

LANGUAGE-QA PASS - recombined/composed material disclosed

Worker app guide

Fakahinohino ki he app ‘a e kau ngāue

For iPhone iPad and Android

Ki he iPhone iPad mo e Android

Updated 14 October 2026

Fakalelei‘i ‘i he 14 October 2026

English–Tongan companion guide.

Fakahinohino English–Tongan ke ngāue‘aki fakataha.

Keep your own workday records, read worker resources and contact Orchard Tech. In versions with Upload, you can send photos of your completed induction and training documents.

Tauhi ho‘o ngaahi lekooti fakatautaha ‘o e ‘aho ngāue, lau ‘a e ngaahi fakamatala ki he kau ngāue pea fetu‘utaki ki Orchard Tech. ‘I he ngaahi version ‘oku ‘i ai ‘a e Upload, te ke lava ‘o ‘ave ‘a e ngaahi faitaa ‘o ho‘o ngaahi pepa induction mo e ako kuo kakato.

Download or update

Hiki hifo pe fakalelei‘i ‘a e app

iPhone and iPad



App Store

Android



Google Play

Scan with your phone camera, then open the link shown. You can also tap the written download link below.

Siken ‘aki ‘a e me‘afaitaa ‘i ho‘o telefoni, pea fakaava ‘a e fehokotaki ‘oku hā mai. Te ke lava foki ‘o lomi ‘a e fehokotaki kuo tohi ‘i lalo ke hiki hifo ‘a e app.

<https://apps.apple.com/au/app/orchard-tech/id6802588163>

iPhone and iPad: Open the App Store link or scan its QR code. Tap **Get** or **Update**, then **Open**. Upload is available in version 1.1.

iPhone mo iPad: Fakaava 'a e fehokotaki ki he App Store pe sikeni hono kuouti QR. Lomi 'a e Get pe Update, pea lomi 'a e Open. 'Oku 'i ai 'a e Upload 'i he version 1.1.

<https://play.google.com/store/apps/details?id=com.orchardtech.orchardtechworkerapp>

Android: Open the Google Play link or scan its QR code. Tap **Install** or **Update**, then **Open**.

Android: Fakaava 'a e fehokotaki ki he Google Play pe sikeni hono kuouti QR. Lomi 'a e Install pe Update, pea lomi 'a e Open.

Android Upload update: Upload steps require version 1.1. On Android, the Upload tab appears when that update becomes available in Google Play. You can use the current Android app for personal workday logs and resources.

Fakalelei'i 'o e Upload 'i he Android: 'Oku fiema'u 'a e version 1.1 ki he ngaahi sitepu Upload. 'I he Android, 'oku hā mai 'a e tab Upload 'i he taimi 'oku ma'u ai 'a e fakalelei'i ko ia 'i he Google Play. Te ke lava 'o ngāue'aki 'a e app Android 'oku lolotonga ma'u ke tauhi ho'o ngaahi lekooti fakatautaha 'o e 'aho ngāue pea ma'u 'a e ngaahi fakamatala.

You do not need an Orchard Tech account or password. The App Store may ask for your Apple Account; Google Play may ask for your Google account. Both download links stay the same for future updates.

'Oku 'ikai ke ke fiema'u ha 'akauni pe pasiueti 'a Orchard Tech. 'E lava ke kole 'e he App Store ho'o Apple Account; 'e lava ke kole 'e he Google Play ho'o 'akauni Google. 'E kei tatau pē 'a e ongo fehokotaki ki hono hiki hifo 'a e app 'i he ngaahi fakalelei'i 'i he kaha'u.

Choose your language at the top: **English**, **Lea faka-Tonga** or **Bahasa Melayu**. Some functions and resources remain in English.

Fili ho'o lea 'i 'olunga: English, Lea faka-Tonga pe Bahasa Melayu. 'Oku kei 'i he English 'a e ngaahi ngāue mo e fakamatala 'e ni'ihī.

Record your workday

Lekooti ho'o 'aho ngāue

Tap **My Workday** → **Log a workday**. Enter the date, start time, finish time and unpaid break in minutes. Check **Hours worked**, then tap **Save workday**. A note is optional. For an overnight shift, use the starting date and the next morning's finish time.

