



PEST LOGBOOK USER GUIDE

1. REGISTERING OR JOINING PESTLOGBOOK.COM

1. After registering at Pest Logbook.com you will need to submit a Paypal payment to subscribe to the working logbook. You will need a Paypal account to complete the transaction as the Pest Logbook uses a subscription based system to control access. You will be presented with two buttons. (See fig. 1) One for a grower account and one for a Head grower account. A grower account allows one user to use the logbook at one location. A head grower account allows 5 assistant growers at each of the five allowed locations. A head grower account also allows one maintenance and one pest scout user per location.
2. Your subscription to Pest Logbook has a 30 day free trial period. You can unsubscribe at any time before the 30 days at no charge. After the 30 days you will be charged on a yearly basis at the current subscription rates for the Pest Logbook.

YOU MUST MAKE YOUR PAYPAL PAYMENT TO USE THE LOGBOOK.

A GROWER IS FOR A SINGLE APPLICATOR UNDER ONE LICENSE. A HEAD-GROWER IS AN APPLICATOR WITH UP TO FIVE ASSISTANT GROWERS UNDER THE SAME APPLICATORS LICENSE.

GROWER \$250 YEARLY

Subscribe

VISA Mastercard American Express Discover

HEAD GROWER \$500 YEARLY

Subscribe

VISA Mastercard American Express Discover

Fig.

2. ADD A LOCATION

1. The first step after officially joining Pest Logbook is to add a location. Adding a location will unlock other features. (See fig. 2)

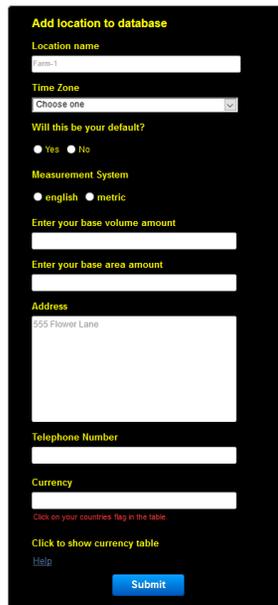


Fig. 2

- A. **Location name.** Enter the name of your location
- B. **Your time zone.** Select the time zone your location is in from the dropdown. If you don't know what it is you can look it up here. <http://whatismytimezone.com>
- C. **Is this your default location?** If you're a Grower account the answer is yes as you're only allowed one location. If you're a Head grower account you can add several location and set one of them as your default working location now or wait.
- D. **Select your Measurement system.** Here's where you will select English or Metric for your base symbol for your base volume amount. (Chemicals have their own system allowing users to use ml for Bonzi even though they have selected an English measurement system).
- E. **Base Volume symbol.** Select the symbol for your base volume mix. In the U.S. we typically use 100 Gal so I would select gal. (Again chemicals have their own system).
- F. **Base Volume amount.** This is the amount you want to use as your base mix rate for your chemicals. Here in the U.S. we typically use 100 Gals as the base volume so you would enter 100.
- G. **Base area Symbol.** Select your base area symbol. In the U.S. most greenhouse use sqft for calculations.
- H. **Base area amount.** This is what is typically calculated when figuring your treatment areas. 99.9% of users should enter a 1 here. So 1 sqft would equal 1 sqft.
- I. **Address.** Enter the address of the location being entered. This will appear on the Pest log data and central notification pages.
- J. **Telephone number.** Enter the phone number for the location being entered.
- K. **Currency.** Click the Show Currency Table to show a large table with currencies and their matching countries flag. Click on the flag of your country and the currency will be entered for you.
- L. **Submit.** Click the Submit button to add the location. If there's any errors the location will not be added and error notes will show below the entries with issues.

3. SET A WORKING LOCATION

1. After adding your first location the Set Your Working Location feature will become available to you. (See fig. 3)

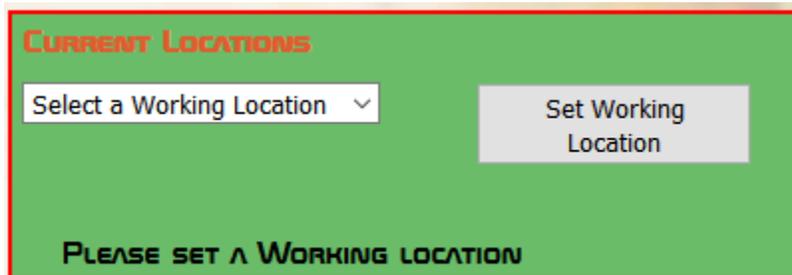


Fig. 3

- A. Select a location that will be your working location. This will be the location that you will be logging applications.
- B. If you're a Head grower account you will need to set your working location to the one you want to alter or add to the database such as adding Zones, Sections, and Areas. When your done switch your working location back to the one desired for logging applications.

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4. BUILDING YOUR DATABASE - ZONE, SECTION, AREA

The database is the heart of your logbook. It takes some time to build the Zone, Section, and Area completely up if you have lot of them but in the end the time spent up front by you will save you many hours logging applications.

The logbook uses Zones as the top tier of your location division. Zones are then divided into Sections and then Sections are divided into Areas. As an example you may have a West Range (See fig 4) that has 6 bays in it. Let's say that there's a main walk through the middle that divides each of the 6 bays into halves. One half is north of the main walk and the second half is south of the main walk. In this setup I would add a Zone called West-Range. Then I would add a Section to that Zone called Bay-1. Next I would add an Area to that Section called North. I would then repeat adding Sections Bay-2 through Bay-6 to cover the rest of the bays. I would then add Areas to each of the Sections naming them North and South to cover all 12 Areas.

