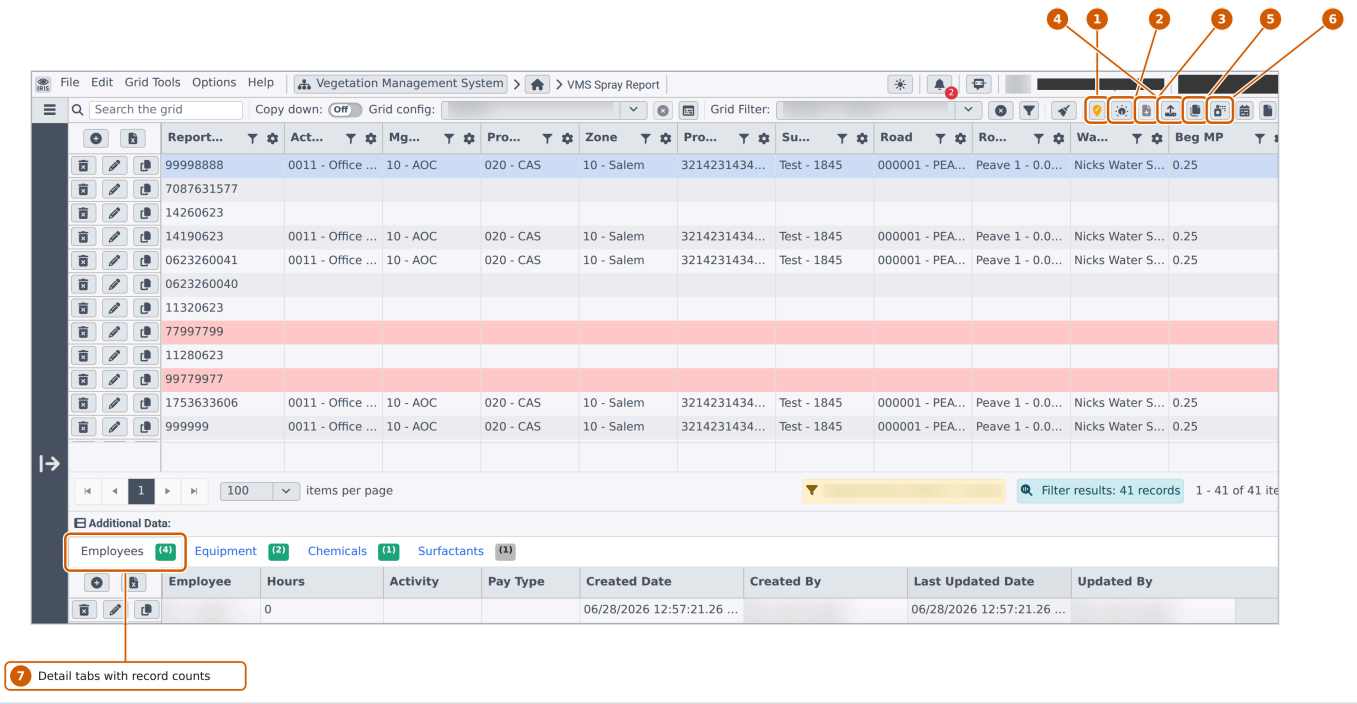
Spray reports

Overview

The Spray Report screen in the Vegetation Management module holds your Spray Reports. A Spray Report records one herbicide spray job: where and when it was sprayed, the conditions, and the employees, equipment, Chemicals and Surfactants used. The grid lists reports with the newest at the top. Below the grid, the **Additional Data:** panel has the **Employees**, **Equipment**, **Chemicals** and **Surfactants** tabs.

On this screen you can:

- Record a Spray Report with its location, spray conditions and site details.
- Add the employees, equipment, Chemicals and Surfactants used for the job.
- Save the Use Location (township/range/section, GPS points and address) for a Spray Report.
- Copy an existing Spray Report.
- Post Spray Reports to cost accounting (CAS) as timecards.
- Deactivate the Spray Reports in the current filter.
- View or print the Spray Report, the daily spray log and a blank spray report form.



