



USER MANUAL

CERTIFICATION WEB PORTAL



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Table of Contents

1. Introduction	1
1.1 Overview	2
1.2 Purpose	3
2. Getting Started	4
2.1 Cautions & Warnings	4
2.2 System Requirements	4
2.3 User Access Considerations	4
2.4 Accessing the System	5
2.5 System Organization & Navigation	6
2.6 Exiting the System	6
3. Using the System	7
3.1 Inside Seed Certification Web Portal	7
3.1.1 Profile List Panel	7
3.1.2 Seed Certification Chart	8
3.1.3 Seed Sampling / Laboratory Chart	9
3.1.4 Seed Sampling / Laboratory Report	10
3.1.5 Program Intended Chart	11
3.1.6 Seed Certification Activity Tab	11
3.1.7 Farm Management	14
4. Troubleshooting & Support	15
4.1 Special Considerations	15
4.2 Support	16
Appendix A: Record of Changes	17
Appendix B: Glossary	18
Appendix C: Referenced Documents	19
Appendix D: Approvals	20

List of Figures

No table of figures entries found.

List of Tables

Table 1 - Support Points of Contact	16
Table 2 - Record of Changes	17
Table 3 - Glossary	18
Table 4 - Referenced Documents	19
Table 5 - Approvals	20

1. Introduction

Welcome to the Certification Web Portal user manual! In this guide, we will walk you through all the essential information and instructions you need to navigate and make the most out of the web portal. For our Seed Producers (SPs) and Seed Growers (SGs) if you are looking to explore features and services this manual will serve as your go-to resource.

Being committed to scale up the *accreditation* and *certification* process into a technological system application and transformation to digitalization. The Certification Web Portal is one of the propositions of the Rise Seed Information System (RSIS) Project to place a tool in collecting, generating, and processing of field data for the Seed Producers (SPs) and Seed Growers (SGs). A graphical and informative reporting web-based collection that can provide accurate, timely, and reliable information to policymakers, Department of Agriculture (DA) agencies and other role industry players.

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. At read the docs, we believe in protecting the privacy of our users, authors, and readers

We would like to extend our gratitude for taking your time for to explore the web portal. Please note that this manual is subject to updates and improvements as we strive to enhance our website continuously. Therefore, we encourage you to check back regularly for any new additions or changes. Happy exploring!

