

***General Instruction and Setup***  
***Guide for***  
***Nurseries***



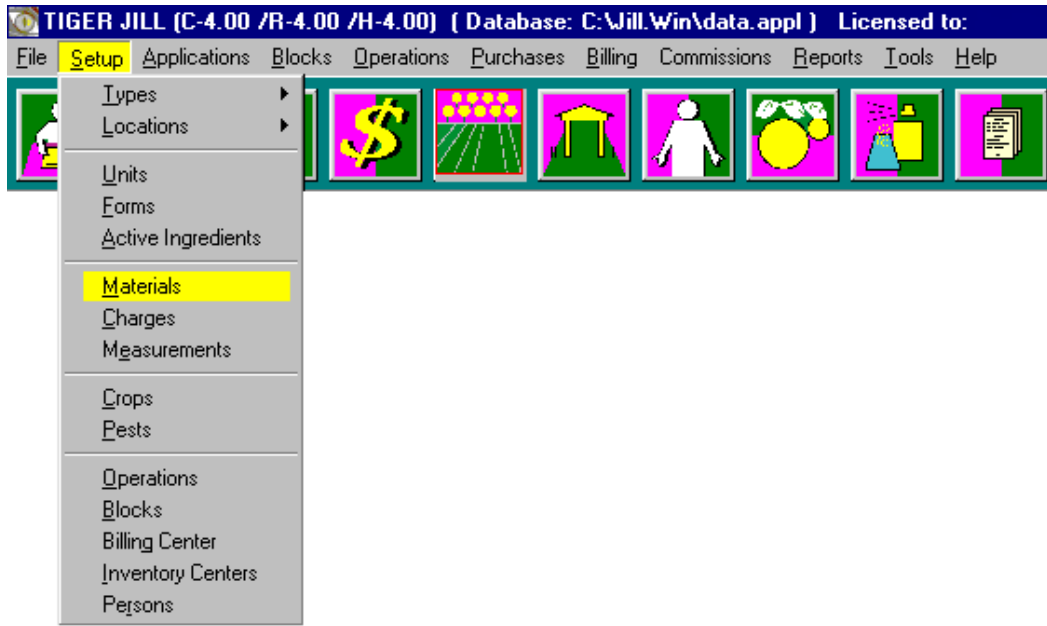
# *Table of Contents*

1. <i>Introduction</i>	
2. <i>Program Installation</i>	<i>Page 1</i>
3. <i>Setting the Database Administrator Parameters</i>	<i>Page 2</i>
4. <i>Entering Your Company's Contact Person</i>	<i>Page 3</i>
5. <i>Entering Your Operation</i>	<i>Page 4</i>
6. <i>Set Program Preferences</i>	<i>Page 5</i>
7. <i>Entering new Crop Records</i>	<i>Page 6</i>
8. <i>Entering a Site (House)</i>	<i>Page 6</i>
9. <i>Entering a Block (Section/Row)</i>	<i>Page 7</i>
10. <i>Entering an Inventory Center</i>	<i>Page 7</i>
11. <i>Entering an Application Record</i>	<i>Page 8</i>
12. <i>Entering a Purchase Record</i>	<i>Page 9</i>
13. <i>Setup Headers and Footers</i>	<i>Page 10</i>
14. <i>Entering New Material Record</i>	<i>Page 11</i>
15. <i>Modifying Write Protected (Orange) Records</i>	<i>Page 11</i>

## 1. INTRODUCTION

The purpose of this manual is to lead you through the very first steps of running the program. Further detailed explanations can be found by clicking on the **Help** button at the bottom of each screen or by pressing the F1 button.

- a. The notation used in the manual describes an option selection begins with the Main Menu.
  - i. The selection **Setup | Materials** means that
  - ii. At the Main Menu, click on **Setup** option.
  - iii. At the next menu click on **Materials** option.

