



Application Records Management Tool
Grower Manual
www.applicationrecords.com

BETA VERSION – PRE RELEASE

Developed for Northwest Wholesale, Inc by:

((centricity)) TM
www.centricity.us

BETA Version

Thank you for choosing to test the BETA version of ApRecs. Please understand that this is only the second release and there are known (and unknown) issues that require fixes. We call these “bugs”.

Please do not get frustrated if you find a User Inconvenience (GUI improvement opportunity), or an Ugly Message (code dialog box). We need your help to identify how you may use the system and where we can continue to make operational improvements prior to our launch.

Please direct all support requests to aprecs@centricity.us or preferably by clicking Help Desk within the application.

Your feedback is invaluable; please take the time to offer it. Thank you; we sincerely appreciate it.



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Help Desk

- New updated Help Desk
- BETA Version On-Call Hours, 1-2 day response
- Production version includes business hours and phone support



Help Desk

Please complete the form below detailing your request and a member of our support staff will respond as soon as possible.

How Can We Help You Today?*

- Customer Info Update
- Product / Rate Update
- Software Bug / Error Warning
- How To / Use / Feature Help
- Suggestion
- Other:

Please choose one of the above

[Save Answers and Resume Later](#)

Progress

Product / Rate Data Update

Update Type*

- Missing Product
- Incorrect Data
- Missing Product (C

Product Name

Use Exact Name from Label

EPA #*

Exact # from Label Search

Agrian - Label Search - Google Chrome

www.agrian.com/labelcenter/results.cfm

AGRIAN QUICK PRODUCT LABEL SEARCH: [Terms of use](#)
[Add to your website](#)

For a more detailed search please click the Advanced tab.

RESULTS DETAILS

THE MATERIAL AND CONTENT CONTAINED IN THIS DATABASE IS FOR GENERAL INFORMATION ONLY AND NOT INTENDED TO BE A SUBSTITUTE FOR THE ACTUAL EPA AND/OR STATE APPROVED PESTICIDE LABEL. USERS OF THIS DATABASE MUST READ AND FOLLOW THE ACTUAL PRODUCT PESTICIDE LABEL AFFIXED TO THE PRODUCT CONTAINER BEFORE USE OF THE PRODUCT.



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Grower Module Overview

- Online Access & Account Info
- Setting Up Your Profile
- Managing Application Records
- Sharing Information with Packer/Processor
- Reporting Tools
- Help Desk
- Training & Support Options



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Online Access

- ApRecs is an Online (“web” or “cloud”) Application and is easily accessed from virtually anywhere
- Requirements:
 - Modern Web Browser with Current Security Updates
 - Broadband Internet Access (2Mbps or better suggested)
- Optional
 - Adobe® Acrobat® for viewing PDF Reports (.pdf)
 - MS Excel® for viewing Spreadsheet Reports (.xlsx)



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Activation E-mails

<input type="checkbox"/> ☆ □ auto	Your ApRecs Activation from Northwest Wholesale - Dear John, Great news!	9:04 am
<input type="checkbox"/> ☆ □ auto	Apsecs account - Dear John, Your Apsecs account has been created. The pa	9:04 am

Your ApRecs Activation from Northwest Wholesale

auto@aprecs.com 9:03 AM (20)

to apsecs+nwwinc ▾

Dear John,

Great news! Your ApRecs account has been activated for Northwest receive a separate e-mail containing your login and password inform

ApRecs allows you to easily manage your electronic recommendati in one place. For additional informat

Thank you for supporting Northwest

Best Regards,
ApRecs Support Team
On Behalf of Northwest Wholesale

Need Help? Visit <http://www.apsecs>

Click here to [Reply](#), [Reply to all](#).

