



**FARM MANAGEMENT
SYSTEM (FMS)
USER MANUAL**

Version: v1.0

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Introduction

The Farm Management System (FMS) is a web-based platform designed to assist farm owners and their workforce in managing daily farm operations efficiently and systematically. The system centralizes operational, production, workforce, inventory, and financial data within a single integrated environment.

This User Manual provides step-by-step guidance for Farmers and Workers on how to navigate and utilize the system effectively. It outlines the available features, access levels, and operational workflows to ensure proper system usage.

System Overview

The Farm Management System (FMS) is an integrated platform designed to streamline and centralize farm operations. It enables users to manage farm structure, production activities, workforce coordination, inventory tracking, and financial records within a single system.

The system is structured to support different access levels, ensuring that users can perform their assigned responsibilities efficiently while maintaining operational control and data integrity.

FMS supports the following core operational areas:

- Farm Management
- Farm Administration
- Inventory Management
- Accounting Management

The dashboard provides a consolidated view of operational performance, allowing authorized users to monitor farm activities and key metrics in real time.

User Roles And Access Level

The Farm Management System (FMS) supports multiple user roles to ensure proper control, accountability, and operational efficiency. Each role is assigned specific access permissions based on responsibilities within the farm.

Farmer

The Farmer role serves as the primary account holder and system owner. Farmers have full access to all system features, including:

- Dashboard monitoring
- Farm, Section, and Cycle management
- Worker management and access assignment
- Routine and task management
- Production recording (Harvest and Mortality)
- Inventory management
- Accounting management
- Update their personal profile

Worker – Full Access

Workers with Full Access are granted operational control across most system modules.

Full Access Workers can:

- Access the Dashboard
- Manage farm operational data
- Record production activities
- Manage routine and tasks
- Manage inventory records
- Manage accounting records
- Submit leave requests
- Update their personal profile

Worker – Limited Access

Workers with Limited Access are assigned restricted permissions focused on daily operational tasks.

Limited Access Workers can:

- View and update routine activities
- View and update assigned tasks
- Submit leave requests
- Update their personal profile

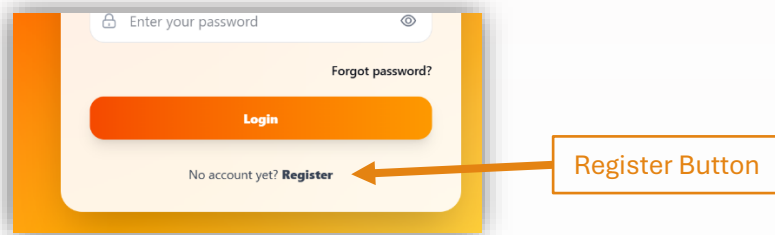
Farmer Portal


Register

The Register page allows new users to create an account in the Farm Management System (FMS). Registration is required before accessing any system features.

Steps to Register:

1. Navigate to the FMS login page: <http://fms.flowstudios.com.my/>
2. Click **Register**.

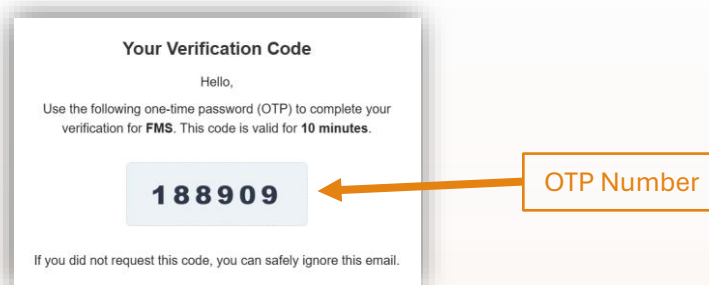



 **Figure 4.1 – Login Page**

3. Enter your **Full Name**.
4. Enter your **Username**.
5. Enter your **Email Address**.
6. Enter your **Password**.
7. Confirm your **Password**.
8. Enter your **Phone Number**.
9. Click **Create Account**.

After submission, a One-Time Password (OTP) will be sent to the registered email address for verification.

10. Enter the OTP received via email. **(Will only be valid for 10 minutes)**



 **Figure 4.2 – OTP Example**

11. Click **Verify** to complete the registration process.

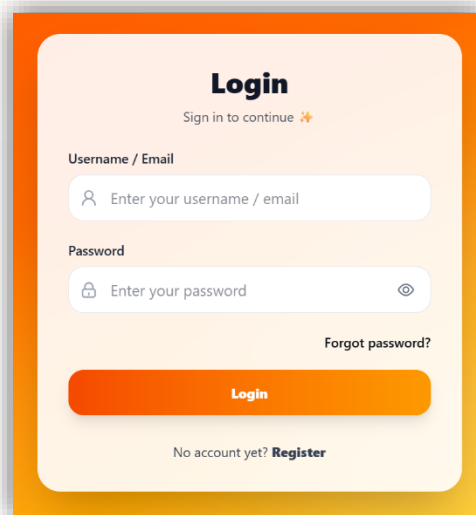
Upon successful verification, the account will be activated. The user must then proceed to the Login page to access the system.


Login

The Login page allows authorized users to access the Farm Management System using their registered credentials.

Steps to Log In:

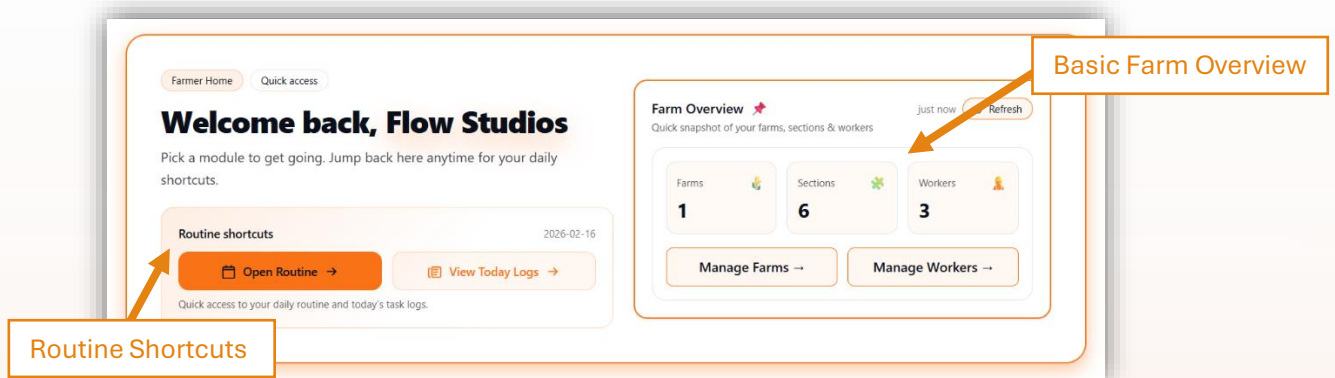
1. Enter your registered email address/username.
2. Enter your password.
3. Click **Login**.




 **Figure 4.3 – Login Page**

Home

The Home Page provides a simplified **overview** of farm operations, key performance indicators, and quick navigation tools. It serves as the primary landing interface that allows users to access essential modules efficiently.



 **Figure 4.4 – Home Page Overview**

Dashboard

The Dashboard provides an overview of farm operations and key performance indicators. It serves as the main control centre for monitoring daily activities and operational performance.

