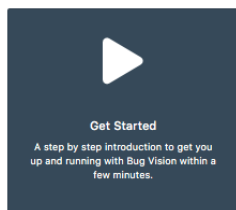# BugVision — Get Started

Welcome to BugVision Pest Management platform.

It is the first time you login the platform, the Get Started procedure is here to help

1. Getting started

On the Home screen, click on the "Get Started" tile.

2. Select Favorites in Libraries

Select the items you want to use from the provided libraries (check the boxes in favourite column).

Save your selection by clicking on the floppy disk icon (Icon goes grey when changes are saved).
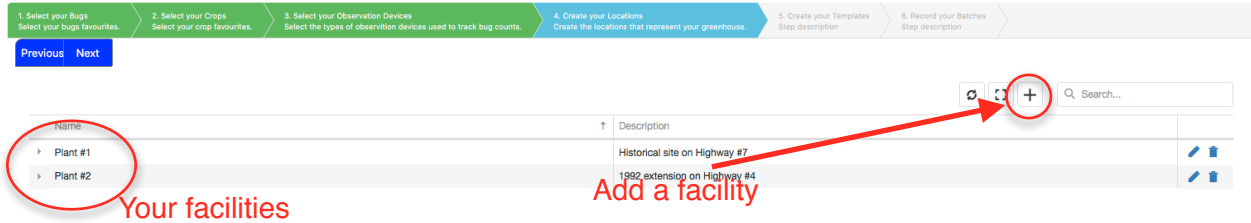After saving, your favourites come on top of the list.

Same way to select favourites for all first 3 steps of the procedure (Bugs, Crops, Devices/traps).
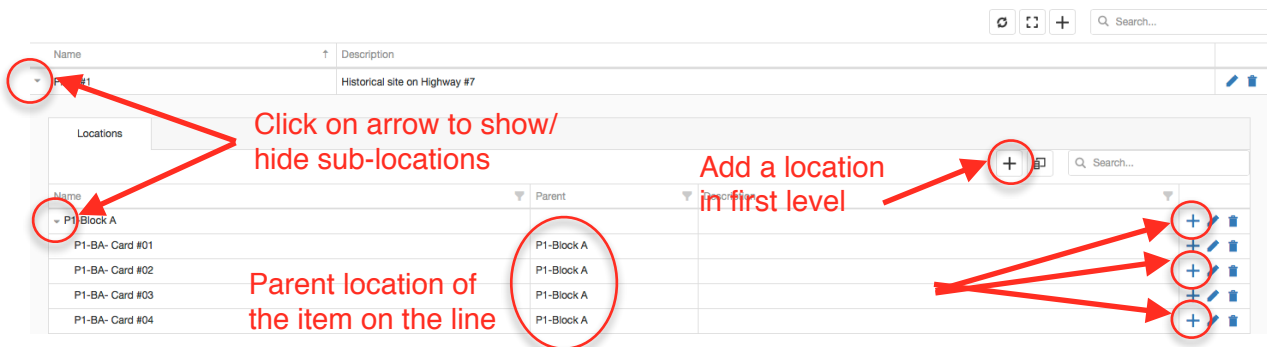
3.   Describe your Facility Locations

🤔**Here you need to take your time and figure out exactly how to organize the locations as it will be the spine column of the system.**

Your facilities
Add a facility

Location Group or facility:
Click on the + button to add a facility or production site and you can have several.

Click on arrow to show/hide sub-locations
Add a location in first level
Parent location of the item on the line

Locations and sub-locations :
Then click on the little arrow on the left of the facility name to open the under location menu. Same thing, click on the + to add a location. The locations here are **hierarchical** and you can create **multiple levels**.

To **add a sub level to a location**, click on the + button at the end of the line.
If you made a mistake, you can change the parent location in the parent column (crayon icon to edit and select the parent you want in the dropdown).

Tip 💡 :
Locations names : Repeat a shortcut of the hierarchy : for example, Facility #1, Block A, Card 1, I will call it F1-BA-Card #01 to recover the hierarchy in the name.

And if there is more than 9 items in a level, add a 0 (01, 02…) so that the items are ordered properly (put two 0 if more than 99). Other wise card #10 is between card #1 and card #2

4. Create your templates

The template represents the way you are monitoring (all the cards monitored by one person for example). It can also be used to group the locations with a single crop because when you create a batch of this template, you can select a default crop for all the cards (instead of selecting the crop for each card).

Click on + and give a name to the template and save.

Then click on the grey arrow on the left to open the **Bug** and **location** menus.

Select the order (Order of the bugs in the columns of the template) and add as many insects as you want.
Make sure you save by clicking the Floppy disk icon.

Then switch to the location tab and select the order (order of the cards on the lines of the grid). If you check "Children locations", it will add all the locations of the last level underneath (instead of selecting them one by one. Specify how many subdivision (pattern on the yellow cards) you are usually counting. Then select the type of card you are using.
Make sure you save by clicking the Floppy disk icon.

5. Create your first Batch of Records

Fill up all the dropdowns and finally click the **create** button.

Fill up the grid with your scouting data
You can also :

 Skip one card (if unreadable or missing)
 Re-use one card (app will calculate the difference)
 Select a specific crop for a trap

 Export the grid to Excel or paper copy.

Empty cell means 0 (No need to input 0 values in the grid)

Make sure you save by clicking the Floppy disk icon.

Re-use to keep the yellow card one more week (app calculate difference)

Save your changes (cells with green border)

Export for a paper copy

Skip when the yellow card is unreadable or missing

Default crop can be changed for each trap

Input scouting records
Empty cell means 0

The "Get started" procedure is only for the first time you use BugVision Platform. After, you can reach everything from the tiles on the home screen.