JRP Seed & Seedling Management System

Users Manual

JRP SOLUTIONS LTD.

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The JRP Seed & Seedling Management System is a web-based application designed to coordinate seed and seedling properties, ownership and location. It allows multiple users to access the most up-to-date information at any time.

This manual covers the features of the website and how to use them.

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Part I

1 Introduction

The JRP Seed & Seedling Management System is a web-based application designed to coordinate tree seed and seedling properties, seedling ownership and seedling location. It can be used by seedling nurseries, cold storage facilities, foresters, planting contractors, and anyone involved in seed and seedling planning. There is significant benefit of data sharing between all users on a single system used for accessing and managing seedling inventories, ownership and location.

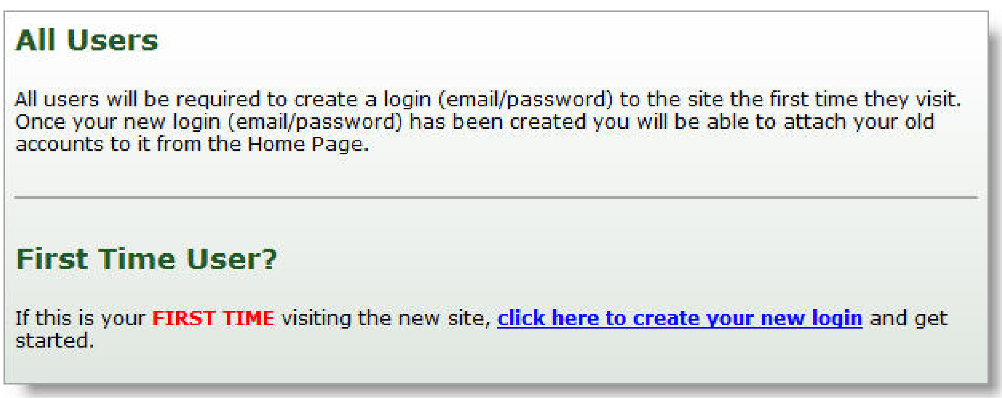
The main purpose of the website is to track "***How many*** seedlings are owned ***at each location*** by ***independent owners***?"

1.1 Getting Started

Go to www.PlantWizard.com or http://www.jrpltd.com/Login.aspx to login or create a login.

First Time Users:

If you are visiting the JRP Seed & Seedling Management System for the first time since the new site has been launched (January 2009), you will need to create a new login and password on the Welcome Screen. Each user accessing the site should create a login for themselves. Your new login is your email address. Once you have created a login, you will automatically be notified by email.



After you have created a login and password, you have the option to attach legacy accounts to your login. Legacy accounts refer to the accounts from the original PlantWizard.com. If you had access to any accounts previously, you can add those accounts to your new login by entering the old login ID and password. Alternatively, you can ask the account manager to assign your login to their account or project.

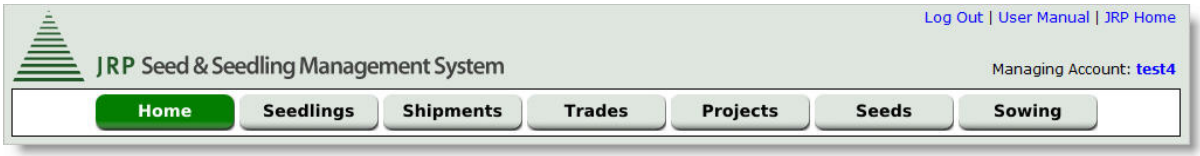
Returning Users:

Enter your email address and password to enter the site. Please note that passwords are case sensitive. Depending on your access level, you may have access to accounts and/or projects.

If you do not wish to enter your email address and password every time you come to the site, you can setup your web browser to remember them. For Internet Explorer, check on 'User Names and passwords on forms' and 'Prompt me to save passwords' under Tools > Internet Options > Content > AutoComplete > Settings > User AutoComplete. For any other browser, use the browser help to find a similar function.

Navigating:

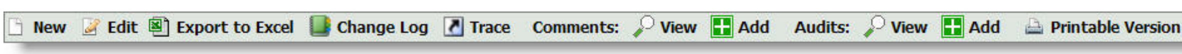
The page header indicates which account you are currently managing. This is very useful if you have access to more than one account. There is also an option to Log Out and to access the User Manual.



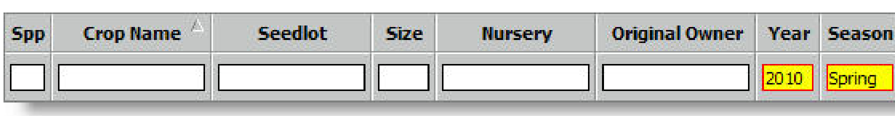
All the main screens are accessed from the menu bar:

- Home - manage account and projects, edit account properties, create / modify site attributes, modify labels, access quick links, download seedlings for Plant Wizard desktop, change password, attach legacy accounts, view trees for sale
- Seedlings - view, edit, trace, track and create seedlings
- Shipments - view, edit, and create shipments
- Trades - view, edit, and create trades
- Projects - view, edit, and create projects, allocate seedlings, create planting sites and prescriptions
- Seeds - view, edit, and create seedlots
- Sowing - view, edit, and create sow plans based on projects, planting site, prescriptions, and available seed

Several screens have a tool bar which allows you to Save, Edit, Export to Excel, view a Printable Version (shipments), access the Change Log, View or Add Comments, and View or Add Audits (seedlings).



To sort a list, click on the appropriate column header. To filter a list, type in the filter criteria into the entry field under the column header. Many columns can be resized as needed.



This example shows sorting by Crop Name (ascending) and filtering by 2010 Spring. The sorted column header will show an arrow, and the filtered columns will show the filter highlighted in yellow.

Part II

2 Home

After you have entered your login and password, you will be brought to the Home Screen. From here you can manage accounts and projects, edit account properties, use the Quick Find to view shipments, trades, seedlings, or seeds, access the User Manual and the Change Log, and change your password.

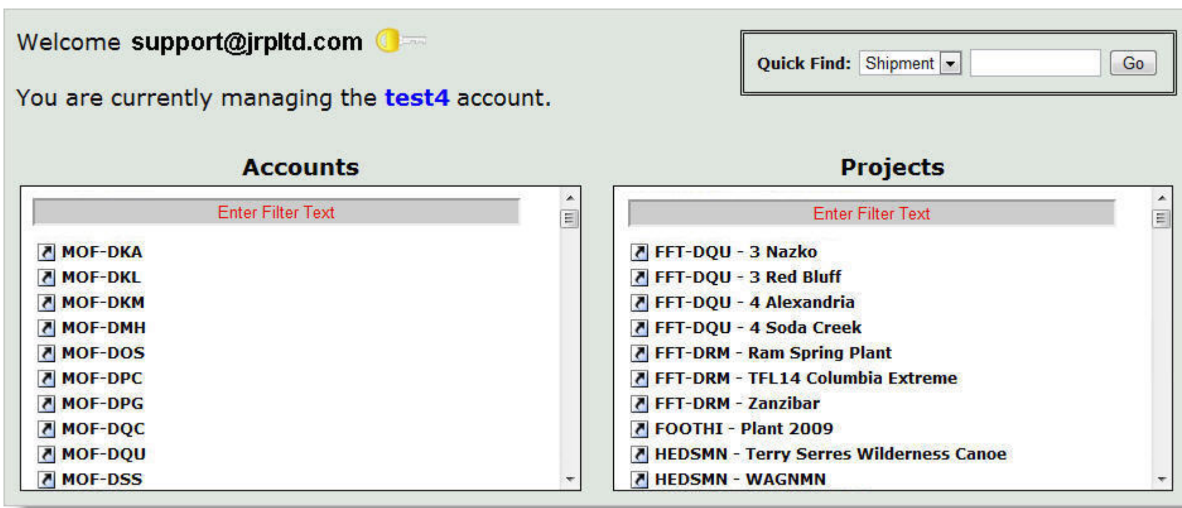
From the menu bar along the top of the screen, you can access Seedlings, Shipments, Trades, Projects, Seeds, and Sowing as well as return to the Home Screen at any time.

2.1 Accounts

At the top right of the website, you will see which account you are managing. This is a very good reference if you have access to more than one account.

Manage Accounts and Projects:

From the Home Screen, the 'Accounts' and 'Projects' lists show you a list of accounts and/or projects that you have access to. Select the appropriate account or project that you wish to manage.

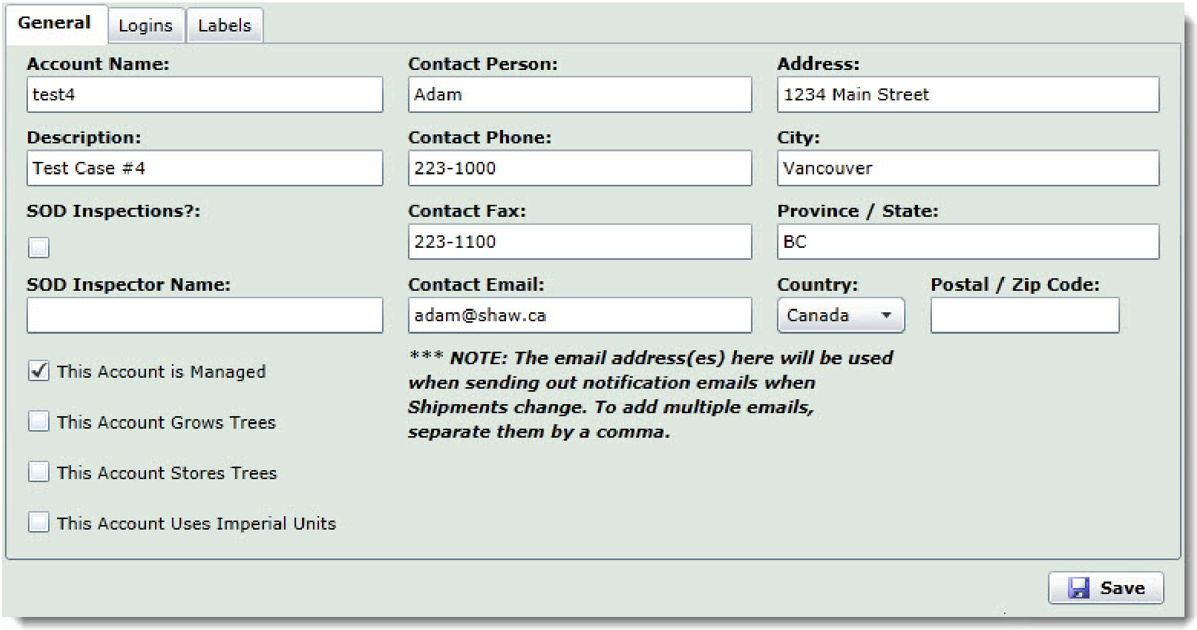


Edit Account Properties:

Click on the blue hyperlink for the account name in 'You are currently managing the ___ account' on the Home Screen to manage your account, logins, site attributes, and labels if you have Admin access. If the account name does not appear as a blue hyperlink, you do not have Admin access.

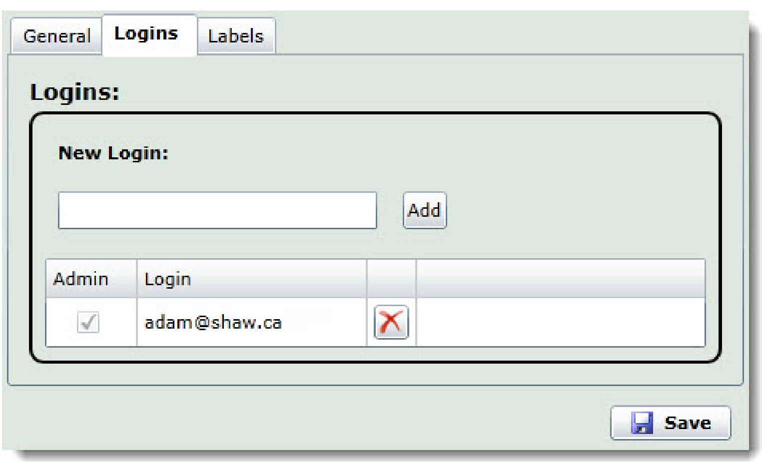
Each company can have several different accounts. These accounts usually reflect the company's different operations.

The Contact Email(s) will receive shipment notifications automatically. If more than one user needs to receive shipment notifications, other emails can be added separated by a comma.



Each account can also have several different logins and each login can have access to one or more accounts. The logins that are assigned as 'Admin' can access this screen by choosing the blue hyperlink account name under 'You are currently managing the ____ account' on the Home Screen. To add a new login to an account, the login must have been created with a corresponding password from the Welcome Screen.

