



USER MANUAL

CERTIFICATION MOBILE APPLICATION



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1. Introduction

Welcome to the user manual for the Seed Certification Mobile Application. This manual has been designed to provide you with all the necessary information and instructions for effectively using the one of the developed applications of the Rice Seed Information System (RSIS) Project. Whether you are a beginner or an experienced user, this manual will guide you through the various features, settings, and functions of the Certification Mobile Application, ensuring a seamless and enjoyable user experience.

One of the primary objectives of the RSIS Project is the improvement in the *accreditation* and *certification* process. The Certification Mobile Application is another technology developed to scale up and meet the needs and requirements of the Seed Growers (SGs) and Seed Producers (SPs). A mobile-based collection of field data and seamless harmonized information from different RSIS modules and applications.

In this introduction, we will briefly discuss the purpose of this user manual, the importance of understanding the product's features, and how it can enhance your overall experience. Additionally, we will provide an overview of the contents of this manual, so you can easily navigate through the sections that interest you the most.

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1.1 Overview

This user manual is divided into several sections, each covering a specific aspect of the Certification Mobile Application. The sections are structured in a logical manner, starting with the basic setup, and gradually progressing towards more advanced features and functionalities. Additionally, each section contains step-by-step instructions, accompanied by diagrams and illustrations, to ensure clarity and ease of understanding. The certification mobile application focuses mainly on *accreditation* applications for the Seed Growers (SGs) and Seed Producers (SPs) which are integrated into the NSQCS Databank centralized system. Some important features have been added and enhance the requirements of the different parties involved. The Farm and Production area management where the Seed Growers (SGs) and Seed Producers (SPs) may monitor the certification application, geo-tagged field farms, and actual inspection results conducted by the Seed Inspectors (SI). A one-click view to monitor the certification status in real to near real-time updates.

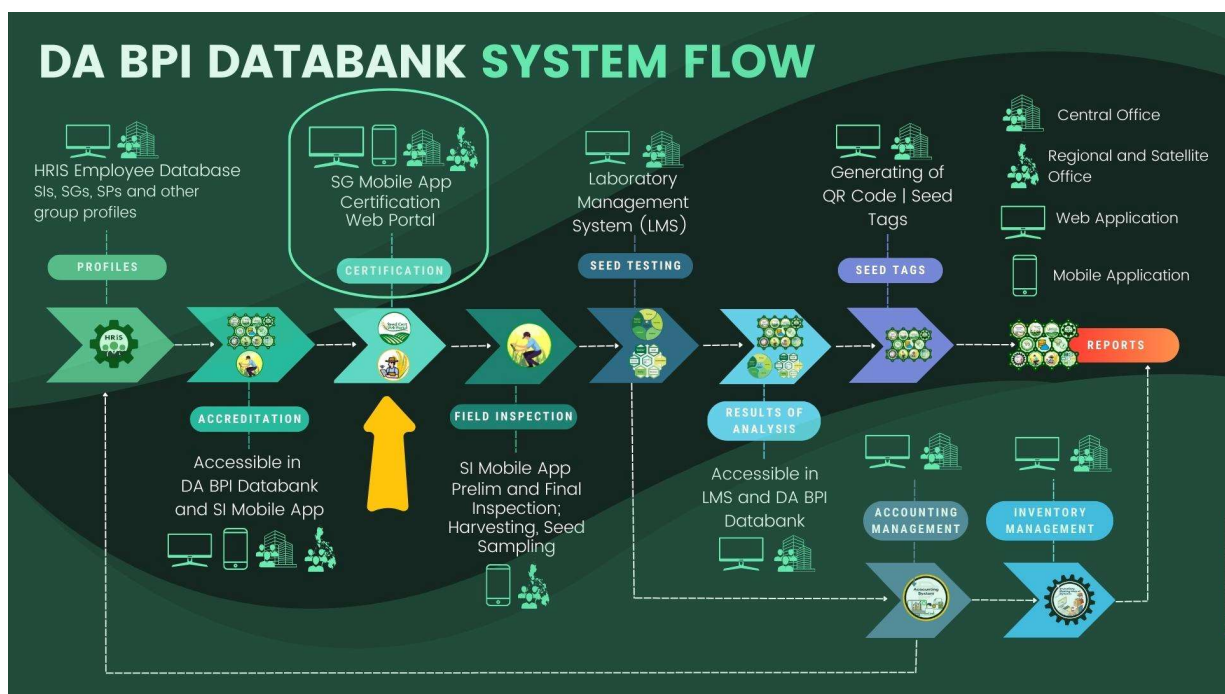


Fig 1.1. Certification Mobile App in DA-BPI Databank System Flow

1.2 Purpose

The user manual serves as a comprehensive guide to help you understand and utilize the full scope of the Certification Mobile Application. It is a valuable resource that aims to simplify the process of the *certification* and *accreditation* while empowering you to explore its various capabilities. By following the instructions and recommendations outlined in this manual, you will be able to make the most out of your time investment and enjoy a seamless user experience. This documentation will show you the capacity of the *accreditation* and *certification* forms with the use of the developed mobile application. The convenience and efficiency of the certification mobile application provided to the Seed Growers (SGs) and Seed Producers (SPs) which they can view the digitalized information instantly and monitor the application status.

2. Getting Started

2.1 Downloading and Installing Certification Mobile App

Please navigate from your mobile phone or tablet and look for your preferred internet browser.

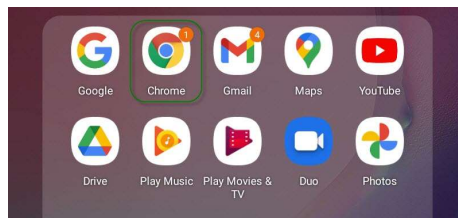


Fig 2.1.a Google Chrome App

Note: Google Chrome is being used for illustration purposes only however, it was suggested to use Chrome for ease of use.

Some security solutions may block the link(s) embedded from opening the app directly.

Open your browser and type it in address bar: <https://bpinsqcs.da.gov.ph> or <https://bpinsqcs.da.gov.ph/index-databank.php>. The **BPI NSQCS Databank Web App** log-on screen will show up.

Once the screen below shows up on your mobile phone or tablet, please follow the downloadable Forms and App link.

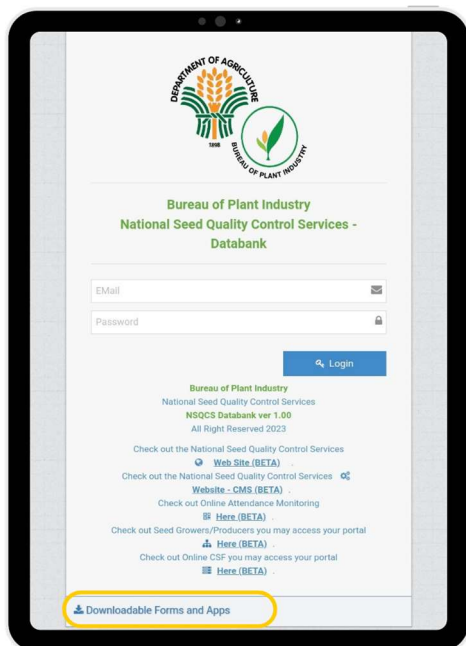


Fig 2.1.b Databank Home Page

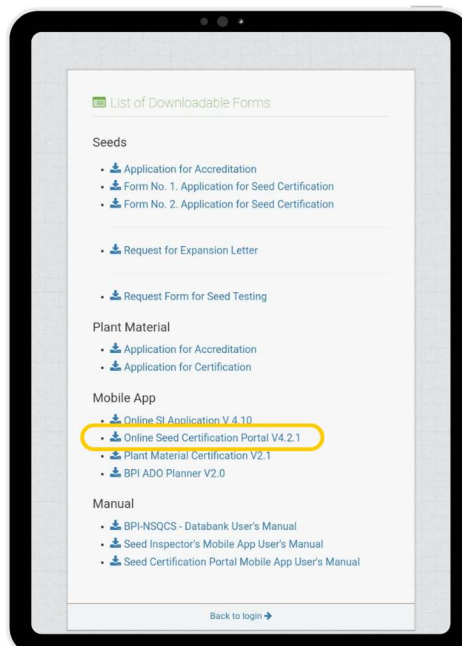
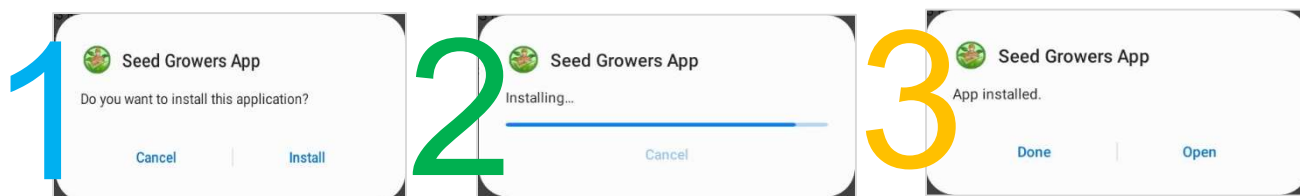


Fig 2.1.c Seed Certification Mobile App Link

Scroll down to the bottom under *Mobile App*, then press and open the **Online Seed Certification Portal** to download the **Certification Mobile Application**.

Note: Please check the version of your app or follow our website bpinsgcs.da.gov.ph for further news and updates of the application.



You may see a pop-up screen like the screenshot above asking you to proceed, please click **OK** to acknowledge it.

Once you have completed the above steps, the Certification Mobile Application is now installed on your device.

Open the Seed Certification Portal App and authorize this app to your personal device(s).

