



# USER GUIDE

AGRICULTURAL PRODUCE MANAGEMENT SYSTEM

2<sup>ND</sup> YEAR PROJECT  
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## Introduction & About Section

This is a produce management system designed to help farmers monitor and manage their produce from harvest to sale. The application aims to streamline produce management, providing real-time updates on inventory and sales, and offering valuable insights to improve efficiency and profitability. The scope includes 3 primary modules Produce, Sales & Reports.

This is an online platform. It allows farmers to manage update and monitor their agricultural business by accessing various services, and perform administrative tasks. Some functionalities provided by the system include produce management , sales tracking and the generation of various reports to allow farmers to keenly analyze and modernize their businesses in an efficient, professional and in a comprehensive manner no matter the scale of their operations. The system is designed to be accessed through a web-based platform that ensures secure access and centralized data storage. The platform is organized into modules which are accessed individually based on the users' needs to provide ease of access.

The Following is the user guide to train new users on the system's functionalities.

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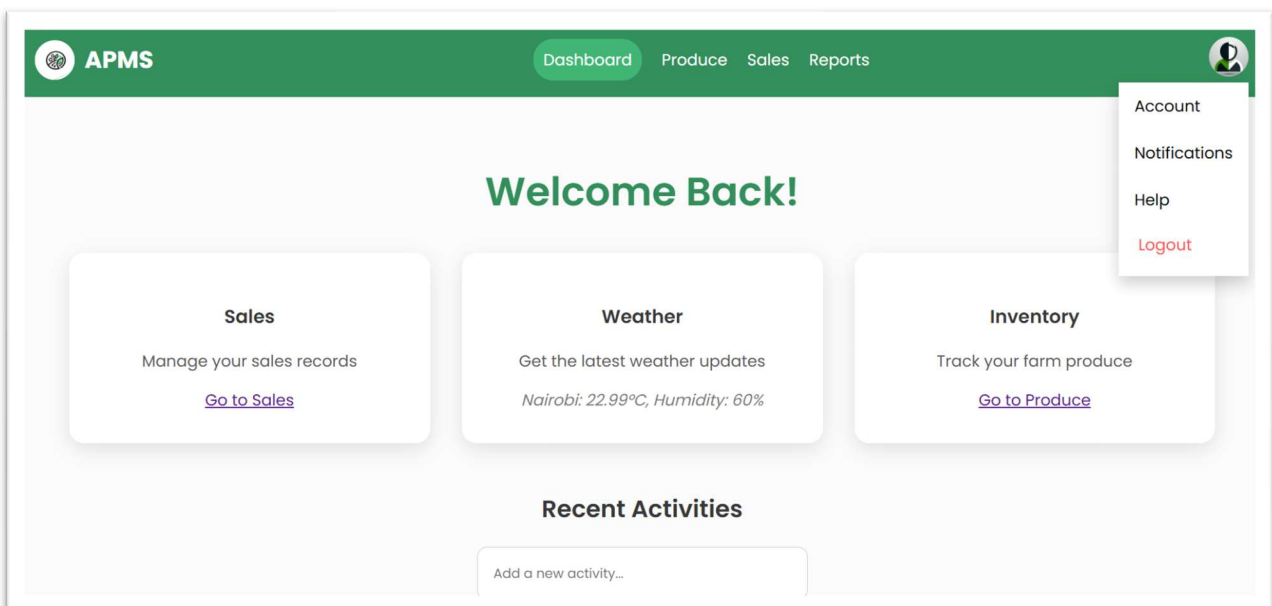
## 1. Dashboard

After Registration and log in you will be directed to this page which is the landing page.

It consists of a nav bar with quick links to the four main sections and a user icon where when you point at using your cursor it reveals four new functionalities

- Account – Directs to the account page
- Notifications – Directs to the notifications page
- Help – Directs to the help page
- Logout – when pressed you log out of the system and will be directed to the log in page

### *1.1 Landing page*



This page consists of a nav bar and four different sections namely

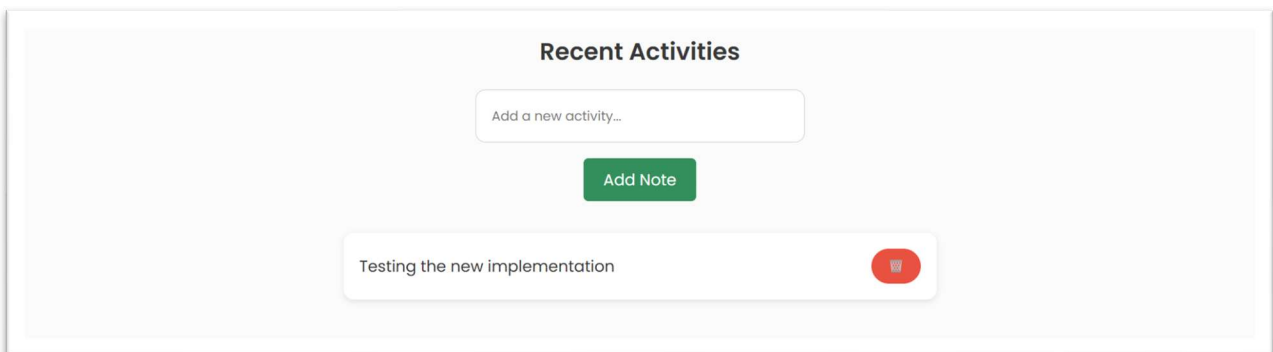
- Sales card - Directs to the sales module.
- Weather card – Displays the weather of the area you input during registration.
- Inventory card – Directs to the produce tab
- Recent activities section – Where you add quick notes of your progress.

