

Quick Start Guide

Follow these simple steps to get up and running with Garden Tracker©.

1. Set up your Gardens



- a. The first step to using Garden Tracker© is to set up your Gardens.
- b. The minimum data you should enter for each Garden is Garden Name and Garden Type.

2. Set up the Plant Varieties you grow in your Gardens



Specie

Variety

My Variety

- ❖ Tell Garden Tracker© which Plant Varieties you grow
- ❖ Once you set your 'My Varieties' up in the system, Garden Tracker© will populate lists and reports with only the plants you grow!

3. Start entering data!

Create a Journal Entry, Link a Photo, Log a Seed Starting, Record a Purchase.....

Some Terminology - Different Screen Types

There are several different screen types in Garden Tracker® and each performs a different function in the application. Once you get familiar with each type of screen, you will find that they are all easy to use. We explain here the different functionality of each type of screen.

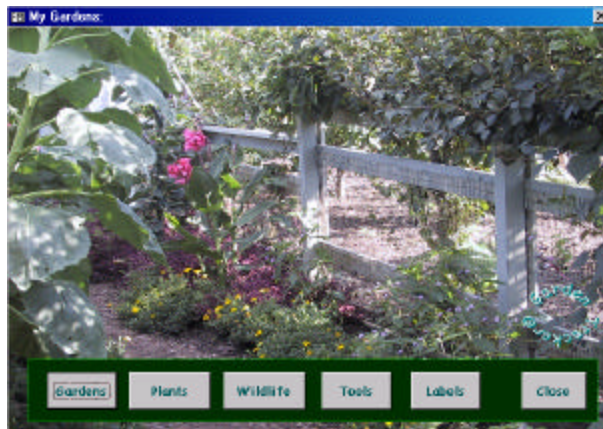
1. The Main Screen



The **Main Screen** is like home base in Garden Tracker®. This is the opening screen of the application, and the screen from which you will navigate to all other areas of the application.

Simply click one of the buttons towards the bottom of the Main Screen to tell Garden Tracker® the type of information with which you want to work. Garden Tracker® will take you to that section of the application, so that you can continue *Cultivating Your Garden Data!*

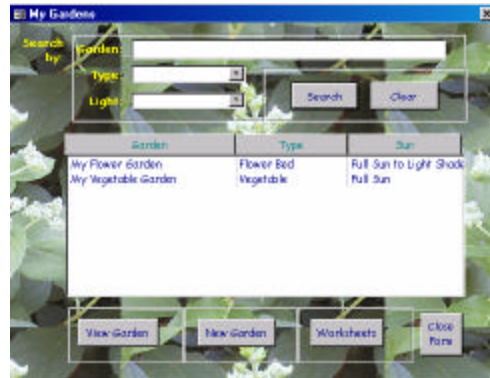
2. Switchboard Screens



The **Switchboard Screens** in Garden Tracker® help you move about the application. Simply click on a button towards the bottom of the screen to indicate to Garden Tracker® where you want to go next. The **Close** button will take you back to the Main Screen.

Some Terminology - Different Screen Types

3. Search Screens



Search Screens help you quickly find information that you have previously entered into Garden Tracker®. They are a type of navigational screen, with the added functionality of allowing you to find specific data.

4. Data Entry Screens

Data Entry Screens allow you to enter all of the specific data that Garden Tracker® tracks. There is a Data Entry screen for Garden, Plant, Journal, Note, Reminder, To-do, Wildlife, Tool, Seed Starting, Seed Collecting, Purchase, Wish List, and Library Data. These screens are all easy to use. Simply place your cursor in the white box corresponding to the data you want to enter, and type or select the value to be entered. Many of the Data Entry screens allow you easy navigation to associated data as well.

Some Terminology - Different Screen Types

5. Selection Screens



There are several **Selection Screens** in Garden Tracker®. Each allows you to select the specific choices to be associated to another garden entity, or to be published on one of the many Garden Tracker® reports. We use Selection Screens to identify the plant varieties for markers or labels we want to create also. In each case, the list on the left of the screen displays the plants or gardens you have set up in Garden Tracker® and the list on the right displays the selections you have chosen for the purpose at hand.

6. Report Date Range Screens



The **Report Date Range Screens** function in allowing the user to specify an exact date range from which to publish data for a report. These Screens are very easy to use because most of the date ranges are pre-specified. If a custom date range is required, data entry of the corresponding dates is simplified through the use of the Calendar Form. In addition, the selected date range is printed at the top of each report, so that the user knows what data was requested when viewing the result!

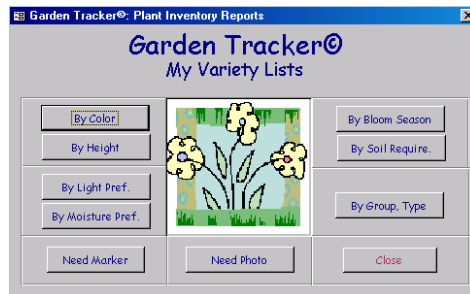
Some Terminology - Different Screen Types

7. Create a Label or Marker Screen



The Screens involved in helping you create Markers and Labels are both informational and navigational! If you read the information on the screen, you will find instructions guiding you in the creation of the marker or label. When you click the button on the screen, you will be directed to a Selection Screen. There, you can specify the Varieties to use in the creation of your markers or labels. It really couldn't be easier than this!

8. Navigation Screen



Some screens in Garden Tracker® don't do anything except help you get somewhere else. These screens give you options, usually in the form of different buttons, and when you select an option (or click a button), Garden Tracker® knows what to do next. Pretty simple, huh?

