KANEKO SEEDS

USER GUIDE

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August 27, 2024

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KANEKO SEEDS

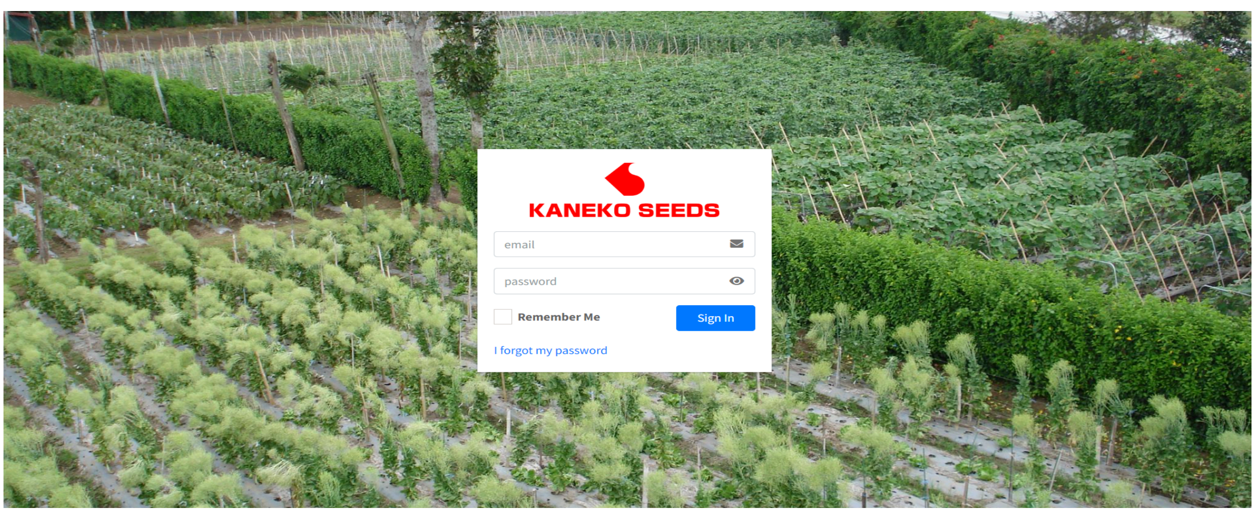
System Application User Manual

Kaneko Seeds is an advanced system application designed to streamline and optimize seed inventory, sales, and ordering processes. This comprehensive software solution features real-time inventory management, allowing users to efficiently track and manage stock levels across various seed categories. It includes integrated sales processing for seamless transactions, supports diverse payment methods, and offers customizable reports for in-depth analysis of sales trends and inventory status. The automatic user interface ensures ease of navigation for the users, while the system's integration capabilities with other software solutions enhance overall functionality. Kaneko Seeds also provides robust customer support to assist with any issues, ensuring that users can maximize the benefits of the software and focus on their core business activities.

Users' Guide

Login Access

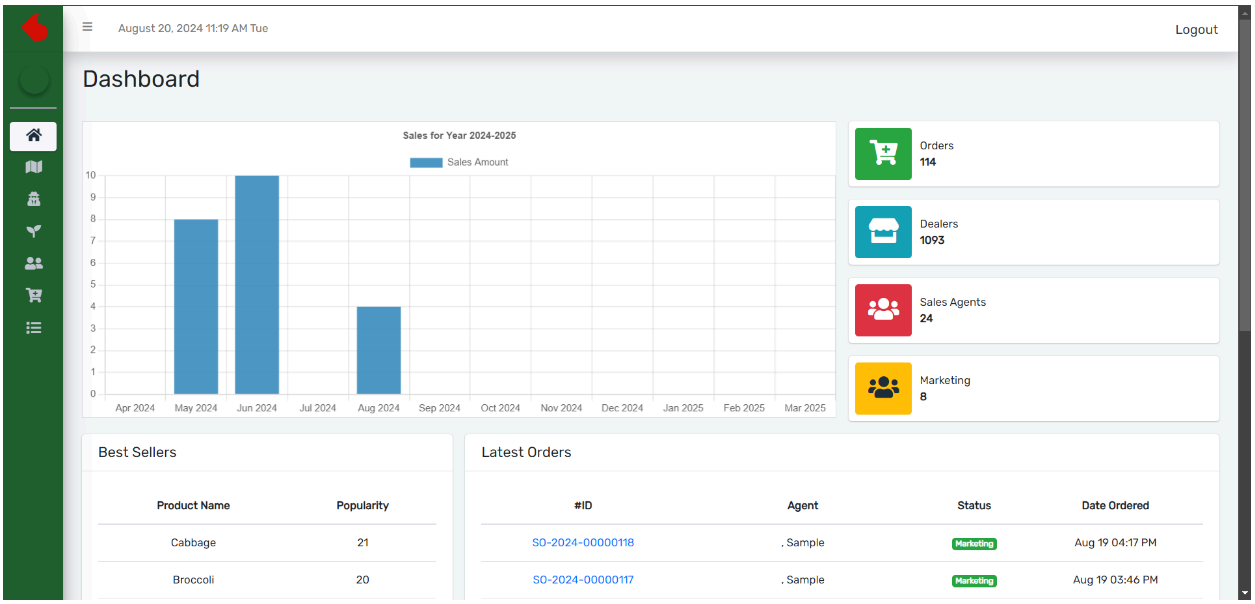
To access the software, users need a valid Username and Password from the "Kaneko Administrator." Enter the URL for Kaneko Seeds website into your browser's address bar to request the start page. The login page will then appear. (Image 1 - User Login).



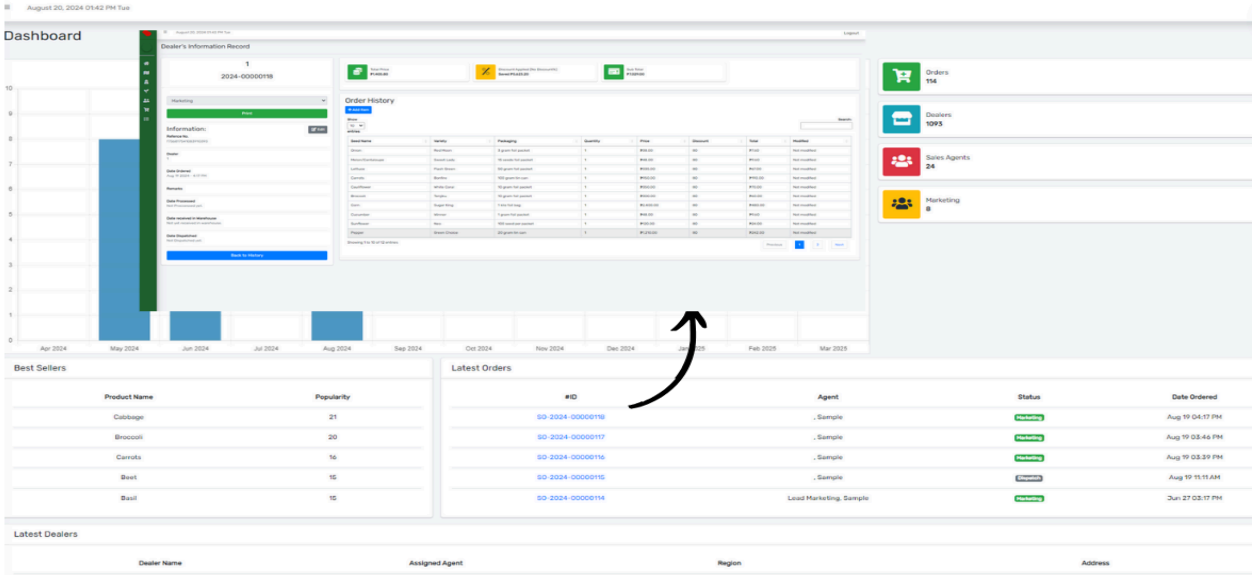
Enter the Login Name and Password, then click the Login button. If the login is successful, you will be redirected to the Home Page.

