



USER GUIDE

Department of Agriculture
Reporting System for Aerial Applicators of Pesticides

6/30/2018

TABLE OF CONTENTS

REVISIONS	2
INTRODUCTION	3
Conventions	3
ACCOUNT MANAGEMENT	4
Account Creation	4
Log In to the System.....	6
Recover Password	7
Change Password	8
APPLICATOR START SCREEN.....	10
Report Entry Screen Layout	10
New Report	12
Add New Landowner	13
Add New Location	13
Building a Pesticide List	14
Report Submittal.....	18
Amend Existing Report.....	20
ADMINISTRATION FUNCTIONS.....	23
New Report - Administration	24
Amend Report – Administration.....	25
Reset User Password.....	26
Admin Reporting	27
Grid Filtering.....	29

REVISIONS

REVISION	DESCRIPTION OF CHANGE	AUTHOR	EFFECTIVE DATE
v 1.0	Initial version of document	Leanne Prokop	6/30/2018

INTRODUCTION

Beginning July 1, 2018, Aerial Applicators are required to provide their application reports via the Reporting System for Aerial Applicators of Pesticides. This system is found at:

<https://AerialPesticideReporting.Agriculture.tn.gov> .

This guide is meant to provide instruction for using the application. Every effort is made to present accurate information about using the application. Please let us know if you find any mistakes.

Screenshots in this guide were made while using the Chrome browser. There may be slight variations of look and feel in other browsers.

Conventions

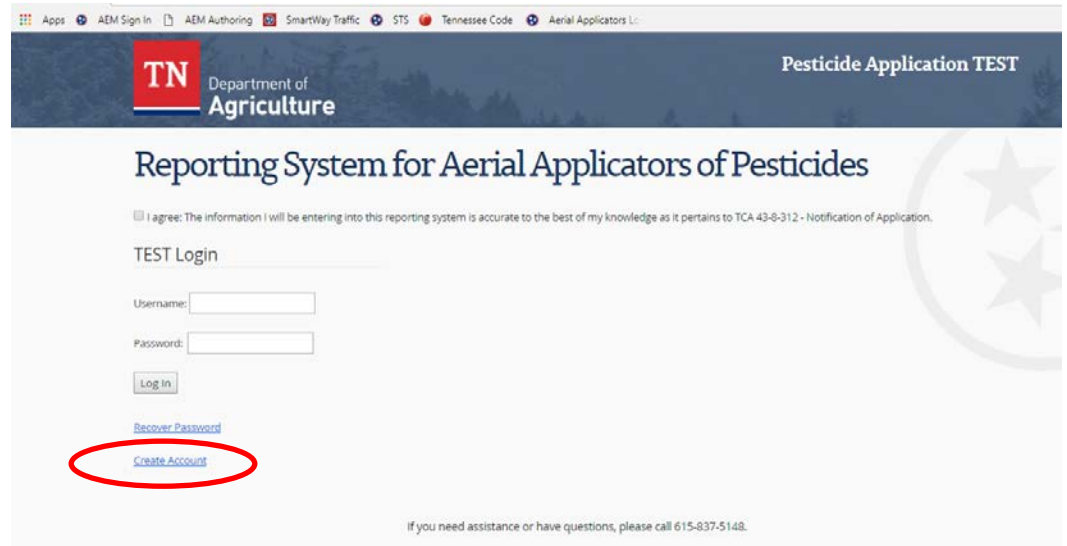
Data you enter will be **bold print**.

Names of links and buttons will be in this font.

ACCOUNT MANAGEMENT

Account Creation

Access the system using the link <https://AerialPesticideReporting.Agriculture.tn.gov> . You should see the log in screen. Click the 'Create Account' link.



The Create Account Screen should appear.

In order to create an account in the system you will need your Applicator License. To establish your account, you will provide your license number and your name, EXACTLY as it appears on your card. Be very detail oriented when looking at your name.

If the name on the card is John Smith, then **John** will go in the first name and **Smith** will go in the last name.

If the name on the card is John J Smith, then **John J** will go in the first name and **Smith** will go in the last name.

If the name on the card is John J. Smith (notice the period), then **John J.** (notice the period) will go in the first name and **Smith** will go in the last name.

Notice the rules for password creation. Follow them.

Create Account

The name you enter MUST match the name on your Aerial Applicator Permit Card.

A valid password must meet all of the following conditions:

- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letter.
- Password must contain at least 1 uppercase letter.
- Password must contain at least 1 numeric character.
- Password must contain at least 1 special character.

Use the form below to create a new account.

Aerial Applicator Permit Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
E-mail:	<input type="text"/>
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>

The e-mail address associated with the account will be the address that will be used when this system communicates with you.

When you have entered your information, click Create Account.

If you want to back out, click Cancel.

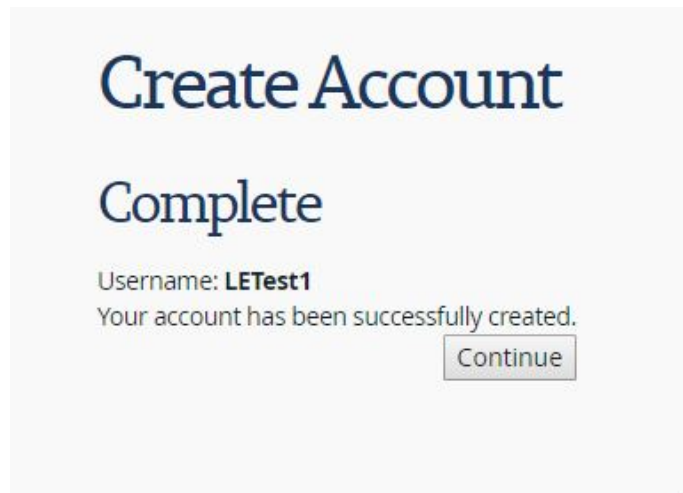
The system verifies that the name entered matches the name associated with the permit number. If they do not match EXACTLY, an error will be generated.

If the user name that you choose is currently associated with another account, an error will be generated.

