QUICK SETUP GUIDE

Insight Manager

English

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1. Introduction

1.1 About this Document

This document is a summary about the basic configuration of the Insight Manager system, issued by Gremon Systems Zrt. Further information is provided at www.gremonsystems.com.

The version discussed in this document is v2.0.15.

1.2 Symbol System

Various icons and visually displaying images can be found in the document to guide the reader and to highlight the importance of a given part. The symbols used in the document have the following meanings:

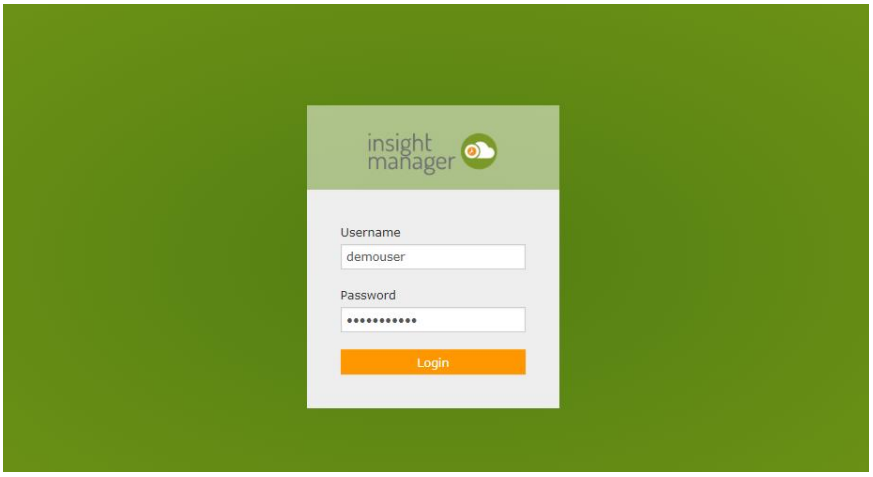
This symbol indicates some useful information or tip within the paragraph.

This symbol refers to content which may require increased focus.

This symbol refers to a step-by step list. In case of these paragraphs a process of setting is shown, please pay attention to the correct order.

2. Greenhouse and planting configuration

2.1 Login



The Insight Manager web application is available at the provided customized url.

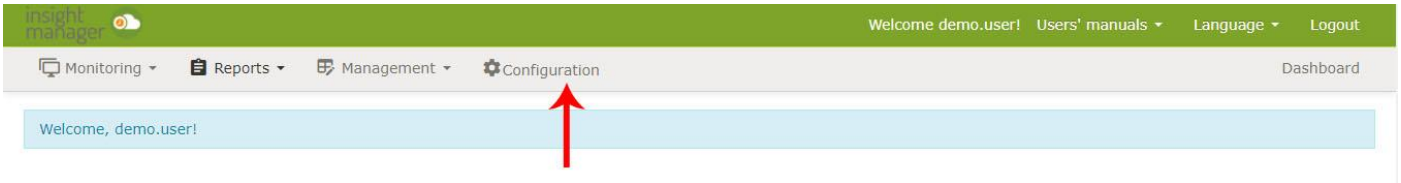
In the login window type in your given username and password to login.

2.2 Creating Company

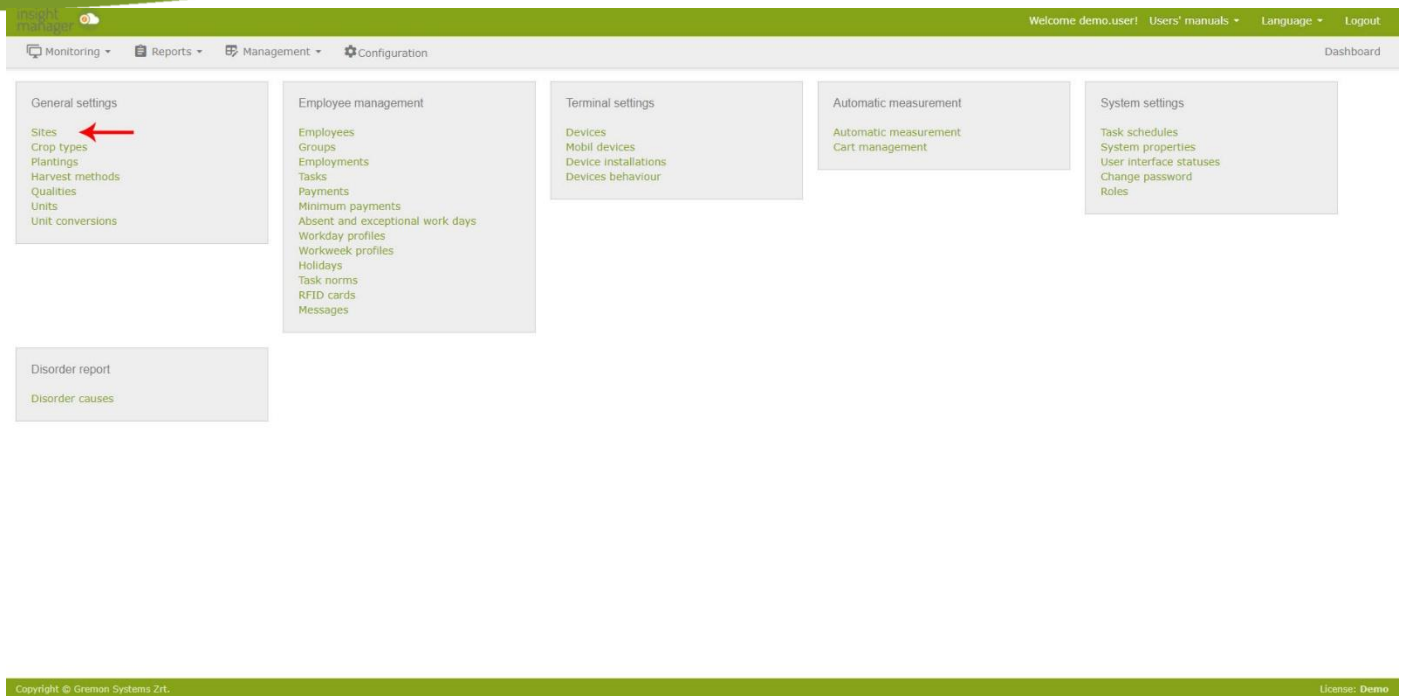
The firs step of the configuration is creating the company profile.

