

# Trellis User's Guide

Welcome to Trellis! As a Trellis user, you will be able to request space, materials and services at plant growth facilities within your organization. Join a lab to share information about project information with your colleagues. You will also be able to view posted notices, pest populations and control applications. Let's get started!

**Dashboard:** The "Dashboard" tab on the green navigation bar will take you to the main page listing all the facilities to which you are a member. Large organizations often have multiple facilities while smaller organizations may only have one. If you are a member of multiple facilities, use the "Dashboard" page to switch between facilities by selecting the "details" link under the facility you wish to visit.

**Name:** Click on your name to edit your account information, change your password or to log off of Trellis.

Once you have selected a facility to visit, a white navigation bar will appear for that facility.

**My Reservations:** This page will list all reservations you have made which are in progress or have yet to begin. This page is the starting point for making a reservation.

To make a reservation

- Fill in the start and end dates at the top of the page.
- Click on "Find Space".
- All available spaces between the selected start and end dates will appear.
- To narrow your search, you may select from Space Types, Configurations, or Amenities {If you require an environmental configuration not listed, click on the "Request Custom Configuration" link below the configuration list.}
- Click "Reserve" on the growth space you would like reserve.
- Add the crop or crops you will be growing by clicking the "Add Crop" button. Select the crop from the drop down list. If there are no crops on the list, click on "New Crop". Enter the crop name (Genus, species, line) and click on "Create Crop". Return to "Add Crop" to make your selection. You may add multiple crops.

- Enter square feet requested.
- Select any desired services.
- Request materials by clicking on the “Add Materials” button.
- Select material type and quantity required. You may add multiple materials.
- Add any notes regarding the reservation in the “Instructions” box.
- Click on “Create Reservation”.

Your reservation will be sent to the administrator for approval. You will receive a confirmation email when your reservation has been approved.

### **What is Order of Entry?**

The facility manager may recommend that users follow an order for entering growth spaces to help prevent the spread of pest issues. The Order of Entry list informs users of the least pest infected spaces to visit first (top of the list) working towards the more infected spaces to visit last. Click on the location name to reveal the order of entry for that location.

**Archived Reservations:** A list of all past reservations you have made will appear under the “Archived Reservations” link under the “My Reservations” tab.

### **Info Hub**

Trellis provides users with access to detailed information about the facility. This information is centralized under the “Info Hub” tab.

**Growth Spaces:** A summary of all growth spaces are listed by location. To access more details about a space such as pests and the reservations in the space, click on the growth space name and select the appropriate tab.

**Schedule:** View the availability schedules for all growth spaces.

**WPS & Pest Control Applications:** View Worker Protection Standard (WPS) information and the date of your last training (if applicable). The Pest Control Applications log for the past 30 days is listed on this page as well.

**Maps:** Access facility maps at this link.

**Fee Structure:** Information regarding the fee structure for the facility can be found at this link.

**Documents:** Access documents pertaining to the facility at this link.

## **LABS**

Users wishing to share reservation information with their colleagues may join a lab. The “Lab” aggregates the reservation information for all members in the lab and presents it at the “show” link.

To join a lab

- Click on “Join” by the lab name.

The Lab Administrator or Facility Administrator will need to approve your request. Once approved, you will see a “Show” link under the lab name.