

SprayCrop Program Instructions *Packer/Shipper/Association Users:*

Choose your primary user name & password and your SprayCrop Representative will enter it into the Spray Program's security settings. You will then be ready to access the program and set up additional packer users as well as your growers and their users. ***Please protect all passwords as it ensures the security of all spray records.***

Packer/Shipper/Association Users (PSA):

If your Growers report crop applications to another packing house, be sure that your Growers note all PSA numbers for the corresponding PSA's.

If you are a Full-Rights PSA, you may have your logo appear on your pages. Please send a file to your SprayCrop representative and he/she will upload it for you.

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ACCESS SPRAYCROP:

1. Open your Browser and type <http://spraycrop.com/> to access the Spray Program. You must have an **ACTIVE** internet connection at this time.

NOTE: You may have been given a custom link, specific to your PSA, if so, please click on that or type that address in your Browser to access the Spray Program.

2. Click on **Login** to bring you to the Login Screen, enter your Username, and Password.
3. The **Grower Report** page is your default page.
4. If this is the FIRST time you are using the program, you will need to set up some default information

Setup Information

In the green navigation bar on the right hand side of the screen are the following page links:

- **Spray List:** Click on this page to view the products already in the SprayCrop Database. You can view or print the report of all products or reportable and/or non-reportable products. Should you need a product added, please contact SprayCrop to add the product.
- **Packer Users:** Add, edit or delete Packer Users.
- **Grower Setup:** Add, edit or delete Growers.
- **Grower User:** Add, edit or delete Grower Users.

Packer User SETUP:

1. Click on the Packer User link in the green navigation bar on the right hand side of your screen.
2. Select Add a Packer User to begin entering information.
3. When done, click on Insert
4. You can add/edit or delete any User as well as edit User Passwords.

Grower SETUP:

1. Click on the Grower Setup link in the green navigation bar on the right hand side of your screen.
2. Select Add a Grower to begin entering grower information.
3. Fields marked with an * are required.
4. When done, click on Insert
5. You can add/edit or inactivate any Grower.

Grower User SETUP:

1. Click on the Grower Setup link in the green navigation bar on the right hand side of your screen.
2. Select Add a Grower User to begin entering Username and Password.
3. Select which Grower they are associated with.
4. When done, click on Insert
5. You can add/edit or inactivate any Grower User.

TO GENERATE SPRAY REPORTS:

1. Click on the **Grower Report** link located in the green navigation bar on the right-side of your SprayCrop Program webpage.
2. You have the option to Select individual Growers or Select All for the report.
3. Fill in all the Search criteria on the form. Use the Tab Key or click with your mouse to move to the different fields.
4. Click on the **Search Now** button.
5. All of your records that meet the criteria you entered are displayed below. You may either view them on your screen, or you may print preformatted reports.
6. ONLY after you click on the Search Now button are your options shown about the variety of reports you can print.
7. **TO PRINT THE REPORT** you generated, you have two options: a) to print the report and include the comments for each record, or b) to print the report without the comments.
 - a. click on the VIEW PRINTABLE
 - i. select the print option (either using the File/Print commands in the browser's drop down menus or by clicking on your printer icon.)
 - b. click on the VIEW PRINTABLE with Comments
 - i. select the print option (either using the File/Print commands in the browser's drop down menus or by clicking on your printer icon.)
8. **TO PRINT A CENTRAL POSTING REPORT**
 - a. Follow steps 1 – 3 listed above.
 - b. Enter the REI data in the grey box after you read and fully understand the Grower Report Instructions.
 - c. In the grey box, Step 3: Select [Click Here to View Printable Central Posting Report](#) link.
 - d. Your requested report will pop up in a new browser window. In the new window, select File (in the uppermost menu bar), and then Page Setup. Change the Orientation to Landscape.
 - e. Now you are ready to print the report. Click on the Print button in your browser's icon bar, or select File and then select Print.

TO EXIT OUT OF THE PROGRAM:

Click on the **Log Out** link at the very upper right-hand corner or in the green navigation bar of any SprayCrop Program page.

To improve the **security** of your records, ALWAYS **Log Out** AND close your web browser.