



DRIVING **FUTURE** FOR LIVES



# Table of contents

<b>1</b>	<b>Registration</b>	<b>3-18</b>
<b>2</b>	<b>Contract farming</b>	<b>20-30</b>
<b>3</b>	<b>Daily activities</b>	<b>31-38</b>

# 1 Registration

<b>1. Splash screen</b>	<b>4</b>
<b>2. Page explanation</b>	<b>5-10</b>
• <b>Farmer tab</b>	<b>5-7</b>
• <b>Group tab</b>	<b>8</b>
• <b>Search</b>	<b>9</b>
• <b>Farmer profile</b>	<b>10</b>
<b>3. Creating farmer</b>	<b>11-15</b>
• <b>General info</b>	<b>12-15</b>
• <b>Address info</b>	<b>16-18</b>

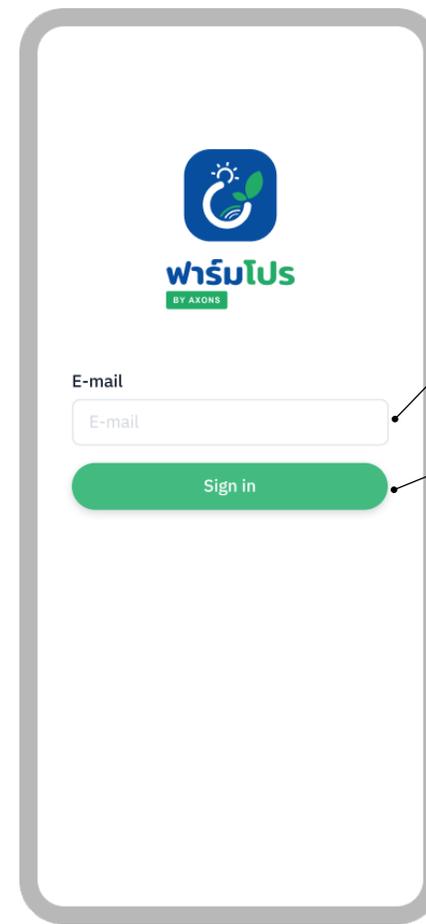
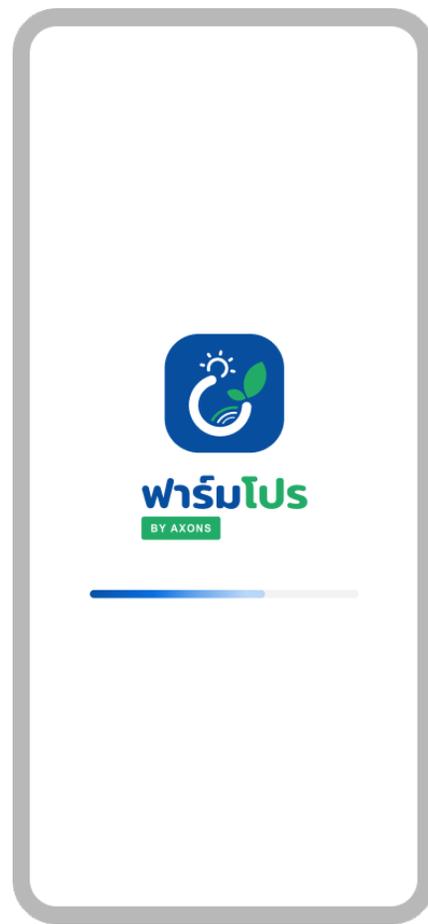
# Registration

## Splash Screen

Every you open the application, the system will download essential data and synchronise information. Please do not exit the app during the download process

The system will take you to the Microsoft login page. Please enter your password and proceed to log in

Note that the application data will be displayed based on the country, company, and region you are affiliated with.



*Enter the email you use within the company*

*Tap to sign in*

# Registration

## Page explanation : First page (Farmers)

Annotations for the mobile application interface:

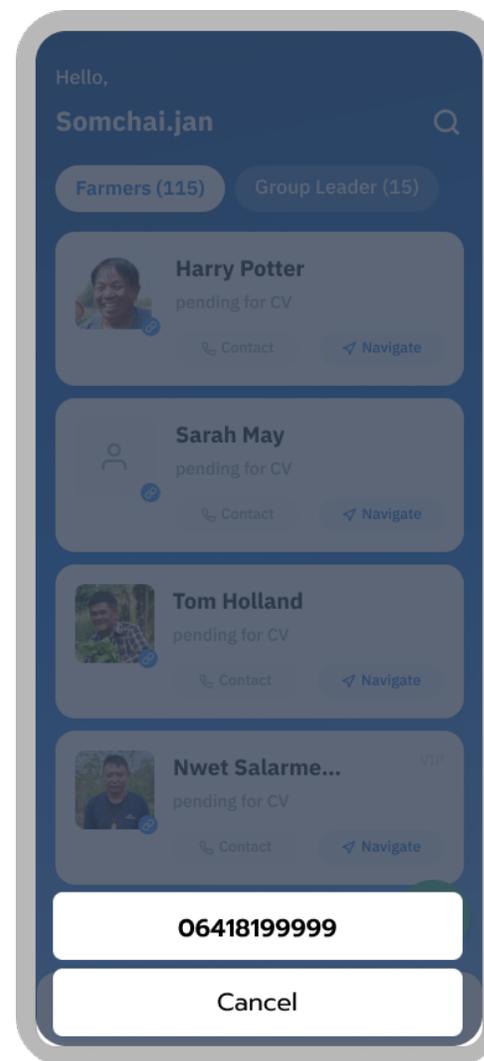
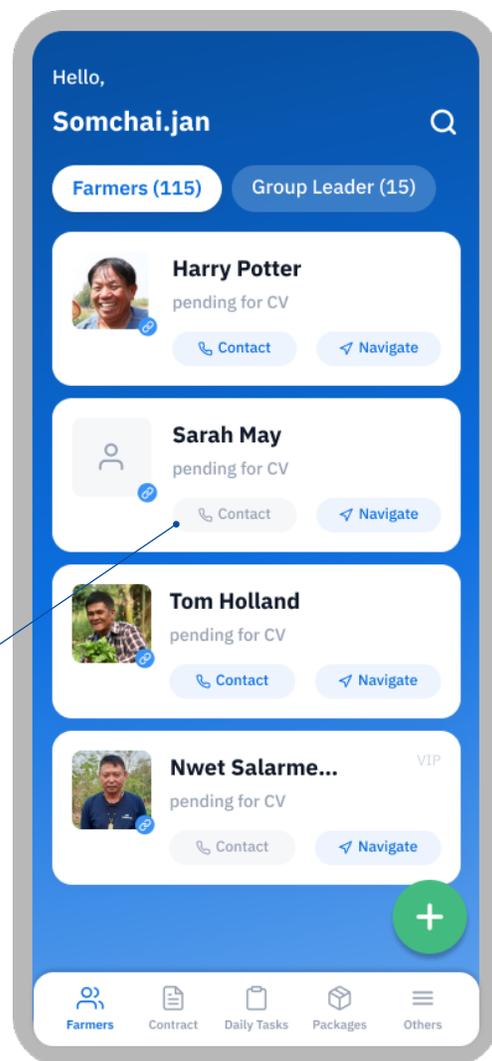
- Search by farmers' name**: Points to the search icon in the top right corner.
- Navigate to Farmer's location (Address location, Plot location)**: Points to the 'Navigate' button in the Harry Potter profile.
- Farmers' status**: Points to the 'pending for CV' status text in the Sarah May profile.
- CV-Related Status**:
  - CV code
  - Pending CV Approval
  - CV Denied
  - Pending CV Request
- Status for Notifying Interest for Contact farming**: Points to the 'Contact' button in the Nwet Salarme... profile.
- To add Farmer to the system**: Points to the green '+' button at the bottom right.
- First 3 Letters of User's Name and Surname**: Points to the 'Somchai.jan' text at the top.
- Farmers' name**: Points to the name 'Harry Potter' in the first profile.
- To call farmer**: Points to the 'Contact' button in the Sarah May profile.
- Farmer's profile pic**: Points to the profile picture of Tom Holland.
- Status Symbols for Data Connection between Officer's Application and Farmer's Application**: Points to the status 'pending for CV' in the Nwet Salarme... profile.

# Registration

Page explanation : To contact

*(1) Tap "Contact" in the Farmer List for Contacting*

*You can only press the contact icon in blue  
The grey icon signifies that the farmer's phone number is not saved*

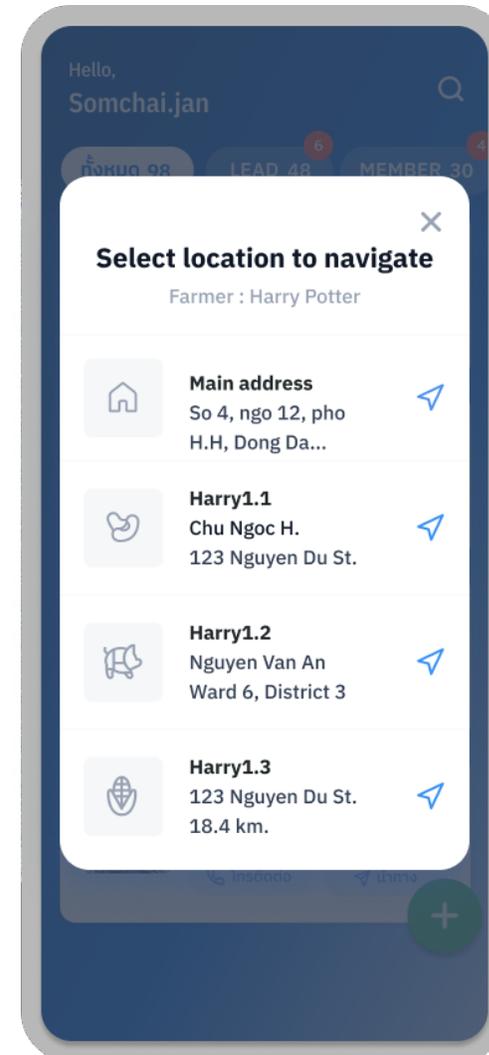
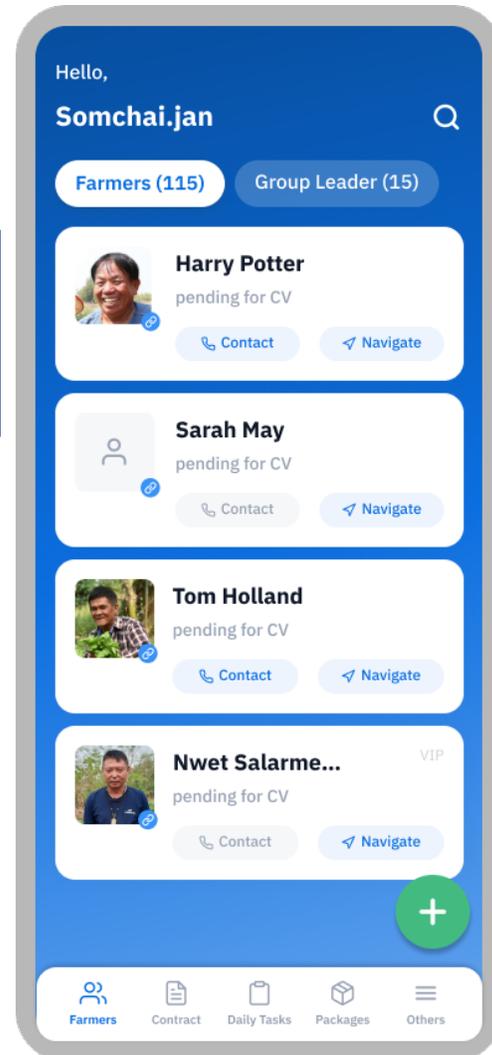


