

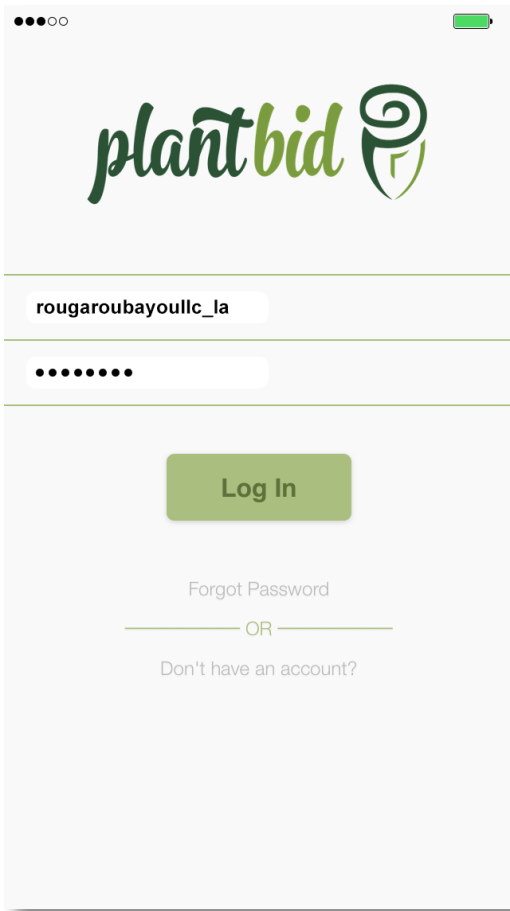


Nursery Phone App Tutorial

This document is a reference guide to help nurseries navigate Plantbid's phone app. If you require extra assistance please call our support staff at (985) 845-4104.

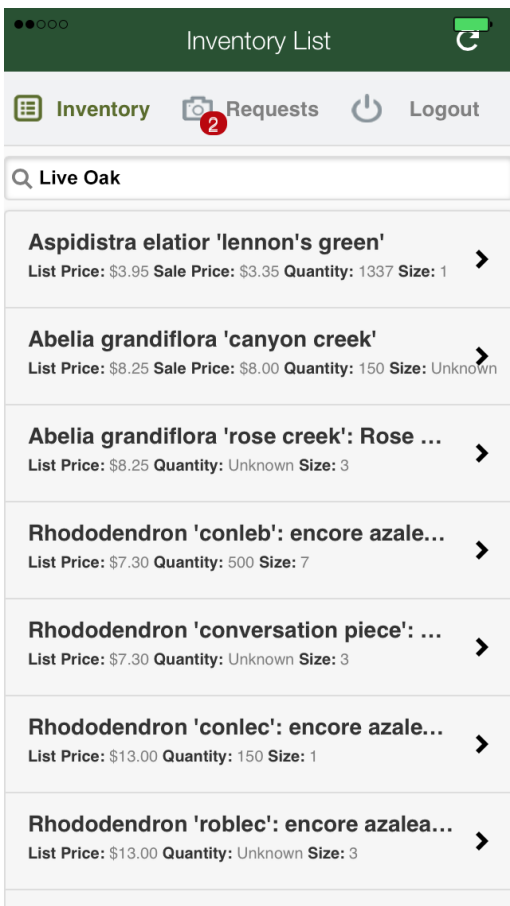
The Plantbid app is designed as an easy and quick way for nurseries to take pictures of their plants, update their image galleries, and respond to image requests. To download the app, visit the app store on your smart phone and search "Plantbid." Then click the download button it will automatically be loaded on to your phone.





Log In

Open up the Plantbid app on your smart phone or tablet. Enter your username and password and press **Log In**. Your username and password are the same as the ones you use for the Plantbid website. If you have forgotten your password, press the **Forgot Password** button beneath the Log In button.



