



# WinTree<sup>®</sup> App



Stock



Contacts



Picking list



## The WinTree<sup>®</sup> App – Picking List

- Collect data, upload and review from your smartphone
- Communicate between office, warehouse and field
- Enable swift and efficient processing in the office

ad by

Friday 30 November 2018

Saturday 1 December 2018

Greenhouse Nursery Project: Southampton	4 25 %
The Greenworld Project: Highway	3245 1 %

Monday 3 December 2018

Wednesday 5 December 2018

0441 The Brixton Nursery 6-12 Project: City hall market	33 %
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Wednesday 12 December 2018

180789 Lake Side Trees 13-12 Project: 15-23	
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Wednesday 27 March 2019

180789 Tradecenter Ltd 24-03 International	
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Thursday 28 March 2019

WinTree®

## Easy to use



The Picking List function establishes efficient, streamlined digital communication between the office, nursery and despatch teams.

PICKING LIST - 13579  
Delivery address:  
Happy Plants  
The Road  
North  
Sheffiled  
SH25 6KL

Client no 1234  
Deliver 10-9-2018  
To supply: 10-9-2018  
Telephone 123456789  
Fax

Description	Size description	Quantity	Description
ce stake	1.65m x 75-100mm Peeled pointed UC4 Old Road	69	Forestry works; Woodwork LTD;
nce stake	2.4mx125-150mm Pointed strainer UC4 Old Road	4	Forestry works; Woodwork LTD;
ence stake	2.4mx150-175mm Pointed strainer UC4 Old Road	4	Forestry works; Woodwork LTD;
ree stake (machine round	2.4mx100m Unpointed sawn UC4 Old Road	4	Forestry works; Woodwork LTD;
ail	3.6mm x 38mm x 88mm Square sawn UC4	463	Forestry works; Woodwork LTD;

total quantity plants: 564  
580

# Making notes – Paper to Digital

Notes and feedback can be added on paperwork – but how can this work digitally?

Collect by location Collect: 0

Thursday 30 November 2018

<b>RO</b>	<b>Shed   15</b> Alchemilla mollis   Pot 11 cm	1.593
	<b>Greenhouse</b> Acer pal. 'Deshojo'   cont. 5,0L	4
	<b>Greenhouse</b> Astilbe (A) 'Fanal'   cont. 10L	148
<b>OR</b>	<b>Farmhouse</b> Pinus sylv. 'Wateri'   cont. 10L	38
	<b>Shed   13</b> Skimmia j. 'Bonfire'   cont. 5,0L	107

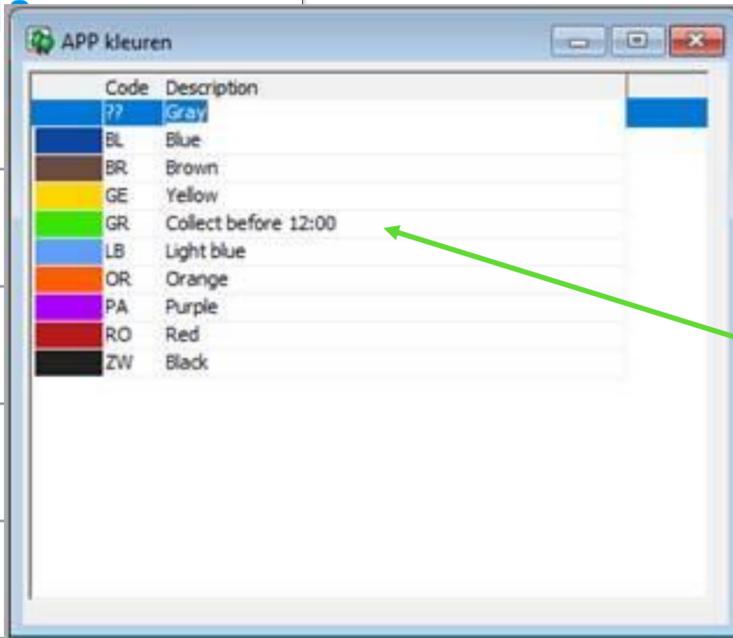
Friday 1 December 2018

	<b>Field 03</b> Alchemilla mollis   Pot 11 cm	
	<b>Field 04</b> Acer pal. 'Deshojo'   cont. 5,0L	
	<b>Field 01</b> Astilbe (A) 'Fanal'   cont. 10L	
	<b>Field 01</b> Pinus sylv. 'Wateri'   cont. 10L	
	<b>Field 07</b> Skimmia j. 'Bonfire'   cont. 5,0L	
	<b>Field 07-B</b> Skimmia j. 'Bonfire'   cont. 5,0L	107

