

**AGRECORDS: AN AGRICULTURAL RECORD MANAGEMENT SYSTEM
OF MUNICIPAL AGRICULTURE OFFICE OF LGU SOLANO:
A DECISION-SUPPORT SYSTEM**

USER'S MANUAL

A Capstone Project Presented to the Faculty of the
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In Partial Fulfillment of the Requirements for the Degree
Bachelor of Science in Information Technology

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1.0 INTRODUCTION

AgRecords, a record management system equipped with decision-support capabilities, was meticulously developed to streamline the diverse operations of MAGRO, specifically focusing on efficient record handling. This versatile system adeptly manages various document types, including RSBSA documents, crop reports, communication letters, certificates, and weekly activity reports. AgRecords is also equipped with the capability to extract meaningful insights and trends from these documents using advanced data visualization and forecasting tools. By presenting data not easily discerned by conventional methods, AgRecords empowers the office's decision-making processes, contributing to more informed and effective strategic planning.

1.1 SYSTEM REQUIREMENTS

AgRecords requires the following minimum system requirements:

Client-side System Requirements

COMPONENT	SPECIFICATION
Operating System	Windows 10 or higher
Platform	Desktop or Laptop
Network	LAN or WLAN
Processor	Intel Core i5 or higher, or AMD equivalent (multicore)
Memory	8GB RAM or higher
Storage	1GB available space

Server-side System Requirements

COMPONENT	SPECIFICATION
Operating System	Windows 10 or higher
Platform	Desktop
Database Management System (DBMS)	MySQL 8.0.34
DBMS Interface	SQLyog for Windows

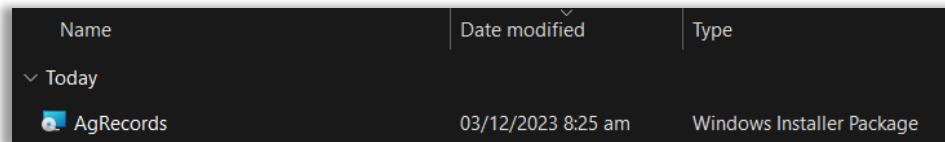


Network	Ethernet port for LAN connection to the router
Processor	Intel Core i5 or higher, or AMD equivalent (multicore)
Memory	8GB RAM or higher
Storage	100GB or higher

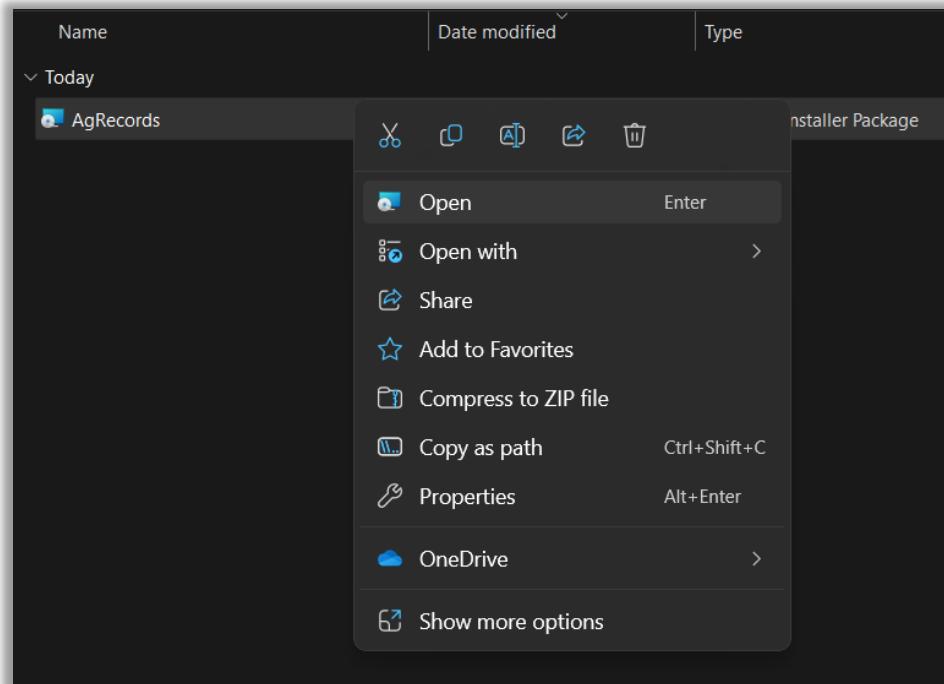
1.2 INSTALLATION

This subsection contains instructions on how to install AgRecords. Ensure your device meets the requirements detailed in section 1.1 System Requirements before proceeding. Follow the steps below to install the system on your device.

1. Find the AgRecords installer on your computer device.

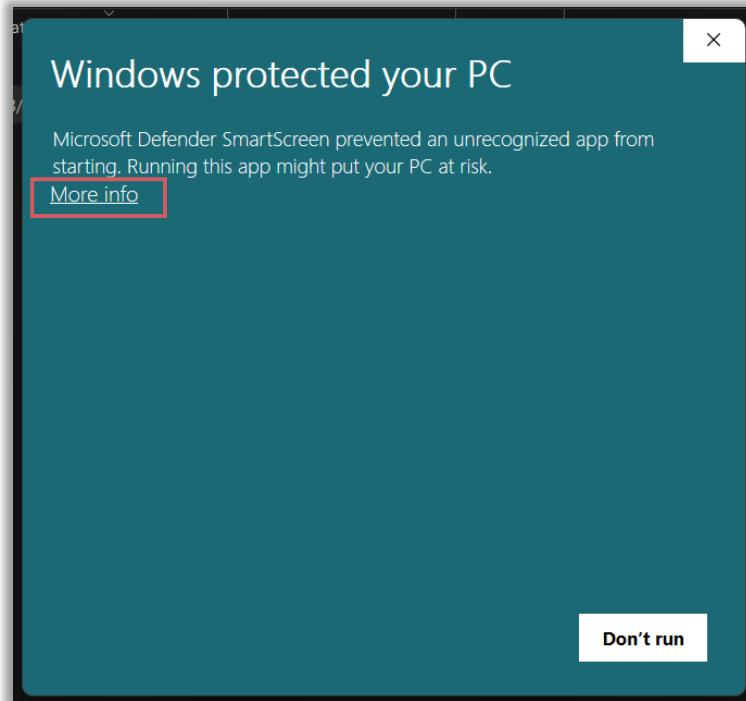


2. Right-click on the installer file and choose **Open** or double-click on the installer to begin the installation.





3. If a pop-up appears indicating that the app is unrecognized, click on the **More Info.**

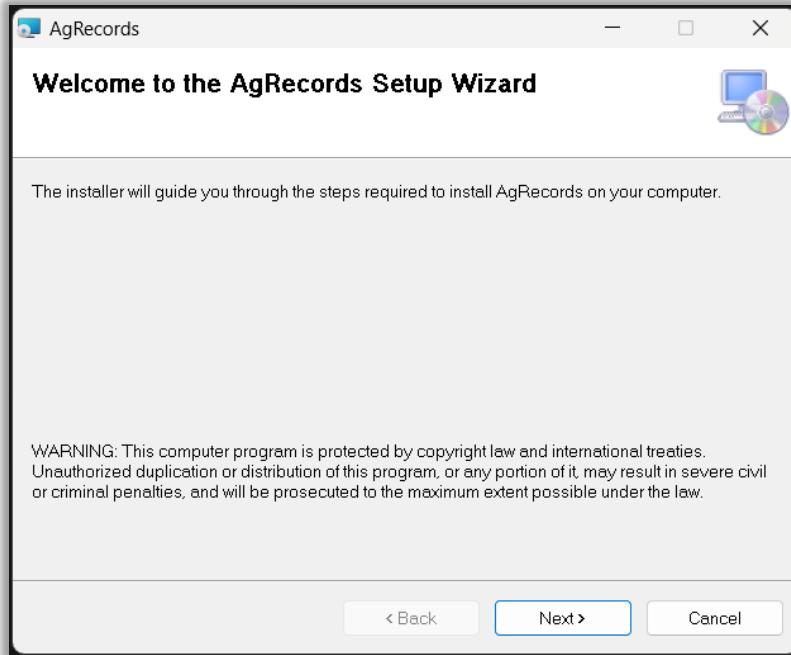


4. Click **Run Anyway** to proceed with the installation.

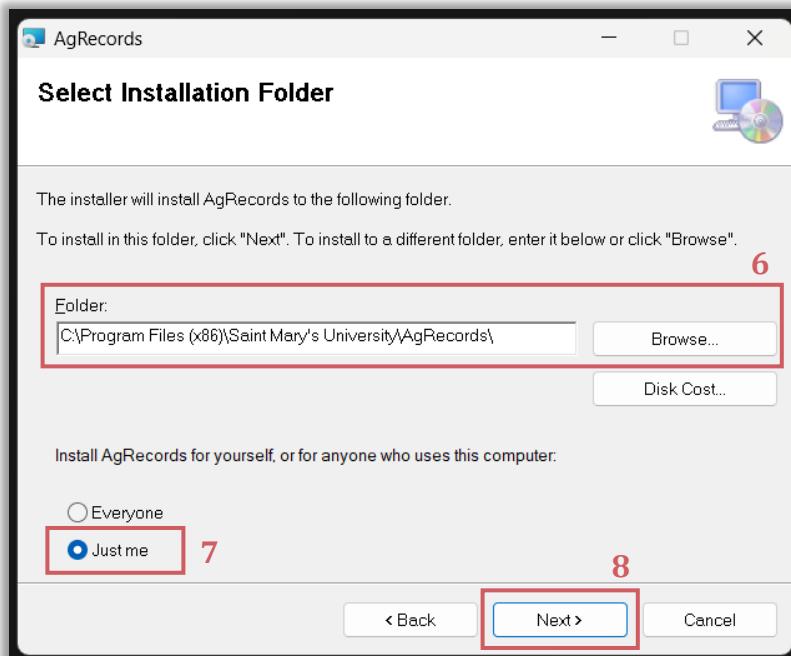




5. The Installation Wizard appears. Click **Next** to continue.

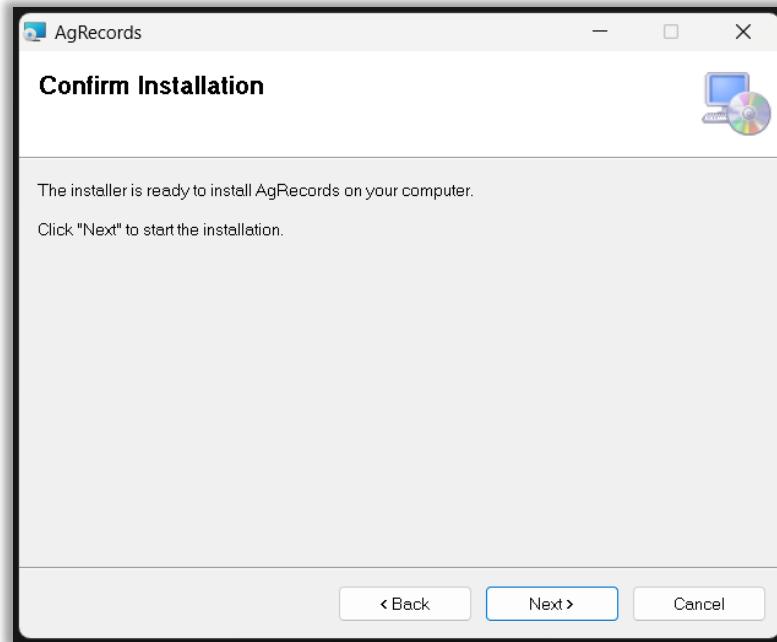


6. Confirm the installation directory. Choose a directory or stick with the recommended location.
7. Choose **Just Me** to install AgRecords for the current user account on the device.
8. Click **Next** to advance to the next step.

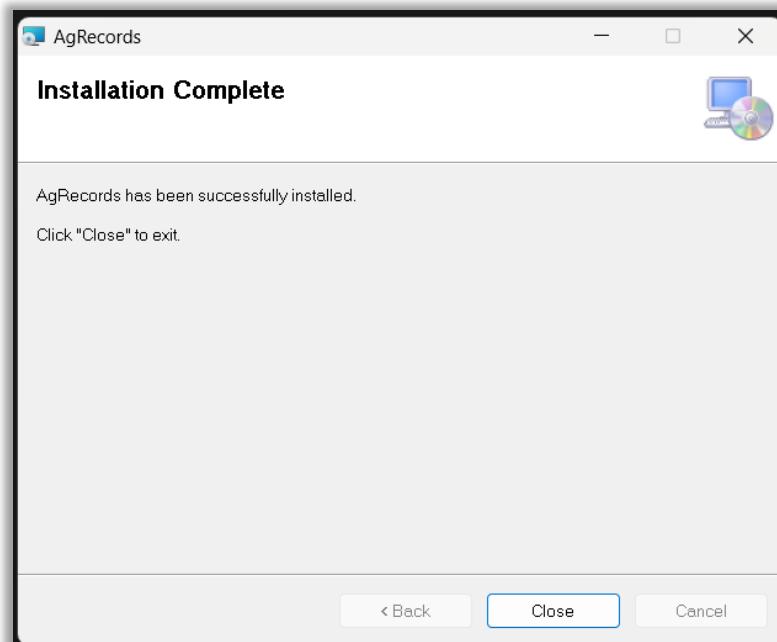




9. The wizard confirms that AgRecords is ready to be installed. Click **Next** to proceed.



10. A pop-up window appears, confirming the installation. Click **Yes** to initiate the installation process.
11. Once the installation is complete, a confirmation message appears. Click **Close** to complete the process.





1.3 CONVENTION

This subsection presents the convention used in the manual.

- **Boldface:** Indicates buttons, menus, and user interface elements.
- **Italics:** Inputs from the user.

2.0 GETTING STARTED

This section serves as a starting point, providing essential information to help you become familiar with AgRecords. The following subsections will guide you through the foundational aspects of the system.

2.1 System Configuration

Adjust the system or server settings to establish a connection. These settings are crucial for proper functionality and are prompted when a server connection issue is detected.

1. Ensure your device is connected to the office WiFi (LAN) network.
2. Locate and open the AgRecords system on your device.
3. When the system detects a lack of connection to the server, the **System Configuration** interface appears. It includes:
 - **Hostname:** Allows entering of IP address of the server.
 - **Username:** Automatically populated with *root*.
 - **Password:** Password associated with the database.
 - **Database:** Automatically populated with *agrecords_db*.
 - **Save Button:** Saves the entered connection.
 - **Cancel Button:** Discards the changes and directs to the **Login** interface.

The screenshot shows a 'System Configuration' dialog box. On the left, there are four input fields: 'Hostname' containing 'localhost', 'Username' containing 'root', 'Password' (empty), and 'Database' containing 'agrecords_db'. Below these fields are two buttons: 'Save' and 'Cancel'. On the right side of the dialog, there is a large blue area featuring a white database icon and the text 'Restore Database'.

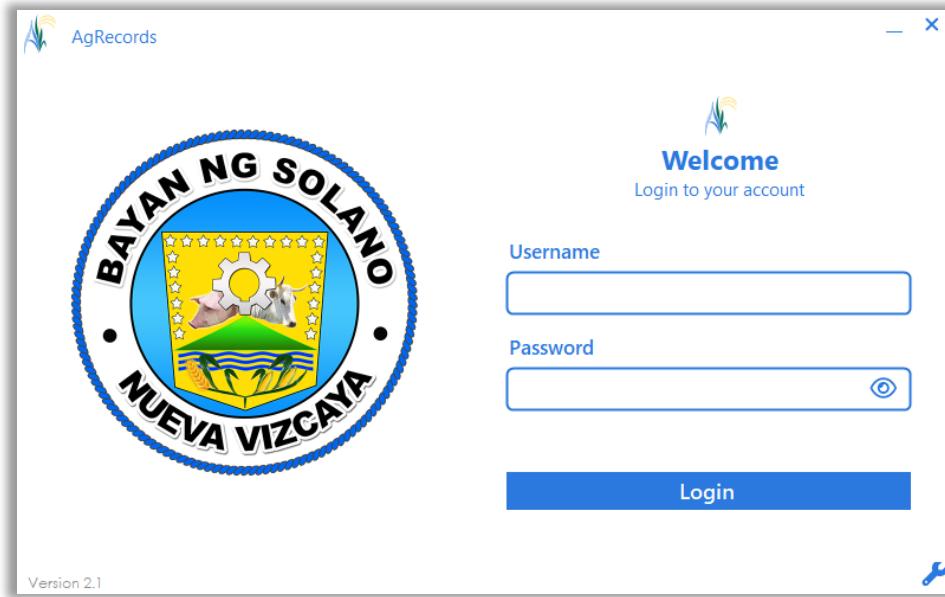


4. Fill in the required fields.
5. Click on the **Save** button to apply the entered configuration.
6. If needed, click on the **Cancel** button to discard the changes and exit the **System Configuration** interface.

2.2 Login

Learn how to securely access AgRecords. The login process ensures that only authorized users can interact with the system.

1. Locate and open the AgRecords system on your device. The login interface appears. It includes:
 - **Username:** Unique identifier of user account used for login authentication.
 - **Password:** Another authentication for user account.
 - **System Configuration Icon:** Directs to **System Configuration** interface.



2. Enter your username and password.
3. Click on the **Login** button to initiate the login process.
4. Upon the successful login, you will be directed to the **Home** interface.

2.3 Home

Explore the home screen of AgRecords. Featuring dynamic features, including a map of the Municipality of Solano, logos of AgRecords, Department of



Agriculture, and Municipality of Solano, mission and vision of Municipal Agriculture Office, and a table listing upcoming events.



AGRECORDS

Dashboard

RSBSA

Crops

Letters

Certifications

Analytics

Weekly Activities

Users

Settings

Logout

Home

Map of Solano



Upcoming Events

Date	Title	Description
05/12/2023	TRAINING AND DEVELOPMENT	10:00 AM at Municipal Hall 1
08/12/2023	MEETING	On 2:00 PM at Municipal Hall 1

Darynne Keith Asia
Admin



Mission

To improve the quality of life of our present and future generation of farmers, fisherfolks and consumers through effective and efficient delivery of agricultural extension services.

Vision

A vibrant and dynamic community that envisioned to achieve agricultural self sufficiency and agro-industrialization through climate change resilient technology resulting to sustained employment opportunities and increased household incomes for progressive and sustainable living.

2.4 Components

i. Sidebar Navigation

Navigate effortlessly using the left-sided Sidebar. Explore the System Logo, Menu Toggle Icon (for collapsing/expanding the sidebar navigation), Menu options, Submenus, and the Logout feature.

ii. Top Bar

Access critical information with the Top Bar, featuring the Title for the current module or work area, and User Profile with Profile Picture, Full Name, and User Role.

iii. Work Area

The main display area where all critical information and features will be presented. This serves as the central space for user interaction, presenting system functionalities.



The screenshot displays the AgRecords software interface. On the left is a blue sidebar menu with the following options: Dashboard, RSBSA, Crops, Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. At the bottom of the sidebar is a 'Logout' button. The main content area has a red border and contains several sections: 'Home' at the top, followed by 'Map of Solano' showing the administrative divisions of the province of Nueva Vizcaya. Below the map are logos for AGRECORDS, the Department of Agriculture, and the Bayan ng Solano. A 'Mission' section states: 'To improve the quality of life of our present and future generation of farmers, fisherfolks and consumers through effective and efficient delivery of agricultural extension services.' A 'Vision' section states: 'A vibrant and dynamic community that envisioned to achieve agricultural self sufficiency and agro-industrialization through climate change resilient technology resulting to sustained employment opportunities and increased household incomes for progressive and sustainable living.' At the bottom left, there is a 'Upcoming Events' table:

Date	Title	Description
05/12/2023	TRAINING AND DEVELOPMENT	10:00 AM at Municipal Hall 1
08/12/2023	MEETING	On 2:00 PM at Municipal Hall 1

2.5 User Roles

Discover the different user roles within AgRecords. Understand the permissions and responsibilities associated with each role to ensure proper access and functionality.

