Rutgers Cranberry Reporting Tool Guide (BETA TESTING)

Introduction

The Rutgers Cranberry Reporting Tool allows licensed growers to electronically submit their Annual Reports on plantings and yields, forgoing the previously paper forms. Growers will each have their own private account where they can track their cranberry production data, both Rutgers and non-Rutgers. One of the primary benefits of this new tool is the ability to retain data entered from year to year, requiring growers to only enter updates or changes from the prior year, saving the grower time. The annual reports data can also be exported to grower's own records.

The instructions below provides a guide on how to properly enter data. **Once you try it, it is should be easy and intuitive, and save you time.**

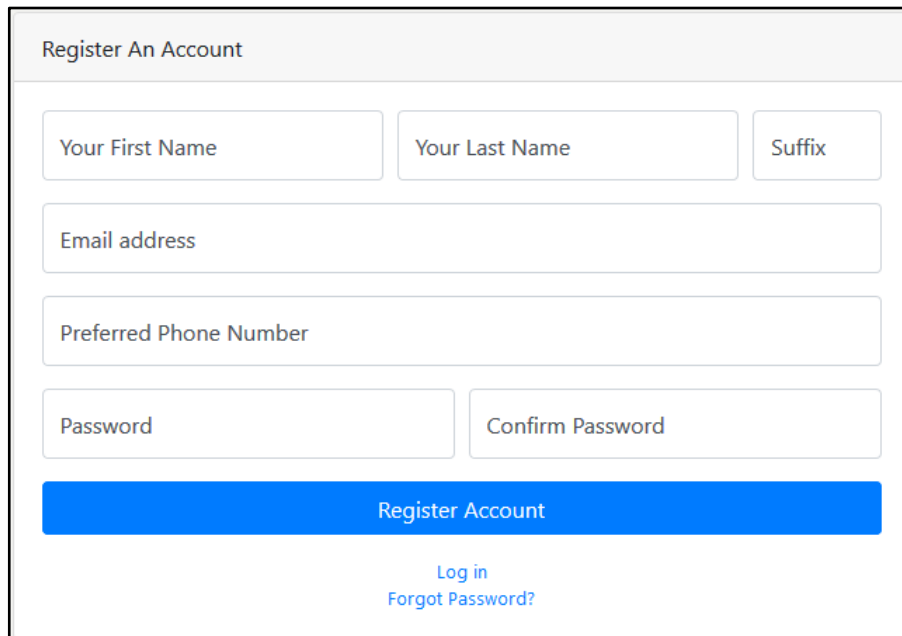**CONTACTS -**   If you have questions or problems using the tool, contact the individuals below:

• *For questions on what information to provide or enter in the system, questions regarding licensing, or other programmatic-related questions, contact:* **Angela Batel   angemart@ored.rutgers.edu**

• *To report problems with the too, or issues with the functionality of the website, please contact:* **Lucas Marxen   ljmarxen@njaes.rutgers.edu**

When reporting problems with the website, include details regarding what section of the website you were using, cause of problem/error, what web browser you were using when problem occurred, and any error messages. A screenshot of the problem would be very helpful in diagnosing issues.

Provide your name and contact phone numbers and good time to call.

STEP 1: REGISTER A NEW ACCOUNT

1. Go to http://tessera.rutgers.edu/cranberry-app/ and Click on "Register an Account"

2. Enter the following information:
    a. Names: First Name,   Last Name, Suffix (if appropriate)
    b. Email Address (**THIS WILL BE THE EMAIL ADDRESS THAT WILL BE USED FOR YOUR LOGIN AND ANY COMMUNICATION FROM THE REPORTING TOOL SYSTEM**)
    c. Preferred phone number (this will only be used by Rutgers to contact you)
    d. Password – the password you would like to use for your account

3. Click "Register Account" when finished entering the information above
4. Once you've registered, you will be taken to the Dashboard (See STEP 3).
5. When you return to the tool at a later time, see STEP 2 below for sign-in information.

