



# Plantation Manager



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Image by freepik

# User Management

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## Plantation Manager



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4. Creating Employee Accounts
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# Plantation Manager

1

Introduction



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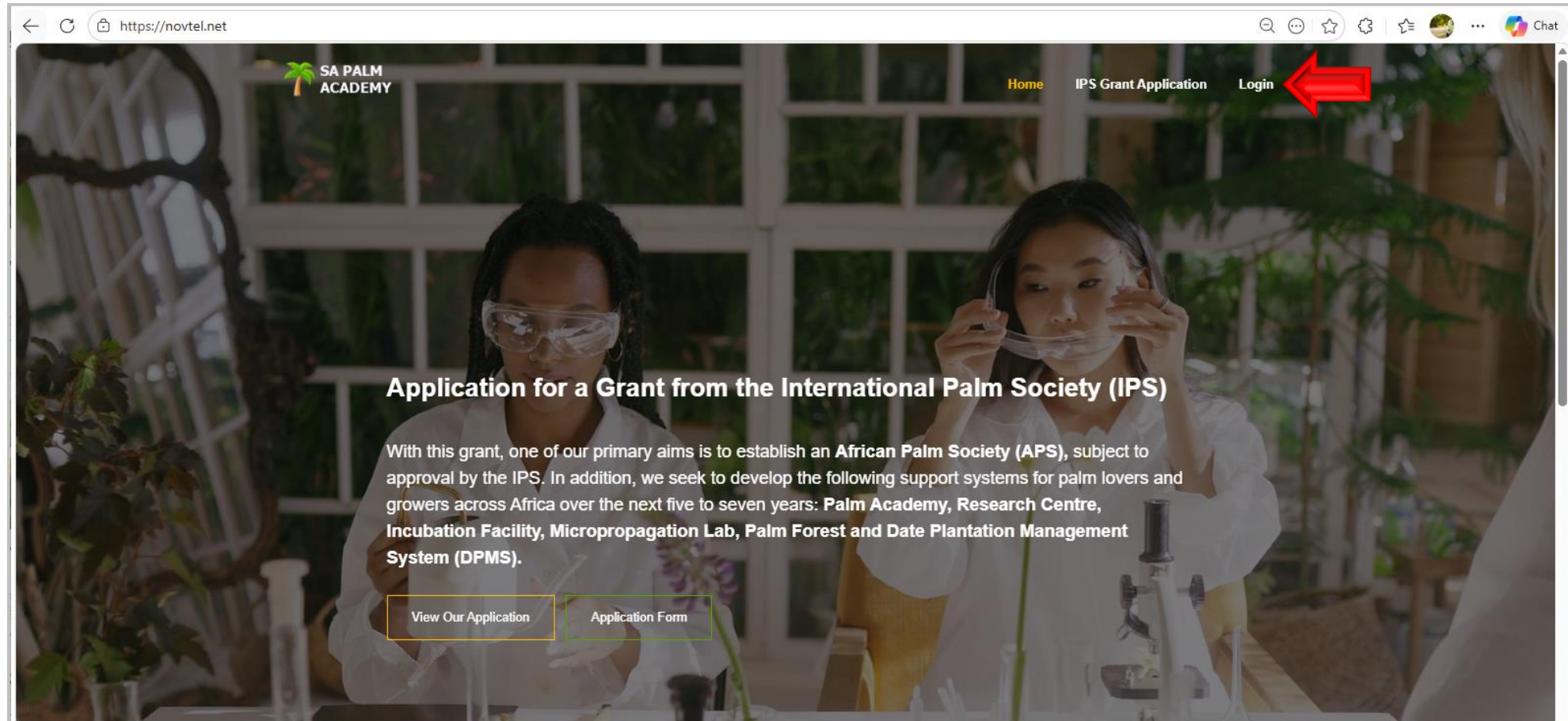
Image by freepik

# Introduction

Novtel has developed a secure, online portal to manage any plantation imaginable.

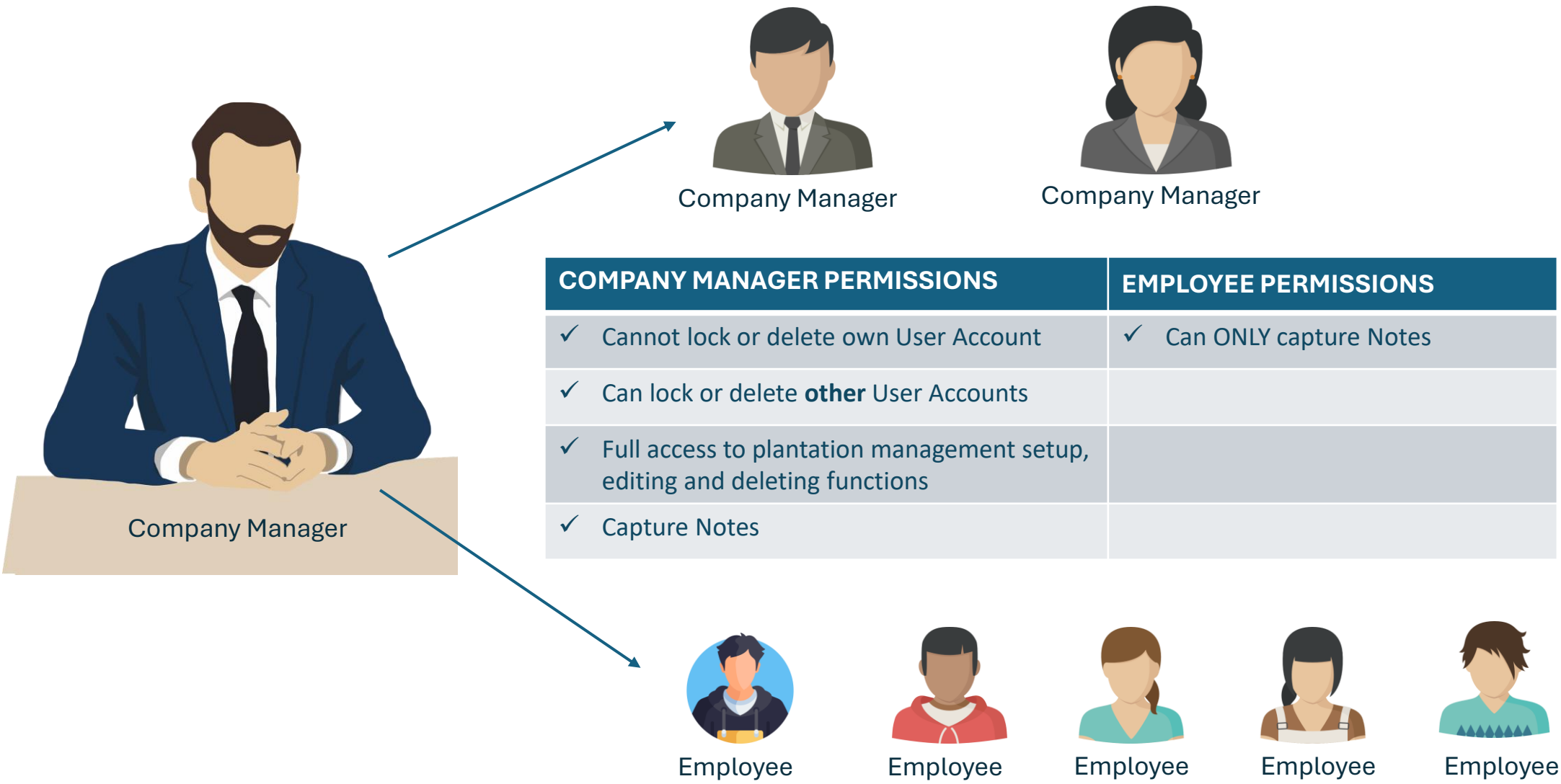
Signing up to Novtel Plantation Manager, you will receive a dedicated 'Company Manager' login, which is linked to your Company / User details.