- **Admin**

The admin role encompasses comprehensive control over all system features, including RSBSA, certifications, letters, crop reports, and analytics. This position is solely responsible for user management, audit logs, and database operations, with exclusive access to certifications and the capacity to generate reports.

- **Enumerator**

An enumerator is focused on the RSBSA module, tasked with the addition, editing, and updating of RSBSA documents. Their responsibilities extend to the import/export of RSBSA records, along with the ability to view and export analytics.

- **Crop Reporter**

Crop Reporters are assigned to the Crop Report Module, where they manage the addition, editing, and updating of crop reports. Their role includes the exportation of crop reports and viewing or exporting analytics.



- **Admin Aide**

Admin Aides possess read-only access to RSBSA, letters, and analytics modules, with the additional ability to access certifications for printing purposes.

- **User**

Users have read-only access to RSBSA, letters, and analytics modules, enabling them to retrieve information without modification capabilities.

3.0 RSBSA

The RSBSA module allows users to manage RSBSA records. It facilitates the addition, searching, updating, importing, and exporting of records. The module includes search boxes with filters for convenient record retrieval, and it also displays recent additions for quick reference.

1. On the sidebar navigation, select the **RSBSA** menu. The **RSBSA** interface includes:
 - **Search Bar:** Enables searching for stored RSBSA-registered farmers using keywords, with additional filters for Type and specific columns.
 - **Category Option:** Allows filtering of letters by type (All, Incoming, Outgoing, Internal).
 - **Barangay Option:** Provides options for selecting the search column.
 - **Commodity Barangay:** Facilitates the addition of a new letter.
 - **Import Button:** Allows importing of RSBSA records from spreadsheet file.
 - **Export Button:** Allows exporting of RSBSA records to spreadsheet file.
 - **Add Button:** Facilitates the addition of new RSBSA.
 - **Table:** Displays a list of stored letters.



ID	SURNAME	FIRST NAME	MIDDLE NAME	SUFFIX	COMMODITY	BARANGAY	FARM SIZE (ha)
RSBSA000018	BUENO	WILMA	DAMASO		Rice	AGGUB	1.5022
RSBSA000019	BALLESTEROS	NORBERTO	GARCIA		Rice	AGGUB	0.8
RSBSA000020	BLAZA	CECILIO	SUGUITAN	JR	Rice	AGGUB	0.8
RSBSA000021	CAMUNGAO	EDGARDO	BUENO		Rice	AGGUB	0.9
RSBSA000022	CARPIO	JUNIOR	PAREJO		Rice	AGGUB	0.95
RSBSA000024	JUSTO	REINALDO	SABADO		Rice	AGGUB	0.7
RSBSA000025	CEREZO	JOCELYN	BERNARDINO		Rice	AGGUB	0.5
RSBSA000028	DOLES	HONORIO	FERNANDEZ		Rice	AGGUB	0.5
RSBSA000029	BACENA	PEDRO	SADIAN		Rice	AGGUB	1.9
RSBSA000030	BACENA	PEDRO	SADIAN		HVC	AGGUB	0.9
RSBSA000031	CORPUZ	CARLITO	DUM REQUE	SR	Rice	AGGUB	1
RSBSA000032	BUENO	JONALYN	QUEJA		Rice	AGGUB	0.8
RSBSA000032	QUEJA	SARANAY FRANCISCO	MINA		Rice	AGGUB	2.2
RSBSA000033	LIBAN	LUIS	DESCALZO		Rice	AGGUB	2.96
RSBSA000034	PEREZ	RESTITUTO	ESCALPOLAR		Rice	AGGUB	1
RSBSA000035	DOLES	CLEIFFORD	INDOCODO		Rice	AGGUB	0.5
RSBSA000036	CAMUNGAO	JOEL	CUNANAN		Rice	AGGUB	1
RSBSA000037	GALLARDO	ELIJAH VAN CLAUDE	VALLYOYAS		Rice	AGGUB	2
RSBSA000038	PABLO	JOSE	MADRIAGA	JR	Rice	AGGUB	1.2
RSBSA000039	RIVERA	RODRIGO	SALAZAR		Rice	AGGUB	1.5

3.1 Add RSBSA

ID	SURNAME	FIRST NAME	MIDDLE NAME	SUFFIX	COMMODITY	BARANGAY	FARM SIZE (ha)
RSBSA000018	RUFANO	WILMA	DAMASO		Rice	AGGUB	1.5022

- On the **RSBSA** interface, click on the **Add** button to initiate the adding of RSBSA. The **Add RSBSA** interface includes:
 - Profile Picture:** Allows uploading of farmer's picture.
 - RSBSA ID:** System-generated unique RSBSA ID.
 - Date Administered:** Date of RSBSA registry.
 - Reference Number:** Assigned by the Municipal Agriculture Office
 - Save Button:** Saves the entered RSBSA information.
 - Cancel Button:** Discards the changes and cancels the process of adding RSBSA.
 - Personal Information Tab**
 - Affiliations Tab**
 - Farm Profile Tab**
 - Farm Land Tab**
 - Documents Tab**



The screenshot shows the 'RSBSA > Add RSBSA' page. On the left is a sidebar with 'Dashboard', 'RSBSA' (highlighted in yellow), 'Crops', 'Letters', 'Certifications', 'Analytics', 'Weekly Activities', 'Users', and 'Settings'. The main area has tabs for 'Personal Information' (selected), 'Affiliations', 'Farm Profile', 'Farm Land', and 'Documents'. The 'Personal Information' tab contains fields for RSBSA ID (RSBSA005880), Date Administered (03/12/2023), Reference Number, and a profile picture placeholder. Below are sections for 'Personal Details' (Surname, First Name, Middle Name, Extension Name, Sex), 'Address' (House/Lot/Bldg No./Purok, Street/Sitio/Subdv., Barangay, Municipality, Province, Region), 'Contact Details' (Mobile Number, Landline Number), 'Highest Formal Education' (radio buttons for Pre-school, Elementary, High School (non-K-12), Junior High School (K-12), Senior High School (K-12), College, Vocational, Post-graduate, None), and 'Birth Details' (Date of Birth, Place of Birth, Municipality, Province/State, Country). A top right corner shows a user profile for 'Darynne Keith Asia'.

2. Double-click on the **Profile Picture** to upload an image.

This screenshot shows the same 'Add RSBSA' page as above, but the profile picture placeholder is highlighted with a red box.

3. Click on the **Personal Information** tab. The tab includes:

- **Personal Details**
 - Surname
 - First Name
 - Middle Name
 - Extension Name
 - Sex
- **Address**
 - House/Lot/Bldg No./Purok
 - Street/Sitio/Subdv.
 - Barangay
 - Municipality
 - Province
 - Region
- **Contact Details**
 - Mobile Number
 - Landline Number
- **Highest Formal Education**
- **Birth Details**
 - Date of Birth
 - Place of Birth



Personal Information Affiliations Farm Profile Farm Land Documents

Personal Details

Surname *	First Name *	Middle Name	Extension Name	Sex *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MALE

Address

House/Lot/Bdg. No./Purok	Street/Sitio/Subdy.	Barangay *	Municipality *	Province *	Region *
<input type="text"/>	<input type="text"/>	AGGUB	SOLANO	NUEVA VIZCAYA	02

Contact Details

Mobile Number	Pre-school	Junior High School (K-12)	Vocational
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landline Number	Elementary	Senior High School (K-12)	Post-graduate
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	High School (non-K-12)	College	None
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Highest Formal Education

Date of Birth *	Place of Birth	Municipality *	Province/State *	Country *
03/12/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	PHILIPPINES

4. Fill in all the necessary fields in the **Personal Information** tab.

5. Click on the **Affiliations** tab. The tab includes:

- **Religion**
- **Civil Status**
- **Mother's Maiden Name**
- **Household**
- **Affiliations**
- **Emergency Contact**

Personal Information **Affiliations** Farm Profile Farm Land Documents

Religion

<input checked="" type="radio"/> Christianity	<input type="radio"/> Islam	<input type="radio"/> Others
---	-----------------------------	------------------------------

Civil Status

<input type="radio"/> Single	<input checked="" type="radio"/> Married	<input type="radio"/> Widowed	<input type="radio"/> Separated
------------------------------	--	-------------------------------	---------------------------------

Name of Spouse

Mother's Maiden Name

Household

Household Head?
 Yes No

If no, name of household head

Relationship

No. of Living Household Members
 0

No. of Male No. of Female
 0 0

Affiliations

Person with Disability (PWD):	<input type="radio"/> Yes <input checked="" type="radio"/> No
4Ps Beneficiary?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Member of an Indigenous Group?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, specify	<input type="text"/>
With Government ID?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, specify ID Type	<input type="text"/>
ID Number	<input type="text"/>
Member of any Farmers Association/Cooperative?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, specify	<input type="text"/>

Emergency Contact

Person to Notify in Case of Emergency

Contact Number

6. Fill in all the necessary fields in **Affiliations Tab**.

7. Click on the **Farm Profile** tab. The tab includes:

- **Main Livelihood**
- **For Farmers**
 - Type of Farming Activity



- **For Farmworkers**
 - Kind of Work
- **For Fisherfolk**
 - Type of Fishing Activity
- **For Agri Youth**
 - Type of Involvement
- **Gross Annual Income Last Year**
 - Farming
 - Non-Farming

The screenshot shows the Farm Profile tab of a web application. At the top, there are tabs: Personal Information, Affiliations, Farm Profile (highlighted with a red border), Farm Land, and Documents. Below the tabs, the 'Main Livelihood' section contains four checkboxes: Farmer, Farmworker/Laborer, FisherFolk, and Agri Youth. Under 'Main Livelihood', there are four main sections: 'For Farmers', 'For Farmerworkers', 'For Fisherfolk', and 'For Agri Youth'. Each section has a title bar and a list of activities with checkboxes. The 'For Farmers' section includes fields for specifying other crops, livestock, and poultry. The 'Gross Annual Income Last Year' section at the bottom has two input fields: one for Farming (containing '0') and one for Non-Farming (containing '0').

8. Fill in all the necessary fields in **Farm Profile Tab**.

9. Click on the **Farm Land** tab. The tab includes:

- **Farm Parcels**
 - No. of Farm Parcels
 - + icon button
- **Name of Farmers in Rotation**

The screenshot shows the Farm Land tab of the web application. At the top, there are tabs: Personal Information, Affiliations, Farm Profile, Farm Land (highlighted with a red border), and Documents. Below the tabs, the 'Farm Parcels' section is highlighted with a yellow background. It contains a field 'No. of Farm Parcels' with the value '0' and a red '+ 10' button. To the right, there is a section titled 'Name of Farmer/s in Rotation' with three input fields labeled (P1), (P2), and (P3).

10. On the **Farm Land Tab**, click on the + icon button to add a farm parcel. The farm parcel section includes:

- **Farm Parcel No.**
- **Farm Land Description**
 - Farm Location
 - Barangay



- Municipality
 - Total Farm Area
 - With Ancestral Domain
 - Agrarian Reform Beneficiary
 - Ownership Document No.
 - Ownership Type
 - Name of Land Owner
- Farm
 - Crop/Commodity
 - Size
 - For Livestock/Poultry
 - No. of Head
 - Farm Type
 - Organic
 - Remarks

The screenshot shows the 'Farm Land' tab of a web application. At the top, there are tabs for Personal Information, Affiliations, Farm Profile, Farm Land (which is selected), and Documents. Below the tabs, there are two main sections: 'Farm Parcels' and 'Name of Farmer/s in Rotation'. The 'Farm Parcels' section has a field for 'No. of Farm Parcels' with a value of '1' and a '+' button. The 'Name of Farmer/s in Rotation' section has three fields labeled (P1), (P2), and (P3) each with an input box. Below these, the 'Farm Land' section is expanded. It contains a table with columns for 'Farm Parcel No.', 'Farm Land Description', and 'Farm'. The 'Farm Parcel No.' column shows '1'. The 'Farm Land Description' column includes fields for 'Farm Location' (Barangay * with dropdown), 'Municipality *' (SOLANO with dropdown), 'Total Farm Area (in hectares)' (0.00 with input box), 'Within Ancestral Domain' (radio buttons Yes/No, Yes is checked), 'Ownership Document No.' (input box), 'Agrarian Reform Beneficiary' (radio buttons Yes/No, Yes is checked), 'Ownership Type' (radio buttons Registered Owner/Tenant/Lessee/Others, Registered Owner is checked), and '(Name of Land Owner, if not registered owner)' (input box). The 'Farm' section contains tables for 'Crop/Commodity', 'Size (ha)', 'Farm Type', 'Organic', and 'Remarks'. The 'Crop/Commodity' table lists Rice, Corn, HVC, and Agri-Fishery with their respective sizes (0.00, 0.00, 0.00, 0.00). The 'Farm Type' table has dropdowns for Farm Type and Organic status. The 'Remarks' table has five rows with '0' in the 'No. of Head' column.

11. Fill in all necessary fields in **Farm Land** tab.
12. Click on the **Documents** tab. The tab includes:

- **Documents**
 - Add Document Button

The screenshot shows the 'Documents' tab of the web application. At the top, there are tabs for Personal Information, Affiliations, Farm Profile, Farm Land, and Documents (which is selected). Below the tabs, there is a single section titled 'Documents' with a large input area and a yellow 'Add Document' button at the bottom right.

13. On the **Documents Tab**, click on the **Add Document** button to initiate the process of selecting document.
 - **Browse Button:** Allows users to attach scanned image of document.



- **Type Option:** Allows selection of document type.
- **Image:** Displays the selected image.
- **X Icon Button:** Removes the document selection section.

The screenshot shows a user interface for managing documents. At the top, there are tabs: Personal Information, Affiliations, Farm Profile, Farm Land, and Documents. The Documents tab is active. Below it, a sub-section titled 'Documents' contains a file upload dialog. The dialog has a 'Browse' button and a dropdown menu set to 'Certificate of Land Transfer'. In the top right corner of the main window, there is a red-bordered button labeled '+ Add Document'.

14. Click on the **Save** button to save the RSBSA.

The screenshot shows a 'Add RSBSA' form within a larger application. The left sidebar has a blue background with various icons and the text 'AGRECORDS'. The main area shows a 'RSBSA > Add RSBSA' header. It includes fields for 'RSBSA ID' (RSBSA005880), 'Date Administered' (03/12/2023), and 'Reference Number'. Below these are tabs for 'Personal Information', 'Affiliations', 'Farm Profile', 'Farm Land', and 'Documents'. The 'Documents' tab is active, showing a file upload dialog with a 'Browse' button and a dropdown menu set to 'Certificate of Land Transfer'. In the top right corner of the main window, there is a red-bordered button labeled 'Save'.

15. Click on the **Cancel** button to discard the changes.

3.2 Edit RSBSA

1. In the **RSBSA** table, select a RSBSA to edit.



ID	SURNAME	FIRST NAME	MIDDLE NAME	SUFFIX	COMMODITY	BARANGAY	FARM SIZE (ha)
RSBSA000018	BUENO	WILMA	DAMASO		Rice	AGGUB	1.5022
RSBSA000019	BALLESTEROS	NORBERTO	GARCIA		Rice	AGGUB	0.8
RSBSA000020	BLAZA	CECILIO	SUGUTAN	JR	Rice	CECILIO	0.8
RSBSA000021	CAMUNGAO	EDGARDO	BUENO		Rice	AGGUB	0.9
RSBSA000022	CARPIO	HONORIO	PAMELO		Rice	AGGUB	1.95
RSBSA000024	JUSTO	REYNALDO	SABADO		Rice	AGGUB	0.7
RSBSA000025	CEREZO	JOCELYN	BERNARDINO		Rice	AGGUB	0.5
RSBSA000026	DOLES	HONORIO	FERNANDEZ		Rice	AGGUB	0.5
RSBSA000029	BACENA	PEDRO	SADIAN		Rice	AGGUB	1.9
RSBSA000030	BACENA	PEDRO	SADIAN		HVC	AGGUB	0.9
RSBSA000031	CORPUZ	CARLITO	DUM REQUE	SR	Rice	AGGUB	1
RSBSA000032	BUENO	JONALYN	QUEJA		Rice	AGGUB	0.8
RSBSA000033	QUEJA	SARANAY FRANCISCO	MINA		Rice	AGGUB	2.2
RSBSA000034	LIBAN	LUIS	DESCALZO		Rice	AGGUB	2.96
RSBSA000035	LIBAN	RESTITUTO	ESCALDAR		Rice	AGGUB	1
RSBSA000036	DOLES	CLIFFORD	INOCENCIO		Rice	AGGUB	0.5
RSBSA000037	CAMUNGAO	JOEL	CUNAMAN		Rice	AGGUB	1
RSBSA000038	GALLARDO	ELIAH VAN CLAUDE	VALORYAS		Rice	AGGUB	2
RSBSA000039	PABLO	JOSE	MADRIGA	JR	Rice	AGGUB	1.2
RSBSA000040	CABANTING	RODRIGO	SALAZAR		Rice	AGGUB	0.3
RSBSA000043	RIVERA	JUN	DE LEON		Rice	AGGUB	0.6
RSBSA000045	RIVERA	JONATHAN	SALAZAR		Rice	AGGUB	0.35
RSBSA000046	MILLO	MIGUELITO	GUEVARRA		Rice	AGGUB	1.2
RSBSA000047	ROSARIO	EDIE	MILLO	SR	Rice	AGGUB	2.5
RSBSA000048	ROSARIO	LORI	MILLO		Rice	AGGUB	1.5
RSBSA000049	GASMIN	ELIZABETH	CABANTING		Rice	AGGUB	0.5
RSBSA000050	MONICA	FRANCISCO	DE LA CRUZ		Rice	AGGUB	0.9
RSBSA000051	MONICA	ELMIELINA	SABALLA		Rice	AGGUB	0.7
RSBSA000052	JOSE	RODOLFO	DE VERA		Rice	AGGUB	0.8201
	SARMINITO	JILL IF	KOF		Rice	AGGUB	0.8201

- Double-click on the selected **RSBSA** to initiate the editing process. The **Edit RSBSA** interface will appear, displaying existing data.
 - Profile Picture**
 - RSBSA ID:**
 - Date Administered:**
 - Reference Number:**
 - Save Button**
 - Cancel Button**
 - Personal Information Tab**
 - Personal Details, Address, Contact Details, Highest Formal Education, and Birth Details** are populated with existing information.
 - Affiliations Tab**
 - Religion, Civil Status, Mother's Maiden Name, Household, Affiliations, and Emergency Contact** are populated with existing information.
 - Farm Profile Tab**
 - Main Livelihood, For Farmers, For Fisherfolk, For Agri Youth, and Gross Annual Income Last Year** are populated with existing information.
 - Farm Land Tab**
 - Farm Parcels, Name of Farmers in Rotation, and Farm Land section** are populated with existing information.
 - Documents Tab**
 - Documents** are populated with existing documents.



The screenshot shows the 'Add RSBSA' form within the AgrecoRS system. The form is divided into several sections: Personal Information, Personal Details, Address, Contact Details, Highest Formal Education, and Birth Details. The 'Personal Information' section contains fields for RSBSA ID (RSBSA005880), Date Administered (03/12/2023), Reference Number, and buttons for Save and Cancel. The 'Personal Details' section includes fields for Surname, First Name, Middle Name, Extension Name, and Sex (Male). The 'Address' section includes fields for House/Lot/Bldg. No./Purok, Street/Sitio/Subdiv., Barangay (AGGUB), Municipality (SOLANO), Province (NUEVA VIZCAYA), and Region (02). The 'Contact Details' section includes fields for Mobile Number and Landline Number. The 'Highest Formal Education' section lists options for Pre-school, Elementary, High School (non-K-12), Junior High School (K-12), Senior High School (K-12), College, Vocational, Post-graduate, and None. The 'Birth Details' section includes fields for Date of Birth (03/12/2023), Place of Birth, Municipality, Province/State, and Country (PHILIPPINES). A sidebar on the left provides navigation links for various system modules.