STEP 2: LOGIN TO YOUR ACCOUNT
1. Enter the email address and password that you used to register your account.
2. If you forget the password, click "Forgot Password?" button, and enter the email address you registered with when prompted. You'll receive an email with instructions for password reset. Make sure to check any Spam mail folders if you do not receive the email in a few minutes.

STEP 3: THE DASHBOARD AND NAVIGATING THE WEBSITE
After logging into your account (or completing the registration) you will be brought to the application dashboard. Here you will see information for the various website pages and what they are for, and the menu bar on the left-hand side of the screen. The following menu options are available:

- **Request License Form** – Takes you to the Rutgers site where you can request licensing forms
- **Edit Profile -** Edit contact information; add a postal address; change your password (**SEE STEP 4**)
- **Manage Farms** – Add/edit/remove farms growing Rutgers cranberries on. A farm must be listed here and active in order for it to appear in your annual reporting form. (**SEE STEP 5**)
- **Submit Report** – Submit Annual Report showing Beds, yields, etc. for most recent year. (see **STEP 6**)
- **View Previous Reports** – View submitted reports and download data for your records; Edit/Re-Submit a previous submitted report; submit reports for prior years for record keeping. (**SEE STEP 7**)
- **Logout** – Logout of your account and leave the reporting tool

STEP 4: EDITING YOUR PROFILE

The "Edit Profile" page provides the following functions:
- Change your personal information such as name, email address and phone number.
  - NOTE: CHANGING YOUR EMAIL ADDRESS WILL CHANGE THE EMAIL ADDRESS USED FOR LOGIN
- Click the blue "Change Password" button to change your password. Password changes are immediate and are not affected by clicking the "Cancel" or "Save Profile" buttons on this page
- Enter your mailing address information so that you can receive information from Rutgers.
- Click the red "Cancel" button to discard changes, or green "Save Profile" button to save changes

STEP 5: MANAGING YOUR FARMS

The "Manage Farms" page allows you to add/edit/remove farms. You must have at least one farm added here in order to submit an annual growers report (**STEP 6**).

TO ADD A FARM:
1. Click the green button next to "Add New Farm" if the form is not already open
2. Enter business name and street address for the farm licensed for a type of Rutgers cranberry
3. **[OPTIONAL]** Enter any additional farm names that may be associated with this license
4. Click "Save Changes" to finish adding the farm or "Cancel" to cancel.
5. When finished adding all farm businesses, click the blue "Go to Reports" button to start entering your report data.

TO EDIT A FARM:
1. Click the green button next to the farm name you want to edit
2. Make any changes based on the instructions under "TO ADD A FARM" above
3. Click "Save Changes" to finish or "Cancel" to undo any changes made.

TO DEACTIVATE A FARM (farm is no longer in cranberry production for example):
1. To move a farm to Inactive Farms list (not included in annual growers report), click red button.
2. You will see a message verifying that you want to deactivate the farm/business
3. The farm will appear in the Inactive Farms list and will not be included in future submitted annual reports (prior reports will not be affected, unless they are edited for resubmission)

TO RE-ACTIVATE AN INACTIVE FARM:
1. To re-list a farm as Active, click the green button on the right-hand side of the deactivated farm.
2. You will see a message verifying that you want to reactivate the farm/business
3. The farm will appear in the Active Farms list and included in future submitted annual reports

STEP 6: SUBMITTING AN ANNUAL GROWERS REPORT

The "Submit Report" page allows you to submit an annual grower's report for the most recent calendar year. Reports for the previous year's production data (e.g. - 2018) can be entered at the beginning of the following year (e.g. - 2019) and are due on March 1st. The report will display sections for each farm entered in the "Manage Farms" page and will also include a section for any Non-Rutgers Varieties that you may be growing and would like to enter for your own record keeping.

