USAEC Pest Management Records Spreadsheet

U.S. Army Environmental Center

Pest Management

Aberdeen Proving Ground, MD 21010

OVERVIEW

- Provide background on the spreadsheet
- Create a folder and sub-folder to store programs and data
- Create a "Template" spreadsheet
- Enter data
- Save and locally archive data

Background

- Version 2.4 Developed in August 2002 by US Navy. Why?
    - Uncertain fate of IPMIS
    - Originally developed to act as a "bridge"
    - Straight-forward, single purpose tool

Minimum System Requirements

Specification	Windows 2000	Excel 2000
Processor	Pentium 133+	Pentium 166+
RAM	64 MB	4 MB
Hard Drive	2 GB, 650 MB Free	352 MB Free
CD/DVD-ROM	Required	Required
Display	VGA or higher	VGA or higher
Keyboard	Required	Required
Mouse	Required	Required

Create a Folder and Sub-Folder

- Windows file management (organize)
  - Create folder for records/files
  - Subfolders in folder
  - Files go into folders/subfolders
- Good organization means files/folders easy to find, use, save, and backup
- Example: C:\Documents and Settings\All Users\Desktop\PMReports\FY2003\June2003.xls
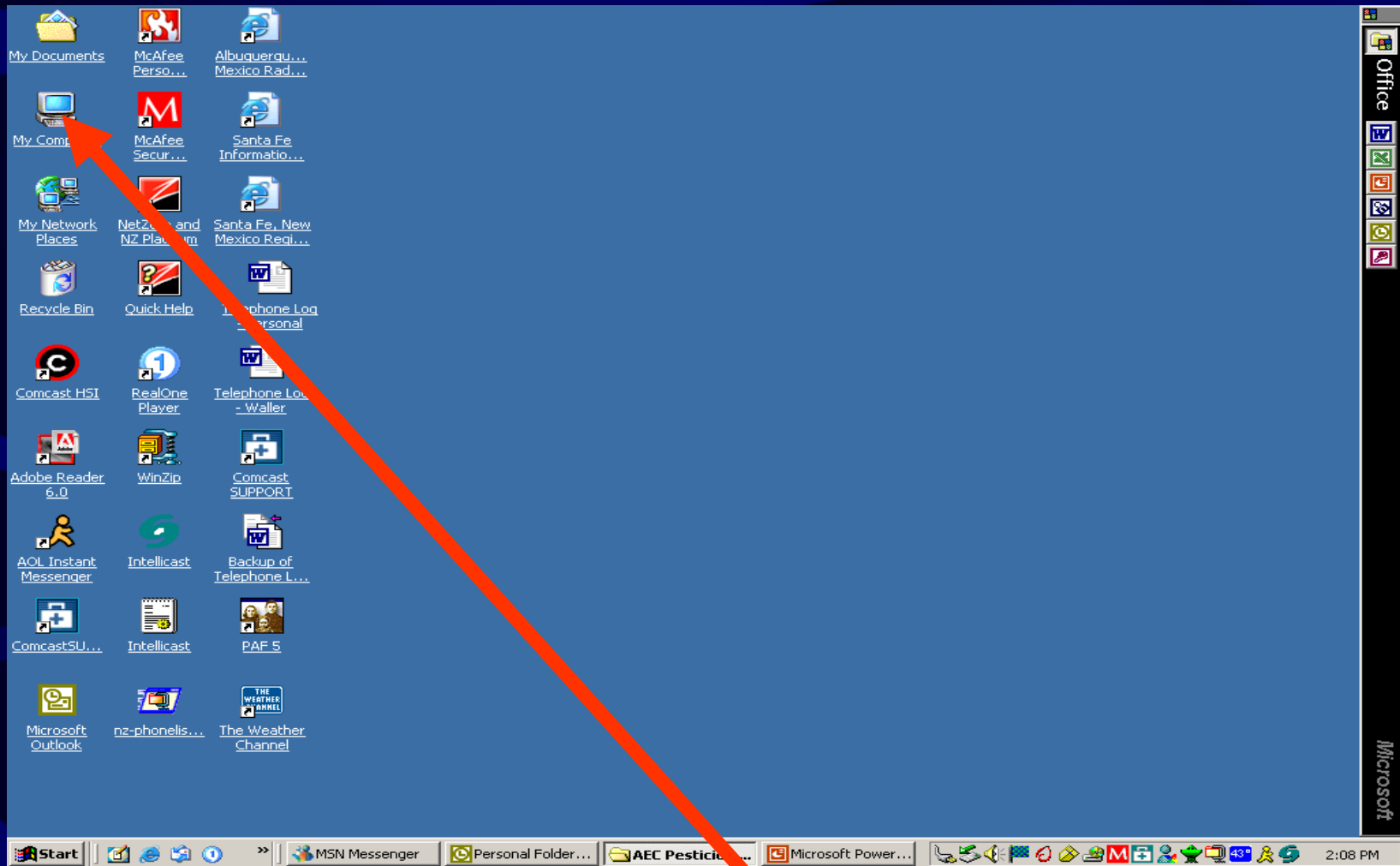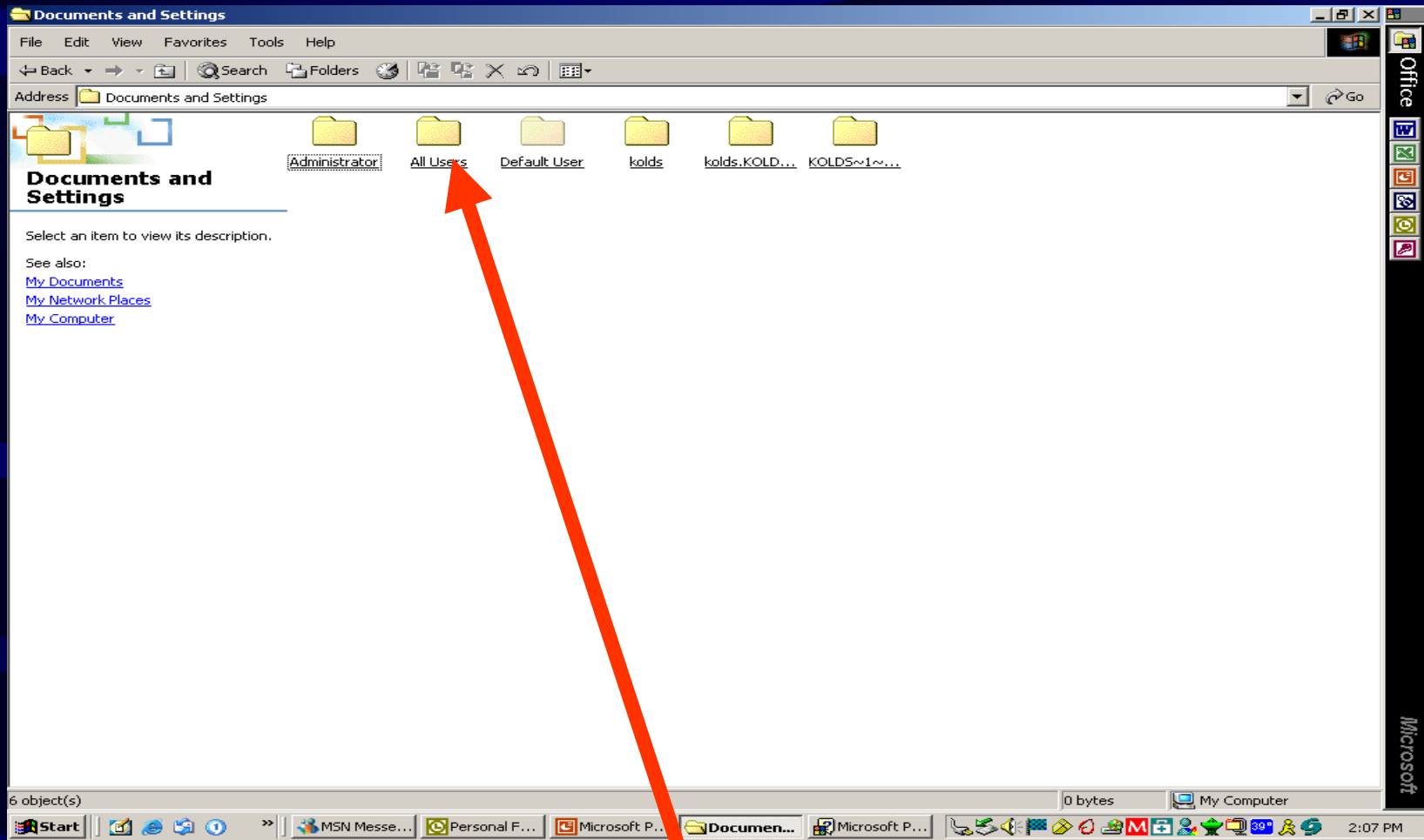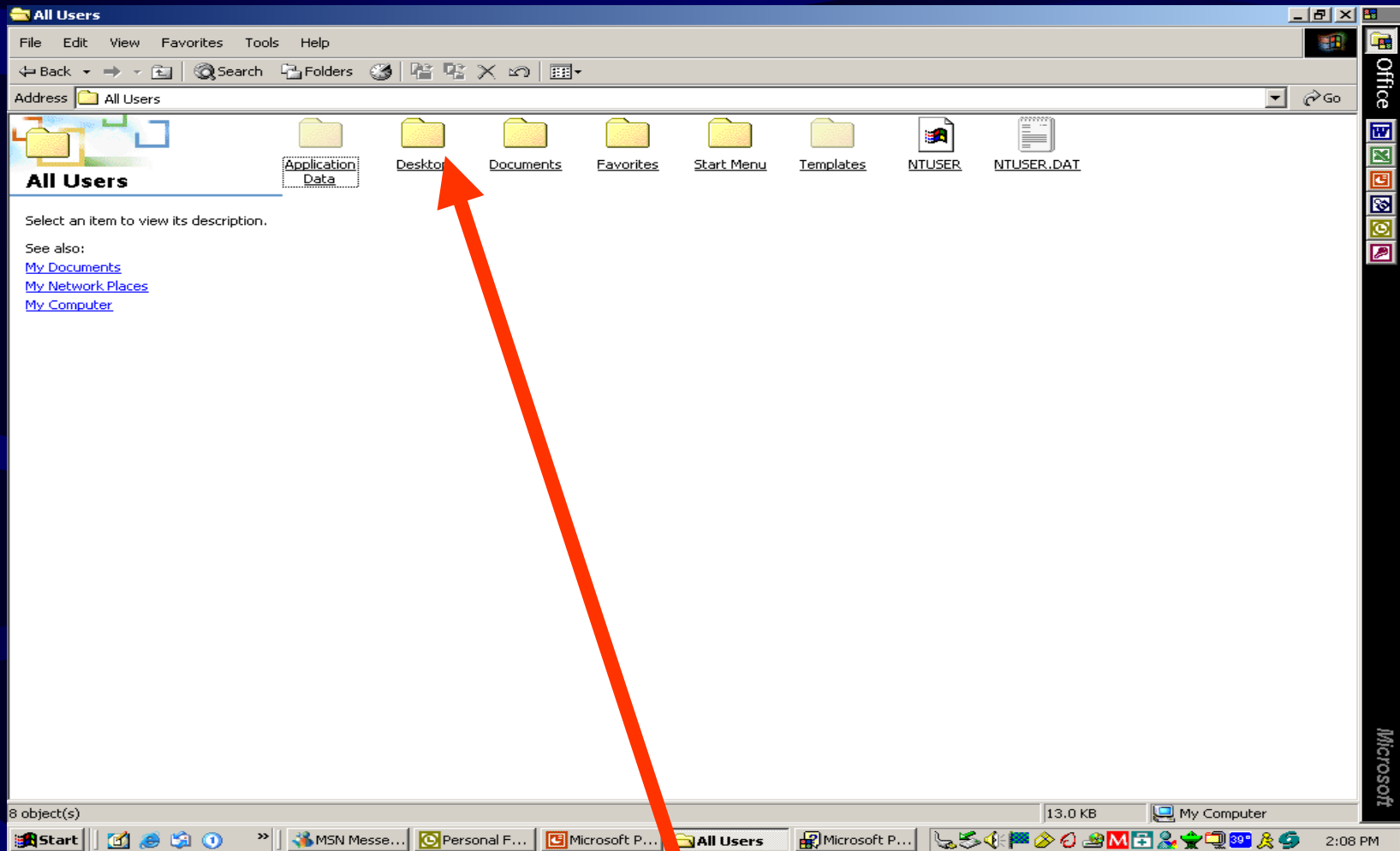
- Click on "My Computer"
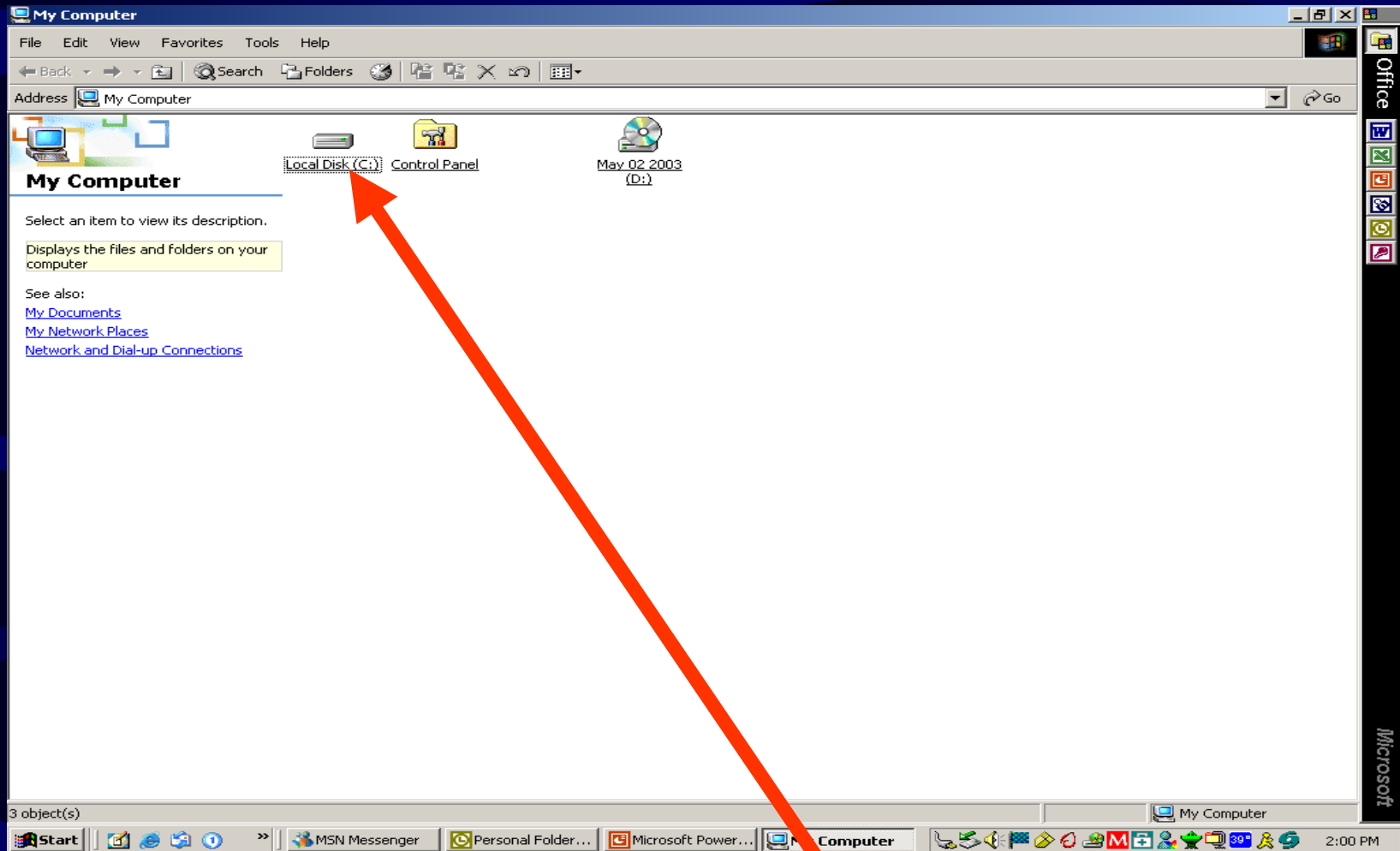
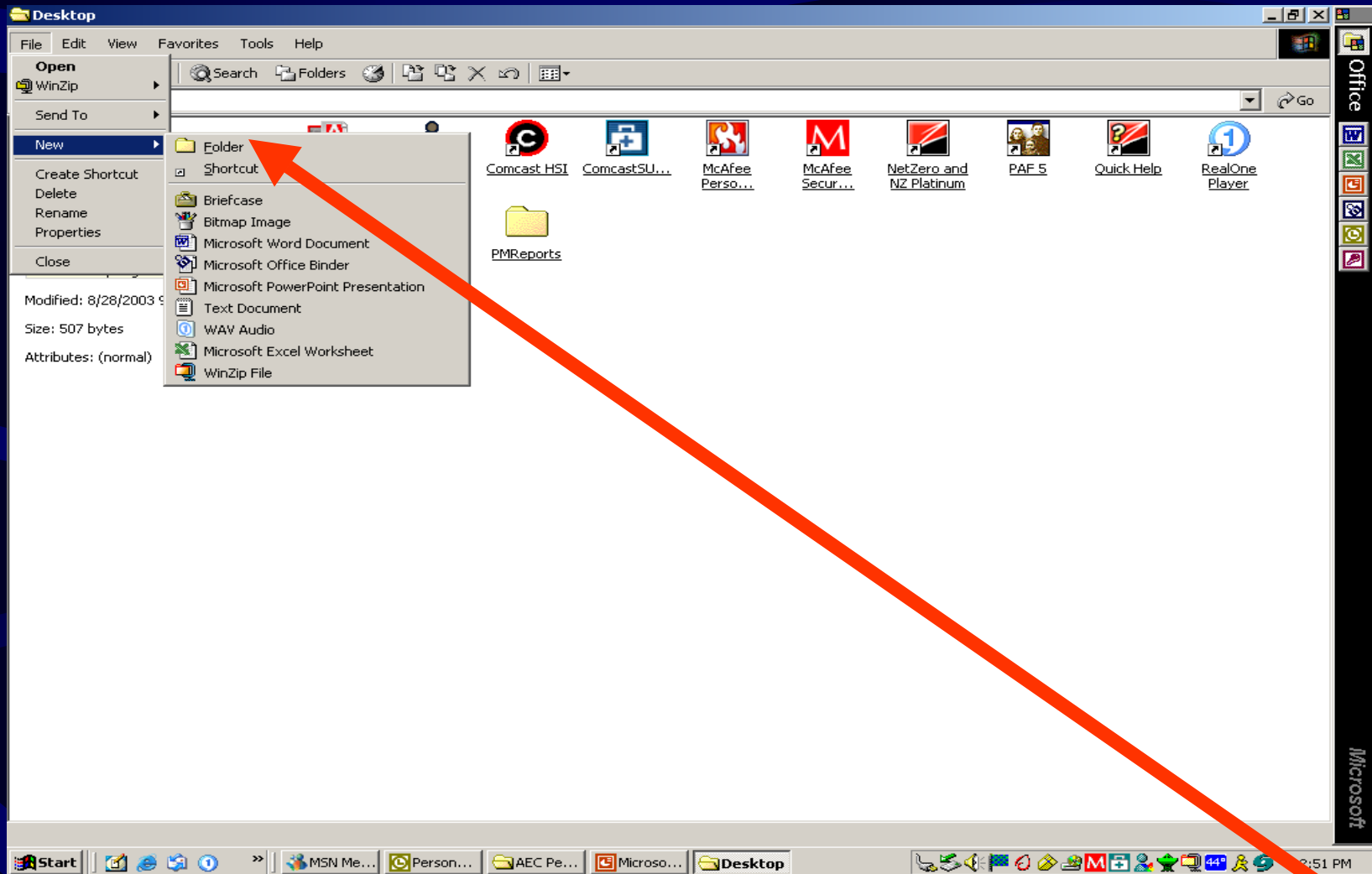- Click on "Local Disk (C:)
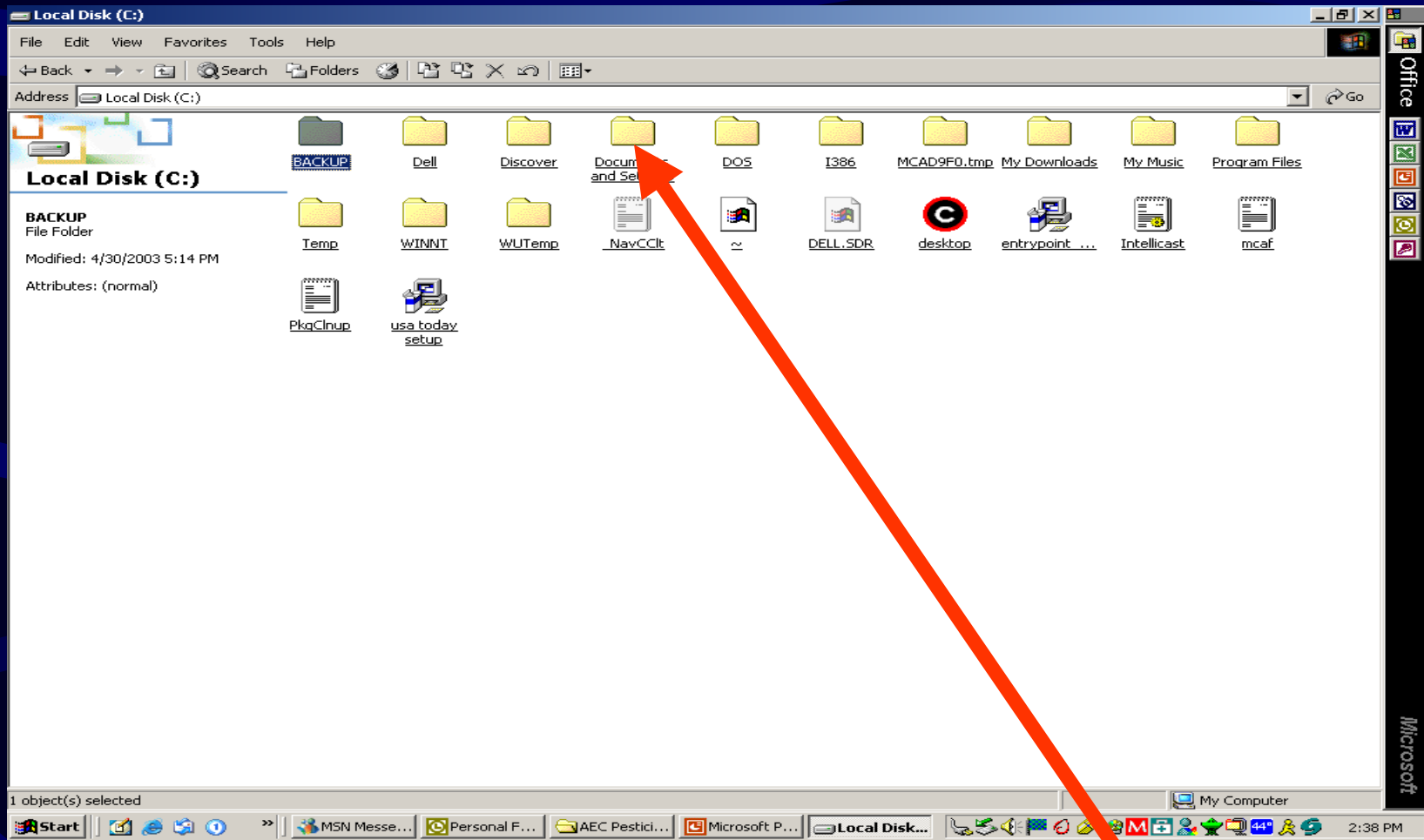
- Click on "Documents and Settings"
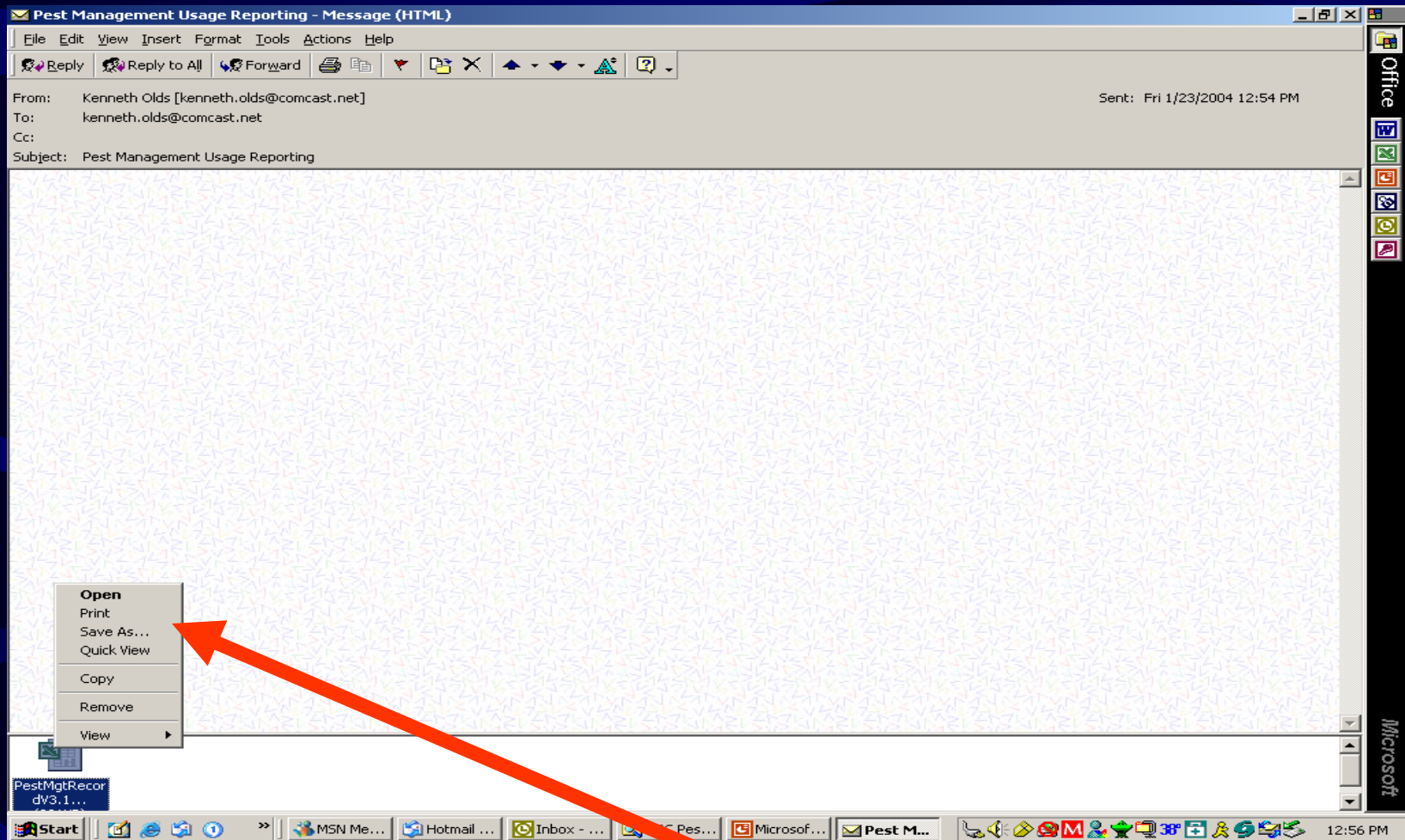
- Click on "All Users"