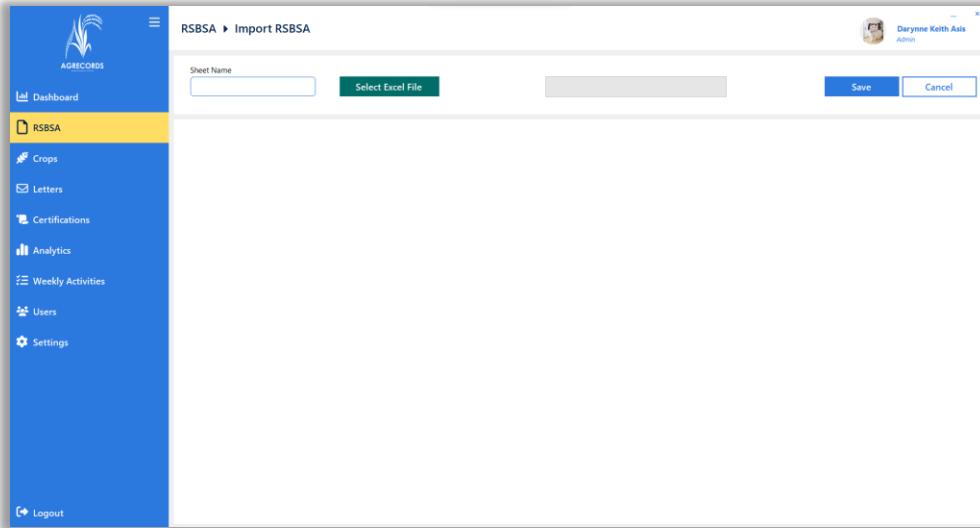
3. Double-click on the **Profile Picture** to upload an image.
4. Make necessary changes to the RSBSA information.
5. Click on the **Save** button to save the RSBSA.
6. Click on the **Cancel** button to discard the changes.

3.3 Import RSBSA

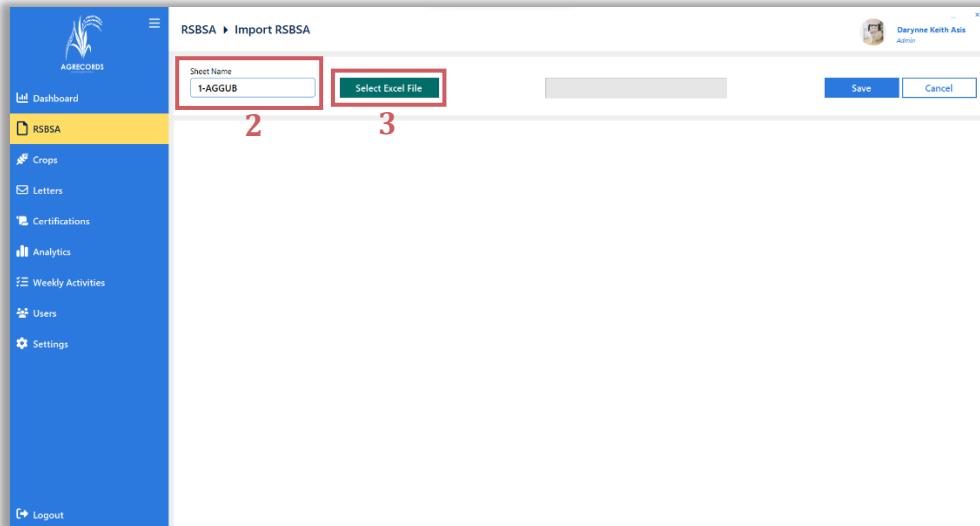
This function is for bringing RSBSA records into the system from spreadsheet files. The interface makes it easy to select the RSBSA spreadsheet file and import it efficiently into the system.

The screenshot shows the RSBSA interface. At the top, there is a search bar and buttons for Import, Export, and Add. The 'Import' button is highlighted with a red box. Below the buttons is a table displaying RSBSA records. The table has columns for ID, SURNAME, FIRST NAME, MIDDLE NAME, SUFFIX, COMMODITY, BARANGAY, and FARM SIZE (ha). The first row of the table is highlighted with a red box. The table shows data such as RSBSA000018, RUBEN, MARIMA, DAMAS, etc.

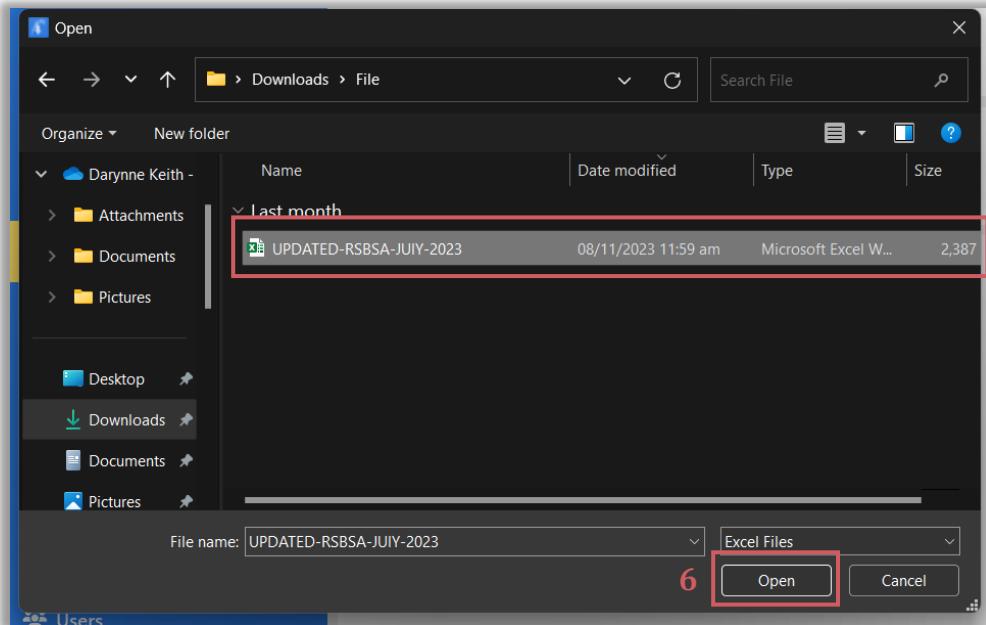
1. On the **RSBSA** interface, click on the **Import** button. The **Import RSBSA** interface includes:
 - **Sheet Name:** Sheet name in the Microsoft Excel file.
 - **Select Excel File Button:** Allows selection of the designated RSBSA template in Microsoft Excel file to be imported.
 - **Progress Bar:** Shows the progress of the RSBSA importation.
 - **Save Button:** Saves the imported RSBSA.
 - **Cancel Button:** Discards the RSBSA selected.
 - **Table:** Displays a list of RSBSA records once an excel file has been selected.



2. Enter the name of sheet to be imported in the **Sheet Name** field. (E.g., **1-AGGUB**)
3. Click on the **Select Excel File** to initiate the selection of **RSBSA** spreadsheet file to import.



4. An Open File Dialog appears. Locate the spreadsheet file to be imported.
5. Select a spreadsheet file to be imported.
6. Choose **Open** to load the selected file.



- Click on the **Save** button to store the RSBSA records or click on the **Cancel** button to discard the RSBSA records listed on the **table**.

NO	RSBSA REFERENCE NUMBER	LAST NAME	FIRST NAME	MIDDLE NAME	EXT NAME	ID NUMBER	ID NO. TYPE	PERMANENT ADDRESS 1- NO, STREET	PERMANENT ADDRESS 2- BRGY/VILL	PERMANENT CITY	PERMANENT PROVINCE	PRE ADI 1- ST
421	02-50-13-0...	BUENO	WILMA	DAMASO		06-1751639...	PHILHEALTH	PUROK 2	AGGUB	SOLANO	NUEVA VIZ...	PURC
166	02-50-13-0...	BALLESTEROS	NORBERTO	GARCIA		801-83-036...	DRIVER'S LI...	PUROK 1	AGGUB	SOLANO	NUEVA VIZ...	PURC
34	02-50-13-0...	BLAZA	CECILIO	SUGUITAN	JR	BO1-10-2164	DRIVER'S LI...	PUROK 4	AGGUB	SOLANO	NUEVA VIZ...	PURC
46	02-50-13-0...	CAMUNGAO	EDGARDO	BUENO		06-2003203...	PHILHEALTH	PUROK 4	AGGUB	SOLANO	NUEVA VIZ...	PURC
128	02-50-13-0...	DUMAGUING	JOMAR	EDA		02-50-13-0...	RSBSA #	PUROK 4	AGGUB	SOLANO	NUEVA VIZ...	PURC
308	02-50-13-0...	ROSARIO	JUNSEN	PAREÑO		5013-0016A...	VOTER'S ID	PUROK 2	AGGUB	SOLANO	NUEVA VIZ...	PURC
452	02-50-13-0...	BALUNACHE	MARIO	MANUEL		23-0002053...	PHILHEALTH	PUROK 2	SAN JUAN	SOLANO	NUEVA VIZ...	PURC
deceased	02-50-13-0...	JUSTO	REYNALDO	SABADO		18307	SENIOR CITL.	PUROK 2	AGGUB	SOLANO	NUEVA VIZ...	PURC
DECEASED	02-50-13-0...	CEREZO	JOCELYN	BERNARDINO		0250-13001...	DISABILITY ID	PUROK 2	AGGUB	SOLANO	NUEVA VIZ...	PURC
162	02-50-13-0...	OLIDAN	EDMUND	TABUDO		06-2003203...	PHILHEALTH	PUROK 2	AGGUB	SOLANO	NUEVA VIZ...	PURC
451	02-50-13-0...	LORENZO	DANILO	ESCAPOLAR		18810	SENIOR CITL.	PUROK 1	AGGUB	SOLANO	NUEVA VIZ...	PURC
203	02-50-13-0...	DOLES	HONORIO	FERNANDEZ		3517-2070	SENIOR CITL.	PUROK 1	AGGUB	SOLANO	NUEVA VIZ...	PURC
258	02-50-13-0...	BACENA	PEDRO	SADIAN		7060	SENIOR CITL.	PUROK 1	AGGUB	SOLANO	NUEVA VIZ...	PURC
399	02-50-13-0...	CORPUZ	CARLITO	DUM REQUE	SR	0111-03300...	CRN	PUROK 1	AGGUB	SOLANO	NUEVA VIZ...	PURC
231	02-50-13-0...	BUENO	JONALYN	QUEJA		5013-0017A...	VOTER'S ID	BUENO ST.	AGGUB	SOLANO	NUEVA VIZ...	BUEP
161	02-50-13-0...	GRAFICA	NEILY	RAINIER		2168-5287-	NATIONAL ID	PUROK 1	AGGIR	SPI ANO	NUEVA VIZ...	DIRY

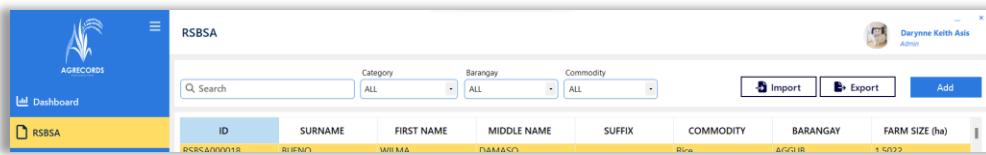
- Wait for the **progress bar** to complete loading the list of RSBSA records on the **table**.

- Once the **progress bar** is completed, a message box appears. Choose **Ok**.



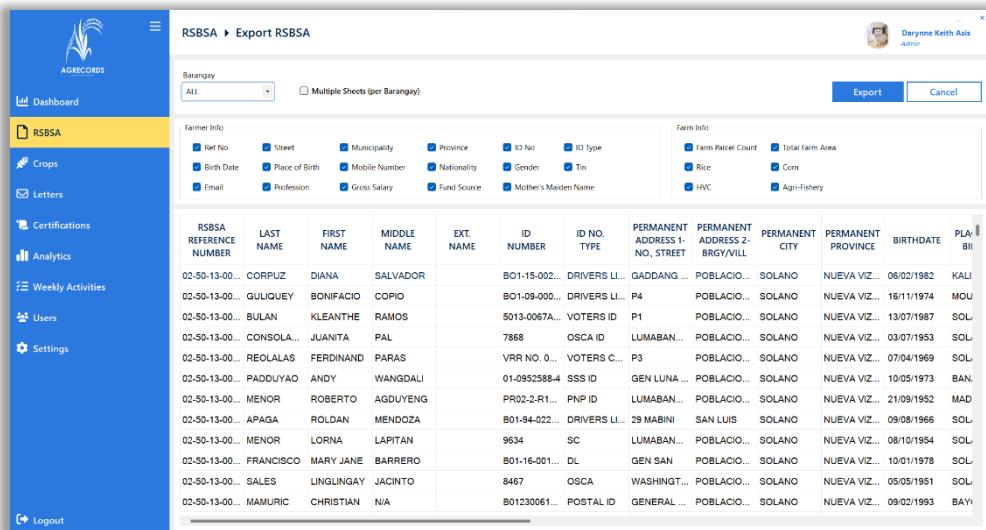
3.4 Export RSBSA

This feature provides an interface for exporting RSBSA records stored in the database. Users can select specific RSBSA records to display in the table by choosing criteria using combo boxes and checkboxes. The system facilitates a straightforward process for exporting the selected records efficiently.



1. On the **RSBSA** interface, click on the **Export** button. The **Export RSBSA** interface includes:

- **Barangay Option:** Allows selection of Barangay/s to be exported.
- **Multiple Sheet (per Barangay) Checkbox:** Allows exporting of all barangays in one spreadsheet file with one sheet per barangay.
- **Save Button:** Initiates the exporting process.
- **Cancel Button:** Discards changes and directs to **RSBSA** interface.
- **Farmer Info Selection:** Allows for selection of column/s about farmer's information.
- **Farm Info Selection:** Allows for selection of column/s about farm's information.
- **Table:** Displays a list of RSBSA records.



2. Select Barangay/s from the **Barangay** option or check the **Multiple Sheet (per Barangay)**.



Barangay												Farm Info	
ALL													
ALL	AGGUB	Street	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Province	<input type="checkbox"/> ID No	<input type="checkbox"/> ID Type						<input type="checkbox"/> Farm Parcel Count	<input checked="" type="checkbox"/> Total Farm Area
	BAGONGBAG	Place of Birth	<input type="checkbox"/> Mobile Number	<input checked="" type="checkbox"/> Nationality	<input type="checkbox"/> Gender	<input type="checkbox"/> Tin						<input type="checkbox"/> Rice	<input type="checkbox"/> Corn
	BANGAR	Profession	<input checked="" type="checkbox"/> Gross Salary	<input type="checkbox"/> Fund Source			<input type="checkbox"/> Mother's Maiden Name					<input type="checkbox"/> HVC	<input type="checkbox"/> Agri-Fishery
	BASCARAN												
	COMMUNAL												
	CONCEPCION CALALABA												
	CURIFANG												
	DADAP												
	LACTAWAN												
	OSBON												
	PILAR D. GALIMA												
	POBLACION NORTH												
	QUEZON												
	QUIRINO												
	ROXAS												
	SAN JUAN												
	SANTO DOMINGO												
	TUCAL												
	UDOMIWAN												
	WACAE												
00-50-13-00...	CONCORA...	FIRST NAME	MIDDLE NAME	EXT. NAME	ID NUMBER	ID NO. TYPE	PERMANENT ADDRESS 1-NO. STREET	PERMANENT ADDRESS 2-BRGY/VILL	PERMANENT CITY	PERMANENT PROVINCE	BIRTHDATE	PLA...	BILL
00-50-13-00...	DIANA	SALVADOR			BO1-15-002...	DRIVERS LI...	GADDANG...	POBLACIO...	SOLANO	NUEVA VIZ...	06/02/1982	KALI...	
00-50-13-00...	UEY	BONIFACIO	COPIO		BO1-09-000...	DRIVERS LI...	P4	POBLACIO...	SOLANO	NUEVA VIZ...	16/11/1974	MOU...	
00-50-13-00...	KLEANTHE	RAMOS			5013-0067A...	VOTERS ID	P1	POBLACIO...	SOLANO	NUEVA VIZ...	13/07/1987	SOL...	
00-50-13-00...	JUANITA	PAL			7868	OSCA ID	LUMABAN...	POBLACIO...	SOLANO	NUEVA VIZ...	03/07/1953	SOL...	
00-50-13-00...	REOLALAS	FERDINAND	PARAS		VRR NO. 0...	VOTERS C...	P3	POBLACIO...	SOLANO	NUEVA VIZ...	07/04/1969	SOL...	
00-50-13-00...	PADDUYAO	ANDY	WANGDALI		01-0952588-4	SSS ID	GEN LUNA...	POBLACIO...	SOLANO	NUEVA VIZ...	10/05/1973	BAN...	
00-50-13-00...	MENOR	ROBERTO	AGDUYENG		PR02-2-R1...	PNP ID	LUMABAN...	POBLACIO...	SOLANO	NUEVA VIZ...	21/09/1952	MAD...	
00-50-13-00...	APAGA	ROLDAN	MENDOZA		B01-94-022...	DRIVERS LI...	29 MABINI	SAN LUIS	SOLANO	NUEVA VIZ...	09/08/1966	SOL...	
00-50-13-00...	MENOR	LORNA	LAPITAN		9634	SC	LUMABAN...	POBLACIO...	SOLANO	NUEVA VIZ...	08/10/1954	SOL...	
00-50-13-00...	FRANCISCO	MARY JANE	BARRERO		B01-16-001...	DL	GEN SAN	POBLACIO...	SOLANO	NUEVA VIZ...	10/01/1978	SOL...	
00-50-13-00...	SALES	LINGLINGAY	JACINTO		8467	OSCA	WASHINGTON...	POBLACIO...	SOLANO	NUEVA VIZ...	05/05/1951	SOL...	
00-50-13-00...	MAMURIC	CHRISTIAN	N/A		B01230061...	POSTAL ID	GENERAL ...	POBLACIO...	SOLANO	NUEVA VIZ...	09/02/1993	BAY...	

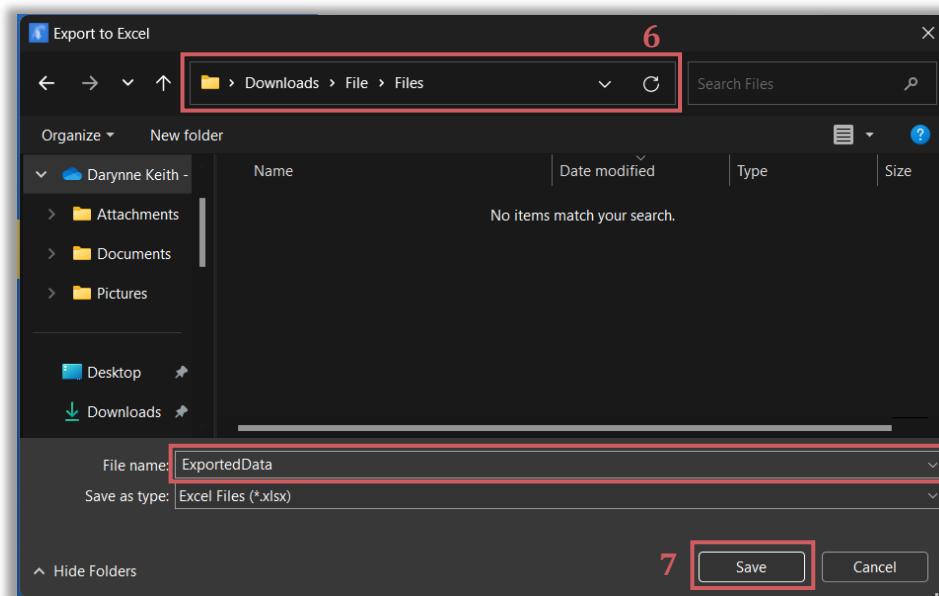
3. Uncheck/check specific columns to be exported from the **Farmer Info** and **Farm Info** selections.

