USER MANUAL

SEED INSPECTORS MOBILE APPLICATION

RSIS

RICE SEED
INFORMATION
SYSTEM

bpinsqcs.da.gov.ph

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1.   Introduction

One integral part of the Rice Seed Information System (RSIS) project is the Seed Inspector Mobile Application (SI Mobile App). This mobile-based application is expected to deliver reliability and real to near real-time information updates from respective applications, submissions, and updates. The SI Mobile App is part of the RSIS Framework which collects and consolidates data to provide an efficiency to our Seed Inspectors (SIs). The SI Mobile App integrates the use of smartphones or tables with global positioning system (GPS) and the internet to track farm areas and map the exact location of field lot in using different methods (*point and polygon mapping*), this is the Geotagging Technology. Read the documents, which provides clear methods of unambiguous, informed consent at the time of data collection, when we do collect your personal data. We collect only the minimum amount of personal data necessary, unless you choose to provide more. The best effort is made to apply this Privacy Policy to this documentation created by the documentation author.

Welcome to read the Seed Inspectors Mobile Application Manual. At Read the Docs, we believe in protecting the privacy of our users, authors, and readers.

1.1   Overview

As part of the RSIS Project Integration, the SI Mobile App play a vast role in processing and validating data coming from the DA-PhilRice Seed Growers App. The farm geotagging data that is captured by SI Mobile App is to be viewable and listed for inspection by our Seed Inspector / Coordinator on a mobile phone or tablet.

Fig 1.1. SI Mobile App diagram

1.2   Purpose

The Seed Inspector Mobile Application (SI APP) User Manual is a brief document that provides an overview of the data and information captured from the Seed Growers App. It is illustrated with a step-by-step procedure for the installation, navigation menus, and functions. It aims to guide primarily the Seed Inspector users and familiarize them with the system.

2.   Getting Started

2.1   Downloading and Installing SI Mobile App

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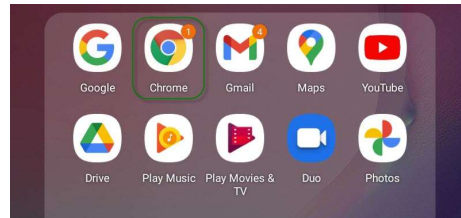

Fig 2.1.a Google Chrome App

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

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.
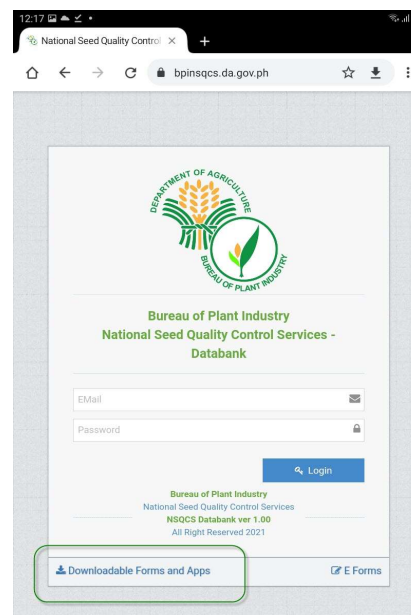

Fig 2.1.b Databank Web App

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

You may see a pop-up screen like the screenshot (**Fig. 2.1.d**) below asking you to proceed, please click **OK** to acknowledge it.

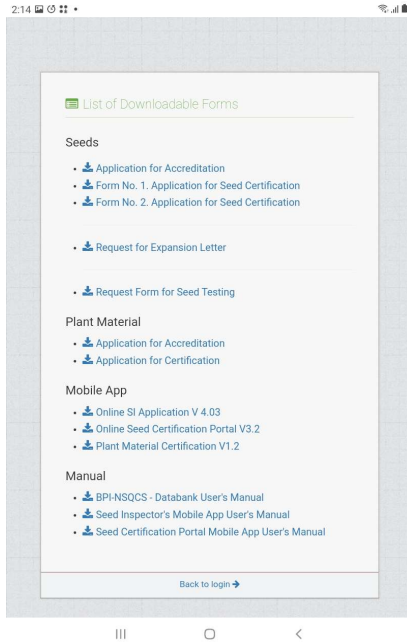Wait for the SI Application APK to be downloaded as shown below (**Fig. 2.st1.e**).
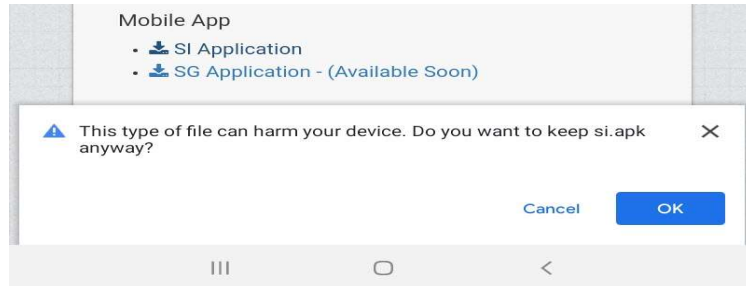

Fig 2.1.d Download acknowledgment

Fig 2.1.c SI Mobile App link
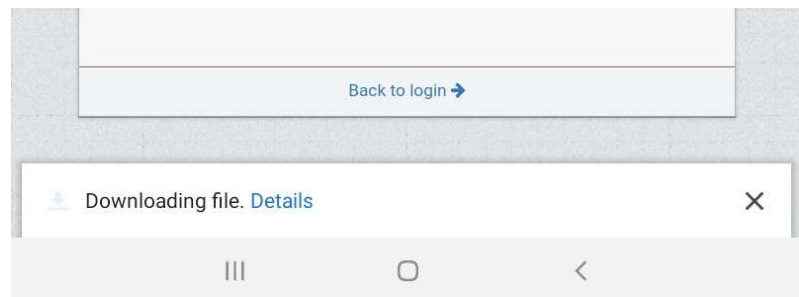
Fig 2.1.e Downloading notification

Once it got downloaded, please click **Open** to install.
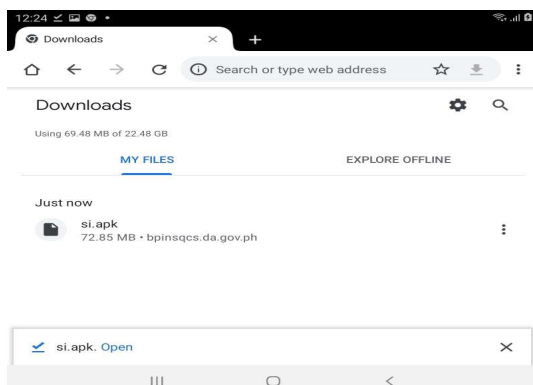
Fig 2.1.f

A pop-up screen will be showing up, like in the screenshot (**Fig. 2.1.g**) below. Please click **Install** to proceed with the installation.

