**How to capture farmers using AMA portal**

**Login in**

<https://ama.co.zw/portal/admin/officer-login.php>

username = email address

password = 123456 please change the password (this is the default password)

**Adding farmers**

The procedure is divided into 2 phases:

1. Adding farmer to the database
2. Registering farmers for the particular season (subscription)

**PHASE 1**

**Adding farmers**

We already have farmers in our database, so it is prudent to search from available farmers to see if the farmer is already in our database.

Graphical user interface, website

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User search farmers

Graphical user interface, application

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Search using name or id number(without spaces , without dash)

If farmer is available please go to **Phase 2**

If the farmer is not available then use the following steps

go to add new farmer

Graphical user interface, website

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Complete the form

Graphical user interface, application, email

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Click on add to complete adding the farmer to the database

**Phase 2**

**Phase 2- Registering the farmer for the season(subscription)**

After adding the farmer to the database then next phase is registering for the season

Search the added farmer

Graphical user interface, application

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When found

Click on add subscription

Choose the correct category. The category are as follows

1. Grains and Oil seeds
2. Horticulture
3. Macadamia
4. Livestock
5. Cotton
6. Wheat

The default is Grains and Oil Seed(make sure you select the correct category)

Graphical user interface, application

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Current category is seen by the dark green color as illustrated above

Select contractor from the dropdown menu

Complete the form

Click on subscribe

After this the progress of registering the farmer for the current season is complete. Farmer details are only captured once. Farmer is register for the season through subscription to a particular category per season.

**Loans**

Once a farmer is registered for a particular season through subscription and that registration is done by a contractor that automatically become a loan because the farmer is indebted to the contractor who acts as the financier.

After successfully searching for a farmer click on view loans

Graphical user interface, application

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After clicking on view loans if there is an available loan, you can view the amount, the lender and the status as shown below

Graphical user interface, application, website

Description automatically generated

If blank the farmer is not under any contract

**Returns**

After marketing season every farmer is expected to submit returns online or through the contractor

Graphical user interface, application, table

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After viewing the farmer you should be able to add returns for the farmer. Returns are tied to the subscription or registration done during the production season. One cannot submit returns without a valid subscription or registration for the season

**NB returns are tied to the subscription made during production.**