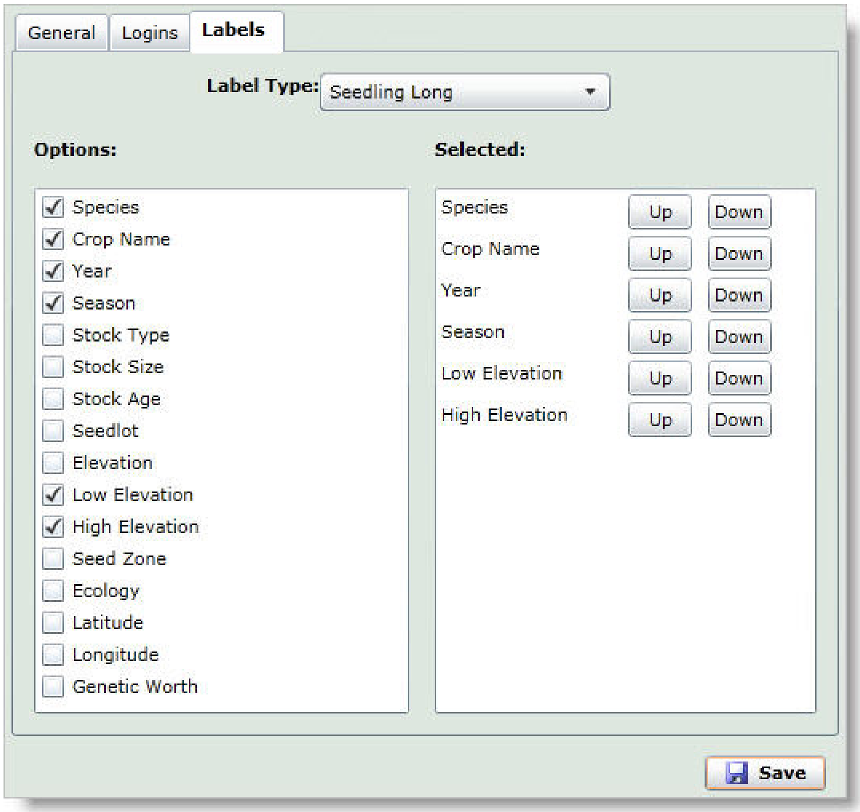
To remove the users from an account, choose the red 'X', confirm, and save. To add new site attributes to the Projects screen, enter an attribute name, select a data type from the pull down and select Add. You can temporarily or permanently disable individual attributes, move them up or down the list, or delete them.



From the Labels tab, you can specify the format in which you would like to see your labels appear. The labels appear on the following screens:

- Seedling Long -> Projects / General Tab and Seedlings / Order Details
- Site Short -> Projects / Sites Tab
- Site Long -> Sowing / Prescriptions Tab and Sowing / Sow Plans Tab

- Seed -> Sowing / Sow Plans Tab



Attach Accounts to Your Email:

Contact an Admin user for the account to request access.

Detach Accounts from Your Email:

On the Home Screen, edit the account and from the Logins and Site Attributes tab, press the red 'X' beside your name and Save. If you do not have access to do this, contact an Admin user for that account to remove you (or contact JRP Solutions).

2.2 Quick Find

To find a seedling item, shipment, trade, or seedlot quickly, use the Quick Find on the Home Screen and type the crop name, shipment code, trade code, or seedlot name into the appropriate field and choose 'Go'.

2.3 Change Log

A link to all recent changes will be listed here by date.

2.4 Change Password

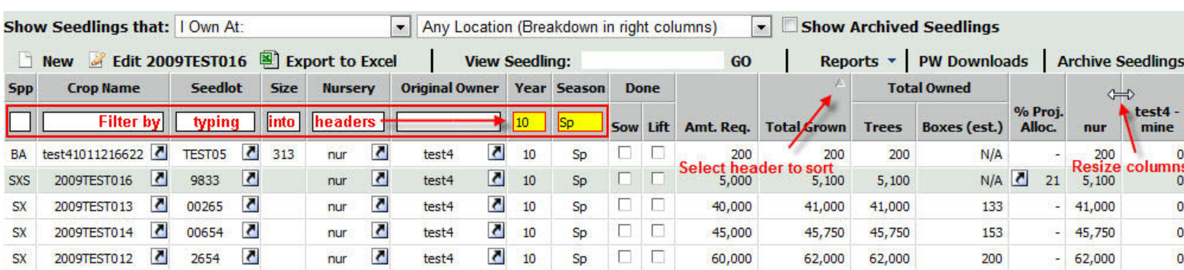
Select the golden key button  beside your login name if you wish to select a new password.

Part III

3 Seedlings

The Seedlings Screen of the JRP Seed & Seedling Management System allows you to:

- list all the seedlings you own (by location), all the seedlings any of your accounts own, all the seedlings at your site (by owner), all the seedlings you grew (by customer), or all the seedlings any of your accounts grew.
- filter by Species, Crop Name, Seedlot, Size, Nursery, Original Owner, Year, and Season
- sort by any of the column headers
- edit existing seedlings by choosing the **Edit button** or double-clicking on the specific row
- create new seedlings, sowing events, and lifting events by choosing the **New button**
- trace the history of a seedling item by selecting the Crop Name
- view seedlot information by clicking on the seedlot field
- view nursery contact information by clicking on the nursery field
- view original owner contact information by clicking on the original owner field
- view the location breakdown by scrolling to the right
- view project allocations by clicking on the number in the % Proj. Alloc. column
- export seedling data to MS Excel by choosing the **Export to Excel button**
- show or hide archived seedlings (seedlings can be marked as archived individually while editing them)
- quickly find seedlings by typing in the crop name beside 'View Seedling' and selecting 'Go'
- use the Reports drop down to see 'Trees For Sale', 'Seedling Needs' (shows all needs and surpluses for all your accounts), and 'Seedlings at my Locations'
- use 'PW Downloads' to produce a .csv file that can be imported into the Plant Wizard 7 desktop program
- use 'Archive Seedlings' to archive all seedlings from a specific year and earlier

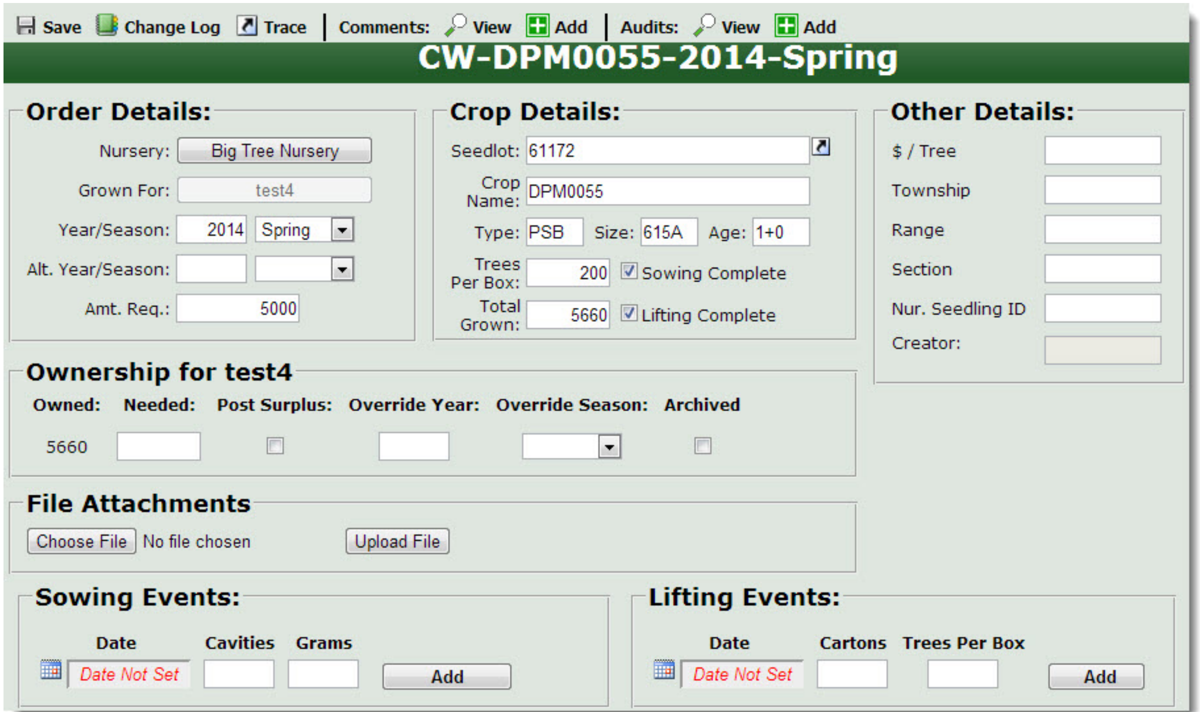


Spp	Crop Name	Seedlot	Size	Nursery	Original Owner	Year	Season	Done Sow	Done Lift	Amt. Req.	Total Grown	Total Owned Trees	Boxes (est.)	% Proj. Alloc.	nur	test4 - mine
BA	test41011216622	TEST05	313	nur	test4	10	Sp			200	200	200	N/A	-	200	0
SXS	2009TEST016	9833		nur	test4	10	Sp			5,000	5,100	5,100	N/A	21	5,100	0
SX	2009TEST013	00265		nur	test4	10	Sp			40,000	41,000	41,000	133	-	41,000	0
SX	2009TEST014	00654		nur	test4	10	Sp			45,000	45,750	45,750	153	-	45,750	0
SX	2009TEST012	2654		nur	test4	10	Sp			60,000	62,000	62,000	200	-	62,000	0

3.1 Create a Seedling Item

A seedling item or crop is a particular seedlot with unique properties (i.e. type, size, age, plant year and season, etc.). All of the characteristics must be the same for seedlings within a crop.

1. From the menu bar, select 'Seedlings'.
2. Select the **New button**. You will be presented with a blank seedling properties screen where you can enter the Order Details and the Crop Details.
3. If the seedling item you are creating has a seedlot currently in the system, the associated seed data will be available to view when you select the seedlot number from the Seedlings Screen. If the seedling item you are creating does not have an associated seedlot already in the system, you must create one in the Seeds Screen first.
4. Any changes saved will be reflected in the Change Log (except for sowing and lifting events).



Seedling Properties Explained:

- The 'Total Grown' refers to the total amount grown by the nursery of that particular crop. If the amount is not yet known, enter the amount requested in the interim to allow the seedling item to appear in the Seedling Screen list. As the amount grown becomes known, this number can be updated.
- Once the new seedling item is saved, comments, audits, sowing events, and lifting events can be added. Any changes made after the creation of a seedling item will be tracked in the 'change log' which can be viewed using the **Change Log button**. Sowing and Lift events are not tracked in the 'change log'.
- If the amount owned by the original owner changes, that will be reflected in trades and should not be done by changing the Total Grown amount.
- If the Sowing Complete is checked, you will not be able to add any Sowing Events. If the Lifting Complete is checked, you will not be able to add any Lifting Events.
- The 'Trees Per Box' number is used to populate the '#/Box' field in the Shipments Screen.
- Tracking the seedling item history is done by using the **Trace button**.
- The Alt. Year / Season is used to allow seedlings to be allocated to a project of a year and season that does not match the Year / Season of the stock. This will also allow the seedling item to show up when filtering the Seedlings Screen to that year and season.
- Seedlings marked as 'Archived' will not show up in the Seedlings Screen unless you specifically ask to Show Archived Seedlings.
- Files can be uploaded and saved with a Crop Name.

Seedling Audits:

- Audits can be added to individual seedling items.
- Indicate the Audit Type, Audit Flag, and Comments.
- Each audit is tracked by login, account, and date entered.

Seedling Surpluses:

- By indicating how many trees are 'Needed' by owner, a 'Surplus' amount can be calculated by subtracting from the amount 'Owned'.
- To have the surplus seedlings show as available for another year and season, use the 'Override Year' and 'Override Season'.
- If the total owned amount is reduced after posting surplus trees for sale (ie. some trees were traded to another user), the number posted for sale will automatically be reduced.
- Checking the 'Post Surplus' box, allows anyone to view the excess seedlings under 'View Trees for Sale', however, if the 'Post Surplus' box is left unchecked, only those Accounts within the same company will be able to view the surplus.

Seedling Overruns:

- If the grow nursery grew more than the requested number of seedlings, you automatically take ownership of the excess trees. If you wish to refuse the excess trees, simply trade them back to the grow nursery.