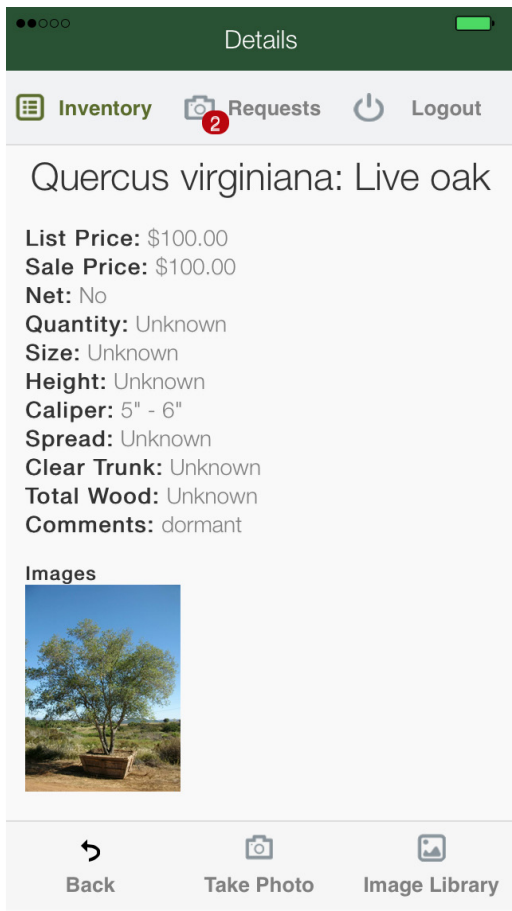
Inventory

Once you have signed in, you will be brought to your **Inventory** page. This is the same inventory as the one you manage on the Plantbid website. Any changes made on the website will be reflected on the app.

Filter Items

To quickly find items in your inventory, you can use the **Filter Items** search bar at the top of the page. Type in the name or part of a name of a plant, and only matching plants will be displayed on your inventory page. To return to your full inventory, press the **X** located to the right of the search bar.

If an inventory item is incorrect or out of date, please make that adjustment in your inventory on the Plantbid website. This change will be reflected in the app's inventory.



Item Details

If you tap on the name of a plant, it will bring you the **Item Details** page. This page lists the price, size, spec, and other information about the plant. It is the same information located on the website. Any previous photos of the item will also be shown on this page. From this page, there are two ways to add images of the item. At the bottom of the page you will see a **Take Photo** Button and an **Image Library** button.



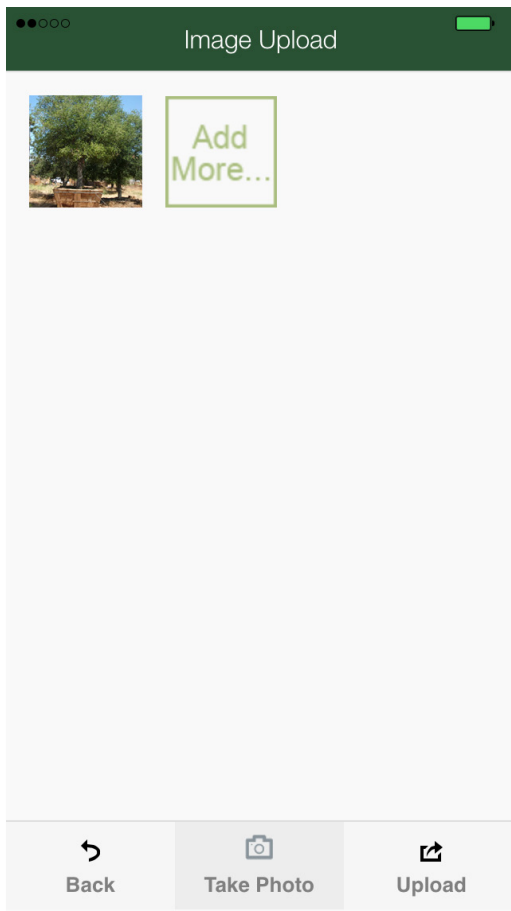
Take Photo

If you press the **Take Photo** button, it will open your phone's camera. Take a picture of the item. If you are happy with the picture, press the **Use Photo** button in the bottom right corner of the screen. To take another picture, press the **Retake** button in the bottom left corner of the screen.

