

Pesticide Applicator Training Information Manager

PATIM 2002 version 4.0

(July) 2002

This system was developed to manage information for the Private Pesticide Applicator Training Program. Call Pat Dillon, Department of Entomology (859) 257-3571 for technical assistance or any questions concerning this program or manual.

What's New in Version 4.0

- Expiration date changed from June 30 to December 31
- Length of license changed from 5 years to 3 years
- New label printing geared to Avery laser printed labels

Four major functions of the **PATIM** program:

- M** Search the list of certified private applicators in your county for someone's certification number. This can be done by Social Security number or by name of the applicator.
- M** Create a list of trained applicators at the end of each session for transmission to the Department of Entomology by Pegasus mail.
- M** Generate a list of private applicators whose certification expires at the end of the year.
- M** PATIM will automatically assign a unique certification number to each private applicator when their information is entered into your database. This number, plus other information, is typed on the certification card each applicator receives upon completion of training.

Software

- M** **PATIM 2002 program** These are the program files. The installation file (patim2002.exe) must be downloaded from the PAT website (<http://www.uky.edu/Agriculture/PAT/update.htm>).
- M** **Pesticide applicator databases.** These are the individual county certification information files. There are two: COINI.DBF and PATIMxxx.DBF where xxx is the three-number code for your county. Each county will keep its own databases with a copy in Lexington. Lists of trained applicators will be provided to the Division of Pesticides by the Entomology Department.
- M** **Backup diskettes-** You supply these to maintain backup copies of your county databases.

System Requirements

Three megabytes of hard disk storage space are needed for the program and related files. The program and database files need to be placed in a subdirectory called PATIM20. This program will run under Windows 95, Windows 98, or Windows 2000 operating systems.

Installation

The PATIM2000 program should be installed on only one computer--the one that contains the current county databases. The databases should already be present in the patim20 folder and will not be affected by the upgrade installation.

This installation is a two-part installation that installs the new Windows-based PATIM2002 in the present patim20 directory, overwriting the previous PATIM2000 program, and puts an icon on the desktop. It does not affect your county databases.

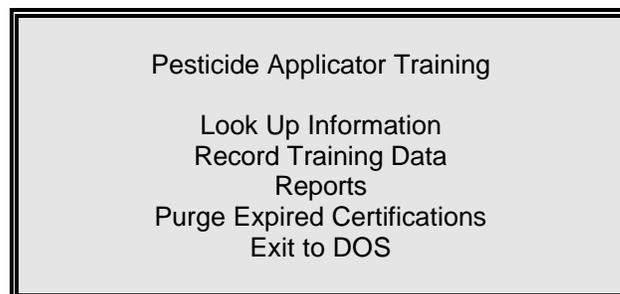
To download and install PATIM2002:

1. Click on the "Download PATIM2002" box on the PAT website.
2. Download to a temporary folder i.e., C:\Windows\Temp
3. Run the program by clicking "Start", then "Run", then type in
C:\Windows\Temp\Patim2002.exe
4. The Installation program will ask twice where to install. Choose the patim20 directory for both.
5. Once the program has installed, you should find a new icon PATIM2002_v4 on your desktop.

Run the program by clicking on the PATIM2002_v4 icon on your desktop.

Screen 1 Title screen for the program.

Screen 2 Disclaimer and additional information.



Screen 3

This is the Main Menu. Selection of the Look Up Information option allows you to search your county database for an applicator's certification number. Your database contains information only for those applicators who received training in your county. Information will not be present if the

applicator received training in another county. This is not a statewide data base.

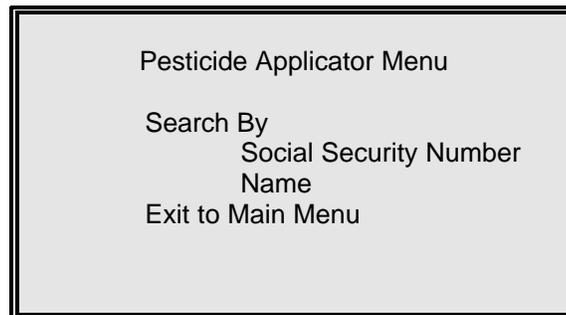
The Record Training Data selection is used to enter information about people who have just completed a certification training. This is the information that goes on a certification card.

