

PISCES

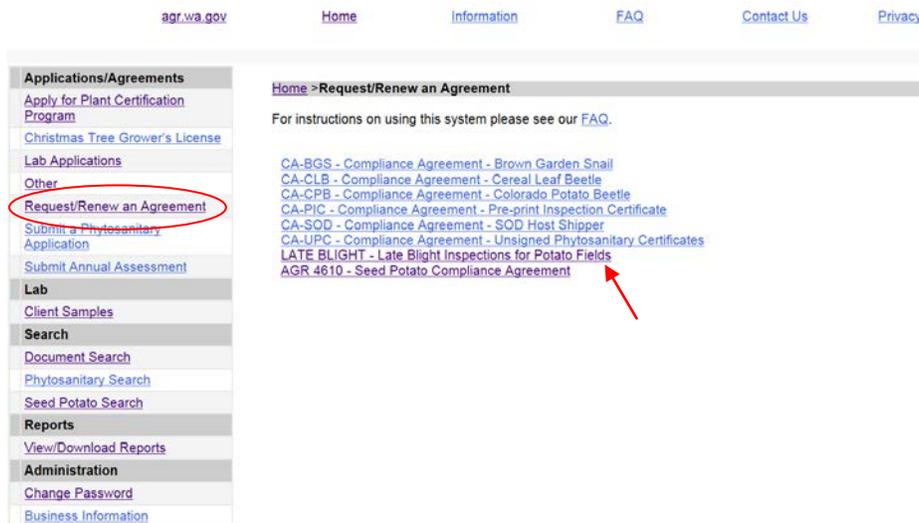
CLIENT USER MANUAL

Late Blight Inspections for Potato Fields

This section of the manual will cover how to submit the Late Blight Inspections for Potato Fields Agreement, and printing out the inspection results letter after the inspections have been completed.

Applications/Agreements Menu

In order to request having our inspectors come out to and perform inspections of Late Blight of your potato fields you first need to submit the Late Blight Inspections for Potato Fields Agreement. This agreement can be found on the left menu by clicking on the Request/Renew an Agreement option. From the list of available agreements you will choose LATE BLIGHT – Late Blight Inspections for Potato Fields.



Filling out the Late Blight Agreement

First enter the name and phone number of the person requesting this service. Either you or someone else in your company that can be contacted if there any questions about the agreement.

Agreement for the Inspection of Potato Fields for Late Blight

This agreement allows Washington State Department of Agriculture, Plant Protection Division, to inspect the following potato fields for the late blight fungus caused by *Phytophthora infestans*. If late blight symptoms are detected a sample may be taken for laboratory confirmation. A fee of \$2.75 per acre will be charged for this service plus mileage (current mileage rate established by the Office of Financial Management) and travel time at \$50.00 per hour as authorized by WAC 16-470-905 subsection 5. Both parties understand that a negative field reading for late blight will not necessarily facilitate the movement of these potatoes to Taiwan.

Test Business
123 Nowhere Ave
Columbo, WA 98542

Document Date: 5/8/2013

Person Requesting Service

Phone Number of Person Requesting Service

A maximum of 13 fields can be entered on each application. Please submit a new agreement for every 13 fields.

Note: Press the 'Add' button after entering the data for each field to attach it to the agreement. A map for each field can be added by first pressing the 'Add' button and then clicking on the 'Attach File' button next to each field.

To view already attached files, you must also click on the Attach File(s) button. The pop up screen will show a list of any files that have already been attached. You can choose to attach more files, delete the file(s) that have been attached (by clicking on the check box and then clicking on the Delete Checked button), or view the files that have been attached (by clicking on the file name).

Field Name*	Variety*	Acreage*	County*	Field location (ie N48.41 W122.34)	
			--Select--	Latitude: Longitude:	Add

Submitting the application will place it in a pending status until WSDA has reviewed the application and received any required payments. All fees will be invoiced monthly.

I have read and agree to the above statements

Next you will enter information about each field that you want to have inspected. In the green table for field information make sure enter information for each column; Field Name, Variety, Acreage, County, and Field Location (either GPS Coordinates or attach a map). Click Add to move that row of information down and be able to enter information about your next field.

A maximum of 13 fields can be entered on each application. Please submit a new agreement for every 13 fields.

Note: Press the 'Add' button after entering the data for each field to attach it to the agreement. A map for each field can be added by first pressing the 'Add' button and then clicking on the 'Attach File' button next to each field.

To view already attached files, you must also click on the Attach File(s) button. The pop up screen will show a list of any files that have already been attached. You can choose to attach more files, delete the file(s) that have been attached (by clicking on the check box and then clicking on the Delete Checked button), or view the files that have been attached (by clicking on the file name).

