Farmers Quick Guide
to SSAA Farmer Assist

Included in this guide:

How to sign-up and verify account

1. Visit www.farmerassist.com.au and click on the 'Sign-up' button.

2. Tick the 'Farmer' option in Step 1.

3. Provide basic contact details and create a password, that you will use to access your account in the future, in Step 2.

4. Read and then agree to the statement in Step 3.

5. Once all the required information has been entered, click the 'Submit' button.

6. A system-generated verification email will be sent to the email address you provided during the registration process. You will need to click on a personalised link within the email to complete the verification.

If you do not receive the verification email, you should check your 'junk mail' or 'spam' folder.

As a security and auditing measure, all new registrations are unable to access the full functionality of the jobs board until a standard 24-hour validation period has expired.

How to login

1. Visit www.farmerassist.com.au and click on the 'Login' button.

2. Enter your email address and password, then click the 'Login' button.

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How to post a job

1. When logged in, click the 'Farmers - click here to add your job' button.

When entering information about your job, keep in mind that you should be as specific as possible. The more information you provide about a particular job, the less you will be asked the same questions from members and the more you will receive genuine interest from members.

You have the ability to tick a number of species that you may want help managing as well as the specific problem at hand, so you don't need to include secondary species in the title.

2. Enter the required fields.

3. Click the 'Create Job' button and your job will be listed instantly on the jobs board.

The 'Title' of your job post should be very specific. For example, if you need help with a particular pest such as rabbits, you should type in 'Rabbits'. The 'Description' section allows you to expand and enter as much information as you want. Include all the relevant information that you want to tell a prospective helper about the job.

The 'Accommodation' box is to assist potential helpers plan a trip if they need to travel some distance to get to your property. By describing possible options in this section, you can potentially help members a little with their trip planning.

You need to enter the number of members you wish to have helping and an approximate location of your property. If you use the pinpoint marker on the map, you can move it to a location as near as you want to your property. For privacy reasons, we suggest that you do NOT put this marker on your property's *exact* location. We recommend a nearby town or other close point of interest.

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How to edit or change the status of a job

1. When logged in, click the 'Profile' button.

2. Click the 'My Jobs' button, then click the 'Edit' button relevant to the job you wish to change.

3. Change the 'Job Status' field.

Once you have created your job, you can edit your job details or change its status at anytime.

Knowing how to change the status of your job is very important. Once your job goes live, there may be quite a lot of interest from SSAA members wanting to help. It is advised that you monitor your job and when you receive a sufficient number of applicants to filter through, that you change the status of your job from 'Current' to 'Pending'. This will remove the ability for other members to apply for your job, and gives you time to work through your current applicants to chose the right person. See the 'How to manage replies to your job' section.

4. Click the 'Save Job' button after making any changes.

Once you have communicated with and selected a member(s) to help you with your job, you should once again update the status to 'Closed'. If your job is a once-off job, you can also select 'Complete'. If you no longer require a job to be done, you can select 'Cancelled'.

By updating the status, you will control the number of members applying to your job, thus reducing or stopping new email notifications arriving in your inbox. If you were unable to find the right person, all you need to do is change the status to 'Current' to receive new applicants again.

The 'Profile' page also gives you the ability to amend your contact details or email address, change your password and disable your account.

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How to manage replies to your job

When a member replies to your job ad, you will receive a system-generated email that has a personal message from the member and their contact details.

From this point, you are in control of all future communication, and you can choose which contact method you prefer to use.

1. To communicate with members via the Farmer Assist messaging system, simply log in, go to your 'Profile', click on the 'My Jobs' button and scroll down to 'Applications'. You will also receive an email notifying you of any unread member messages and you can click on the link in the email to read these.

2. You can shortlist potential applicants by clicking on a star next to their application and then click the 'Send Message' button to send replies directly to potential applicants or click the 'Reject Application' button to reject any application not suitable.

3. Messaged applicants will receive a system-generated email notifying them that you are trying to communicate with them and will include your personal reply. While rejected applicants will receive a system-generated email notifying them that you have found their application unsuitable.

4. When you have received a sufficient number of applicants to choose from, it is advised that you change the status of your job to 'Pending'. This will remove the ability for other members to apply for your job. See the 'How to edit or change the status of a job' section.
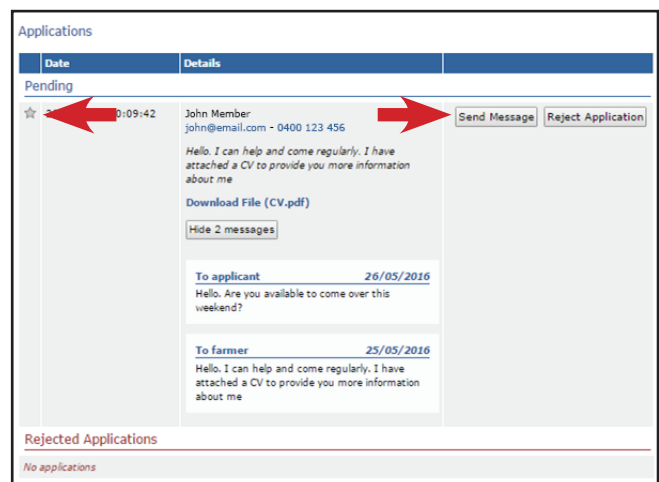
How to close your job

The process to cancel or close a job is explained in detail above in the 'How to edit or change the status of a job' section.