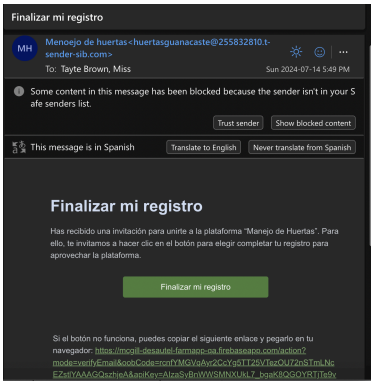
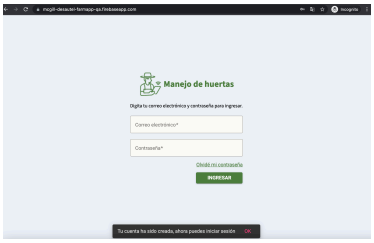
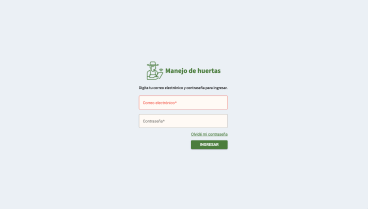
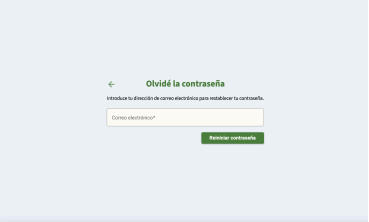
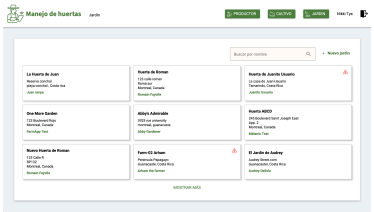
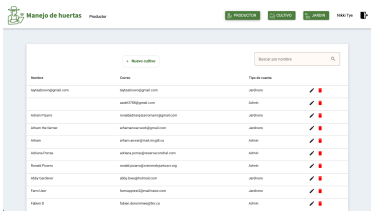
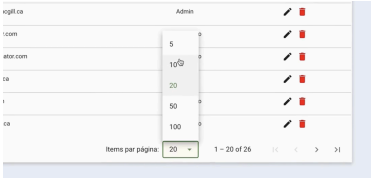
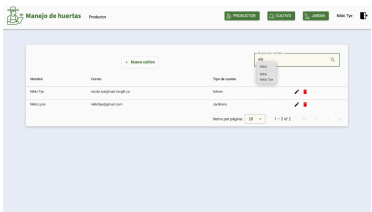
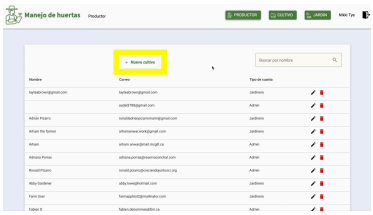
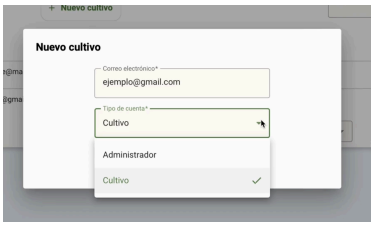
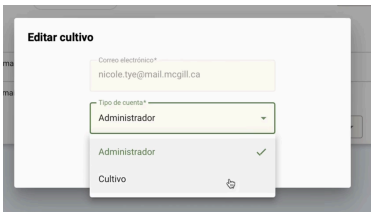
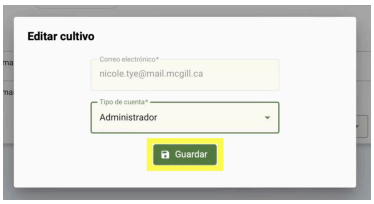
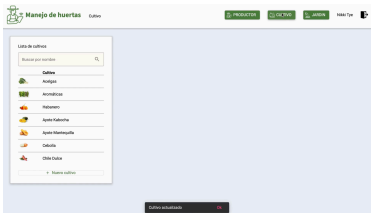
Admin Script and Screen App Demo EN

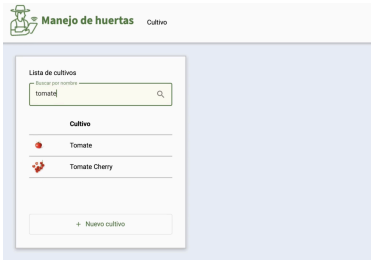
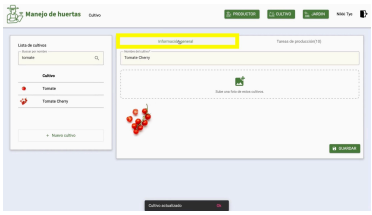
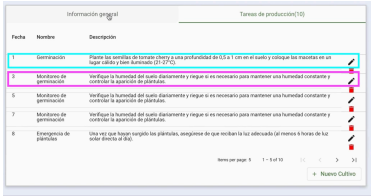
This is the script that was used in the Admin App Training video along with screenshots of what the script is explaining for visual aids. You can use this document to quickly look up key parts of the training, to help you answer questions you may have about the functions of the app.

