

## **FARMAMENT TUTORIALS**

Farmament is a web-based app for recording food losses and for traceability for small-scale produce growers. Growers can also record plantings, crop surveys, harvests, processing, shipping, sales and more. Growers can access Farmament from their mobile device or computer anytime at <https://app.farmament.com/farm/>.

Examples used in tutorials are for example and instructional purposes only.

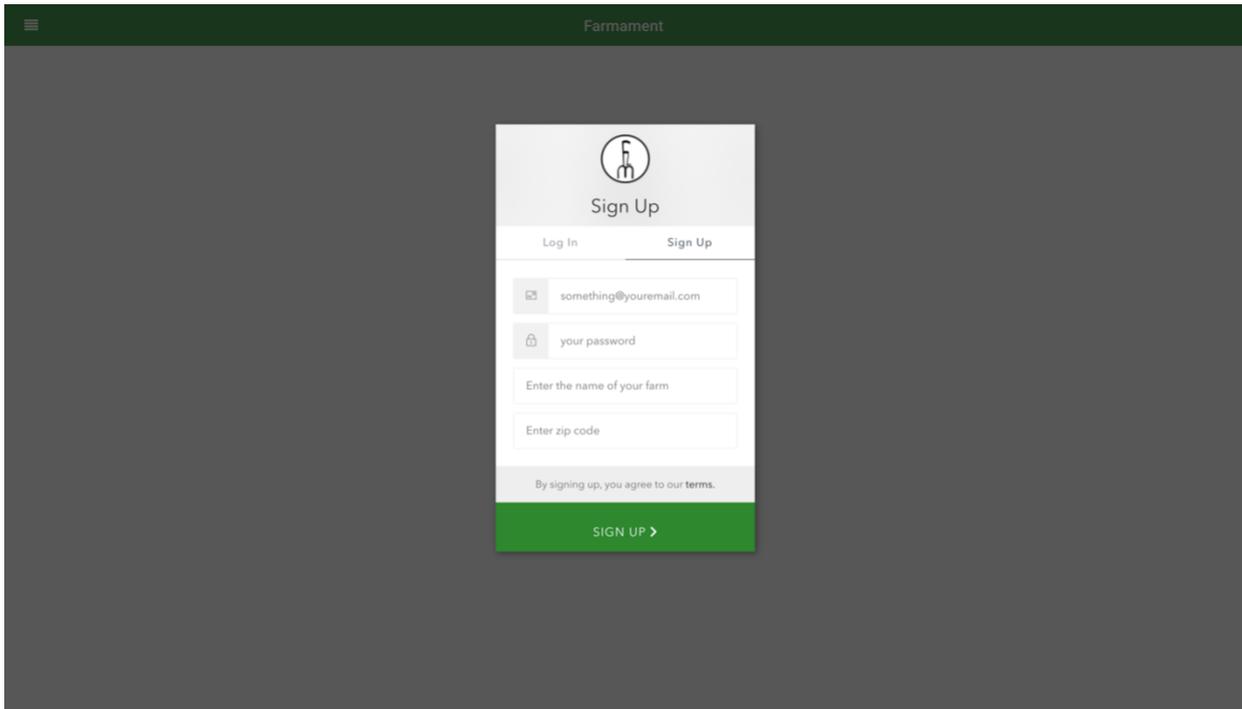
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# LINK TO FARMAMENT

<https://app.farmament.com/farm/>

## SIGN UP

A screenshot of the Farmament mobile application's sign-up screen. The screen has a dark green header with the word "Farmament" and a hamburger menu icon. The main content area is a light gray card with the Farmament logo (a stylized 'f' and 'm' in a circle) at the top, followed by the text "Sign Up". Below this are two tabs: "Log In" and "Sign Up", with "Sign Up" being the active tab. The form contains four input fields: an email field with the placeholder "something@youremail.com", a password field with the placeholder "your password", a text field for "Enter the name of your farm", and a text field for "Enter zip code". At the bottom of the form, there is a line of text: "By signing up, you agree to our terms." and a green button with the text "SIGN UP >".

Select “**sign up**” tab.

### FILL OUT REQUIRED INFORMATION

Enter your **email address**.

Enter a **password** (Must be at least 6 characters in length).

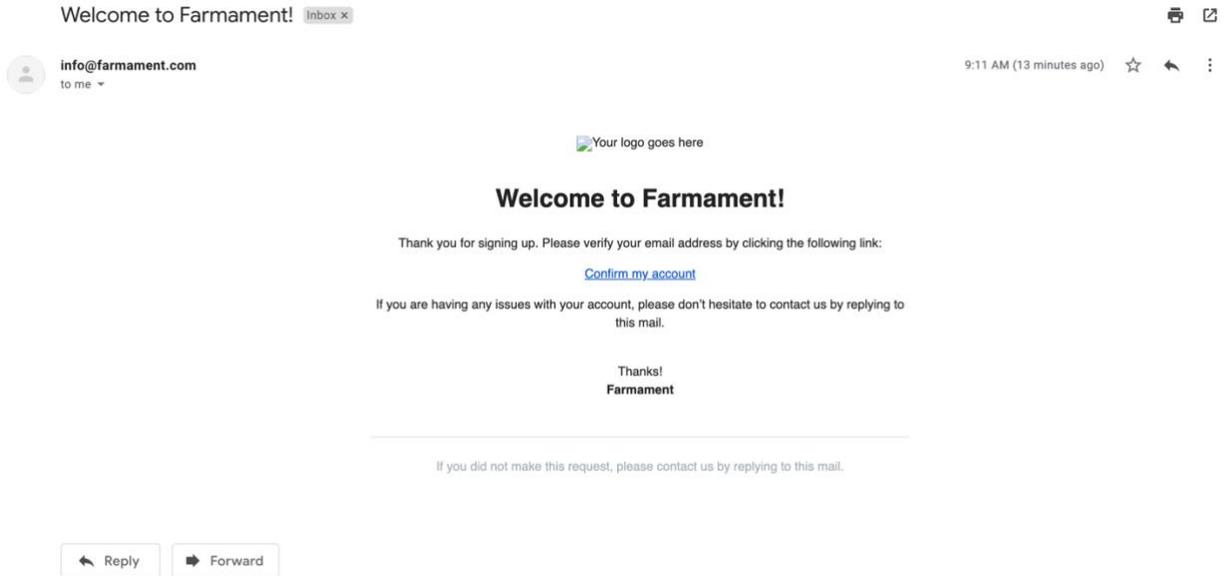
Enter the **name of your farm**.

Enter the **zip code**.

Read **terms** by clicking on the hyperlink.

Click “**sign up**”.

# CONFIRM ACCOUNT

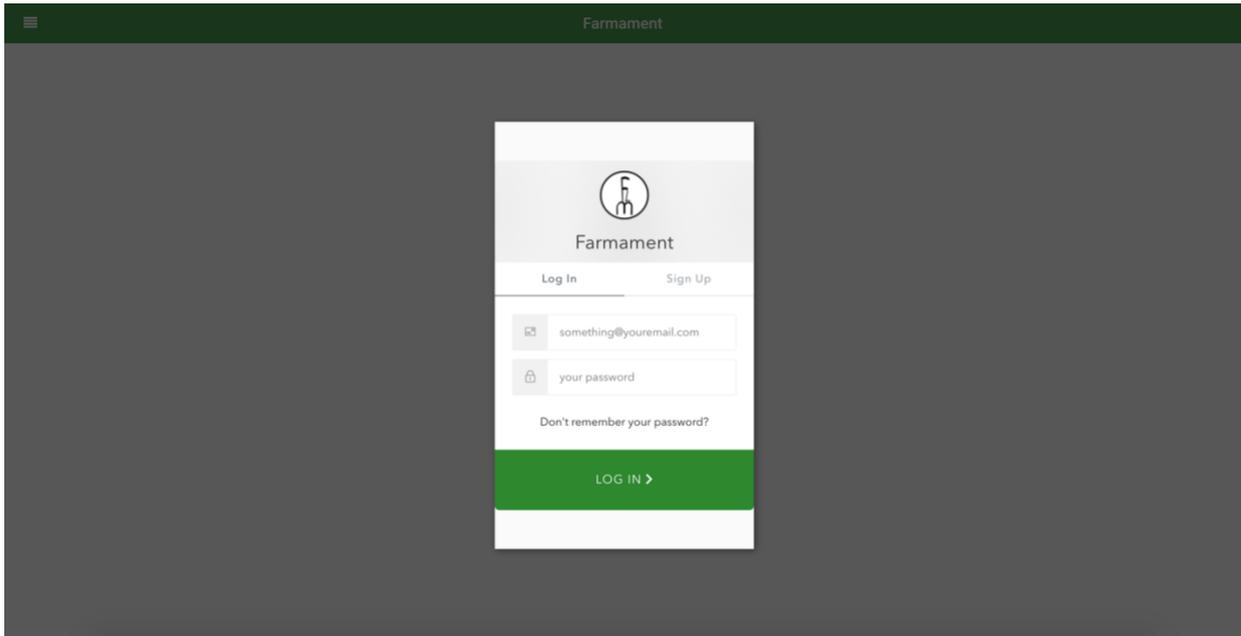


An email will be sent to the email you provided. Click on the “**confirm my account**” hyperlink in the confirmation email.

If you have any issues with your account, reply to the confirmation email (info@farmament.com).

# LOG IN

Go to <https://app.farmament.com/farm/>



Click “**log in**” tab (it should be showing automatically).

Enter the email and password used to register the account.

Click “**log in**”.

## **FORGOT YOUR PASSWORD?**

Click the hyperlink “***don't remember your password?***”.

# FARM SETTINGS

Wildcat Acres Settings

DETAILS FARMERS LOCATIONS

Name\*  
Wildcat Acres

Type\*  
Select farm type

Units\*  
acres

Address  
Enter street address for the farm

City  
Enter city for the farm

State  
Enter a state for the farm

Postal Code

After logging in for the first time, Farmament will automatically load the settings for your farm for you to input farm information. It will automatically open on the “**details**” tab.

*\*Notes: Information can be changed after initial farm set up by going to **farm settings**.*

*Additional farms or locations can be added in the same way by going to **farm settings** after setting up your first farm site.*

*If you do not wish to input farm information, click the back arrow in the upper left-hand corner. You can update your farm information later but features of the app may not be available until you update farm settings.*

## DETAILS

The screenshot shows a mobile application interface for 'Wildcat Acres Settings'. At the top, there is a green header with a back arrow on the left and the title 'Wildcat Acres Settings' in the center. Below the header, there are three tabs: 'DETAILS' (which is selected and highlighted with a red underline), 'FARMERS', and 'LOCATIONS'. The main content area is white and contains several form fields:

- Name\***: A text input field containing 'Wildcat Acres' with a clear (X) button on the right.
- Type\***: A dropdown menu with 'Produce' selected. The dropdown list is open, showing three options: 'Protein', 'Produce' (highlighted), and 'Other'.
- City**: A text input field with the placeholder text 'Enter city for the farm'.
- State**: A text input field with the placeholder text 'Enter a state for the farm'.
- Postal Code**: A text input field with the placeholder text 'Enter zip code for the farm'.

### TYPE

Click on empty field **“select farm type”** under **“type”**.

Select **“protein”**, **“produce”**, or **“other”** from the drop-down menu.

### UNITS

Click on **“acres”** under **“units”** to change units to square feet.

Select **“sq ft”** or **“acres”** from drop-down menu.

### ADDRESS

Click on the empty field **“enter street address for the farm”** under **“address”**.

Type **farm address**.

### CITY

Click on the empty field **“enter city for the farm”** under **“city”**.

Type **city name** that the farm is in.

## STATE

Click on the empty field “**enter a state for the farm**” under “**state**”.

Type **name of state** that the farm is in.

## POSTAL CODE

The zip code may be pre-filled.

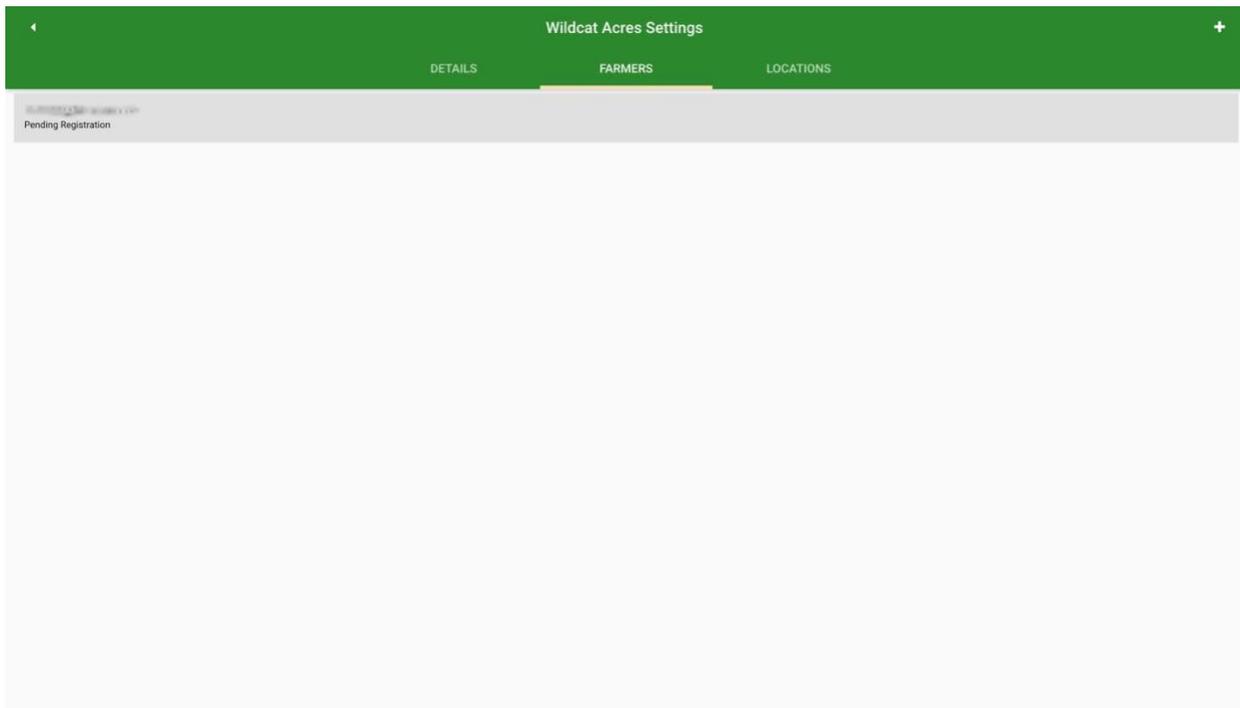
If you wish to change the zip code, click on the “**x**” on the right-hand side of the field before proceeding.

Click on the empty field “**enter zip code for the farm**”.

Type **zip code** that the farm is in.