Lomi 'a e My Workday → Log a workday. Fakahū 'a e 'aho, taimi kamata, taimi tuku pea mo e lahi 'o e miniti mālōlō 'oku 'ikai totongi. Vakai'i 'a e Hours worked, pea lomi 'a e Save workday. Te ke lava 'o tānaki ha tohi fakamatala, ka 'oku 'ikai fiema'u ia. Ki ha taimi ngāue 'oku a'u ki he pongipongi hono hoko, ngāue'aki 'a e 'aho na'a ke kamata ai pea mo e taimi tuku 'i he pongipongi hono hoko.

Find entries under **Your history**. Tap **Edit**, change the details, then **Save changes**. The log works offline and stays on this device. Entries are never sent to payroll or your employer. **Keep using your usual timesheet process.**

Kumi 'a e ngaahi lekooti 'i he Your history. Lomi 'a e Edit, liliu 'a e ngaahi fakaikiiki, pea lomi 'a e Save changes. 'Oku ngāue 'a e lekooti 'o 'ikai fiema'u 'a e 'initaneti pea 'oku tauhi pē 'i he me'angāue ko 'eni. 'Oku 'ikai 'aupito 'ave 'a e ngaahi lekooti ki he tafa'aki totongi vahe (payroll) pe ki he kautaha 'oku ke ngāue ki ai. Hokohoko atu pē hono ngāue'aki ho'o founa timesheet angamaheni.

Find and save resources

Kumi mo tauhi 'a e ngaahi fakamatala

Use **Documents** to browse the library. Use **Saved** to read copies already saved on this device. Opening a resource alone does not save it.

Ngāue'aki 'a e Documents ke vakai 'a e tuku'anga fakamatala. Ngāue'aki 'a e Saved ke lau 'a e ngaahi tatau kuo 'osi tauhi 'i he me'angāue ko 'eni. Ko hono fakaava pē 'o ha fakamatala 'oku 'ikai tauhi ai ia.

Find and open a document

Kumi pea fakaava ha pepa

- 1 Connect to the internet. Tap **Documents** in the bottom navigation. You can also tap **Prepare for work** on the home screen.

Fakahoko ho'o fehokotaki ki he 'initaneti. Lomi 'a e Documents 'i he ngaahi fili 'i lalo. Te ke lava foki 'o lomi 'a e Prepare for work 'i he peesi 'uluaki.

- 2 Choose an available section: **Resources**, **Policies**, **Manuals** or **Host information**. Only sections with content appear.

Fili ha konga 'oku 'i ai: Resources, Policies, Manuals pe Host information. Ko e ngaahi konga pē 'oku 'i ai ha fakamatala 'oku hā mai.

- 3 Search for the document title or topic. Search covers the selected section and language. If you cannot find a document, clear the search and try another section or language.

Kumi 'a e hingo 'o e pepa pe ko hono kaveinga. 'Oku kumi pē 'i he konga pea mo e lea kuo fili. Kapau 'oku 'ikai ke ke ma'u 'a e pepa, to'o 'a e lea na'a ke kumi 'aki pea 'ahi'ahi ha konga pe lea kehe.

- 4 Tap **Open** on the resource card to read its online PDF or webpage. Return to Orchard Tech when you finish.

Lomi 'a e Open 'i he kaati fakamatala ke lau hono PDF pe peesi uepisaiti 'i he 'initaneti. Foki ki Orchard Tech 'i ho'o 'osi.

Save a document for offline reading

Tauhi ha pepa ke lau 'o 'ikai fiema'u 'a e 'initaneti

- 1 While online, find the document in **Documents**. Tap its **Save offline** button if available.
Lolotonga ho'o fehokotaki ki he 'initaneti, kumi 'a e pepa 'i he Documents. Lomi hono Save offline kapau 'oku 'i ai.
- 2 Wait until the app shows **Saved for offline use**. The copy is now stored on this device.
Tatali kae 'oua kuo hā 'a e Saved for offline use 'i he app. Kuo tauhi 'a e tatau 'i he me'angāue ko 'eni.
- 3 Tap **Saved**, find the document, then tap **Open saved copy**. Scroll through the pages. On iPhone or iPad, tap **Done** to return. Android opens the installed document viewer; use the **Back** button or gesture to return to Orchard Tech.
Lomi 'a e Saved, kumi 'a e pepa, pea lomi 'a e Open saved copy. Toho 'a e ngaahi peesi 'i he screen (scroll). 'I he iPhone pe iPad, lomi 'a e Done ke foki. 'Oku fakaava 'e he Android 'a e polokalama lau pepa kuo 'osi fokotu'u; ngāue'aki 'a e Back (fili pe gesture foki) ke foki ki Orchard Tech.