To create a company profile, you must:

1. Go to the Configuration on the navigation bar.



2. Select the sites option in the general settings tab.



3. Select the ADD button and fill the company details.
4. Save your changes.

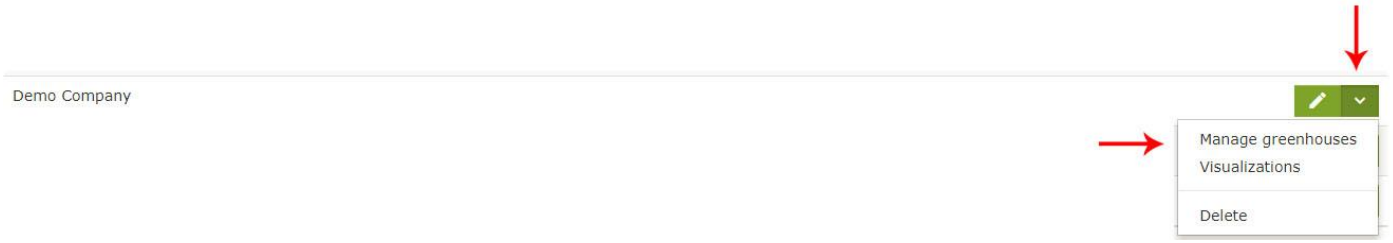
2.3 Managing/creating Greenhouses

2.3.1 Creating Greenhouses

After creating the company, it is required to create the greenhouse(s)

To create a greenhouse, you must:

1. Select the down arrow in the company's line and then click on the Manage greenhouses option.



2. Click on the Add button in the top right corner.
3. Fill the forms and select the layout types. The layout type is important for the greenhouse visualisation.
4. Add paths to the greenhouse. The 'Area' is the area of one path in m^2. The 'Unit' is the total number of rows.
5. After adding the rows/paths, it is possible to change their numbering and size one-by-one if you have any specific row/path that has different size/number.

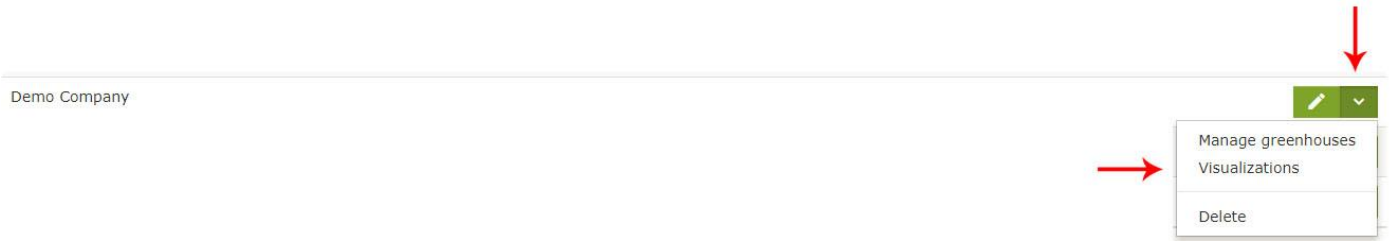
6. If there is any Gap, unused path between two rows, you can add it by giving the place and the size (size is the weight, i.e if the given size is 2 it will be ‘two rows’ wide).
7. Save it.

2.3.2 Manage Greenhouse Visualisations

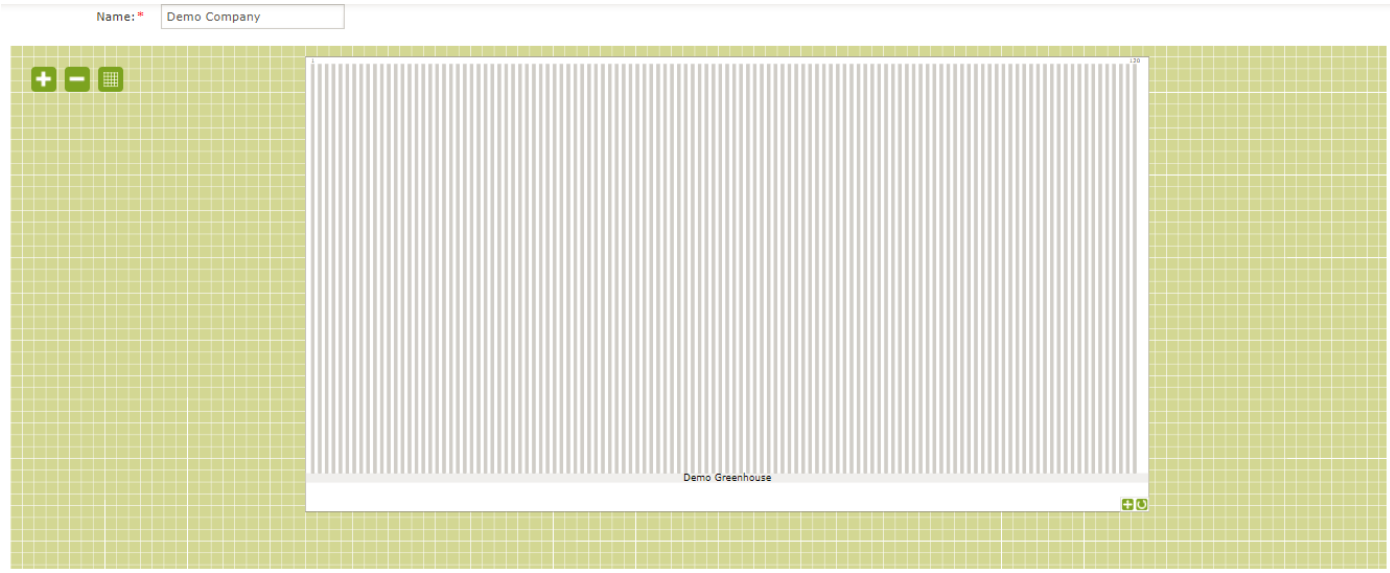
In Insight Manager it is possible to see the reported disorders, workreport, tasks etc on a greenhouse map.

