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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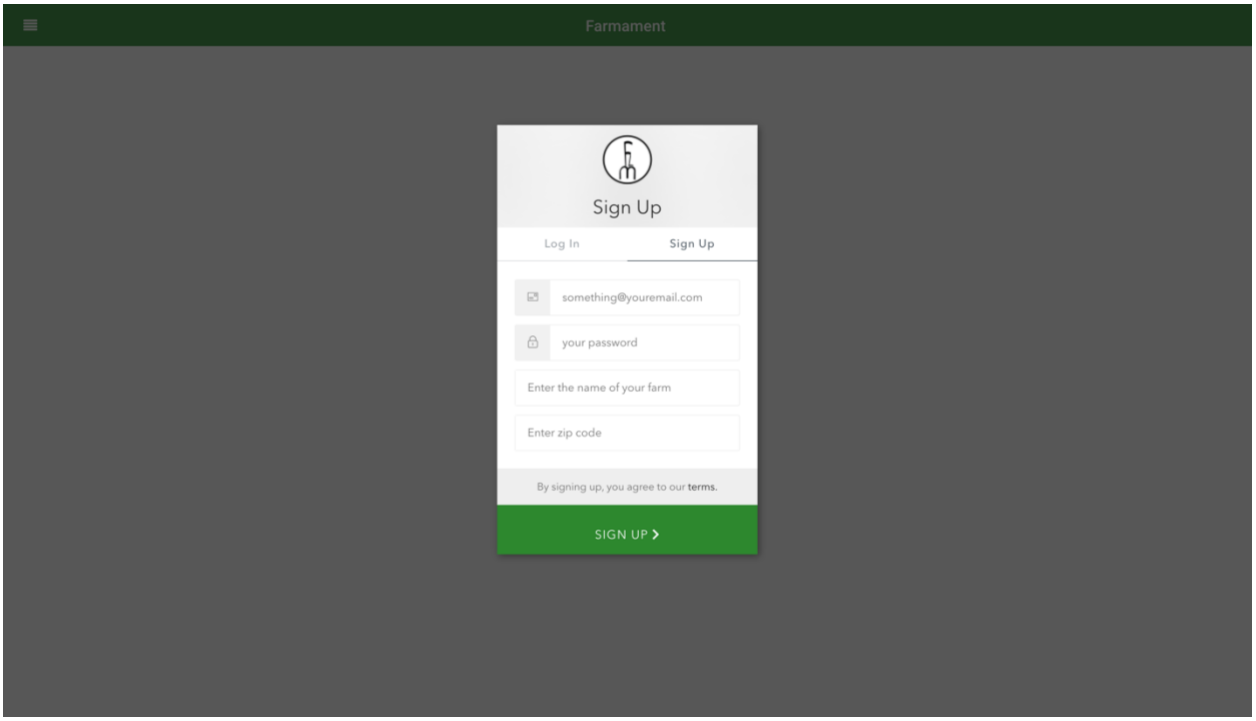
LINK TO FARMAMENT

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

SIGN UP



Select “**sign up**” tab.

FILL OUT REQUIRED INFORMATION

Enter your **email address**.

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

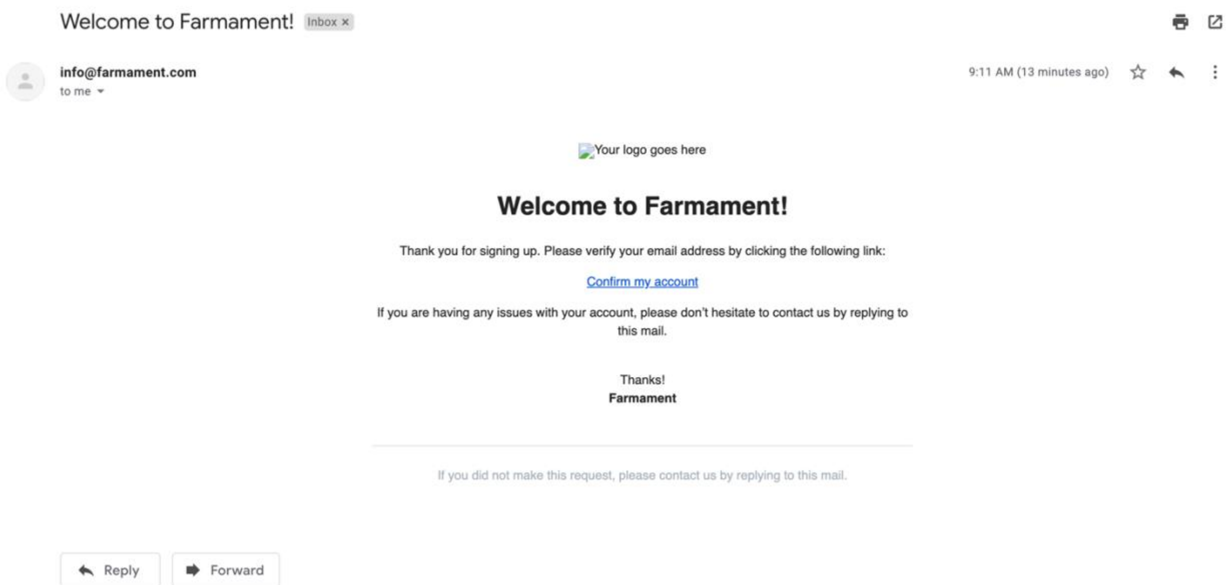
Enter the **name of your farm**.

Enter the **zip code**.

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

Click “**sign up**”.

CONFIRM ACCOUNT

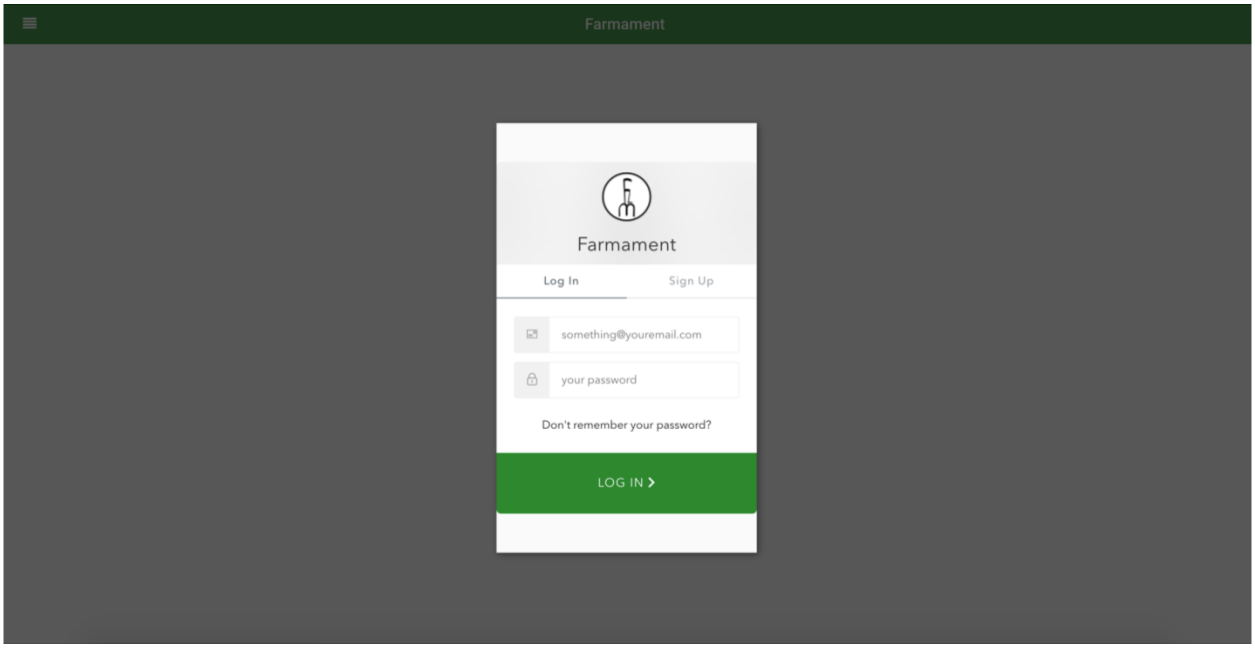


An email will be sent to the email you provided. Click on the "**confirm my account**" hyperlink in the confirmation email.

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).

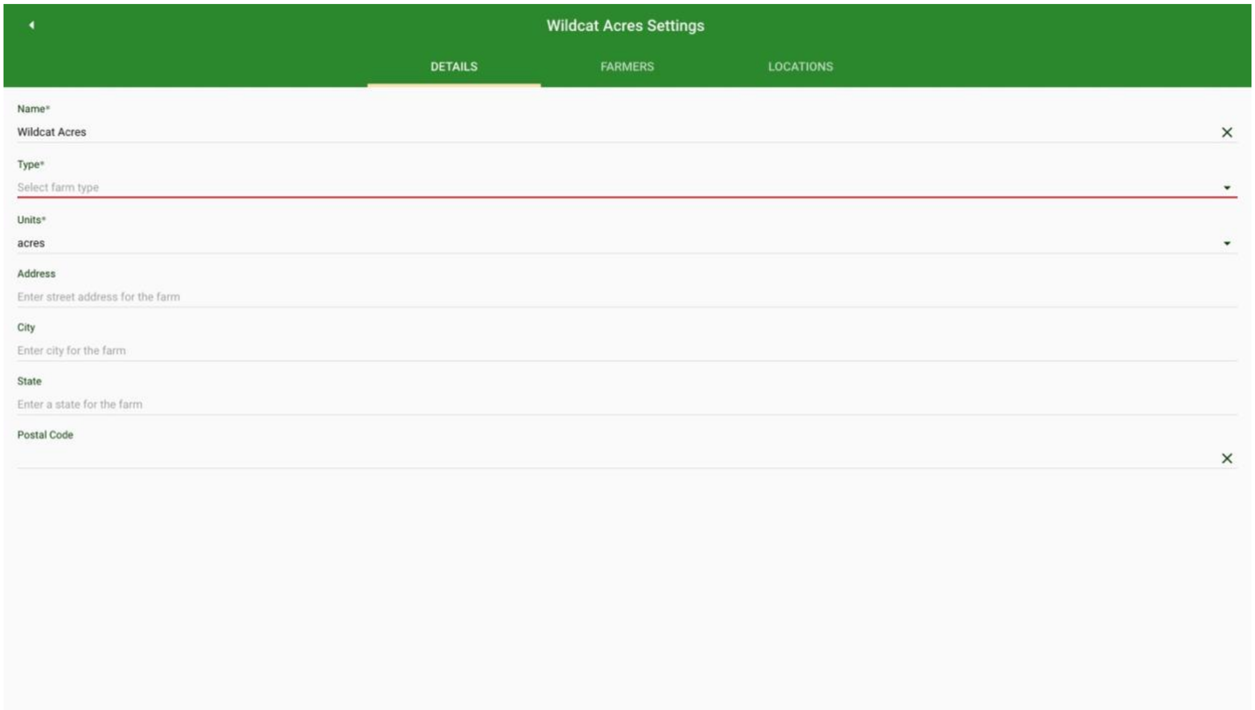
Enter the email and password used to register the account.

Click "**log in**".

FORGOT YOUR PASSWORD?

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

FARM SETTINGS



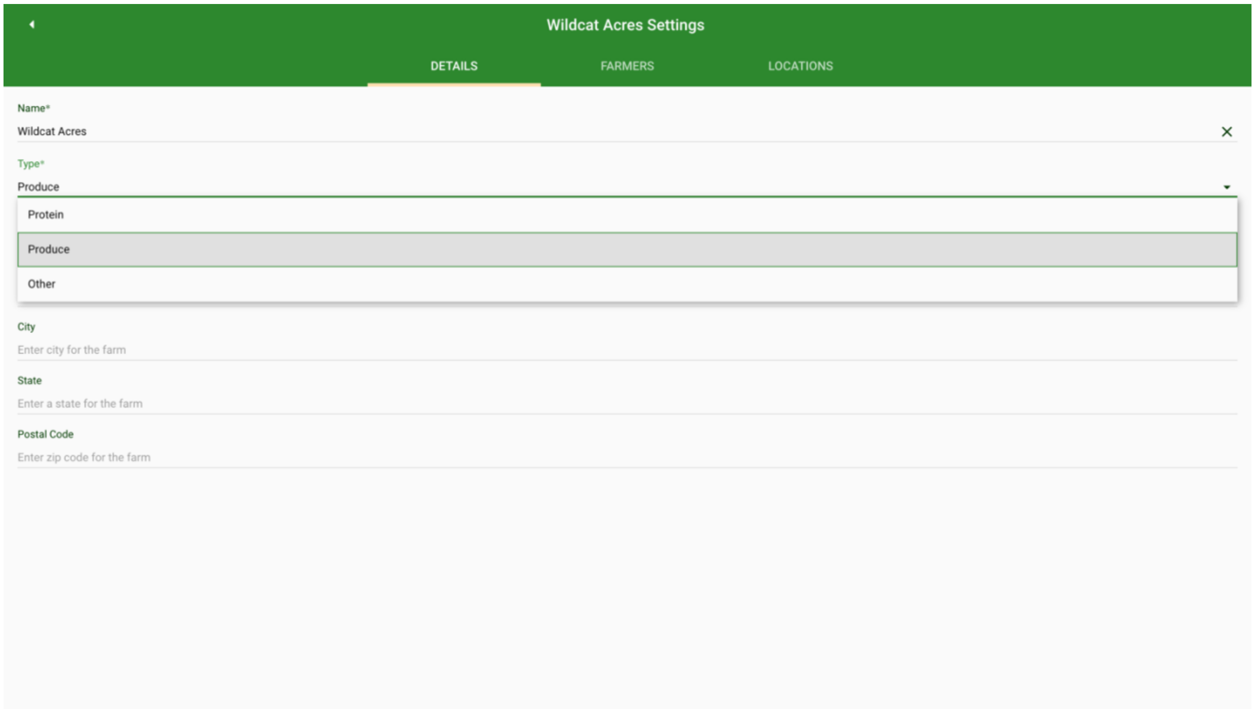
After logging in for the first time, Farmament will automatically load the settings for your farm for you to input farm information. It will automatically open on the "**details**" tab.

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



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.

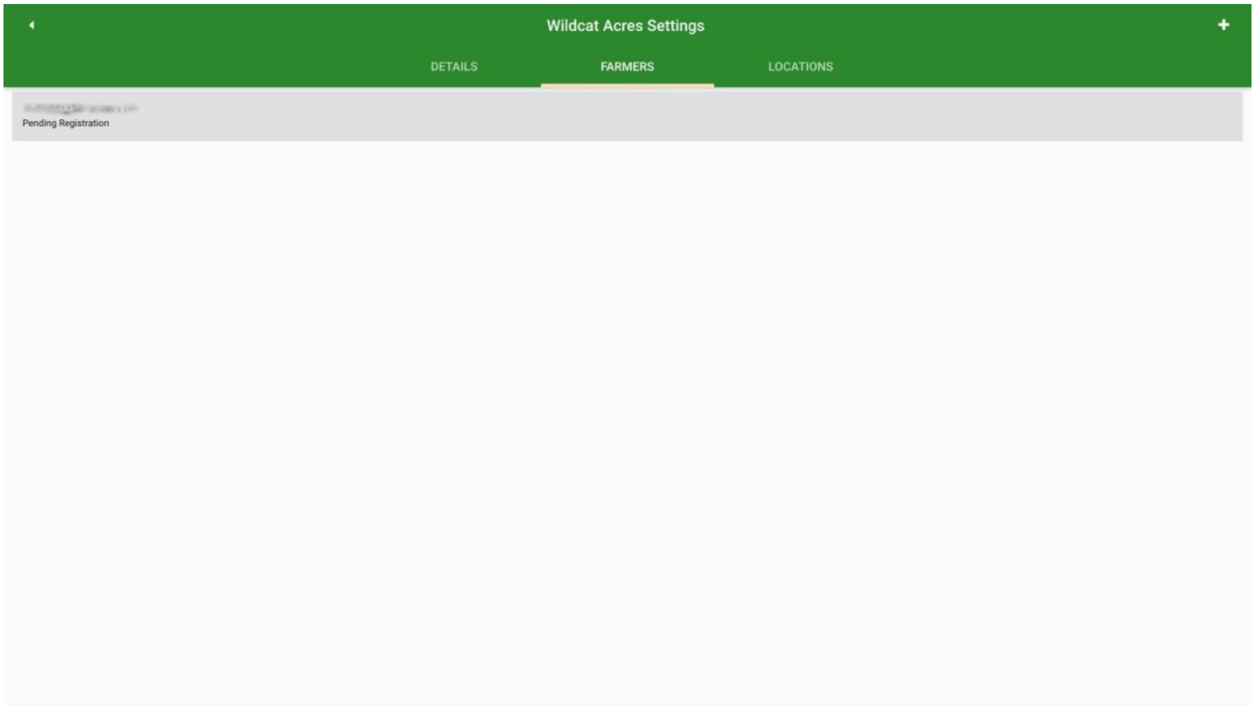
If you wish to change the zip code, click on the "**x**" on the right-hand side of the field before proceeding.

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

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

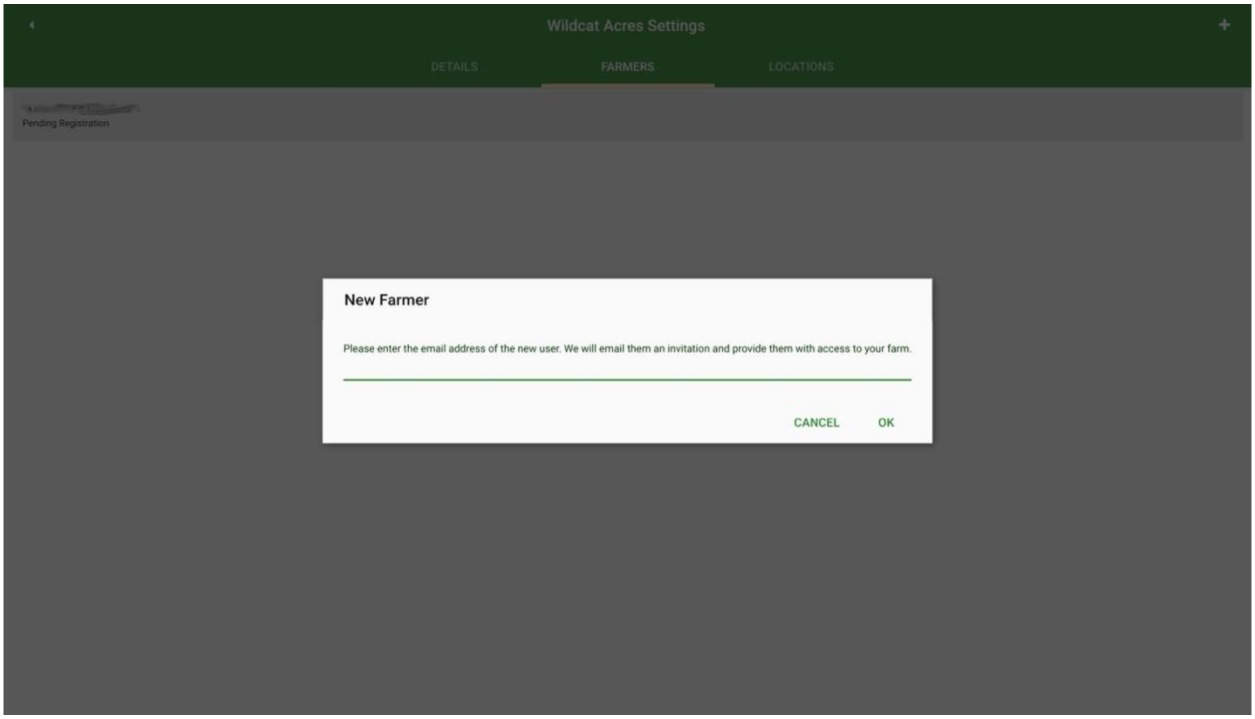
FARMERS

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.*

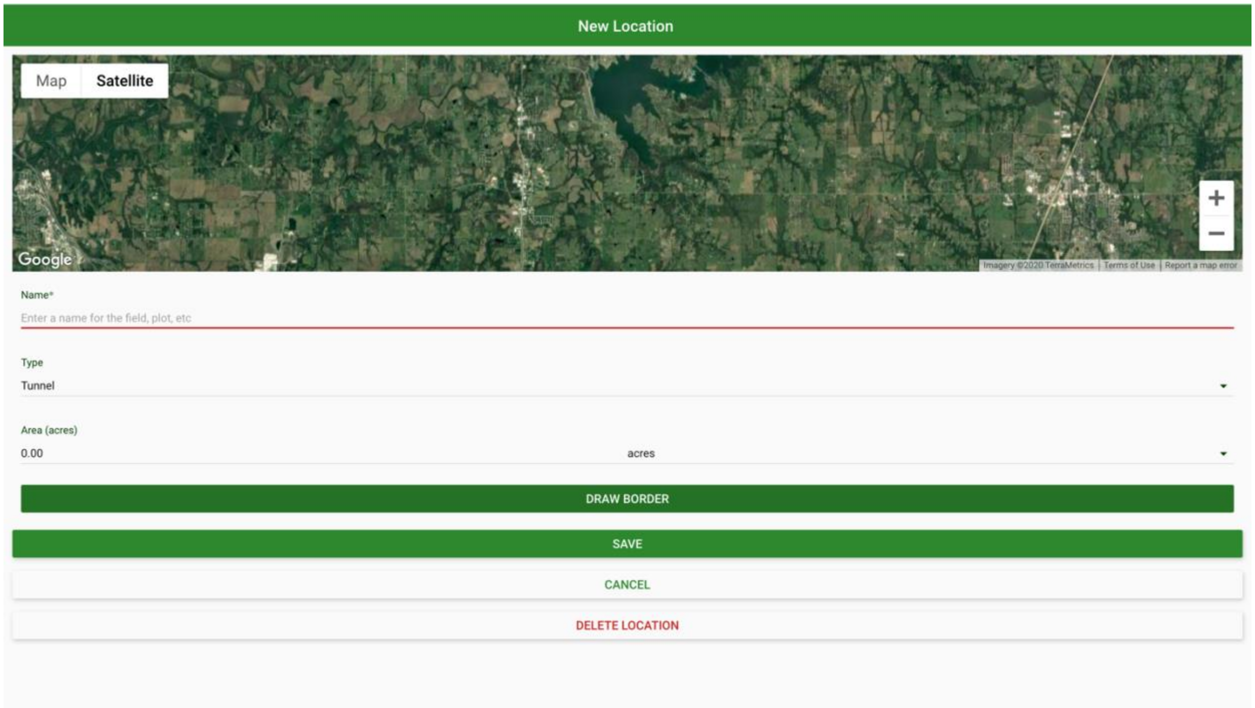
LOCATIONS

Click on the tab “**locations**”.

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

FILL OUT REQUIRED INFORMATION

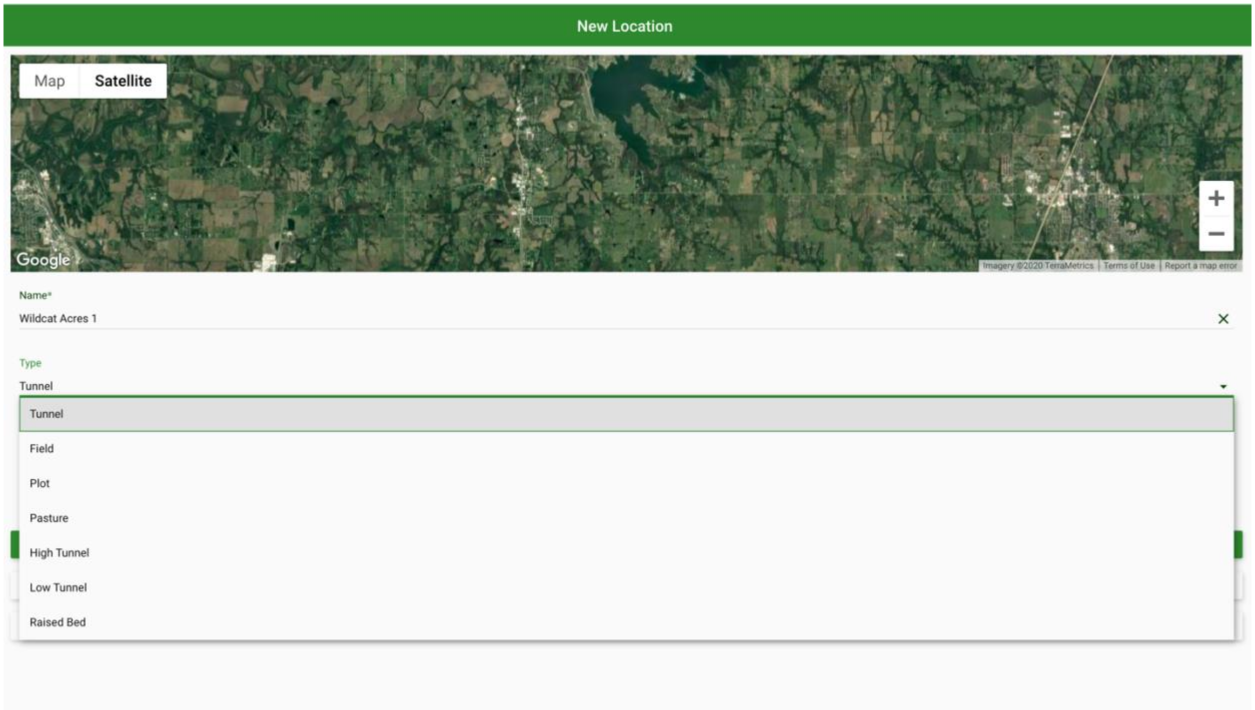
NAME



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

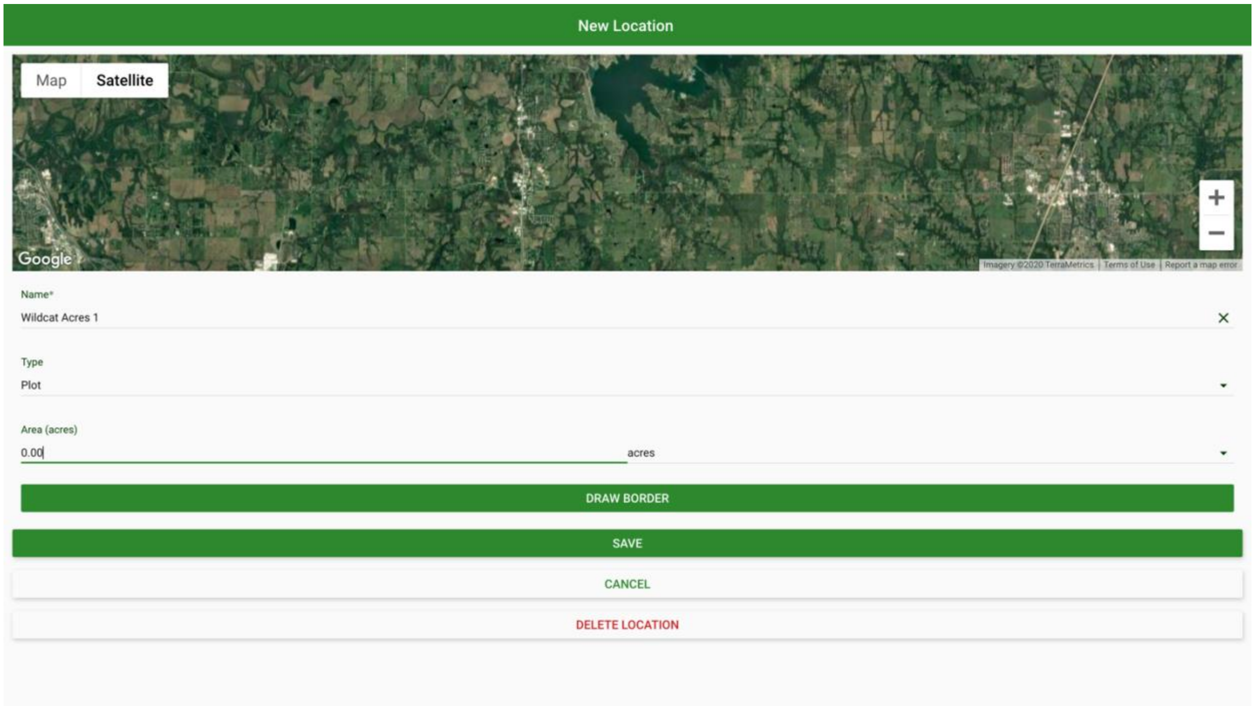
Type **name** of the farm.

TYPE



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

AREA

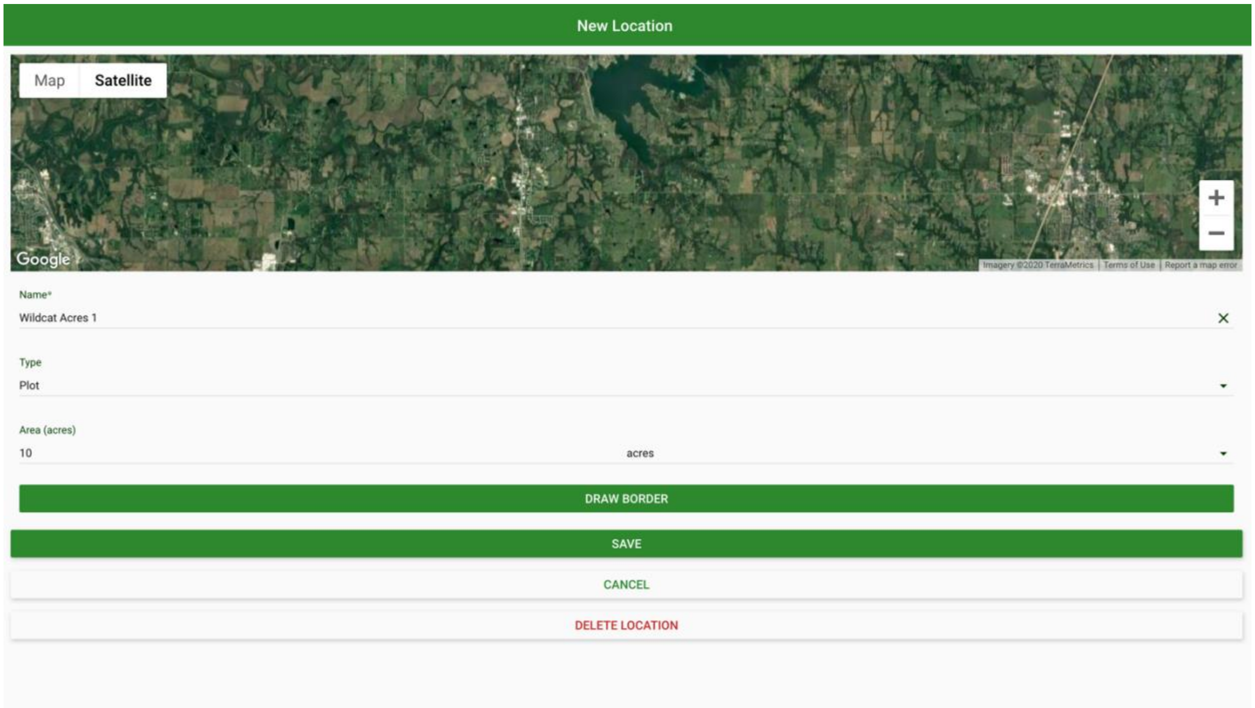


Click on the empty field “**0.00**” under “**area (acres /sq ft)**”.

