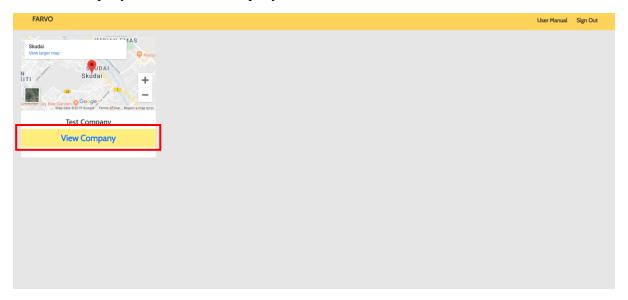
# **Company Admin User Manual**

# **View Company**

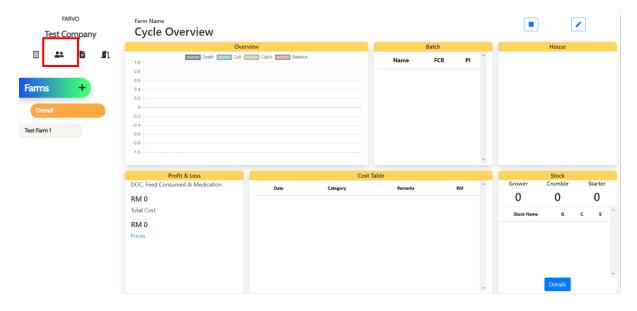
To view company, click "View Company"

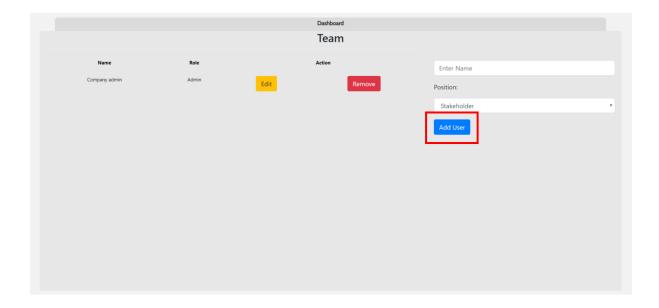


#### Add team member into farm

\*Before adding team member, user have to make sure team member have done register a FARVO account.

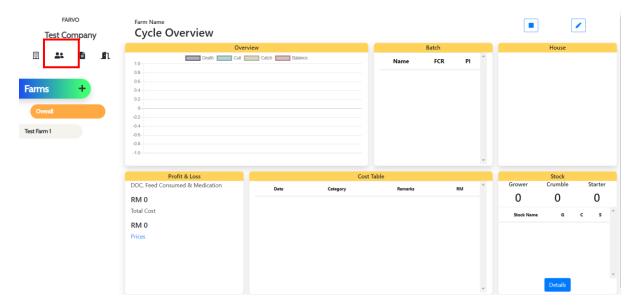
To add member into farm, in the dashboard, click the team symbol. Select the name and position for the member. Finally, click "Add User".

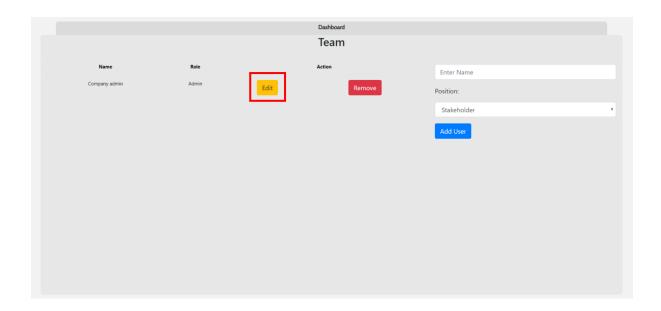


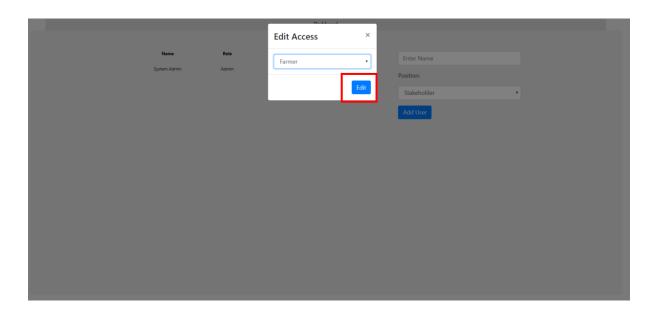


# Edit position for a member

To edit position of a member, in the dashboard, click the team symbol follow by click "Edit". A box will popup, user is required to select the new position of the member. Finally, click "Edit".

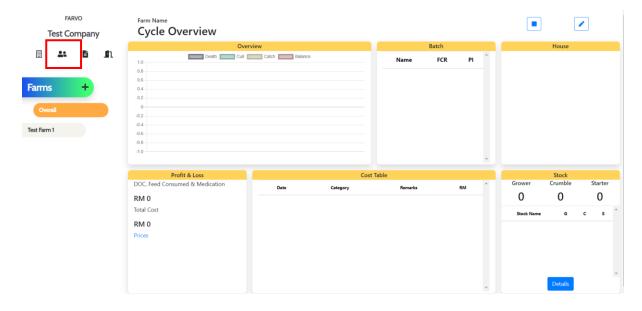


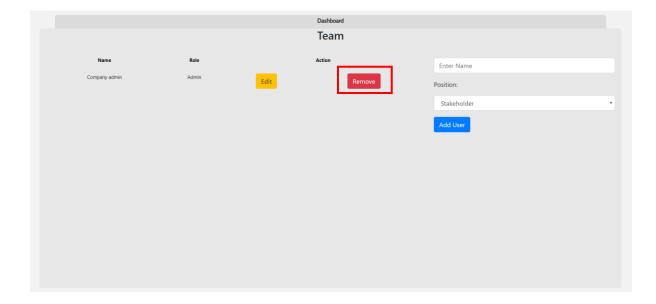




### Remove member

In the dashboard, click the team symbol follow by click "Remove". If confirm to remove, click "Ok".

