



Plantation Manager



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Image by freepik



Plantation Manager



Creating and Managing Notes

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Plantation Manager

1

Introduction



Image by vwalakte on Freepik



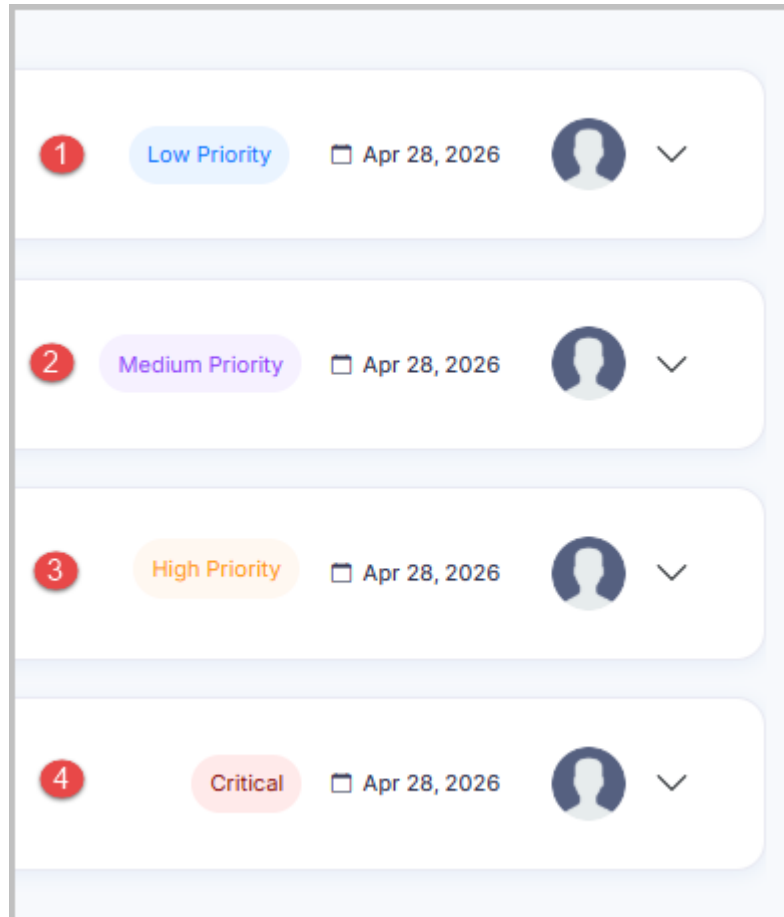
Image by freepik

Introduction

Notes can be added, edited and deleted by all Users in the system.

Notes are created to capture information relevant to a specific plantation, row and crop item.

Per note, photo's can also be uploaded.



The 'Priority level' per note can be set – after which it will be displayed in a designated colour in the 'Plantation Notes' window:

1. Low Priority
2. Medium Priority
3. High Priority
4. Critical

Notes can be managed from desktop, laptop, tablet and mobile phone devices.

Plantation Notes test@novtel.com
Company Manager

New Note

Plantation Details

Plantation: Row:

Select Crop

No Crops

Note Details

Title: Priority:

Description

Photos

No Photos

Max Size: 10MB

Plantation Notes

New Note

Plantation Details

Plantation: Row:

Select Crop

No Crops

Note Details

Title: Priority:

Description

Photos

No Photos

Max Size: 10MB



Plantation Manager

2

Capturing a Note

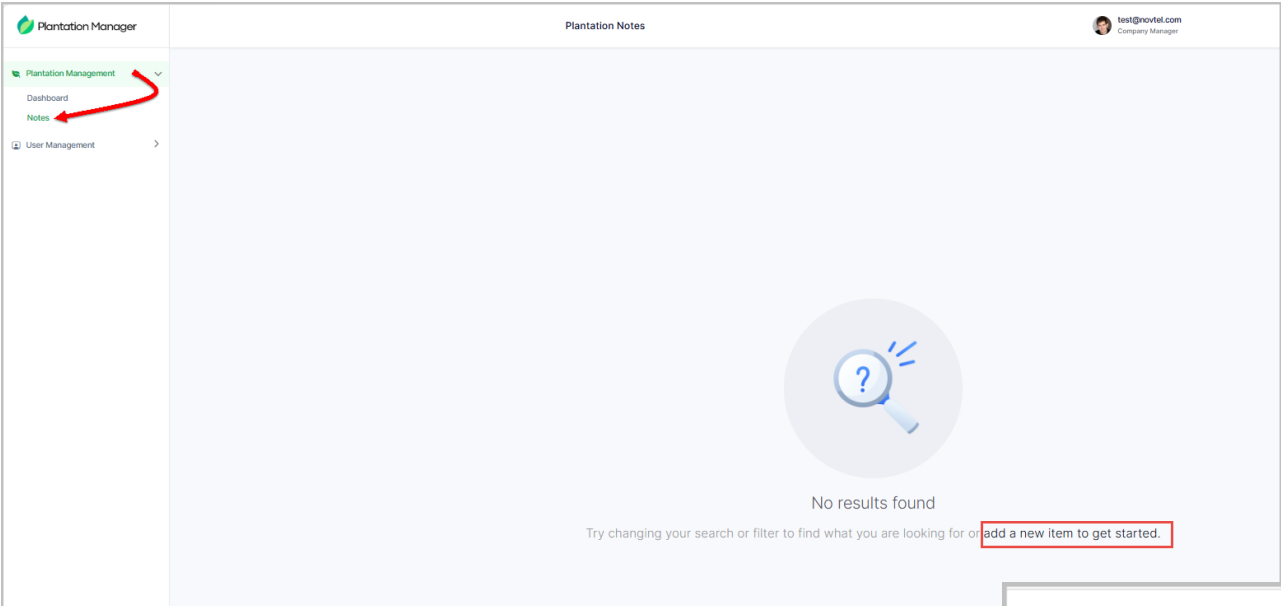


Image by vwalakte on Freepik



Image by freepik

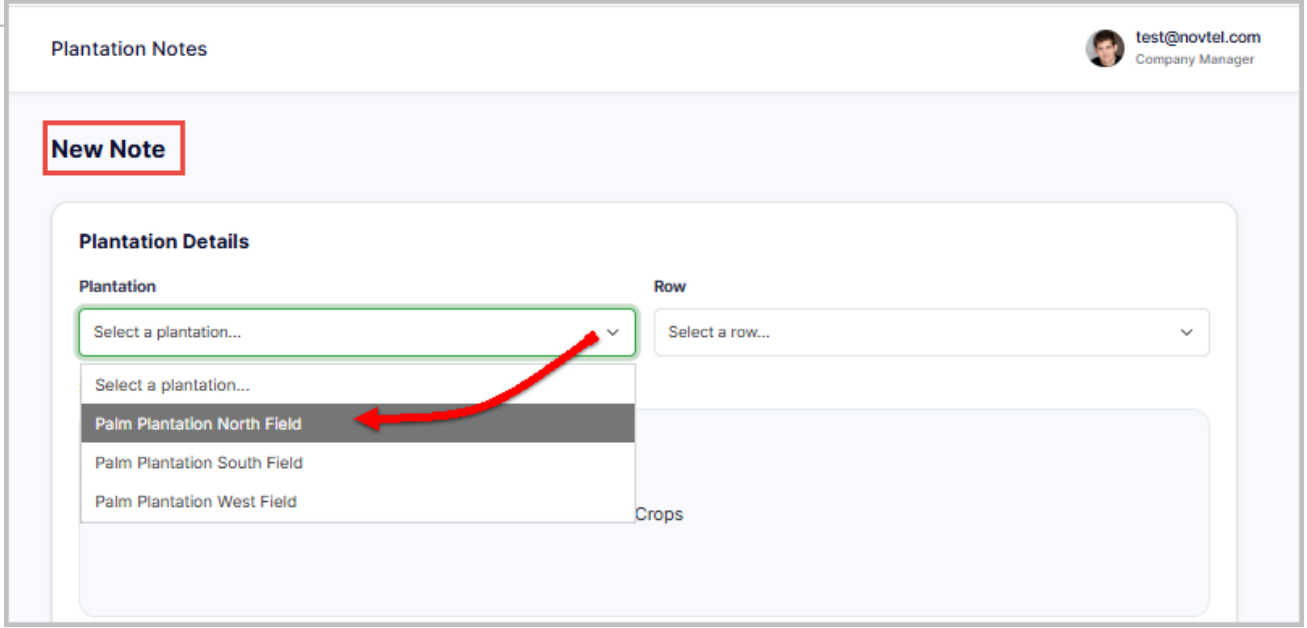
Capturing a Note



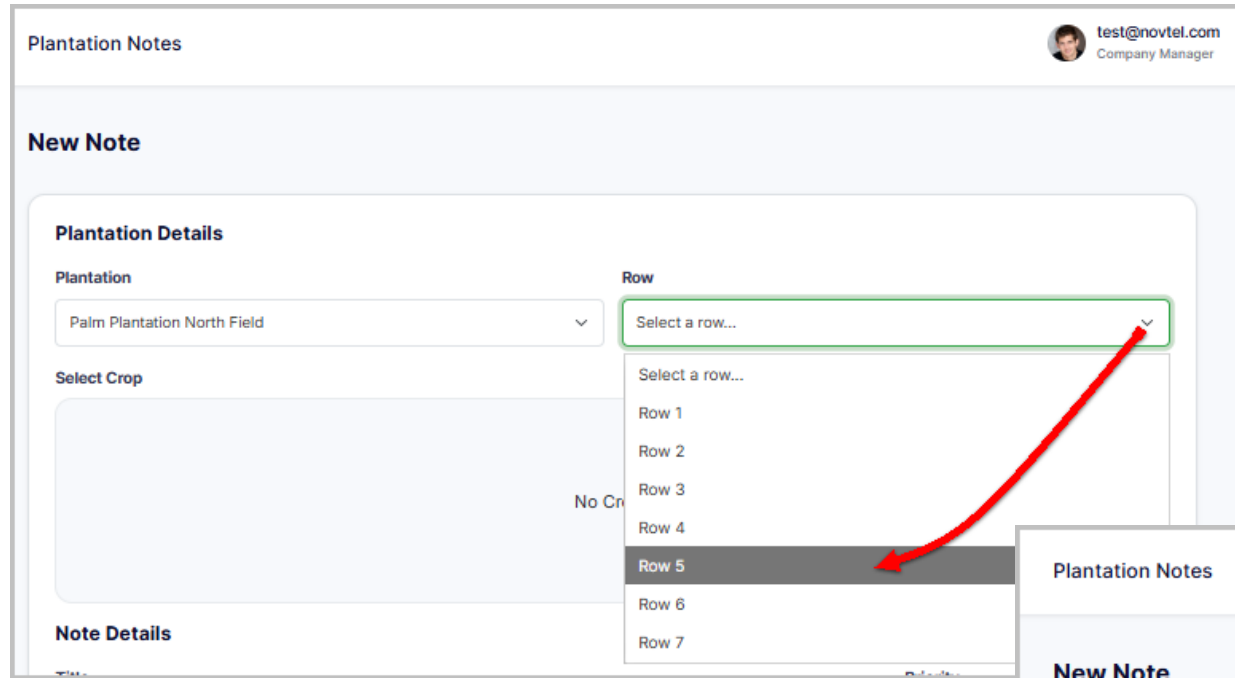
By clicking on the 'Notes' option below the 'Plantation Management' menu, the first note can be captured by clicking on the **'Add a new item to get started'** wording.

