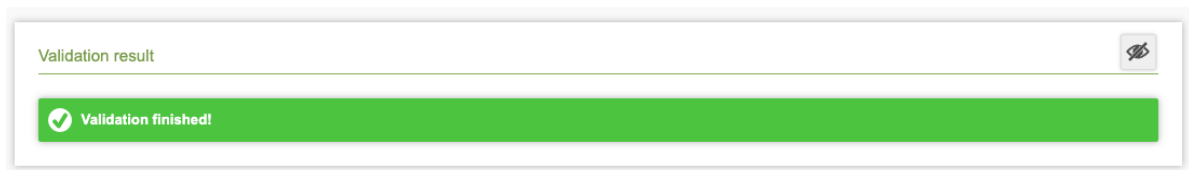
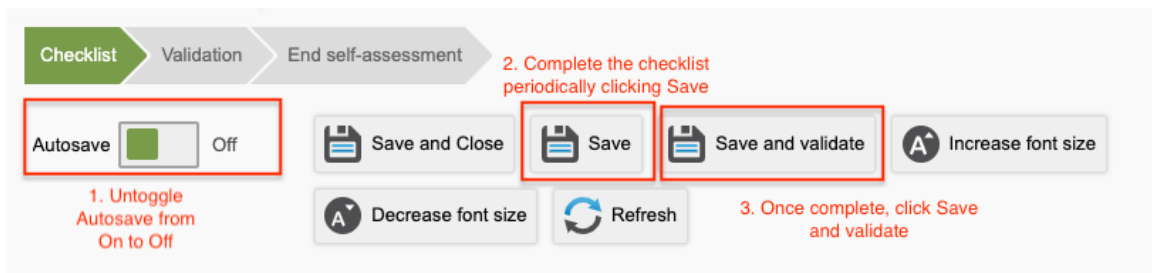


2022 ANNUAL UPDATE TIPS AND TRICKS

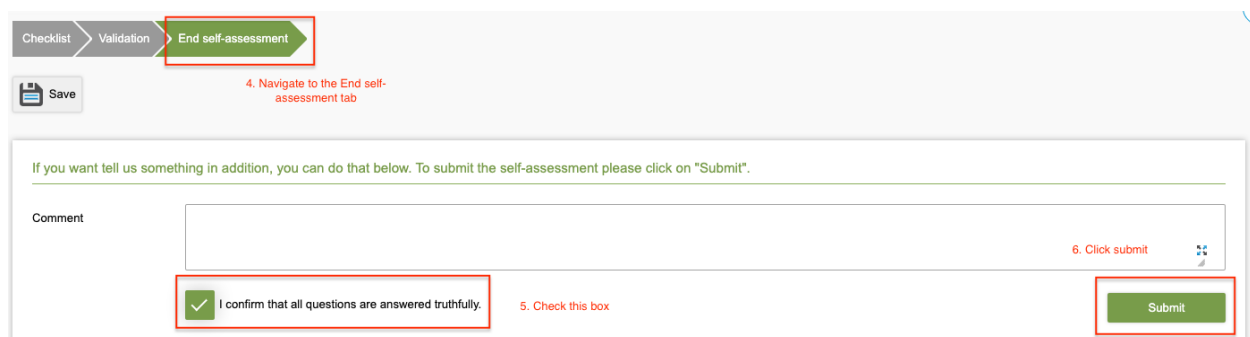
Save and Validate Functionality

To prevent issues when trying to submit your Annual Update checklist follow the below steps:

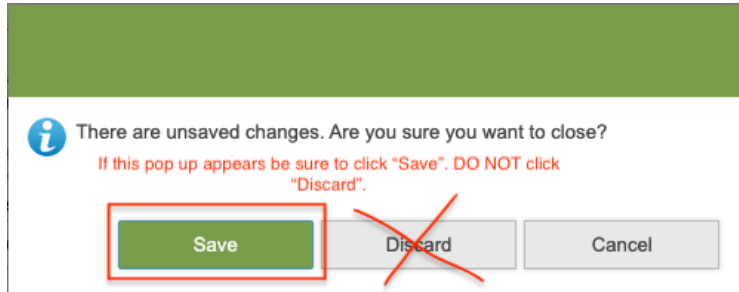
1. Untoggle the Autosave button
2. Periodically click the "Save" button as you enter questions into the checklist
3. When complete, click the "Save and Validate" button at the top of the checklist. You should get a green Validation result (shown below).
 - If you get a red Validation error, confirm all 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"