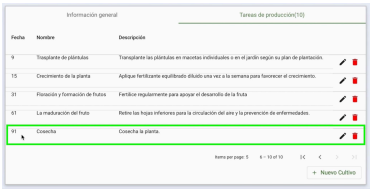
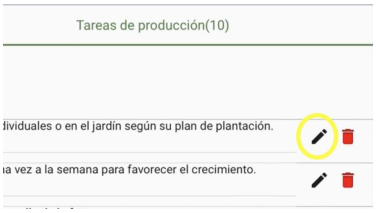
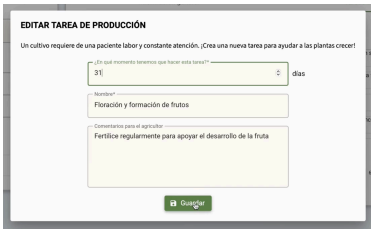
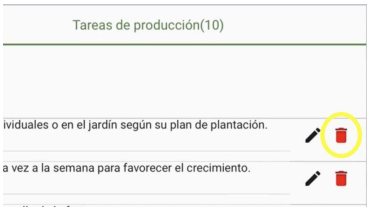
Script	Screen
Welcome to the Manejo de Huertas app training video. Today we will show you the different features of the app from an admin point of view including how to invite users, add crops and their production tasks, and create gardens for farmers so they can start planting with ease!	
How to register your account and login for the first time	
Before you log into your account for the first time, you will receive an email from Manejo de Huertas. You cannot create an account without this email. The email will ask you to finalize your registration. Click on the green button or copy and paste the link into your browser to create your account.	
You will be brought to this page through the link. Here you will put in your first and last name, create a password, and confirm your password. Note that this account will be linked to the email that you received the registration invitation from. Once you have inputted the information, press the green button down here that says "Registrarse".	
You will be brought to this page and a notification will pop up at the bottom letting you know that your account has been created and you can login. Put in the email address for your account and your password to login. If you ever forget your password, there is an option down here to reset it. If you need help resetting your password, we will go into more depth on how to do this at the end of the video demo.	
How to login (general)	

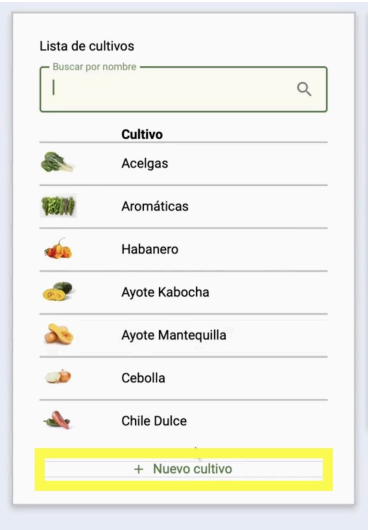
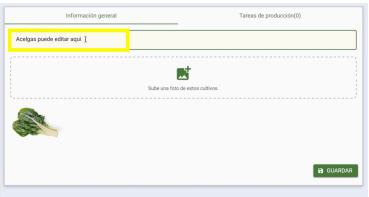
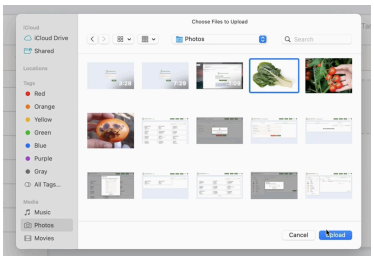
Once you've accessed the app URL, you'll reach the login page. To log on you must enter the email and password associated with your account, then click “Ingresar” to proceed.	
How to reset your password	
If you have forgotten your password and need to reset it, press on the “Olvidé mi contraseña” button on the login screen. You will be brought to this screen and prompted to put in your email address. Use the same email address that is connected to your account.	
You will receive an email that looks like this. Follow the link to reset your password.	
You will be brought to this screen and here you are able to reset your password. Once it is reset, you can log into your account with your new password.	
How to navigate the app homepage	
Once you have successfully logged on, you will be taken to this homepage. In the top right corner, you'll find three main tabs that are visible through the admin view: 1) Productor, 2) Cultivo, and 3) Jardin. Let's first begin with the Productor tab!	
Productor Tab Features: Viewing Users	

