

LADYBUG®

VERSION 5.30 FOR WINDOWS®

Preface

LadyBug Products, Inc., is pleased to present **LadyBug® 5.3 for Windows**, a full-featured but simple to-use chemical use and reporting program combined with the ease and flexibility of Microsoft Windows.

LadyBug is committed to excellent service and a tradition of quality software. Our goal is to provide you with the highest quality of professional assistance in the use of LadyBug, a chemical application manager program.

As part of LadyBugs' continuing effort to produce software of the highest quality, we would like to hear your comments. To stay competitive, we really want you, the user, to let us know what you like and dislike most about LadyBug. Please feel free to contact us personally to discuss your opinions. Our email address's are:

Roger Fowlks - roger@ladybugproducts.com

Pete Balbi - peter@ladybugproducts.com

Many people deserve recognition for their part in assisting us in maintaining LadyBug as the easiest and best chemical management program on the market today. We wish to specifically mention Mrs. Dana Grande, and Mr. Pete Opatz for all their efforts in supporting our continuous quest to keep **LadyBug®** the leader in chemical management software.

Special thanks go to you, our customers, for your support of LadyBug Products. Your suggestions have allowed us to maintain a tradition of quality software.

Pete Balbi
and
Roger Fowlks

When You need help

Customer Assistance

At LadyBug Products you, our customer, come first. If you need help with any of the following, call our Customer Assistance department at **1-510-538-0132** or fax us at **1-510-886-5949**. A friendly representative will be happy to help you. Contact Customer Assistance with,

- Installation
- Defective user manuals
- Product registration. Call toll-free **1-800-456-6371**. (Your product is automatically registered if you purchased directly from LadyBug Products.)

Technical Support

Registered customers get free technical support for 60 days from the first call, notices of product updates, special offers, and other announcements. You're registered if you purchased your product directly from LadyBug Products.

Technical Support's voice number is **1-510-538-0132**.

Contact Technical Support for help with,

- Installation
- Defective CD's
- Problems with printing
- Questions about program operations

An automated attendant will direct you to the right location and give Technical Support hours when you call. You may have to wait before we get to your call, but we will take as much time as is necessary to answer your questions.

Before you contact us...

- Check this *Manual* and the README file on disk for solutions.
- Try to duplicate the problem.
- Note any error messages. Write them down if possible.
- Have the information on your computer and printer available.
- Have your computer and printer turned on.

Defective CD Replacement

You will usually receive one of these messages if you have received a bad CD: "General failure error reading drive..." "Sector not found..."

"CRC error..."

"Unrecoverable read error..."

"Address mark not found..."

To replace defective CD's call Technical Support at **1-510-538-0132**. We replace CD's free within 30 days of purchase. After 30 days, contact the office at **1-800-456-6371** for prices.

Orders

To order from LadyBug Products call our Orders Department toll free at **1-800-456-6371**. Our order-line staff are eager to help you.

Please do not call them with technical support questions. They cannot transfer your call to Technical Support.

GETTING STARTED

Introducing LadyBug

LadyBug© 5.2 for Windows contains the most complete and up-to-date chemical database available anywhere. Combined with the other features of the program, you have chosen the only system that combines ease-of-use with a sophisticated and - behind the scenes - highly complex management program.

Welcome to **LadyBug© 5.2 for Windows** - the program that allows you to easily manage your pesticide, chemical, and fertilizer applications:

1. Work orders are easily generated - in English and Spanish.
2. Your reports are automatically generated and can be transmitted electronically.
3. Worker safety issues are dealt with automatically.
4. You can maintain as many sites and blocks as you wish.
5. Costing and inventory records are available as management tools and to meet Federal inventory requirements. Multiple inventories can be managed.
6. An extensive database of over 9,000 chemical records is incorporated into the program - helping to prevent errors.
7. You can track all chemicals and fertilizers applied to your crops for the entire growing season - down to the block level.
8. Pest Control Advisors (PCA's) can generate recommendations and generate PUR's.

or

9. PCA's can generate recommendations and reports without being responsible for workorders (WO's) and PUR's.

Mistakes with chemicals can: Injure your workers - leaving you liable to suits; ruin your crops; leave you open to action at Federal, State and local levels; or, at the very least, cost you money through overuse. **LadyBug© 5.2 for Windows** will eliminate or minimize the possibilities for error.

Contents of Your Program Package

This program package includes the following software and documentation:

Software:	CD-ROM
Manual:	This manual is on the CD-ROM and in your LadyBug folder.

About the *Manual*

The following symbols and conventions have a special meaning:

This ***Indicates***

A or Enter	Keyboard character.
Ctrl+A	Keyboard characters typed in combination.
A:SETUP	Keystrokes to be entered exactly as shown.
Site or BLOCK	Labels used in program screens
Titlebar	Refers to the second bar running across the top of the screen. It will have different options (e.g., File , Help , Print Reports) depending on where you are in the program.

The first bar has the **LadyBug**® name, and Windows sizing buttons.

System Requirements

In order to install and operate **LadyBug**® 5.2 for Windows® successfully you need:

- An IBM or 100% compatible personal computer with a Pentium class (or equivalent such as AMD K series or Cyrix) processor and 60 megabytes of hard disk space.
- 64 megabytes or more of RAM
- An Windows compatible printer.
- A mouse (or other pointing device) supported by Microsoft Windows 95®.

Installation Procedure

1. Close any other applications you have running in Windows
2. Insert the CD into your CD drive.
3. The CD should auto-run after a few seconds.

OR

If the CD does not Start, Select Run from the Start menu. In the Run dialog box click **Browse**, then click on your CD drive. Double click on **Setup** and follow the instructions on the screen.

The **LadyBug** Readme File

Use the Windows Notepad (or Wordpad) to read the **README.TXT** file in your LadyBug sub-directory (the default is C:\LADYBUG). This text file contains information not available when the *Manual* was printed. You can print the file for easy reference.

Starting and Exiting **LadyBug**

To start **LadyBug**

1. Open the folder created during the setup process is LadyBug.
2. Double-click (or right click and choose Open) on the **LadyBug**® icon. The **LadyBug**® screen appears.
3. The first time you use the program you should , choose your preferences, enter your site information, employee information and select the chemicals you will use. Turn to the

appropriate sections in the *Manual* for more detailed information. It is strongly suggested that you say Yes to the Inventory Option in the preferences section.

4. To exit the program, click on the Exit option on the main menu. Do NOT use **Ctrl+Alt+Del** to exit the program. Doing so may cause you to lose data. It may also cause any other applications you may be running to lose data. Make sure you exit **LadyBug©** and Windows before turning off your computer.

USING **LadyBug** - The Basics

Please take a few minutes to read this manual over before using **LadyBug**.

