

# **Platform for form's administration**

## **User manual**

DRAFT

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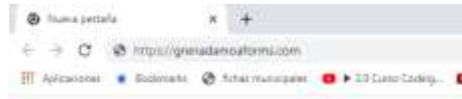
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DRAFT

## SYSTEM REQUERIMENTS

The system was developed to run in a web browser, it was optimized to work en EDGE, Chrome, Opera and other browsers. We recommend Chrome. The URL to start working with systema is:

[www.grenadamoforms.com](http://www.grenadamoforms.com), this electronic address must be write in your favorite browser



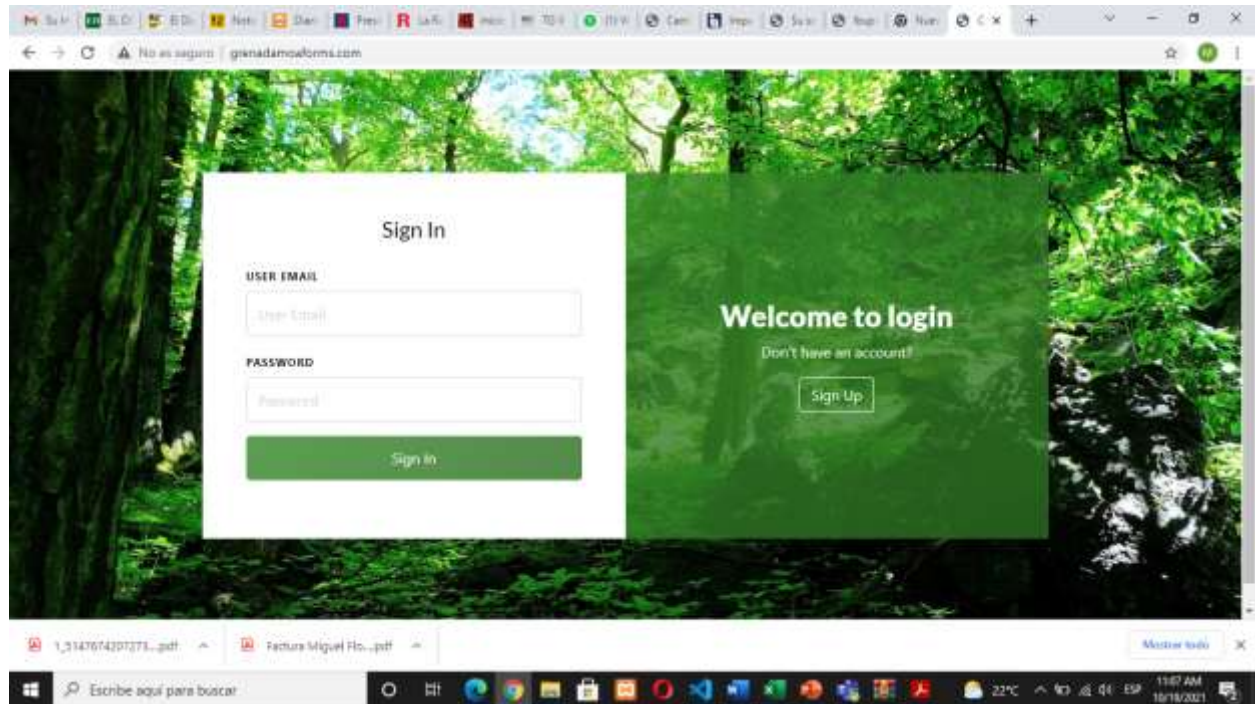
Since the system does not require installation, it can be used on any smart device (desktop pc, laptop, tablet or smart phone). The only requirement to access the system is that the device has an internet connection.



## THE HOME / INITIAL PAGE

When you type [www.grenadamoforms.com](http://www.grenadamoforms.com), this window must be on your favorite web browser.

