CHEMICAL APPLICATIONS PROGRAM
Quick User Guide

Version 1.0
October 2001

Foreword

The CCA in conjunction with Border Rivers Computer Services has developed this program for members to use to record spray data.

The program is still in the secondary phase of development! As you will find if you READ the help manual the program is very simple to use whilst still collating the required data for processing.

Any suggestions you may have about the program please contact Nick Barton or Jon Baker.

SUPPORT – The Plan!

All support will be through the EO with difficult queries to Nick Barton and any major problems will go back to Border River Computer services. For the 1st month ONLY IE**: until the 31ST DECEMBER 2001** the CCA will have free support so during this time please try and complete installation and initial setup entries to ensure the program will work for you.

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1. Installation

n.b. It is recommended that your Anti-Virus software be switched off for the installation process as it has been noted that problems can occur in when certain Anti-Virus programs are activated.

Setup should begin automatically on most computer systems. If it does not start automatically then it is use 'My Computer' or 'Windows Explorer' to go to the root directory of the CD Drive (Usually D:) and select the '**Setup.exe**' program and run it by double mouse click.

The following screen should appear :
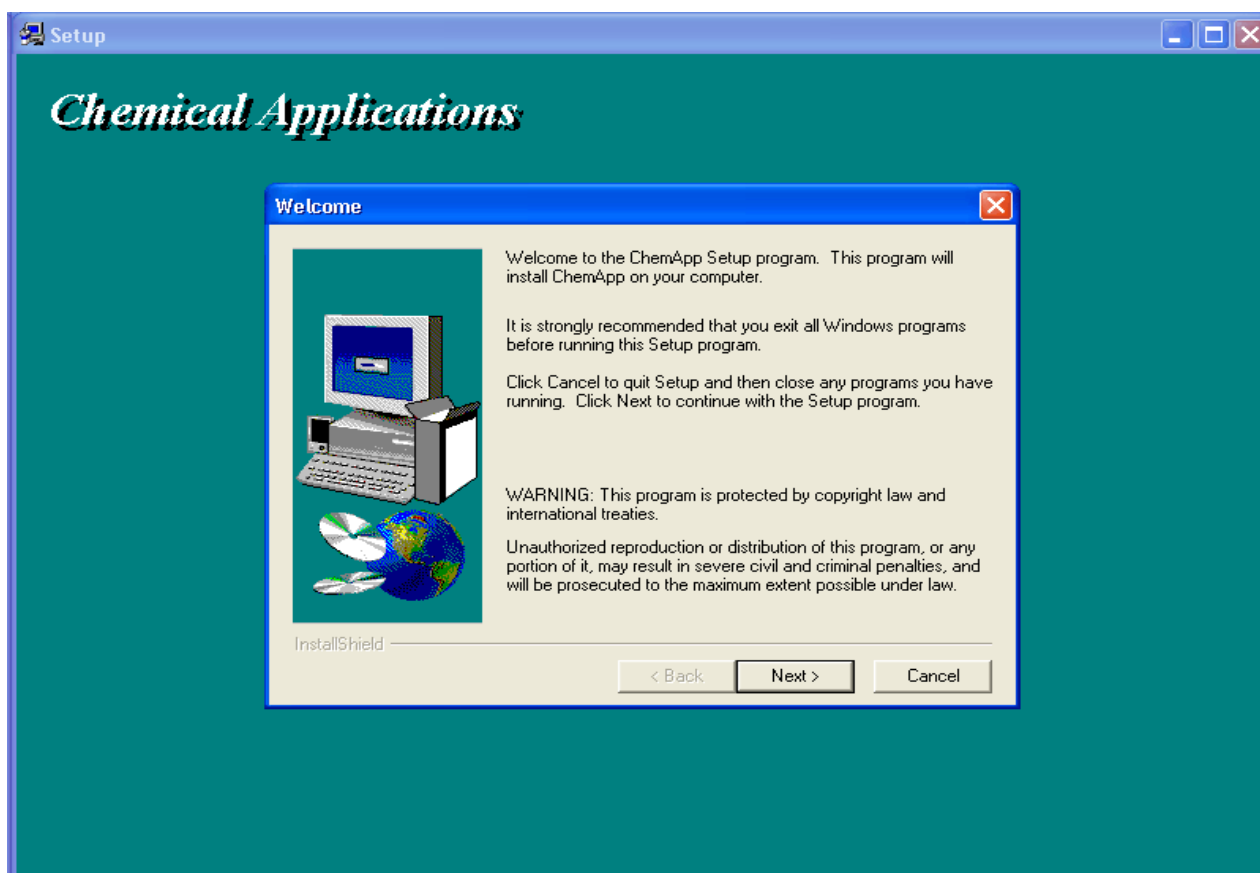
Select the Next Button to continue.