Offline reading: saved copies work without internet. Website links and resources without Save offline still need internet. App Saved is separate from your device's file manager.

Lau 'o 'ikai fiema'u 'a e 'initaneti: 'oku ngāue 'a e ngaahi tatau kuo tauhi 'o 'ikai fiema'u 'a e 'initaneti. 'Oku kei fiema'u 'a e 'initaneti ki he ngaahi fehokotaki uepisaiti mo e fakamatala 'oku 'ikai 'i ai 'a e Save offline. 'Oku kehe 'a e Saved 'i he app mei he polokalama tauhi faile 'i ho'o me'angāue.

Keep saved copies current

Tauhi ke lolotonga 'a e ngaahi tatau kuo tauhi

If a copy is marked outdated or archived, check the current document in **Documents** while online or ask your supervisor.

Kapau 'oku faka'ilonga'i ha tatau ko e outdated ('ikai kei lolotonga) pe archived (kuo tauhi 'i he tuku'anga fakamatala), vakai 'a e pepa lolotonga 'i he Documents 'i ho'o fehokotaki ki he 'initaneti pe 'eke ki ho'o pule ngāue.

To replace it, first check that the current document is available online and has a **Save offline** button. **Remove** immediately deletes only the saved copy on this device. Then return to Documents and tap Save offline on the current version.

Ke fetongi ia, 'uluaki vakai 'oku ma'u 'a e pepa lolotonga 'i he 'initaneti pea 'oku 'i ai hono Save offline. 'I hono lomi 'a e Remove, 'oku tamate'i 'i he taimi pē ko ia 'a e tatau pē kuo tauhi 'i he me'angāue ko 'eni. Pea foki ki he Documents 'o lomi 'a e Save offline 'i he version lolotonga.

Read the PALM resource library online

Lau ‘a e tuku‘anga fakamatala PALM ‘i he ‘initaneti

Open PALM worker resources and videos from Resources, or use this website link:

Fakaava ‘a e PALM worker resources and videos mei he Resources, pe ngāue‘aki ‘a e fehokotaki uepisaiti ko ‘eni:

<https://www.orchardtech.com.au/worker-resources-palm-library/>

Browse the topic headings and open the document or video you need. This webpage needs internet; it is not saved as one offline library in the app.

Vakai ‘a e ngaahi hingoa ‘o e kaveinga pea fakaava ‘a e pepa pe vitio ‘oku ke fiema‘u. ‘Oku fiema‘u ‘a e ‘initaneti ki he peesi uepisaiti ko ‘eni; ‘oku ‘ikai tauhi ia ‘i he app ko ha tuku‘anga fakamatala kakato ke lau ta‘e ‘initaneti.

Send files and get help

‘Ave ‘a e ngaahi faile pea ma‘u tokoni

Contact Orchard Tech

Fetu‘utaki ki Orchard Tech

Tap **Contact** for a routine question. Choose whether to include your name and select a topic. If you include your name, choose whether you want a reply; add your phone number if yes. Write a non-sensitive message, read the collection notice and tick its confirmation, then tap **Review message** → **Send message**. Keep passport, visa, bank, tax and medical details out of Contact.

Lomi ‘a e Contact ki ha fehu‘i angamaheni. Fili pe te ke fakahū ho hingoa pea fili ha kaveinga. Kapau te ke fakahū ho hingoa, fili pe ‘oku ke fie ma‘u ha tali; kapau ‘oku ke fie ma‘u ha tali, tānaki ho‘o fika telefoni. Tohi ha fakamatala ‘oku ‘ikai pelepelengesi, lau ‘a e fanongonongo ki hono tānaki ‘o e fakamatala pea faka‘ilonga‘i hono puha fakapapau‘i, pea lomi ‘a e Review message → Send message. ‘Oua ‘e fakahū ha fakaikiiki ‘o e passport, visa, pangike, tukuhau pe me‘a fakafaito‘o ‘i he Contact.

