

User Manual

Login Page

1. Enter your **username** and **password** as provided by the **Administrator**.
 2. Click the "**Login**" button to access the system.
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Dashboard Overview

The **Dashboard** provides a summary of key metrics and system functions:

- **Total Farm Members** – Displays the total number of registered farm members.
 - **Active Farms** – Shows the number of currently operational farms.
 - **Average Farm Size** – Indicates the average land size of all registered farms.
 - **Average Annual Production** – Estimates the annual production output of farms.
 - **Average Farm Age** – Displays the average age of farms in years.
 - **Average Number of Shade Trees** – The average count of shade trees per farm.
 - **Certified Farm Members** – Lists the number of members with certified farms.
 - **Membership Section** – Used to capture and manage detailed farm member information.
 - **Daily Task Setup** – Allows users to assign and monitor daily tasks.
 - **User Management** – Manages system users and their roles.
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Main Menu Functions

A. Membership Management

1. **Accessing Membership**
 - Click on **Membership** from the main menu.
 - A **Membership Dashboard** will appear, displaying the **membership table** with registration options.
 2. **Registering New Members**
 - **Single Registration:** Click on "**Form Registration Single**" to register new members individually.
 - **Batch Registration:** Click on "**Form Registration Batch**" to upload multiple new members using a **CSV file**.
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B. Certification Management

1. Click on **Certification Management** from the main menu.
 2. The **dashboard** will display the following options:
 - **Form Inspection Single** – Used to manually capture inspection information for individual records.
 - **Form Inspection Batch** – Allows bulk uploading of inspection data using a **CSV file**.
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C. Traceability Management

1. Click on **Traceability** and fill in all the **required fields**, then submit the form.

2. Click on **Generate Traceability** to create a **waybill**.
3. To **view the waybill invoice**, click on the **file icon** located below the generated waybill.

D. Deforestation Risk Assessment

1. Click on **Deforestation Risk** to view **all risk levels**, categorized into:
 - **High Risk**
 - **Medium Risk**
 - **Low Risk**

E. User Management

- **Add New User:** Select the appropriate **privilege level (Administrator or User)** when creating a new user.
- **Edit User:** Modify user details by **updating required fields**.
- **Delete User:** Remove a user from the system to **revoke access permanently**.

F. Financial Management

- Click on **Financial Management** to provide loans to farmers, either in **cash** or as **input supplies**.

G. Task Manager

The **Task Manager** allows users to effectively track, manage, and monitor tasks:

- **Create New Tasks** – Assign tasks to specific users with deadlines and priorities.
- **View Assigned Tasks** – Users can check the list of tasks assigned to them.
- **Update Task Status** – Track progress by marking tasks as **Pending, In Progress, or Completed**.
- **Set Task Priorities** – Define urgency levels (e.g., **High, Medium, Low**).
- **Monitor Task Performance** – Administrators can review **completed and pending tasks** to ensure efficiency.

Login

LOGIN
Enter User Credentials

Username: Password:

SUBMIT

System Control

User Name : Boadu Martin Last Login Date : 12-02-2025 09:39:59

Search...    

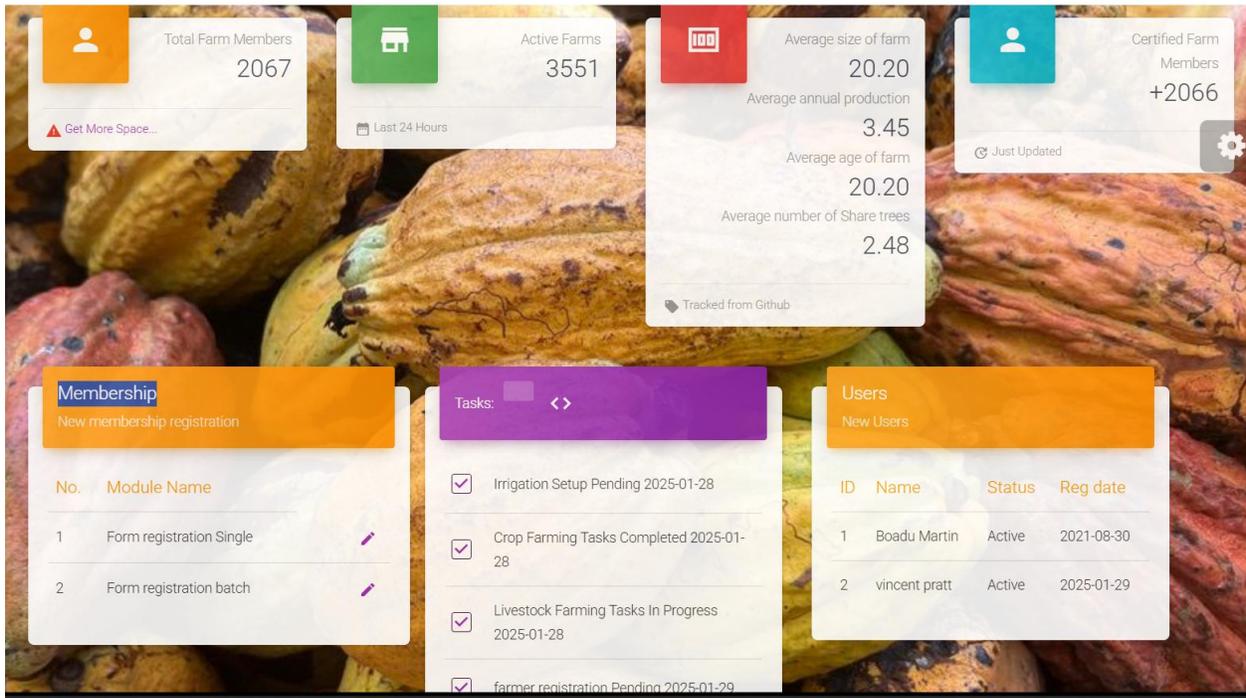
Delete Register **Search Name & Code** **Add New Register** **Edit Register**

