# BGF-AMS Hands-On Exercise Workbook

## Practice Activities for Training Sessions

## Your Information

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School/Farm:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Training Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Login Username:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## How to Use This Workbook

This workbook contains hands-on exercises to practice what you learn during training. Each exercise includes: - ✓ Clear objectives - ✓ Step-by-step instructions - ✓ Space to record your results - ✓ Verification checklist

**Tips:** - Follow instructions carefully - Ask for help when needed - Check off each step as you complete it - Keep this workbook for future reference

# EXERCISE 1: First Login & Navigation

**Time:** 15 minutes **Module:** System Access & Navigation

## Objectives

* Successfully log into BGF-AMS
* Navigate to different sections
* Access your user profile
* Change your password

## Part A: Logging In

**Steps:** 1. [ ] Open your web browser (Chrome, Firefox, or Edge) 2. [ ] Type the URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. [ ] Press Enter 4. [ ] Type your username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. [ ] Type your password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. [ ] Click the **“Login”** button

**Result:** You should see the Dashboard

**If you see an error:** - Check that Caps Lock is OFF - Make sure username has no spaces - Re-type password carefully - Ask trainer for help

**✓ Verification:** I successfully logged into the system ☐

## Part B: Changing Your Password

**Steps:** 1. [ ] Click your **name** in the top-right corner 2. [ ] Select **“Profile”** from the dropdown menu 3. [ ] Click **“Change Password”** 4. [ ] Enter current password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. [ ] Enter new password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. [ ] Re-enter new password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. [ ] Click **“Update”** button

**Your New Password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Write it down securely!)

**✓ Verification:** I successfully changed my password ☐

## Part C: Navigation Practice

**Task:** Navigate to each section and check it off:

1. ☐ **Dashboard**
   * Click the BGF-AMS logo
2. ☐ **Farms**
   * Click “Farms” in the left menu
   * Count how many farms you see: \_\_\_\_\_\_\_
3. ☐ **Fields**
   * Click “Fields” in the left menu
   * Count how many fields you see: \_\_\_\_\_\_\_
4. ☐ **Tillage Program**
   * Click “Tillage Program” in the left menu
   * Then click “Dashboard”
5. ☐ **Crops**
   * Click “Crops” in the left menu
   * Then click “All Crops”
6. ☐ Return to **Dashboard**
   * Click the BGF-AMS logo

**✓ Verification:** I can navigate to all main sections ☐

## Part D: User Profile Review

**Navigate to your profile and fill in:**

**Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Farms You Can Access:** 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I can access and view my profile ☐

**Exercise 1 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 2: Viewing Farm Information

**Time:** 20 minutes **Module:** Farm Management

## Objectives

* Find your school’s farm
* Review all farm information sections
* Locate farm on map
* Identify any data corrections needed

## Part A: Finding Your Farm

**Steps:** 1. [ ] Click **“Farms”** in the left navigation menu 2. [ ] Look through the list of farms 3. [ ] Find your school’s farm 4. [ ] Click on the farm name

**Your Farm Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I found my school’s farm ☐

## Part B: Basic Farm Information

**Read the farm information and fill in:**

**Farm Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year Established:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this information correct?** ☐ Yes, all correct ☐ No, needs corrections (note what needs fixing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I reviewed basic farm information ☐

## Part C: Land Details

**Find and record:**

**Total Farm Size:** \_\_\_\_\_\_\_\_\_\_\_\_\_ hectares

**Arable Land:** \_\_\_\_\_\_\_\_\_\_\_\_\_ hectares

**Cleared Land:** \_\_\_\_\_\_\_\_\_\_\_\_\_ hectares

**Soil Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terrain:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this information correct?** ☐ Yes, all correct ☐ No, needs corrections (note what needs fixing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I reviewed land details ☐

## Part D: Infrastructure & Agriculture

**Find and record:**

**Water Sources:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is farm irrigated?** ☐ Yes ☐ No

**Available Equipment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Past Crops Grown:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this information correct?** ☐ Yes, all correct ☐ No, needs corrections (note what needs fixing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I reviewed infrastructure information ☐

## Part E: Location & GPS

**Find and record:**

**Latitude:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Longitude:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Elevation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Steps to view on map:** 1. [ ] Scroll to GPS/Location section 2. [ ] Click **“View on Map”** (if available) 3. [ ] See your farm on the map

