



PEST DAMAGE RECORDS (PDR) DATABASE USER GUIDE ACCOUNT MANAGEMENT

PLANT DATA ANALYSIS SERVICES

Amber Durant
Maegan Salinas
Matthew Warren
Drew Gilberti
Michelle Owino

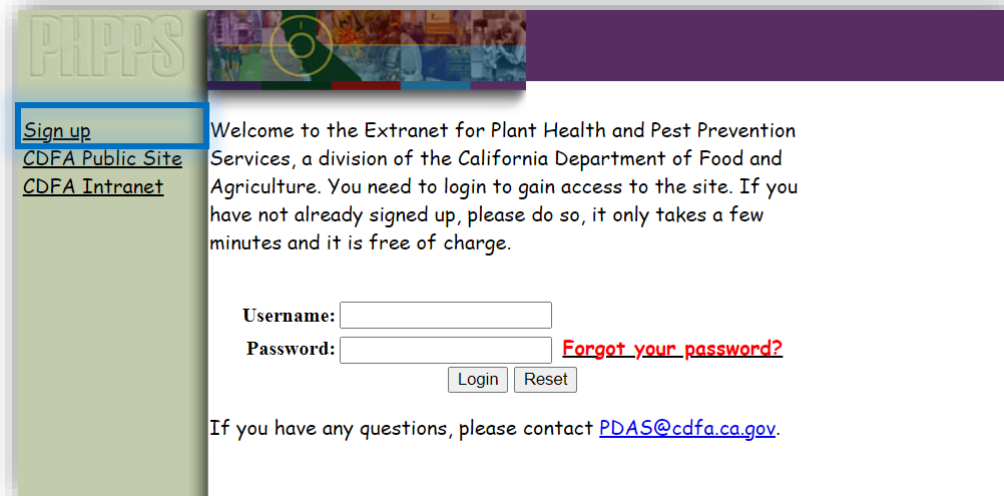
Contents

This user management guide is designed to provide clear, step-by-step instructions to help you manage your PHPPS account efficiently. It provides details of how to sign up, reset passwords and update user profiles.

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Signing Up as a New User

1. To begin the signing up process, go to the [PHPPS extranet home page](#) and click on the “Sign up” link on the left side bar of the website.



The screenshot shows the PHPPS Extranet home page. On the left, there is a navigation menu with links for "Sign up", "CDFA Public Site", and "CDFA Intranet". The "Sign up" link is highlighted. The main content area contains a welcome message: "Welcome to the Extranet for Plant Health and Pest Prevention Services, a division of the California Department of Food and Agriculture. You need to login to gain access to the site. If you have not already signed up, please do so, it only takes a few minutes and it is free of charge." Below this message are input fields for "Username:" and "Password:". To the right of the password field is a red link that says "Forgot your password?". Below the input fields are "Login" and "Reset" buttons. At the bottom, there is a note: "If you have any questions, please contact PDAS@cdfa.ca.gov."

2. You will be directed to the PHPPS New User Sign Up page to fill out a form providing basic user information.



The screenshot shows the "PHPPS New User Sign Up Form (Not for Public)". The form includes the following text: "If you are not a Federal, State or County government employee or not an agency affiliated with CDFA, do not use this form. Please contact: PDAS@CDFA.CA.GOV". Below this is a paragraph: "This is the registration form for the Plant Health and Pest Prevention Services' Extranet site. After you complete this form, you will have completed the first step in setting up your user account for this site." Another paragraph states: "This site requires that Java scripting must be allowed, and pop-up windows not blocked." The form then asks the user to "Please use the following guidelines to create a username." It provides two examples: "Firstname.Lastname i.e. Blue.Sky" and "If above is already taken, use: Firstname.Middle-Initial.Lastname i.e. Blue.C.Sky". A dashed line separates this section from the next. The next section is titled "Fill in All Required Information:" and contains a label "Username: (Follow the above format to create a username.)" followed by an empty input field.

Signing Up as a New User

3. Follow the directions on the page and enter in your business contact information.

- **Username** - Username format is Firstname.Lastname or Firstname.Middle-Initial.Lastname, if the first option is not available.
Example: Jane.Doe, John.Doe or Jane.C.Doe
- **First Name** – Your first name with the first letter capitalized.
- **Middle Name** – This is not required, but you can enter middle name with first letter capitalized.
- **Last Name** – Your last name with the first letter capitalized.
- **Email Address** – Enter work email only. No personal e-mail addresses.
- **Organization** – Select from the options available. Depending on selection, additional drop-down menus will appear to further narrow your affiliation. Examples are provided on the pages that follow.

Fill in All Required Information:

Username: (Follow the above format to create a username.)

First Name: (Capitalize the first letter of your first name.)

Middle Name: (Capitalize the first letter of your middle name.)