Make regular backups. This must be done when using this or any other computer program. The longer you use **LadyBug©**, the more valuable your data will become. You cannot afford to lose it because you don't have backups.

You will be asked if you to backup your data each time you exit **LadyBug©**. Label at least two sets of 3-1/2 diskettes and alternate them to backup your data at regular intervals. We recommend doing it every time you exit the program.

Keep at least one set of backups off site.

A **Restore Data** utility is included with the program and may be found in your **LadyBug** group/folder.

Please consider an Uninterruptible Power Supply (UPS) for your computer. They cost less than \$100, and will protect you from the frequent electrical problems in rural settings. Most of our technical support calls involve problems due to hard drive errors caused by power fluctuations.


General:

You only need to enter the first few letters of a word in a box when there are multiple choices. This may take a little practice, but will end up saving significant data entry time.

Type the first letters of your choices in fields, or click the ▼ arrowhead on the right of the field to make selections.

Times are in the format **8:15 AM** or **8:15 PM**. You can take the shortcut of entering **8 a** or **8:15 a** (or **p**) and pressing **Enter**.

PCA's and PCO's should pay special attention to the details in this manual. There are many specific tips that apply to them.


Click on the help icon  to get detailed information for any screen you are in.

WARNINGS are in red.

Whenever you see a menu option in the form **Sites** pressing the **Alt** key plus the underlined letter (in this example **Alt+S**) will execute the command. This is normally faster than using a mouse.

GETTING STARTED

GENERAL

Click on titlebar option names to reach the options. Click on the help icon  to get detailed information for any screen you are in. You can click on **Manual** and print it if you wish.

Screen labels used in the program will look like **This** in the help screens. Click on **Menu** at the bottom right of any screen to return to the **Main Menu** when you are finished working in any section of LadyBug©.

You need to create and close workorders before you can generate **Pesticide Use Reports** . Always click on the **Exit** button when you are finished. NEVER press **Ctrl+Alt+Delete** - you will lose all of your work.

FIRST STEPS:

Before starting you will need the following:

1. Your site license(s).
2. PCO and PCA license(s) (if any).
3. Labels for the chemicals you use.
4. Acreage, row width, and (optionally) plant spacing for each of your sites.

Before you can enter workorders or issue PCR's you need to follow these steps:

1. Click on **Preferences** and enter your choices. Note that the **Purge Old Workorders** section is for use after you have been using the program a year or more. Click on **Help** in the **Preferences** screen for details.
2. Click on the **Sites** button and enter the information for your site(s). Click on help in the **Sites** section for details. Sites are sorted by **Location** so start the **Location** with a 2 or 3 letter code group if you have a large number of sites. E.g. JGS for all sites belonging to John George Smith. Click on help in the **Sites** section for details.
3. Click on the **Workers** button and enter your employee information. The **Identification** field is used to distinguish between workers with the same names. You can use a Social Security Number, or any ID used in your operation. You can not track worker chemical exposure hours without this information. Click on help in the **Workers** section for details.
4. Click on **Chemicals** to select the chemicals used in your operation. Click on help in the **Chemicals** section for details. Be sure you have labels (or label copies) for all the chemicals used in your operation.
5. Uncheck the **Restricted** and **Worker Exposure** buttons **IF** the chemical is not restricted for your crop/location and/or **IF** the chemical doesn't require worker exposure tracking. Be sure to click on the **Enter/Change Restrictions** button at the bottom of the screen to enter the Application and General restrictions for this site.
6. Repeat for every chemical used on this site.
7. You will have to do this only once for each different crop (and then only IF the crops/sites have different use restrictions. E.g. If you have several sites for cotton, you can call up a new site in the **Sites** screen, click on the **Update Site Restrictions** button and copy all of the chemicals and chemical restrictions from your first cotton site.
8. Click on **Inventory**, if you chose to keep one, in **Preferences** and enter your information. Click on help in the **Inventory** section for details.

LadyBug Preferences

GENERAL

The Preference screen is used to tell LadyBug what you want the defaults to be.

Some of the information entered will appear on the **Site** screen to save data entry time and to help eliminate errors.

PCA's and PCO's can temporarily enter client's information in this screen, when the client has several sites, to save data entry time. Don't forget to go back and re-enter your own information when you are finished.

PCA's who issue recommendations and do NOT need to generate PUR's should skip to section 4 - Pest Control Advisors **AFTER** finishing with this screen.

1. Choose the **State of use**: from the list.
2. Be sure to enter the **Grower/Name**:, **Address**:, **Operator ID/Permit Number**: and **County No.**: as they appear on your pesticide application license. This information will be used in your reports. The **Site** information will be used for the location of the chemical applications, and for site specific permit numbers.
3. Fill in the rest of the rest of the boxes. The **PCA Advisor License #** is for PCA's (Pest Control Advisors).
4. Enter the **Work order user field label** you wish to appear on your work orders. These are fields you can label to record information unique to your operation. The commonest 2 choices are "Wind Speed", and "Temperature", but you can enter anything you wish.
5. PCA's should enter **Criteria** in the **Workorder user field1** label.
6. Choose whether or not you want to maintain an inventory. We **STRONGLY** recommend you choose this option. Costing reports are NOT available if you choose no.
7. There is also a Federal requirement to maintain an inventory. If you maintain physical inventories at more than 1 location click on the "**YES (Multiple Locations)**" button.
8. Click on **PCA Custom Add On**: if you wish to issue PCR's and are **NOT** responsible for PUR's or worker tracking.
9. Click on **Menu** at the bottom of the screen to return to the **Main Menu** when you are finished with the preference screen.

LadyBug SITES

GENERAL

1. There must be at least **one block** per site. You can go back and edit the site information if you need to look up additional information.
2. If you are doing non-agricultural pest and fumigation applications, you must use a different site for each non-agricultural code. Click on the down arrow for the **Commodity or Non-Ag Description** field to choose from the list of non-ag codes.
3. Set up different sites for the same acreage when you rotate crops with different chemical use restrictions to the site. E.g., Location-1L for lettuce and Location-1B for broccoli. Chemical use restrictions are set by site. Doing this can prevent application errors.
4. The **Update Site Restrictions** button is one of the most powerful parts of this screen. You can use it to copy all chemicals, with their specific general and use restrictions, from 1 site to another. This is particularly important for growers of row crops who frequently change site size and crops on their land. It is also important for PCA's and PCO's with clients growing the same crops.

NOTE: **Phone Number** and **County (Where Applied)** are required only for non-agricultural applications, PCO's, and PCA's (Pest Control Advisors). Applicators working for PCO's should enter their license numbers in the **License Number** box.

5. You should have only one commodity/crop type per site, though you can have different varieties for each block. i.e. wine grapes for the site, Chardonnay and pinot for the block.