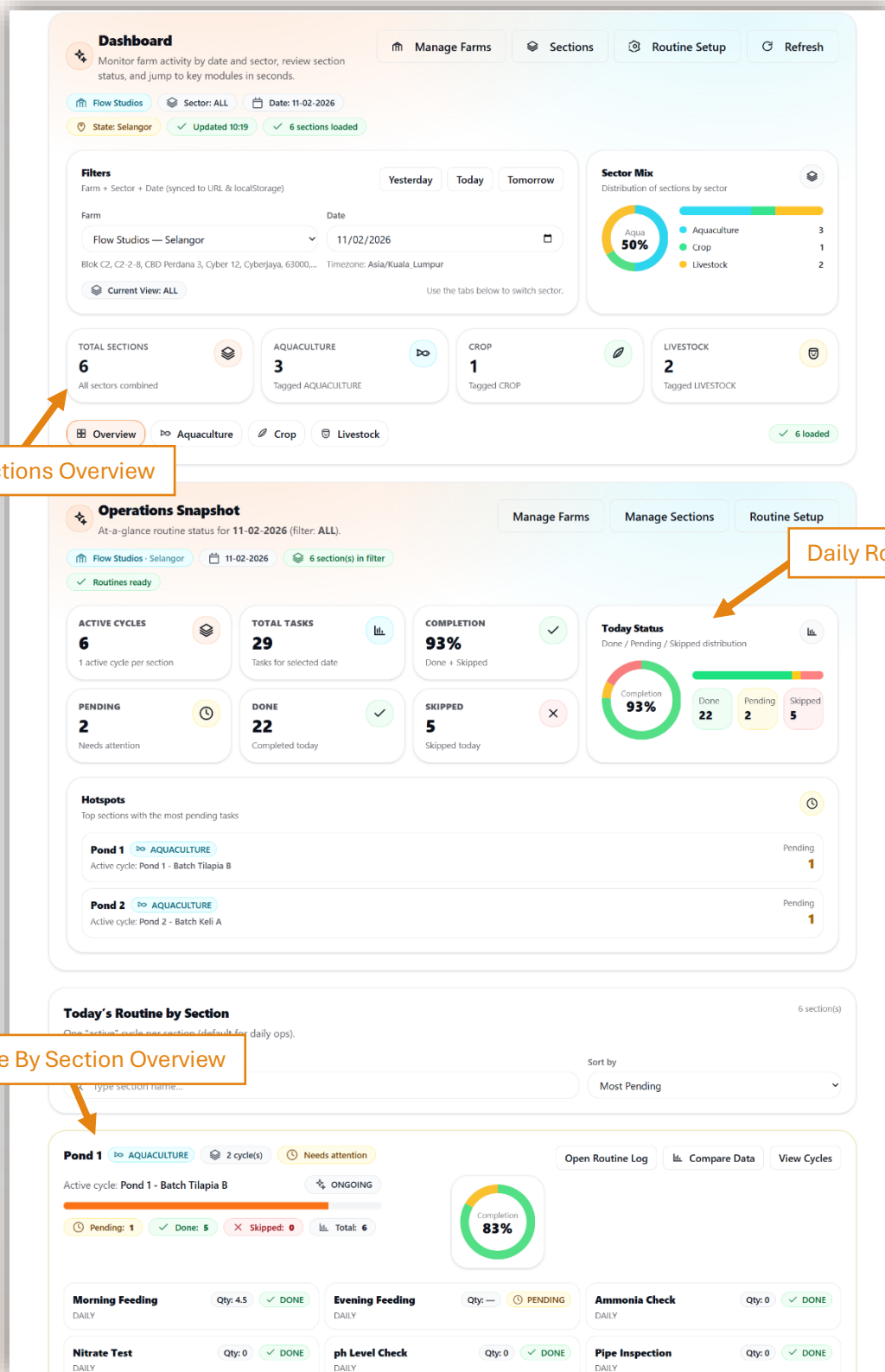


Figure 4.5 – Dashboard Overview

Farm Management

The Farm Management module allows Farmers to configure and manage the structural setup of their farm. This includes creating farms, organizing sections, and managing production cycles.

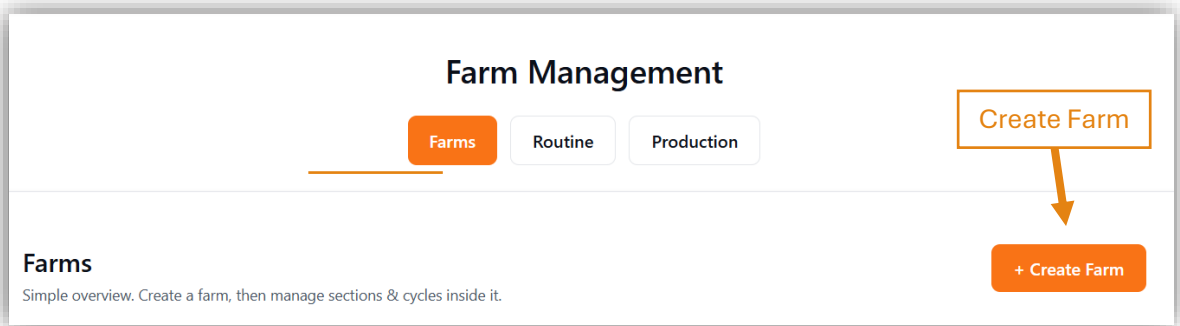
Proper setup of farm structure ensures accurate tracking of production, routines, and operational data.


Create Farm

Farmers can create a new farm within the system.

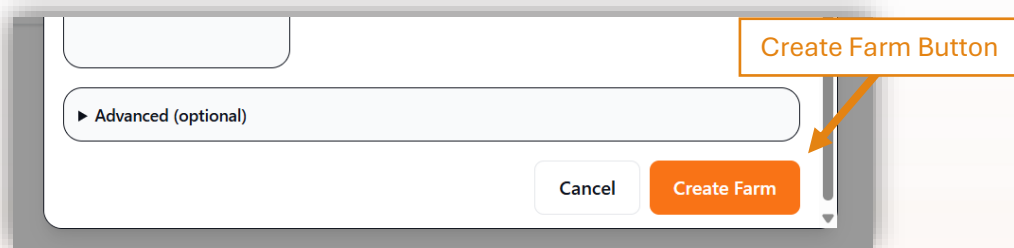
Steps to Create a Farm:


1. Navigate to **Farm Management** → **Create Farm**.



 **Figure 4.6 – Farm Page**

2. Enter farm details including:
 - Farm Name
 - State
 - Address
 - Photo (optional)
 - Advanced details (Latitude, Longitude, Size – optional)
3. Click **Create Farm**.



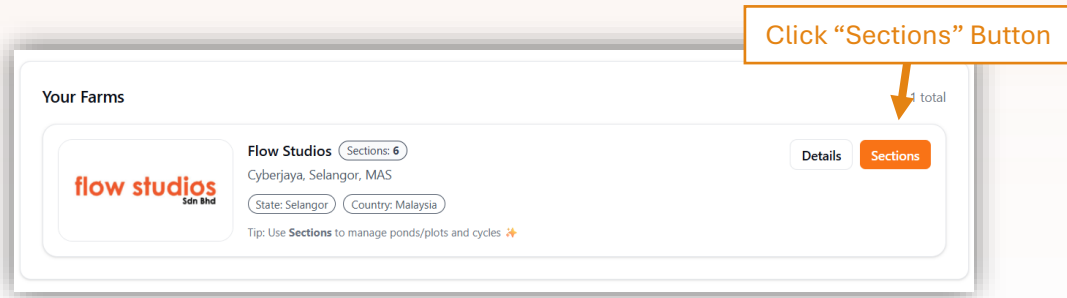
 **Figure 4.7 – Create Farm Page**


Create Section

Farmers can divide a farm into sections based on operational type.

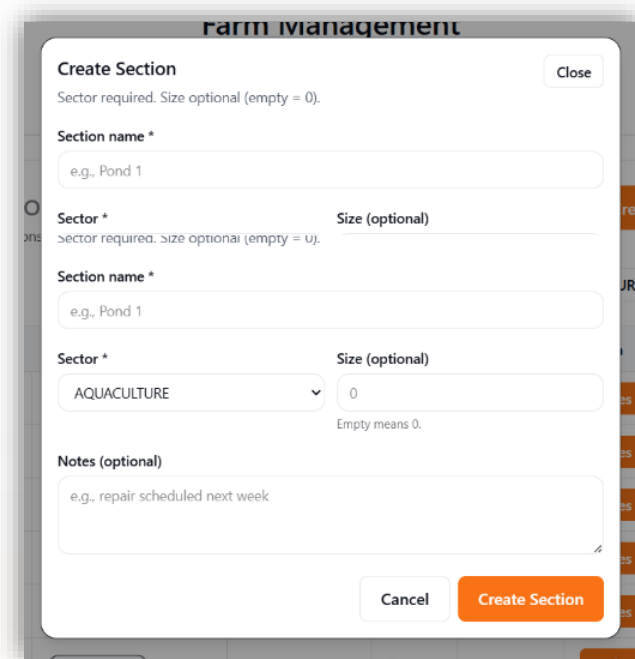
Steps to Create a Section:

1. Select a farm.



 **Figure 4.8 – Farm Page**

2. Click **Create Section**.
3. Enter:
 - Section Name
 - Sector (Aquaculture, Crop, Livestock)
4. Click **Create Section**.

The image shows a "Create Section" dialog box within a "Farm Management" application. The dialog has a "Close" button in the top right corner. It contains the following fields:

- A text input field for "Section name *" with a placeholder "e.g., Pond 1".
- A "Sector *" dropdown menu with "AQUACULTURE" selected. A note below it says "Sector required. Size optional (empty = 0)".
- A "Size (optional)" input field with "0" entered. A note below it says "Empty means 0".
- A "Notes (optional)" text area with a placeholder "e.g., repair scheduled next week".

