

## How to Enter Borderdyke Hours Online

Shareholders, Property Managers or their representatives are required to enter your hours online after the end of each watering. If you or your representative don't have a login, then just contact MGI and let us know your email address.

If you don't have an email address, then get one for free from providers like gmail.com or Hotmail.com.

As of the 2019-2020 irrigation season, there are two ways to submit your borderdyke hours online:

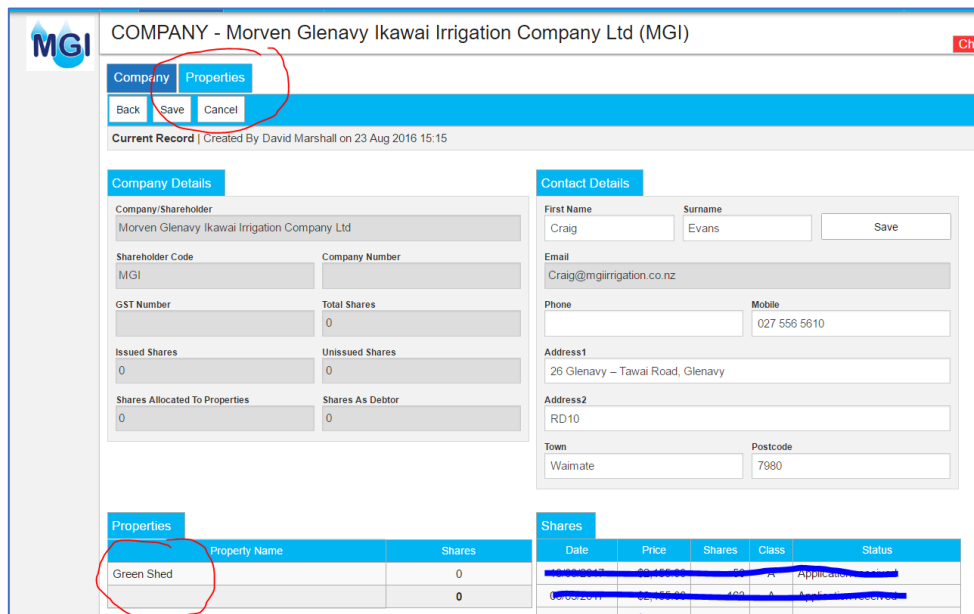
- 1) Use the MGI Database online; or,
- 2) Use the Phone App (suitable for most Android and Apple smart phones).

### Option One: Use the MGI Database

- 1) Login into the MGI database <https://sd.mgiirrigation.co.nz>

We recommend that you bookmark this webpage so you can find it again. You can also get to it from the MGI website at [www.mgiirrigation.co.nz](http://www.mgiirrigation.co.nz)

- 2) Once you are logged in, go to the Property page.



COMPANY - Morven Glenavy Ikawai Irrigation Company Ltd (MGI)

Company Properties

Back Save Cancel

Current Record | Created By David Marshall on 23 Aug 2016 15:15

**Company Details**

Company/Shareholder  
Morven Glenavy Ikawai Irrigation Company Ltd

Shareholder Code: MGI Company Number: [ ]

GST Number: [ ] Total Shares: 0

Issued Shares: 0 Unissued Shares: 0

Shares Allocated To Properties: 0 Shares As Debtor: 0

**Contact Details**

First Name: Craig Surname: Evans Save

Email: Craig@mgiirrigation.co.nz

Phone: [ ] Mobile: 027 556 5610

Address1: 26 Glenavy - Tawai Road, Glenavy

Address2: RD10

Town: Waimate Postcode: 7980

**Properties**

Property Name	Shares
Green Shed	0
	0

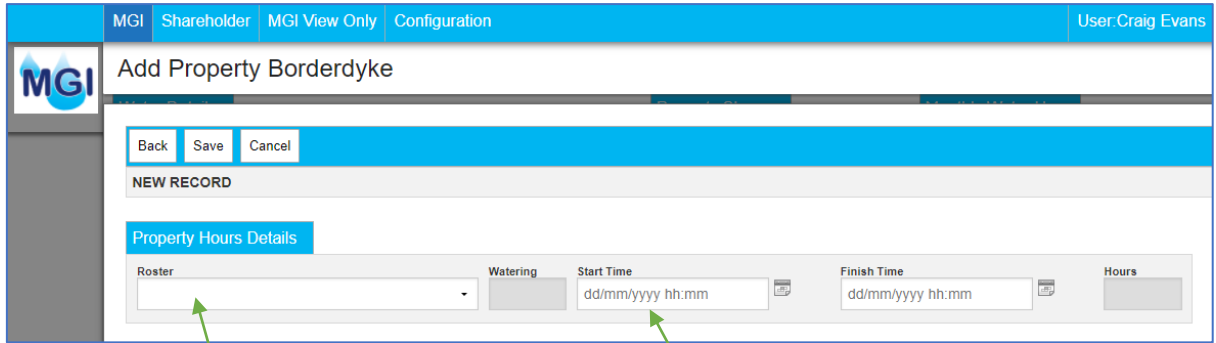
**Shares**

Date	Price	Shares	Class	Status
01/08/2017	20,000.00	100	A	Application received
01/08/2017	20,000.00	100	A	Application received

- 3) From the Property page, scroll down and find the table "Water Details" where your water usage to date is shown.

➤ Click the button "Add Hours".

- 4) Enter your start and finish date/time and the system will calculate the hours for you, it will also calculate how much water you have used.