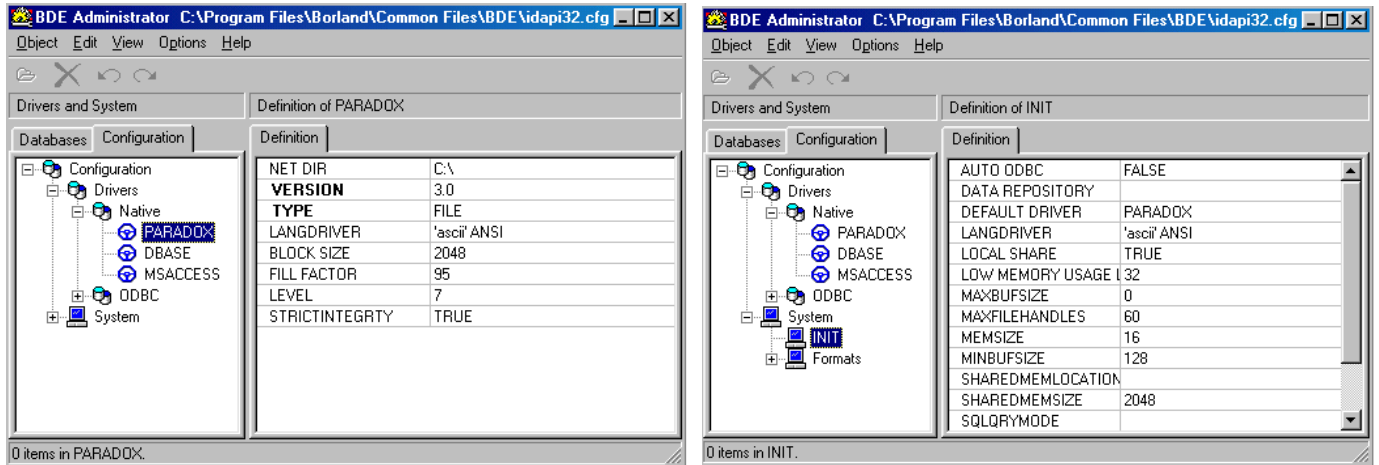


## 2. PROGRAM INSTALLATION

- a. Insert the disk into your CD drive. The installation program will automatically begin.
- b. Click on "Install Program."
- c. Follow the setup program instructions.
- d. After the installation, click on the program icon and start the program.
- e. When you run the new program for the first time, the program will display a registration screen. It includes a unique USER CODE. Contact our office to get a corresponding PASSWORD. Enter the password together with your name, company name, and Program Serial Number.

Contact Person		Randy Herndon	
Company		Yoder Brothers	
Program Serial Number		9TNM-9N6Y-VANA-HR69-88YH-6Y1	
Copy Number	10453	V.S.N.	473960701
For User Code:	58399105	Enter Password	749746

### 3. SETTING THE DATABASE ADMINSTRATOR PARAMETERS:



- a. Click on the Windows' Start button.
- b. Select the Program option. (All Programs in Windows XP)
- c. Select the Orange Software option and click on Data Base Administrator.
- d. Click on the Configuration Tab.
- e. Double click on the Drivers Icon
- f. Double click on the Native Icon
- g. Click on the PARADOX Icon
- h. In the right hand side, on the 7th line, set LEVEL parameter to 7
- i. Click on the plus sign next to the System Icon.
- j. Click on the INIT Icon.
- k. In the right hand side, on the 7th line, set the MAXBUFSIZE parameter to 0.
- l. In the right hand side, on the 8th line, set the MAXFILEHANDLES parameter to 60.
- m. Click on the Object menu item (The top left most menu item).
- n. Click on the Exit menu option.