Dashboard

By clicking the sign in the system will automatically re-direct to the dashboard.



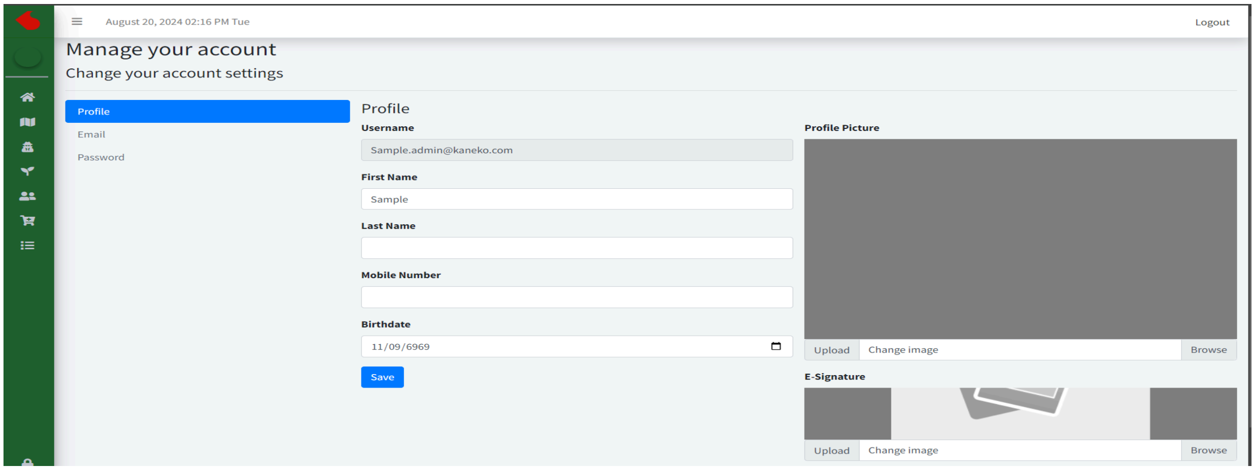
The left-side navigation slider that displays a bar with options for different system parts. In the central area of the dashboard, you will find a detailed sales graph that visualizes performance over time. To the right of this graph, key metrics are prominently displayed, including the number of orders, active dealers, sales agents, and current marketing campaigns. Below the graph, additional sections highlight the best-selling products and the latest orders, providing valuable insights into top performers and recent activities. This layout offers a comprehensive view of sales performance and operational metrics, helping you manage and make decisions effectively.



To view the dealer's information record and a complete history of transactions, including order number, price, date, discount, and subtotal, click on the ID number. By selecting the print option, you may also print the order history. If you would like to add the order numbers, add the item from the top section of the table.

User Account

Click the Profile to re-direct to the Manage Account.



Profile

The Profile page is designed to help users easily create their accounts by entering personal information and uploading necessary documents.

- Enter Personal Information

  Begin by filling out all the required fields in the provided text boxes. This includes your name, contact information, and any other personal details necessary for account creation. Make sure to double-check your entries for accuracy.

- Upload Your Profile Picture

  Personalize your profile by adding a profile picture. To do this, click on the "Upload" or "Browse" button, which will allow you to select an image from your device. Choose a clear, professional photo that represents you.

- Add Your E-Signature

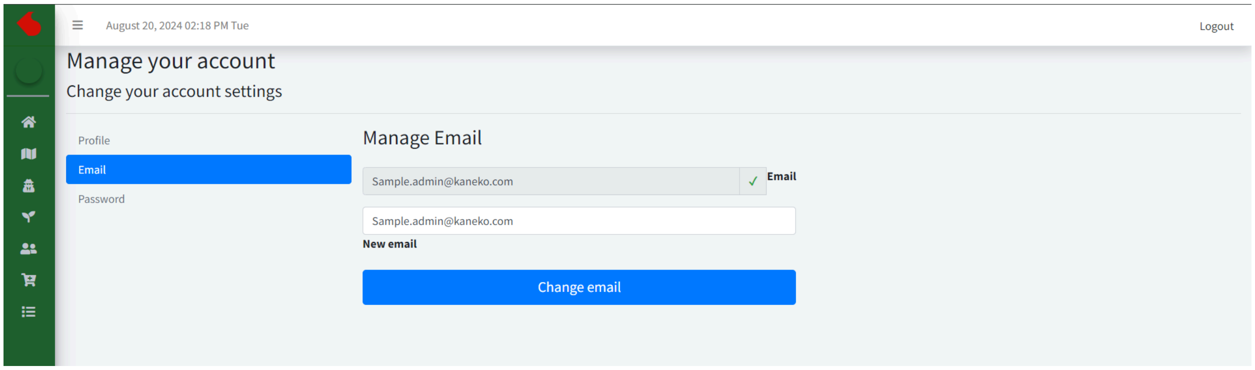
  To further personalize your profile, you can upload or create your e-signature. This can be done by clicking on the "Upload E-Signature" button. If you already have an e-signature file, select it from your device. If not, you may be able to create one using the tools provided on the page.

- Complete the Form

  Ensure that all text boxes are filled out. Any blank fields could prevent you from successfully creating your account. Double-check your information for accuracy and completeness.

- Review and Submit

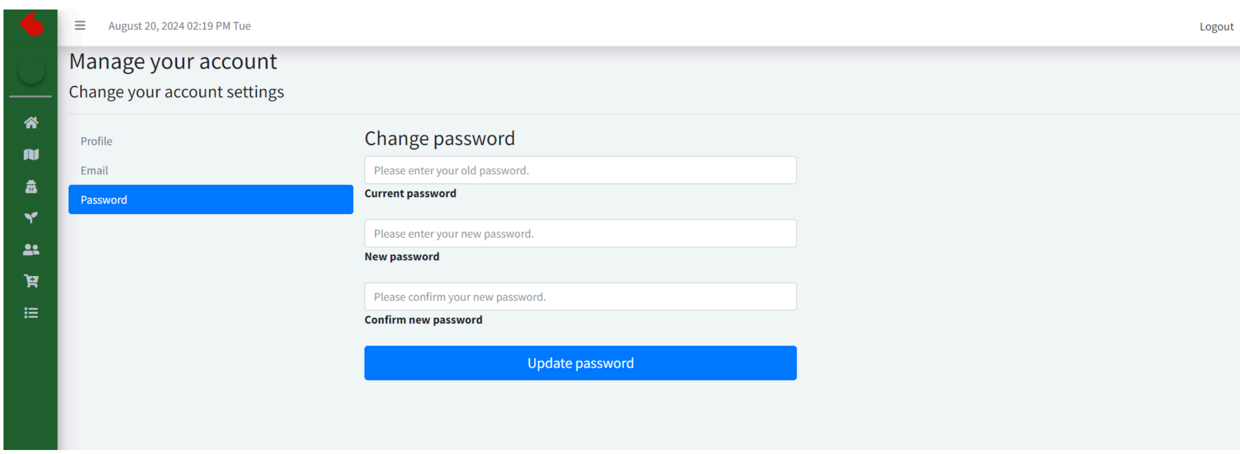
  Once you've filled out all the necessary information, uploaded your profile picture, and added your e-signature, review everything to ensure it’s correct. If everything looks good, click on the "Submit" button to create your account.