Note: Garden Tracker® is best viewed at a screen resolution of 800 600 or 1024 X 768 Pixels. If Garden Tracker®'s screens do not fit on your monitor, you need to adjust your screen resolution.

Some Common Techniques

There are several techniques used for entering and editing data that are common throughout the application. Once you learn how to perform a technique in one place, you will be able to repeat the process anywhere in Garden Tracker©. Examples and explanations of these techniques are included here.

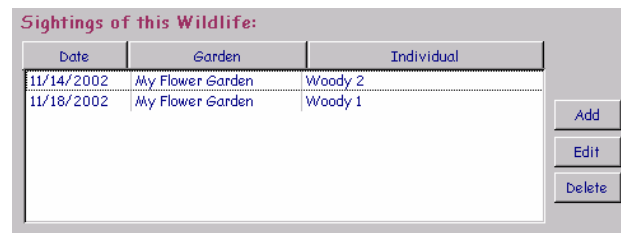
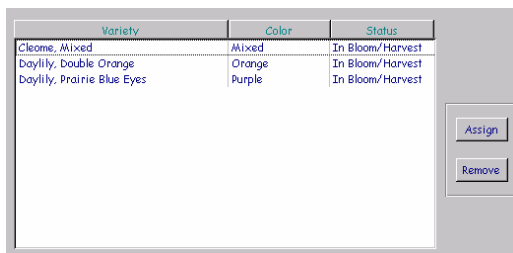
1. Drop-down lists



Drop-down lists function to facilitate data entry of repetitive information. In places where the same value may be entered on multiple data records, a drop-down list has been provided to remember and suggest values used previously. When you begin to type a value in a drop-down list, if a value matches what you are typing, the list will complete the entry for you. When you enter a value not in the list, Garden Tracker© automatically adds the value to the list for future use. Most of the drop-down lists in Garden Tracker© will automatically add values. There are a few, mostly on the Plant Variety form, that do not allow the user to add to the list. For those lists, you must chose a value already entered.

Note: You can not add values to the following drop-down lists:
Planting Time, Bloom Season, Bloom Start, Bloom End, and Zone

2. List Boxes



Some Common Techniques

List Boxes are utilized throughout Garden Tracker® to display data that is related to other data in the system. For instance, when you are entering a Journal Entry record, you can also tell Garden Tracker® about Growth Status of Your Varieties and you can indicate the Garden Tasks that were performed on that day. Both of these associated data sets would be added and displayed with the help of List Boxes.

There are buttons next to, or beneath, the list box that allows you to Add to the list, Edit a list item's main data record, and Remove or Delete the associated record. There will be either two buttons (Add or Assign and Remove or Delete) or Three buttons (Edit also) near the list box.

The Edit button will take you to the data entry screen for the row selected in the list. Remember that in order to execute the Edit, Remove, or Delete buttons, you must first have selected a row in the list. Also, double clicking a row in the list has the same effect as selecting the row and then clicking the Edit button.

There is a difference between Remove and Delete that you should understand.

- ❖ Remove breaks an association between two data records in the database, but does not Delete either Record. For instance, if we Click Remove for a Note on the Reference form, we do not Delete the Note Record or the Reference Record. We simply don't associate the two records anymore
- ❖ Delete actually Deletes the selected listing record from the database. If we click Delete with a row to a selected in the Wildlife Sightings List, we will Delete that Sighting Record from Garden Tracker® permanently.

There are often buttons on the top of the columns in the List Box. These buttons Sort the list by, either in ascending or descending order, by the category indicated by the button label.

3. Adding Dates



There are multiple ways to indicate a Date to Garden Tracker®. In any text box associated with a Date value, you can type the date directly, in mm/dd/yyyy format. This means that you type two numbers to indicate the month first, then two numbers to indicate the day, and then

Some Common Techniques

four numbers to indicate the year. You do not type the slashes between month and day, or day and year.

If you do not want to type the date, then you can click on the button to the right of the Date text box. This will open up the calendar form. If the Date you want is today's date, clicking the Enter key or Clicking on the Close button, will close the Calendar form and enter today's date into the Date textbox. To select a date other than today's date, use the Month and Year controls at the top of the form to scroll to the date you want, then click on the day number and Close the form.

You can delete a previously entered date by selecting the entire date value in the Date textbox, and then clicking the delete key on your keyboard.

4. Profile Buttons





Garden Tracker®
My Variety Profile

Hollyhock, Single
(H.A. MacGee)

Plant Type: Perennial

Color:	Light Pink	First Year Grown:	1994
Source:	JRT Farm Market	Last Year Grown:	

Description: Gorgeous. An early bloomer, earlier than my other hollyhocks. Blooms along the Transplanted successfully after several years.

