Management Minder

Beef Cattle Management Calendar

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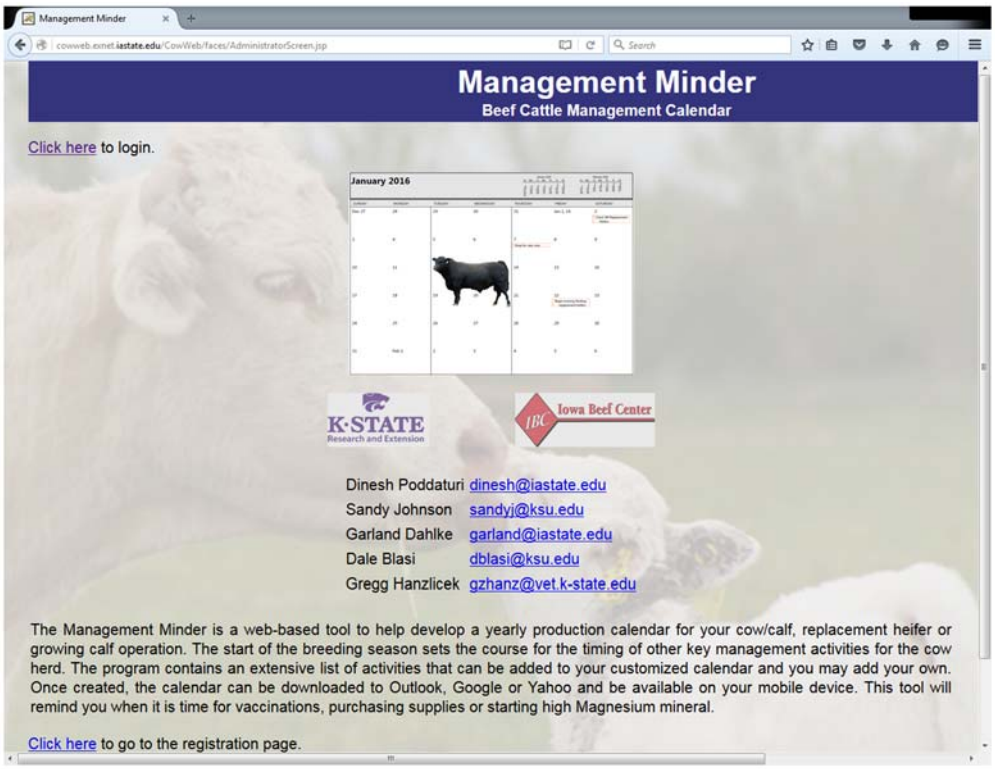
Management Minder User Guide

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/calving 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 events are easily added to an Outlook, Google or Yahoo calendar system and are available on your mobile device and desktop computer. Print the calendar to discuss upcoming activities with your team or suggest plans for clients.

Opening the Management Minder

The application can be accessed at http://cowweb.exnet.iastate.edu/CowWeb/faces/ or follow the link from www.KSUBeef.org. The opening page is shown in Figure 1.

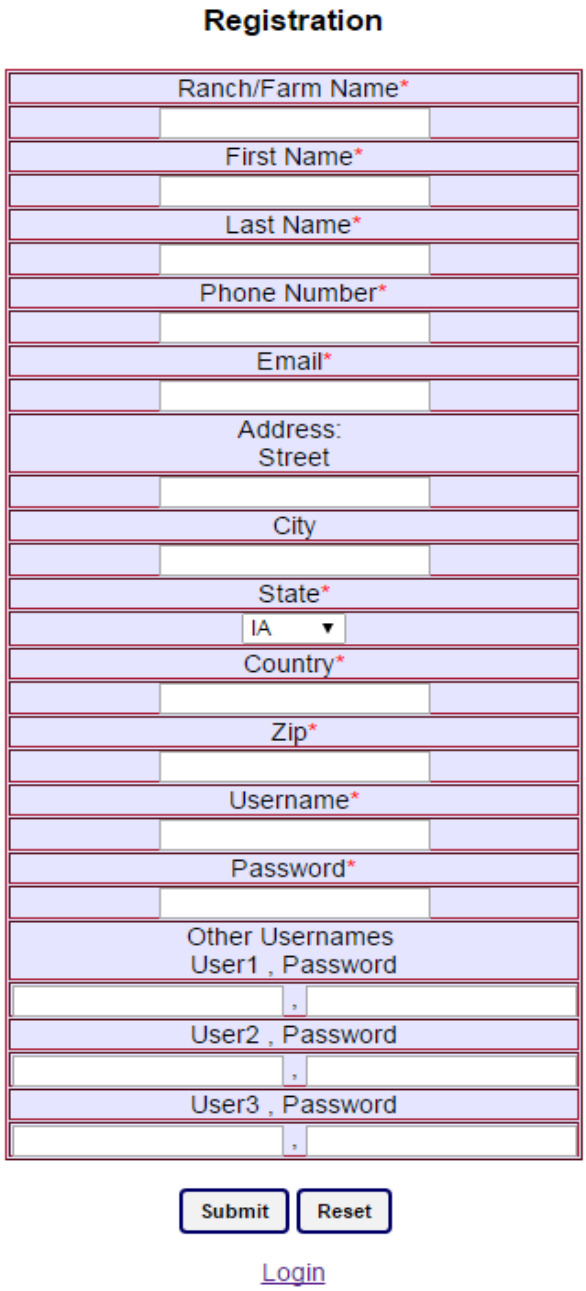
Figure 1. Opening page of the Management Minder



Registration

A registration web page is displayed when the user clicks on the registration link (Figure2). All the required fields are marked with a red star beside the field. A user cannot register if they don't provide the required details. Once registration is successful, they can log into the application to begin use (Figure 3a).

Figure 2. Registration page



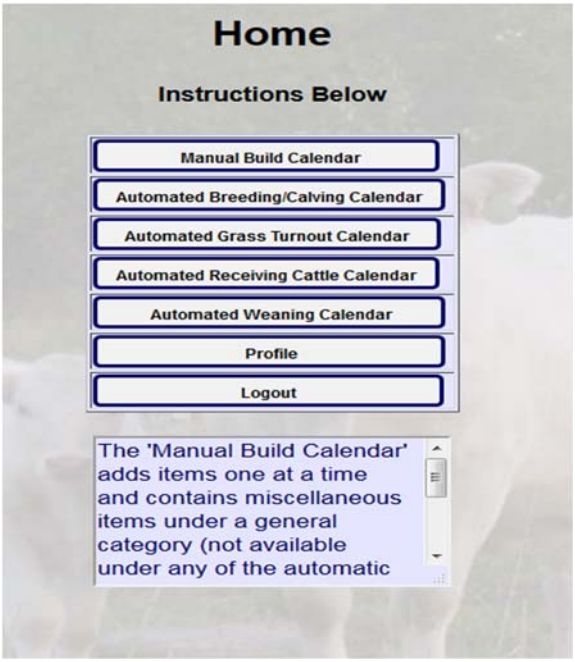
There are two kinds of users for each registered Ranch/Farm Name; Administrator and others (team members). The Administrator has an option to edit the ranch/farm profile if they need to update any information or change usernames and passwords. The Administrator must assign user names and passwords in order for other team members 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.

Figure 3a. Login Screen

Login Screen - After registration and for returning users, the Login screen is shown (Figure 3a). For the convenience of the user, the password is shown as entered. If you forget your username or password, hit "*Forgot username or password?*" and the Account Recovery Screen appears (Figure 3b). Provide your Ranch/Farm Name, hit *Send Credentials* and you will receive an email with the necessary information.

Figure 3b. Account Recovery

Figure 4. Home Screen



Home Screen - Once the user logs in, the Home screen is shown. Figure 4 shows the Home screen for Administrators. Other users (non-administrators) will not see a *Profile* button.

There are two ways to add activities to your calendar. *Manual Build Calendar* allows you to select items by category and add items one at a time. Items classified as "General" are only available in the *Manual Build* portion. The *Automated Calendar* adds all items in that category to your calendar. To leave any item out, just uncheck the corresponding box. This approach is often quicker (requires fewer key strokes) when there are more items to add.

The Administrator can edit the profile page (Figure 5) or go to the various calendar applications. Non-administrators cannot access the profile page.