#### 4. ENTERING THE CONTACT PERSON.

The screenshot shows a software window titled "PERSON RECORD (4 Persons in the database)". The form contains the following fields and values:

- Name:** Sznik Udi (highlighted in yellow)
- Type:** Contact (dropdown menu)
- Included in Lookups:**
- Mz/Ms:** Mr. (highlighted in yellow)
- First Name:** Udi (highlighted in yellow)
- Middle:** (empty)
- Last Name:** Sznik (highlighted in yellow)
- Employer:** Orange Dusters (dropdown menu)
- Title:** President
- License:** (empty)
- SSN:** 555-55-5555
- Birth Date:** 01/01/1983
- Start Date:** (empty)
- End Date:** (empty)
- Picture:** A small portrait photo of a man.
- Address:** 2377 W. Shaw, Suite 205
- Address Second Line:** (empty)
- City:** Fresno
- State:** CA (dropdown menu)
- Zip:** 93711
- Memo:** (empty text area)
- Commission Percentage:** 15

At the bottom, there is a table with the following data:

Line	Phone Type	Phone Number	Comment
1	Office	559-229-2195	

The bottom of the window features a toolbar with buttons for Save, Cancel, New, Report, Export, Delete, End, Filter, navigation arrows, Help, and Close.

f. Select **Setup | Person**

g. In the **Name** field enter the Contact Person ( the person(s) with the license responsible for the spray. Last name first for example Smith Jim

h. Press the **Enter Key** and the cursor will move to the next field. In the **Person Type** field select Contact.

i. Make sure that all the Required Fields (Those with a yellow background) are defined. Fill up all the other fields if available.

j. Make sure that all the fields with a yellow background have a value. The program will not let you save the record if one of them is missing a value.

k. Click the **Save** button.

## 5. ENTERING YOUR OPERATION

The screenshot shows a software window titled "OPERATION RECORD [ 324 Operations in the database ]". The form contains the following fields and values:

- Name: Sunnyside Nursery
- Operation Type: Owner
- Included in Lookups:
- Full Name: Sunnyside Nursery
- Contact Person: Sosnik Udi
- Address: 2377 W. Shaw, #205
- Address Second Line: (empty)
- City: Fresno
- State: CA
- Zip: 93711
- County: Fresno
- Sales Tax Rate (%): 7.88
- License Number: (empty)
- Operator Identification (Permit Number): 1011111
- Memo: (empty)

Below the form is a table with the following data:

Line	Contact	Phone Numbers or email Addresses	Comment
1	Office	559-229-2195	

At the bottom of the window is a toolbar with the following buttons: Save, Cancel, New, Report, Export, Delete, Find, Filter, navigation arrows, Help, and Close.

- Select **Setup | Operations**
- If you **HAVE** the Multi Owner Module Click the **New** Button. If you do not have the module click on the **Find** Button and Locate the Record with the Name **OWNER** and click on the **OK** Button then edit this **Existing** record following the same steps below.
- Only if you have the Multi Owner Module enter the name of the operation in the **Name** field
- In the **Operation Type** field select Owner.
- If the full name is longer than the one entered in the name enter it in the Full **Name** field.
- In the **Contact Person** field type the name of your contact person and press the enter key. Enter the address, city, state and zip.
- Enter your **Operation Identification** and **License Number** if required in your state.
- In the phone grid enter the type and number for the Office and the Fax.
- Click the **Save** Button.

## 6. SET THE PROGRAM PREFERENCES

- Select **File | Supervisor | Preferences**.
- Click on the **Defaults** Tab
- Set defaults accordingly.
- Click on the **Aliases** Tab
- Define aliases to match your terminology
- Click the **Save** Button.

The screenshot shows the 'Preferences' dialog box with the 'Defaults' tab selected. The dialog is divided into several sections: 'Application Screen', 'Measurement Log Screen', and 'Purchase Screen'. Each section contains various settings, mostly dropdown menus and text boxes. At the bottom, there are four buttons: 'Save', 'Cancel', 'Default', and 'Help'.

