

BG-Map TechNote

How to Use the Horticultural Management Module

About the Horticultural Management Module

The Horticultural Management Module allows you to create, assign and track the progress of Horticultural Management Tasks. It contains these components:

- ❖ [Enter Additional Plants Data](#)
- ❖ [Horticultural Management Contacts](#)
- ❖ [Horticultural Management Tasks](#)
- ❖ [Horticultural Management Work Orders](#)

You can also access the Horticultural Management Module by going to the Tools menu or by clicking this icon:



Enter Additional Plants Data

This window allows you to enter additional data about an individual plant.

Number	W.O. Date	Current Status	Task
00000002	09 FEB 2014	Completed 13 JAN 2014	Annual Pruning
00000001	31 JAN 2014	Assigned 31 JAN 2014	Annual Pruning

Date*	Perfm. By*	(Name)	Task*	(Description)	Cost	Note	Next Due	W.O.
16 JAN 2014	BARSKY	Plant Research, Bar	SPRAY_XYZ	Spray XYZ Stuff				
13 JAN 2014	FURMAN	Furman, Tom	ANNUAL_PRL	Annual Pruning			09 FEB 2015	00000002
02 JAN 2014	BARSKY	Plant Research, Bar	SPRAY_XYZ	Spray XYZ Stuff				
20 APR 2013	FURMAN	Furman, Tom	SPRAY_XYZ	Spray XYZ Stuff				

Selecting a Plant

Enter the accession number with qualifier of the plant, or search by plant name by entering all or part of the name in the "Search for" box, and pressing [Enter] or clicking the "Go" button. Select a name from the list, and then select a plant.

You can click the "Repeat" button to repeat a previous name selection.

Maintenance History Tab

Applicable Work Orders

This table lists [Horticultural Management Work Orders](#), which are applied to this plant.

To open the record for the work order, click on a row. Then, right-click and select "Open Record."

Maintenance Performed

This table records the history of the maintenance performed on this plant.

Date (required)

Enter the date that the maintenance was performed or right click to enter today's date or select a date from a calendar.

Performed By (required)

Right click and browse to elect the [Horticultural Contact](#) code for the person or organization that performed the maintenance.

To create a new Contact, right click and select "Create New" or select "Contacts" from the "Other Functions" dropdown list.

Task (required)

Right click and browse to select the code for a [Horticultural Maintenance Task](#).

To create a new Task, right click and select "Create New" or select "Maint. Tasks" from the "Other Functions" dropdown list.

Cost (Optional)

Enter the cost of this maintenance. Enter a numeric value only. Do not enter currency units.

Note (Optional)

Enter a general note about this maintenance.

Next Due

The date this maintenance task is next due is entered here. This is automatically filled in based on the normal interval assigned to this maintenance Task. If you wish, you can change the date to override the normal maintenance interval. If this is a one-time-only, non-recurring task, leave this field blank.

W.O. (Work Order)

This column is automatically filled in with the Work Order Number if this maintenance was entered via a [Work Order](#). Note, you cannot enter a

Probability of Failure (required)

This indicates the likelihood of failure of all or a portion of the tree. Right-click and browse to select a value from 1 to 4.

Probability of Hitting a Target (required)

This indicates the likelihood of the tree or a failed part striking a target, such as a person, vehicle or structure. Right-click and browse to select a value from 1 to 4.

Consequences of Hitting the Target (required)

This indicates the expected consequences of the tree or a failed part hitting the target. Right-click and browse to select a value from 1 to 4.

Tree Hazard Risk Rating

This determined by 3 items described above. It is based on the tables in ISA Publication Tree Risk Assessment, Best Management Practices, companion publication to ANSI A300 Part 9.

Tree Hazard Action (required)

Enter the recommended action for this tree. You can right click to repeat a previous entry.

Tree Hazard Note

Enter any additional notes regarding this tree's hazard potential. You can right click to repeat a previous entry.

By (required)

This records the initials of the staff member making the observation. Right-click and browse to select from the BG-BASE Staff file. Or you can enter initials manually.

Tree Hazard Rating (Obsolete)

Click this to access tree hazard data that were recorded under a previous system, now obsolete.