The screenshot shows the 'Add Property Borderdyke' form in the MGI web application. The form is titled 'NEW RECORD' and is under the 'Property Hours Details' section. It contains the following fields:

- Roster:** A dropdown menu with a green arrow pointing to it from the text box 'Select the roster'.
- Watering:** A checkbox.
- Start Time:** An input field with the placeholder 'dd/mm/yyyy hh:mm' and a calendar icon. A green arrow points to it from the text box 'Enter the Start day/time, then the Finish day/time'.
- Finish Time:** An input field with the placeholder 'dd/mm/yyyy hh:mm' and a calendar icon.
- Hours:** An empty output field.

At the top of the page, there are navigation tabs: 'MGI', 'Shareholder', 'MGI View Only', and 'Configuration'. The user's name 'User: Craig Evans' is displayed in the top right corner. Below the form, there are two green-bordered text boxes with arrows pointing to the 'Roster' dropdown and the 'Start Time' input field.

If you have more than one roster, you will need to choose which roster you are entering the actual hours for.

Note that you can enter the date and time directly into the grey box but it must be entered in the following format dd/mm/yyyy hh:mm, where the hours (hh) are 24-hour time. Alternatively, you can click on the little calendar icon beside the grey box and it will bring up another dialogue that allows you to punch in the date and time.

Once the start time and finish time are entered:

➤ **Hit Save.**

Congratulations, once you have saved the hours and returned to the Property screen you are finished and can close the website if you wish, or navigate to another Property and repeat the exercise.

### Option Two: Use the Phone App

First you need to install the Borderdyke Hours app on your phone. This is done via Microsoft PowerApps, which is available for free from Google Play (for Android phones) or the Apple Store.

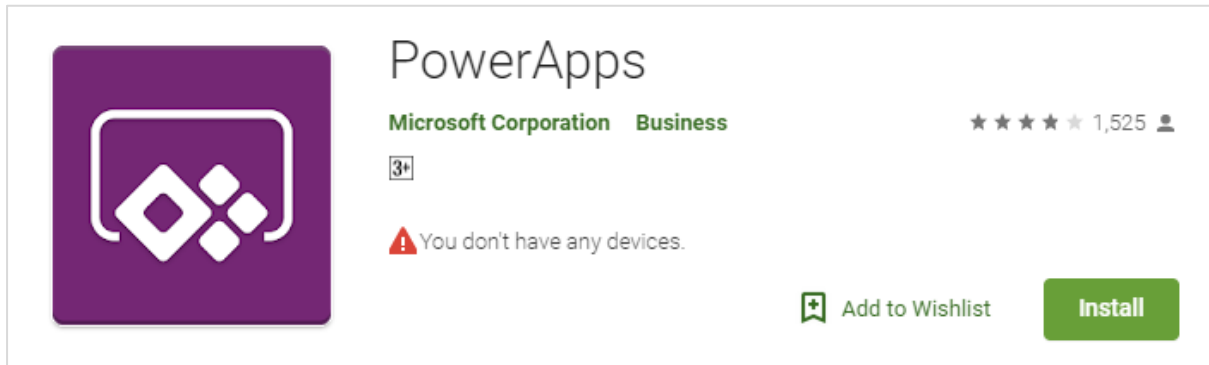
- a) Installing the App on your phone for the first time:

- Install Microsoft PowerApps on your phone (free on Google Play or Apple Store)
- If at any stage during installation the App asks for permission to access the phones memory storage and other services, you need to "Agree"
- Login using the following generic credentials:

Username: [farmer@mgiirrigation.co.nz](mailto:farmer@mgiirrigation.co.nz)

Password: Borderdyke1

You should not be asked to login again, this is a one-off step. Once the App is installed via PowerApps you can either continue to access it by opening PowerApps first, or you can shortcut it by following the steps below.



b) How to shortcut the Borderdyke App (if you want to)

- From PowerApps select the three dots on the right of the Borderdyke App menu;
- Open the Details screen
- Select the “Pin to Home” option

Once you have installed the App on your phone, it is very easy to use and it will record the date/time that you commence watering and when you stop watering. This information is saved to the Cloud and is accessible by MGI.

c) How to Use the Borderdyke App

- It can be good practice before the next watering to press “Reset” to clear out the cache. Do not do this when watering is in progress though.
- Select the Roster from the dropdown list, then;
- Select your Property from the dropdown list – this will bring up the Clock Icon, which means you’re ready to start (Figure 2). Make sure that you select your Property and not someone else’s.
- When you start watering, press the Clock Icon and the timer will start
- When you are finishing watering, open the App and the Hang-up Icon should appear (Figure 1)<sup>1</sup>. Press hang-up and the finish time will automatically be saved to MGI.
- Close the App.

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<sup>1</sup> On some phones, when you go off and do other things and the App is sleeping, upon re-opening the App it may not remember that the watering is already in progress so the Hang-up Icon is not present. This problem is something to do with the phone memory/cache settings. If this problem happens to you, then no worries, instead of hanging-up and finishing the watering, just repeat the steps to start a watering and MGI will know that the new “Start time” is actually the Finish Time.

### MGI Borderdyke Roster


Roster

M10

Property

~~SECRET~~

Start and Stop Watering (Click)



Ready to Start

Reset

Figure 2: Start screen (after Roster and Property selection).

### MGI Borderdyke Roster

Roster

M10

Property

~~SECRET~~

Start and Stop Watering (Click)



Watering in progress...

Reset

Figure 1: In Progress screen (ready to hang-up and finish watering). This screen should appear when you return to the App while a watering is in progress.