If an account exists and is associated with the permit number you are using, an error will be generated.

If your password does not meet the minimum password requirements or the passwords do not match EXACTLY, an error will be generated.

When the data is entered properly, a confirmation screen will be shown. Click Continue.



Log In to the System

After creating your account, you will click the link for this application <https://AerialPesticideReporting.Agriculture.tn.gov> to go to the start page. Make sure to read and check the box to affirm that the information you are entering is accurate to the best of your knowledge and enter your user name and password. Click Log-in.

The screenshot shows the login interface for the 'Reporting System for Aerial Applicators of Pesticides'. At the top, there is a title and a checkbox for an agreement: 'I agree: The information I will be entering into this reporting system is accurate to the best of my knowledge as it pertains to TCA 43-8-312 - Notification of Application.' Below this, the text 'TEST Login' is displayed. There are two input fields: 'Username:' with the value 'LETest1' and 'Password:' with masked characters. A 'Log In' button is positioned below the password field. At the bottom of the form, there are two links: 'Recover Password' and 'Create Account'.

If you fail to check the affirmation box, the system will generate an error.

If you do not have a correct user name/password combination, the system will generate an error.

With a successful log in, you will see the applicator start page.

Recover Password

Should you find that you do not remember your password, you may click the Recover Password link. Clicking that link will cause the system to generate a new password for you.

When you click the Recover Password link, the following screen will appear. Enter your User Name and click Submit.

Recover Password

If you did not enter an email address when creating your account, please call 615-837-5148 to have your account reset.

Forgot Your Password?
Enter your User Name to receive your password.

User Name:

[Home](#)

Next, you are shown the security question that you provided when you created your account. Enter the answer to your question and click Submit.

Recover Password

If you did not enter an email address when creating your account, please call 615-837-5148 to have your account reset.

Identity Confirmation
Answer the following question to receive your password.

User Name: LETest1
Question: Dog

Answer:

If you answered the question correctly, you will receive an email with a new password. Click Login Page to log in with your new password.

Recover Password

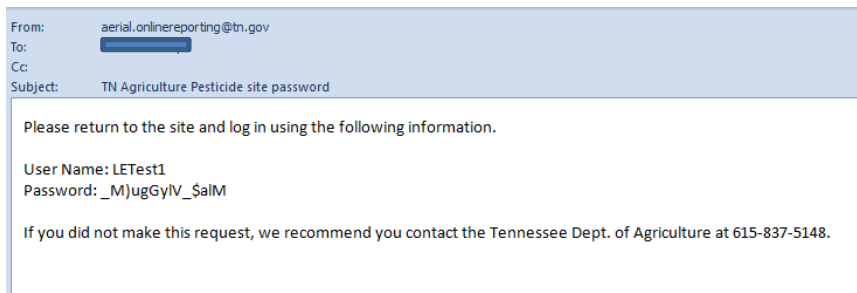
If you did not enter an email address when creating your account, please call 615-837-5148 to have your account reset.

Your password has been sent to you.

[Login Page](#)

[Home](#)

The return address of the email is aerial.onlinereporting@tn.gov . There may be a slight delay, but you should receive the email to the email address you provided when you created your account.



If you did NOT provide an email at account creation you will need to call the Tennessee Department of Agriculture at 615-837-5148 for assistance.

Change Password

If you have recovered a password or you need to change your password, log in to the system and click the Change Password button. The Change Password Screen will appear. On this screen you may change your password and/or your security question.

To change a password, enter the current value of the password in the password box. Enter a new password and confirm it in the next two boxes. When complete, click Change Password.

Change Password

Change Your Password

Password:

New Password:

Confirm New Password:

A valid password must meet all of the following conditions:

- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letter.
- Password must contain at least 1 uppercase letter.
- Password must contain at least 1 numeric character.
- Password must contain at least 1 special character.

Change Your Question

Security Question:

Security Answer:

Current Password:

When you successfully change the password, the screen will look like this. Click Continue.

Change Password

Change Password Complete
Your password has been changed!

A valid password must meet all of the following conditions:

- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letter.
- Password must contain at least 1 uppercase letter.
- Password must contain at least 1 numeric character.
- Password must contain at least 1 special character.

Change Your Question

Security Question:

Security Answer:

Current Password:

To change your question, enter the required information and click Change Question and Answer.

The system will notify you that the information has been changed. Click OK.

agriculturedev.tn.gov says
Question and Answer changed successfully.

Clicking Continue or Home will return to the Applicator Start Screen.