3.2 View/Edit a Seedling Item

1. From the menu bar, select 'Seedlings'.
2. Filter/sort the list as needed until you find the seedlings you want to view or edit.
3. Choose the seedling row and select the **Edit button** from the tool bar, or double-click the seedling row.
4. If you edit the seedling item, you need to save it before leaving the screen.
5. Any changes saved will be reflected in the Change Log (except for sowing and lifting events).

3.3 Seedling Fields

Field	**Description**	**Critical**
Nursery	The nursery growing the seedlings	Yes
Grown For	Who the seedlings are being grown for	Yes - cannot be edited after saving
Year/Season	The planting year and season the seedlings are being grown for	Yes
Alt. Year/Season	The alternate planting year and season the seedlings can be allocated to (used in Projects)	No
Amt. Req.	The amount requested to be grown	Yes
Seedlot	The identification of the seed stock being used	Yes - must already exist in the system
Crop Name	The unique identifier for the crop of seedlings	Yes
Type	The growing system or stocktype of the seedlings	No
Size	Size designation of the seedlings	No
Age	Age or growing cycle of the seedlings	No
Trees Per Box	Number of seedlings packed in a shipping carton	Yes - if you wish to see it listed in the Seedlings Screen under 'I Grew For' and/or you want to show it automatically on new Shipments
Total Grown	Number of seedlings grown or estimated to be grown	Yes - if you want to see it listed in the Seedlings Screen and/or you want to show that you own any
Sowing Complete	Checked when sowing is done	No

Field	Description	Critical
Lifting Complete	Checked when lifting is done	No
$/Tree	Cost per tree	No
Township	Private land location	No
Range	Private land location	No
Section	Private land location	No
Nur. Seedling ID	Alternative seedling ID used to track crop at nursery	No
Creator	Shows the account that created the seedling	Automatically populated
Needed	Number of seedlings owned that are actually needed by the owner	No
Post Surplus	Checked when owner wants to post the surplus publicly so all users can view it	No
Override Year	Year surplus stock is available for planting	No
Override Season	Season surplus stock is available for planting	No
Archived	Check to hide seedling from Seedlings Screen	No
File Attachments	Attach relevant files related to the crop	No
Sowing Date	Date of sowing event	Optional
Sowing Cavities	Number of cavities sown per event	Optional
Sowing Grams	Number of grams sown per event	Optional
Lifting Date	Date of lifting event	Optional
Lifting Cartons	Number of cartons lifted per event	Optional
Lifting Trees Per Box	Number trees per carton packaged per event	Optional

3.4 Seedling Trace

Seedling trace is a useful tool to see the seedling item history all on the same screen. A crop can be traced from the Seedlings Screen by clicking on the appropriate Crop Name or from the Seedling Properties Screen, Shipment Details Screen, and Trade Details Screen by using the **Trace button** on the toolbar. You will be brought to a screen similar to the one below (certain items may appear differently depending if there are multiple owners, multiple locations, etc.):

Seedling Trace for DPM0049

General				
Crop Name	Original Owner	Planting Year	Nursery	Total Grown
DPM0049	test4	2014	Big Tree Nursery	114,900

Ownership Breakdown				
↓ Location	Owner →	JRP Sample Data	test4	Total
Onhand Inventory				
Big Tree Nursery		7,250	89,900	97,150
JRP Sample Data - Contractor 1		12,750		12,750
test4 - Contractor 1			5,000	5,000
Subtotal		20,000	94,900	114,900
Total Ownership		**20,000**	**94,900**	**114,900**

Shipments (Shipped)					
Code	Owner	Source	Destination	Ship Date	Quantity
64328	JRP Sample Data	Big Tree Nursery	JRP Sample Data - Contractor 1	Oct 4, 2013	7,500
64329	JRP Sample Data	Big Tree Nursery	JRP Sample Data - Contractor 1	Oct 8, 2013	5,250
				Subtotal	**12,750**
64325	test4	Big Tree Nursery	test4 - Contractor 1	Oct 2, 2013	5,000
				Subtotal	**5,000**

Shipments (Planned)					
Code	Owner	Source	Destination	Ship Date	Quantity
64327	JRP Sample Data	Big Tree Nursery	JRP Sample Data - Contractor 2	Oct 11, 2013	8,000
				Subtotal	**8,000**
64326	test4	Big Tree Nursery	test4 - Contractor 1	Oct 9, 2013	6,500
				Subtotal	**6,500**

Trades					
Code	Location	Seller	Buyer	Date	Quantity
10356	Big Tree Nursery	test4	JRP Sample Data	Oct 1, 2013	20,000

Project Allocations	
Project	Allocation
test4 - Contractor 1	25,000
test4 - Contractor 2	15,700
JRP Sample Data - Contractor 1	15,000
JRP Sample Data - Contractor 2	5,000

The Ownership Breakdown lists the current seedling owners in columns and the seedling locations in rows.

This screen is also a good troubleshooting tool. If you notice any incorrect stock numbers, locations, or ownership, you can trace the stock and determine what happened to it. Select any Shipment or Trade Code to view the corresponding record.

Common problems include:

- shipping from the wrong location if you have access to more than one account

- trading from the wrong account
- changing the inventory or grown amount, instead of making appropriate trades or shipments
- not managing overruns correctly

***Notes:*
- *The JRP Seed & Seedling Management System tracks the quantity each user owns of each crop at each location.*
- *Each seedling item has an "original owner".*
- *The amount owned at the original nursery by the original owner is calculated based on the total amount which exists less the amounts at various locations.*
- *The last saved quantities for sent shipments are taken to be the correct quantities.*
- *If shipment quantities are changed, amounts at the source and destination location will be changed (they can even go negative).*

3.5 Download to PW 7 Desktop

Download Seedling Data:

The 'Download to PW Desktop' option allows you to import seedling data to your Plant Wizard version 7 desktop database:

1. From the Seedlings Screen choose 'Download to PW Desktop'.
2. You have the option of choosing from the seedlings that you own (by year and season) or seedlings allocated to a project (by year and season).
3. Downloading seedlings you own will download all seedlings for that year and season regardless of what has been planted already previously. If you have stock held over from a previous year and season, you would need to download that year and season as well.
4. Downloading seedlings allocated to your projects allows you more control over what seedlings you bring into your Plant Wizard 7 database. You can allocate specific amounts of seedlings to projects that will account for seedlings already planted and/or seedlings held over from a previous year and season.
5. You will be prompted to Open or Save the resulting .csv file, choose Save and select a location to save it to.
6. The .csv file will contain all seedlings owned by you or assigned to your project for the specified year and season.
7. Within Plant Wizard 7 desktop, go to your ***Seedling Inventory Screen***, and select 'Import' - you will be presented with the following options:

4. Select 'Import seedlings from CSV file' and locate the .csv file to import.
5. Ensure that your fields from your .csv file are lined up with fields in Plant Wizard 7:

Field	Type	Text file field
Seedling ID (Request Key)	Text (15 characters)	RequestKey
#/box	Whole number (-32768 - 32768)	SeedlingsPerBox
Comments	Free text	Comments
Contract	Text (30 characters)	--none--
Cost	Number	--none--
Ecology	Text (4 characters)	Ecology
Elevation	Whole number (-32768 - 32768)	Elevation
GenWorth	Text (10 characters)	GeneticWorth
Latitude	Number	Latitude
LiftDate	Date (dd/mm/yyyy)	--none--
Longitude	Number	Longitude
Maximum elevation	Whole number (-32768 - 32768)	MaxElev
Maximum latitude (d.mm)	Number	MaxLat
Maximum Longitude (d.mm)	Number	MaxLong
Minimum elevation	Whole number (-32768 - 32768)	MinElev
Minimum latitude (d.mm)	Number	MinLat
Minimum Longitude (d.mm)	Number	MinLong
Nursery ID Code	Text	Nursery
Nursery Seedling ID	Text (20 characters)	--none--
Orchard #	Text (15 characters)	Orchard
Owner ID Code	Text	OwnerID
Pesticide	Free text	--none--
Planting season	Text (10 characters)	Season
Planting year	Whole number (-32768 - 32768)	Year
Range	Text (5 characters)	--none--
Section	Text (5 characters)	--none--
SeedClass	Text (3 characters)	SeedClass
Seedlot	Text (30 characters)	Seedlot
SowDate	Date (dd/mm/yyyy)	--none--
Sown #/unit	Whole number	--none--
Sown units	Number	--none--
Spp	Text (6 characters)	Species
SPZ	Text (40 characters)	SeedZone
StockAge	Text (9 characters)	StockAge
StockSize	Text (4 characters)	StockSize
StockType	Text (3 characters)	StockType
StorageType	Text (10 characters)	--none--
Total delivered	Whole number	TotalDelivered
Total grown	Whole number	TotalGrown
Total on site	Whole number	TotalDelivered
Total ordered	Whole number	TotalOrdered
Total seedlings owned	Whole number	TotalOwned
Township	Text (5 characters)	--none--

6. Select 'Next' and all your seedling items within the file will be imported.

Download Project Delivery Data:

To download the project deliveries to your desktop database, select 'Download Deliveries to All my Projects'. In your desktop Plant Wizard 7 database, you can import the project deliveries by ensuring the Project details includes the Project Cache name (Project Name from the website). The name must match exactly (Account Name - Project Name). From the Deliveries screen on the desktop, select the **Import button** and choose 'Import Project Deliveries from CSV'.

3.6 Reports

A list of reports is available here, including 'Trees for Sale', 'Seedling Needs', 'Seedlings at my Locations', and 'Seedlings my Accounts Own'.

3.6.1 Trees for Sale

If you wish to see a list of seedlings that are available for sale by other owners, go the Seedlings Screen and choose Reports > 'Trees for Sale'. You can filter and/or sort the list by any of the column headings. To see if the seedlot properties of a particular seedling match your needs, click on the Seedlot number to show the details. If you find any seedlings that you wish to buy, you can find the seller's contact information by selecting the Owner from the list.

Spp	Crop Name	Seedlot	Type	Size	Age	Plant Year	Season	Elevation	Seed Zone	Latitude	Longitude	Owner	Amount For Sale
						2013	Spring						
PW	2012DAB0003	63245	PSB	412B	1+0	2013	Spring	500 to 1400	KQ	50°-1'-0" N	117°-49'-0" W	INTERFOR CGW	20,000
PLI	2012DCC0063	39051	PCT	410	1+0	2013	Spring	1120 to 1720	BB	52°-17'-15" N	122°-46'-0" W	PRTVR	3,465
FDI	2012DMH0021	03088	PSB	410	1+0	2013	Spring	943 to 1643	BB	51°-42'-0" N	122°-37'-0" W	MOUNTAINVIEW	4,410
PLI	2012DCC0062	04991	PCT	410	1+0	2013	Spring	1300 to 1900	CHL	52°-28'-30" N	123°-48'-30" W	MOUNTAINVIEW	945
PLI	2012DCS0007	63178	PCT	410	1+0	2013	Spring	700 to 1600	TO,TON	50°-32'-30" N	119°-6'-26" W	MOUNTAINVIEW	57,645
PLI	2012DCS0008	63257	PCT	410	1+0	2013	Spring	700 to 1600	TO,TON	50°-32'-2" N	119°-4'-31" W	MOUNTAINVIEW	5,355
PLI	2012DCS0033	48481	PCT	410	1+0	2013	Spring	900 to 1500	TOA	49°-35'-4" N	120°-22'-52" W	MOUNTAINVIEW	39,375

This screen will show you all seedlings posted for sale, as well as surplus trees for other logins within your company that have not been posted. To post surplus seedlings for sale, update the 'Needed' amount on the Seedling Properties Screen. If you wish to indicate that the seedlings are available for a different year and season, update the 'Override Year' and 'Override Season'.

3.6.2 Seedling Needs

The 'Seedling Needs (for all my accounts)' report from the Seedlings Screen will show you a list of all the crops that have a 'Needed' amount filled in by any of your accounts. This will help you determine if there are any shortages or surpluses for any of your accounts.