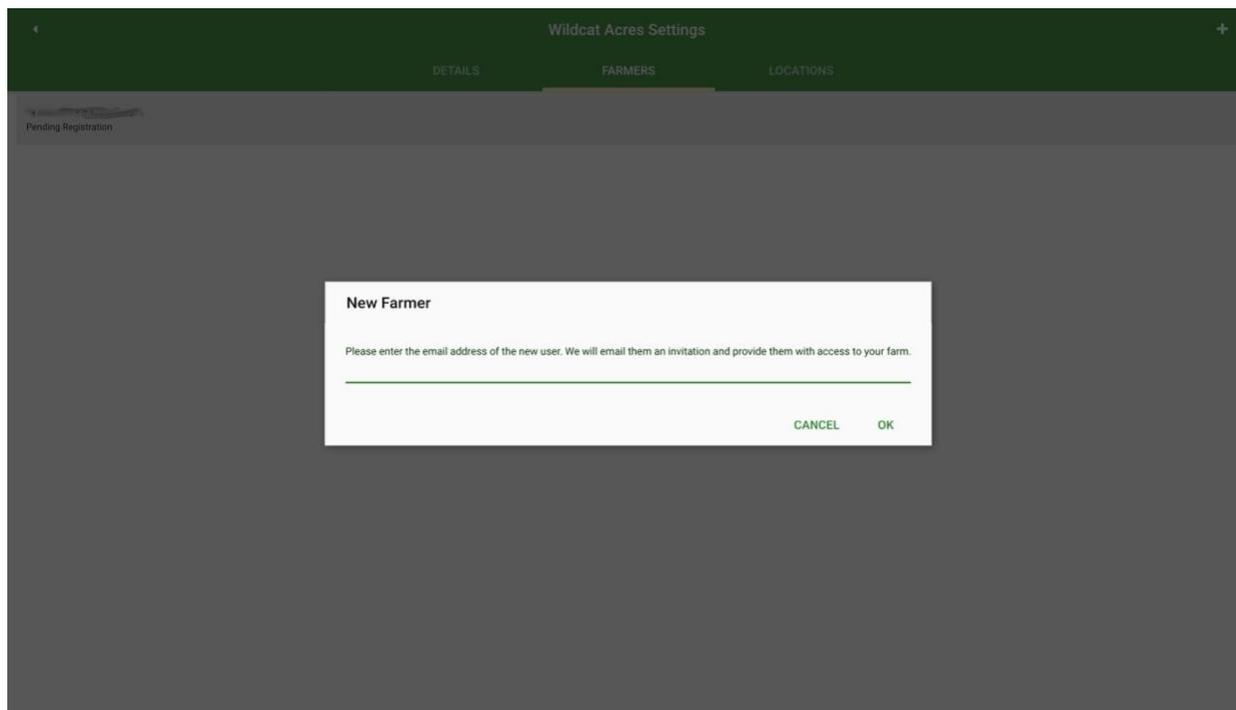
## FARMERS

Click on the tab “farmers”.



The e-mail address registered to the account should be displayed.

## ADDING NEW FARMER(S)



To add more farmers, click the “+” in the upper right-hand corner.

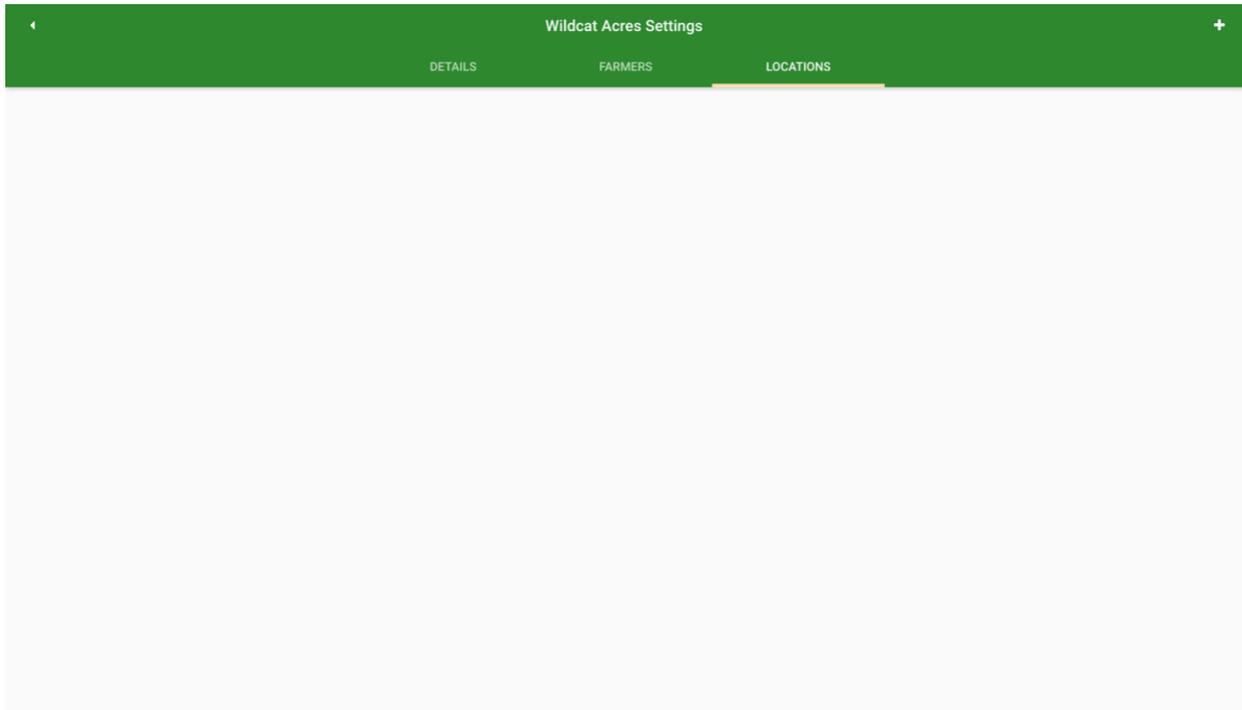
Type the **e-mail address** of the farmer you wish to add.

Click “**OK**”.

*\*Note: Each new farmer will need to follow the instructions provided in the invitation email.*

## LOCATIONS

Click on the tab “**locations**”.



To add more locations, click the “+” in the upper right-hand corner.

## FILL OUT REQUIRED INFORMATION

NAME

New Location



Name\*  
Enter a name for the field, plot, etc.

Type  
Tunnel

Area (acres)  
0.00 acres

DRAW BORDER

SAVE

CANCEL

DELETE LOCATION

Click on the empty field “enter a name for the field, plot, etc.” under “name”.

Type **name** of the farm.

## TYPE

New Location

Map **Satellite**



Name\*

Wildcat Acres 1

Type

Tunnel

- Tunnel
- Field
- Plot
- Pasture
- High Tunnel
- Low Tunnel
- Raised Bed

Select **type** from drop-down menu.

## AREA

New Location



Map Satellite

Name\*  
Wildcat Acres 1

Type  
Plot

Area (acres)  
0.00 acres

DRAW BORDER

SAVE

CANCEL

DELETE LOCATION

Click on the empty field “0.00” under “area (acres /sq ft)”.

Type **area amount** of the farm location.

*\*Note: This value may be automatically adjusted based on the drawn border and can be verified prior to saving the border.*

## DRAW BORDER

New Location

Map Satellite



Name\*  
Wildcat Acres 1

Type  
Plot

Area (acres)  
10 acres

DRAW BORDER

SAVE

CANCEL

DELETE LOCATION

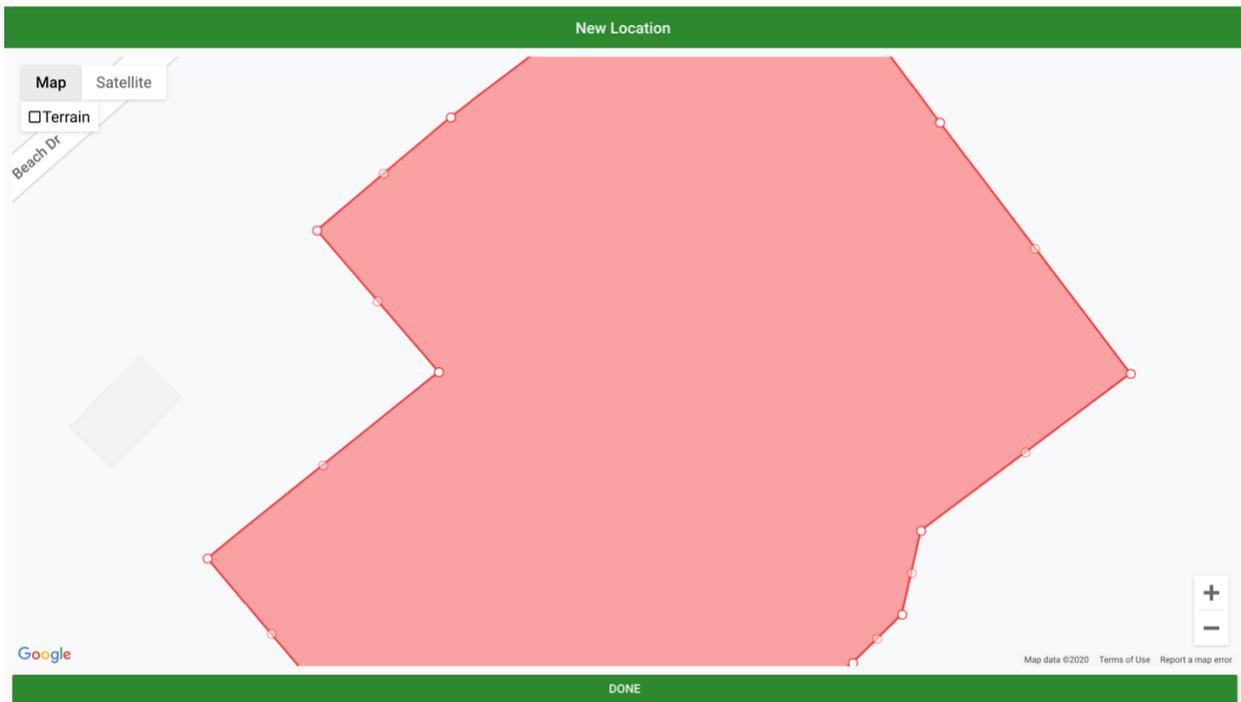
Click on the button “draw border”.



Click on **center of object** to move entire object.

Click on **white dots at edges** of object to adjust the border.

ADDITIONAL FEATURES:



To view the map without satellite imagery, click the **“map”** button in the upper left-hand corner.

To view terrain, click **“terrain”** from the drop-down menu.



To view satellite imagery, click the **“satellite”** button in the upper left-hand corner.

To view labels (i.e. street names), click **“labels”** from the drop-down menu.

To rotate the map 90°, click the **arrow** button in the lower right-hand corner.

To tilt map, click the button with **four squares**.

To zoom out, click the **“+”** button in the lower right-hand corner.

To zoom in, click the **“-”** button in the lower right-hand corner.

Click **“done”**.

A new screen will be displayed.

The screenshot displays the 'New Location' interface. At the top, a green header contains the text 'New Location'. Below this is a map view showing a satellite image of a rural area with a red polygon highlighting a specific field. The map includes a 'Map' and 'Satellite' toggle, a 'Google' logo, and a zoom control with '+' and '-' buttons. Below the map, there is a form with the following elements:

- Name\***: A text input field with the placeholder text 'Enter a name for the field, plot, etc.'
- Type**: A dropdown menu currently set to 'Plot'.
- Area (acres)**: A text input field containing '2.15' and a unit dropdown menu set to 'acres'.
- EDIT BORDER**: A green button.
- REMOVE BORDER**: A green button.
- SAVE**: A large green button.
- CANCEL**: A white button with green text.
- DELETE LOCATION**: A white button with red text.

Click on the empty field **“enter a name for the field, plot, etc.”** under **“name”**.

Type **name** of the field, plot, etc.

Click the **“save”** button.

*\*Alternatively, click **“cancel”** to discard changes or **“delete location”** to delete.*

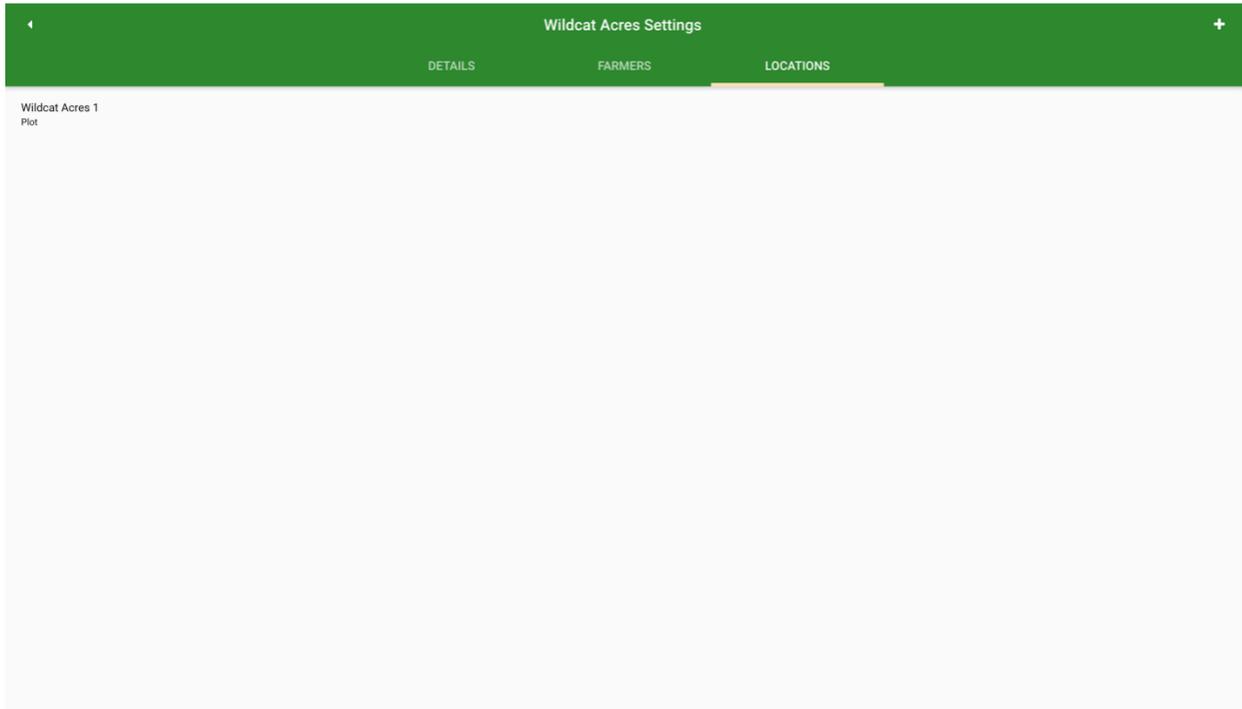
TO DELETE OR MAKE CHANGES TO BORDER:

To make changes to the border, click the **“edit border”** button.

To remove the border, click the **“remove border”** button.

To cancel, click the **“cancel”** button.