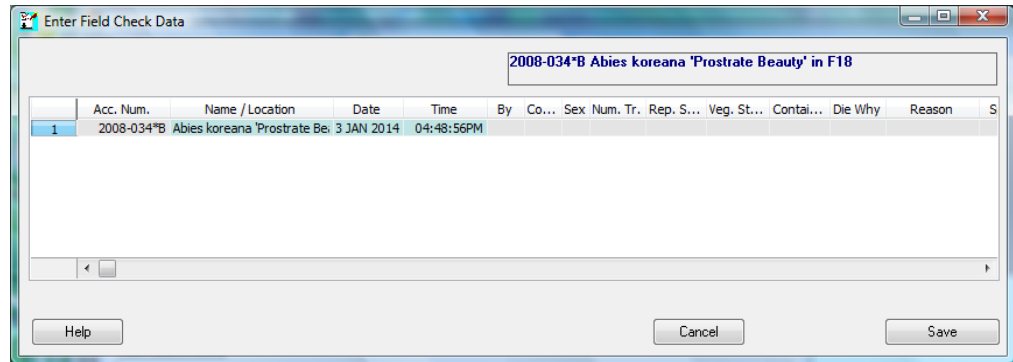
Using This Data

This data can be displayed in reports and in Web-VQF by including the corresponding fields in Plant List Formats

Enter Field Check Data Tab

Note: To enter Field Check Data, you must first enter your <i>BG-BASE</i> logon name and password.

Click to enter update the *BG-BASE* record for the selected plant. For details on how to enter the information, see “Edit/Print Garden Notepad Data” in the BG-Map User’s Manual.



Horticultural Management Contacts

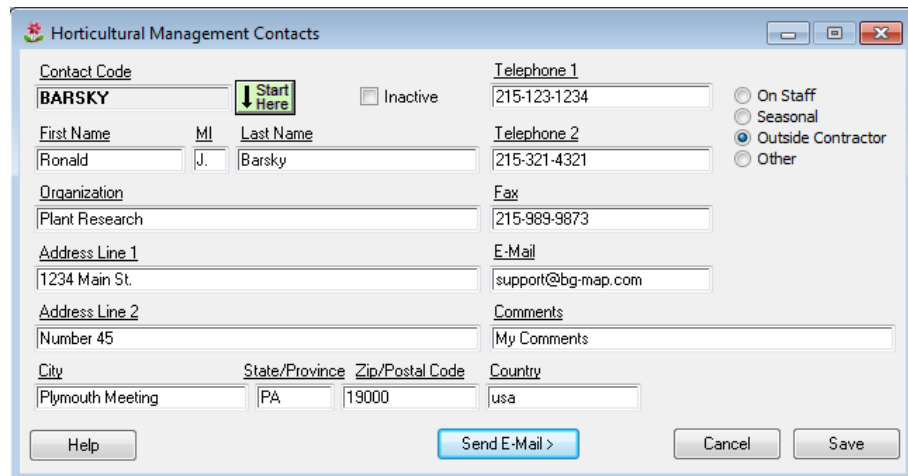
This window allows you to create or modify a Horticultural Management Contact.

Creating a Contact

Click the "Start Here" button, and select "Define a new Contact Code" Enter a code of 12 characters or fewer for the new Contact. Then, fill in the information as indicated for each prompt.

Category

Select "On Staff" if this contact is part of your internal staff. Only contacts marked as "On-Staff" can initiate Horticultural Management Work Orders. Otherwise, select a category for this Contact: "Seasonal", "Outside Contractor" or "Other."



Modifying an Existing Contact

Click "Start Here", and select an existing Contact to be modified.

Making a Contact Inactive

Check the "Inactive" box to make a Contact inactive. Inactive Contacts will not appear in popup selection lists.

Sending an E-Mail to a Contact

Click the button to send an e-mail to this Contact. This function can be used if your computer has an Internet connection and a default e-mail program, and if you have entered a valid e-mail address for this Contact.

Horticultural Management Tasks

The screenshot shows a dialog box titled "Horticultural Management Maintenance Tasks". It has several input fields and buttons. The "Maintenance Task Code" field contains "ANNUAL_PRUNI". To its right is a "Start Here" button with a downward arrow. Further right is an "Inactive" checkbox. The "Unit Cost" field contains "20.00" and the "Units" dropdown is set to "hr". The "Description*" field contains "Annual Pruning" and the "Interval (Years)" field contains "1.00". Below these is a "General Comments" field with "Pruning Comments" entered. At the bottom are "Help", "Cancel", and "Save" buttons.

This window allows you to create or modify a Horticultural Management Maintenance Task.

Creating a Task

Click the "Start Here" button, and select "Define a new Task Code" Enter a code of 12 characters or fewer for the new Task. Then, fill in the information as indicated for each prompt.

