



Landscaper User Manual

PlantSelect home page

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

Select your subscription plan – Landscaper or Grower/Nursery

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

If you select multiple users, fill in the details of each user and password, or you can add users at a later date by clicking on the users tab and following the online instructions

2) Welcome and instruction screen

Click on Create your first project

Fill in the details on the Add New Project screen and click save

Project screen appears with the following:

Project details - where you can view or edit your project details, or delete your project if required

3) Click on a project to add plants

Download Import Template

- Use this if you already have a completed project plant list and you wish to upload the file to match it against the PlantSelect database and receive quotes from matched suppliers
- Click on Download Import Template
 - The import template contains some example data
 - Open and edit the excel file to list your project plants
 - 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 bag sizes required for each plant
 - Include the date required for each plant
 - 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 plant list, including pot/bag sizes, quantities and dates required will appear in the list for your project

Any plant/s not matched to a supplier or pot/bag size will be flagged and emailed to you and PlantSelect Admin. You can review the plants not uploaded and submit a request for PlantSelect to search for unmatched or unlisted items from our subscribed growers

Click Submit, if your project plant list is complete and you wish to obtain quotes from suppliers

Add Plants

- You can add plants to your project 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 or view, or add, to your project list. Any plant that has a pot or bag size next to it is available from subscribed suppliers
- To add a plant to your project, fill in the required fields and click Add to Project
- Ensure you select one pot or bag size per plant
- If the pot or bag 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 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 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 of the plant you wish to view, or add to, your project list from our database

4) In the Black Panel

Projects

Shows you a list of your projects

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 three months

Users

Shows the number of users assigned to your account

Profile

View and/or edit your account profile

Subscription

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