Last Name: (Capitalize the first letter of your last name.)

Email Address: (Email address format example: user@somewhere.com)

Organization: (Please pick your primary affiliation. If it is not listed, please pick "Public" for now and email us your Organization.)

Signing Up as a New User: Organization Example

Email Address: (Email address format example: user@somewhere.com)

Organization: (Please pick your primary affiliation. If it is not listed, please pick "Public")

Select One

Organization: (Please pick your primary affiliation. If it is not listed, please pick "Public" for now and email us your Organization.)

Select One

- Select One
- Agriculture Related Industry
- BugCrowd
- CA Local Government, Ag Related
- CA State and Local Government, Non Ag Related
- California Department of Food and Agriculture
- CDFA Contractor
- County Agricultural Commissioner**
- Educational
- Other Country Ag Departments
- Other Country, Non Ag
- Other State Ag Departments
- Other State and Local Government, Non Ag Related
- Public
- USDA
- USDA Govt. Contractor

Organization: (Please pick your primary affiliation. If it is not listed, please pick "Public" for now and email us your Organization.)

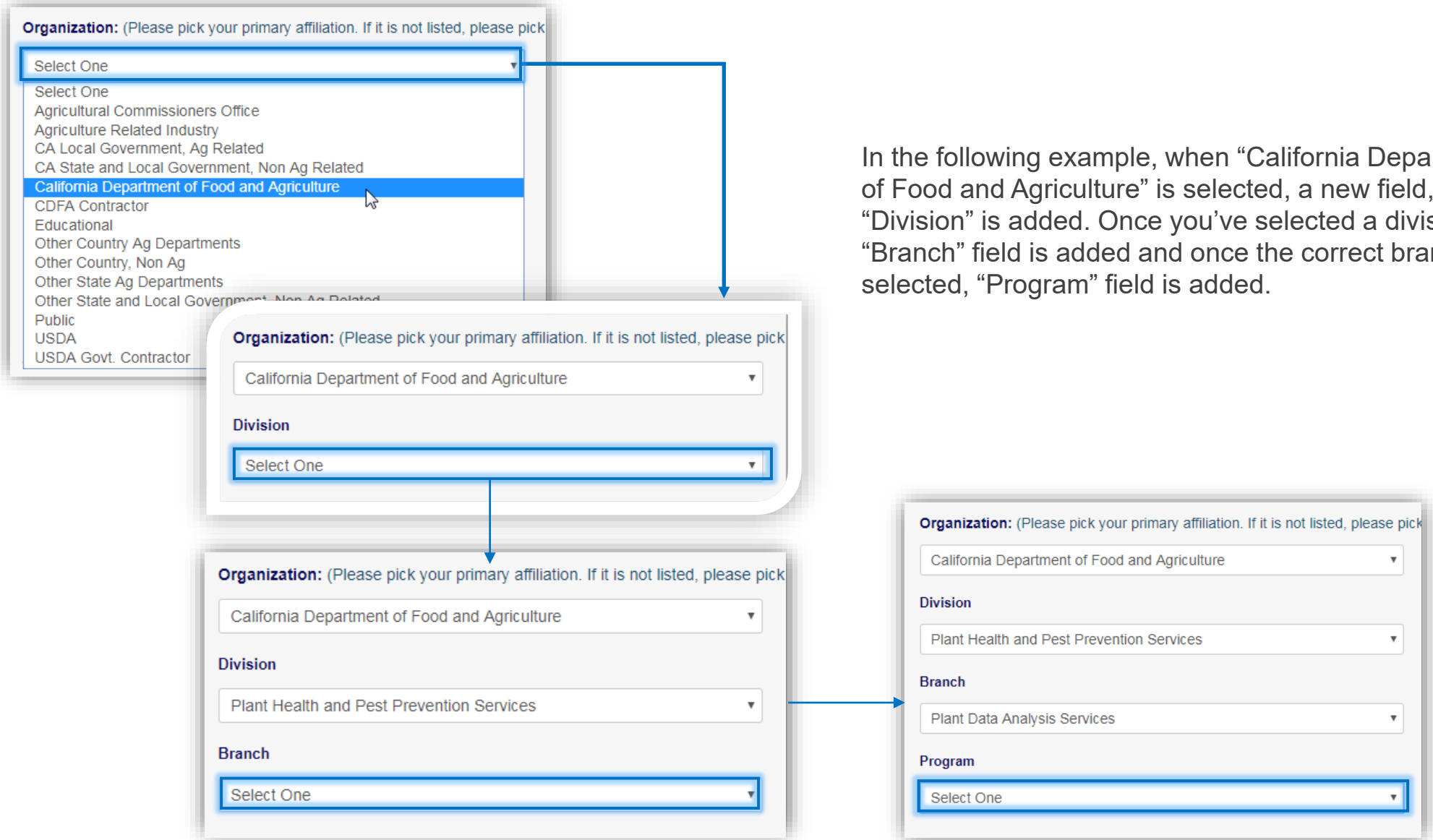
County Agricultural Commissioner

County

Select One

In the following example, when “County Agriculture Commissioner” is selected, a new field, “County” is added.