A progress and installation window will show up. After a couple of minutes, it will notify you on your screen that the app is already installed.

Note: Please observe that if you are switching screens from your phone or tablet while installing SI Mobile App you might not be able to see the below screenshots however the installation will be processed in the background.
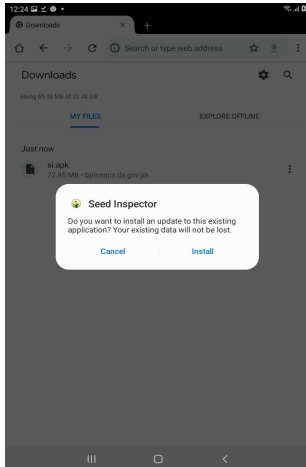
Fig 2.1.g Pop up –
Acknowledge to install
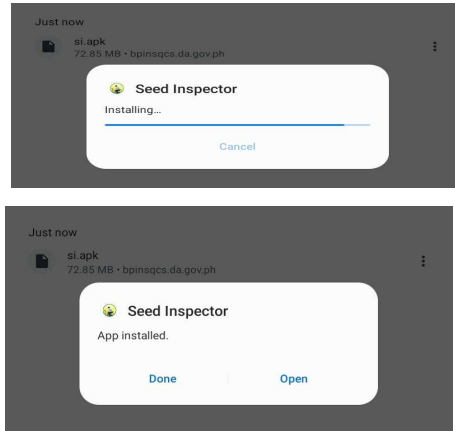
Fig 2.1.i Installation notification

After the installation, please navigate your phone or tablet and look for the SI Mobile App in the screenshot below.

Fig 2.1.k SI Mobile App Icon

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.

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

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

Table 2.3.a Firmware versions

Hardware	Capacity
Memory	At least 2GB
Processor	~

Table 2.3.b Hardware requirements

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.

The Seed Inspectors (SI) have been categorized into two (2) kinds; the *designated* and *deputized*. These had been identified in the NSQCS Databank Database through the seed inspectors' profiles. No other users or groups are allowed to access the system unless a part of the system has received account and involvement approval is obtained.

When Seed Inspector (SI) employment ends, 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 Seed Inspectors violate the security policy, access will be immediately removed and terminated.
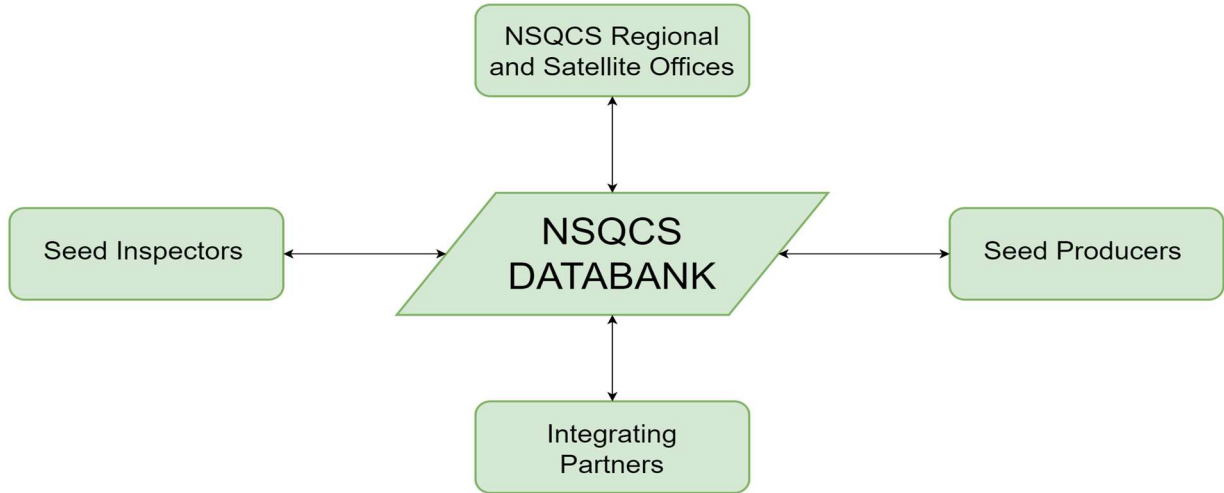
1 Level 0 Data Flow Diagram - User Accounts and Access

Fig 2.4 Seed Inspector Account

2.5   Accessing the System

Please launch the SI Mobile App from your phone or tablet. The log-on screen will be prompted as shown in the screenshot below.
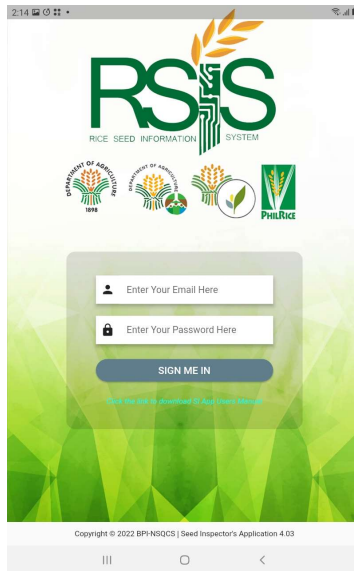
Fig 2.5.a Log in screen.
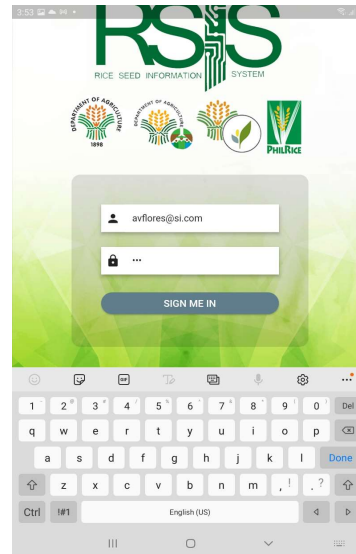
Fig 2.5.b Log in screen.