3

4

Farmer Info		Farm Info					
<input checked="" type="checkbox"/> Ref No	<input type="checkbox"/> Street	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Province	<input type="checkbox"/> ID No	<input checked="" type="checkbox"/> ID Type	<input type="checkbox"/> Farm Parcel Count	<input checked="" type="checkbox"/> Total Farm Area
<input checked="" type="checkbox"/> Birth Date	<input type="checkbox"/> Place of Birth	<input checked="" type="checkbox"/> Mobile Number	<input checked="" type="checkbox"/> Nationality	<input type="checkbox"/> Gender	<input type="checkbox"/> Tin	<input type="checkbox"/> Rice	<input type="checkbox"/> Corn
<input type="checkbox"/> Email	<input type="checkbox"/> Profession	<input checked="" type="checkbox"/> Gross Salary	<input type="checkbox"/> Fund Source	<input type="checkbox"/> Mother's Maiden Name		<input type="checkbox"/> HVC	<input type="checkbox"/> Agri-Fishery

4. Click on the **Export** button to initiate the exporting process.
5. A Save File Dialog appears. Set the file name for the spreadsheet file if needed.





6. Choose a directory to save the file.
7. Choose **Save** from the Save File Dialog.

4.0 CERTIFICATIONS

The Certifications module is a RSBSA-related module which allows the adding and printing of requested certifications for the RSBSA-registered farmers.

1. On the sidebar navigation, select the **Certifications** menu. The **Certifications** interface includes:

- **Search Bar:** Enables searching for stored RSBSA-registered farmers using keywords, with additional filters for Category and Barangay.
- **Category Option:** Allows filtering of RSBSA search by table column.
- **Barangay Option:** Allows filtering of RSBSA search by barangay.
- **Table:** Displays a list of RSBSA.

Certifications						
RSBSA ID	Last Name	First Name	Middle Name	Barangay	Birth Date	No. of Farm Parcel
RSBSA005879	PUNADWAN	ROSITA	ABIGON	COMMONAL	02/07/1995	2
RSBSA005878	HAGGOD	GENOVEVA	BANGAONA	COMMONAL		1
RSBSA005877	UMANITO	MARCIAMES ALVEN	HAGGOD	COMMONAL		1
RSBSA005876	PONCHINLAN	JAYSON	NGABIT	COMMONAL		1
RSBSA005875	CAMANGEG	EDUARDO	PASCUA	COMMONAL		1
RSBSA005874	MAUGAO	JAMES	TAN-UM	COMMONAL		1
RSBSA005872	BUYUCCAN	LAWRENCE	TAGAYO	COMMONAL	04/01/1958	1
RSBSA005871	DUNG-AO	JOSE	PUMMA	COMMONAL		1
RSBSA005870	LUCCA	GARCIA	HEKMAT	COMMONAL	06/05/1977	3
RSBSA005869	DULNUJAN	MARIA	DUMANI	COMMONAL		1
RSBSA005868	BATALI	LOURDES	DAUPE	COMMONAL	08/08/1964	1
RSBSA005867	PUNADUAN	ROBERTO	NAUPO	COMMONAL		1
RSBSA005866	DULNUJAN	BENITO	PUNAYON	COMMONAL		1
RSBSA005865	ZARATE	ADALIA	ORIGENES	COMMONAL		2
RSBSA005849	NGABIT	MILA	MUN-AYO	COMMONAL	05/02/1992	1
RSBSA005848	OTANA	WILMA	BINTAYAN	COMMONAL	06/08/1995	1
RSBSA005847	BULLAN	AGGIN	BACALI	COMMONAL		1
RSBSA005846	MARANJO	ANGELO	ROSARIO	COMMONAL	12/12/1995	1
RSBSA005845	FGUIA	VIRGINIA	RAI AHO	COMMONAL	10/10/1975	1

4.1 Add Certification

1. On the **Certifications** interface, double-click a cell on the table. The **Add Certification** interface will show:

- **RSBSA ID, Reference Number, Farmer's Name, Farmer's Barangay, Parcel No., Farm Address, and Farm Info** are populated with existing information from the RSBSA.
- **O.R. No.:** Official receipt number of the certificate provided by the Agricultural Technologist/Agriculturist.
- **Amount Paid:** Allows setting of amount paid by farmer upon request of certificate.



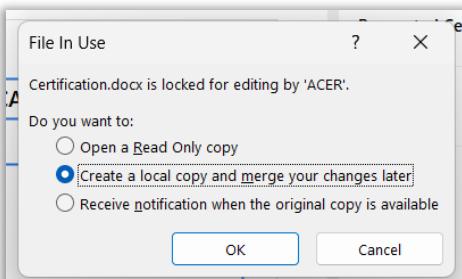
- **Print Button:** Allows generation of certificate in Microsoft Word format, ready for printing.
- **Cancel Button:** Cancels the process of generating certificate.
- **Agricultural Technologist/Agriculturist:** Allows selection of employees registered in the system as users with positions as Agricultural Technologist/Agriculturist and/or entering of employee name.
- **Position:** Allows selection or entering of specific position of the selected employee (Agricultural Technologist or Agriculturist).
- **Requested Certificate Table:** Displays a list of requested certificates by the selected farmer.

The screenshot shows the 'Add Certification' page of the AGRECORDS software. The left sidebar has a blue background with various icons and labels: Dashboard, RSBSA, Crops, Letters, Certifications (which is highlighted in yellow), Analytics, Weekly Activities, Users, Settings, and Logout. The main content area has a white background with several input fields and dropdown menus. At the top, there are fields for RSBSA ID (RSBSA005879), Reference Number (02-50-13-021-00586), O.R. No., and Amount Paid (₱ 0.00). Below these are fields for Farmer's Name (MS. ROSITA A. PUNADWAN) and Farmer's Barangay (COMMONAL). To the right, there are dropdown menus for Agricultural Technologist/Agriculturist (set to 'Agricultural Technologist') and Position (also set to 'Agricultural Technologist'). Further down, there are fields for Parcel No. (1), Farm Address (COMMONAL, SOLANO, NUEVA VIZCAYA), and Farm Info (0.9-hectare corn field, 0.19-hectare HVC field). On the far right, there is a table titled 'Requested Certificates' with columns for O.R. No., Farm Info, Farm Address, Employee, and Date. At the bottom right of the main content area are 'Print' and 'Cancel' buttons.

2. Fill in all the necessary fields.
3. Make necessary changes on the farm information.
4. Click the **Print** button.

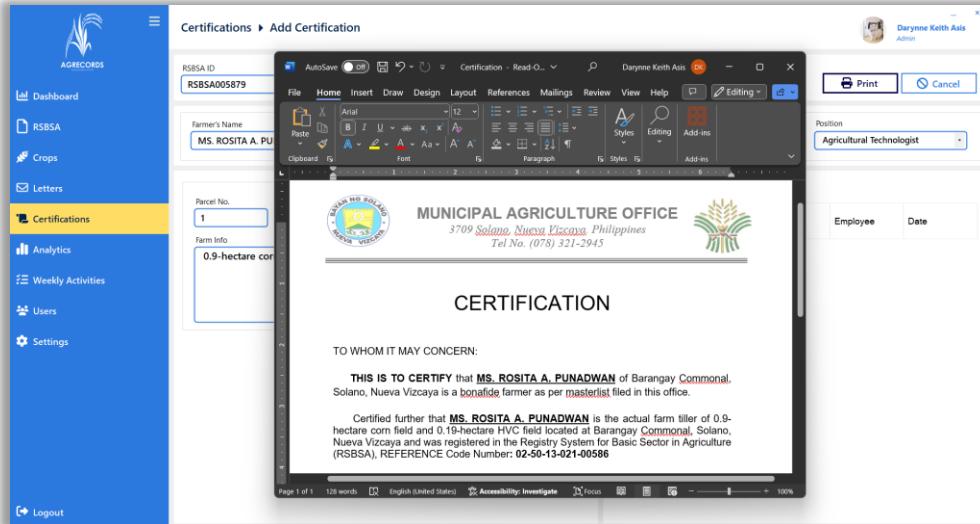
The screenshot shows the same software interface as the previous one, but with a red rectangular box highlighting the 'Print' button located at the bottom right of the main content area.

5. A dialog box will appear. Choose **Create a local copy and merge your changes later**.

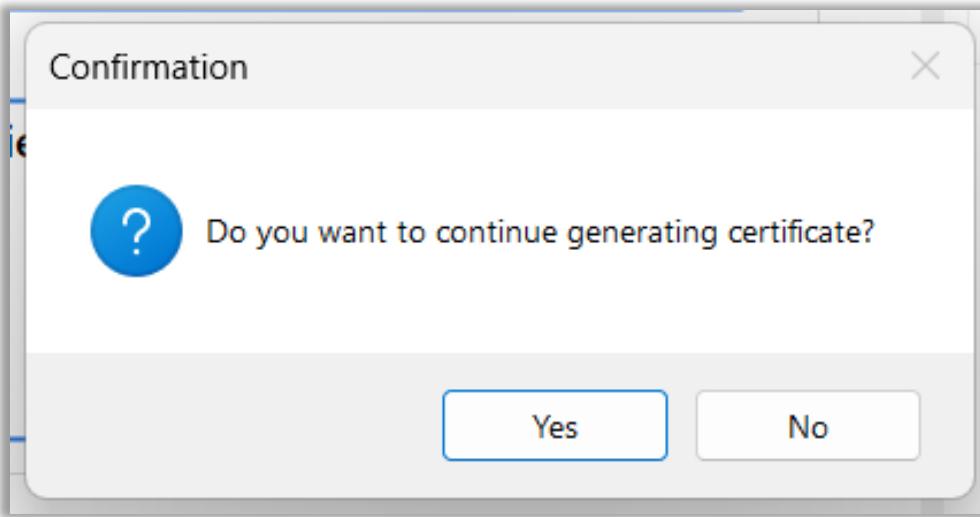




6. The Microsoft Word will open containing the generated certificate.



7. Once the certificate has been generated in the Microsoft Word format, go back to the system.
8. On the Confirmation dialog box, click **Yes** to make further changes. Click **No** to exit back to the **Certifications** interface and make further changes. The certificate will automatically be saved.



9. The generated certificate of each registered farmer will be displayed on the **Requested Certificates Table**.



The screenshot shows the AgRecords software interface. On the left sidebar, under the 'Crops' menu, the 'Certifications' option is selected. The main window displays a form titled 'Certifications > Add Certification'. The form includes fields for RBSA ID (RBSA0005879), Reference Number (02-50-13-021-00586), O.R. No., Amount Paid (₱ 0.00), Print, and Cancel buttons. Below these are fields for Farmer's Name (MS. ROSITA A. PUNADWAN) and Farmer's Barangay (COMMONAL). Further down are fields for Parcel No. (1) and Farm Address (COMMONAL, SOLANO, NUEVA VIZCAYA). A large text area labeled 'Farm Info' contains the text '0.9-hectare corn field, 0.19-hectare HVC field'. To the right, a sidebar shows 'Agricultural Technologist/Agriculturist' and 'Position Agricultural Technologist'. A red box highlights the 'Requested Certificates' section, which lists a single entry: O.R. No. 123456, Farm Info 0.9-hectare co..., Farm Address COMMONAL, Employee Jane Doe, and Date 03/12/2023.

5.0 CROPS

The Crops module in AgRecords serves as a centralized platform for efficiently managing planting, standing, and harvesting reports across various crops like rice, corn, and HVC. AgRecords streamlines the reporting process by optimizing data movement through advanced server queries and automatically progressing crop data to the next growth stage based on MAGRO's identified growing periods.

5.1 RICE

1. On the sidebar navigation, select the **Crops** menu. A submenu promptly appears.
2. Within the **Crops** submenu, select the **Rice** option. The **Rice** interface includes:
 - **Search Bar:** Enables searching for stored rice reports using keywords, with additional filters for Report Type and specific columns.
 - **Report Type:** Allows filtering of rice report by type (Planting, Standing, Harvesting).
 - **Column Option:** Provides options for selecting the search filter by table column
 - **Add Button:** Facilitates the addition of new rice reports (Planting, Standing, Harvesting) all at once.
 - **Table:** Displays a list of rice reports.



The screenshot shows the AGRECORDS software interface. On the left, a sidebar menu lists various modules: Dashboard, RBSA, Crops (highlighted with a red box and labeled '1'), Rice (highlighted with a red box and labeled '2'), Corn, HVC, Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main content area is titled 'Crops > Rice'. It features a search bar, report type dropdown (set to 'Standing'), and column dropdown (set to 'All'). A table displays a single record: RICE-2023-01, Month: November, Week: 1-15, Year: 2023, Created By: Darynne Keith Asis, Date: 28/11/2023 11:02 am. An 'Add' button is located in the top right of the main panel.

5.1.1 ADD RICE REPORT

1. On the **Rice** interface, click on the **Add** button. A dialog box shows containing:
 - **ID:** System-generated Rice Report ID.
 - **Month:** Specifies the month for which the report is being created.
 - **Week:** The week contains two sets of range or option, 1-15 and 16-28, 16-30, or 16-31.
 - **Year:** Automatically populated with current year.
 - **Planting Report:** Contains the selection for Season and the Season Year of the Rice Planting Report.
 - **Season:** Includes Dry and Wet seasons as options.
 - **Season Year:** Allows option for selection of season year with past year – current year pre-selected.
 - **Harvesting Report:** Contains the selection for Season and the Season Year of the Rice Harvesting Report.
 - **Season:** Includes Dry and Wet seasons as options.
 - **Season Year:** Allows option for selection of season year with past year – current year pre-selected.
 - **Save Button:** Saves the entered rice report information.
 - **Cancel Button:** Cancels the process of adding rice reports.



The screenshot shows the AGRECORDS software interface. On the left is a sidebar with various menu items: Dashboard, RBSA, Crops (which is selected and highlighted in yellow), Rice, Corn, HVC, Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main area has a header 'Crops > Rice'. Below the header is a search bar and a report type dropdown set to 'Standing'. A table lists entries like 'RICE-2023-01' and 'November'. To the right of the table is a user profile for 'Darynne Keith Asis' and a timestamp '28/11/2023 11:02 am'. A red box highlights the 'Add' button at the top right of the main content area.

2. Fill in all the necessary fields.
3. Click on the **Save** button to create rice reports. After saving, the system will direct to **Add Standing Rice** interface.

The screenshot shows the 'Add Rice Accomplishment Report' dialog box. It has a title bar 'Add' and three main sections: 'ID', 'Planting Report', and 'Harvesting Report'.
ID: The ID field contains 'RICE-2023-02'.
Month: The Month dropdown is set to 'December'.
Week: The Week dropdown is set to '16-31'.
Year: The Year dropdown is set to '2023'.
Planting Report: The Season dropdown is set to 'Dry' and the Season Year dropdown is set to '2022-2023'.
Harvesting Report: The Season dropdown is set to 'Wet' and the Season Year dropdown is set to '2022-2023'.
At the bottom are two buttons: a blue 'Save' button with a red border and a white 'Cancel' button.



4. Click on the **Cancel** button to discard changes.

5.1.2 ADD STANDING RICE

The **Add Standing Rice** allows for adding of standing rice accomplishments for each barangay, featuring the multiple logs for each barangay, having different date planted.

1. Upon adding Rice Report, the **Add Standing Rice** interface appears. It includes:
 - Standing Rice Report Information
 - **ID, Month, Week, Year, and Season Year** are populated with existing information.
 - **Back Button:** Exits back to the Rice interface.
 - **Standing Accomplishments**
 - **ID:** Generated upon adding of standing rice accomplishment.
 - **Barangay Option:** Allows selection of barangay with rice farm.
 - **Growth Stage:** Populated with the first growth stage of rice plant.
 - **Size (ha):** Allows inputting of size of planted rice farm in hectares.
 - **Date Planted:** Allows setting of date the rice was planted.
 - **New Button:** Adds the entered standing rice accomplishment information.
 - **Save Button:** Updates or edits a standing rice accomplishment.
 - **Clear Button:** Resets and clears the value of fields.
 - **Farm Type Option:** Allows filtering of table based on the selected farm type (Irrigated, Rainfed Lowland, Rainfed Upland) and selecting of farm type on adding of standing accomplishment.
 - **Seed Type Option:** Allows filtering of table based on the selected seed type (Hybrid Seeds, Tagged Seeds, Good Quality Seeds, Farmers Saved Seeds) and selecting of seed type on adding of standing accomplishment.
 - **Total Checkbox:** On checked state, displays the total standing rice accomplishments of current rice report. On unchecked state, displays each entry of standing rice accomplishments.



- **Grand Total Checkbox:** On checked state, display the grand total of standing rice accomplishments of current rice report.
- **Table:** Displays list of standing rice records. Table is populated with data when there are plants still on going with the growth stages from the previous reports.

a. Add Standing Rice Accomplishment

- Select barangay from the **Barangay Option**.
- Select farm type from the **Farm Type Option**.
- Select seed type from the **Seed Type Option**.
- Set the size of farm in hectares in the **Size (ha)** field.
- Set the date the rice plant was planted in the **Date Planted** field.
- Click on the **Save** button to add standing accomplishment.
- Click on the **Clear** button to reset the value of the fields.



STANDING ACCOMPLISHMENTS

ID	Barangay	Growth Stage	Size (ha)	Date Planted	Save	New	Clear	
	BAGAHABAG	Newly Planted/Seedling Stage	0.00	03/12/2023				
Farm Type	Seed Type						<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Grand Total
Irrigated	Hybrid Seeds							
Barangay	Newly Planted/Seedling	Vegetative	Reproductive	Maturing	Harvested	Total		
AGGUB	52.00					52.00		
BAGAHABAG	19.00					19.00		

b. Edit Standing Rice Accomplishment

STANDING ACCOMPLISHMENTS

ID	Barangay	Growth Stage	Size (ha)	Date Planted	Save	New	Clear	
2	AGGUB	Newly Planted/Seedling Stage	32	17/10/2023				
Farm Type	Seed Type						<input type="checkbox"/> Total	<input type="checkbox"/> Grand Total
Irrigated	Hybrid Seeds						i	
ID	Barangay	Newly Planted/Seedling	Vegetative	Reproductive	Maturing	Harvested		
4	BAGAHABAG	19.00						
2	AGGUB	32.00						
1	AGGUB	20.00						

- i. On the **Add Standing Rice** interface, uncheck the **Total** and/or **Grand Total** checkboxes to initiate the editing process.
- ii. In the table, select an entry to edit.
- iii. Double-click on the selected cell. The **ID**, **Barangay**, **Growth Stage**, **Size (ha)**, and **Date Planted** will be populated with existing information.
- iv. Make necessary changes.
- v. Click on the **Save** button to update the standing accomplishment entry.



5.1.3 EDIT STANDING RICE

1. On the **Rice** interface, select *Standing* from the **Report Type** option.

The screenshot shows the AGRICORDS software interface. On the left is a sidebar with various icons and links: Dashboard, RBSA, Crops (which is selected), Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main area is titled 'Crops > Rice'. At the top, there is a search bar, a 'Report Type' dropdown menu (with 'Standing' highlighted in red), and a 'Column' dropdown menu set to 'All'. Below this is a table with columns: ID, Week, Year, Created By, and Date. Two rows are visible: RICE-2023-02 (Week: November 16-30, Year: 2023, Created By: Darynne Keith Asis, Date: 03/12/2023 9:52 pm) and RICE-2023-01 (Week: November 1-15, Year: 2023, Created By: Darynne Keith Asis, Date: 28/11/2023 11:02 am). The number '1' is in a red box over the 'Report Type' dropdown, and the number '3' is in a red box over the 'Date' column header.

2. In the **Rice** table, select a standing rice report to edit.
3. Double-click on the selected standing rice report to initiate the editing process.