Apsecs account Inbox x

auto@aprecs.com

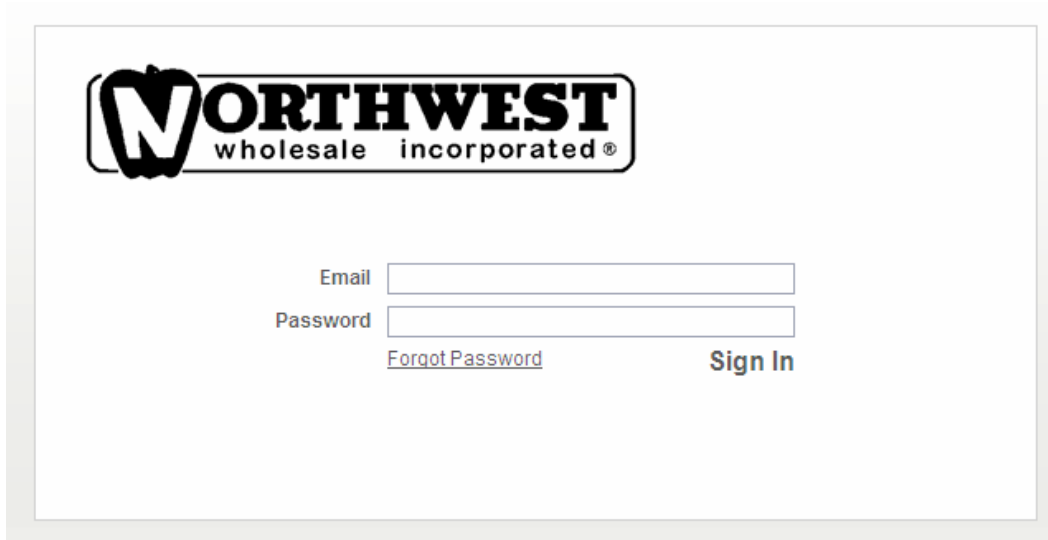
to apsecs+nwwinc ▾

Dear John,
Your Apsecs account has been created.
The password is: [REDACTED]

Click here to [Reply](#), [Reply to all](#), or [Forward](#)



Login at <http://www.aprecs.com>



The screenshot shows the Northwest Wholesale login interface. At the top left is the logo for Northwest Wholesale Incorporated, featuring a stylized 'N' inside a rounded rectangle. Below the logo are two input fields: 'Email' and 'Password'. Below the 'Password' field are two links: 'Forgot Password' and 'Sign In'.

Login using your e-mail address on record and password. If you forget your password simply enter your e-mail and click “Forgot Password”. A temporary password will be e-mailed to you.

To modify or change your password or profile information, click on “My Account”. Once logged in you may also create additional logins for other members of your company (permissions allowing).

If you do not have a user account. Please contact Northwest Wholesale.



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Forgot Password?

The image shows a screenshot of the Northwest Wholesale login page. The logo for Northwest Wholesale Incorporated is at the top left. Below it are input fields for Email and Password, and a 'Forgot Password' link. An orange arrow points from the 'Forgot Password' link to a magnified view of the login form. In this magnified view, the 'Forgot Password' link is circled in orange. To the right of the magnified form is a Windows Internet Explorer dialog box with a yellow warning icon and the text: 'Your password was emailed to 'testing@aprecs.com''. An 'OK' button is at the bottom of the dialog.

Login using your e-mail address on record and password. If you forget your password simply enter your e-mail and click “Forgot Password”. A temporary password will be e-mailed to you.

To modify or change your password. Click on “My Account”

If you do not have a user account. Please contact Northwest Wholesale.