APPLICATOR START SCREEN

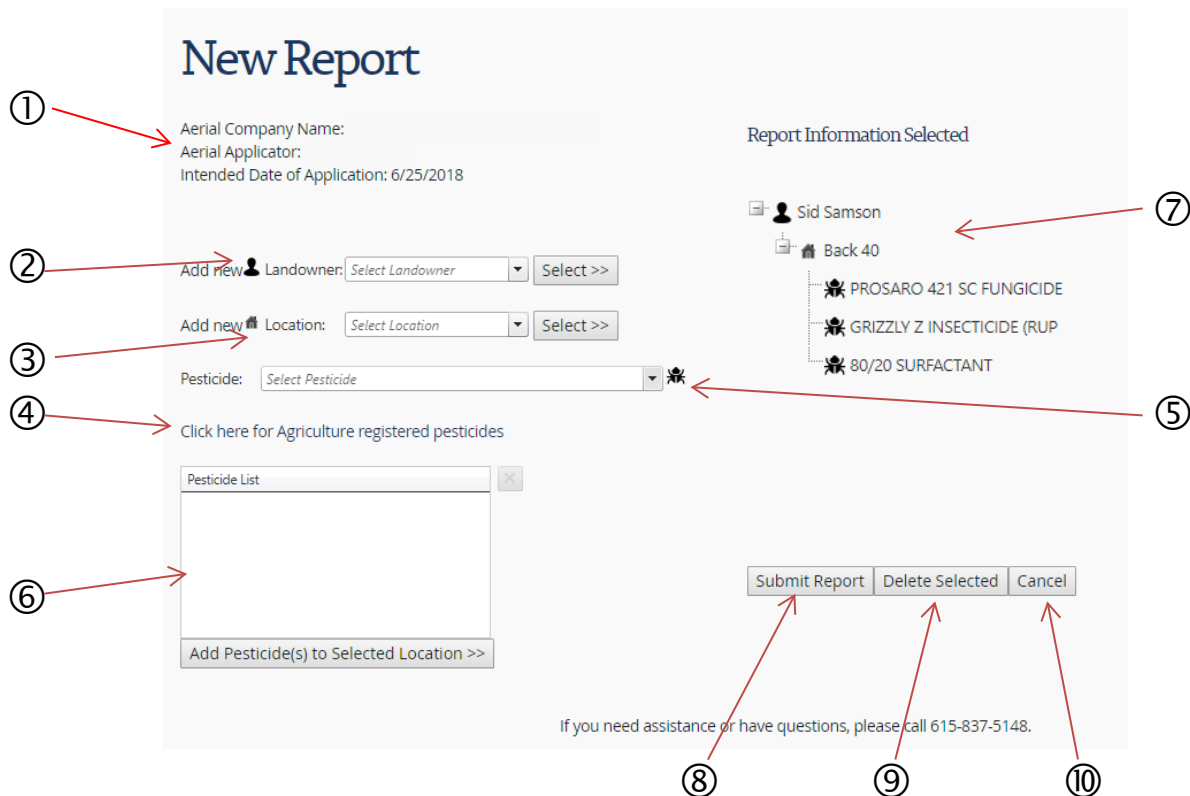
The Applicator Start Screen allows you to create new reports or to amend existing reports.

Notice that there is a date field and the three buttons. We discussed Change Password in the account management section. Before beginning, let's take a look at the parts of the report entry screen.



Report Entry Screen Layout

Here is a New Report Screen. Each area of the screen is defined below.

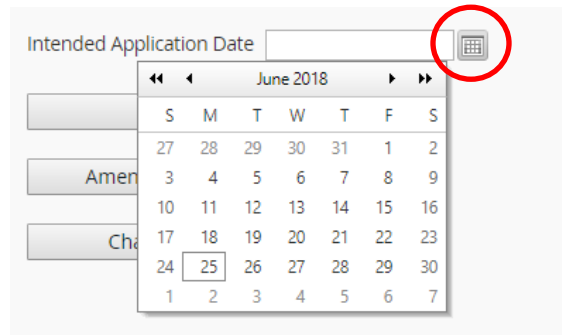


- ① User information area – This area displays the company name and the name of the applicator associated with the currently logged in account. The intended date of application is showing the date entered from the start screen.
- ② Landowner Name area – This area is where you will add a new landowner by clicking the profile icon, choose a landowner from the dropdown list or move the chosen landowner into the report tree.
- ③ Location area – This is the area where you will add a location associated with a landowner by clicking the house icon, choose a location associated with the landowner or move the chosen location into the report tree.
- ④ Link to the Agriculture Registered Pesticides application – If you would like to refer to the list of registered pesticides, you click this link to be directed to that list. The list will be on a new tab of your browser.
- ⑤ Pesticide dropdown list – The dropdown list displays the registered pesticides for the most recent three years. After choosing a pesticide, you add it to the pesticide list by clicking the bug icon.
- ⑥ Pesticide List – This is the area where the chosen pesticides will be displayed as you choose the pesticide(s) that are to be applied to the location.
- ⑦ Report Tree – This is the area where the report will be built up and displayed in the form of a tree.
- ⑧ Submit Report button – Clicking this button will save the report information to the database.
- ⑨ Delete Selected button – After selecting an item in the report tree, you can click this button to remove the information from the report. If the item you select has anything underneath it, that information will be removed, too.
- ⑩ Cancel button – If you do not want to save anything, you can click this button and return to the Applicator Start Screen.

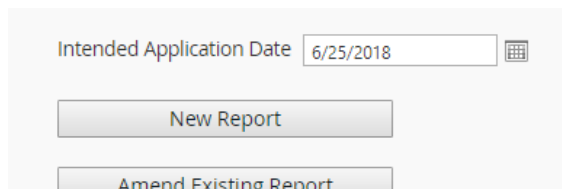
Dropdown Lists – In general, you can begin typing the value you are looking for in the list. As you type, the dropdown list will narrow the list to show only entries that contain that combination of letters. When you see your value, select it.

New Report

To create a new report, on the Applicator Start Screen, enter the intended application date or click the date picker and choose an intended application date. If you click the date picker, it will automatically default to today's date by putting a square around today's date. If you click a date, it will be put in the date field.



After entering or choosing a date, click the New Report button.



If you have entered an intended application date that is already in the system, the system will generate an error.

A New Report Screen will appear showing the company name, the applicator name associated with the account and the intended application date provided on the start screen.

New Report

Aerial Company Name: Report Information Selected
 Aerial Applicator:
 Intended Date of Application: 6/30/2018

Add new Landowner:

Add new Location:

Pesticide:

[Click here for Agriculture registered pesticides](#)

Pesticide List

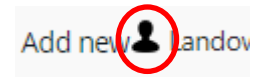
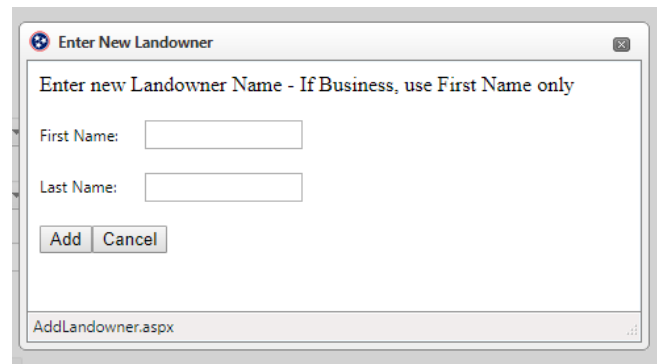
If you need assistance or have questions, please call 615-837-5148.