### Recent activities section

This is where you can add quick notes to your system and can easily review them immediately you log in to the system.

Every activity added will be displayed under the add note button with a trash icon next to it allowing you to update them and delete them when you have no need for them anymore.

#### *1.2 Recent Activities Section*



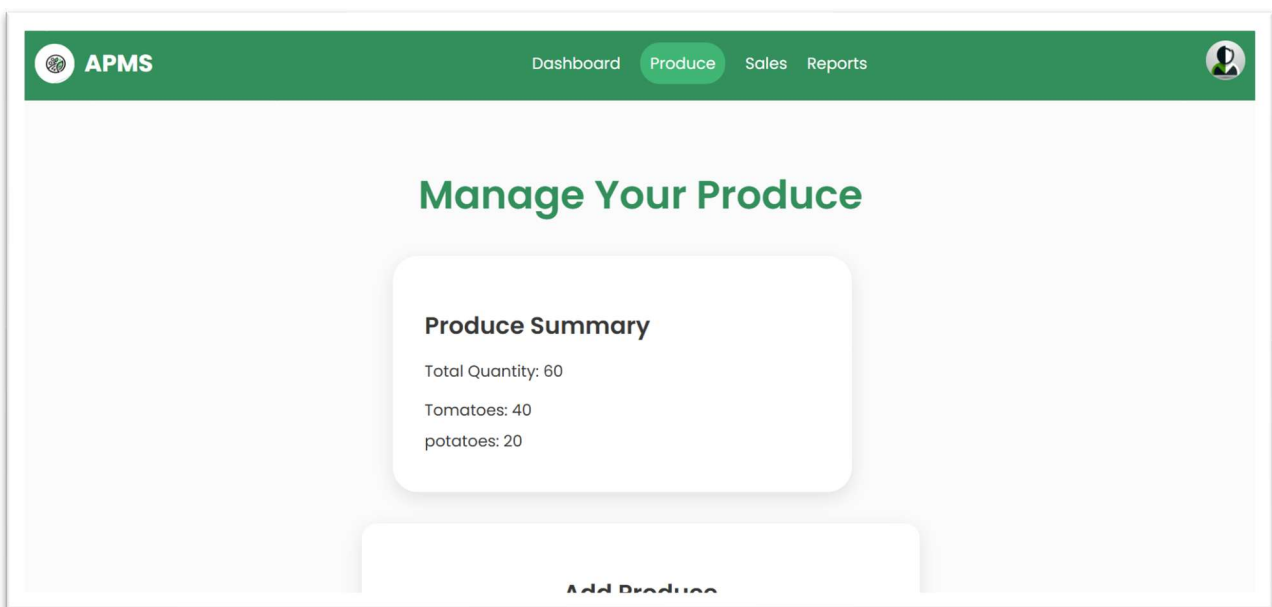
The screenshot shows a user interface for the 'Recent Activities' section. At the top, the title 'Recent Activities' is centered. Below it is a text input field with the placeholder text 'Add a new activity...'. Under the input field is a green button labeled 'Add Note'. Below the button is a list of activities. The first activity is 'Testing the new implementation', which is displayed in a light gray box. To the right of this activity is a red circular trash icon.

## 2. Produce Tab

This is where you add, view & delete details about your produce as well as relevant storage locations.

The first thing you see will be a summary of every produce you have added together with the total units and each individual produce quantity.