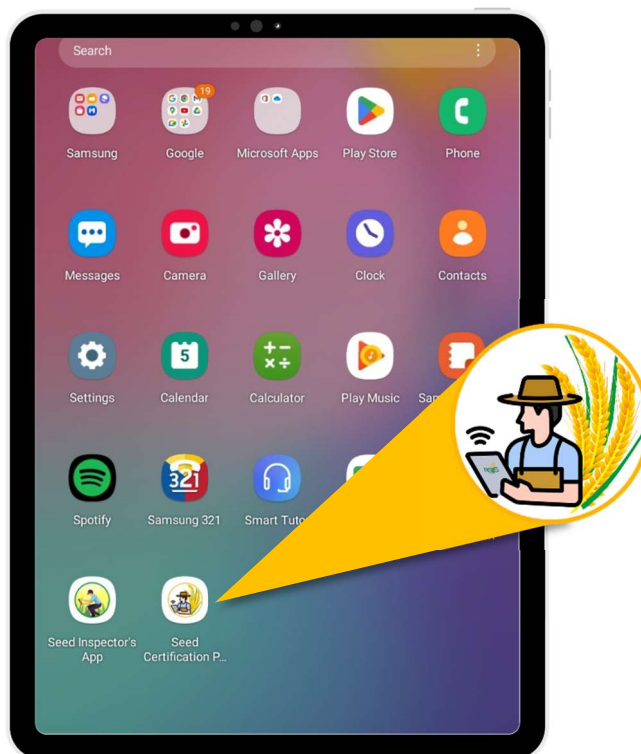


Fig 2.1.d Seed Certification App

2.2 Cautions & Warnings

During the installation and first launch, you may be prompted to grant certain permissions to the app. These permissions allow the app to access specific features or functions on your device, like the camera, location, or contacts. Read the permission request carefully and tap on "Allow" or "Grant" to proceed.

Please take a security precaution to only install this mobile application from a trusted source. The instructions on this document are the only valid source to download and install to your device(s) unless, otherwise you are been notified by our support team of the changes.

Avoid shared passwords whenever possible. It is recommended to create a unique login credential and secure your password, ensuring the privacy and confidentiality of sensitive data. It is important to prevent unauthorized access, as it can lead to the theft of sensitive data and cause system damage.

2.3 System Requirements

Table 1 – System Requirements – Firmware Version

Manufacturer	Firmware	Version
Android	Minimum ~ Kitkat	4.4
IOS	Soon	Soon
Windows App	-Not Supported-	-Not Supported-

Table 2 – System Requirements – Hardware Requirements

Manufacturer	Firmware
Android	Minimum ~ Kitkat
IOS	Soon
Windows App	-Not Supported-

For Android Apps requirements

- Google app and Google Maps must be updated with the latest version.
- Location or GPS settings must be turned on.
- Make sure the tablet and phone's firmware are updated.
- Give permission to the apps on media storage.

The developed mobile app is an Internet-dependent to operate and functional.

2.4 User Access Considerations

Ensure an independent and appropriate level of approval is provided before granting new access. This can be tracked through our system, with approval provided by the user's line supervisors, the defined system owner, or an authorized representative for regional heads and directors.

There are two (2) kinds of *profile types* in Certification Mobile App; the Seed Growers (SGs) called the "Individual" seed grower users and the Seed Producer (SP) which namely as the group of seed producers such as cooperatives and the affiliated seed growers. No other users or groups are allowed to access the system unless a part of the system received an account and involvement approval is obtained

When the Seed Grower (SGs) employment ends and the Seed Producers (SPs) affiliation is expired their mobile applications and database access will be terminated as soon as reasonably practicable. The respective accounts will be removed upon request and reported by supervisors, supported by regional officers and heads. For any reason, including, without limitation, if they violate the security policy, access will be immediately removed and terminated.

2.5 Accessing the System

Please launch the Seed Certification Mobile Application icon from your phone or tablet. The log-on screen will be prompted as shown in the screenshot below.

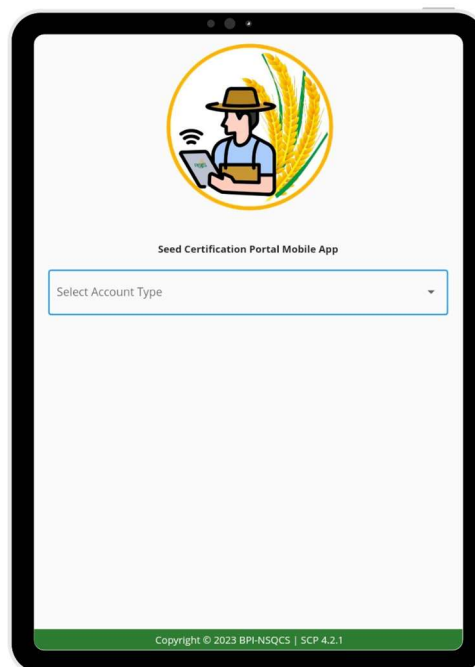


Fig 2.5.a Log-on screen

Please select your respective category of seed grower's account. It will direct you to the next page with the credentials required. Please key in your Email address followed by your Seed growers ID and hit the *sign-in* button once you are ready.

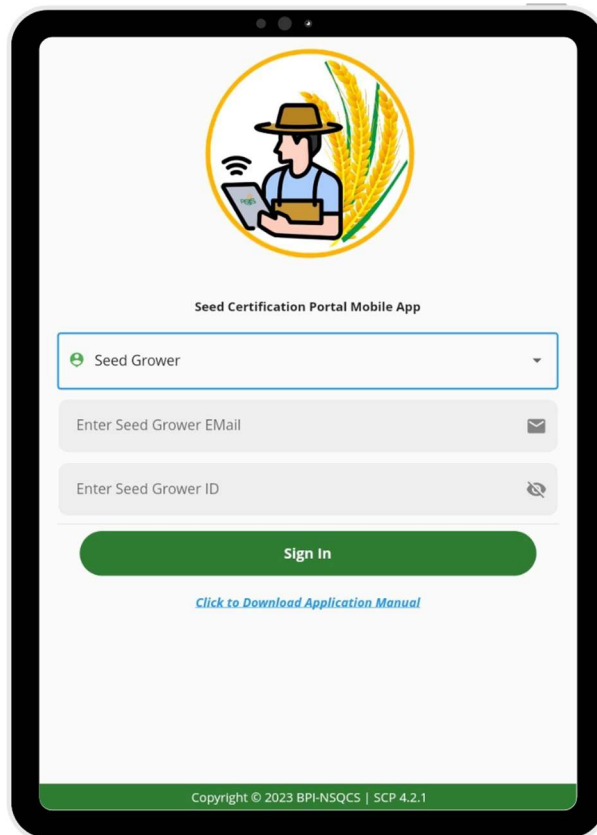


Fig 2.5.b Log-on screen

For any log in and password issues, please contact BPI NSQCS support for further assistance.

2.6 System Organization & Navigation

2.6.1 Dashboard

The main page that will display right after you are logged-on is the Seed Grower’s Dashboard. This is simply one the stop page that you can monitor and track; the statuses, progress, and a lot of relevant information for you. The *accreditation*, *certification* and *training* have been bookmarked on dashboard for you to easily view and access the technical details.

Please take some time to explore the different section and functions of the dashboard as you go along.

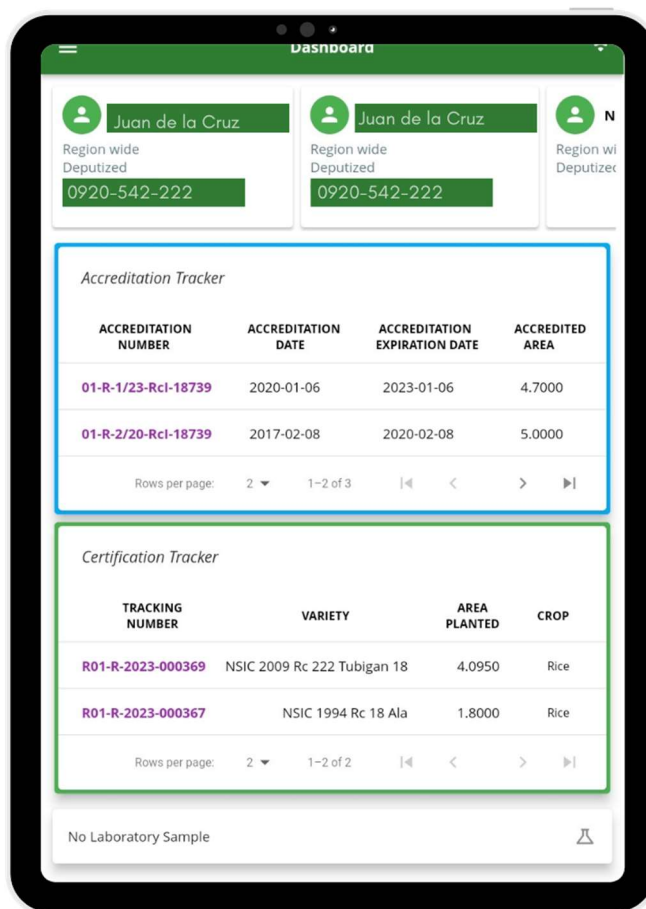


Fig 2.6.1 Dashboard

Let us start with the display of the features and functions by tapping the three (3) lines icon on the top left-hand side of the mobile app page.

2.6.2 Side Panel

The side navigation panel is your shortcut to access the list of options or the main features of the mobile app. Tap each option to access the respective feature of the dashboard. From there, you can navigate through the different sections and explore the information provided.

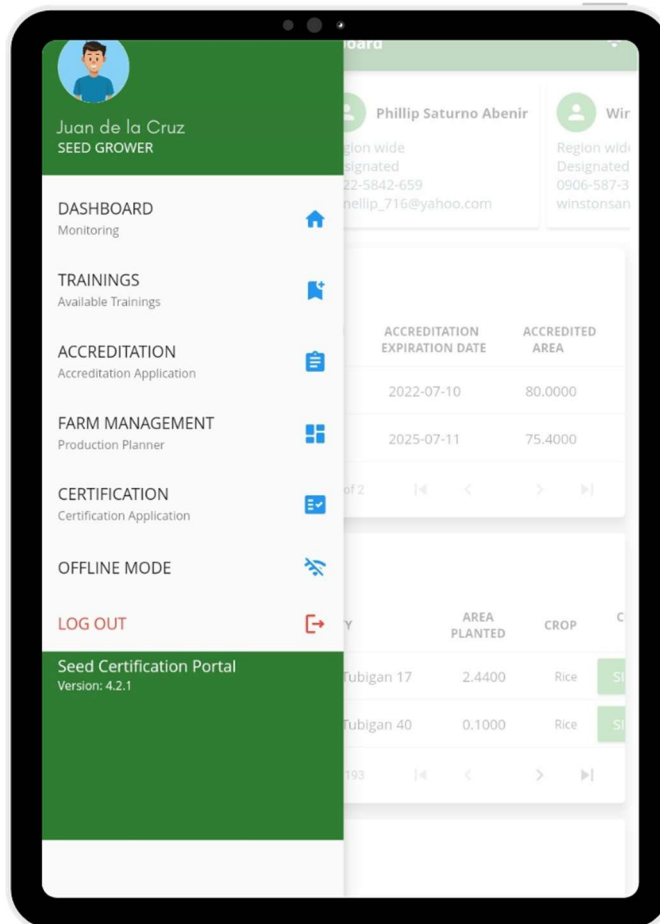


Fig 2.6.2 Side Panel

The version of the app is also written on the below side of the navigation panel.