The **Edit Standing Rice** interface appears. It includes:

- Standing Rice Report Information
 - **ID, Month, Week, Year, and Season Year** are populated with existing information.
- **Print Button:** Allows printing of Standing Rice Report through Microsoft Excel.
- **Back Button:** Exits back to the Rice interface.
- **Standing Accomplishments**
 - **ID:** System-generated standing accomplishment ID.
 - **Barangay Option:** Allows selection of barangay with rice farm.
 - **Growth Stage:** Populated with the first growth stage of rice plant.
 - **Size (ha):** Allows inputting of size of planted rice farm in hectares.
 - **Date Planted:** Allows setting of date the rice was planted.
 - **New Button:** Adds the entered standing rice accomplishment information.
 - **Save Button:** Updates or edits a standing rice accomplishment.



- **Clear Button:** Resets and clears the value of fields.
- **Farm Type Option:** Allows filtering of table based on the selected farm type (Irrigated, Rainfed Lowland, Rainfed Upland) and selecting of farm type on adding of standing accomplishment.
- **Seed Type Option:** Allows filtering of table based on the selected seed type (Hybrid Seeds, Tagged Seeds, Good Quality Seeds, Farmers Saved Seeds) and selecting of seed type on adding of standing accomplishment.
- **Total Checkbox:** On checked state, displays the total standing rice accomplishments of current rice report. On unchecked state, displays each entry of standing rice accomplishments.
- **Grand Total Checkbox:** On checked state, display the grand total of standing rice accomplishments of current rice report.
- **Table:** Displays list of standing rice records.

The screenshot shows the 'Edit Standing Rice' page. The left sidebar has a blue background with white icons and labels: Dashboard, RSBSA, Crops (highlighted in yellow), Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main area has a white background with a header 'Crops > Rice > Edit Standing Rice'. It shows a table titled 'STANDING ACCOMPLISHMENTS' with columns: ID, Barangay, Growth Stage, Size (ha), Date Planted, Farm Type, and Seed Type. Below the table is a grid showing data for two locations: AGGUB and BAGAHABAG. The grid columns are: Barangay, Newly Planted/Seedling, Vegetative, Reproductive, Maturing, Harvested, and Total. The data in the grid is as follows:

Barangay	Newly Planted/Seedling	Vegetative	Reproductive	Maturing	Harvested	Total
AGGUB	52.00					52.00
BAGAHABAG	19.00					19.00

a. **Add Standing Rice Accomplishment**

- i. To add a standing rice accomplishment entry, follow the steps outlined in section **5.1.2 Add Standing Rice** part **a. Add Standing Rice Accomplishment**.

b. **Edit Standing Rice Accomplishment**

- i. For editing an existing standing rice entry, refer to section **5.1.2 Add Standing Rice** part **b. Edit Standing Rice Accomplishment**.

c. **Print Standing Rice**

- i. On the Edit Standing Rice interface, click on the Print button initiate the printing process.



- ii. The Microsoft Excel app will appear for printing of the Standing Rice Report.

The screenshot shows the Microsoft Excel interface with a red box labeled 'i' highlighting the 'Print' button in the top right corner of the ribbon. The main content area displays a table titled 'EDIT STANDING CROP' for the week of November 14-30, 2023. The table includes columns for Province, Municipality, Rice Type, and various financial and quantity metrics. The data shows a total of 86.00 for the province, 52.00 for AGGUB, and 34.00 for BAGAHABAG.

5.1.4 EDIT HARVESTING RICE

1. On the **Rice** interface, select *Harvesting* from the **Report Type** option.

The screenshot shows the 'Crops > Rice' interface. A red box labeled '1' highlights the 'Report Type' dropdown menu, which is currently set to 'Harvesting'. Below the menu, a table lists three harvesting reports. The table has columns for ID, Month, Week, Year, Created By, Date, Season, and Season Year. A red box labeled '3' highlights the third row of the table, which corresponds to the report with ID RICE-2023-01.

2. In the **Rice** table, select a harvesting rice report to edit.
3. Double-click on the selected harvesting rice report to initiate the editing process.

The **Edit Harvesting Rice** interface appears. It includes:

- Harvesting Rice Report Information
 - o **ID, Month, Week, Year, and Season Year** are populated with existing information.



- **Print Button:** Allows printing of Harvesting Rice Report through Microsoft Excel.
- **Back Button:** Exits back to the Rice interface.
- **Harvesting Accomplishments**
 - **ID:** System-generated harvesting accomplishment ID.
 - **Barangay Option:** Allows selection of barangay with rice farm.
 - **Growth Stage:** Populated with the first growth stage of rice plant.
 - **Size (ha):** Allows inputting of size of planted rice farm in hectares.
 - **Ave. Yield (ha):** Allows inputting of average yield for each harvesting accomplishment entry.
- **Save Button:** Updates or edits a harvesting rice accomplishment.
- **Clear Button:** Resets and clears the value of fields.
- **Farm Type Option:** Allows filtering of table based on the selected farm type (Irrigated, Rainfed Lowland, Rainfed Upland).
- **Seed Type Option:** Allows filtering of table based on the selected seed type (Hybrid Seeds, Tagged Seeds, Good Quality Seeds, Farmers Saved Seeds).
- **Table:** Displays list of harvesting rice records.

The screenshot shows the AGRECORDS software interface. On the left is a vertical sidebar with icons for Dashboard, RSBSA, Crops (highlighted in yellow), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. Below the sidebar is a 'Logout' button. The main content area has a header 'Crops > Rice > Edit Harvesting Rice'. It includes a navigation bar with 'Month: December', 'Week: 1-15', 'Year: 2023', 'Season: Dry', and 'Year: 2022-2023'. There are 'Print' and 'Back' buttons. A user profile 'Darynne Keith Asia Admin' is at the top right. The central part of the screen is titled 'HARVESTING ACCOMPLISHMENTS' and contains a form with fields: ID (RICE-2023-03), Barangay (dropdown), Growth Stage (dropdown, 'Newly Planted/Seedling Stage'), Size (ha) (0.00), Ave. Yield (ha) (0.00), Farm Type (dropdown, 'Irrigated'), and Seed Type (dropdown, 'Hybrid Seeds'). Below the form is a table with columns: ID, Barangay, Area Harvested (Ha), Ave. Yield (MT/Ha), and Prod'n (MT). The table has two rows: Row 1 (highlighted in yellow) with ID 1, Barangay BAGAHABAG, Area Harvested 19.00, Ave. Yield 0.00, and Prod'n 0.00; Row 2 with ID 2, Barangay BANGAAN, Area Harvested 50.00, Ave. Yield 0.00, and Prod'n 0.00.



a. Edit Harvesting Rice Accomplishment

The screenshot shows a software interface titled "HARVESTING ACCOMPLISHMENTS". At the top, there are input fields for "ID" (1), "Barangay" (BAGAHABAG), "Growth Stage" (Newly Planted/Seedling Stage), "Size (ha)" (19), and "Ave. Yield (ha)" (0). Below these are buttons for "Save" (highlighted with a red box), "New", and "Clear". Further down, there are dropdown menus for "Farm Type" (Irrigated) and "Seed Type" (Hybrid Seeds). A table lists harvested entries. The first entry (ID 1) is highlighted with a yellow background and has its values (Barangay: BAGAHABAG, Area Harvested (Ha): 19.00) displayed in a tooltip. The second entry (ID 2) is shown below it. Red numbers (ii) and (iii) are placed near the table, and a red number (iv) is placed near the "Save" button.

ID	Barangay	Area Harvested (Ha)	Ave. Yield (MT/Ha)	Prod'n (MT)
1	BAGAHABAG	19.00		
2	BANGAAN	50.00		

- i. On the **Edit Harvesting Rice** interface, select a harvesting rice accomplishment entry in the table.
- ii. Double-click on the selected entry to edit. The **ID**, **Barangay**, **Growth Stage**, and **Size (ha)** will be populated with existing information.
- iii. Input a value on the **Ave. Yield (ha)** field.
- iv. Click on the **Save** button to update the harvesting accomplishment entry.

b. Print Harvesting Rice Report

- i. On the **Edit Standing Rice** interface, click on the **Print** button initiate the printing process.
- ii. The Microsoft Excel app will appear for printing of the Standing Rice Report.



The screenshot shows the AGRECORDS software interface. On the left is a sidebar with options: Dashboard, RSBSA, Crops (which is selected), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. Below the sidebar is a 'Logout' button. The main area shows a 'Crops > Rice > Edit Harvesting Rice' page. At the top, there are dropdown menus for ID (RICE-2023-03), Month (December), Week (1-15), Year (2023), Season (Dry), and Season Year (2022-2023). To the right of these are 'Print', 'Back', and 'Save' buttons. A Microsoft Excel window titled 'RiceHarvestingReport' is open, displaying a table of rice harvesting data. The table has columns for Area (Hectares), Ave. Yield (MT/Ha), Prod'n (MT), and Prod'n (MT/Ha). A red box highlights the 'Prod'n (MT)' column. The data includes entries for BACOLOD, BACOONAO, BANGAN, BANGAN, and BACOONAO. The bottom of the Excel window shows 'Irrigated', 'Lowland', and 'Upland' categories. The bottom right of the main interface shows a progress bar at 37%.

5.1.5 PLANTING RICE

1. On the **Rice** interface, select *Planting* from the **Report Type** option.

The screenshot shows the AGRECORDS software interface. On the left is a sidebar with options: Dashboard, RSBSA, Crops (selected), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. Below the sidebar is a 'Logout' button. The main area shows a 'Crops > Rice' page. At the top, there is a search bar and a 'Report Type' dropdown menu. The 'Report Type' dropdown is highlighted with a red box and contains 'Planting' (selected), 'Standing', and 'Harvesting'. To the right of the dropdown is a 'Column' filter set to 'All'. Below this is a table with columns: ID, Month, Week, Year, Created By, Date, Season, and Season Year. The table contains three rows: RICE-2023-03 (December, 1-15, 2023, Darynne Keith Asia, 03/12/2023 10:37 pm, Dry, 2022-2023), RICE-2023-02 (November, 16-30, 2023, Darynne Keith Asia, 03/12/2023 9:52 pm, Dry, 2022-2023), and RICE-2023-01 (November, 1-15, 2023, Darynne Keith Asia, 28/11/2023 11:02 am, Dry, 2022-2023). The 'Report Type' dropdown is labeled '1' and the 'ID' column is labeled '3'.

2. In the **Rice** table, select a planting rice report to view.
3. Double-click on the selected planting rice report.

The **Planting Rice** interface appears. It includes:

- Planting Rice Report Information
 - **ID, Month, Week, Year, and Season Year** are populated with existing information.
- **Print Button:** Allows printing of Planting Rice Report through Microsoft Excel.
- **Back Button:** Exits back to the Rice interface.



- **Planting Accomplishments**

- **ID:** System-generated harvesting accomplishment ID.
- **Barangay Option:** Allows selection of barangay with rice farm.
- **Growth Stage:** Populated with the first growth stage of rice plant.
- **Size (ha):** Allows inputting of size planted of rice farm in hectares.

- **Farm Type Option:** Allows filtering of table based on the selected farm type (Irrigated, Rainfed Lowland, Rainfed Upland).
- **Seed Type Option:** Allows filtering of table based on the selected seed type (Hybrid Seeds, Tagged Seeds, Good Quality Seeds, Farmers Saved Seeds).
- **Table:** Displays list of planting rice records.

- a. **Print Planting Rice Report**

- i. On the **Planting Rice** interface, click on the **Print** button initiate the printing process.
- ii. The Microsoft Excel app will appear for printing of the Planting Rice Report.



The screenshot shows the AGRECORDS software interface. On the left, a sidebar navigation includes: Dashboard, RBSA, Crops (selected), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. Below the sidebar is a 'Logout' button. The main area displays a 'Crops > Rice > Planting Rice' report for 'RICE-2023-03'. The report interface has tabs for Month (December), Week (1-15), Year (2023), Season (Dry), and Year (2022-2023). A red box highlights the 'Print' button in the top right corner. The central part of the interface is a Microsoft Excel window titled 'RicePlantingReport'. The Excel sheet contains data for various rice varieties across different fields. A red box highlights the 'Print' button in the Excel ribbon. The right side of the interface shows a user profile for 'Darynne Keith Asis' and a 'Comments' section. A red box labeled 'ii' highlights the 'Total' column in the Excel table.

5.2 CORN

1. On the sidebar navigation, select the **Crops** menu. A submenu promptly appears.
2. Within the **Crops** submenu, select the **Corn** option. The **Corn** interface includes:
 - **Search Bar:** Enables searching for stored corn reports using keywords, with additional filters for Report Type and specific columns.
 - **Report Type:** Allows filtering of corn report by type (Planting, Planting by Ecological Zone, Harvesting).
 - **Column Option:** Provides options for selecting the search filter by table column.
 - **Add Button:** Facilitates the addition of new corn reports (Planting, Planting by Ecological Zone, Harvesting) all at once.
 - **Table:** Displays a list of corn reports.



The screenshot shows the AGRECORDS software interface. On the left, a sidebar menu has 'Crops' highlighted with a red box and the number '1'. Under 'Crops', 'Corn' is also highlighted with a red box and the number '2'. The main panel displays a table titled 'Crops > Corn' with one row visible: CORN-2023-01, Dry, 2022-2023, November, 1-15, 2023, Darynne Keith Aisis, 28/11/2023 11:03 am. The top right corner shows a user profile for 'Darynne Keith Aisis'.

5.2.1 ADD CORN REPORT

1. On the **Corn** interface, click on the **Add** button. A dialog box shows containing:
 - **ID:** System-generated Corn Report ID.
 - **Month:** Specifies the month for which the report is being created.
 - **Week:** The week contains two sets of range or option, 1-15 and 16-28, 16-30, or 16-31.
 - **Year:** Automatically populated with current year.
 - **Planting Report:** Contains the selection for Season and the Season Year of the Corn Planting and Corn Planting By Ecological Reports.
 - **Season:** Includes Dry and Wet seasons as options.
 - **Season Year:** Allows option for selection of season year with past year – current year pre-selected.
 - **Harvesting Report:** Contains the selection for Season and the Season Year of the Corn Harvesting Report.
 - **Season:** Includes Dry and Wet seasons as options.
 - **Season Year:** Allows option for selection of season year with past year – current year pre-selected.
 - **Save Button:** Saves the entered corn report information.
 - **Cancel Button:** Cancels the process of adding corn reports.



The screenshot shows the AGRECORDS software interface. On the left is a sidebar with options like Dashboard, RBSA, Crops (selected), Rice, Corn, HVC, Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main area shows 'Crops > Corn'. A search bar and report type dropdown ('Planting By Ecological Zone') are at the top. A table lists a single row: CORN-2023-01 under 'Season'. A modal window titled 'Add' is open, prompting for 'ID' (CORN-2023-02), 'Month' (November), 'Week' (16-30), and 'Year' (2023). Below the modal, a table shows the current data: CORN-2023-01, Dry, November 16-30, 2023, created by Darynne Keith Aisis on 28/11/2023 at 11:03 am.

2. Fill in all the necessary fields.
3. Click on the **Save** button to create corn reports. After saving, the system will redirect to **Add Planting by Ecological Zone Corn** interface.

The screenshot shows the 'Corn Accomplishment Report' add form. It has a header 'Corn Accomplishment Report' and a title 'Add'. The 'ID' field contains 'CORN-2023-02'. Below it are dropdowns for 'Month' (November), 'Week' (16-30), and 'Year' (2023). To the right are two sections: 'Planting Report' (Season: Dry, Season Year: 2022-2023) and 'Harvesting Report' (Season: Wet, Season Year: 2022-2023). At the bottom are 'Save' and 'Cancel' buttons.



4. Click on the **Cancel** button to discard changes.

5.2.2 ADD PLANTING BY ECOLOGICAL ZONE CORN

1. Upon adding Corn Report, the **Add Planting by Ecological Zone Corn** interface appears. It includes:
 - Planting by Ecological Zone Corn Report Information
 - **ID, Month, Week, Year, and Season Year** are populated with existing information.
 - **Back Button:** Exits back to the Corn interface.
 - **Planting by Ecological Zone Corn Accomplishments**
 - **ID:** Generated upon adding of planting by ecological zone corn accomplishment.
 - **Barangay Option:** Allows selection of barangay with corn farm.
 - **Growth Stage:** Populated with the first growth stage of corn plant.
 - **Size (ha):** Allows inputting of size of planted corn farm in hectares.
 - **Date Planted:** Allows setting of date the corn was planted.
 - **New Button:** Adds the entered planting by ecological zone corn accomplishment information.
 - **Save Button:** Updates or edits a planting by ecological zone corn accomplishment.
 - **Clear Button:** Resets and clears the value of fields.
 - **Corn Type Option:** Allows filtering of table based on the selected corn type (Yellow, White) and selecting of corn type on adding of planting by ecological zone accomplishment.
 - **Growth Stage Option:** Allows filtering of table based on the selected growth stage (Newly Planted/Seedling Stage, Vegetative Stage, Reproductive Stage, Maturing Stage, Harvested).
 - **Seed Type Option:** Allows filtering of table based on the selected seed type (GMO, Hybrid, OPV, Green Corn/Sweet Corn, Traditional) and selecting of seed type on adding of corn plant.
 - **Land Type Option:** Allows filtering of table based on the selected seed type (Lower Vega, Upper Vega, Broad Plains, Hilly) and selecting of land type on adding of corn plant.
 - **Total Checkbox:** On checked state, displays the total planting by ecological zone accomplishments of current corn report. On



unchecked state, displays each entry of planting by ecological zone corn accomplishments.

- **Table:** Displays list of planting by ecological zone corn records. Table is populated with data when there are plants still on going with the growth stages from the previous reports.

The screenshot shows the 'Crops > Corn > Add Planting by Ecological Zone Corn' screen. The left sidebar has 'Crops' selected. The main form has the following data:

ID: CORN-2023-02	Month: November	Week: 16-30	Year: 2023	Season: Dry	Year: 2022-2023												
PLANTING BY ECOLOGICAL ZONE																	
ID: [empty]	Barangay: [dropdown]	Growth Stage: Newly Planted/Seedling Stage	Size (ha): 0.00	Date Planted: 03/12/2023	New Clear												
Corn Type: Yellow	Growth Stage: Newly Planted/Seedling Stage	Seed Type: GMO	Land Type: L.Vega	Total													
<table border="1"><thead><tr><th>ID</th><th>Barangay</th><th>L.Vega</th><th>U.Vega</th><th>Broad Plain</th><th>Hilly</th></tr></thead><tbody><tr><td colspan="6"> </td></tr></tbody></table>						ID	Barangay	L.Vega	U.Vega	Broad Plain	Hilly						
ID	Barangay	L.Vega	U.Vega	Broad Plain	Hilly												

a. Add Planting by Ecological Zone Corn Accomplishment

The screenshot shows the 'PLANTING BY ECOLOGICAL ZONE' form with the following fields highlighted:

i. Barangay: [dropdown]	ii. Corn Type: Yellow	iii. Seed Type: GMO	iv. Land Type: L.Vega	v. Size (ha): 0.00	vi. Date Planted: 03/12/2023	vii. New
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- Select barangay from the **Barangay Option**.
- Select corn type from the **Corn Type Option**.
- Select seed type from the **Seed Type Option**.
- Select land type from the **Land Type Option**.
- Set the size of farm in hectares in the **Size (ha)** field.
- Set the date the corn was planted in the **Date Planted** field.
- Click on the **Save** button to add planting by ecological zone accomplishment.
- Click on the **Clear** button to reset the value of the fields.



b. Edit Planting by Ecological Zone Corn Accomplishment

PLANTING BY ECOLOGICAL ZONE ACCOMPLISHMENTS

ID	Barangay	Growth Stage	Size (ha)	Date Planted	V	Save	New	Clear
5	BANGAR	Newly Planted/Seedling Stage	15	14/11/2023	V	<input type="button" value="Save"/>	<input type="button" value="New"/>	<input type="button" value="Clear"/>
Corn Type	Growth Stage	Seed Type	Land Type		i	<input type="checkbox"/> Total		
Yellow	Newly Planted/Seedling Stage	GMO	L.Vega		iii			
ID	Barangay	L.Vega	U.Vega	Broad Plain	Hilly			
6	CURIFANG	30.00						
5	BANGAR	15.00						
4	BANGAAN	12.00						
3	BAGAHABAG	22.00						
2	AGGUB	15.00						
1	AGGUB	10.00						

- i. On the **Add Planting by Ecological Zone Corn** interface, uncheck the **Total** checkbox to initiate the editing process.
- ii. In the table, select an entry to edit.
- iii. Double-click on the selected cell. The **ID**, **Barangay**, **Growth Stage**, **Size (ha)**, **Date Planted**, **Corn Type**, **Seed Type**, and **Farm Type** will be populated with existing information.
- iv. Make necessary changes.
- v. Click on the **Save** button to update the planting by ecological zone accomplishment entry.

