

SprayCrop Program Instructions for Grower Users:

Your Packer/Shipper/Association (PSA) will enter your Grower information into the **SprayCrop** Program's database. With your PSA, choose your unique Username & Password which will be entered into security settings. Please make a note of your Username & Password. If you forget your username and password, contact your P/S/A.

The first time your access **SprayCrop**, you will be prompted to read the Terms of Use agreement and enter your name. Once you have done this, you will then be ready to enter your spray records!

Please protect your password as it ensures the security of your spray records.

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ACCESS SPRAYCROP:

1. Open your internet 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 (Packer/Shipper/Association), if so, please click on that link or type that address in your Browser to access the Spray Program. Your PSA will have set up your Grower Username and Password. Please make a note of it.

2. From the Green Nav bar across the top of the screen, clicking on **Login** will 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 across the top of the screen you will see the following options: [Enter Data](#), [Review Data](#), [Reports](#), [Setup](#) & [Manual](#).

Hover your mouse over the word [Setup](#) and the following drop-down menu will appear: [Crops/Varieties](#), [Locations](#), [Supervisors](#), [Applicators](#), [Suppliers](#) & [Referrals](#)

- [Crops/Varieties](#): Preselect the crops you would like to appear, with the option of selecting a default crop. If a crop or variety is not listed, contact your PSA and it will be added.
You also have the option to select a **default Packer** for each crop. **Take note of the appropriate Packer Number and enter it here.**
- [Locations](#): Add, edit or inactivate your blocks or locations. Concisely name the location by block and appropriate descriptive name. **Please NOTE:** *If the State of Oregon PURS Watershed is blank or Other/Unspecified, any Spray Record noting that Location will not be reported to PURS. If you are entering a location for the state of Oregon, please ensure that you select the appropriate PURS Watershed. Please visit the [PURS website](#) if you are not sure of your watershed.*
- [Supervisors](#): Add, edit or inactivate your supervisors &/or license numbers.
- [Applicators](#): Add, edit or inactivate your applicators. **Note** that a license number is not required information.
- [Suppliers](#): Add, edit or inactivate your chemical suppliers.
- [Referrals](#): Add, edit or inactivate the name of the person (or fieldman) who recommended the application.

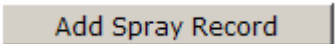
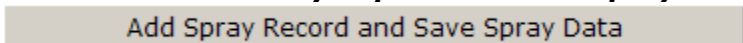
Hover your mouse over [Reports](#) to display the [Spray List](#):

- Click on this page to view the products already in the **SprayCrop** Database. The products that initially appear are those for your default crop. You can view or print a report of all products, by crop, or reportable and/or non-reportable products. Should you need a product added, please contact your PSA to add the product.

TO ENTER SPRAY DATA:

To begin entering Spray Data: Click on the [Enter Data](#) page, located on the green navigation bar.

NOTE: required fields are marked with an asterisk (*).

1. Begin by **SELECTING** your CROP if there is no default.
2. Enter your PACKER if there is no default.
3. Fill in all the information on the form. Use the **Tab** Key or **click** with your mouse to move to the different fields (**Do NOT use the BACKSPACE KEY!! If you use the Backspace key, you will be ejected from the spray record and will lose your data entry**).
4. **Specific** instructions for each field (each piece of information) are located **below**.
5. Once the form is completed, press the  button at the bottom of the screen. ***This is an important step, as your spray information will not be recorded in the database unless you press the Add Spray Record button.*** The  button not only saves your record in the database, but it also allows your entered data to remain displayed on the screen, so that you can select a different crop and/or location and record the same spray data to a different site.
6. From the **Enter Spray Data** page, you will see up to 5 of your previous entries. To view more entries, Click on either the [Review Data](#) page or the [Grower Report](#) page located in the green navigation bar.
7. After clicking on the **Add Spray Record** or the **Add Spray Record and Save Spray Data** button, you may continue to enter new records by scrolling to the top of the page and beginning the data-entry process again. Or you may exit the program by clicking on the [Log Out](#) link in the upper right-hand corner of your screen or in the green navigation bar. To improve the security of your records, ALWAYS Log Out AND close your web browser.
8. **NOTE:** When you click **Add Spray Record** or **Add Spray Record and Save Spray Data**, your records are automatically available to your PSA if you have selected the PSA in the Packer box.