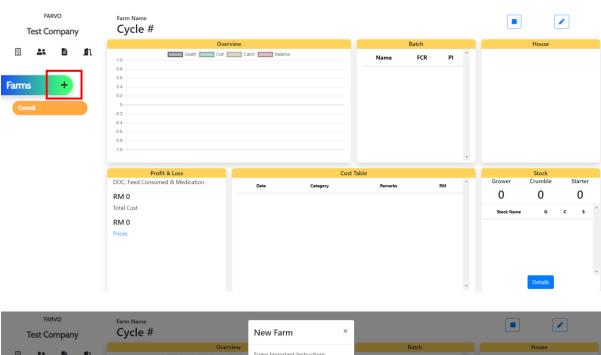


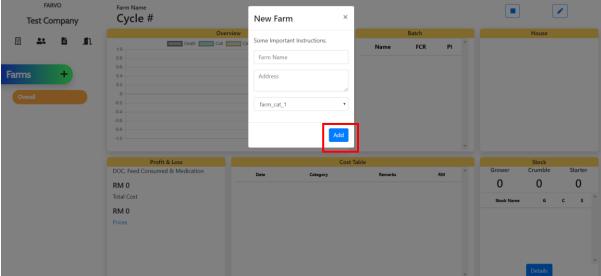


# **Add Farm**

\*User have to add farm first before doing other operations.

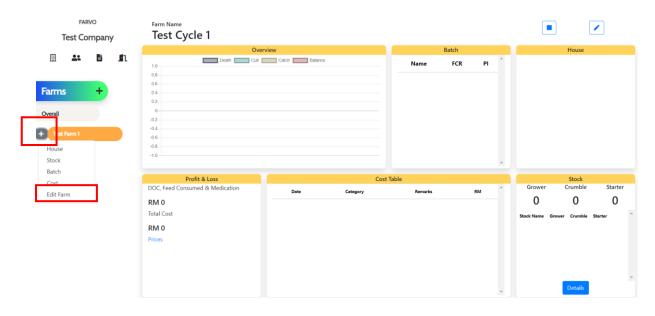
To add farm, in the dashboard, click "+". On click, a box containing form will popup. User are required to input the farm details. Finally, click "Add".

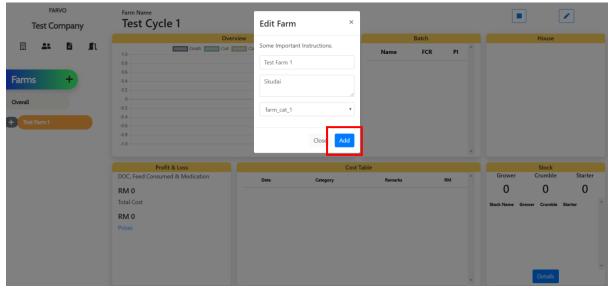




### **Edit Farm**

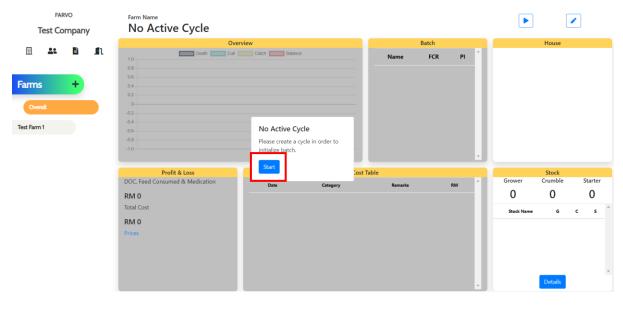
In the dashboard, click the farm's name, a "+" button will appear. Click the button and select "Edit Farm". A box containing current information of the farm will popup. User can edit the details and click "Add".