If you encounter any difficulties or have specific questions that are not addressed in the user manual dashboard, you can contact the support team for assistance.

2.7 How to Update Mobile App

The certification mobile app will be regularly updated.

When an update is available, you will notify upon opening the application for another latest version.

If you want to proceed and install the newest version, hold, and press the seed certification mobile app icon from your phone or tablet and select an option to uninstall, remove or delete. Once it's uninstalled, please proceed to download the new version from the NSQCS Databank website. Please refer on section 2.1 for further instruction.

2.8 Exiting the System

From the side panel of the window there is a Logout button to exit your account, and it will go back to the log on screen. If you like to remove the application running from your system, swipe the Seed Certification Mobile Application off the screen to let it go.

3. Using the System

3.1 Inside Seed Grower’s Dashboard

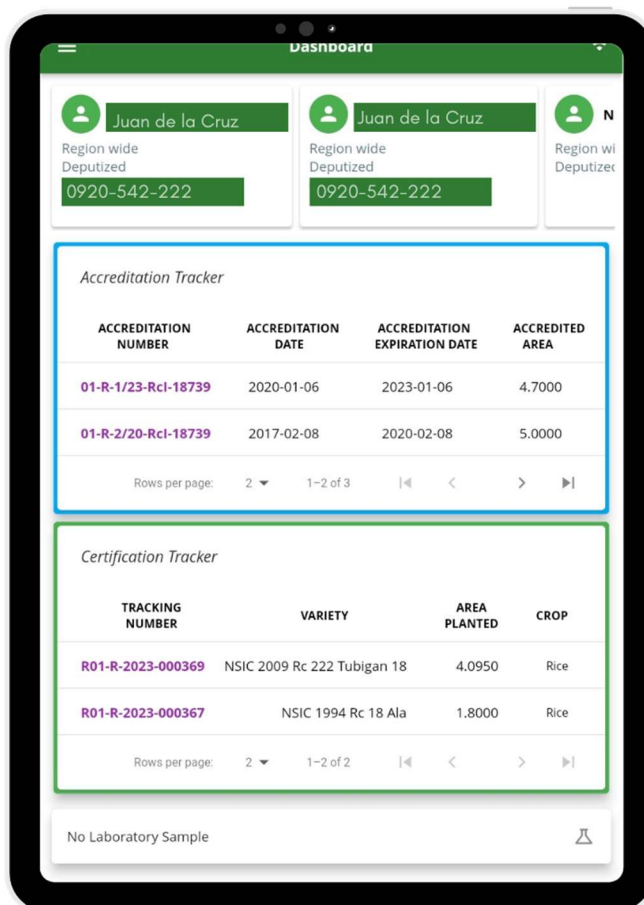


Fig 3.1 Inside Dashboard

Profile names that are displayed from the dashboard are the Seed Inspectors (SI) assignment. The Seed Inspector (SI) details displays their contact numbers and email address, as well as the SG type if *Designated* or *Deputized* to see who are eligible to validate and are authorized for fields inspection.

The three phases of Status Tracker for Seed Grower (SG);

Accreditation Tracker

The lists of application by Seed Grower provided the important details to monitor the status and technical information.

Certification Tracker

The seed certification application that shows the inspection status.

Each record has a unique certification tracking number that can be use in DA-BPI NSQCS Databank and Seed Growers Web Portal to track the transaction up to Results of Analysis (RLA).

Laboratory Tracker

The Seed Growers (SG) will be able to know status of the seed bag that was submitted for testing. If the seed was received or on its way to the seed test laboratory. The details like the number of bags, laboratory tests, dates of submission and sampled are showed in columns.

3.2 Inside Training Module

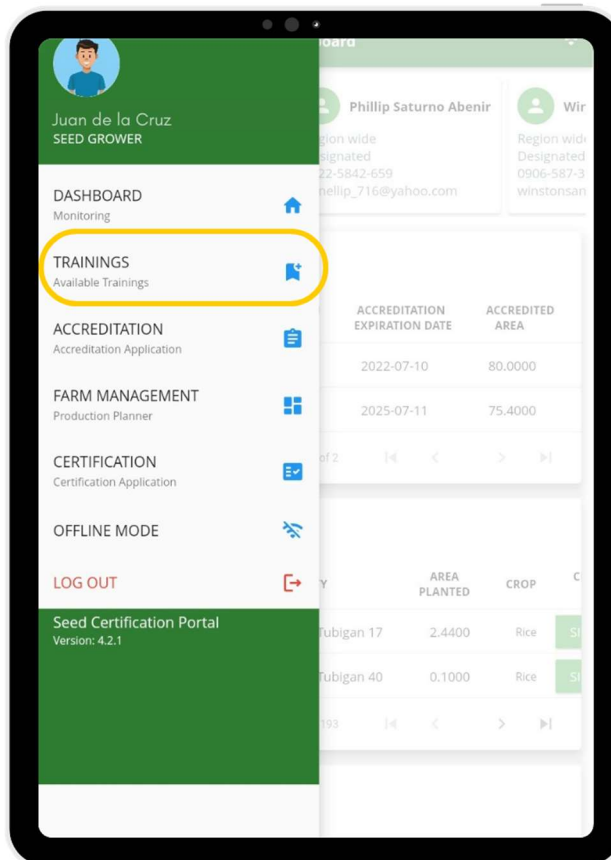


Fig 3.2.a Inside Training Module

On click of the Training module from the side panel the training list page is displayed below. User can search the training(s) available or added by DA-BPI NSQCS.

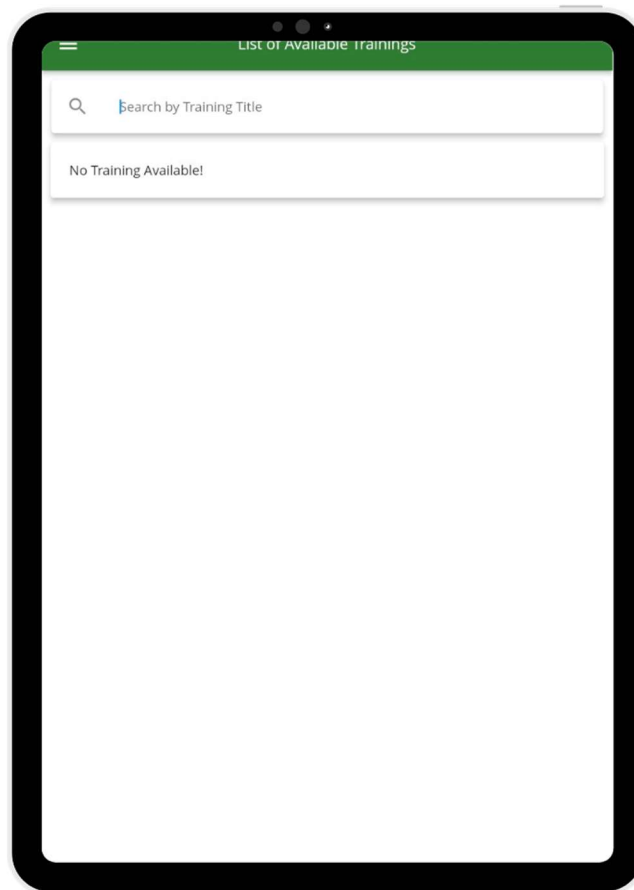


Fig 3.2.b Training List Page

Training(s) and certificate can be uploaded to BPI NSQCS Website CMS with your authorized account. If you do not have log in accounts and credentials, please contact your DA-BPI NSQCS application support for further assistance.

3.3 Inside Accreditation Module

Navigate your accreditation module page thru the side navigation panel.

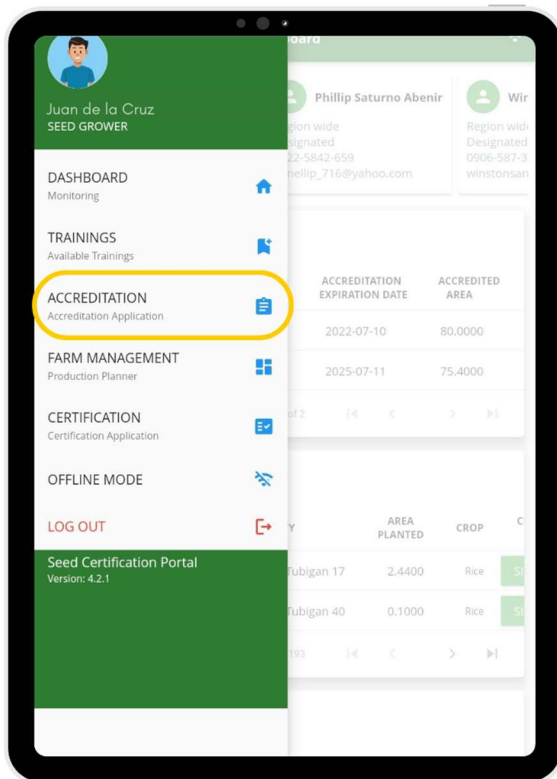


Fig 3.3.a Inside Accreditation Module

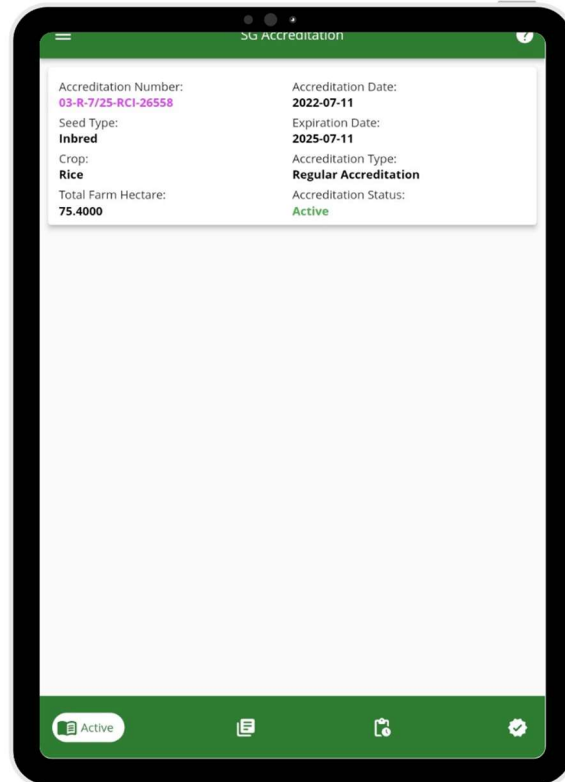


Fig 3.3.b.SG Accreditation Application List

On click the list(s) of accreditation application of an individual seed grower displayed.

