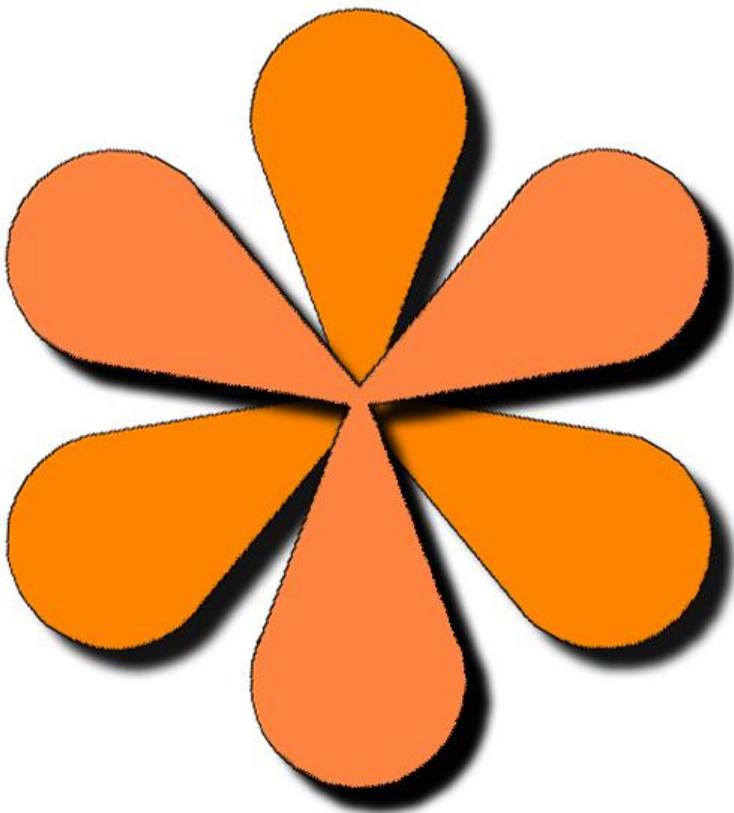


# Clivia Access

## **User's Guide and Reference v1.3**



By: Michael Kinzer  
Colorado Clivia Company

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By: Michael Kinzer  
Colorado Clivia Company

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## **Clivia Access User's Guide and Reference**

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Colorado Clivia Company  
621 Saint Paul Street  
Denver, Colorado 80206  
United States

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# Clivia Access Concepts

## *General Philosophy*

Clivia growers, breeders, and collectors are more successful in their endeavors if they have access to a wide range of information about their particular plants. *Clivia Access* is a Microsoft Windows® and Access® based software program designed to efficiently collect and present a wide range of information used in the growing and breeding of Clivias. The software is intended to replace paper records performing similar activities. In addition, the software is designed to accommodate many of the unique features of a Clivia collection and breeding program. While collectors of other species may find the software usable and helpful, the software is intended specifically for growers of the Clivia species.

## *Optional Use*

*Clivia Access* can collect a wide range of information regarding the characteristics and history of individual plants, along with Grower's Notes about a variety of subjects. Depending on the goals of individual growers, some of this information may not be needed. *Clivia Access* allows individual growers to only collect the information they feel appropriate for their collection goals. Use of most fields in the software is optional. And data entry forms are laid out so most commonly collected information is entered first.

## *Plant Numbers*

*Clivia Access* uses a unique **Plant No.** to track each plant in the software. This number is critical. All plants involved in the breeding or growing collection must have a valid plant number – there is no option. Some plants, which have never been in the possession of the grower, may also need a valid **Plant No.** since they are parents, grandparents, etc. of plants in the collection. Use of plant numbers allow the software and its user to minimize mistakes, speed entry of data, use common sorting techniques and allow easy conversion of numerous plant numbering systems to a common base.

## *Validation Lists*

*Clivia Access* uses numerous validation lists to check data entries for accuracy, standardize data entry, simplify sort and selection criteria definitions, and keep the database in a clean condition. Individual validation lists can be modified by particular growers to suit their specific needs. Sample, generic validation lists are included as a starting point. Many growers may wish to expand the generic validation lists or replace them with one of their own.

## Installing Clivia Access

### *Requirements*

*Clivia Access* includes a run-time version of Microsoft's Access 2007®. As shown in the end user licensing agreement (EULA) you see when installing the software, you are authorized to install one copy without additional licensing required from Microsoft. The minimum hardware requirements for *Clivia Access* are the same as for Microsoft Access 2007®. They are:

- Personal computer (desktop or notebook) with an Intel Pentium® 500 megahertz or faster processor. Pentium III® or later is recommended. Similar AMD processors are also supported.
- 256MB of RAM or greater. 512MB to 1GB RAM is strongly recommended..
- 165 MB, or more depending on the amount of data, of available hard disk space on the computer's C:\ drive, for the program, installation files, an electronic copy of this manual; and data files. If you include pictures in *Clivia Access*, the amount of hard disk space will increase significantly. During the installation process, up to 1.5 Gbytes of hard disk space may be used temporarily.
- 1024 x 768 or higher resolution monitor.
- A data backup mechanism capable of storing 5 Mbytes or more of data plus additional storage if photos are used. .
- Windows XP® with Service Pack 2 (SP2), or Windows Vista®.

### **Other Software or Hardware**

The following additional software or hardware will be needed to use all functions of *Clivia Access*:

- A Windows based printer capable of printing black and white (grayscale) documents 8 ½ by 11 inches in size (or equivalent). Color capabilities are recommended if color photos are to be used.
- For users installing **Clivia Access** from a compact disk, a compact disk reader. For users downloading **Clivia Access** from the Internet, an Internet connection and browser (Internet Explorer, Firefly, etc.).
- For photo features, a digital camera capable of producing \*.jpg images or photo manipulation or organization software capable of producing \*.jpg images.
- For reading this User's Guide, a copy of Adobe Reader version 7.0 or later. This software is currently available free at [www.adobe.com/products/reader/](http://www.adobe.com/products/reader/)

## Installation

### File Locations

The installation software for *Clivia Access* will create a directory or folder called Clivia in your C: drive's root directory, which will look like **C:\Clivia**. The following files will be installed at this location – **ClivA1v3.accdr** (the program), **UserManual1v3.pdf** (the software manual), **Clivia.ico** (the icon for the Window's desktop), **ClivA\_Data1.acdde** (the data files) and **IsLicense40.dll** (the license manager). **ClivA\_Data1.acdde** will contain all of your data and all of the validation lists. It is one of two parts of the software that changes over time. Because it contains your data, **ClivA\_Data1.acdde** should receive regular data backups.

***Danger:** The file **IsLicense40.dll** should be left alone. Because it is the license manager, this file contains numerous security features to protect itself. Attempts to view or change this file will initiate file tampering routines. If this file believes a tampering attempt has occurred, your license will be cancelled. Colorado Clivia does not refund purchase prices for tampered licenses.*

Another needed file location is for photos, if that function is used in *Clivia Access*. *Clivia Access* data files do not contain the photos only a reference to their location. In order for *Clivia Access* to use photos, individual photos must be placed in a new directory or folder **C:\Clivia\Photo**. The installation software will create this directory or folder and install one photo there – **NoPhoto1.jpg**. The **Photo** folder will need to be backed up as well as your data. See page 25 for additional details on using photos.

The last needed file location is for the Grower's Notebook data and the associated images or photos. Those items must be placed in a NBook directory or folder **C:\Clivia\NBook**. The data file for the Grower's Notebook is contained in this directory and is named **NBook\_Data.acdde**. A second **Image** directory will also be placed here and a **NoPhoto2.jpg** photo file will be placed in it. The **NBook\_Data.acdde** file and all of the files in the **Photo** directory need to be backed up as well. Most users simply backup the entire **C:\Clivia** directory.

The installation process creates these directories and files. In outline form, all of these directories and files will look like:

**C:\Clivia** (a directory or folder)  
 ClivA1v3.accdr  
 UserManual1v3.pdf  
 ClivA\_Data1.accde  
 Clivia.ico  
 IsLicense40.dll  
**Photo** (a directory or folder)  
 NoPhoto1.jpg  
**NBook** (a directory or folder)  
 NBook\_Data.accde  
**Image** (a directory or folder)  
 NoPhoto2.jpg

**Caution:** *With all Clivia collection records in one electronic location, backing up your data is a critical operation. Always remember the three critical computer operations: BACKUP, BACKUP, BACKUP!!!! All of the Photo and NBook\Photo directories and the ClivA\_Data1.accde and NBook\_Data.accde files must be backed up regularly.*

Regardless of whether an existing full featured copy of Access 2007® is installed on the computer to receive **Clivia Access**, a copy of the runtime version of Access 2007® will be installed for use by **Clivia Access**. This is done to prevent **Clivia Access** from making changes to other full featured Access 2007 programs setup on the computer. The Access 2007® Runtime files will be automatically installed where other programs are installed on the computer. The Microsoft Save As PDF or XPS Add-in for 2007 Microsoft Office is also installed on the computer where the Access Runtime files were installed.

## Installation Process

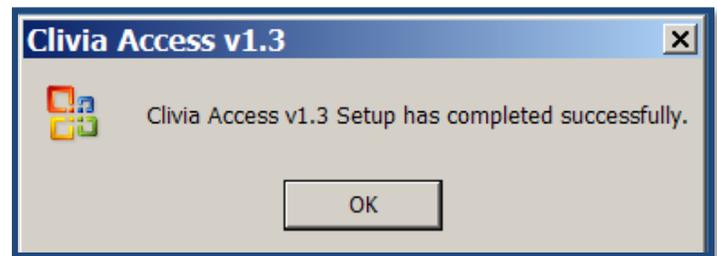
**If you received *Clivia Access* on a compact disk in the mail:**

1. Start your computer, and shut down any application programs running, including virus protection and spyware. If you leave virus protection and spyware operating, during and initially after the installation you will receive several warnings from these two software types. **Clivia Access** was scanned for viruses using up-to-date Trend Micro® software before shipment. If your computer contains more than one login, you will need to login with Administrator rights. Many computers are setup with no logins or only one, so this requirement is not applicable in those cases.
2. Inspect the compact disk to make sure it was not physically damaged in the mail. If CD is physically ok, insert the disk into the CD reader on your computer. On most computers the **Clivia Access** installation program will

automatically start after several seconds. If the *Clivia Access* installation program automatically starts go to step 4.



3. (Use this step only if the *Clivia Access* installation program does not automatically begin.) Using My Computer or Windows' Explorer open the CD. In the first level of files and folders you will see a file named **Setup.exe**. Double left click with the mouse on the **Setup.exe** file name. The *Clivia Access* installation program will begin.
4. During the installation process follow the on-screen prompts for the *Clivia Access* installation program. You will be asked to accept an End User's License Agreement, optionally enter your name or organization, and choose between a **Typical** or **Custom** installation. Choose **Typical**. The installation program will create all of the folders or directories and install all of the files. It will also install a shortcut on your Windows Desktop with an orange, clivia blossom icon. After *Clivia Access* has been installed, the Access 2007 Runtime installation will automatically begin. Several times during the installation process the screen will look like the installation has finished. Just wait. Until you have seen the dialog box shown on the below, the installation is still proceeding. Left click on the **OK** button to complete the installation.



5. After the installation, turn your virus protection and spyware on again. To start *Clivia Access* double left click the *Clivia Access* icon on the Windows Desktop. See the **Activate License** subject later in this section for license information.
6. Place the *Clivia Access* installation disk in a safe place. You will need this disk to move the software to a new machine, or to uninstall the software at a later date.

**Note:** A safe place for a CD is a dark place with moderate/room temperatures.

7. If you do not have Adobe Reader version 7.0 or later installed on the computer you will need to download the program from [www.adobe.com/products/reader/](http://www.adobe.com/products/reader/) in order to view and print the Users Guide. Follow the instructions on the web site to install this free software. After installing Adobe Reader, to open the Users Guide go to **C:\Clivia\UserManual1v3.pdf** and double left click on the file name.

### To install *Clivia Access* from an Internet download:

1. *Clivia Access* is transmitted over the Internet in a compressed, ZIPped folder displaying the name **ClivA1v3** or **ClivA1v3.zip**. During the download, you should opt to **Save** this folder to your hard drive, remembering where you saved it. Go to the saved folder and double left click. Depending on the software on your computer, you can then copy the files to a software installation folder on your C: drive, or will need to extract them first. You should end up with files and folders in the following configuration:

#### Installation folder name (your choice)

setup.exe (a file)

autorun.inf (a file)

#### files (a folder)

AccessRuntime.exe (a file)

SaveAsPDFandXPS.exe (a file)

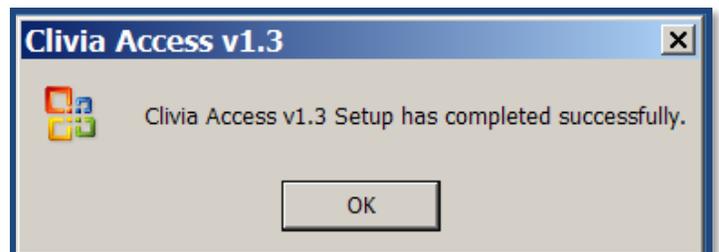
ClivA1v3.msi (a file)

#### Setup (a folder)

Setup.ini (a file)

2. If the computer has more than one login, you must login with Administrator rights. Shut down any application programs running, including virus protection and spyware. If you leave virus protection and spyware operating, during and initially after the installation you will receive several warnings from these two software types. *Clivia Access* was scanned for viruses using up-to-date TrendMicro® software before shipment.
3. Using My Computer or Windows' Explorer go to the just transferred installation folder. In this folder you will see a file named **Setup.exe**. Double left click with the mouse on the **Setup.exe** file name. The *Clivia Access* installation program will begin.

8. During the installation process follow the on-screen prompts for the *Clivia Access* installation program. You will be asked to accept an End User's License Agreement, optionally enter your name or organization, and choose between a **Typical** or **Custom** installation. Choose **Typical**. The installation program will create all of the folders or directories and install all of the files. It will also install a shortcut on your Windows Desktop with an orange, clivia blossom icon. After *Clivia Access* has been installed, the Access 2007 Runtime installation will



automatically begin. Several times during the installation process the screen will look like the installation has finished. Just wait. Until you have seen the dialog box shown previously, the installation is still proceeding. Left click on the **OK** button to complete the installation.

4. After the installation, turn your virus protection and spyware on again. To start *Clivia Access* double left click the *Clivia Access* icon on the Windows Desktop. See the **Activate License** subject later in this section for license information.
5. If you do not have Adobe Reader version 7.0 or later installed on the computer you will need to download the program from [www.adobe.com/products/reader/](http://www.adobe.com/products/reader/) in order to view and print the Users Guide. Follow the instructions on the web site to install this free software. To open the Users Guide using Adobe Reader go to **C:\Clivia\UserManual1v3.pdf**.

### Move Clivia Access to a New Computer

The End User License Agreement (EULA) for *Clivia Access* allows you to move the software to a new computer if you remove it from the previous computer. The process to move *Clivia Access* to a new computer is as follows:

1. On the old computer, back up your data and photos by placing a copy of **ClivA\_Data1.accde**, all of the **Photo** subdirectory (both in the **C:\Clivia** directory), **NBook\_Data.accde** and all of the **Image** sub directory (both in the **C:\Clivia\NBook** directory) to another location on your hard drive. Also create a copy of these files on transferable media (such as burning a CD, using a thumb drive, etc.).
2. Using the *Clivia Access* installation disk or the installation files originally received via the Internet, install the software on the new computer as described in the last section of this manual. You will need to enter the License Key after the installation.
3. Using the transferable media containing your data and photos from the old computer, copy the **ClivA\_Data1.accde** file and **Photo** subdirectory to the new computer's **C:\Clivia** directory or folder. Also copy the **NBook\_Data.accde** and the **Image** subdirectory to the new computer's **C:\Clivia\NBook** directory or folder. When asked if you wish to over-write the existing files, answer YES.
4. Test the installation on the new computer to insure everything is working as intended. Just like the original installation, you will need to enter the License Key into the new installation.
5. If and only if the new installation is working, uninstall the software from your old computer. To uninstall *Clivia Access* from the old computer follow the

instructions in the following section. You can also erase the backup copy of your data and photos on the old computer's hard drive.

6. Place the transferable media with the backup copy of your data and photos in a safe place. This is a backup. Return the *Clivia Access* installation disk to its safe place as well.

## Uninstall Clivia Access

At some point in the life of *Clivia Access* on your computer you may decide to uninstall the software. Following is the process to uninstall *Clivia Access*.

**Danger:** *The Clivia Access uninstall process may erase any and all data and photos/images in the C:\Clivia directory or folder. Always create a backup first.*

1. Backup your data and photos/images by copying the **ClivA\_Data1.acdde** file (your data and validation lists), the entire **Photo** sub directory (your photos), both contained in the **C:\Clivia** directory or folder, the **NBook\_Data.acdde** (your Grower's Notebook data and validation lists), and the entire **Image** sub directory (your Grower's Notebook images), both contained in the **C:\Clivia\NBook** directory or folder, to someplace else on your hard drive. If you own a full featured copy of Access 2007® you can read the data file and can export the information to another database using your copy of Access®. Even if you do not own a full featured copy of Access® you should still make a backup copy of the data file as you may in the future be able to borrow or obtain a copy to manipulate the data.
2. If you do not own a full featured copy of Access®, you should use the Export functions of *Clivia Access* to export as much data as possible.
3. Use the standard Windows® uninstall process to uninstall *Clivia Access*. You will need to uninstall three programs, *Clivia Access*, Microsoft Office Access 2007 Runtime, and Microsoft Save As PDF or XPS Add-in for 2007 Microsoft Office. To do the three uninstalls from the Windows Desktop, left click on the **Start Button**→**Settings**→**Control Panel**→**Add or Remove Programs**→**Clivia Access** or **Microsoft Office Access 2007 Runtime** or **Microsoft Save As PDF or XPS Add-in for 2007 Microsoft Office**→**Remove**. At some point the computer may ask you to enter the *Clivia Access* installation CD into the CD reader. Do so. *Clivia Access*, its data, its photos, the user guide, the **C:\Clivia** directory, and the desktop icon may be removed from the computer. None of these files will be placed in the Recycle Bin, so there is virtually no recovery from this maneuver.

**Note:** *If you have a full featured, registered version of Microsoft's Office 2007 and you wish to keep the "Save As PDF" functionality, just leave that program on the computer. It not only adds PDF publishing capabilities to Clivia Access, but will also add PDF publishing capabilities to all Microsoft Office 2007 programs. Sorry, it does not work for earlier versions of Office.*

## Activating License

*Clivia Access* is a licensed software product and as such requires a valid License Key to operate. Two types of License Keys are distributed: permanent and evaluation. A permanent license key is good until December 31, 2099. An evaluation license key is good for 30 calendar days after installation or a specific date, whichever comes first. When you first open *Clivia Access* and every time thereafter until a valid, permanent license key is entered, you will see the following screen.

**Clivia Access**
**Check License**

License Key:

Notes: **Please enter a valid license key or click on Quit Clivia Access.**

Instructions:

1. If you need to obtain a new permanent license key, Quit this form, and go to [www.CoClivia.com](http://www.CoClivia.com) to obtain the new license key. Return to this form and enter the new license key.
2. After entering a new license key, single left click the Go To Clivia Access command button. Clivia Access will open if the license key is valid.
3. If your license key has expired or is not valid, you can only fix typographical errors in the License Key or Quit Clivia Access and obtain a new permanent license key before proceeding.
4. License keys are entered exactly as they are sent to you. Include the dashes. A easy method to do this is to use the Windows' Copy and Paste commands via the icons on the toolbar or ribbon.
5. Always keep a backup copy of your license key in a safe place. Without it Clivia Access will not function. Lost, stolen, or missing keys are not replaced. You will need the license key again if you ever have to re-install Clivia Access.
6. This form only appears if you are using an evalutaion copy, a new license key is required, or if there are problems.

Go To Clivia Access

Quit Clivia Access

To use this form, enter exactly the license key you have been given. Include dashes, use capital letters as shown in your key, and all 0's are zeros. Then single left click on **Go To Clivia Access**. Depending on your license key's situation, either *Clivia Access* will open or an instruction will appear in the **Notes** section of the form. Using an evaluation license key will bring up this form every time until a permanent key is entered. For a valid evaluation license key just use the **Notes** instructions and single left click on **Go To Clivia Access**. Once a valid permanent license key has been entered, *Clivia Access* will skip this form and go directly to the **Database Menu**.

*Note: Although two different types of license keys are distributed, only one version of the software is included. With both types of license keys you receive a*

*full featured version of **Clivia Access**. And any data placed in an evaluation copy of **Clivia Access** will still be there when a permanent key is entered. The restriction on an evaluation license is it will only be valid for a limited number of days.*

**Danger:** *Colorado Clivia does **not** replace missing, lost, or stolen license keys. It is very important you keep a copy of your permanent license key in a safe place. Without it, you cannot re-install the software at a later time.*

## Getting Started

### **Introduction**

***Clivia Access** is intended to replace previously used paper processes for tracking the history and breeding activities involving individual plants. Bringing a current collection into the database can be a rather large task. Following the steps listed below can simplify that effort.*

### **Review the Manual**

Reviewing this manual should be the first step taken in the implementation of a ***Clivia Access*** system. Of particular importance are the sections on Installing ***Clivia Access***, Getting Started, and at least a review of Using the Program. Although the remaining portions of the manual will give new users an idea of the capabilities and features of the software.

### **Create Plant Numbering Scheme**

***Clivia Access** requires the use of a **Plant No.** for each plant in the system. A **Plant No.** can be any unique number between 1 and 1,000,000. The numbers do not have to be used consecutively. No number can be duplicated and ***Clivia Access*** checks each time a number is assigned to make sure the number is not a duplicate.*

However, within the range of possible **Plant No's.** it is possible to classify plants. For example:

- A grower who collects several different species may use the 10,000 series of plant numbers for Clivias, the 20,000 series of plant numbers for Orchids, the 30,000 series of plant numbers for Daylilies, etc.
- A grower of variegated Clivias may use the 10,000 series of plant numbers for one type of variegation, the 20,000 series of plant numbers for another type of variegation, etc.
- A grower emphasizing various colors of Clivia flowers may use the 10,000 series of plant numbers for orange flowers, the 20,000 series of plant numbers for the red flowers, the 30,000 series for yellow flowers, etc.

Using the goal of your Clivia collection process as a base, you should determine your own plant numbering scheme. Determining this scheme before starting to number plants will greatly simplify the process.

Given that *Clivia Access* can collect 33 plant characteristics, you may decide to consecutively number all plants without putting a scheme in place. If need be, **Plant No's.** can later be changed to any number not already used in the system.

As will be explained later on in this manual, you should save room in your **Plant No.** scheme for a significant number of unknown parent plants. When you first open *Clivia Access* you will find one plant record already exists. It is Plant Number 999,999 an unknown plant. Most users will select the 990,000 series of **Plant Nos.** for unknown plants and parent plants.

Because of the large amount of numbers available in *Clivia Access* you should leave lots of extra numbers in each classification block. That way the system you devise will handle any increases in your Clivia collection in the coming years. As you probably already know, Clivia collections never get smaller.

**Alternative Plant Number.** *Clivia Access* contains a field named **User Defined Category.** **User Defined Category** can be used for alternative plant identification labels. This feature has been included because many growers have historically used an alpha-numeric label to identify individual plants. That historical label can be placed here. You will still need to have a **Plant No.** as described above. The **User Defined Category** field or data entry box can be used to search for plants in the **Find Plant** and **Find Pollen** reports. Even though these features exist, it is still strongly recommended that growers with alpha-numeric labeling systems convert them to just numbers. The reasons are:

- When entering data for Bloom, Division, Pollination, Re-potting and General Events, data entry is significantly faster and less prone to mistakes using numbers—particularly for computer operators who are comfortable using the numeric key pad.
- Numeric sorting of lists makes sense to most people, alpha-numeric sorting usually does not make sense.
- Alpha-numeric labels can often be easily converted to Plant Nos. The large number of available numbers in Clivia Access is helpful in this conversion. If you would like some suggestions on how to convert your existing labels to the Plant Numbering scheme please feel free to contact us.

## **Determine Units and Formats**

When it comes to cost, value, or price data, *Clivia Access* uses the **Windows® Currency** format for your particular computer. Different personal computers may have been setup differently. To see what your particular computer uses for Currency go to the **Windows® Control Panel** and select **Regional and**

**Language Options.** Select the **Regional Options** tab. The **Currency** format will be shown and can be changed from this dialog box.

Date formats, in all cases, are defined by *Clivia Access* as the **Windows® Short Date** format. Different personal computers may have been setup differently. To see what your particular computer uses go to the **Windows® Control Panel** and select **Regional and Language Options**. Select the **Regional Options** tab. The **Short Date** format will be shown and can be changed from this dialog box.

**Caution:** *If you change the Short Date or Currency formats, they will be changed for all software programs on the machine.*

Several data fields in *Clivia Access* require measurement numbers. You need to select which measurement units you will use in the program. The measurement units should have the range to cover various sizes of plant parts (from blossom size to leaf length). For measurements, the US unit most suitable is inches. Elsewhere it is probably mm, or cm. The units you select must be consistently applied from the beginning use of the program. All measurement numbers can include decimals, but not fractions.

Plant Numbers are up to six digits long, 1 to 1,000,000. When entering these numbers you do not and should not enter the commas. *Clivia Access* will do that for you. If you wish to use a different “thousands separator” than commas, you can change that through the Windows® operating system, not *Clivia Access*. Changes made to the Windows® operating system will apply to all software programs on the computer, not just *Clivia Access*. Plant Numbers cannot have decimal points or decimal places.

### ***Decide User Defined Category Use***

The User Defined Category is a single field of many fields of data, which can be collected for each individual plant. The User Defined Category is not a defined field and can be used for anything. Individual growers may use this field differently. Because you can sort on this field, its use can be very powerful. The field will accept any combination of letters, numbers, spaces, symbols, and some punctuation marks 30 characters or less in length. **User Defined Category** does not have a validation list. Some possible example uses of this field include:

- Growers who use alphanumeric codes to summarize a plant’s genetics or reuse old alpha-numeric plant numbers may wish to place that code in the User Defined Category field.
- Because the use of User Defined Category field is optional, users who feel the other data fields in *Clivia Access* cover their needs do not need to use this field.