First, a word about what makes up a report. An applicator is reporting the pesticide(s) that are being applied to a landowner's location(s). The report may consist of multiple fields at multiple landowners. In this application, you will be choosing from dropdown lists the values that will be put into the report tree.

The landowner and location lists will be blank upon first use. You, the applicators, are going to begin by entering landowner and location information the first time you create reports. After entering this information the first time, the information will be available to all system users.

Add New Landowner

To add a new landowner, click on the profile icon. When you do, the Enter New Landowner pop up screen will come up. Enter the information about the landowner in the boxes as instructed. Then click the Add button. When you return to the New Report screen, you will find the name of the landowner in the landowner dropdown list. For your report, choose the landowner.

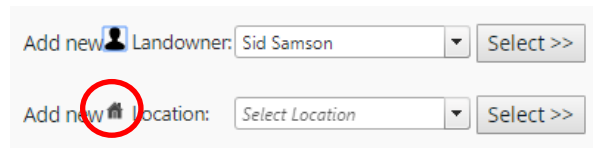
Should you enter a business or name that already exists in the system, the system will generate an error.

If you do not enter the data properly, the system will generate an error.

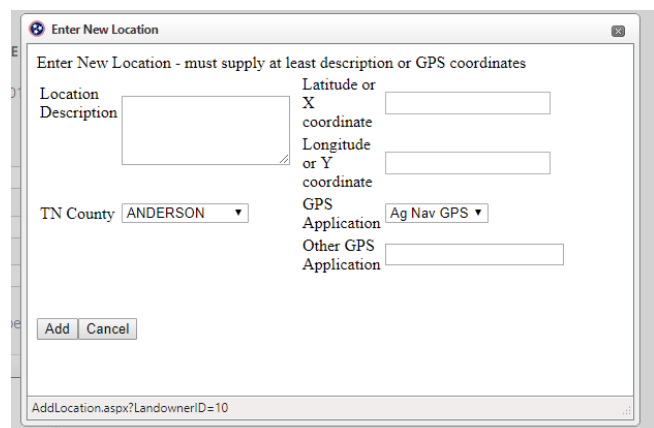
Clicking Cancel will cause the pop up screen to close and nothing will have been saved.

Add New Location

When you add a new landowner, you will need to add a new location. When you add a location, it must be associated with a landowner. You cannot enter a location unless you have chosen a landowner in the landowner dropdown list.



The landowner has been selected, now you will click on the house icon. The Enter New Location pop up screen will come up. You must provide a location description. This may be the road(s) that bound the field or it may be a name that the landowner commonly refers to when they talk about that location. You must also provide the TN county that the field is located in. If you have GPS coordinates for the field, go ahead and provide that



information, too. Be sure to let us know the name of the GPS application that is being used to provide those coordinates. When you are through, click the Add button.


If you try to enter the same landowner's location twice, the system will generate an error.

If you decide not to save anything, click the Cancel button.

When you successfully enter a location, the value will be in the location dropdown list. Be aware, a location is associated with a particular landowner. When you select a landowner, the location dropdown list is filtered to show only the locations associated with the selected landowner. Select the location.

Building a Pesticide List

The pesticide dropdown list is populated by the data from the registered Pesticide product list maintained by the Department of Agriculture. Any pesticide you are using should be found in the list. If you do not see it, you should contact the Department of Agriculture at 615-837-5148 for assistance.



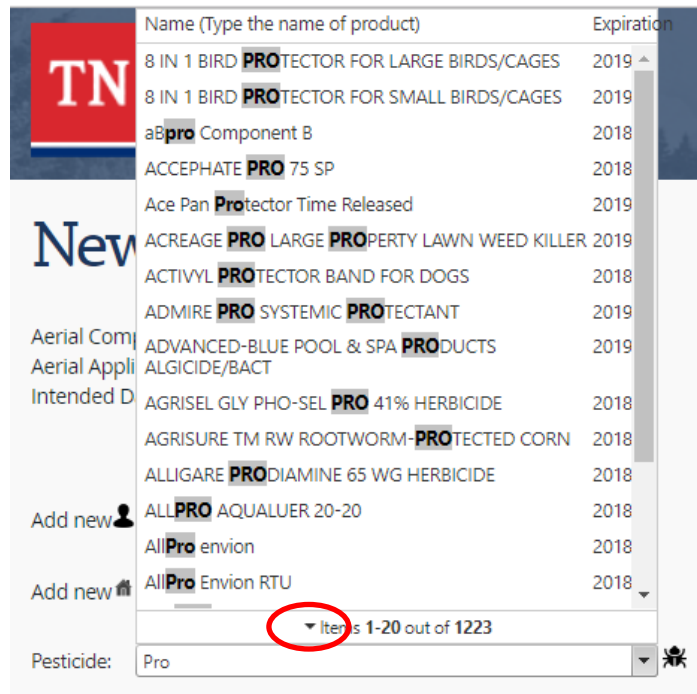
Add new  Landowner: Sid Samson

Add new  Location: Back 40


Pesticide: 

The pesticide list is perhaps the most time-consuming part of creating the report. Once a list is created, the list is not changed or cleared unless you do it.

The first task is locating a pesticide in the list. To do this, begin typing the name of the pesticide in the pesticide dropdown. When you do, the pesticide dropdown will expand and begin showing you pesticide products names that have the letter combination you have chosen. In this case, I began entering 'Pro.' Notice that you are seeing the product names with that letter combination in them as well as the EPA registration expiration year.



