

Secretariat of the Pacific Community: Plant Protection Service
Information Management Training
for Quarantine & Plant Protection Staff

Pest List Database for the Pacific : Exercises

Installing the PLD

1. Read the PLD User's Manual Section 1.2 'Installing the System' completely.
2. Install the PLD from the CD or network on to the fixed disk of your PC.

In the following exercises, make full use of the Users Guide. If you come across anything that is unclear or incomplete, mark the place in the Guide and inform a resource person.

Exploring the PLD

3. Open the PLD and observe the opening menu. Which version do you see?

Version : _____

4. The first two items are 'Pest Occurrences' and 'Pest Interceptions'. Recall our earlier discussion and say in your own words what is the difference between these two.

Reports : Pest Lists

- Check the print-out of this morning's Powerpoint presentation. Read the two slides titled 'The PLD in Action' and then on the next page the one titled 'International Plant Protection Convention (Article 7.2)'.
 - Look in the User Manual, Section 2.1.1: Pest Lists. Read the first paragraph "A key use of these reports is
 - Now you know why we need Pest Lists. Let us prepare one and have a look at it.
5. **Pest Lists** : Pest Lists: Your country wishes to export taro to New Zealand, whose authorities have asked us to provide a pest list of all recorded pests of this crop in your country. We will use the PLD to prepare an appropriate report.

First we need to find the scientific name of taro. Go to the opening menu. Select 'Common Names of Pests and Hosts' and follow the instructions to get the scientific name.

- a. What is the scientific name of taro? _____

Now go to Reports, select Pest Lists and choose one that you think will answer the above need. Follow the instructions on the screen.

- b. How many pest occurrence records are reported? _____
- c. How many disease records (fungi and bacteria) were there? _____
- d. Often we would like to print such a report but before doing so it is wise to check how many pages it has: some reports can have 50 or more pages. Look at the top of the report to see how many pages it has: record the number here: _____
- e. If you have access to a printer, print out your report.

Data Entry and Data Edit

Read the User's Guide, introduction to Section 2.2: Data Entry and Edit.

6. The following pest occurrences were reported in Davis, R. " The Plant Disease Survey of [your country]", 14-25 February 2003, Internal Report, SPC Plant Protection Service, Nabua. Please enter the records into your country Pest List Database.

First check whether (a) the Hosts, (b) the Pests and (c) the reference, are already in the system and if not, put them in their respective tables with the appropriate Data Entry forms. Then enter the new occurrences using the Occurrences data entry form.

New country pest records

	Pest	Host	Site	Symptoms
1.	Cucumovirus Cucumber mosaic virus	Cucurbita moschata	Fono farm	mosaic normal symptoms
2.	Phytophthora sp.	Carica papaya	Fono farm	rotten roots, yellow leaves
3.	Potyvirus Peanut mottle virus	Arachis hypogaea	Fono farm	
4.	Potyvirus Papaya ringspot virus	Cucurbita maxima	Fono farm	
5.	Potyvirus Passionfruit woodiness virus	Passiflora foetida	Fono farm	
6.	Potyvirus Dasheen mosaic virus	Colocasia esculenta	Fono farm	
7.	Potyvirus Watermelon mosaic 2 virus	Citrullus lanatus	Fono farm	

7. Handling Survey Data.

(Quarantine personnel can move to the section ‘Handling Quarantine Data’ below)

- a) Read Section 2.2.6 Entering Pest Survey Records for Diagnosis.
- b) Note the last two points (below) in this question and keep them in mind.
- c) You have just spent the day in the field and collected the following following pests according to the records in your field book:

	Pest	Host	Your Collection No.	Comments
1.	Unknown	Musa sp.	[Your initials +] 001	
2.	Unknown	Hedychium flavum roxb.	[Your initials +] 002	
3.	Unknown	Lycopersicon esculentum	[Your initials +] 003	
4.	Unknown	Morinda citrifolia	[Your initials +] 004	
5.	Unknown	Solanum melongena	[Your initials +] 005	

- d) Enter the records in the form ‘Enter New Occurrences of a Pest’
- e) Print out Pest Survey Diagnosis Report for your survey records.
- f) Some weeks later you receive back the identifications of your specimens as follows:

Your Collection No.	Pest
001	Banana streak virus
002	Badnavirus Taro baciliform virus
003	Cucumovirus Cucumber mosaic virus
004	Closterovirus Citrus tristeza virus
005	Comovirus Squash mosaic virus

- g) Enter these results in the occurrence records of your collected specimens.
- h) Give two things you liked about this feature:

- i) Give two things ways in which you think this feature might be improved:

8. You get to meet a major exporter and tell him about the PLD and how it will greatly facilitate the export trade. He listens carefully and then says with some alarm that it could wreck trade

if people can enter pest records into the system before their correct identification is confirmed by an expert. What could you say to reassure him on this point? (Tip: check the manual and see if it has anything on Public records)

Reports : for Quarantine Interceptions

Select 'Pest Interceptions' on the main menu. Examine the new menu and see two reports and two options for adding or editing data. Let us start looking at the reports.