The details and information of the applied accreditation are encoded from DA-BPI NSQCS Databank or Seed Growers Portal.

Below the SG Accreditation page are the button status; Active, Expired, Pending and Approved. By tapping each button, user can filter the applied accreditation based on the status.

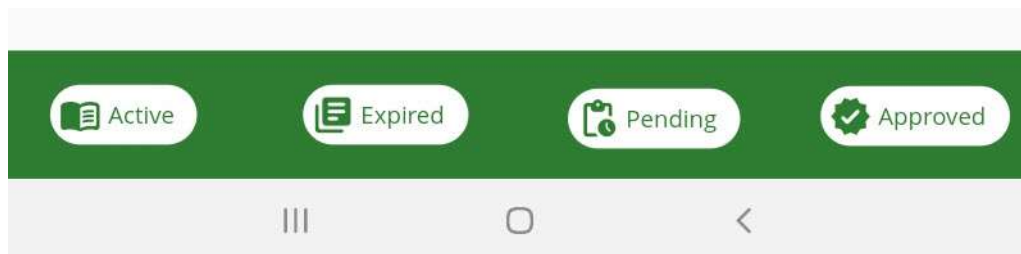


Fig 3.3.c Accreditation button status

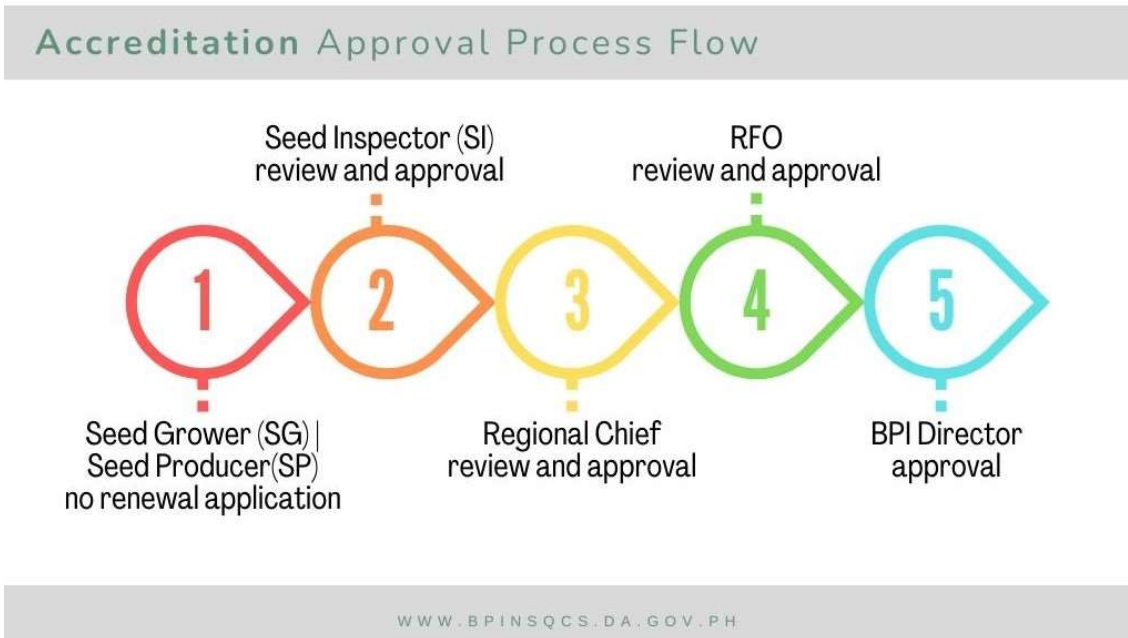


Fig 3.3.d Accreditation Approval Process

3.3.1 Renewal of Accreditation

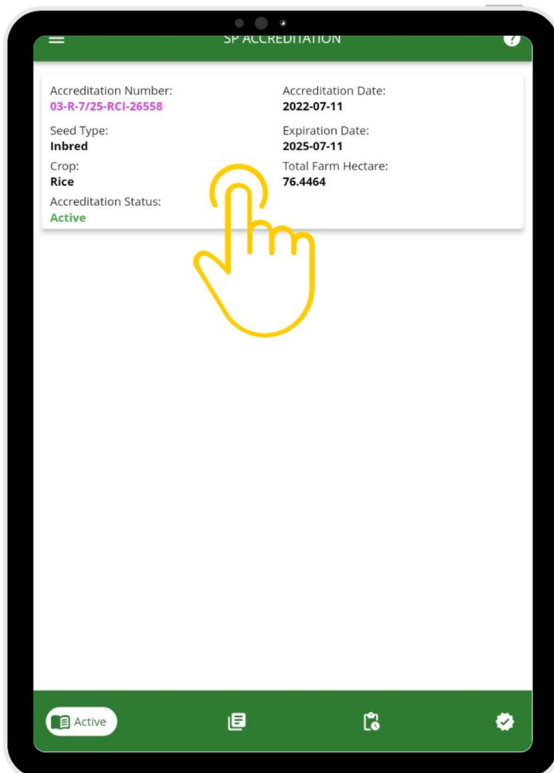


Fig 3.3.1.a Accreditation renewal step 1

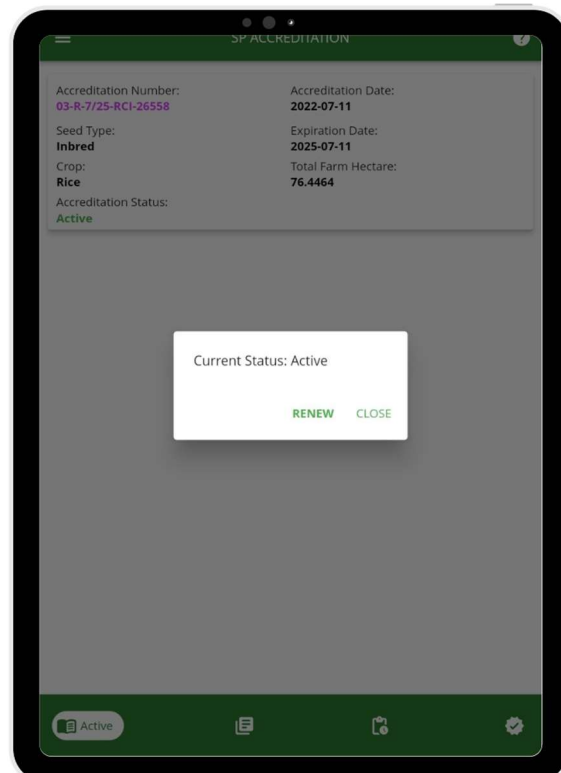


Fig 3.3.1.b Accreditation renewal step 2

On accreditation page tap the accreditation record and select the renew option from the pop-up message. You will proceed on another page to complete the Accreditation Form requirements

3.3.2 Accreditation Form - Renewal Application

Below is the blueprint of DA-BPI NSQCS Revised Form No. 5.

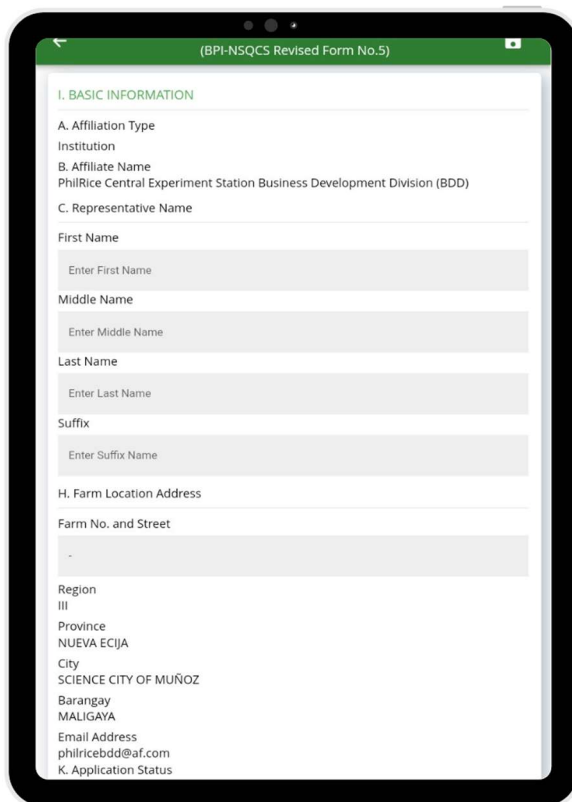


Fig 3.3.2.a Accreditation Form

This is the encoding page and user can input the details and requirements on application of accreditation renewal.

If you scroll down this page, one important requirement is the training. From previous topic (Chapter 3.2), training module is part of the list which will be available from the dropdown of this form. Select the training that you have submitted. If the training choice(s) did not appear, please check the training module, or verify with the DA-BPI NSQCS application support.

Please fill out the mandatory fields from basic information all the way down to the attachment sections. Tick the choices and save the application from the top on right hand side of the Accreditation Form Page and the application will go as pending status.

If you would like to proceed and view the pending accreditation, go to the accreditation module page and tap the pending status.

3.3.3 Accreditation Form - Pending Application

By tapping the pending accreditation record the existing form will be displayed. Here you can upload the attachment(s) and document(s).