### 2.1 *Produce tab*

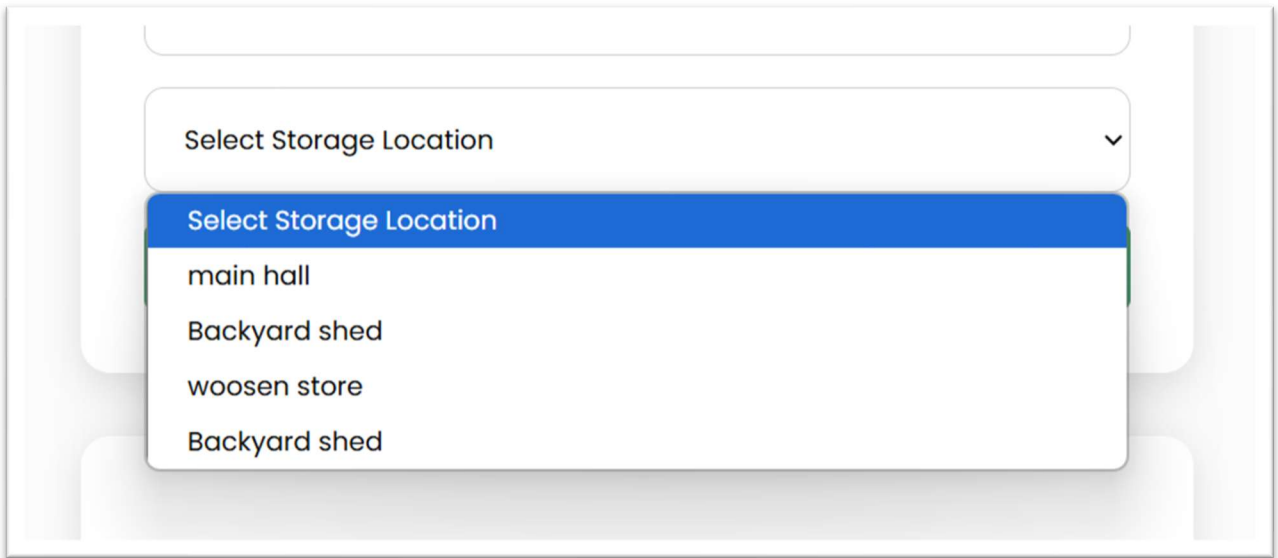


### Produce Entry Form

This is where you add details of your produce based on the input variables provided.

Make sure you have first added a storage location in the Form below it this will ensure the storage locations are dynamically loaded into the form.

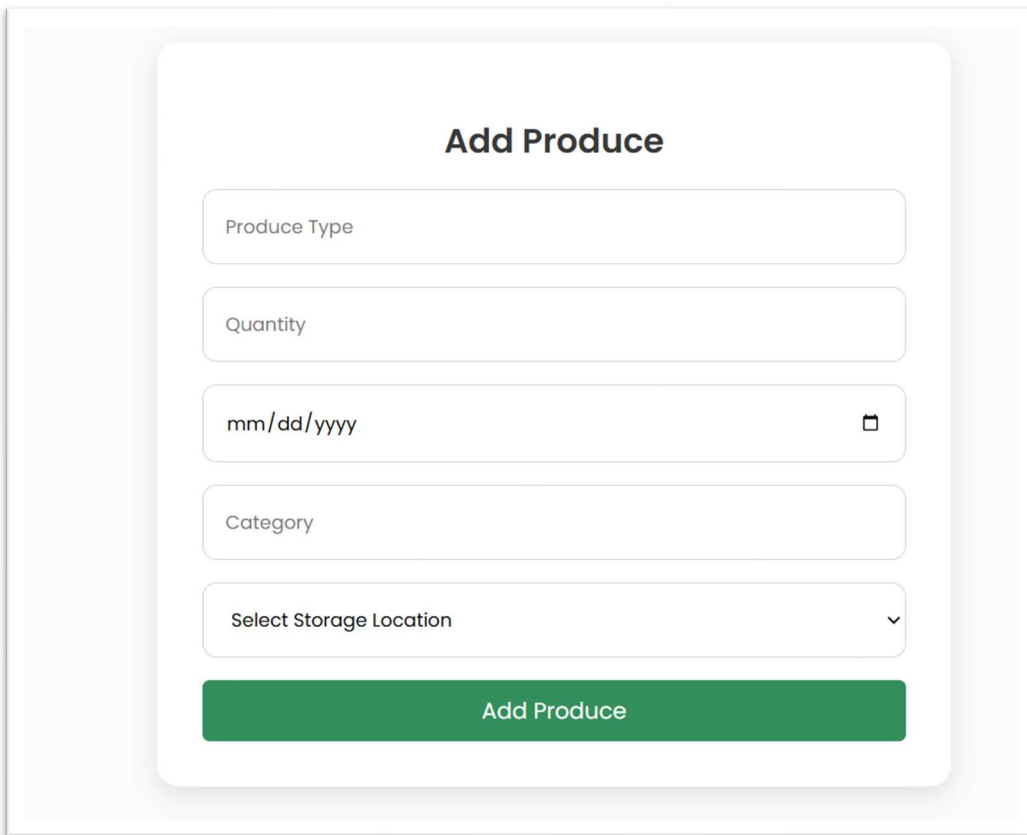
## 2.2 Storage Location input variable



The image shows a screenshot of a web application interface. It features a dropdown menu with the title "Select Storage Location" and a downward arrow icon. The menu is open, displaying a list of options: "main hall", "Backyard shed", "woosen store", and "Backyard shed". The first option, "main hall", is highlighted with a blue background. The dropdown menu is set against a light gray background with rounded corners.

