

PARKS Pro



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PARKS Pro Reference Manual

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Introduction

Welcome to PARKS Professional. A single program to help you manage all your pesticide application record keeping needs.

Locating the *PARKS_BE.mdb*

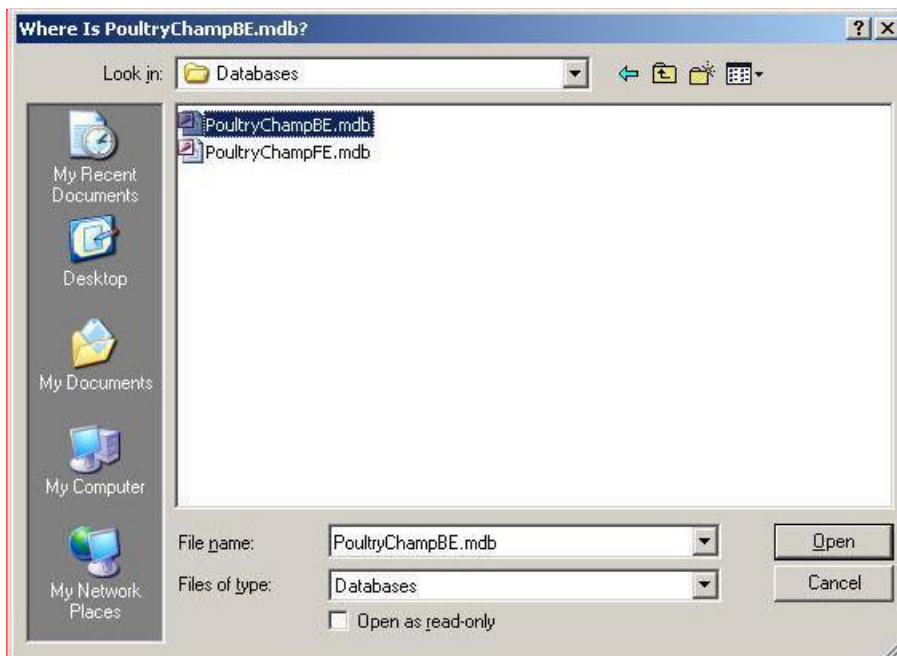
Parks uses two different databases, the parks_fe.mdb which contains all the forms that are used to input data and the parks_be.mdb which holds all the data.

The first time you run parks it may not automatically be able to locate the parks_be.mdb database and you will see the following error message



Comment [g1]: Holder Image

After hitting the OK button you will see the standard windows open screen.



Comment [g2]: Holder Image

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You will need to use this to locate the parks_be.mdb on your computer. It is located in the folder parks was installed to. By default this is "C:\Program Files\PARKS\" However if you install it to a different folder you will need to find it there. **DO NOT** check the "Open as read-only" check box.

After the backend database for parks is located it should never have to be located again. This process only happens the first time the program is loaded on a computer.

Network Installation

PARKS Pro can be setup to share a database across a network. This allows you to access the same database from several workstations on your network. You will need a shared network drive containing a folder with read/write permissions to place the database in. You also require a license of PARKS pro for every workstation you want to access the database from.

When installing to a network you will need to move a copy of the PARKS_BE.mdb to the shared folder on the network. This file is located in the install directory of Parks. By default this is "C:\Program Files\PARKS\" After this is done you will need to remove the PARKS_BE.mdb from your local installation of PARKS. Simply locate the file and delete it.

Next time PARKS Pro is ran it will ask you to locate the PARKS_BE.mdb just like when it was first installed. Go to the shared folder on your network and select the PARKS_BE.mdb.

NOTE: Access to a network installation of PARKS Pro requires you to be connected to the network. If at any time you are not connected to the local network PARKS Pro will not be able to work.

E-mail Help

Almost all forms in this application have an e-mail for help button. Clicking this button will open up our email client with the To(our email address), Subject line, and some needed information in the Message automatically entered. Add in information on the problem you are having and send off the email to receive help.

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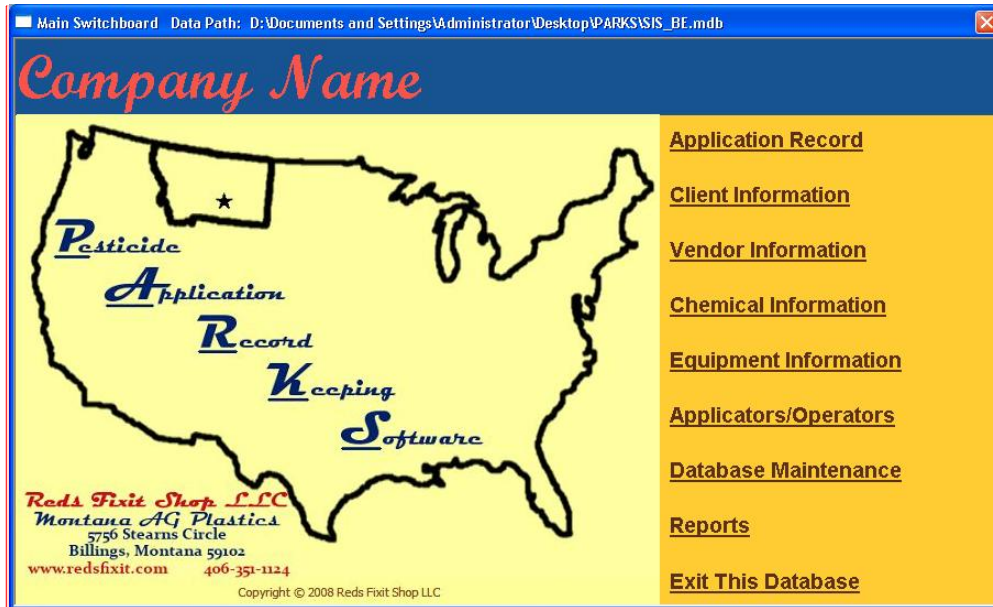
Navigation Matrix

Application Record	
Client Information	
Vendor Information	
Chemical Information	
Equipment Information	
Applicators/Operators	
Database Maintenance	Locations Information Service Information Weed/plant Information Your Company Information State Information Weed Category Information Change Password Return to Main Navigator
Reports	
Suggestions	
Exit Database	

Comment [g3]: Considering for deletion.
Information may be redundant. Would need
updating for final version

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Main Navigation



Comment [g4]: Final Version may look different
Image and information may need updating

Application Record

This area is where all work order information is entered.

Client Information

This area is where client information is entered.

Vendor Information

This area is where you enter information on where you get your chemicals and other equipment

Chemical Information

This area is used to enter information on the chemicals you use for spraying

Equipment Information

This area is used to enter information on your spraying equipment

Applicators/Operators

This area is used to enter information on your employees.