Crop Name	Owner	Owned	Needed	Surplus	Year	Season	Seedlot	Spp	Seed Zone	Elevation			Latitude		Longitude		Seed Class	Size	Age
										Min	Mean	Max	Min	Max	Min	Max			
2008DAB0089	FFT-DKL	8,460	8,379	**81**	2009	Spring	31640	FDI	WK	850	1,050	1,550	48.55	51.55	114.58	119.58	B	412A	1+0
2008DAB0091	FFT-DKL	4,320	4,311	**9**	2009	Spring	31640	FDI	WK	850	1,050	1,550	48.55	51.55	114.58	119.58	B	412A	1+0
2008DAB0093	FFT-DKL	9,720	10,500	**-780**	2009	Spring	43272	PLI	WK	1,100	1,200	1,500	48.35	51.35	114.07	119.07	B	412A	1+0
2008DAB0094	FFT-DKL	74,282	66,000	**8,282**	2009	Spring	40855	PY	WK	950	1,150	1,450	48.00	51.00	114.36	119.36	B	412A	1+0
2008DAB0095	FFT-DKL	14,760	16,000	**-1,240**	2009	Spring	40349	PLI	WK	890	990	1,290	48.44	51.44	116.42	121.42	B	412A	1+0
2008DAB0096	FFT-DKL	286	280	**6**	2009	Spring	39876	PY	WK	700	900	1,200	48.00	51.00	114.35	119.35	B	412A	1+0
2008DAB0101	FFT-DKL	52,020	51,000	**1,020**	2009	Spring	61208	PLI	TO,TON	700	943	1,400	50.31	50.31	119.03	119.03	A	412A	1+0

3.6.3 Seedlings at my Locations

To see a list (in Excel) of all the seedlings that your accounts have access to by owner and location, choose Seedlings at my Locations under Reports on the Seedlings Screen.

3.6.4 Seedlings my Accounts Own

To see a list (in Excel) of all the seedlings that all of your accounts own, choose Seedlings my Accounts Own under Reports on the Seedlings Screen.

Part IV

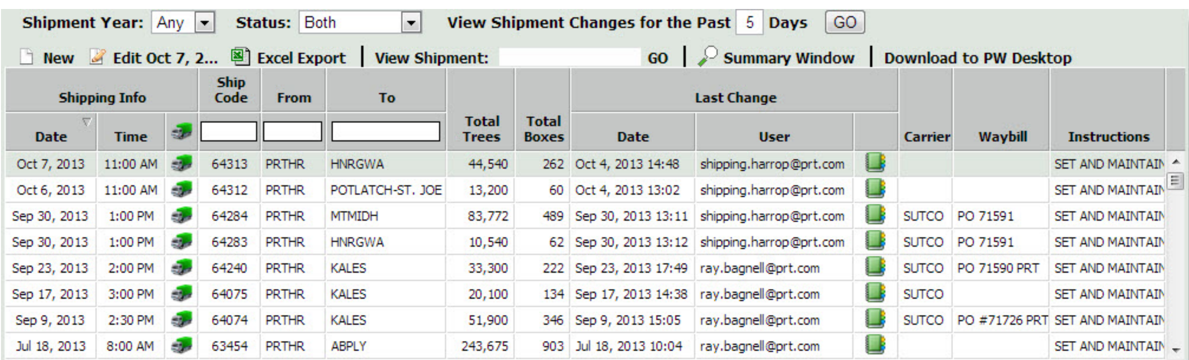
4 Shipments

On the Shipments Screen, you can:

- list seedling shipments while filtering by Shipment Year and Status (Shipped, Planned, or Both), Ship Code, From, To
- sort by any column header
- edit existing shipments
- create new shipments
- view the seedlings in selected shipments
- export shipment data to MS Excel
- view shipment changes for a specified number of days past
- view any shipment by typing in the shipment code
- quickly view the number of seedlings in shipments by using the Summary Window
- download seedlings and deliveries to Plant Wizard 7 desktop

Shipments can be edited by either the Creator, the From location or the To location. The owner of the seedlings will not have access to edit the shipment if they are not one of these accounts.

Shipments can contain multiple owners' stock and stock for different planting years.

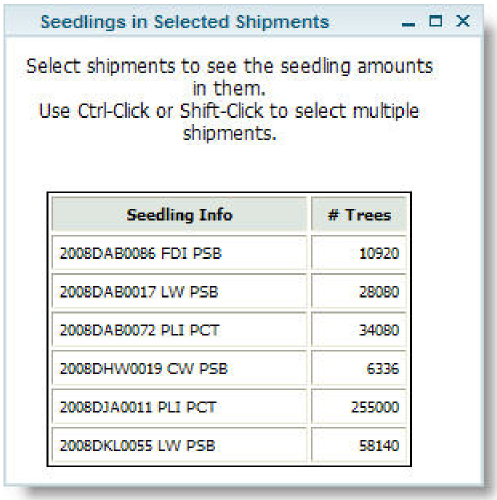


Shipping Info			Ship Code	From	To	Total Trees	Total Boxes	Last Change			Carrier	Waybill	Instructions
Date	Time							Date	User				
Oct 7, 2013	11:00 AM		64313	PRTHR	HNRGWA	44,540	262	Oct 4, 2013 14:48	shipping.harrop@prt.com				SET AND MAINTAIN
Oct 6, 2013	11:00 AM		64312	PRTHR	POTLATCH-ST. JOE	13,200	60	Oct 4, 2013 13:02	shipping.harrop@prt.com				SET AND MAINTAIN
Sep 30, 2013	1:00 PM		64284	PRTHR	MTMIDH	83,772	489	Sep 30, 2013 13:11	shipping.harrop@prt.com		SUTCO	PO 71591	SET AND MAINTAIN
Sep 30, 2013	1:00 PM		64283	PRTHR	HNRGWA	10,540	62	Sep 30, 2013 13:12	shipping.harrop@prt.com		SUTCO	PO 71591	SET AND MAINTAIN
Sep 23, 2013	2:00 PM		64240	PRTHR	KALES	33,300	222	Sep 23, 2013 17:49	ray.bagnell@prt.com		SUTCO	PO 71590 PRT	SET AND MAINTAIN
Sep 17, 2013	3:00 PM		64075	PRTHR	KALES	20,100	134	Sep 17, 2013 14:38	ray.bagnell@prt.com		SUTCO		SET AND MAINTAIN
Sep 9, 2013	2:30 PM		64074	PRTHR	KALES	51,900	346	Sep 9, 2013 15:05	ray.bagnell@prt.com		SUTCO	PO #71726 PRT	SET AND MAINTAIN
Jul 18, 2013	8:00 AM		63454	PRTHR	ABPLY	243,675	903	Jul 18, 2013 10:04	ray.bagnell@prt.com				SET AND MAINTAIN

Seedling Location is managed through shipments. It is important to note that moving the location of seedlings **DOES NOT** change their ownership. To change ownership, a trade must be completed.

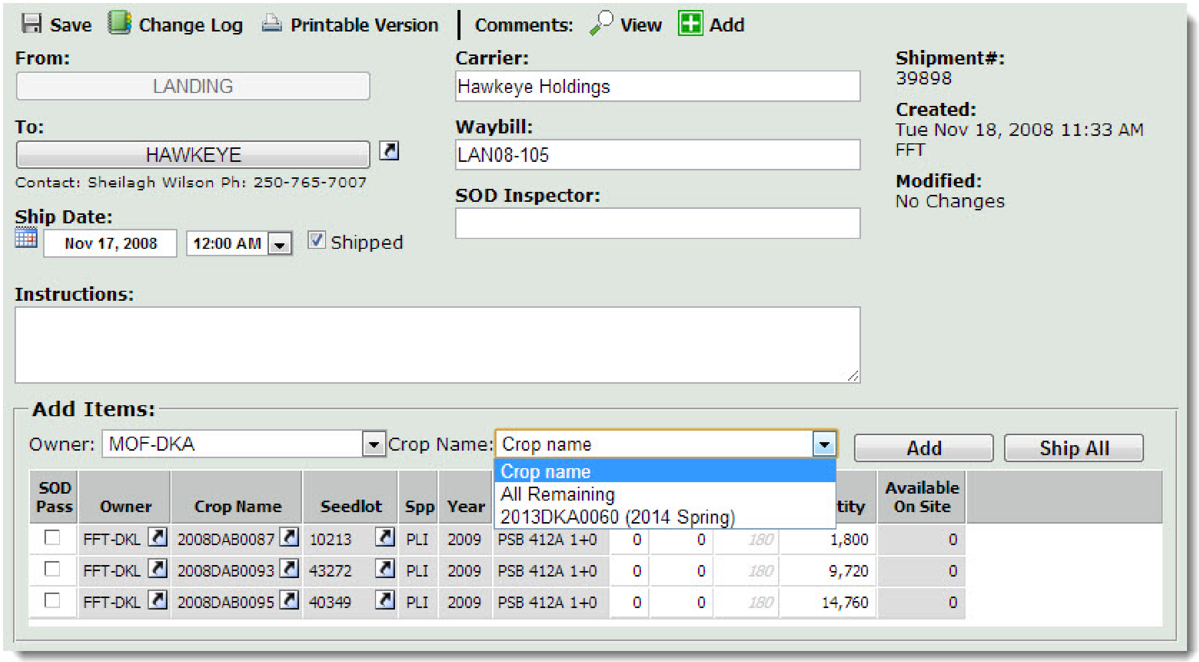
➢ *Example:* Forest Company A may contract a nursery to grow trees for them. The trees are located at the nursery, but are still owned by Forest Company A. If Forest Company A does not need all the trees, they may decide to sell some to Forest Company B. They complete a trade, which changes ownership of some of the seedlings to Forest Company B. Through this change of ownership, the location of the trees remains at the nursery.

To view the seedlings in selected shipments, use the 'Summary Window', then select shipments from the main screen. Select multiple shipments by using Ctrl-click or Shift-click:



4.1 Create a Shipment

1. From the menu bar, select 'Shipments' to view the Shipments Screen.
2. Select the **New button.**
3. Pick a Source location and a Destination. If you are shipping from or to a project, the project name will show behind the main account name.
4. The contact information for the Destination location will appear below it for easy reference. To get a more complete listing, select the arrow key to the right of the 'To' box.
5. Enter a Ship Date (a future date can be chosen if this is a planned shipment). If date is left blank, the current date and time will be used. To use the calendar, you can select the Month, Year heading to quickly move between months and years.
6. If the shipment has been sent, put a check mark in the Shipped box.
7. You may indicate the Carrier, Waybill and SOD Inspector if you wish (SOD = Sudden Oak Death).
8. Add any Instructions you wish the Source Location or Destination Location to see.
9. The Add Items section allows you to add seedlings to the shipment.
10. Select an Owner, and Crop Name (if you choose 'All Remaining', every seedling item remaining at the Source location for the Owner selected will be added) and use the **Add button.**
11. If you are shipping to an account (not a project), a 'Ship All' button will appear which will automatically fill in the 'Quantity' with the 'Available On Site' number.
12. Specify a Sequence number if you want the shipment loaded into the truck in a specific order.
13. Fill out the Boxes and #/Box, or the Quantity. Trees/Box defaults from the Seedlings Properties if it is filled out.
14. Select the **Save button** from the tool bar.
15. If the SOD Pass column is available, you can indicate whether or not the crop listed passed the SOD inspection.
16. Save your changes.
17. You will be prompted to send a notification email. Choose OK to select email recipients. The From and To contact emails are defaulted as email recipients which you can remove by unchecking. You can also add in other email addresses if you wish.



Shipments Explained:

- Shipments can be either planned or shipped.
- If you are filling out the Quantity and the #/box appears in italics, you probably have a partial box that you need to add:

Owner	Crop Name	Seedlot	Spp	Year	Stock Type	Seq	Boxes	#/Box	Quantity	Available On Site
FFT-DCS	2008DCS0058	60156	SX	2009	PSB 410 1+0	0	102	270	27,540	90,180
FFT-DCS	2008DCS0063	53166	PLI	2009	PCT 410 1+0	0	3	*300*	1,000	132,500

  If you are shipping the same seedling item at different box counts, you can add the seedling item multiple times and indicate the subsequent #/Box amounts. If you enter just the Quantity of trees shipped, the number of trees per box will be adjusted.
- The 'Available On Site' column shows how many trees are still available at the source location, regardless of which projects they have been allocated to (after all planned shipments have been taken into account).
- The 'Remaining for Project' column shows only when shipping to a project. This indicates how many seedlings are still left to be ordered, regardless of where they are (not necessarily at this source location). In the example below, there are 800 seedlings of the first crop allocated to the destination project that have not yet been ordered, but only 200 of them are at this source location. The second crop has only 130 seedlings allocated but not yet ordered, but 27,729 seedlings still at the source location (the extra may be allocated to someone else):

Remaining for Project	Available On Site
800	200
130	27,729

- SOD Inspector and SOD Pass fields are only available to those users who require tracking

Sudden Oak Death inspections (indicated at the account level).
- A user must have seedlings located at the source location to be able to add any seedlings to a shipment.
- A shipment is considered planned if the 'Shipped' field is left blank. All stock within the shipment is considered to still be at the source location, to be shipped in the future.
- A shipment saved as 'Shipped' is considered to have left the source location and has arrived at its destination.
- Shipments can be edited at any time by either the Source or Destination accounts, or the shipment creator. The stock owner can only view the shipment if they are not one of these.
- Any changes made to a shipment are tracked in the Change Log by Login and Account name.
- A shipment notification is automatically generated with the option to email the Source and the Destination account contact(s) any time the **Save button** is used. The email includes a link to the website where they can view the details.
- If you wish to send a copy of the actual shipment notice to any of your contacts, use the **Printable Version button** on the tool bar, then use the **Save to File button** in the top left corner of the resulting screen to save the printout to your computer. You can then email this as an attachment.
- ***It is recommended that you ALWAYS print a copy of the shipment for your own records.***
- Shipments from the JRP Seed & Seedling Management System can be used as waybills for delivery once saved (there is a location for signatures on the bottom of the Printable Version).
- Seedlings available to add to the shipment can be from any planting year and owner that has stock at the Source location.
- The Shipment number is an automatically created unique number.
- To have a shipment deleted, please contact JRP Solutions.