At the bottom, there are "Cancel" and "Create Section" buttons.

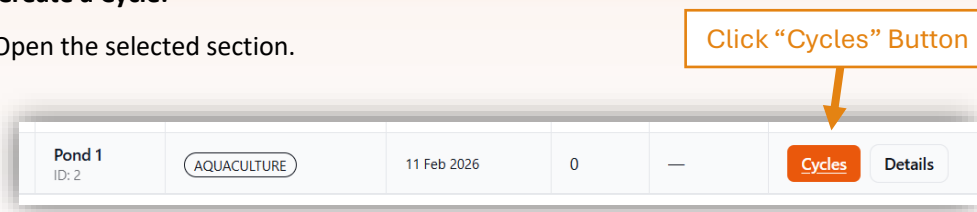
 **Figure 4.9 – Create Section Page**


Create Cycle

Farmers can create production cycles within a section.

Steps to Create a Cycle:

1. Open the selected section.



 **Figure 4.10 – Section Page**

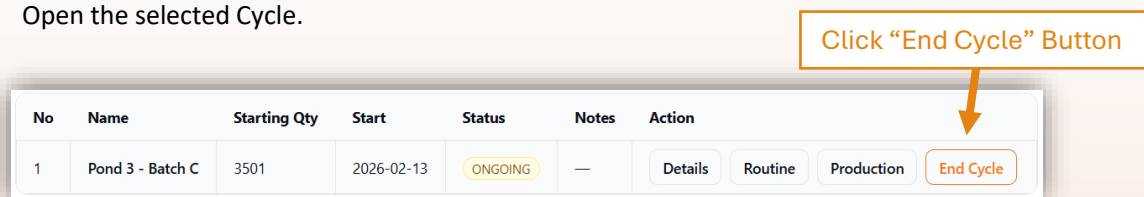
2. Click **Create Cycle**.
3. Enter:
 - Cycle Name
 - Starting Quantity
 - Start Date
4. Click **Create Cycle**.


The screenshot shows a 'Create Cycle' modal form. At the top, it says 'Fill in the details below. The cycle will start as ONGOING.' There are two 'Cycle name *' fields, each with a placeholder 'e.g., Pond 1 - Batch A'. Below these are 'Starting quantity *' (placeholder: 'e.g., 1000 (initial)') and 'Start date *' (placeholder: 'dd/mm/yyyy'). A note below the quantity field states: 'This is the initial quantity when the cycle starts. Harvest/Mortality won't change it.' There is a 'Notes (optional)' field with a placeholder 'e.g., Special feed plan, new setup notes...'. At the bottom, there are 'Cancel' and 'Create Cycle' buttons.

 **Figure 4.11 – Create Cycle Page**

Steps to End a Cycle:

1. Open the selected Cycle.



 **Figure 4.12 – Create Cycle Page**

2. Type "END" to confirm end of cycle
3. Click **Yes, end cycle.**

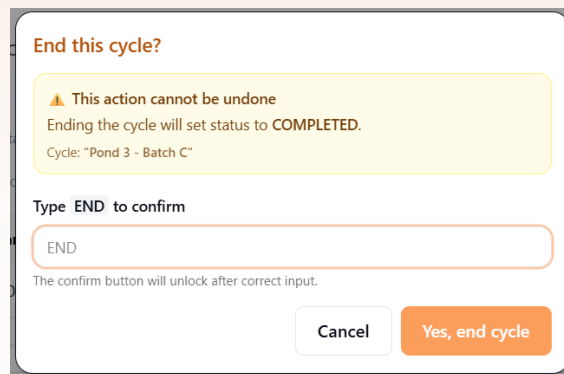


Figure 4.13 – Create Cycle Page

Create Task Types

Farmers can define task categories based on operational sectors.

Steps to Create Task Types:

1. Navigate to **Task Types**.
2. Click **Create Task Type**.

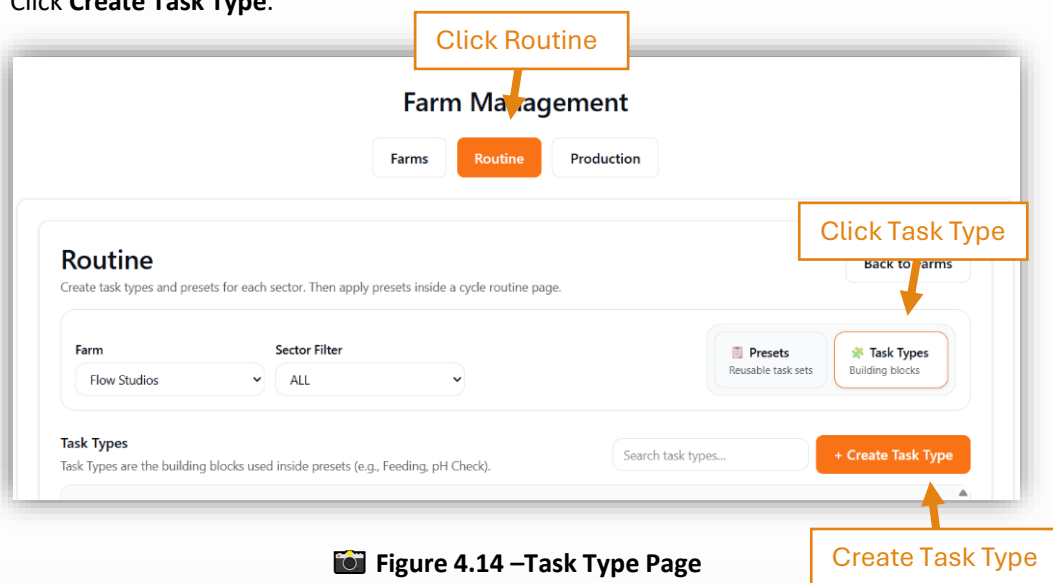


Figure 4.14 –Task Type Page

3. Enter:
 - Task Label (Name)
 - Sector
4. Click **Create Task Type**.

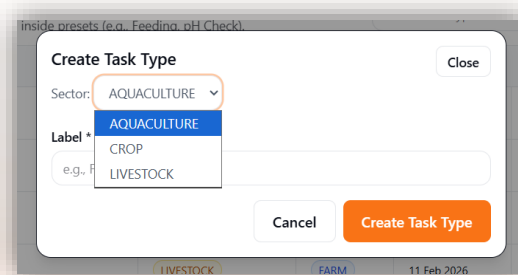


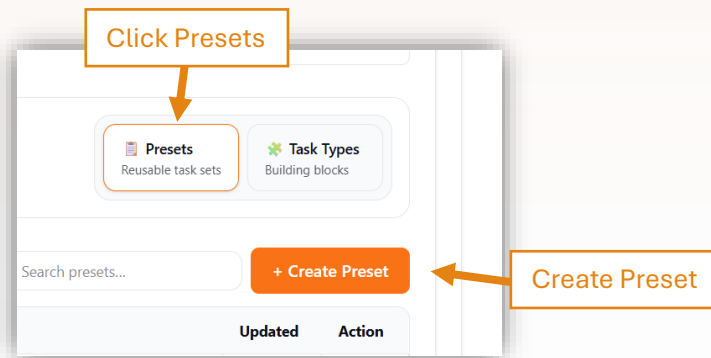
Figure 4.15 – Create Task Type Page

Create Presets

Presets allow grouping of tasks for easier routine application.

Steps to Create Presets:

1. Navigate to **Presets**.
2. Click **Create Preset**.



 **Figure 4.16 – Create Task Type Page**

3. Enter Preset Name
4. Add tasks previously created in Task Types.
5. Click **Create Preset**.

The 'Create Preset' form is displayed in a modal window. It includes a 'Close' button in the top right. The 'Sector' is set to 'AQUACULTURE'. The 'Preset name' field contains 'e.g., Daily Aquaculture Starter'. The 'Notes (optional)' field has a placeholder 'Short description for your team...'. The 'Tasks' section is titled 'Choose task type, then save.' and includes '+ New Task Type' and '+ Add Task' buttons. Below is a table with the following structure:

No.	Task Type	Frequency	Action
1	Select a task type... (dropdown)	DAILY	Remove

At the bottom of the form are 'Cancel' and 'Create Preset' buttons.