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Database Maintenance

This button will take you to the Database Maintenance menu where there are further options to help customize PARKS Pro

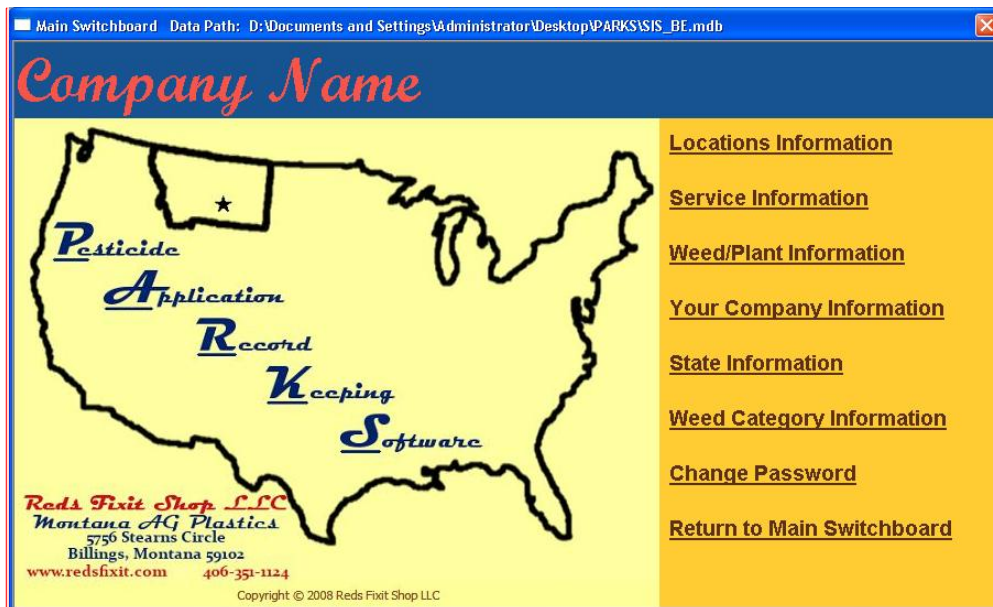
Reports

This area allows you to access all the reports available to be printed from PARKS Pro

Exit This Database

Click here to exit out of Parks

Database Maintenance Navigation Page



Comment [g5]: Image will need updating to match final version

Location Information

This area is used to enter information on the locations you work in.

Service Information

This area is used to enter data on the services you provide.

Weed/Plant Information

This area is used to select the weeds and plants you spray for

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Company Information

This area is used to enter information on your company to be used in reports

State Information

This area allows you to set which states you operate in and their tax rates

Weed Category Information

This area allows you to set different weed categories.

Change Password

This area allows you to change the database password. This password is required to remove records from the database

Return to Main Navigation

This area allows you to return to the main navigation menu.

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Getting Started

PARKS Pro requires you to perform several steps to customize up the program to your companies specific needs. You will need to enter your company information, state information, weed category information, weed/plant information, service information, location information, vendor information, chemical information, equipment information, and information on your applicators and operators.

Your Company Information

First you will need to input your company information. From the main navigator click on Database Maintenance to bring up the Database Maintenance navigation. Then click on your company information

Company Info Data Path: E:\Documents and Settings\Craig\Desktop\PARKS\PARKS\PARKS_BE.mdb

Enter Your Company Info Here

Company Name: Reds Fixit Shop Ilc Federal Tax ID:

First Name: Vince Licence Number:

Last Name: Thomas Dealer Number:

Mailing Address: P.O. Box 20782 Physical Address:

City: Billings City:


State: MT State:

Zip Code: 59104- Zip Code:

Phone Number: (406) 351-1124 Help Email: help@redsfixit.com

Fax Number: (630) 729-3213

Email Address: wwwerwerwer

Report Logo:  W=121 pixles
H=121 pixles
W=1.5 inches
H=1.5 inches
Picture must be a bitmap

To insert a logo, right click in the logo box. From the menu, select "Insert Object".
If you already have a logo file, select "Create From File" then click on the BROWSE button.
Locate the logo file and click on it. Click on the OPEN button. This will set the path to the file.
Click on the OK button to insert the logo.

Link To Tables Empty Application Records Back Up Database Close Form

Enter in all the required information pertaining to your company. This information is used in the reports generated by PARKS. Private information such as your Federal Tax ID will only show up in reports in which it is required such as your Dow chemical report.

Double click on the icon next to report logo to add a company logo to your reports. This logo must be a bitmap 121 pixels in width and height.

At the bottom of this page are three additional button options. All of which require the database password to use.

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Link to Tables

This option is used to link to a different back end database of PARKS.

Empty Application Records

This option will delete all application records in the database.

Back Up Database

This option will allow you to create a backup of all your data.

Hit the close form button to continue.

State Information

The state information page allows you to select which states your operate in and the tax rates for each state

State/Province	Abbreviation	Service Tax Rate	Chemical Tax Rate	Show In List
<input checked="" type="checkbox"/> Alabama	AL	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Alaska	AK	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Arizona	AZ	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Arkansas	AR	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> California	CA	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Colorado	CO	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Connecticut	CT	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Delaware	DE	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> District of Columbia	DC	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Florida	FL	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Georgia	GA	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hawaii	HI	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Idaho	ID	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Illinois	IL	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Indiana	IN	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Iowa	IA	0	0	<input type="checkbox"/>
<input checked="" type="checkbox"/> Kansas	KS	0	0	<input type="checkbox"/>

Close Form

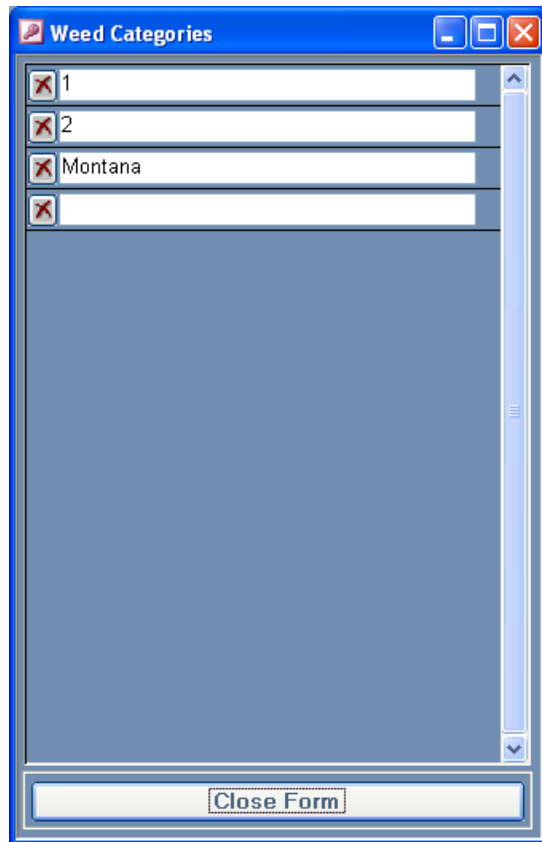
Simply fill in the tax rates and click the check box under show in list for the states you operate in. If you operate somewhere not currently listed you can go to the bottom of the list and just add it in. Clicking any of the red X's on the left will delete the state to the right of it.

Hit the close form button to continue

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Weed Category Information

The Weed Category Information form allows you to create categories to organize your weeds/plants.

The image shows a software window titled "Weed Categories". It has a blue title bar with standard window controls (minimize, maximize, close). Inside the window, there is a list of four categories, each with a red 'X' icon to its left. The categories are labeled "1", "2", "Montana", and an empty text box. Below the list is a large, empty blue rectangular area. At the bottom of the window is a button labeled "Close Form".