Signing Up as a New User: Organization Example



In the following example, when “California Department of Food and Agriculture” is selected, a new field, “Division” is added. Once you’ve selected a division, “Branch” field is added and once the correct branch is selected, “Program” field is added.

Signing Up as a New User

- **Phone Number** – Enter work phone number only.
- **Fax Number** – Enter work fax number if available. This is not a required field.
- **Address/City** – Enter in your business address. The address is not a required field.
- **Location** – Select your location from the options available. A list of locations can be found [here](#)
Note: If you are a county employee, your location code will be a number. CDFCA employees will have an alphabetic location code.
- **State** – Select your state. Default is California. This is not a required field.
- **Zip code** – Enter your work zip code.
- **Country** – Enter country. Default is USA. This is not a required field.

Phone Number:

Fax Number:

Address:

City:

Location: **(Attention!)**
* For County Agricultural Commissioner's Office users only, select county name and county number, ie: "San Diego (37)"
* For Border Station users, select Border Station name and location code, ie: "Truckee (TR)"
* For CDFCA employee, select your office city location code, ie: "Meadowview (MV)" or "Los Angeles (LA)" or "San Diego (SD)", etc.
* If you are a public entity or you do not find a location match, select "Public (PB)" or "Unknown (UN)"
Contact PDAS@cdfa.ca.gov if you have a specific question regarding the location code.

State:

Zip Code:

Country:

Location

Note the difference between two-letter and two-digit codes. Please confirm that you are selecting the correct location.

Example: If you are a Fresno county employee you'd select "10," for Fresno. If CDFA employee you'd select "FR," and for Fresno CPDPD employee you'd select "FR8."

County Agriculture Commissioner Office Codes

01 Alameda	21 Marin	40 San Luis Obispo
02 Alpine	22 Mariposa	41 San Mateo
03 Amador	23 Mendocino	42 Santa Barbara
04 Butte	24 Merced	43 Santa Clara
05 Calaveras	25 Modoc	44 Santa Cruz
06 Colusa	26 Mono	45 Shasta
07 Contra Costa	27 Monterey	46 Sierra
08 Del Norte	28 Napa	47 Siskiyou
09 El Dorado	29 Nevada	48 Solano
10 Fresno	30 Orange	49 Sonoma
11 Glenn	31 Placer	50 Stanislaus
12 Humboldt	32 Plumas	51 Sutter
13 Imperial	33 Riverside	52 Tehama
14 Inyo	34 Sacramento	53 Trinity
15 Kern	35 San Benito	54 Tulare
16 Kings	36 San Bernardino	55 Tuolumne
17 Lake	37 San Diego	56 Ventura
18 Lassen	38 San Francisco	57 Yolo
19 Los Angeles	39 San Joaquin	58 Yuba
20 Madera		

CDFA/Other CA Government/Contractor

AH Anaheim	LM Lompoc	SD8 San Diego CPDPD
AL Alturas	LV Long Valley	SE Seminis Vegetable Seeds - Oxnard
AM Los Alamitos	MD Modesto	SF San Francisco
AV Arvin - Pierce's Disease	ME Meyers	SG San Gabriel
AY Albany	ML Moss Landing	SH Shafter
BE Benton	MP Mountain Pass	SH8 Shafter CPDPD
BL Blythe	MR San Rafael, Marin	SJ San Jose
BU Buellton	MV Meadowview	SJ8 San Jose CPDPD
CDFA In Transit	NE Needles	SM San Marcos
CE Commerce	NP Napa	SN San Diego - PE
CE8 Commerce CPDPD	NT Ontario	SP San Pedro
CL CLAMP	PB Public	SR Smith River
CM Costa Mesa	PD Palm Desert	TR Truckee
CR Camarillo	PD8 Palm Desert CPDPD	TU Tulelake
CR8 Camarillo CPDPD	R1 Fish and Game	TZ Topaz
CS Cerritos	R2 Fish and Game	UN Unknown
CS8 Cerritos CPDPD	R3 Fish and Game	UP Upland USDA
CV Cloverdale	R4 Fish and Game	UP8 Upland CPDPD
DR Doris	R5 Fish and Game	USDA, APHIS Long Beach
EC El Centro	R6 Fish and Game	USDA, APHIS Upland (U3)
FR Fresno	R7 Fish and Game	USDA, California North Region (U2)
FR8 Fresno CPDPD	RE Redding	USDA, California South Region (U1)
GT Goleta	RH Redwood Highway	VA Visalia - CRB
HA Hawthorne	RS Riverside	VL Vidal
HB Hornbrook	RS8 Riverside CPDPD - Cridge St & Mt Rubidoux	VN Van Nuys
LA Los Angeles	RV Riverside - CRB	VS Visalia
LG Lemon Grove	RV8 Riverside CPDPD - Research Park Dr	VS8 Visalia CPDPD
LH Lincoln Heights	SA Sacramento	WH Winterhaven
LH8 Lincoln Heights CPDPD	SA8 Sacramento CPDPD	WT Watsonville
LL Bell	SD San Diego	YE Yermo