REGISTRATION FORM SEARCH

CLICK HERE TO EXTRACT TO EXCEL

No.	Date	Code	Name	ID	Society	District	Certified	No. Farms	Location	
1	11-02-2025 00:00:00	SNK032	Osei Alex	712698245-6 Ghana Card	Sunkwa	Asutifi South	Yes	12	Heaven gate	

Dash Board



Total Farm Members
2067
[Get More Space...](#)

Active Farms
3551
Last 24 Hours

Average size of farm
20.20
Average annual production
3.45
Average age of farm
20.20
Average number of Share trees
2.48
Tracked from Github

Certified Farm Members
+2066
Just Updated

Membership
New membership registration

No.	Module Name
1	Form registration Single
2	Form registration batch

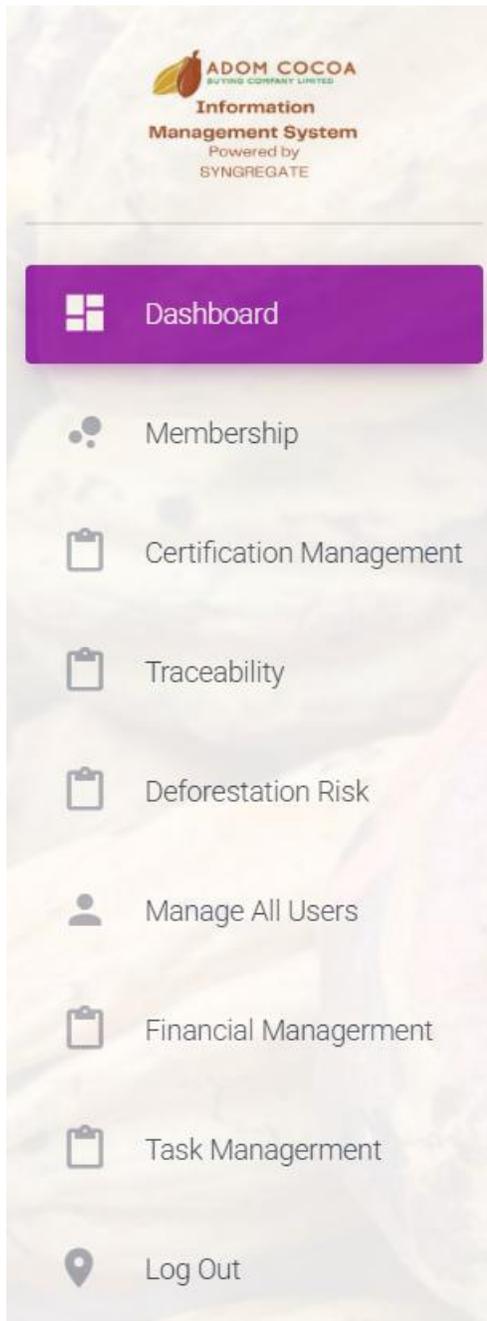
Tasks: <>

<input checked="" type="checkbox"/>	Irrigation Setup Pending 2025-01-28
<input checked="" type="checkbox"/>	Crop Farming Tasks Completed 2025-01-28
<input checked="" type="checkbox"/>	Livestock Farming Tasks In Progress 2025-01-28
<input checked="" type="checkbox"/>	farmer registration Pending 2025-01-29