Click the email to change your email account.

- Current Email: Enter your current email
- New Email: Enter your new email before you submit it.

Note: updating your email address, it's crucial to ensure accuracy, the system should include a verification step that requires you to re-type your new email address.



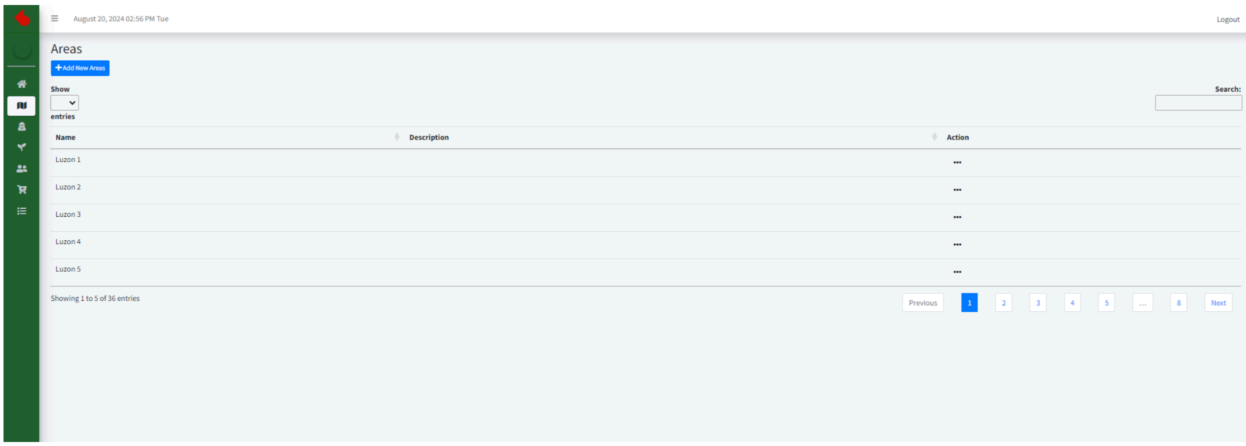
Click the password to change your password.

- Current Password - Enter the password of the current user.
- New Password - Enter a new password of the current user. The password should have at least 8 alphanumeric characters with at least one digit.
- Confirm Password - Repeat the new password of the current user.

Note: updating your password, it’s crucial to ensure accuracy, the system should includes a verification step that requires you to re-type your new password.

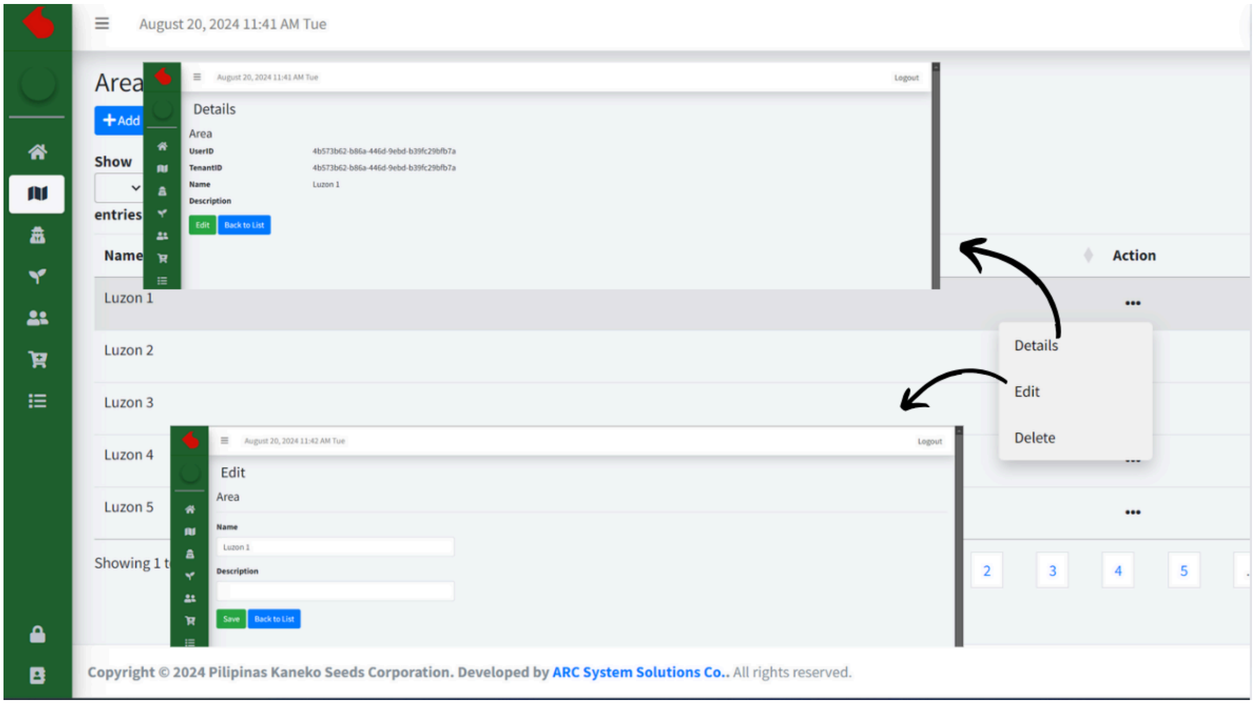
Areas

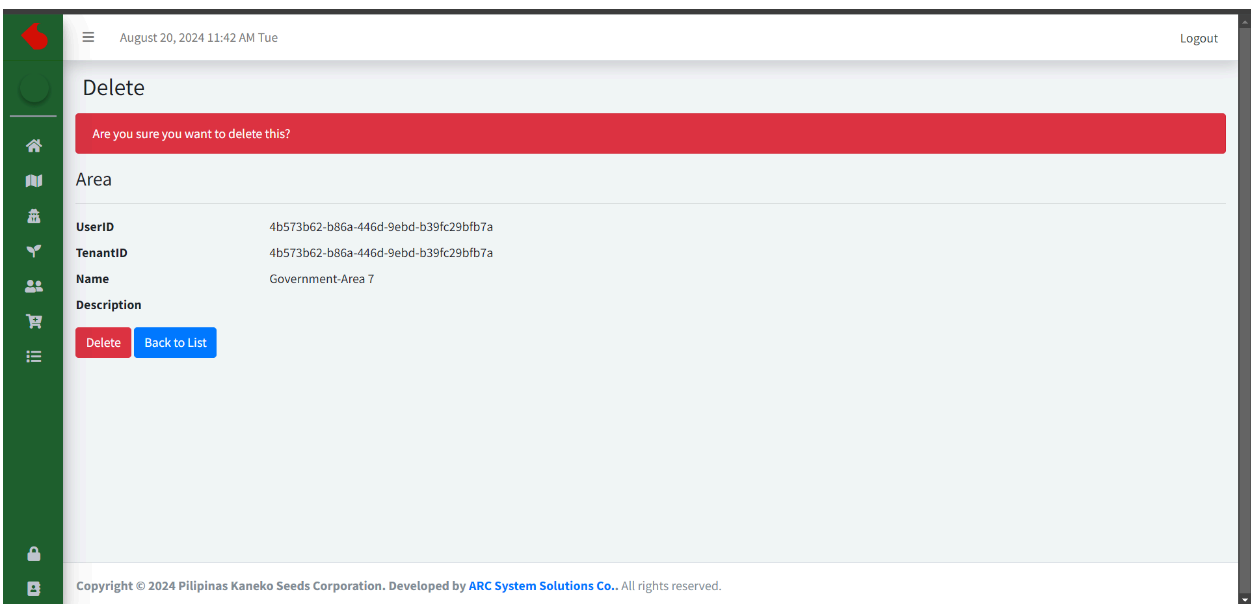
Clicking on the sub menu Areas re-directs the current user to the Areas Control Page.