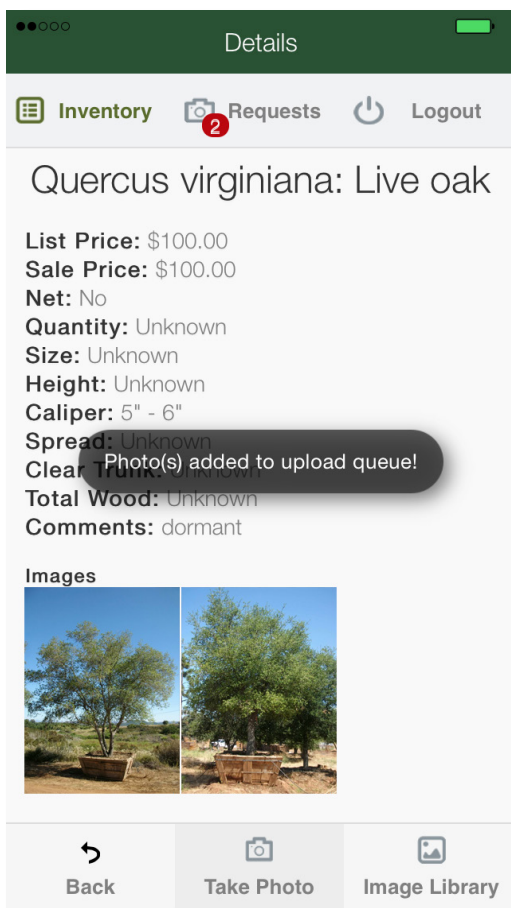


Take Photo (Android)

For Android users, make sure you take the picture in the landscape position to avoid the picture automatically flipping.



After pressing the **Use Photo** button, you will be taken to the **Image Upload** screen. You will be shown a thumbnail of the picture you have taken. To add another picture of this plant from your photo album, tap on **Add more...** to the right of the thumbnail. This will bring you to your phone's photo album, from which you can select another picture. If you want to take another photo for this item, tap on **Take Photo** at the bottom of your screen.



Once you have finished taking or adding pictures, tap Upload at the bottom right hand corner of your screen. You will be taken back to the Item Details page. You will see a message, "Photo(s) added to upload queue". If you are online, you will see another message, "Upload complete!" and the picture you have taken will show up under Images for that plant. The images you have added will also now be viewable on the Plantbid website.

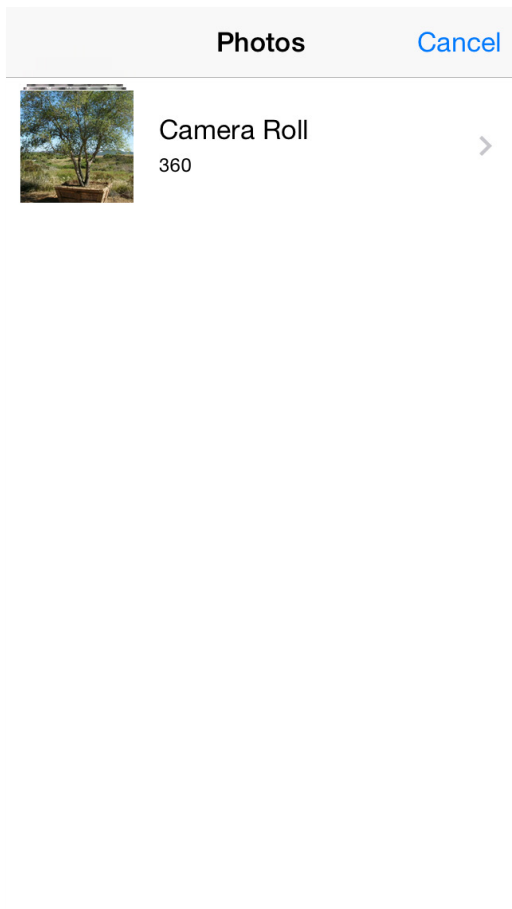
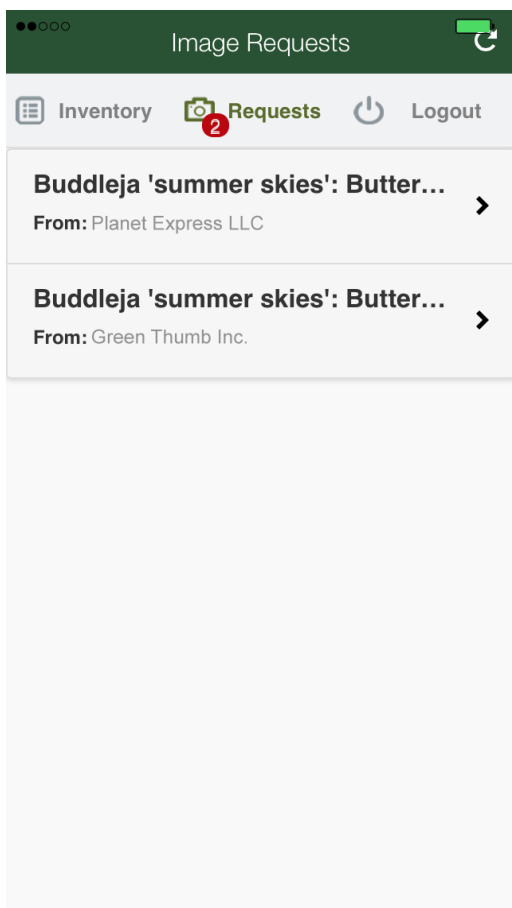