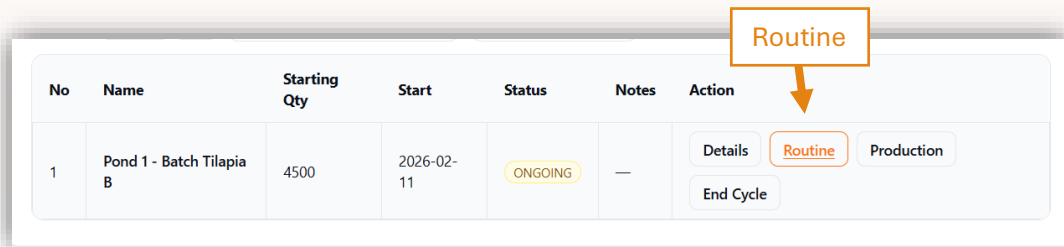
 **Figure 4.17 – Create Preset Page**


Add Routine Preset

Farmers can apply presets to specific cycles.

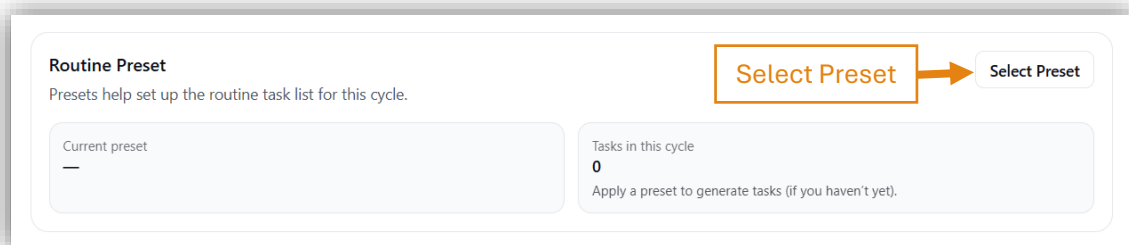
Steps to Add Routine Preset:

1. Navigate to **Farms** → **Sections** → **Cycles**
2. Click **Routine**.



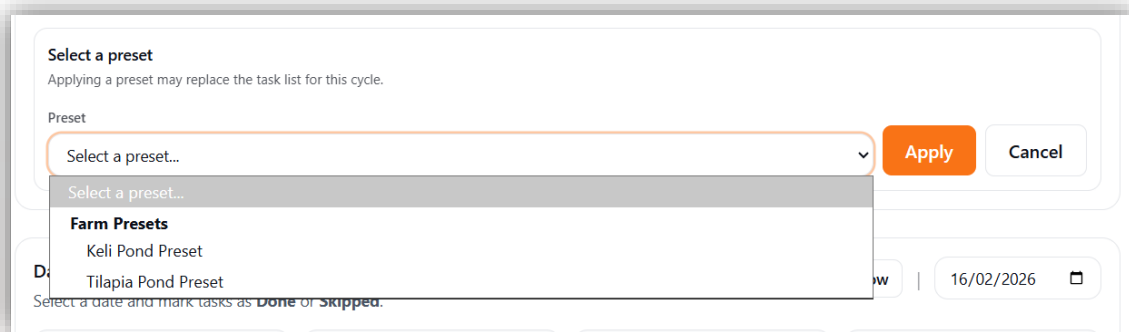
 **Figure 4.18 – Cycle Page**

3. Click **Select Preset**



 **Figure 4.19 – Routine Preset Page**

4. Add Preset previously created in Presets page.
5. Click **Apply**.



 **Figure 4.20 – Apply Routine Preset Page**

Add Production Reading

Farmers can record production readings for monitoring purposes.

Steps to Add Production Reading:

1. Navigate to **Production** → **New Reading**.
2. Select **Harvest** or **Mortality**.

For Harvest:

- Select Cycle
- Enter Date
- Enter Unit of Measurement (UOM)
- Enter Quantity


The screenshot shows the 'New Reading' form with the 'Harvest' tab selected. The form includes the following fields: 'Cycle *' (dropdown menu showing 'Pond 1 — Pond 1 - Batch Tilapia B'), 'Date *' (calendar icon and date '16/02/2026'), 'UOM *' (dropdown menu showing 'KG'), 'Quantity *' (text input field), 'Harvest form' (dropdown menu showing '(optional)'), 'Grading size (inch)' (text input field showing 'e.g. 4"'), and 'Notes' (text input field showing 'optional'). There are 'Cancel' and 'Save' buttons at the bottom right. An orange box highlights the 'Harvest' tab, and an arrow points to it from the 'Mortality' tab.

 **Figure 4.21 – Add Harvest Page**

For Mortality:

- Select Cycle
- Enter Date
- Enter UOM
- Enter Affected Quantity
- Click **Save**.

The screenshot shows the 'New Reading' form with the 'Mortality' tab selected. The form includes the following fields: 'Cycle *' (dropdown menu showing 'Pond 1 — Pond 1 - Batch Tilapia B'), 'Date *' (calendar icon and date '16/02/2026'), 'UOM *' (dropdown menu showing 'PIECES'), 'Affected qty *' (text input field), 'Cause' (text input field showing 'optional'), and 'Action taken' (text input field showing 'optional'). There are 'Cancel' and 'Save' buttons at the bottom right. An orange box highlights the 'Mortality' tab, and an arrow points to it from the 'Harvest' tab. At the bottom of the form, there is a table header with columns: DATE, TYPE, SECTION / CYCLE, QTY, UOM, BY, and ACTIONS.

 **Figure 4.22 – Add Mortality Page**

Farm Administration

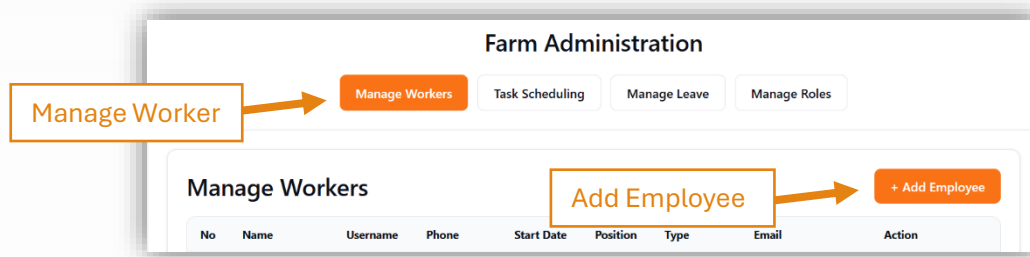
The Farm Administration module allows Farmers to manage workers, assign tasks, manage leave, and configure roles.

Manage Worker

Farmers can add, edit, or remove workers.

Steps to Add a Worker:


1. Navigate to **Manage Worker**.
2. Click **Add Employee**.



 **Figure 4.23 – Manage Worker Page**

3. Enter:
 - Full Name
 - Username
 - Worker Type (Limited or Full Access)
 - Password
4. Click **Create Employee**.

A screenshot of the 'Add Employee' form. The form has a title 'Add Employee' and a 'Back to list' link. It contains several input fields: 'Full Name *' (with placeholder 'e.g., John Doe'), 'Username *' (with placeholder 'e.g., johndoe'), 'Worker Type *' (a dropdown menu with options 'Normal Worker (Limited)' and 'Farmer-like Worker (Full Access)', where 'Normal Worker (Limited)' is selected), 'Email (optional)' (with placeholder 'e.g., john@example.com'), and 'Position (optional)' (with placeholder 'e.g., Field Worker'). There are also 'Password *' and 'Confirm Password *' fields, both with 'Show' buttons. At the bottom, there are 'Cancel' and 'Create Employee' buttons.

 **Figure 4.24 – Add Worker Page**

Task Scheduling

Farmers can assign ad-hoc tasks to workers.

Steps to Create a New Task:

1. Navigate to **Task Scheduling**.
2. Click **New Task**.
3. Enter:
 - Title
 - Farm
 - Due Date
 - Assignees
4. Click **Create Task**.

Farm Administration

Task Scheduling | Manage Leave | Manage Roles

New Task Back

Title * Farm * Select farm

Description Optional

Due Date * dd/mm/yyyy

Assignees Worker Normal Worker Two Worker Three

Cancel

Figure 4.25 – Task Scheduling Page

Manage Leave

Farmers can approve or reject leave applications submitted by workers.

Farm Administration

Task Scheduling | **Manage Leave** | Manage Roles

Manage Worker Leave Workers apply leave for themselves.