**Can you see your farm on the map?** ☐ Yes ☐ No ☐ Map not available

**Is the location correct?** ☐ Yes ☐ No ☐ Not sure

**✓ Verification:** I reviewed location information ☐

**Exercise 2 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 3: Creating and Managing Fields

**Time:** 25 minutes **Module:** Field Management

## Objectives

* Create a new practice field
* View field details
* Edit field information
* Understand field status

## Part A: Creating a Practice Field

**Follow these steps to create a new field:**

1. ☐ Click **“Fields”** in the left menu
2. ☐ Click **“+ Add New Field”** button (top right)
3. ☐ Fill in the form:

**Field Name:** [YourName] Practice Field Example: “John Practice Field” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Select Farm:** (Choose your farm from dropdown) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Size:** 1.5 (hectares)

**Description:** “Practice field created during training”

**Soil Type:** (Choose from dropdown) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Topography:** (Choose from dropdown) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status:** Active

1. ☐ Review all information
2. ☐ Click **“Create Field”** button

**Result:** You should see a success message!

**✓ Verification:** I successfully created a practice field ☐

## Part B: Finding Your New Field

**Steps:** 1. [ ] Go to **“Fields”** (if not already there) 2. [ ] Look through the fields list 3. [ ] Find your practice field 4. [ ] Click on the field name

**Can you find your practice field?** ☐ Yes ☐ No (ask trainer for help)

**✓ Verification:** I can find and view my field ☐

## Part C: Viewing Field Details

**Look at your field information and record:**

**Field Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Farm:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Size:** \_\_\_\_\_\_\_\_\_\_\_\_\_ hectares

**Soil Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Created Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I can view field details ☐

## Part D: Editing Field Information

**Now let’s edit the field:**

1. ☐ Click **“Edit”** button (top right of field page)
2. ☐ Change the **Description** to: “Practice field - Updated during training”
3. ☐ Change **Status** to: “Active” (if not already)
4. ☐ Click **“Save Changes”** button

**Result:** You should see “Changes saved successfully”

**Verification steps:** 5. [ ] Check that description updated 6. [ ] Verify status is correct

**✓ Verification:** I successfully edited field information ☐

## Part E: Understanding Field Status

**Match each status with its meaning:**

| Status | Meaning |
| --- | --- |
| Active | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fallow | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Under Preparation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Retired | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Answers:** - Currently in use for crops - Resting between seasons - Being prepared for planting - No longer used

**✓ Verification:** I understand field statuses ☐

**Exercise 3 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 4: Creating a Tillage Program

**Time:** 20 minutes **Module:** Tillage Program Management

## Objectives

* Create a new tillage program
* Understand program components
* View program details

## Part A: Understanding Tillage Programs

**Answer these questions:**

**1. What is a tillage program?** ☐ A list of crops to plant ☐ A seasonal plan for land preparation ☐ An equipment maintenance schedule

**2. Why create a tillage program?** (Check all that apply) ☐ Track which fields have been tilled ☐ Monitor progress ☐ Generate reports ☐ Plan equipment use

**✓ Verification:** I understand what tillage programs are ☐

## Part B: Creating Your Practice Program

**Follow these steps:**

1. ☐ Click **“Tillage Program”** in left menu
2. ☐ Click **“Programs”**
3. ☐ Click **“+ New Program”** button
4. ☐ Fill in the form:

**Program Name:** Write: “2025 Practice Program - [YourName]” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description:** Write: “Practice program created during training” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date:** (Select today’s date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End Date:** (Select 3 months from today) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Select Farm:** (Choose your farm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Hectares Planned:** 25

**Status:** Active

1. ☐ Review all information
2. ☐ Click **“Create Program”** button

**Result:** Success message should appear!

**✓ Verification:** I successfully created a tillage program ☐

## Part C: Viewing Your Program

**Steps:** 1. [ ] Find your program in the programs list 2. [ ] Click on the program name

**Record the information you see:**

**Program Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Hectares Planned:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hectares Tilled So Far:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 0)

**Completion Percentage:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 0%)

**✓ Verification:** I can view program details ☐

## Part D: Understanding Program Progress

**Answer:**

**The program shows 0% complete because:** ☐ The program is cancelled ☐ No tillage services have been recorded yet ☐ The start date hasn’t arrived ☐ There’s an error