TO ENTER/EDIT DATA FOR A FARM

1. Click the green button next to the farm name you want to add data for
2. Enter a Bed identification number
3. Select the variety of cranberry grown in that bed
4. Enter the number of acres in that Bed. You can provide up to two decimal points if you wish.
5. Enter the year the cranberries were planted
6. Select the source of the planting material
7. Enter the planting density - –Planting density units should automatically select based on the source of the planting material, but you can alter it if necessary with the drop-down
8. Enter the barrels of fruit harvested per acre from the Bed
9. Repeat steps 2–8 above for each Bed within the farm for that variety
10. If you need to remove a row of data, click the red at the end of that row
11. **IMPORTANT** When done entering data for that farm, click the green "**Save Changes**" button to save the data entered. Click "Cancel" to undo any data added or changed.

▼ Non-Rutgers Varieties *(Optional / Can be used for your own records)*

Rutgers will not disclose any information provided.

Variety	(Optional) Bed Identification	Year Planted	Acres	Barrels Of Fruit Harvested Per Acre	Delete
Variety	[Optional] Bed Id.	Planting Year	Acres	Barrels	
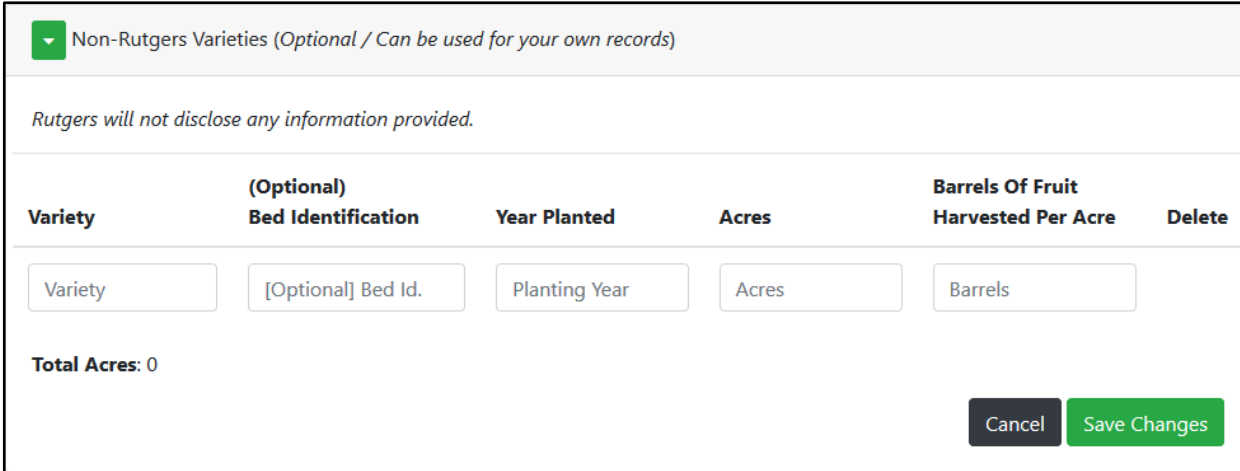
Total Acres: 0

Cancel   Save Changes

TO ENTER/EDIT DATA FOR A NON-RUTGERS VARIETY for your own records [OPTIONAL]
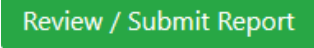**You can enter the data you wish to keep for yourself**

1. Click the green button next to the Non-Rutgers Varieties section   and enter (as you wish):
    • name of the non-Rutgers variety
    • bed identification number; year planted; acres planted
    • barrels of fruit harvested for that bed
2. Repeat steps 2–6 above for each variety or bed that you would like to enter
3. If you need to remove a row of data, click the red at the end of that row
4. **IMPORTANT** When done entering data for that farm, click green "**Save Changes**" button to save data entered. Click "Cancel" to undo any data added or changed.

ENTERING ADDITIONAL INFORMATION [OPTIONAL]

1. You may provide comments regarding variety performance or other issues
2. You can indicate if you would like Rutgers to contact you for any reason
3. To upload supporting documents (maps, pictures, etc.) click the green button and select the file you wish to upload. Most file formats are supported.   + Add File
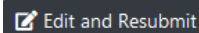
TO REVIEW AND SUBMIT YOUR REPORT

1. Click the green button at the top or bottom of the page.   Review / Submit Report
2. You will be brought to a new page and asked to review all the information entered.

