

## On-Line Signup and Mapping of Seed Potato Fields - Notes for slides

This narrative meant to accompany:

<https://seedcert.oregonstate.edu/sites/seedcert.oregonstate.edu/files/potatofieldmap.pdf>

Slide 1: OSCS has an information-packed web page at: <https://seedcert.oregonstate.edu> (shown).

If you click on the “**Crop Information**” square (upper right) it will bring you to slide 2

Slide 2: This shows several selections of various crops. **Potatoes** is near the bottom. if you click on it slide 3 shows up.

Slide 3: This page shows many of the types of useful information and forms available from OSCS. About half way down the list is the “**Potato Field Inspection Application**” form. This is the form you would use to manually sign up your fields (i.e. not the on-line version). For the ‘on-line’ version you will need to click on the top center box on the home page called “**eCertification Portal**” (slide 4). However, there are several forms you may need on the potato page anyway including the “**Potato Seed Farm Requirement Form**” and “**Inspection of Uncertified Potato Fields**” if your operation grows both seed and commercial potatoes. Let’s go back to the home page (slide 4)

Slide 4: To do on-line signups and mapping you will need to click on the “**eCertification Portal**” (circled in red). It should be pointed out that this should actually be referred to as ‘on-line’ assisted signup in that the program helps you sign up your fields and aids in mapping them, but you will still need to print the application, maps, attach the seed source documentation and check for payment, then mail in to the certification office in Corvallis. If you do not mail them in, we do not receive them!

Slide 5: When you click on the “**eCertification Portal**” this screen shows up. To proceed with the on-line signup you will need a **OSCS PIN**, if you don’t currently have one click the “**New user? Get an account here**” button on the left, or contact Brandi Cox at our office at 541-737-4513. Having a PIN allows you to use the eCertification page to do field signups, check you inspection reports, prepare shipping certificates, and access a tag request form. All these options are found near the bottom of the listing under “**F. Potato Certification**” (slide 6)

Slide 6: Scroll down to section F select “**1. Submit Seed Potato Field Application**”.

Slide 7: To sign up a field simply complete the information requested for each line (variety, date planted, lot number, etc. A few pointers:

- a. **Lot numbers:** These must be in the format **YY-###** (i.e., 19-001). For the # part you can use 1, 2, or 3 numbers as desired (i.e. 19-1, 19-01, 19-001). **Only numbers will be accepted**, not 19-01A, 19-01B for example. Also, if you have more than 9 lots it works best for technical reasons to use a two or 3 number format for all the lots (i.e., 19-01 rather than 19-1). This is because of the way the Excel sheets we use sort sorts numbers like 19-1, 19-2, 19-3, 19-11, 19-12, 19-13 as 19-1, 19-11, 19-12, 19-13, 19-2, 19-3 (i.e. out of lot order).

- b. **Acres:** The potato database allows up to 2 decimal place (i.e., “33.44 acre”). It is perfectly acceptable to enter to the nearest whole acre if you choose (i.e., the above field simply entered as 33 acres).
- c. **County:** Fields outside Oregon, like in California, should be noted as “NONE”
- d. **Location:** Field names are OK but we also need the distance to the nearest public road (preferably distance from an intersection) such as “**Rogers Farm, N side Clement Rd @ 3 miles East of Barrow Dr.**”
- e. **Township-Range-Section & Oregon Quadrant:** This information is important to help locate the field if using the mapping option. If you don’t know the TRS, see: <https://seedcert.oregonstate.edu/certification-information/faqs> (bottom of the page) for ways to find this information. If you indicate the wrong Oregon quadrant the map shown on the mapping program will not be anywhere near you field! In all likelihood ALL your fields will be in the same Oregon Quadrant (SE for Klamath Falls and C. Oregon, and LaGrande, and Ione areas split between NE and SE). Slide 8 shows these.

Once you have completed all the information on the page, click the “**submit**” button. This bring you to slide 8.

Slide 8: This slide is simply an example of the TRS line that shows up on Google Earth when the PLS app\* is used (left side), and the Oregon Quadrant diagram (right side).