Identifiers	Purchase	Reports	Verification	Volume			
Aliases	Application	Backup	Colors	Containers	Defaults	General	Icons

**Application Screen**

Applicator: Sunnyside Nurser  
Reason: Preventative  
Supervisor: Sosnik Udi  
PCA: Smith Jim  
Application Method: Solo Backpack  
Supplier:   
Inventory Center: Warehouse 1  
Tank Size: 50  
Dilution Volume: 10  
Days From Proposed Date To Expiration Date: 7  
Type:   
Post Harvest: N

**Measurement Log Screen**

**Purchase Screen**

Supplier: Novartis  
Inventory Center: Warehouse 1

Buttons: Save, Cancel, Default, Help

The screenshot shows the 'Preferences' dialog box with the 'Aliases' tab selected. The dialog contains four text input fields for defining aliases. At the bottom, there are four buttons: 'Save', 'Cancel', 'Default', and 'Help'.

Icons	Identifiers	Reports	Verification	Volume		
Aliases	Application	Backup	Colors	Containers	Defaults	General

Crop Alias: Crop  
Site Alias: House  
Block Alias: Section  
Owner Alias: Owner

Buttons: Save, Cancel, Default, Help

## 7. ENTER NEW CROP RECORDS

CROP RECORD [ 265 Crops in the database ]

Name  Included In Lookups

Full Name

Annual or Perennial Crop (A.P.)

Line	State	State Crop Name	State Crop ID
1	California	MUM	

Save Cancel New Report Export Delete Find Filter [Navigation] Help Close

- Select **Setup | Crops**
- Click the *New* button
- Enter the name of the Crop
- Specify if it is an Annual or Perennial crop.
- Click the *Save* Button

## 8. ENTERING A HOUSE (Site Alias) RECORD

Choose a house that belongs to the owner that you have entered above.

HOUSE RECORD [ 630 Houses in the database ]

Owner  House Name

State  County  Site ID  Crop  Included in Lookups

Section  Township  Range  Base and Meridian  Planted Area

Location Description

Save Cancel New Report Export Delete Find Filter [Navigation] Help Close

- Select **Houses** from the main menu.
- Select from the lookup list the **Owner Name**.
- Enter the **House Name**.
- Enter the **Site ID**. Select from the lookup list the **Crop**.
- Enter the **Section, Township, Range** and **Base/Meridian** from your county's plat records. (Not required fields if the Preference – Require California Legal Description is set to N)
- Enter the total Planted area for this house.

## 9. ENTERING A SECTION (Block Alias) RECORD

Choose a section that belongs to the house that you have entered above.

The screenshot shows the 'SECTION RECORD' window with the following fields and data:

- Owner: Sunnyside Nursery
- House: 01
- Name: 1A
- Comment: (empty)
- Planted Area: 0.083 Acre
- Included in Lookups:
- Seasons table:

Line	First Date	Site ID	Crop Name	Variety Name	Planted Area	Unit	Harvest Date	NOI Map
1	01/01/2003	1A	MUM		0.083	ac		

Buttons at the bottom: Save, Cancel, New, Report, Export, Delete, Find, Filter, Help, Close.

- Select **Sections** from the main menu.
- Select from the lookup drop down list the name of the **Owner**.
- Select from the lookup drop down list the name of the **House**.
- Enter in the **Name** field the name of the section
- Enter in the **Planted Area** field the acreage of the section.
- Enter the **First Date** of the current season. (For example for perennial crop the first of the year 01/01/2001).
- If applicable enter the **Site ID** as assigned by the county ag commissioner.
- Select the **Crop Name**.
- Select the **Variety Name** if applicable.
- Enter the **Harvest Date** if available.
- Fill in the NOI Grid Map if available.
- Click the **Save** Button.

## 10. ENTERING AN INVENTORY CENTER

The screenshot shows the 'INVENTORY CENTER RECORD' window with the following fields and data:

- Name: Warehouse 1
- Owner: Sunnyside Nursery
- Memo: (empty)
- Included in Lookups:
- Inventory table:

Material Name	Balance	Unit
CITATION	127.68	Gram
PLYAC	769	Ounce
KELTHANE	576	Ounce
MEDALLION	128	Ounce
SYSTHANE	482	Ounce

Buttons at the bottom: Save, Cancel, New, Report, Export, Delete, Find, Filter, Help, Close.

