

Follow these steps to use the Pesticide Record Workbook:

1. *You may wish to print these instructions for easy reference.*
2. Macros must be enabled in order for this file to run properly. If you have not already enabled the macros, you must do so before continuing. (In the Tools menu, click Macro, then Security. Choose either a Medium or Low security level. Close the file and reopen it, and when prompted, choose 'Enable Macros'.)
3. After thoroughly reading instructions, click 'Start Using Workbook'. This will take you to the Enter New Record page.

Alternative start procedure: If you wish to enter descriptions for all fields at once (rather than separately, as new records are entered) you may do so on the Field List page, before continuing. }

4. Fill out the cells on the Enter New Record page, starting with Field Name. White cells are for required information. Gold cells are for optional information. After entering information in a cell, **hit the Enter key to proceed to the next cell**. Click the down arrow to select from the RUP product list. If your product is not listed, scroll to the top of the RUP list and select *****MY PRODUCT IS NOT LISTED*****, and then follow the prompts. (To look at an example record, go to the Example page.)

Always double check the EPA registration number provided in this workbook against the actual product label.

5. When you have filled all the required cells, you must store the record. At the bottom of the Enter New Record sheet, there are two buttons. The left one is for beginning a new Record page (the first time a record has been entered for this particular field). The right button is for storing a subsequent pesticide application record to an existing Record page (if this is not the first record for this particular field). Click the button that describes what you would like to do with the new record.
6. This takes you to a Record page. Each Record page stores pesticide application records for one particular field, and can easily be printed if a hard copy of the record is desired. *Do not rename the Record sheets (or any other sheet in the workbook) or the program will not work.* You may easily navigate through the records by going to the field list page.
7. Saving records: After entering your application record(s) you may want to save this file on your computer as another filename (for example, 2006RUPrecords.xls). This allows the original file to be kept as an unmodified copy and the new file to be used from year to year without having to re-enter field names and locations.
8. On each Record page there is a Clear button that clears the record for this page. *Once the Clear button is clicked, the information is irretrievable.* It is suggested to print records before clearing them, so the hard copy may be saved. **(Remember, records must be kept for 2 years.)**
9. For additional information, go to www.csuwater.info and click the Pesticide Record Book link.