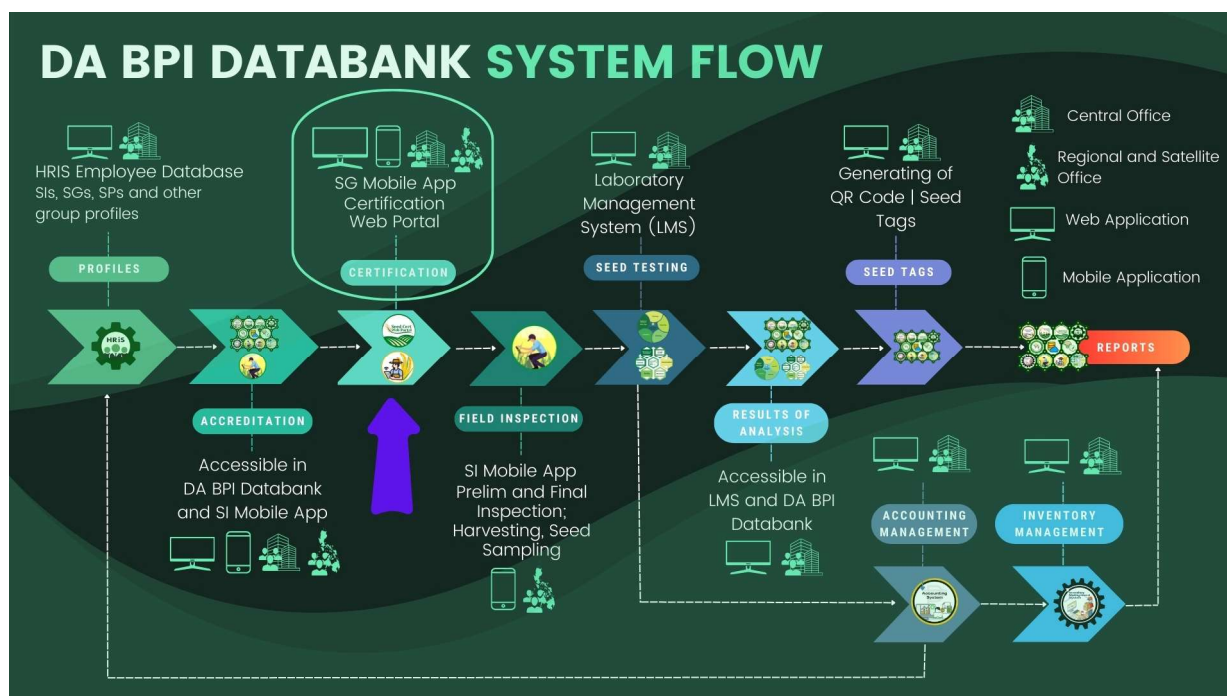


Fig 1 Certification Web Portal in DA-BPI Databank System Flow

1.1 Overview

This user manual is divided into several sections, each covering a specific aspect of the Seed Certification Web Portal Application. The certification web portal application is formatted in a visual and graphical reporting for the Seed Growers (SGs) and Seed Producers (SPs). The details and information displayed on this portal are integrated and consolidated from the NSQCS Databank centralized system. Some important features have been added and enhance the requirements of the different parties involved such as the farm and production area management. Below is the illustration and what is inside of seed certification web portal.



Fig 1.1. Certification Web Portal Overview

1.2 Purpose

The Seed Certification Web Portal is a complete visual resource for Seed Producers (SPs) and Seed Growers (SGs) in both management and field-work. It has been developed based on inputs and research carried out by our Rice Seed Information System Project team members for the benefit of the seed and farm management sectors. Building on the experience and feedback gathered over the years, the new portal provides all the functionality of the old convention as well as enhanced and additional features.

2. Getting Started

2.1 Cautions & Warnings

Please take a security precaution to verify the link or website that you will navigate. The instructions on this document are the only valid source to follow, 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.

2.2 System Requirements

The system requirements of a user's computer or device needs to meet or to run the web portal application. This manual typically includes information such as:

1. Operating system compatibility: The specific versions of operating systems that are supported by the web application, including Windows, macOS or Linux.
2. Computer Hardware: The minimum and recommended reasonable specifications of a workable computer.
3. Internet connectivity is required.

2.3 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.

2.4 Accessing the System

Welcome to our seed certification web portal user manual! We have put together this guide to help you navigate and make the most of your experience on our website

To access our website, simply type in the below URL into your web browser and press enter.

bpinsqcs.da.gov.ph/seed-certification-portal

It will direct you to the login homepage of the *Certification Portal*.

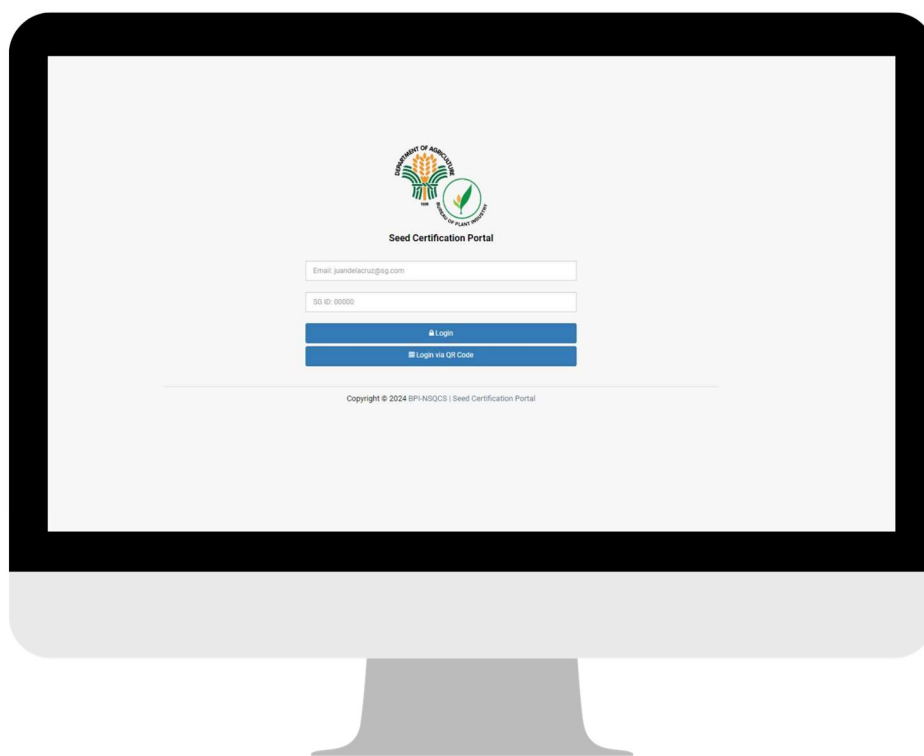


Fig 2.1.a Seed Certification Web Portal – Log-in Page

To log in, follow these general steps: Enter your username or email address in the designated field followed by your password. Click the "Log In" button.

Note: If you have forgotten your password, please contact our support.

2.5 System Organization & Navigation

This is the certification web portal dashboard. It has different sections and panels that allow you to navigate and access different details and information.

