



C-FARMS USER MANUAL

C-FARMS USER MANUAL

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Version 1.0

Municipality of Candijay – Municipal Agriculture Office



USER MANUAL

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Document Revisions

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Table of Contents

1	Introduction	6
1.1Scope and Purpose.....	6
1.2Process Overview.....	6
1.3Prerequisites.....	6
1.4Point of Contact	6
2	User Authentication.....	7
2.1Login.....	7
2.2Logout.....	8
3	User Management.....	9
3.1Register User	9
3.2Update User.....	11
4	Commodity Management	12
4.1Register Commodity.....	12
4.2Update Commodity.....	14
4.3Delete Commodity.....	15
5	Household Management	15
5.1Register Household.....	15
5.2View/Update Household.....	20
6	Farm Management	21
6.1Register a Farm.....	21
6.2View Farms.....	23
7	Household Information and Commodity Produce Annual Update	24
7.1Add Household's Annual Info.....	24
7.2Update Annual Info	26
7.3Delete Annual Info	26
7.4Adding Household's Commodity Produce.....	27
7.5Update/Delete Household's Commodity Produce.....	29
8	Program Management.....	29





USER MANUAL

8.1Add Program	29
8.2Update/View Program	30
8.3Select Program Beneficiaries.....	31
9 Dashboard Interaction.....	33
9.1Dashboard	33
10 Common Page Operations.....	35
10.1..Search Operation.....	35
10.2..Filter Operation	35
10.3..Download Operation	37





1 Introduction

1.1 Scope and Purpose

C-FARMS is a decision support system that will keep records of fishery and agricultural households to facilitate the selection of agricultural program beneficiaries in Candijay municipality. The system has the following key features: a) household registration, b) mapping of farms, c) selection of program beneficiaries, and d) time-series visualization of key performance indicators (KPIs).

1.2 Process Overview

C-FARMS is divided into three (three) modules: a) user authentication, b) data management and, c) data analytics. In C-FARMS, administrators can have the overall control of the system. Managers have control of the commodity, household, farm, program, and association management. Lastly, encoders can add entries to each module necessary for the registration of households and farms/fishponds.

The following are the workflows that a user could have in C-FARMS:

1. User authentication;
2. User Management;
3. Commodity management;
4. Household or association management;
5. Farm management;
6. Household information and commodity produce annual update;
7. Program management;
8. Beneficiaries selection; and
9. Dashboard interaction.

1.3 Prerequisites

The following are minimum requirements to use the C-FARMS:

1. Hardware – 1 GB RAM
2. Operating System – Windows, IOS or Linux
3. Internet connection
4. Web browser

1.4 Point of Contact

For technical assistance, please email your concerns to:

c-farms.support@gmail.com



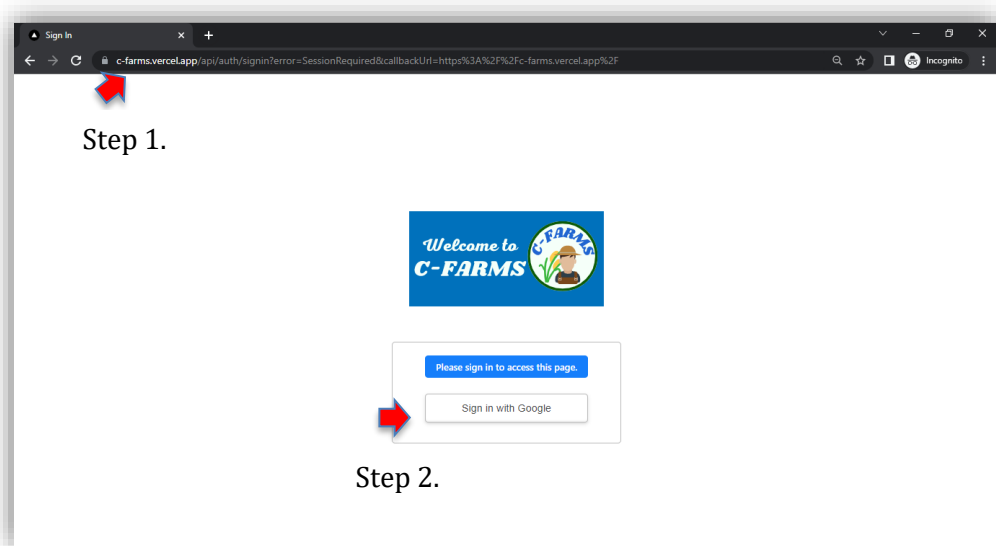
2 User Authentication

All users are required to login through their google account.

2.1 Login

These are the steps to login to C-FARMS.

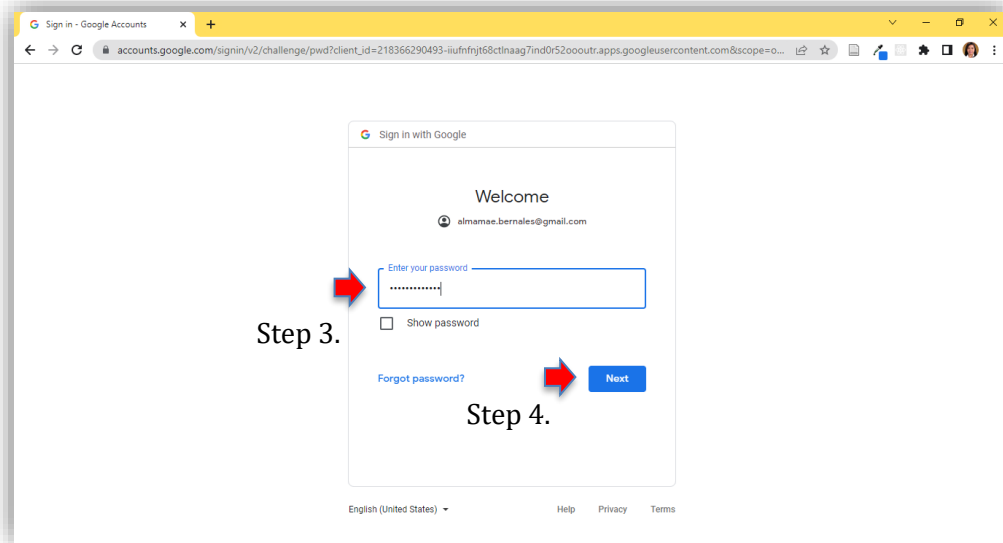
1. Go to c-farms.vercel.app



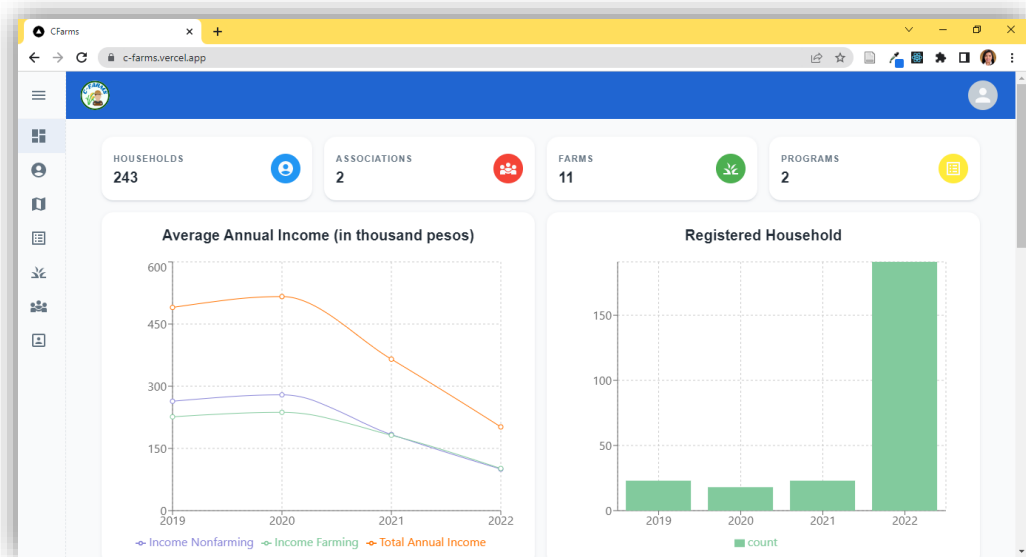
2. Click "Sign in with Google" button.
3. Login using your Google username and password.



C-FARMS USER MANUAL



4. Click “Next” button.
5. The dashboard will appear upon successful login.



Note: Unregistered users will be redirected to Access Denied Page when trying to login to the system.

