

Microfarms Management System USER GUIDE



The complete user guide for landowners, tenants, buyers and suppliers.

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LANDING PAGE

When you first open our application, you will see our 'landing page'. This page is full of information explaining our work. You will see details about us and what we do, and the services available with this micro farm's application. It is a good idea to scroll through this page and click on any links to find out what is going and what is available before you get started.

If this is the first time using this application, click the 'login/register' button at the top right and click through the register for a new account. This will create your profile and begin your journey with our micro farms app.

If you are returning to this application, click the 'login/register' button at the top right and click through the login to your account. This will take you back to your profile exactly where you left off before.

LANDOWNERS GUIDE

Creating your Account

When you first arrive on our website you will initially see the landing page. It is from here that you must select to create your account. Once on the 'create account' page enter your name, a secure password of your choice and then your email. Before clicking to create your account, you must ensure that you have also selected your account as a 'Landowner'.

Once you have completed this, you will be logged in with your newly made account. In all future instances of opening this website you will just have to click 'log in' and enter the details you set yourself.

Editing your Account

Once you are logged in you have the option to edit your account. Select the drop-down menu that says 'welcome', and from there select your account settings. This will lead you to a new page.

Once here you have the option to change your account name or email (making sure you click save afterwards), or update to a new password (making sure you click to change password afterwards).

Once this is completed you can either logout – if this was all you wished to do or return to your dashboard to complete some more work.

The Landowners Dashboard

Once logged in you will be taken directly to the 'landowners' dashboard', from here is where you can assess all options of work.

The first section here will show you information about the land you own. Here you will see a list of all the land you currently own. If you wish to add more of your land to the list, click on the 'manage button'. From here you will select your land and divide it into plots (more information further into this document).

The adjacent section is all about expenses and billing with related to your land. Here you will see your billing amounts and can click to view the relevant documents.

The final section on the top row is where you will see a list of all your separate plots. Click on a plot to see its details (more information further into this document).

The bottom left section contains information about the waiting list of tenants wanting to rent one of your plots. Here you can view the list and click through to see any details you need.

Adjacent to this is the section that will lead you to this user guide.

The final section of this dashboard is what you will need if you need to send important information regarding your land to all tenants at once.

Splitting your Land into Plots

Once you've clicked on the piece of land you wish to work on you will be taken to a separate page.

On this page, zoom in and select the piece of land you wish to separate into plots and add to your list.

Once you are on your piece of land, follow the clear instructions adjacent to the map to divide up your land and add it to the list.

Client's Plot Details

Once you've clicked on one of your plots it will lead you to a separate but similar dashboard.

The first section on this page is where you should upload any relevant documents into the list. It is important to do this so the tenant of this plot can also access these if needed.

The adjacent section is where you should upload the list of services and amenities that are available with this plot. Again, it is important for the tenants to see this.

The final section on the top row is where you will see the name of the tenant currently renting this plot.

The bottom left section will show you the location of your plot within the field. If you click here, you will see a graphical image highlighting your location.

The final section on this dashboard is where you will see the contact details for this specific tenant. Any information you need to discuss with them, please use this section to get hold of them.

TENANTS GUIDE

Creating your Account

When you first arrive on our website you will initially see the landing page. It is from here that you must select to create your account. Once on the 'create account' page enter your name, a secure password of your choice and then your email. Before clicking to create your account, you must ensure that you have also selected your account as a 'Tenant'.

Once you have completed this, you will be logged in with your newly made account. In all future instances of opening this website you will just have to click 'log in' and enter the details you set yourself.

Editing your Account

Once you are logged in you have the option to edit your account. Select the drop-down menu that says 'welcome', and from there select your account settings. This will lead you to a new page.

Once here you have the option to change your account name or email (making sure you click save afterwards), or update to a new password (making sure you click to change password afterwards).

Once this is completed you can either logout – if this was all you wished to do or return to your dashboard to complete some more work.

The Tenants Dashboard

Once logged in you will be taken directly to the 'tenants' dashboard', from here is where you can assess all options of work.

The first option is for details of your plots. In this section you can see a list of any plots you currently rent; you can click on one of these to be taken to a page about that plot (more information further into this document). In addition to this you can also click to 'browse available land' (more information further into this document).

The adjacent section is dedicated to information about your expenses and billing. You will see your current bill amount; you can then click on the button to view your tenancy agreement documents.

The next section again, is all about buyers of your produce. You will see your current buyers and the produce they buy in the form of a list. There is also a button for you to follow to sell more produce and find more buyers.

The bottom left section is all about browsing suppliers for you to buy produce. There is a clear button for you to click and you will be taken to the suppliers' spreadsheet to see what's available.

Adjacent to this is the section that will lead you to this user guide.

The last section allows you to report any maintenance issues, a feature that will be developed in the future.

Your Plots Dashboard

Once you have clicked through to view one of your single plots you will be taken to a separate but very similar dashboard.

The first section on this new dashboard will show you your relevant documents related to this plot. If you click on this, it will open the documents for you.

The adjacent section to this is where you will see any services and amenities that are available with your plot.

The final section on the top row is where you go if you wish you cancel your rent on this plot. If this is what you wish, click the button and the simple process will begin.

The bottom left section will show you the location of your plot within the field. If you click here, you will see a graphical image highlighting your location.

The next section allows you to contact your landowner. Click the button here to be led through to process of contacting them for any reason you need.

The final section on this dashboard is for you to see information about your expenses and billing with this specific plot. You will see a list of current expenses and a button which will lead you to see your agreement documents.

Browse available Plots

Once you've clicked through to browse available plots you will be taken to a separate page. On this page you will see a menu bar where you can select the piece on land on which you would like to rent a plot. Once you have selected the piece on land, a list of the available plots will appear.

For each available plot, you will see the size and the monthly payment. There are also three labelled buttons. One of these will add you to the waiting list to rent this plot, the second will allow you to contact the landowner of this plot for any questions you have, and the final button will bring up a visual diagram of where the plot is located on the field.

Feel free to scroll through the list of plots for each piece of land to find your ideal location for your new plot, but remember a single person is only allowed to rent three plots per piece of land.

BEHIND THE SCENES

All the data and information saved within this application is stored safely and securely in our database. We do NOT store your passwords in plain-text, passwords are both hashed and salted for our added piece of mind. Should a data breach ever occur, your details will be safe.