<https://novtel.net/>



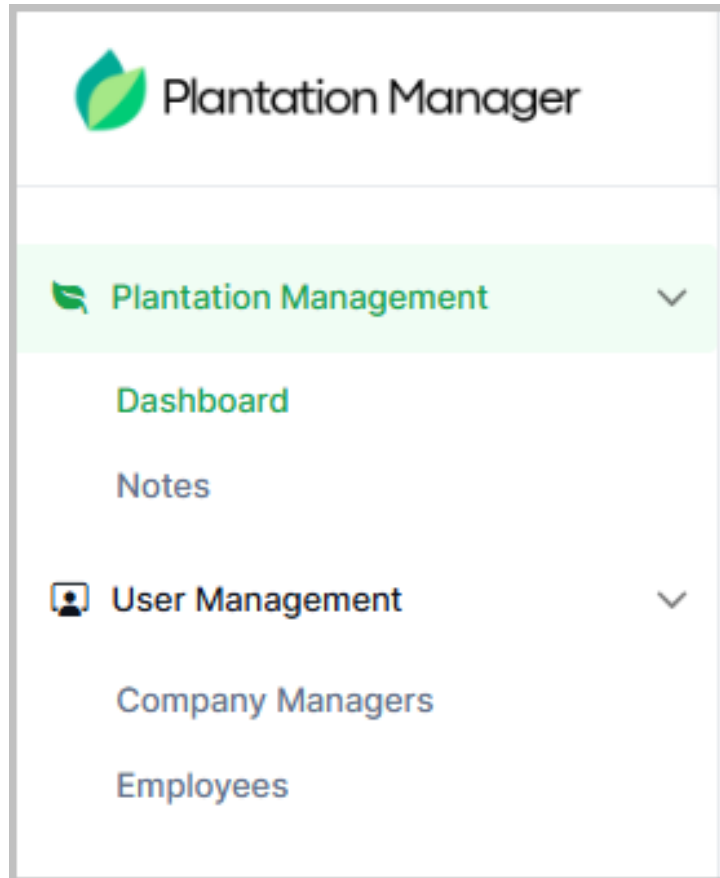
# Introduction

As Company Manager, you will be able to create other Company Managers for high level management, as well as 'Employees'.

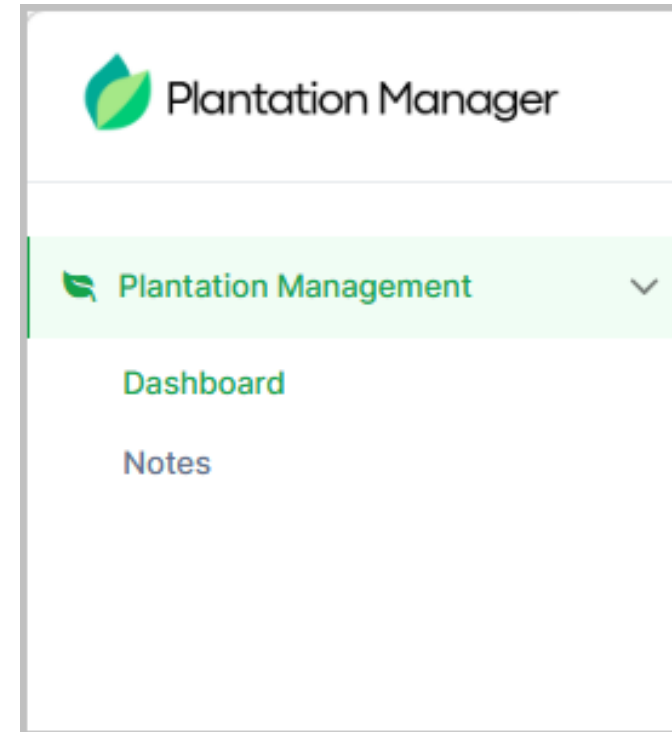


# Introduction

A **Company Manager** will have access to these menu options:



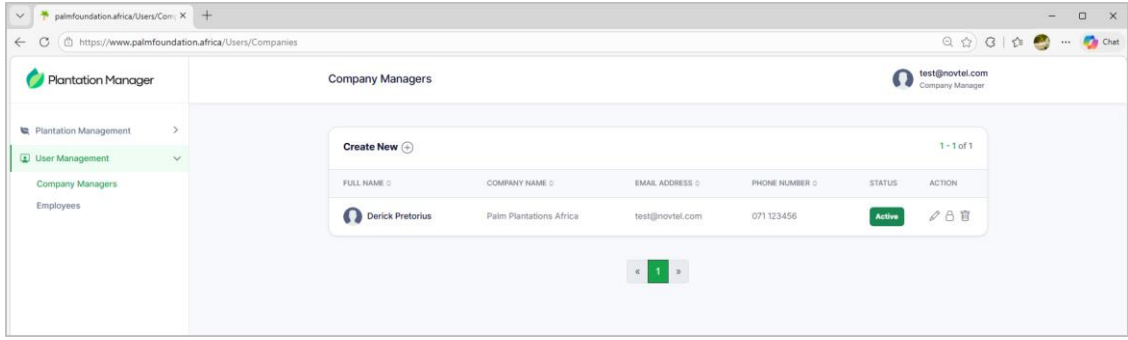
The menu for '**Employees**' will be displayed as follows:



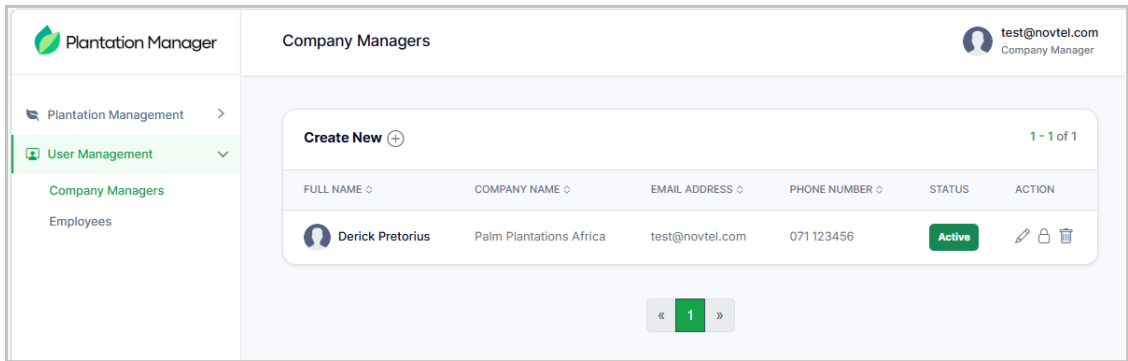
# Introduction

Please note that since this is an online application, you can access Novtel Plantation Manager from any device with an internet connection:

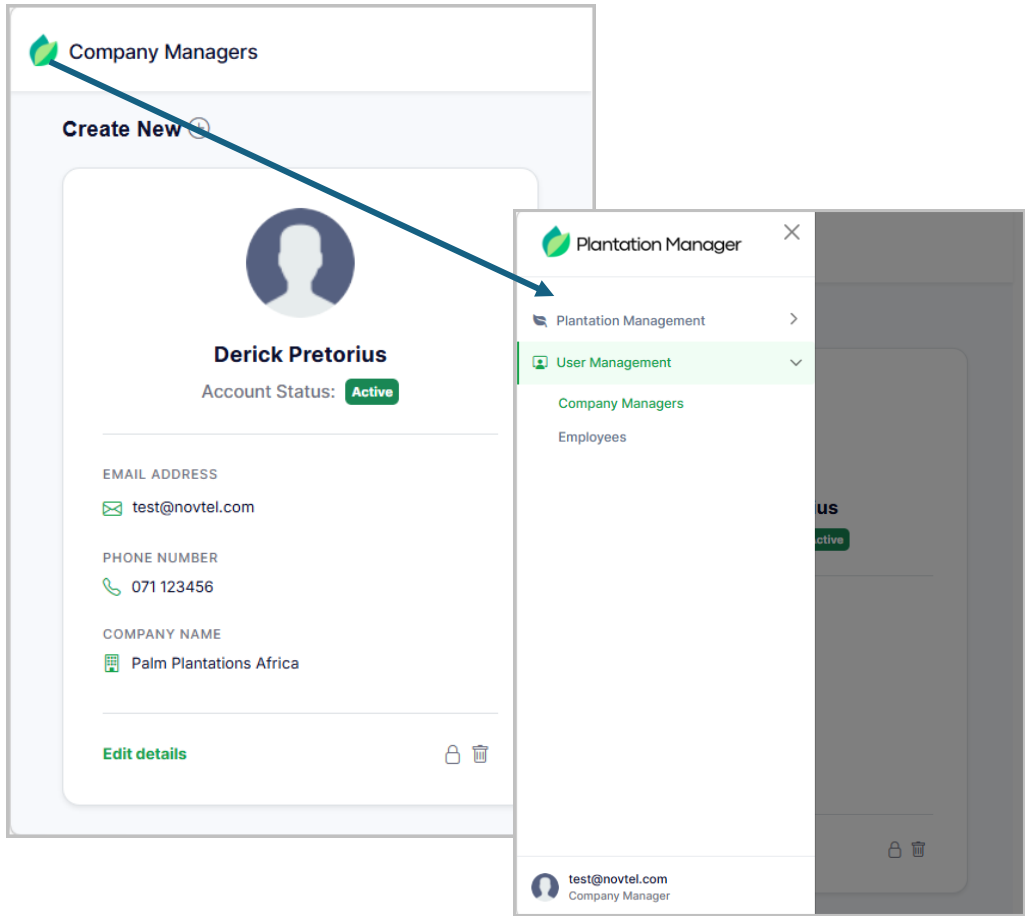
## Desktop or Laptop



## Tablet



## Mobile Phone



# Introduction

The screenshot shows the 'Company Managers' interface. At the top left is a green leaf icon and the text 'Company Managers'. Below this is a 'Create New +' button. The main content area features a user profile for 'Derick Pretorius' with a silhouette icon and an 'Active' status badge. Below the profile, there are three sections: 'EMAIL ADDRESS' with the value 'test@novtel.com', 'PHONE NUMBER' with '071 123456', and 'COMPANY NAME' with 'Palm Plantations Africa'. At the bottom left is an 'Edit details' link, and at the bottom right are lock and trash icons.

From your mobile phone, you will be able to phone and email any user with a valid phone number and email address, by simply clicking on the number or email address on their User Account.

You will be able to email any User from all other devices too. Clicking on the email address, your default email program will open and the email address will be inserted automatically.

If you have a dialler installer on other devices, you will be able to phone any User by clicking on their phone number.

The screenshot shows the 'Company Managers' list view. At the top right is a user profile for 'test@novtel.com' with the role 'Company Manager'. Below this is a 'Create New +' button and a '1 - 2 of 2' indicator. The main content is a table with columns: FULL NAME, COMPANY NAME, EMAIL ADDRESS, PHONE NUMBER, STATUS, and ACTION. Two rows are visible: one for 'Derick Pretorius' (Active) and one for 'Steven Peterson' (Pending). The email and phone number fields for both users are highlighted with red boxes. At the bottom center is a pagination control showing '1'.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Pending	



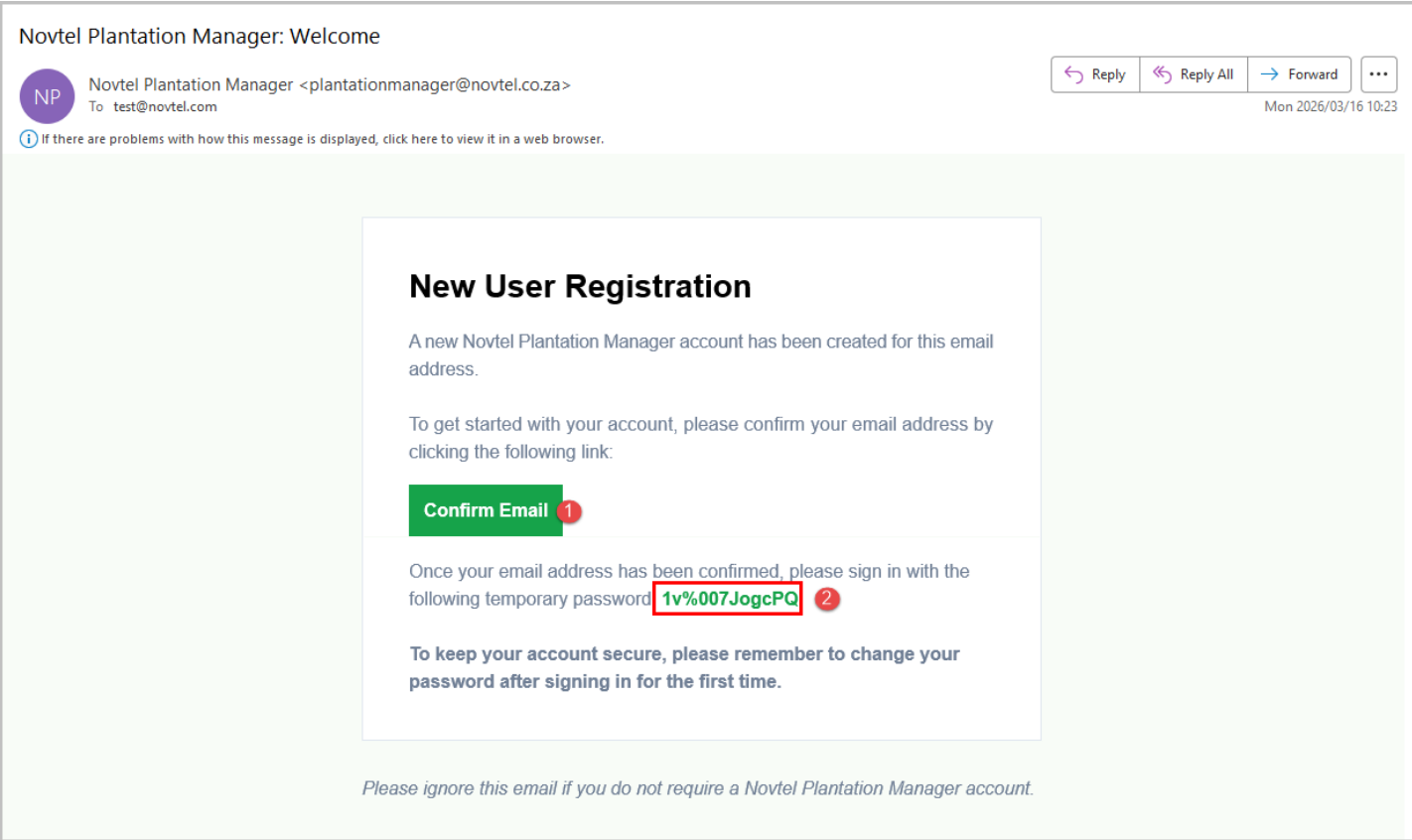
# Plantation Manager

2

Activating your Account and  
Changing Your Password



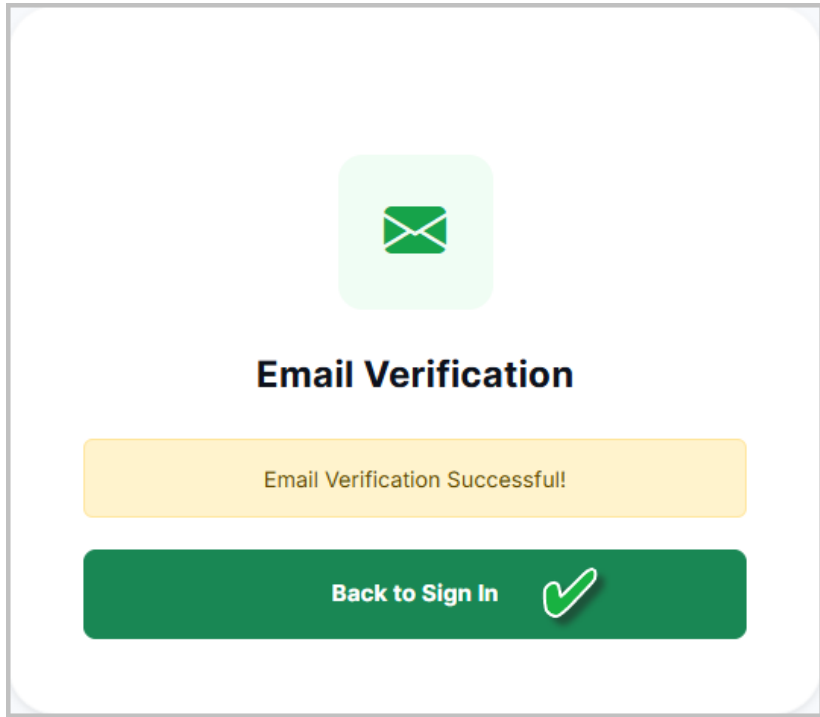
# Activating Your Account and Changing your Password




As a newly created User in the Novtel Plantation Manager system, you will receive this email.