If you have more than one commodity/crop per site, you should consider breaking the site down into Site-A, Site-B, etc., with a single crop type per sub-site. This only needs to be done if there are different chemical use restrictions (such as maximum permissible amount) for the different commodities/crops.

Follow these steps to enter your site information:

1. Overwrite **New Site Location Here** with the name of your first site.
2. **Location:** Normally this field is copied from your site license and is in the form "Corner Hwy 12 & County 15". This information is added to NOI's and PUR's.

NOTE: Sites are sorted alphanumerically by location in this screen and in the workorder screens.



3. If you are a PCA, PCO, or have many different sites, you can group them by starting the location with a 2 or 3 letter code. E.g. "SGR Corner Hwy 12 & County 15" for a client named Smith, George R. at the Corner of Highway 12 and County Road 15". This allows PCA's & PCO's to easily group and select their sites by client.
4. **Site No:** Enter the site identification from your County Permit if there is one. Use your own if there isn't.
5. **Grower:** PCA's & PCO's should enter their clients' name here.
6. **Contact:** Enter the name of the person to whom you send Notices of Application & Notices of Completion for this site. Use your own name if you are an owner/operator.
7. **Est. Hvst. Date:** Enter your estimated harvest date here. This date will be used in pre-harvest chemical restriction calculations. You can always go back and change it when you get close to harvest time.
8. **Start Date:** Enter either the date the crop is planted, or (for perennials) the date of the start of the season. This date will be used to track chemicals that have a maximum total use per season and/or a limit on the number of applications per season.
9. **Inventory Loc:** Choose the location where you store chemicals to be used for this site if you chose "YES (Multiple Locations)" in the **Preferences** screen.
10. **Commodity or Non-Ag Desc.** Type all, or part, of the name of your commodity in this field and press the **Enter** key. A search screen with the first commodity with that name will appear. Try typing grape and pressing **Enter**. GRAPE LEAVES will appear.
11. You can repeatedly press the **Find Next** button to find GRAPE, RAISIN then GRAPEFRUIT then GRAPE LEAVES and finally GRAPES, WINE. Press the **OK** button when you find the one you want. The corresponding code will appear in the **Commodity or Non-Ag Code** field.

OR

12. **Commodity or Non-Ag Code.** Type in the code number for your commodity or non-agricultural use if you know them. The corresponding description will appear in the **Commodity or Non-Ag Desc** field.

NOTE: Do not type in your own internal codes and descriptions. You must use the DPR codes & descriptions in LadyBug. EDI reports are linked to these codes and descriptions.

13. **Operator ID/Permit Number:** PCA's and PCO's should overwrite their number with their clients number (if any) here.
14. **Nursery.** Check this box if applicable.

15. **7 day PUR for PCO's:** Check this box if you are a Pest Control Operator (PCO) doing agricultural chemical applications on this site.
16. **Plant and row spacing unit:** Use the appropriate spacing unit for the crop on this site. A fruit crop will probably be in feet, lettuce will probably be in inches, and you probably won't care if you are growing hay on the site. Choose inches in such cases. This information is used to calculate plants per acre.
17. **Blocks.** You can subdivide each site into as many blocks as you want. You can have a different crop spacing for each block - but it will always have to be in the same units. Both site and block can be less than 1 acre.
18. Click on **New** at the bottom right of the screen to enter another site, or click on **Menu** at the bottom of the screen to return to the **Main Menu** when you are finished adding sites.
19. **Create/Edit Supersites.** Click on this button to work with supersites. Click on the help icon  in the **supersite** screen for detailed help.
20. **View/Paste Site Map.** You can paste maps that you have scanned into Windows, created with Paint or other Windows drawing programs, or cut from Windows programs such as Precision Mapping into this field. Click on the help icon  in the **View/Paste Site Map** screen for detailed help.
21. **Update Site Restrictions.** Click on this button to copy all the chemicals and restrictions from an existing site. Be sure that the crops and locations are such that the restrictions are the same.

LadyBug Supersites

DO USE THIS OPTION to quickly create workorders or Pest Control Recommendations for crews working on multiple sites or blocks, with the same chemical restrictions, at the same time. The work may be done in multiple counties.

DO NOT USE THIS OPTION to set up workorders for multiple future dates for use by on a single site. It is quicker and safer to copy a regular workorder.

We assume that this option will be used by professionals (PCA's & PCO's).

The commodity from the first site and the most restrictive chemical restrictions from **ANY** of the sites will be used for all sites. Any or all of your sites may be chosen for a supersite.

YOU ARE RESPONSIBLE IF YOU MIX SITES WITH DIFFERENT CHEMICAL RESTRICTIONS.

1. Click on **New** to create a supersite.
2. Type the name for the supersite in the **SuperSite Name:** field.
3. Click on the ▼arrowhead under **Site Name:** to choose the first site for the supersite. The commodity and chemical restriction from this site will be used for the supersite.
4. Repeat step 3 until you have finished choosing the sites you wish.
5. Click on **Create/Update Supersite** to create active links to the sites you have chosen.
6. Click on **Menu** at the bottom right of the screen to return to the **Main Menu** when you are finished with the site screen, **EXCEPT** for PCA's who issue recommendations and do NOT need to generate PUR's. They should skip to section 4 - Pest Control Advisors

LadyBug Workers

GENERAL

This screen is used to enter employee information. It is required so you can track the number of hours you and/or your employees are exposed to specific chemicals.

The **Identification** field is used to distinguish between people with the same names. You can use a Social Security Number, or any other ID used in your operation.

Enter the **Last Name**, **First Name**, and **Identification** for each of your employees.

Enter general employee information, such as training type and dates in the **Notes** field. Press the **Control + Enter** keys to start a new paragraph. Pressing the **Enter** key alone will take you to the next field.

You may delete an employee from your records by clicking on the button to the left of the **Last Name**, then clicking on the **Del** button or by pressing the **Del** or **Delete** key on your keyboard.

LadyBug Chemicals

GENERAL

Worker safety issues are taken seriously by LadyBug. The program defaults to the worst possible case in all choices. You can overwrite the defaults if the chemical you are entering is less dangerous.

The **LadyBug**® chemical database contains chemicals currently approved by the California State Department of Pesticide Regulations. It contains over 9,700 chemicals **arranged by label name**.

BE SURE TO USE LABEL NAMES AND NOT CHEMICAL NAMES WHEN SEARCHING THE DATABASE. HAVE YOUR LABELS AVAILABLE.

There are many chemicals with names that are similar, and some names that are duplicated. Be sure the EPA numbers match those on your label.

Use the **Label Notes**: to enter information from the chemical label that you may want to refer to later. They are available in both the **Active Chemicals** screen and the **Chemical Restrictions** screen.