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Application Records Management Tool

How To Set-up Your Profile

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My Account | Customer Info

Application Records **My Account** Help Desk Log Off

Customer: Northwest Wholesale Demo Locations 2 Add Location Delete Location Page 1/1 << First < Previous Next > Last >>

Name	Contact	Email	Edit Location
West Ranch			Edit
East Ranch			Edit

Customer: Northwest Wholesale Demo

Name: Northwest Wholesale Demo Address 1: 1567 N. Wenatchee Avenue
 Contact: John Grower Address 2:
 Email: aprecs+nwwinc@centricity.us City: Wenatchee
 Phone: (509) 662-2141 State: WA Zip: 98801
 Mobile:
 Fax:

Logins

Name	Email	Active
John Grower	aprecs+nwwinc@centricity.us	Y
Bob Grower	aprecs+nwwinc-bob@centricity.us	Y

First name: Bob
 Last name: Grower
 Email: aprecs+nwwinc-bob@centricity.us
 Active
 New Update

Customer: Northwest Wholesale Demo

Name: Northwest Wholesale Demo Address 1: 1567 N. Wenatchee Avenue
 Contact: John Grower Address 2:
 Email: aprecs+nwwinc@centricity.us City: Wenatchee
 Phone: (509) 662-2141 State: WA Zip: 98801
 Mobile:
 Fax:

Logins

Name	Email	Active
John Grower	aprecs+nwwinc@centricity.us	Y
Bob Grower	aprecs+nwwinc-bob@centricity.us	Y

First name: Bob
 Last name: Grower
 Email: aprecs+nwwinc-bob@centricity.us
 Active
 Reset Password
 New Update Delete



My Account | Locations

Application Records **My Account** [Help Desk](#) [Log Off](#)

Customer: Northwest Wholesale Demo

Locations 2 [Add Location](#) [Delete Location](#) Page 1/1 << First < Previous Next > Last >>

Name	Contact	Email	Edit Location
West Ranch			Edit
East Ranch			Edit

Name: Northwest Wholesale Demo **Address 1:** 1567 N. Wenatchee Avenue
Contact: John Grower **Address 2:**
Email: aprecs+nwwinc@centricity.us **City:** Wenatchee
Phone: (509) 662-2141 **State:** WA **Zip:** 98801
Mobile:
Fax: [Update](#)

Logins

Name	Email	Active
John Grower	aprecs+nwwinc@centricity.us	Y
Bob Grower	aprecs+nwwinc-bob@centricity.us	Y

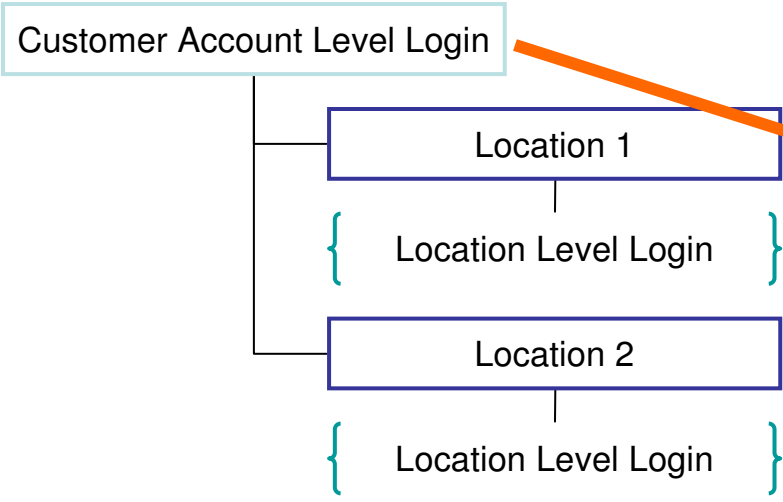
First name: Bob **Last name:** Grower
Email: aprecs+nwwinc-bob@centricity.us
 Active [Reset Password](#)
[New](#) [Update](#) [Delete](#)

Locations 2 [Add Location](#) [Delete Location](#) Page 1/1 << First < Previous Next > Last >>

Name	Contact	Email	Edit Location
West Ranch			Edit
East Ranch			Edit



About User Accounts



Customer: Northwest Wholesale Demo

Name	Northwest Wholesale Demo	Address 1	1567 N. Wenatchee Avenue	
Contact	John Grower	Address 2		
Email	aprecs+nwwinc@centricity.us	City	Wenatchee	
Phone	(509) 662-2141	State	WA	Zip 98801
Mobile				
Fax				