2.2 Logout

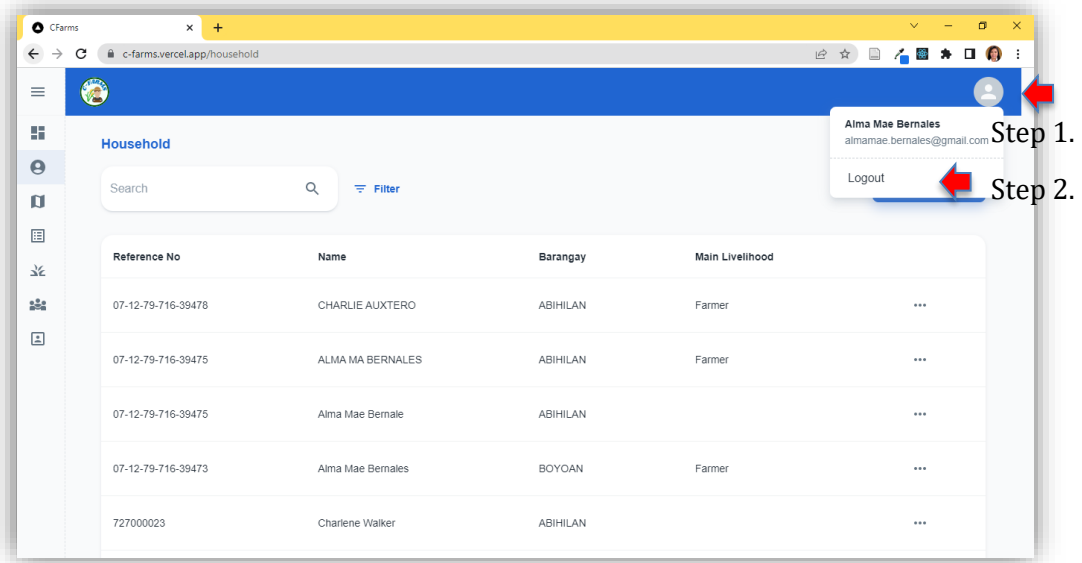
On the other hand, users may logout from their account by following the steps below:

1. Click on the User Icon.





C-FARMS USER MANUAL



2. Click Logout.

3 User Management

Administrators may use this workflow to register or update a user account.

Note: Only administrators have access to this module.

3.1 Register User

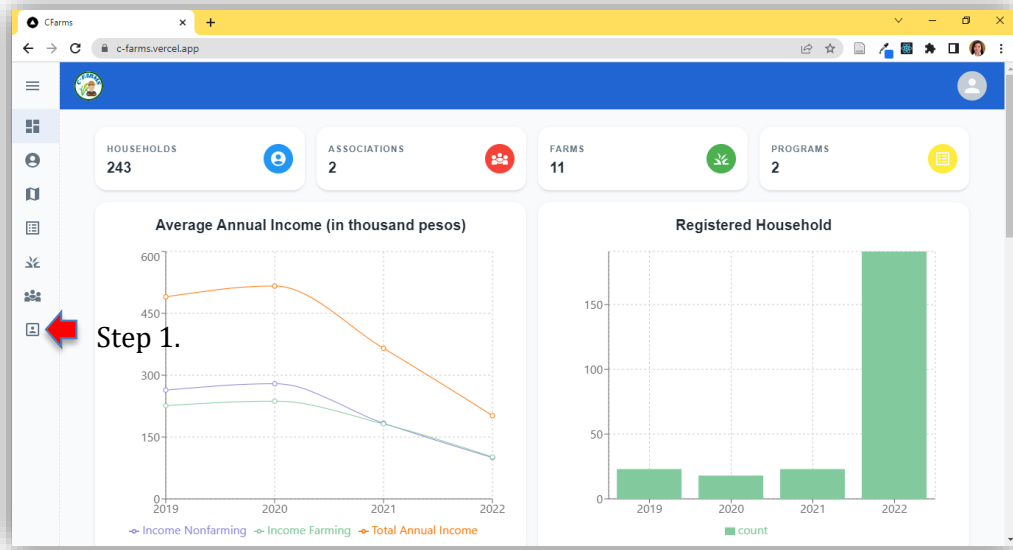
To register a user account, do the following:

1. Click the User menu.





C-FARMS USER MANUAL



2. Click the “Create User” button.

User

Search Filter

Name	Email	Role	Status	
Estrella Palmero	palmeroe809@gmail.com	administrator	Active	...
Jheel	gilmarcompoc@gmail.com	encoder	Active	...
Test User	cfarmtest@gmail.com	administrator	Active	...
Alma Mae Auxtero	almamae.auxtero001@gmail.com	encoder	Active	...
ALMA MAE AUXTERO	almamae.bernaldes@bису.edu.ph	manager	Active	...

Step 2. [Create User](#)

3. Enter/toggle the following information:
- Email – user’s google email account.
 - Role – user’s role (administrator, manager, or encoder).
 - Name – user’s name.
 - Active status.





C-FARMS USER MANUAL

New User

Email Role

Name ☒ Active

Cancel Save

Step 3.

Step 4.

4. Click the “Save” button.

3.2 Update User

On the User page, you may update user’s account by following the steps below:

1. Click the “Action” button.

User

Search Filter

Name	Email	Role	Status	
Estrella Palmero	palmeroe809@gmail.com	administrator	Active	... <input type="button" value="View"/>
Jheel	gilmarcompoc@gmail.com	encoder	Active	...
Test User	cfarmstest@gmail.com	administrator	Active	...
Alma Mae Auxtero	almamae.auxtero001@gmail.com	encoder	Active	...
ALMA MAE AUXTERO	almamae.bernales@bisu.edu.ph	manager	Active	...

Step 1.

Step 2.

2. Click the “View” action.
3. Update user’s account.

Edit User

Email palmeroe809@gmail.com Role Administrator

Name Estrella Palmero ☒ Active

Cancel Save

Step 3.

Step 4.





4. Click the “Save” button.

4 Commodity Management

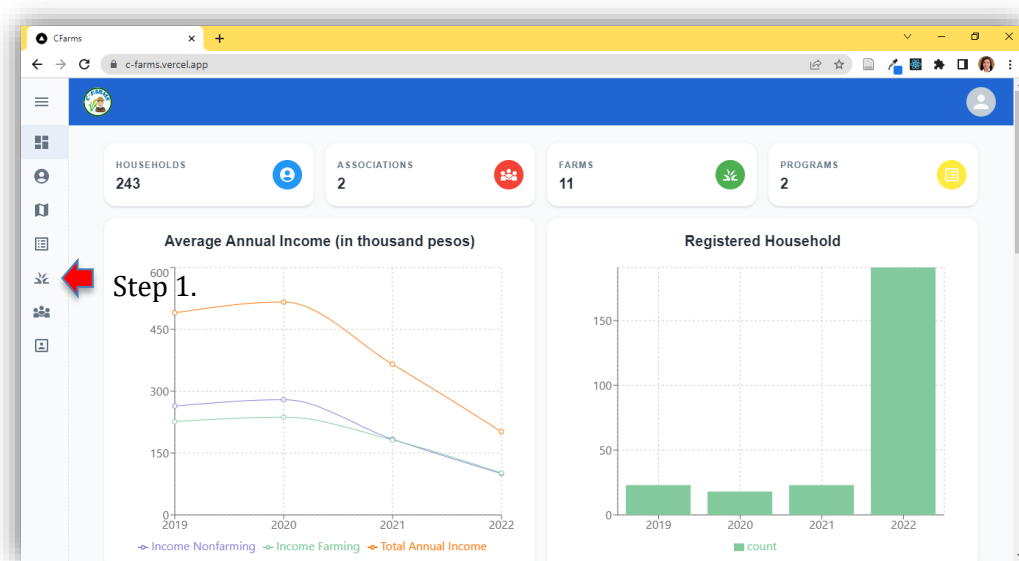
Users may use this workflow to register or update an agricultural/fishery commodity.

Note: Only managers and administrators have access to this module.

4.1 Register Commodity

To register a commodity, do the following:

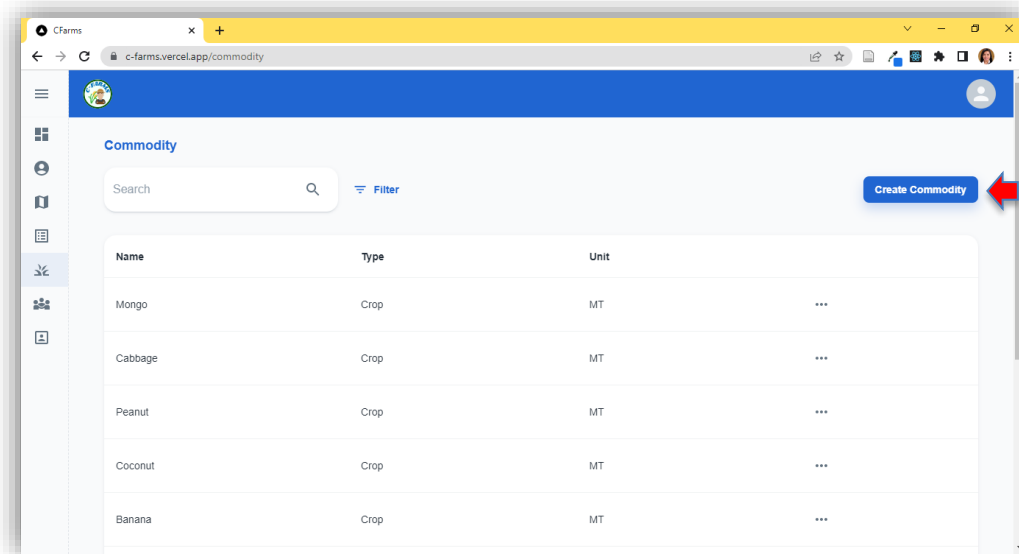
1. Click the Commodity menu.





C-FARMS USER MANUAL

2. Click the “Create Commodity” button.



3. Enter the following commodity information:
 - a. Name – name of commodity (e.g. rice)
 - b. Type – type of commodity (options: crop, livestock/poultry, fisheries)
 - c. unit of measurement (UOM) – unit of measurement generally used by farmers
 - d. conversion to MT – conversion factor of UOM to metric tons.