SPECIFIC INSTRUCTIONS FOR EACH FIELD:

NOTE: Not all fields are **required**. Required fields are marked with an *. Filling in non-required fields provides you with greater information about your spray application, but aren't required for reporting purposes.

NOTE regarding calendars:

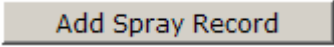
- Once you see the calendar, if you accidentally double click – or click somewhere off the calendar – it will disappear! Look in your task bar at the bottom of your screen (or at the top depending on our Browser) and you'll see a program button for the calendar. Click on that button and the calendar will appear again.
- Click on the single arrows to display different months if needed. Click on the double arrows to display different years.

- **Crop:** If a default crop has not already been selected, select the correct crop from the drop down box that appears when you click on the down arrow next to the Crop box. Your screen will refresh, as the database loads only the **varieties & spray products** that are relevant for the crop you've selected.
- **Bartlett:** (NOTE – **pear growers**) Please select Yes if this spray was applied to Bartlett's. Please select No if the spray was not applied to Bartlett's. [This field is not repetitive; it helps simplify the number of Crop options, and enables Bartlett-specific reporting for the canners that require that information.]
- **Packer:** If a default Packer is not already selected, select the Packer/Shipper/Association that you wish to submit data to. If you are not submitting data to a particular PSA, select **Other/Unspecified**. If you wish to report your sprays to another packing house that uses the **SprayCrop** program, contact that Packing House and they'll set you up in the system to be able to use their number for sprays to crops that aren't processed at your primary packing house. Be sure to note the correct Packer/Shipper/Association (PSA) number for the corresponding packing house. **[Optional Field]**
- In order to give the spray record info to another packing house that is **not** part of **SprayCrop's** system, you will need to print a report and give it to the other company. To ensure that you do not accidentally submit the data to your primary PSA, select **Other/Unspecified** in the **Packer** field on the **Enter Data** page.
- **Harvest Date:** click on the calendar icon to the right of the data entry box. Click on the desired date – that will select that date and fill in the box for you. **[Optional Field]**
- **Variety:** Click on each appropriate crop variety's checkbox. **[Optional Field]**
Use the **comments** box if you'd like to record more information about the crop.
- **Spray Start Date:** Click on the calendar icon to the right of the data entry box. Click on the desired date – that will select that date and fill in the box for you.
- **Spray End Date:** This is automatically set to the Spray Start Date and can be changed. **[Optional Field]**

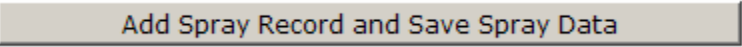
- **Time Finished Spraying:** This data is required ONLY if you will be running the Central or Field Posting Reports. To enter the time, use the hh:mm[AM/PM] format. For example, 2:30 pm would be entered as 02:30PM. **[Optional Field]**
- **Weather:** Enter the Temp in Fahrenheit, the Wind Speed in mph. Select the Wind Direction from the drop down menu. **[Optional Fields]**
- **Supervisor:** Select the name of the individual who is supervising the spray.
- **Applicator:** Select the name of the individual who is applying the spray.
- **Chemical Supplier:** Select the name of the firm from whom you purchased the chemical you are applying.
- **Recommended by:** Select the name of the individual that recommended this application.
- **Location:** Once you have entered a description of a spray block and variety, that description will be in a drop down menu for you to select (either by using your mouse or typing the first letter(s) of that description).
- **Method:** Select from the following options, either with your mouse or by typing the first letter(s) of your desired option:
 - Ground
 - Air
 - Hand gun, or
 - Other. ***(If you choose Other, please type your method of application in the Comments box at the bottom of the data entry page.)***
- **Stage:** Select from the following options, either with your mouse or by typing the first letter(s) of your desired option:
 - Dormant
 - Delayed Dormant
 - Pink
 - Blossom
 - Petal Fall
 - Shuck Fall
 - Cover
 - Pre Harvest
 - Post Harvest
- **Product Name and Formulation:** Click on the blue down-arrow at the right edge of the SELECT A PRODUCT data entry box. Click on the appropriate Product to select the applied product. ***Be sure you match the EPA number from your selection in the database with the EPA number of your applied product.***
 1. You may enter up to six sprays for one application.
 2. If the product you applied is not in this list, you will need to ask your PSA to update this product list.
 3. If you mistakenly enter a product, but have not yet entered the spray record, you may get rid of that product by clicking on the product name down arrow and selecting SELECT A PRODUCT, located at the very top of the product list. Even though there may be numbers in that line on your Enter Spray Record page, when you click the button to add the spray record, you'll see that unwanted spray was not recorded in any way.
- **Unit and Max App Use and Max App Seas** Once you select the Product, the below Unit and Max App Use and Max App Seas are automatically filled in from the database's product information records.