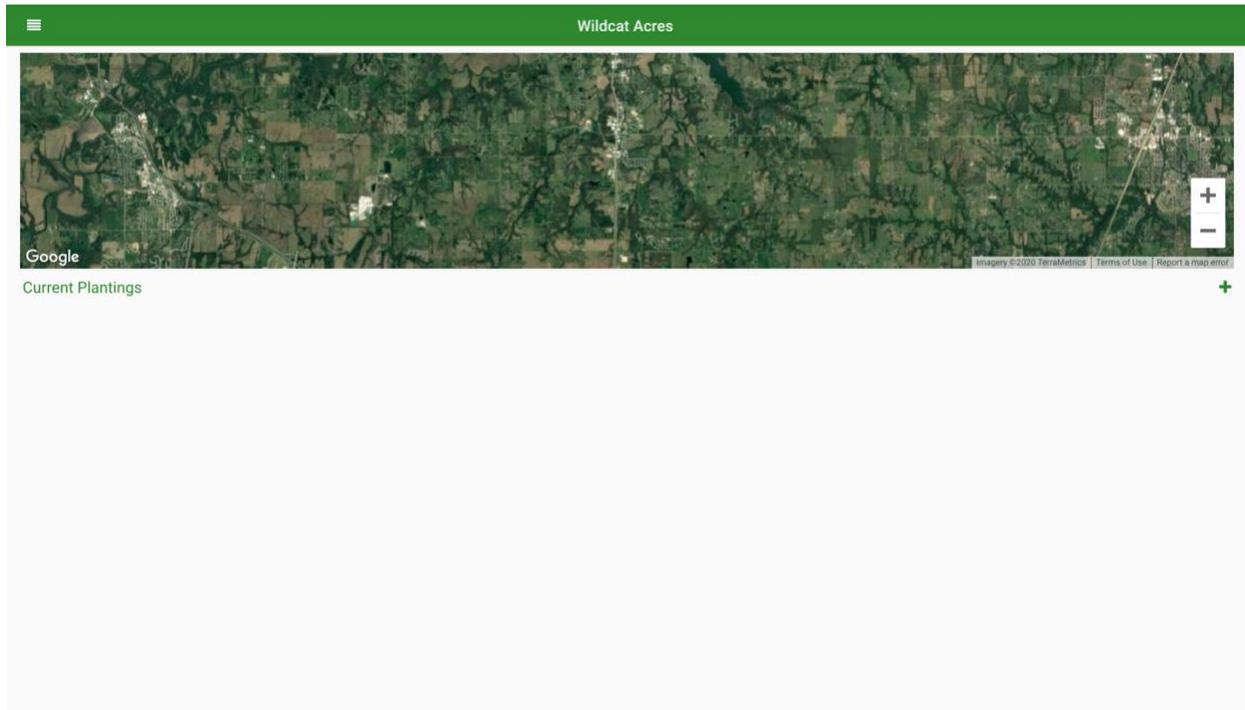
To delete location, click the **“delete location”** button.



The new location should now appear on screen.

To add locations, click the **“+”** button at the upper right-hand corner of the screen. Repeat steps for **new location** through **draw border**. Click the **“save”** button.

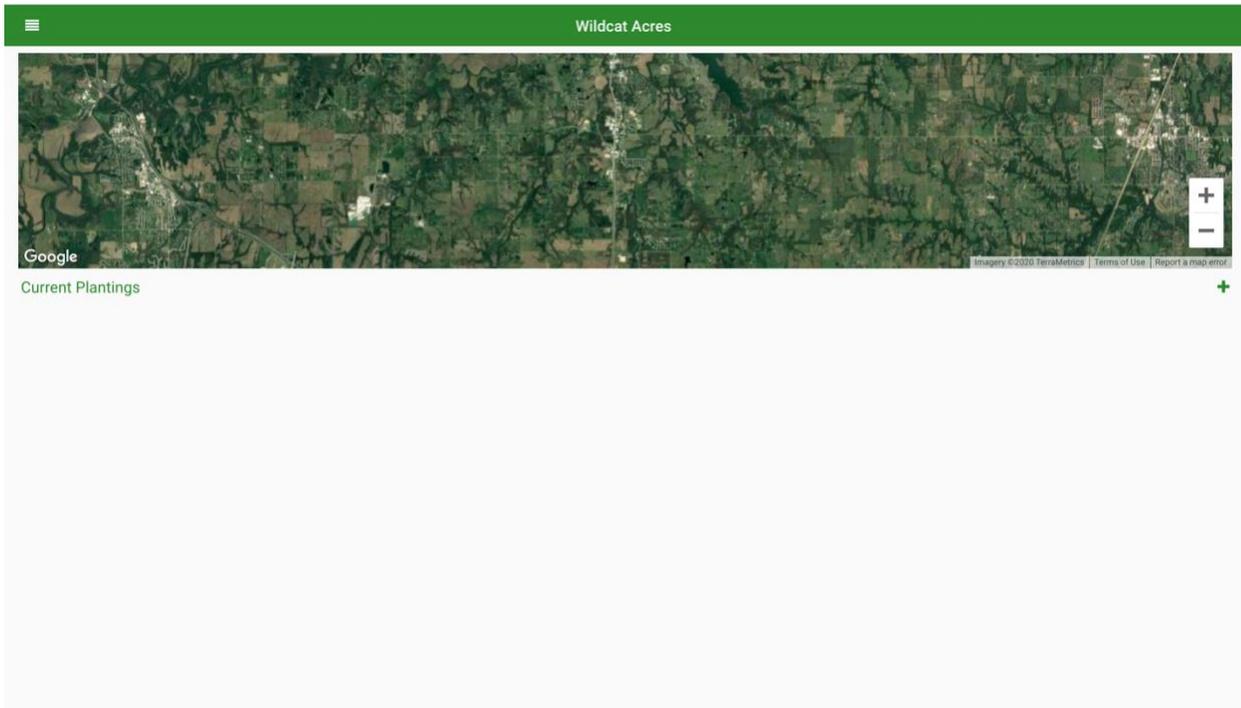
## CURRENT PLANTINGS



After completing farm settings (see farm settings section if not complete, a screen will appear that displays “**current plantings**”).

As current plantings are added, they will appear here. To edit or update a planting, click on the planting name.

## ADDING CURRENT PLANTINGS



Click the green “+” button to the right of “current plantings”.

## NEW PLANTING

A screenshot of a mobile application form titled "New Planting". The form has a green header bar with the title. Below the header are several input fields: "Crop\*" with a dropdown arrow, "Location\*" with a dropdown arrow, "Area (sq ft)\*" with a text input field containing "0.00" and a close button, "Planned Yield (lbs)\*" with a text input field containing "Enter the planned yield", "Planting Date\*" with a calendar icon, "Expected Harvest Date\*" with a calendar icon, "Quantity Planted" with a dropdown arrow and "0, 10, 1000, etc" below it, and "Organic" with a checkbox. Below these fields is a "Conditions" section with a star rating of one yellow star and four gray stars. At the bottom is a "Notes" section with a text input field containing "Enter notes about the planting". At the very bottom are two buttons: "SAVE" in a green bar and "CANCEL" in a white bar.

## CROP

Click the empty field “**tap to select a crop**” under “**crop**”.

A new screen will appear to **add a new crop** (click **new crop** button at bottom of page) or **select a crop** if the crop has previously been added (click **favorites** button at bottom of page).

*\*Note: Instructions to **add a crop** are in the section titled **add a crop**.*

Select A Crop		
Category	Type / Variety	Yield (per ft) / Days
<input checked="" type="checkbox"/> Lettuce	Leaf Salad Bowl	0.15 lbs 45 days

To **select a crop**, click the box next to the appropriate **crop**.

The crop selection should now display on the **new planting** page.

## LOCATION

Salad Bowl Lettuce

Crop\*  
Salad Bowl Lettuce

Location\*  
Select field, tunnel, etc.

Wildcat Acres 1

0.00

Planned Yield (lbs)\*  
Enter the planned yield

Planting Date\* 

Expected Harvest Date\* 

Quantity Planted  
0, 10, 1000, etc

Organic

Conditions  


Notes  
Enter notes about the planting

SAVE

CANCEL

Click on the “select field, tunnel, etc.” under “location”.

Select **location** for the new planting from the drop-down menu.

*\*Note: To add a new location, go to the home page, go to **farm settings** (click the bars in the upper left-hand corner of the home screen) and add **new location**.*

## AREA

Salad Bowl Lettuce

Crop\*  
Salad Bowl Lettuce

Location\*  
Wildcat Acres 1

Area (acres)\*  
Enter the total area planted

Planned Yield (lbs)\*  
Enter the planned yield

Planting Date\* 

Expected Harvest Date\* 

Quantity Planted  
0, 10, 1000, etc

Organic

Conditions  


Notes  
Enter notes about the planting

SAVE

CANCEL

This field may be pre-filled in during location selection (see above).

To change the value, click the “x” to the right of the field, and enter new value in the now empty field “**enter the total area to be planted**” under “**area (unit)**”.

## PLANNED YIELD

Salad Bowl Lettuce

Crop\*  
Salad Bowl Lettuce

Location\*  
Wildcat Acres 1

Area (acres)\*  
1

Planned Yield (lbs)\*

Planting Date\*

Expected Harvest Date\*

Quantity Planted  
0, 10, 1000, etc

Organic

Conditions  


Notes

SAVE

CANCEL

Click on the empty field “**enter the planned yield**” under “**planned yield (unit)**”.

Type **planned yield** of the crop.

## PLANTING DATE

The screenshot shows a form for 'Salad Bowl Lettuce' with the following fields:

- Crop\*: Salad Bowl Lettuce
- Location\*: Wildcat Acres 1
- Area (acres)\*: 1
- Planned Yield (lbs)\*: 6500
- Planting Date\*: 03/24/2020

A calendar pop-up for March 2020 is displayed, showing the 24th selected. The calendar has a header 'March 2020' and a grid of days. The 24th is highlighted with a green circle. Below the calendar are 'SAVE' and 'CANCEL' buttons.

Click on the calendar icon to the right of “**planting date\***”.

Select **planting date** on the calendar pop-up.

## EXPECTED HARVEST DATE

The expected harvest date should display automatically when a planting date is selected. It is calculated on the expected days to harvest recorded when the crop was created with **add a crop** (see **add a crop** section).

TO CHANGE EXPECTED HARVEST DATE:

Click on the calendar icon to the right of “**expected harvest date\***”.

Select **expected harvest date** on the calendar pop-up.

## QUANTITY PLANTED

**Salad Bowl Lettuce**

Crop\*  
Salad Bowl Lettuce

Location\*  
Wildcat Acres 1

Area (acres)\*  
1

Planned Yield (lbs)\*  
6500

Planting Date\*  
03/24/2020

Expected Harvest Date\*  
05/08/2020

Quantity Planted  
0, 10, 1000, etc

Organic

Conditions  


Notes  
Enter notes about the planting

**SAVE**

CANCEL

Click on the empty field “0, 10, 1000, etc.” under “quantity planted”.

Type the **quantity planted** of the crop.

**Salad Bowl Lettuce**

Crop\*  
Salad Bowl Lettuce

Location\*  
Wildcat Acres 1

Area (acres)\*  
1

Planned Yield (lbs)\*  
6500

Planting Date\*  
03/24/2020

Expected Harvest Date\*  
05/08/2020

Quantity Planted  
2600

Organic

Conditions  


Notes  
Enter notes about the planting

Seeds

Plants

Pounds

**SAVE**

CANCEL

Select **unit planted** from the drop-down menu displayed to the right of the **value of quantity planted**.

## ORGANIC

**Edit Planting**

Crop\*  
Salad Bowl Lettuce

Location\*  
Wildcat Acres 1

Area (acres)\*  
1.00

Planned Yield (lbs)\*  
6500

Planting Date\*  
03/24/2020

Expected Harvest Date\*  
05/08/2020

Quantity Planted  
2600 X Seeds

Organic

Conditions  


Notes  
Enter notes about the planting

**SAVE**

CANCEL

Click the box to the right of the “**organic**” field if crop is **organic**.

## CONDITIONS

Salad Bowl Lettuce	
Crop*	Salad Bowl Lettuce
Location*	Wildcat Acres 1
Area (acres)*	1
Planned Yield (lbs)*	6500
Planting Date*	03/24/2020
Expected Harvest Date*	05/08/2020
Quantity Planted	2600 <input checked="" type="checkbox"/> Seeds
Organic	<input type="checkbox"/>
Conditions	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Notes	Enter notes about the planting
<input type="button" value="SAVE"/>	
<input type="button" value="CANCEL"/>	

Click the number of **stars** (1= extremely unfavorable; 5= extremely favorable) to rate planting **conditions** located under **“conditions”**.

## NOTES

Salad Bowl Lettuce	
Crop*	Salad Bowl Lettuce
Location*	Wildcat Acres 1
Area (acres)*	1
Planned Yield (lbs)*	6500
Planting Date*	03/24/2020
Expected Harvest Date*	05/08/2020
Quantity Planted	2600 X Seeds
Organic	<input checked="" type="checkbox"/>
Conditions	
Notes	Planting weather: 61 degrees Fahrenheit

SAVE

CANCEL

Click the empty field **“enter notes about the planting”** under **“notes”** to type notes about the planting.

Click the **“save”** button to save.

*\*Alternatively, click **“cancel”** to discard changes.*

## EDIT A CROP PLANTING

The screenshot shows a mobile application interface for editing crop planting information. At the top, a green header bar contains a back arrow, the title "Salad Bowl Lettuce", and a pencil and paper icon. Below the header, the left side lists fields: "Location:", "Area Planted:", "Planted:", "Expected Harvest:", "Planned Yield:", and "Notes". The right side displays the corresponding values: "Wildcat Acres 1", "1.00 acres", "2020-03-24", "2020-05-08", "6500 lbs", and "Planting weather: 61 degrees Fahrenheit." Below this is a green navigation bar with three tabs: "ACTIONS", "HISTORY", and "STATUS". The "ACTIONS" tab is active. The main content area features four large, light-colored buttons with green icons and text: "FIELD SURVEY" (leaf icon), "HARVEST" (tractor icon), "PROCESS & SHIP" (truck icon), and "SELL" (dollar sign icon).

To edit a **crop planting**, click the pencil and paper icon in the upper right-hand corner of the screen.

*\*Note: How to record a **field survey**, **harvest**, **process and ship**, or **sell** (shown in the above screen image) are discussed in their respective sections.*

## ADD A NEW CROP

Add A Crop

Crop\*  
Select a crop

Type\*  
Select a crop type

Variety  
Enter a crop variety

Planned Yield  
0, 0.2, 30, etc      lbs      per square foot

Days to Harvest\*  
30, 60, 90, etc

SAVE

CANCEL

NEW CROP      FAVORITES

## CROP

Add A Crop

Crop\*  
Lettuce

- Lemons
- Lentils
- Lettuce
- Limes
- Lupins
- Mandarin
- Mangoes
- Melons

SAVE

CANCEL

NEW CROP      FAVORITES

Click on the empty field “select a crop” under “crop”.

Select a **crop** from the drop-down menu.

## TYPE

Add A Crop

Crop\*  
Lettuce

Type\*  
Leaf

Head

Leaf

Romaine

Soft Head

Days to Harvest\*  
30, 60, 90, etc

SAVE

CANCEL

NEW CROP      FAVORITES

Click on the empty field “**select a crop type**” under “**type**”.

Select a **crop type** from the drop-down menu.

## VARIETY

Add A Crop

Crop\*  
Lettuce

Type\*  
Leaf

Variety  
Enter a crop variety

Planned Yield  
0, 0.2, 30, etc lbs per square foot

Days to Harvest\*  
30, 60, 90, etc

SAVE

CANCEL

NEW CROP FAVORITES

Click on the empty field “**enter a crop variety**” under “**variety**”.

Type **crop variety**.