The screenshot shows a 'New Commodity' form. It has four input fields: 'Name' (text), 'Type' (dropdown menu with 'Crop' selected), 'Unit of Measure' (text with 'MT' entered), and 'Conversion to MT' (text with '1' entered). A red bracket groups these four fields, labeled 'Step 3.' At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button, labeled 'Step 4.'

4. Click “Save” button.

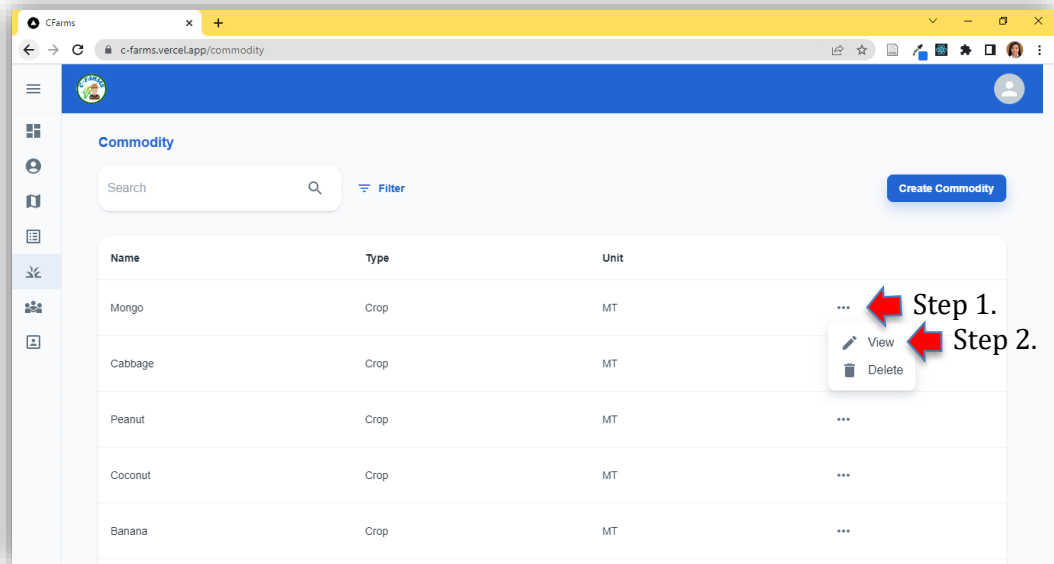




4.2 Update Commodity

In the commodity page, you can update a commodity, by the following the steps below:

1. Click on the “Action” button of the commodity.



2. Click the “View” action.
3. Update Commodity information.

4. Click the “Save” button.

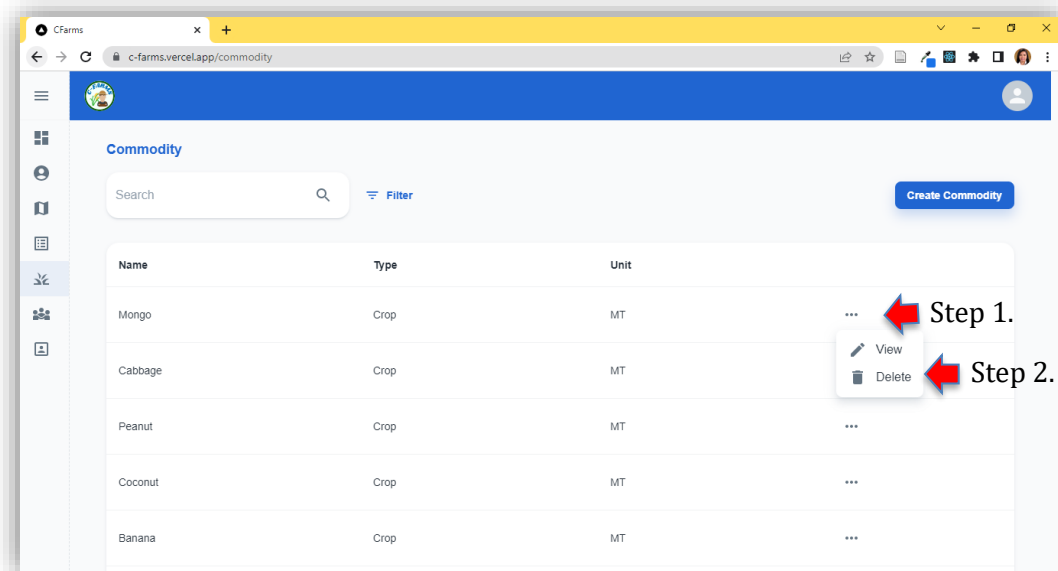




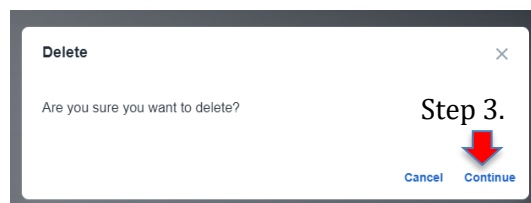
4.3 Delete Commodity

On the commodity page, you can delete a commodity, by following the steps below:

1. Click on the “Action” button of the commodity.



2. Click the “Delete” action.
3. Confirm action by clicking the “Continue” button.



Note: Only commodities that have not been used as commodity produce can be deleted.

5 Household Management

Users may use this workflow to register, update or delete household data. The household details has five (5) tabs namely: primary details, secondary details, annual info, farms and commodity produced.

5.1 Register Household

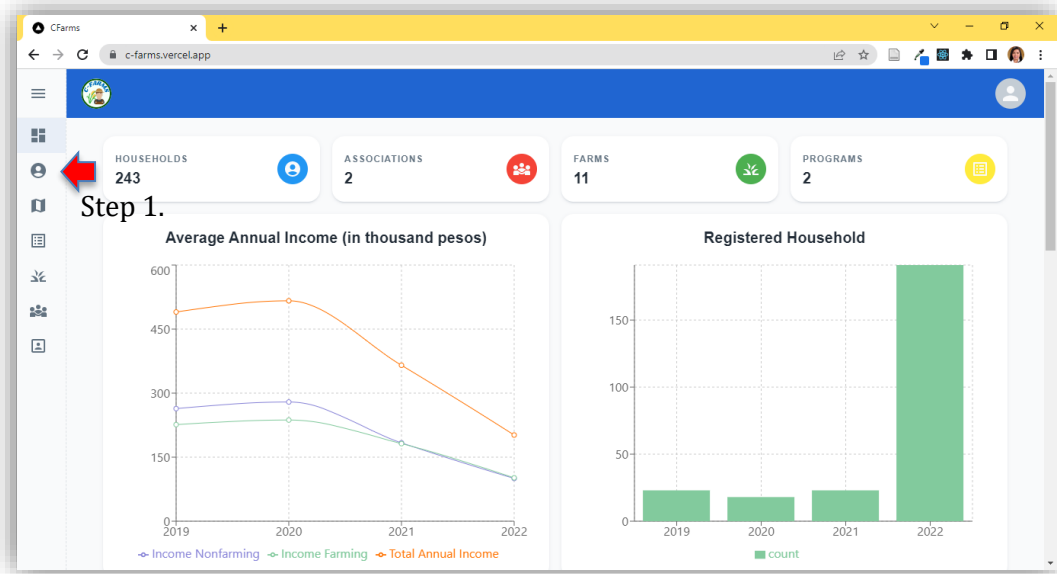
To register a household, do the following:

1. Click the Household menu.





C-FARMS USER MANUAL



2. Click the “Create Household” button.

Step 2.

Household

Search Filter

Create Household

Reference No	Name	Barangay	Main Livelihood
07-12-79-716-39478	CHARLIE AUXTERO	ABIHILAN	Farmer
07-12-79-716-39475	ALMA MA BERNALES	ABIHILAN	Farmer
07-12-79-716-39475	Alma Mae Bernale	ABIHILAN	
07-12-79-716-39473	Alma Mae Bernales	BOYOAN	Farmer
727000023	Charlene Walker	ABIHILAN	

3. Fill out the personal information of household representative:
- Reference No. – unique identification of farming/fishing household.
 - Surname – surname of representative.
 - First name – firstname of representative.
 - Middle name – middle name of the representative.
 - Extension name – extension name of the representative.





C-FARMS USER MANUAL

- f. House/Lot/Bldg No. – house number, lot number or building number of household's residence.
- g. Street/Sitio/Subdv – street, sitio or subdivision of household's residence.
- h. Barangay – barangay of household's residence.
- i. Municipality – municipality of household's residence.
- j. Province – province of household's residence.
- k. Region – region of household's residence.
- l. Contact No. – contact number of household representative.
- m. Gender – gender of household representative (male or female).
- n. Civil Status – civil status of household representative (Single, Married, or Widow).
- o. Name of spouse - If representative is a married, provide the name of the spouse.
- p. Mother's maiden name – if the representative is a married female, provide the mother's maiden name.
- q. Religion – religion of household representative.
- r. Date of birth – date of birth of household representative.
- s. Place of birth – place of birth of household representative.

Household / [New Household](#)

1 Personal Information 2 Other Personal Details 3 Annual Info

Reference No.

Surname Firstname Middlename Extension Name

House/Lot/Bldg No Street/Sitio/Subdv Barangay ABIHILAN Municipality Candijay

Province Bohol Region Central Visayas (...) Contact No.