The Spray Report screen with a report selected. The toolbar holds the spray report actions, and the tabs below the grid show the selected report's employees, equipment, chemicals and surfactants.

1. Set Use Location
2. Deactivate all (whole filter)
3. Create PURS EDS File (not available)

4. Post to CAS
5. Duplicate report
6. View and print reports
7. Detail tabs with record counts

Before you begin

- Sign in to IRIS10 with access to the Vegetation Management module and the Spray Report screen.
- Make sure you have security level 4 on the Spray Report screen. The toolbar actions need it. See Security Administration: access levels by user.
- Know how to use the shared data grid: selecting rows, filtering, and adding and editing records. See Grid viewing and editing and Grid filters.
- To post, set up employees, equipment and materials with pay types and rates in cost accounting. See Posting timecards.

Procedure

Open and review Spray Reports

1. Open the Spray Report screen in the Vegetation Management module. The Spray Report grid opens with the newest reports at the top.
2. If you need to, filter the grid to the reports you want to work with. The grid shows only the reports that match the filter.
3. Click a Spray Report row to select it. The **Employees**, **Equipment**, **Chemicals** and **Surfactants** tabs in the **Additional Data:** panel become available and show the records for that report. The grid lets you select more than one row.
4. Click a tab (**Employees**, **Equipment**, **Chemicals** or **Surfactants**) to see that part of the report. The tab label shows how many records it holds, for example **Employees (4)**.

Create a Spray Report

1. Add a new record in the Spray Report grid. The Spray Report editor opens with the **Spray Report Info** section.
2. Leave the **Report Number** auto-generate switch on to have IRIS10 number the report, or turn it off to type your own number. When the switch is on, the **Report Number** field is disabled and shows the pattern `MMDDYY####`. When it is off, the field is enabled and shows `Enter Report Number`. A typed number can be up to 10 characters. IRIS10 remembers the switch setting in your browser.
3. Fill in the spray details, for example **Activity**, **Mgt Unit**, **Program**, **Zone**, **Project**, **Road**, **Beg MP** and **End MP**, **Spray Date**, **Start Time** and **End Time**, **Weather**, **Wind Direction**, **Wind Speed** and **Temperature**. **Beg MP** and **End MP** accept values from 0 to 9999.

4. Fill in the required fields **Site Category**, **Specific Site** and **Area Sprayed**. If you leave one empty, IRIS10 shows `Your {field} is required.`
5. Save the record. The new report appears in the grid as Active.

Add employees, equipment, Chemicals and Surfactants

1. Select the Spray Report in the grid. The detail tabs become available.
2. On the **Employees** tab, add each employee with **Employee** and **Hours**, plus **Activity** and **Pay Type**. The employee appears in the **Employees** tab.

