Logging in

To get started you will need to sign up for a CAS log-in account. To do so you will need to go to https://alstar.ceris.purdue.edu click on log-in then choose "*Forgot your password*" when prompted enter the email address in which you used to sign up for your account and a recovery code will be sent to your email address. Follow the prompts in the email to set up your account password. Once the password is set up go the fore mentioned web address and sign in to your ALSTAR account.

Verifying your Account information in the ALSTAR system

<u>My Profile tile</u>: This tile houses the user account information and should be verified/updated upon initial log-in.

<u>Organization Profile tile</u>: This tile provides the organizations information for the ALSTAR system. To verify and update this information, you will need to click on each individual tab located on the left side of the page. This necessary information includes: General Information, Billing/AP Information, Company Numbers, Users, User Preferences, and Profile options. This information should be reviewed and verified by the account admin.

To remove or add additional Users, the account Admin will want to go to the "Users" tab. From this tab they will then want to add the individuals email information and click continue. Once the new user's email is added to the system and recognized as not having an active account you will have the option to continue registering the user yourself or to email them a link to complete the user registration themselves. To remove user from your account you will simply need to click on the "Remove User" button.

Once all the users are signed up you will be able to categorize their access capabilities and notifications that they are to receive. In the ALSTAR system there are three types of access: Basic, Advanced, and Admin.

Basic- User can view organization contact information and billing/ap contacts
Advanced- User can do same as basic but can edit the contact information and billing/ap contacts
Admin- User can do same as advanced but also add/removes users, adjust user email settings, and edit organization profile.

Lastly in your Company Profile you will want to verify the Company Profile Options by selecting the types of State Registrations you will be registering. A blue box with a checkmark should be shown for the product types you will be submitting to the states.

<u>Manage Companies tile:</u> This tile allows the account Admin to manage the company numbers and company information for the companies you upload labels for in the ALSTAR system. In this tile you can add and remove companies or update the company names associated with the labels being submitted to the states. <u>PLEASE note that once you change a company name the labels submitted to the states will be associated with the new company information.</u>

Uploading packages in the ALSTAR system

<u>Create New Package tile:</u> This tile allows the account user to create a Pesticide Product Package to be submitted to the states. Once inside this tile the user will simply follow the prompts of the autogenerated page that will change depending on the product information that is provided. Once the information is completed and the required documents are attached the user will then have the option to save or submit the package.

NOTICE: The SUBMIT button will appear when your package meets all requirements for submittal. Please ensure all of the data you entered in the Package Information and Upload Company sections are correct. Once saved/submitted, this information cannot be changed.

Unsubmitted Revisions and Not Submitted tiles: These tiles allow the user to search and view and uploaded packages that have been uploaded, saved, and not submitted to any states. Once the product the user is looking for has been identified they can then edit or delete the package. To edit the package the user can click on the pencil icon under actions which allows them to edit the package prior to saving it again or submitting it to the states for registration. If the package is to be deleted the user can simply choose the trashcan icon under the action's column.

Package Management tile: This tile allows the user to search and view pesticide packages that have been uploaded into the ALSTAR system. A package is identified as all documents and reversions that have been uploaded into the ALSTAR system. Once the package has been identified in this tile the user can view the package or add a new blank revision.

Add New Blank Revision by simply clicking on the appropriate (plus) icon it will generate a blank revision page in which the user can upload the revised documents and submit them to the states they choose. Please note when doing this step the system will notify the user if the revised package is being submitted to those states as a New, Revised as New, Current, or Revised product package. The user will then need to upload the required documents and choose the reason for the revision before it can be saved or submitted.

View Package by clicking on the identified (eye) it will take the user to the package screen in which the package information will be displayed. From this screen you will be able to see the various state statuses for the package, what documents were uploaded as well as the opportunity to view a specific revision (eye), Send that package to additional states (arrow), clone to a new revision (cloned squares), and the option to recall this revision (counterclockwise arrow).

- View Just this Revision- This allows the user to view this particular revision, the status of this version in the states it has been submitted to, and view the documents that have been submitted for this version.
- Send to More States- This allows the user to forward this package by selecting the additional states it should be sent to and then to upload any additional documents required before saving it or sending it to the state(s) for acceptance.
- Clone to a New Revision- This option will clone the package that has been submitted so it can be updated with any revised documents for states the package has already been submitted to as well as the ability to send it to additional states for acceptance. From this screen you can also add additional documents such as the 2ee and Supplemental Label. Once the package has been updated you will need to choose the reason for revision before it can be saved or submitted.
- Recall this revision- This option allows you to recall a specific revision. When recalling a revision, you will need to state a reason for the recall. Note: labels will be recalled from states that have not yet acted on this revision. Otherwise the states will be notified and will decide if they will allow the recall.

Reports tile: Options within this tile allows you to perform label searches, see ALSTAR product analytics, check package revision statuses, identify state product numbers for packages, check state registration preferences, and perform label submission activity reports.

Action tiles- Pending, Accepted, State Held, Deferred, and Returned: Searchable tiles that allow you to view specific revisions as well as viewing the package history. They are identified in the following categories:
- Pending- Product packages that are awaiting state action
- Accepted- Product packages that have been approved
- State Held- Product packages that have been held by the state for action to be taken a later date
- Deferred- Product packages that have been deferred
- Returned- Product packages that have been returned to the company