Figure 5. Profile page for Administrators

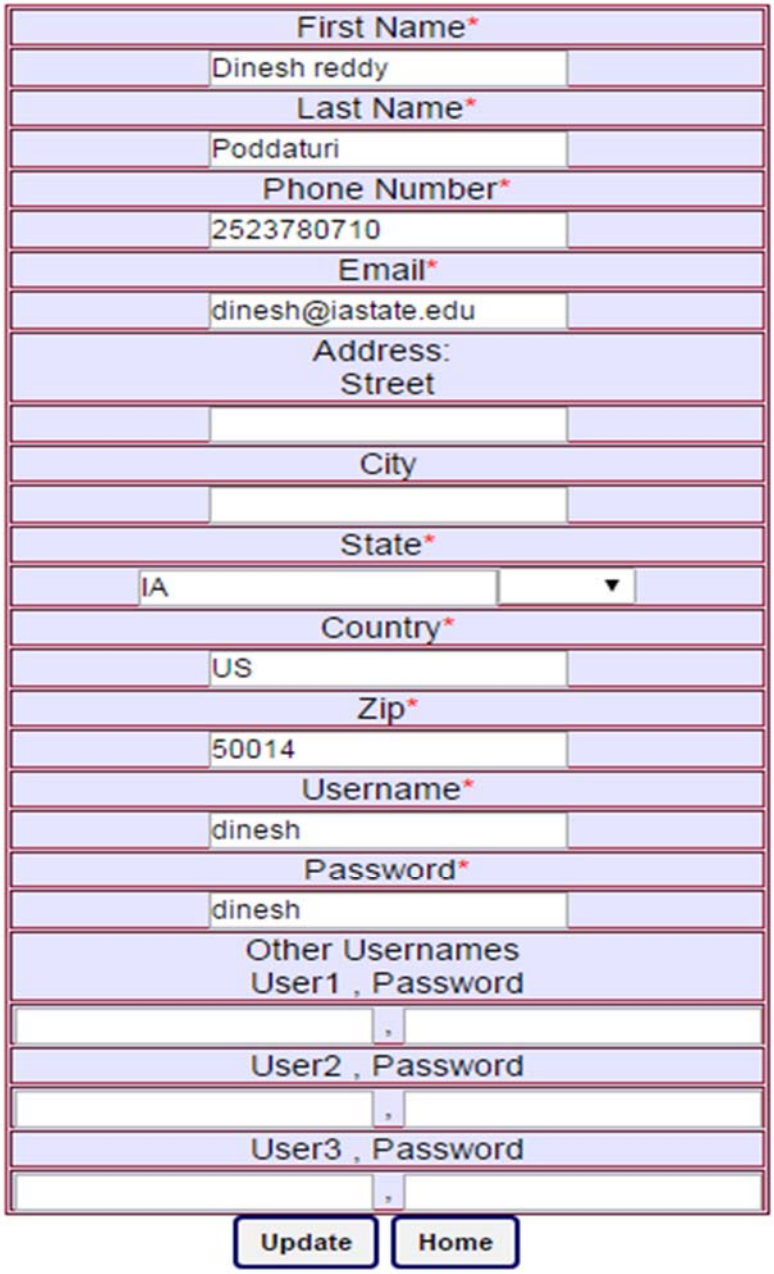
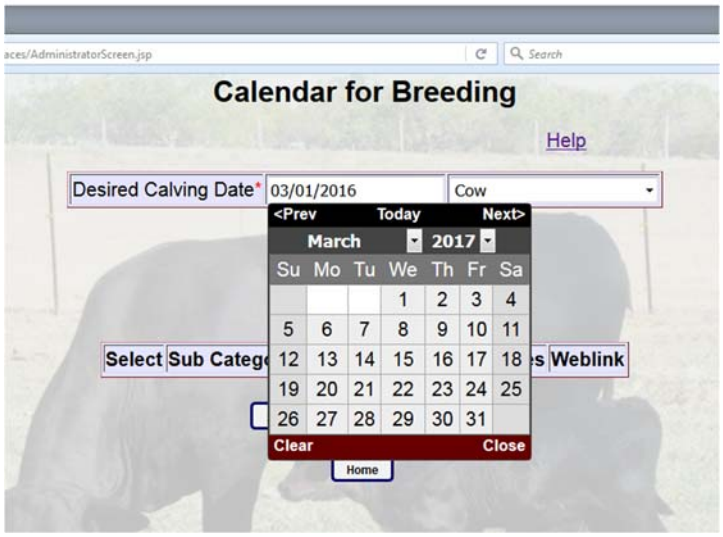
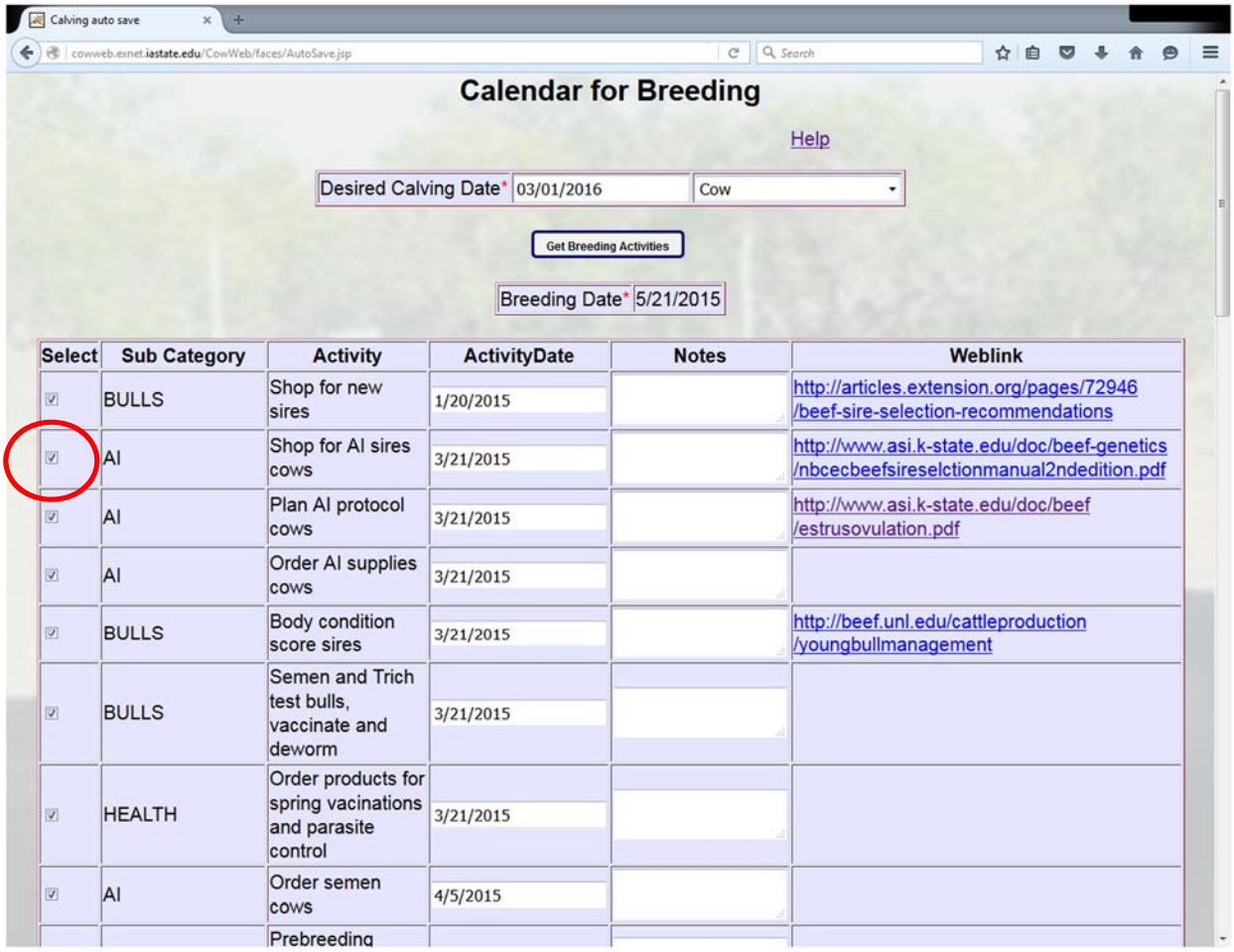


Figure 6. Automatic Breeding/Calving Calendar



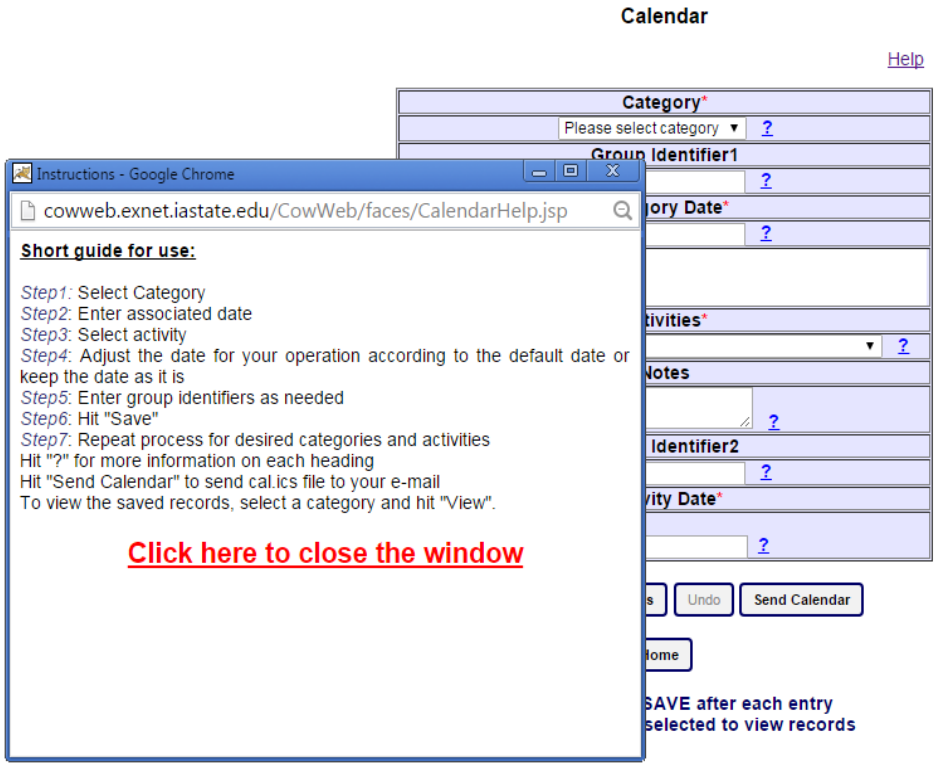
Automatic Calendars- Clicking on the *Automatic Breeding/Calving Calendar* takes the user to the page shown in Figure 6. The *Help* button brings up a popup with step by step instructions. Select the desired start of the calving season and cow or heifer and then "*Get Breeding Activities*". The associated breeding date appears as well as a list of activities (Figure 7). If the breeding date needs to be adjusted, you can change the calving date and hit "*Get Breeding Activities*" again. Adjust individual activity dates as needed. To leave any item(s) out, just uncheck the corresponding box. Hit "*Save*" to save activities, the message "Records saved successfully" will show. Hit "*Send Breeding Calendar*" to send this group of items.

Figure 7. Breeding/Calving activities



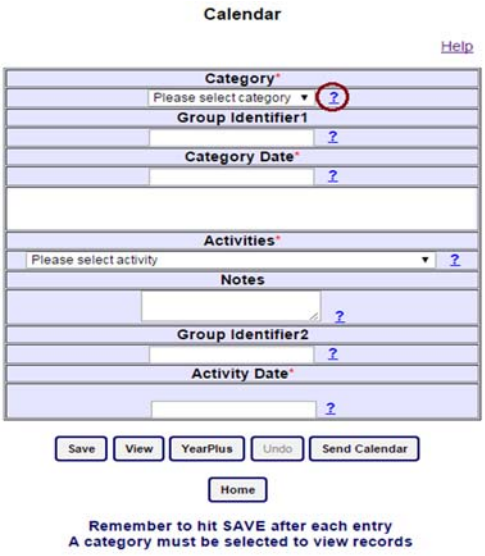
Select	Sub Category	Activity	ActivityDate	Notes	Weblink
☑	BULLS	Shop for new sires	1/20/2015		http://articles.extension.org/pages/72946/beef-sire-selection-recommendations
☑	AI	Shop for AI sires cows	3/21/2015		http://www.asi.k-state.edu/doc/beef-genetics/nbcecbeefsireselctionmanual2ndedition.pdf
☑	AI	Plan AI protocol cows	3/21/2015		http://www.asi.k-state.edu/doc/beef/estrusovulation.pdf
☑	AI	Order AI supplies cows	3/21/2015		
☑	BULLS	Body condition score sires	3/21/2015		http://beef.unl.edu/cattleproduction/youngbullmanagement
☑	BULLS	Semen and Trich test bulls, vaccinate and deworm	3/21/2015		
☑	HEALTH	Order products for spring vacinations and parasite control	3/21/2015		
☑	AI	Order semen cows	4/5/2015		
		Prebreeding			

Figure 8. Manual Build Calendar Short Guide for use



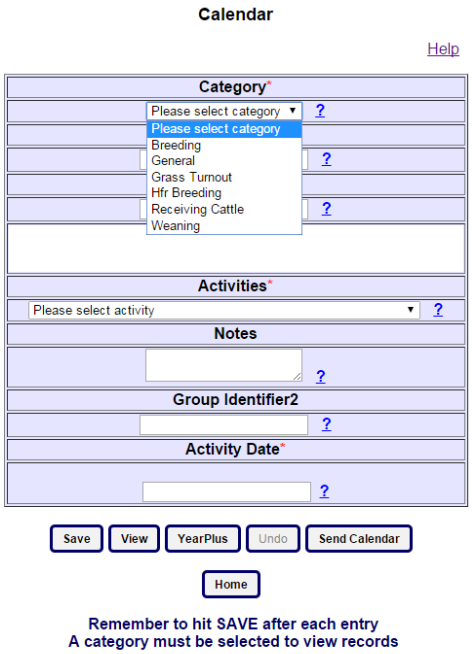
Manual Build Calendar- Clicking on the "*Manual Build Calendar*" button takes a user to the page shown below. A window appears (Figure 8) with brief instructions on how to use the application. In this page the user will be able to see different fields (Category, Group, Category Date, Activities, Notes, Group, and Activity Date). Fields marked with a red star beside them are mandatory (Category, Category Date, Activities and Activity Date).

Figure 9. Manual Build Calendar



A question mark beside each field (Figure 9) is placed to give information on that field. When the user clicks on this sign (**?**), a window appears with information beside this field. Close this window after reading the information to open another help window.

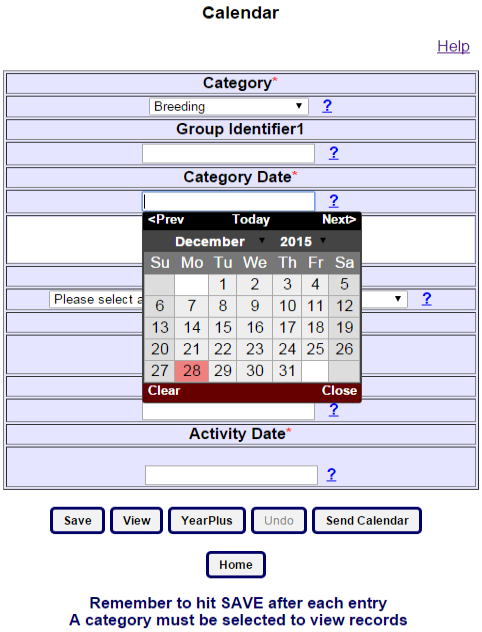
Figure 10. Manual Build Calendar



Category (Mandatory field)**:** There are 6 categories that are available in the dropdown window (Figure 10): 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 the 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.