*(2) The system will display the farmer's phone number. You can press the number to contact the farmer immediately.*

# Registration

Page explanation : To navigate

(1) Tap "Navigate" in the Farmer List to navigate to farmer's location



(2) The system will display the current address and cultivation plot location once you select a location for the system to navigate

The system will open Google Maps for automatic navigation

# Registration

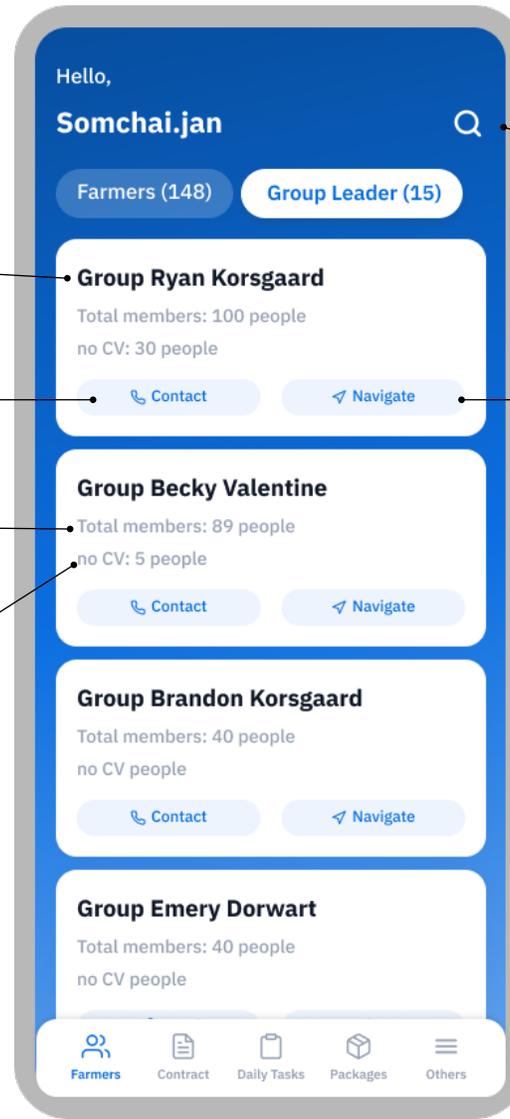
## Page explanation : First page (Group Leader)

*The name of the group that will follow the group leader's name*

*To call group leader*

*Amount of member in the group*

*Amount of member in the group That doesn't have CV code*



*Search by farmers' name*

*Navigate to Group leader's location (Address location, Plot location)*

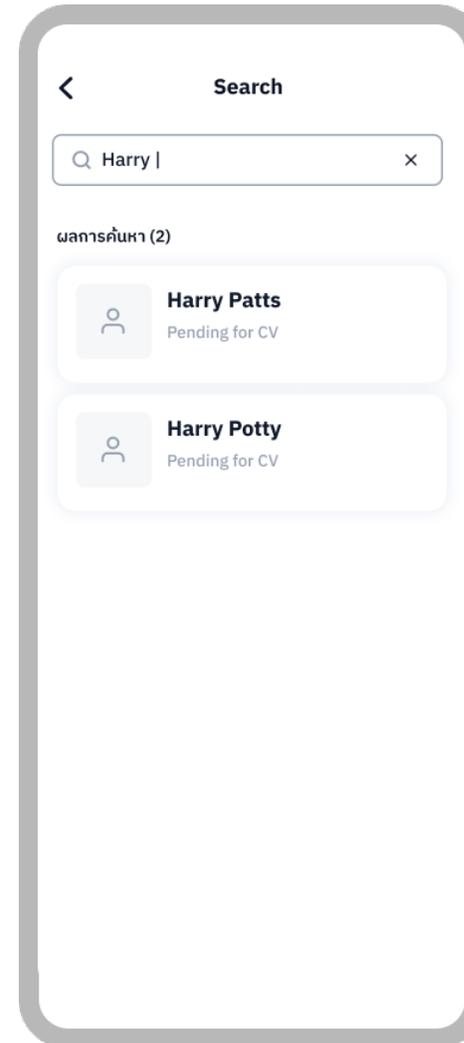
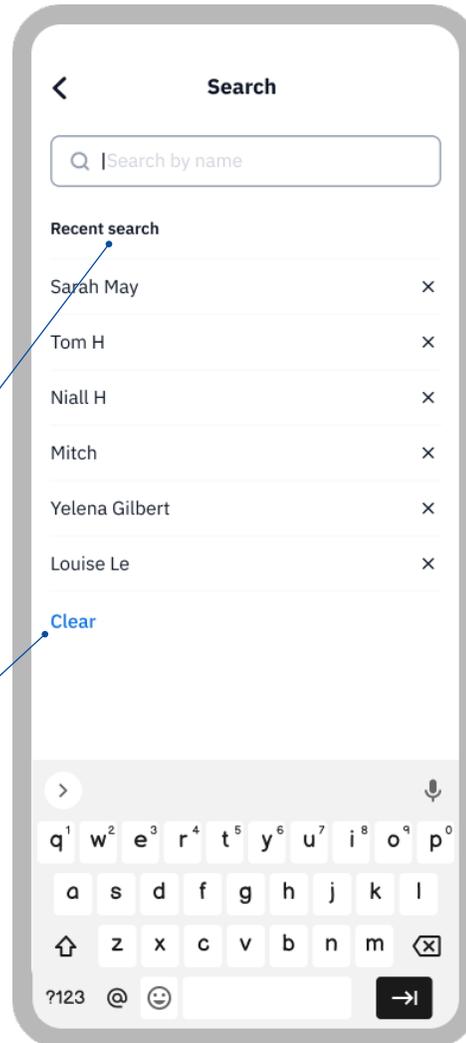
# Registration

## Page explanation : Search

*(1) Type the name to search in the farmer's name search box*

On the search page, the system will display the last 10 names you've searched for.

You can press 'Clear Search History' to remove search history



*(2) Select the farmer's name you want to view for farmer information.*

# Registration

## Page explanation : Farmer's profile

*Total land area*

*Total area of plots currently under cultivation, and plots awaiting action*

*The total area of contracted plots (contract status: invoice issued),*

The screenshot shows a mobile application interface for a farmer's profile. At the top, there's a blue header with a back arrow and the title 'Farmers'. Below the header are three tabs: 'Information', 'Address', and 'Land', with 'Information' being the active tab. The main content area features a profile card for 'Sarah May' with a small photo, her name, and ID number 'CV0111012'. Below the name, there are three statistics: '23 Total Land (ha.)', '1200.50 Field (ha.)', and '600 Contract (ha.)'. At the bottom of the profile card are two buttons: 'Contact' and 'Navigate'. Below the profile card is a section titled 'Personal Information' with a person icon. It contains several input fields: 'ID Card No.' with the value '10002009192', 'Title\*' with a dropdown menu showing 'Mr.', 'First Name\*' with the value 'Naruebadin', 'Last Name\*' with the value 'Mahasaksakun', and 'Phone No.' with the value '06418199999'.

# Registration

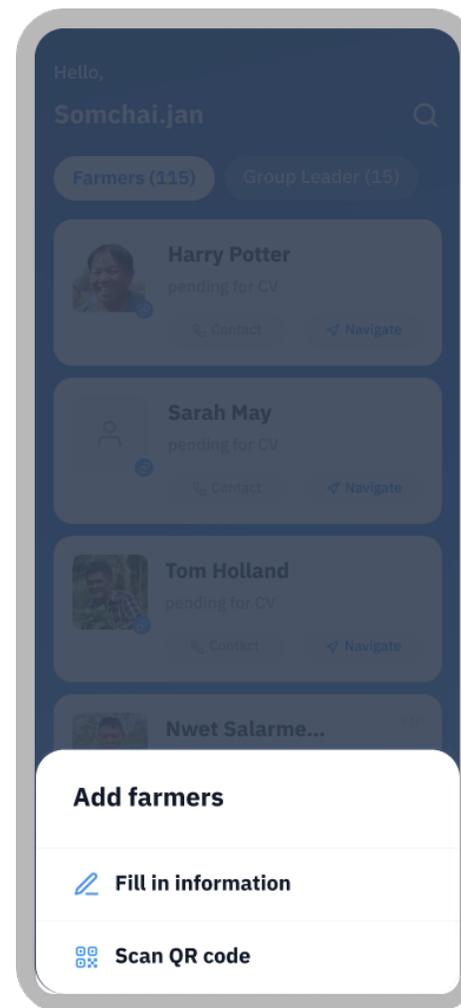
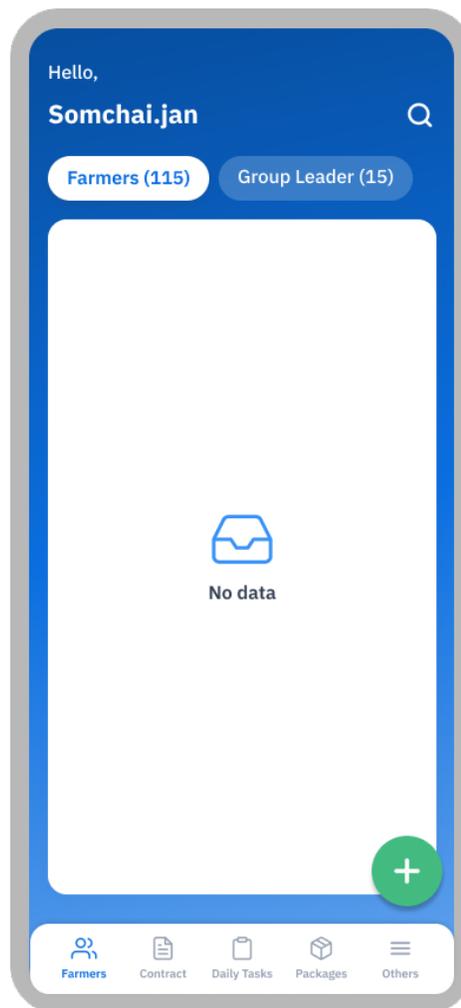
## Creating farmer

There are two ways to add farmer

1. By entering information manually if you prefer to input data yourself
2. By scanning if you want to connect with data through the farmer's applications. With this method, the system will automatically retrieve the information registered by farmers in the farmer's application.

*(2) Tap add "+" to add farmers to the system*

*(1) Tap "Farmers" at the menu bar*



# Registration

## Creating farmer : GENERAL

Farmers can register and save information in three main parts

1. Basic information
2. Address information
3. Land information

You can request a CV by registering farmers when you fill in the required information and attach the necessary documents

Fill in basic information, divided into three parts

1. Personal Information
2. Bank Account
3. Attached Documents  
(you can open and hide each of the above sections)

The screenshot shows the 'Add farmers' registration form in the 'General' tab. At the top, there are three tabs: 'General', 'Address', and 'Land'. Below the tabs is a section for 'Name Lastname' with a camera icon and 'Cv status'. The main section is 'Personal information' and contains a large dashed box with a 'Scan ID card' button. Below this are input fields for 'ID card number', 'Title\*' (with a dropdown), 'Name (EN)\*' (with a text field), and 'Last name\*'. At the bottom, there are more fields for 'Title' (dropdown) and 'Name' (text field).