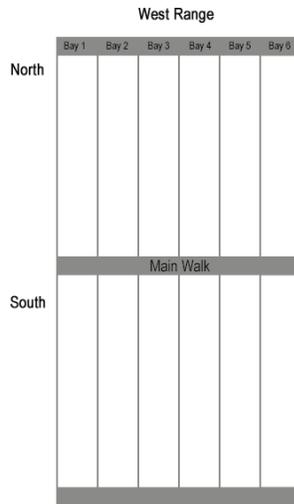


Fig. 4

When adding each of your Zones, Sections, and Areas you will need to enter the Area per pole. (See fig. 5) The Logbook uses the poles treated to quickly calculate the sq area treated for you. One pole is the plant able area from your side walk to the wall then from one pole to the next. As an example if my Location was using the English system and the greenhouse has a 12 foot pole spacing and it was a 21 foot bay with a 2 foot side walk I would have an 19 foot by 12 foot area between poles for a total area of 228.sqft. You don't enter the symbol for your area as the logbook will use your Base Area Symbol that was entered when the current Location was added.

Using the poles treated is only an option when logging your applications as you can also enter the sq area manually or use the Width, Start Area, and End Area to calculate the sq area treated.

If you are a Nursey or a greenhouse with field production you can enter the field name as the Zone, Section, or Area and then enter the total sq area for that field. Then when a user logs an application done to that entire field you would enter 1 pole treated and the logbook will automatically retrieve the sq area of that field from your database. This makes it easy for users so they don't have to remember the sizes of areas and waste time making calculations. **Note:** You can't use spaces or non-alphanumeric characters in your naming plan except a - or _. Use a _ or - to separate words. Example West-Range, or West_Range.

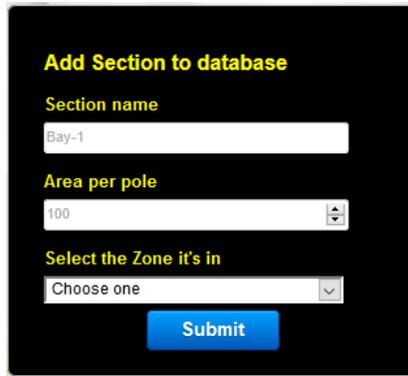
- 1. Zone** The Zone is the first level of division for breaking up your location. You can have unlimited amount of zones but as a general rule you will probably have fewer Zones then Sections.

The screenshot shows a web form titled "Add Zone to database" in yellow text on a black background. Below the title, there are two input fields. The first is labeled "Zone name" and contains the text "Front-Range". The second is labeled "Area per pole" and contains the number "100". Below these fields is a blue "Submit" button.

Fig. 5

2. **Section.** The Section is the second level of division for breaking up your location. Sections are inside Zones. You will probably have more Sections than Zones. You can have an unlimited number of Sections.

When adding a Section you enter the name for your Section using only alphanumeric characters except a - or _ to separate words. (See fig 6) You then enter the sq area between poles as you did for your Zone. Lastly you will assign the Section to a Zone by selecting a Zone from the dropdown. Only Zones that were already added to the current location will be available to select.



Add Section to database

Section name
Bay-1

Area per pole
100

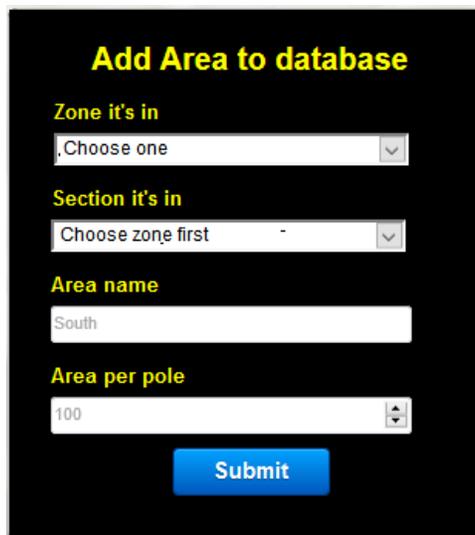
Select the Zone it's in
Choose one

Submit

Fig. 6

3. **Area** The Area is the third level of division for breaking up your location. Areas are inside Sections. You will probably have more Areas than Sections. You can have an unlimited number of Areas.

When adding an Area you first select the Zone it's in then you select the Section it's in. (See fig. 7) After you select a Zone you will only be able to select Sections that were assigned to that Zone. You then enter the name for your Area using only alphanumeric characters except a - or _ to separate words. You then enter the sq area between poles as you did for your Zone and Section.



Add Area to database

Zone it's in
Choose one

Section it's in
Choose zone first

Area name
South

Area per pole
100

Submit

Fig. 7

5. BUILDING YOUR DATABASE – APPLICATION METHOD, TARGET/REASON

- 1. Method** Adding methods to your database keeps users from entering invalid method types and allows for a unique filter on reports to sort data. (See fig. 8) Examples of Methods for a greenhouse would be Spray, Drench or Sprench. You can name them whatever you want using only alphanumeric characters except a - or _ to separate words.