- Click on "Desktop"

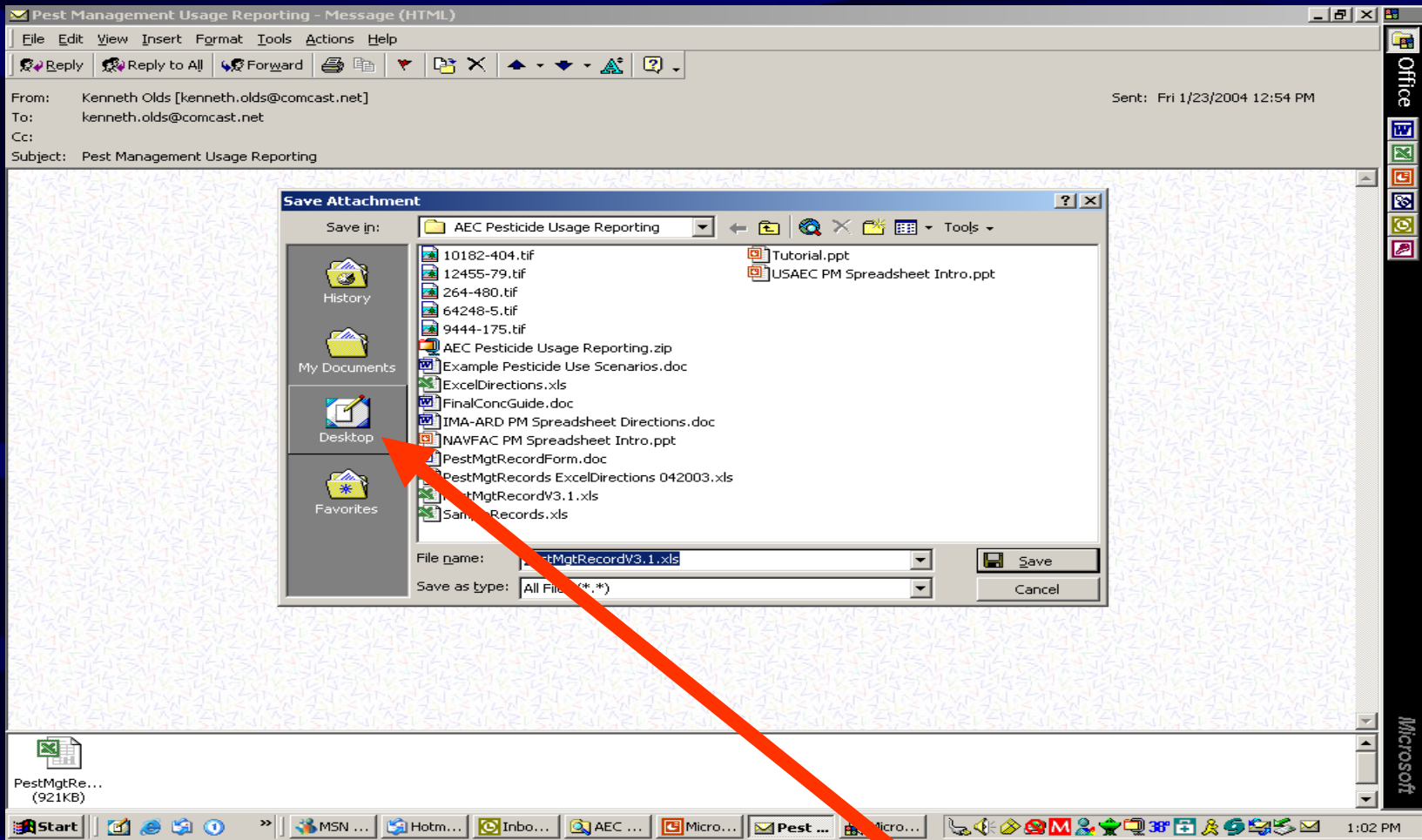• Click on "File," then "New," then "Folder"