The following three screens are used to select the Program Location directory, the Default Data directory and the Menu Item location. It is suggested that you keep these defaults.

The final screen asks to restart the computer. It is recommended that you do this before continuing.
You then should have an item in your Windows menu under
'Start -> Programs -> Applications -> ChemApp' called 'ChemApp'.
Select this to run the program.

2. Adding Growers Names & Addresses

Select the Address Icon on the Main screen of the program or Select 'Edit -> Address' from the Main Menu.

2.1 Main Screen Overview
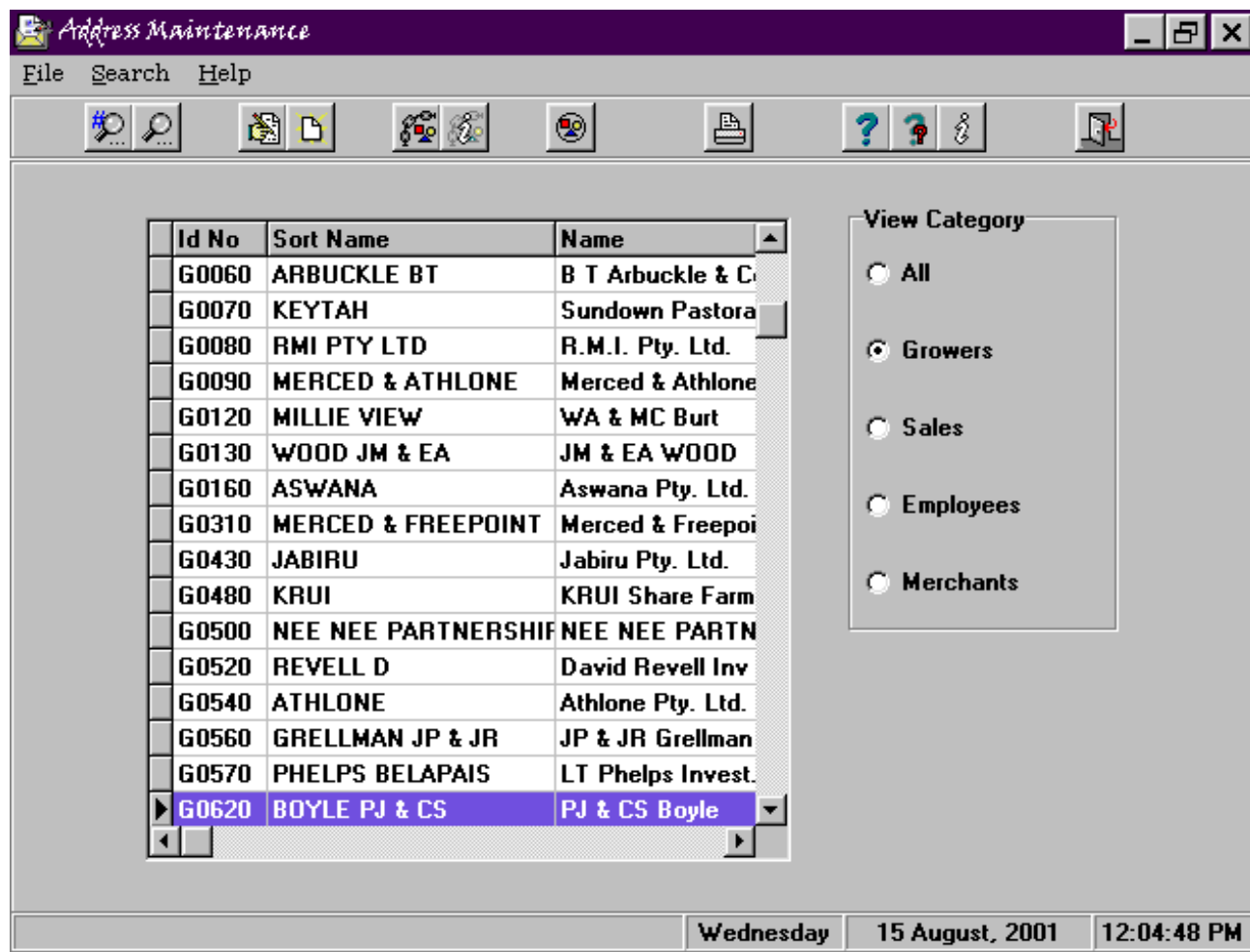
The main address screen shows a grid of current names & addresses for your system. This will initially be blank until you enter your own names and addresses. You may also enter other names and addresses other than growers such as Merchant details. This grid can be limited to show only growers, merchants etc. as per the category view selection on the right hand side.

