

SEED GROWERS APP

DRAFT User Manual ver 1.0
Bureau of Plant and Industry | National Seed Quality Central
June 2022 | RSIS Team

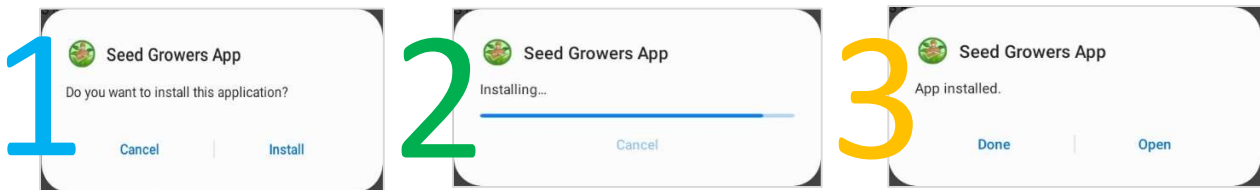
3 GETTING STARTED

3.1 Install Seed Growers App



Download and install the Seed Growers App to your mobile devices phone or tablets.

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



Once you have completed the above steps, the **Seed Growers App** is now installed on your device.

Open the **Seed Growers App** and authorize this app to your personal device/s.

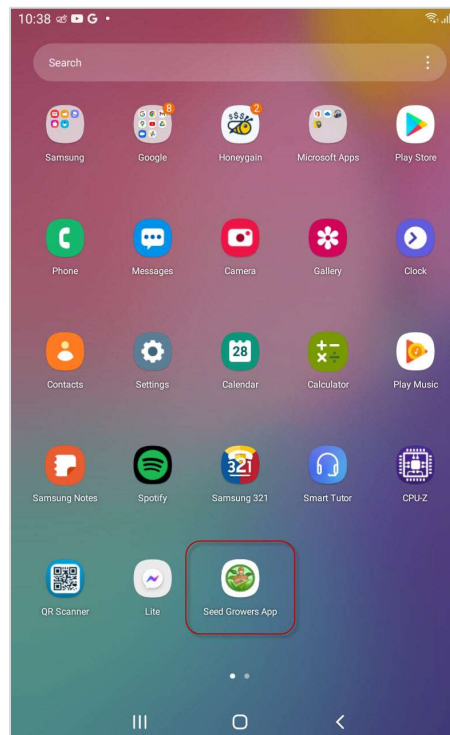


Fig 3.1.a Seed Growers App

3.2 Seed Grower's Profile Type

This is the main page of the log on screen.

There are two (2) *log in profile types* of the **Seed Growers Mobile App**.

Seed Growers – or called “Individual” seed grower users.

Affiliate – or the group of seed producers such as cooperatives and the affiliated seed growers.

Before you log in, you must know which profile or account type you are into.

The user must be registered and have an authorized account on **BPI NSQCS Databank** database in order to proceed.

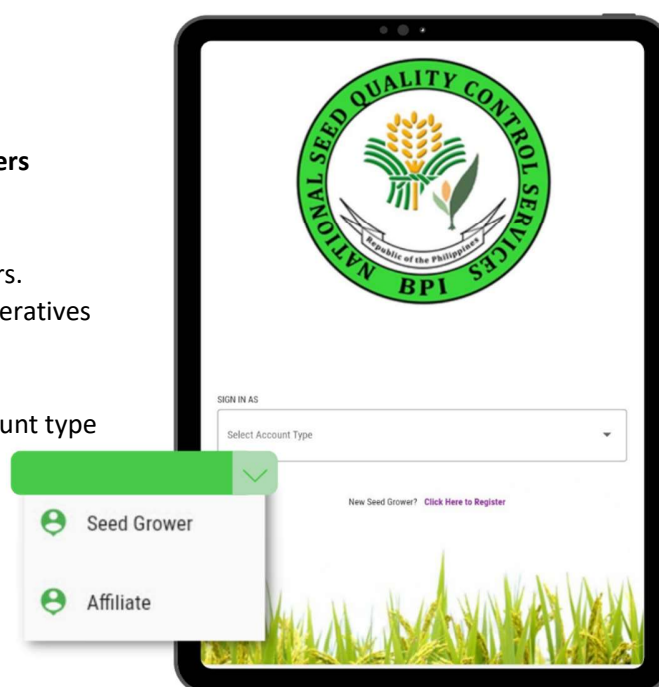


Fig 3.2.a Log in screen - Profile Type

3.3 Unregistered Seed Growers Account

For individual Seed Growers that do not have an account you may contact your BPI NSQCS support to assist you with your details and log in OR you may register on this app just follow the link [Click here to Register](#) from the main page of the mobile app.

After you click the registration there will be a form for your account creation like from the screenshot shown in figure 3.3.a

Your primary information such as email, full name, and contact details are required. Once you have completed, please don't forget to hit the save button for successful registration.

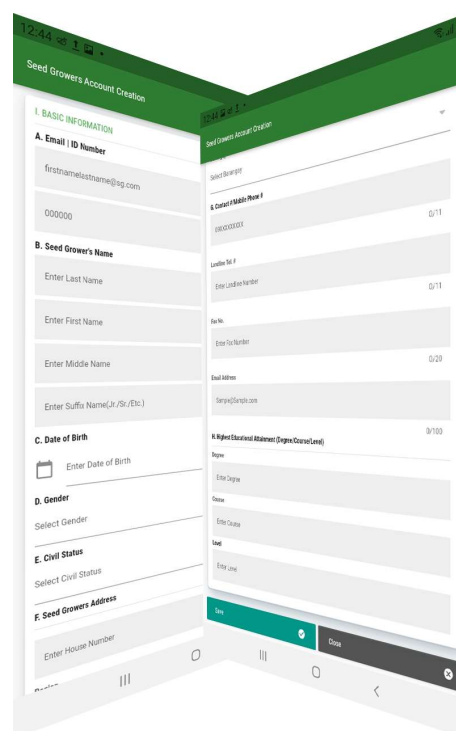


Fig 3.3.a Account Registration

3.4 Log in to Seed Grower's Mobile App

After you select the Seed Grower's account type it will direct you on this page with the credentials required. Please key in your Email address followed by your Seed growers ID and hit *sign in* button once you are ready.

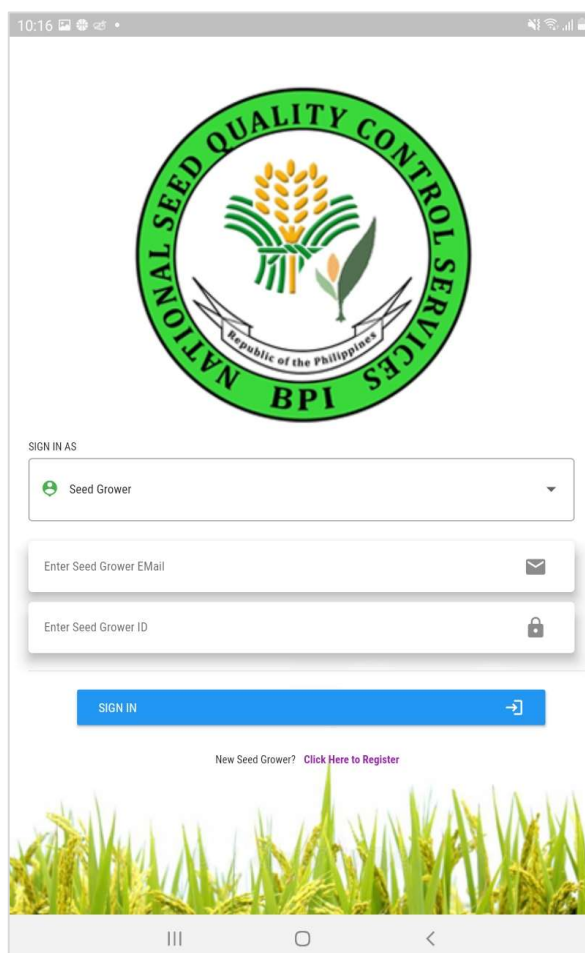


Fig 3.4.a Log in Page

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

4 USING THE APP

4.1 DASHBOARD

This is the main page of the App that displays the features and functions—very informative details of the Seed Growers to track the activity from accreditation to test results and analysis.

The side navigation panel has three (3) main sections of the app; the Dashboard, Accreditation, and Certification. Each will be discussed on the next topics.

