

Welcome to LALAAYI

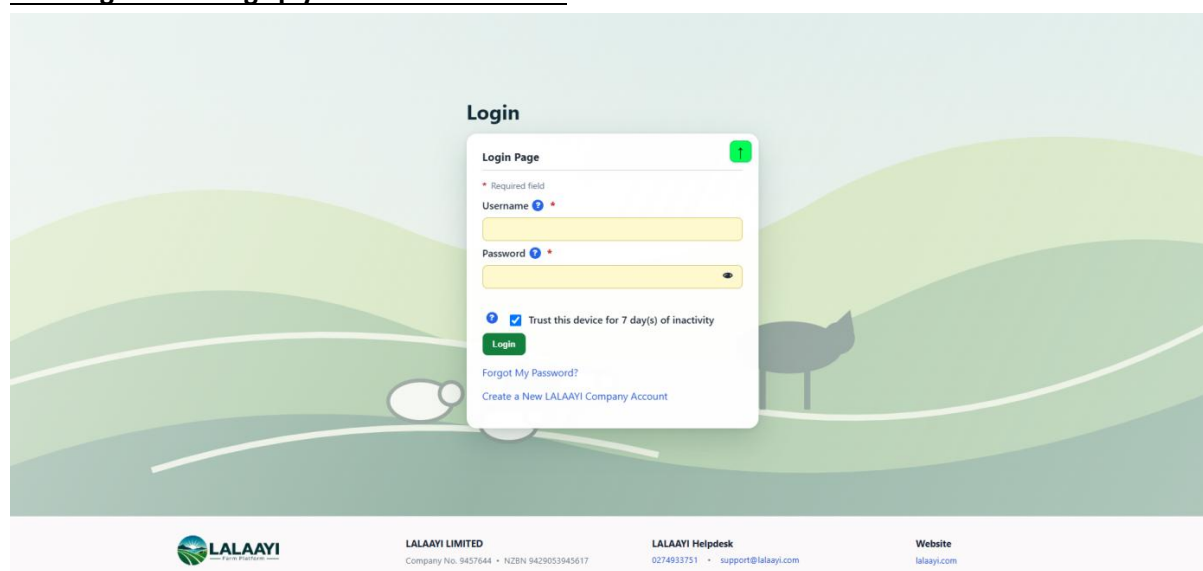
LALAAYI LIMITED provides a business management platform designed for farming and the companies that work alongside the agricultural industry.

LALAAYI can be used by farming businesses, livestock agents, transport companies, veterinary services, sale yards, farm accountants and other related organisations. It brings business records, livestock information, staff management, payroll, finance, communications and day-to-day operational workflows together in one system.

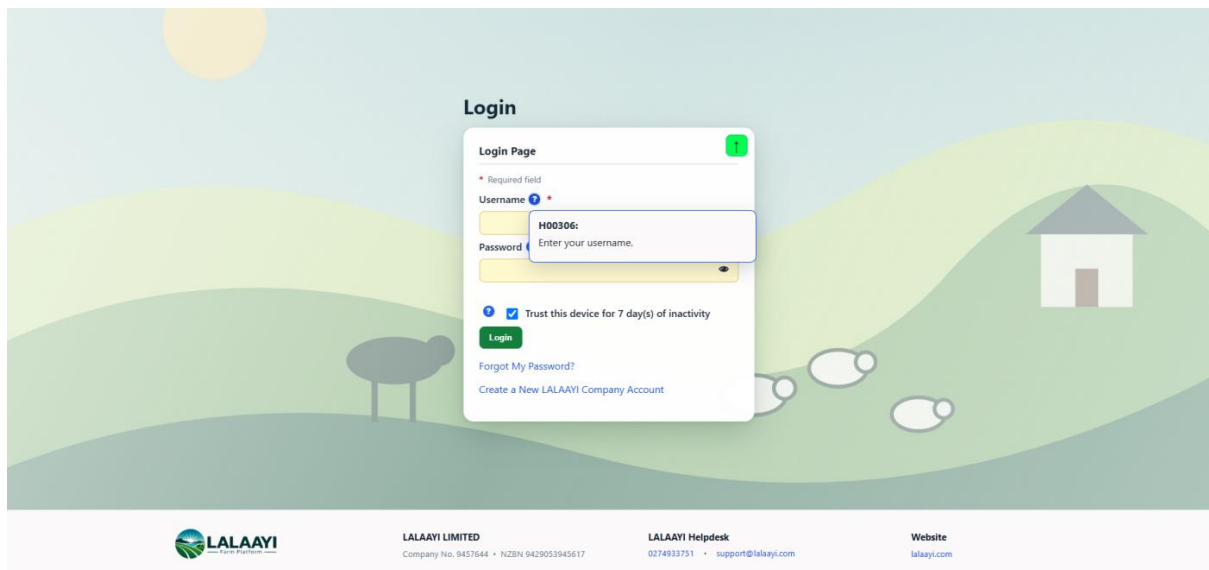
Each registered company has its own secure working environment and can use the LALAAYI modules that are relevant to its business.

This manual will guide you step by step through registering your account, setting up your company and using the functions available to you.