1. Unit: the units of measure for each specific product.
 2. Max App Use: the maximum quantity of application per each use. From the manufacturer's records
 3. Max App Seas: the maximum quantity of application per each season. From the manufacturer's records
- **Target:** Select from the following options, either with your mouse or by typing the first letter(s) of your desired option:
 Insects
 Disease
 Nutrients
 Weeds
 Other (***If you choose Other, please type the Target in the Comments box at the bottom of the data entry page.***)
 Thinning
 Growth Regulator
 - **Acres Treated:** Enter a number to indicate how many acres to which the spray was applied. **NOTE:** This field will automatically fill in for the next spray you enter during the same data entry session. **ANOTHER NOTE:** if you used the Add Spray Record and Save Spray Data button, you will need to enter the number of Acres Treated, it will not 'stick' from the last data entry.
 - **Rate per Acre:** Enter a number to indicate the rate of application per acre.
 - **Total Material Applied** Once you enter the Acres Treated and the Rate per Acre, the Total Material Applied is automatically calculated here.

OR


- Once you enter the Acres Treated you may enter Total Material Applied and the Rate per Acre will automatically be calculated for you.
- **Comments:** Please type in additional details if above fields don't adequately describe the spray. Here is where you can add **ADJUVANT** information. **[Optional Field]**
-  Click on this button when you have entered all data for the individual spray application record. Your screen will refresh once you click on this button. If your data entry was complete, a message of **Success!** will be displayed in red text near the top of your screen. If some fields were not properly filled out, a message of **Unsuccessful** will be displayed along with directions on what to fix. Once you fulfill the program's requirements and click on the Add Spray Record button, the screen will refresh – and you'll get either the Success! or Unsuccessful message. Your data will only be recorded in the database if you receive a message of **Success!**

NOTE: This program allows you to enter up to six spray applications at one time. However, when the spray applications are recorded, each different spray will be recorded in the database as its own individual record. And each individual record will be displayed separately in the recorded spray records at the bottom of your spray data entry screen and in the printed reports.

-  Click on this button when you have entered all data for the individual spray application record **AND** you wish to record the same or similar sprays applied to a different Location. When you click on

this button, most of your entered data will remain displayed on the screen so that you do not have to enter that information again.

Once your data entry is done, select either **Add Spray Record** or the other **Add Spray Record and Save Spray Data** button and, if you receive the message of **Success!** your records will be saved in the database.

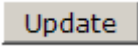
-  Click on this button to delete your data entry and exit out of the Spray Record Program.