## Design and Populate Lists

Validation lists are used to check the entries in the **Acquired As, Flower Color, Flower Throat Color, Flower Exterior Color, Flower Edge Color, Disposition, Breeding Group, Breeder, Flower Shape, Fragrance, Inflorescence Height, Leaf Color/Style, Leaf Length, Leaf Width, Location, Pot Description, Propagation Method, Soil Mix, Source, and Species** fields. If an entry is not on the list, *Clivia Access* will not accept it in the appropriate field. When first delivered, *Clivia Access* contains pre-defined validation lists for everything except **Breeding Group, Breeder's Name, Location, Pot Description, Soil Mix, Source and Species**. Many pre-defined validation lists can be easily edited, and if needed all of their entries deleted. Using the processes in *Clivia Access* starting on page 61, examine, populate, and edit as needed the validation lists. While validation lists can have items added while entering plant data on a form, it is faster and easier to start with some commonly used lists already in place.

We have successfully used validation lists with up to 10,000 entries. These long validation lists do not noticeably slow down computer processing. Therefore, you can be quite detailed and lengthy in your use of validation lists. The secret to long validation lists is to establish strict organization and format requirements on the list and to religiously implement those standards without exceptions. When adding a new item to the list carefully make sure it does not already exist under another spelling or wording.

**Caution:** *Once you start entering plant data into Clivia Access, it is recommended you do not delete items from a validation list. Except as noted in the next paragraph, deleting a validation list item will not delete the same entry already in the database. Problems will result because selection criteria in reports are also controlled by validation lists.*

*Because of the different search routines in the Grower's Notebook, entries in the Publication and Source validation lists for the Grower's Notebook functions can be deleted if needed.*

**Caution:** *Clivia Access will not allow deletion of individual list items in the Location, Soil Mix, and Source validation lists. Individual items in each list may be changed – for example if a company changes its name, you can change the entry in the Source validation list. On these three lists only, any change made in the validation list will be reflected on all of the various data entry fields, forms and reports that use that entry.*

## Collect Data

For growers who have a number of plants to enter into *Clivia Access*, collection and organization of the data before beginning the data entry process can significantly speed the process. Although *Clivia Access* will allow you to enter

information about a particular plant over time, it is always faster and easier to do it all at once. Some users may find the sample forms in Appendix B an assist in collecting some or all of their data for entry into *Clivia Access*.

### **Organize Mothers and Fathers First**

In *Clivia Access*, the genetic history of a plant is tracked from the child to the parents, not the other way around. Also *Clivia Access* has no ability to add parents to newly created plants on the fly. These conditions allow *Clivia Access* to present a more complete genetic history in the Family Tree Report while maintaining the integrity of your data. When initially loading *Clivia Access* with data on your current collection, enter data on the mother and father plants first. That way when child plants are entered, the software can find the mother and father plants already in the system. If the mother and father plants do not exist in *Clivia Access* when the child is entered, those data entry boxes will need to be left blank. Once the parents are established in the system, you can then edit the child plant's record to provide the updated information about its parents. It is always easier to enter mother and father plants first, rather than going back a second time to enter them later.

### **Organize for Bulk Entry**

*Clivia Access* gives you two methods to create Plant Records. The first method requires you to enter all data about a plant from scratch. This method is ideal for situations when only one or two unique Plant Records need to be entered, or when a large number of Plant Records must be created that are significantly different from each other.

However, by organizing plants with similar characteristics together for data entry, you can use the second method – bulk entry. The **Plant Records (in bulk)** form is similar to the “from scratch” form except it remembers what was entered for the last plant. If you have 10 plants that are identical in every way to each other, using the bulk entry form will allow you to enter the data for the first plant and then only provide the **Plant No** for the next 9 Plant Records. The bulk entry form can also be used for entering just planted seeds since several seeds will have the exactly same characteristics. The **Plant Record (in bulk)** form is also good for creating Plant Records for plants that are only partially similar. This form will allow you to only change the data fields that are different from the last plant entered. Bulk entry is an amazing time saver. You will also notice bulk entry characteristics for the forms creating **Pollination, Bloom, Division, Pot/Repot, Event Records**, and the **Bulk Update** processes. When using these other forms, organizing for bulk entry can likewise save lots of time entering data.

## Plan on Unknowns

To fully implement the genetic history features of *Clivia Access* you need to always fill in the Mother's Plant No. and if appropriate the Father's Plant No. (divisions have no fathers, only mothers; while self pollinated plants have the same father and mother). This remains true even if you know very little about the parents of a plant. The use of Unknown Plants and partially Unknown Plants fills this need. Some examples:

- **Example 1.** A traditional orange *Clivia miniata* has been in my possession for over 20 years. I have no idea where I obtained it, let alone any information about its parents. The father and mother Plant No data entry boxes for this plant show an Unknown plant (Plant No. 999,999) with all Unknown characteristics. Plant No. 999,999 has itself as its parents.
- **Example 2.** I obtained some seed from another grower, which was labeled *Clivia miniata* Sunrise Sunset x San Marcos Yellow. The parents of the resulting seedlings were listed in *Clivia Access* as newly created Plant No's in the 999,000 series (my plant's not owned number section), listed as "Sunrise Sunset" and "San Marcos" and using Unknown for the characteristics of these parents. Unknown was used for the characteristics of these fairly well known *Clivias*, because I have never seen the parents and the grower did not provide any of their characteristics. They may be big or small, etc. The parents of the parents were listed as Plant No. 999,999 or "Unknown" since I have no information about these plants.

The software when delivered contains only one pre-established plant – Plant No. 999,999, an Unknown plant with all unknown characteristics. If your plant-numbering scheme uses some other number series for unknown plants, you will need to change this **Plant No.** to the one consistent with your numbering scheme. To change a **Plant No.** use the **Edit Existing:** Plant Record command button on the **Database Menu** screen.

In addition to Unknown plants, all Validation Lists should contain an **Unknown** entry. At a minimum, many of the Validation List Unknowns will be used on Unknown parents. Other times, you may find it appropriate to use an Unknown characteristic description for plants you have a significant amount of information on, but do not know everything.

The difference between an Unknown data entry and no data (or a blank) is significant. Unknown means you do not know the information and probably will never know the information. A blank means you do not know the information right now, but at some point in the future you will probably know the information. For example, when you plant a seed, you do not know the exact flower color that will occur as the plant matures. No data (or a blank) in this case is the recommended selection.

**Note:** All validation list controlled entries will also accept a blank field entry. You do not need to create a blank entry in each validation list to use a blank entry. *Clivia Access* automatically adds a blank to each validation list, even though it is not evident when viewing the list from the **Edit Lists** functions.

## Create Print Outs

*Clivia Access* is intended to be a complete electronic replacement for paper records on a Clivia collection. However, some people will find it easier to use some print outs of selected data. All or part of the software's information can be easily printed out if needed. In addition, **Appendix B** of this manual contains data entry forms to assist in the organization of information prior to entry into *Clivia Access*. Depending on how you work, printed data entry forms or printed validation lists may assist your use of the program.

## Using the Program

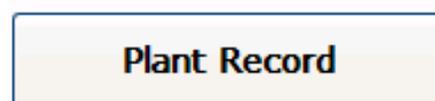
There are several common features used in *Clivia Access* to operate the software. Experienced users of the Windows® Operating System and its application programs will find these features similar to other programs they use and some may even find them intuitive. These features are explained below.

## On Screen Forms

Except for report previews, all aspects of *Clivia Access* are shown via on-screen forms. Each on-screen form has a name in the upper right hand corner and will contain one or more of three general elements – **Command Buttons**, **Data Entry Boxes**, or **Red Box Sub-forms**.

### Command Buttons

On many forms, appear rectangular buttons called **Command Buttons**. One such **Command Button** is shown on the right. Each **Command Button** will have a label that indicates what form, report, or action this particular button will open or perform. **Command Buttons** are used to execute commands in *Clivia Access*. To activate the command place the mouse cursor over the **Command Button** and single left click. The associated command will begin execution. There are several common **Command Button** functions that appear on several on-screen forms and report forms in *Clivia Access*. They are:



- **Save and Return to Database Menu** This Command Button saves the on-screen form's current information, closes the form, and returns the user to the Database Menu.

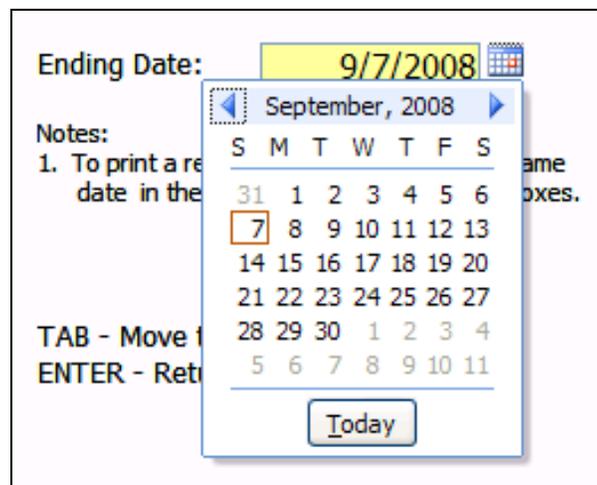
- **Save and Return to Previous Screen** This Command Button saves the on-screen form's current information, closes the form, and returns the user to the previous screen, which in some cases may be the Database Menu.
- **Return to Database Menu** Where all information on an on-screen form is temporary and would never be saved, you will see this Command Button. When left clicked, the form is closed and all information on it is lost to future uses.
- **Cancel and Return to Database Menu** This Command Button does NOT save the changed information in an on-screen form or does NOT save a new record with the information. After canceling the operation, the form is closed and the user returned to the Database Menu. When forms are used to create multiple records at the same time, only the current record will be cancelled. *Clivia Access* automatically saves the record you are adding or editing as soon as you move the insertion point to a different record. On forms with Red Box Sub Forms, entry into the sub form will disable the **Cancel and Return to Database Menu** command button.
- **Cancel and Return to Previous Screen** This Command Button operates in a similar manner to **Cancel and Return to Database Menu**.
- **Prepare Report** This Command Button will prepare a report based on the on-screen form's information and show the report in print preview mode. The report can be inspected, read, etc., and then printed if desired.
- **Print Report** This Command Button will prepare a report based on the on-screen form's information and then print the report to the Windows® default printer without any intervening steps. You will not see the report on the screen first.

## Data Entry Boxes

On all forms appear white, yellow or blue boxes. These boxes are **Data Entry Boxes** and are used to input or display data.

- **Blue Data Entry Boxes** only display information and cannot be changed.
- **White Data Entry Boxes** are available for entry of data by the user.
- Only one **Yellow Data Entry Box** occurs on each on-screen form. And the yellow highlight moves from one white data entry box to the next. A Yellow Data Entry Box indicates that a particular box is currently hooked to the keyboard/mouse and can receive information. When you move to the next Data Entry Box, the yellow highlight will transfer to the new box making it ready for data input.

Yellow Data Entry Boxes where a date entry is expected will also have a little calendar symbol next to them. Single left clicking on this calendar icon will show an actual calendar which can be used to select dates using the mouse.



## Red Boxes

Parts of some on-screen forms are enclosed in a red line. This area of the form is a sub-form. Sub-forms are used when multiple sub-form items can be associated with one main form item. For example, one particular plant can have many bloom events, many potting events, and many division events. Or a single bloom can be pollinated by several different **Pollen Parents (Fathers)**. In each of these cases you will see a red box sub-form.

## Moving About

As discussed previously **Command Buttons** are used to move from on-screen form to other on-screen forms and reports. Once you are in a form the yellow highlight on **Data Entry Boxes** will show where the form's focus is currently. To move from Data Entry Box to another Data Entry Box there are two methods – the mouse and the keyboard. Like Command Buttons you can move from Data Entry Box to Data Entry Box by single left clicking on your new destination with the mouse. The yellow highlight will follow. Or you can use one of the following keyboard keys to move about:

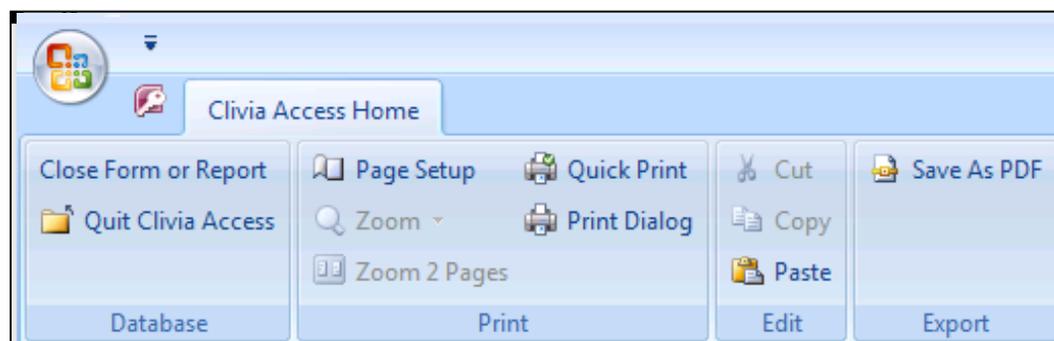
- **TAB.** Pressing the **TAB** key on the keyboard will advance the yellow highlight to the next Data Entry Box or Command Button. When you reach the end of a form, the **TAB** key will move to the next (usually new) record or start over at the top of the form.
- **Ctrl + TAB.** Simultaneously pressing the keyboard's **Ctrl** key and the **TAB** key will move the yellow highlight from within a red box to the next stop after that red box. Simply pressing the **TAB** key within a red box will only allow you to circulate within the red sub-form box.
- **Ctrl + “Plus Sign”.** Simultaneously pressing the **Ctrl** key and the **+ or =** key will advance you to the next record, regardless of where you are currently in the form. On bulk entry forms this will allow you to accept the default settings shown and move on to the next record without a lot of keystrokes. The shown data will be saved as part of the record you just created.

- **ESC.** Pressing the **ESC** key on the keyboard will undo all of the changes made to the current **Data Entry Box**. It operates in a similar manner to the **Cancel** Command Button, only the on-screen form is not closed.
- **ENTER.** Pressing the **ENTER** key will, on most forms, return you to the **Database Menu** screen as though you clicked on the **Save and Return to Database Menu** command button.

**Note:** *If you are ever not sure which keyboard keys to press for a particular situation just look at the form. Most of the forms outline the various keyboard key sequences in a Note on the form.*

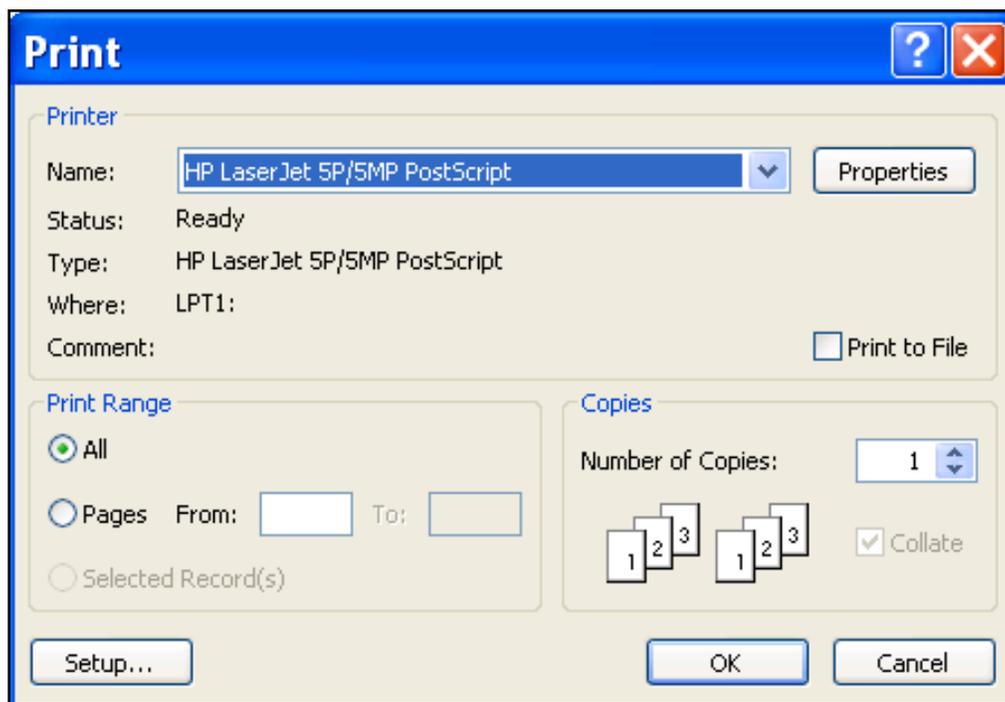
## Toolbars

At the top of each form and previewed report is a special **Clivia Access** ribbon or toolbar, and the **Clivia Access Home** tab. For users of Microsoft's Office 2007®, this ribbon will be familiar. For others, the ribbon or toolbar will appear different. In some cases, the various icons will be grayed out and therefore not available for use. Each of the icons and their use is explained below.



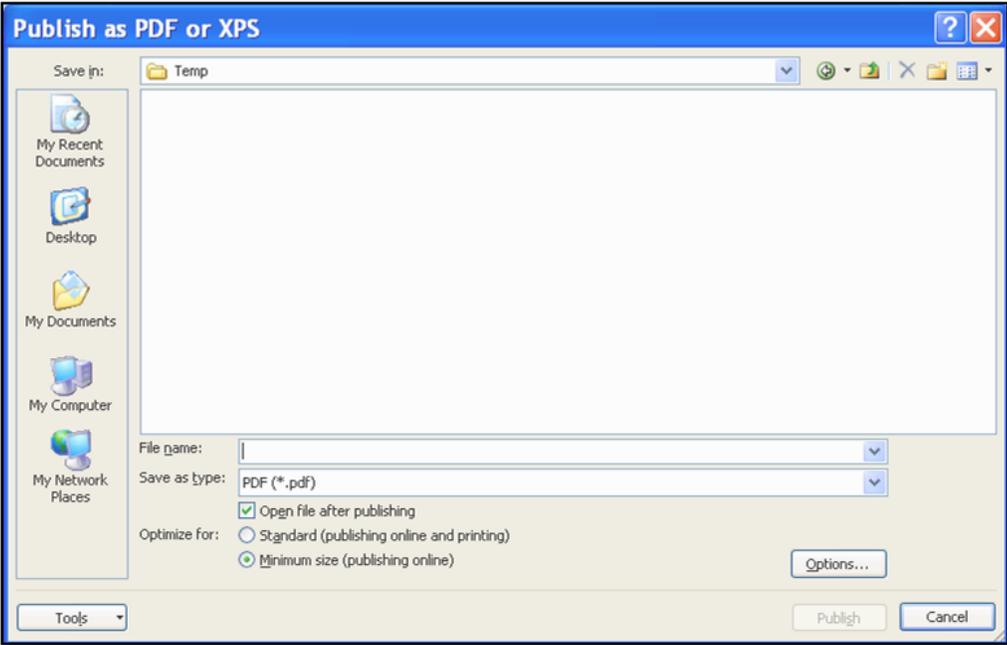
- **Close Form or Report.** Closes the current form or report in **Clivia Access** and usually returns you to the previous screen. For example, use this icon when viewing previewed reports to return to the previous screens. Using this icon on any form is the same as the **Cancel and Return to Previous Screen** command button.
- **Quit Clivia Access.** Closes the **Clivia Access** program. This icon should be used only in emergency situations, such as when **Clivia Access** has locked up. If possible, it is always better to use the **Quit** command button on the Database Menu screen. The **Quit** command button cleans up the database, and does other maintenance before leaving **Clivia Access**. The **Quit Clivia Access** icon does not.
- **Page Setup.** Sets the margins and other print page setups for the current form or report. For 8.5 inch by 11.0 inch paper, all forms and reports have been properly preset and no changes should be necessary.

- **Zoom.** Increases or decreases the magnification of reports when previewed on the screen. Not available for on-screen forms.
- **Zoom 2 Pages.** A present zoom setting which displays two pages side by side on the user's display monitor. This setting is particularly useful for some of the Family Tree reports.
- **Quick Print.** Prints the current form or report using the Windows® default printer. There are no options with this print command.
- **Print Dialog.** Displays the standard Windows Print Dialog box, where the user can select different printers, print ranges, number of copies, and other print options.



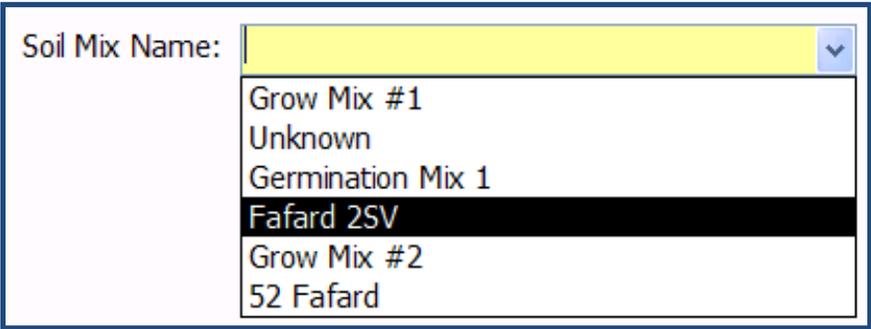
- **Cut.** The standard Window's cut function.
- **Copy.** The standard Windows copy function.
- **Paste.** The standard Windows paste function. Particularly useful when used to paste the License Key into the Check License form.

- **Save As PDF.** When viewing a report in the print preview screen, the report can be saved as a \*.pdf file. This icon accomplishes that task by opening the



Publish as PDF or XPS dialog box shown above. Through this dialog box users can select the location, file name, and file type of the \*.pdf file they wish to save. This icon is available for use with forms and previewed reports. For forms, a \*.pdf file will be created which contains only the current view. For reports, the entire report will be created as a \*.pdf, unless you instruct otherwise using the **Options** command button in the dialog box.

### Validation Lists



Many of the Data Entry Boxes in on-screen forms have down arrows on the right hand side of the box. These Data Entry Boxes are backed up by validation lists. In a Data Entry Box with a Validation List, only entries on the list or no entry at all (its blank)

will be accepted in the box. If you single left click with the mouse cursor on the down arrow, the acceptable list will appear as shown. You can then select any entry with a left mouse click and the cursor on the intended entry. The white space at the top of each drop down list is the blank entry.

When you first go to a Data Entry Box with a Validation List and start keying in the information, the software will search the list of valid entries and show the first candidate. If the entry is correct, even though you have only entered a couple of characters, you can **TAB** to the next Data Entry Box and the computer will complete the entry. If *Smithson* is in a validation list and you wish to add *Smith*, enter *Smith* followed by a space. Otherwise, the computer will assume you want *Smithson* and will fill in the missing characters automatically.

If after keying in the entry, the computer cannot find the entry on the validation list, a message will appear. At that point you can choose to add the current entry to the list or go back and change the entry to an existing one. The two most common causes of a “Not In List” message are different spellings or different spelling orders. For example (minor differences in red type),

**Grow Mix 1** is different from **Grow Mix #1** and would not be accepted

**Mix #1 – Grow** is different from **Grow Mix #1** and would not be accepted

**Growe Mix #1** is different from **Grow Mix #1** and would not be accepted

Even though we as humans would probably figure they are all the same thing. When you add to validation lists be careful to spell entries correctly and always check for slightly different duplicates.

**Caution:** *Validation lists are also used in Clivia Access for finding information on reports. Deleting items from some validation lists is possible, but never recommended once you start entering plant data. Deleting in such a case will prevent you from being able to find the record containing deleted validation list items. Changing or deleting validation list entries does not change or delete all of the information on already created records, except for Location, Soil Mix, and Source entries.*

Many validation lists, such as leaf length and leaf width use a range of values for a particular entry. This grouping is done for three reasons. First, not all leaves will be the same length on a particular plant, but all of the leaves of a plant can be characterized within a group. Second, finding a plant using this characteristic is easier if a general description is used instead of specific measurements. And third, many other Clivia classification systems use ranges instead of specific measurements.

Because entries in validation list controlled fields are limited to a certain number of characters and spaces, you may be required to use some abbreviations. If you enter more characters than allowed, Clivia Access will only accept the first characters entered.

All *Clivia Access* validation lists cannot accept reserved characters. See the next section for more information.

## Reserved Characters

All database programs that use Visual Basic as the programming language, like *Clivia Access*, reserve some characters for use in executing program functions. These are called reserved characters. In *Clivia Access*, any entry that has to be processed by the software is setup so it will disregard any entry of a reserved character. Other fields that do not need to be processed by the software can use these reserved characters. The primary area where you will notice this limitation is in the validation list entries. Take the Source entries as an example. The Company Name entry is a validation list controlled entry and will not accept the entry of reserved characters. However, the backup fields for Company Name such as Address, City, Phone Number, etc. will accept the entry of reserved characters. The easiest method for users to use the software is to just go ahead and enter the data as you normally would. If you use one or more of the reserved characters in a processed field, *Clivia Access* will simply disregard that entry of reserved characters. If on the other hand you enter a reserved character in a field that is not processed, *Clivia Access* will include it. No action is needed on your part, just an understanding on why certain fields will ignore certain characters you have tried to enter. The reserved characters for *Clivia Access* are:

Character	Name
,	Comma
.	Period
;	Semicolon
:	Colon
`	Acute
'	Apostrophe (single quote)
“	Quote (double quote)
?	Question
/	Solidus (slash)
>	Greater than
<	Less than
[	Left square bracket
]	Right square bracket
{	Left curly brace
}	Right curly brace
\	Reverse solidus (backslash)
	Vertical bar (pip)
~	Tilde
!	Exclamation
@	Commercial at
#	Number (pound, hash)

Character	Name
\$	Dollar
%	Percent
^	Carot
&	Ampersand
*	Asterisk
(	Left parenthesis
)	Right parenthesis
=	Equal
+	Plus

## Error Messages

As you work with *Clivia Access* you will receive three different types of error messages. The first type of error message will communicate in regular English and make sense to plant growers. Calling these messages “errors” is often incorrect. Error messages are often used to communicate to users what is about to happen. Some examples:

- **Plant No does not exist.** You will receive this message when entering a bad plant number on **Pollination**, **Bloom**, **Division**, **Repot**, and **Event Record** forms. You may also receive it when trying to edit an existing plant record or enter Mother and Father **Plant Nos.**
- **Duplicate Plant No.** You will receive this message when entering new **Plant Nos.** on the New **Plant Record**, New **Plant Records (in bulk)**, and Edit Existing **Plant Record** forms that have already been used for other plants.
- “**Not In List**” error messages, previously explained.

The second type of error message will still be in English but will have some computer language. The most common occurrence of this type of message is a “Wrong Data Type” message, which you will receive when trying to enter text into a **Data Entry Box** that is expecting either a number or date.