## PLANNED YIELD

The screenshot shows the 'Add A Crop' form. The 'Planned Yield' field is active, displaying '0.2, 30, etc' and 'lbs'. A dropdown menu is open, showing options: 'lbs', 'bales', 'bshls', 'boxes', and 'units'. The 'per square foot' unit is also visible in the dropdown. Below the form are 'SAVE' and 'CANCEL' buttons. At the bottom, there are 'NEW CROP' and 'FAVORITES' tabs.

Click on the empty field “0, 0.2, 30, etc.” under “planned yield”.

Type **planned yield**.

The screenshot shows the 'Add A New Crop' form. The 'Planned Yield' field is active, displaying '0.15' and 'lbs'. A dropdown menu is open, showing options: 'lbs', 'bales', 'bshls', 'boxes', and 'units'. The 'per square foot' unit is also visible in the dropdown. Below the form are 'SAVE' and 'CANCEL' buttons. At the bottom, there are 'NEW CROP' and 'FAVORITES' tabs.

Click on the “lbs.” button next to “per square foot”.

Select a **unit** from the drop-down menu.

## DAYS TO HARVEST

Add A Crop

Crop\*  
Lettuce

Type\*  
Leaf

Variety  
Salad Bowl

Planned Yield  
0.15 lbs per square foot

Days to Harvest\*  
30, 60, 90, etc.

SAVE

CANCEL

NEW CROP FAVORITES

Click on the empty field “30, 60, 90, etc.” under “days to harvest”.

Type **expected days to harvest**.

Add A Crop

Crop\*  
Lettuce

Type\*  
Leaf

Variety  
Salad Bowl

Planned Yield  
0.15 lbs per square foot

Days to Harvest\*  
45

SAVE

CANCEL

NEW CROP FAVORITES

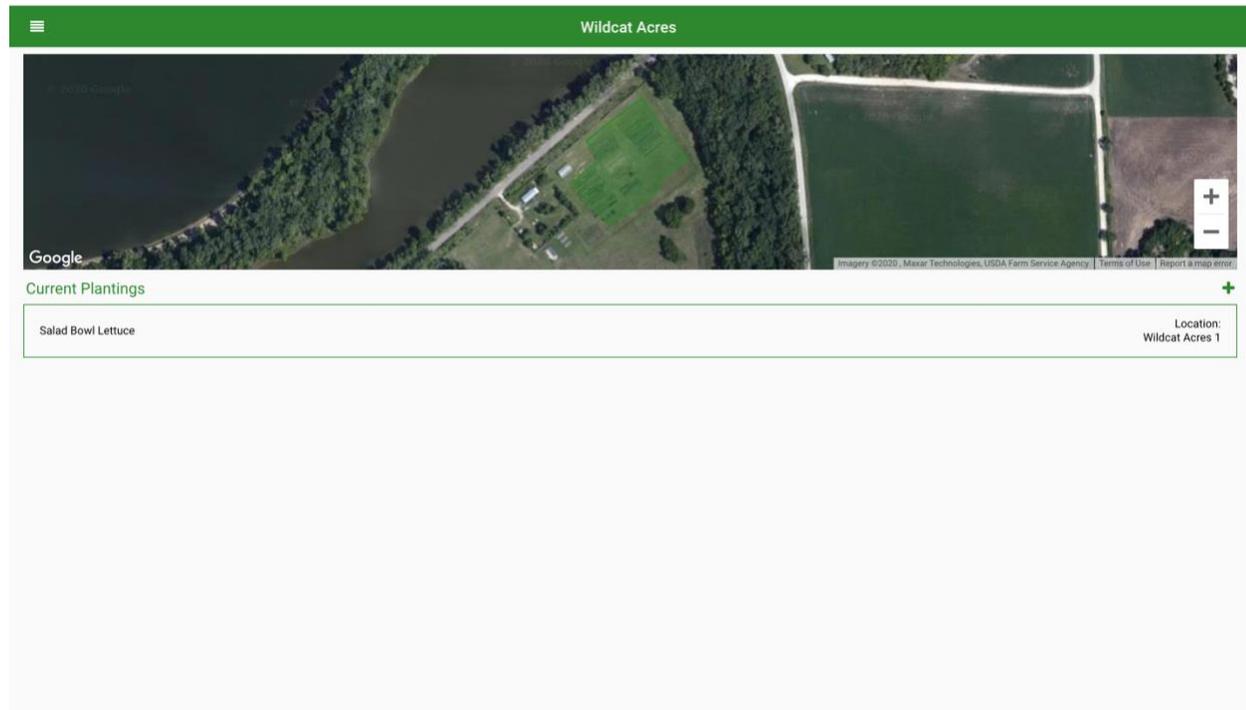
Click the “save” button. The crop may now be used to **add a current planting** (see **current planting** section).

ADDITIONAL FEATURES:

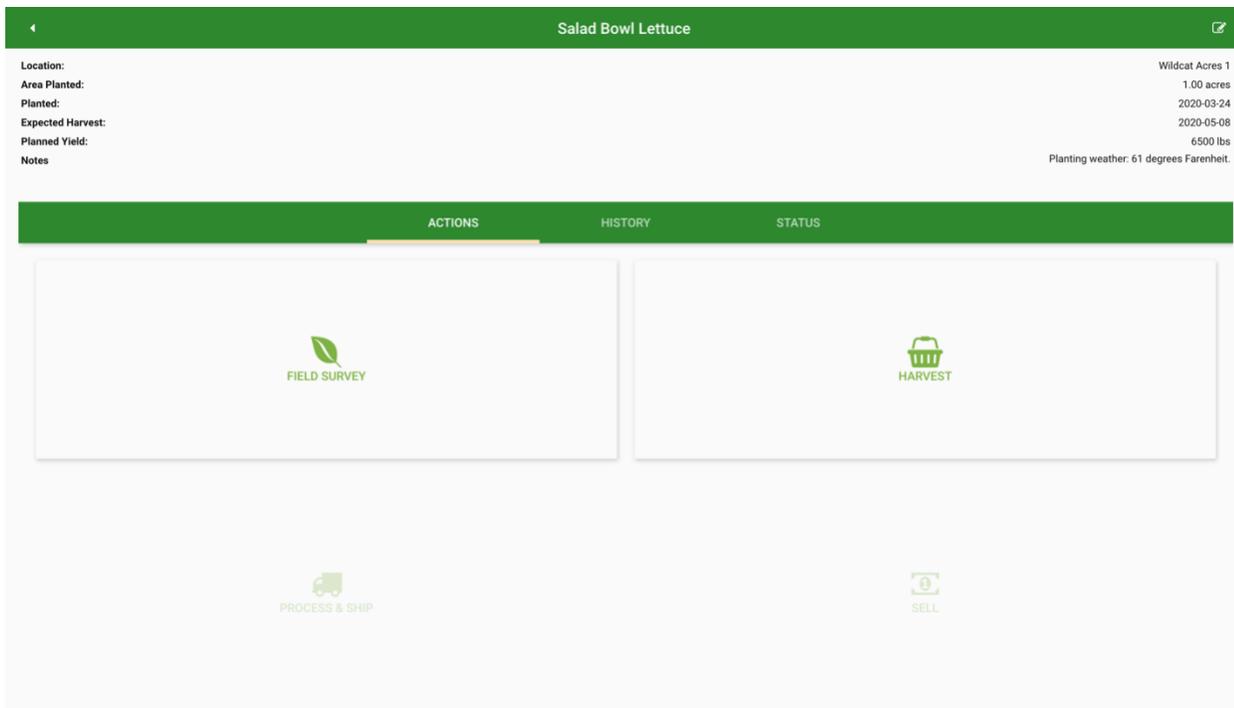
Once a crop has been added, it can be viewed by clicking “favorites” at the bottom of the screen and used on the “new planting” page without using the “add a crop” form.

**ACTIONS**

FIELD SURVEY

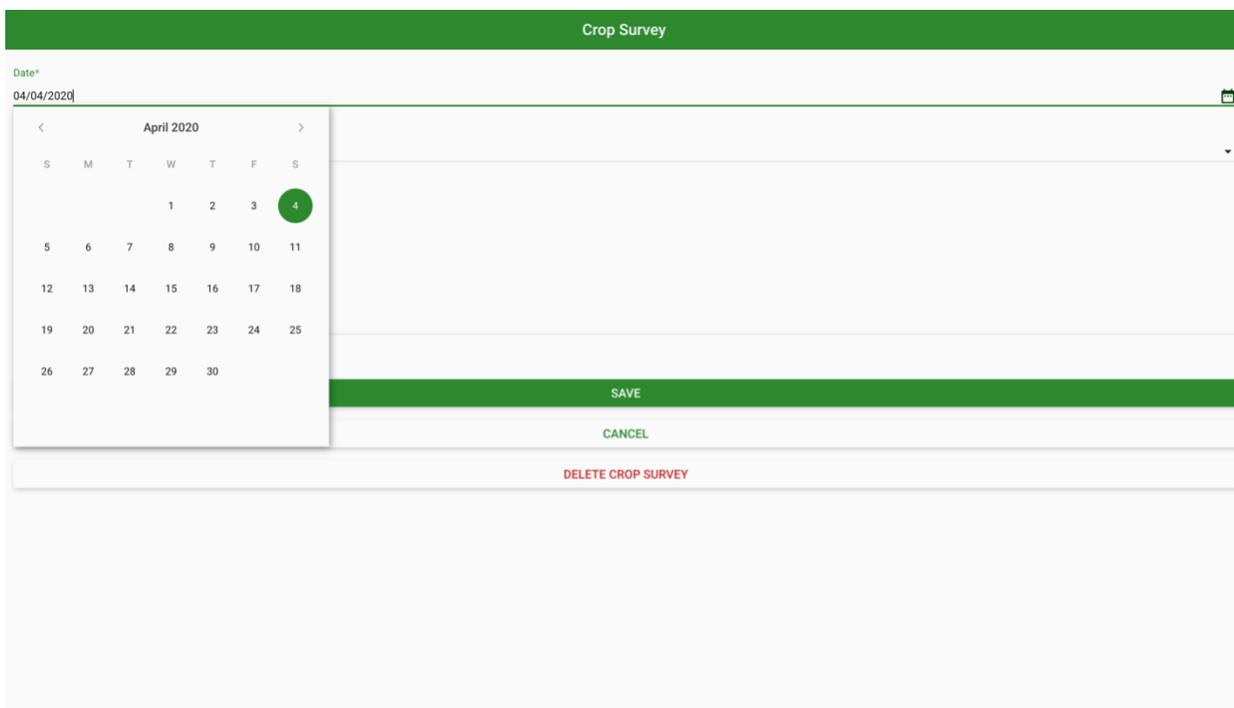


From the location home screen, select a crop.



From crop screen, click the “**field survey**” button under the “**actions**” tab.

## DATE



Click on the calendar icon to the right of “**date**”.

Select **date** of field survey on the calendar pop-up.

## STAGE

Crop Survey

Date\*  
04/04/2020 

Stage\*  
Seedling 

Seed

Seedling

Maturing

Mature

Other

Field loss since last survey?

SAVE

CANCEL

DELETE CROP SURVEY

Click on the empty field **“tap to see a crop stage”** under **“stage”**.

Select **stage** from drop-down menu.

## CONDITIONS

Crop Survey

Date\*  
04/04/2020 

Stage\*  
Seedling 

Conditions  


Notes\*  
Field conditions, maturity notes, etc...

---

Field loss since last survey?

SAVE

CANCEL

DELETE CROP SURVEY

Click the number of **stars** (1= extremely unfavorable; 5= extremely favorable) to rate field survey **conditions** located under “**conditions**”.

## NOTES

Crop Survey

Date\*  
04/04/2020 

Stage\*  
Seedling 

Conditions  


Notes\*  
Seedlings appearing.

---

Field loss since last survey?

SAVE

CANCEL

DELETE CROP SURVEY

Click the empty field “**field conditions, maturity notes, etc.**” under “**notes**” to type notes about the planting.

## FIELD LOSS SINCE LAST SURVEY?

Crop Survey

Date\*  
04/04/2020 

Stage\*  
Seedling 

Conditions  


Notes\*  
Seedlings appearing.

Field loss since last survey?

Lost (%)\*  
Select % of planting lost 

Reason\*  
Select reason for loss 

**SAVE**

CANCEL

DELETE CROP SURVEY

If no field loss, click **“save”**

To record a field loss, click the button to the right of **“field loss since last survey?”**.

**Crop Survey**

Date\*  
04/04/2020

Stage\*  
Seedling

Conditions  
★★★★★

Notes\*  
Seedlings appearing.

Field loss since last survey?

Lost (%)\*  
Select % of planting lost

5  
10  
15  
20  
25  
30  
35  
40

Click on empty field “select % of planting lost” under “lost (%)”.

Select **percentage** from the drop-down menu.

**Crop Survey**

Date\*  
04/04/2020

Stage\*  
Seedling

Conditions

Excessive Water  
Drought  
Disease  
Insect  
Fire  
Wildlife  
Freeze

Excessive Moist  
Select reason for loss

SAVE

CANCEL

DELETE CROP SURVEY

Click on empty field “select reason for loss” under “reason”.

Select **reason** from the drop-down menu.

**Crop Survey**

Date\*  
04/04/2020 📅

Stage\*  
Seedling ▼

Conditions  
★★★★★

Notes\*  
Seedlings appearing.

Field loss since last survey?

Lost (%)\*  
5 ▼

Reason\*  
Freeze ▼

**SAVE**

CANCEL

DELETE CROP SURVEY

Click the “save” button.

