

New Membership Form

KKSys includes a rapid entry form for addition of individual new members data. This allows users to add data relating to farmers who have joined Kuapa Kokoo. This rapid entry form just slightly stream-lines the data-entry process. Manually adding "Person", "Farmers" and "MembershipDetails" records individually has exactly the same result as using the New Membership Form, but takes a bit longer.

Using the New Membership Form

The screenshot shows the KKSys main interface. On the left, there are navigation buttons for 'ports / boards', 'Caretakers', and 'Coop Transactions'. The main area displays 'Membership Details' with a search bar and a list of actions. A red circle '1' highlights the 'Actions' button. A red circle '2' highlights the 'Show New Membership Form' option in the dropdown menu. A red arrow points from the 'Show New Membership Form' option to the 'New Membership Form' window, which is open in the foreground. The window has fields for 'Pick 1 Co-op' (Agona), 'Pick 1 Zone' (Wawase AS1-06-15 (Active)), and 'Membership Start Date' (18/07/2022). It also has buttons for 'Cancel', 'Post', 'New', and 'Show'.

KKSys New Membership Form 01

Accessing the New Membership Form

1. Find the "Actions" button for the Membership Details entity on the main page of KKSys
2. Click "Show New Membership Form." The window will open

The screenshot shows the 'New Membership Form' window. It has a title bar with a green cross icon and a close button. Below the title bar, there are three dropdown menus: 'Pick 1 Co-op' (Agona), 'Pick 1 Zone' (Wawase AS1-06-15 (Active)), and 'Membership Start Date' (18/07/2022). Below these are buttons for 'Cancel', 'Post', 'New', and 'Show'. A red circle '1' highlights the 'Pick 1 Co-op' dropdown. A red circle '2' highlights the 'Post' button. A red circle '3' highlights the 'Show' button. Below the buttons, there is a section for 'ID: -1' with a list of fields: 'TitleID' (Mr), 'FirstName', 'LastName', 'GenderID' (View), 'DateOfBirth' (18/07/2022), 'DuesPaid' (2), 'Volume' (0), 'PhoneNum', 'FieldSizes', 'EntrDate' (18/07/2022), 'EntrFee' (5), and 'ShareCapital' (10). A red box highlights the 'FirstName', 'LastName', 'GenderID', 'DateOfBirth', 'DuesPaid', 'Volume', 'PhoneNum', 'FieldSizes', 'EntrDate', 'EntrFee', and 'ShareCapital' fields. A red circle '2' is placed at the bottom of this box.

KKSys New Membership Form 02

Entering Data

1. Pick Co-op, Zone and Start Date for the member. Click the "New" button to open the data-entry panel.
2. Fill in all data-fields as needed.
3. Once the data is complete, click the "Post" button. This will post the record to the database.

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Show New Farmer

Once you are happy that all the data for the farmer has been entered correctly, click the "Post" button to insert all the data.

You can then see this farmer's data by clicking the "Show" button. (Marked 1., in the image on the left).

Note that KKSys will automatically allocate this new farmer a new KKIDNum, which will be the next available KKID for the selected Society.

ID	Society	Farmer	KKIDNum	DateDone	DateAcq
62006770	Wavase AS1-06-15	Kwame Mensah	AS1-06-15-2	18/07/2022	
62006771	Wavase AS1-06-15	Kwame Mensah	AS1-06-15-2	18/07/2022	
62006774	Wavase AS1-06-15	Kwame Mensah	AS1-06-15-2	18/07/2022	

View New Farmer's Farm-Fields

All data on the New Membership form is added to the farmer, and separated as per the data segregation of KKSys.

Note (shown in the image on the left) that multiple field-sizes can be entered, separated by commas, and this will result in multiple farm-field records being added for the farmer.

Once a farmer is added you can add more, simply by clicking the "New" button, and repeating the data entry process. Remember to change the name of the Co-op or Zone if entering details for different Co-ops and Zones.