- Change the name of the new folder to PMReports

- Open the new folder PMReports (double click on the icon)

- Create a new sub-folder = FY2004

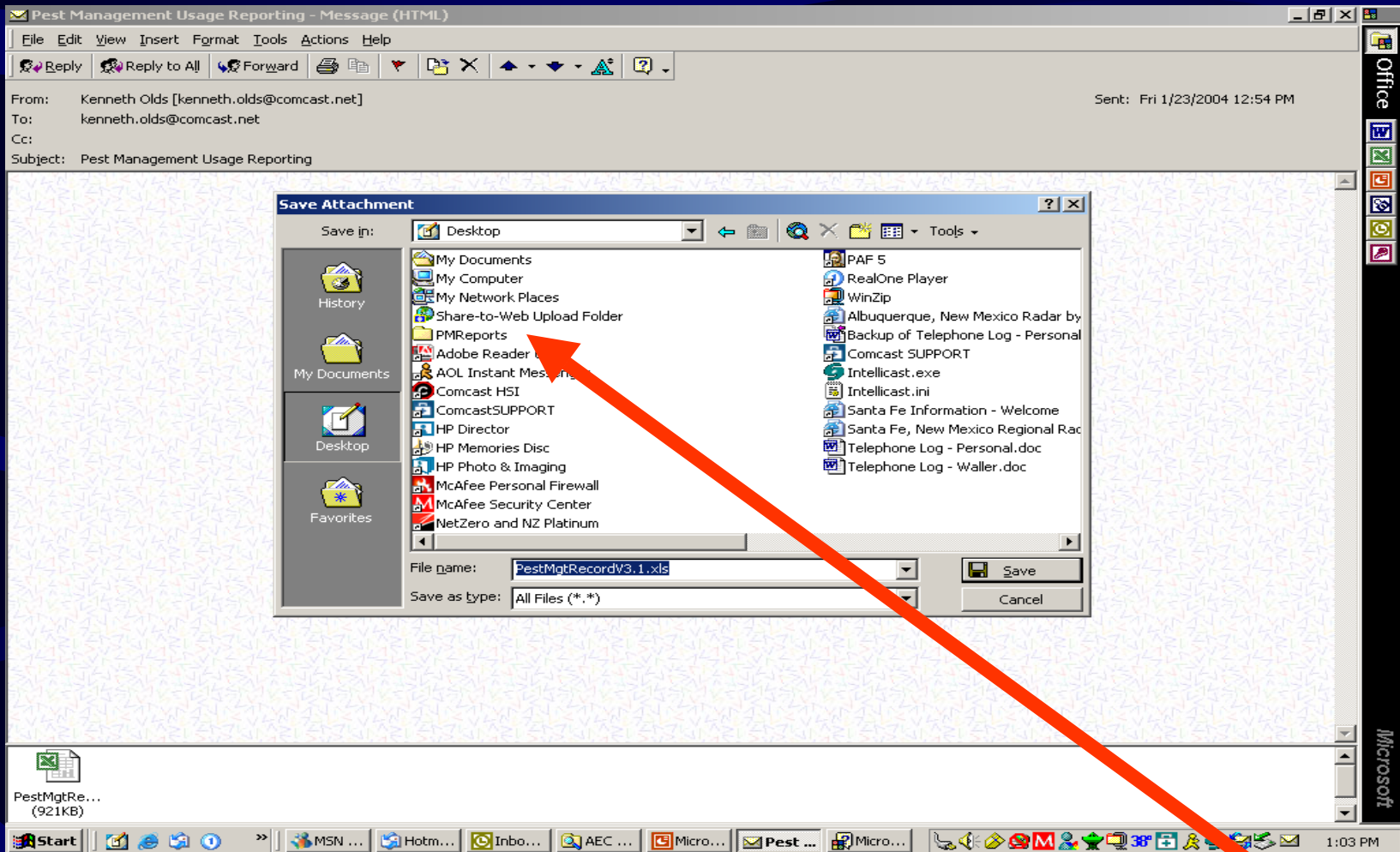# Copy the spreadsheet into the PMReports Folder

