Navigating CalAgPermits
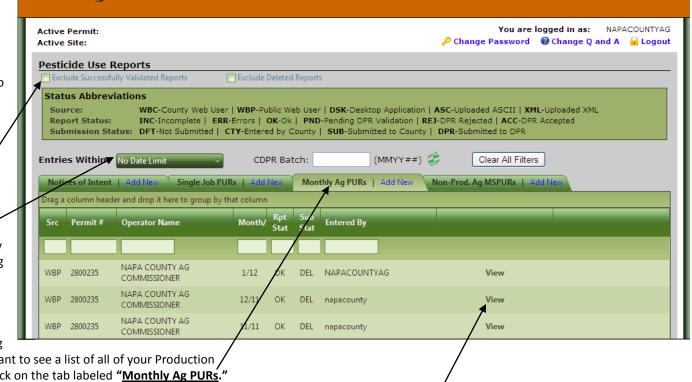
PUR / NOI List:

Every time you submit a Pesticide Use Report (PUR) or a Notice of Intent (NOI) through CalAgPermits it is also saved automatically in the **PUR/NOI List**. From here you can search for, view and print all of your past PURs and NOIs at any time. All of your saved draft copies can also be found on this page.

- To access the list and find your saved PURs and NOIs, go to the **Home Page** and click on the **"PUR/NOI List"** link under the CalAgPermits Forms section.

- You will then be taken to this page (see below) where you can search for specific Pesticide Use Reports and Notices of Intent.

- CalAgPermits automatically files and categorizes your saved PURs and NOIs according to status, date and type. To find a list of reports or a specific document, you need to set the search parameters.

- The program initially sets the search criteria to only show reports with errors or validation problems that have been saved or submitted during the past month. To expand the list and see all of your reports or NOIs you have to change the search parameters:

1) Start by un-checking the box that says "**Exclude Successfully Validated Reports.**"

2) Next, expand the time frame for the search by clicking the **"Entries Within"** box and selecting a time frame from the drop down menu. For the widest search, select "**No Date Limit.**"

3) Finally, select the type of report you are searching for from the four tabs running along the center of the page. For example, if you want to see a list of all of your Production Agriculture Monthly Pesticide Use Reports, click on the tab labeled **"Monthly Ag PURs."**

- A list of saved documents meeting your search criteria will appear in the light green area at the bottom of the page. Click **"View"** to review or print a specific document.