Registered *Email Addresses* from the system will be your *login* credentials. The initial of your **first name,** followed by the initial of your **middle name** and full **last name** then @ sign and *si.com* (e.g. Juan Mendoza Cruz, jmcruz@si.com).
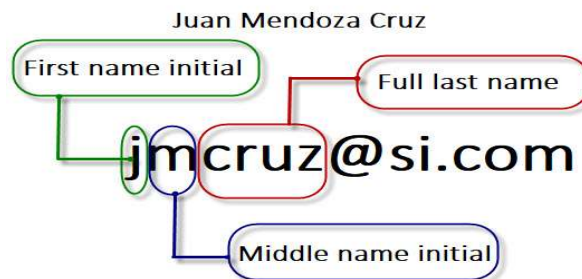
Fig 2.5.c Username conventional.

For the default *password* please contact RSIS Helpdesk and Administrators.

Note: The default username and password may vary for security reasons and concern of the project.

2.6   System Organization & Navigation

Side Panel and Dashboard
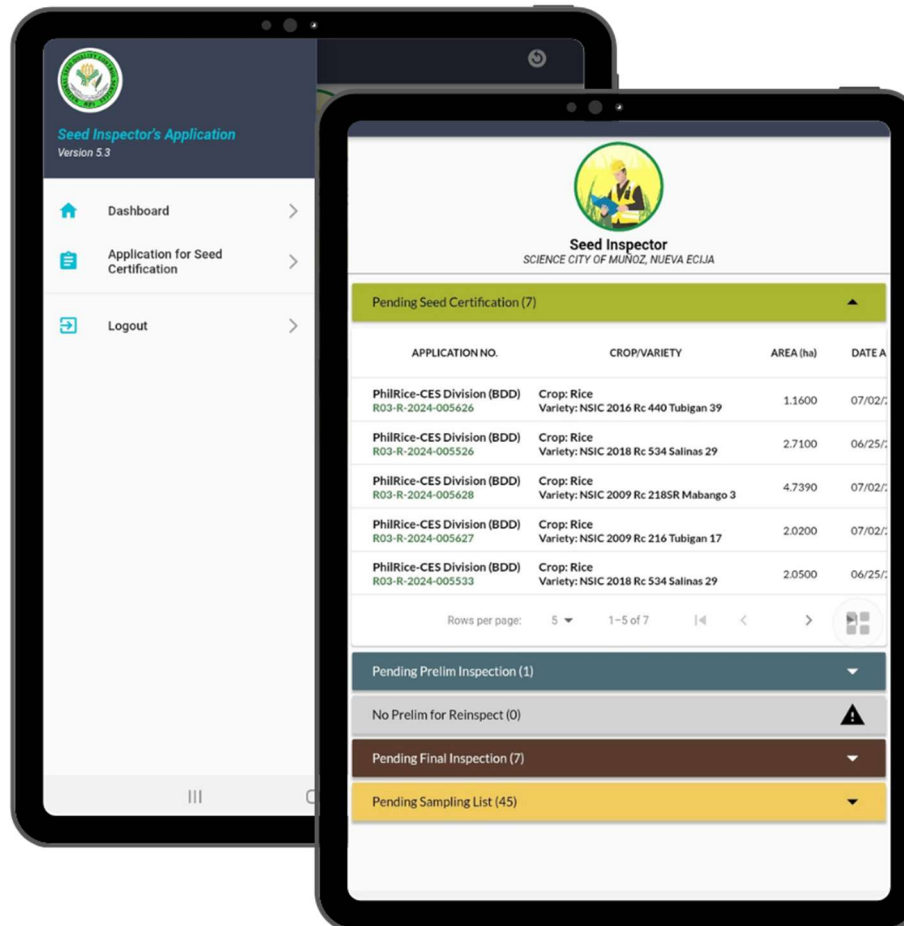
Fig 2.6.A Main Dashboard

After you key in your username and password, the main screen **Dashboard** will be displayed. There are five (5) sections on the main dashboard. The *Seed Certification*, **Preliminary Inspection**, *Prelim for Reinspect*, *Final Inspection,* and *Seed Sampling.*

Please check your Si Mobile App version below.

Please refer to the next screenshot to familiarize yourself with the navigation of the icons and functions of each section.

This is the user's action list or viewable list of tasks window.

2.7   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 SI Mobile App off the screen to let it go.

3.   Using the System

3.1   Seed Certification

Pending certification can be viewed by dropping down the panel. It will initially display important columns like the number of pending applications, the tracking number or application number, variety, area, crop type, and date being applied. If users would like to view the details of the application, just tap the row of the record, and the Application Seed Certification form will be displayed.
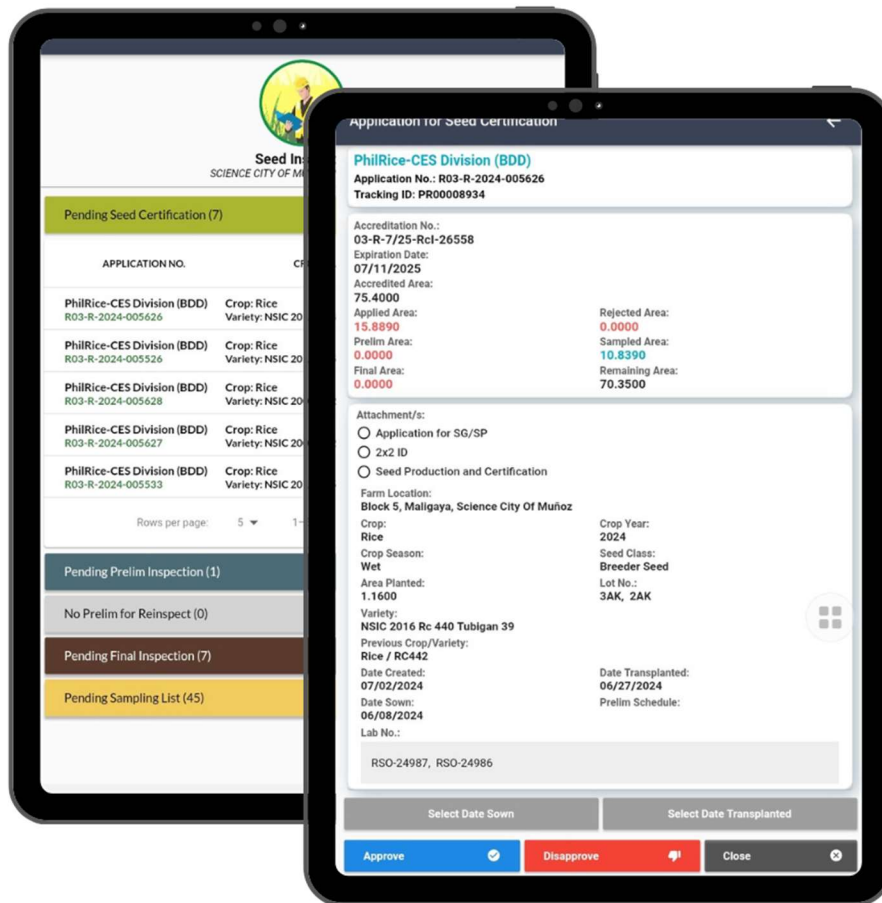