To create this visualisation, you must:

1. Select the down arrow in the company’s line and then click on the Visualisations option.



2. You can see a pre-saved template with the name of your company.
3. Select it (green thick box on the right side of the line) and the visualisation screen will load.



4. You can drag and drop the greenhouse, zoom in and out, resize and rotate it. If you have more than one greenhouse, you can put them in order according to the map of your site.
5. As soon as youfinished the editing, scroll up and save your changes.

You can create numerous views, but only the first view will be used on the reports.

2.4 Disorder Causes

It is possible to report disorders. It can be reported after closing a task on the terminal or mobile with the selection of disorder type and mark of the part of the row.

Example result:

To set up the disorders, you must:

1. Select ‘Disorder causes’ in Configuration site.
2. Click on ‘Add’.
3. You can give the name in multiple languages.
4. The type can be ‘Disorder or Pest’.
5. Icon: it will be shown on the terminal/mobile software that will help the employee identify the pest in the list easier.
6. Save your changes.

Disorder causes can also be created in Crop types.

2.5 Harvest Methods

In harvest methods, it is possible to specify the harvesting method. For example, in some horticultures they distinguish harvest methods such as single, cluster, etc.

The payment can be connected to the harvesting method, if there is different salary for different harvesting types.

To set up the harvesting methods, please go to Configuration -> Harvest Methods, also it can be created in Crop types.

At least one method must be given.

2.6 Qualities

It is possible to distinguish different harvesting qualities, which can be created any restriction (?) for example: I. class, II.class, Juice, etc. The payment can be connected to the qualities if they are different.

To set up the qualities, please go to Configuration -> Qualities, also it can be created in Crop types.

At least one quality must be given.

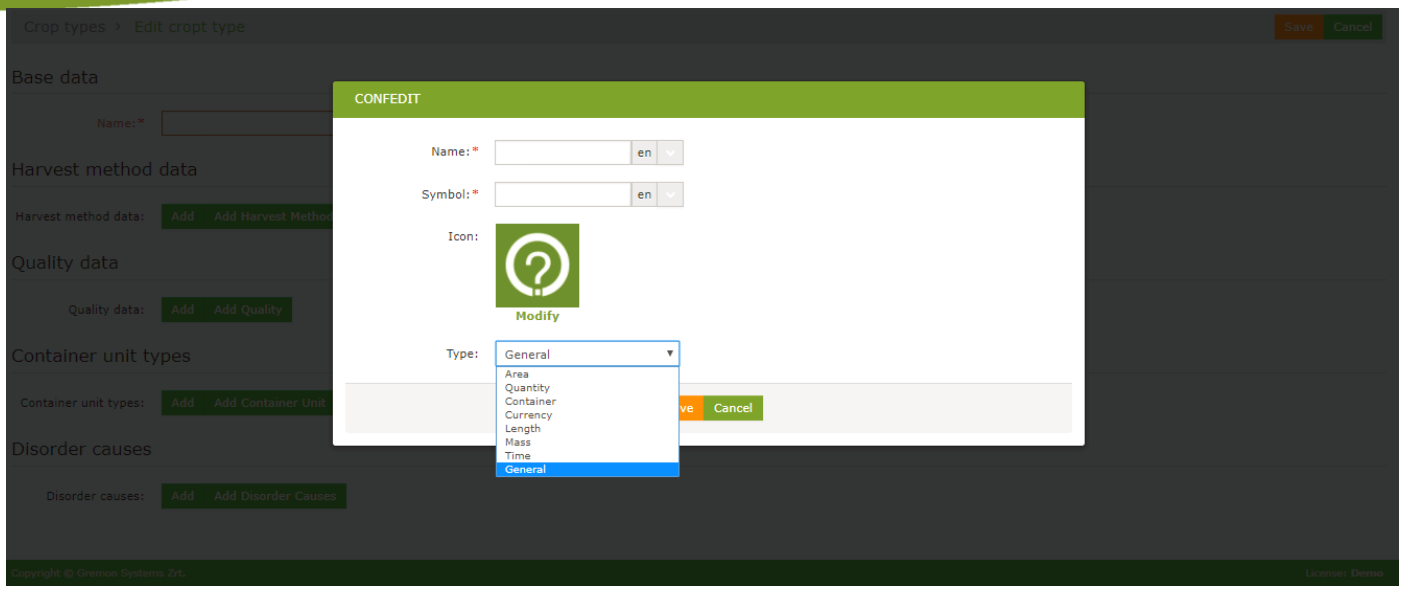
2.7 Container

The container is for specifying the harvesting containers that will be used during the harvesting method, for example 5 Kg crate, 12 Kg crate, cardboard box, etc.

To set up the qualities, please manage to Configuration -> Units, also it can be created in Crop types.