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

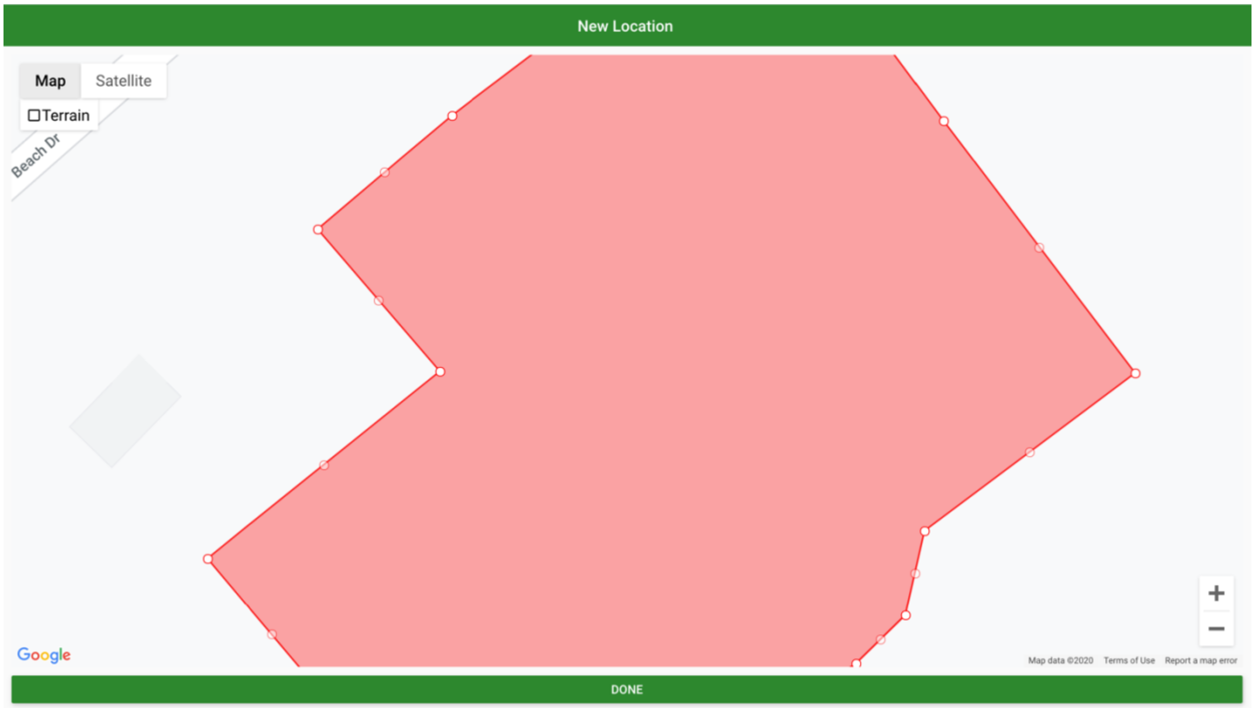


Click on the button “**draw border**”.

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.

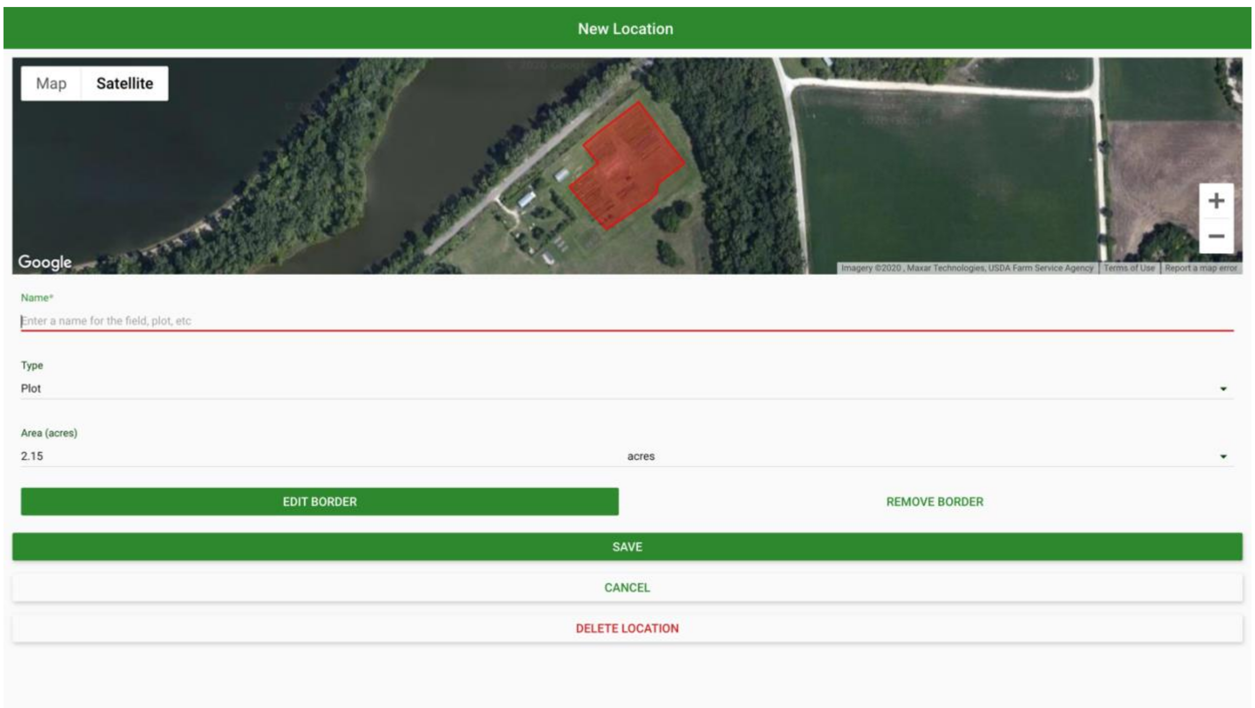
To tilt map, click the button with **four squares**.

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.



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.*

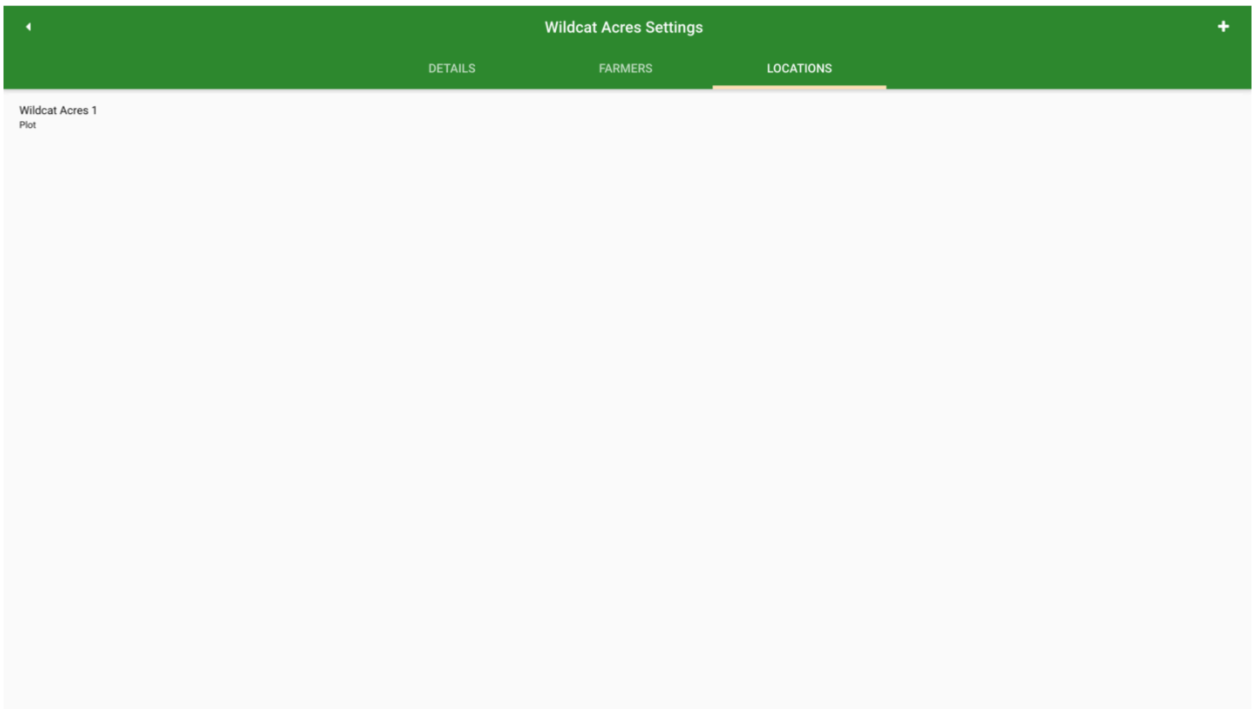
TO DELETE OR MAKE CHANGES TO BORDER:

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.

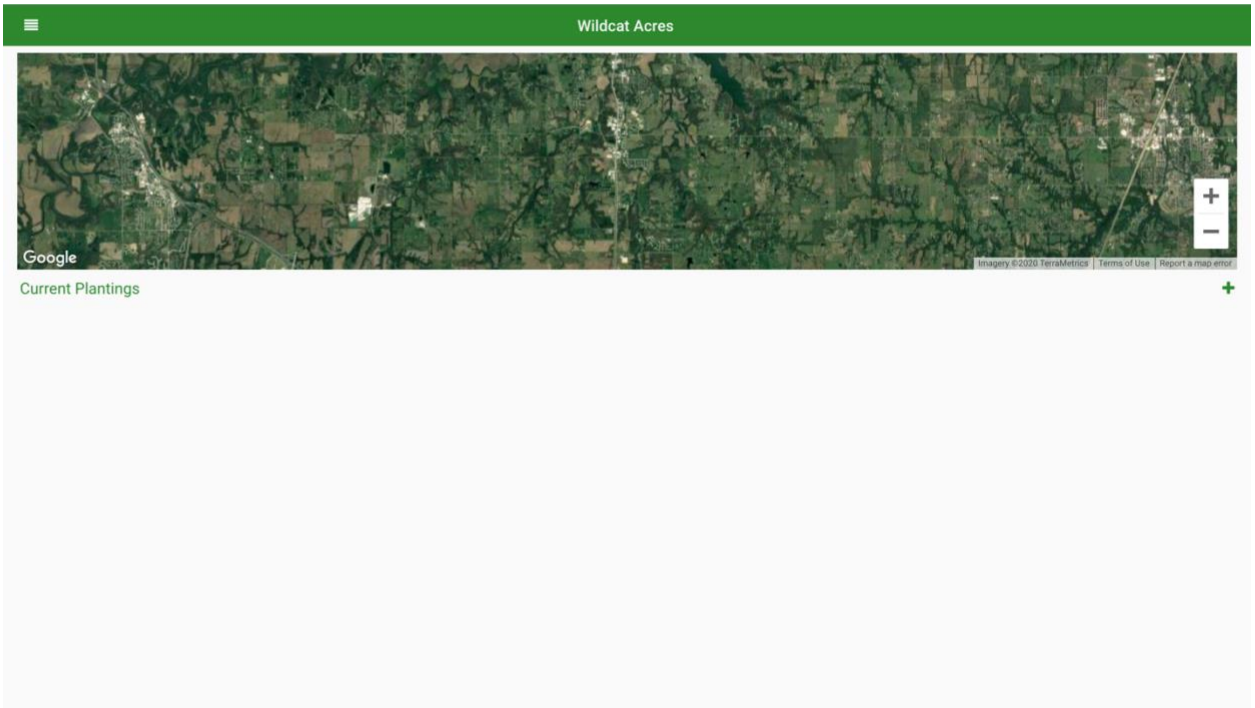
To delete location, click the “**delete location**” button.



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.

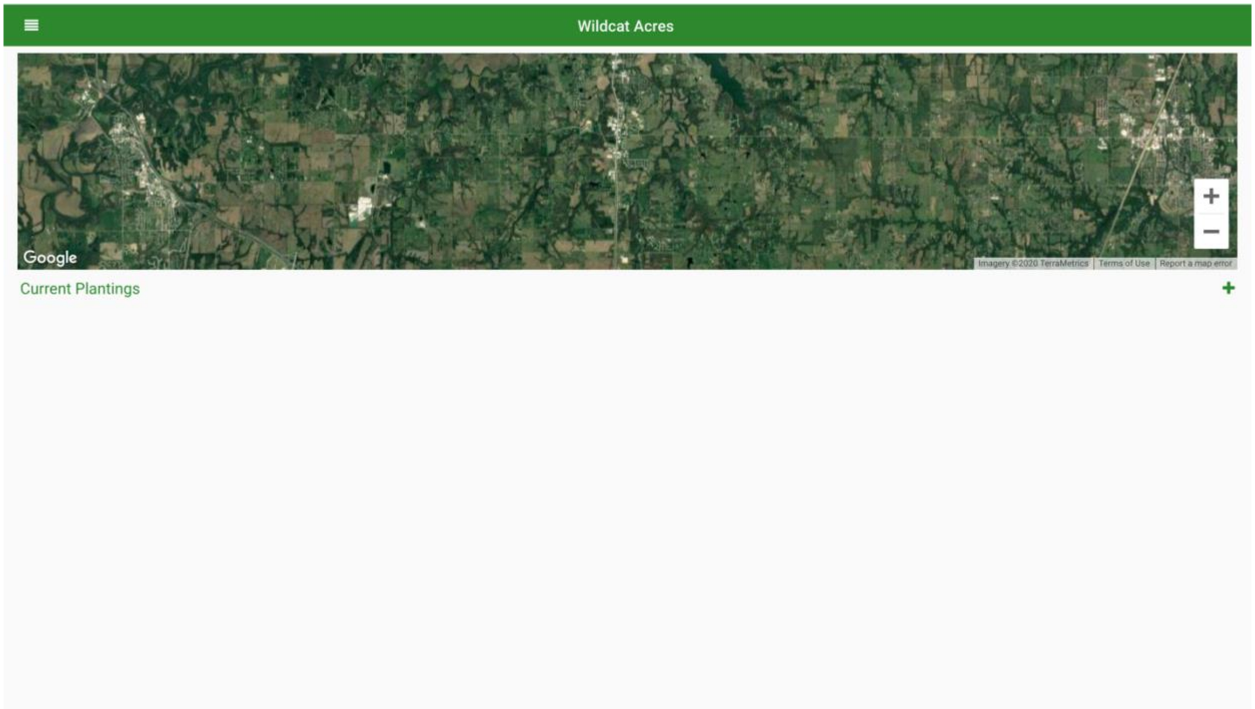
CURRENT PLANTINGS



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

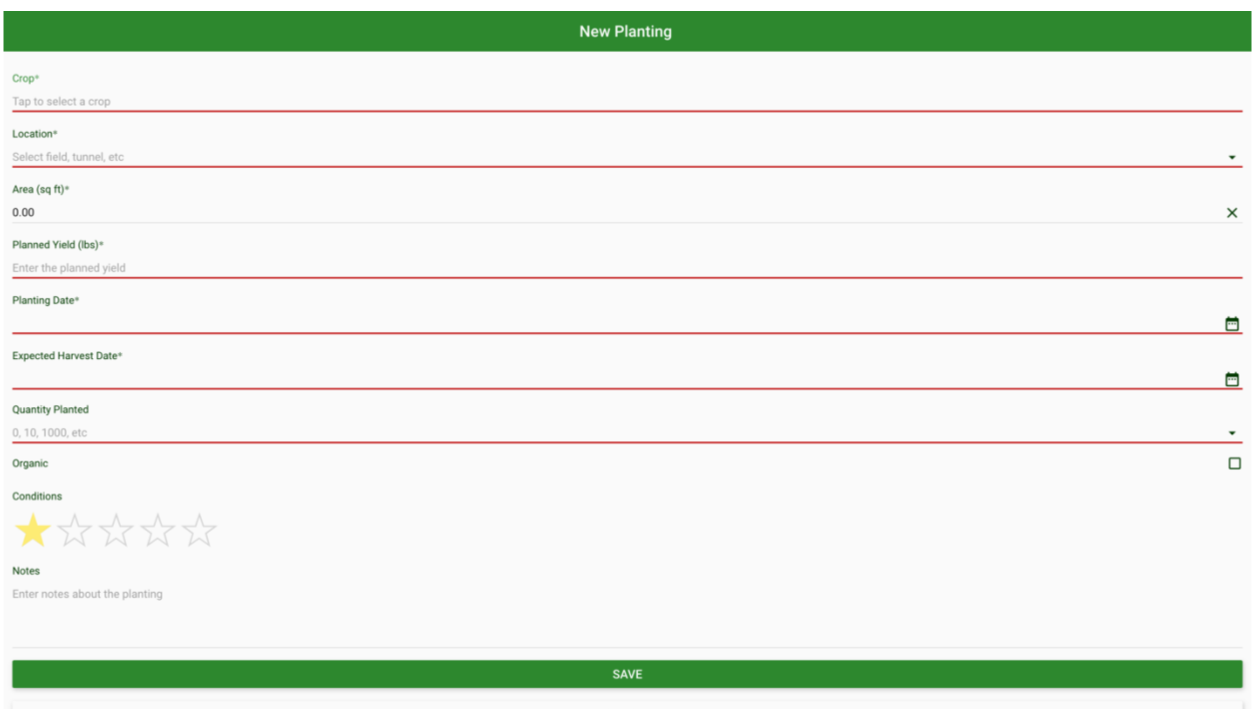
As current plantings are added, they will appear here. To edit or update a planting, click on the planting name.

ADDING CURRENT PLANTINGS



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

NEW PLANTING

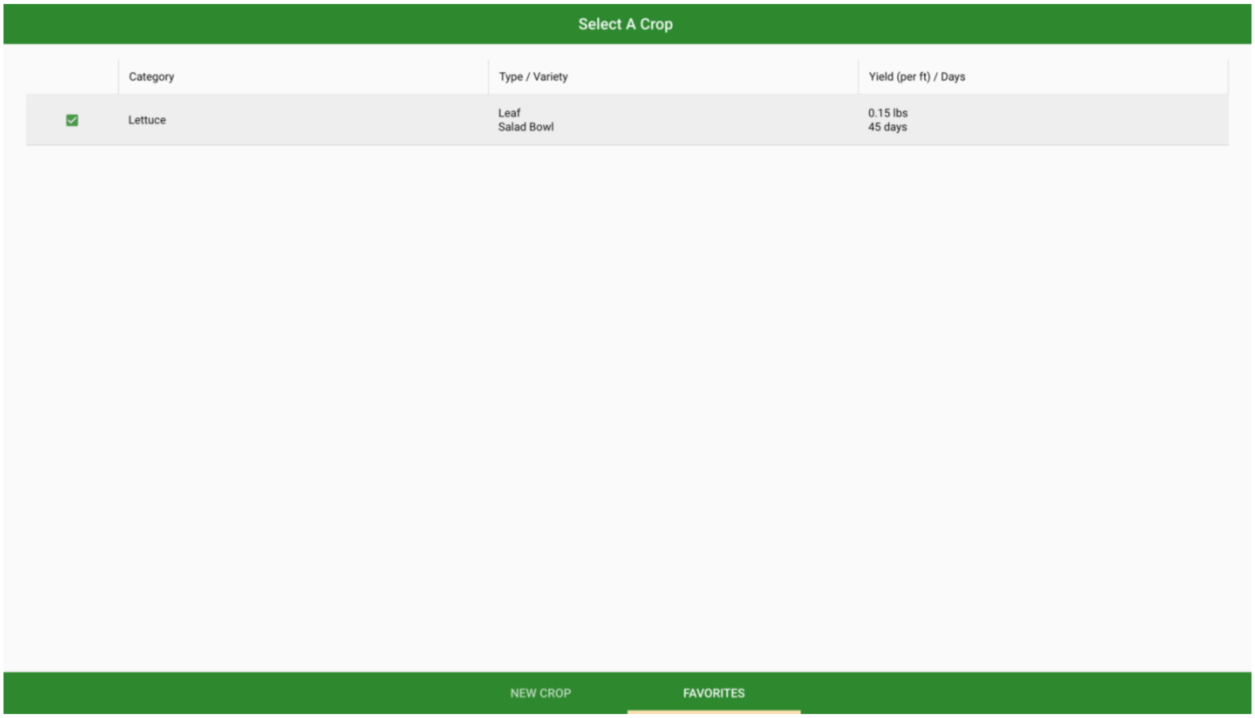


CROP

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).

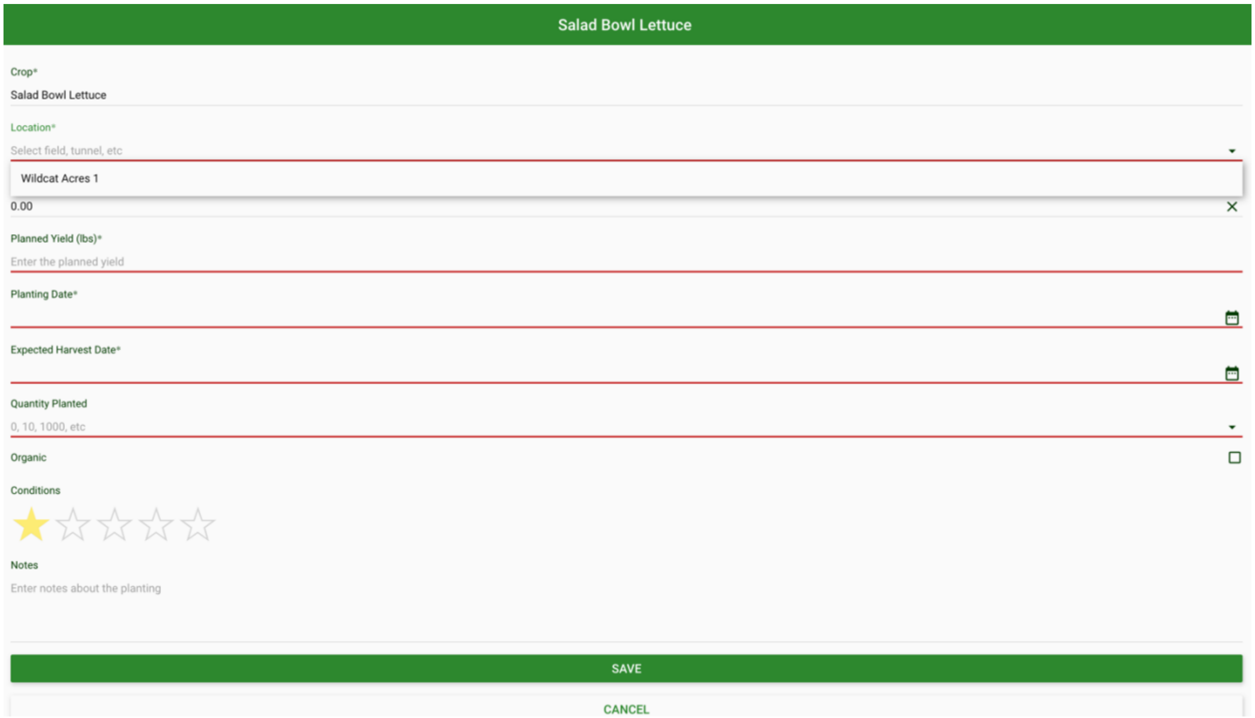
Note: Instructions to **add a crop are in the section titled **add a crop**.*



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

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

LOCATION

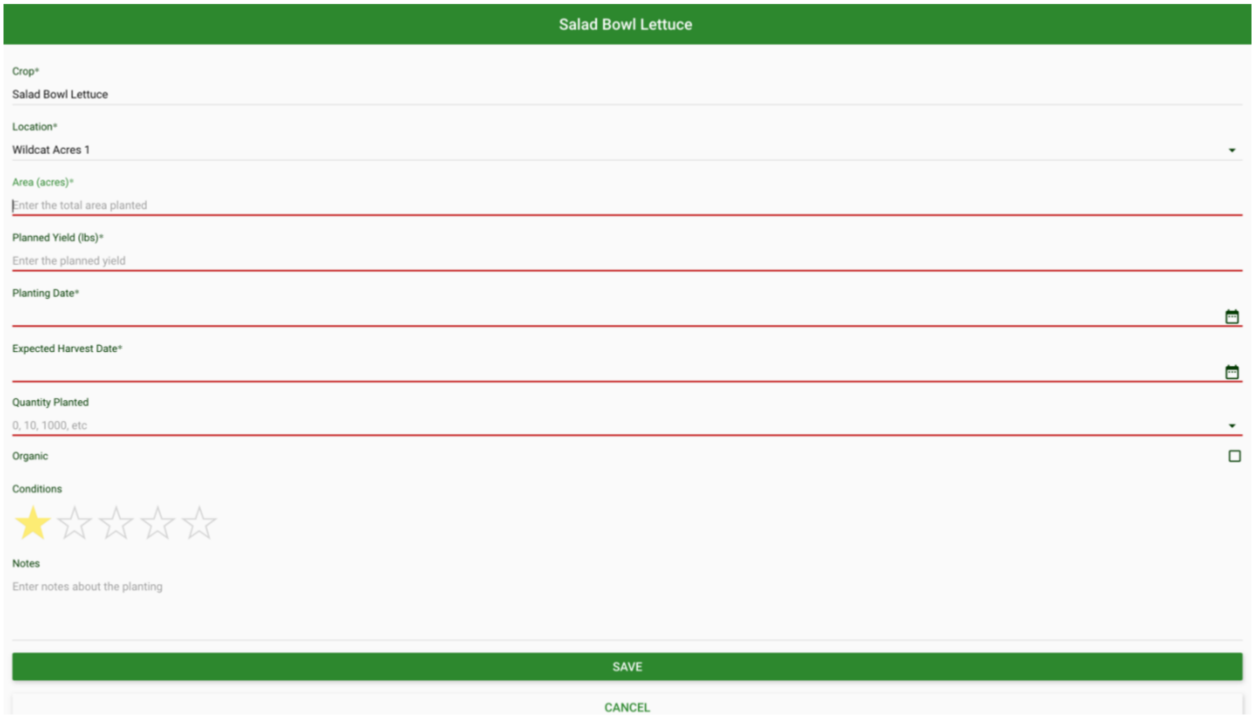


Click on the "**select field, tunnel, etc.**" under "**location**".

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**.*

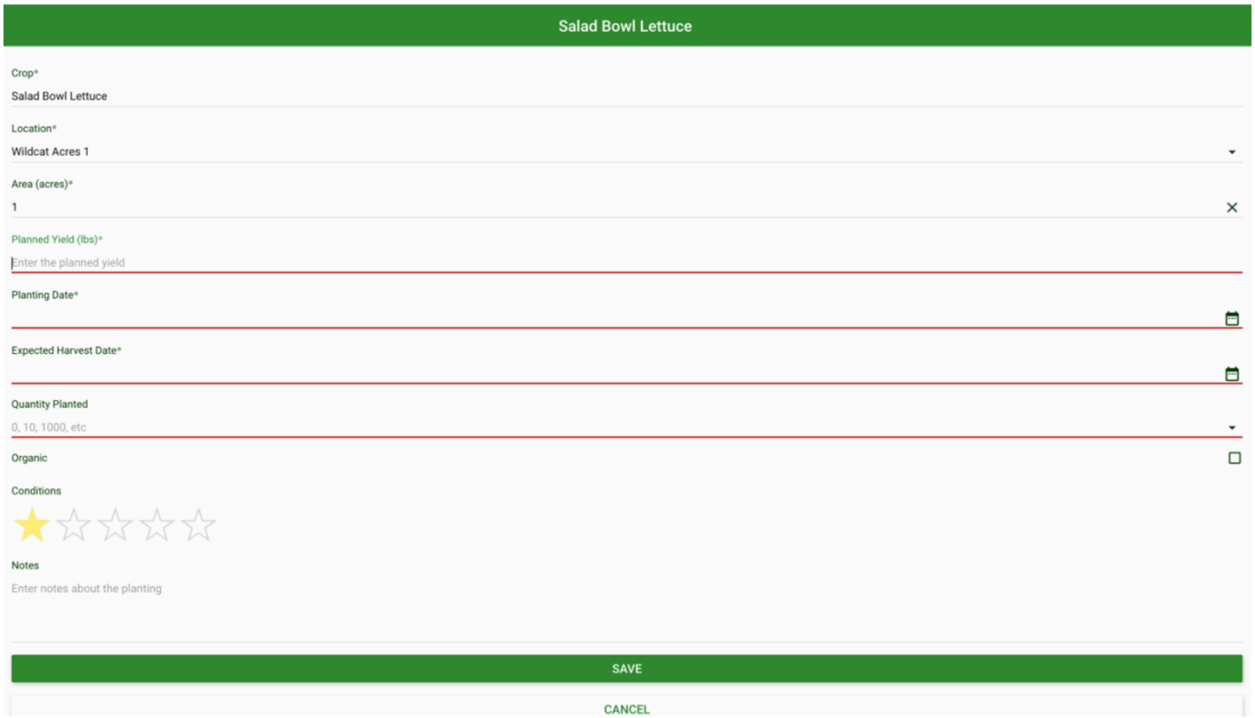
AREA



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



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

Type **planned yield** of the crop.