The screenshot shows a form titled "Add application method to database" on a dark background. It features a text input field labeled "Application method" with a red error message "No spaces" below it. Below the input field is a question "Does this require an Injector?" with two radio button options: "No" (selected) and "Yes". A blue "Submit" button is located at the bottom right of the form.

Fig 8

- 2. Target/Reason** Adding a target or reason for application keeps data consistent and again makes filtering or sorting data easy. (See fig. 9) Examples or targets or reasons would be Aphids, Botrytis or Leafhoppers. You can name them whatever you want using only alphanumeric characters except a - or _ to separate words.

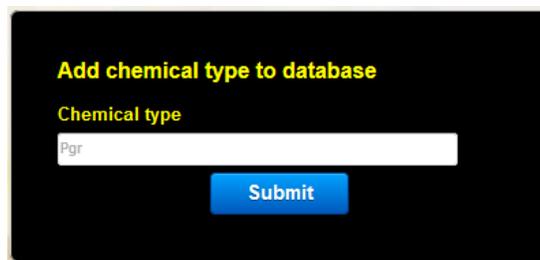


The screenshot shows a form titled "Add Target/Reason to database" on a dark background. It features a text input field labeled "Target Pest / Reason" with the word "Aphids" entered. A blue "Submit" button is located at the bottom right of the form.

Fig. 9

6. BUILDING YOUR DATABASE – CHEMICAL TYPE, CHEMICAL, LABEL

- 1. Chemical type** Add a chemical type before you add a chemical to your database. (See fig. 10) Examples of chemical types would be PGR, Fungicide, Insecticide, Hormone, and Herbicide. You can add as many types as you want. You can name them whatever you want using only alphanumeric characters except a - or _ to separate words.



The screenshot shows a form titled "Add chemical type to database" on a dark background. It features a text input field labeled "Chemical type" with the text "Pgr" entered. A blue "Submit" button is located at the bottom right of the form.

Fig 10

- Chemical.** Add chemicals to your database to go with your chemical types. (See fig 1.1) When logging applications and you select a chemical type the only chemicals you will be able to select are those assigned to that type. This helps applicators use the correct chemicals and make selections quickly.

Add Chemical to database

Chemical type: Choose one (dropdown)
 Chemical Name: Bonzi (text)
 Manufacturer: Syngenta (text)

EPA Reg. Number: 100-996 (text)
 Active Ingredient: Paclobutrazol (text)
 REI: Choose one (dropdown)

MOA: 1 (text)
 Upload Label: Browse... No file selected.

Rates are amount per 100 Gals. Does this use ppm? Yes

Rate #1: 0.00 (dropdown) Rate #2: 0.00 (dropdown) Rate #3: 0.00 (dropdown) Rate #4: 0.00 (dropdown) Rate #5: 0.00 (dropdown)
 Rate #6: 0.00 (dropdown) Rate #7: 0.00 (dropdown) Rate #8: 0.00 (dropdown) Rate #9: 0.00 (dropdown) Rate #10: 0.00 (dropdown)
 Rate #11: 0.00 (dropdown) Rate #12: 0.00 (dropdown) Rate #13: 0.00 (dropdown) Rate #14: 0.00 (dropdown) Rate #15: 0.00 (dropdown)

Container Size: 128 (dropdown) Measured in: Choose one (dropdown) Cost of Container: 0.00 (text)

Submit

fig.11

- Chemical Type** This dropdown is populated by the chemical types you added to your database.
- Chemical Name** Enter the name of your chemical. *
- Manufacturer** Enter the manufacturer of the chemical. *
- EPA Reg Number** Enter the EPA Reg Number found on the chemical container.* If the chemical doesn't have a REG number enter NA.
- Active Ingredient** Enter the active ingredient found on the chemicals label.*
- REI** Select the Restricted Reentry Interval from the drop down that matches your chemical.
- MOA** Enter the MOA of the chemical. The Mode of Action is usually found on the label but you may need to contact your chemical rep to get it. If the chemical doesn't have one enter NA.
- Upload Label** Clicking this button allows you to upload a label to go with your chemical. It's not required but if you need a label you can grab one from our [archive](#). We try to keep them up to date.
- Does this use ppm** A lot of growers use chemicals that have rates expressed in ppm. By checking this box you can enter the ppm associated with the amount per base volume entered for the location. If the chemical being added to the database doesn't use ppm leave this box unchecked.
- Rate 1-Rate 15** Each chemical can have up to 15 pre assigned rates and associated ppm if applicable. Enter the proper numbers for the amount per your base volume that you set when you added the current location.
- Container Size** This is the size of the container that you buy it in. If it comes in a gal enter 128 for the total amount of oz. in a gal.
- Measured In** This is what you measure the chemical in at final use and is what is associated the container size in the previous entry. Select one from the dropdown. If you don't see an option that you need, please contact us and we'll get it added. Chemicals use their own metric and English system because some chemicals like Bonzi are easier to mix by using ml per gal or liter.
- Cost of Container** Enter what the cost of the container is as used and entered in the container size.

*You can name them whatever you want using only alphanumeric characters except a - or _ to separate words.