No	Employee	Start Date	End Date	Reason	Status	Action
1	Worker Two	12/02/2026	12/02/2026	family event	Pending	Edit Withdraw Approve Reject
2	Worker Three	22/01/2026	23/01/2026	Hospital Checkup	Approved	Edit Withdraw
3	Worker Two	11/02/2026	13/02/2026	Family Emergency	Pending	Edit Withdraw Approve Reject

Action Buttons

Figure 4.26 – Manage Leave Page

Available actions include:

- Approve
- Reject
- Edit
- Withdraw

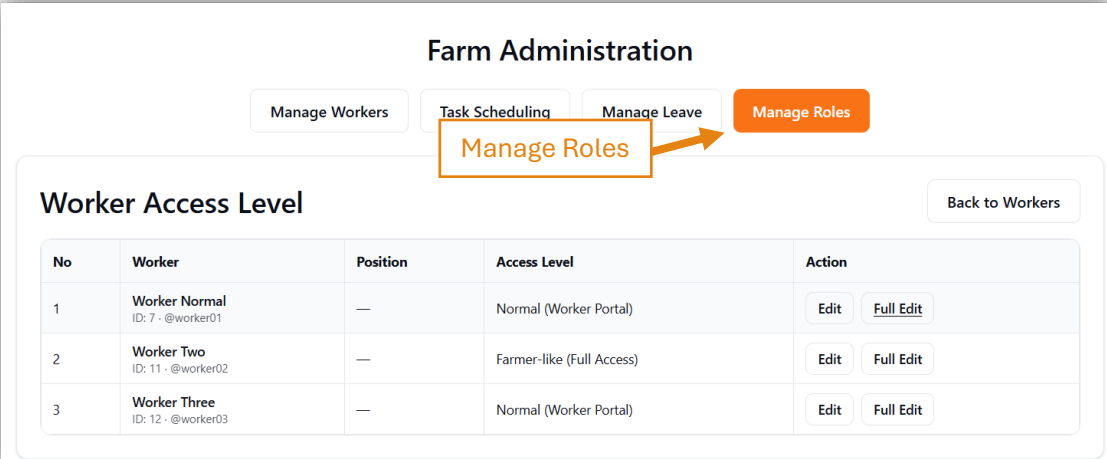
Only workers can submit leave requests for themselves.

Manage Roles

Farmers can manage worker access levels.

Two edit options are available:

- **Edit (Limited Edit):** Modify position and access level only.
- **Full Edit:** Modify all worker details.



Farm Administration

Manage Workers Task Scheduling Manage Leave **Manage Roles**

Worker Access Level [Back to Workers](#)

No	Worker	Position	Access Level	Action
1	Worker Normal ID: 7 · @worker01	—	Normal (Worker Portal)	Edit Full Edit
2	Worker Two ID: 11 · @worker02	—	Farmer-like (Full Access)	Edit Full Edit
3	Worker Three ID: 12 · @worker03	—	Normal (Worker Portal)	Edit Full Edit

 **Figure 4.27 – Manage Roles Page**

Inventory Management

The Inventory Management module allows Farmers to track equipment, supplies, resources, and harvest stock.

Equipment

Farmers can manage farm equipment records.

Steps to Add Equipment:

1. Navigate to **Inventory Management** → **Equipment**.
2. Click **Add Equipment**.
3. Enter:
 - Name
 - Category (Machinery, Tools, Vehicle, Safety, Other)
 - Quantity
 - Unit
4. Click **Create Equipment**.

Equipment

Supplies Resources Harvest Stock

Equipment

Search Status Category Sort

Search equipment... Active All Latest usage (desc)

Clear filters

Add New Equipment

Equipment Name * Category *

Quantity * Unit *

1 -- Select Unit --

Cancel Create Equipment


 **Figure 4.28 – Add Equipment Page**

Steps to Add Equipment Usage:


1. Click **Usage**

Add Employee

No	Equipment	Category	Quantity	Unit	Last Used	Created	Updated	Action
1	Wheelbarrow	Tools	5	unit	—	11/02/2026	11/02/2026	Usage Edit Delete

 **Figure 4.29 – Equipment Page**

2. Enter :
 - Start Date
 - End Date
 - Used Quantity
3. Click **Save Usage**.


 **Figure 4.30 – Equipment Usage Page**

Supply

Farmers can manage consumable supplies.

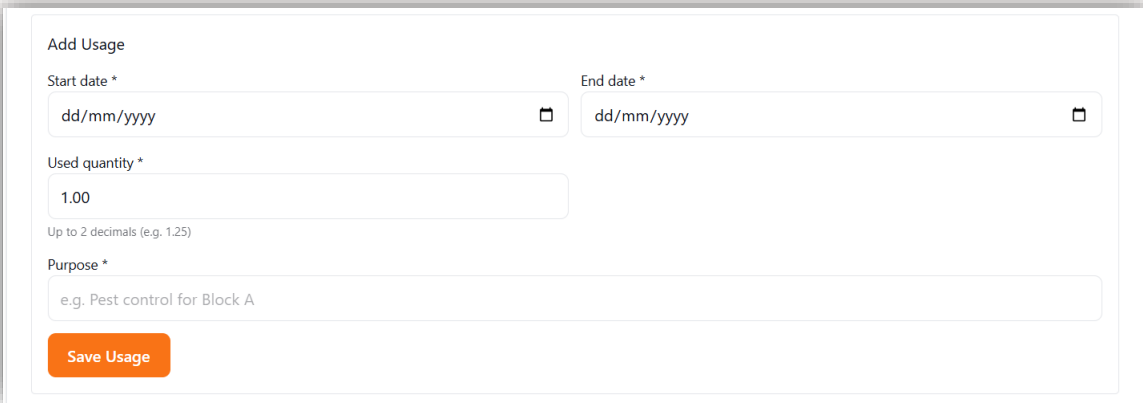
Steps to Add Supply:

1. Navigate to **Inventory → Supplies**.
2. Click **Add Supply**.
3. Enter:
 - Name
 - Category (Fertilizer, Pesticide, Herbicide, Seeds, Other)
 - Quantity
 - Unit
4. Click **Create Supply**.

 **Figure 4.31 – Add Supply Page**

Steps to Add Supply Usage:

1. Click **Usage**
2. Enter:
 - Start Date
 - End Date
 - Used Quantity
3. Click **Save Usage**.



Add Usage

Start date *

End date *

Used quantity *

Up to 2 decimals (e.g. 1.25)

Purpose *

Save Usage

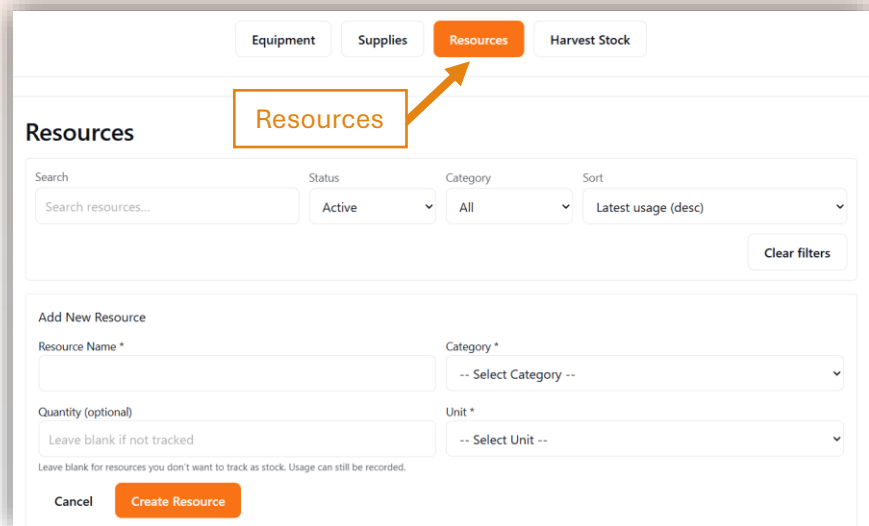
 **Figure 4.32 – Add Supply Usage Page**

Resources

Farmers can manage operational resources.

Steps to Add Resource:

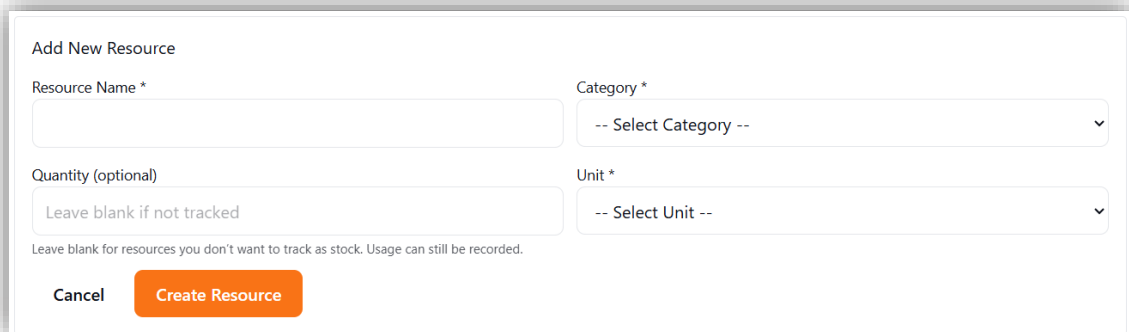
1. Navigate to **Inventory → Resources**.
2. Click **Add Resource**.
3. Enter:
 - Name
 - Category (Water, Fuel, Fertilizer, Pesticide, Feed, Seeds, Other)
 - Quantity (optional)
 - Unit
4. Click **Create Resource**.