PLANTING DATE

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:

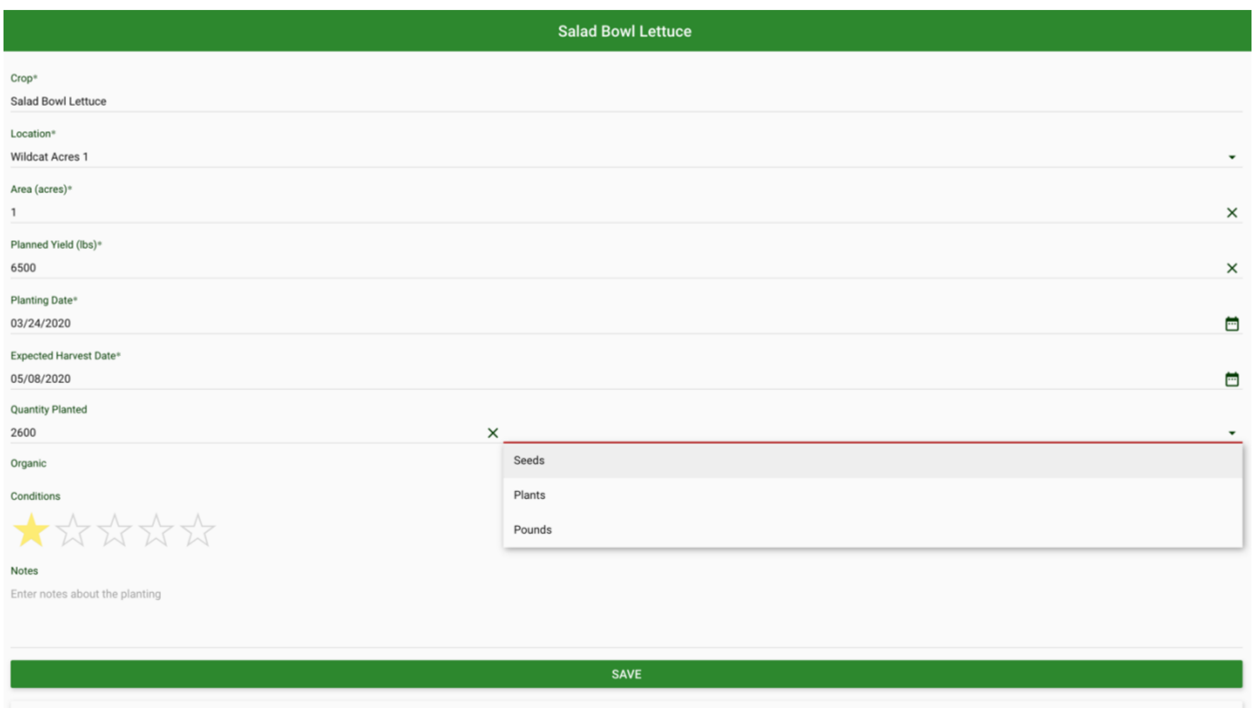
Click on the calendar icon to the right of "**expected harvest date***".

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

QUANTITY PLANTED

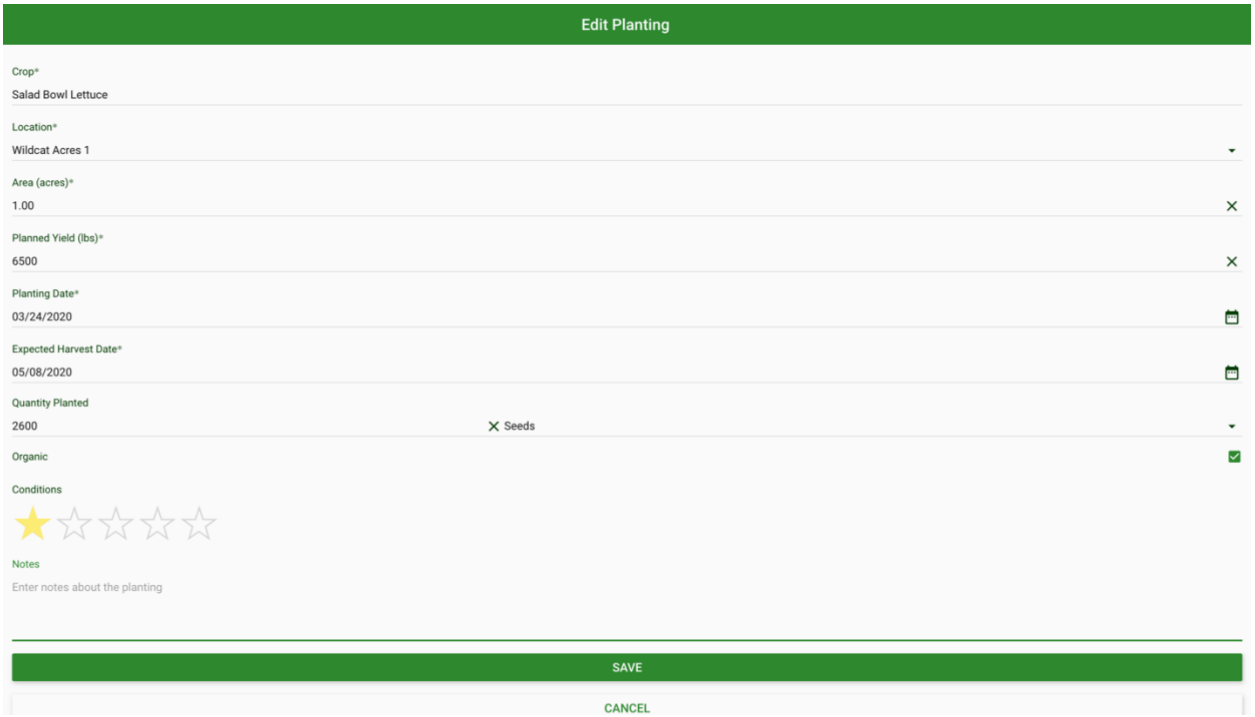
Click on the empty field “**0, 10, 1000, etc.**” under “**quantity planted**”.

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



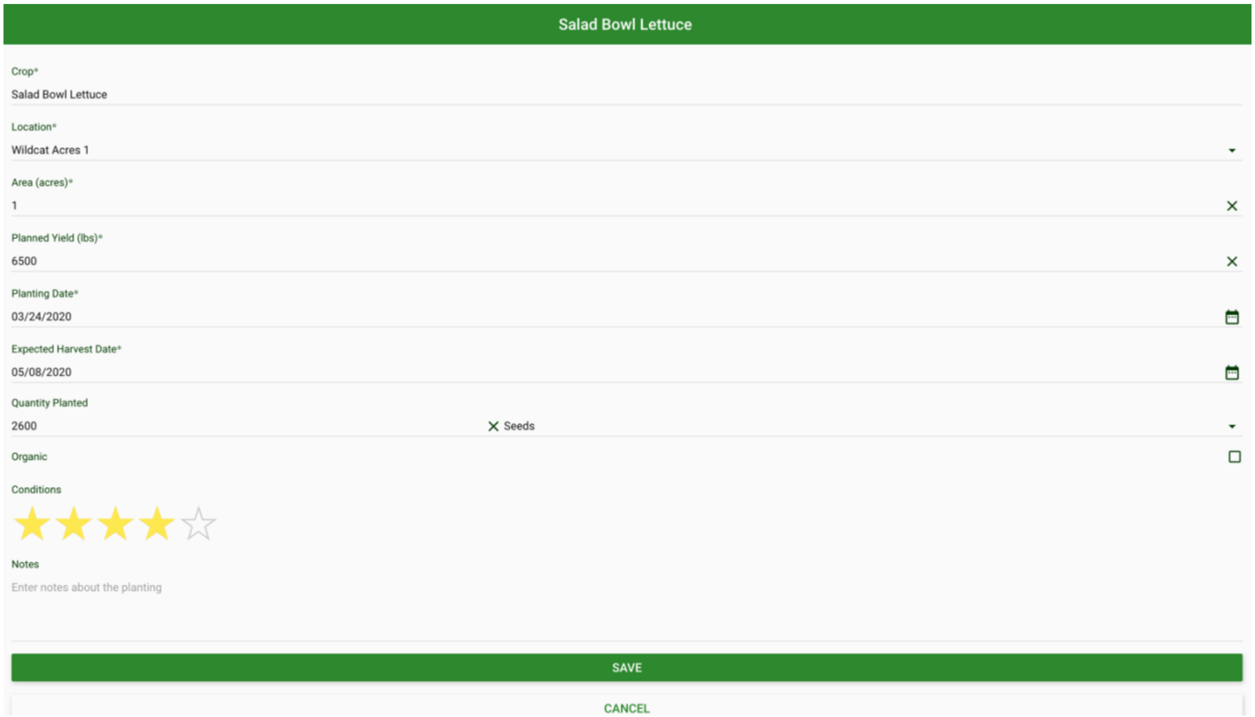
Select **unit planted** from the drop-down menu displayed to the right of the **value of quantity planted**.

ORGANIC



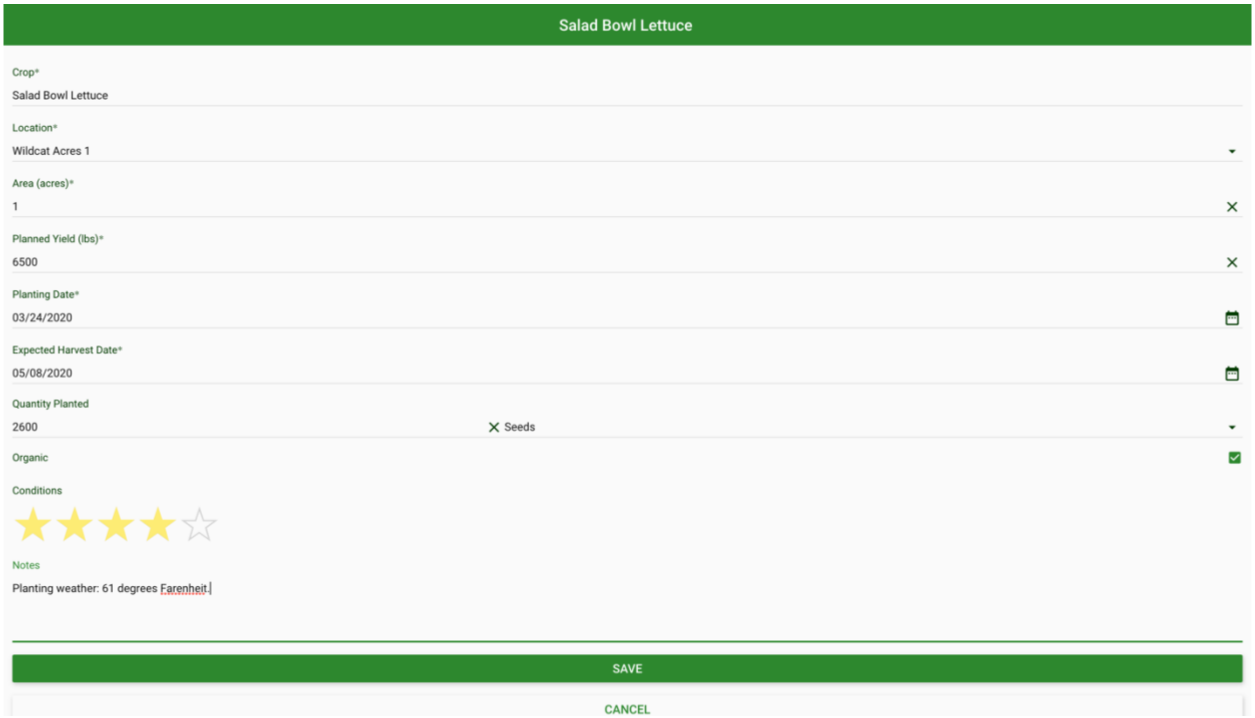
Click the box to the right of the "**organic**" field if crop is **organic**.

CONDITIONS



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

NOTES

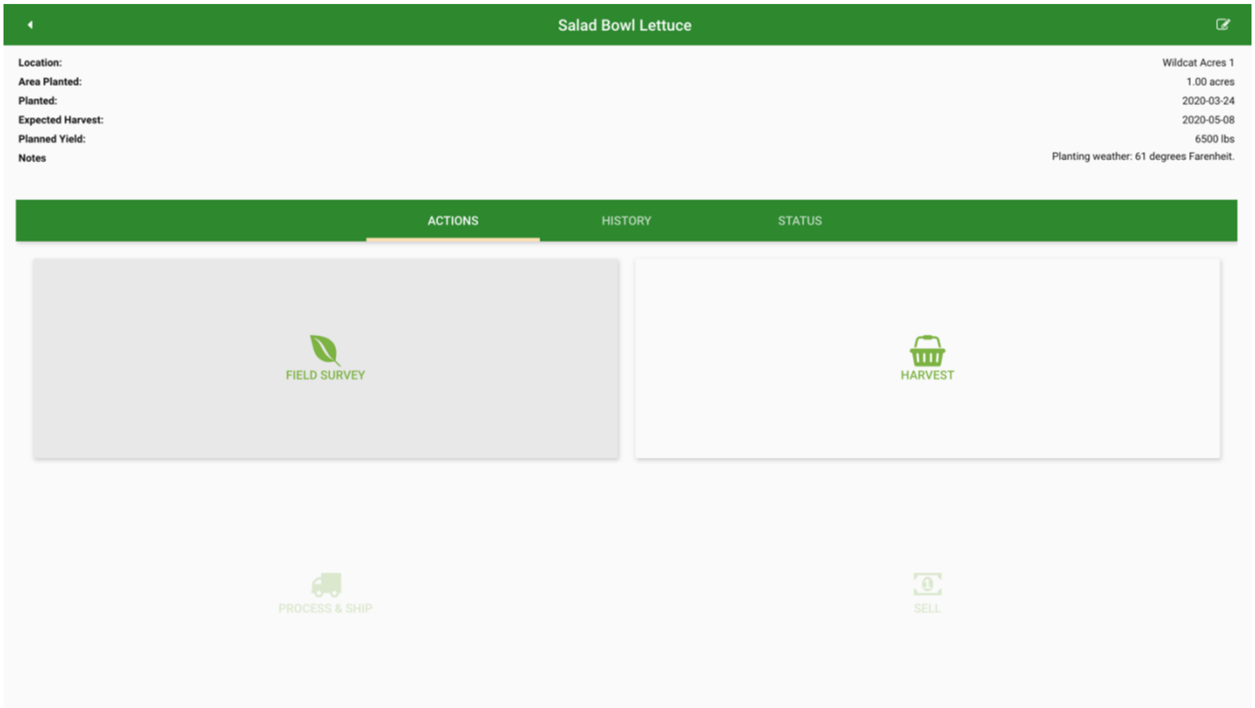


Click the empty field "**enter notes about the planting**" under "**notes**" to type notes about the planting.

Click the "**save**" button to save.

Alternatively, click "cancel**" to discard changes.*

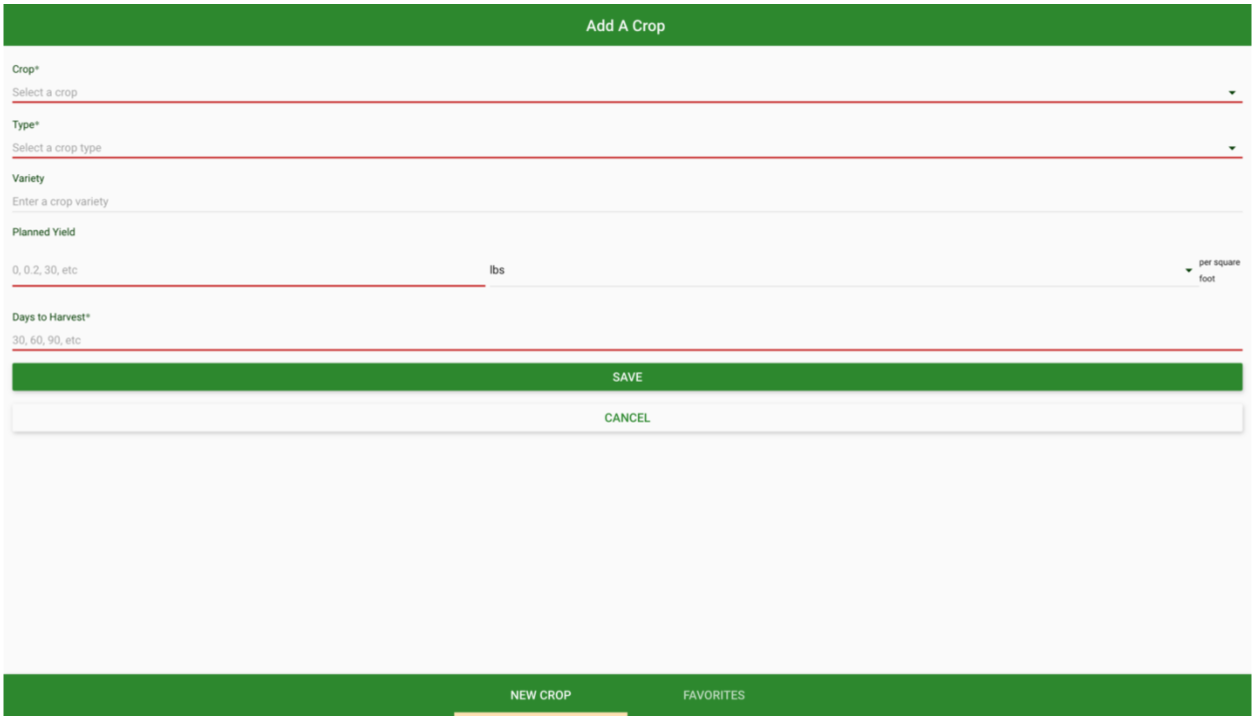
EDIT A CROP PLANTING



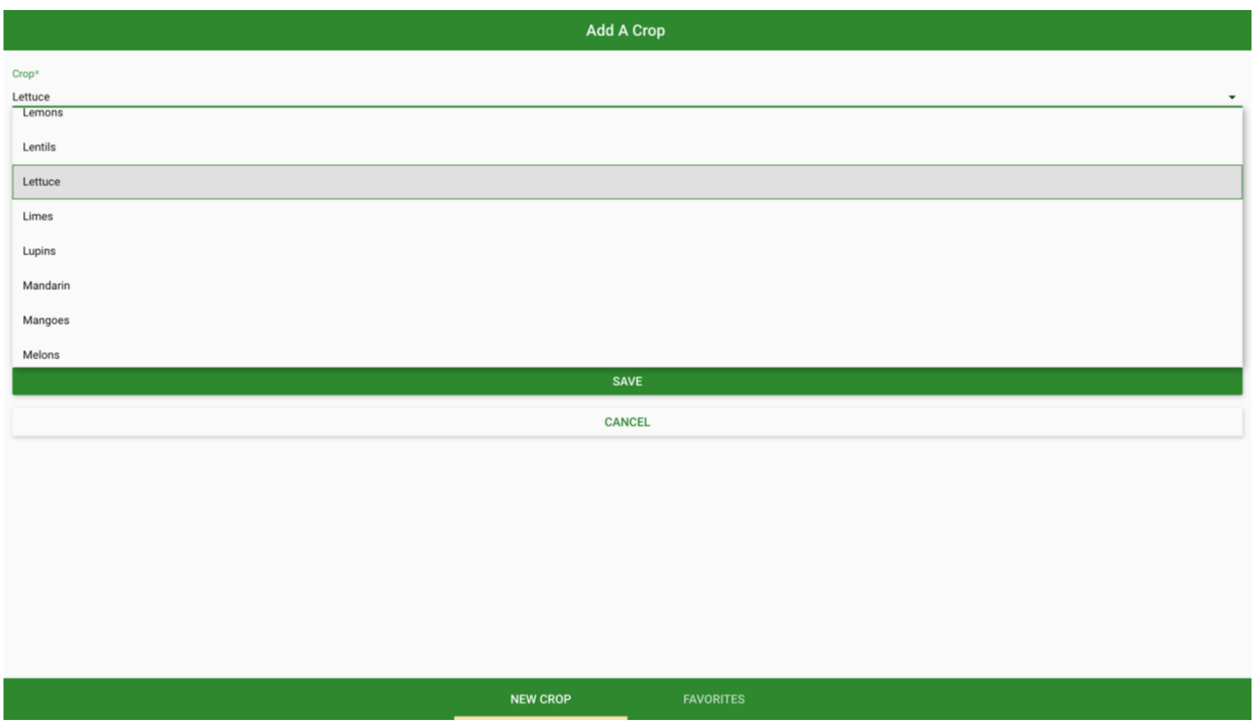
To edit a **crop planting**, click the pencil and paper icon in the upper right-hand corner of the screen.

> **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



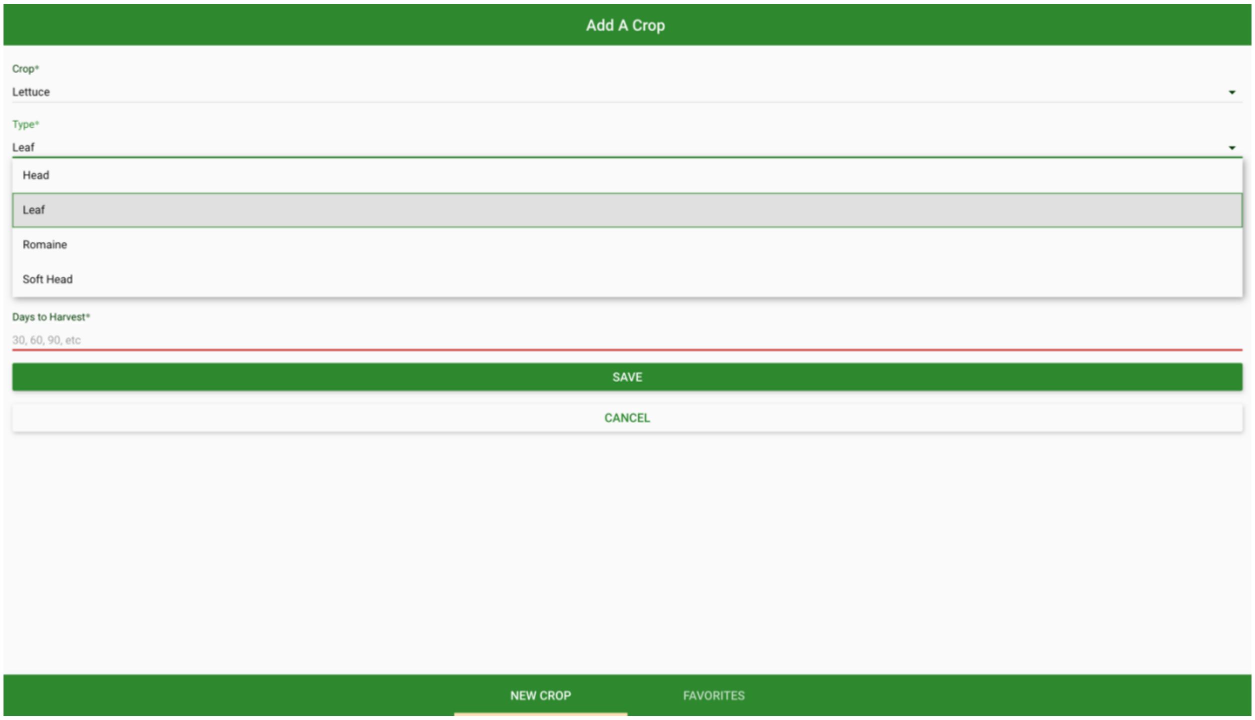
CROP



Click on the empty field "**select a crop**" under "**crop**".

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

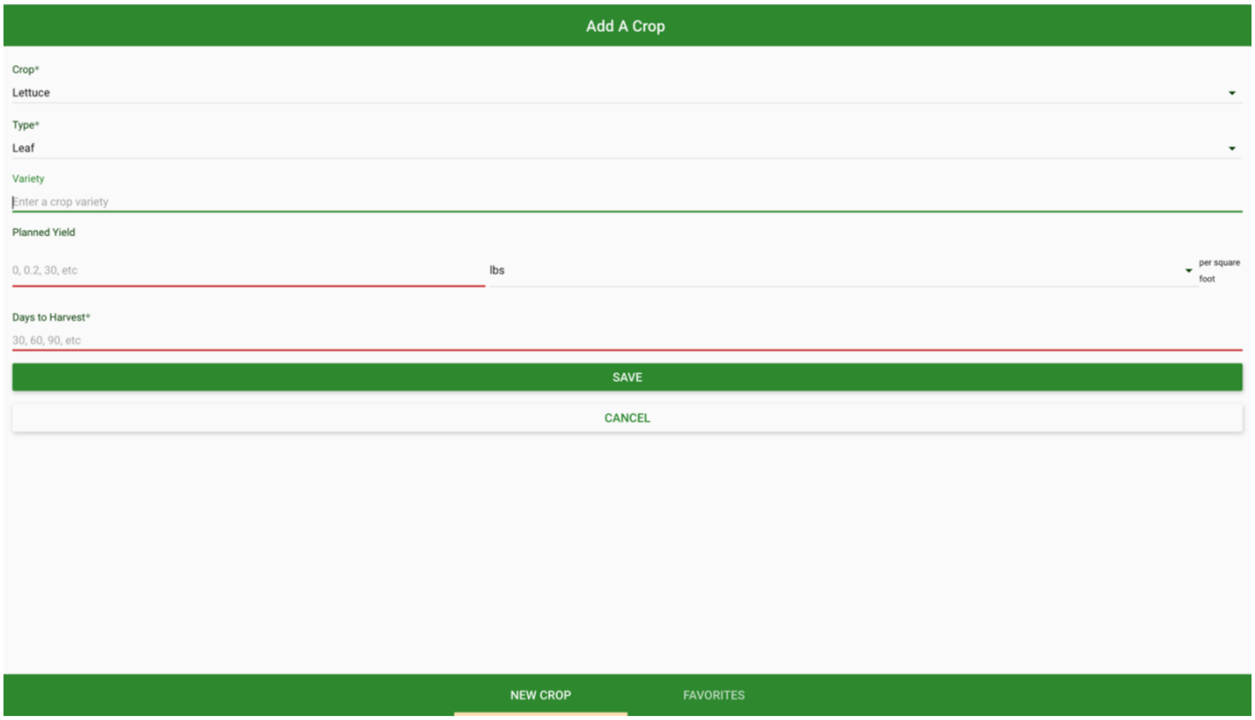
TYPE



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

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

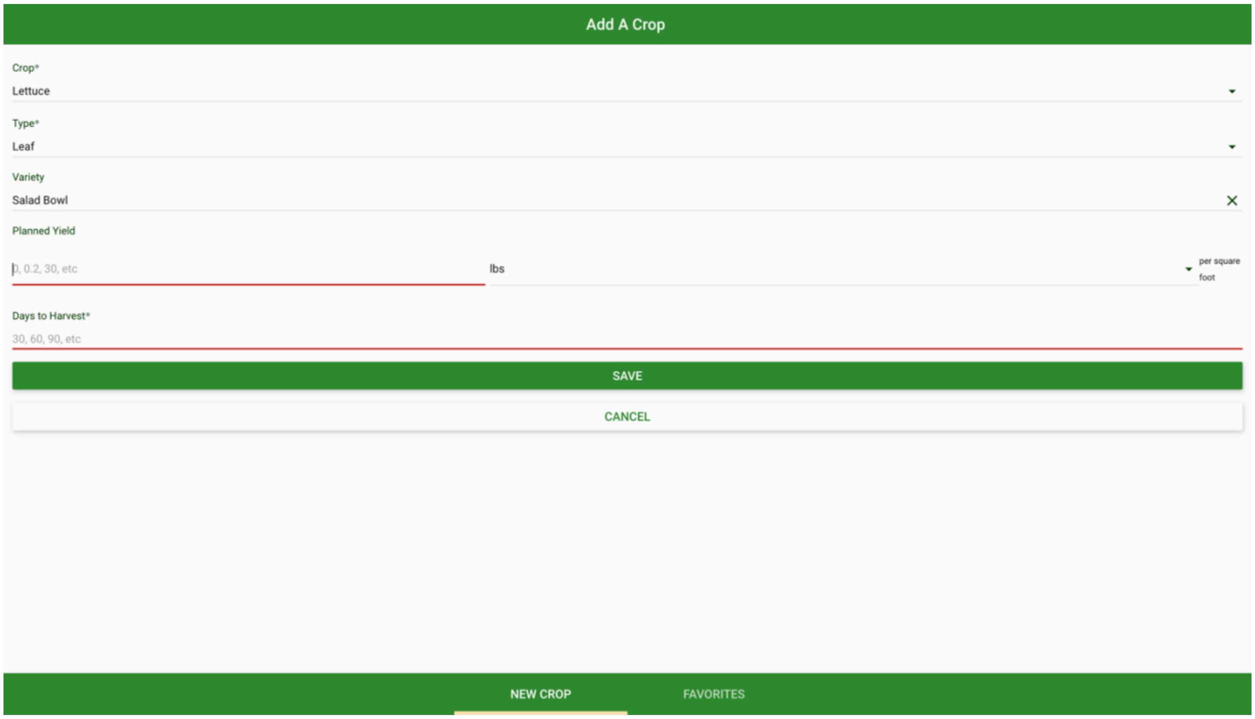
VARIETY



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

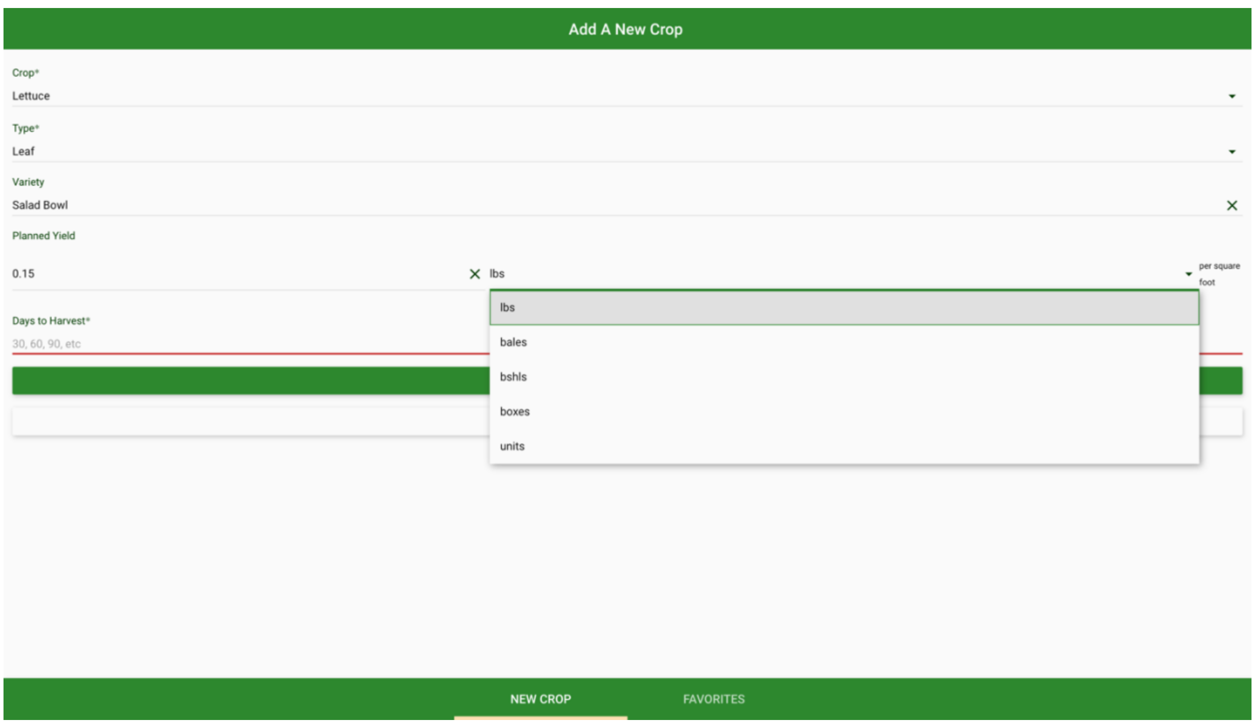
Type **crop variety**.