# Making Digital notes via the App

On the app, use colours to categorise your notes

Basic information  
WinTree®



Each colour can be allocated its own definition – just define and select its field description within WinTree® itself. For example, you can assign a colour to a delivery note to indicate that there is additional information to note.

In this example, a green indicator means “load before 12 pm”.

Collect by location Collect: 0

**Thursday 30 November 2018**

RO	Shed   15 Alchemilla mollis   Pot 11 cm	1.593
	Greenhouse Acer pal. 'Deshojo'   cont. 5,0L	4
	Greenhouse Astilbe (A) 'Fanal'   cont. 10L	148
OR	Farmhouse Pinus sylv. 'Wateri'   cont. 10L	38
	Shed   13 Skimmia j. 'Bonfire'   cont. 5,0L	107

**Friday 1 December 2018**

	Field 03 Alchemilla mollis   Pot 11 cm	1.593
	Field 04 Acer pal. 'Deshojo'   cont. 5,0L	4
	Field 01 Astilbe (A) 'Fanal'   cont. 10L	148
	Field 01 Pinus sylv. 'Wateri'   cont. 10L	38
	Field 07 Skimmia j. 'Bonfire'   cont. 5,0L	107
	Field 07-B Skimmia j. 'Bonfire'   cont. 5,0L	107

# Digital communication

Define and share your colour key with your team to ensure everyone knows each colour's meaning. Choose from 10 available colours.

*Basic information in WinTree®*



4G 9:41 AM 100%

Collect by location Collect: 0

**Thursday 30 November 2018**

<b>RO</b>	Shed   15	1.593
	Alchemilla mollis   Pot 11 cm	
	Greenhouse	4
	Acer pal. 'Deshojo'   cont. 5,0L	
	Greenhouse	148
	Astilbe (A) 'Fanal'   cont. 10L	
<b>OR</b>	Farmhouse	38
	Pinus sylv. 'Wateri'   cont. 10L	
	Shed   13	107
	Skimmia j. 'Bonfire'   cont. 5,0L	