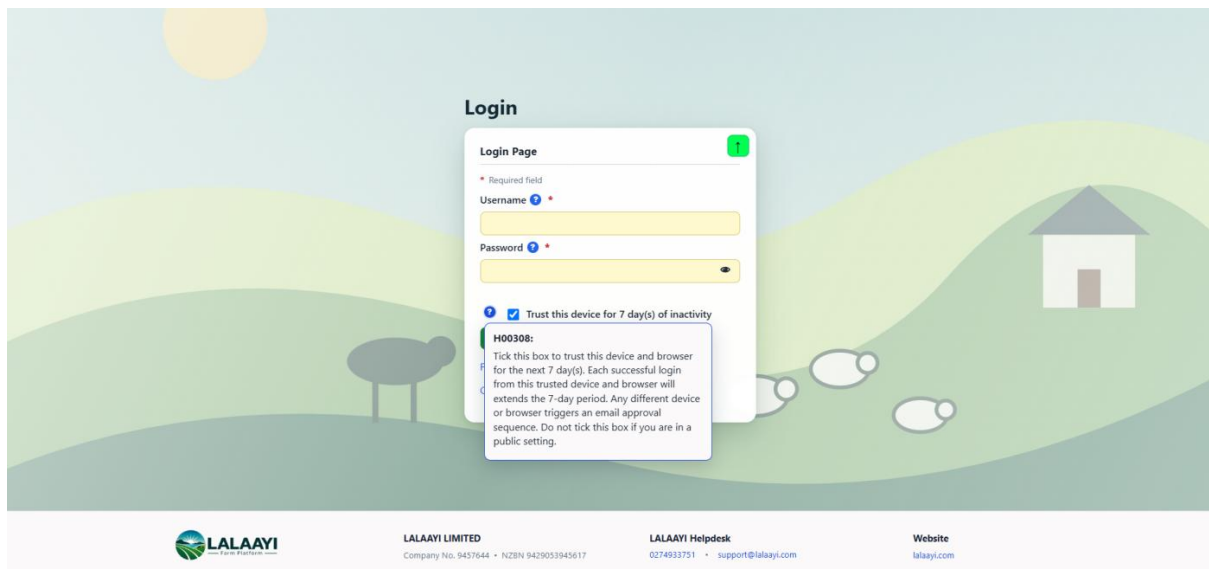
Creating and setting up your LALAAYI account



The first page you encounter when you want to create a LALAAYI account and register your business is the Login screen. There is already a lot of information here. You see two input fields (yellow coloured) with a red asterisk above them and a **Q-mark** icon next to each field. In LALAAYI, any field that is compulsory is yellow coloured and has a red star above it. The Q-mark icon gives you instructions about what is expected in this field. Hover your mouse over the Q-mark and the help text appears. You will also hear an audio version of the help text. Later, once you are logged in, you can enable or disable this audio help from your menu. On the LALAAYI Login screen, you see a tick box with the text “**Trust this device for 7 day(s) of inactivity**”. LALAAYI places a strong focus on data security. The first time you log in from your computer, laptop, iPad or cell phone, LALAAYI will ask you to confirm that the login attempt is yours. If you use another device, LALAAYI will ask you to confirm that device as well. Once a device is “trusted”, LALAAYI will not ask you to approve it again while the trusted-device period remains active. Each time you log in within the 7-day inactivity period, that period starts again from your latest activity.

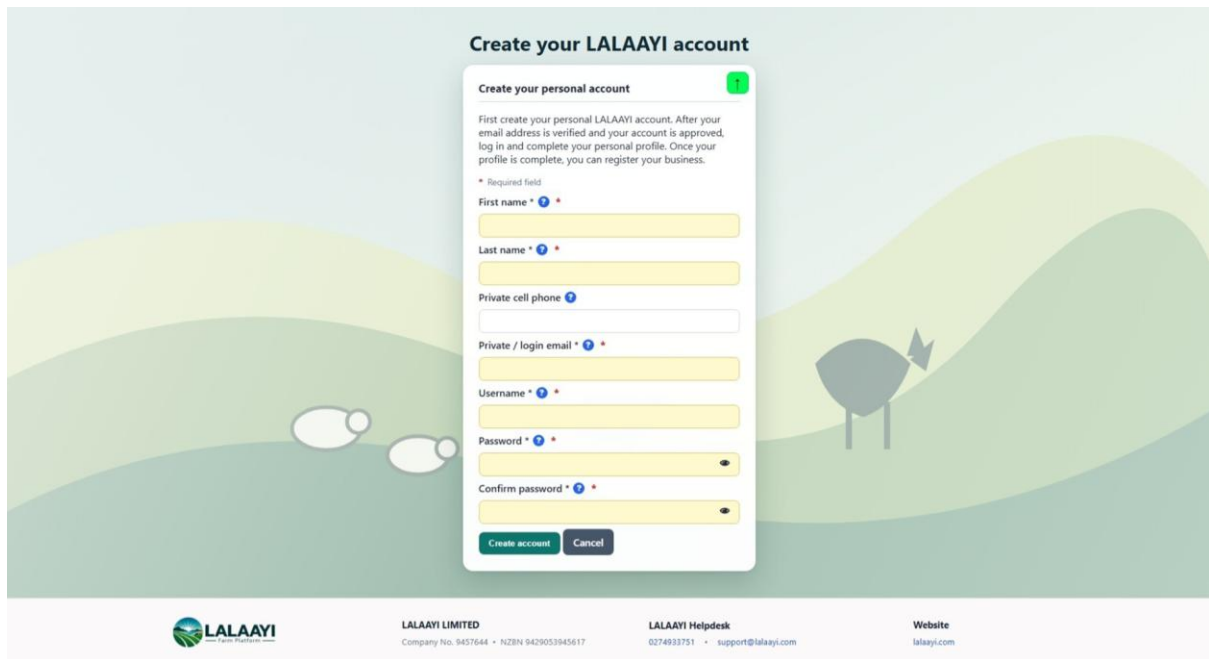


You can see in the picture above how the Q-mark help text is shown when you hover your mouse over the Q-mark icon.