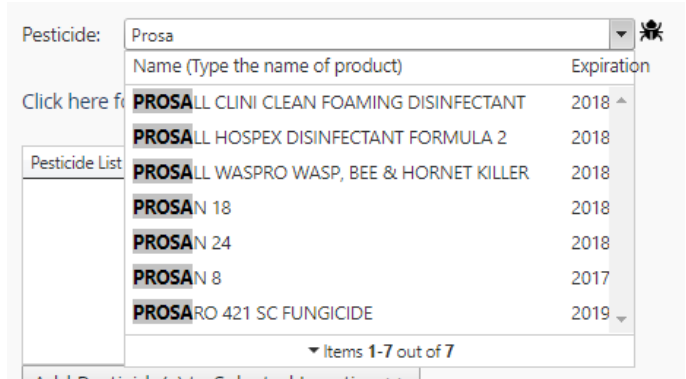
Name (Type the name of product)	Expiration
8 IN 1 BIRD PRO TECTOR FOR LARGE BIRDS/CAGES	2019
8 IN 1 BIRD PRO TECTOR FOR SMALL BIRDS/CAGES	2019
aB pro Component B	2018
ACCEPHATE PRO 75 SP	2018
Ace Pan Pro teCTOR Time Released	2019
ACREAGE PRO LARGE PRO PERTY LAWN WEED KILLER	2019
ACTIVYL PRO TECTOR BAND FOR DOGS	2018
ADMIRE PRO SYSTEMIC PRO TECTANT	2019
ADVANCED-BLUE POOL & SPA PRO DUCTS	2019
ALGICIDE/BACT	
AGRISEL GLY PHO-SEL PRO 41% HERBICIDE	2018
AGRISURE TM RW ROOTWORM- PRO TECTED CORN	2018
ALLIGARE PRO DIAMINE 65 WG HERBICIDE	2018
All PRO AQUALUER 20-20	2018
All Pro envion	2018
All Pro Envion RTU	2018

Pesticide: 

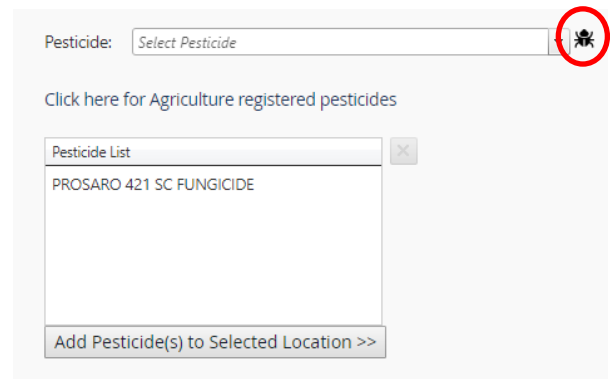
Items 1-20 out of 1223

Also notice that the list is only displaying the first 20 items that have 'Pro' in the name. If you will click on the down arrow in front of the word 'Items', another 20 products will be displayed.

Since 1223 items is a lot to scroll through, continue adding the letters of the product name until you are better able to choose a pesticide name. I was ultimately looking for 'Prosaro 421 SC Fungicide.' After entering 'Prosa' I could see the product I was looking for and selected it.

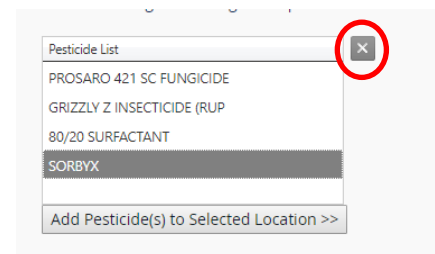


Now, to add the chosen pesticide to the pesticide list, you click the bug icon next to the dropdown list. This action puts the product name in the pesticide list and clears the dropdown list, ready for you to locate the next pesticide.

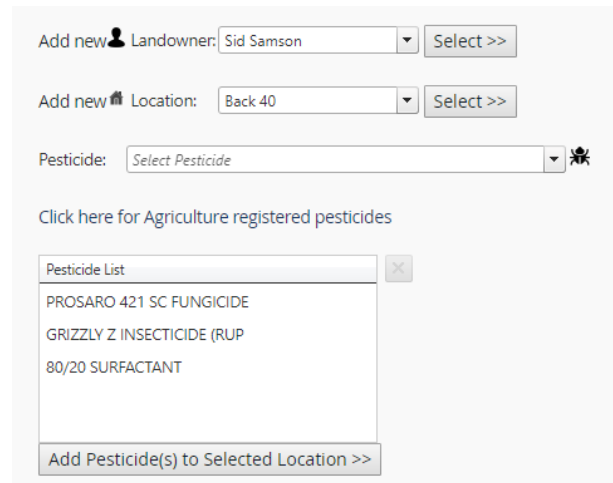



In the pesticide dropdown, deleting typed letters will show more pesticides to choose from. Removing all typed letters in the dropdown list will cause all the pesticides to be available for browsing; all 17797 of them!


You may add as many pesticides to the list as you would like. If you want to remove a pesticide from the list, select the pesticide and click the button with the 'X' on it.




I added two more pesticides to the list. At this point, the left side of my New Report screen has the following information.



Add new  Landowner: Sid Samson

Add new  Location: Back 40

Pesticide: 

[Click here for Agriculture registered pesticides](#)

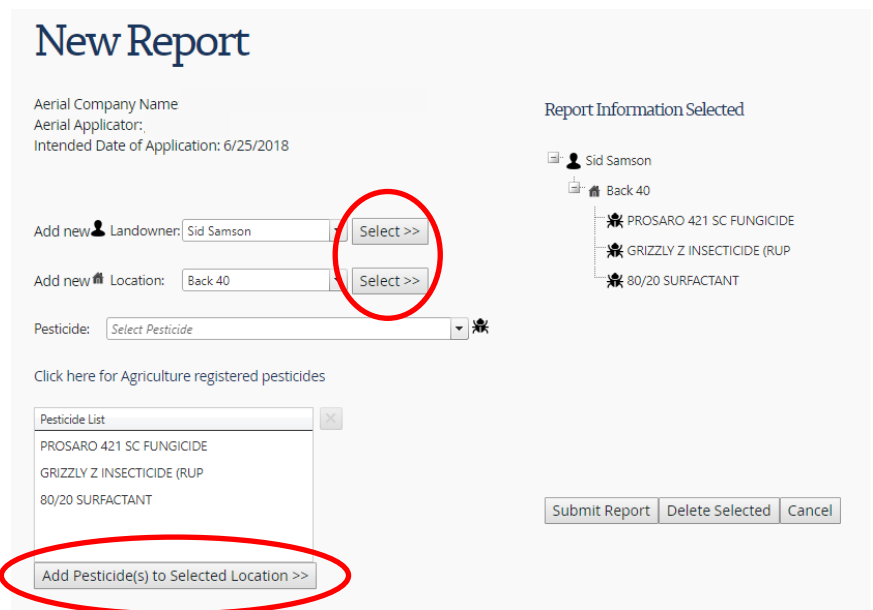
Pesticide List

PROSARO 421 SC FUNGICIDE

GRIZZLY Z INSECTICIDE (RUP)