 **Figure 4.33 – Add Resource Page**

Steps to Add Resource Usage:

1. Click **Usage**
2. Enter:
 - Name
 - Category
 - Unit



 **Figure 4.34 – Add Resource Usage Page**

Harvest Stock

Farmers can manage stock generated from production.

Steps to Add Harvest Stock:


1. Navigate to **Inventory → Harvest Stock**.
2. Click **Add Harvest Stock**.
3. Enter:
 - Name
 - Category (Crop, Aquaculture, Livestock)

- Quantity
 - Unit
4. Click **Save**.

 **Figure 4.18 – Add Harvest Stock Page**

Steps to Add Harvest Stock In/Out:

1. Click **Stock In/Out**
2. Enter:
 - Stock In/Out date
 - Quantity
 - Purpose
3. Click **Save Stock In/Out**.

 **Figure 4.18 – Add Harvest Stock Page**

Accounting Management

The Accounting Management module allows Farmers to monitor financial activities and performance.

Summary

The Summary page displays financial performance indicators.

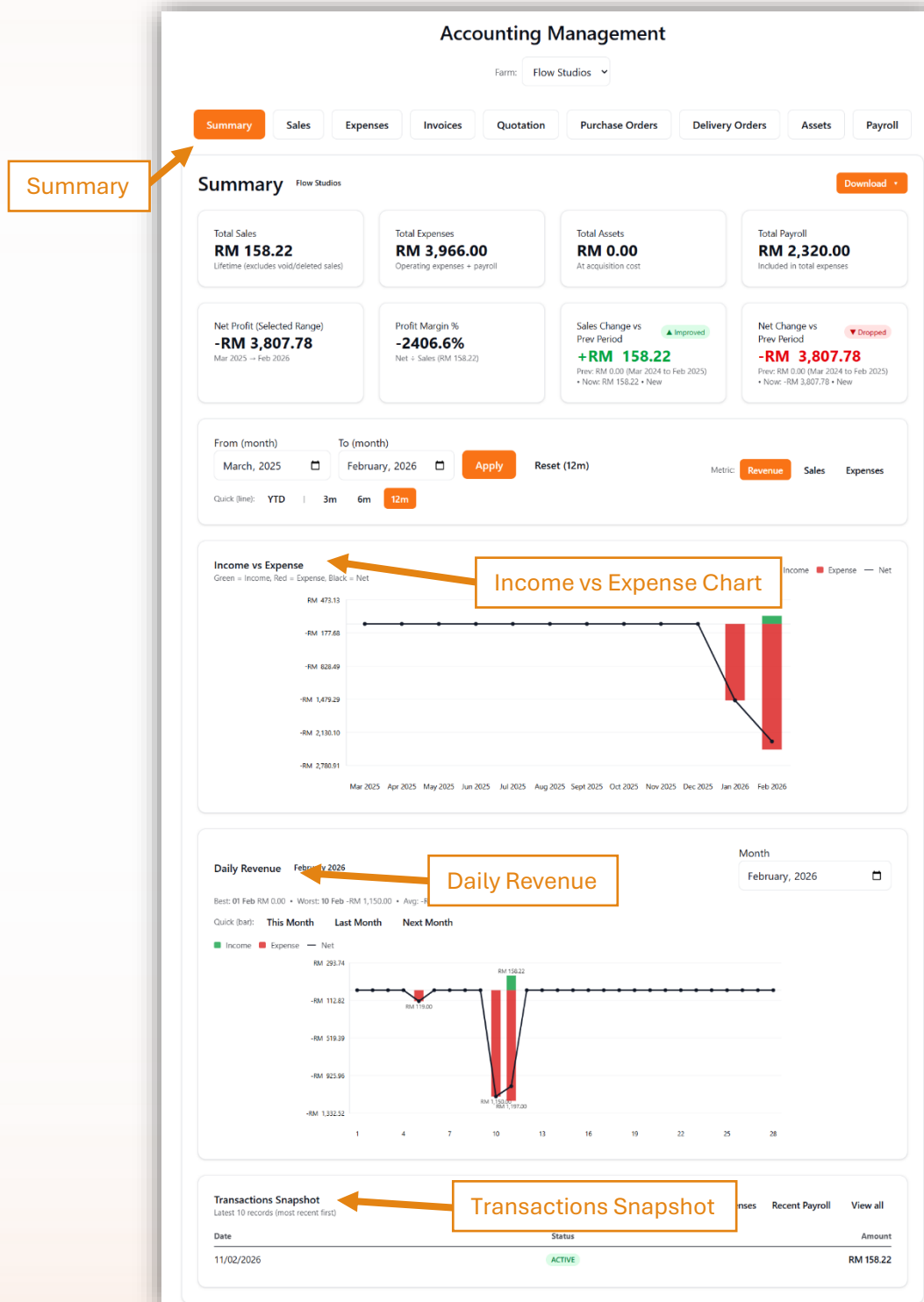


Figure 4.19 – Accounting Summary Page

Sales

Farmers can record sales transactions.

Accounting Management
Farm: Flow Studios

Summary **Sales** Expenses Invoices Quotation Purchase Orders Delivery Orders Assets Payroll

+ Create Sale

TOTAL SALES (FILTERED) 3
TOTAL AMOUNT (FILTERED) RM 1,471.65
DRAFT / APPROVED / VOID 2 / 1 / 0

Quick search
Invoice # / Client / DO # / Quotation / Date
Show voided only Normal
Showing 3 record(s) • 50/page

Type: All Delivery Order: All Status: All Month: All Reset filters

DATE	CLIENT	AMOUNT	INVOICE	DO	QUOTATION	STATUS	ACTIONS
11/02/2026	Client03	RM 222.50	4-2602-INV-00003	4-2602-DO-00003	—	DRAFT	View Edit Receive Payment Delete

Action Button

Figure 4.20 – Sales Page

Invoices are automatically generated upon sale creation.

Expenses

Farmers can record operational expenses.

Accounting Management
Farm: Flow Studios

Summary Sales **Expenses** Invoices Quotation Purchase Orders Delivery Orders Assets Payroll

+ New Expense

Farm: Flow Studios
Track operating expenses (maintenance, cleaning, installation, etc.).

TOTAL EXPENSE RECORDS (FILTERED) 3
TOTAL AMOUNT (FILTERED) RM 1,646.00
RECORDS MISSING AMOUNT 0

Quick search
Category / Description
Showing 3 record(s) • 50/page

Month: All Reset filters

DATE	CATEGORY	DESCRIPTION	AMOUNT	ACTIONS
11/02/2026	Water testing kits	—	RM 27.00	Edit Delete

Action Button

Figure 4.21 – Expenses Page

Invoices

Invoices are automatically generated from sales transactions.

Accounting Management

Farm: Flow Studios

Summary Sales Expenses **Invoices** Quotation Purchase Orders Delivery Orders Assets Payroll

Invoices

Farm: Flow Studios

Invoices are read-only here. shows only PAID / UNPAID.

TOTAL INVOICES (FILTERED) 3

TOTAL AMOUNT (FILTERED) RM 1,471.65

PAID / UNPAID / VOID 1 / 2 / 0

Quick search

Invoice # / Client / Company / DO # / ID

Show voided only Normal Showing 3 record(s) • 50/page

Type: All Delivery Order: All Status: All Month: All Reset filters

INVOICE DATE	INVOICE	CLIENT	STATUS	AMOUNT	ACTIONS
11/02/2026 Created 11/02/2026	4-2602-INV-00003 Sales Due: 11/02/2026 No DO	Client03 - Client03's Company ID: #6	UNPAID	RM 222.50	View PDF

Figure 4.22 – Invoice Page

Action Button

Quotation

Farmers can create and manage quotations.