The 'Plantation Notes' window is opened, and at the top it is indicated that this is a 'New Note'.

The plantation for which the note is being captured, must be selected.



Capturing a Note



Plantation Notes test@novtel.com
Company Manager

New Note

Plantation Details

Plantation: Palm Plantation North Field

Row: Select a row...
Select a row...
Row 1
Row 2
Row 3
Row 4
Row 5
Row 6
Row 7

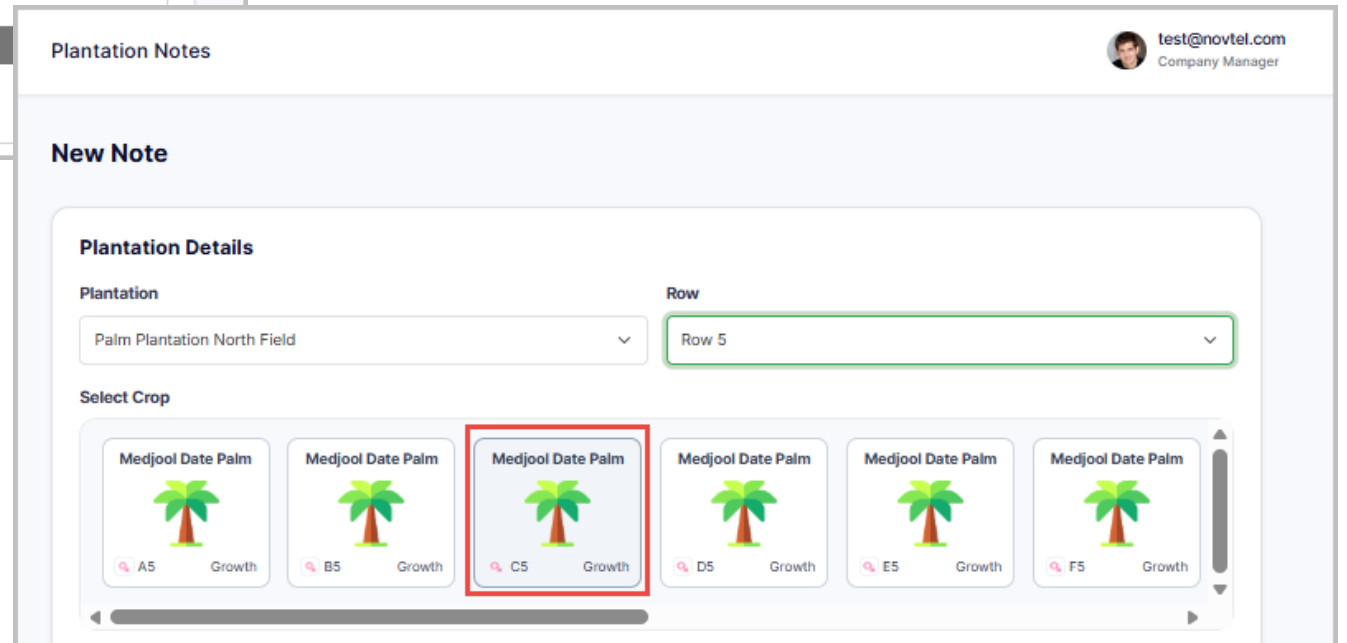
Select Crop: No Crops

Note Details

Next, the specific row must be selected where the issue is found.

In doing so, the selected row's crop items are displayed.

The specific cell must now be selected to capture a note for a specific crop item.