- Add new areas: Click the "Add New" button to initiate the registration process for a new areas.
- Show Panel: This feature also allows users to minimize the list of locations for a more streamlined view.
- Page selector: A maximum of 5 users are shown per page with 36 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Search: Click the search to input terms or data into a search window, users can easily locate a certain User using the User List' Search tool. This is a necessary tool for efficiently finding information.

Clicking the option to display the sub menu.

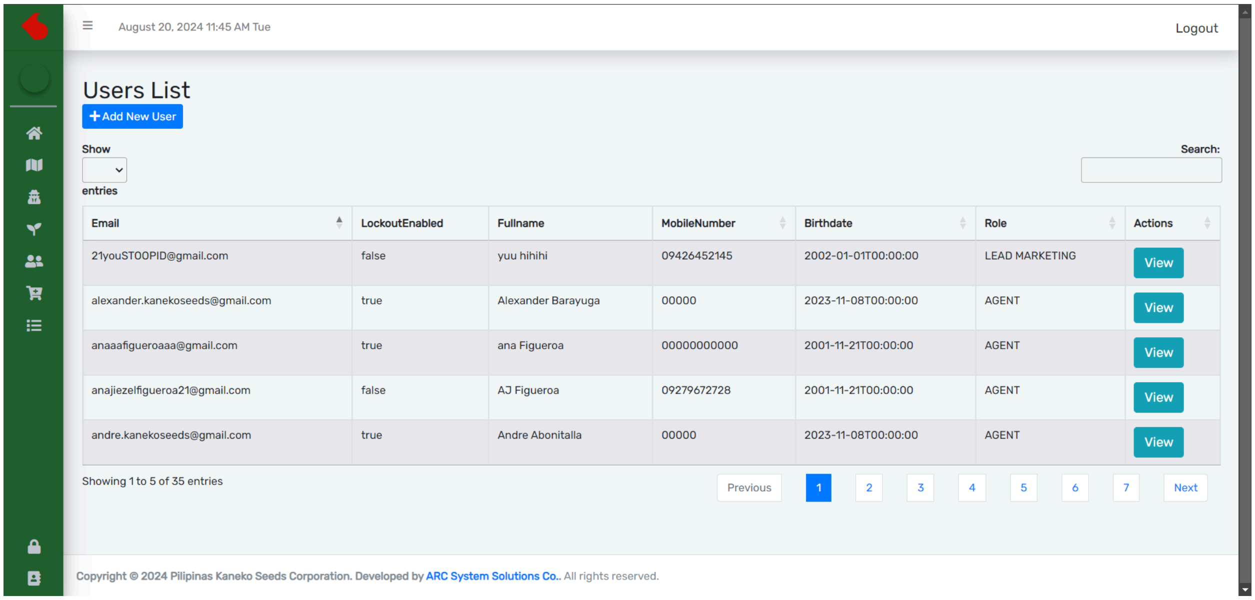




The Areas option panel is essential to provide the transaction of the product. By having access to this page, it is possible to add, edit, duplicate and search. The panel is divided into three panels: details, edit and delete.

Admin Panel

Click the Admin Panel to dropdown the user list and sales order status. Then click the user list to view the other user profile.

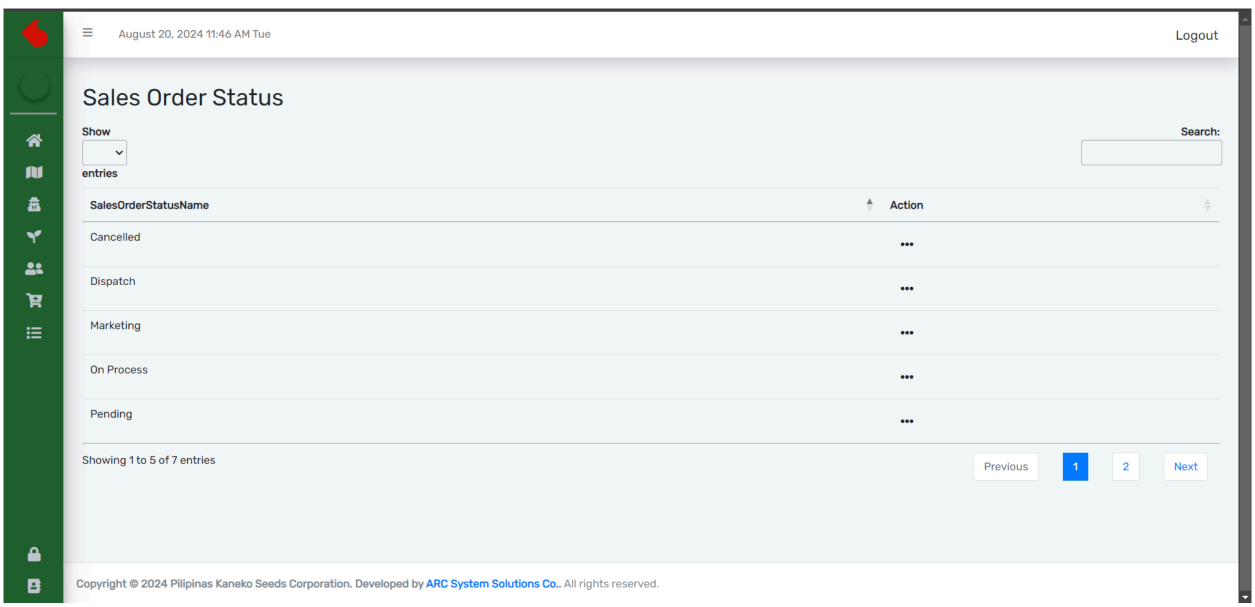


A. User List: The Users List table offers a comprehensive view of each user, including their email address, account status (locked or enabled), full name, mobile number, birthdate, assigned role, and a range of management actions. This detailed table enables administrators to efficiently monitor user information, manage account settings, and perform necessary actions directly from the interface.

- Add new user: Click the "Add New" button to initiate the registration process for a new user.
- Show: Click to select and display the desired number of users you wish to view on the list.
- View: Click "View" to access options for changing the user's role and updating their password.

- Page selector: A maximum of 5 users are shown per page with 35 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Search: Click the search to input terms or data into a search window, users can easily locate a certain User using the User List' Search tool. This is a necessary tool for efficiently finding information.

B. Sales Order status: The sales order status refers to the current state or progress of a sales order within a system or workflow. It provides insights into where the order is in the fulfillment process and helps track its journey from initiation to completion.