Follow these steps to **Activate** the chemicals you use:

1. Click on the **Activate/Add Chemical to List** button to choose your first chemical.
2. Type all of, or the first part of, the **NAME** of your first chemical in the **Search** field and press the **Enter** key. The first chemical with that name will appear. Try typing roundup and clicking **Enter**. The first of the Monsanto Roundup products will appear. You can repeatedly click the **Find Next** button to find the next ones. Click the **Activate** button when you find the chemical you want.
3. Press the **Add New** button if you cannot find one of the chemicals you use or if you want to add a fertilizer. See the **Add** section for details on how to proceed.

Follow these steps to **Add** the chemicals and/or fertilizers you use:

1. Click on the **unit type** (wet, dry or dry metric) for your product and click the **OK** button.
2. Fill in the blanks carefully using the information from your chemical label. Be very careful when you enter the **EPA** and **State Reg. Number**. These numbers, and not the chemical names, are used in the electronic (EDI) reports to the counties. The **Rev. Code** refers to the 2-letter label revision code, and the **Sub. Reg. No.** refers to number for the sub registrant for the chemical. The number will be **0** unless it is being manufactured under license from the original chemical company.
3. Be careful when typing the **Active Ingredients** names. They will be reported on the Notice of Application and the Notice of Completion.

4. Be very careful when choosing the signal words - **Danger/ Warning/ Caution/** as people's health can be at stake.
5. If you are entering a fertilizer check the box marked **Fertilizer:** so it will not be reported in PUR's and NOI's. It will still be reported on your usage reports.
6. Uncheck the boxes marked **Restricted** and **Worker Exposure:** if they are not required for your crop and/or site.
7. Enter the **Cutoff date** if the chemical cannot be used after a specific date. Leave the 12/31 month & day unchanged if it can be used throughout the year.

ACTIVE CHEMICALS SCREEN

1. Be very careful when choosing the signal words - **Danger/ Warning/ Caution/** as people's health can be at stake.
2. If you are entering a fertilizer check the box marked **Fertilizer:** so it will not be reported in PUR's and NOI's. It will still be reported on your usage reports.
3. Uncheck the boxes marked **Restricted** and **Worker Exposure:** if they are not required for your crop and/or site.
4. Enter the **Cutoff date** if the chemical cannot be used after a specific date. Leave the 12/31 month & day unchanged if it can be used throughout the year.
5. Click on the **LABEL NOTES** button to enter any notes you may want to refer to in the future. You can view them when you enter workorders.

CHEMICAL RESTRICTIONS SCREEN

GENERAL

The unit (e.g., fluid ounces, pint, quart, and gallon) you choose for the **Max lmt** (maximum limit) amount is the unit that will be used in the workorder. You can purchase and inventory a chemical in gallons, and use it fluid ounces.

1. Click on the **Enter/Change Restrictions** button and enter the label information for:
Max lmt: Maximum amount of chemical that can be used per acre.
Re-Entry Time: Time before anybody can enter the field after the application
Preharvest time: Minimum time between application and harvest.
Max amt/season: Maximum amount of chemical that can be used in a season.
Max applications: Maximum number of applications per season.

NOTE: Leave the **Max amt/season:** set at **999** and the **Max applications:** set at **99** unless the chemical you have chosen has special restrictions.

2. You can then copy the information to all sites with the same commodity code by clicking on the **COPY RESTRICTIONS TO ALL [your crop name]** if it is appropriate. Enter the information separately for each site if it is not [e.g., proximity to ground water, restricted zones, etc.].
3. Look over the **GENERAL RESTRICTIONS** box and check them against the chemical label. The program defaults to checking all possible restrictions as a safety precaution.
4. You can click on the box after **USAGE RESTRICTIONS** to remove all restrictions from the chemical, or you can click on the other boxes separately to remove individual restrictions.

6. You can add special restrictions for your site or your county in the blank box labeled **English** at the bottom of the box. Click the **English** button to repeat the restriction in Spanish (the English will print out on Spanish workorders if you don't).

DELETING CHEMICALS

1. Click on the chemical name and highlight it. Then double-click, press ENTER, or click on the **Edit or Remove Chemical Restrictions** button.
2. Click on the **Deac** button to deactivate the chemical. The chemical will be removed from the active list.

LadyBug Workorders

GENERAL

LadyBug keeps track of workorders for as many years as you choose. You always have the choice of retrieving a closed (or open) workorder and copying it to create a new work order.

You can easily modify a workorder before closing it. This would be necessary if parts of the work could not be completed.

You only need to enter the first few letters of a word in a box when there are multiple choices. This may take a little practice, but will end up saving significant data entry time.

Times are in the format **8:15 AM** or **8:15 PM**. You can take the shortcut of entering **8 a** or **8:15 a** (or **p**) and pressing **Enter**.

You can increase or decrease the date by 1 day per click by clicking on the ▲ or ▼ arrowheads to the right of the **Date** field.

STARTING

Click on **WORKORDERS**.

WORK ORDER TYPES

Click on the type of workorder you want then click **OK**.

1. **Strip Spray** when you are going to treat part of a row.
2. **Field Spray** when you are going to spray the entire field.
3. **Dust** when you are going to apply a dust such as sulfur.
4. **Air Field Spray (Liquid)** when spraying a liquid by air.
5. **Air Field Spray (Dust)** when applying a dust by air.
6. **Spot Application** when applying chemicals to specific parts of a field – such as weeds.
7. **Chemigation** when injecting chemicals into the irrigation system.

LOCATING AND COPYING AN EXISTING WORKORDER

1. Open workorders:

Click on **Find**, then click on **Search by workorder number** and type in the number of the open workorder you wish to copy. This method will search for a workorder of any type.

or

Click on the arrowheads in the lower right hand box until you find a workorder you wish to copy. This method limits the search to workorders of the same type as the screen you are in.

Then

Skip to step 3.

2. Closed workorders:

Click on **Find**, click on **Search for closed workorder** and click on the one you wish to copy.

or

Click on the arrowheads in the lower right hand box until you find the workorder you wish to copy.

or

Click on **Search by workorder number** and type in the number of the closed workorder you wish to copy. This method will allow you to find a workorder of any type.

Then

3. Click on **New** and click on **Create a copy of the current workorder**.
4. Modify the workorder as you wish - be sure that the workorder shows the current date.

Use the following steps to create a new workorder.