PLANNED YIELD



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

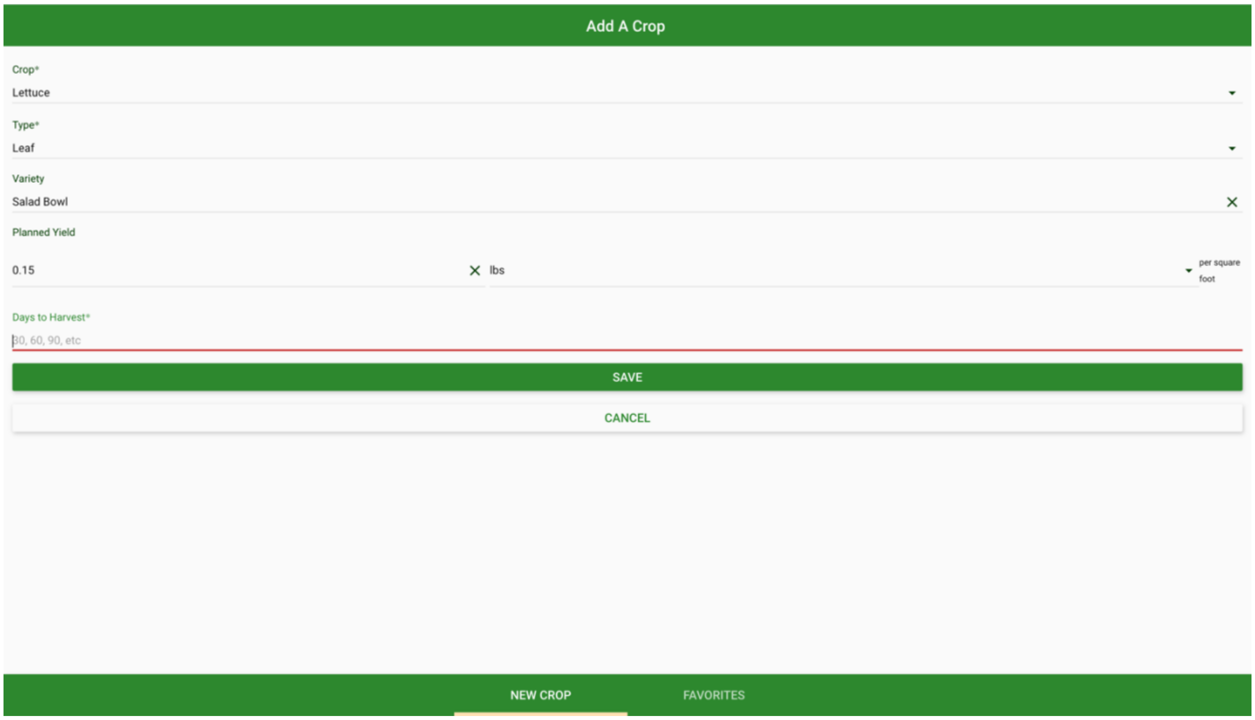
Type **planned yield**.



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

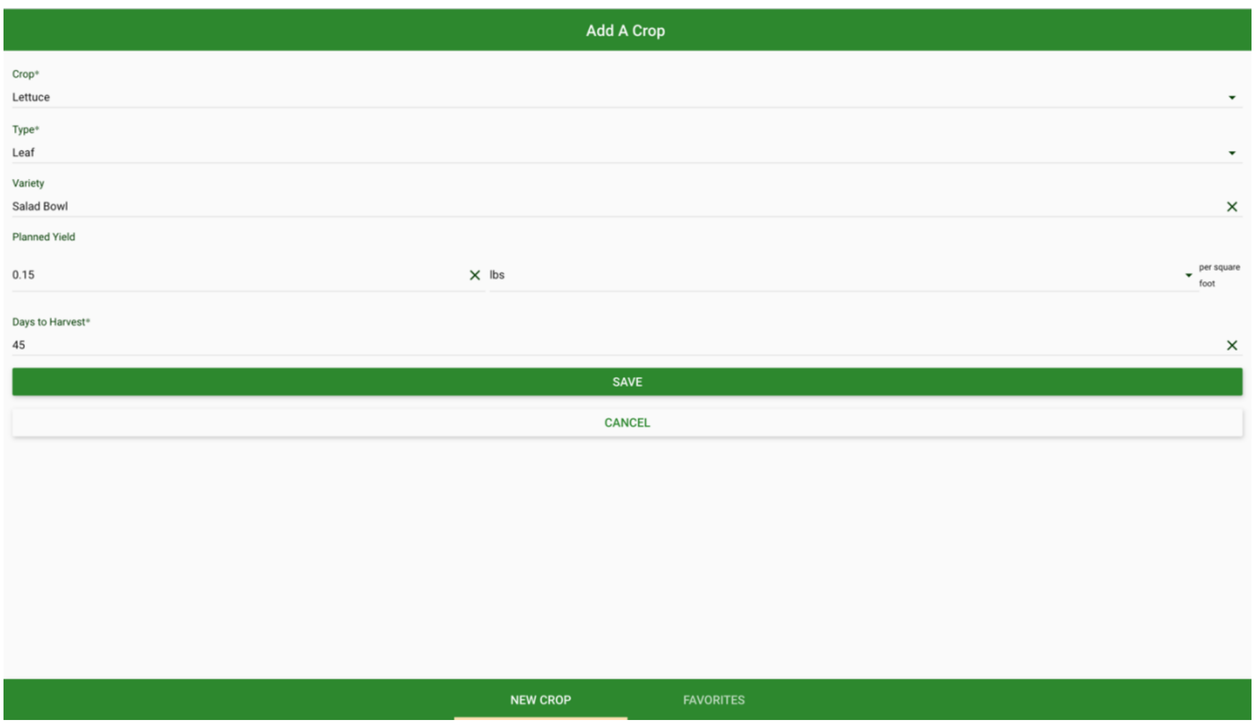
Select a **unit** from the drop-down menu.

DAYS TO HARVEST



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

Type **expected days to harvest**.



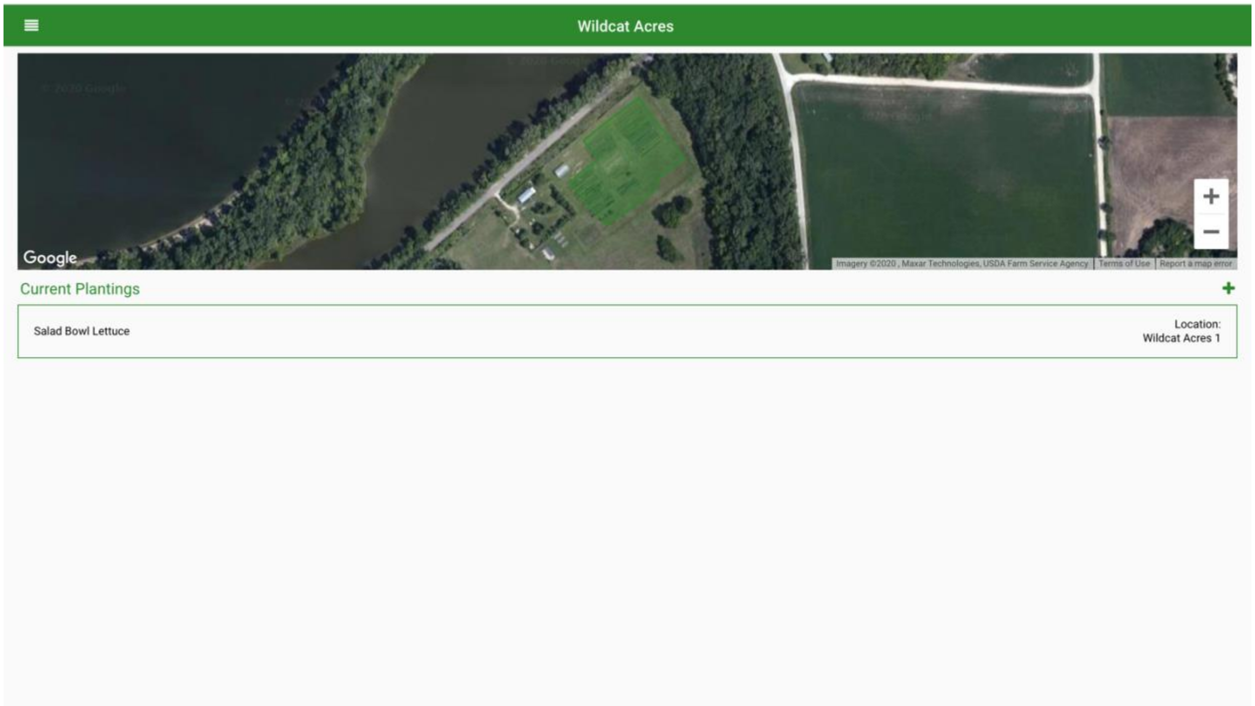
Click the “**save**” button. The crop may now be used to **add a current planting** (see **current planting** section).

ADDITIONAL FEATURES:

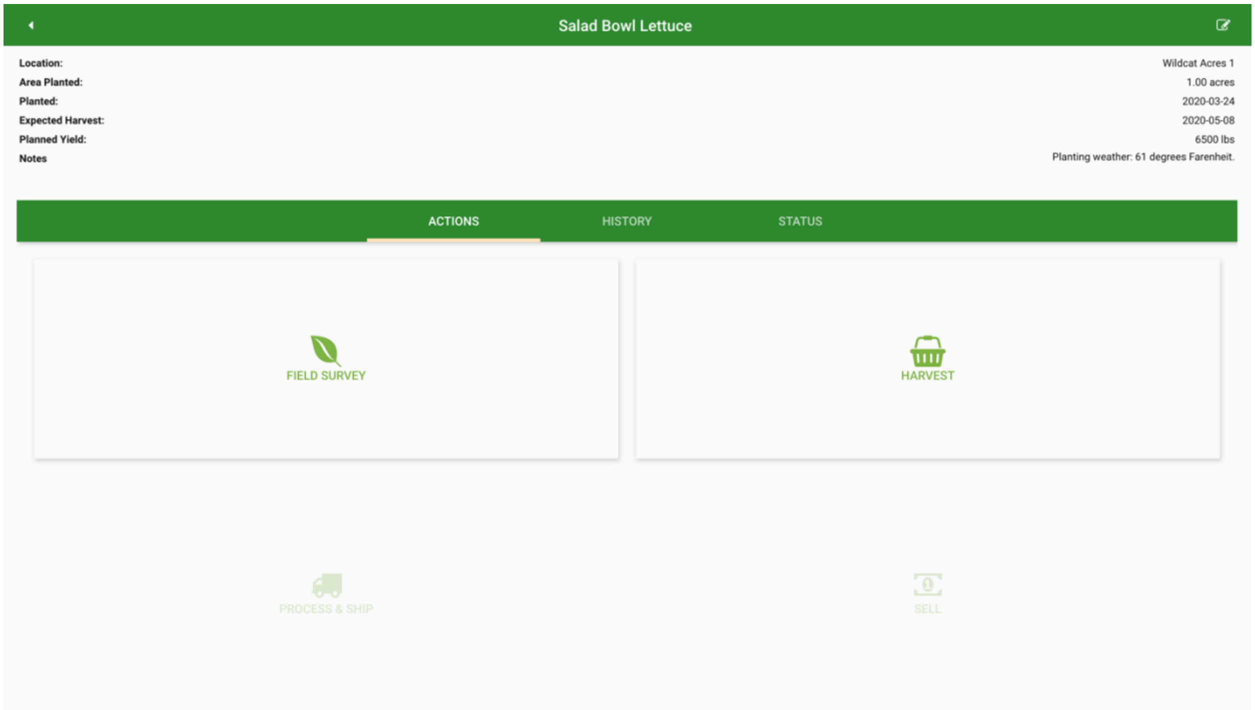
Once a crop has been added, it can be viewed by clicking “**favorites**” at the bottom of the screen and used on the “**new planting**” page without using the “**add a crop**” form.

ACTIONS

FIELD SURVEY

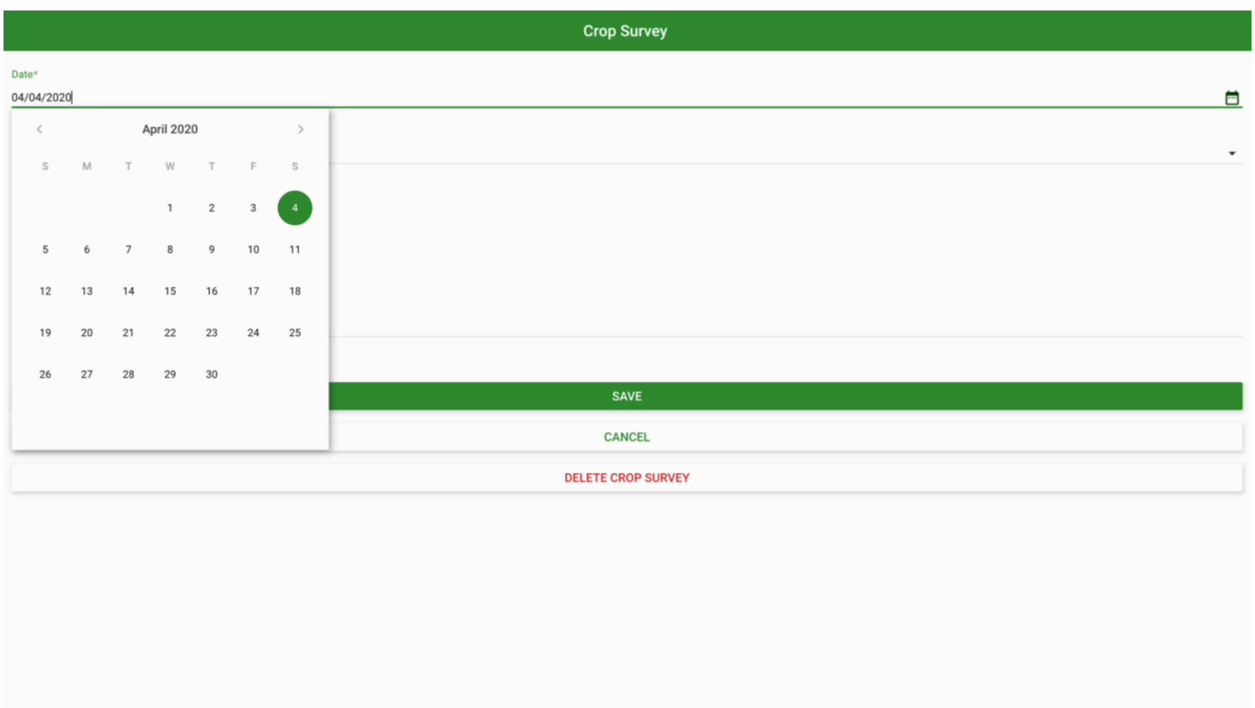


From the location home screen, select a crop.



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

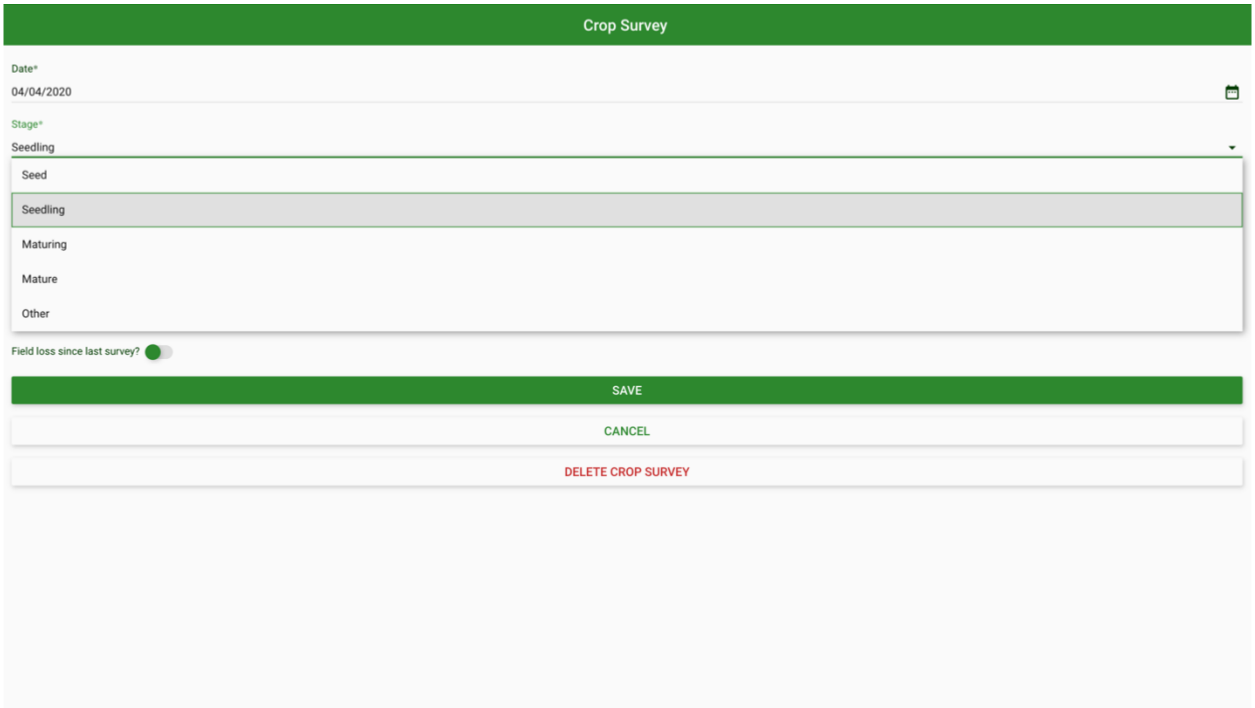
DATE



Click on the calendar icon to the right of "**date**".

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

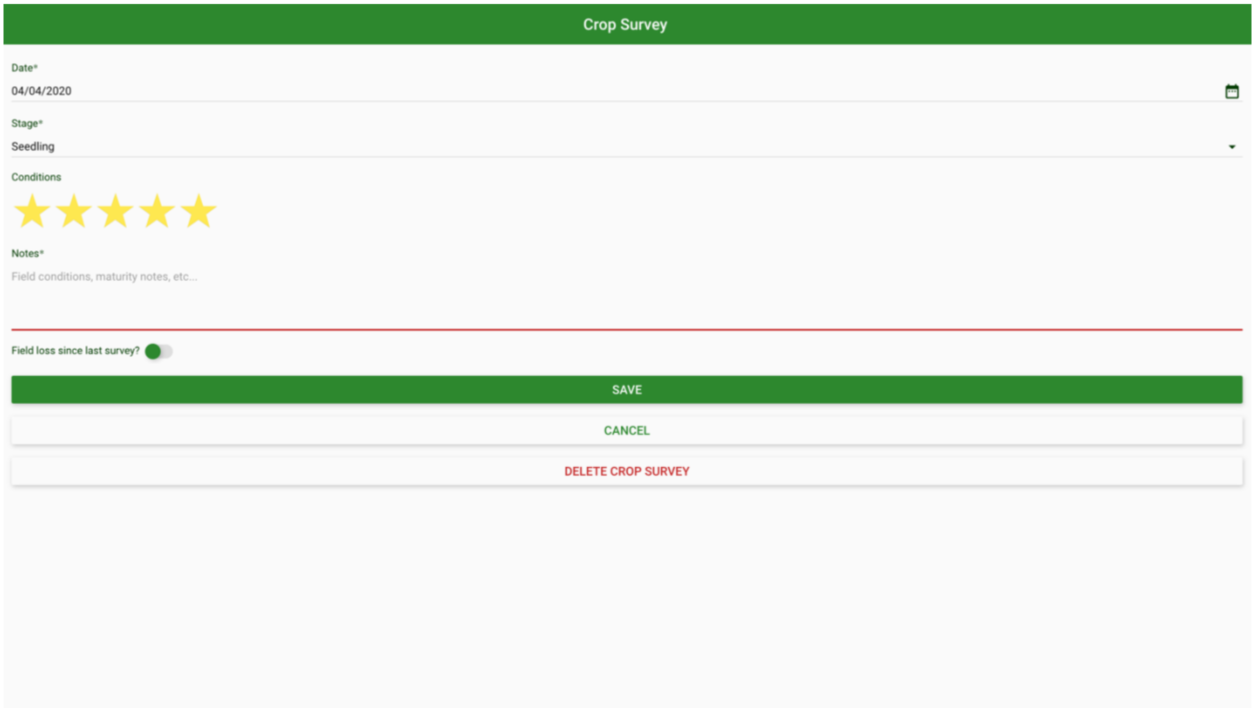
STAGE



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

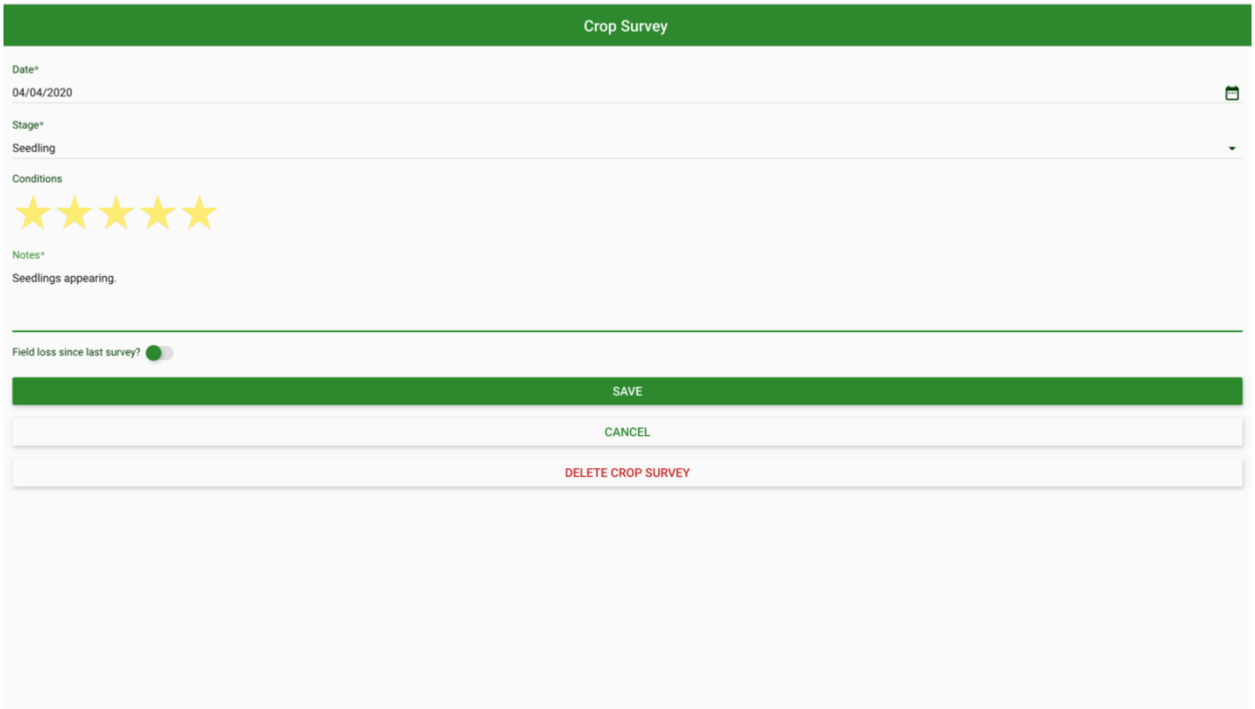
Select **stage** from drop-down menu.

CONDITIONS



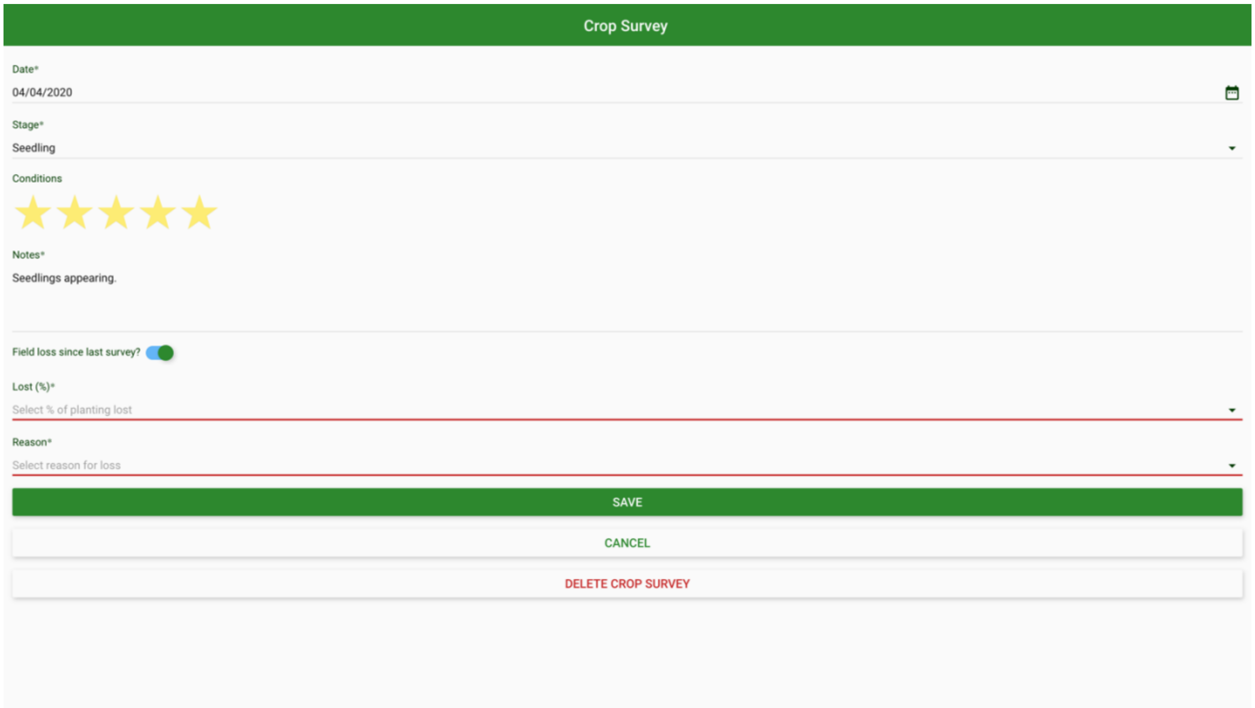
Click the number of **stars** (1= extremely unfavorable; 5= extremely favorable) to rate field survey **conditions** located under "**conditions**".

NOTES



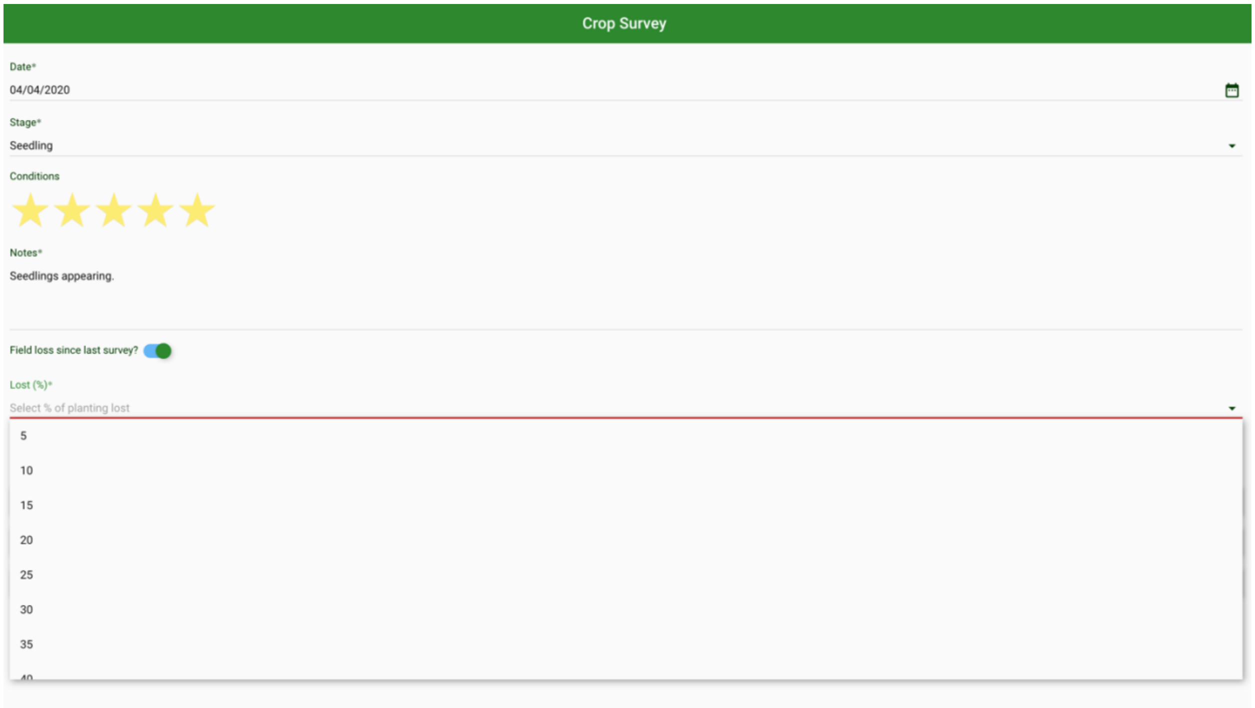
Click the empty field “**field conditions, maturity notes, etc.**” under “**notes**” to type notes about the planting.