**Friday 1 December 2018**

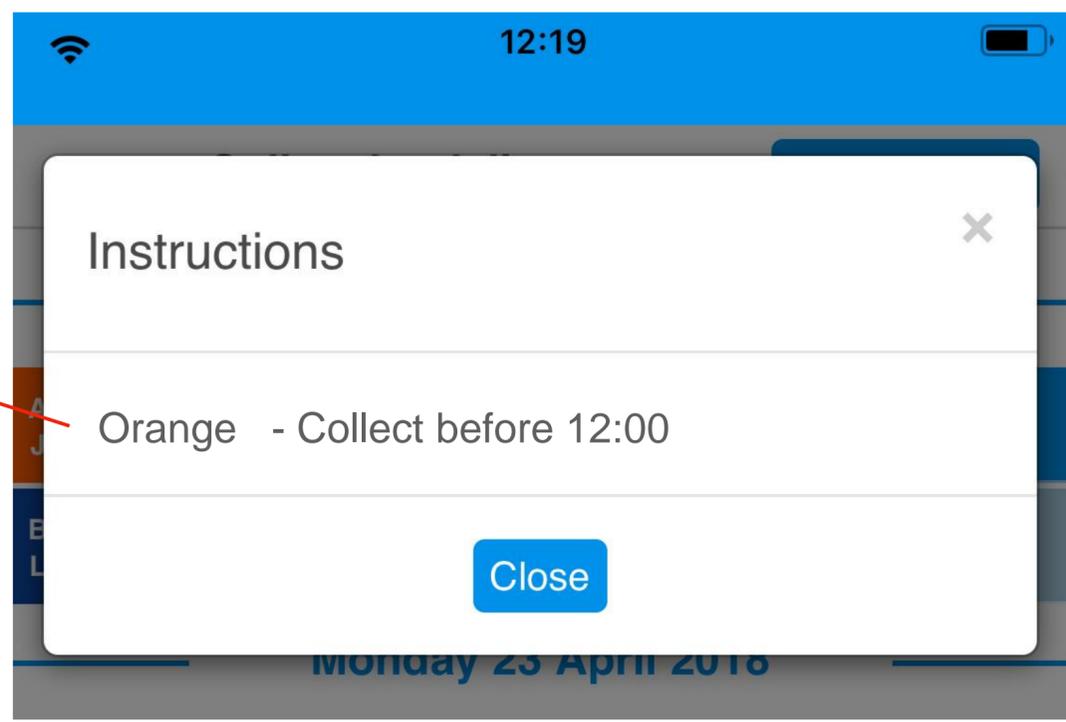
	Field 03	1.593
	Alchemilla mollis   Pot 11 cm	<b>i</b>
	Field 04	4
	Acer pal. 'Deshojo'   cont. 5,0L	
	Field 01	148
	Astilbe (A) 'Fanal'   cont. 10L	
	Field 01	38
	Pinus sylv. 'Wateri'   cont. 10L	
	Field 07	107
	Skimmia j. 'Bonfire'   cont. 5,0L	
	Field 07-B	107
	Skimmia j. 'Bonfire'   cont. 5,0L	