80/20 SURFACTANT


I have all the components that are necessary for a new report. I need to put this information in the report tree. To do that, I click the Select>> button beside the Landowner dropdown; then the Select>> button next to the Location dropdown; and finally the Add Pesticide(s) to Selected Location>> button. The New Report screen now looks like this.




New Report

Aerial Company Name
Aerial Applicator:
Intended Date of Application: 6/25/2018

Add new  Landowner: Sid Samson

Add new  Location: Back 40

Pesticide: 

[Click here for Agriculture registered pesticides](#)






Pesticide List

PROSARO 421 SC FUNGICIDE

GRIZZLY Z INSECTICIDE (RUP)

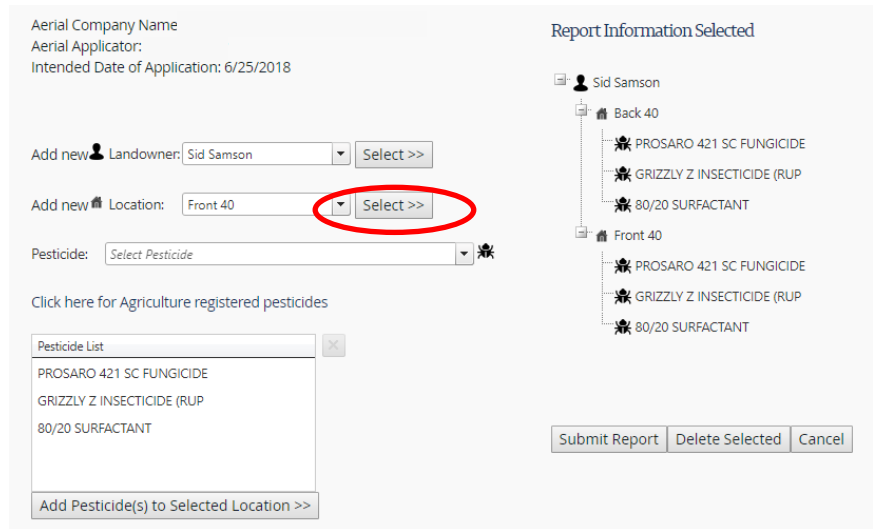
80/20 SURFACTANT

Report Information Selected

-  Sid Samson
 -  Back 40
 -  PROSARO 421 SC FUNGICIDE
 -  GRIZZLY Z INSECTICIDE (RUP)
 -  80/20 SURFACTANT

I have the list of pesticides that I am applying to Sid Samson's Back 40 in the report tree.

If I am spraying another of Sid Samson's fields, say the Front 40, with the same set of pesticides, all I need to do is select Front 40 from the location dropdown (or add it then select it). Now, I click Select>> next to the Location dropdown. It is added to the tree.



The screenshot shows the 'Report Information Selected' section with a tree view under 'Sid Samson'. The tree contains 'Back 40' and 'Front 40', each with three pesticide items: 'PROSARO 421 SC FUNGICIDE', 'GRIZZLY Z INSECTICIDE (RUP)', and '80/20 SURFACTANT'. On the left, the 'Location' dropdown is set to 'Front 40' and the 'Select >>' button is circled in red. Below the dropdown is a 'Pesticide List' box containing the same three pesticides, and an 'Add Pesticide(s) to Selected Location >>' button.

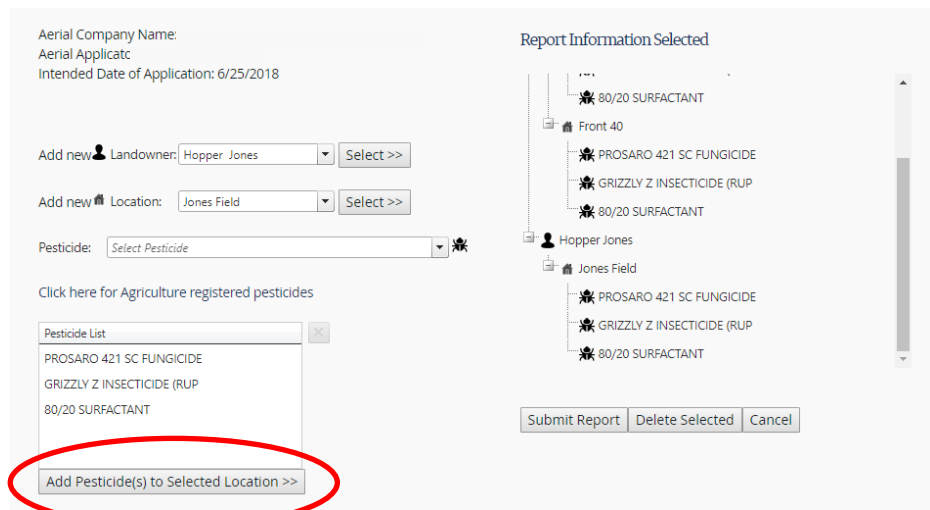
CLICK 'Front 40' in the report tree. Front 40 will take on this appearance:



Now, you can click the Add Pesticide(s) to Selected Location>> button. In the report tree, you show that you will be applying pesticides to two fields belonging to Sid Samson.

If you need to, you may add another landowner and their locations to the tree. The process is the same.

Continue adding landowners, locations and pesticide lists until the Aerial Application of Pesticide Report is complete for the intended date.