The screenshot shows the 'Add farmers' registration form in the 'Address' tab. It features input fields for 'ID card number', 'Title\*' (dropdown), 'Name (EN)\*' (text field), 'Last name\*', 'Title' (dropdown), 'Name' (text field), 'Last name', and 'Phone no.'. Below these are three dropdown menus: 'Group', 'Bank Account', and 'Attachment (0/2)'. At the bottom is a 'บันทึก' (Save) button.

- You can scan the farmer's ID card to allow the system to retrieve data from the card and automatically populate it instead of manual data entry
- You must fill in the mandatory fields (fields marked with an asterisk \*) completely and accurately before you can tab the save button
- The ID card number must contain exactly 13 digits
- The phone number must contain exactly 10 digits
- Attached documents (PDF files, images) must not exceed 10MB in size

# Registration

## Creating farmer : GENERAL : Scan ID card

(1) Tap the ID Card Scanning Field

(2) In order to proceed, the farmer must consent to disclose their information and press 'Accept'

(As personal data requests may occur, the farmer must acknowledge and agree each time)

(3) Scan the ID card by placing it within the designated frame such that the text and information on the card's front side are clearly visible.

A green frame indicates a successful scan, and the system auto-fills ID card details upon completion

# Registration

## Creating farmer : GENERAL : Creating group

(1) Tap to open the Group card

ID card number  
 1123456789012  
 Title\* Name (EN)\*  
 Mr. Harry  
 Last name\*  
 Larson  
 Title Name  
 Mr Harry  
 Last name  
 Larson  
 Phone no.  
 Phone no.  
 Group  
 Bank Account  
 Attachment (0/2)

(2) Select your role

a. Farmer leader

ID Card No.  
 10002009192  
 Title\* First Name\*  
 Mr. Naruebadin  
 Last Name\*  
 Mahasaksakun  
 Phone No.  
 06418199999  
 Group  
 Farmer leader  
 Farmer  
 Farmer leader and Farmer  
 Save

b. Farmer : If you are a farmer, the system will prompt you to select your group leader

ID Card No.  
 10002009192  
 Title\* First Name\*  
 Mr. Naruebadin  
 Last Name\*  
 Mahasaksakun  
 Phone No.  
 06418199999  
 Group  
 Farmer leader  
 Farmer  
 Farmer leader and Farmer  
 Group Leader: Not specified  
 Save

**Select Group Leader**  
 Ryan Korsgaard  
 Emery Dorwart  
 Marley Kenter

c. Leader and Farmer

Personal Information  
 ID Card No.  
 10002009192  
 Title\* First Name\*  
 Mr. Naruebadin  
 Last Name\*  
 Mahasaksakun  
 Phone No.  
 06418199999  
 Group  
 Farmer leader  
 Farmer  
 Farmer leader and Farmer  
 Save

# Registration

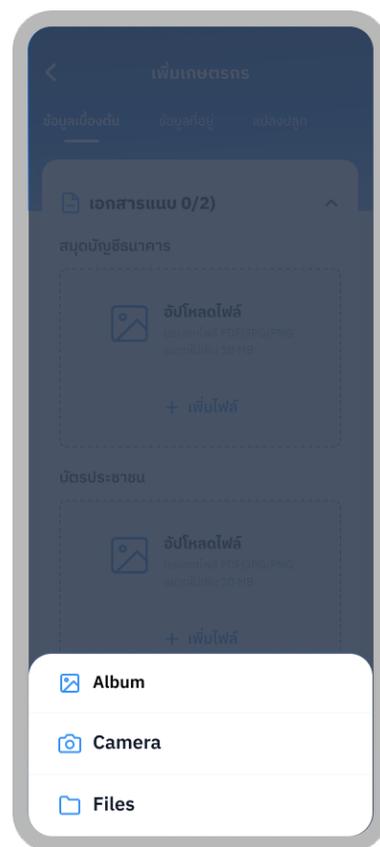
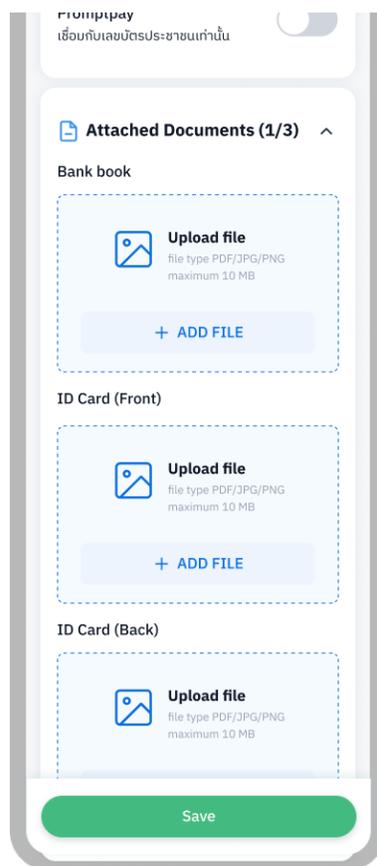
## Creating farmer : GENERAL : Attachments

(1) Tap the "+" button to add files for the desired topic

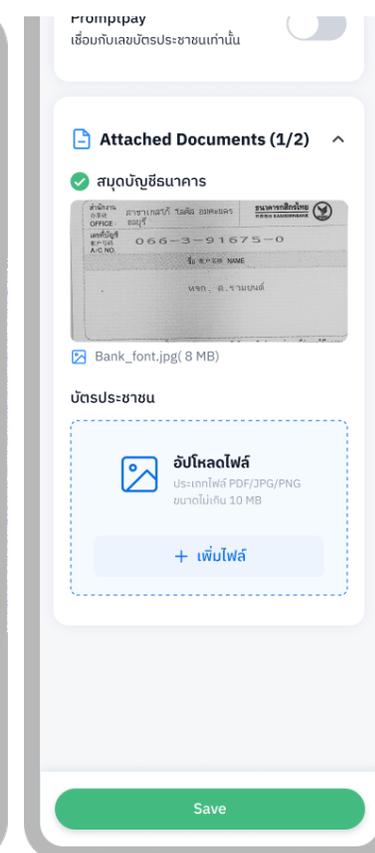
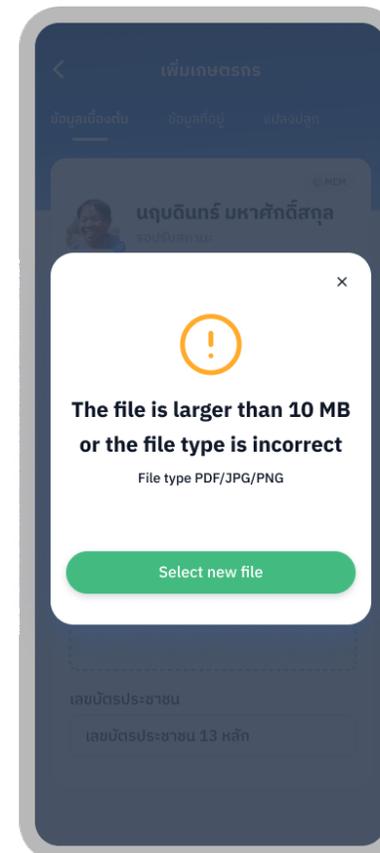
(2) Choose your preferred destination to access your attachment

• Files must be under 10 MB; otherwise, select a different file.

• After a successful upload, the system shows your attached files for verification



- Tap "Album" if you wish to attach photos
- Tap "camera" to take photos if needed
- Tap "Files" if you wish to attach documents



# Registration

## Creating farmer : Address

Fill in your address, divided into two parts

1. The contact address
2. The address as per your ID card

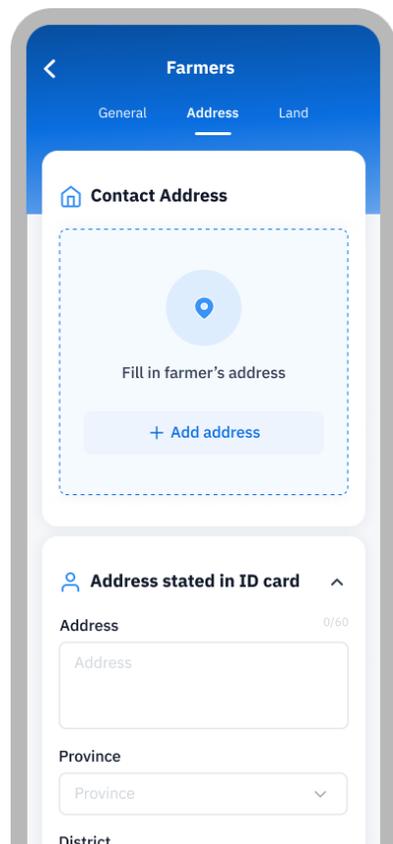
The screenshot shows a mobile application interface for farmer registration. At the top, there's a blue header with a back arrow, the title 'Farmers', and three tabs: 'General', 'Address' (which is selected), and 'Land'. Below the header, there's a section titled 'Contact Address' with a house icon. It contains a map placeholder with a location pin and the text 'Fill in farmer's address', along with a '+ Add address' button. Below this is another section titled 'Address stated in ID card' with a person icon and an expandable arrow. This section contains several input fields: 'Address' (with a 0/60 character count), 'Province', 'District', 'Sub district', and 'Postcode', each with a dropdown arrow. At the bottom of the form is a 'Save' button.

- The contact address should be pinpointed on the map and include additional details such as house number, alley, village, etc
- The ID card address should be entered exactly as it appears on your card. In the case of scanning your ID card, the system will automatically populate the information it reads from the card for you.

