

ORCHARD TECH APP

Your workday. Your documents. Your support.

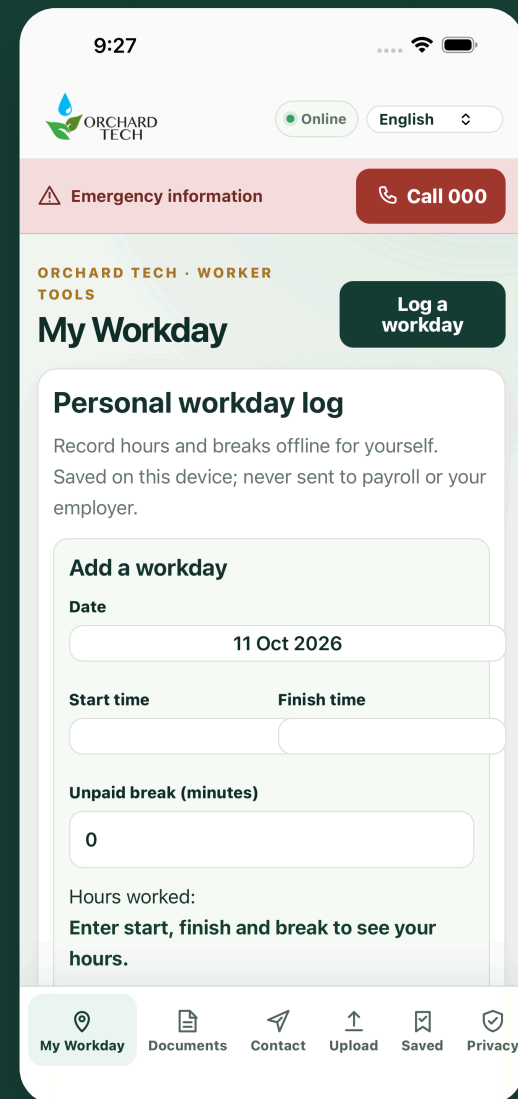
A walkthrough for workers and managers, from the first download to submitting completed induction and training records.

[Open the worker guide](#)

[Download the app](#)

iPhone and iPad Android

Optional narration uses a computer-generated voice.



Actual app screen from the public Apple listing

OVERVIEW

What the app does

The app brings everyday worker tools together on your phone.

- 01** **My Workday**
Keep and edit your personal record of hours on this device.
-

- 02** **Documents and Saved**
Find resources, policies, manuals and available host information.
Save eligible documents to read offline.
-

- 03** **Upload**
Send requested records about yourself, or a hazard photo, in a version with Upload available.
-

- 04** **Contact**
Write, review and send a routine workplace question.
-

For workers

Find information, keep personal records and send your own requested documents.

For managers

Help workers use the app, explain what to submit and confirm that staff received and reviewed the records.

Keep the usual timesheet process.

My Workday stays on the worker's device. It does not send hours to payroll or the employer.

GETTING STARTED

Before you begin

A few things make the first session easier.

1

Your phone

Use your own iPhone, iPad or Android device. Have enough charge for the demonstration.

2

Internet

Connect to Wi-Fi or mobile data to install the app, find online documents and send files.

3

Your details

For Upload, have your name and Orchard Tech worker ID ready.

4

Completed records

Have the induction and training documents Orchard Tech has asked you to send.

Signing in

You do not need an Orchard Tech account or password to use the app. The App Store or Google Play may ask for your Apple or Google account.

GETTING STARTED

Download or update the app

Scan the code for your phone. If you are already on your phone, tap the store button.

iPhone and iPad



Open the App Store

Tap **Get** or **Update**, then **Open**.

The current Apple listing requires iOS 15 or later.

Android



Open Google Play

Tap **Install** or **Update**, then **Open**.

On Android, use Upload only after version 1.1 is available in Google Play, installed, and the Upload tab is visible.

GETTING STARTED

Your first minute in the app

Choose a language, then use the labelled navigation to find the tool you need.

Language at the top

Choose English, Lea faka-Tonga or Bahasa Melayu. Some functions and resources remain in English.

Documents

Browse the online library and open a resource.