Accounting Management

Farm: Flow Studios

Summary Sales Expenses Invoices **Quotation** Purchase Orders Delivery Orders Assets Payroll

Quotations

Farm: Flow Studios

Quote number is auto-generated by backend (read-only)

+ New Quotation

TOTAL QUOTATIONS (FILTERED) 1

TOTAL AMOUNT (FILTERED) RM 158.22

DRAFT / SENT / ACCEPTED 1 / 0 / 0

Quick search

Quote # / Client / Company / Status

Showing 1 record(s) • 50/page

Status: All Month: All Reset filters

QUOTE DATE	QUOTATION	CLIENT	STATUS	AMOUNT	ACTIONS
11/02/2026	4-2602-QUO-00001	Client01 - Client01's Company	DRAFT	RM 158.22	View PDF Edit Delete

Figure 4.23 – Quotation Page

Action Button

Purchase Orders

Farmers can manage purchase orders for procurement.

Accounting Management

Farm: Flow Studios

Summary Sales Expenses Invoices Quotation **Purchase Orders** Delivery Orders Assets Payroll

Purchase Orders

Farm: Flow Studios
PO is issued by us. Supplier will issue Invoice and Delivery

TOTAL POS (FILTERED) 2

TOTAL VALUE (FILTERED) RM 195.71

DRAFT / RECEIVED / VOID 1 / 1 / 0

+ Create PO

Quick search

PO no / Supplier / Reference

Show voided only Normal

Showing 2 record(s) • 50/page

Status: All Month: All Reset filters

DOC DATE	PO	SUPPLIER	STATUS	TOTAL	ACTIONS
11/02/2026	4-2602-PO-00001 Due: -- + Ref: --	Supplier01 Supplier01's Company	DRAFT	RM 140.60	View PDF Edit Receive Delete

Action Button

Figure 4.24 – Purchase Order Page

Delivery Orders

Delivery Orders are automatically generated when selected during sale creation.

Accounting Management

Farm: Flow Studios

Summary Sales Expenses Invoices Quotation Purchase Orders **Delivery Orders** Assets Payroll

Delivery Orders

Farm: Flow Studios
DO is issued by supplier. This list is read-only (View / PDF only).

TOTAL DOS (FILTERED) 3

TOTAL VALUE (FILTERED) RM 1,471.65

DELIVERED / PENDING / VOID 2 / 1 / 0

Quick search

DO # / Recipient / Address

Show voided only Normal

Showing 3 record(s) • 50/page

Status: All Month: All Reset filters

DELIVERY DATE	DO	RECIPIENT	STATUS	TOTAL	ACTIONS
11/02/2026 Created 11/02/2026	4-2602-DO-00003 Items: Cow Meat - 25 kg	Client03	DELIVERED	RM 222.50	View PDF

Action Button

Figure 4.25 – Delivery Order Page

Assets

Farmers can manage asset records.

Accounting Management

Farm: Flow Studios

Summary Sales Expenses Invoices Quotation Purchase Orders Delivery Orders **Assets** Payroll

Assets

Farm: Flow Studios
Track long-term assets (machinery, equipment, installations). Cost is optional (DECIMAL).

TOTAL ASSETS (FILTERED) 3 TOTAL ACQUISITION COST (FILTERED) RM 0.00 WITH COST / NO COST 0 / 3

+ New Asset

Assets

Quick search
Name / Category / Serial / Supplier / Location / ID Showing 3 record(s) • 50/page

Status: All Month: All Reset filters

PURCHASE DATE	ASSET	CATEGORY / LOCATION	STATUS	COST	ACTIONS
11/02/2026 Created 11/02/2026	Generator ID: #5	Machinery Loc: —	ACTIVE	—	Edit Delete

Action Button

Figure 4.26 – Assets Page

Payroll

Farmers can manage payroll records.

Accounting Management

Farm: Flow Studios

Summary Sales Expenses Invoices Quotation Purchase Orders Delivery Orders Assets **Payroll**

Payrolls

Farm: Flow Studios
Track salary payments and allowances for your workers.

TOTAL PAYROLLS (FILTERED) 2 TOTAL BASE SALARY (FILTERED) RM 2,000.00 TOTAL NET PAY (FILTERED) RM 2,320.00

+ New Payroll

Payroll

Quick search
Payroll # / Employee / Notes / Date Showing 2 record(s) • 50/page

Month: All Reset filters

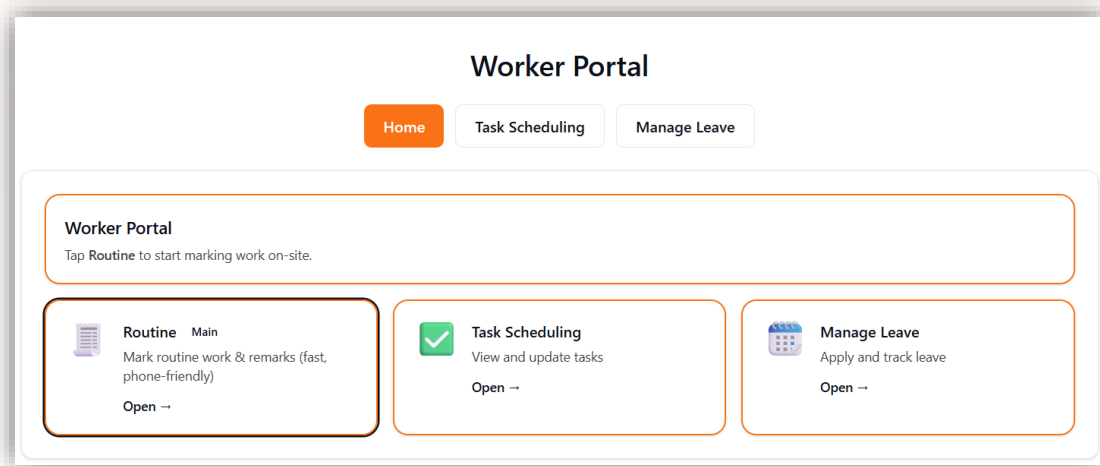
PAYMENT DATE	PAYROLL	EMPLOYEE	NET PAY	ACTIONS
11/02/2026	#4 MYR	Worker Three • three@gmail.com	RM 1,170.00	View PDF Edit Delete


Action Button

Figure 4.27 – Payroll Page

Worker Portal

The Worker Portal allows workers to perform assigned operational tasks based on their access level.



 **Figure 5.1 – Worker Portal**

Full Access Worker

Full Access Workers can access:

- Dashboard
- Farm Management
- Inventory Management
- Accounting Management
- Routine
- Task Scheduling
- Manage Leave
- Profile Management

They have operational control similar to Farmers, except they cannot manage other workers.

Limited Access

Limited Access Workers can access:

- Routine
- Task Scheduling
- Manage Leave
- Profile Management

They do not have access to Dashboard, Inventory, Farm Structure, or Accounting modules.

Routine

Workers can view and manage daily routines.

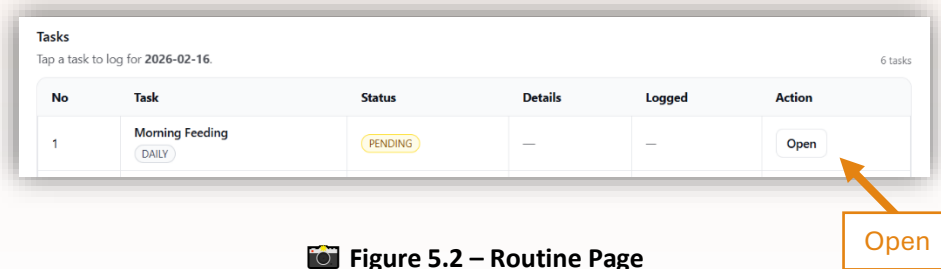


Figure 5.2 – Routine Page

Available actions:

- Mark as Done

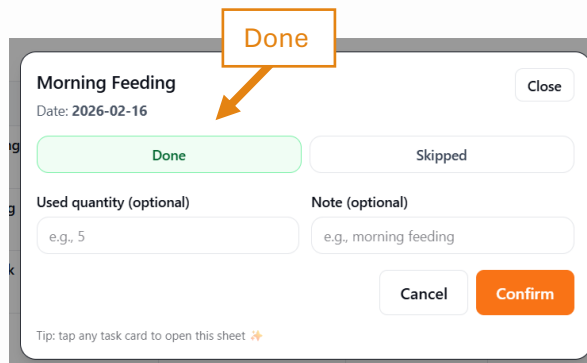


Figure 5.3 – Routine Page

- Skip for the Day

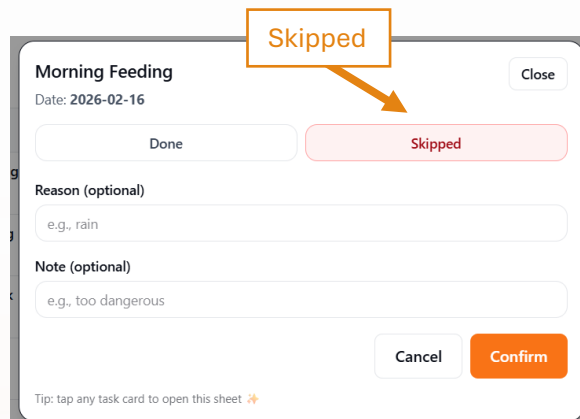


Figure 5.4 – Routine Page

Task Scheduling

Workers can manage assigned tasks.

