# BGF-AMS Quick Reference Cards

## Laminated Reference Guides for Common Tasks

# CARD 1: LOGIN & NAVIGATION

## Logging In

1. Open browser → Go to [System URL]
2. Enter Username
3. Enter Password
4. Click **Login**

## First Login

* You’ll be prompted to change password
* Use strong password (8+ characters, numbers, symbols)

## Main Navigation

**Left Menu:** - Tillage Program → Programs, Dashboard, Reports - Map → View farms/fields - Farms → All farms list - Fields → All fields list - Crops → Crop database & assignments - Equipment → Equipment inventory - Inventory → Supplies tracking - Harvest → Harvest planning

**Top Bar:** - Search (magnifying glass) - Notifications (bell icon) - Profile (your name)

## Quick Actions

* Return to Dashboard: Click BGF-AMS logo
* Change Password: Profile → Change Password
* Logout: Profile → Logout

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

# CARD 2: CREATING A FIELD

## Step-by-Step

### 1. Start

* Go to **Fields** (left menu)
* Click **+ Add New Field**

### 2. Required Information

* **Field Name** (e.g., “North Field 1”)
* **Farm** (select from dropdown)
* **Size** (hectares, e.g., 2.5)

### 3. Optional Information

* Description
* Soil Type (Sandy, Clay, Loam, etc.)
* Topography (Flat, Sloping, Hilly)
* Status (Active, Fallow, etc.)

### 4. GPS Boundaries (Optional)

* Click **Add Boundary Point**
* Enter Latitude
* Enter Longitude
* Click **Add**
* Repeat for all corners

### 5. Save

* Review information
* Click **Create Field**
* Success! ✓

## Tips

✓ Use clear names (include location/number) ✓ Measure size accurately ✓ GPS is optional but helpful ✓ Can edit anytime after creation

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# CARD 3: CREATING A TILLAGE PROGRAM

## Step-by-Step

### 1. Start

* Go to **Tillage Program > Programs**
* Click **+ New Program**

### 2. Basic Info

* **Program Name** (e.g., “2025 Spring Tillage”)
* **Description** (optional details)

### 3. Timeline

* **Start Date** (when tillage begins)
* **End Date** (when it should complete)

### 4. Planning

* **Select Farm** (your farm)
* **Total Hectares** (area to be tilled)
* **Status** (Active for new programs)

### 5. Save

* Click **Create Program**
* Success! ✓

## Quick Tips

✓ Plan one season at a time ✓ Be realistic with hectares ✓ Can update progress anytime ✓ Multiple programs OK

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# CARD 4: RECORDING TILLAGE SERVICE

## Step-by-Step

### 1. Start

**Method A:** - Tillage Program > Programs - Click program name - Click **Add Service**

**Method B:** - Tillage Program > Dashboard - Click **Record Service**

### 2. Where & When

* **Farm** (select)
* **Field** (select)
* **Service Date** (when work was done)

### 3. Work Completed

* **Hectares Tilled** (e.g., 3.5)

### 4. Additional Info (Optional)

* Equipment Used
* Service Provider
* Cost
* Notes

### 5. Save

* Click **Record Service**
* Program progress updates automatically ✓

## Tips

✓ Record same day as work ✓ Be accurate with hectares ✓ Can record multiple services per day ✓ Can edit later if needed

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# CARD 5: ASSIGNING CROPS TO FIELDS

## Step-by-Step

### 1. Start

**Method A - From Field:** - Go to **Fields** - Click field name - Click **Assign Crop**

**Method B - From Crop:** - Go to **Crops > All Crops** - Click crop name - Click **Assign to Field**

### 2. Select Field & Crop

* **Field** (if not selected)
* **Crop** (if not selected)
* **Variety** (optional, e.g., “SC513”)

### 3. Planting Info

* **Planting Date** (when planted)
* **Expected Harvest** (auto-suggested, can adjust)
* **Area Planted** (usually = field size)

### 4. Yield Planning (Optional)

* **Expected Yield** (e.g., 5)
* **Unit** (tonnes, bags, etc.)

### 5. Save

* Click **Assign Crop**
* Field now shows active crop ✓

## Tips

✓ Record planting date accurately ✓ Update harvest date as needed ✓ Can assign multiple crops per field ✓ Check field before new assignment

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# CARD 6: GENERATING REPORTS

## Step-by-Step

### 1. Access Reports

* **Tillage:** Tillage Program > Tillage Reports
* **Crops:** Crops > Crop Reports
* **Farms:** Farms > Select farm > Reports tab

### 2. Select Report Type

Choose from: - Program Summary - Services Report - Farm Tillage Report - Cost Analysis - Date Range Report

### 3. Set Parameters

* **Date Range:**
  + Start Date
  + End Date
* **Filters:**
  + Specific farm (or All)
  + Specific program (or All)

### 4. Generate

* Click **Generate Report**
* Report displays on screen
* Review data

### 5. Export (Optional)

* Click **Export to Excel**
* Choose save location
* File downloads
* Open in Excel

## Tips

✓ Use date ranges for specific periods ✓ “All” filters for comprehensive reports ✓ Export for sharing/printing ✓ Save exported files with clear names

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

# CARD 7: COMMON TROUBLESHOOTING

## Cannot Log In

**Error: “Invalid username or password”** ✓ Check Caps Lock is OFF ✓ Verify username (no spaces) ✓ Try “Forgot Password” ✓ Contact support