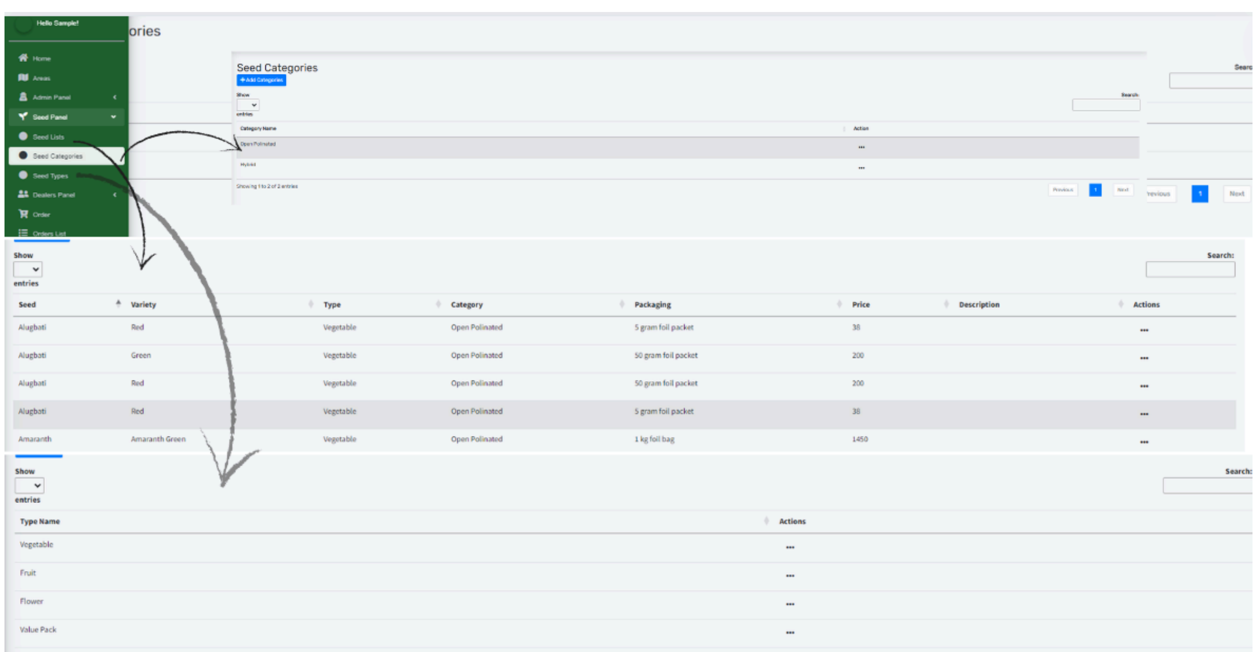


- Show: Click to select and display the desired number of users you wish to view on the list.
- Edit: Click the menu to show the edit and change the status order name.

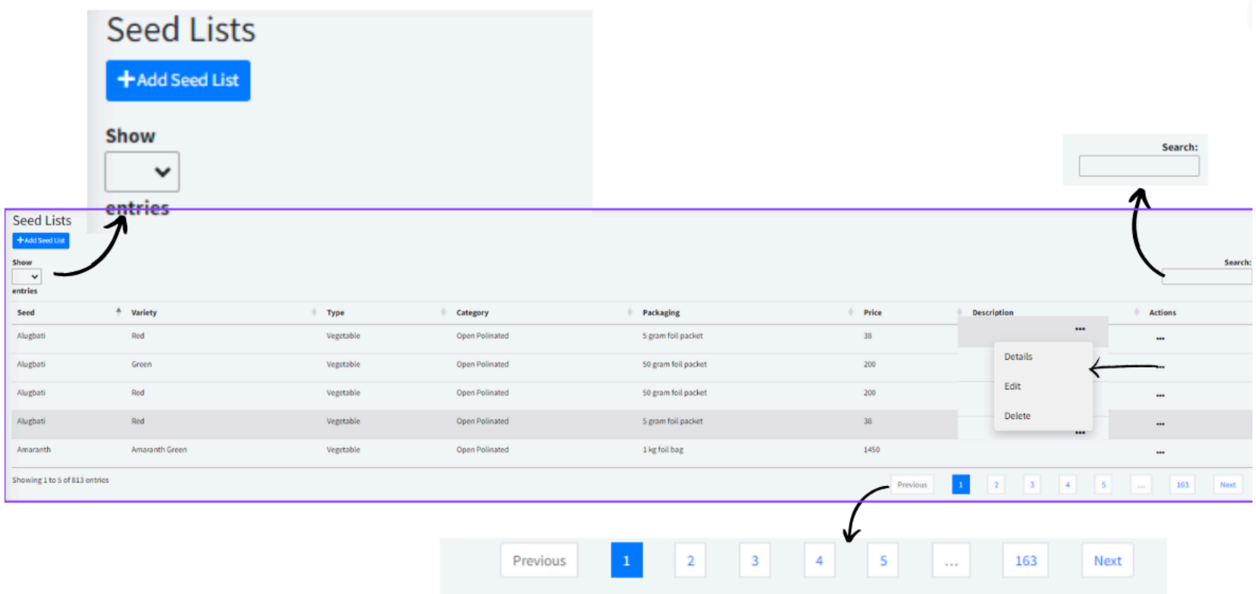
- Page selector: A maximum of 5 users are shown per page out of 7 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Delete: Users can remove unnecessary or outdated sales from the system
- Search: Via inputting terms or data into a search window, users can easily locate certain order status using order status lists' Search tool. This is a necessary tool for efficiently finding information.

SEED PANEL

Click to the Seed Panel submenu button in the menu to access the system's seed-related features. The Seed List, which allows you to examine any available seedlings, Seed Categories, which separates seeds into different categories, and Seed Types, which provides information on the many types of seeds in the system, are just a few of the options that become visible when you click this button.



A. Seed Lists: Select the Seed List option from the sub menu to access and control the seed collection that has been arranged alphabetically. Each seed is described in this list, along with its identity, type, category, along with other relevant information. For the system to track and manage the seed inventory effectively, this capability is necessary.

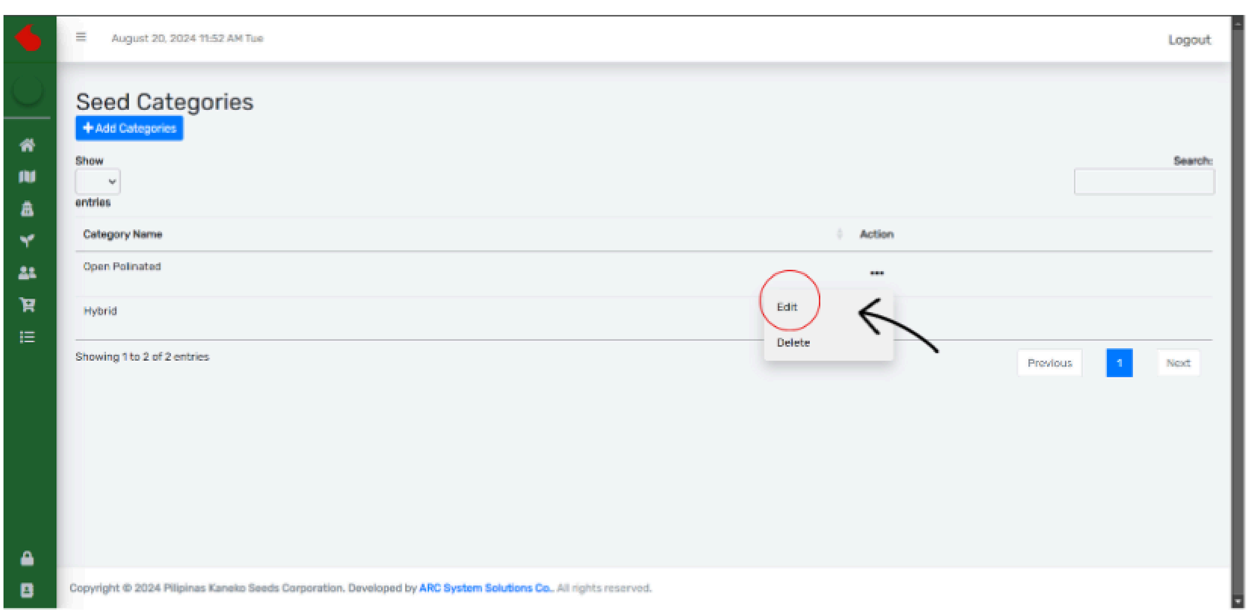


Description of each button under the Seed Lists.