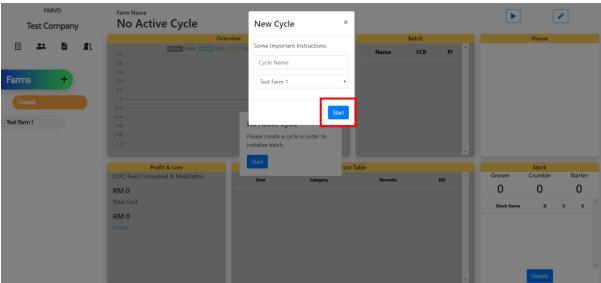




# **Initiate cycle**

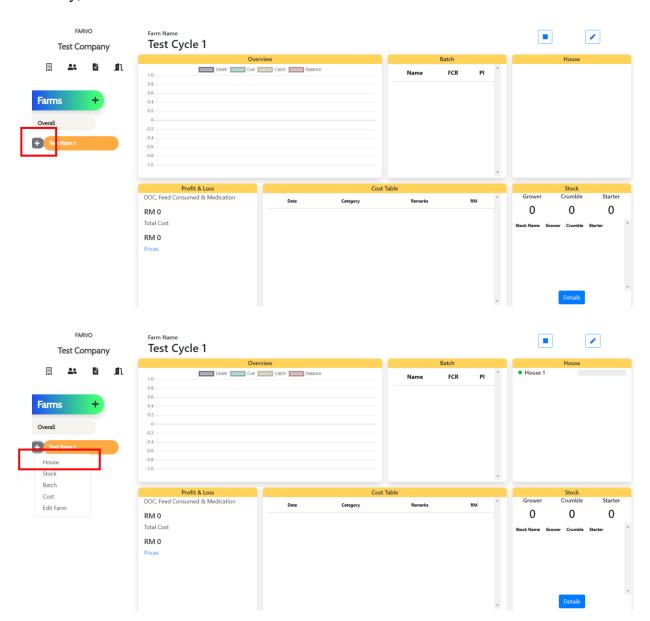
In the dashboard, click "Start". On click, a box containing form will popup. User are required to input the cycle's name and select which farm user want to start a cycle. Finally, click "Start".

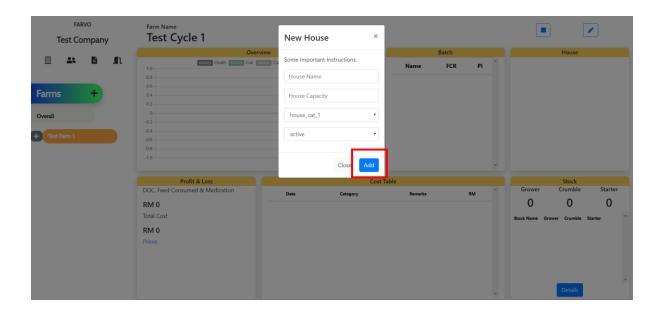




# **Add House**

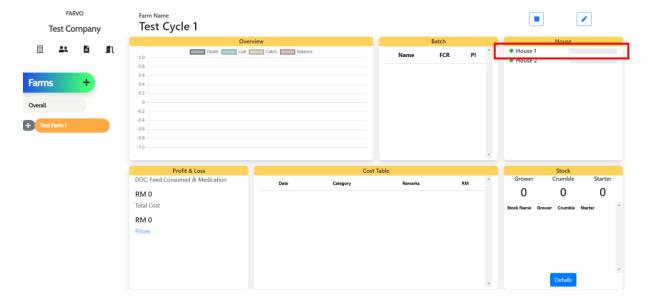
In the dashboard, click the farm's name, a "+" button will appear. Click the button and select "House". A box containing form will popup. User are required to input the house details. Finally, click "Add".

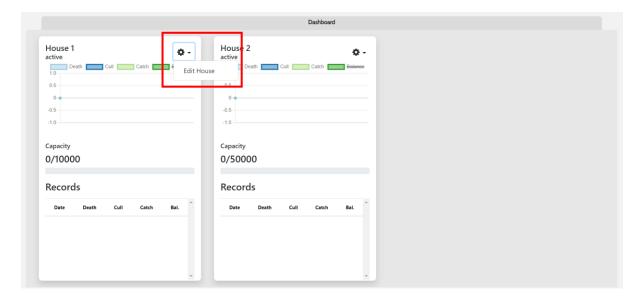


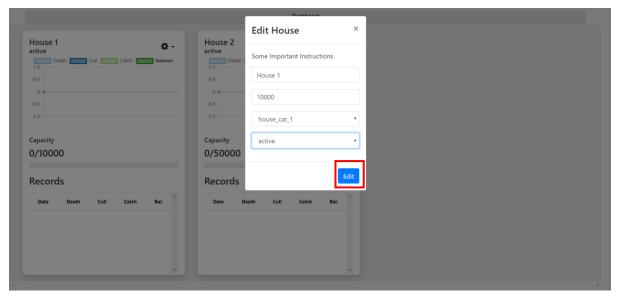


# **Edit House**

In the dashboard, click house's name in the house section. Then, click edit button followed by "Edit House". A box containing form will popup. User are able to edit the house details. Finally, click "Edit".