Thaw Requests:

Thaw Requests can be created by planning your shipments in advance. Your stock will be thawed as needed, and you can change shipment details as your shipment date approaches.

4.2 View/Edit a Shipment

To view or edit a previously created shipment (you must be either the Creator of the shipment, the Source location, or the Destination location):
1. From the menu bar, select 'Shipments'.
2. Filter/sort the list as needed until you find the shipment you want to view or edit.
3. Select the appropriate row and choose the **Edit button** or double-click the row.
4. If you edit the shipment, you need to save it before leaving the screen.
5. Any changes saved will be reflected in the Change Log and the Modified date will be updated.
6. A shipment notification will be automatically sent to the Source and the Destination account contacts.
7. Use the Printable Version button to print a copy of your shipment, or to email it to someone.

***Notes:*
- *To find a shipment quickly, enter the Shipment # in the Ship Code header.*
- *It is recommended that you print a copy of a shipment for your records each time it is edited.*

4.3 Shipment Fields

Field	Description	Critical
From	Shipment source location	Yes
To	Shipment destination location	Yes
Ship Date	Date and time shipment is to take place	Yes - Defaults to current date/time if not specified

Field	Description	Critical
Shipped	Check to indicate shipped, leave blank to indicate planned	Yes - In order to change the shipment status
Carrier	Name of transporter or shipping company	No
Waybill	Related waybill numbers	No
SOD Inspector	'Sudden Oak Death' shipment inspector's name	No
Shipment #	Unique shipment ID number	Automatic (upon saving)
Created	Date/time stamp when created, Account ID and Login of creator	Automatic
Modified	Date of the last edit	Automatic
Instructions	Any special instructions to communicate	No
Owner	Crop owner	Automatic (based on the Owner you selected)
Crop Name	Crop unique reference number	Automatic (based on the Crop you selected)
Seedlot	The lot reference number for the seed	Automatic (based on the Crop you selected)
Spp	Species	Automatic (based on the Crop you selected)
Year	Planting year of the stock	Automatic (based on the Plant Year selected)
Stock Type	Stock type, size, & age	Automatic
Seq	The order in which you want the trees to be loaded onto the truck	No
Boxes	Number of boxes of this crop shipped	No (Automatic if quantity and trees/box entered)
#/Box	Number of trees per carton	No (Automatic if entered in Seedling Details)
Quantity	Number of trees of this crop shipped	Yes (Automatic if trees/box and boxes entered)
Remaining for Project	The number of seedling still left to be shipped for a project, not necessarily at this location	Only visible when destination location is a project.
Available On Site	The number of seedlings still at the source location minus any shipments	Automatic
SOD Pass	Checkbox for indicating that the 'Sudden Oak Death' inspection on this crop passed	No

4.4 Recent Shipment Changes

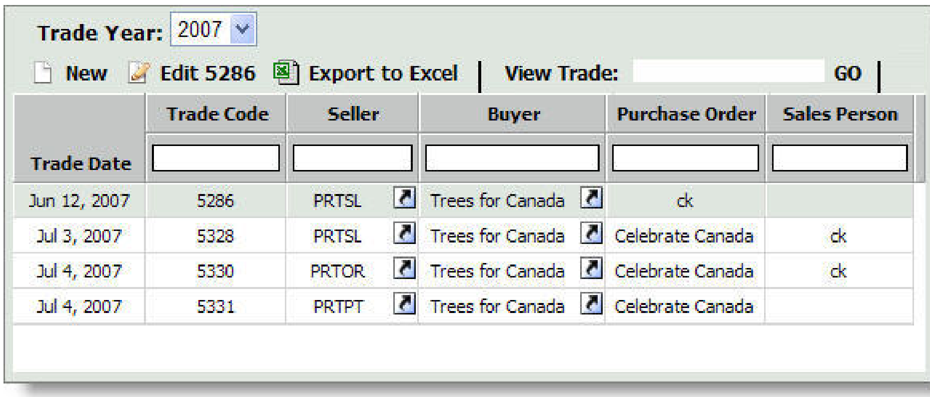
To find shipments related to your account that have been created or changed in the past user-specified number of days, choose 'View Shipment Changes for the Past _ Days' from the Shipments Screen.

Part V

5 Trades

On the Trades screen, you can:

- list trades while filtering by Trade Year, Trade Code, Seller, Buyer, Purchase Order, and/or Sales Person
- sort by any column header
- edit existing trades
- create new trades
- export trade data to MS Excel
- view any trade by typing in the trade code



Trade Date	Trade Code	Seller	Buyer	Purchase Order	Sales Person
Jun 12, 2007	5286	PRTSL	Trees for Canada	ck	
Jul 3, 2007	5328	PRTSL	Trees for Canada	Celebrate Canada	ck
Jul 4, 2007	5330	PRTOR	Trees for Canada	Celebrate Canada	ck
Jul 4, 2007	5331	PRTPT	Trees for Canada	Celebrate Canada	

Seedling ownership is tracked in the JRP Seed & Seedling Management System and is changed using seedling trades. It is important to distinguish between seedling ownership and seedling location. A seedling trade will change seedling ownership, whereas a seedling shipment will change only the seedling location. See Shipments for an example. If you own extra seedlings, these surplus seedlings can be posted on the web for sale. This is discussed in the Trees for Sale and Seedling Properties sections.

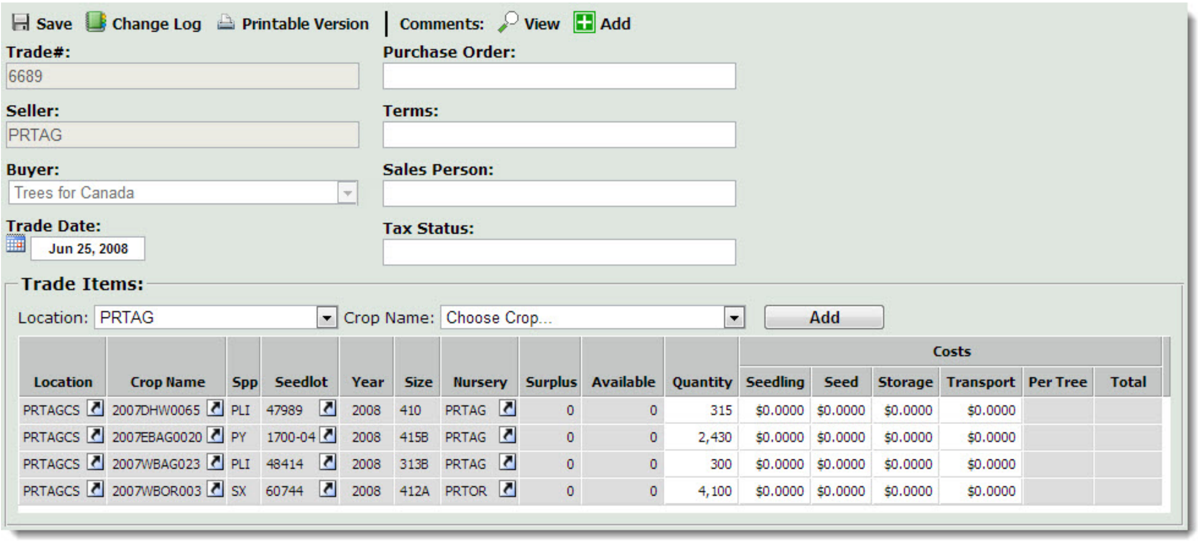
The website tracks the quantity each user owns of each crop at each location for each year/season. Each crop (request key) has an "original owner" and a grow nursery (these may be the same). The amount owned at the grow nursery by the original owner is calculated based on the total amount of a particular seedling item which exists less the amount that has been shipped to other locations and seedlings that have been traded to another owner. The last saved quantities for shipments are taken to be the correct quantities. If shipment quantities are changed, amounts at the source and destination location will be changed (they can even go negative).

➢ *Example:* The original owner owns 10,000 seedlings of request key 'X' at the grow nursery. The original owner decides to sell 5,000 seedlings to Forest Company B, and completes a trade. The nursery discovers a shortfall for request key 'X', and only 8,000 are satisfactory. The grow nursery changes the inventory to 8,000 seedlings. This will update the JRP Seed & Seedling Management System; the original owner will own 3,000 seedlings and Forest Company B will own 5,000 seedlings. If all 10,000 seedlings of request key 'X' had been traded to Forest Company B, and the shortfall was found, the updated numbers would show the original owner as owning -2000 seedlings, and Forest Company B owning 10,000 seedlings.

The JRP Seed & Seedling Management System treats all stock grown for a customer as belonging to the original owner. If the nursery grew more seedlings than were ordered, the overruns also belong to the original owner. That owner can trade the excess stock back to the grow nursery if they do not want to accept the extra stock.

5.1 Create a Trade

1. From the menu bar, select 'Trades' to view the Trades Screen.
2. Select the **New button.**
3. The Seller automatically defaults to the Account you are managing.
4. Enter the 'Buyer'.
5. Enter a Trade Date. If the date is left blank, the current date will be used. To use the calendar, you can select the Month, Year heading to quickly move between months and years.
6. You may enter a Purchase Order, Terms, Sales Person, and Tax Status if you wish.
7. In the Trade Items section, select a Location and Crop Name and use the **Add button.**
8. Fill out the Quantity.
9. Enter the Seedling, Seed, Storage, and Transport costs (by tree) if needed.
10. Save your changes.



Trades Explained:

- 'Surplus' refers to the number of seedlings not needed by the Seller (as managed in Seedling Properties and shown under View Trees for Sale).
- 'Available' refers to the number of seedlings currently owned by the Seller (regardless of whether they are surplus or not) minus the 'Quantity'.
- Costs 'Per Tree' is calculated by adding the Seedling, Seed, Storage and Transport costs together.
- Costs 'Total' is calculated by multiplying 'Per Tree' by 'Quantity'.
- Trades can only be created by the seedling Owner (Seller).
- Trades can include multiple planting years and multiple stock locations.
- When the trade is saved, the number of trees traded is deducted from the Seller and added to the Buyer.
- Trades can always be edited.
- To undo a trade, you can change the quantities to zero and save.
- To have a trade permanently deleted, contact JRP Solutions.
- Any changes made to a trade will be tracked in the Change Log by Login and Account name.
- To find seedlings to buy, go to the Home Screen and select View Trees for Sale. Filter and sort the list as needed to find seedlings that suit your needs. When you find seedlings you would like to buy, select the owner code to access their contact information. You can then contact the seedling owner so they can set up a trade.

Overrun Management:

- If the grow nursery grew more than your requested number of seedlings, you automatically take ownership of the excess trees. If you wish to refuse the excess trees, simply trade them back to the grow nursery.

5.2 View/Edit a Trade

To view or edit a previously created trade (you must be either the Seller or Buyer of the stock):
1. From the menu bar, select 'Trades'.
2. Filter/sort the list as needed until you find the trade you want to view or edit.
3. Select the appropriate trade and choose the **Edit button** from the tool bar or double-click the row.
4. If you edit the trade, you need to save it before leaving the screen.
5. Any changes saved will be reflected in the Change Log.