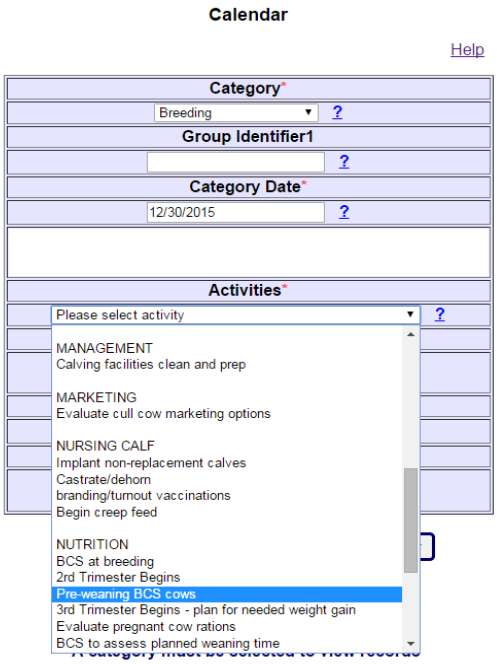
Group Identifier1 (Optional field)**:** This space can be used to enter descriptive information on the selected category. For example, use it to designate different management groups such as crossbred cows, purebred cows, 3-yr olds, Smith cows and so on.

Figure 11. Manual Build Calendar, date selection



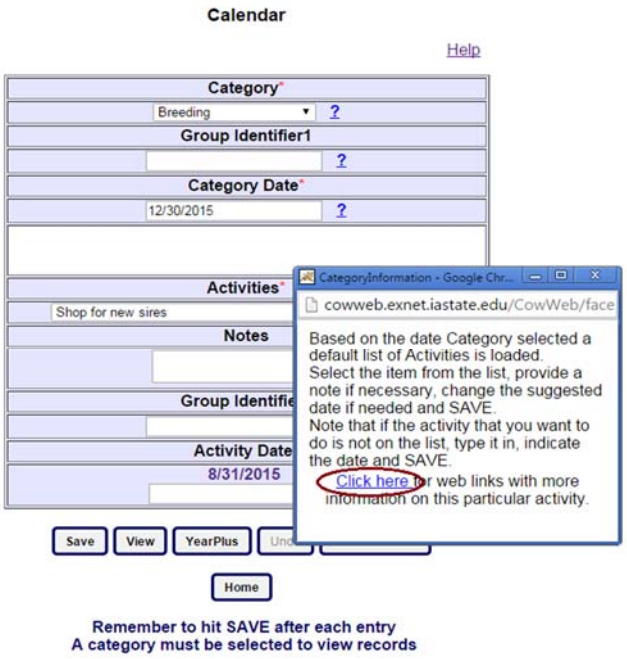
Category Date (Mandatory field): A date selection calendar is displayed for the user when they click in this field (Figure 11). User can select any date desired. Typically, this is the date that breeding starts, calves are weaned, grass turnout begins, sale day or arrival date of purchased cattle. After picking a date, the selected date appears inside the box in MM/DD/YYYY format.

Figure 12. Manual Build Calendar, activity selection



Activities (Mandatory field)**:** All the activities corresponding to the selected category are populated in this drop down field (Figure 12). 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 a blank line.

Figure 13. Manual Build Calendar, activity information



When a user clicks on the question mark sign beside the Activities field a window opens with information (Figure 13) and a web link is available which provides more information on the selected activity. Not all activities will have associated web links.

Figure 14. Manual Build Calendar, activity information

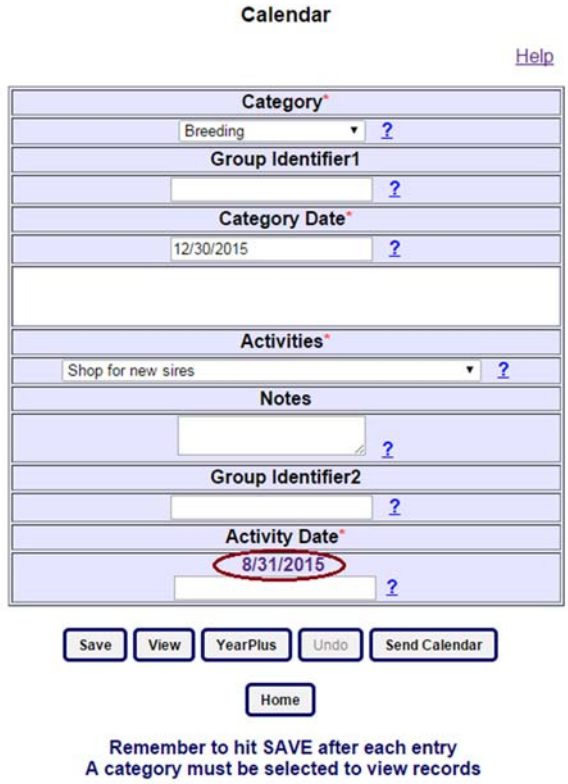
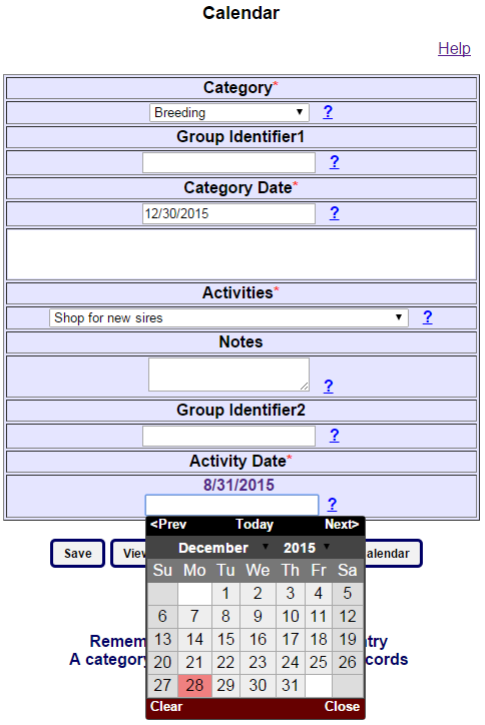


Figure 15. Edit Activity Date



Notes (Optional field): This field is to provide any additional information.

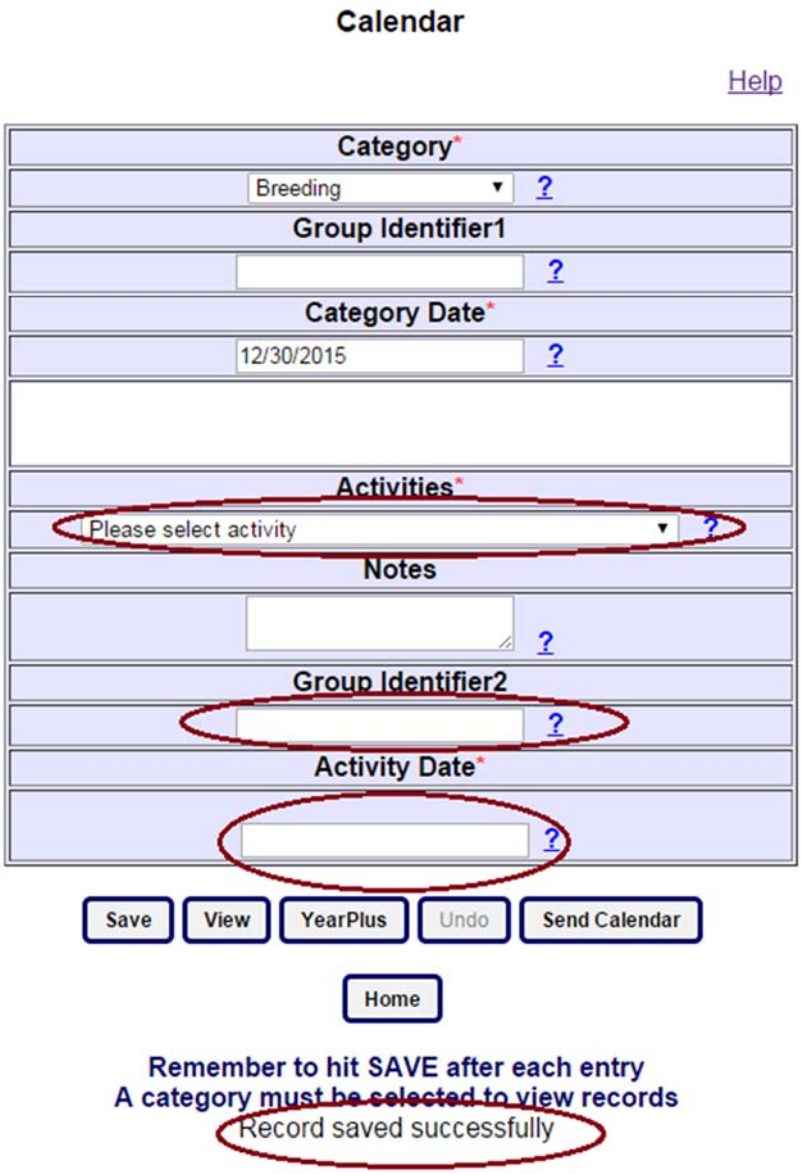
Group Identifier2 (Optional field): This space can be used to enter additional information on the selected activity or management group.

When activities are shown on your calendar they will be in the format Activity, Group Identifier 1, Group Identfier2 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 (Figure 14). 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 (Figure 15). 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.

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 (Figure 16). 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.

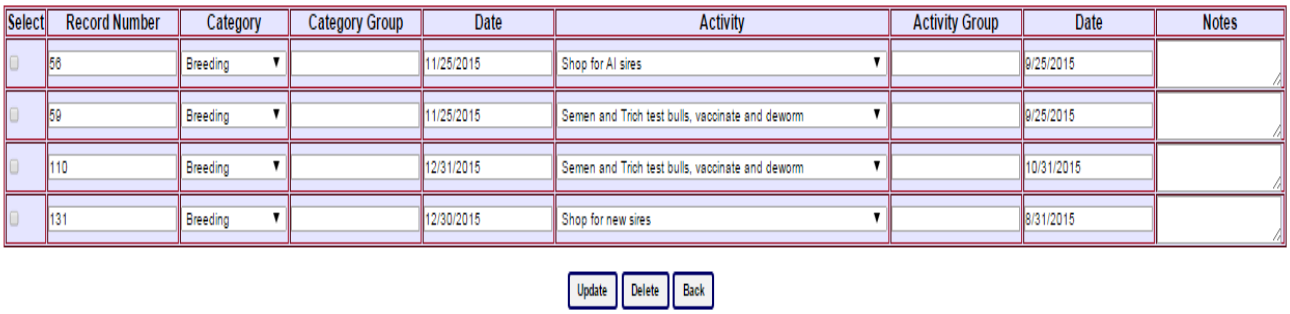
Figure 16. Manual Build Calendar, saving activities



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 (Figure 17), where user can see all the records added. You may select records to be deleted, edit dates or add notes from this screen. If changes are made, hit the "*Update*" to save changes.

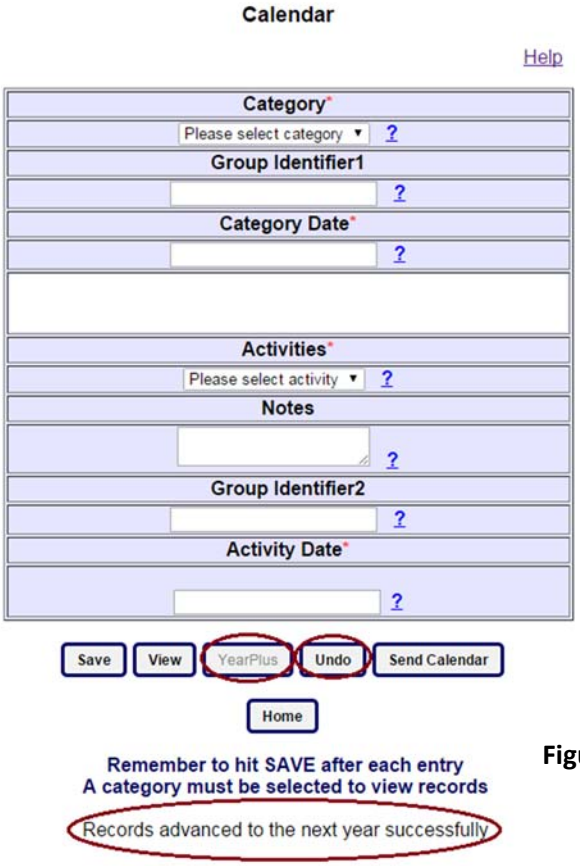
Figure 17. View Records, Manual Build Calendar



If there are no records of the selected Category, or no Category was selected, the program navigates to this page with no records shown (Figure 18).

