

# **DMETER**



# **USER MANUAL**

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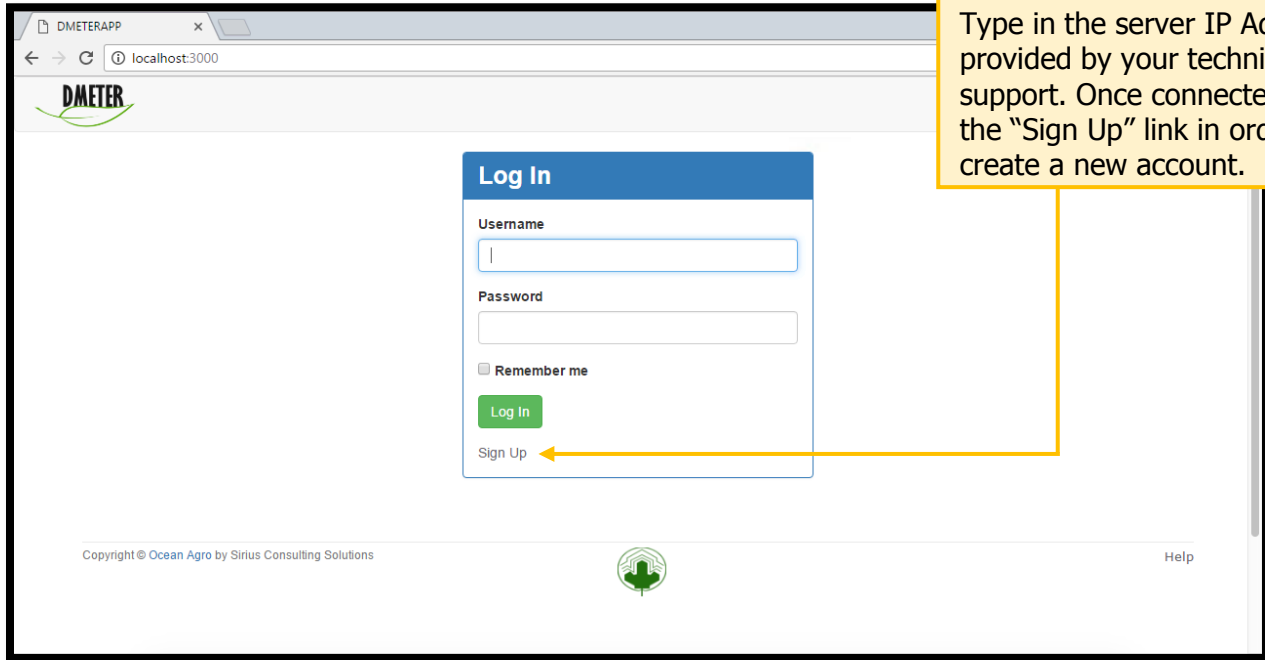
November 16, 2016

# **DMETER**



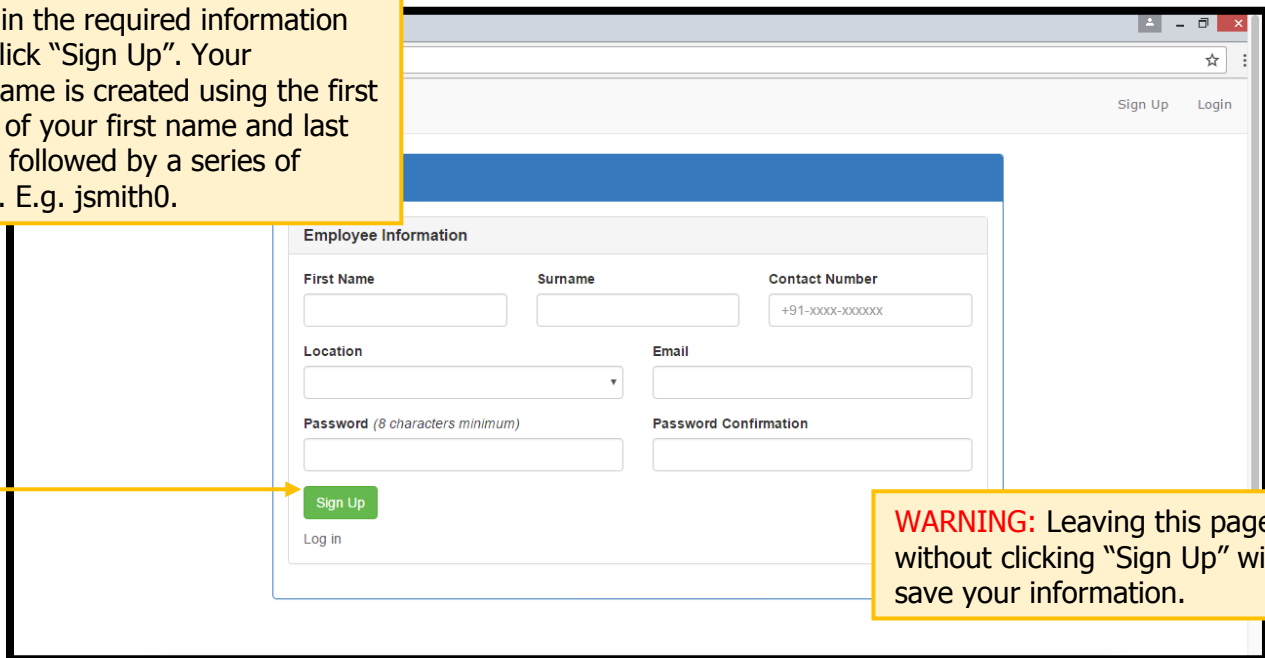
# **USER MANUAL**

# Getting Started



The screenshot shows a web browser window with the address bar displaying 'localhost:3000'. The page features a 'Log In' form with fields for 'Username' and 'Password', a 'Remember me' checkbox, and 'Log In' and 'Sign Up' buttons. A yellow callout box points to the 'Sign Up' link, stating: 'Type in the server IP Address provided by your technical support. Once connected, click on the "Sign Up" link in order to create a new account.'

Type in the required information and click "Sign Up". Your username is created using the first letter of your first name and last name followed by a series of digits. E.g. jsmith0.

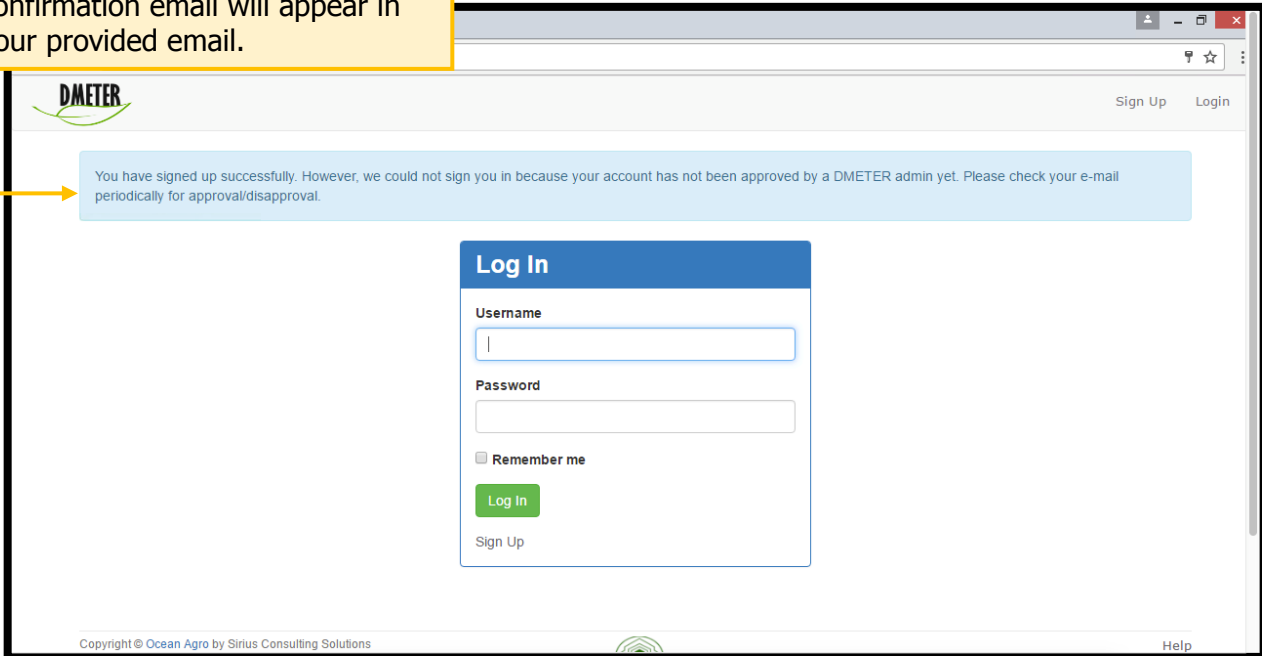


The screenshot shows the 'Employee Information' sign-up form. It includes fields for 'First Name', 'Surname', 'Contact Number', 'Location', 'Email', 'Password (8 characters minimum)', and 'Password Confirmation'. A yellow callout box points to the 'Sign Up' button, stating: 'Type in the required information and click "Sign Up". Your username is created using the first letter of your first name and last name followed by a series of digits. E.g. jsmith0.'

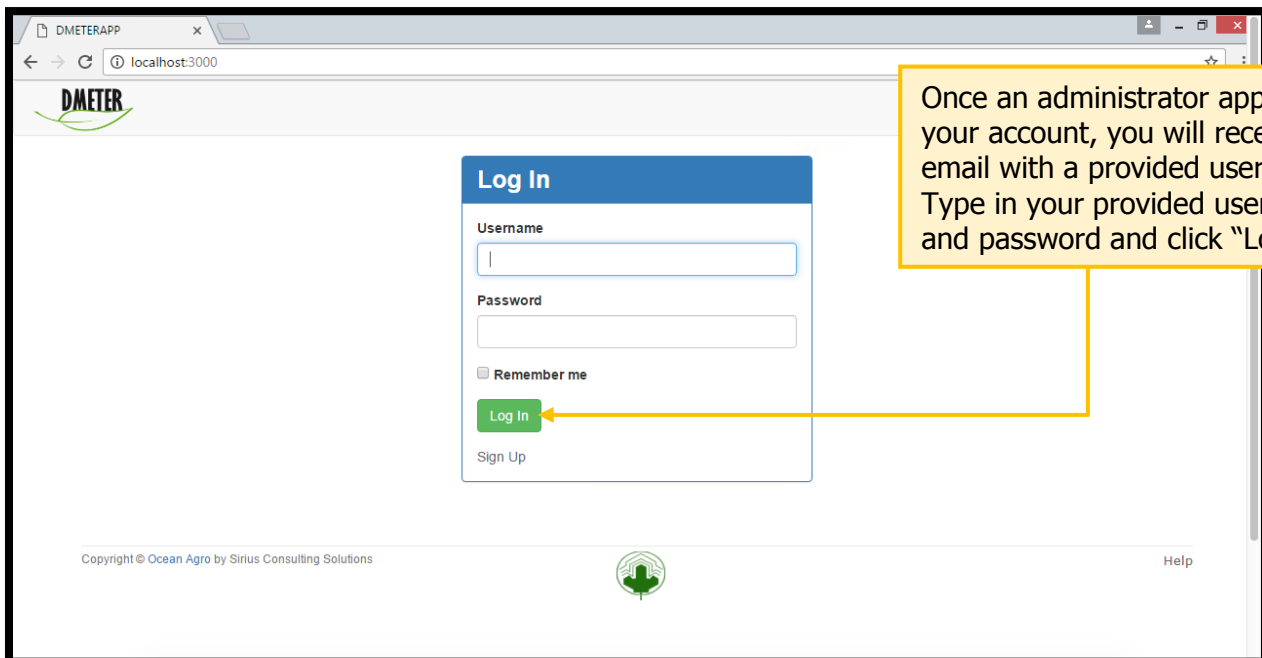
**WARNING:** Leaving this page without clicking "Sign Up" will not save your information.

## Getting Started (cont.)

An administrative user must then approve the new account and a confirmation email will appear in your provided email.



The screenshot shows the DMETER web application interface. At the top, there is a navigation bar with the DMETER logo on the left and "Sign Up" and "Login" links on the right. A blue message box in the center states: "You have signed up successfully. However, we could not sign you in because your account has not been approved by a DMETER admin yet. Please check your e-mail periodically for approval/disapproval." Below this message is a "Log In" form with fields for "Username" and "Password", a "Remember me" checkbox, and a green "Log In" button. A "Sign Up" link is located below the "Log In" button. The footer contains the copyright notice "Copyright © Ocean Agro by Sirius Consulting Solutions" and a "Help" link.