2.8 Crop Types

Before creating a planting, it is required to have at least one crop type. In Insight Manager the crop type holds numerous preset information attached to the crop such as harvest method, quality, container, disorder causes. These informations can be selected from the previous configured information or can be created here.



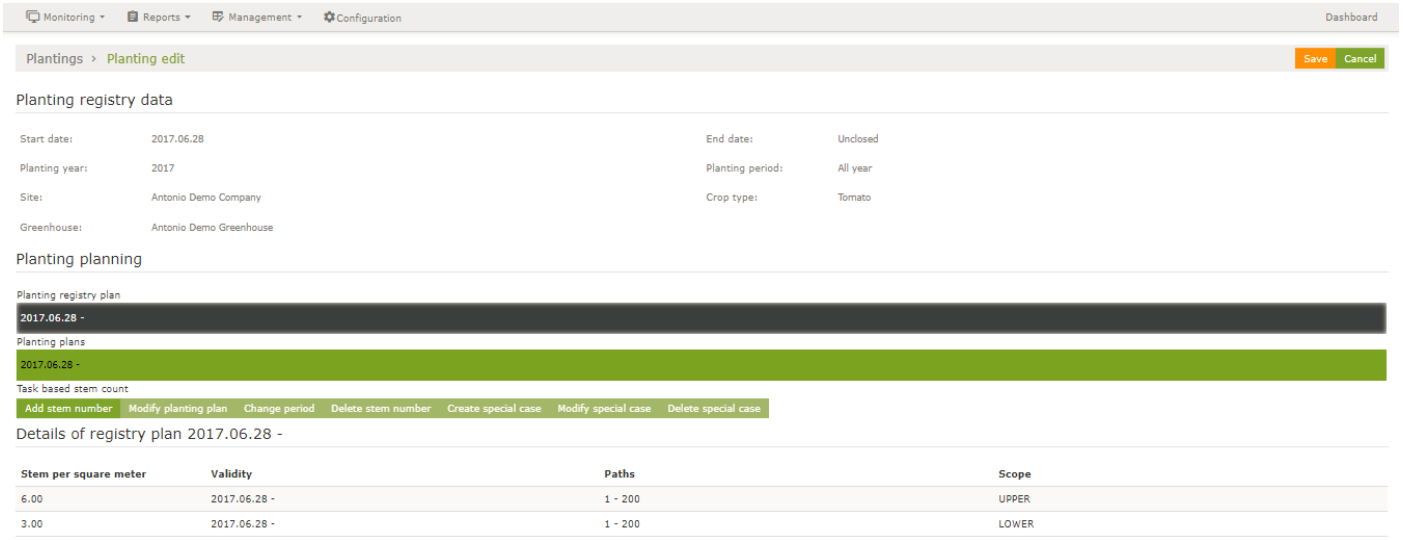
2.9 Plantings

Plantings will define the number of plants per row in the greenhouse which are required to calculate stem-based salaries and performances. In plantings it is possible to define the lower and upper stem count, also link them to date.

To set up a planting, you must:

1. Go to Configuration -> Plantings.
2. Click on the ADD button on the top right corner.
3. Choose the planting date.
4. End date is not required, because the planting can be closed later.
5. Year of the planting.
6. Planting period can be selected for full year planting or first / second half of the year.
7. Select the crop type.
8. Select the location (greenhouse).
9. Save it.
10. Click on the edit icon in the right side of the row of the planting.
11. Select the plant registry plan and clink on ‘Add stem number’.
12. Specify the upper and lower stem count per $m^{2.}$
13. Add special cases if there are any rows with different stem count.

14. Save your changes.



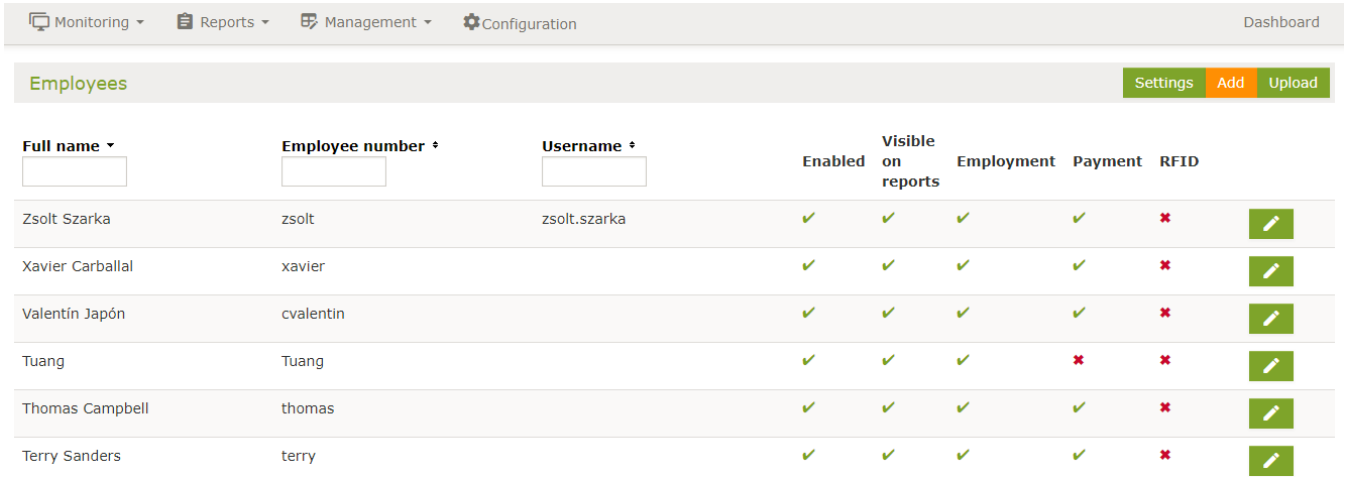
The stem count can be modified any time for any row.