Click on the 'Confirm Email' button to verify your email address.

Your email address will first be activated in the Novtel system, after which you will be able to login with your temporary password included in the email.




# Activating Your Account and Changing your Password




## Novtel Plantation Manager


Please sign in to your Novtel Plantation Manager account to continue.

Email address 

test@novtel.com

Password 


.....

Sign In 


Remember Me [Forgot password?](#)

Your email address and password can now be entered and the 'Sign In' button clicked. Access is granted to Novtel Plantation Manager, and your email address will be displayed at the top of the window. Your User Role is displayed beneath your email address.

Plantation ManagerPlantations Dashboard

 test@novtel.com  
Company Manager

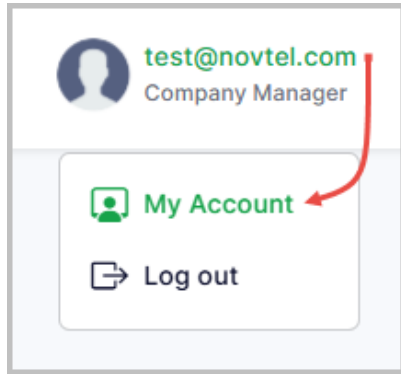
- Plantation Management ▼
- Dashboard
- Notes
- User Management >



No results found

Try changing your search or filter to find what you are looking for or add a new item get started.

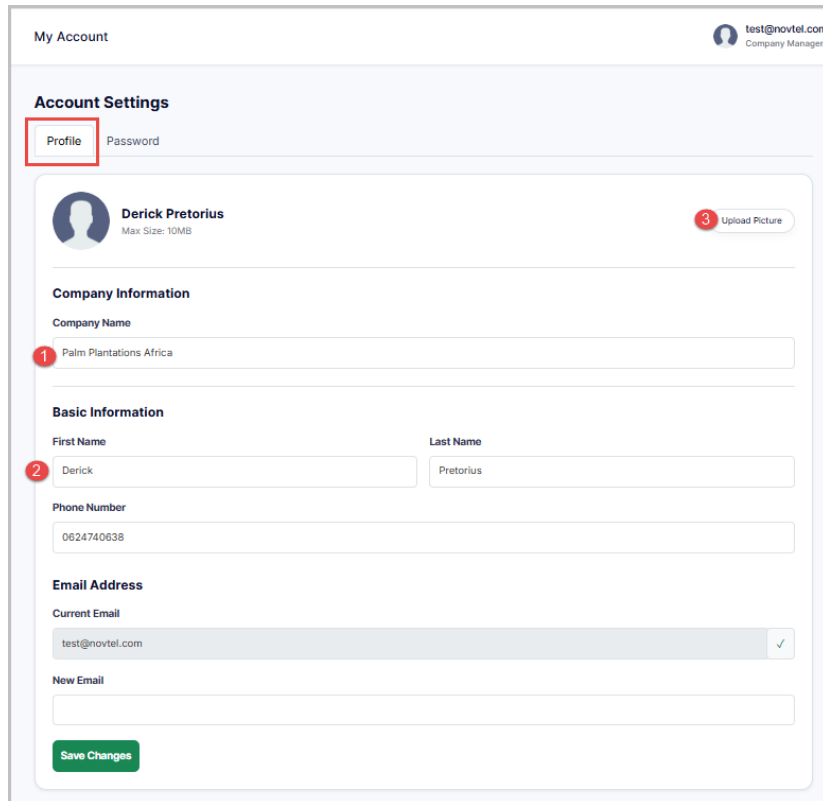
# Activating Your Account and Changing your Password



Clicking on the Email Address, your account can be accessed.

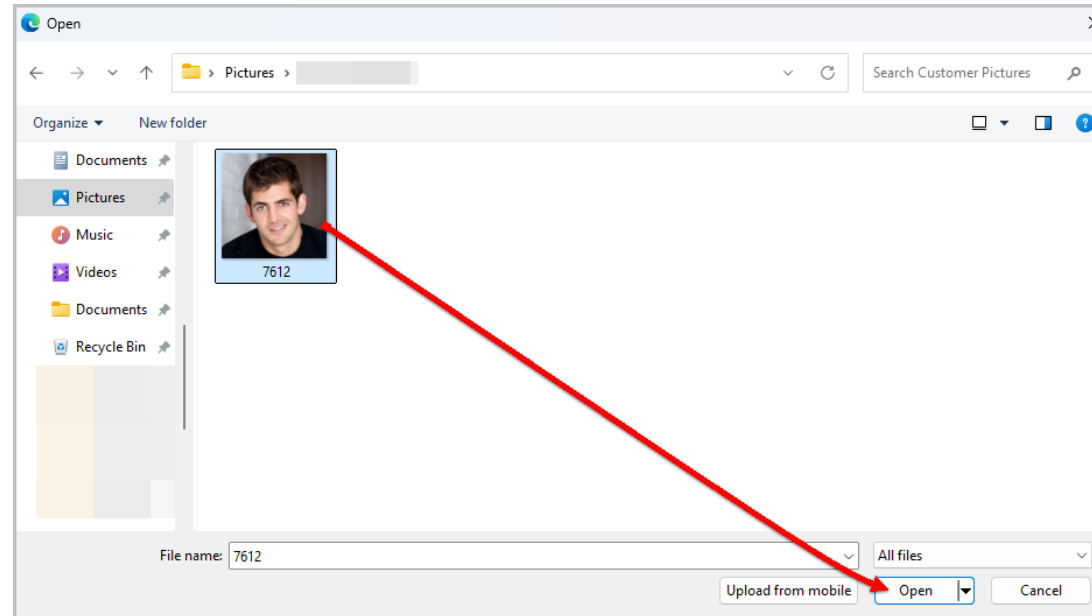
By default, the 'Profile' tab is opened, displaying:

1. Your company name;
2. First and last names; mobile phone number and email address.
3. In this tab, a profile picture can be uploaded, but it is not mandatory.

A screenshot of the 'My Account' profile page. The page title is 'My Account' and the user is 'test@novtel.com Company Manager'. Under 'Account Settings', the 'Profile' tab is selected and highlighted with a red box. The profile section shows a profile picture of Derick Pretorius with a 'Max Size: 10MB' limit and an 'Upload Picture' button. Below this is the 'Company Information' section with a 'Company Name' field containing 'Palm Plantations Africa'. The 'Basic Information' section has fields for 'First Name' (Derick), 'Last Name' (Pretorius), and 'Phone Number' (0624740638). The 'Email Address' section shows the 'Current Email' as test@novtel.com. A 'Save Changes' button is at the bottom left.

Note that the maximum size for an uploaded photo is 10MB.


Clicking on the 'Upload Picture' button, the location where the picture is located can be browsed for and the picture selected.



# Activating Your Account and Changing your Password

**Account Settings**

Profile Password

 **Derick Pretorius**  
Max Size: 10MB Upload Picture

**Company Information**

Company Name  
Palm Plantations Africa

**Basic Information**

First Name: Derick Last Name: Pretorius

Phone Number: 0624740638

**Email Address**

Current Email: test@novtel.com ✓

New Email:

Save Changes

✓ Profile Picture Updated!

The profile picture will now be successfully inserted and will be displayed on:


1. The current logged-in user's profile picture in the top navigation bar;
2. The current logged-in user's profile picture in the side navigation bar (mobile only);
3. The My Account Page;
4. The System Administrator, Company Manager and Employee list pages;
5. The Plantation Notes page.