2.1.1 Main Button Functions

There are 4 main buttons on the top button bar.

Edit current Address details. nb. This can also be achieved by double-clicking on an existing address line.

Add a new Address details record.

Show Address Reports that can be printed.

Exit the address details screen.

2.2 Enter New Address

Upon selecting to add a new address you will be asked to Enter a New Id Number.

2.2.1 Id Numbers

The first step in recording all details is to have a Grower Number which links all details for the farms, fields & applications. You may have a Grower Number that has more than one property in a particular valley but it is important to have different Grower Numbers for properties in different valleys. Id Numbers for growers should be a 'G' character followed by 4 numeric digits. eg. 'G0020'.

Note : Growers usually have grower numbers given by their Gins or Merchants so a number can be derived from these. Otherwise a good idea is to group your growers and enter them in steps of 10. ie.G0010, G0020, G0030 etc.

For details other than growers the Id Numbers should be prefixed by their type. ie. Merchants with a 'M', and other Names should start with 'N'.

2.3 Address Details Screen

2.3.1 Sort Name

This field is mandatory. Sort Name should be short **unique** representation of the name of the entity that will identify this grower in alphabetic order . Eg. If you have 2 growers - Peter Test & Malcolm Test then the first should be 'TEST P' and the latter 'TEST M'.

2.3.2 Name

This field is mandatory. Name should be the Growers Full Name or Trading Name of the company.

2.3.3 Group

This field is optional. If there are more than 1 records that are linked, eg. A Grower who has properties in different valleys, then a simple linking name can be entered so that these records can be linked. Otherwise this field should be left blank.

2.3.4 First Name

This field is optional. A first name can be entered to personalise correspondence with this grower.

2.3.5 Salutation

This field is optional. A salutation such as Mr, Ms or Dr can be entered here. This Salutation can later be added to the Manager Name for correspondance.

2.3.6 Manager Name

This field is optional. Record the managers name if it is a different representation of Name.

2.3.7 Address Fields

The first line of address is mandatory but the second line is optional. There are 2 lines for address if needed. Eg. One line can be used for the property name and the second can be used for the P.O. Box details.

Note : Property Names can be entered with or without Quotation marks depending on your preference.

2.3.8 Town

This field is mandatory. The town name is the mailing address town name of the grower.

2.3.9 State

This field is mandatory. The three letter abbreviation of the state should be entered here.

2.3.10 Postcode

This field is mandatory. The Postcode of the town should be entered here.

2.3.11 Country

This field is optional. Country names should **only** be entered if the details being entered are for an overseas address.

2.3.12 Phone, Fax & Mobile Numbers

These fields are optional. Enter telephone & facsimile numbers in the format Area Code (surrounded by brackets) and Number in groups of 4 digits at a time. eg. (02) 9541 1234 Mobile Numbers can be entered without brackets.

2.3.13 Area

This Field is mandatory and **very important**. Enter the 3 digits abbreviation of the valley where the grower is situated from the drop down list. This field is used in deciding which properties are to be included in a particular valley for the Cotton Consultants Survey.

Click the Ok Button to accept the details entered and continue.