***Notes:*
- *To find a trade quickly, enter the Trade # in the Trade Code header.*
- *If you wish to undo a trade, change the Quantities to zero and save.*

5.3 Trade Fields

Field	**Description**	**Critical**
Trade #	Unique trade id number	Automatic (upon saving)
Seller	The account that owns the seedlings	Automatic based on the account managed
Buyer	The account buying the seedlings	Yes
Trade Date	Date of trade	Yes - Defaults to current date if not specified
Purchase Order	Order number	No
Terms	Payment terms	No
Sales Person	Person completing the sale	No
Tax Status	Related tax information	No
Location	Select a seedling location from the list; only locations with seedlings owned by the Seller will appear	Yes
Crop Name	Select a crop from the list; only seedlings owned by the Seller in the location specified will appear	Yes
Surplus	The number of seedlings not required by the Seller	Automatically populated
Available	The number of seedlings available at that location	Automatically calculated
Quantity	The number of seedlings being traded to the Buyer	Yes
Seedling $	The per seedling cost	No
Seed $	The per seedling seed cost	No
Storage $	The per seedling storage cost	No
Transport $	The per seedling transport cost	No
Per Tree $	The per seedling total cost	No - Automatically calculated if costs entered
Total $	The total cost for all seedlings	No - Automatically calculated if costs

Field	Description	Critical
		entered

Part VI

6 Projects

Projects can be created under accounts to:

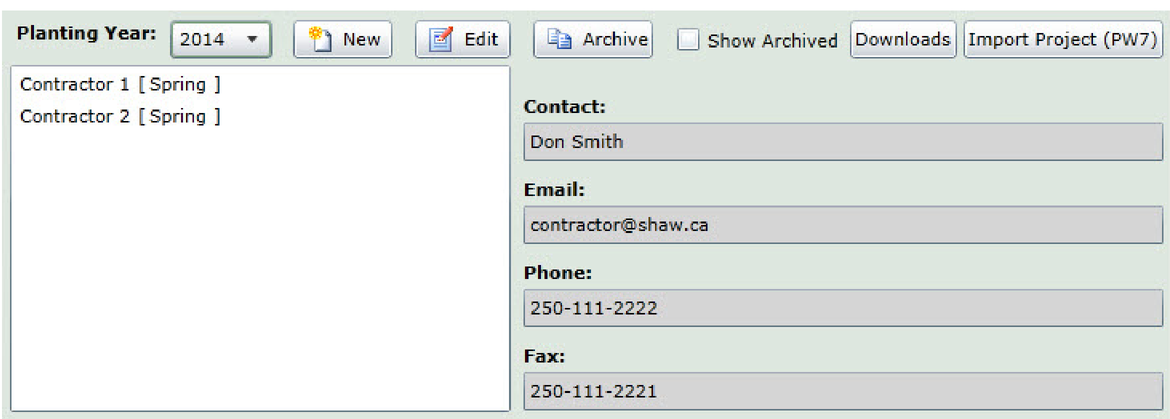
- give planting contractors access to the seedling data they need without giving them full access to the account that owns the seedlings
- divide up stock between foresters managing different planting projects or different planting years
- divide up stock between different planting years to manage stock held over from previous years and/or stock planted out early
- allow users to sync project allocation and delivery amounts in Plant Wizard 8
- allow users to download seedlings and deliveries to Plant Wizard 7 desktop on a project-specific basis
- add planting sites / prescriptions to aid in creating sowing plans

Stock can be allocated to projects from an account and stock can be shipped to/from projects, however, projects cannot 'own' stock.

When a user logs into the JRP Seed & Seedling Management System and manages a project, they have access to view, trace and download project seedling data, create and view shipments, and view trees for sale. They do not have access to edit seedling properties or create and view trades.

On the Projects Screen, you can:

- list Projects by Year
- edit existing projects
- create new projects
- archive projects
- download seedlings and deliveries to Plant Wizard 7 desktop
- import projects (and prescriptions) from Plant Wizard 7 desktop

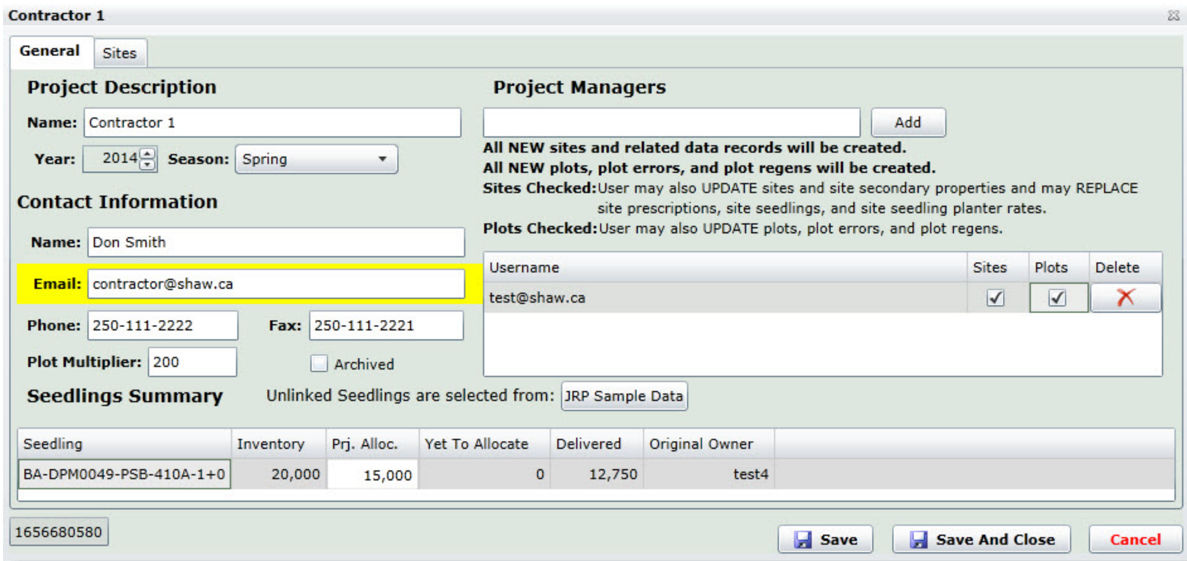


6.1 Create a Project

1. From the menu bar, select 'Projects' to view the Projects Screen.
2. Select the **New button.**
3. Enter a Project Name, Plant Year, and Season.
4. Double-click on the project name in the list or select the **Edit button.**
5. Under the General Tab, you may enter a Contact Name, Email, Phone, Fax, and Plot Multiplier if you wish. The emails specified will receive shipment notifications. Plot Multiplier will be used for density calculations.
6. If you wish to give other users access to a project without giving access to the account, add them as a Project Manager. If they do not yet have a login and password for the website, you can Log

Out and [create one for them](). You can specify what type of information they have access to when syncing data with Plant Wizard 8 (desktop or handhelds).

7. The 'Seedlings Summary' section allows you to allocate seedlings to the project. All seedlings with the same year and season (or alt. year and season) will be available for allocation. You can also allocate seedlings from other accounts that do not manage their own seedlings by selecting "Unlinked Seedlings are selected from".
8. Fill out the Project Allocation number.
9. Save your changes.



You can also create a new project by importing data from Plant Wizard 7 desktop:

1. From the Projects Screen in Plant Wizard 7 desktop, export to another PW user.
2. From the [menu bar]() on the JRP Seed & Seedling Management System, select 'Projects' to view the Projects Screen.
3. Select the **Import Project (PW7) button**.
4. Continue with Step 4 from above.

Projects Explained:

- 'Yet to Allocate' refers to the number of seedlings owned by the account that are not yet allocated to a project.
- Seedlings can only be allocated to a project by the seedling owner while managing an account.
- Projects can include multiple planting years.
- Projects can have multiple project managers.
- If a user has access to an account, they automatically have access to the projects within it.
- Users can have access to a project without having access to an account.
- Projects can always be edited.
- To unallocate seedlings to a project, change the allocation quantities to zero and save.
- To archive a project, ensure all data for it has been synced from PW8 desktop and the handhelds, then use the "Archived" checkbox.

6.2 View/Edit a Project

To view or edit a previously created project (you must be managing the account that contains the project):

1. From the [menu bar](), select 'Projects'.

2. Select the Planting Year to find the project you want to view or edit.
3. To view the project, or manually edit it, select the project row and the **Edit button**, or double-click the row.
4. If you edit the project, you need to save it before leaving the screen.

6.3 Project Fields

Field	Description	Critical
Project Name	Unique project name	Yes
Year	Project year	Yes
Season	Project season	Yes
Name	Contact name for the project	No
Email	Email for the contact	No, but used to send shipment notifications to
Phone	Phone number for the contact	No
Fax	Fax number for the contact	No
Plot Multiplier	The factor used to convert plot sampling to 1 unit area	Yes, used to calculated densities
Archived	Marks the project as unused and hides it from view	No, but can be used to clean up projects and have them no longer syncing
Project Managers	Login email address for the Project Managers	No, but used to give people access to a project without giving access to an entire account
Inventory	The number of seedlings owned by the account	Automatically calculated
Unlinked Seedlings...	Allows use of seedlings from accounts that are not managed	No, but allows contractors to create their own projects and allocate seedlings from their client(s) when the client does not use SSMS
Prj. Alloc.	The number of seedlings allocated to the project	Yes
Yet to Allocate	The number of seedlings available to be allocated	Automatically calculated
Delivered	The number of seedlings delivered to this project	Automatically calculated

6.4 Sites/Prescriptions

Sites are the planting units and each has its own species prescriptions and properties.

To create a new site:
1. Edit a project, then choose the Sites tab.
2. If the project has no sites, you will be prompted to create a new site first.
3. Give the site a name, an area, and a target density (at a minimum).
4. Add species and percents to the prescriptions.
5. Save.

Alternatively, sites are also created when importing from Plant Wizard 7 Desktop:
1. From the Projects Screen in Plant Wizard 7 desktop, export to another PW user.
2. From the menu bar on the JRP Seed & Seedling Management System, select 'Projects' to view the Projects Screen.
3. Select the **Import Project (PW7) button**.
4. Edit the sites if necessary and save.

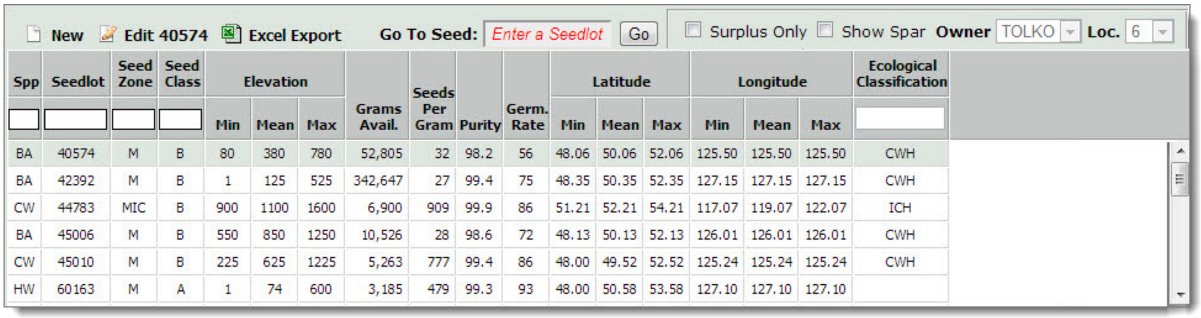
Within Sites you can track priority, elevations, start density, and many secondary properties (plant dates, status, etc.). This information syncs with Plant Wizard 8 desktop and handhelds.

Part VII

7 Seeds

The Seeds Screen of the JRP Seed & Seedling Management System allows you to:

- list all seedlots you have used or own while filtering for Species, Seedlot, Seed Zone, Seed Class, and Ecological Classification
- list all seedlots owned by individual SPAR owners and locations
- list all surplus SPAR seed
- sort by any of the column headers
- edit existing seedlots (if you are the Seed Authority)
- create new seedlots
- search for seedlots
- export seed data to MS Excel