Figure 18. View Records when no Category is selected

Figure 19. YearPlus button advances all to next year



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 (Figure 19).

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; Figure 19). 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 (Figure 20).

Figure 20. Undo YearPlus records

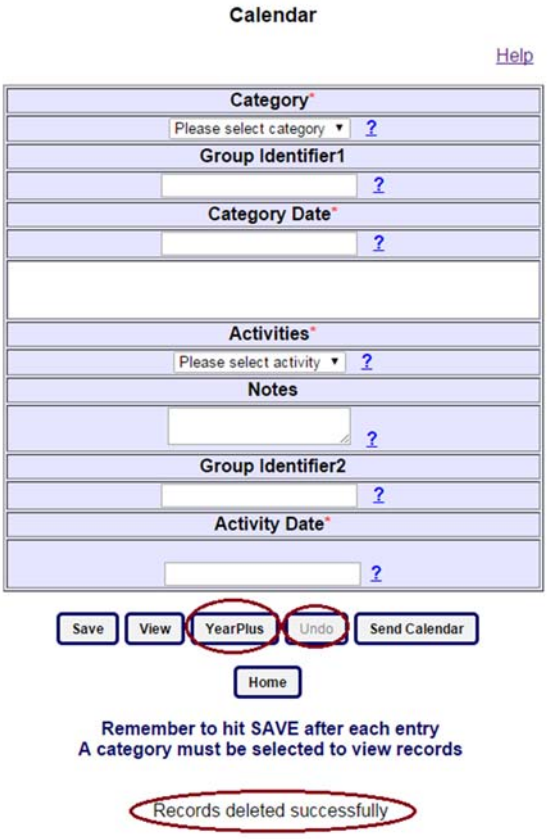
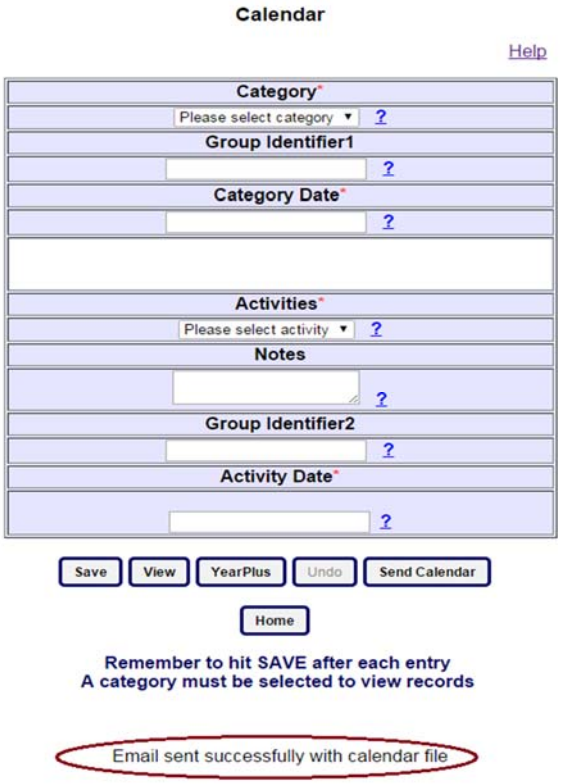


Figure 21. Send Calendar to email



Send Calendar button: When a user clicks on this button, all the records associated with the selected category and 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 (Figure 21). The default time of day that will appear when it enters your calendar is the same for all activities (8:00 am) and must be edited in Outlook or other calendar system as needed.

Synchronizing the calendar with user's calendar system:

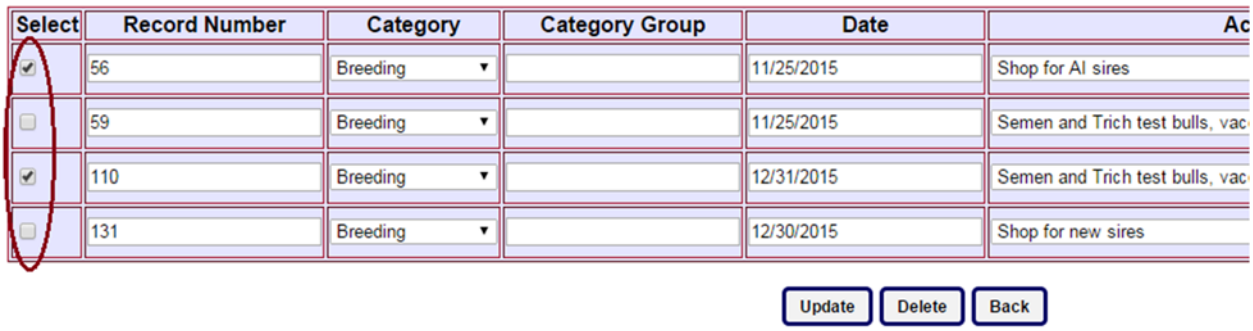
On mobile devices: Clicking on the .ics attachment directly adds the events to the calendar system on the device.

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:

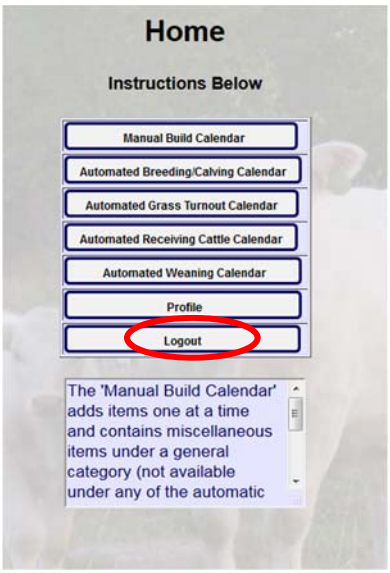
In this page the selected category records are displayed to the user. To edit/delete a record user needs to select the record and perform the action. Be sure to hit *"Update"* after changes.

Figure 22. Send Calendar to email



Logout: To logout from the application, the user needs to go to the Home page and click on the *Logout* button (Figure 23). If a user has been logged in for an extended period and no activity takes place, the user is automatically logged off and must log back in again to continue. Remember to save after each addition of activities.

Figure 23. Logout



Importing and Printing Calendar File

For GMAIL users:

Download the attachment “cal.ics” and save it on your computer.

To import the calendar file go to calendar (top right hand corner) in Gmail (Figure 24a).

Figure 24a. Locating calendar in Gmail

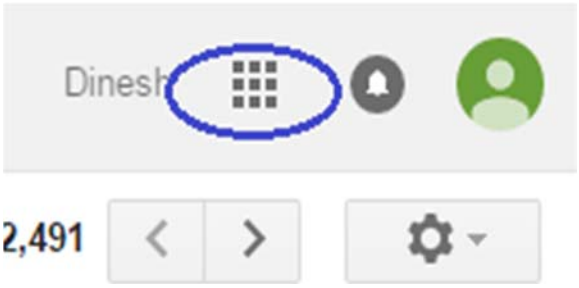
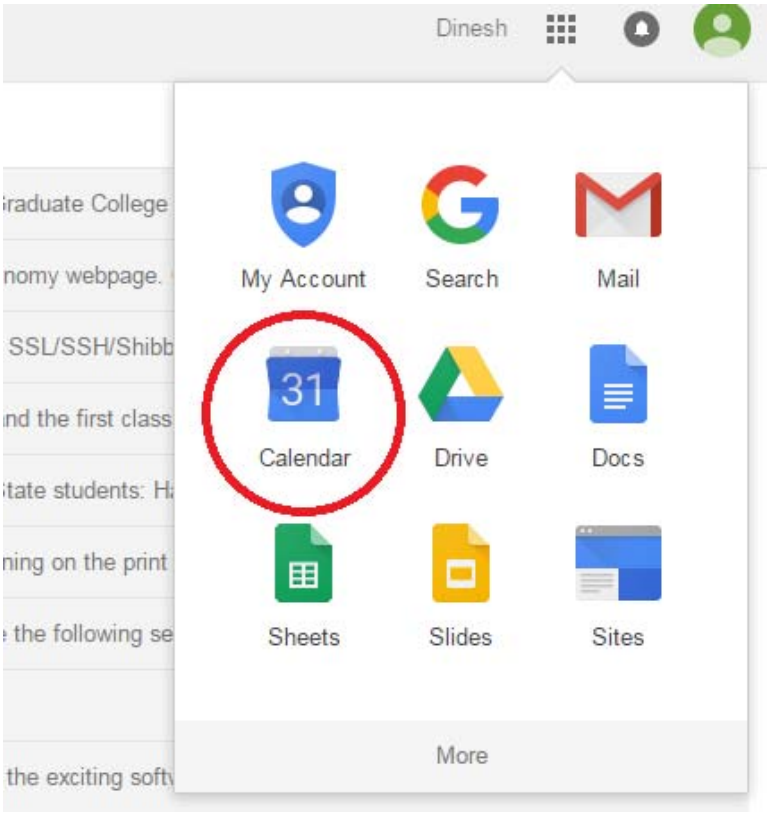


Figure 24b. Locating calendar in Gmail



Click on calendar to go to the Gmail calendar system (Figure 24b).

Google calendar page opens in new tab (Figure 25).

Figure 25. Opened Google calendar

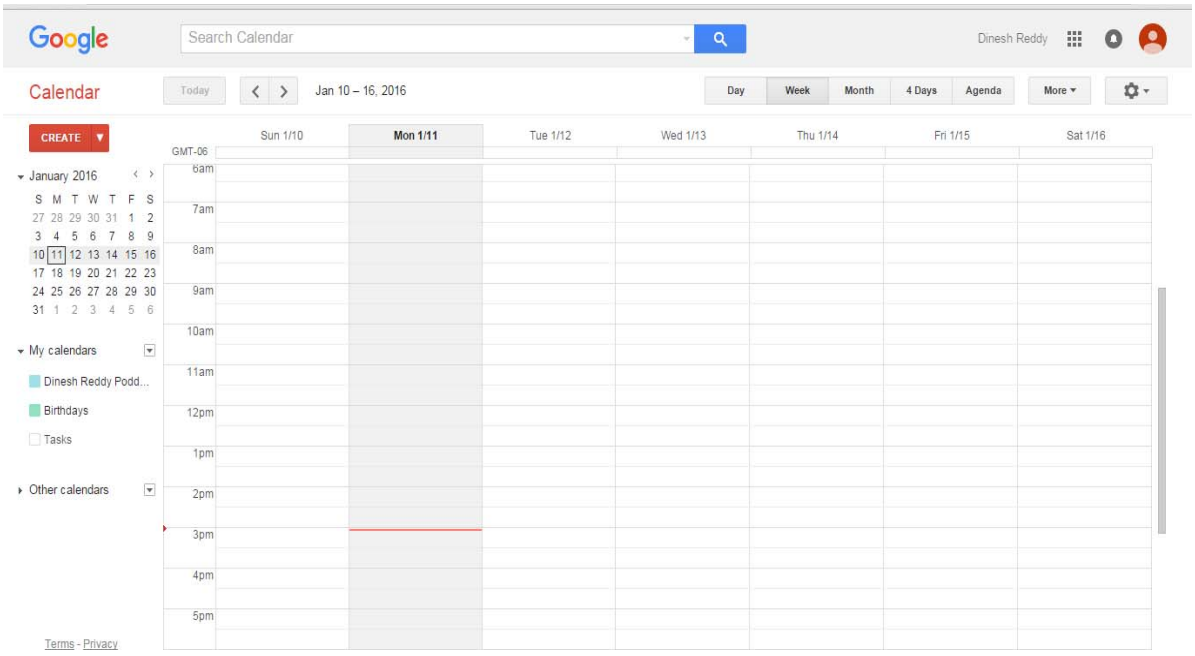
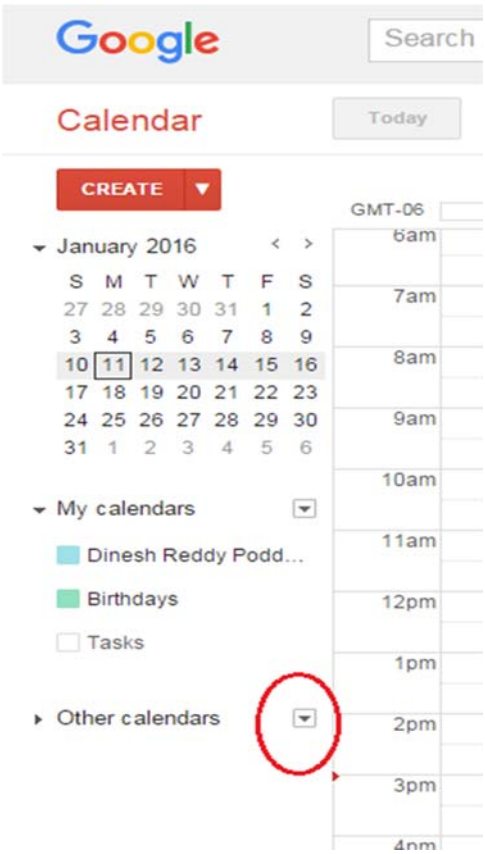