Signing Up as a New User

4. Use the instructions on the page to select the appropriate sections for the level(s) of access being requested for Pest Damage Record (PDR) and Pest Exclusion Information Management (PEIM) databases.

Note: To request supervisor access, users must email PDAS at PDAS@cdfa.ca.gov

5. Once you have entered all the required user info click "Submit."

Note: Activation can take up to 72 business hours upon supervisory approval.


Mark Access Requesting:

PDR User:

▪ PDR user - ability to enter information into the PDR system

PEIM User: **PEIM Officer:**
▪ PEIM user - ability to create Notice of Rejections (NOR)
▪ PEIM officer - ability to sign/issue NOR

Submit


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Signing Up as a New User

Note: You will know the request for a PHPPS user account has been successfully submitted when you see a message stating that the “registration information has been successfully submitted.”

Once your account has been approved by your manager/supervisor and activated by IT, you will receive an email with instructions on how to set up a password for your account.

Follow the instructions to complete the sign-up process.

Your registration information has been submitted successfully.

If you are from a County Agricultural Commissioner's Office, an alert message has been sent to the location supervisor(s) to approve your request.

Please allow up to 3 business days for your request to be processed.

Contact PDAS at pdas@cdfa.ca.gov if you have any questions regarding your sign-up.

Attention needed! Please complete your PHPPS Account setup.



noreply@cdfa.ca.gov

To PDAS

Cc Lukose, Vivin@CDFA; Ma, Alex@CDFA

Retention Policy CDFA Retention Policy (3 months)

Expires 7/23/2024

Follow up. Start by Monday, April 22, 2024. Due by Monday, April 22, 2024.



Mon 11:43 AM

Hello Pdas.Test,

Your PHPPS ExtraNet account has been verified and approved by your supervisor for access.

Please follow the link below to setup a password for your account.

Password Setup link: <https://phpps-iac.cdfa.ca.gov/passwordreset/>

Resetting your Password

1. To reset password, go to the [PHPPS Extranet home page](#) and click on the “Forgot your password” link.
2. You will be directed to the PHPPS Login Password Reset page. Enter the username associated with the account and click on the “Submit” button. You will receive instructions in your email, if you are registered.

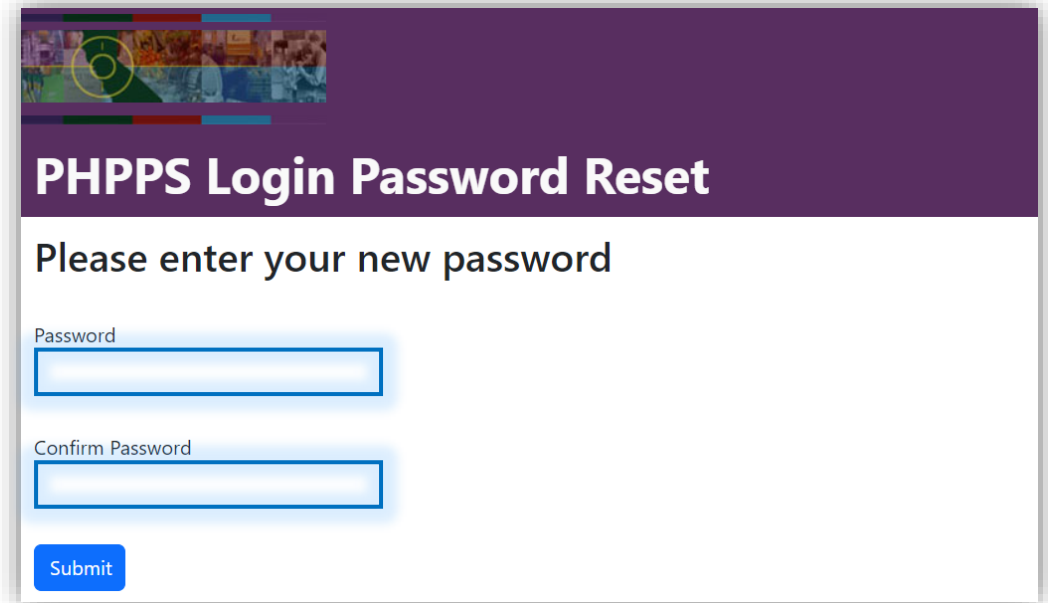
Here is the direct reset link:

<https://phpps-iac.cdfa.ca.gov/passwordreset>

Resetting your Password

3. Click on the link provided in the email to be directed to a page where you can enter a new password. On the password reset page, enter a new password that meets the specified criteria.
4. Once you have chosen and confirmed your new password, submit the form to save the changes. Password reset is successful when you receive the message stating that “your password is reset successfully.”

