PCO
CERTIFIED ORGANIC

106 School Street
Suite 201
Spring Mills, PA 16875

PHONE 814-422-0251
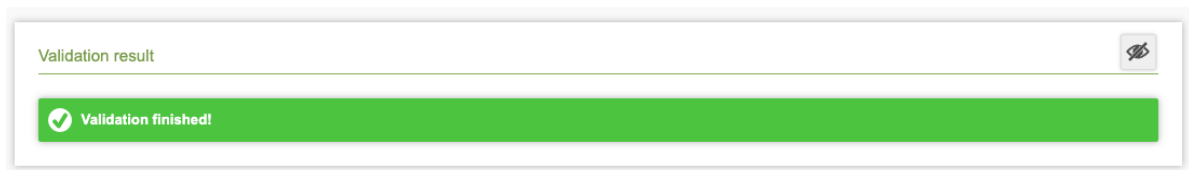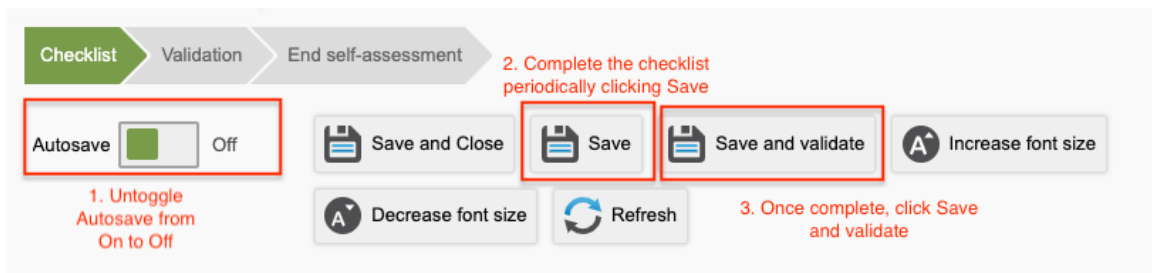**FAX** 814-422-0255
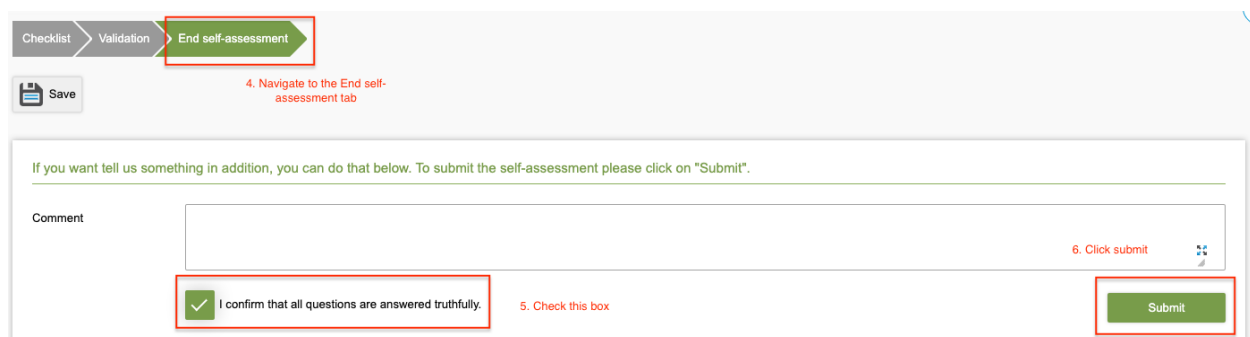paorganic.org

2022 ANNUAL UPDATE TIPS AND TRICKS

Save and Validate Functionality

To prevent issues when trying to submit your Annual Update checklist follow the below steps:
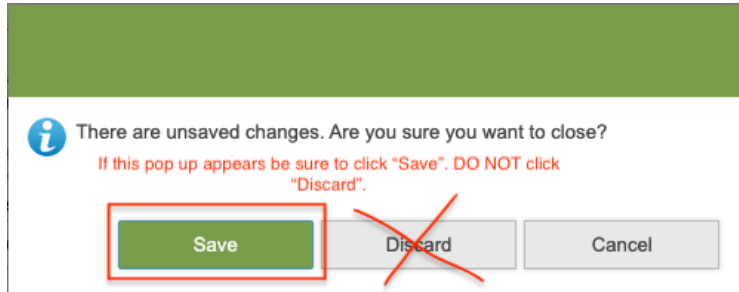
1. Untoggle the Autosave button
2. Periodically click the "Save" button as you enter questions into the checklist
3. When complete, click the "Save and Validate" button at the top of the checklist. You should get a green Validation result (shown below).