3. **Chemical Label** You can upload a label if you didn't add one to a chemical or update an existing one. (See fig 12)

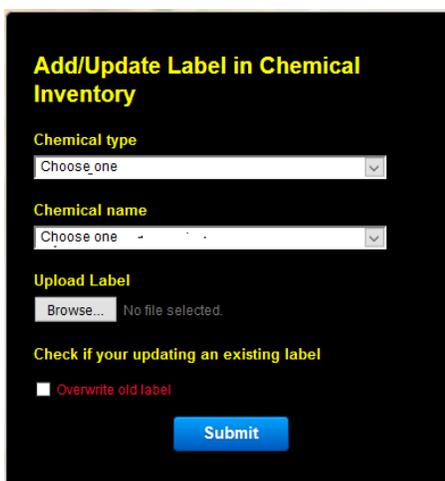
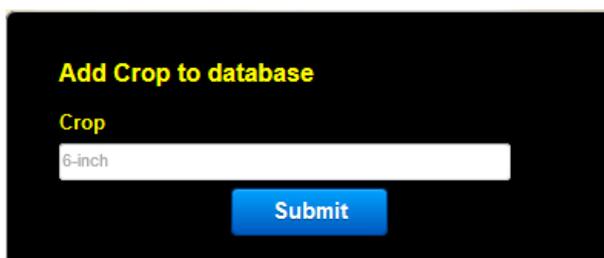


Fig. 12

- A. **Chemical type** Select a chemical type from the dropdown.
- B. **Chemical name** Select a chemical name from the dropdown.
- C. **Browse** This allows you to browse your pc for the label to upload.
- D. **Overwrite old label** This allows you to replace an outdated label.

7. BUILDING YOUR DATABASE – CROP, CROP TYPE

1. **Crop** A Crop is the first level and the Crop Type is the second in your product division. (See fig.13) Crop Types are inside Crops. Examples of Crops might be the container they're grown in such as 6-Inch, 4-Inch, 512-Plug, 12-Inch-Patio, and 606-Jumbo. Crop Types are dependent on the Crop so looking at our example 6-Inch we could have various Crop Types under that such as Mums, Geraniums, and Pansy*



2. **Crop Type** A Crop type is dependent on the Crop entered. Enter the name of the Crop Type then select the Crop in the dropdown that it is associated with. (See fig.14)

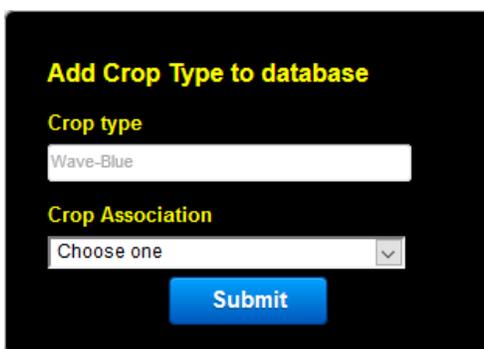


Fig. 14

*You can name them whatever you want using only alphanumeric characters except a - or _ to separate words.

8. CHEMICAL UPDATE

1. This form allows you to view the current data entered for the chosen chemical and to update that information. (See fig 15)

The screenshot shows a web form titled "Update Chemical info" for the chemical "Bonzi". The form includes the following fields and options:

- Chemical Name:** Text input field containing "Bonzi".
- Manufacturer:** Text input field containing "Syngenta".
- EPA Reg. Number:** Text input field containing "100-996".
- Active Ingredient:** Text input field containing "Pactobutrazol".
- REI:** Dropdown menu set to "12".
- MOA:** Text input field containing "1".
- Rates are amount per 100 Gals:** A section with 15 rate input fields (Rate #1 to Rate #15). Rate #1 is set to "1", Rate #2 to "2", Rate #3 to "5", Rate #4 to "10", Rate #5 to "20", Rate #6 to "30", and Rates #7 through #15 are set to "0".
- Does this use ppm?:** A checkbox labeled "Yes" which is currently unchecked.
- Container Size:** Text input field containing "3785".
- Measured in:** Dropdown menu set to "ml".
- Cost of Container:** Text input field containing "120".
- Update Bonzi:** A blue button at the bottom of the form.

Fig. 15

- A. Chemical Name** Enter the name of your chemical. *
 - B. Manufacturer** Enter the manufacturer of the chemical.*
 - C. EPA Reg Number** Enter the EPA Reg Number found on the chemical container.* If the chemical doesn't have a REG number enter NA.
 - D. Active Ingredient** Enter the active ingredient found on the chemicals label.*
 - E. REI** Select the Restricted Reentry Interval from the drop down that matches your chemical.
 - F. MOA** Enter the MOA of the chemical. The Mode of Action is usually found on the label but you may need to contact your chemical rep to get it. If the chemical doesn't have one enter NA.
 - G. Upload Label** Clicking this button allows you to upload a label to go with your chemical. It's not required but if you need a label you can grab one from our [archive](#). We try to keep them up to date.
 - H. Does this use ppm** A lot of growers use chemicals that have rates expressed in ppm. By checking this box you can enter the ppm associated with the amount per base volume entered for the location. If the chemical being added to the database doesn't use ppm leave this box unchecked.
 - I. Rate 1-Rate 15** Each chemical can have up to 15 pre assigned rates and associated ppm if applicable. Enter the proper numbers for the amount per your base volume that you set when you added the current location.
 - J. Container Size** This is the size of the container that you buy it in. If it comes in a gal enter 128 for the total amount of oz. in a gal.
 - K. Measured In** This is what you measure the chemical in at final use and is what is associated the container size in the previous entry. Select one from the dropdown. If you don't see an option that you need, please contact us and we'll get it added. Chemicals use their own metric and English system because some chemicals like Bonzi are easier to mix by using ml per gal or liter.
 - L. Cost of Container** Enter what the cost of the container is as used and entered in the container size.
- *You can name them whatever you want using only alphanumeric characters except a - or _ to separate words.