Plantation Notes test@novtel.com
Company Manager

New Note

Plantation Details

Plantation: Palm Plantation North Field

Row: Row 5

Select Crop

Medjool Date Palm **C5** Growth

Medjool Date Palm B5 Growth

Medjool Date Palm D5 Growth

Medjool Date Palm E5 Growth

Medjool Date Palm F5 Growth

Capturing a Note

Plantation Notes test@novtel.c
Company Manag

New Note

Plantation Details

Plantation: Palm Plantation North Field
Row: Row 5

Select Crop


Medjool Date Palm A5 Growth
Medjool Date Palm B5 Growth
Medjool Date Palm C5 Growth
Medjool Date Palm D5 Growth
Medjool Date Palm E5 Growth
Medjool Date Palm F5 Growth

Note Details

Title: Irrigation Issue **1**

Priority: Critical **2**

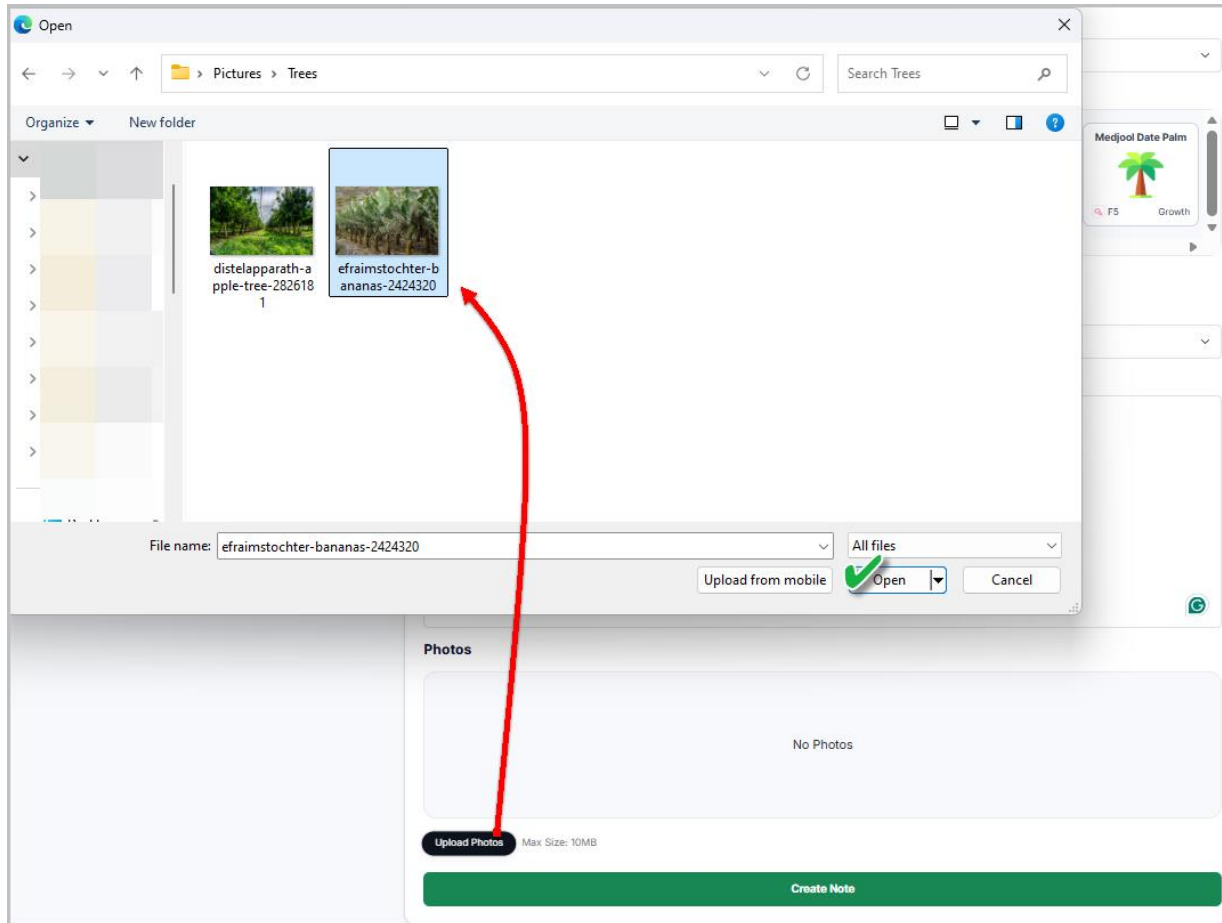
Description: Please check the irrigation for this tree. It is not getting enough water. A blocked sprinkler, maybe? **3**



In the 'Note Details' section, the following information is needed before creating the note:

1. A title – which will be displayed in the 'Notes' window;
2. The priority level must be selected as either 'Low', 'Medium', 'High' or 'Critical'.
3. And a detailed description must be entered to describe the issue.

Capturing a Note



In the Photos section, the default state will be 'No Photos', indicating that no photos have been attached to this note.

To upload photos, click the 'Upload Photos' button. A Windows File Browser dialog will open, and the applicable photo's can be browsed for and selected.

