

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.

Management Minder
Beef Cattle Management Calendar

[Click here](#) to login.

January 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dec 27	28	29	30	31	Jan 1, 16	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Feb 1	2	3	4	5	6

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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. This tool will remind you when it is time for vaccinations, purchasing supplies or starting high Magnesium mineral.

[Click here](#) to go to the registration page.

[Upload Data](#) (for Webmaster only)

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.

Registration

Ranch/Farm Name*	
<input type="text"/>	
First Name*	
<input type="text"/>	
Last Name*	
<input type="text"/>	
Phone Number*	
<input type="text"/>	
Email*	
<input type="text"/>	
Address: Street	
<input type="text"/>	
City	
<input type="text"/>	
State*	
<input type="text" value="IA"/>	
Country*	
<input type="text"/>	
Zip*	
<input type="text"/>	
Username*	
<input type="text"/>	
Password*	
<input type="text"/>	
Other Usernames User1 , Password	
<input type="text"/>	<input type="text"/>
User2 , Password	
<input type="text"/>	<input type="text"/>
User3 , Password	
<input type="text"/>	<input type="text"/>

[Login](#)

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

Ranch/Farm Name*
<input type="text"/>
Username*
<input type="text"/>
Password*
<input type="text"/>

Enter

[Register here](#)
[Forgot username or password?](#)

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

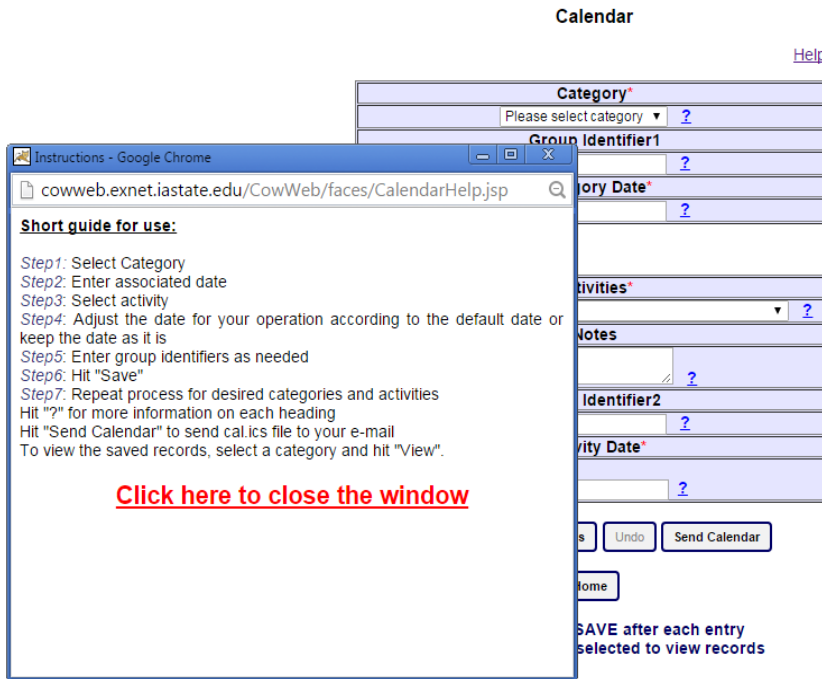
Others page

Calendar
Profile
Logout

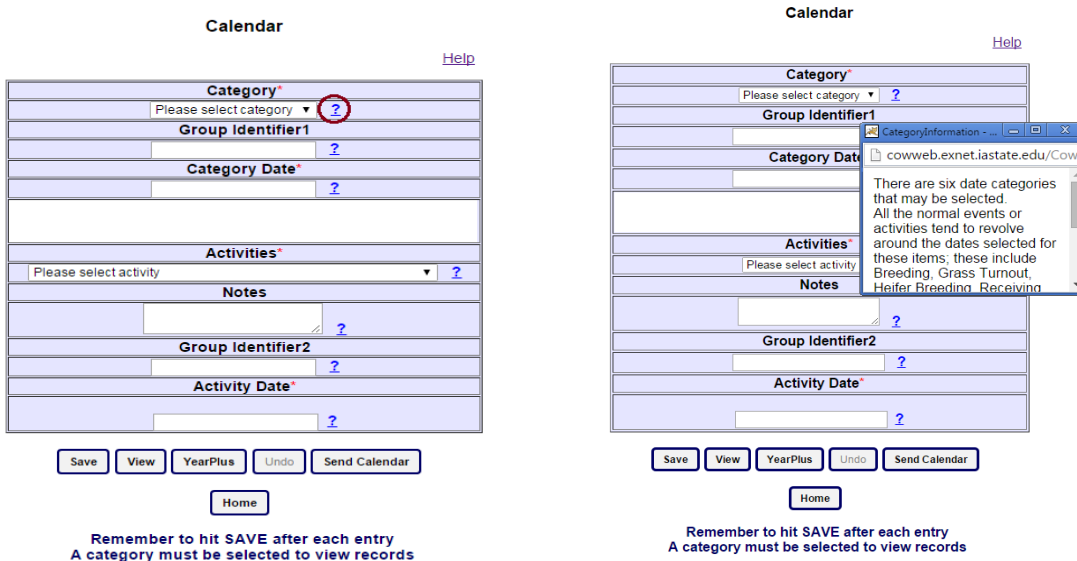
Calendar
Logout

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 be able to see different fields (Category, Group, Category Date, Activities, Notes, Group, and Activity Date). Fields marked with a 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.