<p>Note: Special Task Code: "REMOVAL"</p> <p>If you create a task with a code named REMOVAL, BG-Map will treat it in a special way. If you create a Work Order for this task, and it is completed, BG-Map will give you the option of automatically updating <i>BG-BASE</i> to indicate the plant has been removed.</p>

Description (required)

Enter a description of this task - for example, "Annual Pruning."

Unit Cost

Enter the typical cost of this Task on a unit basis. Enter a numerical value only. Do not include currency symbols. For example, if the cost of a task is \$1.75 per square foot, enter 1.75 at this prompt.

Units

Select the units that apply to the unit cost. If the cost is per-occurrence, select "ea." (each).

Maintenance Interval (required)

Enter the normal interval for this Task in years and decimal fractions of years. For example, if this Task should be repeated every 5-1/2 years, enter 5.5 at this prompt. If this is a one-time-only non-recurring task, enter a 0.

General Comments

Enter any other notes or comments concerning this Task.

Modifying and Existing Task

Click "Start Here", and select an existing Task to be modified.

Making a Task Inactive

Check the "Inactive" box to make a Task inactive. If inactive, it will not appear in popup selection lists.

Horticultural Management Work Orders

Date*	Status*	By*	(Name)
13 MAR 2014	1 - Received	BARSKY	Barsky, Ronald J., Plant Research
13 MAR 2014	3 - Completed	BARSKY	Barsky, Ronald J., Plant Research

This window allows you to create, and update Horticultural Management Work Orders.

Opening an Existing Work Order

Select a sort order, and click the "Start Here" button.

Creating a Work order

Click the "Start Here" button, and select "Define a New Work Order." The next

available Work Order number will be automatically selected and applied to this Work Order. Fill in the form as follows, and click "Save" when finished.

Work Order Date (required)

The default is today's date, but you may enter any date or right-click to pick a date from a calendar.

Requested by (required)

Right-click and browse to select the individual who requested this work order. It must be an On-Staff entry in the [Horticultural Management Contacts](#) file.

To create a new Contact, right-click and select "Create New." Make certain that you check "On Staff" when creating the Contact.

Location of Work (required)

Enter a description of the work location.

Task (required)

Right-click and browse to select the task to be performed. It must be an entry in the [Horticultural Management Maintenance Tasks](#) file. To create a new task, right-click and select "Create New."

Emergency (optional)

Check this box if this work order is for an emergency situation.

Deadline (optional)

Enter the date by which this work order must be completed or right click to pick a date from a calendar.

Hours and Cost (optional)

Enter the estimated hours and cost of this work.

Assigned to

Right-click and browse to select the individual or company that has been assigned this work. It must be an entry in the [Horticultural Management Contacts](#) file. To create a new Contact, right-click and select "Create New."

Comments (optional)

Enter any comments on this work order.

Status Table

This table records the status of the work order received, assigned, completed, inspected, or cancelled. Each entry in this table is recorded with its corresponding date, and contact name.

Status Date (required):

Enter the date this status was applied to the work order, i.e., the date it was, received, assigned, completed, etc. You can type in the date or right-click to enter today's date or pick a date from a calendar.

Status (required):

Right-click and browse to select the status.

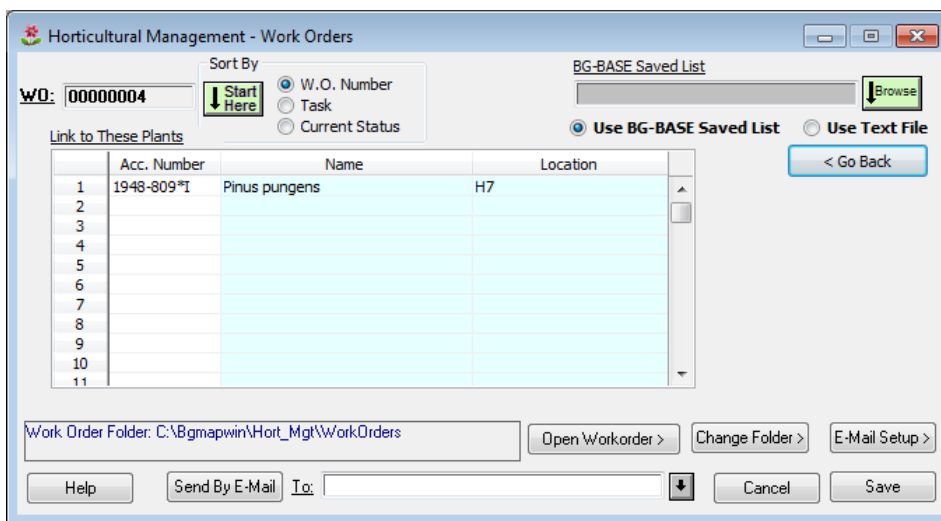
By (required):

This column records the person who received the work order, assigned it, completed it, etc. Right-click and browse to select a contact, which must be an entry in the Horticultural Management Contacts file.