Type in the last empty text box to enter in any categories you would like to categorize your weeds by. Hitting the red X on the left will delete that weed category.

Hit the close form button to continue

Weed/Plant Information

The weed/plant information page is already filled out with over 600 different weeds.

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Symbol	Common Name	Scientific Name	Category	View in List
X LUUR		Ludwigia uruguayensis (Camb.) Hara	▼	<input type="checkbox"/>
X PRHA4		Prosopis hassleri Harms ex Hassler	▼	<input type="checkbox"/>
X STTR8		Stipa trichotoma Nees	▼	<input type="checkbox"/>
X CHLEP		Chrysanthemum leucanthemum L. var. pinnatifidum Lecoq & L.	▼	<input type="checkbox"/>
X MAPE2		Matricaria perforata Mirat	▼	<input type="checkbox"/>
X RONA2		Rorippa nasturtium-aquaticum (L.) Hayek	▼	<input type="checkbox"/>
X ALCA		Alhagi camelorum Fisch.	▼	<input type="checkbox"/>
X LIGED		Linaria genistifolia (L.) P. Mill. ssp. dalmatica (L.) Maire & Pet	▼	<input type="checkbox"/>
X HIFL3		Hieracium Wflonbundum Wimmer & Grab. (pro sp.) [caespitos	▼	<input type="checkbox"/>
X NOIN3		Nothoscordum inodorum (Ait.) Nichols.	▼	<input type="checkbox"/>
X RHTO8		Rhus toxicodendron L.	▼	<input type="checkbox"/>
X LUGRH		Ludwigia grandiflora (M. Michel) Greuter & Burdet ssp. hexap	▼	<input type="checkbox"/>
X FRDI3		Franseria discolor Nutt.	▼	<input type="checkbox"/>
X LUHE5		Ludwigia hexapetala (Hook. & Arn.) Zardini, Gu & Raven	▼	<input type="checkbox"/>
X PRHU3		Prosopis humilis Gill. ex Hook.	▼	<input type="checkbox"/>
X LEDR		Lepidium draba L.	▼	<input type="checkbox"/>
X PRRU5		Prosopis ruscifolia Griseb.	▼	<input type="checkbox"/>
X PRRU4		Prosopis ruizlealii Burkart	▼	<input type="checkbox"/>
X CILA8		Cirsium lanceolatum (L.) Scop., non Hill	▼	<input type="checkbox"/>
X PRR04		Prosopis rojasiana Burkart	▼	<input type="checkbox"/>
X PRPA10		Prosopis palmeri S. Wats.	▼	<input type="checkbox"/>
X PRT03		Prosopis torquata DC.	▼	<input type="checkbox"/>
X PRKU2		Prosopis kuntzei Harms ex Hassler	▼	<input type="checkbox"/>

Close Form

Scroll through the list to find the weeds that your company sprays for. When you find one of them click on the dropdown list under category to select the category you want to list it under. Also check the checkbox under the view in list column. If you find a weed in which you do not have a category already for you can always click on the word Category on the top of the window to open up the weed categories form. (Information on this form is on page 12)

If you cannot find a weed or plant that you need scroll down to the bottom of the list and add it in. Hitting the red X to the left of a weed/plant will delete that weed/plant from the database.

Once you have selected all your weeds/plants hit the close form button to continue.

Comment [g6]: Page Number, May need to be updated

Service Information

The screenshot shows a software window titled "Services". On the left, there are input fields: "Service ID:" with the value "17", "Service Name:" with the text "Bare Ground Area", "Unit:" with the value "1", "Cost:" with the value "\$175.00", and a "Notes:" text area. On the right, there is a list titled "Select a Service From The List" containing the following items: Bare Ground Area, Bare Ground Large Lot, Bare Ground Med Lot, Bare Ground Small Lot, Bare Ground Sprint, Large Lawn, Lawn Large, Lawn medium, Medium Lawn, No Charge, Noxious Weed Spraying, Noxious Weed Spraying, Noxious Weed Spraying Lyndes, Small Lawn, and Tree Service. At the bottom of the window, there are four buttons: "Delete This Service", "Add New Service", "E-mail Help", and "Close Form".

Click the Add New Service button at the bottom of the window to add in a new service. The Service ID is auto numbered for database use. Fill in the service name, unit (normally 1), cost per a unit, and any notes you wish to see on this service. When you are finished filling the information in click the Add New Service button again to repeat the process until all your services are listed.

To edit a service you already have added just select it from the list on the right and make the changes needed. This information will be automatically saved to the database.

To delete a service select the service you wish to delete. Then click the Delete This Service Button.

Hit the Close Form button to continue.

Location Information

Adding in location information will allow the database to quickly pull location information from the database to make entering new application records easier and quicker.

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Location Form

Location ID: 455

Name: Acton

Description:

Owner:

Map Code:

County:

State: MT

Location Type:

Date Added:

Township: 24N Range: 24E Section: 1

Notes:

Select a Location From The List

- Acton
- Anaconda
- Arlee
- Arminto
- Basin
- Belgrade
- Belgrade
- Big Hole Ranch
- Big Springs, NE
- Big Timber
- Big Trails, Wy
- Billings
- Billings
- Billings Industrial Electronics Lot
- Billings Lawn
- Billings Tower and Building Sacrifice Cliffs
- Bordeaux
- Bozeman
- Bozeman Nexgen
- Browning
- Butte
- Casper
- Chappel, NE
- Cheney
- Cheyenne
- Clancy

Add New Location Delete This Location E-mail Help Close Form

Start by clicking the Add New Location button on the lower right corner of the form. Enter in a Name, Description, Owner, Map Code, County, State, Location type, and date added. Only the Name and State are required information.

To enter in the Township/Range/ Section first click on the appropriate name to open up a form to input the data.

Townships

Township Name

- 24N
- 25N
- *

Close Form

Ranges

Range Name

- 24E
- 25E
- *

Close Form

Site Section Names

Section Name

- 1
- 2
- 3
- 4
- 19
- 20

Close Form

Type in information require in each form then hit the close form button. These options will now be available from the dropdown menus to add in your township/range/section.

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Type in any additional notes you would like in the notes box then click on the Close Form button to continue

Vendor Information

Return to the main Navigation menu by clicking Return to Main Navigation and then click Vendor Information. This form is used to contain information on the vendors you get your products as well as recording order information from each vendor.