FIELD LOSS SINCE LAST SURVEY?



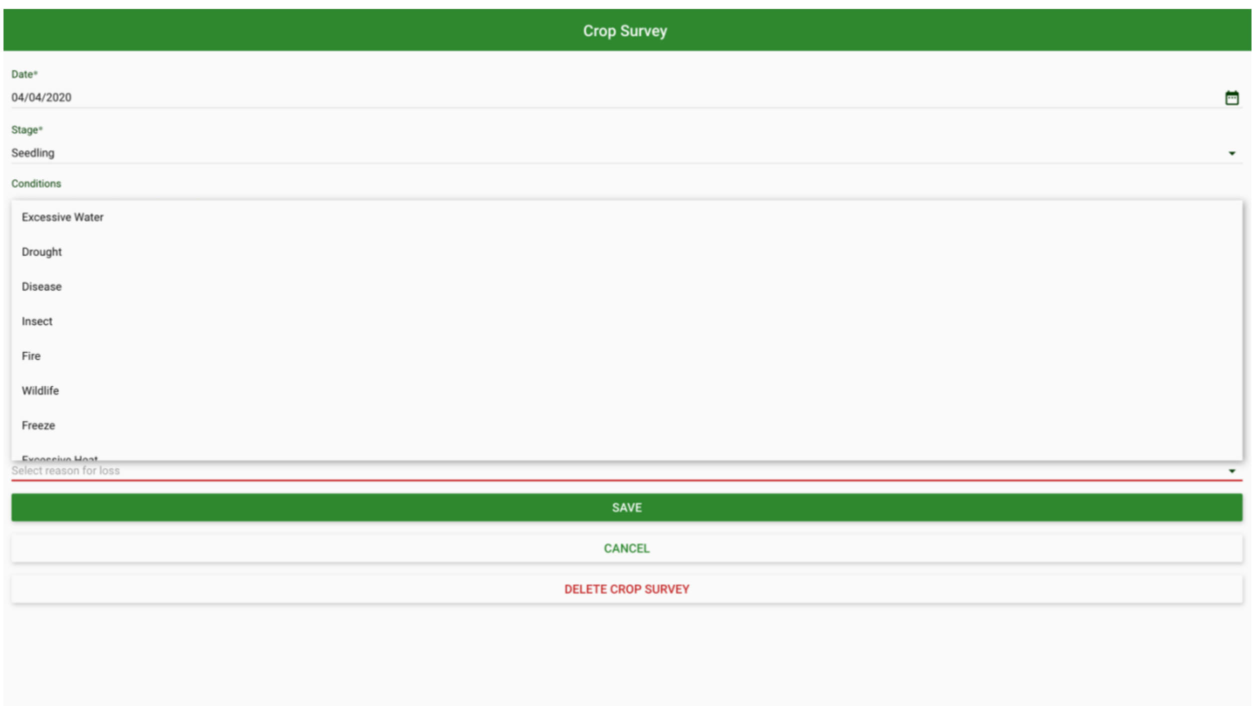
If no field loss, click "**save**"

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



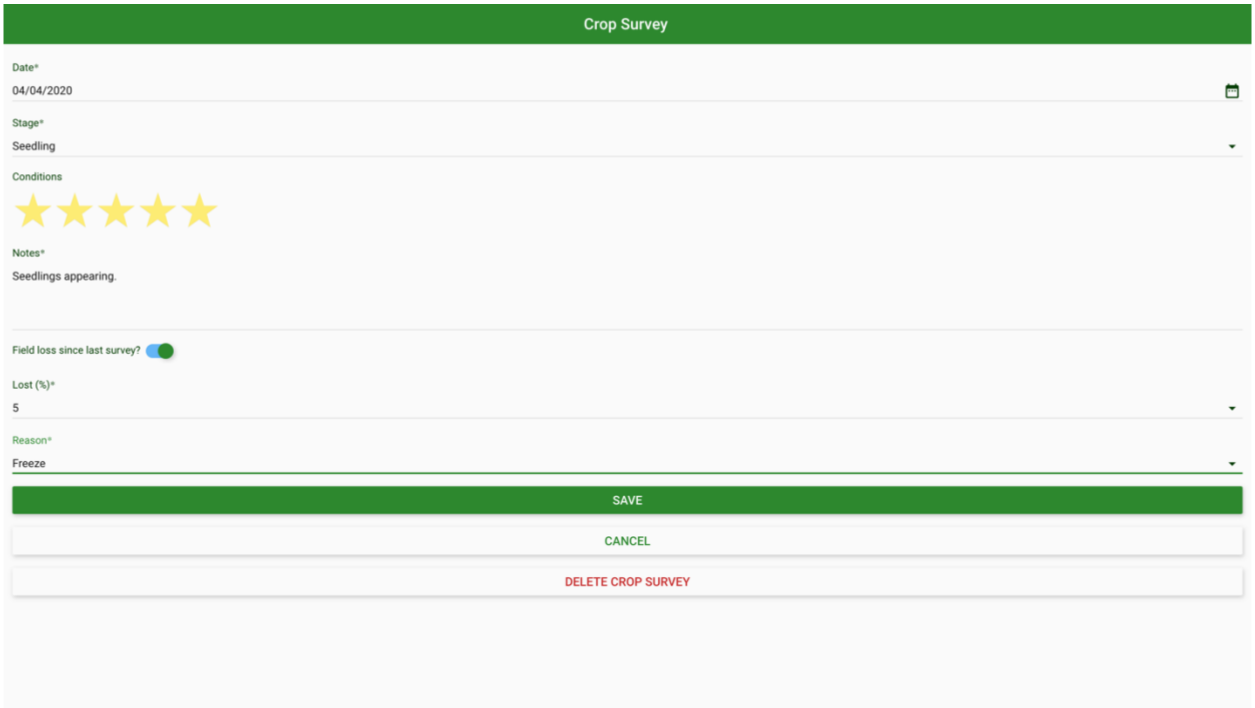
Click on empty field “**select % of planting lost**” under “**lost (%)**”.

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



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

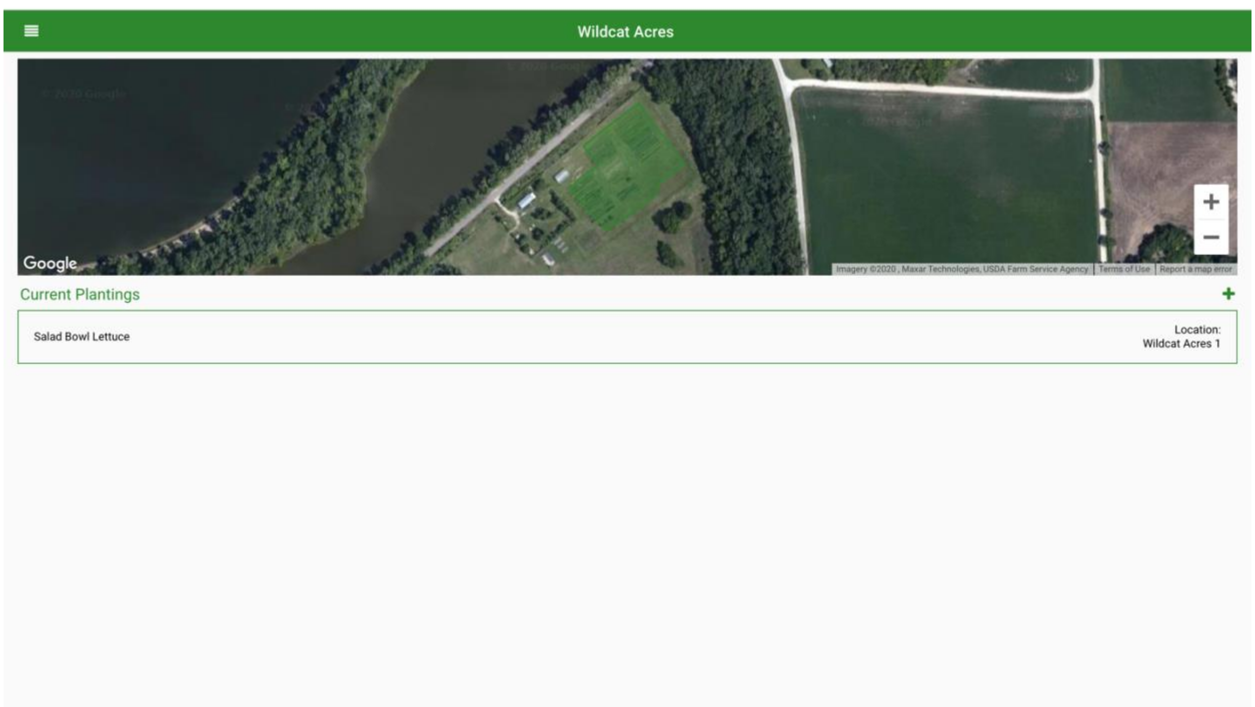
Select **reason** from the drop-down menu.



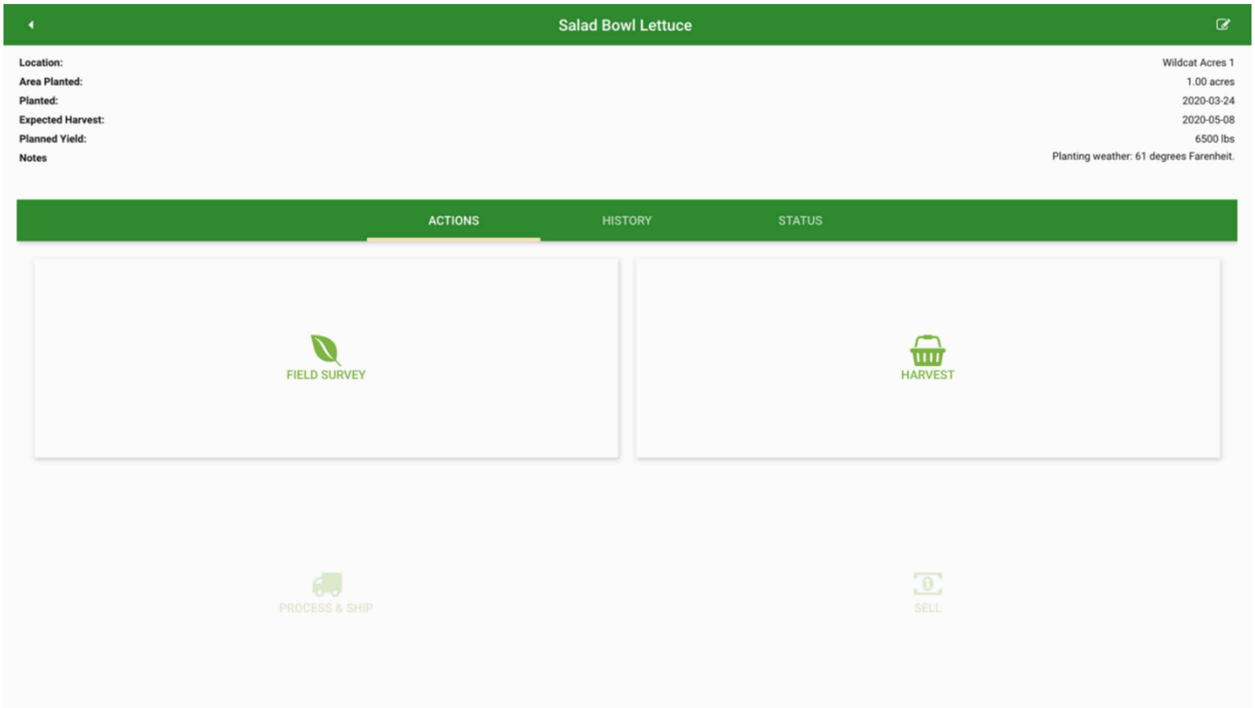
Click the "**save**" button.

Alternatively, click "cancel**" to discard changes or "**delete crop survey**" to delete.*

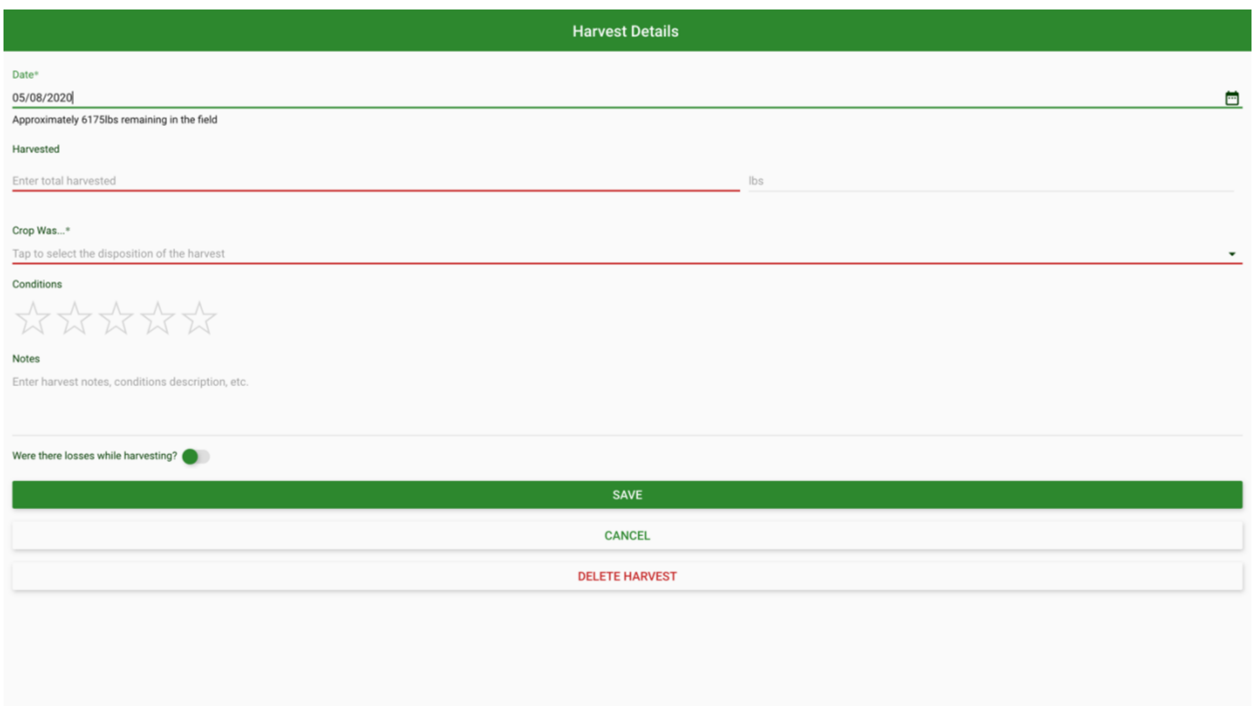
HARVEST



From the location home screen, select a crop.

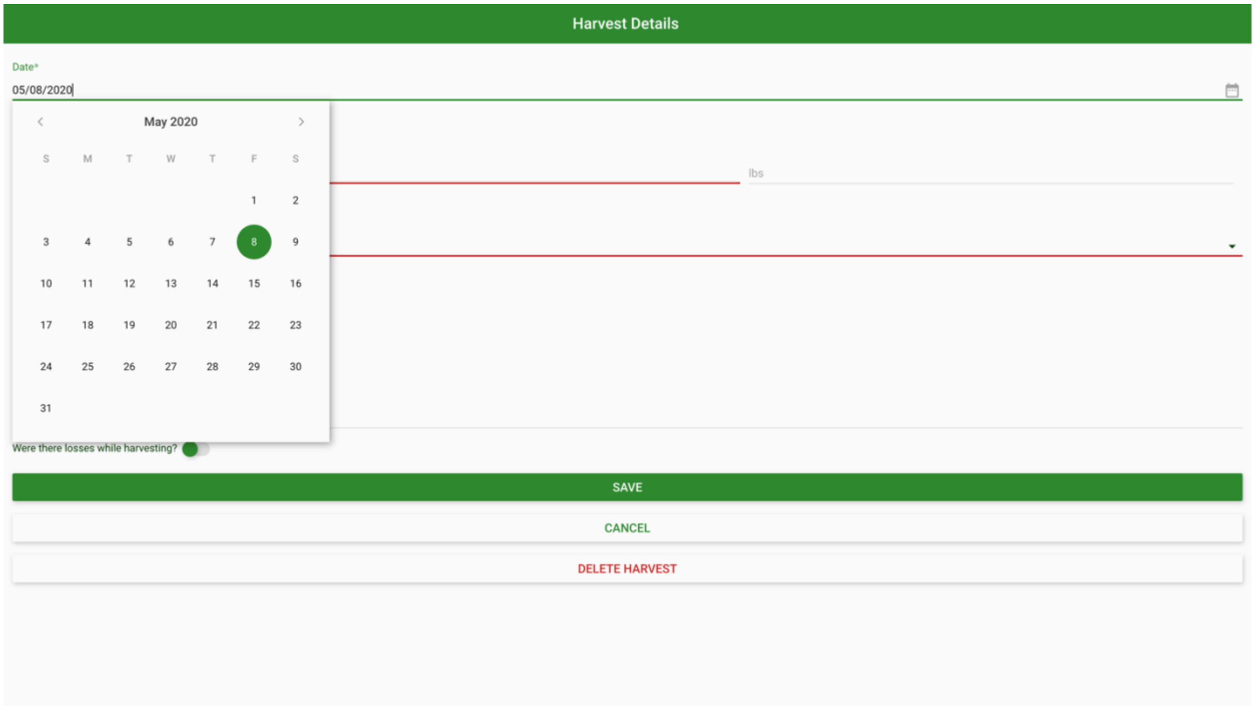


From crop screen, click the “**harvest**” button under the “**actions**” tab.



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

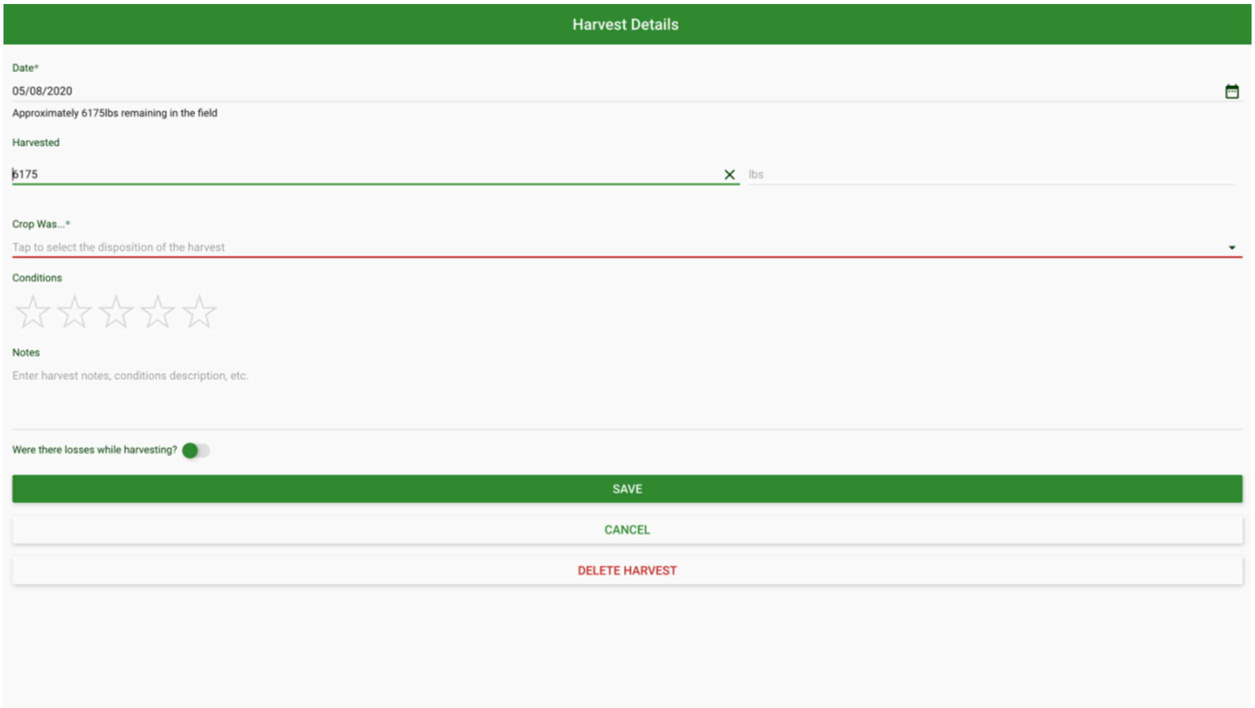
DATE



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

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

HARVESTED AMOUNT

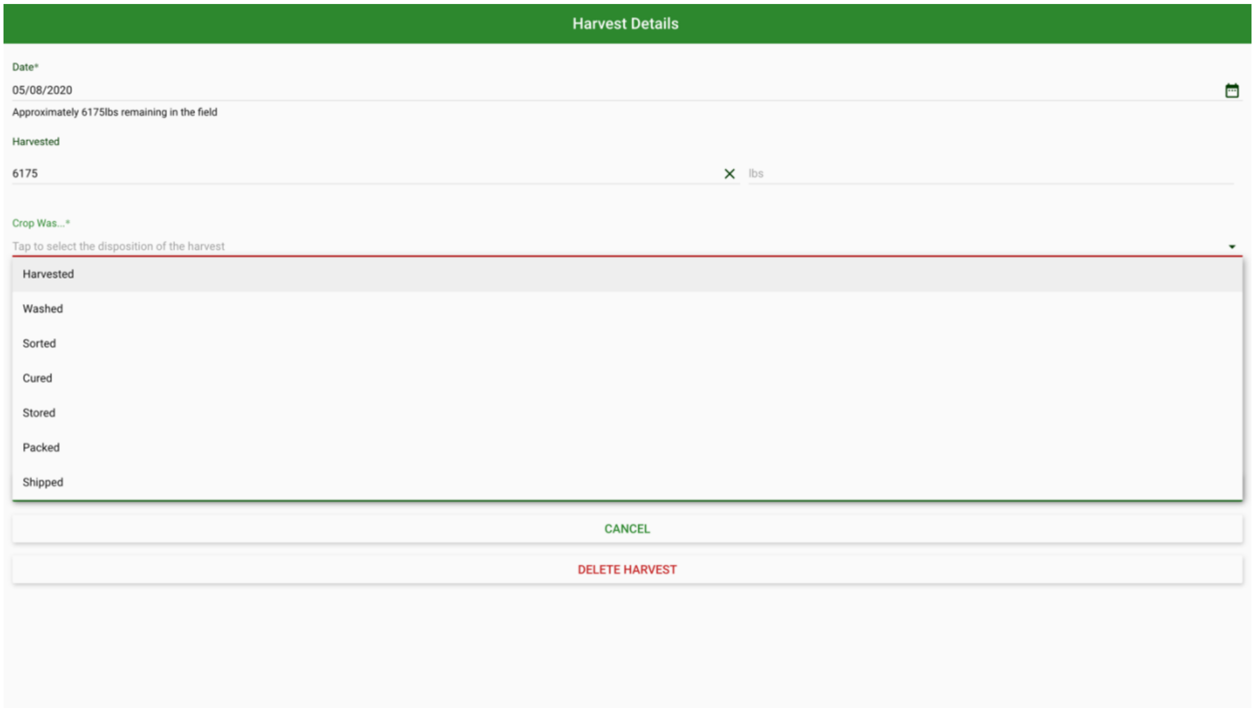


Click on the empty field "**enter total harvested**" under "**harvested**".

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**.)*

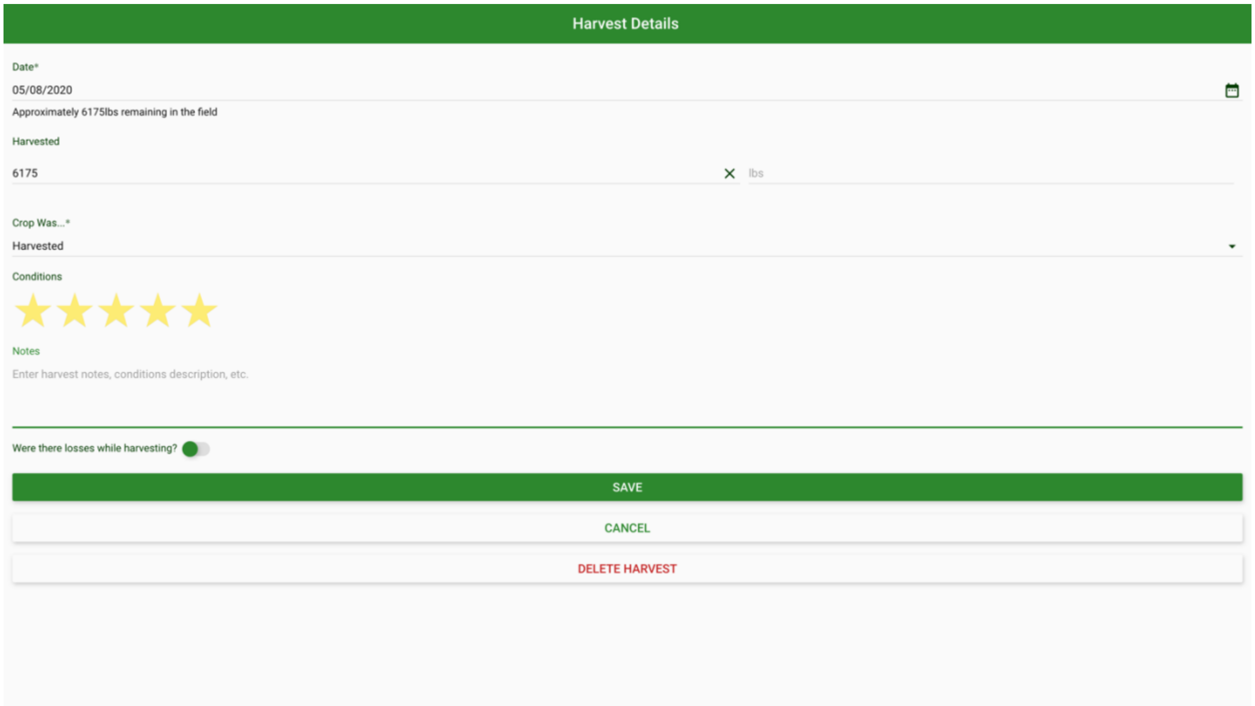
CROP WAS…



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

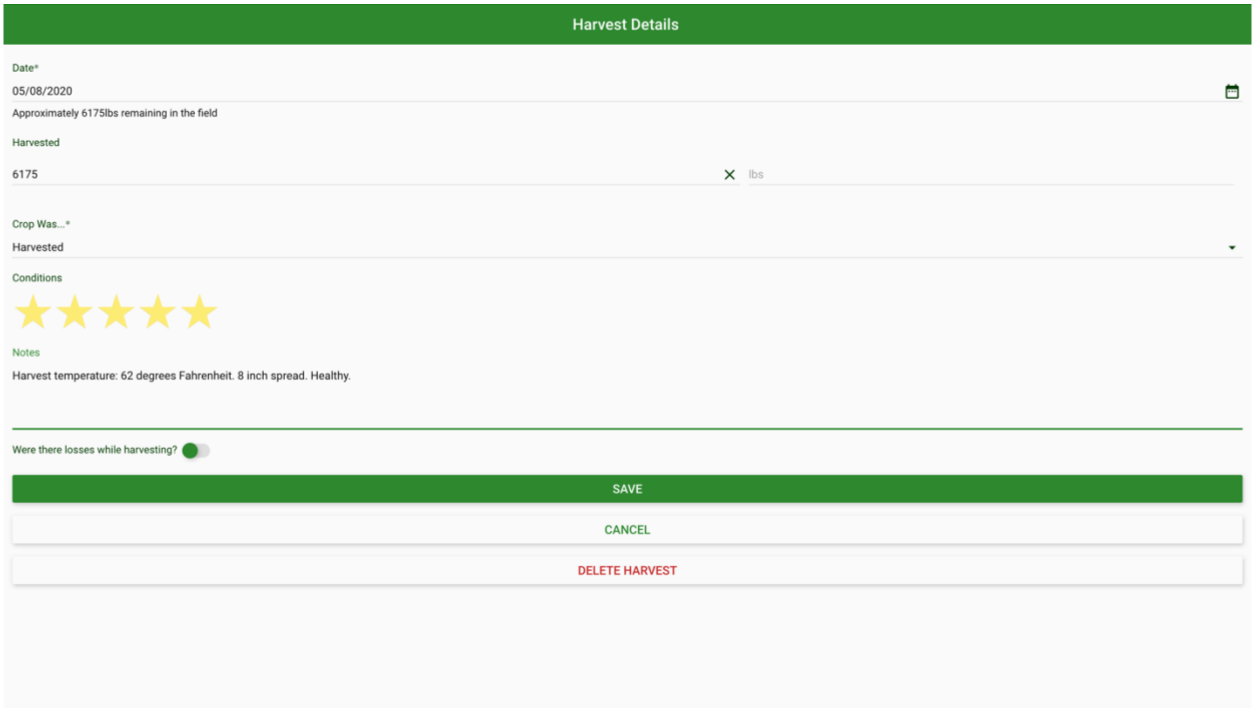
Select a **disposition** from the drop-down menu.