# Activating Your Account and Changing your Password

My Account test@novtel.com  
Company Manager

## Account Settings

Profile Password

 **Derick Pretorius**  
Max Size: 10MB Upload Picture

### Company Information

Company Name  
Palm Plantations Africa

### Basic Information

First Name: Derick Last Name: Pretorius  
Phone Number: 0624740638

### Email Address

Current Email: test@novtel.com ✓

New Email:

Save Changes

The 'Current Email' is the email address linked to this account.

Should the email address be changed by entering a different email address in the 'New Email' field, the User will be required to verify this address by clicking on the 'Confirm Email' option in the email received from Novtel.

# Activating Your Account and Changing your Password

The screenshot shows a web interface for 'My Account'. At the top right, there is a user profile for 'test@novtel.com' with the role 'Company Manager'. Below this, the 'Account Settings' section is active, with the 'Password' tab selected. The 'Account Password' section contains three input fields: 'Current Password' (marked with a red '1'), 'New Password' (marked with a red '2'), and 'Confirm Password' (marked with a red '3'). A green 'Change Password' button with a checkmark is located at the bottom of the form.

In the 'Password' tab, the temporary password should now be changed to your required password.

## Important:

The password must contain at least 1 number (0 – 9) and 1 non-alphanumeric character, for example: (!@#\$%^&\*+\_)

1. The current password must be entered in this field.
2. Then, the new password must be set in the 'New Password' field.
3. Lastly, the new password must be confirmed by re-typing it in the 3<sup>rd</sup> field before clicking 'Change Password'.



# Plantation Manager

3

Creating other  
Company Managers



Image by vwalakte on Freepik



Image by freepik

# Creating Other Company Managers

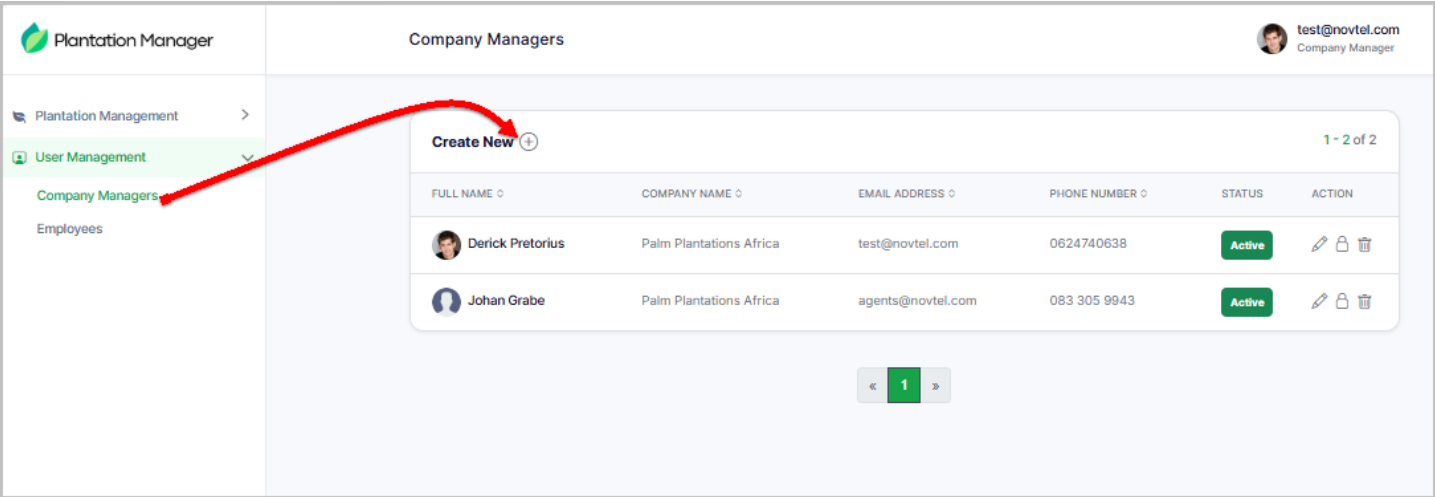
As a Company Manager, you will be able to create other Company Managers and Employees for your own company.

Under the 'User Management' menu, the 'Company Managers' option must be selected to create other company managers too.

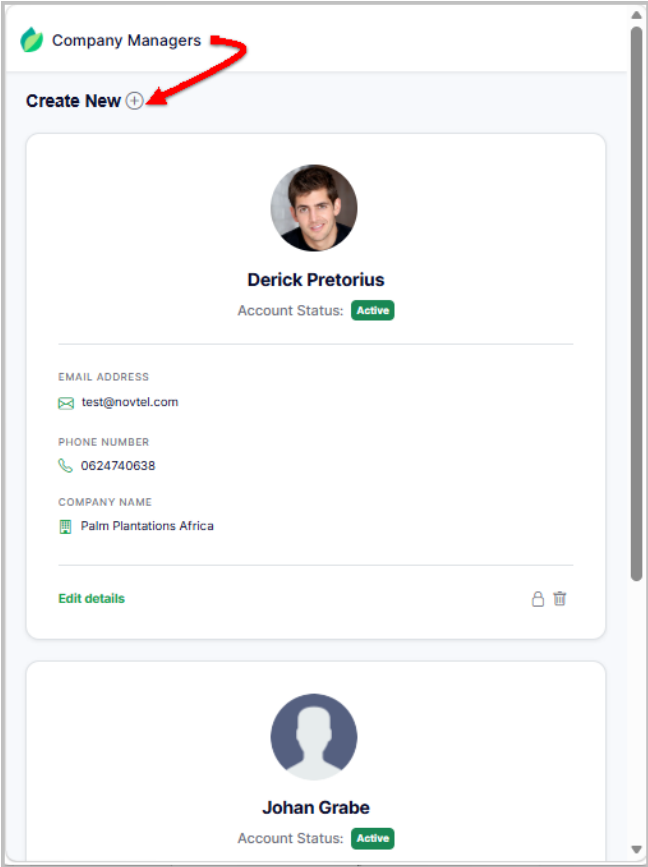
At this stage, your own User Account is the only account displayed.

To start the process, click on the '+' sign next to the 'Create New' option.

## Desktop, Laptop or Tablet



## Mobile Phone



# Creating Other Company Managers

**Add / Edit Account** test@novtel.com  
Company Manager

**New Company Manager**

**New User**  
Recommended size: 400 x 400 px (Max 2MB) 3 Upload Picture

**Company Information**

Company Name  
Palm Plantations Africa 1

**Basic Information** 2

First Name: Steven  
Last Name: Peterson

Phone Number: 071987654

Email Address: steven@ppa.com

**Create Account** 4

The 'Add / Edit Account' window is opened, displaying the wording: 'New Company Manager'.

1. Your company name is displayed in this field and cannot be altered.
2. Capture all details in the 'Basic Information' section.
3. A profile picture can be uploaded to the maximum size of 2MB, and 400 x 400 pixels.
4. Now click on the 'Create Account' button to create this new Company Manager account.

The account is linked to the 'Pending' status until the User has confirmed his email address by clicking on the verification button in the email sent by Novtel.

