

MY GARDENER APP INSTRUCTIONS

Downloading the App:

1. Download the MyGardener App through the App Store if you're on an Apple (IOS) device or through Google Play Store if you're using a android device.
2. Once downloaded, open the app through tapping the MyGardener icon on your Home Screen.
3. You will reach the login screen, underneath the 'Sign In' button reads 'Don't have an account? Join Us' – click on the 'Join Us' link which will take you to the registration page
4. Fill in your registration details – enter your name, email address, pick a name for your garden then enter it as your garden name, provide your physical address and create a password. After clicking 'Sign Up' - make sure you allow the app to send you notifications in order for the App to work.



Setting Up Your Garden:

1. Once registered you will reach the Home Screen, from here you will need to set up your garden. Tap on the 'My Garden' button and then tap on your garden which will be named as per the garden name you entered in the registration form.
2. Next, you can add sections to your garden if you would like to organise your garden into different areas. By default a section will appear names 'Backyard'. By clicking on '+ Add More Section' in the bottom right of your screen, you can add and enter in your garden section's name (e.g. 'Rose Garden'). Here you can enter up to __ sections.

Adding plants to your Garden:

3. Once you have entered any additional sections, tap on the section you would like to add your plants to. Tap on '+ Add Plants' in the bottom right corner. From here you have two options of how you can add plants into your garden section:

Adding plants manually:

4. If you know the name and type of plant you can find it manually by clicking on the category the plant comes under and find the genus name of your plant.

For example: if you know you have a silver birch in your garden and you know that it is a tree – you can tap on the 'Select Category' drop down menu at the top of the screen, tap 'Trees'. From here you can tap on the 'Enter Plant Name...' search bar and type the name 'silver birch', then tap the 'Search' button next to the search bar.

The app will then find the tree genus that silver birch belongs to and will load it onto your screen, in this case the genus 'Betula' will appear with an 'i' button and an empty check box to the right of it.

To ensure that this is the genus of the plant you're looking for, you can tap the 'i' button for a description of the genus 'Betula' and read the information and list of common species of this genus.

Once you're satisfied that you've got the correct plant genus and you would like to add this plant to your garden, you can tap the empty check box and a tick will appear to confirm you've selected this plant. Next tap the 'Save' button in the bottom right corner and the tree will be added to your garden section, and will appear in a list of plants that shows whenever you open that garden section.

Once you've mastered adding your first plant, you can just keep repeating this process and at any time in the future can come back and manually search for plants, access the plant information by tapping 'i' and add the plant to your garden by tapping the check box and tapping 'Save' – if at any point you want to return to the last point of this process just tap the '<' button in the top left corner of the screen.

In the instance that you know the name of your plant's genus is 'Betula' you can just scroll down the list of plants in the tree category and find it without using the search function.

Adding plant using the Plant Identifier:

5. The second way you add plants, if you don't know what a certain plant in your garden is called, is by using the plant identifier.

To use the identifier you first have to take a photo of the plant you wish to identify, if there are multiple plants in your garden you need to identify then it's best to take photos of all of these plants to save you going back and forth.

As with option one, to add a plant you go to 'My Garden' from the Home Screen, tap your garden name and tap on the garden section you want to add the plant to and tap again on '+ Add Plants'. From here, instead of using the search bar you tap the 'Identify Plant' button at the bottom right of the screen.

Next, tap the upload picture symbol in the centre of the screen. At this point a pop up will appear asking you to allow MyGardener access to your photos – ensure you click 'Allow access to all photos' in order for you to be able to upload your photo to the app and for it to identify your plant.

If at this point you click 'Don't allow' you will need to find the My Gardener app in your phone settings and manually allow access to your photos if you wish to identify plants using the app. Once you have clicked the upload picture symbol and allowed access, your photo gallery will appear and you can select the image of the plant you wish to identify.