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

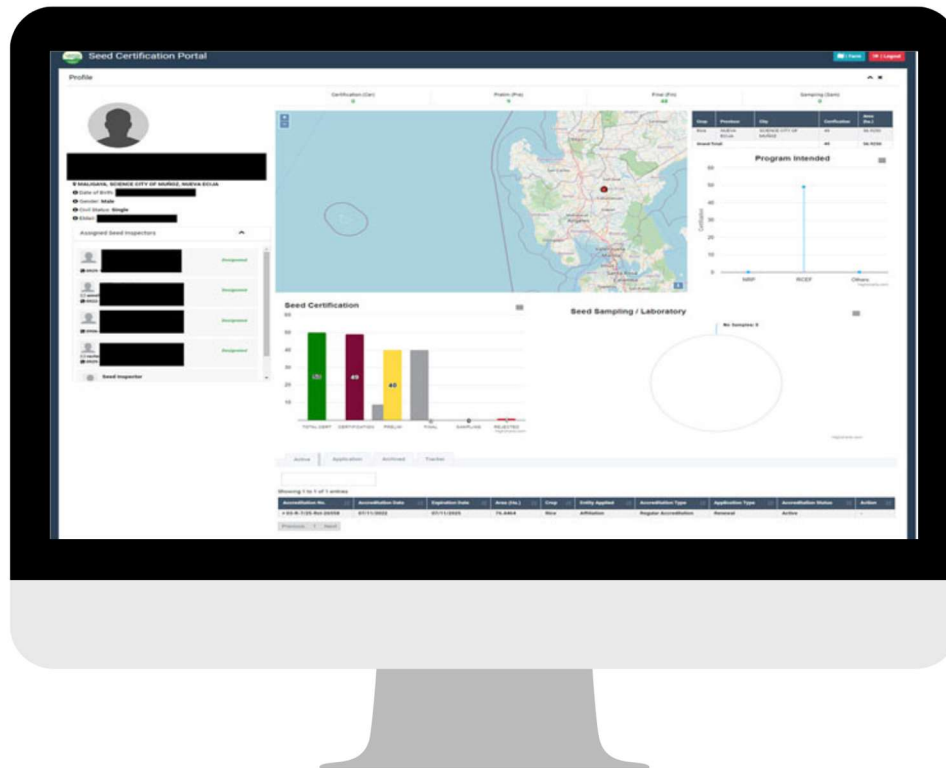


Fig 2.5 Seed Certification Web Portal – Dashboard

2.6 Exiting the System

From the dashboard window there is a Logout red button to exit your account, and it will go back to the log on screen.

3. Using the System

3.1 Inside Seed Certification Web Portal

3.1.1 Profile List Panel

Displays information include name, contact information, and any other relevant personal details. The drop down below the profile are the assigned Seed Inspectors (SI).

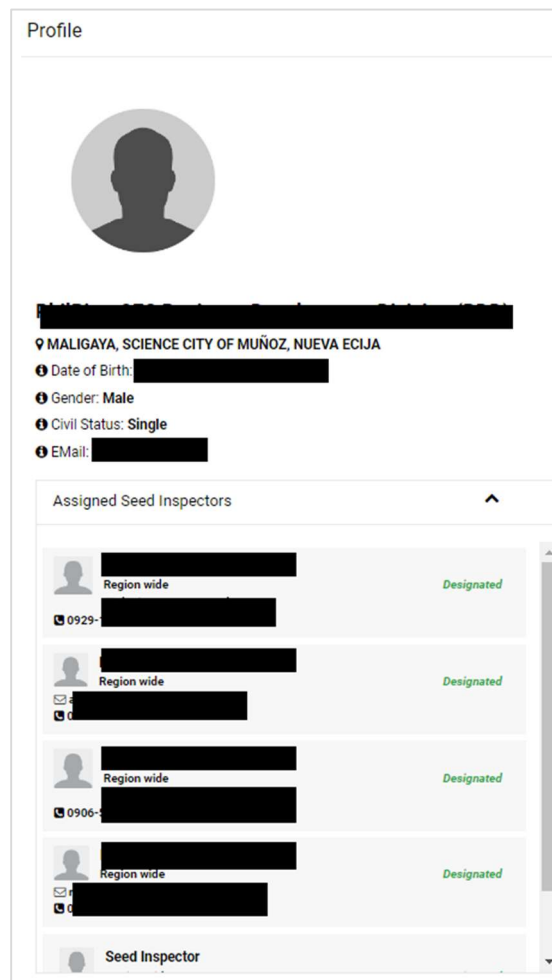


Fig 3.1. Certification Web Portal – Profile List

3.1.2 Seed Certification Chart

The seed certification process starts with the accreditation of seed growers/producers. This is followed by the conduct of the preliminary and final field inspection. After this, sampling on seed lots will be done by the deputized and designated seed inspectors which will then be submitted for testing to NSQCS. And the final step is the conduct of seed tagging.