5.2.3 EDIT PLANTING BY ECOLOGICAL ZONE CORN

1. On the **Corn** interface, select *Planting By Ecological Zone* from the **Report Type** option.



ID	Season	Week	Year	Created By	Date
CORN-2023-03	Dry	2022-2023	December	Darynne Keith Aisis	04/12/2023 12:11 am
CORN-2023-02	Dry	2022-2023	November	Darynne Keith Aisis	03/12/2023 11:49 pm
CORN-2023-01	Dry	2022-2023	November	Darynne Keith Aisis	28/11/2023 11:03 am

2. In the **Corn** table, select a planting by ecological zone report to edit.
3. Double-click on the selected planting by ecological zone report to initiate the editing process. The **Edit Planting by Ecological Zone Corn** interface appears. It includes:
 - Planting by Ecological Zone Corn Report Information
 - **ID, Month, Week, Year, and Season Year** are populated with existing information.
 - **Print Button:** Allows printing of Planting by Ecological Zone Corn Report through Microsoft Excel.
 - **Back Button:** Exits back to the Corn interface.
 - **Planting by Ecological Zone Corn Accomplishments**
 - **ID:** Generated upon adding of planting by ecological zone corn accomplishment.
 - **Barangay Option:** Allows selection of barangay with corn farm.
 - **Growth Stage:** Populated with the first growth stage of corn plant.
 - **Size (ha):** Allows inputting of size of planted corn farm in hectares.
 - **Date Planted:** Allows setting of date the corn was planted.
 - **New Button:** Adds the entered planting by ecological zone corn accomplishment information.
 - **Save Button:** Updates or edits a planting by ecological zone corn accomplishment.
 - **Clear Button:** Resets and clears the value of fields.



- **Corn Type Option:** Allows filtering of table based on the selected corn type (Yellow, White) and selecting of corn type on adding of planting by ecological zone accomplishment.
- **Growth Stage Option:** Allows filtering of table based on the selected growth stage (Newly Planted/Seedling Stage, Vegetative Stage, Reproductive Stage, Maturing Stage, Harvested).
- **Seed Type Option:** Allows filtering of table based on the selected seed type (GMO, Hybrid, OPV, Green Corn/Sweet Corn, Traditional) and selecting of seed type on adding of corn plant.
- **Land Type Option:** Allows filtering of table based on the selected seed type (Lower Vega, Upper Vega, Broad Plains, Hilly) and selecting of land type on adding of corn plant.
- **Total Checkbox:** On checked state, displays the total planting by ecological zone accomplishments of current corn report. On unchecked state, displays each entry of planting by ecological zone corn accomplishments.
- **Table:** Displays list of planting by ecological zone corn records.

The screenshot shows the AGRICORDS software interface. The left sidebar has a blue background with white icons and labels: Dashboard, RBSA, Crops (highlighted in yellow), Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main content area has a white background with a blue header bar. The header bar includes the title 'Crops > Corn > Edit Planting by Ecological Zone Corn', the user 'Darynne Keith Asis Admin', and buttons for Print and Back. Below the header is a form titled 'PLANTING BY ECOLOGICAL ZONE ACCOMPLISHMENTS'. It contains fields for ID (CORN-2023-03), Month (December), Week (1-15), Year (2023), Season (Dry), and Year (2022-2023). There are also dropdowns for Barangay (AGGU8), Growth Stage (Newly Planted/Seedling Stage), Size (ha) (0.00), Date Planted (05/12/2023), and buttons for Save, New, and Clear. Below the form is a table with columns: ID, Barangay, Growth Stage, Seed Type, Land Type, L.Vega, U.Vega, Broad Plain, and Hilly. The table contains three rows of data: 254 (BANGAR, Vegetative Stage, GMO, L.Vega, 15.00), 253 (BANGAAN, Vegetative Stage, GMO, L.Vega, 12.00), and 252 (BAGAHABAG, Vegetative Stage, GMO, L.Vega, 22.00).

a. Add Planting by Ecological Zone Corn Accomplishment

- To add a planting by ecological zone corn accomplishment entry, follow the steps outlined in section **5.2.2 Add Planting by Ecological Zone Corn** part a. **Add Planting by Ecological Zone Corn Accomplishment.**



b. Edit Planting by Ecological Zone Corn Accomplishment

- For editing an existing planting by ecological zone corn entry, refer to section **5.2.2 Add Planting by Ecological Zone Corn** part **b. Edit Planting by Ecological Zone Corn Accomplishment**.

c. Print Planting by Ecological Zone Corn Report

- On **Edit Planting by Ecological Zone Corn** interface, click on the **Print** button to initiate the printing process.
- The Microsoft Excel app will appear for printing of the Planting by Ecological Zone Corn Report.

Darynne Keith Asis Admin

Crops > Corn > Edit Planting by Ecological Zone Corn

CORN-2023-02 Month: November Week: 16-30 Year: 2023 Season: Dry Year: 2022-2023

PLANTING BY ECOLOGICAL ZONE

File Home Insert Page Layout Formulas Data Review View Add-ins Help Team

Print

CORN PLANTING REPORT BY ECOLOGICAL ZONE
CROPPING SEASON: DRY SEASON 2022-2023
PROVINCE OF NUEVA VIZCAYA
Municipality of Solano
As of NOVEMBER 16-30, 2023

CORN PLANTING REPORT BY ECOLOGICAL ZONE
YELLOW

PLANTED/SEEDING STAGE (HA) VEGETATIVE STAGE (HA) REPRODUCTIVE STAGE (HA) MATURING STAGE (HA)

10th Plan Broad Hilly River Flood Plan Broad Hilly River Flood Plan Broad Hilly River Flood Plan Broad

Sheet1

5.2.4 EDIT HARVESTING CORN

- On the **Corn** interface, select *Harvesting* from the **Report Type** option.

Darynne Keith Asis Admin

Crops > Corn

Search Report Type Column

1 Harvesting

2 Planting by Ecological Zone

3 Planting by Ecological Zone

ID Season Week Year Created By Date

ID	Season	Week	Year	Created By	Date	
CORN 2023-03	Wet	2022-2023	December	1-15	2023	Darynne Keith Asis 05/12/2023 7:06 am
CORN 2023-02	Wet	2022-2023	November	16-30	2023	Darynne Keith Asis 05/12/2023 7:06 am
CORN 2023-01	Wet	2022-2023	November	1-15	2023	Darynne Keith Asis 05/12/2023 7:06 am



2. In the **Corn** table, select a harvesting report to edit.
3. Double-click on the selected harvesting report to initiate the editing process. The **Edit Harvesting Corn** interface appears. It includes:
 - Harvesting Corn Report Information
 - **ID, Month, Week, Year, and Season Year** are populated with existing information.
 - **Print Button:** Allows printing of Harvesting Corn Report through Microsoft Excel.
 - **Back Button:** Exits back to the Corn interface.
 - **Harvesting Corn Accomplishments**
 - **ID:** Generated upon adding of planting by ecological zone corn accomplishment.
 - **Barangay Option:** Allows selection of barangay with corn farm.
 - **Growth Stage:** Shows the growth stage as *Harvested*.
 - **Area Harvested (ha):** Shows the area harvested in hectares.
 - **Ave. Yield (ha):** Allows inputting of average yield for each harvesting accomplishment entry.
 - **Save Button:** Updates or edits a planting by ecological zone corn accomplishment.
 - **Clear Button:** Resets and clears the value of fields.
 - **Corn Type Option:** Allows filtering of table based on the selected corn type (Yellow, White).
 - **Seed Type Option:** Allows filtering of table based on the selected seed type (GMO, Hybrid, OPV, Green Corn/Sweet Corn, Traditional).
 - **Land Type Option:** Allows filtering of table based on the selected seed type (Lower Vega, Upper Vega, Broad Plains, Hilly).
 - **Table:** Displays list of harvesting corn records.



The screenshot shows the AGRICORDS software interface. The left sidebar has a blue background with white icons and text: Dashboard, RBSA, Crops (highlighted in yellow), Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main content area has a white background with a blue header bar. The header bar contains the text 'Crops > Corn > Edit Harvesting Corn', the user profile 'Darynne Keith Atis Admin', and buttons for 'Print' and 'Back'. Below the header is a form titled 'HARVESTING ACCOMPLISHMENTS' with fields for ID (CORN-2023-03), Month (December), Week (1-15), Year (2023), Season (Wet), and Year (2022-2023). It includes dropdowns for Barangay (AGGUB), Growth Stage (Harvested), Area Harvested (ha) (0.00), Ave. Yield (ha) (0.00), and Save, New, Clear buttons. Below this is a table with columns: ID, Barangay, Area Harvested (Ha), Ave. Yield (MT/Ha), and Prod'n (MT). The table contains two rows: one for BASCARAN (Area Harvested: 11, Ave. Yield: 0.00) and one for CURIFANG (Area Harvested: 30, Ave. Yield: 0.00).

a. Edit Harvesting Corn Accomplishment

The screenshot shows the 'Edit Harvesting Corn' interface. The top part of the form is identical to the previous screenshot. The table below has a red border around the row for 'BASCARAN'. The 'Ave. Yield (ha)' field in this row is highlighted with a red box and labeled 'iv'. The 'Area Harvested (ha)' field in the same row is labeled 'iii'. The table has columns: ID, Barangay, Area Harvested (Ha), Ave. Yield (MT/Ha), and Prod'n (MT). The table contains two rows: one for BASCARAN (Area Harvested: 11, Ave. Yield: 0.00) and one for CURIFANG (Area Harvested: 30, Ave. Yield: 0.00).

- i. On the **Edit Harvesting Corn** interface, select an entry in the table.
- ii. Double-click on the selected cell. The **ID**, **Barangay**, **Growth Stage**, and **Area Harvested (ha)** will be populated with existing information.
- iii. Input a value on the **Ave. Yield (ha)** field.
- iv. Click on the **Save** button to update the harvesting accomplishment entry.



b. Print Harvesting Corn Report

- i. On **Edit Harvesting Corn** interface, click on the **Print** button to initiate the printing process.
- ii. The Microsoft Excel app will appear for printing of the Harvesting Corn Report.

The screenshot shows the AGRECORDS software interface. On the left is a sidebar with various menu items: Dashboard, RSBSA, Crops (which is selected), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. The main area is titled 'Crops > Corn > Edit Harvesting Corn'. At the top, there are filters for ID (CORN-2023-03), Month (December), Week (1-15), Year (2023), Season (Wet), and Year (2022-2023). A red box highlights the 'Print' button in the top right. Below this, a Microsoft Excel window is open, also titled 'CornHarvestingReport'. The Excel sheet contains data for the Provincial Agricultural Office Corn Program Monthly Harvesting Report for December 1-15, 2023. A red box highlights the 'Print' button in the Excel ribbon. The bottom right of the Excel window has a red box labeled 'ii'.

5.2.5 PLANTING CORN

1. On the **Corn** interface, select *Planting* from the **Report Type** option.

The screenshot shows the AGRECORDS software interface. On the left is a sidebar with various menu items: Dashboard, RSBSA, Crops (selected), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. The main area is titled 'Crops > Corn'. At the top, there is a search bar and a 'Report Type' dropdown menu with options: Planting (selected), Harvesting, and Planting By Ecological Zone. A red box labeled '1' highlights the 'Report Type' dropdown. Below it is a table with columns: ID, Season, Week, Year, Created By, and Date. The table contains three rows: CORN-2023-03 (Dry, 2022-2023, December, 1-15, 2023, Darynne Keith Asis, 05/12/2023 7:06 am); CORN-2023-02 (Dry, 2022-2023, November, 16-30, 2023, Darynne Keith Asis, 04/12/2023 9:17 am); and CORN-2023-01 (Dry, 2022-2023, November, 1-15, 2023, Darynne Keith Asis, 28/11/2023 11:03 am). A red box labeled '2' highlights the row for CORN-2023-02.

2. In the **Corn** table, select a planting report to view or print.
3. Double-click on the selected planting report. The **Planting Corn** interface appears. It includes:
 - Planting Corn Report Information



- **ID, Month, Week, Year, and Season Year** are populated with existing information.
- **Print Button:** Allows printing of Planting Corn Report through Microsoft Excel.
- **Back Button:** Exits back to the Corn interface.
- **Planting Corn Accomplishments**
 - **ID:** Unique identifier of a planting corn accomplishment entry.
 - **Barangay Option:** Allows selection of barangay with corn farm.
 - **Growth Stage:** Populated with the first growth stage of corn plant.
 - **Size (ha):** Allows inputting of size of planted corn farm in hectares.
 - **Clear Button:** Resets and clears the value of fields.
- **Corn Type Option:** Allows filtering of table based on the selected corn type (Yellow, White).
- **Seed Type Option:** Allows filtering of table based on the selected seed type (GMO, Hybrid, OPV, Green Corn/Sweet Corn, Traditional).
- **Land Type Option:** Allows filtering of table based on the selected seed type (Lower Vega, Upper Vega, Broad Plains, Hilly).
- **Table:** Displays list of planting corn records.

ID	Barangay	L.Vega	U.Vega	Broad Plain	Hilly
1	AGGUB	25.00			
3	BAGAHABAG	22.00			
4	BANGAN	12.00			
5	BANGAR	15.00			
49	BASCARAN	11.00			
6	CURIFANG	30.00			



a. Print Planting Corn Report

- iii. On Planting Corn interface, click on the Print button to initiate the printing process.
- iv. The Microsoft Excel app will appear for printing of the Planting Corn Report.

The screenshot shows the Microsoft Excel application window titled "Crops > Corn > Edit Planting Corn". The main content is a table titled "PROVINCIAL AGRICULTURAL OFFICE CORN PROGRAM MONTHLY PLANTING ACCOMPLISHMENT REPORT For the period of MARCH 1-30, 2023 (DRY SEASON CY 2022-2023) NOVEMBER 1-30, 2023 (DRY SEASON CY 2022-2023)". The table has columns for Province/Municipality, and sub-columns for Yellow (Area Planted ha.), White (Area Planted ha.), and Total (ha.). The table includes data for various municipalities like Bayombong, Agas-Agas, Kawayan, and San Juan. The Microsoft Excel ribbon is visible at the top, showing tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, Help, and Team. A red box highlights the "Print" button in the ribbon. The status bar at the bottom right shows "Darynne Keith Axis Admin".

5.3 HVC

1. On the sidebar navigation, select the **Crops** menu. A submenu promptly appears.
2. Within the **Crops** submenu, select the **HVC** option. The **HVC** interface includes:
 - **Search Bar:** Enables searching for stored HVC reports using keywords, with additional filters for Report Type and specific columns.
 - **Filter Option:** Provides options for selecting the search filter by table column.
 - **Add Button:** Facilitates the addition of new HVC report.
 - **Table:** Displays a list of HVC reports.



The screenshot shows the AGRECORDS software interface. On the left, there is a vertical sidebar with various menu items: Dashboard, RSBSA, Crops (highlighted with a yellow box), Rice, Corn, HVC (highlighted with a blue box), Letters, Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main content area is titled "Crops > HVC". It features a search bar with "Search" and "All" filter options, and a table with columns: ID, Month, Week, Year, Created By, and Date. A single row is visible: "HVC-2023-01", "November", "1-15", "2023", "Darynne Keith Asis", and "29/11/2023 5:23 pm". In the top right corner of the main area, there is a user profile for "Darynne Keith Asis" (Admin) and a blue "Add" button.

5.3.1 ADD HVC REPORT

1. On the **Rice** interface, click on the **Add** button. A dialog box shows containing:
 - **ID:** System-generated HVC Report ID.
 - **Month:** Specifies the month for which the report is being created.
 - **Week:** The week contains two sets of range or option, 1-15 and 16-28, 16-30, or 16-31.
 - **Year:** Automatically populated with current year.
 - **Save Button:** Saves the entered HVC report information.
 - **Cancel Button:** Cancels the process of adding HVC report.

The screenshot shows the AGRECORDS software interface with the "Add" dialog box overlaid. The dialog box has fields for "ID" (HVC-2023-02), "Month" (November), "Week" (16-30), and "Year" (2023). At the bottom of the dialog are "Save" and "Cancel" buttons. The background shows the same "Crops > HVC" interface as the previous screenshot, with the "Add" button highlighted in the top right corner of the main content area.



2. Fill in all the necessary fields.
3. Click on the **Save** button to create HVC report. After saving, the system will redirect to **Add Standing HVC** interface.

The screenshot shows a Windows application window titled "HVC Accomplishment Report". Inside, a modal dialog box is open with the title "Add". The dialog contains four input fields: "ID" with the value "HVC-2023-02", "Month" with the value "November", "Week" with the value "16-30", and "Year" with the value "2023". At the bottom of the dialog are two buttons: "Save" (highlighted in blue) and "Cancel".

4. Click on the **Cancel** button to discard changes.

5.3.2 ADD STANDING HVC

1. Upon adding HVC Report, the **Add Standing HVC** interface appears. It includes:
 - Standing HVC Report Information
 - **ID, Month, Week, and Year** are populated with existing information.
 - **Back Button:** Exits back to the HVC interface.
 - **Standing Accomplishments**
 - **ID:** Generated upon adding of standing rice accomplishment.
 - **Crop Type Option:** Allows selection of crop type.
 - **Growth Stage:** Populated with the first growth stage of HVC plant.
 - **Size (ha):** Allows inputting of size of planted HVC farm in hectares.
 - **Date Transplanted:** Allows setting of date the HVC was transplanted.
 - **New Button:** Adds the entered standing HVC accomplishment information.



- **Save Button:** Updates or edits a standing HVC accomplishment.
- **Clear Button:** Resets and clears the value of fields.
- **Total Checkbox:** On checked state, displays the total standing HVC accomplishments of current HVC report. On unchecked state, displays each entry of standing HVC accomplishments.
- **Table:** Displays list of standing HVC records. Table is populated with data when there are plants still on going with the growth stages from the previous reports.

a. Add Standing HVC Accomplishment

- i. Select crop type from the **Crop Type Option**
- ii. Set the size of farm in hectares in the **Size (ha)** field.
- iii. Set the date the HVC was transplanted in the **Date Transplanted** field.
- iv. Click on the **Save** button to add standing accomplishment.
- v. Click on the **Clear** button to reset the value of the fields.



b. Edit Standing HVC Accomplishment

Type of Crop	Newly Planted	Vegetative	Reproductive	Maturity/Harvestable
Bittergourd	11.00			
Okra	10.00			
Eggplant	20.00			
Bittergourd	10.00			

- i. On the **Add Standing HVC** interface, uncheck the **Total** checkbox to initiate the editing process.
- ii. In the table, select an entry to edit.
- iii. Double-click on the selected cell. The **ID**, **Crop Type**, **Growth Stage**, **Size (ha)**, and **Date Transplanted** will be populated with existing information.
- iv. Make necessary changes.
- v. Click on the **Save** button to update the standing accomplishment entry.