After adding a storage location, this is when you can comfortably add produce in the produce form.

## 2.3 Produce Form



The image shows a mobile application form titled "Add Produce". It is a white card with rounded corners and a subtle shadow, centered on a light gray background. The form contains five input fields stacked vertically: "Produce Type", "Quantity", a date field with the placeholder "mm/dd/yyyy" and a calendar icon, "Category", and a "Select Storage Location" dropdown menu with a downward arrow. At the bottom of the form is a solid green button with the text "Add Produce" in white.

### Add storage Location form

Where you add storage locations.

View fig 2.4



## 2.4 Storage Location Form

### Add Storage Location

Add Storage

### Output

This is the last section of the produce tab where you can see details of produce that you added they can be deleted if a mistake was made.

## 2.5 Produce Output table

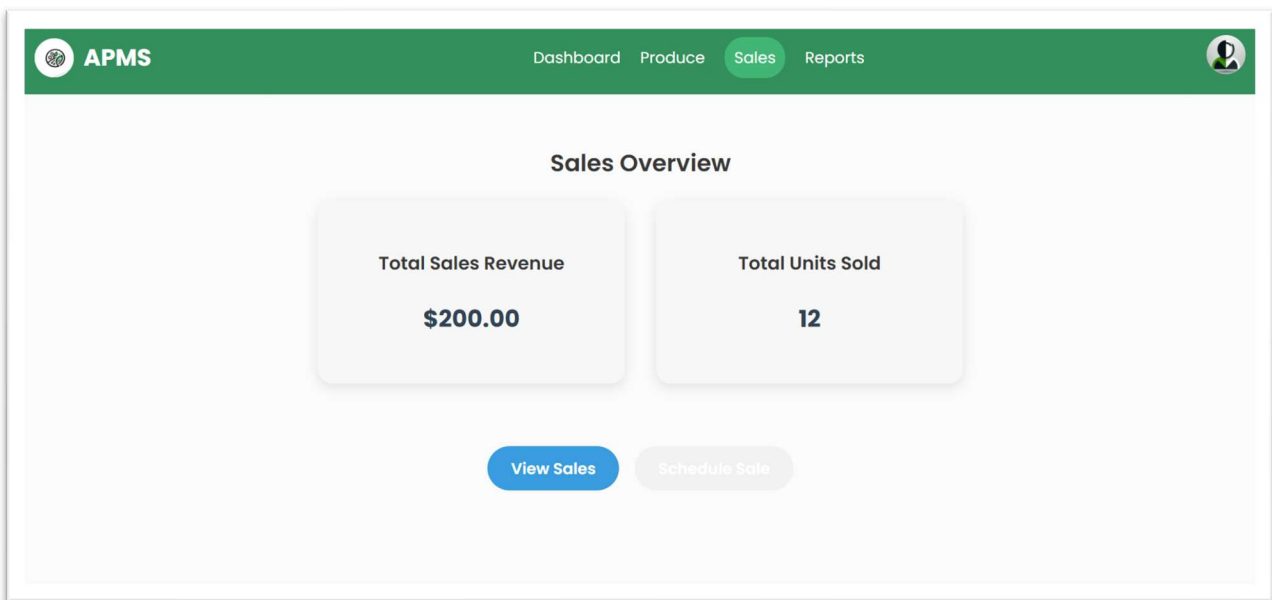
Produce Type	Quantity	Harvest Date	Category	Storage Location	Action
Tomatoes	40	2025-04-27	Veggies	main hall	<button>Delete</button>
potatoes	10	2025-04-29	Tuber	Backyard shed	<button>Delete</button>

### 3. Sales Tab

This is where you can view details about your sales as well as add sales and delete them.

Moreover, you can schedule sales and a notification will be created to remind you of it.

#### *3.1 Sales tab*



#### Sale Form and Sale entries Output

To add a sale, press the view sales button and a form will be displayed and below it, you will see details of any sales made and you can delete them if need be.

### 3.2 Add sale form

The screenshot shows the 'Sales Dashboard' with a green background. At the top, there are two tabs: 'View Sales' (active) and 'Schedule Sale'. Below the tabs, the 'Add New Sale' form is displayed. The form includes the following fields: 'Produce Type', 'Quantity Sold', 'Sale Price (\$)', 'mm/dd/yyyy' (with a calendar icon), 'Buyer Name', and 'Buyer Contact'. Below these fields is an 'Add Sale' button. At the bottom of the dashboard, there is a table with the following data:

Produce	Quantity	Price (\$)	Date	Buyer	Contact	Actions
Tomatoes	10	\$100	4/27/2026	Thoma	66637-387	
Tomatoes	2	\$100	4/27/2026	John	0700638776	

### Schedule sale Form

Here is where you can schedule a sale and a notification will be created when you complete the scheduling which can be viewed in the notifications tab.