# Registration

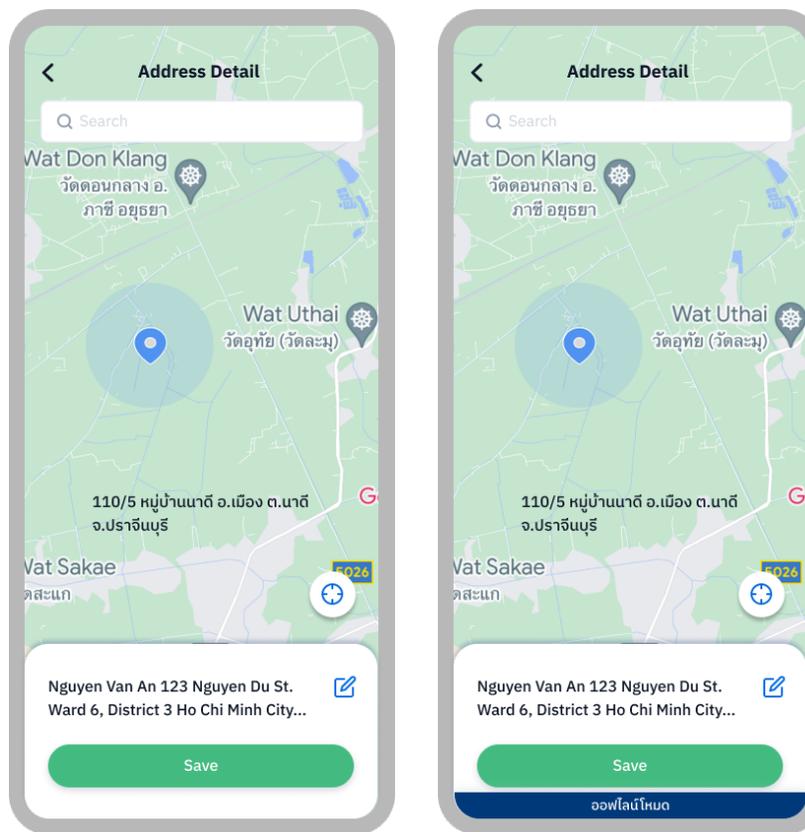
## Creating farmer : Address : Pin contact address

(1) Tap the "+" to add location



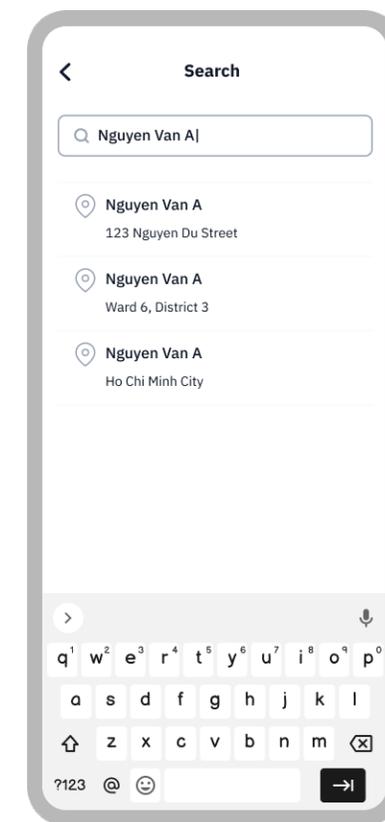
(2) The system will locate your current position and show details for that spot. You can then adjust the location as needed.

Note: In case of no internet connection, the location will be shown in latitude and longitude



(3) To choose another location, use the search field to find it by name.

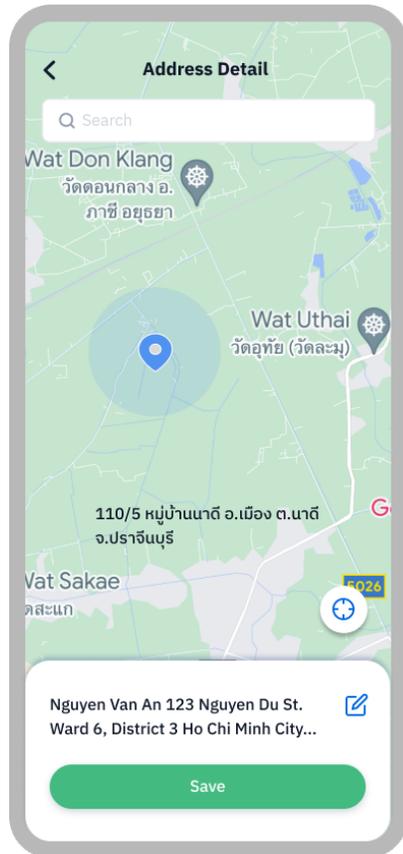
Note: You will only be able to search for locations when you have an internet connection.



# Registration

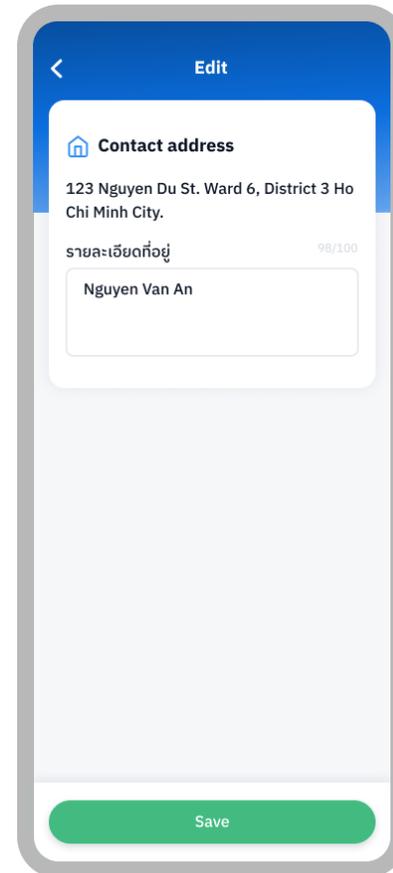
## Creating farmer : Address : Edit contact address

(1) Tap the “✎” to enter extra information.

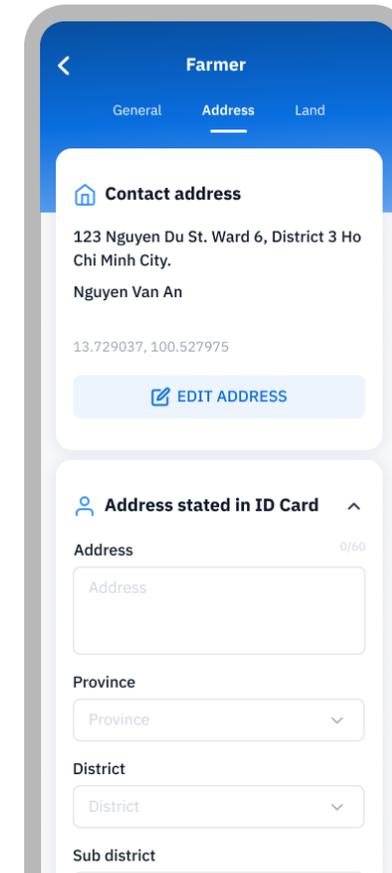


*Note: If you don't want to save additional information, you can select the address on the map immediately*

(2) The system will prompt you to add details like house number, alley, or village. Afterward, click 'Save'.



(3) After selecting a location and saving extra details, the system will show the contactable address



*Note: You can make changes by clicking the 'Edit Address' button.*

*As for the address on your ID card, you can either enter it manually or scan it on the 'General' page, where the system will automatically populate the readable information from your ID card.*

## 2 Contract Farming

<b>1. Page explanation</b>	<b>20-22</b>
• <b>First Page</b>	<b>20</b>
• <b>Group Profile</b>	<b>21</b>
• <b>Farmer Profile</b>	<b>22</b>
<b>2. Status explanation</b>	<b>23-24</b>
• <b>CV status</b>	<b>23</b>
• <b>Contract status</b>	<b>24</b>
<b>3. Creating Farmers</b>	<b>25-30</b>
• <b>Contract type</b>	<b>25</b>
• <b>Land selection</b>	<b>26-27</b>
• <b>Packages and Services</b>	<b>28-29</b>
• <b>Summary and</b>	<b>30</b>

# Contract farming

## Page explanation : First page

*The number of contracts for the centre, excluding those that have been canceled and deleted.*

*The name of the group that will follow the group leader's name*

*The list of farmers will only show those who still have active contracts.*

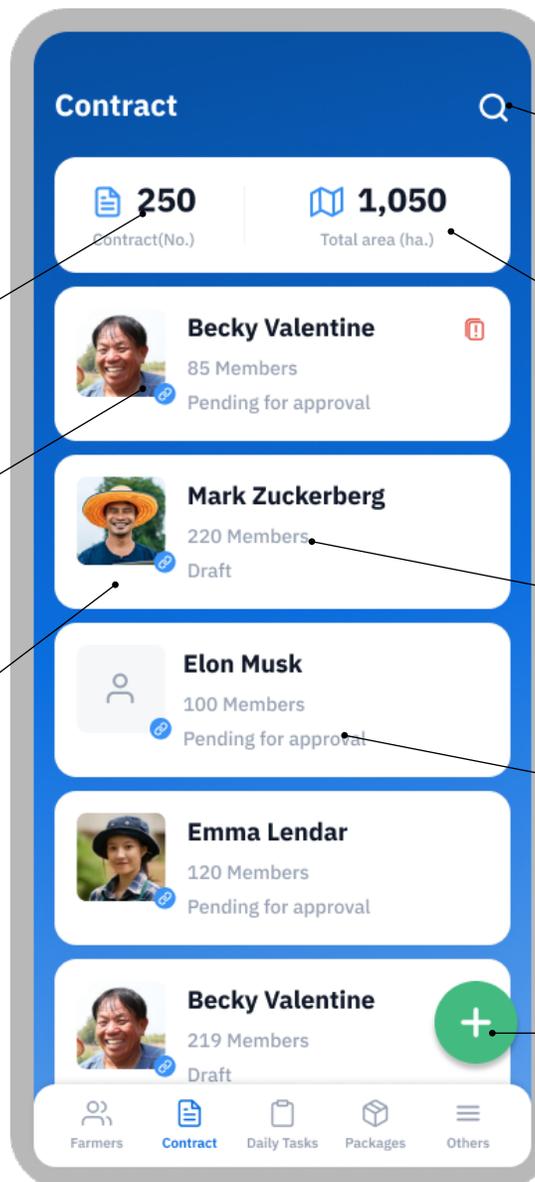
*Search by farmers' name*

*The area of contracts for the centre, excluding those that have been canceled and deleted.*

*Amount of member in the group*

*Status of the contract.*

*Click on + to search for farmers you want to make a contract with.*



*Note: Adding new farmers offline requires data synchronisation before contract initiation.*

# Contract farming

## Page explanation : Group Profile

Amount of member in the group

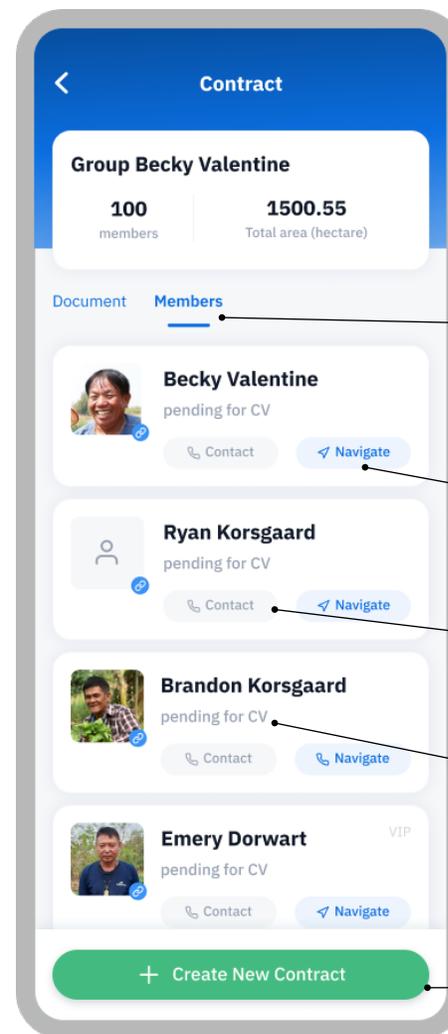
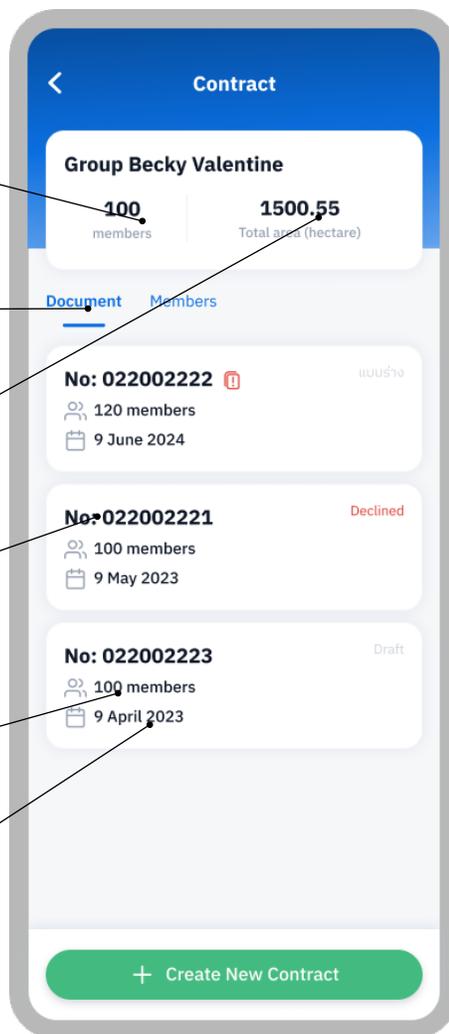
Tab to see documents view