*\*Alternatively, click “cancel” to discard changes or “delete crop survey” to delete.*

**HARVEST**

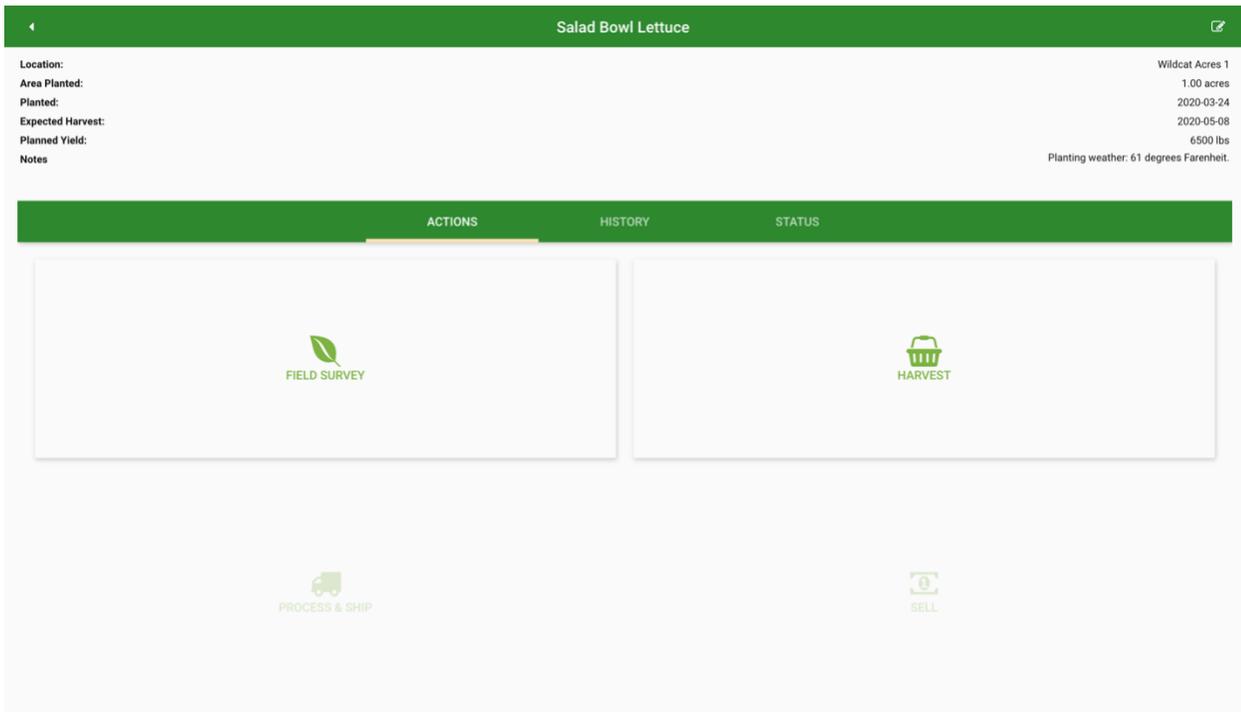
**Wildcat Acres**



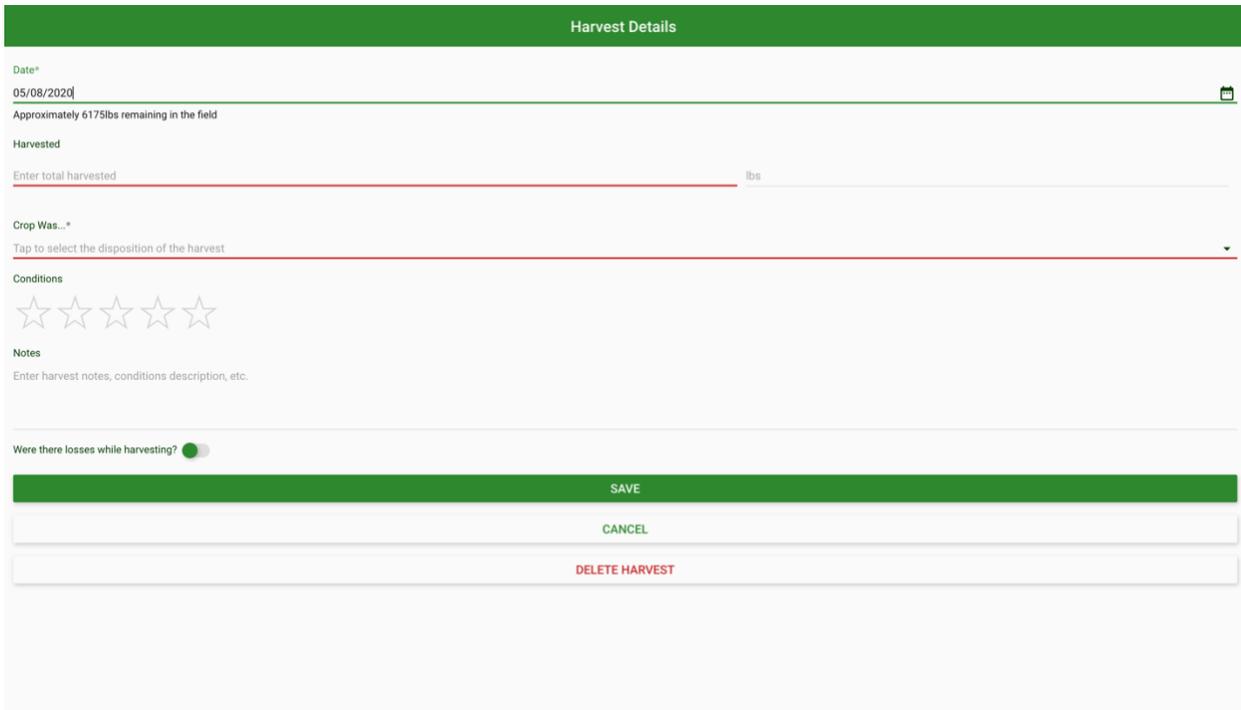
Current Plantings +

Salad Bowl Lettuce	Location: Wildcat Acres 1
--------------------	------------------------------

From the location home screen, select a crop.



From crop screen, click the "harvest" button under the "actions" tab.



A new screen will appear showing **harvest details**. Enter required information.

## DATE

### Harvest Details

Date\*  
05/08/2020 

< May 2020 >

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

lbs

Were there losses while harvesting?

SAVE

CANCEL

DELETE HARVEST

Click on the calendar icon to the right of “**date**”.

Select **date of harvest** on the calendar pop-up.

## HARVESTED AMOUNT

**Harvest Details**

Date\*  
05/08/2020 

Approximately 6175lbs remaining in the field

Harvested  
 ✕ lbs

Crop Was...\*  
Tap to select the disposition of the harvest 

Conditions  


Notes  
Enter harvest notes, conditions description, etc.

Were there losses while harvesting?

**SAVE**

CANCEL

DELETE HARVEST

Click on the empty field “**enter total harvested**” under “**harvested**”.

Type **total amount harvested**. The unit to the right (i.e. lbs) is automatically displayed using the unit chosen on “**add a crop**”.

*\*Notes: The amount of crop remaining in the field is displayed above “**harvested**” and is calculated on what has been input into “**add a crop**” for “**expected yield**” and on **harvest** entries.*

*Field loss will be recorded below and will be deducted from total harvest after harvested details are saved. (You may view by **selecting a crop** on the “**current plantings**” page and clicking the “**history**” tab on the **crop page**.)*

## CROP WAS...

### Harvest Details

Date\*  
05/08/2020 

Approximately 6175lbs remaining in the field

Harvested  
6175  × lbs

Crop Was...\*  
Tap to select the disposition of the harvest 

- Harvested
- Washed
- Sorted
- Cured
- Stored
- Packed
- Shipped

Click on the drop-down arrow next to “**tap to select the disposition of the harvest**” under “**crop was...**”.

Select a **disposition** from the drop-down menu.

## CONDITIONS

### Harvest Details

Date\*  
05/08/2020 

Approximately 6175lbs remaining in the field

Harvested  
6175  × lbs

Crop Was...\*  
Harvested 

Conditions  


Notes  
Enter harvest notes, conditions description, etc.

Were there losses while harvesting?

**SAVE**

CANCEL

DELETE HARVEST

Click the number of **stars** (1= extremely unfavorable; 5= extremely favorable) to rate harvest **conditions** located under “**conditions**”.

## NOTES

### Harvest Details

Date\*  
05/08/2020 

Approximately 6175lbs remaining in the field

Harvested  
6175  lbs

Crop Was...\*  
Harvested 

Conditions  


Notes  
Harvest temperature: 62 degrees Fahrenheit. 8 inch spread. Healthy.

---

Were there losses while harvesting?

**SAVE**

CANCEL

DELETE HARVEST

Click the empty field **“enter harvest notes, conditions descriptions, etc.”** under **“notes”** to type notes about the harvest.

## WAS THERE A LOSS WHILE HARVESTING?

If no loss during harvest, click “**save**”.

### Harvest Details

Date\*  
05/08/2020 

Approximately 6175lbs remaining in the field

Harvested  
6175  × lbs

Crop Was...\*  
Harvested 

Conditions  


Notes  
Harvest temperature: 62 degrees Fahrenheit. 8 inch spread. Healthy.

Were there losses while harvesting?

Harvest Loss

Lost  
Enter quantity lost  lbs

Reason  
Tap to select a reason 

Notes  
Enter a reason for the loss

To record a loss, click the button to the right of “**were there losses while harvesting?**”.

Harvest Details

6175 X lbs

Crop Was...\*

Harvested

Conditions

★★★★★

Notes

Harvest temperature: 62 degrees Fahrenheit. 8 inch spread. Healthy.

Were there losses while harvesting?

Harvest Loss

Lost

38 X lbs

Reason

Tap to select a reason

Notes

Enter a reason for the loss

SAVE

CANCEL

DELETE HARVEST

Click on empty field **“enter quantity lost”** under **“lost”**.

Enter **amount** lost.

Harvest Details

6175 X lbs

Crop Was...\*

Harvested

Conditions

★★★★☆

Notes

Harvest temperature: 62 degrees Fahrenheit. 8 inch spread. Healthy.

Were there losses while harvesting?

Harvest Loss

Lost

38 X lbs

Reason

Tap to select a reason

Notes

Enter a reason for the loss

SAVE

CANCEL

DELETE HARVEST

Click on empty field **“tap to select a reason”** under **“reason”**.

Select **reason** from the drop-down menu.

### Harvest Details

6175 ✕ lbs

Crop Was...\*

Harvested ▼

Conditions

★ ★ ★ ★ ★

Notes

Harvest temperature: 62 degrees Fahrenheit. 8 inch spread. Healthy.

Were there losses while harvesting?

Harvest Loss

Lost

38 ✕ lbs

Reason

Culled - Poor Quality ▼

Notes

Wilted leaves|

SAVE

CANCEL

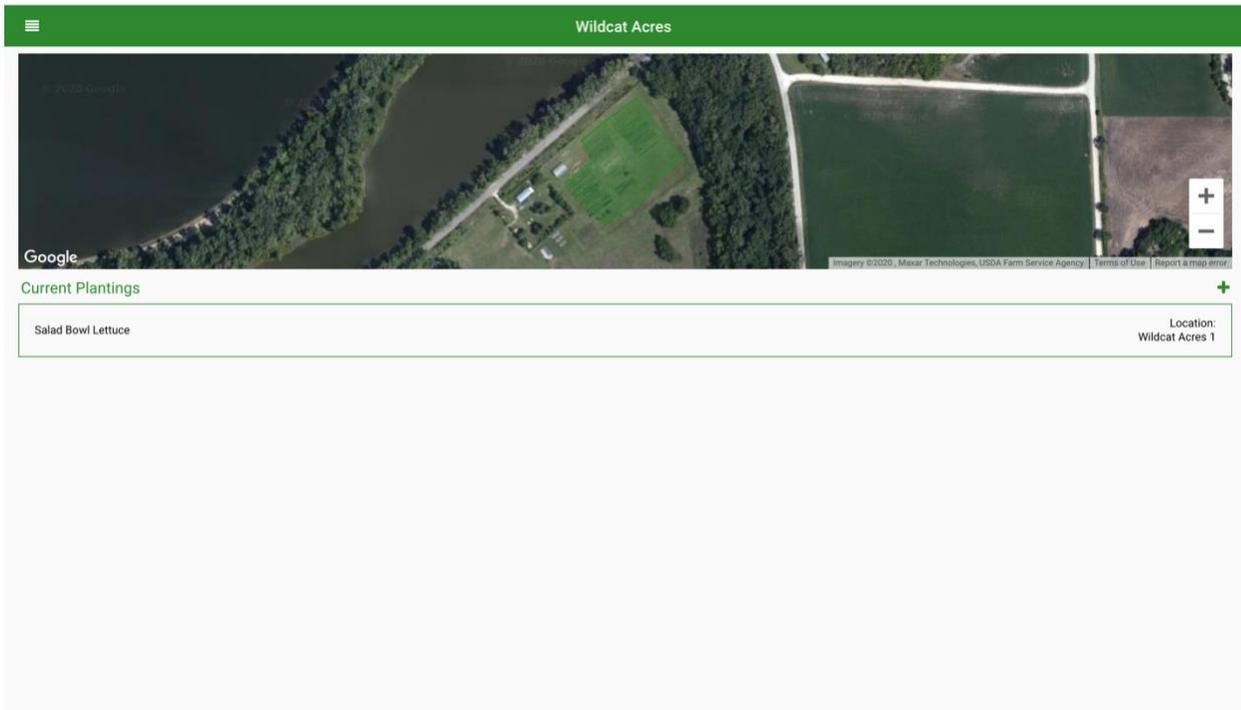
DELETE HARVEST

Click the empty field **“enter a reason for the loss.”** under **“notes”** to type notes about the loss.

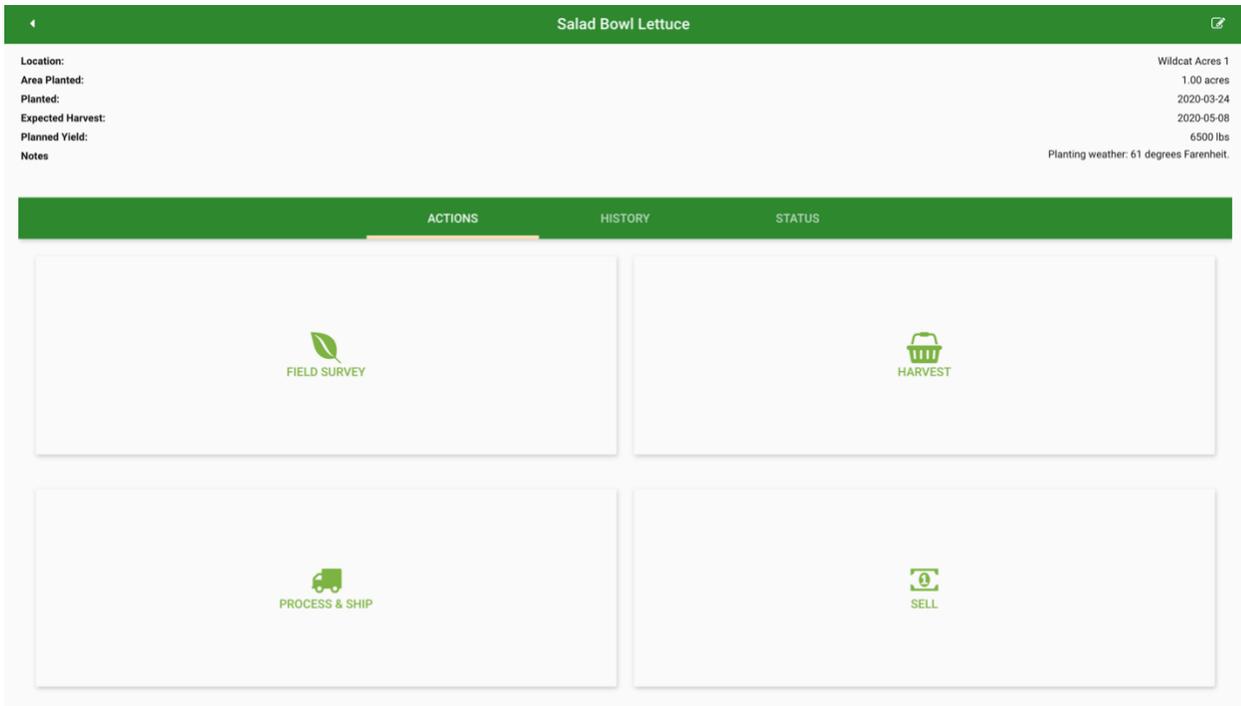
Click **“save”**.

*\*Alternatively, click **“cancel”** to discard changes or **“delete harvest”** to delete.*

## PROCESS AND SHIP



From the location home screen, select a crop.



From crop screen, click the “process and ship” button under the “actions” tab.

**Harvest Process**

Harvest\*  
2020-05-08 (6175 lbs) ▾

Date\*  
2020-05-09 📅

Source\*  
Tap to select source inventory ▾

Process\*  
Tap to select the process being applied ▾

Quantity  
Enter total amount processed \_\_\_\_\_ lbs

Notes  
Enter notes associated with the process

Were there losses while processing?

