



2025

Seed Certification Quality Control System



April 2025

User Manual

Seed Certification Quality Control System.

**The Ministry of Agriculture, Fisheries and Mining
Jamaica**

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Login

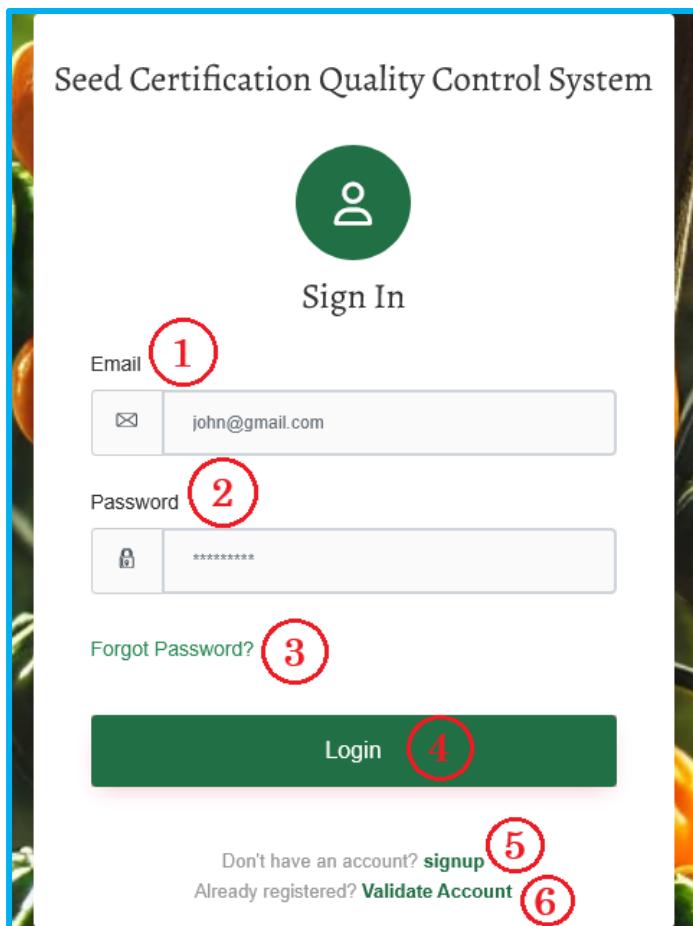


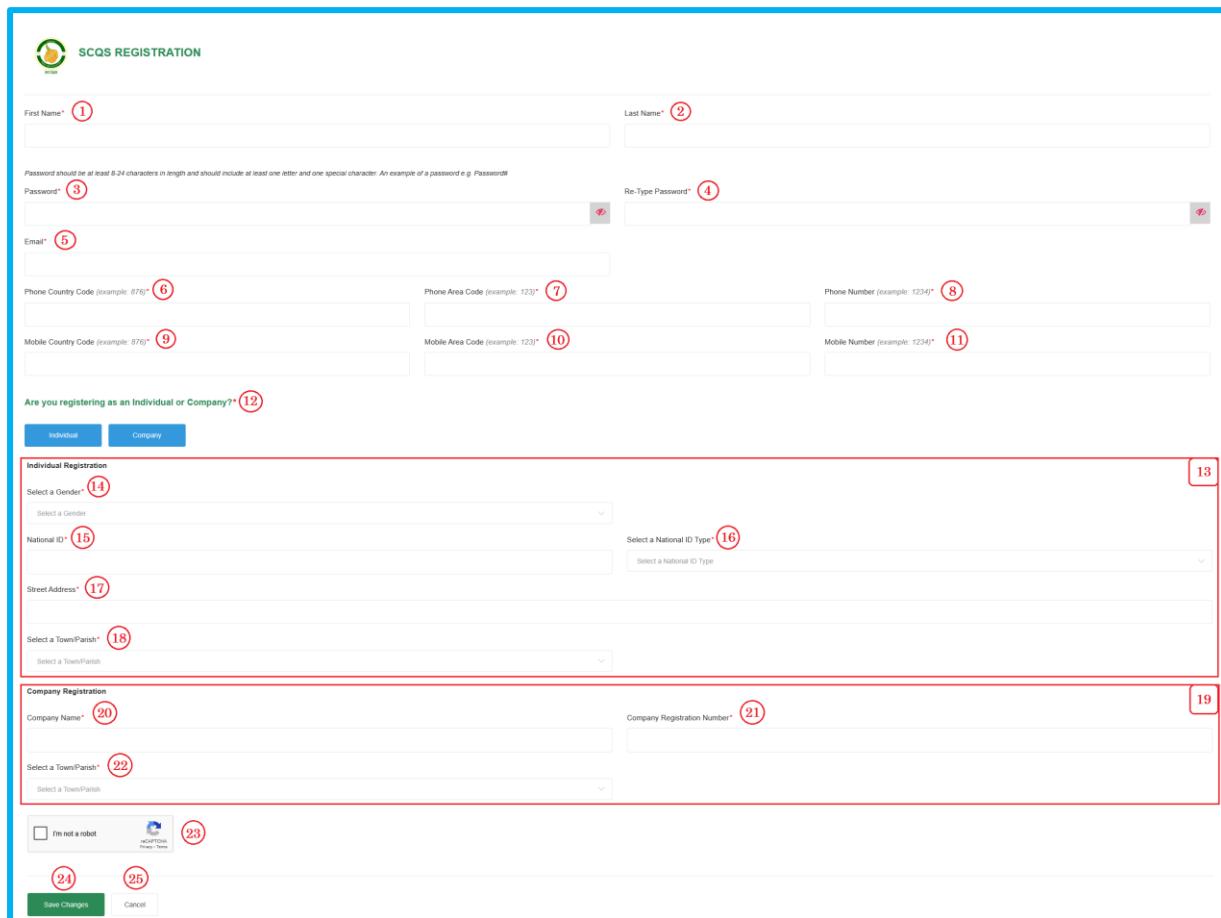
Fig 1

In **Fig 1** above, follow the steps to login to the system:

1. Navigate to the User Login page.
2. Enter your login email next to the red encircled number 1.
3. Enter your account password next to the red encircled number 2.
4. Click the “Login” button next to the red encircled number 4 to login.
5. If you have forgotten your password, click the “Forgot Password?” link next to the red encircled number 3 to navigate to the Forgot Password form. Further instructions can be found in the [Forgot Password](#) section.
6. If you are registering as first-time user, you may click the “signup” link next to the red encircled number 5. Additional instructions can be found in the [Register Account / Sign Up](#) section.

7. If you have already created your account but it is not validated, click the “Validate Account” link next to the red encircled number 6. Additional instructions can be found in the [Validate Account](#) section.

Register Account / Sign Up



The image shows the SCQS Registration form with various fields highlighted by red circles and numbered 1 through 25. The fields include First Name, Last Name, Password, Re-Type Password, Email, Phone Country Code, Phone Area Code, Phone Number, Mobile Country Code, Mobile Area Code, Mobile Number, registration type (Individual/Company), gender, National ID, Street Address, Town/Parish, Company Name, Company Registration Number, a reCAPTCHA checkbox, and a terms and conditions link. Buttons for 'Save Changes' and 'Cancel' are at the bottom.

Fig 2

In **Fig 2** above, follow the steps to Register a new account:

1. Navigate to the Sign-up page by clicking the “Sign Up” link in **Fig 1** above.
2. Enter your First Name in the input field next to the red encircled number 1.
3. Enter your Last Name in the input field next to the red encircled number 2.
4. Enter your Password and Re-Type your password in the fields next to the red encircled numbers 3 and 4.
5. Enter your Email address in the input field next to the red encircled number 5.
6. Enter your Phone Country Code in the input field next to the red encircled number 6.
7. Enter your Phone Area Code in the input field next to the red encircled number 7.
8. Enter your Phone Number in the input field next to the red encircled number 8.
9. Enter your Mobile Country Code in the input field next to the red encircled number 9.
10. Enter your Mobile Area Code in the input field next to the red encircled number 10.
11. Enter your Mobile Number in the input field next to the red encircled number 11.

12. Select an option for the account which you are registering next to the red encircled number 12.

Note: On the website, the Individual and Company elements for registration are only displayed based on your input for number 12.

Individual (red encircled number 13):

- i. Select a Gender from the drop-down field next to the red encircled number 14.
- ii. Enter a National ID in the field next to the red encircled number 15.
- iii. Select a National ID Type from the drop-down field next to the red encircled number 16.
- iv. Enter a Street Address in the field next to the red encircled number 17.
- v. Select a Town/Parish from the drop-down field next to the red encircled number 18.