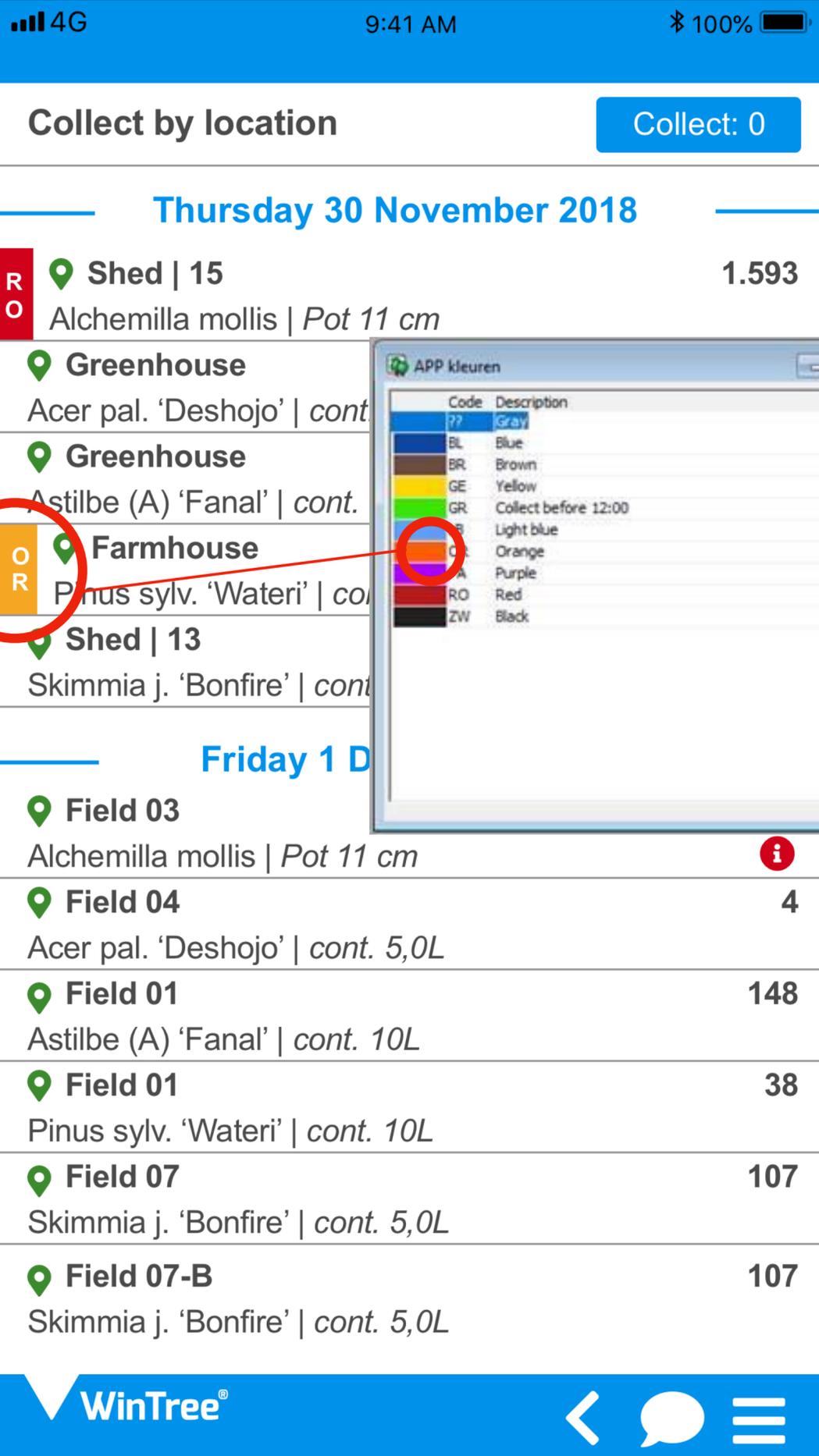
WinTree®

# Digital communication

Within the App just click the coloured box to check each colour's definition.

Pop-up screen in the App





# Digital communication

Each colour button has the addition of a 2-letter code to ensure you can differentiate each category, whatever the light conditions. The 2 letters are defined by the colour name – OR for orange, RE for red etc.

To alter the colour text, allocate the colour in a delivery in WinTree®.

*Tip: Always keep 2 colours available for this purpose. Two colours that indicate that there is a unique instruction in the delivery. The remaining colours then can be used for frequent occurring instructions.*

Collect by location Collect: 0

**Thursday 30 November 2018**

<b>R</b>	<b>Shed   15</b>	<b>1.593</b>
	Alchemilla mollis   Pot 11 cm	
	<b>Greenhouse</b>	<b>4</b>
	Acer pal. 'Deshojo'   cont. 5,0L	
	<b>Greenhouse</b>	<b>148</b>
	Astilbe (A) 'Fanal'   cont. 10L	
<b>O</b>	<b>Farmhouse</b>	<b>38</b>
	Pinus sylv. 'Wateri'   cont. 10L	
	<b>Shed   13</b>	<b>107</b>
	Skimmia j. 'Bonfire'   cont. 5,0L	

**Friday 1 December 2018**

	<b>Field 03</b>	<b>1.593</b>
	Alchemilla mollis   Pot 11 cm	
	<b>Field 04</b>	<b>4</b>
	Acer pal. 'Deshojo'   cont. 5,0L	
	<b>Field 01</b>	<b>148</b>
	Astilbe (A) 'Fanal'   cont. 10L	
	<b>Field 01</b>	<b>38</b>
	Pinus sylv. 'Wateri'   cont. 10L	
	<b>Field 07</b>	<b>107</b>
	Skimmia j. 'Bonfire'   cont. 5,0L	
	<b>Field 07-B</b>	<b>107</b>
	Skimmia j. 'Bonfire'   cont. 5,0L	

# Digital communication

Add extra detail such as notes and comments by using the communication screen. You can only add notes or comments prior to the completion of the order.