Image Library

You can also add photos that are already on your phone. From the Item Details page, press the Image Library button at the bottom of the screen. This will bring you to your phone's photo album. Choose a photo.

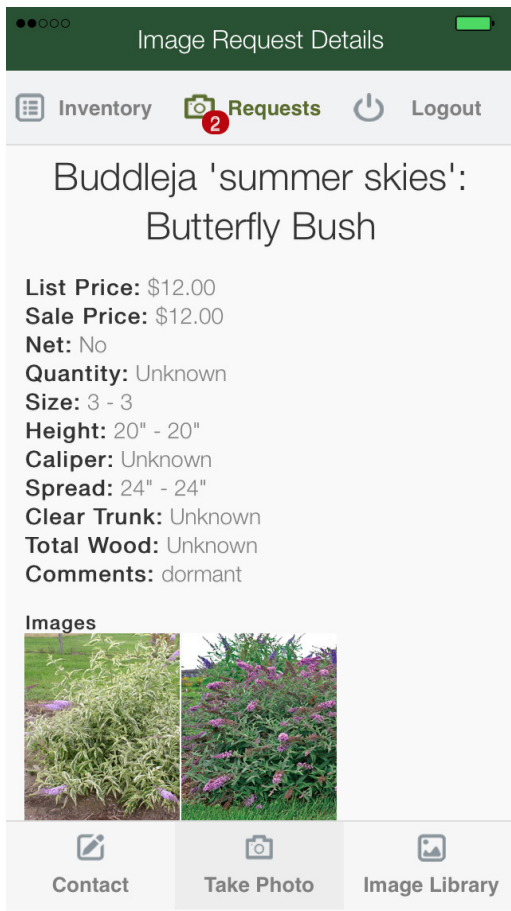
Once you have added a picture, tap Upload at the bottom right hand corner of your screen. You will be taken back to the Item Details page. You will see a message, "Items added to upload queue". If you are online, you will see another message, "Upload complete!" and the picture you have taken will show up under Images for that plant. The images you have added will also now be viewable on the Plantbid website.

To remove a picture from an item on the app, delete the picture as you normally would on the Plantbid website. This change will be reflected in the app.