1. Click on **Workorders** in the main menu.
2. Click on the type of workorder you wish, (strip, field, dust, spot, etc.), then click **OK** to continue.
3. Click on the **New** button to create a new workorder. You will be asked if you want to **Create a new empty workorder**, or **Create a copy of the current workorder**. Click on your choice.
4. Press **Enter** if you wish to use the default site.
5. If not, type the name of the site you wish, or click the **arrow** and choose the site you wish from the list. See the section on supersites at the end of the help screen if you wish to use a supersite
6. Click on the **Supervisor/Workers** ADD button to choose which employees you want to use for this workorder. You will have to click on the down arrowhead button on the bottom right if you need more than 3 workers. Choose the supervisor first, the first name chosen will be used on reports. You can add a worker on the fly by clicking on the **Add New Worker to List** button.
7. Fill in or select the **PCA Name** (used by the NOI report). You may add additional PCA names to the list by clicking on the **Add** button on the right.
8. If you chose **Strip Spray** in step #2, refer to diagram #1 for **Treated Rows**, Enter **1** for every row (1 row/pass), enter **2** for Every other row (2 rows/pass), enter **3** for three rows per pass. You can enter as many **Treated Rows** per pass as your equipment and application requirements permit. LadyBug defaults to 1 row/pass.

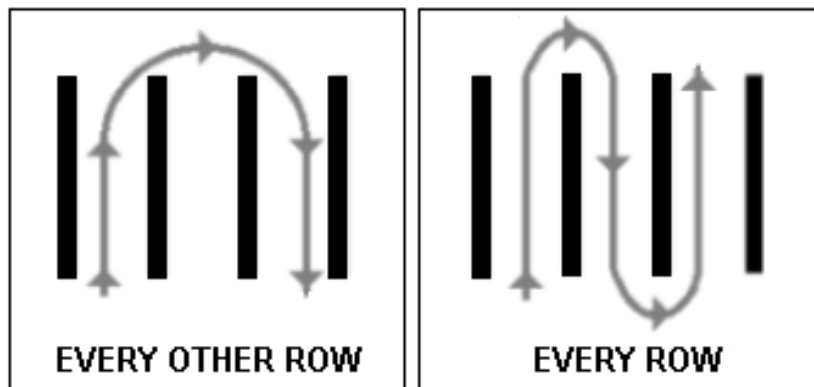
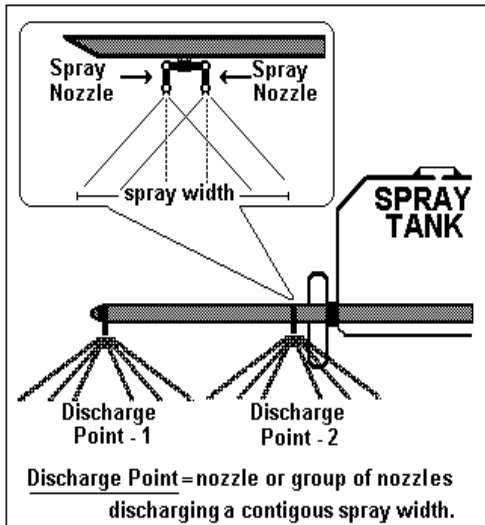


Diagram 1

9. **Dilution rate** is the amount of water (in gallons per acre) that you want added to the **Maximum limit per acre** amount of the chemical(s) you will be using.

Example: Simazine 4L has a maximum limit (for walnuts) of 4 quarts per acre, and recommended dilution of 20 to 40 gallons per acre. Enter any number between 20 and 40, according to your specific crop/weather/pest conditions.

10. **Spray dscharge points.** See diagram #2 for the definition used by



11. Go to the **BLOCKS** box and click on **Add** to choose the first block you wish to use for this workorder (or click on **Add All** to add all blocks for the site at once).

NOTE: NON-AGRICULTURAL SITES ONLY: The row width will be automatically be set to be equal to the **Spray dscharge width:** (in feet) times **Spray dscharge points.**

12. Repeat this step until you have chosen as many blocks as you wish for this workorder.

13. Click on the left hand box under **Block No.** to move the arrowhead to the block you wish to delete or edit, then click your choice of **Edit** or **Del** if you wish to edit or delete an entry. You will need to do this if not all parts of the workorder can be completed.

14. You may edit block information on-the-fly at this point. It will not affect the information in the **Sites** database.

15. Go to the **CHEM** box and click on **Add** to choose the first chemical you wish to use for this workorder. Click on **Add/Activate Chemical** if you wish to add a new chemical on the fly.

16. Start typing the name of the chemical you want, or click on the arrow button to select the first chemical you wish to use.

17. Click on **OK** if you wish to accept the **Max amt/acre.**

18. If you do not, enter the amount you wish to use, or enter the % you wish to use and the program will do the calculations for you. Then click on **OK.** You will be warned if you attempt to go over the **Max amt/acre.**

19. Repeat this step until you have chosen all the chemicals you wish to use in this workorder.

20. Click on the left hand box under **Product** to move the arrowhead to the chemical you wish to delete or edit, then click your choice of **Edit** or **Del** to edit or delete an entry.

21. Click on the **ENTER NOTES** button between the **BLOCKS** and **CHEM** boxes to enter notes for your supervisor/field workers.

22. Click on the **PCA NOTES** button add any notes you wish to appear on your PCR. You can click on **Add to PCA Notes** if you want to review your chemical notes. You can press cancel or use normal Windows editing keys to erase them.

CLOSING THE WORKORDER

General

You can not change a workorder after it is **closed**. Be sure you complete everything before you close a workorder. This is the time to modify the workorder by modifying, deleting, or editing any parts of the workorder that your field crew could not complete. For example, you can click on the edit for an individual block and reduce the acreage if for any reason it couldn't be completely finished.

Workorders must be closed before the information in them can be used for reporting purposes. Reports are based on what **has** happened, workorders are based on what you **want** to happen.

Note: If the chemical unit is pounds, the closing screen will show the workorder total in the form **100 lbs**. You cannot type **l** or **lb** to bring up **lbs**.

Type the first part of the word **pounds** to have it appear in the **unit** box.

1. Move the cursor to the title bar and click on **Close Workorder**.
2. Carefully fill in the questionnaire on the screen.
3. Be especially careful when entering the **Start time** and the **Finish time**. LadyBug uses these times to calculate worker exposure hours.

Note: The program will do as much error checking as possible, but some mistakes are still possible, (e.g. entering the wrong date).

4. Click on **Close Workorder** when you are finished.
5. Click on **Menu** to return to the main menu.

CHANGING A CLOSED WORKORDER

If you discover a mistake in a closed workorder and need to correct it, you cannot edit or change it. You can, however, make a copy of it, and then delete the original.

1. Call up the workorder that you wish to change.
2. Click on New, then click on Create a copy of the current workorder. Then click on **OK**.
3. Re-enter your worker and date information, and make the changes you want. Be sure to copy the information on workers, times, and dates so that worker exposure hours will be tracked.
4. Make whatever other changes are necessary, and close the workorder.
5. Call up the original workorder, and delete it by clicking on the **Del** key.

Note: You cannot reuse the number of a workorder that has been deleted.

