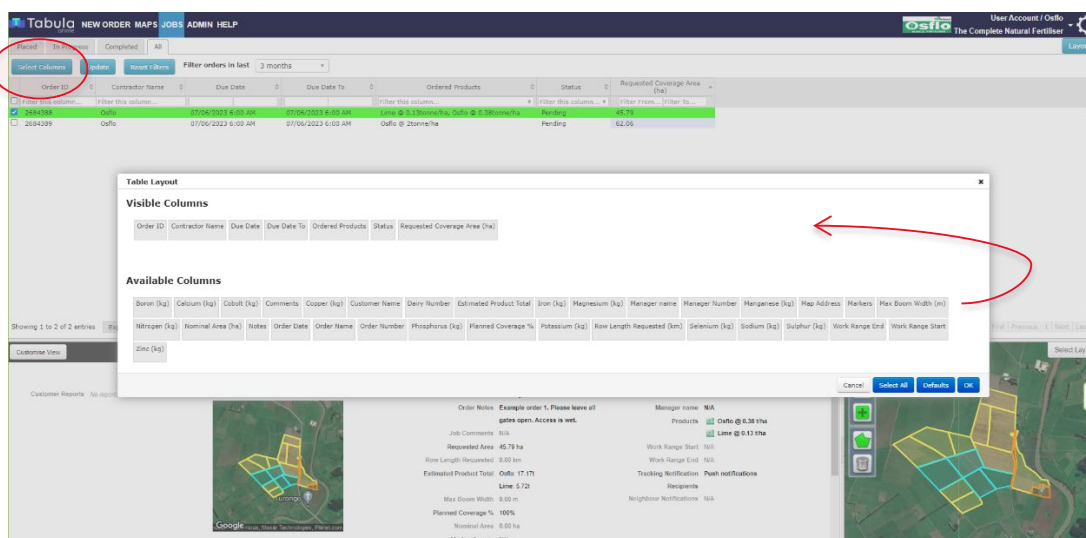
JOBS



- Under the **JOBS** tab, you can see all of your orders. By selecting the order, you can see the details and map of the order below. You can also select multiple orders to see more than one on the map. You can filter the orders you are seeing by selecting the timeframe of orders you want to see – 3 months, 1 year, 3 years, or unlimited.



- To see more information on the orders, you can click **'Select Columns'** at the top of the order list and choose what you want to see in the columns (order name, nutrients, area, products etc.). Drag the options you want to see from **'Available Columns'** to **'Visible Columns'** and click **'OK'**



- You may also print orders as a map, by clicking **'Preview'** in the order information pane. This will bring you to a similar screen as the general map printing. To edit the information on the map that you are printing, click **'Preview Settings'**. Once ready to print, click **'Print to PDF'** then click the blue link to download to your device.

The screenshot shows the Tabula online interface. At the top, there are navigation tabs: NEW ORDER, MAPS, JOBS, and ADMIN HELP. Below this is a table of orders with columns for Order ID, Contractor Name, Due Date, Due Date To, Ordered Products, and Status. Two orders are listed, both for 'Oslo' with a due date of 07/06/2023 6:00 AM. The first order, ID 2684388, is highlighted in green. Below the table, there is a 'Showing 1 to 2 of 2 entries' and an 'Export to CSV' button. The main content area shows details for 'Order ID: 2684388'. A 'Preview' button is circled in red. Other buttons include 'Edit Order', 'New Order', and 'Delete'. The order details include: Map Address (Example Map 2 Home), Order Number (N/A), Status (Pending), Order Notes (Example order 1. Please leave all gates open. Access is wet.), Job Comments (N/A), Requested Area (45.79 ha), Row Length Requested (0.00 km), Estimated Product Total (Oslo: 17.17t, Lime: 5.72t), and Max Row Length (0.00 m).

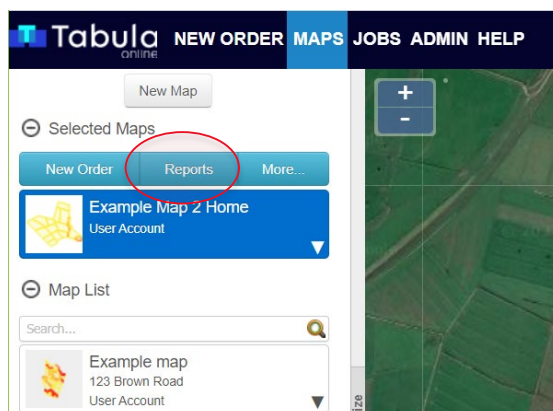
This screenshot shows the 'Print to PDF' button circled in red. The interface includes a 'Job Sheet' for Order ID 2684388. The job sheet details are: Requested Area (45.79 ha), Nominal Area (0.00 ha), and Products (Oslo @ 0.38 t/ha, Lime @ 0.13 t/ha). There is a map view below the job sheet details.