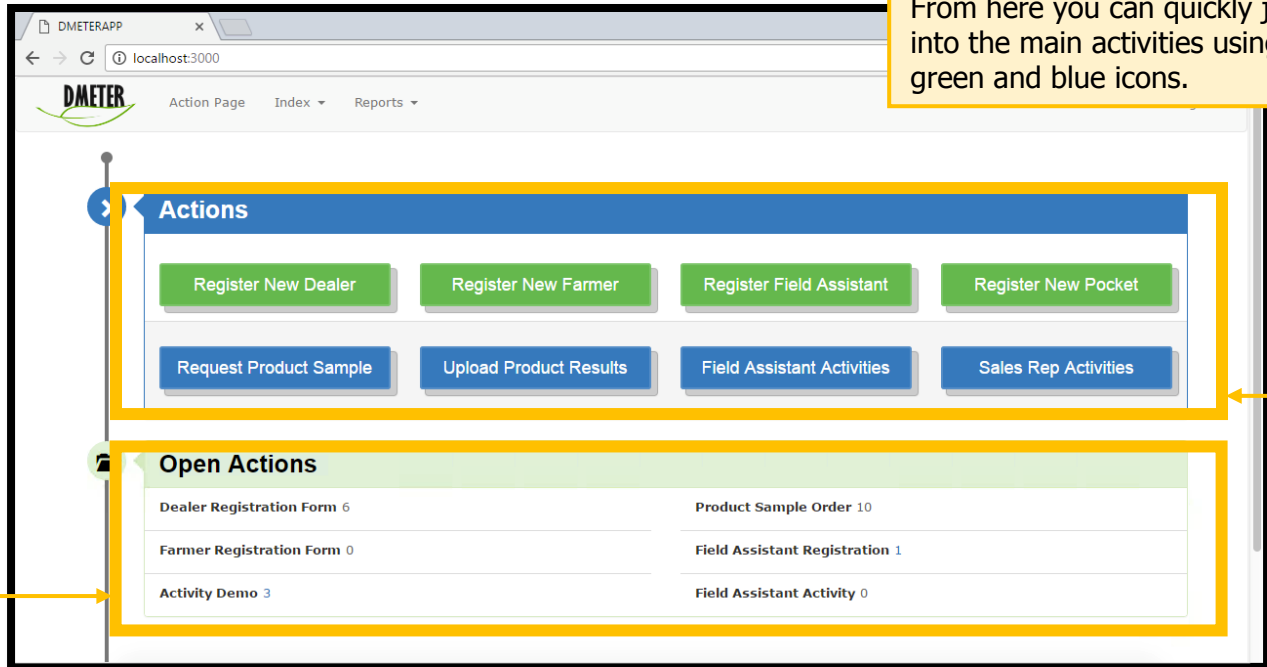


This screenshot shows the same DMETER web application interface as the previous one. The "Log In" form is the central focus, with fields for "Username" and "Password", a "Remember me" checkbox, and a green "Log In" button. A yellow arrow points from a text box on the right to the "Log In" button. The footer contains the copyright notice "Copyright © Ocean Agro by Sirius Consulting Solutions" and a "Help" link.

Once an administrator approves your account, you will receive an email with a provided username. Type in your provided username and password and click "Log In".

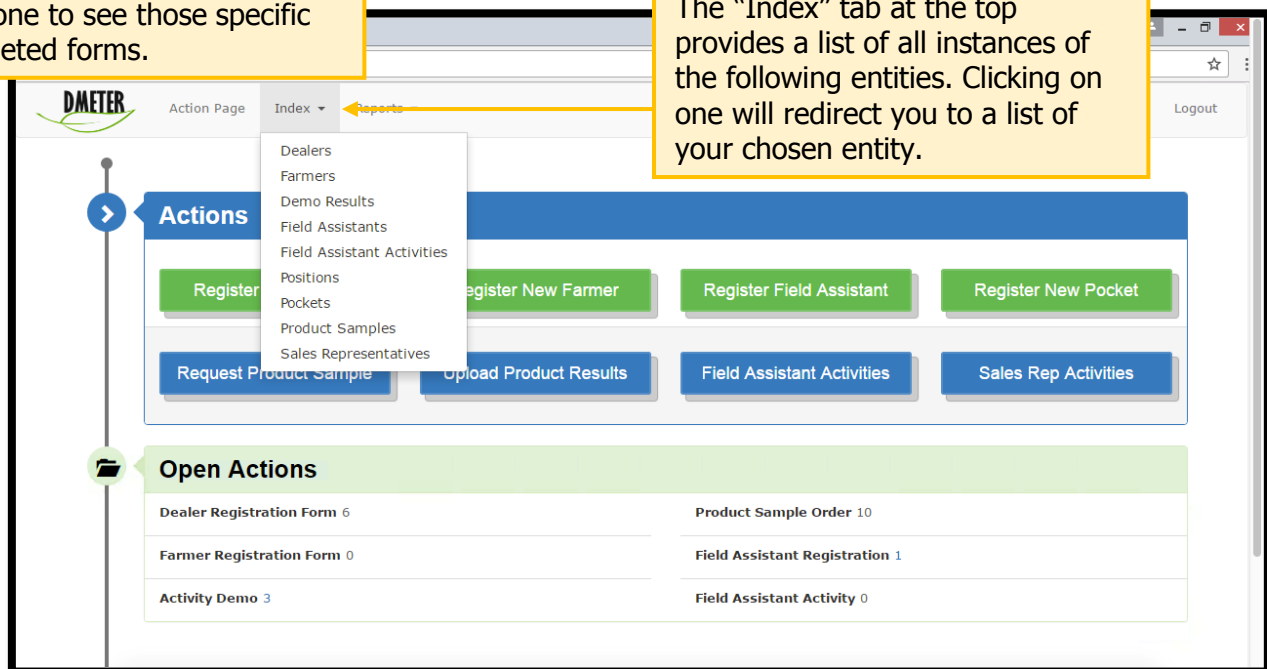
# Navigating the Dashboard

Once you're logged in, you're sent directly to the Dashboard screen. From here you can quickly jump into the main activities using the green and blue icons.

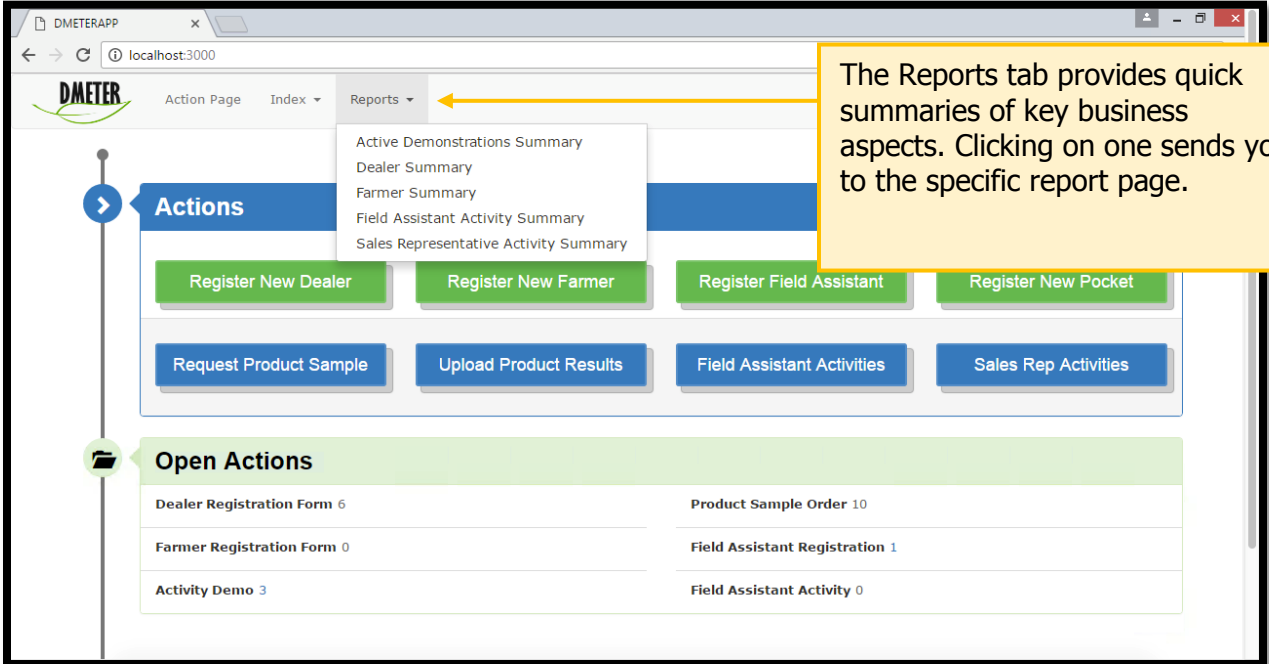


Open Action items provide a quick number of forms that are not completed. Click on the number next to one to see those specific uncompleted forms.

The "Index" tab at the top provides a list of all instances of the following entities. Clicking on one will redirect you to a list of your chosen entity.



## Navigating the Dashboard (cont.)



The Reports tab provides quick summaries of key business aspects. Clicking on one sends you to the specific report page.

**DMETER** Action Page Index **Reports**

- Active Demonstrations Summary
- Dealer Summary
- Farmer Summary
- Field Assistant Activity Summary
- Sales Representative Activity Summary

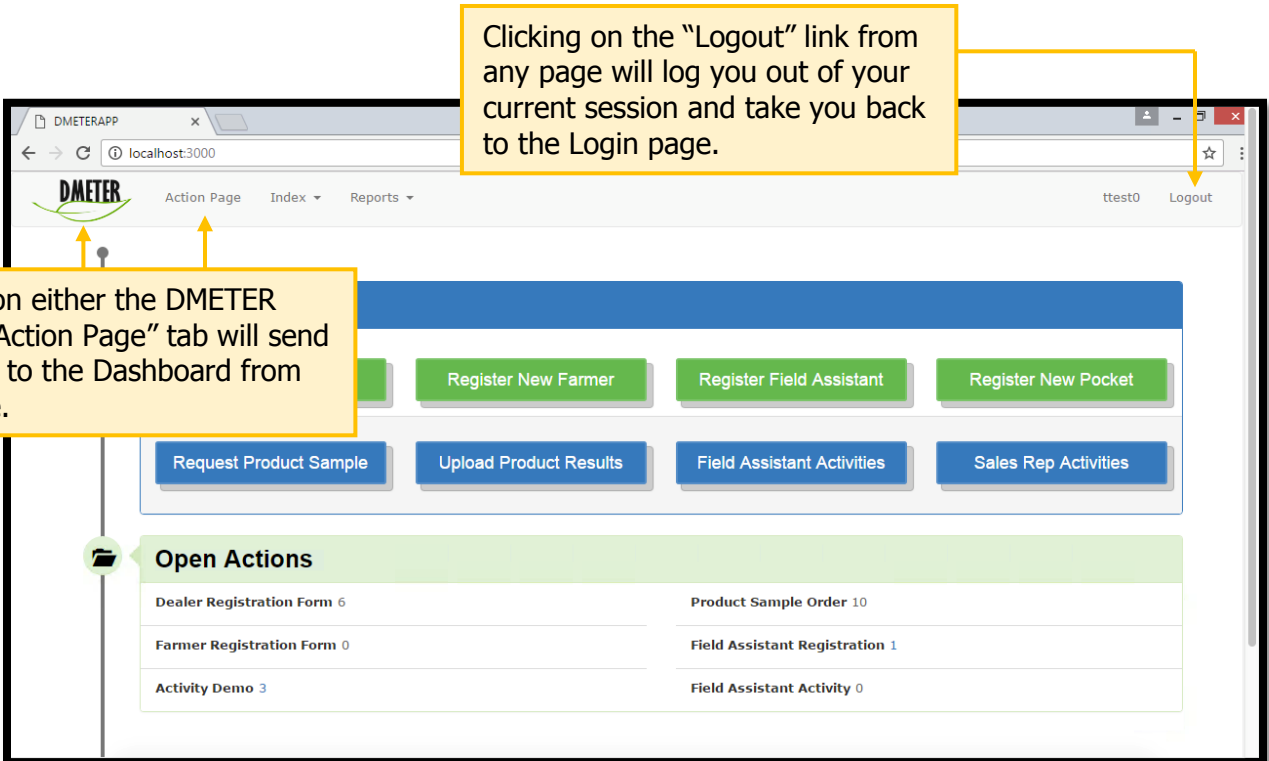
**Actions**

Register New Dealer Register New Farmer Register Field Assistant Register New Pocket

Request Product Sample Upload Product Results Field Assistant Activities Sales Rep Activities

**Open Actions**

Dealer Registration Form 6	Product Sample Order 10
Farmer Registration Form 0	Field Assistant Registration 1
Activity Demo 3	Field Assistant Activity 0



Clicking on the "Logout" link from any page will log you out of your current session and take you back to the Login page.

Clicking on either the DMETER logo or "Action Page" tab will send you back to the Dashboard from any page.