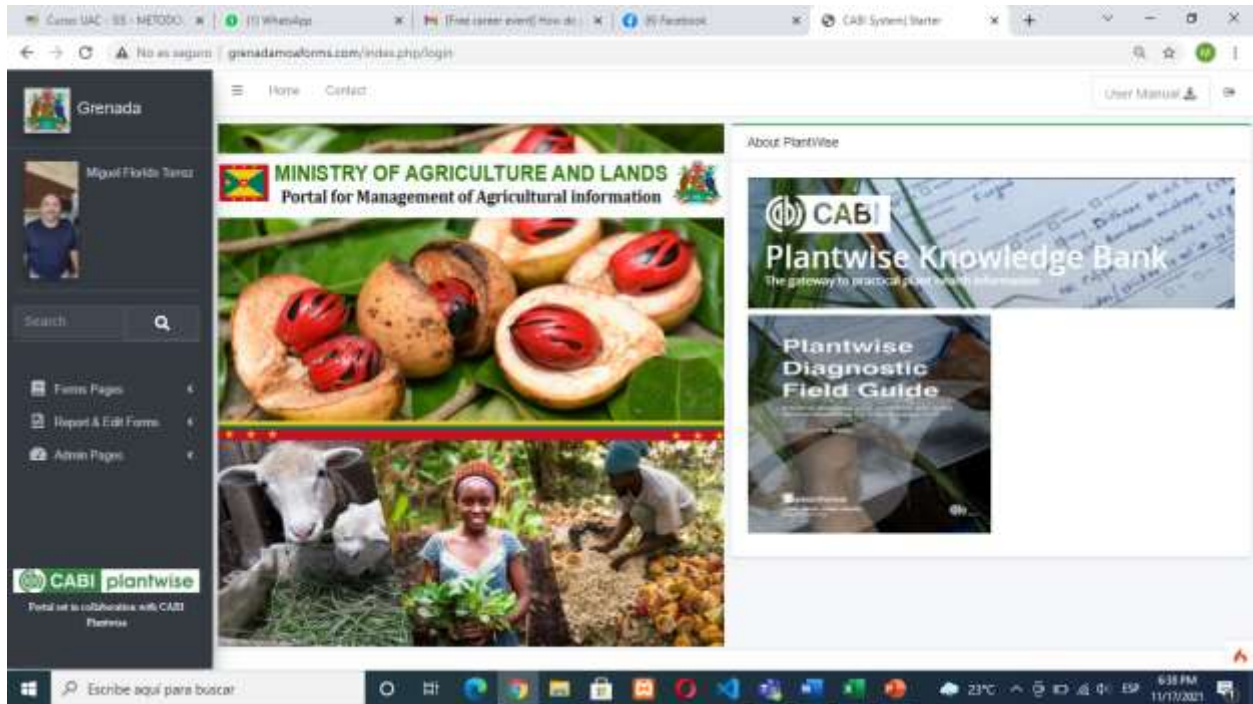
If you already have an account, you must to write the user mail and password, else you must to contact to system administrator.



## START WORKING

Once you are signed in, a window like Figure 1. will appear in your web browser.