This screenshot shows the 'Report Results' dialog box. The dialog box contains the following text: 'Report Results', 'Click on the following links to retrieve your files', and a link 'OrderID_2684388_Preview.pdf' which is circled in red. Below this, there is a section for 'Report Email Recipients' with the text: 'If you don't want to wait for the reports to generate, you can just add any email addresses and click 'Email Reports'. We will send you a link to the report as soon as it has finished generating.' There is an 'Add Email Address' button and an 'Email Reports' button. The background shows the 'Print to PDF' button from the previous screenshot.

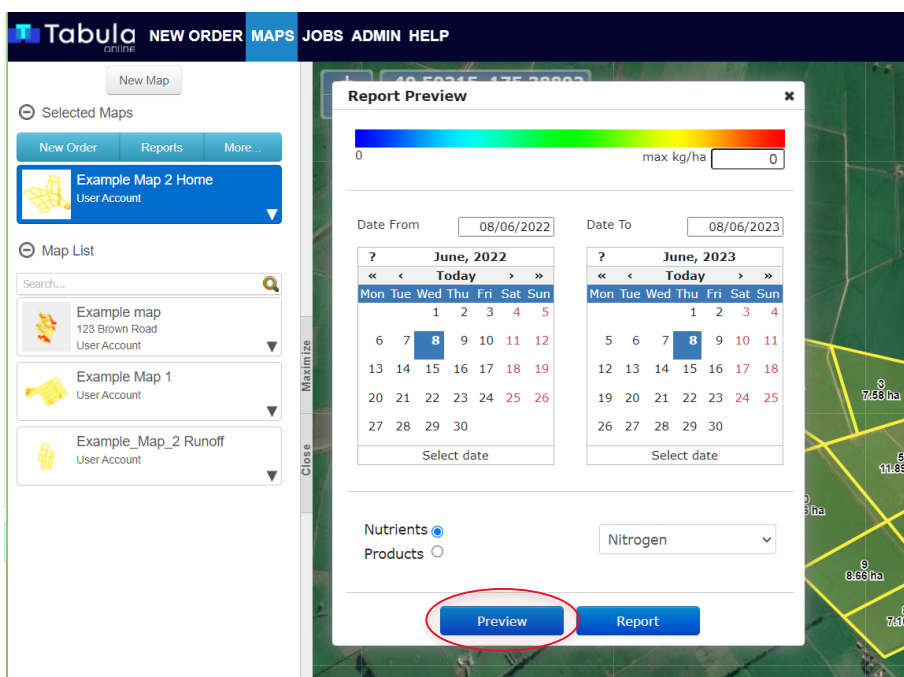
REPORTS



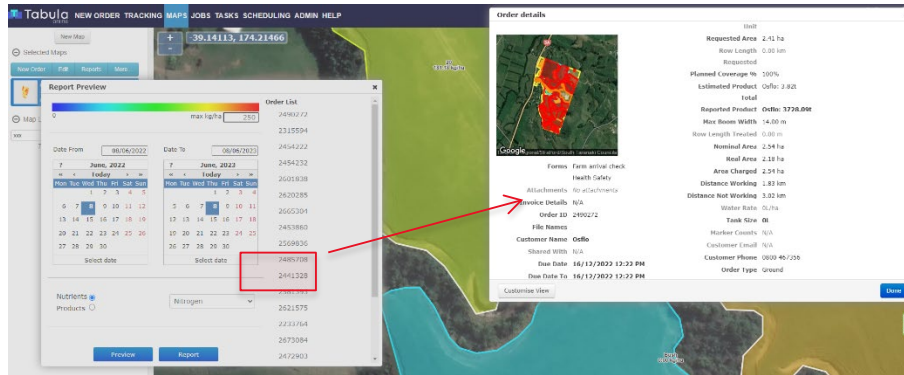
- From the 'MAP' tab, you can create reports on product and nutrient that has been used. Click the map that you want the report on. Click 'Reports' button at the top of the map selection pane.