Contracted land area

List of contract

Amount of member in this contract

Contract activate date



Tab to see members view

To navigate to this farmer

To dial this farmer

CV status of this farmer

Tab "+ create new contract" to start new contract

# Contract farming

## Page explanation : Farmer Profile

Farmer's name

Farmer's cv code

Amount of land that farmer has

List of contract

Farmer's name

Contract activate date

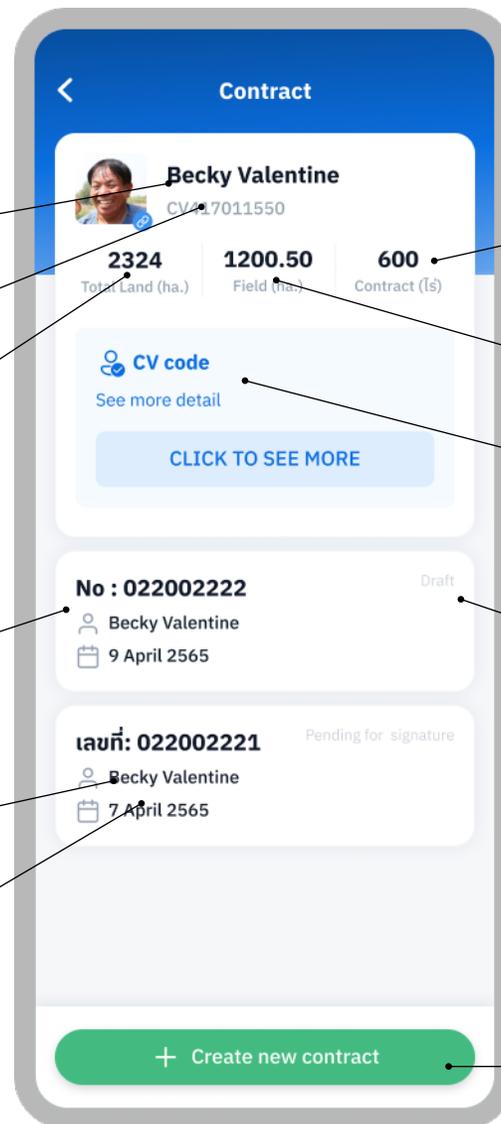
Amount of contracted land area

Amount of field in the land area that farmer has

CV code status

Status of the contract

Tab "+ create new contract" to start new contract



# Contract farming

## Status explanation : CV status

*The contract status and the actions that can be taken*

**Becky Valentine**  
Pending status

2324 Total Land (ha.) | 1200.50 Field (ha.) | 600 Contract (฿)

**Request Denied**  
Documents Do Not Match

[CLICK TO SEE MORE](#)

---

**Becky Valentine**  
Pending status

2324 Total Land (ha.) | 1200.50 Field (ha.) | 600 Contract (฿)

**CV code**  
See more detail

[CLICK TO SEE MORE](#)

---

**Becky Valentine**  
CV417011550

2324 Total Land (ha.) | 1200.50 Field (ha.) | 600 Contract (฿)

**Please Submit a CV Request**  
Completing Contracts Requires a CV Number.

[CLICK TO SEE MORE](#)

---

**Becky Valentine**  
CV417011550

2324 Total Land (ha.) | 1200.50 Field (ha.) | 600 Contract (฿)

**CV Request Awaiting Approval**  
CV Request Awaiting Approval

[CLICK TO SEE MORE](#)

Tap to see more information

**No : 022002222** Draft

Becky Valentine  
9 April 2565

---

**No : 022002222** Pending for signature

Becky Valentine  
9 April 2565

---

**เลขที่: 022002221** Pending for goods reception

Becky Valentine  
7 April 2565

---

**เลขที่: 022002221**

Becky Valentine  
7 April 2565

---

**เลขที่: 022002221** Canceled

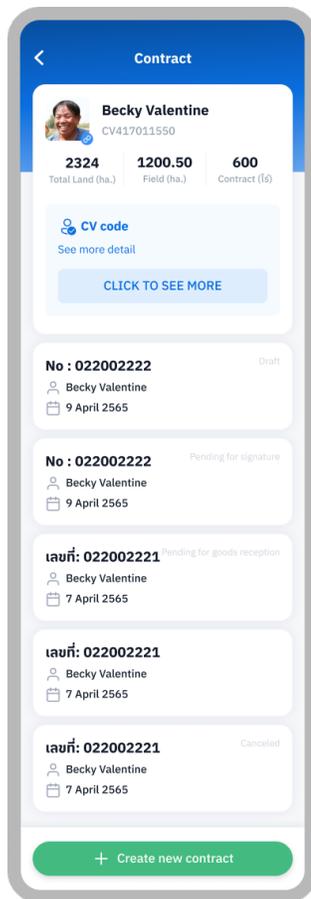
Becky Valentine  
7 April 2565

[+ Create new contract](#)

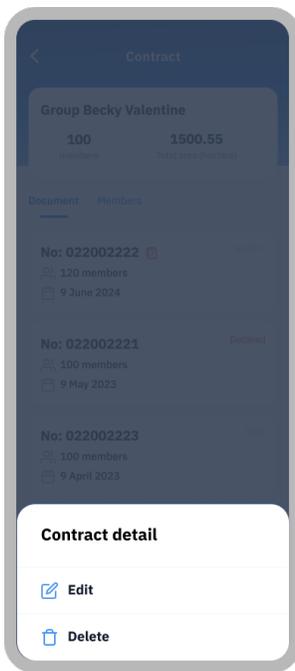
- Draft : Incomplete contract information can be edited or deleted.
- Pending for signature : when complete, can be edited or canceled noted : A contract PDF has been generated since the 'Awaiting Signature' status.
- Pending for goods reception : Contracts signed by individuals with signing authority can be edited or canceled.
- Completed : This contract has produced at least one invoice. It can be viewed or canceled.
- Canceled : can only occur on contracts in 'Awaiting Signature,' 'Awaiting Payment,' or 'Invoice Issued' statuses.

# Contract farming

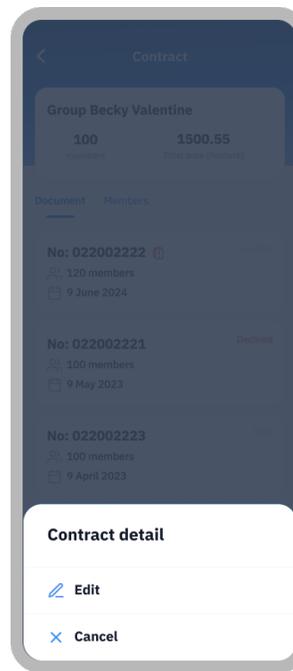
## Status explanation : Contract status



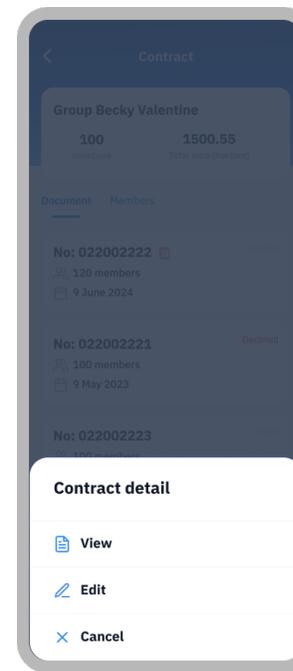
- **Draft :** Incomplete contract information can be edited or deleted.



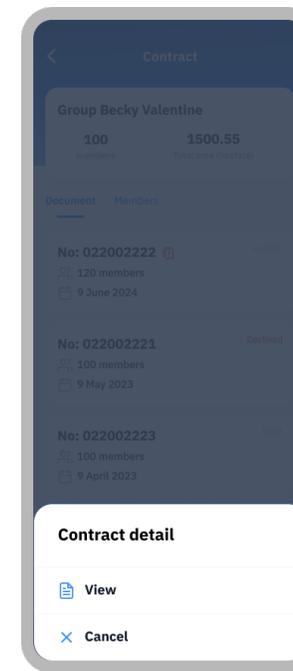
- **Pending for signature :** when complete, can be edited or canceled.



- **Pending for goods reception :** Contracts signed by individuals with signing authority can be edited or canceled.



- **Completed :** This contract has produced at least one invoice. It can be viewed or canceled.

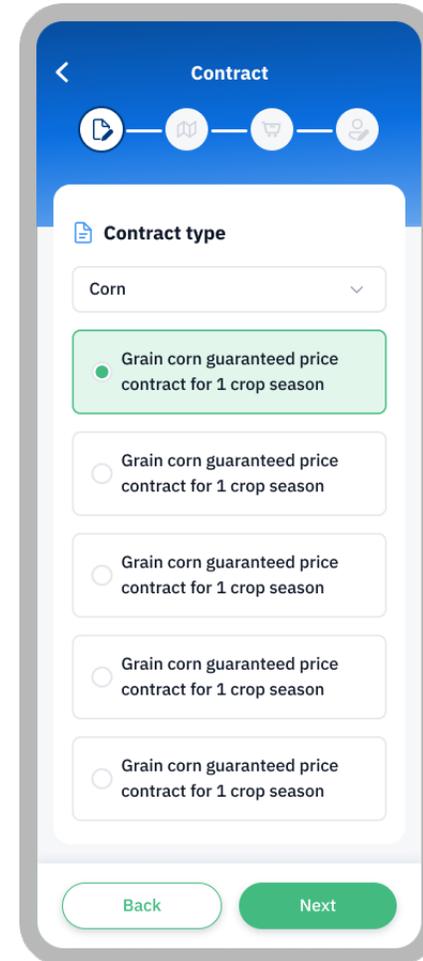
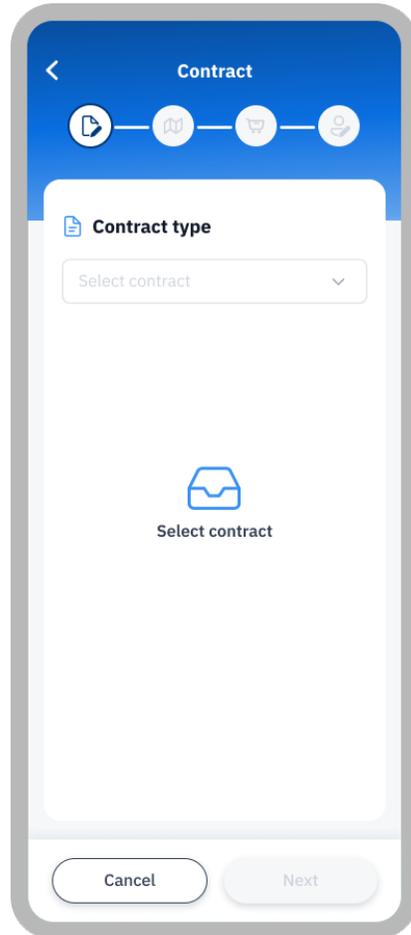


# Contract farming

## Creating farmer : Contract type

(2) The system will filter active contracts for that crop

(1) Tap drop down button to select the crop for which you want to make a contract



(3) You need to select one contract to proceed to the next step.