CONDITIONS



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

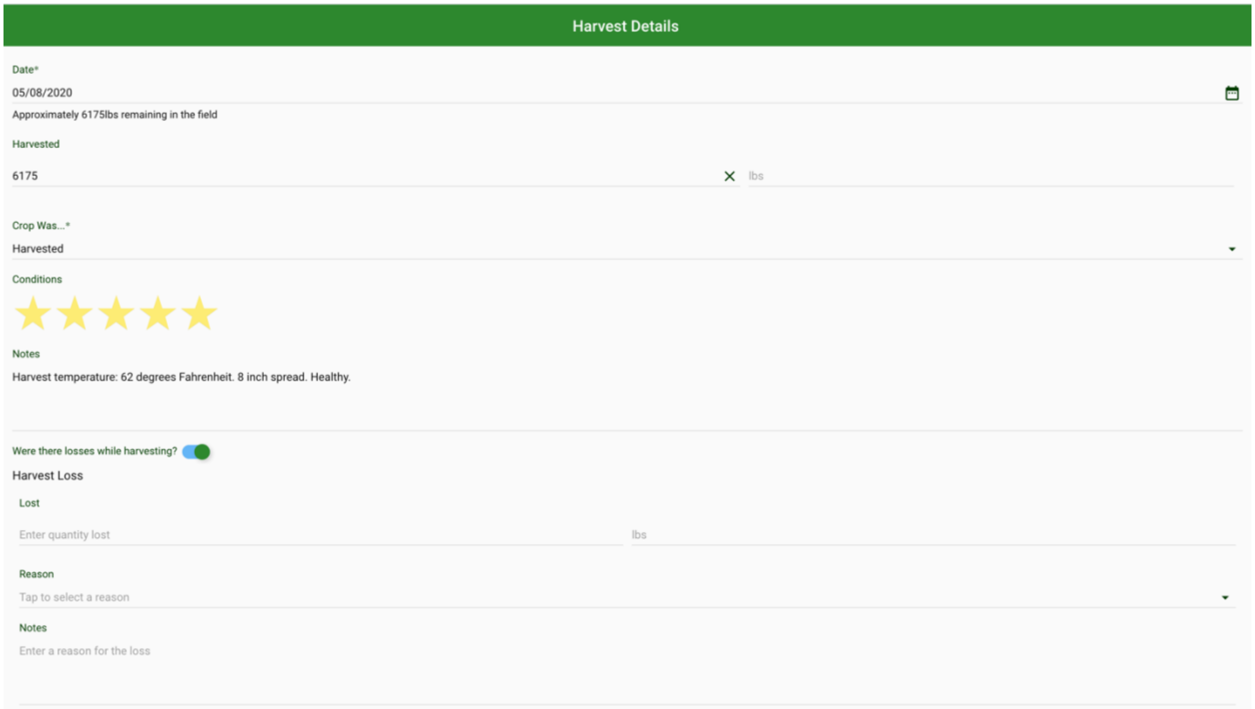
NOTES



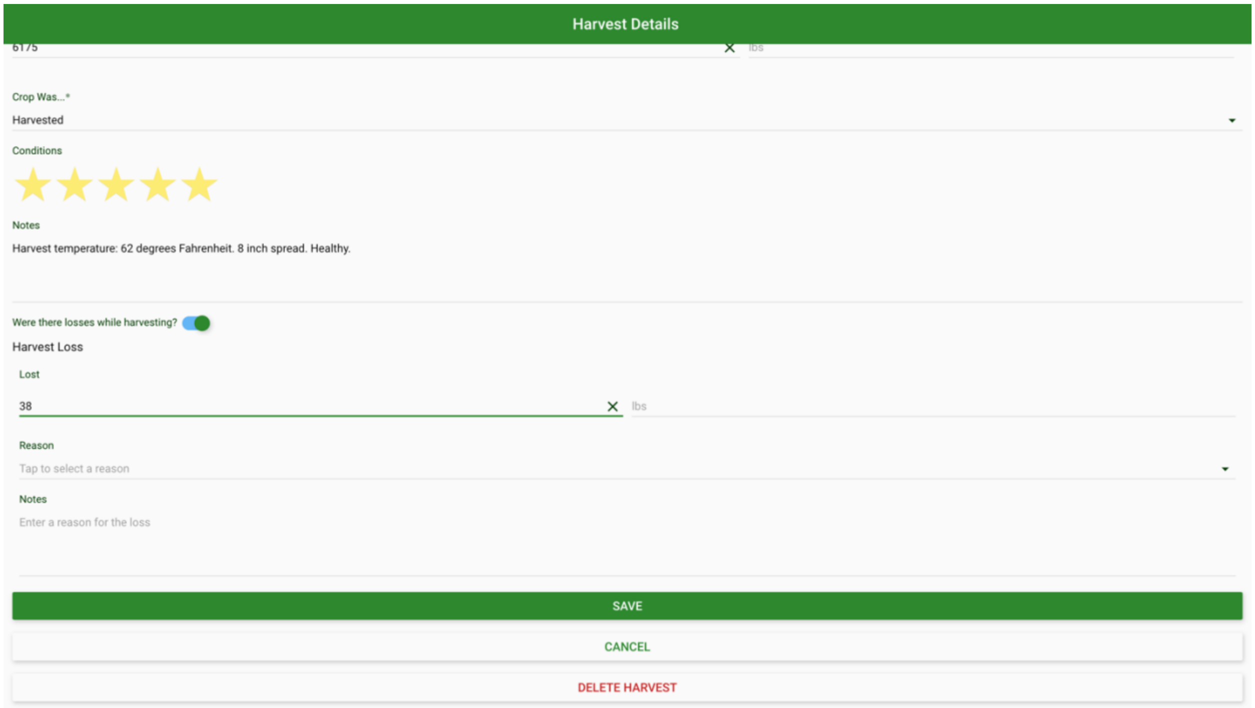
Click the empty field “**enter harvest notes, conditions descriptions, etc.**” under “**notes**” to type notes about the harvest.

WAS THERE A LOSS WHILE HARVESTING?

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



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

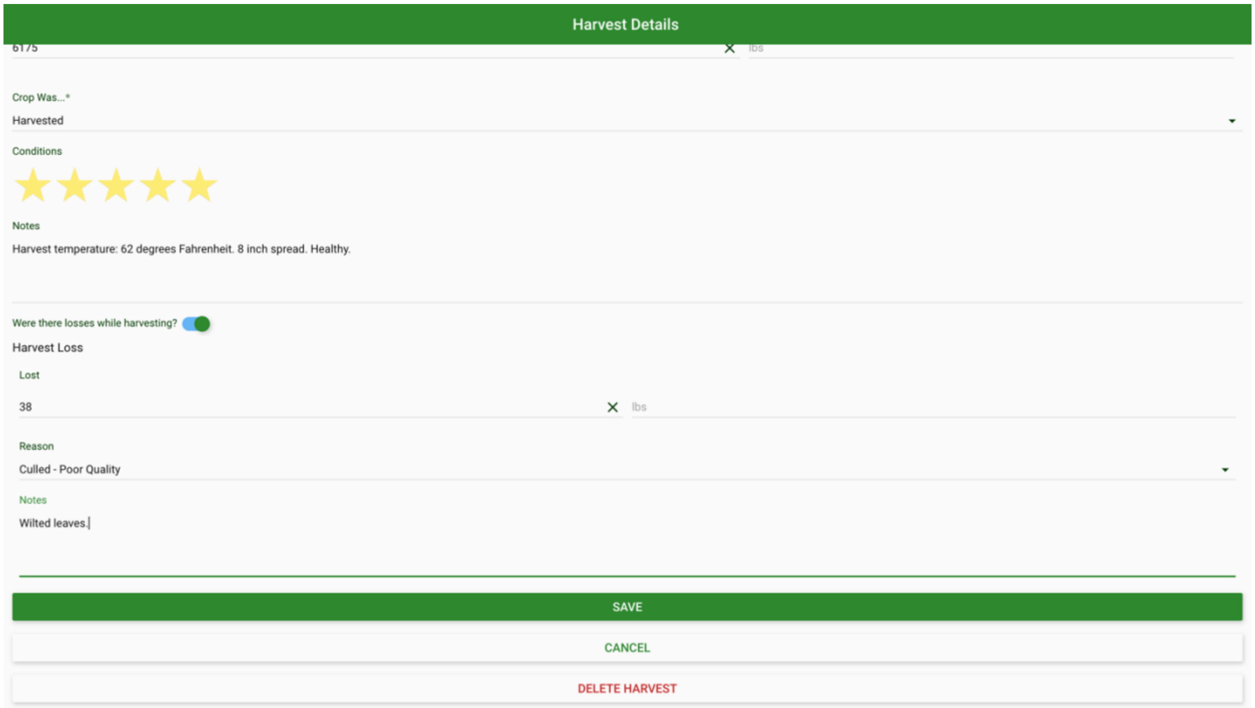


Click on empty field “**enter quantity lost**” under “**lost**”.

Enter **amount** lost.

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

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

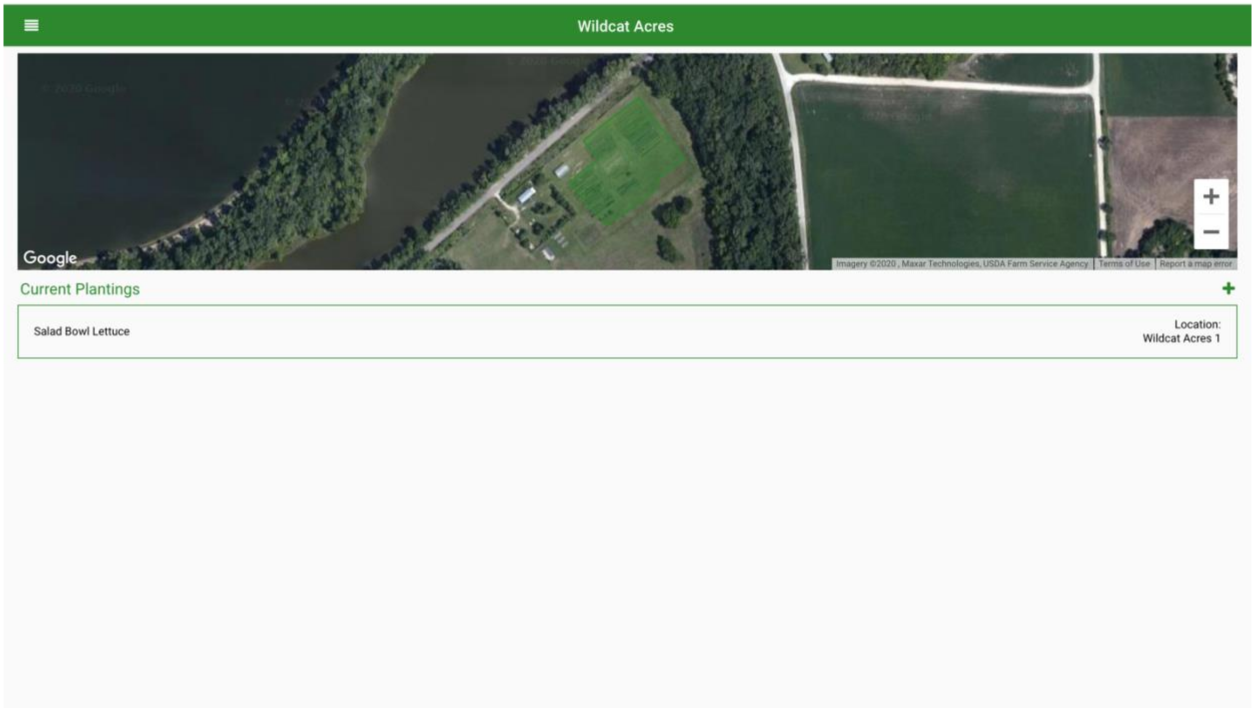


Click the empty field "**enter a reason for the loss.**" under "**notes**" to type notes about the loss.

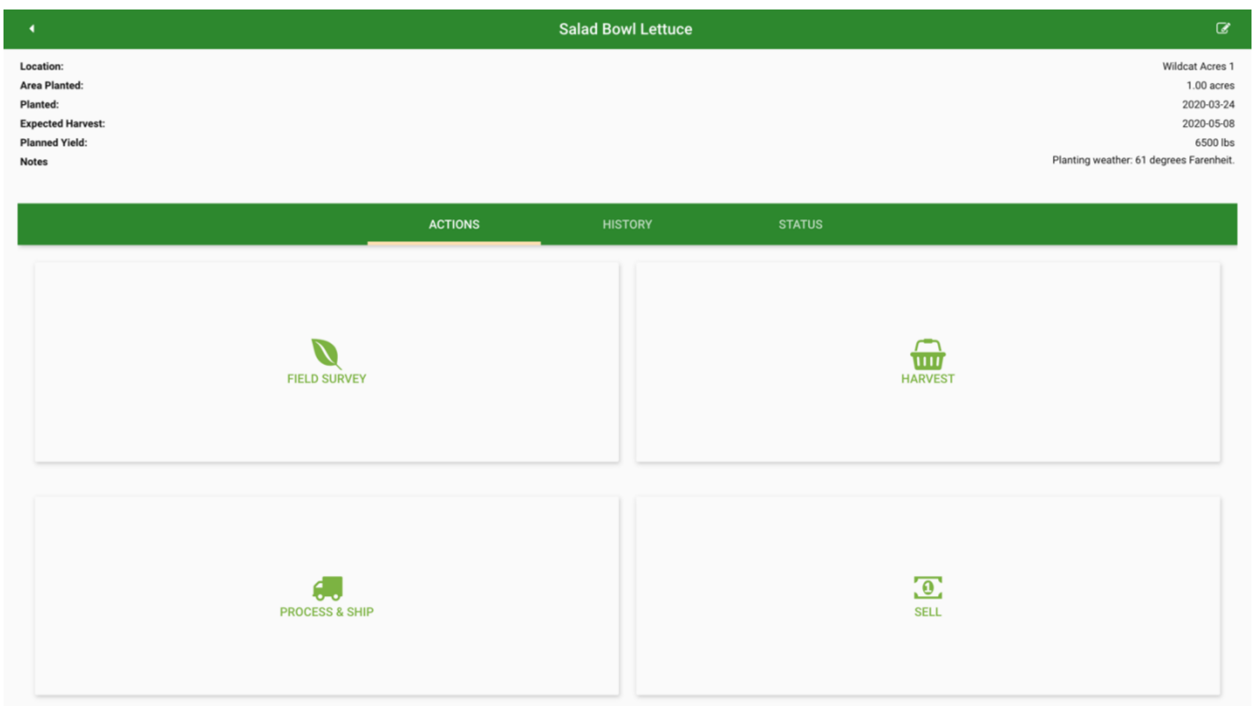
Click "**save**".

Alternatively, click "cancel**" to discard changes or "**delete harvest**" to delete.*

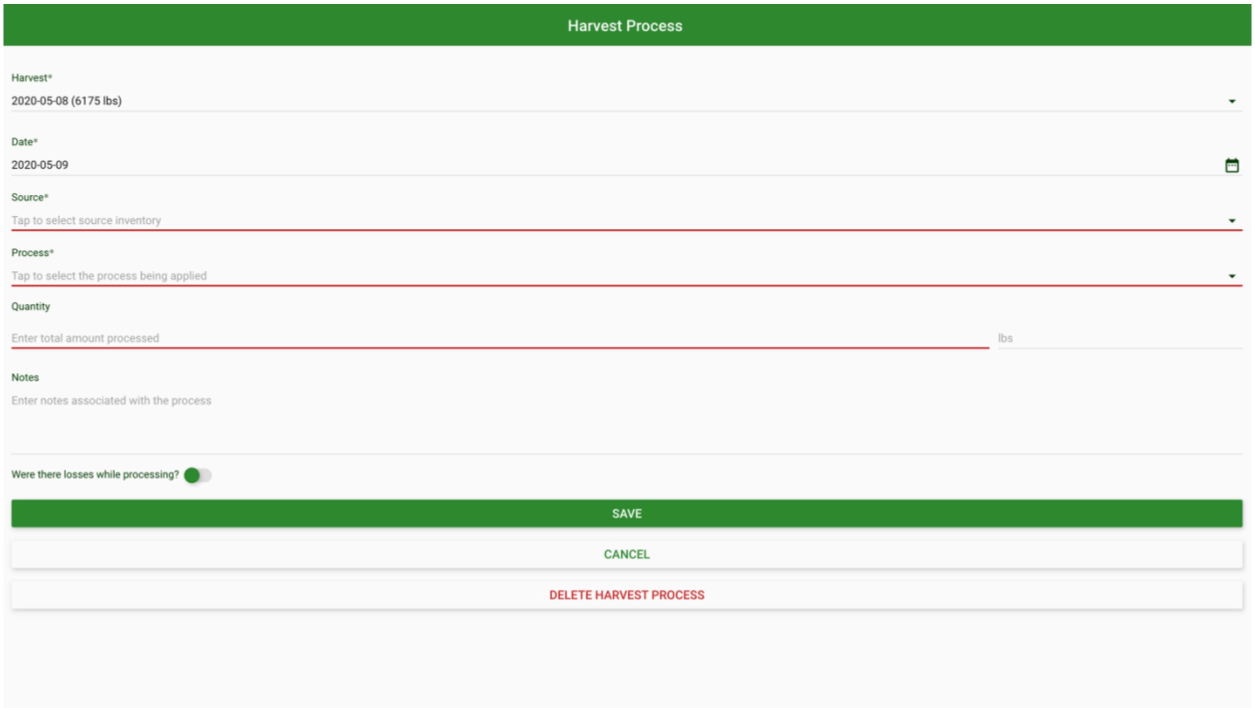
PROCESS AND SHIP



From the location home screen, select a crop.

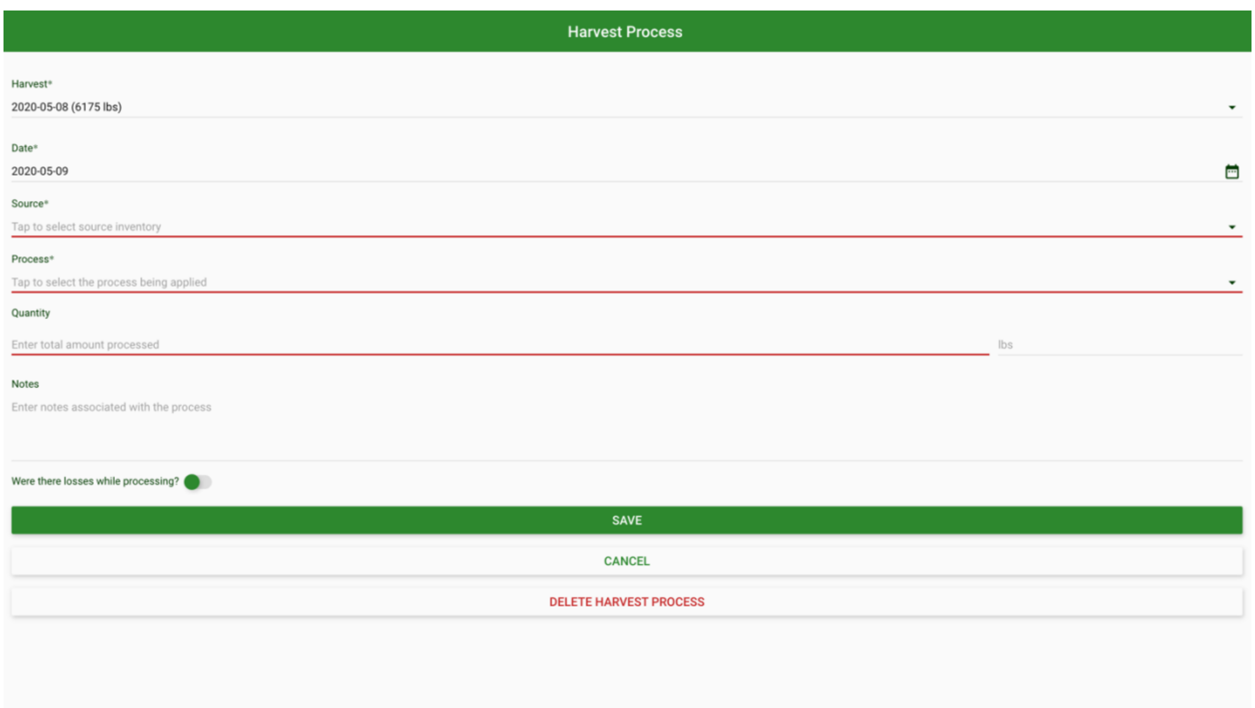


From crop screen, click the "**process and ship**" button under the "**actions**" tab.



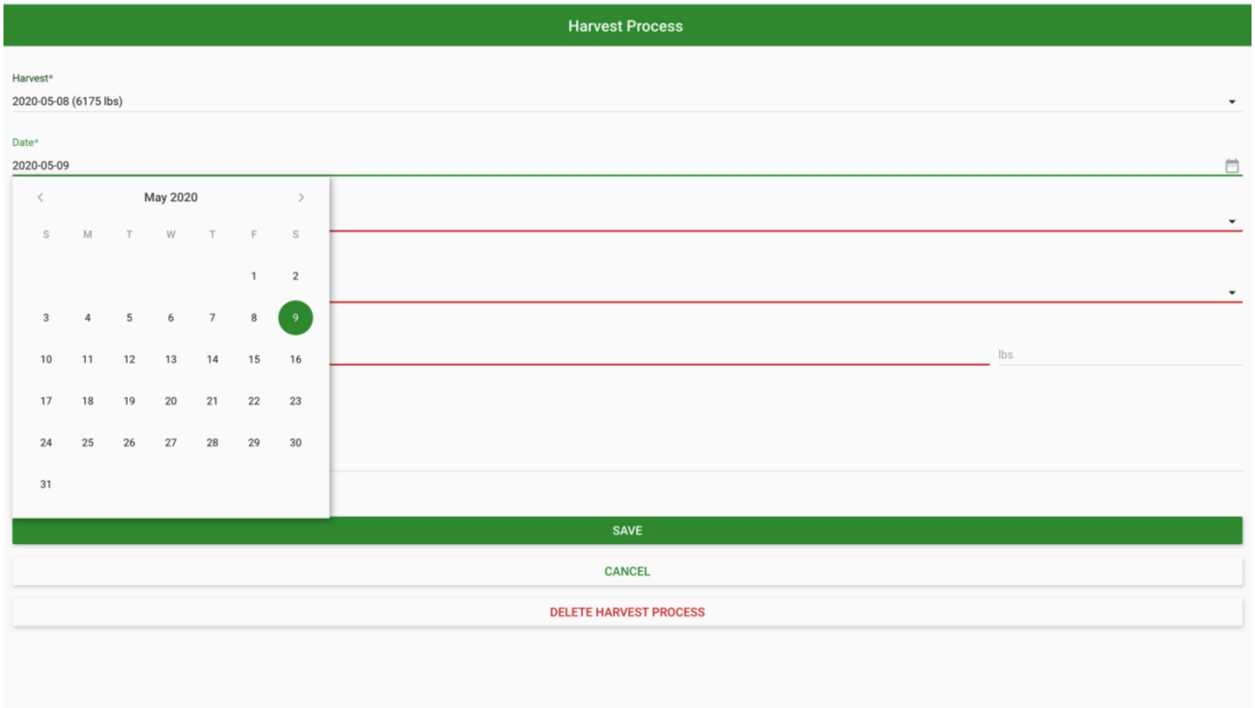
A new screen will appear showing **process details**. Enter required information.

HARVEST



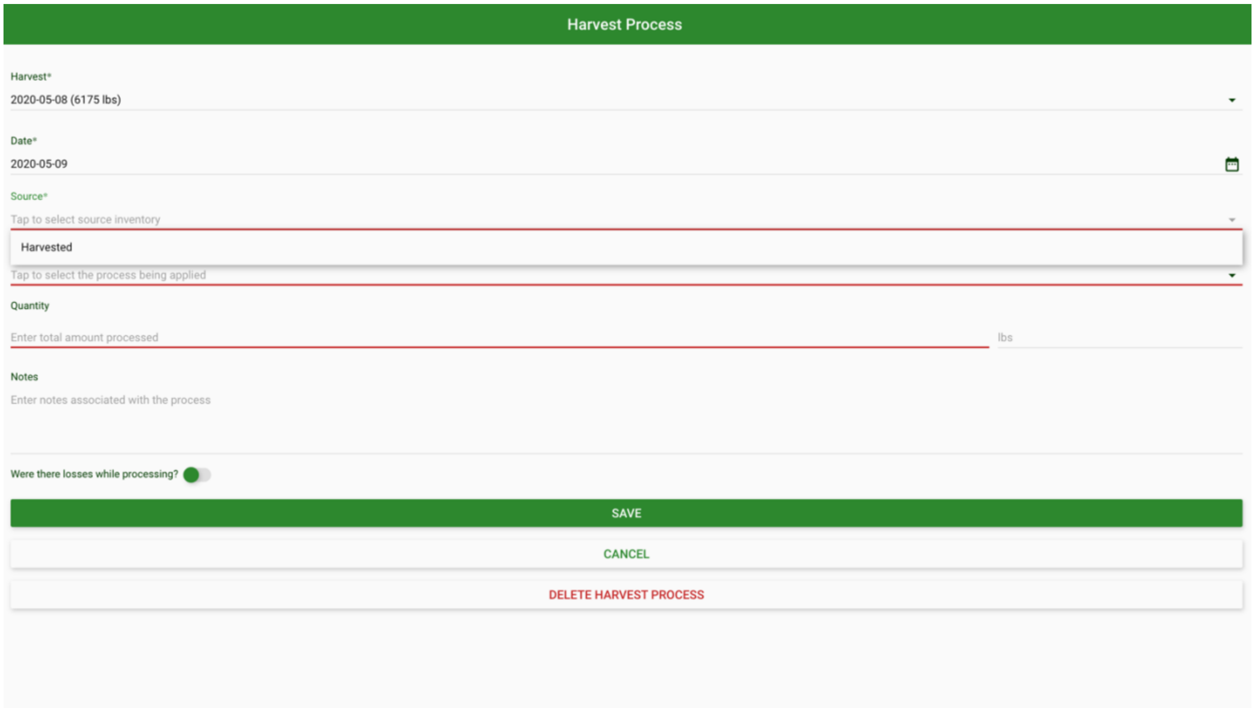
Harvest date will be automatically displayed. To change to a different harvest date, click the arrow to the right of the field and select **harvest date** from the drop-down menu.

DATE



The current **date** for the 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.

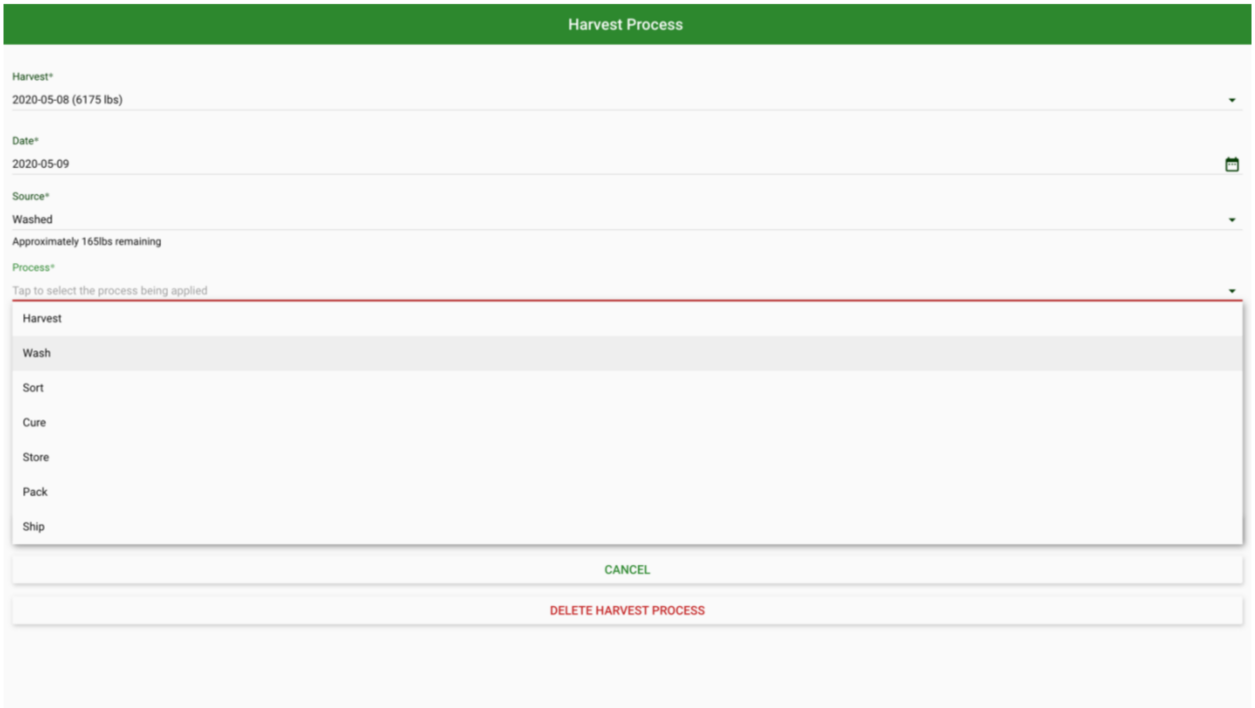
SOURCE



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

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

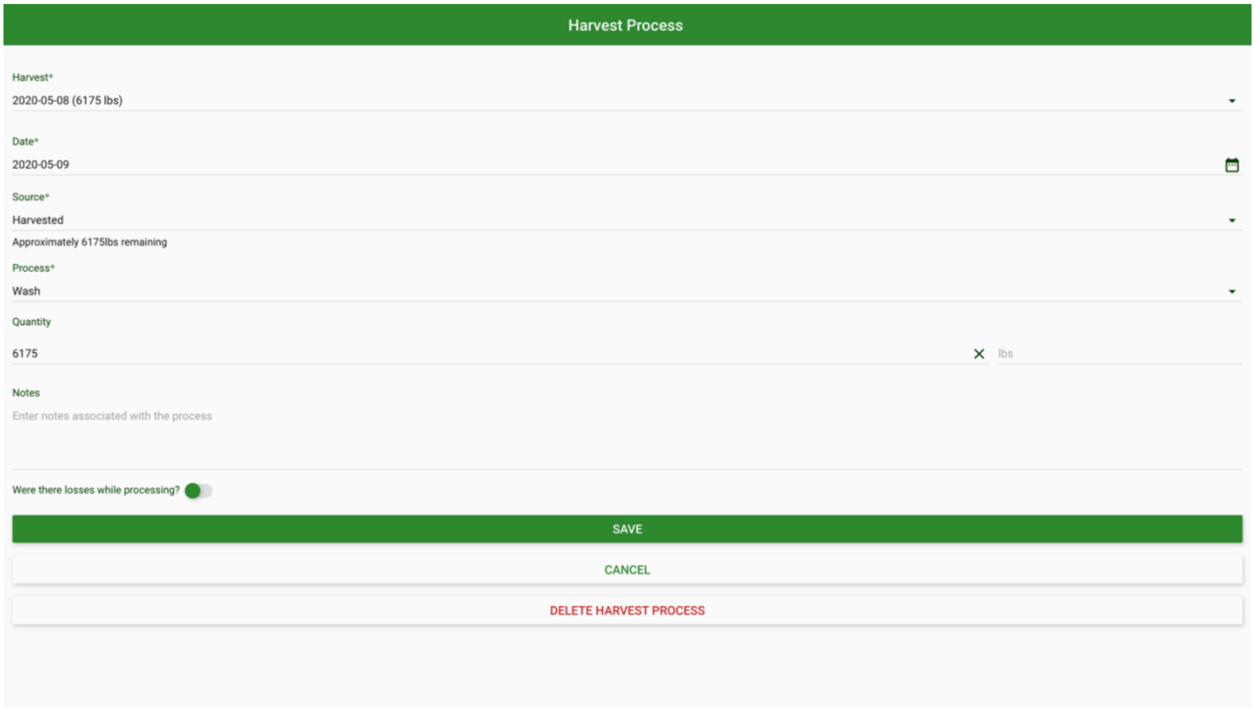
PROCESSING



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

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

QUANTITY



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**”.