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

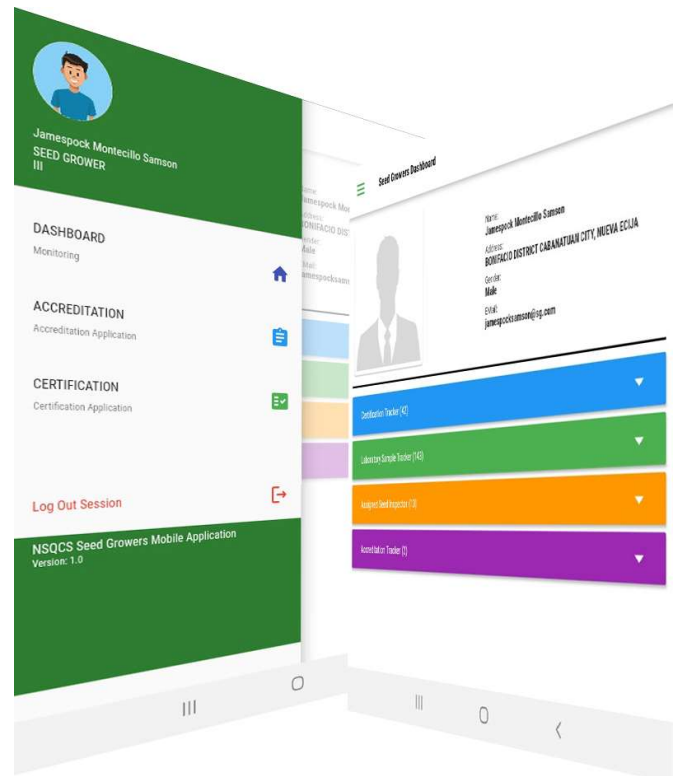


Fig 4.1.a Dashboard and Navigation Panel

4.1.a Certification Tracker



TRACKING NUMBER	VARIETY	AREA PLANTED	CROP	CERTIFICATION STATUS	INSPECTION STATUS	FINAL STATUS	SAMPLING STATUS	DATE APPLY
R03-R-2022-000330	NSIC 2009 Ric 222 Tubigan 18	4.5000	Rice	SI Approved	Passed	Passed	Completed	2022-02-15
R03-R-2022-000329	NSIC 2009 Ric 222 Tubigan 18	4.0000	Rice	SI Approved	Passed	Passed	Completed	2022-02-15
R03-R-2022-000328	NSIC 2009 Ric 222 Tubigan 18	5.5000	Rice	SI Approved	Passed	Passed	Completed	2022-02-15
R03-R-2022-000327	NSIC 2009 Ric 222 Tubigan 18	4.5000	Rice	SI Approved	Passed	Passed	Completed	2022-02-15
R03-R-2022-000326	NSIC 2009 Ric 222 Tubigan 18	5.5000	Rice	SI Approved	Passed	Passed	Completed	2022-02-15

Fig 4.1.a SG Profile - Certification Tracker

The dropdown page above is the entire status of the Certification application.

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

4.1.b Laboratory Sample 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.

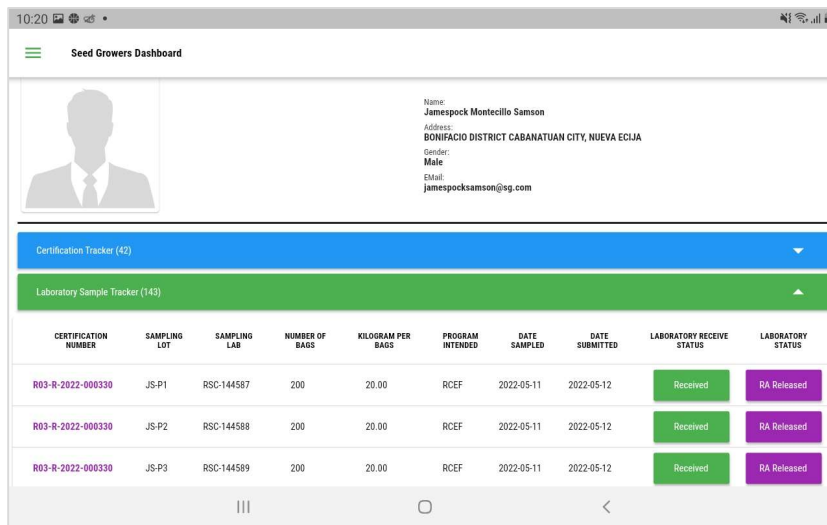


Fig A. SG Profile – Laboratory Sample Tracker

4.1.c Assigned Seed Inspector

Seed Growers (SG) can view their Seed Inspectors (SI) assignment.

The Seed Inspector (SI) details displays their contact numbers and email address. As well as the type if **Designated** or **Deputized** to see who are eligible to validate and are authorized for fields inspection.

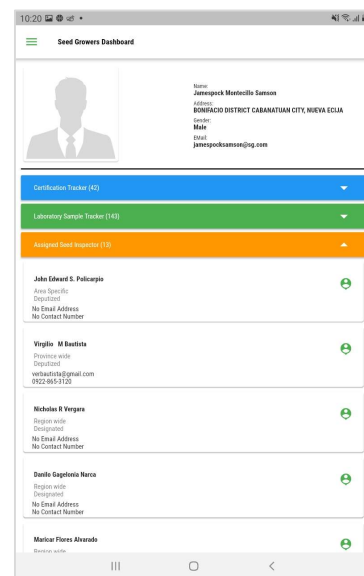


Fig A. SG Profile – Assigned Seed Inspector

4.2 Accreditation Tracker

Below is the notification of the accreditation application status.

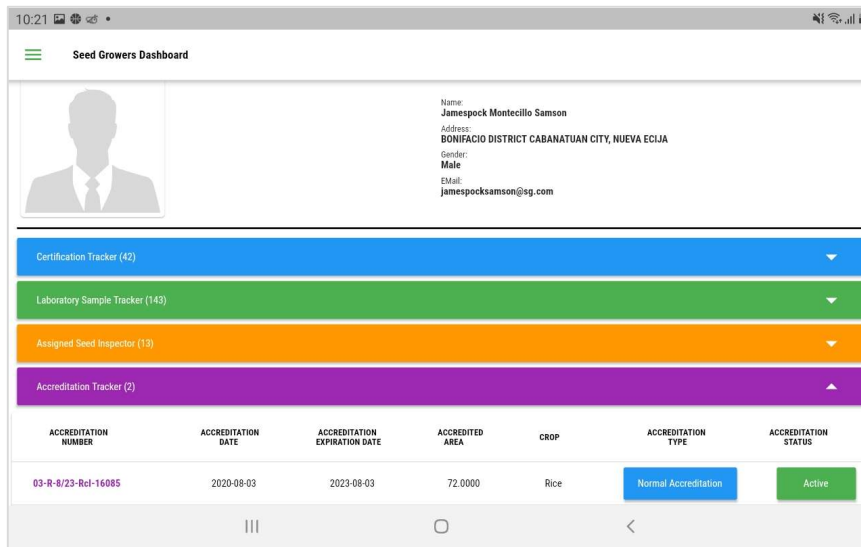


Fig A. SG Profile – Accreditation Tracker

4.B SEED GROWERS ACCREDITATION

Navigate your accreditation application page thru the side navigation panel.