# Contract farming

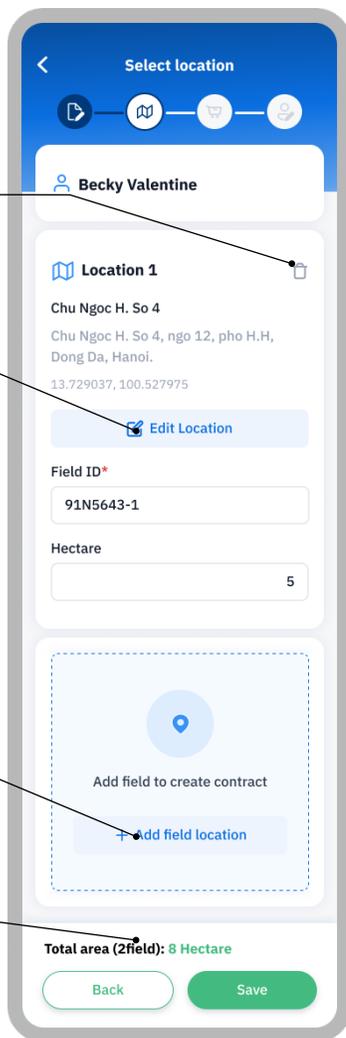
## Creating farmer : Land selection : Edit

A. Delete crop location

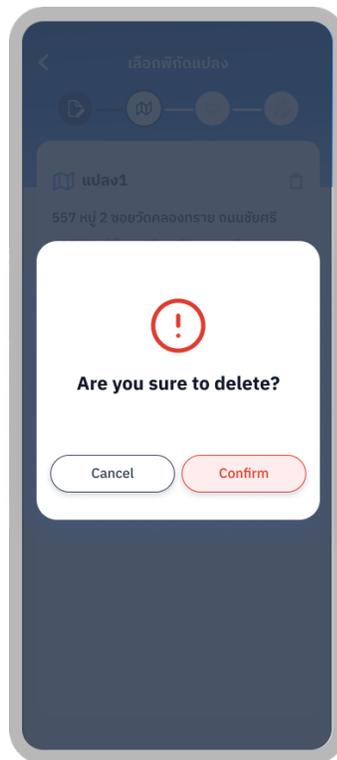
B. Edit location

Tab “+” to add another crop field

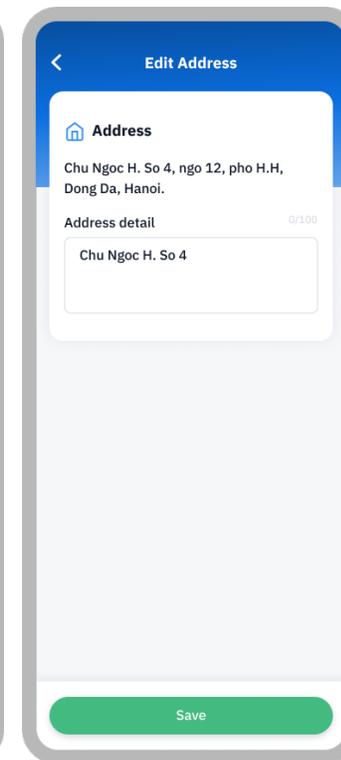
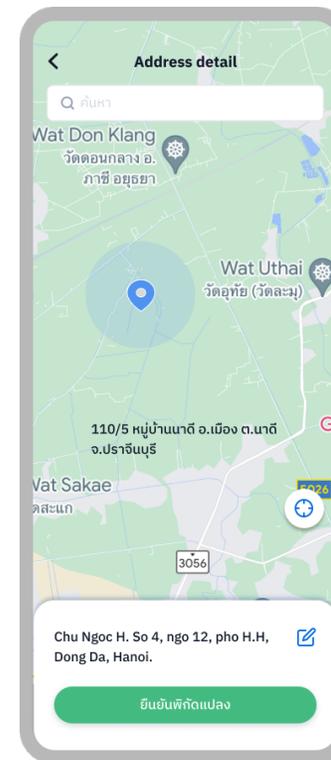
Total area of every crop field



A. Delete crop location : once tab on the icon the system will ask you to confirm deleting the crop filed



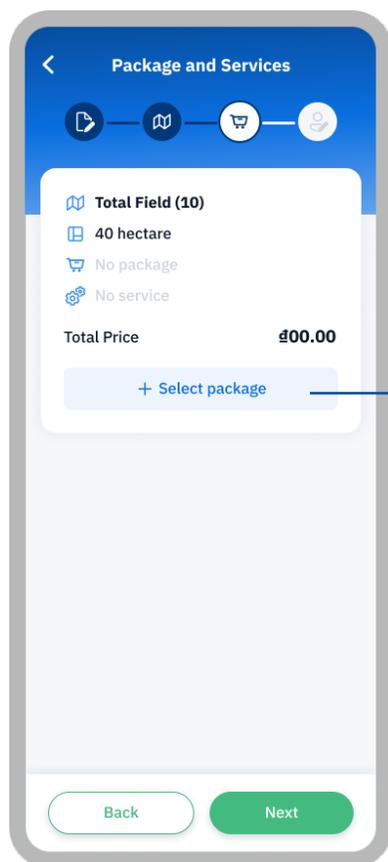
B. Edit location : The system will locate your current position and show details for that spot. You can then adjust the location as needed. The system will prompt you to add details like house number, alley, or village. Afterward, click 'Save.'



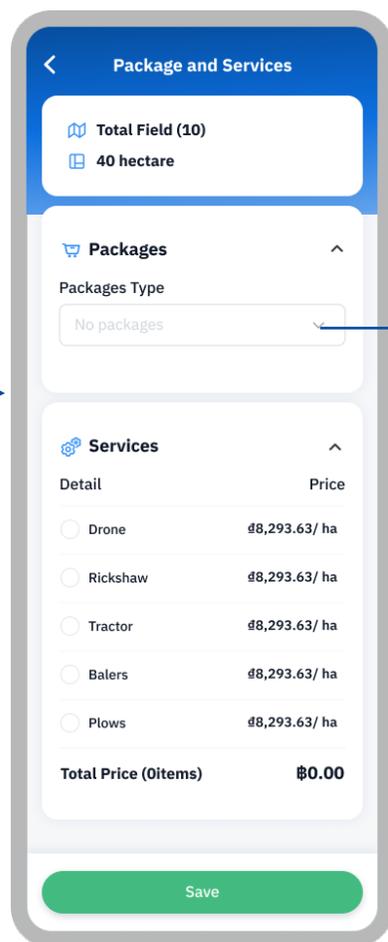
# Contract farming

## Creating farmer : Packages and Services

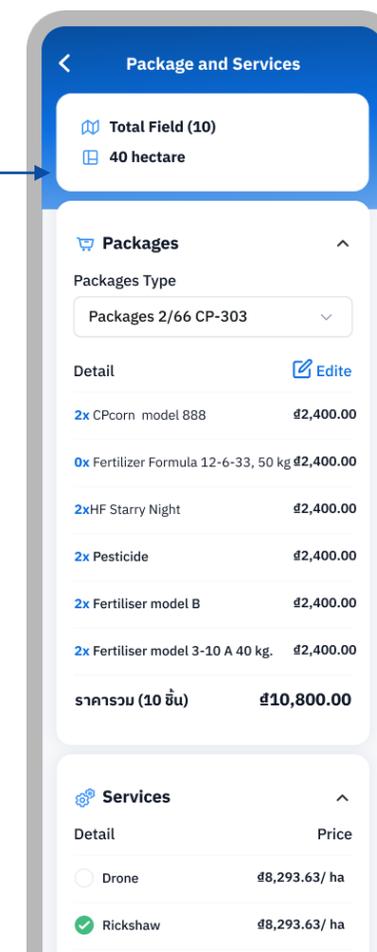
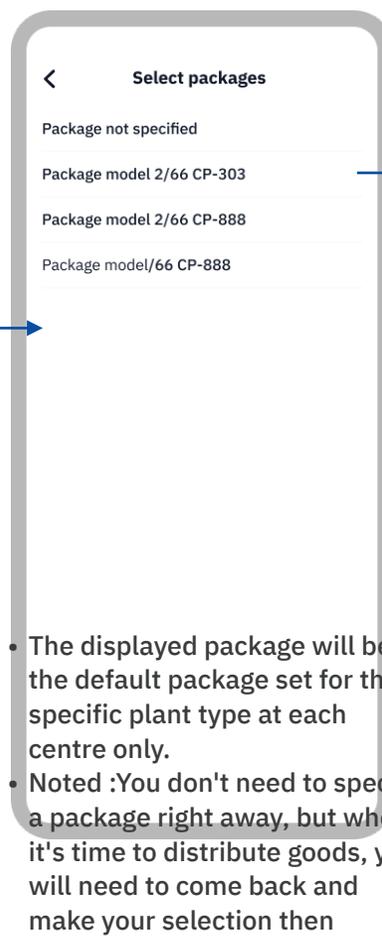
A. Tab “+” to select package



B. Tab “drop down” to chose packages



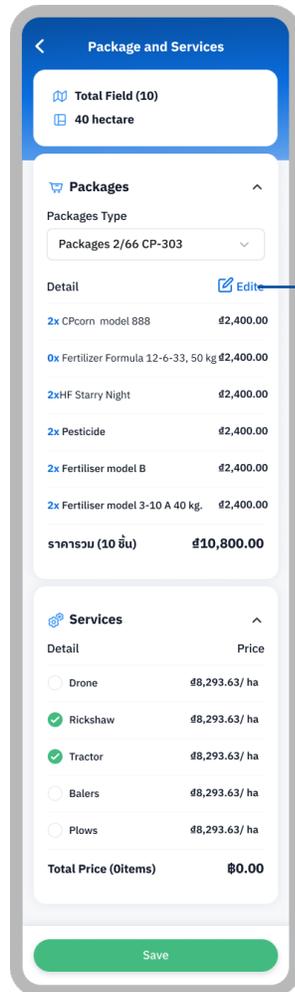
- The displayed package will be the default package set for that specific plant type at each centre only.
- Noted :You don't need to specify a package right away, but when it's time to distribute goods, you will need to come back and make your selection then



- The quantity of units of factors and prices will be calculated based on the plot size compared to the number of units specified for each factor
- The service cost is calculated as the price per acre \* the actual plot size.