9. CHEMICAL PRICE UPDATE

1. This form allows quick access to updating all your chemical prices in one convenient location. (See fig. 16)



Update Chemical Prices

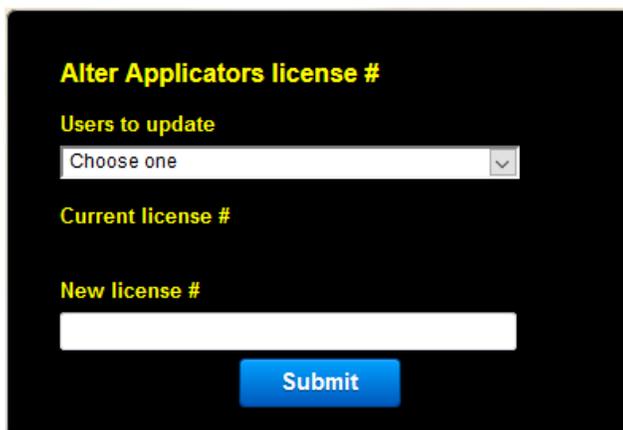
| | | | |
|---------------------------------------|------|-------------------------------------|-------------------------------------|
| <input type="button" value="B-Nine"/> | = \$ | <input type="text" value="190.00"/> | <input type="text" value="80oz"/> |
| <input type="button" value="Bonzi"/> | = \$ | <input type="text" value="120.00"/> | <input type="text" value="3875ml"/> |

Fig. 16

- A. Enter the purchase price for the amount of chemical listed to the right.

10. UPDATE USERS LICENSE NUMBER

1. This form allows you to update a user's license number. (See fig.17) Often you may have assistant growers working under your license number until they get their own. This will allow you to change it.



Alter Applicators license #

Users to update

Current license #

New license #

Fig. 17

- A. **User to update** Select a user from the dropdown.
- B. **New License #** Enter the users new license number.

11. DELETE LOCATION

1. This form allows you to delete a location.(See fig. 18) If a location is no longer going to need access to the logbook you can delete it from your account.

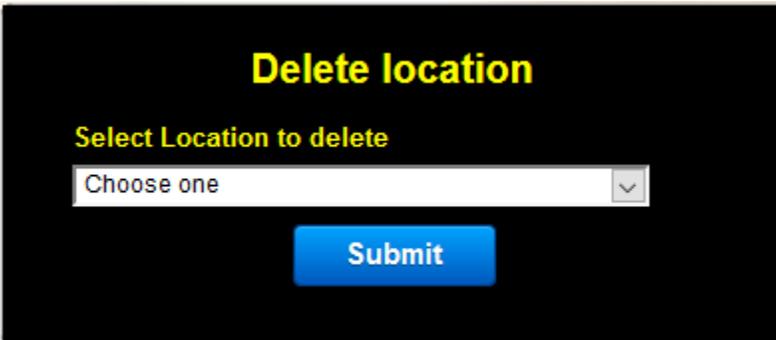


Fig. 18

- A. **Select Location to delete** Select one of your locations from the dropdown.
- B. **Be very sure you want to do this. Deleting a location will delete all Zones, Sections, areas, Central Notifications, Pest Scouts, and Maintenance users associated with it. This can't be undone!**

12. DELETE ZONE

1. This form allows you to delete a zone.(See fig. 19) If a zone is no longer needed in the logbook you can delete it from your location.

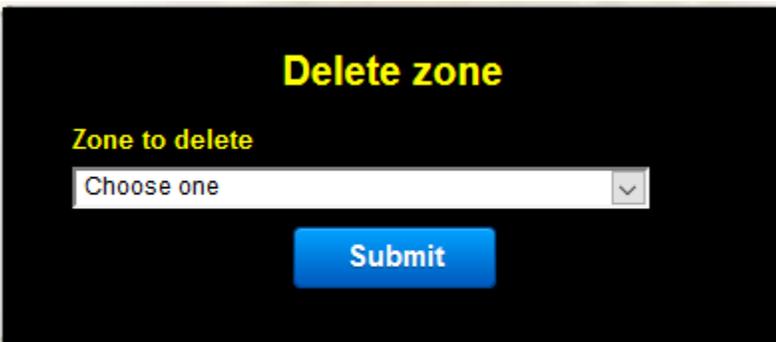


Fig. 19

- A. **Select Zone to delete** Select one of your Zones from the dropdown.
- B. **Be very sure you want to do this. Deleting a Zone will delete all Sections, and areas associated with it. This can't be undone!**

13. DELETE SECTION

1. This form allows you to delete a Section.(See fig. 20) If a Section is no longer needed in the logbook you can delete it from your location.