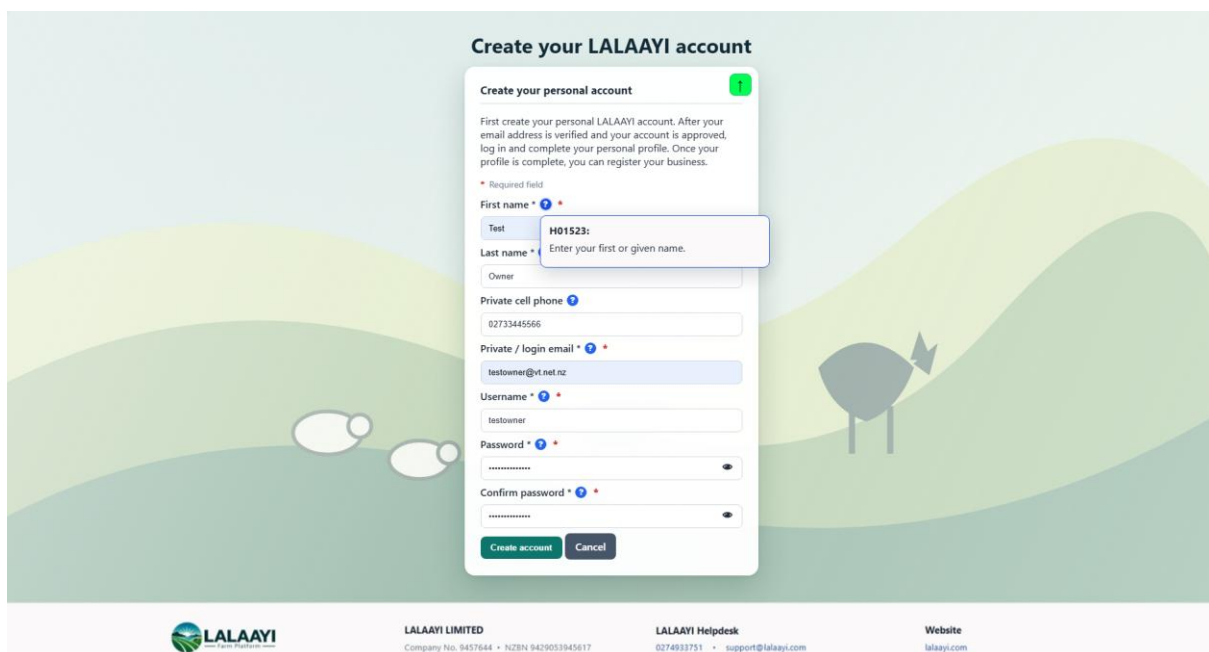


The same happens when you hover over the Q-mark next to the tick box for **Trust this device for 7 day(s) of inactivity**.

What we are going to do is guide you step by step through creating your Business Owner account. At the bottom of the login card, you see the link text "**Create a New LALAAYI Company Account**". Click on this text.



The next card displayed is the “**Create your personal account**” card. Again you see the yellow compulsory fields with the red star above each field. Whenever you fill in a field, you will notice that the field colour returns to white. The “Private cell phone” field is white from the beginning because it is not compulsory. We recommend completing this field as well, because it gives the LALAAYI Helpdesk an additional way to contact you if support is needed.



As you can see, the Q-marks give you helpful information about what is expected to be entered.

Create your LALAAYI account

Create your personal account

First create your own LALAAYI login. After your email is verified and your account is approved, you can log in and register your business.

* Required field

First name *

Last name *

Private cell phone

Private / login email *

Username *

Password *

Confirm password *

[Create account](#) [Cancel](#)

LALAAYI
New Farm Technology

LALAAYI LIMITED
Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk
0274933751 • support@lalaayi.com

Website
lalaayi.com

When all the required fields are completed, click on the green **“Create account”** button at the bottom of the card.

Check your email

Check your email

We have sent a verification message to testowner@vt.net.nz.

Open that email and press **“Verify my email address”**. Your account application will then be sent to the LALAAYI Site Administrator for approval.