# Contract farming

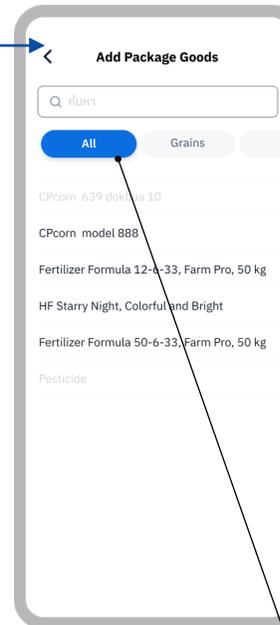
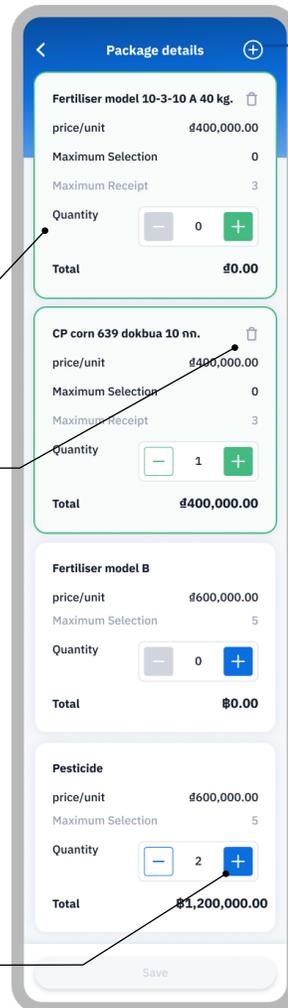
## Creating farmer : Packages and Services : Edit



*Factors added outside of the preset package can be removed*

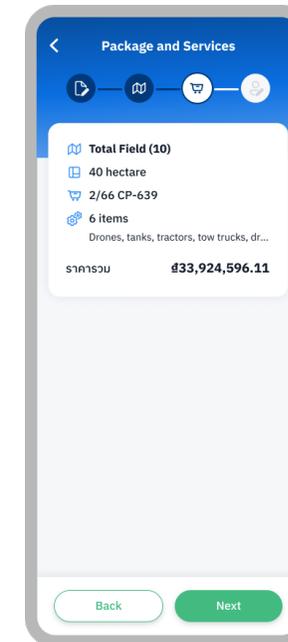
*To delete*

*The quota for selecting factors calculated based on the plot size which can't be exceed*



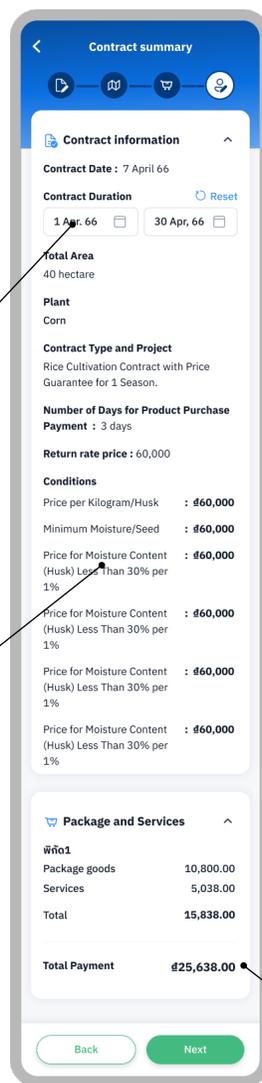
*The list of factors will be categorised into seeds, seedlings, fertilisers, medicines, and others*

Noted : Items that are already included in a package or have been selected as additional items cannot be chosen again



# Contract farming

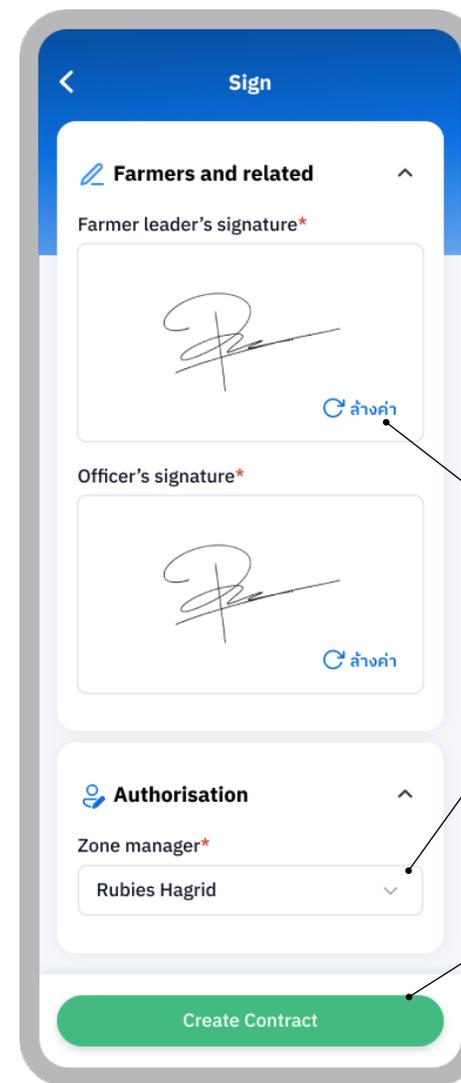
## Creating farmer : Summary and Signatures



The contract date and duration

The contract terms will be in accordance with the terms period that the contract date falls into.

The price shown is only the price of factors and does not include the price of booking services



To clear

Select manager

You must sign and select authorised signatories as required in order to create a contract

## 3 Daily activities

- **Page explanation** **32-34**
  - **Fist Page** **32**
  - **Map view** **33**
  - **Calendar view** **34**
- **Complete and Overdue tasks** **35**
- **Filter tabs** **36**
- **Set up planting activities** **37-38**
  - **Complete activities** **38**

# Daily activities

## Page explanation : First page

**Daily activity**  
Wednesday 14 Apr. 2023

Ward 6 District 3 | Corn Silage

12/24 tasks | 3 overdue

To do (24) | Overdue (16) | Harvest (2)

**Harry: crop1**  
0.604 ha.

contact | 4 km. | overview

**Sow seed**  
14 Apr.2023

**Harry: crop2**  
0.754 ha.

contact | 4 km. | overview

**Sow seed**  
14 Apr.2023

**Harvest**

Farmers | Contract | Daily Tasks | Packages | Others

Display: Map | Calendar

*Today's Date*

*Search by farmers' name*

*Tab to filter activity data by region district, crop, crop subtype*

*Filter to display all major tasks of that crop type*

*The number of pending tasks (total overdue tasks)*

*Tab to call farmer*

*Tab 'overview' to access the page showing all planting activities in the field*

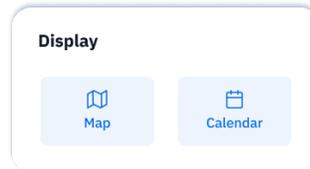
*Tab to navigate to the crop field*

*Tab to change display*

*Tab to answer questions. Once answered, the activities will be moved to the completed tasks for the day.*

# Daily activities

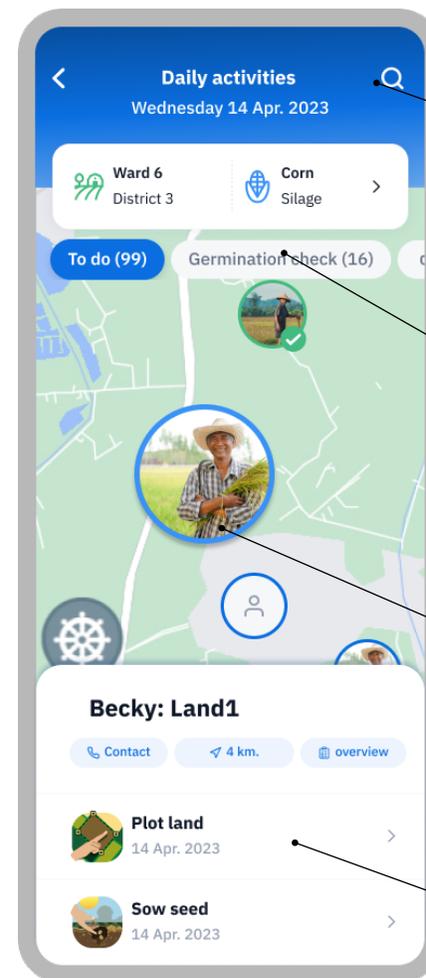
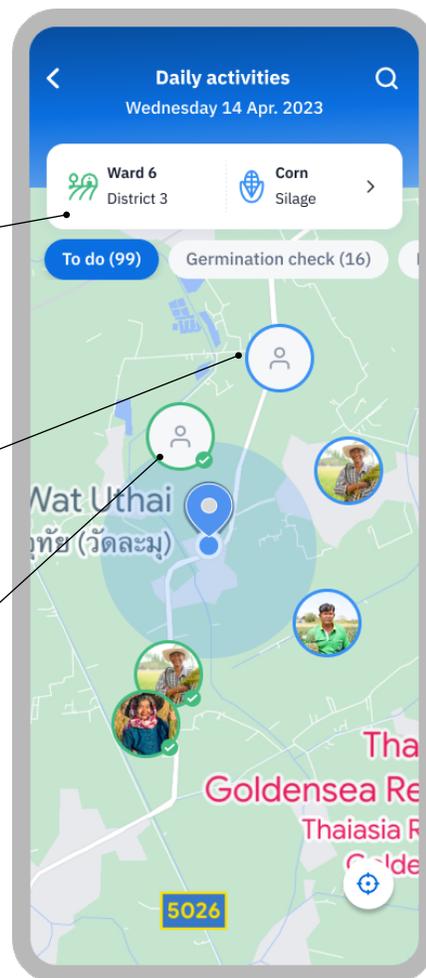
## Page explanation : Map view



You can filter activities by district, sub-district, crop, and crop subtypes

The blue frame shows fields with pending tasks for the day.

The green frame denotes fields with completed daily tasks.



Search farmer's field,

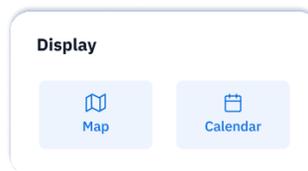
Filter show all essential tasks of that crop type.

Tab farmer's image will allow you to answer questions.

Tab to complete tasks, When completed, it will be hidden from the activity tab.