**Company Managers** test@novtel.com  
Company Manager

Create New + 1 - 2 of 2

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Pending	

« 1 »



# Plantation Manager

4

Creating Employee Accounts



Image by vwalakte on Freepik



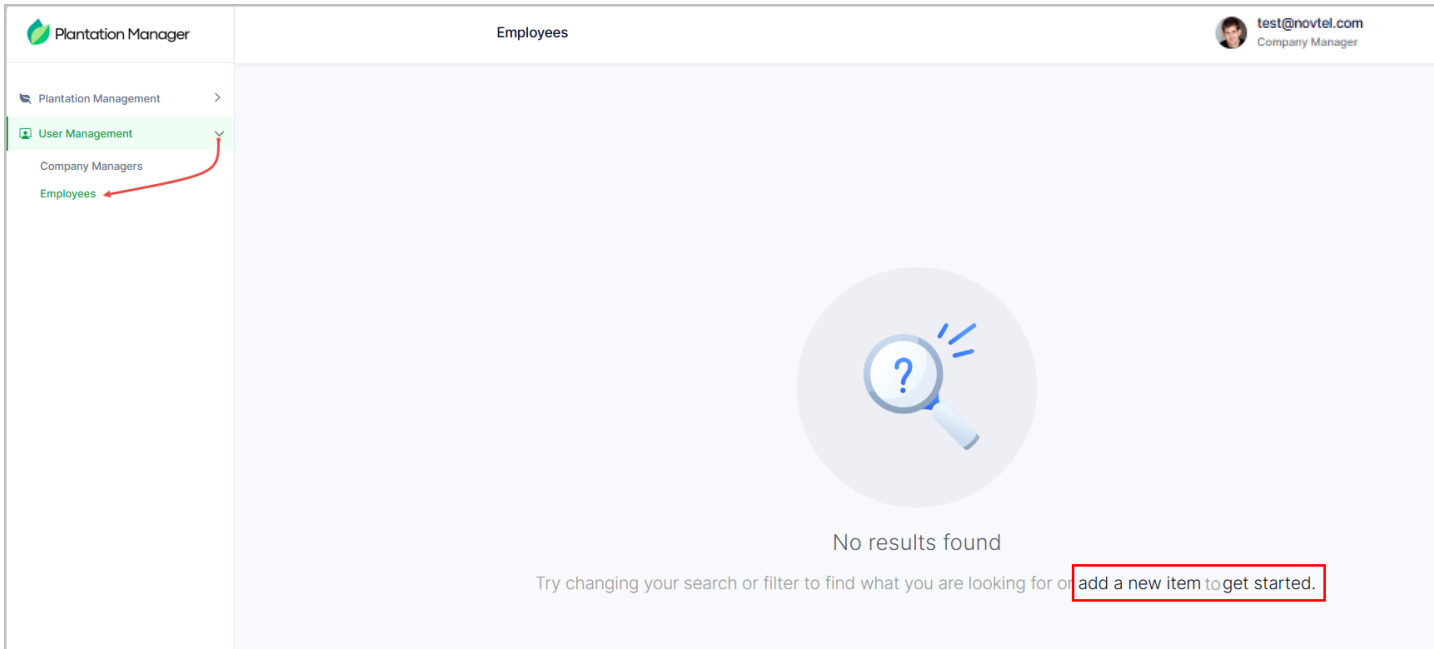
Image by freepik

# Creating Employee Accounts

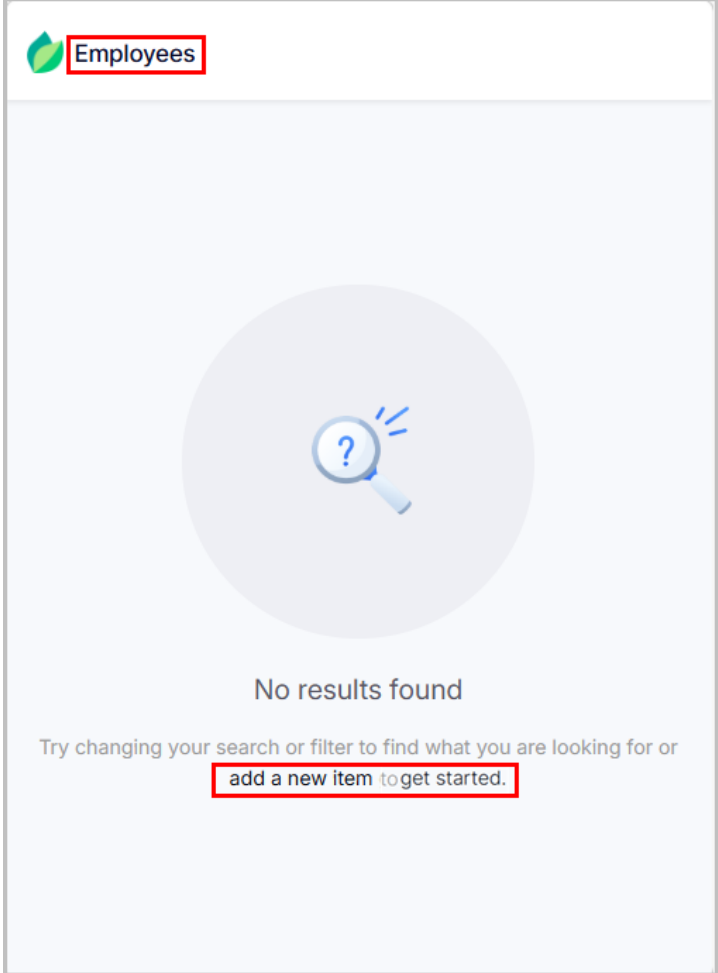
To start creating Employees in your company, select the 'Employees' option under the 'User Management' menu.

As no Employees have been created yet, click on the 'add new item to get started' link.

## Desktop, Laptop or Tablet




## Mobile Phone



# Creating Employee Accounts

Add / Edit Account test@novtel.com  
Company Manager

### New Employee

 **New User**  
Recommended size: 400 x 400 px (Max 2MB) Upload Picture

---

#### Company Information

Company Name

---

#### Basic Information

First Name  Last Name

Phone Number

Email Address

Create Account ✓

The company name is inserted by default and cannot be changed.

The Basic Information is to be captured and if required, a profile picture can be uploaded.

Saving the new employee account, the account status is indicated as 'Pending'.

Plantation Manager

- Plantation Management >
- User Management ▾
- Company Managers
- Employees

### Employees

test@novtel.com  
Company Manager

Create New + 1 - 1 of 1

FULL NAME ▾	COMPANY NAME ▾	EMAIL ADDRESS ▾	PHONE NUMBER ▾	STATUS	ACTION
Freddy Andrews	Palm Plantations Africa	freddy@ppa.com	061 784512	Pending	

« 1 »

# Creating Employee Accounts

Employees test@novtel.com  
Company Manager

Create New + 1 - 1 of 1

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Freddy Andrews	Palm Plantations Africa	freddy@ppa.com	061 784512	Active	

« 1 »

After verifying his or her User Account from the email sent by Novtel, the account status changes to 'Active'.

Employees test@novtel.com  
Company Manager

Create New + 1 - 1 of 1

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Freddy Andrews	Palm Plantations Africa	freddy@ppa.com	061 784512	Active	

« 1 »

After creating the first employee, other employee accounts can be created from the '+' sign next to the 'Create New' heading.



# Plantation Manager

5

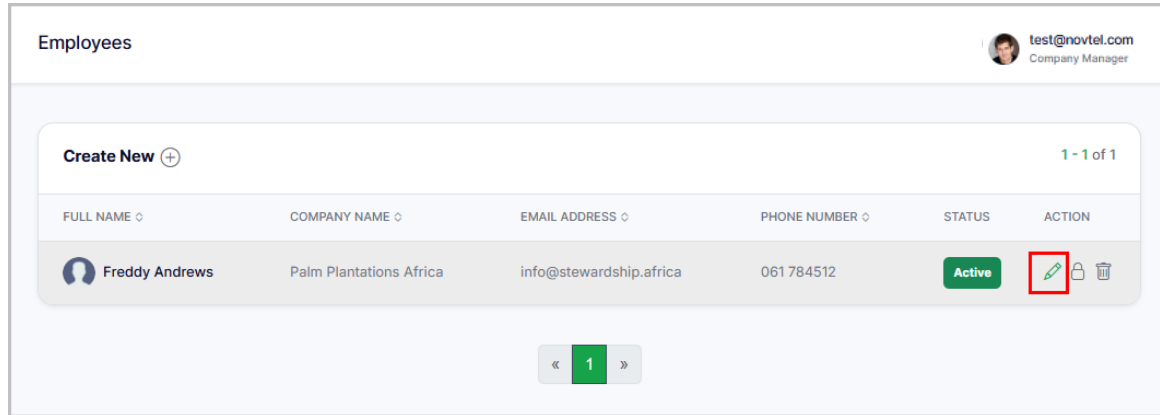
Editing, Locking,  
Unlocking and Deleting  
User Accounts