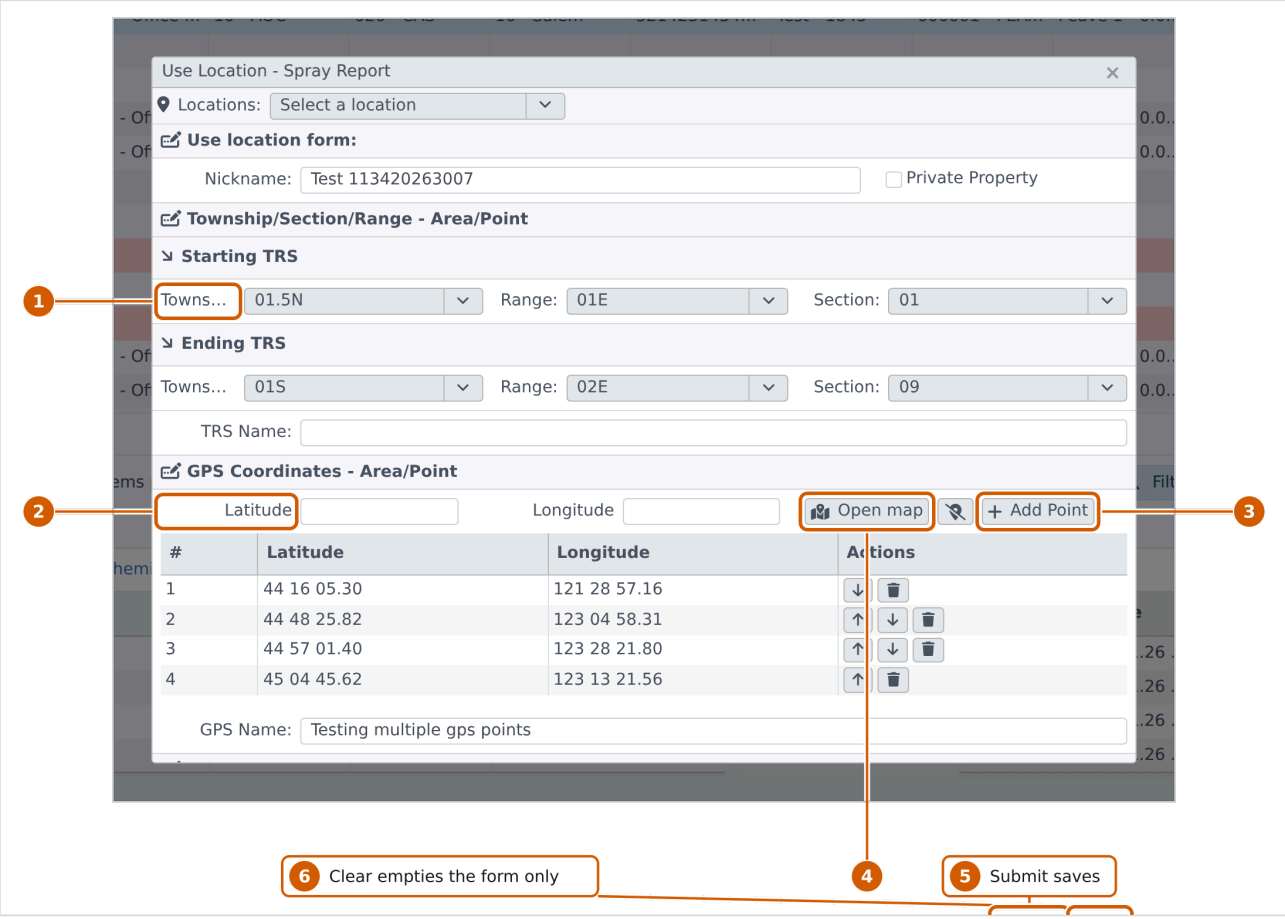
   > **Note: Pay Type** is optional on the tab. You cannot post the report to CAS until every employee has a **Pay Type**.

3. On the **Equipment** tab, add each piece of equipment with **Equipment** and **Hours**, plus any of **Activity**, **Spray Delivery**, **Spray Application**, **Spray Pressure** and **Swath**. The equipment appears in the **Equipment** tab.
4. On the **Chemicals** tab, add each chemical with **Agent Products**, **Agent Supplier**, **Quantity**, **Agent UOM**, **Agent Purpose**, **Rate 1**, **Rate UOM 1**, **Rate 2** and **Rate UOM 2**. **Activity** is optional. The chemical appears in the **Chemicals** tab.
5. On the **Surfactants** tab, add each surfactant with **Surfactant**, **Quantity**, **Agent UOM**, **Rate 1**, **Rate UOM 1**, **Rate 2** and **Rate UOM 2**. **Activity** is optional. The surfactant appears in the **Surfactants** tab.

Set the Use Location

1. Select one Spray Report in the grid. The row is highlighted as selected.
2. Click **Set Use Location** on the toolbar. The **Use Location - Spray Report** window opens. If no row is selected, IRIS10 shows `Please select a record before using the set location feature.`

   > **Note:** Use the toolbar button. **Set Use Location** is greyed out in the Options menu.



The Use Location - Spray Report window holds the township/range/section, GPS points and address for the selected report.

