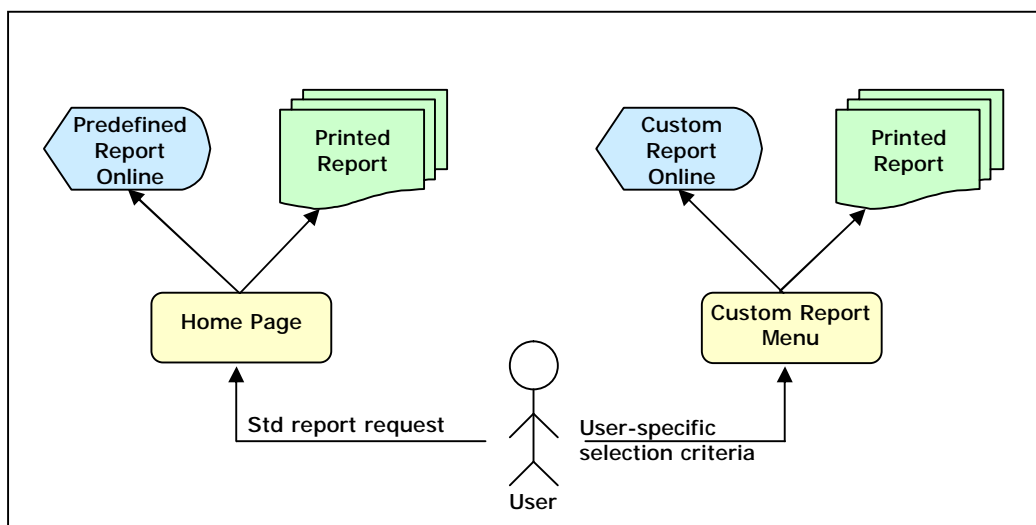


# Plant Accession Reports

## Introduction

The Plant Accession Application provides a rich set of reports that provide both online and printed listing of plants. A set of predefined reports are available so that users can quickly get varied views of accessioned plants with the click of the mouse. On many of the reports, a single-click link is provided – resulting in the rapid presentation of plant images and other information provided via a *Google* search. For those wanting to get their own unique listing of accessioned plants, a selection menu is provided to enable them to create a customized view of accessioned plants. Figure 1 below shows an overview of plant reporting within the Plant Accession Application and is followed by a more detailed discussion of predefined and custom reports. Tables 1 and 2 show additional specifications for predefined and custom reports.



**Figure 1: Plant Accession Reporting**

## Predefined Reports

Predefined reports are available directly from the Accession Home Page. These reports show selected *live* plants in a predefined format. The eight available predefined reports are listed below and details can be found in Table 1.

1. Plants by Name
2. Plants by Garden
3. Coniferous Trees
4. Non-coniferous Trees
5. Shrubs
6. Perennials
7. All Other Plant Types
8. Plants Blooming This Month

## Custom Reports

A second set of reports is available by using the Custom Report Menu. You can get to this menu, but selecting “Custom Report” on the Accession Home Page. The Custom Menu allows you to input your own unique set of selection criteria as well as your own

# Plant Accession Reports

sort order criteria. By default, if you do not change any of the pre-assigned values on the Custom Menu, you will select all live plants and they will be displayed in order by botanical name.

In addition to the specifying the selection criteria, you can specify a report *format*. The available report formats are listed below and details can be found in Table 2.

1. Name List
2. By Garden
3. Details
4. By Accession – Details
5. Condensed
6. By Accession – Condensed
7. Update List
8. Accession Records

## Tip

If possible, use the “Zoom” capability of your browser to decrease the size of the font displayed on the reports. This will enable you to get more on your screen and get a better overview of the data on each report.

## Change Log

**11/27/2010** – added the “Accession Records” report. This report shows one record per page and it mimics both the data input sheet and the online input form.

## Plant Accession Reports

**Table 1: Predefined Reports**

Report Name	Accessible Via	Sort Order	Selection Criteria (What is on the Report)	Pictures Available**	Typical Fields Shown	Comments
Plants by Name	Accession Home	1. Genus 2. Species 3. Garden* 4. Form (Tree, Shrub, etc)	All live plants	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	Paginated report available for printing
Plants by Garden	Accession Home	1. Garden* 2. Genus 3. Species 4. Form (Tree, Shrub, etc)	All live plants	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>
Coniferous Trees	Accession Home	1. Genus 2. Species 3. Garden*	All live conifers	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>
Non-coniferous Trees	Accession Home	1. Genus 2. Species 3. Garden*	All live non-conifers	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>
Shrubs	Accession Home	1. Genus 2. Species 3. Garden*	All live shrubs	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>
Perennials	Accession Home	1. Genus 2. Species 3. Garden*	All live perennials	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>