Logins

Name	Email	Active
John Grower	aprecs+nwwinc@centricity.us	Y
Bob Grower	aprecs+nwwinc-bob@centricity.us	Y

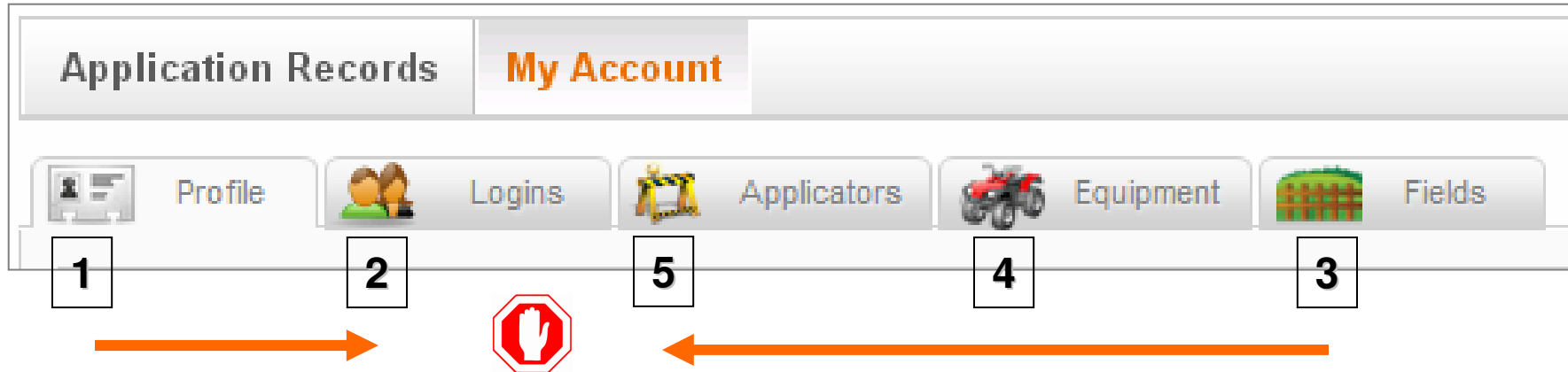
First name	Bob
Last name	Grower
Email	aprecs+nwwinc-bob@centricity.us
<input checked="" type="checkbox"/> Active	<input type="button" value="Reset Password"/>

first < Previous Next > Last >

Edit Location	
	Edit
	Edit



Managing Locations



After clicking **My Account**, then **Edit Location** (right-hand side) you'll be offered five profile configuration tabs. These tabs apply only to the Location selected. While the Account Logins have access to the entire account and all locations; the Locations Logins only can access the associated Location.

While the tabs are in logical daily order, when setting up your location for the first time we suggest the above order. Refer to the following slides for additional information.



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Location Logins

Profile Logins Applicators Equipment Fields

Name	Email	Active
West Ranch Manager	aprecs+west@centricity.us	Y
West Ranch Hand	none	Y

First name: West Ranch
Last name: Manager
Email: aprecs+west@centricity.us

Active

My Account > Edit Location > Login

This section allows you to add, activate, de-active, update and delete Logins associated to a specific location. Please note that Logins will have **All Authority** within the Location (add/delete/modify fields, users, application records, etc.)*.

If a new user does not have a valid e-mail complete the following steps in order in order to add them to the system:

- 1.) Enter the user First and Last Names,
- 2.) Enter Your E-Mail Address,
- 3.) DO NOT LOG OUT,
- 4.) Check Your E-mail for the password activation,
- 5.) Change the Email Address Field on the Profile to a unique login name such as: "JuanSmith2012",
- 6.) Click "Update."

* User Security Profiles are anticipated in future releases.