*Message in the App*

**i** Communicatie

**KIM:**
09:14

oke

**OFFICE:**
09:06

10 on the left side. Leave the rest

**KIM:**
09:14

Its all frozen

**i** Read

**i** Unread

Collect by location Collect: 0

Thursday 30 November 2018

- RO 📍 Shed | 15 1.593  
Alchemilla mollis | Pot 11 cm
- 📍 Greenhouse 4  
Acer pal. 'Deshojo' | cont. 5,0L
- 📍 Greenhouse 148  
Astilbe (A) 'Fanal' | cont. 10L
- OR 📍 Farmhouse 38  
Pinus sylv. 'Wateri' | cont. 10L
- 📍 Shed | 13 107  
Skimmia j. 'Bonfire' | cont. 5,0L

Friday 1 December 2018

- 📍 Field 03 1.593  
Alchemilla mollis | Pot 11 cm i
- 📍 Field 04 4  
Acer pal. 'Deshojo' | cont. 5,0L
- 📍 Field 01 148  
Astilbe (A) 'Fanal' | cont. 10L
- 📍 Field 01 38  
Pinus sylv. 'Wateri' | cont. 10L
- 📍 Field 07 107  
Skimmia j. 'Bonfire' | cont. 5,0L
- 📍 Field 07-B 107  
Skimmia j. 'Bonfire' | cont. 5,0L

# Digital communication

In WinTree® there is an additional communication screen to send and receive messages between users.

Message in WinTree®

The screenshot shows a notification window titled 'Notificaties (Werkbon: 557694)'. It contains a table with columns: Aantal, Plantnaam, Maat, In, Uit, Verzameld, and Geladen. The 'In' and 'Uit' columns contain red arrows indicating status. A red arrow points from the 'In' column of the 'Malus sylvestris' row to a message dialog box on the right. The dialog box shows two messages: one from 'AA' (Alba Trees PLC) and one from 'TSD'. The 'AA' message is read, while the 'TSD' message is unread.

Aantal	Plantnaam	Maat	In	Uit	Verzameld	Geladen
10	Corylus avellana	Cell6 40/60			10	0
10	Crataegus monogyna	Cell6 40/60			10	0
10	Malus sylvestris	Cell5 20/40	→	→	10	0
30	Spiral Guards (38mm) Clear	600mm			30	0
30	Bamboo Canes	900mm x 12/14lbs			30	0
1	Packaging & Delivery via parcel car.		→		0	0

Incoming → → Red unread  
 Outgoing → → Grey unread

 **Collect by location**

 **Collect by delivery**

 **Load per delivery**

## What can the App do?

- Pick and collect orders at each location
- Pick and collect orders for each customer

Collect by location Collect: 0

Thursday 30 November 2018

<b>R</b> <b>O</b>	<b>Shed   15</b> Alchemilla mollis   Pot 11 cm	<b>1.593</b>
	<b>Greenhouse</b> Acer pal. 'Deshojo'   cont. 5,0L	<b>4</b>
	<b>Greenhouse</b> Astilbe (A) 'Fanal'   cont. 10L	<b>148</b>
<b>O</b> <b>R</b>	<b>Farmhouse</b> Pinus sylv. 'Wateri'   cont. 10L	<b>38</b>
	<b>Shed   13</b> Skimmia j. 'Bonfire'   cont. 5,0L	<b>107</b>

Friday 1 December 2018

	<b>Field 03</b> Alchemilla mollis   Pot 11 cm	<b>1.593</b> 
	<b>Field 04</b> Acer pal. 'Deshojo'   cont. 5,0L	<b>4</b>
	<b>Field 01</b> Astilbe (A) 'Fanal'   cont. 10L	<b>148</b>
	<b>Field 01</b> Pinus sylv. 'Wateri'   cont. 10L	<b>38</b>
	<b>Field 07</b> Skimmia j. 'Bonfire'   cont. 5,0L	<b>107</b>
	<b>Field 07-B</b> Skimmia j. 'Bonfire'   cont. 5,0L	<b>107</b>

# Where do I start?

The work schedule is sorted by loading date.

When no loading date is given, the delivery will be used.