3. Adding Field Details

New Fields details can be added be hitting the **F2** Function Key Shortcut, or Selecting **Fields-New** from the Main Screen Menu.

To move from one data field to the next use the **Tab** key. Also Note that Hints for each field are shown at the bottom of the main form.

3.1.1 Grower

From the drop down list select the Growers Sort Name who is linked to the Field details for the Field you are entering details for. Drop down lists can be selected be either clicking on the down-arrow at the end of the grower name or by beginning to type the name you wish to select. eg. Type **TEST M** to select the M Test Grower rather than **TEST P** grower.

3.1.2 Property Name

Type the property or farm name for the field being entered. It is important that this is entered the same for all fields on this property. Hitting the Ditto button " or typing **Ctrl-D** will attempt to copy the Property Name from a previously entered field. If no previous Fields have been entered for this grower then the details in the Address Line will be used.

3.1.3 Field Number

Enter the field number for the details you are entering. You may enter up to 10 characters which can be alphanumeric. The field number must be unique for this property.

Hint :   If you have Fields with Number as names eg. '1', '2', '12' etc. then it is suggested that you prefix the single digit fields with a zero eg. '01', '02', '12' as the field names in reports are sorted alphabetically, and field '12' will appear before field '2'

Note :   If you are planting one field with different varieties then you need to enter as many fields records as there are varieties, one for each variety. A hint on doing this would be to name one record field 15E and the other 15W. (One for Field 15 east and the other for Field 15 West)

3.1.4 Hectares

Enter the number of Hectares associated with planted area of this field. Don't take into account any skip values. ie. If the field is 20.3 Hectares with a 50% skip, still enter **20.3**.

3.1.5 Irrigated

This is checked by default meaning that the field is Irrigated. To show a dryland field uncheck the Check Box. The Check box can be toggled by hitting the **space bar**. Alternatively hit the **I** Key for Irrigated or the **D** Key for Dryland.

3.1.6 Skip Type

This data field is only enabled if the Field type is selected as Dryland. If enabled select **Solid** for 100% planting cover, **Single** for 66% planting cover or **Double** for 50% planting cover. These can be selected by mouse entry, **Left & Right Arrow** keys or the Shortcut keys **S** for Solid, **G** for Single or **D** for Double.

3.1.7 Variety

Select Variety planted from the preset list of Seed Varieties in the drop down list. As with drop down lists behaviour you can use the mouse to select or begin to type the variety desired and then use the **Up & Down Arrow** keys to select the correct one.

3.1.8 Seed Dressing

Select a Seed Dressing used on the planting seed from the list. Entries can be selected with the mouse, typed in or by using the **Up & Down Arrow** keys.

3.1.9 Seed Kgs

Enter the amount in kilograms of planting seed used in this field.

3.1.10 Field Event Dates

Dates for Planting, Squaring, Flowering, First Boll Opening & Defoliation can be entered. When initially setting up the field details these can be left blank and entered by editing the field details when these events occur. Dates should be entered in d/m/yy format using numeric values eg. 13/8/01.

Note : If your Windows date format separator is set to another character other than the '/' character then you will need to use this character in the date you enter.

3.1.11 Buttons

Press the Ok button to attempt to save the current details and exit the screen.

Press the Exit Button if you wish to Exit this screen **without** saving any changes you have made.

3.2 Fields Display

To display the Grid which shows all fields currently entered select **Fields - Display** from the main menu. If you wish to limit this display to fields from a particular property then select a property from the 'Show Only Fields for Property' drop down list.

3.3 Fields Edit

To edit a particular field select **Fields - Edit** from the main menu. This will then show the same Field details grid as Fields Display with an extra **Select Current** Button. In the same manner as displaying fields, the grid can be limited to showing Fields from a particular property using the 'Show Only Fields for Property' drop down list. To select a Field record to edit Click on the grid record that you wish to edit and then Click on the **Select Current** Button. Alternatively you can double click on a record to select it.

Once a Field record has been selected the edit screen appears with the Edit Button depressed (Selected) and the Video navigation buttons are also displayed. You can move between Field records using the Video navigation buttons but you must Click on the Edit button to change any details.