\* to down load the free PLSGE add-on see- [PLSGE; http://www.metzgerwillard.us/plss/](http://www.metzgerwillard.us/plss/)

Slide 9: If you complete the information correctly a form should appear with **no red text** on the right side. If you omitted some required information red text will prompt you on what is required, enter it and click “**submit**” again, to display slide 10.

Slide 10: This is a list of instructions you should read (!) and understand. “**Where’s the mapping option**”? you ask.... after reading though the list of warnings/suggestions, click on the “**Send Application**”, to show slide 11 where the mapping option shows up.

Slide 11: Once the “Send Application” button is clicked notice at the bottom there are two choices:

(1) “**Please retrieve a copy of the application**’ click on this button to display the application that you will want to save and print (slide 12). Remember, if you do not send in a printed copy of this application (along with the seed source documents, maps, and payment) we will not know it exist.

(2) “**Submit Field Boundaries Map**”. (slide 14)

Slide 12: Selecting “**Please retrieve copy of the application**” brings up this slide. Review the information carefully to see if it was completed correctly. If you find an error you can either go back and correct it (using the back arrow at top of the screen) or simply cross out the error and write in the correct information on the printed form, ideally in a blue or red pen so it shows up well. When complete use the back arrow ( < ) to return to the previous page and map your field.

Slide 13: The second choice on this page “**Submit Field Boundaries Map**” brings up this slide with a map that *should* show the area where your field is located (if you put in the correct TRS and Oregon quadrant). If you did not enter the correct TRS or Oregon Quadrant of your field the mapping will still work but will either: (1) open to a map of Oregon and you will have to zoom in to find your field, or (2) show an area that does not contain your field but the TRS-Q you entered and you will need to zoom out until you can find the correct area and then zoom back in to your field, as shown on slide 14. If lost, click the “**Show Oregon**” button at the top and zoom into your field area

Slide 14: When the area showing your field is displayed, you will need to zoom closer to display your field so that it fills about ½ the screen, then click “**Mark Field Center**” (button on upper left of screen) and then click on the center of your field to show a green icon in the center of your field as shown in slide 15. Save this location by clicking again on the same white box that now says “**Accept Field Center**”, then **OK**. The green icon can be relocated if needed by repeating the steps above.

Slide 15: Next you will need to show the field borders by clicking on the “**Mark Boundary**” button in the upper right part of the screen, and then clicking on the corners of the field (if square/rectangle) or clicking along a boundary line if a nebulous shape. You have a maximum of 23 field border clicks possible. A circular field can be displayed by clicking on the center then on one border. After clicking on the field borders as needed click on the white box again that now says “**Draw Boundary**” then “**OK**” to save.

Note the acreage mapped (of the field borders drawn) is shown at the upper right of the screen. If you need to edit the shape of the field, select the “**Edit Boundary**” button at the top of the screen and move the dots (you can’t add dots in this function however so if you need to have more dots marks to properly outline the borders you can click on the “**Draw Boundary**” button and re-draw the field borders again from the beginning).

For small fields, or where you have many small lots in the same field side by side, you may find it a bit cumbersome to draw in all the field borders. Please at least pin the field center in such cases. This will greatly assist the program coordinator to complete the mapping process when your applications are received.

When the center pin and field borders are acceptable, it is time to print the map. The printed map should show the entire field, and also one or two nearby roads as a reference.

Slide 16 & 17: After printing the map, click on the back arrow (upper left menu bar, “<”) to return to **slide 16** (= slide 13). To allow you to print a copy of the application as shown in **slide 17** (if you have not already done so) to which you will need to attach the map, the seed source documenting (tags & NAHC) and payment (check), then MAIL THESE INTO THE EXTENSION OFFICE.

Slide 18: If you have more fields to enter you can then use the **'back arrow'** (then "yes" to the resubmit question) to return to the **"Seed Potato Lot Application for Certification"** page (= slide 7). Change the appropriate information for the second field and then proceed with the new application and map and noted above.