Saved

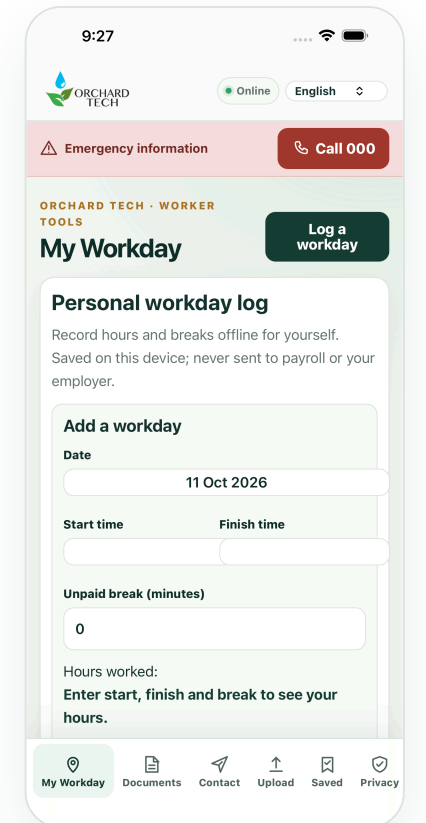
Read copies already saved on this device.

My Workday, Contact and Upload

Use the bottom bar: My Workday, Documents, Contact, Upload, Saved and Privacy. Upload needs version 1.1 with the tab visible.

Button names in this presentation are in English.

Choose English to match the labels shown. Screen layout can vary with your device and app version.

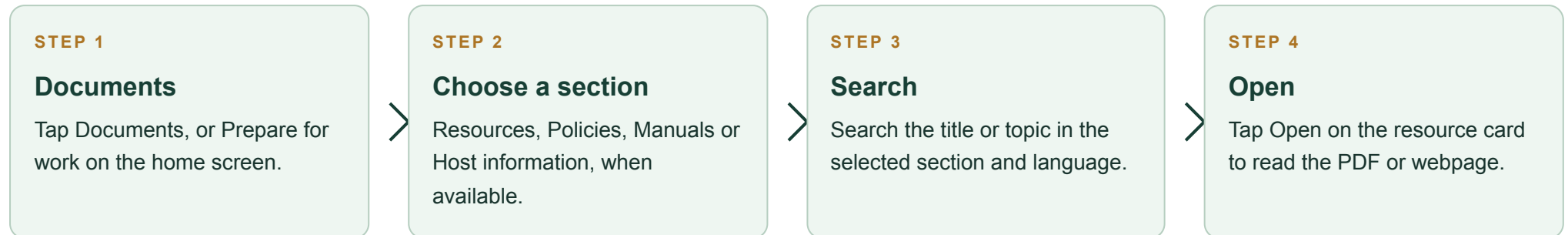


Current iPhone version 1.1 navigation.
Android Upload appears after version 1.1
is available in Google Play and installed.

RESOURCES

Finding a document

Connect to the internet, then follow this route through Documents.



If a document does not appear

Clear the search. Try another section or language. Ask your supervisor if you still cannot find it.

More worker resources

[Open the PALM resource library and videos.](#) The website needs internet.

Opening a resource alone does not save it for offline use.

RESOURCES

Saving for offline reading

Save eligible documents before travelling or working somewhere with limited reception.

1

Save while online

In Documents, tap Save offline when the button is available.

2

Wait for confirmation

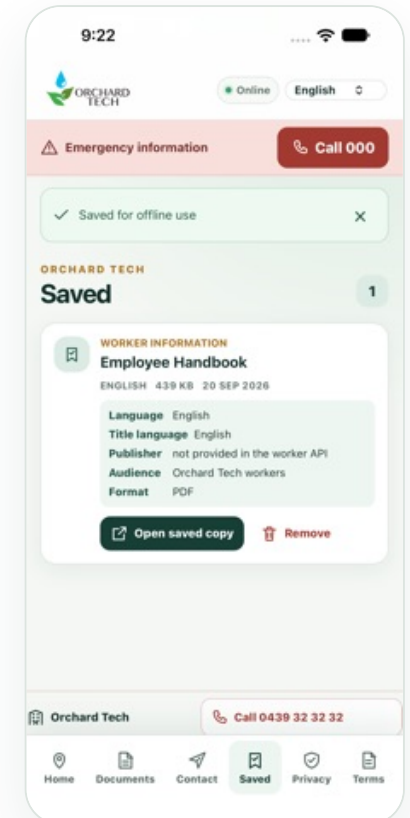
Wait until you see Saved for offline use.

3

Open from Saved

Tap Saved, then Open saved copy. Scroll through the pages.

