PURS reports and use locations

Overview

PURS Spray Report is a standard Vegetation Management grid of PURS reports. Each report has child PURS Report Agent rows. Use Location Manager is a standard grid list of use location names. Neither screen has special toolbar buttons or menu items.

This page covers how to:

- Open the PURS Spray Report screen and find existing reports.
- Add a PURS report.
- Complete the agent row that opens after a report saves.
- Add more agents to a report.
- Delete reports.
- Maintain use location names.

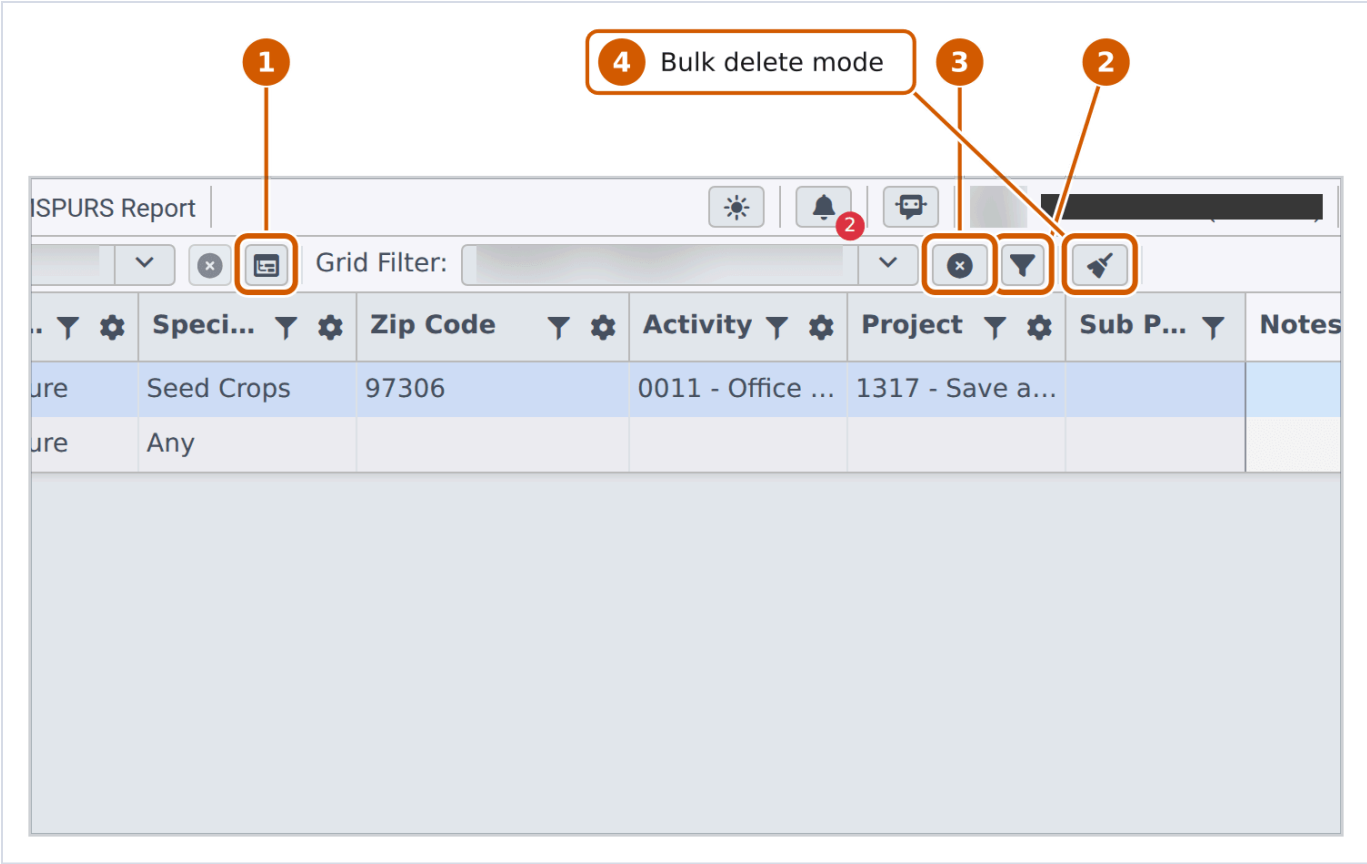
Before you begin

- Sign in to IRIS10.
- Make sure you have access to the Vegetation Management screens **PURS Spray Report** and **Use Location Manager**.
- Be familiar with adding, editing, filtering and deleting rows in the shared data grid. See Grid viewing and editing and Data grid overview and basics.
- To reach the Vegetation Management menu, see Navigating portals and pages.