3. If everything looks correct and you would like to submit your report, click green "**Submit Report**" button. To make changes to entries, click yellow "Continue Editing" button
4. After clicking "Submit Report" button you can confirm report submission by entering your first and last name in the electronic signature box. Then click the green "Confirm Report" button to submit or the yellow "No, I'm not ready to confirm" button to go back to review page.
5. Submitted reports can now be found on the "View Previous Reports" page if you'd like to print it for your records or if you need to edit and resubmit it.
6. You should receive an email confirming that report submission with a private access link

STEP 7: VIEW PREVIOUS REPORTS
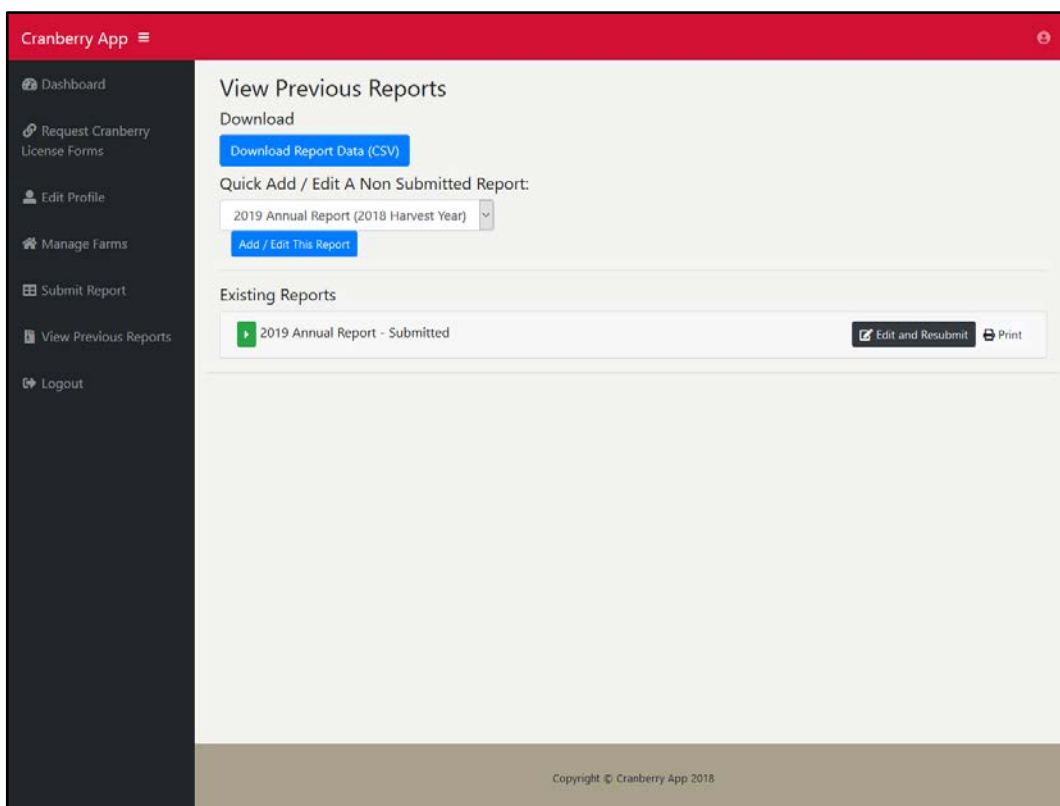
The "View Previous Reports" page give you access to the previously entered report data that you have submitted. The options available to you are:

- To download all of the data you have submitted in a CSV format that is compatible with Microsoft Excel and other programs, click the blue button
- If you'd like to add data for previous years that have already been submitted through paper forms, select the appropriate year from the drop-down box and then click the blue button. This does not affect prior submitted paper reports and is primarily to allow you to enter data for your own record keeping.
- The Existing Report section shows all previously entered reports in the system. If you need to edit reports and resubmit them you can click the button to the right of the report
- To print a submitted report, click the Print button. This will open up a new browser window with a printer-friendly version of the report that you can print.

STEP 8: LOGOUT WHEN FINISHED

When you're finished using the application, click the "Logout" button on the left-hand side of menu