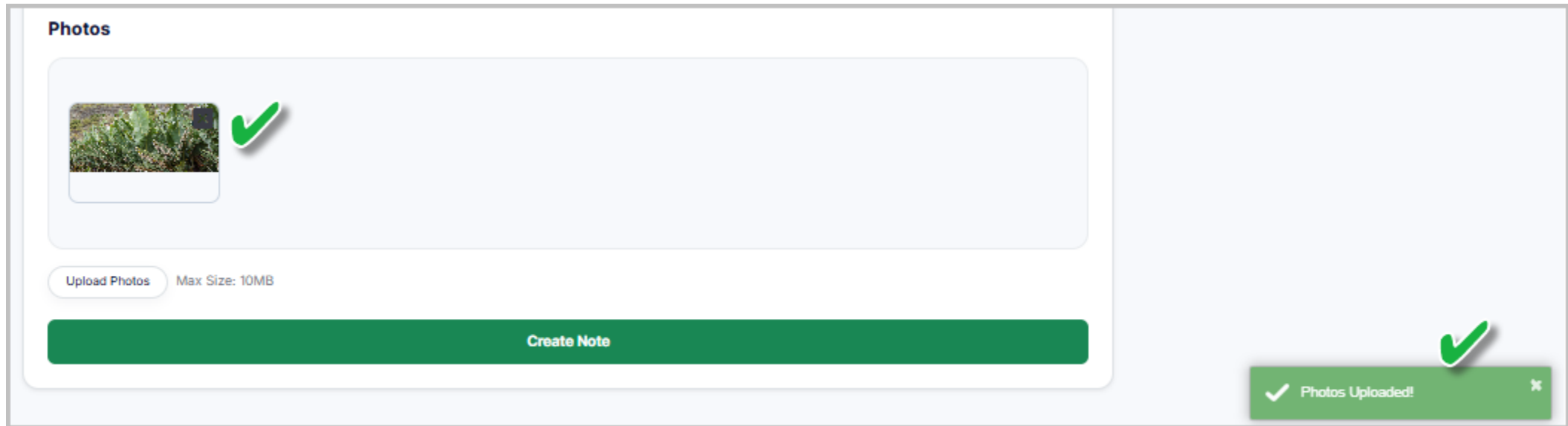
Photos can be uploaded individually (one-by-one), or multiple in photo's can be uploaded in a single operation.

When uploading multiple photos in a single operation, please be patient until the thumbnails show in the Photos section before leaving the page, as the upload process might take some time depending on the number of files as well as the size of each photo.

To upload only 1 photo, double click the file or click once to select the file, and click Open.

Capturing a Note

The photo will be uploaded, a thumbnail of the photo will be shown in the Photos section, and a notification will be shown in the bottom-right corner, indicating that the upload process was successful.



Capturing a Note



To view a note photo in full resolution, hover over the photo and click anywhere in the thumbnail EXCEPT the X icon in the top-right corner.

To exit the photo viewer, click the X icon in the top right of the screen, or anywhere outside of the photo (anywhere in the dark-grey transparent background that surrounds the photo).



Capturing a Note

New Note

Plantation Details

Plantation: Palm Plantation North Field
Row: Row 5

Select Crop

- Medjool Date Palm A5 Growth
- Medjool Date Palm B5 Growth
- Medjool Date Palm C5 Growth
- Medjool Date Palm D5 Growth
- Medjool Date Palm E5 Growth
- Medjool Date Palm F5 Growth

Note Details

Title: Irrigation Issue
Priority: Critical

Description: Please check the irrigation for this tree. It is not getting enough water. A blocked sprinkler, maybe?

Photos

Upload Photos Max Size: 10MB

Create Note ✓

To save the note and the photos, click the 'Create Note' button.

The note's title and priority level is displayed in the 'Plantation Notes' window after saving it.

Plantation Manager

Plantation Notes

test@novtel.com
Company Manager

Plantation Management

- Dashboard
- Notes
- User Management

Plantation Notes Create New Note

Today

Irrigation Issue 1 Critical May 22, 2026

< 1 >

Capturing a Note

The screenshot displays the 'Plantation Notes' application interface. At the top left, the title 'Plantation Notes' is visible. In the top right corner, the user profile for 'test@novtel.com' is shown as 'Company Manager'. Below the title, there is a 'Create New Note' button. The main content area is titled 'Today' and contains a single note. The note's title is 'Irrigation Issue', which is highlighted with a red arrow. To the right of the title are icons for '1' notification, 'Critical' status, the date 'May 22, 2026', and a user profile picture. The note's description reads: 'Please check the irrigation for this tree. It is not getting enough water. A blocked sprinkler, maybe?'. Below the text is a photo of a palm tree. At the bottom of the note, the location 'Palm Plantation North Field - C5' is displayed in a red-bordered box. To the right of the location are icons for '1' notification, a pencil (edit), a trash can (delete), and '2' notifications. At the bottom center of the page, there is a pagination control showing '1' in a green box between left and right arrows.

Clicking on the note's title, the note's description is displayed – as well as the uploaded photo(s).

Below the note, the plantation and crop item is displayed.

1. The pencil icon opens the note to edit or add information.
2. If needed, the note can be deleted.

Capturing a Note

As soon as the first note is created and saved, more notes can be added by clicking on the 'Create New Note' button.