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Location Fields & Sub-Fields (Blocks / Lots)

Profile Logins Applicators Equipment Fields

Fields
Cherry Hill
Lower Ten Bings
Upper Lapin Knoll
Sub-Field Child Field
Unlimited Child Fields
Get As Detailed As You Like
Top Level Field
2nd Level Child Sub-Field
3rd Level Child Sub-Field

Name	Cherry Hill	GPS	N 47° 25' 24.4092
County	Chelan	Acres	20.00
Township		Farm Unit	
Range		Crop	
Section		Variety	
Tax Parcel		Root stock	

Add Field Add Child Node Update Delete Node

My Account > Edit Location > Fields

This section allows you to add, update and delete “**Fields**” and “**Sub-Fields**” also referred to as Blocks and Lots. These blocks and lots are associated with the Location. If you have multiple locations you can manage those at the main account level.

Only Name and Acres are Required, however the Crop and Variety should be selected whenever applicable. The only time where it may not be applicable is if a Block contains multiple crops or varieties. If not, please enter as much information as possible.

You may have an unlimited number of Fields where you can add “child nodes” or Sub-Fields to an unlimited level. Note that Fields cannot be deleted if it contains a Sub-Field (aka child node).

The ability to collapse and sort the list is a known feature request.



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Location Equipment

Profile Logins Applicators Equipment Fields

Name	License	License Date	Calibration/Maintenance Date
Big Red	12-20	01/27/2014	01/10/2013
Little Blue	12-30	01/27/2014	01/10/2013
Sprayer 1	12-40	01/27/2014	01/10/2013

Name: Big Red Type: Tractor
License: 12-20 Expiry Date: 01/27/2014 **7**
Maintenance: In Service Maintenance Date: 01/10/2013 **7**
Notes:

New Update Delete

My Account > Edit Location > Equipment

This section allows you to add, update and delete “**Equipment**” including Tractors, Sprayers, Spreaders and “Other”. The purpose is to track the license number and calibration or maintenance date for the equipment used in farm operations.

Later you can associate a default piece of equipment to an Applicator (person) so that the preference is remembered when you create Application Records.



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Location Applicators

Profile Logins **Applicators** Equipment Fields

Name	License	Email
John Applicator	1234567	
Mike Worker		

First name: John
Last name: Applicator
Email:
Phone:
Mobile:
Fax:
Company:

Address 1: 123 Easy Street
Address 2:
City: Wenatchee
State: WA Zip: 98801
License#: 1234567
Expiry Date: 01/27/2015
Equipment: Big Red

New Update Delete

My Account > Edit Location > Applicators

This section allows you to add, update and delete “**Applicators**”. While we recommend maintaining a complete profile for all Applicators, only the Name, Phone, Address and License number will print for the primary Licensed Applicator on the Application Record. Other workers will only list their name associated with the application work (start/stop, etc.). This will allow you to generate exposure and other related work reports by Applicator.

The ability to track PPE Training, OSHA and Safety Courses is a pending feature request.



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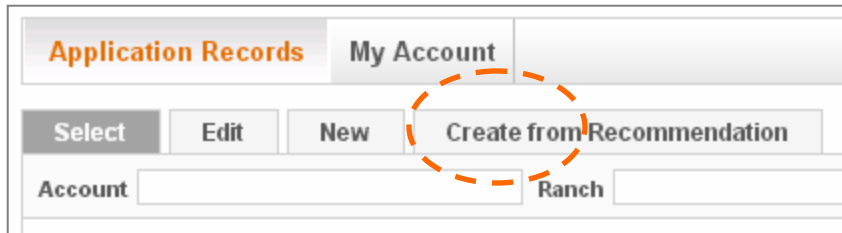
Application Records Management Tool

Creating Application Records

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Home Screen Features



The Control button (Select, Edit, New, Create...) apply to whichever record is highlighted in the table below.