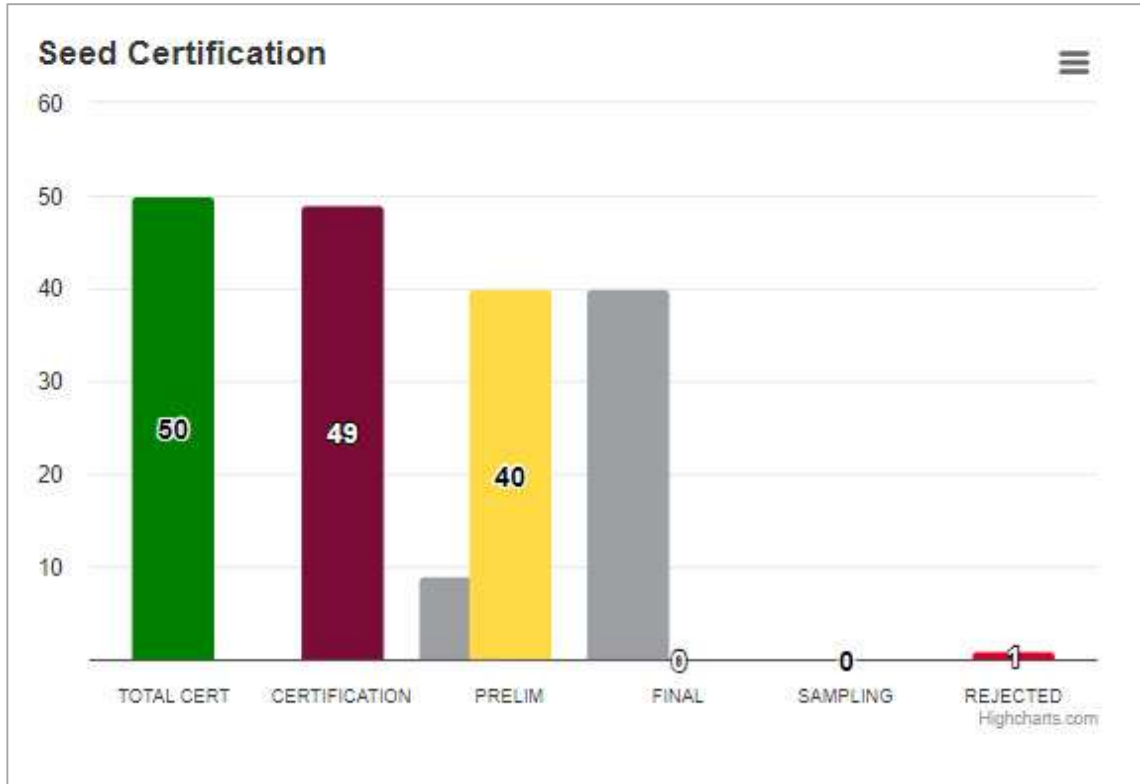


Fig 3.1.2 Seed Certification Chart

The graphical representation above are statuses of the seed certification.

3.1.3 Seed Sampling / Laboratory Chart

First quality control scheme developed to determine the planting value of seeds. This is done by testing the seed samples for the different quality attributes such as sampling, moisture content determination, physical purity, germination, varietal purity, and seed health to fulfill the mandate of the laboratory in distributing high quality seeds to the farmers.