1. Township, Range, Section
2. Latitude and Longitude
3. Add Point (Oregon only)
4. Open map
5. Submit saves
6. Clear empties the form only

3. Enter a **Nickname:** for the location.
4. Choose the starting and ending **Township:**, **Range:** and **Section:**. **Township:** and **Range:** offer values from lookup lists. **Section:** offers 00 to 36.
5. If you need to, enter a **TRS Name:**.
6. Enter a **GPS Name:** for the whole location. **GPS Name:** holds up to 75 characters. It names the location, not a single point.
7. Type a **Latitude** and **Longitude**.
8. Click **Add Point**. IRIS10 adds the point to the GPS point list. IRIS10 rejects coordinates outside Oregon. Repeat steps 7 and 8 for each point.
9. If you need to, click **Move up**, **Move down** or **Remove** beside a point to reorder or drop it. The list updates. IRIS10 deletes the points you remove when you submit.

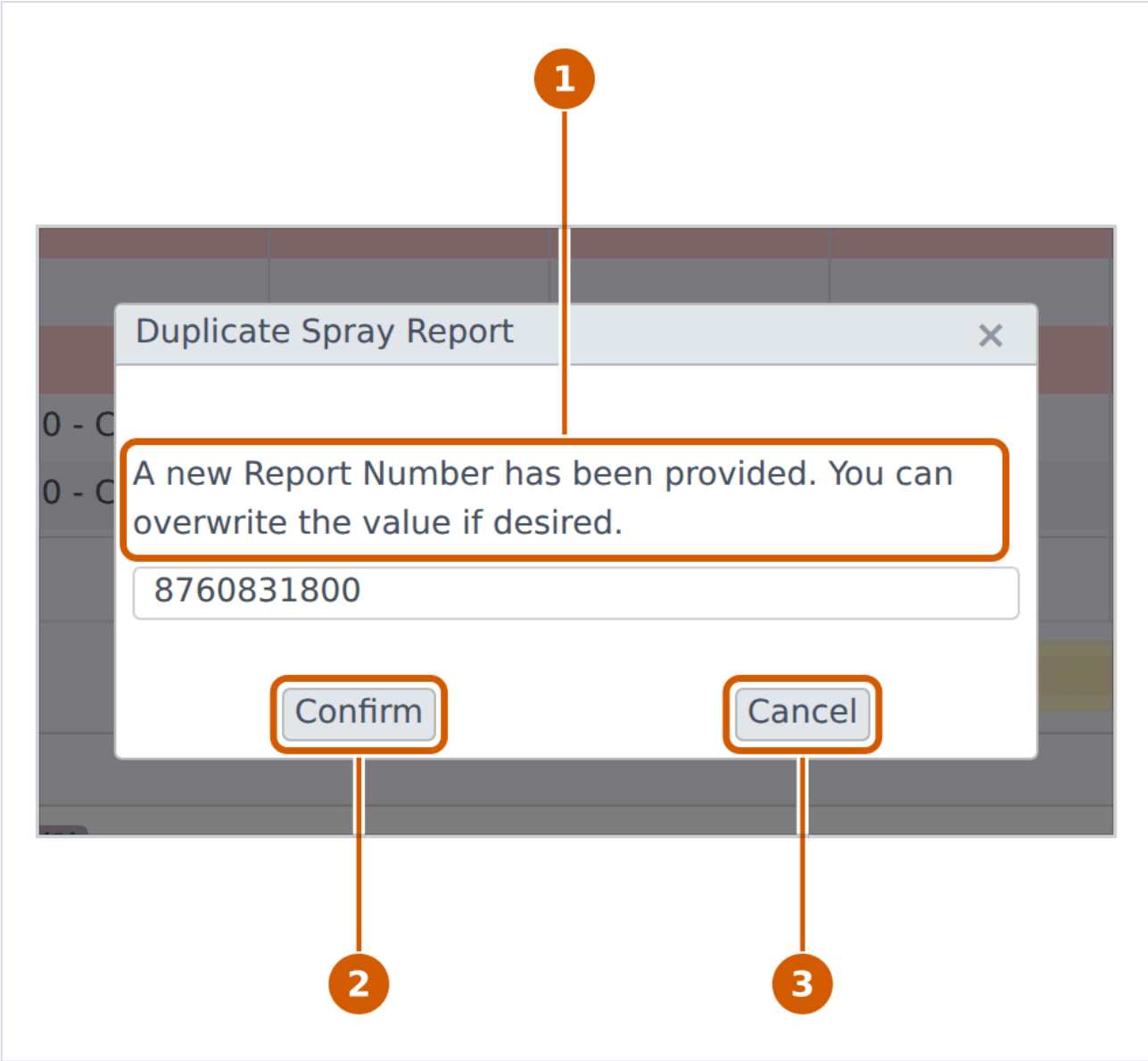
10. If you need to, fill in the address fields (**Address 1:**, **Address 2:**, **City:**, **State:**, **Zip Code:**, **Zip Ext. :**).
11. Click **Submit**. IRIS10 saves the Use Location and its GPS points for the Spray Report. The **Set Use Location** button turns orange when the selected report has a Use Location.