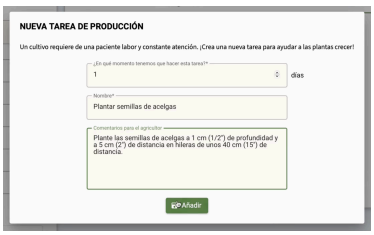
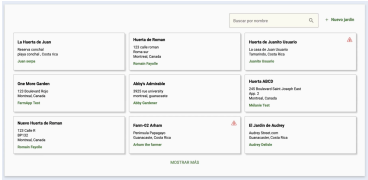
Here you can see everyone that is registered on the app. To explore all the users you can simply scroll down, and click through the available pages.	
You can filter the amount of users you see per page by 5, 10, 20 and so on, with the default view per page being 20 users.	
Or, if you have a specific person in mind, you can use the search by name feature to find their account. For each account we can see the user's first and last name, the email they used to set up their account, and the type of account they are registered as, either farmer or administrator.	
Productor Tab Features: Adding Users	
In order to become a user of any kind, an admin must first manually add you to the platform via the Productor tab. To add a new user, begin by clicking the green 'Nuevo Cultivo' button near the middle of the screen. Note that this will be updated to 'Nuevo Productor' or 'Nuevo Usuario' in the future.	
Once you have clicked on the new user button you will be prompted to enter their email and declare their account type.	
A dropdown menu allows you to switch between 'Administrator' and 'Cultivo' (which will soon be updated to 'Jardinero'). ● If they are a farmer, add them as a farmer. ● If they are an admin, add them as an admin.	

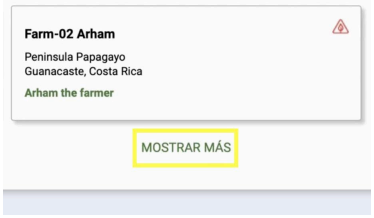
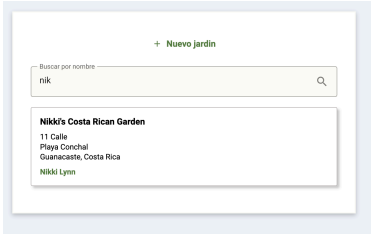
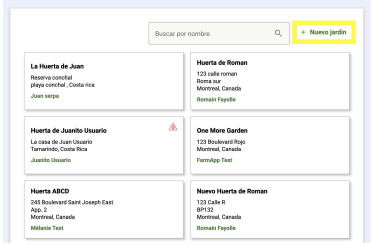
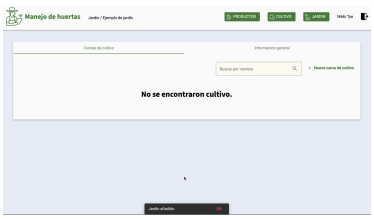
Finally, press Anadir to add them to the platform. They will then receive an email to activate their account.	
Productor Tab Features: Editing a User's Account Status	
To change a user's account status from farmer to admin or vice versa, click the edit (pencil) icon.	
When you have made your desired edits, be sure to press the 'Guardar' button to save your changes.	
Productor Tab Features: Deleting a User's Account	
To delete a user's account, simply click the red delete button (trash icon). You won't be able to delete a user if they still have any gardens in progress. You must ensure that any gardens associated with the user are not in use and have been deleted beforehand to successfully remove their account. We will explain how to delete a garden later on in the video.	
Cultivos Tab: Overview of Responsibilities	
This is where you, as an admin, will add crops and their production tasks. As well as search through the crops that have already been entered in the database. Since farmers can only plant and manage crops that are listed in this database, admins must: 1. Ensure that all the crops a farmer may choose to plant are listed here 2. That their production tasks have been uploaded. The production	

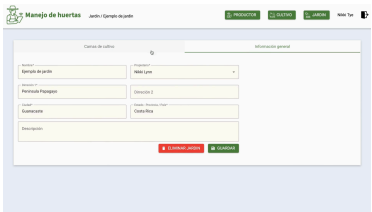
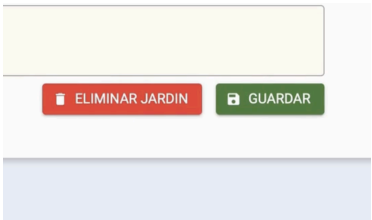
tasks entered here serve as the basis for the email notification system that farmers will be using.	
Cultivos Tab: Exploring Crop List	
To explore the full crop list, you can simply scroll down through the list, or you can use the search by name feature. For example, if you were looking for tomatoes, you could easily search this by name and all the tomato varieties registered on the app would appear	
Cultivos Tab: Crop General Information	
Once you have clicked on a crop, (in this case the cherry tomato) you will see two tabs. The general information tab which shows the crop name, alongside a picture.	
Cultivos Tab: Viewing Crop Production Tasks	
And the production tasks tab, which shows you all of the necessary steps or 'tasks' a farmer must complete to harvest a healthy crop. Each row showcases 3 core pieces of information: 1. at what day the task should occur, 2. the general name of the task, 3. and a detailed description of how to complete the task as well as any other helpful notes an admin chooses to include here.	
Each row will be sent to the farmers in the form of an email notification, on the day that is indicated under the "Fecha" column. In this case, for example, we can see that all farmers planting cherry tomatoes will receive an email notification on Day 1, with instructions to plant the cherry tomato seeds at a depth of roughly one cm. On Day 3, farmers will receive a notification to check the soil moisture, and monitor the emergence of seedlings.	