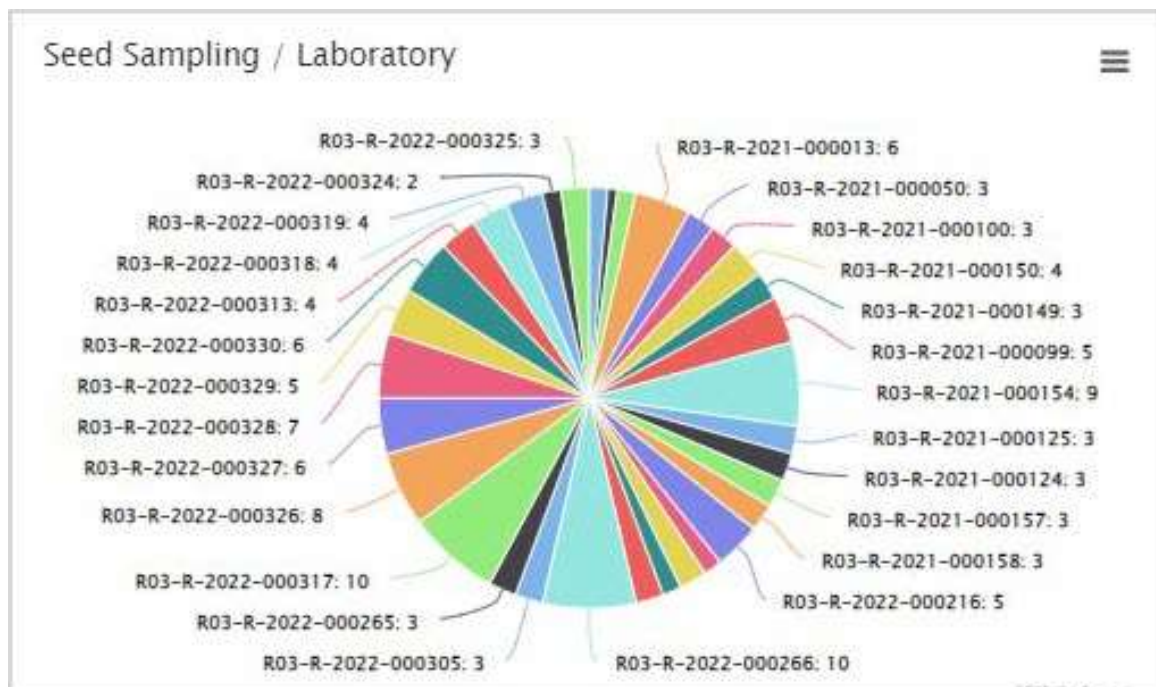


Fig 3.1.2 Seed Certification Chart

The NSQCS Databank assigns a tracking number which was tagged through the process of the Seed Certification. This is the reference number shown in Seed Sampling / Laboratory pie graph. This is clickable and it will direct you to a more detailed laboratory test(s) and information of the seed sampling.

3.1.4 Seed Sampling / Laboratory Report

The Seed Sampling report aims to provide users with a comprehensive information of the seed test including the detailed Result of Analysis (RLA) report.

Seed Certification Portal

Seed Certification Details

- Tracking No: **RI3-R-2022-000325**
- Accreditation No: **03-R-923-RIJ-16985**
- Seed Grower: **[REDACTED]**
- Crop: **Rice**
- Variety: **N/SIC 2008 Ri: 160 Taligang 14**
- Seed Class: **Foundation Seed**
- Accredited Area: **T2.0000**
- Affiliation: **Cabanatuan City Seed Growers (MPC)**
- Area (Ha): **1.0000**
- Program intended: **NDP**
- Certification Date: **02/15/2022**

Laboratory 100.00% Completed 3/3 Received

Show **10** entries Search:

FIR No.	Lab No.	Lot No.	Date Sampled	No. of Bags	Kg per Bag	Tons per Bag	Date Received	Status	Date Released	Results of Analysis
0102430	RSC-144559	J-S-51	05/11/2022	50	40.00	0.04	Jun. 06, 2022 07:57:28	Passed	May 20, 2022	View RLA
0102430	RSC-144600	J-S-52	05/11/2022	50	40.00	0.04	Jun. 06, 2022 07:59:44	Passed	May 20, 2022	View RLA
0102430	RSC-144601	J-S-53	05/11/2022	20	40.00	0.04	Jun. 06, 2022 08:00:37	Passed	May 20, 2022	View RLA
				Total No. of Bags: 120	120.00	0.12				

Showing 1 to 3 of 3 entries Previous 1 Next

Fig 3.1.4 Seed Sampling / Laboratory Report

Please take time to look at this useful report as well the available columns such as the FIR or final inspection receipt, laboratory number, and date that have been sampled, received, and released; the number of bags and their weight.