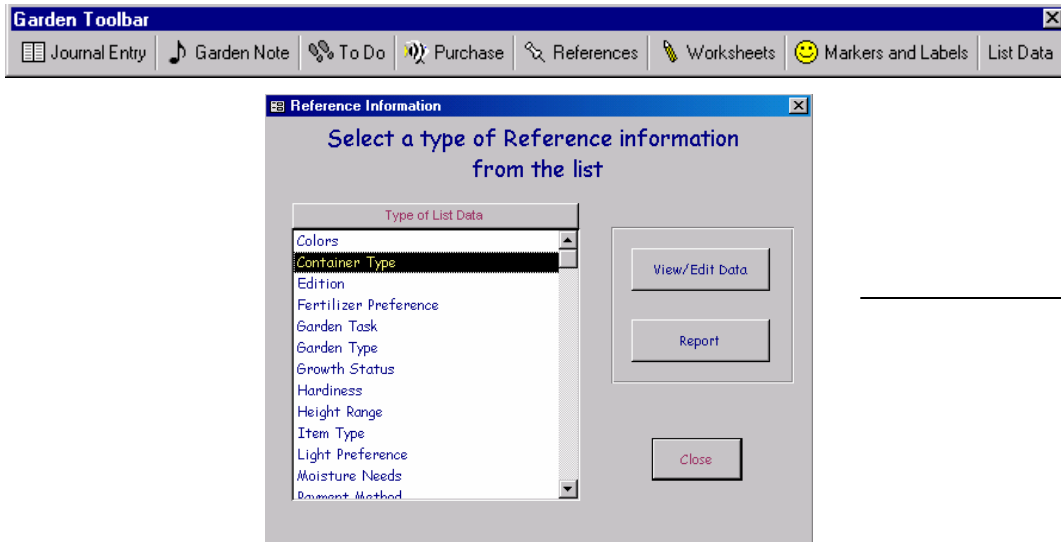
Growth Info: From Zone: 3 To Zone: 11

Light:	Full Sun	Planting Time:	Spring
Moisture:	Moist	Bloom Season:	Summer
Height:	3 to 6 feet	Begin Blooms:	June
Spacing:	12 to 20 inches	End Blooms:	October
Soil:	Average, well drained	pH:	6 to 7
Hardiness:	Good	Fertilizer:	Well rotted Manure

There is a Profile button on every data entry form in Garden Tracker®. When you click the Profile button, Garden Tracker® publishes a Profile Report for the data record you were currently viewing. Profile Reports represent all of the main data, and any associated data entered into the system corresponding to the current data record. These reports can be used to create an organized set of your data in a hardcopy format.

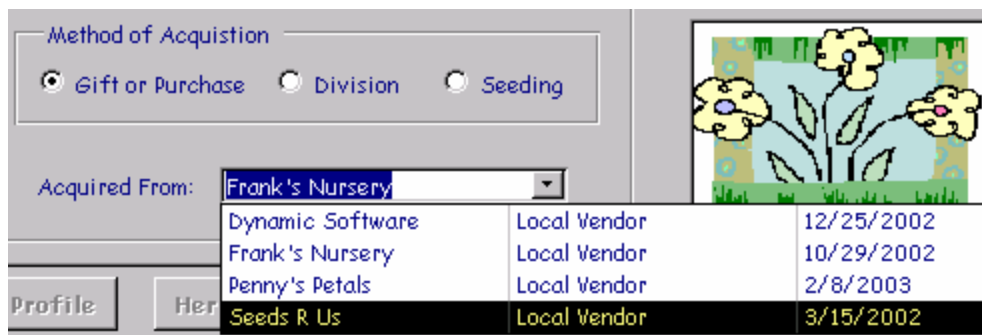
Some Common Techniques

5. Editing or Publishing Drop-down List Data



You can Edit or Print the values for any of the drop-down lists in Garden Tracker©. You access the Reference Information maintenance form by clicking the List Data button on the Garden Toolbar. Then, select the type of data you are interested in editing or printing. Once you have made your selection, click a button to the right of the list to either navigate to a screen allowing editing or deleting of a value, or to print a list of values for that type of list.

6. Option Groups associated with drop-down lists.



Sometimes there are Option Groups associated with a Drop-down list in Garden Tracker©. We find this configuration, as displayed above, on the My Plants form, indicating the Method of Acquisition of a Plant. When the user clicks a radio button in the Option Group, Garden Tracker© updates the values in the corresponding drop-down list. For example, if the user clicks Gift or Purchase, then Garden Tracker© displays a list of all Gifts and Purchases entered previously into the database. IF the user had clicked on Seeding, then Garden Tracker© would

Some Common Techniques

have displayed all Seed Startings for that Variety previously entered into the system. In other words, the values in the list depend on the choice you make in the Option Group!

7. Synchronized Lists:

The screenshot shows a window titled "Tony's Farm Market" with a "Sources" tab. The "Acquisitions this Source" tab is active, displaying two synchronized lists. The left list shows acquisition dates, and the right list shows item details for the selected date.

Acquisition Date	Type	Item Description
9/2/2002	Bulb	Daffodils, King Alfred
9/6/2002	Bulb	Magic Lilies
10/2/2002	Other	Mulch, 5 cubic yards
10/3/2002		

Buttons at the bottom include "New", "View", "Acquisitions this Source", "Delete", "Cancel", and "Close Form".

The two lists on the Acquisitions the Source tab of the Sources screen are synchronized. This means that when you select an entry in the list on the left (Acquisitions), the list on the right shows you data related to the value you selected on the left (Line Items that Acquisition). This way, you can see related data for multiple records in the database without needing to move off this screen.

Using the Search Screens

There are many **Search Screens** in Garden Tracker© to help you find previously entered data quickly. The Search Screens are easy to use and they all work in the same manner. So, once you learn how to search for one type of garden data, you will know how to find any information you have already entered into Garden Tracker©.

The screenshot shows a window titled "Garden Journal Entries" with a search interface. The "Search by:" section includes "Journal Date" with "Between" and "And" date pickers, and an "Entry" text box. A "Search" button and a "Clear" button are positioned to the right of the "Entry" box. Below the search form is a list of journal entries with two columns: "Date" and "Entry". The entries range from 7/10/2002 to 8/6/2002. At the bottom of the window are four buttons: "View Entry", "New Entry", "Reports", and "Close Form". Brackets on the right side of the image group these elements into three sections: "Search by Area" (the top form), "Data List" (the middle list), and "Navigation buttons" (the bottom buttons).

For Example: Find a previously entered Journal Entry

If the entry you are looking for is visible in the list:

1. Select (click on) that listing.
2. Click **View Entry**

If the entry you are looking for is not in the list:

1. Enter information in one or more of the Search by boxes in the top part of the form that will help Garden Tracker© locate the record you are looking for.
2. Click the **Search** button.
3. Select the row of information in the list corresponding to the data you were looking for.
4. Click the **View Entry** button.