Procedure

Open the PURS Spray Report screen

1. From the main menu, open **Vegetation Management** and choose **PURS Spray Report**. The **PURS Spray Report** grid opens. It lists reports sorted by **Report Number** in ascending order. The columns are **Report Number**, **Watershed**, **Spray Date**, **Site Category**, **Specific Site**, **Zip Code**, **Activity**, **Project**, **Sub Project**, **Road**, **Mgt Unit**, **Program**, **Zone**, **Active**, **PURS Posted**, **CAS Posted**, **Created Date**, **Created By**, **Last Updated Date**, **Updated By**, **Notes** and **Documents**.



The PURS Spray Report grid, with the standard grid toolbar.

1. Grid configuration editor
2. Filter editor
3. Clear filter
4. Bulk delete mode: used to delete reports; deleting also removes their comments and documents.

Add a PURS Spray Report

1. On the **PURS Spray Report** screen, use the grid's Add tool to open a new report in the editor. The **PURS Spray Report** editor opens, with the required fields in the **PURS Spray Report Info** section.
2. Enter a **Report Number** of up to 10 characters.
3. Select a **Watershed**.
4. Select a **Site Category**.
5. Select a **Specific Site**.
6. Set **PURS Posted** to Yes or No. IRIS does not set this flag for you.
7. Set **CAS Posted** to Yes or No.
8. If needed, enter a **Spray Date** in the format `MM/dd/yyyy`.
9. If needed, enter a **Zip Code** of up to 5 characters.
10. If needed, select an **Activity**.
11. If needed, select a **Project**.

12. If needed, select a **Sub Project**. Select the **Project** first, because the **Sub Project** choices depend on it.
13. If needed, select a **Road**.
14. If needed, select a **Mgt Unit**.
15. If needed, select a **Program**.
16. If needed, select a **Zone**.
17. Leave **Active** set to Yes, its default, unless the report should be inactive.
18. Save the report. If the save succeeds, IRIS shows the message "A default PURS Report Agent record was created, please edit as appropriate." If the save returns errors, this message is not shown. Correct the errors and save again.

Complete the agent row after a new report saves

1. Close the message "A default PURS Report Agent record was created, please edit as appropriate." The new report row expands, and a new agent row opens for editing in its **PURS Report Agent** child grid. This happens if the report is on the current page of the grid.

   > **Note:** If you save with **Save & Add New**, the message appears above the next new-report editor instead of in a separate message window.

   > **Tip:** If the new report appears on another page of the grid, IRIS does not open the agent row automatically. Go to the report, expand it and add the agent in the **PURS Report Agent** child grid. See Add another agent to an existing PURS report.

2. Select the **Agent Products**.
3. Enter the **Agent Quantity** as a number with up to 4 decimal places.
4. Select the **Agent UOM** from the VMS agent unit-of-measure list.
5. Select the **Agent Purpose**.
6. If a surfactant was used, enter the **Surfactant**, **Surfactant Quantity** and **Surfactant UOM**.
7. Save the agent row.

Add another agent to an existing PURS report

1. On the **PURS Spray Report** screen, expand the report row to show its **PURS Report Agent** child grid.
2. Use the Add tool in the child grid to add an agent. A new agent row opens for editing. The **PURS Report Agent** editor (section **PURS Report Agent Info**) is also available as a pop-out.
3. Fill in **Agent Products**, **Agent Quantity**, **Agent UOM** and **Agent Purpose**, plus any surfactant fields.
4. Save the row.