The third type of error, and very rare, may cause the program to shutdown and return you to the Windows Desktop®. However, in most cases these errors will be ignored by *Clivia Access*. These error messages are characterized by the statement “An error has occurred in Clivia Access”. Following this statement will be an error number and a more complete description. If the problem continues, please write down the error message and let us know what it was.

Error messages will have one or more command buttons. If there is only one **Command Button** it will say **OK**. Clicking on **OK** does not mean you agree, just that you have seen the message. A single **OK** button means the

computer is not going to give you a choice, just some information about its problem. If there is more than one **Command Button**, you have a choice, but not an unlimited number of choices. Pick the choice you feel is best for the situation. In a worst-case scenario, you may end right back at the same error message where you started. In that case, just take the other path.

The absolute worst thing that can happen is *Clivia Access* will lock up. Locking up is an extremely rare event. At that point you can use the **Close Form or Report** icon or the **Quit Clivia Access** icon on the ribbon or toolbar to get back to the **Database Menu** form or to exit the program. The software is very protective of itself and your data. In the worst possible case you will only lose the new information on the record that was being worked on at the time of the lockup. All other information that was entered that day will be safe. Under no circumstances will software errors cause the computer to blow up, melt down, or die. Although repeated error messages may cause you to throw something at the computer. Don't, at best the machine will not change its mind.

## Reports

*Clivia Access* uses two general types of reports – on-screen print preview reports and reports sent directly to the computer's default printer. On screen print preview reports are presented on the screen first to allow you to inspect the report before printing. If you are looking for one piece of information, an on-screen report may answer your question without having to waste any paper. Likewise, if the on-screen report is not quite what you wanted, there is no need to print it out. With reports sent directly to the printer you will receive no opportunity to examine these reports first and change any report options. You can tell which type of report you are going to receive by examining the **Command Button** creating the report. **Command Buttons** that say **Prepare Report** mean prepare a report for on-screen viewing. While **Print Report** means prepare the report and send it to the printer without viewing on screen first.

## Photos and Images

Because of the wide range of digital photo file formats, the size of photo files, the complexities of using photos in Access® and Windows®, and the unique requirements of different users, *Clivia Access* is setup for photos and images with some requirements, strong recommendations, recommendations, and optional features. They are:

### Optional:

- The use of photos in *Clivia Access* is totally optional. You can use photos none of the time or only use photos in particular plant records or Grower's Notebook entries. In either case you need not do anything.
- *Clivia Access* automatically establishes a link (file name and path) to three photos or images when each plant record or Grower's Notebook entry is

created. If photo or image files are not entered into the system until months later, the program will function equally well until the photos arrive in the C:\Clivia\Photo or C:\Clivia\NBook\Image directory. And once photos or images for a particular plant or notebook entry are placed in the directory, all photo functions automatically become operational.

- For plants, *Clivia Access* assumes you will use the first photo (or A photo) for a flower picture, the second photo (or B photo) for an overall plant photo, and the third photo (or C photo) for a detailed picture of either the flower or leaf. What you decide to use the three photos for is up to each user, despite *Clivia Access*' assumptions. There are no such assumptions on images in the Grower's Notebook functions.

#### Recommendations:

- The use of vertical photos or images with an aspect ratio of 2x wide by 3x tall is recommended. If you use this aspect ratio, your pictures in *Clivia Access* will be bigger. Other aspect ratios or horizontal photos will work and be shown in their entirety, just not as large.
- Depending on which portions of the software you are using, *Clivia Access* may restrict the size digital photos used. The **Edit/View Existing Plant** on-screen form, and the **Photo** reports will function with low to high resolution photos. The **Family Tree** report can only use low to moderate resolution photos. Photos do not all need to be the same resolution for use in *Clivia Access*. If you are only going to use your Clivia photos via *Clivia Access*, photos larger than 216 pixels wide by 324 pixels tall for on-screen viewing and the **Family Tree** report are excessive. If you are going to make photo quality prints via the **Photo** reports in *Clivia Access*, photos larger than 900 pixels wide by 1350 pixels tall are excessive. All functions within Clivia Access do function with 900 x 1350 pixel sized photos or images, including the Family Tree Reports. The image portions of the Grower's Notebook work exactly the same. Higher resolution photos may significantly slow down processing or cause out of memory error messages.

#### Requirements:

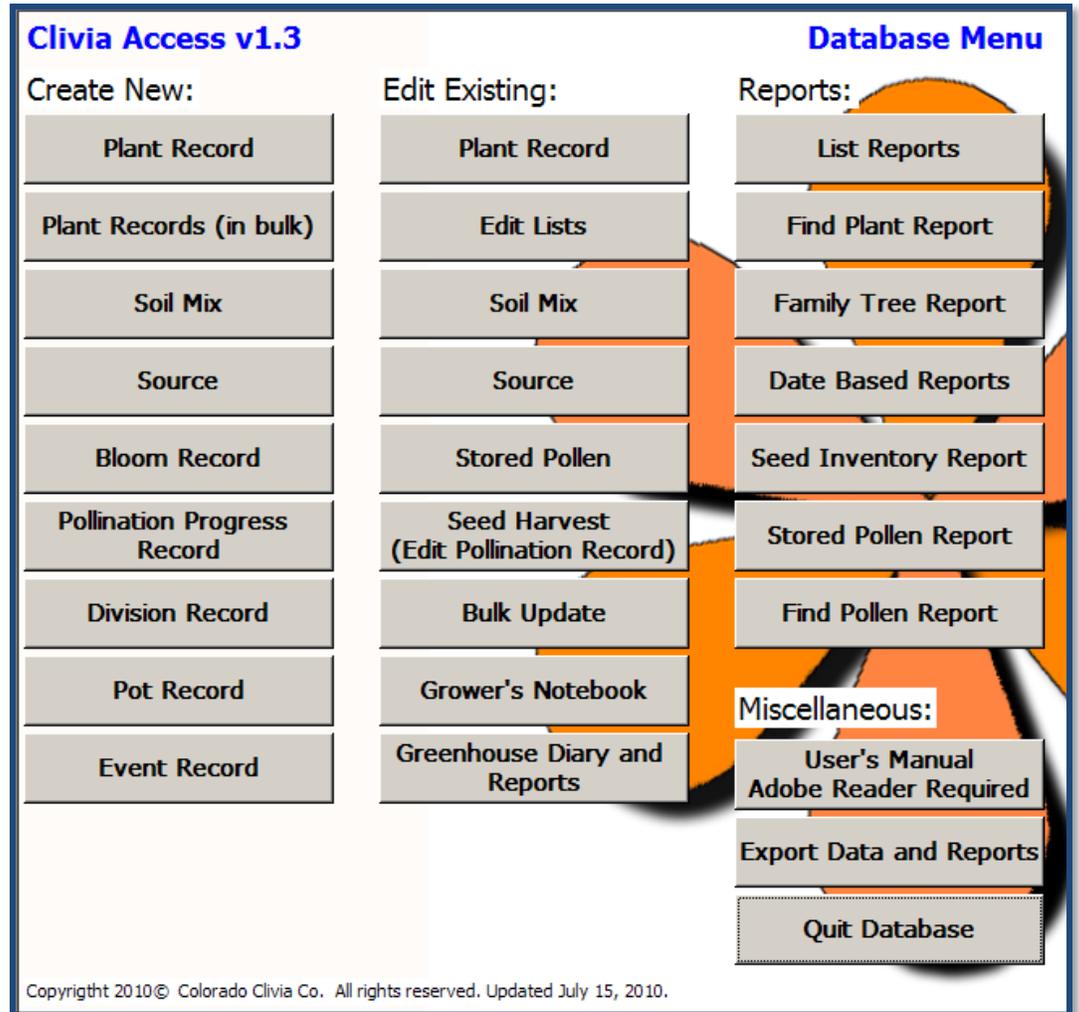
- Placing the **Clivia** folder, and **Photo** sub folder on the C:\ root directory is required (C:\Clivia\Photo). Placing the **NBook** folder, and the **Image** sub folder in the **Clivia** folder is required (C:\Clivia\NBook\Image). By placing the photo and image folders here, *Clivia Access* will automatically take care of photo management for you. You cannot change *Clivia Access*' automatic photo handling.
- In the plant section of the software, the file name for the first photo (or A photo) is the **Plant Number + A**. The file name for the second photo (or B photo) is the **Plant Number + B**. And the file name for the third photo (or C photo) is the **Plant Number + C**. In the Grower's Notebook section of the software, the file name for the first photo (or A photo) is the **Entry ID Number + A**. The file name for the second photo (or B photo) is the **Entry**

**ID Number + B.** And the file name for the third photo (or C photo) is the **Entry ID Number + C.**

- Using the *Clivia Access* photo file default type of **\*.jpg** is required because then *Clivia Access* will automatically take care of photo management for you.
- By using the **Photo** or second **Image** folder, file naming scheme, and default photo file type for photos means *Clivia Access* will enter the necessary data and find the photos when they become available. You need not take any action. For example, by default, *Clivia Access* expects the file name and path for the three photos for plant number **115** to be: **C\Clivia\Photo\115A.jpg, C\Clivia\Photo\115B.jpg, and C:\Clivia\Photo\115C.jpg.**
- If a particular photo needs to be rotated, cropped, or modified in any manner, you will need to perform that function in the digital camera, or using a separate stand alone photo manipulation or photo organization application program. Many digital cameras and scanners already come with these application programs for your computer.

## Database Menu

The first screen you will always see when you open *Clivia Access* is the **Database Menu** screen. All portions of the program are executed from here and you will always return to the **Database Menu** after completing a particular



function. To execute a particular function place your mouse cursor over the appropriate command button and single left click. That function will begin. Each function is described in the following pages.

## Create New

### *Plant Record*

#### Form Purpose

The purpose of the **Enter New Plant Form** is to create a new plant record.

#### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New: Plant Record** command button. The form will open and the yellow highlight will be in the **Plant No.** data entry box.

#### Data Entry Boxes

##### Plant No.

A **Plant No.** is required for all plants in *Clivia Access*.

A valid **Plant No.** is:

- 1 or greater,
- Less than 1,000,000, and
- Not currently used by another plant in the database.

After a valid **Plant No.** is entered a plant record has been created. When a **Plant No.** is entered, do so without commas separating thousands. *Clivia Access* will automatically add them. After entering a valid **Plant No.**, press **TAB** to advance to the next field, **Species**.

##### Species

Your common name of the plant's **Species** is entered here. **Species** Common Name is a validation list controlled field. This data entry box can be left blank. The common name of a plant's **Species** is whatever you normally call the plant. If you are creating a new **Species** common name, the validation list addition process will allow you to enter the full scientific name of the plant's species. Since the **Species** common name field is limited to 40 characters and spaces, you may need to use abbreviations. Press **TAB** to advance to the next field, **Source**.

##### Source

The **Source** data entry box contains the Company Name where you obtained the plant. **Source** is a validation list controlled field. A Company Name can be any combination of letters, numbers, and some spaces or punctuation marks up to 30 characters long and must be unique. This data entry box can be left blank. Individuals without Company Names can have their name used as the Company Name. And since for a certain number of your plants you are the **Source**, do not forget to create yourself as a **Source** in the validation list. When adding a **Source** to the validation list you can also enter address and contact information. Through the **Reports: List Reports** command button you can print out your list of

Sources much like an address book. Press **TAB** to advance to the next field, **Acquired As**. The Breeder's Name can be different than the **Source**. See later in this section for those entries.

## Acquired As

The **Acquired As** data entry box contains the state of the plant when you first obtained it. **Acquired As** is a validation list controlled field. This data entry box can be left blank. The entry can be any combination of letters, numbers, spaces or some punctuation marks up to 20 characters long and must be unique. In the standard **Acquired As** validation list that comes with *Clivia Access* is a *Not*

**Clivia Access** **Enter New Plant Form**

Plant No:  Species:  Source:

Acquired As:  Price:  Date Planted:  Mother Plant No.:  Father Plant No.:

Location:  Propagation:  Fruit\_Color:  Sale Price/Value:

Disposition:  Breeding Group:  Breeder:

User Defined Category:  Pigmented Base?  Check for YES

Leaf Color/Style:  Leaf Width:  Leaf Length:  No. of Leaves:

**Leaf:**

Fragrance:  Flower Shape:  Inflorescence Ht:  No. of Tepals:

Flower:

Flower Interior Color:  Exterior Color:  Throat/Basal Color:  Edge Color:

Flower Picture File Name and Path:  Plant Picture File Name and Path:  Detail Picture File Name and Path:

**Photo:**

Remarks:

Notes: 1. Press TAB to move from field to field.  
2. Press CNTL + "Plus Sign" to move to a new record.  
3. Press ESC to undo the last entry.

**Save and Return to Database Menu**  
<ENTER>

**Cancel and Return to Database Menu**

*Acquired* entry. Use this entry for parents and other plants you have never owned. Press **TAB** to advance to the next field, **Price**.

## Price

The **Price** data entry box contains the price you paid to acquire the plant. This data entry box can be left blank. The entry can only be a number with a variable number of decimal places. Entering currency symbols will cause an error message. For a plant obtained from your own garden, use a price of 0. Press **TAB** to advance to the next field, **Date Planted**.

## Date Planted

The **Date Planted** data entry box contains the date you first planted this plant. This data entry box can be left blank. Only a “short date” entry will be allowed. The purpose of this data entry box is to let you know the age of the plant or when you obtained the plant. When plants are subsequently repotted, that information is placed in the repot portions of the database, not here. Press **TAB** to advance to the next field, **Mother Plant No.**

## Mother Plant No.

The **Mother Plant No.** data entry box contains the Plant No. for the mother or pod parent of this plant. **Mother Plant No.** operates like a validation list controlled field. However, if the mother does not exist as a plant in the database, you will not be given an opportunity to add it at this time. This data entry box can be left blank. Without this information the database will not be able to determine the genetic history of this plant. When a **Mother Plant No.** is entered, do so without commas separating thousands. *Clivia Access* will automatically add them. Press **TAB** to advance to the next field, **Father Plant No.**

## Father Plant No.

The **Father Plant No.** data entry box contains the Plant No. for the father or pollen parent of this plant. **Father Plant No.** operates like a validation list controlled field. However, if the father does not exist as a plant in the database, you will not be given an opportunity to add it at this time. This data entry box can be left blank. Plants created from divisions or using tissue culture techniques do not have fathers, so leaving this data entry box blank is also appropriate in these cases. When a **Father Plant No.** is entered, do so without commas separating thousands. *Clivia Access* will automatically add them. Press **TAB** to advance to the next field, **Location.**

## Location

The **Location** data entry box contains the current location of the plant. **Location** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used for a **Location** Description and must be unique. This data entry box can be left blank. **Location** is included in the database to help you find particular plants – particularly if you have a large number to sort through. Where planting areas are large enough to house more than 50 plants, you may wish to divide the area into smaller **Location** descriptions to make finding a particular plant easier. Press **TAB** to advance to the next field, **Propagation.**

## Propagation

The **Propagation** data entry box contains the method used to create the plant. **Propagation** is a validation list controlled field. Up to 20 characters of letters, numbers, spaces, or some symbols can be used for a **Propagation** Label and must

be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **Fruit Color**.

### **Fruit Color**

The **Fruit Color** data entry box contains the color of the fruit at maturity. **Fruit Color** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used for a **Fruit Color** Description and must be unique. This data entry box can be left blank. **Fruit Color**, **Flower Interior Color**, **Flower Exterior Color**, **Flower Throat Color** and **Flower Edge Color** all use the same Color validation list. Press **TAB** to advance to the next field, **Disposition**.

### **Disposition**

The **Disposition** data entry box shows how the plant was disposed of when it left the collection. That information is often not available at this time. However, the **Disposition** validation list includes three special entries: “Current Collection”, “For Sale”, and “Not Acquired”. By using these disposition entries where appropriate, additional search and sort options are available in the preparation of reports. Press **TAB** to advance to the next field, **Breeding Group**.

### **Breeding Group**

The **Breeding Group** lists the general breeding group of the plant. This data entry box was included because often times flower color or Species are very specific. By grouping your plants into general categories, searches often produce better results. **Breeding Group** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used in the **Breeding Group** data entry box and must be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **Breeder**.

### **Breeder**

The **Breeder** data entry box is for the breeder’s name, particularly if it is different from the source. **Breeder** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used in the **Breeder** data entry box and must be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **User Defined Category**.

### **User Defined Category**

The **User Defined Category** data entry box is a user-defined field. **User Defined Category** is NOT validation list controlled. Up to 30 characters of letters, numbers, spaces, or some symbols can be used in the **User Defined Category** data entry box. This data entry box can be left blank. Press **TAB** to advance to the next field, **Pigmented Base**.

## Pigmented Base

The **Pigmented Base?** Check box is where you can indicate if the plant has a pigmented base. Check for a pigmented base, leave blank for a green base. Press **TAB** to advance to the next field, **Leaf Color/Style**.

## Leaf Color/Style

The **Leaf Color/Style** data entry box is used to record variegation and other leaf style characteristics – but not leaf length or width. **Leaf Color/Style** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used for a **Leaf Color/Style** Description and must be unique. The backup validation list also contains fields for the Chinese Name, Japanese Name, and a Definition. This data entry box can be left blank. Press **TAB** to advance to the next field, **Leaf Width**.

## Leaf Width

The **Leaf Width** data entry box contains the typical leaf width category for the plant. **Leaf Width** is a validation list controlled field. Classification leaf width categories are used instead of actual leaf measurements to account for leaf width differences on individual plants, and to produce better results in searches. Up to 30 characters of letters, numbers, spaces, or some symbols can be used for a **Leaf Width** Description and must be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **Leaf Length**.

## Leaf Length

The **Leaf Length** data entry box contains the typical leaf length category for the plant. **Leaf Length** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used for a **Leaf Length** Description and must be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **No. of Leaves**.

## No. of Leaves

The **No. of Leaves** data entry box contains the plant's current number of leaves. With growing plants, keeping this field accurate may be a challenge. Only whole numbers, with no decimal places or fractions can be entered into this data entry box. This data entry box can be left blank. Press **TAB** to advance to the next field, **Fragrance**.

## Fragrance

The **Fragrance** data entry box contains the odor of the plant's flower. **Fragrance** is a validation list controlled field. Up to 20 characters of letters, numbers, spaces, or some symbols can be used for a **Fragrance** Description and must be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **Flower Shape**.

## Flower Shape

The **Flower Shape** data entry box contains the shape of the plant's individual blooms. **Flower Shape** is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used for a **Flower Shape** Label and must be unique. The backup validation list also contains space for a more detailed Description. This data entry box can be left blank. Press **TAB** to advance to the next field, **Inflorescence Height**.

## Inflorescence Height

The **Inflorescence Height** data entry box contains the relative height category of the inflorescence. **Inflorescence Height** is a validation list controlled field. Up to 20 characters of letters, numbers, spaces, or some symbols can be used for an **Inflorescence Height** Description and must be unique. This data entry box can be left blank. Press **TAB** to advance to the next field, **No. of Tepals**.

## Flower No. of Tepals

The **Flower No. of Tepals** data entry box contains the typical number of pedals on individual blossoms. Only whole numbers, with no decimal places or fractions can be entered into this data entry box. This data entry box can be left blank. Usually this data entry box will contain a default value of 6, the usual number for a Clivia. If your plant has more or less tepals, just enter the new value. It will replace the number 6. Press **TAB** to advance to the next field, **Flower Interior Color**.

## Flower Colors

Clivia Access uses four data entry boxes to describe the color of flowers. Even with four data entry boxes, the software may not adequately describe in an orderly manner, complicated flower-coloring schemes. For those complicated flower coloring schemes use the Plant **Remarks** data entry box. Data entry boxes are provided for **Flower Interior Color**, **Flower Exterior Color**, **Flower Throat or Basal Color**, and **Flower Edge Color**. Each color data entry box is a validation list controlled field. Up to 30 characters of letters, numbers, spaces, or some symbols can be used and must be unique. This data entry box can be left blank. **Fruit Color**, **Flower Interior Color**, **Flower Exterior Color**, **Flower Throat Color**, and **Flower Edge Color** all use the same Color validation list. Press **TAB** to advance to the next flower color field or move on to **Remarks**.

## Photo File Names and Paths

The **Photo File Names and Paths** data entry boxes contain the file name and path of the various photos of this plant. *Clivia Access* automatically fills in these data entry boxes with the default descriptions when the **Plant No.** is created. These fields cannot be changed. Even if you are not going to use photos, the entries shown will work. In the future all you have to do to activate photos for

this plant is to place the photos named using the default schemes in the default folder. *Clivia Access* will manage the photos from there.

## Remarks

The **Remarks** data entry box is an all-purpose place to record notes about the plant. At Colorado Clivia we often use this data entry box for the breeder's comments. A virtually unlimited number of letters, numbers, spaces, and some symbols can be used here. The data entry box can be left blank. Press **TAB** to advance to the next, new record.

## Command Buttons

All of the Command Buttons on this form are common to *Clivia Access* and their use has been previously described. Command Buttons can be used at any time.

## Plant Records (in Bulk)

### Form Purpose

Like the **Enter New Plant Form** just described, the purpose of the **Enter New Plant (Bulk) Form** is to create a new plant record. However, the **Enter New Plant (Bulk) Form** fills in all data entry boxes using information from the last record entered. This allows users to minimize the amount of keyboard information needing entry.

### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New: Plant Records (in bulk)** command button. The form will open and the yellow highlight will be in the **Plant No.** data entry box. The new Plant Record is created when the form is opened, because much of the information is available. If the information is not correct you can change it. And if everything is wrong you can left click on the **Cancel and Return to Database Menu** command button and not create a new record.

### Data Entry Boxes

All of the data entry boxes on this form operate as described for the **Enter New Plant Form**. Users are directed to the previous section for a discussion of those data entry boxes. When the **In Bulk** form is first opened all of the data entry boxes, except for **Plant No.**, will be filled in with default values from the previous new plant record. If the previous record had blank data entry boxes, those blanks will be repeated here. Users should enter a valid **Plant No.**, press **TAB** to check the **Plant No.** and advance to the next field, check all other data entry box information for accuracy, change only the incorrect information and then press **Ctrl + "plus sign"** to advance to the next new record. You can then create a second new record for another new **Plant No.**

Clivia Access		Enter New Plant (Bulk) Form			
Plant No:	Species:	Source:			
<input type="text"/>	Unknown Clivia	<input type="text"/>		<input type="text"/>	
Acquired As:	Price:	Date Planted:	Mother Plant No:	Father Plant No:	
Seed	<input type="text"/>	8/1/2009	99999	99999	
Location:	Propagation:	Fruit Color:	Sale Price/Value:		
B6 Greenhouse	Seed	<input type="text"/>	<input type="text"/>		
Disposition:	Breeding Group:	Breeder's Name:			
Current Collection	<input type="text"/>	<input type="text"/>			
User Defined Category:	Pigmented Base? <input type="checkbox"/> Check for Yes				
Leaf:	Leaf Color/Style:	Leaf Width:	Leaf Length:	No. of Leaves:	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Flower:	Fragrance:	Flower Shape:	Inflorescence Ht:	No Tepals:	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	
	Flower Interior Color:	Exterior Color:	Throat/Basal Color:	Edge Color:	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Photo:	Flower Picture File Name and Path:	Plant Picture File Name and Path:	Detail Picture File Name and Path:		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Remarks:	-TAB - Move to next field -CNTL + "Plus Sign" - move to new record. -ENTER - Save and Return to Database Menu -Blue boxes CANNOT be changed.		<input type="button" value="Save and Return to Database Menu"/>  <input type="button" value="Cancel and Return to Database Menu"/>		
Lost label from 2009 South African seeds.					
Previous Plant No Entries:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Previous Plant No Entries

Because the **Enter New Plant (Bulk) Form** is often used for bulk entry of plant information, at the bottom of the screen is a chronological list of the last 4 plant numbers entered. These Blue Data Entry Boxes are for information only and are generally used to help users keep track of where they are in their data entry process.

## Command Buttons

All of the command buttons on this form operate as described for typical **Command Buttons**. Users are directed to the previous sections for a discussion of those command buttons. Command Buttons can be used at any time.

## Soil Mix

### Form Purpose

The purpose of the **New Soil Mix Entry Form** is to create new soil mixes for *Clivia Access*' validation list and to record the recipe for each mix.

**To Begin Activity**

To open this form for use from the **Database Menu** single left click on the **Create New: Soil Mix** command button. The form will open and the yellow highlight will be in the **Soil Mix Name** data entry box.

**Data Entry Boxes**

**Soil Mix Name**

**Soil Mix Name** is the soil mix entry that appears on other forms in *Clivia Access*. It is the validation list entry. So pick a name that is easy to remember. A **Soil Mix Name** can be up to 30 characters of letters, numbers, spaces and some symbols. The entry must be unique – no duplicate **Soil Mix Names** are allowed. An entry is required. Press **TAB** to advance to the first line of the soil mix recipe, **Parts**.

The screenshot shows a software window titled "Clivia Access" with a sub-header "New Soil Mix Entry Form". At the top left, there is a "Soil Mix Name:" label followed by a yellow-highlighted text input field. Below this is a table with two columns: "Parts:" and "Material:". The table contains 12 rows of empty input boxes. To the right of the table are two buttons: "Save and Return to Previous Screen" and "Cancel and Return to Previous Screen". Below the buttons, there is a legend: "TAB - Move to the next field." and "ENTER - Save and Return to Database Menu". At the bottom of the form is a "Remarks:" label followed by a large text area.

## Parts

Because many soil mix recipes are made by volume, *Clivia Access* uses **Parts**. **Parts** allow easily up and down sizing a recipe depending on how much mix you need. The **Parts** field will only accept whole numbers. Decimals, fractions, letters, spaces, punctuation marks, or symbols are not allowed. If a particular soil mix recipe requires an entry like *1½ cups clean sand*, the entire entry will need to be placed in the **Materials** blank. Press **TAB** to advance to the **Materials** data entry box on the same line.

## Material

The **Material** data entry box is a description of individual materials used to make this particular soil mix. **Material** can contain up to 30 characters of letters, numbers, spaces, punctuation marks, and some symbols. Anything that cannot be placed in the **Parts** data entry box can be placed here. Press **TAB** to advance to the **Parts** data entry box on the next line.

## Command Buttons

Only typical **Command Buttons** previously described are used on this form. See previous sections for their descriptions.

**Note:** *The only way to print out a soil mix recipe is to use the **Quick Print** or **Print Dialog** icons on the ribbon or toolbar on this form or on the *Edit Soil Mix form*.*

## Source

### Form Purpose

The purpose of the **Enter New Source Form** is to create new source **Company Names** for the validation list and to record other address book type information.

### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New: Source** command button. The form will open and the yellow highlight will be in the **Company Name** data entry box.

## Data Entry Boxes

### Company Name

The **Company Name** data entry box contains up to 30 characters of letters, numbers, spaces, punctuation marks or some symbols for use in identifying the source of your plants. **Company Name** is a required field if you going to create a source record, and must be unique. Entries in the **Company Name** data entry box make up the validation list for Source, and appear on other forms in *Clivia Access*. If your plant came from an individual, the individual's name can be

placed in the **Company Name** data entry box. Press **TAB** to advance to the next data entry box, **Address1**.

**Address 1, Address 2, City, State/Province, and Country**

The use of these various data entry boxes is very flexible, although most people will use them in a manner consistent with their titles. Each of these will accept up to 30 characters of letters, numbers, spaces, punctuation marks or some symbols. The boxes can be left blank. To move through the various data entry boxes press **TAB**.

The screenshot shows a web form titled "Clivia Access" with a sub-header "Enter New Source Form". The form contains the following fields: Company\_Name (highlighted in yellow), Address 1, Address 2, City, State, Postal Code, Country, Phone, FAX, Email, Contact, and Remarks. To the right of the form are two buttons: "Save and Return to Previous Screen" and "Cancel and Return to Previous Screen". Below the buttons, instructions state: "TAB - Move to the next field." and "ENTER - Save and Return to Previous Screen".

**Postal Code**

Like other data entry boxes on this form the use of **Postal Code** is very flexible. This box will accept up to 10 characters of letters, numbers, spaces, punctuation marks, and some symbols. The box can be left blank. Press **TAB** to move to the next box – **Country**.

**Phone and FAX**

Like other data entry boxes on this form, the use of the **Phone** and **FAX** boxes are very flexible. The boxes will accept up to 20 characters of letters, numbers, spaces, punctuation marks and some symbols. The boxes can be left blank. Press **TAB** to move to the next data entry box.

## Email

This data entry box is for the email address of the source Person/Company. Placing an email address here creates and saves a hyperlink to the email address. If email addresses are entered in an email standard format, users later on can single left click on this hyperlink and cause your email program to open a new email addressed to this person.

## Contact

Like other data entry boxes on this form, the use of **Contact** box is very flexible. The box will accept up to 50 characters of letters, numbers, spaces, punctuation marks and some symbols. The box can be left blank. Press **TAB** to start the process over on another new record.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for their description.

## *Bloom Record*

### Form Purpose

The **Create New Bloom Form** is designed to record bloom and initial pollination events at the same time. Users are strongly encouraged to wait and record bloom information when the initial pollination information is also available. While it is possible to record pollination information via other methods, recording an initial pollination on this form is significantly faster and easier. Users who like to record subsequent pollinations of the same bloom can do so using the **Pollination Progress Form**, not this form

**Note:** *Growers may have plants that they do not pollinate. Clivia Access does not require, pollination and seed harvest information for every bloom. The Create New Bloom Form can be used to enter bloom events without pollination information.*

### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New: Bloom Record** command button. The form will open and the yellow highlight will be in the **Plant Number** data entry box.

### Data Entry Boxes

As you look at the **Create New Bloom Form**, you may find that certain information about the plant's flowers is missing. Much of the flower information, such as color and shape, is contained in the Plant Record, not in the Bloom Record. That is because color and shape of a flower is primarily controlled by the plant's genetics and does not change from bloom to bloom. By placing the fixed information in the Plant Record, there is significantly less data entry required.

Any bloom characteristics missing from the combined Bloom Record and Plant Record can be placed in the **Remarks** data entry box.

Like several other forms in *Clivia Access*, the **Create New Bloom Form** is a bulk entry style form. The entries from the last bloom entered into the software, except for **Plant Number**, will be shown as a default. If the information is correct just press **Ctrl + “+”** to advance to the next bloom record. If the information needs changing change the information as needed. Users will also notice a list of previously entered Plant Numbers in the lower right hand corner of the form. This list is to assist users by keeping track of which blooms they have already entered into *Clivia Access*. Like all blue data entry boxes, the content of these boxes cannot be changed by the user.

### Plant Number

Enter the **Plant Number** here. The **Plant Number** must already exist in *Clivia Access*. When a **Plant No.** is entered, do so without commas separating thousands. *Clivia Access* will automatically add them. Press **TAB** to advance to

**Clivia Access** **Create New Bloom Form**

Plant Number:

Bloom Date:

Umbel Diameter:  Blossom Size:

No. Bloom/Scape:  Sepal Size:

No. Scapes/Plant:  Petal Size:

Remarks:

TAB - Move to the next field.  
 Ctrl + TAB - Move out of red pollination box  
 Ctrl + Plus Sign - Move to the next record

**Enter the following pollination information only if the plant was pollinated.**

Pollination

Pollen Parent No:	1st Pollinated Date:	Tag:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previously Entered Plant Numbers:

Record:   1 of 1    No Filter

the next data entry box, **Bloom Date**.

### **Bloom Date**

Enter the date the plant bloomed here. Although Clivias bloom over a period of several days, enter only one representative date here. **Bloom Dates** are used to differentiate between different bloom events, so for a plant that blooms only once or twice a year **Bloom Dates** do not need to be perfectly accurate. Never the less, you still need to enter a specific date—month, day and year in your computer's short date format. Press **TAB** to advance to the next data entry box, **Umbel Diameter**.

### **Umbel Diameter**

**Umbel Diameter** is the diameter of the flower sphere or umbel. **Umbel Diameter** is measured in the units you have previously established and can have one decimal place. Fractions are not allowed. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **Blossom Size**.

### **Blossom Size**

**Blossom Size** is the size or width of the individual blossoms in an umbel. **Blossom Size** is measured in the units you have previously established and can have one decimal place. Fractions are not allowed. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **No of Blooms/Scape**.

### **No of Blooms/Scape**

Enter the number of individual blooms or flowers per scape or main stalk here. Only whole numbers or integers are allowed. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **Sepal Size**.

### **Sepal Size**

In Clivia, individual blossoms are comprised of two rings of parts called tepals. The outer ring has typically three sepals and the inner ring has three petals. **Sepal Size** is the size or width of one sepal. **Sepal Size** is measured in the units you have previously established and can have one decimal place. Fractions are not allowed. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **No. of Scapes/Plant**.

### **No. of Scapes/Plant**

Enter the number of umbels, flower spheres, scapes or flower stalks per plant here. Only whole numbers or integers are allowed. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **Petal Size**.

### **Petal Size**

**Petal Size** is the size of one petal (see Sepal Size description above). **Petal Size** is measured in the units you have previously established and can have one

decimal place. Fractions are not allowed. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **Remarks**.

### Remarks

Use up to 250 characters of letters, numbers, some symbols, and punctuation marks to add information about the bloom that you feel is important. A brief description of the bloom or comments to yourself about the bloom are some typical uses. Remember there are **Remarks** data entry boxes elsewhere for comments about the plant. Only **Remarks** about the bloom need be placed here. If you are not going to enter pollination information at this time, press **CTRL + plus sign** to go to the next record, or click on the **Save and Return to Database Menu** command button. If you are going to enter pollination information at this time, press **TAB** to advance to the next data entry box **Pollen Parent No.**

### Pollination: Pollen Parent No. (Father)

Place the **Plant Number** of the parent or father of the pollen used to pollinate this bloom here. The **Plant No.** of the Pollen Parent must already exist in *Clivia Access*. This is a required field. Press **TAB** to advance to the next data entry box, **1<sup>st</sup> Pollinated Date**.

### Pollination: 1<sup>st</sup> Pollinated Date

Enter the date, in short date format, the bloom was first pollinated here. Subsequent pollination of the same blossom is recorded on the Pollination Progress Form described elsewhere. Press **TAB** to advance to the next data entry box, **Tag**.

### Pollination: Tag

Many growers use colored tags or other forms of identification to identify on the individual blossoms which pollen parent was used on that particular blossom. That color or tag description can be entered here. Use of this data entry box is optional. You can use it never, some of the time, or always depending on your *Clivia* collection. If the flowers have been pollinated by more than one **Pollen Parent** create additional pollination records for each **Pollen Parent No.** by pressing the **TAB** key. Pressing **CTRL + TAB** will move the cursor out of the red pollination box.

### Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the descriptions.

#### Note:

*Once a first pollination event is recorded on this form, subsequent pollinations of the same flower can be recorded using the **Pollination Progress Record** process. The **Pollination Progress Record** is not functional if the first pollination event is not recorded here. See the following section for details.*

### Pollination Progress Record

Some Clivia growers will pollinate a particular bloom several times over a period of several weeks. If you are one of those growers and wish to keep track of your subsequent pollinations, the **Pollination Progress Form** is designed for your use. If you do not wish to use this form, the information created using the **New Bloom Form** will allow all of the bloom history, pollination history, seed harvest, Find Plant, and Find Pollen functions of *Clivia Access* to operate as intended.

### Form Purpose

The purpose of the **Pollination Progress Form** is to record subsequent pollination information when the bloom and initial pollination have already been established in *Clivia Access*. The subsequent pollination information entered here can only be viewed via this form.

**Note:** *New initial pollination records and blooms cannot be created via the Pollination Progress Record form. New bloom and initial pollination records can only be created via the New Bloom form previously described starting on page 40.*

### To Begin Activity

To open the Pollination Progress Form for use from the **Database Menu** single left click on the **Create New: Pollination Progress Record** command button. An intermediate form, the **Selection Criteria for Pollen Progress Form** will appear. You can use any one of four selection criteria to view recent blooms

**Clivia Access**
**Selection Criteria for Pollen Progress Form**

Blossom older than  will not be shown.

**Use Species Common Name for Selection Criteria:**

Species:

**Species As Criteria**

---

OR

**Use Pod Parent (Mother) Plant No. for Selection Criteria:**

Mother Plant No:

**Mother Plant No. As Criteria**

---

OR

**Use Pollen Parent (Father) Plant No. for Selection Criteria:**

Father Plant No:

**Father Plant No. As Criteria**

---

OR

**Use Pollinated Plant Location for Selection Criteria:**

Location:

**Location As Criteria**

---

OR

Note: Only Species, Mother Plant No, Father Plant No, or Locations in the Pollination database and associated with blooms less than 90 days old are available in the above drop down lists.

**Return to Database Menu**

<ENTER>

with initial pollination events. They are: Species, Pod Parent or Mother Plant No., Pollen Parent or Father Plant No., or Pollinated Plant Location. All four selection criteria are strictly controlled by drop down lists. In order for a criterion to appear on one of the drop down lists, information must already exist in the pollination database, and must be associated with a bloom younger than the date shown at the top of the form. Using the mouse you can change this date if needed. Select one of the drop down list criteria and then single left click on the command button to the right. The Pollination Progress Form will open and the yellow highlight will be in the **Pollen Date 2** data entry box of the first pollen and bloom record for this species in the database.

## Data Entry Boxes

The blue data entry boxes on this form only display information. You cannot change the information in the blue boxes. The information on this form is sorted by the bloom date and then the plant no. In addition to these fields, a location blue box field is also shown to help the user find individual plants.

## Pollen Parent No. (Father)

The father or pollen parent's **Plant No.** is here. It is strongly recommended you not change this number. This form edits an existing record. You cannot add new records via this form. For that reason the only method to access this data entry box is using the mouse.

## Pollen Date 1

This is the date the blossom was first pollinated and will already exist in *Clivia Access*. It is strongly recommended you not change this date. This form edits an existing record. You cannot add new records via this form. For that reason the only method to access this data entry box is using the mouse.

Clivia Access		Pollination Progress Form	
For Species:	<input type="text" value="Holmes Red"/>		
<b>12</b>	<b>Holmes Red</b>	<b>621 Sunroom</b>	
Bloom Date:	<input type="text" value="6/18/2007"/>	Pollen Parent No:	<input type="text" value="2"/>
		Tag:	<input type="text"/>
Pollen Date 1:	<input type="text" value="6/18/2007"/>	Date 2:	<input type="text"/>
		Date 3:	<input type="text"/>
Remarks:	<input type="text"/>		

## Pollen Date 2, Date 3, Date 4

These fields are the dates of subsequent pollination of this particular bloom. Enter the date in the short date format. Use of all three of these data entry boxes is optional. Pressing the **TAB** key will advance to the next **Pollen Date** or to **Remarks**.

## Remarks

Use up to 250 characters of letters, numbers, some symbols, and punctuation marks to add information about the pollination that you feel is important. Remember there are **Remarks** data entry boxes elsewhere for comments about the plant, and its blooms. Only **Remarks** about the pollination need be placed here.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for their descriptions.

## *Division Record*

### Form Purpose

The purpose of the **Create New Division Form** is to record when and how many divisions are removed from a mother plant.

Like several other forms in *Clivia Access*, the **Create New Division Form** is a bulk entry style form. The entries from the last bloom entered into the software, except for **Plant Number**, will be shown as a default. If the information is correct just **TAB** to the next data entry box. If the information needs changing change the information as needed.

**Note:** *Although tissue culture of Clivias is fairly rare at this time, that may change in the future. Tissue culture is a form of division and should be recorded using the **Create New Division Form** as well.*

### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New:** **Division Record** command button. The form will open and the yellow highlight will be in the **Plant Number** data entry box.

### Data Entry Boxes

Like several other forms in *Clivia Access*, the **Create New Division Form** is a bulk entry style form. The entries from the last division entered into the software, except for **Plant Number**, will be shown as a default. If the information is correct press **Ctrl + “plus sign”** to move to another new record. If the information needs changing change the information as needed.

### Plant Number

Place the **Plant Number** of the mother plant giving up the divisions or tissue culture cells. The **Plant Number** must already exist in a Plant Record in *Clivia Access*. When a **Plant No.** is entered, do so without commas separating thousands. *Clivia Access* will automatically add them. Press **TAB** to advance to the next data entry box, **Date**.

**Note:** After a division is removed from its mother plant and recorded here, you will still need to assign a new **Plant Number** and create a new Plant Record for the divided/baby plant(s).

## Date

Place the **Date**, the divisions were removed from the mother plant here. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **No. of Offshoots**.

**Clivia Access**
**Create New Division Form**

Plant Number:

Date:

No of Offshoots:

Division Method:  ▼

Remarks:

TAB - Move to the next field.  
Ctrl + Plus Sign - Move to the next record  
ENTER - Return to Database Menu

The default values shown are from the previous record entered. To change the values just enter the new information.

## No. of Offshoots

Place the **No. of Offshoots** removed from the mother plant here. Only whole numbers or integers are allowed. No fractions or decimals will be accepted. This data entry box can be left blank. Press **TAB** to advance to the next data entry box, **Division Method**.

## Division Method

Entries in the **Division Method** data entry box are controlled by the same validation list that controls the **Propagation Method** data entry boxes in Plant Records. You will notice the standard validation list shipped with *Clivia Access* contains both “Division of Offshoots” and “Tissue Culture” entries. Use of other entries from that validation list in the **Create New Division Form** may be inappropriate. Press **TAB** to advance to the next data entry box, **Remarks**.

## Remarks

Use up to 250 characters of letters, numbers, some symbols, and punctuation marks to add information about the division that you feel is important. Use of this data entry box is optional. Press **TAB** to create a new record.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the descriptions.

## Pot Record

### Form Purpose

The purpose of a Pot Record is to document when and with what you pot or repot individual plants.

Like several other forms in *Clivia Access*, the **Create New Pot Form** is a bulk entry style form. The entries from the last bloom entered into the software, except for **Plant Number**, will be shown as a default. If the information is correct just **TAB** to the next data entry box. If the information needs changing change the information as needed. Users will also notice a list of previously entered Plant Numbers in the lower right hand corner of the form. This list is to assist users by keeping track of which blooms they have already entered into *Clivia Access*. Like all blue data entry boxes, the content of these boxes cannot be changed by the user.

### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New: Pot Record** command button. The form will open and the yellow highlight will be in the **Plant Number** data entry box.

### Data Entry Boxes

Like several other forms in *Clivia Access*, the **Create New Pot Form** is a bulk entry style form. The entries from the last pot event entered into the software, except for **Plant Number**, will be shown as a default. If the information is correct press **Ctrl + “plus sign”** to move to another new record. If the information needs changing change the information as needed.

#### Plant No.

Enter the Plant No. of the repotted plant here. The **Plant No.** must already exist in a Plant Record in *Clivia Access*. Press **TAB** to advance to the next data entry box, **Date**. Or press **Ctrl + “Plus sign”** to create a new record and then enter the next repotted plant number.

#### Date

Enter the **Date** the plant was repotted here. Press **TAB** to advance to the next data entry box, **Pot**.

**Pot**

Place the description of the new **Pot** here. Pot is a validation list controlled entry. If the **Pot** description does not exist as you have keyboarded it into the computer, you will be asked to define a new **Pot**. Press **TAB** to go to advance to the next data entry box, **Soil Mix**.

**Soil Mix**

Enter the **Soil Mix** description of the new soil used to repot the plant. This data entry box is controlled by the **Soil Mix** validation list. If the **Soil Mix** does not exist as you have keyboarded it into the computer, you will be asked to define

**Clivia Access** **Create New Pot Form**

Plant Number:

Date:

Pot:

Soil Mix:

Remarks:

Previous Plant No. Entries

Previous 1:

Previous 2:

Previous 3:

Previous 4:

Previous 5:

TAB - Move to the next field.  
 Ctrl + Plus Sign - Move to the next record  
 ENTER - Return to Database Menu

The default values shown above are from the previous record entered. To change the values just enter the new information.

**Save and Return to Database Menu**

**Cancel and Return to Database Menu**

a new **Soil Mix**. Press **TAB** to advance to the next data entry box, **Remarks**.

**Remarks**

Use up to 250 characters of letters, numbers, some symbols, and punctuation marks to add information about the potting that you feel is important. Use of this data entry box is optional. Press **TAB** to create a new record.

**Command Buttons**

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the descriptions.

## Event Record

### Form Purpose

For some growers, events other than blooms, repotting, division, and pollination may need to be documented. The general **Event Record** form allows for that documentation. The **Event Record** is designed to be very easy to use for a variety of events. One feature in an **Event Record** not available in other types of records is the **Follow Up Date**. By placing a date in the **Follow Up Date** field, a report can be generated to remind you to do the follow up. A good example of this would be the use of extended release fertilizer. Creating a extended release fertilizer event with a follow up date will allow you several months from now to create a report showing when you need to renew the extended release fertilizer.

Like several other forms in *Clivia Access*, the **Create New Event Form** is a bulk entry style form. The entries from the last event entered into the software, except for **Plant Number**, will be shown as a default. If the information is correct just **TAB** to the next data entry box. If the information needs changing change the information as needed. Users will also notice a list of previously entered Plant Numbers in the lower right hand corner of the form. This list is to assist users by keeping track of which plants they have already entered into *Clivia Access*. Like all blue data entry boxes, the content of these boxes cannot be changed by the user.

*Note: Event records are entered one plant at a time. If you have an event that impacts all plants, you may wish to use the **Greenhouse Diary** function. Like individual plant Event Records, **Greenhouse Diary** entries can have a follow up date.*

### To Begin Activity

To open this form for use from the **Database Menu** single left click on the **Create New: Event Record** command button. The form will open and the yellow highlight will be in the **Plant No.** data entry box.

### Data Entry Boxes

#### Plant No.

Enter the **Plant No.** here. The **Plant No.** must already be a Plant Record in *Clivia Access*. Press **TAB** to advance to the next data entry box, **Date**.

#### Date

Place the **Date** the Event occurred in this data entry box. Press **TAB** to advance to the next data entry box, **Event**.

#### Event

Use up to 100 characters of letters, spaces, some symbols, and punctuation marks to describe the **Event**. In many cases, it is good practice to use a short

summary statement as the first sentence followed by a more complete description. Press **TAB** to advance to the next data entry box, **Follow Up Date**.

## Follow Up Date

If you need to follow up on the Event place a **Follow Up Date** in this data entry box. A blank in this data entry box means no follow up is needed. Press **TAB** to advance to the next data entry box, **Remarks**.

**Clivia Access**
**Enter New Event Form**

Plant No.:

Date:

Event:

Follow Up Date:

Remarks:

**Previous Plant No. Entries**

Previous 1:

Previous 2:

Previous 3:

Previous 4:

Previous 5:

TAB - Move to the next field.

Ctrl + Plus Sign - Move to the next record

ENTER - Return to Database Menu

The default values shown above are from the previous record entered.  
To change the values just enter the new information.

**Save and Return to  
Database Menu**

**Cancel and Return to  
Database Menu**

## Remarks

Use up to 250 characters of letters, numbers, some symbols, and punctuation marks to add information about the event that you feel is important. Use of this data entry box is optional. Press **TAB** to create a new record.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description.

## Edit Existing

### *Plant Record*

#### Form Purpose

The purpose of the **Edit/View Existing Plant Form** is to allow all of the information about a particular plant and its history to be viewed on the same screen(s). That same information can also be edited, added or deleted from this on-screen form.

#### To Begin Activity

To open the **Edit/View Existing Plant Form** for use from the **Database Menu** single left click on the **Edit Existing: Plant Record** command button. An intermediate form will open (the **Enter Plant Number Form**) and the yellow

highlight will be in the **Plant Number** data entry box. Place the **Plant Number** of interest in the data entry box and press the **TAB** key, the **Edit/View Existing Plant Form** for that plant will open with the yellow highlight in the **Plant No.** data entry box. If the Plant Number does not exist in the database, you will get an error message.

#### Data Entry Boxes

##### General

All of the data entry boxes previously discussed for the New Plant, New Bloom, New Division, New Pot, and New Event forms operate the same way on this form and its Tabs. Any existing data shown can be changed to a new value or converted to a blank. Validation lists control the entries in any data entry box with a down arrow on the right of the box, just like previously described. And you can move about the form using the **TAB** or **CNTL + TAB** keys, or left clicking with the mouse. Because of the forms length, individual subject areas have been placed on separate Tabs. You will need to left single click on the Tabs at the top of the page to go to the various subject areas.

## Plant No.

If needed, the **Plant No.** associated with this plant can be changed to a new number. The new number cannot currently be duplicated in *Clivia Access*. Do not

**Clivia Access** **Edit/View Existing Plant Form**

**Main** | **Division** | **Pot** | **Bloom** | **Pollen/Seed** | **Event** | **Pictures**

Plant No.:  Species:  Source:

Acquired As:  Price:  Date First Planted:  Mother Plant No.:  Father Plant No.:

Location:  Propagation:  Fruit Color:  Sale Price/Value:

Disposition:  Pigmented Base?  Check for Yes

User Defined Category:  Breeding Group:  Breeder's Name:

Leaf Color/Style:  Leaf Width:  Leaf Length:  No. of Leaves:

Flower: Fragrance:  Flower Shape:  Inflorescence Ht:  No. Tepals:

Flower Interior Color:  Exterior Color:  Basal/Throat Color:  Edge Color:

Remarks:

1. Next Field - TAB  
2. Enter/leave Red Box - CNTL + TAB  
3. To edit another plant click on Save and Edit/View Another Plant or ENTER

in this data entry box in an attempt to change the screen to another plant—it will not work. Do not try to leave the **Plant No.** data entry box blank—it will cause problems. Press **TAB** to advance to the next field.

## Disposition

In order to preserve family history information, you can never delete a plant from *Clivia Access*. You can however identify individual plants as being disposed of in the **Disposition** data entry box. That way when a plant dies, is sold or given away, or fails to germinate you can still maintain its genetic information as well as history. **Disposition** is a validation list controlled entry and can be left blank until needed. Many users will find it helpful when using the **Find Plant Reports** function if for plants currently in the collection, a *Current Collection* entry is placed in the disposition field. That way you can limit your search to plants you currently own. Or for parent plants you have never owned, use a *Not Acquired* entry in the disposition field.

## Division Information

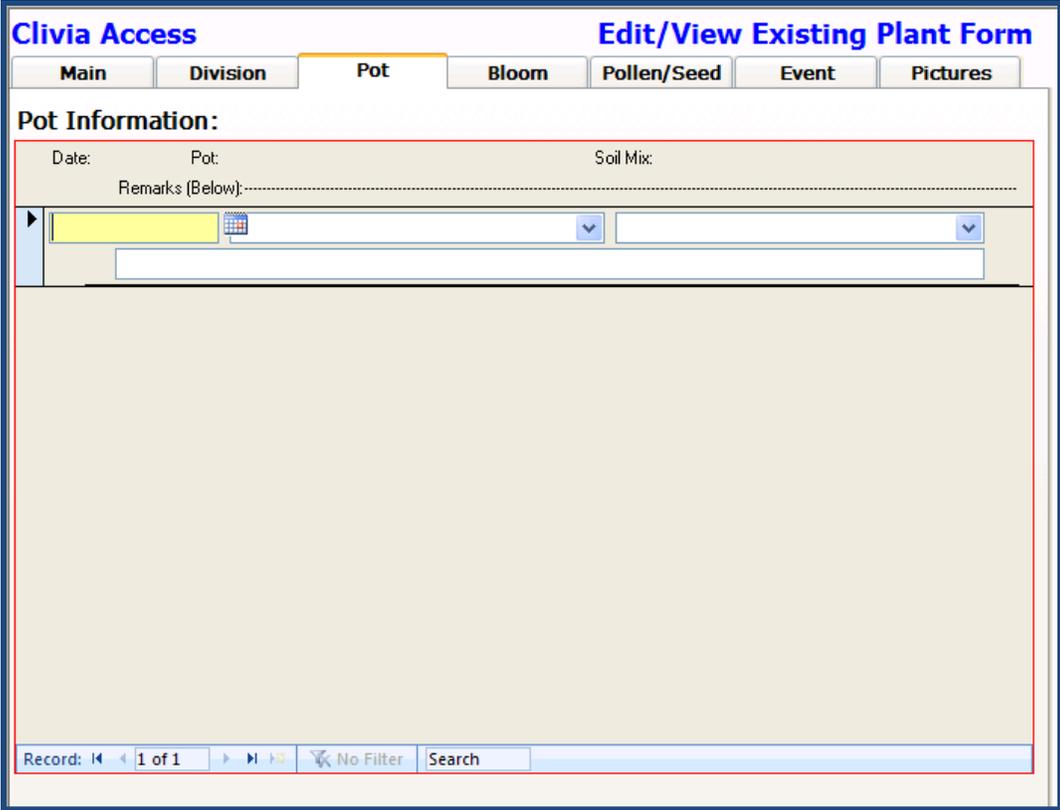
To access **Division** information about this particular plant, single left click with the mouse on the **Division** Tab at the top of the on-screen form. All of the information previously entered using the **Create New Division Form** associated

The screenshot displays the 'Clivia Access' software interface. At the top, there are several tabs: 'Main', 'Division' (which is highlighted), 'Pot', 'Bloom', 'Pollen/Seed', 'Event', and 'Pictures'. The title bar on the right reads 'Edit/View Existing Plant Form'. Below the tabs, the 'Division Information' section is visible. It includes fields for 'Date:', 'No of Offshoots:', and 'Division Method:'. Below these is a 'Remarks (Below):' field. A list of division records is shown, with the first record highlighted in yellow and containing a grey box on the left, a date field, and a dropdown menu set to 'Division of Offshoot'. Below the list is a large empty text area for entering new records. At the bottom of the form, there is a status bar showing 'Record: 1 of 1', navigation icons, 'No Filter', and a 'Search' button.

with this plant can be viewed and edited here. To change any incorrect information just click in the appropriate data entry box and enter the revised information. By left clicking in the grey box on the left side of each line of **Division Information** you can then delete that particular **Division** record by pressing the **DELETE** key on the keyboard. You can also create new **Division** records by entering the information in the blank line at the bottom of the **Division Information** list. Remember to leave a red box sub-form in *Clivia Access* using the keyboard, you must press **CTRL + TAB** or use the mouse. When you press **CTRL + TAB** to leave the red box sub-form, *Clivia Access* will take you to the **Pot** Tab and sub-form.