3.4 Remove Field

If you wish to delete a Field that you have entered incorrectly you can select **Fields - Remove** from the main menu. This will allow you to select a Field record in the same manner as **Fields - Edit** but will delete the record if you answer **Ok** to the 'Do you really want to delete the current field' question. If you Click the **Cancel** button then you can navigate through the records in a similar manner to **Fields - Edit** but a **Delete** button is shown instead.

Note : Do not delete field records that have spray applications applied to them.

4. Adding Spray Applications

New Spray Application details can be added be hitting the **F3** Function Key Shortcut, or Selecting **Applications - New** from the Main Screen Menu.

You must then select a property for this application to be linked to. Select a Property from the Property Drop Down List and Click on the **Select Current** Button.

Note : Spray applications can only be applied to single properties. To enter details for a spray that was applied over multiple properties simply add two or more application records.

4.1.1 Fields Include in Spray

You must Select at least one field that was included in this spray. Fields are selected by placing a Tick beside the Field Numbers applicable. You can place a tick here by using the Mouse or pressing the **Space Bar**. Using the **Arrow** Keys you can also move around this Grid area. The second column shows the Hectares of the field. If the entire field was sprayed leave this number unchanged. Otherwise you can change the number to show the value of the number of Hectares that were sprayed.

4.1.2 Date Applied

You must enter a date this spray was applied. You can use the drop down calendar to select a date value or simply enter the date manually. The default date is set to yesterdays date.

4.1.3 Spray By

Select a spray type from the types shown in the drop down list. Types are standard such as ground rig. Normal drop down list rules apply.

4.1.4 Application Cost

A default application cost is derived from the Spray By Type selected. This may be changed if required.

4.1.5 Contractor

This is an optional field for your own records. A contractor name other than those in the list may be entered if required.

4.1.6 Band

The spray band should be entered here. A percentage value should be entered with the default being 100%.

4.1.7 Purpose

Select from the list each of the types of chemicals that were include in the spray. This is important for the actual entry of the Chemicals used. All chemicals should fall into one of these groups.

4.1.8 Target Groups

These field is disabled unless **Insecticide** is selected as one of the Purposes. Select a Target Pest group from the drop down list.

4.1.9 Chemicals Grid

Enter into this grid the Chemicals that were include as part of this spray. ie. If a mixture of three Chemicals was used enter each Chemical going down the list starting from the top of the grid. Select the Chemical name from the drop down list. The chemical names shown in the drop down list are limited to each of the Purposes selected. Eg. 'Bulldock Duo' will not appear in the allowable entries unless Insecticide has a tick beside it. (Selected). A default price and rate are included but these may be changed if required.

4.1.10 Buttons

Press the Ok button to attempt to save the current details and exit the screen.

Press the Cancel button if you wish to Exit this screen **without** saving any changes you have made.

4.2 Weather Data

Click on the **Weather** button to enter optional weather data for this spray.

4.2.1 Rainfall

Enter rainfall in millimetres that fell in the last 24 hour period.

4.2.2 Application Time

Enter the time that the spray occurred. Note that only the hour and minutes portions are significant.

Note : The date comes from the actual spray record..

4.2.3 Temperature

Enter a number that is the degrees in Celsius of the temperature at the time of the spray.

4.2.4 Delta Temp

Enter a number that is the degrees in Celsius of the delta temperature at the time of the spray.

4.2.5 Humidity

Enter a percentage value of the humidity at the time of the spray.

4.2.6 Wind Speed

Enter a number that represents the speed of the wind in Kilometres per hour at the time of the spray.

4.2.7 Wind Direction

Enter a number that represents the Degrees from North that the wind was travelling. Ie. East is **90** and South is **180**.

4.2.8 Wind Consistancy

Select one of the radio button values to represent the Wind Consistancy at the time of the spray. Speed is either **Gusty** or **Steady**. Direction is either **Variable** or **Steady**.

4.2.9 Wind Changes

Enter data on wind shifts during the time of the spray. Speed Change is entered in Kilometres per Hour. Direction change is entered in Degrees from North.

4.2.10 Buttons

Press the Ok button to attempt to save the current details and exit the screen.

Press the Cancel button if you wish to Exit this screen **without** saving any changes you have made.

