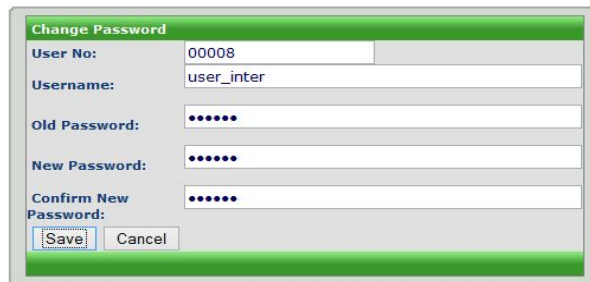**Users Guide:**

SL Agritech QA Tagging System is a secured system that authorized the user to manage and manipulate the information of the seeds. Before starting using the system stored username and password are required. When username and password was accepted menu bars will display. These menu bars are the information of the seed where user can add, edit and delete.
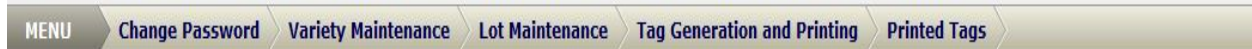
Change Password Module

This module will give user the privilege to update their password. Old password of the user is required for verification and update. No old password, no updating of account.

Variety Maintenance Module

Variety Maintenance is a module that will let the user to add, update and delete the class or name of the seeds. After clicking the variety maintenance menu the list of the variety/ variety name will display. On the upper left column, the button for adding variety was placed. Then the update button and delete button was place on the first and second column of the table.

ADDING: After clicking the add button, a module for adding variety will display for the user to add for a variety name. Then click save button Save to add the variety information, field is required in saving the information.

UPDATING: Once user clicks the update button of the seed's variety name, the variety name of the seed that the user wants to update/edit will display. Same as in adding the variety, clicking save button Save will update the seed's variety information.
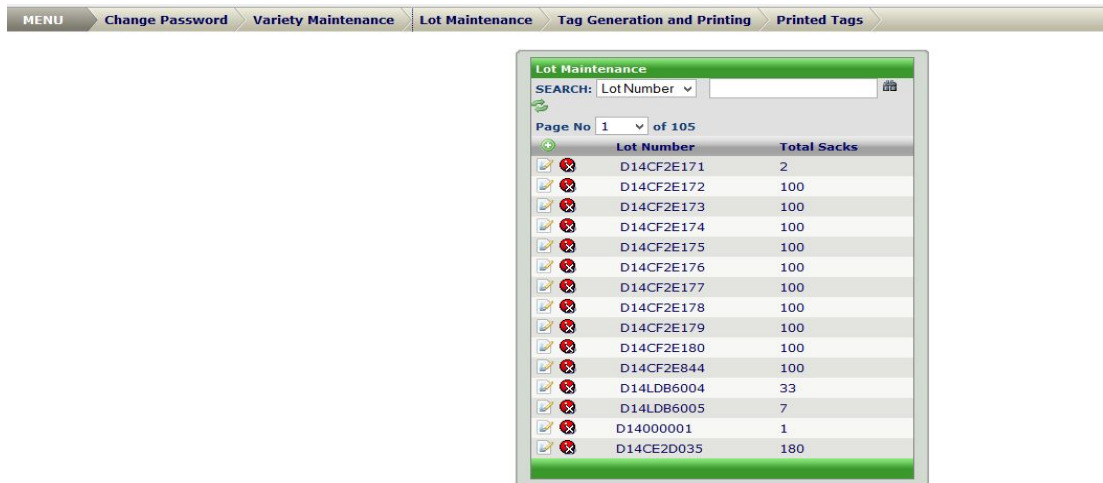