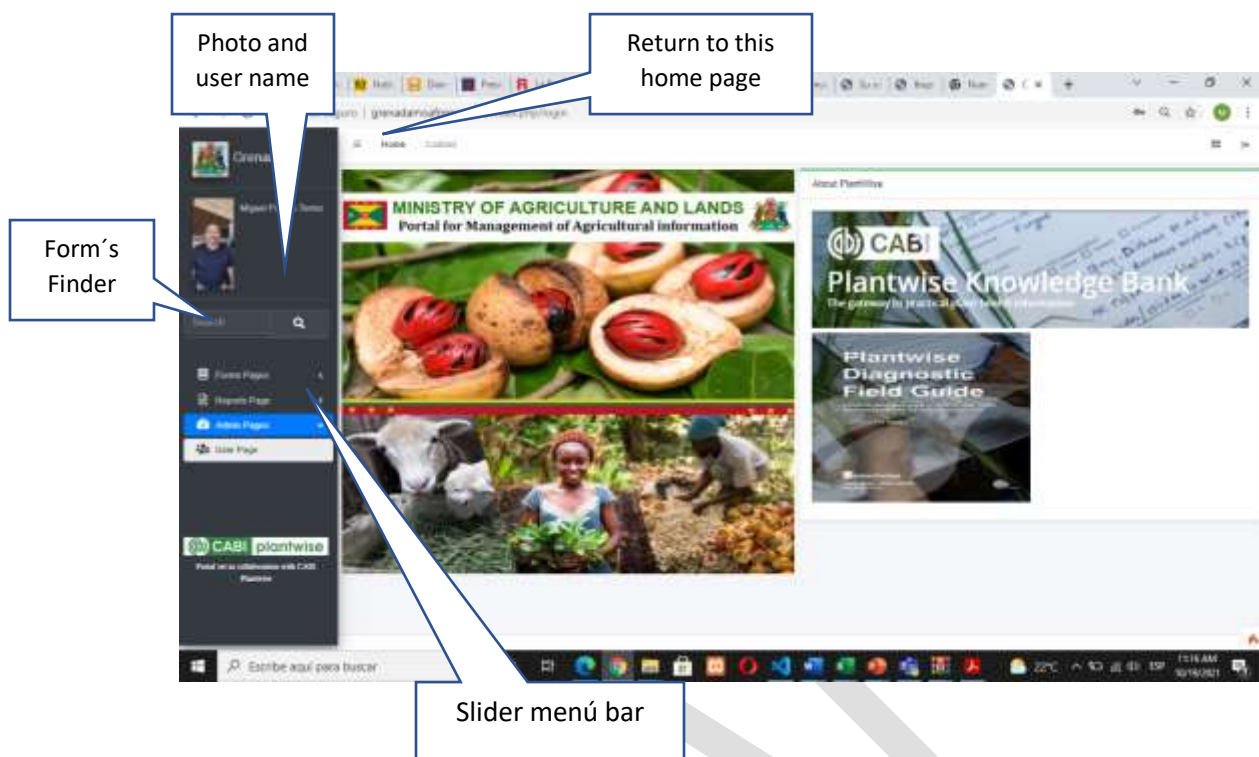
**Figure 1. Home page**



Some important elements of this first page are described in the next Figure.

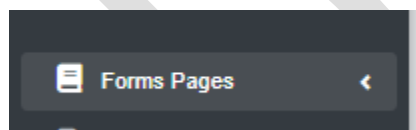
**Figure 2. Elements of home page**

Exit from  
site



## SELECT, EDIT AND SUBMIT FORMS

To select forms, push the button



The list of available forms in the system will be displayed, each of which can be selected by clicking on the name of the form.

For example, if you want to select DCA form, you must to click in the slide bar where a circle at the left of form name DCA Form

Forms Pages ▾

☐ Farmer Register Form

☒ DCA Form

☐ List of Farm Roads That Need Urgent Attention

☐ Crop Establishment and Production Information

☐ Plant Application Form

☐ Officer's weekly report - Other official activities – Itinerary for next week


☐ Crop damage data

☐ Monthly Report(many topics)

☐ Pesticide Application – Field Record Sheet

☐ Vendors Registration Form

Once the desired form is selected, the form ready to enter the information will appear in the frame on the right.

 Grenada

[Home](#)
[Contact](#)

Forms Pages ▾

☐ Farmer Register Form

☒ DCA Form

☐ List of Farm Roads That Need Urgent Attention

☐ Crop Establishment and Production Information

☐ Plant Application Form

☐ Officer's weekly report - Other official activities – Itinerary for next week

☐ Crop damage data

☐ Monthly Report(many topics)

☐ Pesticide Application – Field Record Sheet

☐ Vendors Registration Form

[Reports Page](#)

Admin Pages ▾

[User Page](#)

DCA FORM

Select or enter plant doctor name:

Clinic details:
 

Open this select menu ▾

FARMER ABOUT THE FARMER

Enter farmer name:

Phone number:

Farmer ID:

Farmer name:

Phone number:

Farmer id:

Farmer sex:
 

☐ Male
 ☒ Female

Farmer age:
 

☒ Adult
 ☐ Senior
 ☐ Youth

County:
 

County Select

Sub - county:
 

Sub County Select (First Select County)

Village:
 

Village Select (First Select Sub County)

SAMPLE INFORMATION - VARIETY

Select or enter prop:
 

Select Crop

Select or enter Variety:
 

Select First Crop ▾

SAMPLE INFORMATION - SAMPLE

 Sample brought:
 