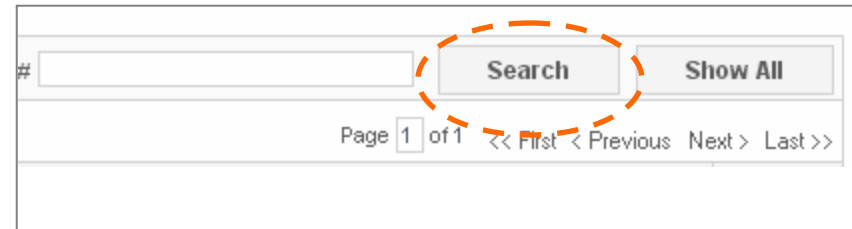
To convert a Rec into an ApRec simply highlight the recommendation then click; "Create from Recommendation"

NOTES:

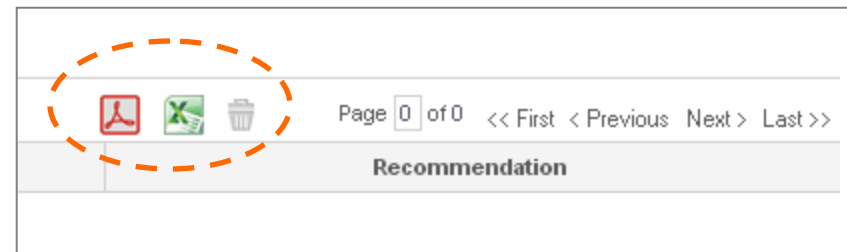
E-mail functionality is available when editing the ApRec; this should be added to the home page.

REI Posters, Tank Mix and Work Orders are features pending review. Suggestions/Feedback requested.

(Bug: CFR Button; No View of Rec w/o Creating.)



Search feature allows you to query by Account, Ranch, Recommendation Number. You can also click on the column headings to sort ascending or descending.




Application Records can be converted to PDF or Excel or Deleted. (see *Generated Output Files for Samples*)

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Generated Rec Output Files



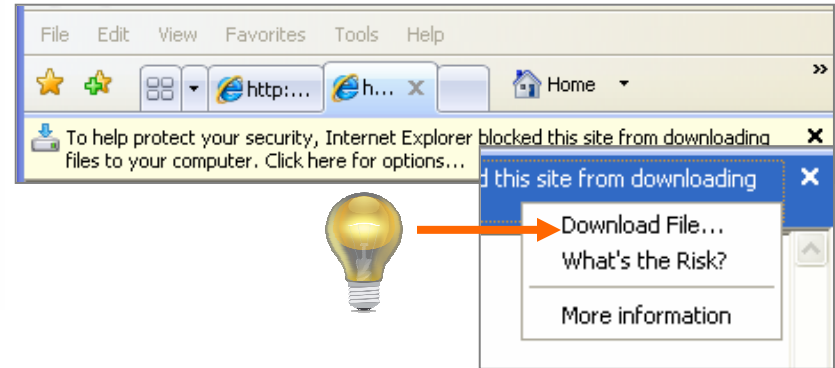
001-15-12-00001
12/11/2012 08:45:45 AM
Void after 14 Days