Calendar [Help](#)

Category*	
Please select category ▾ ?	
Breeding	?
General	?
Grass Turnout	
Hfr Breeding	
Receiving Cattle	?
Weaning	
Activities*	
Please select activity ▾ ?	
Notes	
<input type="text"/>	?
Group Identifier2	
<input type="text"/>	?
Activity Date*	
<input type="text"/>	?

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

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.

Calendar [Help](#)

Category*																																											
Breeding	?																																										
Group Identifier1																																											
?																																											
Category Date*																																											
?																																											
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <div style="display: flex; justify-content: space-between; font-size: small;"> <Prev Today Next> </div> <div style="text-align: center; font-weight: bold; font-size: small;">December 2015</div> <table border="1" style="margin: 0 auto; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td style="background-color: #f0f0f0;">28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 2px;"> Clear Close </div> </div>		Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Su	Mo	Tu	We	Th	Fr	Sa																																					
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?																																											
Activity Date*																																											
?																																											

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

Calendar [Help](#)

Category*	
Breeding	?
Group Identifier1	
?	
Category Date*	
12/30/2015 ?	
Activities*	
?	
Notes	
?	
Group Identifier2	
?	
Activity Date*	
?	

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

Activities (Mandatory field): All the activities corresponding to the selected category are populated in this drop down field. These activities are divided into sub categories. 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.

Calendar

[Help](#)

Category*	
Breeding	?
Group Identifier1	
	?
Category Date*	
12/30/2015	?
Activities*	
Please select activity	?
MANAGEMENT Calving facilities clean and prep	
MARKETING Evaluate cull cow marketing options	
NURSING CALF Implant non-replacement calves Castrate/dehorn branding/tumout vaccinations Begin creep feed	
NUTRITION BCS at breeding 2rd Trimester Begins Pre-weaning BCS cows 3rd Trimester Begins - plan for needed weight gain Evaluate pregnant cow rations BCS to assess planned weaning time	

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.

Calendar [Help](#)

Category*
Breeding ?
Group Identifier1
?
Category Date*
12/30/2015 ?
Activities*
Shop for new sires
Notes
Group Identifier2
Activity Date
8/31/2015

Category Information - Google Chrome
cowweb.exnet.iastate.edu/CowWeb/face

Based on the date Category selected a default list of Activities is loaded. Select the item from the list, provide a note if necessary, change the suggested date if needed and SAVE. Note that if the activity that you want to do is not on the list, type it in, indicate the date and SAVE.

[Click here](#) for web links with more information on this particular activity.

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

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.

Calendar [Help](#)

Category*
Breeding ?
Group Identifier1
<input type="text"/> ?
Category Date*
12/30/2015 ?
Activities*
Shop for new sires ?
Notes
<input type="text"/> ?
Group Identifier2
<input type="text"/> ?
Activity Date*
8/31/2015 ?

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

Calendar [Help](#)

Category*
Breeding ?
Group Identifier1
<input type="text"/> ?
Category Date*
12/30/2015 ?
Activities*
Shop for new sires ?
Notes
<input type="text"/> ?
Group Identifier2
<input type="text"/> ?
Activity Date*
8/31/2015 ?

<Prev Today Next>

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Clear		Close				

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

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.

Calendar

[Help](#)

Category*	
Breeding	?
Group Identifier1	
	?
Category Date*	
12/30/2015	?
Activities*	
Please select activity	?
Notes	
	?
Group Identifier2	
	?
Activity Date*	
	?

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.

Select	Record Number	Category	Category Group	Date	Activity	Activity Group	Date	Notes
<input type="checkbox"/>	58	Breeding ▼		11/25/2015	Shop for AI sires ▼		9/25/2015	
<input type="checkbox"/>	59	Breeding ▼		11/25/2015	Semen and Trich test bulls, vaccinate and deworm ▼		9/25/2015	
<input type="checkbox"/>	110	Breeding ▼		12/31/2015	Semen and Trich test bulls, vaccinate and deworm ▼		10/31/2015	
<input type="checkbox"/>	131	Breeding ▼		12/30/2015	Shop for new sires ▼		8/31/2015	

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

Select	Record Number	Category	Category Group	Date	Activity	Activity Group	Date	Notes
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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.

Calendar

[Help](#)

Category*
Please select category ▾ ?
Group Identifier1
?
Category Date*
?
Activities*
Please select activity ▾ ?
Notes
?
Group Identifier2
?
Activity Date*
?

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

Records advanced to the next year successfully

Calendar

[Help](#)

Category*
Please select category ▾ ?
Group Identifier1
?
Category Date*
?
Activities*
Please select activity ▾ ?
Notes
?
Group Identifier2
?
Activity Date*
?

**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.

Calendar [Help](#)

Category*
Please select category ▼ ?
Group Identifier1
? ?
Category Date*
? ?
Activities*
Please select activity ▼ ?
Notes
? ?
Group Identifier2
? ?
Activity Date*
? ?

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

Email sent successfully with calendar file

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.

Select	Record Number	Category	Category Group	Date	Ac
<input checked="" type="checkbox"/>	56	Breeding ▼		11/25/2015	Shop for AI sires
<input type="checkbox"/>	59	Breeding ▼		11/25/2015	Semen and Trich test bulls, vac
<input checked="" type="checkbox"/>	110	Breeding ▼		12/31/2015	Semen and Trich test bulls, vac
<input type="checkbox"/>	131	Breeding ▼		12/30/2015	Shop for new sires

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.

Login

Ranch/Farm Name*
<input type="text"/>
Username*
<input type="text"/>
Password*
<input type="password"/>

Enter

[Register here](#)
[Forgot username or password?](#)

AccountRecovery

Please enter your registered farm name.

FarmName*	<input type="text"/>
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Send Credentials

[Login](#)