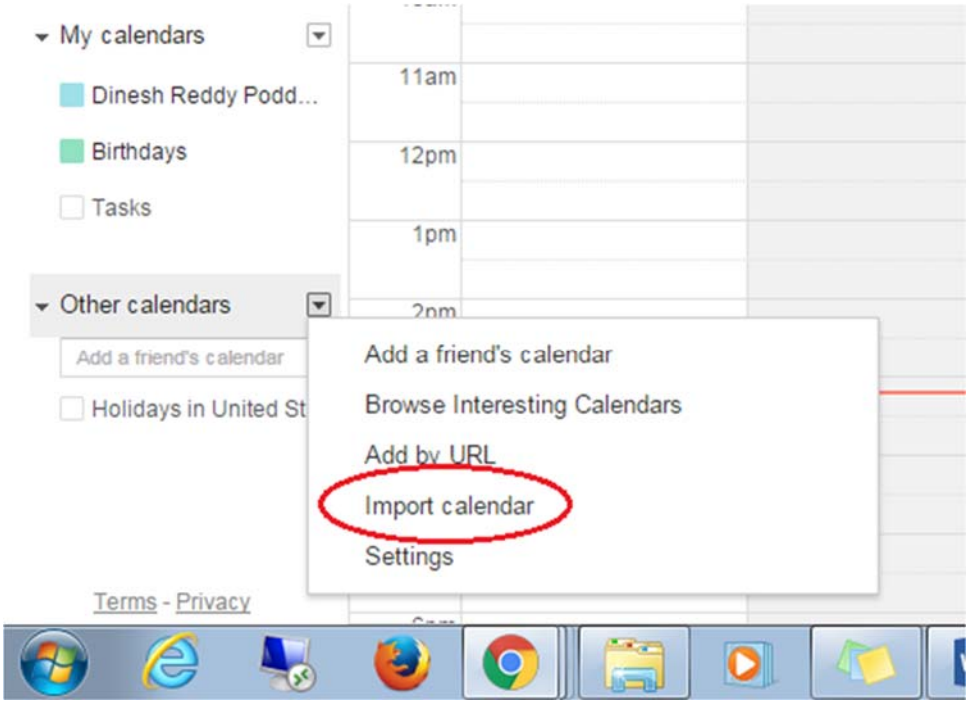
Figure 26. Import cal.ics file step one



To import “cal.ics” file click the down arrow on “other calendars” section in this page (Figure 26).

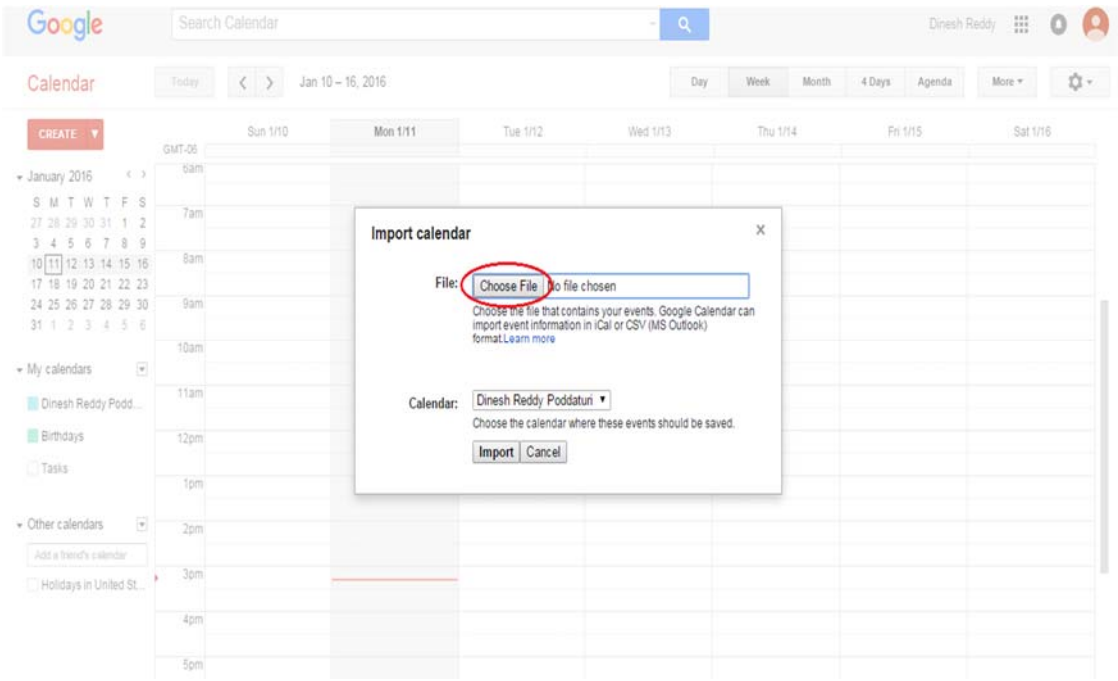
Select “Import Calendar” from the dropdown (Figure 27).

Figure 27. Import cal.ics file step two



As soon as “Import calendar” is selected, a window appears to choose a file to import. Click on “choose file” to select the downloaded “cal.ics” file (Figure 28).

Figure 28. Import cal.ics file step three



Choose “cal.ics” file from computer, click on open (Figure 29a & b).

Figure 29a. Import cal.ics file step four

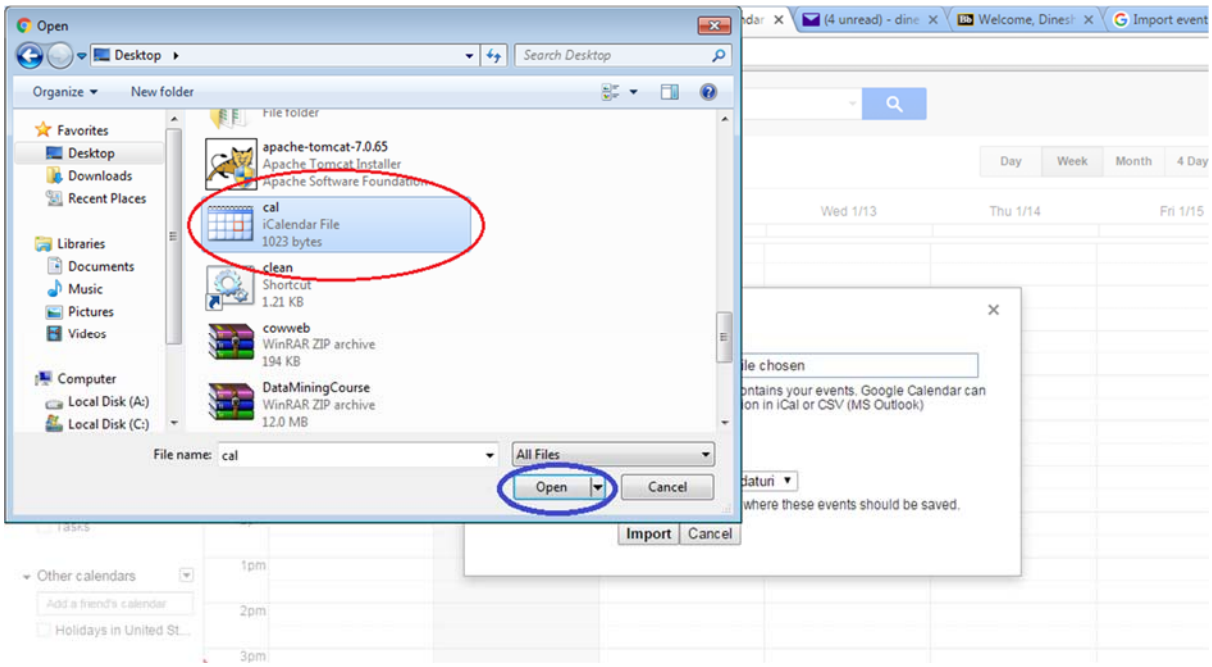
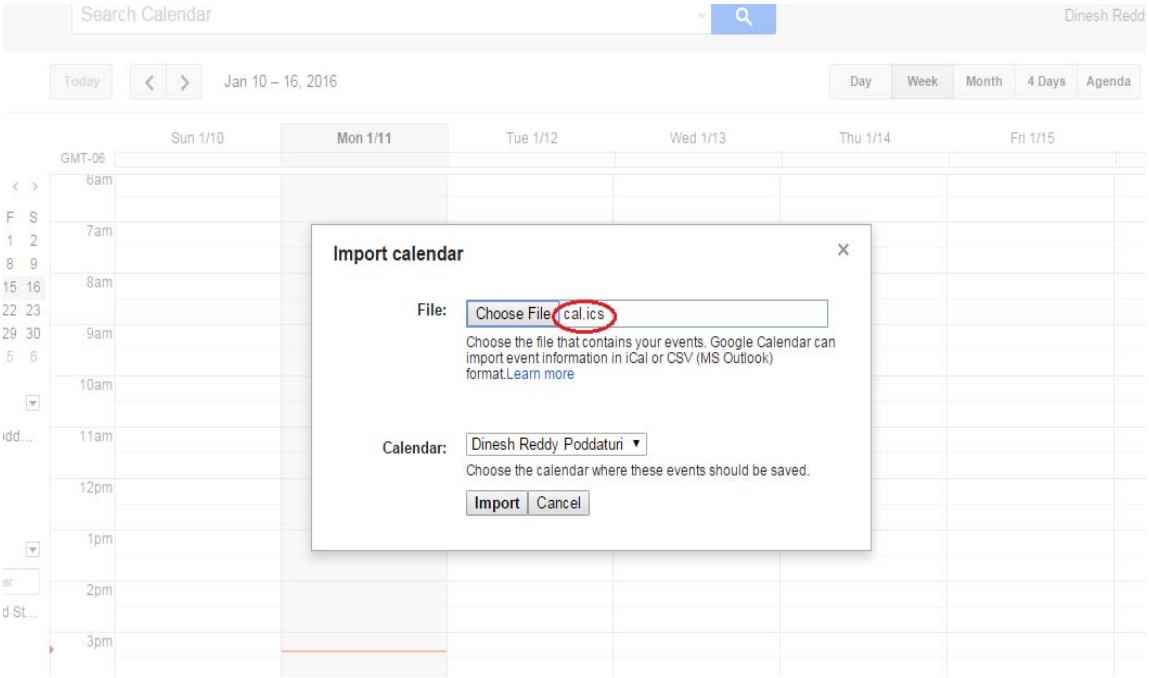
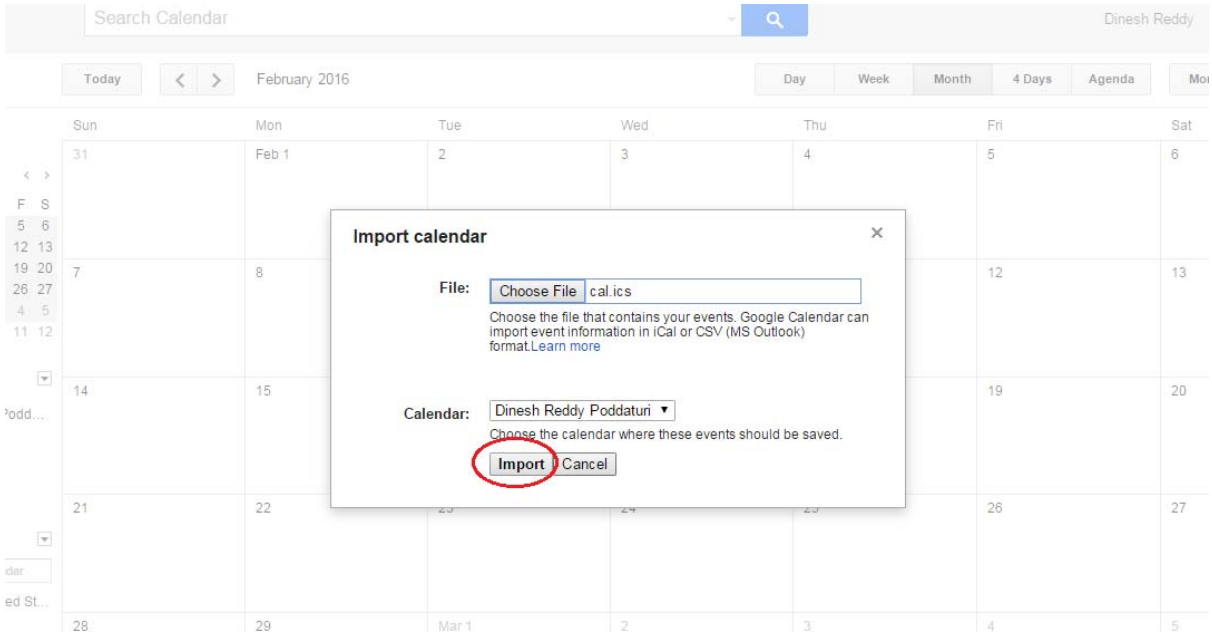