**SAVE**

CANCEL

DELETE HARVEST PROCESS

A new screen will appear showing **process details**. Enter required information.

## HARVEST

**Harvest Process**

Harvest\*  
2020-05-08 (6175 lbs) ▾

Date\*  
2020-05-09 📅

Source\*  
Tap to select source inventory ▾

Process\*  
Tap to select the process being applied ▾

Quantity  
Enter total amount processed \_\_\_\_\_ lbs

Notes  
Enter notes associated with the process

Were there losses while processing?

**SAVE**

CANCEL

DELETE HARVEST PROCESS

Harvest date will be automatically displayed. To change to a different harvest date, click the arrow to the right of the field and select **harvest date** from the drop-down menu.

## DATE

### Harvest Process

Harvest\*  
2020-05-08 (6175 lbs) ▼

Date\*  
2020-05-09 📅

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SAVE

CANCEL

DELETE HARVEST PROCESS

The current **date** for the process will be automatically displayed under “**date**”. To change to a different **process** date, click the arrow to the right of the field and select **date** from the drop-down menu.

## SOURCE

**Harvest Process**

Harvest\*  
2020-05-08 (6175 lbs) ▼

Date\*  
2020-05-09 📅

Source\*  
Tap to select source inventory ▼  
Harvested

Tap to select the process being applied ▼

Quantity  
Enter total amount processed \_\_\_\_\_ lbs

Notes  
Enter notes associated with the process

Were there losses while processing?

**SAVE**

CANCEL

DELETE HARVEST PROCESS

Click on the drop-down arrow next to “**pull inventory form**” under “**source**”.

Select **source** from the drop-down menu.

## PROCESSING

### Harvest Process

Harvest\*  
2020-05-08 (6175 lbs) ▼

Date\*  
2020-05-09 📅

Source\*

Washed  
Approximately 165lbs remaining ▼

Process\*  
Tap to select the process being applied ▼

- Harvest
- Wash
- Sort
- Cure
- Store
- Pack
- Ship

CANCEL

DELETE HARVEST PROCESS

Click on the drop-down arrow next to “**tap to select process being applied**” under “**process**”.

Select **process** from the drop-down menu.

## QUANTITY

**Harvest Process**

Harvest\*  
2020-05-08 (6175 lbs) ▼

Date\*  
2020-05-09 📅

Source\*  
Harvested ▼

Harvested  
Approximately 6175lbs remaining

Process\*  
Wash ▼

Quantity  
6175 ✕ lbs

Notes  
Enter notes associated with the process

Were there losses while processing?

**SAVE**

CANCEL

DELETE HARVEST PROCESS

Click on empty field **“enter total amount processed”** under **“quantity”**.

Enter **amount** processed.

## NOTES

Click the empty field **“enter notes associated with the process”** under **“notes”** to type notes about the process.

## WERE THERE LOSSES DURING PROCESSING?

If no loss during processing, click **“save”**.

The screenshot shows a web form titled "Harvest Process". It has several sections: "Harvested" with a value of "Approximately 6175lbs remaining"; "Process\*" with a dropdown menu set to "Wash"; "Quantity" with a value of "6175" and a unit of "lbs"; "Notes" with the text "Enter notes associated with the process"; "Were there losses while processing?" with a toggle switch turned on; "Process Loss" with a value of "10" and a unit of "lbs"; "Reason\*" with a dropdown menu set to "Destroyed - Mechanical Error"; and "Notes" with the text "Lost during spin process after wash." At the bottom, there are three buttons: "SAVE" (green), "CANCEL" (white), and "DELETE HARVEST PROCESS" (white).

To record a loss, click the button to the right of **“were there losses while processing?”**.

Click on empty field **“enter quantity lost”** under **“lost”**.

Enter **amount** lost. The unit will automatically be displayed to the right (i.e. lbs).

Click on empty field **“select the reason for the loss”** under **“reason”**.

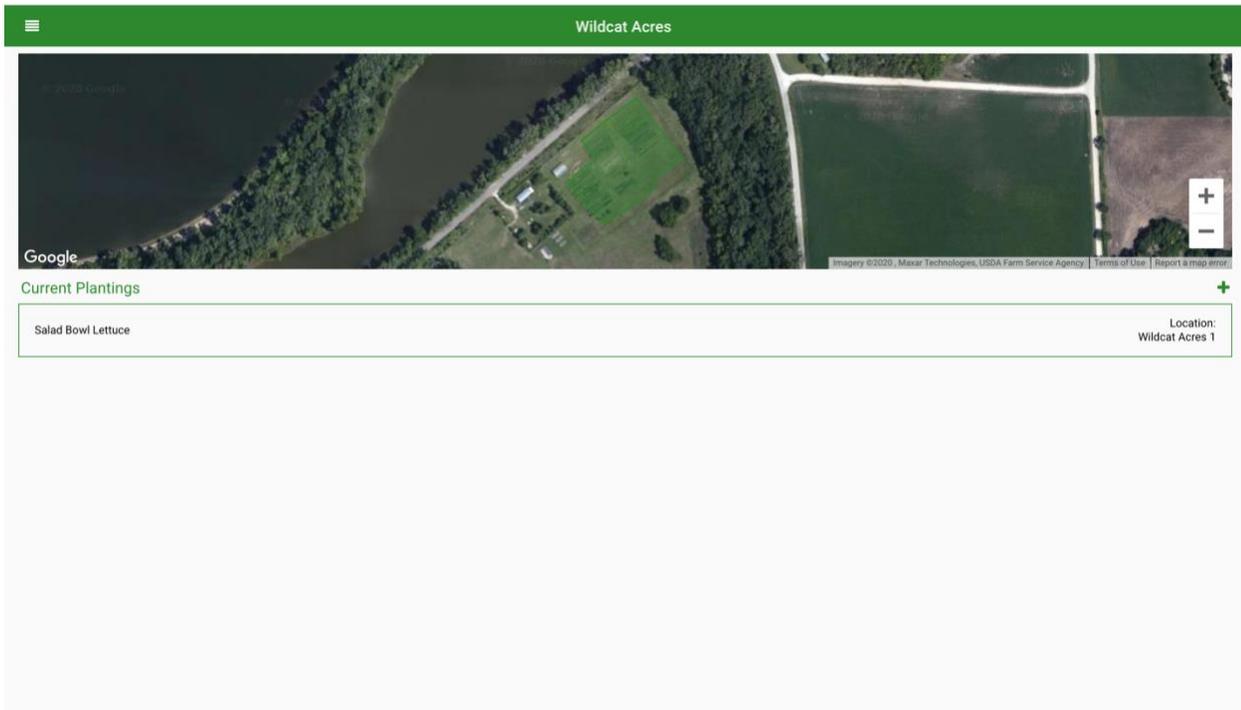
Select **reason** from the drop-down menu.

Click the empty field **“enter notes regarding the loss”** under **“notes”** to type notes about the loss.

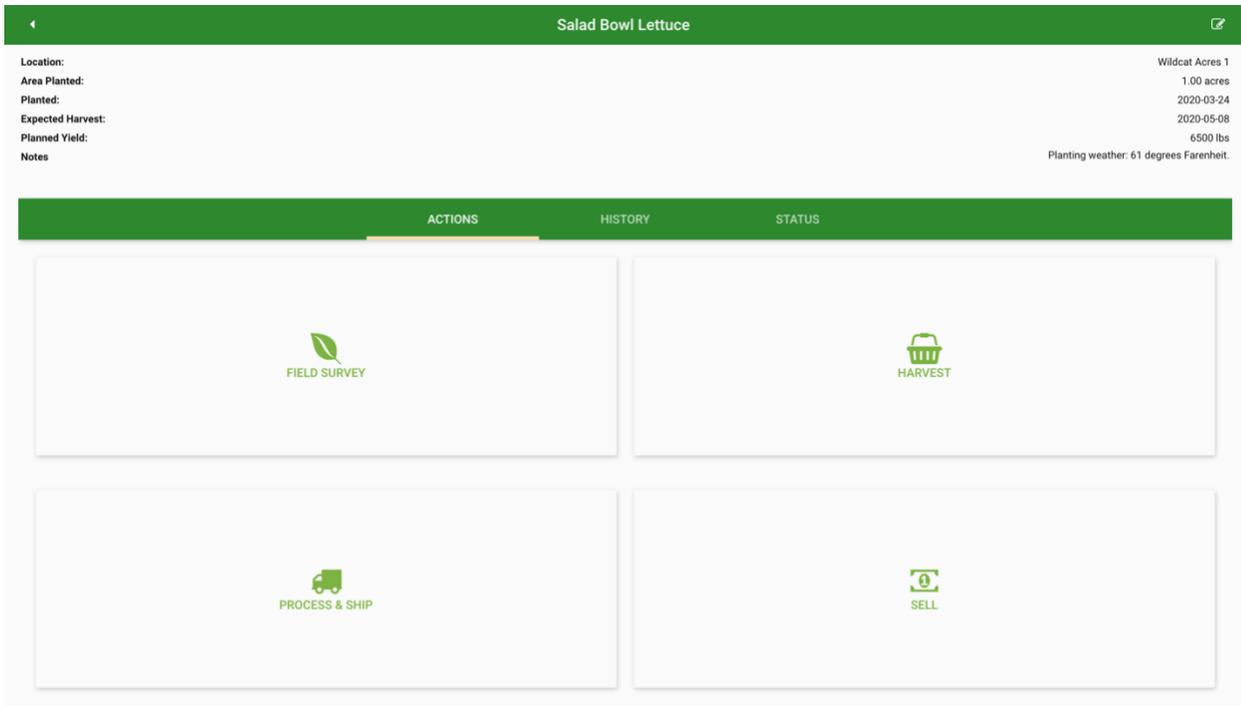
Click the **“save”** button.

*\*Alternatively, click **“cancel”** to discard changes or **“delete crop survey”** to delete.*

# SELL



From the location home screen, select a crop.



From crop screen, click the "sell" button under the "actions" tab.

Harvest Sale

---

**Harvest\***  
2020-05-08 (6175 lbs) ▼

---

**Date\***  
2020-05-09 📅

---

**Source\***  
Pull inventory from ▼

---

**Quantity**  
Total quantity sold \_\_\_\_\_ lbs

---

**Total Price\***  
Enter total sales price \_\_\_\_\_

---

**Notes**  
Enter notes applicable to this sale

---

**Sold To**

**Customer\***  
Enter the name of the customer ▼

---

**Address**  
Enter customer's street address \_\_\_\_\_

**City**  
Enter customer's city \_\_\_\_\_

**State**  
\_\_\_\_\_

A new screen will appear showing **harvest sale**. Enter required information.

## HARVEST

Harvest date will be automatically displayed. To change to a different harvest date, click the arrow to the right of the field and select **harvest date** from the drop-down menu.

## DATE

The current **date** for the sale will be automatically displayed under “**date**”. To change to a different **sale** date, click the arrow to the right of the field and select **date** from the drop-down menu.

## SOURCE

Harvest Sale	
Harvest*	
2020-05-08 (6175 lbs)	▼
Date*	
2020-05-09	📅
Source*	
Pull inventory from	▼
Washed	
Total quantity sold	lbs
Total Price*	
Enter total sales price	
Notes	
Enter notes applicable to this sale	
Sold To	
Customer*	
Enter the name of the customer	
Address	
Enter customer's street address	
City	
Enter customer's city	
State	

Click on the drop-down arrow next to “**pull inventory from**” under “**source**”.

Select **source** from the drop-down menu.

## QUANTITY

Harvest Sale	
Harvest*	
2020-05-08 (6137 lbs)	▼
Date*	
2020-05-09	📅
Source*	
Washed	▼
Approximately 165lbs remaining	
Quantity	
6000	✕ lbs
Total Price*	
Enter total sales price	
Notes	
Enter notes applicable to this sale	
Sold To	
Customer*	
Enter the name of the customer	▼
Address	
Enter customer's street address	
City	
Enter customer's city	
State	

Click on empty field **“total quantity sold”** under **“quantity”**.

Enter **amount** sold. The unit will automatically be displayed to the right (i.e. lbs).

## NOTES

Harvest Sale	
Harvest*	
2020-05-08 (6175 lbs)	▼
Date*	
2020-05-09	📅
Source*	
Washed	▼
Approximately 6165lbs remaining	
Quantity	
6000	✕ lbs
Total Price*	
1.48	✕
Notes	
Per contract	
<hr/>	
Sold To	
Customer*	
Enter the name of the customer	▼
Address	
Enter customer's street address	
City	
Enter customer's city	
State	

Click the empty field **“enter notes applicable to this sale”** under **“notes”** to type notes about the sale.

## SOLD TO

Fill out required information.

Harvest Sale	
Sold To	
Customer*	
Customer 1	▼
Address	
1 Example Lane	×
City	
Manhattan	×
State	
KS	×
Zip	
66506	×
Traceability QR Code	
	
Sale ID	
5badfbfa-c74e-49a4-8970-0f58170e7d3f	
PRINT	
SAVE	
CANCEL	
DELETE SALE	

### CUSTOMER

Click on empty field “**enter the name of the customer**” under “**customer**”.

Enter **customer** name.

### ADDRESS

Click on empty field “**enter the customer’s street address**” under “**address**”.

Enter **address**.

### CITY

Click on empty field “**enter customer’s city**” under “**city**”.

Enter customer’s **city**.

### STATE

Click on empty field “**enter customer’s state**” under “**state**”.

Enter customer’s **state**.

### ZIP

Click on empty field “**enter customer’s zip code**” under “**zip**”.

Enter customer’s **zip code**.

## TRACEABILITY QR CODE AND SALE ID

Traceability QR code and sale ID are displayed at the bottom of the page and are unique to each sale. For more information on using these to trace products, see the “**traceability**” section.

## PRINT

Click the “**print**” button to print a copy of the sale.