- Show: Click to select and display the desired number of users you wish to view on the list.
- Add New Seeds: By inserting the details of new seeds, users can increase the system's inventory through the Add New Seeds tool. This procedure is necessary to maintain the wide range and by the current database of the seeds, which allows users to efficiently track and manage every aspect of seeds.

- Page selector: A maximum of 5 users are shown per page out if 813 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Details can view the details of the product seed list it contains of seed, variety, type, category, packaging, price and description.
- Edit: Users can edit the details of seeds that are already in the system by using the Edit function found in the Seed Lists section. This is helpful when data needs to be updated, revised, or amended in order to keep accurate and current records.
- Delete: Users can remove unnecessary or outdated seeds from the system using the capability included in the Seed Lists feature.
- Search: By inputting terms or data into a search window, users can easily locate certain seeds using the Seed Lists' Search tool. This is a necessary tool for efficiently finding seeds and traversing vast stockpiles.

B. Seed Categories: By clicking the sub-menu user can easily find 2 certain category the open pollinated and the hybrid. Simply select the type you want to view to see

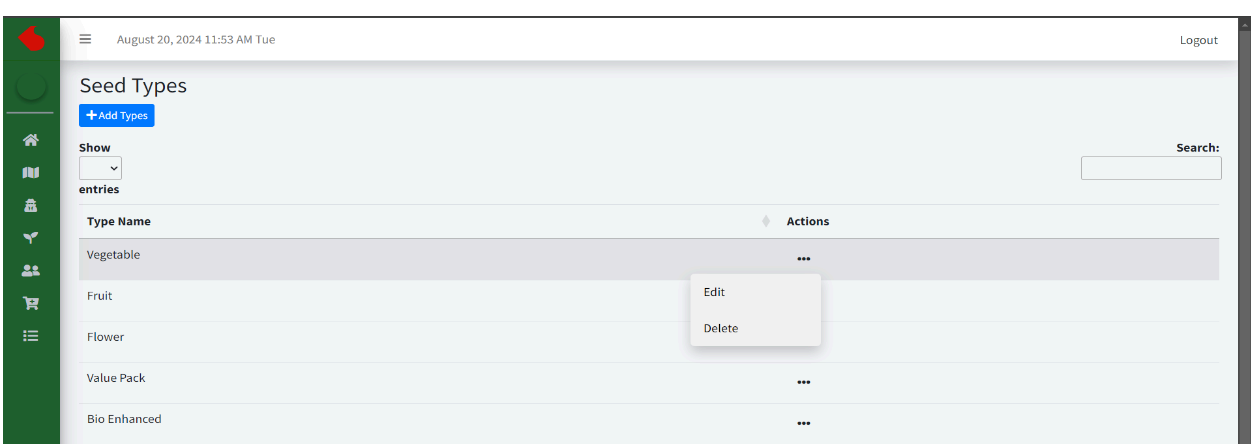


relevant seeds.

Description of each button under the Seed Categories:

- Show: Click to select and display the desired number of users you wish to view on the list
- Add Categories: By inserting the details of new categories, users can increase the system's inventory through the Add New Seeds Categories.
- Edit: Users can edit the category of seeds that are already in the system by using the Edit function found in the category section. This is helpful when data needs to be updated, revised, or amended in order to keep accurate and current records.
- Page selector: A maximum of 2 users are shown per page out if 2 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Delete: Users can remove unnecessary or outdated seeds from the system using the capability included in the Seed Lists feature.

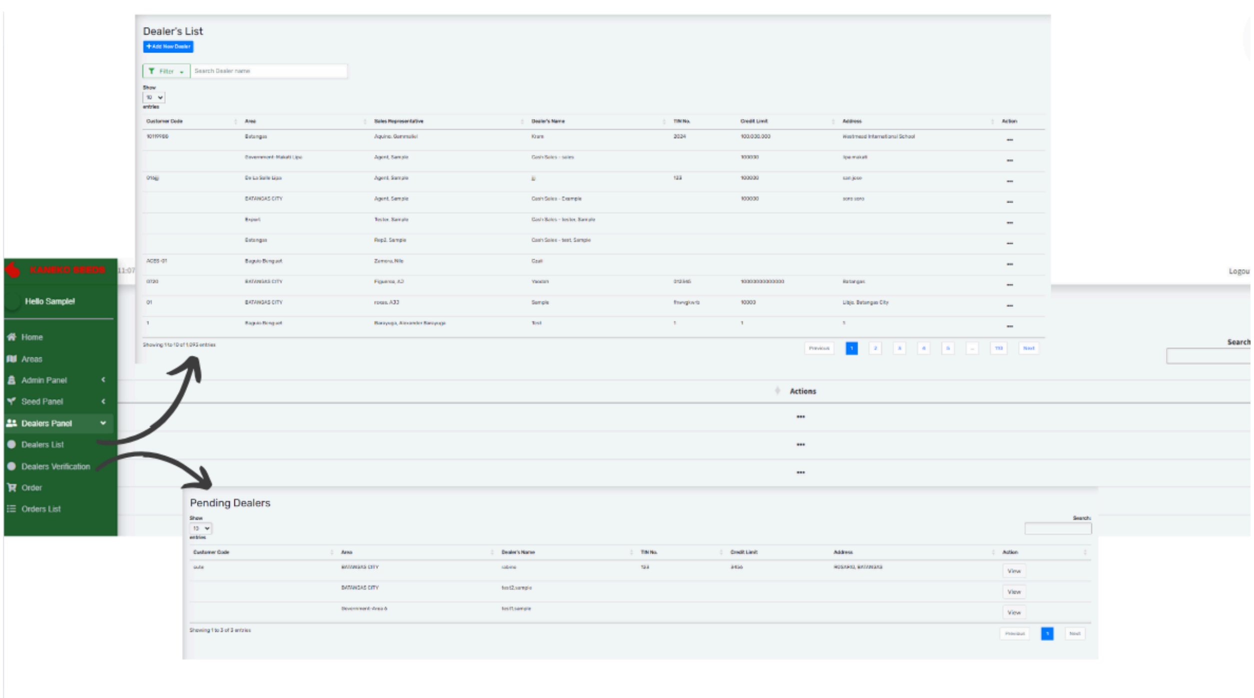
C. Seed Types: By Clicking the Seed types include the following list of available seed types: Vegetable Seeds, Fruit Seeds, Value Pack Seeds, Flower Seeds, and Bio-Enhanced Seeds.