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**”.

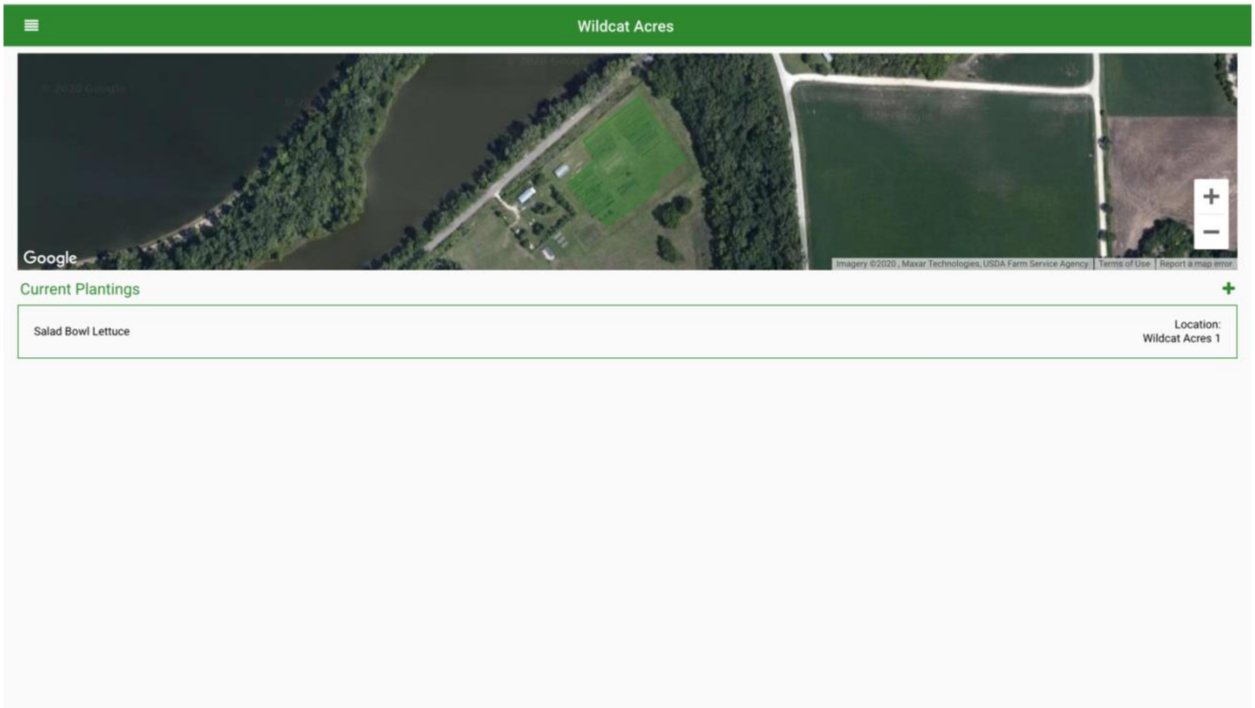
Select **reason** from the drop-down menu.

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

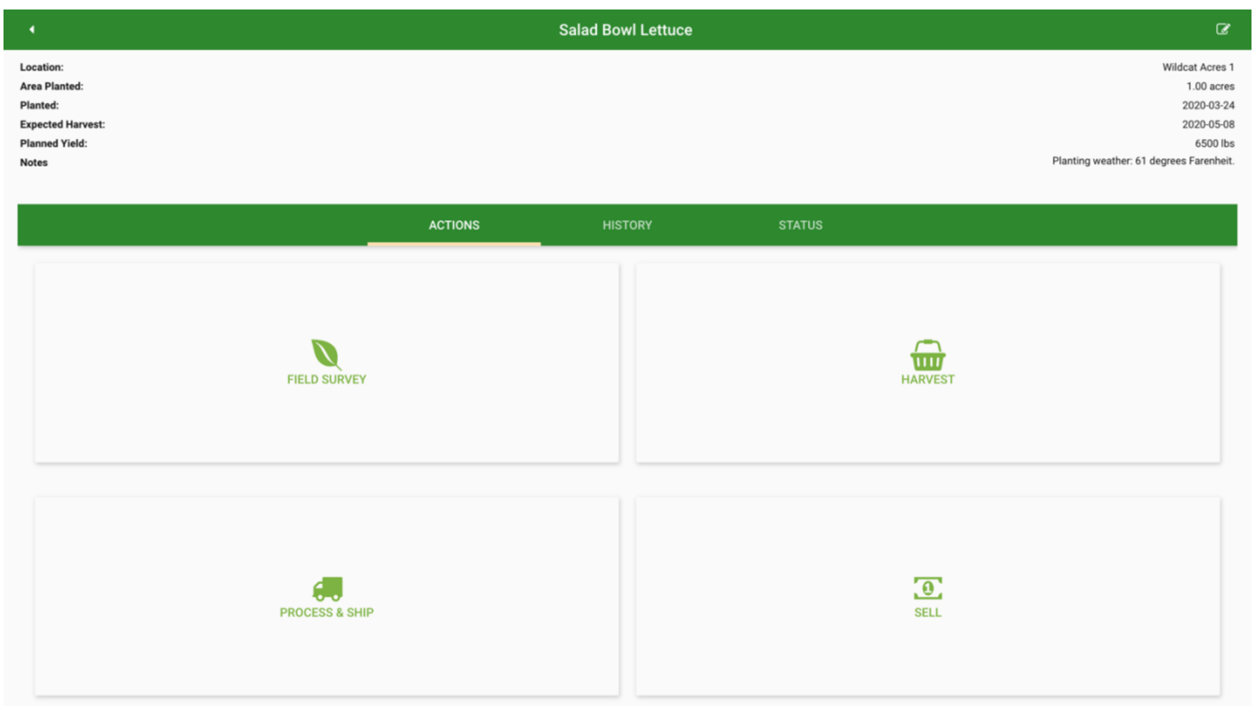
Click the “**save**” button.

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

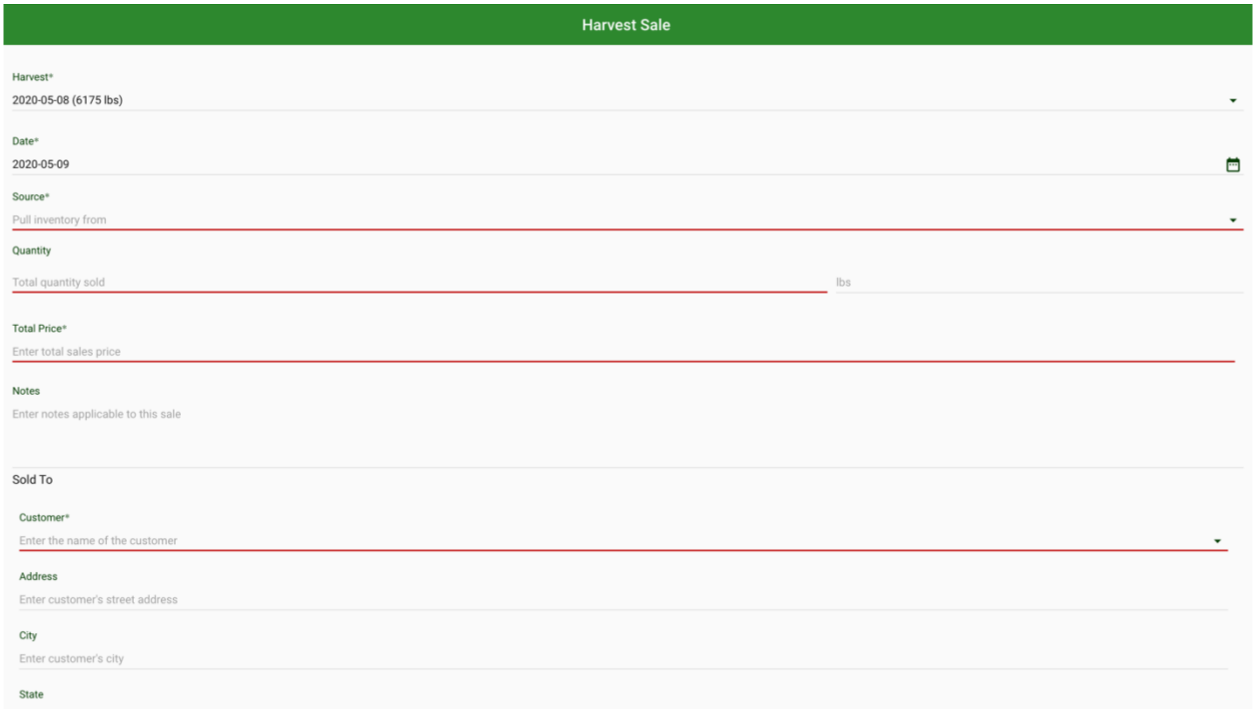
SELL



From the location home screen, select a crop.



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



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

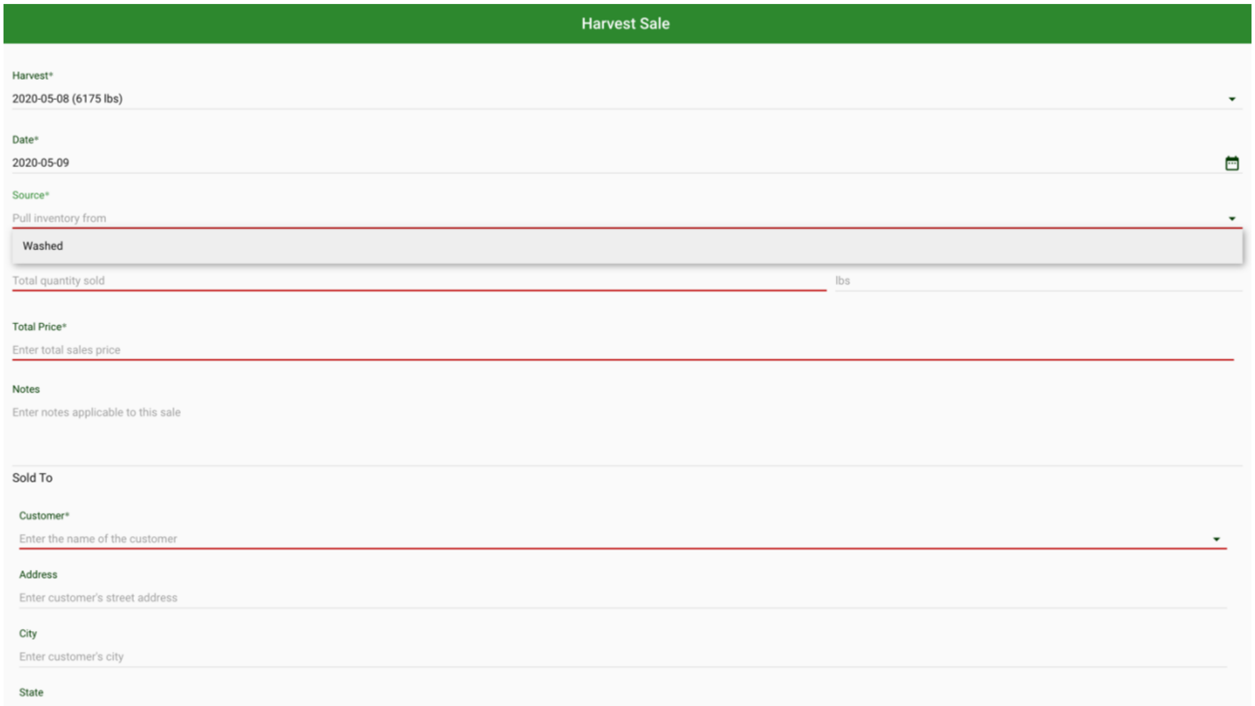
HARVEST

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.

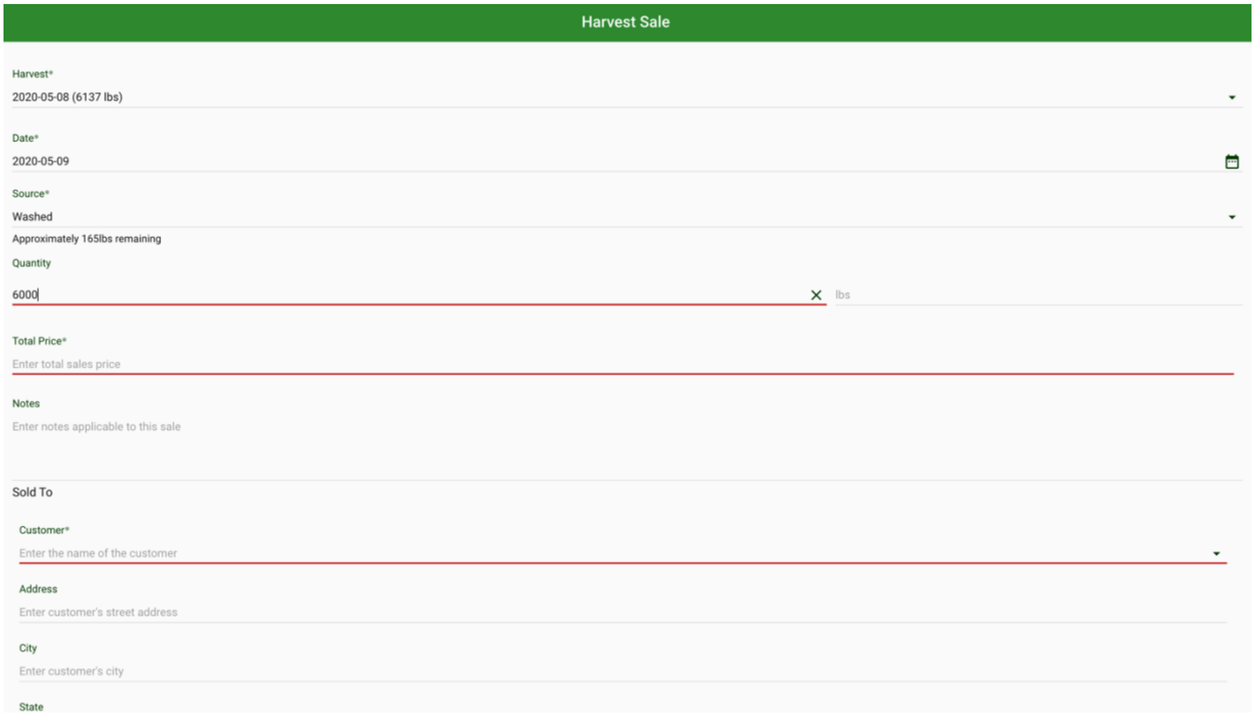
SOURCE



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

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

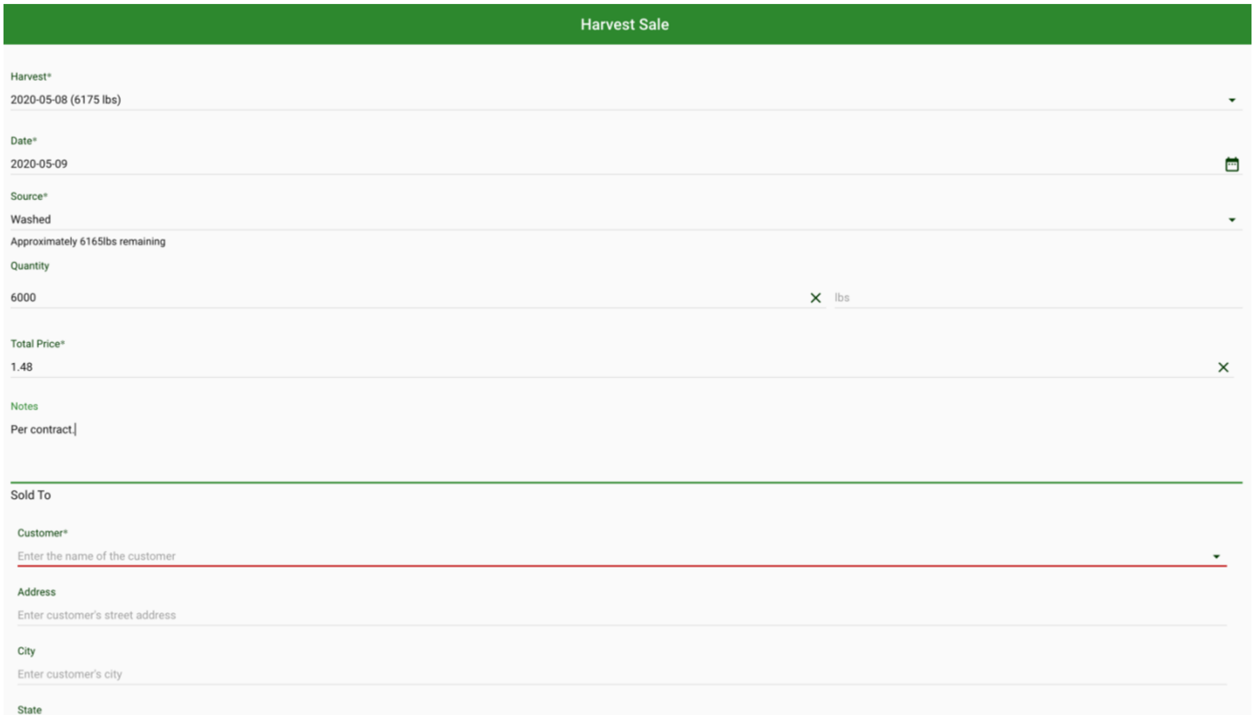
QUANTITY



Click on empty field "**total quantity sold**" under "**quantity**".

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

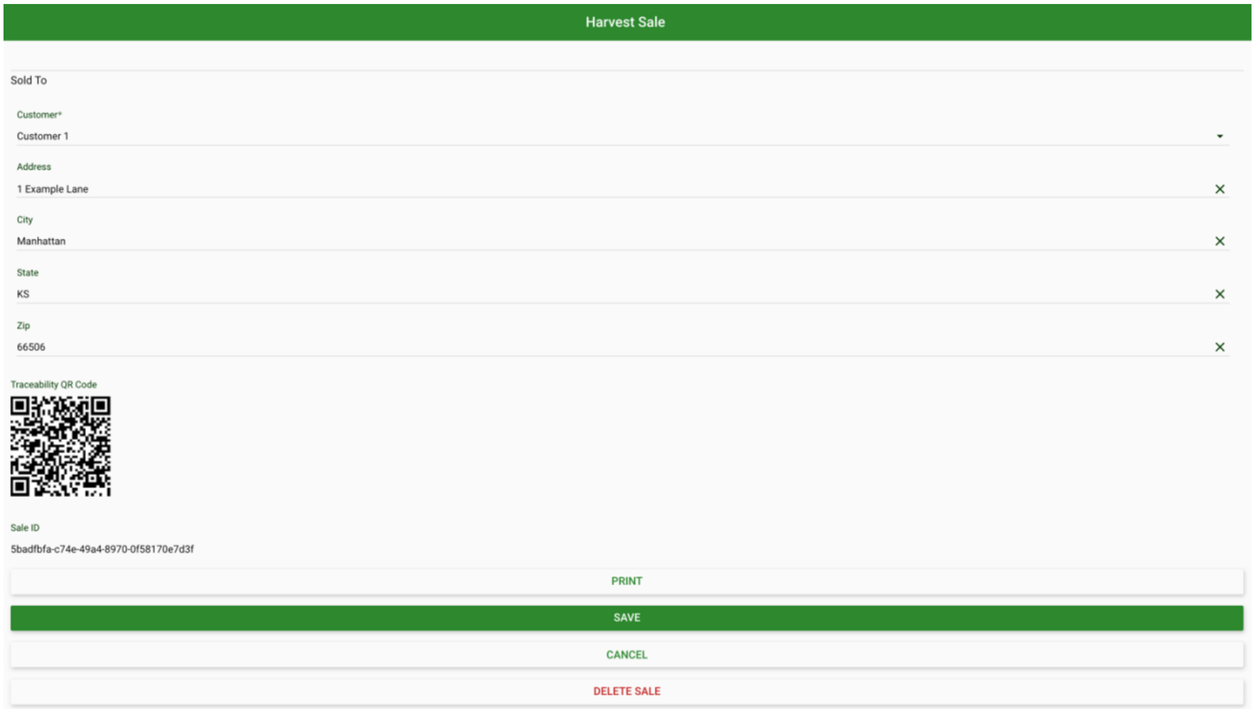
NOTES



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

SOLD TO

Fill out required information.



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.

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

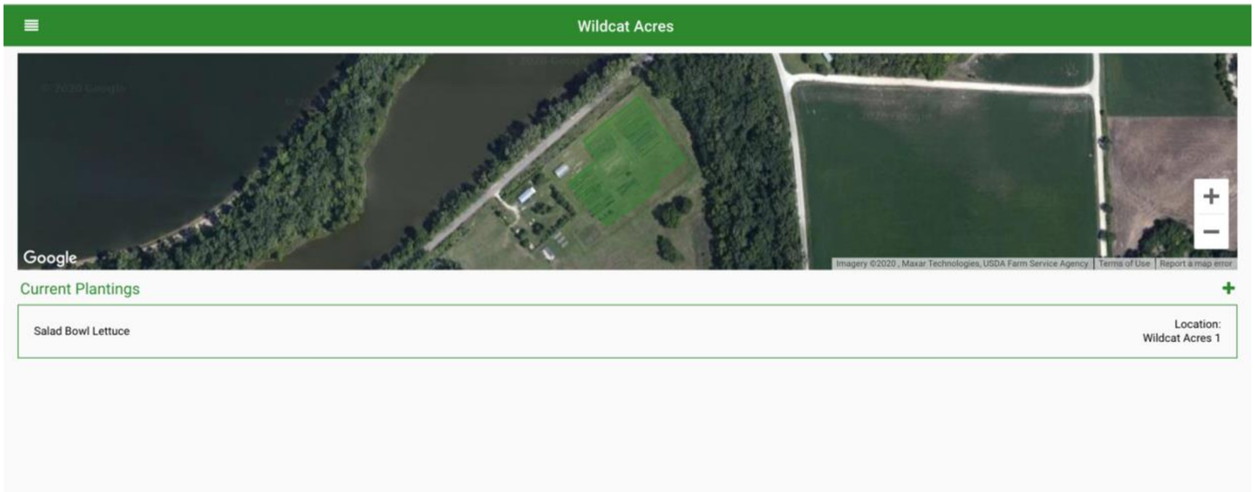
Note: A record of a saved sale can be viewed by* ***clicking a crop* *under* ***current plantings*** *and clicking the “****history****” tab on the crop page. It can also be viewed by using the* ***traceability QR code*** *or* ***sale ID*** *by clicking the bars in the upper left-hand of the current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

Click “**save**”.

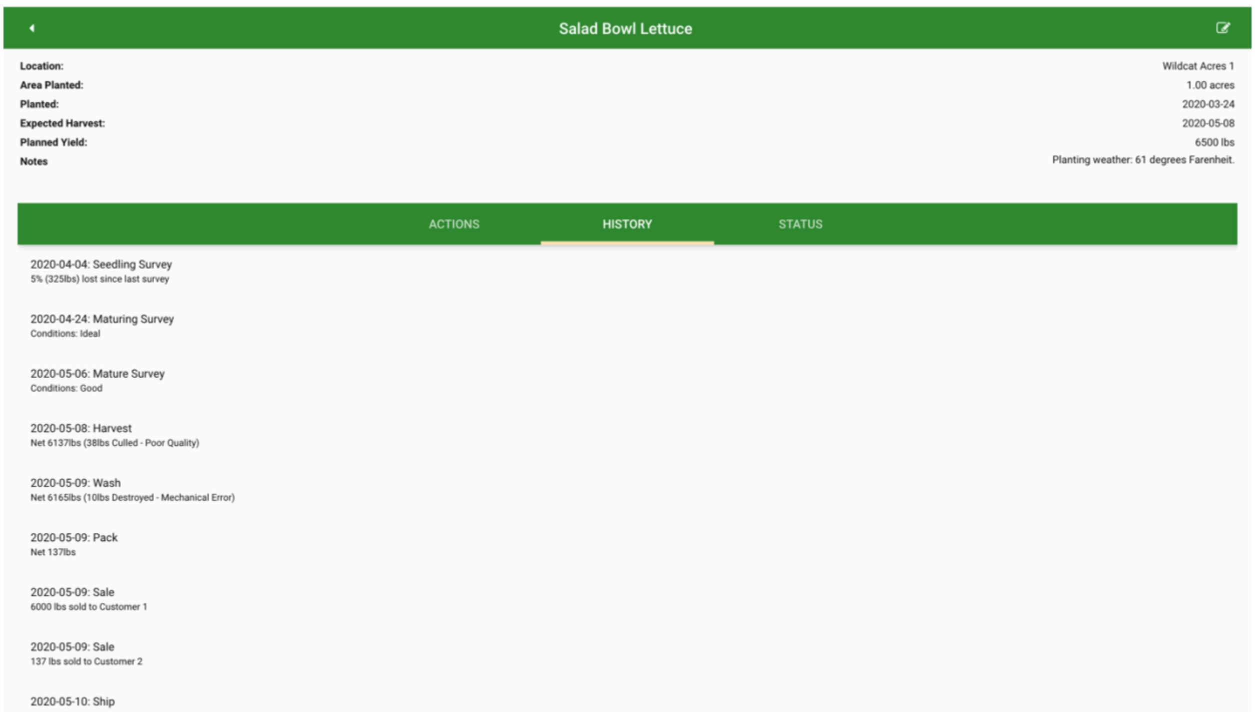
Alternatively, click “**cancel****” to discard changes or “****delete sale****” to delete.*

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.



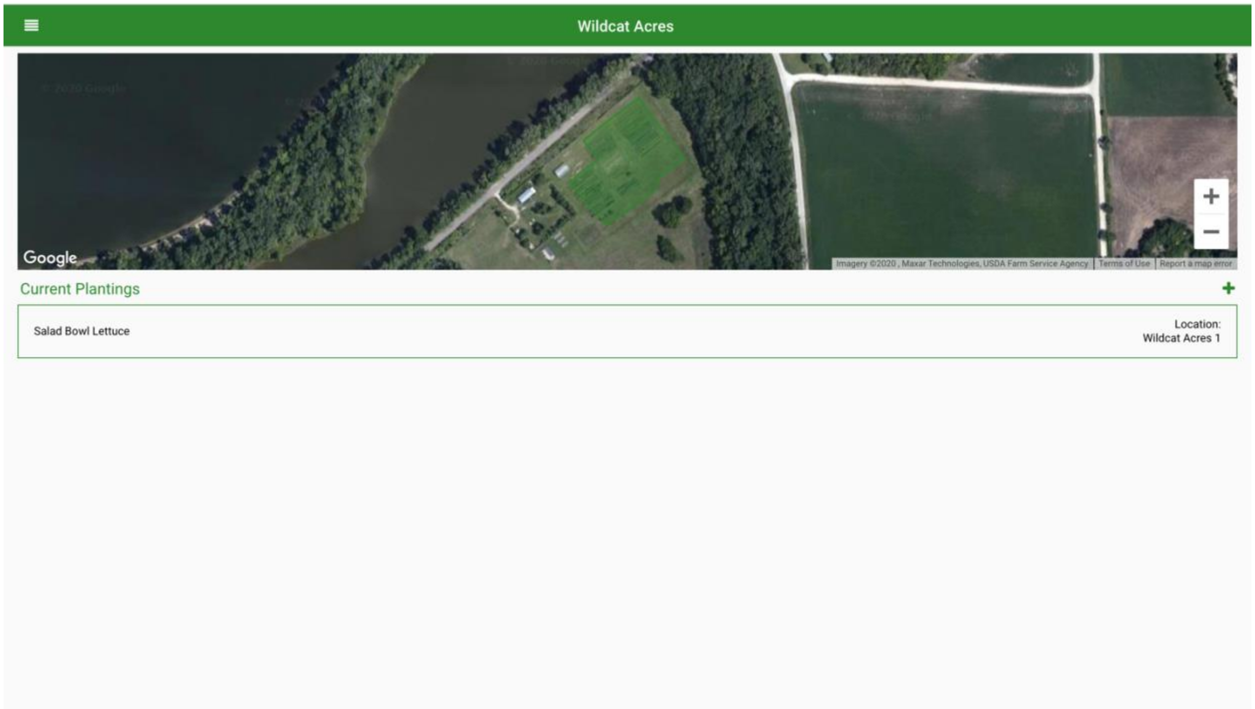
From crop screen, click the "**history**" tab.

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.