Collect by location Collect: 0

**Thursday 30 November 2018**

<b>R</b> <b>O</b>	<b>Shed   15</b>	1.593
	Alchemilla mollis   <i>Pot 11 cm</i>	
	<b>Greenhouse</b>	4
	Acer pal. 'Deshojo'   <i>cont. 5,0L</i>	
	<b>Greenhouse</b>	148
	Astilbe (A) 'Fanal'   <i>cont. 10L</i>	
<b>O</b> <b>R</b>	<b>Farmhouse</b>	38
	Pinus sylv. 'Wateri'   <i>cont. 10L</i>	
	<b>Shed   13</b>	107
	Skimmia j. 'Bonfire'   <i>cont. 5,0L</i>	

**Friday 1 December 2018**

	<b>Field 03</b>	1.593
	Alchemilla mollis   <i>Pot 11 cm</i>	
	<b>Field 04</b>	4
	Acer pal. 'Deshojo'   <i>cont. 5,0L</i>	
	<b>Field 01</b>	148
	Astilbe (A) 'Fanal'   <i>cont. 10L</i>	
	<b>Field 01</b>	38
	Pinus sylv. 'Wateri'   <i>cont. 10L</i>	
	<b>Field 07</b>	107
	Skimmia j. 'Bonfire'   <i>cont. 5,0L</i>	
	<b>Field 07-B</b>	107
	Skimmia j. 'Bonfire'   <i>cont. 5,0L</i>	

# Display settings

The selected information and deliveries shown within the App depends on the settings made in WinTree®.

If settings are made in the 'confirm deliveries screen' within WinTree® to show only deliveries up to today's date, then it will be this selection alone that will be visible in the App.

If you would also like to see deliveries with a date later than today, then you will need to choose a different date range within WinTree®: for example, 7 days in advance. The WinTree® App will immediately update and display the same information as defined in WinTree® itself.

The specific print settings of a Picking List also determine which data is visible within the App.

<b>Collect by delivery</b>	<b>Collected: 4</b>
Happy Plants 182286	Delivery date 16-04-2018 <b>Done</b>
<b>Shed   15</b>	<b>1.593</b>
Alchemilla mollis   Pot 11 cm	
<b>Greenhouse</b>	<b>4</b>
Acer pal. 'Deshojo'   cont. 5,0L	
<b>Green Plants</b>	<b>148</b>
Astilbe (A) 'Fanal'   cont. 10L	
<b>Shed</b>	<b>38</b>
Pinus sylv. 'Wateri'   cont. 10L	
<b>Shed   13</b>	<b>107</b>
Skimmia j. 'Bonfire'   cont. 5,0L	
<b>The Gardens &amp; Co</b>	<b>1.593</b>
Alchemilla mollis   Pot 11 cm	
<b>Field 04</b>	<b>4</b>
Acer pal. 'Deshojo'   cont. 5,0L	
<b>Field 04</b>	<b>148</b>
Astilbe (A) 'Fanal'   cont. 10L	
<b>Green Plants</b>	<b>38</b>
Pinus sylv. 'Wateri'   cont. 10L	
<b>The Gardens &amp; Co</b>	<b>107</b>
Skimmia j. 'Bonfire'   cont. 5,0L	
<b>Field 06</b>	<b>107</b>
Skimmia j. 'Bonfire'   cont. 5,0L	

# On site, received or on their way?

These icons show the stock's status – is it own production, purchased or on it's way to your nursery?

Called-up stock that is on its way to the nursery can be collected before it is processed in WinTree®.

## Symbols



Location



On the way

<b>Collect by delivery</b>	<b>Collected: 4</b>
<b>Happy Plants</b> 182286	<b>Delivery date</b> 16-04-2018 <b>Done</b>
<b>Shed   15</b> Alchemilla mollis   Pot 11 cm	<b>1.593</b>
<b>Greenhouse</b> Acer pal. 'Deshojo'   cont. 5,0L	<b>4</b>
<b>Green Plants</b> Astilbe (A) 'Fanal'   cont. 10L	<b>148</b>
<b>Shed</b> Pinus sylv. 'Wateri'   cont. 10L	<b>38</b>
<b>Shed   13</b> Skimmia j. 'Bonfire'   cont. 5,0L	<b>107</b>
<b>The Gardens &amp; Co</b> Alchemilla mollis   Pot 11 cm	<b>1.593</b>
<b>Field 04</b> Acer pal. 'Deshojo'   cont. 5,0L	<b>4</b>
<b>Field 04</b> Astilbe (A) 'Fanal'   cont. 10L	<b>148</b>
<b>Green Plants</b> Pinus sylv. 'Wateri'   cont. 10L	<b>38</b>
<b>The Gardens &amp; Co</b> Skimmia j. 'Bonfire'   cont. 5,0L	<b>107</b>
<b>Field 06</b> Skimmia j. 'Bonfire'   cont. 5,0L	<b>107</b>