Figure 29b. Import cal.ics file step five



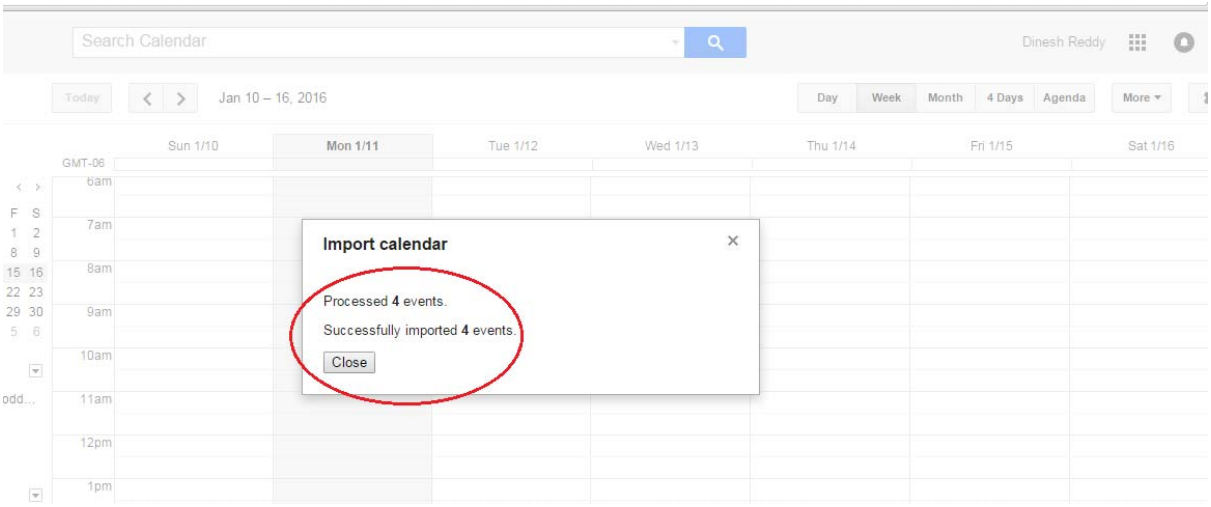
Click on import to add “cal.ics” to Google calendar (Figure 30).

Figure 30. Import cal.ics file step six



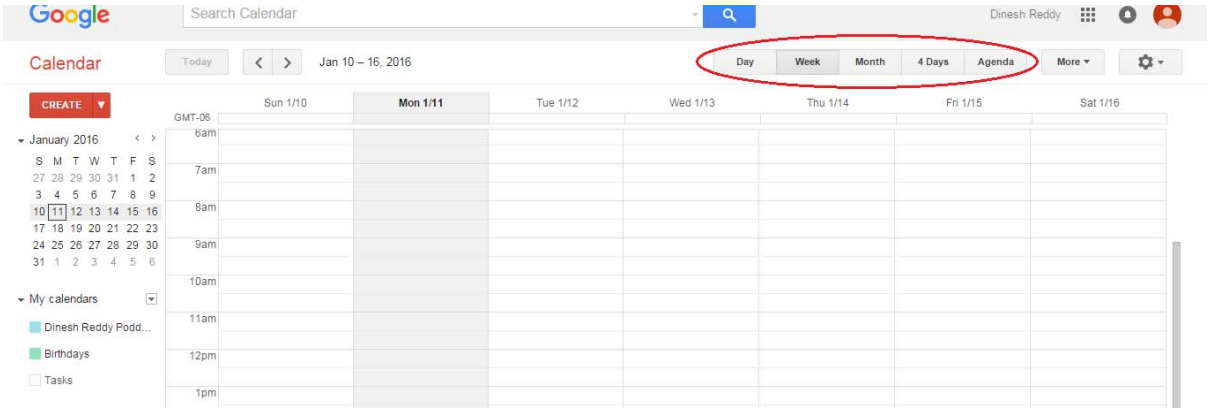
A successful message is displayed after the calendar is added (Figure 31).

Figure 31. Completion of cal.ics file import



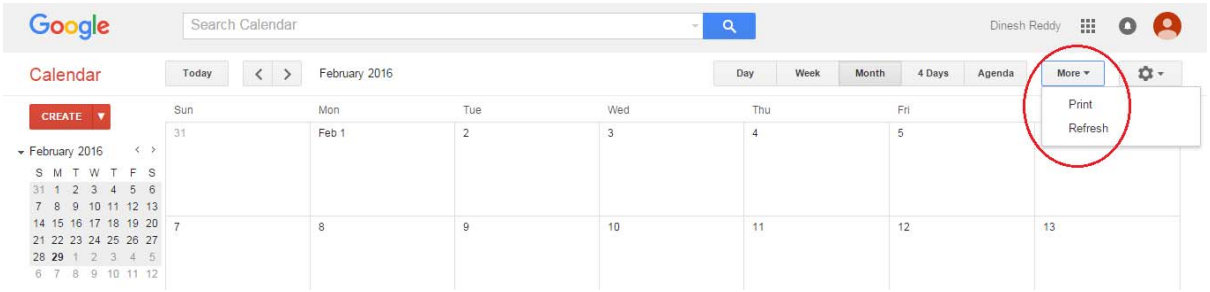
To print the calendar, first select the granularity by Day/ by Week/ by Month from the calendar (Figure 32).

Figure 32. Select type of calendar display



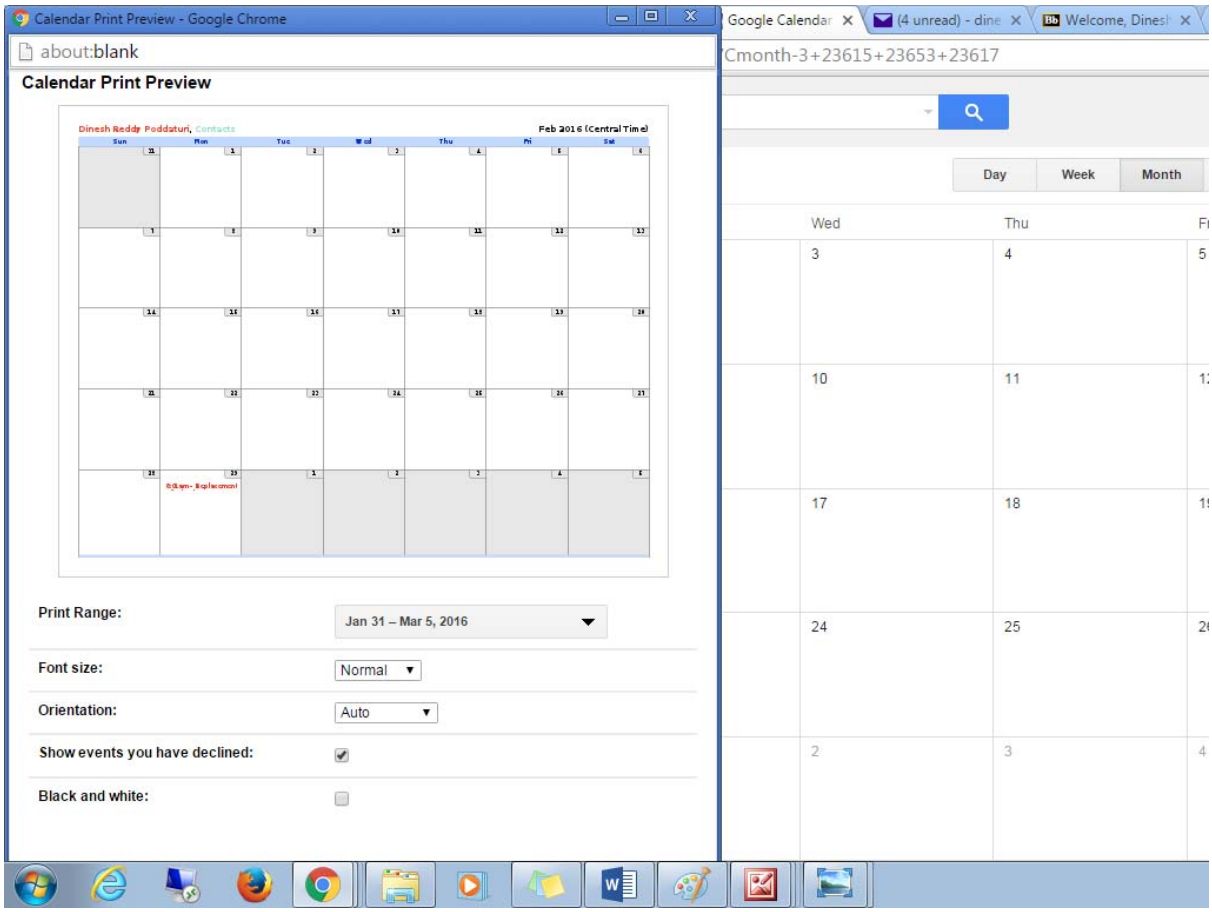
Select “print” from the dropdown in “more” option (Figure 33), after choosing granularity to print the calendar (here “granularity by month” is selected).

Figure 33. Select Print



A preview will be displayed in a new window (Figure 34).

Figure 34. Preview calendar before printing

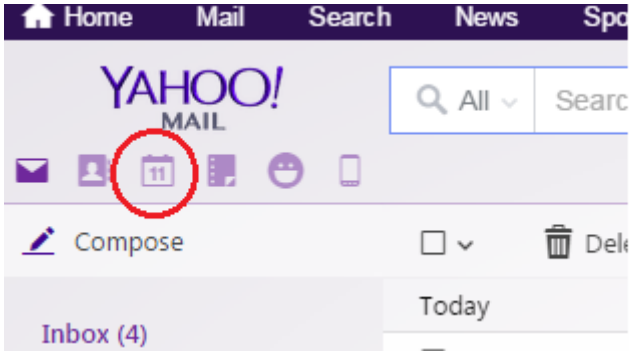


Maximize the window and click on print button to send it to printer.