### Pot Information

To access **Pot** information about this particular plant, single left click with the mouse on the **Pot** Tab at the top of the on-screen form. All of the information previously entered using the **Create New Pot Form** associated with this plant can be viewed and edited here. To change any incorrect information just click in the appropriate data entry box and enter the revised information. By left clicking in the grey box on the left side of each line of **Pot Information** you can then delete that particular **Pot** record by pressing the **DELETE** key on the keyboard. You



can also create new **Pot** records by entering the information in the blank line at the bottom of the **Pot Information** list. Remember to leave a red box sub-form in *Clivia Access* using the keyboard, you must press **CTRL + TAB**. Doing so will advance you to the **Bloom** Tab.

### Bloom Information

To access **Bloom** information about this particular plant, single left click with the mouse on the **Bloom** Tab at the top of the on-screen form. All of the bloom information previously entered using the **Create New Bloom Form** associated with this plant can be viewed and edited here. To change any incorrect information just click in the appropriate data entry box and enter the revised information. By left clicking in the grey box on the left side of each line of **Bloom Information** you can then delete that particular record by pressing the **DELETE** key on the keyboard. You can also create new **Bloom** records by entering the information in the blank line at the bottom of the **Bloom Information**. Remember to leave a red box sub-form in *Clivia Access* using the keyboard, you must press **CTRL + TAB**.

	Bloom Date:	.....Number of.....	Umbel Diameter:	Blossom_Size:	Sepal_Size:	Petal_Size:	Remarks (Lower I
▶	7/18/2007	1	13				Late season bloom
	7/11/2007	1	12				
	7/10/2007	1	12				
	6/18/2007	1	12				
	8/23/2006	1					
	8/22/2006	2	13	4.9			
*		1					

### Pollen/Seed Information

To access **Pollen/Seed** information about this particular plant, single left click with the mouse on the **Pollen/Seed** Tab at the top of the on-screen form. All of the pollination and seed harvest information related to this particular plant previously entered using the **Create New Bloom** form and the **Seed Harvest** form can be edited from this screen. To change any incorrect information just click in the appropriate data entry box and enter the revised information. By left clicking in the grey box on the left side of each line of **Pollen/Seed Information** you can then delete that particular record by pressing the **DELETE** key on the keyboard. You can also create new **Pollen/Seed** records by entering the information in the blank line at the bottom of the **Pollen/Seed Information**. If you do create new pollen or seed records remember the bloom information must already exist in *Clivia Access*. Remember to leave a red box sub-form in *Clivia Access* using the keyboard, you must press **CTRL + TAB**. Leaving the **Pollen/Seed** red box sub-form in this manner will send you to the **Event Information** sub-form on the next Tab.

Clivia Access		Edit/View Existing Plant Form				
Main	Division	Pot	Bloom	Pollen/Seed	Event	Pictures
<b>Pollen and Seed Information:</b>						
1st Pollination Date:	Bloom Date:	Pollen Parent No:	No. Seeds Produced:	Date Seed Harvest:		
Remarks (Below):-----						
Tag (Below):-----						
7/12/2007	7/11/2007	12				

Record: 2 of 2    No Filter    Search

## Event Information

To access **Event** information about this particular plant, single left click with the mouse on the **Event** Tab at the top of the on-screen form. All of the information previously entered using the **Enter New Event Form** associated with this plant can be viewed and edited here. To change any incorrect information just click in the appropriate data entry box and enter the revised information. By left clicking in the grey box on the left side of each line of **Event Information** you can then delete that particular **Event** record by pressing the **DELETE** key on the keyboard. You can also create new **Event** records by entering the information in the blank line at the bottom of the **Event Information** list. Remember to leave a red box sub-form in *Clivia Access* using the keyboard, you must press **CTRL + TAB**. Leaving the Event red box sub-form in this manner will take you to the **Pictures** tab.

The screenshot displays the 'Clivia Access' software interface. At the top, there is a title bar with 'Clivia Access' on the left and 'Edit/View Existing Plant Form' on the right. Below the title bar is a navigation menu with tabs for 'Main', 'Division', 'Pot', 'Bloom', 'Pollen/Seed', 'Event', and 'Pictures'. The 'Event' tab is currently selected. The main area is titled 'Event Information:' and contains a form with the following fields: 'Date:', 'Event:', and 'Follow Up Date:'. Below these fields is a 'Remarks (Below):' section with a large text area. A yellow highlight is visible on the first line of the table below the remarks. At the bottom of the form, there is a status bar with the text 'Record: 1 of 1', a 'No Filter' button, and a 'Search' input field.

## Pictures

To access **Picture** information about this particular plant, single left click with the mouse on the **Picture** Tab at the top of the on-screen form. Up to three pictures can be associated with any plant's record in *Clivia Access*. There are no operable controls on this tab. *Clivia Access* uses an automated process for pictures, the file name and path for three pictures were automatically entered when the plant record was first created. If those pictures do not exist in the default folder no pictures will be shown on this page, and a note will appear in the blue data entry box below the location for each picture. If the pictures do exist in the default folder, *Clivia Access* will display them as shown. Please note, the flower pictures on the left are horizontal pictures. *Clivia Access* has displayed the entire picture but in a smaller space than the one vertical picture on the right. If you need to change a picture you will need to change the photos names in C:\Clivia\Photo to the file names used here. Changing the file name there will update the picture in this on-screen form.

Clivia Access		Edit/View Existing Plant Form				
Main	Division	Pot	Bloom	Pollen/Seed	Event	Pictures
Flower Picture:		Plant Picture:		Detail Picture:		
						
File Name and Path: C:\Clivia\Photo\15A.jpg		File Name and Path: C:\Clivia\Photo\15B.jpg		File Name and Path: C:\Clivia\Photo\15C.jpg		
Note Photo 1: Photo found and displayed.		Note Photo 2: Photo found and displayed.		Note Photo 3: Photo found and displayed.		

**Caution:** *Clivia Access* only keeps track of the file location for the photo, not the photo itself. If you move the photo file to another location, *Clivia Access* will not be able to find it.

**Caution:** *If you need to change the Plant No. for a particular plant, you will need to manually change the photo's file name in the Photo directory. Changing the plant number changes the file name and path link on this tab automatically.*

## Command Buttons

At the bottom of all Tabs in the **Edit/View Existing Plant Form** are four command buttons. They can be used at any time, by a single left click of the mouse.



If after viewing the first plant using the **Edit/View Existing Plant Form**, you wish to view a second plant, you will need to close this form and return to the **Enter Plant Number Form** to identify the new plant by its **Plant Number**. To do this single left click on the **Save and Edit/View Another Plant** or the **Cancel and Edit/View Another Plant** command button. If the **Save** option is selected, any changed information on the current form will be saved. If the **Cancel** option is selected, any changed information on the current form will be returned to its original state.

Because of the complexity of this form, using one of these command buttons may take some time for your computer to execute the command. Please be aware of the delay.

## Edit Lists

### Form Purpose

The purpose of the **Edit Lists Form** is to view, edit, and print most validation lists used in *Clivia Access*. Two validation lists are not included – Soil Mixtures and Sources. These two validation lists can be edited using the Command Buttons on the **Database Menu** screen.

### To Begin Activity

To open the **Edit/View Existing Plant Form** for use from the **Database Menu**, single left click on the **Edit Existing: Edit Lists** command button. The on-screen form shown below will open.

<b>Clivia Access</b>	<b>Edit Lists Form</b>	
<p>1. If an addition must be made to a particular list, the operator should check to make sure the addition does not already exist in the list. To add a new item, simply type in the item in the blank box at the bottom of the list. Be careful to correctly spell the addition. Some list items are limited to 20 characters and spaces while others are limited to 30 characters and spaces. You may need to use abbreviations. Try to be consistent with other abbreviations and formats already used in the list.</p> <p>2. To edit a current list item highlight the portion to be changed and enter the correct data.</p> <p>3. Deleting an item in a list can have serious consequences. It is not recommended.</p>	Acquired As	Leaf Width
	Breeding Group	Locations
	Breeder's Name	Inflorescence Height
	Color (flower and fruit)	Pot Description
	Disposition	Propagation Method
	Flower Shape	Publication List (Grower's Notebook)
	Fragrance	Species
	Leaf Color/Style	Source List (Grower's Notebook)
	Leaf Length	Return to Database Menu <ENTER>

### Command Buttons

The **Edit Lists Form** consists of only command buttons. A single left click on any command button will execute the associated commands and processes. For validation list named command buttons, a left click will open an on-screen form showing the contents of the entire list. Information shown can be viewed, edited, deleted (not recommended), added to, or printed.

## Delete List Item

**Deleting a list item is not recommended after you have started entering plant data.** For most validation lists, deleting an item from the validation list, does not remove the same entries in the plant database. To delete an item from the list, single left click in the gray box at the left side of the line containing the item. Then press the **DELETE** key on the keyboard.

## Add List Item

If an addition must be made to a list, the user should check to make sure the addition does not duplicate entries already on the list. To add a new item, simply type in the item in the blank data entry box(es) at the bottom of the list. Be careful to correctly spell the addition. Some list items are limited to 20 characters and spaces while others are limited to 30 characters and spaces. You may need to use abbreviations. Try to be consistent with other abbreviations and formats already used in the list.

## Edit List Item

Like deletions, edits can cause serious problems when using report selection criteria. To edit an item, highlight or select the element to be changed with the mouse, and make the changes.

**Caution:** *Changes (edits) made to the **Location, Soil Mix, and Source** validation lists change and update all information in the database. **Clivia Access** will not allow deletion of items on one of these special lists because deletions will cause problems.*

## Print List

A single left click on the **Print Report** command button will send a copy of the list to the default Windows printer. Unlike some reports, you do not get to see the report first. Since what you see on the list form, is very similar to the report, you should not need to preview the report first. That is the reason **Clivia Access** takes this approach on these printouts.

# Soil Mix

## Form Purpose

The purpose of the **Soil Mix Edit Form** is to allow edits of a particular existing soil mix.

## To Begin Activity

To open the **Soil Mix Edit Form** for use from the **Database Menu** single left click on the **Edit Existing: Soil Mix** command button. An intermediate form will open (the **Enter Soil Mix Name Form**) and the yellow highlight will be in the **Soil Mix Name** data entry box. Place the **Soil Mix Name** of interest in the data entry box or use the down arrow to select from the list and press the **TAB** key, the **Soil Mix Edit Form** for that soil mix record will open. On this form, **Soil Mix Name** is validation list controlled so only existing soil mixes can be edited.

## Data Entry Boxes

All of the data entry boxes on the **Soil Mix Edit Form** operate just like those previously described for the **New Soil Mix Entry Form** on page 37. Users are referenced there for additional information. It should be noted, once created, **Soil Mixes** cannot be deleted.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description.

## Source

### Form Purpose

The purpose of the **Edit Existing Source Form** is to edit the information for existing sources. Once created, sources cannot be deleted, but they can be changed. Any information changed by this process is used to update all other source references.

### To Begin Activity

To open the **Edit Existing Source Form** for use from the **Database Menu** single left click on the **Edit Existing: Source** command button. An intermediate form will open (the **Enter Source Name Form**) and the yellow highlight will be in the **Source/Company Name** data entry box. Place the **Source/Company Name** of interest in the data entry box or use the arrow to select from the drop down list and press the **TAB** key, the **Edit Existing Source Form** for that record will open. On this intermediate form, **Source/Company Name** is validation list controlled so only existing sources can be edited.

Clivia Access		Edit Existing Source Form	
Company Name:	<input type="text" value="Colorado Clivia Company"/>	<input type="button" value="Save and Return to Database Menu"/> <input type="button" value="Cancel and Return to Database Menu"/>	
Address:	<input type="text" value="621 Saint Paul Street"/>		
Address:	<input type="text"/>	TAB - Move to the next field. ENTER - Save and Return to Database Menu  Caution: Changes made on this form will be implemented throughout Clivia Access.	
City:	<input type="text" value="Denver"/>		
State:	<input type="text" value="CO"/>		
Postal Code:	<input type="text" value="80206"/>		
Country:	<input type="text" value="USA"/>		
Phone:	<input type="text" value="303-292-1002"/>		
FAX:	<input type="text"/>		
Email:	<input type="text" value="mkinzer@q.com"/>		
Contact:	<input type="text" value="Mike Kinzer"/>		
Remarks:	<input type="text" value="Author of Clivia Access Software"/>		

**Data Entry Boxes**

All of the data entry boxes on the **Edit Existing Source Form** operate just like those previously described for the **Enter New Source Form** on page 38. Users are referenced there for additional information. It should be noted, once created, **Sources** cannot be deleted.

**Command Buttons**

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description.

**Stored Pollen**

**Form Purpose**

The purpose of the **Stored Pollen Form** is to manage stored pollen as part of the collection. On this one form pollen entries can be added, edited, and deleted as a user’s inventory of pollen changes. The information created and managed using this form is used in conjunction with the various plant records to provide the information used to create the **Find Pollen Report**.

**To Begin Activity**

To open the **Stored Pollen Form** for use from the **Database Menu** single left click on the **Edit Existing: Stored Pollen** command button. The **Stored Pollen Form** will open with the yellow highlight in the **Pollen Plant No.** data entry box.

**Data Entry Boxes**

**Pollen Plant No.**

Enter the **Plant No.** of the source of the pollen. This **Plant No.** must exist in *Clivia Access*’s plant records or an error message will result. When a **Plant No.** is entered, do so without commas separating thousands. *Clivia Access* will automatically add them. Press **TAB** to advance to the next data entry box, **Date Stored**.

The screenshot shows the 'Clivia Access' application window with the 'Stored Pollen Form' active. The window title is 'Clivia Access' and the form title is 'Stored Pollen Form'. Below the title bar, there is a subtitle 'Add, delete, and edit records as needed.' and two buttons: 'Cancel and Return to Database Menu' and 'Save and Return to Database Menu <ENTER>'. The form contains three main input areas: 'Pollen Plant No.' (with a yellow highlight), 'Date Stored: Storage Method:', and 'Remarks:'. The 'Pollen Plant No.' field is currently empty and highlighted in yellow. The 'Date Stored: Storage Method:' field is also empty. The 'Remarks:' field is a larger text area, currently empty.

## Date Stored

Using your computer's short date format enter the date the pollen was placed in storage in this data entry box. Press **TAB** to advance to the next data entry box, **Storage Method**.

## Storage Method

Up to 20 characters of letters, numbers, spaces, and some symbols may be entered in the **Storage Method** data entry box to describe the storage method. Press **TAB** to advance to the next data entry box, **Remarks**.

## Remarks

Up to 250 characters of letters, numbers, spaces, punctuation and some symbols may be entered in the **Remarks** data entry box. Many users will use this data entry box for a narrative about the source plant. Press **TAB** to go to the next record, or create a new record.

## Add, Edit, Delete Records

To add a new record or stored pollen item to the list, add the new information to the blank data entry boxes at the bottom of the list.

To edit an existing entry in the stored pollen list, highlight the area to be changed using the mouse and enter the new information.

To delete a stored pollen record, single left click in the gray/blue box on the left side of a particular stored pollen line or record. Press the **DELETE** key on the keyboard to delete the record.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description.

**Note:** *Clivia Access provides two different reports to manage pollen inventories. The first report, Stored Pollen, is simply a print out including all pollen records in a format similar to the Stored Pollen Form. The second report allows users to specify criteria based on the pollen's source plant. The second report is called the Find Pollen Report.*

## Seed Harvest

### Form Purpose

The purpose of the **Seed Harvest Form** is to allow the addition of seed information to previously established pollination records.

## To Begin Activity

To open the **Seed Harvest Form** for use from the **Database Menu** single left click on the **Edit Existing: Seed Harvest** command button. An intermediate form will open (the **Enter Plant No. for Seeds Form**) and the yellow highlight will be in the **Pod Parent Plant No.** data entry box. Place the **Pod Parent Plant No.** of interest in the data entry box and press the **TAB** key, the **Seed Harvest Form** for that record will open. The yellow highlight will now move to the first **No. of Seeds Produced**.

**Clivia Access**      **Enter Plant No. for Seeds Form**

**Seed Harvest Pod Parent:**  
Enter Pod Parent Plant No. (Mother) and press TAB:

**Seed Harvest For Pollination Events Between Dates:**

**Return to Database Menu**

If the **Pod Parent Plant No.** does not exist in Clivia Access or if pollination events have not been recorded within the listed date range, you will receive an error message.

## Data Entry Boxes

Because an individual Clivia bloom can be pollinated by several different pollen parents (fathers), the **Seed Harvest Form** gives you a list of available pollinated blooms for this mother plant. Using the information in the Blue Data Entry Boxes, select (single left click with the mouse) the appropriate line of pollination and then enter the seed harvest information. Remember, Blue Data Entry Boxes cannot be changed.

## No. of Seeds Produced

Enter the number of seeds produced by this particular pollination event in this data entry box. No decimals, letters, or fractions are allowed. Press **TAB** to advance to the next data entry box, **Date Seed Harvested**.

Clivia Access		Seed Harvest Form				
<p>Note: On this form only "No. of Seeds Produced" and "Date Seed Harvested" fields can be used.</p>			<input type="button" value="Cancel and Return to Database Menu"/>		<input type="button" value="Save and Return to Database Menu"/>	
Pod Parent No. (Mother)	Pollen Parent No. (Father)	Bloom Date	Pollination Date	Tag	No. of Seeds Produced	Date Seed Harvested
6,101	6,105	4/4/2007	4/4/2007	blue		
6,101	6,104	4/4/2007	4/4/2007	green		
6,101	6,103	4/4/2007	4/4/2007	red		

## Date Seed Harvested

In the **Short Date Format** enter the date the seeds were harvested here. This date is important since it is used to create the **Seed Inventory Report**. If needed because of multiple pollinations of this umbel, other lines in this form can be edited by advancing to that line using the **TAB** key or mouse.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description.

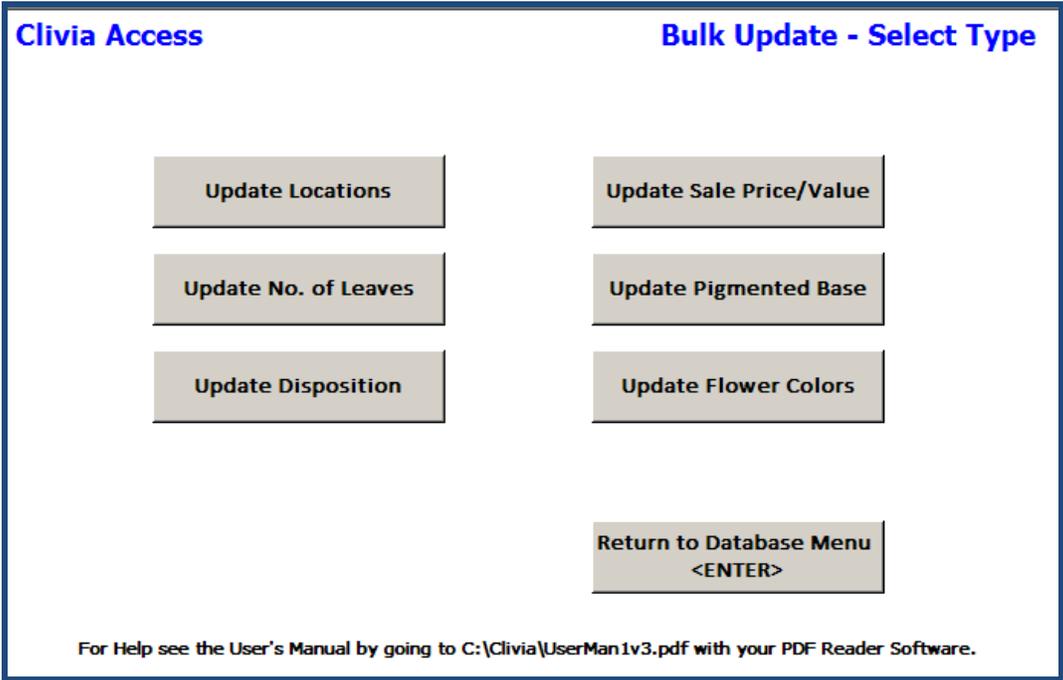
## Bulk Update

### Form Purpose

Individual plants can have their characteristics updated using the **Edit Existing: Plant Record** functions. However, many times you need to update one characteristic for several records. The easiest method to accomplish this update is to use the **Bulk Update** functions. Using this series of functions you can quickly update plant locations, number of leaves, disposition status, the sale price/value, pigmented base, and flower colors. Since these characteristics either change often, or are not known when the plant is first obtained, the bulk update functions can be very helpful.

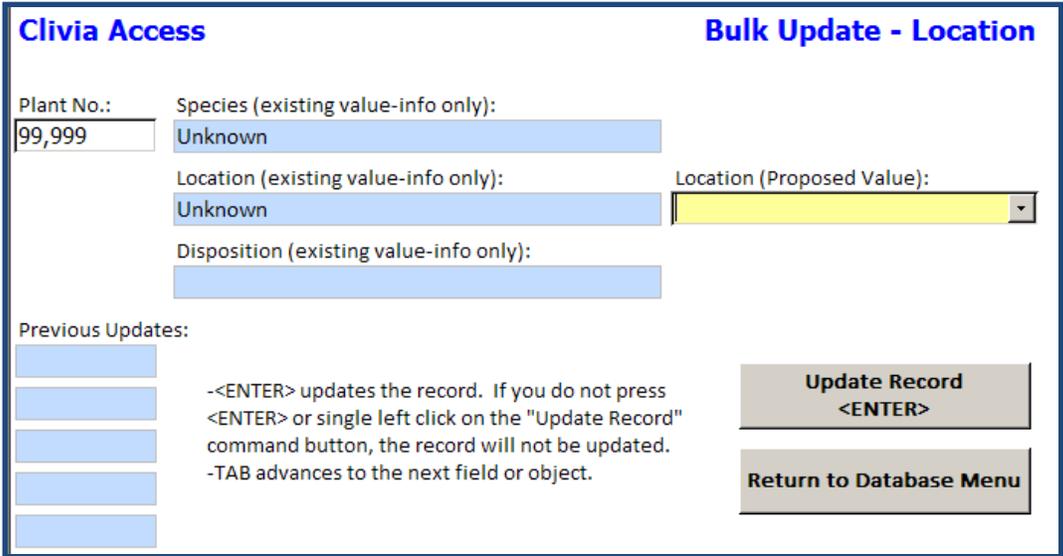
### To Begin Activity

To open the **Bulk Update Forms** for use from the **Database Menu** single left click on the **Edit Existing: Bulk Updates** command button on the **Database Menu**. The **Bulk Update – Select Type** form will open. From here you can select which plant characteristic you wish to update by single left clicking on the appropriate command button.



### Location Bulk Update

When the **Bulk Update – Location** form opens the yellow highlight will be in the **Plant No.** data entry box. Enter the first plant number to be updated here. (Plant Numbers do not have to be entered in any particular order.) Then press



**TAB** to advance to the **Location** (Proposed Value) data entry box. When you press **TAB**, the software checks to make sure the **Plant Number** exists in the system. If the **Plant Number** does not exist you will get an error message. **TAB** also causes the three blue boxes in the middle of the form to be filled in. These blue boxes are there to help verify you have entered the right plant. Like all blue boxes, these cannot be changed.

In the **Location** data entry box you can use the down arrow and select from the list, or just type in the value you want. If the value is not included in the validation list, you will be asked if you wish to add it, much like on other forms.

After filling in the **Plant No.** and **Location** data entry boxes you can do one of two things. First, you can left click on the **Update Record** command button. The record for the listed **Plant No.** will be updated, and a red label will appear indicating the update occurred. Your other option is to just press **ENTER** on the keyboard. The same update process will occur and the yellow highlight will automatically return to the **Plant No.** data entry box, ready for the next entry. Notice the blue Previous Entries data entry boxes down the left side of the form. These are there to help you keep track of the updates you have made. Like all blue boxes the entries cannot be changed. If you make a mistake, you need to edit the plant using the **Edit Existing: Plant Record** function.

Once you have set the **Location** data entry box to the correct listing for several plants, you can just enter the plant's numbers in the **Plant No.** data entry box and then press **ENTER**, enter the next plant's number, then press **ENTER**, etc. Each time you press **ENTER**, the listed plant's information will be updated. When you need to change to another **Location**, just press **TAB** as you did in the beginning.

### Number of Leaves Bulk Update

The **Number of Leaves—Bulk Update** form operates in a similar manner to the **Locations—Bulk Update** form just described. No. of Leaves should be entered without commas, and no decimal places.

**Clivia Access** **Bulk Update - No. of Leaves**

Plant No.:  Species (existing value-info only):

No. of Leaves (Proposed Value):

Location (existing value-info only):

Disposition (existing value-info only):

Previous Updates:

-On "bulk update" forms only, <ENTER> updates the record. If you do not press <ENTER> or double left click on the "Update Record" command button, the record will not be updated.  
-TAB advances to the next field or object.

**Update Record <ENTER>**

**Return to Database Menu**

### Disposition Bulk Update

The **Disposition—Bulk Update** form operates in a similar manner to the **Locations—Bulk Update** form just described.