Make sure the image you select is a clear image with lots of light and that it is not too far away from the leaves, stems and flowers of the plant otherwise the plant identifier will not work.

When you've selected the image it will load onto the screen, from here you tap the 'Search' button and My Gardener will commence identifying the plant. The screen will then show the name, image and description of the plant you're identifying.

If you're satisfied that the result is the plant in your garden, click 'Next' and My gardener will search for this plant genus in our system. The screen should then show the category and genus name of the identified plant in the same format as the plants appear when adding them using option 1.

The same as in the manual plant entry, you can tap the 'i' button for information and common species of this plant genus and to add the plant to your garden you tap the check box and a tick mark will appear and the plant will be added to your garden.

There is a possibility that the plant you have identified may not be loaded into our system yet – in this instance after you upload a picture and click 'Next' after the plant has been identified, a button will appear saying 'Request to Add Plant'.

Tap this button and the request will be sent to a MyGardener team member who will add the plant into our database, once it is in our system a notification will be sent to you notifying you that the plant will now be available for you to add to your garden section.

Removing plants you have added:

6. If you have accidentally added a plant to your garden at any point and wish to delete it from your garden, or if this plant is no longer in your garden, you have the option to delete the plant, provided you have subscribed for a paid plan. To delete a plant you swipe the plant name in your garden section from right to left, a 'Delete' button will appear and once you tap 'Delete' the plant will be removed from your garden.

Adding a gardener:

7. If you would like to add a gardener to your garden and allocate tasks to them you can do this by upgrading to a paid plan. This might be a gardener you employ or just a family member.

You can have three gardeners assigned to your garden, you will be the first gardener by default and you can then add an additional two gardeners by following these steps. From the Home Screen tap on 'My Garden', tap on your garden name, then tap on one of your garden sections (note – it doesn't matter which section you add a gardener to, you will be able to assign tasks relevant to any of the plants in any section) then tap '+ Add Gardener'.

This takes you to a form in which you will need to enter your gardener's first name, last name and email address before tapping the 'Add Gardener' button.

An email request with login details will then be sent to your selected gardener prompting them to download and sign in to their profile.

Your added gardener will need to complete the following steps in order for you to be able to assign tasks to them. They will need to first download the app, then sign in by entering the login details that will have been emailed to them.

Once they have signed in they will have access to a limited dashboard and will be ready to receive tasks from the primary account holder.

Once your gardener has accepted your request they will appear in your Settings section, which you access from your Home Screen. Tap 'My Garden' then tap your garden name and a list of your gardeners will appear – you can delete a gardener at any time by clicking on the trash can icon and then can add a new gardener by repeating the above process.

Understanding your tasks:

8. Once you have entered plants into your garden sections, your monthly task list - specific to the plants in your garden - will be ready for you to view and action.

From the Home Screen tap 'My Task' then tap on your garden and your task list for that month will be automatically generated based on the plants you have entered.

Open the task you want to view or action and it will open the task and give a brief description of the tasks at the top of this screen.

Related images - here you will find any images which we think will help you with your task. Click on each of the 4 icons to view the relevant images the 'Task' images will show the action required to enact the task, 'Pest/Disease', 'Symptoms' and 'Control' are all related to how to visually identify and control as per any pest and disease tasks only.

Related plants - here you will find the image and name of each plant in your garden that the task relates to. You may have more than one plant here which means that the task relates to every plant within this bar, scroll from right to left as they may be more plants than fit in the first line of the bar.

Related tools and supplies - here you will find an image and name of each tool or supply you will require to action the task. At this point you can tap on the image and a page will open with a full description of the product and the price and you can then tap to add to cart, after which you can at anytime visit your cart and decide which products you want to purchase which will be dispatched to you within 3-5 business days.

Assigned gardener - here the name of the gardener assigned to the task will appear for your reference, by default it will at first be you and you can then assign it to another gardener provided you have purchased a paid plan.