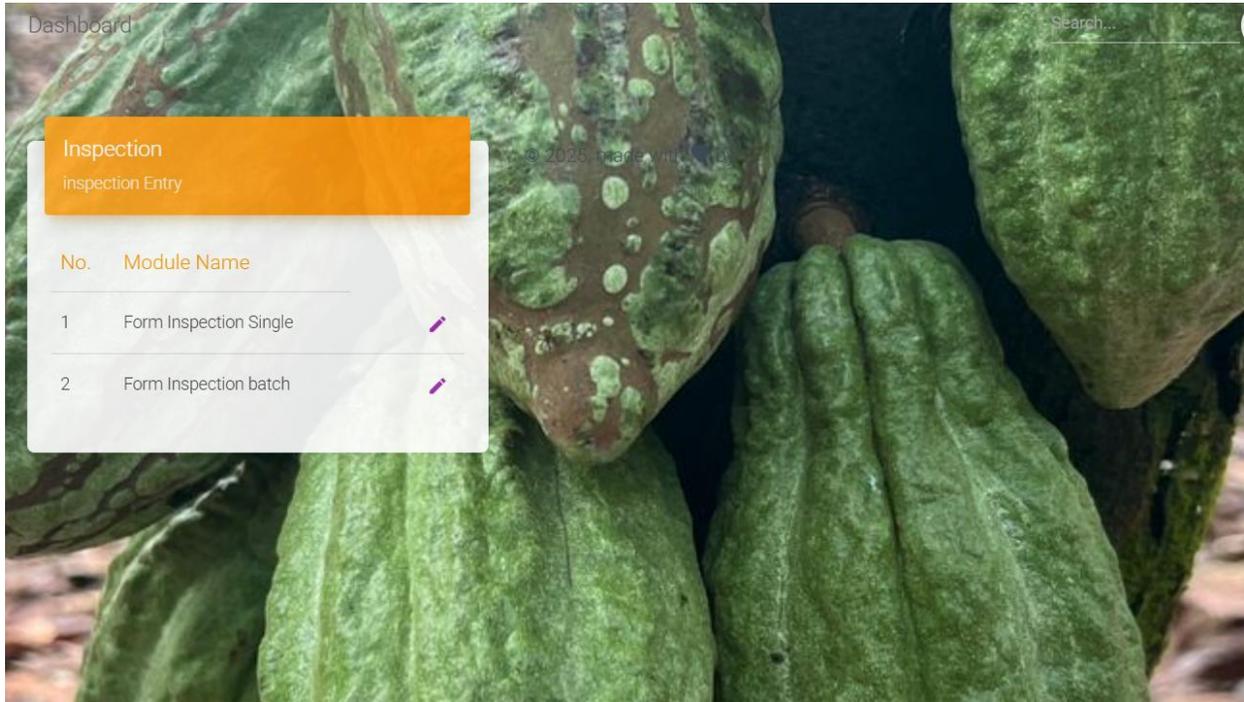
Users
New Users

ID	Name	Status	Reg date
1	Boadu Martin	Active	2021-08-30
2	vincent pratt	Active	2025-01-29

Main Menu



Certification management



Traceability

Traceability Tab Information

Please Complete All Fields

Cocoa Season	Warehouse / Cocoa District
<input type="text" value="Select Cocoa Season"/>	<input type="text" value="Select a District"/>
Name of Society	Purchasing Clerk Name & Code
<input type="text" value="Select a Society"/>	<input type="text"/>
Evacuation Number	Weight of Cocoa (KG)
<input type="text"/>	<input type="text"/>
Primary Evacuation Date	Type of Crop
<input type="text" value="12/02/2025"/>	<input type="text" value="Select Crop Type"/>

SOCIETY WAYBILL INFORMATION

Please Complete All Fields

Cocoa Season

Select Cocoa Season

Warehouse / Cocoa District

Select a District

Name of Society

Select a Society

Consignment From

Consignment To

Driver's Name

Station Mark

Truck Number

Dispatched By

Received By

Particulars of Load

Unit

Quantities

SOCIETY WAYBILL VIEW

[CLICK HERE TO EXTRACT TO EXCEL](#)

No.	Season	Warehouse	society	Loads	Unit	Quantity	WayBill Date
1	2025/26	Asutifi South	Acherenso	sealed cocoa	820	13	07-02-2025





Waybill Form

Cocoa Season

2025/26

Warehouse / Cocoa District

Asutifi South

Consignment From
kofi

Consignment To
yaw

Driver's Name
Joe

Truck Number
GR44223

Station Mark
82823

Particulars of Load
sealed cocoa

Unit
820

Quantities
13

Amount In Words
Thirteen

Waybill Date
12/02/2025



Type of Crop

Main Crop

User Management

Edit User

Please Complete This Form

Surname

vincent

Other Names

pratt

Gender

Male

Privilege

Administrator

Ghana Card No.

Contact Number

00

User Status

Active

Branch

Accra - town

User Registration Date

12-02-2025

Email Address

vincent@syngregate.com

UPDATE

Financial management

Farmer Loan Management

Please Complete All Fields

Farmer Name Osei Alex	Loan Type Select
Loan Type Select	Loan Date dd/mm/yyyy
Loan Duration Select	

[SUBMIT](#) [BACK TO REPORT](#)

All Loans View

[CLICK HERE TO EXTRACT TO EXCEL](#)

No.	Type	Amount	Input	Duration (Months)	Date
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