Note, when entering the Assigned status, you must also select the person the work order was assigned to. To create a new Contact, right click and select "Create New." Make certain that you check "On Staff" when creating the Contact.

Note: When you assign a "Completed" status to a Work Order, the table in "[Plants Additional Data](#)" will be updated to show this task, and to list the corresponding Work Order.

Link to Plants (optional)



You can link this Work Order to one or more plants via their accession numbers. Right-click on the table, and enter all or part of a plant name. Then, select one or more plants. You can select additional names and plants. To open the "[Plants Additional Information](#)" record for a listed plant. Then, select "Open Record."

Using a Saved List to Link to Multiple Plants

Select "Use *BG-BASE* Saved List" or "Use Text File", and click the "Browse" button to select a saved list or text file containing a list of accession numbers with qualifiers. BG-Map will check the list to make sure that each plant listed is living. The plants will be added to the table.

Sorting the Plant List

Double-click a column heading to sort the list by accession number, name or location.

Work Order Folder

When you save a work order, it is saved as an HTML file. You may use any web browser, such as Mozilla Firefox, or Internet Explorer to view and print it. Before you can save a work order, you must specify the folder where work orders are to be saved. To do so, click Change Folder, and select the folder. If you are on a network, select a mapped network drive that is accessible to all users who may need to view or print work orders.

Viewing or Printing a Work Order

Click "Open Work Order" to open the work order to view, print or save as a PDF File. You must save the work order first.

Sending a Work Order by E-Mail

Note: A work order must be saved before it can be e-mailed.

Open an existing work order. Enter the outgoing e-mail address or multiple addresses separated by commas (no spaces). Or, click the "browse" button, and select one or more contacts whose e-mail addresses have been entered (See "Horticultural Management Contacts"). Then, click "Send By E-Mail" to send the work order.

Sending Using an SMTP Mail Server

Before you can use the e-mail feature, you must set up the e-mail options by entering the e-mail server, account, password, etc. Click "E-Mail Setup". E-Mail setup must be done separately for each BG-Map user.

Sending Using Your Default E-Mail Program

If you do not create an e-mail setup for an SMTP mail server as described above, you can send the work order using your default e-mail program such as Microsoft Outlook. When you click "Send By E-Mail", the default program will be opened, an e-mail to the selected address will be created, and the work order will be opened. Click "Copy All" in the work order display window, and then paste it into your e-mail.

Updating an Existing Work Order

Click Start, and then select the work order to be updated.

Searching for Work Orders Using Pseudo-TCL

Here are some sample search commands you can use in Pseudo-TCL to search for work orders that meet certain criteria:

All work orders that are:

past-deadline:

```
LIST HORT_WORK ORDERS WITH PAST_DEADLINE = 1 DESCRIPTION
```

BY WO_NUMBER

more than 30 days past-deadline:

LIST HORT_WORK ORDERS WITH PAST_DEADLINE_DAYS > 30
DESCRIPTION BY WO_NUMBER

emergency work orders:

LIST HORT_WORK ORDERS WITH EMERGENCY = 1 DESCRIPTION BY
WO_NUMBER

linked to Object IN*ROM*1

LIST HORT_WORK ORDERS WITH OBJECT = "IN*ROM*1"
DESCRIPTION BY WO_NUMBER

linked to any Object

LIST HORT_WORK ORDERS WITH OBJECT DESCRIPTION BY
WO_NUMBER

emergencies assigned to JOE_SMITH

LIST HORT_WORK ORDERS WITH EMERGENCY = 1 AND WITH
ASSIGNED_TO = "JOE_SMITH" DESCRIPTION BY WO_NUMBER

received after 1/1/05

LIST HORT_WORK ORDERS WITH RECEIVED_DATE AFTER "1/19/05"
RECEIVED_DATE DESCRIPTION BY WO_NUMBER

To obtain a list of data fields that may be searched or listed, enter:

LISTDICT HORT_WORK ORDERS by @ID

BG-Map Botanical Garden Mapping System

Mapping the world... one plant at a time

For up to date information, visit the BG-Map Users Support Website at www.bg-map.com/userdata

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