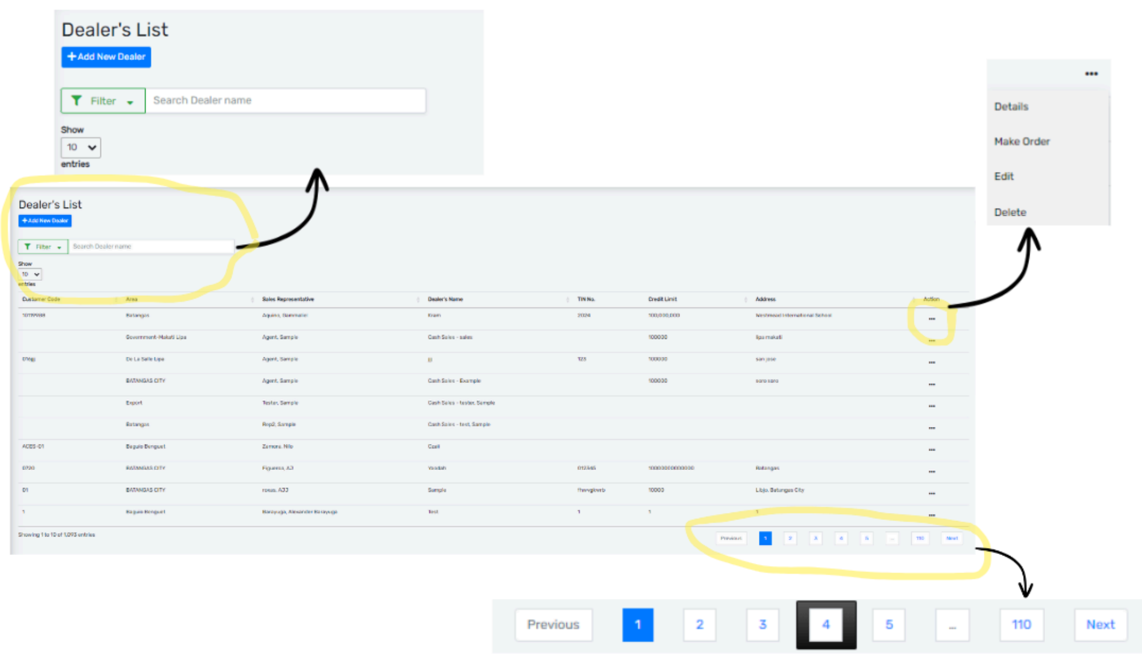
Description of each button under the Seed Types:

- Show: Click to select and display the desired number of users you wish to view on the list
- Add Types: By inserting the details of new types, users can increase the system's inventory through the Add New Seeds Types.
- Edit: Users can edit the category of seeds types that are already in the system by using the Edit function found in the menu section. This is helpful when data needs to be updated, revised, or amended in order to keep accurate and current records.
- Page selector: A maximum of 5 users are shown per page out if 5 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Delete: Users can remove unnecessary or outdated seeds from the system using the capability included in the Seed Types.

Dealer Panel:



A. Dealer Lists: By Clicking the feature provides at the dealer lists. It includes detailed contact information, locations, and product offerings. Users can search, filter, and update dealer details as needed, making it easy to find and manage dealer relationships.



Description of each button under the Dealer List:

- Show: Click to select and display the desired number of users you wish to view on the list.
- Details: Click the view details of the order history that contains filter according to the date added. The table view their date ordered, reference no, so#, status and action.

- Make Order: Click the order button to process the seeds and it has a two dropdown menu dealer, type and search bar.
- Edit: Users can edit the Customer Code, area, sales representative, dealer's name, TIN no, credits limit, address and contact number of Dealers that are already in the system by using the Edit function found in the category section. This is helpful when data needs to be updated, revised, or amended in order to keep accurate and current records.
- Delete: Users can remove unnecessary or outdated seeds from the system using the capability included in the Seed Lists feature.
- Page selector: A maximum of 10 users are shown per page out if 1,093 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Filter: By clicking the user it may limit their search on the Dealer List by entering specific details like product category, dealer name, or location. By choosing these settings, users can find relevant dealers more quickly and choose the best way to search, which facilitates efficient management and supplier connections.

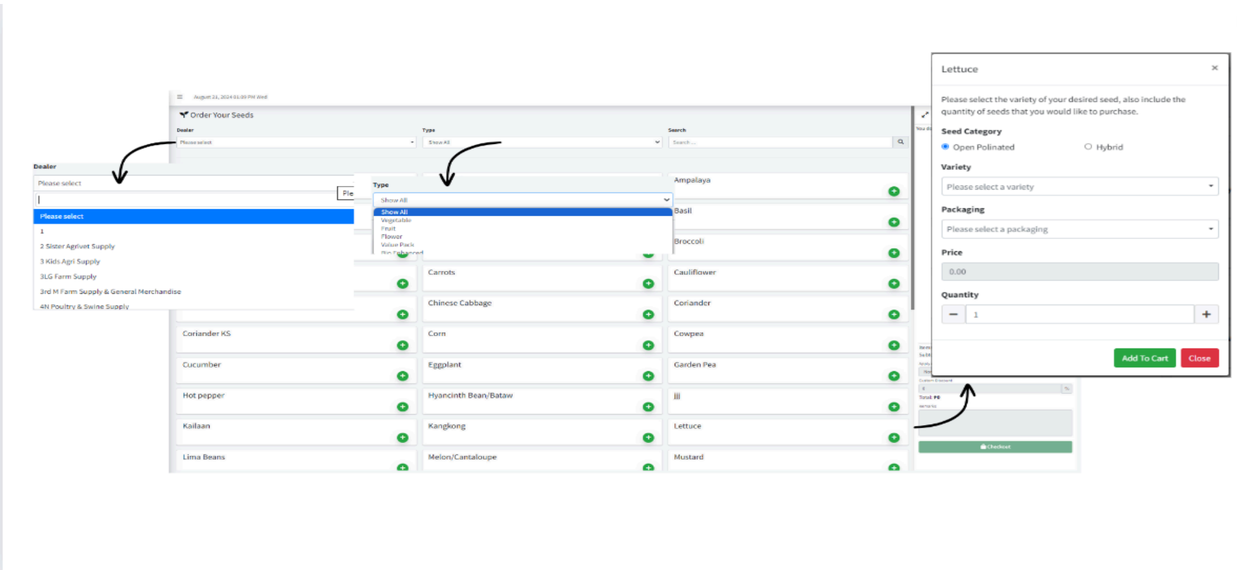
B. Dealer Verification: The Dealer Verification procedure verifies the legitimacy and dependability of dealers included in the listing. Customer codes, locations, dealer names, TIN numbers, credit limits, addresses, and actions can all be checked during verification. By verifying that all listed merchants fulfill the necessary requirements and are capable of offering high-quality goods or services, this procedure aids in maintaining the integrity of the dealer list.

Description of each button under the Dealer Verification:

- Show: Click to select and display the desired number of users you wish to view on the list
- Add Types: By inserting the details of new types, users can increase the system's inventory through the Add New Seeds Types.
- Edit: Users can edit the category of seeds types that are already in the system by using the Edit function found in the menu section. This is helpful when data needs to be updated, revised, or amended in order to keep accurate and current records.
- Page selector: A maximum of 3 users are shown per page out if 3 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.
- Delete: Users can remove unnecessary or outdated data from the system using the capability included in the dealer.