3.1.5 Program Intended Chart

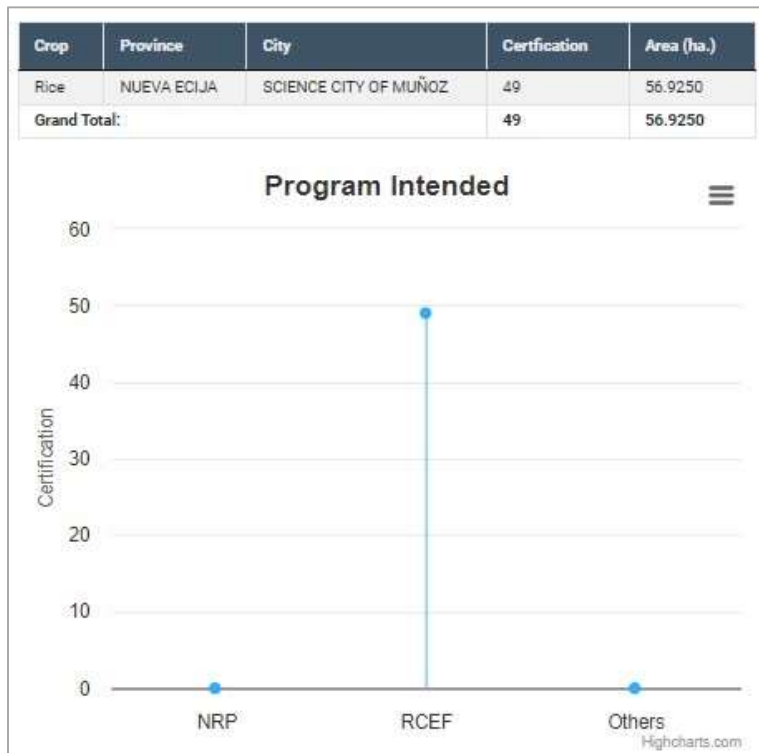


Fig 3.1.2 Program Intended Chart

3.1.6 Seed Certification Activity Tab

Active Tab

The screenshot shows the "Active" tab selected in the Seed Certification Activity Tab. Below the tabs is a search bar. Below the search bar, it says "Showing 1 to 1 of 1 entries". Below this is a table with the following data:

Accreditation No.	Accreditation Date	Expiration Date
03-R-7/25-Rcl-26558	07/11/2022	07/11/2025

At the bottom, there is a pagination bar with "Previous", "1", and "Next" buttons.