APPLICATION RECOMMENDATION

NAME / RANCH 1617 Central Ave. Wenatchee, WA 98801		ACCOUNT Ken Knappert 1617 Central Ave. Wenatchee, WA 98801			
DO NOT APPLY <input checked="" type="checkbox"/> Below 40 <input checked="" type="checkbox"/> Above 85	APPLICATION DATE / This is a test.				
GALLONS PER ACRE 100	GALLONS PER TANK 100	MINIMUM PHI 17 Days			
PLEASE READ AND LABELS CAREFULLY					
#	PRODUCT	CROP TARGET	RATES		
			PER 100 GAL	PER ACRE	PER TANK
1	TECH-SPRAY MG 0-10-0 + Magnesium-Zinc Alt: 3 - Magnesium(Mg) 2.5 - Sulfur(S) 10 - Available Phosphate 1 - Zinc(Zn) REG#: 71365-20	Cherry NA	0.50 qt	0.50 qt	0.50 qt
2	Spray-Start Alt: NA - Dimethylpolysiloxane NA - Polyacrylamide polymer NA - Ammonium sulfate 100 - TOTAL PRINCIPAL REG#: 352-758	N/A N/A	9.00 lb	9.00 lb	9.00 lb
3	Nufarm CREDIT SYSTEMIC Herbicide Alt: 41 - Glyphosate REG#: 45858-50020	Cherry, Sweet Honeyuckle	3.00 qt	3.00 qt	3.00 qt
4	DuPont Matrix 8G Herbicide Alt: 25 - Rimouturen REG#: 45858-50020	Cherry, Sweet Pearl, Giant	4.00 oz	4.00 oz	4.00 oz
5	Bi-90 Alt: NA - Alkyl phenyl ether sulfate NA - Tall oil fatty acids NA - Propylene glycol 90 - Principal Function	N/A N/A	3.00 flex	3.00 flex	3.00 flex
FIELDMAN Warehouse Staff		LICENSE #			
COMMENTS					

Plant Protection Product Application Record

Name and Address of Orchard 1617 Central Ave. Wenatchee, WA 98801		Licensed Applicator Name and Address	
Complete Location of Orchard	NWW Recommendation # 001-15-12-00001	Telephone #	
Lot #:	Block:	Crop: Cherry	Coordinates
Gallons Per Acre:		Gallons Per Tank:	
Fall Product Name		EPA #	Rate Per 100
TECH-SPRAY MG 0-10-0 + Magnesium-Zinc		Cherry	NA
Spray-Start		NA - Dimethylpolysiloxane NA - Polyacrylamide polymer NA - Ammonium sulfate 100 - TOTAL PRINCIPAL	N/A
Nufarm CREDIT SYSTEMIC Herbicide		41 - Glyphosate	Cherry, Sweet



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Creating an Application Record (ApRec)

1

Plant Protection Product Application Record				Record Date <input style="width: 80px;" type="text" value="01/28/2013"/> 7
<input style="width: 100%;" type="text" value="Delayed Dormant Pears"/>				
Name and Address of Orchard West Ranch 123 Cherry Hill Wenatchee, WA 98801	Licensed Applicator Name and Address (if different) John Applicator 123 Easy Street Wenatchee, WA 98801			
Complete Location of Orchard <input style="width: 100%;" type="text"/>	IWW Recommendation # 001-14-13-000011	Telephone # If this application made as a result of a WSDA Permit enter Permit number:	License # 1234567	
GALLONS PER ACRE <input type="text" value="100"/>				GALLONS PER TANK <input type="text" value="400"/>

Application Record: New / Edit or Creating from Recommendation

When you create a new or edit an existing ApRec you can 1.) Set the **date**, 2.) Give the ApRec a **name** that relates, 3.) Choose the Licensed **Applicator** (actual workers entered below) and 4.) set your **rate and tank** size.








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ApRec: Edit Product Value

Full Product Name	EPA Number	Active Ingredient	Crop	Target	Rate Per 100 Gal	Rate Per Acre	Rate Per Tank	Total Product Applied
Surround CF Crop Protectant	61842-16	95 - Kaolin	Pear (Other case ▾)	Psylla ▾	50.00 lb	50.00 lb	200.00 lb	750.00 lb
Nu-Cop 50DF	45002-4	77 - Cupric Hydroxide	Pear		3.00 lb	3.00 lb	12.00 lb	45.00 lb
Exponent Insecticide Synergist	1021-1511	91.3 - Piperonyl butoxide	Pear	NA	16.00 floz	16.00 floz	64.00 floz	240.00 floz
Thionex 3EC	66222-63	33.7 - Endosulfan	Pear	Psylla, Pear	2.67 qt	2.67 qt	10.68 qt	40.05 qt
Warrior II with Zeon Technology	100-1295	22.8 - Lambda-cyhalothrin	Pear	Psylla, Pear	2.50 floz	2.50 floz	10.00 floz	37.50 floz
Tech-Flo Zeta		22 - Zinc(Zn) 2.5 - Sulfur	Pear	NA	2.00 qt	2.00 qt	8.00 qt	30.00 qt
IAP Hi-Supreme Spray Oil-NW	71058-2	98 - Petroleum Oil	Pear	Psylla, Pear	3.00 ga	3.00 ga	12.00 ga	45.00 ga