Note: You could also double click on the list entry to open the data entry screen to that record.

You can sort the list by clicking any button at the top of the Data List. The list will be sorted according to the type of data that button represents. Clicking once sorts ascending (A to Z). Clicking again sorts the list in descending order (Z to A).

Using The Selection Screens

The **Selections Screens** let you select, from all of your data, a subset to assign or use in a particular situation. We use these screens to assign Growth Status of Varieties during our Daily Journal Entries. We also use a similar screen to indicate Garden Tasks performed when entering a Daily Journal Entry. If we are creating Markers or Labels, we use a Selection Screen similar to the one below to tell Garden Tracker© for which Varieties to print the Label or Marker.

These **Selection Screens** are very easy to use. And, once you learn how one works, you will know how to use them all!



Using the Selection Screens:

1. From the list on the left

- a. Select one or more of the entries by clicking on the Plant or Garden Name.
To Select Multiple Entries, hold the Ctrl key down while clicking to select the entries.
- b. Click the **Select ->** button to copy the selected items from the list on the left to the list on the right.
If you want to select all the items from the list on the left, then simply click the **<- Select All ->** button
(You don't need to first select the items in the list on the left)

2. To Make Assignments (or Print)

- a. Click the Assign button (May say Print on some screens)

Using The Selection Screens

3. **To Remove an item from the list on the Right**

- a. Select the item to be removed from the list on the right.
- b. Click the <- **Remove** button

Or To Remove All of the Entries

- c. Without selecting any entries, click the <- **Remove All** button
4. **To Return to the previous Screen**
- a. Click **Close Form or Cancel**

Linking a Picture to a Data Record

There are many places in Garden Tracker© that you can link a digital photo to a specific data record. All plant related and garden records allow you to link a photo. Once you identify the photo file, Garden Tracker© will display that image each time you are viewing the associated information - either on screen or in published reports. You can link your photos to plant, garden, journal, note, wildlife, seed starting, and wish list records! Once the photos are linked to plant records, they can be used when creating Garden Tracker© markers and labels.



Steps to incorporating digital photos to Garden Tracker© data records:

1. Using a digital camera, take a picture of your garden or plant.
2. Download the digital picture to your computer following the instructions provided with the camera.
3. While viewing a data record in Garden Tracker©, click the **Select Photo** button.
4. Browse to, and select, the file representing the photo you want.
5. Click **Open**.

Garden Tracker© will now display your digital photo every time you view this data record.

Note: You can also select a scanned image or a clip art image in step 4, instead of selecting a digital photo.

Setting up Your Gardens

Create a different data record in Garden Tracker© for each of your gardens or garden areas. Then, you can associate plant varieties, notes, seeds started and collected, and journal entries to specific gardens.



Garden: My Vegetable Garden

Garden Info | Notes this Garden | Plants this Garden | Reports and Diagram | Comment

Garden Name:

Garden Type:

Description:

Location:

Date Installed:

Light:

Soil Type:

Shape:

Length:

Width:

Size:

Navigating to the Garden data entry form:

1. From the **Main Screen**, click **Gardens**
2. On the **Garden Switchboard**, click **Gardens**
3. On the **Garden Search Screen**, Click **New Garden**
Now you should be looking at a blank data entry screen for garden data.

Entering Garden Data:

1. Fill in the empty text boxes with as much information as you can about your garden. Garden Name is the only required field.
2. When a drop down list option is available, you can either select an existing entry or enter a new value for the list.
3. When entering values for Length, Width, and Size, you can chose and include any unit of measurement you want.
4. To make a change to previously entered information

Setting up Your Gardens

- a. Select the entered value.
- b. Enter a new value to replace what you have just selected.

Associating a Diagram and Other Files:

1. Click on the **Reports and Diagram** tab to go to that page of the Garden Form
2. Click Find File
3. Use the Browse window to locate and identify the file you want Garden Tracker© to associate with this garden
4. Click Open
Garden Tracker© records the path to the file you have selected.
If you now click the **Open File** button, Garden Tracker© will launch the appropriate application and display the file you have selected.

For any of the 5 areas on files on this page of the Garden Form, you can record and then open any kind of file that your computer knows how to display. Examples include Visio Diagram files, Video files, Photo or Drawing files, Word Documents, or Spreadsheet files. You can even record an Internet address here. Then, when you click File Open, Garden Tracker© will launch your default Internet browser application and go to that location on the World Wide Web.

The screenshot shows a window titled "Garden: My Vegetable Garden" with a "Garden Form" tab selected. The interface includes a navigation bar with tabs: "Garden Info", "Notes this Garden", "Plants this Garden", "Reports and Diagram", and "Comment". The "Reports and Diagram" tab is active, displaying a "Diagram Path" field with "Find File", "Open File", and "Clear" buttons. Below this are four seasonal input fields: "Spring:", "Summer:", "Fall:", and "Winter:", each with a "Find", "Open", and "Clear" button. A "Profile" button is on the left, and "Delete", "Cancel", and "Close Form" buttons are at the bottom.

The Different Scenarios When Setting up a Variety You Grow

Garden Tracker® maintains a database of hierarchal Plant Reference Information. When you tell Garden Tracker® that you grow a particular Plant Variety, Garden Tracker® keeps track of not only information specific to Your Variety, but also information for the Plant Specie, and then specific growing information for that Variety. If the Variety is already in the reference database, you only have to add information specific to the plant you are growing, such as color and source. If you need to enter the Variety into the system, then you will need to enter more detail, such as preferred growing conditions.