> **Note: Clear** only empties the form and the GPS point list. It saves nothing and deletes nothing.

Duplicate a Spray Report

1. Select the Spray Report you want to copy.
2. Click **Duplicate report** on the toolbar. The **Duplicate Spray Report** window opens with a new report number and the text `A new Report Number has been provided. You can overwrite the value if desired.` If no row is selected, IRIS10 shows `Please select a record before duplicating a spray report.`

> **Note:** Use the toolbar button. **Duplicate Report** is greyed out in the Options menu.



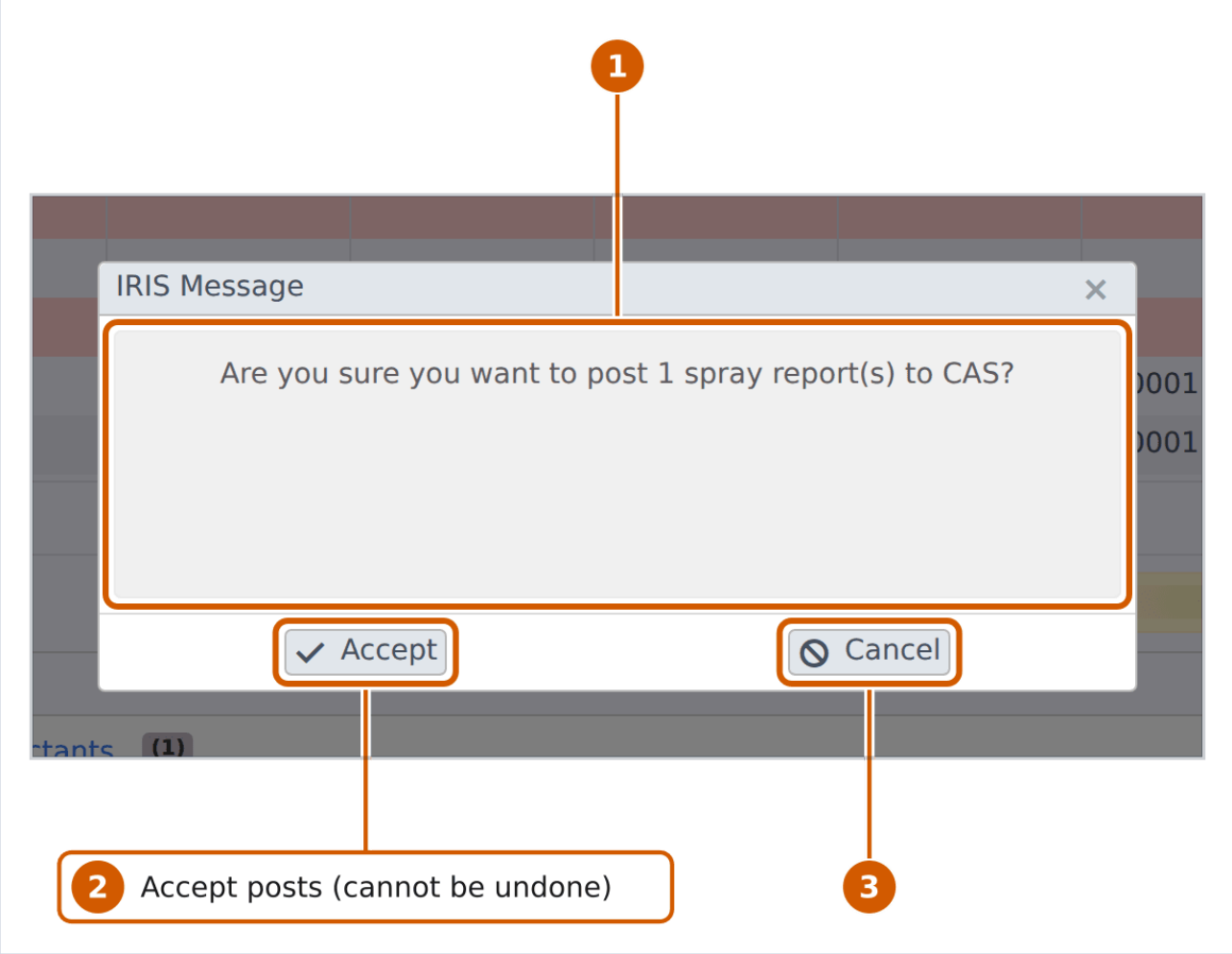
The Duplicate Spray Report window offers a new report number that you can change.