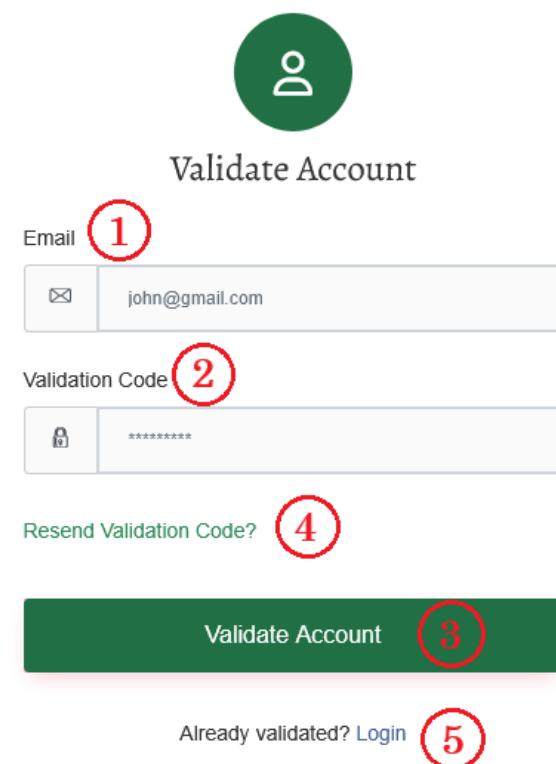
Company (red encircled number 19):

- i. Enter the Company Name in the field next to the red encircled number 20.
- ii. Enter the Company Registration Number in the field next to the red encircled number 21.
- iii. Select a Town/Parish from the drop-down field next to the red encircled number 22.

13. Verify your authenticity by interacting with reCAPTCHA field next to the red encircled number 23.
14. When finished filling out the form, click the “Save Changes” next to the red encircled number 24.
15. If you would like to cancel and return the login form, click the “Cancel” button next to the red encircled number 25.

Validate Account

Seed Certification Quality Control System



The form is titled 'Validate Account' and features a large green circular icon with a white person icon above the title. The form is divided into several sections:

- Email:** A text input field with a small envelope icon, containing the value 'john@gmail.com'. A red circle with the number '1' is positioned above the input field.
- Validation Code:** A text input field with a small lock icon, containing the value '*****'. A red circle with the number '2' is positioned above the input field.
- Resend Validation Code?**: A link in a red circle with the number '4'.
- Validate Account**: A large green button with a white circle containing the number '3'.
- Already validated? Login**: A link in a red circle with the number '5'.

Hello,
You have recently registered an account via the Seed Certification Quality Control System - Account Registration. Please copy and enter the account validation Code below into the Validate Registration page to complete your registration.

Validation Code: 722914

Thank you. Please do not reply to this message. This is an automated message.

Seed Certification Quality Control System - Account Validation

Fig 3

In **Fig 3** above, follow the steps to Validate your Account:

1. Navigate to the Validate Account page by clicking the “Validate Account” link in Fig 1 above.
2. Enter the email for the account in the field next to the red encircled number 1.
3. Enter the validation code sent to the email provided in the [Register / Signup](#) section in the field next to the red encircled number 2.
4. Click the “Validate Account” button next to the red encircled number 3 to validate your account.
5. If the validation code doesn’t appear in your Email Inbox or has expired, click the “Resend Validation Code” link next to the red encircled number 4.
6. After a successful validation, click the “Login” link next to the red encircled number 5 to navigate back to the [Login](#) page.

Forgot Password

Password Recovery

Enter your email 1

john@gmail.com

Recover Password 2

Remember your password? [Signin](#) 3

Hello,

You have recently requested a password reset via the Seed Certification Quality Control System - Password Reset. To continue, please click the password reset link below, or copy paste the entire url below to your browser to proceed with the password reset.

<https://scms.crugeenmedia.com/public/Authentication/resetPassword? a=TnRMY0ZKYTFNdTl4UXZWSUE0RTZEeUNOS3MzUHIEV0InQlrl2YwOXhaSldZUEls&c=0af1f9854ccae298c2d64a669215ffff> 4

Thank you. Please do not reply to this message. This is an automated message.

Seed Certification Quality Control System - Password Reset

 Password Reset

Password 5

6

Confirm Password 7

Update Password 7

Fig 4

In **Fig 4** above, follow the steps for Password Reset:

1. Navigate to the Forgot Password page by clicking the “Forgot Password?” link in **Fig 1** above.
2. Enter your email in the input field next to the red encircled number 1.
3. Click the “Recover Password” button next to the red encircled number 2 to send a recovery email to your email address.
4. If you instead remember your password, click the “Sign in” link next to the red encircled number 3 to navigate back to the login page.
5. Once you have received the password reset email, click the link in the email next to the red encircled number 4 to redirect you to the Password Reset form.
Note: The password reset link you receive may be different from what is displayed in **Fig 3** above.
6. Enter your new password in the field next to the red encircled number 5.
7. Enter your new password again in the field next to the red encircled number 6 to confirm your new password.
8. When finished with entering your new password, click the “Update Password” button next to the red encircled number 7.

Navigation

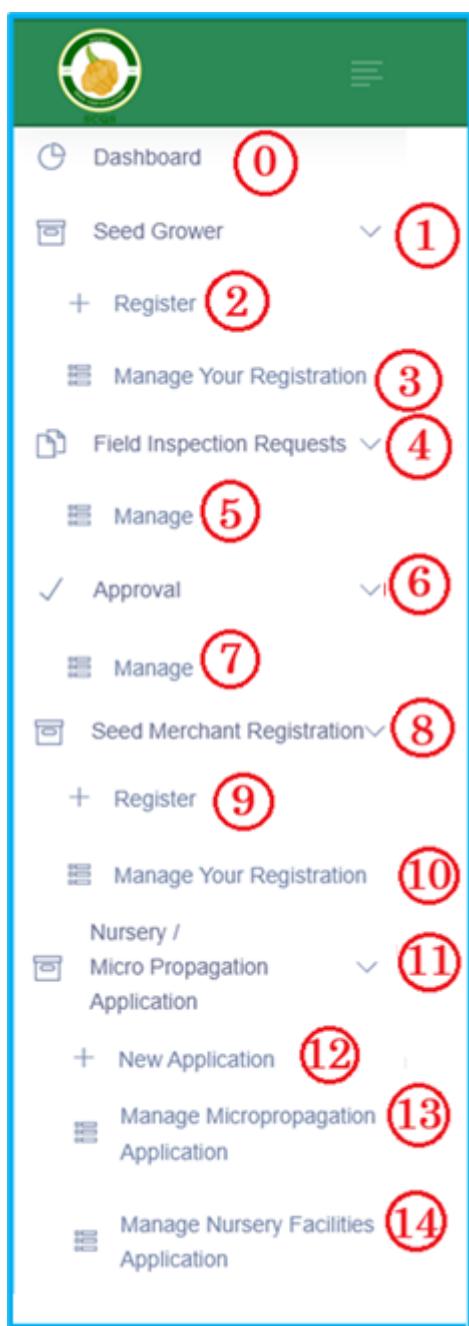


Fig 5

In **Fig 5** above, the content displayed is the fully expanded list of options on the Navigation menu.

Follow the steps below to navigate to any page as an End-User:

1. To navigate to the Dashboard page, click the link next to the red encircled number 0.

2. To navigate to any Seed Grower option, click the link next to the red encircled number 1 to reveal additional options.
 - a) To navigate to the Seed Grower Registration page, click the link next to the red encircled number 2.
 - b) To navigate to the Manage Seed Grower Registration page, click the link next to the red encircled number 3.
3. To navigate to any Field Inspection Requests option, click the link next to the red encircled number 4.
 - a) To navigate to the Field Inspection Requests Manage page, click the link next to the red encircled number 5.
4. To navigate to any Approval option, click the link next to the red encircled number 6.
 - a) To navigate to the Manage Approval page, click the link next to the red encircled number 7.
5. To navigate to any Seed Merchant Registration option, click the link next to the red encircled number 8.
 - a) To navigate to the Seed Merchant Registration page, click on the link next to the red encircled number 9.
 - b) To navigate to the Manage Your Seed Merchant Registration page, click the link next to the red encircled number 10.
6. To navigate to any Nursey/Micropropagation Application options, click the link next to the red encircled number 11 to reveal additional navigation options.
 - a) To navigate to the New Application page, click the link next to the red encircled number 12.
 - b) To navigate to the Manage Micropropagation Application page, click the link next to the red encircled number 13.
 - c) To navigate to the Manage Nursery Facilities Application page, click the link next to the red encircled number 14.