**DMETER** Action Page Index Reports

ttest0 Logout

**Actions**

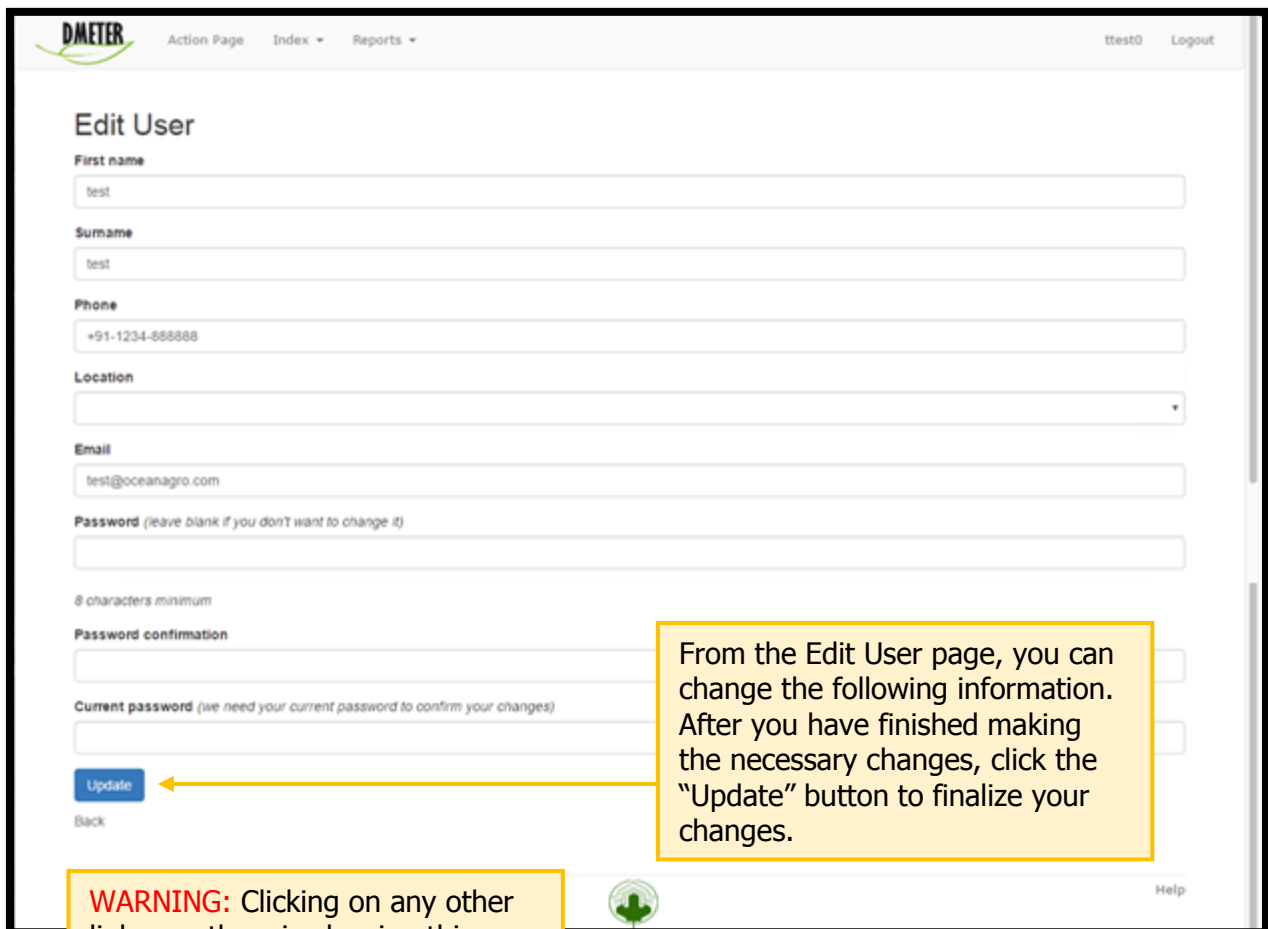
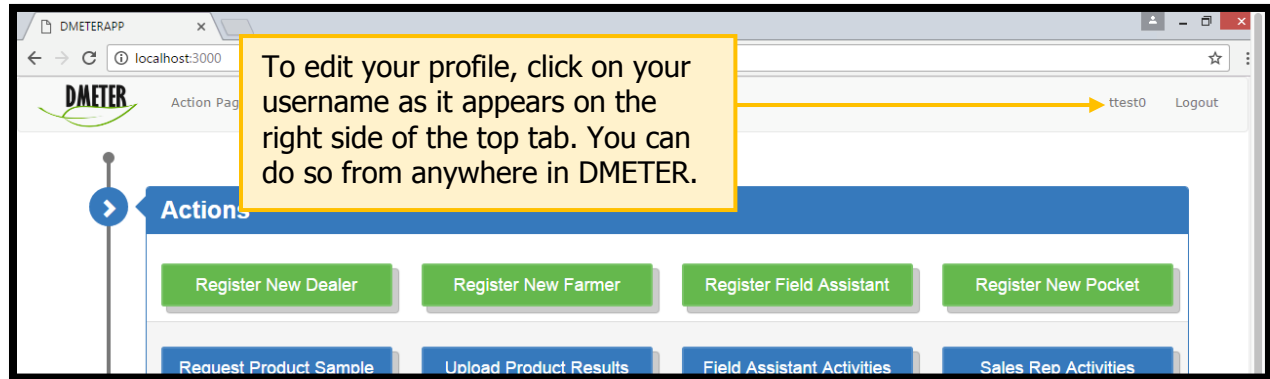
Register New Farmer Register Field Assistant Register New Pocket

Request Product Sample Upload Product Results Field Assistant Activities Sales Rep Activities

**Open Actions**

Dealer Registration Form 6	Product Sample Order 10
Farmer Registration Form 0	Field Assistant Registration 1
Activity Demo 3	Field Assistant Activity 0

## Edit Your Profile



**Edit User**

First name

Surname

Phone

Location

Email

Password (leave blank if you don't want to change it)

8 characters minimum

Password confirmation

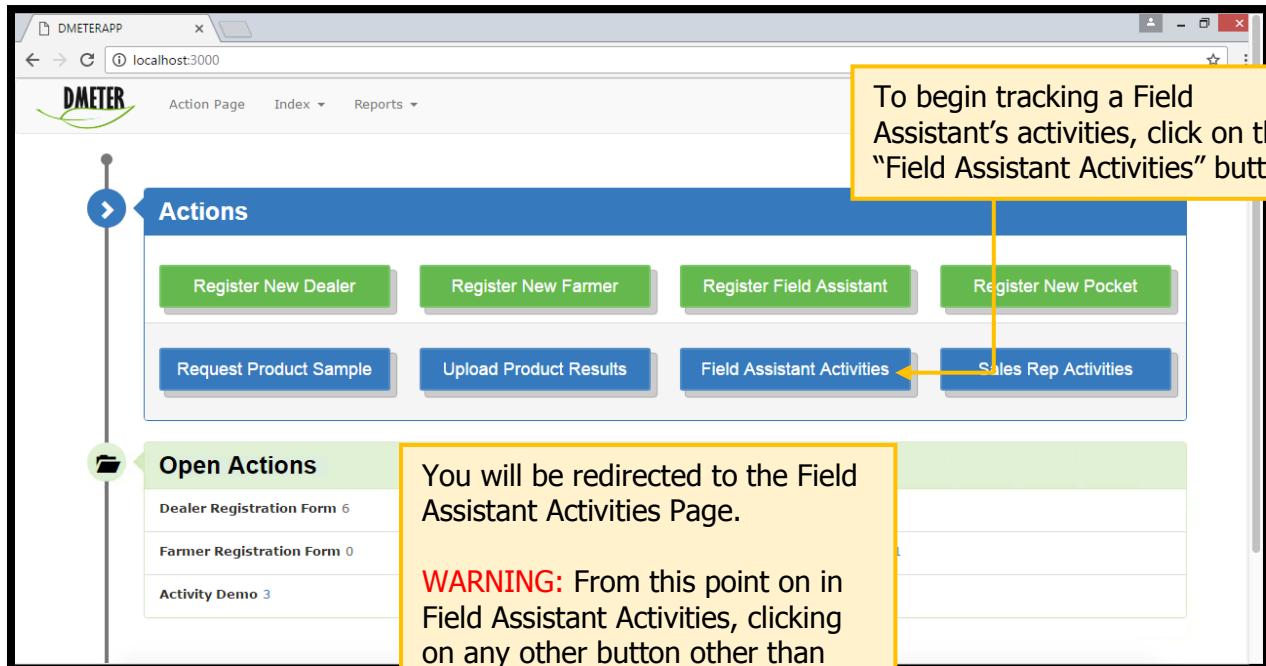
Current password (we need your current password to confirm your changes)

From the Edit User page, you can change the following information. After you have finished making the necessary changes, click the "Update" button to finalize your changes.

**WARNING:** Clicking on any other links or otherwise leaving this page without clicking "Update" will not save any changes.

The screenshot shows the 'Edit User' form. It contains fields for First name, Surname, Phone, Location, Email, Password, Password confirmation, and Current password. There are 'Update' and 'Back' buttons at the bottom. A yellow arrow points from the callout box to the 'Update' button.

## Field Assistant Activities



DMETERAPP x  
localhost:3000

DMETER Action Page Index Reports

**Actions**

Register New Dealer Register New Farmer Register Field Assistant Register New Pocket

Request Product Sample Upload Product Results **Field Assistant Activities** Sales Rep Activities

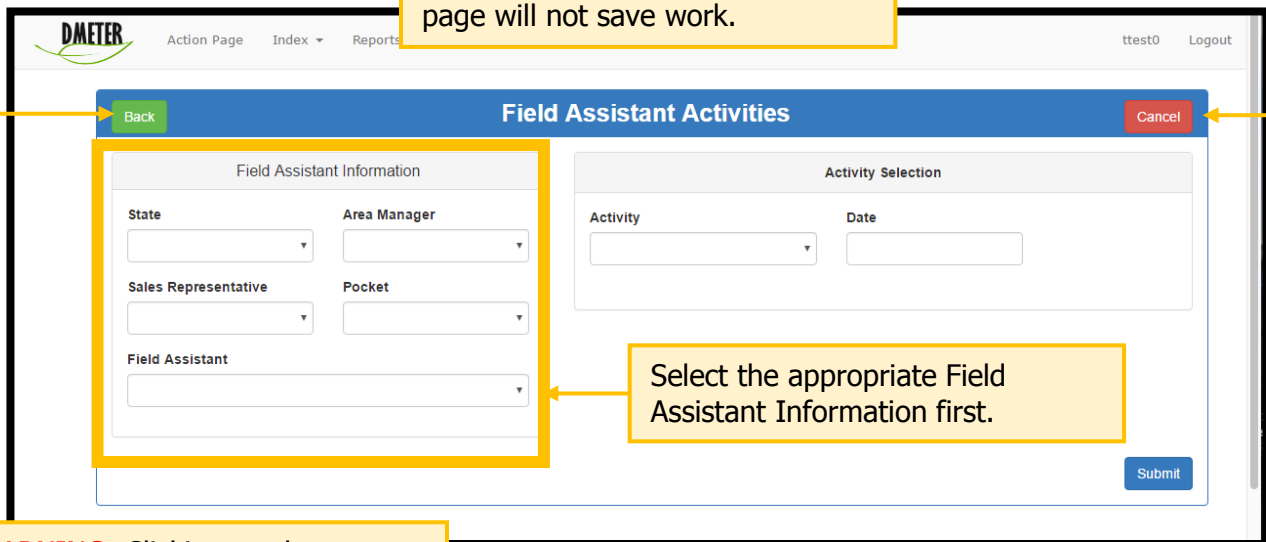
**Open Actions**

Dealer Registration Form 6  
Farmer Registration Form 0  
Activity Demo 3

To begin tracking a Field Assistant's activities, click on the "Field Assistant Activities" button.

You will be redirected to the Field Assistant Activities Page.

**WARNING:** From this point on in Field Assistant Activities, clicking on any other button other than "Submit" or otherwise leaving the page will not save work.



DMETER Action Page Index Reports ttest0 Logout

**Field Assistant Activities**

Back Cancel

**Field Assistant Information**

State Area Manager  
Sales Representative Pocket  
Field Assistant

**Activity Selection**

Activity Date

Select the appropriate Field Assistant Information first.

Submit

**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Field Assistant activities. There is no warning pop-up and no work will be saved.



## Field Assistant Activities (cont.)



The screenshot shows the 'Field Assistant Activities' form in the DMETER system. The form is divided into two main sections: 'Field Assistant Information' and 'Activity Selection'.

**Field Assistant Information:** Includes fields for State, Area Manager, Field Assistant, and a Submit button.

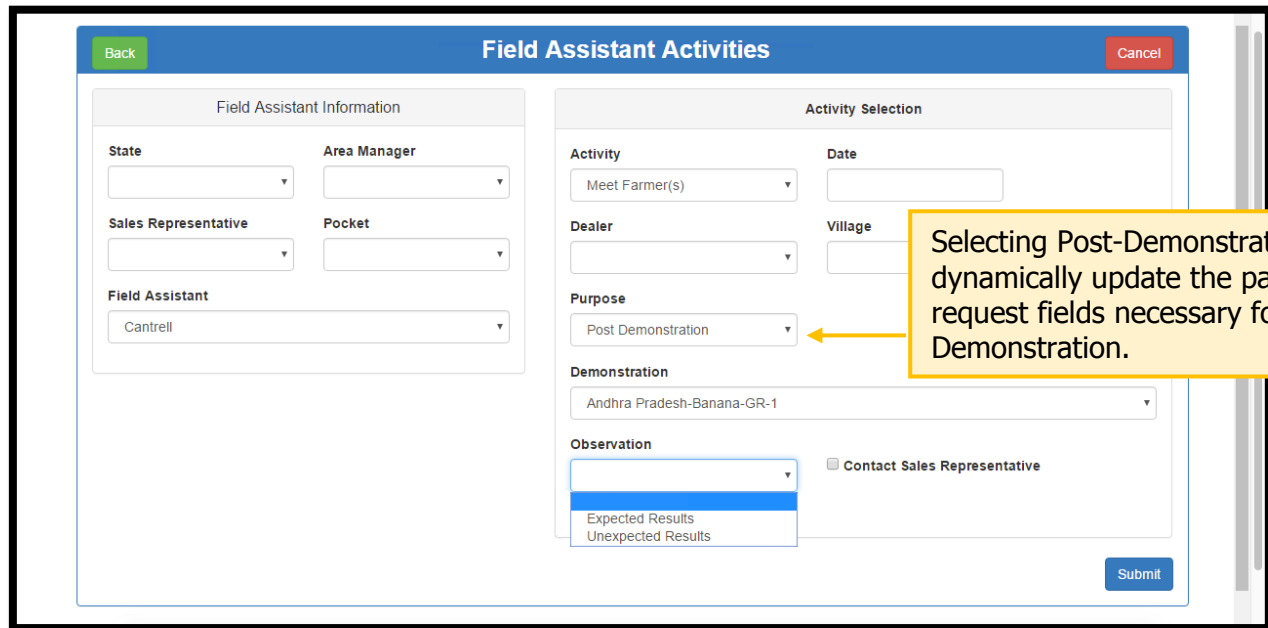
**Activity Selection:** Includes fields for Activity and Date, and a Submit button.

**Pre Demonstration:** This section is dynamically updated based on the selected Activity. It includes fields for Farmer, Crop, Crop growth, Condition, Area of application, Application Date, Follow up Date, Application Type, and Competitors product. There is an 'Add Product' button and a 'More Product Application?' button.

