Headgrower Quick Start

Owner Account Set up:

1. Download the Headgrower app from the Google Play Store (Android) or App Store (Apple)
2. Open the App and create a new account by pressing **Create An Account.**
   a. Enter your email address and select a password. The password must have more than 8 characters and include a number and lowercase letter.
   b. Read and accept the Headgrower Terms and Conditions.
   c. Click **Create Account.**
   d. A confirmation code will be sent to your email address within a few minutes.
   e. Enter the email address and Confirmation Code in the space provided and press **Confirm Account**.
3. Owner's accounts must be pre-registered with Bartlett Instrument and along with the Confirmation code will receive the update required for CIS to be compatible with the Headgrower App. This download is found at the bottom of the confirmation email.
4. To download the latest CIS software to your PC, you must uninstall the current version of CIS on your PC, then proceed with the download.
   a. Press the **Download Latest CIS Version** link found in the confirmation email.
   b. Once the download is complete, open the folder **Bartlett Instrument CIS Upgrade**.
   c. Run the Setup application and follow the prompts on your screen to complete the installation of the new version of CIS.
5. Once the latest version is installed, open the CIS Application.
6. The owner will then need to enter their user name, password, and Site ID (Found in the confirmation email) to register CIS for use with the App. To do so:
   a. Click **Options** in the top left hand corner
   b. In the drop down, click **Preferences**.
   c. On the Main tab, enter the Site Name (This is what your site will be displayed as in the app)
   d. Check the box that says **Enable Phone App**.
   e. Click the **Register** button to set up your Site.
   f. Enter the Site ID (Found at the bottom of the confirmation email), Owner Email, and Password.
   g. Click **Register Site** and if all information has been entered correctly, Registration Successful should appear and press the **OK** button.
7. Once you have registered CIS, you will go back to the mobile app and Log in. Owner's accounts will be taken to the Subscriptions screen
   a. Enter what type of subscription, the number of devices (2 Controllers and 1 W/R Alarm = 3 devices), and credit card information. Then press **Purchase**
   b. You can choose to Add Payment Details Later during the free trial period. After the trial period is over, payment information will be required for use.
8. Once payment is complete, users will be taken to the My Devices screen where all controllers can be viewed and selected for more information.
9. Owners must also set up user permissions to allow others to view or edit the houses.
   a. Press the settings button in the top right hand of the screen.
   b. Select **User Access**
   c. Select **Add a User** and enter the user's email address, then press **Save.**

d. Select the appropriate permissions for that user and press the back arrow when finished.

e. Owners can add up to 10 users to their account.

*** If the same user is logged into more than one device at a time, notifications will only go to the device that was last logged into. It will not send to more than one device.

Standard User Account Set up:

1. Download the Headgrower app from the Google Play Store (Android) or App Store (Apple)
2. Open the App and create a new account by pressing **Create An Account.**
   a. Enter your email address and select a password. The password must have more than 8 characters and include a number and lowercase letter.
   b. Read and accept the Headgrower Terms and Conditions.
   c. Click **Create Account.**
   d. A confirmation code will be sent to your email address within a few minutes.
   e. Enter the email address and Confirmation Code in the space provided and press **Confirm Account**.
3. After the account has been confirmed, Log In to your account to view the greenhouses. If you don't see any houses, the greenhouse owner has not set up permissions for your account yet.

*** If the same user is logged into more than one device at a time, notifications will only go to the device that was last logged into. It will not send to more than one device.