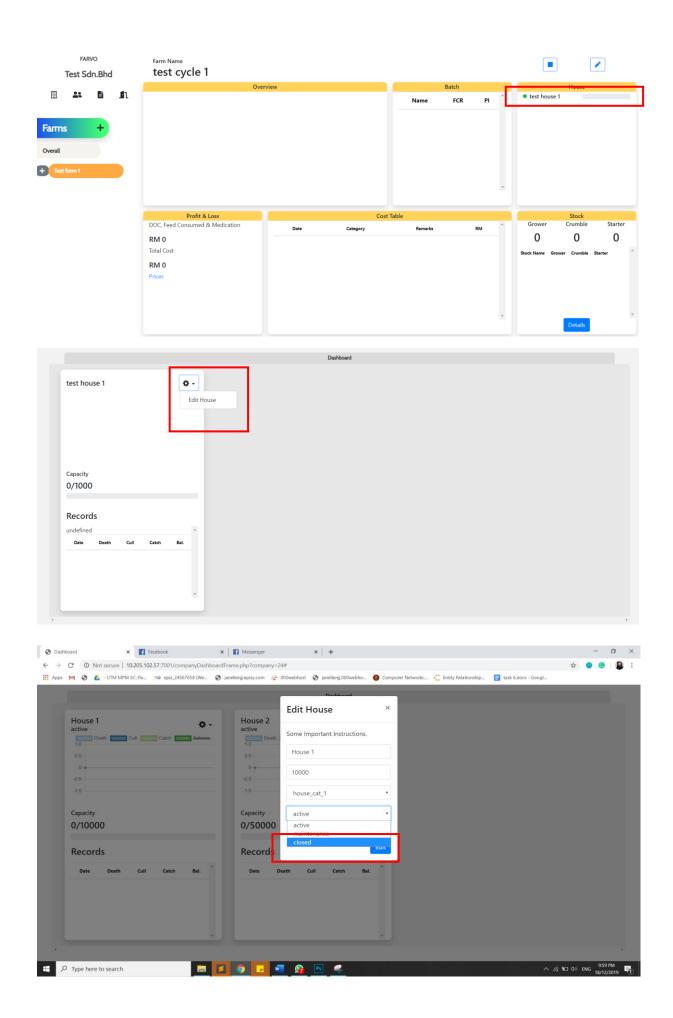






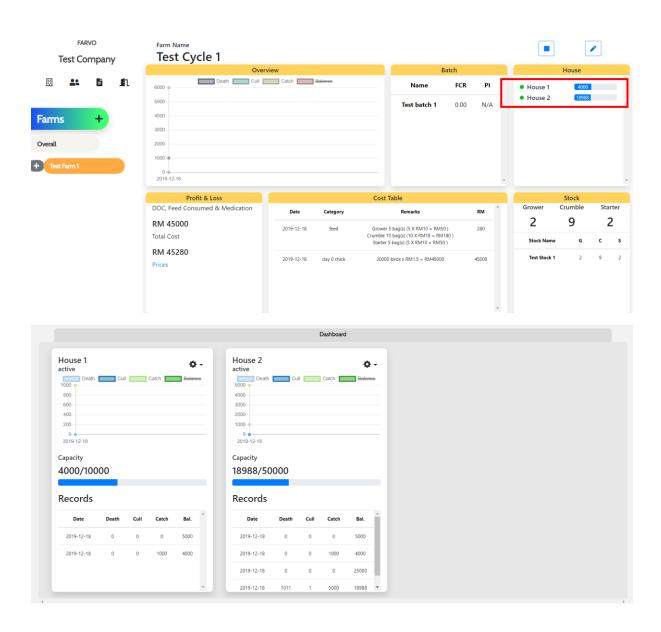
#### **Delete House**

In the dashboard, click house's name in the house section. Then, click edit button followed by "Edit House". A box containing form will popup. In the last dropdown, change the status from active to closed. Finally, click "Edit".



#### **View House**

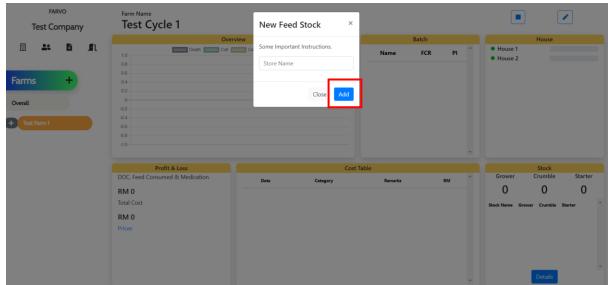
In the dashboard, select the farm's name. Click into the house's name in the house section. User are able to view the house capacity and the data of the birds including bird death, bird cull, birth catch and bird balance.



### **Add Stock**

In the dashboard, click the farm's name, a "+" button will appear. Click the button and select "Stock". A box containing form will popup. User are required to input the stock details. Finally, click "Add".

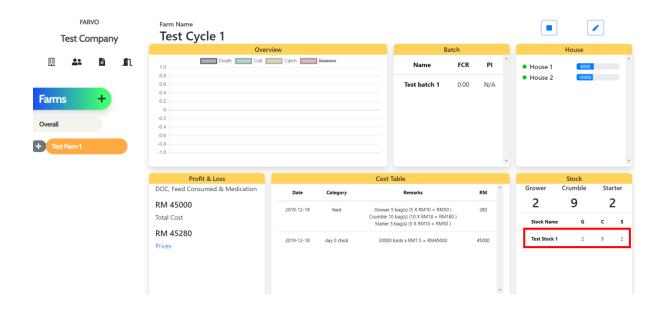


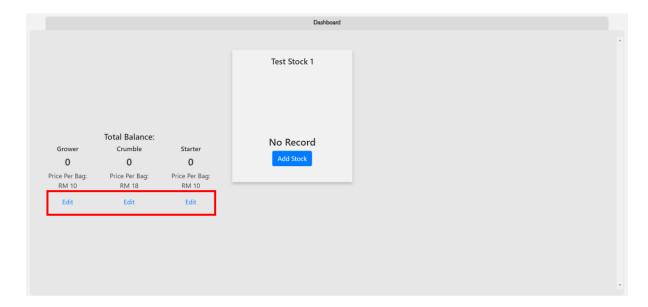


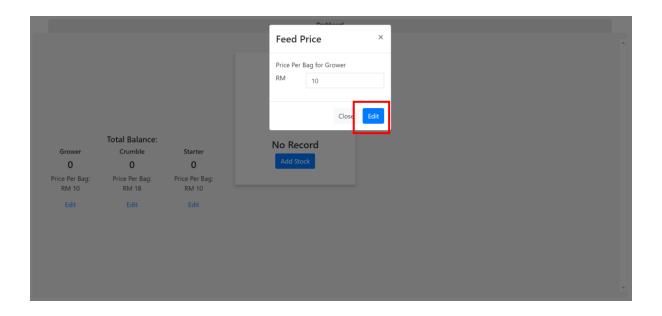
#### Add feed into stock

In the dashboard, click farm's name and click into stock's name in the stock section.