Vendor form

Company Name: Vendor Company

Contact Type: Vendor - Chemicals

Contact Information

Contact	Home Phone	Cell Phone
Bob Smith	555-555-9867	555-555-9867 ext. 2

Add New Contact Name

Address Information

Address Type	Attention To Or Department
Billing	
Home	Vendor Guy

Add New Contact Address

Phone Information

Phone Number	Phone Type
(555) 555-9594	Business
*	

Notes

Communication History for this Contact

Contact Date	Follow Up Date	Completed Date	Contact Reason	Note
1/24/2008	3/26/2008	6/10/2008	Sales Call	Sales call

Add New Communication

Company List

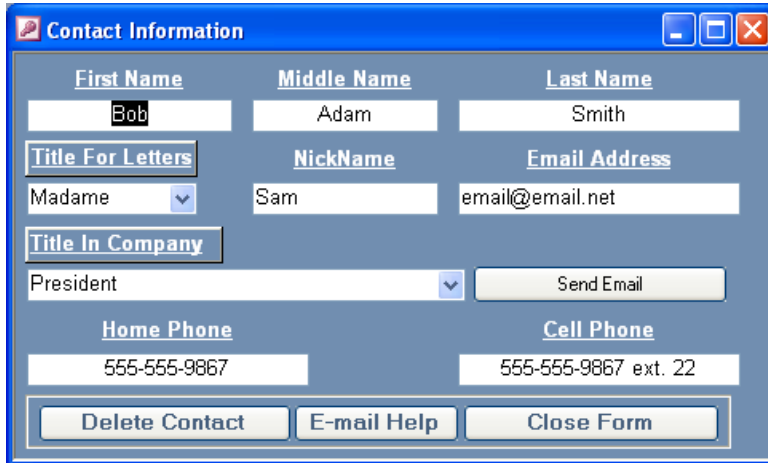
Vendor Company

Delete This Contact Add New Contact E-mail Help Close Form

Adding a Contact

Start the process by clicking the Add New Contact button and entering in the company's name. Then click the Add New Contact Name button to open up a form to enter in contact information for the people you contact in this company.

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The "Contact Information" form is a window with a blue title bar and standard Windows window controls. It contains several input fields and buttons. The fields are arranged in a grid-like fashion. The "First Name" field contains "Bob", "Middle Name" contains "Adam", and "Last Name" contains "Smith". Below these, "Title For Letters" is a dropdown menu showing "Madame", "NickName" contains "Sam", and "Email Address" contains "email@email.net". Further down, "Title In Company" is a dropdown menu showing "President". To the right of this dropdown is a "Send Email" button. Below the dropdowns are two phone number fields: "Home Phone" with "555-555-9867" and "Cell Phone" with "555-555-9867 ext. 22". At the bottom of the form are three buttons: "Delete Contact", "E-mail Help", and "Close Form".

First Name	Middle Name	Last Name
Bob	Adam	Smith

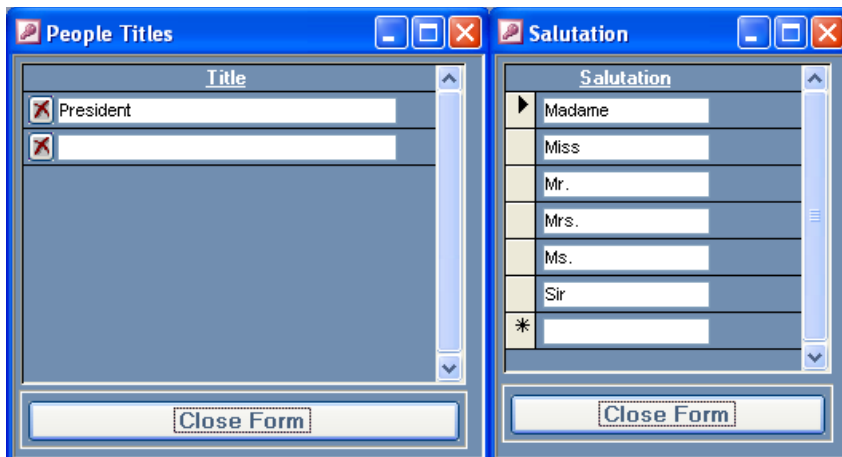
Title For Letters	NickName	Email Address
Madame	Sam	email@email.net

Title In Company
President

Home Phone: 555-555-9867 Cell Phone: 555-555-9867 ext. 22

Buttons: Delete Contact, E-mail Help, Close Form, Send Email

Enter in the Name, email, and phone numbers for contact this person. Use the drop down menus to select the Title you wish to use in letters to this person and their title in the company. If you want an option not already listed click on "Title For Letters" or "Title In Company" to bring up a form to enter in the option you wish to use.



The "People Titles" and "Salutation" forms are two side-by-side windows. The "People Titles" window has a title bar and controls, and a list box titled "Title" containing "President" and an empty field with a red 'X' icon. Below the list box is a "Close Form" button. The "Salutation" window also has a title bar and controls, and a list box titled "Salutation" containing "Madame", "Miss", "Mr.", "Mrs.", "Ms.", "Sir", and an empty field with a red asterisk icon. Below the list box is a "Close Form" button.

Title
President

Salutation
Madame
Miss
Mr.
Mrs.
Ms.
Sir
*

Clicking the Send Email button will open up your default mail program with an email with the recipients email address already filled in.

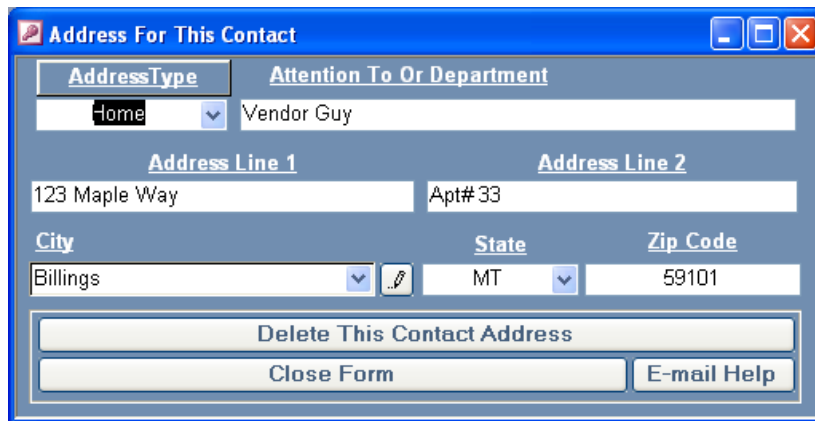
Hitting the Delete Contact will remove this person's contact information. Hit Close form to continue.

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To edit the contact information for someone you already have listed in the contact information hit the ... to the left of their name. Follow this same process to add in as many contacts as needed for this company.

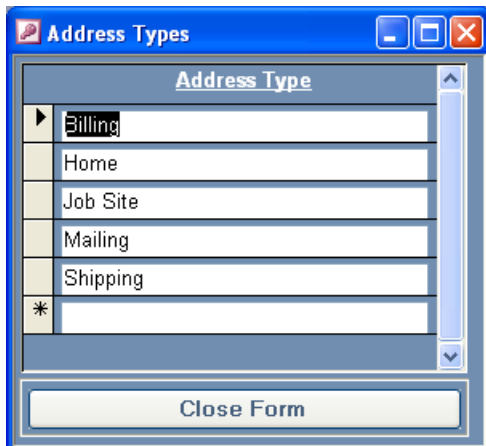
Adding an Address

Next hit the add New Contact Address



The screenshot shows a window titled "Address For This Contact". It contains the following fields and controls:

- AddressType**: A dropdown menu with "Home" selected.
- Attention To Or Department**: A text field containing "Vendor Guy".
- Address Line 1**: A text field containing "123 Maple Way".
- Address Line 2**: A text field containing "Apt# 33".
- City**: A dropdown menu with "Billings" selected.
- State**: A dropdown menu with "MT" selected.
- Zip Code**: A text field containing "59101".
- A pencil icon is located between the City and State dropdowns.
- Buttons at the bottom: "Delete This Contact Address", "Close Form", and "E-mail Help".