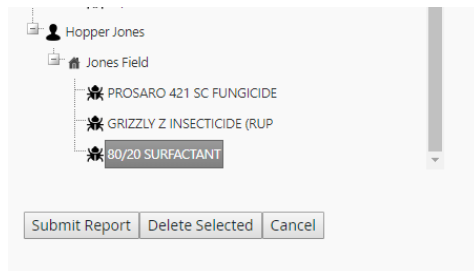


The screenshot shows the 'Report Information Selected' section with a tree view under 'Hopper Jones'. The tree contains 'Jones Field' with three pesticide items: 'PROSARO 421 SC FUNGICIDE', 'GRIZZLY Z INSECTICIDE (RUP)', and '80/20 SURFACTANT'. On the left, the 'Location' dropdown is set to 'Jones Field' and the 'Select >>' button is circled in red. Below the dropdown is a 'Pesticide List' box containing the same three pesticides, and an 'Add Pesticide(s) to Selected Location >>' button.

Report Submittal

After there is information in the tree, you may do one of three things. You may cancel. If you do that, none of the information you have selected in the report tree will be retained.

If an item in the tree is incorrect, you may click on the item, then click the Delete Selected button. Under Hopper Jones, I want to delete the 80/20 Surfactant because I will not be using it on that field. I click on 80/20 Surfactant in the report tree, it is highlighted, then I click the Delete Selected button.



The result is that I removed 80/20 Surfactant from Hopper Jones. It can still be found in Sid Samson’s pesticide list.



Please Note: If you select a value in the report tree that has items underneath it (like Jones Field), then click Delete Selected button, the selected item AS WELL AS ALL the items underneath it in the tree branch will be deleted.

Finally, if you are happy with the information in the report tree, you may submit it to the system by clicking the Submit Report button. When you do, it goes to the Report Complete Screen. Here you can double check the data and be sure that it is what you thought you entered.

Report Complete

AerialApplicationID	IntendedApplicationDate	CreateDateTime	AerialCompanyName	ApplicatorName	LandownerName	LocationDescription	CountyName	PesticideName
Location: Back 40								
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Sid Samson	Back 40	GIBSON	GRIZZLY Z INSECTICIDE (RUP)
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Sid Samson	Back 40	GIBSON	PROSARO 421 SC FUNGICIDE
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Sid Samson	Back 40	GIBSON	80/20 SURFACTANT
Location: Front 40								
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Sid Samson	Front 40	GIBSON	GRIZZLY Z INSECTICIDE (RUP)
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Sid Samson	Front 40	GIBSON	PROSARO 421 SC FUNGICIDE
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Sid Samson	Front 40	GIBSON	80/20 SURFACTANT
Location: Jones Field								
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Hopper Jones	Jones Field	ANDERSON	GRIZZLY Z INSECTICIDE (RUP)
36	06/25/2018	6/25/2018 3:43:52 PM	BLACKSTONE ROTORCRAFT INC	Jesse Sadler	Hopper Jones	Jones Field	ANDERSON	PROSARO 421 SC FUNGICIDE

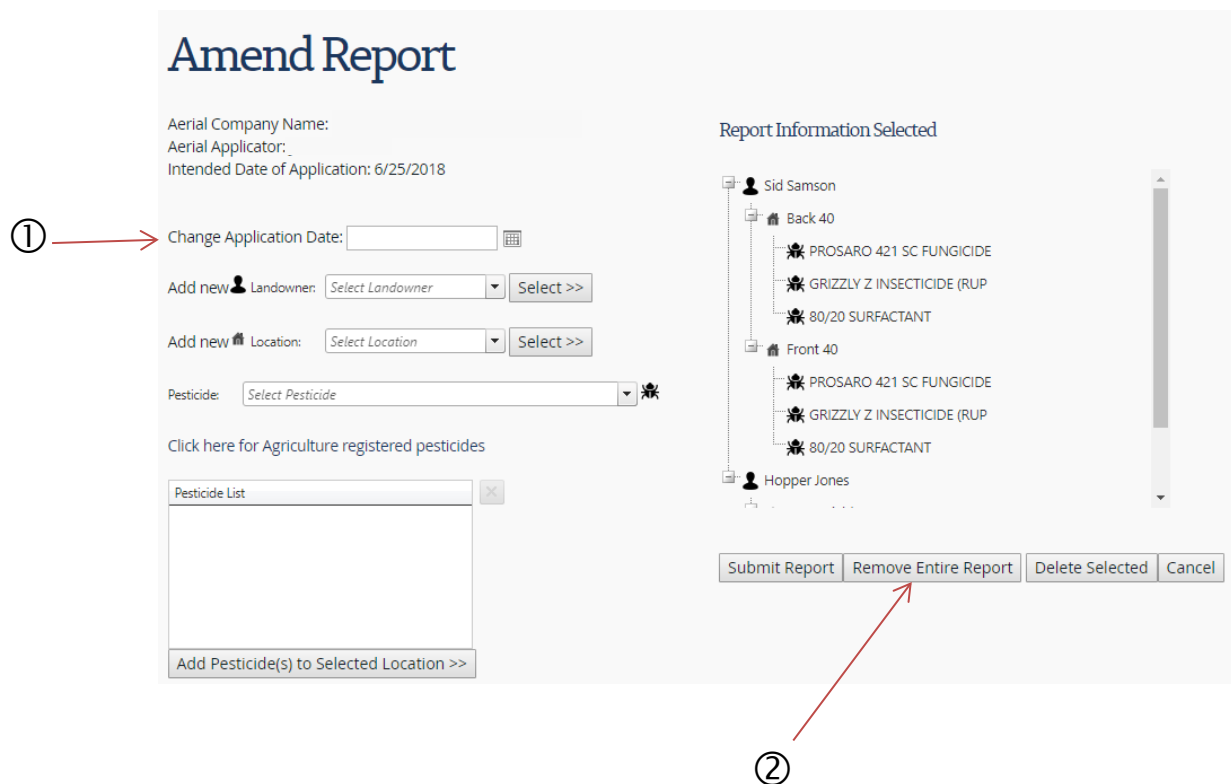
Continue

Click Continue and you will return to the Applicator Start Screen.