On iPhone or iPad, tap **Done** to return. On Android, use the document viewer's **Back** button or gesture.



Actual app screen from the public Apple listing

RESOURCES

Keeping saved copies current

A saved copy stays on your device. Check for current information when you reconnect.

CHECK

Outdated or archived?

Check the current document online or ask your supervisor.



CONFIRM

Current copy available

Make sure it opens in Documents and offers Save offline.



REPLACE

Remove the old copy

Remove immediately deletes the saved copy on this device.



SAVE

Save the current version

Return to Documents and tap Save offline on the current copy.

Website links and videos still need internet.

A webpage in the online library is not automatically an offline resource.

MY WORKDAY

Your personal workday log

Keep a record of your day and check the hours shown before saving.

1. Tap **My Workday**, then **Log a workday**.
2. Enter the date, start time, finish time and unpaid break in minutes.
3. Check **Hours worked**, add an optional note and tap **Save workday**.
4. Find entries in **Your history**. Use **Edit** and **Save changes** to correct them.

Example: 7:00 am to 4:30 pm, less a 30-minute unpaid break, equals 9 hours.

For an overnight shift, use the starting date and the next morning's finish time.

Keep using your usual timesheet process.

The log works offline and stays on this device. It never sends entries to payroll or the employer.

The screenshot shows the 'My Workday' log screen in the Orchard Tech Worker Tools app. At the top, the status bar shows 9:27, signal strength, Wi-Fi, and battery. The app header includes the Orchard Tech logo, 'Online' status, and 'English' language selection. A red bar contains 'Emergency information' and a 'Call 000' button. Below this, the 'ORCHARD TECH - WORKER TOOLS' header is followed by 'My Workday' and a 'Log a workday' button. The main section is titled 'Personal workday log' with a description: 'Record hours and breaks offline for yourself. Saved on this device; never sent to payroll or your employer.' Below this is an 'Add a workday' form with fields for 'Date' (11 Oct 2026), 'Start time', 'Finish time', and 'Unpaid break (minutes)' (0). A 'Hours worked' section shows 'Enter start, finish and break to see your hours.' The bottom navigation bar includes icons for 'My Workday', 'Documents', 'Contact', 'Upload', 'Saved', and 'Privacy'.

Actual app screen from the public Apple listing

UPLOAD

Your induction and training records

Use the app to send clear copies of the completed documents Orchard Tech asks for.

01

Complete the documents

Use your completed induction and training records. Sending starts an email handoff; it does not confirm staff receipt or review.

02

Photograph every page

Use your phone camera, then select the photos from your phone in Upload.

03

Send and retain the reference

Review every page and keep the Request ID and Handoff reference shown after sending.

“Uploading completed induction and training records through the app will become compulsory.”

Orchard Tech will use these submissions to keep a record of your induction and training.

The start date has not been announced in this guide.

Managers should confirm the start date, requested documents and assistance process before communicating a deadline.

UPLOAD

Clear photographs make review easier

Before opening Upload, check the photos on your phone.

A complete page

- ✓ All edges and every part of the document are visible.
- ✓ Text, names, dates and completed fields are readable.
- ✓ Every required page is included in the right order.
- ✓ The photo shows your own requested document.

A readable photo

- ✓ Place the paper flat in good light.
- ✓ Hold the phone steady and photograph from above.
- ✓ Avoid glare, deep shadows and fingers covering text.
- ✓ Retake a blurry or cropped photo before selecting it.

Use the phone camera first.

Then open Upload and choose the saved photos, or select a PDF. In the app, open every Preview page to check it again.

Send only requested records about yourself.

Do not include another worker's documents. A hazard photo should not show identifiable people.

UPLOAD

Your upload details

Choose the category that matches the requested file.

Your name and Orchard Tech worker ID

Enter your own details so staff can match the files to you.

Training or induction records

Choose this for your completed induction and training documents.