1. New report number (editable)
2. Confirm
3. Cancel

3. Keep the number offered, or type a different one. The box accepts whole numbers only, up to 10 digits.
4. Click **Confirm**. To close the window without copying, click **Cancel** instead. IRIS10 shows `Spray report duplicated successfully.` and reloads the grid. The copy has the original's details and all its employees, equipment, Chemicals and Surfactants. It is Active, not CAS Posted, not PURS Posted, and has no attached documents. If the number is already used, IRIS10 shows a message that the report number already exists.

Post Spray Reports to CAS

1. Select one or more Spray Reports in the grid.
2. Click **Post to CAS** on the toolbar. An IRIS Message asks `Are you sure you want to post N spray report(s) to CAS?` with **Accept** and **Cancel**. If no row is selected, IRIS10 shows `Please select at least one spray report to post to CAS.`



Post to CAS asks you to confirm how many selected reports to post.

1. Number of selected reports
2. Accept posts (cannot be undone)
3. Cancel

3. Check the count in the message, then click **Accept**. To stop, click **Cancel** instead. IRIS10 creates timecards for labor (employees), equipment and materials (Chemicals and Surfactants), depending on what your VMS configuration allows. IRIS10 marks each posted report CAS Posted. When every report posts, the grid refreshes and IRIS10 shows `Spray reports posted to CAS successfully.`
4. If some reports were skipped, read the list of errors that opens. Each entry shows a Record and a Message. You can download the list as CSV, PDF or JSON. The CSV has the columns Record and Message.

5. Fix the problem on each skipped report, for example add a missing activity or pay type, or have the employee's rate set up for the spray date.
6. Select the fixed report and post it again, starting from step 1.
7. Check your notifications for the posting result. You receive a notification for the Post Spray Reports to CAS feature. See Notifications.

> **Important:** Posting to CAS cannot be undone. There is no unpost.

Deactivate the filtered Spray Reports

1. Filter the grid so that it shows only the Spray Reports you want to deactivate. Only those reports are in the current filter. IRIS10 ignores row selection.
2. Click **Deactivate all** on the toolbar. IRIS10 asks `Are you sure you want to deactivate all N spray reports you are currently filtered to?` with **Accept** and **Cancel**. If the filter matches no reports, it shows `There are no spray report records present to deactivate.`
3. Check the number in the message.
4. Click **Accept**. IRIS10 shows `{N} spray reports were deactivated.` IRIS10 sets the reports to inactive. It does not delete them.
5. To reactivate a report, open it in the editor.
6. Switch **Active** back on.