PRINTING AND TRANSMITTING REPORTS

Printing from your workorder

General

You can print reports for individual workorders from within the workorder. If you are entering many workorders, you may prefer to print them from the **Report Menu**. See the section on **Reports** for details.

You have the following print options from within an individual workorder:

Workorder Report (English)

Workorder Report (Spanish)
Workorder Report (English and Spanish)
Warning Posting
Notice of Intent Report - If you have used 1 or more restricted materials.
Notice of Application
Notice of Completion
Pest Control Recommendation (for PCA's only).

Previewing Reports

1. Move the cursor to the title bar and click on [Preview Reports](#).
2. Click on the report you want to look at.
3. Move the cursor to the body of the report. It will turn into a magnifying glass.
4. Position it to the part of the report you want to see enlarged, and left click.
5. Left click again to see the entire report.
6. Click on [File](#) and then click on [Print](#) to print the report,
OR
7. Click on [File](#) and then click on [Print Setup](#) to choose a different printer - or to choose to fax the report (if you have a fax/modem board configured).
OR
8. Click the report closed to return to the workorder.

Printing reports

1. Move the cursor to the title bar and click on [Print Reports](#).
2. Click on the report you want to print. You will be returned to the workorder when the report is printing.
3. Repeat step 2 until you have printed all the reports you need.

Transmitting Reports

NOI's

1. Click on [Transmit Reports](#) on the titlebar and choose [Export NOI Text File](#) to create the EDI (Electronic Data Interchange) file to be transmitted to the CAC (County Agricultural Commissioner). LadyBug will display the name of the file created.
2. Look at the section "EDI (Electronic Data Interchange) option for PURs & NOIs" under REPORTS for more information.

WorkOrder EDI

1. Click on [Transmit Reports](#) on the titlebar and choose [Export Workorder Text File](#) to create the EDI (Electronic Data Interchange) file to be transmitted to the CAC (County Agricultural Commissioner). LadyBug will display the name of the file created.

This option was added to LadyBug for cases where the county has rejected part of an EDI transmission. Copy the workorder, make the required corrections, erase the old workorder, close

the new workorder, then use this option to resubmit the rejected application. Use the PUR option from the report menu to send all of your EDI information at one time.

2. Look at the section "EDI (Electronic Data Interchange) option for PURs & NOIs" under REPORTS for more information.

LadyBug SUPERSITES

DO USE THIS OPTION to quickly create workorders or Pest Control Recommendations for crews working on multiple sites or blocks, with the same chemical restrictions, at the same time. The work may be done in multiple counties.

DO NOT USE THIS OPTION to set up workorders for multiple future dates or for use by a single crew. It is quicker and safer to copy a regular workorder.

We assume that this option will be used by professionals (PCA's & PCO's). The supersite will use the MOST restrictive chemical application restrictions from the individual sites it includes. Any or all of your sites may be chosen for a supersite.

YOU ARE RESPONSIBLE IF YOU MIX SITES WITH DIFFERENT CHEMICAL RESTRICTIONS.

SETTING UP A SUPERSITE WORKORDER

1. Start the WorkOrder by choosing a Supersite from your **Site:** list.
2. Fill in the rest of the information as you would any other WorkOrder.
3. Double check to make sure everything is as you want it before printing any reports. When you choose to print your **Warning Posting** - or any of the other report - the Supersite workorder will be processed.

PROCESSING

1. After you are finished editing the supersite workorder, you may process it by selecting **Process Supersite Workorder** from the CLOSE/PROCESS WORKORDER menu. Printing any report will automatically process the workorder.
2. After a supersite workorder is processed separate workorders for every site in the supersite will be automatically created.
3. The supersite will then show **PROCESSED - WORKORDERS NN - NN HAVE BEEN CREATED** across the face. (NN - NN stand for any set of numbers such as 57 - 62.)
4. The automatically generated individual workorders will be accessible the next time you enter the workorder screen from the Menu.

REPORTS

Use the individually created workorders and the REPORT menu to print or transmit any reports you wish. If you need to preview a report, preview from the individual workorder.

CLOSING A SUPERSITE WORKORDER

When your work crews return the completed workorders close them individually. This allows you do deal with any problems that a particular crew may have had.

LadyBug INVENTORY

General

LadyBug has deliberately been designed to allow you the freedom to do almost anything you want with this section. Because of this, you will have to exercise some care to make sure you do not lose information. See **Warning** below.

LadyBug allows you use chemicals before you enter them into inventory.

Example: You might purchase dusting sulfur Monday afternoon, apply it that night, close your work order, and wait until the weekend to bring your inventory up to date.

LadyBug uses the last cost used in a transaction. E.g., If you have a chemical in inventory at \$10 per pound, changing the current cost to \$20 per pound will change the inventory value after you enter a new purchase. The **Add/Remove Inventory Location** will only appear if you checked the **YES (Multiple Locations)** button in the **Preferences** screen.

WARNING

LadyBug allows you to edit or delete any and all transactions, including chemicals used in closed workorders. You will always be asked to confirm a deletion when you press the **Del** button. Make **sure** that you mean it - the transaction will be erased forever. Deleted transactions will not show up on any costing or tracking reports.

Multiple Inventories

General

Click on the **Add** button and use the **Transaction type: Sale/Transfer** when you move chemicals from one physical location to another.

Follow the directions for single inventories after choosing a location.

1. Click on the **Add/Remove Inventory Location** and enter the name and location for each chemical storage area.
2. Click on the down arrow on the right of **Select Location** and choose the inventory you want to work with.
3. Delete inventory locations by clicking on the **Add/Remove Inventory Location** button, highlight the location you wish to remove, then click on the **Delete** button.

Single Inventories

1. Click on **Inventory** from the Main Menu.
2. Click on the **Find** button **or** click on the **FIND CHEMICAL** arrow and click on the chemical you want
or
3. Type in the first part of the chemical name in the **FIND CHEMICAL** box and press **Enter** when the chemical you want appears.
4. Enter the cost per unit in the **Current cost:** box.
5. Click on **Add** and enter the **Amount/unit** and the **Date:**
6. Enter the **Transaction type:**. The types are:
Purchase
Adjustment
Sale/Transfer
Destruction
7. Choose the type for this transaction.
8. Repeat steps 1 - 8 until your **Inventory ledger** is up to date.
9. Click on **Menu** to return to the Main Menu.

LadyBug Reports

General

There are more reports available from this menu than from within a workorder, but the process is mostly the same. Workorders must be closed before the information in them can be used for reporting purposes. Reports are based on what **has** happened, not on what you **want** to happen. You need to make choices for most of the reports in this menu. Report descriptions and choices are detailed below:

Pesticide Usage (PUR)

Monthly agricultural chemical use report by site. LadyBug prints out the report automatically. See the section in the manual on "EDI (Electronic Data Interchange)" for details on [Create File for Electronic Transmission](#).