☐ Yes
 ☐ No

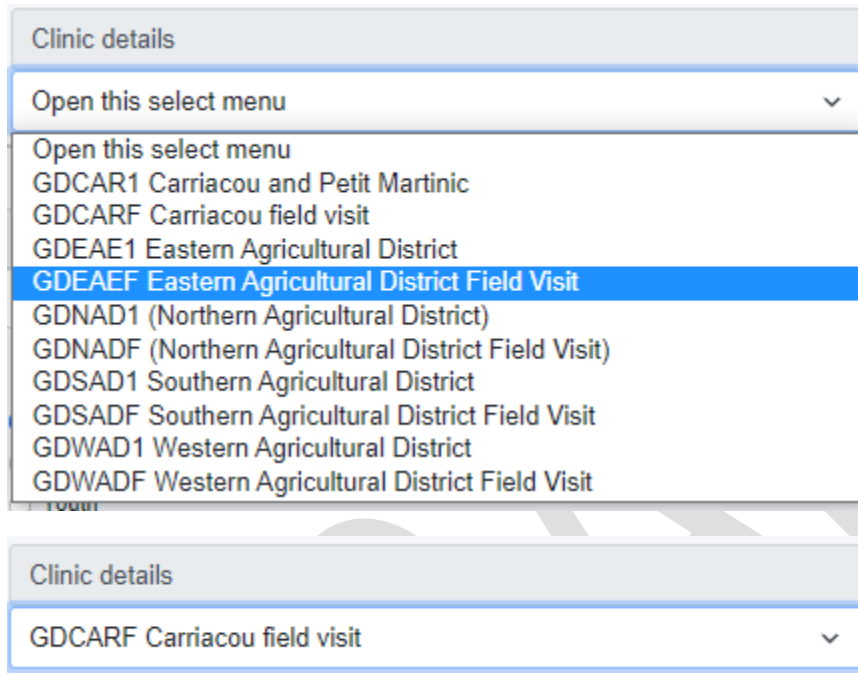
In the example, shows the DCA Form.

### Types of variable to input

All the forms have five types of variables, which are described bellow:

#### 1<sup>st</sup> type – Dropdown menu.

The first one, is called dropdown menu, when you click in this menu a list of option will be showed, one of then you must to select by a click to be inserted like data for the variable



Clinic details

Open this select menu

- Open this select menu
- GDCAR1 Carriacou and Petit Martinic
- GDCARF Carriacou field visit
- GDEAE1 Eastern Agricultural District
- GDEAEF Eastern Agricultural District Field Visit**
- GDNAD1 (Northern Agricultural District)
- GDNADF (Northern Agricultural District Field Visit)
- GDSAD1 Southern Agricultural District
- GDSADF Southern Agricultural District Field Visit
- GDWAD1 Western Agricultural District
- GDWADF Western Agricultural District Field Visit

Clinic details

GDCARF Carriacou field visit

#### 2<sup>nd</sup> type – Select radio button.

This type of selection variable is characterized by having round symbols, to click and accept only one option as the chosen one.



Farmer age:

☒ Adult

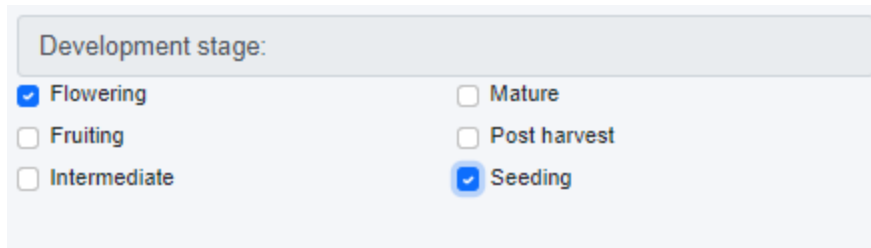
☐ Senior

☐ Youth

#### 3<sup>rd</sup> type – Select checkbox button.

This type of selection variable is characterized by having square symbols to click on and allows you to choose more than one option.





Development stage:

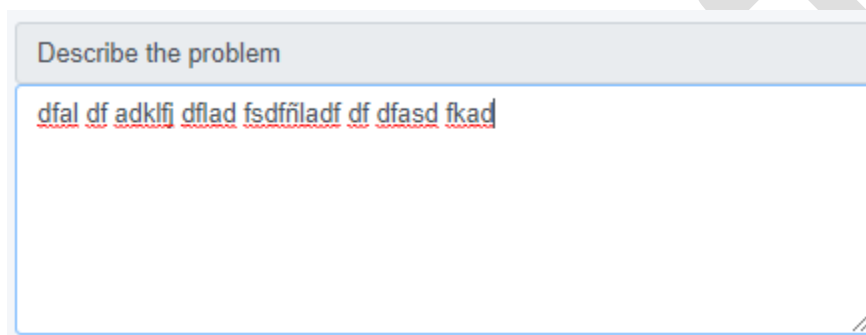
☒ Flowering ☐ Mature

☐ Fruiting ☐ Post harvest

☐ Intermediate ☒ Seeding

#### 4<sup>th</sup> type – Simple data input.

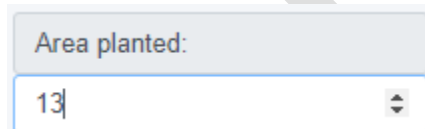
The fourth type consists in a text/numerical box, where you can write principally short texts for explain relevant aspects required by the form