Dashboard

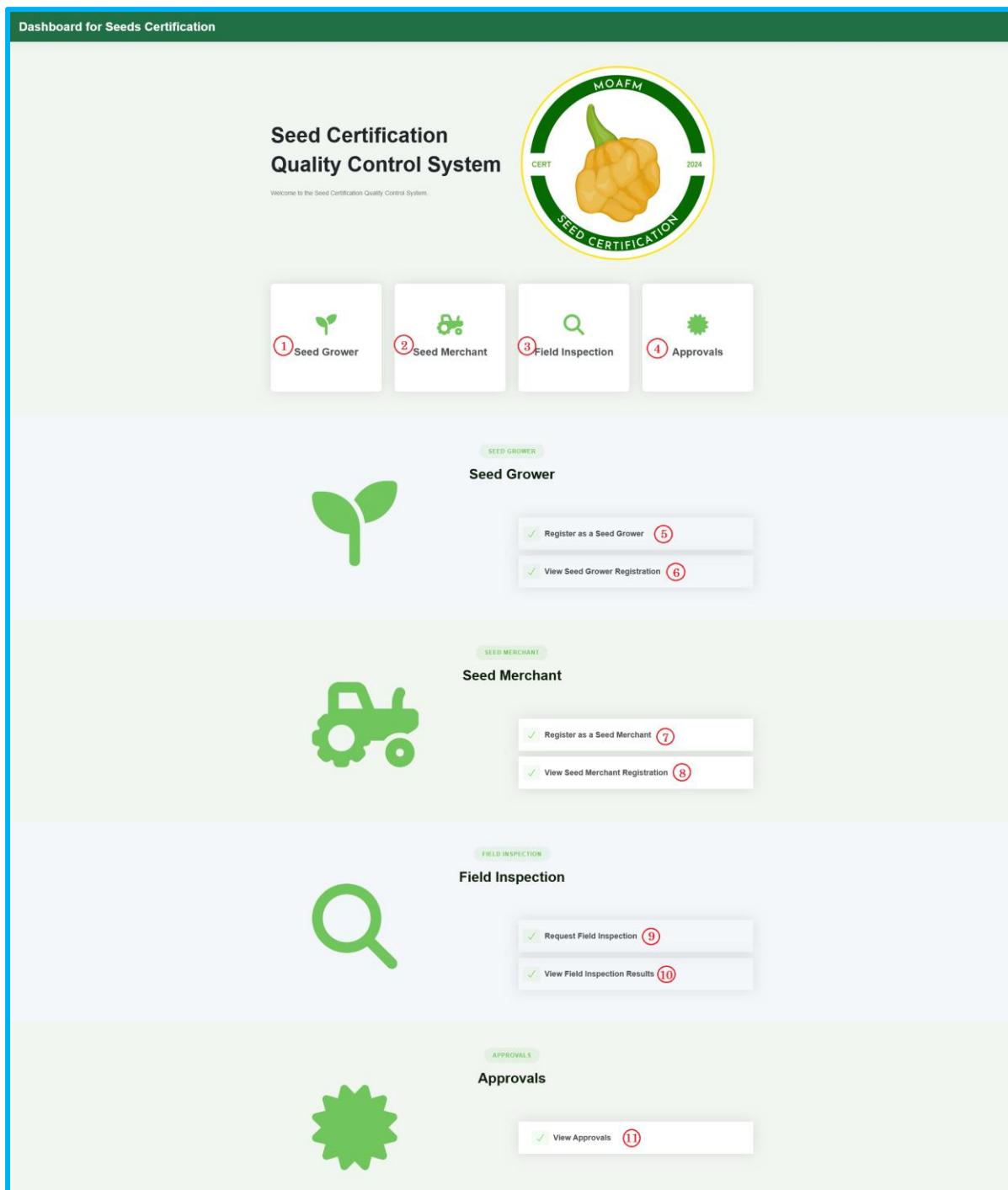


Fig 6

In **Fig 6** above, follow the steps to interact with the User Dashboard:

The dashboard provides links to the core pages of the system. Within the Main Section of the dashboard, four (4) links are provided to quickly navigate to each section on the dashboard.

They are identified by the red encircled numbers 1, 2, 3 & 4.



1. The Seed Grower section provides links to navigate to the [Seed Grower Registration](#) page from the dashboard (identified by the red encircled number 5) and the [Manage Seed Grower Registration](#) page from the dashboard, (identified by the red encircled number 6).
2. The Seed Merchant section provides links to navigate to the [Seed Merchant Registration](#) page from the dashboard (identified by the red encircled number 7) and the [Manage Seed Merchant Registration](#) page from the dashboard (identified by the red encircled number 8).
3. The Field Inspection section provides links to navigate to the [Request Field Inspection](#) page from the dashboard (identified by the red encircled number 9) and the [Manage Field Inspection Request](#) page (identified by the red encircled number 10).
4. The Approvals section provides links to navigate to the [Manage Approvals](#) page from the dashboard (identified by the red encircled number 11).

User Options

Sign Out

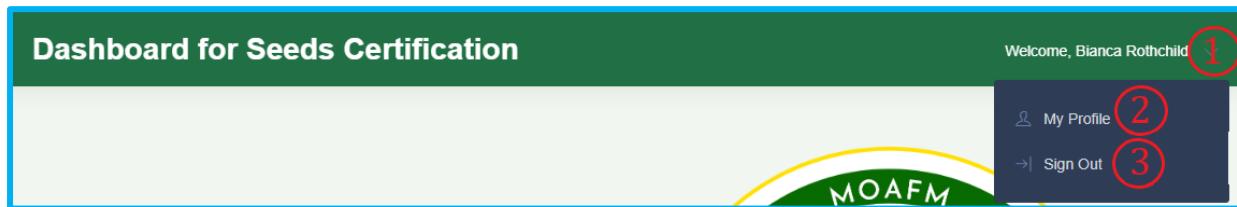


Fig UserOptions

In **Fig UserOptions** above, follow the steps below to sign out of the system:

1. On any screen or page, click your displayed name at the top right-hand corner next to the red encircled number 1 to reveal a list of options.
2. Instructions for clicking the My Profile option will be in the [My Profile](#) section below.
3. Click the Sign Out option next to the red encircled number 3 to log out of the system and be redirected by to the login page.

My Profile

UPDATE YOUR PROFILE

BiancaRothchild@email.com 1

Bianca Rothchild

Gender: Female

National ID: 19901111333

ID Type: Passport

2 Do you want to change the password?

Password should be at least 8-24 characters in length and should include at least one letter and one special character. An example of a password e.g. Password#

Password* 3

Re-Type Password* 4

Phone Country Code (example: 868)* 5

Phone Area Code (example: 876)* 6

Phone Number (example: 123)* 7

Mobile Country Code (example: 868)* 8

Mobile Area Code (example: 876)* 9

Mobile Number (example: 123)* 10

Individual Registration 11

Street Address* 12

Select a Town/Parish* 13

Town D/Parish B
 ▼

Company Registration 14

Select a Town/Parish* 15

Town C/Parish A
 ▼

16 [Save Changes](#) 17 [Cancel](#)

Fig MyProfile

In **Fig MyProfile** above, follow the steps below to Update your account profile:

1. Navigate to the My Profile page, by following the instructions on the [User Options > Sign Out](#) section.

2. You can view your account's email and other information by observing the displayed next to the red encircled number 1 although you can not change this information.
3. Change your Password and Re-Type your password in the fields next to the red encircled numbers 3 and 4 after clicking the checkbox next to number 2.
4. Change your Phone Country Code in the input field next to the red encircled number 5.
5. Change your Phone Area Code in the input field next to the red encircled number 6.
6. Change your Phone Number in the input field next to the red encircled number 7.
7. Change your Mobile Country Code in the input field next to the red encircled number 8.
8. Change your Mobile Area Code in the input field next to the red encircled number 9.
9. Change your Mobile Number in the input field next to the red encircled number 10.
10. Individual User Accounts:
 - a) If using an Individual User Account, the input fields shown will be the fields in the red encircled area next to the red encircled number 11.
 - i. Change your Street Address in the field next to the red encircled number 12.
 - ii. Select your Town/Parish from the dropdown field next to the red encircled number 13.
11. Company User Accounts:
 - a) If using a Company User Account, the input fields shown will be the fields in the red encircled area next to the red encircled number 14.
 - i. Select your Town/Parish from the dropdown field next to the red encircled number 15.
12. When finished filling out the form, click the "Save Changes" next to the red encircled number 16.
13. If you would like to cancel and return the Dashboard or previous page, click the "Cancel" button next to the red encircled number 17.

