Guide and Explanation Document for Form Configuration

Introduction

This document provides a comprehensive guide to understanding how the forms have been configured in our system using Airtable. It explains the setup, configuration, and logic applied to each form, ensuring that data is collected efficiently and accurately.

https://mcgill-my.sharepoint.com/personal/dhevin_desilva_mail_mcgill_ca/_layouts/15/embed.aspx?UniqueId=242fc414-a5f4-4f7a-b2e0-bf3a3f1c9d19&embed=%7B%22ust%22%3Atrue%2C%22hv%22%3A%22CopyEmbedCode%22%7D&referrer=StreamWebApp&referrerScenario=EmbedDialog.Create

Overview of Forms

We have configured four main forms under the interface tabs within Airtable. Each form is designed to collect specific data related to the coffee processing stages: Coffee Batch Entry, Coffee Drying Process, Coffee Fermentation Process, and SCA Score Submission.

Detailed Form Configurations

1. Coffee Batch Entry Form

Purpose: To collect information about a new batch of coffee.

Fields:

- **Assignee:** Person responsible for taking the current records of the drying process.

- **Batch Name:** A unique name for each coffee batch. This field is required.

- **Coffee Variety:** Type of coffee (e.g., Arabica, Robusta). This field is required.

- **Harvest Date:** The date when the coffee cherries were harvested. This field is required.

- **Fermentation Method:** The method used for fermenting the coffee (e.g., Washed, Honey). This field is required.

Configuration:

- All fields are required.

- Descriptions are added to each field to guide the user on what information to input.

2. Coffee Drying Process Form

Purpose: To capture data about the drying process of coffee batches.

Fields:

- **Assignee:** Person responsible for taking the current records of the drying process.

- **Batch:** Select the batch of coffee beans being dried from the existing records. This field is required.

- **Drying Status:** Indicates if the drying is new or ongoing. This field is required.

- **Check Time:** The time of the last check during drying. This field is required.

- **Temperature:** The temperature during drying. This field is required.

- **Humidity:** The humidity level during drying. This field is required.

- **Weather:** Weather conditions during drying. This field is required.

- **Notes:** Additional observations or notes.

Logic Applied:

- **Is this for a new drying or existing drying?:** The start time is only visible if it's a new drying process. If it's an existing drying, this field is hidden as the start time has already been recorded.

- **Is Drying Over?:** This field becomes visible if the drying status is set to "existing drying". If the user selects "Yes", an additional field for the end drying time appears.

3. Coffee Fermentation Process Form

Purpose: To record detailed information about the fermentation process of each batch.

Fields:

- **Assignee:** Person responsible for taking the current records of the drying process.

- **Batch:** Select the batch of coffee beans undergoing fermentation from the existing records. This field is required.

- **Fermentation Status:** Indicates if the fermentation is new or ongoing. This field is required.

- **Fermentation Method:** Pulled from the batch sheet. This field is required.

- **Type of Water Used:** Specifies the water type used in fermentation.

- **Additives:** Any additives used during fermentation.

- **Check Time:** The time when fermentation is checked.

- **Temperature:** The temperature during fermentation.

- **pH:** The pH level of the coffee. (Optional)

- **Brix Levels:** The sugar content during fermentation. (Optional)

- **Humidity:** The humidity level during fermentation.

- **Weather Conditions:** External weather conditions during fermentation.

- **Notes:** Additional observations or notes.

- **Fermentation Start Date:** The start date of fermentation.

- **Fermentation End Date:** The end date of fermentation.

- **Barrel Status:** Relevant for honey fermentation to control temperature manually.

- **Barrel Open Time:** The time when the barrel was opened.

- **Barrel Close Time:** The time when the barrel was closed.

Logic Applied:

- Similar to the drying form, the fermentation form has logical fields that are only visible under certain conditions:

  - **Fermentation Status:** If set to "new", the start time is required. If set to "existing", the user can mark the fermentation as complete, which will then display fields for the end fermentation time.

- **pH and Brix Levels:** These fields are optional as the client currently lacks the necessary equipment to collect this data. They can be made mandatory in the future.

4. SCA Score Submission Form

Purpose: To submit the Specialty Coffee Association (SCA) score for a specific batch of coffee.

Fields:

- **Batch Name:** Select the batch of coffee for which you are submitting the SCA score. This field is required.

- **SCA Score:** Enter the SCA score for the selected batch of coffee. This field is required.

Configuration:

- The form includes a dropdown to pick the batch from the batch table and a field to enter the SCA score.

- All fields are required to ensure complete data submission.