How to add an activity: Plant management

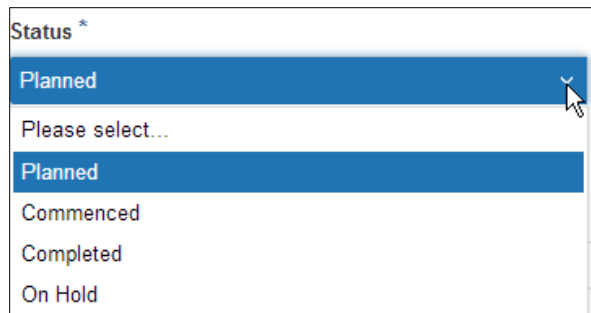| Activities (Plant Management)	
To create or edit a weed management activity navigate to the project's Activities List – *see Activities (adding or editing)* See Plant Management – Field Descriptions – for a description of the information that should be provided in the fields.	
Fill in the three mandatory fields on the 'Activity Page' – the 'Treatment Description', 'Status' and 'Start Date'. The status field allows users to select a range of options – from planning to completion.	

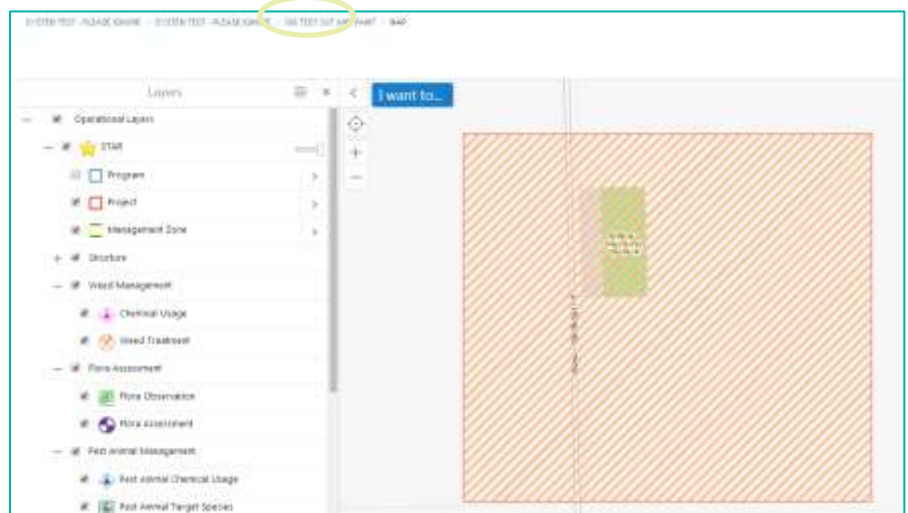|	
The 'Task' field is for organising activities – much like a directory. See <u>Weed Management – Field Descriptions</u> Leaving the 'Task' blank will display the record as Unspecified" in the 'Activities List'.	**Activities List** Weed test site Add Activity ▾ Type ▾ ▲ **Task: Unspecified** Weed Management Weed Management
The Activity tab can be updated at any time during the activity delivery. A user may update the Details progressively or complete it at the end of the activity. After the activity details are complete, SAVE the activity. The map will turn from black and white to colour.	Create Weed Management Activity Details Performed By Search Contacts... Time Taken To Perform (Hours) Number of Project Resources 0.00 1 Comments
Add the site in which the Plant Management is planned. Use the breadcrumb to return to the Activity page.	

An additional three tabs Target Species, Weather and Treatment Details are available for completion.

Each tab has a specific table displayed below it.

Under the 'Target Species' tab is an 'Add New Target Species' button. Clicking the button activates a template prompting users to enter a range of data.
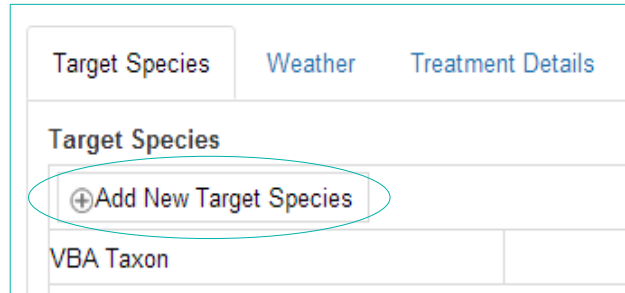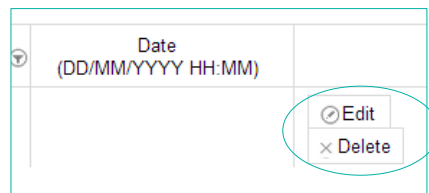

