# ADGG LIVEGENE USER MANUAL

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<td>Introduction, User Management, Settings, Master Data, Clients, Farms, Animals</td>
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INTRODUCTION

The system can be accessed through the provided URL.

LOGIN

The default landing page after visiting the system URL is the login page which is shown below. To login, enter the correct username and password in the relevant fields.
PASSWORD RESET

In case you forget the password, click forgot password as indicated by the arrow in the previous page. You will be directed to the following page

Enter a correct and an active email. Password reset link will be sent to the email address you have provided. Follow the instructions provided in the email to change your password. If the password is changed successfully, go back to the login page then enter the username with the new password then submit to login. If not changed successfully, contact the admin for help.

A successful login should direct you to the following page;
USER MANAGEMENT

This module is used to manage the system users.

To access the module, click Users shown by the arrow. This will take you to a page with all the registered users.
The users can be filtered as per organization, status (active or inactive), mobile etc. using these fields;

User management module has the following features;

**Creating a user**

To create a user, click add user button indicated by the arrow.
**Updating a user**

To update a user, click the button indicated by the arrow.

![Update User]

**Viewing user details**

To view user details, click the button indicated by the arrow.

![View User Details]
Exporting users

Click the button indicated by the arrow then select the export format.

Roles and privileges

This will determine what the registered user will be able to see and do in the system. They can be added, updated and exported.
**User audit trails**
This help to know who did what? And at what time. They are triggered by various actions like creating and updating. They can be exported.

**System resources**
These define the system resources. A resource is anything that form part of the system.
Account Types

These define the types of user accounts as indicated in the list.

Settings

These are system settings that can be set and changed as need be. They include but not limited to default time zone, default country, default currency, company name etc. To go to these details, click settings as indicated by the arrow.
The default page when you click settings is general settings where you can set company name, application name, admin email, default time zone, default country, default currency etc. as shown on the above image.

Other settings features are:

**Email settings**

Here you can set various features of email as shown in the image:

There are various email templates. They can be added, exported and deleted.
Email Templates

MASTER DATA

These include list of countries, currencies, List Type (Gender, Language, Person age group etc.). The default page of master data is countries.

COUNTRIES
These can be added, updated and exported.
Currencies

These refer to the list of currencies that can be used in the system. They can be added, updated and deleted.

List Types

This defines various types of lists.
Lists

Shows the details of lookup lists including type, label, value

SMS Settings

These are significant in receiving notifications through SMS.
**SMS Templates**

These are the templates that used in SMS. They can be added and updated.

![SMS Templates](image1)

**SMS Outbox**

This shows details of messages sent from the system as shown in the image below

![SMS Outbox](image2)
Notifications settings

This is where you do all the settings for notifications including adding of a notification template.

Security/Password Settings

Provide the guidelines for password and other security settings like password length.
Google Map Settings

Country Administrative Units
Extendable Tables

This includes the following:

**Client/People Attributes**

![Image of Extendable Tables for Client/People Attributes]

**Farm Attributes**

![Image of Extendable Tables for Farm Attributes]
Animal Attributes

Animal Events

Numbering Format

Shows the format used for numbering items in the system. You can add a format edit or deactivate an existing one.
Runtime Logs

These record of events that are significant in debugging and maintenance.

Jobs Manager

Cron is a Linux utility which schedules a command or script on your server to run automatically at a specified time and date. A cron job is the scheduled task itself. Cron jobs can be very useful to automate repetitive tasks.
CLIENTS/FARMERS

This is where all the farmers or clients are managed.

Create a farmer

Click the button pointed by the green arrow to create a farmer.
Update a farmer

Click the button indicated by the blue arrow to update a farmer.

View Farmer’s Details

To view the details, click the button indicated by the arrow.
Export farmers details

Click the export button indicated by the arrow then select the format to use for exporting.

Sample Exported Excel
FARMS

To access the farms, click Farms indicated by the purple arrow. This will direct you to a page with a list of all the farms. This list can be filtered as per the country, code, farmer telephone number etc. as shown in the image below.

Create a farm

Click the green arrow then enter the details in the fields to create a farm.
Update a farm

Click the blue arrow then enter the details in the fields to update a farm.

Upload a Farm

Click the black arrow then enter the details in the fields to upload a farm. Read the upload guide keenly before uploading the file.
The following is an example of excel file you can upload.
**ANIMALS**

Click animals indicated by the blue arrow. This will direct you to a page with all the animals.

Create an animal

Click add animal button indicated by the green arrow.

Enter data in the fields then submit to create an animal.