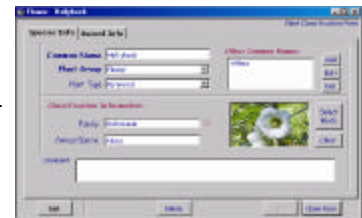
Plants are classified into different categories according to growth and appearance criteria. The botanical name of each plant includes a part that indicates which Family of plants that plant belongs to and to which Genus the plant belongs. Each Family can contain more than one Genus and each Genus has plants of multiple varieties. If you want to, you can include the Family and Genus information on the Plant Specie Reference screen in Garden Tracker®. In addition, the Plant Specie Reference Screen records for each plant, the Plant Group (Flower, Vegetable, etc) and the Plant Type (Annual, Perennial, etc). These two pieces of information are important for grouping plants in lists on the various reports in Garden Tracker®.



Your Variety

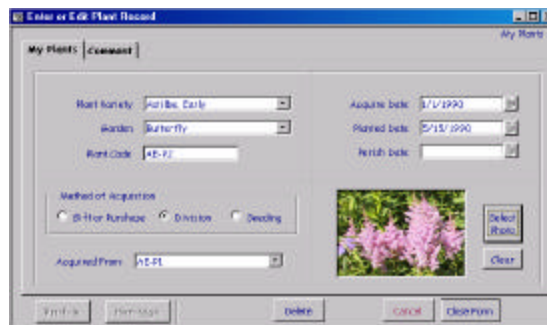


Reference Variety



Plant Specie Information

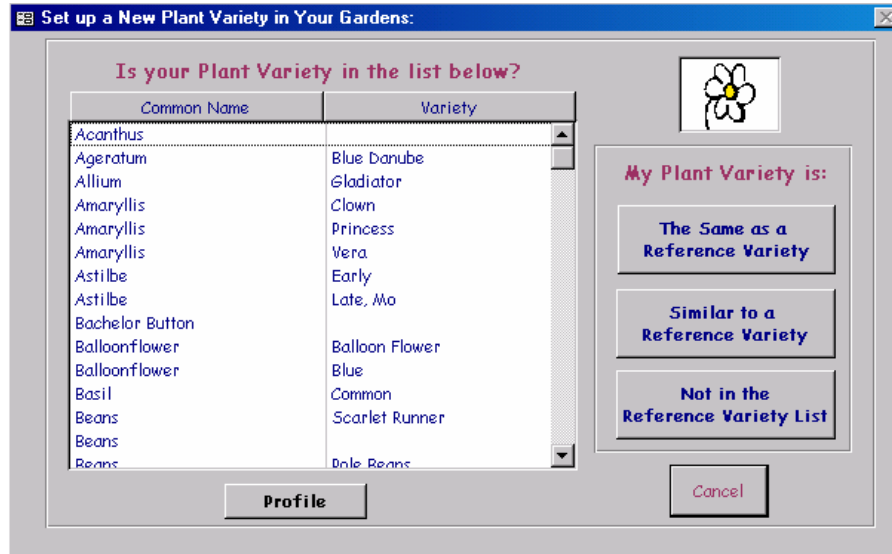
You can also enter information on Individual Plants for each of the Varieties that you tell Garden Tracker® you grow!



Plant Information Screen

The Different Scenarios When Setting up a Variety You Grow

You use the following Screen to Set up a New Plant Variety in Garden Tracker©:



Use this Screen to Add new Varieties

When you tell Garden Tracker© about a Variety that you grow, the amount of information you need to enter into the database depends on if the Plant Variety has already been added as a Reference Variety, or if the Variety information will be new to the database. There are several scenarios when adding a new variety:

Scenario:	Click this Button:	Info to Add:
The Exact Variety is Listed		My Variety Information Only
The Exact Variety is NOT Listed but, one that is very similar IS listed (Same Family, Genus, different Variety)		New Reference Variety record and My Variety Information
The Variety you grow is not in any list - It is completely new to the Reference Database.		New Reference Variety record, New Plant Species Information Record, and New My Variety Record.

Setting up Your Plant Varieties

Garden Tracker© keeps track of the plant varieties you grow in your gardens. Once you identify a Plant Variety as one that you have in your gardens, Garden Tracker© will display this variety as a choice in list boxes associated with creating labels and markers. Also, when you tell Garden Tracker© that you have performed an activity in your gardens, such as collecting seeds, Garden Tracker© will list only the varieties you have indicated that you grow, simplifying subsequent selection processes. By indicating to Garden Tracker© the Plant Varieties that you grow in your gardens, you are customizing this application to exactly match your gardening environment.



Identifying a Plant Variety as one that you grow in your gardens:

1. From the **Main Screen**, click **Gardens**
2. On the **Garden Switchboard**, click **Plants**
3. Search the List on the **My Varieties Search Screen** for the Variety you grow.
4. If the Variety is not in the list, Click **Add My Variety**

There are a few things that can happen now:

- ❖ The exact variety that you grow **is** in the list of Reference Varieties.
- ❖ The Variety you grow **is not** in the list, **but a similar variety is** listed. (Example: Marigold is in the list, but not the cultivar you have chosen)
- ❖ The Variety you grow **is not** in the list, nor is there a close match.

Setting up Your Plant Varieties

On the **Set up a New Plant Variety in Your Gardens** screen:

1) If the Variety you grow is in the list:

- a) Select the Variety in the List.
- b) Click **The Same as a Reference Variety** button.
Garden Tracker® adds a new My Variety record and associates this record to the Variety that you selected in the list.
- c) On the **Plant Varieties in My Gardens** screen, enter the specific information regarding Your Variety.
 - i You can associate a Picture, if you have one.
 - ii You can set up Individual Plants of this Variety from here.
 - iii You can enter a description particular to your experience with this Variety.