Note: Password must have 8 or more characters and must have at least 1 uppercase, 1 lowercase, 1 numeric and 1 special character - @\$!%?*

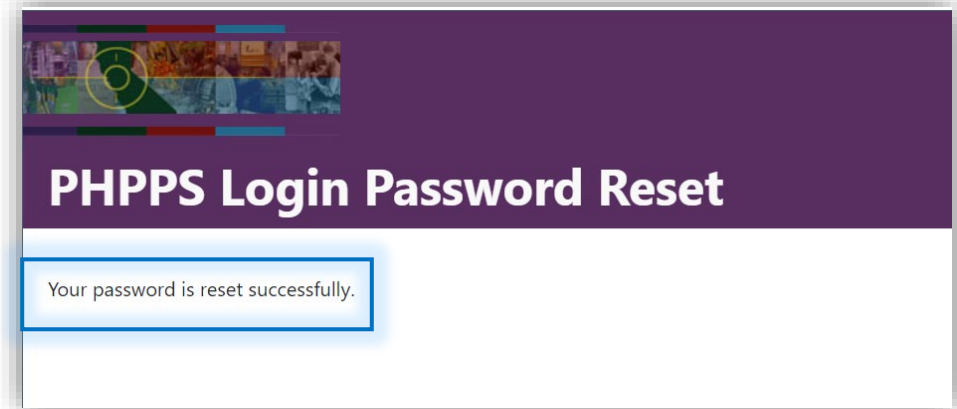


PHPPS Login Password Reset

Please enter your new password

Password

Confirm Password



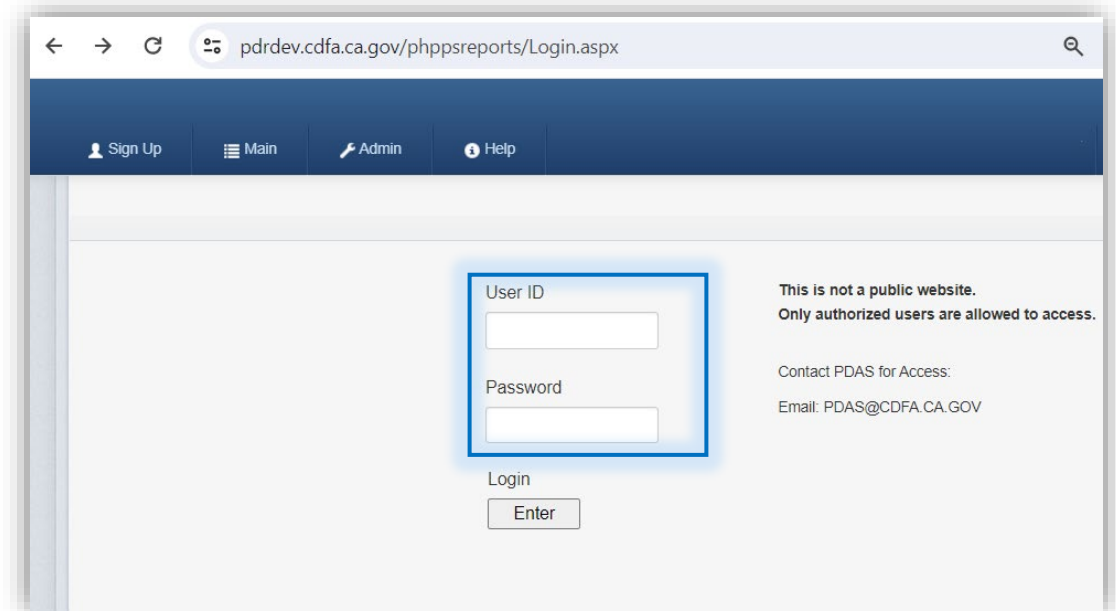
PHPPS Login Password Reset

Your password is reset successfully.

