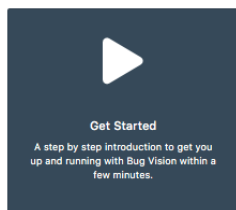




Welcome to BugVision Pest Management platform.

It is the first time you login the platform, the Get Started procedure is here to help

1. Getting started



On the Home screen, click on the “Get Started” tile.

2. Select Favorites in Libraries

Select the items you want to use from the provided libraries (check the boxes in favourite column).

1- Select your favourites

2- Save your selection

Favourite	Name	Description
<input checked="" type="checkbox"/>	Aphid (General)	Aphidoidea
<input checked="" type="checkbox"/>	Beetle - Japanese beetle	Popillia japonica
<input checked="" type="checkbox"/>	Dark winged fungus gnat	Sciaridae
<input checked="" type="checkbox"/>	Fly - Shore fly	Ephydriidae

Save your selection by clicking on the floppy disk icon (Icon goes grey when changes are saved).

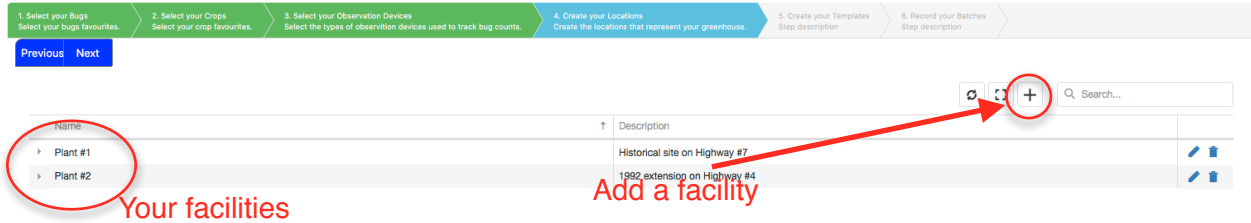
After saving, your favourites come on top of the list.

Same way to select favourites for all first 3 steps of the procedure (Bugs, Crops, Devices/traps).



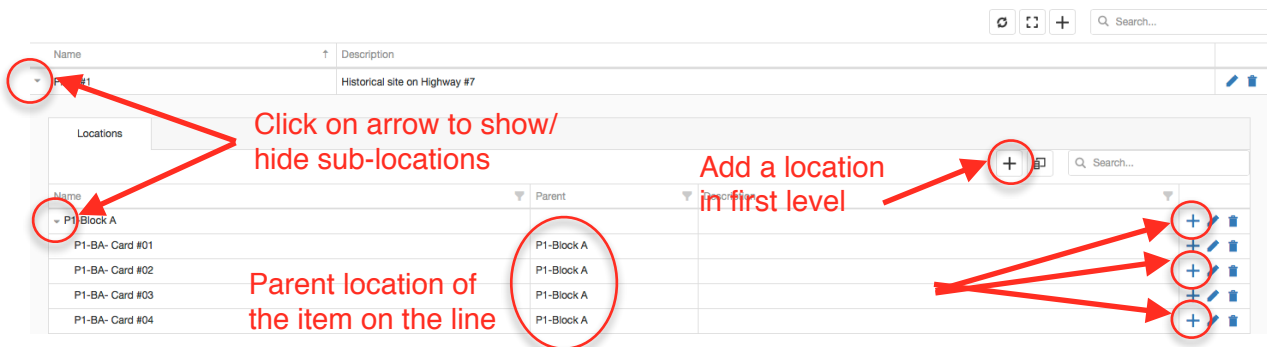
3. Describe your Facility Locations

🤔 Here you need to take your time and figure out exactly how to organize the locations as it will be the spine column of the system.



Location Group or facility:

Click on the + button to add a facility or production site and you can have several.



Locations and sub-locations :

Then click on the little arrow on the left of the facility name to open the under location menu. Same thing, click on the + to add a location. The locations here are **hierarchical** and you can create **multiple levels**.

To **add a sub level to a location**, click on the + button at the end of the line.

If you made a mistake, you can change the parent location in the parent column (crayon icon to edit and select the parent you want in the dropdown).

Tip 💡 :

Locations names : Repeat a shortcut of the hierarchy : for example, Facility #1, Block A, Card 1, I will call it F1-BA-Card #01 to recover the hierarchy in the name.