Note: The description you fill in here will print on Plant Information Cards.

Note: This Variety will inherit all the Growth and Propagation characteristics from the Reference Variety to which it is associated. You can check that information by clicking the button with the Exclamation point on it.

2) If the Variety you grow is not in the list, but a Similar Variety is in the list:

- a) Select the Similar Variety in the list.
- b) Click the **Similar to a Reference Variety** button.
- c) On the screen that appears, tell Garden Tracker® what the name of this Similar Variety is. Click the **Continue** button.
Garden Tracker® creates two new database records. A new Reference Variety record is created, based on the Variety you selected in the list. Then, a new My Variety record is created and associated to the new Reference Variety Record. You will see these new records in lists displaying Reference Variety records or My Variety Records.
- d) Garden Tracker® opens the My Variety screen so that you can fill in, or edit information.
 - i Garden Tracker® has entered the Variety Name that you defined in step c above
 - ii Garden Tracker® has also filled in growth and propagation information to match that information for the Reference Variety that this Variety is similar to.
 - iii You can associate a Picture, if you have one.
 - iv You can set up Individual Plants of this Variety from here.
 - v You can enter a description particular to your experience with this Variety.

Note: The description you fill in here will print on Plant Information Cards.

Note: The Reference Variety record has been set up to be identical to the 'Similar Variety' you had selected on the List Screen, except for the name the you entered separately. You can edit this information if you need to by clicking the button with the Exclamation Point.

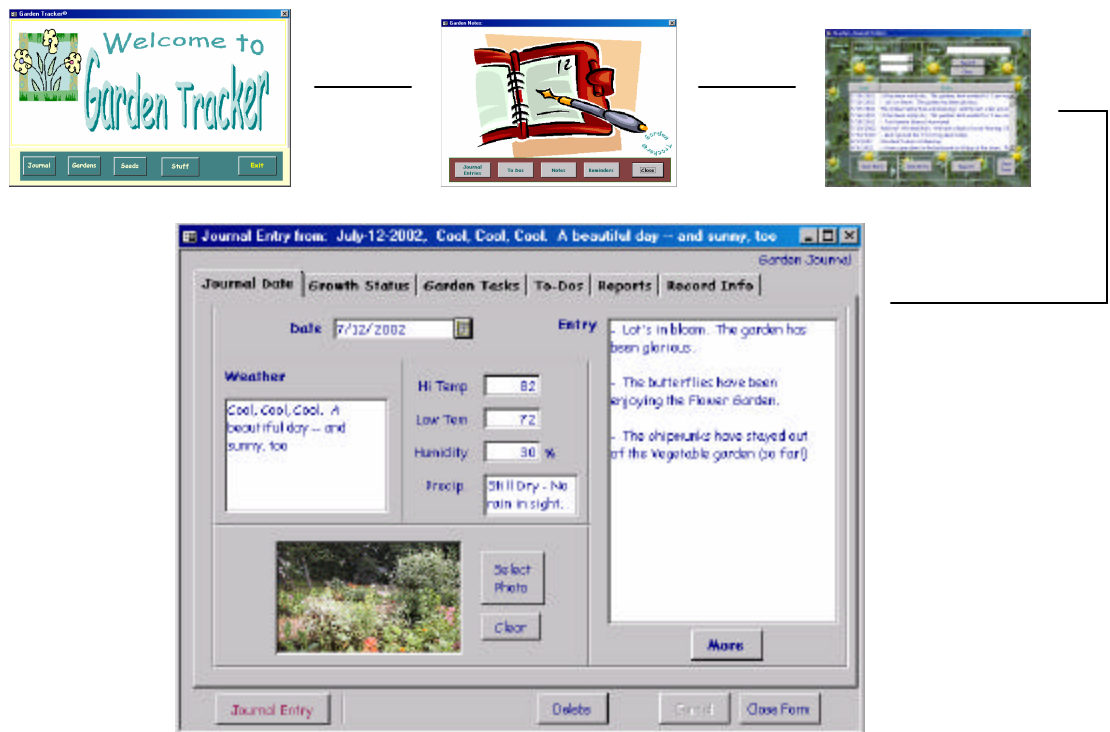
Setting up Your Plant Varieties

3) The Plant Variety is not in the list:

- a) Click the **Not in the Reference Variety list** button.
- b) Enter information on the **Plant Variety Library** screen for this new Variety.
 - i Enter the Common Name
 - If the Common Name you Enter is not in the list of common names, Garden Tracker© will take you to the screen to set up the Plant Specie Information.
 - ii Enter the Plant Specie Information if this is new to the database
 - iii Enter Variety Name, Description, Growth and Propagation data for this new Variety.
- c) When you are finished entering the Variety Information, click the **Close Form** button.
- d) Garden Tracker© takes you to the My Variety record for this new Reference Variety. Set up this information (see 2 above).

Making a Journal Entry

Garden Tracker® is an electronic garden journal. Instead of recording the notes and observations you make about your garden in a paper journal, you enter them into Garden Tracker®. You can use some of the dozen Worksheets in Garden Tracker® to help you with this process. Garden Tracker® lets you easily record your daily observations of your garden, what the weather is like, what's coming up, in bud, in bloom, or done for the season. You can also record the garden tasks you have performed on each garden each day. What's been weeded, watered, or fertilized? Make notes and reminders in the system – and Garden Tracker® will remind you of the task in the future, at the appropriate time. All of this happens by entering data into the Journal component of Garden Tracker®.



