

12 Subj: **ATTN** IPM Coordinators ** Using COMMON message #2,wp5.0
By WASO-WLDFVEG 08:41 EST 02-Feb-90 Message 675-817 length 2655

To: Users of COMMON PEST module

From: Susan Savage, IPM Biologist (202) 343-8134/FTS
343-8134

Subject: Tips for using COMMON to enter 10-21As - #2

Thanks to Bob Cherry (WHIS) I was made aware that the COMMON screens in WASO are not necessarily exactly the same as COMMON screens in the parks, therefore one part of my first message on "Tips" may not apply to you. Under "PRINTING A 10-21A USING PROCOMM" please note: once you have entered the report library, selected "Pest Control Projects Info," and selected 1 from the bottom menu to run the report, and S5 for the 10-21A (or S4 for the pesticide use log), the next screen will appear asking for the project name. You will type in the park and project number (e.g., "WASO003") as instructed. However, I suggested that the cursor would move to the next line. On my screen this next line is "Do you want a hard copy?" but on your screen this message does not exits. So on your screen the cursor jumps back to the beginning of the park and project name. At this point, you should open your log file in PROCOMM by hitting Alt F1 as instructed in "Tips". A window will appear in the middle of your screen and you can name your file. Now proceed as instructed in "Tips."

Depending on the path used in your machine you may have to try different names to get the document into the directory you want. As I said in "Tips," I copy my document to a floppy disk in the b drive by using the name "b:WASO003." If you want the document to go to your hard drive (on my computer the "c" drive) into a WordPerfect directory you might type something like this: "c:\WP50\WASO003" or "c:\WP50\info\WASO003." My WordPerfect directory is named "WP50," yours might be simply "WP," "WP42," or "WP5." In this case "info" is the name of a subdirectory and "WASO003" is simply the name of the document. If you forget to specify the drive, most machines will default to your hard drive.

If you fail to specify the directory, the documents may end up in your root directory. Check for them there by following these steps. Exit PROCOMM and get to your "dot prompt" or "command prompt." Then type "cd/" and enter. At this prompt type "dir" and enter and see if your document is here in the root directory. You can move the document to the correct directory by typing "Copy WASO003 c:\wp50\WASO003" and enter, then erase the document out of the root directory by typing "erase WASO003" and enter. Return to DOS or WordPerfect by typing cd\DOS or cd\WP50 (or whatever the path for WordPerfect is in you machine).

GOOD LUCK!

WASO-WLDFVEG for ASIS-CR 08:41 EST 02-Feb-90 Message 675-817 [12]

12 Subj: **ATTN: Park IPM Coordinators** Using COMMON to enter 10-21As.
By WASO-WLDFVEG 09:20 EST 04-Jan-90 Message 663-976 length 7587
* RECEIPT notice pending *

To: Users of COMMON PEST module

From: Susan Savage, IPM Biologist (202) 343-8134/FTS 343-8134

Subject: Tips for using COMMON to enter 10-21As

It has come to my attention that several problems severely impair the ability of park IPM coordinators to use COMMON effectively to enter their 10-21A. One is that some parks do not have instruction manuals for COMMON including the appended section specifically for the "PESTS" module. Please contact me if you do not have a copy of the updated (7/88) users manual. The second factor is that some critical information is either missing from the manual or unclear. The following are some key bits of information to help enter a 10-21A and how to generate a print-out for the 10-21A using PROCOMM as your communications program. This information presumes you are signed on COMMON with the security appropriate for your park.

ENTERING A 10-21A

From the Main Menu, select 1 (if you wish to refresh your memory on introductory information for COMMON; after reviewing this information you need to proceed to data entry) or 4 if you wish to go directly to data entry. COMMON will ask you to "Enter the Name of the data file for which you would like to enter, update or delete data." Here you type PROJINFO and press RETURN. A Data screen will appear - the first page of the 10-21A.

When the first page appears the cursor should be flashing in the lower right corner. If you have never used COMMON, or are unfamiliar with the pest codes for this new 10-21A at this point you should enter the help menu by typing H. You will get a menu offering EPA Registration Numbers, Regional Codes, Park Alpha codes, and Pest ID codes. At this point you can find out if the product you wish to use is listed in the data file by typing 1 and selecting the Alphabetic character beginning the name of the product (e.g., R for Roundup). You may find the pest code by selecting 4 and the alphabetic character beginning the name of the pest (e.g., W for wasp). If you are entering more than one 10-21A you should find out the pesticide and pest code information for all the projects so you don't need to constantly be entering the help menu. Return to the PROJINFO screen by exiting as directed.