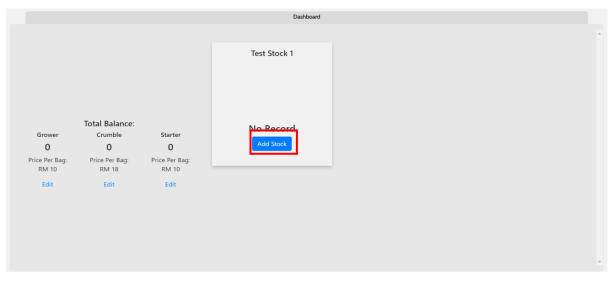
Before adding feed, user are able to edit the price of each feed by clicking "Edit". A box will popup, user are required to input the price of a specific feed. Then, click "Edit".

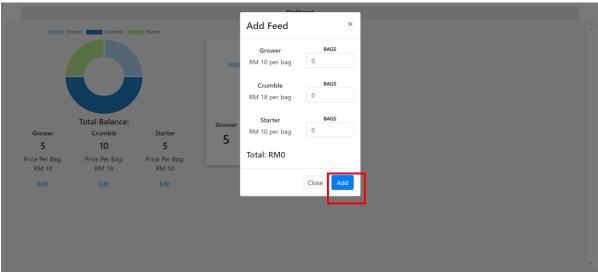






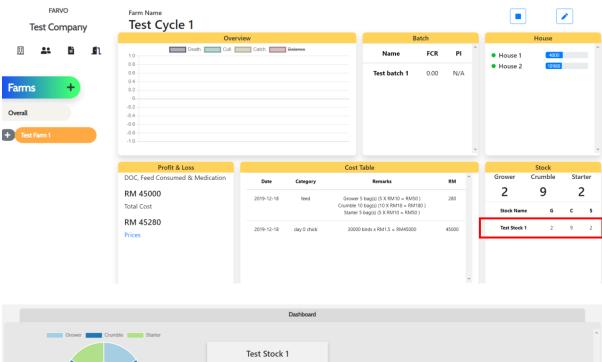
To add feed in stock, click "Add Stock". A box will popup, user are required to input the number of bag of feed. Finally, click "Add".

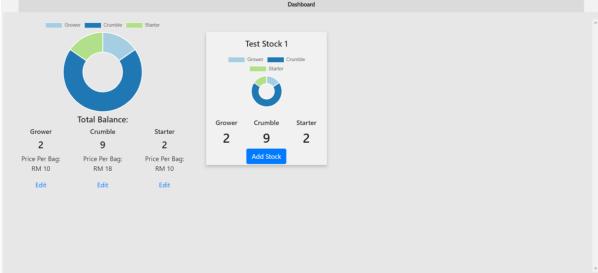




#### View Stock

In the dashboard, select the farm's name. Click stock name in the stock section. User are able to view the balance of the feed in each stock.

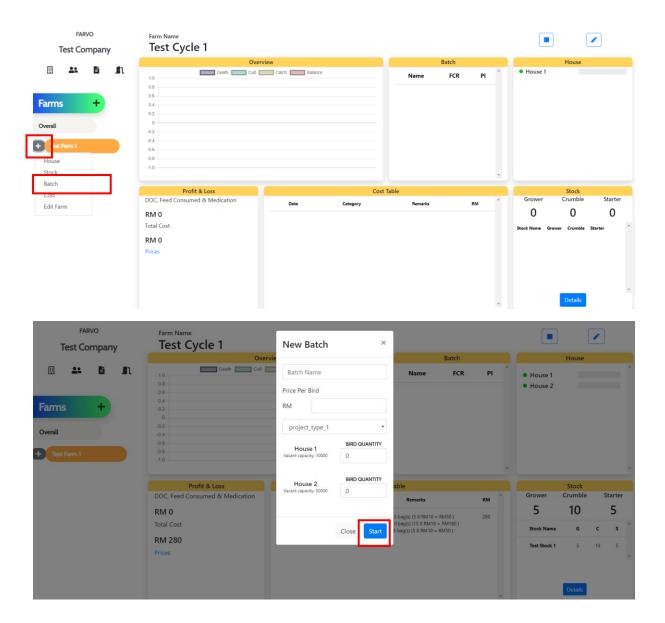




## **Add Batch**

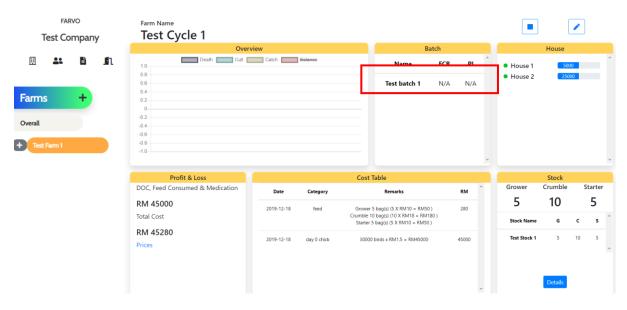
\*User can add batch only if cycle is initiated.