To Make a Journal Entry:

1. Navigate to the Garden Journal Screen.
2. Enter the Daily Journal Information
 - a. Using the **Daily Journal Entry Worksheet** enter:
 - i. The Date
 - ii. The Weather
 - iii. Your Journal Entry
 - b. Link a Picture of Your Garden from this date
 - i. Click Select Photo

Making a Journal Entry

- ii. Browse to a photo file
- iii. Click Open
3. Enter Plant Growth Status Information. Using the Growth Status Log Worksheet
 - a. Click on the Growth Status tab of the Journal Entry Form

The screenshot shows a software window titled "Journal Entry from: August-12-2002, It's getting hotter again! 97 degrees F today -- a...". The window has several tabs: "Journal Date", "Growth Status", "Garden Tasks", "To-Dos", "Reports", and "Record Info". The "Growth Status" tab is active, displaying a dropdown menu with "Coming Up" selected. Below the dropdown is a table with three columns: "Variety", "Color", and "Status". To the right of the table are two buttons: "Assign" and "Remove". At the bottom of the window are four buttons: "Journal Entry", "Delete", "Cancel", and "Close Form".

- b. Select a **Growth Status** from the drop-down list at the top of the screen
- c. Click the **Assign** button to go to the Journal Entry Plant Growth Status Selection Form
- d. On the Journal Entry Plant Growth Status Selection Form

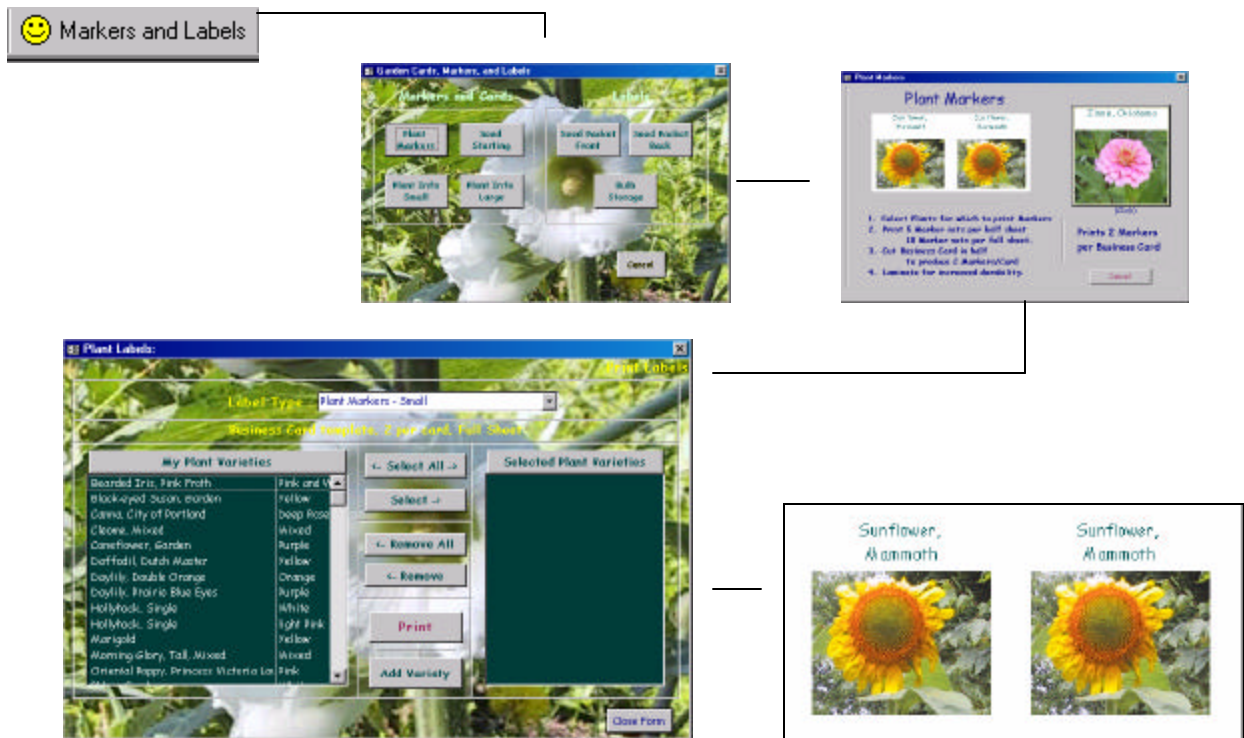
The screenshot shows a software window titled "Journal Entry Plant Growth Status". The window has a background image of a garden. At the top, there is a "Growth Status" dropdown menu with "Coming Up" selected. Below this is a table with two columns: "My Plant Varieties" and "Selected Varieties". The "My Plant Varieties" column lists various plant varieties with their colors. The "Selected Varieties" column shows "Carnia City of Portland" and "Sunflower, Mammoth" with their colors. In the center of the window are several buttons: "<- Select All ->", "Select ->", "<- Remove All", "Remove", "Assign", and "Add Variety". At the bottom are "Cancel" and "Close Form" buttons.