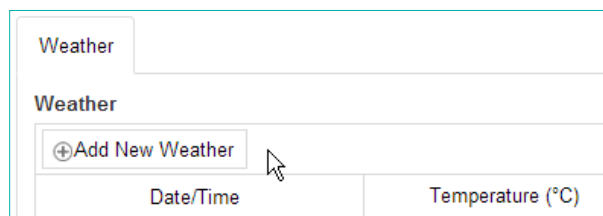The template is comprised mostly of drop down menus.

Selecting the update button at the base of the Edit box adds the data to the 'Target Species' table.

Note: Users can edit or delete the data once the target species information is added.

Weather details may be recorded via the 'Add New Weather' button as required by regulation for treatments involving chemicals.

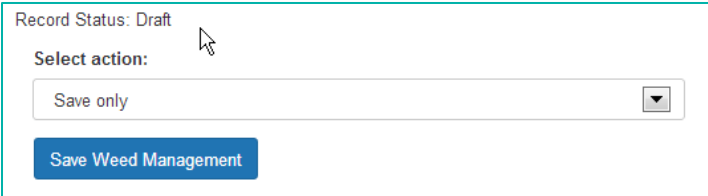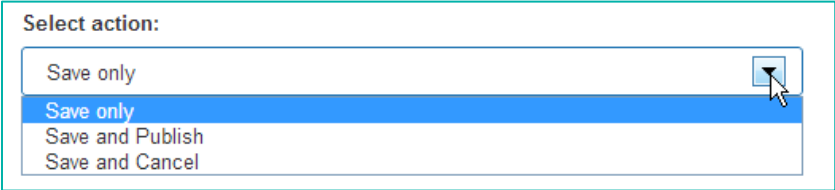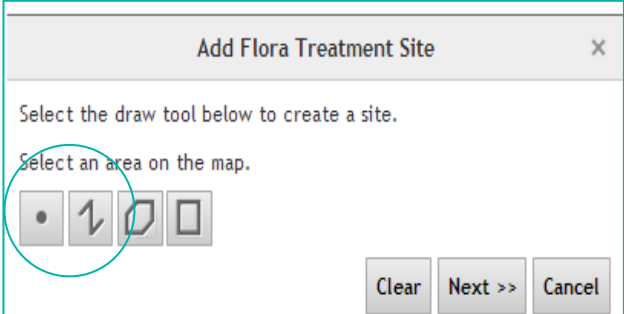|	
The contents of the weather table are populated via a template activated by the 'Add New Weather' button.	
The 'Treatment Details' tab has a table below that changes format depending upon the 'Treatment Method' i.e. the table is customised to the treatment type selected from the drop-down list in the 'Treatment Method' above.	
Some methods bring up a simple 'Treatment Strategy' box that allows users to describe the method.	
Other methods selected from the drop-down menu bring up a second detailed table above the 'Treatment Strategy' box. To fill the table users, enter data via the 'Add Products' button.	
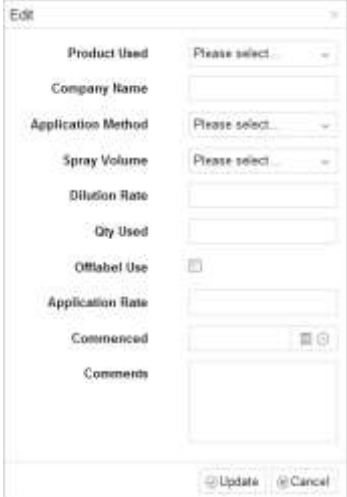
The contents of the table are populated automatically via a template activated by the 'Add Products' button.	
Users can save the details by clicking the 'Save Weed Management' button.	
Once a record is saved the 'Record Status' is displayed with 'Draft' being the default.	
Clicking on the drop down arrow in the 'Select action' box reveals 3 options. 'Save only' should be selected by External Field Workers. 'Save and publish' may be selected by those verifying the record. 'Save and cancel' may be used if the record is not accepted.	
Clicking the 'Save Weed Management' button allows users to add spatial site details. *See Adding an 'Area' (site)*. Note: in addition to polygons and rectangles users can also add points or lines.	

Accessibility

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