**Clivia Access** **Bulk Update - Disposition**

Plant No.:  Species (existing value-info only):

Disposition (Proposed Value):

Location (existing value-info only):

Disposition (existing value-info only):

Previous Updates:

-<ENTER> updates the record. If you do not press <ENTER> or single left click on the "Update Record" command button, the record will not be updated.  
-TAB advances to the next field or object.

**Update Record <ENTER>**

**Return to Database Menu**

### Sale Price/Value Bulk Update

The **Sales Price/Value—Bulk Update** form operates in a similar manner to the **Locations—Bulk Update** form just described. The only difference is the **Sales Price/Value** data entry box is not validation list controlled. Like elsewhere in *Clivia Access*, **Sale Price** can have two decimal places, and should be entered with no currency symbol.

**Clivia Access** **Bulk Update - Sale Price/Value**

Plant No.:  Species (existing value-info only):

Sale Price/Value (Proposed):

Location (existing value-info only):

Disposition (existing value-info only):

Previous Updates:

- <ENTER> updates the record. If you do not press <ENTER> or double left click on the "Update Record" command button, the record will not be updated.  
 -TAB advances to the next field or object.

**Update Record**  
<ENTER>

**Return to Database Menu**

### Pigmented Base Bulk Update

The **Pigmented Base—Bulk Update** form operates in a similar manner to the **Locations—Bulk Update** form just described. The only difference is that **Pigmented Base** is a checkbox.

**Clivia Access** **Bulk Update - Pigmented Base**

Plant No.:  Species (existing value-info only):

Pigmented Base (Proposed Value - Check for Pigmented Base):

Location (existing value-info only):

Disposition (existing value-info only):

Previous Updates:

-On "bulk update" forms only, <ENTER> updates the record. If you do not press <ENTER> or double left click on the "Update Record" command button, the record will not be updated.  
 -TAB advances to the next field or object.

**Update Record**  
<ENTER>

**Return to Database Menu**

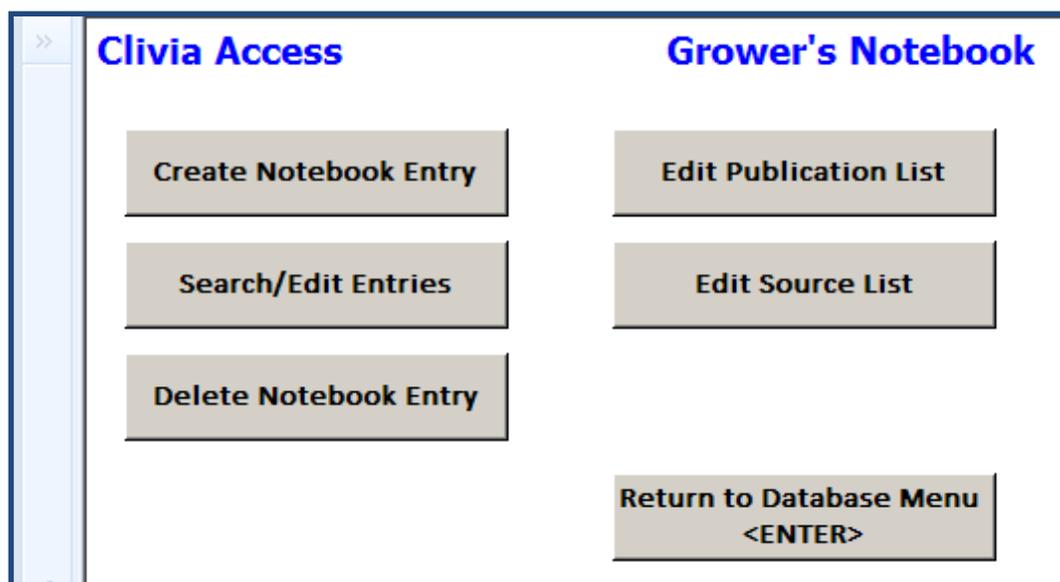
### Flower Colors Bulk Update

The **Flower Colors—Bulk Update** form operates in a similar manner to the **Locations—Bulk Update** form just described. The only difference is that the **Flower Colors--Bulk Update** form updates all four color categories at once. Do not leave one data entry box blank, unless a blank value is what you wish to enter.

<b>Clivia Access</b>		<b>Bulk Update - Flower Colors</b>	
Plant No.:	Species (existing value-info only):	Interior Color (Proposed Value):	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Location (existing value-info only):	Exterior Color (Proposed Value):	
	<input type="text"/>	<input type="text"/>	
	Disposition (existing value-info only):	Throat/Basal Color (Proposed Value):	
	<input type="text"/>	<input type="text"/>	
		Edge Color (Proposed Value):	
		<input type="text"/>	
Previous Updates:	- <ENTER> updates the record. If you do not press <ENTER> or single left click on the "Update Record" command button, the record will not be updated.		
<input type="text"/>	-TAB advances to the next field or object.		
<input type="text"/>	-If one of the color fields is blank the record will be updated with a blank.		
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
	<b>Update Record</b>		
	<ENTER>		
	<b>Return to Database Menu</b>		

## Grower's Notebook

The **Grower's Notebook** in *Clivia Access* is designed as a place to electronically file all of that information you would like to keep, and later find, about a wide range of growing subjects. A single left click on the **Grower's Notebook** command button on the **Database Menu** will take you to the **Grower's Notebook** switchboard menu shown below. From here you can create new entries, find, edit and print existing entries, and delete previous entries. You can also edit the Publication and Source Lists, both validation lists used in the functioning of the Grower's Notebook functions.



### Command Buttons

Single left click on any of the command buttons to go to that particular function. Pressing the **ENTER** key will also take you back to the **Database Menu**. Each command button is further explored below.

### Create Notebook Entry

#### Form Purpose

The purpose of the **Grower's Notebook – Create Entry** form is to create a new entry in your grower's notebook.

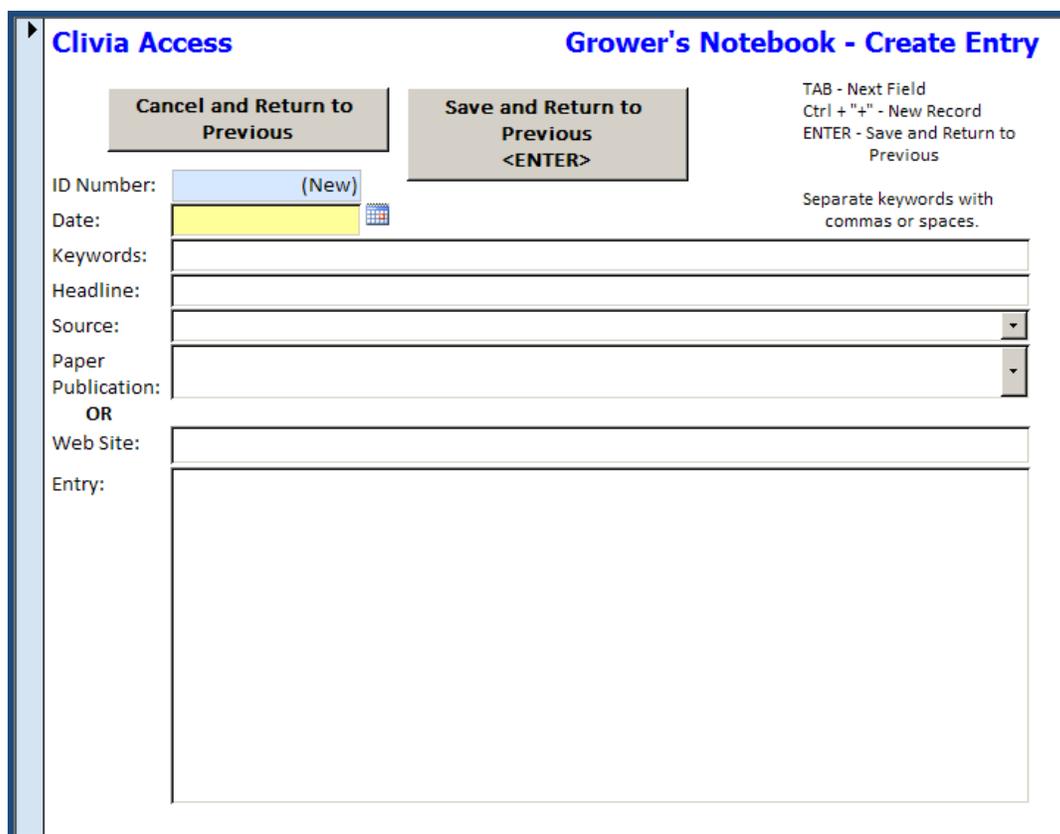
#### To Begin Activity

To open this form from the **Grower's Notebook** start switchboard, single left click on the **Create Notebook Entry** command button. The Create Entry form will open and the yellow highlight will be in the **Date** data entry box.

## Data Entry Boxes

### *ID Number*

This unique number is used by the software to identify the entry. The software will create and manage the number—you cannot enter, edit or delete this number. To delete a particular entry in the Grower's Notebook you will need to know this number. This number may also be useful in searching existing entries as well. The **ID Number** is shown on this form in blue because it cannot be changed.



**Clivia Access** **Grower's Notebook - Create Entry**

TAB - Next Field  
 Ctrl + "+" - New Record  
 ENTER - Save and Return to Previous

Separate keywords with commas or spaces.

ID Number:

Date:

Keywords:

Headline:

Source:

Paper:

Publication:

**OR**

Web Site:

Entry:

### *Date*

Enter the date the item was published in the short date format here. This data entry box can be left blank. Press **Tab** to advance to the next field, **Keywords**.

### *Keywords*

**Keywords** are used to briefly describe and then help search for this item. Enter one or more keywords separated by commas or spaces, totaling a maximum of 255 characters, spaces, punctuation marks or some symbols. This data entry box can be left blank. Press **Tab** to advance to the next field, **Headline**.

### *Headline*

Enter the subject matter **Headline** here using a maximum of 75 characters, spaces, or some symbols. This data entry box can be left blank. Press **Tab** to advance to the next field, **Source**.

### *Source*

**Source** is the subject matter expert who created this entry. **Source** is usually a person, while the **Paper Publication** or **Web Site** is the item used to publish the expert's material. For a book, the **Source** would be the author and the **Publication** would be the book's title, publisher, copyright date, etc. For an online newsgroup, the **Source** would be the person posting the material and the **Web Site** would be the newsgroup's Internet URL. Enter the **Source** here using a maximum of 75 characters, spaces, or some symbols. **Source** is a validation list controlled entry. You can select previously used sources from the drop down list or enter a new one. If a new source is entered, you will be asked if you would like to add it to the validation list, much like on other *Clivia Access* forms with validation lists. As elsewhere, be careful to correctly spell new entries and not duplicate existing entries. The **Source** data entry box can also be left blank. Press **Tab** to advance to the next field, **Paper Publication**.

### *Paper Publication*

The **Paper Publication** box in *Clivia Access* is the same as a footnote in a scientific paper minus the author's name. Enter the **Publication** here using a maximum of 255 characters, spaces, or some symbols. Because **Paper Publication** is a validation list controlled entry, you cannot use any of the reserved characters. Since most **Web Site** addresses include many reserved characters, a separate data entry box is provided for them. The **Paper Publication** data entry box is intended for traditional publishing mechanisms. You can select previously used sources from the drop down list or enter a new one. If a new publication is entered, you will be asked if you would like to add it to the validation list, much like on other *Clivia Access* forms with validation lists. The **Paper Publication** data entry box can also be left blank. Press **Tab** to advance to the next field, **Web Site**.

### *Web Site*

The **Web Site** data entry box is where you can place the Internet URL (address) for items published electronically. Placing an URL here creates a hyperlink. Single left clicking on this hyperlink, when shown on the screen, will open your Internet browser and take you to the web site listed. It is recommended you include the complete URL—including the http: This data entry box can be left blank. Press **Tab** to advance to the next field, **Entry**.

### *Entry*

The **Entry** data entry box is where the content of your entry is placed. This data entry box is special because it will accept up to 65,000 characters, spaces,

punctuation, all symbols, and even allow rich text based formatting. Since the entries in this data entry box are the essence of your Grower's Notebook entry, do not leave blank, although you can. Press **Tab** to create another new entry in your Grower's Notebook.

**Suggestion:** *The easiest method to transfer electronic information to the **Web Site** or **Entry** data entry boxes, especially when it is long and complicated is to use the Windows copy and paste functions. To transfer an entry from the Internet, highlight then press Copy in your Internet Browser. Then go to **Clivia Access** and using the icon on the ribbon or toolbar, **Paste** it in either the **Web Site** or **Entry** data entry boxes. Information transferred in this manner will maintain much of its original formatting.*

### **Images**

Images for a Grower's Notebook entry are handled exactly like photos are handled for individual plant records. When a new Grower's Notebook entry is recorded, three links to images are created. Then when images with the proper file name and format are added to the **C:\Clivia\NBook\Image** directory those features become fully functional. Image names are the particular entry's ID Number plus A, B, or C. The file type and extension must be jpg. So the file names of the three images associated with the Grower's Notebook entry associated with ID Number 126 are: 126A.jpg, 126B.jpg, and 126C.jpg. These files must be placed in the **C:\Clivia\NBook\Image** directory. See page 25 of this manual for more information.

### **Command Buttons**

All command buttons on this form are as previously described.

### **Search/Edit Entries**

#### **Form Purpose**

The purpose of the series of functions grouped under the **Search/Edit Entries** heading is to find existing Grower's Notebook entries, allow editing of those entries, allow on-screen viewing of those entries and allow printing of selected entries. Deleting of Grower's Notebook entries is handled through a different process. All of **Search/Edit Entries'** functions start with a search form.

#### **To Begin Activity**

From the Grower's Notebook Start Form, users should single left click on the **Search/Edit Entries** command button. The Search form will open and the **Search for this text** data entry box will have the yellow highlight.

## Data Entry Boxes

### *Search for this text*

Place the text you wish to search for in this data entry box. If you wish to only search using **Dates** or entry **ID Numbers**, or if you wish to see all entries, leave this data entry box blank. Press **Tab** to advance to the next field, **Dates**.

### *Dates*

Place the date range you wish to search in these two data entry boxes. If you wish to search all dates, leave both date boxes blank. If you wish to search only one date, place the same date in the **From this date** and **To this date** boxes. Dates should be entered in the short date format. If a date entry appears in one data entry box, the other date box will need an entry as well or you will get an error message. Press **Tab** to advance to the next field, **ID Numbers**.

### *ID Numbers*

Place the **ID Number** range you wish to search in these two data entry boxes. If you wish to search all **ID Numbers**, leave both date boxes blank. If you wish to search only one **ID Number**, place the same number in the **From this ID No.** and **To this ID No.** boxes. If an **ID Number** entry appears in one data entry box, the other date box will need an entry as well or you will get an error message. Using the mouse, make your selection in the next section, **Search for text in these fields**.

### *Search for text in these fields*

You can choose which field is searched using the just described criteria. Selections include Keywords, Headlines, Sources, Publications, Web Sites, Entries, and All Fields. To select one just single click on the radio button next to the description.

The goal of this set of functions is to take you to a specific entry so you can view, edit, or print it. These tasks can only occur on what the form calls Detailed Output. If however, you think you will have to review a long list of entries after applying the search criteria, it is better to choose Summary Output.

From the Summary form you can then select a particular entry to view in Detailed Output. You establish which output type via your selection from the boxed area on the Search form by making a selection in the Summary Output or Detailed Output column.

Using either Summary Output or Detailed Output you can sort the output using one of seven criteria. Select the check box in the **Sort Output By** box to establish your sort order with a single left click of the mouse.

If you wish to include images in your detailed output, check the **Include Images** check box using a single left click of the mouse. A second left click will remove the check if needed.

### Command Buttons

#### *Perform Search*

Single left clicking on the Perform Search command button will take you to either the Summary Output or Detailed Output form. Shown below is the Summary Output form.

**Clivia Access** **Grower's Notebook - Search Summary Form**

Entries selected by previously entered criteria and sorted by Entry ID Number

Return to Previous Screen      Return to Database Menu <ENTER>

▶ 1	Entry ID Number	Date of Entry:	
	Keywords:		
	Headline:		
	Source:		

See Full Entry

You will notice all of the data entry boxes are blue. You cannot edit your entry from the Summary Output form. Edits can only be made from the Detailed Output form. To go to a particular entry's Detailed Output form single left click on the **See Full Entry** command button to the right of each set of entries. You will be taken to the Detailed Output form, which is the same form you will go to if you select a field from the Detailed Output column on the Search form. The Detailed Output form is shown below.

**Clivia Access** **Grower's Notebook - Detail View**

Prepare Report      Cancel and Return to Previous Screen      Return to Previous Screen <ENTER>

Text Data      Pictures

Entry ID Number: 1      Date: [Calendar Icon]

Keywords: [Text Field]

Headline: [Text Field]

Source: [Text Field]

Paper: [Text Field]

Publication: [Text Field]

Web Site: [Text Field]

Entry: [Large Text Area]

Except for the **Entry ID Number** data entry box, all of the data entry boxes on this form work just like similar ones on the **Create Entry** form. From this form you can edit or change any of the data. The only thing you cannot do from here is delete the entry in its entirety. If that is what you wish to do, jot down the **ID Number** of the entry you wish to delete and then go to the **Delete Notebook Entry** function described below.

If you checked the **Include Images** check box on the Search form you will have tab labeled **Pictures**. To go to that tab just single left click on the word **Pictures**.

The **Prepare Report** command button on the Detailed Output form will show the report in print preview mode with or without images, depending on your selection

## Delete Notebook Entry

### Form Purpose

The purpose of the **Delete Entry** form is to allow users to delete individual entries to the Grower's Notebook.

### To Begin Activity

Using the Search functions just described, determine the **Entry ID Number** of the entry you wish to delete. Then from the Grower's Notebook start form, single left click on the **Delete Notebook Entry** command button. The **Delete Entry** form will open and the yellow highlight will be in the **Entry ID Number to Delete** data entry box.

## Data Entry Boxes

### *Entry ID Number to Delete*

There is only one data entry box on the **Delete Entry** form which will accept data. That box is the **Entry ID Number to Delete** box. Enter the **ID Number** of the entry you wish to delete. Then press **Tab**. The other blue data entry boxes on the form will then show what you are about to delete.

**Clivia Access** **Grower's Notebook - Delete Entry**

**Entry ID Number to Delete:**  Enter ID Number and then press TAB.

Entry ID:

Entry Date:  Blue box items are shown for information only.

Keywords:

Headline:

Source:

Paper Publication:

-OR-

Web Site:

Entry:

Single Left Click to Delete Entry-  
This action cannot be un-done.

**Delete Record** **Cancel and Return to Previous**  
<ENTER>

## Command Buttons

### *Delete Record*

If the data shown in the blue data entry boxes is correct, then single left click on the **Delete Record** command button. The record will be deleted. Single left clicking on this command button cannot be undone. After deleting the data, the form will close and you will return to the Grower's Notebook Start form.

## Edit Publication List

### **Form Purpose**

The purpose of the **Publication List** form is to allow edits and additions to the **Publication List** along with a method to print the list. Like many other validation lists in Clivia Access, you can also delete publications from the list. Deleting an item from this list does not change entries in the **Paper Publication** data entry box on existing Grower's Notebook entries.

### To Begin Activity

To begin activity on this form single left click on the **Edit Publication List** command button on the Grower’s Notebook start form. The form will open and the yellow highlight will be in the **Paper Publication** data entry box for the first record. You can use your mouse to move up and down the list or you can use the record selectors at the bottom of the list to also go to a particular item as discussed below.

### Data Entry Boxes

#### *Paper Publication*

The **Paper Publication** data entry box will accept up to a maximum of 255 characters, spaces, punctuation marks or symbols to describe the particular **Paper Publication** in question. If the publication is a web site, or email address, place those items in the **Web Site** data entry box not here. Press **Tab** to advance to the next record.

Clivia Access Grower's Notebook - Publication List

Print Report Save and Return to Previous Screen <ENTER> Cancel and Return to Previous Screen

Publication:

▶	Test1
	Test2
*	

Record: 1 of 2 No Filter Search

Enter Publication (footnote source) here.

## Command Buttons

All of the command buttons on this form operate as previously described.

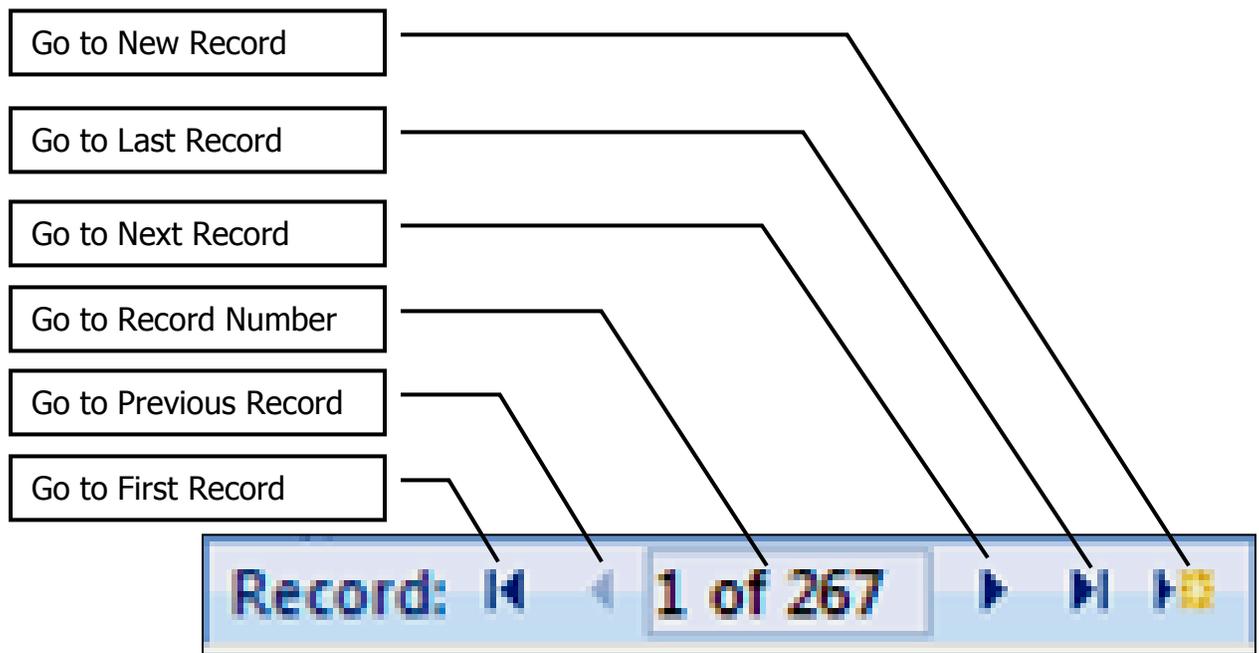
### *Add, Edit, Delete Records*

To add a new record or stored item to the list, add the new information to the blank data entry box at the bottom of the list.

To edit an existing entry in the **Publication** list, highlight the area to be changed using the mouse and enter the new information.

To delete a **Publication** record, single left click in the gray/blue box on the left side of a particular record. Press the **DELETE** key on the keyboard to delete the record.

To navigate to a particular record:



As your **Grower's Notebook** becomes longer, navigation among the individual entries or records will become more complicated. Use the Record Navigation Bar along the bottom of the screen to assist in navigation. A single left click to any of the icons will take you to the record indicated above. Since, the most recent entries will be last, left clicking on the **Go To Last Record** icon will take you to the most current additions. To quickly add a new record, left click on the **Go to New Record** icon. Etc.

## Edit Source List

### Form Purpose

The purpose of the Source List form is to allow edits of existing sources, creation of new sources, and printed reports of the Source List. This list operates like most other validation lists.

### To Begin Activity

To begin activity from the Grower's Notebook start form, single left click on the **Edit Source List** command button. The form will open and the yellow highlight will be in the **Description** data entry box of the first source record. You can use your mouse to move up and down the list or you can use the record selectors at the bottom of the list to also go to a particular item.

Clivia Access		Grower's Notebook - Source List Form	
Print Report		Save and Return to Previous Screen <ENTER>	
Cancel and Return to Previous Screen			
Description	▶ test2		
	test2		
*			

### Data Entry Boxes

#### *Description*

The Description data entry box will accept up to 75 characters, space, symbols, or punctuation marks to describe the subject matter expert (person) who is the source. Press **Tab** to advance to the next record. New items can be added in the blank box at the bottom of the list.

### Command Buttons

All of the command buttons on this form operate as previously described.

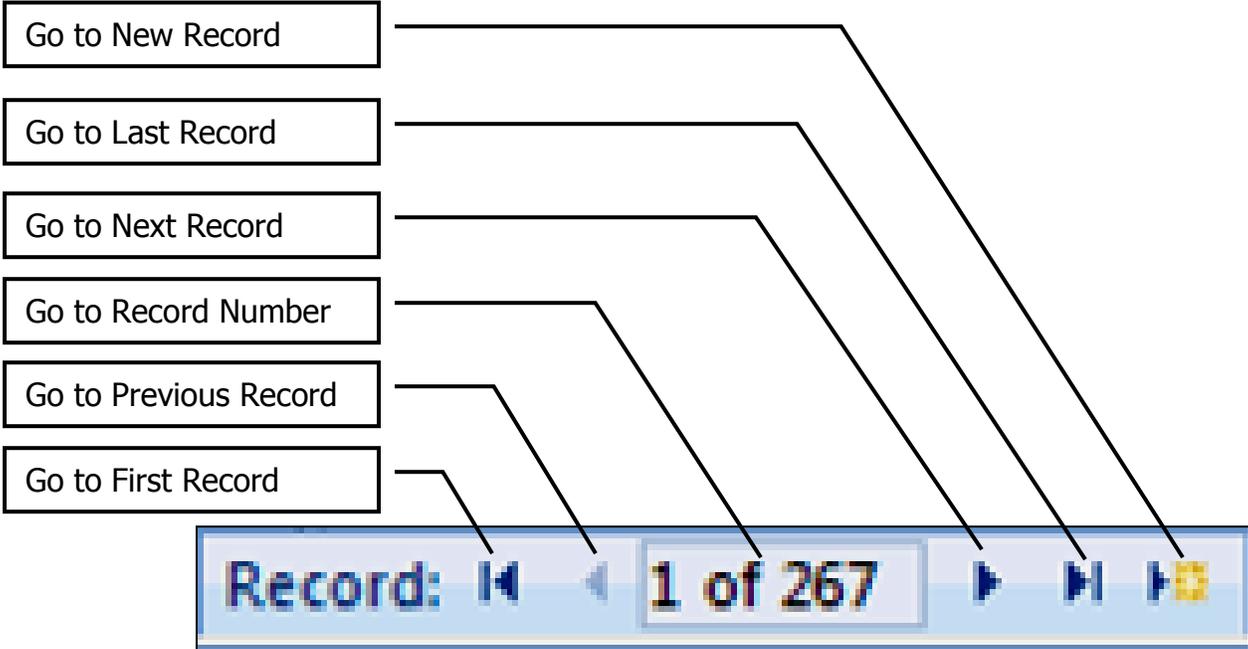
#### *Add, Edit, Delete Records*

To add a new record or item to the list, add the new information to the blank data entry box at the bottom of the list.