**Annotations:**

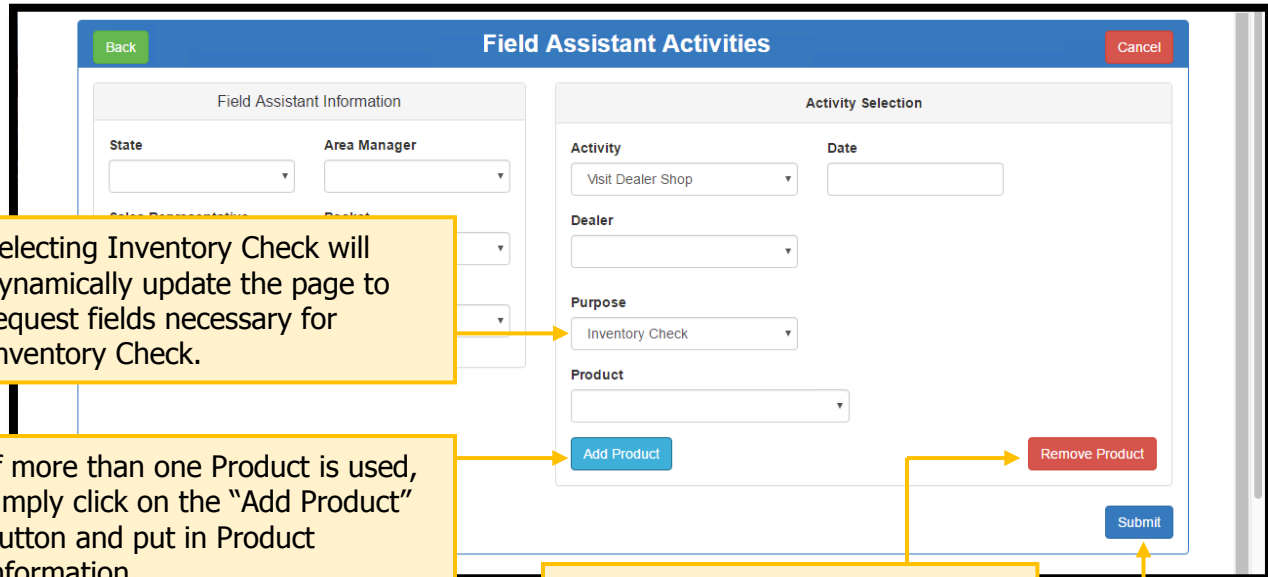
- Put in today's Date and Activity performed by the Field Assistant.** (Points to the Activity and Date fields in the Activity Selection section.)
- Depending on the selected Activity, the page will dynamically change to match the necessary fields for that specific activity.** (Points to the Pre Demonstration section.)
- Selecting Pre-Demonstration will dynamically update the page to request fields necessary for Pre-Demonstration.** (Points to the Purpose dropdown menu.)
- If more than one product is used, simply click on the "Add Product" button and put in product information.** (Points to the Add Product button.)
- If more than one Product Application is needed, click on "More Product Application".** (Points to the More Product Application? button.)

## Field Assistant Activities (cont.)



The screenshot shows the 'Field Assistant Activities' form. The 'Field Assistant Information' section on the left includes dropdowns for State, Area Manager, Sales Representative, Pocket, and a text field for Field Assistant (Cantrell). The 'Activity Selection' section on the right includes dropdowns for Activity (Meet Farmer(s)), Dealer, Purpose (Post Demonstration), and Date. Below these are a dropdown for Demonstration (Andhra Pradesh-Banana-GR-1) and an Observation dropdown (Expected Results, Unexpected Results) with a checkbox for 'Contact Sales Representative'. A 'Submit' button is at the bottom right.

Selecting Post-Demonstration will dynamically update the page to request fields necessary for Post-Demonstration.



The screenshot shows the 'Field Assistant Activities' form with 'Inventory Check' selected in the Purpose dropdown. The 'Product' dropdown is visible below the Purpose field, along with 'Add Product' and 'Remove Product' buttons. The 'Submit' button is at the bottom right.

Selecting Inventory Check will dynamically update the page to request fields necessary for Inventory Check.

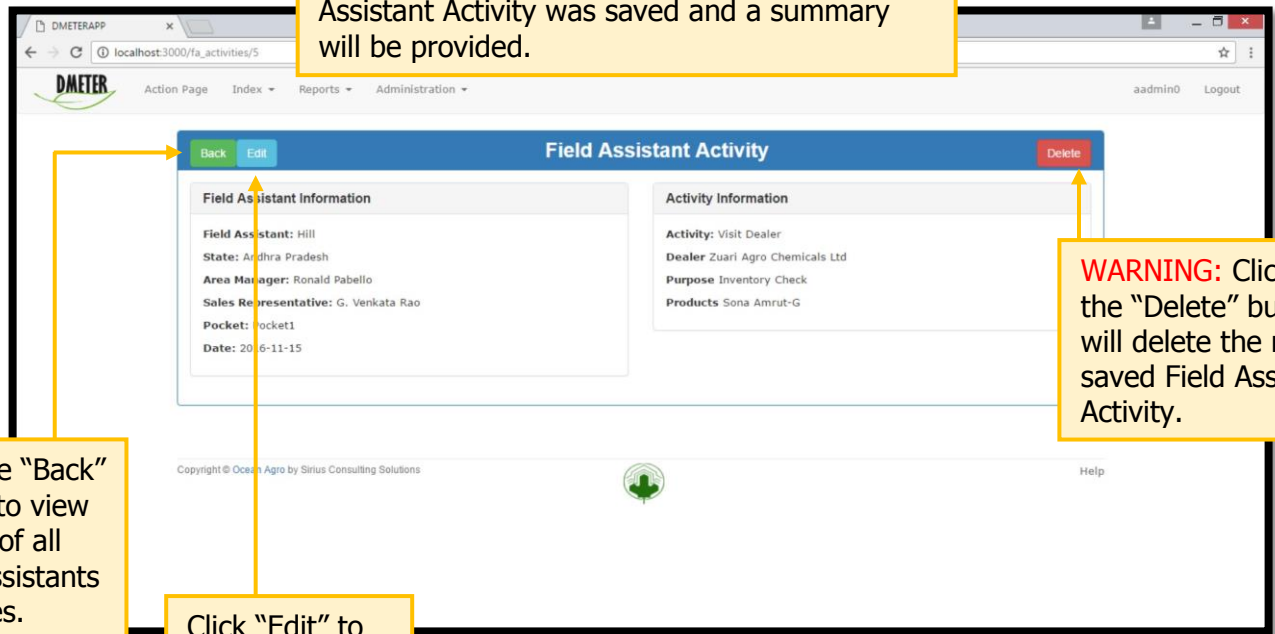
If more than one Product is used, simply click on the "Add Product" button and put in Product information.

Click the "Remove Product" button if a Product was added in error.

Once you have filled in the required information necessary regardless of the Activity selected, click "Submit" to save.

## Field Assistant Activities (cont.)

You will then be given confirmation the Field Assistant Activity was saved and a summary will be provided.



The screenshot shows a web application interface for 'DMETERAPP' at 'localhost:3000/fa\_activities/5'. The page title is 'Field Assistant Activity'. It features two main sections: 'Field Assistant Information' and 'Activity Information'. The 'Field Assistant Information' section includes fields for Field Assistant (Hill), State (Andhra Pradesh), Area Manager (Ronald Pabello), Sales Representative (G. Venkata Rao), Pocket (ocket1), and Date (2016-11-15). The 'Activity Information' section includes fields for Activity (Visit Dealer), Dealer (Zuari Agro Chemicals Ltd), Purpose (Inventory Check), and Products (Sona Amrut-G). At the top of the form, there are 'Back', 'Edit', and 'Delete' buttons. The 'Back' button is highlighted with an orange arrow pointing to a callout box. The 'Delete' button is also highlighted with an orange arrow pointing to a warning callout box.

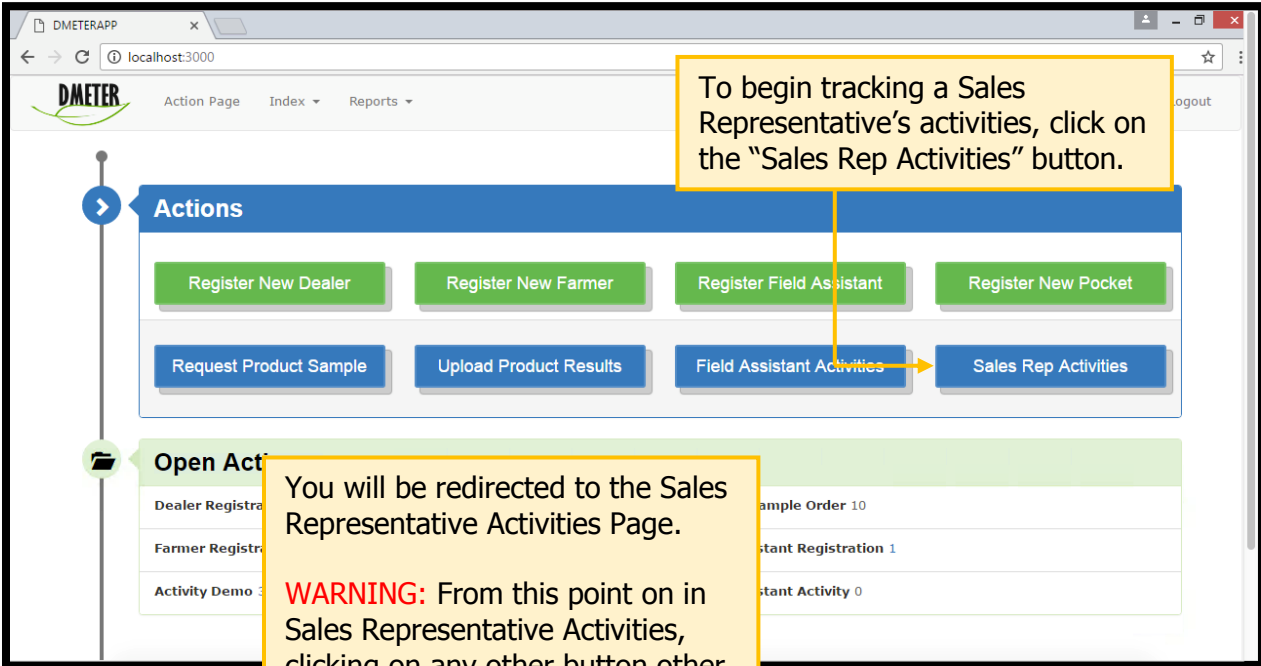
Field Assistant Information	Activity Information
Field Assistant: Hill	Activity: Visit Dealer
State: Andhra Pradesh	Dealer: Zuari Agro Chemicals Ltd
Area Manager: Ronald Pabello	Purpose: Inventory Check
Sales Representative: G. Venkata Rao	Products: Sona Amrut-G
Pocket: ocket1	
Date: 2016-11-15	

Click the "Back" button to view the list of all Field Assistants Activities.

Click "Edit" to make any changes to the current Field Assistant Activity.

**WARNING:** Clicking the "Delete" button will delete the newly saved Field Assistant Activity.

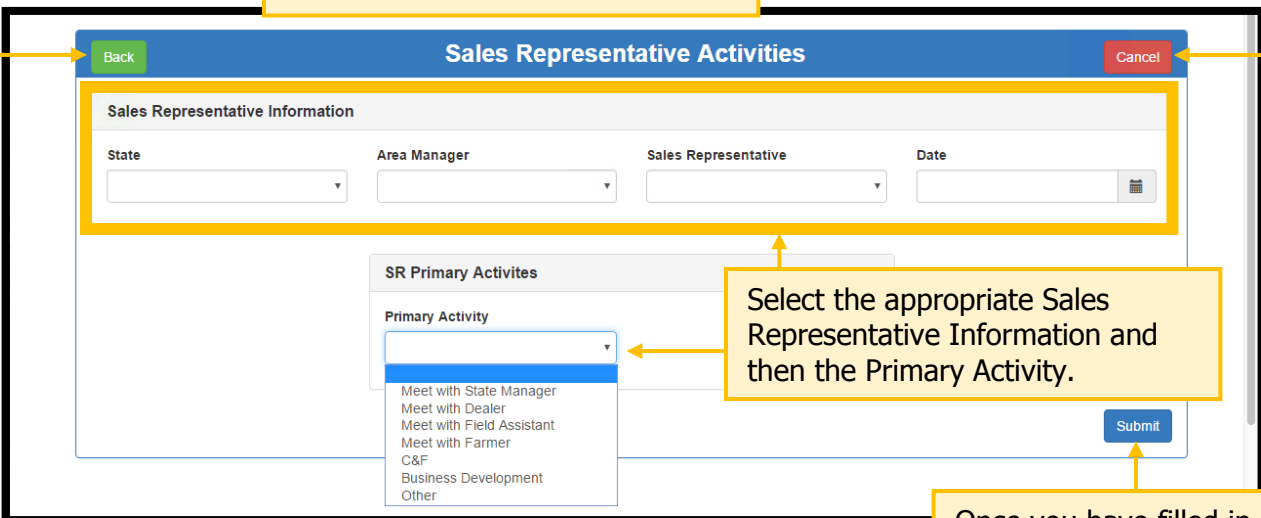
# Sales Representative Activities



To begin tracking a Sales Representative's activities, click on the "Sales Rep Activities" button.

You will be redirected to the Sales Representative Activities Page.

**WARNING:** From this point on in Sales Representative Activities, clicking on any other button other than "Submit" or otherwise leaving the page will not save work.



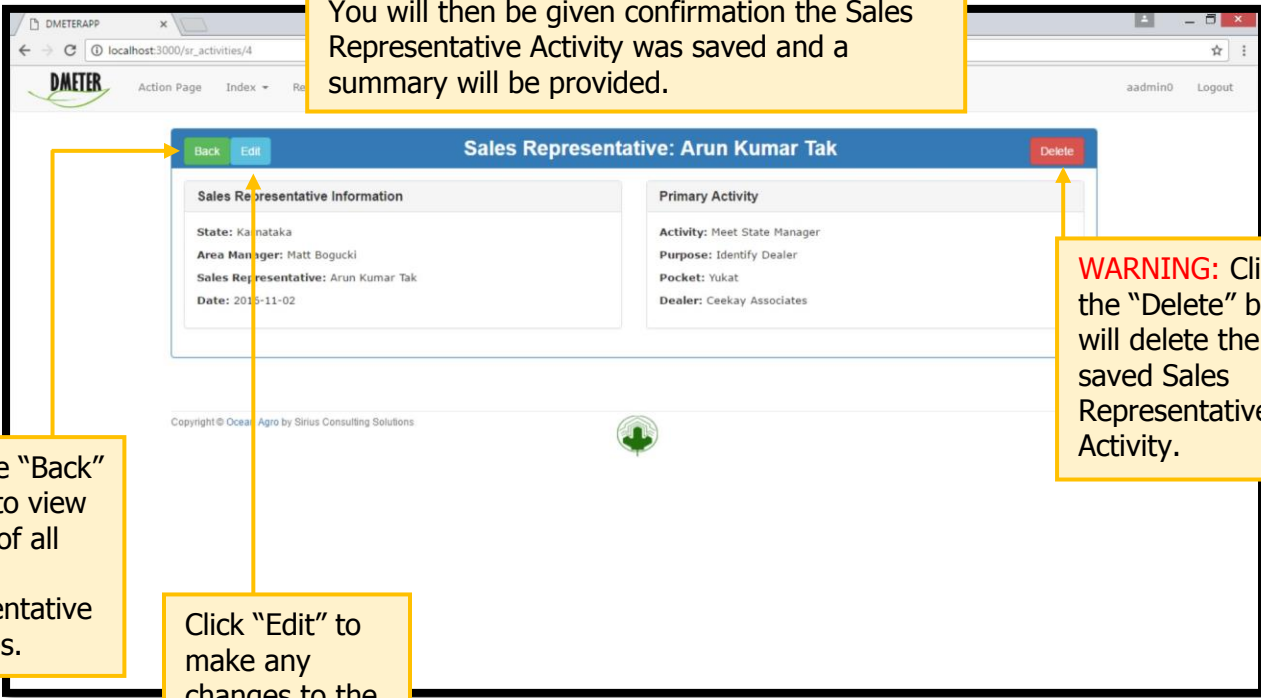
Select the appropriate Sales Representative Information and then the Primary Activity.