If upon examination, you see that you made a mistake of some sort or left something out, not a problem. From the Applicator Start Screen, put in the date of the report and choose to Amend Existing Record. You will be able to correct the mistake or add to the report.

Amend Existing Report

There may be times when you will need to change or correct information that you had provided in a report. To do that from the applicator start screen, you will enter the date of the report to be amended and click Amend Existing Report. The Amend Report Screen will come up and display the data that was collected for that report. If there is no existing data for the given date, the system will generate an error.



Notice that the screen looks like the New Report screen with two additions.

① Change Application Date – This field is used when you want to change the date of the report.

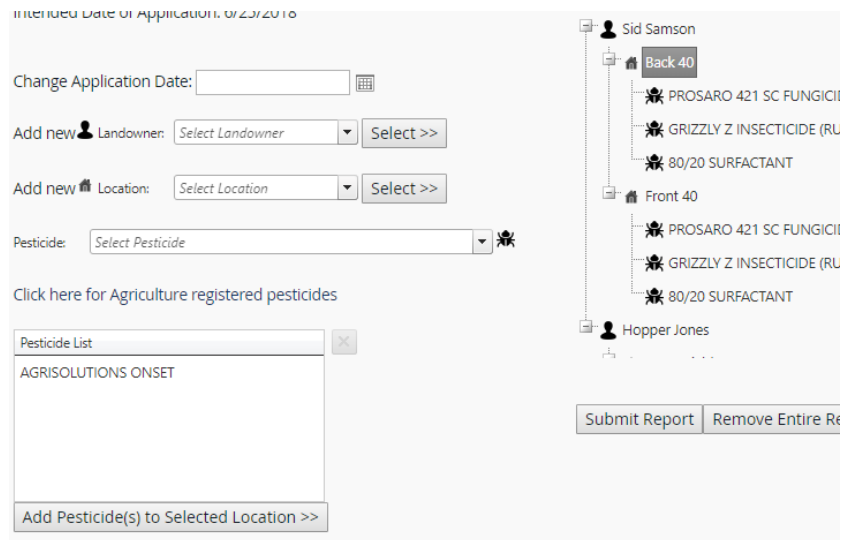
② Remove Entire Report Button – Click this button when you want to remove the report from the system.

When amending a report, you have the ability to add a new landowner, a new location and create pesticide lists. This will allow you to add information to a report that you may have inadvertently left out.

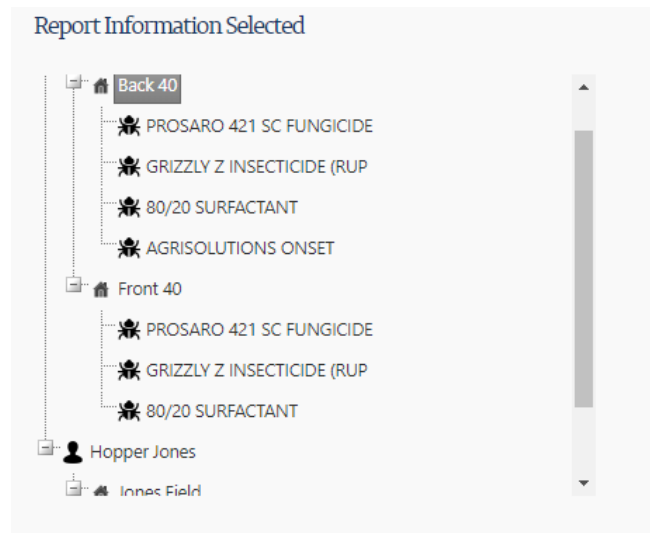
Note: If you are adding a new location to the report tree, you will need to select the landowner in the report tree before clicking the Select>> button by the location selection. If you don't, the system will generate an error.

You may also select items in the report tree and remove them by clicking Delete Selected. As before, if you select an item in the tree and it has children associated with it, the children will be deleted as well.

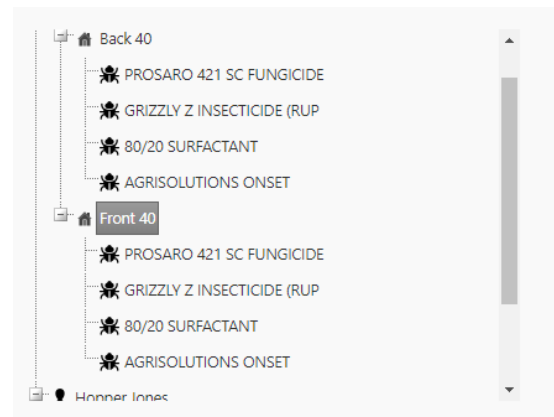
If you left a pesticide out of the list, you may select the single pesticide, add it to the pesticide list, then add it to the report tree. Please note, if the pesticide needs to be added to more than one location, you will need to add it to each location in the report tree. This is done by clicking a location name in the report tree, then clicking Add Pesticide(s) to Selected Location>>.



In this case, I added 'Agrisolutions Onset' to the Back 40. However, the application does not assume that it also needs to be added to the pesticide list for the Front 40. I will need to add it to that location as well.



I selected Front 40 and clicked Add Pesticide(s) to Selected Location>> to add it there, as well.



Suppose that you filed a report and set the date for today. Before you actually did the work the weather changed and you were not able to do anything. Tomorrow, however, conditions are perfect and you are doing the work from yesterday. Instead of entering everything again, simply amend the report by changing the application date in the Change Application Date field and submit the report. Also, if there were a couple of more fields you were able to work on, then in addition to changing the date, add the new landowner/fields to the report.

If you try to change the date to a report date already in the system, an error will be generated. If you are doing the work on a day for which a report exists, simply amend that report by adding the additional information to it.

Let's say you made a report and you were not able to fly at any time to do what you thought would happen. In that case, you need to click the Remove Entire Report button. The report will be removed from the system.

When you are through with the updates, click Submit Report and the report will be updated.