3. Employee Management

3.1 Employees

To manage employees in the system it is essential to add every employee to the system.

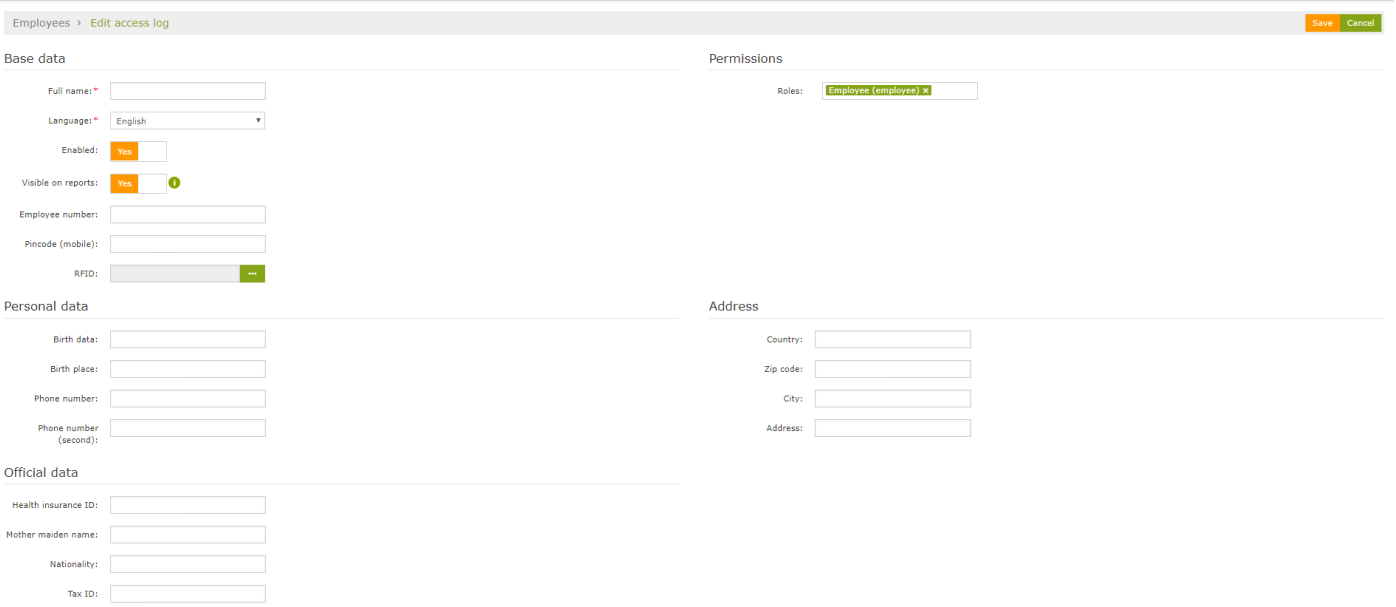
There are two methods to add employees. Employees can be added one-by-one or bulk uploaded with the use of a premade spreadsheet template.



To add employees separately, you must:

1. Go to Configuration -> Employees.

2. Click on the ADD button in the top right corner.



3. Full name: Name of the employee.
4. Language: This will be used on the terminal once the employee uses it.
5. Enabled: If the employee is not active, or not working for the company anymore, you can disable the access with it.
6. Visible on reports: If it is NO, the employee will not be visible on the reports, cannot be selected in filters and configuration popdown menus.
7. Employee number: Must be unique and can not be empty. It will be the login name on the mobile Insight Manager.
8. RFID: For terminal use only. It is possible to attach RFID cards here or on the terminals in the RFID ADMIN.
9. Permissions:
    a. In case of an employee, only terminal access will be provided
    b. In case of an administrator, Terminal and Insight Manager administration access will be provided. Username, email and password must be set.
10. Personal data, Address, Official data: These fields are optional, only for administration.
11. Save the profile.

To upload employees in spreadsheet, you must:

1. Select upload.
2. Download the spreadsheet.
3. Fill the fields with the user data.
4. Upload the spreadsheet.

Do not change the spreadsheet format.

Employee permissions must be set separately after uploading the employee list.

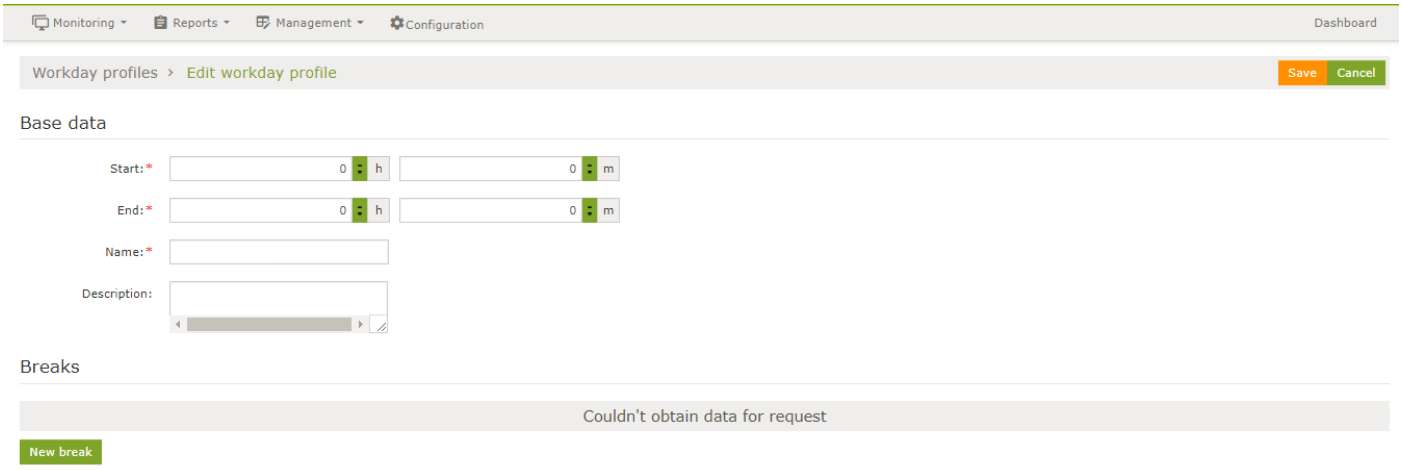
3.2 Employee Groups

To make employee management easier more transparent, infinite employee groups can be made.