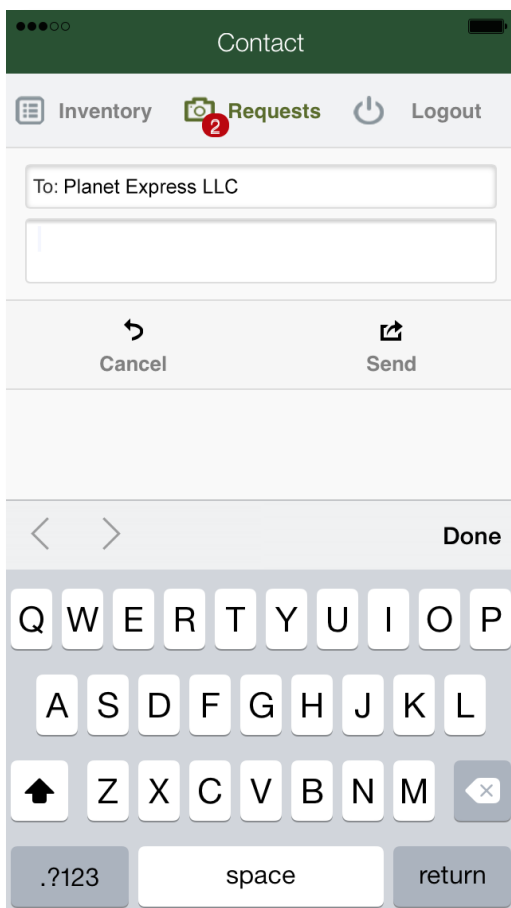
Requests

When you log in, you will see the **Requests** tab at the top of the screen. If you have received any image requests, a red bubble showing the number of requests will appear near the tab. If you press the Requests tab, you will be taken to the **Requests** page. On this page, there will be a list of all the requests you have received. To see the details of a request, just click on it. This will take you to the **Request Item Details** page.



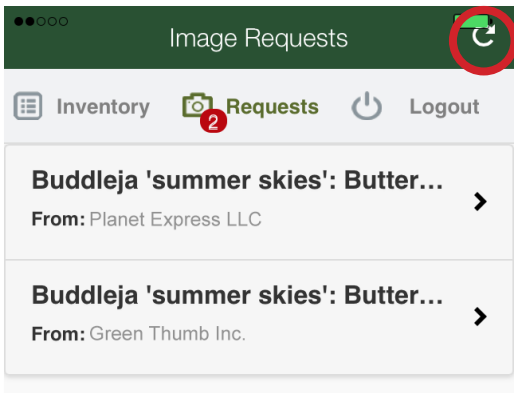
Requests Item Details

This page will show you the details of the item for which an image has been requested. At the bottom of the screen, you will see a **Take Photo** button and an **Image Library** button just like on the **Item Details** page.



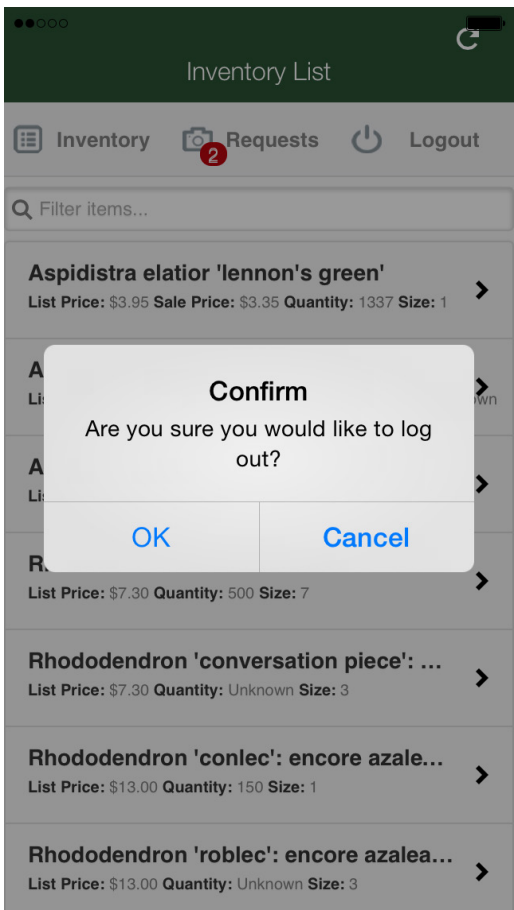
Fulfilling Requests

To fulfill a request, select **Take Photo** or **Image Library** from the Request Item Details screen. The procedure is the same as that listed in the Inventory section above. Once you have added an image, press the **Upload** button. This will send the image directly to the requestor. This image will also be uploaded to your website inventory. If you would like to send a message to the requestor, you press the **Contact** button on the bottom left corner of the Request Item Details page.



Refresh

The **Refresh** button, a circular arrow, is located in the top right corner of the page. If you are online, hitting the Refresh button will update any changes made to your inventory either through the website or the app itself. An example would be if you add an item on the website, you will need to hit the **Refresh** button in order for the item to appear on the app.



Logout

To log out of the Plantbid app, hit the Logout button located in the top right corner of the page.

Offline Mode

As long as you are already logged in, the Plantbid app will still work in a limited way. First you must make sure you are signed in before you travel to an area where you might not be able to get internet access. The app works the same way as before - you can still take pictures and fulfill image requests - only your image gallery won't update on the website, and your responses to image requests will not be sent, until you regain internet access.