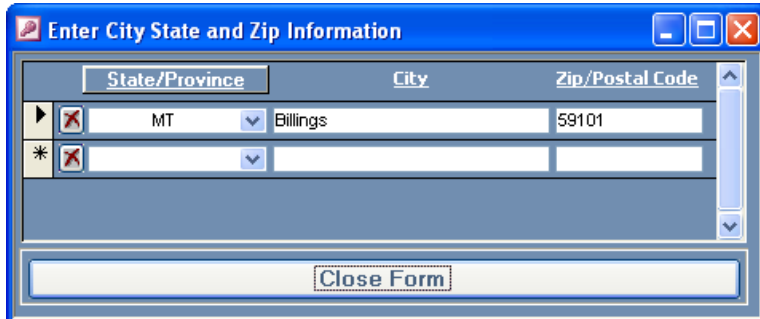
The screenshot shows a window titled "Address Types". It contains the following elements:

- Address Type**: A list box with the following items: "Billing", "Home", "Job Site", "Mailing", "Shipping", and an asterisk (*) at the bottom.
- A "Close Form" button at the bottom.

First start by using the drop down menu to select an address type. If you do not see the type you need click on the word Address Type to bring up a form to enter in additional address types. Go to the last line and fill in the address type you need and close form. It will now be in the drop down menu.

Next fill the Attention to and Address information. To fill in the City, state and zip code you will first need to click on the pencil icon between city and state to bring up a new form.

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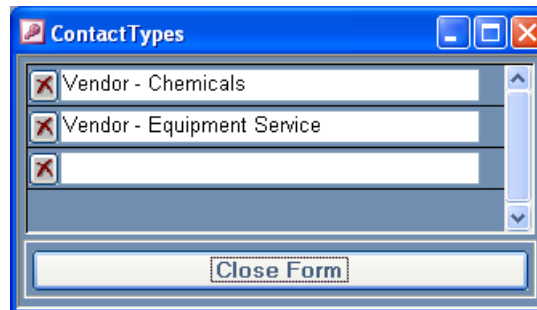


Enter in the states, city and zip codes of the locations of all your vendors. After you are done click the Close Form button. Use the dropdown menu for the City to select the appropriate city, state, and zip code for this address.

You can delete a contact address by selecting the “Delete This Contact Address” button.

Hit Close Form to continue. Follow this process to add any additional addresses for this company.

Next fill in the Contact Type by using the drop down menu. If the contact type you want is not listed click on the text “Contact Type” to bring up a form to add in new contact types. When you finish adding in the contact types click the Close Form button and the choices will now be in the dropdown menu.



Use the note box for any additional comments you have on this company. Then add in additional phone numbers in the space below. Add in more Phone number types by clicking on the Phone Type text to bring up a form to add them in. When you are done hit the close form button for them to appear in the dropdown. You can delete any phone number by hitting the red X to the left of it.

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Add New Communication

Whenever you have contact with a company you can keep a record of your conversations using this option. Start this process by clicking on the “Add New Communication” button.

The 'Communication Information' form is a window with a blue title bar. It contains several input fields and buttons. At the top, there are three main sections: 'Contact Date' with a date picker set to 1/24/2008, 'Reason for contacting this person' with a dropdown menu showing 'Sales Call', and 'Other Reason for contacting this person' with an empty text box. Below these is a 'Contact Notes' section with a text area containing 'Sales call'. Further down are 'Follow Up Date' (3/26/2008) and 'Completed Date' (6/10/2008). A 'Completion Notes' section has a text area with 'sdgsgsd'. At the bottom, there are three buttons: 'Delete This Record', 'Close Form', and 'E-mail Help'.

The 'ContactTypes' form is a window with a blue title bar. It features a list box with three items: 'Vendor - Chemicals', 'Vendor - Equipment Service', and an empty entry. Each item has a small 'X' icon to its left. Below the list box is a 'Close Form' button.

First fill in the date the communication with this company took place. Next use the pull down menu to select the Reason for contacting this person. If your choice is not listed you can either click on the text “Reason for contacting this person” and add in the reason or fill in the the other reason text box to the right of it.

Use the space under Contact Notes to describe the any other information about the communication. If you need a follow up type in a follow up date. Fill in the Completion Date and Completion Notes when your communication with this person has ended.

Switching Between Companies

On the right of the Vendor Form is a list of all companies you have added into the database. To bring up a company to modify its details click the arrow pointing toward that companies name. You can also type in the name of the company in the blue box at the top to filter down the choices. Clicking the arrow next to the blue box will reset the search.

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Chemical Information

The Chemical Information form is where all information needed for application records and reports is stored. Parks comes loaded with over 50 popular chemicals preloaded. You can modify any chemical already on the list by just selecting it and editing the parts you want.

Chemical Form

Chemical ID: **Blue = Required Entry**

Chemical Name: 2,4-D Amine 4 Unit Of Measure: Gallon(s)

EPA REG Number: 228-145-5905 Retail Per Unit: \$100.00

Manufacturer: Helena Chemical Company Chemical Type: Liquid

Vendor: Rebate Amount: \$0.00

Notes:

Ingredients:

Active Ingredient	Amount	Unit of Measurement
<input checked="" type="checkbox"/> Dimethylamine Salt of 2,4-Dichlorophenoxyacetic	0.473	Gallon(s)
<input checked="" type="checkbox"/> Inert Ingredients	0.527	Gallon(s)
<input checked="" type="checkbox"/>	0	

Protective Clothing Required:

Protective Clothing	Unit of Measurement
<input checked="" type="checkbox"/> 1. Long sleeved shirt and long pants	
<input checked="" type="checkbox"/> 4. Chemical resistant gloves	
<input checked="" type="checkbox"/> 7. Protective eyewear	
<input checked="" type="checkbox"/> 12. Chemical resistant headgear for overhead exposure, if applicable	
<input checked="" type="checkbox"/> 14. Chemical resistant coveralls when mixing or loading, cleaning up spills or equipment, or	

Purchases:

Date	Quantity	Cost	Unit
<input checked="" type="checkbox"/>		\$0.00	

Add New Chemical Delete This Chemical E-mail Help Close Form

To add a new chemical first hit the Add New Chemical button. Before filling out any other data you must first enter the Chemical Name, Unit of Measure, Rate Per a Unit and the Chemical Type. After those required fields are entered the EPA Reg Number and the rebate amount if any when using this chemical.

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Next try to locate the Manufacturer from the drop down list. If the manufacturer is not listed, click on the text that says Manufacturer to add it to the list. Scroll to the bottom of the list and type in the new manufacturer name then click the Close Form button.