### 3.3 Schedule sale form

The screenshot shows the 'Schedule Sale' form. At the top, there are two tabs: 'View Sales' and 'Schedule Sale' (active). Below the tabs, the 'Schedule Sale' form is displayed. The form includes the following fields: 'Buyer Name', 'mm/dd/yyyy' (with a calendar icon), 'Produce Type', and 'Schedule Sale' button. Below these fields, there are two columns: 'Buyer' and 'Produce', with a 'Scheduled Date' column. The form is set against a green background.

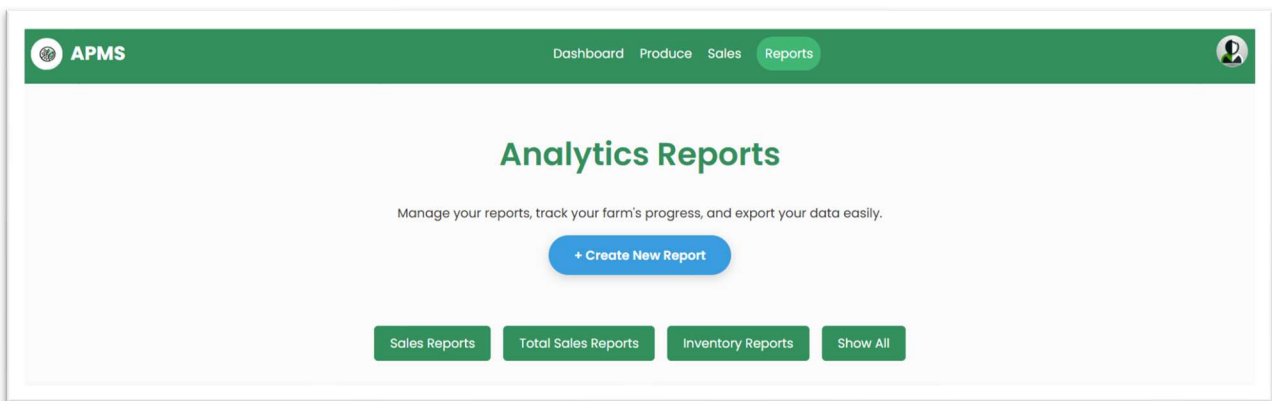
#### 4. Reports tab

This is where users can generate and view reports created as well as delete them and export them to pdf. There are also filter buttons to view only selected reports

There are 3 types of reports

- Sales report – The total revenue generated by a produce.
- Total Sales report – The total amount of each produce sold.
- Inventory Report – View storage locations

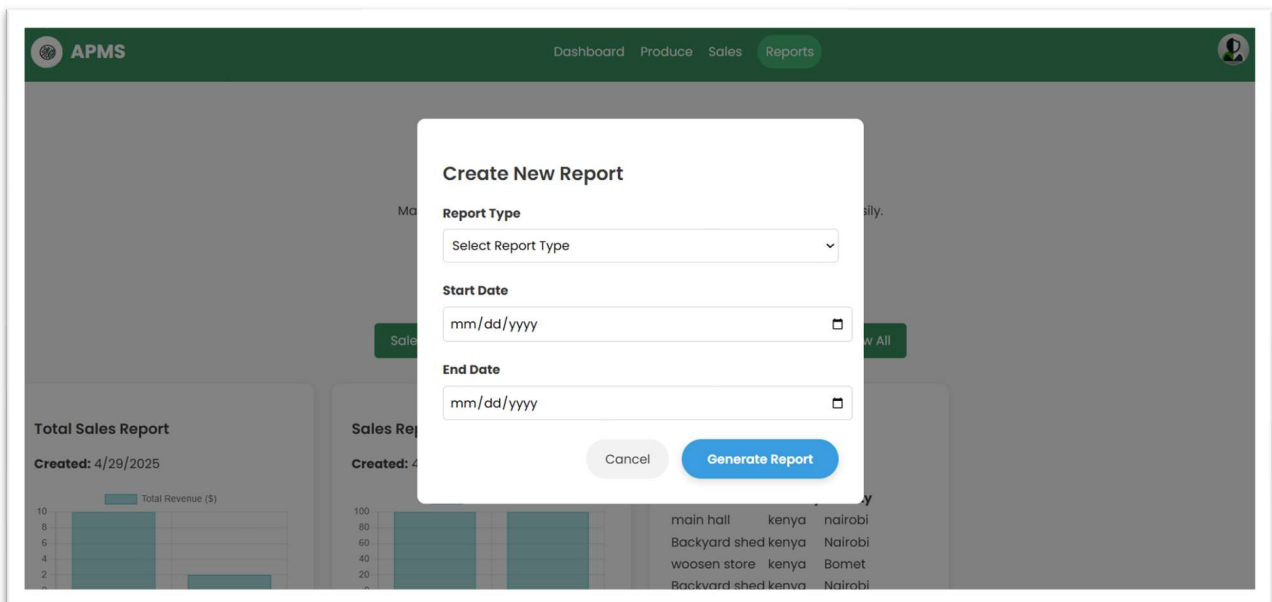
##### *4.1 Reports tab*



## Create new Report Form

Where new reports are created based on a specific date range.