Fig 3.1.a Pending Seed Certification

3.1.1   Seed Certification Form Section

With the successful integration between two (2) applications, the DA-*Philrice Grow App* and the *BPI SI Mobile App*, the data that will push through from the Grow App goes to the SI Mobile App. This is an automated process and that is synchronized every 10 minutes to capture and upload it to the database. These are the data-fields that are expected by the seed inspectors to proceed with their inspections.

The authorized users or Seed Inspector account could see and have access to approve or disapprove the request. If you see your buttons grayed out it means you do not have any access, and these applies to all other forms.

If the two buttons **Date Sown** and **Date Transplanted** were disabled and the data was already captured from DA-Philrice GrowApp, please manually input the Date Sown and Date Transplanted as a required field.
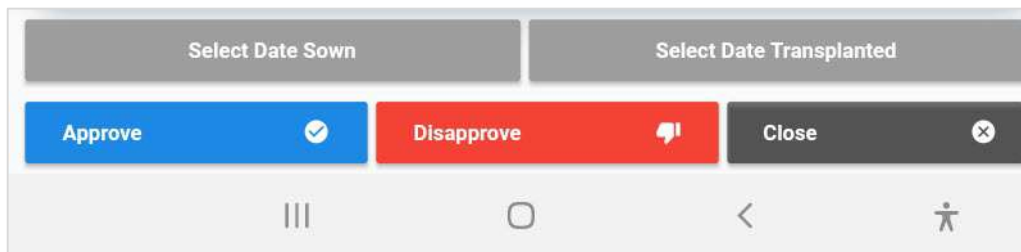

Fig 3.1.1 Seed Certification buttons

Note: if your account should have access to any of the buttons and it was disabled, please contact your supervisor and it will be reported to the system administrator for further action.

Please validate the data and information to see if they are correct before approving the certification

Please take note **Lab no**., **Date Sown**, and **Date Transplanted** are mandatory fields.

Certification Approval

- If the Seed Certification Application was already ***approved or disapproved***, the **SI** could no longer edit the status. The certification record is now ready for Prelim Inspection.

- If there are any incorrect details or information from Seed Certification Application Form, please contact your Seed Grower (SG) who submitted the records.

- The Seed Grower (SG) must update the information in the *DA-PhilRice Grow App*.

3.2   Prelim Inspection

After the approval of Seed Certification Application, this record will be ready for Preliminary inspection.

The displays and columns are captured from the Seed Certification form, making another step to complete the process. Like the Seed Certification, if you would like to view the details, tap the row, and it will display your Preliminary Inspection form.
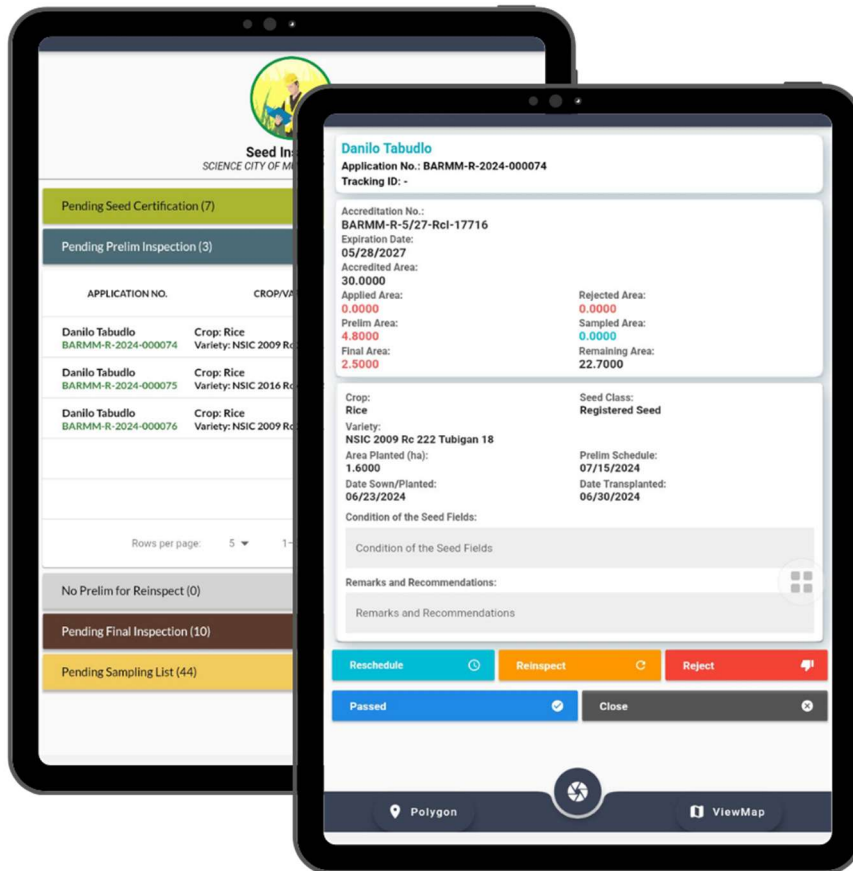

Fig 3.2 Prelim Inspection

3.2.1   Prelim Inspection Form Section

You are on the right track if you see the page below. The Preliminary Inspection Form details were displayed.