Describe the problem

dfal df adklfi dflad fsdfñladf df dfasd fkad

To this type correspond the numerical variable, which you can directly write or select clicking on the up / bottom arrows



Area planted:

13

#### 5<sup>th</sup> type – Geo position data input.

This type of variable is available only in DCA form, a map like the one shown in the following figure is near the bottom of the form



To position the pointer and record the longitude and latitude click on the left button of the mouse, to enlarge the map click twice on the left button of the mouse

At the bottom of the forms there are a "submit" button, you must click there to send or save all the input information. If you close the browser or the tab without submit the information probably you will lose the input information

THE MINISTRY OF AGRICULTURE, FORESTRY & FISHERIES

List of Farm Roads That Need Urgent Attention

19/10/2021
📅

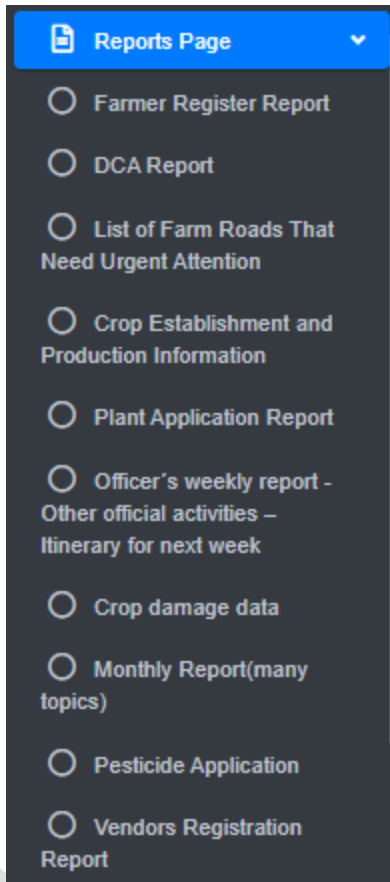
+	Extension District/Parish	Name of Road	Approx. length	No of Farmers Using Road	Agricultural Activities	Work to Be Done	Remarks	Delete
📄	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	🗑️

Submit

When you submit the form data, a message similar to the following will appear on the screen. This means that your data is already saved in the database.

## PRINT REPORTS OR EDIT FORMS

The second option in the side slider menu allows you to display a list of forms to edit, review or print.



By clicking on any of the form names, you will see in the frame on the left side, a table with all the submitted forms, as shown in the following figure

Date	Clinic Code	Plant Doctor	Farmer Name	Farmer Gender	Farmer Age	Farmer Location 1	Farmer Location 2	Farmer Location 3	Farmer Telephone	Crop	Variety	Samp. Broug.
2021/9/57	GDCART	Claudia	Ella ejemplar importante	Female	Adult	ST ANDREW	ST ANDREW S.E.	Post Royal	123456789	Citrus	Hybrid ('Bergamot')	Yes
2021/10/16	GDCARP	Kennelyn	Farmer Example 2	Male	Senior	ST ANDREW	ST ANDREW S.E.	Post Royal	21345	Sapodilla	N/A	Yes

This table can have several columns as well several rows, so we have incorporated the horizontal and vertical scrollbar for you.

Additionally, there is a space to perform searches by entering words that will be compared with all columns and all rows, if in any column or row this word is contained, a filter will be applied to the entire table to display only those rows that contain the word written in any of its columns.

Search:

In the upper left corner, there are four buttons that allow you to print the entire table or the table with a filter applied, print a specific form, edit a specific form and export the table information to an excel file.

Individual form printPrint TableEdit RowExcelDelete Row

Button	Action
Individual form print	Print individual form (generate PDF file)
Print Table	Print table o filtered table (generate PDF file)
Edit Row	Edit individual form. The form to enter data will be opened contained all data ready to edit and submit again
Excel	Export table or filtered table to excel file
Delete Row	Delete an individual form

#### For Individual form print and edit individual form

For individual form print an edit individual form, you must to select the row of the register or form that you want to print or edit.