DELETING: If ever the user clicks the delete button, verification message box will appear. Clicking OK button OK means user is allowing the system to delete the variety name, otherwise not.
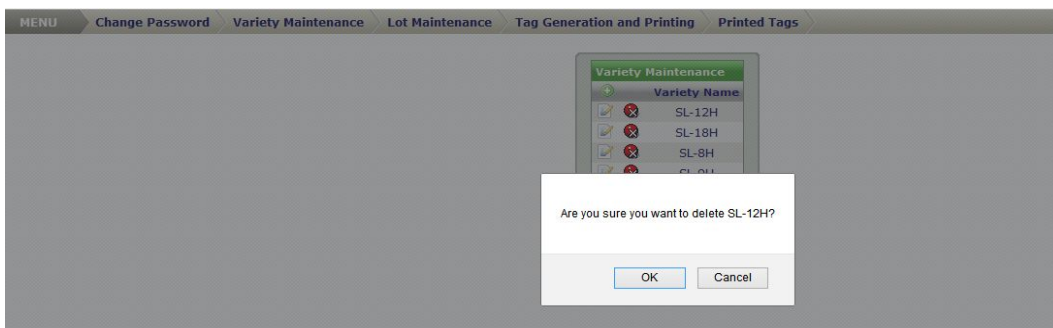
Lot Maintenance Module

Lot Maintenance is the module consists of the list of the Lot Number (where a seed is located) and the total number of sacks (in a lot). This module will also give privilege to the user to add, edit and delete the lot number and the total number of sacks in a lot. Aside from adding, editing and deleting the lot information, this module has a search module to sort the lot information the user wants to display.

| MENU | Change Password | Variety Maintenance | Lot Maintenance | Tag Generation and Printing | Printed Tags |

Lot Maintenance

SEARCH: Lot Number ∨

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Lot Number	Total Sacks
D14CF2E171	2
D14CF2E172	100
D14CF2E173	100
D14CF2E174	100
D14CF2E175	100
D14CF2E176	100
D14CF2E177	100
D14CF2E178	100
D14CF2E179	100
D14CF2E180	100
D14CF2E844	100
D14LDB6004	33
D14LDB6005	7
D14000001	1
D14CE2D035	180

SEARCHING: When searching specific lot information, user must select a category (Lot Number or Lot Owner) for the system to sort it then fill up the blank field with the lot number or the lot owner information. Clicking the search button 🔍 let the user to view the information but if ever no record was display this means that the record the user wants to search was not stored.

SEARCH: Lot Number ∨

ADDING: Same as in adding variety after clicking add button will let the user to add lot information. Lot information is consists of lot number, street, city/municipality, province, region, lot owner and total sacks in a lot. Lot number and Total Sacks are required to be filled up in storing the information of the lot. Clicking also save button [Save] will store the information of the lot.

| MENU | Change Password | Variety Maintenance | Lot Maintenance | Tag Generation and Printing | Printed Tags |

Lot Maintenance

Lot Number:

Street

City / Municipality:

Province:

Region:

Lot Owner:

Total Sacks:

Save   Cancel

UPDATING: This is also same in updating the information of the variety. When clicking the update button the information of the lot will display. Same as in adding the variety, clicking save button Save will update the seed's variety information.

REFRESH: Clicking refresh button will command the system to reload the module.

Tag Generation and Printing Module

Tag generation and printing module is a module that will let the user to generate and print the seed's information by batch. User can search, add and delete the batch information but it is not editable. Batch information is consist of batch number, variety number and lot number the table of it will display after clicking the tag generation and printing module.

SEARCHING: Same as sorting the lot information, user needs to select one of the categories (Batch Number, Variety Name and Lot Number) then input the information of the category selected. Clicking also search button will view the batch information.

ADDING: In adding batch of seed to be print user must select what variety and lot number then input the date the seed was tested and the total series (number of copies of the variety to be print). Again clicking save button Save will store the information.

PRINTING: Print icon 🖨 was placed in the second column of the tag generation table. This print icon will let the user print the batch number selected. If ever the user clicks the print icon, verification message box will appear. Clicking OK button OK means user is allowing the system to print the batch information, otherwise not. After clicking OK button, tag generation option2 will display with the details of the batch number to be printed.