Gender
☐ Male ☒ Female

Civil Status Married Name of Spouse Mother's Maiden Name Religion

Date of birth 01/01/1980 Place of birth

Step 3.

Step 4. [Next](#)





4. Click the “Next” button.
5. Fill out or toggle the following secondary details:
 - a. Household head – whether the representative is a household head or not.
 - b. Name of household head.
 - c. Relationship to household head – relationship of the representative to the household head
 - d. No. of living household members – Number of living household members aggregated by gender.
 - e. IP Membership – name of Indigenous People group the household belongs to, if any.
 - f. Government ID type – type of government ID
 - g. Person with disability – whether the representative has disability
 - h. 4P’s beneficiary – whether the household is a 4P’s beneficiary.
 - i. Emergency Contact Name – name of person to contact in case of emergency.
 - j. Emergency Contact Number – contact number of person to contact in case of emergency.

Step 5.

Household / New Household

1 Personal Information 2 Other Personal Details 3 Annual Info

☐ Household head

If not a household head,

Name of household head Relationship

No of living household members:

Male 1 Female 0

IP Membership Government ID type Government ID No.

☐ Person with disability ☐ 4P's beneficiary

Emergency Contact Name Emergency Contact No.

Back Step 6. Next

6. Click the “Next” button to proceed.





7. Fill out the following annual information for the current year.
 - a. Year – update year.
 - b. Gross Annual Income Farming – gross income for the year in farming.
 - c. Gross Annual Income Non-farming – gross income for the year in non-farming activities.
 - d. Main Livelihood – main livelihood for the year related to farming/fishing (Farmer – owns a farm land or fishpond, Farmworker/Laborer – works for a farm land, Fisherfolk – works for a fishpond or catches fish for a living).
 - e. Farmer Activities – if main livelihood is farmworker/laborer, provide farming activities mainly done for the year.
 - f. Farmer Activities – if main livelihood is Fisherfolk, provide farming activities mainly done for the year.
 - g. Highest Educational Attainment – highest educational attainment of the household representative.

Household / New Household

1 Personal Information 2 Other Personal Details 3 Annual Info

Year
2022

Gross Annual Income

Farming
P 0

Non-farming
P 0

Main livelihood

Highest formal Education

Back

Step 8. Save

8. Click the “Save” button.
9. The household details will be displayed after saving the registration data.



C-FARMS USER MANUAL

Household / Details

Details Secondary Annual Info Farms Commodity Produce

Reference No.
07-12-79-716-533409

Surname: BERNALES Firstname: ALMA MAE Middlename: J Extension Name:

House/Lot/Bldg No: Street/Silo/Subdv: Purok 4 Barangay: ABIHILAN Municipality: Candijay

Province: BOHOL Region: Central Visayas (Regio... Contact No.: 09774739197

Gender:
☒ Male ☐ Female

Civil Status: Married Name of Spouse: ALMA MAE J BERNALES Religion:

Date of birth: 01/01/1980 Place of birth: Jagna, Bohol

Save

5.2 View/Update Household

To view or update a household, do the following:

1. In the household details view, provide the data for the specific field/s to update.

Household / Details

Details Secondary Annual Info Farms Commodity Produce

Reference No.
07-12-79-716-533409

Surname: BERNALES Firstname: ALMA MAE Middlename: Jamorol Extension Name:

House/Lot/Bldg No: Street/Silo/Subdv: Purok 4 Barangay: ABIHILAN Municipality: Candijay

Province: BOHOL Region: Central Visayas (Regio... Contact No.: 09774739197

Gender:
☒ Male ☐ Female

Civil Status: Married Name of Spouse: ALMA MAE J BERNALES Religion:

Date of birth: 01/01/1980 Place of birth: Jagna, Bohol

Step 1.

Step 2.

Save





2. Click the “Save” button.

6 Farm Management

Users may use this workflow to register, update or delete farm/fishpond registration. The update and delete process of farms is similar to the update and delete of users. The farm details has two (2) tabs namely: details and farm produce.

6.1 Register a Farm

Households register farm through the household page or through the farm management module. The steps below will show you how to register a farm from the Farm Management module:

1. Click on the “Farm” menu.

Name	Farming Household	Size (ha)	Barangay
CHARLIE'S FARM	CHARLIE AUXTERO	1.00	TUGAS
ALMA MA'S FARM	ALMA MA BERNALES	2.00	TUGAS
Anog's Farm	Raymon Anog	1.00	POBLACION
Poblacion farm 3	ALMA MAE AUXTERO	0.30	POBLACION
ALMA MAE AUXTERO	Kenneth Ayano	3.00	CAN-OLIN
Avergonsado farm 2	Christian Avergonsado	0.50	POBLACION
Olaso Mango Farm	Angelo Olaso	2.00	TUGAS
Gianni Poblacion Farm	Gianni Bajao	2.00	POBLACION
Tonio's farm	Tonio Bernasor	3.00	MAHANGIN
farm tugas	Kyla Anog	2.00	TUGAS

2. Click on the “Create Farm” button.
3. Click on the “Draw Polygon” icon on the map.





C-FARMS USER MANUAL

The screenshot shows the 'Farm / New Farm' form in the C-FARMS application. The form is divided into two main sections: a map on the left and a form on the right. The map section has a 'Finish' button, a 'Delete last point' button, and a 'Cancel' button. The form section contains several fields: 'Name' (with a red arrow pointing to it labeled 'Step 3.'), 'Ownership Type' (with a red bracket indicating it is part of 'Step 4.'), 'Household' (a dropdown menu), 'Owner' (a text input field), 'Ownership Document' (a dropdown menu), 'Type' (a dropdown menu), 'Size in ha' (a text input field), 'Barangay' (a dropdown menu), 'Municipality' (a dropdown menu with 'Candijay' selected), 'Agrarian Reform Beneficiary' (a checkbox), and 'Within Ancestral Domain' (a checkbox). A red bracket groups these fields under 'Step 4.'. At the bottom right, there is a 'Save' button with a red arrow pointing to it labeled 'Step 5.'.

4. Fill out or toggle the following information:
 - a. Name – name of farm
 - b. Ownership type – tenurial status of the farm.
 - c. Household – household assigned in the farm.
 - d. Owner – provide a name when it is different from the household assigned.
 - e. Ownership Document – documentary evidence used as proof of ownership.
 - f. Type – Irrigated, Rainfed Upland or Rainfed Lowland.
 - g. Size in ha – size in hectares.
 - h. Barangay – barangay location of farm.
 - i. Municipality – municipality location of farm.
 - j. Agrarian Reform Beneficiary – whether the farm is part of agrarian reform.
 - k. With Ancestral Domain – whether the farm is part of an ancestral domain.
5. Click the “Save” button.





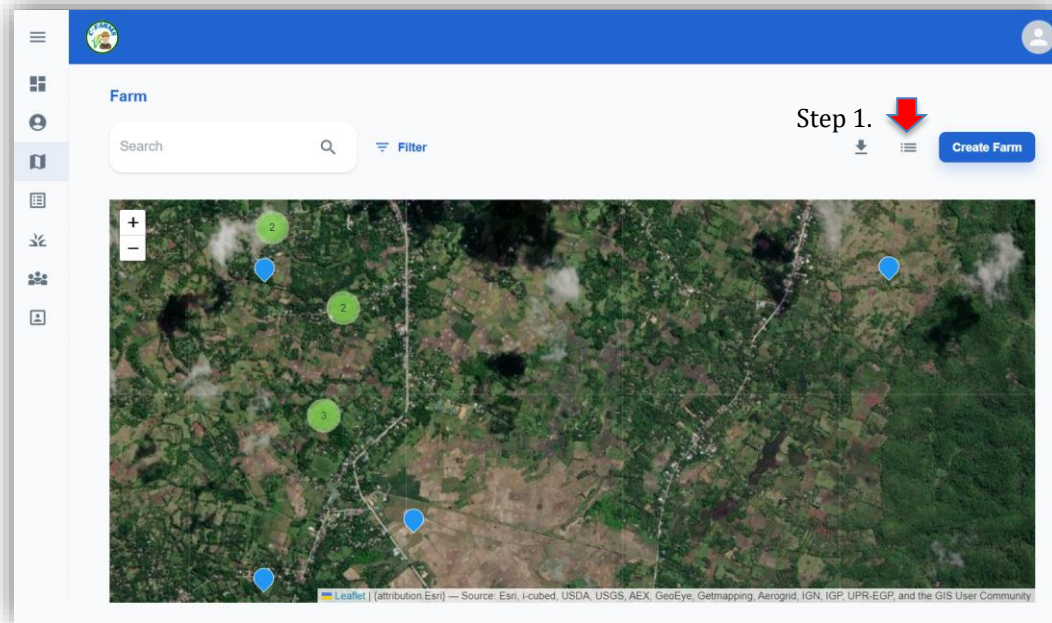
C-FARMS USER MANUAL

6.2 View Farms

Farms may be viewed as a list or in a map.