- Go to the e-mail where you received the spreadsheet.
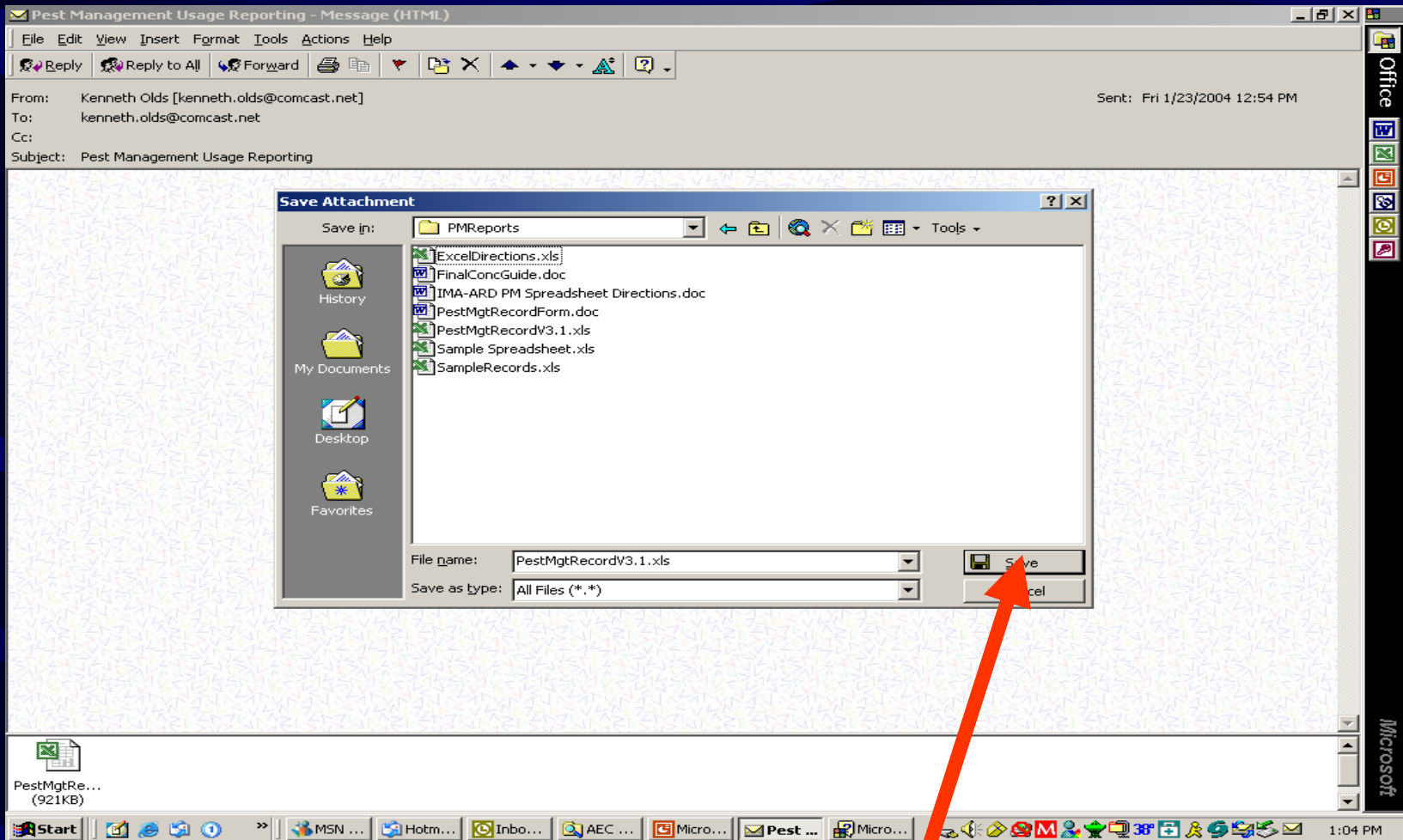- Right click on the spreadsheet icon

• Click on the "Save As…"

- Click on the "Desktop" icon
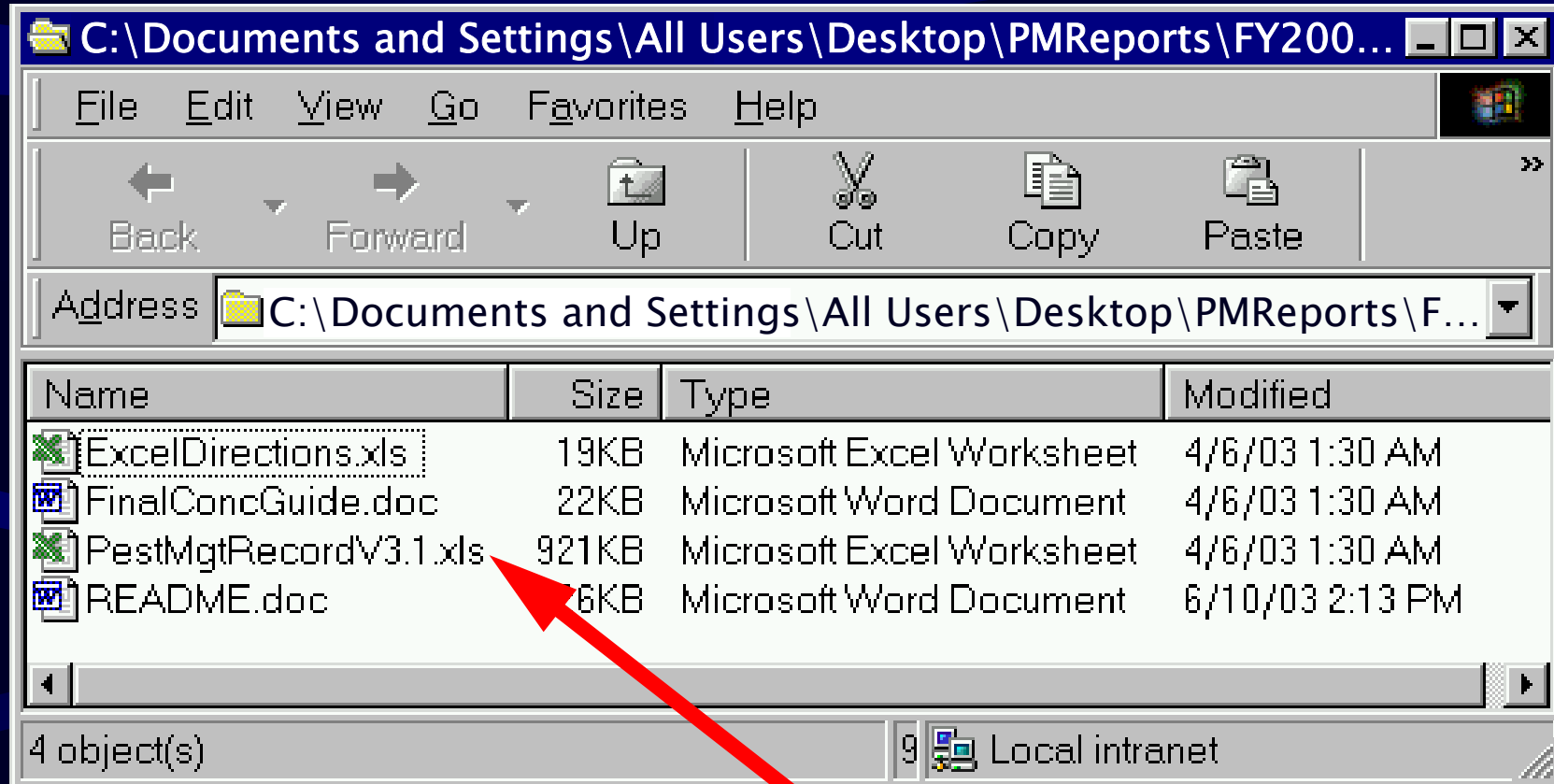
- Double click on the PMReports folder icon

- Click on the "Save" button

Save the other files

- Save the other files you received in the e-mail the same way.

- You may also want to print these files. They will be used while entering data into the spreadsheet.