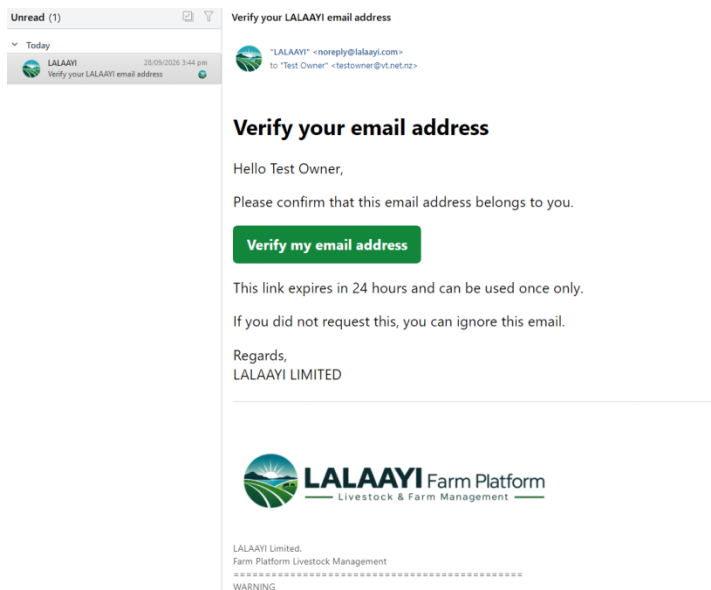
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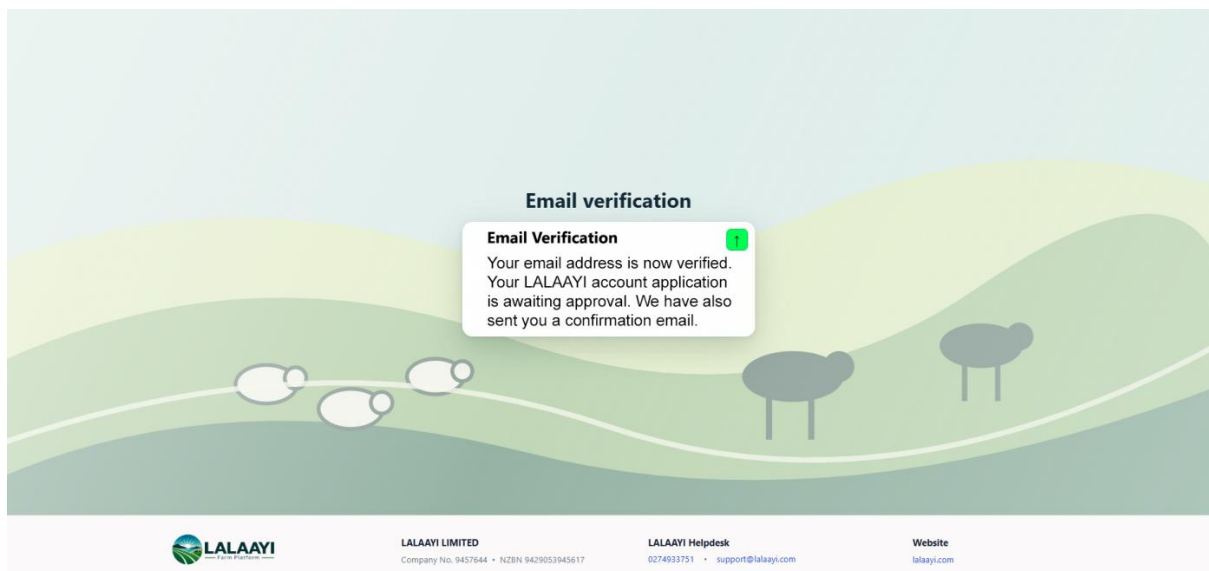
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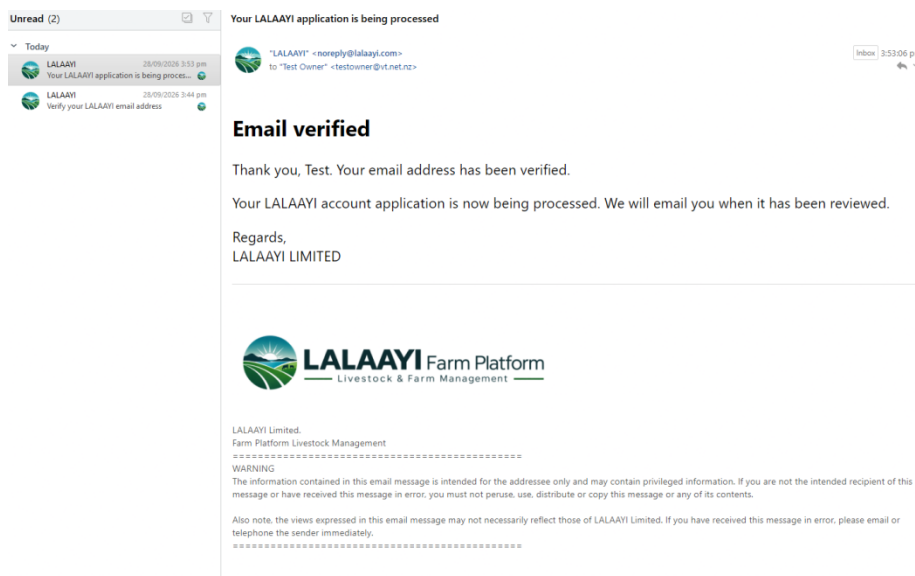
As soon as you submit the **“Create your personal account”** form, a message appears on your screen explaining that a verification email has been sent to the email address you entered. Open your normal email program and check your inbox.