And if there is more than 9 items in a level, add a 0 (01, 02...) so that the items are ordered properly (put two 0 if more than 99). Other wise card #10 is between card #1 and card #2

Copy/Paste shortcuts : When creating many items on the same level with the same spelling except the last digit, it is easier to use **Ctrl+C** and **Ctrl+V** on the keyboard and just change the last figure.

4. Create your templates

The template represents the way you are monitoring (all the cards monitored by one person for example). It can also be used to group the locations with a single crop because when you create a batch of this template, you can select a default crop for all the cards (instead of selecting the crop for each card).

Click on + and give a name to the template and save.

Then click on the grey arrow on the left to open the **Bug** and **location** menus.

Select the order (Order of the bugs in the columns of the template) and add as many insects as you want.

Make sure you save by clicking the Floppy disk icon.

The screenshot shows the 'Bug Types' interface with the 'Locations' tab selected. A table lists bug types with columns for 'Order on Card', 'Location', 'Child Locations', 'Counted Subdivisi...', and 'Device'. Annotations include: 'Add a location to the template' pointing to a '+' icon; 'Save your changes' pointing to a floppy disk icon; 'Select the location in the drop down list' pointing to the 'Location' column; 'Check the box to select all the sub locations at once' pointing to a checkbox in the 'Child Locations' column; 'Select the device/trap in the drop down list' pointing to the 'Device' column; and 'For yellow cards with patterns, type how many cells your are counting' pointing to the 'Counted Subdivisi...' column.

Then switch to the location tab and select the order (order of the cards on the lines of the grid). If you check “Children locations”, it will add all the locations of the last level underneath (instead of selecting them one by one. Specify how many subdivision (pattern on the yellow cards) you are usually counting. Then select the type of card you are using.

Make sure you save by clicking the Floppy disk icon.

5. Create your first Batch of Records

The screenshot shows the 'Record your Batches' form with a progress bar at the top. The form includes dropdown menus for 'Company' (selected 'Sample'), 'Location' (selected 'Select...'), 'Template' (selected 'Select...'), and 'Default Crop' (selected 'Select...'). A date field is set to '9/5/2019, 11:33 AM'. A 'Create Batch' button is visible. Annotations include: 'Select the company (Selected by default if only one account)' pointing to the 'Company' dropdown; 'Select the facility' pointing to the 'Location' dropdown; 'Select the template' pointing to the 'Template' dropdown; 'Select a default crop (this is not mandatory)' pointing to the 'Default Crop' dropdown; 'Select date of scouting' pointing to the date field; and 'Click to create new Batch' pointing to the 'Create Batch' button.

Fill up all the dropdowns and finally click the **create** button.

Fill up the grid with your scouting data

You can also :

- Skip one card (if unreadable or missing)
- Re-use one card (app will calculate the difference)
- Select a specific crop for a trap

Export the grid to Excel or paper copy.

Empty cell means 0 (No need to input 0 values in the grid)

Make sure you save by clicking the Floppy disk icon.

Bug Count Card
The following represents the bug counts for a batch of cards.

Re-use to keep the yellow card one more week (app calculate difference)

Save your changes (cells with green border)

Export for a paper copy

Skip when the yellow card is unreadable or missing

Default crop can be changed for each trap

**Input scouting records
Empty cell means 0**

Location Name	Skip	Reuse	Crop	Aphid (General)	Thrips (General)	Fungus gnat	Fly - Shore fly	Whitefly (Gen...)	Beetle - Japa...
P1-BA- Card #01	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum	1		13			
P1-BA- Card #02	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum		11				
P1-BA- Card #03	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum		5				
P1-BA- Card #04	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum			25			
P1-BA- Card #05	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum		6				
P1-BA- Card #06	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum					2	
P1-BA- Card #07	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum						
P1-BA- Card #08	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum						
P1-BA- Card #09	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum						
P1-BA- Card #10	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum						
P1-BA- Card #11	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum						
P1-BA- Card #12	<input type="checkbox"/>	<input type="checkbox"/>	Chrysanthemum						

Company Name: Sample
Template: Plant #1 Block A 2019
Created: Thu Sep 05 2019 11:33:50 GMT-0400 (EDT)

The “Get started” procedure is only for the first time you use BugVision Platform. After, you can reach everything from the tiles on the home screen.