<b>Crop Name:</b>	Salad Bowl Lettuce
<b>Sold By:</b>	Wildcat Acres
<b>Sale Date:</b>	2020-05-09
<b>Harvest Date:</b>	2020-05-08
<b>Trace:</b>	
5badfbfa-c74e-49a4-8970-0f58170e7d3f	

**Crop name, sold by, sale date, harvest date, traceability QR code and sale ID** will be displayed on the printout.

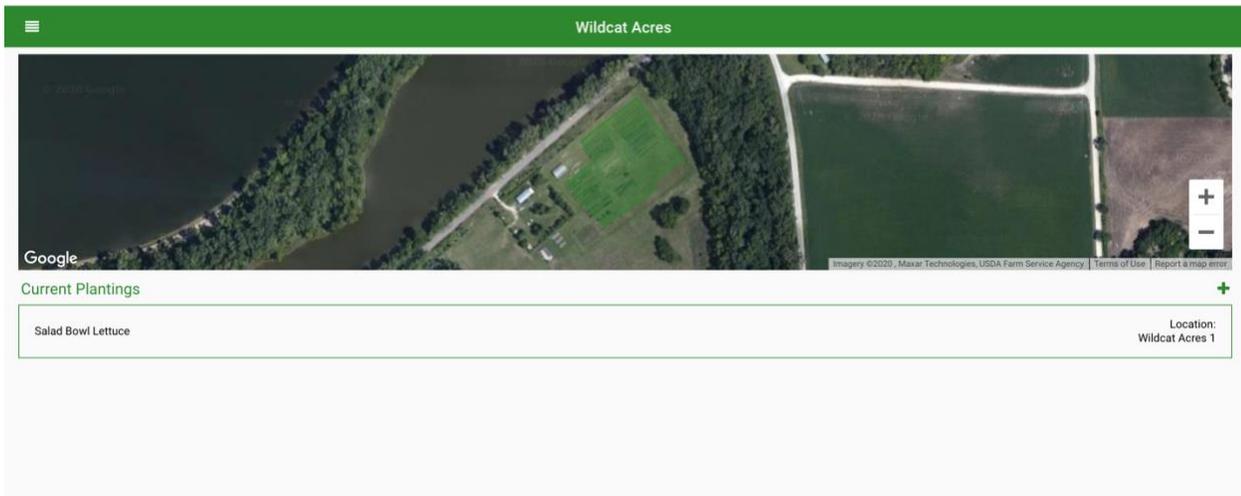
*\*Note: A record of a saved sale can be viewed by **clicking a crop** under **current plantings** and clicking the “**history**” tab on the crop page. It can also be viewed by using the **traceability QR code** or **sale ID** by clicking the bars in the upper left-hand of the current plantings screen and selecting “**traceability**”. For more instructions on how to use these functions, visit the “**history**” and “**traceability**” sections.*

Click “**save**”.

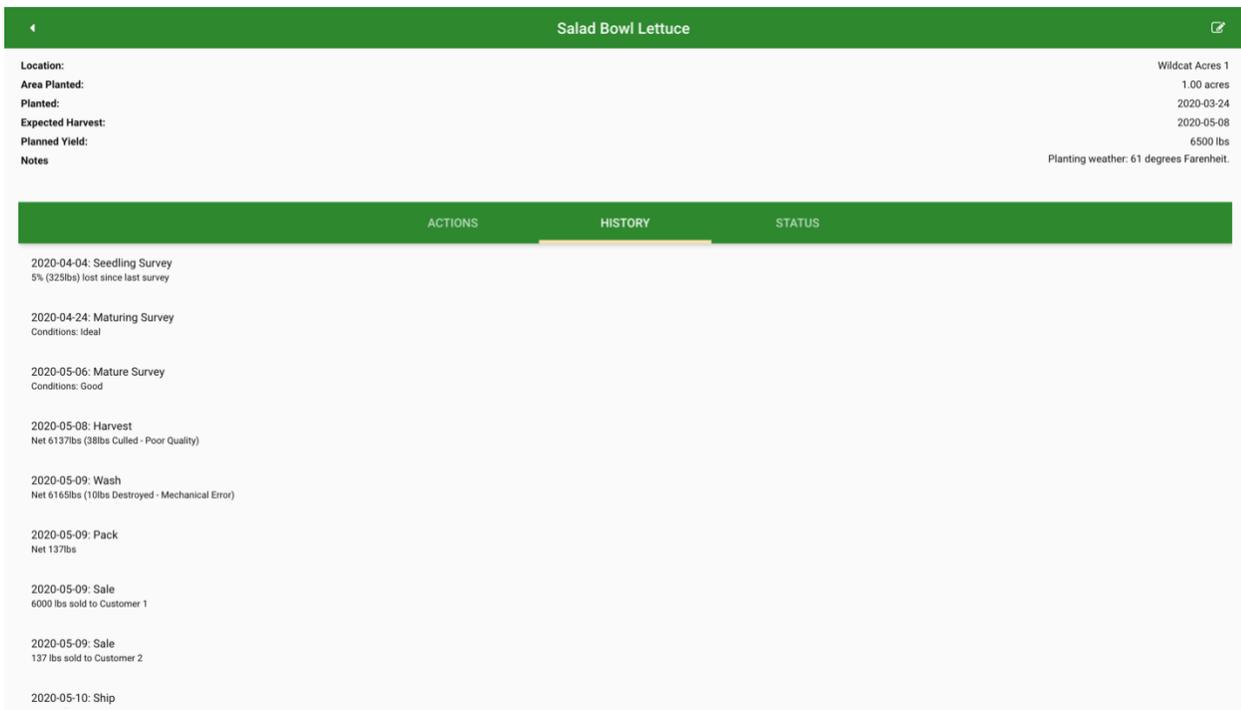
*\*Alternatively, click “**cancel**” to discard changes or “**delete sale**” to delete.*

## HISTORY

**History** allows viewing and editing of “actions” history such as saved **field survey**, **harvest**, **process and ship**, and **sell**.



From the location home screen, select a crop.



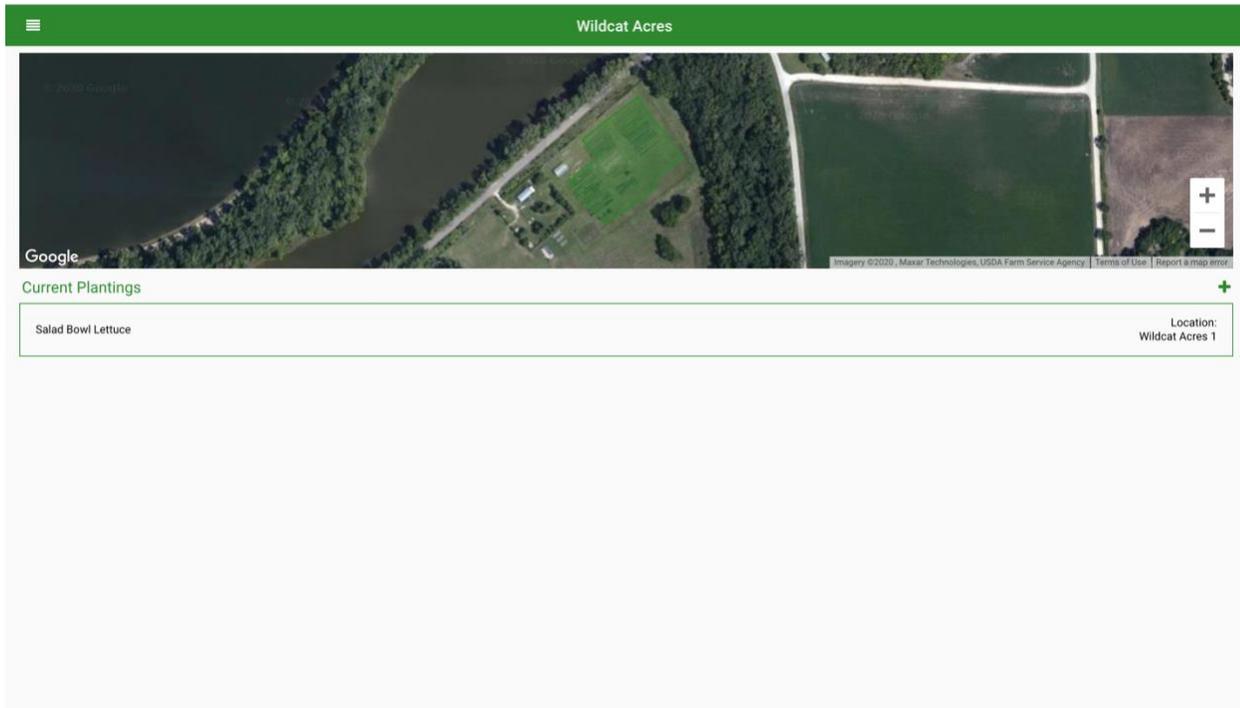
From crop screen, click the “**history**” tab.

Use this screen to view “**actions**” history.

To view or edit saved details of an “**action**”, click on the description. For instructions on editing actions, view “**actions**” tutorial section.

## STATUS

Status allows viewing of “status” charts and graphs such as **planting status**, **status by harvest**, **planting loss reasons**, and **losses by harvest**. As new “actions” are recorded, the “status” page is updated.



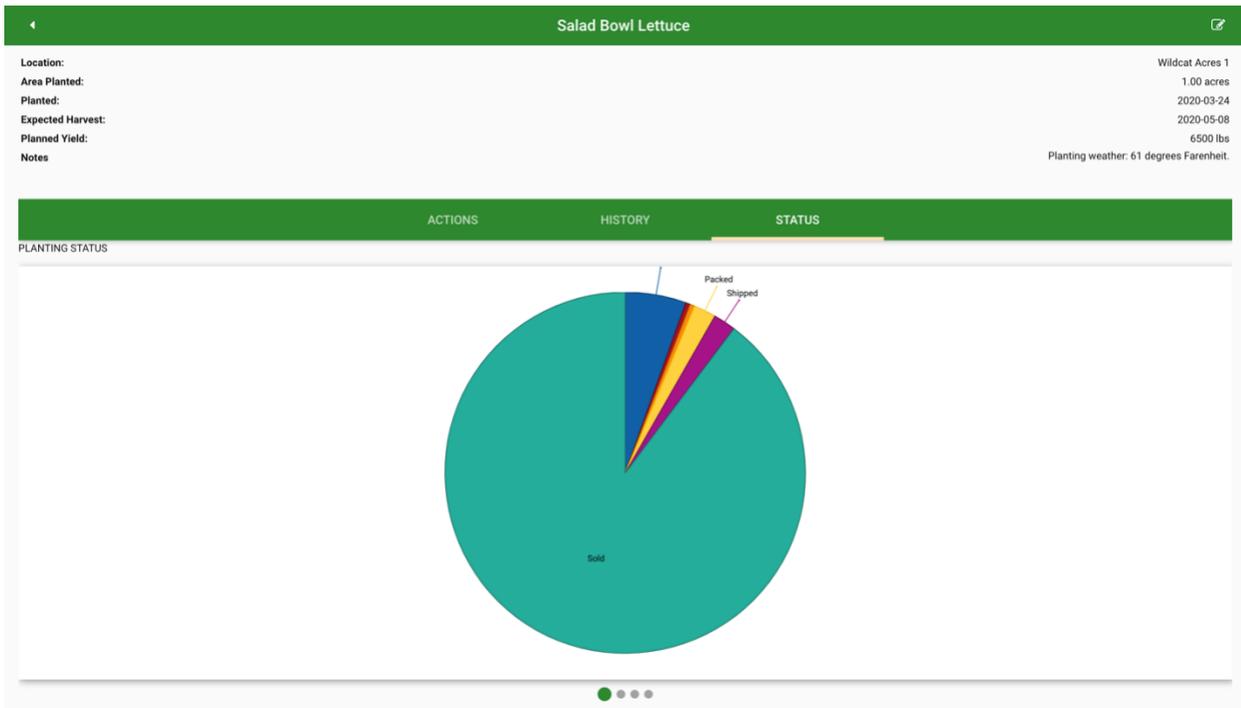
From the location home screen, select a crop.

From crop screen, click the “status” tab.

Use this screen to view “status” charts and graphs.

Click next to either side of the four dots below charts/graphs to toggle between charts/graphs.

## PLANTING STATUS

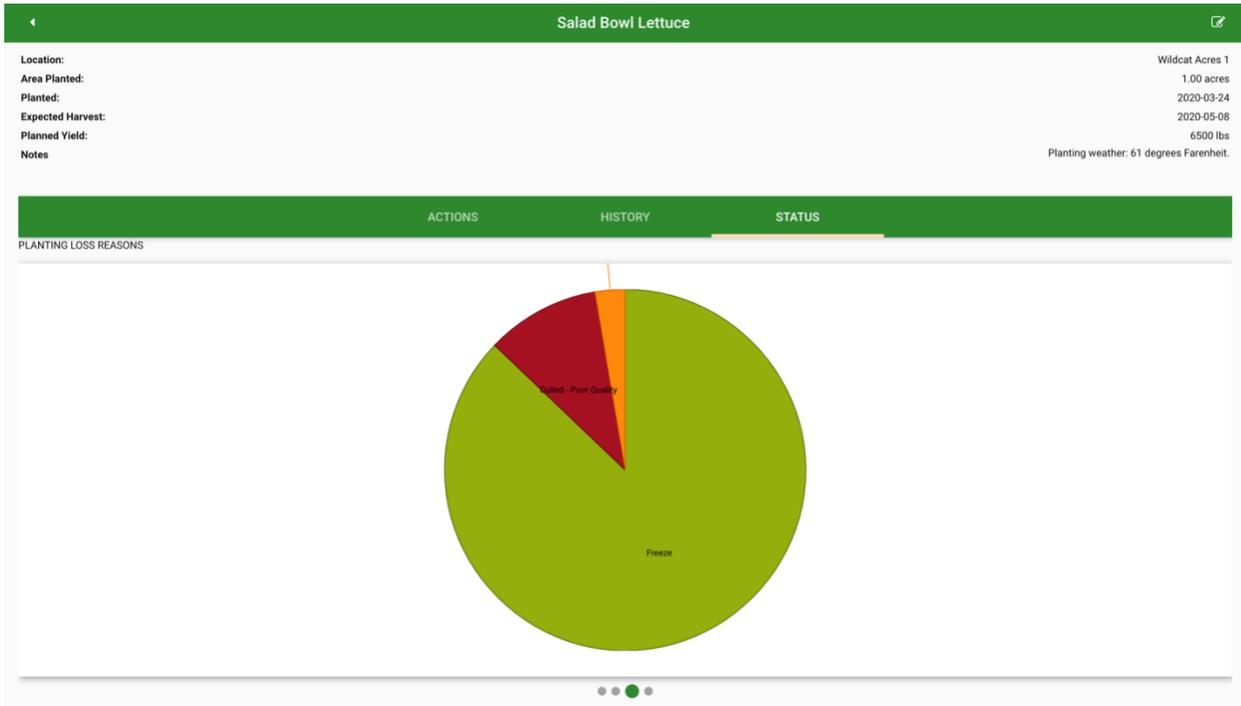


*\*Note: Hover over pie chart "slices" to view planting status and amount in each category.*

## STATUS BY HARVEST



## PLANTING LOSS REASONS



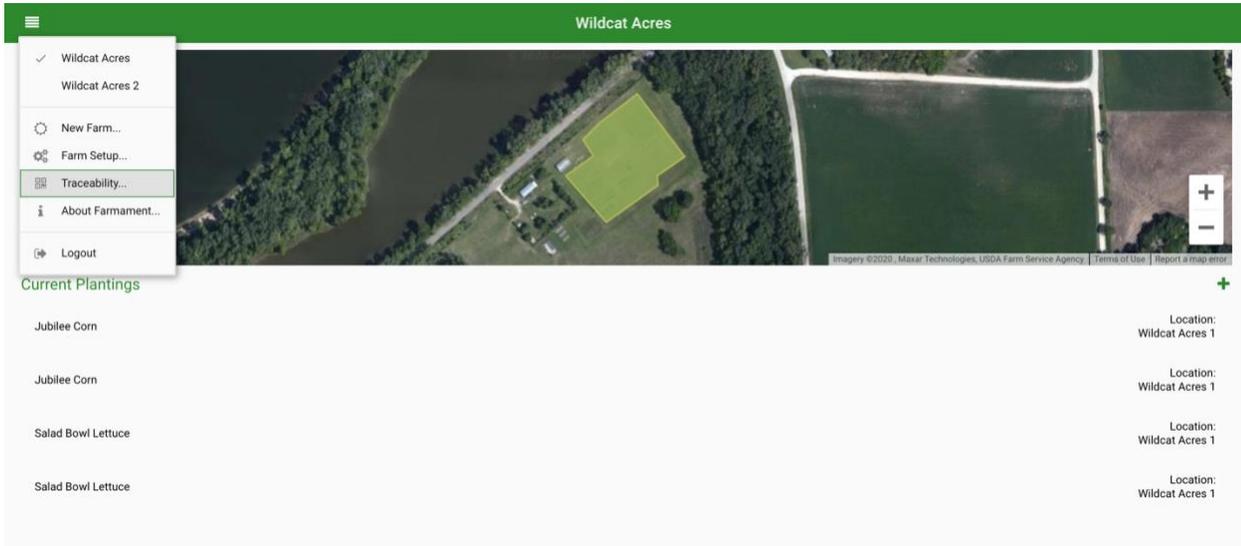
*\*Note: Hover over pie chart "slices" to view loss reason and amount lost.*