This process continues until the 91st day, where farmers will get an email notification that their tomatoes are nearly ready to begin harvesting.	
Cultivos Tab: Editing Crop Production Tasks	
Though some of the crops and their production tasks have already been added to the app, it is best practice for an admin to review and confirm the accuracy of each task. You can do this easily by editing. To edit an existing task, you will click the pencil icon.	
This icon will take you to this “EDITAR TAREA DE PRODUCCIÓN” screen. Make your desired edits and remember to press “Guardar” to save your changes.	
Cultivos Tab: Deleting a Production Task	
You can also delete any task by clicking the red delete (or trash) button.	
Cultivos Tab: Adding a new crop	

However, some crops may be important that haven't yet been added to the database. To add a crop to the database, you can press the 'Nuevo Cultivo' button.	
Here, it will prompt you to add the name of the crop and press save. Please be aware that at the moment once you add a crop, you are not able to delete it from the database, as the edit button on the left does not offer a delete option. So be careful not to add crops you don't need.	
If need be, you can edit the crop name in the general information tab.	
If you have added a new crop, you will be able to upload a picture reference for the farmers on the general information screen.	
Cultivos Tab: Adding a new production task to your crop	

To add the production tasks to your new crop, first go to the production tasks tab and then press the 'Nuevo Cultivo' button (soon to be updated to 'Nuevo Tareas') in the bottom right corner of the screen.	
This will take you to the "NUEVA TAREA DE PRODUCCIÓN" page. This page will prompt you to enter on what day this task will occur, the name of the task, and the description of how the task should be completed. For example, if you were to create the first production task for Acelgas, you might add the following task: Day 1 → plant Acelgas seeds → seeds should be planted at 1 cm deep and 5 cm apart. Press "Anadir" to add the production task. Repeat this process until all steps from seed to harvest are accounted for.	
Jardin Tab: Overview	
This tab displays all the home gardens registered in the app. Each card provides the following information: the name of the garden, the address, and the owner (or farmer in charge) which is highlighted in green.	
Any with a red triangle in the top right corner indicate that the garden is currently dealing with a plague.	
Jardin Tab: Exploring Existing Gardens	

To view more gardens, click on "MOSTRAR MÁS" to scroll down and load additional entries.	
Or you can use the search by name feature to find a garden more easily.	
Jardin Tab: Adding a New Garden	
It is important to note that AS AN ADMIN, you must create the garden for each farmer. If you do not manually create a home garden for the farmer, they will not be able to use the app or track their crops. To add a new garden you must press the “Nuevo Jardin button” in the top right corner of the screen.	
Once you have done this, you will see the following page that prompts you to enter the following information: ● The name of the garden ● The email of the farmer ● The address of the garden Press “Guardar” to save your new garden to the application.	
Jardin Tab: Selecting a Garden	
After creating a home garden for the farmer, you will be directed to the garden's homepage, which features two tabs. The first tab, “Camas de cultivo,” displays the crop beds within the home garden for both the admin and the farmer. Immediately after	

creating the garden, you may see the message “no se encontraron cultivos,” indicating that the farmer has not yet added any crop beds. From this tab, farmers can create their own beds and decide which crops to plant.	
The second tab, “Información General,” displays the garden's name, the farmer who owns it, and the garden’s address. You can also add a description of the garden with any important comments or notes. Only admins have the authority to change the general information about the garden. Farmers can view this information but cannot make any changes.	
Jardin Tab: Deleting a Garden	
To delete a home garden from the app, click the red “ELIMINAR JARDÍN” button under the Información General tab.	
A pop-up will appear, confirming whether you want to proceed with the deletion. You can either confirm by selecting "Eliminar" or cancel the request.	
Closing Remarks	
This brings us to the end of the Manejo de Huertas video demo. Thank you for following along and happy gardening!	