Image by vwalakte on Freepik



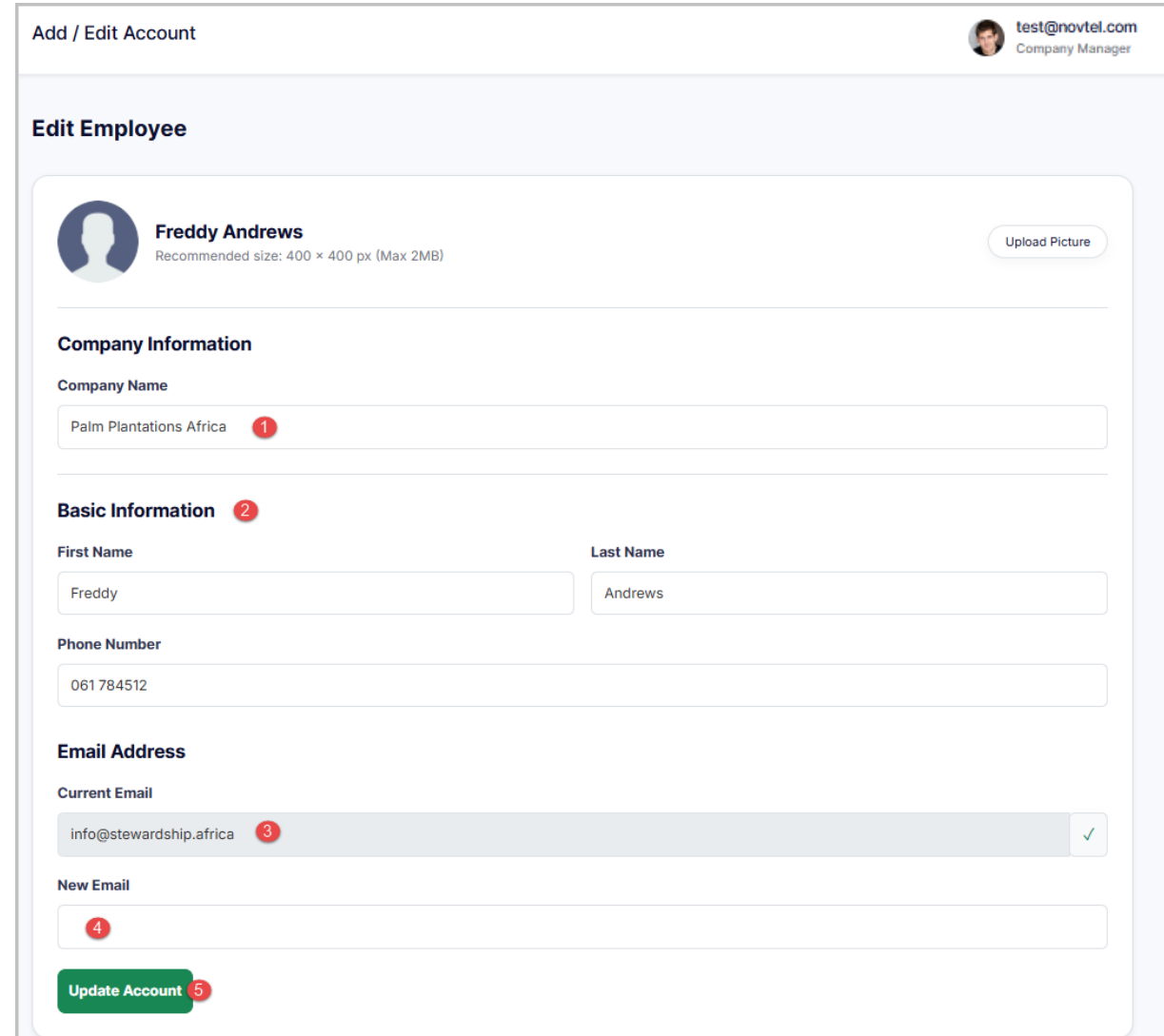
Image by freepik



FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Freddy Andrews	Palm Plantations Africa	info@stewardship.africa	061 784512	Active	  

A Company Manager can edit basic details for any account in his or her company, by clicking on the User Account's 'Pencil' icon.


1. The Company Name cannot be changed, and the field is deactivated.
2. The Basic Information can be changed if needed - such as a changed phone number.
3. The Current Email is the email address registered on the system, and to which the initial verification email was sent to activate the account.
4. If a new email address is entered in this field and the account is updated, the User will receive a confirmation email sent to the new email address, and which must be verified before the User can log into Novtel with the new email address.
5. To save any changes made, click on the 'Update Account' button.



### Add / Edit Account

test@novtel.com  
Company Manager

#### Edit Employee

 **Freddy Andrews**  
Recommended size: 400 x 400 px (Max 2MB) Upload Picture

##### Company Information

Company Name: Palm Plantations Africa 1

##### Basic Information 2

First Name: Freddy  
Last Name: Andrews  
Phone Number: 061 784512

##### Email Address

Current Email: info@stewardship.africa 3 ✓  
New Email: 4

**Update Account** 5

A Company Manager can Lock, Unlock and Delete any other account in their Company – EXCEPT for their own.

By clicking on the closed lock icon for the specific User Account, Novtel will communicate the following:



The screenshot shows the 'Company Managers' page with a table of users. A modal dialog box is open in the center, titled 'Lock User Account'. The dialog asks: 'Are you sure you want to lock Company Manager 'Steven Peterson's account?'. There are 'Yes' and 'No' buttons at the bottom. A red arrow points from the lock icon in the table to the 'Yes' button.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	[Edit] [Lock] [Delete]
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Active	[Edit] [Lock] [Delete]

Clicking 'Yes', the account will be locked successfully, and the User cannot access the system.

The screenshot shows the 'Company Managers' page after the account has been locked. The status for 'Steven Peterson' is now 'Locked'. A green success message is displayed at the bottom right: 'Account locked successfully!'. A red arrow points from the 'Locked' status to the success message.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	[Edit] [Lock] [Delete]
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Locked	[Edit] [Lock] [Delete]

The screenshot shows the 'Company Managers' interface with a modal dialog open. The dialog has a question mark icon and the title 'Unlock User Account'. The text inside asks, 'Are you sure you want to unlock Company Manager 'Steven Peterson's account?'. There are two buttons: 'Yes' and 'No'. A red arrow points from the 'Yes' button to the lock icon in the table row for Steven Peterson.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	[edit] [lock] [trash]
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Locked	[edit] [lock] [trash]

To unlock a locked account, click on the open lock icon, and confirm the action by clicking 'Yes'.

This will instantly unlock the account, and the User will be able to access Novtel again.

The screenshot shows the 'Company Managers' interface after the account has been unlocked. The status for Steven Peterson is now 'Active'. A green success message at the bottom right says 'Account unlocked successfully!'. A red arrow points from the 'Active' status to the success message.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	[edit] [lock] [trash]
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Active	[edit] [lock] [trash]

The screenshot shows the 'Company Managers' interface with a modal dialog open. The dialog has a warning icon and asks: 'Delete User Account. Are you sure you want to delete Company Manager 'Steven Peterson's account?'. There are 'Yes' and 'No' buttons. A red arrow points from the delete icon in the table to the 'Yes' button.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	[Edit] [Lock] [Delete]
Steven Peterson	Palm Plantations Africa	steven@ppa.com	071987654	Active	[Edit] [Lock] [Delete]