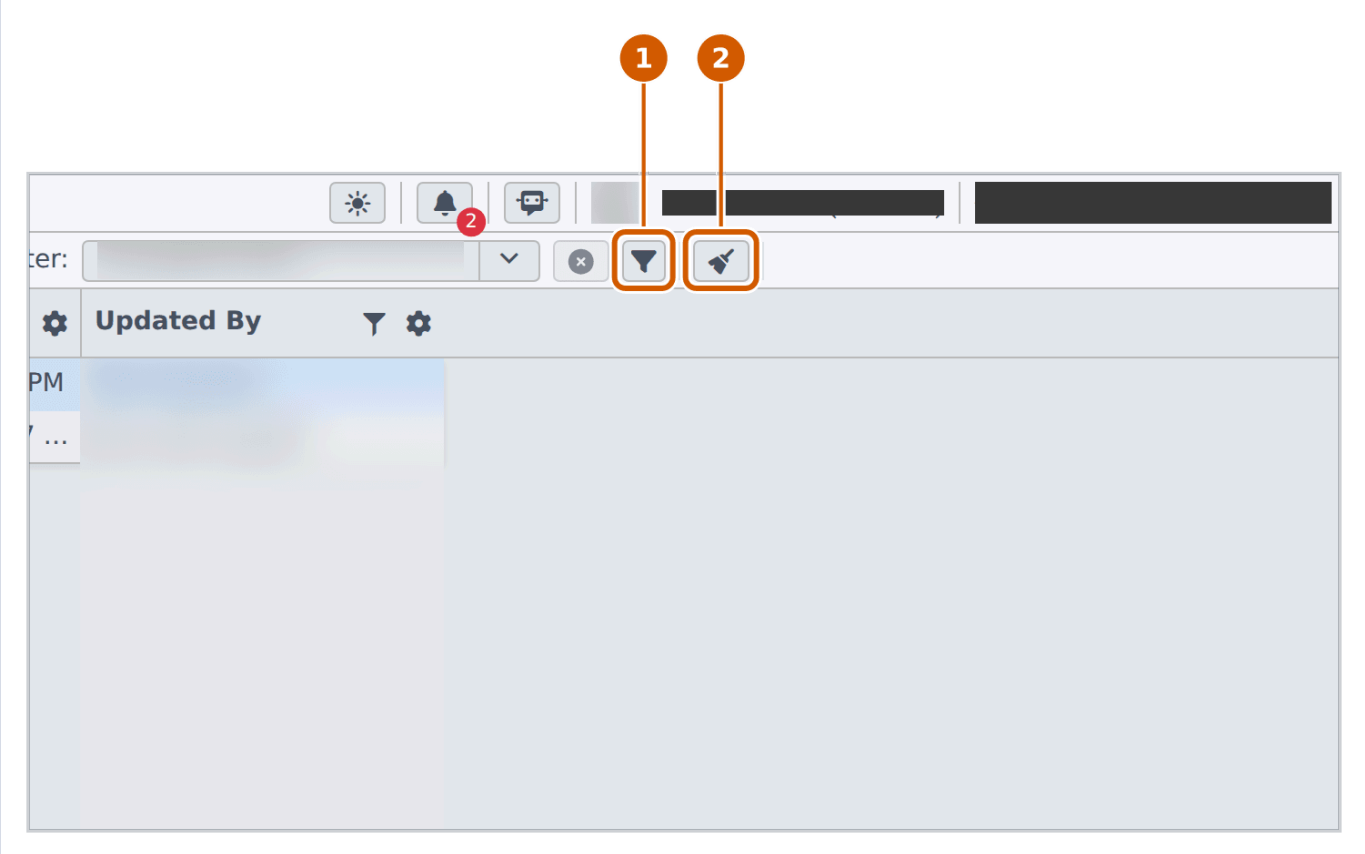
Delete PURS reports

1. On the **PURS Spray Report** toolbar, click **Bulk delete mode**. The grid enters bulk delete mode (tooltip "Click to enter bulk delete mode."). Select reports as described in Grid viewing and editing.
2. Confirm the delete. The selected reports are deleted together with their comments and attached documents. A copy of each deleted report is kept in audit history.

> **Note:** If the selection includes system records, IRIS shows "Record List contains System Data which cannot be deleted."