**To increase the completion percentage, you need to:** ☐ Edit the program ☐ Record tillage services ☐ Delete the program ☐ Wait for the end date

**✓ Verification:** I understand program progress tracking ☐

**Exercise 4 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 5: Recording Tillage Services

**Time:** 20 minutes **Module:** Tillage Program Management

## Objectives

* Record a tillage service
* See program progress update
* Understand service details

## Part A: Understanding Tillage Services

**A tillage service is:** ☐ A plan to till a field ☐ A record of actual tillage work completed ☐ A type of equipment ☐ A farm report

**What information does a tillage service record?** (Check all that apply) ☐ Which field was tilled ☐ How many hectares were tilled ☐ What equipment was used ☐ How much it cost ☐ When it was done

**✓ Verification:** I understand tillage services ☐

## Part B: Recording Your First Service

**Follow these steps:**

1. ☐ Go to **“Tillage Program” > “Programs”**
2. ☐ Click on your practice program
3. ☐ Click **“Add Service”** button
4. ☐ Fill in the form:

**Select Farm:** (Your farm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Select Field:** (Choose any field, or your practice field) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Date:** (Select today’s date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hectares Tilled:** 3.5

**Equipment Used:** (Optional - write if you know) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Provider:** (Optional - write if you know) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost:** (Optional - leave blank for practice)

**Notes:** “Practice service recorded during training”

1. ☐ Review all information
2. ☐ Click **“Record Service”** button

**Result:** Success message!

**✓ Verification:** I successfully recorded a tillage service ☐

## Part C: Viewing Updated Progress

**Steps:** 1. [ ] View your program (should still be open) 2. [ ] Look at the progress section

**Record the updated information:**

**Hectares Tilled So Far:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 3.5)

**Total Hectares Planned:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 25)

**Completion Percentage:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 14%)

**Did the progress update automatically?** ☐ Yes ☐ No

**Can you see your service in the services list?** ☐ Yes ☐ No

**✓ Verification:** Program progress updated correctly ☐

## Part D: Recording a Second Service

**Practice again! Record another service:**

1. ☐ Click **“Add Service”** button again
2. ☐ Use these details:

**Farm:** (Your farm) **Field:** (Same or different field) **Date:** (Today or yesterday) **Hectares:** 2.0 **Notes:** “Second practice service”

1. ☐ Click **“Record Service”**

**New total hectares tilled:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 5.5)

**New completion percentage:** \_\_\_\_\_\_\_\_\_\_\_\_\_ (should be 22%)

**✓ Verification:** I can record multiple services ☐

## Part E: Viewing Service History

**Steps:** 1. [ ] View your program 2. [ ] Scroll to services section 3. [ ] Count your services

**How many services do you see?** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Can you see details for each service?** ☐ Yes ☐ No

**Services are listed:** ☐ Newest first ☐ Oldest first ☐ Random order

**✓ Verification:** I can view service history ☐

**Exercise 5 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 6: Assigning Crops to Fields

**Time:** 20 minutes **Module:** Crop Management

## Objectives

* Browse crop database
* Assign a crop to a field
* Record planting information
* View crop status

## Part A: Exploring the Crop Database

**Steps:** 1. [ ] Click **“Crops”** in left menu 2. [ ] Click **“All Crops”** 3. [ ] Browse through the crops

**Find and record:**

**Three crops you grow at your school:** 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are all your crops in the database?** ☐ Yes ☐ No

**If no, which crops are missing?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Click on one crop (e.g., Maize) and record:**

**Crop Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typical Growing Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I explored the crop database ☐

## Part B: Assigning a Crop (Method 1: From Field)

**Follow these steps:**

1. ☐ Go to **“Fields”**
2. ☐ Click on your practice field (or any field)
3. ☐ Click **“Assign Crop”** button
4. ☐ Fill in the form:

**Crop:** (Select from dropdown - choose a crop you actually grow) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Variety:** (Optional - specify if you know) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planting Date:** (Select a date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Harvest Date:** (System suggests - adjust if needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area Planted:** (Usually equals field size) \_\_\_\_\_\_\_\_\_\_\_\_\_ hectares

**Expected Yield:** (Optional) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit:** (Optional - tonnes, bags, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:** “Practice crop assignment”