5.3.3 EDIT STANDING HVC

1. On the **HVC** interface, select a standing HVC report in the table.

ID	Month	Week	Year	Created By	Date
HVC-2023-02	November	16-30	2023	Daryme Keith Asis	05/12/2023 7:43 am



2. Double-click on the selected standing HVC report to initiate the editing process. The **Edit Standing HVC** interface appears. It includes:
 - Standing HVC Report Information
 - **ID, Month, Week, and Year** are populated with existing information.
 - **Print Button:** Allows printing of Standing HVC report through Microsoft Excel.
 - **Back Button:** Exits back to the HVC interface.
 - **Standing Accomplishments**
 - **ID:** Generated upon adding of standing rice accomplishment.
 - **Crop Type Option:** Allows selection of crop type.
 - **Growth Stage:** Populated with the first growth stage of HVC plant.
 - **Size (ha):** Allows inputting of size of planted HVC farm in hectares.
 - **Date Transplanted:** Allows setting of date the HVC was transplanted.
 - **New Button:** Adds the entered standing HVC accomplishment information.
 - **Save Button:** Updates or edits a standing HVC accomplishment.
 - **Clear Button:** Resets and clears the value of fields.
 - **Total Checkbox:** On checked state, displays the total standing HVC accomplishments of current HVC report. On unchecked state, displays each entry of standing HVC accomplishments.
 - **Table:** Displays list of standing HVC records.

The screenshot shows the 'Edit Standing HVC' page. At the top, there are input fields for ID (HVC-2023-02), Month (November), Week (16-30), and Year (2023). Below this is a section titled 'STANDING ACCOMPLISHMENTS' with fields for ID, Crop Type (dropdown), Growth Stage (Newly Transplanted), Size (ha) (0.00), and Date Transplanted (05/12/2023). There are 'Save', 'New', and 'Clear' buttons. A 'Total' checkbox is also present. At the bottom, a table lists accomplishments by crop type:

Crop Type	Newly Transplanted	Vegetative	Reproductive	Maturity/Harvestable	Grand Total
Bittergourd	21.00				21.00
Eggplant	20.00				20.00
Okra	10.00				10.00



- a. **Add Standing HVC Accomplishment**
 - i. To add a standing HVC accomplishment entry, follow the steps outlined in the section **5.3.2 Add Standing Rice** part **a. Add Standing HVC Accomplishment**
- b. **Edit Standing HVC Accomplishment**
 - i. For editing an existing standing HVC accomplishment entry, refer to section **5.3.2 Add Standing Rice** part **b. Edit Standing HVC Accomplishment**.
- c. **Print Standing HVC Report**
 - i. On the **Edit Standing HVC** interface, click on the **Print** button initiate the printing process.
 - ii. The Microsoft Excel app will appear for printing of the Standing HVC Report.

The screenshot shows the AGREREADS software interface. On the left is a sidebar with navigation options: Dashboard, RSBSA, Crops (highlighted), Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. The main area shows a report titled "Edit Standing HVC". The report header reads "STANDING CROP IN REGION 02 as of November 16-30, 2023". Below the header is a table with columns: PROVINCE, MUNICIPALITY, TYPE OF CROP, NEWLY TRANSPLANTED (Ha.), VEGETATIVE (Ha.), REPRODUCTIVE (Ha.), MATURITY/HARVESTABLE (Ha.), and TOTAL STANDING CROP (Ha.). The table contains data for various crops like Bittergourd, Eggplant, Okra, etc., across different regions. A Microsoft Excel window is overlaid on the report, with the "Print" button highlighted by a red box. The Excel window also has a red box labeled "i" near the top right. The overall interface is clean and professional, designed for agricultural record management.

6.0 LETTERS

The Letters module facilitates the management of incoming, outgoing, and internal letters within the office. This section provides an overview of the key features within the Letters module.

1. On the sidebar navigation, select the **Letters** menu. The **Letters** interface includes:
 - **Search Bar:** Enables searching for stored letters using keywords, with additional filters for Type and specific columns.
 - **Type Option:** Allows filtering of letters by type (All, Incoming, Outgoing, Internal).
 - **Filter Option:** Provides options for selecting the search column.



- **Add Button:** Facilitates the addition of a new letter.
- **Table:** Displays a list of stored letters.

The screenshot shows the 'Letters' interface of a management system. On the left is a sidebar with icons for Dashboard, RBSA, Crops, Letters (which is highlighted in yellow), Certifications, Analytics, Weekly Activities, Users, and Settings. At the bottom of the sidebar is a 'Logout' button. The main area has a header 'Letters' with filters for 'Type' (set to 'All') and 'Status' (set to 'All'). Below is a table with columns: ID, Date Received, Type, Status, Title, Receiver, Sender, and Tags. There are four entries in the table:

ID	Date Received	Type	Status	Title	Receiver	Sender	Tags
202310300001	04/10/2023	Incoming	Archived	4H CLUB AT MAGRO	ATTY. PHILIP A. DAC...	PROVINCIAL AGRICU...	mayor, provincial agr...
202310310002	04/10/2023	Incoming	Archived	IMPLEMENTATION O...	HON. PHILIP DACAYO	ROSE MARY AQUINO	meeting, zoom, regio...
202310310003	08/12/2023	Incoming	Archived	MEETING	MUNICIPALITY OF S...	MUNICIPAL CIVIL RE...	meeting, municipal h...
202311040004	05/12/2023	Incoming	Archived	TRAINING AND DEVE...	HON. PHILIP A. DAC...	PROVINCIAL AGRICU...	training, developmen...

A blue 'Add' button is located at the top right of the table area. In the top right corner of the main window, there is a user profile for 'Darynne Keith Asis' with the role 'Admin'.

6.1 ADD LETTER

1. On the **Letters** interface, click on the **Add** button to initiate the process of adding a new letter.
 - **Letter ID:** Automatically generated by the system.
 - **Title:** The title of the letter.
 - **Type:** Categorizes the letter as Incoming, Outgoing, or Internal.
 - **Status:** Indicates whether the letter is pending or archived.
 - **Tags:** Keywords associated with the letter.
 - **Date:** The date of the event mentioned in the letter.
 - **To:** The recipient of the letter.
 - **From:** The sender of the letter.
 - **Description:** Additional details about the letter.
 - **Image Display Panel:** Displays the selected image of the letter.
 - **Browse Button:** Allows users to attach scanned images of the letter.
 - **Remove Button:** Removes selected images displayed in the Image Display Panel.
 - **Save Button:** Saves the entered letter information.
 - **Cancel Button:** Cancels the process of adding a letter.



The screenshot shows the 'Letters > Edit Letter' page. The left sidebar has a blue background with white icons and text: Dashboard, RBSA, Crops, Letters (which is highlighted in yellow), Certifications, Analytics, Weekly Activities, Users, Settings, and Logout. The main area has a white background with a grid layout. Top-left: Letter ID (2023120500005), Title, Type (Incoming), Status (Pending), Tags. Top-right: Date (Tuesday, 5 December 2023), To, From, Description. Bottom: Browse, Remove, Save, Cancel.

2. Fill in the required fields.
3. To add a tag, enter a tag and press **Enter**. A minimum of 5 tags is required.

The screenshot shows a 'Tags' input field containing 'farm'. Below it is a list of tags: 'magro' with a red 'X' button.

4. Click on the **Browse** button to attach scanned images of the letter.
5. An Open File Dialog opens. Select a scanned image of the letter. Choose **Open**.

The screenshot shows the 'Letters > Edit Letter' page with the 'Browse' button highlighted in red. An 'Open' file dialog is open, showing a list of scanned documents. The 'Open' button in the dialog is also highlighted in red. Red numbers 3 and 4 are overlaid on the interface below the dialog.

6. Select a letter from the **Image Display Panel**. Click on the **Remove** button to delete selected images.



7. Click on the **Save** button to store the letter.
8. Click on the **Cancel** button to discard changes.

6.2 EDIT LETTER

1. In the **Letters** table, select a letter to edit.

ID	Date Received	Type	Status	Title	Receiver	Sender	Tags
202310300001	04/10/2023	Incoming	Archived	4H CLUB AT MAGRO	ATTY. PHILIP A. DAC...	PROVINCIAL AGRICU...	mayor, provincial agr...
202310310002	04/10/2023	Incoming	Archived	IMPLEMENTATION O...	HON. PHILIP DACAYO	ROSE MARY AQUINO	meeting, zoom, region...
202310310003	08/12/2023	Incoming	Archived	MEETING	MUNICIPALITY OF S...	MUNICIPAL CIVIL RE...	meeting, municipal h...
202311040004	05/12/2023	Incoming	Archived	TRAINING AND DEVE...	HON. PHILIP A. DAC...	PROVINCIAL AGRICU...	training, development...

2. Double-click a cell on the **Letters** table to initiate the editing process. The **Edit Letters** interface will appear, displaying existing data.
 - **Letter ID, Title, Type, Status, Tags, Date, To, From, and Description** fields are populated with existing information.
 - **Browse Button:** Allows users to attach scanned images of the letter.
 - **Remove Button:** Removes selected images displayed in the Image Display Panel.
 - **Save Button:** Saves the applied changes.
 - **Cancel Button:** Cancels editing process.



The screenshot shows the 'Letters > Add Letter' screen of the AGRECORDS software. The sidebar on the left has 'Letters' selected. The main form displays the following information:

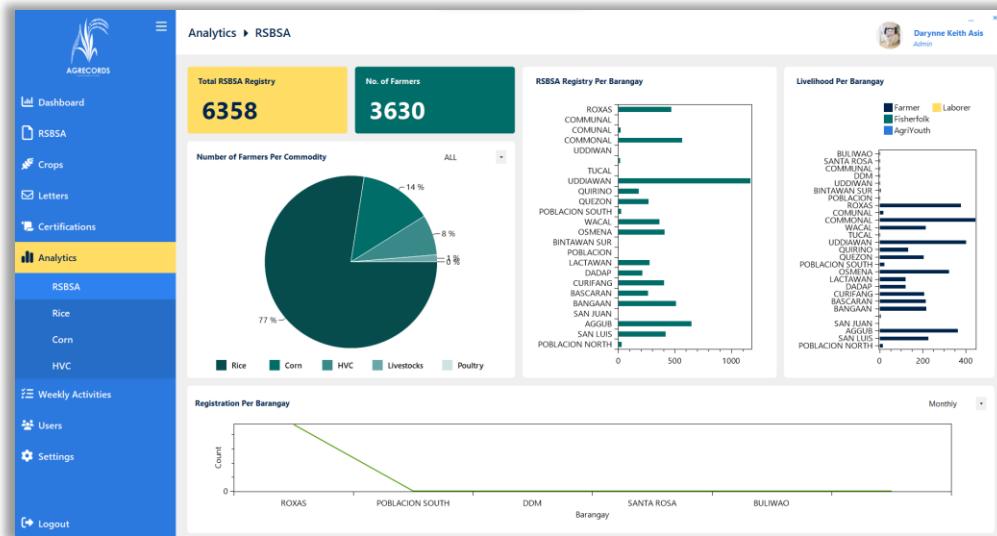
- Letter ID: 202310310002
- Title: IMPLEMENTATION OF FUEL ASSISTANCE
- Type: Incoming
- Status: Archived
- Tags: meeting, zoom, regional
- Date: Wednesday, 4 October 2023
- To: HON. PHILIP DACAYO
- From: ROSE MARY AQUINO
- Description: Zoom meeting @ 9:00 AM

At the bottom, there are 'Save' and 'Cancel' buttons.

3. Make necessary changes to the letter information.
4. Click on the **Save** button to apply and save the changes.
5. Click on the **Cancel** button to discard changes.

7.0 ANALYTICS

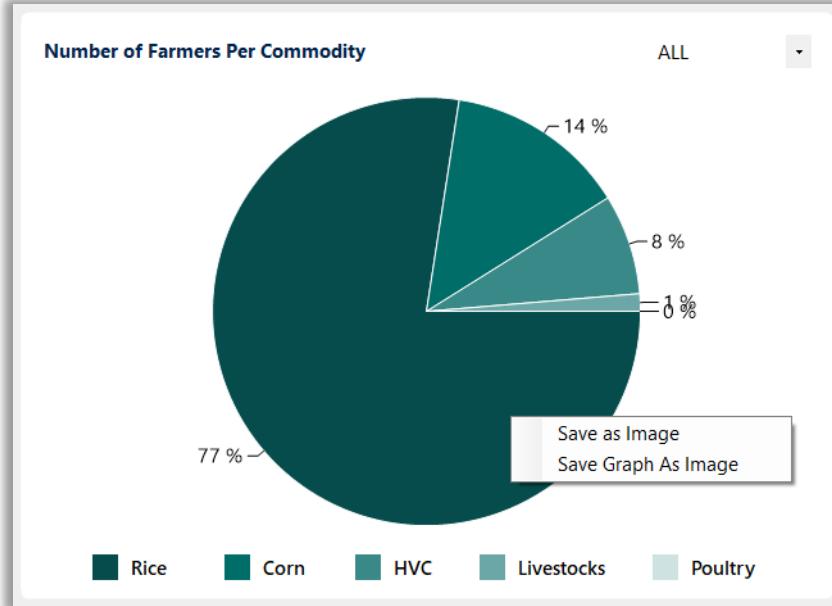
1. On the sidebar navigation, select **Analytics** menu to. A submenu promptly appears.



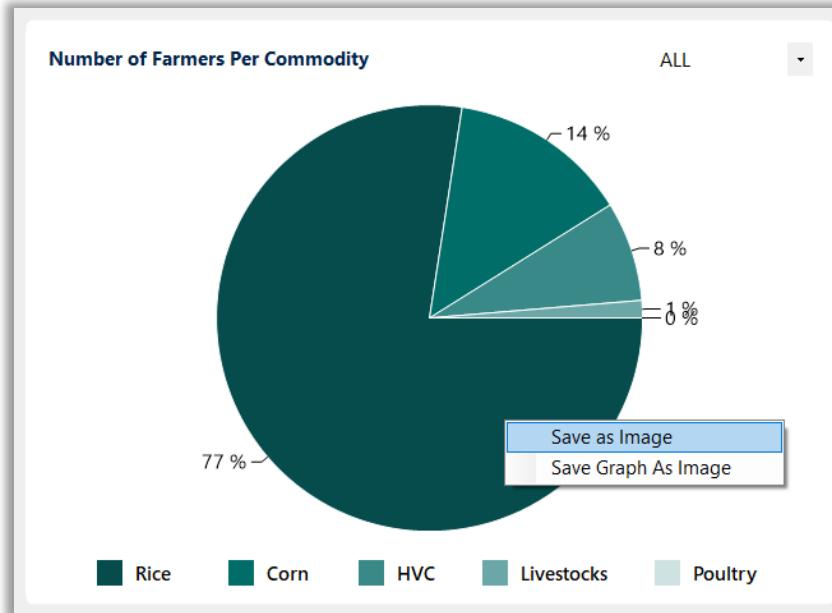
2. Within **Analytics** submenu, select **RSBSA** option to proceed to **Analytics > RSBSA** interface, **Rice** option for **Analytics > Rice** interface, **Corn** option for **Analytics > Corn** interface, and **HVC** option for **Analytics > HVC** interface.
3. Saving or exporting of graph into image.



- a. Right-click on a graph. A menu will promptly appear.
 - i. **Save Graph:** Saves only the graph without the graph's title and with transparent background.
 - ii. **Save Graph as Image:** Saves the graph with graph's title and white background.



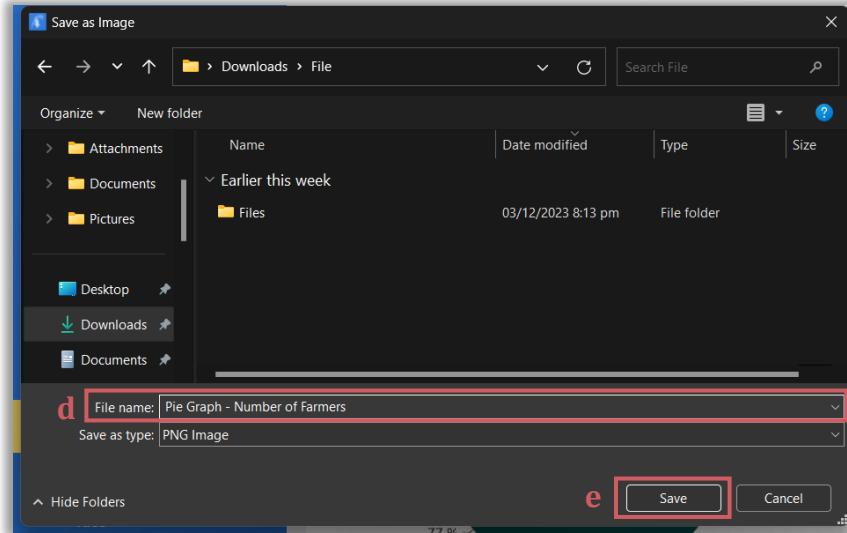
- b. Select a save option from the menu.



- c. Select a directory to save the graph.
- d. Set the filename for the graph.



e. Click on **Save** button.



8.0 USERS

The Users module is designed for administrators to manage users in the system. It's focused on overseeing and controlling user accounts, offering essential functions like adding new users and modifying existing profiles. This module is exclusively for administrators, providing a straightforward toolset for user-related tasks within the system.

1. On the sidebar navigation, select the **Users** menu to access the User Accounts. The **User Accounts** interface includes:
 - **Search Bar:** Enables the search for registered users.
 - **Category Filter:** Filters search within the table's columns.
 - **Add Button:** Allows the addition of a new user.
 - **Table:** Displays a list of registered users.



Photo	ID	Username	First Name	Last Name	Role	Gender	Contact	Status
	USER01	darynne	Darynne Keith	Asis	Admin	Female	09555724313	Active
	USER02	david	David	Cabrito	Admin	Male	09354567864	Active
	USER03	jjcjc	John Carlo	Macalalay	Admin	Male	09526364758	Active
	USER04	jericho	Jericho	Vicente	Admin	Male	09123456789	Active
	USER05	arturo	Arturo	Aliac	Admin	Male	09123456789	Active
	USER06	shirley	Shirley	Lumicao	User	Female		Active

8.1 ADD USER

The Add User functionality allows the creation of new user accounts within the system. Users can input essential personal and account information. Upon saving new user's details in the system, access and utilization of the system's features according to the assigned role is enabled.

1. Click on the **Add** button in **User Accounts** to initiate the process.

- **Personal Information Section**

- **First Name, Middle Name, Last Name:** User's name details.
- **Extension Name:** Additional name extension if applicable.
- **Title:** User's professional title (e.g., Dr., Engr.).
- **Gender:** User's gender (Male/Female).
- **Contact:** User's mobile number.
- **Position:** User's role within the office.

- **Account Information Section**

- **User ID:** System-generated unique user ID.
- **Username:** Second unique identifier for the user and is used for login authentication.
- **Password:** User account password with specified strength requirements (8-16 characters, at least one uppercase letter, one lowercase letter, one digit, and one special character).
- **Confirm Password:** Retyping of the password for confirmation.
- **Status:** User account status categorized as active or inactive.



- **Role:** User's role within the system (Admin, Enumerator, Crop Reporter, Agriculturist, Municipal Agriculturist, User)
- **Profile Picture:** Allows user to upload a profile picture.
- **Browse Button:** Allows user to browse a picture.
- **Save Button:** Saves the entered user information.
- **Cancel Button:** Cancels the process of adding a user.

User Accounts > Add User

Personal Information

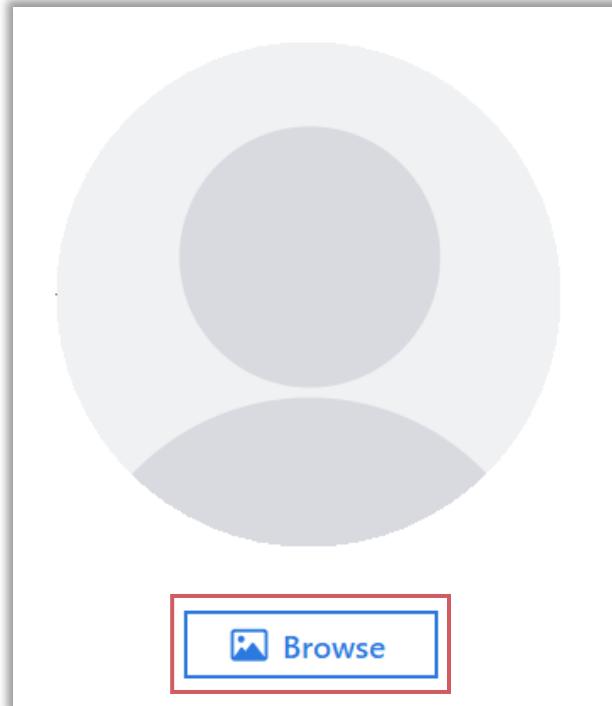
First Name:
Middle Name:
Last Name:
Extension Name:
Title:
Gender: Male
Contact:
Position:

Account Information

UserID: USER07
Username:
Password:
Confirm:
Status: Active
Role: Admin

Save Back

2. Fill in the necessary fields.
3. To upload a profile picture, click on the **Browse** button.





4. Click on the **Save** button to store the user information.
5. Click on the **Cancel** button to discard changes.

8.2 EDIT USER

The Edit User feature facilitates the modification of existing user information, including profile pictures, contact details, passwords, roles, and account status.

