



# User Guide for Coffee Drying Process Entry Form

## Introduction

The Coffee Drying Process Entry Form is designed to help coffee farmers record detailed information about the drying process for coffee batches. This guide provides instructions on how to use the form and explains how the information can be useful for monitoring 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](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/pag0pcLqvoHtO3Dx8/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. Is this for a new drying or existing drying?

- **Field Name:** Drying Status
- **Description:** Indicate whether this entry is for starting a new drying process or updating an ongoing one.
- **Usefulness:** Helps in tracking whether the data pertains to the initiation or progress of a drying batch.

## 3. Choose Batch

- **Field Name:** Choose Batch
- **Description:** Select the batch of coffee beans being dried from the existing records.
- **Usefulness:** Identifies the specific batch for which drying data is being recorded.

## 4. Checked Time

- **Field Name:** Checked Time
- **Description:** Record the date and time of the last check on the drying process.
- **Usefulness:** Tracks the frequency of monitoring, ensuring timely checks and adjustments.

## 5. Temperature

- **Field Name:** Temperature
- **Description:** Enter the temperature (in degrees Celsius or Fahrenheit) during the drying process.
- **Usefulness:** Helps in maintaining optimal drying conditions to preserve coffee quality.

## 6. Humidity

- **Field Name:** Humidity

- **Description:** Enter the humidity level (in percentage) during the drying process.
- **Usefulness:** Helps in maintaining optimal moisture levels to prevent over-drying or mold growth.

## 7. Weather

- **Field Name:** Weather
- **Description:** Describe the weather conditions during the drying period (e.g., sunny, rainy, cloudy).
- **Usefulness:** External weather conditions can impact drying, making it important to record for analysis.

## 8. Notes

- **Field Name:** Notes
- **Description:** Add any additional observations or notes related to the drying process.
- **Usefulness:** Provides space for recording any unusual observations or specific details that could impact the drying process.

## Submitting the Form

1. **Review Entries:** Ensure all fields are filled out accurately and completely.
2. **Submit:** Click the "Submit" button at the bottom of the form to save the drying process information.