Seed Grower

Register

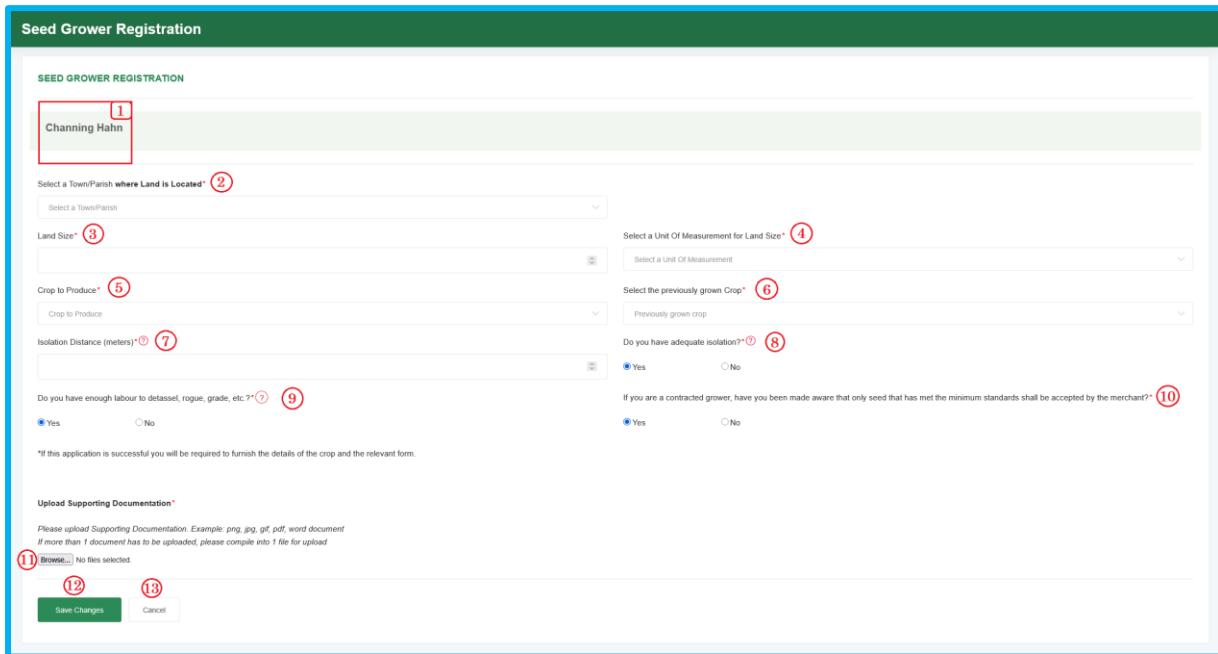


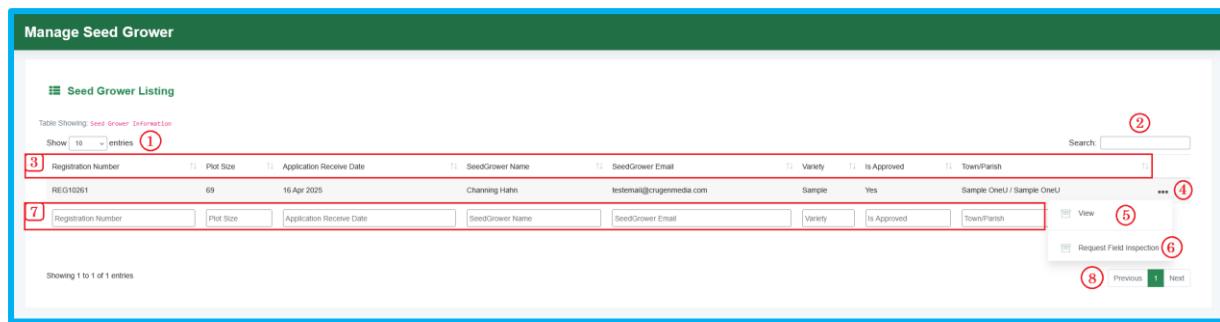
Fig 7

In **Fig 7** above, follow the steps below to learn additional information with the Seed Grower Registration page:

1. Navigate to the Seed Grower Registration page following the instructions in the [Navigation](#) section.
2. You can view brief information about your account by observing the information displayed in the red encircled number 1.
3. Select a Town/Parish where Land is located from the dropdown next to the red encircled number 2.
4. Enter the Land Size in the field next to the red encircled number 3.
5. Select a Unit of Measurement for Land Size from the dropdown next to the red encircled number 4.
6. Select the Crop to Produce from the dropdown next to the red encircled number 5.
7. Select the Previously Grown Crop from the dropdown next to the red encircled number 6.

8. Enter the Isolation Distance in the field next to the red encircled number 7.
9. Select whether adequate isolation is provided from the Yes/No options displayed next to the red encircled number 8.
10. Select whether enough labour is provided from the Yes/No options displayed next to the red encircled number 9.
11. Select whether you have been made aware that the only seed that has met the minimum standards shall be accepted by the merchant from the Yes/No options displayed next to the red encircled number 10.
12. Upload supporting documents by clicking the "Browse..." button next to the red encircled number 11.
13. When finished filling out the form, click the "Save Changes" button next to the red encircled number 12 to submit the form.
14. If you do not wish to enter data into the form at the time, click the "Cancel" button next to the red encircled number 13 to return to the dashboard or previous page.

Manage Seed Grower Registration



The screenshot shows a table titled 'Seed Grower Listing' with the following data:

Registration Number	Plot Size	Application Receive Date	SeedGrower Name	SeedGrower Email	Variety	Is Approved	Town/Parish
REF10261	69	16 Apr 2025	Channing Hahn	testemail@crugenmedia.com	Sample	Yes	Sample OneU / Sample OneU

Below the table are search and filter fields:

- Search field (red circle 2)
- Sort arrows (red circle 3)
- More options (red circle 4)
- View button (red circle 5)
- Request Field Inspection button (red circle 6)
- Page navigation buttons (red circles 7 and 8): Previous, Next

Showing 1 to 1 of 1 entries

Fig 8

In **Fig 8** above, follow the steps below to learn additional information on interaction with the Manage Seed Grower page:

1. Navigate to the Manage Seed Grower page by using the instructions found in the [Navigation](#) section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the drop-down field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual record, click the 3 dot/ellipsis icon next to the red encircled number 4 to reveal additional options for the specific record.
 - a) To view a record, click the View option next to the red encircled number 5.
 - b) To request a field inspection, click the Request Field Inspection option next to the red encircled number 6 if the link is not greyed out.
6. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 7.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 8.

View Seed Grower

View Seed Grower

VIEW SEED GROWER

<p>Registration No REG10261</p> <p>First Name Channing</p> <p>Town/Parish Sample OneU / Sample OneU</p> <p>Unit of Measure Kilometers</p> <p>Crop to Produce Sample - Sample</p> <p>Isolation Distance (meters) 62</p> <p>Do you have enough labour to detassel, rogue, grade, etc? No</p> <p>Is Application Approved? Yes</p> <p><small>If this application is successful you will be required to furnish the details of the crop and the relevant form.</small></p>	<p>Date 16 Apr 2025</p> <p>Last Name Hahn</p> <p>Land Size 69</p> <p>Previously Grown Crop Commodity A - Jalapeño</p> <p>Do you have adequate isolation? Yes</p> <p><small>If you are a contracted grower, have you been made aware that only seed that has met the minimum standards shall be accepted by the merchant?</small></p>
---	---

Previously Uploaded file:
test_file_2025-04-16_18-23-32.png

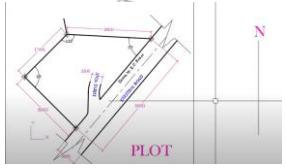


Fig 9

In **Fig 9** above, follow the steps below to view a specific Seed Grower Application from the listing:

1. Navigate to the View Seed Grower Page using the instructions in the [Manage Seed Grower Registration](#) section
2. On this page you may view the details of individual records.