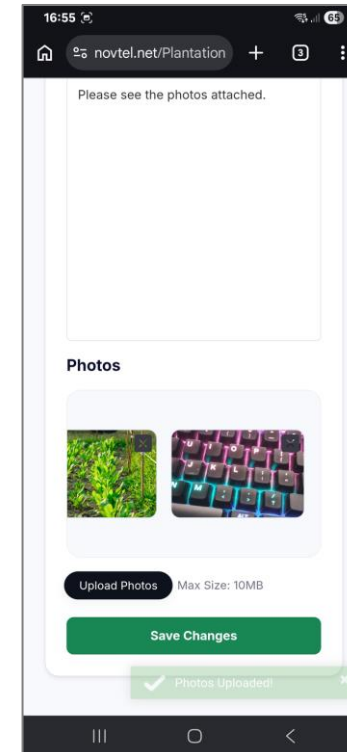
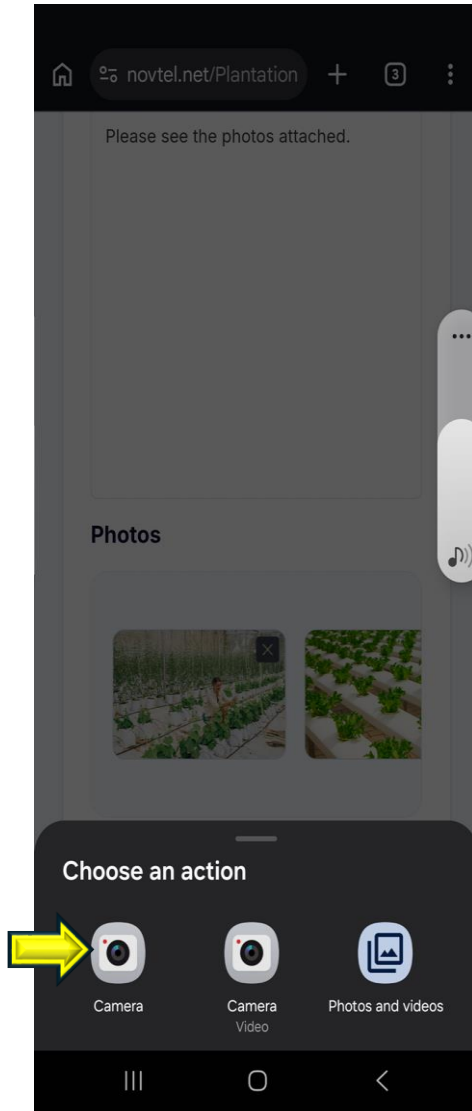
The screenshot displays the 'Plantation Notes' application interface. At the top left, the title 'Plantation Notes' is visible. In the top right corner, there is a user profile for 'test@novtel.com' with the role 'Company Manager'. Below the title, there is a 'Create New Note' button with a green checkmark icon. The main content area is titled 'Today' and contains a single note card. The note card has a title 'Irrigation Issue', a status of '1' (with a speech bubble icon), a severity of 'Critical', and a date of 'May 22, 2026'. The note's description reads: 'Please check the irrigation for this tree. It is not getting enough water. A blocked sprinkler, maybe?'. Below the text is a photograph of a palm tree plantation. At the bottom of the note card, there is a location tag 'Palm Plantation North Field - C5' and icons for editing and deleting the note. At the bottom center of the application, there is a pagination control showing '1' between left and right arrow icons.

Capturing a Note

The process of uploading note photos on a mobile device is very similar to desktop, EXCEPT that when the 'Upload Notes' button is tapped, the user will have an option to either use the Camera or the Gallery App (photos and videos on the demo device):

To upload a photo which is taken while recording the note, select Camera:

- Next, use the Camera app to take a photo.
- Depending on the operating system of the mobile device and operating system version, options displayed might differ. On Android, the User has the option to Retry, or OK to select the photo.