To set up the employee groups, please go to Configuration -> Employee groups.

3.3 Workday Profiles

In workday profiles its possible to manage the worktime duration, breaks as well as multiple shifts/seasons. The system will not allow the worker to start working before this time.



To set up the workday profiles, please go to Configuration -> Workday profiles.

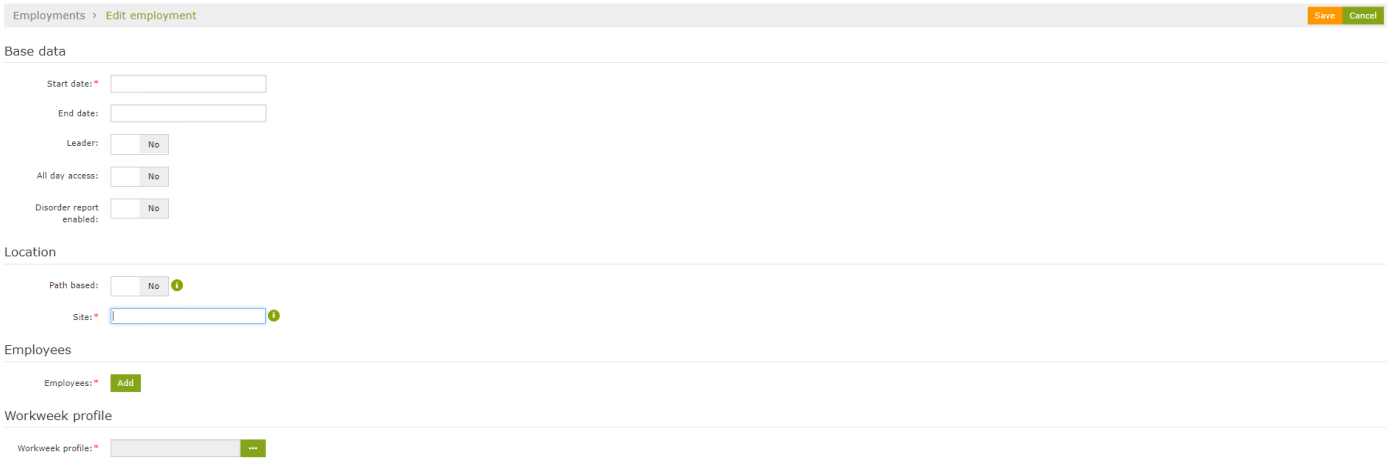
3.4 Workweek Profiles

In workweek profile the workdays of the week can be added with the use of previously set workday profiles.

To set up the workday profiles, please go to Configuration -> Workweek profiles.

3.5 Employments

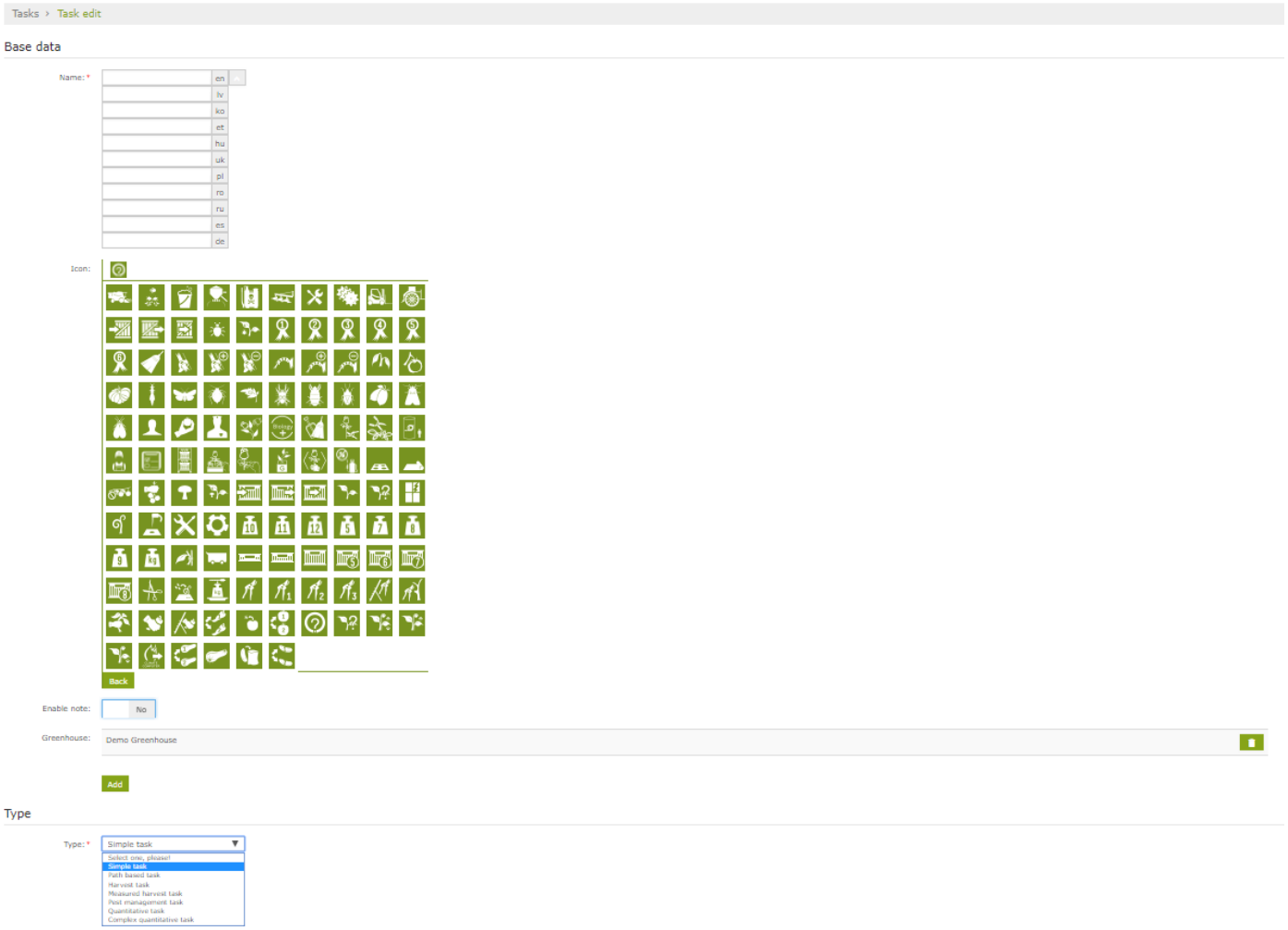
This function defines the relationship between the employee and the greenhouse in the system.