The system detects first-time users of the App; it happens that you saw the below message from your mobile devices please allow the SI Mobile App to access your respective devices.

Note: The primary requirements of the SI Mobile app are to have access to your *Device location* (GPS and Google maps), *Camera* (taking a photo of the geotagged area), and *Storage* (for saving the geotagged photos).
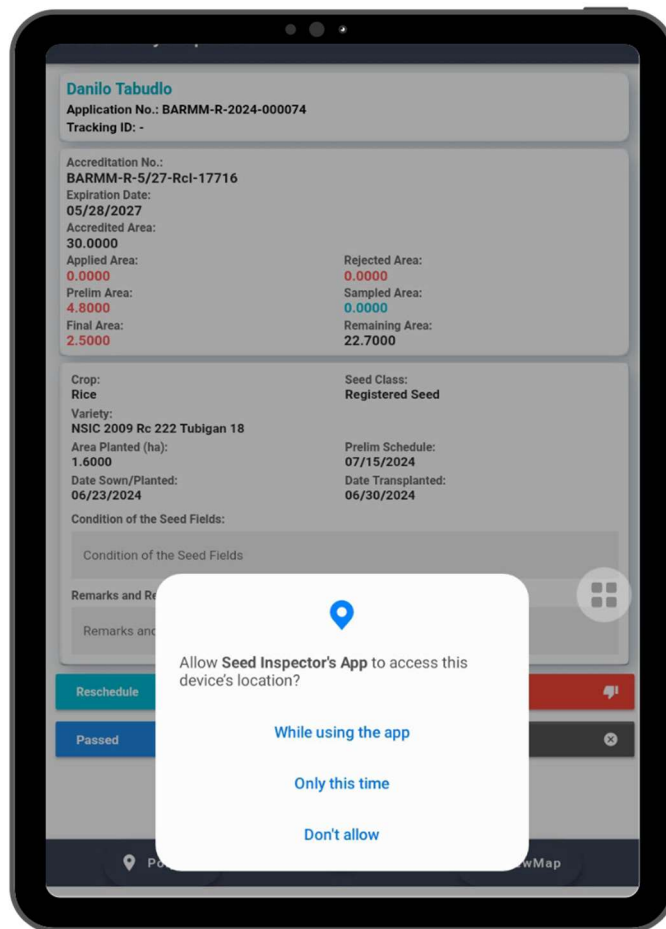

Fig 3.2.a Preliminary Inspection – Authorized Device Location

For security purposes, if you are unsure of the permission that the app was asking for, please contact your supervisor and it will be directed to our system administrator for further checking and verification.

Below is the screenshot of the below buttons on the Preliminary Inspections form.
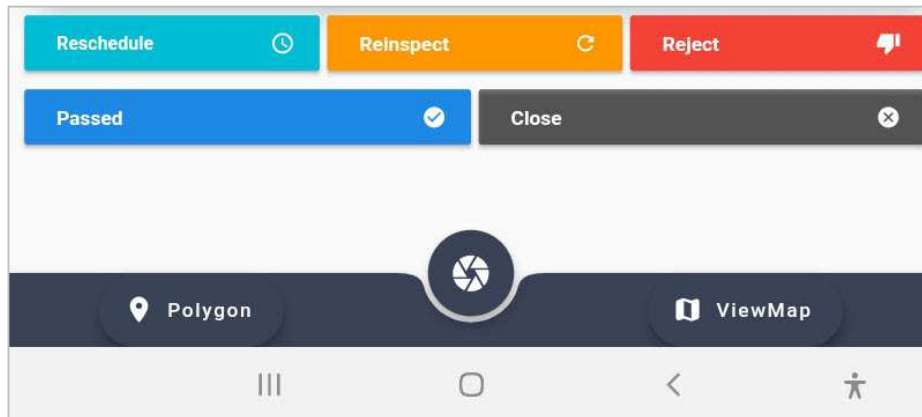

Fig 3.2.b Prelim Inspection Buttons

3.2.2   Prelim Inspection Status

Reschedule – In any case that some parties are not available on the scheduled date.

Reinspect – Special cases where some unfinished or incomplete jobs are still pending.

Reject – Wherein some special conditions that did not meet the standards.

Passed – If the prelim inspection application is ready for a final inspection.

3.2.3   Geotagging

Point Geotagging – at first use, you will be prompted to allow access to your camera. Please do so to capture the location.

This is a single-point reference, meaning you must be in the place or location where you would like to get the geotag.

Polygon Geotagging – you will be prompted to open the map. This is the "**Open Map"** button at the right bottom side of your screen.

A very flexible way to capture the location. Please see the next topic for further instructions.

View Map – After you Geotagged the location, if you would like to go back and view the location, this is the right place to back and check it again.

View Images – After you Geotagged the location, the photo(s) that were captured will be saved and kept as a reference.

Point Geotagging – it is called single-point referencing. A way to capture the coordinates or the geotag location of the lot to be inspected is by taking photos, and the corresponding coordinates will be recorded as follows;
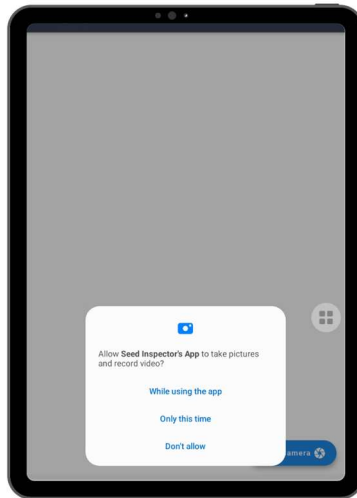

Fig 3.2.3.a Point Geotagging –
Allowing SI Mobile App to access
the Camera.

The screenshot above showed that when you first access the point geotagging you will be prompted to allow SI Mobile App to access the camera. Please proceed and click the Allow option.

The next step is the camera. Select the area or location that you would like to capture, after you took the photo(s) the coordinates will be saved as your reference for Geotagged location. Please do not forget to acknowledge the **OK** button to save it or **retry** if you took the wrong photo and you want to redo it again.

You could check your work by going to the View Map button and it will drive you to the location where you took the photos. This is the officially recorded coordinates of the location to be inspected.