Once you have filled in the required information, click "Submit" to save.

**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Sales Representative activities. There is no warning pop-up and no work

## Sales Representative Activities (cont.)

You will then be given confirmation the Sales Representative Activity was saved and a summary will be provided.



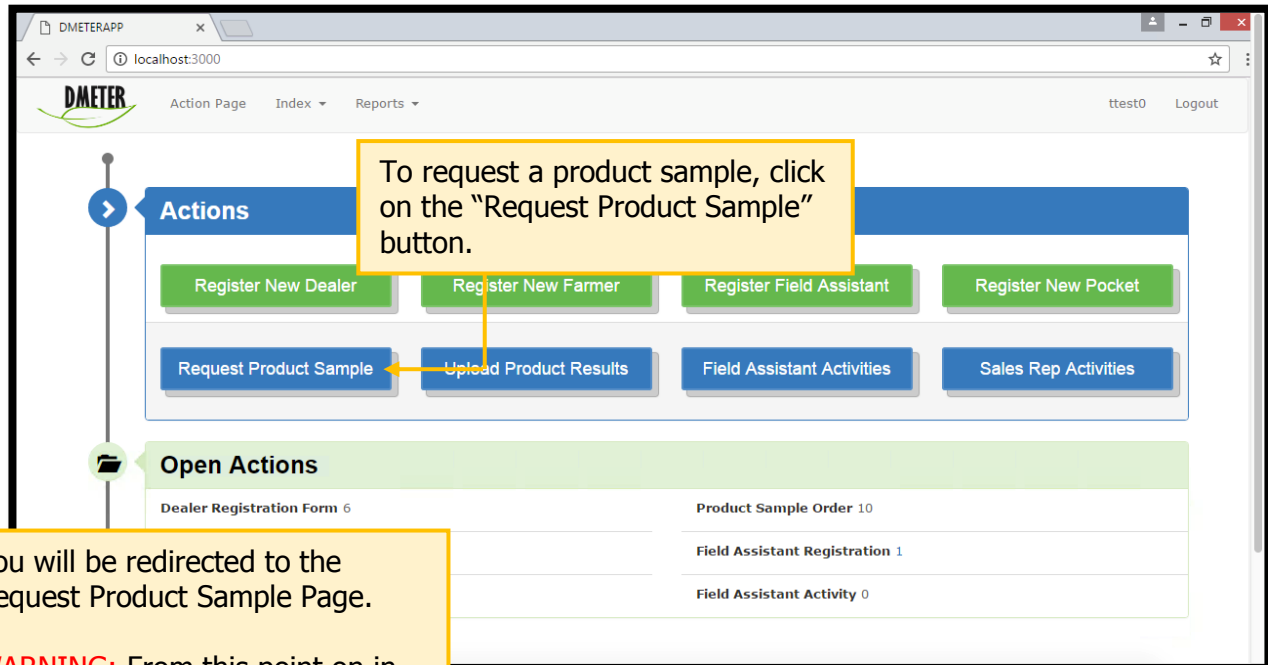
Click the "Back" button to view the list of all Sales Representative Activities.

Click "Edit" to make any changes to the current Sales Representative Activity.

**WARNING:** Clicking the "Delete" button will delete the newly saved Sales Representative Activity.

Sales Representative: Arun Kumar Tak	
<b>Sales Representative Information</b>	<b>Primary Activity</b>
State: Karnataka	Activity: Meet State Manager
Area Manager: Matt Bogucki	Purpose: Identify Dealer
Sales Representative: Arun Kumar Tak	Pocket: Yukat
Date: 2015-11-02	Dealer: Ceekay Associates

# Request Product Sample



DMETERAPP x  
localhost:3000

DMETER Action Page Index Reports ttest0 Logout

**Actions**

Register New Dealer Register New Farmer Register Field Assistant Register New Pocket

Request Product Sample Upload Product Results Field Assistant Activities Sales Rep Activities

**Open Actions**

Dealer Registration Form 6 Product Sample Order 10

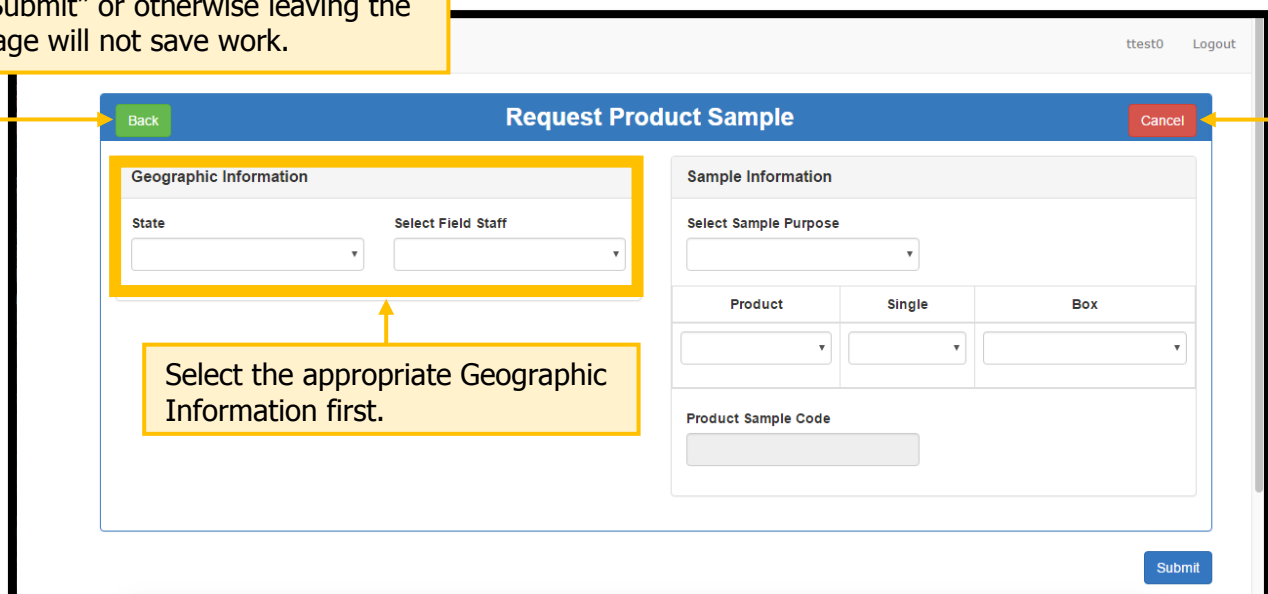
Field Assistant Registration 1

Field Assistant Activity 0

To request a product sample, click on the "Request Product Sample" button.

You will be redirected to the Request Product Sample Page.

**WARNING:** From this point on in Request Product Sample, clicking on any other button other than "Submit" or otherwise leaving the page will not save work.



Request Product Sample

Back Cancel

**Geographic Information**

State Select Field Staff

**Sample Information**

Select Sample Purpose

Product Single Box

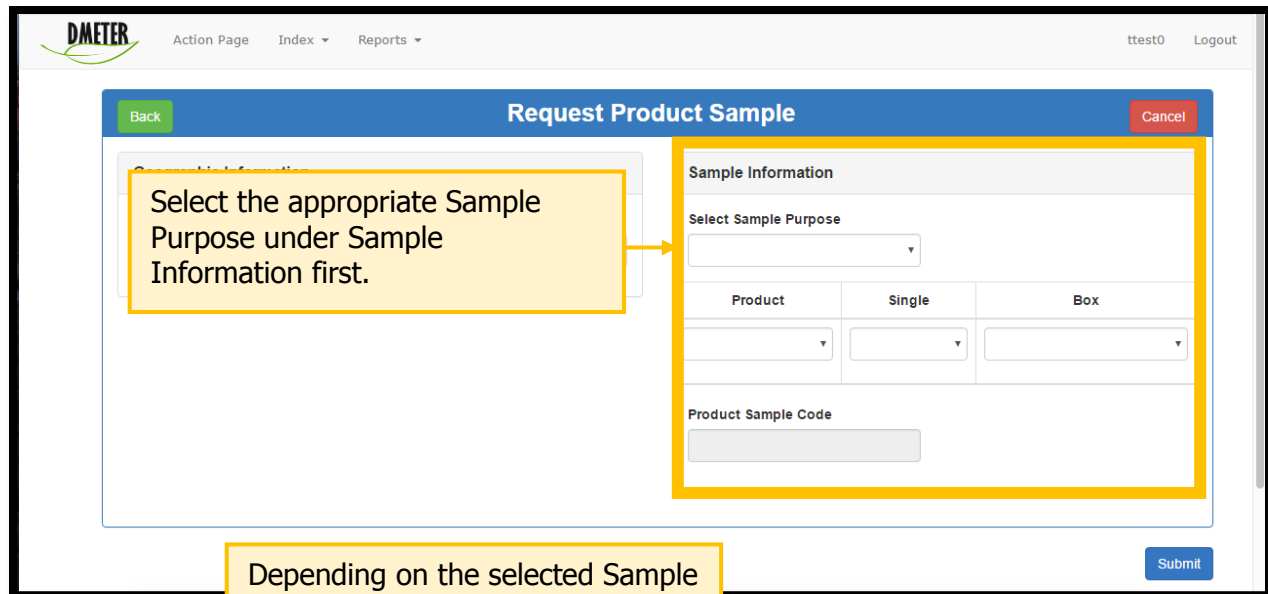
Product Sample Code

Submit

Select the appropriate Geographic Information first.

**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Product Samples. There is no warning pop-up and no work will be saved.

## Request Product Sample (cont.)



**DMETER** Action Page Index Reports ttest0 Logout

**Request Product Sample** [Back] [Cancel]

Select the appropriate Sample Purpose under Sample Information first.

**Sample Information**

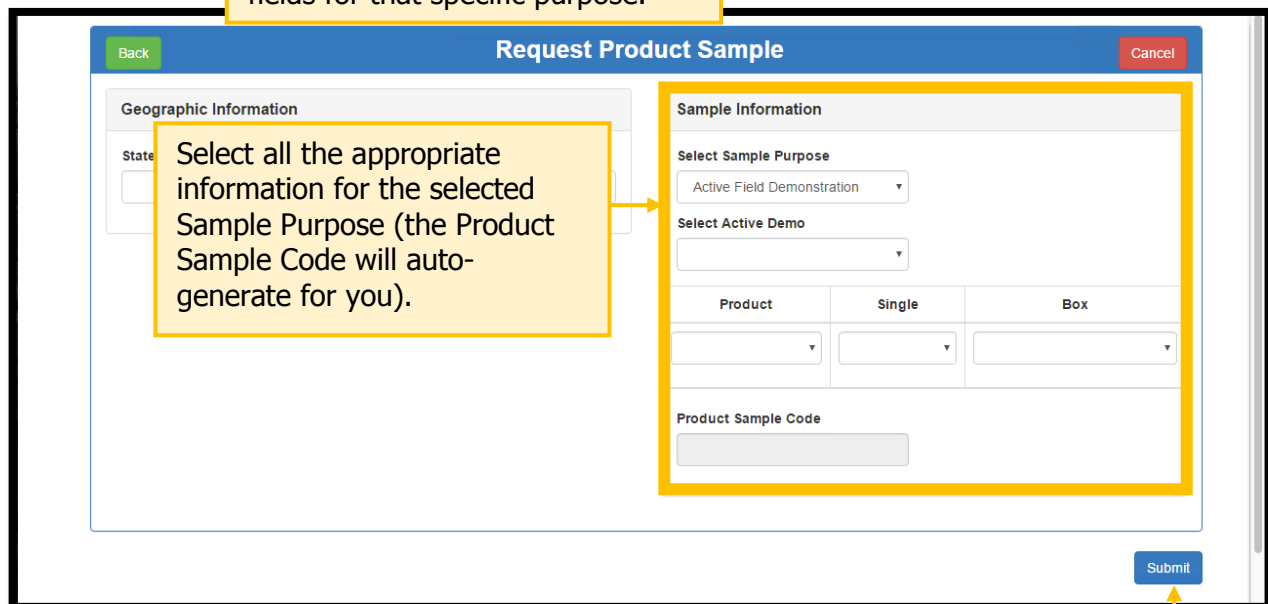
Select Sample Purpose

Product Single Box

Product Sample Code

[Submit]

Depending on the selected Sample Purpose, the page will dynamically change to match the necessary fields for that specific purpose.



**DMETER** Action Page Index Reports ttest0 Logout

**Request Product Sample** [Back] [Cancel]

**Geographic Information**

State

Select all the appropriate information for the selected Sample Purpose (the Product Sample Code will auto-generate for you).