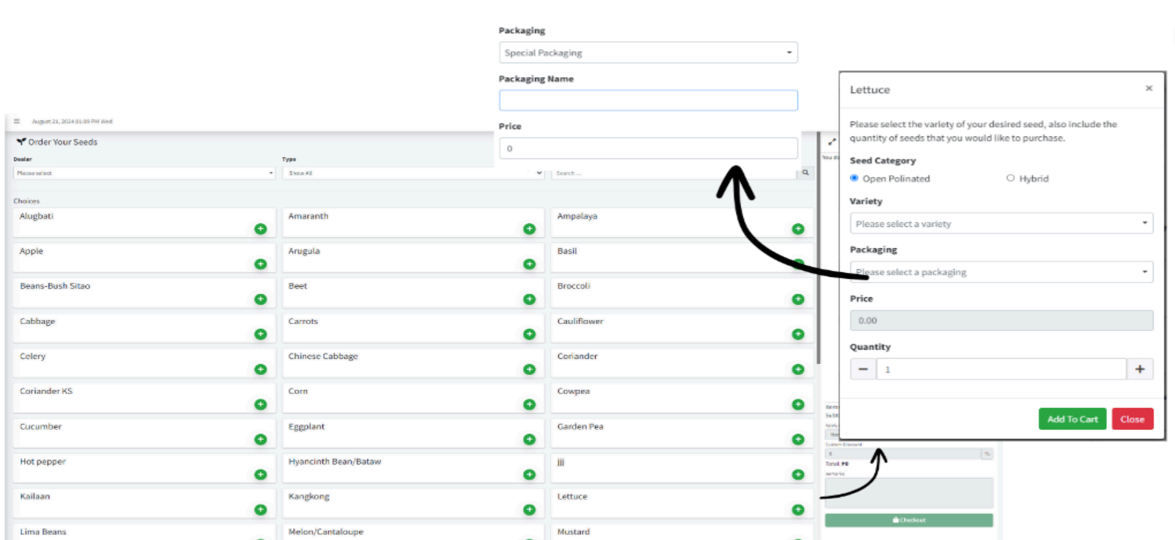
Order

Order management and placing with distributors or suppliers are made possible via the Order function. Customers can place orders directly through the system, choosing products and entering quantity requirements. Additionally, it permits cart management, handling modifications, and discounts.



Description of each function button under the Order List:

- Dealer Types: Click to provide at the dealer lists. ***Note: The system required to provide an available dealer to order.***
- Seed Types: Select the desired types to narrow down the unrelated seeds you are looking for, click on the "Seed types include."
- Show: Click to select and display the desired number of users you wish to view on the list

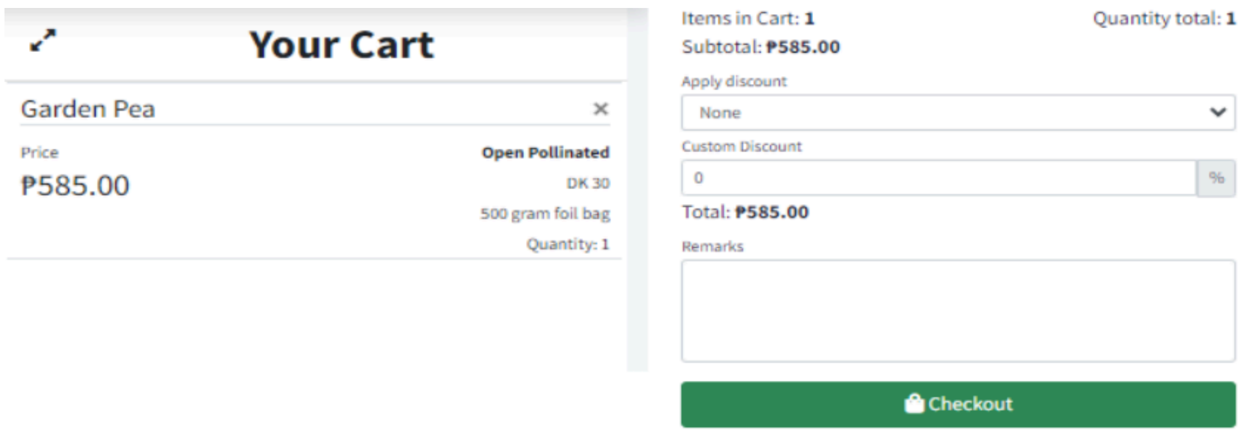


Special Packaging

- Add to cart: Click the ‘+’ button to add the desired variety of seeds and adding the quantity to complete the transaction.

Special Packaging

Special packaging refers to unique, customized, or non-standard packaging designed to enhance the presentation, protection, and appeal of a product.



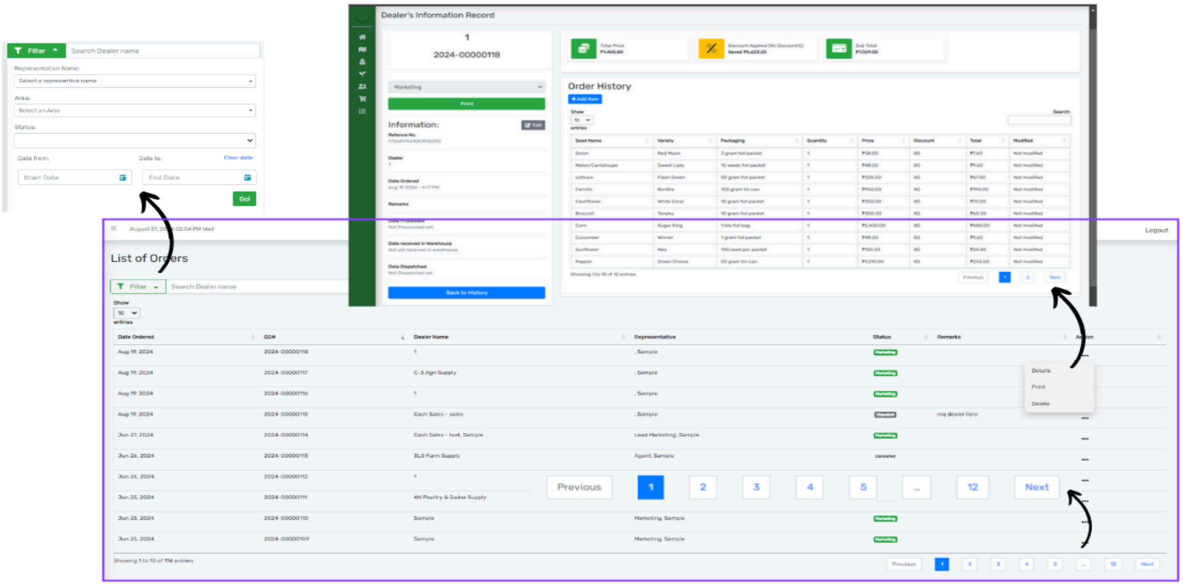
- Checkout: By selecting the Checkout feature facilitates the finalization of purchases by allowing users to review their order, enter discount, enter payment details, and confirm the transaction

Order List

Selecting the Order List tool, users can manage all aspects of their orders—including adjustments, cancellations, and returns—in one convenient location, as well as check their status and view their order history.

Description of each button under the List of Orders.

- Show: Click to select and display the desired number of users you wish to view on



  the list.
- Details can view the product order list it contains of payment, order transaction and order status. Users can edit the transactional status that are already in the system by using the edit function.
- Delete: Users can remove unnecessary or outdated order from the system using the capability included in the Seed Lists feature.
- Page selector: A maximum of 10 users are shown per page out of 114 entries. To view more records, use the page selector at the bottom of the results panel to navigate through additional pages.

Print

Print document generated and printed at the point of sale, providing a detailed record of a transaction. This receipt typically includes information such as the date and time of the purchase, items bought, quantities, individual prices, taxes, total amount paid, and the payment method used.