## Plant Accession Reports

**Table 1: Predefined Reports**

Report Name	Accessible Via	Sort Order	Selection Criteria (What is on the Report)	Pictures Available**	Typical Fields Shown	Comments
All Other Plant Types	Accession Home	1. Genus 2. Species 3. Garden* 4. Form (Tree, Shrub, etc)	All other live plant types	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>
Plants Blooming This Month	Accession Home	1. Genus 2. Species 3. Garden* 4. Form (Tree, Shrub, etc)	All live plants blooming this month. Note that many plants do not have a bloom date provided in the database, so they would not be selected.	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Paginated report available for printing</li> <li>• Same format as Plants by Name</li> </ul>

\* If more than one location, only the first is used

\*\* Retrieves pictures from Internet using Google search

**Table 2: Custom Reports**

Report Format	Accessible Via	Sort Order	Selection Criteria (What is on the Report)	Pictures Available**	Typical Fields Shown	Comments
Name List	Custom Report Menu	<ul style="list-style-type: none"> <li>• Defined by user</li> <li>• Default order shown on menu</li> </ul>	Defined by user. By default – all live plants.	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	
By Garden	Custom Report Menu	<ul style="list-style-type: none"> <li>• Always sorts by garden* first</li> <li>• Then uses criteria supplied by user.</li> </ul>	Defined by user. By default – all live plants	Yes	<ul style="list-style-type: none"> <li>• Names</li> <li>• Notes</li> <li>• Location</li> <li>• Bloom Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Sorts on first garden only</li> <li>• Handy for selecting a collection of plants and then showing subsets of the collection by garden</li> </ul>
Details	Custom Report Menu	<ul style="list-style-type: none"> <li>• Defined by user</li> <li>• Default order shown on menu.</li> </ul>	Defined by user. By default – all live plants	No	Almost all fields	<ul style="list-style-type: none"> <li>• Primarily used for detailed audit and analysis of plant records</li> <li>• Link always available to individual plant record, which shows all data</li> </ul>

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<b>Table 2: Custom Reports</b>						
<b>Report Format</b>	<b>Accessible Via</b>	<b>Sort Order</b>	<b>Selection Criteria (What is on the Report)</b>	<b>Pictures Available**</b>	<b>Typical Fields Shown</b>	<b>Comments</b>
By Accession – Details	Custom Report Menu	<ul style="list-style-type: none"> <li>Sorts by accession number automatically</li> <li>Ignores any user-supplied sort criteria.</li> </ul>	Defined by user. By default – all live plants	No	Almost all fields	<ul style="list-style-type: none"> <li>Content and use the same as Details Report</li> <li>Automatically sorted by accession number</li> <li>All other sort criteria is ignored</li> <li>Link always available to individual plant record, which shows all data</li> </ul>
Condensed	Custom Report Menu	<ul style="list-style-type: none"> <li>Defined by user</li> <li>Default order shown on menu.</li> </ul>	Defined by user. By default – all live plants	No	<ul style="list-style-type: none"> <li>Name</li> <li>Accession #</li> <li>Location</li> <li>Dates</li> </ul>	<ul style="list-style-type: none"> <li>Shows one line per record whereas all other reports require more than one line per record</li> <li>Enables quick audit and review of the records selected</li> <li>Link to form showing all fields is available if user has update authority</li> </ul>
By Accession – Condensed	Custom Report Menu	<ul style="list-style-type: none"> <li>Sorts by accession # automatically</li> <li>Ignores any user-supplied sort criteria</li> </ul>	Defined by user. By default – all live plants	No	<ul style="list-style-type: none"> <li>Name</li> <li>Accession #</li> <li>Location</li> <li>Dates</li> </ul>	<ul style="list-style-type: none"> <li>Content and use same as Condensed Report</li> <li>Automatically sorted by accession number</li> <li>All other sort criteria is ignored.</li> </ul>
Update List	Custom Report Menu	<ul style="list-style-type: none"> <li>Defined by user</li> <li>Default order shown on menu</li> </ul>	Defined by user. By default – all live plants. Limit of 50 records per report.	Yes	<ul style="list-style-type: none"> <li>Name</li> <li>Bloom Date</li> <li>Notes</li> </ul>	<ul style="list-style-type: none"> <li>Update authority required</li> <li>Designed to do quick update of notes and/or bloom dates</li> <li>Can modify all, some, or no records on the screen and then update via a single click</li> <li>Selection is automatically limited to no more than 50 records</li> </ul>
Accession Records	Custom Report Menu	<ul style="list-style-type: none"> <li>Defined by user</li> <li>Default order shown on the menu</li> </ul>	Default is all live plants User can define their own unique selection criteria	No	<ul style="list-style-type: none"> <li>All fields</li> </ul>	<ul style="list-style-type: none"> <li>Shows one record per page</li> <li>Format the same as the data sheet and input form.</li> </ul>

\* If more than one location, only the first is used

\*\* Retrieves pictures from Internet using Google search