### 4.2 Create new report



The screenshot shows the 'APMS' interface with a 'Reports' tab selected in the top navigation bar. A modal titled 'Create New Report' is open in the center. The modal contains the following fields:

- Report Type:** A dropdown menu with the placeholder text 'Select Report Type'.
- Start Date:** A text input field with the placeholder 'mm/dd/yyyy' and a calendar icon on the right.
- End Date:** A text input field with the placeholder 'mm/dd/yyyy' and a calendar icon on the right.

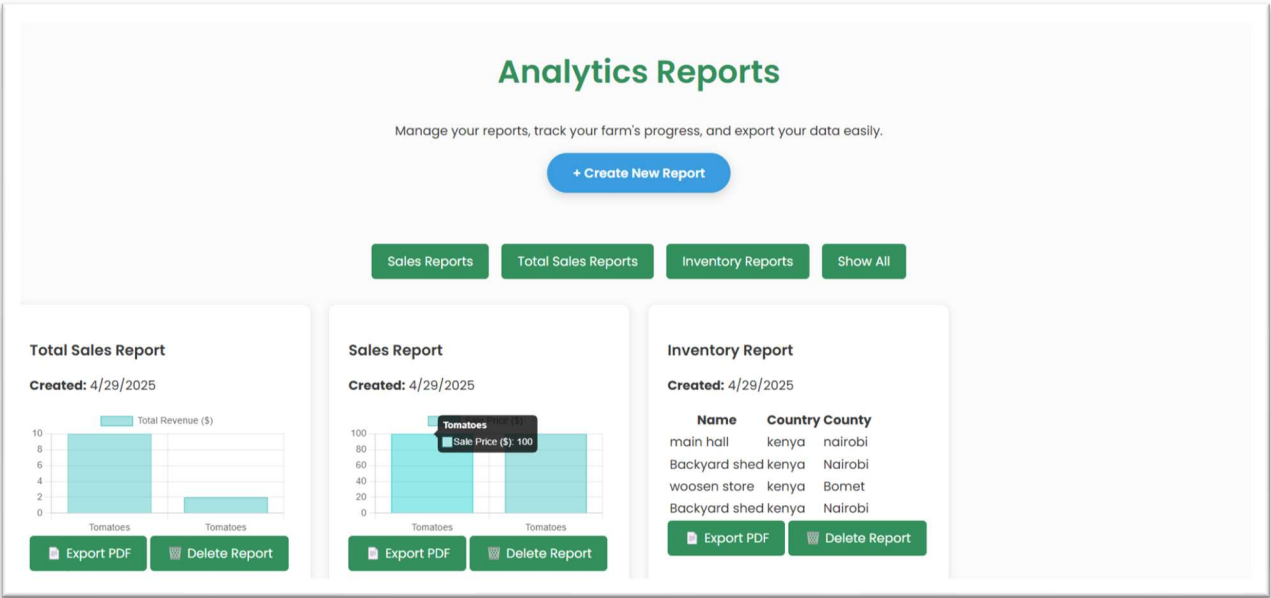
At the bottom of the modal are two buttons: a grey 'Cancel' button and a blue 'Generate Report' button. The background of the interface is dimmed, showing a 'Total Sales Report' chart and a table of sales data.

Location	Product	Quantity
main hall	kenya	nairobi
Backyard shed	kenya	Nairobi
woosen store	kenya	Bomet
Backyard shed	kenya	Nairobi

Example Reports

There are the example outputs of the different reports you can hover over each value in the graph to get an exact value.

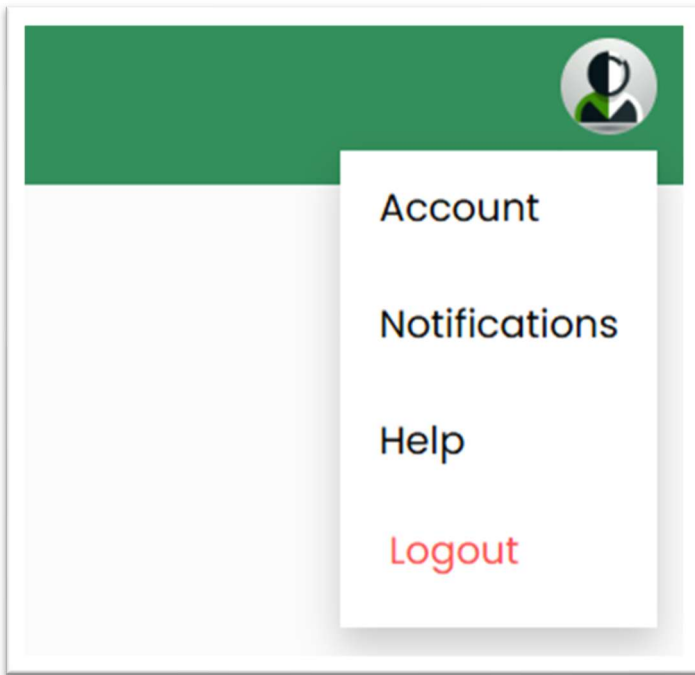
4.3 Example Reports



## 5. Notification's tab

It is accessed by hovering over the user icon in any page that you are in.