**Sample Information**

Select Sample Purpose

Active Field Demonstration

Select Active Demo

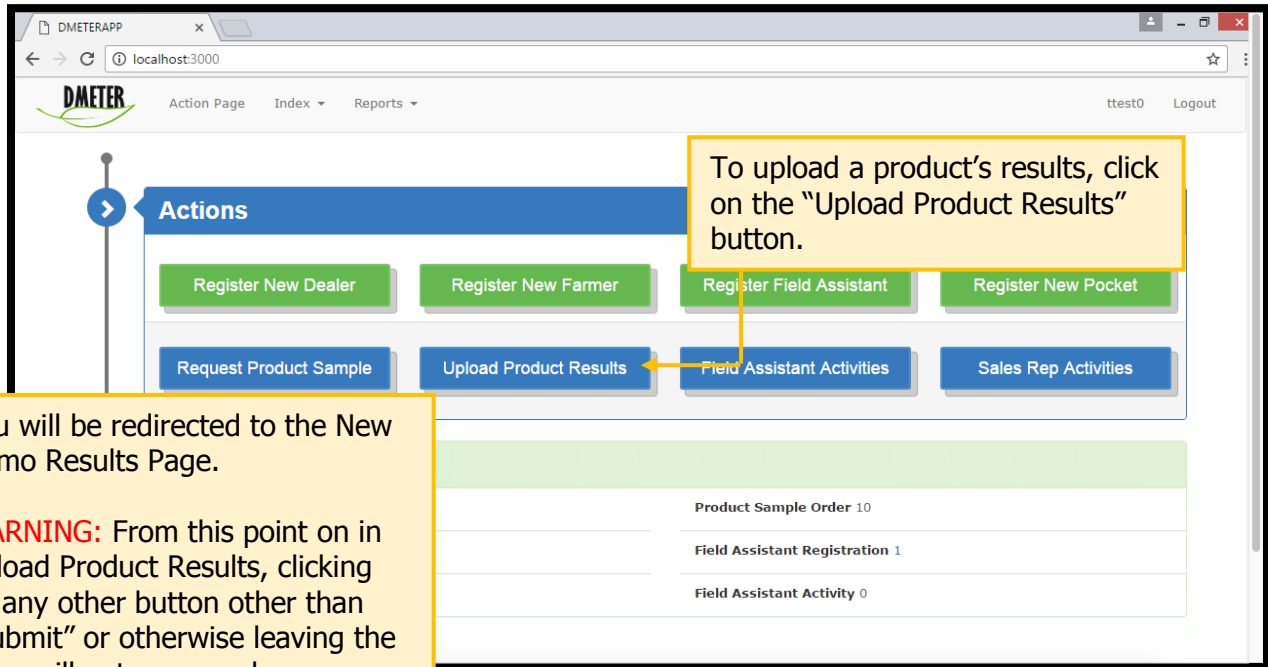
Product Single Box

Product Sample Code

[Submit]

Once you have filled in the required information necessary regardless of the purpose selected, click "Submit" to save.

# Upload Product Results



DMETERAPP x  
localhost:3000

DMETER Action Page Index Reports ttest0 Logout

**Actions**

Register New Dealer Register New Farmer Register Field Assistant Register New Pocket

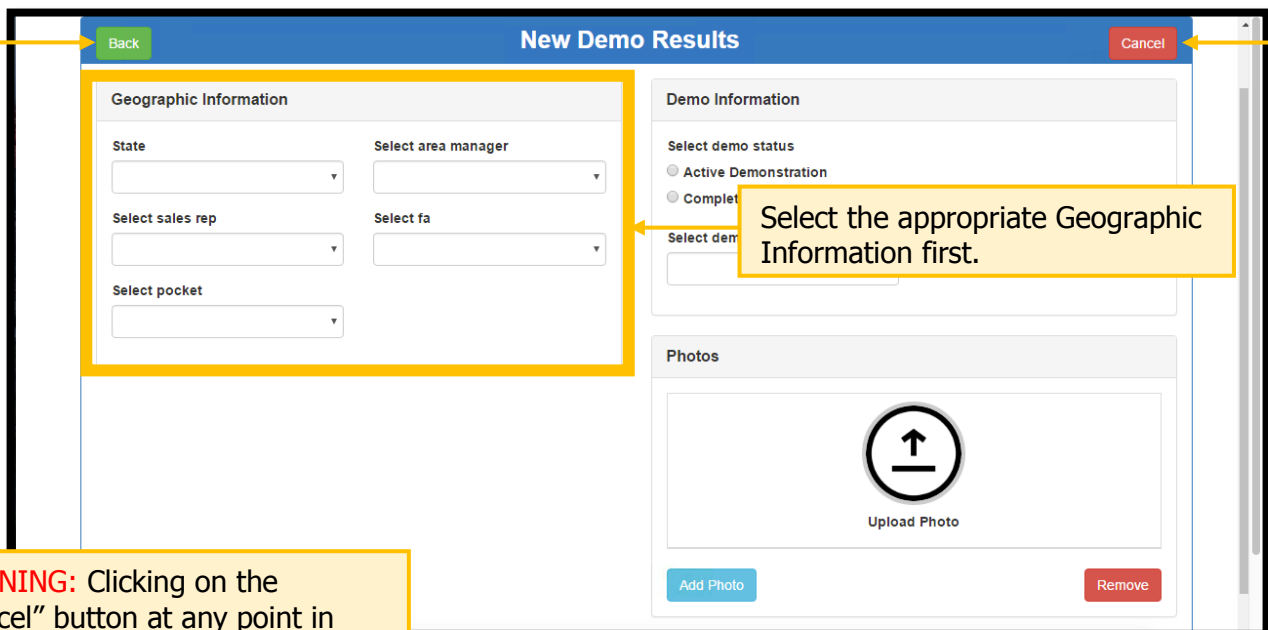
Request Product Sample **Upload Product Results** Field Assistant Activities Sales Rep Activities

To upload a product's results, click on the "Upload Product Results" button.

You will be redirected to the New Demo Results Page.

**WARNING:** From this point on in Upload Product Results, clicking on any other button other than "Submit" or otherwise leaving the page will not save work.

Product Sample Order 10  
Field Assistant Registration 1  
Field Assistant Activity 0



Back New Demo Results Cancel

**Geographic Information**

State Select area manager

Select sales rep Select fa

Select pocket

**Demo Information**

Select demo status

☒ Active Demonstration  
☐ Completed

Select demo

**Photos**

Upload Photo

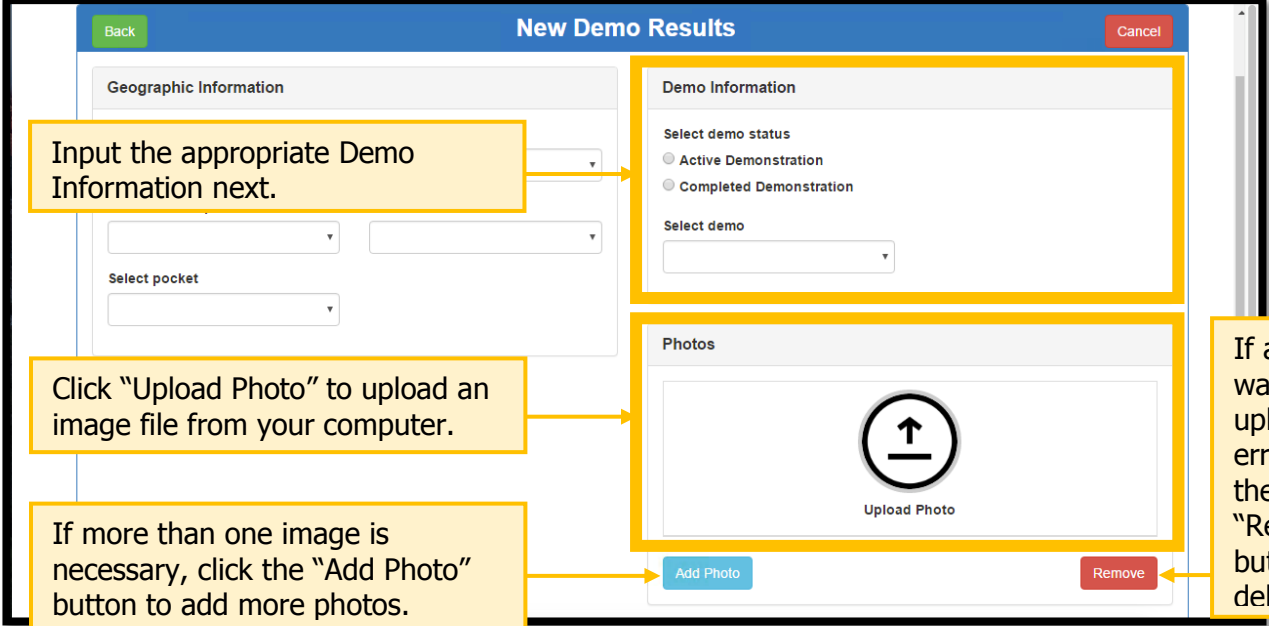
Add Photo Remove

Select the appropriate Geographic Information first.

**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Demo Results. There is no warning pop-up and no work will be saved.



## Upload Product Results (cont.)



The screenshot shows a web form titled "New Demo Results" with a "Back" button on the left and a "Cancel" button on the right. The form is divided into two main sections: "Geographic Information" and "Demo Information".

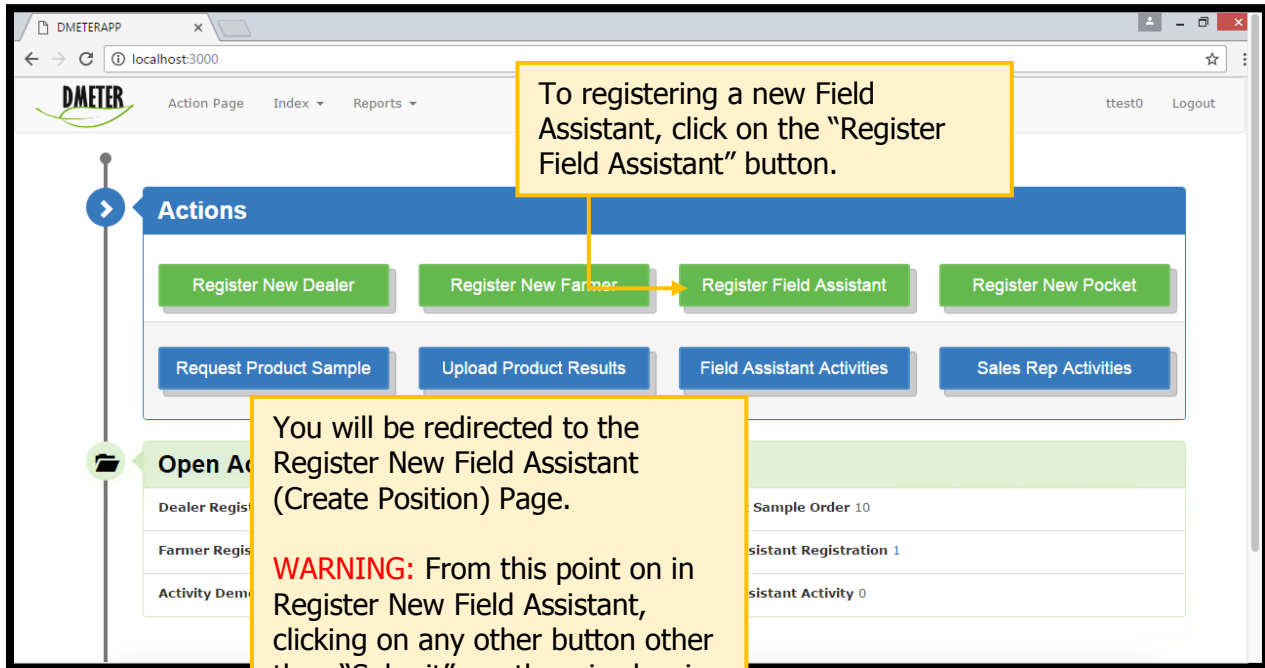
**Geographic Information:** This section contains several dropdown menus. An instructional callout points to the first dropdown, stating: "Input the appropriate Demo Information next."

**Demo Information:** This section contains two radio buttons for "Select demo status": "Active Demonstration" and "Completed Demonstration". Below these is a "Select demo" dropdown menu. An instructional callout points to this section, stating: "Click 'Upload Photo' to upload an image file from your computer."

**Photos:** This section features a large "Upload Photo" button with an upward arrow icon. Below it are "Add Photo" and "Remove" buttons. An instructional callout points to the "Add Photo" button, stating: "If more than one image is necessary, click the 'Add Photo' button to add more photos."

Another instructional callout points to the "Remove" button, stating: "If an image was uploaded in error, click the 'Remove' button to delete it."

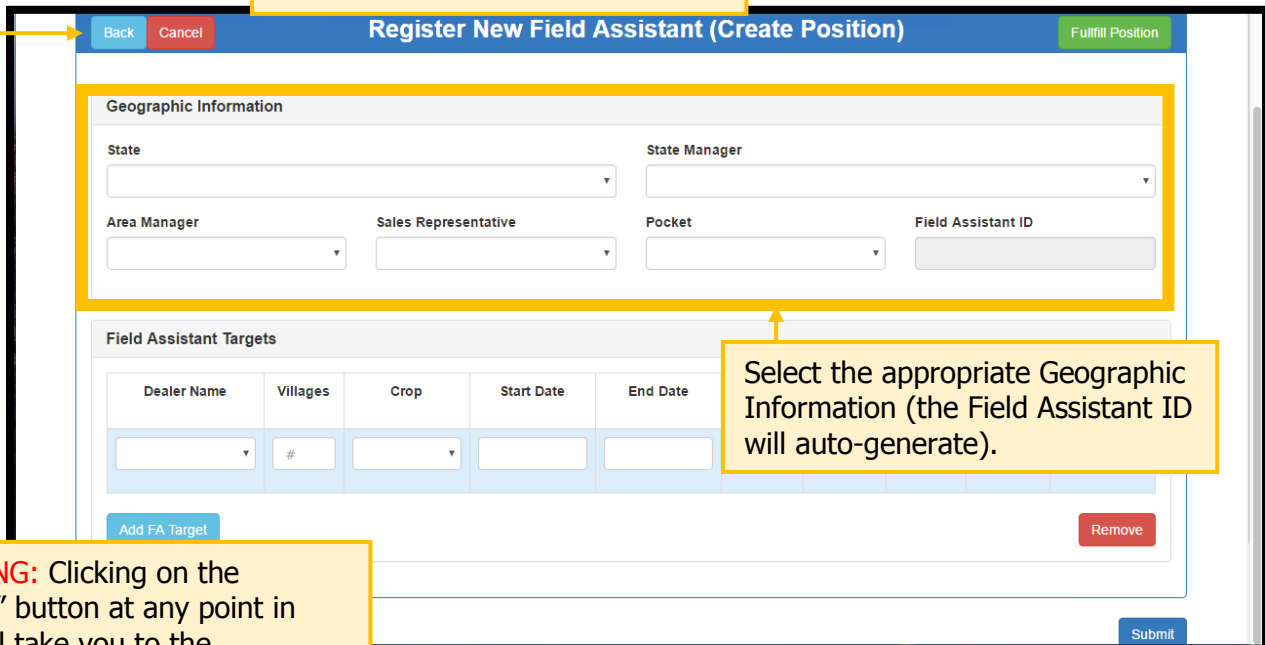
## Register New Field Assistant



To registering a new Field Assistant, click on the "Register Field Assistant" button.