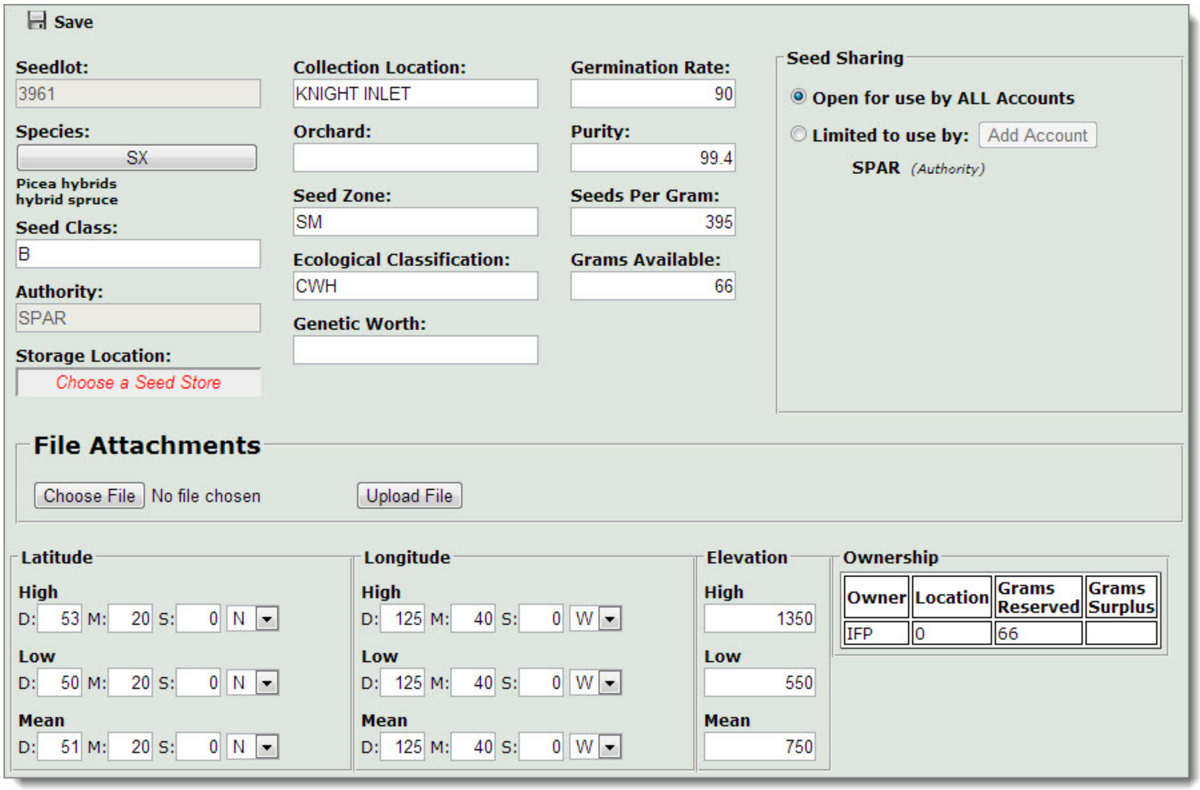


Spp	Seedlot	Seed Zone	Seed Class	Elevation			Grams Avail.	Seeds Per Gram	Purity	Germ. Rate	Latitude			Longitude			Ecological Classification
				Min	Mean	Max					Min	Mean	Max	Min	Mean	Max	
BA	40574	M	B	80	380	780	52,805	32	98.2	56	48.06	50.06	52.06	125.50	125.50	125.50	CWH
BA	42392	M	B	1	125	525	342,647	27	99.4	75	48.35	50.35	52.35	127.15	127.15	127.15	CWH
CW	44783	MIC	B	900	1100	1600	6,900	909	99.9	86	51.21	52.21	54.21	117.07	119.07	122.07	ICH
BA	45006	M	B	550	850	1250	10,526	28	98.6	72	48.13	50.13	52.13	126.01	126.01	126.01	CWH
CW	45010	M	B	225	625	1225	5,263	777	99.4	86	48.00	49.52	52.52	125.24	125.24	125.24	CWH
HW	60163	M	A	1	74	600	3,185	479	99.3	93	48.00	50.58	53.58	127.10	127.10	127.10	

Most of the seed in the JRP Seed & Seedling Management System resides under a SPAR account, therefore, most users will not be able to edit any seed listed on the Seeds Screen. SPAR (Seed Planning & Registry) seedlot data is periodically imported into the JRP Seed & Seedling Management System for all seed registered in British Columbia.

When a seedling item is created, the seedlot information will be automatically linked if it already exists in the system. If the seedlot does not exist in the system, you will be notified that you should create the seed record first. If you need to create new seedlots, you can do so using the instructions below.

Use the **New button** to create a new seed item, or use the **Edit button** to view or change the seed properties:

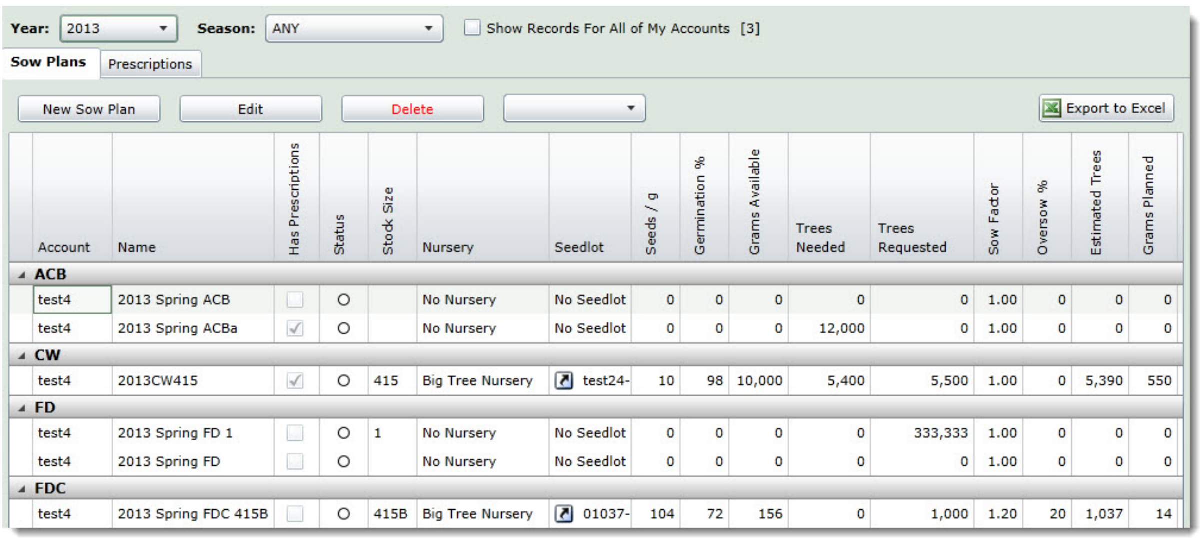

Save
Seedlot:
3961
Species:
SX
Picea hybrids
hybrid spruce
Seed Class:
B
Authority:
SPAR
Storage Location:
Choose a Seed Store
Collection Location:
KNIGHT INLET
Orchard:
Seed Zone:
SM
Ecological Classification:
CWH
Genetic Worth:
Germination Rate:
90
Purity:
99.4
Seeds Per Gram:
395
Grams Available:
66
Seed Sharing
Open for use by ALL Accounts
Limited to use by:
Add Account
SPAR (Authority)
File Attachments
Choose File No file chosen
Upload File
Latitude
High
D: 53 M: 20 S: 0 N
Low
D: 50 M: 20 S: 0 N
Mean
D: 51 M: 20 S: 0 N
Longitude
High
D: 125 M: 40 S: 0 W
Low
D: 125 M: 40 S: 0 W
Mean
D: 125 M: 40 S: 0 W
Elevation
High
1350
Low
550
Mean
750
Ownership
Owner Location Grams Reserved Grams Surplus
IFP 0 66

Part VIII

8 Sowing

The Sowing Screen allows users to:

- create sow plans for each species, stock size, year, season, nursery, seedlot combination
- match up site or prescription requirements against available seed
- assign a nursery to a sow plan
- pick from a list of suitable seedlots, applying suitability criteria where desired
- propose a sow plan to a nursery
- commit a sow plan and create seedling items automatically



Account	Name	Has Prescriptions	Status	Stock Size	Nursery	Seedlot	Seeds / g	Germination %	Grams Available	Trees Needed	Trees Requested	Sow Factor	Oversow %	Estimated Trees	Grams Planned
ACB															
test4	2013 Spring ACB		O		No Nursery	No Seedlot	0	0	0	0	0	1.00	0	0	0
test4	2013 Spring ACBa	✓	O		No Nursery	No Seedlot	0	0	0	12,000	0	1.00	0	0	0
CW															
test4	2013CW415	✓	O	415	Big Tree Nursery	test24-	10	98	10,000	5,400	5,500	1.00	0	5,390	550
FD															
test4	2013 Spring FD 1		O	1	No Nursery	No Seedlot	0	0	0	0	333,333	1.00	0	0	0
test4	2013 Spring FD		O		No Nursery	No Seedlot	0	0	0	0	0	1.00	0	0	0
FDC															
test4	2013 Spring FDC 415B		O	415B	Big Tree Nursery	01037-	104	72	156	0	1,000	1.20	20	1,037	14

*** Notes:*

- *The Sow Plans Tab lists all the sow plans sorted by species, owner, or seedlot. You can make new sow plans, or edit or delete existing ones.*
- *The Prescriptions Tab lists all the account's sites and prescriptions with the corresponding sow plans. If a site does not have a sow plan, you can use the **New Plan button** to create one.*
- *Nursery accounts will notice a 'Sow Plan Requests' tab that will show them all sow plans assigned to them. They can choose to Agree to the plan by selecting the **Proposed button**.*
- *The Est. Trees will appear red if it is less than 95% of the Trees Requested, and orange if it is less than 100% of the Trees Requested.*
- *Once a site has been assigned to a sow plan (regardless of sow plan status), the site will not be available to other sow plans.*

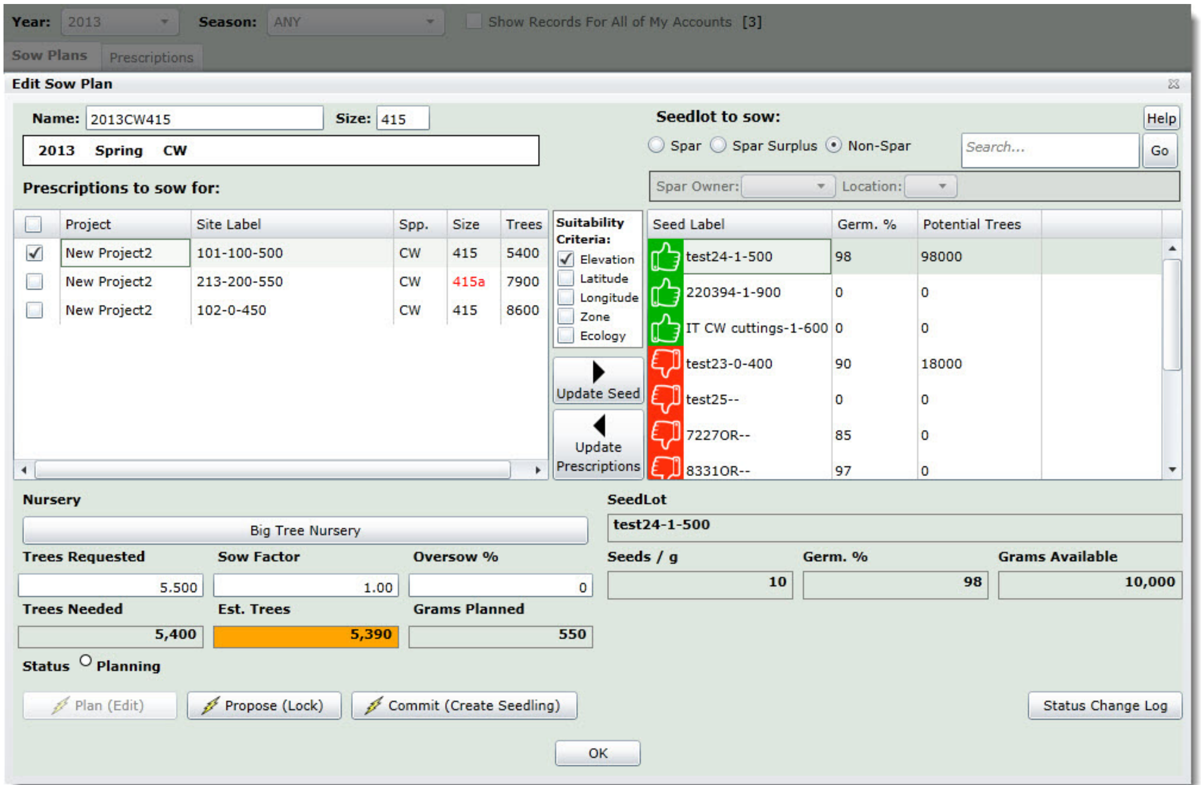
8.1 Create a Sow Plan

1. From the menu bar, select 'Sowing' to view the Sowing Screen.
2. From the Sow Plans tab, select the **New Sow Plan button**, otherwise use the Prescriptions tab and use the **New Plan button** to create a sow plan for a specific prescription.
3. If generating a sow plan from the Sow Plans tab, choose whether you would like to use the prescription properties to generate a sow plan, or use custom values. Using the prescription properties narrows down the options in the Year, Season, and Species drop down lists.
4. Enter a plan Name, and select the Year, Season, and Species for your sow plan.
5. Enter a seedling Size. The prescriptions that do not have matching seedling size requirements will show in red.
6. The screen is split into two main sections with prescriptions listed on the left and seed listed on

the right.