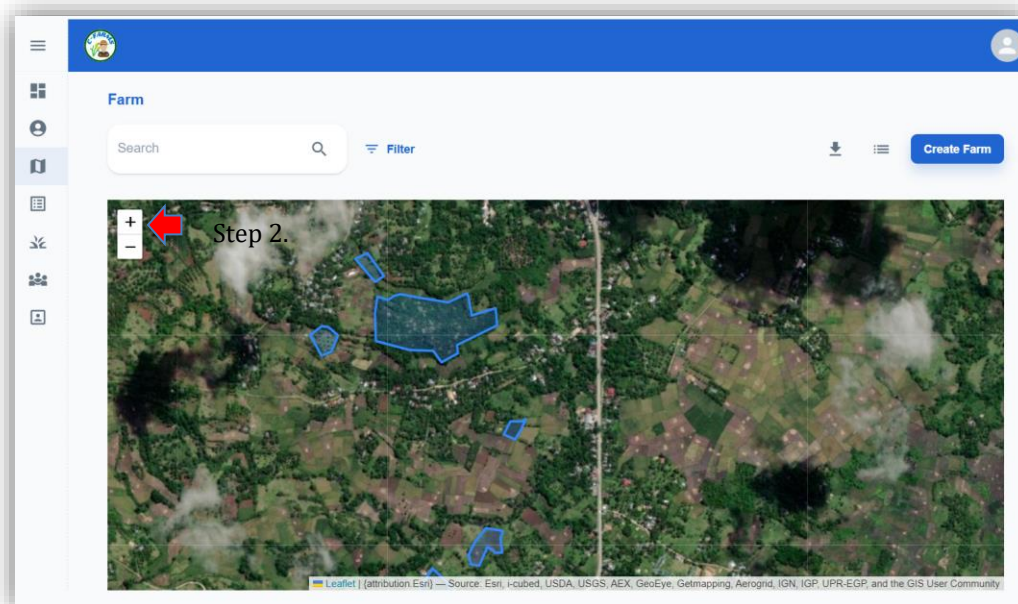
To change from list view of the farms to map view, do the following:

1. Click the “Map” button.



Optional:

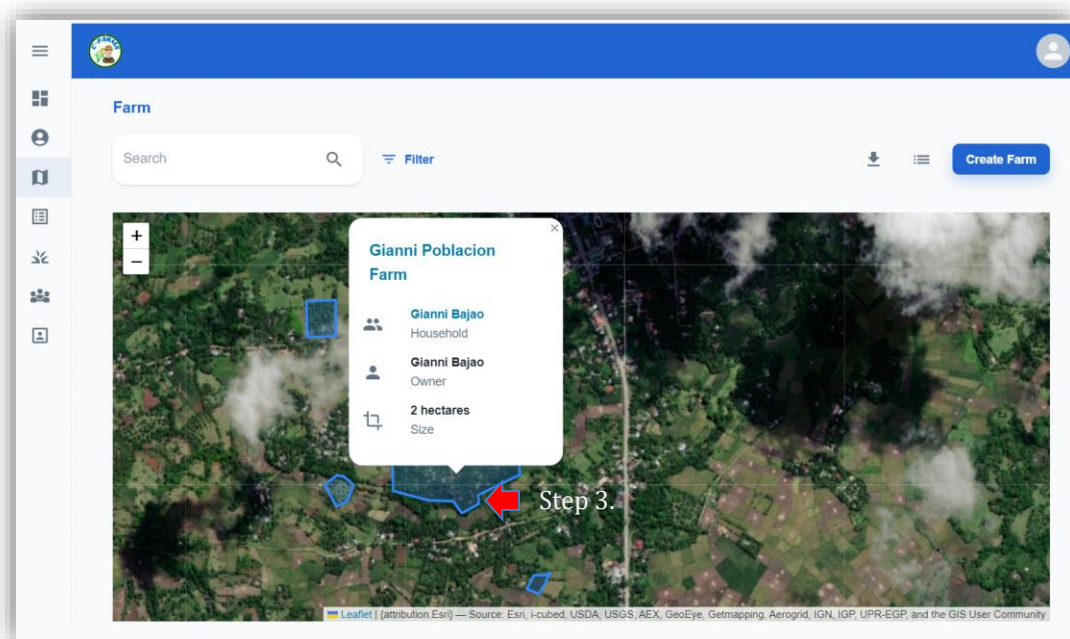
2. Click the “Zoom” button or double click to zoom to a farm.





C-FARMS USER MANUAL

3. Click on the farm to show some details of the farm.



7 Household Information and Commodity Produce Annual Update

Users may use this workflow to add a household's annual update and commodity produce on the household details page.

7.1 Add Household's Annual Info

To add a household's info, you may do the following:

1. In the "Annual Info" tab of household details, click the "Create Annual Info" button.





C-FARMS USER MANUAL

Household / Details / Annual Info

Details Secondary **Annual Info** Farms Commodity Produce

Search Filter

Year	Income (Php)	Livelihood
2021	260,000.00	Farmer ***
2022	49,444.00	Farmer ***

Rows per page: 10 1-2 of 2

2. Fill out the following information:
 - a. Year
 - b. Gross Annual Income Farming
 - c. Gross Annual Income Non-farming
 - d. Mainlivelihood
 - e. Farmer Activities
 - f. Farmer Activities
 - g. Highest Educational Attainment

New Annual Info

Year

Gross Annual Income

Farming Non-farming

Main livelihood Highest formal Education

Step 2. [Red bracket pointing to the income fields]

Step 3. [Red arrow pointing to the Save button]

3. Click the “Save” button.

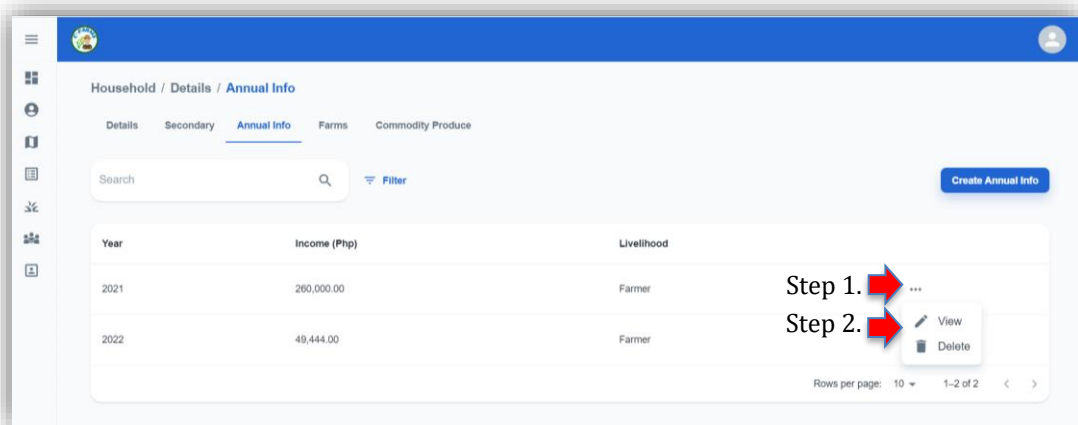




7.2 Update Annual Info

To view or update annual info, do the following:

1. Click the “Action” button.



2. Click the “View” action.
3. Provide updated details on a specific field.

The 'Edit Annual Info' form contains the following fields: Year (2021), Gross Annual Income (Farming: ₱ 10000, Non-farming: ₱ 250000), Main livelihood (Farmer), and Highest formal Education (College Graduate). Annotations show 'Step 3.' pointing to the income and livelihood fields, and 'Step 4.' pointing to the 'Save' button.

Edit Annual Info

Year: 2021

Gross Annual Income

Farming: ₱ 10000

Non-farming: ₱ 250000

Main livelihood: Farmer

Highest formal Education: College Graduate

Step 4. [Cancel](#) [Save](#)

4. Click the “Save” button.

7.3 Delete Annual Info

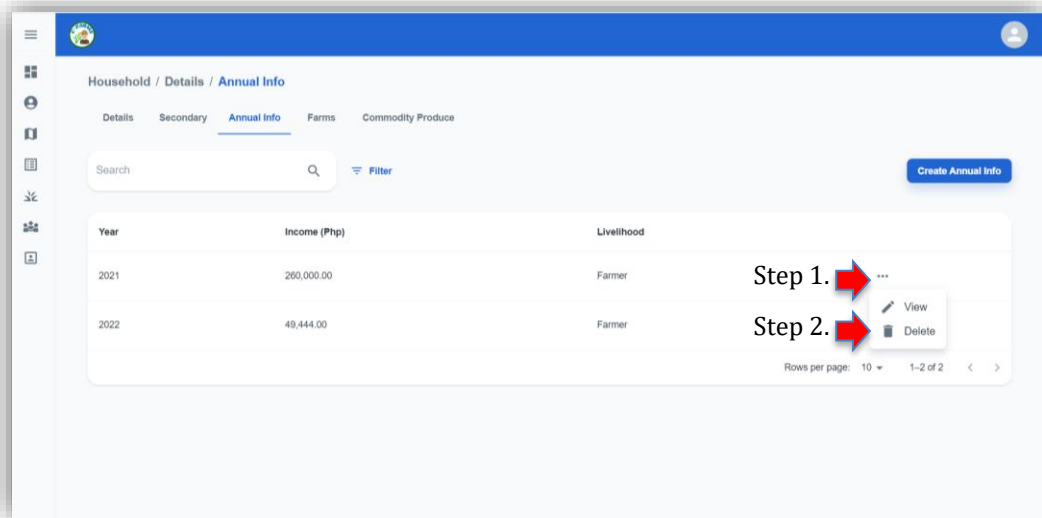
To delete annual info, do the following:

1. Click the “Action” button.

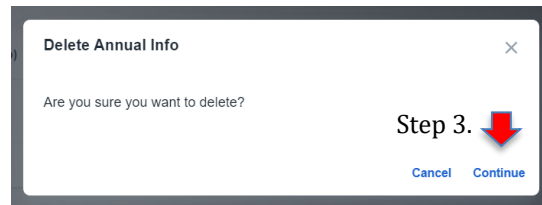




C-FARMS USER MANUAL



2. Click the “Delete” action.
3. Click the “Continue” button to confirm the action.



7.4 Adding Household’s Commodity Produce

Users may register commodities produced by a household annually. To add commodities produced, follow the steps below:

1. In the “Commodity Produce” tab of household details, click the “Create Commodity Produce” button.





C-FARMS USER MANUAL

Household / Details / Commodity Produce

Details Secondary Annual Info Farms Commodity Produce

Search Filter

Step 1.