Using The Spreadsheet

- Directions: ExcelDirections.xls
- Opening the file
- Entering data into the records
  - Steps 1-6, setup and save template file
  - Steps 7-10, data entry and save monthly report file
- Saving, submitting, and archiving records

C:\Documents and Settings\All Users\Desktop\PMReports\FY200...

File   Edit   View   Go   Favorites   Help

Back   Forward   Up   Cut   Copy   Paste

Address C:\Documents and Settings\All Users\Desktop\PMReports\F...

Name	Size	Type	Modified
ExcelDirections.xls	19KB	Microsoft Excel Worksheet	4/6/03 1:30 AM
FinalConcGuide.doc	22KB	Microsoft Word Document	4/6/03 1:30 AM
PestMgtRecordV3.1.xls	921KB	Microsoft Excel Worksheet	4/6/03 1:30 AM
README.doc	6KB	Microsoft Word Document	6/10/03 2:13 PM

4 object(s)   9   Local intranet

- Step 1 – Open spreadsheet

• Step 2 – Fill out lines 4-6

• Step 3 -- Open Pesticide List Tab
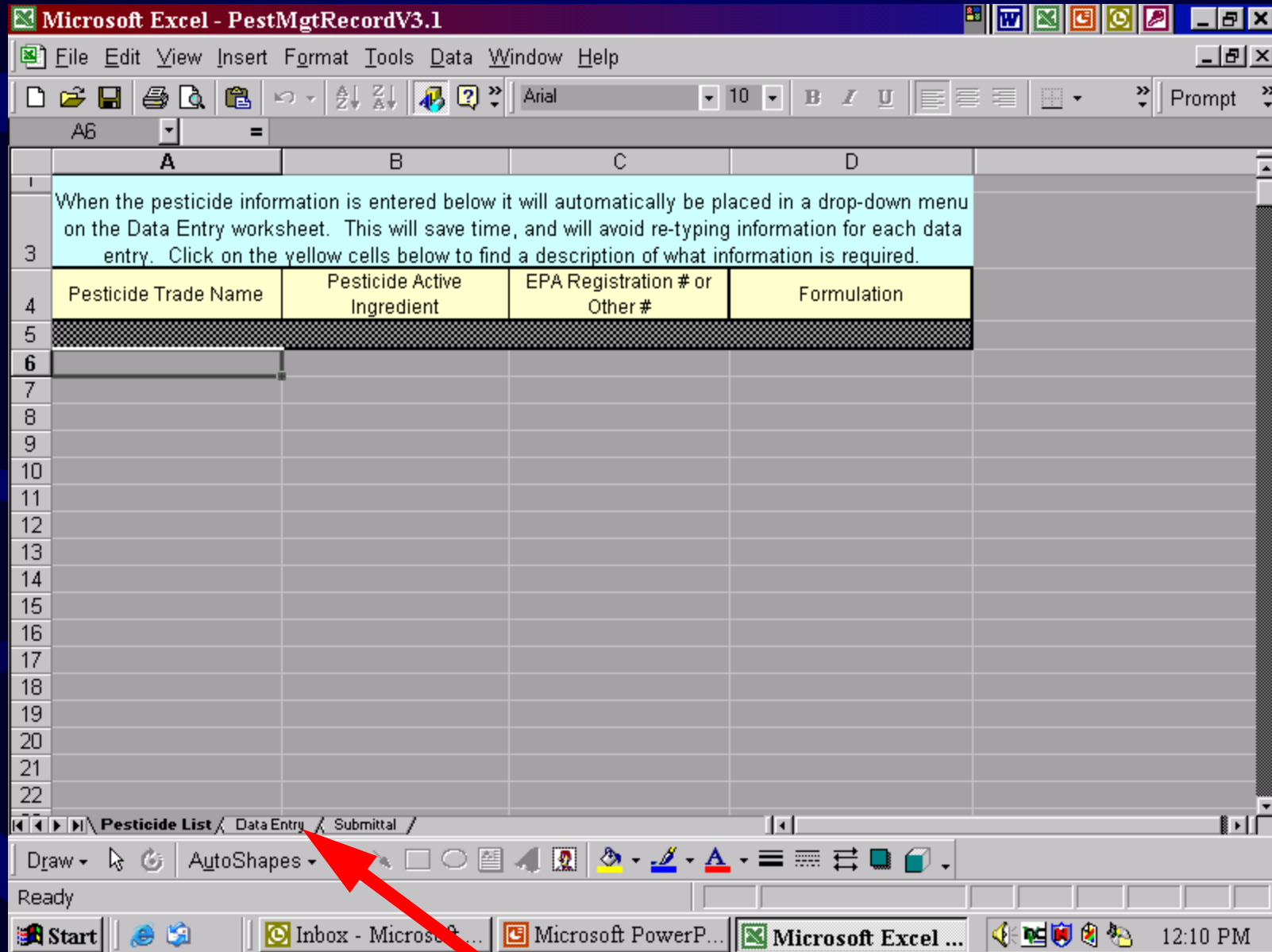
- Step 4 – Enter pesticides to be used. After you have entered the pesticides they will be in a dropdown menu on the Data Entry Page

• Step 5 – Click on "File" then "Save As"
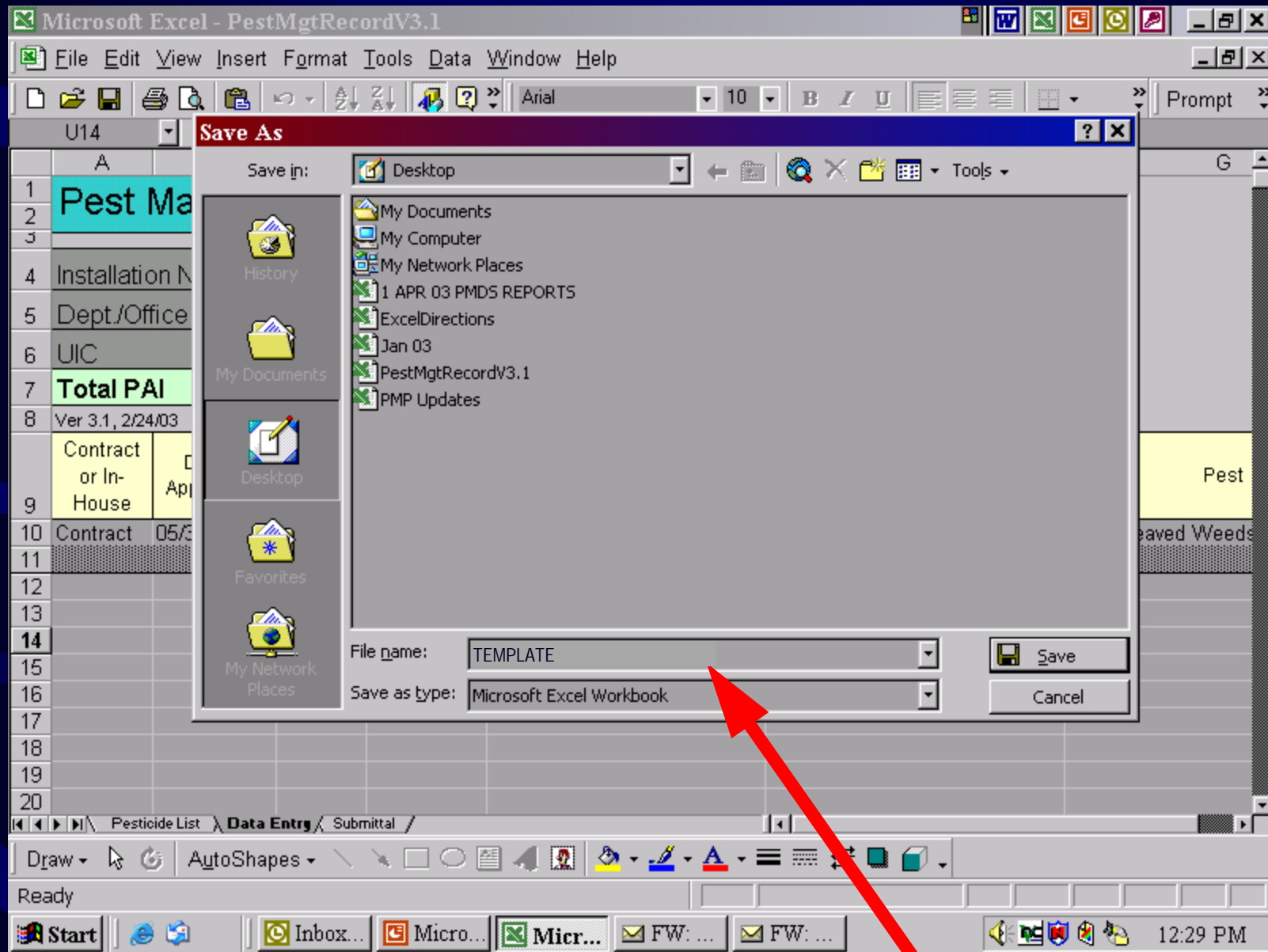
- Step 6-- Save file as "TEMPLATE, click "save"