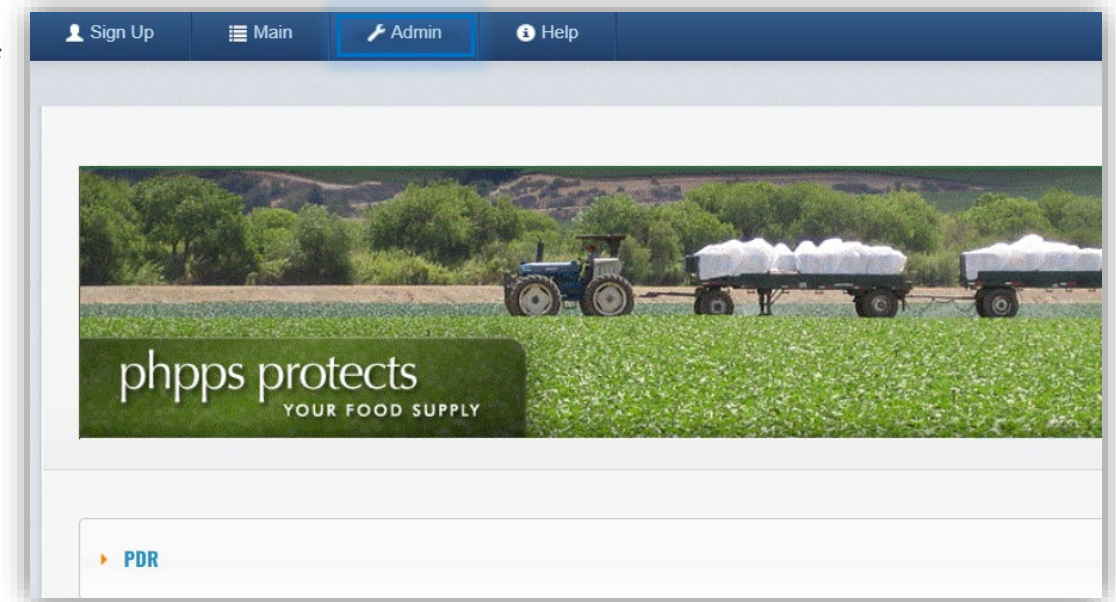
Updating/Approving User Profile

Follow the instructions below to approve or update a user profile.

1. To begin, go to the [PHPPS reports page](#) and sign in with user ID and password. This is the same username and password used for the PHPPS extranet.
2. Once signed in, click on the “Admin” link at the top of the page to access the account administration page.



The screenshot shows a web browser window with the URL `pdrdev.cdfa.ca.gov/phppsreports/Login.aspx`. The page has a dark blue header with navigation links: "Sign Up", "Main", "Admin", and "Help". The main content area features a login form with two input fields: "User ID" and "Password". A blue rectangular highlight is drawn around these two fields. Below the fields is a "Login" label and an "Enter" button. To the right of the form, there is a warning message: "This is not a public website. Only authorized users are allowed to access." Below this message, it says "Contact PDAS for Access: Email: PDAS@CDFA.CA.GOV".