Application for Field Inspection

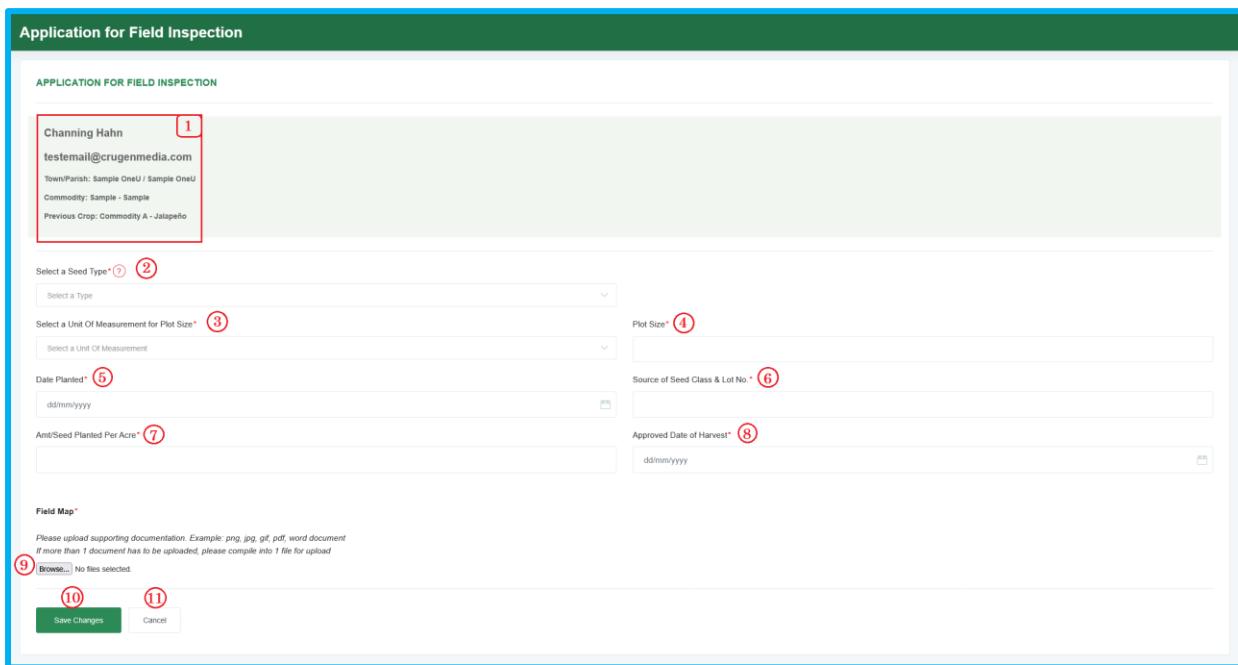


Fig 10

In **Fig 10** above, follow the steps below to Request a Field Inspection:

1. Navigate to the Application for Field Inspection page by following the instructions in the [Manage Seed Grower Registration](#) section.
2. You can view brief information about your Seed Grower record by observing the information displayed in the red encircled area next to the red encircled number 1.
3. Select a Seed Type from the dropdown field next to the red encircled number 2.
4. Select a Unit of Measurement from the dropdown field next to the red encircled number 3.
5. Enter the Plot Size in the field next to the red encircled number 4.
6. Select a Date Planted from the dropdown field next to the red encircled number 5.
7. Enter the Source of Seed Class & Lot No. in the field next to the red encircled number 6.
8. Enter Amt/Seed Planted Per Acre in the field next to the red encircled number 7.
9. Select Approved Date of Harvest from the dropdown field next to the red encircled number 8.
10. Upload supporting documents by clicking the "Browse" button next to the red encircled number 9.

11. When finished filling out the form, click the “Save Changes” button next to the red encircled number 10 to submit the form.
12. If you do not wish to enter data into the form at the time, click the “Cancel” button next to the red encircled number 11 to return to the dashboard or previous page.

Field Inspection Requests

Manage Field Inspection Requests

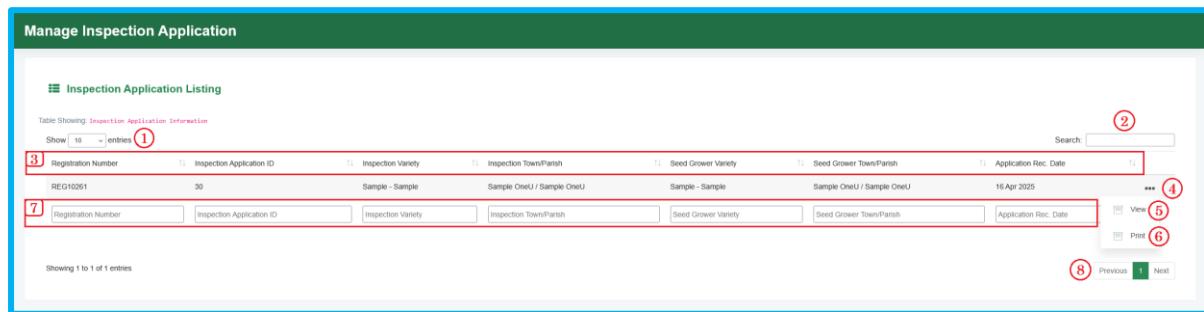


Fig 11

In **Fig 11** above, follow the steps below to learn additional information on interaction with the Manage Field Inspection Requests page:

1. Navigate to the Manage Inspection Application page by using the instructions found in the [Navigation](#) section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the dropdown field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual record, click the 3 dot/ellipsis icon next to the red encircled number 4 to reveal additional options for the specific record.
 - a) To view a record, click the View option next to the red encircled number 5.
 - b) To print the document, click the Print option next to the red encircled number 6, which will redirect you to the print preview page, from there you can print the record.
6. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 7.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 8.

View Field Inspection Request

View Inspection Application

VIEW FIELD INSPECTION APPLICATION

Channing Hahn
testemail@crugenmedia.com
Town/Parish: Sample OneU / Sample OneU
Commodity: Sample - Sample
Previous Crop: Commodity A - Jalapeño
Phone Contact: 811 - 292 - 3815
Mobile Contact: 333 - 876 - 8825
Address: 123 Main Street
Registration Number: REG10261
Inspection Application ID: 30

Seed Type
I - Source Identified Germplasm

Unit of Measure	Plot Size
Hectares	10001

Date Planted
06 Jan 2025

Source of Seed Class & Lot No.
123

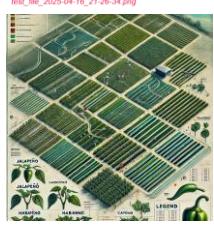
Amt/Seed Planted Per Acre
10

Approved Date of Harvest
01 May 2025

Latitude
10.00000000

Longitude
-15.22000000

Previously Uploaded Field Map:
img_001_2025-04-16_21-26-34.png



Print Inspection Request (1)

Fig 12

In **Fig 12** above, follow the steps below to view a specific Field Inspection Request record:

1. Navigate to the View Field Inspection Request page using the instructions in the [Manage Field Inspection Requests](#) section.
2. On this page you may view the details of individual records.
3. If you would like to Print the Field Inspection Request information, click the “Print Inspection Request” button next to the red encircled number 1 which will redirect to a print preview page. From there you may print the record.

Approval

Manage Registration Approval

Form 1A - Manage Registration Approval

Registration Listing

Table Showing: Registrations

Show: 10 entries 1

Registration No	Plot Size	Application Receive Date	SeedGrower	Variety	Is Approved	Town/Parish
REG10061	69	16-Apr-2020	testemail@cnugenmedia.com	Sample	Yes	Sample OneU / Sample OneU

Search: 2

3 Registration No 4 Plot Size 5 Application Receive Date 6 SeedGrower 7 Variety 8 Is Approved 9 Town/Parish

Showing 1 to 1 of 1 entries

Previous 10 Next

Fig 13

In **Fig 13** above, follow the steps below to learn additional information on interaction with the Manage Registration Approval page:

1. Navigate to the Manage Registration Approval page by using the instructions found in the [Navigation](#) section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the dropdown field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 4.
6. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 5.