Add or edit a use location

1. From the main menu, open **Vegetation Management** and choose **Use Location Manager**. The **Use Location Manager** grid opens, sorted by **Name** in ascending order. The columns are **Name**, **Created Date**, **Created By**, **Last Updated Date** and **Updated By**.



The Use Location Manager grid lists use location names, sorted by Name.

1. Filter editor
2. Bulk delete mode

2. To add a use location, use the grid's Add tool. To edit one, open an existing row. The **Use Location Manager** editor opens (section **Use Location Manager Info**).
3. Enter the **Name**, up to 75 characters.
4. Save the row. If **Name** is blank, the save is rejected. Enter a name and save again.

Reference

PURS Spray Report fields

FIELD	REQUIRED	NOTES
Report Number	Yes	Up to 10 characters
Watershed	Yes	Dropdown
Site Category	Yes	Dropdown
Specific Site	Yes	Dropdown
Spray Date	No	Date, shown as `MM/dd/yyyy`
Zip Code	No	Text, up to 5 characters
Activity	No	Lookup
Project	No	Lookup
Sub Project	No	Lookup; choices depend on the selected **Project**
Road	No	Lookup
Mgt Unit	No	Lookup
Program	No	Lookup
Zone	No	Lookup
Active	Not marked required in the editor	Yes/No; defaults to Yes
PURS Posted	Yes	Yes/No; IRIS does not set it automatically
CAS Posted	Yes	Yes/No

For background on dropdown lookup lists, see Lookup values.

PURS Report Agent fields

FIELD	REQUIRED	NOTES
Agent Products	Yes	Dropdown
Agent Quantity	Yes	Number, up to 4 decimal places
Agent UOM	Yes	From the VMS agent unit-of-measure list (not the **Units of measure** screen)
Agent Purpose	Yes	Dropdown
Surfactant	No	

FIELD	REQUIRED	NOTES
Surfactant Quantity	No	
Surfactant UOM	No	From the **Units of measure** screen. See Units of measure, fiscal years and organizations.

Use Location Manager fields

FIELD	REQUIRED	NOTES
Name	Yes	Up to 75 characters; the list sorts by **Name** ascending

Toolbar buttons on PURS Spray Report and Use Location Manager

BUTTON	TOOLTIP
Clear grid configuration	Click to clear grid configuration.
Grid configuration editor	Click to open grid configuration editor.
Clear filter	Click to clear applied grid filter.
Filter editor	Click to open grid filter editor.
Bulk delete mode	Click to enter bulk delete mode.

For details, see Grid filters and Grid configurations.

Terms

- **PURS Spray Report:** the Vegetation Management screen and editor for PURS reports. Each report can have one or more agent rows.
- **PURS Report Agent:** a child row of a PURS report. It records an agent product, its quantity, its unit and its purpose, plus an optional surfactant.
- **Use Location Manager:** the Vegetation Management grid list of use location names.
- **PURS Posted:** a required Yes/No field on a PURS report. IRIS does not set it automatically.
- **CAS Posted:** a required Yes/No field on a PURS report.
- **Active:** a Yes/No field on a PURS report that defaults to Yes.
- **Agent UOM:** the unit of measure for the **Agent Quantity**, chosen from the VMS agent unit-of-measure list.
- **Surfactant UOM:** the optional unit of measure for the **Surfactant Quantity**, taken from the **Units of measure** screen.

Tips and notes

> **Important: Agent UOM** comes from a separate VMS agent unit-of-measure list, not the **Units of measure** screen. Only **Surfactant UOM** uses the **Units of measure** screen.

Important: Creating the PURS EDS upload file is not available in IRIS10. The **Create PURS EDS File** button on the **VMS Spray Report** screen is disabled and does nothing. See Spray reports.

Important: Deleting a PURS report also deletes its comments and attached documents.

Note: PURS Posted is read-only on the **Spray Report** editor. On the **PURS Spray Report** editor it is a required Yes/No field that you set yourself.

Note: An agent row always belongs to its PURS report. You cannot move it to a different report.

Related topics

- Spray reports
- Grid viewing and editing
- Data grid overview and basics
- Grid filters
- Grid configurations
- Units of measure, fiscal years and organizations
- Lookup values
- Navigating portals and pages