A screenshot of a software window titled "Chemical Manufacturers". It contains a list of manufacturers, each preceded by a red 'X' icon. The list includes: Albaugh, Inc./Agri Star, Arysta LifeScience North America LLC, BASF Ag Products, BASF Specialty Products, Bayer Environmental Science, Brewer International, Dow AgroSciences LLC, DuPont Crop Protection, Helena Chemical Company, Herbicide Valent U.S.A. Corporation Professional Products, Loveland Products, Inc., Monsanto Company, PBI/Gordon Corporation, Syngenta, Syngenta Professional Products, and Wilbur-Ellis Company. At the bottom of the window is a "Close Form" button.

Use the Vendor drop down menu to select the vendor you get that chemical from. If the vendor is not listed already click on the vendor button to open up the Vendor Information tab. Information on how to use this form is located on [page 16](#). Add any additional notes in the Notes text box.

Comment [g7]: Page number may need to be updated

Under the ingredients section fill in the active ingredients, amount, and unit of measurement for the chemical. Also add in the amount of inert ingredients, this will be the remaining amount to make all the amounts added together equal to one. If you need to remove one or more of the ingredients click the red X to the right of the ingredient you want to delete.

Locate the protective clothing from the dropdown box required when spraying using this chemical. The database comes with the 14 most commonly required protective clothing already added. If your chemical requires something not already listed click on the underlined Protective Clothing text to open up the list of protective clothing and add it at the bottom of the list and give it a reference number that has not been used yet. After you add in the new protective clothing click the Close Form button and find it in the dropdown list.

A screenshot of a software window titled "Protective Clothing". It contains a table with two columns: "Protective Clothing" and "Clothing Number". The table lists four items: Long sleeved shirt and long pants (1), Shoes plus sox (2), Waterproof gloves (3), and Chemical resistant gloves (4). Each item has a red 'X' icon to its left. At the bottom of the window is a "Close Form" button.

Protective Clothing	Clothing Number
<input type="checkbox"/> Long sleeved shirt and long pants	1
<input type="checkbox"/> Shoes plus sox	2
<input type="checkbox"/> Waterproof gloves	3
<input type="checkbox"/> Chemical resistant gloves	4

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Use the purchases section to keep track of every purchase of the chemical you make. For each purchase type in the Date, Quantity, Cost and unit of measurement. If you make a mistake or have listed a purchase that was not needed, click the red X to the right of the incorrect purchase.

Equipment Information

Equipment Form

Equipment Information

Purchased From:

Archived ☐ Not Archived ☒ All ☐

Select Equipment From List

Equipment	Serial#
Cell Phone	
Pump	4756575755
Sprayer	322331242
Tractor	4363478563435
Truck	78678767567

Description: Cell Phone

Number: Jim's Phone

Type: Pickup sprayer

Date Purchased:

Make: Chevy

Model: 2500

Year: 1998

Serial#:

Tank Capacity: 200

Archive ☐

Cost:

Notes:

Service Worksheets

Work Sheet Number	Date	Completed By
Add New Work Sheet Record		

Service Worksheets | **Services Required For This Equipment**

Archive this Equipment | Add New Equipment | E-mail Help | Close Form

Applicators and Operators

Client Info

Application Record

Reports

Service Worksheet

Equipment ID	Date Of Service	Values to Enter in the Categories Checked N/A Replaced Repaired See Notes	
Service Technicians Name			
Air Cleaner	Crankcase Breather	Radiator Water Level	
Radiator Hoses	Belts	Engine Heater	
Oil	Drain Plugs / Seals	Govenors	
Exhaust System	Linkage	Spark Plugs	
Points Condensor	Ignition Wiring	Fuel Filter	
Fuel Lines	Water Safety	Over Speed Safety	
Control Wiring	Rodent Guards	Battery Cables Terminal	
Odometer / Hour Meter	General Wiring	Leaks	
Notes			

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Daily Application Record

Customer _____ **Date:** ____/____/____

Location: _____ **County:** _____ **State:** _____

Work Type/Crop: _____ **Project Code:** _____ **Billable:** _____

Travel Start Time: _____ **Travel End Time:** _____

Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #
Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir
T	R	S	Lat	Long	Mile Marker	Field Name / #

Chemical Name	EPA Number	Rate / Acre	Total Acres	Total Used

Equipment Used	Weed / Pest	Applicator	Operator

Total Gallons of Solution: _____ **Total Acres:** _____ **Gallons Per Acre:** _____

Signature _____

Notes And Map On Back

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Daily Application Record

Company	Customer
Company Name P.O. Box 20782 Billings, MT 59104 Phone: (406) 351-1124 Fax: (630) 729-3213	ABM Facility Services 1266 14th Street Oakland, CA 94607 Phone: 510-350-4485 Fax: 510-287-5427

Total Gallons of Solution: 100
 Total Acres: 2
 Gallons Per Acre: 50
 State: MT
County: Yellowstone
Travel Start Time: _____
Travel End Time: _____
Location: Basin
Work Type/Crop: Bare Ground
Date: 11/27/20
Project Code: 1234
Billable: Yes

Equipment Used	Weed / Pest	Applicator
Pump	ALL	Robert Thomas
Sprayer		

Work Start Time	Work End Time	Start Temp	Start WS	Start Dir	End WS	End Dir	I	R	S	Lat	Long	Mile Marker	Field Name or Number
2:00 AM	10:00 AM	67°	3-4	W	3-4	W						25	

Chemical Name	Pesticide Supplier	EPA Number	Rate / Acre	Total Acres	Total Used
Agri Star® Landmaster® BW		42750-62	2 Pints	10	20 Gallon(s)
Tordon® 22K Specialty Herbicide		62719-6	2 Pints	10	20 Gallon(s)

Service	Unit	Total Units	Protective Clothing
Bare Ground Large Lot	1	2	loading, cleaning up spills or equipment
			Chemical resistant gloves
			Chemical resistant gloves
			long sleeved shirt and long pants
			long sleeved shirt and long pants
			Shoes plus socks
			Shoes plus socks

