Management Minder User Guide

The Management Minder is a web-based tool to help develop a yearly production calendar for your cow/calf, replacement heifer, or growing calf operation. The start of the breeding season sets the course for the timing of other key management activities for the cow herd. The program contains an extensive list of activities that can be added to your customized calendar and you may add your own. Once created, the calendar can be downloaded to Outlook, Google, or Yahoo and be available on your mobile device and desktop computer. Print the calendar to discuss upcoming activities with your team.

Getting started

Opening the Management Minder

The application can be accessed here. The opening page is shown below.

Registration

A registration web page is displayed when the user clicks on the registration link. All the required fields are marked with red star beside the field. A user cannot register if they don’t provide the required details. Your contact information will only be used to provide news of updates and other developments to this tool and to request your opinion on the effectiveness of
this tool’s application. Once registration is successful, they can log into the application to begin use.
There are two kinds of users for each registered **Ranch/Farm Name**: 1) **Administrator** and 2) **Others** (team members). The **Administrator** has an option to edit the ranch/farm profile if they need to update any information or change usernames and passwords. The **Administrator** must assign user names and passwords for other team members to be able to access the ranch/farm account. **Others** (team members) will not have the privilege to change their username, password, or other details. Both the **Administrator** and **Others** have the access to all other functions.

After registration and for returning users, the Login screen show below is displayed. For the user convenience, the password is shown as entered.

![Login Screen]

Once the user logs in, one of the following screens is displayed depending on user. The **Administrator** can edit the profile page or go to the calendar application.

**Administrator page**

**Others page**
Program Setup

Clicking on the “Calendar” button takes a user to the page shown below. A window appears with brief instructions on how to use the application. In this page user will able to see different fields (Category, Group, Category Date, Activities, Notes, Group, and Activity Date). Fields marked with red star beside them are mandatory (Category, Category Date, Activities and Activity Date).

A question mark beside each field is placed to give information on that field. When the user clicks on this question mark sign (?), a window appears with information beside this field. Close this window after reading the information to open another help window.
Category (Mandatory field): There are 6 categories that are available in the dropdown window: Breeding, General, Grass Turnout, Heifer Breeding, Receiving Cattle, and Weaning. All the normal events or activities tend to revolve around the date selected for these categories. As soon as a user selects a category, corresponding activities are populated in activities dropdown. For items in the "General" category, no default date is given. In this case, select the activity and then indicate the desired date.

Group Identifier 1 (Optional field): This space can be used to enter descriptive information on the selected category. For example, use it to designate different management groups such as crossbred cows, purebred cows, 3-yr olds, Smith cows, and so on.
**Category Date (Mandatory field):** A date selection calendar is displayed for the user when they click in this field. User can select any date desired. Typically, this is the date that breeding starts, calves are weaned, grass turnout begins, sale day or arrival date of purchased cattle.

After picking a date, the selected date appears inside the box in MM/DD/YYYY format.
**Activities (Mandatory field):** All the activities corresponding to the selected category are populated in this drop down field. These activities are divided into subcategories. Each subcategory name is displayed in Uppercase and the activities of the subcategory are displayed underneath it. Subcategories are separated by blank line.

When a user clicks on the question mark sign beside the Activities field a window opens with information and a web link is available which provides more information on the selected activity. Not all activities will have associated web links.
**Notes (Optional field):** This field is to provide any additional information.

**Group Identifier 2 (Optional field):** This space can be used to enter additional information on the selected activity or management group.

When activities are shown on your calendar they will be in the format Activity, Group Identifier 1, Group Identifier 2, and notes. Keep in mind how much text your calendar can show effectively as you add notes and other descriptions.
**Activity Date (Mandatory field):** As soon as the user selects one of the Activities, the program reads the days relative to the category from the database and calculates the **Activity Date** according to the category date entered. The default database date is displayed for the user. The user checks this date for fit to the current year’s calendar and their preferences. A date selection calendar appears when the cursor is placed in the white ‘Date’ box. Select the default date or edit as needed in the selection calendar. Depending on when the user sets up the calendar the default date may be off by one year. Default dates were designed around the assumption of setting up the calendar a few months before key events.
Features

Save button: After entering all the required data (Category, Category Date, Activity, Activity Date) use the “save” button to capture the record in the user database. As soon as the record is saved, the message “Record saved successfully” is displayed. The Category Date, group identifiers, and Activities are all reset. This will remind the user the data has been saved and another activity can be added. Be sure to save after each entry.

Remember to hit SAVE after each entry
A category must be selected to view records
Record saved successfully
**View button:** To view the saved records, select a **Category** from the category dropdown menu and click on the “view” button to view the records. If no category is selected it will appear that you have no records.

If records exist, the page navigates to the view page, where user can see all the records added.

<table>
<thead>
<tr>
<th>Select</th>
<th>Record Number</th>
<th>Category</th>
<th>Category Group</th>
<th>Date</th>
<th>Activity</th>
<th>Activity Group</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>Breeding</td>
<td></td>
<td>11/25/2015</td>
<td>Shop for AI toys</td>
<td></td>
<td>11/25/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Breeding</td>
<td></td>
<td>11/25/2015</td>
<td>Sper and Tock test bull, vaccinate and deworm</td>
<td></td>
<td>11/25/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120</td>
<td>Breeding</td>
<td></td>
<td>12/01/2015</td>
<td>Sper and Tock test bull, vaccinate and deworm</td>
<td></td>
<td>12/01/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131</td>
<td>Breeding</td>
<td></td>
<td>12/02/2015</td>
<td>Shop for new ones</td>
<td></td>
<td>12/02/2015</td>
<td></td>
</tr>
</tbody>
</table>

If there are no records of the selected **Category**, or no **Category** was selected, the program navigates to this page with no records shown.

**YearPlus button:** On clicking this button, all the current records are advanced to the next year and saved in the database. As soon as this button is clicked the “Undo” button is enabled, the “YearPlus” button is disabled to prevent accidental clicks.

**Undo button:** This button is disabled by default. When “YearPlus” button is clicked this button is enabled (giving a sign that the user can undo the saved records for next year). When the “Undo” button is clicked, the records advanced to next year are deleted, the “YearPlus” button is again enabled, and the “Undo” button is disabled.
Remember to hit SAVE after each entry.
A category must be selected to view records.

Records advanced to the next year successfully.

Remember to hit SAVE after each entry.
A category must be selected to view records.

Records deleted successfully.
Send Calendar button: When a user clicks on this button, all the records saved to that ranch/farm are converted into calendar events, a calendar file (.ics file) is created with those events and is sent to the user’s email address as an attachment. A successful message is displayed if the file is sent successfully. The default time of day that will appear when it enters your calendar is the same for all activities and must be edited in the Outlook or other calendar if needed.

Synchronizing the calendar with user’s calendar system:

On mobile devices: Clicking on the .ics attachment directly adds the events to the calendar system on the device.

On computer: In Outlook, user needs to click on the attachment to add the calendar events in the Outlook calendar. In Gmail and Yahoo, user needs to download the attachment, save it, import the calendar file manually to the corresponding calendar system.

View page:

In this page the selected category records are displayed to the user. To edit/delete a record user needs to select the record and perform the action.
Logout: To logout from the application user needs to go to the home page and click on the logout button.

Forgot credentials:
If the user forgets his/her login credentials, clicking on “Forgot username or password?” link will take the user to account recovery page. Here user needs to enter their registered farm name and click on “send credentials” button to receive an email with their account credentials.