To edit an existing entry in the Source list, highlight the area to be changed using the mouse and enter the new information.

To delete a Source record, single left click in the gray/blue box on the left side of a particular line or record. Press the **DELETE** key on the keyboard to delete the record.

To navigate to a particular record:



As your **Grower's Notebook** becomes longer, navigation among the individual entries or records will become more complicated. Use the Record Navigation Bar along the bottom of the screen to assist in navigation. A single left click to any of the icons will take you to the record indicated above. Since, the most recent entries will be last, left clicking on the **Go To Last Record** icon will take you to the most current additions. To quickly add a new record, left click on the **Go to New Record** icon. Etc.

## Greenhouse Diary and Reports

### Form Purpose

Many times a collector will perform some activity that impacts the entire collection or a major portion of it. Rather than enter that data on many individual plants, a technique is needed to document the activity in a general way. For example, “*Today I applied the annual systemic insecticide to all plants. Next application due September 1, 2009.*” Other times you may wish to document general events in the greenhouse/garden for future reference. For example, “*The gardenii generally started blooming today. They are early this year.*” And finally you may wish to keep a diary or blog about your collection. All of these are best recorded in a diary. The **Greenhouse Diary** function in *Clivia Access* fills that need.

### To Begin Activity

To open the **Greenhouse Diary Form** for use from the **Database Menu** single left click on the **Edit Existing: Greenhouse Diary and Reports** command button. The Greenhouse Diary form will open and the yellow highlight will be in the **Entry Date** data entry box.

### Data Entry Boxes

#### Entry Date

The Entry Date data entry box contains the date of the entry. By default Clivia Access places today’s date there. If you need to enter another date, just do so in the short date format. After completing the entry press **TAB** to move to the **Follow Up Date** data entry box.

#### Follow Up Date

As discussed in the Form’s Purpose section of this subject, sometimes it is useful to schedule a follow up date for future actions. On the **Greenhouse Diary** form you can schedule that follow up by placing a date in this data entry box. Using *Clivia Access’s Date Based Reports* functions, you can then print out a list

of follow ups. Entries made in this data entry box should be in the short date format. If this field is left blank, no follow up will be scheduled. Press **TAB** to advance to the next data entry box, **Activity**.

### Activity

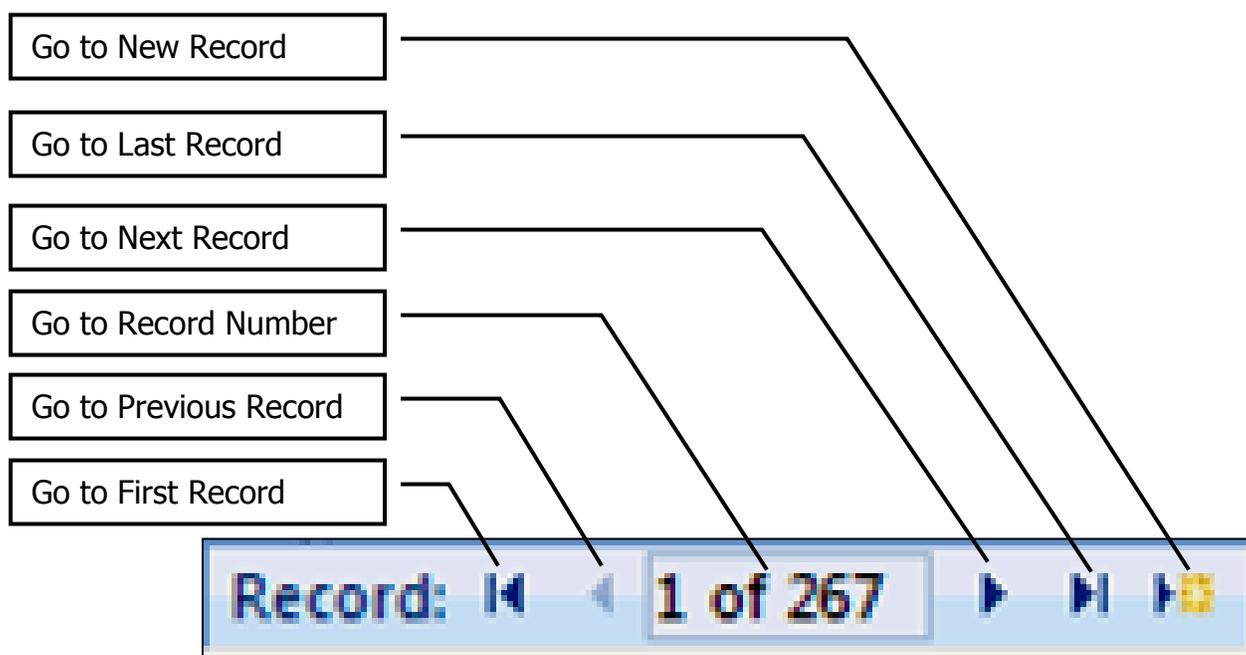
The **Activity** data entry box is the diary entry. A maximum of 65,500 characters, including spaces, numbers, many symbols, punctuation marks, etc. can be entered in this data entry box. To enter a carriage return hold down the **CTRL** key plus the **ENTER** key. Press **TAB** to advance to the next Diary record.

## Command Buttons

### Add, Edit, Delete Records

To delete individual **Diary** records, single left click in the blue box on the left of the record. The record will be selected. Then press the **Delete** key on the keyboard. Once deleted, records are permanently gone; there is no recycle bin function in *Clivia Access*.

To edit a portion of an existing record use the mouse to select the items to be changed and make the changes.



As your **Greenhouse Diary** becomes longer, navigation among the individual entries or records will become more complicated. Use the Record Navigation Bar along the bottom of the screen to assist in navigation. A single left click to any of the icons will take you to the record indicated above. Since, the most recent entries will be last, left clicking on the **Go To Last Record** icon

will take you to the most current additions. To quickly add a new record, left click on the **Go to New Record** icon. Etc.

## Prepare Reports

Single left clicking on the **Prepare Reports** command button will take you to the Date Based Reports form where you can prepare **Greenhouse Diary** and **Diary Follow Up** reports. This is the same screen you will see when you left click on the **Reports: Date Based Reports** command button on the **Database Menu**.

## Other Command Buttons

The remaining command buttons are typical **Command Buttons**, and have been previously described. See previous sections for the description.

## Reports

### List Reports

#### Report Purpose

The purpose of the **List Reports** function is to print one or more of the validation lists. This function does not allow the user to view the reports first. If you wish to view individual reports before printing use the **Edit Lists** function.

#### To Begin Activity

To open the **Print Lists Form** for use from the **Database Menu** single left click on the **Reports: List Reports** command button. The **Print Lists Form** will open.

**Clivia Access**
**Print Lists Form**

Please check the lists you wish to print.

- Acquired As List**
- Breeding Group List**
- Breeder's Name List**
- Color (flower) List**
- Disposition List**
- Flower Shape List**
- Fragrance List**
- Inflorescence Height List**
- Leaf Color/Style List**
- Leaf Length List**
- Leaf Width List**
- Locations List**
- Pot Discription List**
- Propagation Method List**
- Publication List  
(Grower's Notebook)**

TAB - Move to the next Checkbox.  
ENTER - Return to Database Menu

**Print Selected Lists**

**Return to Database Menu  
<ENTER>**

- Source List (Address Book)**
- Source List (Grower's Notebook)**
- Species List**

## Data Entry Boxes

### Check Boxes

To the left of each validation list title is a white check box. A single left mouse click in any of these boxes will place a check there (make the selection). If after checking a box, you need to undo the check, simply check the box a second time.

### Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description.

## *Find Plant Reports*

### Report Purpose

The purpose of the **Find Plant Report** is to list all plants that meet one or more of 34 criteria. For a wide variety of situations, this is a very powerful reporting tool. This report can be used to show breeding candidates, the location of plants meeting particular criteria, the plants obtained from a particular source, deaths in certain soil mixes, etc. Once you have entered the selection criteria, and Clivia Access has found matching plants, you can then select one of three types of reports with a variety of sorting and subtotaling options.

### To Begin Activity

To open the **Find Plant Report** setup screen for use from the **Database Menu**, single left click on the **Reports: Find Plant Report** command button. The **Find Plant Report** on-screen form will open with the yellow highlight in the first **Plant No.** data entry box.

## Data Entry Boxes

### General

Any **Data Entry Box** that is left blank will select all entries for those particular criteria. Selection criteria can be entered in any, some, or all of the **Data Entry Boxes**.

### Validation Lists

Entries in many of the 34 selection criteria are controlled by validation lists. Like on other on-screen forms, validation list controlled entries are indicated by blue down arrows on the right side of the data entry boxes.

### Ranges

Where a range is asked for, you will need to include entries in both boxes if data is entered into one of the range boxes.

**Clivia Access**
**Find Plant Report**

**Criteria:** Enter criteria in boxes below. Leave blank to include all data in that field.

Plant No.:	Beginning:	to	Ending:	Source:	
Mother Plant No.:				Prop.Meth.:	
Father Plant No.:				Disposition:	
Date 1st Planted:				Int. Color:	
No. of Leaves:				Throat C.:	
No. Blossoms/Scp.:				Ext. Color:	
Umbel Diameter.:				Edge Color:	
Blossom Size:				Fl. Shape:	
Sepal Size:				No.Tepals:	
Petal Size:				No Scapes:	
Sale Price/Value:				Pigmented Base?	<input type="checkbox"/> Check for Yes
Species:				Fruit Color:	
Location:				Leaf Style:	
Acq. As:				Leaf Len.:	
Pot:				Leaf Width:	
Soil Mix:				User Def.:	
Inflor. Ht:				Breed Grp:	
Fragrance:				Breeder:	

Color and User Defined data entry boxes will accept the wildcard characters ?, \*, #, !, or [ ].

TAB - Move to the next field.

ENTER - Return to Database Menu

Prepare Report

Return to Database Menu  
<ENTER>

## Color and User Defined Category

The five **Color** and **User Defined Category** data entry boxes on this form accept wild card characters. This feature is useful for searching for patterns or text ranges in these fields. The following wild card characters can be used:

Wild Card Character	Result
?	Selects any single character in that position
*	Selects zero or more characters in that position
#	Selects a single numeric character in that position
!	Excludes characters
[ and ]	Selects a range of characters in that position

If you know the exact entry you wish to search for in the Color or User Defined Category data entry boxes, just enter the exact entry in the box without any wild card characters. In the Color data entry boxes you can also select from the drop down validation lists. Only if you use one or more of the wild card characters will a range of values be selected.

For example, entering `?[a-k]D[!0-9]*` searches for entries that meet the following criteria:

Character Position	Search Character	Results
1 <sup>st</sup> Position	?	Any single character
2 <sup>nd</sup> Position	[a-k]	Any single character in the a to k range
3 <sup>rd</sup> Position	D	Uppercase D only
4 <sup>th</sup> Position	[!0-9]	Any single character except numerals 0 to 9
Remaining Positions	*	Any number of characters, including zero characters, consisting of any character

The reason the Color data entry boxes allow wildcard characters is because the standard colors listed are fairly specific. Often times, you may wish a more general selection. For example, by entering something like **\*Red\*** in one of the Color data entry boxes will return all colors with red in the entry, not just one specific red color.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description. Selecting the **Prepare Report** command button will determine if data exists for the report and if data does exist an intermediate on-screen form will appear—the **Find Plant Report Format** form.

## Form Purpose

The purpose of the **Find Plant Report Format** form is to select the format of the report you wish produced. Only data meeting the Find Plant criteria will be included.

**Detail Report.** The detailed report will present data on each plant, with a count of the number of plants for each of the selected sort or group by field.

**Summary Report.** The summary report will only present the count of the number of plants for each of the selected sort or group by field. No individual plant data is included.

**Photo Report.** The photo report displays photos if available for each plant, and most of the individual plant's characteristic information. This is similar to a catalog cut sheet.

Clivia Access		Find Plant Report Format		
Sort or Group By:		Report Type:		
	Detail Report	Summary Report	Photo Report	
Plant Number	1			21
Species	2	12		22
Location	3	13		
User Defined Cat.	4			23
Breeding Group	5	14		24
Breeder's Name	6	15		25
Flower Interior Color	7	16		26
Flower Throat Color	8	17		27
Flower Exterior Color	9	18		28
Leaf Color/Style	10	19		29
Flower Shape	11	20		30
				Reset This Form
				Return to Find Plant Criteria
				Return to Database Menu <ENTER>

## Command Buttons

When you select one of the numbered report format command buttons on this on-screen form, you will notice some of the command buttons will disappear and are no longer available for your use. If you wish to re-establish all format options left click on the **Reset This Form** command button.

The other command buttons operate as previously described. Remember left clicking on **Prepare Report** will present the report in Print Preview mode so you can examine the output without wasting paper. Closing the selected report will return the user to this form.

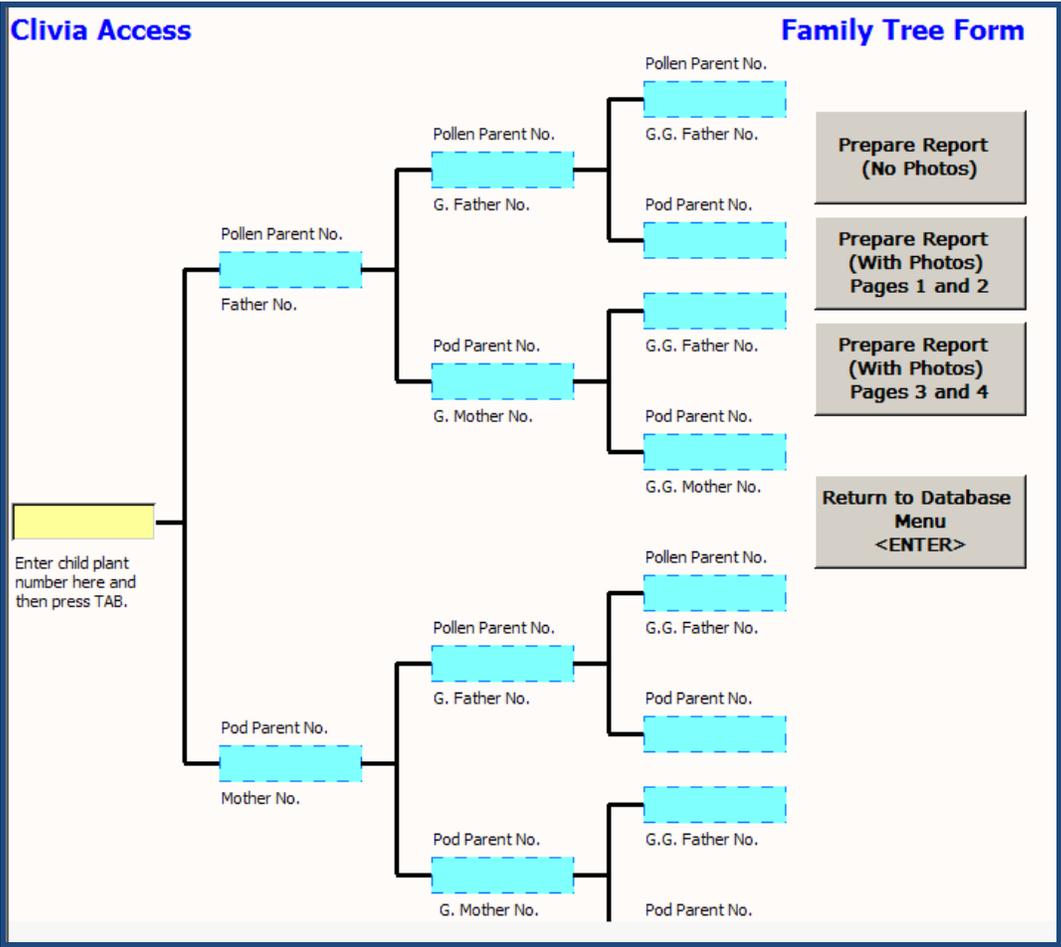
## Family Tree Report

### Report Purpose

The purpose of the **Family Tree Report** is to list the parents, grandparents, and great grandparents of individual plants, and selected characteristics of each plant. One set of this report also shows plant photos, if they exist in *Clivia Access*. The report can be viewed on-screen or printed.

### To Begin Activity

To open the **Family Tree Report** setup screen for use from the **Database Menu** single left click on the **Reports: Family Tree Report** command button. The **Family Tree Form** will open with the yellow highlight in the child **Plant No.** data entry box.



### Data Entry Boxes

#### Plant No.

Enter the **Plant No.** of the child plant whose parents, grandparents, and great grandparents are of interest. Press the **TAB** key to complete the entry.

#### Blue Boxes

Like all blue **Data Entry Boxes** in *Clivia Access*, the blue boxes on the **Family Tree Form** cannot be edited or changed. They simply show information contained in the database. If after entering the Child's **Plant No.**, and then pressing the **TAB** key, no information is shown in one or more blue boxes, parent information is missing in the database. Remember, plants propagated via division

or tissue culture should have no fathers, only mothers. Selfed plants should have the same father and mother.

## Command Buttons

Like other reports in *Clivia Access*, the **Prepare Report** command buttons will allow you to preview the report on screen before printing or returning to this form.

The Family Tree Reports come with and without photos of individual plants. Because of the amount of information on a photo report, it is divided into two reports of two pages each. The first photo report, pages 1 and 2, covers the child, parents, and grandparents. The second photo report, pages 3 and 4, covers the great grandparents. Remember, large photo file sizes present problems with the Family Tree report. And, even with reasonable sized photo files, this report because of the number of photos involved will take some time to prepare. Photo based reports are prepared one page at a time. As you move from page to page in these reports you will see the preparation taking place.

## A Neat Trick

Given the long time it takes a Clivia plant to go from pollinated flower, to seed, to seedling, and then to seed producing mature plant, the **Family Tree Reports** provided will meet most users' needs. However, if you have entered substantially more history, along with photos, than great grandparents you can extend the **Family Tree Reports**. To do so, simply place the great grandparent plant numbers into a second set of **Family Tree Reports**.

## Date Based Reports

### Report Purpose

In addition to the **Find Plant Reports**, there are seven reports in *Clivia Access* where you can select results using dates. These **Date Based Reports** are grouped in this section. The seven reports are Greenhouse Diary, Blossoms by Date Report, Pollination by Date Report, Repotting by Date Report, Stored Pollen by Date Report, Event Follow Up Report, and Diary Follow Up Report.

### To Begin Activity

To open the **Date Based Reports** setup screen for use from the **Database Menu** single left click on the **Reports: Date Based Reports** command button. The **Date Based Reports** on-screen form will open with the yellow highlight in the **Beginning Date** data entry box.

### Data Entry Boxes

#### Beginning Date

Using the short date format enter the beginning date of interest in this data entry box. Press **TAB** to advance to the next data entry box, **Ending Date**.

**Clivia Access** **Date Based Reports**

Specify dates to include:

Beginning Date:  \* Required

Ending Date:  \*

Notes:  
 1. To print a report for one date place the same date in the Beginning and Ending Date boxes.

TAB - Move to the next field.  
 ENTER - Return to Previous

#### Ending Date

Using the short date format enter the last or ending date of interest in this data entry box. If you wish to see the results for only one date, enter the same date in the beginning and ending date data entry boxes. Date entries are required in both the **Beginning and Ending Date** data entry boxes.

#### Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. Notice all reports will be presented in Print Preview form first. Upon closing any of the reports, you will return to this form.

### Seed Inventory Report

#### Report Purpose

The purpose of the **Seed Inventory Report** is to provide a listing of all seeds harvested during a particular time period.

### To Begin Activity

To open the **Seed Inventory Report** setup screen for use from the **Database Menu** single left click on the **Reports: Seed Inventory Report** command button. The **Seed Inventory Form** will open with the yellow highlight in the **Beginning Date** data entry box.

### Data Entry Boxes

#### Beginning and Ending Date

Enter a **Beginning** and **Ending Date** in the data entry boxes using the short date format. To move from one box to the other press **TAB**. To only select seeds harvested on one date, enter the same date in both the **Beginning** and **Ending Date** data entry boxes. Entries are required in both **Date** data entry boxes.

**Clivia Access**
**Seed Inventory Form**

**Enter date range of seed harvest below:**

Beginning Date:

Ending Date:

TAB - Move to the next field.  
ENTER - Return to Database Menu

### Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description. A typical report is shown below.

Mother (Pod Parent)		X	Father (Pollen Parent)		No. of	Date Seed
Plant No.	Species Common Name		Plant No.	Species Common Name	Seeds:	Harvested:
<b>test1</b>		<b>X</b>	<b>test1</b>		<b>75.00</b>	
6,101	test1	x	6,105	test1	50	12/1/2007
6,101	test1	x	6,103	test1	25	12/1/2007
<b>test1</b>		<b>X</b>	<b>test2</b>		<b>81.00</b>	
6,001	test1	x	6,004	test2	25	2/2/2007
6,101	test1	x	6,104	test2	56	12/1/2007

## Stored Pollen Report

### Report Purpose

The purpose of the **Stored Pollen Report** is to list all of the pollen records currently contained in the database. The **Stored Pollen Report** shows the same information as the **Stored Pollen Form** available from the **Database Menu, Edit Existing, Stored Pollen** command button.

Clivia Access		Stored Pollen Report
Source Plant No.:	Date Stored: Storage Method:	Remarks:
6,001	1/1/2007 Frozen	Test
6,002	1/1/2007 Frozen	Test
6,003	1/1/2007 Frozen	Test
6,004	1/1/2007 Frozen	Test

### To Begin Activity

To create the **Stored Pollen Report** from the **Database Menu** single left click on the **Reports: Stored Pollen Report** command button. The **Stored Pollen Report** will print to the default Windows printer without any intervening steps.

## Find Pollen Report

### Report Purpose

The purpose of the **Find Pollen Report** is to list stored pollen contained in the database, using up to 28 different criteria applied to the plant that produced the pollen. The body of the report looks just like the **Stored Pollen Report**, except only those entries meeting the criteria are shown. This report operates in a similar manner to the **Find Plant Report**.

**Note:** *While there may be numerous plants in **Clivia Access** which meet the criteria listed for the **Find Pollen Report**, if no pollen is stored under the associated plant numbers, then no data will be displayed.*

### To Begin Activity

To open the **Find Pollen Report** setup screen for use from the **Database Menu** single left click on the **Reports: Find Pollen Report** command button.

The **Find Pollen Report** on-screen form will open with the yellow highlight in the first **Plant No.** data entry box.

## Data Entry Boxes

### General

Any **Data Entry Box** that is left blank will select all entries for that particular criteria. Selection criteria can be entered in any, some, or all of the **Data Entry Boxes**. The criterion entered into the various Data Entry Boxes is applied to the plant that produced the pollen.

**Clivia Access**
**Find Pollen Report**

Enter criteria in boxes below. Leave blank to include all data in that field. Criteria refers to source plant's criteria.

**Criteria:**

Plant No.:	Beginning:	Ending:	Throat C.:	
	<input style="background-color: yellow;" type="text"/>	to <input type="text"/>		<input type="text"/>
Mother Plant No.:	<input type="text"/>		Ext. Color:	<input type="text"/>
Father Plant No.:	<input type="text"/>		Edge Color:	<input type="text"/>
No. Blossoms/Scape	<input type="text"/>	to <input type="text"/>	Fl. Shape:	<input type="text"/>
Umbel Diameter:	<input type="text"/>	to <input type="text"/>	No. Tepals:	<input type="text"/>
Blossom Size:	<input type="text"/>	to <input type="text"/>	No Scapes:	<input type="text"/>
Sepal Size:	<input type="text"/>	to <input type="text"/>	Fruit Color:	<input type="text"/>
Petal Size:	<input type="text"/>	to <input type="text"/>	Pigmented Base? <input type="checkbox"/> Check for Yes.	
Sale Price/Value:	<input type="text"/>	to <input type="text"/>	Leaf Style:	<input type="text"/>
Species:	<input type="text"/>		Leaf Len.:	<input type="text"/>
Inflor. Ht.:	<input type="text"/>		Leaf Width:	<input type="text"/>
Fragrance:	<input type="text"/>		User Def.:	<input type="text"/>
Source:	<input type="text"/>		Breed. Grp.:	<input type="text"/>
Int. Color:	<input type="text"/>		Breeder:	<input type="text"/>

Color and User Defined data entry boxes will accept the wildcard characters ?, \*, #, !, or [ ].

TAB - Move to the next field.

ENTER - Return to Database Menu

### Validation Lists

Entries in many of the 26 selection criteria are controlled by validation lists. Like on other on-screen forms, validation list controlled entries are indicated by blue down arrows on the right side of the data entry boxes.

### Ranges

Where a range is asked for, you will need to include entries in both boxes if data is entered into one of the range boxes.

## Color and User Defined Category

The five **Color** and **User Defined Category** data entry boxes on this form accept wild card characters. This feature is useful for searching for patterns or text ranges in these fields. The following wild card characters can be used:

Wild Card Character	Result
?	Selects any single character in that position
*	Selects zero or more characters in that position
#	Selects a single numeric character in that position
!	Excludes characters
[ and ]	Selects a range of characters in that position

If you know the exact entry you wish to search for in the Color or User Defined Category data entry boxes, just enter the exact entry in the box without any wild card characters. In the Color data entry boxes you can also select from the drop down validation lists. Only if you use one or more of the wild card characters will a range of values be selected.

For example, entering `?[a-k]D[!0-9]*` searches for entries that meet the following criteria:

Character Position	Search Character	Results
1 <sup>st</sup> Position	?	Any single character
2 <sup>nd</sup> Position	[a-k]	Any single character in the a to k range
3 <sup>rd</sup> Position	D	Uppercase D only
4 <sup>th</sup> Position	[!0-9]	Any single character except numerals 0 to 9
Remaining Positions	*	Any number of characters, including zero characters, consisting of any character

The reason the Color data entry boxes allow wildcard characters is because the standard colors listed are fairly specific. Often times, you may wish a more general selection. For example, by entering something like **\*Red\*** in one of the Color data entry boxes will return all colors with the word **Red** in the entry, not just one specific red color.