For YAHOO users:

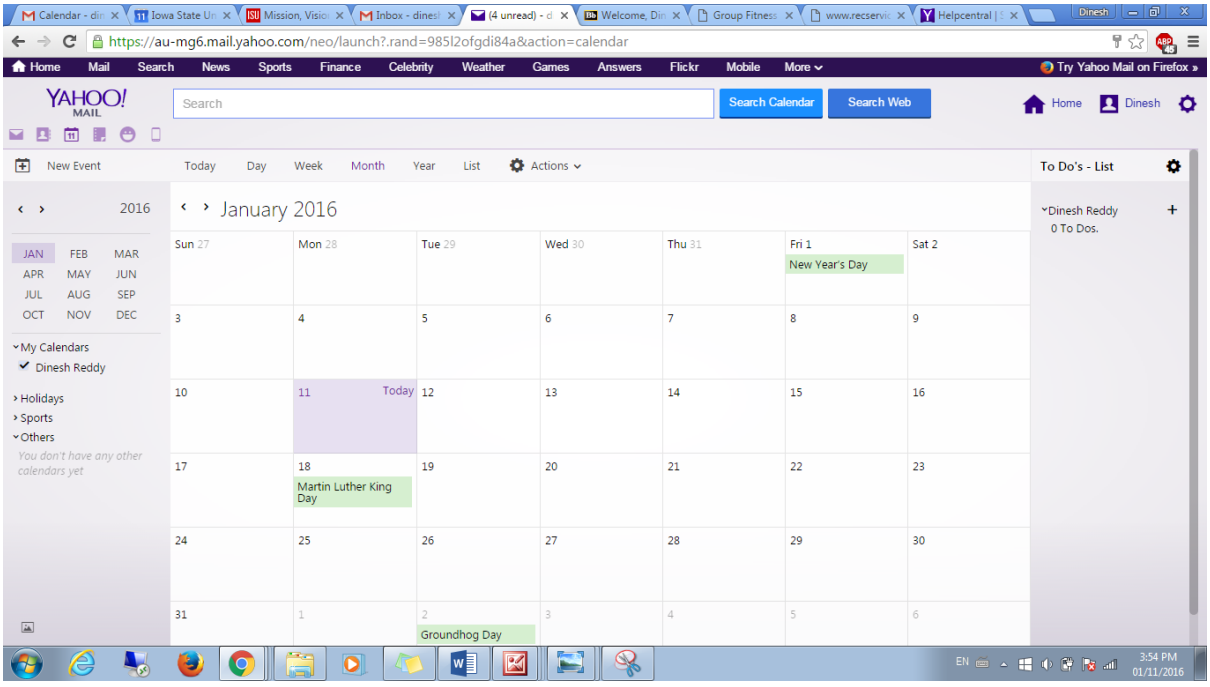
Download the attachment “cal.ics” from email and save it on computer. To import the calendar file, go to calendar in Yahoo (Figure 35).

Figure 35. Import calendar from Yahoo



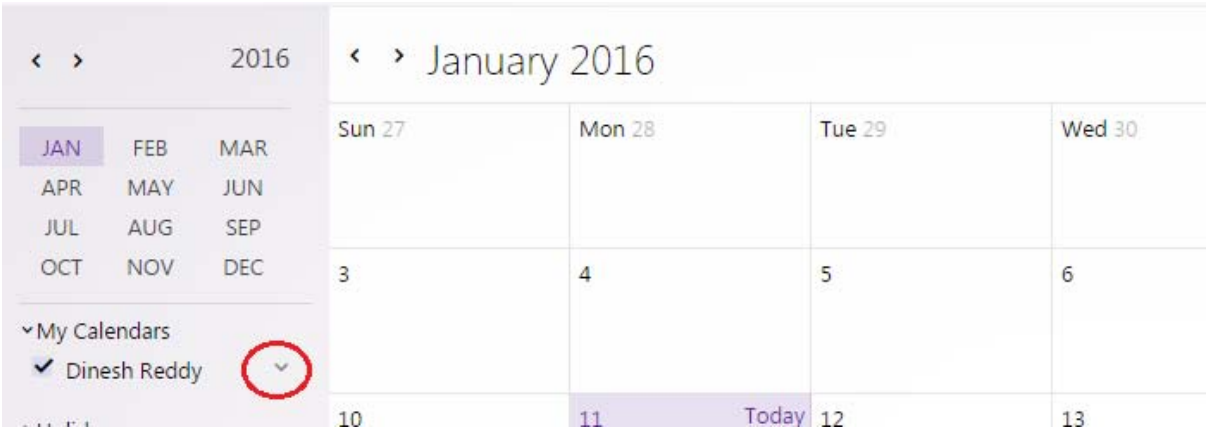
Yahoo calendar opens in the same tab. Move your cursor over the calendar that you want to import the events to (“Dinesh Reddy” in Figures 36 and 37).

Figure 36. Choose calendar to import



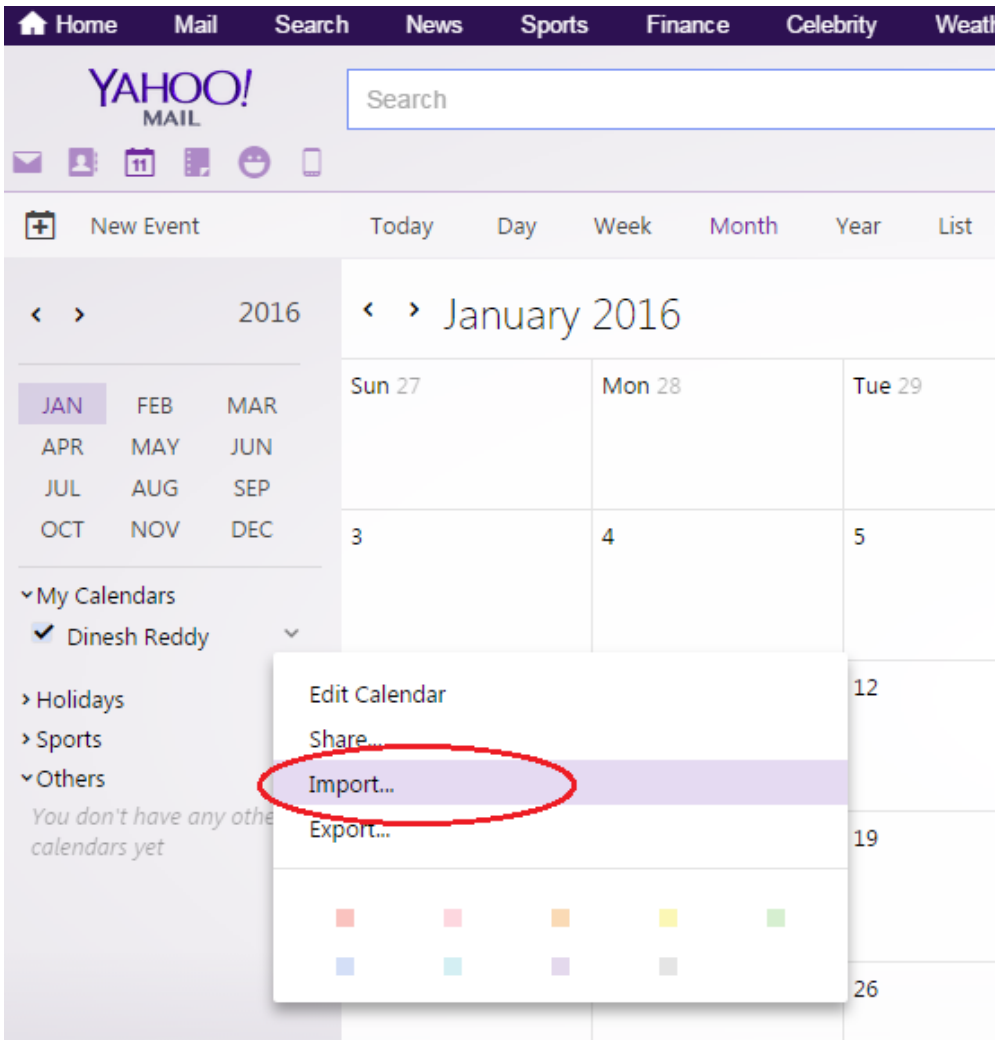
A down arrow displays at the right (Figure 37).

Figure 37. Drop down arrow for import options



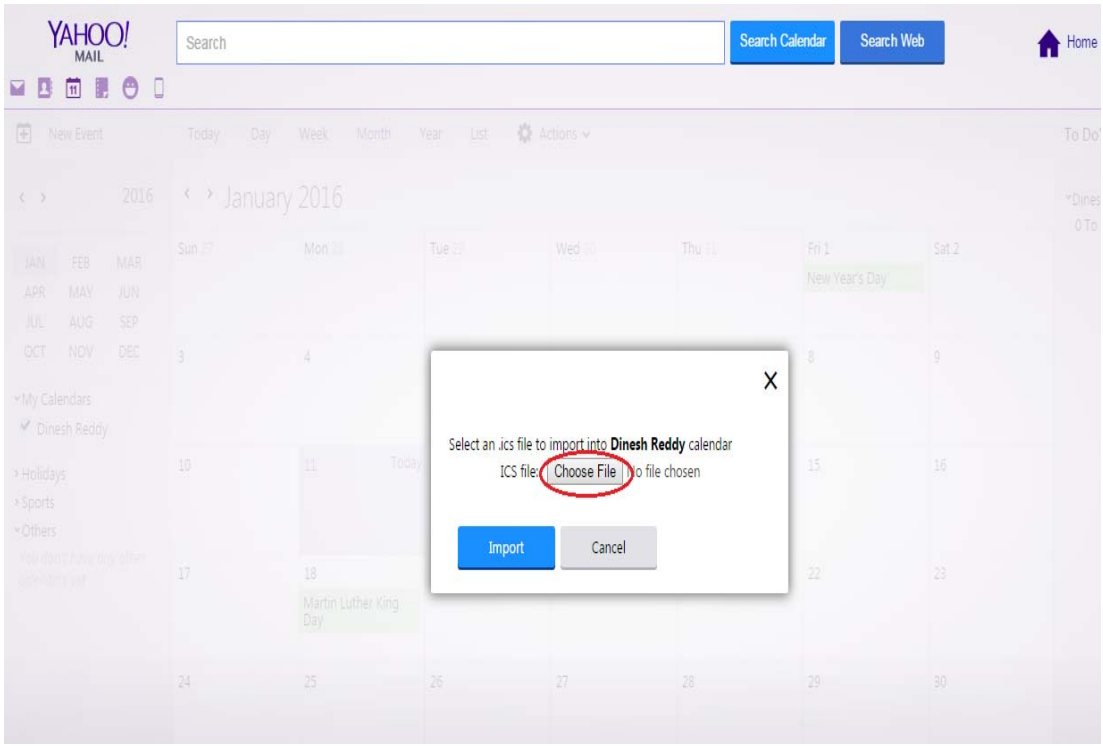
Click on that down arrow for options, select “import” from options (Figure 38).

Figure 38. Import calendar options in Yahoo



A window appears to choose the downloaded “cal.ics” file (Figure 39).

Figure 39. Import cal.ics file step one



Select the downloaded file and click on “open” to add “cal.ics” file (Figure 40).