Send records or hazard photos

‘Ave ‘a e ngaahi lekooti pe ngaahi la‘i tā ‘o ha me‘a fakatu‘utāmaki

Upload availability: The steps below require version 1.1 with the Upload tab visible. On Android, follow them only when that update is available in Google Play and installed.

Ma‘u ‘o e Upload: ‘Oku fiema‘u ‘a e version 1.1 pea ke hā ‘a e tab Upload ki he ngaahi sitepu ‘i lalo. ‘I he Android, toki ngāue‘aki ‘a e ngaahi sitepu ko ‘eni ‘i he taimi kuo ma‘u ai ‘a e fakalelei‘i ‘i he Google Play pea kuo ‘osi fokotu‘u.

Induction and training records

Ngaahi lekooti induction mo e ako

Use your phone camera to take clear photos of every page of your completed induction and training documents.

Ngāue'aki 'a e me'afaitaa 'i ho'o telefoni ke faitaa mahino 'o e peesi kotoa 'o ho'o ngaahi pepa induction mo e ako kuo kakato.

In the app, tap Upload and choose Training or induction records, then select the photos from your phone or choose a PDF.

'I he app, lomi 'a e Upload pea fili 'a e Training or induction records, pea fili 'a e ngaahi faitaa mei ho'o telefoni pe fili ha PDF.

Check that all pages are readable and complete before sending.

Vakai'i 'oku lava ke lau 'a e peesi kotoa pea 'oku kakato kimu'a pea ke 'ave.

Uploading your completed induction and training records through the app will become compulsory so Orchard Tech can keep a record of your induction and training.

'E fiema'u pau ke ke fakahū ho'o ngaahi lekooti induction mo e ako kuo kakato 'i he app koe'uhi ke lava 'e Orchard Tech 'o tauhi ha lekooti 'o ho'o induction mo e ako.

Only send records about yourself when Orchard Tech asks for them. You can also report a hazard with a photo. Do not include another worker's documents or identifiable people in hazard photos.

'Ave pē 'a e ngaahi lekooti fekau'aki mo koe 'i he taimi 'oku kole atu ai 'e Orchard Tech. Te ke lava foki 'o lipooti ha me'a fakatu'utāmaki 'aki ha la'i tā. 'Oua 'e fakahū ha ngaahi pepa 'a ha tokotaha ngāue kehe, pea 'oua 'e fakahū ha ngaahi la'i tā 'o ha me'a fakatu'utāmaki 'oku hā ai ha kakai 'e lava 'o 'ilo'i.

- 1 Tap **Upload**. Enter your name and Orchard Tech worker ID. Choose **Training or induction records**, **Hazard photo** or **Other documents about me**. Add a clear document or photo title.

Lomi 'a e Upload. Fakahū ho hinga pea mo ho'o Orchard Tech worker ID. Fili 'a e Training or induction records, Hazard photo pe Other documents about me. Tānaki ha hinga mahino 'o e pepa pe la'i tā.

- 2 Choose your files. Training and other documents accept JPG, PNG or PDF: up to **10 page images and 8 MB combined**. Each PDF page is sent as an image. Hazard photo accepts one JPG or PNG image.

Fili ho'o ngaahi faile. 'Oku tali 'e he ngaahi pepa ako mo e ngaahi pepa kehe 'a e JPG, PNG pe PDF: 'o a'u ki he ngaahi 'imisi 'o e peesi 'e 10 pea 'oku 'ikai laka hake honau lahi fakakatoa 'i he 8 MB. 'Oku 'ave 'a e peesi PDF takitaha ko ha 'imisi. 'Oku tali 'e he Hazard photo 'a e 'imisi JPG pe PNG 'e taha.

- 3 Open every **Preview page** and check that it is readable, complete and yours. Read **How your files are handled** and **Privacy**, then tick both confirmations.