## Page Not Loading

✓ Check internet connection ✓ Refresh page (F5 or Ctrl+R) ✓ Try different browser ✓ Clear browser cache

## Cannot Save Data

✓ Check all required fields (\*) filled ✓ Verify dates in correct format ✓ Numbers should not have letters ✓ Copy data to notepad, refresh, try again

## Cannot Find Farm/Field

✓ Check you’re logged in correctly ✓ Use search function ✓ Check filter settings ✓ Contact admin for farm access

## Report Won’t Generate

✓ Verify date range is valid ✓ Try “All” instead of specific filters ✓ Refresh and try again ✓ Clear browser cache

## GPS Not Saving

✓ Check coordinate format: - Latitude: -90 to 90 - Longitude: -180 to 180 ✓ Click “Add” after each point ✓ Enter one point at a time

## Need More Help?

**Email:** support@bgf-ams.com **Phone:** [Support Number] **Hours:** Mon-Fri, 8 AM - 5 PM

# CARD 8: KEYBOARD SHORTCUTS & TIPS

## Browser Shortcuts

* **F5** or **Ctrl+R** - Refresh page
* **Ctrl+F** - Find on page
* **Ctrl+P** - Print
* **Ctrl+S** - Save (in forms)
* **Tab** - Move to next field
* **Shift+Tab** - Move to previous field

## System Navigation Tips

✓ Use Search bar for quick access ✓ Breadcrumbs show your location ✓ Back button returns to previous page ✓ Dashboard is your home base

## Data Entry Tips

✓ Required fields marked with \* ✓ Red border = validation error ✓ Hover over ? icon for help ✓ Save frequently ✓ Review before final submit

## Best Practices

✓ Record data same day ✓ Use consistent naming ✓ Add notes for clarity ✓ Regular data backups (auto) ✓ Keep login secure ✓ Change password regularly

## Performance Tips

✓ Close unnecessary browser tabs ✓ Use Chrome or Firefox ✓ Keep browser updated ✓ Clear cache if slow ✓ Strong internet connection

## Getting Faster

1. **Bookmarks:** Save frequently used pages
2. **Favorites:** Star your main farms/fields
3. **Templates:** Use similar past records
4. **Batch Entry:** Group similar tasks
5. **Practice:** Speed comes with use!

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

# CARD 9: USER ROLES & PERMISSIONS

## System Administrator

**Can Do:** ✓ Everything in the system ✓ Manage all users ✓ Configure system settings ✓ Access all farms ✓ Manage roles & permissions

## Administrator

**Can Do:** ✓ Manage assigned farms ✓ Assign users to farms ✓ View all reports ✓ All operational features ✓ Limited system configuration

**Cannot:** ✗ Manage system settings ✗ Create new roles

## Farm Manager

**Can Do:** ✓ Manage assigned farm(s) ✓ Create/edit fields ✓ Manage crops ✓ Manage equipment ✓ Manage inventory ✓ Plan tillage ✓ Record services ✓ Generate reports

**Cannot:** ✗ Access unassigned farms ✗ Manage users ✗ System configuration

## Field Worker

**Can Do:** ✓ View assigned farms/fields ✓ Record field activities ✓ Update crop status ✓ Record harvest data ✓ View reports

**Cannot:** ✗ Create/delete farms ✗ Create/delete fields ✗ Manage users ✗ Change major settings

## Viewer

**Can Do:** ✓ View farms, fields, crops ✓ View reports ✓ Read-only access

**Cannot:** ✗ Edit any data ✗ Create records ✗ Delete anything

## Check Your Role

Profile (top right) → View your assigned role

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

# CARD 10: IMPORTANT CONTACTS & INFO

## Help Desk

**Email:** support@bgf-ams.com **Phone:** [Support Number] **Hours:** Monday-Friday, 8:00 AM - 5:00 PM

**Response Times:** - Critical: Within 4 hours - High Priority: Within 1 day - Normal: Within 2 days

## System Access

**URL:** [System URL] **My Username:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Changed Password:** ☐ Yes ☐ No

## Key Contacts

**System Administrator:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainer:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Farm Coordinator:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## My Farm Information

**Farm Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Farm ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total Size:** \_\_\_\_\_\_\_\_\_\_\_ hectares **Number of Fields:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Training Information

**Training Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Certificate Received:** ☐ Yes ☐ No

## Additional Resources

**User Guide:** [System URL]/help **Video Tutorials:** [URL] **FAQ:** [System URL]/faq

## Emergency Support

**After Hours Critical Issues:** Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PRINTING INSTRUCTIONS

## For Laminated Cards

**Paper Size:** A5 (148 × 210 mm) or cut A4 in half **Paper Type:** 200gsm cardstock recommended **Print Settings:** - Full color - High quality - Double-sided (if combining cards)

**Lamination:** - Use 125 micron laminating pouches - Laminate each card separately - Allow to cool before trimming - Round corners for durability

**Distribution:** - Give full set to each participant - Keep master copies for future training - Provide replacements as needed

## Card Sets

**Basic Set (5 cards):** 1. Login & Navigation 2. Creating a Field 3. Creating Tillage Program 4. Recording Tillage Service 5. Common Troubleshooting

**Complete Set (10 cards):** All cards listed above

**Recommended:** - Print complete set for Farm Managers - Print basic set for Field Workers - Include contact card for everyone

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