# Shorten your “to do” list

After picking, each line is indicated as 'Ready'. All lines marked as 'Ready' will no longer be visible within the delivery.

The button 'Collected' indicates the number of processed lines. Click on this button to view all of the processed lines. These lines are shown in blue.

### Collect by delivery

Quantity: 5  
Alchemilla mollis | P 11 cm

Delivery date  
16-04-2018

Quantity 5	3
---------------	---

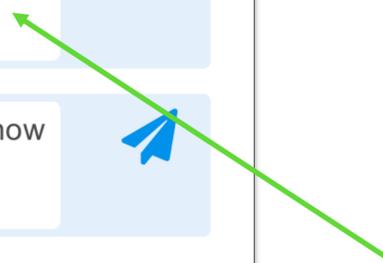
<	✓
---	---

back done

### Communication

KIM: now  
Message to office

KIM now  
Left side of the field



## Any outstanding lines or stock to be picked?

Is a line only partially ready? Not a problem. Just enter the amount picked so far and choose 'Ready'. The line will remain open, showing the outstanding amount.

Comments in relation to these discrepancies or delayed picks can be sent to the Office using the communication function.



Collect by location



Collect by delivery



Load per delivery



## Everything picked? Let's load!

The function 'Load per delivery' can be used separate from collecting.

Load by delivery

Completed: 18

Friday 30 November 2018

Saturday 1 December 2018

RE	180321	Treehouse Nursery	4
	01-12	Project: Southampton	 25 %
OR	170301	The Greenworld	3245
	01-12	Project: Highway	 1 %

Monday 3 December 2018

Wednesday 5 December 2018

180441	The Brighton TimberCo	6
06-12	Project: City hall market	 33 %

Wednesday 12 December 2018

180789	Lake Side Trees	6
13-12	Project: 15-23	 80 %

Wednesday 27 March 2019

180789	Tradecenter Ltd	25
24-03	International	 80 %

Thursday 28 March 2019

# Everything picked? Let's load!

Total lines 'Collect per delivery' are shown.

**4** - The numbers in white indicate the amount.



**33 %** - The load percentage is shown alongside the green tractor symbol.



**25 %** - The truck shows the 'loaded percentage'.



**25** - The white cart symbol indicates that packaging is added.

Load by delivery - HAPPYPL... Loaded: 18

**B**  
**L**

**Happy Plant**  
75826

219975; **Collection area:** XXX;  
**Delivery term:** Franco at home;  
**Load by:** William

**Leverdatum**  
16-04-2018

**Done**

Dianthus barbatus | Pot 11 cm. 6/12

567890 Green Nursery; 0388505050;  
Manchester; €0,08

Verbena bonariensis | Pot 11 cm. 6/12

Plant Co; Sheffield; 0/3  
13578; 24680; €0,00

Plant Co; Sheffield; 1/2  
13579; 24681; €0,00

Plant Co; Sheffield; 4/7  
13580; 24682; €0,00

Packing	
Tray 10	4
Tray 6	--
Tray12	--

# Everything picked? Let's load!

The icons show the product status.

Is it home grown or purchased.

Products (only when called-up) on their way can be collected  
Even if they have not yet been received within WinTree®.