----- USE REVERSE SIDE FOR MAP -----

Signature _____ **Date** ____/____/____

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Chemical List

Name	EPA REC Number	Manufacturer	Type
2,4-D Amine 4	228-145-5905	Helena Chemical Company	Liquid
Agri Star® Landmaster® BW	42750-62	Albaugh, Inc./Agri Star	Liquid
Agri Star® Range Star®	42750-55	Albaugh, Inc./Agri Star	Liquid
Barvel® Herbicide	66330-276	Arysta LifeScience North America LLC	Liquid
Brash	1381-202	Winfield Solutions LLC (Agrilience LLC)	Liquid
Brewer 90-10	N/A	Brewer International	Liquid
Clarity® Herbicide	7969-137	BASF Ag Products	Liquid
Curtail® Herbicide	62719-48	Dow AgroSciences LLC	Liquid
Element 4	62719-40	DuPont Crop Protection	Liquid
Escort® XP	352-439	DuPont Crop Protection	Dry
FeRRoMEC®	N/A	PBI/Gordon Corporation	Liquid
Foam Buster™	N/A	Helena Chemical Company	Liquid
Garlon® 3A Specialty Herbicide	62719-37	Dow AgroSciences LLC	Liquid
Garlon® 4 Specialty Herbicide	62719-40	Dow AgroSciences LLC	Liquid
Glypro® Plus Herbicide	62719-40	Dow AgroSciences LLC	Liquid
Gramoxone® Max	100-1074	Syngenta	Liquid
Grazon® P+D Specialty Herbicide	62719-182	Dow AgroSciences LLC	Liquid
Honcho® Herbicide	524-445	Monsanto Company	Liquid
Induce®	N/A	Helena Chemical Company	Liquid
Karmex® IVC Herbicide	352-692	DuPont Crop Protection	Dry
Krovar® I DF Herbicide	352-505	DuPont Crop Protection	Dry
Milestone® Specialty Herbicide	62719-519	Dow AgroSciences LLC	Liquid
Oust® XP	352-601	DuPont Crop Protection	Dry
OutPost® 22K Herbicide	62719-6	Dow AgroSciences LLC	Liquid
Overdrive®	7969-150	BASF Specialty Products	Dry
Payload® Herbicide	59639-120	Herbicide Valent U.S.A. Corporation Profess	Dry
Plateau®	241-365	BASF Specialty Products	Liquid
Portfolio® 4F	279-3295-2935	Wilbur-Ellis Company	Liquid
Redeem® R&P Herbicide	62719-337	Dow AgroSciences LLC	Liquid
Remedy RTU Herbicide	62719-176	Dow AgroSciences LLC	Liquid
Remedy® Specialty Herbicide	62719-70	Dow AgroSciences LLC	Liquid
Rodeo® Herbicide	62719-324	Dow AgroSciences LLC	Liquid
Spreader 90	N/A	Loveland Products, Inc.	Liquid
Starane® Herbicide	62719-286	Dow AgroSciences LLC	Liquid
Sterling®	1381-190	Winfield Solutions LLC (Agrilience LLC)	Liquid
Stinger® Herbicide	62719-73	Dow AgroSciences LLC	Liquid
Telar® XP	352-654	DuPont Crop Protection	Dry
Tempo® Ultra GC	432-1304	Bayer Environmental Science	Dry
Tordon® 22K Specialty Herbicide	62719-6	Dow AgroSciences LLC	Liquid
Transline® Specialty Herbicide	62719-259	Dow AgroSciences LLC	Liquid
Vanguish®	100-884	Syngenta Professional Products	Liquid
Vista® Specialty Herbicide	62719-308	Dow AgroSciences LLC	Liquid
Wii-Sol® Pro-Bent 28-8-18 + 1	N/A	Wilbur-Ellis Company	Dry

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Personnel List

First Name	Middle Initial	Last Name
Vince	E	Thomas
Applicator Licence Number	Address	City
State	Zip	Phone
E-mail	Cell Phone	Call Sign

First Name	Middle Initial	Last Name
Steven	F	Kerr
Applicator Licence Number	Address	City
2375809243	123 Street st	Hysham
State	Zip	Phone
MT	59083	406-555-5532
E-mail	Cell Phone	Call Sign
dingdong@imt.net	(406) 555-5531	Steve

First Name	Middle Initial	Last Name
Robert	I	Thomas
Applicator Licence Number	Address	City
	4433 Street Str	Sumatra
State	Zip	Phone
MT	59083	(406) 555-5518
E-mail	Cell Phone	Call Sign
	(406) 555-5585	

First Name	Middle Initial	Last Name
Kathy		Thomas
Applicator Licence Number	Address	City
State	Zip	Phone
E-mail	Cell Phone	Call Sign

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Client List Report

A	Name	Address	City	State	Zip	Home Phone	Cell Phone	Fax
	ABM Facility Services	1266 14th Street	Oakland	CA	94607	510-555-5585	510-555-5531	510-555-55427
	Adair, Ramsey		Hysham	MT	59038			
E	Name	Address	City	State	Zip	Home Phone	Cell Phone	Fax
	East Mont Communications	1819 Main P.O. Box 103	Miles City	MT	59301			
O	Name	Address	City	State	Zip	Home Phone	Cell Phone	Fax
	One, Client	Client pl	Somewhere	MT	59000	555-555-5555	555-555-555	555-555-555
I	Name	Address	City	State	Zip	Home Phone	Cell Phone	Fax
	Two, Client	Client pl	somewhere	mt	59000	555-555-5555	555-555-5555	555-555-5555

Hand Sprayer Calibration

1. Clean your sprayer and nozzle thoroughly.

Fill the spray tank with clean water. Using **water only**, check to see that the nozzle forms a uniform spray pattern. If the pattern is uneven, readjust the spray pressure and determine if you need to replace the nozzle.

If you have an adjustable nozzle, mark the setting so you'll use the same one every time you spray.

2. Measure and 18.5 ft by 18.5 ft spot in a typical weeded area.

Spray this area uniformly with water and record the number of seconds it takes to do the job. Remember that consistency is vital to uniform coverage. Develop a smooth, sweeping motion with the spray wand while you walk at a pace that will be comfortable for actual applications. Keep the pressure constant.

Repeat this timing procedure three times. Average the three times to determine a typical spraying speed.

3. Spray water into a large container for a length of time equal to your average spraying time determined in Step 2. Measure the number of fluid ounces you collect. This number converts directly to gallons per acre of spray mixture (herbicide and water) you can expect to use in your treatment program. For example, if you gather 60 fluid ounces in the container, plan to use 60 gallons of spray mixture per acre.

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Boom Sprayer Calibration

1. Calculating Your Speed in MPH

Set 2 markers in a field 88 feet apart (88 feet is 1/60 of a mile)
Select a gear and throttle setting on your equipment. NOTE - RPM's

From a running start, check the time in seconds' required to drive the 88 feet.

Divide 60 by the time in seconds required to drive the 88 feet. This will be your field speed in M.P.H

_____ MPH

2. Acres per Minute

_____ MPH X 5280 = _____ Divided by 60 = _____ Linear
Feet per Minute X _____ Boom Width = _____ Sq. Feet
divided by 43560 = _____ **Acres per minute**

NOTE - 5280 is feet in a mile - 43560 is feet in a acre.

3. _____ Gallons Per Minute

Output per minute X number of nozzles = Gal per minute

NOTE - If measured in Oz. - Oz. per minute divided by 128 = Gal per Minute

4. Gal Per Minute _____ = _____ **Gal Per Acre**
Acre Per minute

5. Tank of fill _____ = _____ **Acres per tank**
Gal per Acre

Acre per tank X recommended rate = total chemical per tank

_____ Acres/ tank X _____ of chemical / Acre = _____ **Total**
Chemical per tank

PARKS Pro Reference Manual

Range and Pasture Applicator Program Submission Form

Company Name	Company Name	Phone Number	(406) 351-1124
Company Contact	Vince Thomas	Fax Number	(630) 729-3213
Address	P.O. Box 20782	City	Billings
		State	MT
		Zip	59104
Business Name and Address Program should be mailed to if different then above			
Company Name			
Address		City	
		State	
		Zip	
FED Tax ID Number/Social Security Number			
(Mandatory)			

PLEASE PROVIDE SUPPORTING DOCUMENTATION FOR THE NUMBERS BELOW

Please send completed claim form and supporting documentation to your local Dow AgriSciences Sales representative on or before February 1,