To select a specific register, you need to click on the row that corresponds to that register. The system will show a PDF file to print or html web page to edit this selected form. The selected row will be highlighted

Individual form print

Print Table

Edit Row

Excel

Delete Row

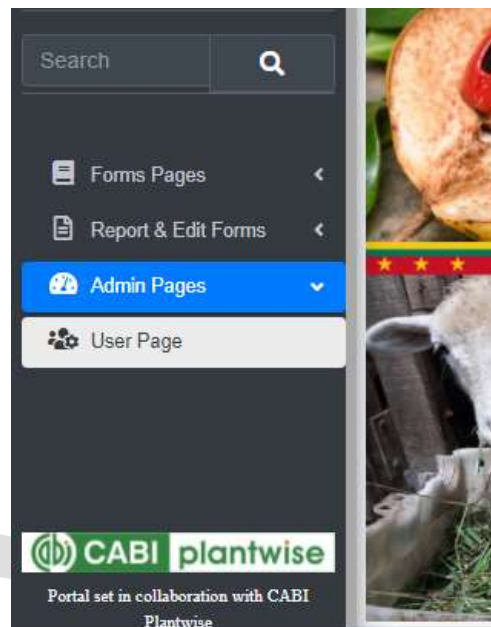
Search:

Date	Clinic Code	Plant Doctor	Farmer Name	Farmer Gender	Farmer Age	Farmer Location 1	Farmer Location 2	Farmer Location 3	Farmer Telephone	Crop	Variety	Sample Brought
2021/10/16	GDCARF	Karmelyn	Farmer Example 2	Male	Senior	ST. ANDREW	ST. ANDREW S E	Post Royal	21345	Sapodilla	N/A	Yes
2021/10/22	GDCAR1	No	Este ejemplo es importante	Female	Adult	ST. ANDREW	ST. ANDREW S E	Post Royal	123456789	Citrus	Hystrix ("Bergamot")	Yes
2021/10/22	Open this select menu	No	John smith	Male	Adult	ST. ANDREW	ST. ANDREW S E	Post Royal	0	Breadnut	N/A	Yes
2021/10/29	GDNAD1	No	Bertrand John	Male	Adult	ST. PATRICK	ST. PATRICK EAST	River Saltee	4153204	Banana	N/A	No
2021/11/17	GDEAE1	Allison	asdfa	Female	Adult	ST. ANDREW	ST. ANDREW S E	Post Royal	1234134	Avocado, early	N/A	Yes

## INSTRUCTION TO THE SYSTEM ADMINISTRATOR

The system administrator is the unique user who can create, assign privilege and delete other users

The system home page is the same as for the rest of the users, the only exception is that the administrator can see the "admin pages" option which is used to create new users and determine their category.



Clicking the option "User Page", will appear the next web page

Two side-by-side screenshots of a web application interface. The left screenshot shows the 'Your Profile Info' page with fields for Name (Miguel), Last Name (Florida Tomez), Administrator (checked), Email (mehalford@gmail.com), and Phone (67410049). There is a checkbox for 'Update Profile Information?'. The right screenshot shows the 'Register New User' page with fields for Name, Last Name, Supervisor, Email, Phone, and Password. A green 'Register User' button is at the bottom.

The first box allows you to edit the administrator's data, the second box is used to enter the data of the user you wish to add.



When you place the cursor over the icon you will be able to add or change the user's photo or your own photo when it comes to the administrator.

View Users Registered

Delete

Search:

Name	Last Name	Email	Phone	Type User
Alison	Haynes	haspe1060@gmail.com	999	1
Cecilia	Edwards	181ccella@gmail.com	5555	1
Eduardo	Hidalgo	e.hidalgo@cabi.org	(+506)87545086	0
Francis	Noel	fonoel@hotmail.com	777	1
Kenton	Fletcher	kenflet@hotmail.com	6666	1
Laurent	St. Louis	laurenstlouis@gmail.com	4444	1
Laverne	Mapp	lamapp2011@gmail.com	000	1
Lydia	Hosten	ledsa64@yahoo.com	888	1
Miguel	Florida Torrez	mishaflorida@gmail.com	67410049	0
Natalia	Comiani	n.comiani@cabi.org	+551438807671	1
Name	Last Name	Email	Phone	Type User

Showing 1 to 10 of 16 entries1 row selected

FirstPreviousPage

Below the boxes mentioned above, a list is shown with all the users registered in the system and their data, in this list the administrator can delete users or edit them.