1. ☐ Review all information
2. ☐ Click **“Assign Crop”** button

**Result:** Success message!

**✓ Verification:** I successfully assigned a crop to a field ☐

## Part C: Viewing the Crop Assignment

**Steps:** 1. [ ] View your field (should still be open) 2. [ ] Look for crop information

**Record what you see:**

**Crop Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Harvest:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Can you see the crop clearly displayed?** ☐ Yes ☐ No

**✓ Verification:** I can view crop assignments ☐

## Part D: Viewing from Crops Section

**Alternative way to see crop assignments:**

1. ☐ Go to **“Crops” > “All Crops”**
2. ☐ Click on the crop you assigned
3. ☐ Look for “Assigned Fields” or similar section

**Can you see your field listed?** ☐ Yes ☐ No

**This shows you:** (Check one) ☐ All fields with this crop planted ☐ All available crops ☐ All fields on the farm

**✓ Verification:** I can view crops from different perspectives ☐

## Part E: Understanding Crop Status

**Crop status indicators:**

Match each status with when it applies:

| Status | When It Applies |
| --- | --- |
| 🌱 Planted | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🌾 Growing | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ✅ Harvested | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ⚠️ At Risk | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Answers to match:** - Just planted - Actively growing - Harvest complete - Problems identified

**✓ Verification:** I understand crop statuses ☐

**Exercise 6 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 7: Generating Reports

**Time:** 20 minutes **Module:** Reporting & Analytics

## Objectives

* Access tillage dashboard
* Generate a report
* Export report to Excel
* Interpret report data

## Part A: Tillage Dashboard

**Steps:** 1. [ ] Click **“Tillage Program”** in left menu 2. [ ] Click **“Dashboard”** (or it may open by default)

**Find and record the dashboard metrics:**

**Active Programs:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Hectares Planned:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Hectares Completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Completion Percentage:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_%

**Can you see:** ☐ Summary cards with numbers ☐ Charts or graphs ☐ Recent activity feed ☐ All of the above

**✓ Verification:** I can access and read the dashboard ☐

## Part B: Generating a Tillage Report

**Follow these steps:**

1. ☐ Go to **“Tillage Program” > “Tillage Reports”**
2. ☐ Select Report Type: **“Program Summary”**
3. ☐ Set Date Range:

**Start Date:** (Beginning of this month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End Date:** (Today) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ☐ Filter by Farm: (Select your farm OR “All Farms”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. ☐ Click **“Generate Report”** button

**Result:** Report displays on screen

**✓ Verification:** I successfully generated a report ☐

## Part C: Reading the Report

**Look at your report and answer:**

**Can you see your practice program in the report?** ☐ Yes ☐ No

**Report shows:** (Check all that apply) ☐ Program name ☐ Date range ☐ Hectares planned ☐ Hectares tilled ☐ Services count ☐ Progress percentage

**Does the data match what you entered?** ☐ Yes, matches ☐ No, different ☐ Partially matches

**✓ Verification:** I can read and understand the report ☐

## Part D: Exporting to Excel

**Follow these steps:**

1. ☐ Look for **“Export to Excel”** button (usually top right)
2. ☐ Click the button
3. ☐ Save dialog should appear
4. ☐ Choose location: Desktop or Downloads
5. ☐ Click **“Save”**

**File name:** (Note what it’s called) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did it save?** ☐ Desktop ☐ Downloads ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. ☐ Open the file (double-click if Excel installed)

**Can you open the Excel file?** ☐ Yes ☐ No ☐ Don’t have Excel

**✓ Verification:** I successfully exported report to Excel ☐

## Part E: Understanding Excel Export

**If you opened the Excel file, observe:**

**Data is organized in:** ☐ Tables/rows and columns ☐ Random format ☐ Just text

**What can you do with this Excel file?** (Check all) ☐ Edit the data ☐ Create charts ☐ Print it ☐ Email it to others ☐ Add calculations ☐ All of the above

**Benefits of Excel export:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ Verification:** I understand the value of Excel export ☐

**Exercise 7 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# EXERCISE 8: Real Data Entry Challenge

**Time:** 30 minutes **Module:** Real Data Practice

## Objectives

* Enter actual farm data
* Practice all learned skills
* Identify any challenges
* Build confidence for independent use

## Part A: Preparation

**Gather your actual farm records:**

**What records do you have available?** (Check all) ☐ Farm information ☐ Field maps or measurements ☐ Recent tillage records ☐ Crop planting records ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✓ I have my records ready** ☐