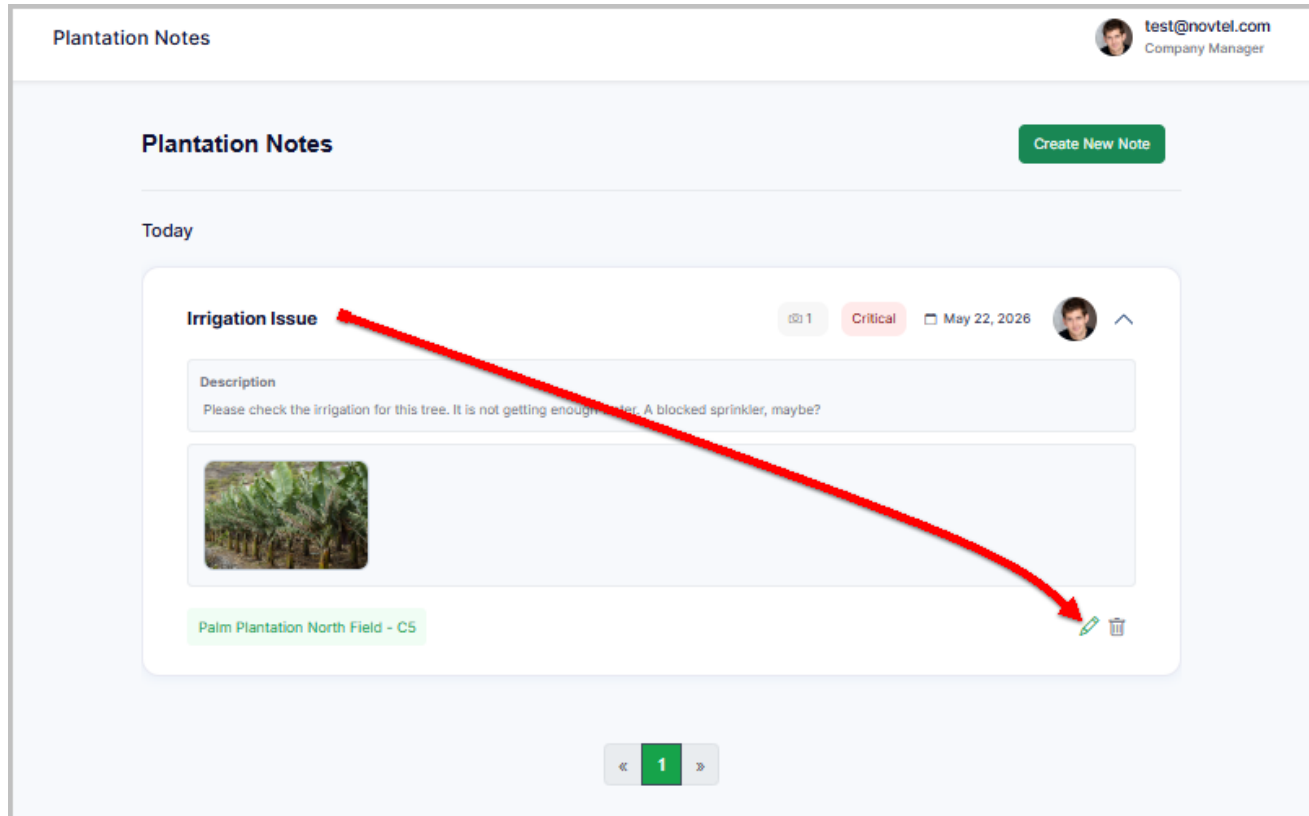


After tapping OK, the photo is uploaded to the note.

To upload an existing photo, select Gallery.

- From the Gallery App on your device, select either one file, or multiple files by tapping and holding on a file to enable multiple-file selection, and tap on subsequent files to select all required files.
- Once all files are selected, press the 'Select' button in the top-right corner. Here the options on your device might be different depending on operation system.
- The selected files will be uploaded to the note.