Other documents about me

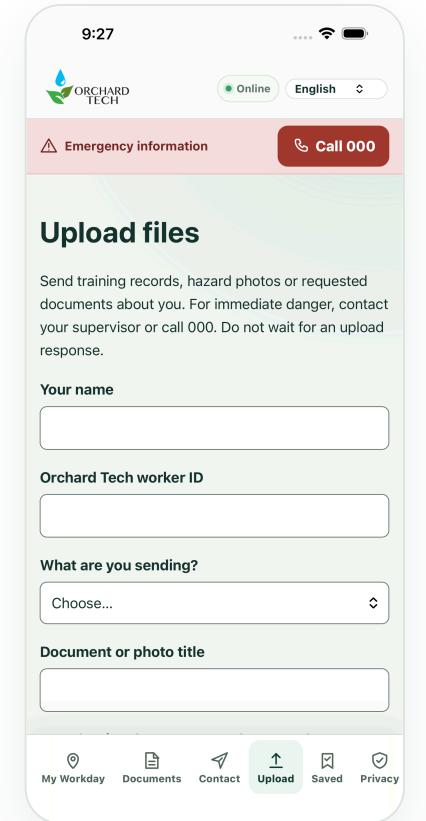
Use this category for another record about yourself when Orchard Tech requests it.

Hazard photo

Use one JPG or PNG image. Keep identifiable people out of the photo.

Add a clear document or photo title.

Check the details before continuing to select files.

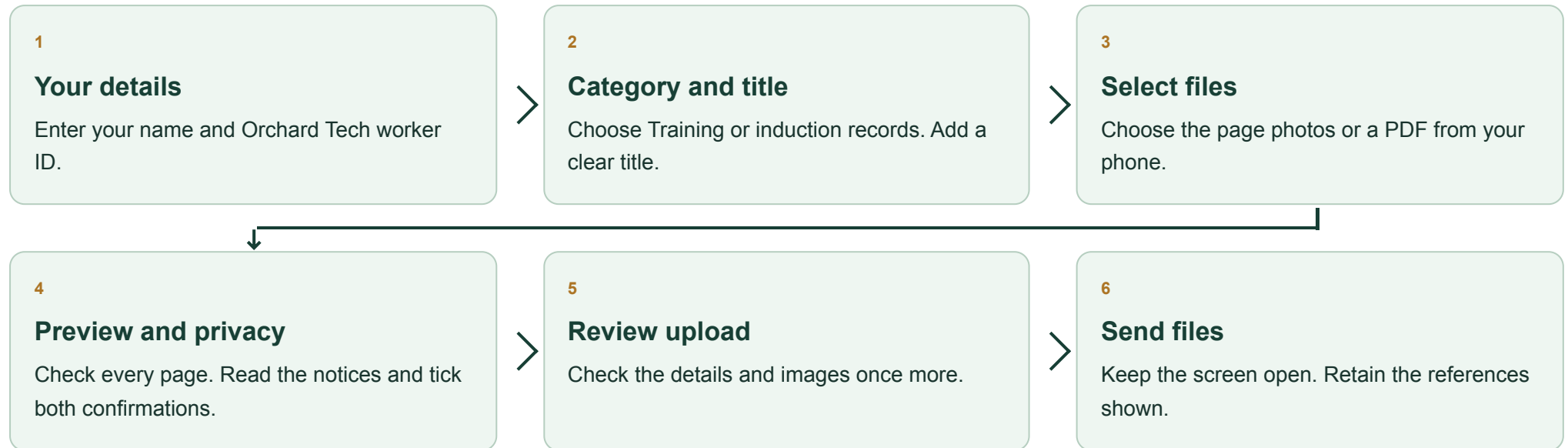


Actual app screen from the current public
Apple listing

UPLOAD

The upload flowchart

Version 1.1 and a visible Upload tab are required.



JPG / PNG / PDF

Training and other documents

10

Maximum page images

8 MB

Maximum combined size

Every PDF page becomes an image. Hazard photo accepts one JPG or PNG image. Android uploads require the update to be available in Google Play and installed.

UPLOAD

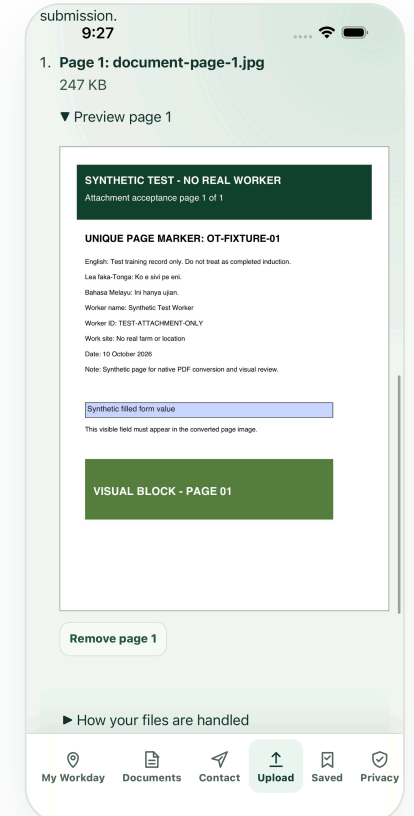
Preview and privacy checks

The last check belongs to you, before you send.