## LOSSES BY HARVEST



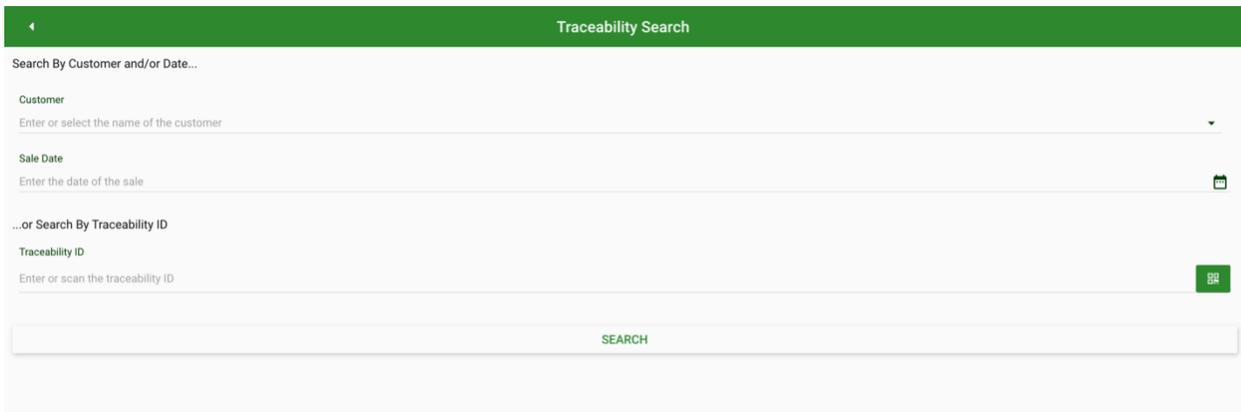
# TRACEABILITY

Traceability allows viewing of sales history.



From the current plantings screen, click the bars in the upper left-hand corner of the screen.

Select **“traceability”** from the drop-down menu.



A new screen will appear displaying a **“traceability search”**. There are two ways to search: **“search by customer and/or date”** or **“search by traceability ID”**. Enter required information.

## SEARCH BY CUSTOMER AND/OR DATE:

### CUSTOMER

The screenshot shows the 'Traceability Search' interface. At the top, there is a green header with a back arrow and the text 'Traceability Search'. Below the header, the text 'Search By Customer and/or Date...' is displayed. Underneath, there are two main sections. The first section is labeled 'Customer' and contains a dropdown menu with 'C' selected and a search field containing 'Customer 3'. To the right of this field is a calendar icon. The second section is labeled '...or Search By Traceability ID' and contains a search field for 'Traceability ID' with a QR code icon to its right. At the bottom of the form is a large white button with the text 'SEARCH' in green.

Click the empty field “**enter or select the name of the customer**” under “**customer**” to type customer name or select customer name from the drop-down menu.

### SALE DATE

The screenshot shows the 'Traceability Search' interface with the 'Sale Date' field active. The 'Customer' field above it now contains 'Customer 3'. The 'Sale Date' field contains '2020-08-30' and has a calendar icon to its right. A calendar pop-up is displayed over the 'Sale Date' field, showing the month of August 2020. The calendar has a grid with days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. The date '30' is highlighted with a green circle. Below the calendar is a large white button with the text 'SEARCH' in green.

Click on the calendar icon to the right of “**sale date**”.

Select **sale date** on the calendar pop-up.

*\*Alternatively, type the sale date in YYYY-MM-DD format into the empty field “**enter the date of the sale**”.*

Click “**search**” button.

A new screen will appear displaying “**search results**”.

Date	Crop	Sold To
2020-08-30	Jubilee Sweet	Customer 3

Click on the appropriate **search result**.

A new screen will appear displaying “**sale details**”.

Sale Details	
Crop Name:	Jubilee Sweet
Sold By:	Wildcat Acres
Harvest Date:	2020-08-20
From:	Wildcat Acres 1
Sold To:	Customer 3
Sale Date:	2020-08-30
Quantity:	552lbs

Related Sales	
2020-08-21	Customer 3
	6000lbs

**Related sales** will be displayed under “related sales” displaying sale date, customer, and amount sold.

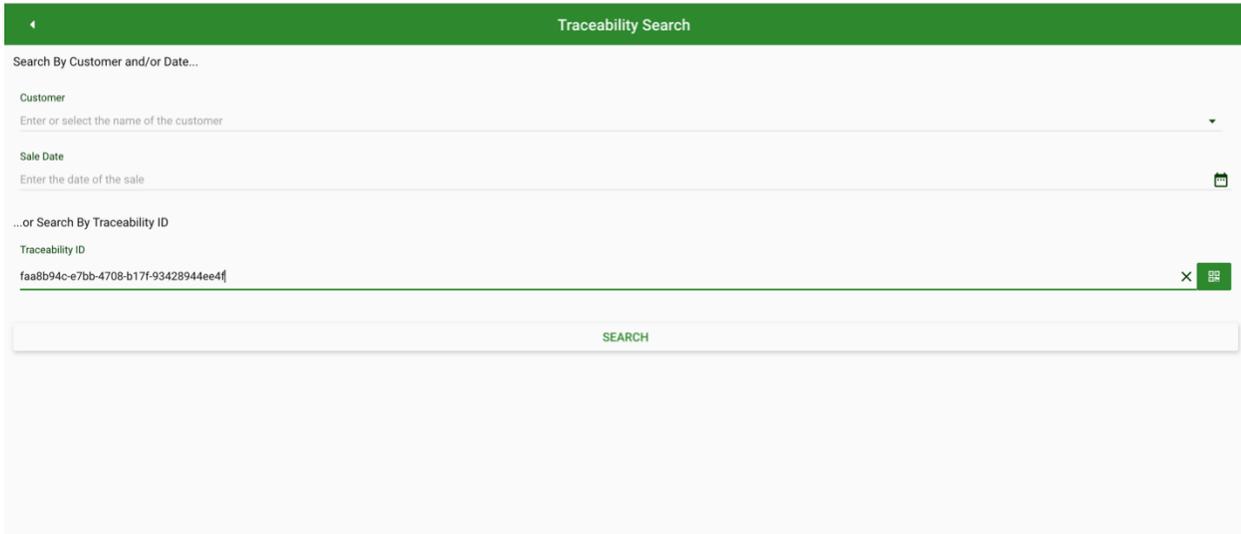
Print **sale details** by clicking the printer icon in the upper right-hand corner of the screen.

Click the “back” arrow in the upper left-hand corner of the screen to return to previous screen. Complete form again or click “back” arrow once more to return to “**current plantings**” screen.

## SEARCH BY TRACEABILITY ID:

Click the empty field “**enter or scan the traceability ID**” under “**traceability ID**” to type traceability ID or click the QR scanner icon to the right of the field to scan the traceability ID QR code.

*\*Note: The “**traceability ID**” and “**traceability QR code**” can be found on the **copy of sale**. To view a sample copy of sale, see the instruction section under: **Current plantings > Actions > Sell > Print**.*



Search By Customer and/or Date...

Customer  
Enter or select the name of the customer

Sale Date  
Enter the date of the sale

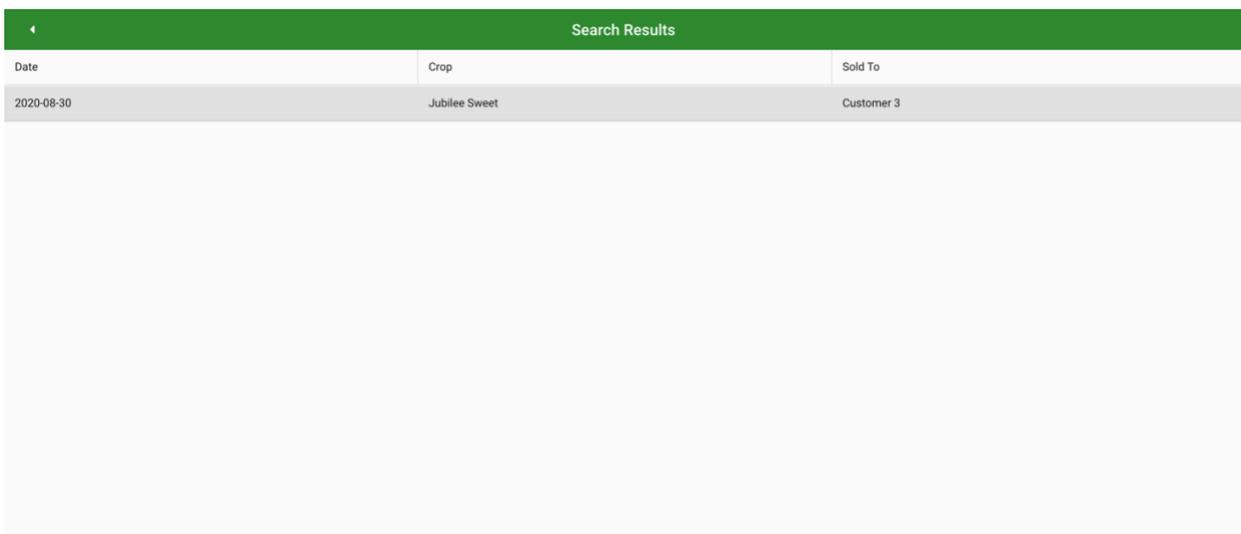
...or Search By Traceability ID

Traceability ID  
faa8b94c-e7bb-4708-b17f-93428944ee4f

SEARCH

Click “**search**” button.

A new screen will appear displaying a “**search results**”.



Date	Crop	Sold To
2020-08-30	Jubilee Sweet	Customer 3

Click on the appropriate **search result**.

A new screen will appear displaying “**sale details**”.

Sale Details		
Crop Name:		Jubilee Sweet
Sold By:		Wildcat Acres
Harvest Date:		2020-08-20
From:		Wildcat Acres 1
Sold To:		Customer 3
Sale Date:		2020-08-30
Quantity:		552lbs

Related Sales		
2020-08-21	Customer 3	6000lbs

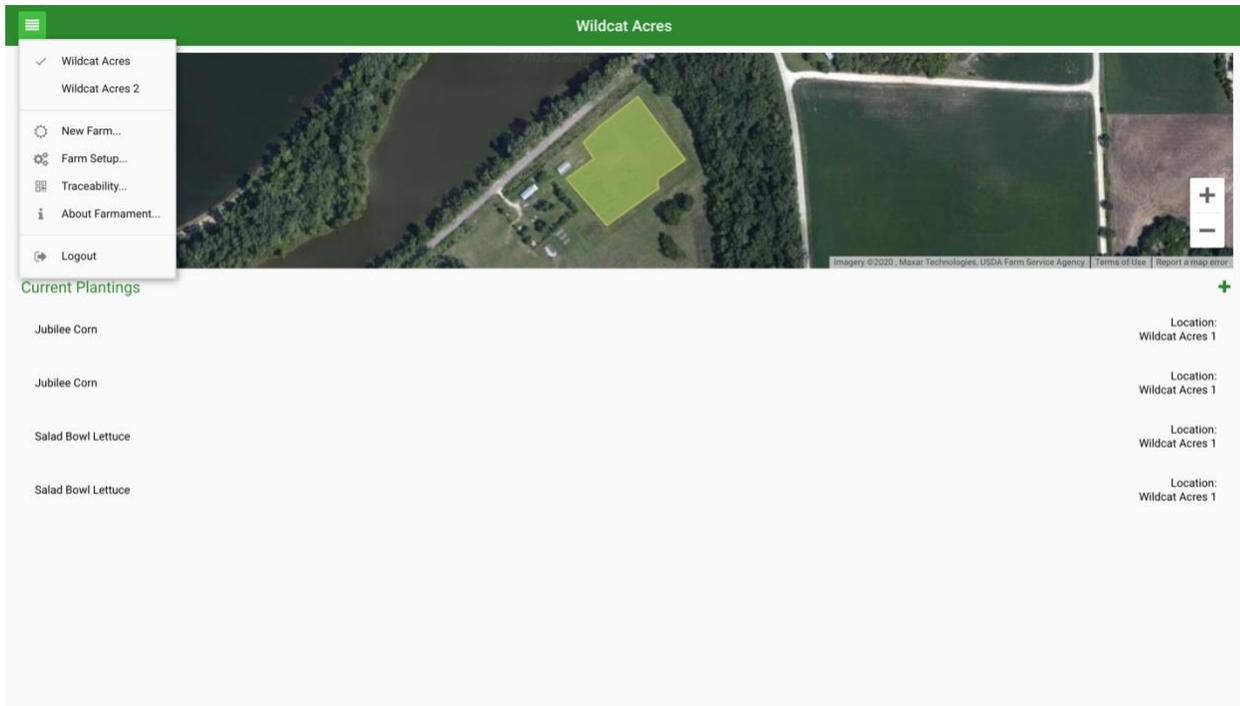
**Related sales** will be displayed under “**related sales**” displaying sale date, customer, and amount sold.

Print **sale details** by clicking the printer icon in the upper right-hand corner of the screen.

Click the “back” arrow in the upper left-hand corner of the screen to return to previous screen. Complete form again or click “back” arrow once more to return to “**current plantings**” screen.

# SHORTCUT MENU

Click on the icon of bars in the upper left-hand corner of the screen to view the **shortcut menu**.



## To view a different farm:

Click on the farm name (i.e. Wildcat Acres or Wildcat Acres 2) at the top of the drop-down menu.

## To create a new farm:

Click on "new farm" from the drop-down menu. Follow instructions found in the section "farm settings".

## To view the selected farm's settings:

Click "farm setup" from the drop-down menu. Follow instructions found in the section "farm settings".

## For traceability functions:

Click "traceability" from the drop-down menu. Follow instructions found in the section "traceability".

## For information about Farmament:

Click "about Farmament" from the drop-down menu.

## To logout of your account:

Click "logout" from the drop-down menu.



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*Prepared by Donna Fairhurst, Kansas State University Professional Science Master's Candidate*

*Reviewed by Londa Nwadike, University of Missouri Extension/ Kansas State University Research and Extension Consumer Food Safety Specialist*

22201 W. Innovation Dr  
Olathe, KS 66061  
email: [lnwadike@ksu.edu](mailto:lnwadike@ksu.edu)

105 East 5<sup>th</sup> St  
Suite 200  
Kansas City, MO 64106  
email: [nwadikel@missouri.edu](mailto:nwadikel@missouri.edu)

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