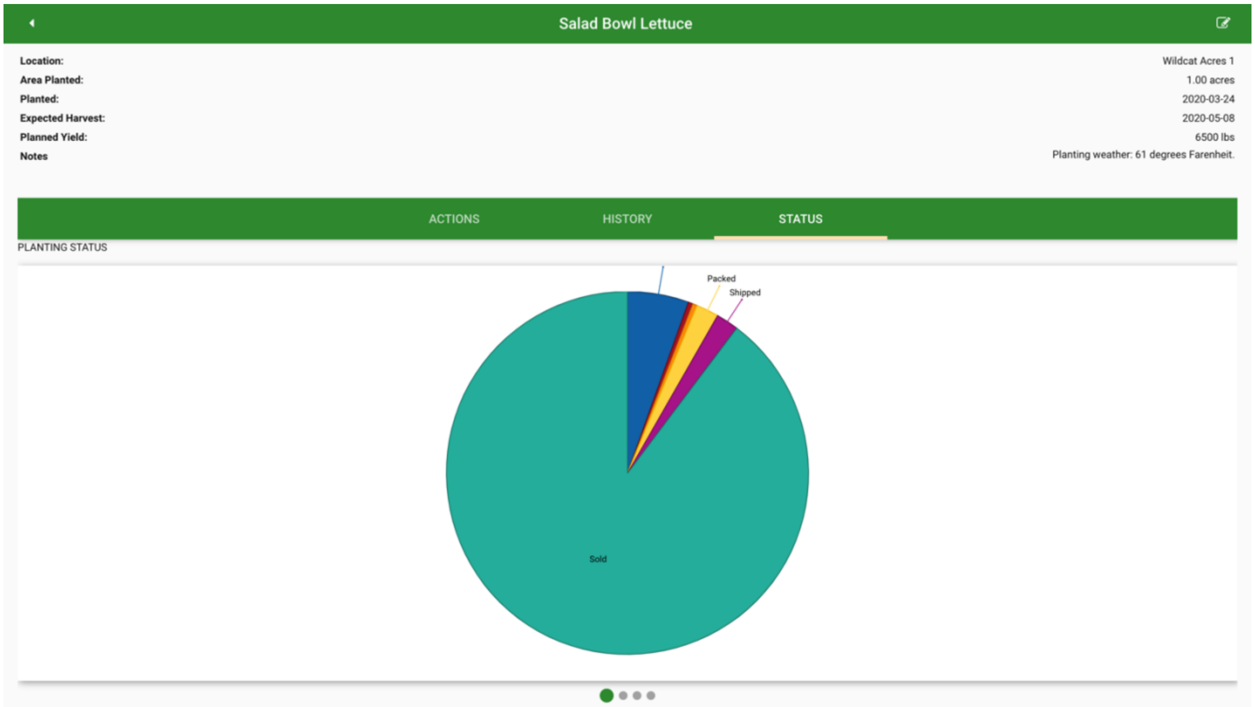
From the location home screen, select a crop.

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.

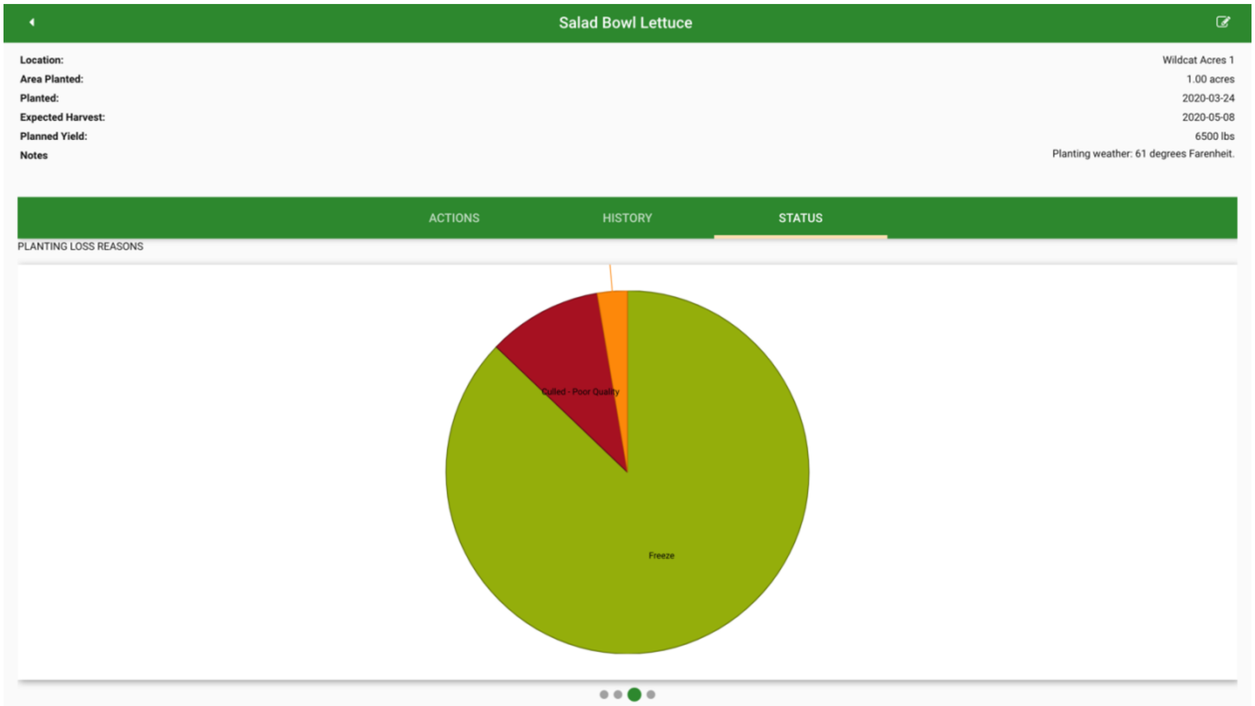
PLANTING STATUS



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

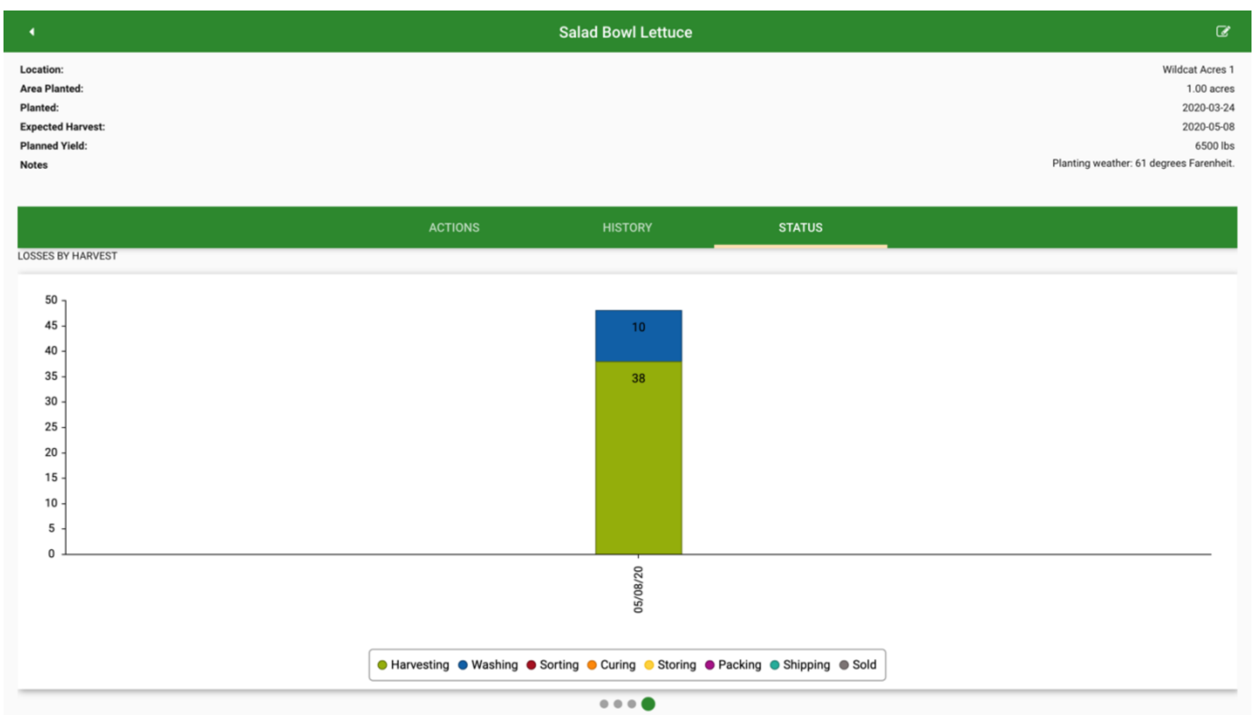
STATUS BY HARVEST

PLANTING LOSS REASONS



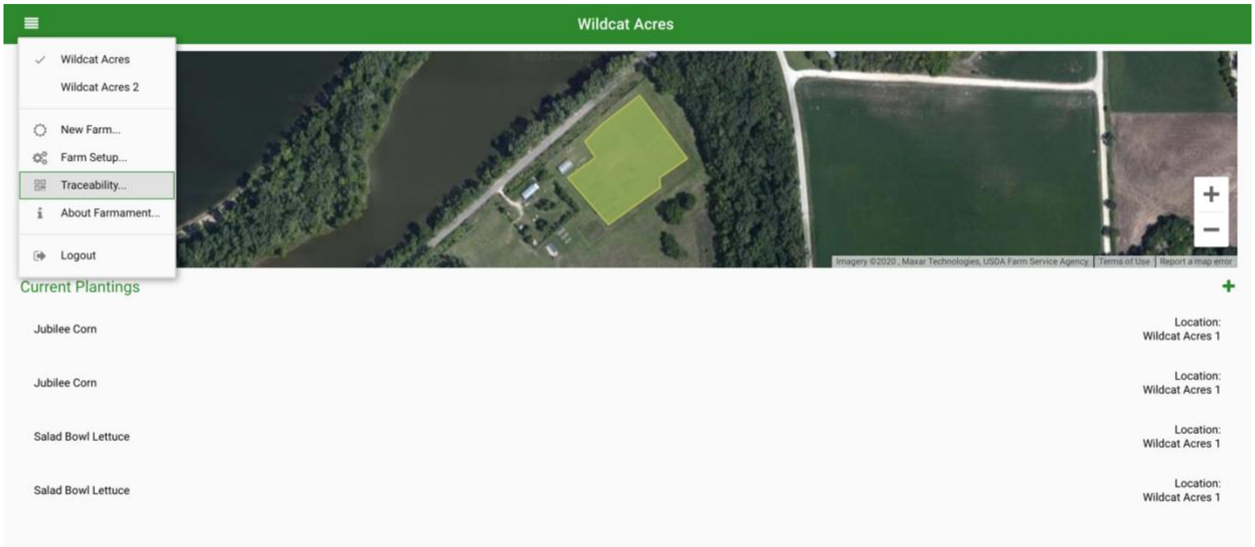
*Note: Hover over pie chart "slices" to view loss reason and amount lost.

LOSSES BY HARVEST



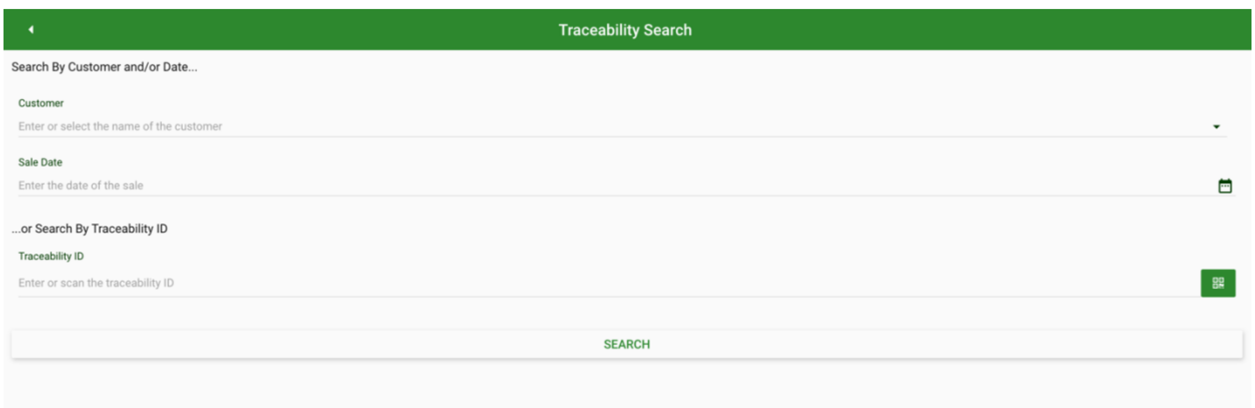
TRACEABILITY

Traceability allows viewing of **sales** history.



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

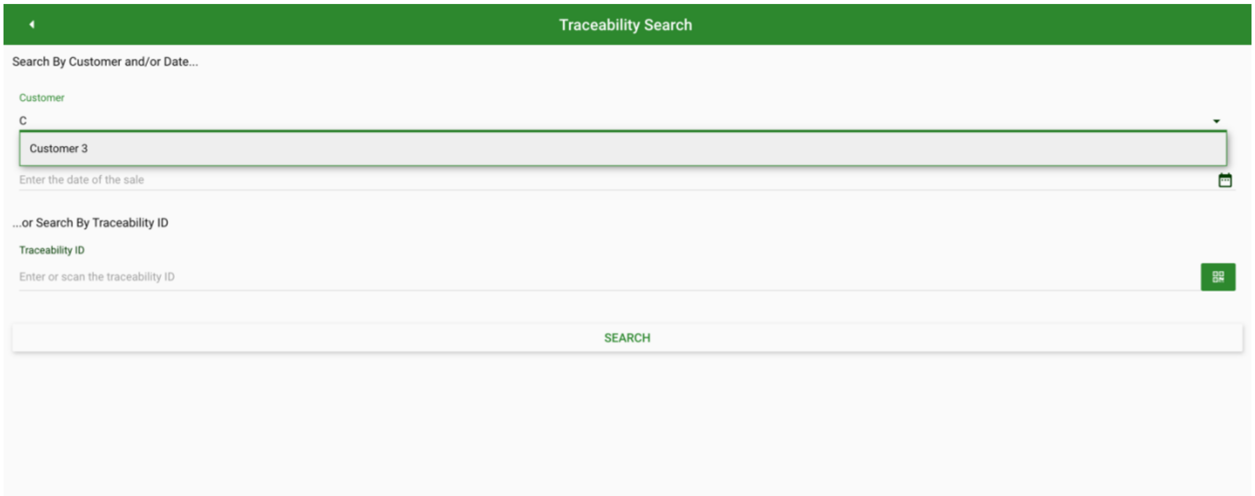
Select “**traceability**” from the drop-down menu.



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.

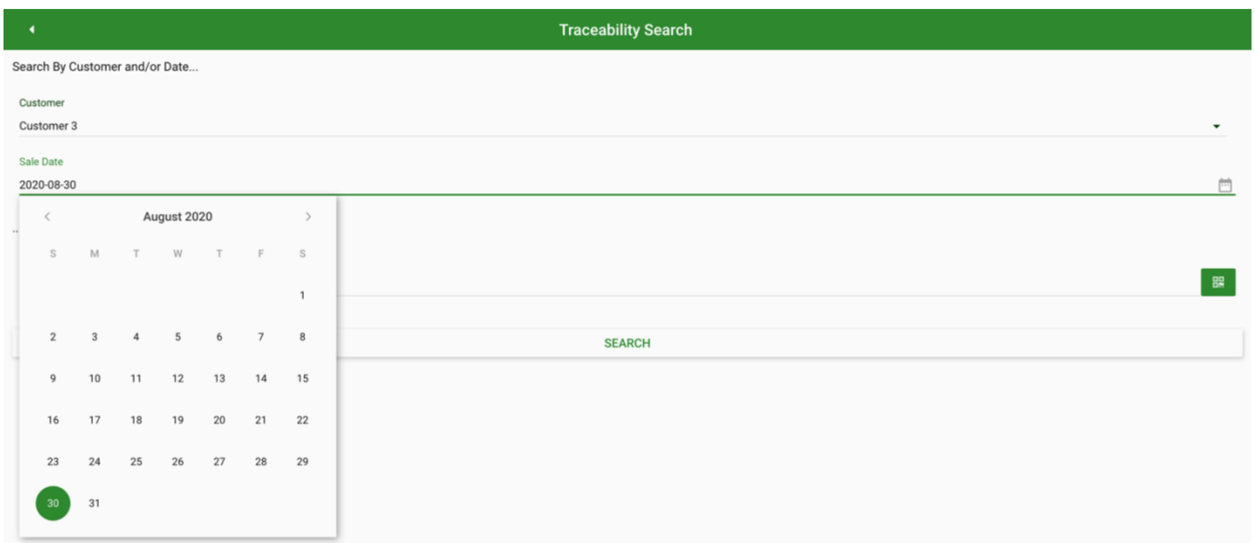
SEARCH BY CUSTOMER AND/OR DATE:

CUSTOMER



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



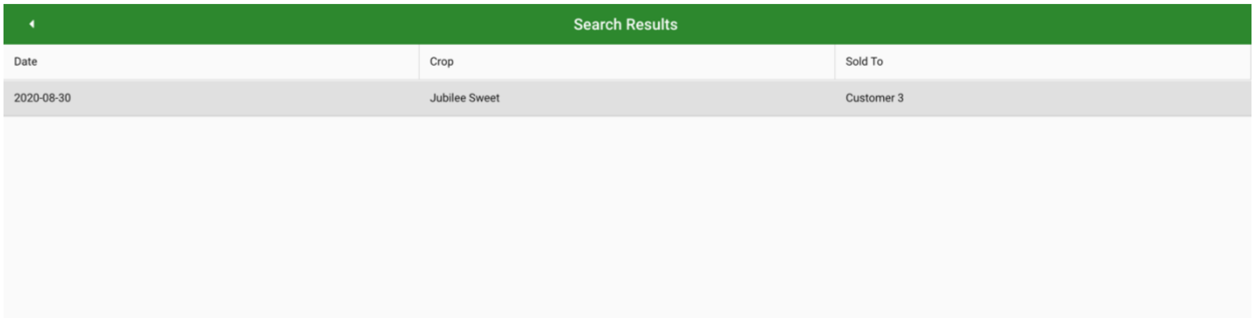
Click on the calendar icon to the right of "**sale date**".

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**".*

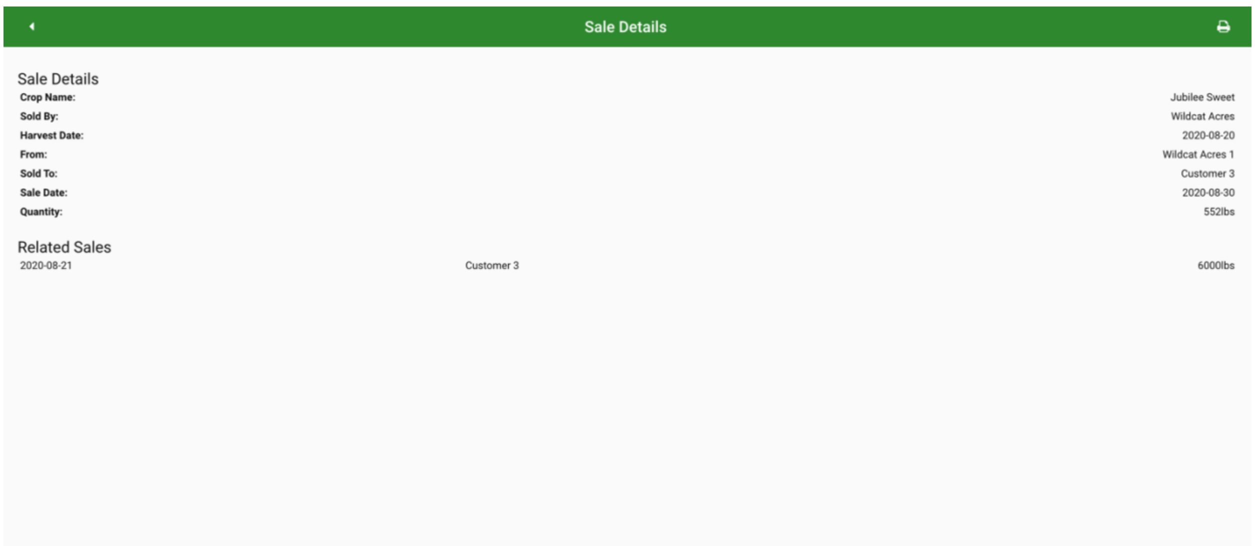
Click "**search**" button.

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



Click on the appropriate **search result**.

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



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

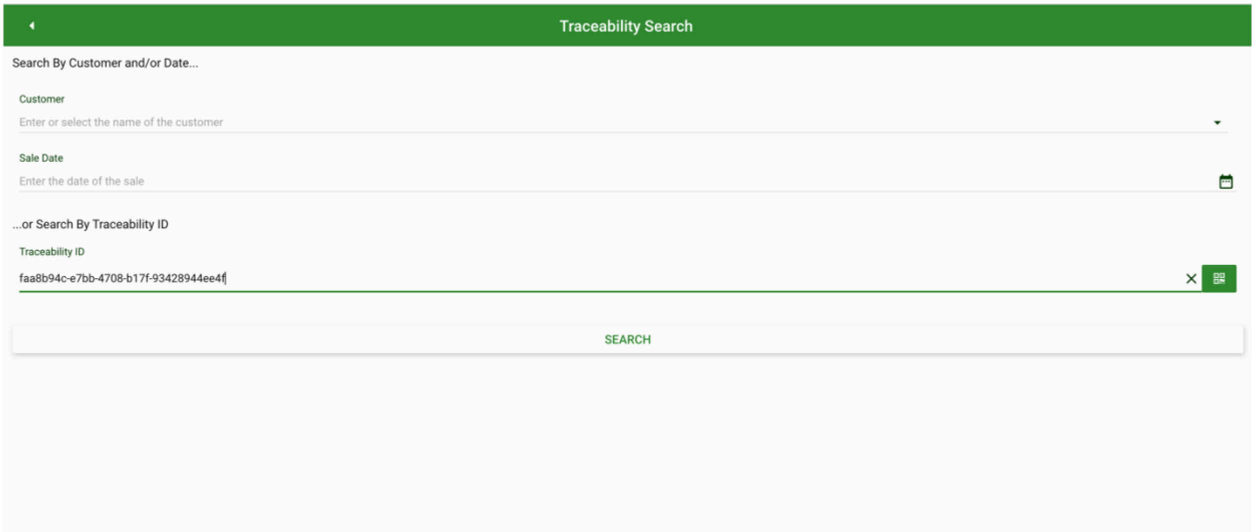
Print **sale details** by clicking the printer icon in the upper right-hand corner of the screen.

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:

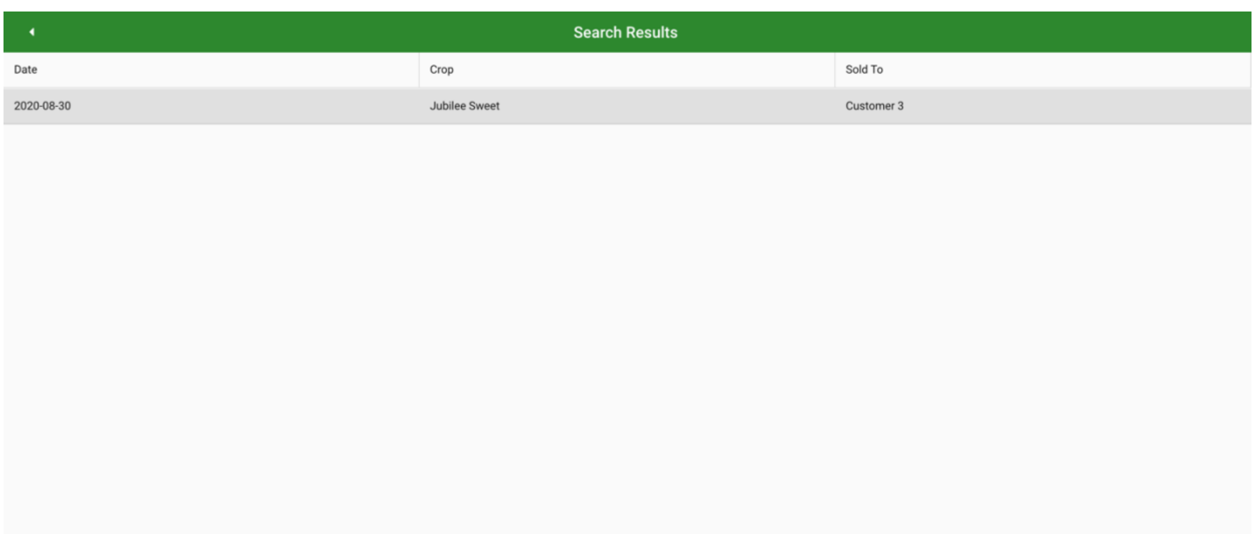
Click the empty field “**enter or scan the traceability ID**” under “**traceability ID**” to type traceability ID or click the QR scanner icon to the right of the field to scan the traceability ID QR code.

> **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**.*



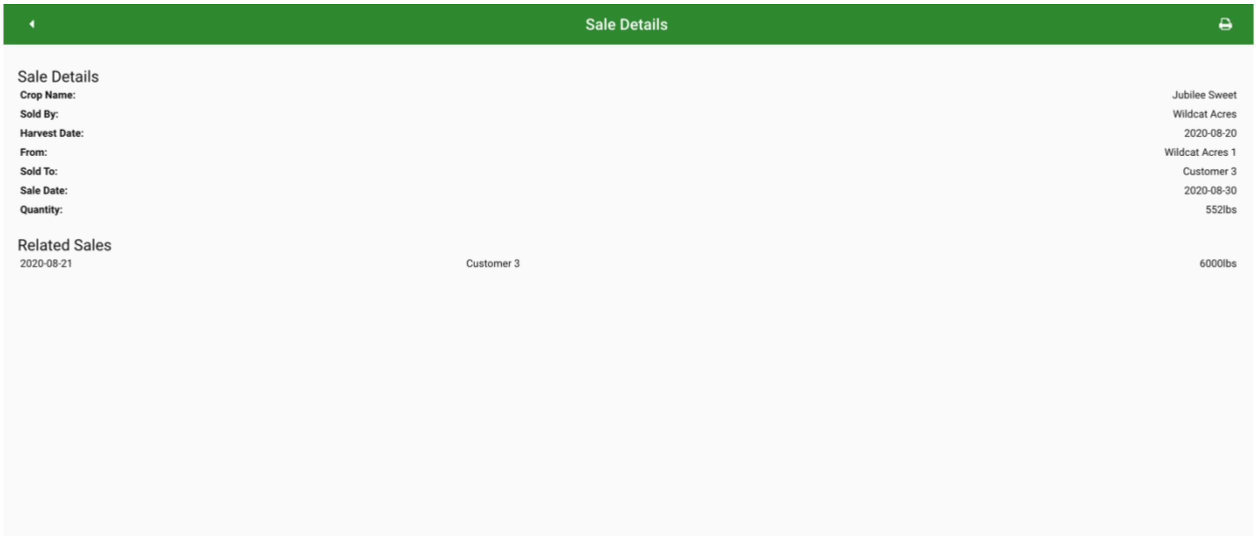
Click “**search**” button.

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



Click on the appropriate **search result**.

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



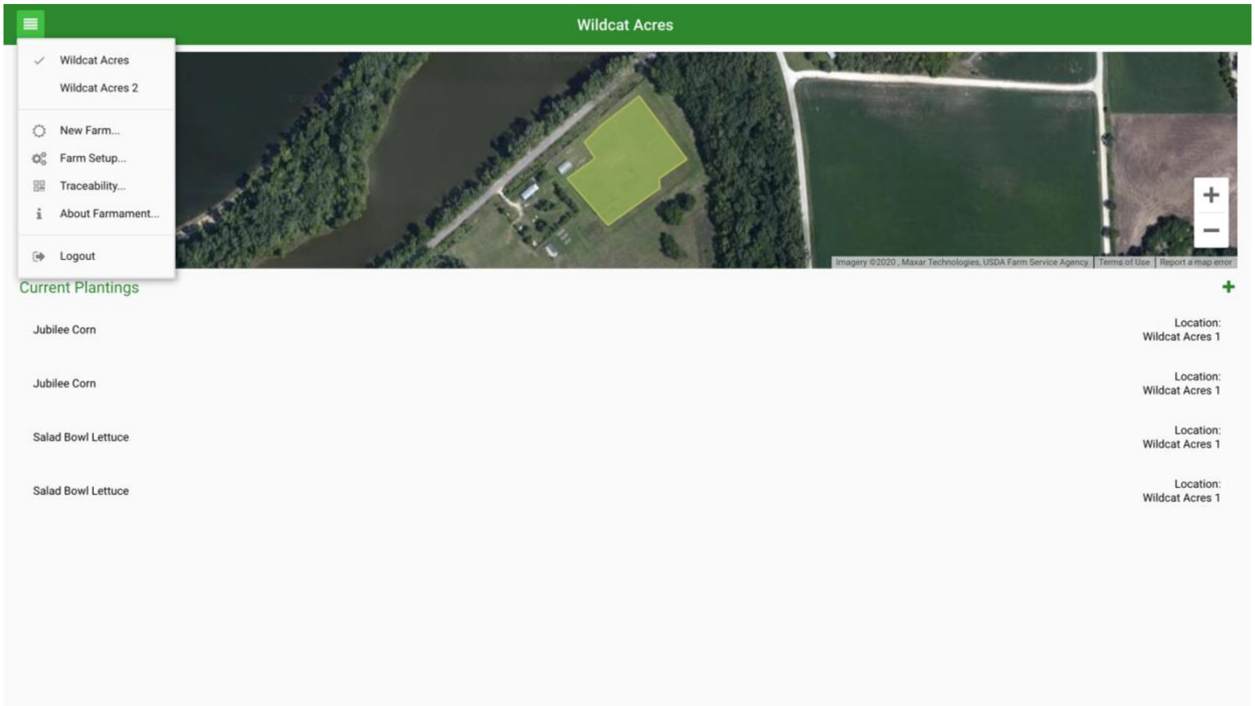
Related sales will be displayed under “**related sales**” displaying sale date, customer, and amount sold.

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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