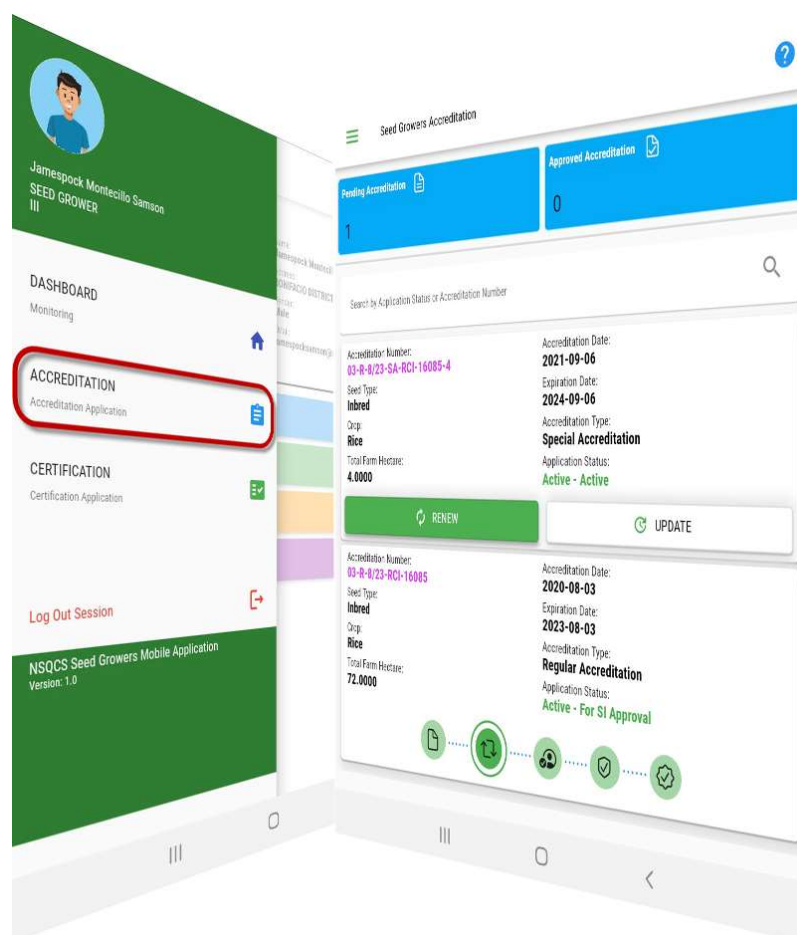


Fig 4.B Accreditation Page

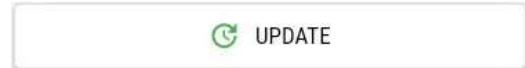
The lists of accreditation application of an individual Seed Growers will be display on this page.

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

4.B.1 Accreditation Page – Buttons, Functions and Status

The accreditation page displays buttons, features and status available on this app.

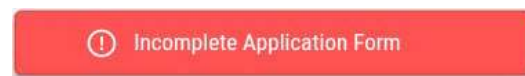
If Seed Growers (SG) want to update an additional lot, the app has a feature to add single or multiple lots per accreditation.



If the accreditation is nearly or already expired, the SG can apply for renewal.

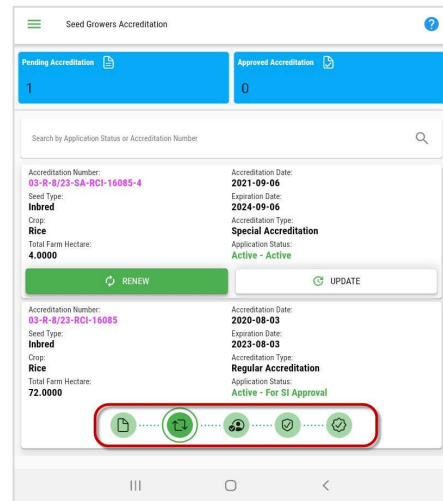


The initial accreditation application of the details and information are incomplete such as the profile picture, lot location (at least one (1)), uploaded documents, and etc.



Below is the status representation of the application of accreditation. The accreditation page will display the below steps of approval that Seed Growers (SG) or Seed Producers (SP) might seed on this page.

The icon/s will be highlighted as the process and approval takes place.



4.b.1 Approval Status



4.B.2 Renewal of Accreditation

Click the renew button from the accreditation page to proceed with the Accreditation Form.

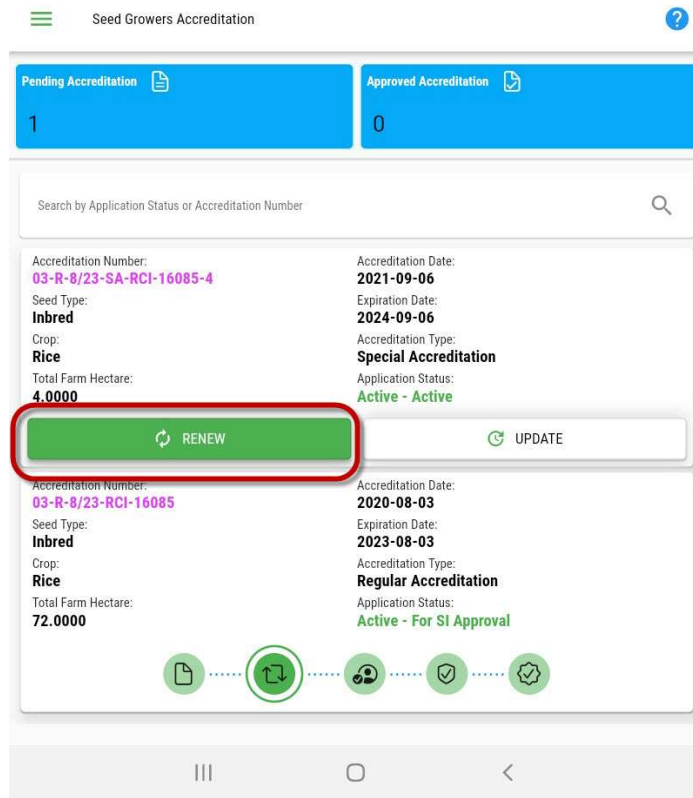


Fig 4.b.2 Accreditation Renewal

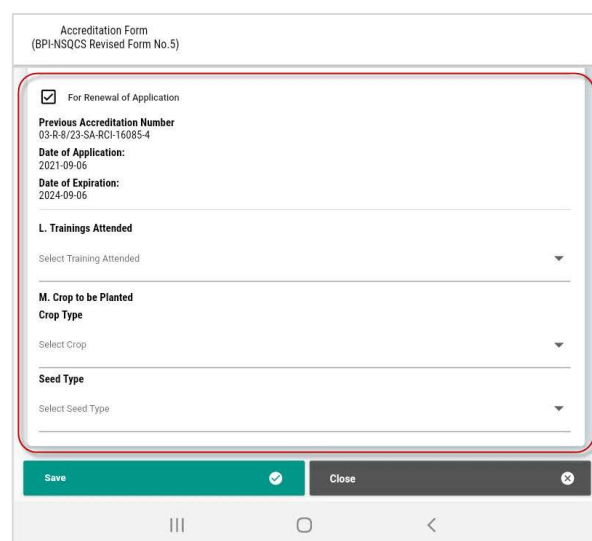
The accreditation form is the blueprint of the BPI NSQCS Revised Form No. 5.

It will direct you with the encoding form.

Select the training that you have submitted. If the training choices didn't appear, please check the training module from the BPI NSQCS Website CMS.

You can submit your trainings and certificate to BPI NSQCS Website CMS with your authorized account.

If you don't have log in accounts and credentials, please contact your BPI NSQCS support for further assistance.



4.B.3 Updating | Additional Lot Area

The feature of the app that allows you to have an additional lot apart from the current lot. Click the update button to proceed.