## Part B: Choose Your Challenge

**Select ONE of these real-world tasks:**

☐ **Challenge 1:** Create a real field (if not already done) ☐ **Challenge 2:** Record actual tillage services from recent records ☐ **Challenge 3:** Assign actual crops to real fields ☐ **Challenge 4:** All of the above

**I’m working on Challenge:** \_\_\_\_\_\_\_\_\_\_\_\_\_

## Challenge 1: Create Real Field(s)

**If you chose Challenge 1, follow these steps:**

**Step 1: Identify Field to Create** **Field Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Size:** \_\_\_\_\_\_\_\_\_\_\_\_\_ hectares **Soil Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: Create in System** 1. [ ] Go to Fields > Add New Field 2. [ ] Enter all information 3. [ ] Include GPS if available 4. [ ] Save

**Step 3: Verify** ☐ Field created successfully ☐ Information is accurate ☐ Can view field in list

**Challenges encountered:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How I resolved them:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Challenge 2: Record Actual Tillage

**If you chose Challenge 2, follow these steps:**

**Step 1: Identify Services to Record**

**Service 1:** - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Hectares: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service 2:** - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Hectares: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: Create Program (if needed)** 1. [ ] Create tillage program for appropriate season 2. [ ] Enter realistic details

**Step 3: Record Services** 1. [ ] Record Service 1 2. [ ] Record Service 2 3. [ ] Verify progress updated

**Step 4: Verify** ☐ Services recorded accurately ☐ Progress shows correctly ☐ Can generate report

**Challenges encountered:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How I resolved them:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Challenge 3: Assign Actual Crops

**If you chose Challenge 3, follow these steps:**

**Step 1: Identify Crops to Assign**

**Field-Crop 1:** - Field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Crop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Planting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field-Crop 2:** - Field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Crop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Planting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: Assign in System** 1. [ ] Assign Crop 1 to Field 1 2. [ ] Assign Crop 2 to Field 2 3. [ ] Include all relevant details

**Step 3: Verify** ☐ Crops assigned correctly ☐ Dates are accurate ☐ Can view from Fields section ☐ Can view from Crops section

**Challenges encountered:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How I resolved them:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Part C: Reflection

**Answer these questions:**

**1. What was easier than you expected?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. What was harder than you expected?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. What data did you NOT have available?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. What would help you enter data faster?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. On a scale of 1-5, how confident do you feel entering real data?** ☐ 1 - Not confident ☐ 2 - Slightly confident ☐ 3 - Moderately confident ☐ 4 - Very confident ☐ 5 - Extremely confident

**✓ Verification:** I practiced with real data ☐

**Exercise 8 Complete!** ✓

**Trainer Initials:** \_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_

# FINAL ASSESSMENT CHECKLIST

## Skills Mastery Check

**Rate your confidence for each skill (1-5):** 1 = Not confident, 5 = Very confident

| Skill | Rating | Notes |
| --- | --- | --- |
| Logging in | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Navigating the system | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Viewing farm information | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Creating fields | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Editing fields | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Creating tillage programs | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Recording tillage services | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Assigning crops | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Generating reports | ☐1 ☐2 ☐3 ☐4 ☐5 |  |
| Exporting to Excel | ☐1 ☐2 ☐3 ☐4 ☐5 |  |

## Areas for More Practice

**I need more practice with:** ☐ Login and navigation ☐ Farm management ☐ Field management ☐ Tillage programs ☐ Tillage services ☐ Crop assignments ☐ Reporting ☐ Excel export ☐ Real data entry

**Specific questions I still have:** 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Commitment to Use

**After this training, I plan to:** ☐ Start using BGF-AMS immediately ☐ Start using within a week ☐ Practice more before regular use ☐ Need additional training first

**First thing I’ll do in the system:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How often I plan to use BGF-AMS:** ☐ Daily ☐ Several times per week ☐ Weekly ☐ As needed

## Training Evaluation

**Overall, this training was:** ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs improvement

**The exercises were:** ☐ Very helpful ☐ Somewhat helpful ☐ Not very helpful

**What I liked most:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What could be improved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Congratulations on completing all exercises!**

You’re now ready to use BGF-AMS for your farm management needs.

**Remember:** - Keep this workbook for reference - Use your quick reference cards - Don’t hesitate to ask for help - Practice makes perfect!

**Support:** support@bgf-ams.com | [Phone Number]

**Participant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Trainer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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