OTHER DETAILS BUTTON: This button will specify or add more details about the batch number that will be printed. Clicking save button will save the additional details of the batch information. Then back to list button Back to List will return the system to the main page of tag generation and printing module.

HEFEI SEEDS QUALITY CONTROL DIVISION
SEED ANALYSIS CERTIFICATE

Crop:		Date of Received:	
Lab No:		Culture:	
Variety		Field inspection Report No.	
Date of Seed Planted		Date of Harvest	
Lot No:		No of Bags:	

Name of Seed Grower:
Address:
PURITY TEST:
Date of Analysis:
Pure Seeds:
Weed and other crop seeds:
Weed seeds:
Other Crop Seeds:
Inert Matter:
Broken Seeds:
OTHER VARIETIES NO.PER 500 gram:
RED SEEDS NO.PER 500 gram:

GERMINATION TEST | | | | | | **MOIS**

	Date	NS%	ABNS%	FUS%	DS%	Test
1st						1st
2nd						2nd
3rd						
4th						

Approved for Certification as
OR
Rejected for Certification due to

Director: | Auditou: | Lister:
Issued by: HEFEI SEEDS QUALITY CONTROL DIVISION | Date

Save | Back to List

PRINT BUTTON: This icon/button 🖨 will print the selected batch information after clicking OK button [OK] then that batch number's information will be removed to the tag generation and printing list.

Printed Tags Module

Printed tags module is a module that will let the user to view all the batch number that was printed in tags generation and printing module. This module allows the user to reprint the batch number that has been printed already. User can also search and delete the list in the printed tags.

Tag Re-Printing
SEARCH: Batch Number ▾

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	Batch Number	Variety Name	Lot Number
	02272015-0002	SL-8H	D14000001
	01222015-0013	SL-12H	D14LA17008
	01222015-0012	SL-12H	D14LA17004
	01222015-0009	SL-12H	D14LA17001
	01222015-0008	SL-12H	D14LA17006
	01222015-0006	SL-12H	D14LA170044
	01222015-0005	SL-12H	D14LA17003
	01222015-0004	SL-12H	D14LA17002
	01092015-0084	SL-8H	D14CF2D091
	01092015-0082	SL-8H	D14CF2D088
	01092015-0081	SL-8H	D14CF2D089
	01092015-0078	SL-8H	D14CF2D087
	01092015-0077	SL-8H	D14CF2D086
	01092015-0076	SL-8H	D14CF2D085
	01092015-0074	SL-8H	D14CF2D084

PRINT BUTTON: Print icon 🖨 is a command that will allow the user to reprint the batch number that has been printed already. After clicking print icon and then OK button, tag generation module will display with the details of the selected batch number.

- OTHER DETAILS BUTTON: Same as the other details button in tag generation and printing this button will also let the user specify or add more details about the batch number that will be reprint. Clicking save button will save the additional details of the batch information. Then back to list button Back to List will return the user to the main page of printed tags.

- RE-PRINT RE-PRINT AND LIGHT PRINT Light Print BUTTON: This button will re-print the selected batch number together with the details.

NOTE: There are instructions need to be follow in printing and re-printing QA Tags to have a faster way while printing. Not following instructions will result for slow process in printing. These are the following instructions:

1. *After clicking print icon ⎙ print preview will display and the number of copies the QA Tags will be printed is depends on the total number of series.*

|	0000000001		0000000002
SL-8H		SL-8H	
D14CF2E796		D14CF2E796	
	12/24/2015		12/24/2015

	0000000003		0000000004
SL-8H		SL-8H	
D14CF2E796		D14CF2E796	
	12/24/2015		12/24/2015

	0000000005		0000000006
SL-8H		SL-8H	
D14CF2E796		D14CF2E796	
	12/24/2015		12/24/2015

2. *After batch information was displayed, clicking the print icon below will be followed to print the batch number selected.*