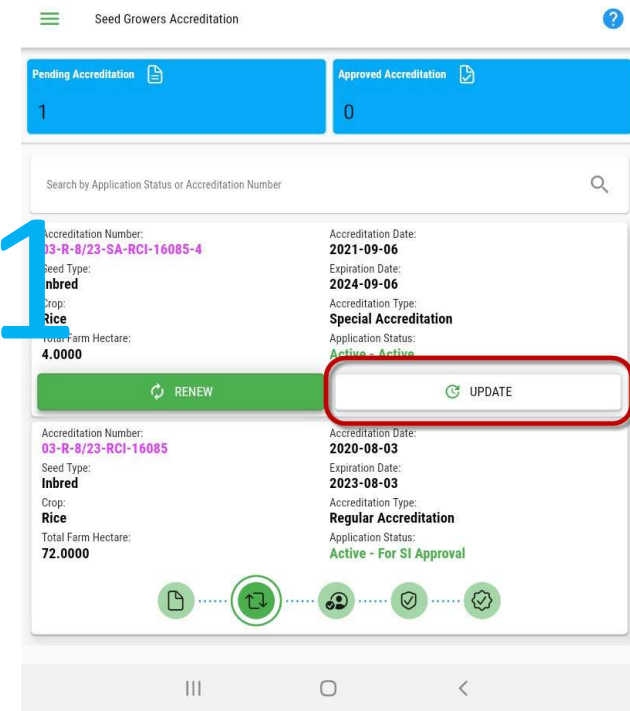


Fig 4.b.3 Accreditation - Adding Lot Area

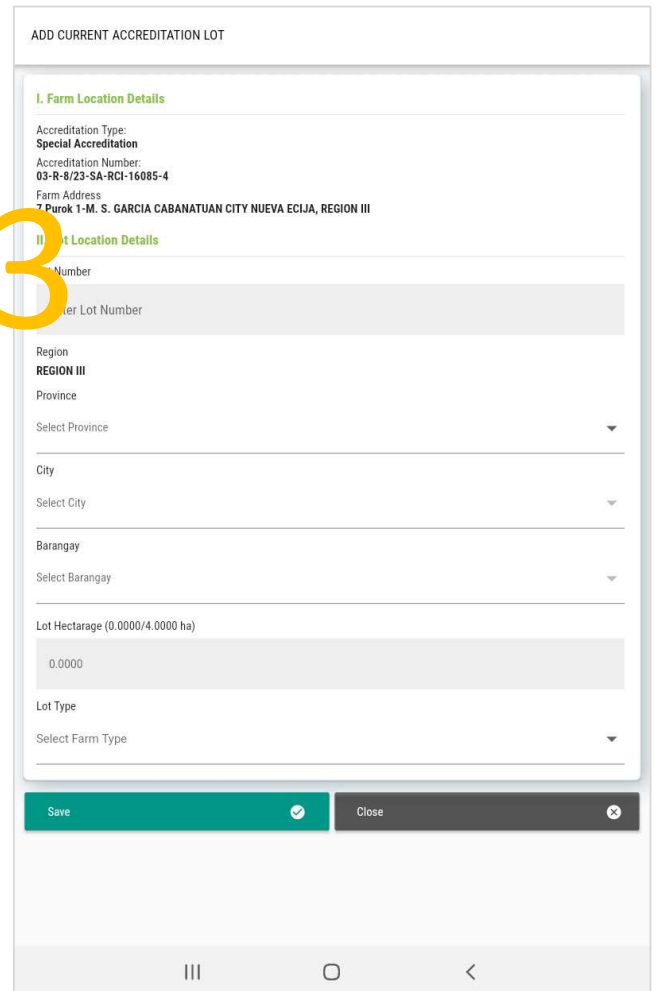


Fig 4.b.3. Update Accreditation Form

Kindly complete the details and hit the save button to save the record.

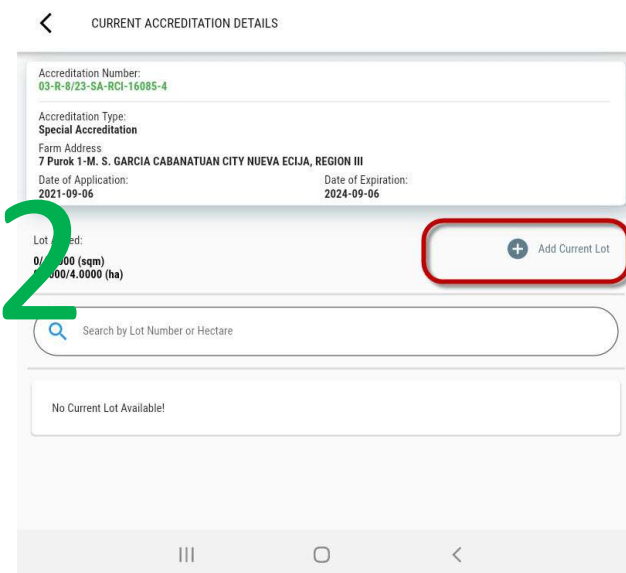
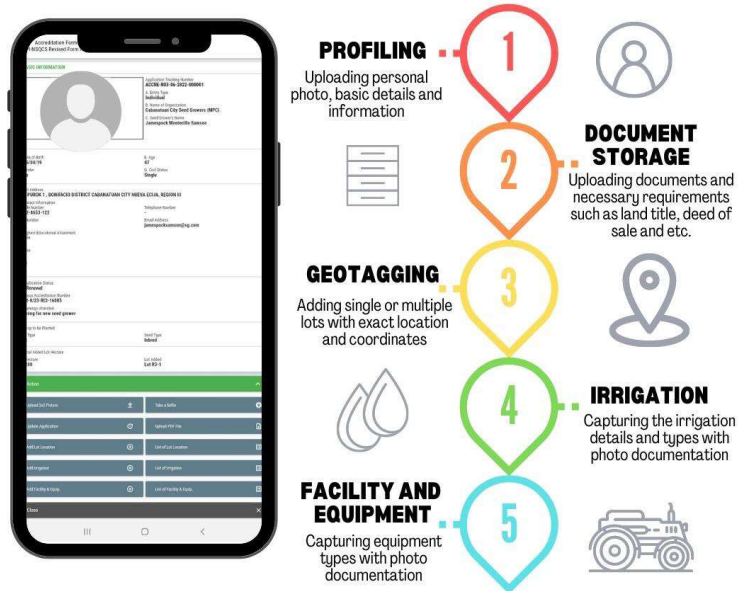


Fig 4.b.3 Adding Lot area

4.B.4 Accreditation Application Form

Below are the features in applying accreditation;



When you apply accreditation, you have to submit the requirements and fill out the mandatory fields otherwise it will mark as *“Incomplete Application Form”* and the application will not be approved.

To update incomplete application form or update accreditation details, please see below screenshot.

Press the incomplete application form button to proceed.

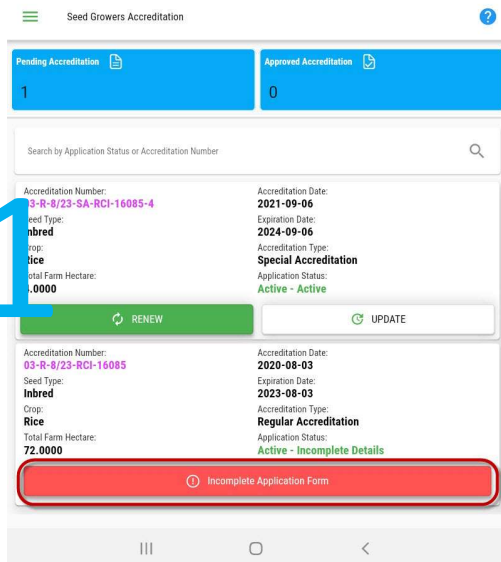


Fig 4.B.4 Update Incomplete Application Form

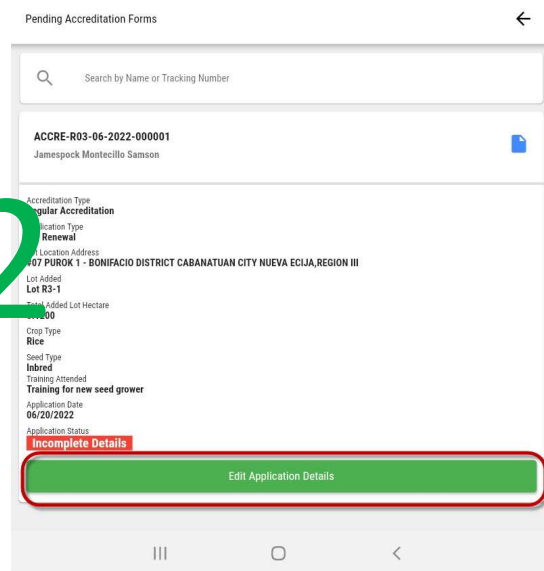
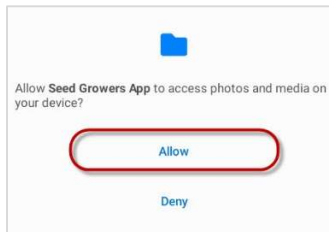


Fig 4.B.4 Update Incomplete Application Form

How to upload profile picture

Go to 

Please authorize the app to your media files so you can upload pictures from gallery.