- If you get a red Validation error, confirm all questions are answered and click "Save and Validate" again. If this error persists, please reach out to your Program Assistant.

4. Navigate to the "End self-assessment" tab
5. Select the checkbox to confirm questions were answered truthfully
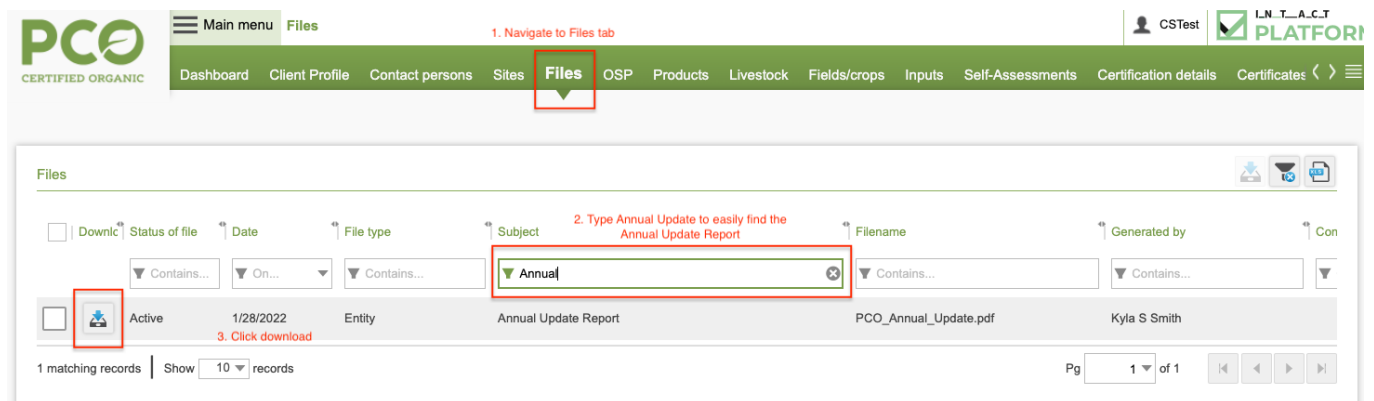6. Click "Submit"

IF you do not save your answers before navigating to the "End Self-assessment" tab (as shown above), you will see a warning you that there are unsaved changes. **Click "Save"**. Click "Discard", as your data will be lost.

Options for Editing/Providing 2022 Field and Crop Info

Option 1: Download Annual Update Report from Files tab and use pdf editor (e.g. Adobe, Preview) to edit

1. Navigate to Files tab
2. Type Annual Update to easily find the Annual Update Report
3. Click download

4. Use pdf editor (e.g. Adobe, Preview)
5. Revise the crop that is listed if the crop has changed by adding text box or comment box in 2022 column
6. Add a crop if blank in the 2022 column by adding text box or comment box in 2022 column

Fields and Crop Information

5. Revise crop if that is in 2022 if changed

Field F (Spring Mills, PA)

Status	Acreage	Ownership	2020 Crop(s)	2021 Crop(s)	2022 Crop(s)
Certified	15.00	Owned	None	Corn	~~Hay~~ Wheat

Comments:
Last application of a prohibited material:
Certified On:

6. Type crop in 2022 column if blank

Field C (Spring Mills, PA)

Status	Acreage	Ownership	2020 Crop(s)	2021 Crop(s)	2022 Crop(s)
Certified	15.00	Owned	None	Soybeans	

Option 2: Download Annual Update Report from Files tab, print out, write info in and scan in

1. Navigate to Files tab
2. Type Annual Update to easily find the Annual Update Report
3. Click download

4. Print out
5. Write in cropping information into the 2022 column
6. Scan back in

Option 3: Export Field & Crop excel

1. Navigate to the Field/crops tab
2. Navigate to the Field View subtab
3. Click the Excel icon to download excel of Field and Crop information

4. Enter in cropping information for 2022 in the Crop column (highlighted in yellow below – not highlighted in yellow on the exported Excel)

** Please DO NOT edit the Field no and/or Name column, unless an explanation is provided. For example: Field F is now called Smith Field or Field F is now being split into Field F-1 (10 acres) and Field F-2 (5 acres).

Option 4: Upload any type of document (Word, Excel) that includes your 2022 cropping information.

- In order for PCO to accurately input this data, the Field names need to match what is currently listed in the database. This info is available either on the Annual Update Report or via the Field/crops tab.