Choices: **Month, Year, Site, Print PUR for all Sites, and Create File for Electronic Transmission.**

Non-Ag Pesticide Usage (by County)

Monthly non-agricultural chemical use report. LadyBug accumulates the information by county and prints out the report automatically. See the section in your manual on "EDI (Electronic Data Interchange)" for details on [Create File for Electronic Transmission](#).

Choices: **Month, Year, County, Print/Preview Non-Ag PUR, and Create File for Electronic Transmission.**

7-Day PUR for PCO's

Prints 7 day PUR. Used for Pest Control Operator's/Applicators (PCO's) doing agricultural chemical applications. See the section in your manual on "EDI (Electronic Data Interchange)" for details on [Create File for Electronic Transmission](#).

Choices: **End Date, Start Date, Site, Print PUR for ALL Sites, Create File for Electronic Transmission.**

Chemical Posting Report

Report on all chemicals used on selected blocks of a given site for the previous 30 days.

Choices: **End date, Site, Block.**

Chemical Seasonal Report

Report on all chemicals/fertilizers used on user-chosen blocks within a site. Usually used to create a report on all chemicals/fertilizers used on a given crop/blocks of crop for a full growing season.

Choices: **Start Date, End Date, Site, Block, Export to DBF, Show Detail and Include workorder notes:**
Export to DBF: You can use this option to provide buyers with your seasonal information in electronic form. Put a 3-1/2" blank floppy diskette in your floppy drive (A: or B:). Choose your blocks and dates, then click on *Export to DBF*. Remove and label the diskette.

Worker Exposure Report

Report on worker exposure to chemicals marked for **Worker Exposure** for the previous 30 days. Will also track ALL exposures for ALL chemicals for any time period.

Choices: **Date, Show Exposure to ALL Chemicals.**

Worker List Report

Report listing all workers. Option of including notes.

Choices: **Include Notes.**

Site Acreage Report

Report listing every site, broken down by blocks, with acreage totals.

Choices: **None**

Site Usage Cost Report

Monthly report, including costs, for all chemical/fertilizer use for all sites. Costs will show for individual blocks if **Show Detail:** box is checked. This report defaults to the current month, but a date range can be entered for any user defined period of time.

Choices: **Start Date, End Date, Block, Show Detail, Export to DBF.**
Export to DBF: You can use this option to send costing to spreadsheets and most accounting programs. Put a blank 3-1/2" floppy diskette in your floppy drive (A: or B:). Choose your blocks and dates, then click on **Export to DBF.** Remove and label the diskette.

Block Usage Cost Report

Monthly report, that costs all chemical/fertilizer use on all blocks, by sites. This report defaults to the current month, but a date range can be entered for any user defined period of time.

Choices: **Start Date, End Date, Preview, Print.**

Inventory Report

Report of current chemical/fertilizer inventory - for closed workorders only.

Choices: **None**

Workorder List Report

Report listing all open and closed workorders arranged by date. You can print them arranged by date or workorder number. You can also print out a Supersite workorder list.

Choices: **Start Date, End Date, Date Sort, WO No. Sort, Supersite Workorder List.**

Print All Open Workorders

Prints all open workorders.

Choices: **English** or **Spanish**

Print All Notices of App/Comp

Prints all Notices of Application and/or Completion, depending on your choice, for any date range you choose.

Choices: **Start Date, End Date, Print all Notices for Date Range.**

PREVIEWING REPORTS

1. Click on the **Preview Reports** button for the report you want to see.
2. Make the appropriate choices for the report chosen.
3. Move the cursor to the body of the report. It will turn into a magnifying glass.
4. Position it to the part of the report you want to see enlarged, and left click.
5. Left click again to see the entire report.
6. Click on **File** and then click on **Print** to print the report,
or
7. Click on **File** and then click on **Print Setup** to choose a different printer - or to choose to fax the report (if you have a fax/modem board configured).
or
8. Click the report closed to return to the workorder.

Printing reports

1. Click on the **Print** for the report you want to print.
2. Make the appropriate choices for the report chosen.

3. Repeat steps 2 & 3 until you have printed all the reports you need printed

TIP: Follow this procedure to Fax all PUR's from your computer without first printing out your reports.

1. Double click on **My Computer**.
2. Double click on **Printers**.
3. Right click on Fax Printer and click on **Set as Default**.
4. Return to LadyBug, choose the LadyBug report you wish to Fax.

Don't forget to reset the system back to your default printer when you are done.

PEST CONTROL ADVISORS - REPORTING

This section of **LadyBug®** is for the use of PCA's who issue recommendations to their clients and who **ARE** responsible for generating PUR's, tracking worker exposure to chemicals and/or generating usage costs reports.

IF YOU DO NOT HAVE THESE RESPONSIBILITIES, SKIP TO SECTION 4 - PEST CONTROL ADVISORS

GENERAL

LadyBug can generate Pest Control Recommendations. This capability is for use **ONLY** by PCA's.

PCA's should familiarize themselves with LadyBug, then follow the steps below in the individual menu screens.

PREFERENCES:

1. Enter Criteria in the **Work order user field 1 label** box.
2. Enter your license number in the **PC Advisor Lic. #:** box.

WORKORDERS:

1. Choose the criteria for the chemical application from the **Criteria** box. Don't worry if you can't see everything in the box.
2. If you have several criteria, or they are unusually long, just enter **See Notes** in the **Criteria** box and enter them in the **PCA NOTES** field.
3. Enter any notes for your client in the **PCA NOTES** field next to the **BLOCKS** and **CHEM** in the lower left hand corner of the screen. You can review any chemical notes you may have made here.
4. You can preview your recommendation by clicking on the **Preview Reports** option on the Titlebar, or print it by clicking on the **Print Reports** option.

CHEMICALS: (PCA CHEMICAL NOTES)

1. You can enter chemical label notes by clicking on the **LABEL NOTES** button in both the **Active Chemicals** screen and the **Chemical Restrictions** screen. You can later review these notes in the **PCA NOTES** field in Workorders.


LadyBug Pest Control Advisors

PCA MAIN MENU

GENERAL

This section of LadyBug© is **ONLY** for the use of PCA's who issue recommendations to their clients and who are **NOT** responsible for generating PUR's, tracking worker exposure to chemicals and/or generating usage costs reports.

Use the **Main Menu** of LadyBug© and create workorders to generate PCR's if you have these responsibilities.

Click on the help icon  to get detailed information for any screen you are in.

There is a **Deactivate** option in several screens. Use it when you no longer want an individual item to appear on lists such as **Pests** or **Chemical Dealers**.

Whenever you see a menu option in the form **Sites** pressing the **Alt** key plus the underlined letter (in this example **Alt + S**) will execute the command. This is normally faster than using a mouse.