How to update personal details and trainings

Go to 

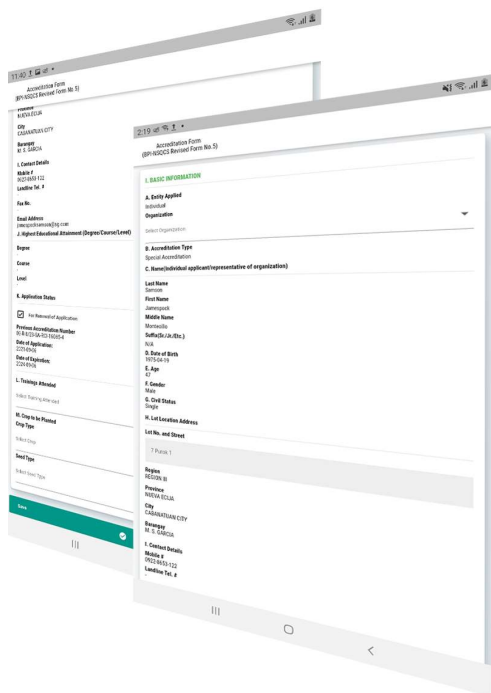


Fig 4.b.4 Personal Details and Training

Accreditation Form
(BPI-NSQCS Revised Form No.5)

I. BASIC INFORMATION

Application Tracking Number ACCRE-R03-06-2022-000001	
A. Entity Type Individual	
B. Name of Organization Cabanatuan City Seed Growers (MPC)	
C. Seed Grower's Name Jamespock Montecillo Samson	
2x2 Picture	
D. Date of Birth 1975/04/19	E. Age 47
F. Gender Male	G. Civil Status Single
H. Lot Address #07 PUROK 1 , BONIFACIO DISTRICT CABANATUAN CITY NUEVA ECJIA, REGION III	
I. Contact Information	
Mobile Number 0922-8653-122	Telephone Number -
Fax Number -	Email Address jamespocksamson@sg.com
J. Highest Educational Attainment	
Degree -	
Course -	
Level -	
K. Application Status For Renewal	
Previous Accreditation Number U3-R-8/Z3-RCI-16085	
L. Trainings Attended Training for new seed grower	
M. Crop to be Planted	
Crop Type Rice	Seed Type Inbred
N. Total Added Lot Hectare	
Lot Hectare 0.1200	Lot Added Lot R3-1

Action

- Upload 2x2 Picture
- Take a Selfie
- Update Application
- Upload PDF File
- Add Lot Location
- List of Lot Location
- Add Irrigation
- List of Irrigation
- Add Facility & Equip.
- List of Facility & Equip.
- Close

Fig 4.b.4 Accreditation Form

How to add Lot Location

Go to



Enter the lot details and hit save when you're done.

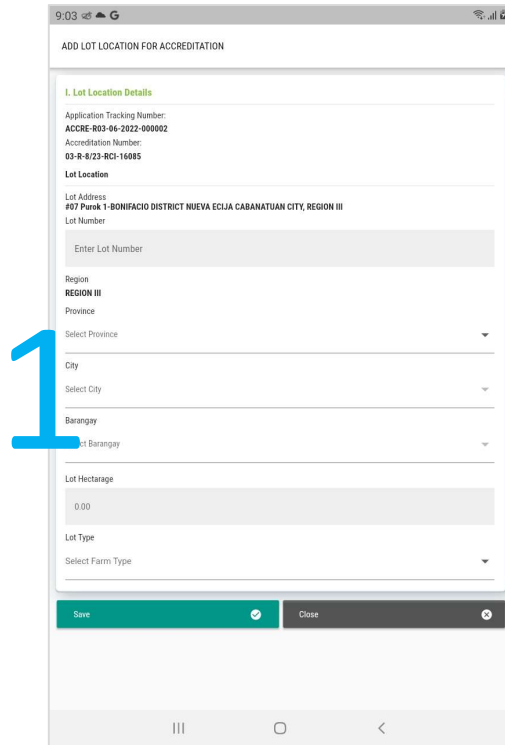


Fig 4.b.4 Personal Details and Training

The **Lot Number** is a mandatory field. The Lot number is one lot item per entry.



After you save it will direct you to the *Lot Location list* page.

Note: If you prefer to make an additional new lot, meaning that if you have a multiple lot location per accreditation you may do so. Just go back to the *action button* and press *Add Lot Location*.

How to Manage Lot Location

After saving a new entry of Lot location details, it will direct you to the below page. The below page is the **Lot Location Lists**.

It will list the multiple lots entries from application of the accreditation. It displays the *accreditation number*, address, hectareage and lot type.

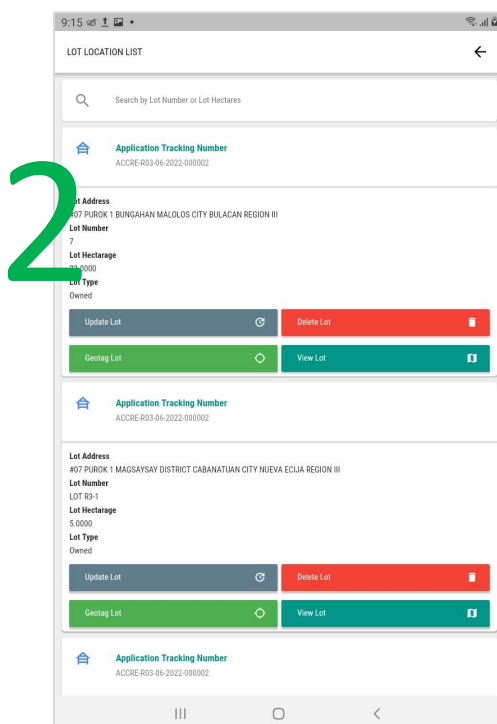


Fig 4.b.4 Lot Location List

If you want to review the *Lot location list*, navigate it to Accreditation Form and press drop down *action button*. Look for the list of *Lot location button* below.



How to Manage Lot Location – Using Geotagging Lot

To geotag the lot location, click the *Geotag Lot* button from the **Accreditation Form** action button.

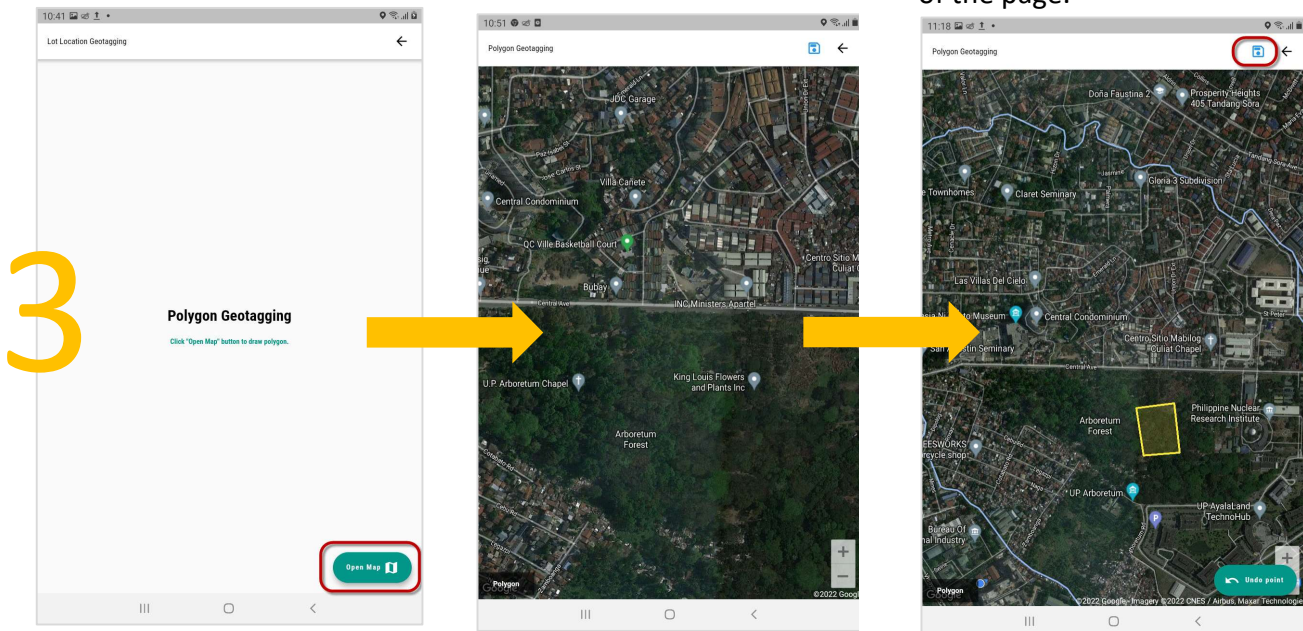


Note: Please make sure you have the **Google Map** version updated to your mobile device/s. An outdated version may not work properly. And also authorize it from your mobile device settings.

The screen must display like on below illustration. Press **Open Map** when you're ready.

The map below is the exact location, clearly pointing to your actual spot. Your next step is to "polygon" geotag the lot location.

The yellow shape or the polygon tagged from the map is the exact lot location. When you're done hit the **Save** button on the upper right hand of the page.