## Command Buttons

Only typical **Command Buttons**, previously described, are used on this form. See previous sections for the description. A typical report is shown below.

Clivia Access			Find Pollen Report		
Criteria of Pollen Source Plant:			Blank criteria selects all records in that criteria.		
Plant No.:	6,001	to 6,005	Flower Ext. Color:		
Mother Plant No.:			No. of Tedals:		
Father Plant No.:			Flower Shape:		
Flower Size:		to	No. of Scapes:		
No. Blooms/Scape:		to	Fruit Color:		
Species:			Leaf Color/Style:		
Inflorescence Ht:			Leaf Length:		
Fragrance:			Leaf Width:		
Source:			Category 1:		
Flower Interior Color:			Category 2:		
Flower Throat Color:			Category 3:		
Plant No:	Date Stored:	Remarks:			
			Storage Method:		
<b>6,001</b>	1/1/2007	Test	Frozen		
<b>6,002</b>	1/1/2007	Test	Frozen		
<b>6,003</b>	1/1/2007	Test	Frozen		
<b>6,004</b>	1/1/2007	Test	Frozen		

## Miscellaneous

### *User's Manual*

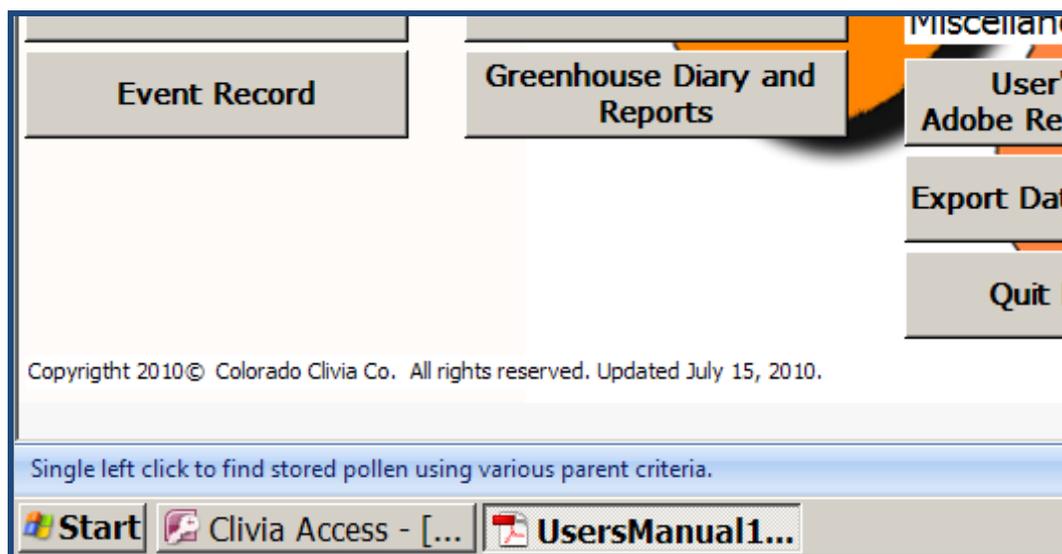
#### Command Button Purpose

The purpose of this command button is to open the User's Manual.

#### To Begin Activity

To open the **User's Manual** from the **Database Menu** single left click on the **Miscellaneous: User's Manual** command button. If Adobe Reader (or other PDF Reader software) is installed on the computer the **User's Manual** will open in a new window. If not, an error message will appear. After you are finished with the **User's Manual**, simply Exit (File→Exit) the Reader software or Close ( X )the Reader's window to return to *Clivia Access*.

You can also leave the **User's Manual** open and switch back and forth between the **User's Manual** and *Clivia Access* using the Windows Task Bar buttons at the bottom of your screen (next to the Start button). The highlighted button is the open window on top. To switch windows, single left click the window button you wish on top.



If you do not have Adobe Reader version 7.0 or later installed on the computer you will need to download the program from [www.adobe.com/products/reader/](http://www.adobe.com/products/reader/) in order to view and print the User's Manual. Follow the instructions on the web site to install this free software. After installing Adobe Reader, to open the User's Manual directly go to **C:\Clivia\UserManual1v3.pdf** using My Computer or Windows Explorer and double left click on the file name.

## Export Data and Reports

### Command Button Purpose

The purpose of this command button is to export much of the data in *Clivia Access* to Microsoft Excel® spreadsheet files or various word processing file formats.

### To Begin Activity

To open the **Export Data and Reports** on-screen form from the **Database Menu** single left click on the **Miscellaneous: Export Data and Reports** command button. The **Export Data and Reports** on-screen form will open.

**Clivia Access**
**Export Data and Reports**

Please check the lists you wish to export.

<p><b>Export to Excel:</b></p> <p><b>Data:</b></p> <p><input type="checkbox"/> <b>Plant Number Data</b></p> <p><input type="checkbox"/> <b>Bloom Data</b></p> <p><input type="checkbox"/> <b>Division Data</b></p> <p><input type="checkbox"/> <b>Repot Data</b></p> <p><input type="checkbox"/> <b>Event Data</b></p> <p><input type="checkbox"/> <b>Pollination/Seed Data</b></p> <p><input type="checkbox"/> <b>Seed Inventory Data (All)</b></p> <p><input type="checkbox"/> <b>Soil Mix Data</b></p> <p><input type="checkbox"/> <b>Stored Pollen Data</b></p> <p><input type="checkbox"/> <b>Source Data (Address Book)</b></p>	<p><b>Export to Word Processing:.....</b></p> <p><b>Reports:</b></p> <p><input type="checkbox"/> <b>Seed Inventory Report</b></p> <p><input type="checkbox"/> <b>Stored Pollen Report</b></p>	<p><b>Validation List Reports:</b></p> <p><input type="checkbox"/> <b>Acquired As List</b></p> <p><input type="checkbox"/> <b>Breeding Group List</b></p> <p><input type="checkbox"/> <b>Breeder's Name List</b></p> <p><input type="checkbox"/> <b>Color (flower) List</b></p> <p><input type="checkbox"/> <b>Disposition List</b></p> <p><input type="checkbox"/> <b>Flower Shape List</b></p> <p><input type="checkbox"/> <b>Fragrance List</b></p> <p><input type="checkbox"/> <b>Inflorescence Height List</b></p> <p><input type="checkbox"/> <b>Leaf Color/Style List</b></p> <p><input type="checkbox"/> <b>Leaf Length List</b></p> <p><input type="checkbox"/> <b>Leaf Width List</b></p> <p><input type="checkbox"/> <b>Locations List</b></p> <p><input type="checkbox"/> <b>Pot Description List</b></p> <p><input type="checkbox"/> <b>Propagation Method List</b></p> <p><input type="checkbox"/> <b>Source List (Address Book)</b></p> <p><input type="checkbox"/> <b>Species List</b></p>
---	---	--

Notes:

1. Word processing data is exported to a rich text format file usable by most word processing programs.

2. All reports can also be saved as a PDF file from that report's screen.

Export Selected Data or Reports

Return to Database Menu <ENTER>

### Check Boxes

You tell *Clivia Access* what you wish to export by checking the appropriate check boxes. To check a box simply single left click that box.

All of the **Export to Word Processing: Reports and Validation List Reports** are the same style and format as similarly named reports in *Clivia Access*.

## Export to Excel

The **Export to Excel:** Items in each of the listed exports include the following elements. In each export the data for each individual plant, bloom, division, repotting, event, pollination, seed entry, pollen entry, or source entry is contained on one row in the spreadsheet.

**Plant Number Data.** This check box will export all plant data in *Clivia Access* of the following types:

- Plant ID number
- Plant No.
- Species
- Source
- Acquired As
- Price
- Date First Planted
- Mother Plant No.
- Mother Species
- Father Plant No.
- Father Species
- Location
- Propagation Method
- Disposition
- Leaf Color and Style
- Leaf Width
- Leaf Length
- No. of Leaves
- Flower Interior Color
- Flower Basal/Throat Color
- Flower Exterior Color
- Flower Edge Color
- No. of Tepals
- Flower Shape
- Inflorescence Height
- Fragrance
- Fruit Color
- User Defined Category
- Breeding Group
- Breeder

**Bloom Data.** This check box will export all bloom data in *Clivia Access* of the following types:

- Plant ID number
- Plant No.
- Species
- Bloom Date
- Flower Size
- No of Blooms/Umbel
- No of Umbel/Plant
- Blossom Size
- Petal Size
- Sepal Size.
- Remarks

**Division Data.** This check box will export all division data in *Clivia Access* of the following types:

- Plant ID number
- Plant No.
- Species
- Date
- No of Offshoots
- Division Method
- Remarks

**Repot Data.** This check box will export all repotting data in *Clivia Access* of the following types:

- Plant ID number
- Plant No.
- Species
- Date
- Soil Mix Label
- Pot
- Remarks

**Event Data.** This check box will export all event data in *Clivia Access* of the following types:

- Plant ID number
- Plant No.
- Species
- Date
- Event
- Follow Up Date
- Remarks

**Pollination/Seed Data.** This check box will export all pollination/seed data in *Clivia Access* of the following types:

- Plant ID number
- Plant No.
- Species
- Bloom Date
- Pollination Date 1
- Pollen Parent Number
- No of Seeds Produced
- Date Seed Harvest
- Tag
- Pollination Date 2
- Pollination Date 3
- Pollination Date 4
- Remarks

**Seed Inventory Data.** This check box will export all seed data in *Clivia Access* of the following types:

- Pod Parent Number
- Pollen Parent Number
- Number of Seeds
- Date of Seed Harvest

**Soil Mix Data.** This check box will export all soil mix data in Clivia Access of the following types:

- Soil Mix ID
- Label
- #1 Parts
- #1 Material
- #2 Parts
- #2 Material
- Etc.

**Stored Pollen Data.** This check box will export all pollen and pollen parent data in *Clivia Access* of the following types:

- Pollen Plant Number
- Date Pollen Stored
- Pollen Storage Method
- Pollen Remarks
- Species
- Leaf Color and Shape
- Leaf Width
- Leaf Length
- Flower Interior Color
- Flower Basal/Throat Color
- Flower Exterior Color
- Flower Edge Color
- Flower Number of Tepals
- Fragrance
- Inflorescence height
- Fruit Color
- User Defined Category
- Breeding Group
- Breeder
- Remarks

**Source Data.** This check box will export all data in the Clivia Access address book. That includes the following fields:

- Company Name
- Address 1
- Address 2
- City
- State
- Postal Code
- Country
- Phone
- FAX
- Email
- Contact Person
- Remarks

## Export to Word Processing

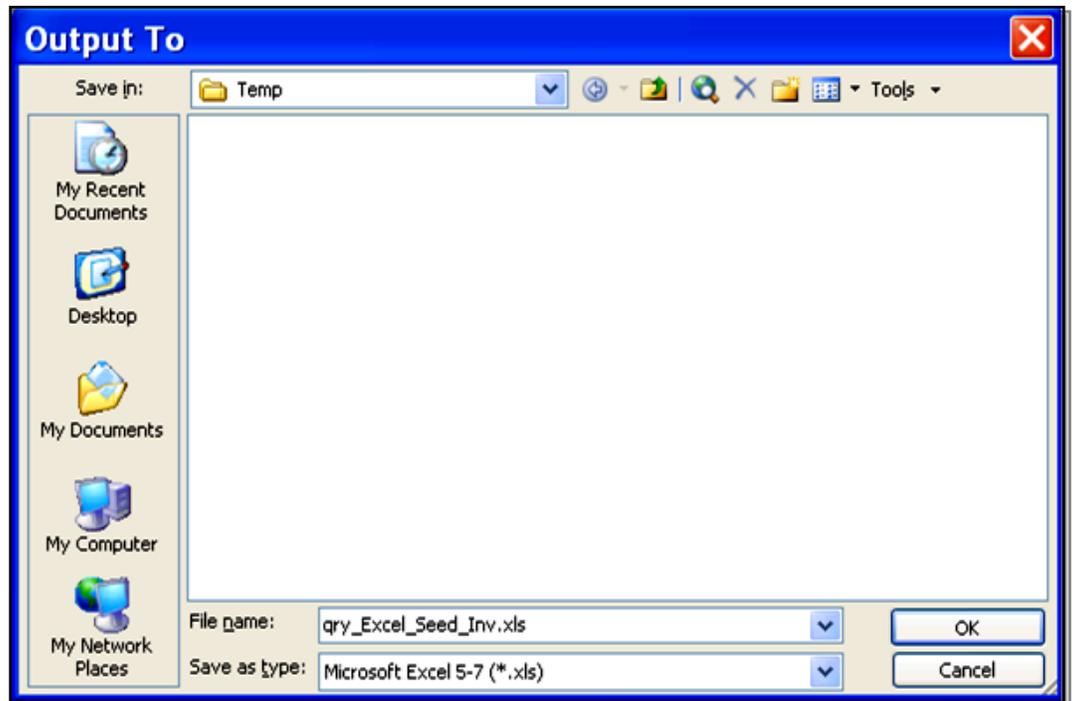
**Seed Inventory Report.** When this check box is selected you will be shown a selection on-screen form identical to the Seed Inventory Report form. A Seed Inventory Report will be exported.

**Stored Pollen Report.** If selected, a Pollen Inventory Report, previously described will be exported.

**Validation List Reports.** If individual check boxes are selected, List Reports previously described will be exported.

## Using Command Buttons

Left clicking on **Export Selected Data or Reports** command button will prepare the exports and open one or more **Output To** dialog box(es). Here you can specify the file name and file location just like any Save As function in other application programs. After you have selected the file location and entered the file name for your export, left click on **OK**. Then you can quit *Clivia Access*, open Excel® or your word processing program, and then open the Excel® or word processing file you just saved.



Word processing files are saved in the Rich Text Format or \*.rtf. \*.rtf files can be opened by most word processing programs without additional conversion.

## PDF Files

Remember, you can always create a PDF file of any report in *Clivia Access* using the **Save As PDF** icon on the Toolbar or Ribbon. Simply create the report, and from the Print Preview screen single left click on the **Save As PDF** icon. Because Microsoft Access 2007® has no capabilities to export pictures, and **Save As PDF** will save pictures, this command is particularly powerful. The **Save As PDF** icon is available for use on all forms and for all reports prepared by *Clivia Access*.

## Quit Database

### Command Button Purpose

The purpose of this command button is to clean up the various databases and then close *Clivia Access*.

### To Begin Activity

To begin the **Quit Database** activity, single left click on the command button with the mouse. Depending on the amount of cleanup required, it may take a couple of seconds to return to the Windows desktop. After you are finished with *Clivia Access*, always use the **Quit Database** command button. Never simply shut off the computer. **Quit Database** allows an orderly shutdown of *Clivia Access* and preserves your data.

**Caution:** *Sometimes quitting Clivia Access will take longer than other times. That is because the **Quit Database** command button cleans up your data, compacts the files, and repairs any defects it is capable of repairing. Sometimes these other activities take longer than other times. Users are strongly encouraged to allow this process to occur, even if it is not fast.*

**Caution:** *The **Quit Clivia Access** icon in the Ribbon or Toolbar is not the same as the **Quit Database** command button. The **Quit Database** command button cleans up and repairs the database before closing Clivia Access. The **Quit Clivia Access** icon just closes the database without repair. Unless Clivia Access is locked up, always use the **Quit Database** command button on the Database Menu on-screen form.*

## Don't Forget

Don't forget to periodically backup your data. All data in Clivia Access is contained in the **C:\Clivia\ClivA\_Data1.accde** file and all photos are contained in the **C:\Clivia\Photo** directory or folder. Grower's Notebook data is contained in **C:\Clivia\NBook\NBook\_Data.accde** and images are contained in the **C:\Clivia\NBook\Image** directory or folder. These will also need to be backed up.

## Appendix A - Validation List Contents

## General

As you work with the packaged validation lists you will notice many use ranges rather than specific units. This is a better method to classify plants than the use of specific numbers. Remember validation lists are used for both inputting data and for generating reports. A range of values usually works best for report generation.

When designing validation lists from scratch, users are encouraged to develop lists which cover all possible situations for that particular criterion. All lists should also contain an *Unknown* value to cover certain situations.

## Acquired As List

The Acquired As list generally shows all possible states in which a Clivia or other plant can be acquired. Because the definitions of each state are general, individual users may define them differently. To increase the functionality of the Find Plant report users should use a *Not Acquired* value on this list for parent plants not owned.

## Breeding Group and Breeder Lists

Breeding Group and Breeder lists are defined by the user. As shipped with the software, these lists only contain an *Unknown* value.

## Color List

The Color list is pre-populated with colors from three standard color charts with a fourth list of general color names added.

- The first chart is the Royal Horticultural Society Mini Colour Chart©. The RHS colors are shown in a **Page Number-Color Number Color Name** format. A typical RHS entry would look like: **12-51B Dk Pink Red**.
- The second color chart listed in the same list is the Cape Clivia Club's 2003 Clivia Colour Chart©. The Cape Colour Chart colors are shown in a **Color Number Color Name** format. A typical Cape Clivia entry would look like: **YG7 Lt Green**.
- The third color chart listed in the same list is the Cape Clivia Club's Clivia Colour Chart II©. The Chart II colors are shown in a **CC plus Color Number plus General Color Name** format. A typical entry from Chart II would look like: **CC42 Pink**.
- The fourth list of general color names include: Orange, Red, Bronze, Yellow, Green, Peach, Apricot, Pink, White and Purple.

The format used for these four systems of color descriptions allows the lists to co-exist in the same validation list. *Clivia Access* will quickly sort and find a particular color when a user puts the first few digits into the Data Entry Box. The

lists are available from the organizations that publish them or their local representatives.

Software users who have variegated fruits or splash colored flowers will need to add entries for those items, or place that information in **Remarks**.

### ***Disposition List***

The Disposition list generally shows all possible states in which a Clivia or other plant will leave the collection of a *Clivia Access* user. Because the definitions of each state are general, individual users may define them differently, or significantly add, delete, or modify the entries. To increase the functionality of the Find Plant report, users should use a *Current Collection*, *For Sale*, and *Not Acquired* disposition list items. These criteria allow users to sort among only plants currently active in their collection, plants you would like to sell, or parents not owned.

### ***Flower Shape List***

The Flower Shape list is based on Harold Koopowitz's Clivias© book, with substantial modifications. We suspect many users will substantially modify this list to match their particular collection goals and conditions. Users of *Clivia Access* for plants other than Clivias may also wish to more accurately model their collection's characteristics.

### ***Fragrance List***

The Fragrance list is a standard list of general fragrances used by the perfume industry.

### ***Inflorescence Height List***

The Inflorescence Height list generally shows all possible states of a Clivia's inflorescence height. Because the definitions of each state are general, individual users may define them differently and some may wish to add more specificity.

### ***Leaf Color & Style List***

The validation list for Leaf Color & Style is compiled from a wide range of sources. Some sources agree with each other, some are different. Individual users may find this list helpful, while others may have problems with it. Please feel free to add, edit, and delete individual elements (deletions only before you start entering data). The categories' measurement units in the provided validation list are in inches. Listed below is the conversion to mm.

		<b>Inches</b>	<b>mm</b>
<b>Broadleaf – Long</b>	Leaf width	3½ - 4½ in.	90 – 110 mm
	Leaf length	> 18 in.	> 450 mm
<b>Broadleaf – Medium</b>	Leaf width	3½ - 4½ in.	90 – 110 mm
	Leaf length	14 - 18 in	350 – 450 mm
<b>Broadleaf - Short</b>	Leaf width	3½ - 4½ in.	90 – 110 mm
	Leaf length	< 14 in	< 350 mm
<b>Daruma – Long</b>	Leaf width	3½ - 6 in	90 – 150 mm
	Leaf length	> 10 in.	> 250 mm
<b>Daruma – Medium</b>	Leaf width	3½ - 6 in	90 – 150 mm
	Leaf length	8 - 10 in.	200 - 250 mm
<b>Daruma - Short</b>	Leaf width	3½ - 6 in	90 – 150 mm
	Leaf length	< 8 in.	< 200 mm
<b>Henglan</b>	Longest leaf	6 in.	150 mm
<b>Monk - Long</b>	Leaf width	3½ - 4½ in.	90 – 110 mm
	Leaf length	12 - 20 in	300 – 500 mm
<b>Monk - Mid</b>	Leaf width	3½ - 4½ in.	90 – 110 mm
	Leaf length	14 - 18 in	350 – 450 mm
<b>Monk - Short</b>	Leaf width	See ratio	See ratio
	Leaf length	< 14 in	< 350 mm

### ***Leaf Length List***

Because there is a certain amount of variation in the length of leaves on individual Clivia, the Leaf Length list uses leaf length categories. The categories in the provided validation list are shown in inches. Listed below is the conversion to mm.

<b>Inches</b>	<b>mm</b>
Miniature <7 7/8 inches	Miniature <199 mm
Short 8 – 13 ¾ inches	Short 200 – 349 mm
Medium 14 – 23 5/8 inches	Medium 350 - 599mm
Long >23 ¾ inches	Long >600 mm

## Leaf Width List

Because there is a certain amount of variation in the width of leaves on individual Clivia, the Leaf Width list uses leaf width categories. The categories in the provided validation list are shown in inches. Listed below is the conversion to mm.

Inches	mm
Extra Narrow <1 inch	Extra Narrow <25mm
Narrow 1 - 2 inches	Narrow 25 – 50 mm
Semi Broad 2 - 3 inches	Semi Broad 51 - 75 mm
Broad 3 – 4 inches	Broad 76 – 100 mm
Very Broad 4 – 5 inches	Very Broad 101 – 125 mm
Extra Broad 5 – 6 inches	Extra Broad 126 – 150 mm
Ultra Broad >6 inches	Ultra Broad >150 mm

## Location List

The Location list currently contains only one entry – *Unknown*. Users will need to add their locations to this list. Because location information is used to find particular plants, it is recommended individual locations be divided so each only contains 50 to 100 mature plants maximum. When deciding on your standard locations it is often helpful to ask, “How many plants do I wish to go through before finding the one I want?” Once a location is added to the list it cannot be deleted. Edits made to locations in this list will change all *Clivia Access* location entries as well.

## Pot Description List

The Pot Description list currently contains only one entry – *Unknown*. Users will need to add their Pot types to this list.

## Propagation List

The Propagation list generally shows all possible states in which a Clivia can be propagated. Because the definitions of each state are general, individual users may define them differently. As tissue culture becomes a larger event in Clivia collections, users may wish to add culture methods to this list. Other plant users may wish to add other methods – for example, cuttings to the list as well.

## Soil Mix List

The Soil Mix list currently contains only one entry – *Unknown*. Users will need to add their soil mixes to this list. Once a soil mix is added to the list it cannot be deleted. Edits made to soil mixes in this list will change all *Clivia Access* soil mix entries as well.

## Source List

The Source list currently contains only two entries – *Unknown* and *Colorado Clivia* (the developer of this software). Users will need to add their sources and themselves to this list. Once a source is added to the list it cannot be deleted. Edits made to sources in this list will change all *Clivia Access* source entries as well.

## Species List

The Species list currently contains only one entry – *Unknown Clivia*. Users will need to add their species to this list. *Clivia* users who wish to use the Genus, Species, Cultivar Group, Variety, and Family names correctly are encouraged to review Harold Koopowitz's *Clivias*© book for the specifics of how these name categories apply to *Clivias*. A short cheat sheet follows:

If it is called:	Place in this field:
<i>Clivia</i>	Genus
<i>miniata</i> , <i>gardenii</i> , <i>nobilis</i> , <i>caulescens</i> , etc.	Species
<i>Cyrtanthiflora</i> , interspecifics	Cultivar Group
Amaryllidaceae	Family

Once a species is added to the list it cannot be deleted. Edits made to species in this list will change all *Clivia Access* species entries as well.

## Appendix B - Sample Data Collection Forms

## New Plant Form

Plant No.	Species	Source		
Acquired As	Price	Date 1 <sup>st</sup> Planted	Mother Plant No.	Father Plant No.
Location	Propagation Method	Fruit Color		Sale Price/Value
Disposition	Breeding Group		Breeder	
User Defined Category	<input type="checkbox"/> Pigmented Base (Check for Yes)			
Leaf Color/Style	Leaf Width	Leaf Length	No. of Leaves	
Flower Fragrance	Flower Shape	Inflorescence Ht.	No. of Tepals	
Flower Interior Color	Flower Exterior Color	Flower Throat/Basal Color	Flower Edge Color	

Remarks

---

Plant No.	Species	Source		
Acquired As	Price	Date 1 <sup>st</sup> Planted	Mother Plant No.	Father Plant No.
Location	Propagation Method	Fruit Color		Sale Price/Value
Disposition	Breeding Group		Breeder	
User Defined Category	<input type="checkbox"/> Pigmented Base (Check for Yes)			
Leaf Color/Style	Leaf Width	Leaf Length	No. of Leaves	
Flower Fragrance	Flower Shape	Inflorescence Ht.	No. of Tepals	
Flower Interior Color	Flower Exterior Color	Flower Throat/Basal Color	Flower Edge Color	

Remarks

---

**New Soil Mix Form**

Soil Mix Name \_\_\_\_\_

Parts:	Material:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Soil Mix Name \_\_\_\_\_

Parts:	Material:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## ***New Source Form***

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address 1

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Phone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address 1

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Phone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact

### ***New Bloom/Pollination Form***

Plant Number      Bloom Date      Umbel Diameter      Blossom Size      No. Bloom/Scape      Sepal Size      No. Scapes/Plant

Petal Size      Pollen Parent No.      Pollination Date      Tag

Remarks

---

Plant Number      Bloom Date      Umbel Diameter      Blossom Size      No. Bloom/Scape      Sepal Size      No. Scapes/Plant

Petal Size      Pollen Parent No.      Pollination Date      Tag

Remarks

---

Plant Number      Bloom Date      Umbel Diameter      Blossom Size      No. Bloom/Scape      Sepal Size      No. Scapes/Plant

Petal Size      Pollen Parent No.      Pollination Date      Tag

Remarks

---

Plant Number      Bloom Date      Umbel Diameter      Blossom Size      No. Bloom/Scape      Sepal Size      No. Scapes/Plant

Petal Size      Pollen Parent No.      Pollination Date      Tag

Remarks

---

### New Division Form

Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method
Plant No.	Date	No. of Offshoots	Division Method