# Daily activities

## Page explanation : Calendar view

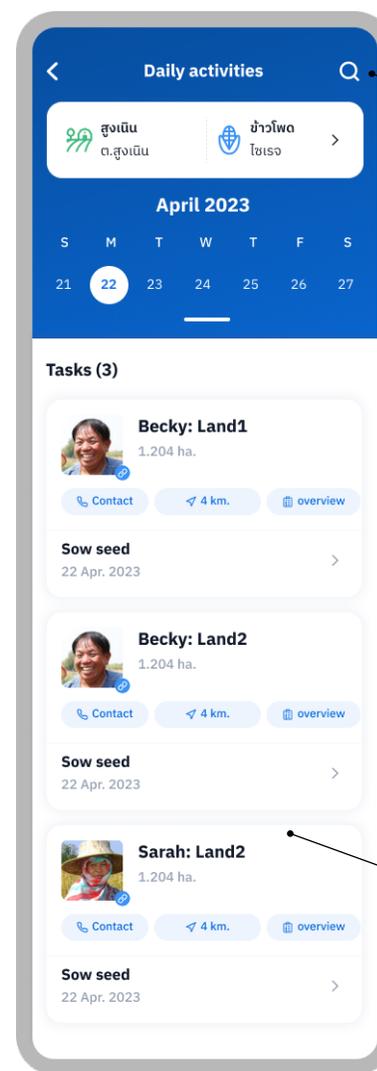
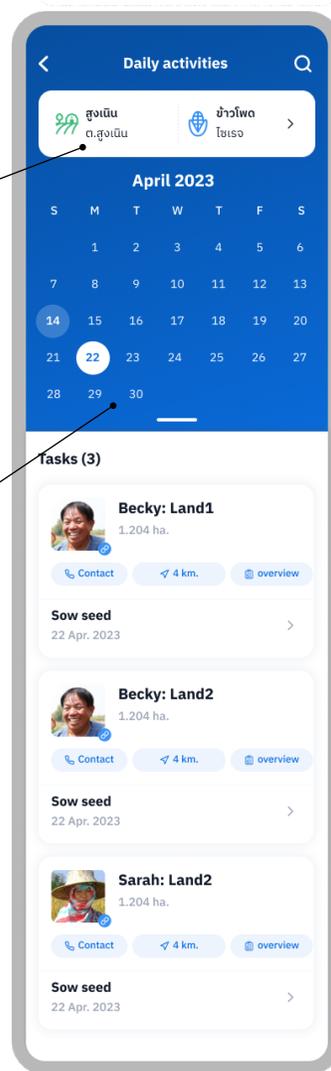


*You can filter activities by district, sub-district, crop, and crop subtypes*

*Tap the date to view tasks for that day*

*Search farmer's field,*

*Tab to complete tasks ,  
When completed, it will  
be hidden from the  
activity tab.*



# Daily activities

## Completed & Overdue tasks

Ward 6 District 3 | Corn Silage | 12/24 tasks | 3 overdue

**Completed 12 tasks**  
Wednesday 14 Apr. 2023

**Harry: crop1**  
0.604 ha.  
contact | 4 km. | overview

**Sow seed**  
14 Apr.2023

**Marry: crop2**  
0.804 ha.  
contact | 4 km. | overview

**Sow seed**  
14 Apr.2023

**Check humidity**  
14 Apr.2023

**Fertilisation**  
14 Apr.2023

**Date of Plant**

Officer

Female DOP: 30 Apr 23  
Plant age : 41 Day  
Male DOP: 1  
1st DOP: 18 May 23

Cancel | Edit

*Tab activities name 'Sow seed' to view or edit your previous answers*

Ward 6 District 3 | Corn Silage | 12/24 tasks | 3 overdue

**Late 3 tasks**  
Wednesday 14 Apr. 2023

**Harry: crop1**  
0.604 ha.  
contact | 4 km. | overview

**Sow seed**  
14 Apr.2023 4 days late

**Tom: crop2**  
0.704 ha.  
contact | 4 km. | overview

**Sow seed**  
14 Apr.2023 4 days late

**Fertilisation**  
14 Apr.2023 4 days late

**1st DOP**  
Please specify date

17 Apr 2022  
18 May 2023  
19 Jun 2024

Back | Save

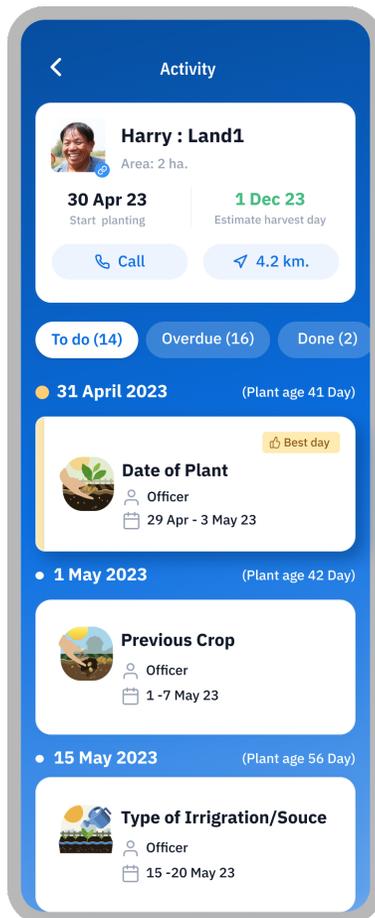
*Note: Overdue will only display once they are overdue*

*Tab activities name 'Sow seed'. Once answered, the tasks will be moved to the completed tasks.*

# Daily activities

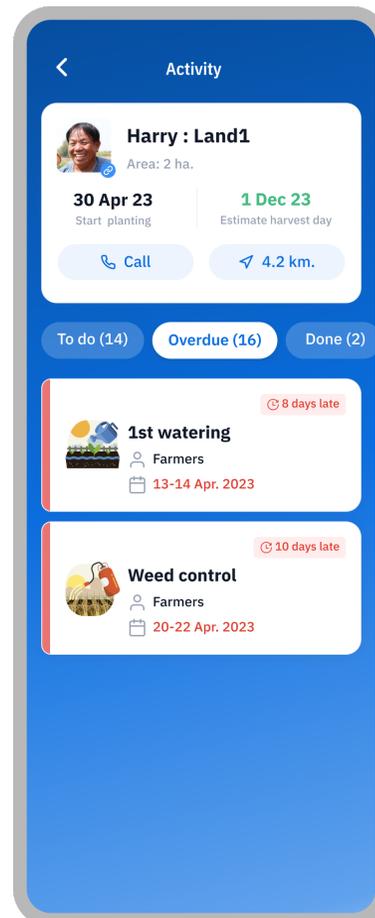
## Filter tabs

*“To do” tasks are those scheduled for the current period, while future activities are those coming up*



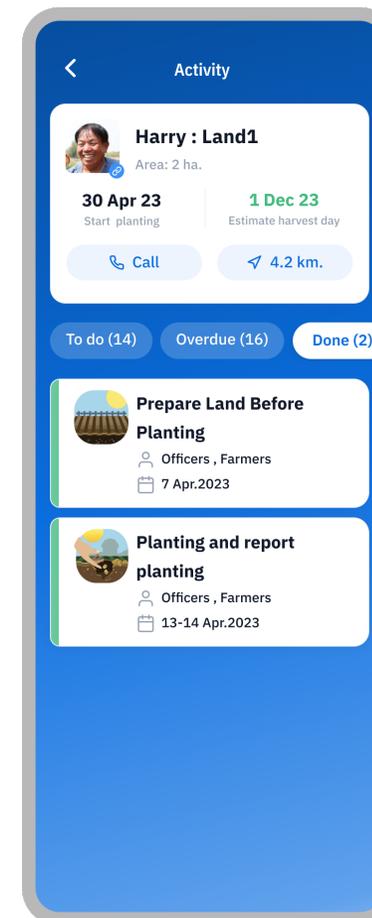
*“Best day” are displayed only on the activity card suitable for the current day*

*“Overdue” tasks are activities that have passed their due date.*



*Delayed indicates the number of days past the last day the activity can be completed*

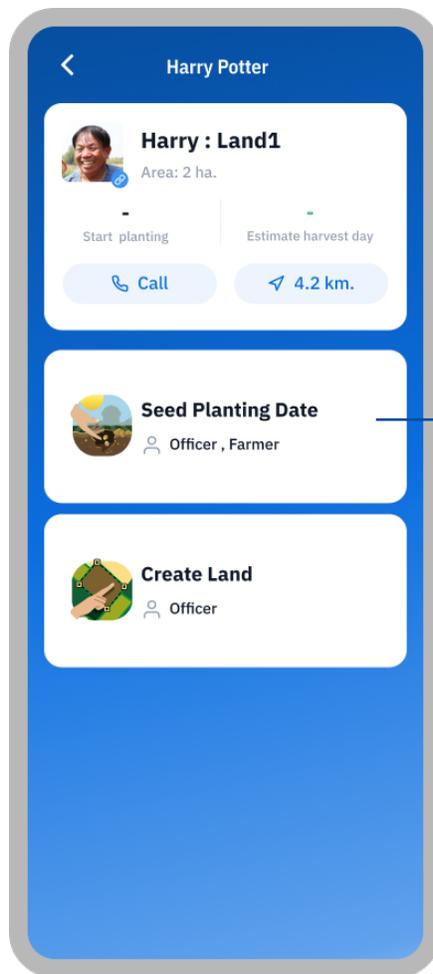
*“Done” tasks are activities with all questions answered.*



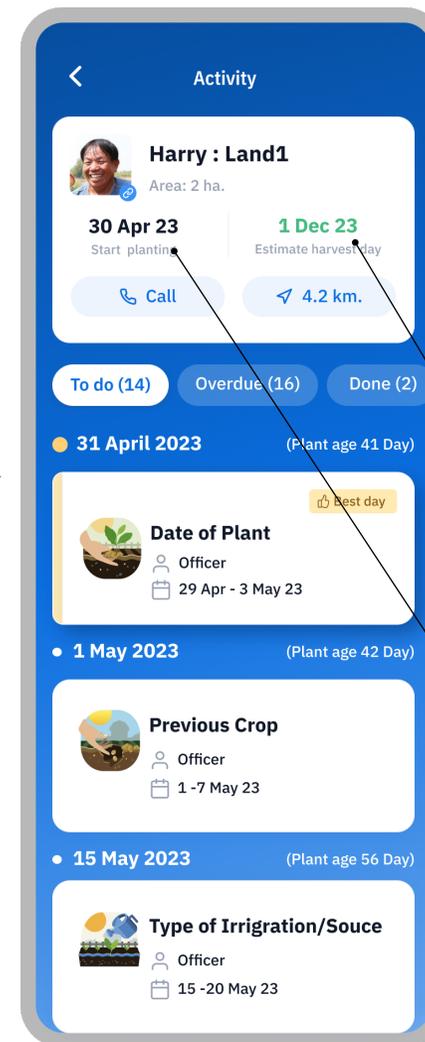
*Tab the card to view or edit the answers given.*

# Daily activities

## Set up planting activities



*When answering activity questions, the system creates a plan for the crop, including activities from planting to maturity. Completed tasks and land drawing go to the 'Overdue' tab*



*The system calculates the expected harvest date from planting start and crop maturity*

*Planting starts once you answer the planting start date question.*

# Daily activities

## Set up planting activities: Complete activities

*Order/Total Number of Questions*

1/2



**Female DOP**  
Please specify date

29	Mar	2021
30	Apr	2023
1	May	2023

Back Next

*Types of answers will depend on the settings of the respective question*



**Material**  
Please select

Material A  
Used (UM) : 2

Material B  
Used (UM) : 4

Material C

Back Next



**Labor cost**  
Specify your labor cost

545000 dong

Back Next

*Currency of answer depends on the settings of the respective question.*

*The save button will appear only when it is the last question.*

Activities have varying numbers of questions in their question sets, and you must answer all questions to save.  
Note: Some questions may be hidden based on your responses to previous questions, showing additional questions when necessary.



**THANK  
YOU**