• Step 7 – Click on Data Entry Tab

- Step 8 – Enter pesticide application data beginning on line 12. Do not use the mouse to move the curser. Press the tab key to move from field to field.

• Use guide to calculate the Final Concentration.

- Step 9 – When finished entering data, click on "File" then "Save As"
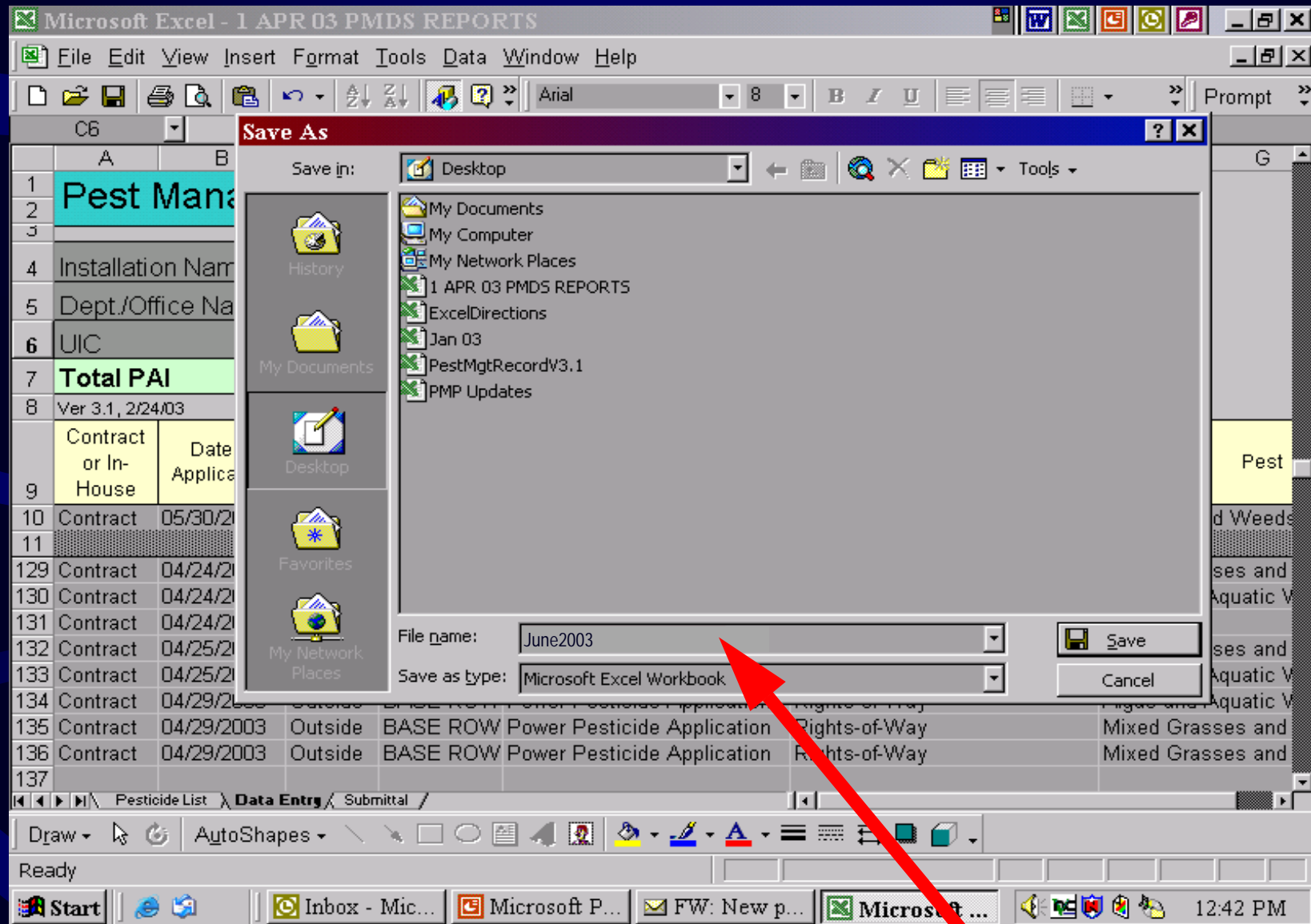
• Step 10 -- Save as the month

Time-Saver Note

- To fill out next months report, just open the "Template" you saved in step 3 and enter the new data. Save the new data as the month. If you have a new pesticide, enter it on the "Template" spreadsheet.

- NOTE – IF YOU USE THE TEMPLATE YOU WILL NOT HAVE TO RE-ENTER THE PESTICIDES!!!!! THEY WILL APPEAR IN THE DROPDOWN MENU.

Saving The Record

- Save files in a predetermined folder and on removable media as a backup
- Save records as a file with month and year as filename, e.g.,
  - June2003.xls
- If you have more than 250 entries, start a new record with sequential filenames, e.g.,
  - June2003Part1.xls
  - June2003Part2.xls

Submitting The Report

- If needed/requested, reports could be submitted in one of two ways:
  - 1. On removable media (floppy disk or CD)

    or,
  - 2. Attach the file to an e-mail message and send to:

Data Backup

- Data backup and safekeeping ensures
  - Confidentiality
  - Integrity
  - Availability
- Archive report data after 2 years for permanent retention (backup to CD-ROM, NOT diskettes)
- Necessary to document PM activity in case of data recall, e.g., for a legal issue

US Army Environmental Center

Pest Management Program

Base Operations Support Division (SFIM-AEC-BDC)

US Army Environmental Center

5179 Hoadley Road

Aberdeen Proving Ground, MD 21010-5401

(410) 436-7088

(410) 436-1587

(410) 436-1566

(410) 436-1574

(410) 436-1573

http://aec.army.mil/usaec/pest/index.html