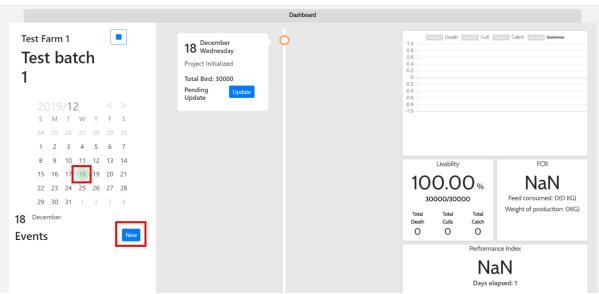
In the dashboard, click the farm's name, a "+" button will appear. Click the button and select "Batch". A box containing form will popup. User are required to input the batch details. Finally, click "Start".

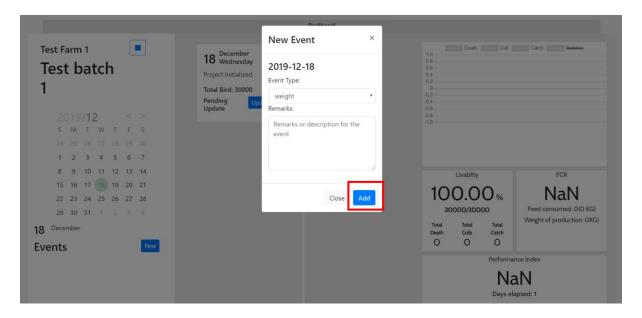


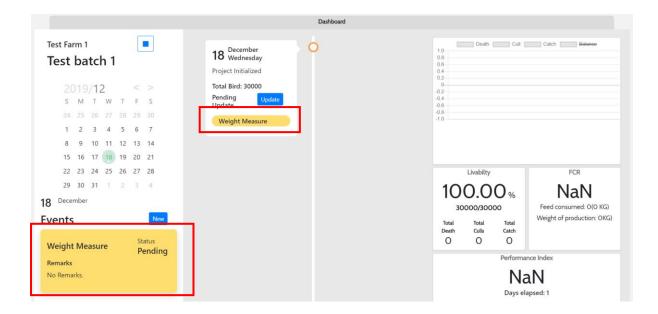
# Set reminder to measure weight

In the dashboard, click the farm's name and click batch name in batch section. Select the date user want to set reminder on the calendar and click "New". A box will popup, select weight and click "Add". Finally, a reminder is set and will be show under the calendar.



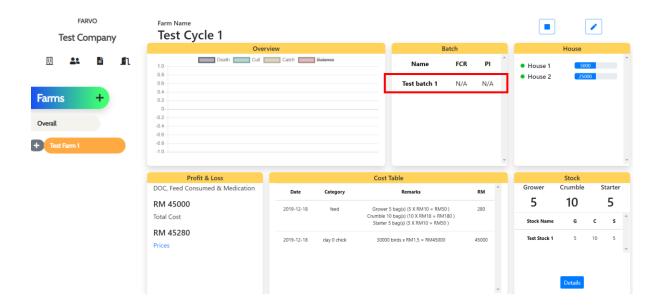


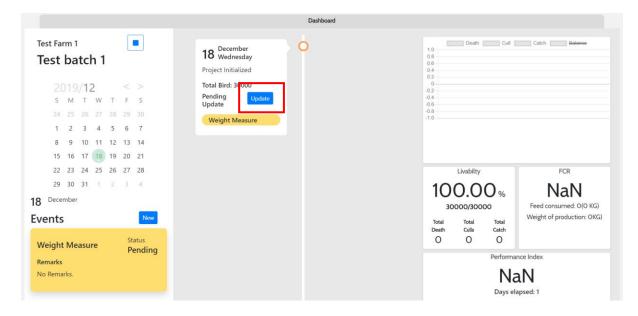


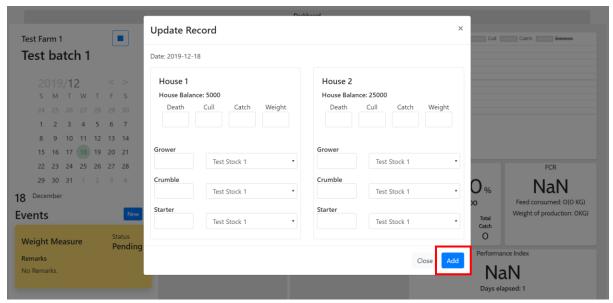


### **Update record card**

In the dashboard, click farm's name and click into batch name under batch section. Click "Update". A box will popup and user are required to input the data. User are able to select the type of feed used is from which stock if the farm have more than one stock. Finally, click "Add". The data will be reflected in the same page.