Supporting Documentation must be dated between And

BELOW THIS LINE - for internal use only

Dow AgriSciences Sales Rep Authorization:

Signature: _____ Date: _____

Return Claim Form To:
Dow AgriSciences
R&P Program Administration
9330 Zionsville Road
Indianapolis, In 46168

Forms will be processed as they are received

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United States Department Of The Interior Bureau Of Land Management Chemical Application Report

Company Name

P.O. Box 20782
Billings, MT 59104
Phone: (406) 351-1124
Fax: (630) 729-3213

<i>Active Ingredient</i>	<i>Use Rate (#A.I./Acre)</i>	<i>Acres Treated</i>	<i>Total Active Ingredient</i>
2,4-D IPA Salt	9.709	2.000	4.000
2,4-D IPA Salt	1.214	10.000	20.000
Total	1.125	12.000	3.250
Dimethylamine Salt of 2,4- Dichlorophenoxyace- tic Ac	2.114	1.000	1.000
Total	1.000	1.000	1.000
Glyphosate IPA Salt	15.504	2.000	4.000
Glyphosate IPA Salt	1.938	10.000	20.000
Total	1.125	12.000	3.250
Inert Ingredients	1.898	1.000	1.000
Inert Ingredients	0.331	10.000	20.000
Total	1.125	11.000	2.250
Inter Ingredients	3.008	2.000	4.000
Inter Ingredients	0.376	10.000	20.000
Total	1.125	12.000	3.250
Picloram Potassium Salt	1.116	10.000	20.000
Total	0.125	10.000	1.250

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(FORM 1-999)							
MONTANA DEPARTMENT OF AGRICULTURE							
AGRICULTURAL SCIENCES DIVISION P.O. BOX 200201, HELENA, MT 59620-0201 AGR@MT.GOV							
SUMMARY REPORT OF ALL PESTICIDE APPLICATIONS							
PLEASE TYPE OR PRINT				FOR THE CALENDAR YEAR 2009			
REPORT DUE BY 1/31/2010							
APPLICATOR NAME	LAST Thomas	FIRST Vince	M.I. E	LICENCE #			
BUSINESS NAME	Company Name			PHONE # (406) 351-1124 E-MAIL: wwwerwerwer			
COMPANY NAME (MANUFACTURER)	PRODUCT TRADE NAME	EPA REGISTRATION #	COUNTY APPLIED	CROP/SITE	MONTH APPLIED	VOLUME USED	TOTAL ACREAGE
Abnash, Inc /Agri Star	Agri Star® Landmaster® EW	42750-62	Yellowstone	Bare Ground	11	2	Fmts 10
Dow Agro Sciences LLC	Tordon® 22K Specialty Herbicide	62719-6	Yellowstone	Bare Ground	11	2	Fmts 10

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Federal Weed List

A	Symbol	Common Name	Scientific Name
	ARAB3	absinthium	Artemisia absinthium L.
	ACNO4	ACNO4	Acaena novae-zelandica Kirk [orthographic error]
	AEGIN	aeginetia	Aeginetia L.
	AEOV2	AEOV2	Aegilops ovata L. p.p.
	LYFE4	African boxthorn	Lycium ferocissimum Miers
	DIAB	African couchgrass	Digitaria abyssinica (Hochst. ex A. Rich.) Stapf
	PEMA80	African feathergrass	Pennisetum macrourum Trin.
	AGRE2	AGRE2	Agropyron repens (L.) Beauv.
	DIBU	air yam	Dioscorea bulbifera L.
	ALCA	ALCA	Alhagi camelorum Fisch.
	ALECT2	alectra	Alectra Thunb.
	CUAP2	alfalfa dodder	Cuscuta approximata Bab.
	MALE3	alkali mallow	Malvella leprosa (Ortega) Krapov.
	SPSA3	alkali swainsonpea	Sphaerophysa salsula (Pallas) DC.
	ALL	ALL	ALL
	ALPH	alligatorweed	Alternanthera philoxeroides (Mart.) Griseb.
	ALPS3	ALPS3	Alhagi pseudalhagi (Bieb.) Desv. ex B. Keller & Schaparenko
	AMEL2	AMEL2	Ambrosia elatior L.
	NELU	American lotus	Nelumbo lutea Willd.
	LISP2	American spongeplant	Limnobiium spongia (Bosc) L.C. Rich. ex Steud.
	NYOD	American white waterlily	Nymphaea odorata Ait.
	PHAM2	Amur corktree	Phellodendron amurense Rupr.
	LOMA6	Amur honeysuckle	Lonicera maackii (Rupr.) Herder
	ACGI	Amur maple	Acer ginnala Maxim.
	AMBR7	Amur peppervine	Ampelopsis brevipedunculata (Maxim.) Trautv.
	MISA	Amur silvergrass	Miscanthus sacchariflorus (Maxim.) Franch.
	EIAZ2	anchored water hyacinth	Eichhornia azurea (Sw.) Kunth
	AVST	animated oat	Avena sterilis L.
	AMARE	annual ragweed	Ambrosia artemisiifolia L. var. elatior (L.) Descourtils
	AMAR2	annual ragweed	Ambrosia artemisiifolia L.1
	PRST3	Argentine screwbean	Prosopis strombulifera (Lam.) Benth.
	DICI2	aroma	Dichrostachys cinerea (L.) Wight & Arn.
	MOHA2	arrowleaf falsepickereelweed	Monochoria hastata (L.) Solms [excluded]
	LISE3	Asian marshweed	Limnophila sessiliflora (Vahl) Blume
	POPE10	Asiatic tearthumb	Polygonum perfoliatum L.

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Personnel Protective Equipment

Equipment	Equipment #
Chemical resistant apron	8
Chemical resistant coveralls	13
Chemical resistant coveralls when mixing or loading, cleaning up spills or equipment, or otherwise exposed to t	14
Chemical resistant footwear plus socks	5
Chemical resistant gloves	4
Chemical resistant headgear for overhead exposure, if applicable	12
Coveralls	6
Coveralls over long sleeved shirt and long pants	11
Coveralls over short sleeved shirt and short pants	10
Long sleeved shirt and long pants	1
Protective eyewear	7
Respirator DM = dust/mist (MSHA/HIOSH #TC-21C) OV=organic vapor (MSHA/HIOSH #TC-23C or TC-14G)	9
Shoes plus socks	15
Shoes plus socks	2
Waterproof gloves	3

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Equipment Service History Report

Equipment: Pump Equipment #: Pump #4 Ser # 4756575755

Service Date:	4/11/2008	Completed By:	Bob Williams
Service Performed		Action Taken	Cost
Points & Condensor		Checked	\$0.00
Notes			
Drain Plugs		Checked	\$0.00
Notes			
Spark Plugs		Checked	\$0.00
Notes			
Oil		Repaired	\$25.90
Notes			
Total Cost			\$25.90

Service Date:	4/18/2008	Completed By:	
Service Performed		Action Taken	Cost
Points & Condensor		Checked	\$0.00
Notes			
Spark Plugs		Checked	\$0.00
Notes			
Oil		Checked	\$0.00
Notes			
Total Cost			\$0.00