You will be redirected to the Register New Field Assistant (Create Position) Page.

**WARNING:** From this point on in Register New Field Assistant, clicking on any other button other than "Submit" or otherwise leaving



Back Cancel Register New Field Assistant (Create Position) Fulfill Position

**Geographic Information**

State State Manager

Area Manager Sales Representative Pocket Field Assistant ID

**Field Assistant Targets**

Dealer Name	Villages	Crop	Start Date	End Date
	#			

Add FA Target Remove

Submit

Select the appropriate Geographic Information (the Field Assistant ID will auto-generate).

**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Field Assistant Positions. There is no warning pop-up and no work will be saved.

## Register New Field Assistant (Cont.)

Back Cancel Register New Field Assistant (Create Position) Fulfill Position

**Geographic Information**

State:  State Manager:

Area Manager:  Pocket:  Field Assistant ID:

Select/enter the appropriate Field Assistant Targets.

**Field Assistant Targets**

Dealer Name	Villages	Crop	Start Date	End Date	Months	Samples	Demos	Farmer Meetings	Prescriptions
<input type="text"/>	#	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	#	#	#	#

Add FA Target Remove

Click the "Submit" button once you have finished inputting the necessary fields.

Submit

DMETER Action Page Index ffake0 Logout

Field assistant was successfully created.

Position: AP-Edonson-013 Fulfill Position Delete

**Geographic Information**

State: Andhra Pradesh State Manager: Rao  
Area Manager: None Sales Representative: Nikunj Gondaliya  
Pocket: Edonson Field Assistant ID: AP-Edonson-013

**Field Assistant Targets**

Dealer Name	Number of Villages	Crops	Start Date	End Date	Total Months	Number of Samples	Number of Demos	Number of Farmer Meetings	Number of Prescriptions
Tulshyan Agencies	5	Pineapple	2016-11-30	2016-12-02	1	5	2	1	1

Back Edit

Click the "Back" button to view the list of all Field Assistants.

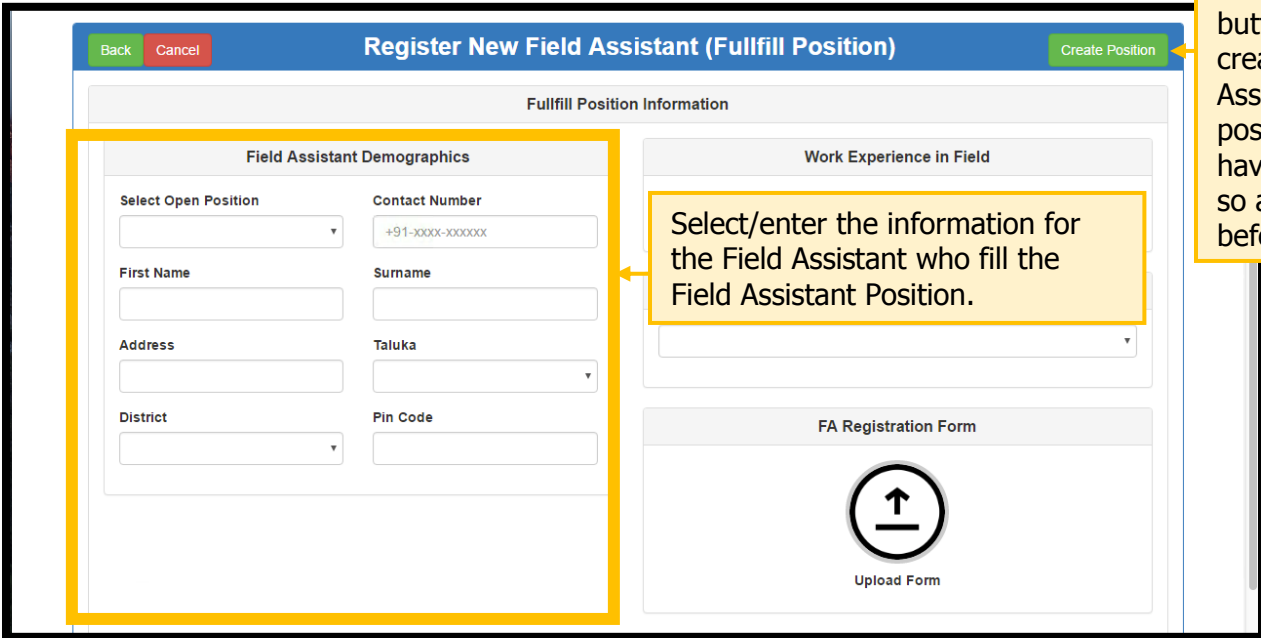
Click "Edit" to make any changes to the current Field Assistant position.

WARNING: Clicking the "Delete" button will delete the newly create Field Assistant position.

Click the "Fulfill Position" button to add an employee to the position.

You will then be directed to the Register New Field Assistant (Fulfill Position Page).

## Register New Field Assistant (cont.)



Back Cancel Register New Field Assistant (Fullfill Position) Create Position

Fullfill Position Information

**Field Assistant Demographics**

Select Open Position

Contact Number

First Name

Surname

Address


Taluka

District

Pin Code

**Work Experience in Field**

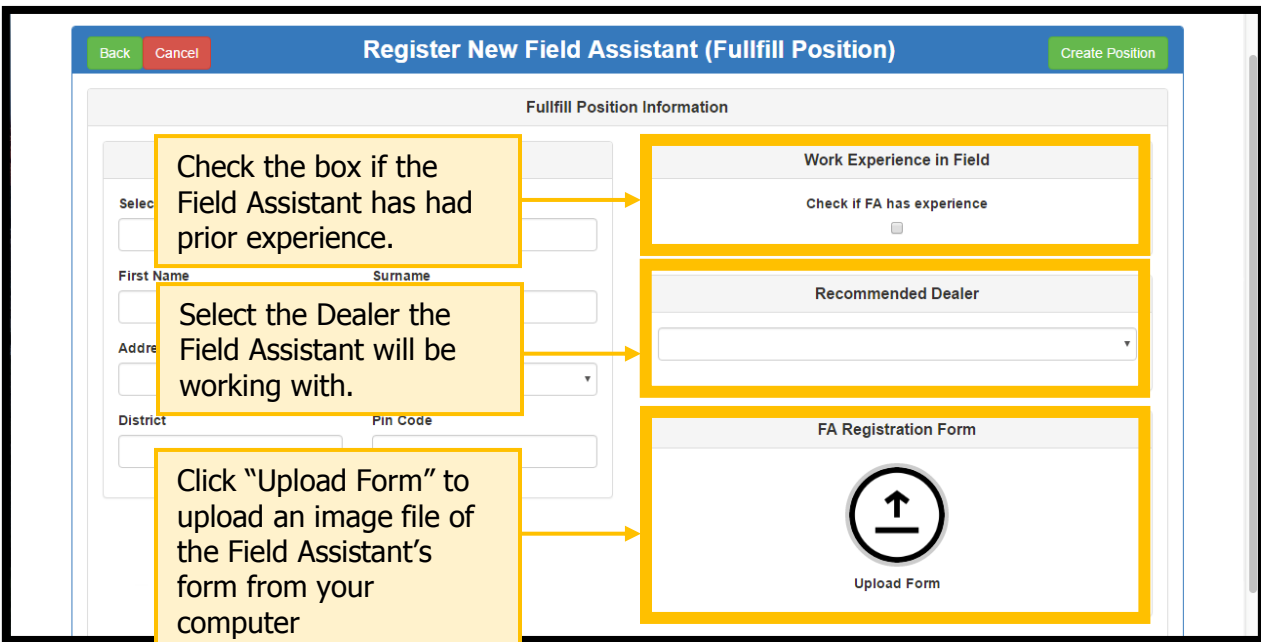
**FA Registration Form**



Upload Form

Select/enter the information for the Field Assistant who fill the Field Assistant Position.

Click the "Create Position" button to create a Field Assistant position if you have not done so already from before.



Back Cancel Register New Field Assistant (Fullfill Position) Create Position

Fullfill Position Information

**Field Assistant Demographics**

Select Open Position

Contact Number

First Name

Surname

Address

Taluka

District


Pin Code

**Work Experience in Field**

Check if FA has experience ☐

**Recommended Dealer**

**FA Registration Form**



Upload Form

Check the box if the Field Assistant has had prior experience.

Select the Dealer the Field Assistant will be working with.

Click "Upload Form" to upload an image file of the Field Assistant's form from your computer

## Register New Farmer

To registering a new Farmer, click on the "Register Farmer" button.

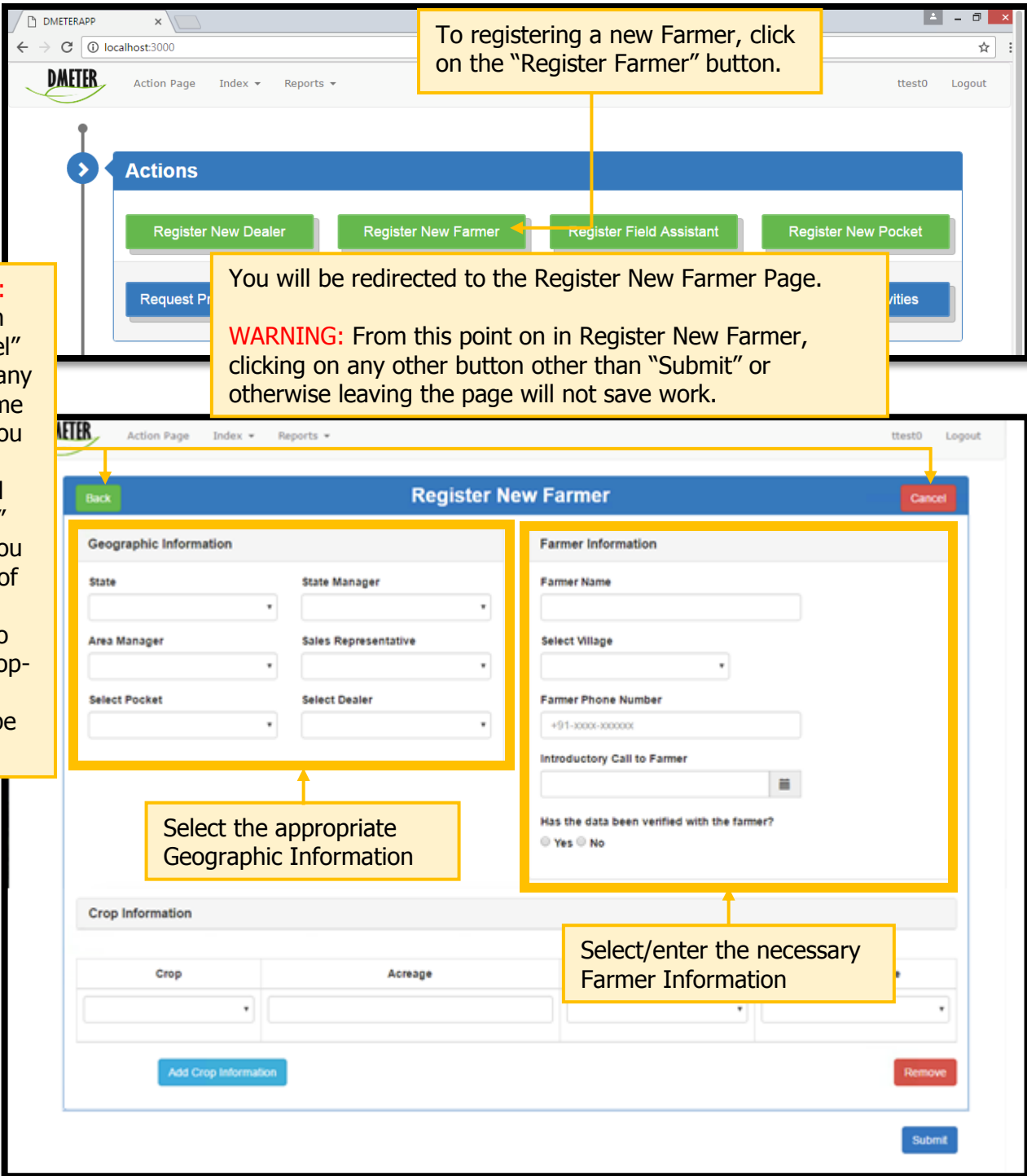
**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Farmers. There is no warning pop-up and no work will be saved.

You will be redirected to the Register New Farmer Page.