Note: To pin the geotag location (yellow polygon) "properly", use your fingertip to point it on the map by tapping your mobile device screen. If you see the **Undo Point** at the bottom right hand of your screen, it's the start of the geotagging. You should follow 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 your geotag.

You can press the **Undo Point** if you think the lot location you have been tapped is not the correct lot area.

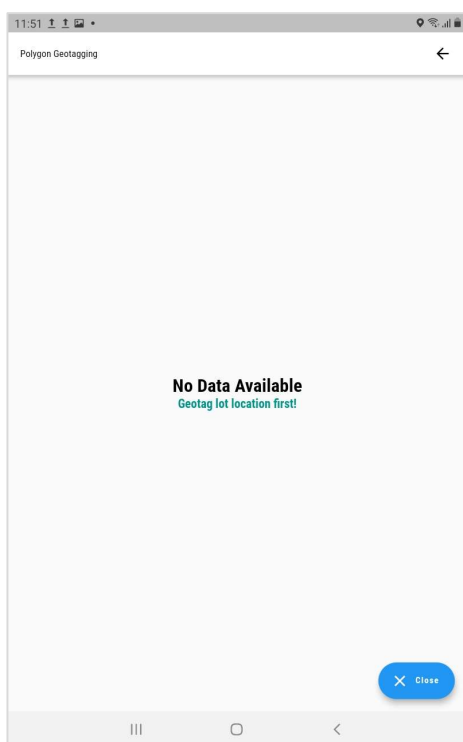


How to Manage Lot Location – *Viewing the Geotagged Lot*

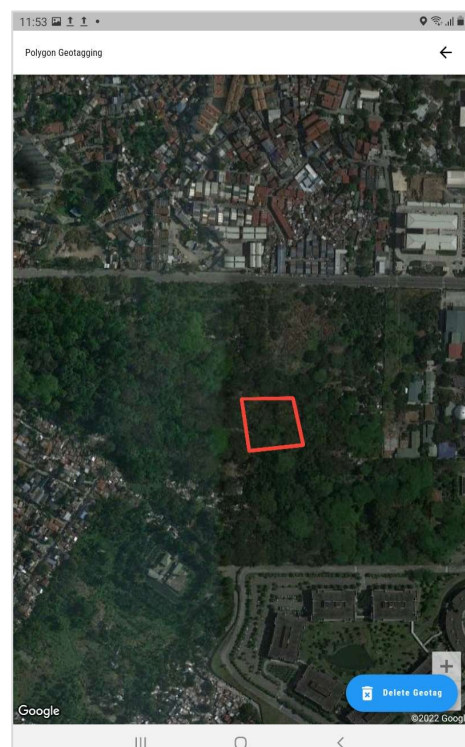
After saving the geotag lot location, you can view your saved polygon geotag. Click the *View Lot* button from the **Accreditation Form** *action button*



If you see the screen below, either you haven't geotag the lot area or the geotag was not saved.



The screen below is showing a successful geotag.

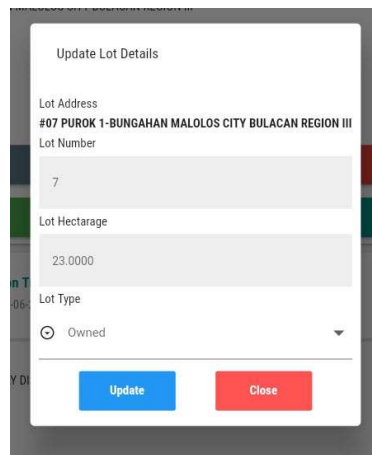


Deletion of the geotag is available at the bottom right hand of the page. You can redo your geotag if there is a correction or update.

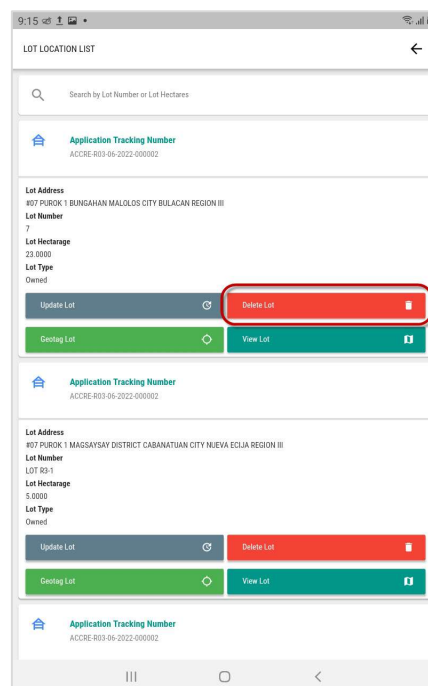
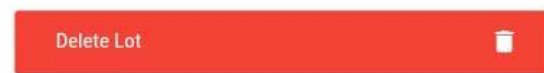
How to Manage Lot Location – *Updating and Deleting Lot area*



The below illustration is the pop-up screen window to update the Lot Details. You can update the Lot number, hectareage and the lot type. Don't forget to hit the **Update** button when you're done.



Press the Delete Lot if to remove the lot area from the accreditation.



How to Upload Documents and Requirements

Click the *Upload PDF File* from the *Accreditation Form*.

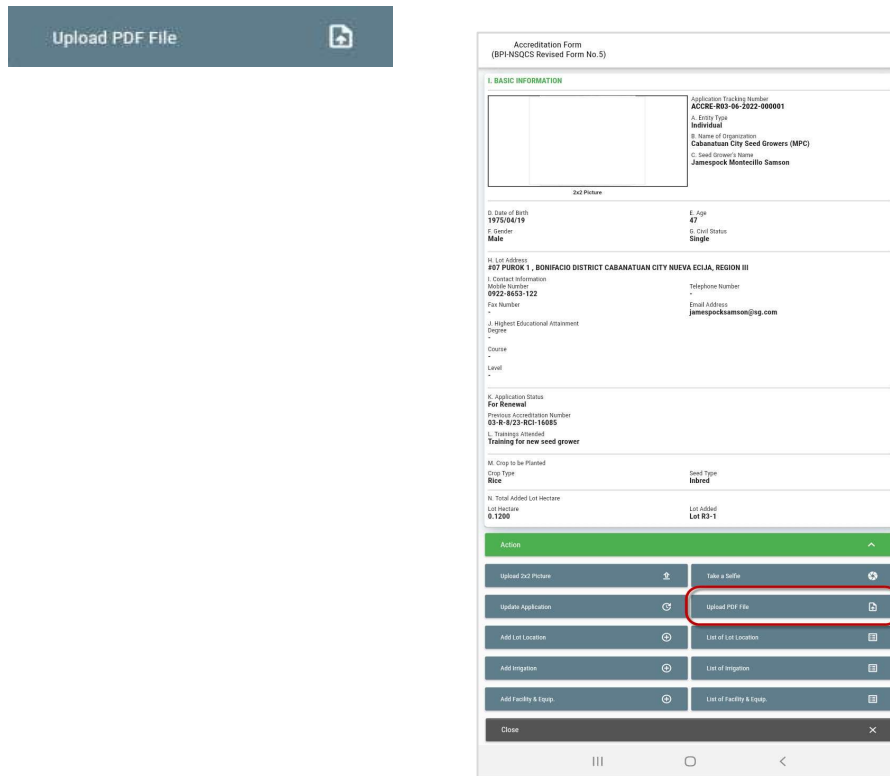


Fig 4.b Accreditation Form – Upload Documents

Select the document from your mobile device/s, make sure you have authorized this app to access your file or folder location.

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

After you uploaded, the attached document will be display on accreditation page. The document can view be viewable and downloadable at any time.

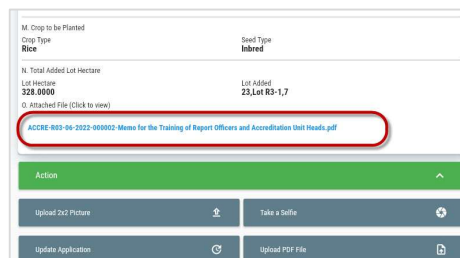


Fig 4.b Accreditation - Uploaded Document

How to Add / View Irrigation details

Click the *Add Irrigation* from the *Accreditation Form*.



It will direct you to the page below.