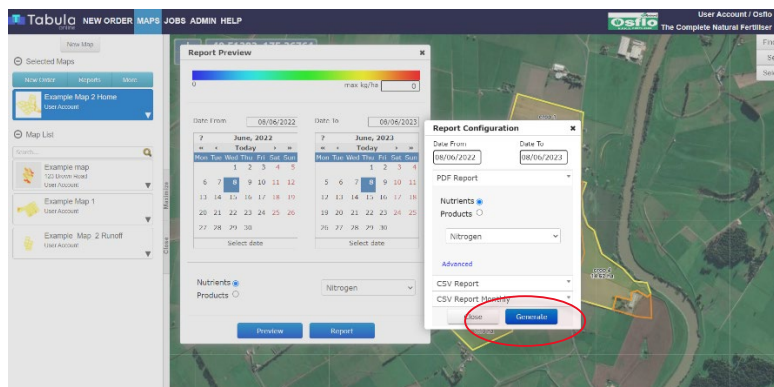
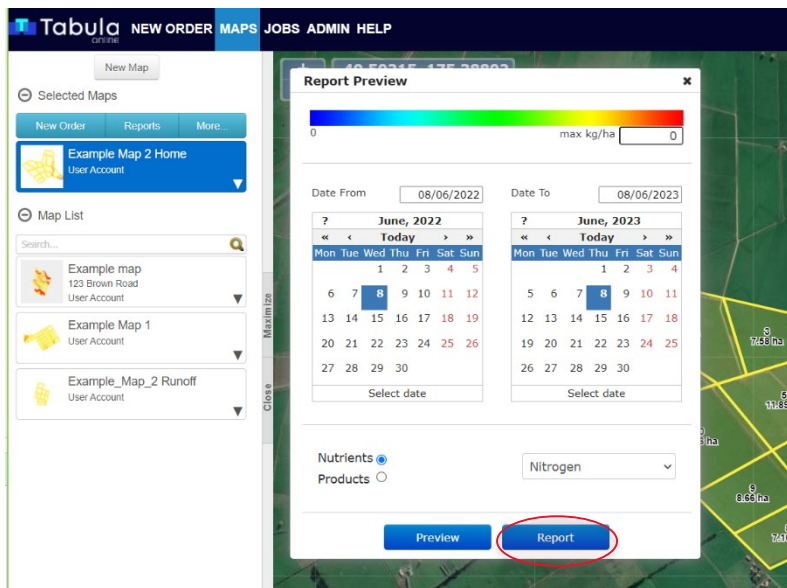
- Here you can select the timeframe you want your report to run, and whether you want a nutrient (N, P, K, S...) or a product breakdown. By clicking 'Preview' you will see a heat map of the farm with the product that has been applied.



- On this 'Preview' setting, you can also click into each order on the side bar and this will show you an 'Order details' box with what each order was. It will also highlight in orange the paddocks where the spreading job went.



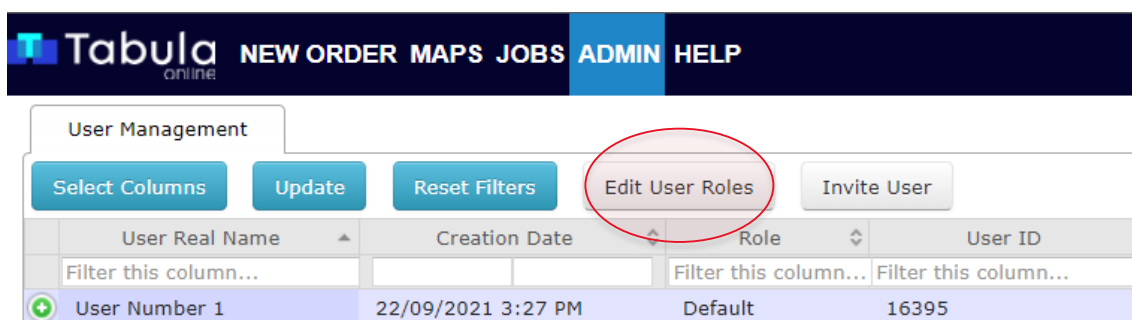
- To print the report, click 'Report' then 'Generate' to download this as a report. The report will have a nutrient/product summary of each paddock as well as a whole farm map.