1. Polygon Geotagging – this is a multi-point reference to capture the desired geo-tag location. Please choose "**Open Map**" as shown in the screenshot below. After you open the map, by default it will take you to your exact location; otherwise, if you have a specific location.

Fig 3.2.3.c **Polygon Geotagging Inspection Form**
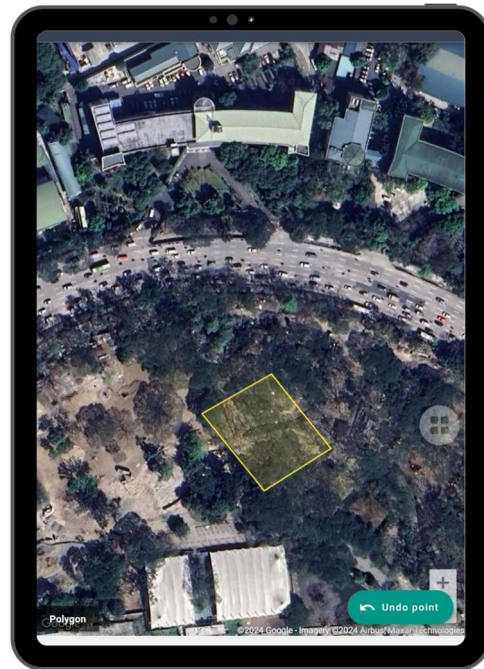

Fig 3.2.3.d **Polygon Geotagging Inspection Form**

If you pointed and marked the wrong location, you could redo it by pressing the "**Undo Point**" until it clears out the markup line.

When you have marked it correctly, there is a Save icon at the top right-hand side of the corner. Press it to save your work. The image will be stored and can be accessed via the **View images** button.

3.3   Prelim for Reinspection

This is an additional status for Prelim Inspection. The Seed Inspectors (SI) could see through this window if there are any pending prelims prior to the original date of inspection. A good feature is that SI could easily go back with their rescheduled preliminary inspections.

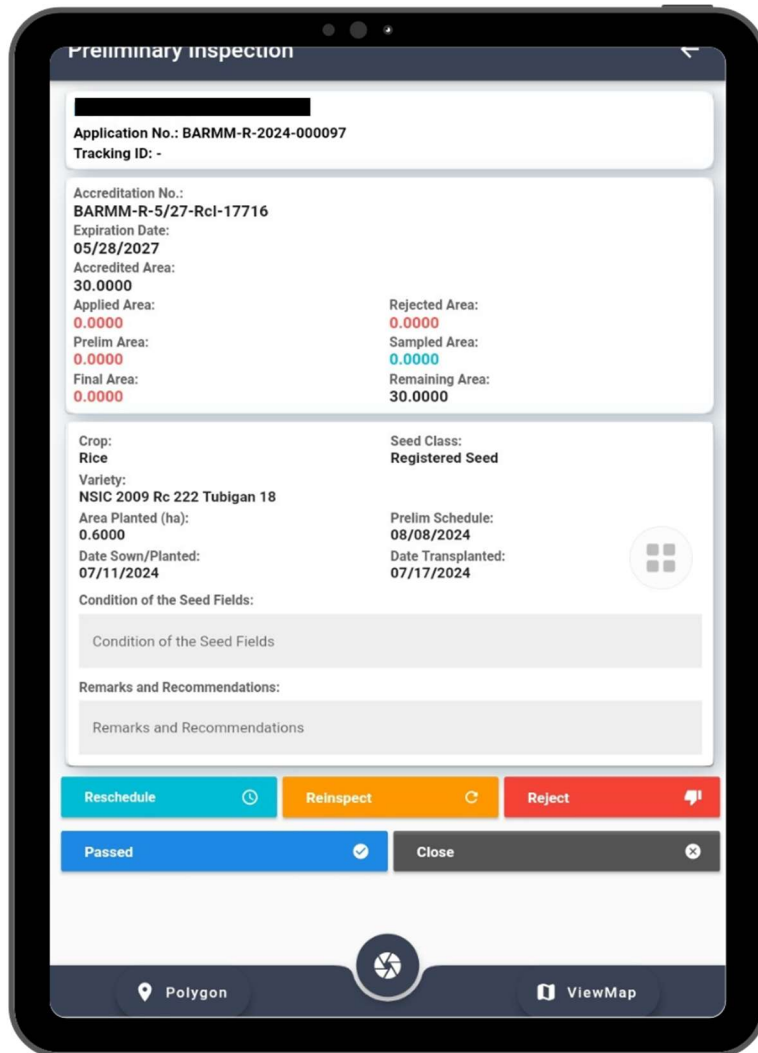The forms and details are the same as the prelim inspection.

Fig 3.3 Prelim for Reinspection

3.4   Final Inspection

After the Preliminary Inspection, the next step is to validate the Final Inspection. Like the preliminary inspection, the user could view the status of the final Inspection.