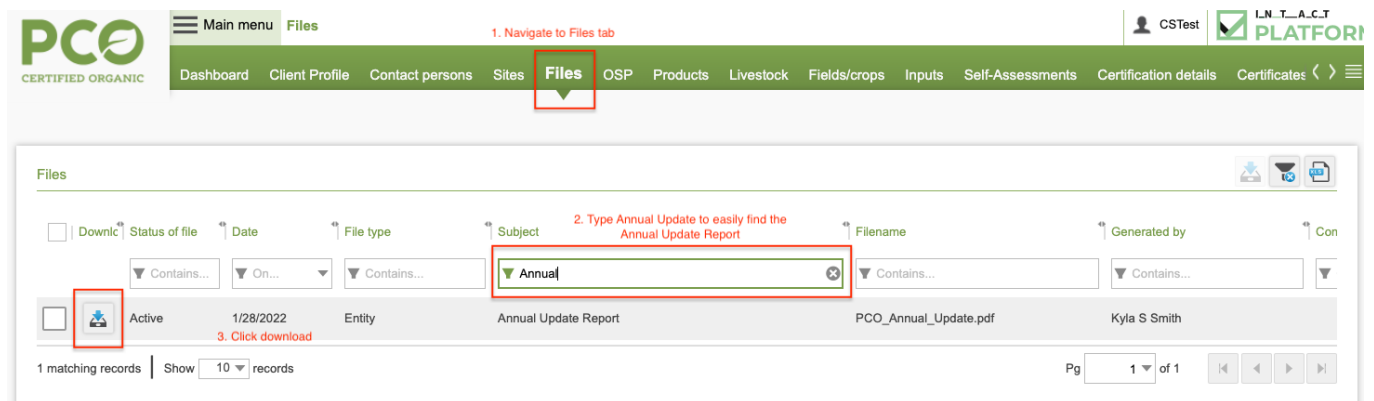
IF you do not save your answers before navigating to the "End Self-assessment" tab (as shown above), you will see a warning you that there are unsaved changes. **Click "Save"**. Click "Discard", as your data will be lost.



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

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

5. Revise crop if that is in 2022 if changed

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

The screenshot shows the PCO Platform interface. The top navigation bar includes 'Main menu' and 'Files' (highlighted with a red box and labeled '1. Navigate to Files tab'). Below the navigation bar, the 'Files' section is active. A search filter is applied to the 'Subject' column, with 'Annual' entered (labeled '2. Type Annual Update to easily find the Annual Update Report'). The search results table shows one record: 'Annual Update Report' with a download icon (labeled '3. Click download'). The record details include 'Active' status, date '1/28/2022', 'Entity' type, 'Annual Update Report' subject, 'PCO_Annual_Update.pdf' filename, and 'Kyla S Smith' as the generated by user.

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

1. Navigate to the Field/crops tab

2. Navigate to the Field View tab

3. Click the Excel icon to download to Excel

Open	Field no.	Name	Category	Code	Crop	Code	Variety	Main use	Used for other purposes	acres
	01	Field F	Field/Forageable	NOP	Hay			<input type="checkbox"/>	<input type="checkbox"/>	
	02	Field C	Field/Forageable	NOP	Hay			<input type="checkbox"/>	<input type="checkbox"/>	
	03	Field V	Field/Forageable	NOP	Hay			<input type="checkbox"/>	<input type="checkbox"/>	
	03	Field V	Fruit - Berries	NOP	Acai Berries			<input type="checkbox"/>	<input type="checkbox"/>	
	04	Field W	Field/Forageable	NOP	Corn			<input type="checkbox"/>	<input type="checkbox"/>	

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

Intact Platform Data Export, created on 2/24/2022 2:11 PM by CStest

Field no.	Name	Category	Code	Crop	Code	Variety	Main use	Used for other purposes	acres
01	Field F	Field/Forageable	NOP	Hay			FALSE	FALSE	15
02	Field C	Field/Forageable	NOP	Hay			FALSE	FALSE	15
03	Field V	Field/Forageable	NOP	Hay			FALSE	FALSE	15
03	Field V	Fruit - Berries	NOP	Acai Berries			FALSE	FALSE	0
04	Field W	Field/Forageable	NOP	Corn			FALSE	FALSE	15

** 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.