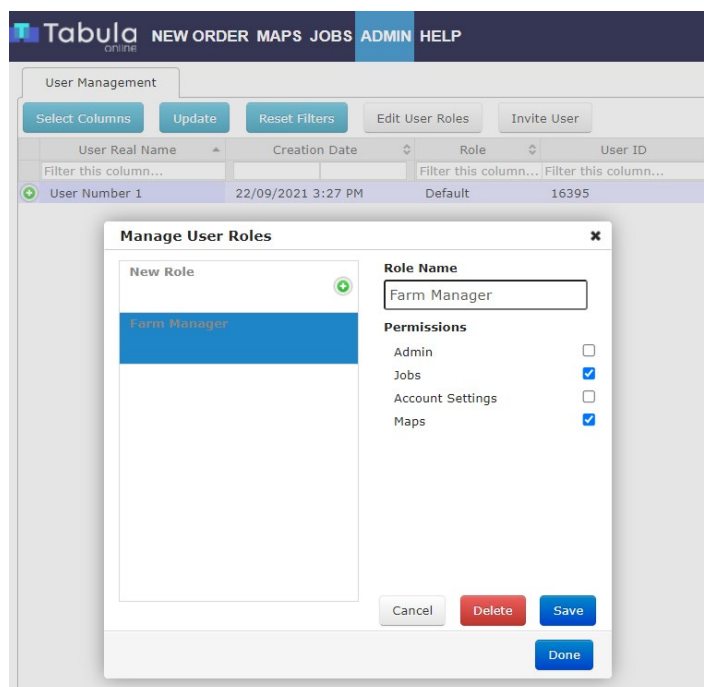
MANAGING USERS



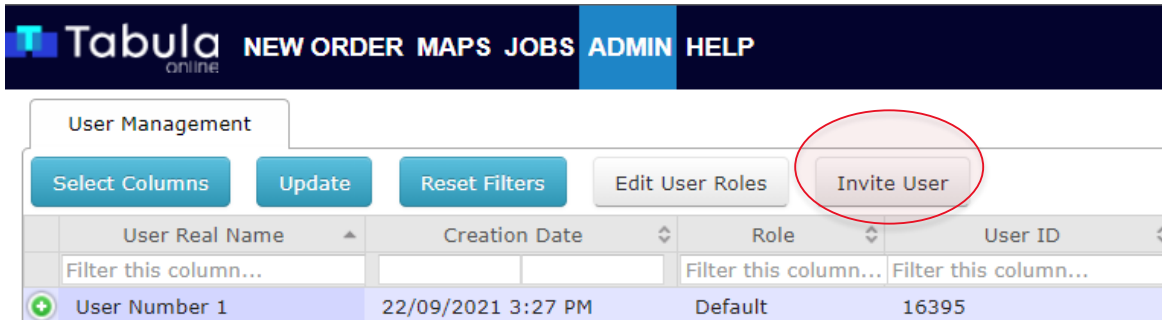
- Tabula allows you to set up different access for different users. Often the farm owner, farm manager, workers, and accountants will have access to different areas of Tabula. You can set this up in the **ADMIN** tab through the 'Edit User Roles'.



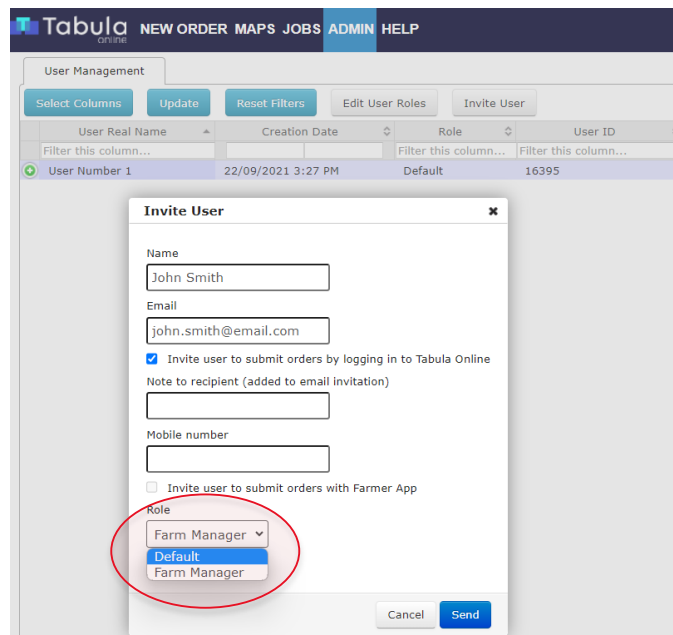
- The 'Edit User Roles' is where you can set up the roles for people who will have access to your Tabula account. you can choose who gets access to what – Maps, Jobs, Account Settings and this Admin section. Remember that if someone has access to one of these Tabula sections, they can do everything you are able to do in that particular section. It is helpful to set up the User Roles before inviting additional people into your Tabula account.



- You can invite multiple people through to your Tabula account through the ‘Invite User’ button.



- To invite a user, you need to enter their name and email address. the phone number is not compulsory. Here is also where you can choose what user role that person can have (see how to **edit user roles** above). They will be sent an invitation to their email, where they can accept and sign up similar to how you first did.



For more information or a helping hand, don't hesitate to get in contact!

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