Below screenshot of the actual final Inspection form.
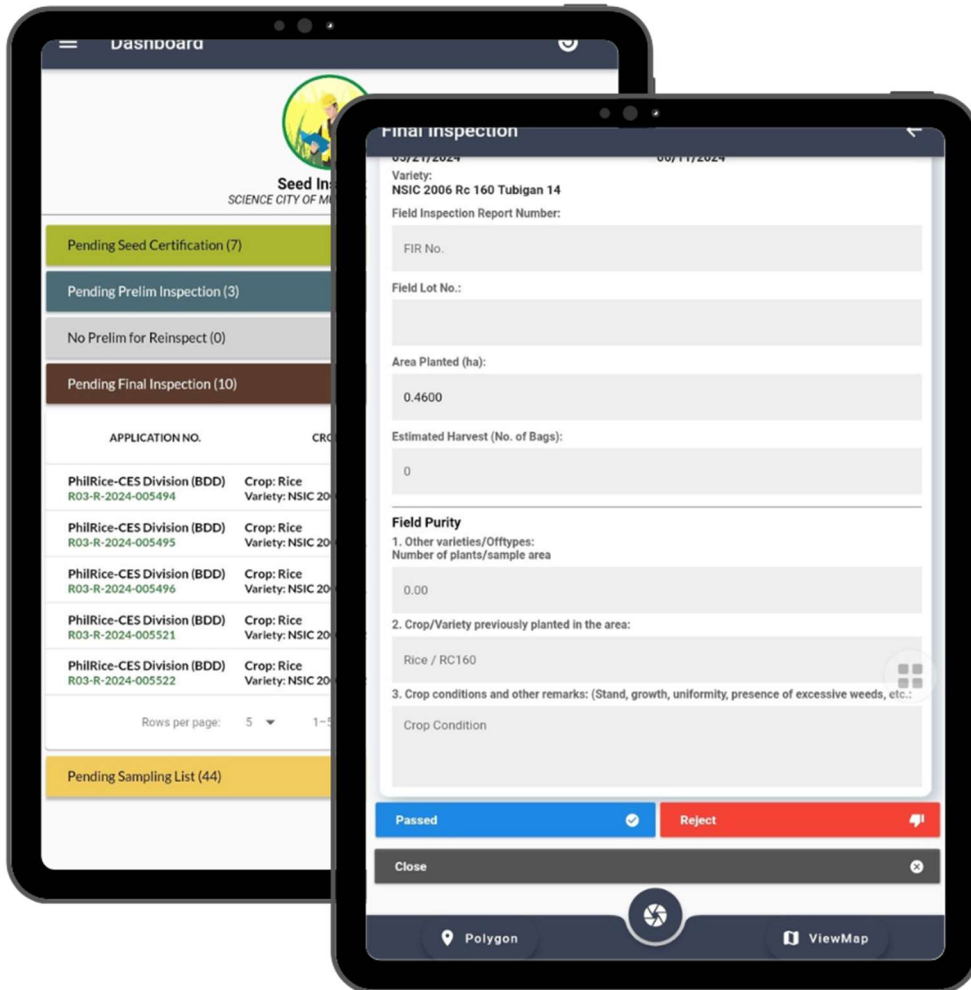

Fig 3.4 Final Inspection

3.5   Seed Sampling

Seed sampling can be browsed from the side panel menu, as shown in the screenshot below. The lists of Seed Samplings that have been applied will be the first to be displayed.
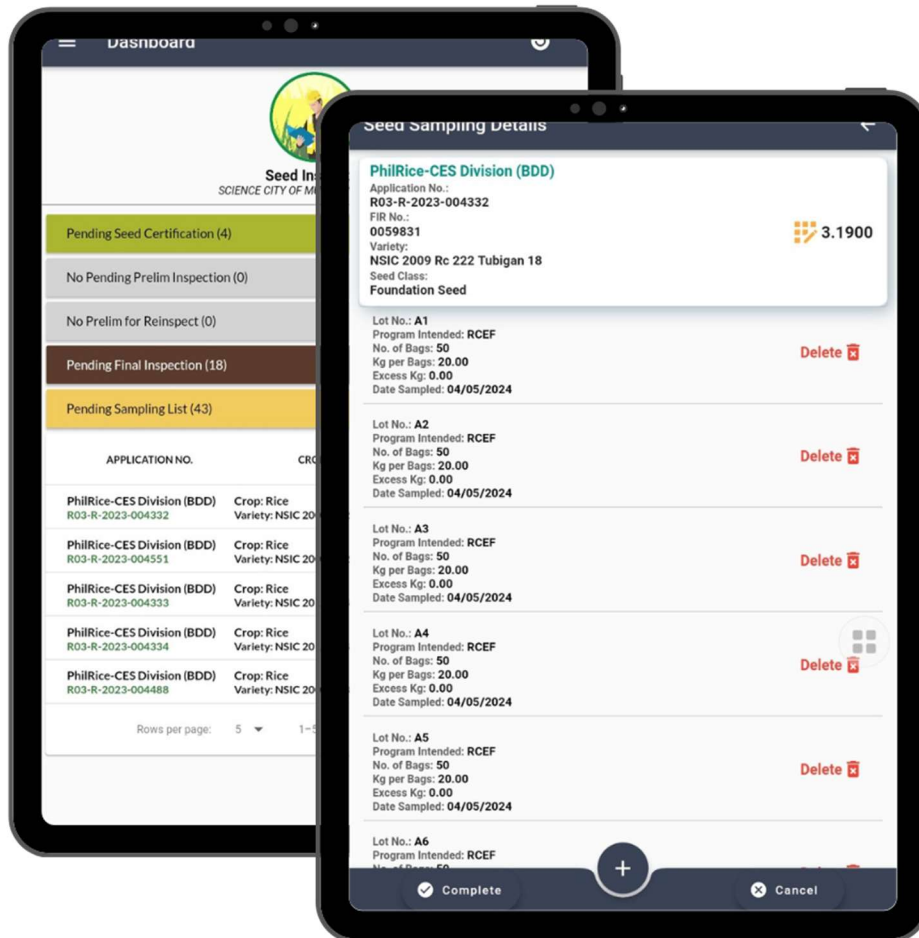

Fig 3.5 Seed Sampling

3.5.1   Seed Sampling List

The Seed Sampling list is available to view on the side panel of the dashboard. You will see the status, and if you tap the row; you can view the details of the record.
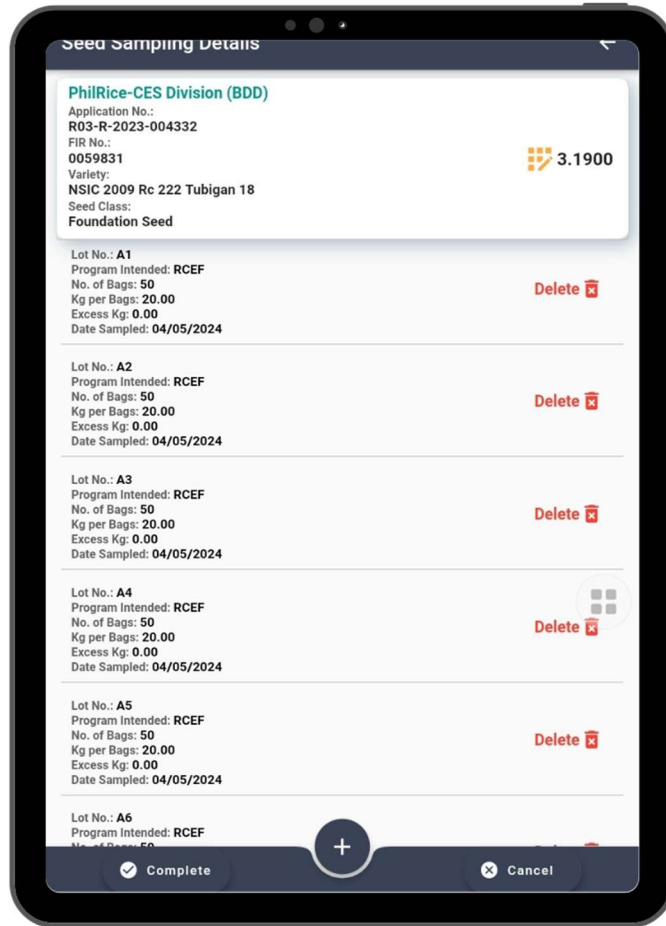
Fig 3.5.a Seed Sampling List

To add a new lot area, tap the plus sign (+) button on the upper right-hand.