	0000000001		0000000002
SL-8H		SL-8H	
D14CF2E796		D14CF2E796	
	12/24/2015		12/24/2015

	0000000003		0000000004
SL-8H		SL-8H	
D14CF2E796		D14CF2E796	
	12/24/2015		12/24/2015

	0000000005		0000000006
SL-8H		SL-8H	
D14CF2E796		D14CF2E796	

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| | 12/24/2015 | | 12/24/2015 |

3. *After clicking print icon and before the actual printing process, print's page setup will display. User must change the PRINTER dropdown list into **MM1170** for compatibility of the system.*
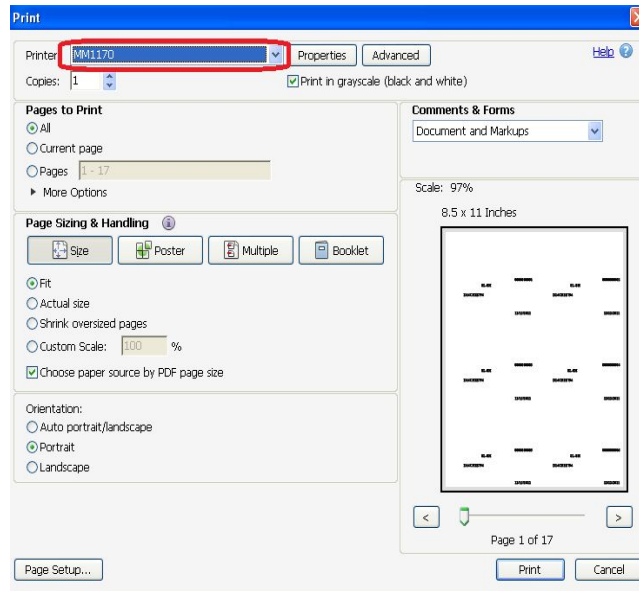
4. *Next click the Properties button beside the Printer dropdown list to edit the MM1170 Printer's properties. Then document properties of the chosen printer will display.*
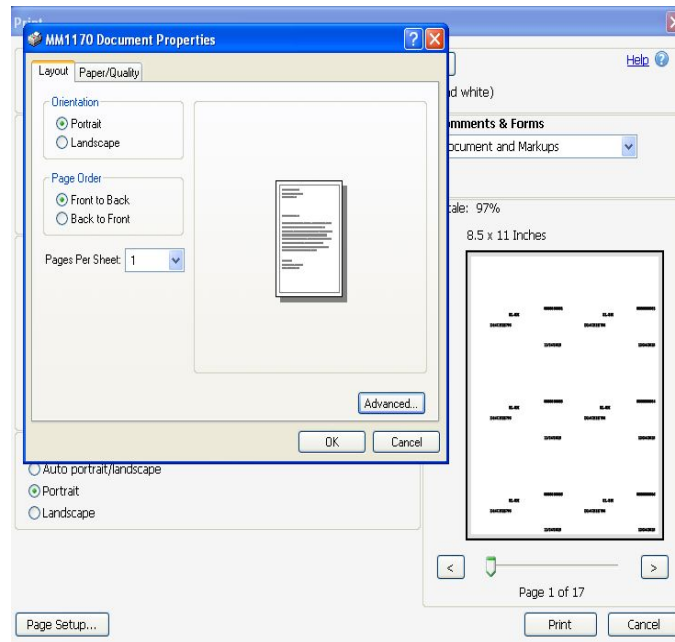
5. *Then click advanced button to manage the advanced option of the printer. Set printer quality to 120x180 dots per inch to have a faster way in printing. The larger the printer dots per inch the slower the batch information will be printed. Then just click the two OK buttons and lastly click the* [Print] *PRINT button for final output.*