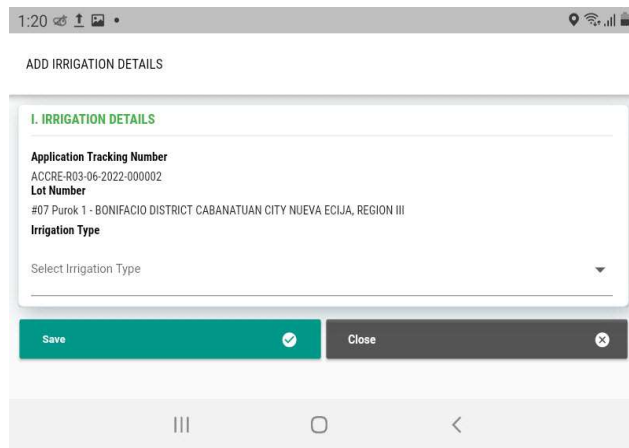


Fig 4.B.A Irrigation Form

Select the irrigation type from the dropdown and hit the **Save** button when you're done

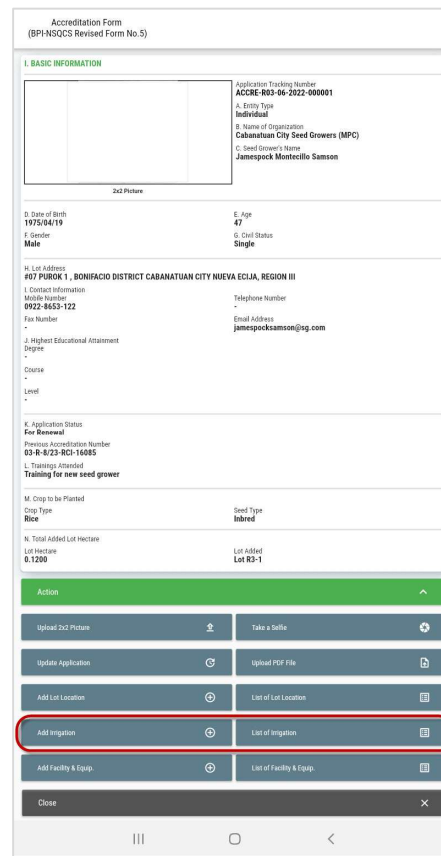


Fig 4.b Accreditation Form - Irrigation

After you saved it will direct you to the below page. Below is the Irrigation List.



Camera – Take a photo of the irrigation or the area.

Upload – If there's an existing photo you can upload it thru your mobile device.

View – View or verify the saved irrigation photos.

Update Irrigation – a pop-up screen that will allows you update the irrigation type.

Delete Irrigation – Remove the irrigation record from your accreditation

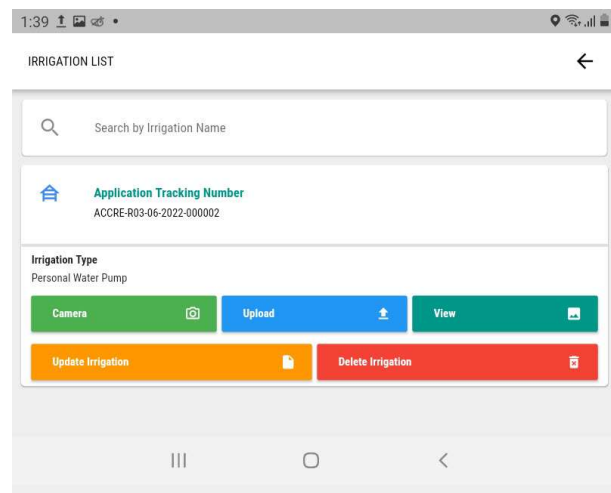


Fig 4.b Irrigation List

How to Add/View Facility and Equipment

Click the *Add Facility & Equipment* button from the *Accreditation Form*.



It will direct you to the page below.

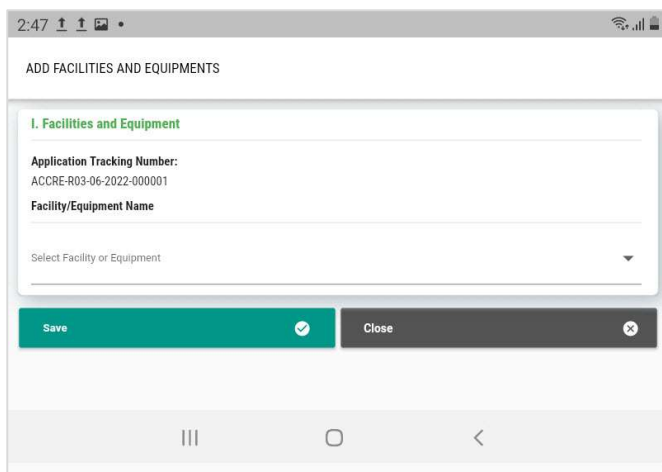


Fig 4.B.A Add Facility and Equipment

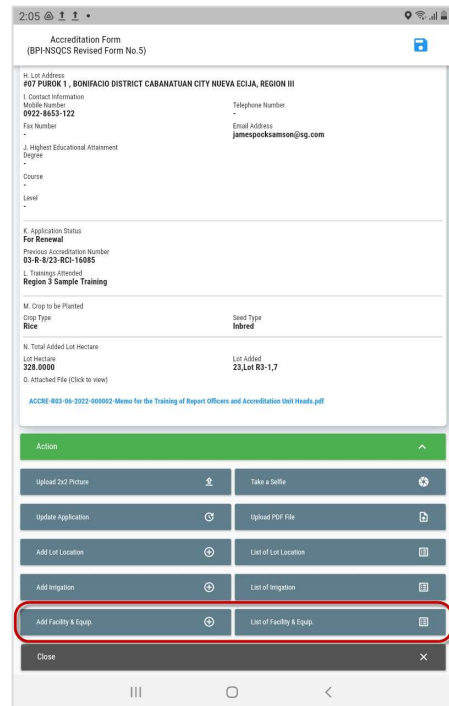


Fig 4.b Accreditation Form – Facility and Equipment

Select the *Facility & Equipment Type* from the dropdown and hit the **Save** button when you're done

After you saved it will direct you to the below page. Below is the Facility & Equipment List.



Camera – Take a photo of the Facility or the equipment.

Upload – If there's an existing photo you can upload it thru your mobile device.

Delete – Remove the Facility & Equipment record from your accreditation.

View Image – View or verify the saved irrigation photos.

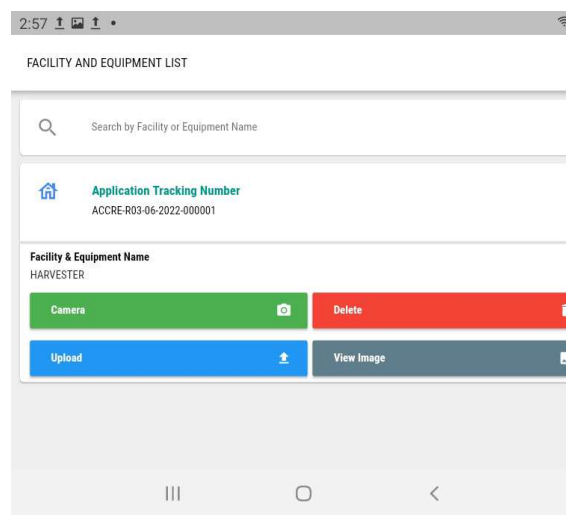


Fig 4.b Facility and Equipment List

4.C SEED GROWERS CERTIFICATION

Navigate your certification application page thru the side navigation panel.