1

2

Application Record: New / Edit or Creating from Recommendation

The product table in the middle of the screen allows you to edit, delete or change the applied products.

- 1.) Click to view the original Recommendation, 2.) Action buttons allow you to add a new product, delete the selected row, or view the Label or MSDS (if available) for the selected row. 3.) Edit, Delete or Modify the “selected row” (shown)



ApRec: Add Application Instance

The screenshot displays the ApRec software interface. At the top, there is a table listing various agricultural products and their application rates. Below this, a 'Fields Selector' dialog box is open, showing a list of fields with checkboxes. An orange arrow points from the 'Fields' button in the application instance form to the dialog box. The application instance form at the bottom contains several fields: 'Date' (01/28/2013), 'Start Time' (9:00 AM), 'End Time' (2:00 PM), 'Fields' (Lower Ten Bings, Upper Lapin Knoll), 'Treated Acres' (15.00), and 'Spray Rate' (100.0%). To the right, there are 'Conditions' fields for Temperature (32-33 F), Wind Direction (N), Wind Speed (Calm), and REI (7.00 Days). A 'COMMENTS' section is at the bottom left. Four numbered callouts (1, 2, 3, 4) highlight specific areas: 1 points to the date field, 2 points to the 'Fields' button, 3 points to the 'Conditions' section, and 4 points to the edit/delete icons in the bottom right corner.

Product Name	EP# Number	Active Ingredient	Rate Per 100 Gal	Rate Per Acre	Rate Per Tank	Total Product Applied
Surround CF Crop Protectant	61842-16	95 - K	50.00 lb	50.00 lb	200.00 lb	750.00 lb
Nu-Cop 50DF	45002-4	77 - C	3.00 lb	3.00 lb	12.00 lb	45.00 lb
Exponent Insecticide Synergist	1021-1511	91.3 -	16.00 floz	16.00 floz	64.00 floz	240.00 floz
Thionex 3EC	66222-63	33.7 -	2.67 qt	2.67 qt	10.68 qt	40.05 qt
Warrior II with Zeon Technology	100-1295	22.8 -	2.50 floz	2.50 floz	10.00 floz	37.50 floz
Tech-Flo Zeta		22 - Z	2.00 qt	2.00 qt	8.00 qt	30.00 qt
IAP Hi Supreme Spray Oil-NW	71058-2	98 - P	3.00 ga	3.00 ga	12.00 ga	45.00 ga

Fields Selector

- Cherry Hill
- Lower Ten Bings
- Upper Lapin Knoll
- Sub-Field Child Field
- Unlimited Child
- Fields
- Get As
- Detailed As You Like
- Top Level Field
- 2nd Level Child Sub-Field

Application Instance

1. Date: 01/28/2013
 2. Fields: Lower Ten Bings, Upper Lapin Knoll
 3. Conditions: Temperature (F) 32-33, Wind Direction N, Wind Speed Calm, REI 7.00 Days
 4. Edit/Delete Icons

Application Record: New / Edit or Creating from Recommendation

The Application Instance at the bottom relates to each application time. You can modify each element and add or delete instances (#4).

1.) Select Time / Date, 2.) Choose Fields (click edit button),



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