User Guide for New Coffee Batch Entry Form

Introduction

The New Coffee Batch Entry Form is designed to help coffee farmers record detailed information about new batches of coffee. This guide provides instructions on how to use the form and explains how the information can be useful for tracking and improving coffee quality.

https://mcgill-my.sharepoint.com/personal/dhevin_desilva_mail_mcgill_ca/_layouts/15/embed.aspx?UniqueId=8fef1fdb-f04c-4561-a3b3-c3254ad0affa&embed=%7B%22ust%22%3Atrue%2C%22hv%22%3A%22CopyEmbedCode%22%7D&referrer=StreamWebApp&referrerScenario=EmbedDialog.Create

Accessing the Form

https://airtable.com/appipeZrVM8r81BKm/pag82ii1HXVG7dwTA/form

Filling Out the Form

1. **Assignee**

   - **Field Name:** Assignee

   - **Description:** Select the person responsible for taking the current records of the drying process.

- **Usefulness:** Assigning a responsible person ensures accountability and accurate record-keeping.

2. **Batch Name**

   - **Field Name:** Batch Name

   - **Description:** Enter a unique name for this batch of coffee.

   - **Usefulness:** Naming each batch uniquely helps in identifying and tracking different batches throughout the process.

3. **Coffee Variety**

   - **Field Name:** Coffee Variety

   - **Description:** Specify the variety of coffee beans used in this batch (e.g., Arabica, Robusta).

   - **Usefulness:** Knowing the coffee variety is essential for understanding its characteristics and potential quality.

4. **Harvest Date**

   - **Field Name:** Harvest Date

   - **Description:** Select the date when the coffee cherries were harvested.

   - **Usefulness:** Recording the harvest date helps in tracking the age of the coffee beans and scheduling subsequent processing steps.

5. **Fermentation Method**

   - **Field Name:** Fermentation Method

   - **Description:** Choose the fermentation method used for this batch (e.g., Washed, Natural, Honey).

   - **Usefulness:** The fermentation method impacts the flavor profile and quality of the coffee, making it important to record for quality control and improvement.

Submitting the Form

1. **Review Entries:** Ensure all fields are filled out accurately.

2. **Submit:** Click the "Submit" button at the bottom of the form to save the batch information.