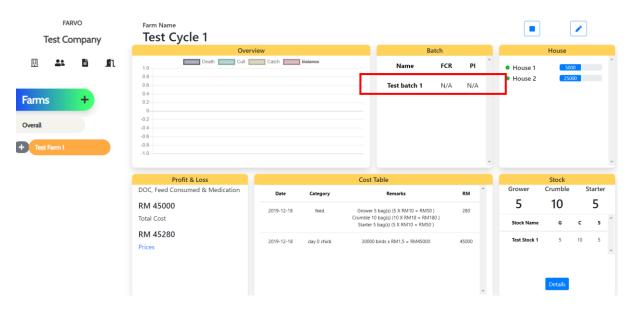


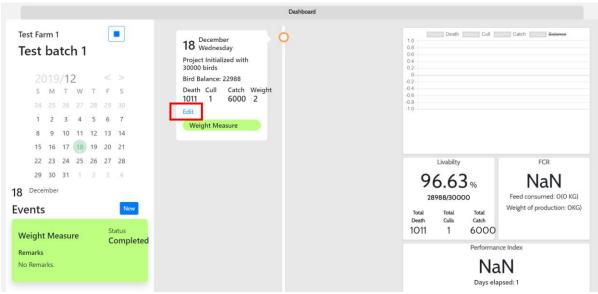


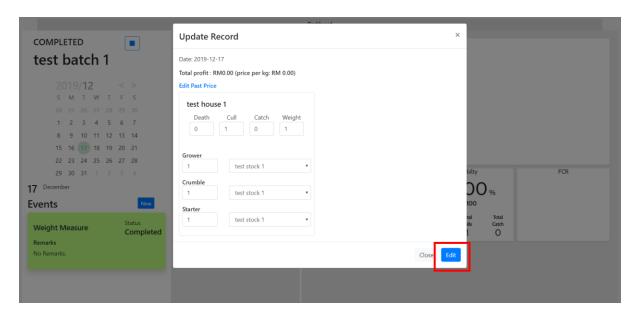


#### Edit record card

In the dashboard, click into batch name under batch section and click "Edit". A box containing the details will popup. User are able to edit the details. Finally, click "Edit". The data will be reflected in the same page.



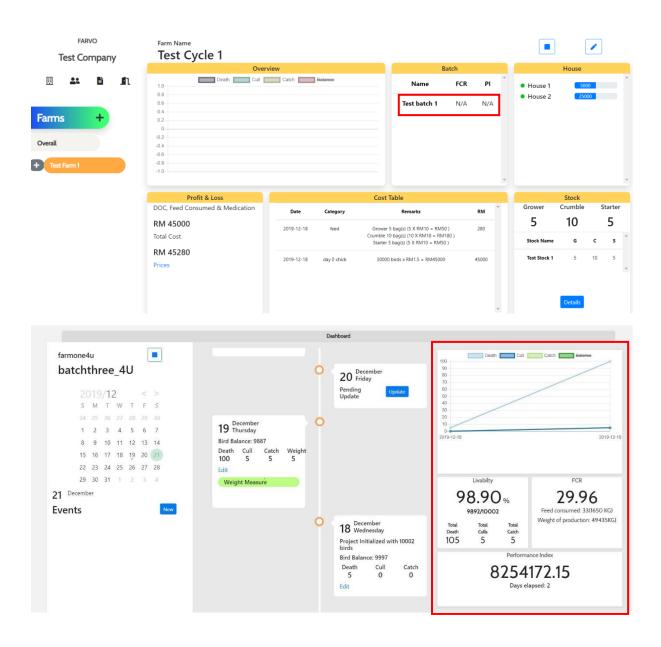




#### **View Batch**

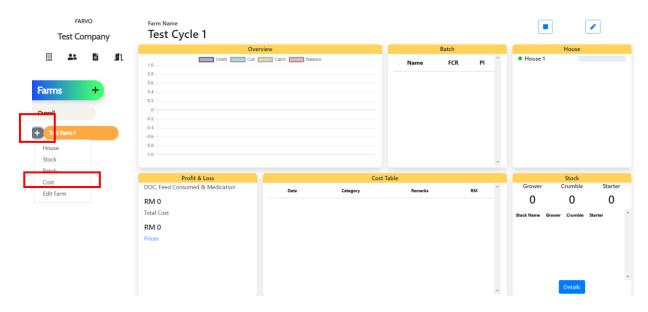
In the dashboard, select the farm's name. Click into the batch's name in the batch section.

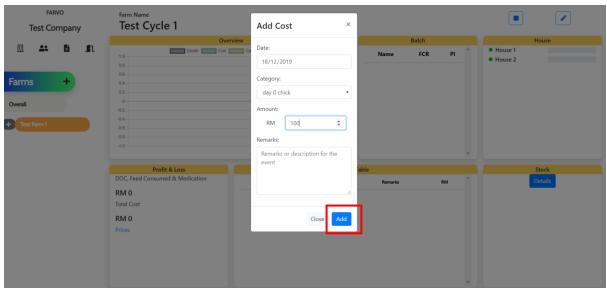
User are able to view the bird's record card, livability of bird, FCR and batch's performance index.

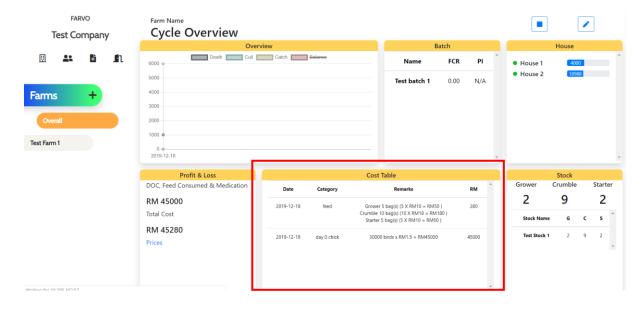


#### Add cost

In the dashboard, click the farm's name, a "+" button will appear. Click the button and select "Cost". A box containing form will popup. User are required to input the cost details. Finally, click "Add". The data will be showed on the cost table in the dashboard.