TO PRINT SPRAY RECORDS:

1. Hover over **Report** link located in the green navigation bar and select **Grower**.
2. Fill in all the Search criteria on the form. Use the Tab Key or click with your mouse to move to the different fields.
3. Click on the **Search Now** button.
4. All of your records that meet the criteria you entered are displayed on a new page. You may either view them on your screen, or you may print preformatted reports.
5. ONLY after you click on the Search Now button are your options shown about the variety of reports you can print.
6. **TO PRINT THE REPORT**, 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.)
7. TO PRINT A **CENTRAL POSTING REPORT**
 - a. Follow steps 1 – 3 listed above in "To Print Spray Records."
 - b. Enter the REI data in the grey box after you read and fully understand the Grower Report Instructions.
 - c. Select VIEW PRINTABLE Central Posting Report.
 - 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 REVIEW, EDIT, OR DELETE SPRAY RECORDS:

Option I:

1. Click on the [Enter Data](#) link located in the green navigation bar.
2. Scroll down below the data entry area. You'll see this text:
Up to last 5 entered records in your login.
3. In the top line of each record, there are option links. If you want to Edit that record, click on the Edit link. If you want to Delete that record, click on the Delete link.
4. If you click on the Edit link, all data from that record will automatically populate the above spray data entry area. You may make whatever changes to your spray record by clicking on the area you want to change and typing in new data or clicking on different selections from the drop down boxes.
5. Once you've finished editing that record, click on the  button located at the bottom of the data entry area.

Option II:

If you need to review, edit or delete more than your last 5 records,

1. Click on the [Review Data](#) link located in the green navigation bar.
2. Select the appropriate fields to search for the data you wish to review. Select All buttons are available should you wish to review all your data.
3. Click the **Search Now** button.
4. Follow instructions 3-5 from Option I above.

TO REPORT PESTICIDE USE TO OREGON PURS:

Click on the **PURS** Report link on the green navigation bar of any **SprayCrop** Program page.

Prerequisites: Setup your reporting account on the State of Oregon PURS Reporting site.

[OR ODA PURS](#) Instructions to set up your reporting account are on the PURS website.

Instructions for Uploading Reports to PURS:

Enter the selection criteria on this page for the usage you wish to report.

1. Click on the **SEARCH** button.
2. **Review** the resulting report for accuracy.
3. Click here to [Generate XML Report for these records.](#)
The XML Report will open in a new browser window.
4. **Save this XML Document.**
 - A. In the new browser window containing the XML document,
 - B. Save the page as a local file,
 - i. Using Firefox: from the Firefox menubar, select "File", then "Save Page As",
 - ii. Using Internet Explorer: from the IE menubar, select "File", then "Save As",
 - iii. It is **NOT** recommended that you leave the default file name of "grower_report_PURS.asp"
 - C. Enter a **unique** file name,
 - D. Then **Save** this file where you can find it for the following steps.
 - E. **Close** the new browser window containing the XML document.
5. **Login** to the state reporting site:
[OR State ODA PURS Reporting Site](#)
6. Click on **Proceed to EDS**, then click on Proceed to Upload.
7. On the EDS upload page "Browse" and **select** the file you saved.
8. **Validate** the uploaded file.
9. Upon a successful validation, click on **Complete EDS Upload**.
10. **Once you see your newly posted xml file posted on the PURS EDS Files History screen, return to the Spray Program and press this link on the PURS report page: [Update Spray Records as Reported.](#)** (This will mark your selected spray data, in the Spray Program database, as reported to PURS, so you won't be able to report that data twice.)

NOTES:

1. PURS is **not** set up to reject duplicate spray record entries. Please be vigilant and post each of your xml files only once. If you mistakenly post a duplicate file, you can remove duplicates by using the Remove button on the EDS Files Upload History page.
2. Once you've clicked on Update Spray Records, and thus marked them as **Reported** in the Spray Program, those records will appear with a green background when those records match the search criteria in your process to report records to PURS.
3. It is very important you assure your records are accurate before you post them to PURS. Watch out for this scenario: You report a spray record to PURS. Then you

edit that record in the Spray Program. That edit will not be automatically reported to PURS. You will need to go to the PURS site and edit that record on the PURS site.

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 ensure the **security** of your records, ALWAYS **Log Out** and close your web browser.