If you scroll down the page up to the *action* section, buttons that can add information for Lot locations, Irrigation and Facilities details. These are the scope and information to complete accreditation sub requirements.

These are the features that have been added into the accreditation page.

The *action* section below is a series of steps; first you must upload picture followed by the necessary documents.

Note: You must consolidate the documents and requirements in one (1) PDF file before you upload it. If there is a situation that you have uploaded another document for a special reason, the old file will **overwrite** with the new document.

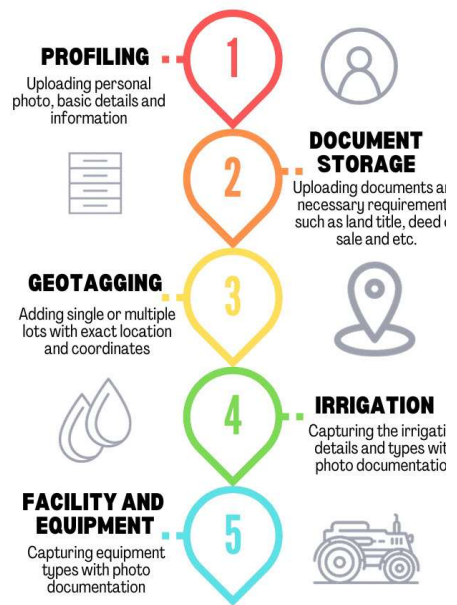


Fig 3.3.3.a Features and Accreditation Steps

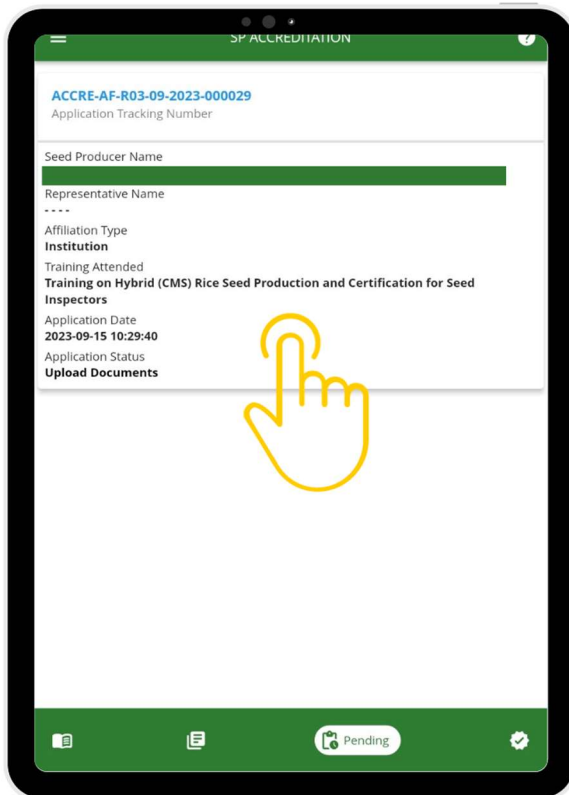


Fig 3.3.3.b Accreditation Form Pending Application Step 1

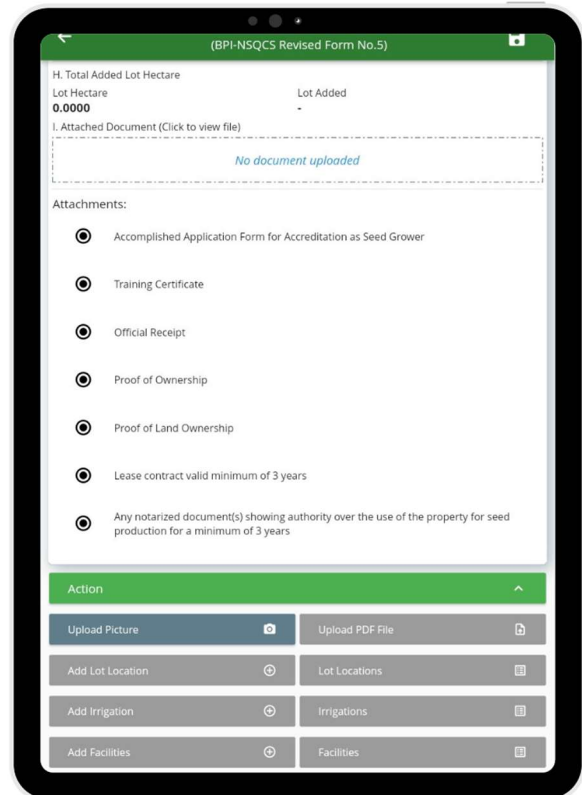


Fig 3.3.3.c Accreditation Form Pending Application Step 2

3.3.4 Accreditation Form - Lot Location

After you upload picture and the documents the next step is to add the *lot location*.

The screenshot shows a mobile application interface for the 'BPI-NSQCS Revised Form No.5'. The form includes sections for 'H. Total Added Lot Hectare' (0.0000), 'I. Attached Document' (with a PDF link), and 'Attachments' (a list of required documents with radio buttons). At the bottom, there is an 'Action' bar with several buttons: 'Upload Picture', 'Upload PDF File', 'Add Lot Location' (highlighted with a yellow circle), 'Lot Locations', 'Add Irrigation', 'Irrigations', and 'Add Facilities', 'Facilities'.

Fig 3.3.4.a Adding Lot Location

The screenshot shows the 'ADD LOT LOCATION' form. It contains the following fields and values: 'Application Tracking Number: ACCRE-AF-R03-09-2023-000029', 'Accreditation Number: 03-R-7/25-Rci-26558', 'Farm Location', 'Farm Address: -- MALIGAYA SCIENCE CITY OF MUÑOZ NUEVA ECIJA, REGION III', 'Lot(s): Ex. Lot R-1', 'Region: REGION III', 'Province: Select Province', 'City: Select City', 'Barangay: Select Barangay', 'Lot Hectarage: 0.0000', and 'Lot Type: Select Farm Type'.

Fig 3.3.4.b Lot Location Form

The first button on the left is the form entry for adding lot location. The second button on the right are the list(s) of lot location that has been created for the accreditation.

Please complete the details and press save button on upper right-hand side of the page.

Please add one (1) lot per entry for accreditation. If you have more than one (1) lot location, go back and add a lot location again.

The saved lot location(s) is listed and can be viewable on *lot locations button*.

3.3.5 Accreditation Form - Geotag Lot Location

To geotag the lot location just tap the lot number record and select the *Geotag* option from the pop-up message.

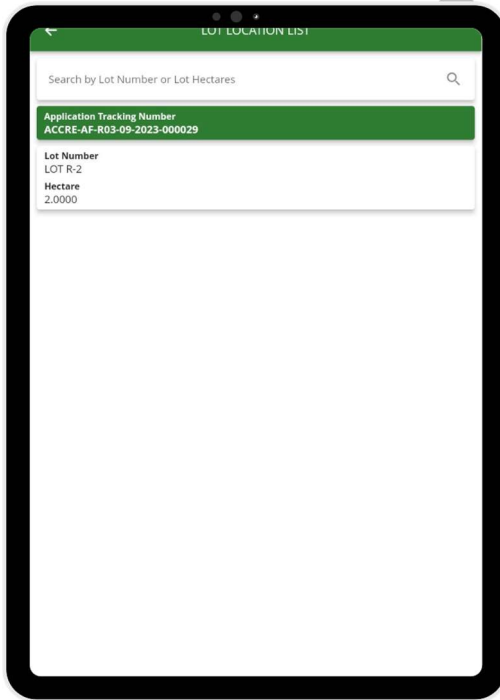


Fig 3.3.5.a Lot Location List

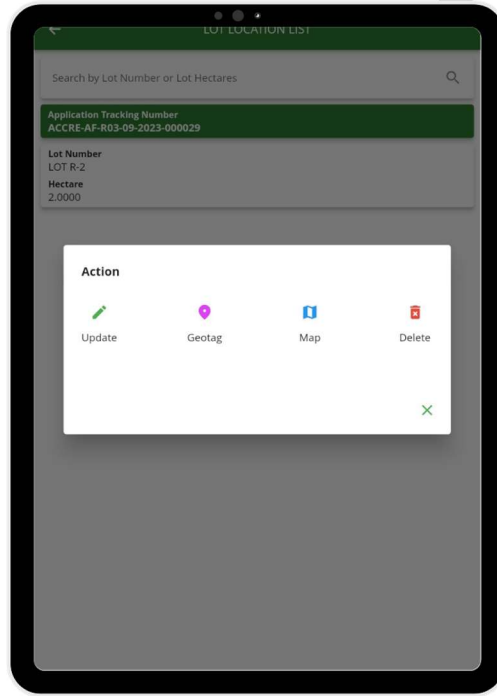
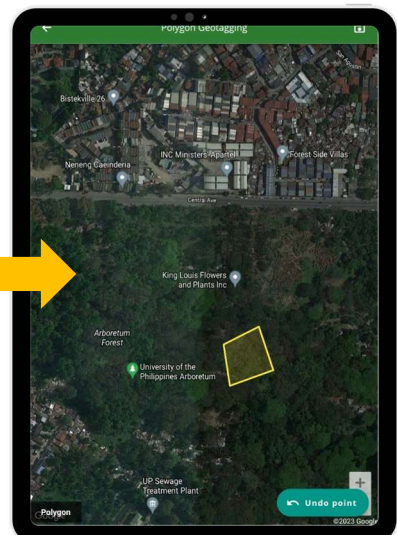
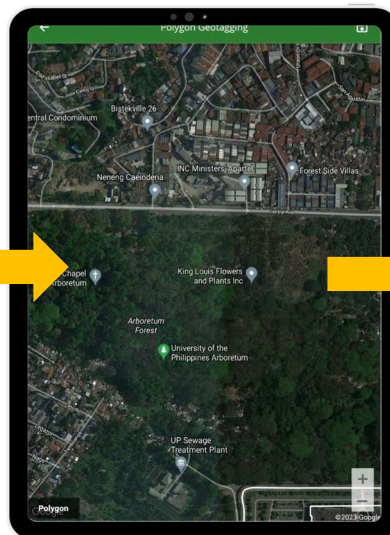
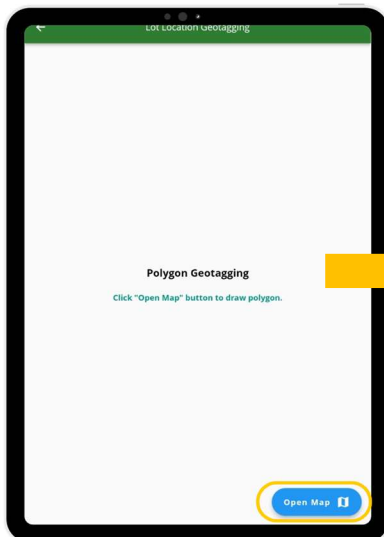


Fig 3.3.5.b Geotag Lot Location

Press **Open Map** when you're ready.