Select Gardener - a list of your gardeners will appear here with an option to select the gardener you wish to assign the task to. Once assigned this task will appear in the your gardener's task list which they can access through their My Gardener app log in - they will only have access to the tasks which are assigned to them not all of the tasks in your monthly task list.

How to - here you can read detailed step by step instructions on how to complete the generated task.

Before note - this is where you can provide any notes for your own reference or for the selected gardener that you have assigned the task to.

Before photo - here you can upload a before photo of the plant/garden prior to the task being commenced, or your assigned gardener can do this from their profile.

After note - this is where you, or your assigned gardener, can add any notes about the task they have completed.

After photo - here you or your assigned gardener can upload an image of the completed task.

NOTE: Once you add any before or after notes or photos to the task you need to click 'Save' - only press 'Complete' once the task is completed. All completed tasks will then be available to view through your task history in your settings if you have subscribed for. A paid version of the app.

Custom Tasks:

9. You can add a custom task by tapping the Custom Task button. Fill in the text box with the task description. Then select which months you would like to add the custom task to.

If it relates to a plant or structure that you have selected in your garden you can add it to one of those or just leave it as a Task on its own.

The task will be added and will show in the selected months underneath Custom Tasks. Tap on the task and you will then be able to select a gardener for the task and add notes and images as per the system tasks.

Navigating your gallery:

10. Once you click on my gallery you can add folders by clicking the + symbol. A pop up screen will appear where you add the name of the Album eg: Formal Garden. Then tap Create button. The gallery will then appear within My Gallery.

Tap on the Album to add images to the album by clicking the + symbol. Then tap the upload image symbol and chose an image from your files by selecting the image you wish to upload.

Once the image has loaded you have the option to add comments in the comment box by tapping on the box. Your key pad will appear and you can add a comment in what ever format you wish.

Once you have completed adding the comments tap on done on your keyboard, the keyboard will disappear and you tap on the upload button. The image and comment will be uploaded to the allocated folder.

If the image dose not upload it means the file is to large and you should reduce it to no more than 4000 pixels.

You can add comments at anytime by opening the image and tapping the write icon at the bottom left of the screen or delete a comment by swiping from right to the left on the comment and a delete button will appear – tap on it to delete the comment.

You can also share your images with other people by selecting the share icon on the bottom right of the screen. Tap the icon and select who you would like to share with by selecting their contact. Note - it will only send a copy of the picture and not any of your comments.

Notifications:

11. Notifications will be sent to you from time to time. If you do not have notifications turned on you will miss out on relevant information that you may need for the App to perform at its full potential.

A list of your notifications will be there for you to follow. Once you have completed the notification you can delete it if you wish by hitting the trash can icon, a slide will appear with empty boxes before each notification which you can tick then press the trash can again to permanently delete them.

My shop:

12. My Shop is our online store with a comprehensive range of all the Equipment and supplies you may need to complete the tasks set by MyGardener.

You will be prompted each time a task is generated to advise you of what equipment and supplies you may need, which you can add to your shopping cart from within the 'My Task' section or you can go to My Shop at any time by tapping on the 'My Shop' button on the Home Screen and viewing what products we have on offer.

My Blog:

13. My Blog is written by William J Saville about his Travels with My Gardener (Jason J Saville) and the journey that has brought Jason to this point and here on forward. A must read full of imaging images and videos and sometimes mystical story's.

Subscriptions:

14. Subscriptions has a comprehensive list of different levels of subscriptions for you to choose from giving you many features that the FREE PLAN doesn't include. Upgrade your plan at anytime to reap the benefits and also save time and money as information and timing is the key to keeping your garden healthy.

Settings:

15. Settings allows you to manage your subscription, Edit your user profile, View your Task History, View your Custom Tasks, Manage Your Gardeners, Update your password, Delete your account, Turn notifications on & off, read our Privacy Policy, read our Purchase of Products Policy, read our Terms and Conditions and Logout.