The Reports selection allows you to generate a number of different reports for your own use, to give to dealers, and to send to the Department of Entomology. Types of reports that may be generated include: printed reports, mailing label databases, and ASCII text files, depending on the report chosen. We recommend that you always **make and save back up copies** of training lists.

The Purge Expired Certifications selection allows you to remove applicators whose certifications have expired. All certifications expired in years up to and including the previous calendar year will be removed from the database.

LOOK UP INFORMATION

Screen 4 (Look Up Option)



Pesticide Applicator Menu

Search By

- Social Security Number
- Name

Exit to Main Menu

SEARCH

If the certification number of an applicator is in the database, it can be found by using the individual's Social Security number or by entering his or her name. Use of the Social Security Number is the most accurate method because it is a unique number. If there is more than one person with the same name in the database, the program will display a list of names found for you to select the one you are searching for.

A successful search will result in a screen with the following information:

PESTICIDE APPLICATOR CERTIFICATION DATA

SSN: 123-45-6789

Name John J Johnson
 (First) (Middle) (Last)

Address *Route 1*
 Box 123-A
 Wildcat KY 40001-1110

Phone (502) 999-9111

Certification No 9412300001
Expiration Date 06/30/1999

Last Training Meeting Attended On 01/10/94

A message will appear near the expiration date if the certification is expired or is due to expire in the current year. A new certification number is assigned when a training session is completed by an applicator. The expiration date is automatically set to December 31st, 3 years from the year in which the training was received.

Screen 5 SEARCH Look Up Option (Social Security Number)

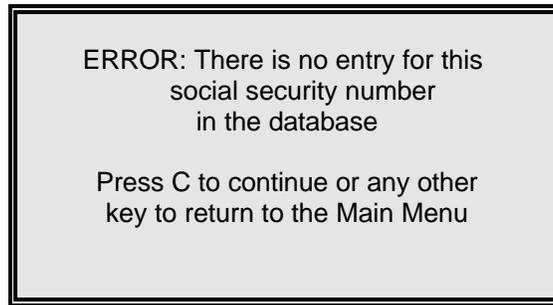
Enter Social Security Number for
record you wish to access

XXX-XX-XXXX

(or press <ENTER> to Quit)

This is the best way to retrieve information because the SSN is unique. The hyphens are built in so enter only the 9 digits of the number.

Screen 6 SEARCH Look Up Option (Social Security Number)



ERROR MESSAGE

Check to see that the SSN was entered correctly. If not, enter it correctly. If the number is correct, then check to see if the applicator was trained in another county. If so, the record should be in the database of that county. If the applicator was just recently trained in your county, the information should appear if you entered it after a training session. Certification numbers are assigned when you enter new records and the information will then appear in the database that you are searching.

Screen 7 SEARCH Look Up Option (Name)

Enter name of individual
(firstname lastname) you wish to
access

JOHN JOHNSON

(or press <ENTER> to quit)

Type in the name as it should appear in the record. For example, if JIM is entered as the first name and it is in the database as JAMES, then the record will not be found.

If there is more than one person with the same name, the program will show a list of all entries with that name (e.g. all JOHN JOHNSONs) from which to choose.

Screen 8 SEARCH Look Up Option (Name)

ERROR: There is no individual
with the name JOHN JOHNSON
in the database

Press C to continue or any other
key to return to the Main Menu

ERROR MESSAGE

Check to see that the name was spelled correctly. If not, re-enter it. If the name is correct, then the entry in the database may be spelled incorrectly or the applicator was trained in another county. If so, the record should be in the database of that county. *Repeat the search using the Social Security number.*

Screen 9 Generate Expiration List

GENERATE

After selecting this option, enter the year of interest. You will be presented with three options:

O Print- will send the data to any printer. First, the message "Make sure printer is ready to print" will appear. Follow the instructions and generate the list.