Fig 3.1.6.a Seed Certification Activity Tab - Active

Application Tab

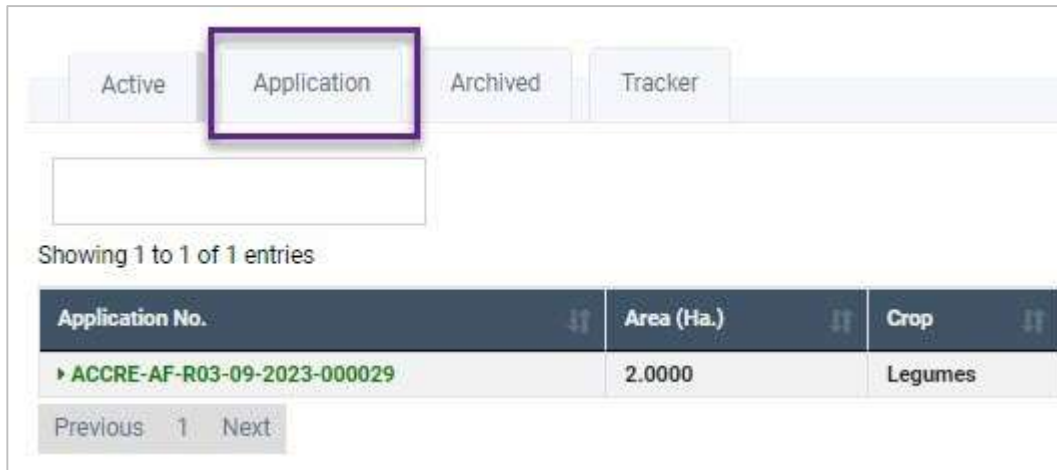


Fig 3.1.6.b Seed Certification Activity Tab - Application

Accreditation Application

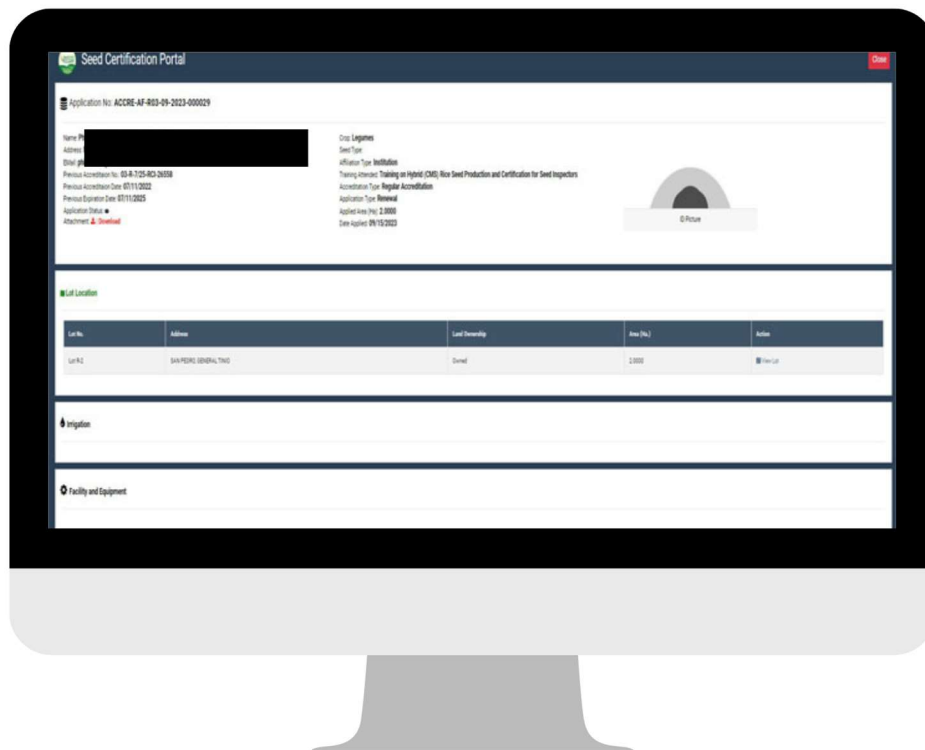


Fig 3.1.6.c Accreditation Application

Archive Tab

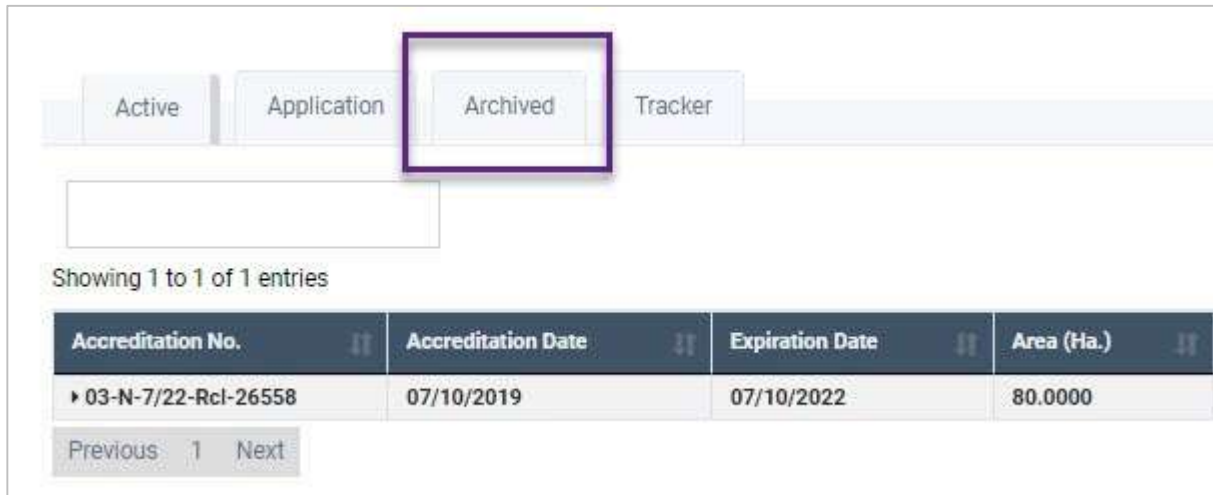


Fig 3.1.6.d Seed Certification Activity Tab - Archive

Tracker Tab

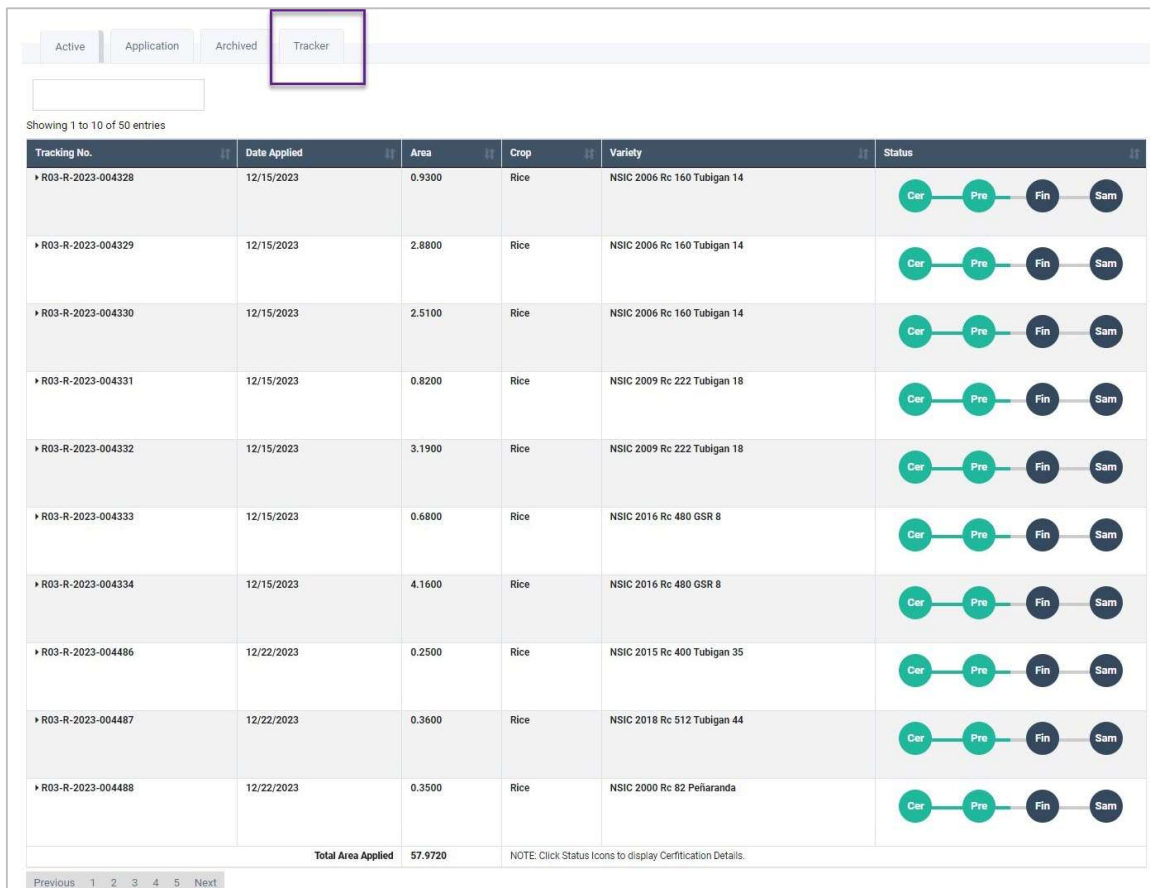


Fig 3.1.6.e Tracker

3.1.7 Farm Management

On the upper right-hand side click the farm button.

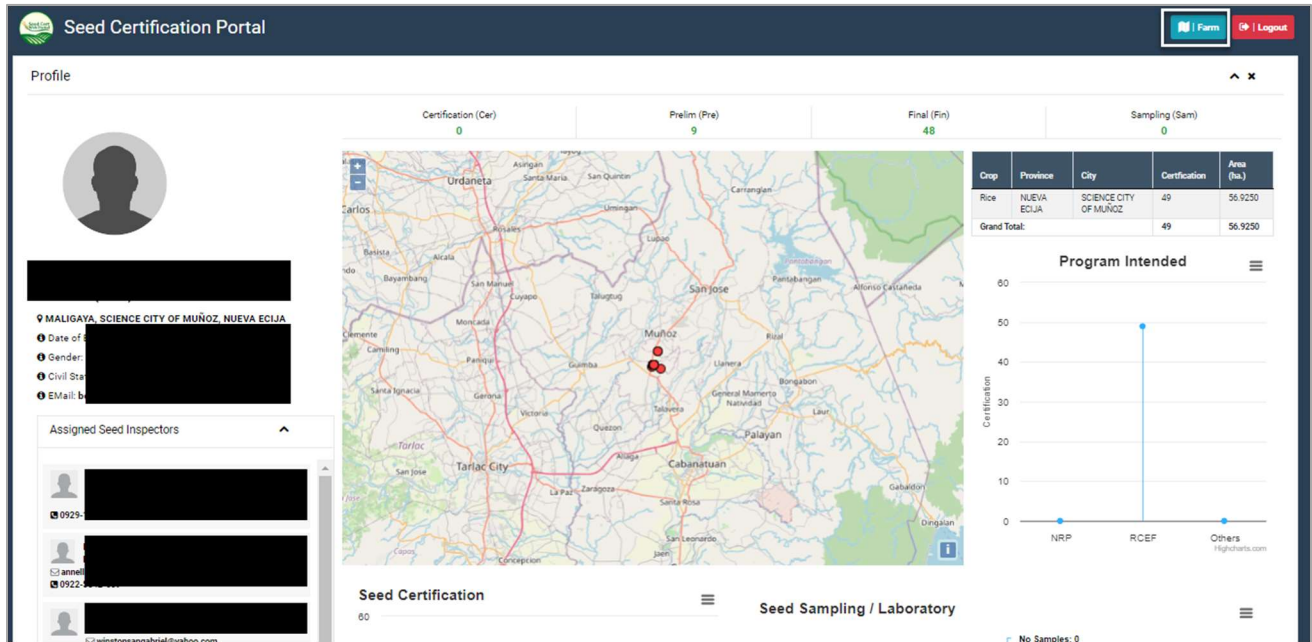


Fig 3.1.7 Farn Management

4. Troubleshooting & Support

4.1 Special Considerations

1. Connectivity Issues

- Check if your device or computer is connected to the Internet.
- Disable and enable Wi-Fi.
- Check your Mobile Data.
- Restart your device and try again.

2. Slow Web Application 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

3. 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.

4. 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.

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 1 - 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

User Manual Version

Table 2 - 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.