9. Select the Quarantine report 'Interceptions for the Month'. Use **February 2002** as the month – because we have entered some fictitious data for this month. Examine the report. Write a note to a colleague who was unable to attend the workshop, describing what the report covers, and how it could be used in quarantine work.

10. Select 'Pest Interceptions' on the main menu, and then the Quarantine report Interceptions from a Country. Use **Australia** as the country, and **February 2002** as the month – because we have entered some fictitious data for this country and month. Examine this report. As before write a note to a colleague who was unable to attend the workshop, describing what the report covers, and how you would use it in quarantine work.

What is next?

Any information system can generate outputs only if data has first been entered into it. We will now look at how to enter data.

Data Entry: Quarantine Interceptions

11. Entering Quarantine Data

- a) Read Section 2.3 Using the System : Pest Interceptions
- b) Note the points (f) & (g) below in this question and keep them in mind.
- c) Enter 10 Interception Records: Five from Flight NZ 49 from Auckland on 10 Sept 02, and five from the Princess Anaconda from Fiji on 20 Sept 02. Fill most of the fields.
- d) Print out an Administrative Report for all of the interceptions for the month of Sept 2002.
- e) Print out a report for New Zealand listing all interceptions from that country for the month of Sept 2002.
- f) Give two things you liked about this feature:

- g) Give two things ways in which you think this feature might be improved to fit your current quarantine work practices.

Review

So far we have looked at two types of outputs:

- Quarantine Interception Reports (2)
- Pest List for a selected crop

12. Who do you think is the intended recipient for these three reports:

a) Quarantine Interception Monthly Report

b) Quarantine Interceptions by Country

c) Pest list for a selected crop

Aspects of the PLD System¹

13. The Menu System (called 'Switchboard' in Access Database)

You might accidentally close the main (startup) menu. Find out from the User Manual how to make it reappear. Tip: check the index for an appropriate entry. Describe here what you did and whether you successfully retrieved the Menu.

¹ These aspects can be used by most users. For System Managers, who usually are experienced users with knowledge of Microsoft Access database software, a System Manager's Manual is available.

14. Read Section 4.1.3: Using Find. Open a Form or a Table and experiment with using The 'Find' command. Make a comment of your experience
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System Maintenance

15. Read the three parts of Section 4.2: System Maintenance in the User Manual. Here we will practice the last part: Compacting the Database
- ◆ Close your PLD, but not Access. Follow the instructions in the User Manual. Before you delete the old database record its size, and the size of the new one.

Size of old database: _____ Size of new, compacted, database: _____

Tip: A 3.5 diskette holds 1.4 MB. A CD holds about 600 MB.

Using the Database Window

16. The Database Window is useful when Data Processing – go this section (see the Contents) and find the sub-section on the Database Window and read this.
- ◆ See the note on the opening menu ('Main Switchboard') to open the Database Window, and do as it suggests.
 - ◆ Now you see that the Pest Lists database contains many database objects: tables, forms, queries, and reports. (We do not use macros and modules)
 - ◆ Select the Forms tab. Select any form and click on the 'open' button. You will see the form exactly as if it had been selected from the menu system. Close the form.
 - ◆ Select the Report tab. As with Forms, select a report and see that it appears exactly as with the Menu system. Close the report.
17. Queries are different. They are used to select particular records and particular fields from those records, and they can select from more than one table.
- ◆ Select the Queries tab, and select the query 'Q Occurrences Public'. Click on Design. Which tables do you see in the upper part of the design grid?
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18. Now click on the 'View' icon at the top left of the window (the word 'View' will appear if you position the cursor on the icon) and switch to Datasheet View. Each row is a record, each column a field. Look carefully along a row and notice that there are fields from each of the three tables. Record below one field from each of the three tables:

<i>Table</i>	<i>Field</i>

Close the query.

19. Read Section 2.1.4: Designing Queries for Answering Particular Questions. Follow the instructions and create and print the report. Write your name on it.
20. Keep a record of problems, difficulties, and suggestions for improvement. Use a new sheet if necessary.