- Go to **Setup | Inventory Centers**
- Enter the **Name**.
- Select the **Owner**.
- Click on the **Save** button.

## 11. ENTERING AN APPLICATION RECORD

APPLICATION RECORD [ 14018 Applications in the database ]

Reference **M03-APL-27224** Record Entry Date 03/19/2003

Proposed Start Date 03/19/2003 Start Time  Expiration Date 03/26/2003 Completion Date  Completion Time

Owner Sunnyside Nursery Inventory Center Warehouse 1 Supervisor Sosnik Udi

Applicator Sunnyside Nursery Supplier  PCA Smith Jim

Reason Preventative

Crop **MUM**

Line	House	Section	Treated Area	Completion Date	Completion Time	Start Date	Start Time
1	01	1A	0.08				
2	01	2B	0.11				

Total Treated Area **0.19** Acre Total Cost **\$6.35**

Materials Charges Measurements Crew Comments

Dilution Volume 200 Tank Size  Number of Loads  Application Method and Spray

Line	Material	Rate Per ac	Unit	Total	Unit	Pest	Tank Amount	Unit	Dilution per 100 gal	Unit	Ur
1	CITATION	89.2857	gr	16.9643	gr			gr	44.6429	gr	
2	PLYAC	2.381	oz	.4524	oz			oz	1.1905	oz	

Reentry Interval 12 Hour Harvest Interval 0 Day Material Total **\$6.35**

Save Cancel New Report Export Delete  
Find Filter Help Close

- Select **Applications**
- Enter the **Proposed Start Date**.
- If available enter the **Proposed Start Time**.
- If the application was already completed enter the **Completion Date** and **Completion Time**.
- Select the Owner entered above in the **Owner** field.
- If your program includes the Inventory Module enter the **Inventory Center** name. The program will display a "...is not in lookup list ..." error message. Select the "OK open and change lookup record" option to complete the Inventory Record.
- Enter the **Supervisor**'s name.
- Select the **Reason**.
- Move to the **Block Grid**. Select the **Site** and **Block** entered above.
- Enter the **Dilution Volume**.
- Enter the **Tank Size**.
- Move to the **Material Grid**. In the **Material** column select the first **Material** applied.
- Enter the **Rate per Acre** of the applied material.
- If you want to track your cost for the materials enter the **Unit Cost** of the material.
- If additional materials are applied press the down arrow key of the keyboard. The program will open a new row in the material grid. Repeat the previous 3 steps to enter the information about the new applied material.
- If you would like to track your application costs click on the **Charge Tab**.
- Enter the **Charge** (expense.)
- If you would like to keep track of application conditions like wind and temperature click on the **Measurement Tab**.
  - Select the **Measurement** name.
  - Enter in the **Reading** field the numeric value
- If you want to keep track of the employee exposure click on the **Crew Tab**. Enter the **Employee Name**.
- Click the **Save** Button.

## 12. ENTERING A PURCHASE

**PURCHASE RECORD** [ 89 Purchases in the database ]

Reference: **M03-PUR-00711** Purchase Date: 03/19/2003

Inventory Center: Warehouse 1 Supplier: Scott

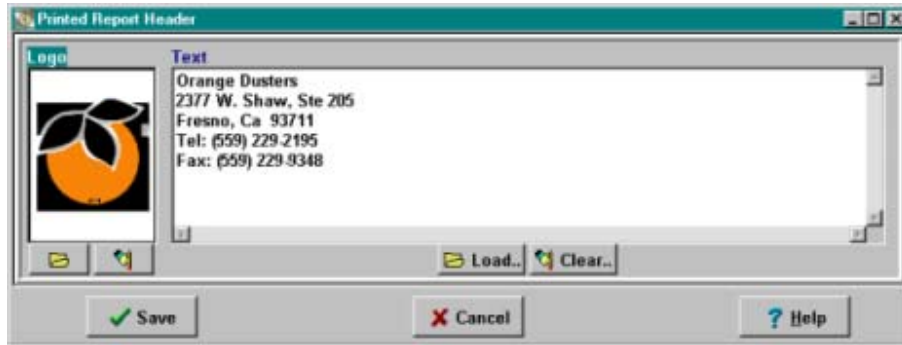
Memo:

