Landscaper/Nursery* User Manual

* Landscaper/Nursery includes: Landscape Architects, Garden Designers, Landscapers, Interior Plantscapers, Councils, Plant Sourcers, Growing-on Nurseries, etc.

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 – Landscaper/Nursery
The service is free for Landscaper/Nursery to select, source and receive quotes on PlantSelect

Fill in your subscription details and Click on Register Now

2) Welcome and instruction screen

Click on Create your first project or requirement list
Fill in the details on the Add New Project or Reference Name/Number screen and click save

Project or Requirement List screen appears with the following:
Project or Reference Name/Number details - where you can view or edit your project or Reference Name/Number details, or delete your project or Reference Name/Number if required

3) Click on a project or reference name/number to add plants

Add Plants
- You can add plants to your project or reference name/number 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 project or reference name/number. Any plant that has a pot or container size next to it is available from subscribed growers/suppliers
- To add a plant to your project or reference name/number, fill in the required fields and click Add to Project or Reference Name/Number
- Ensure you select one pot or container size per plant
- If the pot or container size for the selected plant is not available, click on: click here on the next line
- Fill in the required fields and click submit. PlantSelect will endeavor to match a grower/supplier to your requirement

In the plant list categories, you have the options:

Plant Request: Apply for a plant that is not listed, or available on the PlantSelect database, to be added and a grower/supplier/s found. Fill in as much information about the plant as possible and submit your request

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 you wish to view, or add to, your project or reference name/number from our database

Back to Categories: this will take you back to the categories and search page.

You can also **add plants** to your project or reference name/number from a specific Grower/Supplier plant list by following the steps below

- Click on Grower/Supplier List in the black panel and select a State of your choice in the dropdown menu
- Click on the Grower/Supplier of your choice from the pop-up screen
- Click on Add Plants
- Click on your chosen plant from the plant list
- Select the Date plants are required by and fill in the Quantity required for each plant
- Select a pot or container size for each plant
- Click on add to project or requirement list
- To add the same plant with a different pot or bag size, follow the above steps
- To add more plants, follow the above steps

4)   In the Black Panel

Projects
Shows you a list of your project or reference name/number
Search Plants
Launches the plant categories screen and search field

View Grower/Supplier List
Shows the various growers/suppliers growing or availability listed by State

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

Users
Shows the number of users assigned to your account

Profile
View and/or edit your account profile