Figure 40. Import cal.ics file step two

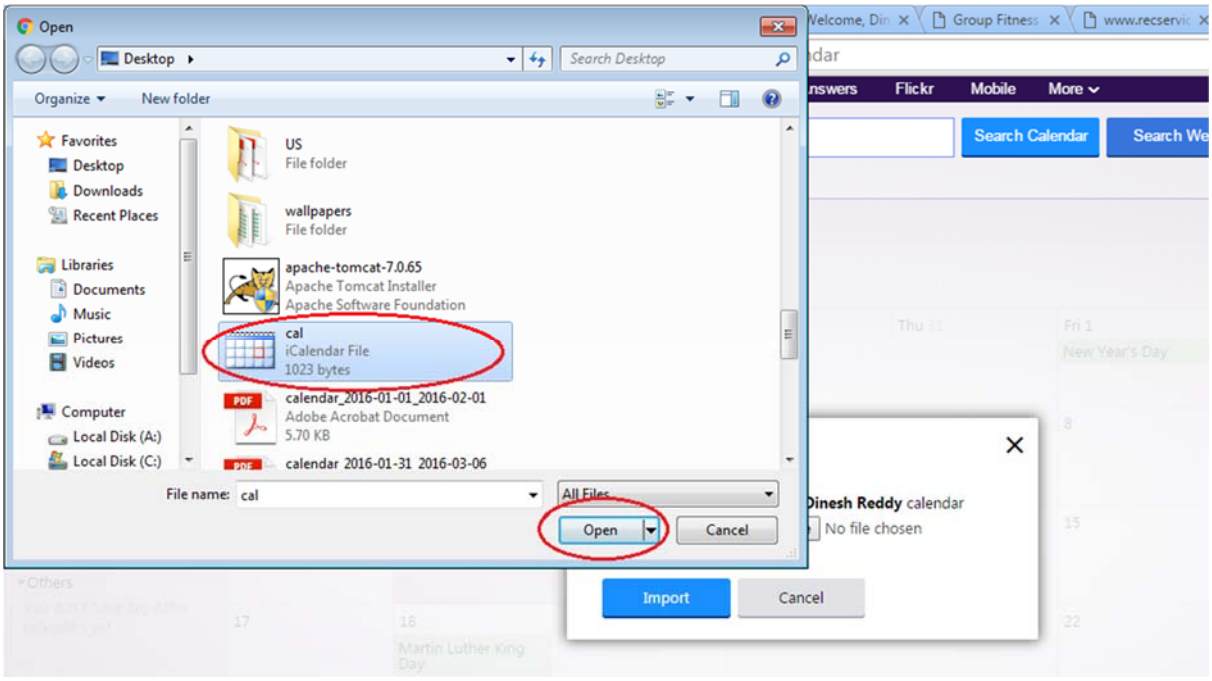
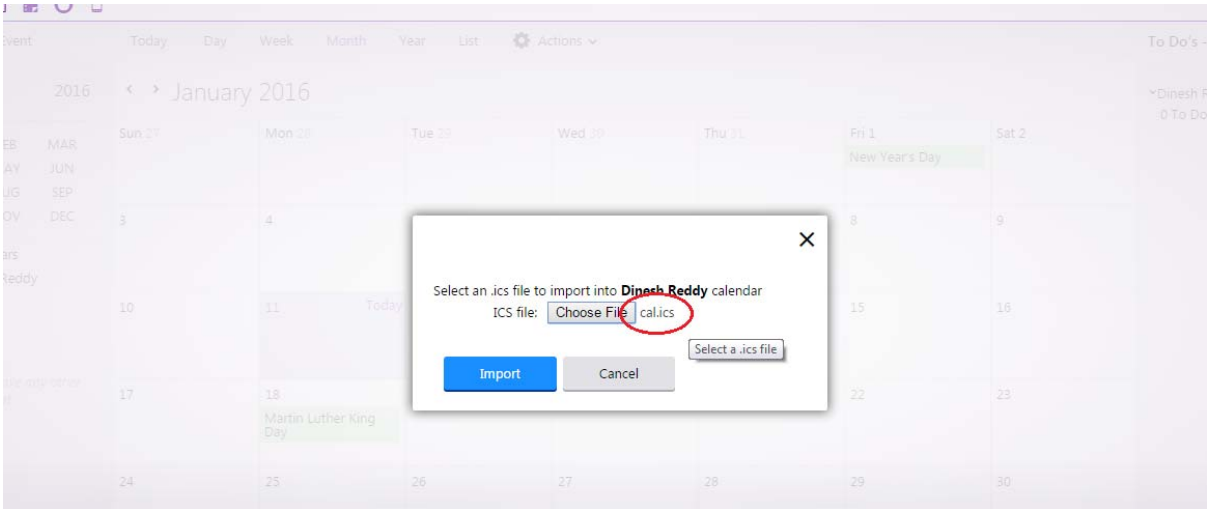
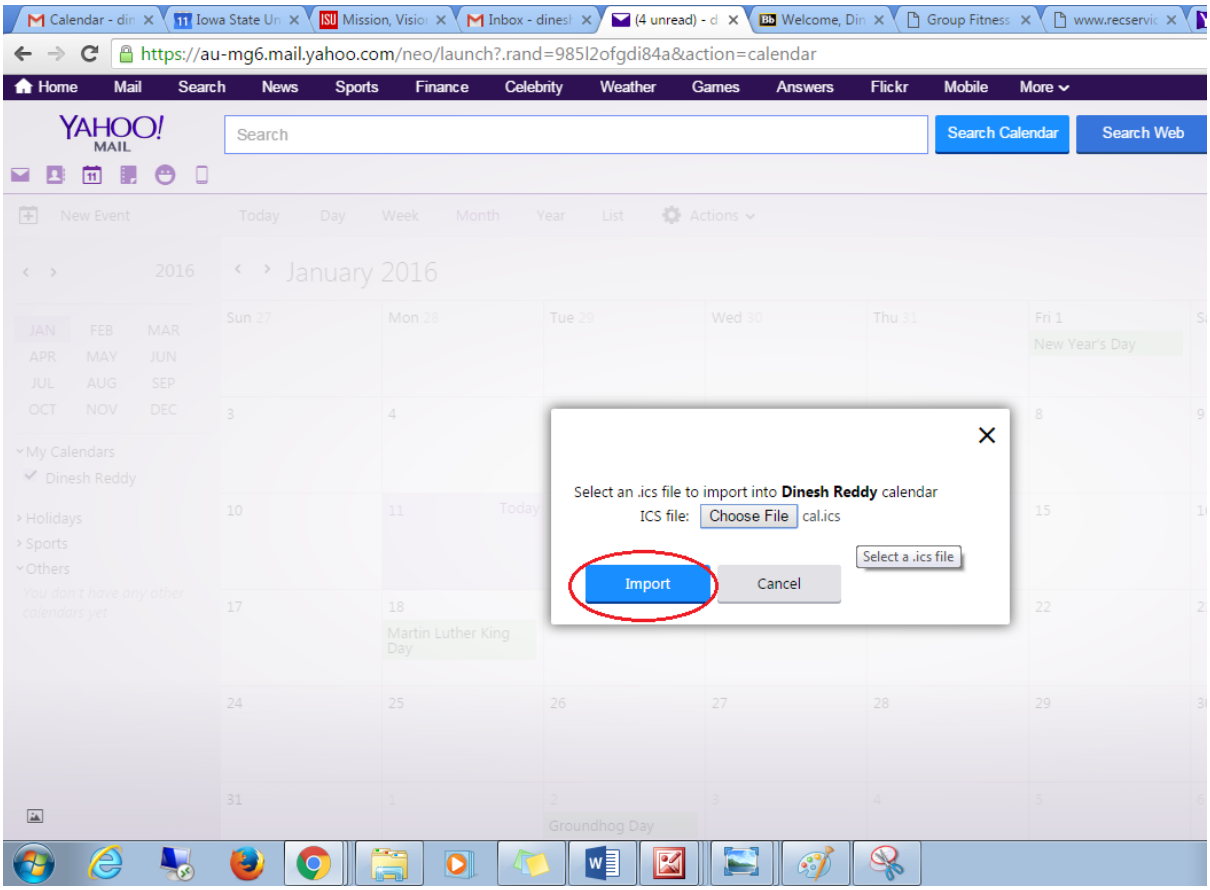


Figure 41. Import cal.ics file step three



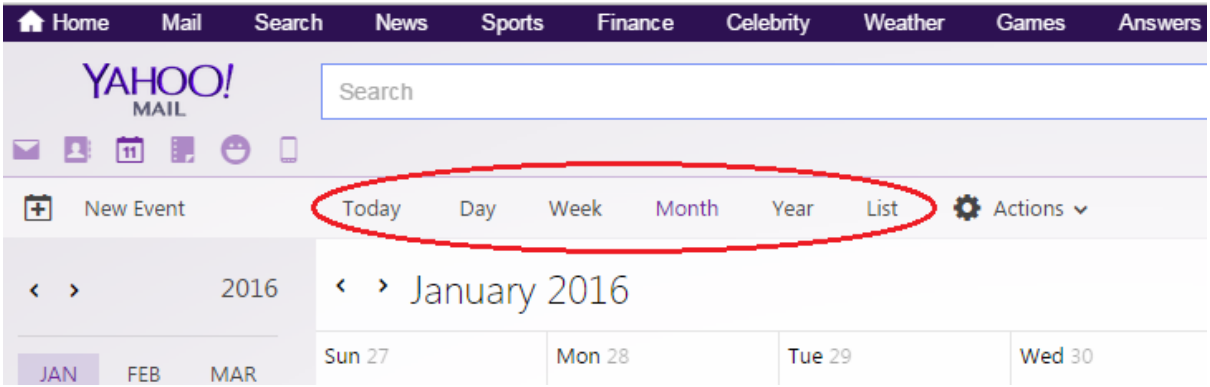
Click on “Import” button to add “cal.ics” to Yahoo calendar (Figure 42).

Figure 42. Import cal.ics file step four



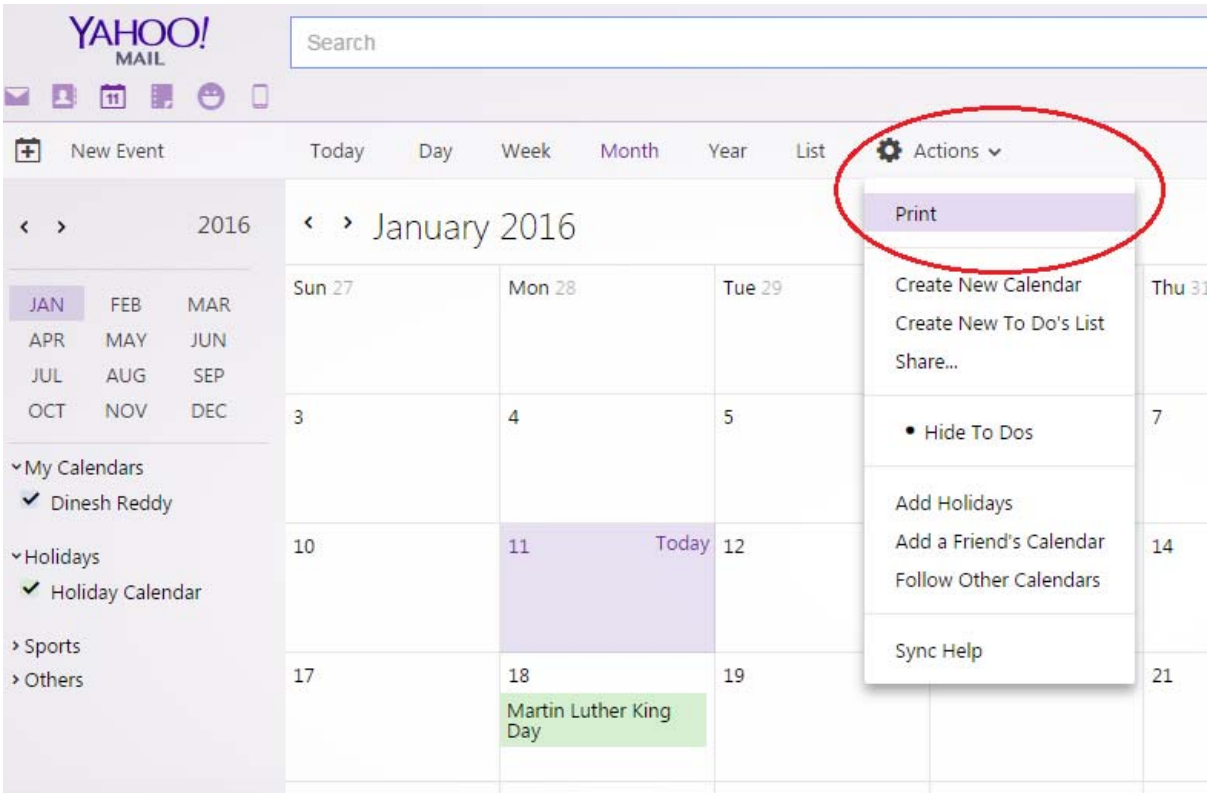
To print the calendar, first select the granularity by Day/ by Week/ by Month from the calendar (Figure 43).

Figure 43. Select type of calendar display



Select “print” from the dropdown in “Actions” option (Figure 44), after choosing granularity to print the calendar (here “granularity by month” is selected).

Figure 44. Print calendar



A print preview will be displayed in new tab. Here the calendar can be sent to printer to print.

For questions, suggested improvements or other inquiries regarding the Management Minder

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