Seed Merchant Registration

Register

Seed Merchant Registration

APPLICATION FOR SEED MERCHANT

1 Channing Hahn
User Address: 123 Main Street
Telephone Number: 811-202-3515

2 Merchant Address*

3 Select a Town/Parish*

4 We wish to deal in

5 1. Merchant
a) Do you have adequate and knowledgeable personnel who are conversant with seed matters?*

6 2. Production
a) Do you have adequate land and equipment to handle facilitate the operation?*

7 2. Production
b) Do you have contractual agreement with growers you have recruited?*

8 2. Production
c) Do you have adequate field officer to supervise and advise growers on all operations of seed production?*

9 3. Processing
a) Do you have adequate equipment and machinery to process seed?*

10 3. Processing
b) Do you have adequate storage space?*

11 3. Processing
c) Do you have a capacity to print and label packets/containers as required by the regulations?*

12 4. Marketing
a) Do they have adequate understanding and knowledge of seed?*

13 4. Marketing
b) Do they have adequate storage facilities?*

14 4. Marketing
c) Do they understand that seed is living and should not be mixed with dangerous chemicals, kept in moist floors, too high humidity and excessive temperatures?*

15 Save Changes

16 Cancel

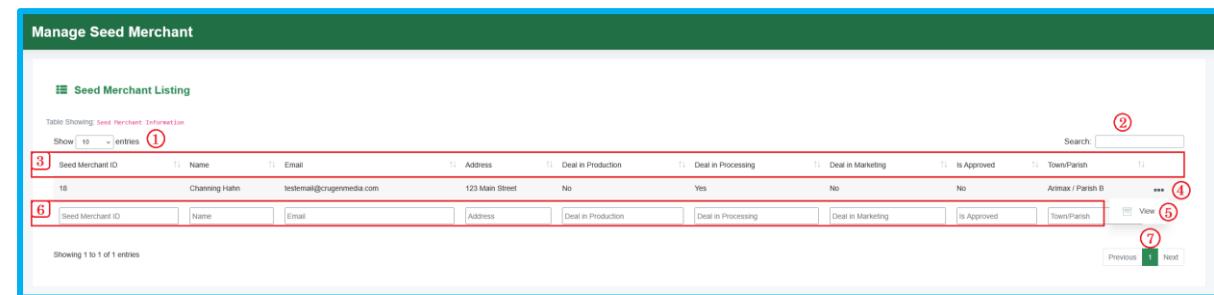
Fig 134

In **Fig 14** above, follow the steps below to Register a Seed Merchant:

1. Navigate to the Seed Merchant Registration page, by following the instructions in the Navigation section.
2. You can view brief information about your account by observing the information displayed in the red encircled area next to the red encircled number 1.
3. Enter the Merchant Address in the field next to the red encircled number 2.
4. Select a Town/Parish from the dropdown field next to the red encircled number 3.

5. Select an option(s) for the I/We wish to deal in section in the field next to the red encircled number 4.
6. Select an option for adequate and knowledgeable personnel on seed matters from the Yes/No options next to the red encircled number 5.
7. Select an option for adequate and equipment land from the Yes/No options next to the red encircled number 6.
8. Select an option for contractual agreement with growers from the Yes/No options next to the red encircled number 7.
9. Select an option for adequate field officer from the Yes/No options next to the red encircled number 8.
10. Select an option for adequate equipment and machinery to process seed from the Yes/No options next to the red encircled 9.
11. Select an option for adequate storage space from the Yes/No options next to the red encircled number 10.
12. Select an option for capacity to print label packets/containers from the Yes/No options next to the red encircled number 11.
13. Select an option for adequate understanding of knowledge and seed from the Yes/No options next to the red encircled number 12.
14. Select an option for adequate storage facilities from the Yes/No options next to the red encircled number 13.
15. Select an option for seed handling from the Yes/No options next to the red encircled number 14.
16. When finished filling out the form, click the “Save Changes” next to the red encircled number 15.
17. If you would like to cancel and return the dashboard or previous page, click the “Cancel” button next to the red encircled number 16.

Manage Seed Merchant



The screenshot shows a table titled 'Seed Merchant Listing' with the following data:

Seed Merchant ID	Name	Email	Address	Deal in Production	Deal in Processing	Deal in Marketing	Is Approved	Town/Parish
18	Channing Hahn	testemail@crugenmedia.com	123 Main Street	No	Yes	No	No	Arinmax / Parish B

Below the table are search and filter fields, and a row of buttons. Red circles numbered 1 through 7 point to specific elements:

- ① A dropdown menu labeled 'Show' with a value of '10'.
- ② A search input field with a placeholder 'Search'.
- ③ The 'Seed Merchant ID' column header.
- ④ A three-dot ellipsis button next to the last record.
- ⑤ A 'View' button next to the last record.
- ⑥ A row of search input fields for each column.
- ⑦ 'Previous' and 'Next' navigation buttons at the bottom.

Fig 15

In **Fig 15** above, follow the steps below to learn additional information on interaction with the Manage Seed Merchant page:

1. Navigate to the Manage Seed Merchant page by using the instructions found in the [Navigation](#) section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the dropdown field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual record, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
 - a) To view a record, click the View option next to the red encircled number 5
6. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 6.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 7.

View Seed Merchant

View Seed Merchant

VIEW SEED MERCHANT

First Name	Charming	Last Name	Hahn
User Address	123 Main Street	Telephone Number	811-202-3515
Merchant Address	123 Main Street	Town/Parish	Arimax / Parish B
We wish to deal in	Processing		
The following answers are displayed			
1. Merchant		2. Production	
a) Do you have adequate and knowledgeable personnel who are conversant with seed matters?		b) Do you have contractual agreement with growers you have recruited?	
Yes		No	
2. Production		3. Processing	
a) Do you have adequate land and equipment to handle facilitate the operation?		b) Do you have adequate field officer to supervise and advise growers on all operations of seed production?	
Yes		No	
3. Processing		4. Marketing	
a) Do you have adequate equipment and machinery to process seed?		b) Do you have adequate storage space?	
No		Yes	
3. Processing		4. Marketing	
a) Do you have a capacity to print and label packets/containers as required by the regulations?		b) Do they have adequate storage facilities?	
Yes		Yes	
4. Marketing		5. Marketing	
a) Do they have adequate understanding and knowledge of seed?		b) Do they understand that seed is living and should not be mixed with dangerous chemicals, kept in moist floors, too high humidity and excessive temperatures?	
No		No	
Is Application Approved?			
No			

Fig 146

In **Fig 16** above, follow the steps below to view a specific Seed Merchant record:

1. Navigate to the View Seed Merchant page using the instructions in the [Manage Seed Merchant](#) section.
2. On this page you may view the details of individual records.

Nursery / Micropropagation Applications

Micropropagation Applications

Add Micropropagation Application

In **Fig 17** below, follow the steps below to add a Micropropagation Application:

1. Navigate to the Add Application page following the instructions in the [Navigation](#) section.
2. Select the Micro-propagation option for the facility field next to the red encircled number 0.
3. Enter a TRN in the field next to the red encircled number 1.
4. Enter a Nursery Registration Number in the field next to the red encircled number 2.
5. Enter a Name of Nursery in the field next to the red encircled number 3.
6. Select a Location of Nursery from the drop-down next to the red encircled number 4.
7. Select a Constitution from the drop-down next to the red encircled number 5.
 - i. If Other is selected, enter Other Constitution in the field next to the red encircled number 6.
8. Enter a Year of Establishment in the field next to the red encircled number 7.
9. Enter a Total Area of the Nursery in the field next to the red encircled number 8.
10. Select Types of Crops/Plants Grown from the drop-down next to the red encircled number 9.
11. Fill out the Infrastructure Details table rows and input fields as seen below next to the red encircled number 10.
12. Add new rows from the Infrastructure Details Table using the Add Row Button next to the red encircled number 11.
13. Remove rows using the Remove button next to the red encircled number 12.
14. Fill out the Production Facilities table rows and input fields as seen below next to the red encircled number 13.

15. Add new rows to the Production Facilities table using the Add Row button next to the red encircled number 14.
16. Remove rows from the Production Facilities Table using the Remove button next to the red encircled number 15.
17. Select an option from the Follows Pest and Disease Management field next to the red encircled number 16.
18. Select an option from the Implements Sanitation Practices field next to the red encircled number 17.
19. Select an option from the Previous Certification field next to the red encircled number 18.
20. Upload supporting document by clicking the “Browse...” button next to the red encircled number 19.
21. Enter Training Name in the field next to the red encircled number 20.
22. Enter Organizing Agency in the field next to the red encircled number 21.
23. Select a Date from the drop-down date field next to the red encircled number 22.
24. Upload Training Certificate by clicking the “Browse...” button next to the red encircled number 23.
25. Select an option from the Awareness of Certification Guidelines field next to the red encircled number 24.
26. Select an option from the Committed to Protocols field next to the red encircled number 25.
27. Fill out the Future Production Plan table rows and input fields as seen below next to the red encircled number 26.
28. Add new rows to the Future Production Plan table using the Add Row button next to the red encircled number 27.
29. Remove rows from the Future Production Plan table using the Remove button next to the red encircled number 28.
30. When finished filling out the form, click the “Save Changes” button next to the red encircled number 29 to submit the form.
31. If you do not wish to enter data into the form at the time, click the “Cancel” button next to the red encircled number 30 to return to the dashboard or previous page.