### *5.1 User icon Hover output*

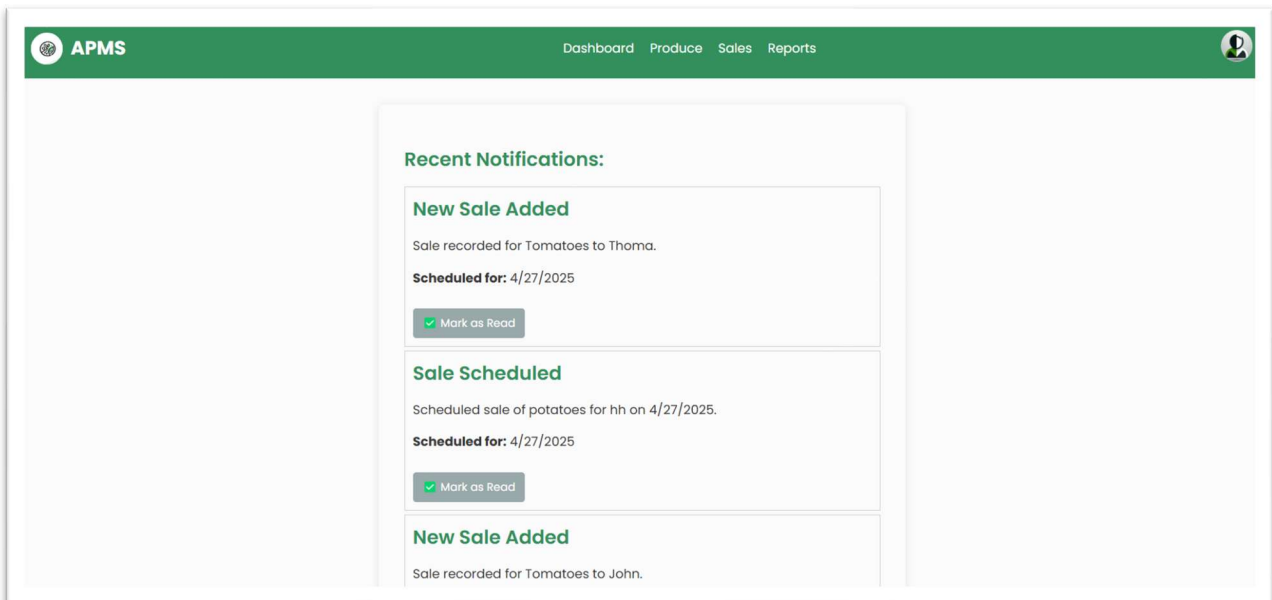


This is where you view details of notifications made by the system and you can delete them by pressing the mark as read button.

Notifications can be when:

- A new sale was added
- A new sale was scheduled
- A new produce was added
- A new report was created.