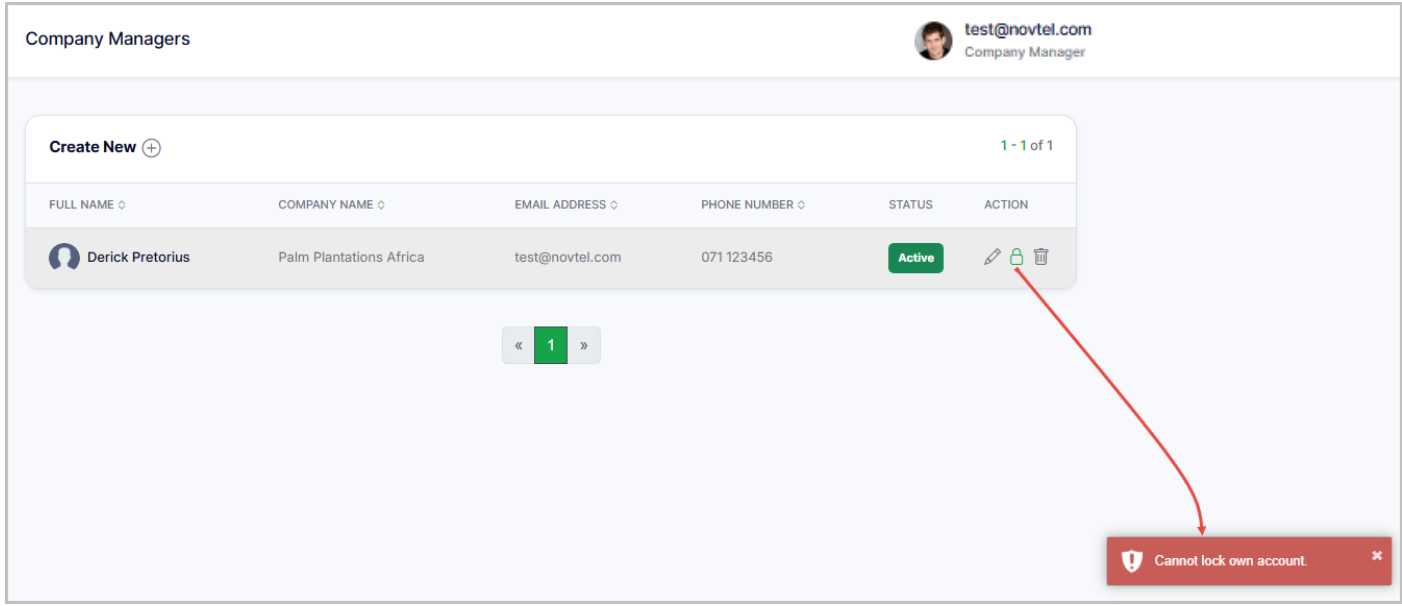
A Company Manager can delete any account within his or her company, by simply clicking on the delete button for the account to be removed, and clicking 'Yes'.

The account is instantly removed and the action is irreversible.

The screenshot shows the 'Company Managers' interface after the deletion. Only one user, Derick Pretorius, remains in the table. A green success message at the bottom right reads: 'Account deleted successfully!'. A pagination control shows '1' of 1 items.

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	[Edit] [Lock] [Delete]

# Editing, Locking, Unlocking and Deleting User Accounts



Company Managers

test@novtel.com  
Company Manager

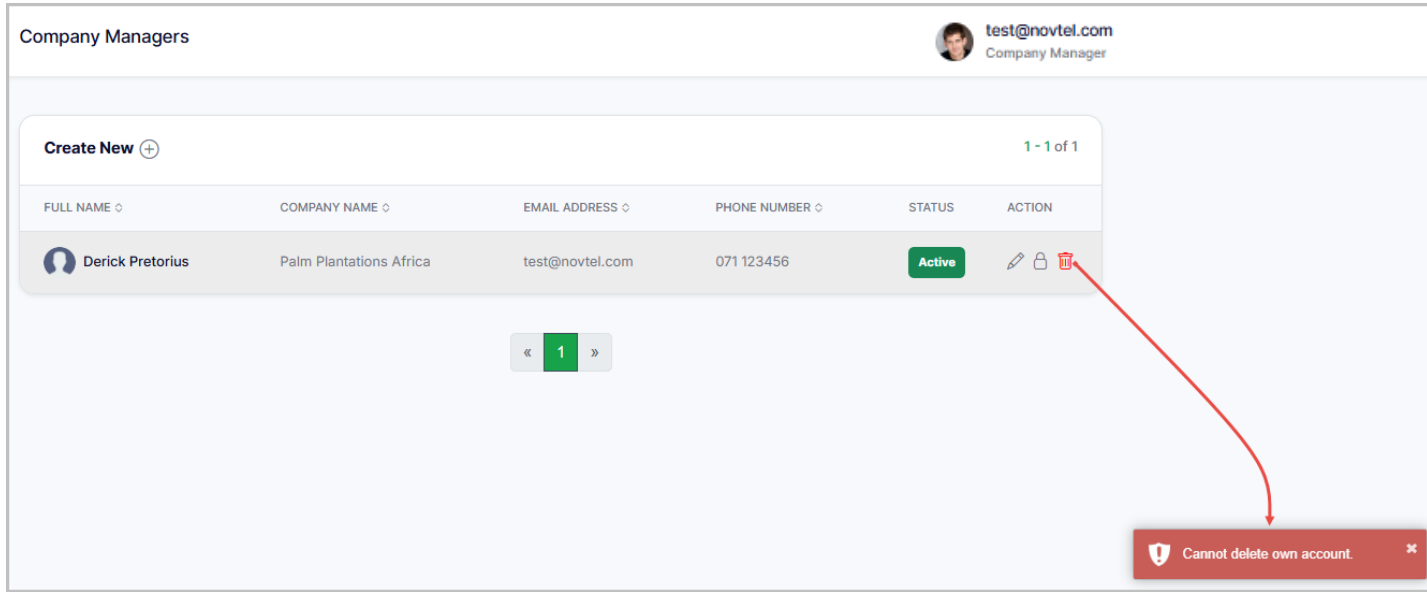
Create New + 1 - 1 of 1

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	

« 1 »

Cannot lock own account.

Should a Company Manager attempt to lock or delete his or her own account, Novtel will not allow the action.



Company Managers

test@novtel.com  
Company Manager

Create New + 1 - 1 of 1

FULL NAME	COMPANY NAME	EMAIL ADDRESS	PHONE NUMBER	STATUS	ACTION
Derick Pretorius	Palm Plantations Africa	test@novtel.com	071 123456	Active	

« 1 »

Cannot delete own account.



<https://x.com/NovtelSoftware>

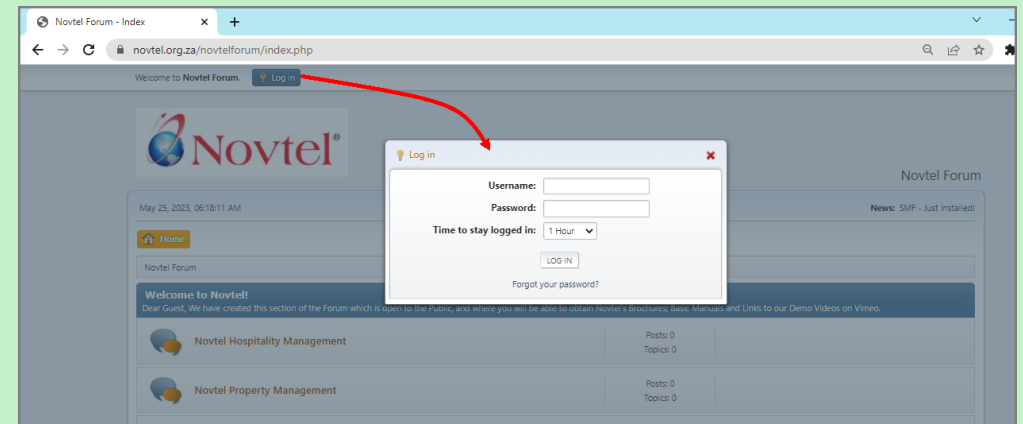


[www.linkedin.com/company/novtel-software-training](https://www.linkedin.com/company/novtel-software-training)

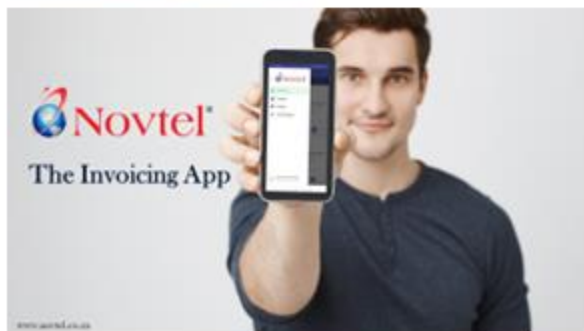


## NOVTEL FORUM LOGIN LINK

<https://novtel.org.za/novtelforum/>



For registered Novtel Clients, a Forum Login is created from where they can access all available manuals and latest product versions and release notes.



 [www.novtel.com](http://www.novtel.com)

 [sales@novtel.com](mailto:sales@novtel.com)

 086 166 8835



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Specialists**