The list will be like this:

PESTICIDE APPLICATOR LICENSES DUE TO EXPIRE IN 20XX

CERTIFICATION

NUMBER	SSN	NAME AND ADDRESS
9412300001	123-45-6789	JOHNSON, JOHN J ROUTE 1 BOX 123-A WILDCAT, KY 40001-1110 (502) 999-9111

O Create and Print Mailing Labels-this creates a database file of names and addresses of those with pesticide applicator licenses due to expire and then gives you a choice of one of three commonly-used Avery(tm) laser-printer labels to use in your laser printer. These three label sizes are:

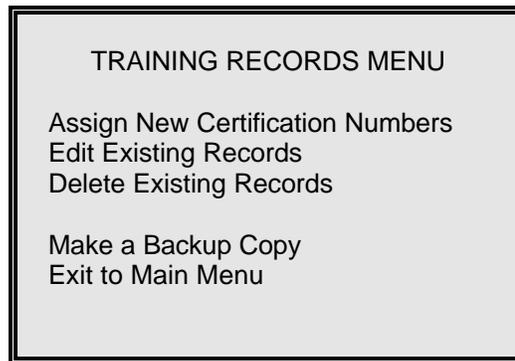
Avery part number	Number of labels per page	Size (in inches)
5160	30	1 x 2-5/8
5161	20	1 x 4
5163	10	2 x 4

O Text File- will send the data to an ASCII text file instead of the printer. You will be asked to provide a file name (include a destination as well... a subdirectory or a disk drive).

RECORD TRAINING DATA

This module enables your to prepare training records for electronic shipment to the Department of Entomology. The data should be entered and sent as soon as possible. **BE SURE TO MAKE A BACKUP FILE REGULARLY AND A PRINTOUT FOR EACH TRAINING SESSION.**

Screen 10 Training Records



TRAINING RECORDS This is the menu for the records maintenance section.

Screen 11 Assign New Certification Numbers

IMPORTANT NOTE: This menu option MUST be used to enter applicator information after a training session. Even if an applicator is already in the database, you must use this option to enter new training session information in order for the PATIM2000 program to generate a new certification number for this applicator.

First, you will be asked to indicate the training date. This will automatically be filled in on the form for each record until you return to the menu. If you wish to change it for a given record, just type the new date over it. You will be asked for the Social Security Number, then the following screen will appear.

```
-----  
                KENTUCKY PRIVATE PESTICIDE APPLICATOR TRAINING PROGRAM  
                                Social Security No ***_**_****  
NAME: _____  
      (first)           (middle)           (last)  
STREET: _____  
          _____  
          _____  
          (city)           KY *****_ _____  
                                (zip)  
TELEPHONE NO.   (***) ***_****  
DATE OF TRAINING  __/__/__  
                                <Continue>   <Return to Menu>  
-----
```

NOTE: The program will not allow you to skip the social security number or last name.

If the person is already in the database, their information will appear on the screen. Just make any corrections that are necessary. You can change the state abbreviation by typing over it. The code for your county is filled in automatically. Select <Continue> to add additional records for this training date. <Return to Menu> will take you back to the previous menu. The data that you have entered will be saved. Corrections can be made to the file as needed.

NOTE: To avoid adding blank records to your database, press <Return to Menu> while positioned on the last record entered. Do not press <Esc> to return.

Screen 12 Edit Existing Records

Changes such as an error in spelling or an incomplete address can be fixed in this mode.

PLEASE NOTE: these are the only changes to be made using this option. If you are recording a new training date, please use the "Assign New Certification Numbers" option (see Screen 11 instructions above). Only one record can be edited at a time and the Social Security Number of the applicator is needed to bring it to the screen. Use arrow keys to move from item to item.