Available actions:

- View Task
- Start Task
- Complete Task

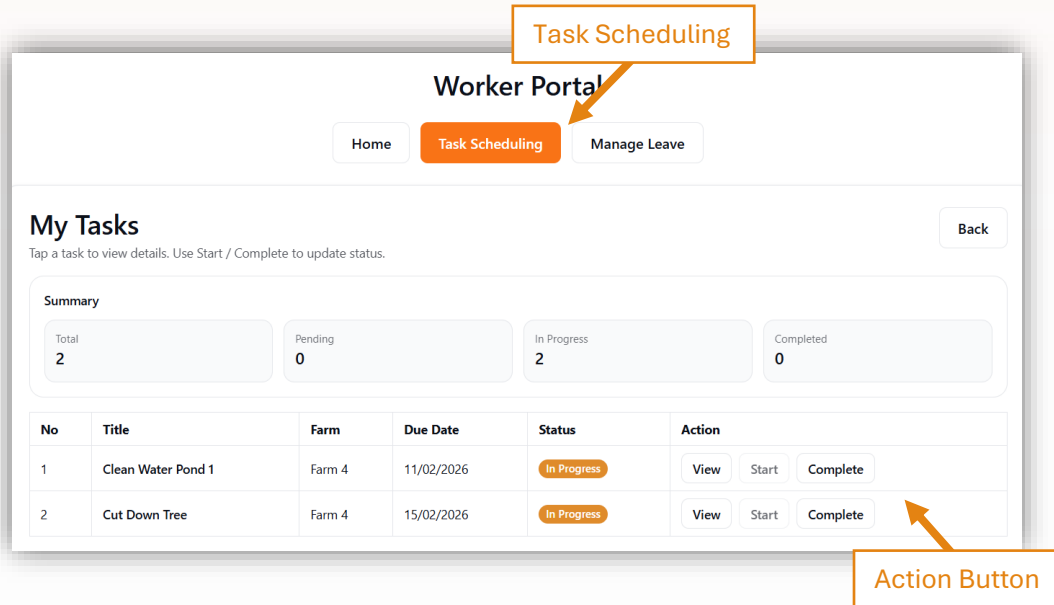


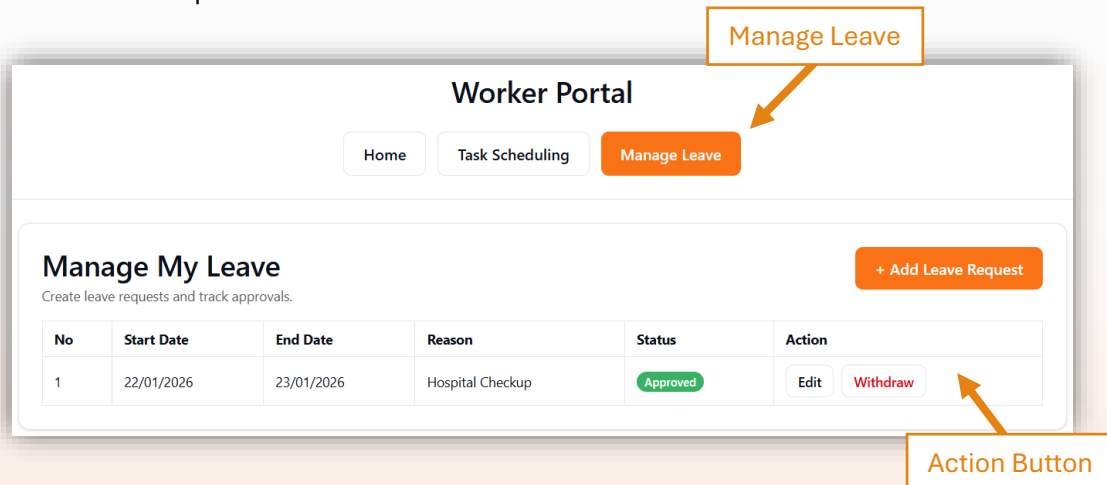
 Figure 5.5 – Task Scheduling Page


Manage Leave

Workers can submit and manage leave requests.

Available actions:

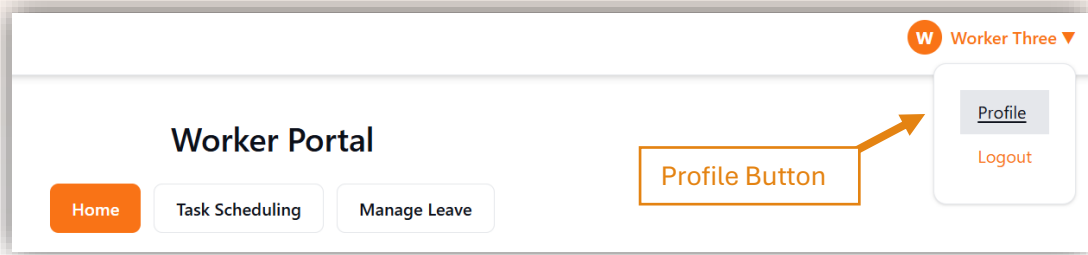
- Add Leave Request
- Edit Request
- Withdraw Request



 Figure 5.6 – Leave Page

Profile Management

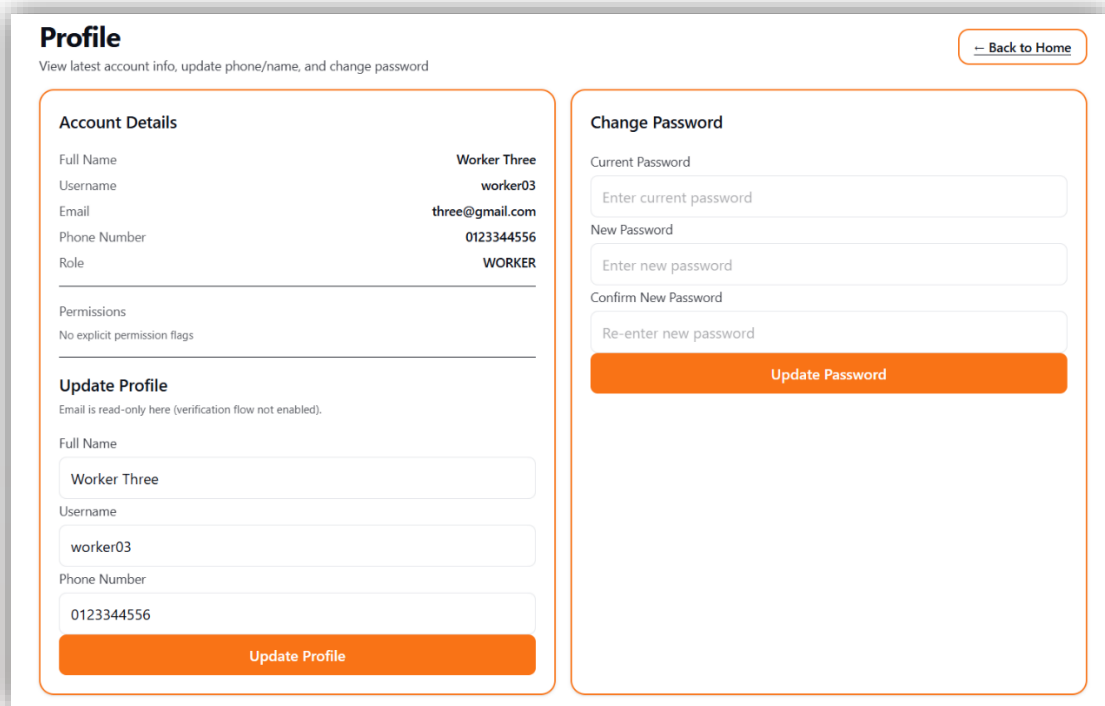
Workers can update personal information.



 **Figure 5.7 – Profile Management Page**

Available actions:

- Update Full Name
- Update Username
- Update Phone Number
- Change Password



 **Figure 5.8 – Profile Management Page**