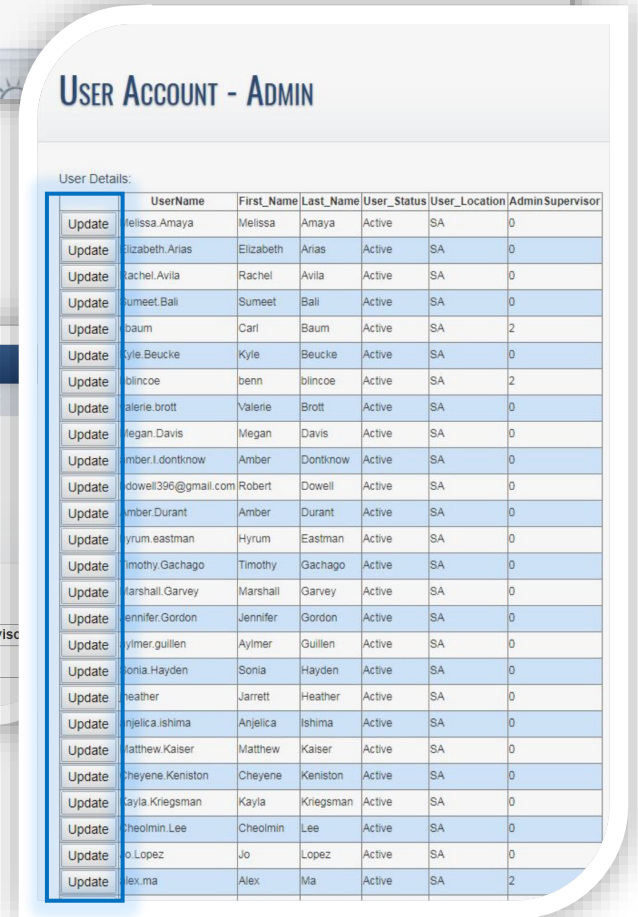
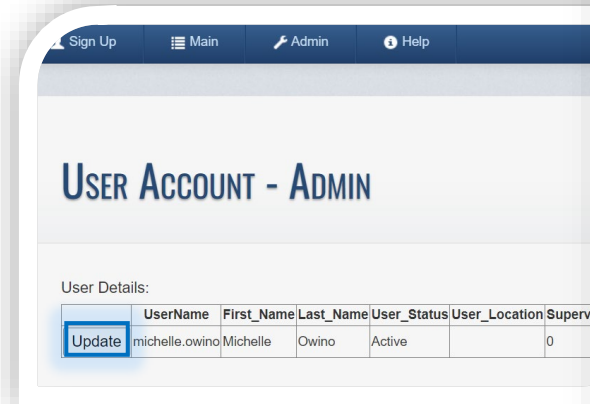
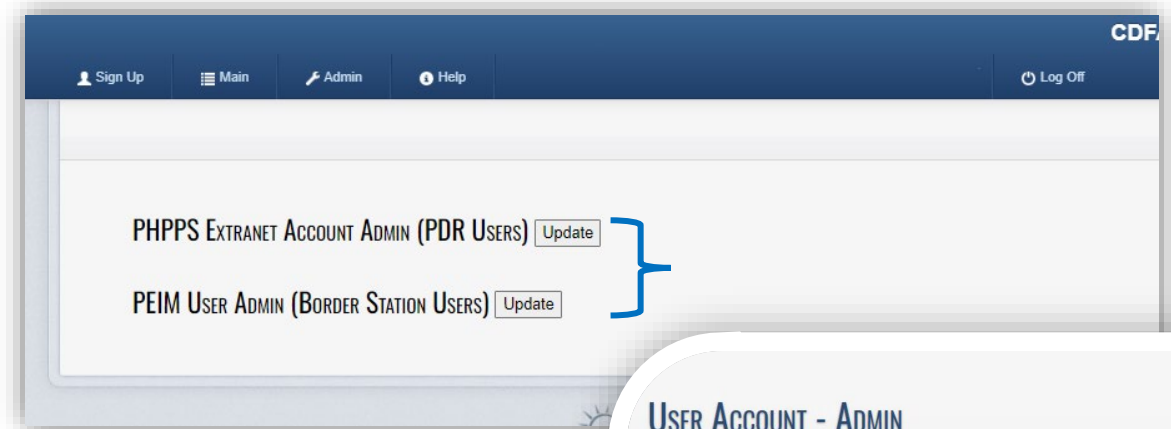


Updating/Approving User Profile

3. Click on the “Update” button to make changes to a user’s PDR or PEIM account.

Note: Once you have selected update the options displayed on the page will differ based on your access level. Supervisors and managers will have access to all user accounts with the same location while other users will only have access to their own. See examples provided to the right.

4. From the User Account – Admin page, click Update next to the name of the user to be updated.



Updating/Approving User Profile

5. Update any user information that has changed. Use the drop-down menus or manually enter. Make sure to verify to make sure that information entered is current.
- **Account Status** – Only supervisors and managers who are granted PHPPS user admin accounts can update users' status from their group. They can approve new users or disable/deactivate users who no longer need to access.
 - **Name** – If your name has changed, please sign up for a new account. Account names are preserved and cannot be updated.
 - **Organization** – Select from the options available. Depending on selection, additional drop-down menus will appear to further narrow your affiliation. Please refer to [page 4 and 5](#) for an example.

Update your information:

Account Status:
Active

Notice! If your name has changed, please sign up for a new account. Account names are preserved and cannot be updated.

First Name: Michelle **Middle Name:** Adhiambo **Last Name:** Owino

Organization: (Please pick your primary affiliation. If it is not listed, please pick "Public" for now and email us your Organization.)
California Department of Food and Agriculture Change to... ▼