Year	Farm	Commodity	Organic	Produce
2022	CHARLIE'S FARM	Rice	NO	3.30 metric tons
2021	CHARLIE'S FARM	Rice	NO	1.65 metric tons

Rows per page: 10 1-2 of 2

2. Fill out or toggle the following information in the dialog window:
- Year – year the commodity is produced/harvested
 - Commodity – name of commodity. Select from the list of registered commodities from the commodity management module.
 - Organic – whether the commodity is produced using organic materials.
 - Produce in Unit – produce with UOM based from the registered commodity.
 - Farm – farm where the commodity is produced. Select from the household's registered farms.
 - Area Used – area of the farm that is used for producing the commodity. Area here is in terms of hectares.

New Commodity Produce

Year: 2022

Commodity:

Unit:

Produce in Unit: 0

Farm:

Farm Size: 0 ha

Organic: ☐

Produce in MT/Head:

Area Used: 0 ha

Step 2.

Step 3.

Cancel Save





3. Click the “Save” button.

7.5 Update/Delete Household’s Commodity Produce

Updating and deleting a household’s commodity produce is just similar to updating and deleting of household’s annual info.

Note: Only managers and administrators can do this operation.

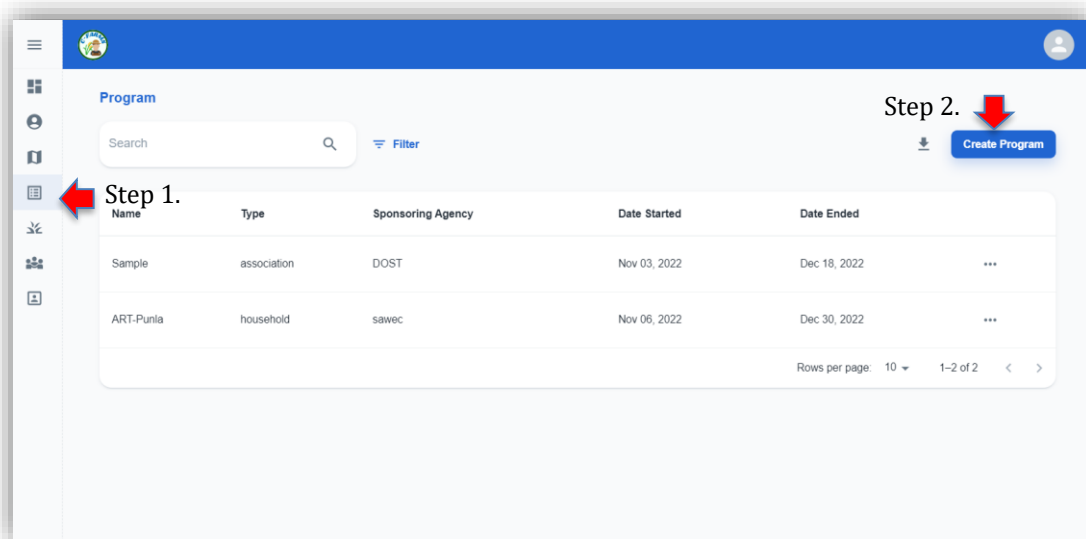
8 Program Management

Managers and administrators may use this workflow to add agricultural or fishery programs.

8.1 Add Program

Programs may be added by doing the steps below:

1. Click the “Program” menu.



2. Click the “Create Program” button.
3. Fill out the following program information:
 1. Name – name of the program
 2. Type – type of program (household or association)
 3. Duration – start date and end date of the program.
 4. Description – description of the program.
 5. Sponsoring agency – the agency sponsoring the program.





New Program

Program Name Type

Duration
Start to End

Description

Sponsoring Agency

Cancel Save

Step 3.

Step 4.

4. Click the “Save” button.

8.2 Update/View Program

To update/view a program, do the following:

1. On the program page, click the “Action” button.

Program

Search Filter

Create Program

Name	Type	Sponsoring Agency	Date Started	Date Ended	
Sample	association	DOST	Nov 03, 2022	Dec 18, 2022	...
ART-Punla	household	sawec	Nov 06, 2022	Dec 30, 2022	...

Rows per page

Step 1.

Step 2.

View

Delete

2. Click the “View” action. It will show the program details.



Program / Details

Details Beneficiaries

Program Name: ART-Punla

Type: Household

Duration: Start: 11/06/2022 to End: 12/30/2022

Description: aaaaadfa

Sponsoring Agency: sawec

Save

8.3 Select Program Beneficiaries

Selection of beneficiaries of a program will be done through the following steps:

1. Click the “Beneficiaries” tab of the program details.

Program / Details

Details Beneficiaries

Step 1.

Program Name: ART-Punla

Type: Household

Duration: Start: 11/06/2022 to End: 12/30/2022

Description: aaaaadfa

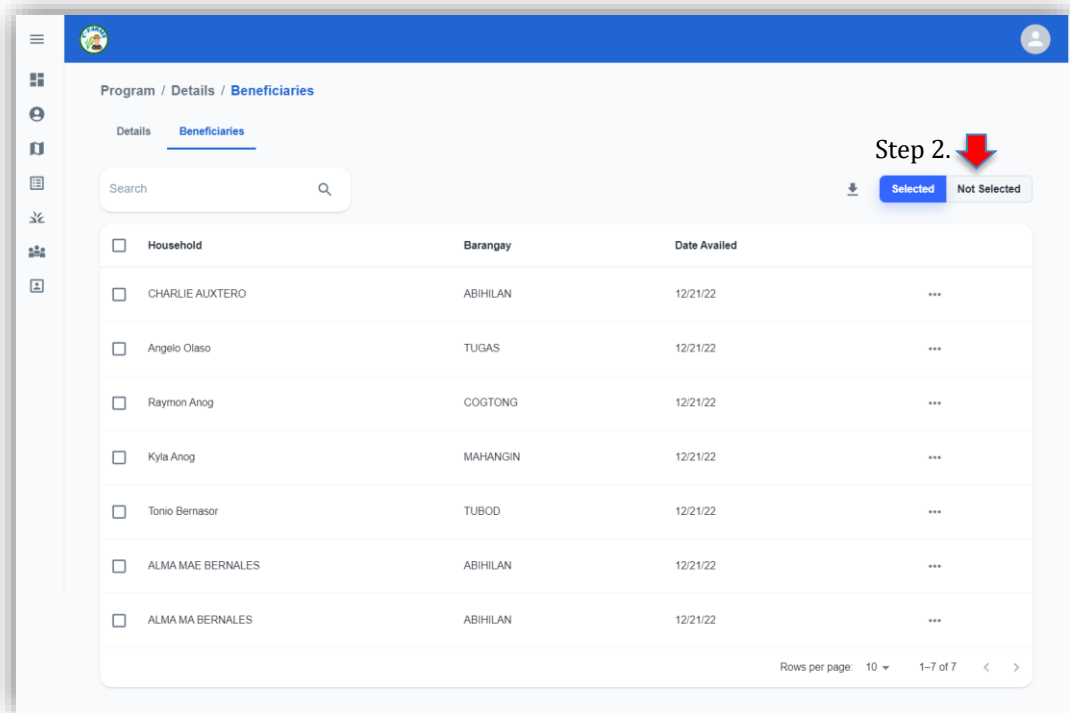
Sponsoring Agency: sawec

Save

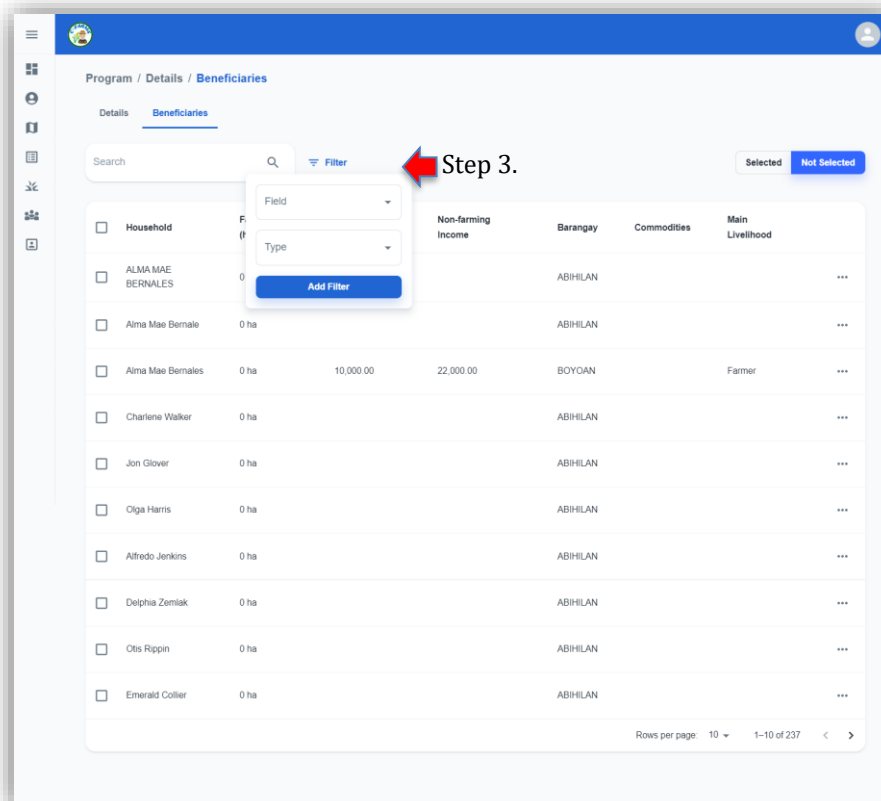
2. The default view is the list of selected beneficiaries. To select additional beneficiaries, click the “Not Selected” button.