Nursery / Micro Propagation Application
APPLICATION FOR CERTIFICATION OF MICRO-PROPAGATION FACILITIES PRODUCING QUALITY AND DISEASE-FREE PLANTS UNDER THE PLANT QUARANTINE DIVISION

 What type of facility is this application for? **0**
 Nursery Certification

 Micro-Propagation

Applicant Details

 TRN (Tax Registration Number) **1**

 Nursery Registration Number (if Applicable) **2**

Facility Details

 Name of Nursery (if any)* **3**

 Location of Nursery* **4**

Select Data

 Constitution* **5**

 Other* **6**

Nursery Facilities

 Year of Establishment* **7**

 Total Area of the Nursery (m²) **8**

 Type of Crops/Plants Grown* **9**

Select Data

Infrastructure Details

Type of Infrastructure*	Year of Establishment*	Number*	Size (m ²)*	Condition (Good/Fair/Poor)*	Action
Greenhouse				Good	12 Remove

 Add Row **11**
Nursery Practices
Production Facilities

Grow Medium (Coir, Bagasse, etc.)*	Container Size (m ³)*	Source of Irrigation*	Type of Irrigation*	Action
				15 Remove

 Add Row **14**
Disease and Pest Management

 Does the facility follow pest and disease management protocols? **16**

- Yes
- No

 Are sanitation practices implemented in the facility?* **17**

- Yes
- No

Certification Details
Previous Certification

 Is the facility currently certified by the Plant Quarantine Division? **18**

- Yes (Attach a copy of the certificate) **19** selected.
- No

Training Details

 Training Name* **20**

 Organizing Agency* **21**

 Date* **22**

Awareness of Certification Standards

 Are you aware of the established certification guidelines for the plants being produced? **24**

- Yes
- No

 Are you committed to producing plants in accordance to the established certification protocols?* **25**

- Yes
- No

Future Production Plan

Year*	Crop Type*	Estimated Number of Plants*	Action
	None	e.g., 500	28 Remove

 Add Row **27**
Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to comply with all requirements of the Plant Quarantine Division for certification.

Name of Applicant

Date

17 Apr 2025

Channing Hahn

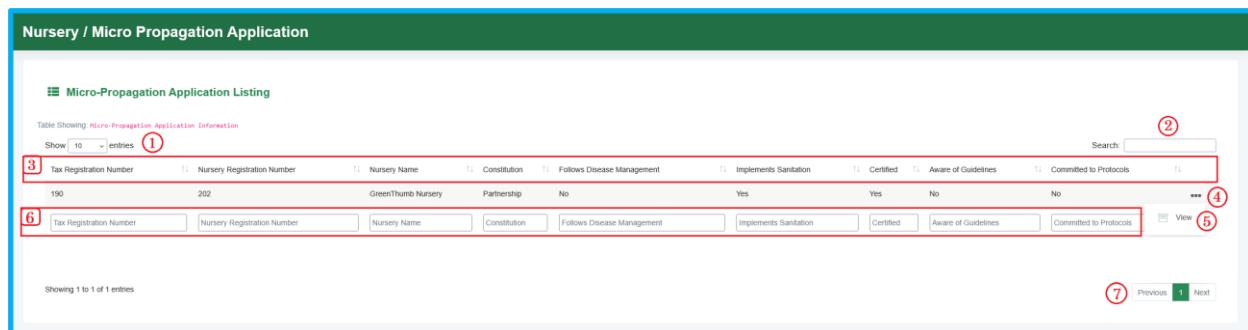
29
30

Save Changes

Cancel

Fig 17

Manage Micropagation Applications



Micro-Propagation Application Listing

Table Showing: Micro-Propagation Application Information

Show 10 entries 1

Search: 2

Tax Registration Number	Nursery Registration Number	Nursery Name	Constitution	Follows Disease Management	Implements Sanitation	Certified	Aware of Guidelines	Committed to Protocols
190	202	GreenThumb Nursery	Partnership	No	Yes	Yes	No	No

3 4 5 6 7

Showing 1 to 1 of 1 entries

Fig 18

In **Fig 18** above, follow the steps below to learn additional information on interaction with the Manage Micropagation Applications page.

1. Navigate to the Manage Micropagation Application page by using the instructions found in the [Navigation](#) section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the drop-down field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual records, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
 - a) To view a record, click the View option next to the red encircled number 5
6. To search records by an individual column, enter text into any input fields in the red encircled number 6.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 7.

View Micropropagation Application

Nursery / Micro Propagation Application

**APPLICATION FOR CERTIFICATION OF MICRO-PROPAGATION FACILITIES PRODUCING QUALITY AND DISEASE-FREE PLANTS
UNDER THE PLANT QUARANTINE DIVISION**

Applicant Details

First Name	Last Name
Channing	Hahn
Address	Email Address
123 Main Street Parish D Town G	testemail@crugenmedia.com
Tax Registration No.	Nursery Registration Number (if Applicable)
190	202

Facility Details

Name of Nursery	Constitution
GreenThumb Nursery	Partnership
Location of Nursery	
Town D Parish B	

Nursery Facilities

Year of Establishment	Total Area of the Nursery	Type of Crops/Plants Grown
1989	205.32	BBQ SauceU, Commodity A, Commodity C, Commodity D, Hot Sauce, NurseryComm, Sample OneU

Infrastructure Details

Type of Infrastructure	Year of Establishment	Number	Size	Condition (Good/Fair/Poor)
Greenhouse	1992	48	22	Good

Nursery Practices

Production Facilities

Grow Medium (Cot, Bagasse, etc.)	Container Size	Source of Irrigation	Type of Irrigation
Quia atque sunt volu	50	Provident autem ea	Voluptates enim reru

Disease and Pest Management

Does the facility follow pest and disease management protocols?	Are sanitation practices implemented in the facility?
No	Yes

Certification Details

Previous Certification

Is the facility currently certified by the Plant Quarantine Division?	Training Details
Yes	Name of Training/Workshop Date Organizing Agency Certificate Attached
	Training Name Organizing Agency Date
	Best Practices in Nursery Management Ab eos qui labore ex 01 Apr 2025

Awareness of Certification Standards

Are you aware of the established certification guidelines for the plants being produced?	Are you committed to producing plants in accordance to the established certification protocols?
No	No

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to comply with all requirements of the Plant Quarantine Division for certification.

Name of Applicant	Date
Channing Hahn	17 Apr 2025

Certificate Attached:
CERTIFICATE_20250417_055323.png



Training Certificate Attached:
TRAINING_CERTIFICATE_20250417_055323.jpg



Fig 19

In **Fig 19** above, follow the steps below to view a specific Micropropagation Application from the listing:

1. Navigate to the View Micropropagation Application Page using the instructions in the [Manage Micropropagation Applications](#) Section
2. On this page you may view the details of individual micropropagation records.

Nursery Facilities

Nursery Facilities Application

Add Nursery Facilities Application

In **Fig 20** below, follow the steps below to Add a new Nursery Facilities Application:

1. Navigate to the Add Application page following the instructions in the [Navigation](#) section.
2. Select the Nursery Certification option from the facility field next to the red encircled number 0.
3. Enter a TRN in the field next to the red encircled number 1.
4. Enter a Nursery Registration Number in the field next to the red encircled number 2.
5. Enter a RADA Registration Number in the field next to the red encircled number 3.
6. Enter a Name of Nursery in the field next to the red encircled number 4.
7. Select a Location of Nursery from the drop-down next to the red encircled number 5.
8. Enter the Owner of the Land in the field next to the red encircled number 6.
9. Select a Constitution from the drop-down next to the red encircled number 7.
 - i. If Other is selected, enter Other Constitution in the field next to the red encircled number 8.
10. Enter a Year of Establishment in the field next to the red encircled number 9.
11. Enter a Total Area of the Nursery in the field next to the red encircled number 10.
12. Select Types of Crops/Plants Grown from the drop-down next to the red encircled number 11.
13. Fill out the Infrastructure Details table rows and input fields as seen below next to the red encircled number 12.
14. Add new rows from the Infrastructure Details Table using the Add Row Button next to the red encircled number 13.
15. Remove rows using the Remove button next to the red encircled number 14.
16. Fill out the Production Facilities table rows and input fields as seen below next to the red encircled number 15.
17. Add new rows to the Production Facilities table using the Add Row button next to the red encircled number 16.