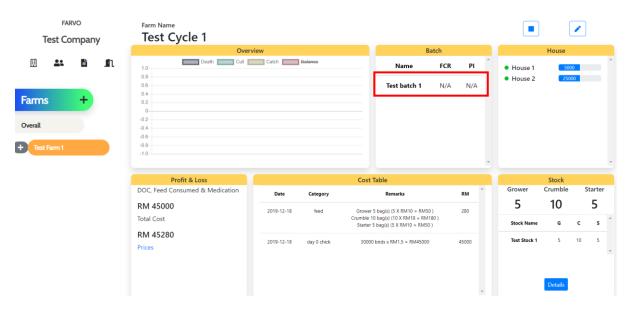


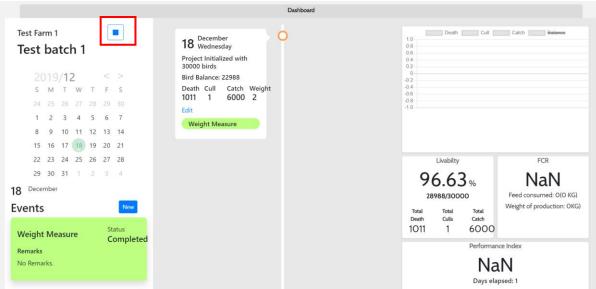




# Stop batch

\* User can only stop a batch if the bird balance in the batch is 0. In the dashboard, click into batch name under batch section. Click stop button. If user confirm to stop batch (a permanent action), click "OK".





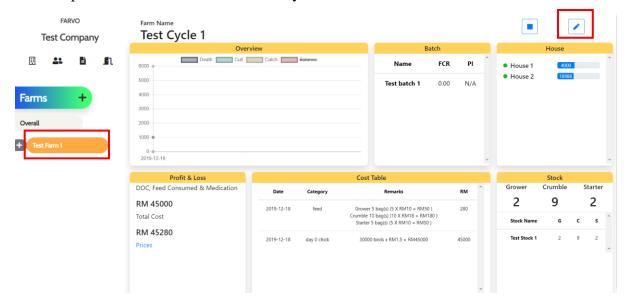
# **Stop cycle**

\*User can only stop a cycle if all batch in the cycle have completed and stopped. In the dashboard, click farm's name and click stop button. If user confirm to stop cycle (a permanent action), click "OK".



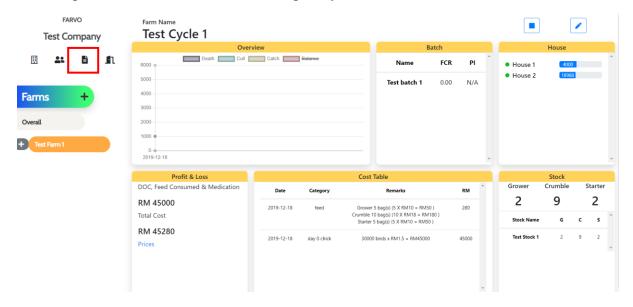
# View current cycle report

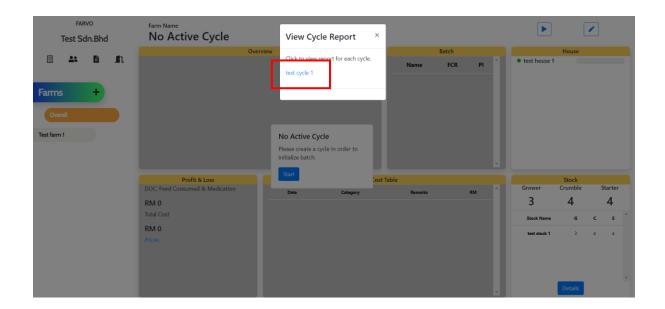
In the dashboard, click farm's name and click the pen icon. A report containing profit and loss and performance index of the current cycle are showed.

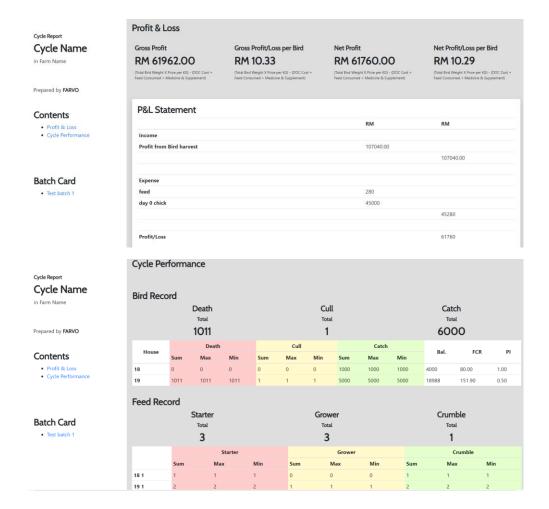


# View past cycle report

In the dashboard, click document icon, a box will popup listing all the past cycle. User required to select which past cycle report user want to review. A report containing profit and loss and performance index of the selected past cycle are showed.







# Sign out

In the dashboard, click door icon. If user confirm want to sign out, click "OK".