## 5.2 Notifications tab

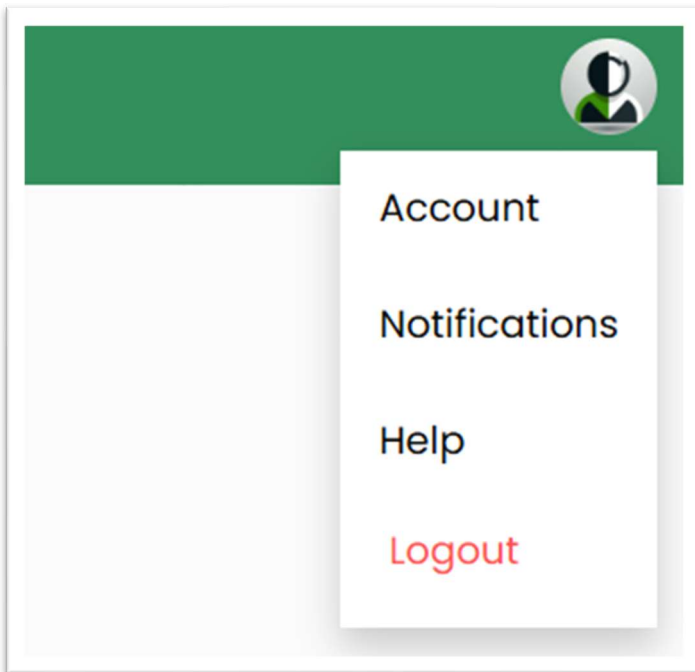




## 6. Account tab

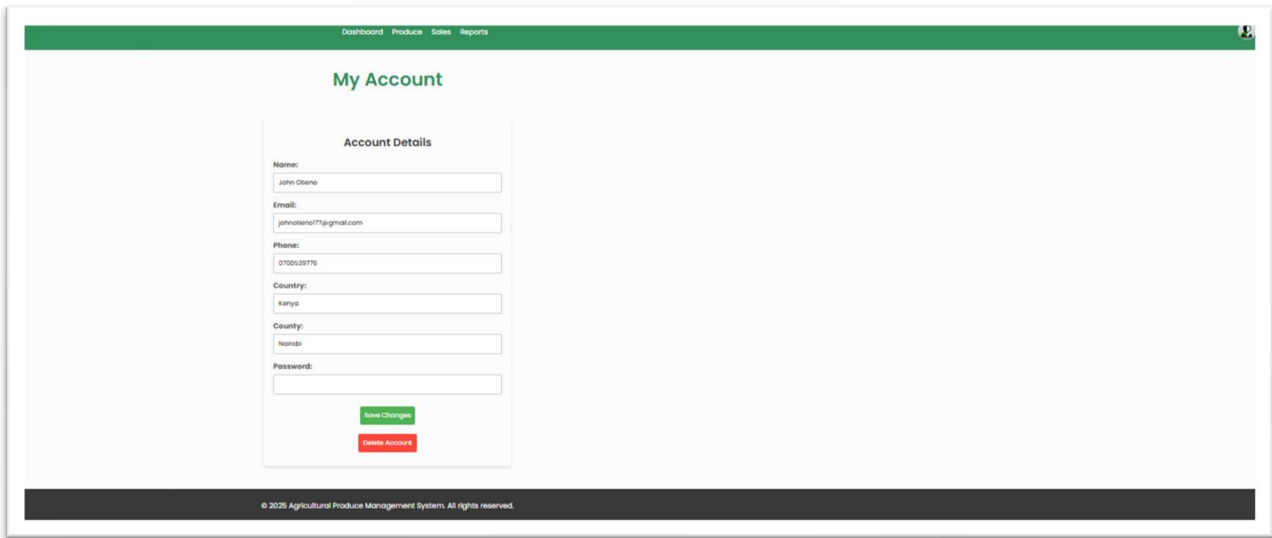
It is accessed by hovering over the user icon in any page that you are in.

### *6.1 Account tab location*



This is where you can view , update and delete details of your account the current details will be displayed in the form.

## 6.2 Account tab



Dashboard Produce Sales Reports

### My Account

Account Details

Name:

Email:

Phone:

Country:

County:

Password:

[Save Changes](#)

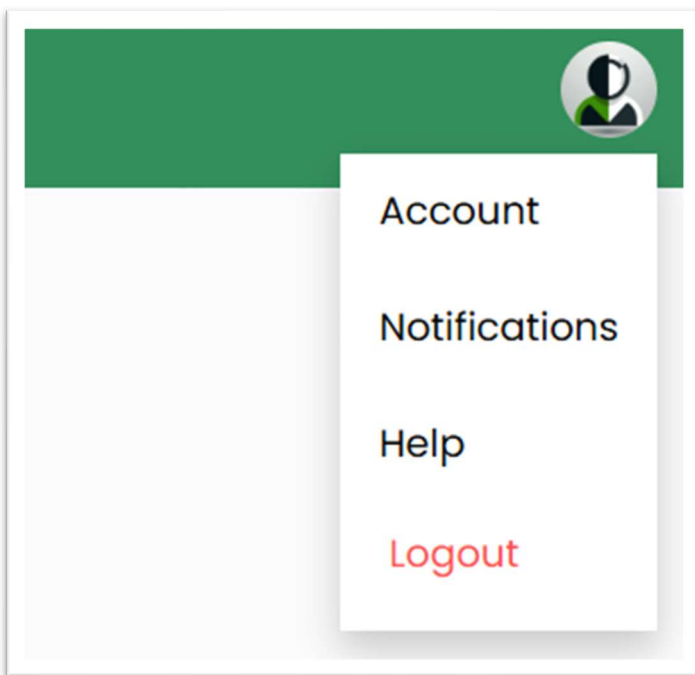
[Delete Account](#)

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## 7. Help Tab

It is accessed by hovering over the user icon in any page that you are in.

### *7.1 Help tab location*



This is where you can find the user guide , view frequently asked questions and contact support.

## 7.2 Help tab

Dashboard Produce Sales Reports

Account  
Notifications  
Help  
Logout

### Need Help?

Find answers to common questions or contact our team directly.

[Download User Guide](#)

#### Frequently Asked Questions

How do I create a report?

How do I schedule a sale?

Can I export my data?

#### Contact Support

Your Name

Your Email

Your Message...

[Send Message](#)

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### 7.3 FAQs SECTION

#### Frequently Asked Questions

##### How do I create a report?

Click the "+ Create New Report" button on the Reports page and fill in the required details.

##### How do I schedule a sale?

##### Can I export my data?