> **Important: Deactivate all** acts on every Spray Report in the current filter, not on the rows you selected.

View and print Spray Reports

1. To print Spray Reports, filter the grid to the reports you want.
2. Click **View spray report**. With one report in the filter, the Spray Report opens straight away. With more than one, IRIS10 asks `Are you sure you want to print all N spray reports you are currently filtered to?` (**Yes**/**No**). With none, it shows `There are no spray report records present to print.`
3. To see the daily spray log, select a Spray Report.
4. Click **View daily spray log**. The daily spray log for the selected report opens. If none is selected, IRIS10 shows `Please select a spray report to view.`
5. To get a paper form for the field, click **Print blank spray report**. A blank spray report PDF opens in a new window.
6. To get a blank form as a spreadsheet, click **Export blank report to excel**. The **Export Blank Spray Report** window asks `Choose an export format:`

   > **Note:** Use the toolbar button. **Export Blank Report to Excel** is greyed out in the Options menu.

7. Choose Excel or CSV. The file you choose downloads.

Reference

Spray Report toolbar buttons

BUTTON	TOOLTIP	ACTS ON	NOTES
Set Use Location	Click to set the use location information.	Selected row	Turns orange when the report has a Use Location. Greyed out in the Options menu, so use the toolbar button.
Deactivate all	Click to deactivate all spray reports in the currently filtered dataset.	Every report in the current filter	Sets reports to inactive. Does not delete them.
Create PURS EDS File	Click to create PURS EDS File.	—	Always disabled. Not available in IRIS10.
Post to CAS	Click to post the spray reports to cost accounting.	Selected rows	Creates timecards. There is no unpost.
Duplicate report	Click to duplicate the current spray report.	Selected row	Menu label: **Duplicate Report** (greyed out in the Options menu).
View spray report	Click to view the spray report.	Every report in the current filter	Asks before printing more than one.
View daily spray log	Click to view the daily spray log.	Selected row	
Print blank spray report	Click to print blank spray report.	—	Opens a blank PDF form.
Export blank report to excel	Click to export a blank spray report to Excel.	—	Excel or CSV. Menu label: **Export Blank Report to Excel** (greyed out in the Options menu).

Detail tab fields

TAB	REQUIRED	OPTIONAL
Employees	Employee, Hours	Activity, Pay Type
Equipment	Equipment, Hours	Activity, Spray Delivery, Spray Application, Spray Pressure, Swath
Chemicals	Agent Products, Agent Supplier, Quantity, Agent UOM, Agent Purpose, Rate 1, Rate UOM 1, Rate 2, Rate UOM 2	Activity
Surfactants	Surfactant, Quantity, Agent UOM, Rate 1, Rate UOM 1, Rate 2, Rate UOM 2	Activity

What Post to CAS checks and creates

ITEM	RULE
Activity	Every employee, equipment, chemical and surfactant row needs an activity. If a row has none, IRIS10 uses the report's own Activity. If neither is set, Post to CAS skips the report (for example: `one or more employees are missing an activity`).
Pay type	Every employee needs a pay type, or Post to CAS skips the report (`one or more employees are missing a pay type`).
Employee rate	Every employee needs a rate that covers the spray date, or Post to CAS skips the report (`one or more employees have no rate covering the spray date`).
Already posted	Post to CAS skips reports that are already CAS Posted.
Resource types	IRIS10 creates labor, equipment and material timecards only if your VMS configuration turns each one on.
Task date and fiscal year	Timecards use the Spray Date as the task date. The fiscal year comes from the spray date.
Comment	Each timecard row carries the comment `Spray Report #: <report number>`.
Equipment cost	Comes from the equipment rate for the fiscal year.
Material cost	Unit of measure, description and unit cost come from the inventory item and inventory location linked to the chemical or surfactant.
Production	IRIS10 records **Area Sprayed** as production on the first timecard row only. Other rows show 0.
Employee on equipment and materials	If your configuration has this setting on, IRIS10 adds the first employee on the report to the equipment and material timecard rows.
Result	IRIS10 marks each posted report CAS Posted.

