



Grower/Supplier User Manual

Log on to – www.plantselect.com.au

PlantSelect home page

1) Sign up if you are a new user, or Log in

Select your subscription plan

Fill in your subscription details

Complete your payment option by:

Credit Card (Master or Visa), or
Electronic Fund Transfer (EFT)

You will receive a confirmation email and can log in when your payment has been processed, or if you have chosen a trial subscription, you can log in straight away

2) Welcome screen

Download Import Template

- If you have a completed growing list, use our template to correctly format your spreadsheet before you try upload your plant list
- Click on Download Import Template
 - The import template contains some instructions and example data
 - Copy your availability or growing list into the template
 - Enter your data in the same format and fill in all fields, as per the example data on the template
 - Ensure plant names are spelt correctly
 - Include the pot and/or container sizes for each plant. For plants being grown in a range of pots/container sizes, list all the sizes in the same field, separating them with commas but leaving no spaces between them, as shown in the example data
 - Delete the example data before saving. Save your file under a new name and close the excel spreadsheet
- Click on Click to upload to select the file you wish to upload
- Click on Import File. Your complete growing list, including pot/container sizes, will appear on the My Plant list page

Any plant/s not matched to PlantSelect's database will be flagged and emailed to you and PlantSelect admin.

Admin will check for spelling errors, pot and/or container sizes etc. You will be contacted should there be any queries regarding your entries. Once corrected they will be added to your plant list and included on the Master PlantSelect database

Request Import

You can also send in your monthly availability or complete growing list file using the Request Import form, or by emailing it to PlantSelect and we will import your monthly availability or complete grower plant list to your My Plant List folder for you

Add Plants

You can add plants to your plant list by selecting plants from our PlantSelect database

Click on Add Plants

Click on a plant category or do a plant search

Click on the individual plant you wish to view, or add, to your plant list

If you want to add the plant to your list, click on Add to List. You must include the pot and/or container size/s you can supply for each plant selected

If a plant is being grown in a range of pot and/or container sizes, then select all the sizes that are applicable

Click on Go to my plant list to view your list, or continue adding plants

View all: will enable the complete plant list

New/Refine Search: will help you narrow your plant selection. Fill in as much or as little of the plant attributes and characteristics of the plant you wish to view, or add to, your plant list from our database

New Plant Release Request

You can add any New Plant Release to your growing list. You can also have it listed and promoted for a three-month period in the New Plant Release Blog, and have it emailed to all subscribed users in the Landscaper/Nursery category - which includes Landscape Architects, Garden Designers, Landscapers, Interior Plantscapers, Councils, Plant Souncers, Growing-on Nurseries, etc.

3) In the Black Panel

My Plant List

Shows your complete availability and or growing list. You can modify or update the pot and/or container sizes for each plant by clicking on the pencil icon, or you can remove plants from your list by clicking on the cross

Search Plants

Launches the plant categories screen and search field

New Plant Release

Features plants in our database that have come onto the market in the last 12 months

My Plant Requests

Shows project or requirement lists that have been matched your grower plant list. You can view the project or delivery location, number of plant varieties, date and total quantity required

View – shows you the list of plants required including pot/ container sizes per plant, quantities and date required for each plant

Accept – if you wish to quote on the project or requirement, you can download the PDF of the plant list which includes the project or delivery location, Landscaper's/Nursery contact details and any required specifications for the project or requirement list

Decline – if you do not wish to quote on the project or requirement list

Profile

View and/or edit your account profile

Subscription

View the level of your subscription; this is also where you can upgrade your subscription