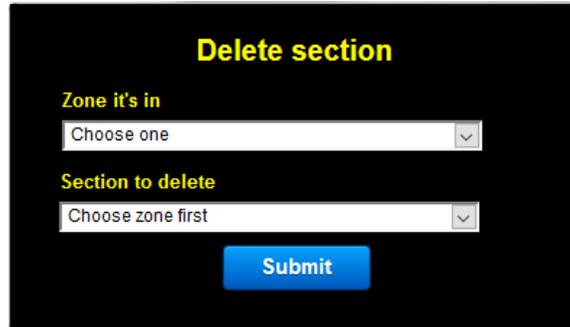


Fig. 20

- A. **Zone it's in** Select the Zone that the Section you want to delete is in.
- B. **Section to delete** Select one of your Sections from the dropdown.
- C. **Be very sure you want to do this. Deleting a Section will delete all areas associated with it. This can't be undone!**

14. DELETE AREA

1. This form allows you to delete a Area.(See fig. 21) If a Area is no longer needed in the logbook you can delete it from your location.

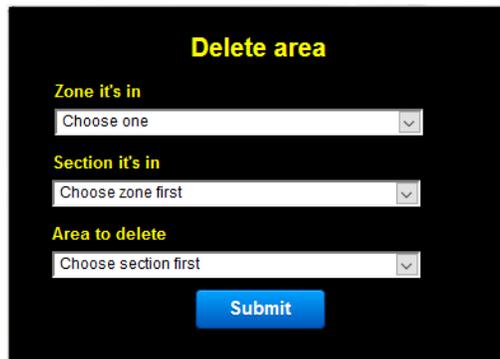
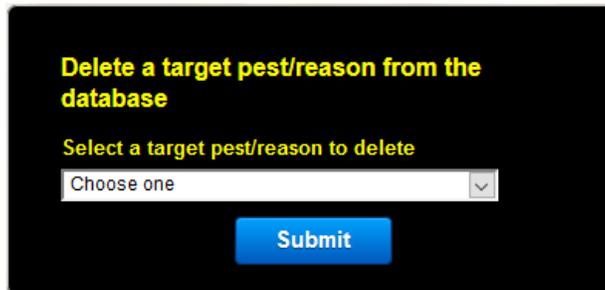


Fig. 21

- A. **Zone it's in** Select the Zone that the Area you want to delete is in.
- B. **Section it's in** Select the Section that the Area you want to delete is in.
- C. **Area to delete** Select one of your Areas from the dropdown.
- D. **Be very sure you want to do this. This can't be undone!**

15. DELETE TARGET-REASON

1. This form allows you to delete a Target, Pest or Reason. (See fig 22)



Delete a target pest/reason from the database

Select a target pest/reason to delete

Choose one

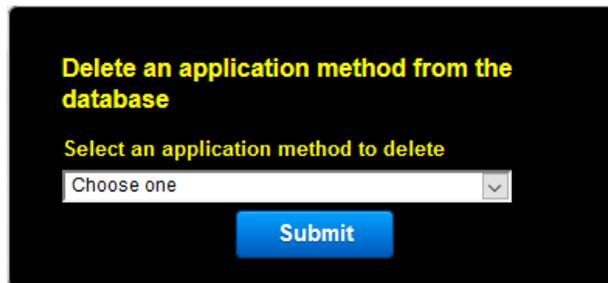
Submit

Fig. 22

- A. **Select a target pest/reason to delete.** Make a selection from the dropdown and hit submit. Target, pest, reason area account based so deleting it removes it from all locations.

16. DELETE APPLICATION METHOD

1. This form allows you to delete an application method.(See fig. 23)



Delete an application method from the database

Select an application method to delete

Choose one

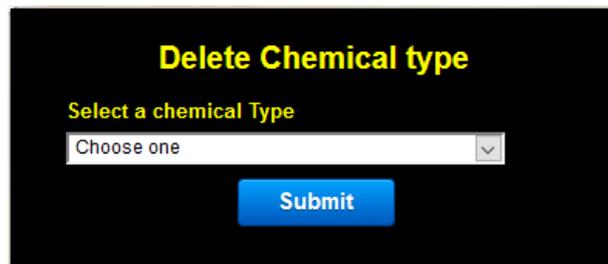
Submit

Fig. 23

- A. **Select an application method to delete.** Select an application method to delete. Application methods area account based so deleting it removes it from all locations.

17. DELETE CHEMICAL TYPE

1. This form allows you to delete a chemical type from your account.(See fig. 24)



Delete Chemical type

Select a chemical Type

Choose one

Submit

Fig. 24

- A. **Select a chemical type** Select a chemical type to delete from your account. Chemical types area account based so deleting it removes it from all locations.

18. DELETE CROP

1. This form allows you to delete a Crop from your account.(See fig. 25)

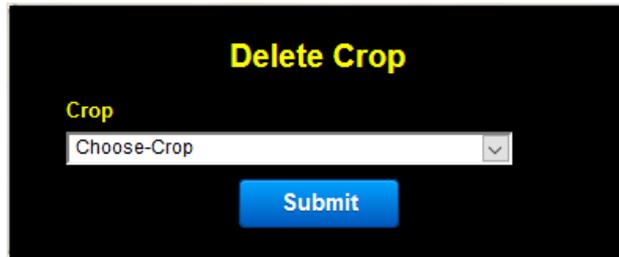


Fig. 25

- A. **Crop** Select a crop from the dropdown. Crops are account based so deleting it removes it from all locations.
- B. **Be very sure you want to do this. Deleting a Crop deletes all Crop Types associated with it. This can't be undone!**

19. DELETE CROP TYPE

1. This form allows you to delete a Crop Type from your account.(See fig. 26)



Fig 26

- A. **Crop** Select the Crop that the Crop Type you want to delete is associated with.
- B. **Type** Select the Crop Type you want to delete.