- Choose whether you would like to use SPAR seed (for BC users), SPAR Surplus (for BC users), or non-SPAR seed. If using SPAR seed, select an owner and location. If using SPAR Surplus, use the Owner and Location columns to help you choose the correct row if there are multiple options for the same seedlot.
- Check off a prescription (or multiple prescriptions) to sow for, then choose a corresponding seedlot.
- Alternatively, you can specify some suitability criteria and have the website figure out which prescriptions and seed fit together:
    - if you select prescription(s), use the **Update Seed button** to have suitable seed shown on the right.
    - if you select a seedlot, use the **Update Prescriptions button** to have prescriptions with matching requirements automatically checked on the left.
    - the suitability criteria work as follows:
        - Elevation - the elevation range of the seed must match or overlap the elevation range of the site(s) in order to be suitable.
        - Latitude - the latitude of the site must be within the latitude range for the seed in order to be suitable.
        - Longitude - the longitude of the site must be within the longitude range for the seed in order to be suitable. If the minimum and maximum longitude values of the seed are identical, it is assumed that the longitude range is unlimited.
        - Zone - the seed zone for Class A seed must match the seed zone specified at the prescription (species) level. The seed zone for Class B seed must match the seed zone specified at the site level. When evaluating which seed fits a prescription, the Class A seed zone is evaluated (if present), otherwise the Class B seed zone is evaluated.
        - Ecology - when using Ecology as a criteria, Zone is also used. The seed zone criteria is used as described previously and if it does not match, ecological zone is used. This test applies to Class B seed only. If using this criteria for Class B+ or A seed, only the Zone will be used.

7. Assign a Nursery.
8. Enter a number of Trees Requested, Sow Factor (# seeds per container) and Oversow % (% extra containers sown) if needed.
9. Trees Needed will be updated by the requirements of the selected prescriptions.
10. Each Sow Plan has an associated status which is defaulted to 'Planning' when first created. This status can be updated to 'Proposed' once a Nursery has been selected which will allow the nursery to 'Agree' to the plan if they wish. The final status is 'Committed' which automatically creates seedling items and a random Crop Name. Once a sow plan has been committed, it cannot be changed and the 'Grams Planned' will be deducted from the appropriate seedlot.

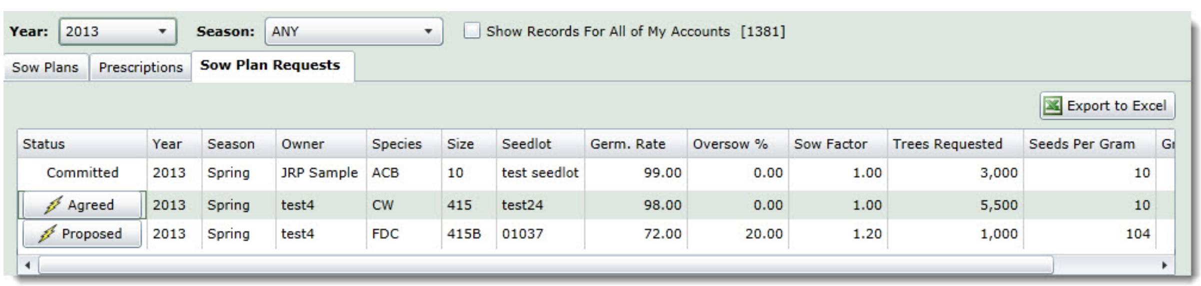


8.2 View/Edit a Sow Plan

1. From the menu bar, select 'Sowing' to view the Sowing Screen
2. Select a year and season to display the list of created sow plans
3. Double-click a plan or choose one from the list and select the **Edit button**
4. Update or delete the plan as needed

8.3 Sow Plan Requests

If there have been any sow plans created for a nursery, a 'Sow Plan Requests' tab will appear on the Sowing Screen:



This screen shows all the sow plans for a nursery and their status. To agree to a proposed sow plan, simply select the **Proposed button**. You can export this screen to Excel as well.

Part IX

9 Appendix A: "How to" Guide

Click on the links below for further information on each of the topics:

Manage Users:

- Change my contact information
- Change my password
- Splitting stock between contractors

Seedling Information:

- Edit seedling details
- Import seedling data to Plant Wizard 7 desktop
- Create a new shipment
- View and Edit a shipment
- Post my surplus seedlings
- Search for seedlings for sale
- Buy or sell seedlings
- View seedling history
- Troubleshoot incorrect seedling numbers, locations, ownership
- Manage Overruns
- Trade stock to a different user
- Delete a trade
- Perform a "Thaw Request"

Help:

- Get JRP Seed & Seedling Management System help

Part X

10 Appendix B: Splitting Stock

Managing Multiple Contracts Using Plant Wizard 7 and the JRP Seed & Seedling Management System

1. Plant Wizard 7 Desktop - Prescription Information (all contracts go into one database, each as a separate project):
   - Import from Genus, or
   - Enter by hand, or
   - Import from .csv file.

2. Plant Wizard 7 Desktop - Seedling Information (all seedlings to be allocated):
   - Download from the JRP Seed & Seedling Management System (if nursery has already created seedling items in PW.com), or
   - Hand enter into the JRP Seed & Seedling Management System and then download, or
   - Hand enter in Plant Wizard desktop, or
   - Import into Plant Wizard desktop from a .csv file.

3. Complete allocations with all blocks and seedlings.

4. Create a new database for each contractor (make sure it is recognizable – i.e. Spring 2007, Contractor 1).

5. Export each project into its appropriate database using .pw files.

6. Make sure seedling information is in the JRP Seed & Seedling Management System (contact JRP if you need to upload it from Plant Wizard desktop)

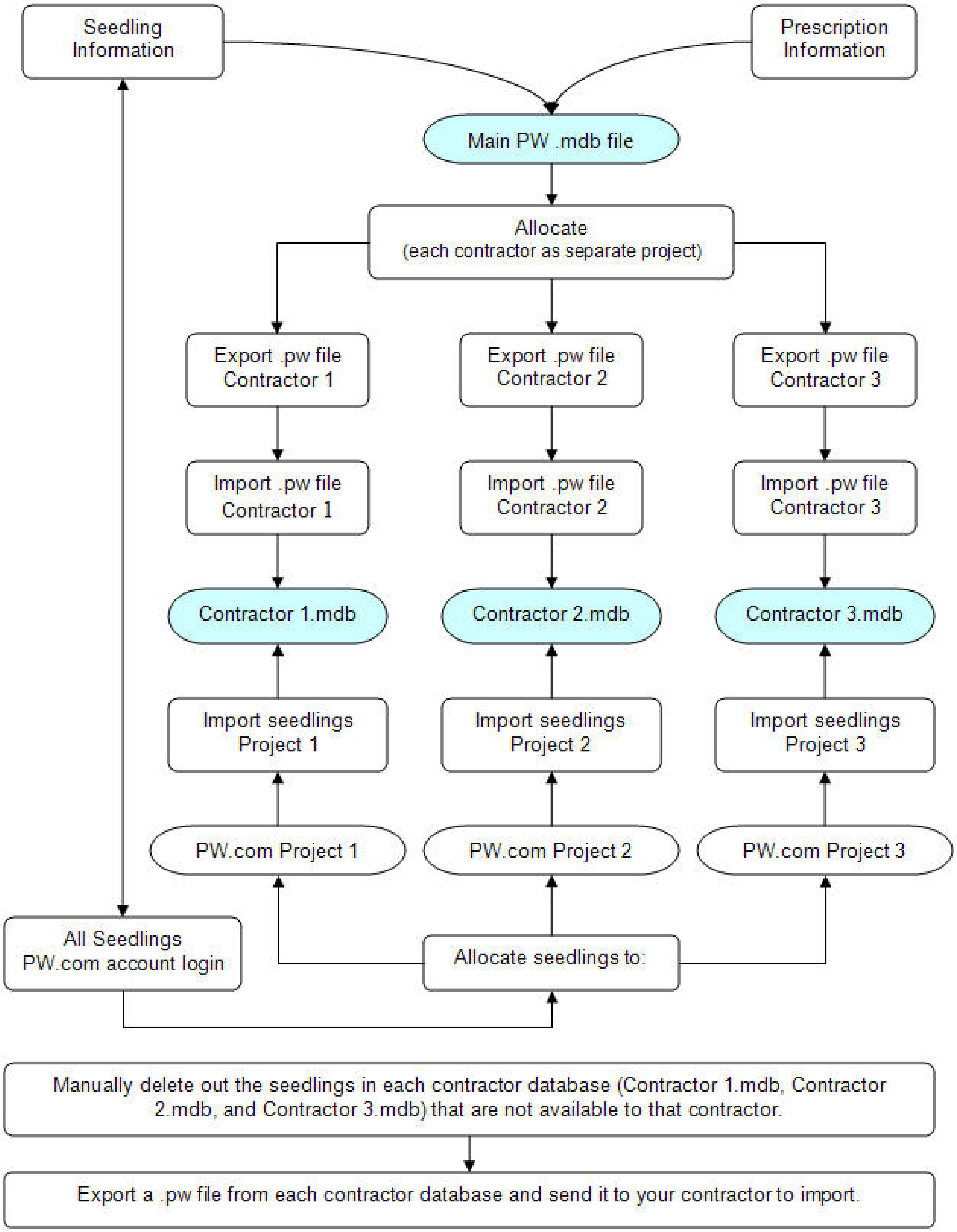
7. In your JRP Seed & Seedling Management System account, create a project for each contractor and assign the contractor as a Project Manager. Allocate the appropriate seedlings (those allocated to the blocks assigned) to each project.

8. From the Seedlings Screen, choose Download to PW 7 Desktop and select the project you wish to download seedlings for.

9. In each contractor Plant Wizard desktop database, go to the Seedling Inventory Screen, and import your seedlings from the .csv file you downloaded from the JRP Seed & Seedling Management System (this will update the seedling numbers to the numbers you have allocated to that individual contractor).

10. In each contractor Plant Wizard database, manually delete the seedling items that are not allocated to that contractor.

11. Export each contractor Plant Wizard database for use by another user (it will give you a .pw file), and send the appropriate .pw file to each contractor.


Seedling Information
Prescription Information
Main PW .mdb file
Allocate
(each contractor as separate project)
Export .pw file Contractor 1
Export .pw file Contractor 2
Export .pw file Contractor 3
Import .pw file Contractor 1
Import .pw file Contractor 2
Import .pw file Contractor 3
Contractor 1.mdb
Contractor 2.mdb
Contractor 3.mdb
Import seedlings Project 1
Import seedlings Project 2
Import seedlings Project 3
PW.com Project 1
PW.com Project 2
PW.com Project 3
All Seedlings PW.com account login
Allocate seedlings to:
Manually delete out the seedlings in each contractor database (Contractor 1.mdb, Contractor 2.mdb, and Contractor 3.mdb) that are not available to that contractor.
Export a .pw file from each contractor database and send it to your contractor to import.

Part XI

11 Appendix C: Troubleshooting

Accessibility

- ***Some pages display the message "The current version of this page uses Silverlight, which you do not have installed"*** - you have the option to install Silverlight (recommended) or choosing the button labeled "Click Here to use the Old Page" (if available).
- ***Some pages do not display the headings correctly. They appear grey.*** - if you are using Internet Explorer, choose Tools... Compatibility View. Alternatively you can choose Tools... Compatibility View Settings and check on the 'Display all websites in Compatibility View' option.
- ***Pop-ups are blocked and I have to allow them every time*** - in Internet Explorer, choose Tools... Pop-up Blocker... Pop-up Blocker Settings and 'Add' the address http://www.jrpltd.com to the Allowed sites list.
- ***I would like my password to be remembered so that I don't have to type it in every time***
  - in Internet Explorer, choose the Content tab under Internet Options and select the 'Settings' button under AutoComplete. Check on 'User names and passwords on forms'. You can also choose 'Ask me before saving passwords' so that you are prompted before saving passwords (helpful if you are on a shared computer and want to ensure your privacy).
  - in Google Chrome, choose Options from the Tools menu. Under the Personal Stuff tab, select 'Offer to save passwords'. You can also select 'Save text from forms to make them easier to fill out'.
- ***I cannot see the entire screen and cannot scroll over or down enough to see everything*** - you may need to adjust your screen resolution to a minimum of 1024 x 768. If you are using Internet Explorer you can press the F11 key to hide the upper screen and F11 to bring it back if you need a little more space.

Part XII

12 Appendix D: Technical Support

Help Desk:

Technical support is available for registered JRP Seed & Seedling Management System users. The telephone help desk is open Monday to Friday, 8:00 a.m. to 5:00 p.m. PST, except Statutory Holidays.
We can be reached in the following ways:

Phone:
1-800-535-2093 ext. 300 Monday to Friday, 8:00 a.m. to 5:00 p.m. PST
(250) 703-0451 ext. 300 Monday to Friday, 8:00 a.m. to 5:00 p.m. PST

Fax: (250) 703-0651

E-mail: support@jrpltd.com

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