Tap the exact location from the map and move to next spot until you form a polygon that will mark your lot.

When you see the yellow polygon shape, you are good to go. Hit the save button to capture geotagged lot location



Note: To pin the exact geotag location (yellow polygon), use your fingertip to point from the map by tapping your mobile device screen. When you see **Undo Point** option at the bottom right hand of your screen it will be the indication to start the geotagging. Prepare the next point of the lot location by tapping your screen again until you form the polygon shape.

To get the proper coordinates, the starting point where you first tap your lot location must be the last point and the ending of the geotag.

Press the **Undo Point** for incorrect geotagged spot.

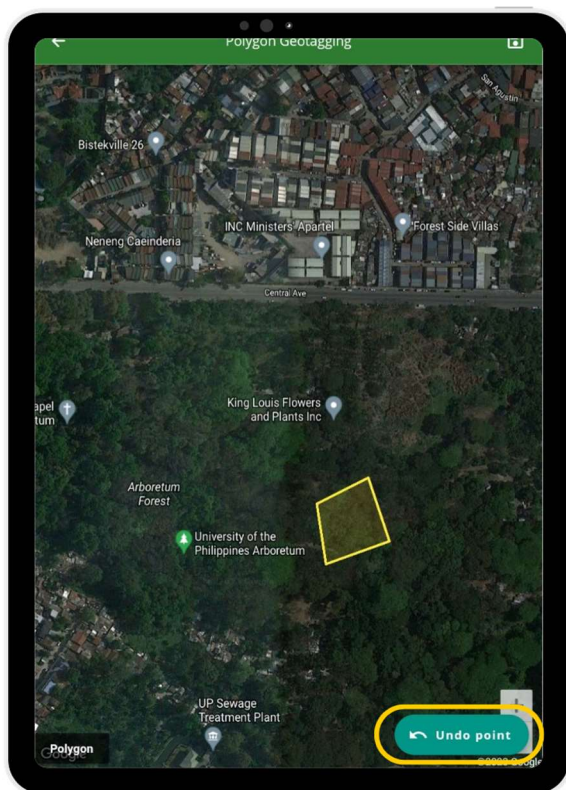


Fig 3.3.5.b Geotag Lot Location

It is the polygon geotagging technology, connecting the area points to draw precise spots and mark it as the mapped lot locations

The geotagged location is saved and can be viewable into *map* option.

Updating and deleting lot location created can be done on the same step. Select the update option if there are any changes on lot location(s) record.

3.3.6 Accreditation Form – Irrigation

If you are done with the *lot location* your next step is the *irrigation* details. To add the irrigation details, select the “add irrigation” button to proceed with selecting the *irrigation type*. As shown on below screenshot once you are ready you can save your work, hit the save button on upper top right-hand side of the page.

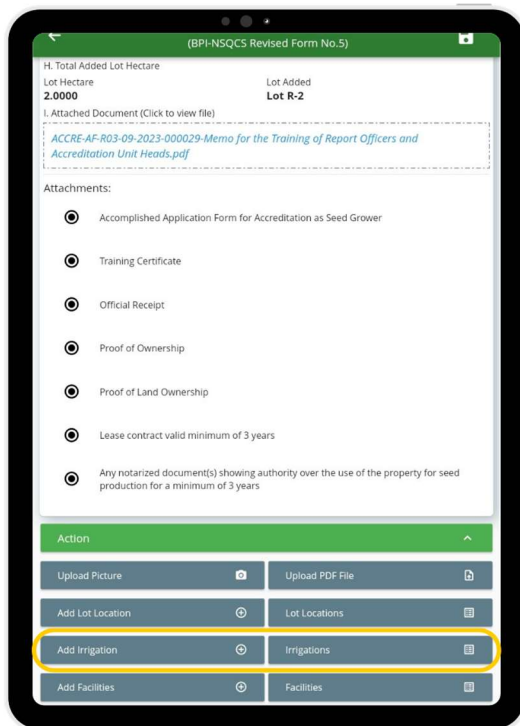


Fig 3.3.6.a Accreditation Form - Irrigation

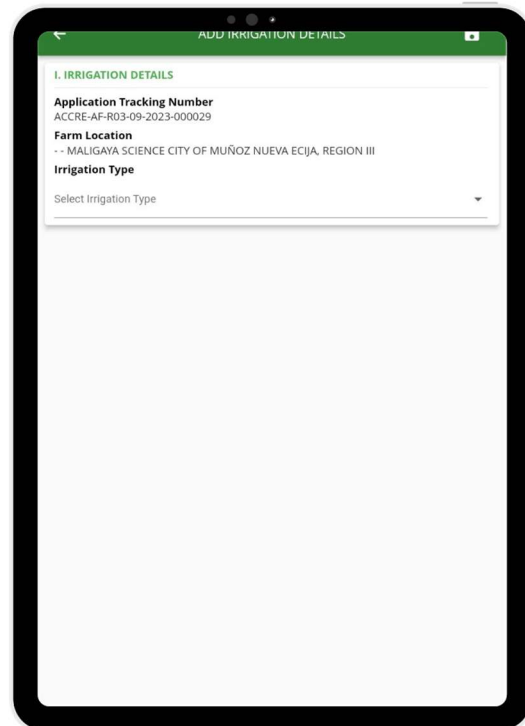


Fig 3.3.6.b Irrigation Form

The irrigation(s) are viewable through selecting the right button “irrigation”, this is the listed irrigation records.

By tapping irrigation record a pop-up screen will be displayed. To complete the irrigation information, you must upload photo(s).

Image(s) that have been uploaded are viewable through this option, just select the image to review the captured photos.

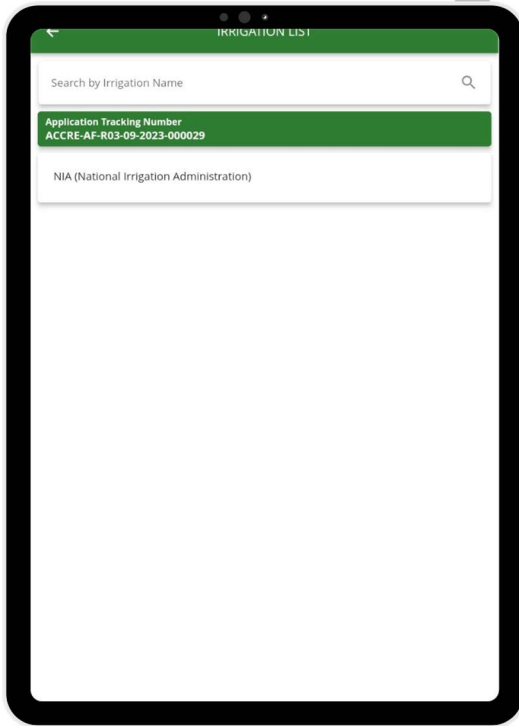


Fig 3.3.6.c Irrigation List

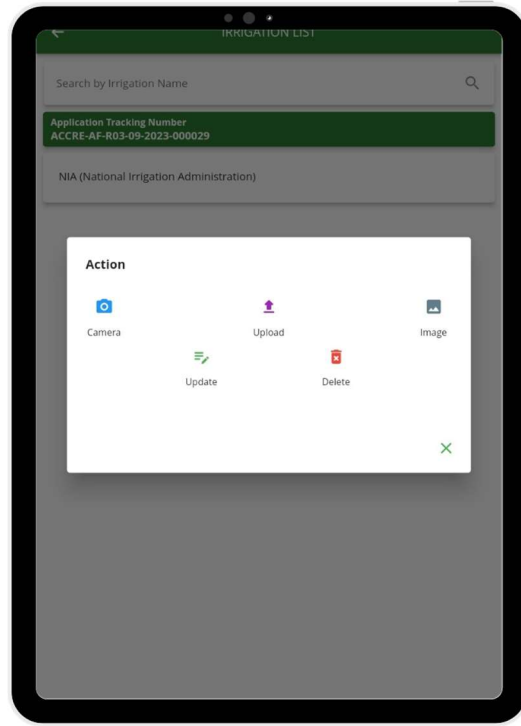


Fig 3.3.6.d Irrigation Action Option

This is the same step if you would like to go back and update your irrigation record. A delete option is visible if you wish to remove the record.

3.3.7 Accreditation Form – Facility

The facility section is the last detail you must complete in accreditation application. On the same page select the last button “add facilities” to select the facility-equipment name from the dropdown. Once you are ready select the save button on the top right-hand side of the *equipment* form.