20. DELETE ASSISTANT (HEAD GROWER ACCOUNTS)

1. This form allows you to delete and assistant grower. (See fig. 27)

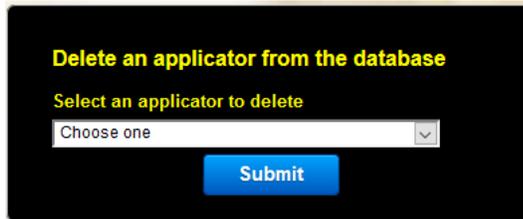


Fig. 27

- A. **Select an applicator to delete.** Select a name from the dropdown.

21. DELETE CENTRAL NOTIFICATION

1. This form allows you to delete a Central Notification.(See fig 28)

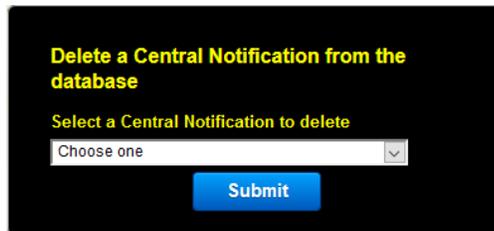


Fig. 28

- A. **Select a Central Notification to delete.** Select a name from the dropdown.

22. DELETE PEST SCOUT (HEAD GROWER ACCOUNTS)

1. This form allows you to delete a Pest Scout.(See Fig. 29)

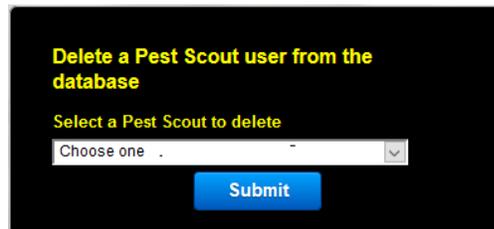


Fig. 29

- A. **Select a Pest Scout to delete** Select a name from the dropdown.

23. DELETE MAINTENANCE (HEAD GROWER ACCOUNTS)

1. This form allows you to delete a maintenance user. (See fig. 30)

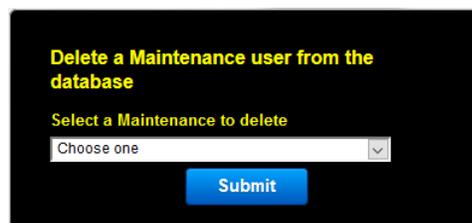


Fig. 30

- A. **Select a Maintenance to delete** Select a name from the dropdown.

User Account Information

The useredit page is where you set the various settings for your personnel account.

24. EMAIL-PASSWORD

1. On the Email Pass tab in useredit page you can set change your password and email.(See fig. 31) Remember that your email can't be the same as any other user.

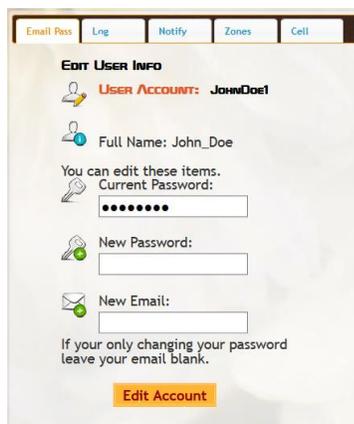


Fig. 31

25. LOG

1. On the Log tab in useredit page you can set change your return to logbook and injector stroke.(See fig. 32)

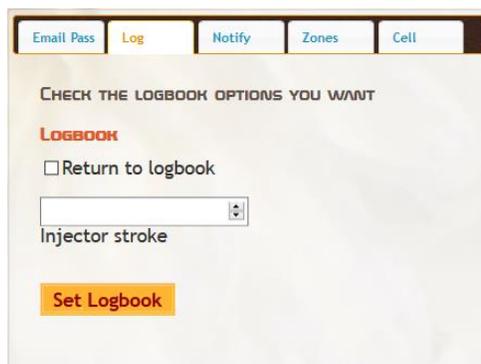


Fig. 32

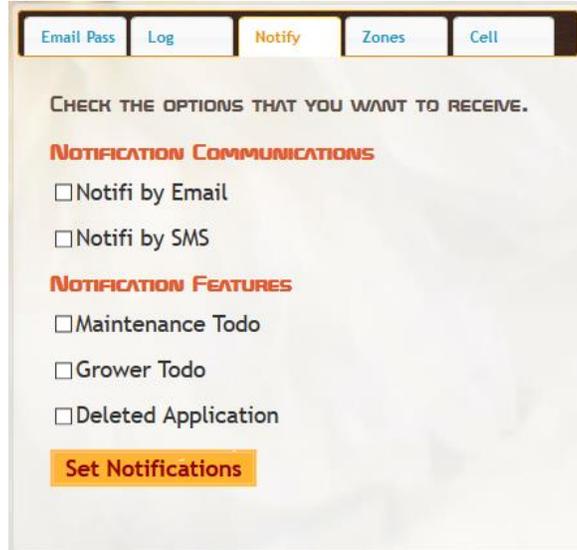
- A. **Return to Logbook** With this box checked you will return to the logbook after logging an application. If you leave it unchecked you will go to the apps made today page as a default. You can override this setting when logging an application directly within the logbook if you need a temporary change.
- B. **Injector Stroke** The injector stroke is the number of strokes your injector makes per base volume amount. For English users this will be strokes per Gal.

