

HOW TO

ADD AN ACTIVITY IN TRACMAP ONLINE

Adding activities is an important part of setting up TracMap Online as a contractor especially if you're planning to or are going to integrate with Xero.

The screenshot shows the TracMap Online interface. At the top, there is a navigation bar with 'SCHEDULING TASKS', 'ADMIN', and 'HELP'. The 'ADMIN' tab is selected. Below this, there is a sub-tab for 'Activities'. The main content area shows the 'Add Activity' form. The form has a blue header with 'Add Activity' and a plus icon. Below the header are 'Reset' and 'Save' buttons. The form fields are: 'Activity Label' with a text input containing 'New activity label'; 'Product type' with a dropdown menu set to 'Standard'; and 'Activity' with a dropdown menu showing 'Spreading', 'Spraying', and 'New Activity'. The 'Spreading' option is highlighted.

1. Open up TracMap Online and navigate to the **'ADMIN'** tab.
2. From the sub tabs select **'Activities'**.
3. Navigate to the bottom left hand corner of the page. Here click **'Add Activity'**.
4. Now you will be able to give the activity a label e.g spreading, spraying, baling etc. For the product type you have two options either **'Standard'** or **'Spray'**. Standard will only allow solid products to be applied on that activity, Spray will only allow liquid products.
5. When you're done filling out the above, you will then be able to come down to the bottom left hand corner and press **'Save'**.
6. You will now be able to see this activity option under the **'New Order'** tab.