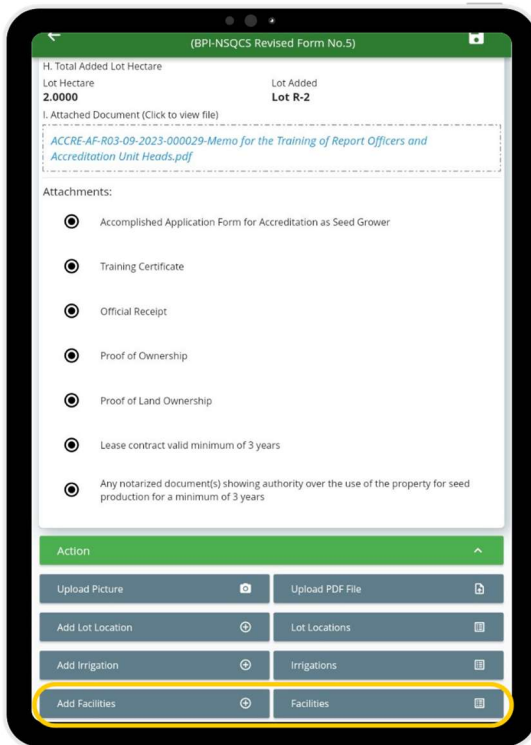


Fig 3.3.7.a Accreditation Form - Facility

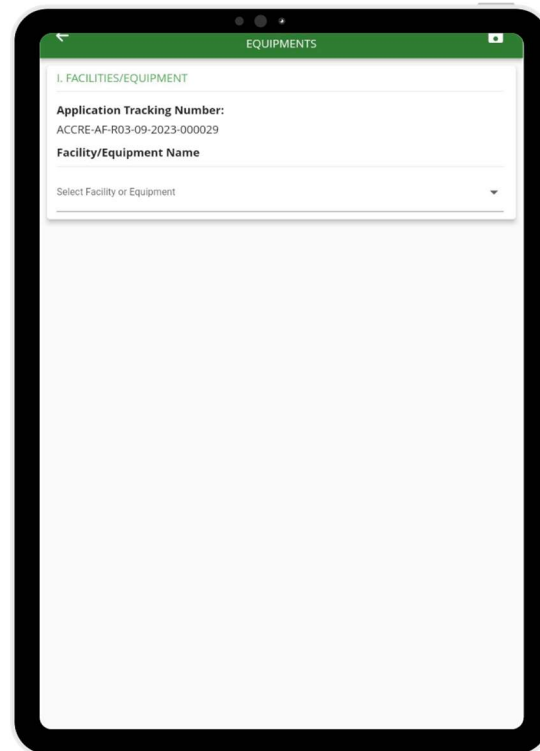


Fig 3.3.7.a Accreditation Form - Facility

The facility records are viewable on the right option “facilities” button.

By tapping the facility record a pop-up message will be displayed for other action and options. To complete the accreditation form you must upload an image of the facility or equipment. If you would like to review the photo(s) you uploaded, just select the “image” icon from the action option.

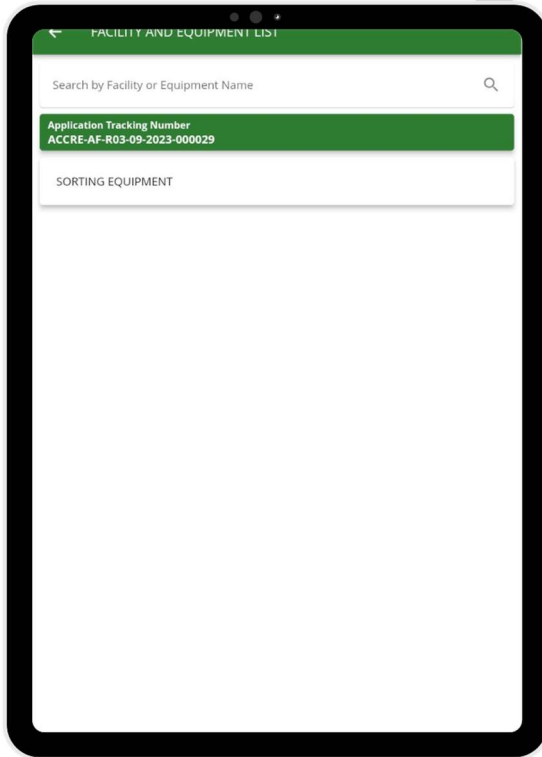


Fig 3.3.7.c Facility List

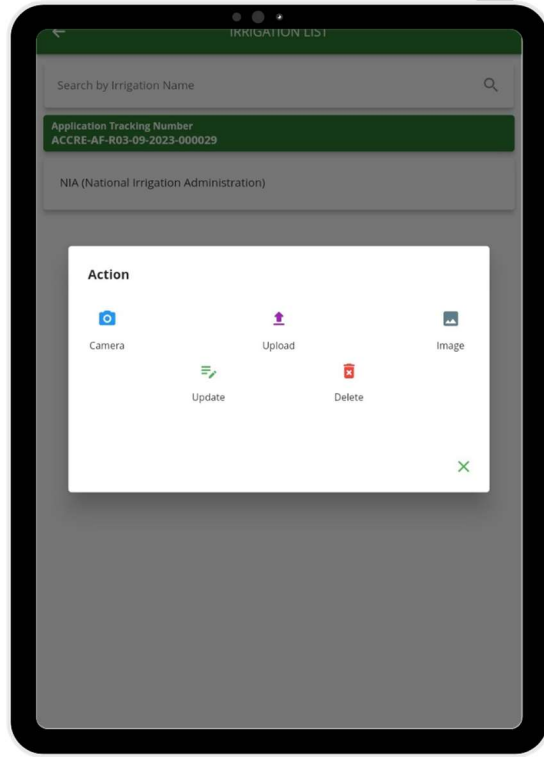


Fig 3.3.7.d Facility Option

User can update and delete entries the faculty and equipment record.

3.4 Inside Farm Management Module

Navigate the farm management module page thru the side navigation panel.

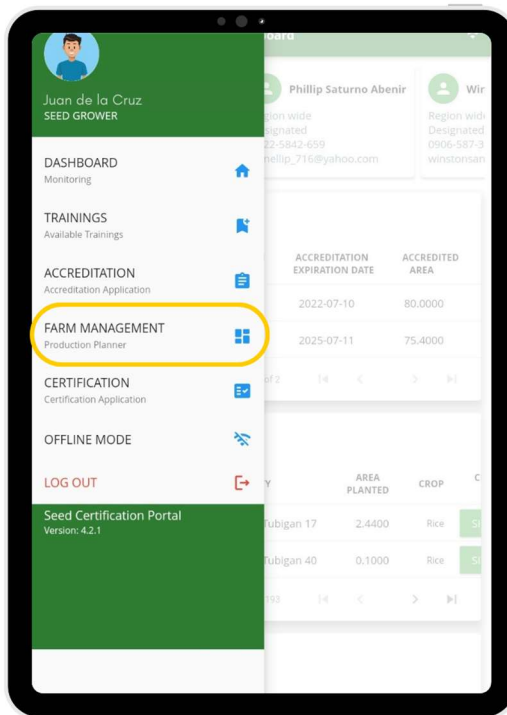


Fig 3.4.a Farm Management

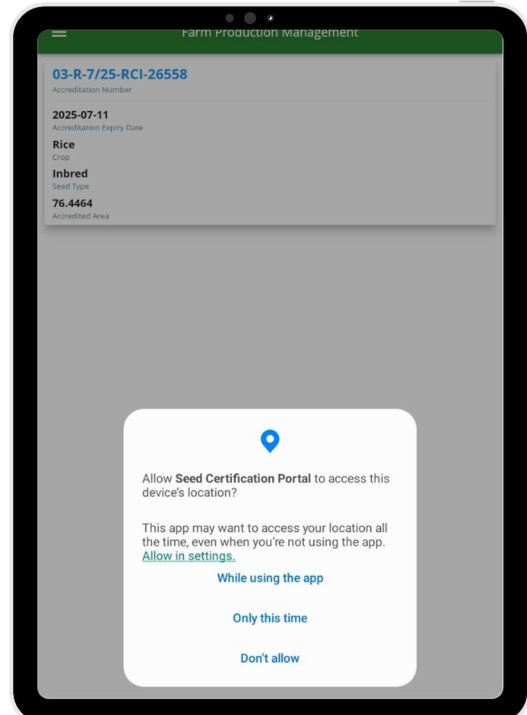


Fig 3.4.b Inside Farm Management

In farm management module user can add the production area as sub details of the accreditation application, this is the field production profiling.

By tapping the accreditation record the farm production area page will be displayed.

3.4.1 Adding Production Area – Farm Management

To add new production area, tap the plus (+) icon from the upper right hand of the page to proceed with the encoding the details.

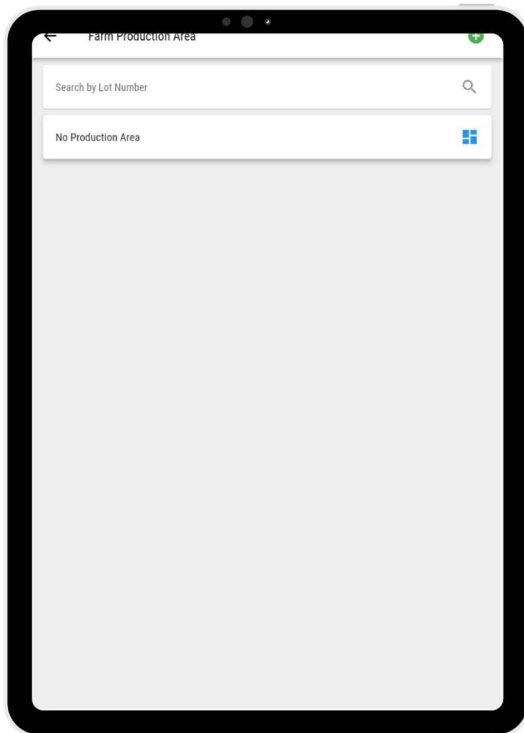


Fig 3.4.1.a Farm Production Area List

Fig 3.4.1.b Production Area Form

Please save your record once you have completed the record.