## Symbols

Location

On the way

Purchase

Confirm/restore deliveries

Outstanding deliveries | Confirmed / to be invoiced

Number	Custom Delivery	Invoicing	Company name	On label	Inward	Collected	Loaded	APP	In	Out	Extra info	Matchcode	Terms
558074	30 25/11/2018	07/11/2018	Widley Forestry	0	0	99	0				1228	ABBE01	28 day
558089	30 09/12/2018	08/11/2018	Widley Forestry	0	0	99	0				1228	ABBE01	28 day
558075	1310 15/11/2018	07/11/2018	Widley Forestry Ltd	0	0	99	100				verbal 27.11.18	AMW01	Paid b:
557473	4540 01/09/2018	04/10/2018	Northwolding	0	0	0	100	LB	→	→	HOLD - 08/11/2018	BEST01	28 day
557963	4540 18/11/2018	05/11/2018	Northwolding	0	0	97	0		→	→	08/11/2018	BEST01	28 day
558112	4540 21/11/2018	09/11/2018	Northwolding	0	0	0	0		→	→	08/11/2018	BEST01	28 day
557760	7980 18/11/2018	23/10/2018	English Woodlands (Burrus Nurseries)	0	0	0	0				PC 20805	BURR01	28 day
557905	9500 11/11/2018	31/10/2018	Leaf Sale	0	0	0	100				Call Period	CASH01	Payme
558146	9500 13/11/2018	09/11/2018	Leaf Sale	0	0	0	0				Brownfield 01/11/2018	CASH01	Payme
558165	9500 14/11/2018	12/11/2018	Leaf Sale	0	0	0	0				Simple	CASH01	
557919	15950 18/11/2018	01/11/2018	Leaf Ltd	0	0	31	0				email 26.11.18	DUNL03	28 day
557907	16110 25/11/2018	31/10/2018	Leaf Enterprise (Trading) Ltd	0	0	0	0				→ Advance	EADH01	28 day
557874	18050 18/11/2018	30/10/2018	Leaf Forest & Care	0	0	0	100				→ HEC	FARM03	28 day
558095	18080 21/11/2018	08/11/2018	Leaf Forestry Co Ltd	0	0	5	0		→	→	08/11/2018 - email 26.11.18	FARM05	28 day
558152	19360 15/11/2018	12/11/2018	Forestry Commission	0	0	99	0				PC 028804	FORE06	28 day
558155	19360 15/11/2018	12/11/2018	Forestry Commission	0	0	0	99				PC 028804	FORE06	28 day
558157	19360 15/11/2018	12/11/2018	Forestry Commission	0	0	0	0				PC 028804	FORE06	28 day
558153	19360 15/11/2018	12/11/2018	Forestry Commission	0	0	99	0				PC 028804	FORE06	28 day
558141	19790 15/11/2018	09/11/2018	Forestry Commission	0	0	0	99				PC 028804	FORE39	28 day
558167	21190 11/11/2018	12/11/2018	Leaf Forest (Wholesale) Ltd	0	0	99	0			→	1228	FROS01	28 day
557870	23770 14/11/2018	30/10/2018	Leaf Forestry Group	0	0	90	0				verbal 26.11.18	GRAY13	28 day
558092	24550 16/11/2018	08/11/2018	The 4th Duke of Devonshire's 20th century	0	0	0	0				email 7.11.18	GROS01	28 day
558114	26470 11/11/2018	09/11/2018	Hedgebrook	0	0	100	100				12/11/2018	HEDG04	28 day

Quantity Load unit	Packings Packing description	Piece	Value (EV)	Value (VV)	Gross (KG)	Net (KG)
1,00 < ? >	1,00 < ? >	1	10,00	10,00	0,000	0,000
,03m3	90,00 < ? >	90	25,30	25,30	0,000	7,080
		91,00	35,30	35,30	0,000	7,080

Show all deliveries

Options >> Search Confirm deliveries

## WinTree® call-up screen

This displays the latest, most accurate information of your stock's current status.

Everything loaded?

Confirm the delivery in WinTree®.



# Using the Picking List function

## Preparation

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Install patch 8810.14.

Authorize employees in WinTree® to use the App function

Download or update the App.

Set up and define colour codes.

Instruct office employees how to use the communication screen.

Share the App functionality and methods with office, nursery and despatch teams for effective nursery operations.

## Need help?

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Give it a try, it is very intuitive.

These instructions will show you how to use the App function.

Need further assistance? Please get in touch.