The Clear button deletes the current data entered so that no weather data is currently recorded against this spray. You may re-enter the weather data screen and start entering data again and press the Ok button to save the new data.

5. Reports

5.1 Detailed Applications

5.1.1 By Date

Report showing detailed Application Data by Date sprayed. This can be done over all details entered or limited to selected properties. Properties are selected in the same manner as when entering application details.

5.1.2 By Purpose

Report showing detailed Application Data grouped by purpose sprayed. This can be done over all details entered or limited to selected properties. Properties are selected in the same manner as when entering application details.

5.2 Summary Reports

5.2.1 By Purpose

Report showing summary data grouped by purpose sprayed. This can be done over all details entered or limited to selected properties. Properties are selected in the same manner as when entering application details.

5.2.2 By Field

Report showing summary data grouped by field. This can be done over all details entered or limited to selected properties. Properties are selected in the same manner as when entering application details.

5.3 CCA Survey

Select **Reports - CCA Report** from the main menu.
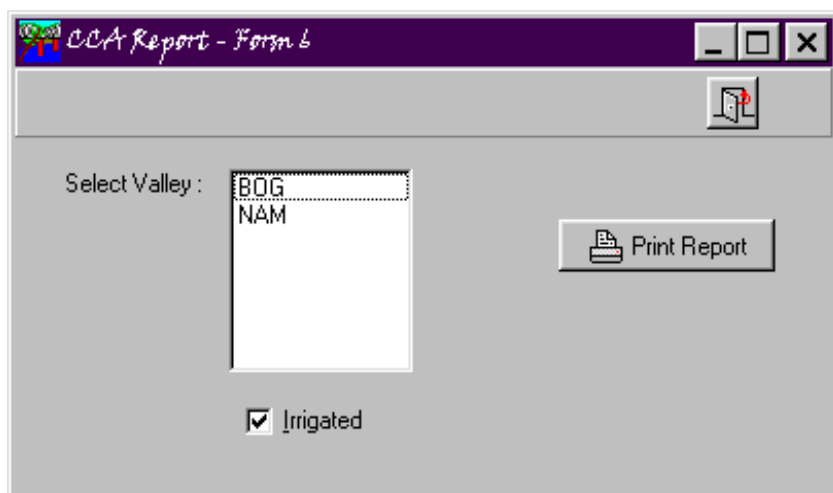
Select a **Valley** and **Irrigation** type for each leg of the survey required. Once this has been done Click the **Print Report** Button. This will then run through the different steps of the survey from the data entered and produce a Crystal Report screen showing the CCA survey for the selections made in this screen. This can be exported to a spreadsheet or Word Processing document if required using the Export button at the top of the screen.

5.4 Field Report

Select a Field Record as per the Field selection process and a Ingard/Conventional report will be produced for this field.

6. Editing Defaults

6.1 Grower Chemical Prices

New Grower Chemical Records can be added by selecting **Edit - Chemical Costs** from the Main Screen Menu.

This screen is aimed to provide a way of changing the default cost of chemicals for individual growers. Initially this part of the database is empty and you need to add your own default chemical prices for each grower.

The initial screen is always the 'Browse' screen where existing record are displayed if they exist. The 'Browse' button can be used to navigate through the records that currently exist.

6.1.1 Main Button Functions

There are 4 main buttons on the top button bar as well as the navigator bar.

  Select a Button to move to the beginning of the existing records, the previous record, the next record or the end of the existing records.

  Add a new Grower-Chemical details record.

  Edit currently displayed Grower-Chemical details.

  Delete the currently displayed record.

  Exit the Growers - Chemical details screen without posting any changes made.

6.2 Adding a new record

You can insert a new record at any time by selecting the Add new record button and entering data into the fields.

6.2.1 Chemical

Select a Chemical from the standard list of chemicals using the drop down list. The standard price will be displayed in the Price box. This is a required field.

6.2.2 Grower

Select the grower that this record relates to using the drop down list. This is a required field.

6.2.3 Alternate Name

This field is unused in this version and is designed for future development.

6.2.4 Default Cost

This field requires you to enter a default cost that will appear when this Grower and Chemical are selected in the Applications screen.

6.2.5 Ok Button

Use this button to Post any changes to this record.