18. Remove rows from the Production Facilities Table using the Remove button next to the red encircled number 17.
19. Select an option from the Follows Pest and Disease Management field next to the red encircled number 18.
20. Select an option from the Implements Sanitation Practices field next to the red encircled number 19.
21. Fill out the Certified Budwood/Scion Sources table rows and input fields as seen in the below next to the red encircled number 20.
22. Add new rows to the Certified Budwood/Scion Sources table using the Add Row button next to the red encircled number 21.
23. Remove rows from the Production Facilities table using the Remove button next to the red encircled number 22.
24. Select an option from the Previous Certification field next to the red encircled number 23.
25. Upload supporting document by clicking the “Browse...” button next to the red encircled number 24.
26. Enter Training Name in the field next to the red encircled number 25.
27. Enter Organizing Agency in the field next to the red encircled number 26.
28. Select a Date from the drop-down date field next to the red encircled number 27.
29. Upload Training Certificate by clicking the “Browse...” button next to the red encircled number 28.
30. Select an option from the Awareness of Certification Guidelines field next to the red encircled number 29.
31. Select an option from the Committed to Protocols field next to the red encircled number 30.
32. Fill out the Future Production Plan table rows and input fields as seen below next to the red encircled number 31.
33. Add new rows to the Future Production Plan table using the Add Row button next to the red encircled number 32.
34. Remove rows from the Future Production Plan table using the Remove button next to the red encircled number 33.
35. When finished filling out the form, click the “Save Changes” button next to the red encircled number 34 to submit the form.

36. If you do not wish to enter data into the form at the time, click the “Cancel” button next to the red encircled number 35 to return to the dashboard or previous page.

Nursery / Micro Propagation Application

APPLICATION FOR CERTIFICATION OF QUALITY AND DISEASE FREE PLANTS/NURSERY FACILITIES UNDER THE PLANT QUARANTINE DIVISION

What type of facility is this application for? **①**

Nursery Certification Micro-Propagation

Applicant Details

TRN (Tax Registration Number)* **①**

Nursery Registration Number (if Applicable)* **②**

RADA Registration Number * **③**

Nursery Details

Name of Nursery (if any)* **④**

Location of Nursery* **⑤**

Owner of the Land* **⑥**

Condition: **⑦**

Other **⑧**

Nursery Facilities

Year of Establishment* **⑨**

Total Area of the Nursery (m²)* **⑩**

Type of Crops/Plants Grown: **⑪**

Infrastructure Details

⑫

Type of Infrastructure*	Year of Establishment*	Number*	Size (m ²)*	Condition (Good/Fair/Poor)*	Action
Greenhouse				Good	⑭ Remove

⑬ Add Row

Nursery Practices

Production Facilities

⑮

Drip Medium (Coir, Bagasse, etc.)*	Container Size (m ²)*	Source of Irrigation*	Type of Irrigation*	Action
				⑯ Remove ⑯

⑯ Add Row

Disease and Pest Management

Does the facility follow pest and disease management protocols? **⑯** Yes No

Are sanitation practices implemented in the nursery? **⑯** Yes No

Certified Budwood/Scion Sources

⑰

Crop Type*	Source of Certified Material*	No. of Plants*	Use (Rootstock/Scion)*	Action
None			Rootstock	⑯ Remove ⑯

⑱ Add Row

Certification Details

Previous Certification

Is the nursery currently certified by the Plant Quarantine Division? **⑯** Yes (Attach a copy of the certificate) **⑯** No **⑯** Selected

Training Details

Training Name* **⑯** Organizing Agency* **⑯** Date* **⑯** dd/mm/yyyy

Training Certificate Attachment **⑯** (Browse...) No file selected

Awareness of Certification Standards

Are you aware of certification guidelines for nursery plants that you intend to grow? **⑯** Yes No

Are you committed to producing plants according to the established certification protocol governing that crop? **⑯** Yes No

Future Production Plan

⑲

Year*	Crop Type*	Estimated Number of Plants*	Intended Use (Seedling/Scion/Rootstock)	Action
	None	e.g., 500	Rootstock	⑳ Remove ⑳

⑳ Add Row

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to comply with all requirements of the Plant Quarantine Division for certification.

Name of Applicant Date 17 Apr 2025

⑳ Save Changes **⑳** Cancel

Manage Nursery Facilities Application

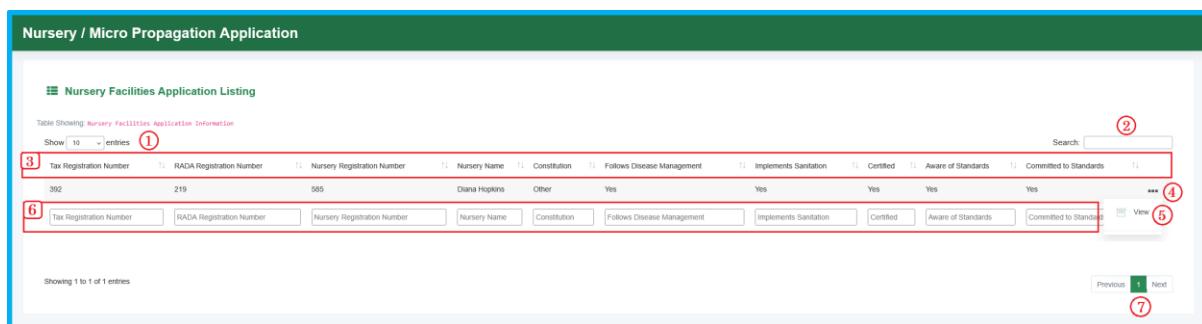


Fig 151

In **Fig 21** above, follow the steps below to learn additional information on interaction with the Manage Nursery Facilities Application page.

1. Navigate to the Manage Nursery Facilities Applications page by using the instructions found in the [Navigation](#) section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the drop-down field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual records, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
 - a) To view a record, click the View option next to the red encircled number 5
6. To search records by an individual column, enter text into any input fields in the red encircled number 6.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 7.

Fig 20

View Nursery Facilities Application

In **Fig 22** below, follow the steps below to view a specific Nursery Facilities Application from the listing:

1. Navigate to the View Nursery Facilities Application Page using the instructions in the [Manage Nursery Facilities Applications](#) section.
2. On this page you may view the details of individual records.

Nursery / Micro Propagation Application

APPLICATION FOR CERTIFICATION OF QUALITY AND DISEASE FREE PLANTS/NURSERY FACILITIES UNDER THE PLANT QUARANTINE DIVISION

Applicant Details

First Name Channing	Last Name Hahn
Address 123 Main Street Parish D Town G	Email Address testemail@crugermedia.com
Tax Registration No. 392	Nursery Registration Number (If Applicable) 585
RADA Registration Number 219	

Facility Details

Name of Nursery Diana Hopkins	Location of Nursery Town E Parish B
Owner of the Land Aut non quae sit deo	Constitution Laborum consequatur

Nursery Facilities

Year of Establishment 1993	Total Area of the Nursery 100.20	Type of Crops/Plants Grown BBQ Saucut, Commodity A, Commodity E, NurseryComm, Sample, Sample OneU
-------------------------------	-------------------------------------	--

Infrastructure Details

Type of Infrastructure	Year of Establishment	Number	Size	Condition (Good/Fair/Poor)
Greenhouse	1970	300	52	Good

Nursery Practices

Production Facilities

Grow Medium (Cot, Bagasse, etc.)	Container Size	Source of Irrigation	Type of Irrigation
Latice autem assumere	21	Autr variagates pers	Neostri paratus 10

Disease and Pest Management

Does the facility follow pest and disease management protocols? Yes

Are sanitation practices implemented in the nursery? Yes

Certified Budwood/Scion Sources

Crop Type	Source of Certified Material	No. of Plants	Use (Rootstock/Scion)
Commodity A	In eamur veritatis s	135	Rootstock

Certification Details

Previous Certification

Is the nursery currently certified by the Plant Quarantine Division? Yes

Training Details

Name of Training/Workshop Date Organizing Agency Certificate Attached
Best Practices in Nursery Management IV Remun quia qui unde Date 01 Apr 2025

Awareness of Certification Standards

Are you aware of certification guidelines for nursery plants that you intend to grow? Yes

Are you committed to producing plants according to the established certification protocol governing that crop? Yes

Year **Crop Type** **Estimated Number of Plants** **Intended Use (Seedling/Scion/Rootstock)**

1995	Commodity A	696	Rootstock
------	-------------	-----	-----------

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to comply with all requirements of the Plant Quarantine Division for certification.

Name of Applicant
Channing Hahn **Date**
17 Apr 2025

Certificate Attached:
CERTIFICATE_20250417_060303.png



Training Certificate Attached:
TRAINING_CERTIFICATE_20250417_060303.png



Fig 16



SCQS

END OF DOCUMENT