Field Name*	Variety*	Acreage*	County*	Field location (ie N48.41 W122.34)		
Taholla	Red Norkotah	10	Benton	Latitude: Longitude: View Map	Edit	Delete
			--Select--	Latitude: Longitude:		Attach File(s)
						Add

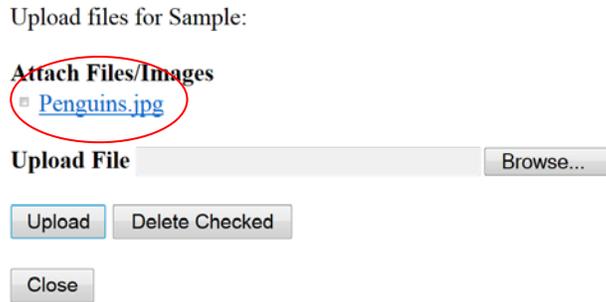
If you'd like to attach a map of the field location you will first need to press the add button and then a new button 'Attach File(s)' will be available on that row (as well as an 'Edit' button that allows you to make changes to that row). Click 'Attach File(s)' button and in the pop up window, next to the Upload File section, click the 'Browse...' button. Choose the file from your computer to attach. Click the Upload Button.

Upload files for Sample:

Attach Files/Images

Upload File

The file will be successfully added when the name of the file you chose appears under the words Attach Files/Images.



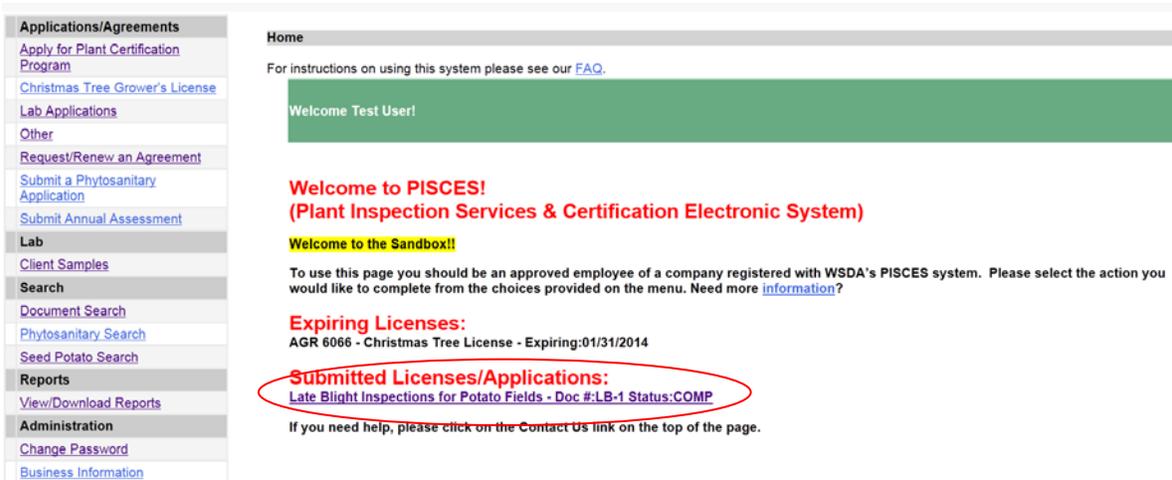
The blue color indicates that this is a hyperlink. You can click on the file name and view the file to make sure you have attached the right one. If you need to remove or change that file click on the little check box next to the file name and then click on the 'Delete Checked' button. Click the 'Close' button when you are done attaching files.

Follow this procedure for each field you'd like to have inspected. A maximum of 13 fields can be entered on to each agreement. A new agreement will need to be submitted for every 13 fields.

Once all the field information has been entered click the check box stating that you have read and agree to the terms of the agreement (stated at the top of the screen).

Click Submit. This will instantly notify your inspector that you've submitted an agreement. Now you just wait for the inspector to contact you and schedule to come out to do the inspections.

If you go back to your home screen you will notice that there is a new section showing on the middle of your screen titled 'Submitted Licenses/Applications'. Your Late Blight Agreement will be listed underneath it as a hyperlink.



If you click on the link you can view a PDF of the document. Once it is in Completed Status it will include the inspection results. You can print this off and provide it to your customers as proof of inspection.

Report

If your customers would prefer a more official report or if you would like to limit the fields that you are providing information on to only those that are in a certain county or are only free of symptoms you can go to View/Download Reports on the left menu and click on the Late Blight Potato Field Inspection Report. Choose the criteria you would like to have included on the report then click the View/Download button.