C-FARMS USER MANUAL



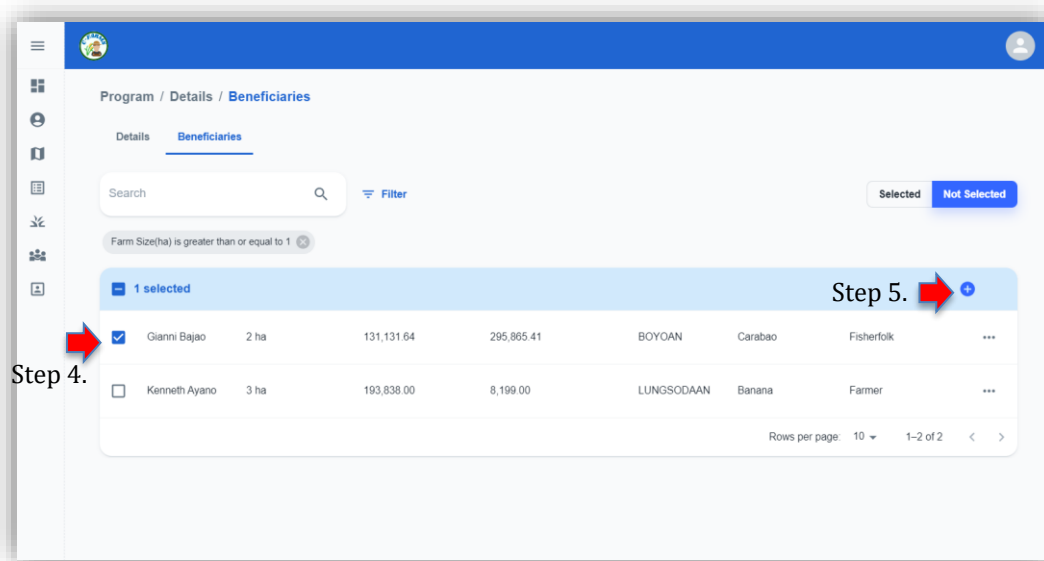
3. To select a criteria for choosing program beneficiaries, click the “Filter” button and set up criteria. Then, click “Add Filter” button.





C-FARMS USER MANUAL

4. To select beneficiaries, click the checkboxes corresponding to the name of beneficiary.



5. Click the “Add” button to add the selected names to the beneficiaries list.

Note: Only managers and administrators have access to this operation.

9 Dashboard Interaction

9.1 Dashboard

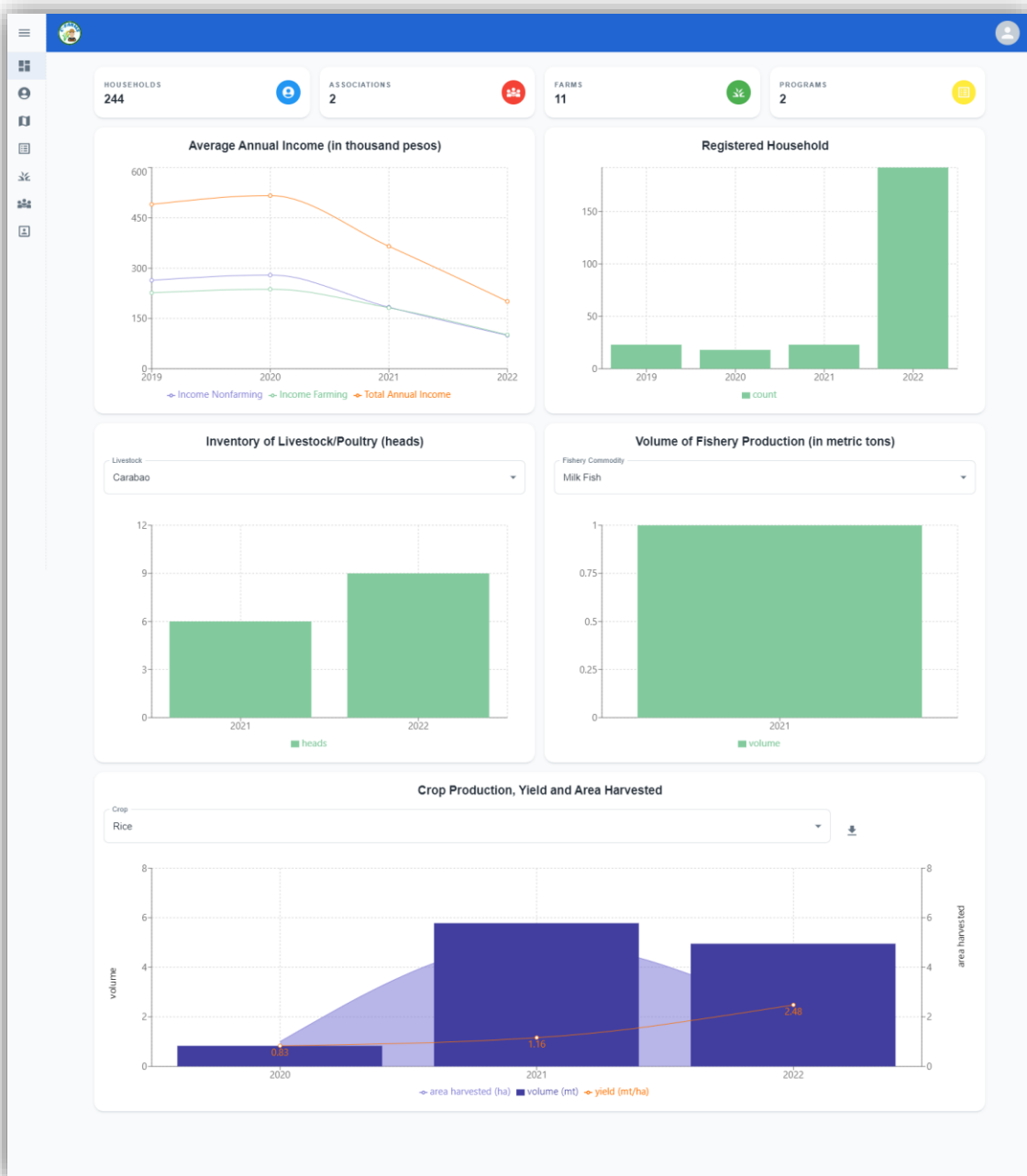
The dashboard page displays the following statistics and data visualizations:

- Households – the total number of households registered in the system.
- Associations – the total number of associations registered in the system.
- Farms – the total number of farms registered in the system.
- Programs – the total number of programs registered in the system.
- Average annual income – the average annual income per year in terms of farming income, non-farming income, and total of both incomes.
- Registered household – the yearly count of household registrations.
- Inventory of Livestock/Poultry – count of livestock or poultry produced per year. Users may select which commodity to display.
- Volume of Fishery Production – yearly volume of production for the fisheries commodities. Users may select which fishery commodity to display.
- Crop Production, Yield and Area Harvested – yearly production, yield and area harvested. Users may select which crop commodity to display.