To create employment, you must:

1. Go to Configuration -> Employments
2. Start date: The start date of the employment. Must be at least one day before present.
3. End date: Optional, the system will close the employment by this date
4. Leader: Leaders can access theadmin functions on the terminals (i.e. RFID Admin)
5. All day access: If it is enabled, the system will ignore the workday and workweek profiles, access control terminals with the electric doorlock will let in the worker at any time.
6. Disorder report enabled: It is possible to enable/disable the disorder report possibilities on terminals after finishing the work in the row.
7. Path based: Enable if a worker can work only in specific rows. Row numbers must be selected.
8. Site: Choose the site and greenhouse where the worker can work. For multiple sites multiple employments mustd be created.
9. Employee: Choose the employee or the eployee group to create the same type of employment in bulk.
10. Workweek profile: Please select the pre-set workweek profile for the emloyment.
11. Save it.

3.6 Tasks



To create tasks, you have to:

1. Go to Configuration -> Tasks.
2. Select the ADD button.
3. Name: Name of the task. Multiple languages can be added.
4. Icon: The icon will be visible on the terminal to make the navigation easier.
5. Enable note: For mobile use only. After closing the task, it is possible to add a note that will be visible on the work report.
6. Greenhouses: The task must be related to the greenhouse that will make the navigation clearer on the terminals.
7. Types:
    a. Simple task
    b. Path based task
    c. Harvest task

d. Measured harvest task
e. Pest management task
f. Quantitative task
g. Complex quantitative tasks

8. Save.

3.7 Payments

Payments must be set for employees. This can be done in many ways: payment can be set by employment, by task or it can be set on a collective manner.

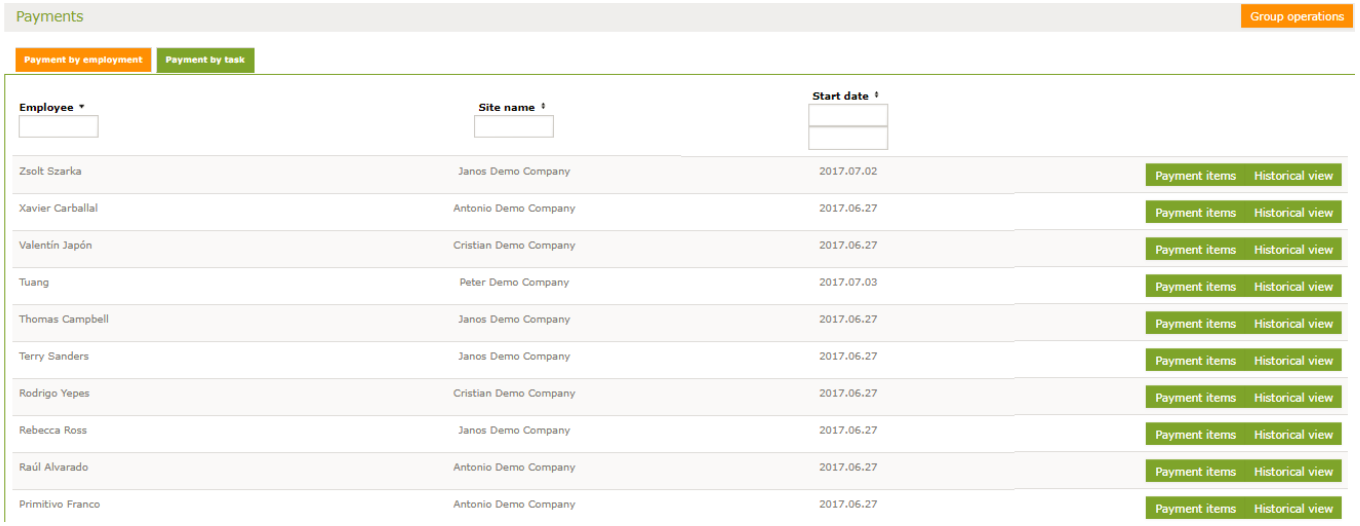
With the collective payment function, it can be set/raised/reducted/closed in bulk.

