**MANAGEMENT OF TAGS FROM GENERATION TO TERMINATION**

**PROCESS**

Summary form

1. Tag number is generated
2. Tag number posted to the manufacturer
3. Tag number customized or printed
4. Customized tag number receipt back to the system
5. Receipt and approved tags are transferred to the distributors inventory
6. Tag numbers from the distributors is transferred to the agents inventory
7. From agents inventory tag numbers are assigned to the final consumer the farmers inventory.
8. Tag number can be transferred to another farmers inventory
9. Tag number can be transferred to another location/ regions inventory
10. Tag number can be transferred to the slaughter house inventory
11. Tag number can be transferred to the auction inventory
12. Farmer inventory to the exit inventory
13. Tag number from slaughterhouse inventory is transferred to exit inventory
14. Tag number from slaughter house can be transferred to farmers inventory
15. Tag numbers from auction inventory can be transferred to farmers inventory
16. Tag numbers from auction inventory can be transferred to slaughterhouse inventory
17. Tags from exit inventory is recycled and stored in the database

NOTE Exit inventory are unique numbers for dead animals.

These numbers will be recycled

**MANAGEMENT OF TAGS SUB-PROCESS**

**Notes on every step in details.**

**Step 1**

* Process to be done by administration
* Generate numbers which are unique no duplicate, serialized
* Timestamp
* Generated by
* Generated numbers recorded in the database
* Generated numbers will have an adjustable prefix

**Step 2**

* Process is done by the administration
* Generated numbers are posted to the manufacturer of tags for printing
* Posted in pdf form or excel
* Timestamp
* Posted by
* Posted numbers recorded in the database

**Step 3**

* Process is done by the manufacturer
* Posted numbers are customized, printed on the tags
* The tags printed should be exactly in line with the number posted
* Timestamp
* Printed by

**Step 4**

* Process is done by the administration
* Customized tags/ printed tags are received in the system once they are delivered
* Once received they are approved
* Receipt and approved tags are stored in the database
* Timestamp
* Received by
* Approved by
* No. approved
* Only generated numbers can be received in the system

**Step 5**

* Process is done by the administrator
* Approved tags are transferred to the distributors inventory
* The distributors verify entries physically to ensure tags printed match the entries in the soft copy
* Once verified the distributor accepts and the transfer is complete
* Transferred tags moves into distributors inventory
* Transferred tags is deducted from the administrator’s inventory
* Timestamp
* Transferred by
* No. of tags transferred

**Step 6**

* The process is done by the distributor
* The tags are transferred to the agent’s inventory
* Agent verify entries of physical tags to match with entries in the soft copy
* Once verified he/she accepts and tags numbers are moved to agent’s inventory
* Transferred tags are deducted from the distributors’ inventory
* Only tags which the distributor has can be transferred

**Step 7**

* The process is done by the agent
* The agent assign tags to owners based on their capacity
* Only registered farmers are assigned tags
* Timestamp
* Assyned by
* No. assyned
* Transferred tags are deducted from the agents inventory
* An agent can assign tags which are on his inventory

**Step 8**

* The process is done by the agent
* Agent can transfer tag number from one farmer to another upon prompt confirmation from the owner
* The transferred tag is deducted from the farmer and added to the new owner
* Transfer is successful upon prompt payment i.e. transfer cost
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. transferred
* A confirmation message is sent to the new owner and the seller
* Only a tag from the farmer inventory can be transferred

**Step 9**

* The process is done by the agent
* The agent transfer a tag number from one region to another region
* The transferred tag is deducted from the previous region and added to a new region
* Transfer is successful upon acceptance by the owner
* Transfer is successful upon prompt payment
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. transferred
* Confirmation message sent to owner
* Only a tag from the region can be transferred

**Step 10**

* The process is done by the agent
* The agent transfers a tag number from the farmer’s inventory to the slaughterhouse inventory. These are animals intended for slaughter.
* The transferred tag number is deducted from the farmer’s inventory and added to the slaughterhouse inventory
* The transfer is successful upon acceptance by the owner/farmer
* Transfer cost apply
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. transferred
* Transfer message sent to the owner
* Only a tag number in the farmer’s inventory can be transferred