Screen 13 Delete Existing Records

When this feature is selected, all records in the training file can be viewed by using the <PgUp> or <PgDn> keys as appropriate. The separate items appear in a column down the screen rather than as seen at the data entry screen. A box with the following commands is displayed:

<Ctrl> is the control key, which is held down as the second key is struck. If you click in the bar immediately to the left of the applicator's record, that applicator's record is selected for deletion and the bar changes color (using Windows' standard color scheme, the bar changes from white to black) to indicate delete. Click again on the bar to "undelete" the record and the bar color will change back to indicate that the record will be kept.

<Ctrl><End> is the combination to use when you are through marking records for removal from the database. This exits the section and saves the records. Those marked for deletion will be erased.

REPORTS

The following REPORTS are available-

Certified Applicators (Dealer's List)

This is a listing of applicators, their certification numbers, and expiration dates that can be given to dealers. This list does not include social security numbers or addresses of the individuals, so it can be released.

Upcoming Expirations

Enter the year and a list of applicators whose certifications expire then will be produced. You can get the list in three forms: 1) printed list, 2) printed mailing labels (choice of three Avery (tm) laser-printed labels—see below), or 3) a text (ASCII) file.

Summary Training Report

This will give a count by year for the numbers of applicators whose certifications will expire during the next 4 years. It can be used for planning purposes or to order manuals and supplies as needed. It will also give you the total number of applicators trained to date for the calendar year and the number and dates of the training sessions that you conducted.

Training Session Attendance List

This will give a list of the people trained in a particular session and will list their names, addresses, telephone numbers, new certification numbers, and expiration dates. Use this information to fill in their certification cards.

Mailing Label Database for Training Session

This creates a database file of names and addresses of those attending a given training session and then gives you a choice of one of three commonly-used Avery(tm) laser-printer labels to use in your laser printer. These three label sizes are:

Avery part number	Number of labels per page	Size (in inches)
5160	30	1 x 2-5/8
5161	20	1 x 4
5163	10	2 x 4

MAKE A BACKUP COPY

This menu option makes it easy to create a backup copy of all your county database files. Simply insert a clean floppy disk when prompted and copies of PATIMxxx.DBF (where xxx represents your county code) and COINI.DBF will be copied to the disk. Store this disk in a cool dry place away from magnets or strong electrical fields. It is advisable to keep a copy offsite in case the computer's location is damaged or destroyed.

PURGE EXPIRED CERTIFICATIONS

This menu option allows you to remove data for certifications that have expired and have not been renewed. All certifications expired in years up to and including the previous calendar year will be removed from the database. Purging the database once a year or so will eliminate old records and make your PATIM program run faster and more efficiently. Before the database is actually purged, you have a chance to change your mind if you wish. You will see this warning first:



```
WARNING
*** WARNING *** WARNING *** WARNING ***
This step will wipe out ALL EXPIRED CERTIFICATIONS!
Press C to CONTINUE
Press Q to QUIT so you can make a backup copy first.
Enter your choice:
```

If you wish to quit without purging, press Q to quit with no changes. Press C to continue with the operation.

WHAT TO DO WITH YOUR DATABASE FILES

Training files are no longer sent to Frankfort. Applicator information is to be sent to the PATIM Mailbox at

patim@uky.edu

You can also find PATIM Mailbox in the College of Agriculture address book.

The file to send after each training date is PATIMXXX.DBF (*XXX is your 3 digit county code*). Send this file as a binary file attachment with the mailer deciding on the encoding. This will send the entire county database to us at the Entomology Department.

CONTACTS

Contact:	Information	About:
Lee Townsend	ltownsen@uky.edu phone: 859-257-7455	questions about the Pesticide Applicator Training program
Rod Hillard	hillard@uky.edu phone: 859-257-7473	questions about your databases
Pat Dillon	pdillon@uky.edu phone: 859-257-3571	questions or problems with the PATIM software