The payment can be:

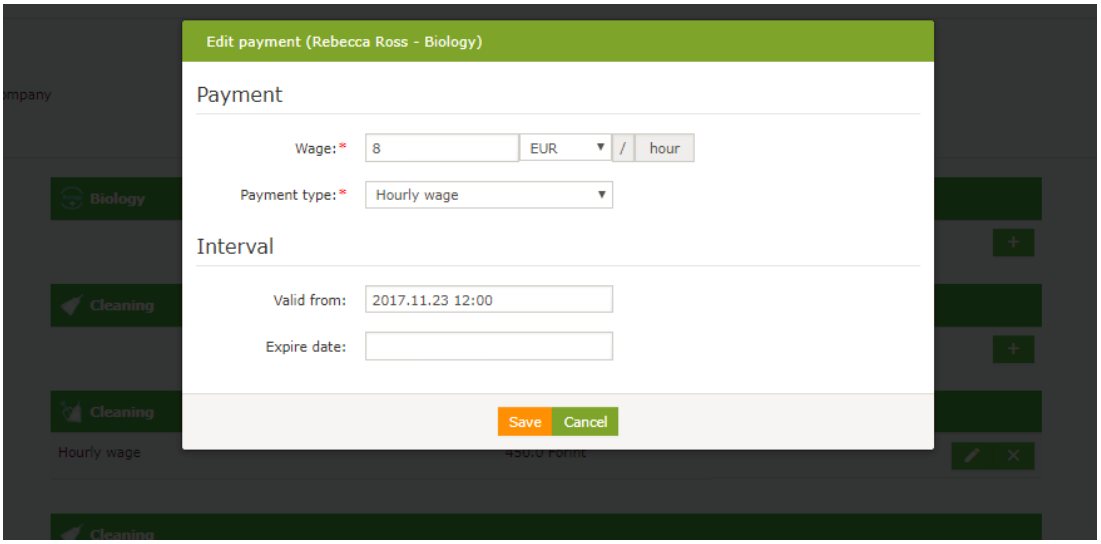
a. Hourly
b. Stem based
c. Quantity based

To add payments for an employee, you must:

1. Go to Configuration -> Payment.



2. On the Payment by employment tab select the Payment items button.
3. Choose the task and select the + button.



4. Set the payment amount, select the payment type (e.g. Hourly wage, stem based, etc).
5. Add a Valid from date and hour (Must be a future time at least 5 minutes forward).
6. Save it.

4. Device Configuration

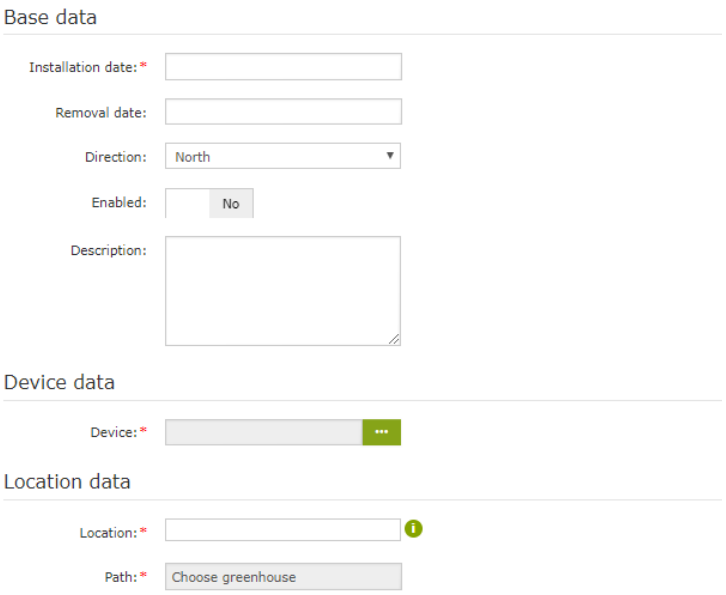
4.1 Devices

In this menu, you can manage the installed terminals.

To add a terminal, you must:

1. Go to Configuration -> Devices.
2. Choose a name.
3. Serial: MAC Address of the device.
4. Operation mode:
    a. Workflow monitoring
    b. Access control with/without door
5. Description. We recommend to add the serial number of the device here from the label. It will help you to identify the device.

4.2 Device Installations

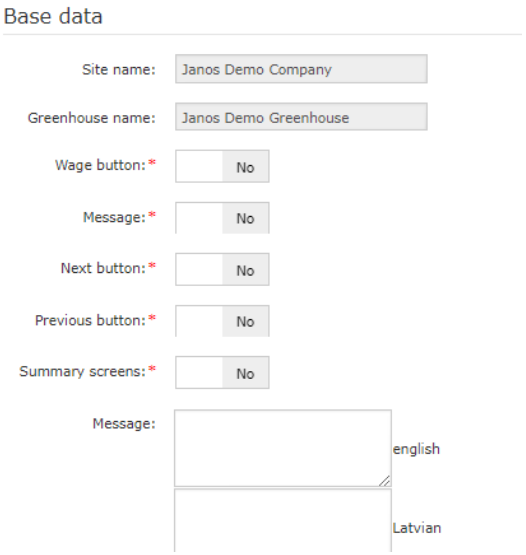


To install terminals to the greenhouse, you must:

1. Go to Configuration -> Device installation.
2. Installation date: Should be one day before present date.
3. Removal date: Optional, can be empty.
4. Direction: Optional, only for administrative purposes.
5. Enable/disable.
6. Description.
7. Device: Select the device from the list of available devices.
8. Location: Select the site and greenhouse.
9. Select the path.
10. Save it.

4.3 Device Behaviour

Extra functions can be enabled on the terminal's screen.



4.4 Mobile Devices

It is possible to manage the connected mobile devices. Unused devices can be deleted.

5. Notes

DOC: 180505 DOE:180905 V:1.2

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