Use Location - Spray Report window

FIELD OR BUTTON	USE
Nickname:	A name for the Use Location.
Township: / **Range:** / **Section:** (start and end)	Township and Range come from lookup lists. Section is 00 to 36.
TRS Name:	A name for the township/range/section entry.
GPS Name:	One name for the whole location, up to 75 characters.
Latitude / **Longitude**, **Add Point**	Adds a point to the GPS point list. IRIS10 rejects points outside Oregon.
Open map	Click to view map tool.
Clear Latitude/Longitude button	Empties the latitude and longitude boxes.
Move up / **Move down** / **Remove**	Reorder or remove GPS points in the list.

FIELD OR BUTTON	USE
Address 1:, **Address 2:**, **City:**, **State:**, **Zip Code:**, **Zip Ext. :**	The address of the location.
Submit	Saves the Use Location and its GPS points for the report.
Clear	Empties the form and the GPS point list. Nothing is saved or deleted.

Messages on the Spray Report screen

MESSAGE	WHEN	WHAT TO DO
`Please select a record before using the set location feature.`	**Set Use Location** with no row selected	Select a report first.
`Please select a record before duplicating a spray report.`	**Duplicate report** with no row selected	Select a report first.
`Please select at least one spray report to post to CAS.`	**Post to CAS** with no row selected	Select one or more reports.
`Are you sure you want to post N spray report(s) to CAS?`	**Post to CAS**	Check the count. Click **Accept** to post or **Cancel** to stop.
`Spray reports posted to CAS successfully.`	After posting	None.
`There are no spray report records present to deactivate.`	**Deactivate all** with an empty filter	Change the filter.
`Are you sure you want to deactivate all N spray reports you are currently filtered to?`	**Deactivate all**	Check that N matches what you expect before you click **Accept**.
`{N} spray reports were deactivated.`	After **Deactivate all**	None.
`Unable to deactivate the selected spray reports. An email has been sent to support.`	**Deactivate all** failed	Try again later or contact support.
`Spray report duplicated successfully.`	After **Confirm** in **Duplicate Spray Report**	Find the new report at the top of the grid.
`There are no spray report records present to print.`	**View spray report** with an empty filter	Change the filter.
`Are you sure you want to print all N spray reports you are currently filtered to?`	**View spray report** with more than one report in the filter	Choose **Yes** to print all of them or **No** to stop.
`Please select a spray report to view.`	**View daily spray log** with no row selected	Select a report.
`Your {field} is required.`	Saving a report with a required field empty	Fill in the field.

Tips and notes

Important: Deactivate all acts on every Spray Report in the current filter, not on the rows you selected. Check the count in the confirmation before you click **Accept**. Deactivated reports are not deleted, and you can switch **Active** back on in the editor.

Important: Posting to CAS cannot be undone. There is no unpost. Before you click **Accept**, check that the employees, equipment, Chemicals, Surfactants and spray date are correct.

Note: Create PURS EDS File is always disabled in IRIS10 and does nothing.

Tip: Set Use Location, **Duplicate Report** and **Export Blank Report to Excel** are greyed out in the Options menu. Use their toolbar buttons instead.

Note: The toolbar actions on this screen need security level 4. If you can't use them, ask your administrator about your access.

Tip: Add a pay type to each employee and an activity to the report before posting. Rows without an activity use the report's **Activity**, and an employee without a pay type causes the report to be skipped.

Note: In the **Use Location - Spray Report** window, **Clear** only empties the form and the GPS point list. It does not delete a saved Use Location.

Tip: Use **Duplicate report** for repeat spray jobs. The copy keeps the crew, equipment, Chemicals and Surfactants and starts as not CAS Posted, so you can edit it and post it.

Related topics

- PURS reports and use locations
- Grid filters
- Notifications
- Posting timecards
- Grid viewing and editing
- Security Administration: access levels by user
- User defined fields