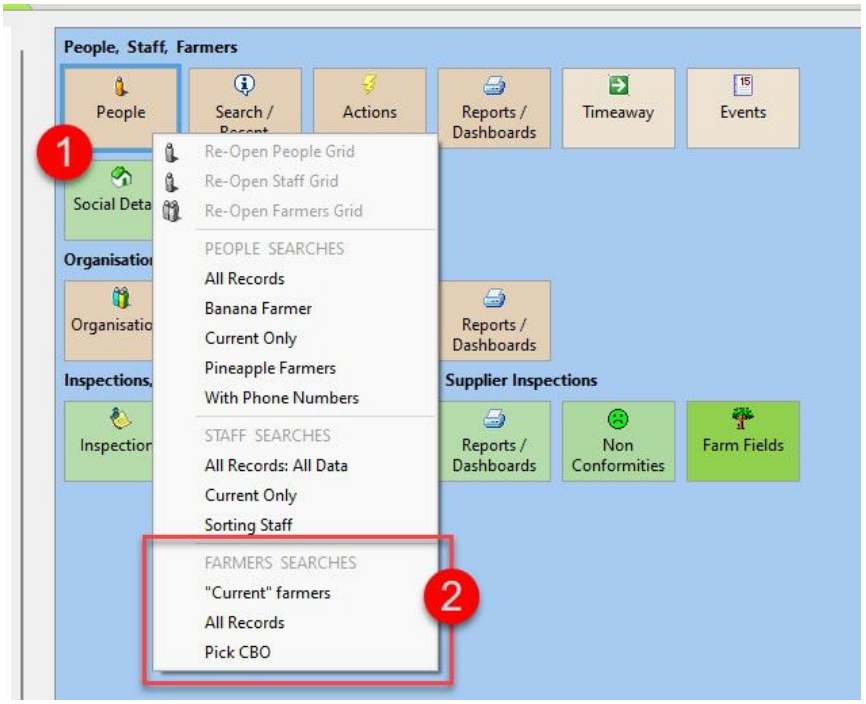
Viewing Farmer-lists and editing the data

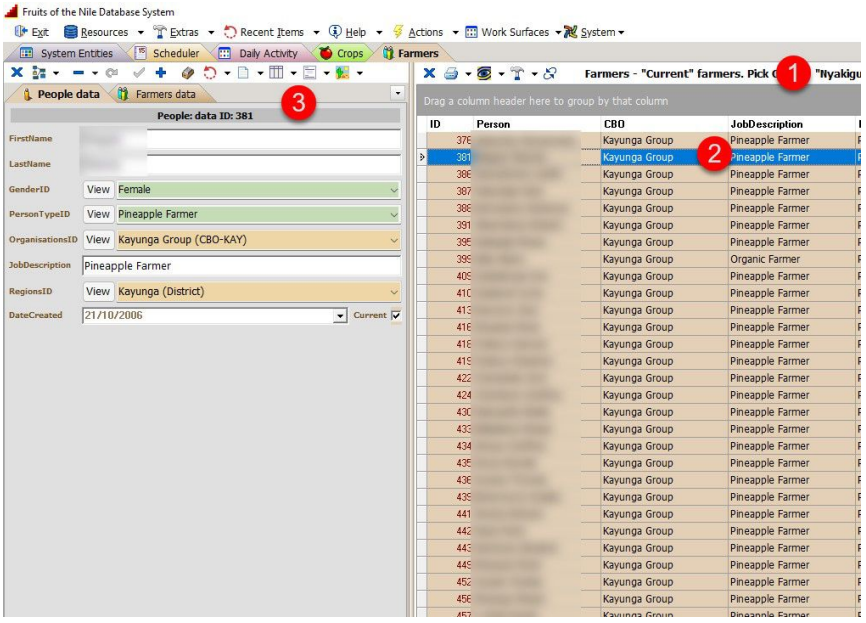


Accessing the Farmer View-Grid

To access the main "View-Grid" with details of farmers

1. Click on the "People" icon in the People, Staff, Farmers Entity.
2. Click on any of the Farmer's Searches. If "Pick CBO" is chosen from the above list, then a small window with a drop-down-list will appear to allow you to chose a CBO before the View-Grid opens.

A full Help Topic on using the Orixa View-Grid is present here: Using the System View Grid please review this topic for a full understanding of the main features of Orixa View-Grids.



Farmers View-Grid

1. The View-Grid is open, review the toolbar for options such as exporting data to Excel.
2. Double-click on any record with your mouse.
3. The clicked record will open, allowing you to review the data, edit it and access "child" data such as Purchases and Inspections of this farmer.