Making a Journal Entry

- i. Select the Varieties to which you want to assign the specific Growth Status
 - ii. Click **Select**
 - iii. Click **Assign**
 - iv. Click **Close Form** to go back to the Journal Entry Form
 - e. Repeat for each Growth Status value you want to note.
4. Enter Garden Tasks Performed Today.
Using the **Garden Task Log Worksheet**:
 - a. Click on the Garden Tasks tab of the Journal Entry Form
 - b. Select a Garden Task from the drop-down list at the top of the screen
 - c. Click the **Assign** button
 - d. On the Select Gardens form
 - i. Select the Gardens on which you performed the specified task
 - ii. Click **Select**
 - iii. Click **Assign**
 - iv. Click **Close**
 - e. Repeat for each Garden Task that you want to note
5. Enter To-Dos (future tasks)
From the Journal Entry Form you can mark existing To Dos as completed or set up New To Do items for the future:
 - a. Click the To-Do tab of the Journal Entry form
 - b. To Mark a To-Do (Task) as completed
 - i. Select the To-Do in the list
 - ii. Click **View Task**
This action takes you to the Task Form for the selected record
 - iii. Enter a **Complete Date**
 - iv. Click **Close Form** to return to the Journal Entry Form
 - c. To Enter a New To-Do
 - i. Click **New Task**
 - ii. Enter the **Task information** and a Target Date
 - iii. Click **Close Form**

Creating Plant Markers, Seed Packet Labels, Growth Charts

Part of what makes Garden Tracker® **The Complete Data Management System for Gardeners** is the ability to print customized Plant Markers and Labels directly from this application. You can take digital photos of your Plants and then immediately create personalized garden markers. Never lose a plant again! Create Plant Markers for seedlings and divisions. Create Markers and Info Cards when giving your plants or divisions to other gardeners. Create Labels, with pictures, when packaging bulbs for winter storage. Create custom Seed Packet Labels – Front and Back for seed collection and storage. Oh, the possibilities are endless! Not only will you be able to *Cultivate Your Garden Data!*, You will have the most organized garden on the block!



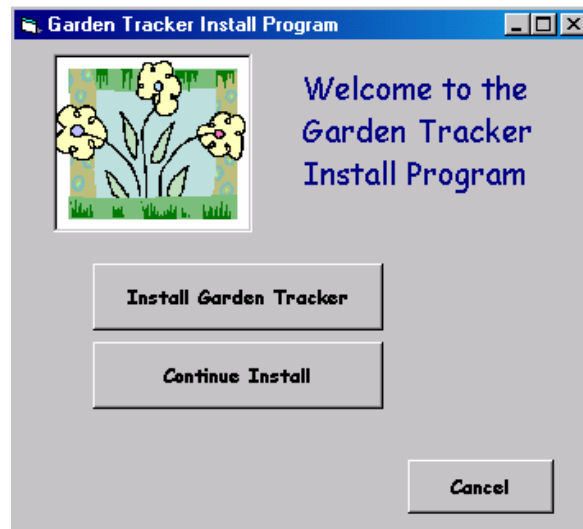
To Create Garden Tracker® Markers and Labels:

1. Navigate to the Markers and Labels Screen
2. Select the type of Marker or Label to print
3. Read the instructions, then click the button to advance to the Selection Screen.
4. Select the Plant Varieties for which you will print the Marker or Label.
5. Click Print to Preview the output
6. Click Print on the Toolbar, or use File menu, Print to Print your Marker or Label.

Installation Instructions

Please Be Patient!!

Depending on the other applications you have installed on your computer, and the processor speed of your computer, the Garden Tracker© installation process can take up to 15 minutes. This will seem like a very long time! Please be patient!



General Install Procedures:

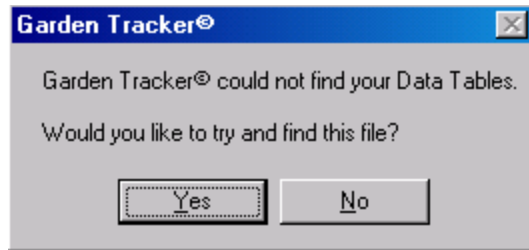
4. Place the Garden Tracker© Install Disk 1 in your computer's CD Rom drive
5. The screen shown above should appear.
(If the screen shown above does not appear, browse to your CD drive and double click on setup.exe)
6. Click the **Install Garden Tracker** button.
This will start the installation process
7. After the Installer copies the files it needs to begin installing Garden Tracker©, a screen will appear asking you where you want to install the application files.
Note: We recommend accepting the suggested path for the application files.
8. Click the **Install Now** button to install the Garden Tracker© application files.
Note: The installer may appear to pause while indicating only 2-5% complete.
Don't do Anything!
All of a sudden, the status bar will jump to 95% complete!

Windows 98 and Windows XP may require an initial reboot after those versions of Windows install several Windows specific files. Follow the prompts as they appear.

Installation Instructions

Using Garden Tracker© for the First Time:

1. From the Windows Start Menu, Go to Programs, then Garden Tracker©
Click to start the application
2. You might see a message that the application can't find the data files

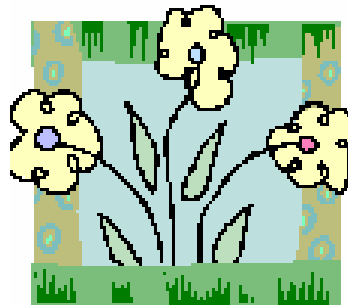


If this message appears, Click **Yes**

3. Browse to the folder where Garden Tracker© was installed
If you accepted the default path, this will be **C:\Program Files\Garden Tracker**
4. Select **!Garden_Tracker_Data.mdb**
5. Click **Open**
6. You should now be ready to start *Cultivating Your Garden Data!*

More Info!

To find more information about using Garden Tracker®, please check out our website at www.help.gardentracker.com. We update this site often, and include answers to Frequently Asked Questions (FAQ) there also. In addition, we would appreciate it if you would email us any questions you have regarding Garden Tracker®. This gives us an idea of how users are doing with Garden Tracker®. Also, we love to hear ideas for new features! As we believe that software development is an evolutionary process, you can be sure that we are already tracking new features and enhancements for Garden Tracker®. If an idea of yours is incorporated into the next version, we will send you that new version for free – so, be sure to let us know what you think!



For More Info:

9. www.help.gardentracker.com
10. Email:
 - a. info@gardentracker.com
 - b. help@gardentracker.com

Happy Tracking!