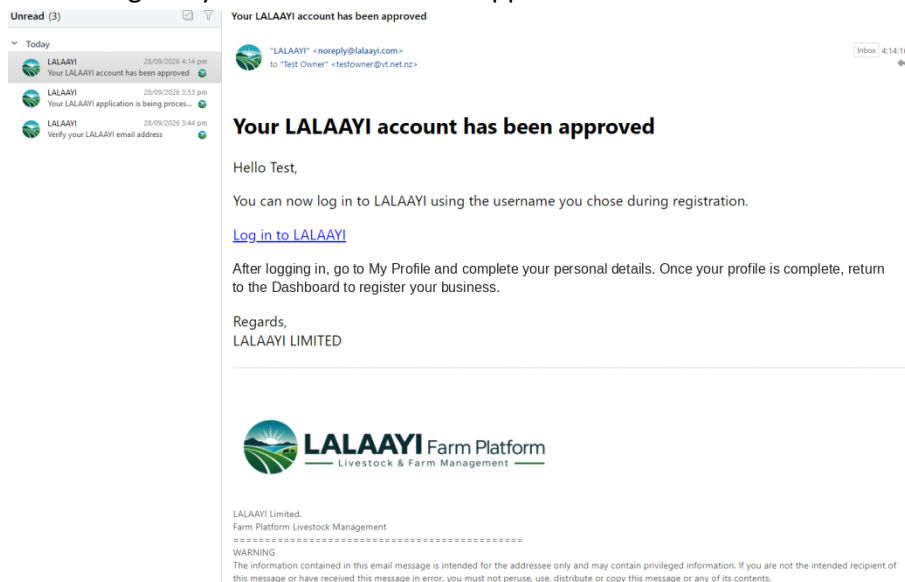
You will receive the email shown above. It asks you to click the green button “**Verify my email address**”. When you click on this button, a new webpage opens explaining that your email address is now verified.



You will also receive a confirmation email stating that your email address has been verified.

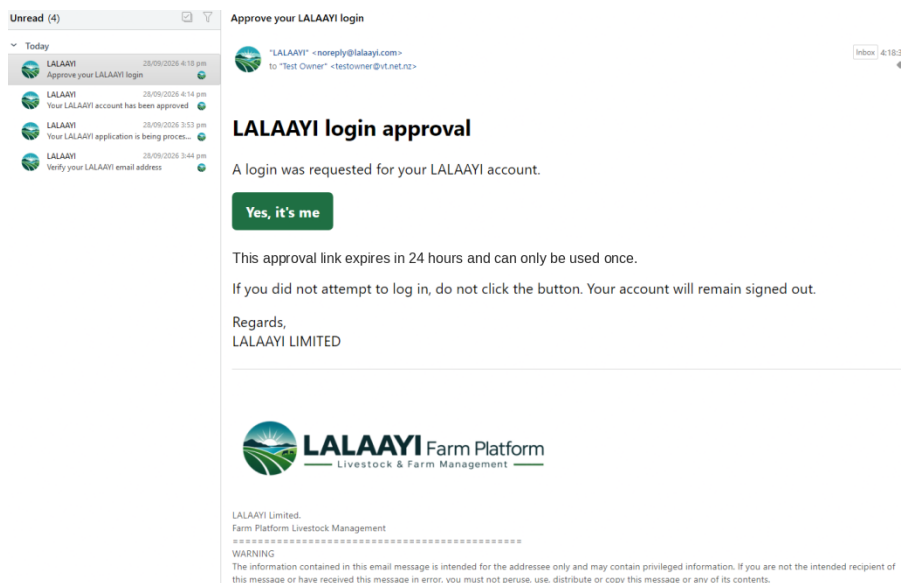


LALAAYI administration is now notified of the new registration and will check your details. When the details are correct, LALAAYI administration approves your account. You will receive an email confirming that your account has been approved.

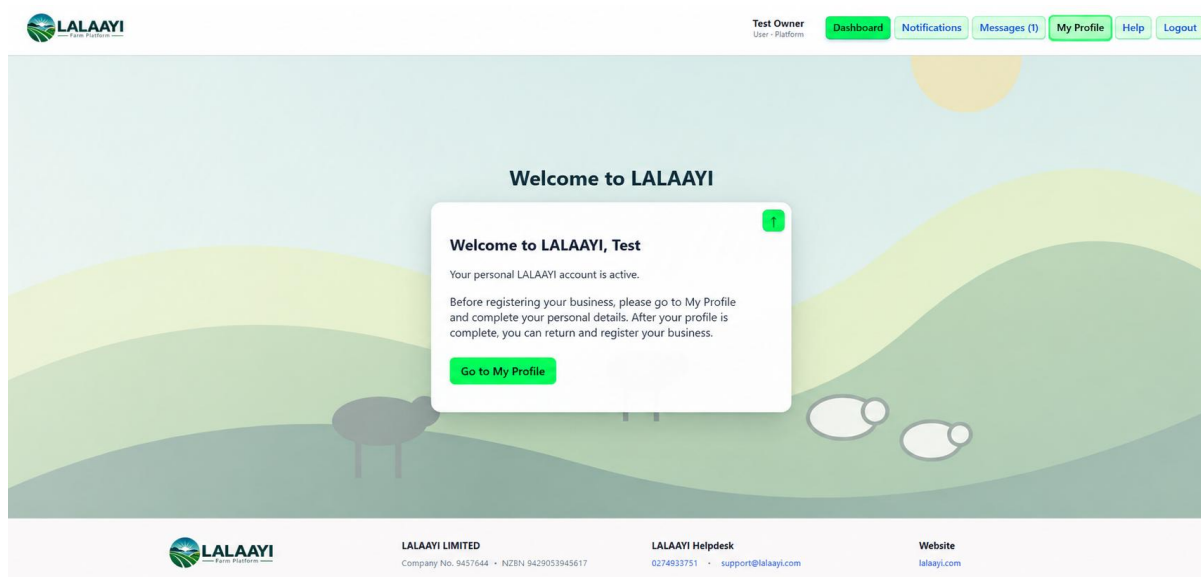


When you log in to LALAAYI for the first time from a device (PC, laptop, iPad or cell phone), LALAAYI sends a login-approval email to confirm that the login attempt is really yours. If you selected “Trust this device for 7 day(s) of inactivity” on the Login page, the device will be trusted after the approval is completed.