C-FARMS USER MANUAL





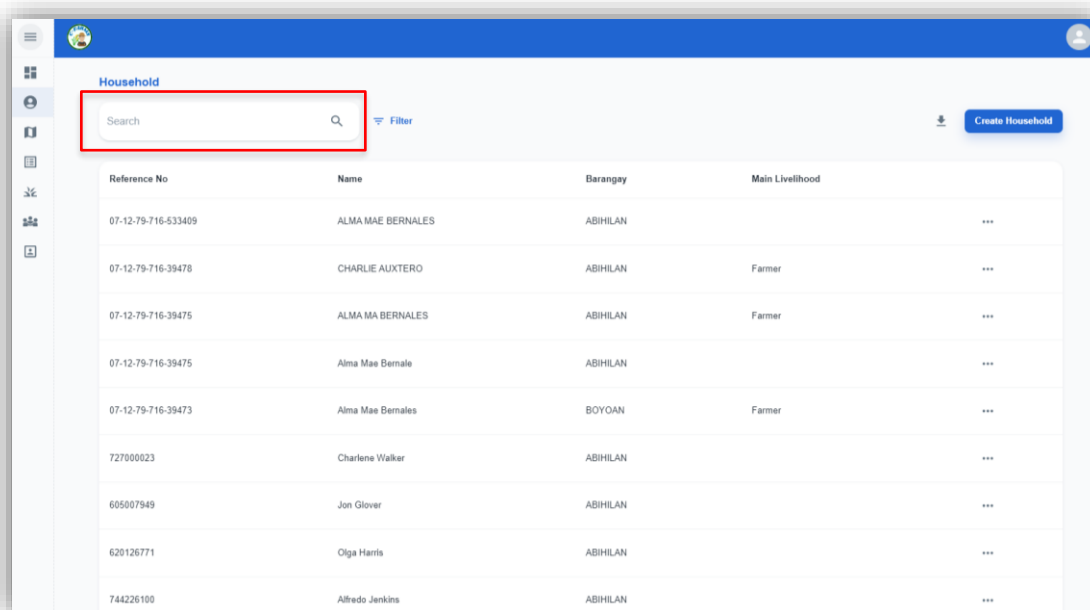
10 Common Page Operations

C-FARMS has the following common page operations:

- a. Search
- b. Filter
- c. Download

10.1 Search Operation

Every page in C-FARMS which has a search bar may be used to search data from the list. For instance, in the household module, you may search a name by typing it in the search bar and pressing the search button or pressing the “Enter” key.



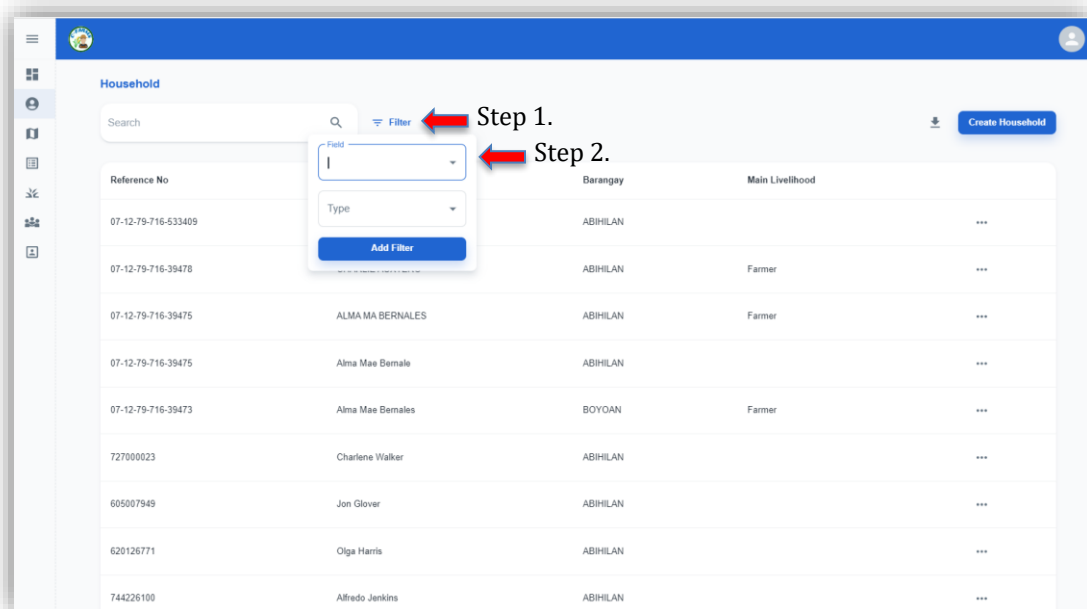
10.2 Filter Operation

Every page in C-FARMS which has a “Filter” button may filter the data from the list. To use the filter operation, do the following:

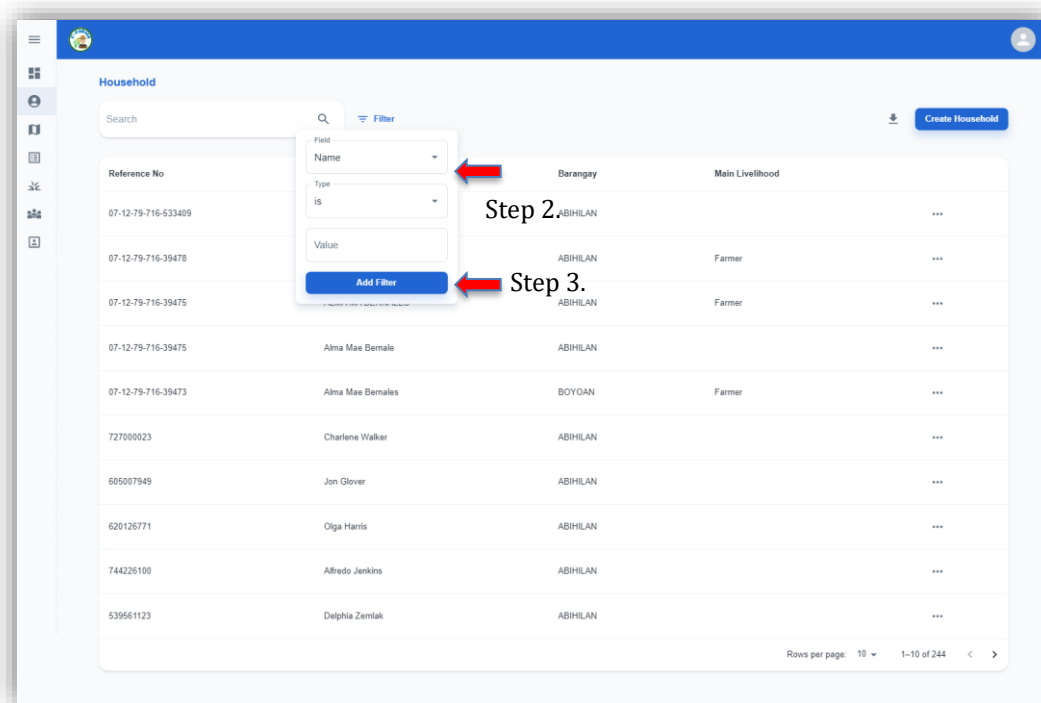
1. Click the “Filter” button.



C-FARMS USER MANUAL



2. Select "Field" to use as filter and type the value of the filter.



3. Click the "Add Filter" button.

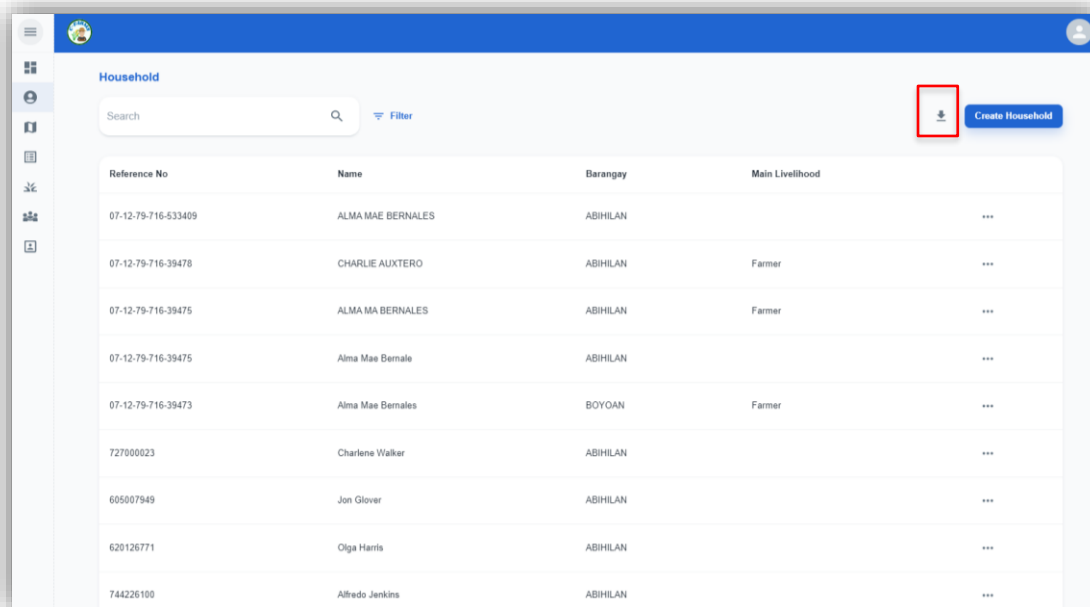




C-FARMS USER MANUAL

10.3 Download Operation

Every page in C-FARMS which has a download button may be used to download data from the list. For instance, in the household module, you may download the list of households by clicking the “Download” button.



Reference No	Name	Barangay	Main Livelihood	
07-12-79-716-533409	ALMA MAE BERNALES	ABIHILAN		...
07-12-79-716-39478	CHARLIE AUXTERO	ABIHILAN	Farmer	...
07-12-79-716-39475	ALMA MA BERNALES	ABIHILAN	Farmer	...
07-12-79-716-39475	Alma Mae Bernale	ABIHILAN		...
07-12-79-716-39473	Alma Mae Bernales	BOYOAN	Farmer	...
727000023	Charlene Walker	ABIHILAN		...
605007949	Jon Glover	ABIHILAN		...
620126771	Olga Harris	ABIHILAN		...
744226100	Alfredo Jenkins	ABIHILAN		...