1. In the **User Accounts** table, select the user to edit.

Photo	ID	Username	First Name	Last Name	Role	Gender	Contact	Status
	USER01	darynne	Darynne Keith	Asis	Admin	Female	09555724313	Active
	USER02	david	David	Cabrito	Admin	Male	09354567864	Active
	USER03	jciijc	John Carlo	Macalalay	Admin	Male	09526364758	Active
	USER04	jericho	Jericho	Vicente	Admin	Male	09123456789	Active
	USER05	arturo	Arturo	Aliac	Admin	Male	09123456789	Active
	USER06	shirley	Shirley	Lumicao	User	Female		Active

2. Double-click on the user's entry or cell to initiate the editing process. The **Edit User** interface will appear, displaying existing data.

- **Personal Information Section**
 - **First Name, Middle Name, Last Name, Extension Name, Title, Gender, Contact, and Position** are populated with existing data.
- **Account Information Section:**
 - **User ID, Username, Status and User Role** are populated with existing data.
- **Profile Picture:** Allows user to upload a profile picture.
- **Browse Button:** Allows user to browse a picture.
- **Save Button:** Saves the entered user information.
- **Cancel Button:** Cancels the process of adding a user.



The screenshot shows the 'Edit User' page of the AGRECORDS application. On the left is a sidebar with various icons and labels: Dashboard, RBSA, Crops, Letters, Certifications, Analytics, Weekly Activities, Users (which is highlighted in yellow), Settings, and Logout. The main content area has a header 'User Accounts > Edit User'. It features a circular profile picture of a white cat with pink bows. Below it are two sections: 'Personal Information' and 'Account Information'. In 'Personal Information', fields include First Name (Darynne Keith), Middle Name (empty), Last Name (Asis), Extension Name (empty), Title (empty), Gender (Female), Contact (09555724313), and Position (Admin Aide). In 'Account Information', fields include UserID (USER01), Username (darynne), Status (Active), and Role (Admin). A 'Change Password' button is located at the bottom of this section. At the very bottom right are 'Save' and 'Back' buttons.

3. Update relevant personal and/or account details as needed.
4. To change the password, click on the **Change Password** button. A dialog box will appear.
 - **Password:** User account password with specified strength requirements (8-16 characters, at least one uppercase letter, one lowercase letter, one digit, and one special character).
 - **Confirm Password:** Retyping of the password for confirmation.
 - **Save Button:** Saves the new password entered.
 - **Cancel Button:** Cancels the process of changing password.

The screenshot shows a 'Change Password' dialog box. It has two input fields: 'New Password' and 'Confirm Password', both represented by long, empty rectangular boxes. At the bottom are two buttons: 'Save' (highlighted with a red border) and 'Cancel'. The number '4' is visible in the bottom left corner of the dialog box, and the letter 'b' is positioned above the 'Save' button.



- a. Fill out the necessary fields.
- b. Click on the **Save** button to change password.
- c. Click on the **Cancel** button to discard changes.
5. Click on the **Save** button to apply and save changes.
6. Click on the **Cancel** button to discard changes.

9.0 SETTINGS

This section provides access to various configuration options and system-related functionalities.

9.1 MANAGE DATA

This subsection allows you to handle dynamic data within the system. You can add or edit records as needed.

1. On the sidebar navigation, select the **Settings** menu. A submenu promptly appears.
2. Within the **Settings** submenu, select the **Manage Data** option. The **Manage Data** interface includes:
 - **Barangay Field:** Allows for entering of Barangay and/or displays selected barangay.
 - **Status Option:** Allows setting of status of Barangay (Enabled, Disabled)
 - **Filter:** Filter the data displayed on the table.
 - **Add Barangay Button:** Allows adding of barangay.
 - **Table:** Displays a list of data based from the filter.

The screenshot shows a web-based application interface titled "Manage Data". The left sidebar has a blue header "AGRECORDS" and a "Settings" menu with "Manage Data" selected. The main content area has a header "BARANGAY" with search and filter fields. A table lists 17 barangays with columns for ID, Barangay name, and Status. All barangays listed are "Enabled".

ID	Barangay	Status
1	AGGUB	Enabled
2	BANGAAN	Enabled
3	BANGAR	Enabled
4	BASCARAN	Enabled
5	CURIFANG	Enabled
6	DADAP	Enabled
7	LACTAWAN	Enabled
8	OSMENA	Enabled
9	POBLACION NORTH	Enabled
10	POBLACION SOUTH	Enabled
11	QUEZON	Enabled
12	QUIRINO	Enabled
13	ROXAS	Enabled
14	SAN JUAN	Enabled
15	SAN LUIS	Enabled
16	TUCAL	Enabled
17	UDIANWAN	Enabled



9.1.1 ADD DATA

1. On the **Manage Data** interface, select an option from the **Filter**.

BARANGAY

Barangay	Status
Enter new barangay	Enabled

ID Barangay

Filter: Barangay

Add Barangay

2. Enter a barangay on the **Barangay** field.

Barangay

Barangay	Status
Enter new barangay	Enabled

Filter: Barangay

Add Barangay

3. Click on the **Add Barangay** button to save the barangay.

Barangay

Barangay	Status
Bacar	Enabled

Filter: Barangay

Add Barangay

9.1.2 EDIT DATA

1. On the **Manage Data** table, select a data to edit.

ID	Barangay	Status
1	AGGUB	Enabled
2	BANGAAN	Enabled
3	BANGAR	Enabled
4	BASCARAN	Enabled
5	CURIFANG	Enabled
6	DADAP	Enabled
7	LACTAWAN	Enabled
8	OSMENA	Enabled
9	POBLACION NORTH	Enabled
10	POBLACION SOUTH	Enabled
11	QUEZON	Enabled
12	QUIRINO	Enabled
13	ROXAS	Enabled
14	SAN JUAN	Enabled
15	SAN LUIS	Enabled
16	TUCAL	Enabled
17	UDIAWAN	Enabled

2. Double-click on the selected data. A dialog box appears. It includes:

- **Barangay Field**
- **Status Option**
- **Save Button:** Saves the entered information.
- **Cancel Button:** Discards changes



ID	Barangay	Status
1	AGGUB	Enabled
2		Enabled
3		Enabled
4		Enabled
5		Enabled
6		Enabled
7		Enabled
8		Enabled
9		Enabled
10	POBLACION SOUTH	Enabled
11	QUEZON	Enabled
12	QUIRINO	Enabled
13	ROXAS	Enabled
14	SAN JUAN	Enabled
15	SAN LUIS	Enabled
16	TUCAL	Enabled
17	LIDDIAMAN	Enabled

3. Make necessary changes.
4. Click on the **Save** button to save the changes.

The image shows a detailed view of the edit form for Barangay #1. It includes fields for 'Barangay #1' (containing 'AGGUB'), 'Status' (set to 'Enabled'), and two buttons at the bottom: 'Save' (highlighted with a red border) and 'Cancel'.

9.2 BACKUP AND RESTORE

Safeguard your data with the backup and restore functionality. Create regular backups to prevent data loss and restore previous states if needed. This section provides tools to manage the system's data backup and recovery.

1. On the sidebar navigation, select the **Settings** menu. A submenu promptly appears.



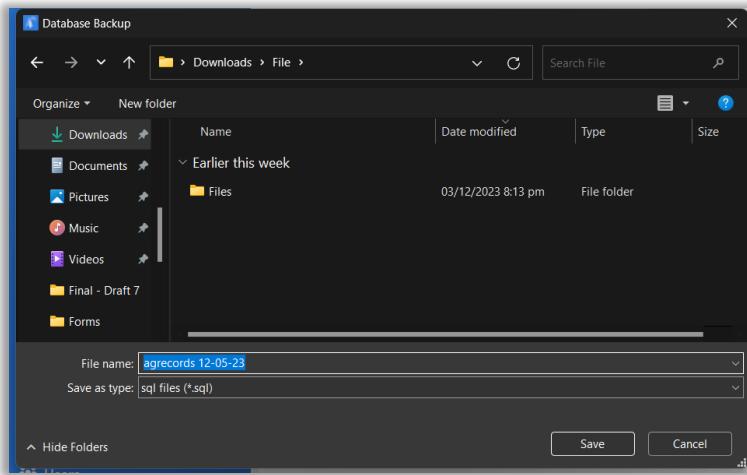
2. Within the **Settings** submenu, select the **Backup and Restore** option. The **Manage Data** interface includes:
 - **Backup Button:** Allows for backing up of database.
 - **Restore Button:** Allows for restoring of database.
 - **Table:** Displays the logs on backup and restore.

The screenshot shows the AGRECORDS application's 'Backup and Restore' page. On the left, there is a sidebar with various menu items: Dashboard, RSBAs, Crops, Letters, Certifications, Analytics, Weekly Activities, Users, and Settings. The 'Settings' item is highlighted with a yellow background. At the top center, it says 'Settingss > Backup and Restore'. Below this, there are two main sections: 'Backup' and 'Restore'. The 'Backup' section contains a large blue icon of an upward-pointing arrow with a circular base, and a blue rectangular button labeled 'Backup' below it. The 'Restore' section contains a similar blue icon of a downward-pointing arrow with a circular base, and a blue rectangular button labeled 'Restore' below it. At the bottom of the page, there is a table titled 'Logs' with columns: ID, Username, Action, Section, Description, Device, and Timestamp. The table is currently empty.

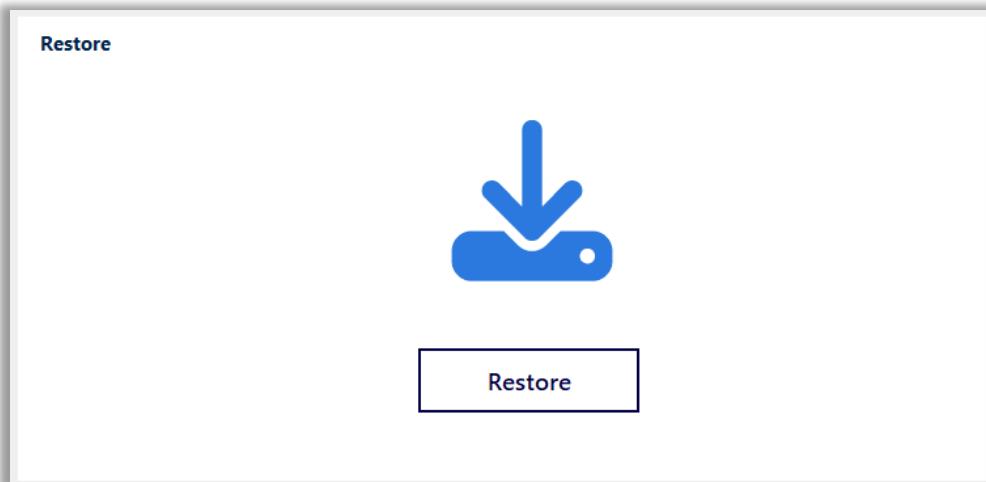
3. Click on the **Backup** button to create a backup of the database.

The screenshot shows a 'Backup' dialog box. At the top, it says 'Backup'. In the center is a large blue icon of an upward-pointing arrow with a circular base. Below the icon is a blue rectangular button labeled 'Backup'.

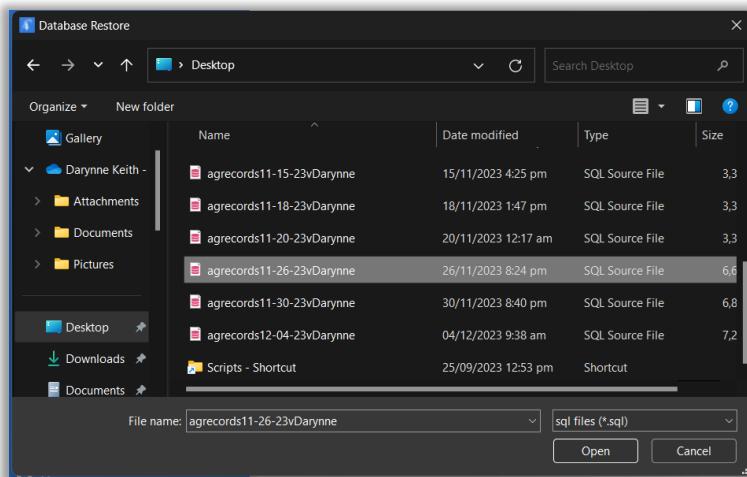
- A Save File Dialog appears. Choose a directory to save the backup file.
- Set the file name.
- Choose **Save** to complete the backup process.



4. Click on the **Restore** button to restore a database in .sql file.



- An Open File Dialog appears. Locate and select the file to restore.
- Choose **Open** to complete the restore process.





9.3 AUDIT LOGS

Keep track of system activities and changes through audit logs. This section provides a detailed history of user actions, offering transparency and accountability. Reviewing audit logs can help in identifying potential issues or unauthorized activities.

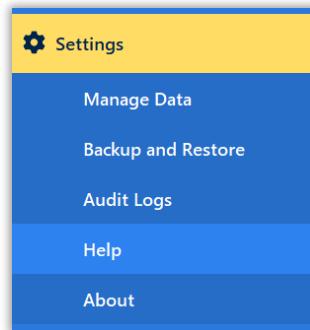
1. On the sidebar navigation, select the **Settings** menu. A submenu promptly appears.
2. Within the **Settings** submenu, select the **Audit Logs** option.

ID	Username	Action	Section	Description	Device	Timestamp
1609	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 9:24 am
1608	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 9:10 am
1607	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 9:10 am
1606	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 9:08 am
1605	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 9:06 am
1604	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 9:05 am
1603	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 8:57 am
1602	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 8:46 am
1601	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 8:45 am
1600	darynne	Insert	Crops-HVC Report	HVC-2023-03 added suc...	LAPTOP-M94H531E	05/12/2023 7:41 am
1599	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 7:41 am
1598	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 7:30 am
1597	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 7:29 am
1596	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 7:23 am
1595	darynne	Login	Account	Login failed, invalid user...	LAPTOP-M94H531E	05/12/2023 7:23 am
1594	darynne	Insert	Crops Corn Report	CORN-2023-03 added suc...	LAPTOP-M94H531E	05/12/2023 7:23 am
1593	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 7:00 am
1592	darynne	Insert	Crops Corn Report	CORN-2023-03 added suc...	LAPTOP-M94H531E	05/12/2023 7:00 am
1591	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	05/12/2023 7:00 am
1590	darynne	Insert	Crops Corn Report	CORN-2023-03 added suc...	LAPTOP-M94H531E	05/12/2023 7:00 am
1589	darynne	Insert	Crops Corn Report	CORN-2023-03 added suc...	LAPTOP-M94H531E	05/12/2023 6:47 am
1588	darynne	Insert	Crops Corn Report	CORN-2023-03 added suc...	LAPTOP-M94H531E	05/12/2023 6:47 am
1587	darynne	Login	Account	Login success (darynne)	LAPTOP-M94H531E	04/12/2023 10:09 am
1586	david	Import	RSBSA	Excel imported success...	LAPTOP-UERPA0BV	02/12/2023 2:12 pm
1585	david	Login	Account	Login success (david)	LAPTOP-UERPA0BV	02/12/2023 2:11 pm
1584	david	Login	Account	Login success (david)	LAPTOP-UERPA0BV	02/12/2023 2:10 pm
1583	david	Login	Account	Login success (david)	LAPTOP-UERPA0BV	02/12/2023 2:06 pm
1582	david	Login	Account	Login success (david)	LAPTOP-UERPA0BV	02/12/2023 2:04 pm
1581	david	Import	RSBSA	Excel imported success...	LAPTOP-UERPA0BV	02/12/2023 2:02 pm
1580	david	Login	Account	Login success (david)	LAPTOP-UERPA0BV	02/12/2023 2:00 pm

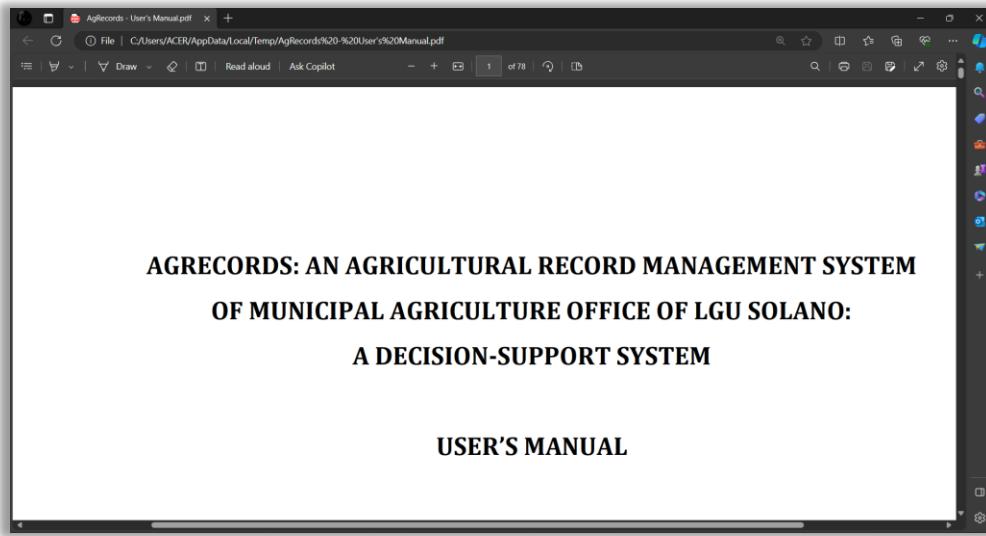
9.4 HELP

Access the help section for guidance on using AgRecords. Whether you need assistance with specific features, troubleshooting tips, or general information, the help section is your go-to resource for support.

1. On the sidebar navigation, select the **Settings** menu. A submenu promptly appears.



2. Within the **Settings** submenu, select the **Help** option.
3. A browser promptly appears for viewing the User's Manual in pdf format.



9.5 ABOUT

Get an overview of AgRecords including information about the system, developers, and contact details.

The screenshot shows the AgRecords application interface. On the left is a vertical sidebar with a blue header and a white footer. The sidebar contains icons and text for various features: Dashboard, RSBSA, Crops, Letters, Certifications, Analytics, Weekly Activities, Users, Settings (which is highlighted in yellow), Manage Data, Backup and Restore, Audit Logs, Help, and About. At the bottom of the sidebar is a 'Logout' button. The main content area has a light gray background. At the top, it says 'Settings > About'. To the right of this, there is a user profile picture for 'Darynne Keith Asis' (Admin) and a circular logo for 'AGRECORDS Management System'. The central content area is titled 'About AgRecords' and includes sections for 'Overview', 'Development Team', and 'Contact Information'. The 'Overview' section states: 'AgRecords is a comprehensive system developed as a capstone project by a group of students at Saint Mary's University. This innovative solution is designed specifically for the Municipal Agricultural Office, aiming to enhance efficiency, streamline processes, and contribute to the sustainable development of agricultural practices within the community.' The 'Development Team' section lists four names: Darynne Keith S. Asis, David T. Cabrito, John Carlo C. Macalalay, and Jericho E. Vicente. The 'Contact Information' section provides an email address: kirakeitisaic@gmail.com.