Note: find your stroke per base volume hook up your injector and fill a known volume container. Count the number of strokes your injector makes and divide it by your Volume units.

This method makes it easy to keep applicators calibrated as they can count the number of strokes between poles as they're making chemical applications. Most injectors can be heard stroking or the pulsing can be felt through the hose. It also makes it easy to keep amounts consistent across different application methods whether it be by hand or automated watering.

26. NOTIFY

1. The Notify tab allows you to set how you are contacted about various features of the Logbook.(See fig. 33)



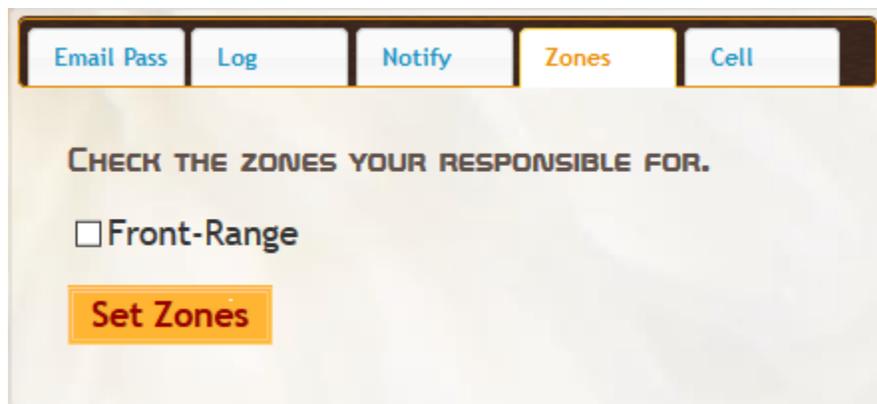
The screenshot shows the 'Notify' tab selected in a navigation bar with other tabs: 'Email Pass', 'Log', 'Notify', 'Zones', and 'Cell'. Below the navigation bar, the text reads 'CHECK THE OPTIONS THAT YOU WANT TO RECEIVE.' There are two sections: 'NOTIFICATION COMMUNICATIONS' with checkboxes for 'Notifi by Email' and 'Notifi by SMS', and 'NOTIFICATION FEATURES' with checkboxes for 'Maintenance Todo', 'Grower Todo', and 'Deleted Application'. At the bottom is an orange button labeled 'Set Notifications'.

Fig. 33

- A. **Notification Communication** This is where you select how you are contacted about various logbook features. At the moment it's either by email or text message or both.
- B. **Notification Features** This is where you set which features you want to be contacted about.
 1. **Maintenance Todo** You will be notified of any maintenance Todos within Zones you select on the Zone tab.
 2. **Grower Todo** You will be notified of any Grower Todos within Zones you select on the Zone tab.
 3. **Deleted Application** You will be emailed copy of the logdata when you delete an application.

27. ZONES

2. The Zones tab allows you to set which Zones you are contacted about for Grower and Maintenance Todos.(See fig. 34)



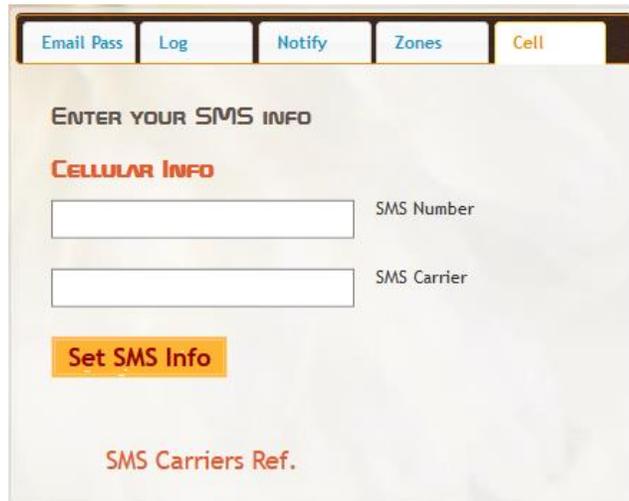
The screenshot shows the 'Zones' tab selected in a navigation bar with other tabs: 'Email Pass', 'Log', 'Notify', 'Zones', and 'Cell'. Below the navigation bar, the text reads 'CHECK THE ZONES YOUR RESPONSIBLE FOR.' There is one checkbox labeled 'Front-Range'. At the bottom is an orange button labeled 'Set Zones'.

Fig. 34

- A. Check and uncheck Zones

28. CELL

3. The Cell tab allows you enter your cell number and carrier so you can be notified by text message.(See fig. 35)



ENTER YOUR SMS INFO

CELLULAR INFO

SMS Number

SMS Carrier

Set SMS Info

[SMS Carriers Ref.](#)

Fig. 35

- A. **SMS Number** This is your cell number.
- B. **SMS Carrier** This is your cell provider. You can look up what to enter on the SMS Carriers Ref.