- ✓ Open every **Preview page**.
- ✓ Check that every page is readable and complete.
- ✓ Check the name, worker ID, category and title.
- ✓ Read **How your files are handled** and **Privacy**.
- ✓ Tick both confirmations, then tap **Review upload**.
- ✓ Tap **Send files** when the review is correct.

Your files go to workerforms@orchardtech.com.au.

They are not published in the resource library.



Actual app screenshot. The document is a synthetic demonstration record, not a real worker's record.

UPLOAD

After you send

Read the result on screen. Keep the Request ID so staff can help with the same submission.

What did the app show?

Accepted for email handoff

The system accepted your files for the email handoff.

Keep the Request ID and Handoff reference.

This does not confirm inbox delivery or staff review.

Send outcome unknown

The app cannot confirm the result of that attempt.

Contact Orchard Tech with the Request ID before starting another upload.

A problem before sending

Read the message and check your internet, files and required fields.

Correct the stated problem or ask for help.

Reconnecting never automatically sends a draft.

Staff receipt and staff review are separate steps.

Managers should confirm the record reached the office before treating it as received or complete.

SUPPORT

Contact Orchard Tech

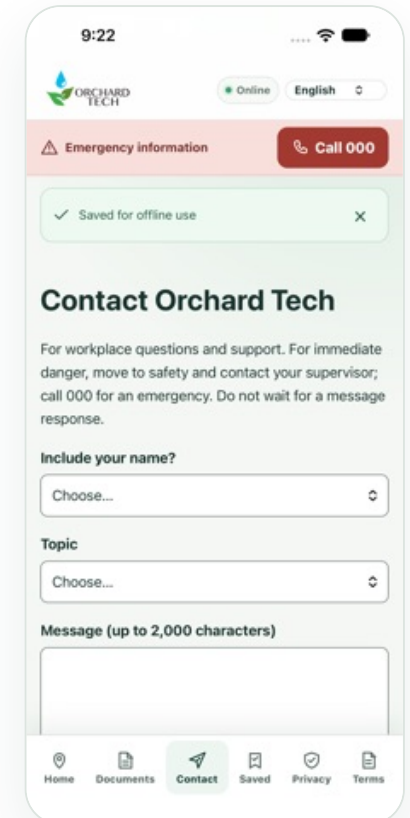
Contact is for routine, non-sensitive workplace questions.

1. Tap **Contact** and choose a topic.
2. Choose whether to include your name.
3. If you include your name, choose whether you want a reply. Add your phone number if you do.
4. Write the message, read the collection notice and confirm it.
5. Tap **Review message**, then **Send message**.

Keep sensitive details out of Contact.

Do not include passport, visa, bank, tax or medical details. Ask Orchard Tech for the correct process.

For emergency information, use your workplace emergency poster. Contact and Upload are for routine communication.



Actual app screen from the public Apple listing

EVERYDAY USE

Online and offline

Prepare while connected, then use saved documents and your personal log without reception.

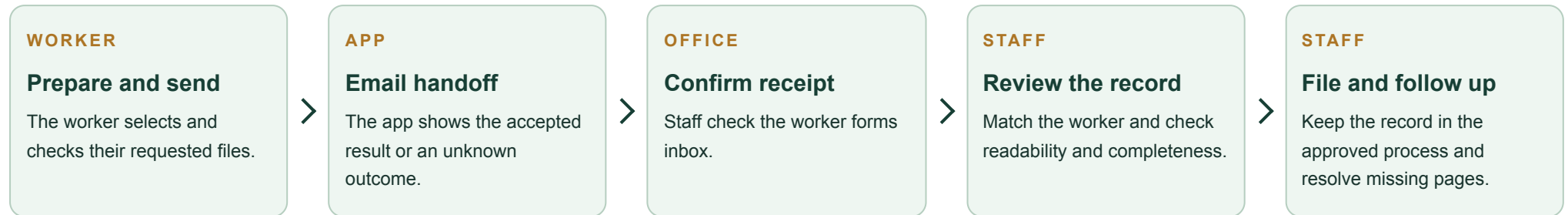
Activity	Internet needed?	What to remember
Download or update the app	Yes	Use the App Store or Google Play.
Find online resources	Yes	Browse Documents and open online pages.
Save offline	Yes, when saving	Wait for Saved for offline use.
Read an already saved copy	No	Use Saved and Open saved copy.
My Workday	No	The log stays on this device.
Send Upload or Contact	Yes	Reconnecting does not automatically send a draft.