Fakaava 'a e peesi Preview kotoa pea vakai 'oku lava 'o lau, 'oku kakato pea 'oku 'a'au. Lau 'a e How your files are handled pea mo e Privacy, pea faka'ilonga'i 'a e ongo fakapapau'i.

- 4 Tap **Review upload**, check the details and images, then tap **Send files**. Keep the screen open. Files go to **workerforms@orchardtech.com.au**; they are not published in the resource library.

Lomi 'a e Review upload, vakai 'a e ngaahi fakaikiiki mo e ngaahi 'imisi, pea lomi 'a e Send files. Tauhi ke kei ava 'a e screen. 'Oku 'ave 'a e ngaahi faile ki he workerforms@orchardtech.com.au; 'oku 'ikai pulusi kinautolu 'i he tuku'anga fakamatala.

- 5 Keep your **Request ID** and **Handoff reference**. **Accepted for email handoff** means the system accepted your files. It does not confirm delivery to the inbox or staff review.

Tauhi ho'o Request ID pea mo ho'o Handoff reference. 'Oku 'uhinga 'a e Accepted for email handoff kuo tali 'e he sisitemi ho'o ngaahi faile. 'Oku 'ikai fakapapau'i ai kuo a'u 'a e ngaahi faile ki he inbox pe kuo vakai'i 'e he kau ngāue.

If you need help

Kapau 'oku ke fiema'u tokoni

Send outcome unknown? Contact Orchard Tech with the Request ID before starting another upload. Upload and Contact need internet. Reconnecting never automatically sends your draft.

'Oku 'ikai 'ilo'i 'a e ola 'o hono 'ave? Fetu'utaki ki Orchard Tech 'o 'oatu 'a e Request ID kimu'a pea ke kamata ha Upload 'e taha. 'Oku fiema'u 'a e 'initaneti ki he Upload mo e Contact. 'Oku 'ikai 'aupito 'ave 'e he app ho'o draft 'iate ia pē 'i hono toe fehokotaki ki he 'initaneti.

Emergency contact information is provided separately on the workplace emergency poster. Contact and Upload are for routine communication.

'Oku 'oatu makehe 'a e fakamatala fetu'utaki fakatu'upakē 'i he tohi fanongonongo fakatu'upakē 'i he ngāue'anga. Ko e Contact mo e Upload ki he fetu'utaki angamaheni.

Translation disclaimer

Fakamatala ki he liliu lea

This translation was prepared from the English guide using computer-assisted translation.

Na'e teuteu 'a e liliu lea ko 'eni mei he fakahinohino English 'o tokoni 'a e komipiuta ki hono liliu lea.

No native Tongan speaker has reviewed this version.

'Oku te'eki vakai'i 'a e version ko 'eni 'e ha tokotaha 'oku Tongan 'ene lea tupu'anga.

If anything in this guide is unclear, contact Orchard Tech for help before following the instructions.

Kapau 'oku 'ikai mahino ha me'a 'i he fakahinohino ko 'eni, fetu'utaki ki Orchard Tech ke ma'u tokoni kimu'a pea ke ngāue'aki 'a e ngaahi fakahinohino.

The exact English is paired with each Tongan paragraph; keep both languages together.

'Oku tu'u 'a e English 'o 'ikai liliu 'i he tafa'aki 'o e palakalafi Tongan takitaha; tauhi 'a e ongo lea fakataha.

Correct spelling does not prove correct meaning or worker understanding.

Ko e sipela totonu 'oku 'ikai fakamo'oni'i ai 'a e 'uhinga totonu pe 'oku mahino ki he kau ngāue.

Button names in this guide remain in English.

'Oku tauhi 'a e ngaahi hinga 'o e fili 'i he fakahinohino ko 'eni 'i he English.

Choose English in the app to match these names on screen.

Fili 'a e English 'i he app ke tatau 'a e ngaahi hinga ko 'eni mo ia 'oku hā 'i he screen.

App guide online

Fakahinohino ki he app 'i he 'initaneti

<https://www.orchardtech.com.au/worker-app-guide/>

More app instructions online

Toe ngaahi fakahinohino ki he app 'i he 'initaneti

<https://www.orchardtech.com.au/worker-app-learning/>

LANGUAGE-QA PASS - recombined/composed material disclosed