**Step 11**

* The process is done by an agent
* The agent transfer a tag number from the farmer’s inventory to the auction inventory
* The transferred number is deducted from the farmers inventory and added to the auction inventory
* The transfer is successful upon acceptance by the owner
* Transfer cost apply
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. of animals transferred
* Transfer message sent to the owner
* Only a tag number in the farmer’s inventory can be transferred

**Step 12**

* The process is done by an agent
* The agent transferred a dead animal tag to exit inventory
* The transferred no. is deducted from the farmer’s inventory
* Transfer is successful upon acceptance by the farmer
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. of animals transferred
* Transfer message sent to the owner
* Only a tag number in the farmer’s inventory can be transferred

**Step 13**

* The process is done by an agent
* The agent transfer a tag number from a slaughtered animal to the exit inventory
* The transferred number is deducted from the slaughterhouse inventory
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. of animals transferred
* Only a tag number in the slaughterhouse inventory can be transferred

**Step 14**

* The process is done by an agent
* The agent transfer a tag number from the slaughter to the farmer’s inventory
* The transferred no. is deducted from the slaughterhouse inventory and added to the farmer’s inventory
* Transaction ID to be generated.
* Timestamp
* Transferred by
* No. transferred
* Only a tag number in the slaughterhouse inventory can be transferred

**Step 15**

* The process is done by an agent
* The agent transfer a tag number in the auction inventory to the farmer’s inventory
* It is deducted from the auction inventory and added to the farmer’s inventory
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. of animals transferred
* Transfer message sent to the receiver
* Only a tag number in the auction inventory to be transferred

**Step 16**

* The process is done by an agent
* The agent transfer a tag number in the auction inventory to the slaughter house inventory
* The transferred tag number is deducted from the auction inventory and moved to slaughterhouse inventory
* Transaction ID to be generated
* Timestamp
* Transferred by
* No. of animals transferred
* Only tags from that particular auction can be transferred

**Step 17**

* Process done by an admin
* Numbers from the exit inventory is stored in the database to be recycled later upon reaching 100,000

**REPORT REQUIREMENT UNDER TAG MANAGEMENT**

* No. of tags generated
* No. of tags posted
* No. of tags received and approved
* No. of tags distributed
* No. of tags assigned
* No. of tags not assigned
* No. of tags transferred region to region
* No. of tags transferred person to person
* No. of tags transferred to auction
* No. of tags transferred to slaughterhouse
* No. of tags transferred to exit inventory

USER ROLES AND RESPONSIBILITIES.

SUPER ADMINISTRATOR

* Add administrators
* Manages and assyned roles to administrators
* Manages all the transactions.

ADMIN

* Generate codes
* Post generated numbers to the manufacturer for printing
* Received printed tags into the system
* Approve printed tags into the system
* Transfer tags into distributors inventory.
* Location unique number generation either thru master database download or generation unique ID. COUNTRY

COUNTY

SUB COUNTY

SUB LOCATION

AUCTION

SLAUGHTER HOUSE

* Asset stock upload documents proves
* Human resource / add and manages distributors

Add and manages sub administrators/ registrar

Upload documents credentials

* Transactions ,Timestamp

Transaction id

Transacted by

Names

Total amount

Reversed amount

Expenses

Savings

DISTRIBUTORS

* Collect tags from the administrators.
* Transfer tag numbers to agents.

SUB ADMINISTRATOR/ REGISTRAR

* Add agents
* Assyn and manages manages agents.
* Terminate agents accounts
* Upload credentials

Names

Phone number

Unique ID

Email

Added by

No added

Agent location.

ROLE OF AGENTS

* Register farmers
* Assyn tags to farmers
* Generate payment link
* Information printout
* Transfer tag number from farmer to farmer
* Transfer tag number from region to region
* Transfer tag number from farmer to slaughter house
* Transfer tag number from farmer to auction
* Transfer tag number from slaughter to farmer
* Transfer tag number from auction to the farmer
* Upload proofs
* Tag number replacement.

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