Check your email and click on the green button “**Yes it’s me**”.



Clicking the button **“Yes it’s me”** approves the login. If the original LALAAYI login window is still open, LALAAYI will continue the login automatically. If you closed the original window, the approval link will return you to the Login page so you can sign in. After completing the login, you will see the next screen.



Click on the green **“Go to My Profile”** button or click the green **“My Profile”** button in the top menu.

My Profile

Your personal contact details are private. Complete the required personal details below before registering your first business. Your personal tax identifier is editable at this stage; after you are linked to a business it becomes a payroll identity field controlled through the business payroll workflow.

Username: testowner Private / login email: testowner@vt.net.nz First name: Test

Last name: Owner Date of birth: dd/mm/yyyy Personal tax identifier: Private cell phone: 02733445566

Home address line 1: Home address line 2: Home city: Home country: Select...

New password (leave blank to keep the current password): Confirm new password: Current password (required to save any changes):

Save my private details

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The My Profile page will now open. Again you see the Q-mark icons above all the input fields to give you helpful information about what is expected to be entered in each field. You also see the compulsory yellow fields that need to be filled in. Your home address is part of your private personal profile. The business address entered later during company registration is used for the company's local weather forecast. Only enter a new password and confirm the new password if, for some reason, you want to change your login password. Otherwise leave these two fields empty.

My Profile

Your personal contact details are private. Complete the required personal details below before registering your first business. Your personal tax identifier is editable at this stage; after you are linked to a business it becomes a payroll identity field controlled through the business payroll workflow.

Username: testowner Private / login email: testowner@vt.net.nz First name: Test

Last name: Owner Date of birth: 01/01/1988 Personal tax identifier: TEST-IRD-001 Private cell phone: 02733445566

Home address line 1: 100 Kuku Beach Road Home address line 2: Home city: Levin Home country: New Zealand

New password (leave blank to keep the current password): Confirm new password: Current password (required to save any changes):

Save my private details

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Once all the required fields have been completed, the yellow backgrounds will have changed to white. Click **“Save my private details”**

Profile updated.

My Profile

Your personal contact details are private. Complete the required personal details below before registering your first business. Your personal tax identifier is editable at this stage; after you are linked to a business it becomes a payroll identity field controlled through the business payroll workflow.

* Required field

Username [?](#) Private / login email [?](#) * First name [?](#)

testowner testowner@vt.net.nz Test

Last name [?](#) Date of birth [?](#) * Personal tax identifier [?](#) * Private cell phone [?](#)

Owner 01/01/1988 TEST-IRD-001 02733445566

Home address line 1 [?](#) * Home address line 2 [?](#) Home city [?](#) * Home country [?](#) *

100 Kuku Beach Road Levin New Zealand

New password (leave blank to keep the current password) [?](#) Confirm new password [?](#) Current password (required to save any changes) [?](#) *

Save my private details

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The green bar at the top stating “**Profile updated**” informs you that your details are saved.

With your personal profile complete, you are ready to add your company to LALAAYI. In the top menu click the “**Dashboard**” button. You will see the window as shown below.

Welcome to LALAAYI

Welcome to LALAAYI, Test

Your personal LALAAYI account is active.

The next step is to register your business. After the business email address is verified, the registration will be sent to the LALAAYI Super Administrator for approval and activation.

Register your business

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Click the green button stating “**Register your business**”. This will open the business registration page.


Business Owner - LALAAYI Documentation Farm
Test Owner

Dashboard
Personnel
Payroll
Business
Animals
Breeding
Health
Sales & Purchases
Notifications
Messages
My Profile
Locations
Farm Yard
Appearance
Help
Sound: Enabled
Logout

Register a Business

Register your business

Enter your business details below. Your existing personal LALAAYI account will become the Business Owner account after the business is approved.

* Required field

Business details

Business legal name *
Trading name
Business type
Farm / operational registration number *

Business legal name
Trading name
Business type
Farm / operational registration number

Government / registration numbers

Enter the official identifiers issued to the business. New Zealand examples are NZBN, IRD number and GST number. Each number must be unique to one company in LALAAYI.