sub Organization1:
Plant Health and Pest Prevention Services Change to... ▼

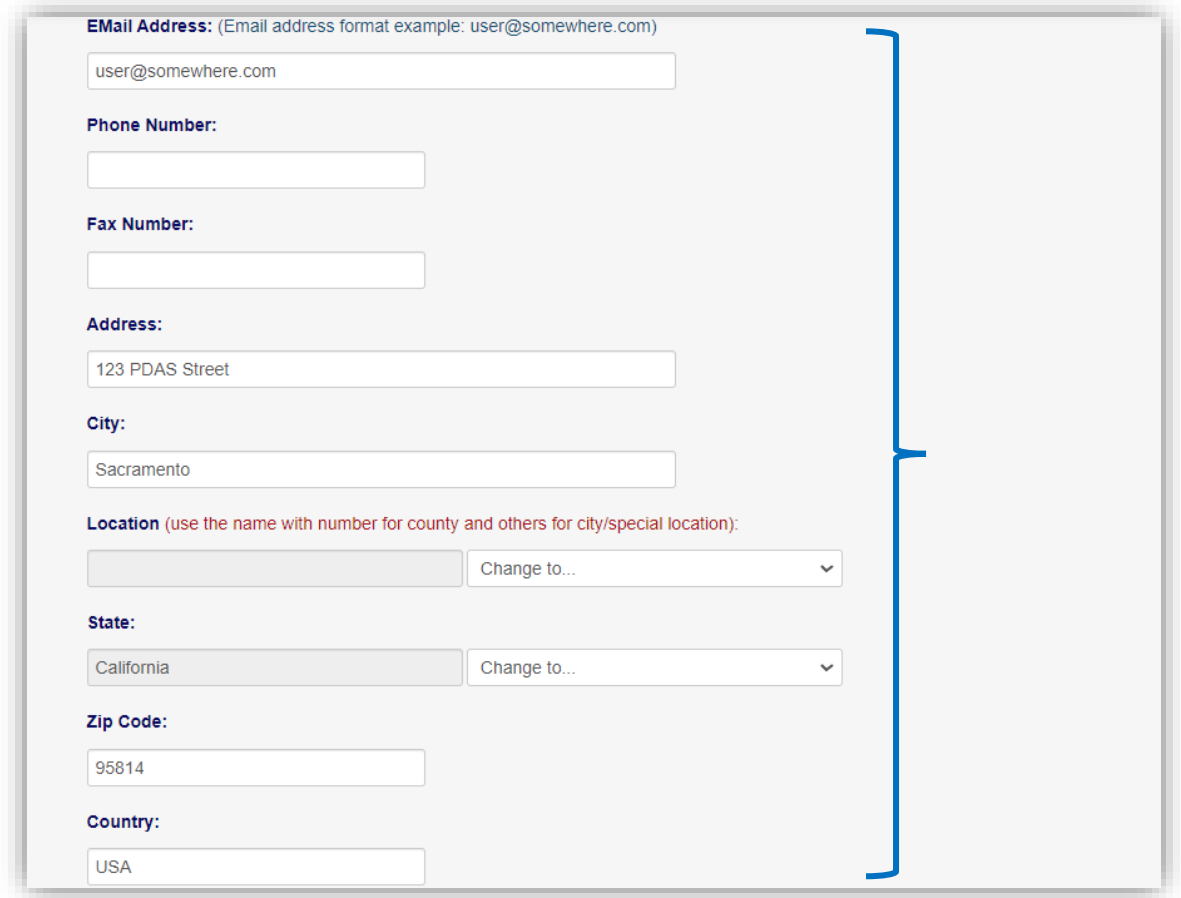
sub Organization2:
Plant Data Analysis Services Change to... ▼

sub Organization3:
PDAS Change to... ▼

sub Organization4:
Change to... ▼

Updating/Approving User Profile

- **Email Address** – Enter new email address.
- **Phone Number** – Enter new phone number.
- **Fax number** – Enter new fax number.
- **Address/City** – Enter new address/city.
- **Location** – Select new correct location. A list of locations can be found [here](#)
- **State** – Select the new correct state.
- **Zip Code** – Enter new zip code.
- **Country** – Enter new country. Default is USA.



Email Address: (Email address format example: user@somewhere.com)
user@somewhere.com

Phone Number:

Fax Number:

Address:
123 PDAS Street

City:
Sacramento

Location (use the name with number for county and others for city/special location):
 Change to... ▾

State:
California Change to... ▾

Zip Code:
95814

Country:
USA

Updating/Approving User Profile

6. If there has been a change to the level of access needed, mark the appropriate boxes. A notification will be sent to the location supervisor.

Note: If you would like to request supervisor/manager access, send an email to PDAS at PDAS@cdfa.ca.gov

7. Click “Save Your Changes” when finished.

Mark Access Requesting:

PDR User:

- PDR user - ability to enter information into the PDR system

PEIM User: **PEIM Officer:**

- PEIM user - ability to create Notice of Rejections (NOR)
- PEIM officer - ability to create Notice of Rejections (NOR) and to sign/issue NOR

Save Your Changes

Troubleshooting/Tips

Encountering issues with the database system? Here are some troubleshooting tips:

Review Error Messages: Pay attention to any error messages or alerts displayed by the database on different pages. Follow the directions and make the necessary changes accordingly.

Clear Cache: Clear your browser cache and cookies if you are experiencing performance issues or display errors.

Check Browser Settings: Ensure that your browser settings allow scripting, as some features of the database application rely on scripting languages. If the database application opens new windows/dialogs, ensure that pop-up windows are not blocked.

Contact Support: If you are unable to resolve the issue, contact PDAS or IT (for technical issues). Please include screen shots of any error messages.

- PDAS (Database Administrator): PDAS@cdfa.ca.gov
- IT (CDFA): ServiceDesk@cdfa.ca.gov
- IT (External Users): CDFA.System_Development_Unit@cdfa.ca.gov