SprayCrop Program Instructions for 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 ensure that users make a note of their Usernames and passwords.

***Please protect all passwords** as it ensures the security of all spray records.*

Packer/Shipper/Association Users (PSA):

A **unique** Packer/Shipper/Association **number** will be issued to you. **Please** make a note of that number both for your Organizaton and your Growers. Also, should your Growers submit records to multiple PSA's, be sure that your Growers note **all** PSA numbers. Please ensure that your Growers know that to submit data to you they **MUST** enter a Packer number.

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. You may also want to put a link to the **SprayCrop** site on your Homepage.

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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 set up a custom link for your Growers to access **SprayCrop** from your website, if so, please make sure that your Growers know the link is there or ensure that they know your custom **SprayCrop** website address.

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: **Reports**, **Setup** & **Manual**.

Hover your mouse over the word **Setup** and the following drop-down menu will appear: **Crops**, **Growers**, **Grower Users**, **Packer Users**,

- **Crops**: Click on this page to view the products already in the **SprayCrop** Database. You can select your Default Crop on this page. Should you need a crop &/or variety added, please contact **SprayCrop** & they will add the crop &/or variety.
- **Grower**: Add, edit or delete Growers. One default Grower Username is automatically created and you then proceed to the Grower User page
- **Grower User**: Add or edit Grower Users.
- **Packer Users**: Add, edit or delete Packer Users (& passwords)

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 the report of all products, by crop, or reportable and/or non-reportable products. Should you need a product added, please contact **SprayCrop** to add the product. There will be a **form** for you to fill out to ensure that we have all the relevant information before adding the product to the database.

Packer User SETUP:

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

Grower SETUP:

1. Click on the **Grower** link in the green navigation bar.
2. Select <u>Add a Grower</u> to begin entering grower information.
3. Fields marked with an * are required.
4. When done, click on Insert.
5. At this time one default Grower Username and password are generated. You will find this name on the Grower page.
6. You can add/edit or delete a Grower at any time.
7. As your list gets longer, you can scroll through the list or search for any Grower using the search box at the top of the screen.

Grower User SETUP:

1. Click on the **Grower User** link in the green navigation bar.
2. Scroll the list for the automatically generated Username & Password.
3. Once you have located it, click on EDIT on the right hand side of the line
4. If needed, edit the Username & Password. The password can be anything you like.
5. Verify which **Grower** they are associated with.
6. When done, click on Update.
7. When adding a **new** Grower User, Click on **Add Grower User** at the top of the list.
8. Fill in the Username, Password and select which Grower they are to be associated with
9. You can add/edit or inactivate any Grower User whenever needed.
10. Please ensure that your Growers make a note of their Usernames and Passwords. Let them know that you are able to change their password at any time.

TO GENERATE GROWER SPRAY REPORTS:

1. Hover over **Report** link located in the green navigation bar and select **Grower**.
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. Scroll down to view your on-screen report OR
6. You may view and print preformatted reports.
7. ONLY after you click on the Search Now button are your options shown about the variety of reports you can print.
8. **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.)

9. 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. 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 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.