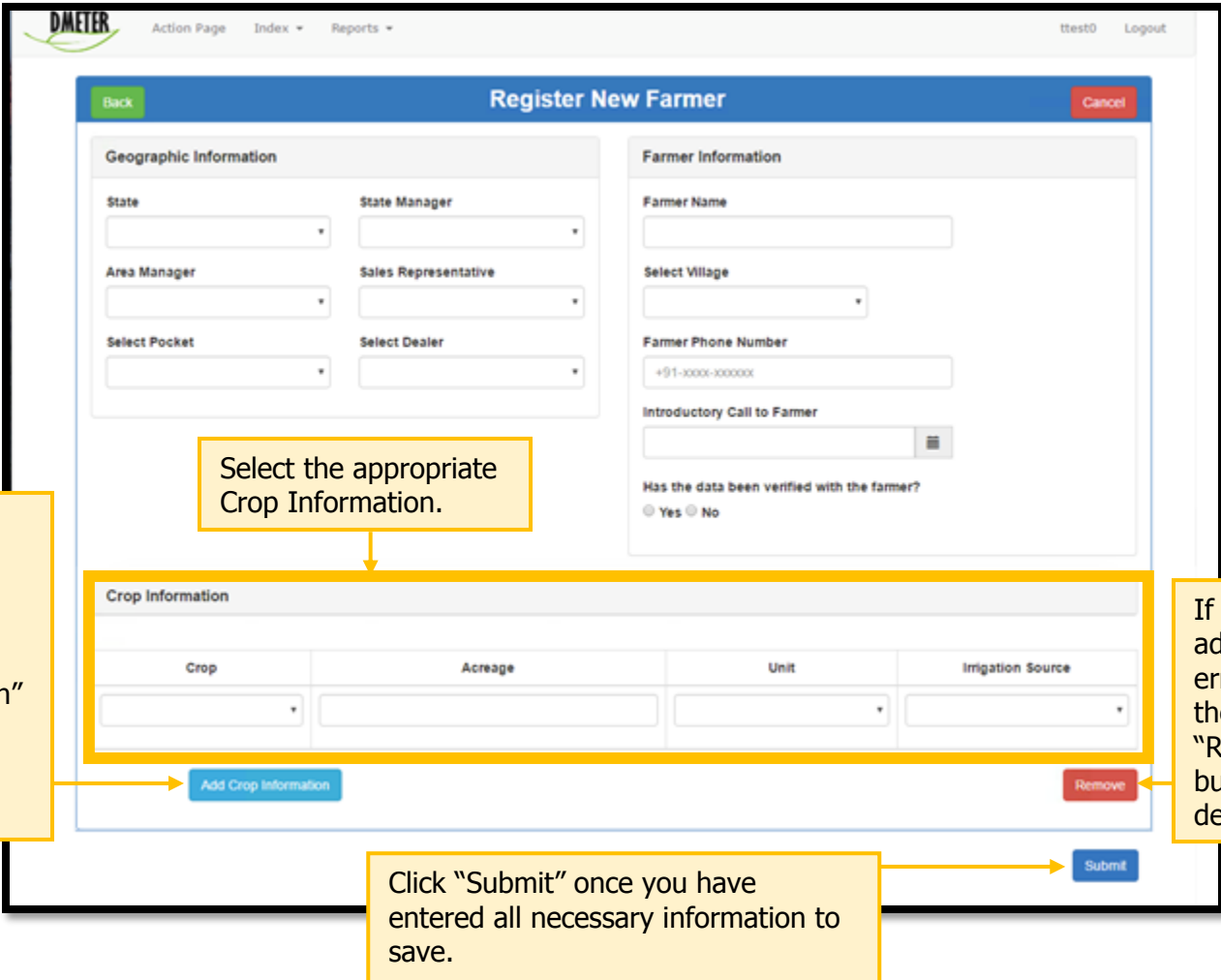
**WARNING:** From this point on in Register New Farmer, clicking on any other button other than "Submit" or otherwise leaving the page will not save work.

Select the appropriate Geographic Information

Select/enter the necessary Farmer Information



## Register New Farmer (cont.)



The screenshot shows the 'Register New Farmer' form with the following sections and fields:

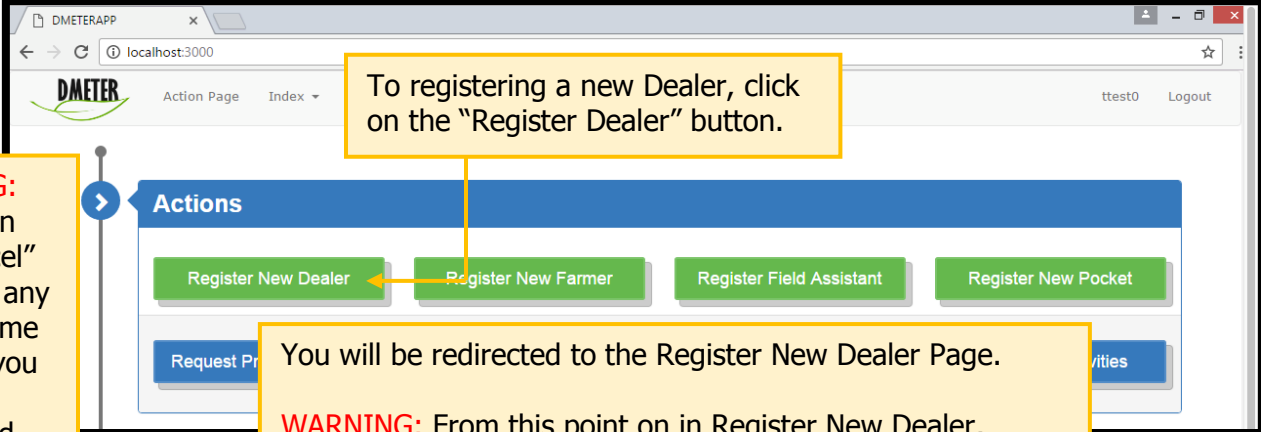
- Geographic Information:**
  - State (dropdown)
  - State Manager (dropdown)
  - Area Manager (dropdown)
  - Sales Representative (dropdown)
  - Select Pocket (dropdown)
  - Select Dealer (dropdown)
- Farmer Information:**
  - Farmer Name (text input)
  - Select Village (dropdown)
  - Farmer Phone Number (text input, placeholder: +91-XXXX-XXXXXX)
  - Introductory Call to Farmer (text input)
  - Has the data been verified with the farmer? (radio buttons: Yes, No)
- Crop Information:**

Crop	Acreage	Unit	Irrigation Source
(dropdown)	(text input)	(dropdown)	(dropdown)

Annotations and actions:

- Back** (green button) and **Cancel** (red button) are at the top of the form.
- Select the appropriate Crop Information.** (yellow box with arrow pointing to the Crop dropdown in the Crop Information table).
- If more crops are necessary, click the "Add Crop Information" button to add more rows.** (yellow box with arrow pointing to the **Add Crop Information** button).
- If a crop was added in error, click the "Remove" button to delete it.** (yellow box with arrow pointing to the **Remove** button).
- Click "Submit" once you have entered all necessary information to save.** (yellow box with arrow pointing to the **Submit** button).

## Register New Dealer

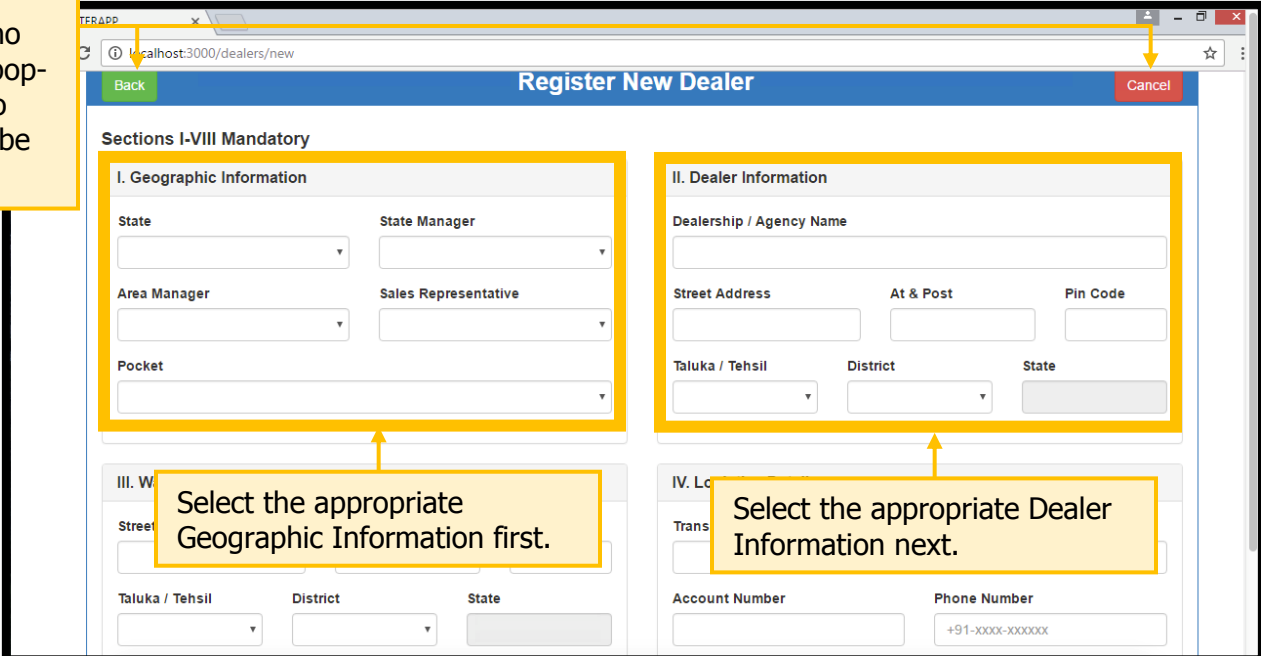


To registering a new Dealer, click on the "Register Dealer" button.

**WARNING:** Clicking on the "Cancel" button at any point in time will take you to the Dashboard and "Back" will take you to the list of Dealers. There is no warning pop-up and no work will be saved.

You will be redirected to the Register New Dealer Page.

**WARNING:** From this point on in Register New Dealer, clicking on any other button other than "Submit" or otherwise leaving the page will not save work.



**Sections I-VIII Mandatory**

**I. Geographic Information**

State  State Manager

Area Manager  Sales Representative

Pocket

**II. Dealer Information**

Dealership / Agency Name

Street Address  At & Post  Pin Code

Taluka / Tehsil  District  State

**III. W**

Street

Taluka / Tehsil  District  State

**IV. L**

Trans

Account Number  Phone Number

Select the appropriate Geographic Information first.

Select the appropriate Dealer Information next.

## Register New Dealer (cont.)

Enter in the Proprietor Information.

V. Proprietor Information

First Name

Surname

Middle Name

Designation

Residential Address

Contact Number

Add Proprietor

Remove

Enter in the Bank Information.

VI. Bank Information

Bank Name

Branch Name

Account Number

Bank Address

Phone Number

Add Bank Account

Remove

If more than one Proprietor is needed, click the "Add Proprietor" button to add more Proprietors.

If a Proprietor is added in error, click the "Remove" button to delete it.

If more than one Bank Account is needed, click the "Add Bank Account" button to add more Bank Accounts.

If a Bank Account is added in error, click the "Remove" button to delete it.

V. Proprietor Information

First Name

Surname

Middle Name

Designation

Residential Address

Contact Number

Add Proprietor

Remove

VI. Bank Information

Bank Name

Branch Name

Account Number

Bank Address

Phone Number

Add Bank Account

Remove

VII. Security Check Details

Bank Name

Bank Account

Cheque Number

Amount

Issue Date

Status

Add Security Check

Remove

VIII. Blank Check Details

Bank Name

Bank Account Number

Blank Cheques Received

Cheque Number

Add Blank Check

Remove

Enter in the Security Check Details.

Enter in the Blank Check Details.

If more than one Security Check is needed, click the "Add Security Check" button to add more Security Checks.

If a Security Check is added in error, click the "Remove" button to delete it.

If more than one Blank Check is needed, click the "Add Blank Check" button to add more Blank Checks.

If a Blank Check is added in error, click the "Remove" button to delete it.




## Register New Dealer (cont.)


Enter in the Dealer Particulars.

**Dealer Particulars**

<b>Annual Turnover</b>	<b>Bio Products Turnover</b>
<input type="text" value="Rupees"/>	<input type="text" value="Rupees"/>

**Customer Base**

  
Upload Dealer Registration Form

  
Upload Dealer Photograph

### Introductory Call to Dealer

### Check If Data was Verified with Dealer

Data Verified the Dealer?

☐

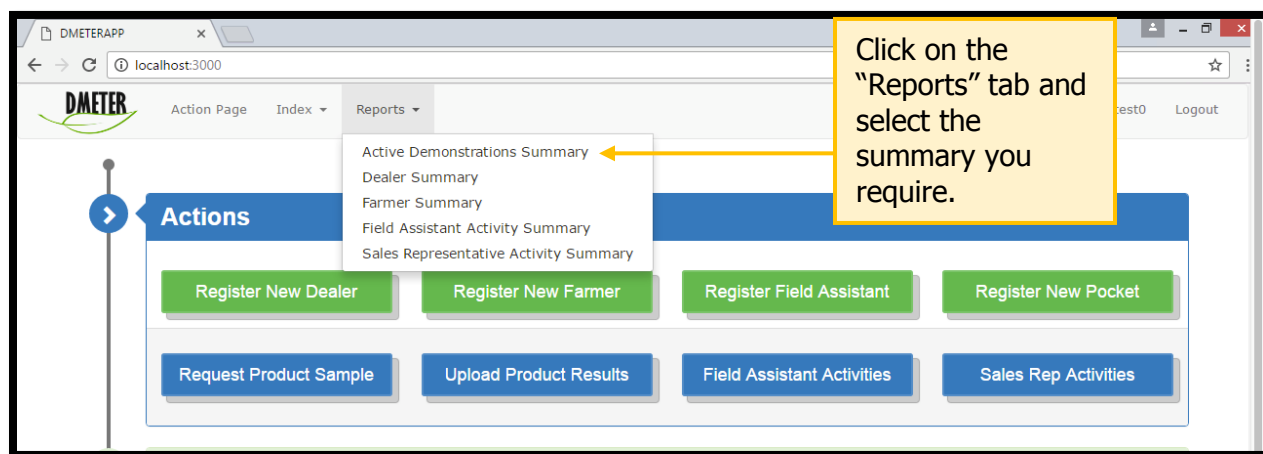
Click "Submit" once you have entered all necessary information to save.

Submit

Enter in the date for the Introductory Call to Dealer.

Confirm if the data was verified with the Dealer.

# Reports



You will be redirected to chosen summary page.