Website links, PALM library pages and videos need internet. Opening them does not save the whole website.

FOR MANAGERS

How records reach the office

Sending the files starts the staff follow-up process.



Worker forms inbox: workerforms@orchardtech.com.au

Recommended staff workflow

Staff carry out receipt checks, review, filing and follow-up through Orchard Tech's approved process.

Personal workday logs stay on the phone.

This upload route does not collect the worker's My Workday history for payroll.

Manager rollout plan

A suggested approach for workers still on the eight-week report.

- 1** **Prepare the group**
Use the approved worker list. Share the download links and the published guide.
- 2** **Explain the requirement**
Confirm which completed documents each worker should send and where to get help.
- 3** **Run a supported demonstration**
Check installation, language, Upload availability and previewing a page.

- 4** **Check office receipt**
Verify the files reached the inbox and match the worker. Keep the reference for follow-up.
- 5** **Track staff review**
Record missing, unreadable or incomplete pages in the existing approved process.
- 6** **Support the worker**
Offer help with language, device access, file limits or a missing Upload tab.

Confirm the compulsory start date before setting a deadline.

The published guide uses future wording and gives no effective date.

PRACTICE SESSION

A demonstration together

Let each person practise finding the controls on their own phone.

1

Find a document

Open Documents, choose a section and find a resource.
Show where Open and Save offline appear.

2

Open a saved copy

Wait for the save confirmation. Find the copy in Saved and open it.

3

Preview an upload

Use an approved demonstration file to show the category, file selection and page preview.

Keep real personal records off the shared screen.

Workers can send their own requested documents privately after the demonstration. Only complete a demonstration send if the file and destination are approved.

Manager check

Ask the worker to show the controls themselves. Help them practise before assuming they understand the process.

HELP

Common questions

Open a question for the next step.

I cannot see Upload

Upload steps need version 1.1 and a visible Upload tab. On Android, install that update once it becomes available in Google Play. You can still use the current app for resources and personal workday logs. Ask your supervisor if you need help.

I cannot find a document

Check your internet. Clear the search and try another section or language. Only sections with content appear. Ask your supervisor if the requested document is still missing.

The send outcome is unknown

Keep the Request ID. Contact Orchard Tech with it before starting another upload so staff can help check the same submission.

My photos or PDF are too large

Training and other requested documents have a combined limit of 8 MB and up to 10 page images. Each PDF page counts as an image. Prepare readable files within the limit and ask for help if the document still does not fit.

I lost internet before sending

Reconnect and check the draft. The app never automatically sends a draft when the connection returns. Read any on-screen message before making another attempt.

Did the office review my files?

Accepted for email handoff does not confirm inbox delivery or staff review. Ask Orchard Tech to check the submission using the Request ID and Handoff reference.

Ask your supervisor for help with the app or finding a document. [The published guide](#) has the complete instructions.

DISCUSSION

Check your understanding

Choose an answer together. These answers stay in this presentation.

Does My Workday send your hours to payroll?

No. My Workday stays on this device. Keep using the usual timesheet process.

How do you read a document without internet?

Save offline while online, wait for Saved for offline use, then open the copy in Saved.

What should you do if the send outcome is unknown?

Contact Orchard Tech before starting another upload.

NEXT STEPS

The guide is always here

Download the app, practise the steps and keep the guide for later.

Published instructions

[Open the worker app guide](#)

[English guide PDF](#)

[English–Tongan companion guide PDF](#)

The Tongan companion visibly pairs the English and Tongan wording. No native Tongan speaker has reviewed this version.

Help from Orchard Tech

Ask your supervisor or use Contact for a routine question.

hari@orchardtech.com.au

[0439 32 32 32](tel:0439323232)

iPhone / iPad



[App Store](#)

Android



[Google Play](#)

Remember

Completed induction and training uploads will become compulsory. The guide has not announced a start date. Android Upload requires version 1.1 to be available in Google Play, installed, and the Upload tab visible.