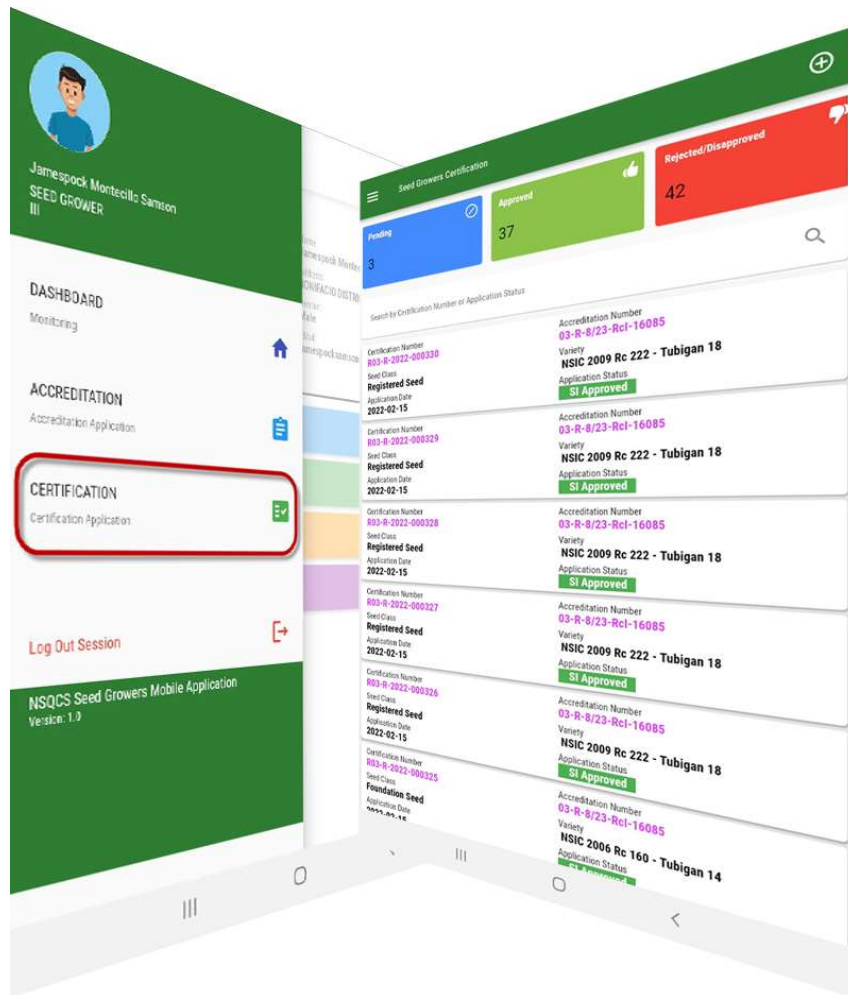



Fig 4.B Certification Page

Seed Certification status monitoring for individual Seed Growers (SG) and Seed Producers (SP). Status that are *Pending*, *Approved*, and *Disapproved* by Seed Inspector (SI) are highlighted and filtered accordingly.

4.C.1 How to Create new Certification

On the upper right hand of the Certification Page click the  add button.

It will direct you to the application form page for Seed Certification.

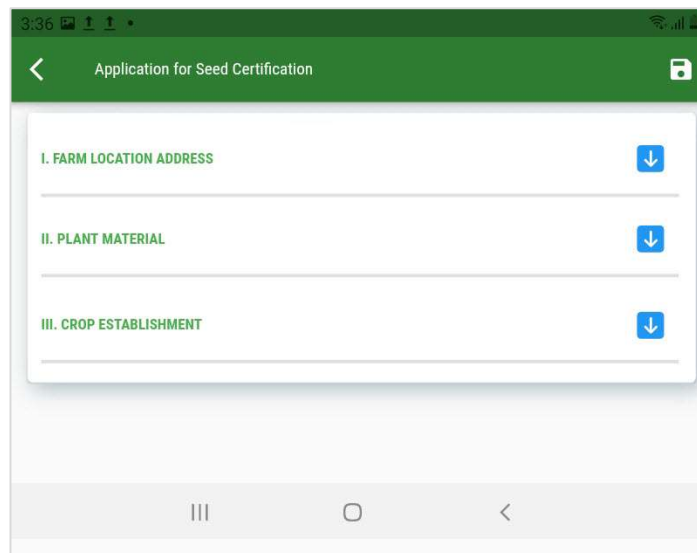


Fig 4.c.1 Application Certification Form

Farm Location Address

Click the *Get My Location* to capture your coordinates.

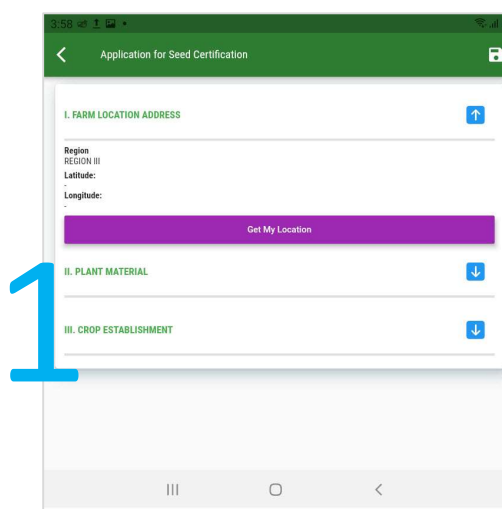


Fig 4.c.1 Certification Form – Farm Location Address

Plant Material

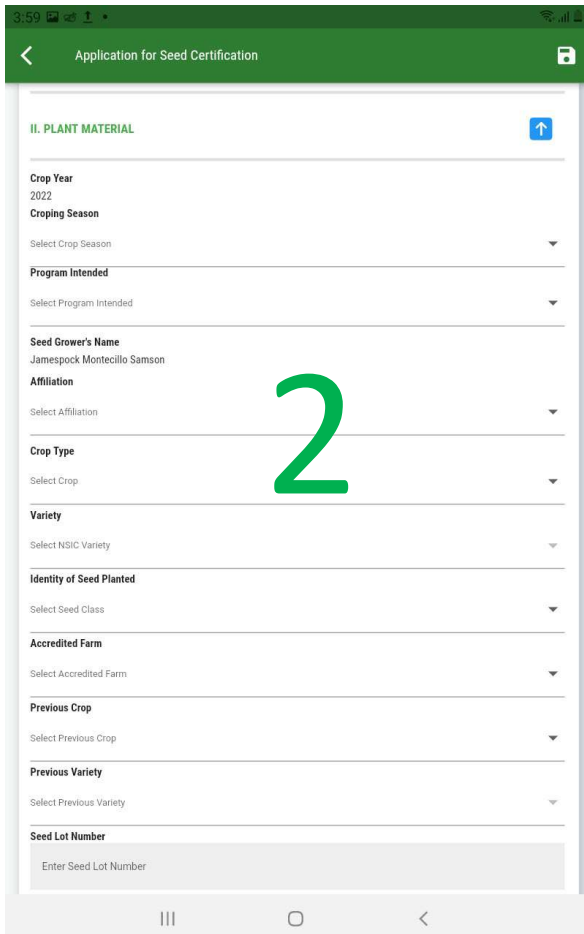


Fig 4.c.1 Certification Form – Plant Material

Crop Establishment

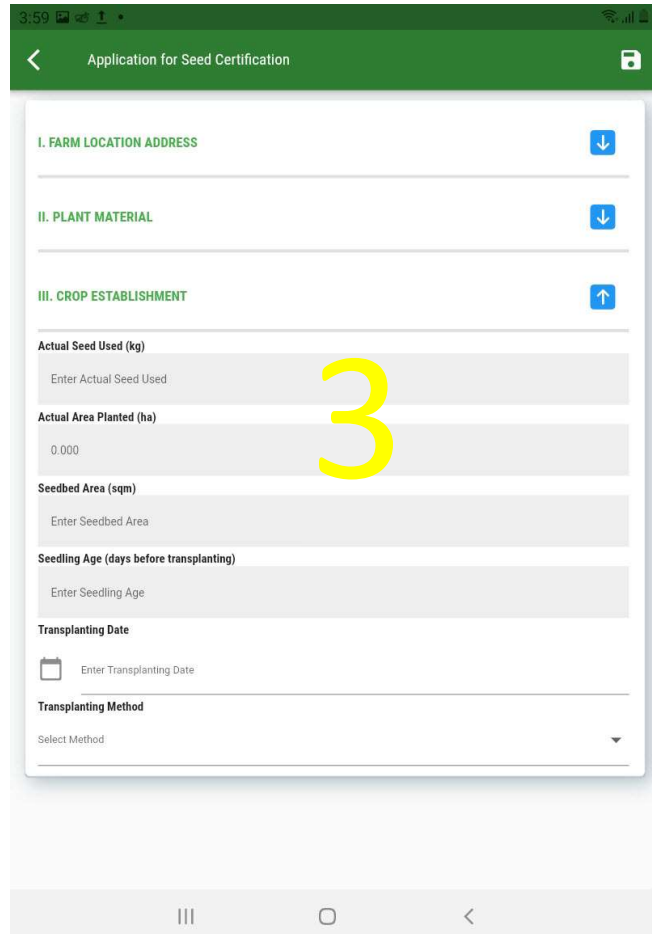


Fig 4.c.1 Certification Form – Plant Material

Once your ready, click the **Save** button on the upper right hand of the form.