STARTING

You need to have the following to set up LadyBug:

1. Site information for all of your clients.
2. Labels for the chemicals you use.
3. Names, addresses, phone & fax numbers for your chemical suppliers (optional).
4. Names, addresses, phone & fax numbers for your PCO's (optional).

This information must be entered before you start issuing PCR's.

SITES

See the section on sites in the first part of the manual.

CHEMICALS

GENERAL

The LadyBug chemical database contains chemicals currently approved by the California State Department of Pesticide Regulations. It contains over 9,700 chemicals **arranged by label name**.

BE SURE TO USE LABEL NAMES AND NOT CHEMICAL NAMES WHEN SEARCHING THE DATABASE. HAVE YOUR LABEL(S) AVAILABLE FOR THIS STEP.

SEARCHING FOR CHEMICALS

1. Type the beginning of the LABEL name of the product and it will appear.

2. There are many chemicals with similar names, and a few with the same name. Make sure the EPA numbers match.

ADDING NEW CHEMICALS

If you want to add a newly approved chemical or a fertilizer follow the steps below:

1. Click on [Add new chemical](#)
2. Type the name in **Product** field and press the **tab** key.
3. Type the manufacturer's name in the **Manufacturer** field and press the **tab** key.
4. Type the EPA number in the **EPA Number** field and press the **tab** key.
5. Type **L** or **D** in the **Type** field for (**L**)iquid or (**D**)ry.
6. Press the **tab** key to start entering another chemical.
7. Click the [Exit](#) key when you are finished.

PCA's

Click on the [PCA's](#) button to add additional PCA names and license numbers if more than one PCA is using the program.

Click [Deactivate](#) box next to any name that is no longer needed.

CHEMICAL DEALERS

Click on the [Chemical Dealers](#) button to add the name(s) of any chemical dealer(s) you wish to track.

Click [Deactivate](#) box next to any name that is no longer needed.

PCO's

Click on the [PCO's](#) button to add the name(s) of any PCO(s) you wish to track.

Click [Deactivate](#) box next to any name that is no longer needed.

PESTS

Click on the [Pests](#) button to add the name(s) of any pests you need to track.

Click [Deactivate](#) box next to any name that is no longer needed.

PCR RESTRICTIONS

GENERAL

You can not delete evaluation criteria, precautions or label & warning restrictions because they may have been used in PCR's.

Check the [Deactivate](#) box if you do not want them to appear as choices when you enter PCR's.

Evaluation Criteria

1. Click on [Evaluation Criteria](#) after clicking [PCR Restrictions](#) to enter new criteria.
2. Click the [Deactivate](#) box after any that no longer apply.

Precautions

1. Click on **Precautions** after clicking **PCR Restrictions** to enter new precautions.
2. Click the **Deactivate** box after any that no longer apply.

Label & Warning Restrictions

1. Click on **Label Warnings and Restrictions** after clicking **PCR Restrictions** to enter new criteria.
2. Click the **Deactivate** box after any that no longer apply.

PCA REPORTS

GENERAL

Click on the name of the report or the printer icon to the left of the name to preview the report, or to reach the options list.

Click on **Print** on the titlebar to print your report after you choose your options.

Report descriptions and choices are detailed below:

Pending PCR List Report on all PCR's that have not expired or been closed.
Choices: **None**

Pending PCR List Report on all PCR's that have not expired or been closed.
Choices: **None**

Completed PCR List Report on all PCR's that have either expired or been closed.
Choices: **None**

Site Detail List List of all sites arranged by site number.
Choices: **None**

Client/Grower Site List List of all sites arranged by client/grower name.
Choices: **None**

PCR History by Site History of all PCR's issued to a given site, with start and end dates selected by user.
Choices: **Site, start date and end date.**

LadyBug EDI (ELECTRONIC DATA INTERCHANGE)

HARDWARE:

You need an error correcting modem for data transfer that supports MNP 5 or higher, and is capable of transferring at 9600 BAUD or higher.

SOFTWARE:

You need software that will upload ASCII files in asynchronous mode with word length of 8, no parity and 1 stop bit. For unattended transfer of data it will be important that the software support a script system that can interpret system commands as required to turn capture on and off or issue commands as required such as a "password" or simple menu choices as requested by the host system.

Use the Hyperterminal program. See your Windows 95 help. Be sure to use the "**Send Text File**" from the "Transfer" option NOT the "**Send File**" option.

REGISTRATION:

All CEDTS (California Electronic Data Transfer System) users are required to register with the CAC (County Agricultural Commissioners) office. Users are required to provide the office with the official name (first and last) and password to be used in logging onto the system. The user may change passwords during any one session. Changes in a user's password are automatically changed in the host system. It is necessary for the PCO or Grower to be officially registered in each CAC office to which they will be submitting NOIs or PURs. It is the responsibility of the registered user to maintain the confidentiality of the user's name and password established with the CAC.

FILE LOCATIONS FOR EDI:

All files created for Electronic Transmission will be placed in a sub-directory called EDI located under the Ladybug directory.

FILE NAMES FOR EDI:

30 day PUR files for growers will be named in the form P120196.txt (Pccmmyy.txt)

P = 30 day PUR for growers
12 = County number taken from your site information
01 = Month of the year (January in this case)
96 = Year

7 day PUR files for PCO's will be named in the form 71201076.txt (7ccmddy.txt)

7 = 7 day PUR for PCO's
12 = County number, taken from your site information
01 = Month of the year (January in this case)
07 = Day of the month
6 = Last digit of the year

NOI's will be named in the form N1212345.txt (Nccnnnnn.txt)

N = NOI (Notice of Intent)
12 = County number (taken from your site information)
12345 = Workorder Number (generated by program)

TRANSMITTING FILES

1. Start your communication program.
2. Select the appropriate file.
3. Check the county number if you do work in more than one county. Check your permit if you aren't sure which number applies to which county.
4. Establish contact with the appropriate CAC office, connect to their computer, and transmit the file.

TIP: Set Hyperterminal to default to the Ladybug folder.

1. Open Hyperterminal and setup a new connection.
2. Save connection and exit Hyperterminal.
3. Open Windows Explorer.
4. Move the newly created Hyperterminal connection to **C:\LadyBug\EDI**

5. Close Windows Explorer
6. Right click on **START** and select **OPEN**.
7. Double click on the **Program** icon and then double click on the LadyBug icon.
8. Click on **File** on the toolbar and select **New** and then **Shortcut**.
9. Select **Browse** and double click on the LadyBug Folder & then the EDI folder.
10. When the EDI dialog box opens, select **ALL Files** from the files type drop box.
11. Double click on the newly created Hyperterminal connection file.
12. Click on **Next**.
13. Click on **Finish**.