Business number (NZBN)
IRD / tax number *
GST / VAT number

Business number (NZBN)
IRD / tax number
GST / VAT number

Business cell phone
Business email *
Business street address 1 *
Business street address 2

Business cell phone
Business email
Business street address 1
Business street address 2

Business city *
Official business / tax country *
Physical address country *
Business funds denomination

Business city
Official business / tax country
Physical address country
Business funds denomination

Managers hourly salary *
Workers hourly salary *

Managers hourly salary
Workers hourly salary

Business Owner

Submit business registration
Cancel



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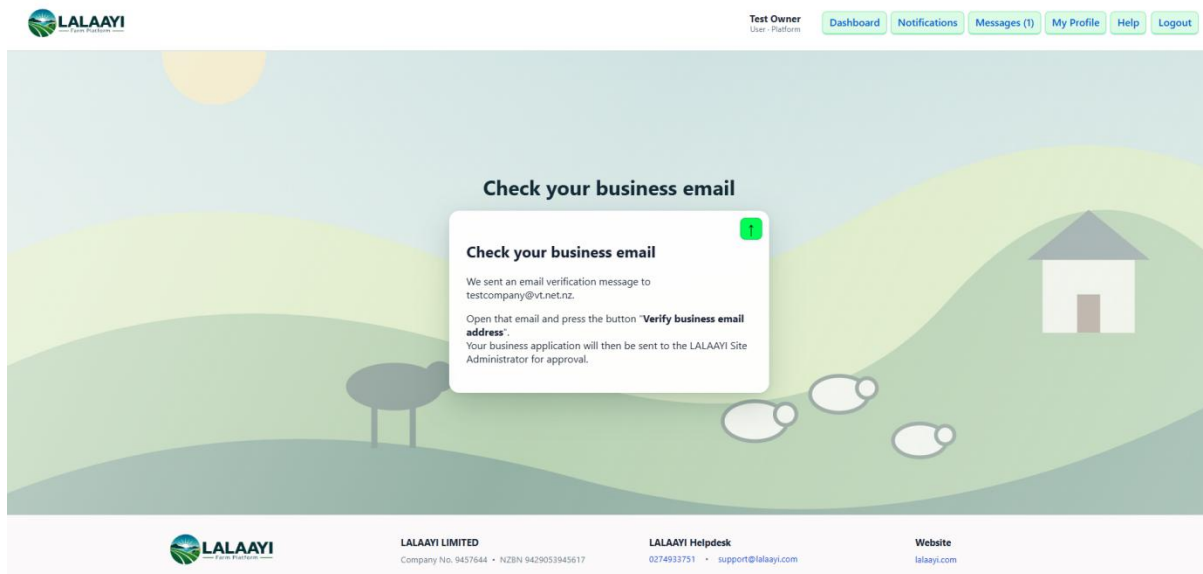
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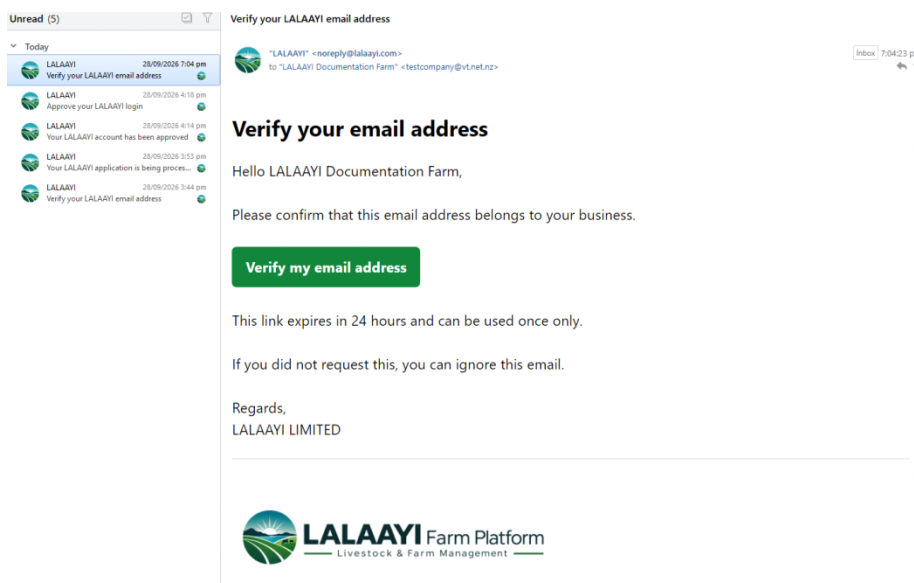
Complete all compulsory yellow fields and any optional fields that apply to your business. Remember, the yellow fields with the red star above them are compulsory fields. Enter the business IRD and GST numbers where applicable. These details are used in the company's financial and tax records. LALAAYI can assist with GST reporting according to the company's configured GST return period.

Once you have filled in all the fields, you can submit the form containing your company data by clicking the green **“Submit business registration”** button.