3.5 Inside Certification Module

Navigate your certification module page thru the side navigation panel

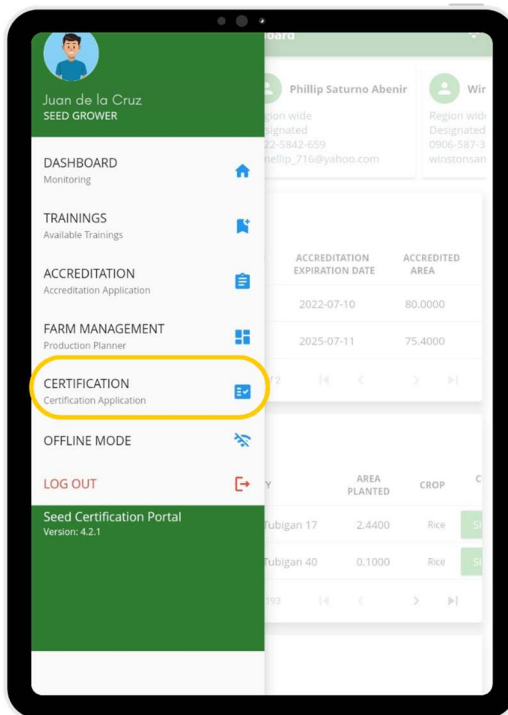


Fig 3.5.a Certification Module Panel

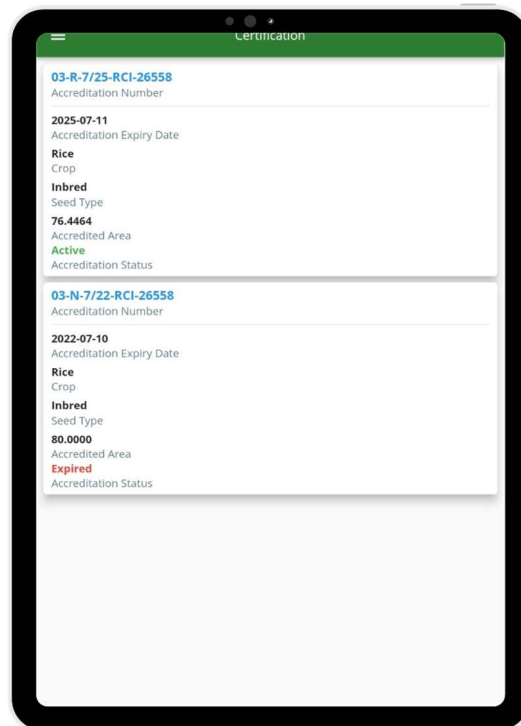


Fig 3.5.b Certification List Page

Accreditation status monitoring for individual Seed Grower (SG) and Seed Producer (SP) listed on the next page.

3.5.1 New Seed Certification Application

As the *active* accreditation record is listed for the Seed Grower or Seed Producer, they can apply Seed Certification by tapping the active accreditation(s) and then it will proceed to the Certification Plantings page.

The seed certification(s) application is displayed. These records can be viewed by tapping it. If you have specific certification tracking number you want to find, please use the advance search option by typing it and hit the search icon.

To add new certification there is a plus (+) icon on top right-hand side of the page to proceed with the certification planting form.

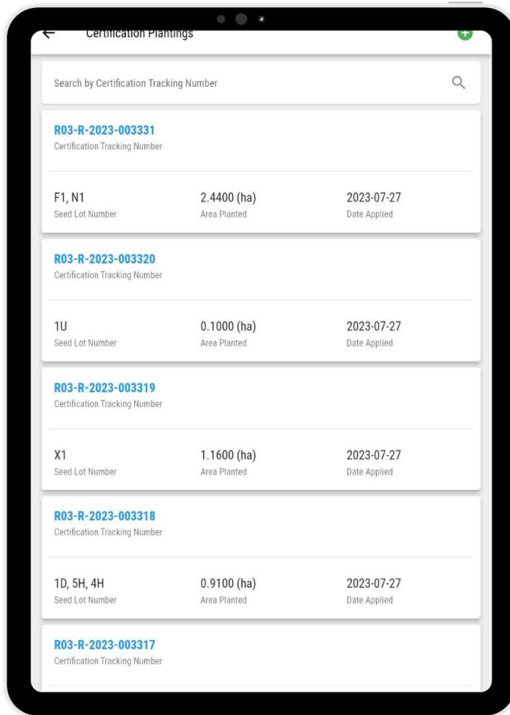


Fig 3.5.1.a Certification Planting List

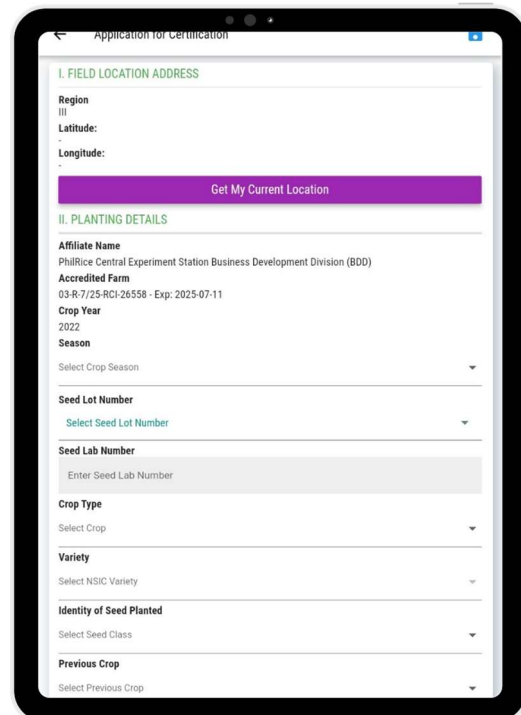


Fig 3.5.1.b Seed Certification Form

The “Get My Current Location” from the new form is to capture your precise location. To complete the certification application there are three (3) sections that user may have to complete and filled out – the field location address, planting details and crop details.

To save your record tap the button on the top right-hand side of the page. User will be prompted for any blank or incomplete fields before saving it.

4. Troubleshooting & Support

4.1 Special Considerations

1. The **Seed Certification Mobile App** not launching/frequent crashes.
 - Ensure that the app is updated to the latest version.
 - Restart your device and try again.
 - Clear the app cache and data.
 - Uninstall and reinstall the app.
 - Check for any compatibility issue with your Tablet or Phone firmware.
2. Connectivity Issues
 - Check if your device is connected to the Internet.
 - Disable and enable Wi-Fi.
 - Check your Mobile Data.
 - Restart your device and try again.
3. Slow Mobile App Performance
 - Please try closing other background apps to free up device resources.
 - Clear the app cache and ensure that their device's software is up to date
4. Missing or inaccurate data
 - If the app is not displaying the correct information or some data appears to be missing, suggest that the user refresh the app or log out and log back in.
 - Kindly check the app version and make sure it is up-to-date.
5. Feature or Functionality Issues
 - Please check with the team if there any known issues or updates related to this feature.
 - It will be helpful to refer on documentation for troubleshooting steps or contact the support team.

6. Log in or Account Issues

- Please double check your username and password and ensure it was entered correctly.
- You may contact the support to reset your password if necessary.

7. Polygon Geotagging button is not responding.

- Please ensure that the Google Map App is up to date.
- Please check if there is a Software Update with your Phone to Table.
- The app has not been permitted or authorized with your devices.
- Close the mobile app and open it again.
-

8. Unable to view or access the saved geotagged photos

- Grant the Mobile App permission to your devices to access the files and storage.

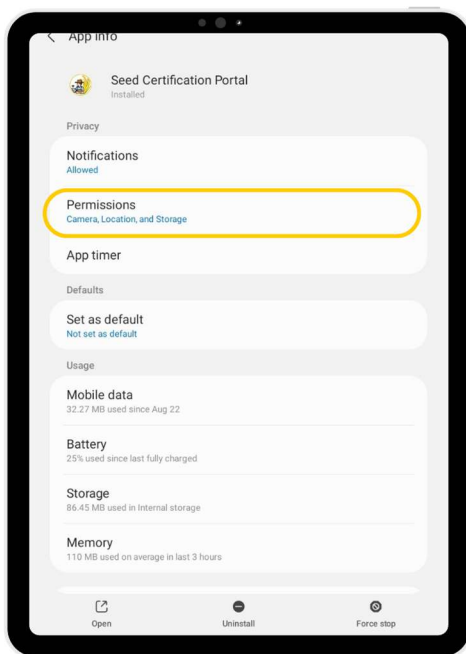


Fig 4.1.a Mobile App Permission

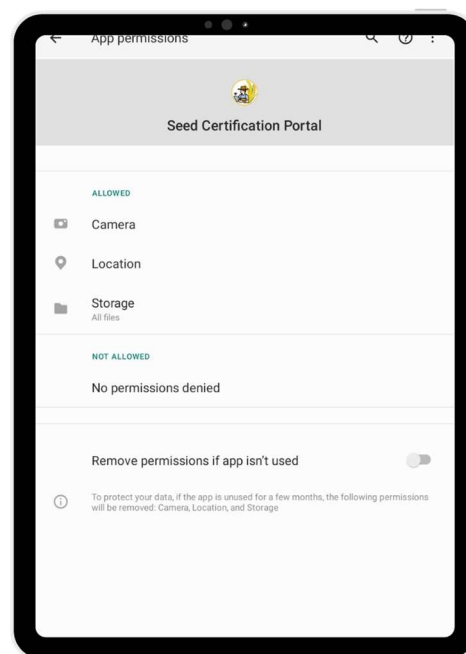


Fig 4.1.b Mobile App Permission

4.2 Support

Once you have chosen the contact method and gathered the necessary information, reach out to the support team using the provided contact details. In addition to the contact support information above, the Seed Certification Mobile App Support Team has a messenger group to help speed up the support process. Kindly provide a clear and concise description of your issue or inquiry. If possible, include any relevant information or details you have gathered. If you do not receive a response within the expected timeframe or your issue is unresolved, do not hesitate to follow up with the support team. Remember to remain polite and patient when communicating with support. The support team will do their best to assist you with your problem or inquiry.

Table 2 - Support Points of Contact

Contact	Organization	Phone	Email	Role	Responsibility
RSIS Helpdesk	BPI NSQCS	8-920-0968	nsqcsrsis@gmail.com	Support	Helpdesk

Appendix A: Record of Changes

Application Version

Version 4.2.1

- Stable version

User Manual Version

Table 3 - Record of Changes

Version Number	Date	Author/Owner	Description of Change
5.0	09/01/2023	BPI NSQCS	Recompilation of Supported Documents

Appendix B: Glossary

Table 3 - Glossary

Term	Acronym	Definition
Seed Inspectors	SI	Seed Inspectors
Seed Growers	SG	Seed Growers
Seed Producers	SP	Seed Producers

Appendix C: Referenced Documents

Table 4 - Referenced Documents

Document Name	Document Location and/or URL	Issuance Date

Appendix D: Approvals

Table 5 - Approvals

Document Approved By	Date Approved
----- Jeruselito Gerance RSIS Project Consultant Bureau of Plant Industry - NSQCS	----- Date
----- Ruel C. Gesmundo OIC-Assistant Director for Regulatory Services And Concurrent Chief NSQCS Bureau of Plant Industry - NSQCS	----- Date

Changes to this User Manual will be coordinated with, and approved by, the undersigned, or their designated representatives.