Below is an example of a Sampling detail with two (2) lot records. To view the record, tap the lot record to view the details.
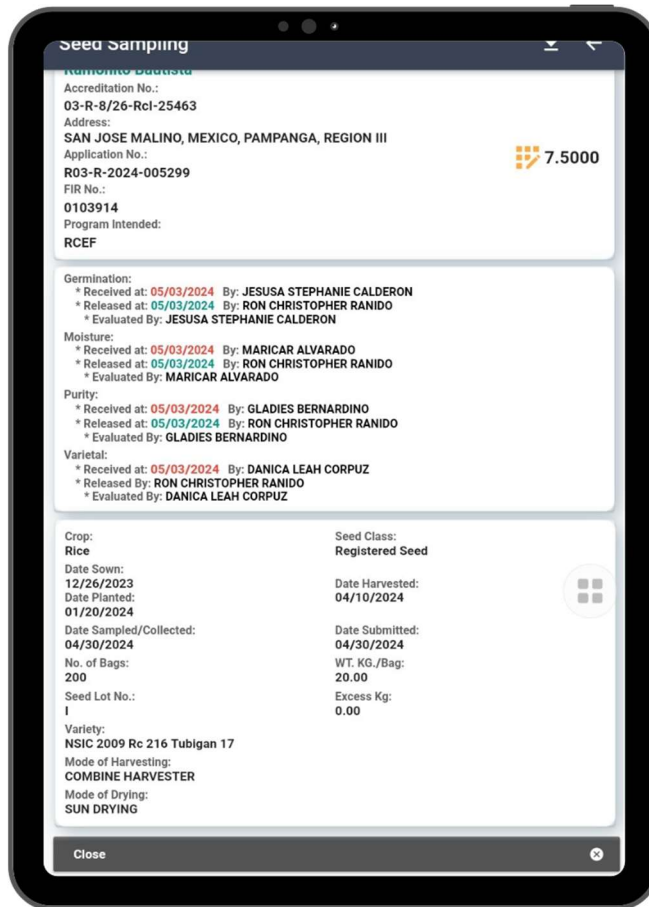
Fig 3.5.b Seed Sampling Detail

The laboratory tests, or Results of Analysis (RLA) are displayed in very detailed information. It has the date when it was received and released and the authorized person who evaluated and did the testing.

The seed sampling record is downloadable as a PDF by tapping the arrow-down icon next to sample detail.

Note: The user cannot add a new sampling record once it has been canceled and completed.

The next screenshot is an example of a new entry Seed sampling form.

Fig 3.5.c Seed Sampling Detail

3.6   Accreditation

Below screen is Seed Growers (SG) application for Accreditation. It shows the accreditation number, status, and other relevant information.
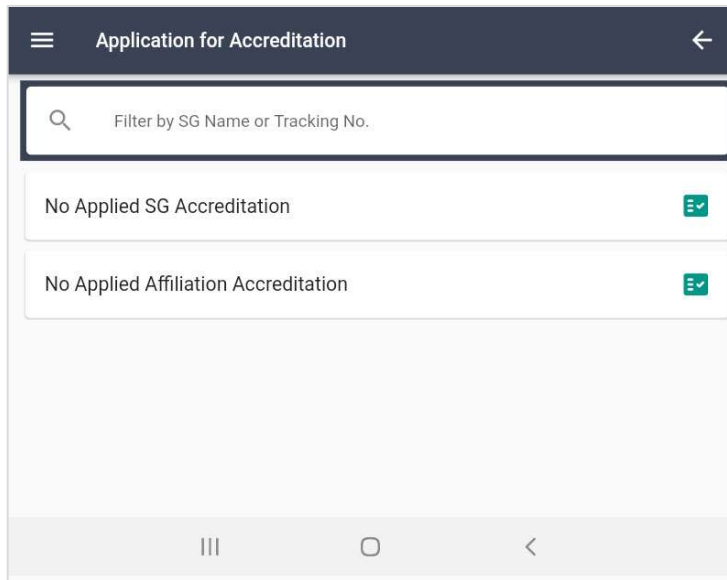
Fig 3.6 Accreditation

4.   Troubleshooting & Support

4.1   Special Considerations

1. The **SI 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.

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 Inspector (SI) 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 A – Contact Support

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

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Appendix A: Record of Changes

Application Version

Version 3.01

- Updated the dashboard user interface.
- Added the Accreditation module.
- Point Geotagging feature

Version 4.03

- Buttons and user interface on Seed Certification form.
- View images/Polygon geotagging button on the prelim inspection form
- Certification module on dashboard and status.
- Version visibility on Dashboard.
- Added the Results of Analysis (RLA) status on the seed sampling details form.

Version 4.06

- Added the pending prelim reinspection module.
- Took off the password instruction on documentation and added complexity on the app to the default password to meet security requirements.
- Updated the entity code for government agency names. (DA-Philrice, DA-BPI, and etc.)

Version 5.1

- Dashboard and interface changes
- Color palette updates.

User Manual Version

Table A.1 - Record of Changes

Version Number	Date	Author/Owner	Description of Change
5.0	08/01/2023	BPI NSQCS	Recompilation of Supported Documents
4.0	07/01/2023	BPI NSQCS	
1.0 to 3.0	2021-2023	BPI NSQCS	

Appendix B: Glossary

Table B - Glossary

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

Appendix C: Referenced Documents.

Table C - Referenced Documents

Document Name	Document Location and/or URL	Issuance Date

Appendix D: Approvals

Table D - 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.