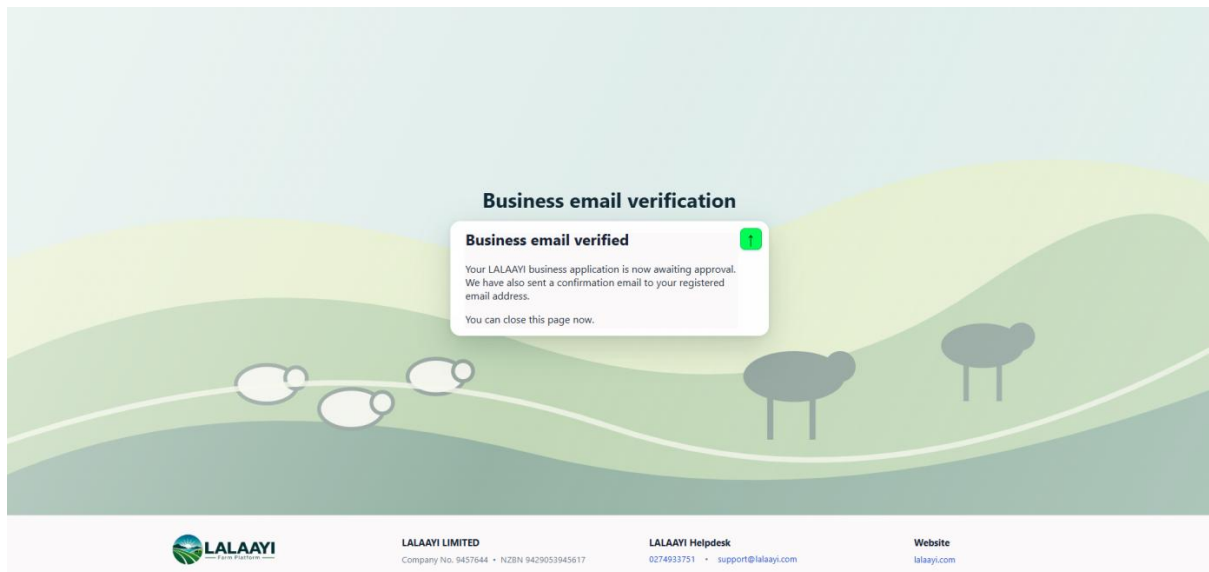
As you can see in the screenshot, this business registration is automatically linked to your existing approved personal account.



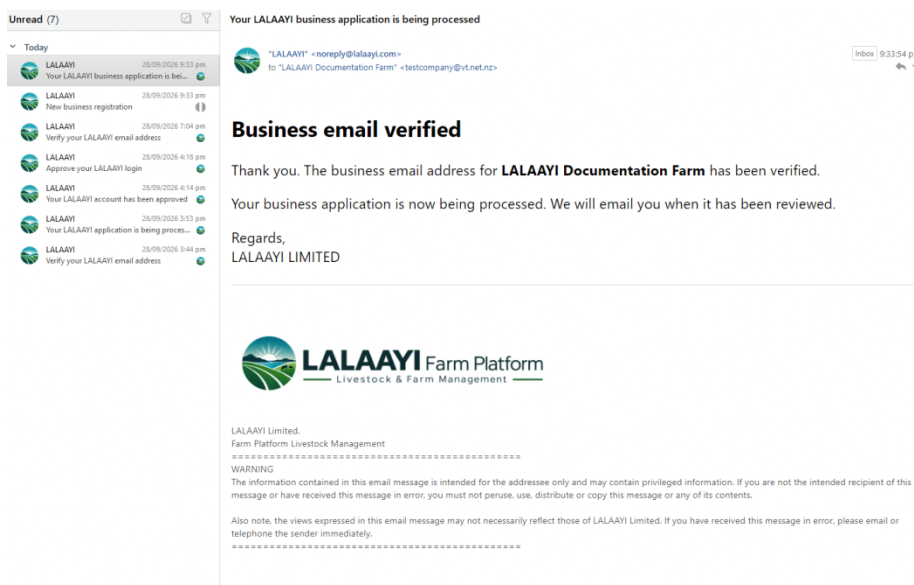
After submitting the business registration form, LALAAYI displays a message asking you to check your business email address so that it can be verified.



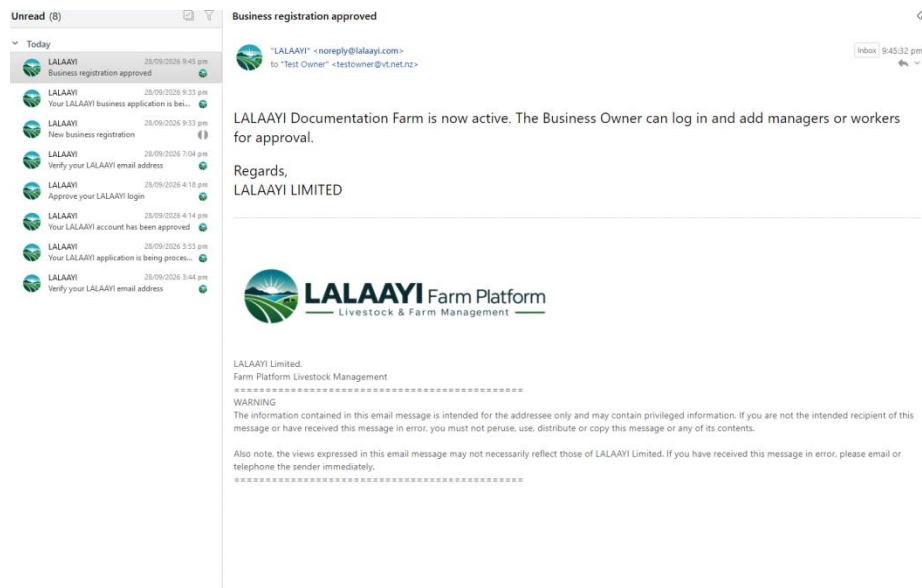
Click the green “**Verify my email address**” button.



The screen acknowledges your business email verification and informs you that the business registration is now being processed by LALAAYI administration.



When LALAAYI administration has verified all your business details, you will receive the email shown below.



Your company is now active. You can log in to LALAAYI and begin setting up your company. Your personal LALAAYI account is now linked to the company as its Business Owner. Your private personal details remain in My Profile, while the company's information is stored in its business record.