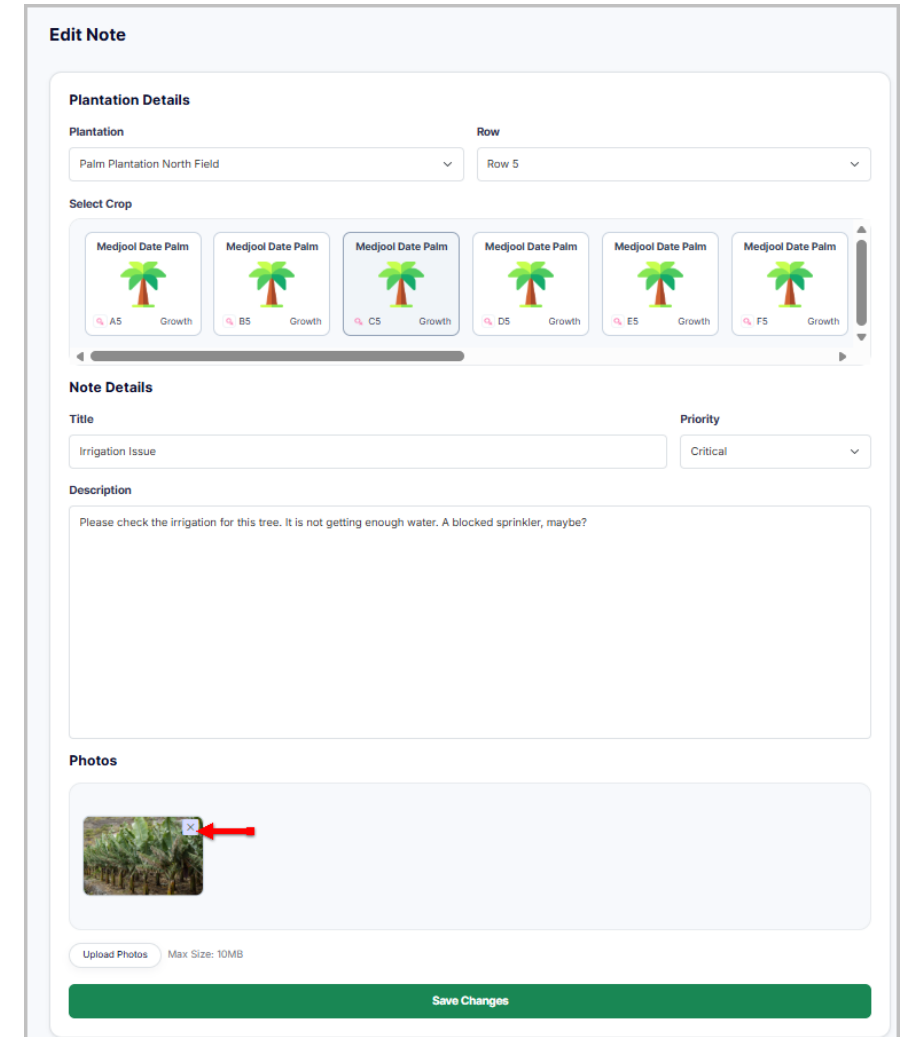
Capturing a Note



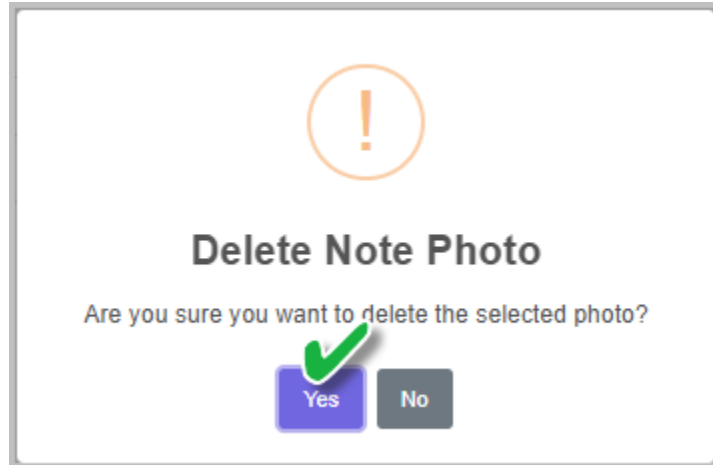
Photos uploaded to a note can be deleted on both new and existing notes.

In the case of an existing note, the Note Description must first be clicked, and then the 'Edit' icon selected.

To delete a photo, click the X icon in the top-right corner of the photo.



Capturing a Note

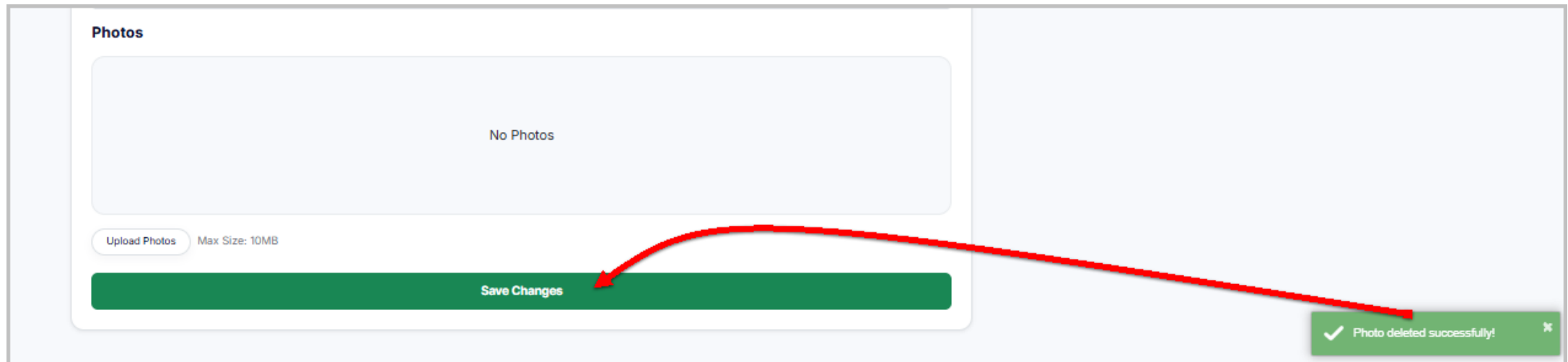


A confirmation dialog will be shown to ensure that photos are not deleted accidentally.

To delete the photo, click Yes.

The selected photo will be deleted, and a notification will inform the user whether the deletion was successful.

Save the changes when done.





<https://x.com/NovtelSoftware>

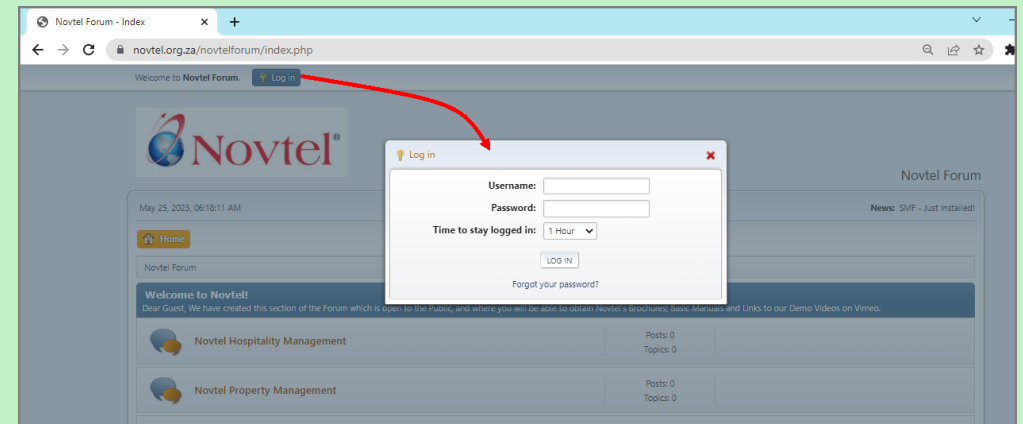


www.linkedin.com/company/novtel-software-training

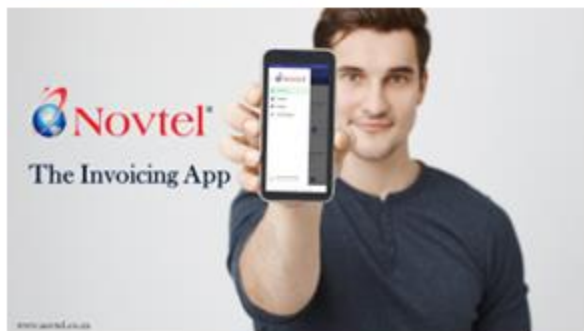


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