If the pest code or product are not available, you need to contact WASO to have the information entered into COMMON. COMMON will not allow you to proceed further without a pest code or EPA number in the data files. If possible, have a copy of the label and MSDS in hand if you have them; this will greatly assist WASO in expediting the data entry process).

Now you are ready to enter your 10-21A. Remember to use the TAB key to move from field to field. If you make a mistake use the TAB key to move through all fields to the one you want. You have the first page of the 10-21A on your screen and the cursor is flashing in the lower right hand corner. Enter E in this empty box. Do not press return. The cursor should jump to the first line. Begin entering information. When you fill a data field the cursor should jump to the next field. The Region will automatically fill when you have typed in an appropriate alpha park code. Fill in the pest code. If you have less than 6 pests for this 10-21A, skip the blank fields using the TAB key (Don't use the RETURN!). Next fill in the EPA Registration Number (EPAREGNUM) and hit TAB. If the product is in the data base the Product Name (PRODNAME) and active ingredient information will automatically fill. Continue to fill in the rest of the first page until the cursor skips back into the lower right corner. At this point, while that corner still reads E, press RETURN. Do not change the letter to N (for next page) until you have gotten a message at the bottom of the page "PROJINFO & PROJPEST records have been added for Project ID XXXX00Y." This procedure established a data record for the project.

Now you can enter N to go onto the next page. In the lower right hand corner you will enter U for Update because you are now modifying a record that has been established for the project. Again, use the tab key to skip from field to field. When page 2 is completed with the U still in the lower right corner, hit RETURN. You will get a message that the record has been updated. Now you can enter N for the 3rd page and again use U to update this using the same procedure as for page two. If you have remarks you must type X to exit this data file. This will bring you to the point where COMMON will ask you to "Enter the name of the data file for which you would like to enter, update or delete data" and this time type PROJTEXT and press RETURN to enter the remarks data file. You will use the E for enter new record. You must type the project ID exactly as it was in the PROJINFO file. Again, use the tab key between lines, pressing RETURN only when you are finished.

PRINTING A 10-21A USING PROCOMM

This procedure isn't perfect - to get a neat 10-21A you still need to do a little editing, but it's better than using "PRINT SCREEN." If someone has any suggestions - please share them.

Whrn you are in COMMON,
return to the main menu. Do this by exiting the PROJINFO file using
the X and exiting the data file section altogether by entering X at
the prompt for "Enter the name . . . ". At the main menu select 2
("Use the COMMON Report Library to run a Standard Report"). You
will get a list of topics on other COMMON modules; you need to hit
RETURN to get the second page. Select 3 for "Pest Control Projects
Info." A menu will appear with 5 reports you can select including
the pesticide use log and the 10-21A. Choose 1 from the bottom menu
to run the report, then choose S5 for the 10-21A (or S4 for the
pesticide use log). Type in the park and project number (e.g.,
"WASO003") and the cursor will move to the next line. At this point
open your log file in PROCOMM by hitting Alt F1. A window will
appear in the middle of your screen and you can name your file. (I
usually name it "b:WASO003," i.e., "b:" for the b drive on my
computer and "WASO003" for the name of the project.) When you hit
enter the box will disappear. Then hit N for "No, I don't want a
hard copy" and the first page comes up. Hit any key to move through
all 3 (or 4 if you have remarks) pages. As each page goes by it is
dumped into your log file. When you are done you can close the log
file (hit Alt F1 again) or call up another project and dump it as
well. When you are finished and COMMON asks for the next project,
type X to exit, and exit from the main menu as usual. When you are
off PROCOMM, you can get into WordPerfect and edit the form as you
wish. I can sometimes get the whole thing to fit on one page neatly
without too much editing.

MISCELLANEOUS

One common mistake is to use the letter "O" instead of a zero in the project number. However, COMMON will not recognize WASO001 for WASO001 if you misstype the project number when you wish to review the project or do a pesticide use log.

Remember you cannot use the pesticide use log function of COMMON unless you have a 10-21A entered for the project.

Sometimes when you hit RETURN nothing seems to happen. Apparently there is a lag time over the phone lines and COMMON did not receive the message - just try hitting RETURN again.

If you get frustrated, please do not hesitate to call me for help.

WASO-WLDFVEG for ASIS-CR 09:20 EST 04-Jan-90 Message 663-976 [12]
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Receipt of Message 663-976 acknowledged to WASO-WLDFVEG on 12:48 EST
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