

## Bulk Print Tool

The bulk print tool allows you to access multiple recommendation reports, product use reports and work orders for a grower. These reports may be opened or printed from the bulk print tool.

1. Select the Tools button on the top of your AgVerdict page.



	Tools			
Tools				
Equations	Reports	Applicator Schedules	User Preferences	Bulk Print
Bulk GIS Export	Manage Controller Data	Field History		·
3. Select your	search criteria includ	ing at least one optior	۱.	
	Tasks Tools	dmin		
K Bulk Print				
Note: Please select at least one of	the following filters (Branch, Grower, Pr	roposed Date, or PCA).		
Branch	Grower	PCA	Proposed Date R	ange
Sparta - MI	Demo - Acme - MI	Please Select	▼ 05/08/2015	05/08/2015





4. Select Search on the right side of your screen.

🖂 Email 👼 Print
Q Search ≚ Reset
Advanced Filters

- 5. All of the submitted RECs and completed Application Events will be displayed. From here you can do two things.
  - a. To Print or Email multiple RECs or PURs, select the reports you would like to print/email. Then select print or email from the top right corner of your screen. Multiple report options are available. Choose the ones you want and click OK.

K Bulk Print							Send for Order Proces	sing 🖂 Email	🖶 Print
Note: Please select at least one of the following	filters (Branch, Grower, Proposed Da	te, or PCA).							
Branch Gro	wer	PCA	Proposed Da	te Range					
MW TRAINING RO • H	ow to Grower-MW TRAINING *	Please Select	▼ 01/06/2017	02/06/2017				Q Search	🙁 Reset
								Advance	ed Filters
Land Name				Order Processing	Proposed Date	Rec Number	PUR / AZ 1080	App Event	NOI
How to Grower Field 4 CA	to Grower Farms, How To Grower Fi	eld / CA			01/11/2017	238-1675137.1			
How to Grower-MW TRAINING RO, How	to Grower Farms, How To Grower Fi	eld 4 CA			01/21/2017	238-1677281.2			
How to Grower Field Huron Admin How to Grower-MW TRAINING RO, How	to Grower Farms, How to Grower Fie	eld Huron Admin			02/01/2017	238-1681440.1			



b. Submitted RECs and completed Application Events can be submitted by clicking Send for Order Processing. Any RECs and AEs that have already been submitted to JDE with have a status of Sent in the Order Processing column.

Bulk Print	S S	end for Order Processi	ng 🖂 Email 🖷	Print									
Note: Please select at least one of the following filters (Branch, Grower, Proposed Date, or PCA).													
Branch Grower PCA Prop					ge								
MW TRAINING RO	How to Grower-MW TRAINING V	Please Select	10	0/06/2016	02/06/2017			🔍 Search 🛛 😣 Reset					
									Advanced	Filters			
Land Name				On	rder Processing	Proposed Date	Rec Number	PUR / AZ 1080	App Event	NOI			
How to Grower Field Huron Admin How to Grower-MW TRAINING RC	), How to Grower Farms, How to Grower Fi	eld Huron Admin	Ser	ent	10/25/2016	238-1656313.2 238-Sample.2							
How to Grower Field Huron Admin	), How to Grower Farms, How to Grower Fi	eld Huron Admin			11/14/2016	238-1662960.6 238-WOR printing.6							

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c. To view or edit the reports. Select the blue report number. The PUR or REC will open in a new tab.

K Bulk Print													
Note: Please select at least one of the following filters (Branch, Grower, Proposed Date, or PCA).													
Branch		Grower	PCA		Proposed Date Range								
Grant-	Sparta - MI	AAA2 Farms-Grant-Sparta - N 🔹	Please Select	•	05/02/2015 05/08/2015				Q <sub>Search</sub> 🙁 Reset				
									Advanced Filters				
•	Land Name			Proposed D	Date Rec Nur	ber	PUR / AZ 1080	App Event	NOI				
•	April AAA2 Farms-Grant-Sparta - MI	, Demo, April		05/04/2015	20696-1	77551.1	View PUR	5601159					
•	1 Demo 1 AAA2 Farms-Grant-Sparta - MI	, Test Farm, 1		05/04/2015	20696-1	77552.1							
•	1 AAA2 Farms-Grant-Sparta - MI	, Test Farm, 1		05/04/2015	20696-1	77566.1							
•	April AAA2 Farms-Grant-Sparta - MI	, Demo, April		05/04/2015	20696-1	77567.1							

## To use the Bulk Print Tool to quickly convert RECs to Application Events

First follow steps 1-5.

6. Once your REC is open in a new tab, select More, then Application Event.

	<b>@</b>	0		*	2					
A	SVERDICT*	Growers	Tasks	Tools	👆 Admin					
	20696-12 AAA2 Farms, Tes 1 Grant-Sparta - M	77552.1 t Farm	le		-			C More	• ^	🔀 Close
							M	ore Actions		
	Recommenda	ation View				Rec				lication Event
						Bub	0	Void Recommendati	on	
	▲ Products						$\bowtie$	Email		
	Application Me	thod	Application	Timing	S	pray Volume				
L.	Broadcast-G	round	Delayed o	dormant / Pre	e- 50	0		Recommendation Re	eport	
								Work Order Report		
	Product Nan	ne	Rate			Pest		Application Event		0
No.	MORA-LEAF	B-33 : AIR AND	5 Lb / Tr GR 127.50 Lb	Ac		-		WECO		Ø



7. Your REC will be converted into an Application Event. Add your applicator company (if needed) under the Application Details tab.

Ø	0	<b>~</b>	*	&						Tschetter Kayce		
<b>G</b> VERDICT*	Growers	Tasks	Tools	Admin								
New Application Event Status: In Progress How to Grower-MIV TRAINING RD, Polato												
Overview Tank Mix Application Details Work Order Details Location Notes Last Updated By: Kayce Ts												
Application Details												
Applicator Cor	mpany			Supervisor Name		Reason For Applicati	on	Processor Name				
Grower			[	•		▼ Pest is Present						
Target Pressure	е	Inc	orporation De	oth Droplet Size	Nozzle Size	Posting		Posting Responsibility				
psi			in	<b>v</b>	*	Posting Required		Select		•		

8. Click on the Work Order Details tab or scroll down. Complete the Application Details for each location. Place a check mark next to each location and click on Complete Event, then Save.

New Applicat	ION EVENT Status: In Pro	press									Ɣ View Re	c 🕑 Save	X Cancel
Overview Tank	Mix Application Details	Work Order I	Details Locat	tion Notes								Last Updated E	By: Kayce Tschetter
Work Order Details	3												
Proposed Date	Expirat	ion Date	D	eliver To					Delivery Instructio	ns			
10/25/2016	11/01/2	016	4	Select				•					
Tank Size	Use	Nurse Tank								C	omplete event		@⊕⊖
Location Name	Pr	oposed Area D	Date	Time		Treated Area	Weather	Applicator/Loac	ler	Equipment		Water Ne Source	otes
Days To Harvest:	Field Huron Admin 0.4	40 S E	Start 02/06/2017 End 02/06/2017	In Out	10:46 O 10:46 O	0.40	۲	<select< th=""><th>Applicator&gt;</th><th><select></select></th><th></th><th>(</th><th>D</th></select<>	Applicator>	<select></select>		(	D