



Setting up contacts and exchanging publishing keys

Download notes to accompany help video

Please note before proceeding:

These notes have been created to accompany the video guide available on the Farmplan website. The videos are quick help resources, and as such their contents do not cover every available situation, option, or solution: depending on your farm and business setup you may need to adapt or follow a different process.

For further information please contact the Gatekeeper support team, who will be happy to advise you.



Setting up contacts

1. From the main Gatekeeper screen, select *Setup* and then *User Manager*.

Ensure your email address is entered correctly in the 'Users email' field.

Click 'OK' to save and close.

2. To create your contact, from the main Gatekeeper screen select *Setup* and then *Businesses*.

Users with multiple businesses only: ensure the correct business is selected on the left hand side before proceeding. Click 'Setup Contacts'.

Click 'Add' to add a new contact, and add the name as required.

Click on the 'Details' tab and enter the contact's email address. Click 'OK' to save and close, and 'OK' to close the first screen.

Sending publishing keys

3. To send your publishing key to the contact you have just created, from the main Gatekeeper screen open the publishing centre.

Click 'Email your publishing key' and enter a 4 digit pin when prompted.

Use the three dot selector icon at the top of the next window to open the contacts selector screen, and select the contact you wish to email your key to. You may wish to enter your 4 digit pin into the 'Message' box, as your contact will need this to attach your key in their own Gatekeeper.

Click 'OK' to create the publication, and you will be returned to the publishing centre.

Click on the 'Outbox' tab and click 'Send Now' and then 'Send/Receive' to send the publishing key. Please note: your contact will receive your publishing key in their email inbox, not their Gatekeeper inbox.

Receiving publishing keys

You will receive a publishing key in your regular email inbox if it has been emailed to you, or your contact may have saved it on a USB stick for you. In both cases, you will need to save the publishing key to a location on your computer. Take care to only save the publishing key attachment from the email (the file ending .gkk), rather than the email message.

4. To attach the publishing key to the contact, from the main Gatekeeper window select *Setup* then *Businesses*.

Users with multiple businesses only: ensure the correct business is selected on the left hand side before proceeding. Click 'Setup Contacts'.

Select the contact from the list on the left hand side, and then click on the 'Details' tab.



Click 'Add' next to the red publishing key icon, and in the screen that opens select the publishing key file that you saved earlier. Click 'Open' and you will be prompted to add the 4 digit code which your contact will have given you.

Click 'OK' and you will be returned to the 'Setup business contacts' screen; the key icon will now be green to indicate a successful key exchange.

Please note – if you have multiple individual businesses in your Gatekeeper, you may wish to add contacts who are not specific to a particular business to your site catalogue instead of to individual businesses.

The process for this is the same as described above, except that when you create the contact in step 2 you should go to *Setup > Companies* and select *Site* to add contacts to your site catalogue.

This will mean you only need to add the contact once but will be able to access them across all your Gatekeeper businesses.