Line	Material	Total	Unit	Unit Cost	Amount	Inventory Center
1	SYSTHANE	482	oz	5.85	2819.7	Warehouse 1
2	MEDALLION	128	oz	13.64	1745.92	Warehouse 1
3	KELTHANE	576	oz	.75	432	Warehouse 1
4	CITATION	127.68	gr	.37	47.24	Warehouse 1
5	PLYAC	768	oz	.15	115.2	Warehouse 1

Total Amount: **\$5,160.06**

- Click on **Purchases** on the top menu items.
- Enter the **Purchase Date**.
- Select the **Inventory Center**.
- Select the **Supplier**.
- Enter a notation in the **Memo** field if necessary.
- Enter the **Material Grid**. Select first **Material** purchased. The program will complete the other columns based on the material record.
- If the **Unit Cost** is different from the one in the material record change it.
- Click on the **Save** button

### 13. SETUP HEADERS AND FOOTERS



- a. Select **File | Supervisor | Headers and Footers | Report Header**.
- b. Load your own .bmp file into the Logo box by clicking on the folder under the box and browsing to the .bmp file with your logo or press the **Clear** button for no Logo.
- c. In the Text Box type your company's name, address, etc.
- d. Click the **Save** Button.

## 14. ENTERING NEW MATERIALS

The screenshot shows the 'MATERIAL RECORD' window for 'Roundup ultra'. The form contains the following data:

- Name: Roundup ultra
- EPA ID: 00524, 00475, ZB
- Full Name: Roundup ultra herbicide
- Manufacturer: Monsanto
- Form: Emulsifiable Concentrate
- Type: Herbicide
- Purchase Unit: Gallon
- Cost of One Gallon: 14.5
- Total Inventory: 0
- Application Unit: Ounce (volume)
- Federally Restricted: N
- Posting Required: N
- Family: Undefined
- Toxicity: Undefined
- Reentry Interval: Day
- Harvest Interval: Day

Line	Crop Name	Reentry Interval	Unit	Harvest Interval	Unit
1	Cotton	0	day	0	day

- Select **Setup | Materials**
- For a new record click on the **New** button.
- Enter the **Name** of the material.
- If the material requires reporting to the state enter the **EPA Number**.
- Enter the **Full Name** of the material, which is the way the material name appears in official reports.
- Enter all the other required fields (those with yellow background). If the material has the same reentry and harvest intervals for all the crops enter the **Reentry** and **Harvest Intervals** at the top of the screen.
- In the **Crop Grid** for each crop that the material is registered enter the appropriate **Reentry** and **Harvest Intervals** from the material's label. The program will not let you record in the Application Record of a material that is not registered to the treated crop.
- There may or may not be additional tabs in your material record depending on the modules you have in your configuration. Click on the **Help** button at the bottom of the record. It will display the help for the entire Material Record, then click on any tab you have questions about.

## 15. "MODIFYING" WRITE PROTECTED (ORANGE) RECORDS (MATERIALS, CROPS, ACTIVE INGREDIENTS ETC)

The database includes materials that are provided and maintained by Orange Enterprises, Inc. They are referred to as Orange Records and some of their fields can only be changed by Orange Enterprises. The Names of those records begin with a dot (.). If you need to change a write protected field of an Orange Record you have to create a whole new material record. To create such a record and with minimum data entry you can take advantage of the **Duplicate** Button. Follow the instructions below:

To modify Orange Enterprise's records

- Click on the **New** button.
- Click on the **Duplicate** button.
- Select the Orange Record whose name begins with a dot that you want to copy.
- Remove the dot (.) from the front of the **Name**
- Make the needed change
- Click on the **Save** button.